

Minutes

Elwood Town Planning Commission Work Meeting

Tuesday, January 17, 2023

The Board of the Planning Commission of Elwood Town met at the Elwood Town Hall at 7:00 pm, on Tuesday, January 17, 2023.

Present: William Call, Curtis Crouch, Phil Shimek, Quinn Hamson

Others Present: Samuel Heiner(Zoning Administrator), Scott Goodliffe(Town Council Rep.), Britton Hayden(General Plan Committee), Karolina Munns(Secretary)

Commissioner Call conducted the meeting, by welcoming everyone to the meeting.

Work Meeting

- Discussion Item A: General Plan Progress Report-Samuel Heiner, Zoning Administrator. Samuel reported that two weeks ago the General Plan Committee met and did some orientation to the general plan and coordination within the committee. The committee decided there are 3 main sections to review and change it to be more readable to the public, with reference to the code. Samuel Heiner presented an example of the General Plan, Box Elder County Transportation Plan. They also want to look at Huntsville's plan. Good review session and a good start. All members are coming and participating.
- Discussion Item B: Discussion on Town Council Meeting from Commissioner Quinn Hamson. They ratified two ordinances that were previously approved. There is a town position open for a Building Inspector as part-time. Stewart Murray is interested. He is currently doing some work and is retired from Ogden. Steve Bench is not interested in continuing. The county offered their inspectors' services, but at a higher price that we have been paying; it wasn't that clear. A decision has not been made. There will be a meeting to discuss on Feb 7, 2023 at 6pm to define various roles. It is not none if the planning commission is invited to attend.
- Discussion Item C: Update on Zoning Map-Samuel Heiner, Zoning Administrator. Amy Hugie was to join via zoom, but was busy with another meeting. A table has been added to the bottom of the map documenting the changes since the Zoning Map 2015. Amy Hugie and Shane Taggart are tying up the references needed, and the Zoning Map should be complete for the next meeting. The next step is a question of procedure for planning commission to recommend to town council. This seems to be an administrative action at this point. The commission discussed the different items on the map that are changes on the table. The commission discussed the half zoned lots with the frontage as commercial, and what action is needed to get them up to code with one property parcel zoned as one

designation. There was discussion on how the taxes are considered on these parcels. There was discussion on the owner waiting to rezone until they are ready to develop. Samuel Heiner is working on getting all parcels mapped out with zoning and current use. He stated that he is 50% done. He has added columns to the table he gave the planning commission last month. View on map, address, parcel size, current use, current zone definition. There is a concern of the expense of doing a mass rezone. There are 700+ pages, one per parcel. The grant fund has the funds to cover this. This rezone work and the general plan can be done at the same time, per Amy Hugie conversation. The individualized parcel identification/definition work by Samuel Heiner is meant to clear up questions that will come up through the process of rezoning parcels.

- Samuel Heiner asked how the planning commission defined “family food production” in the Schedule of Uses. There appears to be some overlap between several items. Samuel Heiner is asking for our interpretation. It is a gray area that needs consideration from the planning commission on an individual basis. Possibly the planning commission could revisit the Schedule of Uses again in the future. Samuel Heiner suggested that we could amend the Schedule of Uses after the General Plan is complete, and we can use the General Plan as our guide.
- Discussion Item D: Discussion on when to forward emails to commissioners. Samuel Heiner and Karolina Munns are asking for the commissioner’s input. There is a timeframe listed in code on subdivisions. There is no timeframe listed for conditional use permits, commercial site plan, etc. Usually the town is managing the deadlines. Someone needs to manage the deadlines. Commissioner Phil Shimek likes all documents attached to the email. It would be nice to have information prior. Samuel Heiner suggested a one week ahead for commissioners to review. Commissioner Call stated that the application checking and completeness is in the town engineer/zoning administrator’s duties. Commissioner Hamson stated that looking at the engineer’s review a week ahead would be beneficial, and it isn’t ready the week ahead of the planning commission then it can go as commission business on the next meeting. Karolina Munns stated that becoming clear administratively on how the deadlines work will help in informing the public when/how to get on the agenda. The agenda needs to be done a week in advance to follow these preferences. Samuel Heiner stated that the code needs to say what the deadlines are for getting on the agenda.
- The Town Council Representative of Planning Commissioners will be Curtis Crouch, William Call, Phil Shimek, Quinn Hamson, Dakota Nelson and rotate through. If you can’t make your month, please make arrangements with another commissioner.
- The meeting was adjourned at 8:25 pm by Commissioner Call.