

**Parowan City Planning and Zoning Minutes**  
**Parowan City Office – 35 East 100 North**  
**April 6, 2022 – 6:00 P.M.**

**MEMBERS PRESENT:** Larry Zajac (Chair), David Burton (Council Representative), Jamie Bonnett, Jake Hulet, Lily Shurtleff, Heather Peet (Alternate)

**STAFF PRESENT:** Mollie Halterman (Mayor), Christian Jones (Assistant City Attorney), Callie Bassett (City Recorder – Interim Planning and Zoning Secretary), Cleve Matheson (City Manager)

**STAFF ABSENT:** Judy Schiers (Secretary)

**PUBLIC AND COUNCIL PRESENT:** Sharon Downey, Bill Holiman, Matt Gale, Ron Clayton, Rochell Topham, Jim Shurtleff

**CALL TO ORDER:** Larry Zajac called the meeting to order at 6:00 P.M.

**CONFLICT OF INTEREST ON AGENDA ITEMS:** No conflicts were declared.

**APPROVAL OF MINUTES (MARCH 16, 2022):** Jerry Vesely made a motion to approve the minutes, with a change to the last name of Vesly to Vesely. Jamie Bonnett seconded the motion. All members voted to approved the minutes, with the change as noted.

**20 FOOT SHIPPING CONTAINER PLACEMENT BILL HOLIMAN – 65 EAST 300 SOUTH:** Mr. Holiman was present to discuss this item. He said he would like to put a 20-foot shipping container on his property. He has a large lot with plenty of space. The shipping container will be placed 75 feet back from an existing shed, 40 feet from the north property line and 7.5 feet from the fence.

Larry asked about the container. Mr. Holiman said the container will be used to house his bees and bee boxes. He has a cargo trailer in his driveway that currently hold these, and he wants to move them and sell the cargo trailer.

Larry asked if it had swing open doors and if Mr. Holiman understood the requirements, such as foundation and painting. Mr. Holiman said that yes, he has talked with Cleve and he has been a tremendous help to him in understanding the requirement. He will be painting the container so that it is pleasing to the eye sight.

The committee looked at Parowan City Ordinance 16.65.050 ( C ), “Cargo Storage Containers must be free of graffiti, sided and painted an earth tone color or a color to compliment surrounding structures.”

Jake Hulet made a motion to approve the placement of a 20-foot shipping container at 65 East 300 South. Jerry Vesely seconded the motion. All members present voted in favor of this motion.

Larry suggested that items (5) and (6) be reversed in the order of discussion.

**LOT SPLIT – PAROWAN CITY AT APPROXIMATELY 744 N 300 EAST:** Cleve said that this lot split has been created as a result of a proposed property exchange with property located off of SR-271. He said that the property we are exchanging is smaller than the parcel we are receiving. The creation of the new lot

would be with English Trucking Company (Jessie and Chris), and they are thinking about putting a service shop on this lot, which will be allowed as this lot is in industrial manufacturing.

Cleve said that we need to do the lot split to proceed with the property exchange. Cleve went on to explain that the FAA purchased some property from four owners that is impacted in this triangle piece, for navigational easements. The navigational easements will not allow for any type of buildings. The property we would be receiving in the exchange will complete the re-alignment of SR-271, which UDOT also wants to see finished.

Jake asked if this would be a benefit for Parowan City. Cleve said yes, this benefits the City, and also the property owners that are in the exchange.

Larry said that since this would be creating a new lot, would they need to bring water. Cleve said that they already have water rights with the property the City would be receiving, and they can request for that water right be moved to the newly created lot.

Lily Shurtleff made a motion to approve the lot split at approximately 744 North 300 East. Jamie Bonnett seconded the motion. All members present voted in favor of this motion.

**DISCUSSION TO REQUIRE CURB, GUTTER, SIDEWALK AND LANDSCAPING IN THE COMMERCIAL AND HIGHWAY SERVICE ZONES:** Jerry Vesely and Heather Peet agreed to do some research and come back with suggested language for the committee to consider. Larry told the committee that any language we come up with would be a recommendation to City council. They may like what they are presented or it could come back to the Planning and Zoning several times for adjustments.

Heather said that Section 14 is basically geared towards subdivision improvements. She feels that the commercial and highway service requirements should probably go under Section 15, Land Use. She said that she looked at Cedar City codes and a few other cities on their Curb, Gutter and Sidewalk Ordinances. She said that at the last meeting it was discussed to include UDOT's regulations, although we were not sure what that was. In her presentation mailed to the Planning and Zoning members, she said she has included Cedar City's verbiage that they have pertaining to curbs, gutters and sidewalks and landscaping verbiage. She asked, "Are we going to make a general statement or do we want to break it down to specific measurements?" She said she presented proposed language that based off of what is already have written in the subdivision improvement section.

Heather read "Curbs, gutters, and sidewalks shall be installed on existing and proposed streets by the Commercial developer in all GC1 and HS1 zones except where the installation of such curbs, gutters, and sidewalks is not required by the Planning Commission or the City Council and the installation thereof is waived in writing at the time of approval of the final plat". She said she didn't write anything on landscaping because she was not sure how specific to go and it has brought up more questions.

Larry said he doesn't believe that it is the Planning and Zoning's job to declare the size of the curb and gutter. It would probably say, "as according to the appropriate engineering standards". The request from the City Council was very specific. We are dealing specifically with two zones, the commercial zone and the highway services zone included on Holyoak Lane (200 South) to Main Street and then Main Street. We would also need language to deal with the south side of Holyoak Lane.



Larry feels there are several ways to approach this. His recommendation to the members is do not be too specific. He said there should be some language that says “to apply the correct engineering standards”, and specific enough to meet the council’s request. We can make a different recommendation to the council after we looked at it and have done some research. They can agree or they send it back with some instructions and more direction.

Jake said that he thinks we need to recommend to the City Council that they work on a Master Drainage Plan. If we implement language for curb, gutter and sidewalks, there needs to be somewhere for the water to go.

There was a discussion regarding the farmer’s pipe on the south side of 200 South. Cleve said that this would be triggered with development. He said that UDOT would be on board with this and would mostly welcome it. Matt Gale (Council) said that UDOT did propose to put the water in the pipe, and they were going to donate the pipe, however, the Irrigation Company turned them down. UDOT doesn’t want the ditch there for safety reasons.

Larry thanked Heather for putting together that information. Jerry Vesely said there were so many people involved in this, he wanted some direction. Larry feels if we write general language for Parowan City, UDOT is going to defer to city requirements. Then UDOT will require the curbs and gutters to their engineering standards.

Larry asked Jim Shurtleff to give a brief background regarding the Historic District on 200 South. Jim said the Historical District used to go from the highway offramp (Exit 75) all the way to 200 South, then down Main Street out to the other off ramp (Exit 78) and up the canyon on Center Street eastbound. It was after Foothills Subdivision went in, that the city council decided to shrink the size of the Historical District which moved the line up to 600 West and Hwy 271 on Main Street. Historical District ordinances allowed for the Historical Preservation Committee to require landscaping among other things. That is why the Grace Christian Church and Foothills has curb and gutter. But then after the district was taken back, it wasn’t required.

Heather said this brought up more questions on to handle the commercial space and highway services on the 200 South stretch. The setback is 25 feet and she said maybe we want to consider adjusting that, to allow buildings to be closer to the road like Main Street. She feels this promotes a small-town atmosphere. She said there may be more that we want to change.

Larry suggested that we work on the landscaping on the next meeting and asked the committee to come back with some landscaping language.

Larry went back to curb, gutter and sidewalks. He suggested that the proposed language gets us started. He also recommends that we do as Heather is suggesting and put this in Title 15 and let subdivisions stand on their own. He suggested that the verbiage Heather put together read “Curbs, gutters, and sidewalks shall be installed on existing and proposed streets by the Owner/Developer in all GC1 and HS1 zones except where the installation of such curbs, gutters, and sidewalks is not required by the Planning Commission or the City Council and the installation thereof is waived in writing at the time of approval of the final plat”.

Jake asked if this would be required of already developed property. Larry read from Cedar City Ordinances regarding this. If someone decides to modify a building, that would preclude them from getting a permit until the frontage improvements have been installed along dedicated street frontages.

Larry asked if all were in agreement that this is all inclusive in the GC1 and HW Service Zones and does not specify which side of the road. All were in agreement.

Jamie Bonnett asked if we could specify what type of parking material needs to be used. For example, the Jenses' building have rock for their parking. She thinks it would look cleaner with asphalt. Cleave said that we would need to change the parking material requirement in the ordinance. Larry asked Jamie to work on some language for that and bring it to the next meeting.

Jake likes how Cedar City ordinances are worded. Jake would like to see us use some of their language in regards to curb, gutter, sidewalk and landscaping.

There was a discussion on what is to be included in the ordinance. Cleve updated the members where Parowan City is on the Master Drainage Plan.

Lily Shurtleff made a motion to move the discussion of curb, gutter and sidewalk to be sent to the sub-committees for further research and discuss it further at a later meeting. Jerry Vesely seconded the motion. All members present voted in favor.

Heather Peet's presentation was not available. This will be put on the next agenda.

**PLANNING AND ZONING CHECKLIST:** Larry Zajac made a motion to table this agenda item. Lily Shurtleff seconded the motion. All members present voted to table this item.

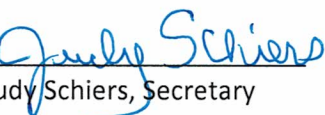
**TRAINING – CHRISTIAN JONES:** Christian Jones gave a training on the Open and Public Meeting Act and the Planning Commission's Authority.

**MEMBER REPORTS:** Jamie Bonnett said that she took the course from the Utah Leagues of Cities and Towns and found it very beneficial. It took about three hours to complete.

**ADJOURNMENT:** Lily Shurtleff made a motion to adjourn the meeting at 8:09 P.M. Jerry Vesely seconded the motion. The meeting was adjourned.

Minutes were approved 4-20-22

  
Larry Zajac, Chair

  
Judy Schiers, Secretary