

## MEMORANDUM

Date: July 20, 2023

To: Judy Drain, Boulder Town Mayor  
Boulder Town Council  
Boulder Town Planning Commission  
Boulder Administrative Staff  
Interested Parties

From: Elizabeth Julian, Boulder Town Councilmember

Re: Pedestrian Path

The Town of Boulder is struggling to have some action on the pedestrian path. There is a strong need to move this project in a positive direction to rebuild confidence in the town's management abilities with UDOT, to build confidence in the Town Council, and to build confidence in the community to work together toward a common goal.

During the July 19, 2023, Special Meeting, Chris Potter, UDOT Local Government Programs Engineer, pointed out that at this moment in time, Boulder Town Council has to decide on one of three options: first, accept the plan as is; second, modify the plan and submit the modified plan to UDOT to determine if it is "substantial" or not, which will determine if we will need to re-apply for the grant or create an amendment; or third, decline the grant. These three options have critical dates that require a decision in the near future.

The project will benefit from a work group that will be able to focus solely on the project and will be able to meet more frequently than the Town Council.

This project will benefit from being moved into a committee that will be charged solely with the task of providing the Town Council with adequate information regarding the various available options. In a committee, the project will be able to be more easily divided into component parts that may be assigned to individual committee members for research. The committee members will then bring their findings back to the committee for additional discussion, after which new action plans may be developed. Overall, managing the project through an advisory committee is the best and most efficient way to address this project. Ultimately, the committee will provide the Town Council with a report. Through this report, the Town Council will be able to make informed decisions regarding the Active Transportation Plan as well as the Boulder Town Pedestrian Path.

This matter is urgent to secure the grant and to get the pedestrian path moving forward in a timely manner. By acting with support of the people on this matter, we are upholding the integrity of Boulder Town. I request that Mayor Judy Drain place the Committee Charter for the Boulder Town Active Transportation Plan Committee and the Boulder Town Council Resolution creating the Active Transportation Plan Development Committee on the August 3, 2023, Regular Meeting agenda.

### Attachments:

Committee Charter ATPDC - 2023 July 20 DRAFT

Resolution ATP - 2023 July 20 DRAFT

# **BOULDER TOWN COMMITTEE CHARTER**

## **ACTIVE TRANSPORTATION PLAN DEVELOPMENT COMMITTEE**

### **Purpose of the Committee**

Boulder Town organizes the Boulder Town Active Transportation Plan Development Committee (ATPDC) to provide the Planning Commission with information to develop an Active Transportation Plan (ATP).

The Town Council will use the plan to make an informed decision regarding active transportation within the town of Boulder, including but not limited to a pedestrian path.

### **Committee Type**

The ATPDC is a special purpose committee.

### **Term of the Active Transportation Plan Development Committee**

The term of the ATPDC continues until the earlier of the acceptance of the ATP by the Town Council or until the term of two years from the creation of the committee.

### **Membership Appointment**

The ATPDC shall consist of a minimum of five and a maximum of seven members. The members shall be recommended by the Planning Commission and approved and appointed by the Town Council by Resolution.

1. Interested applicants may submit a letter of intent to the Planning Commission Clerk.
2. The Planning Commission receives letters of intent from interested applicants, including their willingness and qualifications to serve as Chairperson and Secretary.
3. The Planning Commission recommends a minimum of five and a maximum of seven applicants to the Town Council for approval, identifying one person as the Chairperson and another as the Secretary.
4. The Town Council approves and appoints ATPDC members.
5. If the Town Council rejects any of the recommended applicants, the Planning Commission shall recommend replacements until the Town Council has approved and appointed a minimum of five and a maximum of seven applicants.

### **Committee Member Qualifications**

The committee members should have the following qualifications:

1. Be a primary full-time resident of the 84716 zip code for at least one year
2. Not be an Administrative Staff or a Town Council or Planning Commission member

### **Rules of Order**

The committee has the latitude to establish its own rules of order for accomplishing its assigned purpose. The committee shall, however, establish these rules of order upon convening its initial meeting; using Robert's Rules of Order is recommended. The adapted rules of order shall include a quorum of a majority of committee members.

### **Committee Member Responsibilities**

The organization of the ATPDC and the assignment of roles and duties within the ATPDC shall be at the discretion of the Chairperson of the ATPDC. At a minimum, the committee will have a chairperson and a secretary with the following responsibilities.

Chairperson – to arrange the meeting dates, times, and agenda, to chair the meetings, and to be responsible for the overall function of the committee and the assigned tasks. The chairperson will report on the committee's progress at the Planning Commission Regular Meetings.

Secretary – to record the meetings, take the meeting minutes for approval at the next meeting, and provide notices of the meetings along with the meeting agenda.

Committee members may be assigned specific roles by the chairperson.

### **Boulder Planning Commission Liaison**

The Boulder Planning Commission shall designate a liaison between the ATPDC and the Planning Commission. The Liaison shall attend the meetings and answer questions regarding ordinances, the general plan, and other business related to the Planning Commission. The liaison is not a committee member and does not vote at ATPDC meetings.

### **Active Transportation Plan Development Committee Authority**

The Boulder Town Council grants the ATPDC the authority for the following activities related to the committee's mission:

- Research and collect information from publicly available sources.
- Conduct surveys of the citizens of Boulder Town.
- Research and collect information from Town Administration, including clerks, zoning administrators, and the town planner. Legal questions can be referred to the Planning Commission Chair or Zoning Administrator. The ATPDC may operate independently within the scope of this authorization.
- Develop and draft the ATP.
- Make a recommendation to either accept the preliminary pedestrian plan as submitted, modify that plan and submit the modified plan to UDOT, or reapply for the applicable grant.

### **Financial Authority**

The committee is granted an annual budget of \$\_\_\_\_\_ for the purposes of carrying out the mission of the committee. The committee's budget covers the cost of research, public opinion surveys, and any other authorities listed above.

The ATPDC may determine that additional budgeting funds are needed for professional services or other resources. If so, the ATPDC may ask the Town Council for authorization of additional funding.

### **Notice of Meetings**

The committee shall establish consistent dates and times for the committee meetings. For the first sixty days, the committee shall meet weekly and then may move to a minimum of monthly meetings if reasonable.

The committee shall give appropriate notice of its meetings. Such notice shall be at least 48 hours and posted with the exact requirements the Planning Commission is bound to.

### **Public Hearings**

The ATPDC shall conduct a minimum of 3 public hearings regarding the ATP. The first public hearing shall be to delineate potential routes throughout the entire town of Boulder. The second should be focused on the current Pedestrian Path Concept Plan. The public hearings shall each provide an opportunity for the public to express thoughts and comments regarding Active Transportation Plan.

### **Reports**

The ATPDC shall present its findings to the town council. The committee proposed ATP shall be presented to the Town Council by the December 2023 Regular Meeting. The report shall be written with an oral summary provided to the Council by the committee's Chairperson.

The committee must provide multiple alternatives for path placement and path materials. The committee should report on coordinated efforts with the state program to place paths in rural towns. The committee shall report on any other coordinated efforts that should be considered.

Each component of the plan shall include information related to the challenges of the individual components, including but not limited to zoning, right of way, drainage, construction, and design challenges.

The report shall provide adequate information to the Town Council for making an informed decision adopting an ATP, the desire for community members to have a path built, the material for the path, and the location.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION CREATING A COMMITTEE TO  
INVESTIGATE AND REPORT ON AN  
ACTIVE TRANSPORTATION PLAN**

**WHEREAS** the State of Utah is encouraging rural communities to develop Transportation Alternative Programs that include Active Transportation routes.

**WHEREAS** the State of Utah is providing significant assistance in the funding of these active transportation projects.

**WHEREAS** Boulder Town is interested in developing a Plan for Active Transportation with options within the town limits.

**WHEREAS** the process for developing an Active Transportation Plan is complex and will require the collection, assessment, and organization of significant amounts of information.

**WHEREAS** the collection and processing of the requisite information would be more efficiently accomplished by a committee that is charged solely with the task.

**NOW THEREFORE,**

BE IT RESOLVED THAT THE BOULDER TOWN COUNCIL adopts a Boulder Town Committee Charter for the Active Transportation Plan Committee, and

BE IT RESOLVED THAT THE BOULDER TOWN COUNCIL hereby creates the Active Transportation Plan Committee in accordance with the Committee Charter for the Active Transportation Plan Committee.

**APPROVED** and **PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

**TOWN COUNCIL OF BOULDER**

\_\_\_\_\_  
Jessica LeFevre  
Town Clerk

\_\_\_\_\_  
Judy Drain  
Mayor