AGENDA

REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION

TOWN OF CASTLE VALLEY

THURSDAY, OCTOBER 9, 2025 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 at the Town Building. If you have comments or concerns please attend or email them prior to the Meeting: planningclerk@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 & ROLL CALL

- 1. Adoption of Agenda
- 2. Open Public Comment
- 3. Approval of Minutes: September 4, 202, Regular Meeting
- 4. Reports Correspondence: TBA

Building Permit Agent Report - Thompson

Procedural Matters: TBA

NEW BUSINESS - None UNFINISHED BUSINESS

- 5. Discussion and possible action re: 2025 General Plan Survey
- 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 (approved 6.13.25)
 - Temporary Dwelling Permit Renewal form (approved 6.13.25)
 - 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)
 - Temporary Accessory Dwelling Permit Application form (added 6.13.25)

CLOSED MEETING - If Needed

ADJOURNMENT

For Meeting Packets go to: https://www.utah.gov/pmn/index.html

Government: select "Cities", Entity: select "Castle Valley", Body: select "Town of Castle Valley", select this meeting and click on Meeting Packet to download.

PENDING MINUTES REGULAR MEETING

OF THE PLANNING AND LAND USE COMMISSION

TOWN OF CASTLE VALLEY

THURSDAY, SEPTEMBER 4, 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 (PM) **Present at anchor site:** Co-chairs Ryan Anderson and Dorje Honer, PM Janie Tuft

PLUC Members Present on Zoom: Marie Hawkins

PLUC Members Absent: Jeff Whitney

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

<u>Honer moved to adopt the Agenda. 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: August 7, 2025, Regular Meeting

<u>Tuft moved to approve the Minutes as amended. Hawkins seconded the Motion. Tuft, Hawkins, and Anderson approved the Motion. Honer abstained. The Motion passed with three in favor and one abstention.</u>

Approval of Minutes: August 14, 2025, Regular Meeting

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

4. Reports:

Correspondence: None

Building Permit Agent Report – Thompson reported that the following permits were approved during August: an addition on Lot 151, a replacement septic on Lot 100, a roof-top solar permit on Lot 46, a manufactured home on Lot 227, and a new septic permit on Lot 367. Other permits in process are a Major Land Disturbance Activity permit and a Grand County demolition permit for violations on Lot 386 and a roof-top solar permit on Lot 164.

Procedural Matters - None

NEW BUSINESS - None

UNFINISHED BUSINESS

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

Roth reported that a reminder to return surveys by September 24 was added to the Mail Chimp notice, which is sent to all lot owners, regarding tonight's PLUC Meeting. Another announcement will be sent 7-10 days before the deadline. Anderson asked Roth to post a flyer at the mailboxes. Thompson will put a reminder on the Town website.

Roth presented some examples from the last survey to show how the survey data is represented after analysis. These reports are used by the PLUC to revise the General Plan. The survey data is first entered into spreadsheets. Thompson and Honer will work on the spreadsheet format for inputting data. Bob O'Brien did the computer analysis for the 2019 survey and may have a template for the spreadsheet. Anderson will consult with him. Members and volunteers will work in pairs to enter the data as it comes in.

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

CLOSED MEETING - None

ADJOURNMENT

Honer moved to adjourn. Tuft seconded the Motion. Anderson adjourned the Meeting at 7:17 P.M.

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

TOWN OF CASTLE VALLEY - Building Permits Report

Approval Date Between 9/1/25 And 9/30/25

Approval	Lot	Road	Owner	Туре	Purpose	Description	Height	Sq Ft <=19	Sq Ft >19
9/15/2025	046	Lazaris Lane West	Hutchinson, Neil & Sh	Building	Other	Certificate of Occupanc	0	0	0
9/16/2025	141	Buchanan Lane East	Rappaport, Elizabeth	Building	Other	COgarage	0	0	0
9/24/2025	260	Pope Lane West	Morck, William & Kat	Electrical	Solar	Solar carport	11	253	0

In Progress as of 10/8/2025

9/1/2025 164	Buchanan	Tory Hill & Mitch Stock	Building	Solar
9/26/2025 027	Rimshadow	Bruce Johnson	Building	Solar

TOWN OF CASTLE VALLEY UTAH Nonroutine Solar Energy System (SES) Permit Application

Lot #	Applicant (if different from owner)		
Property owner			
Mailing address			
Phone	Cell	Email	
Contractor			
Phone	Cell	Email	
OFFICE USE		Permit expires on date	
☐ Fee Paid S	##	date rec'd by inits	
☐ Approved: PLUC (Chair	date	

Applications for systems that exceed 12 feet in height (see attached SES Information Sheet) or 10 kilowatts in capacity must use this Nonroutine Solar Energy System Permit application form.

The height of any Nonroutine SES shall not exceed 19 feet; the total square footage of all ground-mounted or pole-mounted photovoltaic panels or modules on a lot shall not exceed 1500 square feet; and the total combined kilowatts for all SESes on a lot shall not exceed 25 kilowatts.

Nonroutine SES applications must be approved by the Planning and Land Use Commission. See Ordinance 85-3 Chapter 4.14 and Ordinance 95-6 for more details (castlevalleyutah.com).

Submission requirements

- 1. Plot plan showing entire lot with the following details. Hand drawn OK; all distances and dimensions must be clearly marked. Include additional page zoomed with detail if necessary.
 - a. Lot #, name, address, phone, and signature of lot owner and contractor.
 - b. Property lines, road easement lines, and minimum setback lines.
 - e. Existing structures (designate use) with dimensions and setbacks.
 - d. Proposed structures (designate use) with dimensions and setbacks.
 - e. Identification of battery storage building, if applicable, with dimensions and setbacks.
 - f. Location of proposed solar installation with dimensions and setbacks.
 - g. Location of battery back-up and ancillary equipment, including transfer switch and rapid shutdown disconnect, where applicable.

- For both ground-mount and roof-mount systems, elevation drawings with height measurements as
 defined in Ordinance 85-3 Definitions for Height, Building. For ground-mount systems this may
 require a Grade Review by the Building Permit Agent.
- 3. If solar electricity is being installed or upgraded to supply an existing building for the first time, a statement of change of use, if applicable.
- 4. Right-of-Way Encroachment Permit application, if applicable.
- 5. Grade Review to establish previously undisturbed grade for determination of height, if applicable.
- 6. Land Disturbance Activity application, if applicable.
- 7. Rocky Mountain Power work order number, if applicable:
- 8. Construction Documents as provided to the Grand County Building Department as part of the Solar Photovoltaic (PV) System Permit Submittal. Note that any future revisions to these documents must also be provided to the Town of Castle Valley.
- 9. Payment of fee by cash or check made out to Town of Castle Valley (see current Fee Schedule).
- 10. In addition to the above items, in order to determine compliance with Ordinance 85-3 Section 4.14, provide the following information, circling *yes*, *no*, or n/a where appropriate, and using an attached sheet for other answers:
 - a. Explain why a system taller than twelve (12) feet in height is needed in order to prevent compromising the effectiveness or safety of the solar collectors; and/or why a system larger than 10 kilowatts is needed by listing intended uses of the electricity generated from the proposed system (use attached sheet.)

 - d. Have you permitted any buildings necessary for battery or ancillary equipment?......yes no n/a
 - e. Describe how the height, location, setback, and base elevation of your SES minimizes potential glare and visual impacts on adjacent properties (use attached sheet.)

 - h. Roof-mount: does any portion of the SES (at maximum design tilt) exceed 25 feet as measured on a vertical axis from the highest point of the system to the lower of either (1) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Existing Grade or (2) the lowest point where the vertical face (or a vertical line

	extending directly below the vertical face) around the perimeter of the building intersects the Finished Grade?
i.	Enter the number of proposed modules/panels and the capacity per module/panel in kW
j.	Enter the total pre-existing capacity in kW, the proposed capacity in kW, and the resulting total proposed capacity in kW (Total cannot exceed 25 kilowatts per legally platted lot.)
k.	Enter the total pre-existing square footage of solar panels, the proposed square footage of solar panels, and the resulting total proposed square footage of solar panels (Total cannot exceed 1500 square feet per legally platted lot.)
l.	Is this a battery support installation?
m.	Is this a grid tie/net meter system?
n.	Are you replacing previously installed panels or modules or associated equipment that may present a hazard on your own or neighboring property? Describe your plan for safe and legal removal (use attached sheet.)

Approval

- The Grand County Building Permit Application form must be signed by the Designated Castle Valley Land Use Authority and by the Grand County Building Department to be a complete and valid permit.
- Castle Valley zoning approval of a Solar Energy System Permit Application will be revoked and become invalid if, within six months of receiving Town approval, the applicant has not received a completed Solar Photovoltaic (PV) System Permit from the Grand County Building Department with all fees paid. If the Town's approval is revoked on this basis, the fee paid to the Town will not be refunded. If the applicant wishes to start the application process again, new forms must be filed and a new fee must be paid.
- The applicant may extend the Town's approval for an additional six months with no additional fee as long as: no changes have been made to the applicant's proposed Solar Energy System; no changes have occurred in the Town's Land Use Regulations since the applicant's original approval by the Town that would affect the application; the request is made in writing before the expiration date of the permit; and the Town's approval has not been revoked. If any of the above has occurred, the applicant must begin anew the application process with the Town.
- If the County revokes a completed Solar Photovoltaic (PV) System Permit Application for any reason, the Town's approval is also revoked. If the applicant wishes to revive such an application, the applicant must begin anew the application process with the Town. In such an instance, the original fee will not be refunded.
- Solar Energy System Permits will not be approved that are not in compliance with Castle Valley Land Use Regulations and other applicable laws.
- Solar Energy System Permits issued on the basis of false or misleading information are void.
- Construction begun without an approved Solar Energy System Permit may be subject to delays, fines and/or increased fees.
- Substantive changes in plans (i.e. layout, use, structural) after a Solar Energy System Permit is issued
 require NEW approval by the Castle Valley Designated Land Use Authority and the Grand County
 Building Department.

The undersigned acknowledge and agree to comply with all requirements as stated on this application, and attest that the provided information is accurate and complete, to the best of their knowledge. Permits issued on the basis of false or misleading information are void.

Applicant signature (if different from property owner/s)	date
Property Owner 1 signature	date
Property Owner 2 signature	date

Ordinance 85-3 Ch. 9.1.C: No license, building permit, or other Land Use Application Permit shall be issued by any official, employee, or agent vested with the duty and authority to issue licenses or permits which would not be in conformance with the provisions of Town Land Use Regulations in effect at the time of application. It shall be a violation of this land use ordinance for any official, employee, or agent to issue any permit or license in violation of Town Land Use Regulations. Any license or permit not in compliance with Town Land Use Regulations or issued on the basis of false or misleading information shall be void.