

Boulder Town

Planning Commission

Meeting Minutes

November 10, 2022

Commission quorum: Matt Cochran, Elena Hughes, Tina Karlsson, John Veranth, and Colleen Thompson, and alternate Shelley Price-Gipson. Also present: Planning Commission Clerk Peg Smith, Planning Consultant Lee Nellis, Zoning Administrator April O'Neal, and Town Council liaison Elizabeth Julian.

Members of the public: Susan Kelly, Judy Drain, Kipp Greene, Ashley Coombs, Tom Hoyt, Dan Pence, Judith Geil, Nancy Tosta, Andy and Andria Rice, Donna Owen, Mark Nelson, Jen Bach, Tessa Barkan.

Matt called the meeting to order at 6:01 pm. John made a motion to approve the November agenda; Colleen seconded. Matt moved to approve the corrected version of the Sept 8 minutes; Colleen seconded. All approved. John moved to approve the Sept 22 work meeting minutes; Matt seconded; Matt, John, and Tina approved. Matt moved to approve the corrected version of the October 13 minutes; John seconded; all approved. John moved to approve the Oct 25 work meeting minutes; Colleen seconded. All approved.

Discuss administrative procedures for application submittals

The Commission discussed required days prior to a meeting for required application paperwork to be submitted. Typically an iterative process is necessary, especially for a complicated application, which takes time for question/response. Sometimes 14 days is not sufficient, when a 10-day notification period is required if a public hearing is required. Also, some applicants have unrealistic expectations that applications can be handled 24/7 and over weekends just because staff isn't in an office. John made a motion that all subdivision and CUP applications be submitted 21 days prior to the next PC meeting. If the ZA requests specific info, that info must be submitted at least 15 days before PC meeting. Discussion ensued about business days versus calendar days. Matt made a motion for 21 business days for a submittal to the Zoning Administrator. After more discussion, Lee said most jurisdictions with fulltime, professional staffs have longer lead times than this. A subdivision application and some CUPs last forever. John made a motion for requiring applications to be filed with the ZA 20 business days prior to a regular meeting and 15 business days to respond to any ZA requests for information. Matt seconded. No more discussion; all approved. Lee will amend the draft Bylaws to include this decision.

Announce Nov 16 special meeting

Matt announced the special meeting, to include Meadowlark public hearing and the discussion of future housing steps with Lee (who will be here in person), just prior to the Attainable Housing Presentations the following evening, Nov 17.

Lee Nellis discussion on draft Bylaws

Lee said the Bylaws are straightforward for review. He asked about training requirements. Towns of Boulder's size in Utah do not require specific training. However, he suggested devoting three or four

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meetings per year for training, whether in person or online. Those meetings can occur prior to regular business, in person.

Matt thought live training, together, would be valuable. Tina agreed on the importance of training and thought opening it to the community-at-large would be helpful; three or four meetings per year. Elena said commissioner arrive at the PC with various levels of experience and training would be valuable. Will it get repetitive for some commissioners? Shelley suggested some specific subjects, such as application review. She described her own lack of knowledge about finding information in the ordinances and that could be useful.

Colleen agreed on the importance of training and how incoming commissioners have no idea what all is involved. Quarterly training would be good.

John advocated training. Boulder commissioners needs training as much or more than the larger jurisdictions due to their needing to understand more of the process themselves [without professional staff handling such things]. A new member data sheet will help a new commissioner come up to speed. Training can be responsive to current areas of interest. Maybe consider an all-day session with an in-person trainer. Target a certain number of hours at a minimum.

Matt suggested zoom capacity for the trainer, given travel time. Lee suggested talking to surrounding jurisdictions on pairing up on training sessions. Costs are easier to bear and more people can be involved. Lee will include quarterly training in the bylaws. Procedural training at the first of the year; a session of legislative land use changes, then sessions on specific topics.

Draft bylaws questions? Matt asked how the bylaws are enacted. Lee said the PC could move to adopt the new draft bylaws in December. Or the PC could adopt the Bylaws as guidelines and use them for six months, change as needed, and approve. Town ordinances require the PC to adopt bylaws. The ordinance also says the bylaws are sent to the Town Council--- so they need to formally approve them or transmitted as an information item. Either way, TC receives them for review. Lee suggested using the Bylaws until June, with the important thing to get started. Matt thought using them for six months would be most useful, prior to formal adoption. Tina said if we try to follow them consistently we'll know if they work well.

Lee said they are reviewed at the first meeting of each year as part of the agenda. Adjustments can be made then, or at any time of the year. Changes to bylaws require a quorum of the full commission. Changes are sent to the TC as notice. Using them now and waiting until June to formally adopt seems reasonable. The Bylaws are also valuable for members of the public to help them understand PC process on applications and other business.

Lee asked the PC to adopt the Bylaws in December for trial until June. Elena asked about the timing for applicants to receive feedback on the PC decision (less than the 15 days currently given). Lee explained the need for the ZA to get the language right based on the decisions made in a meeting. It might be good for the chair to appoint a followup person from the Commission to ensure the conditions are accurate. These conditions change the legal landscape of Boulder forever. Fifteen days is not too long. Elena also asked about applicants for positions and whether there's a requirement they live within town limits. Peg said the ordinance does not require town residency although the TC has traditionally only accepted in-town applicants.

On Subdivision changes, Lee said the Housing steps memo (to be discussed Nov 16) provides some options to be considered. We talk about "attainable housing" and "open space" but the PC will need to move from vague language to specific. The General Plan is adequate as a starting point. He encouraged a "gut check" on goals. Any specifics will raise questions and possibly opposition and the

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PC will need to be committed to move through the process. Clear direction is required. Lee's memo provides a menu of recommendations. Any type of land development will go down better if landowners perceive they have some flexibility. Right now there's only one way to split a 10 acre property in half. Landscape doesn't work that way--- irrigation systems, slopes, ditches or drainage, etc. It's best for applicants and the community to have some flexibility in how lots are created. He asked for the PC to self-evaluate their commitment to potentially controversial discussions and decisions and come prepared on Nov 16 to discuss that.

John said the PC's role is to make recommendations to the TC. It's important to do the work to make sure they're on board with the changes being made. Also, many of the housing issues spill over to areas outside town limits. The PC needs to work with the county so as to not exclude the county people from helping provide solutions.

Finalize arrangements for Attainable Housing Presentation, Nov 17

John proposed the format and previewed his suggested scrolling slides and Tina's information: an informal open house from 6-7 during which attendees can peruse the info.

Tina's info includes links to speakers' resources, 2018 community reports, and General Plan.

John suggested next steps: community work groups until next March with another community forum to enable them to present their work; PC continuing work on subdivisions; acknowledge the individual efforts that are occurring. Work groups: People needing housing--- inventory of what they're needing. Housing Providers group--- landowners, persons with specific expertise to secure affordable land/housing, economic incentives to landowners/developers, subsidies; ways to encourage use of existing housing? Community Vision ---- working within the broad goals of the General Plan, ideal mix of full-time rentals, short-term; how irrigated land can be kept in production, other specific items related to housing discussion.

Each work group should have a PC contact in the group, and the group decides its methodology. Realistically, the groups won't get off the ground until January. Venue will be Boulder Elementary. Publicity and website posting was discussed.

Final public comments

Dave Conine: My presentation will get into USDA programs and also info on design considerations. Also has flyers on USDA Rural Development programs. Looking forward to the forum.

Upcoming business for December 8

- Discussion and vote on Lee's updated bylaws
- Review Attainable Housing meeting and next steps
- Ray's amended CUP for RV Park

Matt moved to adjourn; Colleen seconded the motion and all approved. Matt adjourned the meeting at 7:46 p.m..



Clerk:

Draft submitted: 12/5/22

Approved: 12/9/22