

# Minutes

## Elwood Town Planning Commission

Tuesday, August 1, 2023

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 1, 2023.

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

OTHERS PRESENT: Shane Taggart(Town Engineer), Amy Hugie(Town Attorney), Scott Goodliffe(Town Council Rep), Karolina Munns(Planning Commission Secretary), Mark Lay(Councilman)

### **Welcome**

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

### **Minutes**

- June 6, 2023, June 27, 2023 & July 18, 2023- Commissioner Shimek made a motion to accept minutes, Commissioner Crouch seconded, all in favor, motion passed.

### **Town Council Update - Scott Goodliffe**

- Approvals for subdivisions that came to town council. Fire restrictions were made on July 24 and expire today, August 1. Two planning commission members were appointed. The town is purchasing a lot in the Robert Shaw property, \$150k for a secondary water pond. Hansen Park will have no overnight stays. The county has a new K-9 officer.

### **Zoning Administrator Update – Shane Taggart**

- Robert Shaw Subdivision-Jones and Associates ordered a survey of the property, then Shane Taggart will draw up plans for it.

## Commission Business

- Action Item A: Double Damned Ranch Minor Subdivision - Recommend Final Approval. This was already approved but the owner did not get it recorded at the county in the time frame. The property is by the Hardys on 8000 North. The owners were not in attendance. The planning commission did refresh the facts of the minor subdivision. Commissioner Hayden motioned to recommend approval of the Double Damned Ranch Minor Subdivision to town council, Commissioner Shimek seconded it, all in favor, motion passed.

## Work Meeting

- Discussion Item A: Elwood Ordinance Amended 150.146(c) Access Roads. Amy Hugie, Town Attorney, addressed the planning commission and addressed the questions that were emailed to her from the last meeting discussion. 1) diagrams-Samuel Heiner, Zoning Administrator, has drawn/provided those, and a request to label the diagrams with reference number, 2) Is this change more suited to 146(c) or 147? Amy stated that she feels it fits 146(c) best, however in 147 there needs to be a change. That change is under 147(p). We need to reference 146(c) and strike 1,2,3. There are arterial, collector and local streets. 150.147(j) gives right-of-way widths and definitions for streets. The transportation plan map in the general plan shows the roads by type. 3) Commercial Access Road 150.147(g) is more complicated with traffic and parking with more guidelines. Commercial developments do have to do a traffic study, look at many other things for example turning radius. Some discussion on commercial vehicles in residential areas. This is a discussion for a future meeting and a discussion of enforcement with the town council. The planning commission can address it in code and general plan. Karolina Munns commented on a recent inquiry of Top Shed, a commercial lot, and hard surface. A commercial site plan will be needed. On a non-state road such as powerline road, there are still requirements that the town has via site plan approval.
- Discussion Item B: General Plan Committee survey discussion. Commissioner Britton Hayden explained the General Plan Committee's update, meeting weekly for 90 minutes each meeting. The committee is about two-thirds through Amy's email and Samuel has created a matrix to detail the comments and actions. The committee wants to do a survey and took an example from Honeyville. Commissioner Hayden wants the commission to review and offer any changes or comments on content and on how to finalize it as well as mechanism to use for taking the survey. There is a Monkey survey with a fee, or a Google Forms Survey. The committee is looking to get direction about the location of the main street/downtown district. This information can help the town council move forward with community development. There is a challenge to get people to take

surveys. Comments were offered to give incentive to take the survey including word of mouth, advertising, door to door contact, computers at the town hall to take survey, put in for a drawing for an incentive gift, gather some sponsors, etc. Discussion on length of survey, other choice to answer the question gives no information. Commissioner Britton Hayden will present to town council also for ideas of questions to ask and work with Gina, town recorder. Commissioner Hayden also addressed the topic of doing some interviews of professionals in the community. They planned to do some interviews for 15-30 minutes and asked if the commissioners would be willing to attend as a panel for these interviews. The commissioners agreed that this was a good list of people to interview and did agree to be involved in the interview panel. Commissioner Hayden stated that this is going to add the time to complete the general plan and reiterated that Amy Hugie, Town Attorney had mentioned a 12 to 18 month process for a general plan update.

- The commission has assignments. Commissioner Hamson will attend the town council meeting for August.

## **Adjourn Meeting**

Commissioner Hayden motioned to adjourn the meeting at 8:16 pm, and Commissioner Shimek seconded, all in favor, motion passed.