

Star Valley Ranch, Wyoming

TOWN COUNCIL MEETING

SIGN IN SHEET

March 12 2024

	NAME		NAME
1	Nancy Taylor Ellis	24	
2	Ron & Carolyn Thorne	25	
3	Sandy Willis	26	
4	Wade & Ousie Bitter	27	
5	Dave Rutherford	28	
6	Bobby & Diane Dickson	29	
7	Jessica Avinger	30	
8	Paulette Black	31	
9	MIKE BLACK	32	
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The Town of
Star Valley Ranch, Wyoming
REGULAR TOWN MEETING

March 12, 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 February 13 Work Session, February 13 Regular Meeting, February 15 Work Session, February 15 work session, February 22 Work Session
- B. Disbursements
- C. Dispatch Report
- D. Court Report
- E. Special Municipal Officer Report
8. Public Hearings and/or Action Items
 - A. Resolution 24-03-12-001 Short-term Rental Fees
 - B. Motion – WAM Voting Delegates
9. Ordinances
 - A. Ordinance 2024-01 Title XI Business Regulations Chapter 113 Short-Term Rentals – 3rd Reading
 - B. Ordinance 2024-02 Title III Administration Chapter 32 Officials and Employees – 2nd Reading
 - C. Ordinance 2024-03 Title XV Land Usage Chapter 154 Zoning – 2nd Reading
 - D. Ordinance 2024-04 Title XV Land Usage Chapter 154 Zoning – 1st Reading
10. Mayor and Council
11. Adjournment

WORK SESSION MINUTES

Tuesday, February 13, 2024, 10:00 AM

1. CALL TO ORDER AND ROLL CALL

- Mayor Buyers, Councilman Rok, Councilman Merrill, and Councilman Ellis present, plus Town Clerk Gray. Councilman Denney joined late.
- Councilman Ellis moved to approve the agenda as amended, Councilman Rok seconded, all ayes.

2. WORK SESSION ITEMS

a. Town Engineer Ryan Welling – Forsgren Engineering

- Engineer Welling gave an update on the water system costs and reserves.
- The council agreed that WIP 2023 would stick to the plan submitted to SLIB and approved in December and not do the transmission line from the wells to Green Canyon tank.
- Still waiting for the Army Corps of Engineers on the bridges.

b. Ordinance work

- The council went over ordinances for the regular meeting and any changes from prior readings.
- Councilman Rok will take the issue of building a garage at the same time as the house to Planning & Zoning for clarification.
- The mayor has an approach ordinance ready for review before the March meeting.

c. Financials

- Town Clerk Gray responded to questions about the financial statements.

d. Board Reports

- Councilman Merrill gave a report from the Roads Advisory board on projects they recommend for the 6th penny ballot measure. The board would also like to look at service level policy development.

- Councilman Merrill gave a report from the Natural Resource board, saying they are working on their budget and looking at a grant about local government wildfire response.

e. Regular Town Council Agenda

3. MATTERS FROM THE MAYOR AND COUNCIL

- Councilman Merrill asked about the lodging tax that Councilman Denney had brought up about adding an additional 2% lodging tax to the ballot if the Travel & Tourism board would recommend it. The board is meeting for the first time and will discuss it. Councilman Merrill also asked that a volunteer to run the Farmer's Market be looked into by the board.
- Councilman Rok spoke about the signs mentioned in the STR ordinance and will bring forward to the Travel & Tourism board about paying for the signs with the lodging tax.
- Councilman Merrill spoke about the meeting with Lincoln County municipalities and not feeling comfortable with the plan put forth from the commissioners to develop South Lincoln.
- Councilman Denney mentioned that the Firewise plan was supposed to be updated and he will reach out to get an update.

4. RECESS at 1:09pm

- Councilman Rok moved to recess until 7:00pm, Councilman Merrill seconded, all ayes.

3The 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
 - Mayor Buyers, Councilman Ellis, Councilman Rok, and Councilman Denney were present, plus Town Clerk Gray and Billing Clerk Mason. Councilman Merrill was late.
2. Pledge of Allegiance
3. Reconvene Regular Meeting
 - Councilman Rok moved to reconvene the meeting, Councilman Ellis seconded, all ayes.
4. Adopt Agenda
 - Councilman Ellis moved to adopt the agenda, Councilman Denney seconded, all ayes.
5. Announcements/Proclamations
6. Public Comment
7. Adopt Consent Agenda
 - Councilman Rok moved to approve the consent agenda, Councilman Merrill seconded, all ayes.
 - 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
 - Councilman Ellis read the resolution and moved to approve, Councilman Merrill seconded, all ayes.
9. Ordinances
 - Councilman Rok moved to approve by title and explanation, Councilman Ellis seconded, all ayes.
 - A. Ordinance 2023-12 Title IX General Regulations Chapter 94 Nuisance – 3rd Reading.
 - Mayor Buyers presented. Councilman Rok moved to approve, Councilman Merrill seconded, all ayes.
 - B. Ordinance 2024-01 Title XI Business Regulations Chapter 113 Short-Term Rentals – 2nd Reading
 - Councilman Rok presented and moved to approve, Councilman Merrill seconded, all ayes.
 - C. Ordinance 2024-02 Title III Administration Chapter 32 Officials and Employees – 1st Reading
 - Councilman Rok presented and moved to approve, Councilman Merrill seconded, all ayes.
 - D. Ordinance 2024-03 Title XV Land Usage Chapter 154 Zoning – 1st Reading
 - Councilman Rok presented and moved to approve, Councilman Ellis seconded, all ayes.
10. Mayor and Council
 - Mayor Buyers gave an update on the council goals for the 2023-2024 budget.
 - Councilman Rok spoke about the system chlorination and updates.
 - Councilman Merrill mentioned the two council seats up for election this year.
11. Adjournment
 - Moved by Councilman Merrill, seconded by Councilman Rok, all ayes.

WORK SESSION MINUTES

Thursday, February 15, 2024, 2:00 PM

1. CALL TO ORDER AND ROLL CALL

- Mayor and all council present, plus Town Clerk Gray
- Councilman Rok moved to approve the agenda, Councilman Ellis seconded the motion, all ayes.

2. WORK SESSION ITEMS

a. Planning & Goal setting (Frank, Dave, Council)

- Mr. Bell introduced himself, Mr. Sankaran showed slides for the budget planning process.
- The council moved the first budget review session to 2pm on March 21st.
- Mr. Bell worked with the council through a goal-setting exercise and will provide a report to the council on the results.

b. Lincoln County Sheriff Department discussion

- The council discussed future expectations of the LCSD and what they'd like to discuss with the Sheriff during the next council work session, the highest priorities being more presence at peak times, and more traffic control, especially speeding.

3. ADJOURN at 4:15pm

- Councilman Denney moved to adjourn, Councilman Ellis seconded, all ayes.

WORK SESSION MINUTES

Thursday, February 22, 2024, 2:00 PM

1. CALL TO ORDER AND ROLL CALL

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

2. WORK SESSION ITEMS

a. LCSD Sheriff Johnson

- Sheriff Johnson spoke with the council about the contract the town has with LCSD. They are hoping to add another deputy for increased coverage and adjust the contract to reflect that.
- The council will need a motion to approve the contract once it has been negotiated.

b. Planning & Goal setting

- Mr. Sankaran worked with the council on goals for the upcoming budget, and the council worked on refining the goals.

3. ADJOURN at 4:35pm

- 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	704736	Parts	10430201	01/02/2024	34.80	272401	02/07/2024
		704791	Parts	10430201	01/03/2024	38.43	272401	02/07/2024
		704858	Parts	10430201	01/03/2024	67.80	272401	02/07/2024
		704804	Tool	10430107	01/04/2024	33.49	272401	02/07/2024
		705201	Parts	10430201	01/08/2024	24.49	272401	02/07/2024
		705336	Parts	10430201	01/09/2024	79.60	272401	02/07/2024
		705362	Parts	41430219	01/09/2024	105.93	272401	02/07/2024
Total 116:						384.54		
119	Al's Excavation	2268	Parts	10430201	04/07/2023	519.00	14758	02/07/2024
Total 119:						519.00		
120	Amazon Capital Services	1NHP-9PWH	Amazon orders	10410258	02/01/2024	65.66	262403	02/06/2024
		1NHP-9PWH	Amazon orders	10430402	02/01/2024	122.00	262403	02/06/2024
		1NHP-9PWH	Amazon orders	41430402	02/01/2024	138.81	262403	02/06/2024
		1NHP-9PWH	Amazon orders	10410238	02/01/2024	12.58	262403	02/06/2024
		1NHP-9PWH	Amazon orders	41410238	02/01/2024	8.39	262403	02/06/2024
		1NHP-9PWH	Amazon orders	10430201	02/01/2024	59.39	262403	02/06/2024
		1NHP-9PWH	Amazon orders	41430107	02/01/2024	37.99	262403	02/06/2024
		1NHP-9PWH	Amazon orders	41410257	02/01/2024	50.25	262403	02/06/2024
Total 120:						495.07		
122	American Express	173584685	Driver records request	10410242	12/18/2023	7.50	1302401	01/30/2024
		1Z0T6E5H02	UPS to SLIB	41410271	12/13/2023	33.66	1302401	01/30/2024
		23.5176	Building repairs	10430100	12/19/2023	389.68	1302401	01/30/2024
		2648380016	Adobe sub	10410802	01/05/2024	14.06	1302401	01/30/2024
		2648380016	Adobe sub	41410802	01/05/2024	6.93	1302401	01/30/2024
		97365	Intake for truck	10430201	12/18/2023	898.20	1302401	01/30/2024
		9917640130	Office supplies	10410258	12/18/2023	120.82	1302401	01/30/2024
		9918044789	Office supplies	10410258	01/10/2024	97.98	1302401	01/30/2024
		9918048913	Office supplies	10410258	01/11/2024	33.99	1302401	01/30/2024
		CPZ1491609	Credit for parts	41430219	01/09/2024	289.12-	1302401	01/30/2024
		CPZ2491609	Truck repair parts	41430219	01/09/2024	1,450.35	1302401	01/30/2024
		E0800QKTT	Microsoft sub	10410802	01/12/2024	17.59	1302401	01/30/2024
		E0800QKTT	Microsoft sub	41410802	01/12/2024	8.66	1302401	01/30/2024
		INV2361251	Zoom sub	10410802	01/13/2024	11.25	1302401	01/30/2024
		INV2361251	Zoom sub	41410802	01/13/2024	5.54	1302401	01/30/2024
		MC17271653	Mailchimp sub	10410802	12/18/2023	17.75	1302401	01/30/2024
		MC17271653	Mailchimp sub	41410802	12/18/2023	8.75	1302401	01/30/2024
		WEB-152097	Testing supplies	41430239	12/18/2023	211.04	1302401	01/30/2024
Total 122:						3,044.63		
154	Blue Cross Blue Shield	2402052151	Employee Benefits	10410130	02/05/2024	1,643.62	262401	02/06/2024
		2402052151	Employee Benefits	10430130	02/05/2024	3,235.17	262401	02/06/2024
		2402052151	Employee Benefits	10460130	02/05/2024	235.48	262401	02/06/2024
		2402052151	Employee Benefits	41440130	02/05/2024	7,482.95	262401	02/06/2024
Total 154:						12,597.22		
173	Car Quest Auto Parts	38669	Parts	10430201	12/29/2023	24.66	272402	02/07/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		39888	Parts	41430219	01/19/2024	158.79	272402	02/07/2024
		39888	Parts	10430201	01/19/2024	158.79	272402	02/07/2024
		494123	Parts	10430402	01/08/2024	87.57	272402	02/07/2024
Total 173:						429.81		
177	Caselle, Inc	130840	Software	10410804	02/01/2024	791.37	252402	02/05/2024
		130840	Software	41410803	02/01/2024	395.63	252402	02/05/2024
Total 177:						1,187.00		
179	Casper College Communit	33924	WAMCAT Spring virtual reg	10410209	02/13/2024	276.00	14770	02/21/2024
		34017	WAMCAT Spring virtual reg	10410209	02/20/2024	276.00	14770	02/21/2024
Total 179:						552.00		
197	CNA Surety	64591887-20	PE Bond	41410265	02/16/2024	70.76	2202404	02/20/2024
		64591887-20	PE Bond	10410265	02/16/2024	141.74	2202404	02/20/2024
Total 197:						212.50		
228	Delta Dental	2-2024	Employee Benefits	10410130	01/15/2024	59.15	262402	02/06/2024
		2-2024	Employee Benefits	10430130	01/15/2024	204.78	262402	02/06/2024
		2-2024	Employee Benefits	10460130	01/15/2024	19.34	262402	02/06/2024
		2-2024	Employee Benefits	41440130	01/15/2024	313.53	262402	02/06/2024
		3-2024	Employee Benefits	10410130	02/15/2024	59.13	2202403	02/20/2024
		3-2024	Employee Benefits	10430130	02/15/2024	150.11	2202403	02/20/2024
		3-2024	Employee Benefits	10460130	02/15/2024	19.38	2202403	02/20/2024
		3-2024	Employee Benefits	41440130	02/15/2024	351.63	2202403	02/20/2024
Total 228:						1,177.05		
241	Dry Creek Enterprises, Inc.	M3932	BLM toilet rent and clean	10510204	01/31/2024	135.00	272404	02/07/2024
Total 241:						135.00		
261	Evergreen Wood Products	207139	Parts	10430005	02/08/2024	50.96	14771	02/21/2024
		207207	Tools	10430107	02/12/2024	29.99	14771	02/21/2024
		207241	Parts	10430005	02/13/2024	113.97	14771	02/21/2024
Total 261:						194.92		
269	Forsgren Associates Inc	2401013	2023 Road Project design	10490010	01/25/2024	1,415.00	2212402	02/21/2024
		2401014	Hardman/Middle Branch Br	10490010	01/25/2024	1,220.00	2212402	02/21/2024
		2401015	Municipal Engineering	41410401	01/25/2024	4,005.00	2212402	02/21/2024
Total 269:						6,640.00		
270	Freedom Mailing Services,	47092	Bill processing	41410273	01/31/2024	999.24	14760	02/07/2024
Total 270:						999.24		
288	GreatAmerica Financial Se	35851689	Copier Service	10410260	02/02/2024	124.06	252405	02/05/2024
		35851689	Copier Service	41410260	02/02/2024	61.10	252405	02/05/2024
Total 288:						185.16		

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
311	High Country Linen Service	0421897	Shop Towels	10430402	01/25/2024	24.98	272405	02/07/2024
		0421897	Shirts	10430121	01/25/2024	25.12	272405	02/07/2024
		0421897	Shirts	41430121	01/25/2024	12.37	272405	02/07/2024
		0423046	Shop Towels	10430402	02/01/2024	24.98	2212403	02/21/2024
		0423046	Shirts	10430121	02/01/2024	25.12	2212403	02/21/2024
		0423046	Shirts	41430121	02/01/2024	12.37	2212403	02/21/2024
		0424207	Shop Towels	10430402	02/08/2024	24.98	2212403	02/21/2024
		0424207	Shirts	10430121	02/08/2024	25.12	2212403	02/21/2024
		0424207	Shirts	41430121	02/08/2024	12.37	2212403	02/21/2024
		0425397	Shop Towels	10430402	02/15/2024	24.98	2212403	02/21/2024
		0425397	Shirts	10430121	02/15/2024	25.12	2212403	02/21/2024
		0425397	Shirts	41430121	02/15/2024	12.37	2212403	02/21/2024
Total 311:						249.88		
347	Jenkins Ace Home Center	785387	Tools	10430107	02/13/2024	166.47	14772	02/21/2024
Total 347:						166.47		
359	Conrad & Bischoff	IN-875096-2	Gas and Diesel	10430301	01/15/2024	2,382.06	272403	02/07/2024
		IN-875096-2	Gas	10420005	01/15/2024	116.64	272403	02/07/2024
		IN-875096-2	Gas and Diesel	41430301	01/15/2024	1,230.71	272403	02/07/2024
		IN-900706-2	Diesel	10430301	01/30/2024	2,794.23	272403	02/07/2024
		IN-900706-2	Diesel	41430301	01/30/2024	1,376.26	272403	02/07/2024
		IN-921768-2	Diesel	10430301	02/13/2024	1,182.65	2212401	02/21/2024
		IN-921768-2	Diesel	41430301	02/13/2024	582.50	2212401	02/21/2024
Total 359:						9,665.05		
369	Lawson Products	9311253690	Shop supplies	10430402	01/29/2024	178.19	14761	02/07/2024
		9311253690	Shop supplies	41430402	01/29/2024	178.18	14761	02/07/2024
		9311273107	Parts	10430201	02/05/2024	258.40	14773	02/21/2024
		9311273107	Parts	41430219	02/05/2024	258.39	14773	02/21/2024
Total 369:						873.16		
382	Lincoln County Sheriff's Off	2-2024	Dispatch for January	10420204	02/01/2024	880.00	14762	02/07/2024
Total 382:						880.00		
392	Lower Valley Energy	2-2024	Electric - General	10430008	02/12/2024	1,260.20	2122401	02/12/2024
		2-2024	Electric - Water	41430098	02/12/2024	4,525.31	2122401	02/12/2024
Total 392:						5,785.51		
398	Luthi & Voyles LLC	2764	Town attorney	10440601	01/31/2024	110.00	272406	02/07/2024
		2793	Town attorney	10440601	01/31/2024	220.00	272406	02/07/2024
Total 398:						330.00		
449	One-Call of Wyoming	70353	Membership for 2024	41420106	02/08/2024	25.00	2212404	02/21/2024
		70353	Tickets for January	41420106	02/08/2024	.75	2212404	02/21/2024
Total 449:						25.75		
489	Ridge Creek Investment C	3-2024	Town Hall Payment	10430003	02/20/2024	2,233.11	14774	02/21/2024
		3-2024	Town Hall Payment	41430001	02/20/2024	1,099.89	14774	02/21/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 489:						3,333.00		
521	Silver Star Communication	2-2024	Town Hall Alarm System	10420214	02/01/2024	79.73	252403	02/05/2024
		2-2024	Town Hall Water Alarm Sys	41420108	02/01/2024	39.86	252403	02/05/2024
		2-2024	Office Lines	10410225	02/01/2024	329.37	252403	02/05/2024
		2-2024	Office Lines - Water	41410225	02/01/2024	162.22	252403	02/05/2024
Total 521:						611.18		
575	Thayne True Value Hardwa	2-2024	Finance charge	10410238	02/01/2024	1.66	14763	02/07/2024
		B724682	Parts	10430100	01/10/2024	28.54	14763	02/07/2024
		B724711	Parts	10430107	01/10/2024	195.98	14763	02/07/2024
		B725675	Tools	41430107	01/10/2024	24.99	14763	02/07/2024
		C650544	Parts	10430100	12/27/2023	15.99	14763	02/07/2024
		C651894	Parts	41430239	01/10/2024	6.38	14763	02/07/2024
Total 575:						273.54		
589	Town of Afton	17911, 17910	monthly water test	41430411	02/07/2024	54.00	14775	02/21/2024
Total 589:						54.00		
591	Town of Star Valley Ranch	2-2024	Town Hall Water - General	10430010	02/01/2024	325.49	252401	02/05/2024
		2-2024	Public Works Water - Gene	10430011	02/01/2024	98.17	252401	02/05/2024
		2-2024	First Response Water	10420155	02/01/2024	64.02	252401	02/05/2024
		2-2024	Town Hall Water - Water	41430004	02/01/2024	160.31	252401	02/05/2024
		2-2024	Public Works Water - Wate	41430097	02/01/2024	34.17	252401	02/05/2024
Total 591:						682.16		
617	Valley Tech LLC	3853	Camera troubleshoot and r	10410801	02/07/2024	206.25	14776	02/21/2024
Total 617:						206.25		
628	VSP of Wyoming	8196867277	Employee Benefits	10410130	02/17/2024	25.38	2202402	02/20/2024
		8196867277	Employee Benefits	10420130	02/17/2024	13.01	2202402	02/20/2024
		8196867277	Employee Benefits	10430130	02/17/2024	118.96	2202402	02/20/2024
		8196867277	Employee Benefits	10460130	02/17/2024	8.32	2202402	02/20/2024
		8196867277	Employee Benefits	41440130	02/17/2024	125.33	2202402	02/20/2024
Total 628:						291.00		
640	Western States Cat	15C0180049	Repairs on 938M Loader	10430201	02/16/2024	315.60	2212408	02/21/2024
		15C0180049	Repairs on 938M Loader	41430219	02/16/2024	315.59	2212408	02/21/2024
		IN002672172	Parts	41430219	01/29/2024	47.56	272408	02/07/2024
		IN002677976	Parts	10430402	02/01/2024	68.76	272408	02/07/2024
		IN002680704	Parts	10430201	02/05/2024	121.37	272408	02/07/2024
Total 640:						868.88		
714	Westbank Sanitation	4450984T02	Split Distribution	10430407	02/01/2024	29.61	252404	02/05/2024
		4450984T02	Split Distribution	41430407	02/01/2024	14.58	252404	02/05/2024
		4451529T02	Split Distribution	10430407	02/01/2024	251.69	252404	02/05/2024
		4451529T02	Split Distribution	41430407	02/01/2024	123.96	252404	02/05/2024
		4451529T02	Dog Park Can	10510207	02/01/2024	42.37	252404	02/05/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 714:						462.21		
761	Tawnie Lee Cazier	086	Cleaning Services	10430100	01/14/2024	217.75	272407	02/07/2024
		086	Cleaning Sevices	41430100	01/14/2024	107.25	272407	02/07/2024
		087	Cleaning Services	10430100	01/21/2024	217.75	272407	02/07/2024
		087	Cleaning Sevices	41430100	01/21/2024	107.25	272407	02/07/2024
		088	Cleaning Services	10430100	01/28/2024	217.75	272407	02/07/2024
		088	Cleaning Sevices	41430100	01/28/2024	107.25	272407	02/07/2024
		089	Cleaning Services	10430100	02/04/2024	217.75	272407	02/07/2024
		089	Cleaning Sevices	41430100	02/04/2024	107.25	272407	02/07/2024
		090	Cleaning Services	10430100	02/11/2024	217.75	2212405	02/21/2024
		090	Cleaning Sevices	41430100	02/11/2024	107.25	2212405	02/21/2024
		091	Cleaning Services	10430100	02/19/2024	217.75	2212405	02/21/2024
		091	Cleaning Sevices	41430100	02/19/2024	107.25	2212405	02/21/2024
Total 761:						1,950.00		
762	Verizon	9955946196	Cell Phones - General	10410225	02/05/2024	62.07	2132401	02/13/2024
		9955946196	Cell Phones & Tablet - SM	10420004	02/05/2024	83.32	2132401	02/13/2024
		9955946196	Cell Phones & Tablet - Wat	41410225	02/05/2024	143.46	2132401	02/13/2024
Total 762:						288.85		
779	Broulim's	01-261330	Office supplies	10410258	01/23/2024	26.76	14759	02/07/2024
Total 779:						26.76		
785	Principal Life Insurance Co	3-2024	Employee Benefits	10410130	02/15/2024	28.73	2202401	02/20/2024
		3-2024	Employee Benefits	10420130	02/15/2024	15.15	2202401	02/20/2024
		3-2024	Employee Benefits	10430130	02/15/2024	65.59	2202401	02/20/2024
		3-2024	Employee Benefits	10460130	02/15/2024	6.36	2202401	02/20/2024
		3-2024	Employee Benefits	41440130	02/15/2024	103.47	2202401	02/20/2024
Total 785:						219.30		
798	Union Wireless	2-2024	SCADA sim card	41410225	02/03/2024	77.20	272409	02/07/2024
Total 798:						77.20		
803	Dearborn Group	2-2024	Employee Benefits	10410130	01/26/2024	15.44	282401	02/08/2024
		2-2024	Employee Benefits	10430130	01/26/2024	42.04	282401	02/08/2024
		2-2024	Employee Benefits	10460130	01/26/2024	4.40	282401	02/08/2024
		2-2024	Employee Benefits	41440130	01/26/2024	54.79	282401	02/08/2024
Total 803:						116.67		
Grand Totals:						56,189.96		

Report Criteria:

Detail report type printed

Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
02/03/2024	HSA Contribution HSA Pay Period	105.00-	14756
02/03/2024	Randy Mills Case #209481 Garnis	114.92-	14757
02/17/2024	HSA Contribution HSA Pay Period	105.00-	14768
02/17/2024	Randy Mills Case #209481 Garnis	114.92-	14769
02/03/2024	457 Contribution 457 Wyoming Re	75.00-	123011466
02/03/2024	FICA/FWH Tax Deposit Federal Vi	7,287.44-	123011467
02/17/2024	457 Contribution 457 Wyoming Re	75.00-	123011468
02/17/2024	FICA/FWH Tax Deposit Federal Vi	8,990.04-	123011469
02/17/2024	Retirement Contributions Wyoming	10,990.40-	123011470
02/17/2024	Retirement Contributions	1,023.08-	123011471
02/03/2024		2,444.37-	602202569
02/03/2024		2,130.46-	602202570
02/03/2024		1,464.64-	602202571
02/03/2024		2,637.91-	602202572
02/03/2024		1,852.96-	602202573
02/03/2024		1,914.78-	602202574
02/03/2024		1,730.80-	602202575
02/03/2024		184.70-	602202576
02/03/2024		1,967.37-	602202577
02/03/2024		1,490.53-	602202578
02/03/2024		1,760.76-	602202579
02/03/2024		1,500.76-	602202580
02/03/2024		1,659.47-	602202581
02/03/2024		1,701.26-	602202582
02/17/2024		1,246.25-	602202583
02/17/2024		2,548.81-	602202584
02/17/2024		2,859.43-	602202585
02/17/2024		138.52-	602202586
02/17/2024		1,524.24-	602202587
02/17/2024		2,637.91-	602202588
02/17/2024		221.64-	602202589
02/17/2024		221.64-	602202590
02/17/2024		1,921.62-	602202591
02/17/2024		2,313.40-	602202592
02/17/2024		1,714.43-	602202593
02/17/2024		92.35-	602202594
02/17/2024		3,114.14-	602202595
02/17/2024		221.64-	602202596
02/17/2024		1,490.53-	602202597
02/17/2024		2,045.78-	602202598
02/17/2024		1,703.33-	602202599
02/17/2024		1,716.50-	602202600
02/17/2024		1,701.26-	602202601
Grand Totals:		82,754.99-	

Star Valley Ranch

2/1/24 to 2/29/24

Citations	0
Warnings	0
CFS/Law Incidents	23
Special Patrol	27

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



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

March 5, 2024

Municipal Court Report for February 2024

1. There were two court cases on the docket this month.
 - One citation for \$71.05- No parking on any town roadways.
 - One citation for \$150.057- Failure to obtain a building permit.
2. \$10.00 in Court Costs were assessed and \$10.00 in Court Costs were collected.
3. \$50.00 in fines were assessed and \$0 in fines were collected.

Respectfully Submitted,

Gina Corson

Court Clerk- Town of Star Valley Ranch, WY

Town of Star Valley Ranch

Special Municipal Officer

2/1/2024- 2/29/2024

Verbal Warnings	5
Written Warnings	6
Citations	13

Animal Complaint	4	Water Shut-off	0
Building & Zoning	1	Meter Pit Tampering	0
Road Right-of-Way	0	LCSO Assist	1
Snow Complaint	2	Fire Prevention\open fire	0
Nuisance Comp.	0	Stop work order	0
Road damage	0	Animal Impound	4
STR Complaint	12	Other	0

The Town of

Star Valley Ranch, Wyoming

Resolution No. 24-03-12-001

A resolution to establish fees for Short-Term Rental permit applications.

Application	\$250.00 per calendar year	\$125.00 renewal	\$50.00 late fee after Jan 15
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Passed and adopted this 12th day of March 2024

For the Town of Star Valley Ranch:

By: Kathleen Buyers

Kathleen Buyers, Mayor

Attest:

By: Kristin Gray

Kristin Gray, Clerk



Town of

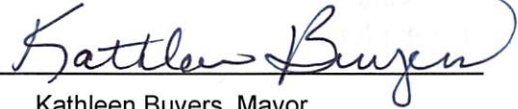
Star Valley Ranch, Wyoming

I move to appoint Mayor Kathleen Buyers as the voting delegate and Town Clerk/Treasurer Kristin Gray as the alternate voting delegate to represent the town at the Wyoming Association of Municipalities during the summer convention business meeting June 6, 2024.

Passed and adopted this 12th day of March 2024

For the Town of Star Valley Ranch:

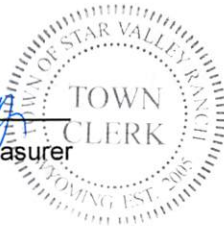
By:


Kathleen Buyers, Mayor

Attest:

By:


Kristin Gray, Clerk-Treasurer



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.~~07~~**10** 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.

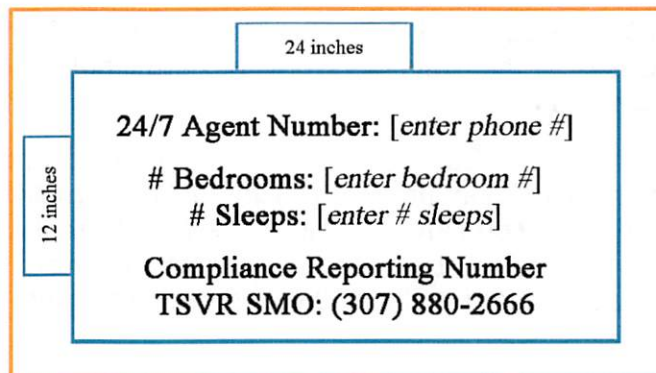
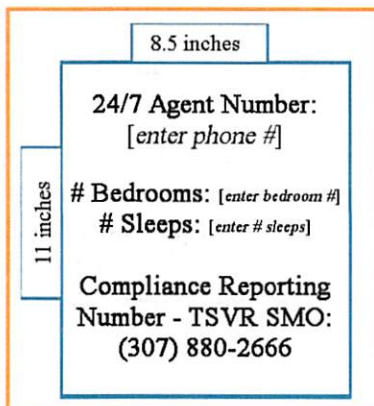
(E) Parking Requirements: All Short-term Rental Units must provide on-site parking spaces. On-site parking spaces consist of established driveways or garages at the Short-term Rental Unit. Short-term Rental guest vehicles are not allowed to be parked on lawns or in other areas of the Short-term Rental 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 feet 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 bedrooms ~~occupants permitted to be~~ at the property; and
- (c) The ~~maximum~~ number of individuals the property sleeps ~~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.

(H) 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 individuals the property sleeps 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.~~

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

(5) 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 available 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 §113.036 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.

§ 113.0710 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 III Chapter 32 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 determine ~~ing~~ 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 ~~established~~ ~~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~~ governing body shall interact with the town staff, administration, operation, and policies of the town through the town administrator. The ~~mayor or council as a body~~ governing 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 directly 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~~ GOVERNING BODY 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 ~~time-to-time~~ ~~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~~ may 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 town administrator until a new town 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 XV Chapter 154 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.~~ Garages must be constructed during the two-year period of the first issued single family residence permit. No final certificate of occupancy will be issued until construction is completed.

(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~~d) 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.

The Town of
Star Valley Ranch, Wyoming

Ordinance 2024-04

Title XV Land Usage

Chapter 154 Zoning

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

Explanation: This ordinance establishes standards and guidelines for the building of single-family homes.

Existing Title XV Chapter 154 is in **BLACK**, changes for first reading are in **BLUE**, second reading in **GREEN**, third reading in **ORANGE**, removal in **RED**.

§154.119 ~~RESERVED~~ SINGLE-FAMILY RESIDENTIAL DESIGN STANDARDS AND GUIDELINES

(A) *Purpose and Intent.* This Section establishes two (2) kinds of residential design criteria: design standards and design guidelines. They are intended to improve the quality and compatibility of new development in established residential neighborhoods.

(1) Design standards are required in addition to other requirements set forth in this Title.

(2) Design guidelines indicate additional actions that shall be taken to enhance development design and achieve greater compatibility with adjacent land uses. Guidelines thus use the verb “should” or may (rather than “shall”) signifying that the guidelines are desirable objectives but are not required to be achieved.

(3) These standards and guidelines deal with open space design, building location and orientation, building mass and scale, building forms, building materials, and compatible additions. They are intended to provide design guidance for project applicants, staff, and the public.

(B) *Applicability.* The design standards and guidelines set forth in this Section shall apply to all new residential buildings and uses located in the town. In approving a project plan, the approving authority may impose reasonable conditions consistent with the purpose and intent of this Section. The requirements of this Section shall apply in addition to other applicable requirements of this Title. This Section shall not be

interpreted to supersede other requirements of the town which may impose more restrictive requirements than this Section.

(C) *Open Space Design.*

- (1) Front yards should be similar in character to neighboring properties.
- (2) Parking shall not be allowed in the front yard setback other than in the driveway.
- (3) Fences or hedges may be used to define the yard.
- (4) The sense of open space in the front, sides and rear yards should be preserved.
 - (a) New structures shall be sited consistent with the existing front setbacks of adjoining properties to maintain neighborhood compatibility.
 - (b) Building side and rear yard setbacks beyond zoning minimums may be provided to maintain an adequate sense of privacy for adjoining properties.

(C) *Building Location.*

- (1) The primary entry of the building shall be oriented to the street.
 - (a) All structures shall have one primary entry that faces the street.
 - (b) Additional entrances may be located to the side or rear.
 - (c) The primary entrance shall be clearly defined by use of a raised porch or other similar entry feature.
 - (d) The front porch or entry feature shall be oriented to the street.
 - (e) The minimum dimensions of the porch should be compatible with the scale of the building facade.
 - (f) The porch floor height should be consistent with adjoining property.
- (2) New development shall not have any required parking in front of any front face of a residential building.
- (3) Rear surface parking areas should be buffered from neighboring properties by appropriate plant materials.

(4) Building and driveway lighting should not extend beyond the boundaries of the subject property.

(D) *Landscape Design.*

(1) The design and siting of impervious surfaces should consider existing trees and other significant vegetation.

(2) Landscaping should be used, where feasible, to reduce the impact of larger buildings on neighboring properties.

(E) *Building Mass and Scale.*

(1) Building front elevations shall be similar in scale to those seen traditionally on the block where the building is located.

(2) Each segment of the front facade of new buildings should be within ten percent (10%) of the average width of existing residential structures in the neighborhood. If the building facade has a greater width the facade should be articulated into different planes to reduce the apparent mass of the building.

(3) The perceived scale of a building should be minimized.

(4) The front wall of a building should generally not exceed two (2) stories in height.

(5) Wall heights of one (1) to one and a half (1 1/2) stories should be provided along the street.

(6) A one (1) story porch or similar element, which defines the front door and entrance to the building shall be provided.

(7) Doors, windows and balconies of new housing should be located to the extent feasible to respect the privacy of adjoining neighboring properties.

(8) Where possible, windows, doors and balconies should not be located on elevations that are directly adjacent to a neighboring property.

(9) Where windows overlook an adjoining property means to preserve privacy should be utilized, such as locating windows above the typical eye level, use of an opaque or glazed glass or appropriately placed landscaping.

(F) *Building Forms.*

(1) Building forms should be similar to those traditionally seen in the neighborhood.

(a) Simple rectangular building forms may be appropriate if found in the neighborhood.

(b) Foundations should be raised. Finished first floor height should be within the range typically found in the neighborhood.

(c) Exotic building and roof forms, which detract from visual continuity shall be prohibited.

(d) Storage containers shall not be used as a residential dwelling.

(2) Roof forms should be similar to those traditionally seen in the residential neighborhood.

(a) Sloping roofs such as gable and hipped should be used as the primary roof form.

(b) Shed roofs may be appropriate for some additions.

(3) Window and doorway forms should be similar to those traditionally seen in the residential neighborhood.

(G) *Building Additions.*

(1) An addition should not strongly alter the perceived character of an original building.

(a) Windows, materials and doors should be compatible with those of the original building.

(b) Roof forms shall be compatible with the primary structure.