

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

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

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.

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)
- 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)

CLOSED MEETING - None

ADJOURNMENT

Honer moved to adjourn. Tuft seconded the Motion.

Anderson adjourned the Meeting at 7:17 P.M.

APPROVED:

Ryan Anderson Co-Chair
Dorje Hone, Co-Chair

Date

ATTESTED:

Faylene Roth, PLUC Clerk

Date