

MINUTES

REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION
TOWN OF CASTLE VALLEY
THURSDAY, NOVEMBER 6, 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-chair Dorje Honer, Janie Tuft, Jeff Whitney (arrived mid-meeting)

PLUC Members Present on Zoom: Marie Hawkins

PLUC Members Absent: Ryan Anderson

Present at anchor site: Mayor Jazmine Duncan, Building Permit Agent (BPA) Colleen Thompson, Egmont Honer, Mike Carlyle,

PLUC Clerk: Faylene Roth present at anchor site

CALL TO ORDER & ROLL CALL

Honer 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

Tuft moved to adopt the Agenda. Hawkins seconded the Motion. Tuft, Hawkins, and Honer approved the Motion. Whitney was not present for the vote. The Motion passed unanimously with three in favor.

2. Open Public Comment – None

3. Approval of Minutes: October 9, 2025, Regular Meeting

Hawkins moved to approve the Minutes as amended. Tuft seconded the Motion. Tuft, Hawkins, and Honer approved the Motion. Whitney was not present for the vote. The Motion passed unanimously with three in favor.

4. Reports:

Correspondence - None

Building Permit Agent – Thompson reported the following permits during October 2025: a cow shade attached to an existing barn on Lot 161, a re-roof project on Lot 388, and a roof mount solar array on Lot 164. In progress as of November 5, 2025, is a Land Disturbance Part B application for installation of a culvert for shed access on Lot 408.

Thompson also reported that Conditional Use Permit renewal forms were mailed at the end of October. She said renewals are currently coming in. The PLUC will make a recommendation to the Town Council at its December Meeting for approval of the renewals.

Procedural Matters – None

NEW BUSINESS

5. Discussion and possible action re: Meeting dates for 2026.

PLUC Members agreed to meet on the first Thursday of each month during 2026 with the exception of January. The January meeting will take place on the second Thursday, January 8. Roth will inform the Town Clerk.

6. Discussion and possible action re: Draft amendments to 2019 General Plan

Both Thompson and Roth reported that all Survey data has been entered onto spreadsheets.

Thompson is assembling the individual spreadsheets into one and will forward it to Bob O'Brien who will do the statistical analysis for the PLUC. Roth handed out the following documents to PLUC Members: 2019 statistical analysis for reference and comparison, 2020 General Plan to be amended, and a blank copy of the 2025 survey to us with the statistical analysis. These documents will be used over the next few months in formulating the draft General Plan update. **UNFINISHED BUSINESS** [The following two items were numbered incorrectly on the Agenda. They are numbered here as they appeared on the Agenda.]

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

This item was dropped from the Agenda and discussion will be continued under Item 6 above: Draft amendments to 2019 General Plan.

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): 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

CLOSED MEETING - None

ADJOURNMENT

Whitney moved to adjourn. Tuft seconded the Motion. Whitney, Tuft, Hawkins, and Honer approved the Motion. The Motion passed unanimously.

Honer adjourned the Meeting at 6:51 PM.

APPROVED:

Dorje Honer
Ryan Anderson Co-Chair
Dorje Hone, Co-Chair

01/15/26
Date

ATTESTED:

Faylene Roth
Faylene Roth, PLUC Clerk

1-15-26
Date

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