

BOULDER TOWN, UTAH PUBLIC NOTICE

Governing Body: PLANNING COMMISSION
Meeting Type: Regular Meeting
Date and Time: Tuesday, February 17, 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

Planning Commission Chair Nancy Tosta called the regular meeting of the Planning Commission to order on February 17, 2026, at 6:00 PM.

1.2. Roll Call and Determination of Quorum

Quorum established with 4 of 5 members present.

Chair Tosta noted that Phoenix Bunke would serve as a voting member for the evening due to Commissioner Colleen Thompson's resignation and uncertainty about Commissioner Darrell Fuller's attendance.

Town Council Present:

Chair Nancy Tosta
Member Elena Hughes
Member Nick Vincent
Alternate Phoenix Bunke

Staff Present:

Erin Smith, Zoning Administrator
Elizabeth Julian, Town Clerk

Also Present:

Kevin Smedley, Five-County Community Advisor
Michael Winn, Town Attorney

1.3. Adoption of Agenda

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

Vote: *Voice Vote – all present commissioners votes ayes*

Result: *Approved unanimously, 4-0.*

1.4. Declaration of Conflicts of Interest

No commissioners declared any conflicts of interest.

II. PRESENTATIONS AND REPORTS (Information/Discussion)

2.1. Oath of Office

Chair Tosta led all commissioners in reciting the oath of office in unison. The commissioners were instructed to sign the oath forms, which Town Clerk Elizabeth Julian would witness.

III. PUBLIC COMMENT ON AGENDA ITEMS (Public Input)

Chair Tosta noted that **Tom Hoyt** had submitted a written public comment via email regarding the joint meeting with the Town Council. The letter addressed general plan, zoning, and annexation topics on the evening's agenda.

No in-person or online public comments were made.

IV. DEPARTMENT REPORTS (Information)

4.1. Town Council

Town Councilmember Tina Karlsson, liaison to the Planning Commission, provided a summary of the joint meeting held the previous Tuesday. She reported that the primary goal of the Town Council to the Planning Commission was to address the general plan and zoning ordinance in tandem, with specific focus on

commercial development as a first priority. She noted that annexation materials would be forthcoming and would likely require Planning Commission review.

4.2. Staff

Town Clerk Elizabeth Julian announced that the APA Utah 2026 spring conference will be held in Bryce Canyon from April 8-10. Early bird registration is available at \$195 for APA members and \$245 for non-members. She encouraged commissioners to register if interested in attending.

Zoning Administrator Erin Smith had no new items to report but confirmed she would research whether project permits are still required when building permits are not needed.

4.3. Chair

Chair Tosta reported meeting with Utah GIS staff who will digitize Boulder's zoning map and provide an electronic, interactive version. This service is funded by the Utah League of Cities and Towns. The digital maps may also assist with general plan mapping needs.

V. APPROVAL OF PROPOSED MINUTES (Motion Required)

5.1. January 20, 2025, Regular Meeting

Commissioners identified corrections needed in the minutes: formatting issues with Commissioner names in sections 1.2 and 7.3, and a correction to "Hells Backbone Farms Real Estate" in the staff report section.

***Motion:** Commissioner Nick Vincent moved to approve the January 20, 2026 meeting minutes with the discussed corrections. Commissioner Elena Hughes seconded.*

***Vote:** Voice Vote – all present commissioners votes ayes.*

***Result:** Approved unanimously, 4-0.*

VI. PUBLIC HEARING (Public Input)

None scheduled.

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

7.1. Election of Vice-Chair

Due to former Vice Chair Colleen Thompson's resignation from the Planning Commission, a new vice chair was needed.

***Motion:** Commissioner Nick Vincent moved to nominate Elena Hughes as Vice Chair of the Planning Commission. Commissioner Phoenix Bunke seconded.*

***Vote:** Voice Vote – all present commissioners votes ayes.*

***Result:** Elena Hughes elected Vice Chair unanimously 5-0.*

7.2. Planning Commission Volunteer for Staff Interviews

Chair Tosta volunteered to participate on the staff interview committee scheduled for Monday, February 23rd, 9:00 AM to noon. Commissioner Phoenix Bunke volunteered to serve as the second Planning Commission representative after other commissioners indicated scheduling conflicts with the weekday morning timeframe.

7.3. Review and Action on the Planning Commission Bylaws

Chair Tosta presented revised bylaws with three changes: updated Utah Code section references due to recent numbering changes, addition of Town Council liaison role language, and modification of the absence policy from calendar year to 12-month period basis.

***Motion:** Commissioner Elena Hughes moved to approve the Planning Commission bylaws as presented.*

***Vote:** Roll Call – Commissioner Elena Hughes - Aye, Commissioner Phoenix Bunke - Aye, Commissioner Nick Vincent - Aye, Chair Nancy Tosta - Aye.*

***Result:** Approved unanimously 4-0*

7.4. Review and Discuss Work on the General Plan

Chair Nancy Tosta noted that the commissioners had completed their assigned work on the general plan sections. Specifically, Commissioner Phoenix Bunke completed the economic development chapter, and Commissioner Nick Vincent addressed housing, including a cross-referencing analysis of corresponding zoning provisions. Commissioner Elena Hughes worked on the environmental sections; however, her work was not included in the meeting materials.

Commissioner Vincent found the exercise helpful for understanding general plan structure and identifying redundancies in policies. Commissioner Bunke appreciated the formatting approach with goals followed by policies and actions. Both commissioners noted the value of cross-referencing with existing zoning ordinances.

Chair Tosta proposed a process to clarify and refine general plan goals through public engagement, suggesting commissioners continue working on sections, incorporate survey data and forum results, and prepare for public meetings to validate community agreement on goals.

Commissioners discussed format improvements, elimination of redundant policies, and timeline considerations for completing the work by March 3rd for the next meeting discussion.

7.5. Discussion with Kevin Smedley, Community Advisor, Five County Association of Governments on the Zoning Code (Chapter 153)

Kevin Smedley, Five County Association of Governments Community Advisor, reviewed Boulder's 136-page zoning code and noted it was substantially longer than most towns require. He referenced Utah Code Title 10, Chapter 20 (formerly 10-9A), which outlines minimal state requirements for zoning ordinances.

Chair Tosta proposed starting with a blank slate approach - identifying state-required sections and building a learner zoning structure rather than editing the existing complex code. She noted that recent ordinance updates were not properly incorporated into the published code.

Michael Winn, Town Attorney, volunteered to assist with outlining state requirements, noting he was working on similar projects in Wayne County. Kevin Smedley agreed to help develop the required sections framework.

Commissioners discussed the comprehensive approach versus focusing solely on commercial issues first. The consensus favored the systematic restructuring approach while addressing commercial concerns within that framework.

7.6. Discuss the Summary of Proposed Work on the General Plan and Zoning to be presented to the Town Council at the March 3 Regular Meeting

Chair Tosta outlined the proposed approach to present to the Town Council:

General Plan Work: Continue clarifying town goals, extract and refine policies from assigned sections, incorporate survey and forum data, add capital investment chapter (requiring Town Council input), with Kevin Smedley assisting on demographics and Roger Carter on annexation sections.

Zoning Code Work: Kevin Smedley and Michael Winn will develop a framework for state law requirements; commissioners will identify current code sections that fit the new structure; and hold public forums for input on both general plan goals and zoning updates.

Commissioners debated three approaches: simultaneous work on both documents, zoning first, then the general plan, or commercial sections first. The majority leaned toward the comprehensive simultaneous approach, given the available expert assistance, though Commissioner Elena Hughes expressed concerns about workload with only monthly meetings.

Action Item Assigned: Chair Tosta will draft a memorandum to Town Council outlining the proposed comprehensive approach, commissioners will complete general plan section revisions by March 3rd, and Kevin Smedley and Michael Winn will develop a zoning code requirements framework.

VIII. GENERAL PUBLIC COMMENT

Jennifer Bach offered assistance with Microsoft formatting challenges and urged critical evaluation of survey data representativeness, noting survey limitations in capturing Boulder's full demographic diversity.

Mark Nelson emphasized the importance of establishing a clear vision statement before proceeding with general plan and zoning work, cautioning against letting zoning ordinances become the de facto mission statement. He noted surveys provide

discussion stimulus but are not votes, and stressed the need to prioritize community needs over wants.

IX. CLOSING BUSINESS (Public Input)

Action Items Assigned:

- Commissioners to refine assigned general plan chapters, incorporating survey and forum data by March 3rd
- Kevin Smedley and Michael Winn to develop the zoning code state requirements framework
- Chair Tosta to provide Word-format documents and draft Town Council memorandum
- Town Clerk to process approved Planning Commission bylaws

Future Agenda Items: General plan and zoning code work for upcoming meetings

Next Meeting: March 17, 2026 at 7:00 PM (adjusted for daylight saving time)

X. ADJOURNMENT

***Motion:** Commissioner Elena Hughes moved to adjourn the meeting. Commissioner Nick Vincent seconded.*

***Vote:** Voice Vote – all present commissioners votes ayes.*

***Result:** Meeting adjourned at 8:12 PM*

CERTIFICATE

BOULDER TOWN, STATE OF UTAH

PRESIDING OFFICER:

/s/ Nancy Tosta, Planning Commission Chair

ATTESTATION:

/s/ Henry Davis, Boulder Town Deputy Clerk

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