

**Boulder Town Council Special Meeting  
January 2, 2025 6:00 PM  
Meeting Minutes**

**Roll Call and Pledge of Allegiance**

- Mayor Drain welcomes everyone to the January 2 town council meeting and wishes everyone a Happy New Year.
- Roll Call is conducted with Gladys, Josh Ellis, John, Ray, and Judy confirming their presence.
- The Pledge of Allegiance is recited by everyone present.
- The agenda is approved by unanimous consent.

**Annual Training on Conflict of Interest and Open Meeting Law**

- Clerk Lefevre explains the Open and Public Meetings Act, including what constitutes an open and public meeting, public hearings, electronic meetings, and emergency meetings. The OPMA training was viewed by the council and annual disclosure forms were distributed for signatures.
- The requirements for closing a meeting, including the need for a two-thirds majority vote, are discussed.
- The importance of recording and maintaining minutes for all open meetings is emphasized.

**Discussion on Conflict of Interest and Training Requirements**

- Mayor Drain and Councilmember Veranth discuss the availability of online training materials for conflict of interest.
- Clerk LeFevre clarifies that the training must be completed in the public meeting and provides instructions for accessing the training.
- Councilmember Ellis points out that closed meetings cannot be used to discuss filling an interim vacancy.
- Mayor Drain emphasizes the importance of completing the training within 30 days and mentions the need for the Planning Commission and Board of Adjustments to do the same.

**Scheduling of Town Council Meetings**

- Mayor Drain proposes scheduling town council meetings for the year, maintaining the current schedule of the first Thursday of the month at 6 PM and 7PM once Daylight Savings time begins.
- The motion to keep the meeting schedule as proposed is passed unanimously.

### **Approval of Previous Meeting Minutes**

- Councilmember Veranth brings up the need to approve minutes from previous meetings, including September 5, October 1, October 3, and October 7.
- Clerk LeFevre suggests checking the minutes for approval in the next meeting to ensure they were properly approved.
- The December 19 minutes are approved unanimously, while the November 7 minutes will be reviewed in February.

### **Department Reports**

- Councilmember Veranth reports on the condition of Lower Boulder Road and the need for repairs. A map for citizen markup has been posted in the hall. He also discusses the Arts Council's status and the need to renew their designation as the town's arts agency.
- Gladys Lefevre, Josh Ellis and Ray Gardner had nothing to report.
- Mayor Drain didn't have anything to report.

### **Public Comments and Public Hearing on Temporary RSTR Ordinance**

- Councilmember Veranth made a motion to close the Public Meeting and open the Public Hearing on the temporary RSTR Ordinance. Councilmember Lefevre seconded and it was approved unanimously.
- Donna Owen expresses concerns about the fees for subdivisions and suggests they should be actual costs.
- Nancy discussed support for the Planning Commission and emphasizes the need for training on conditional use permits.
- There were no substantive comments on the business license renewal provisions of the draft ordinance.
- Councilmember Veranth made a motion to close the Public Hearing and resume the Public Meeting. Councilmember Lefevre Seconded. Motion approved unanimously.
- Councilmember Veranth made a motion to approve Ordinance 2025-1. Seconded by Councilmember Ellis and approved unanimously.

### **Approval of Infrastructure Standards and Subdivision Fees**

- Councilmember Veranth explains the adoption of infrastructure standards by resolution to provide guidance now that the new subdivision ordinance has been approved
- Resolution 2025-2 to approve Boulder Town Subdivision Infrastructure Design Standards - Dated 241230 as posted on the town website was passed unanimously.
- The resolution to update subdivision fees is discussed, with Councilmember Veranth explaining the changes and the need for a clear fee schedule.
- Councilmember Veranth made a motion to approve resolution 2025-3 to update subdivision fees. Seconded by Councilmember Lefevre and passed unanimously.

### **Adoption of Preliminary Subdivision Application Form**

- Councilmember Ellis presents the new preliminary subdivision application form, detailing its structure and requirements.
- The form includes a checklist of requirements, code references, and a flowchart for the application process.
- The form is designed to be clear and comprehensive, reducing the need for additional explanations.
- Councilmember Ellis made a motion to adopt Resolution 2025-1 for the preliminary subdivision application form. This is seconded by Councilmember Lefevre and is passed unanimously.

### **Planning Commission Work Priorities and Legislative Feedback on RSTR and Housing**

- Councilmember Veranth outlines the priorities for the Planning Commission, including training on conditional use permits and Utah law.
- The need for a high-level review of the RSTR ordinance and feedback on legislative preferences is discussed.
- The importance of having a clear and consistent approach to regulating different types of short-term rentals is emphasized.
- The discussion is postponed to the next meeting to allow for further review and feedback.

### **Zoning and Commercial Development Concerns**

- Mayor Drain emphasizes the importance of addressing the RSTRs and the general plan within the six-month deadline.
- Councilmember Veranth highlights the need to address housing issues, noting that it has been two years since the last housing meeting.

- Councilmember Ellis discusses the impact of the last general plan update, which eliminated the commercial zone and shifted to a CUP-based process, leading to potential unintended commercial development on Highway 12.
- Councilmember Ellis explains the legal challenges with the current CUP process, emphasizing the need for clear reasons and mitigation requirements for commercial developments.

### **Reevaluating Zoning and Commercial Standards**

- Councilmember Ellis suggests radically rethinking the town's zoning approach to better control commercial development and align with the general plan.
- Councilmember Veranth mentions a land use Institute seminar where an attorney confirmed no court has overturned a legislative zoning denial, emphasizing the town's discretionary control.
- Councilmember Ellis reiterates the need to make desired developments easier and undesired ones harder, currently, the town is in a "worst of both worlds" situation.
- Councilmember Veranth recalls a specific case where poor zoning language led to an unwanted development, highlighting the need for better language and control.

### **Planning Commission and Training Needs**

- Mayor Drain and Councilmember Ellis discuss the need for training for the Planning Commission, with Councilmember Veranth mentioning specific training resources from the Utah League of Cities and Towns.
- Councilmember Ellis emphasizes the importance of rezoning for affordable housing, suggesting smaller lot sizes with deed restrictions.
- Councilmember Ellis ties the general plan revision to specific actions and mandates, stressing the need for clear directives in the general plan.
- Mayor Drain suggests giving the Planning Commission time to think about the proposed ideas and documents.

### **Addressing Large Subdivisions and Infrastructure Standards**

- Councilmember Ellis raises the issue of large subdivisions and the need to address them in infrastructure standards and ordinances.
- Mayor Drain and Councilmember Ellis discuss the possibility of a temporary moratorium on larger subdivisions, with Councilmember Ellis emphasizing the need for a clear plan and timeline.
- Councilmember Ellis mentions the importance of updating infrastructure standards and ordinances to handle large subdivisions.

- Mayor Drain and Councilmember Ellis agree to give the Planning Commission time to think about these issues and come up with solutions.

### **Staff Up and Coming Work and Priorities**

- Mayor Drain emphasizes the need to get the filing done and set up a publicly accessible Google Docs folder for infrastructure standards and resolutions.
- Councilmember Ellis and Erin Smith discuss setting up a subdivision application group email for better management and time-stamping of applications.
- Clerk LeFevre mentions the need to revisit the town website project and involve more staff in the conversation.
- Councilmember Ellis suggests looking into digital payments for subdivision applications, and Clerk LeFevre agrees to look into it.

### **Final Subdivision Application Form and Zoning Administration**

- Councilmember Ellis and Erin Smith discuss the final subdivision application form, which will be reviewed next month.
- Councilmember Ellis mentions the need to work together to create the final subdivision application form.
- Erin Smith and Councilmember Ellis discuss the relationship with local title and the potential for online forms for subdivision applications.
- Councilmember Ellis emphasizes the importance of clear and specific directives in the general plan to guide zoning decisions.

### **Grounds and Maintenance Cost-Saving Measures**

- Councilmember Ellis suggests switching to time-of-use power and programmable thermostats with occupation sensors to save money on heating costs.
- Mayor Drain and Councilmember Ellis discuss the potential benefits and challenges of implementing these measures.
- Clerk LeFevre emphasizes the need for someone to take on the work of implementing these changes, as it requires significant effort.
- Councilmember Ellis acknowledges the need for careful planning and support to implement these cost-saving measures.

### **Upcoming Business**

- Councilmember Veranth outlines the upcoming business for February, including discussions on planning, RSTRs, housing, and other priorities.
- Councilmember Ellis and Clerk LeFevre discuss the need to reapprove certain minutes due to missing recordings.

- Councilmember Veranth mentions the Arts Council's presentation and reauthorization of their status in February.

### **Final Resolutions and Adjournment**

- Councilmember Ellis mentions the final resolution on the subdivision form and infrastructure standards for February.
- Mayor Drain and the council agree to think on the power cost-saving measures and discuss them next month.
- Mayor Drain calls for any final comments or questions, and after a brief pause, adjourns the meeting.

Date Minutes Approved: March 06, 2025

  
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Jessica LeFevre, Town Clerk