



**PAROWAN CITY COUNCIL MEETING MINUTES
JANUARY 22, 2026 – 5:30 P.M.
PAROWAN CITY COUNCIL CHAMBERS
35 E. 100 N., PAROWAN, UT 84761**

Elected Officials Present: Councilmembers Lyle Barton, David Burton, John Dean, David Harris, and Rochell Topham

Excused: Mayor Mollie Halterman

City Staff Present: Dan Jessen, City Manager; Scott Burns, City Attorney; Keith Naylor, Building Inspector/Assistant Zoning Administrator; Chief Addison Adams, Parowan PD; Callie Basset, City Recorder.

Public Present: Please attendance sign in sheet.

Welcome and Call to Order: Mayor Pro Tem

In the absence of Mayor Halterman, the council needed to elect a Mayor Pro Tem for the meeting. Councilmember Topham was nominated for this position.

Motion to nominate Rochelle Topham as Mayor Pro Tem for tonight's meeting was made by Councilmember Burton, seconded by Councilmember Harris. Motion carried unanimously.

Councilmember Topham called the meeting to order at 5:30 PM on January 22, 2026.

Opening Ceremonies: By Invitation

Cecilie Evans offered the opening prayer and led the Pledge of Allegiance.

Declaration of Conflicts With or Personal Interest In any Agenda Items: City Councilmembers

No conflicts of interest were declared by any council members.

Public Comments (3 minutes each)

Boyd Wittwer expressed concerns about the safety of the South interchange, particularly the lack of a turn lane on the east side after the Maverick was built. He described a dangerous incident while bicycling where vehicles had no room to maneuver safely. City Manager Dan Jessen responded that Maverick is required to add a turn lane in the spring when the asphalt window opens, and UDOT is conducting a study on improving the entire interchange.

Ryan Talbot, Executive Officer for the Iron County Home Builders Association, requested earlier involvement in city processes affecting builders, such as impact fee studies and engineering standards changes. He acknowledged fees would increase but emphasized that every added cost affects housing affordability.

Jake Hulet commented on building permit fees, stating he was not against Parowan having its own building department, but expressed concern that the current fees are about double what the county

charged. He noted that as a builder, these costs are passed to homeowners, making affordable housing more difficult.

PUBLIC HEARING ON CULINARY WATER IMPACT FEES

Prior to opening the hearing, Aaron Anderson from Bowen Collins presented information about the impact fee study. He explained that the analysis showed a maximum justifiable fee of \$7,284.76 per equivalent residential connection. The fee was calculated based on existing system capacity that will be utilized by new growth and planned new facilities including a water treatment plant and east storage tank. He explained that tank costs ranged widely based on site conditions, with the proposed east tank requiring significant access roads and other improvements.

Motion to open the public hearing was made by Councilmember Burton, seconded by Councilmember Barton. Motion carried unanimously.

Cecilie Evans expressed concern about how the impact fee increase would disproportionately affect smaller, more affordable homes. She stated that while she recognizes the need for infrastructure funding, the fees have a greater impact on 1,500 sq ft starter homes than on 4,000 sq ft custom homes. She urged the council to consider how these fees might create barriers for residents trying to enter the housing market.

Andy Springer, representing a development group planning affordable housing in Parowan, thanked the council for being proactive about infrastructure protection. He explained they were attempting to build 3-bedroom, 2-bathroom homes of 1,500-1,800 sq ft for under \$400,000, which was already challenging with existing costs. While he supported the need for infrastructure investment, he requested the council consider alternative funding solutions rather than passing the full cost to first-time homebuyers.

Motion to close the public hearing was made by Councilmember Burton, seconded by Councilmember Harris. Motion carried unanimously.

CONSENT AGENDA:

Motion to approve the consent agenda items 6 and 7 (minutes of 1-8-2026 city council meeting and the warrant register) was made by Councilmember Burton, seconded by Councilmember Harris. Motion carried unanimously.

ACTION MEETING:

Possible Consent and Approval of Existing or New Committee Members

Mayor Pro Tem Topham presented the list of committee appointments recommended by Mayor Halterman:

- Sarah Bryant – Library Board (reappointment)
- Sariah Thurston – Library Board
- Trisha Harris – Economic Health and Development Committee
- Christine Price – Historic Preservation Committee
- Bryce Mineer – Shade Tree Committee

Motion to approve the individuals to the different committees as presented was made by Councilmember Burton, seconded by Councilmember Dean. Motion carried unanimously.

Resolution to Update Fee Schedule for Building Permit Fees – Resolution 2026-01

City Manager Dan Jessen explained that when the city took over building inspections from the county, they inadvertently increased fees above what the county had been charging. The county had been using an outdated valuation table, while the city adopted current building values.

Dan presented options to discount the fees by approximately 30-32% to bring them in line with county rates. Council discussed whether the discount would be sufficient to fund the building department and how often to review the fees. They also discussed making the discount retroactive for those who had already paid the higher rates under protest.

Motion to update the building permit fee schedule to include a 30% discount with review in six months (July 22, 2026) and to make the change retroactive was made by Councilmember Burton, seconded by Councilmember Harris. A roll call vote was conducted: Burton - aye, Dean - aye, Barton - aye, Topham - aye, Harris - aye. Motion carried unanimously.

Consider New Culinary Water Impact Fee Amount

Following the public hearing presentation, the council discussed the proposed maximum water impact fee of \$7,284.76. Councilmember Barton emphasized the importance of addressing dwindling water resources and ensuring that existing residents do not subsidize growth. Councilmember Harris expressed concern about the dramatic increase and its effect on housing affordability.

Councilmember Dean shared research on water impact fees in other Utah communities, noting a wide range from \$1,327 in Milford to over \$10,000 in Newton. He suggested considering a discount for affordable housing.

Aaron Anderson discussed an alternative approach used in Washington County where lower impact fees are offered to homes built with water-efficient features and landscaping, backed by conservation easements and different water rate structures.

After extensive discussion, the council wanted to explore the tiered approach based on water efficiency and gather more information on how other communities implement their impact fees.

Motion to table items 10 and 11 on the action agenda to the next meeting was made by Councilmember Burton, seconded by Councilmember Topham. Motion carried unanimously.

Consider Breakwater Flood Control Options – Direction for Next Steps

Dan Jessen reported on his investigation of how Cedar City handled their flood retention basin cleanup. Cedar City gave Phil Schmidt a 5-year contract to clean out their pits in exchange for keeping the excavated material. Dan estimated Parowan's breakwater contained approximately 750,000 cubic yards of material that would need to be removed to properly restore its function.

The council discussed whether to issue a Request for Proposals (RFP) to see if any private contractors would be interested in a similar arrangement. Dan recommended including specific timelines and requirements to ensure the work is completed properly and in a timely manner.

Motion to put the breakwater flood control maintenance project out to bid was made by Councilmember Burton, seconded by Councilmember Barton. Motion carried unanimously.

Consider FBO Contract Approval

Dan Jessen presented the Fixed Base Operator (FBO) contract for the airport, noting that all terms previously discussed remained unchanged. He mentioned that the new FBO might wait to sign the contract until they have an option to do a hangar lease contract as well, which would be presented at a future meeting.

Motion to approve the FBO contract was made by Councilmember Dean, seconded by Councilmember Harris. Motion carried unanimously.

Consider Annexation Policy Plan Map – Direction for Next Steps

Councilmember Burton presented a proposed revised annexation policy map that would reduce the area included in the city's annexation policy plan. He explained the map was designed to include areas with existing city infrastructure and services, while protecting farmland and maintaining Parowan's rural character, following the principles established in the "Rural Done Right" initiative.

Councilmember Dean questioned the rationale for shrinking the boundary when the city still maintains control over whether to approve any annexation requests. Councilmember Barton expressed concern that reducing the boundary would give more development control to the county rather than the city.

Motion to leave the annexation policy map the way it is today (not adopting the new proposed map) was made by Councilmember Harris, seconded by Councilmember Barton. Motion passed 4-1, with Councilmember Burton voting against.

Ordinance to Update PCMC 13.12.030 Establishment of Recreation Committee to Allow for a Recreation Committee AND a Recreation Director – Ordinance 2026-02

Dan Jessen presented an expanded ordinance that not only added the word "AND" to allow for both a recreation committee and a recreation director, but also defined how they would work together. The ordinance specifies that when a recreation director is appointed, the committee serves in an advisory role, and when there is no director, the committee takes a more directive role. The ordinance also addressed membership, officers, and compensation.

Motion to approve Ordinance 2026-02 to update PCMC 13.12.030 to establish a recreation committee to allow for a recreational committee and recreational director was made by Councilmember Dean, seconded by Councilmember Barton. A roll call vote was conducted: Burton - aye, Dean - aye, Barton - aye, Topham - aye, Harris - aye. Motion carried unanimously.

Ordinance to Adopt Shared Driveway/Private Lane Code – Ordinance 2026-03

Dan Jessen stated this was the same ordinance previously discussed in multiple meetings and committees, now formatted as an ordinance for adoption.

Motion to adopt Ordinance 2026-03 regarding shared driveway/private lane code was made by Councilmember Barton, seconded by Councilmember Topham. A roll call vote was conducted: Burton - aye, Dean - aye, Barton - aye, Topham - aye, Harris - aye. Motion carried unanimously.

Consider Pioneer Legacy Celebration Funding Commitment Level

The council discussed a request for sponsorship for the Pioneer Legacy Celebration. The city had previously contributed \$2,500 as a Gold Sponsor two years ago.

A lengthy discussion ensued about whether the city should fund the event. Councilmember Harris expressed concerns about separation of church and state and felt taxpayer money should not fund the event. Councilmember Burton advocated for the sponsorship as recognition of the area's heritage and history, not as a religious event.

Councilmember Topham supported funding as a valuable community event with no previous pushback from residents, while Councilmember Dean suggested seeking community donations instead of direct city funding.

Motion to ask for donations from the community for the Pioneer Legacy Celebration, and if the donations do not reach \$2,500 by March 1st, the city would contribute the difference was made by Councilmember Dean, seconded by Councilmember Barton. Motion carried 4-1, with Councilmember Harris opposed.

WORK MEETING:

Presentation on HomeServe Service Line Program

Ashley Shiwarski from HomeServe presented their service line protection program, which offers homeowners insurance-like coverage for water lines, sewer lines, and in-home plumbing. The program would be marketed to residents through city-approved mailings, with no cost to the city. Residents could choose coverage options starting at \$5.99 per month for external water line protection. The city would receive 10% of premiums collected as revenue.

Council members asked questions about pricing, claims procedures, and how the program differs from homeowners' insurance. City Attorney Scott Burns questioned how the city would be protected if claims were denied and residents sued the city for promoting the program. Shiwarski explained the city would be indemnified in their marketing agreement.

As this was a work agenda item, no action was taken.

Discussion on Planning Commission Recommendation on Modifications to Typical Sections

Dan Jessen presented the Planning Commission's recommendations on street typical sections:

1. Eliminate the no-street-parking option with narrow asphalt and curb/gutter
2. Limit the 26-foot asphalt with no curb/gutter option to only the rural estate zone
3. The Planning Commission was split on whether to adopt a 50-foot right-of-way option

Council members discussed the recommendations, with Councilmember Dean suggesting adding a concrete barrier or curb along roadways in rural areas to prevent erosion and edge deterioration. Dan noted that some engineers believe adding such features might cost nearly as much as installing curb and gutter.

The council directed staff to prepare an ordinance for the next meeting that would include the 50-foot right-of-way option and require curbs in rural estate zones.

Reports, Updates, Old Business Follow Up: Elected Officials and Staff

Council members and staff provided updates on various projects and meetings:

- Councilmember Harris reported on meeting with the new FBO representatives at the airport.
- Councilmember Topham mentioned a recent theater board meeting and inquired about scheduling issues with the fieldhouse and school district. City Manager Jessen confirmed a meeting was scheduled for the following week.

- Councilmember Barton reported that both the shade tree commission meeting and electric board meeting were cancelled.
- Councilmember Dean reported on meetings with the Parowan Prevention Coalition, public works regarding the breakwater pit and Meeks Pond, and attending planning and zoning meetings. He also mentioned discussions with developers, builders, and citizens about various city issues.
- Councilmember Burton provided updates on the recharge project, cemetery fence, bike park fencing, and the recent Parowan birthday celebration.
- City Manager Jessen reported that Ames Construction won the bid for the bridge project, which must be completed by the end of 2026. He also noted the airport FBO transition was occurring, with the previous operator finishing that day and the new one starting the next day. He updated on Old Rock Church painting work being done by the Daughters of Utah Pioneers.
- City Recorder Bassett distributed annual conflict of interest disclosure statements for council members to complete.

Closed Session

Motion to move into closed session to discuss strategy sessions for the purchase, exchange, lease, or sale of real property was made by Councilmember Dean, seconded by Councilmember Barton. A roll call vote was conducted: Burton - aye, Dean - aye, Barton - aye, Topham - aye, Harris - aye. Motion carried unanimously.

Present in the closed session: Dan Jessen, Scott Burns, Rochell Topham, David Burton, John Dean, David Harris, Callie Bassett.

The council moved out of closed session at 9:42 p.m.

Adjournment

Motion: Councilmember Burton moved to adjourn the meeting. Councilmember Harris seconded the motion. All councilmembers voted in favor of the motion. The meeting adjourned at 9:42 p.m.

Mollie Halterman, Mayor

Callie Bassett, City Recorder

Date approved: 2/12/2026