

**MINUTES**  
**REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION**  
**TOWN OF CASTLE VALLEY**  
**THURSDAY, JANUARY 15, 2026, AT 5:00 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:** Ryan Anderson, Dorje Honer, Janie Tuft, Jeff Whitney (arrived 5:10 PM)

**PLUC Members Present on Zoom:** Marie Hawkins

**PLUC Members Absent:** None

**Present at anchor site:** Colleen Thompson, Jazmine Duncan,

**Present on Zoom:** Egmont Honer, Cory Shurtleff

**PLUC Clerk at anchor site:** Faylene Roth

**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 5:03 P.M. Roth called roll.

**1. Adoption of Agenda**

Honer moved to adopt the Agenda. Tuft seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. Whitney had not arrived. The Motion passed unanimously with four in favor.

**2. Open Public Comment – None**

**3. Approval of Minutes:**

**November 6, 2025, Regular Meeting**

Hawkins moved to approve the Minutes. Honer seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. Whitney had not arrived. The Motion passed unanimously with four in favor.

**December 4, 2025, Regular Meeting**

Tuft moved to approve the Minutes. Honer seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. Whitney had not arrived. The Motion passed unanimously with four in favor.

**Correspondence** – Roth referred to a copy of an email in their meeting documents that had been received from Bob Lippman citing his concerns about a cell phone tower being installed within the valley. Honer replied that he was not aware of any proposal to do so at this time. He said it is just an exploratory option. Tuft said it was her understanding that there is nothing to consider at this point. Hawkins said she thinks discussion is premature at this time. Roth added that the PLUC cannot generate any actions until directed to do so by the Town Council or as a result of the General Plan. Honer said that the [2025] survey asked whether lot owners were interested in having the Town “explore” the issue. Anderson said the letter will be filed until such time it may be needed.

**Building Permit Agent** – Thompson submitted a December building permit activity report. It shows a minor Land Use Disturbance Activity permit was approved for Lot 185. In addition, she inspected and confirmed the decommission of a mobile home on Lot 227 and recorded the

fulfillment with the Grand County Clerk's office. Permits in process at the time included a demolition permit for a mobile home on Lot 153 and a septic permit and building permit for Lot 404. These have since been approved. She is also working with the owners of Lot 216 who failed to get a permit for a mini-split installation. They are in the process of getting the work permitted. **Procedural Matters** – Anderson suggested an *ad hoc* work meeting later this month to continue to draft the General Plan update. PLUC Members were agreeable.

Mayor Duncan addressed the PLUC regarding the State's wildland fire bill, HB48. The State has completed a map indicating high risk fire areas throughout the state. The State will work with counties to integrate their map with local maps. The Town of Castle Valley (TCV) adopted the State's Wildland-Urban Interface code at its December 17, 2025, Town Council meeting. The Town is required to make its own map, so Duncan requested that the PLUC research the State map and local conditions and develop a map to recommend to the Town Council as soon as possible. She has emailed the State map and a list of resources (including Tommy Thompson) to each PLUC Member. Anderson suggested the Castle Valley Fire District could also be a valuable resource. Duncan added that looking at the Structure Exposure Scores on the State map is a useful tool. Find it by going to the State's High Risk map and removing the high risk designations. The Structure Exposure Scores should be displayed.

According to Duncan, the main point of HB48 is to "prevent excessive damages from house to house ignition. She surmised that TCV could turn out to be primarily low risk because of our lot sizes and setbacks that spread structures out. She said that the State will impose an annual fee for affected structures. Cory Shurtleff, TCV resident and Moab Planner, reported that Moab is also going through this process. He said there is a process that may allow home owners to skip some years of inspection with a minimum of one inspection every three years. Honer summarized that the TCV map does not override the State map and its fees. It is a different mapping process. The local map is designed to get home owners to come into Firewise compliance. This code is not retroactive. It applies to new construction and rebuilds of a structure.

The PLUC will research the map requirements and address its construction at the February 5, 2026, PLUC Meeting.

#### **NEW BUSINESS.**

##### **5. Discussion and Possible Action re: Appointing PLUC Chair**

PLUC Members agreed that they would like to continue with the co-chair leadership of the PLUC. Anderson and Honer were willing to continue as co-chairs.

Honer moved to continue with the current co-chairs [himself and Anderson]. Tuft seconded the Motion. Hawkins, Honer, Tuft, Whitney, and Anderson approved the Motion. The Motion passed unanimously with five in favor.

##### **6. Discussion and possible action re: Appointing PLUC Representative to Water Advisory Committee (WAC)**

Anderson volunteered to serve on the WAC.

Tuft nominated Anderson to serve on the WAC. Whitney seconded the Motion. Honer, Tuft, Whitney, and Anderson approved the Motion. The Motion passed unanimously with five in favor.

#### **UNFINISHED BUSINESS**

##### **7. Discussion and possible action re: Draft amendments to 2019 General Plan**

Members agreed at the last PLUC Meeting to divvy up the survey sections as follows:

Hawkins           A-Community Profile  
                          D-Community Life

	E-Government
Tuft	B-Water & Septic
Whitney	C-Ordinances & Enforcement
Honer	F-Fire & Fire Prevention
	G-Capital Improvement Projects & Infrastructure
Anderson	H-Let Your Voice Be Heard

Several PLUC Members shared their summaries. Anderson supplied copies of his section summary in which he used AI as an aid to create summaries. He did not make comparisons to the previous General Plan but will add that. Egmont Honer asked if AI-produced sections would be identified as such. Thompson replied that AI was used for analysis. Anderson added that AI portions were reviewed and edited by him.

PLUC Members agreed to hold a Workshop for the General Plan Update on Thursday, January 29, 2026, at 6:30 PM at the Town Building. They agreed to continue to develop their summaries and send a copy to the PLUC Clerk before the Workshop in order to provide printed copies for all members to review at the Workshop.

In addition to a summary of their sections, Anderson asked PLUC Members to compare the current survey results to the 2019 Survey results and record any changes. He suggested they use the 2019 General Plan as a framework to update their sections. He also asked for suggestions for further statistical breakdowns as well as tables and graphs. Duncan requested more nuanced data for the Fire Department regarding community interest in a cell phone tower, such as residents vs. nonresidents.

**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**

**CLOSED MEETING** - None

**ADJOURNMENT**

Whitney moved to adjourn. Honer seconded.

Anderson adjourned the Meeting at 6:30 PM.

**APPROVED:**

*Roger Honer*      02/05/26  
Ryan Anderson Co-Chair      Date  
Dorje Hone, Co-Chair

**ATTESTED:**

*Fayle Roth*      2/5/26  
Faylene Roth, PLUC Clerk      Date

APPROVED