

City of Elwood Town

Planning Commission

May 19, 2026 work 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, May 19, 2026.

The following members were present constituting a quorum: Britton Hayden, Isaac Walker, Erika Bywater, and Keenan Haramoto.

OTHERS PRESENT: Phil Shimek(Town Council Rep), Karolina Munns(Planning Commission Secretary), Talsan Schulzke(Zoning Administrator) Jones & Associates, Ron Jaques, Zack Pali.

Welcome

The meeting was called to order by Commission Chair Britton Hayden at 7:00 PM. Chair Hayden welcomed those in attendance and noted that no formal commission business was on the agenda, as this was a work meeting.

Public Comment

Chair Hayden reminded those in attendance that residents may be allotted three minutes to address any issue not on the agenda, and that no action may be taken on items raised during public comment. Written comments may be submitted via email to kmunns@elwoodtown.com.

Ruben VanTassell (resident, 6495 West 8000 North) addressed the Commission regarding an unresolved compliance issue with a building constructed on his property approximately four to five years ago. Mr. VanTassell stated that he had been granted a building permit, purchased a water tap, had inspections performed by the former building inspector, and invested over \$100,000 into the project — a small garage with a kitchen intended for use as a small home-based dairy products business. He indicated that after the former building inspector retired, the new building inspector informed him that completing the structure as intended would place him out of compliance, as the lot is under one acre and residential zones do not permit commercial businesses. Mr. VanTassell requested guidance from the Commission on how to move forward, including whether a conditional use permit might be a viable path. Commission Chair Hayden acknowledged the matter and committed to looking into it and providing a response.

A second resident raised an informal question regarding a proposed road improvement at the State Road 13/Maverick intersection. It was confirmed that UDOT plans to install a permanent signal and widen the corridor from I-15 northward, with a "bulb" or Michigan left-turn configuration rather than a roundabout.

WORK MEETING

Discussion Item A: Review Draft Public Hearing Notice Including Instructions for Written Responses

The Commission reviewed the draft public hearing notice, which was reported to be approximately 75% complete. The primary outstanding issue was determining how the current and proposed zoning maps would be presented and distributed to the public.

The Commission determined that a static PDF alone would be insufficient given the scale of the comprehensive rezoning. The Commission directed staff to develop two interactive GIS web maps — one reflecting the current zoning and one reflecting the proposed zoning — to be hosted by Jones and Associates and linked from the Town's website. It was agreed that QR codes linking to these resources would be included in the mailed public notice, and that printed copies would remain available at Town Hall for residents who prefer or require them. The Commission also discussed ensuring the Town's website landing page makes the map links prominently and easily accessible.

The Commission further noted that per Utah Code §10-20-205(5)(b), the mailed courtesy notice must be sent to all affected property owners at least 10 days before the public hearing, and that property owners have the right to submit written objections no later than 10 days after the first public hearing date. Staff was directed to ensure these requirements are reflected in the final notice language. Commission Chair Hayden indicated that consulting attorney Chris Crockett should review and sign off on the completed notice before distribution.

Discussion Item B: Discuss and Assign Open House Announcement/Advertisement

The Commission discussed the format, timing, and advertising approach for the public open house.

The Commission agreed to hold two open house sessions on separate weeks — tentatively scheduled for Wednesday, June 24 and Tuesday, June 30, 2026 — to maximize public accessibility. Each session would run for approximately two hours. A 28-day window between the public notice posting and the first open house was affirmed as appropriate. The Commission agreed that the open house and public hearing would be announced simultaneously in a single, comprehensive public notice to avoid multiple separate mailings and announcements.

Regarding format, the Commission agreed on a brief introductory overview by staff followed by a breakout format, with commission members stationed at wall-mounted maps to field individual questions. Large printed maps of both the current and proposed zoning will be displayed. The Commission agreed not to hold an information booth at the Fourth of July celebration.

For advertising, the Commission agreed to utilize the newspaper (as required by law), the Town website, and social media.

Discussion Item C: Discuss Ordinance Language Changes Related to Citywide Rezone in Elwood Town Ordinance 155.140–143, 155.170–172, 155.225–235

The Commission briefly addressed the ordinance language changes required to support the citywide rezone. It was noted that the primary clerical change involves updating the scheduled uses table to replace the "RD-1" and "RD-2" designations with "AD-40" and "AD-20," respectively. Staff indicated this is a straightforward update with no substantive content changes needed beyond the designation renaming. The Commission directed that consulting attorney Chris Crockett be consulted to approve the public notice, as the comprehensive nature of the rezone differs from a typical single-parcel amendment.

Discussion Item C: Discuss General Schedule Outline for Rezone Process

The Commission reviewed a draft schedule for the rezone process. Key dates and decisions reached:

- Public notice and all associated materials to be finalized and posted in a single, combined announcement, targeting completion within approximately one week.
- Open house sessions tentatively scheduled for June 24 and June 30.
- Public hearing to be scheduled for either July 7 or July 21, 2026, pending confirmation of member availability, with a preference to secure full commission attendance. Remote participation via Zoom is a viable option for any member unable to attend in person.
- The public hearing would be conducted in a single evening, beginning at 6:00 PM, continuing until all public comment is received. A three-minute speaking limit per individual was affirmed as the standard.
- Following the public hearing, a 10-day written comment period would remain open per statutory requirement. A subsequent commission deliberation meeting would then be held to finalize recommendations to the Town Council, with a target of forwarding the recommendation in time for the August 11, 2026 Town Council meeting.
- The Commission confirmed it would not schedule a meeting on the week of the Fourth of July, given the significance of the national 250th anniversary celebration.

The Commission also confirmed that the public hearing deliberation format would adhere to guidance from the Utah League of Cities and Towns planning commission handbook: the Commission would receive public comment without engaging in back-and-forth discussion.

Discussion Item D: Review & Amend Rezone Q&A Document

The Commission reviewed the updated Rezone Q&A document, which had been substantially revised for plain-language clarity. The document was reported to be approximately 95% complete. Minor amendments were noted, including updating placeholder dates and refining the section addressing potential property tax impacts.

Regarding property taxes, Chair Hayden reported on a conversation with the Box Elder County Assessor's office. The key finding was that the rezone is unlikely to affect property tax assessments for the vast majority of residents, as agricultural landowners in the county are assessed at greenbelt rates regardless of their zoning designation, and most residential properties would remain in equivalent zones. The Commission agreed to direct residents with specific concerns to contact the Box Elder County Assessor's office by phone, and to remove the individual assessor's personal email address from the document, retaining only the general office phone number.

Discussion Item E: Final Discussion of Section 150 Ordinances Stating Timely Completion of Developments, Commissioner Hamson

This item was not reached during the meeting and was skipped.

Adjourn Meeting

There being no further business, Commission Chair Britton Hayden adjourned the work meeting.