

# Minutes

## Elwood Town Planning Commission

Tuesday, October 21, 2025

The Board of the Planning Commission of Elwood Town met at the Elwood Town Hall, 5235 West 8800 North, Elwood, Utah, at 7:00 P.M. on Tuesday, October 21, 2025.

The following members were present constituting a quorum: Quinn Hamson, Curtis Crouch, Phil Shimek, Britton Hayden, and Kevin Hall.

OTHERS PRESENT: Scott Goodliffe(Town Council Rep), Karolina Munns(Planning Commission Secretary), Shane Taggart(Town Engineer), Talsan Schulzke(Town Zoning Administrator)

## Welcome

Commissioner Hamson conducted the meeting. The meeting started at 7:00 pm.

## Public Comments

- “Resident(s) attending this meeting will be allotted 3(three) minutes to express a concern or ask a question about any issue that is **NOT ON THE AGENDA**. No action can or will be taken on any issue(s) presented.” stated by Commissioner Hamson.
- Resident(s) are welcome to submit written comments to the Elwood Town Planning Commission via email [kmunns@elwoodtown.com](mailto:kmunns@elwoodtown.com).
- No comment.

## Commission Business

## Work Meeting

- Discussion Item A: Citywide Rezone Initiative next steps discussion with City Engineer, Shane Taggart and New Zoning Administrator, Talsan Schulzke, Jones & Associates. The Commissioners discussed the rezone applications for residential parcels, and the need to be on the same page with Gina as we are going through the rezone application process with the Elwood residents. The question of can the town rezone a parcel from residential to a specific residential zone without going through this application process. Shane suggested that getting legal advice on this is appropriate. 155.171 code speaks of residential zones. Commissioner Hamson reminded the commission that with the blanket residential zoning across the map, it is difficult to honor a request to add one-tenth acre,

because we want one-tenth acres to go in specific areas in town. The rezone initiative is primarily to designate Agricultural and Commercial(C-1, C-2, C-3) with some commercial-residential split zones. The idea is to rezone by area. So far there are 19 rezone applications, and Talsan Schulzke, Zoning Administrator, has a copy of them and is reviewing them. Karolina mentioned that in the process of taking the rezone applications through, the public hearing needs to be scheduled in order to drive the letters and scheduled with 30 days for letters of notice. The commission was thinking of a Jan 6th public hearing, but this may be too soon. Mention was made of the pdf document of each parcel prepared by Jones & Associates, Samuel Heiner a couple years ago.

Questions for attorney: 1. Are plattes sufficient for determining rezone? A platt is not a legal document, only platt says property is complying as stated by Shane Taggart and Talsan Schultze. A recorded platt=land conveyance not zoning or use.2. Is there something that says each rezone is done by ordinance? 3. Ask about other items: MPC zoning language, parking ordinance. Commissioner Hamson will ask Elwood Town how to work with the attorney. Talsan suggested waiting until the town gets legal counsel before continuing with the rezone applications. Commissioner Hayden is in agreement but doesn't want it to reach out six months, for example. Talsan suggested the attorney may guide the rezone in certain ways.

- Discussion Item B: Discussion of RD-2 & RD-1 zone ordinance and lot size calculation. Commissioner Hamson related that the language in the ordinance does not designate whether the calculation for lot size is made with roadways included or excluded. In a recent development, this was exercised and the road was on a border and shifted the lot sizes to smaller than anticipated by Elwood Town Planning Commission. The goal is to set variable lot sizes ranging from one acre down to occasional smaller lots as well. A rough draft of the changed language was presented to clear up the definition of lot sizes. Shane and Talsan communicated that Jones & Associates is here to help Elwood Town apply ordinances how they want them defined, rather than use a standard of how other cities have it. Commissioner Hamson suggested that Jones & Associates in the past has helped the Planning Commission revise ordinances that can be recommended to the town council. Talsan and Shane confirmed that this is still the order of business.
- Discussion Item C: Discussion Standard of Process in approval of paperwork and applications in line with ordinances. Commissioner Hamson stated that there items placed on the agenda need to be complete and ready to be on the agenda in order for the planning commission to act on them, and in the past there are times that items were stuck on the agenda, but not with complete information, which resulted in the commission tabling items and delaying the process. With Standards of Process in place and followed, the idea is that items will only go on the agenda when they meet all requirements. Communication between the planning commission secretary and zoning administrator, engineer and staff will assure that items are truly ready for action when they do get on the agenda. Karolina stated that staff memos are necessary to communicate the reviews and

determinations made by the zoning administrator and engineer. Presenting the staff memos and updates need to be to the secretary by the Friday before. Shane communicated that Jones & Associates plans to coordinate the reviews and comments between the zoning administrator and engineer into one staff memo. The planning commission secretary will continue to email a request for agenda items the week before, Tuesday with documentation by Friday. Also discussion was had about who will contact the developer or representatives, and decided that Karolina will contact the developer with confirmation of making it on the agenda once she has confirmed that all information is in hand. Commissioner Hayden inquired about how the planning commission's approval or approval with conditions is being presented to the town council. Scott commented that he is providing notes after each commissioner's meeting. Scott stated that not always is town council hearing it all, and that when a commissioner comes to town council, that commissioner can report to town council. Karolina can share the google chat synopsis that she prepares for Gina after each meeting with the commissioner that is attending town council. Scott does a great job representing the planning commission, and bringing it to town council, and a commissioner coming to town council is also essential.

## **Adjourn Meeting**

Commissioner Hamson ended the meeting at 8:20pm.