

DRAFT MINUTES PENDING APPROVAL

BOULDER TOWN, UTAH PUBLIC NOTICE

Governing Body: BOARD OF ADJUSTMENT
Meeting Type: Regular Meeting
Date and Time: Tuesday, January 16, 2024, at 6:00 p.m.
Location: Boulder Community Center, 351 North 100 East, Boulder, Utah

In accordance with the Utah Open and Public Meetings Act, [Utah Code Ann. § 52-4-202](#), the minutes for the above-referenced meeting are provided below.

MINUTES

1. Approve Agenda

Chair Jabe Beal called the meeting to order at 7:08 PM on January 16, 2024.

Present at the meeting were Jeanne Zeigler (attending via Zoom from Salt Lake City), Nick Vincent, Elizabeth Julian, Jabe Beal (Chair), and Town Clerk Jessica LeFevre. Randy Ripplinger was noted as absent.

Motion to approve the agenda as presented for Tuesday, January 16, 2024, made by Elizabeth Julian, seconded by Nick Vincent.

Motion carried with all members voting in favor.

2. Approve 2023 Minutes

The board reviewed the minutes from January 17, 2023. During the review, Chair Jabe Beal read aloud the section on "Review of Powers and Duties," which described how the Board of Adjustment can make recommendations to change the general plan and land use ordinances, deal with variance applications, and handle appeals of zoning administrator determinations. The minutes also noted that the board's challenge is becoming knowledgeable about specific ordinances when business comes before them, as they don't get much practice.

A grammatical correction was requested to add the word "to" between "come" and "them" in the minutes for clarity.

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Motion to approve the 2023 minutes with the correction of adding the word "to" for clarification, made by Elizabeth Julian, seconded by Nick Vincent.

Motion carried with all members voting in favor.

3. Open Meetings Training

Jessica LeFevre conducted the Open Meetings training required by state law. The training video provided an overview of Utah's Open and Public Meetings Act, explaining what constitutes an open and public meeting, notice requirements, and records keeping for public meetings.

The training covered several key points, including:

- Definition of an open and public meeting as a convening of a quorum to discuss government business
- Types of meetings include regular meetings, public hearings, electronic meetings, and emergency meetings
- Circumstances when a meeting may be closed
- Requirements for public notice (24-hour notice, agenda with specified topics)
- Minutes and recordings requirements

Jessica LeFevre noted that board members need to complete both this in-meeting training and an individual online training. Some members confirmed they had already submitted their training certificates.

4. Set Regular Meeting for 2024

The board discussed setting the date for their next annual meeting. Although the agenda listed "Set regular meeting for 2024," Chair Jabe Beal clarified that they should plan for January 2025, since they were already in their 2024 meeting.

Motion to have the next annual meeting on Tuesday, January 14, 2025, at 7:00 PM, made by Elizabeth Julian, seconded by Nick Vincent.

Motion carried with all members voting in favor.

5. Sign Conflict of Disclosure Forms

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Chair Jabe Beal confirmed that most members had completed and signed their conflict of interest disclosure forms. Jeanne Zeigler indicated she would complete hers upon her return. It was noted that they would need to follow up with Randy Ripplinger, who was absent.

6. Variance Review

Jessica LeFevre provided an overview of the Board of Adjustment's responsibilities regarding variances. She referenced state code that outlines when the board shall not approve a variance and explained the application process for variances.

Jessica LeFevre explained that the board handles appeals when someone requests a waiver or modification of land use ordinance requirements as applied to their property. She noted there is a specific application process and criteria to follow when considering variance requests.

Jessica LeFevre mentioned that in her time with the board, they have not had any actual variance hearings come before them, with only one "false alarm" that was later withdrawn. Chair Jabe Beal confirmed that, during his approximately five years on the board, they have not heard of any variance cases.

7. Final Comments

Chair Jabe Beal opened the floor for final comments. He discussed the Canvas training that board members are required to complete, noting that although it was not intuitive and somewhat challenging, it provides valuable information to help members understand their roles and Boulder's ordinances.

Jessica LeFevre explained that there had been a change to the training website, as the previous "LUAU" website now redirects to the Utah League of Cities and Towns. She advised members to access the training through the ULCT website under the land use or planning and zoning section.

Elizabeth Julian asked about the requirement mentioned in the 2023 minutes regarding having a separate email for board business. Chair Jabe Beal explained that, while it's not required, it's recommended to separate personal emails from board business, especially in the event of GRAMA (Government Records Access and Management Act) requests.

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8. Adjourn

Motion to adjourn the meeting made by Jeanne Zeigler, seconded by Elizabeth Julian.

All members voted in favor.

Chair Beal adjourned the meeting.

CERTIFICATE

BOULDER TOWN, STATE OF UTAH
PRESIDING OFFICER:

/s/ Jabe Beal, Board of Adjustment Chair

ATTESTATION:

/s/ Elizabeth Julian, Nancy Tosta

Date Approved by the Town Council: January 20, 2026