

MINUTES
REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION

Date: Wednesday, June 12, 2013

Time: 7:00 PM

Place: #2 CV Drive, Castle Valley Community Center

Present: Chair Mary Beth Fitzburgh, Vice-chair Marie Hawkins, Member Laura Cameron

Absent: None

Others Present: Leta Vaughn, Christy Williams

Clerk/Recorder: Faylene Roth

CALL TO ORDER at 7:06 P.M.

1. Open Public Comment.

None.

APPROVAL OF MINUTES

2. Regular Meeting May 1, 2013.

Cameron motioned to approve the Minutes of the May 1, 2013, Meeting as presented. Hawkins seconded the Motion. Cameron, Fitzburgh, and Hawkins approved the Motion. The Motion passed unanimously.

REPORTS

3. Correspondence.

None.

4. Town Council Meeting – Chair.

Fitzburgh reported that the Town is currently developing its budget for the next fiscal year. They have continued the \$500 budget expense for PLUC to be used for professional services. The money can be used for expenses such as attorney review and building plan review that may require additional expertise. This past year \$425 was used by PLUC to pay for the printing and mailing of the survey which included a \$100 payment to Jeff Fink for his work on the survey database. Hawkins asked if Fink could be paid an additional amount from the new budget for the additional work he has done. Fitzburgh suggested that Hawkins bring this up after the budget is approved, which is scheduled for the Town Council's June 19, 2013, Meeting.

According to Fitzburgh, the proposed budget includes a 2% cost of living raise for Town employees, which includes the PLUC Clerk. She reported that she had completed a performance evaluation with their clerk (Roth) and that they had set additional goals for the upcoming year.

Roth will continue to update the lot files and transfer permit information regarding septic into the Town database. Cameron noted that she and Roth had met to review the information available in the lot files on septic information. Roth said that she and Cameron had reviewed the permit form at their meeting to determine if additional information was needed. They had decided that – other than signatures – additional information did not need to be collected at this time. Fitzburgh noted that – in terms of the budget allowance for the Clerk – Roth can work on this project during months when she will not meet her allocated hours. Fitzburgh did observe that occasions that required excess hours one month were balanced by fewer hours in other months. Fitzburgh and Commission Members thanked Roth for her great work.

5. Permit Agent.

Roth presented the May Building Permit Report which included one electrical permit for a solar installation, one building permit for a carport, both a building permit and a septic permit for a residence, and a Certificate of Land Use Compliance for a horse shed. The square footage of the carport was corrected from 3690 S.F. to 369 S.F.

Cameron asked about progress with the Memorandum of Understanding between the Town and the Castle Valley Inn and the subsequent inspections that were required. Fitzburgh asked Roth to consult with the Town Clerk about the status of the MOU.

Fitzburgh queried Roth about the changes discussed at the previous PLUC Meeting with the septic permit and procedures with the State Sanitarian. Roth reported that she had gone through another septic permit with the new Sanitarian which worked more smoothly, but she still plans to revise the permit form to include signatures of the owner/contractor, and possibly the Sanitarian, in addition to the Permit Agent. Roth will complete the revision of the form and procedures for the building information sheet before the next PLUC Meeting. She will send a draft to PLUC Members for their review.

6. Procedural Matters.

None.

NEW BUSINESS

None.

UNFINISHED BUSINESS

7. Discussion and possible action re: General Plan Review (tabled).

Hawkins motioned to untable Item 7, the General Plan Review. Cameron seconded the Motion. Cameron, Fitzburgh, and Hawkins approved the Motion. The Motion passed unanimously.

Fitzburgh reported that the Town Council had asked if the survey report would be ready to submit to them at its next Meeting. She was not sure whether it would be ready by then. She did

propose, however, that the public be invited to the next PLUC Meeting to participate in an open discussion about the final report and survey results. PLUC Members agreed with this suggestion. Fitzburgh will ask Ron Drake to include an invitation in his “Castle Valley Comments” column before the July 10, 2013, PLUC Meeting.

PLUC Members agreed on the following arrangement: Cover Page, Summary, Report, Appendix A (survey document), Appendix B (write-in responses), Appendix C (survey results by residence status). Members then reviewed changes to the draft report that had been made since the last Meeting. They approved additional corrections in punctuation, grammar, word usage, and sentence structure. Two sentences were deleted—page 21, first paragraph, last sentence and page 23, Section I2, first paragraph, last sentence. They also decided to delete the last bar graph in Section A8 since it dealt with so few respondents. Cameron and Hawkins both commended Fitzburgh for her excellent work in writing the report. Both commented on the attractive mix of graphs and text.

PLUC Members then reviewed the survey results summary presented by Hawkins. They edited the document and checked all numbers and percentages against the survey report. Corrections were made as needed. The summary will be titled “Quick Guide to Survey”. Hawkins will make corrections in the summary and email it to Fitzburgh for inclusion in the Survey Report.

Fitzburgh will make final corrections to the Survey Report and post it to the Town website. She will also make copies available to the Town Council, the Town Office and the Castle Valley Library. She confirmed that she will ask Ron Drake to announce the next PLUC Meeting in his “Castle Valley Comments” section of the TI.

Cameron motioned to retable discussion of Item 7. Hawkins seconded the Motion. Cameron, Fitzburgh, and Hawkins approved the Motion. The Motion passed unanimously.

8. Discussion and possible action re: regulations for solar panels, windmills, and other alternative energy structures (tabled).

Left tabled.

9. Discussion and possible action re: reviewing and amending Ordinance 96-1: Watershed Protection Ordinance (tabled).

Left tabled.

10. Closed Meeting (if needed).

None.

ADJOURNMENT

Hawkins motioned to adjourn the Meeting. Cameron seconded the Motion. Cameron, Fitzburgh, and Hawkins approved the Motion. The Motion passed unanimously.

The Meeting was adjourned at 9:21 P.M.

APPROVED:

ATTESTED:

Mary Beth Fitzburgh, Chairperson Date

Alison Fuller, Town Clerk Date

APPROVED