

City of Elwood Town
Planning Commission
May 5, 2026 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 5, 2026.

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

OTHERS PRESENT: Phil Shimek(Town Council Rep), Karolina Munns(Planning Commission Secretary), Talsan Schulzke(Zoning Administrator) Jones & Associates, Lynae Winkler, Joan Whitaker.

Welcome/Prayer/Pledge

Commission Chair Britton Hayden welcomed everyone to the Planning Commission meeting. Commissioner Bywater provided the opening prayer, followed by Commissioner Hamson leading the Pledge of Allegiance.

Minutes

The commission reviewed the minutes from April 7, 2026 and April 28, 2026.

Commissioner Hamson moved to approve the meeting minutes for April 7 and April 28, 2026. Commissioner Haramoto seconded the motion. The motion passed unanimously.

Town Council Update

Town Councilman Phil Shimek provided updates on recent town council activities. He reported that the new planning commission member had been appointed and ratified. The council attended a work meeting with the planning commission the previous week regarding the zoning map. Other business included awarding the secondary water bid and purchasing a new town tractor due to rental price increases. The council signed a Highland ditch agreement for spring runoff that expired at the end of April, costing approximately \$1,000 for legal fees to draft the agreement.

Commissioner Isaac asked for clarification about drainage into the Highland Ditch, and Shimek explained that individuals could work out agreements with Highland Ditch for spring flooding.

Commission Chair Hayden emphasized the importance of having the town council officially task the planning commission with updating the zoning map, as this would be required before conducting public hearings. Town Councilman Shimek confirmed he would ensure this item is on the next council agenda.

Zoning Administrator Update

Zoning Administrator Talsan Schulzke reported no specific updates, noting that everything would be covered in the work meeting discussion.

Public Comment

Commission Chair Hayden read the public comment policy allowing residents three minutes to speak on non-agenda items. No members of the public were present for comment.

Commission Business

No commission business was conducted.

Work Meeting

Discussion Item A: Follow-up discussion on any points from training with Chris Crockett, Elwood Attorney

Commissioner Isaac emphasized the importance of having clear definitions for terms that might cause conflict, suggesting that the public notice include a definitions section. The discussion covered the need for clarity on terms and the potential benefits of rezoning, such as being able to farm commercial land while not being able to build manufacturing facilities on agricultural land.

Commission Chair Hayden noted his intention to contact the county assessor's office to understand how property values are assessed and whether zoning designations affect property tax assessments.

The commission discussed legal nonconforming uses, with Chair Hayden noting that Chris Crockett had explained that if something is illegal now, it remains illegal after rezoning, but legal nonconforming uses will be protected.

Discussion Item B: Discuss Ordinance language changes related to support citywide rezone

Zoning Administrator Schulzke presented revisions to the zoning ordinance, highlighting specific changes made since the April 28th meeting. Key discussion points included:

Setback Standards: Schulzke noted that variance language for irregularly shaped lots from the original RD-1 and RD-2 zones was included, but questioned whether it should apply to all setbacks or only side and rear setbacks as originally intended. The commission agreed to restrict variances to side and rear setbacks only, and to change the terminology from "odd shaped" to "irregularly shaped" for more mathematical precision.

Corner Lot Setbacks: For accessory structures on corner lots, Schulzke had assigned a 15-foot setback to match other requirements, but noted this was somewhat arbitrary. The commission requested that Jones & Associates research appropriate standards for visibility and safety at intersections.

Building Heights: Schulzke confirmed that accessory building height restrictions had been properly incorporated, limiting them to one story and maximum 20 feet high, addressing a gap in the previous R1-20 and R1-40 zones.

Commercial Zone Consolidation: All commercial zones (C1, C2, C3) were consolidated to have the same height standards (1 story minimum, maximum 3 stories or 45 feet), which the commission approved.

MPC Zone Grandfathering: Language was updated to specify that grandfathering applies to phases 2 through 4 of the MPC development. A new clause was added allowing the planning commission to make additional zone changes if the underlying R1-20 zoning needs to be modified during any future alterations to MPC-zoned land.

Discussion Item C: Discuss general schedule outline for rezone process
Commission Chair Hayden presented a Gantt chart showing an aggressive timeline for the rezone process. The schedule includes time for document preparation, legal review by Chris Crockett, public notice periods, and potential multiple meetings if needed.

Zoning Administrator Schulzke confirmed he would use the schedule for tracking purposes and requested that all updates be sent to Chair Hayden for coordination.

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

The commission conducted a detailed review of the proposed Q&A document for public distribution. Several new questions were identified from Commissioner Hamson's AI research, including topics about property owner consent, multiple parcel farming, and undeveloped lots.

The commission emphasized the importance of maintaining consistent messaging and avoiding overly technical language while ensuring all members could provide uniform answers to public inquiries.

Discussion Item E: Final discussion of Section 150 ordinances stating timely completion of developments

This item was deferred to a future meeting due to time constraints.

Discussion Item F: Discuss upcoming Meeting attendance plan for May & June

Commission Chair Hayden confirmed his availability for the next town council meeting and noted that only two commission members could attend due to open meeting law requirements. The commission confirmed availability for the May 19th meeting. Commissioner Hayden indicated he would likely be out of state during July.

Adjourn Meeting

Commissioner Hamson moved to adjourn the meeting. Commissioner Haramoto seconded the motion. All in favor. The motion passed unanimously.

The meeting adjourned at approximately 9:00 PM.