



**HISTORIC PRESERVATION COMMITTEE MEETING
WEDNESDAY, NOVEMBER 5, 2025 – 9:00 A.M.
CONFERENCE ROOM, PAROWAN CITY OFFICES
35 E 100 N, PAROWAN, UT 84761**

Present: Merry Dean, Kristen Robinson, Debra Slotboom, Councilmember David Burton

Excused: Steve Decker

Admin and Staff Present: Mayor Mollie Halterman, City Manager Dan Jessen, Keith Naylor, Callie Bassett

Public Present: None

Call to Order

Chair Merry Dean called the meeting to order at 9:02 AM, welcoming all members present.

Declaration of Conflicts with any Agenda Item

Chair Dean inquired about potential conflicts of interest with agenda items. There were no other conflicts declared.

Approval of Minutes from October 1, 2025

Chair Dean requested approval of the minutes from the October 1, 2025 meeting.

Motion: Debra Slotboom moved to approve the minutes from October 1, 2025. Kristen Robinson seconded the motion. Motion carried unanimously.

Final Approval on New Sign Upgrade for Shops Behind "La Villa" and The Mercantile - Carylie English

Keith Naylor provided an update on the sign project, explaining that he had met with the sign contractor Troy Katwicke. The committee had previously expressed concerns about sway clearances for power lines and sidewalk clearance. Keith confirmed that the new sign would not be taller than the current sign and would actually be a foot shorter. Sidewalk clearance would be maintained, and channel iron would be fastened along the bottom to secure the signs.

Dan Jessen asked about the design review, and Chair Dean confirmed they had reviewed it at the previous meeting, showing the drawing and previous sign images to committee members.

Chair Dean mentioned they had previously discussed doing an email approval but confirmed with City Manager Dan Jessen that this would not be permissible under public meeting requirements. Dan explained that electronic meetings require specific policies allowing public participation, and voting by email would effectively constitute an electronic meeting without proper public access. He clarified that this committee, making land use decisions, must follow the same standards as city council and planning commission.

Motion: Debra Slotboom moved to approve the upgrade to the shops behind La Villa and the Mercantile site. Councilmember David Burton seconded the motion. Motion carried unanimously.

Restoration of Neon Sign on Gym on Main and Replacing the Broken Outdoor Lighting Around Building – Mollie Halterman

City Manager Jessen initially questioned whether this required committee approval, noting that if the mayor was simply restoring something already there, it would be a maintenance issue rather than something requiring approval unless changes were being made. Keith Naylor indicated he believed she was just restoring the sign, though it had been non-functional for so long that its original state was unclear.

The discussion centered on whether neon signs were allowed under Appendix A of the city code. Chair Dean could not locate specific restrictions on neon signs, and Dan noted that if the sign was already there, it would be grandfathered, but if changes were made, it would need to comply with current regulations.

Dan attempted to contact Mayor Halterman during the meeting but reached voicemail. The committee then reviewed email correspondence and photos from the mayor showing the old Parowan Trading Center sign and broken outdoor lighting fixtures.

Mayor Halterman arrived and provided detailed information about her plans. She explained that the neon sign currently draws about 15,000 watts of power on a timer but has not functioned properly. Restoration bids had come in around \$10,000, leading her to consider LED alternatives at about \$4,000. The mayor noted that the neon tubes were originally white but appeared green due to aging gases, which is typical when white neon deteriorates.

Mayor Halterman proposed keeping the "Parowan Trading Center" lettering unchanged during the day but having the neon illuminate "Parowan Training Center" at night, making it more relevant to the current gym business. She also wanted to replace the broken outdoor lighting with fixtures that better match the city's street lamps and the building's historic period.

The committee discussed whether the changes would comply with city code. Dan noted that Appendix A prohibits "dayglow, fluorescent or brilliant colors" but does not specifically mention neon. The committee concluded that white neon lighting would be acceptable, and since the existing sign was grandfathered, restoration would be permissible.

Mayor Halterman also requested approval to paint the awning supports black to match the other awning on the building, noting this was primarily a maintenance issue for consistency.

Debra Slotboom had to leave the meeting early due to other commitments but participated in making the motion before departing.

Motion: Merry Dean moved to approve the Parowan Training Center sign with additional wording "training," new lighting for the gym on main, and additionally paint the supports black. Councilmember David Burton seconded the motion. Motion carried unanimously.

Committee Member Terms

Chair Dean raised concerns about committee member terms, noting she had been trying to determine when her term expired and wanted to ensure proper staggering of terms. City Manager Jessen explained the process: at the end of each year when terms expire, the mayor will contact members to ask if they wish to serve again. If they agree, they will be reappointed in January to continue their terms.

Dan noted they had reviewed all committees to ensure proper staggering according to code requirements - some committees have 2-year terms, some 3-year, and some 4-year terms. When

someone joins mid-term (like Steve Decker replacing Toni), they finish out the original term to maintain staggering.

The committee reviewed a document showing current term assignments, noting some spelling errors that needed correction (Debra's name spelled with an "e" instead of "a," and Kristen's name ending in "en" instead of "in"). Dan indicated he would update the document and that the mayor would contact all expiring members in December, with reappointments occurring at the January meeting.

Member Reports

Councilmember David Burton requested that the committee stick with the agreed-upon schedule and dates for meetings to avoid conflicts with other scheduled meetings. Discussion ensued about whether the committee needed to meet on the third Wednesday of each month or only as needed.

Dan clarified that if the committee has not publicly announced regular meeting dates, they only need to post notices when meetings are scheduled. However, if regular meetings are posted on the website, any cancellations should also be publicly noticed. Keith Naylor suggested adding meetings to the website as needed rather than maintaining a regular schedule.

Councilmember Burton emphasized the need for consistency in whatever approach is adopted to avoid scheduling conflicts.

Adjourn

Motion: Kristen Robinson moved to adjourn the meeting. Councilmember David Burton seconded the motion. Motion carried unanimously.

The meeting was adjourned at 9:45 a.m.


Callie Bassett, City Recorder

Date Approved: March 18, 2026