PAROWAN CITY PLANNING AND ZONING MEETING MINUTES

Wednesday, October 7, 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), Weston Reese, Tracey Wheeler (Alternate), Councilmember John Dean

Excused: Jamie Bonnett, Andy Nelson, Jerry Vesely, Cecilie Evans (Alternate), Scott Burns (City Attorney)

City Staff Present: Dan Jessen, City Manager (via Zoom); Scott Burns, City Attorney: Megan Guymon, Zoning Assistant; Callie Bassett, City Recorder

Public Present: Mike Jensen, Tyler Vanderhurst, Harmony Vanderhurst, Scott Fotheringham, David Mineer (via Zoom)

1. Call to Order
Shane Williamson called the Parowan Planning and Zoning Commission meeting to order on October 7, 2026 at 6:06 p.m.

2. Declaration of Conflicts by Commission Members with Any Agenda Item
Shane Williamson declared no conflicts. No other member declared a conflict.

3. Approval of Planning and Zoning Meeting Minutes from September 16, 2026
Motion to approve the Planning and Zoning meeting minutes from September 16, 2026, was made by Tracey Wheeler and seconded by Weston Reese. The motion carried by voice vote with no opposition.

4. Public Comments
Shane Williamson invited public comment on items separate from the agenda. No one came forward.

5. PUBLIC HEARING REGARDING UPDATING THE PAROWAN CITY SIGN ORDINANCE, PCMC 15.50
Dan Jessen gave a one-page summary of the proposed sign ordinance. The existing regulations are outdated, difficult to interpret, and do not address many common sign types. The proposal is meant to give businesses reasonable opportunities to advertise while protecting public safety and Parowan's rural character. Its main provisions are:

- Standards are set by zoning district, with tables showing permitted, additionally permitted, and prohibited signs, along with maximum height, size, number, and setbacks. Commercial and highway service zones receive more flexibility than residential zones.
- Signs painted on, applied to, attached to, or displayed within commercial buildings, such as window signs, are exempt from sign permitting. The ordinance focuses mainly on freestanding signs near streets.
- Electronic message centers are allowed in appropriate commercial and industrial areas. Displays must automatically adjust to ambient light and meet an objective nighttime brightness standard.

- Temporary signs are allowed in limited city-controlled rights-of-way, with protections for traffic visibility, sidewalks, utilities, and public safety.
- The ordinance distinguishes off-premise signs from billboards. Off-premise signs larger than 300 square feet are billboards, and new billboards remain prohibited. Smaller off-premise signs are regulated separately.
- Existing signs are treated as nonconforming unless abandoned or enlarged.
- Most signs are approved administratively by the zoning administrator. Signs requiring a conditional use permit, and larger or more complex proposals, receive Planning Commission review.

Dan said the draft language had been updated after the last meeting and would be forwarded to the City Council once the Commission was satisfied.

Motion to open the public hearing regarding updating the Parowan City sign ordinance, PCMC 15.50, was made by Tracey Wheeler and seconded by Weston Reese. The motion carried, and the public hearing opened at 6:13 PM.

No public comments were received, and no written comments were noted.

Motion to close the public hearing was made by Tracey Wheeler and seconded by Weston Reese. The motion carried by voice vote. The public hearing closed at 6:14 p.m.

6. Consider Update to Sign Code and Possible Recommendation to City Council
Dan Jessen said the Commission could make a recommendation that night or wait, since there was no deadline. He said the changes since the last meeting were minor cleanups, such as filling in tables and language, though the ordinance differs substantially from the original code, which he described as limited and confusing.

Tracey Wheeler asked whether the code had changed much and whether any public comments or concerns had been received. Dan said the Commission had discussed the ordinance over roughly five meetings but had received no real input from businesses.

Weston Reese preferred to review a copy of the final language and make the recommendation at the next meeting. Shane Williamson reported he had not seen the document in his email. Dan Jessen said he would email it and that Callie Bassett would provide physical copies. The Commission reached consensus to place the recommendation on the next agenda.

Motion to table the recommendation to City Council on the sign ordinance until the next meeting was made by Weston Reese and seconded by Tracey Wheeler. The motion carried by voice vote.

7. Consider Request to Waive Requirement of Curb, Gutters and Sidewalks in the Eagle Rock Commercial Subdivision as Considered in PCMC 14.14.040
Background. Dan Jessen explained that the Eagle Rock subdivision, on 2200 West, was created in the early 2000s with residential and commercial components. The commercial component was never built. A right-of-way was dedicated to the city, but no road or improvements were installed. One owner holds all the commercial lots except the first, which is the manufactured housing retail location. That owner obtained a building permit using a private drive and easement between lots 2 and 3. Disagreement over city ownership of the water infrastructure under the private drive led the owners to propose a city road, which would be more efficient and less costly. The City Council was to consider amending the

subdivision the following day. The amendment would vacate the southern right-of-way and relocate the road, and the lots would be reconfigured to face it.

Dan said the city requires a city road to be built to city standards. The owners asked to waive curb, gutter, and sidewalk. PCMC 14.14.040 allows the Planning Commission or City Council to waive the requirement, and the Commission left that provision in the code deliberately after divided debate. He raised related questions: whether any waiver should apply along 2200 West, when improvements should be required, and whether a flush curb alternative could prevent edge breakdown from heavy truck traffic. He noted that if the requirements were too high, the owners could revert to the private drive.

Drainage. Tracey Wheeler asked about drainage. Dan said the site is in a flood-prone area and the building pad was raised above base flood elevation. Flows move from northeast to southwest along the fence line and through a power line easement, and curb and gutter would require engineered inlets. Mike Jensen, general contractor for the Vanderhorsts, said curb and gutter would send water to the end of the road faster, while sheet flow lets it soak in, and that the site has two detention basins.

Commissioner concerns. Shane Williamson said waiving curb, gutter, and sidewalk in a commercial zone seemed inconsistent with the city's efforts elsewhere. Tracey Wheeler asked whether the city might later bear the cost of installing them, as on 200 South.

Applicant comments. Tyler Vanderhorst said the alternative was to keep the road private, with no curb and gutter requirement. He said building the road as a city road would benefit the city, and that curb and gutter would be costly for a single business with no foot traffic. Harmony Vanderhorst said the family owns the surrounding property and plans a long-term corporate hub with warehouses. She said they had worked with the city for nearly a year and described the process as difficult. She said keeping the road private would require a roughly $20,000 backflow water vault, and that they were present because the matter was brought forward by city staff and the code provides for waivers. She also said they were willing to consider a flush curb if it was proven beneficial.

Legal and scope concerns. Scott Burns said zoning categories must be applied consistently and cautioned against negotiating cost and design on the record, since a waiver could set a precedent. He said such discussions belonged in a different setting. Dan replied that he does not set policy, and that his statement to the applicants was that curb, gutter, and sidewalk are required unless the Commission waives them under the code. Scott Burns and Shane Williamson later noted that the agenda item concerned only the waiver, not road width, slope, or cul-de-sac design, and that any such discussion could prompt a public notice issue.

Road width. John Dean said the city's current standard is a 60-foot right-of-way with 42 feet of asphalt, 5-foot sidewalks, and 2.5-foot curb and gutter. Dan showed typical sections, including a no-curb local street section, and said the fire chief had recommended at least 36 feet of asphalt where parking is allowed on both sides. Mike Jensen said the road base was complete and ready to pave, with paving scheduled for the next day before the plants close for winter. He said there appeared to be room for 42 feet, and he offered to confirm with the surveyor. He also said the 60-foot emergency turnaround would be provided, and Dan said the cul-de-sac or temporary turnaround would be finalized with the subdivision amendment. Weston Reese asked whether the road met city standards. Mike Jensen said it was built to or above city specifications, with inspections and compaction tests.

Commissioner views. Tracey Wheeler said she supported the waiver because pedestrian traffic was unlikely, provided drainage and emergency access were adequately addressed. Weston Reese agreed that he saw no absolute need for curb, gutter, and sidewalk. Shane Williamson said for the record that this was the first time in about two years he had seen this subdivision. He did not like feeling rushed and thought the request had come "out of nowhere." Tracey Wheeler said she was glad the code allows developers to request waivers. The Commission agreed that road width would not be decided at this meeting and that the vote would address only the waiver.

Motion to waive the curb, gutter, and sidewalk requirement in the Eagle Rock Commercial Subdivision was made by Weston Reese and seconded by Tracey Wheeler. The motion carried by voice vote with no opposition.

8. Consider Amending Conditional Use Permit for Red Hills RV Sign

Shane Williamson clarified that the agenda item concerned the Painted Hills RV sign, not the Red Hills RV sign. Scott Fotheringham, one of the owners of the RV park, said that an easement for a sign at the 1200 West entrance had been drawn in a wedge shape. He said the wedge would force pedestrians and cyclists on the planned path to turn into oncoming traffic, and he asked for a rectangular shape or a jog in the path. Dan Jessen said the city had agreed to honor the easement, that the change would benefit both the owners and pedestrian safety, and that adjusting the conditional use permit was preferable to altering the easement. The existing area is 3 to 9.5 feet deep by 10 feet wide. Reoriented as a rectangle, it would be 10 feet by 6.625 feet, the same area. Scott Fotheringham said the sign had not yet been designed and he would bring it to the Commission for approval.

Motion to amend the conditional use permit for the Painted Hills RV sign as presented was made by Tracey Wheeler and seconded by Weston Reese. The motion carried by voice vote with no opposition.

9. Recommendation to City Council on Zoning Designation for Heritage Hills Annexation, Parcels C1059-0020-0000 and C-1059-0005-0004

At Dan Jessen's request, the Commission agreed to hear item 10 before item 9 so that David Mineer, who was participating remotely, could be heard first.

Dan said the property, owned by Heritage Hills LLC, is at the end of the road in the Heritage subdivision and borders BLM land. The City Council had accepted the annexation petition, but no decision on annexation had been made. The applicant requested Rural Estates zoning, which requires lots of at least one acre, with larger lots required on steeper slopes. The future land use map shows open space and limited development in the area. The parcel is about 60 acres, much of it very steep, and Dan Jessen estimated that only a minimal number of lots, perhaps 10 to 20, would be feasible. He said access is by easements, that fire code and a possible second access would be addressed later, and that annexation details would be set in an annexation agreement.

Tracey Wheeler asked how the property would be accessed. Weston Reese said he was generally against annexation because of concerns about water, sewer, fire, and road maintenance. Dan Jessen and Shane Williamson clarified that the Commission was recommending only a zoning designation, not annexation, which is decided by the City Council.

Motion to recommend to the City Council a zoning designation of Rural Estates or larger for the Heritage Hills annexation was made by Tracey Wheeler and seconded by Weston Reese. The motion carried by voice vote with no opposition.

10. Recommendation to City Council on Zoning Designation for Daveco Annexation, Parcels C-0945-0007-0000 and C-0945-0006-0000

Dan Jessen said the petition requested industrial, manufacturing, commercial, and residential designations on a single parcel, with the northern portion along the freeway for the applicant's tree service and wildland fire equipment business and residential lots nearer town. The use is closest to Industrial Manufacturing 1, but could be considered commercial, and any annexation agreement would specify the business use. The general plan shows medium-density residential along the freeway and light-density residential beyond it. Light industrial and storage uses exist nearby, including south of the freeway. Dan said the Commission is not bound by the general plan. Any split zoning would need a defined boundary measured from the freeway.

David Mineer said the business currently operates from 200 South and is outgrowing its roughly 7,000 square foot building. He proposed buildings of about 10,000 square feet, and he said fire equipment operates about three to four months a year and tree service about six months. He said there would be no on-site wood chipping.

Weston Reese said the foundry in the area is a nuisance and the existing industrial use is misplaced, and he opposed adding more industrial use there. He said the freeway forms a good dividing barrier and that the proposal would create an island zone. Tracey Wheeler was uncertain about lot 2, which faces residential, and asked to see responses from surveys sent to surrounding property owners.

Dan Jessen said the 30-day protest period would end that Saturday and that the City Council public hearing was expected October 22, the day after the next Commission meeting. He said tabling would not delay the process.

Motion to table the recommendation to City Council on the zoning designation for the Daveco annexation until the next meeting was made by Tracey Wheeler and seconded by Weston Reese. The motion carried by voice vote with no opposition.

11. Member Reports

John Dean, Tracey Wheeler, and Scott Burns had nothing to report. Dan Jessen announced that the city has subscribed to an online land use training. It would be shown in the conference room on October 22 and 23 and counts toward the Commission's annual continuing education hours. Members were invited to attend.

12. Adjourn

Motion to adjourn was made by Weston Reese and seconded by Shane Williamson. The motion carried by voice vote with no opposition.

The meeting adjourned at 8:08 PM.

Callie Bassett

Callie Bassett, CMC, City Recorder

Date Approved: October 21, 2026