



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

Date: Wednesday, September 6, 2023

Time: 6:30 PM

Place: CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

Hybrid Meeting Due to COVID-19:

**Due to concerns regarding the potential spread of COVID-19, this meeting will be a hybrid meeting held electronically by Zoom and also in person at the anchor site the Town Building with limited seating. If you have comments or concerns for the PLUC, please attend, email them prior to the meeting to jessicam@castlevalleyutah.com, or call 435-259-9828 M-W 9AM-1PM. Thank you!

PLEASE NOTE HOW TO JOIN BY ZOOM:

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. Open Public Comment
3. Approval of Minutes Public Hearing & Regular Meeting 7.12.2023 - postponed
4. Reports
 - Correspondence: TBA
 - Town Council Meeting(s) - Thompson
 - Building Permit Agent Report - Thompson
 - Administrative & Procedural Matters:
 - Discuss Updates to Future Town Survey (if needed)
 - Septic Application

New Business

5. Discussion & Possible Action re: Update to Language in Ordinance 85-3 Section 5.7.B Grade & Drainage Reviews

Unfinished Business

6. Informational Updates on FEMA Flood Insurance

Closed Meeting

7. If Needed

ADJOURNMENT

For Meeting Packets go to: <https://www.utah.gov/pmni/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.

Report to PLUC on 8/16/2023 Town Council meeting

Executive Reports:

Water Agent and Water Committee Report - John Groo/ CM O'Brien

For people who are keeping track, the water isotope study has been renamed the water budget study. Its purpose is to track the progress of water in its movement through the valley to ultimately determine the safe yield of the aquifer, the sustainable amount of potable water the aquifer can produce.

In other news, the long awaited peer-reviewed report is still being awaited.

*Road Department Report- Dorje Honer

The Town dirt policy is being reconsidered; the pile of surplus dirt behind the Town hall has been available to residents using their own truck. They're now considering delivering dirt on request under some circumstances. This idea requires research regarding insurance etc. Also, the current pile is outgrowing the space, and Dorje is considering other sites to stockpile surplus dirt.

Jazmine brought up a recent problem where people are driving off the road behind the fire station at the end of Shafer, despite signs and barriers to prevent such use. The Town is going to need to take some action. This was discussed further in the fire district executive report.

*Fire District-M Duncan /Chief Drake

Ron reports that the propane generator for the Lot 13 well has been installed. This will allow fire trucks to refill even during a power outage. The generator is set to do an automatic self-test for a few minutes every Saturday noon. Ron reports it's fairly quiet.

The fire department is getting prices for fences to prevent that illegal access around fire station 1, just in case they will have to fence that area off. Jazmine mentioned that the trespassers even moved a pile of lumber that was blocking the way along the south side of the fire station building. Ron says the problem isn't widespread, and Jazmine added there is probably just a couple of offenders. The area is supposed to be open to mountain bikes and hikers and horses, but not razors and trucks.

*Treasurer's Report- CM Hill

At the end of the fiscal year there was an approximately \$13,000 surplus that was rolled over into this year's general fund.

Administrative Matters & Procedures:

State Division of Forest, Fire and State Lands Community Wildfire Grant.

Contrary to previous understanding, it may be that the Town is financially responsible for wildfires in the Town because of a misunderstanding about the cooperating agreement between the Town, the fire district, and the state. Jazmine is in the process of clarifying this with the state, and with the Town's insurance company.

As for that grant, there should be more information about it at the next Council meeting.

Other administrative matters

The Town Council decided that they no longer need the hardcopy notebooks for their meetings, because of so much being digital these days.

Jocelyn reminded everybody that the Town is sorely in need of a groundskeeper. Jazmine pointed out that if we don't find somebody soon, we're going to have to call for another volunteer work day before the weeds take over, especially with the Gourd Festival coming up. Tory encouraged anyone with a little bit of spare time to stop by the Town building and pull some weeds.

—Submitted by Colleen Thompson

Ordinance 85-3 Section 5.7

B. Grade Reviews by the Building Permit Agent must be completed prior to commencing any humanmade cuts, fills, excavation, grading or similar earth-moving process to prepare any building site, septic system and associated plumbing, pad, foundation, driveway or removal of a structure. This includes earth-moving processes to prepare pads (dirt or concrete) used for permanent or temporary structures. Additional Grade Reviews are required prior to each new earth-moving process, even if a previous Grade Review was completed on a different area of the lot. 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. For sites that have never been disturbed, existing grade shall be the same as natural grade which is the elevation of the surface of the ground created through the actions of natural forces that have not resulted from human-made earthmoving processes. When existing structures or older disturbances to the land make natural grade indistinguishable from existing grade, existing grade shall be the ground level established when the existing structure or disturbance was created. Recent or new earth-moving will not necessarily qualify as existing grade and will require a determination from the Building Permit Agent as part of the Grade Review. If necessary, the Building Permit Agent may require an estimation of pre-development topography prepared by a registered land surveyor or civil engineer to make a determination of existing grade.

C. Drainage Reviews must be completed in order to obtain Town approval for a Building Permit Application. A Drainage Review shall ensure that no changes are made to any wash, drainage or waterway on the lot in a way that affects the exit point from the lot of the surface water or the concentration of discharge at that point. Drainage Reviews expire in 12 months. If a Drainage Review occurs more than 12 months prior to a complete Building Permit Application being submitted, a new Drainage Review shall be required prior to Town approval.

D. While Grade Reviews and Drainage Reviews are not required prior to earth-moving work performed in landscaping or gardening, property owners are encouraged to have these reviews to establish existing grade. Pursuant to Town Ordinance 95-6, it is not permitted to alter the exit point from the lot of surface water or the concentration of discharge at that point.