

Boulder Town
Planning Commission
Meeting Minutes
July 11, 2023

Commission present: Tina Karlsson, Colleen Thompson, Shelly Price-Gipson, John Veranth, Elena Hughes, alternate Nancy Tosta, Planning Commission Clerk Peg Smith, Town Clerk Jessica LeFevre, Zoning Administrator April O'Neal, Town Council Liaison Elizabeth Julian, and Consultant Lee Nellis.

Public present: Jen Bach, Mark Nelson, Tessa Barkan, Michael Steadman, Judy Drain, Cindy Wilson, Gladys LeFevre, Lars Gardner, Ashley Coombs.

(The regular meeting was moved from July 13 to July 11 to accommodate staff schedules.)

Tina called the meeting to order at 7:02 pm.

Approve July 11 agenda and June 8 Minutes

John moved to approve the agenda with a minor adjustment in order; Colleen seconded. All approved. John moved to approve the June 8 minutes with a correction in wording on page two. Shelly seconded the motion. All approved by voice vote.

Discuss Housekeeping Ordinance Amendments

John proposed reading the 12 items paragraph by paragraph. The Commission will decide if/what they want to forward the items to Lee to draft ordinance language for public hearing in August. (See document posted on website.) Lee clarified these changes are for interim usage prior to the replacement of Section 152 (Subdivisions). Items 1 and 2 were previously discussed and approved but not codified. Other items: references in the ordinance to newspaper publication of notices that has been nullified by state code; elimination of the process flow charts, which contain text conflicting with ordinance language; approved a suggestion by Lee to add a statement that staff is authorized to create/edit administrative forms; eliminated unnecessary application materials; lot access and all new easements to be described on final plat; eliminate redundant building permit language; outdated references to specific town officers; ADU clarification related to garage attachment. Conflicting statements about construction allowed/required during subdivision process.

All approved sending these 12 items to Lee for ordinance language. Elena stated her subdivision application in process.

Discuss Housing Forum Follow-up Strategy

Lee suggested 1) comprehensive packet of all proposed changes to TC or 2) float a trial balloon to test TC response using the 2 most pragmatic ideas: allowing duplexes wherever single-family dwelling is allowed and averaging lot sizes with the housekeeping amendments.

Average lot size: smaller lot with building envelope and larger chunk of irrigated land. Same number of lots resulting, but not required to be 5-acre minimum. John made a motion to produce ordinance language on allowing duplexes and average lot sizes for the Aug 10 public hearing. Shelly seconded. All approved by voice vote.

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Training discussion

The Commissioners discussed training options presented by Shelly. Jessica reminded the Commission that the Town Council is mandating Roberts Rules training and implementation. Tina stated that she had signed up for a July 13 Zoom training on Planning Commission meetings with Jurassic Parliament and asked if others were interested. John expressed his interest.

Staff and Commissioner reports

Jessica informed the Commission on the clerk hiring plan: a deputy clerk will assume Planning Clerk duties in addition to cross-training on other general town operations. Zoning Administrator position will be reposted.

Public comments

No comments

Upcoming business for August 10

- Public hearing on housekeeping amendments and discussion
- Discuss Roberts Rules training
- Discuss November community housing follow-up

Elena moved to adjourn, Colleen seconded; all approved by voice vote. Tina adjourned the meeting at 9:31 p.m.

Clerk: 

Draft submitted: 7/26/2023

Approved: