

Minutes

Elwood Town Planning Commission

Tuesday, July 15, 2025

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, July 15, 2025.

The following members were present constituting a quorum: Quinn Hamson, Phil Shimek(via zoom), Britton Hayden.

OTHERS PRESENT: Scott Goodliffe(Town Council Rep), Lynn Hardy(Town Council), Mike Pace(Town Council), Gina Marble(Town Recorder), Angie Wolfley(via zoom), Sherri Pali, Stuart Murray(Town Building Inspector), Brian Davis.

Welcome

Commissioner Hamson conducted the meeting. The meeting started at 7:10 pm.

Public Comments

- “Resident(s) attending this meeting will be allotted 3(three) minutes to express a concern or ask a question about any issue that is **NOT ON THE AGENDA**. No action can or will be taken on any issue(s) presented.” stated by Commissioner Hamson.
- Resident(s) are welcome to submit written comment to the Elwood Town Planning Commission via email kmunns@elwoodtown.com.
- Sherry Pali commented on an incident last week where two people came onto her property to inspect her property without anyone home. The sheriff was called. Have the decency to ring the doorbell. She appreciates what the town officials do, but our town’s new name has been changed from ‘Elwood’ to ‘Helwood’ by those around us. People see what’s going on around this town. If the mayor and whoever else thinks they can go on someone else’s property and inspect it, if they are going to do it to one, then they better do it to everyone, but unless there is a work order, someone with authority, but they are not allowed if no one is home. Then she called the mayor and was belittled on the phone and treated in ways she does not allow others to talk to her in that way.

Commission Business

- Action Item A: Sign Permit Approval - On the Run gas station 9600 North East side of Hwy 13. Just rebranding the signs, not new signs. Commissioner Hayden since adding the additional space and signage mounted on the building, is it just the building.

Answer-Yes just the building. Angie said they are just replacing signs, and not replacing the tall sign. Stuart Murray, building inspector. Commissioner Hayden motioned to approve the sign permit approval for On the Run gas station 9600 North, East side of Hwy 13, Commissioner Shimek seconded it, all in favor motion passed.

Work Meeting

- Discussion Item A: Discussion of MPC Zone, Heritage Homes Development with Town Council. Commissioner Hamson started the discussion by identifying that we contacted Garth Day with Heritage Land Development, and he was not able to come tonight, so we will discuss the MPC zone in general. The Town Council members were invited to join in the discussion with Commissioners tonight. Commissioner Hamson walked through the steps of the MPC process per ordinances to help go in the same direction as planning commission and town council.
 - **Step:** Pre-application with zoning administrator and conceptual plan review, then to zoning administrator with proposed conceptual plan and request for rezone seeing that it meets the requirements for MPC Zone,
 - **Step:** City Engineer assesses infrastructure needs,
 - **Step:** Concept plan goes to Planning Commission for conceptual plan review and recommendation to town council,
 - **Step:** Town Council approves or denies concept plan.
 - **Step:** Rezone application for MPC zone, site plan, and development agreement determination by Zoning Administrator and City Engineer.
 - **Step:** Site Plan, application and proposed development agreement to Planning Commission for recommendation to Town Council,
 - **Step:** Site Plan, application and proposed development agreement approved by Town Council. Discussion was made on the importance of following the steps in the code to protect the town as well as the developer. 155.461 states that ‘an MPC zone shall only be established with the concurrent approval of a development agreement’. Councilman Lynn Hardy highlighted the fact that the Zoning Administrator needs to handle certain items listed in the code before it comes to the planning commission. The code should be followed. Elwood MPC zone has been rescinded however, it does need to be followed for MPC zones that were in the process before it was rescinded. Commissioner Hamson requested that the Town Council either meet with the Planning Commission to work through the current MPC zone, or request legal counsel, or request counsel from Box Elder Planning Commission. Commissioner Hamson stated that he really wants to stay in Planning Commission Lane, rather than make some allowances while in process. The boxes need to be checked at the time or no go. Councilman Hardy suggested the planning commission should finish their job before the town

council sees it. Councilman Goodliffe suggested that proper checklist items need to be met before the application moves between planning commission and town council. The councilmen thanked the commissioners for their efforts and dedication to following the code.

- Discussion Item B: Discussion of the town re-zone initiative, draft letter, and draft flowchart. Commissioner Hayden presented a normal process and a proposed town rezone process, that he and Brandon Green worked together on.
 - Step 1: Pre-application meeting
 - Step 2: Submit Re-zoning application
 - Step 3: Staff Review
 - Step 4: Public Notice
 - Step 5: Planning Commission Public Hearing
 - Step 6: Town Council Public Hearing and Decision
 - Step 7: Zoning Map Update'
- When this is a town re-zone initiative the town staff will do more of the research and application completion with fees.
- Commissioner Hamson went over the draft of announcement letter for rezone initiative. The idea is to start with agricultural, and ask for those that are willing to rezone. There are some split zone commercial and residential properties that need to be cleaned up. A suggestion to add a timeframe on the rezone initiative to be funded by the town. As the town develops there will be conflicts between people wanting opposite outcomes.
- Discussion Item C: Discussion of RD-2 & RD-1 zone ordinance and lot size calculation. Brandon Green is not here to discuss. Commissioner Hamson explained that the commission wants to determine whether roadways are included or not included in the calculation for 2 units per acre, or 1 unit per acre. Proposed language by Commissioner Hamson was sent to Brandon Green but Brandon has not sent any comment back.
- The commissioners discussed attendance at August meetings, and each commissioner can state their availability.

Adjourn Meeting

Commissioner Hayden motioned to adjourn the meeting at 8:30pm, and Commissioner Shimek seconded, all in favor, motion passed.