

**Boulder Planning Commission Regular Meeting  
February 13, 2025 6:00 PM**

**Meeting Minutes**  
**Call to Order and Roll Call, agenda Approval and Conflict of interest Disclosure**

- Commissioner Tosta, Planning Commission Chair calls the Planning Commission meeting to order at 6:03 PM.
- Roll call is conducted with members present including Tina Karlsson, Darrell Fuller, Colleen Thompson, and Elena Hughes.
- Motion to approve the agenda is made by Commissioner Hughes and seconded by Tina Karlsson, approved unanimously.
- Conflict of Interest Disclosures - rErin Smith, Lacy Allen and Elena Hughes have affiliations with Hell's Backbone Grill and Farm.

**Public Comments and Staff Reports**

- Commissioner Tosta asked for public comments and there were none.
- Erin Smith reports on 2025 activities, including two concept meetings for Lower Boulder and one conditional use permit application.
- Commissioner Tosta suggests monthly updates on town activities and applications for better understanding by the Planning Commission of land use changes in Boulder.
- Town Clerk Lefevre and Deputy Clerk Allen had nothing to report.

**Chair Report on follow-up to request for PC support from Town Council**

- Commissioner Tosta follows up on data requests made to the town council, including a grant for updating the general plan and RSTR data.
- John Veranth's response to the data request is discussed, with a focus on prioritizing resources and the need for better information on RSTRs.
- Jessica Lefevre provides an update on RSTR data, mentioning a spreadsheet with known RSTRs and licenses.

**Direction from the Town Council - Liaison Report**

- Councilmember Veranth discusses the town council's support for prioritizing resources and the need for better guidance on the town's capital budget and land use.
- Planning commission bylaws are mentioned, with support for requiring training and making the bylaws more distinct.
- The Town Council requests the planning commission to consider legalizing duplexes.

- On RSTR issues, Councilmember Veranth supports making a distinction between land use/zoning and business licenses, and eliminating the annual CUP review.

John Veranth suggested the General Plan needs to give better guidance on the town's capital budget and the use of town land. **Discussion on Town Council direction**

- Commissioner Tosta suggests having a discussion on Town Council direction and any questions or comments related to the topics raised by John.
- There are no comments from other Commissioners at this time.

### **Public Hearing on the Hell's Backbone Grill Conditional Use Permit for a food truck**

- Commissioner Karlsson made a motion to close the regular meeting and open the public hearing for the Hells Backbone Grill's conditional use permit. Commissioner Hughes seconded. Motion is approved.
- Lacy Allen presents the conditional use permit application, detailing the food truck's installation and parking plans.
- Erin Smith provides an overview of the application, including the complete site development plan and necessary permits.
- Public comments are invited, with no objections raised and a motion to close the public hearing made by Commissioner Karlsson and seconded by Commissioner Hughes was unanimously approved.

### **Discussion and potential action: Hell's Backbone Grill Conditional use Permit for a food truck**

- Planning Commission members discuss the conditional use permit, with a focus on parking and safety concerns.
- Motion to approve the Hells Backbone Grill's conditional use permit is made by Commissioner Hughes and seconded by Commissioner Karlsson, approved unanimously.

### **Discussion and potential action: Finalize and vote on the Planning Commission Bylaws**

- Commissioner Tosta suggests having a discussion on the Planning Commission bylaws and any questions or comments related to the topics raised by John Veranth.
- Town Attorney Michael Winn states that he made substantive changes to the Bylaws and sent them just before the meeting.
- Motion to table the discussion on bylaws until the next meeting is made and approved, with a focus on prioritizing other tasks. The motion was made by Commissioner Karlsson and seconded by Commissioner Thompson.

### **Discussion on RSTR Ordinance Changes**

- Commissioner Karlsson provides an update on the RSTRs, mentioning the need to clarify requirements and make the business license process clear.
- Discussion on the benefits and challenges of having a percentage-based limit for RSTRs, with a focus on maintaining community character.
- Commissioner Tosta emphasizes the need for public input and a clear, consistent ordinance to avoid inconsistencies in administration. She suggests a public meeting hearing for the March meeting to then draft an ordinance for a public hearing in April and to pass the ordinance to the Town Council by May. .

### **Discussion of Schedule for March Planning Commission Meeting and Joint TC-PC meeting**

- The PC discusses whether an option for the Town Council might be to address the administrative issues with RSTRs and to rescind the moratorium on RSTRs to provide the Planning Commission with more time to address land use changes in the ordinance.
- The next meeting is scheduled, with a focus on the RSTRs and other pending tasks, ensuring a clear and efficient work plan.
- The group discusses the potential benefits of regular joint meetings between the Planning Commission and Town Council to improve communication and collaboration.
- Commissioner Darrell Fuller supports the idea and suggests topics for discussion, such as sign regulations and dark skies ordinances.
- The group agrees to consider the timing and topics for a joint meeting in the next Planning Commission meeting.

### **General Plan and Public Input Process**

- Commissioner Tosta suggests discussing the process for updating the general plan in the next meeting.
- The group considers different approaches to public input, such as public meetings and structured comment solicitation.
- The group agrees to focus on developing a clear process for public input in the general plan update.

### **Duplexes and Code Changes**

- The group discusses the need to address duplexes and potential code changes as directed by the Town Council.
- Commissioner Tosta mentions a memo from John with background research on duplexes that is in the Google Docs meeting folder.
- The group plans to review the memo and discuss potential code changes in the next meeting.
- The conversation highlights the importance of addressing Town Council directives in a timely manner.

## **Potential upcoming business at March meeting**

- The group outlines the agenda for the next meeting, including RSTR code, general plan process, duplexes, and any other topics.
- Commissioner Tosta proposes skipping the bylaws discussion for now and focusing on other priority items, but she will take a look at the suggestions and see if the Bylaws can be brought back soon.
- The group agrees to review a clean draft of the bylaws based on previous comments.
- Commissioner Hughes makes a motion to change the March 20th meeting to March 13th. Commissioner Thompson seconded. All in favor. Motion carries.

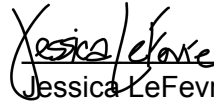
## **Final Public Comments**

- Councilmember Veranth thanks everyone for their productive meeting and meaningful comments. He emphasizes the importance of early public input in the general plan process.

## **Adjourn**

Commissioner Karlsson made a motion to adjourn the meeting. Commissioner Hughes seconded the motion. All in favor. Motion Carries.

Date Minutes Approved: March 13, 2025

  
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Jessica LeFevre, Town Clerk