

The Town of  
*Star Valley Ranch, Wyoming*  
**REGULAR TOWN MEETING**

February 13, 2024  
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
2. Pledge of Allegiance
3. Reconvene Regular Meeting
4. Adopt Agenda
5. Announcements/Proclamations
6. Public Comment

*This section is reserved for comments from the public on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice the Council does not discuss, debate, or take action on issues raised, or comments made, under public comment.*

7. Adopt Consent Agenda

*All matters in this section are considered routine by the governing body and will be enacted in one motion unless removed from the consent agenda and considered separately by Council. Public comment may be given.*

- A. Approve Minutes for January 9 Work Session, January 9 Regular Meeting, January 16 Work Session
- B. Disbursements
- C. Dispatch Report
- D. Court Report
- E. Special Municipal Officer Report
8. Public Hearings and/or Action Items
  - A. Resolution 24-02-13-001 - Fees
9. Ordinances
  - A. Ordinance 2023-12 Title IX General Regulations Chapter 94 Nuisance – 3rd Reading.
  - B. Ordinance 2024-01 Title XI Business Regulations Chapter 113 Short-Term Rentals – 2nd Reading
  - C. Ordinance 2024-02 Title III Administration Chapter 32 Officials and Employees – 1st Reading
  - D. Ordinance 2024-03 Title XV Land Usage Chapter 154 Zoning – 1st Reading
10. Mayor and Council
11. Adjournment

## WORK SESSION MINUTES

Tuesday, January 9, 2024, 2:00 PM

### 1. CALL TO ORDER AND ROLL CALL

- All council present, plus Town Clerk Gray
- Councilman Rok moved to approve agenda, Councilman Merrill seconded, all ayes.

### 2. WORK SESSION ITEMS

#### a. Council Quiz

- The mayor quizzed the council on what constitutes a public meeting and the rules that apply, ordinances and laws.

#### b. Water-EPA update

- Clerk Gray gave updates on the chlorination.

#### c. Financials

- Chairman Sankaran of the Finance Board covered the financial statements for the council.

#### d. Board assignments for 2024

- Planning & Zoning assigned to Councilman Rok
- Water Utility Board assigned to Councilman Ellis
- Travel & Tourism Board assigned to Councilman Rok and Councilman Ellis
- Finance Advisory Board assigned to Councilman Denney
- Natural Resources Board assigned to Councilman Merrill
- Roads Advisory Board assigned to Councilman Merrill

#### e. Snow gates

- The mayor did a lot of research and comparisons, the council agreed the grader may not be feasible but research into a gate for the loader may be an option and switching the plowing process with existing equipment.

#### f. Winter fire works

- Fireworks are allowed by code from November to April; the council discussed maybe making it a permit.

g. Short term rental ordinance

- The council discussed the ordinance and some feedback from residents. The changes discussed will be reviewed for second reading.

3. MATTERS FROM THE MAYOR AND COUNCIL

- Councilman Rok checked on the mountain lion printing, which is in progress; after appointments for the Travel & Tourism board will schedule a meeting; asked about setting council goals which will be discussed on the 16<sup>th</sup>; winter parking not allowed at town hall, requested no parking signs on Cedar Drive; code enforcement schedule is flexible but would like to discuss hiring a backup SMO.
- Councilman Merrill spoke about the Roads Advisory Board wanting to be involved in the 6<sup>th</sup> penny discussion and planning, and they have questions about the snow policy and would like to revise it after the snow season with more citizen input.
- Councilman Ellis brought up a building type that has had 3 approved by the Planning & Zoning that the council may need to review.
- The following meetings have been set up: February 15 and February 22 at 2pm.

4. RECESS at 4:37pm

- Moved by Councilman Ellis, seconded by Councilman Rok, all ayes.

The Town of  
*Star Valley Ranch, Wyoming*  
**REGULAR TOWN MEETING**

January 9, 2024  
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
  - Mayor Buyers, Councilman Rok, Councilman Merrill, and Councilman Denney present, Councilman Ellis absent, plus Town Clerk Gray and Assistant Clerk Corson.
2. Pledge of Allegiance
3. Reconvene Regular Meeting
  - Councilman Rok moved to reconvene the meeting, Councilman Merrill seconded, all ayes.
4. Adopt Agenda
  - Councilman Merrill moved to approve the agenda, Councilman Rok seconded, all ayes.
5. Announcements/Proclamations
6. Public Comment
7. Adopt Consent Agenda
  - Councilman Merrill moved to adopt the consent agenda, Councilman Rok seconded, all ayes.
  - A. Approve Minutes for December 12 Work Session, December 12 Regular Meeting
  - B. Community Board Appointments
    1. Frank Bell – Travel and Tourism Board – 2027
    2. Vince Barbisan - Travel and Tourism Board – 2025
    3. Katie Toolson - Travel and Tourism Board – 2026
    4. Barb Watkins - Travel and Tourism Board – 2027
  - C. Disbursements
  - D. Dispatch Report
  - E. Court Report
  - F. Special Municipal Officer Report
8. Public Hearings and/or Action Items
9. Ordinances
  - Councilman Rok moved to approve the ordinance by title and explanation, Councilman Merrill seconded, all ayes.
  - A. Ordinance 2023-12 Title IX General Regulations Chapter 94 Nuisance – 2nd Reading.
    - Councilman Rok read the ordinance and moved to approve, Councilman Merrill seconded, all ayes.
  - B. Ordinance 2024-01 Title XI Business Regulations Chapter 113 Short-Term Rentals – 1st Reading
    - Councilman Rok read the ordinance and moved to approve, Councilman Merrill seconded, all ayes.
10. Mayor and Council
  - Councilman Rok thanked the newly appointed Travel and Tourism board members and said they would schedule a meeting for February.
11. Adjournment
  - Councilman Rok moved to adjourn, Councilman Merrill seconded, all ayes.

## WORK SESSION MINUTES

Tuesday, January 16, 2024, 2:00 PM

### 1. CALL TO ORDER AND ROLL CALL

- All Council present plus Town Clerk Gray and Assistant Clerk Corson, Councilman Ellis had to leave early due to emergency.
- Councilman Rok moved to approve the agenda, Councilman Merrill seconded, all ayes.

### 2. WORK SESSION ITEMS

#### a. Ordinance work

- Council discussed changes to some ordinances in land use, Clerk Corson and Councilman Rok will coordinate changes.
- Changes to Chapter 32 ready for reading pending format changes.

#### b. Individual Council 2023 accomplishments and 2024 priorities

- The mayor asked if the council would prefer to set goals timed with the budget rather than the calendar year.

#### c. Dave Sankaran

- Mr. Sankaran gave a presentation on creating the town administrator job.

### 3. MATTERS FROM THE MAYOR AND COUNCIL

- Councilman Denney would like a route map added to the snow policy that shows plowing operations and would like a road maintenance plan as well.
- Councilman Denney brought recommendations from the Finance Advisory Board including offering a financial look at the Green Canyon Tank lining versus tank replacement, keeping town funds invested in WyomingCLASS, and reinvesting the sinking fund portion of the WWDC loan into a fixed income security with a similar term and yield.
- Councilman Merrill asked about relocating the SMO office and providing that room for Lincoln County Sheriff's Office to use, and the county commissioner mentioning the town purchasing the BLM land of Fox Run Park.
- Councilman Rok asked about moving the council work sessions to not interfere with municipal court, council agreed to move the work session to 10am on the second Tuesday.

### 4. ADJOURN

- Councilman Rok moved to adjourn, Councilman Merrill seconded, all ayes.

Report Criteria:  
Detail report type printed

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
116	All-Star Auto Parts	701879	Parts	10430201	12/02/2023	3,424.66	1102401	01/10/2024
		702114	Parts	10430201	12/04/2023	155.59	1102401	01/10/2024
		702128	Parts	10430201	12/04/2023	28.44	1102401	01/10/2024
		702775	Parts	10430201	12/11/2023	94.45	1102401	01/10/2024
		702920	Parts	41430219	12/12/2023	84.16	1102401	01/10/2024
		703007	Parts	10420003	12/12/2023	638.87	1102401	01/10/2024
		703176	Parts	10420003	12/14/2023	270.32	1102401	01/10/2024
		703448	Parts	10430201	12/18/2023	159.98	1102401	01/10/2024
		703451	Parts	10430201	12/18/2023	25.31	1102401	01/10/2024
		703481	Parts	10420003	12/18/2023	20.43	1102401	01/10/2024
		703483	Parts	10430107	12/18/2023	70.08	1102401	01/10/2024
		703568	Parts	10430402	12/19/2023	83.96	1102401	01/10/2024
		703568	Parts	41430402	12/19/2023	83.96	1102401	01/10/2024
		703582	Parts	10430402	12/19/2023	45.48	1102401	01/10/2024
		703582	Parts	41430402	12/19/2023	45.48	1102401	01/10/2024
		703595	Parts	10430201	12/29/2023	213.39	1102401	01/10/2024
		703617	Credit	10430201	12/19/2023	159.98-	1102401	01/10/2024
		703731	Parts	41430219	12/20/2023	39.59	1102401	01/10/2024
		703914	Parts	10430201	12/22/2023	23.11	1102401	01/10/2024
		703969	Parts	10430201	12/22/2023	12.40	1102401	01/10/2024
		704059	Credit	10430201	12/26/2023	12.40-	1102401	01/10/2024
		704096	Parts	10430301	12/26/2023	50.36	1102401	01/10/2024
		704097	Parts	41430219	12/26/2023	95.99	1102401	01/10/2024
		704159	Parts	10430201	12/26/2023	158.62	1102401	01/10/2024
		704225	Parts	10430201	12/27/2023	14.54	1102401	01/10/2024
Total 116:						5,666.79		
120	Amazon Capital Services	17NJ-HMNR-	Amazon orders	10410258	01/01/2024	87.07	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	41410258	01/01/2024	28.42	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	10430402	01/01/2024	179.35	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	41430402	01/01/2024	102.05	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	10430409	01/01/2024	1,042.73	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	10410238	01/01/2024	69.45	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	41410238	01/01/2024	34.21	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	10430201	01/01/2024	924.17	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	41430219	01/01/2024	260.99	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	10430107	01/01/2024	21.99	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	10420001	01/01/2024	179.94-	1232401	01/23/2024
		17NJ-HMNR-	Amazon orders	10410250	01/01/2024	19.29	1232401	01/23/2024
Total 120:						2,589.78		
135	Austral Star, LLC	2223	Lift inspection	10430202	09/29/2023	582.56	14735	01/24/2024
		2223	Lift inspection	41430201	09/29/2023	286.94	14735	01/24/2024
Total 135:						869.50		
154	Blue Cross Blue Shield	2401054249	Employee Benefits	10410130	01/05/2024	1,643.62	182403	01/08/2024
		2401054249	Employee Benefits	10430130	01/05/2024	5,703.39	182403	01/08/2024
		2401054249	Employee Benefits	10460130	01/05/2024	235.48	182403	01/08/2024
		2401054249	Employee Benefits	41440130	01/05/2024	9,715.68	182403	01/08/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 154:						17,298.17		
173	Car Quest Auto Parts	34587	Parts	41430219	12/07/2023	48.80	1102402	01/10/2024
		37314	Parts	10430201	12/04/2023	58.32	1102402	01/10/2024
		37818	Parts	10430201	12/12/2023	58.32	1102402	01/10/2024
		38684	Parts	41430219	12/29/2023	3.80	1102402	01/10/2024
Total 173:						169.24		
177	Caselle, Inc	130105	Software	10410804	01/01/2024	791.37	182401	01/08/2024
		130105	Software	41410803	01/01/2024	395.63	182401	01/08/2024
Total 177:						1,187.00		
212	Core & Main LP	U067487	Parts	41430239	01/09/2024	2,390.00	14736	01/24/2024
Total 212:						2,390.00		
241	Dry Creek Enterprises, Inc.	M3265	Green Canyon Dr. Toilet re	10510208	12/05/2023	33.00	1102404	01/10/2024
		M3266	Cedar Creek Canyon toilet	10510208	12/05/2023	33.00	1102404	01/10/2024
		M3472	BLM toilet rent and clean	10510204	12/31/2023	110.00	1102404	01/10/2024
Total 241:						176.00		
261	Evergreen Wood Products	206196	Wood	10430005	01/04/2024	1,852.77	14717	01/10/2024
		206576	Parts	10430100	01/19/2024	180.50	14737	01/24/2024
Total 261:						2,033.27		
265	Ferguson Waterworks #17	1419770-5	Parts	41430239	01/19/2024	180.15	14739	01/24/2024
Total 265:						180.15		
269	Forsgren Associates Inc	2311467	WIP 2023 Project manage	41490027	12/07/2023	2,395.00	1242401	01/24/2024
		2312505	2023 Road Project manage	10490010	01/05/2024	1,135.00	1242401	01/24/2024
		2312506	Hardman/Middle Branch Br	10490010	01/05/2024	8,106.19	1242401	01/24/2024
		2312507	Municipal Engineering	41410401	01/05/2024	3,725.00	1242401	01/24/2024
		2312508	WIP 2023 Project manage	41490027	01/05/2024	3,305.00	1242401	01/24/2024
Total 269:						18,666.19		
270	Freedom Mailing Services,	46858	Bill processing	41410273	12/29/2023	980.40	14719	01/10/2024
Total 270:						980.40		
288	GreatAmerica Financial Se	35629322	Copier Service	10410260	01/01/2024	124.06	122404	01/02/2024
		35629322	Copier Service	41410260	01/01/2024	61.10	122404	01/02/2024
Total 288:						185.16		
311	High Country Linen Service	0417253	Shop Towels	10430402	12/28/2023	24.98	1102405	01/10/2024
		0417253	Shirts	10430121	12/28/2023	25.12	1102405	01/10/2024
		0417253	Shirts	41430121	12/28/2023	12.37	1102405	01/10/2024
		0418453	Shop Towels	10430402	01/04/2024	24.98	1102405	01/10/2024
		0418453	Shirts	10430121	01/04/2024	25.12	1102405	01/10/2024
		0418453	Shirts	41430121	01/04/2024	12.37	1102405	01/10/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		0419621	Shop Towels	10430402	01/11/2024	24.98	1242402	01/24/2024
		0419621	Shirts	10430121	01/11/2024	25.12	1242402	01/24/2024
		0419621	Shirts	41430121	01/11/2024	12.37	1242402	01/24/2024
		0420735	Shop Towels	10430402	01/18/2024	24.98	1242402	01/24/2024
		0420735	Shirts	10430121	01/18/2024	25.12	1242402	01/24/2024
		0420735	Shirts	41430121	01/18/2024	12.37	1242402	01/24/2024
Total 311:						249.88		
359	Conrad & Bischoff	IN-852428-2	Gas & Diesel	10430301	12/28/2023	2,897.19	1102403	01/10/2024
		IN-852428-2	Gas	10420005	12/28/2023	153.17	1102403	01/10/2024
		IN-852428-2	Gas & Diesel	41430301	12/28/2023	1,502.42	1102403	01/10/2024
Total 359:						4,552.78		
369	Lawson Products	9311120946	Shop supplies	10430402	12/03/2023	268.58	14720	01/10/2024
		9311120946	Shop supplies	41430402	12/03/2023	268.58	14720	01/10/2024
		9311163460	Parts	10430402	12/19/2023	138.60	14720	01/10/2024
		9311180249	Shop supplies	10430402	12/28/2023	18.60	Multiple	01/24/2024
		9311180249	Shop supplies	41430402	12/28/2023	18.60	Multiple	01/24/2024
		9311214319	Parts	41430239	01/12/2024	225.36	Multiple	01/24/2024
		9311218470	Shop supplies	10430402	01/15/2024	600.95	Multiple	01/24/2024
		9311218470	Shop supplies	41430402	01/15/2024	600.95	Multiple	01/24/2024
Total 369:						2,140.22		
382	Lincoln County Sheriff's Off	1-2024	Dispatch for December 202	10420204	01/03/2024	880.00	14721	01/10/2024
		B230473	Inmate housing for Bird	10420205	12/27/2023	60.00	14721	01/10/2024
		Q1-2024	Q1 2024 Contract for servi	10420205	01/03/2024	15,000.00	14721	01/10/2024
Total 382:						15,940.00		
392	Lower Valley Energy	1-2024	Electric - General	10430008	01/12/2024	1,613.82	1162401	01/16/2024
		1-2024	Electric - Water	41430098	01/12/2024	5,225.06	1162401	01/16/2024
Total 392:						6,838.88		
398	Luthi & Voyles LLC	2690	Review water collections	41410601	12/31/2023	275.00	1102406	01/10/2024
Total 398:						275.00		
461	Mountain Star Products	6108	Parts	41430239	01/16/2024	28.59	Multiple	01/24/2024
Total 461:						28.59		
475	PrintStar	46806	Brochures	10410223	01/09/2024	211.83	Multiple	01/24/2024
Total 475:						211.83		
489	Ridge Creek Investment C	2-2024	Town Hall Payment	10430003	01/18/2024	2,233.11	Multiple	01/24/2024
		2-2024	Town Hall Payment	41430001	01/18/2024	1,099.89	Multiple	01/24/2024
Total 489:						3,333.00		
508	Salt River Motors	492	Parts	41430402	12/12/2023	73.49	Multiple	01/24/2024



Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 508:						73.49		
521	Silver Star Communication	1-2024	Office Lines	10410225	01/01/2024	329.37	122401	01/02/2024
		1-2024	Office Lines - Water	41410225	01/01/2024	162.22	122401	01/02/2024
		1-2024	Town Hall Alarm System	10420214	01/01/2024	79.73	122401	01/02/2024
		1-2024	Town Hall Water Alarm Sys	41420108	01/01/2024	39.86	122401	01/02/2024
Total 521:						611.18		
549	American Legal Publishing	30944	Codification	10410403	12/31/2023	739.45	14715	01/10/2024
		30944	Codification	41410222	12/31/2023	364.20	14715	01/10/2024
		31215	Codification	10410403	01/16/2024	335.00	14734	01/24/2024
		31215	Codification	41410222	01/16/2024	165.00	14734	01/24/2024
Total 549:						1,603.65		
555	Surveyor Scherbel, LTD	5378-A	Survey of First Response	10430202	01/03/2024	1,800.00	14723	01/10/2024
Total 555:						1,800.00		
575	Thayne True Value Hardwa	A12312023	Fees	10410238	12/31/2023	56.08	14724	01/10/2024
		A12312023	Fees	41410238	12/31/2023	56.07	14724	01/10/2024
		B723370	Parts	41430239	12/05/2023	36.48	14724	01/10/2024
		B723754	Parts	10430107	12/14/2023	38.99	14724	01/10/2024
		C646904	Parts	10430402	11/18/2023	68.97	14724	01/10/2024
		C647316	Parts	10430402	11/30/2023	18.13	14724	01/10/2024
		C647569	Parts	41430411	12/04/2023	71.27	14724	01/10/2024
		C649053	Parts	10430100	12/14/2023	50.04	14724	01/10/2024
Total 575:						396.03		
589	Town of Afton	17917, 1791	monthly water test	41430411	01/11/2024	54.00	14755	01/24/2024
Total 589:						54.00		
591	Town of Star Valley Ranch	1-2024	Town Hall Water - General	10430010	01/01/2024	325.35	122403	01/02/2024
		1-2024	Town Hall Water - Water	41430004	01/01/2024	160.25	122403	01/02/2024
		1-2024	Public Works Water - Gene	10430011	01/01/2024	97.53	122403	01/02/2024
		1-2024	Public Works Water - Wate	41430097	01/01/2024	33.53	122403	01/02/2024
		1-2024	First Response Water	10420155	01/01/2024	64.35	122403	01/02/2024
Total 591:						681.01		
628	VSP of Wyoming	819640142	Employee Benefits	10410130	01/17/2024	25.37	1182401	01/18/2024
		819640142	Employee Benefits	10420130	01/17/2024	13.01	1182401	01/18/2024
		819640142	Employee Benefits	10430130	01/17/2024	144.72	1182401	01/18/2024
		819640142	Employee Benefits	10460130	01/17/2024	8.32	1182401	01/18/2024
		819640142	Employee Benefits	41440130	01/17/2024	153.80	1182401	01/18/2024
Total 628:						345.22		
640	Western States Cat	IN002637433	Parts	10430201	12/22/2023	285.00	1102409	01/10/2024
		IN002652203	Parts	10430201	01/09/2024	480.18	1242404	01/24/2024
		IN002652212	Parts	10430201	01/09/2024	5.00	1242404	01/24/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 640:						770.18		
669	Wyoming Department of W	Q4 2023	Q4 Worker's Comp and UI	10410150	01/01/2024	1,134.32	122405	01/02/2024
		Q4 2023	Q4 Worker's Comp and UI	10420150	01/01/2024	567.16	122405	01/02/2024
		Q4 2023	Q4 Worker's Comp and UI	10430150	01/01/2024	2,592.72	122405	01/02/2024
		Q4 2023	Q4 Worker's Comp and UI	10460150	01/01/2024	567.16	122405	01/02/2024
		Q4 2023	Q4 Worker's Comp and UI	41440150	01/01/2024	3,240.90	122405	01/02/2024
Total 669:						8,102.26		
714	Westbank Sanitation	4425889T02	Split Distribution	10430407	01/01/2024	29.57	122402	01/02/2024
		4425889T02	Split Distribution	41430407	01/01/2024	14.57	122402	01/02/2024
		4426434T02	Split Distribution	10430407	01/01/2024	246.64	122402	01/02/2024
		4426434T02	Split Distribution	41430407	01/01/2024	121.48	122402	01/02/2024
		4426434T02	Dog Park Can	10510207	01/01/2024	42.32	122402	01/02/2024
Total 714:						454.58		
761	Tawnie Lee Cazier	084	Cleaning Services	10430100	12/31/2023	217.75	1102408	01/10/2024
		084	Cleaning Sevices	41430100	12/31/2023	107.25	1102408	01/10/2024
		085	Cleaning Services	10430100	01/07/2024	217.75	1102408	01/10/2024
		085	Cleaning Sevices	41430100	01/07/2024	107.25	1102408	01/10/2024
Total 761:						650.00		
762	Verizon	9953478750	Cell Phones	10410225	01/05/2024	46.91	1112401	01/11/2024
		9953478750	Cell Phone SMO	10420004	01/05/2024	61.28	1112401	01/11/2024
		9953478750	Cell Phones Water Dept.	41410225	01/05/2024	128.30	1112401	01/11/2024
Total 762:						236.49		
779	Broulim's	01-214108	Meeting supplies	10410250	12/14/2023	36.82	14716	01/10/2024
		01-214108	Meeting supplies	41410251	12/14/2023	18.14	14716	01/10/2024
Total 779:						54.96		
780	Mid Valley Fire District	Q3 FY 23-24	Fire suppression for third fi	10420302	01/02/2024	51,738.00	1102407	01/10/2024
		Q3 FY 23-24	Motor vehicle 3 mils	10420302	01/02/2024	7,178.32	1102407	01/10/2024
Total 780:						58,916.32		
784	Kari June Productions, LLC	012024	Social media management	10410204	01/10/2024	73.70	1242403	01/24/2024
		012024	Social media management	41410205	01/10/2024	36.30	1242403	01/24/2024
Total 784:						110.00		
785	Principal Life Insurance Co	2-2024	Employee Benefits	10410130	01/17/2024	28.73	1182402	01/18/2024
		2-2024	Employee Benefits	10420130	01/17/2024	15.15	1182402	01/18/2024
		2-2024	Employee Benefits	10430130	01/17/2024	81.35	1182402	01/18/2024
		2-2024	Employee Benefits	10460130	01/17/2024	6.36	1182402	01/18/2024
		2-2024	Employee Benefits	41440130	01/17/2024	87.71	1182402	01/18/2024
		2-2024	Billing Adjustment	10410130	01/17/2024	13.62	1182402	01/18/2024
Total 785:						232.92		
797	FedEx Freight	AB28010842	Freight	10430201	12/19/2023	790.76	14718	01/10/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		AB28353090	Freight	10430201	01/04/2024	59.14	14738	01/24/2024
	Total 797:					849.90		
798	Union Wireless	1-2024	SIM for SCADA alarms	41410225	01/01/2024	77.20	182402	01/08/2024
	Total 798:					77.20		
801	Restore Your Carpet	1065	Building Maintenance - Car	10430100	12/15/2023	765.00	14722	01/10/2024
		1065	Building Maintenance - Car	41430100	12/15/2023	765.00	14722	01/10/2024
	Total 801:					1,530.00		
802	Freedom Refrigeration & H	13049	Heater repair in mail center	10430005	01/11/2024	472.44	14740	01/24/2024
	Total 802:					472.44		
	Grand Totals:					163,983.66		

## Report Criteria:

Detail report type printed

## Report Criteria:

Includes the following check types:

Transmittal

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount	D
01/06/2024	CDPT	01/10/2024	14713	Bank of Star Valley	10	HSA Contribution HSA Pay Period	01-10001	105.00-	
01/06/2024	CDPT	01/10/2024	14714	Wyoming Child Support	8	Randy Mills Case #209481 Garnis	01-10001	114.92-	
01/20/2024	CDPT	01/24/2024	14732	Bank of Star Valley	10	HSA Contribution HSA Pay Period	01-10001	105.00-	
01/20/2024	CDPT	01/24/2024	14733	Wyoming Child Support	8	Randy Mills Case #209481 Garnis	01-10001	114.92-	
01/06/2024	CDPT	01/08/2024	123011461	Great-West Trust Company	4	457 Contribution 457 Wyoming Re	01-10001	75.00-	
01/06/2024	CDPT	01/08/2024	123011462	IRS - 941 Taxes	1	FICA/FWH Tax Deposit Federal Wi	01-10001	13,222.20-	
01/20/2024	CDPT	01/22/2024	123011463	Great-West Trust Company	4	457 Contribution 457 Wyoming Re	01-10001	75.00-	
01/20/2024	CDPT	01/22/2024	123011464	IRS - 941 Taxes	1	FICA/FWH Tax Deposit Federal Wi	01-10001	10,747.98-	
01/20/2024	CDPT	01/22/2024	123011465	Wyoming Retirement System	5	Retirement Contributions Wyoming	01-10001	13,131.23-	
Grand Totals:								37,691.25-	

## Star Valley Ranch

1/1/24 to 1/31/24

Citations	0
Warnings	0
CFS/Law Incidents	29
Special Patrol	23

Animal Problem		Abandoned Vehicle	1
Agency Assist	1	Alarms	
Assault	1	Auto Accident	
Burglary	1	Animal problem	1
Citizen Assist	2	Citizen Dispute	
Civil standby	2	Controlled Burn	
Child abuse		Alcohol problem	
Controlled Substance		Disturbance	
Custodial Interference		Domestic Violence	3
Drugs		Dead body	
e911	1	Harassing	
Intoxication		Field contact	1
Fraud		Littering	
Information	2	Lost/Found Property	
Juvenile Problem		Parking problem	1
Lost/Found Animal	1	Lock out	1
Motor assist		Medical	1
Reckless driving		Suicidal attempt	
Search & Rescue	1	School assist	1
REDDI		Suspicious	
Theft		Threatening	
Traffic	1	Vin inspection	4
Welfare check		Weapon offense	1
Trespassing		Vandalism	
Utility problem	1	VIN Stamp	



Town of Star Valley Ranch  
171 Vista Drive #7007  
Star Valley Ranch, WY 83127  
(307) 883-8696 M-F 8AM-6PM

February 6, 2024

**Municipal Court Report for January 2024**

1. There were no court cases on the docket this month.

Respectfully Submitted,

Gina Corson

Court Clerk- Town of Star Valley Ranch, WY

# Town of Star Valley Ranch

## Special Municipal Officer

1/1/2024- 1/30/2024

Verbal Warnings	8
Written Warnings	5
Citations	4

Animal Complaint	3	Water Shut-off	0
Building & Zoning	3	Meter Pit Tampering	0
Road Right-of-Way	6	LCSO Assist	0
Snow Complaint	1	Fire Prevention\open fire	0
Nuisance Comp.	2	Stop work order	2
Road damage	0	Animal Impound	0
STR Complaint	1	Other	1

The Town of

# *Star Valley Ranch, Wyoming*

## **Resolution No. 24-02-13-001**

A resolution to establish fees for plan review, issuance of building permits, and building inspections for the Town of Star Valley Ranch, Wyoming.

Permit Type	Admin Fee	Additional Fee
Adding an addition to existing residence	\$500.00	\$1.00/ sq. ft.
Approach permit	\$100.00	\$0
Commercial temporary buildings	\$300.00	\$0
Demolition (residential or commercial)	\$300.00	\$0
Fences (including dog runs not to exceed 128 square feet)	\$100.00	\$0
New commercial building	\$1,000.00	\$2.00/ sq. ft
New single-family residence	\$500.00	\$1.00/ sq. ft.
Structural modifications to existing	\$500.00	\$1.00/ sq. ft.
Structures greater than 200 square feet	\$250.00	\$1.00/ sq. ft.
Decks attached to the home, decks over 30 inches in height, decks over 250 sq ft, and retaining walls over four feet in height	\$200.00	\$0
Roof replacement with in-kind materials	\$0	\$0
Re-inspection fee	\$100.00 - Paid by the applicant	
Third-party fees	Cost - Paid by the applicant	
Excavation in the road right-of-way	\$100.00	
Permit extension	Half original permit fee	

Passed and adopted this 13<sup>th</sup> day of February 2024

For the Town of Star Valley Ranch:

By: \_\_\_\_\_

Kathleen Buyers, Mayor

Attest:

By: \_\_\_\_\_

Kristin Gray, Clerk



The Town of  
*Town of Star Valley Ranch*  
**Ordinance 2023-12**

**Title IX General Regulations**

**Chapter 94 Nuisance**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH:**

Explanation: Update to existing code to provide clarification, improved timeline for abatement, and more concise language.

Existing Title XI Chapter 94 is in **BLACK**, changes for first reading are in **BLUE**, second reading in **GREEN**, third reading in **ORANGE**, removal in **RED**.

**These changes will become effective 10 days after third reading and passage.**

**§ 94.01 VIOLATION PROHIBITED.**

It is unlawful for any person, property owner(s) or occupant to maintain or permit the existence of any nuisance, as defined herein, on any property within the town. Any person in violation of this section shall, in addition to any penalty that may be imposed for the violation of this code, be subject to the provisions of this chapter and be required to reimburse the town for expenses incurred in the abatement of the nuisance.

**§ 94.02 NUISANCE CONDITIONS DEFINED.**

Each of the following conditions described shall constitute a public nuisance. The various nuisances described and enumerated in this section shall not be deemed to be exclusive but shall be in addition to all other nuisances described and prohibited by this code.

(A) ~~With the exception of off-road recreational vehicles as defined in § 70.18. Inoperative, unlicensed, and derelict vehicles parked upon private property or public property are declared to be nuisances. The presence of the above-described vehicles as defined below are declared to constitute a public nuisance that may be abated as such in accordance with the provisions of this chapter.~~

(A) Derelict, junked, etcetera, vehicles: unlicensed, derelict, or junk vehicles and parts or remains thereof parked upon private property, public property, public

streets, alleys, easements, rights of way or other ways are declared to be nuisances. The presence of an unlicensed vehicle, wrecked, dismantled, derelict or inoperative vehicle, on private or public property, is declared to constitute a public nuisance that may be abated as such in accordance with the provisions of this chapter. The tearing down, stripping or junking of such vehicles shall be permitted only where and when such use is specifically authorized, permitted or licensed under other ordinances of the town and in strict accordance therewith; or which use is conducted entirely within the confines of an accessory garage building, then only provided that such vehicle is the property of the owner or occupier of the lot and that such use is not a commercial use of the property, unless such use is authorized by other ordinances of the town.

(1) Derelict Vehicles: A vehicle, or parts thereof, shall be deemed to be "derelict" if the vehicle is:

- (a) Partially or wholly dismantled.
- (b) In a condition that prevents legal operations.
- (c) Junked or intended to be recycled or scrapped.

(2) Definition Of Vehicles: For purposes of this chapter, "vehicles" shall include vehicles, motor vehicles, passenger cars, multipurpose vehicles, utility trailers, motorcycles, pickup trucks, and snowmobiles as defined in either Wyoming Statutes §§ 31-1-101 or 31-5-102, and watercraft as defined in Wyoming Statutes § 41-13-101.

(3) Exceptions: The section defining and prohibiting derelict vehicles shall not apply to the following:

- (a) Vehicles that are enclosed within a secure building.
- (b) A vehicle which is covered by an intact cover which is securely attached to the vehicle, and which covers the entire vehicle, with the exception of the wheels. Residents shall not have more than one covered vehicle unless out of public view.

(B) Junk: refrigerators, freezers, washers, dryers, tires, electronic equipment or appliance that is not being used for its intended use, or other waste and discarded material of any nature or substance whatsoever or any scrap or salvage materials which are left or permitted to remain upon any real property within the town, metal shipping containers, Conex boxes, cargo containers, sea vans, dry boxes, storage containers, freight containers, and castoff or discarded articles and materials ready for destruction, when stored outside of a building are a nuisance and an immediate threat to the health, safety, and welfare. ~~of children.~~

(C) ~~Vacant Undeveloped~~ lots: Parking or storage of any vehicle of any type or any watercraft, trailers and the storage of junk, as described in paragraph B above, shall be declared a nuisance, and subject to ~~the penalties in Section § 94.05.~~

(D) Developed lots: Only personal type vehicles may be parked or stored on developed lots and all such vehicles shall be in compliance with town ordinances.

These personal type vehicles shall be limited to passenger cars, pickup trucks, multipurpose vehicles, snowmobiles, motorhomes, utility trailers, RV trailers and watercraft as defined in Wyoming Statutes §§ 31-1-101, 31-15-102 and 41-13-101. Other vehicles shall be declared a nuisance. No vehicle shall be parked in that portion of the front yard of a residential lot which would normally be landscaped.

**§ 94.03 ~~RIGHT OF ENTRY.~~ NOTICE TO ABATE NUISANCE; COMPLIANCE REQUIRED:**

~~—The filing of a written complaint with the Town regarding a nuisance will require an immediate investigation by the Town's Special Municipal Officer (SMO) or other authorized agents. If access to the property is required for a complete investigation, the Town's agents are authorized to enter upon any property or premises only with the owner's permission.~~

A. It shall be the duty of any person receiving the notice of a public nuisance as provided in this chapter to comply with the provision of the notice and to abate such nuisance within fifteen (15) calendar days after delivery of such notice, and if such person shall fail or refuse to abate such nuisance within fifteen (15) calendar days from receipt of such notice without just cause, such failure is declared to be unlawful and shall constitute a misdemeanor. Each day such nuisance persists shall constitute a separate violation.

B. It is unlawful and shall constitute a misdemeanor for any person, after having received notice as provided in this chapter, to remove any vehicle or junk from private property to any other private property upon which storage is not permitted, or onto any public property.

C. If the nuisance is not abated within the time provided, and after notice as provided by section 94.04 of this chapter, the town may abate the nuisance, and the cost of abatement may be charged to the owner of the nuisance or assessed against the land upon which the nuisance exists or both.

D. For purposes of this chapter, the term "delivery" shall refer to the date a notice is hand delivered to the property owner or an occupant who is at least eighteen (18) years at the last known address of the property owner; or the date of delivery as shown on a certified mailing receipt; or the last date of publication if service is by publication.

**§ 94.04 ~~ABATEMENT AND COST.~~ ENFORCEMENT; INITIATION OF COMPLAINT; NOTICE TO ABATE NUISANCE; CONTENTS; PROCEDURE:**

~~—(A) No owner(s), occupant, lessee, or agent shall allow property under their control to become a storage location for any unlicensed or derelict vehicle or junk as described in this chapter. Notice that a nuisance exists shall be given no more than once in any calendar year for property located within the Town, and thereafter action may be taken against the property owner(s), occupant, lessee, or agent of said property without the requirement to provide additional notice. When notice is given, the owner(s), occupant, lessee, or agent thereof shall have ten business days to abate the nuisance condition. Notice shall be deemed given when the Special Municipal Officer (SMO), whose duties~~

~~include municipal code enforcement, gives verbal notice followed by written notice sent by certified mail to the owner(s), occupant, lessee, or agent of the property. The Special Municipal Officer (SMO) shall send written notice by certified mail to the last known occupant or owner(s) address. The owner(s) of the property is ultimately responsible for correcting the nuisance.~~

~~—(B) Failure to abate the nuisance and bring the property into compliance within ten business days of the issuance of the ten business day notice or permitting the property to again deteriorate into a nuisance state anytime within the calendar year in which the notice has been issued for the property, may shall result in additional action being taken. Additional action may include, but is not limited to, the issuance of a citation with a fine and a mandatory court appearance.~~

~~—(C) A statement that a hearing upon the allegations of a nuisance may be requested by the owner(s), occupant, lessee, or agent of the property by giving written notice to the clerk of the court within ten business days from the date of delivery of the notice. The request must specify the property at issue, the requesting party's name and address, and the nature of the interest held by the requesting party. Upon that request a hearing will be scheduled to determine if a nuisance exists. If a hearing is not requested the right to a hearing, and the issue of whether a nuisance exists shall be waived. The Court will issue its findings to the Town.~~

A. Any person may initiate a complaint against a property owner or occupant if, in their opinion, a nuisance condition as defined in this title, exists on a property or lot within the town. The written complaint shall be on a form to be provided by the town, and shall be signed by the complaining party, dated and shall be delivered to the town special municipal officer for investigation. Nothing in this section shall be construed to prevent the initiation of an investigation by a special municipal officer or peace officer or other employee of the town without such a complaint.

B. Whenever the town receives a written, signed complaint as described above, that any condition is a public nuisance as defined in this chapter, or in the event that an officer or town employee observes a condition which appears to be a public nuisance as defined in this chapter, the town shall investigate such complaint, and if the officer determines that a nuisance exists, the officer shall attempt to give written notice to the owner of the condition, if his or her address is known, to the owner of the land where the condition is located, and to any other person or entity known by the town to have a security interest in the vehicle or junk. The notice shall be attempted by certified mail, return receipt requested, or personal service, if the address of the individual or entity is known. In the case of vehicles, where practical, the notice shall also be affixed to the windshield or some other part of the vehicle where it can be easily seen. Where affixing the notice to a vehicle is impractical, and in the case of junk, the notice shall be posted at the site or on the premises where the nuisance exists. Such notice shall be in effect for the next twelve (12) consecutive months, and the owner of the lot, parcel or vehicle shall be responsible for controlling the nuisance condition as prescribed above for the duration of the twelve (12) month period, without the need for renotification. After the initial notice, any subsequent period of noncompliance shall also be a violation of this section.

C. Such notice shall include substantially the following information:

1. A statement that a certain condition is a nuisance within the provisions of section 94.02 of this chapter; in the case of a vehicle, the notice should include the make, year and vehicle identification number if reasonably possible;

2. A description of the real property, by street address or otherwise, on which the nuisance exists;

3. A statement that such nuisance must be abated within fifteen (15) calendar days from the delivery of the notice;

4. A statement that if the nuisance is not abated within the time provided, the town may abate the nuisance, and the cost of abatement may be charged to the owner of the nuisance or assessed against the land upon which the nuisance exists or both.

5. A statement that a hearing upon the allegation of a public nuisance and the assessment of costs may be requested by giving written notice to the clerk of municipal court within ten (10) calendar days from the date of delivery of the notice, and that a request must specify the property concerning which the request is made, the requesting party's name and address, and the nature of the interest held by the requesting party; that upon request a hearing will be scheduled to determine if a public nuisance exists and as to the assessment of administrative costs and the costs of abatement; that if a hearing is not so requested the right to a hearing, and the issue of whether a nuisance exists shall be waived;

6. A statement that failure to abate the nuisance may result in a town abatement and/or criminal charges.

D. In the event that notice cannot be served by certified mail or in person as described above, service shall be made by publication in a newspaper of general circulation in Lincoln County. The notice by publication shall contain the same information required in the notice described above. The notice shall be published at least twice, with each notice appearing at least seven (7) calendar days apart. Notice by publication may contain multiple listings of public nuisances.

E. Proof of notice shall be made by certification of any officer or employee of the Town, or affidavit of any person over eighteen (18) years of age, naming the person to whom notice was given and specifying the time, place and manner thereof. Proof of notice shall be made in each case and maintained for a period of two (2) years from the date of abatement of the nuisance for which notice has been given.

#### **94.05: HEARING PROCEDURE:**

A. A request for a hearing upon the allegation of a public nuisance and the assessment of costs shall be made in writing and delivered to the municipal court clerk within ten (10) calendar days from the date of delivery of the notice to abate. Such request shall specify the property concerning which the request is made, the requesting party's name and address, and nature of the interest held by the requesting party in the vehicle or junk.

B. In the event of a public nuisance as defined in section 94.02 of this chapter of which notice has been given, and which remains unabated for more than fifteen (15) calendar days after delivery, the town special municipal officer, peace officer or their designee is granted authority to abate, remove or cause the removal of the nuisance; provided however, that if a proper request for hearing is filed, abatement shall only proceed upon order of the municipal court judge or hearing examiner.

C. In the event a request for hearing is filed as provided, a hearing shall be held before a hearing examiner or municipal judge designated by the governing body. The purpose of the hearing shall be to confirm or deny the existence of a public nuisance and for taking such further action as is authorized under this chapter. Notice of the time, place and hour of the hearing shall be sent at least ten (10) calendar days in advance of the hearing to the requesting parties and the town attorney.

D. At such hearing, all parties and the town shall be afforded an opportunity to present evidence, to cross examine and present argument; provided that all persons testifying shall be sworn; irrelevant, immaterial or unduly repetitious evidence shall be excluded; and the decision of the hearing examiner shall be based upon the evidence submitted at the hearing. The hearing examiner shall allow evidence according to the rules generally applicable to contest case hearing under the Wyoming administrative procedure act.

E. At or after such hearing, and in the event of confirmation that a public nuisance exists, the municipal court may resolve or order that the town and/or employee or agents remove or otherwise abate the nuisance; provided, however, that if the circumstances justify, in the opinion of the municipal court, the time for abatement may be delayed. In the event a nuisance is confirmed, administrative removal costs may also be assessed at the hearing. If it is found that a public nuisance does not exist, abatement authority shall be denied and costs shall not be assessed.

F. Appeals from adverse decisions rendered by the municipal court may be made to the district court in the same manner as an appeal from an adverse decision rendered by an agency in a contested case under the provisions of Wyoming Statutes section 16-3-114.

#### **94.06: REMOVAL; VOLUNTARY CONSENT; AFFIDAVIT:**

The owner of any vehicle or junk or the owner of real property where any junk or vehicle has been abandoned may voluntarily consent to the removal of such property by the town. In order to give such consent, all owners of the property shall execute an affidavit in a form acceptable to the town prosecuting attorney, stating that there are no other owners of the property or lienholders having a security interest in the property; that the owners will reimburse the town for the actual costs of removal or such other costs as are established by the town administrator and/or employee for such removal; and that such reimbursement will be made to the town within thirty (30) calendar days of removal. Such affidavit shall constitute a statement by the owners signing such affidavit that they will indemnify the town for any loss or expense alleged by any other party as a result of removal or disposal. The execution of such affidavit shall also release the town from any obligation to account or pay over to the owners any amount the town receives



for the property. The owner's consent to the removal of any junk or vehicle by the town, and the town's subsequent removal of junk and/or vehicles from the owner's property, shall not in any way be deemed a continuing obligation or responsibility on the part of the town to maintain the property, and shall not relieve the property owner of their obligation and responsibility to continue to maintain the property.

#### **94.07: DISPOSAL; ASSESSMENT OF COSTS:**

A. Any vehicle or junk which is impounded or removed and taken into custody, as provided in this chapter, may be disposed of according to the provisions of Wyoming Statutes section 7-2-105, or 31-13-108, 31-13-109 and 31-13-110.

B. The town administration, or the town designee, shall determine the costs of removal and disposal in each case. The town administration and/or employee shall take into account the amount of time spent by town employees, the cost and time involved for the use of town equipment and fuel, and the costs and expenses for disposing of the vehicles, junk and/or other materials constituting the nuisance. The town administration and/or employee may contract with a company, firm or individual who is not an employee of the town to remove or abate the nuisance, and the cost of such removal shall be assessed against the property owner. The town may take any action allowed by law to collect the actual costs of removal and storage of any property constituting a public nuisance. Nothing herein shall prohibit the town from waiving the cost of removal.

C. Upon the owner's failure and/or refusal to comply with the written notice to remove the nuisance within the specified time period, the town administration or special municipal officer or their designee may, in addition to issuing the owner a citation, after the expiration of the time to request a hearing, or if a hearing is requested, after the hearing examiner or municipal judge find that a nuisance exists, authorize the removal of such nuisance, and the owner of the lot or parcel from which the nuisance is removed shall be liable for all costs of the removal.

D. The town administration or special municipal officer or their designee may initiate legal proceedings for the collection of costs of removal against the owner of the lot or parcel, upon the owner's failure and/or refusal to pay the costs within thirty (30) calendar days following demand for payment by the town.

#### **94.08: SEARCH WARRANT:**

A. The special municipal officer and peace officer may make application to the municipal court for authority to enter upon land to examine vehicles, junk, weeds or any other condition for the purpose of making a determination as to whether a public nuisance exists and/or securing information as to the ownership of a vehicle or junk thought to constitute a public nuisance and/or securing information as to the identity of the person or persons in control of the land where the vehicle or junk is situated. This section shall not in any way be construed to limit the authority of law enforcement to lawfully enter upon and search premises without a warrant to the extent such entry and search is authorized by and consistent with the United States and Wyoming constitutions.

B. The municipal court has authority to issue search warrants and other process necessary to enforce this chapter.

C. A warrant shall issue only upon affidavit sworn to before a person authorized by law to administer oaths and establishing the grounds for issuing the warrant. If the judge is satisfied that the grounds for the application exist or that there is probable cause to believe that they exist, he shall issue a warrant identifying the purpose of the search, and naming or describing the place to be searched. The warrant shall be directed to the sheriff's office, or any officer authorized to enforce or assist in enforcing the laws of the town or state. The warrant shall state the grounds or probable cause for its issuance and the names of the persons whose affidavits have been taken in support thereof. It shall command the officer to search, within a specified period of time not to exceed ten calendar (10) days, the property identified. The warrant shall direct that it be served between six o'clock (6:00) A.M. and ten o'clock (10:00) P.M., unless the court, upon reasonable cause shown, authorizes the execution at other times.

#### **94.09: ABATEMENT; COURT ACTION AUTHORIZED:**

The town prosecuting attorney is authorized to institute such proceedings in the name of the town in any court having jurisdiction over such matters against any property, entity or individual for which the charge for abating a nuisance under this chapter has remained unpaid for a period of thirty (30) calendar days after a bill therefore has been rendered to the owner of the property involved.

#### **~~§ 94.05 10 PENALTIES.~~**

~~—Anyone convicted of violating any section of this chapter shall be punished by a fine of not more than \$750.00 per day to which restitution and court fees may also be added.~~



The Town of

# *Star Valley Ranch, Wyoming*

Ordinance 2024-01

## Title XI Business Regulations

### Chapter 113 Short-Term Rental ~~Permits~~ of Residential Units

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH:

Explanation: Update to existing code to clarify Short-term Rental permit requirements, conditions for permit issuance, and to better-define conditions that constitute violation of this chapter.

Existing Title XI Chapter 113 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

These changes will become effective 10 days after third reading and passage.

113.01 Intent and Purpose

113.02 Definitions

113.03 Requirements and Prohibitions

113.04 Standards ~~Short-Term Rental Permit Required~~

113.05 Issuance ~~Short-Term Rental Permit Application Requirements~~

113.06 Violation; Infraction; Penalty ~~Permit Renewal~~

~~113.07 Permit Expiration~~

~~113.08 Permit Revocation~~

~~113.09 Appeal~~

113.0740 Fraud and Misrepresentation

~~113.11 Administrative Enforcement~~

~~113.12 Operating Without a Permit~~

## § 113.01 INTENT AND PURPOSE.

The intent and purpose of this chapter is to establish standards, guidelines, and procedures by which the owners of Short-term Rental Units shall comply to ensure that the essential character of the Town is maintained. Such owners have the responsibility to properly communicate to their guests the laws, standards, rules, and regulations that must be followed as established by the Town, the home-owners associations, Lincoln County, and the State of Wyoming. This will protect the residents of our Town while providing ~~our guests~~ Short-term Rental patrons with a safe and enjoyable experience during their visit.

## § 113.02 DEFINITIONS.

(A) The following terms shall apply to this chapter as written unless context indicates or requires a different meaning:

**LOCAL REPRESENTATIVE.** An area property manager, owner, or agent of the owner, who within 1 to 2 hours can respond to questions or concerns from short-term rental guests, residents of the surrounding neighborhood, or representatives of the Town.

**SHORT-TERM RENTAL(S).** The rental of all or any portion of a residential dwelling unit for a period less than one calendar month. A calendar month is the period from a day of one month to the corresponding day of the next month if such exists; or if not, to the last day of the next month. A calendar month shall be computed by excluding the first and including the last day (as from January 4 to February 3 or from January 31 to February 29).

**SHORT-TERM RENTAL UNIT(S).** A property used for Short-term Rental.

(B) Words or phrases in this Chapter necessitating a definition shall be defined pursuant to the Town Zoning Regulations, as amended.

## § 113.03 REQUIREMENTS AND PROHIBITIONS.

(A) No person shall operate a Short-term Rental Unit in the Town without first obtaining a Short-term Rental Permit ("Permit") in accordance with the provisions of this Chapter.

(B) Multiple bookings during the same period for a Short-term Rental Unit are not allowed.

(C) Short-term Rentals are not permitted outdoors, in tents, campers, recreational vehicles, attached or unattached accessory structures (e.g., sheds, garages).

(D) Camping, outdoor sleeping, or occupancy of any camper or recreational vehicle on the property while the licensed premises is being used as a Short-term Rental or hosted Short-term Rental is prohibited.

#### § 113.04 STANDARDS. ~~SHORT-TERM RENTAL PERMIT REQUIRED.~~

##### (A) Permit.

(1A) A Short-term Rental Permit Application must be submitted and approved by the Town before a residential dwelling unit can be used for Short-term Rentals. Any persons currently operating a Short-term Rental, as defined herein, may continue to do so, but must submit a Permit Application and otherwise come into compliance with this Chapter within 90 days of its enactment.

(2B) Permit Applications are available at Town Hall and must be filled out and approved by Town Administrative Staff.

(3C) ~~The~~ A ~~initial fee for a~~ Permit Application fee ~~is \$250.00~~ for each Short-term Rental Unit being permitted ~~is required~~. ~~An~~ The annual permit renewal fee is ~~also required \$125.00~~. No refunds shall be given for initial, or renewal fees paid. Fees will be set by resolution and reviewed annually.

(4D) Each Permit will be assigned a unique permit number.

(5E) A Permit holder shall be responsible for providing notice to the Town within 10 business days of any changes to the information included in a Short-term Rental Application.

(6F) Permits are nontransferable, except that upon death of a Permit holder, the Permit may be transferred to a family member who holds an interest in title to the Short-term Rental Unit at issue.

(7G) The Permit holder must maintain a record of each renter of the Short-term Rental Unit for five (5) years, including the name and contact information for the renter and the time(s) and date(s) of the rental. This information shall be made available to the Town upon court order.

##### (B) Permit renewal.

(1A) Permits must be renewed annually. Permits must be renewed ten business days prior to the last day of December.

(2B) Permit renewal applications shall be filed annually with the Town Administrative Department. The Town may, for good cause, as defined herein, refuse to renew a Permit.

(3C) The Permit is valid for one calendar year, or portion thereof. Renewal of the Permit requires the submission of a complete Permit renewal application and designated fee. If a complete renewal application and applicable fees have not been

received by the Town on the annual renewal date (see §113.04 (C) below), the Short-term Rental Unit shall be conclusively presumed to be discontinued and the Town shall revoke the Short-term Rental Permit without further notice required.

(4) Permit renewal applications must comply with this Chapter.

(C) Permit expiration.

(1) All Permits expire on the last day of December each year and must be renewed ten business days prior to expiration. If a Permit is allowed to expire, the Permit holder will be required to pay a late fee in addition to the ~~for a~~ Permit renewal ~~Permit~~ fee. Any Permit not renewed by January 15 will be deemed revoked. Any person who continues to operate a Short-term Rental without a Permit shall be operating a Short-term Rental in violation of this Chapter.

### **§ 113.05 ISSUANCE. ~~SHORT-TERM RENTAL PERMIT APPLICATION REQUIREMENTS.~~**

The issuance of a Short-term Rental Permit shall be subject to the following requirements.

(A) Notice to Neighbors within 300 Feet Of Lot Boundary: Permit holders must provide ~~notice by mail to a list of mailing addresses for~~ the owners of neighboring parcels within 300 feet of the lot boundaries of the Short-term Rental Unit. ~~This address list must be provided along with the Short-term Rental Permit Application. The Permit holder must sign an affidavit under penalty of perjury that the neighbors have been notified.~~ The Permit holder must also provide ~~their~~ his/her name and contact information, and the name and contact information of a local representative, living in Star Valley, designated by the Permit holder to handle complaints or correspondence ~~of~~ regarding the Short-term Rental Unit. The Permit holder shall notify ~~the Town within 10 business days~~ all applicable neighbors if the contact information changes. ~~The Town will complete mailing of the Notice to Neighbors to residents identified on the provided mailing list.~~

(B) Management and Advertising Requirements: Short-term Rentals may not be advertised with physical signage within Town Limits. Any advertising by other means, must include the Permit number issued for the respective Unit. Any digital advertising must include a functioning internet link to this Chapter.

(C) Lodging and Sales Taxes: Short-term Rental Units are classified as lodging facilities by the State of Wyoming. Permit holders are responsible for paying all lodging and sales taxes required by Wyoming law.

(D) Annual Safety Inspection Required: All Short-term Rentals must pass an annual safety inspection, proof of which must be submitted with an initial or renewal application. This inspection can be completed by the Permit holder, a local representative of the Permit holder, or by a licensed Building/Housing inspector (The Short-term Rental Checklist is included with the Application packet). ~~The Special Municipal Officer may~~

choose to physically reinspect any property at any time if they reasonably believes that it is not maintaining compliance with these requirements.

(E) Parking Requirements: All Short-term Rental Units must provide on-site parking spaces. On-site parking spaces consist of established driveways or garages at the Short-term Rental Unit. Short-term Rental guest vehicles are not allowed to be parked on lawns or in other areas of the Short-term Rental Unit property in the event that existing on-site parking spaces are full. No vehicles are allowed to be parked on Town streets or Town rights-of-way.

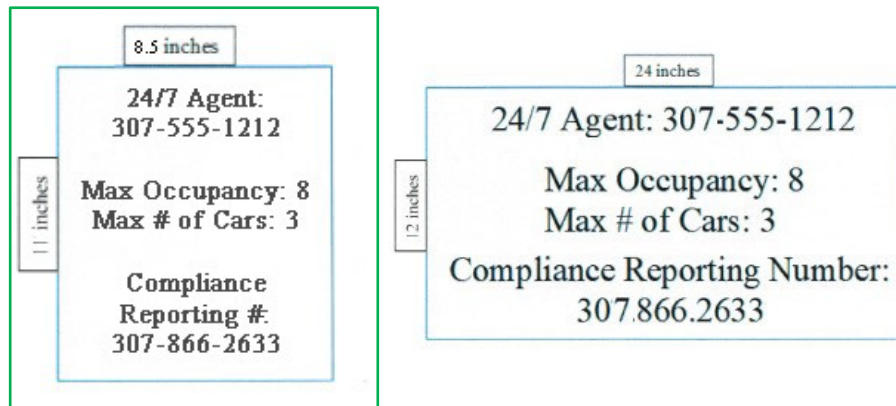
(F) Solid Waste Collection Requirements: All Permit holders must provide solid waste collection container(s) for all time periods that the residential dwelling unit is offered for Short-term Rental. All trash must be securely stored to prevent it from attracting wildlife. The Permit holder or Permit holder's representative shall arrange for trash pickup on the designated day and for placing and returning the waste container(s) to ensure that they do not hinder Town road maintenance. Solid waste storage and disposal shall not become a nuisance. Failure to maintain solid waste collection service in accordance with this paragraph, or containers left on the street for more than 24 hours after pickup shall constitute a violation pursuant to section §113.06 of this chapter.

(G) Exterior Identification Signage and Other Signage Requirements:

(1) Identification of Short-term Rental Unit Signage: Each Short-term Rental Unit shall be equipped with one exterior identification sign of at least 8½" x 11" in size, but not to exceeding 12" x 24" in size two-square-foot-in-area (see example figures). No other signs promoting or identifying the Short-term Rental Unit shall be permitted. The required exterior Identification Sign shall be attached to the home in a clearly visible location, ~~which is clearly visible from the road,~~ and shall clearly display all the following information in lettering of sufficient size to be easily legible:

- (a) "24/7 Agent" and a telephone number at which the 24/7 agent may be reached on a twenty-four (24) hour basis; and
- (b) The maximum number of occupants permitted to be at the property; and
- (c) The maximum number of vehicles allowed to be parked on the property; and

(d) The telephone number of the Town's Special Municipal Officer.



(2) Additional Seasonal Signage for Short-term Rental Unit Bordering any Golf Course: Any Short-term Rental Unit with a property line bordering a Golf Course within the Town shall from 1 May through 1 November install "Fee for Play Only / Private Property / No Trespassing" signs at the property line/golf course boundary. It is the responsibility of the owner/permit holder to ensure seasonal installation of this signage is maintained. These seasonal signs will be provided by the Town at the point in time that an approved Short-term Rental Permit is issued.

(HG) Interior Information Posting Requirements: Permit holders must prominently place display the following information on or adjacent to the front door inside in their Short-term Rental Units and, as appropriate, include it in their Permit Application:

(1) The Unit's Short-term Rental Permit (or copy thereof).

(2) The maximum number of occupants and guests permitted at the permitted premises.

(2) A description or map to indicate the unit's assigned parking.

(3) Documentation of the annual safety inspection of the unit.

~~—(4) A packet, provided by the Town, of relevant Town ordinances that guests are required to follow.~~

(45) Contact information for the Unit's owner and/or local representative; and

(56) The phone number, pick-up time, and receptacle location for the Unit's solid waste disposal service.

(I) Information Packet: An Information Packet, provided by the Town, of relevant Town ordinances, rules and regulations that guests are required to follow shall be provided to renters and displayed conspicuously in a common area of the Short-term Rental Unit.

(J) Local Representative.

(1) Each Short-term Rental Unit shall identify a Local Representative including their phone number, who resides within Star Valley Wyoming.

(2) The designated Local Representative may be changed by the Permit holder from time to time throughout the term of the Permit. However, to change the Local Representative, the Permit holder must file a revised Permit application that includes the name, address and telephone number of the new Local Representative. Failure to notify the Town of a change in the Local Representative constitutes a violation pursuant to section §113.03 of this chapter.

(3) If the Town or Town Special Municipal Officer is not able to contact the Local Representative in a timely manner more than twice during the term of the annual Permit, this shall be considered a violation pursuant to section §113.06 of this chapter.

(J) Applicants with a history of previous violations may be barred from receiving a Permit.

#### **~~§ 113.06 PERMIT RENEWAL.~~**

~~—(A) Permits must be renewed annually.~~

~~—(B) Permit renewal applications shall be filed annually with the Town Administrative Department. The Town may, for good cause, as defined herein, refuse to renew a permit.~~

~~—(C) Permit renewal applications must comply with this Chapter. (Ord. 2021-24, passed 3-16-2022)~~

#### **~~§ 113.07 PERMIT EXPIRATION.~~**

~~—All Permits expire on the last day of December each year and must be renewed ten business days prior to expiration. If a permit is allowed to expire, the Permit holder will be required to pay a late fee of fifty (\$50.00) dollars for a renewal Permit. Any Permit not renewed by January 15 will be deemed revoked. Any person who continues to operate a Short term Rental without a Permit shall be operating a Short term Rental in violation of this Chapter.~~

~~(Ord. 2021-24, passed 3-16-2022)~~

#### **~~§ 113.08 PERMIT REVOCATION.~~**

~~—(A) A Permit issued under this Chapter shall be a personal privilege, good for the period for which it is issued, subject to the conditions that it may, for good cause, be suspended, revoked, or denied. Good cause shall mean making a false material statement in the Permit Application. Multiple documented failures of the local representative to respond to complaints from residents will also lay a foundation for good cause.~~

~~—(B) Suspension, revocation, or denial must be instituted by the Town Administrative Staff. Immediately upon suspension, revocation, or denial written notice thereof shall be provided by the Town Administrative Staff to the Permit holder by certified United States mail, which will be addressed to the Permit holder. Immediately upon the delivery of such notice the Permit shall become null and void.~~

~~(Ord. 2021-24, passed 3-16-2022; Ord. 2022-15, passed 11-16-2022)~~

### **~~§ 113.09 APPEAL.~~**

~~—If a Permit is suspended, revoked, or denied by the Town Administrative Staff, the Permit holder or applicant may seek review of the decision, in which case the Town Council shall govern the hearing and appeal processes.~~

~~(Ord. 2021-24, passed 3-16-2022)~~

### **~~§ 113.11 ADMINISTRATIVE ENFORCEMENT.~~**

~~—(A) Any communication by a property owner, manager, operator, or lessee to any person where the owner, manager, operator, or lessee offers their home for rent as a Short-term Rental shall constitute prima facie evidence of the operation of a Short-term Rental.~~

~~—(B) Other evidence of the operation of a Short-term Rental may include but is not limited to guest testimony and rental agreements.~~

~~(Ord. 2021-24, passed 3-16-2022)~~

### **~~§ 113.12 OPERATING WITHOUT A PERMIT.~~**

~~—Property owners who are found to be operating a Short-term Rental Unit without a Permit will receive a \$750.00 fine and notice of violation in writing from the Town. The notice of violation will request that the violator file an Application for a Short-term Rental Permit within 14 days of receipt of the violation notice in the event they desire to continue offering Short-term Rentals. Anyone who has received a notice of violation and does not apply for a Permit, but subsequently rents to another short-term guest, will be given a citation requiring a mandatory court appearance. A property owner that continues to rent to a short-term guest will receive another citation for a mandatory court appearance and the ability to apply for a short-term rental permit will be suspended for one year. (See § 35.01 Bond Schedule and Court Appearances.)~~

~~(Ord. 2021-24, passed 3-16-2022; Ord. 2022-15, passed 11-16-2022)~~

### **§ 113.06 VIOLATION; INFRACTION; PENALTY.**

The following conduct shall constitute a violation for which the penalties and sanctions specified in this section may be imposed:



(A) Violations.

(1) The rental guests of the Short-term Rental residential dwelling unit have created noise, disturbances, or nuisances, in violation of this code, or have disrupted the peaceful enjoyment of neighbors. Each incident shall be counted as a separate violation, even within the same day.

(2) The owner has failed to comply with the standards of section §113.03, §113.04 or §113.05 of this chapter. Each day of non-compliance shall be considered a separate violation.

(B) Penalties.

(1) For the first two violations within a 12-month period, the sanction shall be a warning notice.

(2) For the third violation within a 12-month period, the sanction shall be a revocation of the Permit.

(C) Written notice. The Town shall provide the Permit holder with written notice of any violation of this section that has occurred. If applicable, a copy of the warning notice shall be sent to the local representative as well as the owner. First-class mailing by United States Postal Service shall constitute adequate notice. Email shall also constitute adequate notice, provided the email doesn't 'bounce' or is otherwise returned undeliverable within 24 hours of sending.

(D) Appeal of suspension or revocation. Pursuant to this section, the Town shall provide the Permit holder with a written notice of the Permit suspension or revocation and the reasons, therefore. The Permit holder may appeal the suspension or revocation and seek review of the decision, in which case the Town Council shall govern the hearing and appeal processes.

(E) Application for Permit after revocation. A person who has had a Short-term Rental Permit revoked shall not be permitted to apply for a subsequent Short-term Rental Permit for a period of one year from the date of revocation.

(F) Infraction. Unless otherwise provided, any person who shall commence or continue to operate a Short-term Rental for which a valid Permit is required by any provision of this title without first procuring the same shall be deemed guilty of an infraction. Property owners who are found to be operating a Short-term Rental Unit without a Permit will receive a fine and notice of violation in writing from the Town. The notice of violation will require that the violator file an Application for a Short-term Rental Permit within 14 days of receipt of the violation notice in the event they desire to continue offering Short-term Rentals. Anyone who has received a notice of violation and does not apply for and receive an approved Permit, but subsequently rents to another Short-term Rental guest, will be given a citation requiring a mandatory court appearance. A property owner that continues to rent to a Short-term Rental guest will receive another citation for a mandatory court appearance and the ability to apply for a Short-term Rental Permit will be suspended for one year. (See §35.01 Bond Schedule and Court Appearances.)

(G) An advertisement promoting the availability of Short-term Rental property in violation of Town code is prima facie evidence of a violation and may be grounds for denial or revocation of a permit. Other evidence of the operation of a residential Short-term Rental without a valid Permit number may include, but is not limited to: guest testimony, rental agreements, advertisements, and receipts or bank statements showing payments to the owner by a guest.

#### **§ 113.07~~10~~ FRAUD AND MISREPRESENTATION.**

(A) It is unlawful for any Permit holder to induce or attempt to induce any person to rent a Short-term Rental Unit by knowingly misinforming or misleading such person as to the Unit's period of availability, location, rental rate, or applicable regulations.

(B) It is unlawful for any Permit holder to knowingly misinform or mislead any Town agent or department during the initial Permitting process or a Permit renewal, or during any revocation, suspension, or denial process or hearing.

The Town of

# *Star Valley Ranch, Wyoming*

Ordinance 2024-02

## Title III Administration

### Chapter 32 Officials and Employees

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH:

Explanation: This ordinance is an update to existing code to add language governing the council and mayor duties and authority, and to create in ordinance the town administrator, town clerk, and treasurer positions.

Existing Title XI Chapter 113 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

#### CHAPTER 32: OFFICIALS AND EMPLOYEES

##### Section

##### 32.01 Definitions

##### Mayor and Town Council

##### 32.02 Authority to adopt personnel policies, rules, and regulations.

##### 32.03 Duties of the Mayor

##### 32.04 Rules of Procedure

##### Vacancies; Mayor or Council Members

##### 32.05 Deemed to exist

##### 32.06 Procedure for declaring vacancy

##### 32.07 Entitlement to public hearing

##### 32.08 Filling a vacancy

##### Appointed Officers

##### Municipal Judge

##### 32.09 Municipal Judge; number and jurisdiction

##### 32.10 Municipal Judge; appointment and compensation

32.11 Municipal Judge; bond

~~32.12 Municipal Court costs~~

#### Town Administrator

32.12 Town administrator; establishment of position

32.13 Qualifications

32.14 Functions and duties

32.15 Relationship of mayor and town council to town administrator

32.16 Employment; salary

32.17 Notice of resignation; interim administrator

#### Town Clerk and Treasurer

32.18 Clerk and Treasurer

32.19 Duties of town clerk

32.20 Duties of town treasurer

#### Special Municipal Officers

32.21 Special municipal officers; appointment

#### Interfering with Employees

32.22 Town employees, interfering with

### § 32.01 DEFINITIONS.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**Councilman or Councilmen.** - the individuals elected to comprise the governing body of the town.

**Governing body.** - the council constituting the elected legislative body of the town including the mayor who is the presiding officer.

**Mayor.** - the person elected, either by popular vote or by vote of the governing body, to exercise the powers of the office and to be presiding officer of the governing body.

**Ordinance.** - a legislative enactment of general effect validly adopted by the governing body of the town.

**Town.** - the incorporated municipality of Star Valley Ranch.

## **MAYOR AND TOWN COUNCIL**

### **§ 32.02 AUTHORITY TO ADOPT PERSONNEL POLICIES, RULES, AND REGULATIONS.**

The mayor and designated representatives, with the approval of the council, are authorized to adopt and establish uniform personnel policies and procedures in the recruitment, promotion, working hours, compensation, retirement, sick leave, vacations, and other employee benefits and to adopt and establish uniform rules and regulations applicable to all town employees.

### **§ 32.03 POWERS AND DUTIES OF MAYOR.**

The mayor shall:

(A) Preside at all meetings of the governing body, and in the mayor's absence a council member shall be appointed to act as mayor pro tem;

(B) Have superintending control of all officers and affairs of the town;

(C) Oversee compliance with the ordinances and laws;

(D) Sign commissions and appointments and all bonds, contracts and other obligations required to be signed in the name of the town; and

(E) Have one (1) vote on all matters coming before the governing body upon which a vote is taken, except a vote:

(1) To override a veto;

(2) To confirm an appointment other than a vote to break a tie vote of the governing body; and

(F) Pursuant to a hearing for removal or discharge as provided in W.S. Sections 15-2-102(b)(iv)(C) or 15-3-204(b)(iv)(C) (2007)

### **§ 32.04 RULES OF PROCEDURE.**

The governing body shall adopt Robert's Rules of Order in its entirety as the established parliamentary authority to govern the mayor and council in all cases. Such rules of procedure shall apply to all future revisions and editions of Robert's Rules of Order made hereto.

## **VACANCIES; MAYOR OR COUNCIL MEMBERS**

### **§ 32.05 DEEMED TO EXIST.**

A vacancy in the position of a Mayor or Council members shall be deemed to exist when a majority of the Mayor and all elected Council members determine that a Mayor or Council member:

(A) Is no longer a resident of the town;

(B) Has been convicted of a felony;

- (C) Has been determined to be insane or mentally incompetent;
- (D) Has become disqualified from holding office for any reason specified by law;
- (E) Has had his or her term expired when no successor has been elected and qualified;
- (F) Has refused to take the oath of office;
- (G) Has had his or her election voided;
- (H) Has been convicted of a crime involving moral turpitude or constituting a breach of his or her oath of office;
- (I) (1) Has, as determined by a majority of the Town Council, failed to perform his or her duties in the manner necessary to adequately represent the citizens of the town. For the purposes of this section, TOWN COUNCIL shall be deemed to include the Mayor and Council members.  
(2) In determining if a Mayor or Council member has failed to perform his or her required duties, the following shall be deemed as conclusive evidence:
  - (a) Three or more consecutive unexcused or unexplained absences from duly called Council meetings during his or her term; and
  - (b) Being absent from the town for ~~such extended periods of time~~ 90 days or more so as to make it impossible for the Mayor or Council member to be aware of or involved in the business of the town.
- (3) Specifically, as to determining if a Mayor has failed to perform his or her required duties, the Town Council must find that the Mayor has failed to assume the superintending control of the officers, employees and affairs of the town and any other duties required by law.
- (J) Has died; or
- (K) Resigns.

#### § 32.06 PROCEDURE FOR DECLARING VACANCY.

Procedure for declaring a vacancy shall be as follows.

- (A) Upon investigation by the Council or its designated official, and a determination of the existence of a copy of a certified copy of an order or a court of competent jurisdiction, a vacancy shall be deemed to exist with respect of § 32.05(C), (D) or (G).
- (B) The Mayor or Council member shall be deemed a nonresident and a vacancy therefor to exist as a § 32.05(A), when he or she shall have failed to occupy a place of fixed, permanent and customary place of habitation, within the boundaries of the municipality for a period of at least 180 days during each calendar year.
- (C) A Mayor or Council member shall be deemed to have been convicted of a felony, a crime involving moral turpitude, or a breach of his or her oath of office as to § 32.05(B) or (H) upon receipt of a certified copy of an order of a court of competent jurisdiction showing a conviction, plea of guilty or plea of nolo contendere.

(D) As to § 32.05(J), the death of the Mayor or Council member shall be evidenced by a certificate.

(E) As to § 32.05(K), a resignation shall be deemed effective and a vacancy to have occurred as follows:

(1) A Mayor or Council member desiring to resign from his or her position on the governing body, shall submit a resignation in writing to the Municipal Clerk specifying the date he or she desires the resignation to be effective, which date shall not be more than 30 days after the postmark date of the letter if mailed, or after the date of delivery to the Municipal Clerk.

(2) The Municipal Clerk shall place the question of resignation before the governing body for acceptance or rejection at a special meeting or at the regular meeting next succeeding the postmark date of the letter of resignation or the delivery thereof to the Municipal Clerk.

(3) The resignation may be withdrawn at any time prior to acceptance or rejection by the governing body; provided, that a request for withdrawal of a resignation must also be in writing and received by the Municipal Clerk prior to the agenda day of the special or regular meeting at which the resignation shall be considered.

(4) The resignation, unless withdrawn as stated in division (C) above, shall be deemed effective and a vacancy to exist on the date requested by the resigning Mayor or Council member and/or a date determined by the governing body.

(F) The refusal of the Mayor or Council member to take the oath of office, as required by law, at the time and place and before the person designated, shall constitute a failure to take the oath as required by § 32.05(F) and a vacancy shall be deemed to exist at said time.

(G) Relating to actions taken pursuant to §§ 32.05 and 32.06, an abstention by any voting member of the governing body shall be considered a no vote.

#### § 32.07 ENTITLEMENT TO PUBLIC HEARING.

Any person aggrieved by the determination of the governing body on a vacancy shall be entitled to an informal public hearing before the governing body and may be represented by legal counsel, after which the governing body shall confirm, modify or reverse an earlier determination.

#### § 32.08 FILLING A VACANCY.

Once determined to exist, a vacancy shall be filled as follows.

(A) A vacancy may be filled by the governing body by appointment of a temporary successor to serve until a permanent successor is appointed for the remainder of the unexpired term.

(B) Upon the declaration by the governing body that a vacancy exists or will exist, the governing body shall then publicly solicit applications from qualified electors to fill the vacancy, except a vacancy in the office of Mayor, which must be filled by an existing member of the Town Council.

(C) The term QUALIFIED ELECTOR includes every citizen in the United States who is a bona fide resident of the municipality, who has registered to vote and who is at least 18 years of age. No person is a qualified elector who is a mentally incompetent person or who has been convicted of a felony and whose civil rights have not been reassured or who is otherwise barred from holding office by reason of state or federal law.

(D) The application shall be submitted on a form approved by the governing body which form shall require that the applicant submit information establishing applicant's legal qualifications to hold office.

(E) The governing body shall specify a time period for submitting applications and shall then review applications received and may conduct any further review of candidates deemed necessary and, by a majority vote of all members of the governing body, shall appoint a temporary successor.

(F) Should selection of a Council member or Mayor occur prior to the effective date of the vacancy and the member vacating the seat has resigned, that Mayor or Council member will be allowed a vote in the selection process for Mayor and/or Council member successor.

(G) In the event that there is a tie in the vote for Mayor and/or Council member, the decided vote will be determined by the toss of a coin. To decide as to who is heads and who is tails, the Town Attorney shall put the names in a hat and have one drawn. The one drawn shall be heads with the other one being tails. The attorney shall toss the coin and determine the one to fill the vacancy.

## **APPOINTED OFFICERS**

The mayor, by and with the consent of the governing body, shall appoint a municipal judge, a town administrator, town clerk and treasurer, and special municipal officer.

## **MUNICIPAL JUDGE**

### **§ 32.09 MUNICIPAL JUDGE; NUMBER AND JURISDICTION.**

Pursuant to W.S. Title 5, Chapter 6, the Municipal Court of the town shall have one Judge, with jurisdiction as prescribed by the general laws of the state, and by general laws of the town not inconsistent with state law.

### **§ 32.10 MUNICIPAL JUDGE; APPOINTMENT AND COMPENSATION.**

The Municipal Judge shall be appointed as provided by state law. Compensation shall be established by the Town Council at the time of appointment and, from time-to-time thereafter, as deemed appropriate by the Town Council. The Town Council may, under such terms as the Town Council deems appropriate, employ the Municipal Judge as a town employee or by contract.

### **§ 32.11 MUNICIPAL JUDGE; BOND.**

A bond in the amount of \$25,000 shall be given to the town by the Municipal Judge and shall be conditioned on the performance of the Judge's duties in accordance with law



and ordinance of the town, including the duty to turn over to the town all monies collected by him or her by virtue of his or her office. The expense of the bond shall be paid by the town.

#### ~~§ 32.12 MUNICIPAL COURT COSTS.~~

~~For each trial before the Municipal Court, court costs shall be imposed in the amount of \$10.~~

### **TOWN ADMINISTRATOR**

#### § 32.12 TOWN ADMINISTRATOR; ESTABLISHMENT OF POSITION.

There is hereby created and established the position of town administrator of the town.

#### § 32.13 QUALIFICATIONS.

The town administrator shall be selected on the basis of executive and administrative training, experience and education, and such other qualifications as may be specified by the governing body from time to time. The position shall be appointed pursuant to a majority vote of the governing body. The position shall be set by contract as approved by the governing body. The town administrator shall only be removed from office pursuant to a majority vote of the governing body.

At the time of appointment, the town administrator need not be a resident of the town or state, but within a reasonable time as set by the council following appointment, shall at a minimum move to the state and reside in the Star Valley area of Lincoln County. Permanent residence within the Town of Star Valley Ranch is strongly preferred during the town administrator's employment.

#### § 32.14 FUNCTIONS AND DUTIES.

The town administrator shall be responsible to the governing body and shall work under the mayor's oversight to ensure the proper administration of all affairs of the town placed in his or her charge. The town council and/or mayor shall interact with the town staff, administration, operation, and policies of the town through the town administrator. The mayor or council as a body may direct the town administrator to provide information, updates, and explanations of decisions, policies, projects, and the work of staff. The town administrator is responsible for performing the following duties:

- (A) Oversee the operation of the day-to-day administration of the town.
- (B) Supervise the enforcement of all laws, ordinances, rules, regulations, policies, and procedures of the town adopted by the governing body.
- (C) Be responsible to the governing body for the administration of all departments of the town, save and except the municipal court judge; and to cooperate with and supervise the administrative functions of such departments to the extent requested or delegated by the department heads having primary responsibility for the operation of such departments.
- (D) Participate in the hiring of all department heads; exercise administrative authority in the hiring and removal of subordinate department employees upon consultation with

the department heads having primary responsibility for the operation of such departments. The administrator shall notify the governing body of dismissals, terminations, and demotions in a timely fashion. The administrator shall notify the governing body of newly hired employees, transfers, promotions, and resignations in a timely fashion.

(E) To issue such administrative regulations and outline general administrative procedures applicable to areas and departments assigned to his or her supervision, in the form of rules which are not in conflict with the laws of the state of Wyoming or other town ordinances.

(F) Recommend to the governing body for adoption such measures as he or she may deem necessary or proper for the health, safety, and welfare of the community and for the efficient and proper operation of the town.

(G) Coordinate with the town treasurer on the preparation and submission of a proposed annual budget to the governing body; exercise responsibility for administration of the annual budget after adoption by the governing body.

(H) Coordinate with the town treasurer to keep the governing body fully informed as to the financial condition of the town.

(I) Subject to the requirements of statutes and ordinances, and in accordance with rules and regulations now or hereafter promulgated by the governing body, to purchase materials and authorize expenditures of funds on behalf of the town in coordination with the town clerk and town treasurer.

(J) Attend all meetings of the governing body, unless otherwise excused.

(K) To perform all other duties as may be assigned to him or her by the governing body.

#### § 32.15 RELATIONSHIP OF MAYOR AND COUNCIL TO TOWN ADMINISTRATOR.

The governing body shall deal with that portion of the administrative service of the town for which the town administrator is responsible for through the town administrator. Directives issued by the governing body concerning policies or operations of the town council affecting the area of responsibility of the town administrator in the administration of any of these departments shall be made so as to direct the town administrator to accomplish the necessary orders. The mayor shall ensure the proper administration of such directives by the town administrator.

#### § 32.16 EMPLOYMENT; SALARY.

The governing body shall employ the town administrator and fix his or her salary. The town administrator shall receive no other or additional salary for the performance of any duties required of him or her as town administrator. The town administrator is an employee and serves at the pleasure of the governing body. The salary may be changed from year to year, and the town administrator may be discharged, and employment terminated at any time by a majority vote of the governing body, with a minimum of 30 days severance pay (unless severance is otherwise specified by contract).

## § 32.17 NOTICE OF RESIGNATION; INTERIM ADMINISTRATOR.

The town administrator shall give at least 30 days' notice in writing to the governing body before resigning the position. The mayor, with the consent of the governing body, shall immediately proceed to appoint another individual as town administrator. If there is any delay in securing a new or interim administrator, the mayor shall act as administrator for up to 180 days, at no additional compensation, and shall be vested with authority and charged with the duties and responsibilities of the administrator until a new administrator is appointed.

## CLERK AND TREASURER

### § 32.18 CLERK AND TREASURER.

The mayor, with the consent of the governing body, shall appoint a town clerk and treasurer for the town of Star Valley Ranch.

### § 32.19 The duties of the town clerk shall be as follows:

- (A) To keep safely the seal, papers, records, and books of the town.
- (B) To attend meetings of the governing body unless excused and record the minutes thereof.
- (C) To preserve a consecutive record of all the resolutions and ordinances passed by the town council in a book kept for that purpose.
- (D) To attest the signature of the mayor and affix the seal of the town to documents as necessary.
- (E) To issue all licenses in accordance with the law.

### § 32.20 The duties of the town treasurer shall be as follows:

- (A) To maintain accounts of the town to show when and from what sources all monies received have been derived and to whom and when the monies or any part thereof have been paid out.
- (B) To keep permanent, accurate and complete accounts and records of all receipts, orders, and warrants.
- (C) To make all books, accounts, and vouchers available at all times for examination by the governing body, the town administrator, or any elector of the town as may be required.
- (D) To keep the governing body and town administrator fully informed as to the financial condition of the town, provide the governing body and town administrator with a financial report at such times, but not less than quarterly, and in a form as required by the governing body.
- (E) To attest all warrants and orders upon the treasurer and keep an accurate record thereof.
- (F) To endorse or attach to every bond or other evidence of indebtedness issued by the town pursuant to the law, a certificate that the same is within the lawful debt limit of

the town and is issued pursuant to law, and to sign such certificate in his or her official capacity.

(G) To endorse the date of presentation across the back of any orders and warrants which are not paid for lack of funds, and the reason for nonpayment.

(H) Maintain primary responsibility for the preparation of a proposed annual budget for the town and to coordinate with the town administrator on the submission, and adoption of the proposed annual budget by the governing body.

(I) To perform all of the duties of the town treasurer as provided by the laws of the state, by resolution of the governing body, and as may be directed by the mayor or town administrator.

## **SPECIAL MUNICIPAL OFFICERS**

### **§ 32.21 SPECIAL MUNICIPAL OFFICERS; APPOINTMENT.**

The Mayor, with the consent and approval of the Town Council, may appoint special municipal officers, who are not certified peace officers, acting under the terms of their appointment under W. S. § 15-1-103(a)(1) with authority to issue citations to individuals for the purpose of enforcing town ordinances.

## **INTERFERING WITH EMPLOYEES**

### **§ 32.22 TOWN EMPLOYEES, INTERFERING WITH.**

No person shall obstruct, harass, prevent, or otherwise interfere be it physical or verbal in any way with any officer or employee of the Town in the performance or discharge of his or her duties, nor displace any stakes or landmarks deposited or installed by any employee. No person shall in any way molest any Town owned tools, instruments, or equipment used by such employee in the duties assigned to that employee.

The Town of

# *Star Valley Ranch, Wyoming*

Ordinance 2024-03

Title XV Land Usage

Chapter 154 Zoning

**BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH:**

Explanation: This ordinance is an update to existing code to add definitions, and clarify language regarding garages.

**Existing Title XI Chapter 113 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.**

## **§ 154.010 DEFINITIONS.**

**APPURTENANCES.** The visible, functional, or ornamental objects accessory to and part of buildings, such as: chimneys, flag poles, cupolas, spires, or antennas.

**FENCE.** Any permanent wall or structure, including enclosed dog runs, more than 24 inches in height, erected or maintained for the purpose of enclosing, partitioning, screening, restricting access to or decorating the lot, building, structure, or yard or any portion thereof; specifically excluded are fences that are erected or maintained for construction purposes as outlined in §150.060. ~~a seasonal or temporary purpose and that are removed within 180 days of being erected.~~

**GARAGE.** An enclosed structure on three (3) or more sides that is built next to or attached to a house with the primary use of parking or storing vehicles.

~~—RURAL RESIDENTIAL ZONE. An area of low-density residential homes set in a country/agricultural atmosphere. Though parcel sizes can vary, they are a minimum of two acres.~~

**SINGLE-FAMILY RESIDENTIAL ZONE.** A designated area intended to maintain the country atmosphere of the town which restricts lots to one single-family detached home per lot, one garage (attached or detached) per lot, and one accessory building per lot. Lots can only be used for household purposes.

STORAGE CONTAINER. Any metal receptacle or enclosure used in storage, packaging, and transportation, including shipping, and may also be known as Conex boxes, cargo containers, sea vans, dry boxes, storage containers, or freight containers.

#### **§ 154.117 GENERAL REQUIREMENTS.**

(A) *Garages.* All new dwelling structures shall have a garage, attached or detached, at least 576 square feet in size. *Constructed at the same time as the primary residence.*

(B) *Fences.*

(1) A building permit is required for the construction or erection of a fence in a Single-Family Residential Zone.

(2) *Single Family Residence zoned lots shall not be fenced without a principle habitable dwelling located on said lot.*

(23) Chain link fences used to confine household pets (dog runs) are exempt from the visibility requirements of § 154.066(D).

(D) *Accessory buildings.*

(1) Only one accessory building structure of 600 square feet or larger is allowed per lot.

(2) Storage containers are not allowed to serve as accessory buildings or for use in any other capacity within the Single-Family Residential Zone.

#### **§ 154.118 DIMENSIONAL AND BULK STANDARDS; SINGLE-FAMILY DWELLINGS.**

Single-family dwellings shall meet all of the following dimensional and bulk standards:  
~~(See illustrations 9.07-A and 9.07-B below.)~~

(C) *Structural dimensions.*

(1) Primary dwelling height (F): 35 feet maximum.

(2) Accessory building height (G): ~~25~~ 35 feet ~~maximum or the height of the primary dwelling whichever is less.~~

(3) (a) The minimum footprint for all new dwelling structures shall not be less than 1,200 square feet excluding the building area of any attached garage.

(b) Each lot zoned SFR with a residential dwelling must have one attached or detached garage with a minimum of 576 square feet.

(c) One accessory building structure of 600 square feet or larger is allowed with an approved building permit. Storage containers are not allowed.

(b) Section [154.083](#), Variance request and appeal procedures, will be utilized if adherence is not possible as a result of existing natural features, to ensure development on all lands.

(4) Appurtenances, such as cupolas, chimneys, antennas, above the roof level not intended for human occupancy are permitted but in no event may exceed ten feet in height and take up more than twenty-five percent of the roof area.