



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

Date: Wednesday, June 5, 2019
Time: 6:30 PM
Place: #2 CV Drive, Castle Valley Community Center

Present: Ryan Anderson, Pamela Gibson, Marie Hawkins, Bill Rau, Colleen Thompson
Absent: None
Others Present: Russ Cooper

CALL TO ORDER REGULAR MEETING

Rau called this Regular Meeting of the Planning and Land Use Commission of the Town of Castle Valley to Order on Wednesday, June 5, 2019, at 6:30 P.M.

1. **Open Public Comment** – None.
2. **Approval of Minutes.**

Regular Meeting of May 8, 2019.

Anderson moved to approve the Minutes of May 8, 2019, as presented. Gibson seconded the Motion. Anderson, Gibson, Hawkins, Rau, and Thompson approved the Motion. The Motion passed unanimously.

3. **Reports.**

Correspondence – None.

Town Council Meeting – Thompson.

Thompson reported that there will be two openings for Town Council (TC) seats for next year. She said the candidate declaration period ends June 7. She also reported that the PLUC recommendations to the Town Council for the nonpermanent conditional use permit applications for livestock exceeding the permitted animal units on Lots 54, 55, and 429 was forwarded to the Town Council. According to Thompson, the TC postponed a decision until their next Meeting at the request of the applicant. She said there was some initial discussion and said that a couple corrections were presented plus a suggestion from her that the word “eliminate” should replace the word “mitigate” in a couple of the conditions. It was noted, though, that this language was not considered at the last PLUC Meeting when the final recommendations were made.

Permit Agent – Building Permit Agent - Thompson

- **Permit Activity.**

Thompson reported that a Certificate of Occupancy on Lot 445; an electrical permit for lot 438; and Temporary Dwelling Permits (TDP) for Lots 118, 311, 331, and 367 were issued during the past month.

- **Updates on Recent Applications.**

Thompson informed the PLUC that a conditional use permit application is in the works and that the TDP for Lot 66 is in limbo until the status of the road easement is determined.

Procedural Matters.

- **General Plan Survey Update.**

Rau reported that 102 surveys have been returned to date. Roth added that she picked up an additional survey from the mailbox when she arrived at the Meeting. He asked PLUC Members to participate in the tabulation process to ready the results for analysis by Town Council Member Bob O’Brien. Thompson has experience with databases and will help out however she can. Susan Roche has also volunteered to help with tabulation. Roth will find the tabulation documents from the previous survey to help determine how to set up the tabulation process. Rau will put out a request for additional volunteers from the community.

- **Discussion regarding Grand County Building Department procedures for building permits that do not have zoning issues.**

Thompson reported that in working with Grand County Building Department (GCBD) as the Castle Valley (CV) Building Permit Agent, she has discovered a discrepancy between CV procedure and GCBD procedure regarding which GCBD building permit applications require CV zoning approval. The general assumption here has been that all GCBD building permit applications require CV zoning approval. However, Thompson has

learned that the GCBD does not obtain zoning approval from CV or from Moab (when their inspections were done by GCBD) for permits that have no zoning issues—such as replacement of hot water heaters, upgrades to electrical service, or repair of roofing that does not alter its structure. She would like to generate a list for GCBD to determine which permits CV wants to sign off on. She also suggested that Ordinance 85-3 should be revised to reflect this situation. Russ Cooper, former BPA, agreed it would make sense to sign off on GCBD permits only when zoning issues were involved. Roth agreed.

Thompson also reported that in reviewing a recent conditional use permit (CUP) application for a home business, she realized that recent changes made to the initial CUP questionnaire no longer make it clear what factors the BPA considers to determine whether an application is routine or nonroutine. The previous questionnaire, she explained, made it clear that any “yes” answers to the questions would result in the application being considered nonroutine. This no longer applies to the new questionnaire. Thompson asked for clarification on how much discretion she had as BPA to determine impact of a proposed business venture. The application under consideration, she said, requests to offer massage therapy one to three days a week, possibly a couple clients each day. The previous questionnaire asked whether the business requires clients to come to the home. A “yes” answer would make this a nonroutine CUP. However, she noted that Ordinance 85-3 clearly limits the number of people who can come to the home and the applicant is below the limit. Thompson suggested revising Ordinance 85-3 to clarify how routine and nonroutine CUPs are determined. In the meantime, however, she is seeking firm guidance on how to proceed.

- **Other** – None.

NEW BUSINESS - None.

UNFINISHED BUSINESS – None.

4. Closed Meeting – None.

ADJOURNMENT

Thompson moved to adjourn the Meeting. Hawkins seconded the Motion. Anderson, Gibson, Hawkins, Rau, and Thompson approved the Motion. The Motion passed unanimously.

Rau adjourned the Meeting at 6:53 P.M.

APPROVED:

ATTESTED:

Bill Rau, Chairperson

Date

Faylene Roth, PLUC Clerk

Date