

City of Elwood Town

Planning Commission

June 2, 2026 meeting minutes

The Board of the Planning Commission of Elwood Town met at the Elwood Town Hall, 5235 West 8800 North, Elwood, Utah, at 7:00 PM on Tuesday, June 2, 2026.

The following members were present constituting a quorum: Britton Hayden, Quinn Hamson, and Isaac Walker.

OTHERS PRESENT: Scott Goodliffe(Town Mayor), Phil Shimek(Town Council Rep), Karolina Munns(Planning Commission Secretary), Talsan Schulzke(Zoning Administrator) Jones & Associates, Chris Crockett(Town Attorney), Ron Jacques.

Welcome/Prayer/Pledge

Commission Chair Britton Hayden led the invocation, followed by Commissioner Walker who offered the prayer and Commissioner Hamson who led the pledge of allegiance.

Minutes

The commission reviewed the minutes from May 5, 2026 and May 19, 2026.

Motion by Commissioner Hamson to approve the meeting minutes for May 5, 2026 and May 19, 2026. Seconded by Commissioner Walker. Motion Passed unanimously.

Town Council Update

Town Councilman Phil Shimek reported that the last town council meeting featured a draft budget presentation, with final budget approval scheduled for the end of June after property tax rates are received from the county. Doug Christianson, who is running for sheriff, visited to meet with town bodies. The council officially approved the Planning Commission's request to begin the town-wide rezone process. The council is planning to pursue hiring an enforcement officer, with funding allocated in the next year's budget.

Mayor Goodliffe reported on a productive meeting with Tremonton's mayor and staff regarding annexation plans. Tremonton has stepped back from their aggressive annexation approach and indicated willingness to partner rather than compete. The discussion centered on a map showing overlapping annexation areas, particularly a section near the interstate that Tremonton

wishes to annex. The mayor noted this area would include a planned Front Runner train station and that Elwood would retain railroad access further south. The mayor requested Planning Commission input on allowing Tremonton to proceed with their annexation request, suggesting it could provide leverage for future utility partnerships.

Commission Chair Hayden expressed support for the proposal, noting it wouldn't completely cut off Elwood's railroad access and could potentially be used to negotiate sewer service agreements for Elwood's northwest area. The commission agreed to proceed with no objections to Tremonton's annexation plan.

Town Councilman Shimek confirmed the town has officially signed an agreement with Town Attorney Chris for legal services.

Zoning Administrator Update

Zoning Administrator Talsan Schulzke provided an update on Ruben Van Tassel's accessory structure inquiry. Van Tassel followed up after the last meeting with a memo prepared by Brandon Green of Jones & Associates. Schulzke is reviewing the matter and will provide recommendations on next steps, with Van Tassel invited to attend upcoming review meetings.

Public Comment

Commission Chair Hayden opened the floor for public comment. No members of the public offered comments. The public comment period was closed.

Commission Business

No formal commission business was conducted.

Work Meeting

Discussion Item A: Discuss the Public Hearing Announcement for final changes before going to the lawyer

The commission reviewed the public hearing announcement document, which includes the notice and frequently asked questions. Key changes discussed included adding availability of paper copies at Town Hall during business hours, including a line stating that property owners receiving the notice will likely have their property rezoned, and adding the Planning Commission email address below the town logo. The commission decided to add hyperlinks for digital versions and confirmed that newspaper publication would be a brief notice directing readers to the town website due to cost considerations.

Discussion Item B: Discuss Google Form for collecting written feedback

The commission reviewed the Google form designed to collect written objections from property owners. Town Attorney Chris clarified that while the legal requirement is only for written objections to property inclusion, the form could be more expansive. The commission decided to focus the form specifically on objections rather than general comments, changing the title from "comments and feedback" to "objections" to better direct responses toward actionable items rather than general complaints.

Discussion Item C: Review Rezone Process Schedule updates on Gantt Chart

The commission reviewed the project timeline and decided to maintain their schedule despite some delays. Open houses will be held on June 24th and June 30th, with the public hearing on July 21st. The commission agreed to cancel their June 16th work meeting due to the busy schedule of events. The final Planning Commission recommendation meeting is scheduled for August 4th, with the goal of presenting recommendations to the Town Council on August 11th.

Discussion Item D: Plan Open House Layout and Assignments

Commission Chair Hayden will present at the June 24th open house, while Commissioner [Name not clearly identified] will present at the June 30th open house. The format will include a 20-30 minute overview followed by one-on-one discussions. The commission plans to provide large printed maps, QR codes for website access, water for attendees, and computer access to demonstrate the GIS mapping tools.

Discussion Item E: Final review Elwood Town Ordinance 155.140-143, 155.170-172, 155.225-235

Zoning Administrator Schulzke proposed changing the zoning designation abbreviations from "AD 20" and "AD 40" to "RAD 20" and "RAD 40" (Residential Aggregate Density) to avoid confusion in verbal communication and transcription. The commission approved this change. Discussion also covered ensuring proper column alignment in the schedule of uses table when making header changes, and the potential removal of newspaper notice requirements from the town ordinance as a future agenda item.

Discussion Item F: Final discussion of Section 150 ordinances stating timely completion of developments, Commission Hamson

This item was tabled to allow Commissioner Hamson to provide updated notes to be incorporated into the ordinance language for future discussion.

Adjourn Meeting

Motion by Commissioner Hamson to adjourn the meeting. Seconded by Commissioner Walker. Motion Passed unanimously.

The meeting was adjourned at about 8:54 PM.