

**MINUTES**  
**JOINT WORKSHOP MEETING**  
**OF THE PLANNING AND LAND USE COMMISSION**  
**AND THE TOWN COUNCIL**  
**FOR INITIAL PRESENTATION AND DISCUSSION REGARDING RESULTS**  
**FROM THE CASTLE VALLEY GENERAL PLAN SURVEY**

Date: Wednesday, February 13, 2013

Time: 6:00 PM

Place: #2 CV Drive, Castle Valley Community Center

Present: Laura Cameron, Alice Drogin, Jazmine Duncan, Dave Erley, Jeff Fink, Mary Beth Fitzburgh, Marie Hawkins, Tory Hill

Absent: Brooke Williams

Others Present: Larry Craig, David Rhoads, Tyler Rhoads

Clerk/Recorder: Faylene Roth

1. Call to Order

PLUC Chair Fitzburgh called the Meeting to Order at 6:05 P.M.

2. Initial Presentation and Discussion Regarding Results from the Castle Valley General Plan Survey.

Jeff Fink reviewed the layout of the survey database and spreadsheet. He then demonstrated to PLUC and TC members how to filter information in order to analyze it and how to transfer text responses to Word documents for further review.

PLUC & TC Members asked Fink to separate survey results—both choice questions and write-in questions—into four separate documents to represent the following categories: residents, part-time residents, nonresident property owners, and others. The category for “others” will include those whose status cannot be determined and possibly renters.

Councilmember Hill will contact John Groo to determine how to lock the database and spreadsheet in order to prevent changes to the original data. Hill will convey this information to Fink. Once Fink has completed the above sorting and locked the databases, he will contact the PLUC Clerk and arrange to transfer the locked documents to the PLUC computer in the Town Office. An original version will be saved. Roth will notify PLUC and TC Members when the documents are available for review.

Original surveys will be retained in the Town Building and are not to be removed. Roth will arrange to have them moved to the locked closet in the Town Building when the Town Clerk returns next week. They will inform PLUC & TC Members of the move and when and how to access them.

PLUC Chair Fitzburgh asked PLUC and TC Members to generate a list of additional filters and reports that would be relevant for survey analysis.

3. Adjournment.

Alice motioned to adjourn the Meeting. Tory seconded the Motion. Cameron, Drogin, Duncan, Erley, Fitzburgh, Hawkins, and Hill approved the Motion. The Motion passed unanimously.

PLUC Chair Fitzburgh adjourned the Meeting at 7:55 P.M.

**APPROVED:**

**ATTESTED:**

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Mary Beth Fitzburgh, Chairperson    Date

\_\_\_\_\_  
Alison Fuller, Town Clerk    Date

APPROVED