

# Meeting Minutes, Boulder Town Planning Commission

## January 12, 2017

Commissioners present: Carla Saccomano, Colleen Thompson, Tabor Dahl, and new commissioner Perry Tancredi. Donna Jean Wilson was absent. Secretary, Peg Smith; Town Council Liaison, Pete Benson.

Tabor called the meeting to order at 6:06 p.m. He welcomed Perry Tancredi as the new Planning Commissioner replacing Loch Wade. First order of business was to elect a chairperson and co-chairperson for 2017. Tabor took himself out of the running. Donna Jean had said she didn't want to. Colleen made a motion that Carla chair the commission and Perry co-chair. Tabor seconded. Vote was unanimous.

Carla asked for a motion to approve the November 2016 minutes. Colleen moved, Tabor seconded the motion, and all approved

The proposed 2017 Planning Commission schedule was reviewed: second Thursday of each month; start time 6 p.m. standard Mountain Time; 7 p.m. Daylight Savings time. Perry moved to adopt the schedule, Colleen seconded. All approved.

### ***Conduct Annual Open Meetings Training***

Peg conducted the yearly training session, in accordance with Utah State Open and Public Meetings Act. Reviewed notification requirements (24hrs minimum advance notice of a meeting; 10-day minimum advance notice for public hearings).

### ***Discussion of Infraction Letter and List Sent to Town Council***

The Planning Commission sent a list of infractions to the Town Council for their review and determination. The subject was not discussed at the last Town Council meeting. No further action has been taken. Colleen asked about the list, as she was not yet part of the Commission when the list and the reasons for creating it were decided. Pete said the idea would be for the town to send a letter to people who were in violation of some ordinance, but that there were items listed that actually were not problems. There is no more action required of the Planning Commission at this point. Peg said the initial reason for the list was not to bust anyone; it was to get a sense of the scope of problem in Boulder with issues that needed to be addressed--- make things legal or enforce the laws we have. Pete said it's a place to start discussion about what the Town wants to do.

Currently Boulder Zoning Ordinance states that the Town Council, the Zoning Administrator, and the Planning Commission have authority to enforce town ordinances.

### ***Discuss Training Questions for ULCT and Meg Ryan Work Session***

Meg Ryan has already sent links and info to review prior to the training. Other suggestions:

- Enforcement authority issues and recommended processes
- Zoning overlays
- General Plan, authority for conducting update, recommended processes
- Definitions in the ordinance
- "New legal definitions that we need to know" from Meg Ryan's handouts

## Boulder Town Planning Commission, Meeting Minutes

### ***Discuss Upcoming Business for March 9 meeting***

Carla said she would like to schedule a work meeting to go over all the paperwork that exists relative to Planning to get a sense of actual permits and applications and context of history (approved applications, CUPs, etc.). There was some discussion, and all commissioners agreed to try to work out February dates to work with Judi.

Carla also suggested changing meeting procedures to include an “adopt the agenda procedure” Perry so moved, Colleen seconded, and all approved.

Likely items on the next agenda include:

- Possible subdivision application
- Set Planning Commission procedures

Tabor moved to adjourn, Perry seconded. Carla adjourned the meeting at 7pm.

---

Peg Smith, Planning Commission Clerk

Date