



## **PAROWAN CITY PLANNING AND ZONING MEETING MINUTES**

**Wednesday, December 17, 2025 – 6:00 P.M.**

Parowan City Council Chambers

35 E 100 N, Parowan, UT 84761

Office: (435) 477-3331

**Commission Members Present:** Shane Williamson (Chair), Jamie Bonnett, Weston Reese, Jerry Vesely, Andy Nelson, Councilman David Burton

**Excused:** Cecilie Evans (Alternate), Tracey Wheeler (Alternate)

**City Staff Present:** Mollie Halterman, Mayor; Dan Jessen, City Manager; Scott Burns, City Attorney; Keith Naylor, Zoning Assistant; Brooke Gleason, Business License Officer; Callie Bassett, City Recorder

**Public Present:** Austin Hales, Lesli Walker, Trent Staheli, John Dean, Larry Zajac,

### **Call to Order**

The Planning and Zoning Commission meeting was called to order by Shane Williamson on Wednesday, December 17, 2025, at 6:00 PM.

### **Declaration of Conflicts by Commission Members with Any Agenda Item**

Commission members confirmed there were no conflicts with the agenda items.

### **Approval of Planning and Zoning Meeting Minutes from December 3, 2025**

Commission members reviewed the minutes from the December 3, 2025 meeting. No issues were identified in the minutes.

Motion: To approve the minutes from December 3, 2025 Planning and Zoning meeting.

Motion by: Jerry Vesely. Second by: Weston Reese. Vote: Approved with one abstention (Shane Williamson was not present at the prior meeting).

### **PUBLIC HEARING TO HEAR COMMENTS REGARDING THE PROPOSED SHARED DRIVEWAY/PRIVATE LANE CODE**

Dan Jessen (City Manager) introduced the proposed Shared Driveway/Private Lane Code, explaining this had been discussed over several meetings. He explained that the proposed code would allow for private drives shared by two houses with certain constraints, and private lanes that could be shared by up to 8 homes under specific criteria. He noted that this code was developed after the city had to work through several cases where property owners wanted to install shared driveways extending hundreds of feet, and the city needed better guidelines regarding fire access and safety concerns.

Motion: To open the public hearing regarding the proposed Shared Driveway/Private Lane Code.

Motion by: Jerry Vesely. Second by: Andy Nelson. Vote: Approved unanimously.

There were no public comments.

Motion: To close the public hearing regarding the proposed Shared Driveway/Private Lane Code.

Motion by: Jamie Bonnett. Second by: Jerry Vesely. Vote: Approved unanimously.

#### **PUBLIC HEARING TO HEAR COMMENTS REGARDING AMENDMENTS/UPDATES TO TYPICAL ROADWAY SECTIONS IN CITY ENGINEERING**

Dan Jessen introduced this item, noting that the Commission was considering three main elements: 1) whether to remove the typical section with no on-street parking, 2) whether to allow a section with no curb and gutter that uses natural drainage (noting this would trigger state law requirements regarding asphalt width), and 3) whether to adopt a 50-foot right-of-way typical section that had been introduced.

Motion: To open the public hearing regarding amendments/updates to Typical Roadway Sections in City Engineering Standards.

Motion by: Jamie Bonnett. Second by: Weston Reese. Vote: Approved unanimously.

David Burton provided public comment as a citizen, mentioning that the Fire Chief, Alan Cavalieri, had examined the roadway widths in the city and found them inadequate for ensuring public safety and proper fire access. He stressed the importance of having accessible roadways for public maintenance and pointed out that both the Fire Chief and Aldo Biasi from Public Works had concerns regarding the current standard. Mr. Burton explained that the Fire Chief had intended to present in person but was unable to attend due to other commitments. He relayed that the Fire Chief and Aldo Biasi were anticipating the Planning Commission's recommendations but had made it clear they had reservations about maintaining narrow roadway widths. Mr. Burton presented pictures and additional written comments to the Commission, indicating the observations made by the Fire Chief regarding parking on different streets and its impact on safety and accessibility.

Councilmember John Dean addressed the Commission, acknowledging the city's existing variety of road types, which include curb and gutter, sidewalks, and roads without sidewalks. John shared his hope that the city would establish a clear and consistent standard for future developments, ensuring that developers are aware of and adhere to these guidelines. He noted the challenges posed by the current variability and advocated for a streamlined approach moving forward to assist developers in planning future subdivisions in Parowan.

Motion: To close the public hearing regarding amendments/updates to Typical Roadway Sections in City Engineering Standards.

Motion by: Jerry Vesely. Second by: Andy Nelson. Vote: Approved unanimously.

#### **PUBLIC HEARING TO HEAR COMMENTS REGARDING UPDATES TO PAROWAN'S ANNEXATION POLICY PLAN**

Dan Jessen introduced this item, explaining that the proposal was to not change the current annexation policy map, though the City Council was interested in considering potential changes. He noted that the annexation policy plan is important for long-range planning of city services



and infrastructure. Mr. Jessen explained that the process was set by state code and requires multiple public hearings, including one at the City Council level where additional changes could be proposed.

Motion: To open the public hearing regarding updates to Parowan's Annexation Policy Plan.  
Motion by: Jerry Vesely. Second by: Andy Nelson. Vote: Approved unanimously.

There were no public comments.

Motion: To close the public hearing regarding updates to Parowan's Annexation Policy Plan.  
Motion by: Jerry Vesely Second by: Andy Nelson. Vote: Approved unanimously.

### **Discussion and Possible Recommendation on Shared Driveway/Private Lane Code to City Council**

The Commission discussed the proposed Shared Driveway/Private Lane Code extensively. Dan Jessen opened the discussion by providing context on the long-term considerations and meetings that have led to the current proposal, which permits private drives shared by two houses under certain conditions and private lanes that could accommodate up to eight homes, adhering to specific criteria. The code was created in response to prior property owner requests to establish lengthy shared driveways, highlighting a gap in city guidelines for fire access and safety. Dan Jessen pointed out that the proposed code had not sparked substantial interest or concerns from the general public. He emphasized that the goal was to give clear guidelines, as past proposals had reached the city council without comprehensive codes in place.

Motion: To give a positive recommendation to City Council on the Shared Driveway/Private Lane Code update.  
Motion by: Jamie Bonnett. Second by: Jerry Vesely. Vote: Approved unanimously.

### **Discussion and Possible Recommendation on Typical Roadway Sections in City Engineering Standards to City Council**

Dan Jessen presented detailed information about current roadway sections in various Parowan subdivisions. He noted that none of the existing subdivisions align perfectly with the current city standards, highlighting a significant variance in roadway characteristics throughout the city. The discussion among Commission members revealed three main proposed changes: potentially eliminating the no on-street parking option, considering the feasibility of allowing a no curb/gutter option in rural estates zones where lot sizes are larger and more suited to such a layout, and possibly adding a 50-foot right-of-way option.

During the discussion, Shane Williamson raised a concern about proceeding without the technical input of the Fire Chief, emphasizing the importance of addressing fire safety and accessibility concerns. Shane suggested that the recommendations should be postponed until they could gather insights from both the Fire Chief and Public Works, ensuring that the proposed changes would not compromise public safety or road maintenance capabilities. Dan Jessen, noting that the Fire Chief intended to evaluate subdivisions and provide feedback, agreed with the approach to obtain this technical expertise before the Commission makes any

final decisions. Several Commission members concurred with Shane's suggestion, agreeing that the insights from the Fire Chief and Public Works would be invaluable in navigating the complexities of the proposed changes, particularly concerning the safe passage of emergency vehicles and efficient snow removal, as highlighted in earlier discussions.

Motion: To postpone discussion on Typical Roadway Sections in City Engineering Standards.  
Motion by: Weston Reese. Second by: Jerry Vesely. Vote: Approved unanimously.

**Discussion and Possible Recommendation on Annexation Policy Plan Updates to City Council**  
The Commission discussed the annexation policy plan. Dan Jessen presented a map showing the current city boundaries and annexation boundary lines. He explained that the annexation policy plan serves as a planning tool for city services and infrastructure.

Commission members discussed the implications of potential changes but generally felt that the current boundaries were appropriate. Jerry Vesely expressed that while growth is inevitable, he thought the current boundaries were adequate and didn't need to be expanded.

Motion: To give a positive recommendation to City Council for the Annexation Policy Plan update with no changes to the map.  
Motion by: Jamie Bonnett. Second by: Weston Reese. Vote: Approved unanimously

**Home Occupation Business License – Portable Jewelry, Amber Wilson: Brooke Gleason**  
Brooke Gleason (Business License Officer) presented Amber Wilson's application for a home occupation business license for her portable jewelry business. She explained that Wilson makes handmade jewelry at home and sells it at farmers markets and flea markets. She does not have customers coming to her home.

Brooke reported that there were two objections from neighbors - one concerned about parking impacts and another with questions about retail operations, traffic impacts, potential crime due to valuable materials, and hazardous materials storage and disposal.

Brooke addressed these concerns, noting that there would be no retail customers at the residence, no traffic impact beyond normal deliveries, and the jewelry appeared to be mostly handcrafted with turquoise and common stones rather than highly valuable materials.

The Commission discussed the conditions that could be placed on the conditional use permit and whether any were necessary. After discussion, they determined that the concerns raised were not substantiated by the actual business activities.

Motion: To approve the home occupation permit for Amber Wilson with no conditions.  
Motion by: Jamie Bonnett. Second by: Jerry Vesely. Vote: Approved unanimously.

### **Member Reports**

There were no member reports.

**Public Comments**

There were no public comments.

**Adjourn**

Motion: To adjourn the meeting.

Motion by: Jamie Bonnett. Second by: Jerry Vesely. Vote: Approved unanimously.

The meeting adjourned at 7:26 p.m.



Callie Bassett, CMC  
City Recorder

Date Approved: 1/07/2026