

Parowan City Planning and Zoning Minutes
April 20, 2022 – 6:00 P.M.
35 East 100 North – Parowan City Office

MEMBERS PRESENT: Larry Zajac (Chair), Jake Hulet, Jamie Bonnett, Jerry Vesely, Heather Peet (Alternate)

MEMBERS ABSENT: Lily Shurtleff

COUNCIL AND STAFF PRESENT: David Burton (Council Representative), Sharon Downey, Rochell Topham, Jim Shurtleff, Cleve Matheson (City Manager), Judy Schiers (Secretary)

PUBLIC PRESENT: None

CALL TO ORDER: Larry Zajac called the meeting to order at 6:01 P.M.

ANY CONFLICTS WITH ITEMS ON THE AGENDA: There were no conflicts declared.

Larry Zajac thanked the staff for the name tags.

APPROVAL OF MINUTES (APRIL 6, 2022): Jerry Vesely made a motion to approve the minutes from the April 6, 2022 meeting, with a change. Jamie Bonnett seconded the motion. All members present voted in favor of this motion.

REPORT FROM CITY COUNCIL MEETING – LARRY ZAJAC: Larry updated the Committee on the City Council meeting he attended with an attempt to have better communication with the City Council. He said that they asked that Planning and Zoning send someone to City Council periodically to bring the Council and public up to speed on what is going on in Planning and Zoning.

Larry said that City Council would like the Planning and Zoning Committee to work on the Billboard Ordinance. He said we will draft language for an ordinance to present pros and cons as to why they might want to support or not support the proposals. Some of the criteria would be, are there benefits to the city in this enterprise, what is the cities liabilities, and so on. He said that we already have a person that made a request to Planning and Zoning. He presented a business plan, so we have that already, but we need to look at all factors. Heather asked for a copy of the billboard information that Mr. Pacheco presented. Larry said he would get her that information.

Larry said that he would start working on the billboard ordinance. David said that he feels Lily would be a good one to help with this ordinance.

Larry said that the curb, gutter and sidewalk ordinance was briefly discussed in City Council, along with a discussion encouraging City Council to make progress on the Master Drainage Plan for the City. Jake said if we are going to do priority and sequence regarding the curb, gutter and sidewalk, this would be the first step, so that there is a plan for where the water will go.

CURB, GUTTER AND SIDEWALK DISCUSSION: Larry asked for reports from the committee in regards to this agenda item.

Jerry Vesely said that there is a wide variety of things that we need to take into account. There is a lot of specs that need to be looked at. Larry said that for specifics, we need to leave that to the engineering

and just say “Refer to engineering standards”. Jerry said that water drainage is the bone of contention and absolutely agrees that the water shed needs to be looked at before we demand curb and gutter.

David Burton asked if we are still just looking specifically at General Commercial and Highway Service zones for the curb, gutter and sidewalk. Larry said at this time, yes.

Heather asked if we should propose a stop to commercial building until a Master Drainage Plan has been decided. David said he doesn’t think that this committee should be going in that direction.

Larry said that this committee is only requested to write language for proposed ordinances or modification to the existing code. We would stop short of proposing restrictions.

Heather Peet gave a presentation regarding the benefits of a walkable community. (Attached to the minutes)

There was a discussion after the presentation regarding the benefits and what Parowan would look like with different set-backs. David said that from his perspective, the downtown area and 200 South have different needs and atmosphere. He wonders if we are spreading out the business district out too much.

Larry asked about Parowan’s Master Plan. Cleve said that he believes what Larry is referring to is the General Plan, with a name change. Larry said looking at the Master Plan in 1972, it does not look the same as the previously adopted General Plan, with the Master Plan showing direction of the City, for example, not providing city services outside the city limits. There is value in some of those observations.

Larry said that somewhere we need to have a vision, call it zoning or something else, in how we envision Parowan when we are talking about the Commercial District.

Cleve said it is great to have a plan in place, but you have to remember when you are talking about the commercial district, most of that is in the scenic byway and on a state highway and they will remind you that their job is to move vehicles from A to B. That is what they will be concerned about.

There was discussion regarding bump-outs on Main Street and the parking lane. Larry suggesting that we look at other cities that have state highways through their commercial district and see how they have handled some of these issues. He said that Richfield City may be a good place to start.

There was a motion made to table adjusting the set-backs in Commercial and Highway Services. However, this item was not on the agenda and not included in the minutes.

MEMBERS REPORTS: Jamie Bonnett reported on her work assignment regarding parking lots and type of material to require. She handed out Cedar City’s ordinance (CHAPTER 26) on parking regarding asphalt and also handed out the Parowan’s ordinance. She said Parowan is mostly the same, but she made some recommendations.

Cleve said when looking at the recommendations, make sure to look at the definitions of hard surface in Parowan’s current ordinance. He said find one you agree on and add that to the definitions, so it is clear what you are talking about.

Jake said he would continue to work with Heather on the Curb, Gutter and Sidewalk Ordinance. He said that in regards to the parking, he likes Cedar's Ordinance and they have done a lot of leg work already and worked out a lot of the kinks.

Jerry said in regards to the previous discussion on hard surfaces, if you have multiple options, they are all utilized and that could be a problem with continuity. It was suggested to have the definition of hard surfaces on the next agenda.

Larry asked if there is an item the City uses as a subdivision checklist. If there is, he suggested that the Planning and Zoning Committee take a look at it, one as a point of reference to us and two so we know what is required.

Cleve said that the Planning Commission needs to look at the ordinances and make sure everything in our ordinance that needs to be addressed, is addressed. Then when it comes to developing, there is a development check-list that is followed. Larry said typically we go to Cleve or a City representative and ask if they have met the requirements, so it would be helpful to know what the requirements are.

Jamie asked if the City regulates CCR's. Cleve said that no, we do not.

Cleve said that we do need to update some of our forms. For example, the Planning and Zoning Application requires 10 copies to be presented, but digital copies are acceptable.

Jake said he is willing to take some of these suggestions to a civil engineer and see if they have ideas on a checklist that will make sense for Parowan.

ADJOURN: Jerry Vesely made a motion to adjourn the meeting at 7:36 P.M. Jake Hulet seconded the motion. The meeting was adjourned at 7:36

Larry Zajac, Chair

Judy Schiers, Secretary

Date Minutes were approved