

BOULDER TOWN, UTAH PUBLIC NOTICE

Governing Body: PLANNING COMMISSION
Meeting Type: Regular Meeting
Date and Time: Tuesday, January 20, 2026, 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

I. OPENING PROCEDURES

1.1. Call to Order and Introduction of New Members

Chair Nancy Tosta called the meeting to order at 6:01 PM. Chair Tosta welcomed returning member Elena Hughes back to her seat on the planning commission and Nick Vincent in his transition from alternate to full-time member.

1.2. Roll Call and Determination of Quorum

Present: Chair Nancy Tosta, Commissioner Darrell (participating remotely), Commissioner Nick Vincent, Commissioner Elena Hughes, Commissioner Colleen Thompson (arrived at 6:03 PM), Commissioner Phoenix (arrived at 6:05 PM as the newest planning commission member designated as the alternate)

A quorum was established with four members present initially, and all six members were present by 6:05 PM.

Staff present: Zoning Administrator Erin Smith and Town Clerk Elizabeth Julian

1.3. Adoption of Agenda

Chair Tosta noted that the agenda format had been revised to follow the town council's format, with some exceptions for items the planning commission doesn't handle. The mayor requested this change to create consistency in agenda layouts.

Motion: Commissioner Elena Hughes moved to adopt the agenda.
Commissioner Nick Vincent seconded.

Vote: Voice Vote – all ayes.

Result: Motion Passed unanimously, 5-0.

1.4. Declaration of Conflicts of Interest

No conflicts were declared.

Chair Tosta noted that commissioners would need to sign conflict of interest forms after completing ethics training. She also mentioned that the room's video camera was no longer working, so she had positioned the camera to make the commissioners visible to online participants.

II. PRESENTATIONS AND REPORTS (Information/Discussion)

2.1. Open Public Meetings Act

The commission watched the Open Public Meetings Act (OPMA) training video.

Chair Tosta reminded commissioners that they are required to watch the video on their own time, complete the quiz, and obtain the certification.

2.2. Utah Municipal Officers' Ethics Act

This item was not discussed during the meeting.

2.3. Rules and Procedures for Utah Planning Commissioners

This item was not discussed during the meeting.

III. PUBLIC COMMENT ON AGENDA ITEMS (Public Input)

No public comments were offered by either in-person or online attendees.

IV. DEPARTMENT REPORTS (Information)

4.1. Town Council Liaison

Commissioner Tina Karlsson, the new town council liaison to the Planning

Commission, provided a report on training requirements:

- Annual disclosure form requirements due January 31st via Jotform
- OPMA training certificates must be submitted using the training submission form
- Land Use and Powers and Duties training also required, with the form submitted the same way as the OPMA training
- Land Use training is free with the coupon code "luaupromo."
- All submission forms are available on the town website, with links in the meeting agenda
- The Town Council has requested that the Planning Commission work on both the General Plan and Land Use Ordinance simultaneously.

4.2. Staff

Zoning Administrator Erin Smith presented an update on permit activities. Her department has created a new spreadsheet format to track and present permit information, which commissioners received in their meeting packages.

Since the previous month, three project permits had been approved:

1. Daniel Kennedy's project at 15 South Lower Boulder Road
2. Cynthia Wilson's add-on to an existing building at 95 West 200 North
3. Hells Backbone Farms Real Estate LLC's installation of a lock-in freezer with dry storage and office space

The staff is also updating application forms and developing workflows for the new Jotform system to receive, process, and handle payments. The forms will be made available to the public when ready.

It was emphasized that coordination is needed when reviewing the zoning code, as it contains many forms and references that may be outdated or unused.

Erin Smith noted that most permit applications are for project permits, with occasional excavation permits, subdivision applications, conditional use permits, and seasonal special event permits.

Erin Smith suggested using the phrase "when in doubt, fill it out" when interacting with the community, as most activities in town seem to require some form of permit according to the ordinances.

Commissioners provided positive feedback on the new spreadsheet format, noting

that it was useful to have town activities data in an easily accessible format. There was a brief discussion about potentially adding zoning information to the spreadsheet, which Erin indicated would be addressed in the future.

4.3. Chair

Chair Tosta had nothing specific to report beyond the questions already asked during the meeting.

V. APPROVAL OF PROPOSED MINUTES (Motion Required)

5.1. December 16, 2025, Regular Meeting

Chair Tosta noted that the minutes were detailed because of the lengthy discussion at the previous meeting.

***Motion:** Commissioner Elena Hughes moved to approve the December 16, 2025, minutes. Commissioner Colleen Thompson seconded.*

***Vote:** Voice Vote – all ayes.*

***Result:** Motion Passed unanimously, 5-0.*

VI. PUBLIC HEARING (Public Input)

None scheduled.

VII. DISCUSSION AND POSSIBLE ACTION ITEMS (May Require Motion)

7.1. Review, Discussion, and Consideration of Possible Action on Amending the Planning Commission Bylaws

Chair Tosta explained that the commission developed bylaws last year because they were required, though they had not previously existed. The bylaws were passed and submitted to the town council as Resolution 2025-A, but the resolution has been lost after council approval, as it's not in the town's list of resolutions.

Chair Tosta proposed that the commission resubmit the bylaws this year as "version 2" with some minor changes:

1. Updating Utah code references in Section 2.08 to reflect current state code (changing to "10-20-302(6)" and related updates)
2. Adding a new section 2.09 about town council liaisons: "The town council may appoint a council member to be a liaison to the planning commission to communicate direction from the town council to the planning commission, and to report to the town council on activities of the planning commission."

Town Councilmember Tina Karlsson confirmed the proposed liaison language accurately reflected her role.

Chair Tosta recommended that the commission not take action at this meeting, but instead review the proposed changes and adopt them at the next meeting before passing them to the town council.

7.2. Discussion on Zoning Code

Chair Tosta explained that the zoning code is 92 pages long and hasn't been comprehensively updated since 2008, meaning it doesn't reflect even the current updated general plan. At the last town council meeting, there was a discussion about fixing the zoning code to comply with the existing general plan.

Chair Tosta had suggested completing the general plan update first, then updating the zoning code, but the town council pushed for fixing the zoning code sooner. The compromise reached was to try working on both simultaneously.

Chair Tosta noted that she had consulted planning experts from Garfield County and elsewhere, who all recommended completing the general plan before updating the zoning ordinances. She acknowledged this would be challenging but believed it could be accomplished.

7.3. Discussion and Assignments on the General Plan

Chair Tosta shared her approach to reviewing the general plan, demonstrating how she had simplified the land use section by pulling out all the goals and policies to identify redundancy and to see whether the zoning code reflected the general plan's content.

Chair Tosta proposed that commissioners each review a section of the general plan in the same way.

Assignments were made:

- Land Use: Chair Nancy Tosta
- Environment: Commissioner Elena Hughes
- Housing: Commissioner Nick Vincent
- Transportation and Roads: Commissioner Darrell Fuller
- Economy: Commissioner Phoenix Bunke

This approach would involve cutting and pasting existing text without changing the wording yet, simply to organize and identify what's currently in the plan.

A discussion ensued about the relationship between the town council and planning commission regarding responsibility for the general plan. Chair Tosta cited town code 153.042, which states that the planning commission is the advisory body to the council on legislative matters, including the general plan and land use ordinances. The code specifically requires the commission to prepare the general plan and submit it to the council.

Commissioner Colleen Thompson expressed concern about starting this work without clearer direction from the town council and suggested a joint meeting with them first. The commission discussed the possibility of a joint meeting on February 10th at 6:00 PM to clarify expectations.

Chair Tosta compared Boulder's 38-page general plan with shorter plans from similarly sized communities (Hanksville, Brockville, Springdale, Castle Valley, Torrey, and Rockville), noting that most were about half as long. She emphasized the goal of making the plan more usable by clarifying goals and policies without losing important content.

7.4. Discussion and Possible Action on the 2026 Annual Meeting Schedule

Chair Tosta presented a draft meeting schedule for 2026, showing the commission would meet on the third Tuesday of each month at 6:00 PM during standard time and 7:00 PM during daylight saving time.

7.5. Discussion on 2026 Workplan

Chair Tosta explained that she had combined the meeting schedule and workplan in her draft document because the workplan would primarily focus on the general plan and zoning code for the foreseeable future. She indicated these efforts might take the entire year.

VIII. GENERAL PUBLIC COMMENT

Peg Smith made two comments:

1. She informed the commission that the American Planning Association (APA) Utah would host their yearly conference at Ruby's Inn from April 8-10, which could be a good training and networking opportunity given its proximity.
2. She emphasized the importance of including an annexation policy in the general plan, stressing that it should be viewed as a data-gathering exercise rather than as a means of promoting annexation. She argued that having facts about contiguous areas (residents, properties, roads, water, septic situations, taxes) was essential for planning, regardless of one's position on annexation.

Chair Tosta responded that she was considering adding a brief section on annexation to the general plan. She noted that other towns' plans had brief sections addressing this topic, and suggested Boulder's plan could include language about coordination between the town and county when subdivisions are contiguous to the town.

IX. CLOSING BUSINESS (Public Input)

9.1. Review of Outcomes, Assignments, and Counsel Recommendations

Chair Tosta summarized the decisions and assignments from the meeting:

- The commission will make modifications to the bylaws for review and potential approval at the next meeting, with resolution language and changed bylaws to be prepared.
- All commissioners will complete required training and submit forms by January 31 using the appropriate JOT form.
- Commissioners will review assigned sections of the general plan:
 - Land Use: Chair Nancy Tosta
 - Environment: Commissioner Elena Hughes
 - Economy: Commissioner Phoenix Bunke
 - Housing: Commissioner Nick Vincent

- Transportation and Roads: Commissioner Darrell Fuller
- Chair Tosta will create a folder for the February 17 meeting containing examples of general plans from other communities, the Boulder general plan in Word and Google Doc formats, and her example of how she's organizing the land use section.
- The commission was available for a joint meeting with the town council on February 10 at 6:00 PM.

9.2. Future Agenda Items

Future agenda items were not discussed beyond what was covered in the meeting summary.

9.3. Confirmation of Next Meeting

The next regular meeting will be held on Tuesday, February 17, 2026, at 6:00 PM.

X. ADJOURNMENT

Motion: Commissioner Elena Hughes moved to adjourn. Commissioner Colleen Thompson seconded.

Vote: Voice Vote – all ayes.

Result: Motion Passed unanimously, 5-0.

The meeting adjourned at approximately 8:00 pm.

CERTIFICATE

BOULDER TOWN, STATE OF UTAH

PRESIDING OFFICER:

/s/ Nancy Tosta, Planning Commission Chair

ATTESTATION:

/s/ Elizabeth Julian, Boulder Town Clerk

Date Approved by the Town Council: **February 17, 2026**