

BOULDER TOWN, UTAH PUBLIC NOTICE

Governing Body: PLANNING COMMISSION
Meeting Type: Regular Meeting
Date and Time: Tuesday, March 17, 2026, at 7:00 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 March 17, 2026, Planning Commission meeting to order at 7:00 PM.

1.2. Roll Call and Determination of Quorum

Chair Tosta conducted a roll call. Quorum established.

Planning Commissioners Present:

Chair Nancy Tosta
Member Elena Hughes
Member Darrell Fuller
Member Nick Vincent
Alternate Jen Bach
Phoenix Bunke (online via Zoom) joined at 7:05 PM

Staff Present:

Henry Davis, Deputy Clerk
Elizabeth Julian, Town Clerk

1.3. Adoption of Agenda

Motion: Commissioner Elena Hughes moved to adopt the agenda.
Commissioner Darrell Fuller seconded.

Vote: Voice Vote – All members voted in favor.

Result: Approved unanimously, 5-0.

1.4. Declaration of Conflicts of Interest

No conflicts of interest were declared by any commissioners.

II. PRESENTATIONS AND REPORTS (Information/Discussion)

2.1. Oath of Office

Chair Tosta administered the oath of office to newly appointed alternate Planning Commissioner Jen Bach, who was appointed by the Town Council to fill the alternate position following Phoenix Bunke's appointment to fill the remainder of seat 4, expiring December 31, 2026. Commissioner Bach was officially sworn in and authorized to vote when a commissioner is absent.

III. PUBLIC COMMENT ON AGENDA ITEMS (Public Input)

No in-person or online public comments were made.

IV. DEPARTMENT REPORTS (Information)

4.1. Town Council

Town Council Liaison Tina Karlsson reported that the Town Council voted to allow the Planning Commission to continue working simultaneously on both the General Plan and the Zoning Ordinance, chapter 153. The Council also requested additions to the Planning Commission bylaws, including acknowledgment that the Commission follows Utah laws for open meeting processes and annual requirements.

4.2. Staff

Deputy Clerk Henry Davis reported that Zoning Administrator Erin Smith has been away since February 28th with an anticipated return by March 19th. Elizabeth Julian was hired as Town Clerk and Henry Davis as Deputy Clerk, both effective March 9th. Both are attending comprehensive training including the Utah Clerks

Association training in early April. All correspondence should be directed to clerks@boulder.utah.gov or include both clerks in emails.

4.3. Chair

Chair Tosta had no specific report beyond items covered in the meeting agenda.

V. APPROVAL OF PROPOSED MINUTES (Motion Required)

5.1. February 17, 2025, Regular Meeting

Chair Tosta noted that changes requested to the February 17, 2026 minutes had been incorporated by staff.

***Motion:** Commissioner Nick Vincent moved to approve the minutes from the February 17, 2026 meeting. Commissioner Elena Hughes seconded.*

***Vote:** Voice Vote – All members voted in favor.*

***Result:** Approved unanimously, 5-0.*

VI. PUBLIC HEARING (Public Input)

None scheduled.

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

7.1. Discuss and Take Action on PC Member Attendance at Upcoming Conference

Chair Tosta reported registration for the American Planning Association meeting in Bryce Canyon (April 8-10) and the Utah League of Cities and Towns mid-year conference in Saint George [April 22-24]. The APA registration was \$65 per person for group registration versus \$195 individual. Chair Tosta, Phoenix Bunke, and Town Council Liaison Tina Karlsson plan to attend. Commissioner Bach expressed interest in attending one of the conferences and had applied for a ULCT scholarship.

***Motion:** Commissioner Elena Hughes moved to approve travel expenses for up to three planning commissioners to attend upcoming conferences. Commissioner Phoenix Bunke seconded.*

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

***Result:** Approved unanimously 5-0.*

Budget Note: Planning Commission has \$1,080 remaining in training budget with reimbursement rates of \$110/night lodging and per diem rates for meals and mileage.

7.2. Discuss and Take Action on the Planning Commission Bylaws

Chair Tosta presented revised bylaws incorporating Town Council feedback and suggestions from Town Councilmember John Veranth. Key changes included compliance with Utah municipal code for public hearings, clarification that written comments would be summarized during hearings, and allowing public members to chair committees under commission member oversight.

***Motion:** Commissioner Elena Hughes moved to adopt the bylaws and transmit them to the Town Council. Commissioner Nick Vincent seconded.*

***Vote:** Voice Vote – All members voted in favor.*

***Result:** Approved unanimously 5-0.*

7.3. Discuss the General Plan

Chair Tosta presented a consolidated draft of General Plan sections worked on by individual commissioners.

Key Formatting Decisions Made:

- Goals with actions listed underneath (not policies)
- Goals stated as intended outcomes rather than starting with verbs
- Consistent color coding: Yellow for survey-based additions, blue for relocated content, pink for edits with strikethroughs

Action Item: All commissioners to use consistent formatting and submit revised chapters by April 14th

Environment Section: Commissioner Hughes noted minimal existing content requiring significant additions based on survey priorities around dark skies, open space, and clean air/water. The section needs community input for expansion.

Economy Section: Commissioner Bunke added survey-based content about job preferences and tourism tensions. Discussion occurred about whether tourism belongs in economy or land use sections. Clarification needed on agricultural economy language - Commissioner Bach noted concern about removing "major" from agricultural economy description.

Housing Section: Commissioner Vincent added two policies reflecting recent ordinance changes on lot size averaging and RSTR requirements. The section contains extensive existing policies requiring simplification.

Action Item: Commissioners Vincent and Bunke to collaborate on housing section refinement with community volunteer input.

Land Use Section: Chair Tosta consolidated 21 existing policies and created alternative simplified goals. Significant community discussion needed on zoning categories and land use designations.

Transportation Section: Commissioner Fuller to reformat his narrative report into goals/actions structure.

Additional Assignments:

- Development of Boulder tagline/theme (suggestions included "Land of Gritty Self-Reliant People")
- Community outreach to volunteers from previous forums for section-specific input
- Public forum planning for late April/early May

7.4. Discuss Zoning Code

Chair Tosta introduced Kevin Smedley's outline of common zoning ordinance components and proposed reorganizing Boulder's current zoning code using this structure as a framework. Given commissioner workload concerns with General

Plan revisions, zoning code reorganization postponed to next meeting with assignments to be made then.

VIII. GENERAL PUBLIC COMMENT

Tina Karlsson (Town Council Liaison) commended the Planning Commission for their thorough work and thoughtful approach to the General Plan revisions.

IX. CLOSING BUSINESS (Public Input)

Major Outcomes:

- Jen Bach officially sworn in as alternate Planning Commissioner
- Bylaws approved and ready to transmit to Town Council
- Conference travel & registration approved for up to three commissioners
- General Plan formatting and approach established
- **Key Assignments Due April 14th:**
 - Elena Hughes: Environment section (goals/actions format with survey additions)
 - Phoenix Bunke: Economy section (including tourism discussion)
 - Nick Vincent & Phoenix Bunke: Housing section collaboration
 - Darrell Fuller: Transportation section (reformat to goals/actions)
 - Jen Bach: Public Services section
 - Nancy Tosta: Land use section
 - All commissioners: Develop Boulder tagline suggestions
 - Community volunteer outreach for section input

The next regular meeting is confirmed for Tuesday, April 21, 2026, at 7:00 PM.

X. ADJOURNMENT

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

***Vote:** Voice Vote – All members voted in favor.*

***Result:** Meeting adjourned at 9:22 PM*

CERTIFICATE

BOULDER TOWN, STATE OF UTAH

/s/ Nancy Tosta, Planning Commission Chair

ATTESTATION:

Elizabeth Julian, Clerk

Date Approved by the Town Council: **April 21, 2026**