

**Boulder Planning Commission Regular Meeting
January 15, 2025 6:00 PM
Meeting Minutes**

Action Items

- Commissioner Tosta will clean up the bylaws document and include it in the next meeting's folder for further review.
- The Planning Commission will ask John Veranth to pursue grants to update the town's data and mapping to support the general plan and other discussions.
- All Planning Commissioners will review the RSTR code issues document and complete the CUP training video before the next meeting.
- The Planning Commission meetings will be moved to the third Thursday of the month, starting in March 2025.

Roll Call and Election of Officers

- Commissioner Tosta calls the meeting to order at 6:02 PM and conducts a roll call.
- Elena Hughes, Colleen Thompson, Tina Karlsson, Darrell Fuller and Nick Vincent are present.
- Commissioner Tosta confirms that Commissioner Karlsson and Commissioner Thompson were elected chair and vice chair in January 2023, with Commissioner Karlsson stepping down in April 2024.
- Motion to approve the agenda is made by Commissioner Hughes and seconded by Commissioner Karlsson, with all in favor.
- Motion to nominate Commissioner Tosta as chair and Commissioner Thompson as vice chair is made by Commissioner Hughes and seconded by Commissioner Thompson, with all in favor.

Open Public Meetings Training & Approval of Minutes

- Town Clerk Lefevre introduces the open public meetings training.
- Motion to approve the meeting minutes from December 12, 2024, is made by Commissioner Karlsson and seconded by Commissioner Thompson, with all in favor except Commissioner Vincent, who abstains.
- Clerk LeFevre reminds everyone to complete required training by the end of the month.

Staff Reports

- None to report

TC Liaison Report

- Councilmember Veranth discusses the need to reschedule meetings to allow for a full two weeks between town council and planning commission meetings. He then emphasizes the importance of the general plan and the need for expert assistance and potential grant funding.
- Councilmember Veranth mentions the complexity of the tourist rental issue and the need for community input.
- Councilmember Veranth suggests pursuing grants to support general plan development and emphasizes the importance of early alternative consideration in the process.

Public Comments

- Councilmember Veranth made a public comment about the proposed name change of the Burr Trail and urged the community to not let it divide us. We need to accept that certain persons have been elected and are thankful Jerry Taylor is coming to address this. He addressed Public Safety, History of the Burr Trail and suggested an alternate area for renaming.

Discuss Planning Commission Bylaws

- Commissioner Tosta presents the draft bylaws for the Planning Commission, based on state requirements and best practices. The following bullets reflect topics in the Bylaws that were discussed.
- Discussion on whether new members should complete training before participating in meetings, with some members suggesting it is not necessary.
- A decision was made unanimously to strike the paragraph requiring new members to complete training before participating.
- Discussion to add orientation sessions for new members is made and approved.
- Discussion on the attendance policy, with some members suggesting a threshold of three missed meetings before removal, while others propose a more lenient approach.
- Commissioner Tosta proposes creating subcommittees to focus on specific topics and tasks.
- Discussion on whether subcommittees should have a clear mandate or if the language should be softened to allow for flexibility.
- Discussion on the language used to describe the subcommittees' roles, with some members suggesting changes to make the language more flexible.
- Subcommittees were discussed to focus on specific topics. The Commission agreed to remove "shall" and use "may" to provide flexibility in subcommittee leadership.
- TownClerk LeFevre emphasizes the importance of legal advice from two attorneys on document wording to ensure the town is not liable for certain actions.
- Commissioner Darrell Fuller explains the importance of using "may" instead of "shall" to avoid legal complications and provide flexibility.

- Commissioner Hughes suggests changes to public hearing language to avoid implying an applicant is always present.
- Town Clerk LeFevre and Commissioner Tosta discuss alternative words for "applicant" to better reflect the situation.
- Commissioner Hughes proposes using "chair may invite" to cover various presentation scenarios.
- Commissioner Darrell Fuller and Commissioner Tosta debate the necessity of inviting public comments at public hearings.
- Commissioner Hughes offered to review this section further.
- Commissioner Fuller questions the need to add ethics requirements if they are already covered elsewhere in the code.
- Commissioner Tosta and Commissioner Fuller discuss the potential risks of adding higher-level ethics requirements.
- Commissioner Hughes suggests separating application-specific language for clarity and consistency.
- Commissioners agree to remove redundant application language and ensure consistent terminology.

Town Council Priorities and RSTR Code

- Commissioner Tosta outlines the town council's priorities, including the general plan and RSTR code updates.
- Commissioner Tosta emphasizes the need to focus on the RSTR code and general plan updates in the coming months.
- Commissioner Hughes and Commissioner Fuller highlight the importance of addressing dark skies and commercial zoning issues.

General Plan and Updates

- Commissioner Tosta proposes updating the general plan with better data and maps to reflect current town conditions.
- Commissioner Hughes questions the necessity of updating the general plan if it is not required by law.
- Commissioner Tosta and Commissioner Fuller agree on the importance of accurate data for better decision-making and community communication.
- Commissioner Tosta suggests asking John Veranth to find resources for data and mapping updates to support the general plan and other town initiatives. Commissioners other than Commissioner Hughes support this request.

RSTR Code Training and Issues

- Commissioner Tosta assigns the task of reviewing RSTR code issues and completing a training session on the CUP process.
- Commissioner Tosta asks each member to review the RSTR issues document and prepare for a detailed discussion at the next meeting.
- Commissioner Tosta and Clerk LeFevre discuss the logistics of accessing the training materials and preparing for the next meeting.

Discuss possible change of timing for Planning Commission meetings

- Commissioner Tosta proposes changing the meeting schedule to the third Thursday of the month starting in March 2025.
- The Commission members discuss the feasibility of the new schedule and agree to start the change in March.
- Commissioner Tosta summarizes the meeting actions, including bylaws cleanup, data pursuit, and RSTR code review.


Final Public Comments

- None.

Adjourn

- Commissioner Hughes moved to adjourn the meeting. Seconded by Commissioner Karlsson. All in favor. Motion carried.

Date Minutes Approved: April 17, 2025



Jessica LeFevre, Town Clerk