

MINUTES  
WEDNESDAY, JANUARY 16, 2008  
TOWN OF CASTLE VALLEY  
TOWN COUNCIL SPECIAL MEETING/WORKSHOP  
ON PROPOSED REVISIONS TO THE ZONING ORDINANCE – 5:30 P.M., AND  
REGULAR TOWN COUNCIL MEETING – 6:30 P.M.  
CASTLE VALLEY COMMUNITY CENTER  
2 CASTLE VALLEY DRIVE

**Town Council Members Present:** Damian Bollermann, Jim Lindheim, Ranna Bieschke, Valli Smouse, Aaron Davies.

**Others Present:** Dave Erley, Debbie Officer, Karen Nelson, Marie Hawkins, Jack Campbell, Ron Drake, Joan Sangree, Leta Vaughn, Mary Beth Fitzburgh.

**Workshop on Discussion of Proposed Revisions to the Zoning Ordinance.**

1. Call to Order: 5:32 P.M.
2. Oaths of Office.

Oaths of Office were administered to the two new Town Council Members, Aaron Davies and Valli Smouse, by the Town Clerk, Denise Lucas.

3. Discussion of Proposed Revisions to the Zoning Ordinance.

At Valli's suggestion, it was decided to return to the PLUC draft and start with definitions, primarily the definition of a basement and a grade plane. The Council proceeded to discuss all of the PLUC proposed definitions and amendments.

Aaron suggested we need to clarify what is the goal -- if it is just viewshed protection, or if there are other objectives. It was determined that privacy and sense of open space could also be included, since they are in the General Plan.

Aaron suggested that the Council should decide whether or not we are going to use the "point system".

Jim moved to adjourn. Ranna seconded the Motion. Damian, Jim, Ranna, Valli and Aaron all voted in favor of the Motion. The Motion passed unanimously.

**Adjournment:** 6:32 P.M.

**Regular Town Council Meeting.**

1. Call to Order: 6:33 P.M.
2. Open Public Comment.

Karen Nelson mentioned that the new website looks wonderful. However, she was wondering if a link could be added for the General Plan in the Documents Section.

Damian mentioned that Alice Drogin is the Castle Valley Representative to the Grand County Public Library's Community Strategic Planning Committee.

3. Approval of Minutes: December 19, 2007 Regular Town Council Meeting.

Jim motioned to approve the Minutes as presented. Valli seconded the Motion. Damian, Jim, Ranna and Valli all voted in favor of the Motion. Aaron abstained. The Motion passed with four in favor, one abstained.

4. Reports:

- Roads (Damian Bollermann and Karen Nelson)

Karen discussed the Roads budget and proposed projects. Damian said they had spent just over \$40,000, with about \$23,000 left in the FY budget (i.e., combined operating and capital budgets). The Roads Committee has made a decision to defer the purchase of road signs until the next fiscal year, as they feel the signs are not as important as culverts.

The Roads Supervisor position will be posted within the next week.

- Planning and Land Use Commission (Karen Nelson)

Karen reported that the Commission had approved two more sets of Minutes, with one left to approve. The final Minutes have been held up due to grammatical errors.

Karen also reported there had been no permits and no new business. However, the Commission has worked on the decommissioning agreement for second dwellings. They have also revised the Conditional Use Permit process and will pass that on to the Town Council.

- Watershed Protection (Damian Bollermann)

Damian reported that Plateau Restoration is receiving a great response on their weed survey.

New Business:

5. Discussion and Possible Action re: Castle Valley Septic System Study.

A copy of the handout provided by Josh Hirschi, a graduate student at Utah State University, under the guidance of Judy Sims, Professor at Utah State University, was made available to all meeting attendees.

The official consensus was that, while the Town should not take an official stand on this, it should help with the study.

6. Discussion and Possible Action re: Results of Well Testing by Utah Department of Agriculture and Food.

After some discussion, the decision was made to post flyers on the Town bulletin boards and a Public Notice on the website asking people to share their well testing results with the Town.

7. Discussion and Possible Action re: Office Hours for the Town Clerk.

Denise Lucas mentioned that the store rooms, office files, and fire safe are now in order, relevant files archived and believes the Town Clerk's duties could be performed in an 18-hour work week, except for meeting weeks.

After some discussion, it was decided that the new Town Office hours would be:

Monday-Thursday 9:00 A.M. – 12:00 P.M.  
Monday & Wednesday afternoons – closed  
Tuesday & Thursday 2:00 P.M. – 5:00 P.M.

The new Town Office hours will begin next week. The Council expressed thanks to Denise for her hard work in straightening out the office and files and for her honesty in indicating that the smaller number of hours was possible. However, they indicated that the 18 hours should be viewed as a minimum not a maximum, and that they expected there will be many weeks when the work requires more hours.

8. Discussion and Possible Action re: Town Legal Contact to Craig Call, P.C.

Valli proposed to have Jim continue as the main contact to Craig Call. Jim will continue to keep the Town Council advised of all correspondence between himself and Craig.

9. Discussion and Possible Action re: Castle Valley Drive.

Damian sent the contract draft to Gerry Kinghorn earlier this month. He phoned Gerry yesterday, but Gerry had not yet had a chance to look over the draft.

Gerry did, however, suggest that he will look over the language carefully regarding the transfer, and that the Town should probably have another meeting with the County regarding a fee structure.

Damian felt that a rate schedule might be a good way to deal with this, and Jim pointed out that the County had a process for charging San Juan County when they had a similar agreement with them.

Damian suggested that he, Jim and Joan meet with the County regarding this.

10. Discussion and Possible Action re: Review of Housing Decommissioning Contract.

Left tabled.

11. Discussion and Possible Action re: Revision to Zoning Ordinance Regarding Height Limits, Setbacks and Square Footage.

The consensus was that the Town Council needs to formulate questions for Craig Call. Damian is concerned, and the Council agrees, that the regulations be fair to everyone (i.e., people who have existing dwellings). The biggest concerns are with regard to the height limit and setbacks, and Jim was directed to ask Craig whether it was legal to provide special rules so that people who had built under the previous ordinance were not necessarily held to the same "point system" as people making construction decisions with the knowledge of the new rules. Jim asked what we do next. Damian suggested the Town Council come up with a framework for an ordinance and give it to Craig to actually write the ordinance. Then, once it is written, have a public hearing on the ordinance.

Valli suggested another workshop to pursue the point system. A tentative date was set for Thursday, January 24, 2008 at 5:30 P.M.

Jim will check with Craig Call with regard to how we get wording on an ordinance (i.e., does Craig craft the language?).

Damian suggested a special meeting in early March.

12. Payment of Bills.

Valli motioned to approve the bills as presented. Ranna seconded the Motion. Damian, Jim, Ranna, Valli and Aaron all approved the Motion. The Motion passed unanimously.

13. Executive Session (if needed).

None needed.

Valli motioned to adjourn the meeting. Aaron seconded the Motion. Damian, Jim, Ranna, Valli and Aaron all approved the Motion. The Motion passed unanimously.

Adjournment: 8:43 P.M.

**APPROVED:**

**ATTESTED:**

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**Damian Bollermann, Mayor**

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**Denise Lucas, Town Clerk**

Revised Point System

Goal: Limit the impact of new dwellings and unattached structures on viewshed, privacy, and sense of open space.

Limits:

1. No more than 8,000 sq. feet of “floor area coverage plus area under external roof coverage” by structures on a lot, not matter what the lot size
  - a. Basements are excluded unless the basement is more than 6 feet above finished ground level for more than 50 percent of total building perimeter.
  - b. Floor area coverage includes all floors under roofs, not just living space
  - c. Area under external roof is measured on the ground below roof
  - d. Agricultural buildings (even if they don’t require a building permit) are included
2. No heights taller than 30 feet. Height is measured as in the PLUC proposal, i.e. from lowest point (finished) to highest point (with exclusion for basement stairs and window wells)
3. No setbacks less than 30 feet from neighboring property.
4. A lot cannot have more than 10 points based on all the structures on the lot. Height is the maximum height of any structure on the lot. Setback is the closest setback of any structure on the lot. Size is the cumulative total of floor area coverage and exterior roof coverage on the lot.

Size: Measured as floor area coverage plus ground area covered by roofs beyond exterior wall

	Points
Under 1500 sf	1
1,501- 2000`sf	2
2,001 –3,000 sf	3
3,001- 4,000 sf	5
4,001- 5,000 sf	6
5,001 – 6,000 sf	7
6,001 – 8,000 sf	8

Height: Tallest on the property

Under 20 ft.	1
20 ft up to 23 ft.	2
Over 23 up to 26 ft.	4
Over 25 up to 30 ft.	5

Setbacks (Shortest setback from shared property line)

30 ft – 50 ft	2
51 ft. – 75 ft	1
Over 75	0