

BOULDER TOWN, UTAH PUBLIC NOTICE

Governing Body: TOWN COUNCIL

Notice Type: Information

VACANCY: PLANNING COMMISSION

Boulder Town is seeking applicants to fill the current vacancy on the Planning Commission. Serving as a Planning Commissioner is an excellent way to learn about land use, receive essential training, and directly contribute to informed, well-researched decisions that guide the town's growth and preservation.

What is the Planning Commission?

The Planning Commission plays a vital role in our local government by acting as an advisory board to the Town Council to review and make recommendations on matters related to land use, zoning, and development in accordance with the Boulder Town General Plan and the Utah Land Use, Development, and Management Act (LUDMA) (Utah Code Title 10, Chapter 9a).

Responsibilities of a Planning Commissioner

- Attend and actively participate in regular monthly meetings, as well as additional work meetings or training sessions as required.
- Collaborate with fellow Commissioners to arrive at fact-based, reasoned, and researched decisions on land-use matters:
 - Conditional Use Permit applications.
 - Subdivision applications (providing recommendations to the Town Council).
 - Proposed amendments to Land Use Ordinances, Zoning Maps, or the General Plan.
- Maintain the technical skills necessary for the position, including:
 - The ability to send/receive email and manage file attachments.
 - Competence in using the internet and locating information within Boulder's codified ordinances.
 - The capability to connect to virtual meetings.
- Occasional travel to training or conferences may be offered to assist with professional development in compliance with LUDMA, though this is optional.

Available Vacancy

Currently accepting applications for one open positions on the board:

- Seat 1: A partial, 4-year term, filling a current vacancy through December 2028.

How to Apply

1. **Submit in Writing:** A letter of interest in the Planning Commission vacancy must be received no later than **Tuesday, August 25, 2026**. You may submit your letter in one of three ways:
 - **Email:** Send it to townclerk@boulder.utah.gov.
 - **Drop Off:** Place a letter in the Town Office dropbox, which is located below the bulletin board to the right of the Community Center front door.
 - **Mail:** PO Box 1329, Boulder, Utah 84716
2. **Attend Town Council Meeting:** Plan to attend the next Town Council meeting **on Tuesday, September 1, 2026, at 7:00 PM** to formally present your application and answer any questions from the Town Council.

Questions?

If you are curious and want to learn more about this role, please contact Planning Commission Liaison Tina Karlsson at tina.karlsson@boulder.utah.gov or reach out to a current or previously serving Planning Commissioner or Clerk.

NOTICE

CERTIFICATE OF POSTING

This Agenda and Notice was publicly posted on the following locations:

- The Utah Public Notice website (<http://pmn.utah.gov>)
- Boulder Town's website (<http://www.boulder.utah.gov>)
- Boulder Town's Bulletin Board

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/s/ Elizabeth Julian, Town Clerk