

## Boulder Town

# **Planning Commission**

## **Meeting Minutes for January 12, 2023**

Commission: Colleen Thompson, Tina Karlsson, Elena Hughes, John Veranth, Shelley Price-Gipson, and alternate Nancy Tosta. Also present: PC Clerk Peg Smith, Planning Consultant Lee Nellis, and Town Council liaison Elizabeth Julian.

Members of the public: Ashley Coombs, Phoenix Bunke, Matt Cochran, Judy Drain, Tessa Barkan, Tony Mendenhall, Gladys LeFevre.

Colleen called the meeting to order at 6:01 pm. Tina moved to approve the agenda, Colleen seconded, all approved.

### ***Elect chair and vice-chair***

John nominated Tina for chairperson; Shelley seconded the nomination. Tina, Colleen, John, Shelley, and Elena voted 'aye.' John nominated Colleen to continue serving as Vice-Chair; Shelley seconded. John, Shelley, Colleen, Tina, and Elena voted 'aye.'

Tina presided over the remainder of the meeting.

### ***Lee Nellis discussion: Revised bylaws and Housing Follow-up***

The revised version includes more detail about development review. Lee also reviewed his flyer for applicants. It summarizes initial steps and good practices for proceeding with any land-use application. Most important: talk to the neighbors, find out history, easements, etc. Those most affected by a land use change need to be invited into the process at the beginning, not near the end.

Bylaws: Colleen asked about the order of meeting procedures. John wanted mention of prescriptive easements; they're important in Boulder but not mentioned in the ordinances. Tina wants the Zoning Administrator to review the flyer and then post on the website.

Colleen: #11 on prioritizing applications on the agenda? Lee: It's a small, symbolic indication of what the town values. #16D and H, site visit and Planning Commission member assigned to shepherd concept: Lee said it would be helpful for a commissioner to serve as sounding board with ZA and to witness conversations with applicants. The chair has the power to promote subcommittees or members to serve in various capacities. Also, concept plan review hasn't previously included written suggestions to the applicant. This will help communication among commission, staff, and applicant by providing a formal framework for informal conversations on concepts and their iterations.

John proposed informally using these bylaws, with discussion on one or two items each meeting until formally adopting the bylaws in June.

Tina asked about the 20-day deadline for applications. John agreed that this needs more discussion, with ZA input. Lee suggested "30 days," Elena commented on the post-meeting 20-days for the ZA to submit the written decision. Why such a long time? Lee said a complicated proposal with several conditions would require time to get material properly documented, given constraints of a part-time staff. Clarity for the applicant is the most important expectation. How long does that take? Consider review of recording; possible discussion with other parties, such as irrigation people, SWPH, etc.

Lee wants the working groups to report back before starting writing any ordinance changes.

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Regarding access, Lee is talking with UDOT about roads in Boulder that qualify for public maintenance. He said Utah statute allow a municipality to declare a road as a public right-of-way if continuous public use can be documented over at least 10 years. The General Plan should more clearly define this, considering Boulder Road problems. Many currently-used roads are actually prescriptive easements. Lee wants to 1) ensure a plat documents any public easement or RoW; and 2) propose amending General Plan to create an official map of town roads. He said someone eventually will be denied title insurance or financing due to questions on access, and the Planning Commission shouldn't propagate that problem. It needs to be fixed, one plat at a time.

Shelley asked about responsibility of the town if a landowner—following approval of their plat—runs into these problems. Lee said that is one of the problems. He'll continue researching with UDOT.

### ***Approve December 8 minutes***

John moved to approve the minutes that included his previously-emailed corrections; Tina seconded. Shelley abstained from the vote. John, Tina, Colleen, and Elena voted 'aye.'

### ***Set regular meeting schedule***

John moved to adopt the current meeting schedule: second Thursday of each month, 6pm during Mountain Standard time, 7pm during Mountain Daylight Time. Shelley seconded. Colleen, John, Shelley, Tina, and Elena voted 'aye.'

### ***Open and Public Meetings Act/Ethics Training***

Peg conducted both training sessions using the videos on [training.auditor.utah.gov](https://training.auditor.utah.gov). Judy Drain would like all Commissioners to have completed their online training and remit their certificates of completion by the first meeting in February.

### ***Upcoming business for February 9 meeting***

- Potentially 2 CUPs
- Lee will be discussion road access and easements
- Work group progress reports
- John suggested a 3-month process on changing ordinances: 1) general discussion on problem being solved, 2) offline drafting of text to discuss in meeting, 3) take to public hearing and action. He wants to initiate the goals discussion on performance-based subdivisions and on "street standards" in the SD ordinance.
- Shelley's basic training outline

### ***Final public comments***

John, on school project work group: the school district wanted the Community Council to produce an actionable proposal. Need letter to Neighborworks for Sharleen to take to her board.

Colleen moved to adjourn; Shelley seconded. Colleen, John, Shelley, Elena, and Tina voted 'aye.'  
Tina adjourned the meeting at 7:51

Clerk

Draft submitted: 2/6/2023

Approved: 2/9/2023

