



PAROWAN CITY PLANNING AND ZONING MEETING MINUTES

Wednesday, July 15, 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, Councilmember John Dean

Excused: Weston Reese, Cecilie Evans (Alternate), Tracey Wheeler (Alternate), Scott Burns (City Attorney)

City Staff Present: Dan Jessen, City Manager; Megan Guymon, Zoning Assistant; Callie Bassett, City Recorder

Public Present: No public present.

1. Call to Order

Chair Shane Williamson called the meeting of the Parowan City Planning and Zoning Commission to order on Wednesday, July 15, 2026, at 6:00 PM.

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

No conflicts were declared by any commission members.

3. Approval of Planning and Zoning Meeting Minutes

The minutes from the July 1, 2026 meeting were presented for approval. Jerry Vesely noted he had reviewed them and had no changes. No other members raised concerns.

Motion to approve the minutes from the July 1, 2026 meeting was made by Jamie Bonnett and seconded by Jerry Vesely. The motion carried unanimously.

4. PUBLIC HEARING: Possible Update to PCMC 10.01.020 Permit Required – Exceptions – Re-Roofing

Dan Jessen summarized the purpose of the proposed amendment prior to opening the public hearing. The proposed update to PCMC 10.01.020 would exempt homeowners from obtaining a building permit when replacing or repairing roofing materials without making structural changes, provided no more than two layers of asphalt shingles would remain upon completion. A permit would still be required for any work involving structural modifications to roof framing, trusses, or rafters; changes to the roof's geometry or design; or any other work otherwise requiring a building permit. No members of the public were present to offer comment.

Motion to open the public hearing was made by Jerry Vesely and seconded by Andy Nelson. The public hearing was opened at 6:04 PM.

With no public present to offer comment, the hearing was immediately closed.

Motion to close the public hearing was made by Jerry Vesely and seconded by Andy Nelson. The motion carried unanimously.

5. Possible Recommendation to City Council to Update PCMC 10.01.020 Permit Required – Exemptions – Re-Roofing

Commission members expressed comfort with the proposed amendment, describing it as straightforward. No substantive discussion was required beyond what had been presented during the public hearing.

Motion to recommend to the City Council the updates to PCMC 10.01.020 regarding re-roofing permit exemptions was made by Andy Nelson and seconded by Jerry Vesely. The motion carried unanimously.

6. Discuss New Sign Code and Schedule Public Hearing

Dan Jessen presented a draft of a proposed new sign code, noting that rather than amending the existing code, the preferred approach was to repeal and replace the current ordinance in its entirety. He walked through the draft document section by section, and the commission engaged in substantive discussion throughout.

Purpose and Applicability. The stated purposes of the draft code include promoting safe pedestrian and vehicular traffic flow, protecting site visibility, allowing reasonable opportunities for businesses and property owners to identify and advertise lawful activities, assisting residents and visitors in locating destinations, preserving Parowan's rural character, protecting property values, minimizing adverse impacts from excessive illumination and visual clutter, and establishing clear and consistent standards. Commission members raised no objections to the stated purposes. The applicability section establishes that the code applies to all signs within Parowan City unless specifically exempted, and that where conflicts exist with other provisions of city code, the more restrictive provision applies. Dan flagged a potential conflict with the existing billboard regulations in Chapter 15 and noted this had been addressed in the draft language.

Definitions. Dan highlighted two definitions of particular note. First, the definition of "billboard," which was carried over from Chapter 15 and sets the threshold at 50 square feet. He expressed concern that this threshold may be too low given the new sign code's more detailed treatment of signs, and that it could inadvertently classify certain approved commercial signs—such as the recently approved Valor sign—as billboards. The commission agreed this threshold should be revisited and a pin was placed on the issue for further review. Second, the definition of "electronic message center" (EMC) was discussed, which encompasses any sign or portion of a sign displaying electronic images, graphics, or text changeable by electronic means, including full LED displays and scrolling text signs.

Exempt Signs. A list of sign types exempt from permit requirements was reviewed, including governmental signs, address numbers, utility identification signs, holiday decorations, memorial plaques, property postings, real estate signs, political signs, temporary construction signs, window signs occupying less than 25% of window area, and murals without commercial advertising. The commission noted that yard sales and similar temporary uses were addressed in a subsequent table in the draft and agreed the structure was appropriate.

General Standards. Standards covering maintenance, public right-of-way restrictions, visibility, illumination, and prohibited signs were reviewed. On illumination, the commission was comfortable with language requiring that glare from indirectly illuminated signs not be directed onto adjacent properties or public streets, and that illuminated signs not create a traffic hazard or unreasonable nuisance. The word "unreasonable" was intentionally included to avoid an overly broad interpretation of "nuisance." On maintenance, the draft requires signs to be kept free of peeling paint, broken faces,

missing panels, exposed wiring, excessive rust, and dangerous structural deterioration, with the city retaining authority to require repair or removal. Commission members supported retaining this provision, emphasizing the importance of appearance standards along highway corridors entering the city.

Prohibited signs include those attached to utility poles or traffic control devices, signs obstructing traffic visibility, signs imitating traffic signals, signs emitting sound, smoke, or odor, signs with moving mechanical parts, and signs placed on public or private property without authorization.

Sign Permit Requirements and Administrative. Approval The draft establishes that a sign permit is required for any new, relocated, enlarged, reconstructed, or substantially altered sign. Applications must include a site plan, sign dimensions, height, setbacks, construction materials, illumination details, and other information as required by the zoning administrator. Administrative approval authority rests with the zoning administrator for signs complying with the code. The commission discussed whether signs associated with conditional use permits should be subject to planning commission review and agreed the word "shall" was more appropriate than "may." It was also agreed to add a provision allowing the zoning administrator to refer any sign application to the planning commission as needed. The concept of a formal exceptions process was considered and ultimately set aside, with members concluding that well-written code should not require a separate exception pathway, and that exceptions tend to become the rule in practice.

Permitted Signs by Zoning District. A table was presented identifying which sign types are permitted, conditionally permitted, or not permitted in each zoning district. Key decisions included: in residential zones, projecting and hanging signs were changed from "not permitted" to "conditional" rather than outright prohibited; electronic message centers were designated as conditional in the downtown commercial district given its proximity to the anticipated historic preservation area; and all sign types were considered permitted or conditionally permitted in general commercial, highway services, and industrial/manufacturing zones. No significant objections were raised to the overall structure of the table.

Development Standards by District. The table of development standards—covering maximum sign height, maximum sign area, maximum number of signs, minimum setbacks, and maximum EMC area—was presented with most fields left blank. Dan acknowledged this was a significant outstanding item and proposed researching comparable standards from similarly-sized municipalities to present ranges and methodology to the commission at a future meeting. The commission agreed this was the appropriate path forward. The column for maximum EMC area as a percentage of total sign area was eliminated, as members saw no compelling reason to restrict what portion of an approved sign could be electronic.

Temporary Sign Standards. The commission discussed a table of temporary sign types including grand opening, real estate, yard sales, construction, and community event signs. Key determinations included: maximum duration could generally be tied to the conclusion of the relevant event or project rather than a fixed number of days; real estate signs were left without a fixed duration given enforcement difficulties; maximum numbers were generally considered unnecessary for most categories; and maximum area was left unregulated for temporary signs on the basis that safety and nuisance provisions would serve as a sufficient backstop for truly excessive displays. The commission agreed to add a paragraph addressing the city's and property owners' authority to remove temporary signs from the public right-of-way under specified circumstances, consistent with the approach used for political signs under state law.

Electronic Message Centers. A dedicated section on EMCs was reviewed. Key provisions include a requirement that all EMCs be equipped with an automatic ambient light sensor adjusting display brightness based on surrounding light conditions, and that during nighttime hours, an EMC shall not increase the ambient lighting by more than 0.3 foot-candles when measured at the International Sign Association's recommended distance based on display size. The measurement methodology was described: the ambient light is measured with the display off, then again at full white, and the increase may not exceed the threshold. Dan noted that 0.3 foot-candles is consistent with standards used by most municipalities that have adopted similar provisions. The zoning administrator may also require certification from the sign manufacturer or installer confirming the sign is capable of meeting the standard. Commission members expressed support for this approach.

Political Signs. Dan noted the political signs section was drafted to align with recently updated state law and had been submitted to the city attorney for review. No further discussion was held pending that review.

Nonconforming Signs. The draft provides that lawfully existing nonconforming signs may continue provided they are maintained in safe condition, not abandoned, not enlarged, and not substantially altered. The commission discussed the current code provision, which requires nonconforming signs to be removed after three years, and agreed the new code should instead follow the standard grandfathering approach used for other nonconforming structures. A sign would lose its nonconforming status if abandoned for 12 months. Dan noted that the existing nonconforming sign language in PCMC 15.12.110 would need to be deleted and replaced by this new section.

Billboards. The existing billboard provisions were incorporated into the draft with the original prohibition date hard-coded (November 14, 2024) rather than referenced by ordinance date, to avoid inadvertently resetting the clock upon adoption of the new code. The nonconforming treatment of existing billboards was also updated to be consistent with the general nonconforming sign approach. The commission agreed not to reopen the broader billboard policy debate.

Administration and Enforcement. Dan acknowledged this section was skeletal and committed to adding more substance before the next draft, including fuller language on notices of violation, corrective action timelines, and unsafe sign procedures.

Scheduling. Given the volume of outstanding items—including development standards, the city attorney's review of the political signs section, and additional enforcement language—the commission agreed it was not yet appropriate to schedule a public hearing.

Motion to table the public hearing for the new sign code was made by Andy Nelson and seconded by Jamie Bonnett. The motion carried unanimously.

7. Public Comment

No members of the public were present. No public comment was received.

8. Member Reports

Dan Jessen introduced Megan Guymon, a current city employee who had been hired into a full-time position as building permit technician and zoning assistant. She will be attending future Planning and Zoning meetings in her new capacity.

Dan also reported that the applicant from a recent rezone request, which had been denied at both the commission and City Council levels at the R-3 density designation, had returned with a new application for R-2 zoning on the same property. The City Council had been advised by the city attorney that approving a lower density than noticed would have required a new public hearing process. The new R-2 application will be placed on the August 5, 2026 agenda as a public hearing and recommendation item. Mailers and signage will be posted consistent with state code requirements.

No other member reports were offered.

9. Adjourn

Motion to adjourn was made by Jerry Vesely and seconded by Andy Nelson. The motion carried unanimously. The meeting was adjourned at 7:20 PM.



Callie Bassett, CMC, City Recorder

Date Approved: August 5, 2026