

Minutes

Elwood Town Planning Commission

Tuesday, August 5, 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, August 5, 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), Caleb Stoker, Bryce Wade, Michael Udy, Lynae Winkler, DeVere Hansen.

Welcome

Commissioner Hamson conducted the meeting. The meeting started at 7:06 pm. Commissioner Hayden offered a prayer and Commissioner Crouch led with the pledge.

Minutes

- July 1, 2025 & July 15, 2025 - Commissioner Shiek motioned to accept the minutes with corrections, Commissioner Crouch seconded the motion, all in favor, motion passed.

Town Council Update - Scott Goodliffe

- Reported Heritage Land Development was tabled; Traffic code was approved; Election done by Tremonton was approved; Aqua Engineering stated any improvements will increase cost \$100 per user.

Zoning Administrator Update -

- Zoning Administrator not present. No update.

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 - Caleb Stoker, Elwood Crossing Lot 8, Powerline Road 5400 West. Caleb Stoker for Bryce Wade, proposed one building-decided to divide into 2 units, flex space, two 2400 square ft units. The engineer is still working through the plan with the developer's engineer and hasn't heard back and will be meeting this Thursday with staff. Commissioner Hamson stated that the commission normally sees and refers to the City Engineer's comments and the Zoning Administrator's comments before they approve or deny a plan. Commissioner Hayden asked about parking and about signage, drainage, landscape, etc. Caleb said that Gina said she was working on information. Commissioner Hayden motioned to table the site plan for zoning administration and engineer's review recommendation, Commissioner Hall seconded the motion, all in favor, motion passed. Caleb mentioned that he did get an email from Brandon Green on June 27th saying that he received his email and will review. The planning commissioners are willing to meet on August 19th, to see this action item again to help facilitate their progress.
- Action Item B: Recommendation to Town Council - Final Approval Country Lane Estates Subdivision Phase II, Mike Udy, 5120 W 10100 N. Mike Udy inquired to the commission about the need to pipe the ditch and the water shares, which will be turned over to the town when this development is approved. The ditch company has gotten a loan to pay for part of the cost of piping the ditch, and part of the cost the ditch company will assess(15 year loan) to ditch users. Mike's question to the commission was if the town would take over the assessment on the ditch company loan. Commissioner Hamson and other commissioners did not know of this and did not know what to say or who to refer it to. Karolina recommended that Mike talk to Rodger Munns, Elwood Combined Ditch Co. President. Commissioner Hayden inquired if this subdivision will connect to the subdivision (Sunset Vista subdivision), answer yes. Commissioner Crouch motioned to recommend to town council approval of the final plan, Country Lane Estates Subdivision Phase II, Commissioner Shimek seconded the motion, all in favor, motion passed.

Work Meeting

- Discussion Item A: Town Re-zone initiative(continue planning). The commission discussed the letter and the time frame of a year to be noted on. This is an update. Are we going to establish phases? The vote is to go with 'personal touch-to target'. Gina reviewed the rezone application process and the town council needs a public hearing as

well. Advertising in the utility mailer, social media, facebook announcement, letter announcement. The commissioners want to get it started with an open house. They want the current zoning map foam board to be on display. The commissioners want applications printed to give to citizens, and the rezone flowchart. Also, they would like there to be a computer available to search and print any zoning analysis map(conforming/non-conforming). We will not have a September 16th meeting, rather have an open house on September 23rd.

- Discussion Item B: RD-2 & RD-1 zone ordinance language adjustment for lot size calculations. Commissioner Hamson suggested we table this, waiting for Zoning Administrator input.

Adjourn Meeting

Commissioner Hall motioned to adjourn the meeting at 8:15 pm, and Commissioner Crouch seconded, all in favor, motion passed.