

# Minutes

## Elwood Town Planning Commission Tuesday, December 2, 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, December 2, 2025.

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

OTHERS PRESENT: Scott Goodliffe(Town Council Rep), Karolina Munns(Planning Commission Secretary), Talsan Schulzke(Zoning Administrator), Zack Pali, Brian Davis.

### Welcome

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

### Minutes

- September 2, 2025; October 7, 2025; October 21, 2025; & November 18, 2025 - Commissioner Shimek motioned to accept the minutes with stated corrections, Commissioner Crouch seconded the motion, all in favor, motion passed.

### Town Council Update - Scott Goodliffe

- The last meeting was an executive session, then next day a meeting to certify the election so they could be sent onto the county. The town is working on annexation issues.

### Zoning Administrator Update - Talsan Schulzke

- Not a chance to meet with Attorney Bill Morris, but Bill did talk briefly with Shane and he is generally open to citywide rezone method is doable and legal. Rezone can be done as the entire city via map per ordinance. Yes, the process would still need to notify with the 300 ft standard and follow with public notice and hearing. Commissioner Hamson agreed with stepping into this by Jones & Associates drafting a map with GIS and draft an ordinance to reference the attached zoning map that the planning commission can work through as a draft, Rezone Initiative Update. Talsan suggested that we use the surveys done by the community for future land use planning.
- New development is inquiring. No updates on Heritage Land Development application.

### Public Comments - No 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).

## Commission Business

### Work Meeting

- Discussion Item A: Discussion of RD-2 & RD-1 zone ordinance and lot size calculation. The commissioners spoke of density calculations and discussed drafting the density number in the process rather than leaving it open to calculations on the spot at conceptual stage. A suggestion was to test this idea out with existing Elwood subdivisions. Talsan collected specific calculations with actual Elwood subdivisions for density and open space. Average 12.7% minimum open space. Looking at these calculations is a step towards the commission deciding how they want to set density at.
- Discussion Item B: Discussion of ordinances stating timely completion of developments. Commissioner Hamson handed out some ideas from different communities to look over and bring back ideas with ordinance Chapter 150. Current gaps in our ordinance: Phasing, proportional development, and only 2 year completion rate for bonded lots.
- Discussion Item C: Discussion Standard of Process in approval of paperwork and applications in line with ordinances. Karolina Munns, Planning Commission Secretary drafted an SOP for two action items coming to the planning commission, with code reference, purpose, steps. The Commercial Site Plan process was reviewed. The purpose intended for these SOP's is a living document of steps to follow internally and also given to developers at application time so everyone knows the steps. Steps can be used and updated as needed. These steps can then be passed onto the new commissioners. Commissioner Shimek inquired about when general plan review is a step. Comments were made to be detailed in a bulleted list as much as possible, adding items listed in code. With references to town design guidelines(standards). Jones & Associates made a checklist for subdivisions and this is part of the code. Comments were made to give more time at completed application time before it is on a city agenda. Checklists are great. Review subdivision checklist in code to see if we can reuse anything.
- Schedule-Plan is to not meet Dec 16th. Christmas Party, Dec 17th, Maddox. Next Meeting Jan 6 & 20th with town council meeting Jan 13th. The commissioners are good with the same format for schedule of meetings in the coming year.
- **Adjourn Meeting** Commissioner Crouch motioned to adjourn the meeting at 8:40pm, and Commissioner Shimek seconded, all in favor, motion passed.