

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. <u>Honer moved to adopt the Agenda as amended. Tuft seconded the Motion. Honer, Tuft, Hawkins, and Anderson approved the Motion. The Motion passed unanimously.</u>

- 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.

<u>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.</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 (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.
- I2 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 Dorje Hone, Co-Chair	Date	Faylene Roth, PLUC Clerk	Date