

**Paragonah Town  
Planning Commission Meeting  
44 North 100 West, Paragonah Town Hall  
September 23, 2025 – 7:00 p.m.**

**Planning Commission Minutes**

**Attendance/Planning Commission Committee:** Nancy Dalton (Chairperson), Byron Jenkins, Kevin Guyton, Chuy Jimenez, Kris Lindsay

**Attendance:** Marge Cipkar-Board, Sharrah Brewster-Planning Commission Secretary, Diana Osuna, Chris Meneley

**Pledge**

1. **Call Meeting to Order:** Nancy Dalton

2. **Declaration of Conflict of Interest:** None

3. **Adopt Agenda:** Chuy Jimenez moved to adopt the agenda. Kevin Guyton seconded the motion. All in favor.

4. **Approve Minutes of August 27, 2025 meeting:** Chuy Jimenez moved to approve the minutes of August 27, 2025. Byron Jenkins seconded the motion. All in favor.

5. **Review & Make Decision on Conditional Use Permit for Farmstand:** Diana Osuna explained her plan for a Farmstand (temporary easy-up to be put up and taken down each week) in front of her home to sell baked goods on Saturdays. Rules for signage were explained and requirements for off street parking which will be provided. If a more permanent structure is constructed in the future, a permit will be required at that time.

Chuy Jimenez moved to approve the conditional use Byron Jenkins seconded the motion. Roll Call Vote:

Nancy Dalton- Aye

Kevin Guyton- Aye

Kris Lindsay- Aye

Chuy Jimenez- Aye

Byron Jenkins- Aye

All in favor.

**6. Report from Paragonah Town Board:** Marge Cipkar reported from Paragonah Town Board. Administration Fees were approved: \$25 Lot Line Adjustment Application and \$50 Simple Subdivision Application.

**7. Review Short Term Rental Ordinance Final Draft:** Review ordinance and set Public Hearing for October meeting after attorney reviews and approves.

**8. Review Town's Building Permit Application & Other Applications Related to Construction/Building:**

- a. New development- Excavation permit- Gather ideas for development/grading excavation prior to dwelling building permit
- b. Check for public/private utility easements
- c. List clear setbacks
- d. One dwelling permitted per lot

**9. Progress update on Transportation Plan Update:** Tabled as we wait on updates from Roger Carter, Five County.

**10. Progress update on Annexation Policy Update:** Tabled as we wait on updates from Roger Carter, Five County.

**11. Public Comments:** Chris Meneley explained the accessory building/barn that he wants to build on his property prior to building his home. Commission discussed possible Conditional Use Permit since the proposed accessory building is taller than 20 ft height allowance in Town Ordinances. Drawings and plot plan were requested from Chris Meneley by October 8, 2025 for review at the next meeting.

**12. Set Next Meeting Date & Work Agenda Items:** Next meeting, October 29, 2025  
Work Item Assignments: Updating Ordinances

- a. Nancy Dalton- 153.088 Maximum height of an accessory building.
- b. Kevin Guyton- 153.090 Fence height ordinance.
- c. Byron Jenkins- 153.147 Mobile homes & parks, pre-manufactured homes ordinance.
- d. Kris Lindsay- 136.19 Update dangerous weapons ordinance to reflect new Utah State Code.
- e. Chuy Jimenez- 153.078 Correct definition of an Additional interior dwelling unit

**13. Adjourn Meeting:** Kevin Guyton moved to adjourn the meeting. Chuy Jimenez seconded the motion. All in favor.