#### AGENDA

# THE REGULAR TOWN COUNCIL MEETING WEDNESDAY, JUNE 18<sup>th</sup>, 2025 AT 6:30 P.M.

CASTLE VALLEY COMMUNITY CENTER - 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

#### Call to order and Roll Call

#### **Regular Town Meeting**

- 1. Open Public Comment:
- 2. Approval of Minutes: Public Hearing, MBA Special Meeting and Regular Town Council Meeting May 16, 2025.
- 3. Executive Reports:
- \*Water Agent and Water Committee Report John Groo/ CM O'Brien
- \*Road Department Report- D. Honer
- \*Planning & Land Use Commission-Faylene Roth
- \*Utah Renewable Communities-CM Gibson
- \*Fire District-M Duncan /Chief Drake
- \* I.T . Report Colleen Thompson
- 4. Correspondence: TBA
- **5**. Administrative Matters & Procedures: Town letters, BLM land sale. Reminder: Property Tax Public Hearing August 20, 2025. Treasurer Report schedule. 4th of July Pancake Breakfast/ Raffle.

#### **NEW BUSINESS**

**6.** Discussion and Possible Action re: Approval of the General Plan Survey.

#### **UNFINISHED BUSINESS**

- 7. Closed Meeting (If necessary)
- 8. 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"

# PUBLIC HEARING ON THE AMENDED FY 2025 BUDGET SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING

# AND THE REGULAR TOWN COUNCIL MEETING DRAFT MINUTES

#### WEDNESDAY, MAY 21st, 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 of the Town Building.

Council Members Present: Mayor Duncan, Council Members Gibson, Hill, and Holland.

Council Present on Zoom: CM O'Brien

Absent: None

<u>Present at the anchor site</u>: Colleen Thompson, Egmont Honer, Elizabeth Cate, Dorje Honer, Ron Drake, Brenda Short, Don and Tia Montoya, Mike Carlyle, Faylene Roth, Bill and Wendy Gustin, Scott Barnhart, and Ouri Malliris.

Others Present on Zoom: John Groo, Pam Hackley, HFH-Hollings? Unannounced 406-225-0021 and Mary Wakely

#### Call to order and Roll Call

#### SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING

M Duncan called the Meeting to Order at 6:33 PM, Buck called role.

**1.** Authorization of the annual Town Building CIB loan payment of \$7500.00. CM Hill moved to approve the Town Building CIB loan payment for \$7500.00; CM O'Brien seconded motion passed unanimously.

#### **PUBLIC HEARING**

Public Hearing on the Amended Budget for FY 2025

M Duncan called the Hearing to Order at 6:34 PM,

**Public Comment:** 

<u>Faylene Roth</u> asked what the \$181K Capital fund was used for. <u>CM Hill</u> explained \$147K was for the Backhoe and Grader purchase and \$30K was the Town's contribution to the Upper 80 crossing and \$10K was for the Water study. Roth asked how much money is still in the Capital Fund. <u>Buck</u> responded there is approximately \$500k.

<u>M Duncan</u> explained that with Truth and Taxation the public hearing on the property tax increase has to be after the preliminary tax notices are sent out from Grand County in July. So, the Public Hearing will be August 20th and the FY2026 Budget will be adopted after that

<u>Bill Gustin</u> stated there was a remarkable variance and why are we allowed to amend the budget mid-year. <u>M Duncan</u> explained we are almost at the end of our fiscal year, and we amend the budget every year, we try to get as close as we can but inevitably there is going to be something else, it is allowed. The variance is because of the capital projects. <u>Gustin</u> asked with the State audit is that variance a concern. <u>M Duncan</u> explained it will change the budget/ audit threshold, and we will be required to do a more detailed audit. <u>Gustin</u> asked why the road maintenance repair is so far off. <u>M Duncan</u> stated because we had disasters. <u>D Honer</u> explained that road equipment maintenance and repair has basically been underdone, last year during and after the floods the first thing we had to do was repair equipment so we could keep using it. Since then, we have been spending a lot more time and ef-

fort in maintaining equipment so it is viable and won't keep breaking down. Buck added that in amending we stay within the department line items, so that money to amend came from not having to lease a backhoe, because we took money out of capital and bought a backhoe. Honer added the Road Department has not gone over budget we have just shuffled money around within the Road's budget. Don Montoya asked if there were any applications for disaster recovery with the State or Federal government. M Duncan explained we don't meet thresholds for that kind of recovery. We are working with NRCS, which we did get some relief they are helping us match funding for the repair Castle Creek culvert. Unfortunately, we are limited by what we can match; NRCS did look at other areas along the drainages. If you have money for a match, you can do more things . Montoya stated that is a huge bite is there a way we could extrapolate rather than pay for it all at once. CM Hill stated we did also apply for CIB emergency funding but were denied, it was hard to get Federal funding for the Upper 80 crossing. We are between a rock and a hard spot as far funding goes. M Duncan added that to put this into perspective the year Moab had the major floods they did not meet the FEMA thresholds for recovery money. We don't even have the infrastructure to ever meet the FEMA thresholds. Scott Barnhart stated how much they appreciate how well run the Town is, we recognize there are a lot of services, and we support the property tax increase. Buck added that with grants there is always a match required and there is always a pre-paid reimbursement. We have to pay and then file for reimbursements and wait to be paid back. Brenda Short asked if the Placer creek crossing has been reimbursed. M Duncan responded yes, we just barely last week got reimbursed. We put money away every year since the last property tax increase 10 years ago specifically for capital projects. Don Montoya asked what line 5547-\$36,740.00 was for. M Duncan, CM Hill and Buck explained this was for engineering for the Castle Creek culvert; \$32000.00 will be reimbursed as part of the NRCS grant. NRCS covers 100% of the technical assistants/engineering part of the armoring protection of the crossing/culvert we have to cover the engineering on the actual structure. The \$520K includes the structure itself and our port ion/match of the armoring. Montoya asked if that was the current bid. M Duncan stated we have not put it out for bids yet, that amount is what we consider the max for the project, hopefully it will be less. Montoya stated he has worked on projects like this his entire life and there are many different methods to reduce/control stream bank erosion methods through engineering. M Duncan added that we are on an alternative now we looked at things that were much less expensive and then when the hydrology data came back it would not meet the volumes we have seen, what we have now is rated for 1500 cfs (cubic feet per second) basically severely under capacity for what we have seen. Honer explained what we are looking at now is an arch open bottom culvert that can handle 5000 cfs. Most of the costs are the excavation, installation of the culvert and repair of the road above it. Montoya suggested streambed erosion mitigation could reduce the need for the culvert cfs capacity. M Duncan added the NRCS funding requires specific design standards the engineering and project will be based on the hydrology data. Montova pointed out the Courthouse wash at the Utahraptor State Park required State engineering for stream bank mitigation. Honer added the last flood had Castle Creek at 3000-4000 cfs. Buck and CM Hill agreed that the June 2024 flash flood severely damaged the existing culvert and it could have easily run over the road which would have destroyed the road. Short asked where in the budget is the money for maintaining the side roads. Honer responded that it is under the road staff salary line items. Also, money is set aside every year to buy road material (gravel). Honer continued this last year priority has been to fix damaged drainages, so a lot of road surface work still needs to be done. M Duncan continued road maintenance is the primary reason for the property tax increase. Honer explained right now the road department budget can only afford a 2-day work week. Gustin asked if the property taxes will

have a fixed escalation every year. M Duncan explained we don't do increases often: we know that people are already paying too much and that Grand County keeps increasing our taxes. We also have a fair amount of sales tax revenue that has increased over the years to a point where we have not needed to raise property tax. Short asked how the Town gets sales tax without having businesses in the Valley. CM Hill explained some of the money generated from State sales tax on automobiles, boat, RV taxes and registration fees. Montoya asked why the budget jumped from \$391656 in 2024 to \$847370 in 2026. CM Hill explained the 2026 budget includes the Capital fund transfer of \$520K for the castle creek culvert. Every year we save our surpluses to our Capital fund account in order to save up to do capital projects such as the culvert and chip sealing Castle Valley drive. The only way to pay for these capital projects is to save our surpluses. Our 2026 operating budget property tax revenue will increase \$75K from \$135K to\$210k. The budget has to reflect capital funds used for projects. M Duncan appreciated all the questions please come back in August for the Public Hearing on the property tax increase. Roth asked how many more days per week the road department will work with the property tax increase. Honer hoped it would allow for 3-4 day work weeks. CM Hill thanked everyone for showing up.

#### **Regular Town Meeting**

M Duncan called the Regular Meeting to Order at 7:09 PM,

- 1. Open Public Comment: None
- 2. Approval of Minutes: Regular Town Council Meeting April 16, 2025.

<u>CM Hill moved to approve the April 16th Minutes, CM O'Brien seconded motion passed</u> unanimously.

- 3. Executive Reports:
- \*Water Agent and Water Committee Report John Groo reported the draft of Water Budget Study has been released. The Final will be released to the public in July. The Study is excellent; it contains valuable information for future water management and water rights strategies. CM O'Brien commented the Study is very, very well written and understandable for the layman. It was agreed the Study was money well spent. Groo expanded the Study information will help quantify the Aquifer and the dynamics of how water moves through it and interacts with surface water. Groo also explained that the Division of Water Rights website posts any new water rights filings. Two recent applications were an existing right extension the other was for a property in Willow Basin. Neither affected the Town's interests. Buck added the Water Study cost \$100,000.00; Utah Geologic Survey paid half, Federal and CIB grants paid for the rest except for the \$9000.00 contribution from the Town. \*Road Department Report- D. Honer explained all the dirt hauling in the valley was from cleaning out drainages / ditches to increase flow volume. And also, to create space to be able to clear debris effecting flow. Honer reported that most of the culverts plugged with tumbleweeds have been cleared out. Honer is still working with the BLM to get permission to work on Castle Creek up above Shafer Lane.
- \*Planning & Land Use Commission-Faylene Roth reported the General Plan Survey is getting close to being done and should go on to the Council in July and out to property owners in August. Ideas for increasing the promotion of the survey were discussed to try to get more surveys returned / input.
- \*Utah Renewable Communities-CM Gibson reported that the Public Service Commission has approved the URC solicitation packet. RMP still needs to file their program activation documents. \*Fire District-Chief Drake reported the Burn Window is closed. And the Fire District will be putting on a 4th of July Pancake Breakfast. M Duncan added that there are 2 open seats on the Fire District Commission; these positions need not be active firefighting positions.
- \* I.T. Report report provided. Colleen Thompson reported that after promising us there would be State funding for free email hosting she has since been informed the Town doesn't qualify.

Thompson is still looking into email storing and archiving options. Meanwhile the State keeps coming up with more cyber /I.T requirements.

4. Correspondence: None

**5**. Administrative Matters & Procedures: No Town letters. Election Declaration Week is June 2-6. The Property Tax Public Hearing is on August 20, 2025.

#### **NEW BUSINESS**

**6.** Discussion and Possible Action re: Resolution 2025-3 Adopting the Amended FY 2025 Budget.

CM Gibson moved to approve Resolution 2025-3 Adopting the Amended FY 2025 Budget, CM O'Brien seconded motion passed unanimously.

**7.** Discussion and Possible Action re: Resolution 2025-4 Adopting the Proposed FY 2026 Budget.

CM Hill explained this will be the budget up until the Public Hearing on the property tax increase in August after which the Council will vote on it in order for it to be the final approved FY 2026 Budget.

<u>CM Gibson moved to approve Resolution 2025-4 Adopting the Proposed FY 2026 Budget, CM O'Brien seconded motion passed unanimously.</u>

8. Discussion and Possible Action re: Payment of MBA CIB Loan for \$7500.00.

<u>CM Hill moved to make the CIB loan payment, CM Gibson seconded, motion passed unanimously.</u>

**9.** Discussion and Possible Action re: Approval of the "Public Land Sales Provision" Letter. Council complimented Holland on a great letter.

CM Hill moved to approve the "Public Land Sales Provision" Letter, CM Gibson seconded the motion passed unanimously.

**10.** Discussion and Possible Action re: Approval of Castle Creek Arch Culvert Project for up to \$520K Capital Funds.

CM Hill moved to approve Castle Creek Arch Culvert Project for up to \$520K Capital Funds and hoped we do not need to spend that much. CM O'Brien seconded, motion passed unanimously.

Drake asked why the project had changed from having an insert in the existing culvert to the arch culvert. M Duncan and Honer explained the latest hydrology studies showed the insert would further reduce flow volume. It is not cost effective for the Town to spend so much money for a less efficient culvert, especially considering the flashflood volumes we saw last year.

#### **UNFINISHED BUSINESS**

11. Discussion and Possible Action re: Water Agent Job Description/ Budget (tabled).

CM Hill moved to un-table, CM Gibson seconded, motion passed unanimously.

M Duncan explained this version has John Groo's input.

<u>CM Hill moved to approve the Water Agent Job Description, CM Holland seconded, motion passed unanimously.</u>

12 Closed Meeting (If necessary)

13. Payment of the bills.

CM Gibson moved to pay the bills, CM O'Brien seconded, motion passed unanimously.

#### ADJOURNMENT

M Duncan adjourned the Meeting at 7:55PM

Approved:

Attested:

Jazmine Duncan, Mayor

Jocelyn Buck, Town Clerk

#### **Town of Castle Valley**

#### **Road Department**

#### **Quarterly Report Q2 2025**

Dorje Honer June 15, 2025

#### ROAD MAINTENANCE

- \*Planned work locations are the higher priority, unlisted roads are still planned to have work done.
- General Road Maintenance
  - Due to dry conditions, grading will only be done as necessary and/or if there is sufficient moisture.
    - Grading touch-up Areas:
      - Planned:
        - o W. Pope, W. Miller, W. Shafer, W. Buchanan
      - Complete:
        - o E. Shafer, E. Miller, E. Buchanan, W. Bailey
- Flood Repair (Generic)
  - Culvert clearing and drainage maintenance/repair will continue over the coming months as weather, time, equipment, authorization permits.
    - Drainage Clearing
      - Drainage above Culvert cleared on Miller @ Lot #254.
      - Drainage Clearing between Shafer and Miller planned.
    - Various spot fixes after recent floods were fixed.
      - Most areas were south of Pace Lane, but also included Homestead.
    - Various culverts were cleared, and we are working from largest drainages to smallest.
      - Mosty Culverts are currently clear.
    - Began recutting of ditches along Castle Valley Drive.
      - Completed Areas: Castle Valley Drive @ Pace
      - In-Progress Areas:
        - Castle Valley Drive @ Pope, Miller, Buchanan.
  - Most of the Road restoration is complete, however there are still a few sections planned.
    - All roads were restored to passable condition.
    - Excess silt/material will be removed if it exceeds the amount that can be mixed with gravel.
    - Gravel will be spread on silty/muddy areas to improve surface condition.
      - Areas of Gravel Distribution:
        - o Sections of: E. Shafer, E. Buchanan

#### **PROJECTS**

- Flood Repair (Large Projects/Damage)
  - Placer Creek
    - More work will continue over the coming months to increase safe water levels along the Placer Creek Drainage.
      - Next Planned Area: Between Shafer and Miller along Placer.
    - Washout areas will be reinforced with large rock to fill in and hopefully prevent future washout.
      - Main reinforcement around Placer Creek @ Shafer Culvert complete.
  - Castle Creek.
    - Diversion Dam below the irrigation pond repair planned, awaiting authorization.
  - NRCS
    - We are working with NRCS to repair the main culvert under Castle Valley Drive (at intersection with Castle Creek). This work will be continuing over coming months and will likely take priority in most cases as there is a time limit on the financial aid provided by NRCS.
    - STATUS: We are currently waiting on designs from Jones & Demille Engineering.
      - Cultural Survey In final Review
      - UDWR & USACE Permits Awaiting Designs

#### **MATERIALS**

We will be filling out our budget for material shortly.

#### REQUISITIONS

- Mower Front Tire (2).
- Mower Rear Tire (1).

• 55 Gallon Drum (Hydraulic Oil)

#### **ACQUISITIONS**

- Bauer Cordless Drill.
- Various small parts for Cat 420F backhoe.

#### **EQUIPMENT**

- Mower
  - Non-Operational
  - o Rear Tire blown (Repaired).
  - Front Wheel bearing Failure (waiting on parts)
- MW24C Case Loader
  - o Doors Repaired.
- 2013 Cat 420F IT.
  - o 1000 Hour service complete.

**FACILITIES** 

Nothing to report at this time.

**TRAINING** 

Nothing to report at this time

**BUDGET** 

We are currently within budget.

#### **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.

# WORKING DRAFT (1) MINUTES SPECIAL MEETING OF THE PLANNING AND LAND USE COMMISSION TOWN OF CASTLE VALLEY FRIDAY, JUNE 13, 2025 AT 5:30 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 Member Ianie Tuft

Commission Member Present on Zoom: PLUC Member Marie Hawkins

**PLUC Members Absent:** Jeff Whitney

**Present at anchor site:** Building Permit Agent (BPA) Colleen Thompson, Peggy Llewellyn, Norm Llewellyn

PLUC Clerk: Faylene Roth present at anchor site

#### **CALL TO ORDER and Roll Call**

Anderson called to order the Special Meeting of the Planning and Land Use Commission (PLUC) at 5:30 P.M. Roth called the roll.

#### 1. Adoption of Agenda

Anderson requested reversing the order of business to move Item 7 ahead of Item 6. Honer moved to adopt the Agenda as amended. Tuft seconded the Motion. Honer, Tuft, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

- 2. Open Public Comment None
- 3. Approval of Minutes None.
- 4. Procedural Matters None.

**NEW BUSINESS** - None.

5. Discussion and possible action re: approval and addition of a new Temporary Accessory Dwelling (TAD) application form to the list of land use application forms that are currently being updated as detailed in Item 7 of this Agenda.

BPA Thompson requested to add a Temporary Accessory Dwelling (TAD) Permit form to the list of forms being updated in Item 7. One of the revisions she suggests is to remove single-wide trailers as an option and to allow only trailers and RVs which would be regulated in the same manner as temporary dwellings. Thompson also reported that corrections will be required in Ordinance 85-3 to align with new recommendations.

Tuft moved to add the TAD update to Item 7. Honer seconded the Motion. Tuft, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

- 7. 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 (added 5.8.25) (approved 4.3.25)

Three Acknowledgments – Geologic Hazard, Short Term Rentals, One Dwelling Per Lot (approved 5.8.25)

Honer moved to untable this item. Tuft seconded the Motion. Honer, Tuft, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

Thompson presented two forms which separate the initial application and the renewal form for Temporary Dwelling Permits (TDP). Originally, the two processes used the same form which was often confusing. She removed the requirement for VIN and license plate number which, she said, is not supported in Ordinance 85-3. PLUC Members believed retaining them could be useful in identification but suggested requiring them as either/or.

Honer moved to approve the TDP application and renewal form with the change to add a line for VIN or license plate number. Tuft seconded the Motion. Honer, Tuft, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

<u>Tuft moved to retable the item. Honer seconded the Motion. Tuft, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.</u>

#### 6. Discussion and possible action re: 2025 General Plan Survey

PLUC Members continued their review of the General Plan Survey questions. Colleen Thompson contributed suggested changes. Cory Shurtleff participated as both a professional planner and a resident of Castle Valley. Proofreading and formatting will continue. Changes made are listed below:

Intro – Dates will be updated. Thompson and Roth will rewrite the instructions if an online option is used.

B-Water source: Thompson has a better, shorter URL for the Water Management Plan.

- C Ordinances & Enforcement
- C The original Section 3 addressed livestock issues. It was deleted. Two questions regarding livestock have been added to the Community Life section. The question soliciting information about new ordinances was deleted. The last question in the Government section asks the same thing in a different way. The following section numbers have been renumbered.
- C1 Questions 1-5 regarding viewshed were deleted and replaced with one question regarding satisfaction with how the Town regulates height and square footage to protect viewshed, drainage, and rural character.
- C2 & C2a Questions retained regarding satisfaction with the complaint process.
- C3A & B Questions assessing satisfaction with Town ordinances have been reworded.

- D Community Life
- D1 Question regarding satisfaction with commercial activity was rephrased. Comment lines were added.
- D2 & 3 Questions added to assess views on how livestock and agriculture affect the quality of life in CV.
- D4 The median age was updated to 68.9 years based on U.S. Census Bureau data.
- E Government
- E5- Question regarding a tax increase was reworded.
- F Fire and Fire Prevention
- F1B Roth will contact Ron Drake to determine if the Firewise inspections are free. The question will be reworded.
- G Infrastructure
- G2 Changed "pursue" to "explore" regarding cell phone coverage.
- H Capital Improvement Projects & Other New Services no changes.
- I Let Your Voice Be Heard
- I1 Dark Skies added to list. Sustainable Community Practices changed to S...C...Activities.
- 12 Agricultural Uses changed to Ag... Regulations.
- I7 Added "in the future" to question assessing opinions on anonymity in the survey.
- I8 A volunteer form will need to be created for the Town website. Thompson offered to create it. Change dates in last informational paragraph.

PLUC members discussed logistics and cost of the mailing. Roth is waiting for a quote from Canyonlands Copy Center. The price of first class stamps will increase on July 13. She was asked to contact Grand County and Moab about using their bulk mailing permit. Another suggestion was to ask a local business. The current projection is to mail the survey by the end of July.

Honer moved to present this draft of the 2025 General Plan Survey to the Town Council recognizing that there will be formatting changes. Tuft seconded the Motion. Honer, Tuft,

Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

CLOSED MEETING - None

ADJOURNMENT

Anderson adjourned the Meeting at 7.59 P.M.

APPROVED:		ATTESTED:	
Ryan Anderson Co-Chair	Date	Faylene Roth, PLUC Clerk	Date
Dorje Hone, Co-Chair			

## TOWN OF CASTLE VALLEY GENERAL PLAN SURVEY

Thank you for taking the time to complete this survey. The purpose of the survey is to gather information from the community to help update the Town's General Plan, which is done every five years. The General Plan is prepared to reflect property owners' and residents' feelings, ideas, and views for the future of the Town. The Planning and Land Use Commission has the responsibility for preparing a survey to gauge owners' perspectives and to use that information to draft the General Plan. The Town will hold a public meeting to discuss the results of the surveys.

Your answers are a crucial part of this process. Not all questions need be answered. On each question, please fill in your answer or **circle your answer for multiple choice and yes/no questions**. Use the last page for fill-in questions that require more space to answer. Feel free to add further comment to any question using the back of the paper. Specific ideas and suggestions are the most helpful for the Town's planning. Please number with the question you're responding to.

If a second adult in the household wishes to complete a separate survey, contact the Town office for a copy. If you own more than one property and your answers for the other property would be substantially different, enter those comments on the back page. Do not photocopy this form. The Town wants to track the number of survey forms that are sent out and returned. To protect your confidentiality, please do not put your name or lot number on the survey. MAIL THE SURVEY IN THE ENCLOSED STAMPED ENVELOPE

#### POSTMARKED ON OR BEFORE XXXXXXXX, 2025, OR RETURN IT TO THE TOWN OFFICE BY XXXXX-XX, 2025. THERE IS A BLUE DROP BOX NEAR THE FLAGPOLE.

Serial # xxxxxxxxx

To fill in this survey online, go to https://----
Enter the Serial # above to access the survey.

Do not mail survey if completed online because each serial number will only be counted once.

(Note: this information may change.)

#### SECTION A—COMMUNITY PROFILE

A1	Are you a (circle all that apply):				
	Full-time Resident Part-time Resident	Renter	Non-Resident	Property Ov	vner
A2	Number of people in your Castle Valley household	d?			
A3	How old is each person in your household (please	list ages)?			*
A4	Number of years you have owned land in Castle				i g ti
A5	How many lots do you own?			Marin Control	: "
			-	4.7.	731
A6	Number of years you have been residing in Castle	e Valley?		ACP Samuel Y	
A7	If you are a registered voter is Castle Valley your	registered v	oting address?	Yes	No
A8	Are you currently renting out a home that you ow	n in Castle V	Valley?	Yes	No

A9 At what stage of development is your property? (circle all that apply; use back of Survey for additional lots) (Note: Without these notes the survey consists of 4 pages; we have to decide whether to add extra page or extend the survey into a 5<sup>th</sup> page or ask recipients to add their own page.) Permanent Housing Temporary Housing Actively Building Vacant A10 If you do not currently have permanent housing, or if you own additional lots, do you plan to build a residence in (circle one; use back of Survey for additional lots) 1-4 years 5 vears 10 vears Depends SECTION B—WATER & SEPTIC Water source The Town of Castle Valley recently approved a Water Management Plan (WMP). This document will guide the Town's policies and actions to protect our water rights and water quality for our Sole Source Aguifer. The Town works closely with the Utah Division of Water Rights and other entities to achieve these goals. As we know, water in the west is scarce, and likely to become more so. Factors such as drought and climate changes will continue to impact water supply. Please answer the following questions to help guide and support the Town's ongoing efforts to secure our water. These topics are detailed in the Water Management Plan, pp 2-5: https://castlevalleyutah.com. Click the Administration tab and choose Water. Then click on the Water Management Plan or use the following URL: https://webgen1files1.revize.com/castlevalleyut/Documents/Administration/Water/250319%20CV%20W ater%20Management%20Plan.pdf (Note: Colleen has better URL to insert) **B1** Do you have a well? (circle one; use back of Survey for additional lots) Yes No **B2** If yes, has the quality or quantity of your well changed within the past three years? (circle one; use back of Survey for additional lots) Yes No Don't know **B2a** If yes, what has changed? B3 If you do not have a well, why not (circle all that apply; use back of Survey for additional lots) Poor water quality Lack of water availability Cost of drilling Property undeveloped

**B4c** If not commercially delivered, what is the primary source of your water (*circle one*)?

Moab Castle Valley neighbor Rooftop

Many lots in the Town cannot produce an adequate quantity of water and/or good quality water for drinking and other uses via well installation that is not suitable for consumption. The WMP identifies several options for providing water to those lots. One option is a dedicated well with a small treatment

facility that supplies a "filling station" where residents could fill their own containers with potable water. The other option is use of a Town water truck to deliver non-potable water to cisterns on individual lots. Another option is researching the feasibility of installing a well for any and all residents to get water for a small fee. (See WMP pp4-5 on Town website at *castlevalleyutah.com*)

B5 Do you support the Town to continue researching options to provide residents whose lots produce little or no water and/or poor quality water with

5a non-potable water.

5b potable water.

B6 The Town has historically been concerned with aquifer and surface water protection and management. Would you support the Town exploring further restrictions and lot mitigations (circle one).

Yes No Comments:

#### Septic systems

Septic systems pose one of the biggest potential threats to our aquifer. Please help us learn more about existing systems and whether or not you favor certain septic monitoring practices:

**B7** If you have a septic system, when was it installed? In the last (circle one; use back of Survey for Over 15 years 10 – 15 vears additional lots) 0-5 years 5-10 years Don't Know

B8 When was your septic system last pumped? In the last (circle one; use back of Survey for additional lots) 5-10 years 10-15 years Over 15 years

0-5 years

Never Don't Know

#### SECTION C—ORDINANCES & ENFORCEMENT

C1 Currently, Castle Valley regulates height and square footage to protect viewshed, drainage, and rural character. Are the current regulations (circle one)

satisfactory?

too stringent?

too lenient?

C2 Enforcement of Town ordinances is primarily handled through the Formal Complaint Process. Do you favor the Town investigating other means to enforce ordinances? No Yes

C2a If yes, please identify specific mechanisms that might be considered. (circle all that apply)

Complaint-driven

Town can initiate

Hire code enforcement officer

Other

**C3A** Are there any Town ordinances you especially appreciate?

	<u> </u>
C3B Are there any ordinances you disagree with?	
SECTION D—COMMUNITY LIFE	
D1 Currently the Town allows home and premises businesses. Do you to commercial activity is satisfactory? too stra	think the current level of allowed ingent? too lenient?
Comment	
<b>D2</b> In a rural community that allows livestock and agriculture as a part of positive effects, if any, seem to increase quality of life?	of its community character, what
A ANN AND AND AND AND AND AND AND AND AN	riori, sp
	In the second
	of its community character, what
	of its community character, what
D3 In a rural community that allows livestock and agriculture as a part of negative effects, if any, seem to reduce quality of life?	of its community character, what

<b>D4</b> The median age of residents in Castle Valley is 68.9 years as of the July 1, 2024, U. S. Census Bureau update. How concerned are you about your ability to remain living in your home as you get older or if you have a health challenge at any age <i>(circle one)?</i>
A-Not concerned B-Low concern C-Medium Concern D-High concern
<b>D5</b> As people grow older, they may need services not usually required for younger people. On a scale of 1-5, with 1 being little interest/support and 5 being substantial interest/support, do you think the Town should:
AExplore the costs, benefits, practicality, and likely usage of a regular transportation service to Moab?
B Explore options for a visiting nurse to come to CV on a regular basis?
C Explore senior housing for seniors/caretakers other than the currently allowed temporary accessory dwelling units, and internal accessory dwelling units.
SECTION E—GOVERNMENT
E1 How do you receive news about the Town government? (circle all that apply)  A—Town Website  B—Attending Meetings C—Word of mouth  D—Email  E—Bulletin board F—Town Mailings I—Other
Comment:
E2 If you use the Town website (castlevalleyutah.com), do you find it easy to use, with useful information? (circle one)  Yes No
E2a Please suggest changes that will assist your use of the website.
Since the state of
E3 Are you on the Town email list? (circle one)  (If you wish to be on the Town email list, send your email to townclerk@castlevalleyutah.com.)
E4 The Town has several part-time employees. It relies on volunteers to fill positions on the Town Council, the Planning and Land Use Commission, and other ad hoc committees. Would you consider serving on the Town government (see H8)? (circle one)  Yes No Maybe
E5 The Town operates on a relatively small operating budget excluding capital projects. The Town received only 9.2% of your total County property taxes in 2024. This portion of the County property tax is the primary source of Town revenue. The Town's property tax rate was last raised in 2016. Do you favor raising property taxes, as needed? ( <i>circle one</i> )  Yes No

E6 Do you favor increasing Town property taxes to hire more staff and/or increase the hours and/or pay of current staff? (circle one)  Yes No
E7 Are there any important issues that the Town government is not addressing?
SECTION F—FIRE AND FIRE PREVENTION
<b>F1</b> Castle Valley properties are vulnerable to wildfire because of the extensive vegetation on most properties. Cheatgrass, dead tumbleweeds and other weeds, dead sage or trees are highly flammable. The Castle Valley Fire Department, and other agencies, encourage making your property Firewise safe, that is defensible against fire. See the Town and Fire Department websites on preparing fire defensible properties.
A Has the Utah Division of Forestry, Fire and State Lands conducted a free Firewise inspection of your lot in the (circle one)  past 5 years past 10 years Never
<b>B</b> Trained members of the Castle Valley Fire Department conduct free wildfire hazard lot assessments on all Castle Valley properties. Would you use the service? (circle one) Yes No Maybe
C Would you be willing to hire people to clear vegetation around your property, if the service was available? (circle one)  Yes No Maybe
<b>D</b> The Fire Department members are all volunteers. Do you have suggestions on how the department can recruit and retain new and younger members? (See H8)
SECTION G—INFRASTRUCTURE
G1 How do you feel about the condition/maintenance of the road you live on? (circle one)  Very satisfied Satisfied It's OK Dissatisfied Very dissatisfied  G1a Do you have any suggestions for improvement?
22 25 year nave any suggestions for improvement.

#### SECTION H—CAPITAL IMPROVEMENT PROJECTS & OTHER NEW SERVICES

	- 20 0 0 19
<b>H1</b> P1	lease prioritize the following projects that may require additional taxes or fees. Rate each with 0-3:
	0 = Do Not Favor if Additional Fees/Taxes are Needed to Fund
	1 = Low Priority $2 = Medium Priority$ $3 = High Priority$
$\mathbf{A}$	Side road improvement beyond what is currently budgeted.
В	Drainage work beyond what is currently budgeted.
C	Purchase of additional needed equipment for the Town Road Department.
D	Suggest other improvements
	<u> </u>
SECT	TIONI—LET YOUR VOICE BE HEARD
	hich community values and policies do you believe the Town should continue to protect and
mainta	ain? Please prioritize the following community values by rating each with 0-3:
	0 = Do Not Favor Continuing to Protect and Maintain
	1 = Low Priority 2 = Medium Priority 3 = High Priority
A	Water Quality H Dark Skies
В	_Air Quality I5-Acre Minimum Lot Size
C	_Protection of Aquifer J Single Family Dwelling per Lot
D	_Scenic Views K Renewable Energy Technologies
E	_Open Space L Sustainable Community Activities
F	_Tranquility/Silence MSustainable Agriculture
G	Wildlife Habitat
$Other_{\underline{}}$	
	Which issues do you believe the Town should make a high priority to develop or improve upon?
Plea	ase prioritize the issues below by rating each with 0-3:0 = Do Not Favor Continuing to Develop or
	Improve Upon
	1 = Low Priority $2 = Medium Priority$ $3 = High Priority$
	A Fire Prevention E Agricultural Regulations
	BEvacuation Policies and Plans FRoad Maintenance
	CAnimal Control GRoad Improvements
	<b>D</b> Emergency Preparedness
0.1	
Other_	

**I3** Please share any additional concerns or suggestions to help address any issues that you indicated in I1 and I2 above:

8	
The state of the s	
4 What do you like best about life in Castle Valley?	,
1 V	
5 What do you like least about living in Castle Valley?	AC 600
6 Please tell us about your vision for the Valley. What would would you like to have change?	you like to have stay the same? What
	*
77. Is it important that this survey be anonymous? (circle one)  18 If you would like to be contacted or receive more inform with the Town, please go to the Town website (castlevalley)	

Additional Comments on back (please identify the question by number):

information form.

MAIL THE SURVEY IN THE ENCLOSED STAMPED ENVELOPE POSTMARKED ON OR BEFORE XXXXXX 20, 2025, OR RETURN IT TO THE TOWN OFFICE BY XXXXXX XX, 2025. THERE IS A BLUE DROP BOX NEAR THE FLAGPOLE.

# WORKING DRAFT (1) MINUTES REGULAR MEETING

## OF THE PLANNING AND LAND USE COMMISSION TOWN OF CASTLE VALLEY

# THURSDAY, JUNE 5, 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, Jeff Whitney (8:35 pm)

PLUC Member Present on Zoom: Marie Hawkins

Absent: None

Present at anchor site: Building Permit Agent (BPA) Colleen Thompson, Cory Shurtleff

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 6:31 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: May 8, 2025 Regular Meeting

Honer requested a word change in the Building Permit Agent Report changing "in the works" to "in progress". All PLUC Members present approved the change. Whitney was not present for this vote.

Honer moved to approve the Minutes as amended. Tuft 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: In May a Land Disturbance Activity permit was approved to bury a cistern on Lot 100 and a Temporary Dwelling Permit (TDP) for an RV on Lot 55 was cancelled. The RV has been moved to Lot 34. Permitting is in process. Other permit activity in process include two septic permits on lots 363 and 367, a re-roofing permit for Lot 300, and a plan revision for Lot 420. **Procedural Matters:** Anderson stated that comments regarding Agenda items will be heard when those items are addressed.

#### **NEW BUSINESS**

5. Discussion and possible action re: approval and addition of a new Temporary Accessory Dwelling (TAD) application form to the list of land use application forms that are currently being updated as detailed in Item 7 of this Agenda.

Thompson reported some recent requests regarding TADs. She thinks that the current application and related sections of Ordinance 85-3 should be amended to make the requirements more in line

gargi in the works" to a naight-oft for the



with TDP requirements. She suggested removing the option of a single-wide trailer not on a foundation. Whitney agreed that requirement should be eliminated because building code requires that any single-wide trailer must be on a secure foundation if anyone is living in it. Tuft moved to table Item 5. Whitney seconded the Motion. Tuft, Whitney, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.

#### **UNFINISHED BUSINESS**

#### 6. Discussion and possible action re: 2025 General Plan Survey

Cory Shurtleff, a professional planner and Castle Valley resident provided the following comments. From a planning perspective, he stressed that the intent of General Plan (GP) survey questions should be to generate feedback from residents and property owners regarding current codes as well as to look for insight to code reform. The GP, he said, is used as a long-term guide to inform policy that will advance the broader goals of the Town in order to achieve the community's vision of its future. Specific regulatory provisions and regulation based on opinions of the code have no place in the GP. Survey questions should be broad goal based queries which will aid the PLUC or other professionals in how best to achieve these goals, using public meetings and hearings to get community opinion on regulations at that point. Shurtleff added that the Town should keep the function of the GP in mind as it considers survey results. He added that minority responses indicate that there is concern within the community.

As a resident, Shurtleff remarked that some of the previous questions appear to ask for arbitrary critiques of current code in a way that biases the responses. Specifically, he suggested that questions regarding livestock should focus on the community's vision of how agriculture fits into the community and how it can be positively and appropriately practiced rather than asking about specific numbers of animals. He suggested two questions to address livestock and agriculture in the Town which have been added to the survey and moved to the Community Life section. PLUC Members reviewed survey changes and edits made to date. New changes and edits are listed below.

Intro – 1st paragraph, 3rd line: change to read "owners' and residents".

Intro – 4th paragraph: change the date to reflect return date.

B5 – In the introduction to question B5, change "inadequate" to "adequate".

B5 – Change the formatting of question submitted by the Water Advisory Committee to include both potable and non-potable water. <u>Honer moved to accept the question as read. Tuft seconded the Motion. Tuft, Honer, Whitney, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.</u>

B-7 - Reworded and moved to follow B5 before the Septic systems question.

Section C – Livestock section removed and two questions proposed by Shurtleff were added to Section E as E2 and E3. They focus on the positive and negative effects of livestock and agriculture on the quality of life within the community.

Anderson requested an additional meeting before the next Town Council Meeting so that the final draft can be submitted to the Council at that Meeting. They agreed to meet on Friday, June 13, at 5:30 p.m.

Honer reported that Google Forms should be usable for the survey, although it will be difficult to maintain anonymity unless we are able to code each survey form with a unique serial number. Roth reported that Canyonlands Copy Center can do that, but practically, just for one page. Multiple copies per household will be available with their own serial numbers. Different colors

have been used in the past. The question was raised about whether two separate responses from some households would weight the survey responses unfairly since the majority of households would be submitting only one survey for two adults. Roth also reported that postage price will be increasing in mid-July, so stamps should be purchased before the price increase. <u>PLUC Members also agreed to add a question at the end of the survey asking how important it is for this survey to be anonymous.</u>

- 7. 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)

Left tabled.

**CLOSED MEETING** - None **ADJOURNMENT** 

<u>Honer moved to adjourn. Whitney seconded the Motion.</u> Anderson adjourned the Meeting at 9:04 P.M.

APPROVED:		ATTESTED:	
Ryan Anderson Co-Chair Dorje Hone, Co-Chair	Date	Faylene Roth, PLUC Clerk	Date

# my

# WORKING DRAFT (1) 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

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

**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.

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  $2^{nd}$  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.

14 - Delete.

[5-7 – Renumber to ]4. [5, ]6.

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.

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

- 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)
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  - Fulfillment of Decommission Contracts (approved 4.3.25)
  - Three Acknowledgments Geologic Hazard, Short Term Rentals, One Dwelling Per Lot (approved 5.8.25)

<u>Honer moved to untable Item 6. Tuft seconded the Motion. Tuft, Honer, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.</u>

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.

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

**CLOSED MEETING - None** 



#### ADJOURNMENT

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

APPROVED: ATTESTED: Faylene Roth, PLUC Clerk Ryan Anderson Co-Chair Date Date Dorje Hone, Co-Chair

Register: 1300 · General Accounts Unrestricted: Zions Operating

From 05/25/2025 through 06/17/2025 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	С	Deposit	Balance
05/27/2025			1300 · General Accoun	Funds Transfer		X	10,000.00	16,262.73
05/31/2025			5100 · Administration:	Service Charge	3.00	X		16,259.73
05/31/2025	eft	Zions Bank Liabilities	-split-	87-0483404 F	1,768.18			14,491.55
05/31/2025	10168	Colleen R Thompson	-split-		398.83			14,092.72
05/31/2025	10169	Dorje Honer	-split-		1,738.92			12,353.80
05/31/2025	10170	Egmont Honer	-split-	v I	1,518.27			10,835.53
05/31/2025	10171	Faylene Roth	-split-	12011	410.56			10,424.97
05/31/2025	10172	Jasmine A Duncan	-split-		911.50			9,513.47
05/31/2025	10173	Jocelyn F. Buck	-split-		2,021.12			7,492.35
05/31/2025	10174	Zions Bank	2000 · Accounts Payable V	Sutteries, Flag	234.75			7,257.60
06/05/2025			-split-	Deposit Folder	S		185.00	7,442.60
06/05/2025			4300 · Permits & Fees:	Deposit			90.00	7,532.60
06/05/2025	10175	Municipal Building	2000 · Accounts Payable	MBALOON	7,500.00			32.60
06/05/2025			1300 · General Accoun	_			10,000.00	10,032.60
06/12/2025			-split-	Deposit			75.00	10,107.60
06/17/2025	10176	4Rivers Equipment	2000 · Accounts Payable	Baschoe	€ 800.00			9,307.60
06/17/2025	10177	Emery Telcom	2000 · Accounts Payable	-transpor	171.46			9,136.14
06/17/2025	10178	John W. Groo	2000 · Accounts Payable		600.00			8,536.14
06/17/2025	10179	Napa Auto Parts	2000 · Accounts Payable	Shap sups	158.94			8,377.20
06/17/2025	10180	Rocky Mountain Po	2000 · Accounts Payable		30.28			8,346.92
06/17/2025	10181	Solid Waste Special	2000 · Accounts Payable	may Tone	66.00			8,280.92