

# Minutes

## Elwood Town Planning Commission Work Meeting

Tuesday, November 15, 2022

The Board of the Planning Commission of Elwood Town met at the Elwood Town Hall at 7:00 pm, on Tuesday, November 15, 2022.

Commissioners Present: William Call, Dakota Nelson, Curtis Crouch, Phil Shimek, Quinn Hamson

Others Present: Samuel Heiner(Zoning Administrator), Scott Goodliffe(Town Council Rep), Stevi Sherman(General Plan Committee), Britton Hayden(General Plan Committee) via zoom, Zack Pali(General Plan Committee) via zoom, Karolina Munns(Secretary)

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

### Work Meeting

- Discussion Item A: General Plan Committee Orientation (training from ULCT).  
Committee will consist of community members: Stevi Sherman, Britton Hayden, Zack Pali, Mark Lay from town council, Dakota Nelson from planning commission, Samuel Heiner as zoning administrator. Elwood Town received funding through a grant to update the General Plan. The planning commission was going through the general plan, but then decided it would be good to form a committee to focus on it. The planning commission will focus on current items coming to the town. The committee will present updates to the planning commission and finally bring their findings for open house and public hearings at the planning commission meetings to then forward to town council. The first step is to receive training. There is online training and the zoning administrator is going to try to get some in person training. Jones and Associates, the engineering office will help with writing the plan. The zoning administrator inquired about what schedule would work best for the members involved? Evenings are best, Wednesdays. second and fourth wednesdays at 7 pm. A suggestion to meet the second Wednesday in December and then the second and fourth wednesdays in months after with hope to have a rough draft to the planning commission April 18, 2023. A goal is to get done in the winter months, with an open house in May and public hearing in June. Commissioner Dakota Nelson will be the committee chair. Jones and Associates office: Samuel Heiner, Zoning Administrator, Shane Taggart, Town Engineer, and Emily, Jones and Associates office staff, will be there to write/help with the general plan update process.
- Discussion Item B: Review Updated Zoning Map from Amy Hugie's comments. The Town Council meeting on November 8th discussed the updated Zoning Map and the

town attorney spoke of not knowing about the updated Zoning Map. The town attorney stated that the planning commission did not properly notify landowners about zoning map changes to zones with updated the zoning map. The planning commission members stated that what they have been working on they were under the impression that the owners were grandfathered in, but new development would follow the updated zoning map. The zoning administrator stated from the town council's November 8th meeting that the town attorney's comments were that the planning commission needs to do proper notification. The town attorney's understanding was that the map the planning commission took to public hearing in January 2022 was a 'Future Zoning Map'. the zoning administrator is going to check with a state office about process. The town attorney commented at the town council's November 8th meeting that the updated Zoning Map is actually a hybrid map of Zoning Map and General Plan Map, which the planning commission can't do/illegal so the town council did not move forward. The zoning administrator said that he had taken the map that the previous zoning administrators started with the assumption it was Future Zoning, and he now sees the disconnect and has created separate maps: Zoning Map and Land Use Map. The planning commission would like to meet with the town attorney about this and move forward with properly doing the zone changes. The developer is looking at the Land Use Map, and then future changes can be approved through the planning commission. Everytime we added a zoning ordinance there should have been a zoning map done with it that incorporated the new zones on the map. The planning commission asked the secretary to invite the town attorney to the December 6th meeting and als do homework on the proper notification process. There are some additional updates to the maps, for instance, the industrial between roads south, and Elwood Equine zone change to Agricultural.

- Discussion Item C: Review Updated Land Use Map from Amy's comments-included above.
- Discussion Item D: Report on Sensitive Lands Questions-Sensitive Area Overlay with justification for buffer zone. Buffer Zone, add 100 ft from the slope/rise. 100 year event for flood plain. Utilities outside the buffer zone except where required for public utilities.
- The meeting was adjourned at 8:32pm by Commissioner Call.