



**DRAFT AGENDA**  
**REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION**  
**TOWN OF CASTLE VALLEY**

**Date:** Wednesday, February 1, 2023

**Time:** 6:30 PM

**Place:** CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

Electronic Meeting Due to COVID-19

**Electronic Meeting Determination**

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. § 54-2-207(4), I, Ryan Anderson, Chair of the Town of Castle Valley Planning and Land Use Commission, issue this Determination supporting the decision to convene an electronic meeting of the Planning and Land Use Commission via Zoom conference call without a physical anchor location. Due to the COVID-19 pandemic, Meetings at the anchor site may present substantial risk to public health and safety. Taking into consideration public health orders limiting in-person gatherings, the average "at risk" age of Town residents and the limited space in the Town building, the Planning and Land Use Commission will continue to hold meetings by electronic means. This determination expires 30 days after the day on which the Chairman has made the determination. The public can join the Zoom conference call Meetings or submit comments through emails.

**PLEASE NOTE, WE HAVE TRANSITIONED TO ZOOM  
\*\* 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=Q05sYm5qQ0lpNIY5TVp2bTU5VnZjQT09>

**CALL TO ORDER REGULAR MEETING**

Determination and Roll Call

1. Adoption of Agenda
2. Swearing in of Marie Hawkins
2. Open Public Comment
3. Approval of Minutes Regular Meeting 12.7.2022
4. Reports -
  - Correspondence: TBA
  - Town Council Meeting(s) - Duncan
  - Building Permit Agent Report - Postponed
  - Procedural Matters:
    - Introduction of guests joining the PLUC meeting to discuss FEMA flood insurance informational updates.
    - Notify PLUC members of upcoming discussion in March to begin work creating the town survey.

**NEW BUSINESS**

5. Discussion re: FEMA flood insurance informational updates

**UNFINISHED BUSINESS**

6. None

**CLOSED MEETING** - If Needed

**ADJOURNMENT**

**For Meeting Packets go to:** <https://www.utah.gov/pmn/index.html>

Government: 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**

**Date:** Wednesday, December 7, 2022

**Time:** 6:30 PM

**Place:** CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

Electronic Meeting Due to COVID-19

**Electronic Meeting Determination**

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. § 54-2-207(4), Ryan Anderson, Chair of the Town of Castle Valley Planning and Land Use Commission, issues this Determination supporting the decision to convene an electronic meeting of the Planning and Land Use Commission via Zoom conference call without a physical anchor location. Due to the COVID-19 pandemic, Meetings at the anchor site may present substantial risk to public health and safety. Taking into consideration public health orders limiting in-person gatherings, the average "at risk" age of Town residents and the limited space in the Town building, the Planning and Land Use Commission will continue to hold meetings by electronic means. This determination expires 30 days after the day on which the Chairman has made the determination. The public can join the Zoom conference call Meetings or submit comments through emails.

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Commission Members Present: Julie Baird, Colleen Thompson, Marie Hawkins

Clerk: Jessica Maw

Others Present: Jazmine Duncan

**CALL TO ORDER REGULAR MEETING**

Chairman Ryan Anderson called to order the Regular Meeting at 6:32 PM and issues the Electronic Meeting Determination.

1. Adoption of Agenda – Thompson moves to adopt agenda with the correction to the date.  
Hawkins seconds. Motion passes.

2. Open Public Comment: None

3. Approval of Minutes Regular Meeting 11.2.2022 – Item #4 “Town Council approval for ... movie filming” should be followed by “on Lot 381.” Update on SITLA will occur *at* [not *in*] November meeting. Hawkins moves to approve minutes as revised. Thompson seconds. Motion passes.

4. Reports –

- o Correspondence: New plans have been received for Lot 259-B on Pope Lane following the variance appeal hearing officer’s denial. This will require a new review process and public hearing in the future.
  - o Town Council Meeting(s) – Given by Thompson and included in meeting packet.
- Question from Marie about level of e-coli in the pond on Castleton Road. Jazmine says it’s just elevated, but shouldn’t be used for drinking or swimming. Colleen says if there

- are further questions, contact John Groo and OB. Town council wants PLUC to look into participating in NFIP. Chelsea is the new librarian.
- o Building Permit Agent Report – Given by Thompson and included in meeting packet. Lot 260.1 variance request is in the works.
  - o Administrative: Two PLUC positions opening January 1, 2023. Applications are due December 20, 2022.

## **NEW BUSINESS**

5. Approval of 2023 PLUC Meeting Dates – Colleen states that as BPA, when the PLUC meeting falls on 1<sup>st</sup> or 2<sup>nd</sup> of the month, she's not able to give the BPA report on the previous month. Her options are to report on an incomplete report or hold off until following month. Baird says unless there's something pressing that needs to be addressed, we can hold off on the report until the next month. Hawkins suggests giving incomplete report, but Colleen says this becomes a part of public record so it may be better to give a complete report. Thompson moves to accept next year's PLUC meeting schedule as presented. Hawkins seconds. Motion passes.

6. Discussion & Approval of Expiring Conditional Use Permits – Colleen says there is a new section on the renewal form to indicate if hazardous materials are being stored. This is also included on the spreadsheet. Yellow highlighted items on the spreadsheet still need fire extinguisher inspections, so the process is not quite complete. Last year, the Town Council approved raising the fees due to the time required to review applications, so the town should come out ahead budget wise this year.

Thompson moves to send these Conditional Use Permits to the Town Council for approval contingent that the three highlighted approvals would be pending per fire extinguisher inspections. Hawkins seconds. Motion passes.

## **UNFINISHED BUSINESS**

7. NONE

**CLOSED MEETING** – None

8. **ADJOURNMENT** – Hawkins motions to adjourn. Thompson seconds. Chair Julie Baird adjourns the Regular Meeting at 7:01 PM.