

MINUTES
REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION
TOWN OF CASTLE VALLEY
THURSDAY, JULY 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, Matt Gross
Present at anchor site: Collen Thompson, Mayor Jazmine Duncan, Egmont Honer, Faylene Roth, Jocelyn Buck
Present on Zoom: None
PLUC Clerk at anchor site: Debbie Testa

CALL TO ORDER & ROLL CALL

Anderson called the Regular Meeting of the Planning and Land Use Commission (PLUC) of the Town of Castle Valley (TCV) to order at 6:30 P.M.

1. Adoption of Agenda

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

2. Swearing in of two open positions to the Planning and Land Use Commission – Buck

Matt Gross introduced himself and was sworn in by Buck as a new PLUC member, filling Hawkins' open position. Whitney was absent; however, he will continue in his commission position for another term. Buck said she would contact Whitney to coordinate a time for his swearing-in. Anderson recognized and thanked Hawkins for her years of service to the PLUC.

3. Open Public Comment – None

4. Approval of Minutes: June 4, 2026, Regular Meeting

Tuft moved to approve the June 4, 2026 minutes. Honer seconded the Motion. Honer, Tuft, Gross, and Anderson approved the Motion. The Motion passed unanimously.

5. Reports

Correspondence - None

Building Permit Agent (BPA) Report – Thompson

Thompson reported the following permits were approved during the month of June 2026: a building permit for a carport on lot #74, a building permit for a residence addition on lot #351, a certificate of land use compliance (CLUC) for an accessory building on lot #161, a certificate of occupancy for a studio addition on lot #151, an electric permit for a shed on lot #302. The following permits are in process at the end of June 2026: a building permit for a residence and outbuilding on lot #386, a septic permit for lot #386, an NR solar permit on lot #157, a previously reported barn remodel on lot #137 has been abandoned, and the barn is being sold.

Water Advisory Committee (WAC) – Anderson

Anderson reported that the WAC meeting was canceled, so no report is available.

Procedural Matters

Anderson discussed Ordinance #2006-3, Section 2, which allows for 2 alternate members on the PLUC. He proposed that the PLUC consider implementing a designated alternate system for the PLUC when regular members are unavailable and to help maintain institutional knowledge when they cannot attend meetings. Marie Hawkins was suggested as a potential PLUC alternate, though someone new to the PLUC could also serve. The group discussed the need to develop a job description for alternate members and agreed that the appointment process should involve the entire council rather than having one person, the mayor, conduct interviews when appointing regular or alternate PLUC members. Alternate members would be advertised similarly to regular PLUC member open positions.

NEW BUSINESS

6. Discussion on a proposed farm stand on lot #161 and if it requires a Conditional Use Permit and, if so, whether it should be routine or non-routine

The discussion focused on a farm stand on lot #161 and on clarifying whether a conditional use permit would be required for other local farmers to participate and whether that would be routine or non-routine. Thompson reviewed the ordinance requirements and noted potential conflicts between allowing other farmers to participate and the current restriction that products must be raised on the premises. The group debated whether a conditional use permit is necessary and discussed traffic impacts. Roth noted that while the current ordinance restrictions may be overly restrictive, any permit allowing others to participate would need to address potential favoritism concerns and ensure compliance with state agricultural licensing requirements. The commission determined that, while farm stands are generally permitted, the current ordinance language requiring products to be "raised on the premises" creates conflicts when other farmers participate in shared farm stands. The commission agreed to table the farm stand discussion and consider amending the ordinance to change "raised on the premises" to "raised in Castle Valley" to better support local farmers and agriculture and to enable collaboration among local farmers, which aligns with the recently updated General Plan. This change would require amending Ordinance 85-3, Section 4.2 D, permitted uses for the Rar-1 Zone and adding a public hearing to the agenda for the August 6, 2026, meeting.

Honer moved to table the new business item #6. Tuft seconded the Motion. Honer, Tuft, Gross, and Anderson approved the Motion. The Motion passed unanimously.

UNFINISHED BUSINESS.

7. Discussion and possible action regarding updates to land use application forms to align them with changes in procedure and recent amendments to Ordinances 95-6 (tabled):

Thompson and Anderson suggested removing items from the agenda's list of forms that have been addressed and updating various forms to improve consistency and efficiency. The commission determined that administrative form redesigns would not require formal approval.

- 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 (approved 6.2.26)

CLOSED MEETING - None

ADJOURNMENT

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

Anderson declared the Meeting adjourned at 7:26 P.M.

APPROVED:

R. Anderson 08/06/2024
Ryan Anderson Co-Chair Date
Dorje Honer, Co-Chair

ATTESTED:

Debbie Testa 8/6/2024
Debbie Testa, PLUC Clerk Date