

City of Elwood Town
Planning Commission
April 7, 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 PM on Tuesday, April 7, 2026.

The following members were present constituting a quorum: Britton Hayden, Isaac Walker, Quinn Hamson, and Keenan Haramoto(new commissioner).

OTHERS PRESENT: Mayor Scott Goodliffe, Phil Shimek(Town Council Rep), Karolina Munns(Planning Commission Secretary), Talsan Schulzke(Zoning Administrator) Jones & Associates, Lynae Winkler, Joan Whitaker, Zack Pali.

Welcome/Prayer/Pledge

Commission Chair Britton Hayden called the meeting to order at 7:00 PM. Commissioner Quinn Hamson led the invocation, and Commissioner Walker led the Pledge of Allegiance.

Minutes

The minutes from March 3, 2026, and March 17, 2026, were reviewed by the commissioners. A correction was noted regarding the identification of "General Whitaker," which should read "Joan Whitaker" in the March 3rd minutes.

Motion: Commissioner Hamson moved to approve the minutes with the one correction. Commissioner Walker seconded the motion. The motion passed unanimously.

Town Council Update

Town Councilman Phil Shimek reported on recent council meetings from March 10th and 24th. Key items included replacing the town council vacancy with Curtis Crouch, approving a new fee schedule for unauthorized water connections (\$500 or \$100 per day penalty), passing planning commission meeting procedures with 13 calendar days notice, bridge project updates, and awarding the secondary water construction contract to TAG.

Mayor Scott introduced Keenan Haramoto as the new Planning Commission member to fill the vacancy left by Curtis Crouch's appointment to the town council.

Zoning Administrator Update

Zoning Administrator Talsan Schulzke reported no new business items requiring commission attention.

Public Comment

No public comments were received.

Commission Business

Action Item A: Elect/Vote on a new Planning Commission Vice-Chair

Chair Hayden opened nominations for the vacant vice-chair position. Nominations were made for both Isaac Walker and Quinn Hamson.

Motion: Commissioner Walker motioned to elect Quinn Hamson as Planning Commission Vice-Chair. Commissioner Haramoto seconded the motion. The motion passed 2-1, with Quinn Hamson voting nay.

Work Meeting

Discussion Item A: Town Rezone Discussion

The Commission extensively reviewed the updated citywide rezone map (version 1.2a) prepared by Zoning Administrator, Talsan Schulzke. Key areas of discussion included:

Property Classifications: The Commission refined zoning designations for several properties, including the Buchanan properties near 5200 West, JC's restaurant (designated C1), and various residential/agricultural boundary determinations.

Nonconforming Properties: Significant discussion centered on how to handle nonconforming agricultural properties under 5 acres and establishing criteria for zoning decisions. The Commission developed potential guidelines including: continuous parcels under common ownership should be zoned uniformly, zoning should reflect demonstrated actual use rather than theoretical development rights, and down-zoning is generally acceptable while up-zoning requires justification.

Legal Questions for Attorney: The Commission compiled questions for the proposed April 28th meeting with legal counsel, including clarification on nonconforming property requirements, establishment of objective criteria for zoning decisions, and liability concerns for specific properties.

RD1/RD2 Zones: The Commission decided to maintain the existing RD1 and RD2 residential density zones by adding them to the establishment of zones section rather than removing them entirely.

Discussion Item B: Review/Discuss City Code update drafts to support citywide rezone

Talsan Schulzke, Zoning Administrator presented a 21-page draft of code updates needed to support the rezone, highlighting areas requiring attention including the establishment of RD-1 and RD-2 zones. The commission discussed whether to include these zones in the current ordinance or handle them as non-conforming uses, ultimately deciding to add them as established zones rather than create complexity with non-conforming designations.

The commission agreed to work with staff to finalize the RD zone calculations and potentially rename the zones for clarity while maintaining the current structure to avoid delays in the rezone process.

Discussion Item C: Review Transient Tax language from Tremonton Code

Due to time constraints, this item was deferred to the next meeting.

Discussion Item D: Finish discussion of section 150 ordinances stating timely completion of developments

This item was deferred to allow focus on the rezone discussion.

Discussion Item E: Discussion of RD-2 & RD-1 zone ordinance lot size

This topic was incorporated into the broader rezone discussion, with agreement to work with staff on finalizing calculations and potentially updating naming conventions.

Discussion Item F: Discuss Google Chat Communications Plan

Chair Hayden reminded commissioners about open meeting law requirements, noting that three or more commissioners cannot discuss town business outside of properly noticed public meetings without violating state law. He emphasized that communications should go through staff rather than between commissioners directly.

Discussion Item G: Review planned meeting attendance for next 6 weeks

The commission agreed to move their April 21st meeting to April 28th to accommodate a joint meeting with the town attorney and town council to review the rezone proposal and legal questions. Chair Hayden volunteered to attend the upcoming town council meeting for a planning commission report.

The commission expressed hope to potentially announce an open house regarding the rezone by early May if the legal review proceeds smoothly, though they acknowledged this timeline may be optimistic.

Adjourn Meeting

Motion: Commissioner Hamson made a motion to adjourn the meeting.

Commissioner Haramoto seconded, and the motion passed unanimously.

The meeting adjourned at approximately 9:35 PM.