

**Boulder Planning Commission Special Meeting  
November 1, 2024 7:00 PM  
Meeting Minutes**

Planning Commission Members present- Tina Karlsson, Elena Hughes, Nancy Tosta, Darrel Fuller

Town staff present or on Zoom- Deputy Clerk Lacy Allen, Zoning Administrator Erin Smith

Meeting was called to order at 7:01 pm mountain standard time

**Approve agenda**

Commissioner Karlsson made a motion to approve the agenda. Commissioner Fuller seconded the motion.

All in favor. Motion carries.

**PC conflict of interest disclosure**

None

**Approve Meeting**

Approval of the Meeting Minutes was deferred to the November 14th meeting.

**Staff Reports**

Deputy Clerk Lacy Allen asked to make the motions a little more clear so they are easier to transcribe.

**Public Comments on agenda items**

Gladys Lefevre commented that she appreciates the work that the Planning Commission has done, but she does have some objections on One-Lot Subdivisions. She noticed a Subdivision Name and she wasn't sure that it needed to be a requirement unless it were 5 or more lots. She also commented on electrical and wanted clarity on that.

**Discuss possible changes to recommend to the Town Council on Subdivision Code.**

The Planning Commission has moved to transmit the Subdivision Code to the Town Council and since that decision, there have been at least 2 issues that have come up. One with ALUA and one with One-Lot Subdivisions. These items are on the agenda to be discussed before the Public Hearing next week.

### **Administrative Land Use Authority**

A discussion between the Planning Commission members in regards to the ALUA requirements was had. You may listen to the discussion from minutes 9:30 - 38:25.

Commissioner Tosta moved to change section 152.102 under Administration Land Use Authority to say the Town Council shall designate the Zoning Administrator as the ALUA. Planning Commissioners, additional firms and individuals to be consulted by the ALUA as needed to assess specific conditions in the Subdivision application.

Commissioner Fuller seconded the motion.

Commissioner Karlsson asked for reports so that the Planning Commission would know what is going on.

Commissioner Karlsson aye, Commissioner Fuller aye, Commissioner Tosta aye, Commissioner Hughes nay.

Motion carries.

Commissioner Fuller made a motion to remove 152.103.

Commissioner Karlsson seconded the motion.

All in favor.

Motion carries.

Commissioner Fuller made a motion to revise the title of 152.103 from "Compensation" to "Costs" and to delete the first sentence.

Commissioner Karlsson seconded the motion.

All in favor. Motion carries.

### **Lot-Size Averaging**

This section of the meeting starts at minutes 44:56. Commissioner Tosta commented that the code is not clear what can and cannot be done and it isn't clear what the objectives are. She tried to identify the issues and what needed to be resolved. She believes there are things that need to be thought about more extensively. She suggested that there hasn't been improvements and suggested it be left in Zoning and believes it needs more discussion. The Zoning Code needs to be revised when the General Plan is being done and she suggests listening to the public on what should be done here. In short, she recommends taking it out of the Subdivision Code and having it retained in the Zoning code.

Commissioner Fuller agreed with Commissioner Tosta and liked the suggestion.

Commissioner Karlsson agreed and believes the issue is the cost and process to develop and it needs to be reviewed.

Commissioner Tosta made a motion to revise the Zoning Code Ordinance that the Planning Commission proposed to the Town Council on October 18th, 2024. To retain sections 153.118 and 153.119 and to delete sections 152.601 A-C pertaining to Lot-Size Averaging of the Subdivision Ordinance proposed to the Town Council on October 18th 2024.

Commissioner Hughes seconded the motion.

All in favor. Motion carries.

Commissioner Hughes commented on Gladys Lefevre's public comment about power and electricity and stated that on page 10 of the Subdivision Code talks about getting a letter from the Electric Utility Company showing an ability to serve each lot. So she asked for clarification on if you have to prove there is electricity/power on each lot and she doesn't see what it matters to them.

Commissioner Hughes made a motion Motion to delete #14 from section 152.303 C.

Commissioner Karlsson seconded the motion.

All in favor. Motion carries.

The discussion on Subdivision Code ended at minutes 59:19

### **Review and discuss Building Code changes**

Commissioner Karlsson presented the current Building Code and identified changes that needed to be made and items that needed to be addressed. The Planning Commission discussed these items in detail and identified items to change and discuss further.

You may listen to the recording of this discussion at minutes 1:07:00 - 2:03:11.

Commissioner Tosta made a motion to modify the Zoning Ordinance that has been transmitted to the Town Council to reflect the changes made tonight.

Commissioner Karlsson seconded the motion.

All in favor. Motion carries.

Commissioner Tosta made a motion to change the transmittal letter to the Town Council about the Subdivision Ordinance to reflect the discussion from this evening.

Commissioner Hughes seconded the motion.

All in favor. Motion carries.

### **Review and discuss Draft Boulder Town Infrastructure Design Standards**

This item was moved to be discussed at the next meeting.

### **Review Draft Subdivision Application Form**

This item was moved to be discussed at the next meeting.

## **Summarize Meeting Actions/Decisions**

Modifications in Zoning Ordinance and Subdivision Code. Public Hearing and review design standards.

## **Upcoming business on Nov 14**

Fogel-Fuller RSTR Application – Public Hearing

Possible Public Hearing on Building Code

## **Final Public Comments**

None

## **Adjourn**

Commissioner Karlsson made a motion to adjourn the meeting.

Commissioner Hughes seconded the motion.

All in favor. Motion Carries.

The meeting was adjourned at 9:17 PM.

Date Minutes Approved: November 14, 2024

  
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Jessica LeFevre, Town Clerk