

# Boulder Town, Utah Minutes

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## Town Council & Planning Commission Special Meeting

Thursday, May 22, 2025

7:00 PM at Boulder Town Community Center

Boulder Community Center, 351 North 100 East, Boulder, UT 84716 Phone: 435-335-7300

### **1. Call to Order and Roll Call**

Mayor Conrad Jeppsen called the meeting to order at 6:04 PM. He requested a roll call, starting with those online. It was determined that no one was participating online.

- Elena Hughes, Planning Commissioner
- Tina Karlsson, Planning Commissioner
- Josh Ellis, Town Councilmember
- Nancy Tosta, Planning Commission Chair
- John Veranth, Town Councilmember
- Darrel Fuller, Planning Commissioner
- Conrad Jepsen, Mayor
- Colleen Thompson, Planning Commissioner, arrived during roll call

A quorum was confirmed. Councilmembers Gladys LeFevre and Ray Gardner were absent, and Planning Commission Alternate Nick Vincent was absent. Clerk Jessica LeFevre was absent; Elizabeth Julian assumed clerical responsibilities for the meeting.

### **2. Approve Agenda**

John Veranth suggested amending the agenda by combining items 5 and 6, as he felt they were part of the same discussion. He also proposed explicitly discussing future work with the planning commission in the meeting's conclusions. Nancy Tosta expressed concern about combining the items, stating that item 5 was about a process for communication and item 6 was about the substance of their work. After some discussion, John withdrew his motion to amend the agenda.

Nancy Tosta then moved to remove item 4, Presentation and Discussion on 2025 Legislative Changes Relevant to Boulder Town (Michael Winn) from the agenda, as the town attorney was not present. Elena Hughes seconded the motion.

*Nancy Tosta moved to remove Michael Winn's Legislative Changes presentation from the agenda. Elena Hughes seconded the motion.*

The motion passed unanimously.

### **3. Conflict of Interest Disclosure**

No conflicts of interest were disclosed by any of the members present.

### **4. Opening Comments by PC Chair and Mayor on Desired Outcomes for the Meeting**

As the Planning Commission Chair, Nancy Tosta, expressed appreciation for the joint meeting and emphasized the need to improve their processes to be more efficient and effective. She highlighted the hard work of the Planning Commission and its efforts to reflect the community's views.

Nancy Tosta mentioned frustration when the Town Council doesn't seem to respect the thoroughness of their work. She hoped for better communication and clarity on assignments, as well as establishing a better level of respect between the two bodies.

Tina Karlsson commented that the process they developed for communication would help figure out their issues, and didn't think it was a significant problem.

John Veranth acknowledged the work of the Planning Commission and expressed that the problem has been a lack of clarity on goals and expectations. He emphasized the need to ensure all alternatives are available early in the process.

Mayor Conrad Jepsen stated that the Town Council might not be giving the Planning Commission a strong enough agenda with clear parameters, leading to broader studies and work that may not be necessary.

### **5. Discussion on TC-PC Relations and Communications (RSTR Example)**

Nancy Tosta presented a possible process for TC-PC communications, using a hypothetical timeline starting in January. The process included the following steps:

- Town Council identifies a problem or need and any constraints.
- Planning Commission discusses the issue and outlines possible alternatives.
- Planning Commission presents alternatives and concerns to the Town Council.
- Town Council provides feedback on preferred alternatives.
- Planning Commission holds a public meeting to get input.
- Planning Commission drafts ordinance language.

- Planning Commission presents a draft to Town Council for initial reactions.
- Planning Commission holds a public hearing on the language.
- Planning Commission drafts final language and transmits the draft ordinance to the council.

Nancy Tosta used the example of the RSTR (Residential Short-Term Rental) code to illustrate the process. The council members discussed the proposed process, with some suggesting additional check-ins with the Town Council throughout the process.

As they were similar, John Veranth's attached document was combined with the discussion of Nancy Tosta's process. The council and commission members discussed the importance of getting public input earlier in the process and having more transparent communication between the two bodies.

Josh Ellis emphasized the need to focus on bullet points and plain language before drafting ordinance language. He suggested passing bullet points back and forth multiple times to ensure agreement or identify disagreements before drafting any ordinance language.

The group discussed the possibility of having joint meetings for significant ordinance changes that take a long time to develop, such as the subdivision or RSTR ordinance.

## **6. Discussion on Systematic Approach to PC Work Priorities**

This item was combined with the previous discussion on TC-PC relations and communications.

Nancy Tosta explained that this agenda item was intended to consider a logical order for work undertaken by the PC - what needs to be addressed first, such as the General Plan, and how other priorities might flow from that. She suggested a more holistic approach to looking at needed changes in ordinances once goals and priorities are affirmed in the General Plan. Many ordinances need improvement to support what's in the actual Plan.

Josh Ellis raised concerns about existential threats to the community, such as large-scale commercial development. He pointed out vulnerabilities in the current ordinance regarding commercial development and suggested bringing back the commercial zone to provide better control over development.

John Veranth emphasized the importance of quickly addressing the commercial zone issue and suggested it as a top priority. He also mentioned the need to address affordable housing.

The group discussed the process of making changes to the general plan and whether to do it piecemeal or as a comprehensive review. They agreed to focus on affirming the policies, goals, and vision rather than completely rewriting the general plan. Nancy Tosta asked for clarity on whether the PC should bring updates in the Plan one at a time, such as the change in commercial zoning or to make all needed changes and bring a new version of the Plan to the Town Council. There appeared to be support for the latter.

## **7. Public Comments**

Two members of the public provided comments:

- Jen Bach suggested having public input at multiple stages of the process, not just at the beginning. She recommended having discussions early on and having a public hearing when the ordinance is nearly finalized.
- Mark Nelson expressed concern that many people in town are unaware of what's happening with town planning. He emphasized the importance of protecting the town's vision statement and suggested finding ways to reach out to people more effectively, such as through a newsletter.

## **8. Discussion and Possible Executive Session on Staff & Administrative Needs**

The council moved to close the special joint meeting and open an executive session to discuss staff and administrative needs.

There was confusion regarding the procedural process before transitioning from the special meeting to the executive session. Consequently, the meeting was adjourned and subsequently reconvened ahead of a motion to formally close the special joint meeting and proceed to the executive session.

*Nancy Tosta moved to close the special joint meeting and open an executive session. John Veranth seconded the motion.*

The motion passed unanimously.

After the executive session, the joint meeting was reopened. Nancy Tosta reported that no decisions were made or actions taken during the executive session.

## **9. Review Meeting Actions/Decisions**

Nancy Tosta summarized the outcomes of the meeting:

- They defined a process for improving communications between the Town Council and the Planning Commission regarding work to be done.
- They agreed to try out this new process on the next issue identified by the Town Council, which they will hear about after the next Town Council meeting.

## **10. Adjourn**

The meeting was adjourned at 8:40 PM.

**Date Minutes Approved: July 15, 2025**

/s/ Elizabeth Julian  
Boulder Town Clerk