



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)~~ (6:35 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 includes 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



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. 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.

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. 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.

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

Honer moved to adjourn. Whitney seconded the Motion.

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