

Minutes

Elwood Town Planning Commission Work Meeting

Tuesday October 19, 2021

The Board of the Planning Commission of Elwood Town met at the Elwood Town Hall at 7:00 pm, on Tuesday, October 19, 2021.

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

Others Present: Steve Anderson, Lacy Richards, Scott Goodliffe, Keenan Nelson, Karolina Munns

Work Meeting

- Discussion Item A: General Zoning Plan Open House comments, moving forward plan. An open house was held earlier this night, 6-7 pm with many town members attending. The commissioners talked to residents and reported back of good conversations. Commissioner Shimek commented on Pheasant Club by river-not residential, change to agriculture. Commissioner Hamson commented that west side of highway is all canal and can stay agricultural. There were other comments made and Lacy will make changes to the General Plan map. The commission decided to review after the changes based on the comments made tonight and shoot for a public hearing the first meeting in December, the 7th.
- Discussion Item B: Subdivision Ordinance 11.03 Subdivision Procedures Exemption. Commission reviewed changes as discussed in last meeting. All looked good and commission wants to hold a public hearing at the next possible meeting. Lacy also mentioned that she needs to clear up area heading to match to other ordinances for 10.13.030 with the commissioners ok, which was given. Also clarification was made with car washes 10.13.040, to take out car wash because other businesses are not called out.
- Discussion Item C: Planning Commission Process and Timeline for Subdivision Application/Approval, Agenda, Meetings, etc. Elwood Ordinance Chapter 10.04-Administration and 11.02 Subdivision Procedures. Karolina led the discussion on identifying rules of process as directed in the town ordinances. Commissioner William Call will now be involved in setting the agenda with Karolina emailing rough draft agenda to Commissioner Call as well as Zoning Administrators Steve Anderson and Lacy Richards. It was additionally discussed that in order for an item to get on the agenda it

needs to be approved by the commission chair, or be two commission members. Additional discussion on timing of agenda for posting requirements was had, and we are doing well at this, and Gina does a great job to get the agenda posted for the commission. The commission then discussed in detail the subdivision timeline process from application submitted to the town, to all the approvals and plan stages. Commission members moved through ordinance 11.02 to follow the days allowed through the process. It was discovered that the town engineer is given a number of days to review the process for concept, but the direction in preliminary and final for number of days that town engineer is not identified. Scott Goodliffe with work with Lacy to get the appropriate verbiage added since the Planning Commission had already recommended this ordinance to town council. Discussion was also had on how the planning commission can help the process and timeline, by giving recommendation to town council with conditions. It was identified that if the application is complete with all required documents at the start, then the town engineer won't have to go fishing for missing items, thus making the process flow.

- Other Discussion: many commissioners will be gone so December 21st meeting will cancel for the Planning Commission.

Meeting was adjourned at 8:35 pm, by Commissioner Shimek and seconded by Commissioner Crouch.