

# Elwood Town Planning Commission

## Jan 6, 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 P.M. on Tuesday, January 6, 2026.

The following members were present constituting a quorum: Quinn Hamson, Curtis Crouch, and Britton Hayden

OTHERS PRESENT: Lynae Winkler, Joan Whitaker, Aaron Whitaker, Karolina Munns(Planning Commission Secretary), Talsan Schulzke(Zoning Administrator)

### MINUTES

The Planning Commission reviewed the minutes from December 2, 2025. The minutes from December 16, 2025, were not reviewed as Karolina was reminded to put them on the next meeting agenda.

Commissioner Crouch moved to accept the minutes for December 2, 2025.

Commissioner Hayden seconded the motion. The motion passed unanimously.

### TOWN COUNCIL UPDATE

This item was skipped as the newly elected mayor was not present, and the Town Council had not held a meeting since the last Planning Commission meeting.

### ZONING ADMINISTRATOR UPDATE

Talsan Schulzke from Jones and Associates arrived late and provided an update on the town rezoning initiative. He explained that he is working on a draft zoning map to be presented at the next meeting on January 20th. The map will address issues such as parcels currently zoned for two different uses and will match zoning to current actual uses. Talsan Schulzke indicated that once the map is prepared, the Planning Commission will review it before it moves to the Town Council.

When asked about the application process for residents who had already submitted rezoning requests, Talsan Schulzke explained that they are on hold while the town attorney reviews a potentially simpler approach to the rezoning process.

### PUBLIC COMMENT

Aaron Whitaker inquired about the status of the town rezoning that had been discussed a few months prior. Chair Quinn Hamson informed him that the town has a new attorney who has suggestions for an easier approach with less paperwork, and that the topic is scheduled for the next meeting.

Mr. Whitaker also asked about the progress of the secondary irrigation system. Chair Quinn Hamson explained that the land had been purchased and the project was ready to be put out to bid, but he didn't have information on when work would begin. The infrastructure would include building a pond and pump house, and it was noted that newer subdivisions already have dry pipes installed for secondary water.

A resident asked how the town received approval for the temporary traffic light from UDOT. Commissioner Hayden explained that UDOT had budgeted for a permanent light in 2028 and decided to install a temporary one in the meantime. The resident shared a personal experience highlighting the safety concerns at that intersection.

## COMMISSION BUSINESS

### Action Item A: Annual election of new chair and vice-chair for Elwood Town Planning Commission

The Planning Commission conducted its annual election of officers. It was noted that chairs typically serve one-year terms with the possibility of a second year, though the current chair had served for three years.

Commissioner Crouch moved to elect Commissioner Britton Hayden as the new chair for the Elwood Town Planning Commission. Chair Hamson seconded the motion. The motion passed unanimously.

Commissioner Hayden moved to elect Commissioner Curtis Crouch as vice chair for the Elwood Town Planning Commission. Chair Hamson seconded the motion. The motion passed unanimously.

## WORK MEETING

### Discussion Item A: Discussion of RD-2 & RD-1 zone ordinance and lot size calculation

This item was briefly mentioned but had no substantive discussion as Talsan Schulzke indicated he hadn't made progress on this research since the last meeting. The priorities are to fix split parcels and match up current legal use to zoning using city-wide zoning analysis. Commissioner Hayden requested legal advice on how to handle requests to 'not as stated', how to run the meeting, posting the public announcement, and open house timing.

### Discussion Item B: Discussion of section 150 ordinances stating timely completion of developments

The Commission reviewed AI-generated suggestions for amending the town code regarding timely completion of developments. The discussion focused on preventing developers from "cherry picking" easy lots and potentially never completing more difficult portions of subdivisions.

Key concepts discussed included:

- Phasing requirements for subdivisions with 15+ lots
- Planning Commission authority to dictate phasing requirements

- Completion deadlines based on subdivision size (3-7 years, depending on the number of lots)
- Requirements that a percentage of lots must have building permits before developers can proceed to subsequent phases
- Priority development lot requirements to ensure harder-to-develop lots aren't deferred
- Provisions for extensions under certain circumstances
- Consequences of noncompliance, including forfeiture of bonds

The Commission discussed how these proposed changes would address current issues with developments along existing roads being completed while lots requiring new infrastructure remain undeveloped. They debated whether to require permits or certificates of occupancy as the measure of completion and discussed appropriate timelines.

Commissioners also questioned how to prevent developers from starting new developments before completing current ones. They agreed to continue the discussion at the next meeting and requested Talsan to research the surrounding towns' requirements and prepare a memo outlining the proposed steps for implementation.

The meeting was adjourned at 8:42 PM with a motion by Commissioner Crouch, seconded by Commissioner Hayden, with unanimous approval.