

Boulder Town
Planning Commission
Meeting Minutes
May 11, 2023

Commission present: Tina Karlsson, Colleen Thompson, Shelly Price-Gipson, John Veranth, Elena Hughes, alternate Nancy Tosta, and Planning Commission Clerk Peg Smith, and Zoning Administrator April O'Neal.

Members of the public: Tim Mutcher, Judith Geil, Madeline McGill, Andy and Andria Rice, Randy Ripplinger, Tessa Barkan, Donna Owen, Michael Steadman, Jennifer Geerlings and Dan Pence, Matt Cochran, Phoenix Bunke, Katie Coleman, Jessica LeFevre.

Tina opened the meeting at 7:02. John made a motion to reorder the agenda, moving the subdivision discussions to the top of the business. Nancy seconded. Elena

John moved to approve the April 13 minutes. Shelly seconded the motion. Elena was not yet present on Zoom; Shelly, Nancy, Colleen, John, and Tina all voted "aye."

Discuss Preliminary Application for Subdivision, Smalley Property, Lot 70, 100W 100N

April introduced the application, submitted by Andy and Andria Rice. It met all required elements for a preliminary application. This is for one lot (5.9 acres) cut off the larger Smalley property. The property will be accessed by a town road, currently under development. The building envelope will be in the southern section of the lot. A well will supply culinary water; a fire hydrant is accessible and agreeable by the fire authorities. Elena said SWPH wastewater letter needs to be signed; water right letter containing water right number and required .5 minimum acre feet is also needed. Andy directed the commission to #5 document (Water Right) includes the water right number. He will make sure the acre feet number is added.

No further questions or discussion by the commission.

Discuss Conceptual Plan for Nguyen Subdivision, Lower Boulder Rd and Burr Trail

Tim Mutcher presented the plan: subdivision of five lots, the field will remain irrigated. Lot 1 includes the existing, corner house that will be occupied by a full-time employee; the owners will built their own house on that lot. The owner's children will ultimately build on the other lots. Commissioners emphasized ongoing effort to encourage developers to consider open space maintenance, other types of clustering options, maintaining irrigated fields. Mutcher said the owners' original desire was to donate open space to the town but there was no mechanism to do that. John requested ongoing discussion between the Planning Commission and developers to investigate all options for the benefit of both town and developers.

Discussion: Lee's memo, goals and training, CUP process improvement,

Lee had sent a "Distractions" memo suggesting priorities. Colleen wants to continue discussing the ZA/Planning Commission relationship.

Shelly wants to address community needs by better focusing the meetings. The Planning Commission also needs more training and needs to include the businesses' perspectives more.

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Elena wants better familiarity with using the checklists. Establishing goals might reduce the missed opportunities, such as the Nguyen property that had formerly offered the possibility of more affordable housing. It's important to not miss these opportunities in the future.

John would like one PC member to work with ZA and applicant on applications. Brown bag lunches, watching training videos together is better than watching in isolation. Training needs to start with seminars on state law, PC responsibilities, the legal framework, running productive meetings. He would like the purpose of an ordinance to precede any wordsmithing or editing.

Nancy said the discussions are intended to recommend policy; the bylaws help with that by stating how business is to be conducted. Bylaws include things like agenda order: action items, information items. Study sessions can be less formal: identify a topic and have a discussion. The Subdivision Ordinance might be addressed this way. And it's important to clarify the ZA role. Staff can play a more definitive role upfront.

Incentives for attainable housing

Tina identified Five County Assoc. of Govts and ULCT as resources for rural planning, especially dealing with housing; we should also make use of other towns' changes to their ordinances. Nancy suggested soliciting more input on what people already know they want to change in the Subdivision Ordinance. John said the question boils down to whether we are willing to give density credits in exchange for open space/ag and proportion set aside for attainable housing. Tina: list all the incentives we've already discussed and start from there.

Tina said viable housing ideas were already discussed by the community in 2018. Start there and then discuss the incentives needed to accomplish them.

April suggested the next step as presenting the work group findings to the community. John made a motion to tentatively schedule a separate meeting after the regular June meeting, with written reports available to the public. Colleen seconded. Discussion: June 15, 6pm. Nancy suggested one hour, "small gulps" Take community input on that much and discuss that at following meeting. Motion was approved by all.

Training: Shelly made a motion for training before each meeting. There was no second. John made a motion for a training session an hour before the July meeting. There was no second. Tina made a motion that the work groups have their written reports submitted for distribution/announcement of the June 15 session before June 1. Colleen seconded. All aye. April suggested a training discussion on the June 8 agenda.

Boulder Elementary

Tina: Lee had also written ideas regarding housing and Boulder Elementary. John thought Lee's memo was premature, given the superintendent wants a clearer idea of a school housing project. At that meeting, Josh had suggested restoring the school district exemption from local zoning ordinances, like the state park. Another route, mentioned in the General Plan, is to add an institution zone. Consider that the school district may not want to own property with housing. We need a better idea of what the school project looks like before moving to an ordinance discussion. Legalizing use of RVs and campers as dwellings will help housing. High level is to discuss BES project in general as well as addressing employee housing in general.

John's memo on CUP revisions

John read his revisions. First, adopt Lee's checklist/application; procedurally, have a Planning Commission member and ZA meet with the applicant on the application; clean up ordinance text to match state law; remove existing checklist from ordinance. Colleen doesn't feel the checklist is a high priority, despite edits needed. Tina wants to move forward with finishing Lee's checklist/application.

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John: We should still remove the checklist from the ordinance and keep it administrative. Also we need a record that shows the reasoning. The applicant needs to provide the information on mitigating a condition. John will continue with Lee to produce something actionable. Tina made a motion to move ahead with Lee's revised CUP application and address the ordinance changes required. John seconded. Elena abstained; Tina, Shelly, John, Colleen voted aye. Following clarification, Elena switched her vote to "aye."

Staff reports

Peg's resignation Dec 31, allowing plenty of time for training the replacement. And please use pegwork41@gmail.com for the time being. On application materials required formats, April, me, and a Planning Commission member should meet to decide. Tina volunteered.

John and Shelly will identify good training videos on state law and changes.

April will be resigning her ZA post in June. She'd like the vacancy posted now so she can help train.

Tina said Peg will be working on reduced verbiage in the minutes. She strongly suggested all Planning Commission members listen to the recording to pick up details of the meeting.

Tina made a motion for a special meeting on May 22, 5:30 pm, for a public hearing of Rice's preliminary application for subdivision and other agenda items. Colleen seconded. All aye.

Final public comments

Jennifer: I encourage subdivision alternatives. Other applicants have been respectful of options, and the Nguyen's also seemed to have that sensibility. Too bad the town couldn't accommodate their desire to donate open space. Also maybe continue to appeal to those applicants. April said they sound like they want to move forward given that it's a long process anyway.

Judith Geil: Thanks to PC volunteers. Thanks to Peg and April. I appreciate simplifying the processes. There'll always be diversity and conflict. Providing alternatives is good.

Upcoming business, May 22 and June 8

- May 22 special meeting: Public hearing and June 15 plans
- Finalize June 15 plans
- Discuss goals on SD ordinance; start listing and can present on June 15
- CUP application form
- Present decision on application formats required for submitting
- Deal with the bylaws

Colleen moved, to adjourn, Shelly second. Tina adjourned the meeting at 9:22pm all aye.

Clerk



Draft submitted: June 2, 2023

Approved: