AGENDA

THE REGULAR TOWN COUNCIL MEETING

WEDNESDAY, APRIL 17th, 2024 AT 6:30 P.M.

CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

This meeting will be a hybrid meeting held electronically by Zoom and also in person at the anchor site the Town Building.

If you have comments or concerns for the Council please attend or email them prior to the Meeting:

townclerk@castlevalleyutah.com or call 259-9828 M-W 9AM-1PM. Thank you!

PLEASE NOTE: ** HOW TO JOIN THE ZOOM CONFERENCE CALL**

Meeting ID: 660 541 0108 Passcode: 84532

Option 1 Dial-in phone number (US): (253) 215-8782 follow prompts.

Option 2 Join the online meeting (must have computer speakers and microphone):

https://zoom.us/j/6605410108?pwd=Q05sYm5qQ0lpNlY5TVp2bTU5VnZjQT09

Regular Town Meeting

Call to order and Roll Call

- 1. Open Public Comment
- 2. Approval of Minutes:

Public Hearing and Regular Town Council Meeting March 20 2024.

Special Town Council Meeting April 1, 2024

- 3. Executive Reports:
- *Water Agent and Water Committee Report John Groo/ CM O'Brien
- *Road Department Report- Dorje Honer
- *Planning & Land Use Commission- Colleen Thompson
- *Community Renewable Energy Act-CM Gibson
- *Fire District-M Duncan /Chief Drake
- *Treasurers' Report -Tory Hill
- 4. Correspondence: Mailboxes, Rocky Mountain Power
- **5**. Administrative Matters & Procedures: Town letters, Spring Clean Up wrap up (65 loads), Climber Camp update, CDBG Update, Dark Sky Community Sign.

NEW BUSINESS

- **6.** Discussion and Possible Action re: Recommendation for Janie Tuft to be appointed to the Planning and Land Use Commission.
- 7. Discussion and Possible Action re: Approval of letter to Treasure Bailey.
- 8. Discussion and Possible Action re: Approval of letter regarding Emergency Alerts.
- 9. Discussion and Possible Action re: Adopting Resolution 2024-2 Fee Schedule.
- 10. Discussion and Possible Action re: Building Permit Agent Standard Operating Procedures (SOP)
- 11. Discussion and Possible Action re: Dirt Distribution Policy.
- 12. Discussion and Possible Action re: Road's Purchase Order for Back Hoe tires for \$1603.98.
- 13. Discussion and Possible Action re: Grader purchase.
- 14. Discussion and Possible Action re: Website selection and contract.
- 15. Discussion and Possible Action re: Changing 6/25 TC Meeting date again.

UNFINISHED BUSINESS

- 16. Discussion and Possible Action re: Adopting Amendments to Ordinance 85-3. (tabled)
- 17. Discussion and Possible Action re: Adopting Amendments to Ordinance 95-6. (tabled)
- **18.** Closed Meeting (if needed)
- 19. Payment of the bills.

ADJOURNMENT

For Meeting Packets go to: https://www.utah.gov/pmn/index.html Government: select "Cites" Entity: select "Castle Valley" Body: select "Town of Castle Valley "Select this meeting and click on "Download attachments"

THE REGULAR TOWN COUNCIL MEETING DRAFT MINUTES WEDNESDAY, MARCH 20th, 2024, AT 6:30 P.M.

CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

**This meeting was a hybrid meeting held electronically by Zoom and also in person at the anchor site of the Town Building.

<u>Council Members Present:</u> Mayor Duncan CM Hill and CM Gibson at the anchor site, Council Members Holland, and O'Brien on Zoom.

Absent: None

Others Present at Anchor Site: Dorje Honer, Colleen Thompson, Kirk Cooley, and Ron Drake.

Others present on Zoom: John Groo and Leesa Smith.

M Duncan called the Meeting to Order at 6:30 PM, Buck called role.

Regular Town Meeting

1. Open Public Comment: CM Gibson had become concerned with an increase of bicycle tracks in washes on BLM land up towards Castleton Tower. She reported that she had spoken with Jennifer Jones at the BLM and Jones stated that bicycles are <u>not</u> allowed in washes. Gibson gave the BLM the coordinates of the effected washes and the BLM will be putting up appropriate signage.

2. Approval of Minutes:

Public Hearing and Regular Town Council Meeting February 21st, 2024.

CM Hill pointed out one typo; CM O'Brien also pointed out some awkward language that Buck fixed. CM Hill motioned to approve the Minutes as present with those corrections; CM O'Brien seconded motion passed unanimously with CM Holland abstaining.

3. Executive Reports:

*Water Agent and Water Committee Report - John Groo reported that the second round of measurements for the Water Budget study will be done April 2 and more sampling for chemistry will happen in May. April 16th there will be a workshop with the Water Advisory Committee (WAC), Town Council and the Planning and Land Use Commission where the WAC will share the information they have been working on for the Water Management Plan and other initiatives related to Watershed protection. The WAC has received the HESA (previous water study) peer review from Treasure Bailey (UGS), the review was very thorough, and it probably provides a better map of the aquifer than the study Treasure was reviewing. CM O'Brien agreed the analysis was excellent and it will help us to learn what studies still needs to be done. CM Holland asked that the Council get a copy of the peer review.

- *Road Department Report- Dorje Honer. CM Gibson thanked the Roads Crew for their work.
- *Planning & Land Use Commission- Colleen Thompson- Minutes provided.
- *Community Renewable Energy Act-CM Gibson updated the C-REP Board had discussed the legislative decision to change language in various bills/state code from" renewable energy "to "clean energy". Hopefully the language change may revert back in the future when and if there is more public support for renewable energy resources. Also, the new energy independence amendments makes it easier for RMP to continue to operate coal and gas plants even if it is not cost effective for residents in order to provide RMP with money to create a fire fund. C-REP asked for a letter of support for the EPA grant Item 9. CM Holland sked if our community should continue to support C-REP if it does not really support renewable energy. CM Gibson explained nuclear energy and clean coal are not included in the C-REP plan however they could be optional.

*Fire District-Chief Drake reported the State Division of Forestry, Fire and State Land will be having a training here April 6th. The Burn Window is now open until May 31st unless otherwise noted.

- 4. Correspondence: None
- 5. Administrative Matters & Procedures:

M Duncan recognized the 2024 Dark Sky Week Proclamation.

New Town letters -none. Council discussed the internship program through the Department of Workforce Services. This is a work experience program that could help with filling the ground keeping and Planning Commission clerk positions. This discussion resulted in the fact that supervision of the positions would not be time or cost effective for the Town at this time. The PLUC Commission and PLUC Clerk positions are still open.

NEW BUSINESS

CM Hill motioned to change the order of business placing Item 6 after Item 11. CM O'Brien seconded motion passed unanimously.

7. Discussion and Possible Action re: Memorandum of Understanding with Hansen Planning Group to update Subdivision Ordinance 2004-3.

M Duncan explained this update was a requirement by the State Legislature last year. The State is providing funding to have this work done. CM Holland asked and it was affirmed that this financing is only for the Subdivision Ordinance. And the resulting amended ordinance will pass through the Town PLUC public hearing and Council adoption process. CM Hill questioned what their deliverable will be and if we could incur extra fees for their service. Buck explained that Hansen will bill the State directly. Council had concerns about cost overages Buck will follow up with Hansen as to the possibility of our Ordinance costing more than the State would fund.

CM Hill motioned to approve the MOU with Hansen Planning Group to update the Subdivision Ordinance; CM Gibson seconded motion passed unanimously.

8. Discussion and Possible Action re: Approval of the 4.13.2024 Spring Clean Up Bid for \$4364.00. CM Hill vented again about increased costs. Discussion continued on raising the fee for extra loads, Buck pointed out that an increase would still be cheaper than residents having to drive to and pay the County landfill. It was decided to increase extra loads to \$40.

CM Hill motioned to approve the Spring Clean Up Bid for \$4364.00 and to increase the extra load fee to \$40.CM Gibson seconded, and motion passed unanimously.

- 9. Discussion and Possible Action re: Approval of the C-REP Grant letter of support.
- M Duncan explained this is the letter of support for an EPA grant to fill the funding gap between RMP costs and residential fees. CM Gibson will sign the letter on behalf of the Town Council.
- CM Hill motioned to approve the letter, CM Gibson seconded, and the motion passed unanimously.
- 10. Discussion and Possible Action re: Adopting Amendments to Ordinance 85-3.
- M Duncan explained that the Council has already seen these amendments and the PLUC has had its Public Hearing with no changes. CM Hill asked for and Council agreed to have legal review of the amendments. Buck added that has been our protocol to have all amendments reviewed before approval. CM Hill motioned to table Item 10 pending legal review CM Gibson seconded motion passed unanimous-
- ly.
- 11. Discussion and Possible Action re: Adopting Amendments to Ordinance 95-6.

M Duncan explained that the Council has already seen these amendments and the PLUC has had its Public Hearing with no changes. CM Hill asked for and Council agreed to have legal review of the amendments. CM Holland asked if a staff member will need special qualifications to do dirt disturbance reviews. M Duncan replied there would need to be some training and/or consulting. The hope is predominately to work towards mitigation prior to work. Some projects will need some engineering. Honer added he could also ask for a second opinion from Jeff Whitney and/ or Bill Hulse both have extensive flood plain management training. Thompson clarified the need for these amendments came about for when

significant amounts of dirt is moved on a lot in situations other than those included in a regular Building Permit.

<u>CM Hill motioned to table Item 11 pending legal review CM Gibson seconded motion passed unanimously.</u>

CM O'Brien left the meeting.

6. Discussion and Possible Action re: Adopting Resolution 2024-2 Fee Schedule.

M Duncan explained this was on the agenda to add Dirt Disturbance permit fees to the Fee Schedule this item was dropped pending legal review of those Ordinance amendments. Also, there may be some additional fee changes in the near future to add.

Administrative Addition

M Duncan reported that Grand County closed the Climbers Camp to campers because I never had the required permits to operate. The members of the Grand County Commission, County, Planning and Zoning and Utah Open Lands met and are trying to work through a solution. Primary is getting the toilet facility approved by the Health Department. To do that they need to get the road fixed so that a truck can get in and pump out the septic tank. Then the County is looking at options to grant a legal nonconforming use permit based on the camp's historical use. In the meantime it is open to day use only.

12. Discussion and Possible Action re: Approval of Newtek Website Design fee of \$2250.00.

M Duncan explained this option provides a template that Town staff uploads the data into. This fee would include Newtek migrating 5 pages of data. Buck added that there is a bunch of stuff that we could remove from the Town website. All agreed we don't need a fancy site with revolving pictures etc... Thompson asked what storage came with this plan had? There was some interest in changing email providers with this plan. Buck will find out more from Newtek. Meanwhile our renewal with Newtek comes up in April and we don't know if we can even renew the old cold fusion plan that was subcontracted through Neal.

<u>CM Hill motioned to approve \$2200 for the website provided there was enough storage, CM Gibson seconded, motion passed unanimously.</u>

UNFINISHED BUSINESS- None

- **13.** Closed Meeting (not necessary)
- 14. Payment of the bills.

CM Gibson motioned to pay the bills, CM Holland seconded, motion passed unanimously.

ADJOURNMENT

CM Hill motioned to adjourn, CM Gibson seconded, motion passed unanimously.

M Duncan adjourned the Meeting at 8:06 PM

| Approved: | Attested: | |
|-----------------------|--------------------------|---|
| | | |
| | | |
| | | |
| Jazmine Duncan, Mayor | Jocelyn Buck, Town Clerk | į |

SPECIAL TOWN COUNCIL MEETING DRAFT MINUTES MONDAY, APRIL 1st, 2024, AT 6:30 P.M.

CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

**This meeting was a hybrid meeting held electronically by Zoom and also in person at the anchor site of the Town Building.

<u>Council Members Present:</u> Mayor Duncan and CM Gibson at the anchor site, Council Members Holland, and Hill on Zoom.

Absent: CM O'Brien

Others Present at Anchor Site: Dorje Honer, and Colleen Thompson.

Others present on Zoom: Norman and Peggy Llewelyn

M Duncan called the Meeting to Order at 6:30 PM and called role.

- 1. Open Public Comment-None
- 2. Administrative; M Duncan announced the UDOT Hwy 128 Solutions Study meeting April 22. Buck had suggested the Town write a letter asking for one of those warning lights that flashes amber when the light is going to change to red. Too many vehicles run the red light at the intersection of 191 and 128.

M Duncan updated the Council that the Moab Post Office has put a request for new mailboxes.

Also, Colleen Thompson has stepped down from the Planning and Land Use Commission to serve as our interim Planning and Land Use Clerk. And we will continue to try to fill the open position on the PLUC. The Council thanked Thompson for her work.

NEW BUSINESS

3. Discussion and Possible Action re: Recommendation for Dorje Honer to be appointed to the Planning and Land Use Commission.

M Duncan thanked Honer for stepping up and she recommended Honer to the Council. Adding that he was a great help working with the PLUC on the dirt disturbance Ordinance language> He has a great work ethic as the Roads Manager and would be a good addition to serve on the PLUC.

<u>CM Hill motioned to appoint Dorje Honer to the Planning and Land Use Commission, CM Gibson seconded motion passed unanimously.</u>

The Council thanked Honer.

4. Discussion and Possible Action re: Building Permit Agent Standard Operating Procedures (SOP)

M Duncan explained it has become necessary to have some standard policies to provide support for the Town employees and also, so all residents are treated equally. Old language left it up to the Building Permit Agent's discretion as to when a survey would be required. This has caused some difficult situations especially when property owners think they know where their property lines are. We need to have a trigger point as to when we require a survey. This SOP requires a survey when a building is to be within 20 feet of the setback line on any side of the property. The other SOPs require site visits to confirm plat setbacks and protocol for getting permission for those site visits.

CM Hill motioned to approve the Building Permit Agent Standard Operating Procedures as presented; CM Gibson seconded, and the motion passed unanimously.

ADJOURNMENT

 $\underline{\mathsf{CM}}\ \mathsf{Hill}\ \mathsf{motioned}\ \mathsf{to}\ \mathsf{adjourn}, \ \mathsf{CM}\ \mathsf{Gibson}\ \mathsf{seconded}, \ \mathsf{motion}\ \mathsf{passed}\ \mathsf{unanimously}.$

M Duncan adjourned the Meeting at 7:16 PM

Approved:

Attested:

Town of Castle Valley

Road Department

Monthly Report February 2023

Dorje Honer April 11, 2024

ROAD MAINTENANCE

- Mowing/Vegetation Mitigation will begin shortly as weather permits and vegetation growth requires it.
 - o This may include grader/ditch work to improve drainage and/or to remove vegetation.
- Culvert clearing and drainage maintenance will continue over the coming months as weather permits.

PROJECTS

- Grading has begun and will occur when we have available moisture. Not all roads will be graded, and only
 problem spots will be graded.
- Backlot cleaned and prepared for Clean Up Day.

MATERIALS

Large material in the easement is planned to be recovered for large washout incidents.

REQUISITIONS

- Rear tire replacements for the backhoe.
- Various White Dump truck fixes/improvements. (See Equipment Report)

ACQUISITIONS

- Teeth (2) for backhoe bucket.
- Message trailer (Loaned from GC Sheriff's Office).

<u>EQUIPMENT</u>

- NOTE: Unlisted are operational, but may have issues.
- C6500 Dump Truck (White)
 - Starting Issue.
 - Potentially starter solenoid, replacement planned.
- Mower
 - Hydraulic Oil Cooling System Required. (In progress).
 - Potential power steering leaks found, fixes planned.
- Loader
 - Seal replacement work In Progress.
 - Non-Operable (Under Repair)

FACILITIES

Nothing to report at this time.

TRAINING

Nothing to report at this time

BUDGET

We are currently within our budget for the year.

INCIDENTS & ACCIDENTS

Nothing to report at this time.

WORK SCHEDULE

 The road crew works a flexible schedule (usually Mondays & Tuesdays) based upon: resources available, prioritization of work, weather conditions, and the private schedule of its employees. The road crew currently does not work on Sundays except for emergencies. Purpose: To provide an avenue for Pickup of Rock for armoring/disposal of excess fill Dirt.

General Cost Breakdown (Details Below):

- General Cost/Hour for Full Operation: \$150/Hour
- Per Material amount Cost: ~ \$5 \$15 / ton
 - 100% Rock Pile: ~ \$5 / Ton
 - o 30% Rock Pile (Minimum we should pick up): ~ \$15 / Ton with delivery of excess fill dirt.
 - Equipment/Operators: ~ \$150 / Hour
 - Estimated Material Amount/Hour: Avg 30 Tons / Hour
 - @ 30% Rock: 10 tons Rock/Riprap & 20 Tons Fill Dirt.
- Comparable Material Costs:
 - o 6" 9" Rip rap (rock) from LeGrand: ~ \$30 / Ton
 - Estimate Based on ~\$1100 / 33 Ton Truck & Pup
 - >9" Riprap/Rock: N/A
 - No local supplier.
- Requirements:
 - o For Both
 - Contract/Agreement with Property Owner
 - Use Emergency Easement as a template as it has had legal review?
 - Review/meeting with property owner & Road Manager prior to operation.
 - o Can decline based on: Grade, weight limit on road, accessibility, etc? aa
 - We will ONLY do the pickup/drop off, we will not do any finish work regarding it. (IE scraping w/ Backhoe, raking, landscaping etc.)
 - Full dump truck loads only?

- Pickup Only
 - Materials must be in piles accessible by a Backhoe.
 - We will NOT create a path/do any modification of the property other than getting the piles.
 - Route should have a weight limit of 10 tons or above (Backhoe)
 - 15 tons if the dump truck will be on property.
- Delivery
 - Material will be dumped in either a pile or spread via dump truck.
 - Dump site(s) should be accessible and fairly level.
 - Route on property should be rated for 15 Tons or above.
- Detail Costs:
 - o Equipment/Operators
 - Backhoe: ~ \$100/Hour

Operator: \$25-\$30/Hour

Lease: \$30-\$45/Hour

Upkeep: ~\$20/Hour

Other/repair: ~\$10/hour

- Dumptruck: ~ \$50/hour
 - Operator: \$25-\$30/hour
 - Upkeep: ~\$10/hour
 - Other/Repair: ~15/Hour

Town of Castle Valley

Road Work - Employee Summary

Between 3/1/2024 and 3/30/2024

EMPLOYEE: 004 / Mike Souza

Drainage Maintenance Total Hours: 5

Equipment Maintenance Total Hours: 1

Material Processing Total Hours: 10

Materials Hauling Total Hours: 13

Road Inspection Total Hours: 4

Mike Souza Total 33 \$825.00

EMPLOYEE: 012 / Dorje Honer

Grading Total Hours: 21

Snow Removal Total Hours: 1

Equipment Maintenance Total Hours: 3.5

Dorje Honer Total 25.5 \$816.00

EMPLOYEE: 013 / Dorje Honer

Drainage Review Total Hours: 1

Town Meeting Total Hours: 2.5

Other Meeting Total Hours: 3.5

Online Research Total Hours: 4

Other Travel Total Hours: 1

Training Total Hours: 4

Administration Total Hours: 7.5

Dorje Honer Total 23.5 \$587.50

Report Total 82 \$2,228.50

Town of Castle Valley

Road Work - Roads Summary

Between 3/1/2024 and 3/30/2024

ROAD: 002 / Bailey Lane East

Employee Total: \$50.00

Equipment Total: \$200.00

Material Total: \$0.00

Bailey Lane East Total:

\$250.00

Bailey Lane East Percentage of ReportTotal:

4.28%

ROAD: 007 / Castle Valley Drive

Employee Total: \$50.00

Equipment Total: \$200.00

Castle Valley Drive Total:

\$250.00

Castle Valley Drive Percentage of ReportTotal:

4.28%

ROAD: 022 / Lazaris Lane West

Employee Total: \$12.50

Equipment Total: \$15.00

Material Total: \$48.00

Lazaris Lane West Total:

\$75.50

Lazaris Lane West Percentage of ReportTotal:

1.29%

ROAD: 030 / Pope Lane West

Employee Total: \$545.00

Equipment Total: \$1,720.00

Material Total: \$648.00

Pope Lane West Total:

\$2.913.00

Pope Lane West Percentage of ReportTotal:

49.86%

ROAD: 032 / Rim Shadow Lane West

Employee Total: \$12.50

Equipment Total: \$15.00

Material Total: \$48.00

Rim Shadow Lane West Total:

\$75.50

Rim Shadow Lane West Percentage of ReportTotal:

1.29%

ROAD: 034 / Shafer Lane East

Employee Total: \$452.00

Equipment Total: \$1,550.00

Material Total: \$144.00

Shafer Lane East Total:

\$2,146.00

Shafer Lane East Percentage of ReportTotal:

36.73%

ROAD: 036 / Taylor Lane

Employee Total: \$32.00

Taylor Lane Total:

\$32.00

Taylor Lane Percentage of ReportTotal:

0.55%

ROAD: 049 / All Roads

Employee Total: \$100.00

Equipment Total: \$0.00

All Roads Total:

\$100.00

All Roads Percentage of ReportTotal:

1.71%

Report Total:

\$5,842.00



MEETING MINUTES REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION TOWN OF CASTLE VALLEY

Date: Thursday, April 4, 2024

Time: 6:30 PM

Place: #2 Castle Valley Drive—Castle Valley Community Center, and via Zoom.

Members Present: in person Jeff Whitney, Chairman Ryan Anderson, and new member Dorje Honer; remote

Marie Hawkins.
Absent: none

Others Present: in person Mayor Jazmine Duncan, David and June Harris, and Mike and Jane Carlisle; remote

John and Lesa Smith.

Clerk/Recorder: Colleen Thompson

CALL TO ORDER REGULAR MEETING

Chairman Ryan Anderson called the Regular Meeting of the Planning and Land Use Commission (PLUC) of Castle Valley (CV) on Thursday, April 4, 2024, to Order at 6:30 P.M.

1. Adoption of Agenda

Whitney moved to adopt the agenda as presented, seconded by Honer. All voted yes; the agenda was adopted.

2. Open public comment—None.

3. Approval of Minutes, Public Hearing and Regular Meeting of March 7, 2024.

Whitney moved to approve the Minutes of March 7, 2024 as presented. Hawkins seconded the motion. Whitney, Anderson, Hawkins voted Yes; Honer abstained. The motion passed.

4. Reports

Correspondence—None.

Town Council Meeting—Thompson (see packet). Thompson pointed out that the special Town Council meeting on 4/1 included news about replacement mailboxes (may or may not happen), and a warning light at the intersection of 191 and 128; directly affecting the PLUC: Dorje Honer was appointed as a new PLUC member; Thompson resigned from the PLUC in order to become the Interim Clerk while we look for a permanent clerk; and the Council approved some Building Permit Agent Standard Operating Procedures (to be addressed in the administrative part of our meeting tonight). We are currently in official Dark Sky Celebration Week although there are no special events planned locally.

BPA Report—Thompson (see packet). Anderson had a question about the permit on #121, whether the square footage was for the workshop only or for the entire eventual residence. Thompson said it's only the workshop.

Administrative & Procedural Matters

- Anderson welcomed Honer to the PLUC, and thanked Thompson for resigning in order to step in as the Interim Clerk.
- Thompson reported that the Town Council had approved some Building Permit Agent Standard Operating Procedures. Anderson asked for this to be read aloud for the record:



Setbacks. A recent survey with markers on the ground done by a registered land surveyor or civil engineer shall be required when the building will be within 20' of the setback line on any side of the property. A site visit shall be done for ALL permit applications to confirm all setbacks regardless of proximity to the property boundary, before approval of permit.

Site Visit Permission. Site visit meetings will be scheduled, or permission obtained in writing for each employee requiring an unaccompanied site visit, before entering the property.

NEW BUSINESS

1. Discussion and possible action regarding updated language in HOUSING DECOMMISSIONING COMPLIANCE CONTRACT FOR PREVIOUS STRUCTURES (NONROUTINE) (ref 85-3 Ch. 5.9).

Thompson explained that as BPA she frequently deals with Temporary Dwelling Permits, required for living in an RV, and in order to get a building permit the Town requires a legal Decommissioning Contract which promises the RV will be decommissioned as a dwelling within 30 days of the residence's Certificate of Occupancy.

Now for the first time in five years a situation has occurred where someone already living in a dwelling applies to build a replacement residence. There is a procedure for this in 85-3, but the existing Decommissioning Contract form needs to be updated because it quotes parts of 85-3 that have since been amended. Per Ordinance 95-6, land use applications and forms are updated by the PLUC and then reported to the Town Council.

Page 1 of the contract quotes the Definition of Dwelling from 85-3, and the following paragraph about Conversion of Existing Dwelling quotes chapter 5.9 of 85-3. These paragraphs have been updated in tonight's proposed form. The rest of the form, aside from some small formatting changes, remains the same.

It's necessary to approve this updated contract form because the next agenda item considers approving one for a building permit applicant.

For the record, Anderson read from the meeting packet: "The Decommissioning Contract is a legally binding contract that is recorded with Grand County. It is similar to what is required with a Temporary Dwelling Permit; the difference is that TDP Decommissioning Contracts can be routine (approved by the BPA), while the Conversion Decommissioning Contract, per 85-3 as below, is required to be Nonroutine and therefore requires PLUC review."

Whitney asked what was changed in the new version of the contract. Thompson explained that because of the State-mandated 2021 Internal Accessory Dwelling Unit amendment to 85-3, we had to amend our definition of Dwelling. Additionally, we made decommissioning requirements in 5.9 more specific as to decommissioning the kitchen range, partly as a result of suggestions by Whitney at the time. Because the contract quotes those parts of 85-3 it needed updating.

Thompson pointed out that the contract must be signed by the property owner/s and the PLUC Chair, all signatures being notarized, and then the contract is recorded by the County Recorder against the property deed. Eventually, after the decommissioning is accomplished, the BPA executes a Fulfillment Affidavit which is also processed by the County Recorder.

Honer moved to approve the Housing Decommissioning Compliance Contract for Previous Structures (Nonroutine) as presented, seconded by Whitney. Whitney, Anderson, Hawkins, and Honer voted Yes; the motion passed. The changed language will be reported to the Town Council.

2. Discussion and possible action regarding a HOUSING DECOMMISSIONING COMPLIANCE CONTRACT FOR PREVIOUS STRUCTURES (NONROUTINE) on Lot 284 (Harris).

Background provided by Thompson: the Harrises currently occupy a small building that was always meant to be temporary. They have now applied for a permit to build their eventual residence. This requires a Decommissioning Contract in order to approve the new permit, very similar to what is required of a Temporary Dwelling Permit. Page 3 of the contract states, in part, applicants must submit a floor plan of the dwelling to be decommissioned, showing the location of all sinks, toilets, showers, baths, cooking ranges, and

refrigerators. Harris's plan for the decommissioning of the current residence is attached. They plan to remove the kitchen range and associated peninsula as well as the refrigerator and some walls, to convert the building back into mostly storage. So they plan more than the minimum required. The existing sink will remain, as well as the bathroom; we do allow sinks and bathrooms in accessory structures. These plans are also listed in the contract text as well as the change of use in converting the building back to storage with an existing mechanical utility room.

Whitney asked if the Assessor's office is notified of these changes, so that they aren't being assessed taxes for a residence anymore? Thompson replied that's a good point, and she'll make sure the Building Department knows about the changes.

Mike Carlisle (?) asked if it is required to remove the 220 service. Thompson answered yes, that's listed in the decommissioning requirements. Whitney amplified that the Building Department can usually tell where a kitchen is intended, partly by the utilities, and address it appropriately.

Motion by Whitney to approve the contract application, Honer seconded. Whitney, Anderson, Hawkins, and Honer voted Yes; the contract was approved.

3. Discussion and possible action regarding BPA procedure for unpermitted buildings.

Speaking as BPA, Thompson reviewed the recent case of someone building a garage without a permit, and being unsure how to deal with it she declared it a Nonroutine Application requiring review by the PLUC. At that February 1, 2024 meeting Whitney stated we need guidelines about when unpermitted building—whether it's a reroofing job or building a whole structure—should it go in front of the PLUC, or should we simply make sure it's compliant, get all the paperwork in order, and then approve it, because the County tends to assess punitive charges routinely. Consequently, Thompson is suggesting a BPA procedure, not an ordinance amendment, for dealing with projects undertaken without a permit.

Whitney reiterated his previous points, which were that if the Permit Agent looks at it and it meets all our requirements, then the County imposes a double fee, which is standard. But if otherwise it's all compliant, then there's no reason for the Town to go any further. If it's not compliant, then definitely it needs to come to the PLUC and there needs to be either an exemption (rare) or even a demand that it be removed. That's not something the Permit Agent should have to deal with on their own.

Thompson read the proposed procedure:

Unpermitted buildings

- 1. Confirm Grand Canyon Building Department is aware of it.
- 2. Contact owner, send submission requirements.
 - 2a. If owner is unresponsive, make another attempt to contact by phone and email. Contact Grand County Building Department to coordinate response? Make a nonroutine determination and initiate PLUC review?
- 3. As soon as possible, confirm compliance with setbacks, square footage, height, and other zoning issues, and collect complete submission requirements.
 - 3a. If in zoning compliance, approve zoning (and on Grand County Application form, if applicable).
 - 3b. If not in compliance, make a nonroutine determination and initiate PLUC review.

In the subsequent discussion, regarding item 2a and the question-marked sentences, Thompson isn't sure what the BPA could do if contact attempts are simply ignored. Whitney pointed out it's really easy—just report it to the County Building Department. With input from Whitney, Thompson said she would edit #2a to read in



entirety "If owner is unresponsive, make another attempt to contact by phone and email. Contact Grand County Building Department to coordinate response."

Mayor Duncan had a question on #3a, should we approve it before they pay their County double fee? Thompson reminded everyone that the Town only approves the zoning portion of the building permit, the County and the Health Department proceed on their own schedule. But the County won't grant the building permit until the zoning is approved.

Moving on to #3b, if it turns out the project is not in compliance—is violating a setback or something, then it will be Nonroutine and be reviewed by the PLUC. The County would also issue a cease work order.

Whitney moved to send the edited procedure to the Town Council as a recommendation, seconded by Honer. Whitney, Anderson, Hawkins, and Honer voted Yes; the procedure recommendation for the Town Council was approved.

4. Discussion regarding Town zoning approval on Grand County building permit applications for mechanical, home-repair, and other projects that do not affect zoning issues (see 95-6 Sec. 1.1).

Thompson explained that as BPA she's not sure to what extent the Town should get involved in some projects that require a County building permit such as water heater replacements, electrical upgrades, or roof repairs. Ordinance 95-6 section 1.1 specifically cites "or for any other project that requires a Grand County Building Permit." There was discussion by Whitney about it making sense for the Town to approve new electrical service to a property, but not electrical upgrades. Mayor Duncan pointed out that 95-6.1.1 already gives the BPA discretion over submission requirements for any application. So for something not affecting zoning, BPA could just sign off on it as a matter of routine. It would require some coordinating with the County on how to do things in their database going forward.

Thompson also mentioned as an aside that she'd like to streamline some of the permit application forms (electrical and septic for example), where they either duplicate information the County is already collecting or are asking for technical data that nobody in the Town is qualified to assess anyway, and might be considered overreach. But that's a project for the future.

Thompson thanked the PLUC for the helpful discussion which pretty much answered her questions. Mayor Duncan said that there might need to be some adjustments on the fee schedule.

UNFINISHED BUSINESS—None.

CLOSED MEETING—Not needed.

In closing Anderson reiterated that we're looking for another PLUC member, and also still looking for a permanent PLUC clerk.

ADJOURNMENT

Whitney moved to adjourn the meeting. Honer seconded the motion. Whitney, Anderson, Hawkins, and Honer voted Yes.

Anderson adjourned the Meeting at 7:24 PM.

| APPROVED: | | ATTESTED: | |
|----------------------------|------|--------------------------------------|------|
| | | | |
| Ryan Anderson, Chairperson | Date | Colleen Thompson, Interim PLUC Clerk | Date |

HOUSING DECOMMISSIONING COMPLIANCE CONTRACT FOR PREVIOUS STRUCTURES (NONROUTINE)

LOT#

CASTLE VALLEY RIVER RANCHOS

STREET:

TOWN OF CASTLE VALLEY, UTAH PARCEL NUMBER: 09-0000-NAME OF LOT OWNER(S): MAILING ADDRESS:

PHONE:

GENERAL INTENT: The intent of the housing decommissioning process in the Town of Castle Valley is to maintain the one-dwelling-per-lot requirement of the zoning ordinance, but still allow residents and property owners to live in existing dwellings during their building phase in Castle Valley, and also allow the conversion of an existing dwelling to another use so that a replacement dwelling or residence may be legally constructed.

DEFINITIONS

DWELLING: Any building that contains one or two legally permitted Dwelling Units. Residing in additional structures, such as, but not limited to, Temporary Dwellings and other temporary structures that cannot be given building permits such as yurts and teepees, is not permitted if another structure is being used as a residence.

DWELLING UNIT: A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation (toilet, sink, and approved wastewater disposal system). Yurts, teepees, and other temporary structures that cannot be given building permits are considered Dwellings if used and occupied as a residence. Only one Kitchen as defined in this Land Use Ordinance is allowed per legally permitted Dwelling Unit. Additional Kitchens may be allowed in an Accessory Structure through an approved Conditional Use Permit.

CONVERSION OF EXISTING DWELLING TO AN ACCESSORY BUILDING: If a new Dwelling is to be constructed on a lot already containing an existing Dwelling, a legally binding contract between the property owner and the Town must be signed and recorded guaranteeing that the existing Dwelling will be decommissioned thirty (30) days after occupancy of the new Dwelling, before a building permit for the new building containing a Dwelling can be obtained. Conditions shall be placed by the Planning and Land Use Commission through nonroutine decommissioning contracts to effect the decommissioning of the existing Dwelling and conversion to an Accessory Structure. These conditions may include: removal of some of the fixtures, facilities, and plumbing that are part of what defines a Dwelling Unit in this land use ordinance such as the removal of circuits, or abandonment of both ends of the circuit, and gas line stubs used for cooking facilities, all the way to the attic or the crawl space; a statement of the intended new use, and guarantee that the building will never be used as a Dwelling regardless of length of time of occupancy. Decommissioning must occur within thirty (30) days after occupancy of the new Dwelling.

TIME FRAME: A decommissioned dwelling may be used as a dwelling for NO MORE THAN 30 (thirty) days after the occupancy of the new dwelling, whether permanently or intermittently, or receipt of a Certificate of Occupancy for the new dwelling from Grand County whichever occurs first.

INSPECTION: the applicant agrees to allow the Town of Castle Valley, through its officers or designated representatives, to inspect the dwelling which will be decommissioned to determine what facilities shall be removed and again after decommissioning is completed to ensure that the decommissioned dwelling is not being used as a dwelling. Inspections of subject property shall occur at a reasonable time after notification to the property owner.

DISCONNECTION FROM UTILITIES: In the event of any violation of this agreement, the Town of Castle Valley shall have the right to immediately and permanently order the disconnection of a decommissioned structure (previous dwelling) from any septic system, water system, or electrical system to which the decommissioned structure may have been connected, by means of a Court order or injunction to do so, or by any other lawful means.

PENALITIES FOR BREACH OF CONTRACT: Each offense is subject to a \$500 fine.

SEPARATE OFFENSE: Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such.

CONTRACT ENFORCEMENT COSTS: If a violation of this contract occurs, the owner agrees to pay all costs incurred by the Town of Castle Valley in correcting the violation, including court costs, reasonable attorney fees, and any other costs directly incurred by the Town of Castle Valley for the enforcement of this contract.

NON-WAIVER: If the town does not take action to enforce a violation of this agreement, the Town's inaction on one or more occasions shall not be deemed a waiver or forfeiture of the Town's right to enforce this agreement at any time thereafter.

| I will live in a temporary dwelling during the construction of my permanent dwelling. |
|--|
| YESNO |
| LIST SPECIFIC PLAN FOR DECOMMISSIONING THE PREVIOUS DWELLING: |
| REMOVAL: |
| OTHER (list specific fixtures/facilities to be removed): |
| |
| |
| CHANGE OF USE: Describe specifically what the existing dwelling will be used for after decommissioning. (No structure of any kind may be used as a dwelling for any length of time |
| unless it is a permitted dwelling): |
| |
| |
| |
| |

THIS CONTRACT MUST BE SIGNED BY THE TOWN OF CASTLE VALLEY AND THE APPLICANTS, WITH THE APPLICANTS SIGNATURE NOTARIZED, AND MUST BE RECORDED BY THE TOWN OF CASTLE VALLEY, IN THE RECORDER'S OFFICE OF GRAND COUNTY, UTAH, BEFORE IT IS A VALID CONTRACT AND BEFORE A PERMIT FOR ANOTHER DWELLING MAY BE ISSUED. ANY PERMIT ISSUED BEFORE THE COMPLETION AND RECORDATION OF THIS CONTRACT SHALL BE VOID.

| teeommenaarion. | | |
|--|--|---|
| | | |
| | | |
| eased or rented (or allowed of the new dwelling, as out submitted a floor plan of the oilets, showers, baths, cool fixtures or appliances not li- more fixtures or appliances | I to be leased or rented) as a lined under "Time Frame" s e dwelling to be decommiss king ranges and refrigerators sted on the floor plan the To within 30 (thirty) days of in connection from utilities and | e will never be used as a dwelling or a dwelling 30 (thirty) days after occupated to of this contract. Applicants have sioned showing the location of all sinks. If upon inspection there are addition own may require the applicants to remandation or have the decommissioned be subject penalties for breach of contracts. |
| | | |
| MENTIONED DECOMM | IISSIONED DWELLING | BE USED) THE ABOVE- AS A DWELLING ON MY LOT TIME FRAME" SECTION OF THI |
| Signature of Owner | Print Name | Date |
| Signature of Owner | Print Name ACKNOWLEDGMENT CER | Date |
| TATE OF | ACIE LO ADDOUBLA L'ELL | |
| COUNTY OF | | |
| On this day of | , in the year, before | e me,, a notary public |
| ersonally appeared | | , proved on the basis of satisfactory |
| | ne(s) (is/are) subscribed to this instrum | ent, and acknowledged (he/she/they) executed the sam |
| Vitness my hand and official seal. | | Notary Public Date |
| GANGE CAN | | |
| Signature of Owner | Print Name | Date |
| | | |
| ignature of Owner | Print Name | Date |
| | Print Name ACKNOWLEDGMENT CEI | |
| TATE OF | | |
| TATE OF | ACKNOWLEDGMENT CER | RTIFICATE |
| TATE OF OUNTY OF on this day of | ACKNOWLEDGMENT CER | e me,, a notary public |
| TATE OF | ACKNOWLEDGMENT CER | e me,, a notary public, a notary public, proved on the basis of satisfactory |
| TATE OF OUNTY OF day of ersonally appeared vidence to be the person(s) whose nar | ACKNOWLEDGMENT CER | e me,, a notary public, a notary public, proved on the basis of satisfactory |
| ersonally appeared | ACKNOWLEDGMENT CER | |

| Signature of Planning and Land Use Commission Chair/Vice Chair | Date | |
|--|------------------------|---------------------|
| | | |
| | | |
| Print Name | | |
| ACKNOWLEDGMENT CERTIFICATE | | |
| STATE OF | | |
| COUNTY OF | | |
| On this day of, in the year, before me, | | , a notary public, |
| personally appeared | , and did say that (| she/he) is the said |
| Chair/Vice Chair of the said Planning and Land Use Commission of the Town of Castle Valle | ey, and that the withi | n and foregoing |
| instrument was signed in behalf of said Town of Castle Valley by authority of Castle Valley | Γown Ordinance 85-3 | which designates th |
| said Planning and Land Use Commission as the Land Use Authority for approving Nonrouti | ne Decommissioning | Contracts, and who |
| proved on the basis of satisfactory evidence to be the person whose name is subscribed to this | s instrument, and ack | nowledged |
| (he/she/they) executed the same. | | |
| Witness my hand and official seal. | | TT 34-1/ |
| Notary | Public | |
| Date | | |
| | 1 | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

TOWN OF CASTLE VALLEY - Building Permits Report

Approval Date Between 2/15/2024 And 4/10/2024

| Approval Lo | Road | Owner | Туре | Purpose | Description | Height | Sq Ft <=19 | Sq Ft >19 |
|---------------|-------------------|------------------------|----------|-------------|-------------------------|--------|------------|-----------|
| 2/27/2024 190 | Shafer Lane East | Lamey, Robert J. & Pa | Building | Other | Certificate of Occupanc | 0 | 0 | 0 |
| 2/27/2024 020 | Chamisa Lane West | Curtis, Betty Ann | Building | Other | Certificate of Occupanc | 0 | 0 | 0 |
| 2/27/2024 019 | Chamisa Lane West | Lickstein, David & Lis | Building | Residence A | Convert garage to offic | 0 | 0 | 0 |
| 2/27/2024 | Chamisa Lane West | | Septic | Residence | Replace septic system | 0 | 0 | 0 |
| 3/7/2024 121 | Pace Lane West | Mavroleon, Judy & G | Building | Workshop | Workshop w/bath | 24 | 0 | 1800 |
| 3/13/2024 193 | Shafer Lane East | Mitchell, Stephen & R | Building | Residence | 3BR 2 BA res | 23 | 0 | 2743 |
| 3/25/2024 339 | Taylor Lane | Sensenbach, Max | Building | Garage | Garage w/bath | 13.5 | 992 | 0 |
| 4/5/2024 252 | Miller Lane West | Stark, Todd | Building | Residence A | Addition & basement | 17 | 1017 | 0 |
| 4/8/2024 108 | Pace Lane East | Metzker-Hansen, Reb | Building | Studio | Detached Bedroom | 13 | 932 | 0 |
| 4/9/2024 284 | Pope Lane West | Harris, David L & Meli | Building | Residence | 1br 1 ba residence | 18.75 | 1546 | 0 |

Town of Castle Valley Profit & Loss Budget vs. Actual July 2023 through June 2024

| | | Jul '23 - Jun 24 | Budget | % of Budget |
|-----|--|------------------------|-------------------|------------------|
| | ry Income/Expense | | | × |
| ır | ncome 4500 · Interest Income | | | |
| | 4501 · Interest Income | 34,904.16 | 15,000.00 | 232.7% |
| | Total 4500 · Interest Income | 34,904.16 | 15,000.00 | 232.7% |
| | 4100 · Tax Revenue | | | |
| | 4110 · Property 4111 · Current | 129,195.72 | 133,790.00 | 96.6% |
| | 4112 · Deliquent | 4,216.81 | 2,400.00 | 175.7% |
| | Total 4110 · Property | 133,412.53 | 136,190.00 | 98.0% |
| | 4150 · Sales Tax | 58,339.20 | 68,000.00 | 85.8% |
| | 4175 · Misc Tax 4176 · Motor Carrier | 464.32 | 480.00 | 96.7% |
| | 4177 · Fee in Lieu | 6,312.11 | 3,100.00 | 203.6% |
| | 4199 · Other Misc Tax | 1,526.19 | 1,600.00 | 95.4% |
| | Total 4175 · Misc Tax | 8,302.62 | 5,180.00 | 160.3% |
| | Total 4100 · Tax Revenue | 200,054.35 | 209,370.00 | 95.6% |
| | 4200 · Intergovernmental Revenue | | | |
| | 4211 · Add TrnL Road Tax | 5,555.93 | 5,600.00 | 99.2% |
| | 4210 · Class "C" Roads 4299 · Other Gov't Revenue | 62,889.11 26,141.25 | 38,000.00 0.00 | 165.5% 100.0% |
| | 4600 · Capital Project Income | | 0.00 | 100.070 |
| | 4660 · Goverment Grants (Capital Prjt) | 4,000.00 | | |
| | Total 4600 · Capital Project Income | 4,000.00 | | |
| | Total 4200 · Intergovernmental Revenue | 98,586.29 | 43,600.00 | 226.1% |
| | 4300 · Permits & Fees | 05.00 | 200.00 | 47.50/ |
| | 4310 · Water Agreements 4320 · Building Permits | 95.00 1,241.25 | 200.00 500.00 | 47.5% 248.3% |
| | 4330 · Business License/CUP | 680.00 | 360.00 | 188.9% |
| | 4399 · Other Permits & Fees | 330.00 | 150.00 | 220.0% |
| | 4300 · Permits & Fees - Other | 90.00 | | |
| | Total 4300 · Permits & Fees | 2,436.25 | 1,210.00 | 201.3% |
| | 4400 · Donation / Private Grants | 0.00 | 2 000 00 | 0.00/ |
| | 4420 · Scholarship 4499 · Other Donation / Private Grants | 0.00 2,400.00 | 3,000.00 | 0.0% |
| | Total 4400 · Donation / Private Grants | 2,400.00 | 3,000.00 | 80.0% |
| Т | otal Income | 338,381.05 | 272,180.00 | 124.3% |
| Gro | ss Profit | 338,381.05 | 272,180.00 | 124.3% |
| E | expense | | | |
| | 5100 · Administration 5110 · Payroll & Taxes | | | |
| | 5111 · Clerk | 22,965.41 | 30,212.00 | 76.0% |
| | 5115 · Mayor | 9,688.50 | 11,882.00 | 81.5% |
| | Total 5110 · Payroll & Taxes | 32,653.91 | 42,094.00 | 77.6% |
| | 5120 · Office Expenses | | | |
| | 5121 · Database | 400.00 | 0.500.00 | 00.004 |
| | 5120 · Office Expenses - Other | 2,390.38 | 3,500.00 | 68.3% |
| | Total 5120 · Office Expenses | 2,790.38 | 3,500.00 | 79.7% |
| | 5125 · Public Notices / Website | 720.29 | 2,200.00 | 32.7% |
| | 5130 · Elections | 0.00 | 12,000.00 | 0.0% |

Town of Castle Valley Profit & Loss Budget vs. Actual July 2023 through June 2024

| | Jul '23 - Jun 24 | Budget | % of Budget |
|--|-----------------------|------------------------|----------------|
| 5135 · Programs / Events | | | |
| 5136 · Scholarship | 0.00 | 3,000.00 | 0.0% |
| 5137 · Clean-up | 0.00 | 4,000.00 | 0.0% |
| 5139 · Other | 0.00 | 400.00 | 0.0% |
| Total 5135 · Programs / Events | 0.00 | 7,400.00 | 0.0% |
| 5150 · Professional Fees | 4.22 | | |
| 5156 · Appeal Authority | 0.00 | 1,350.00 | 0.0% |
| 5154 · Database | 0.00 | 2,000.00 | 0.0% |
| 5151 · Legal Fees | 1,837.00 | 11,000.00 | 16.7% |
| 5153 · Audit | 886.86 | 2,150.00 | 41.2% |
| Total 5150 · Professional Fees | 2,723.86 | 16,500.00 | 16.5% |
| 5160 · Dues / Memberships / Training | 599.56 | 2,500.00 | 24.0% |
| 5165 · Travel | 0.00 | 2,000.00 | 0.0% |
| 5170 · Telephone | 1,567.37 | 2,600.00 | 60.3% |
| 5175 · Insurance / Bonds | 8,240.85 | 10,000.00 | 82.4% |
| Total 5100 · Administration | 49,296.22 | 100,794.00 | 48.9% |
| 5200 · Community Building/Public Works | | | |
| 5280 · Road Shed Loan | 8,025.01 | 8,025.00 | 100.0% |
| 5210 · Payroll & Taxes | 2,831.28 | 6,000.00 | 47.2% |
| 5220 · Lease / MBA | 0.00 | 6,625.00 | 0.0% |
| 5230 · Utilities | 1,690.43 | 2,900.00 | 58.3% |
| 5240 · Maintenance Expenses | 1,495.14 | 4,790.00 | 31.2% |
| Total 5200 · Community Building/Public Works | 14,041.86 | 28,340.00 | 49.5% |
| 5300 · Planning / Land Use | | | |
| 5310 · Payroll & Taxes | 2 222 22 | 12222 | |
| 5311 · Permits Agent | 5,273.97 | 6,346.00 | 83.1% |
| 5312 · Clerk | 898.40 | 5,100.00 | 17.6% |
| Total 5310 · Payroll & Taxes | 6,172.37 | 11,446.00 | 53.9% |
| 5320 · Professional Services | 0.00 | 0.00 | 0.0% |
| Total 5300 · Planning / Land Use | 6,172.37 | 11,446.00 | 53.9% |
| 5400 · Water | | | |
| 5410 · Payroll & Taxes 5420 · Professional Services | 3,506.25 | 3,300.00 | 106.3% |
| 5421 · Water Study | 0.00 | 17,500.00 | 0.0% |
| 5420 · Professional Services - Other | 0.00 | 2,000.00 | 0.0% |
| Total 5420 · Professional Services | 0.00 | 19,500.00 | 0.0% |
| 5499 · Other Water | 1,941.25 | 0.00 | 100.0% |
| Total 5400 · Water | 5,447.50 | 22,800.00 | 23.9% |
| 5500 · Roads | | | |
| 5510 · Payroll & Taxes | 0.00 | 0.500.00 | 0.007 |
| 5514 · Training | 0.00 | 2,500.00 | 0.0% |
| 5511 · Road Supervisor 5512 · Road Staff | 10,723.34 5,913.38 | 29,340.00 17,160.00 | 36.5% 34.5% |
| | | | |
| Total 5510 · Payroll & Taxes | 16,636.72 | 49,000.00 | 34.0% |
| 5520 · Professional fees | 2.22 | 0.000.00 | 0.007 |
| 5521 · Roads Legal Fees | 0.00 | 2,000.00 | 0.0% |
| Total 5520 · Professional fees | 0.00 | 2,000.00 | 0.0% |

Town of Castle Valley Profit & Loss Budget vs. Actual July 2023 through June 2024

| | Jul '23 - Jun 24 | Budget | % of Budget |
|---|--|--|---------------------------------|
| 5530 · Road Equipment 5535 · Equipment & Tools 5534 · Leased Equipment 5531 · Fuel Oil / Supplies 5532 · Maintenance / Repair | 0.00 9,002.64 2,796.21 2,550.31 | 10,000.00 10,500.00 10,000.00 11,000.00 | 0.0% 85.7% 28.0% 23.2% |
| Total 5530 · Road Equipment | 14,349.16 | 41,500.00 | 34.6% |
| 5540 · Road Maintenance / Repair 5543 · Special Road Projects 5549 · Other | 13,273.74 | 15,300.00 | 86.8% |
| Total 5543 · Special Road Projects | 13,273.74 | 15,300.00 | 86.8% |
| 5541 · Road Work Contractors | 0.00 | 1,000.00 | 0.0% |
| Total 5540 · Road Maintenance / Repair | 13,273.74 | 16,300.00 | 81.4% |
| 5599 · Other Road | 0.00 | 0.00 | 0.0% |
| Total 5500 · Roads | 44,259.62 | 108,800.00 | 40.7% |
| 6000 · Capital Projects Expenses 6300 · Other Capital Projects Upper 80 Crossings 6350 · Vault Toilet | 26,700.00 | 0.00 | 0.0% |
| Total 6300 · Other Capital Projects | 26,700.00 | 0.00 | 100.0% |
| Total 6000 · Capital Projects Expenses | 26,700.00 | 0.00 | 100.0% |
| 6560 · Payroll Expenses | 0.00 | | |
| Total Expense | 145,917.57 | 272,180.00 | 53.6% |
| Net Ordinary Income | 192,463.48 | 0.00 | 100.0% |
| Net Income | 192,463.48 | 0.00 | 100.0% |
| | | | |

Subject

Re: Mailboxes

From

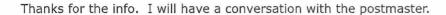
John Buchanan < caver 2005@gmail.com>

To

<townclerk@castlevalleyutah.com>

Date

2024-03-30 09:11



Please have the mayor and council members each take turns calling every week until it's done, too.

Or, find a grant to pay for the work and get it done sooner rather than later.

It's ridiculous that this obvious problem that affects most residents in the town has been festering for years without any attention or action. Shame on the town government.

Regards, John

John P. Buchanan geophotoscapes.com

On Fri, Mar 29, 2024 at 3:42 PM < townclerk@castlevalleyutah.com > wrote:

Hi John

The Town is aware of the condition of the mailboxes. We have been trying to get them replaced as well as more parcel boxes for a couple years .The Postal Service does have plans to replace all the boxes with new.But I could not get any more info on when stay tunned. And contact the Postmaster in Moab with your concerns.

Jocelyn



Certificate of Blue Sky® Renewable Energy Support in 2023





Thankyou

TOWN OF CASTLE VALLEY

for making a meaningful difference with Blue Sky.

In 2023, your business supported...



2,400 kilowatt-hours of renewable energy

which reduced your carbon footprint by...



3,004 pounds of carbon dioxide¹

and is comparable to how much energy...



3 solar panels would generate in a year²



Blue Sky products are Green-e® Energy certified and meet the environmental and consumer-protection standards set forth by the nonprofit Center for Resource Solutions. Learn more at www.green-e.org.

Carbon footprint reduction based on the difference between the 2023 Blue Sky (Block) mix and PacifiCorp fuel mix (PacifiCorp, 2023). Carbon dioxide equivalent, or CO2e, means the number of metric tons of CO2 emissions with the same global warming potential as one metric ton of another greenhouse gas (EPA.gov).

2 Solar panel generation based on a 300-watt solar panel operating at the EIA's 2022 average capacity factor for the U.S. of 24.4% (eia.gov).





*********AUTO**5-DIGIT 84532 1286 P-2 PII TOWN OF CASTLE VALLEY HC 64 Box 2705 Castle Valley, UT 84532-9608

Congratulations! YOU MADE AN IMPACT.

In 2023, your business supported...



2.400 kilowatt-hours of renewable energy,



which reduced your carbon footprint by 3,004 pounds of CO2e.



That's enough renewable energy to charge the average laptop for 40,000 hours.2





1,021,063 megawatt-hours of renewable energy.





That's enough energy to power 101.538 homes for a year.3





Community-based renewable energy projects funded since 2006.



BUILDING A BETTER TOMORROW!

Valuable community projects in your state are made possible each year, thanks to Blue Sky Block participants. Explore the projects you helped make possible at: rockymountainpower.net/ blueskyprojects

Your Opinion Matters!

We invite you to join the conversation about how the Blue Sky program can be most impactful to you. Please fill out this short survey to share your opinion:

> surveymonkey.com/ r/RMPBlueSky

Thank you!

Blue Sky® Block 2024 Prospective Product Content Label¹

Blue Sky Block is sold in blocks of 100 kilowatt-hours (kWh). Blue Sky Block is a Renewable Energy Certificate (REC) product and does not contain electricity, which is billed separately. A REC represents the environmental benefits of I megawatt hour (MWh) of renewable energy.

In 2024, Blue Sky Block will be made up of the following new renewable resources averaged annually.

| Green-e® Energy Certified New² Renewables in Blue Sky Block | 2024 | Generation location | |
|---|------|-------------------------------------|--|
| Solar | 27% | OR, WA, CA, ID, UT and/or the | |
| Wind | 73% | broader western region ³ | |
| Total Green-e® Energy Certified New Renewables | 100% | | |

- 1. These figures reflect the renewables that we plan to provide. Actual figures may vary according to resource availability. We will annually report to you before August 1 of next year in the form of a Historic Product Content Label the actual resource mix of the RECs you purchased.
- 2. New Renewables come from generation facilities that first began commercial operation within the past 15 years.
- 3. The western region is defined as the states listed above, plus AZ, CO, NV; parts of WY, NE, MT, NM, TX, and SD; the Canadian provinces of BC and AB; and the northern part of Baja California.

In 2022, the "basic fuel mix", the average mix of energy sources supplying Rocky Mountain Power customers, is 42.0% coal, 19.1% natural gas, 15.7% wind, 4.3% hydro, 6.0% solar, 0.4% geothermal, 0.4% biomass, 0.2% other and 11.9% unspecified. This information is based on Federal Energy Regulatory Commission Form 1 data. The Rocky Mountain Power "basic fuel mix" is based on energy production and not resource capability, capacity or delivered energy.

Rocky Mountain Power's basic fuel mix includes owned resources and purchases from third parties. All or some of the renewable energy attributes associated with wind, biomass, geothermal and qualifying hydro facilities in Rocky Mountain Power's basic fuel mix may be: (a) used to comply with renewable portfolio standards or other regulatory requirements, (b) sold to third parties in the form of renewable energy credits and/or other environmental commodities or (c) not acquired. As of March 30, 2023, not counting compliance use, approximately 34% of the renewable energy attributes associated with 2022 generation and purchases was sold to third parties or not acquired. This includes all renewable energy attributes associated with customer-enabled renewable resources. This percentage may increase upon subsequent company sale of renewable energy certificates representing 2021 generation.

The average Rocky Mountain Power residential customer uses approximately 758 kilowatt-hours per month (PacifiCorp, 2024).

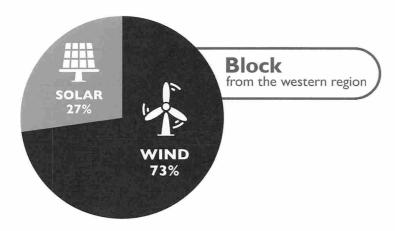


Blue Sky Block products are Green-e® Energy certified, and meet the environmental and consumer-protection standards set forth by the nonprofit Center for Resource Solutions. Learn more at www.green-e.org.

¹Carbon footprint reduction based on the difference between the 2023 Blue Sky (Block) mix and PacifiCorp fuel mix (PacifiCorp, 2023). Carbon dioxide equivalent, or CO2e, means the number of metric tons of CO2 emissions with the same global warming potential as one metric ton of another greenhouse gas (EPA.gov).

²Based on using a standard 60-watt laptop charger for one hour (EnergyUseCalculator.com).

³Based on the 2023 PacifiCorp system-wide average residential customer's electricity use of 838 kilowatt-hours per month (PacifiCorp, 2024).





Bruce Adams Board Chair



Relay - 711 Spanish Relay Utah 888.346.3162

Geri Gamber
Executive Director

Providing Services in Carbon, Emery, Grand, and San Juan Counties

PROVIDING SERVICES IN CARBON, EMERY, GRAND, AND SAN JUAN COUNTIES 252 S. Fairgrounds Rd. * PO Box 1106 * Price, UT 84501 * 435.637.5444 * Fax 435.637.5448

RE: Placer Creek North Low Water Crossing Alternate A Construction

April 11, 2024

Mayor Jazmine Duncan Mayor of Castle Valley HC 64 PO Box 2705 Castle Valley, UT 84532

Congratulations,

Your community has been awarded a Community Development Block Grant in the amount of \$220,000 for the **2024** program year. Your application was recommended for funding on **03/18/2024** by the Southeastern Regional Development Agency's Rating and Ranking Committee following the approved rating and ranking policies. Having met the initial eligibility requirements established by HUD and the Housing and Community Development Division, your next steps are summarized below.

- 1. Attend the mandatory in-person CDBG grantee workshop. This workshop provides important information that will help you administer a successful project. The workshop will be held Thursday, April 25, 2024 from 9:00 am to 4:30 pm at 1385 South State Street in Salt Lake City. You <u>must not</u> begin any part of the contractual process (procuring contractor) prior to completing the HUD environmental review process and executing the State CDBG contract. Project managers with previous experience managing CDBG projects *may* be excused from this training <u>if they receive approval from the state CDBG staff</u> in advance of the training.
- 2. Hold second public hearing. You must post & hold a 2nd public hearing prior to May 31, 2024. (Post on Utah Public Meeting Notice website). Please use the attached templates. They are also in the 2024 CDBG Application Policies and Procedures book. Applicants who don't post & hold the 2nd public hearing correctly by the deadline will not be funded.
- 3. Submit finalized CDBG application in WebGrants3 by May 31, 2024. Applications not submitted by the deadline will not be funded. You will be notified by the state CDBG staff as soon as all application requirements have been satisfied. Please contact me if you have any questions about your application.
- 4. Prepare/Submit Environmental Review & Execute state contract. The state CDBG contract cannot be executed until the project receives environmental clearance. All contracts must be returned to the state by September 30, 2024. Failure to complete the contracting process by this date will result in forfeiture of the grant funds.

This notice of grant award is not an approval to begin the committing/expending funds associated with this project and is contingent upon the State of Utah receiving the 2024 allocation from HUD.

Sincerely,

Commissioner Bruce B. Adams

CC: Ms. Jocelyn Buck, Castle Valley Town Clerk

CC: Zach Leavitt, State of Utah CDBG Program Manager

Treasure Bailley, PhD. Geologist, EPA Region 8

Dear Treasure.

This is to express our deep appreciation for your peer review of the Castle Valley HESA studies done by Ken Kolm and Paul van der Heijde. It is evident that you devoted much time and thought to it, and your report "wowed" us in every respect - the depth of the work, the integration of all the information from the HESA and other sources, the value of the summaries and comments, and last, but certainly not least, the quality of the writing.

Your peer review is exactly what we needed to continue making progress in understanding the Castle Valley aquifer. Hopefully, the water budget study currently being done by the UGS will fill in many of the blanks you identify.

Thank you again. Your work was everything we hoped for, and much more.

Castle Valley Town Council

Jazmine Duncan, Mayor

Harry Holland, Council Member

Tory Hill, Council Member

Bob O'Brien, Council Member

Pamela Gibson, Council Member

To whom it may concern,

The Town of Castle Valley is an isolated community in Grand County UT, we have a population of around 350, a median age of 65 years old and around 30% of our residents are second homes. During the national emergency alert test on October 4th, 2023, our residents did not receive the alert, it came to our attention that we wouldn't because although many residents are able to use cell phones over their internet service, we do not have cell coverage that is required to receive these alerts. Response times from mutual aid to this area can already be more than half an hour and gaps in communication can extend that time even further. In the event of disaster and the need for evacuation we do not have a reliable way to quickly reach all residents and visitors to the area. This area is adjacent to many public lands including Arches National Park, which are regularly visited and far from any services. Many second homeowners and visitors rely only on their cell phones for emergencies.

Current forms of communications are also reliant on power and with a history of outages in our area these can sometimes fail during the times we need them most. We are a small town with a small budget, and we prioritize disaster preparedness, but we can't solve these communication gaps on our own. We appreciate any help we can get in addressing these issues.

Item#9

-RESOLUTION 2024-x2-3

(This Resolution 2022–34-x dated June 15mm dd, 20242 supersedes any earlier dated Resolution 2020–8 and 2013–12022–3 and prior versions)

A RESOLUTION TO ADOPT A PERMIT APPLICATION AND FEE SCHEDULE

Whereas, upon public hearing, the Town of Castle Valley has determined that it is in the best interests of the citizens of Castle Valley that the Town accurately charge permit and application fees as well as fair penalties for violations of Town ordinances.

Whereas, the Town Council will annually review and update the Permit Application and Fee Schedule to ensure that the fees and penalties accurately reflect the cost of providing such services.

NOW, THEREFORE, BE IT RESOLVED THAT RESOLUTION 2022–34-x SHALL BE ENACTED ADOPTING THE 20242-PERMIT AND APPLICATION FEE SCHEDULE FOR THE TOWN OF CASTLE VALLEY AS FOLLOWS:

TOWN OF CASTLE VALLEY PERMIT APPLICATION AND FEE SCHEDULE

Contact: Building Permit Agent, Water Rights Agent, Road Supervisor By email or 435-259-9828

Land Use Application Fees are due upon receipt of the Land Use Application (Application) and are applied toward the actual cost in processing and reviewing the Application and performing required Town inspections. Additional costs incurred that exceed the Fees listed below are calculated per review of the submitted Application and are collected as part of the Total Application Fee. When further Professional Review from that listed below is deemed necessary, the Applicant must pay an Application Deposit Fee and may be required to enter into a written agreement with the Town, as provided for in Section 9.2 of Town Ordinance 85-3, as amended. The Total Application Fee, including the Application Deposit Fee and written agreement with the Town (if applicable), must be submitted as a condition of Town Land Use Application Approval or the issuance of any other Land Use Decision.

1) BUILDING PERMIT APPLICATION FEE:

Castle Valley Building Permits are required for all construction and alterations, including setting up or moving in a mobile, modular, or manufactured home; additions to external perimeter of existing structures; removal of part of a building; moving of walls; remodeling that changes the use of the building; re-roofing; fences higher than seven feet; decks and porches 30" above grade, covered, or attached to a structure; and retaining walls over 4 feet or that support a structure, and other structures that require a Grand County Building Permit. Note: Fee includes the cost of plan review (see also #3), drainage rLand Disturbance Review, electrical permit, final site review and signing of Certificate of Occupancy.

| \$40 | ft | sq. 1 | $200 \mathrm{s}$ | than | less | to or | equal | but | . ft. | sq. | 120 | than | greater | 1/Alterations | a. Construction | a |
|--------|--------|-------|-------------------|--------|-------|--------|---------|-------|-------|------|-----|------|---------|---------------|-----------------|---|
| \$90 | į. ft | sq. | 3500 | than | less | to or | equal | . but | . ft. | sq. | 200 | than | greater | n/Alterations | b. Construction | b |
| .\$140 | iq. ft | 0 s | n 700 | s than | r les | l to o | it equa | t. bu | q. f | 0 sc | 350 | than | greater | /Alterations | c. Construction | C |

2) PLAN REVIEW FEE.

When the proper evaluation of architectural plans submitted as part of a Building Permit Application requires the Town to retain outside professional services, additional fees may be incurred for applicant.

| | 3) | ADDITIONAL REVIEW: If an application or plan is deficient in required information, or plans undergo changes before or after final approval, additional fees may apply. | |
|---|---|--|--------|
| | | a. First time review of revised plans | ıum) |
| | / | CERTIFICATE OF LAND USE COMPLIANCE. Required to show that agricultural buildings, including greenhouses, adhere to Town of Castle | |
| ı | Lar | nd Use Regulations regarding setbacks, height, and square footage. | |
| | <u>5)</u> | As detailed in Ordinance 95-6. | |
| | | a. Land Disturbance Review as part of a building permit approval | |
| | | b. Land Disturbance Review not directly associated with a building permit approval | |
| i | | C. Land Distilludition Committee and Committ | 244347 |
| | <u>6</u> 7) | Submit a plot plan to show that setbacks adhere to Town Land Use Regulations for: existing structures, new structures, well service, solar installations, upgrades or changes of electrical meter, new or replaced furnaces, water heaters and other mechanical installations that require a Grand County Building Department Permit. (Fee of \$15 is charged if utilities are needed prior to building, for solar installations, or for upgrades.) | \$15 |
| | 78) | SEPTIC PERMIT | \$15 |
| | | Castle Valley Septic Permit application grants Land Use approval for an authorized septic system design signed by the Local Health Department. The CV septic application must be completed and approved by the Town before a septic system is installed. The Signature of the Local Health Department on the Grand County Building Permit Application is required before the Town Building Permit Agent signs the Grand County Permit Application. | |
| | 89) | TEMPORARY DWELLING PERMIT | . \$50 |
| | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | Required for all motor homes, travel trailers, campers, etc., used as occasional housing, temporary housing, or for housing during construction. If site visits are required, additional fees may apply. | |
| | 910 |) TEMPORARY DWELLING PERMIT BI-ANNUAL RENEWAL | \$30 |
| 1 | | If site visits are required, additional fees may apply. | |
| r | | | |
| ļ | 109 | TEMPORARY DWELLING DECOMMSIONING CONTRACTTEMPORARY DWELLING DECOMMSIONING FULLFILLMENT CONTRACT | |
| | | TEM OWART DAEDDING DECOMMOIONING FORDERED TO THE CONTRACT | 550 |
| - | 110 | TEMPORARY ACCESSORY DWELLING PERMIT (TAD) For medical purposes TEMPORARY ACCESSORY DWELLING DECOMMSIONING FULLFILLMENT | |
| | | CONTRACT | \$30 |
| | 1 <u>2</u> 4 |)INTERNAL ACESSORY DWELLING UNIT PERMIT (IADU) | \$75 |
| | 132 |) INTERNAL ACESSORY DWELLING UNIT PERMIT ANNUAL RENEWAL | \$30 |
| | 1 <u>4</u> 3 | CONDITIONAL USE/HOME OCCUPATION/PREMISES OCCUPATION PERMIT. | |

| Required for all home businesses, public buildings, daycare nurseries or centers, foster care homes, botanical nurseries, schools, churches, water reservoirs, ponds, dams, windmills, fences higher than four feet that enclose more than an acre of land. (Note: Fee includes first year optional Business License, if requested.) | |
|---|-------|
| a. Routine \$35 b. Nonroutine \$50 | |
| 154) CONDITIONAL USE/HOME OCCUPATION/PREMISES OCCUPATION PERMIT ANNUAL RENEWAL \$10 | |
| 165) OPTIONAL BUSINESS LICENSE RENEWAL \$10 (As part of a Home/Premises Occupation Permit) | |
| 176) WELL/WATER RIGHTS | |
| Water User Agreement and Accounting Form required | |
| 187) RIGHT OF WAY EASEMENT ENCROACHMENT-/EXCAVATION PERMIT | |
| 198) RIGHT OF WAY EASEMENT ENCROACHMENT-/EXCAVATION PERMIT EXTENSION \$15 Required for a 6 month extension for any work or disruption in the Town relight of way easements as outlined in Ordinance 2020-1. | |
| | |
| Variance Applications must receive a recommendation from the Town, after which the Town Clerk will transmit the recommendation, the Application, and other required information to the Variance and Appeal Hearing Officer for review. Additional Town expenses such as attorney and/or professional fees may be incurred by the Applicant. If the Variance Applicant withdraws their application prior to the Town Clerk transmitting the above information to the Officer, the funds remaining, after all administrative expenses and additional costs incurred by the Town have been paid and accounted for, shall be returned to the Applicant. | \$700 |
| Variance Applications must receive a recommendation from the Town, after which the Town Clerk will transmit the recommendation, the Application, and other required information to the Variance and Appeal Hearing Officer for review. Additional Town expenses such as attorney and/or professional fees may be incurred by the Applicant. If the Variance Applicant withdraws their application prior to the Town Clerk transmitting the above information to the Officer, the funds remaining, after all administrative expenses and additional costs incurred by the Town have been paid and accounted for, | \$700 |
| Variance Applications must receive a recommendation from the Town, after which the Town Clerk will transmit the recommendation, the Application, and other required information to the Variance and Appeal Hearing Officer for review. Additional Town expenses such as attorney and/or professional fees may be incurred by the Applicant. If the Variance Applicant withdraws their application prior to the Town Clerk transmitting the above information to the Officer, the funds remaining, after all administrative expenses and additional costs incurred by the Town have been paid and accounted for, shall be returned to the Applicant. | \$700 |
| Variance Applications must receive a recommendation from the Town, after which the Town Clerk will transmit the recommendation, the Application, and other required information to the Variance and Appeal Hearing Officer for review. Additional Town expenses such as attorney and/or professional fees may be incurred by the Applicant. If the Variance Applicant withdraws their application prior to the Town Clerk transmitting the above information to the Officer, the funds remaining, after all administrative expenses and additional costs incurred by the Town have been paid and accounted for, shall be returned to the Applicant. 210) APPEALS. a. Appeals regarding whether or not a Land Use Application is Routine or Nonroutine | \$700 |

The Mayor, the Council and staff for the Town of Castle Valley are hereby directed to take all administrative actions necessary to enforce this Resolution. Any fee inconsistent with the Resolution shall be void and superseded, to the extent of conflict herewith.

The fees and penalties established herein shall be effective immediately upon adoption of this resolution, and shall remain in full force and effect unless amended by the Town Council of the Town of Castle Valley.

This resolution shall take effect immediately upon its adoption by the Town Council.

PASSED, ADOPTED AND APPROVED by the Town Council of the Town of Castle Valley in open session on this xx day of xxxx, 2024.

Those voting AYE: Those voting NAY: ABSENT:

TOWN OF CASTLE VALLEY:

ATTEST:

[sig of Mayor]
Jazmine Duncan, Mayor

[sig of clerk]
Jocelyn Buck, Town Clerk

Official Seal of the Town of Castle Valley:

Item #9 B

-RESOLUTION 202<u>4-x</u>2-3

(This Resolution 2022–34-x dated June 15mm dd, 20242 supersedes any earlier dated Resolution 2020–8 and 2013–12022–3 and prior versions)

A RESOLUTION TO ADOPT A PERMIT APPLICATION AND FEE SCHEDULE

Whereas, upon public hearing, the Town of Castle Valley has determined that it is in the best interests of the citizens of Castle Valley that the Town accurately charge permit and application fees as well as fair penalties for violations of Town ordinances.

Whereas, the Town Council will annually review and update the Permit Application and Fee Schedule to ensure that the fees and penalties accurately reflect the cost of providing such services.

NOW, THEREFORE, BE IT RESOLVED THAT RESOLUTION 2022–3<u>4</u>-x SHALL BE ENACTED ADOPTING THE 20242-PERMIT AND APPLICATION FEE SCHEDULE FOR THE TOWN OF CASTLE VALLEY AS FOLLOWS:

TOWN OF CASTLE VALLEY PERMIT APPLICATION AND FEE SCHEDULE

Contact: Building Permit Agent, Water Rights Agent, Road Supervisor By email or 435-259-9828

Land Use Application Fees are due upon receipt of the Land Use Application (Application) and are applied toward the actual cost in processing and reviewing the Application and performing required Town inspections. Additional costs incurred that exceed the Fees listed below are calculated per review of the submitted Application and are collected as part of the Total Application Fee. When further Professional Review from that listed below is deemed necessary, the Applicant must pay an Application Deposit Fee and may be required to enter into a written agreement with the Town, as provided for in Section 9.2 of Town Ordinance 85-3, as amended. The Total Application Fee, including the Application Deposit Fee and written agreement with the Town (if applicable), must be submitted as a condition of Town Land Use Application Approval or the issuance of any other Land Use Decision.

1) BUILDING PERMIT APPLICATION FEE-

Town of Castle Valley Building Permits are zoning approval is required for: all construction and alterations, including setting up or moving in a mobile, modular, or manufactured home, portable shed, or shipping container; additions to external perimeter of existing structures; removal of part of a building; moving of walls; remodeling that changes the use of the building; re-roofing; fences higher than seven feet; decks and porches 30" above grade, covered, or attached to a structure; and-retaining walls over 4 feet or that support a structure; and or other structures or projects that require a Grand County Building Permit. Note: Fee includes the cost of initial plan review (see also #3), drainage rLand Disturbance Review, electrical permit, final site review and signing of Certificate of Occupancy.

| ut equal to or less than 200 sq. ft\$40 | a. Construction/Alterations greater than 120 sq. ft. |
|--|--|
| out equal to or less than 3500 sq. ft\$90 | b. Construction/Alterations greater than 200 sq. ft |
| but equal to or less than 7000 sq. ft\$140 | c. Construction/Alterations greater than 3500 sq. f |

2) PLAN REVIEW FEE.

When the proper evaluation of architectural plans submitted as part of a Building Permit Application requires the Town to retain outside professional services, additional fees may be incurred for applicant.

| 3) | ADDITIONAL REVIEW. If an application or plan is deficient in required information, or plans undergo changes before or after final approval, additional fees may apply. | | | | |
|--------------|--|--------|--|--|--|
| | a. First time review of revised plans. b. Subsequent reviews of revised or updated plans. c. Review of plans revised during construction. \$25/hr (\$25 minimals) \$25/hr (\$25 minimals) | imum) | | | |
| <u>4</u> 6) | CERTIFICATE OF LAND USE COMPLIANCE— Required to show that agricultural buildings, including greenhouses, adhere to Town of Castle Valley Land Use Regulations regarding setbacks, height, and square footage, and lighting. | No fee | | | |
| 5) | As detailed in Ordinance 95-6. a. Land Disturbance Review as part of a building permit approval. b. Land Disturbance Review not directly associated with a building permit approval. c. Land Disturbance Permit. \$35/hr (\$35 min) | \$35 | | | |
| <u>6</u> 7) | Submit a plot plan to show that setbacks adhere to Town Land Use Regulations for: existing structures, new structures, well service, solar installations, upgrades or changes of electrical meter, new or replaced furnaces, water heaters and other mechanical installations that require a Grand County Building Department Permit. (Fee of \$15 is charged if utilities are needed prior to building, for solar installations, or for upgrades.) No separate electrical permit is required if the electrical work is part of a building permit application. a. New electrical service, upgrades or changes to electrical meter, new or replaced furnaces or water heaters, or other mechanical installations (including non-electrical such as wood stoves) that require a Grand County building permit. b. Solar Energy System permit. | \$15 | | | |
| <u>7</u> 8) | SEPTIC PERMIT Castle Valley Septic Permit application-grants Land Use approval for an authorized septic system design signedapproved by the South East Utah Local Health Department. The CV septic application must be completed and approved by the Town before a septic system is installed. The Signature of the Local Health Department on the Grand County Building Permit Application is required before the Town Building Permit Agent signs the Grand County Permit Application. | \$15 | | | |
| <u>89</u>) | TEMPORARY DWELLING PERMIT | \$50 | | | |
| <u>910</u> | TEMPORARY DWELLING PERMIT BI-ANNUAL RENEWAL If site visits are required, additional fees may apply. | \$30 | | | |
| <u>10</u> 9 | TEMPORARY DWELLING DECOMMSIONING CONTRACTTEMPORARY DWELLING DECOMMSIONING FULLFILLMENT CONTRACT | | | | |
| 1 <u>1</u> 0 | TEMPORARY ACCESSORY DWELLING PERMIT (TAD) For medical purposes TEMPORARY ACCESSORY DWELLING DECOMMSIONING FULLFILLMENT | | | | |
| | CONTRACT | \$30 | | | |
| 1 <u>2</u> + |) INTERNAL ACESSORY DWELLING UNIT PERMIT (IADU) | \$75 | | | |

| | 132) INTERNAL ACESSORY DWELLING UNIT PERMIT ANNUAL RENEWAL |
|--|---|
| | 143) CONDITIONAL USE/HOME OCCUPATION/PREMISES OCCUPATION PERMIT. Required for all home businesses, public buildings, daycare nurseries or centers, foster care homes, botanical nurseries, schools, churches, water reservoirs, ponds, dams, windmills, fences higher than four feet that enclose more than an acre of land. (Note: Fee includes first year optional Business License, if requested.) |
| | a. Routine |
| | 154) CONDITIONAL USE/HOME OCCUPATION/PREMISES OCCUPATION PERMIT ANNUAL RENEWAL \$10 |
| | 1 <u>6</u> €) OPTIONAL BUSINESS LICENSE RENEWAL \$10 (As part of a Home/Premises Occupation Permit) |
| | 176) WELL/WATER RIGHTS |
| | 187) RIGHT OF WAY EASEMENT ENCROACHMENT-/EXCAVATION PERMIT\$50 Required for any work or disruption in the Town right-of-way easements as outlined in Ordinance 2020-1. This Permit expires 6 months from date of approval. Required for any work or disruption in the Town regight of way easements as outlined in Ordinance 2020-1. |
| | 198) RIGHT OF WAY EASEMENT ENCROACHMENT-/EXCAVATION PERMIT EXTENSION. \$15 Required for a 6 month extension for any work or disruption in the Town Permit Extension as outlined in Ordinance 2020-1. |
| | Variance Applications must receive a recommendation from the Town, after which the Town Clerk will transmit the recommendation, the Application, and other required information to the Variance and Appeal Hearing Officer for review. Additional Town expenses such as attorney and/or professional fees may be incurred by the Applicant. If the Variance Applicant withdraws their application prior to the Town Clerk transmitting the above information to the Officer, the funds remaining, after all administrative expenses and additional costs incurred by the Town have been paid and accounted for, shall be returned to the Applicant. |
| | 210) APPEALS. |
| | a. Appeals regarding whether or not a Land Use Application is Routine or Nonroutine |
| | 22+) LAND USE ORDINANCE VIOLATION. |
| | 1^{st} Offense |

The Mayor, the Council and staff for the Town of Castle Valley are hereby directed to take all administrative actions necessary to enforce this Resolution. Any fee inconsistent with the Resolution shall be void and superseded, to the extent of conflict herewith.

The fees and penalties established herein shall be effective immediately upon adoption of this resolution, and shall remain in full force and effect unless amended by the Town Council of the Town of Castle Valley.

This resolution shall take effect immediately upon its adoption by the Town Council.

PASSED, ADOPTED AND APPROVED by the Town Council of the Town of Castle Valley in open session on this xx day of xxxx, 2024.

Those voting AYE: Those voting NAY: ABSENT:

TOWN OF CASTLE VALLEY:

ATTEST:

[sig of Mayor]
Jazmine Duncan, Mayor

[sig of clerk]
Jocelyn Buck, Town Clerk

Official Seal of the Town of Castle Valley:

Proposed BPA Procedure

Unpermitted buildings

- 1. Confirm Grand Canyon Building Department is aware of it.
- 2. Contact owner, send submission requirements.
 - 2a. If owner is unresponsive, make another attempt to contact by phone and email. Contact Grand County Building Department to coordinate response.
- 3. As soon as possible, confirm compliance with setbacks, square footage, height, and other zoning issues, and collect complete submission requirements.
 - 3a. If in zoning compliance, approve zoning (and on Grand County Application form, if applicable).
 - 3b. If not in compliance, make a nonroutine determination and initiate PLUC review.

I tem#11

Town of Castle Valley Notice of Surplus Dirt Distribution Policy and Conditions

During the normal course of road and drainage maintenance, the Town of Castle Valley periodically accumulates large surpluses of dirt and fill material. In an effort to benefit the taxpayers of the Town, this material will be available free of charge under the following conditions.

- First come first served (Contact the Town Clerk to get on the list 259-9828)
- Quantity beyond two dump-truck loads will be determined by supply and demand to balance distribution.
- The supply is highly variable and the Town will distribute material only when surplus is available.
- Distribution is <u>limited to property owners</u> of the Town of Castle Valley (or their assigned agent as specified in a signed letter from the property owner).
- Distribution is limited to property located within the Town's boundaries.
- The material is <u>free</u> but hauling must be arranged by the property owner.
- The Town will use its front-loader to load the material into a <u>dump-truck of a</u> licensed contractor.*
- The material is in <u>AS IS</u> condition and the Town makes no claims that it is free of hazards of any kind, weeds, rock, or other debris.
- Hoarding of material <u>will not</u> be tolerated. Material must be transported from the Town lot directly to the assigned property and put to immediate use.
- The recipient agrees to not resell or barter this material for personal gain. A signed application and liability waiver recognizing these conditions and holding the Town harmless is required of the entity doing the hauling on behalf of the hauler and the property owner. The Town will require an application and liability waiver to be executed and delivered to the Town before the dirt material is loaded and removed from the Town lot. The application requires the lot number of the property owner where the fill material will be used, the name of the property owner receiving the material, the name of the hauler, the date of the receipt of the fill material, the number of truckloads of fill material requested and the vehicle license plate number of the vehicle receiving the fill material. The waiver and indemnification releases the Town from liability connected with the disposition of the material and requires the receiving party to indemnify the Town, its officers, employees and agents against any claims by third parties.
- If the conditions stated here are violated, the property owner and hauling company will no longer be allowed access to Town surplus dirt.

^{*} Unfortunately, due to liability concerns, the use of a private tractor is not possible. Small loads filled by shovel will be allowed but all requests must start with getting on the first come first serve list.

TOWN OF CASTLE VALLEY

Application, Release of Liability and Waiver

| Date: | Property Lot No.: |
|---|---|
| Property Owner Receiving Fill Material: | |
| Name of Fill Hauler: | |
| License Plate No. of Hauling Vehicle: | |
| Number of Truckloads: | |
| and agrees as follows. All of the information The Applicant understands that certain liabil of the dirt fill material provided by the Town no charge to the Applicant. The Applicant had against the Town of Castle Valley, its cacceptance and use of the fill material allow officers, employees and agents from all claim will be made against the Town, its officers, the condition of the fill material in any respective matter arising out of the receipt and us Applicant hereby agrees to hold harmless an officials, employees and agents from any an | nd indemnify the Town of Castle Valley, Utah, its d all liability arising out of receipt of the fill material ty against the Town under circumstances connected |
| | HAULER: |
| | By: |
| | (Signature) |
| | (Printed Name) |
| | PROPERTY OWNER APPLICANT: By: |
| | (Signature) |
| Witness: | (Printed Name) |

| Town of Castle Valley | | | | | | | | | |
|---------------------------------------|------------------------------------|---------------------|--------|--------------|----------------------------|-------------------------|----------|--|--|
| PURCHASE REQUISITION & PURCHASE ORDER | | | | | | | | | |
| | UPPLIER | | | APPROVAL | | | | | |
| Name: Grand Tire Pros | | | | PO #: 00 - | -04087024 | PO Issue Date: 04/08/24 | | | |
| Phone: 435-259-7 | 909 | Fax: | | Department: | Reads Dept. | 1 / | | | |
| Contact: Jeff | l <u>a managarana</u> | Who has been been a | | Requested B | v: Doge Honer | Date: 64/09/24 | | | |
| Required By Date: 04/ | THE RESERVE OF THE PERSON NAMED IN | | | Approved By | | Date: | | | |
| Item / Quote / Part # | QTY | UOM | Acct # | Eqt# | DESCRIPTION | Unit Price | Extended | | |
| Hecules 19,5224 R-4 Tire | 2 | PC. | | | Rear Backhoe Tives | 695.99 | 1,391.98 | | |
| Valve Stem | 2 | e:PC. | | | Valve Stem Replace (Weeded | 1800 | 3600 | | |
| Mount FeelLabor 2 pc | | | | Mounting Fee | 7800 | 15600 | | | |
| Tire Disposal | 2 | each | | | Disposal of eld tires | 1000 | 2000 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Notes: | | | | | | Total: 1,603.98 | | | |





Revize Website Services Sales Agreement

This Sales Agreement is between <u>Town of Castle Valley Utah</u> ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179

Date: 04-16-2024

CLIENT INFORMATION: REVIZE LLC:

Company Name: Town of Ca

Town of Castle Valley Revize Software Systems

Company Address:

HC 64 Box 2705

Troy, MI 48084

150 Kirts Blvd., Suite B

Company Address 2: Company City/State/Zip:

Castle Valley UT 84532

248-269-9263

Contact Name:

Website:

Jocelyn Buck 435-259-9828 townclerk@castlevalleyutah.com

Jocelyn Buck 435-259-9828

Billing Dept. Contact:

townclerk@castlevalleyutah.com

http://www.castlevalleyutah.com/index.cfm

The CLIENT agrees to purchase the following products and services provided by REVIZE:

| Quantity | <u>Description</u> | Price |
|----------|--|--------------------------------|
| 1 | Revize WEBGEN "Ready to Use" Website Design (pick a Design from pages 3 - 7)— includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee | \$1,000 |
| 1 | Content Migration – Revize will only move over up to 300 regular content pages and documents and use your existing site map "as is" for your new website. No calendar events will be migrated. Additional content additions, moving, or touch ups can be done by the client ongoing after website training and go live date. | Included |
| 1 | Revize CMS Annual Software Subscription (1 User), Unlimited Tech Support, Software Updates, SSL Security Certificate, and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit – annual fee | \$1,000 |
| 1 | Grand Total (1st year) Second year and onwards investment | \$2,000 \$1,000/year |

Four-year agreement. The annual fee will be a locked-in rate of \$1,000 for the first 4 years. If client cancels this sales agreement, without cause, before the sales agreement expiration date, the full amount of the 4-year agreement is still due. This agreement will automatically renew each year after four years of service, unless either party gives notice of cancelation by email and letter 60 days before the end of the annual one-year anniversary date. Revize requires a check for \$2,000 to start this Initiative. Annual services and website hosting start the day of the Kick Off project meeting.

CLIENT understands that the project completion date is highly dependent on their timely communication with REVIZE. CLIENT also agrees and understands that:

a. The primary communication tool for this project and future tech support is the REVIZE customer portal found at https://support.revize.com.

b. During the project, CLIENT will respond to REVIZE inquiries within 48 hours of the request to avoid any delay in the project timeline.

c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.

Terms:

- 1. Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.
- 2. Additional content migration, if requested, is available for \$4 per web page or document.
- 3. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, low quality images, or data that can reasonably be considered non-conforming to new website layout.
- 4. Limit of 2000 documents that includes pdfs/docs/images/excels etc
- Video/audio files are not permitted to be uploaded to web server. You can use a free service like YouTube or Revize offers streaming video server at additional cost.
- 6. This Sales Agreement is the only legal document governing this sale. If the contract is terminated before the expiration date, the full amount of the contract is still owed.
- 7. Both parties must agree in writing to any changes or additions to this Sales Agreement.
- 8. Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
- 9. Pricing expires in 30 days



| AGREED TO BY: | CLIENT | REVIZE |
|---------------------------------|-------------|-----------------|
| Signature of Authorized Person: | | |
| Name of Authorized Person: | | Tom Bisogni |
| Title of Authorized Person | | Sales Executive |
| Date: | | |
| Please sign and return to: | Tom Bisogni | tom@revize.com |

Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government organizations.

The applications and features are categorized into:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

CITIZEN'S COMMUNCIATION CENTER APPS:

- Home Page Alert
- Document Center with search bar
- FAQ Center with search bar
- News Center
- Photo Gallery/YouTube Video Upload
- Quick Link Buttons
- Revize Web Calendar Unlimited Calendars
- ✓ Language Translator over 100 languages

CITIZEN'S ENGAGEMENT CENTER APPS:

Social Media Sharing App

STAFF PRODUCTIVITY APPS:

- Image Manager
- Link Checker
- Menu Manager
- Website Content Archiving

SITE ADMIN & SECURITY APPS:

- Audit Trail & History Log
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor

MOBILE DEVICE AND ACCESSIBILITY FEATURES:

- ADA Compliant WCAG 2.1 AA
- Responsive Website Design (RWD) for great mobile phone viewing

Town of Castle Valley

Register: 1300 · General Accounts Unrestricted: Zions Operating

From 03/22/2024 through 04/19/2024 Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|------------------------|-------------------------|----------------|----------|---|---------|-----------|
| | | | | | | | | |
| 03/22/2024 | 9906 | | 1300 · General Accoun | Funds Transfer | 100.00 | X | | 19,003.25 |
| 03/31/2024 | | | 5100 · Administration: | Service Charge | 3.00 | X | | 19,000.25 |
| 03/31/2024 | eft | Zions Bank Liabilities | -split- | 87-0483404 F | 1,334.06 | | | 17,666.19 |
| 03/31/2024 | 9914 | Colleen R Thompson | -split- | | 909.73 | | | 16,756.46 |
| 03/31/2024 | 9915 | Dorje Honer | -split- | 110 | 1,167.53 | | | 15,588.93 |
| 03/31/2024 | 9916 | Janet M Gregory | -split- | -ayroll | 190.17 | | | 15,398.76 |
| 03/31/2024 | 9917 | Jasmine A Duncan | -split- | | 907.50 | | | 14,491.26 |
| 03/31/2024 | 9918 | Jocelyn F. Buck | -split- | | 1,967.24 | | | 12,524.02 |
| 03/31/2024 | 9919 | Mike Souza * | -split- | | 802.11 | | | 11,721.91 |
| 04/01/2024 | | | -split- | Deposit | | X | 400.00 | 12,121.91 |
| 04/01/2024 | 9920 | Desert West | 2000 · Accounts Payable | | | | | 11,995.14 |
| 04/01/2024 | 9921 | Zions Bank | 2000 · Accounts Payable | DS Sign, march | 4P236.68 | | | 11,758.46 |
| 04/01/2024 | 9922 | Emery Telcom | 2000 · Accounts Payable | | 173.04 | | | 11,585.42 |
| 04/01/2024 | 9923 | John W. Groo | 2000 · Accounts Payable | ř. | 912.50 | | | 10,672.92 |
| 04/01/2024 | 9924 | Rim to Rim Fire & S | 2000 · Accounts Payable | Friedlinguster | ≤ 206.26 | | | 10,466.66 |
| 04/01/2024 | 9925 | Rocky Mountain Po | 2000 · Accounts Payable | | 54.05 | | | 10,412.61 |
| 04/01/2024 | 9926 | Utah League of Citie | 2000 · Accounts Payable | Dues | 500.00 | | | 9,912.61 |