



PAROWAN CITY PLANNING AND ZONING MEETING MINUTES

Wednesday, January 7, 2026 – 6:00 P.M.

Parowan City Council Chambers

35 E 100 N, Parowan, UT 84761

Office: (435) 477-3331

Commission Members Present: Jerry Vesely (Chair Pro Tem); Andy Nelson, Weston Reese, Cecilie Evans (alternate), Councilmember John Dean

Excused: Shane Williamson (Chair), Jamie Bonnett, Tracey Wheeler (Alternate)

City Staff Present: Mollie Halterman, Mayor; Dan Jessen, City Manager; Keith Naylor, Zoning Assistant; Aldo Biasi, Public Works Director; Brooke Gleason, Business License Officer; Callie Bassett, City Recorder

Public Present: Kevin and Elayne Randall, Paul and Susan Sepe, Ron Callahan, Councilmember David M. Burton

Call to Order

The Planning and Zoning Commission meeting was called to order at 6:04 PM on January 7, 2026.

Declaration of Conflicts by Commission Members with Any Agenda Item

No conflicts were declared by any commission members.

Approval of Planning and Zoning Meeting Minutes from December 17, 2025

A commission member noted that Brooke Gleason was in attendance at the previous meeting but was not listed in the minutes. After this correction was noted, the minutes were considered for approval.

Andy Nelson moved to approve the minutes from December 17, 2025. Weston Reese seconded the motion. The motion passed unanimously.

Home Occupation Permit

Dan Jessen, City Manager, introduced a home occupation permit application for a bakery. He explained that the application came to the Planning Commission because the zoning administrator wanted a review and because the city received protests from concerned citizens, which automatically triggers the application to come before the commission.

Brooke Gleason, Parowan's Business License Officer, explained that Kevin and Elayne Randall were proposing to run a bakery and farm stand from their home. She noted that three neighbors had submitted objections, with concerns primarily about parking, fire safety issues, and other matters detailed in their submissions.

Susan Sepe, a neighbor who lives three doors from the applicant, voiced concerns about the home cottage law requirements, fire safety regarding the use of residential appliances for extended baking periods, potential strain on the city's infrastructure (sewer and water systems), and insurance requirements for a food business. She also expressed worry about increased traffic in their neighborhood.

Elayne Randall, the applicant, explained that her proposed "Mama Lane's Bakery and Farmstand" would be open Thursday through Saturday from 8 AM to 8 PM. She clarified that she previously ran a bakery at Chevron but this would be a smaller scale operation run by herself alone. She indicated customers would typically stay only 1-3 minutes and that parking was available in her driveway and on the street. Mrs. Randall confirmed she had obtained her Department of Agricultural and Food Certificate, submitted approved recipes, and possessed a food handlers' card.

Kevin Randall, co-applicant, added that there was ample parking in the area, including an empty lot where he parks his truck that could accommodate additional cars if needed.

Ron Callahan, another neighbor directly across the street, expressed concerns about future businesses potentially being allowed in the neighborhood and the parking situation.

After discussion, commission members expressed interest in physically visiting the location and consulting with the fire marshal and police chief before making a decision.

Andy Nelson moved to table agenda item number 4 for the home occupation permit for the bakery until the next meeting. Weston Reese seconded the motion. The motion passed unanimously.

Discussion and Recommendation on Updating Typical Roadway Sections

Dan Jessen explained that the commission had previously discussed updating typical roadway sections and was ready to make a recommendation. He noted that the commission had wanted to hear input from the fire chief and public works director before proceeding.

Dan shared a letter from Fire Chief Alan Cavalieri expressing concerns about narrow streets making firefighting more difficult. The chief noted that when fighting fires, multiple vehicles need to be close to the structure, and narrow streets with parked vehicles can significantly hinder operations.

Aldo Biasi, Public Works Director, provided his input regarding right-of-way widths. He explained that while tighter rights-of-way can make work harder in some situations, wider ones make work easier. He emphasized that "it's not a problem until it's a problem" regarding street width, noting issues arise when vehicles park on the street, particularly during snow removal operations or utility repairs. Mr. Biasi expressed his personal preference for wider streets to allow adequate working room for city crews.

The commission discussed three proposed changes: removing the "no on-street parking" requirement from typical section A1, making the no-curb option only available in rural estates, and potentially reducing the minimum right-of-way from 60 feet to 50 feet under certain conditions. After hearing from staff, commission members expressed their preference to maintain the 60-foot minimum right-of-way.

Andy Nelson moved to recommend the City Council on updating typical roadway sections as discussed to leave it at 60-foot right-of-way. The motion was seconded by Weston Reese. The motion passed with one vote in opposition from Cecilie Evans.

Update on Building Permit Activity for 2025 – Keith Naylor

Keith Naylor, Parowan City Building Inspector, provided an update on building permit activity for 2025. He noted that it was a uniquely slow year with only 46 residential permits issued, of which only 7 were for new single-family residences. The remaining permits were for solar installations, accessory buildings, remodels, and finishing basements. There were also 5 commercial permits, bringing the total to 51 permits for the year.

For historical comparison, Mr. Naylor reported that in 2024 there were 16 single-family residence permits, in 2023 there were 20, and in 2022 there were 27. He noted that 2026 already looks to be a busier year, with 5 single-family residence permits already issued.

Dan Jessen added that the city had adopted a building permit fee schedule that was causing concern among local builders due to higher fees than what the county had previously charged. This would be discussed at the City Council meeting the following night.

Member Reports

No reports were provided by commission members.

Callie Bassett, City Recorder, suggested that the commission consider moving the public comment section to the beginning of meetings rather than the end, as is done with City Council meetings. She noted that public comment at the end of meetings is less effective since voting has already occurred. The commission agreed to discuss this with the commission chair.

Public Comment

There were no comments from the public.

Adjourn

Weston Reese moved to adjourn the meeting. Cecilie Evans seconded the motion. The motion passed unanimously and the meeting adjourned at 7:13 p.m.


Callie Bassett, CMC, City Recorder

Date Approved: 1/21/2026