AGENDA

PUBLIC HEARINGS & REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION

TOWN OF CASTLE VALLEY

THURSDAY, June 6, 2026 AT 6:30 P.M.

CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

This meeting will be held electronically via Zoom and in person at the anchor site, 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 PUBLIC HEARING – regarding proposed updates to the General Plan

1. Roll Call
2. Open Public Comment
3. Adjournment

CALL TO ORDER PUBLIC HEARING – regarding proposed amendments to Ordinances 95-6 Section 1.3 Land Disturbance Activity, Review and Permit

1. Roll Call
2. Open Public Comment
3. Adjournment

CALL TO ORDER & ROLL CALL

1. Adoption of Agenda
2. Open Public Comment
3. Approval of Minutes: May 7, 2026, Regular Meeting
4. Reports - Correspondence: TBA
   Building Permit Agent (BPA) Report – Thompson
   Water Advisory Committee (WAC) - Anderson
   Procedural Matters: TBA

NEW BUSINESS – None

5. Discussion and possible action regarding proposed updates to the General Plan
6. Discussion and possible action regarding proposed amendments to Ordinances 95-6 Section 1.3 Land Disturbance Activity, Review and Permit
7. #157 Johnston/Martin Nonroutine Solar application

UNFINISHED BUSINESS.

8. 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 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)
- Routine Solar Energy System (SES) Permit Application (approved 8.1.24)
- Land Disturbance Activity Review (approved 6.6.24)
- **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)
- **Land Disturbance Activity Preliminary Questionnaire (added 5.7.26)**

CLOSED MEETING - If Needed

ADJOURNMENT

For Meeting Packets go to: https://www.utah.gov/pmn/index.html
Government Type: select “Cities”, Entity: select “Castle Valley”, Body: select “Town of Castle Valley”, select this meeting and click on Meeting Packet to download,

DRAFT MINUTES
REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION
TOWN OF CASTLE VALLEY
THURSDAY, MAY 7, 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 Absent: Marie Hawkins**,** Jeff Whitney
Present at anchor site: Mayor Jazmine Duncan, Egmont Honer
Present on Zoom: CJ King, Pam Hackley, Bob Lippman
PLUC Clerk at anchor site: Faylene Roth, Debbie Testa

CALL TO ORDER & ROLL CALL FOR THE PUBLIC HEARING

Anderson called the Public Hearing to order regarding proposed amendments to Ordinances 85-3 and 95-6 to comply with Utah State HB48 regarding fire risks within designated Wildland Urban Interface areas within the Town Boundaries at 6:32 P.M. Testa called roll.

1. Open Public Comment

Hackley raised a concern about a potential typo in the lot numbers listed in Ordinance 85-3 Section 5.0 for parcel 09-0000-0367, CV Lot Numbers 360 and 370. Roth acknowledged the concern and confirmed that lot numbers sometimes differ from parcel numbers, promising to verify and confirm the correct information. Anderson read a letter from Diane Ackerman expressing support for the bill.

Honer moved to adjourn the Public Hearing regarding proposed amendments to Ordinances 85-3 and 95-6 to comply with Utah State HB48 regarding fire risks within designated Wildland Urban Interface areas within the Town Boundaries. Tuft seconded the motion. Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously. Public Hearing Adjourned at 6:41 PM

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 6:42 P.M. Roll call stayed the same.

1. Adoption of Agenda

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

2. Open Public Comment - None

3. Approval of Minutes: April 2, 2026, Regular Meeting

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

4. Reports - Correspondence: TBA

Building Permit Agent – Thompson

The following permits were approved during the month of April 2026: a Certificate of Occupancy for a residential remodel for lot 396; a Certificate of Land Use Compliance for a Greenhouse for lot 378: a Certificate of Land Use Compliance for an Accessory Building for lot 378; a Certificate of Occupancy for an addition on lot 357; a Land Disturbance Activity permit for cistern & water lines for lot 251, a Septic Permit for lot 99; a building Permit for a garage-studio on lot 99, a ROW Encroachment for electric service entrance for lot 404; a Land

Disturbance Activity permit for a pond on lot 430; a Certificate of Occupancy for an addition on lot 176.
The following permits are in process at the end of April: a building permit for an addition to an unpermitted cabin on log 351; a certificate of occupancy for lot 193; a building permit for residence and outbuildings on lot 386; a septic permit for lot 386.
Water Advisory Committee (WAC) – Anderson
Anderson handed out summaries of the last WAC meeting on April 6, 2026. He said the Committee will meet again on Monday, May 11, 2026. WAC Minutes are available on the Town of Castle Valley website.
Procedural Matters: Roth asked whether PLUC members could access their email, and they confirmed they could. Roth noted that Thompson would help Hawkins access her email if she was still having issues.
NEW BUSINESS -- None
UNFINISHED 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
Honer requested confirmation of the accuracy of the parcel and lot number amendments referenced in the WUI table under section 5.0 of 85-3, particularly the discrepancy noted by Hackley, and to update as necessary before sending to the Town Council. A definition of WUI was the other amendment made to 85-3. Roth reviewed the WUI amendment to 95-6, including Thompson's suggested amendments. Honer noted an unmatched parenthesis at the end of the added sentence for WUI that needed correction. There are also two places in 95-6 where Thompson's amendments address land disturbance activity in section 1.3, including adding a preliminary questionnaire and one or more follow-up inspections. Corresponding updates were made to the Land Disturbance permit application form. The Land Disturbance Preliminary Questionnaire form was also included for review.
Honer moved to push amendments to ordinances 85-3 and 95-6 to the town council, using Colleen's suggested edits, including specific references to Title 15A of the Utah Code, the addition of a parenthesis, and confirmation that the parcel and lot numbers are the ones intended to be used. Tuft seconded the Motion. Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.
Tuft confirmed that she would check with the county regarding the parcel and lot numbers and notify the PLUC clerk of the results.
6. Discussion and possible action regarding other amendments to Ordinances 85-3 and/or 95-6
Since the land disturbance activity was not discussed in the public hearing, the commission agreed to revisit, schedule and post a public hearing for the 95-6 land disturbance activity changes for the next Planning and Land Use Commission meeting on June 4th, ensuring proper public notice.
Honer moved to revisit agenda item #6, under Unfinished Business, Discussion and possible action regarding other amendments to Ordinances 85-3 and/or 95-6. Tuft seconded the Motion. Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.
Honer moved to table agenda item #6 under Unfinished Business to a future meeting due to the lack of public hearing on land disturbance activity amendments to Ordinances 85-3 and/or 95-6. Tuft seconded the Motion. Honer, Tuft, and Anderson approved the Motion. The Motion passed

unanimously.

7. Discussion and possible action regarding the 2026 General Plan

Roth noted that the General Plan has been moved from a Google document to a Word document, and Thompson is working on final formatting changes. She noted that the highlighted items are those that have changed since the last meeting and asked everyone to proofread and ensure that all sections make sense. Regarding Section 3 housing, the wording of the second paragraph was reviewed, and the commission agreed to leave it as is. On page 14, item #4, Honer suggested updating to "The town will create regulations for group homes for the disabled because such homes are required to **allow for them** by federal law." On item #3, Honer suggested switching drainage channels in front of town easements in the sentence. On page 21, Roth highlighted the addition of WUI in the General Plan and the next paragraph that includes Firewise percentages. Under the Emergency Preparedness section, Roth noted that the Fire Department recommended deleting the sentence in the second paragraph that mentions EMS responders, since we no longer have them. Honer recommended adding a space after 60minutes, so it reads **60 minutes**. The first sentence in the third paragraph includes updates to the dates for the Hazard Mitigation Plan. Under policy #4, Buck rewrote it to reflect the current CWPP. An EMS policy was dropped, reducing the number from 7 to 6. On page 26, the town budget numbers were redone to reflect the average budget over the last five years. The General Plan is ready for a public hearing to be held by the PLUC.

Honer moved to push the 2026 General Plan to a Public Hearing at the next PLUC meeting on June 4. Tuft seconded the motion. Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.

8. 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

Honer moved to revisit Agenda Item #6. Tuft seconded the motion. Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.

Honer moved to place agenda item #6 and the changes to Ordinance 95-6 regarding land disturbance activities to a Public Hearing at the next PLUC meeting on June 4. Tuft seconded the motion. Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.

- 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)
• Temporary Accessory Dwelling Permit Application form (added 6.13.25)
• **Land Disturbance Activity Preliminary Questionnaire (added 5.7.26)**
CLOSED MEETING – None
ADJOURNMENT
Honer moved to adjourn. Tuft seconded the Motion. Honer, Tuft, and Anderson approved the Motion. The Motion passed unanimously.
Anderson declared the Meeting adjourned at 7:36 P.M.

APPROVED: **ATTESTED:**

_____ _____

Ryan Anderson Co-Chair Date **Debbie Testa, PLUC Clerk Date**
Dorje Honer, Co-Chair

UNAPPROVED

BPA Report as of 6/1/2026

	Building permits approved								
date	lot#	road	owner	type	purpose	description	height	sq ft <=19	sq ft >19
5/5/26	193	Shafer	Mitchell	Cert of occupancy	Residence				
~5/25/26	430	Rimrock	Bellagamba	LDA Permit (major)	Pond	Final inspection OK			
	Building permits in progress								
Start date	lot#	road	owner	type	purpose				
2/18/26	351	Taylor	Blauch	BP	Residence	Addition to existing cabin			
5/1/26	386	Homestead	Jones	Septic	Residence				
5/1/26	386	Homestead	Jones	BP	Residence + outbuildings				
5/6/26	074	Bailey	Holland	BP	Carport				

Suggestions from Colleen Thompson
April 17, 2024 TOWN OF CASTLE VALLEY, UTAH
ORDINANCE 95-6 AMENDED

AN ORDINANCE OF THE TOWN OF CASTLE VALLEY REGARDING THE BUILDING PERMIT AND OTHER LAND USE PERMIT PROCESSES

(This Ordinance dated April 17, 2024 amends and supersedes any earlier dated Ordinance 95-6)

WHEREAS, the Town of Castle Valley ("the Town") has an Interlocal Agreement with Grand County ("the County") regarding Building Inspection Services wherein the Town reviews and approves building plans, electrical system plans, and solar energy system plans for their compliance with the Town's zoning regulations before the County can issue a building permit for such plans, and

WHEREAS, the Town also has legal and liability issues in relationship to property owners who construct buildings, electrical systems, and solar energy systems on their lots, and

WHEREAS, changes to washes, drainages, or Watercourses on individual lots may adversely impact Town roads, other public infrastructure, and neighboring properties, and

WHEREAS, the Town has occasion to change its zoning regulations, and must also make changes in its regulations and forms in order to remain in compliance with changes in County law, Utah State law, and case law relating to zoning and building, and

WHEREAS, the Town needs to have a building and land use permit process which is clear and effective in meeting all these needs; therefore

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE VALLEY, UTAH:

SECTION 1: SIGNED FORMS AND AGREEMENTS REQUIRED: The Town will have a Castle Valley Building Permit Information Sheet and other Land Use Applications which specify the submissions, forms, and agreements which the Town requires in order to grant Town Zoning Approval on the Grand County Building Permit Application form for submission to the County, to grant zoning approval for other structures or improvements that do not require a Grand County building permit but are subject to Town land use regulations, or to oversee Land Disturbance Activity that might affect drainage of Surface Water (as defined in Ordinance 85-3).

1.1 Building Permits. Unless determined inapplicable by the Designated Land Use Authority, the signed documents and information listed below are required in order to attain Town zoning approval for a building permit to construct, repair, reconstruct or alter any building, to move any building onto a lot, or for any other project that requires a

Grand County Building Permit. Required submission documents and information may be determined inapplicable by the Designated Land Use Authority only if deemed unnecessary in order to properly evaluate and ensure a Land Use Application's compliance with Town Land Use Regulations and its impact on the zone in which the land use will be located.

Property within the Wildland Urban Interface (WUI) Zone, as described in Ordinance 85-3, is subject to current Utah Wildland Urban Interface Code adopted as a construction code under the Utah State Construction Code (pursuant to Utah Code Title 15A.

a. A Castle Valley Building Permit Information Sheet (initialed and signed by applicant).
b. An approved Septic Application signed for the Town of Castle Valley.
c. Building plans with all the information specified in the Castle Valley Building Permit Information Sheet except for those items determined to be inapplicable by the Designated Land Use Authority for the Land Use Application being applied for (signed by property owner, and, if relevant, the building contractor).
d. An Acknowledgement of One Dwelling Per Platted Lot (signed by applicant).
e. An Acknowledgement of Short-Term Rentals Prohibited (signed by applicant).
f. A Geologic Hazards Release Agreement (signed by applicant).
g. Land Disturbance Review as described in Section 1.3 of this Ordinance (signed by the Roads Manager or other designated official) that shall expire after 12 months unless a complete Building Permit Application is submitted to the Town within that period.
h. (Where applicable) An Acknowledgment and Release Agreement for lots without legal access (signed by applicant).
i. (Where applicable) A Temporary Dwelling Permit.
j. (Where applicable) A Decommissioning Contract. No portion of the decommissioned unit or building shall be buried on the property or elsewhere within the Town as further provided for in Ordinance 96-1 Watershed Protection, and Ordinance 85-3, as amended. All decommissioned material shall be properly stored on the property or shall be promptly removed from the property to a place of safe and legal disposal, after which the site and/or building, as applicable, must be returned to its preexisting condition.
k. (Where applicable) An approved Right of Way Encroachment Permit signed by the Roads Manager or other designated official.
l. (Where applicable) A Grade Review to determine Existing Grade prior to any earth-moving, signed by the Building Permit Agent or other designated official, as described in Ordinance 85-3 Chapter 5.7.B, and Section 5 of this Ordinance.
m. (Where applicable) A topographical drawing prepared by a registered land surveyor or civil engineer if deemed necessary by the Designated Land Use Authority to determine compliance with setbacks or to determine Existing Grade or an estimation of pre-development topography.

n. (Where applicable) An approved Internal Accessory Dwelling Unit (IADU) Permit, as described in Ordinance 85-3 Section 5.10, if applying for a building permit to construct, or remodel to create, an IADU.
o. Any additional information and signed documents deemed necessary in order to properly evaluate and ensure a Land Use Application's compliance with Town Land Use Regulations and its impact on the zone in which the land use will be located.

1.2 Electrical and Solar Energy System Permits. Electrical Permits are necessary only when no other construction work is being done. Otherwise, they are included as part of a building or remodel permit and not independent of it. Solar Energy System Permit Applications must always be submitted independent of construction work being done.

Unless determined inapplicable by the Designated Land Use Authority, the signed documents and information listed below are required in order to attain Town Approval for an Electrical Permit Application or a Solar Energy System Permit Application. Required submission documents and information may be determined inapplicable by the Designated Land Use Authority or the Building Permit Agent only if deemed unnecessary in order to properly evaluate and ensure a Land Use Application's compliance with Town Land Use Regulations and its impact on the zone in which the land use will be located.

a. A completed Castle Valley Electrical Permit Application or Solar Energy System Permit Application along with submission of all information specified in the Application. If electricity (including solar electricity) is being installed or upgraded to supply an existing building for the first time, a statement of change of use may be required if deemed applicable by the Designated Land Use Authority.
b. Electrical system Applicants must submit 3 complete copies of the Electrical Plan as submitted to the Grand County Building Department.
c. Solar Energy System Applicants must submit approval of an interconnection agreement from the local electric utility company to the Town in order to gain Town approval on systems connected to the grid.
d. Solar Energy System Applicants must submit 3 complete copies of the Grand County Residential Solar Photovoltaic (PV) System Plan Review as submitted to Grand County Building Department with the attachments as listed on the Town's Solar Energy System Permit Application.
e. (Where applicable) A Grade Review to determine Existing Grade prior to any earth-moving signed by the Building Permit Agent or other designated official.
f. (Where applicable) a Land Disturbance Review performed by the Roads Manager or other designated official.
g. Any additional information and signed documents deemed necessary in order to properly evaluate and ensure a Land Use Application's compliance with Town Land Use Regulations and its impact on the zone in which the land use will be located.

Copies of these forms and agreements as they exist at the time of this Ordinance are attached to this Ordinance for information purposes.

1.3 Land Disturbance Activity, Review and Permit
Land Disturbance Activity (as defined in Ordinance 85-3) may require Town oversight, including such activity not associated with a Building Permit, to protect property from changes in drainage. A Preliminary Questionnaire shall determine the level of oversight required.

Land Disturbance Review. Any Building Permit application is required to have a Land Disturbance Review by the Roads Manager or other designated official. Any other planned Land Disturbance Activity that meets one or more of the following thresholds is required to have a Land Disturbance Review by the Roads Manager or other designated official:

a. Area of ½ acre (21,800 square feet) or more.
b. Within a 10-foot proximity of a Watercourse (as defined in Ordinance 85-3).
c. Moving or disturbing 50 cubic yards of material or more.
d. Planned disturbances in setback areas.

Submission requirements for a Land Disturbance Review shall include:

a. Plot plan showing entire lot with setback lines, existing structures including septic systems, and proposed land disturbance activity (separate page zoomed with detail if necessary.)
b. List of any thresholds expected to be triggered, with details.
c. In the case of a Land Disturbance Review associated with a building permit, detail any planned land disturbance activity which is not already included on the building plans.
d. List contractors, engineers, and any other involved professionals.
e. Any additional details or notes.
f. Payment of Land Disturbance Review fee (waived for building-permit-associated projects.)

Upon completion of the Land Disturbance Review, the Roads Manager or other designated official may determine that a Land Disturbance Permit is required.

Land Disturbance Permit. Every person or entity shall be required to obtain a Land Disturbance Permit if the planned Land Disturbance Activity meets one or more of the following thresholds:

a. Land Disturbance of 1 acre or more; Utah licensed engineering required if greater than 2 acres. Approval is contingent on notification of the State under UPDES (as defined in Ordinance 85-3).
b. Engaging (crossing or changing) a Watercourse.

c. Moving or disturbing 100 cubic yards of material or more; Utah licensed engineering required if greater than 2,000 cubic yards.
d. If in the determination of the Roads Manager or other designated official at the Land Disturbance Review a permit should be required because of other circumstances directly relevant to the intent of protecting property from changes in drainage.

Mitigations or other conditions may be imposed by the Roads Manager or other designated official as part of the Land Disturbance Permit, which may include, but not limited to:

a. Revegetation of disturbed areas.
b. Riprap/armoring on erosion prone areas.
c. Silt fencing or other silt retention methods.
d. Timeframe for mitigations.
e. One or more followup inspections to ensure satisfactory progress and/or completion.

Exemptions from the Land Disturbance Permit requirement:

a. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
b. Pre-existing agricultural operations conducted as an allowed use.

SECTION 2: The content of the forms and agreements listed in Section 1 may be amended as deemed necessary by the Planning and Land Use Commission to keep them compatible with Town Land Use Regulations, Grand County regulations, Utah state law, and evolving case law. Changes in content will be reported to the Town Council.

SECTION 3: Additional forms and agreements may be required as directed by the Town Council or as deemed necessary by the Planning and Land Use Commission to assure compliance with Town Land Use Regulations, and Grand County regulations, Utah state law, and evolving case law. Such additional forms and agreements will be reported to the Town Council.

SECTION 4: All road easement encroachments must receive written approval by the Town prior to any work being done within a Town road easement. Town approval of road easement encroachments shall take the form of the signature of the Town's Roads Manager on the Right of Way Encroachment Permit application. Town zoning approval for a new building or addition may be denied if any changes have already been made to any wash, drainage, or Watercourse on the lot in a way that affects the exit point of surface water or the concentration of discharge at that point, as determined by a Land Disturbance Review.

SECTION 5: A Grade Review shall determine and establish existing grade prior to earth-moving processes used to prepare a site for future construction or moving a

structure on to a lot (see Ordinance 85-3 Definitions, and Illustrations for Definitions C1 and C2; and Section 1.1.l of this Ordinance).

SECTION 6: APPROVAL OF BUILDING PERMIT APPLICATIONS, ELECTRICAL OR SOLAR ENERGY SYSTEM APPLICATIONS AND OTHER LAND USE APPLICATIONS:

a. The Town Building Permit Agent is the Designated Land Use Authority for approving routine Building Permit Applications, routine Electrical and Solar Energy System Permit Applications, and other routine Land Use Applications as designated in Ordinance 85-3, as amended and shall consider approval for a complete application. The Building Permit Agent shall determine if an application is complete and determine applicable submission requirements prior to review. Town approval of a routine Building Permit Application, a routine Electrical or Solar Energy System Permit Application, and other routine Land Use Applications shall take the form of the signature of the Town Building Permit Agent on the Grand County Building Permit application form.

b. The Castle Valley Planning and Land Use Commission is the Land Use Authority for approving nonroutine Building Permit Applications, nonroutine Solar Energy System Permit Applications, and other Land Use Applications as designated in Ordinance 85-3, as amended, and will consider approval of a complete application at their next regularly scheduled meeting. If determined nonroutine by the Building Permit Agent, the Building Permit Agent shall also determine if an application is complete and determine applicable submission requirements for the Planning and Land Use Commission and their review of the Land Use Application. Town approval for Land Use Applications for which the Planning and Land Use Commission is the Land Use Authority shall take the form of the signature of the Planning and Land Use Commission Chair on the appropriate Land Use Application Permit form after an affirmative majority vote by the members of the Planning and Land Use Commission present at an Open Public Meeting.

c. The Town Council is the Land Use Authority for approving Building Permit Applications related to noncomplying buildings, nonconforming uses and Temporary Accessory Dwellings for Medical Purposes and other Land Use Applications as designated in Ordinance 85-3, as amended, and will consider approval of a complete application at their next regularly scheduled meeting after a recommendation for action from the Planning and Land Use Commission. The Building Permit Agent shall determine if an application is complete and determine applicable submission requirements for the Town Council's review, prior to the Planning and Land Use Commission's initial review of the Land Use Application and their recommendation for action to the Town Council. Town approval for Land Use Applications for which the

Town Council is the Land Use Authority shall take the form of the signature of the Mayor on the appropriate Land Use Application Permit form after an affirmative majority vote by the members of the Town Council present at an Open Public Meeting.

d. Unless a specific requirement is determined inapplicable by the Designated Land Use Authority, a valid Building Permit or other Land Use Application Permit can be issued only after the completion of all requirements as specified in the Building Permit Information Sheet, all requirements as specified on the Application form for the specific Land Use Permit being applied for, the payment of all required fees, and the approval by the Designated Land Use Authority. The Building Permit Agent shall, in a timely manner, determine whether the Land Use Applications listed in this Ordinance are complete for the purposes of subsequent, substantive land use authority review. After a reasonable period of time to allow consideration of a Land Use Application, the Land Use Authority shall approve or deny each complete Land Use Application with reasonable diligence.

SECTION 7: REVOCATION OF TOWN BUILDING PERMIT APPROVALS:

a. Grand County Building Permit Application forms must be signed by the Designated Castle Valley Land Use Authority and then the Grand County Building Department (also by the Local Health Department if there is a septic system) to be a complete and valid permit.

b. Town Approval of a Building Permit Application, an Electrical System Permit Application, or 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 Building Permit, Electrical Permit or Residential Solar Photovoltaic System Plan Review (PV Plan Review) 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.

c. If the County revokes a completed Building Permit, Electrical Permit or PV Plan Review 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 and new forms must be filed and a new fee must be paid.

d. 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 building, addition, electrical system, or 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 before the expiration date of the permit; and the

Town's approval has not been revoked for any reason. If any of the above have occurred, the applicant must begin anew the application process with the Town.

SECTION 8: SEVERABILITY: If any provision of this ordinance or any application thereof to any person(s), entity, or circumstance is held invalid, the remaining provisions of this ordinance and applications thereof to other person(s), entities, or circumstances shall not be affected thereby.

SECTION 9: PENALTIES AND FINES:
Criminal Penalty and Imprisonment: Every person who violates this Ordinance is guilty of a Class B misdemeanor and may be punished by a criminal penalty not to exceed the maximum class B misdemeanor fine under Utah Code §76-3-301 or a term of imprisonment up to six (6) months, or both.

Civil Penalty: Alternatively, the Town Council may impose an appropriate civil penalty for each violation of this Ordinance by a fine not to exceed the maximum class B misdemeanor fine under Utah Code § 76-3-301, which civil penalties the Town Council shall specify and adopt under its authority herein and as granted by law with a minimum fine as established by resolution.

SECTION 10: EFFECTIVE DATE: This ordinance will become effective immediately upon passage by the Town Council of the Town of Castle Valley with regard to all building permit applications made after this date.

PASSED, ADOPTED AND APPROVED by the Town Council of the Town of Castle Valley, Utah in open session the 17th day of April, 2024, by the following vote:

Those Voting AYE: Mayor Duncan, Council Members Hill, Gibson, and O'Brien.

Those voting NAY: None.

Those ABSENT: Council Member Holland.

APPROVED: **ATTESTED:**

_____ _____

Jazmine Duncan, Mayor Jocelyn Buck, Town Clerk

DRAFT

TOWN OF CASTLE VALLEY UTAH

Land Disturbance Activity
Form B—Land Disturbance PERMIT Application (Major)

Lot #_____ Applicant (if different from owner) _____

Property owner_____

Mailing address_____

Phone_____ Cell_____ Email_____

OFFICE USE Permit expires on date _____

☐ Basic Fee Paid $_____ #_____ date_____ rec'd by _____

☐ Add'l Fee Paid $_____ #_____ date_____ rec'd by _____

_____ hrs x $_____/hr

DETERMINATION

~~☐ Approved, no further review necessary, by _____~~

☐ Additional review required, as determined by the Roads Manager or other designated official, including possible mitigations~~, or~~ timeline commitment, and/or followup inspection/s as detailed on page 3.

Official's signature _____

Per Ordinance 95-6 section 1.3, Land Disturbance Activity (as defined in Ordinance 85-3) may require Town oversight, including such activity not associated with a Building Permit, to protect property from changes in drainage.

Any Building Permit application is required to have a Land Disturbance REVIEW by the Roads Manager or other designated official (this review replaces the former Drainage Review).

Any planned Land Disturbance Activity, including devegetation, that meets one or more specified thresholds requires an approved Land Disturbance REVIEW, or in the case of higher thresholds, a Land Disturbance PERMIT. See Ordinance 95-6 and/or the Land Disturbance Activity Info Sheet for details. If the project activity exceeds the approved projected scope of work, further review may be necessary.

Submission requirements

1. Attach plot plan showing entire lot with setback lines, existing structures including septic systems, and scope of proposed Land Disturbance Activity. Hand drawn OK. All distances must be clearly marked. Attach additional page zoomed with detail if necessary. If associated with a building permit, detail any planned Land Disturbance Activity which is not already included in the building plans (for example, a driveway). Note that earthmoving in the road right of way/easement area may also require a Right of Way Encroachment Excavation Permit.

2. List contractors, engineers, and any other involved professionals, with contact information. Attach additional page if necessary.

_____

_____

_____

3. ☐ Check box if you expect to exceed any of these thresholds, and add a separate sheet with details:

   a. Land Disturbance of 1 acre or more; Utah licensed engineering required if greater than 2 acres. Approval is contingent on notification of the State under UPDES (as defined in Ordinance 85-3).
   b. Engaging (crossing or changing) a Watercourse.
   c. Moving or disturbing 100 cubic yards of material or more; Utah licensed engineering required if greater than 2,000 cubic yards.

4. Any additional details or notes. Attach separate page if necessary

_____

_____

_____

_____

_____

_____

5. Applicant signature _____ date _____
(if different from property owner/s)

Property Owner 1 signature _____date _____

Property Owner 2 signature _____date _____

The above signatories 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.

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.

Land Disturbance Activity
Form B—Land Disturbance PERMIT Application (Major)

Page 3: Additional review (if required)
including possible mitigations, ~~or~~ timeline commitment, and/or followup inspections

Per Ordinance 95-6, mitigations or other conditions may be imposed by the Roads Manager or other designated official as part of the Land Disturbance Permit, which may include, but are not limited to:

a. Revegetation of disturbed areas.
b. Riprap/armoring on erosion prone areas.
c. Silt fencing or other silt retention methods.
d. Timeframe for mitigations.
e. One or more followup inspections to ensure satisfactory progress and/or completion.

By signing, applicant/s agree to comply with the conditions detailed below.

Applicant _____ date _____
(if different from property owner/s)

Property Owner 1_____ date _____

Property Owner 2_____ date _____

Required mitigations or other conditions, and/or followup inspection/s. Attach extra sheet if necessary.

_____

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TOWN OF CASTLE VALLEY UTAH

Land Disturbance Activity
PRELIMINARY QUESTIONNAIRE

Lot #_____ Applicant (if different from owner) _____

Property owner_____

Mailing address_____

Phone_____ Cell_____ Email_____

OFFICE USE rec'd by_____ date_____

☐ No further review needed ☐ Form A–Land Disturbance REVIEW ☐ Form B–Land Disturbance PERMIT

Per Ordinance 95-6 section 1.3, Land Disturbance Activity (as defined in Ordinance 85-3) may require Town oversight, including such activity not associated with a Building Permit, to protect property from changes in drainage.

Any Building Permit application is required to have a Land Disturbance Review by the Roads Manager or other designated official (this review replaces the former Drainage Review).

Any planned Land Disturbance Activity, including devegetation, that meets one or more specified thresholds requires an approved Land Disturbance Review, or in the case of higher thresholds, a Land Disturbance Permit.

This questionnaire is used to determine whether a proposed project requires no further review, a Land Disturbance Review (Form A), or a Land Disturbance Permit (Form B).

Please provide the following information.

Planned disturbance extent and other factors regarding the proposed project

1. My project is/was an emergency activity, or a previously permitted agricultural activity:
   a. ❑ no b. ❑ yes (provide details and documentation on add'l sheet)

2. My project is associated with a building permit:
   a. ❑ no b. ❑ yes

3. Proposed area of disturbance (including devegetation, and storage and refuse piles):
   a. ❑ <½ acre b. ❑ ½ to <1 acre c. ❑ 1 to 2 acres d. ❑ >2 acres

4. Proximity to a Watercourse (as defined in Ordinance 85-3):
   a. ❑ >10' b. ❑ 10' or less c. ❑ engaging (crossing or changing)

5. Volume of material to be moved or disturbed:
   a. ❑ <50 yd^3 b. ❑ 50 to <100 yd^3 c. ❑ 100 to 2000 yd^3 d. ❑ >2000 yd^3

6. Planned disturbances in property line setback or road easement setback areas:
   a. ❑ no b. ❑ yes

Signature_____ Date_____

Return this questionnaire to the Building Permit Agent or Roads Manager to determine the next step in your application.

Town of Castle Valley
Nonroutine Solar Energy System (SES) Permit Application

SES Permit Applications for systems in excess of 12 feet in height and/or greater than 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 in height (see attached SES Information Sheet), the total combined kilowatts for all SESes on lot shall not exceed 25 kilowatts per plotted lot, and the total combined square footage of all ground-mounted or pole-mounted photovoltaic panels or modules shall not exceed 1500 square feet.

Lot # 157

Applicant JEFF JOHNSON / Rebecca Martin Application Date 5-31-2026

Physical Address 157 BUCHANAN LANE, CASTLE VALLEY, UTAH

Mailing Address [redacted]

E-mail Address [redacted]

Contractor OWNER BUILDER + ELECTRICIAN Telephone _____

RMP Work Order # _____ *or* RMP Net Metering # _____

Applicant provides 3 complete copies (1 for Town, 1 for County, 1 for contractor) and the following (unless determined inapplicable by the Designated Land Use Authority):

Note: All drawings must be drawn to a measurable scale and be clearly labeled.

~~a) Grand County Residential Solar Photovoltaic (PV) System Plan Review (SPSPR) with the attachments listed below:~~

~~b) Site Plan (Item #1 of the Grand County SPSPR shall include:~~

~~1. Lot #, name, address, phone #, and signature of lot owner and contractor:~~

~~2. Property lines, road easement lines and minimum setback lines with dimensions:~~

~~3. Existing structures (designate use) with dimensions and setbacks:~~

~~4. Proposed structures (designate use) with dimensions and setbacks:~~

~~5. Identification of battery storage building, if applicable, with dimensions and setbacks:~~

~~6. Location of solar installation with dimensions and setbacks:~~

~~7. Location of battery back-up and ancillary equipment, including transfer switch and rapid shutdown disconnect, where applicable:~~

~~c) Diagram of footprint for solar installation with measurements showing post locations and/or building dimensions (Item #1-H of the Grand County SPSPR):~~

~~d) Elevation drawings to scale with height measurements (include post dimensions) and dimensions of height to finished grade or slab on grade directly below a ground mounted system, and height above roof of solar apparatus if roof mounted. Elevations for roof-mounted systems must show building height, finished grade, and existing grade. For sites which have never been disturbed, existing grade shall be the same as natural grade which is the elevation of the surface of the ground that existed before any earth was moved. When existing structures or older disturbances to the land make natural grade indistinguishable from existing grade, existing grade is the ground level established when the existing structure or disturbance was created. **Recent earthwork will not necessarily qualify as existing grade and will require a determination from the Building Permit Agent as part of the Grade Review.**~~

~~e) Line Diagram (Item 3 of the Grand County SPSPR.)~~

~~f) If solar electricity is being installed or upgraded to supply an existing building for the first time, a list of fixtures being connected and a statement of change of use may be required if deemed applicable by the Designated Land Use Authority:~~

g) Application of Right-of-Way Encroachment Permit, if applicable.

h) Grade Review if applicable.

~~i) Grand County Building Permit Application:~~

j) ~~$15~~ (check payable to the "Town of Castle Valley").

Is this a pole mount installation? (yes) (no) Is this a roof mount installation? (yes) (no)

Is this a set tilt installation? (yes) (no) Is this an adjustable tilt installation? (yes) (no)

Is this a grid tie/net meter SES? (yes) (no) Is this a battery support installation? (yes) (no)

Does this SES require the construction of a new structure to store any aspect of the SES? (yes) (no)

Check the intended use(s):				
	Residence	V	Home occupation	
	Accessory Building		Premise occupation	
	Agriculture		Public building	
	Irrigation		Other	*

* Describe GROUND MOUNT, GRID TIE with BATTERY BACKUP

Ordinance 85-3, Section 4.15:

1. Does the location of your SES comply with minimum setbacks? (yes) (no)
2. Is ancillary SES equipment located inside a building or screened from view? (yes) (no)
   Explain. (Use attached sheet.) ATTACHED TO ARRAY
3. Explain why an SES in excess of 12 feet is required, if applicable. (Use separate sheet.) NA
4. Explain how the height, location, setback, and base elevation of your SES minimize potential glare and visual impacts on adjacent properties. (Use attached sheet.)
5. If you are replacing previously installed panels or modules or associated equipment that might present a hazard on your or your neighbors' properties, please describe your plan for safe and legal removal? (Use separate sheet.) NA
6. Is the building on which you plan to mount your solar panels an existing building or a currently permitted building? NA (yes) (no)
7. Does the vertical distance between the highest point of any panel or module (at maximum design tilt) to finished grade or slab on grade directly below exceed 19 feet? (yes) (no)
8. For building or roof-mounted systems:
   (a) does the vertical distance between the highest point of any panel or module (at maximum design tilt) and the roof directly below exceed one foot for roof pitches greater than 3:12 or two feet for roof pitches less than 3:12? NA (yes) (no)
   (b) 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? (yes) (no)
9. Explain why an SES in excess of 10 kilowatts is required. (Use separate sheet.) See ATTACHED
10. Do the combined kilowatts for all SESes on your lot exceed 25 kilowatts? (yes) (no)
11. Have you permitted any buildings necessary for battery storage or ancillary equipment? (yes) (no)

Total Existing Capacity (in kilowatts):	
Total Proposed Capacity (in kilowatts):	16 KWATT
Capacity per Module/Panel (in kilowatts):	Number Modules/Panels per Array
Number Modules/Panels:	Number of Arrays: 1
Module/Panel Dimensions:	Array(s) Dimensions:
Ground Footprint (in S.F): < 1100 SQ FT	Rooftop Footprint (in S.F):
Highest point of panels at maximum design tilt: 11 Feet	
Setbacks: Front N 210	Left Side 160 Right Side 65 Back 250

Rev 9-19-18

Planning questions for Lot 157

Jeff Johnston/ Rebecca Martin

16 Kw solar panel installation

Question 4:

Our SES will be under the 12-foot height limitation and built with standard solar panel glass. It will be located within the only reasonably viable building site, some 200 feet from the road. Modern equipment has greatly reduced the switching, conduit, and related equipment's visual impact.

Question 9:

We are an all-electric home and have an electric car. All of which was intended to reduce our carbon footprint once we were able to build our SES.

That and a future shop/garage would be best serviced by a larger array.

Any seasonal surplus will be sold back to Rocky Mountain Power, adding further to their renewable power generation.

Approval:

- The Grand County Building Permit Application form must be signed by the Designated Castle Valley Land Use Authority and then 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** SPSPR **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.
- If the County revokes a completed SPSPR 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.
- 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 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.
- 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., lay-out, 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.

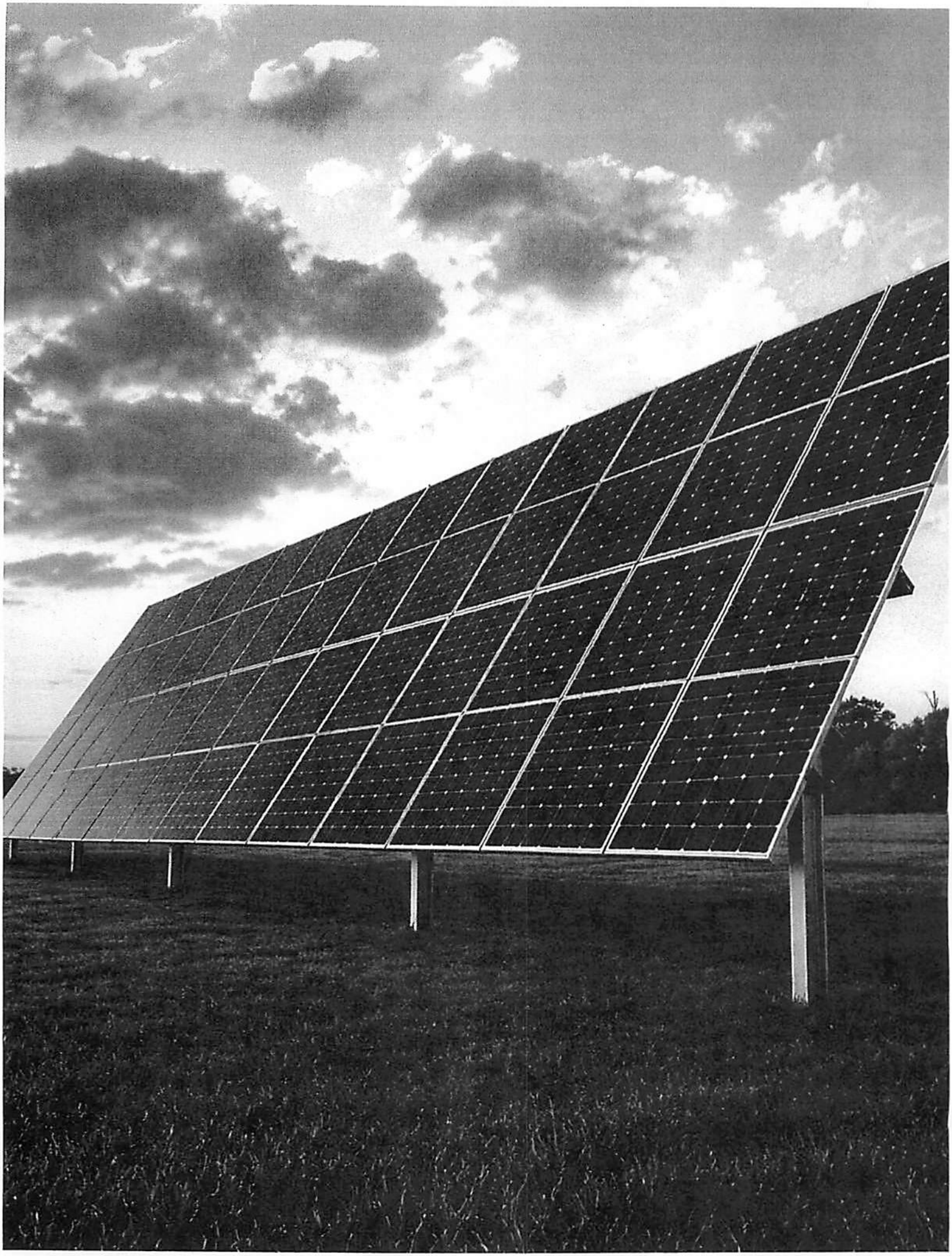
I acknowledge and agree to comply with all requirements as stated on this Application.

Property Owner's Signature: Jeff Johnston Date: 5-31-2026

Contractor's Signature: OWNER Date _____

PLUC CHAIR Signature: _____ Date _____

188
65
Septic
20
Proposed Septic Area
160
Deck
1550 sq ft
Lot 15
Jeff Johnson
3D

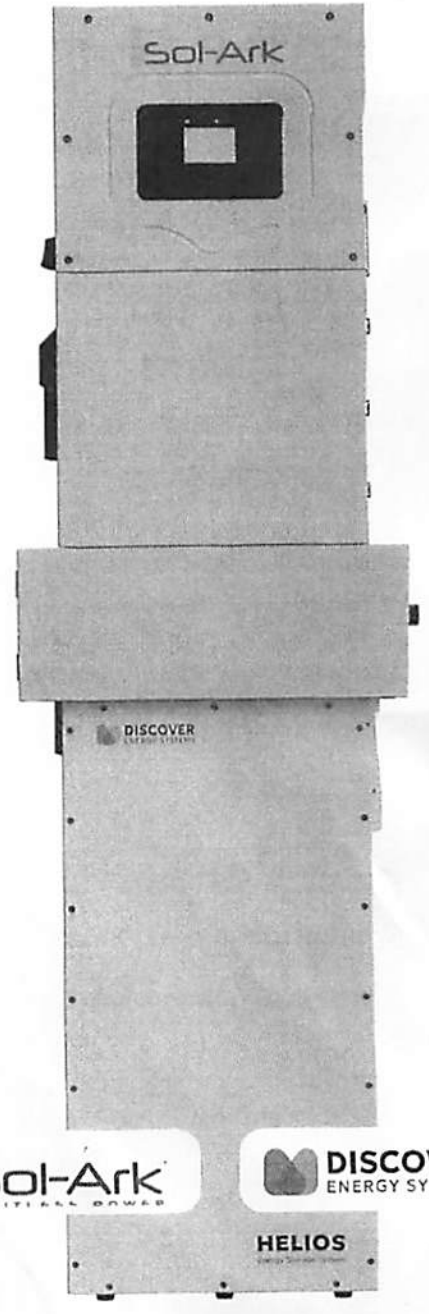


DISCOVER
ENERGY SYSTEMS

HELIOS ESS

+ Sol-Ark Hybrid Inverters Integration

The Smart, Scalable Backup Solution



Take control of your home's energy with the proven combination of Discover Energy Systems' HELIOS ESS and Sol-Ark Hybrid Inverters (12K | 15K | 18K). This pairing is built for performance, resilience, and scalability, delivering whole-home backup with seamless switch-over, advanced monitoring, and simplified installation.

Whether you're preparing for outages, reducing dependence on the grid, or seeking long-term cost savings, HELIOS + Sol-Ark offers a turnkey path to energy independence.

Discover HELIOS + Sol-Ark Hybrid Inverters:

- **True Whole-Home Backup.** <5ms transfer speed ensures uninterrupted power.
- **Proven Reliability.** UL-certified battery, UPS-grade inverter, certified Sol-Ark partner.
- **Scalable Storage.** 16.1 kWh usable per battery, expandable up to 580kWh.
- **Fast, Clean Install.** Dedicated conduit box, quick-connect terminals, integrated LYNK II mount.
- **Energy Savings.** Time-of-Use (TOU) shifting, generator support, EV readiness.

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discoverenergysys.com

TOWN OF CASTLE VALLEY UTAH

SOLAR ENERGY SYSTEM (SES) INFORMATION SHEET

General Design Standards

- All solar energy systems must be **fifty (50) feet from a platted public street easement line and thirty (30) feet from side and back property lines**.
- To the maximum extent feasible, ancillary solar equipment shall be located inside a building or screened from public view. Solar energy system appurtenances shall be screened without compromising the effectiveness of the solar collectors to the extent reasonably feasible. **When applying, you will be asked if ancillary SES equipment is located inside a building or screened from view**.
- The Town would like you to **consider the visual impacts of your SES on your neighbors when planning the location of your system, and choose a site that is least impactful without compromising its effectiveness. When applying, you will be asked to explain how the height, location, setback, or base elevation of the SES minimizes potential glare and visual impacts on adjacent properties.**
- If your SES will be **installed on a newly constructed building**, you must **first receive a building permit** for the building on which the system will be mounted.
- If your **SES requires newly constructed building(s) to store battery backup and ancillary equipment,** you must **first receive a building permit** for the building(s) in which that equipment will be stored.
- For a **ground-mount SES** routine permit, the vertical distance from the highest point of any panel or module (at its maximum design tilt) to finished grade or slab on grade directly below **shall not exceed 12 feet**. You may exceed this height through a Nonroutine permit (see below).
- For a r**oof-mount SES**: the vertical distance from the highest point of any panel or module (at its maximum design tilt) to the roof directly below **shall not exceed one foot, unless roof pitch is 3:12 or less, in such case up to two feet is permitted. No portion of a solar energy system shall project above the maximum allowed building height of 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.
- If the total combined kilowatts of your SES **does not exceed 10 kilowatts**, then you may **apply for a Routine permit**. **If it exceeds 10 kilowatts,** you may **apply for a Nonroutine permit**, which will be reviewed by the Town's Planning and Land Use Commission (PLUC).

Nonroutine Solar Energy System Permits

- In some situations, applicants might require a taller system because the topography and terrain of their lot would compromise the effectiveness of the SES. In other cases, safety issues may require the SES to be taller. Applicants **may apply for a SES that exceeds 12 feet in height through a Nonroutine SES Application**. The PLUC will ask applicants to **demonstrate that a taller SES is needed** in order to prevent compromising the effectiveness or safety of the solar collectors.

- In addition, applicants may have power loads that require a system larger than 10 kilowatts. Applicants **may apply for a SES that exceeds 10 kilowatts through a Nonroutine SES Application, and demonstrate that a larger system is needed by listing intended uses** of the electricity generated from the proposed system.

- The PLUC will **identify potential glare and other visual impacts** on adjacent properties, and **may require additional screening, placement and a design layout**, ensuring (to the extent reasonably feasible) that the effectiveness of the solar collectors is not compromised.

- The PLUC **may also require specific placement and sizing** of the proposed system to **ensure public health, safety, and welfare,** and to ensure that it will not compromise the safety, reliability and operability of the Town's utility infrastructure or place other residents' electrical equipment at risk.

- The **total combined kilowatts** for all permitted SESes **shall not exceed 25 kilowatts** per platted lot.

- For a **Nonroutine ground-mount SES,** the **vertical distance** from the highest points of any panel or module (at its maximum design tilt) to finished grade or slab on grade directly below **shall not exceed 19 feet**.

- The **total combined square footage** of all **ground-mount** or pole-mount photovoltaic panels or modules **on a lot shall not exceed 1500 square feet**.

* * *

See Ordinance 85-3 Section 4.14 for more details, or consult the Building Permit Agent.
For fees, see the current Fee Schedule at https://castlevalleyutah.com/documents/resolutions.php