

MINUTES
REGULAR MEETING
OF THE PLANNING AND LAND USE COMMISSION
TOWN OF CASTLE VALLEY
THURSDAY, MAY 8, 2025 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 at the Town Building.

PLUC Members Present at anchor site: Co-chairs Ryan Anderson, Dorje Honer, PLUC Members Janie Tuft

Commission Member Present on Zoom: Marie Hawkins

Absent: Jeff Whitney

Present at anchor site: Building Permit Agent (BPA) Colleen Thompson, Mayor Jazmine Duncan, Egmont Honer

PLUC Clerk: Faylene Roth present at anchor site

CALL TO ORDER & ROLL CALL

Anderson called to order the Regular Meeting of the Planning and Land Use Commission (PLUC) of the Town of Castle Valley (CV) at 6:30 P.M. Roth called roll.

1. Adoption of Agenda

Honer moved to adopt the Agenda. Tuft seconded the Motion. Tuft, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously

2. Open Public Comment – None.

3. Approval of Minutes: April 3, 2025 Regular Meeting

Tuft moved to approve the Minutes. Honer seconded the Motion. Tuft, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

4. Reports - Correspondence: Roth reported some communications that will be discussed under a later agenda item.

Building Permit Agent Report – Thompson: April activity included a septic permit, residential building permit, temporary dwelling permit and decommissioning contract for Lot 146; a building permit for a shed on Lot 198; a residential electrical permit for Lot 99; and a residential building permit for Lot 367. A septic permit for Lot 363 is in the works in progress.

Procedural Matters: None

NEW BUSINESS -None

UNFINISHED BUSINESS

5. Discussion and possible action re: 2025 General Plan Survey

PLUC Members reviewed survey changes and edits made to date. New changes and edits are listed below.

Section B – Add introduction provided by the Town’s Water Advisory Committee (WAC)

B5 – Add 2nd question suggested by the WAC with its own introductory statement and yes/no response.

B7 – Okay as is.

Section C – On hold for input from Whitney, Anderson, and Cory Shurtleff.

D1 – Move to end of section.

D2 – Renumber and reorder responses to read: *Increased? Remain the same? Decreased.* Apply to any other question with this response.

D3 – Use a yes/no response and add lines for comment.

D4-D6 – Combined into one question and renumbered as D4.

D7 – Renumber as D5 and reworded.

D8-9 – Renumber and retain as is.

E1 – Delete.

E2-3 – Renumber and retain previous edits.

E4 – Retain previous edits and deletions. Reword choice E4D and renumber as E4C.

E5 – Delete

E6 – Retain deletion.

F1 – Delete I and change H to *Unofficial Castle Valley Facebook page.*

F2 – Retain edit.

F5 – Reword and get confirmation of CV tax percentage of Grand County total tax.

G1C – Retain deletion.

G1D – Renumber to G1C

G1E – Add “See J7” which will refer to the last statement in Section J and Renumber to G1D.

H1 – Add “Very dissatisfied” to response options.

H1a – Retain edit.

H2 – Developed wording for improved cell phone access.

H3 – Question regarding water moved to Section B: Water and Septic.

I1D – Retain deletion.

J2 – Retain edit and addition.

J4 – Delete.

J5-7 – Renumber to J4, J5, J6.

J7 – Added to direct potential volunteers to the website or to a specific person. We will need to have a volunteer form in place when surveys sent out.

PLUC members discussed timing of the survey/general plan process. Summer may not be the best time to send out a survey because of vacation travel but waiting too long shortens the time to tabulate, analyze, hold a public hearing, and update the last General Plan. Consensus is to mail in August and ask for return by early September. Results would be presented at October PLUC meeting.

Honer reported that he had researched the use of Google Forms as an online option. It would print sequential serial numbers on each survey, protect anonymity, and perform statistical analysis. The downside is that not everyone is comfortable with or has access to computers. A postcard could be sent giving survey takers the option to fill it out online or to contact the Town for a copy. Some did not think it a good idea to put the responsibility of getting a survey on the responders. Another option is to send everyone a survey with a distinct serial number and then give them the option of filling it in online using the serial number on their form or to deliver/mail it to the Town Office. The upside is that Google Forms would do the data entry for those surveys. Data entry can be done on paper surveys as they come in to save time. Second owners could still ask for one additional survey. Owners with multiple lots would get only one survey—as in the

past. They would be advised to make additional comments regarding concerns about separate properties.

The importance of anonymity was also discussed, which does limit options. Some proposed a survey question that asked responders to weigh in on the importance of anonymity. Others felt it was important to retain anonymity.

PLUC members were encouraged to look at Google Forms before the next meeting. Honer will prepare a review of how Google Forms works at the next PLUC meeting.

PLUC Members agreed that Anderson would call for an *ad hoc* meeting, if necessary, to get a final draft of the survey to Town Council Members at their June meeting.

Honer moved to table Item 5. Tuft seconded the Motion. Tuft, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

6. Discussion and possible action regarding updates to land use application forms, in order to align them with changes in procedure and recent amendments to Ordinances 85-3 and 95-6 (tabled):

- Nonroutine Solar Energy System (SES) Permit Application (update)
- Building Permit Information Sheet (update)
- Internal Accessory Dwelling Unit Permit Application (added 6.6.24)
- Septic Permit Application (approved 5.2.24)
- Electric Permit Application (approved 5.2.24)
- Land Disturbance Activity Review (approved 6.6.24)
- Routine Solar Energy System (SES) Permit Application (approved 8.1.24)
- Land Disturbance Activity Permit (approved 9.5.24)
- Certificate of Land Use Compliance (CLUC) Form to replace CLUC for Agricultural Use (approved 9.5.24)
- Agricultural Exemption Form (approved 3.6.25)
- Certificate of Occupancy Review form (added 5.8.25)
- Temporary Dwelling Permit Application form (added 5.8.25)
- Temporary Dwelling Permit Renewal form (added 5.8.25)
- Fulfillment of Decommission Contracts (approved 4.3.25)
- Three Acknowledgments – Geologic Hazard, Short Term Rentals, One Dwelling Per Lot (approved 5.8.25)

Honer moved to table Item 6. Tuft seconded the Motion. Tuft, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

Thompson explained that she had combined the three acknowledgement forms—geologic hazards, one dwelling per lot, and short-term rental—required for building permits into a one-page form for efficiency. Minimal rewording was made in the geologic hazard section to align with the other acknowledgements.

Honer moved to approve the new form. Tuft seconded the Motion. Tuft, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

Honer moved to retable Item 6. Tuft seconded the Motion. Tuft, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

CLOSED MEETING - None

ADJOURNMENT

Honer moved to adjourn. Tuft seconded the Motion.
Anderson adjourned the Meeting at 8:52 P.M.

APPROVED:

Ryan Anderson Co-Chair
Date
Dorje Hone, Co-Chair

Date

Faylene Roth, PLUC Clerk

APPROVED