



PAROWAN CITY PLANNING AND ZONING MEETING MINUTES

Wednesday, July 1, 2026 – 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, Andy Nelson, Jerry Vesely, Weston Reese, Councilmember John Dean

Excused: Cecile Evans (Alternate), Tracey Wheeler (Alternate), Scott Burns (City Attorney)

City Staff Present: Mayor Mollie Halterman; Dan Jessen, City Manager; Callie Bassett, City Recorder

Public Present: No public present.

1. Call to Order

Chair Shane Williamson called the Parowan City Planning and Zoning Commission meeting to order on Wednesday, July 1, 2026, at 6:00 PM.

2. Declaration of Conflicts by Commission Members with Any Agenda Item

Shane Williamson asked commission members to declare any conflicts of interest with agenda items. No conflicts were declared.

3. Approval of Planning and Zoning Meeting Minutes from June 17, 2026

Shane Williamson asked if the commission had a chance to review the minutes from the June 17, 2026 meeting. No errors or edits were identified.

Motion to approve the minutes from the June 17, 2026 Planning and Zoning meeting was made by Andy Nelson and seconded by Jerry Vesely. The motion carried unanimously.

4. Consider Road Dedication – 1200 West

Dan Jessen presented the background and rationale for the proposed road dedication of 1200 West. He explained that Parowan City and Iron County have entered into a mutually approved property exchange: the City is conveying to Iron County the land underlying the county-operated landfill near 1200 West, and in return, the City is receiving the gravel pit on 300 East along with the adjacent parcel behind it. Both the Parowan City Council and the Iron County Commission have approved this exchange in their respective public meetings.

Dan explained that as part of the property transfer process, survey work was completed to formally record several existing easements on the landfill property — including easements for a waterline running off the mountain, a road providing access to property above the landfill and to the City's water tank, and utility infrastructure including a tower used for radio-reading meters and an InfoWest tower. The County agreed to fund the survey work as part of the deal.

Prior to completing the deed transfer to the County, the City needed to formally dedicate 1200 West as a public road. Dan noted that while the road exists physically, it had never been formally dedicated. He

clarified that there is no specific municipal code process for standalone road dedications outside of a subdivision plat; therefore, the dedication is being accomplished by recording a plat and bringing it before the Commission as the land use authority for approval. The road will be a local road section with a 60-foot right-of-way, deeded to the City by itself, before the underlying property is transferred to the County.

Weston Reese inquired about the specifics of what the City receives in the trade. Dan confirmed that the City receives the gravel pit on 300 East and the parcel directly behind it, while giving up the land under the landfill. He noted that after accounting for the road and easements, the trade is roughly acre-for-acre in usable land.

Mayor Mollie Halterman asked Dan to elaborate on the benefit of the additional parcel behind the gravel pit. He explained that the 17-acre parcel serves as a needed staging area, and that together with adjacent City-owned parcels, it allows the City to effectively operate the gravel pit. Furthermore, the City's primary motivation for acquiring ownership of the gravel pit is related to its water infrastructure — in high-runoff years, the City intends to sink recharge water into the gravel pit to benefit the local aquifer. While a prior agreement with the County allowed this use, outright ownership gives the City greater operational control. Both entities will retain mutual access to mine gravel from both sites, benefiting the broader community.

Motion to approve the road dedication of 1200 West was made by Andy Nelson and seconded by Jerry Vesely. The motion carried unanimously.

5. Consider New Sign Code and Schedule Public Hearing

Dan Jessen informed the Commission that this item could not be presented as planned due to a travel delay returning from a conference in Boston. All substantive decisions regarding the new sign code had previously been made, and Dan had intended to draft the written code and present it for review at this meeting, with the goal of scheduling a public hearing. He requested that the item be tabled to the next regular meeting.

Motion to table the consideration of the new sign code was made by Jamie Bonnett and seconded by Jerry Vesely. The motion carried unanimously.

6. Public Comment

Mayor Halterman thanked the commission for being there and for all they do for the city.

7. Member Reports

Dan Jessen provided the Commission with an update on two administrative matters. First, he confirmed that the City has contracted with Enoch City for building inspection services following the departure of the City's building inspector, Keith Naylor. Under the agreement — approved by both city councils — Enoch City will perform building inspections, serve as the City's Certified Building Official (CBO), and conduct plan reviews. Parowan City will continue to process all permits in-house through its website.

Second, Dan announced that the City is in the process of hiring a part-time permit technician who will also assist with zoning and code enforcement matters. He noted that while this falls short of the full-time planner position that had been hoped for, it represents meaningful progress. The new hire will be introduced to the Commission upon completion of the hiring process.

No other member reports were offered.

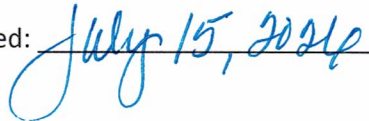
8. Adjourn

Motion to adjourn was made by Jerry Vesely and seconded by Andy Nelson. The motion carried unanimously.

The meeting adjourned at 6:15 PM.

A handwritten signature in blue ink, reading "Callie Bassett", is written over a horizontal line.

Callie Bassett, CMC, City Recorder

Date Approved: A handwritten date in blue ink, "July 15, 2024", is written over a horizontal line.