

Minutes

Elwood Town Planning Commission

Tuesday, October 7, 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 7, 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), Lynae Winkler, Thad Hansen, Michael Betournay

Welcome

Commissioner Hamson conducted the meeting. The meeting started at 7:00 pm. Commissioner Crouch offered a prayer and Commissioner Hall led with the pledge.

Minutes

- September 2, 2025 - postponed, incomplete

Town Council Update - Scott Goodliffe

- Discussion on 64E ditch; ditch company piping the ditch and how the town that owns shares on the ditch will participate, no decisions made. Highland ditch and drainage ditch participation by the town. Annexation requests of Tremonton discussion.

Zoning Administrator Update -

- Talsan Schulzke, Jones & Associates is the new zoning administrator for Elwood.

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 comment to the Elwood Town Planning Commission via email kmunns@elwoodtown.com.
- No comment

Commission Business

- Action Item A: Commercial Site Plan - DNCRE development - Dell Nichols, 9600 North 5200 West. To correct typo from previous meeting. Commissioner Shimek motioned to approve the final commercial site plan, Commissioner Hall seconded it, all in favor, motion passed.

Work Meeting

- Discussion Item A: Review September 23rd Open House and rezone initiative next steps. Commissioners reported on feedback from the open house. Some residents met with commissioners to complete applications. Commissioner Hayden mentioned that the next step is to share the applications with the zoning administrator. Also, there was talk of the digital signature and questioning upgrading to allow digital signatures, and adding email to the application. A comment to send out reminders to rezone. A question of the 5 acre standard for agricultural zoning, could a resident under 5 acres rezone to agricultural? As long as a residential zone can do some agricultural use it is not a problem, its ok. Commissioner Hayden commented that Gina was saying that R on the map is determined by wording in the code stating minimum lot size as R1-20 and R1-40. So this rezone is not needed for residential lots. Commissioners discussed the need to get more information from the attorney on this, and the scenario was explained where it only states minimum lot size, that a property can pick their size in some cases. The goal is to state the exact zone. Commissioners agreed that clearing up the purpose of rezoning and the necessity of the rezone so all town staff and appointed/elected officials are sharing the same story on the rezone initiative. Commissioner Hayden also requested that the town name an email to frontdesk @ that all email comes to and then is forwarded on to a specific person, with multiple staff able to access that email. So the idea is it comes into elwood town then is forwarded to appropriate individuals. Commissioner Hayden recognized that some of the ag land owners are not residents of Elwood so there needs to be some detective work to inform these owners. Commissioner Hayden is willing to help with the rezone paperwork. Karolina will scan and email the existing rezone applications to the new zoning administrator, and show them on the map. The goal is to hold another Open House in January.
- Discussion Item B: Discussion of RD-2 & RD-1 zone ordinance and lot size calculation. Commissioner Hamson asked for a table, until the new zoning administrator comments

Adjourn Meeting

Commissioner Hayden motioned to adjourn the meeting at 7:40pm, and Commissioner Hall seconded, all in favor, motion passed.