

**Boulder Planning Commission Regular Meeting  
January 11, 2024 6:00 PM  
Meeting Minutes**

Planning Commission Members present- Chair Tina Karlsson, Elena Hughes, Colleen Thompson, Nancy Tosta and alternate Darrell Fuller

Town staff present or on Zoom- Town Clerk Jessica LeFevre, Deputy Clerk Lacy Allen, Zoning Administrator Erin Smith, Transcriptionist Heidi Sola

Meeting was called to order at 6:00pm

**Approve agenda**

Commissioner Thompson requested to remove item 9.1 from the agenda due to John Veranth becoming a Town Council member. Michael Winn asked why the agenda on the Boulder website did not match the agenda on the Utah Public Notice website and stated that the documents listed on the Boulder website agenda could not be discussed because they were not noticed properly on the Utah Public Notice website. Clerk LeFevre explained that the subpoints were posted on the town website as a way to make them available to the Public. Mr. Winn had concerns about the subpoints not being listed on the Utah Public Notice website.

Motion to approve the agenda made by Commissioner Thompson with the removal of item 9.1. Seconded by Commissioner Fuller. Commissioner Thompson voted Aye. Commissioner Fuller voted Aye. Commissioner Hughes voted Aye. Commissioner Karrlson voted Aye.. Commissioner Tosta abstained. Motion passed.

**New Planning Commission member Darrell Fuller, Commission election information**

**Conflict of interest**

None were disclosed.

**Approve December 14, 2023 minutes**

Chair Karlsson suggested adding an attachment to the minutes.

Commissioner Thompson commented that if anyone wanted further detail on any of the minutes the audio recording was available for them to listen to.

Motion was made by Commissioner Thompson to approve the December 14, 2023 minutes as written. Seconded by Commissioner Tosta. All voted Aye. Motion passed unanimously.

## **Public comments on agenda items**

There were none.

## **Set regular meeting schedule**

Chair Karlsson stated that the meetings had been held on the second Thursday of the month at 6:00 pm standard time and 7 pm during daylight savings time and asked if anyone would like to change that. It was agreed to keep the same schedule and to schedule work meetings for the fourth Thursday of the month.

## **Open and Public Meetings training**

Town clerk LeFevre stated that the PC needed to do all the online training workshops by the end of January. Commissioner Tosta stated she was out of the country until February 4<sup>th</sup> and would get the training modules done when she returned.

Deputy Clerk Allen played the Open and Public Meetings training video.

## **Commission and staff reports**

Clerk LeFevre stated that this year the Town would be using Google workspace and they were looking into a new website that would allow access to town emails so they would not have to use their personal emails. She explained she had sent everyone links to the Planning Commission folder in the Google Drive that would contain all of the relevant documents for upcoming meetings and stated when documents were uploaded they needed to be named in the format of the year.the.the month. the day and then initials of the author of the document. The document needs to have the same name as the file and needs the pages to be numbered.

Clerk LeFevre stated the state had allocated money to small towns in order to meet the State requirements for ordinances and Boulder had been allocated \$14,000. She said that she and the Mayor had talked to Kaden Figgins about handing the entire project over to him in order to get up to standards on SB174. Clerk LeFevre stated this would take a big load off of the Planning Commission.

Commissioner Thompson asked if Lee Nellis would be involved. Clerk LeFevre replied if the PC wanted someone to work with Mr. Figgins they could, but he would not need the assistance.

Chair Karlsson asked what the Town would be getting back from Mr. Figgins. Clerk LeFevre explained the Planning Commission would provide him with the details of what the Planning Commission wanted moving forward and he would present a draft proposal to the Planning Commission for approval.

Commissioner Thompson stated she felt that as a Planning Commission they did not know where to start and how to move forward with this and Mr. Figgins was professionally trained to do this and she was all for outsourcing this project to him.

Commissioner Tosta suggested having Mr. Figgins attend a Planning Commission meeting early in this process. She did not think there was a vanilla solution that worked in every jurisdiction and if Mr. Figgins attended a meeting early in this process they could explain to him the direction the town wanted to go in. Clerk LeFevre stated that they could have him come in and have that discussion and she would get in touch with him and see if he was available.

Commissioner Hughes asked if he would be bringing a draft for review. Clerk LeFevre stated he would have a draft before any decisions were made. Commissioner Hughes asked if this had been decided or if the Planning Commission had a say. Clerk LeFevre said she was not sure but if the funds are available why not take the help.

Commissioner Fuller stated that it would be beneficial to pair the needs of the Town with someone with expertise because complex documents required a certain skill set and he was on board with receiving help from a professional.

Commissioner Thompson agreed.

Chair Karlsson asked how Lee Nellis' expertise would apply to this project. Clerk LeFevre replied that Mr. Nellis could be the point person if they wanted him to be. She stated this was meant to be helpful for the Planning Commission and the State had already allocated the money.

John Veranth stated that the ordinance had footnotes and note eleven read that they needed to be up to code and he thought having Mr. Figgins on board would be wonderful and it would be a great asset to the project.

Commissioner Tosta thought having someone doing the hard work of drafting the language would be very helpful, Then the Planning Commission could present it to the public for discussion.

Commissioner Fuller commented the Planning Commission could think of Mr. Figgins as an architect and it would be best for the Planning Commission to hammer things out early on to give Kaden an idea of what the Planning Commission wanted in order to get the process started instead of dealing needed issues later..

Commissioner Hughes suggested they ask Mr. Figgins what his timeline would look like for this project. Clerk LeFevre replied she would ask him. Commissioner Hughes asked if it was possible to use that money to work with Lee Nellis or if it had to be a State or County employee. Clerk LeFevre replied she did not know the answer at this time and would need to get back to the PC with the answer.

Lee Nellis asked to comment. He felt like he had just been fired and the Planning Commission had already laid out what needed to be done in order to be in compliance with the subdivision ordinance changes and that the issue to resolve was to fix the zoning.

Commissioner Thompson stated that Mr. Nellis was a paid town employee and he knows the Town of Boulder and she thought he should work alongside Mr. Figgins on this project.

Clerk LeFevre commented that this was one project taken off the Planning Commission's shoulder and Mr. Nellis was absolutely not fired.

Commissioner Tosta commented that this was the main work that the Planning Commission had on the agenda and they needed to comply with state law and needed to clean up their ordinances. She thought this was a related package and Mr. Figgins might have one piece of that but thought they needed to include Mr. Nellis.

Zoning Administrator Erin Smith reported there were a lot of inquiries coming in but nothing to report to the Planning Commission. She stated the need to update some of the forms from an administrative aspect.

Commissioner Thompson suggested that someone on the Planning Commission meet with Zoning Administrator Smith when something came up.

#### **Discussion on moving forward timelines and scheduling for 2024**

Chair Karlsson stated one of the documents that she would like to start with was the December 14<sup>th</sup> slides. She went through the PowerPoint presentation. Commissioner Thompson commented that they had a lot of things in place already to help Mr. Figgins. Chair Karlsson continued with the presentation. Mr. Nellis stated the zoning will be the basis for how Boulder protects the way land is subdivided as stated in the goals of the general plan. The idea of zoning changes needs to go to the public sometime relatively soon to see their response to it. He commented it was a waste of time to put any of this into ordinance language without running it by the public first and that the zoning would drive the standards of subdivisions. Mr. Nellis stated the way subdivisions were going to be processed was that there was going to be a list of boxes that needed to be checked and the Planning Commission and Town Council would not be involved. Commissioner Thompson suggested they talk about zoning in the upcoming work meeting.

Commissioner Fuller stated that people with property were going to be affected the most and should be a part of this discussion. Commissioner Thompson stated the public forum they had on housing had done so well they should do a similar public forum for this discussion.

Commissioner Tosta suggested that Mr. Nellis take these zoning districts and provide more detailed information on them for the work meeting on January 25<sup>th</sup>. Mr. Nellis commented it would not be hard for him to add more text to each of the zones from the presentation and they would need to let people have time to work this through and he thought they might have to go through this twice with the public until they understood it.

Commissioner Thompson commented that the Planning Commissioners all lived in different zones and suggested they all take on their own zoning district to present at the Public Forum.

Chair Karlsson asked if the road standards issue would be something that Mr. Figgins would take over. Mr. Veranth commented that on the road standards they could not cut and paste from anyone else's standards and that the Planning Commission needed to articulate clearly to Mr. Figgins what they wanted in order to meet the standards for Boulder. He stated the PC needed to have more specific standards for drainage as it would be easier for people if there were prescriptive standards.

Commissioner Tosta stated she would continue to work on modifying the example she had from another jurisdiction to submit to Mr. Figgins for reference.

Commissioner Tosta left the meeting.

Zoning Administrator Smith stated that with the applications there were two phases and she was working with Mr. Nellis on the issue.

Chair Karlsson clarified that the direction they wanted to go was in figuring out the zoning and bringing it to the public. All gave the thumbs up. Commissioner Thompson suggested they assign zones and be ready to have the discussion at the January 25<sup>th</sup> work meeting.

### **Final public comments**

### **Upcoming business for February 8 meeting**

Chair Karlsson stated that space needed to be held for a couple applications that may be coming in. Possibly presentation of the January 25<sup>th</sup> work meeting. The Town Council is looking at the county transportation plan and the PC may be asked to consider what plans Boulder might want to pursue, The Town Council will be discussing this at their next meeting.

Clerk LeFevre read a comment submitted by Mayor Drain regarding Kaden Faggin's role in the subdivision ordinance changes. She will be contacting Lee about working with Kaden.

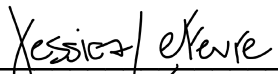
Tessa Barken commented that she wanted the Town to work with Mr. Nellis on the subdivision issue because he had been working with the Town.

### **Adjourn**

Motion to adjourn made by Commissioner Thompson. Seconded by Commissioner Fuller. All voted Aye. Motion passed unanimously.

Meeting adjourned at 7:57

Date Minutes Approved: March 14, 2024

  
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Jessica LeFevre, Town Clerk

