

HISTORICAL PRESERVATION COMMITTEE MINUTES

DECEMBER 14, 2023

PAROWAN CITY OFFICES – 35 EAST 100 NORTH – 10:30 AM

MEMBERS PRESENT: Jim Shurtleff (Chairman), Toni Robison, Kristen Robinson, Merry Mabbett Dean

MEMBERS ABSENT: None

STAFF PRESENT: Dan Jessen (City Manager), Mollie Halterman (Mayor), Heather Shurtleff (Deputy Recorder)

STAFF ABSENT: None

PUBLIC PRESENT: Debra Slotboom

CALL TO ORDER: Jim Shurtleff called the meeting to order at 10:32 AM.

DO ANY MEMBERS OF THE BOARD HAVE CONFLICTS WITH ANY AGENDA ITEMS TO DECLARE?

No conflicts were declared.

APPROVAL OF MINUTES: Kristen Robinson moved to approve the minutes of November 9, 2023. Merry Dean seconded the motion. All members present voted in favor of the motion. The motion carried. The minutes were approved.

APPENDIX “A” DISCUSSION – DAN JESSEN: Dan Jessen said the Historic Preservation Committee asked to hold this meeting to tweak the Appendix “A” documentation. Mr. Jessen took a minute to make sure he was working off of the same version of Appendix “A”.

Mayor Halterman arrived at 10:35 AM.

Debra Slotboom asked when the boundaries of the Historic District had changed. The committee answered that the boundaries had been changed in 2019.

The committee reviewed the boundaries of the Historic District.

The committee discussed at length the changes they wanted to make to the existing Appendix “A” documentation. Please see enclosed for the proposed changes. The text was stricken and added by Dan Jessen.

Larry Zajac, Parowan Planning and Zoning Commission Chairman, gave Dan Jessen a list of concerns he felt should be addressed. The committee discussed the concerns and those changes are included as well.

The committee took a very short break at approximately 11:35 am then continued with the meeting.

The discussion was geared toward preserving the aesthetics of the Historic District, while not being so heavy handed that the residents felt very restricted and resentful.

Toni Robison left the meeting at 11:44 AM.

The discussion continued. The Historic Preservation Committee did not finish going through the entire Historic Preservation Appendix "A" documentation, but felt good about the progress they had made. There was no motion to accept the changes in this meeting. The committee wanted to reconvene at a later date to continue and complete the update.

Dan Jessen left the meeting at 12:10 PM.

Kristen Robinson moved to table the Appendix "A" discussion. Merry Dean seconded the motion. All members voted in favor of the motion.

HISTORIC MONUMENT RESTORATION/REPAIR – 100 S MAIN: Jay Wilcken was not in attendance, but called the office with information about the monument repair. The Sons of the Utah Pioneers (SUP) had begun repairs, with a mason named Joe Zitting. Mr. Zitting has a collection of stones that match the monument. Mr. Wilcken suggested that maybe the community could donate stones that would help find the right stones for the repairs. When the rocks were taken off, the group was surprised that the concrete base was intact. The monuments were mostly made with a variety of stones, and some of the stones deteriorate faster than others.

Merry Dean talked about a wider concrete top for the monument that had been discussed in a past meeting; the wider top was meant to shed the water better to protect the monument.

STAFF AND MEMBER COMMENTS: The committee wanted to hold a meeting on Thursday – January 18, 2024 to continue the Appendix "A" update.

Merry Dean talked about needing to promote the committee and get more members.

Kristen Robinson said that Jim Shurtleff and Debra Slotboom would be put on the committee tonight, but an alternate member was needed.

PUBLIC COMMENTS: Debra Slotboom appreciated being here today and was glad to be added to the committee.

ADJOURN: Merry Dean moved to adjourn the meeting. Kristen Robinson seconded the motion. All members present voted in favor of the motion. The meeting adjourned at 12:22 PM.

1/18/2024

Date minutes were approved

Parowan City Historical Preservation Appendix A ~~Site and Architectural Guidelines~~

Purpose: The purposes of the Parowan City Historical Preservation Appendix A ~~site design and architectural guidelines are~~ is to preserve the distinctive historical character of Parowan, communicate the community's vision for development within Parowan, mitigate ~~the~~ negative visual impacts and foster development which complements and furthers the City's unique sense of place.

Applicability: The requirements of this section apply to all ~~commercial~~ development within the Historical Preservation District and any other designated Historical Monuments and/or Historical Buildings as defined by PMC 15.42. All owner/developers are required to submit site plans, list of building materials, exterior colors, and architectural elevations to the Historical Preservation Committee ~~architectural committee~~.

Parowan City demonstrates special interest in and concern for development within the City's Historical Preservation District ~~commercial area~~. Development within this area has the greatest impact on the City's historical character and sense of place. Special consideration must be given to the type and quality of architecture ~~within this city~~. All development within the Historical District should be consistent with guidelines set forth within by the Historical Committee.

1. *Interpretation, appeals and exceptions*
 - a. Any question as to the meaning of any word, phrase, section or intent of these standards shall be resolved by the interpretation of the Historical Preservation Committee ~~Architectural Committee~~.
 - b. Exceptions to these standards may be granted ~~by the Parowan City Planning Commission~~ where it can be demonstrated that such exception is necessary for innovative design, which may vary from the requirements of this section, but nonetheless is deemed to meet the overall intent of this section or in the case of individual projects or buildings where ~~site specific~~ site-specific conditions may impact the ability to comply with these standards.

Architectural and Site Design Guidelines for ~~Commercial~~ Development

1. Architectural Design
 - a. The architectural character of buildings shall visually portray a high quality look and feel consistent with image and shall be clearly identified with a single theme of historic architecture within Parowan city.
 - b. Big box type structures with architectural appliques shall not be considered as compliance with these standards.
 - c. Franchise architecture, or building design that is trademarked or identified with one particular company ~~may shall~~ not be in compliance with these guidelines.
 - d. Building facades shall be articulated to enhance visual interest and break building mass into smaller scale components. Building articulation shall be accomplished through combinations of the following techniques:
 1. Facade modulation-stepping portions of the building wall to create

- shadow lines and changes in volumetric space
- 2. Use of engaged columns or other structural system expressions
- 3. Horizontal and vertical divisions by use of textures and materials combined with facade modulation

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4. Providing projections such as balconies, covered entrances, porte-cocheres, and awnings
5. Variation in rooflines by use of dormer windows, overhangs, arches and stepped roofs
- e. All building facades, which can be viewed from public rights of way or residential dwelling areas, shall receive equal architectural design consideration.
- f. Blank wall areas shall not exceed 10 feet in height or 20 feet in width. Blank walls shall be divided by the use of an arrangement of windows and doors, reveal and relief, architectural details and/or changes in texture.
- g. Windows shall compromise a minimum of 30% of the front ground level ~~façade~~façade, in commercial applications.
- h. All commercial buildings ~~should all~~ consider including the following ~~have a minimum of four of the following~~ building design treatments:
 1. Canopies or porticos integrated with the building massing and style
 2. Sculptured art work
 3. Raised cornice or building banding
 4. Peaked roof forms
 5. Arches
 6. Ornamental and structural architectural details integrated into the overall design
 7. Clock bell towers or cupolas
 8. Balconies
 9. Any other treatment approved by the Historical Preservation Committee~~Architectural Committee~~ which is deemed to meet the intent of these requirements.

2. Building Materials

- ~~b.~~ a. Approved exterior building materials shall include the following:
 1. Stucco of an earth tone
 2. Natural brick (unpainted or stained)
 3. Textured Concrete Masonry Units of an earth tone (split face block)
 4. Composite siding having the appearance of wood
 5. Architectural concrete with recessed panels and reveal lines
 6. Natural rock or cultured stone
 7. Other maintenance free materials as approved by the Historical Preservation Committee~~Architectural Committee~~ which are deemed to meet the intent of these standards
- b. The following may be ~~are~~ prohibited as predominant exterior building materials, as determined by the Historical Preservation Committee:
 1. Corrugated or reflective metal panels
 2. Smooth or rib faced ~~cinder~~concrete/concrete block
 3. Plastic or metal siding
 4. Smooth unfinished concrete tilt up panels
 5. Tile

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3. Roof Design and Mechanical Screening
 - a. Sloped roofs shall provide articulation and variations to divide the massiveness of the roof. Sloped roofs shall include eaves, which are a minimum of two feet in width.
 - b. Flat roofs shall be screened with parapets on all sides of the building. If no roof top equipment exists or is proposed, the parapet shall be a minimum of two feet in height.
 - c. All parapets shall feature cornice treatments. Parapets shall include a cap element to define the upper edge of the building.
 - d. Roof mounted mechanical units shall be located or screened so as not to be visible from adjacent public and private streets or properties. Roof mounted mechanical screening shall be accomplished by:
 1. Raising the parapet on all sides of the building to screen the highest mechanical unit or vent on the roof.
 2. A secondary roof screening system designed to be high as the highest mechanical unit or vent. Secondary roof screening systems shall be of complimentary materials and shall appear as an integrated component of the building.

4. Awning and Canopies
 - a. Awnings and canopies must be functional by placement over windows or doorways only.
 - b. Awnings or canopies shall project a minimum of four feet from the building when located over pedestrian areas and no less than two feet otherwise.
 - c. Awnings or canopies shall maintain a minimum clearance often feet above any sidewalk or pedestrian route.
 - d. All island canopies shall be built of the same quality materials and architecture as the store associated with the island. Island canopy structural columns shall be faced with the same architectural materials as the associated building.

5. Parking Areas
 - a. Large expanses of paved parking areas without landscape breaks or islands shall be prohibited.

6. Landscape
 - a. Landscaping shall feature a unified theme throughout the site or development.
 - b. The use of foundation plantings is encouraged to break up building mass and soften the facade.
 - c. All landscaping material ~~shall~~ should consider featuring inge an automatic irrigation system.
 - d. The use of raised planters to differentiate pedestrian area from vehicular areas is encouraged.
 - e. ~~All new development should consult with the Shade Tree Committee to incorporate a proper amount of trees.~~

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7. Pedestrian Amenities

- a. Sidewalks shall be a minimum of six feet in width with an additional two feet of width provided when the sidewalk is adjacent to parking area and subject to vehicle overhang.
- b. Where a pedestrian circulation path crosses vehicular routes, a change in paving materials or markings shall be provided to distinctly differentiate the conflict point and add aesthetic appeal.
- c. One pedestrian access route to the building front shall be provided for each vehicular access route to the site with a minimum of one route meeting the requirements of the Americans with Disabilities Act.
- ~~d. Pedestrian walkways shall include intermittent shaded areas when the walkway exceeds 100 feet in length. Shaded areas may be provided by the use of canopy trees or structures meeting these standards as set forth in this document.~~

8. Service and Accessory Facility Screening

- a. Service, refuse, loading docks, truck parking areas and other areas that tend to be unsightly shall be screened from view by the use of a combination of walls, fences and landscaping.
- b. Enclosure material shall be composed of 6' high solid masonry, or decorative pre-cast concrete walls with opaque gates. Gates shall be self-latching. Chain link fence material with slats is prohibited.

* MEETING ENDED HERE.

9. Fencing standards

- a. ~~Chain link and wood fencing are prohibited. Fences within the district must be approved by the Historical Preservation Committee.~~
- b. Fencing forward of the primary facade is allowed provided the fence does not exceed four feet in height, provides an open view, and the fence style compliments the building architecture.

10. Site Lighting

- a. Site and building lighting shall be designed to prevent direct glare or light spillage to adjacent public right of way or properties. Light should reflect down not up.
- b. Light fixtures shall be a maximum of 30 feet in height in vehicular areas and 15 feet in height in pedestrian areas.
- c. Fixtures shall be a complimentary design element of the building and site.

11. Sign Regulations

Commercial Zones: Permitted signs are as follows:

- a. Wall, Projecting signs: Wall or projecting signs; provided, that the area does not exceed ten percent (10%) of the front wall face of the building; and further provided, that:
 1. Wall signs, either attached or painted, shall not rise above the roofline nor project more than eighteen inches (18") from the wall.
 2. Projecting signs shall not project more than four feet (4') from the building. Signs projecting over the public right of way must have a minimum ground clearance of ten feet (10'). Guywires or secondary supports shall not be used.
 3. Awning signs must have a minimum ground clearance of ten feet (10'), and shiny, "Day-Glo" fluorescent or brilliant luminescent colors are not

permitted.

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- b. Freestanding Pole Sign, Low Profile Sign: One freestanding pole sign or low profile monument type sign may be allowed for each parcel of property or commercial complex, provided the following standards are met:
 - 1. Low profile monument type signs which are wood carved, sandblasted or engraved metal and do not exceed six feet (6') in height and are no more than sixteen (16) square feet in area for an individual business, or twenty four (24) square feet for multiple businesses.
 - 2. Pole signs, provided the support pole is located on private property and the sign does not exceed twenty feet (20') in height, nor exceed twenty four (24) square feet in area if the sign is rectangular or square shaped, nor exceed thirty six (36) square feet in area. Sign face may project over the public right of way, provided there is a minimum clearance of ten feet (10') from ground to the sign and sign face does not project closer than eight feet (8') to back of curb.
- c. Color of Signs: Painted signs should be in subdued earth tone colors only, "Day-Glo" or fluorescent colors are not permitted. Electric signs, including neon, are permitted.
- d. Prohibited Signs:
 - 1. Roof signs or any sign projecting above the roofline.
 - 2. Off premises signs.
 - 3. Flashing signs, including any sign or device in which the artificial light is not maintained stationary and constant in intensity and color at all times when in use.
 - 4. Signs made of cardboard, paper, canvas or similar impermanent material.
 - 5. Bubble shaped awnings and awnings with a shiny or wet look are not appropriate in the historical district.