

**DRAFT Minutes**

**Regular Meeting**

**Planning & Land Use Commission**

**Wednesday, December 6, 2006**

**7:00 PM, Castle Valley Community Center, #2 CV Drive**

**Call to Order: Meeting called to order at 7:15 PM**

**Commissioners Present:** Vickie Kress, Valli Smouse, Marie Hawkins, Michael Peck

**Commissioners Absent:**

**Others Present:** Jeff Anderson, Mark Webster, Valli Smouse

**Temporary Clerk:** H.L. Weber

**1. Communications from the Public.**

Jeff and Mark from the Winery asked what the review process is for conditional use permits. Vickie explained that each year, the conditional use permits are renewed. Michael added that it's pretty straightforward.

**2. Approval of Minutes: Regular PLUC Meeting Minutes of November 1, 2006.**

Michael asked for comments on minutes. Marie said she found a few typographical errors, though nothing of substance. Vicki moved to approve the minutes with the few changes Marie found. Marie seconded the motion which was approved with all ayes.

**3. Approval of Minutes: Special Meeting Minutes of November 8, 2006, Water Issues.**

The adoption of these minutes was tabled until next meeting.

**Reports**

**4. Building Permit Update**

Leta was not present to give a report. Vickie reported that she asked Rebecca if she had any additional information on the electrical permit requests for Lots 227 and 228 and a building permit for Lot 3, and that Rebecca didn't. Vickie said she wished PLUC got more information with these permit requests, e.g., are there existing buildings on the lots. Michael suggested tabling the building permit requests, and Valli said she suggested to

Leta that in the future, she give more information in her report, such as whether a building is an add-on or original building, etc.

## **New Business**

### **5. Discussion & possible action re: Annual Conditional Use Permits Review.**

Michael explained the process for renewing conditional use permits, as follows. The town sends out a renewal form each year. If this is not returned by the permittee, the town assumes the permit is being discontinued. If the form is filled out and returned, then the permit is renewed.

It was reported that currently there are 35 conditional use permits with 14 business licenses attached to them, and that in the past year, approximately 12 new ones have been issued, and an equal number discontinued. There are a few unusual permits including an irrigation pond, one partial business license and conditional use, and one non-conforming business license.

Michael said the town is requesting the Winery to send in records of visitors. Discussion ensued as to what would give the town the information it needs, namely, that the Winery is not exceeding its maximum visits per day, while not placing too onerous a reporting obligation on the Winery. Eventually, it was decided that the Winery would write a summary of visits per month, and a statement that on no day was the maximum exceeded.

Vickie asked if there were any other issues that Michael may want to bring other councilpersons up-to-speed on. Michael said that he was sending a letter to all officials who serve the town stating that if they have a business at home, they need to be sure they are in compliance with the town's regulations.

Vickie said the PLUC may want to consider establishing a new category of low impact businesses and expedite the process for permit issuance.

### **6. Discussion & possible action re: Setting Regular Meeting Schedule for 2007.**

Michael asked if there are objections to the current schedule. Vickie and Marie said they are happy with it, though added that 6:30 may be preferable to 7 for a start time. Vickie volunteered to send an e-mail to all concerned to ask if there are any problems with this change. A point of information was made that the Town Council may move their meetings to start at 5 pm.

Michael suggested that a motion to accept a schedule of dates and time of meetings be made after the e-mail was sent and any concerns voiced. Everyone agreed.

## **Old Business**

## **7. Discussion & possible action re: Creating a Public Survey re: the Castle Valley General Plan. (tabled)**

Vickie moved to un-table item 7. Marie seconded, and motion was approved with all ayes.

Michael said that about a week ago, the survey was sent to a neutral party with whom the town has worked in the past. This person will give feedback on things such as how to structure questions so they are not leading, etc.

Valli offered some thoughts on the process, based on earlier surveys issued by the town. One thing that has to be decided is to whom to send the survey, residents, voters, or property owners. In the past, the town sent a survey to all registered voters, and to all out-of-state property owners.

She added that the survey could be made available on the Internet, so that people could print out the survey, fill it out and then send it in. This could save the town a lot of money for paper and postage, and time in preparing and sending out the surveys. This method necessitates publicity so people know to get the survey. After some discussion, the group agreed sending a postcard to each voter and owner could be effective and fair, and that if people prefer the town sends them a copy of the survey, to make that option available.

Valli asked if others had seen the survey about school trustlands, and said it showed that it was important to structure a survey so the information gotten from it is clear and easy to compile. She explained that to get quantifiable data, answers to questions should be easy to tabulate. All agreed that there should also be an option for people to add written comments, as they can provide supplemental information.

Marie said she thought previous surveys had leading questions, and Vickie said she noticed duplicate questions. Everyone agreed that there would be a significant review process, which would include an organization of questions into categories.

Valli said that there were some questions about water issues that might not even be understandable to someone who did not have any background information. Everybody agreed giving a little background to some larger issues, e.g., water, can be helpful.

Valli stressed that surveys are an excellent time to get input on any new actions being considered, such as a new category of low impact business permits. She urged the importance of being specific, explaining both the current status and the proposed ones.

It was mentioned that hearsay is that someone in the town wants to do away with agriculture here in the valley. Members of the council explained that the town has not yet begun work on the General Plan, that the survey was a preliminary step to that, and that the goal of such a survey is to arrive at a plan that represents the constituency's perspective. They added that there was certain to be questions about agriculture and livestock.

Vicki moved to re-table the General Plan discussion, Marie seconded the motion, which was approved with all ayes.

**8. Discussion and possible action re: Update of Aquifer Protection Ordinance/Fuel Storage Ordinance. (Tabled)**

Commissioners agreed to leave item 8 tabled.

**9. Discussion & possible action re: Update of Deer Fencing Ordinance. (Tabled)**

Marie moved to un-table item 9, Vicki seconded the motion, which was approved with all ayes. Marie said there was an inquiry about having to remove fencing. The fencing in question went up before the relevant ordinance was written, so the requirement did not hold. Eventually, the property in question was sold to someone who didn't have a question about the fencing.

Marie suggested that ordinances could be written to say that as properties are sold, they must come into compliance with ordinances. Everyone agreed this could be considered when work on General Plan continued, and that how ordinances relate to the general plan is an important question.

Marie moved to re-table this item, with a second from Vickie and all ayes for approval.

**10. Discussion and possible action re: Town Council request to review all Town's Ordinances and Resolutions for consistency and effectiveness of all enforcement and penalty provisions. (tabled)**

Commissioners agreed to keep this item tabled.

**Adjournment**

Marie moved to adjourn, Vicki seconded, and the motion was approved with all ayes.

**Meeting adjourned at 8:05 PM.**

**Approved:**

**Attested:**

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**Marie Hawkins, Acting PLUC Chair**

**Denise Lucas, Town Clerk**

