

**FINAL 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)
- 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 (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 – None

ADJOURNMENT

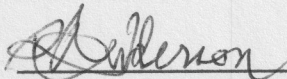
Honer moved to adjourn. Tuft seconded the Motion. Honer, Tuft, and Anderson approved the Motion.

The Motion passed unanimously.

Anderson declared the Meeting adjourned at 7:36 P.M.

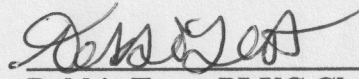
APPROVED:

ATTESTED:



Ryan Anderson Co-Chair
Dorje Honer, Co-Chair

06/04/2024
Date



Debbie Testa, PLUC Clerk

6/4/26
Date