

MINUTES
REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION
TOWN OF CASTLE VALLEY
THURSDAY, APRIL 2, 2026, 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: Ryan Anderson, Dorje Honer, Janie Tuft,

PLUC Members Present on Zoom: Marie Hawkins

PLUC Members Absent: Jeff Whitney

Present at anchor site: Colleen Thompson (BPA), Mayor Jazmine Duncan, Egmont Honer

Present on Zoom: Tory Hill, Jason Blauch

Town Clerk at anchor site: Jocelyn Buck

PLUC Clerk on Zoom: 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 (TCV) at 6:32 P.M. Buck called roll.

1. Adoption of Agenda

Honer moved to adopt the Agenda. Tuft seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.

2. Open Public Comment – None.

3. Approval of Minutes

March 5, 2026, Regular Meeting

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

Correspondence – None.

Building Permit Agent – Thompson

Thompson reported that the following permits were approved during the month of March 2026: Demolition permit for a 1970s house on Lot 33; a Land Use Disturbance Preliminary Questionnaire for dirt work on Lot 185; a Land Use Disturbance-A Review for a driveway on Lot 401; an electrical permit to install service on Lot 251; and a Building Permit for a porch roof extension on Lot 153. In addition, a Routine Temporary Dwelling Report was renewed on Lot 378.

Thompson also reported the following permits in process at the end of March: She is still pursuing a Building Permit violation for installation of a mini-split on Lot 216 (violation initiated by Grand County Building Department; a Building Permit for a garage/studio on Lot 250 which has since been approved; a Certificate of Land Use Compliance for a shipping container and a greenhouse on Lot 378; a Land Use Disturbance-A permit for a driveway, pond, and irrigation work on Lot 430.

Water Advisory Committee (WAC) – Anderson

Anderson handed out summaries of the last WAC meeting. He said the Committee will meet again on Monday, April 6, 2026. WAC Minutes are available on the Town of Castle Valley website.

Procedural Matters – Buck announced that Debbie Testa, a Castle Valley resident had applied for and been hired as PLUC Clerk. She said Testa has lots of relevant experience clerking for local special service districts. Roth will provide training.

NEW BUSINESS

5. Discussion and possible action regarding amendments to Ordinances 85-3 and 95-6 to comply with Utah State HB48 regarding fire risks within designated Wildland Urban Interface (WUI) areas within the Town Boundaries.

PLUC Members agreed to amend the Definition Section of Ordinance 85-3 using the Utah State Code definition of “wildland urban interface.” They also agreed to add a new section to 85-3, Chapter 5, that designates a WUI Overlay Zone that includes Parcel 09-0000-0367 (CVRR Lots 360 and 370), 09-0000-0446 (CVRR Lots 371.4 and 372.3), 09-0000-369 (CVRR Lot 371.3) and all of the land in the RG-15 Zone. Any building constructed in these parcels and the RG-15 zone will be subject to current State WUI Code.

Ordinance 95-6 will be amended by adding a new paragraph at the end of Section 1.1: Building Permits. It will state that “parcels subject to the WUI Overlay Zone must conform to current State WUI Building Codes as described in Ordinance 85-3.”

A Public Hearing will be held at the May 7, 2026, PLUC Meeting.

Honer moved to table Item 5. Tuft seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.

6: Discussion and possible action regarding other amendments to Ordinances 85-3 and/or 95-6.

Honer suggested amending the Land Disturbance section of Ordinance 95-6 to allow a sign-off for tracking completion of some of the larger land disturbance projects. Thompson said that changes to the permits might be adequate. She suggested using the conditions and mitigations line of the Land Disturbance-B permit to add a follow-up inspection requirement. She added that it may require an update to Ordinance 95-6. The details of tracking were discussed including a requirement for a follow-up inspection within thirty days of completion. The complications of that were discussed. Honer suggested using the “Office Only” block of the permit, leaving a space for “Completion Review Done” followed by a signature and date line.

PLUC Members decided that Honer and Thompson would draft language for updating Ordinance 95-6 and include it with the WUI amendments for the upcoming Public Hearing on amendments to Ordinances 95-6 and 85-3 to be held at the May 7, 2026, PLUC Meeting.

Honer moved to table Item 6. Tuft seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.

UNFINISHED BUSINESS

7. Discussion and possible action regarding the 2026 General Plan

Hill explained her preference for using a five-year average over a one-year total in the budget information included in Section 8: Town Government. She said the average smooths out the ups and downs in year-to-year budgets due to different capital projects each year. PLUC Members agreed.

In Section 6, Existing Conditions: Fire Department—the following changes were made:

Paragraph 3 - the date of the last Community Wildfire Protection Plan (CWPP) update will be corrected. Roth will check the Castle Valley Fire Department (CVFD) website to determine whether there is a link to the CWPP. This paragraph will be updated to indicate that TCV has assumed responsibility for the CWPP. Honer added that the Town is meeting its WUI requirements through a Memorandum of Understanding (MOU) with the CVFD and a Cooperative Agreement with the Utah Division of Forestry, Fire, and State Lands (FFSL).

In Section 6, Emergency Preparedness the following changes were made:

In Paragraph 2 retain the first and last sentence. Delete the rest. On page 21, paragraph 2, retain the first and last sentence. Delete the rest. On pages 21-22 delete the last two paragraphs beginning with “Communications...” and ending with “...emergency calls.”

In Section 6, Policies, Jocelyn will rewrite Policy #4. The first Policy #5 is deleted. The second Policy

#5 was rewritten to read, "The Town will provide information to property owners regarding emergency policies and procedures, evacuation routes, and safety zones as described in the current Emergency Operation Plan. Policy #6 will be deleted.

Honer requested that Roth convert the Google Doc into a final draft as a Word document, then send it to all PLUC members as a PDF for review. A Public Hearing will be held at the June PLUC Meeting.

Honer moved to table Item 7. Tuft seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.

8. Discussion and possible action regarding creation of Wildland Urban Interface map(s) for the Town of Castle Valley in compliance with Utah State HB48 (Tabled) - to be removed from future agendas

Honer moved to untable Item 8. Tuft seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.

This item has been replaced by Item 5. PLUC Members agreed to remove it from future agendas.

9. 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

Item 8 was left tabled and there was no discussion, but Thompson reported that she will be updating all forms with the Town's privacy policy to comply with a State-mandated requirement.

CLOSED MEETING - None

ADJOURNMENT

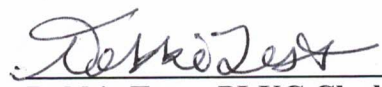
Honer moved to adjourn. Tuft seconded the Motion. Hawkins, Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.

Anderson declared the Meeting adjourned at 8:33 P.M.

APPROVED:

ATTESTED:

 05/07/2024
 Ryan Anderson Co-Chair Date
 Dorje Honer, Co-Chair

 5/7/26
 Debbie Testa, PLUC Clerk Date

