



## REGULAR TOWN MEETING

May 14, 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
  - A. Mid-Valley Fire District Fire Chief Ted Jenkins
  - B. Lincoln County Chief of Staff Stephen Allen
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 April 9 Work Session, April 9 Regular Meeting, May 7 Work Session
  - B. Disbursements
  - C. Community Board Appointment – Matt Lenz – Roads Advisory Board - 2026
  - D. Dispatch Report
  - E. Court Report
  - F. Special Municipal Officer Report
8. Public Hearings and/or Action Items
  - A. Resolution 24-05-14-001 for Lodging Tax
  - B. Resolution 24-05-14-002 for Special Purpose Tax
  - C. Liquor License – The Grill, LLC
9. Ordinances
  - A. Ordinance 2024-04 Title XV Land Usage Chapter 154 Zoning – 3rd Reading
  - B. Ordinance 2024-05 Appropriations for Fiscal Year 2024-2025 – 2nd Reading
  - C. Ordinance 2024-06 Title V Public Works Chapter 54 Water Rates – 2nd Reading
  - D. Ordinance 2024-07 Title V Public Works Chapter 52 Liquid Assets – 1st Reading
  - E. Ordinance 2024-08 Title XV Land Usage Chapter 154 Zoning – 1st Reading
  - F. Ordinance 2024-09 Title VII Traffic Code Chapter 71 Roads, Vehicles and Traffic Control – 1st Reading
  - G. Ordinance 2024-10 Title XV Land Usage Chapter 150 Buildings – 1st Reading
10. Mayor and Council
11. Adjournment

## WORK SESSION AGENDA

Town of Star Valley Ranch  
Town Council Chambers  
Tuesday, April 9, 2024, 10:00 AM

### 1. CALL TO ORDER AND ROLL CALL

- All council present plus Clerk/Treasurer Gray and Attorney Voyles.
- Councilman Ellis moved to approve the agenda, Councilman Rok seconded, all ayes.

### 2. EXECUTIVE SESSION

- Councilman Ellis moved to go into executive session to discuss matters with the town attorney, Councilman Rok seconded, all ayes.
- Councilman Rok moved to adjourn the executive session and reconvene the regular work session, Councilman Ellis seconded, all ayes.

### 3. WORK SESSION ITEMS

#### a. Public Works Update (William Cazier)

- Equipment being serviced and prepared for spring and summer projects.
- Director Cazier and two water operators will be at the annual WARWS conference.
- Director Cazier is also doing an OSHA class in April.
- Road grading will be done as soon as possible as weather and road conditions allow. Currently the stockpiled road base is too wet to use.
- May 1<sup>st</sup> Vista Drive will be cut down and the asphalt will be removed.

#### b. Administration Update (Kristin Gray)

- Clerk/Treasurer Gray will have Clerk Corson reach out to Granicus to see what the next step in the process is as the town is ready to be able to send letters.
- Clerk/Treasurer Gray will send an email about the building permit process to the town mailing list.

c. 6<sup>TH</sup> Penny Road choices

- The council discussed options for the resolution to put forward as projects. (Vista \$1.1M, Vista East \$1.6M, path on Vista \$200k, Vista West \$1.9M)
- Use the line “Pavement of major arterial roads, walking paths, and development of a town commons.”

d. Financials

- Clerk/Treasurer Gray covered the March financial reports.

e. Board Reports

- P&Z will meet to discuss ordinances.
- T&T meeting on the 15<sup>th</sup> of May but will be recommending a resolution to put the lodging tax on the ballot.
- The road board has moved their meeting to the 2<sup>nd</sup> of May and would like the council to review buying a snow gate. They are developing a survey to send out in June.
- FAB met to review the budget and asked that the money for the council table be reviewed and maybe removed.
- The water board spoke about the potential sewer district and disagrees that the need for a wastewater treatment facility is supported by the evidence presented; discussed the replacement of the water tanks; discussed narrowing their request for SCADA information.

f. Regular Town Council Agenda including Ordinance Work

- The council discussed the agenda items.
- Councilman Denney disagrees with the note about limiting virtual attendance for council meetings.

4. MATTERS FROM THE MAYOR AND COUNCIL

- Councilman Rok and Councilman Merrill still need to take their exams for the auditor’s office and Director Cazier and Councilman Ellis still need to complete the training and take the exam for certification.
- Employee performance appraisals will begin soon.
- Safety Day is June 8<sup>th</sup>, Councilman Merrill will help in organizing.

- Councilman Merrill is concerned about the budget remaining nearly the same but service levels not improving or even established. Some policies need to be established for communication and organization.

5. RECESS at 1:43pm.

- Councilman Ellis moved to recess until 7pm, Councilman Rok seconded, all ayes.



## REGULAR TOWN MEETING

April 9, 2024  
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
  - All Council present plus Town Clerk/Treasurer Gray and Assistant Clerk Corson
2. Pledge of Allegiance
3. Reconvene Regular Meeting
  - Councilman Merrill moved to reconvene, Councilman Rok second, all ayes.
4. Adopt Agenda
  - Councilman Merrill moved to amend the agenda to remove item 8.D and amend 8.E to “lease” instead of “purchase”, Councilman Ellis second, all ayes.
5. Announcements/Proclamations
  - A. Proclamation – Arbor Day 2024
    - Councilman Merrill read the proclamation announcing June 15, 2024, as Arbor Day.
6. Public Comment
7. Adopt Consent Agenda
  - Councilman Rok moved to approve the consent agenda, Councilman Merrill seconded, all ayes.
  - A. Approve Minutes for March 12 Work Session, March 12 Regular Meeting, March 21 Work Session
  - B. Disbursements
  - C. Dispatch Report
  - D. Court Report
  - E. Special Municipal Officer Report
8. Public Hearings and/or Action Items
  - A. Plat Amendment – Howe – Plat 9 Lots 31 & 32
    - Chairman Black read the recommendation, Councilman Ellis moved to approve, Councilman Merrill seconded, all ayes.
  - B. Plat Amendment – Johnson – Plat 1 Lots 12 & 13
    - Chairman Black read the recommendation, Councilman Rok moved to approve, Councilman Ellis seconded, all ayes.
  - C. Plat Amendment – Dickerson – Plat 6 Lot 71 and Plat 7 Lot 102
    - Chairman Black read the recommendation, Councilman Merrill moved to approve, Councilman Ellis seconded, all ayes.
  - ~~D. Motion – Authorizing the Mayor to sign LCSD agreement~~

E. Motion – Authorizing the Mayor to sign lease agreement

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

9. Ordinances

- Councilman Merrill moved to approve by title, Councilman Rok seconded, Councilmen Ellis, Merrill, Rok and Mayor Buyers aye, Councilman Denney nay.

A. Ordinance 2024-02 Title III Administration Chapter 32 Officials and Employees – 3rd Reading

- Councilman Rok presented the ordinance and moved to approve, Councilman Ellis seconded, Councilmen Rok, Merrill, Mayor Buyers aye, Councilman Ellis abstain, Councilman Denney nay.

B. Ordinance 2024-03 Title XV Land Usage Chapter 154 Zoning – 3rd Reading

- Councilman Rok presented the ordinance and moved to approve, Councilman Merrill seconded, all ayes.

C. Ordinance 2024-04 Title XV Land Usage Chapter 154 Zoning – 2nd Reading

- Councilman Rok presented the ordinance and moved to approve, Councilman Merrill seconded, all ayes.

D. Ordinance 2024-05 Appropriations for Fiscal Year 2024-2025 – 1st Reading

- Clerk/Treasurer Gray presented the ordinance, Councilman Ellis moved to approve, Councilman Rok seconded, Councilmen Ellis, Rok, and Mayor Buyers aye, Councilmen Merrill, Denney nay.

E. Ordinance 2024-06 Title V Public Works Chapter 54 Water Rates – 1st Reading

- Councilman Ellis presented the ordinance and moved to approve, Councilman Rok seconded, all ayes.

10. Mayor and Council

- Mayor Buyers spoke about Vista Drive being part of the upcoming water project and informed those in attendance that on May 1 the road will be returned to gravel until the water project is complete.
- Councilman Rok spoke about the upcoming travel and tourism board meeting on May 15 and that there would be a resolution for lodging tax in the May meeting.
- Councilman Merrill spoke about the road board meeting moving to May 2 and that there are two council seats available and the timeline for application is May 16 to May 30.

11. Adjournment

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

## WORK SESSION AGENDA

Town of Star Valley Ranch  
Town Council Chambers  
Tuesday, May 7, 2024@ 10am

### 1. CALL TO ORDER AND ROLL CALL

- All the council and Mayor Buyers present, plus Town Clerk/Treasurer Gray.
- Councilman Ellis moved to amend the agenda to move the executive session to the end of the meeting, Councilman Denney seconded, all ayes.
- Councilman Denney moved to approve the amended agenda, Councilman Rok seconded, all ayes.

### 2. WORK SESSION ITEMS

#### a. Building official

- Mayor Buyers interviewed a gentleman for the position that would be ideal, but the budgeted amount would need to be increased, council agreed to increase the budget for third reading.

#### b. TCO vs CO single family residential

- The council discussed what to do about temp certificates of occupancy, agreed that the building official should make the decision, but the council is not comfortable issuing TCO.

#### c. Lot 37 East Forest Drive

- The council discussed options for dealing with the road being on private property. The town attorney would handle the process; the town would buy the property and then negotiate with surrounding owners to buy portions or keeping the lot and using part of it for parking for trails. Need to find a number for the budget and a source of funds.

#### d. Water Rates

- The council discussed how rates are determined. The council would like to see the work that the rates committee did documented in writing (to date the committee's recommendation has only been presented verbally to the council during the March 21 work session).

#### e. Fiscal Budget 24-25

- Clerk/Treasurer Gray answered questions about the budget and budget format.

#### f. SPT Resolution

- Councilman Merrill spoke about the recent meeting for the special purpose tax and the need for the resolution and expanding on the description for projects. Councilman Merrill will write the resolution.

g. Boyd Siddoway public records request

- Mr. Siddoway needs to fill out the official public records request and submit it to the Clerk's office for response.

### 3. MATTERS FROM THE MAYOR AND COUNCIL

- Councilman Denney spoke about lots that the Association owns and that the CC&Rs have been removed from the lots. The Association now needs to apply for rezoning.
- Councilman Ellis let the council know that the water board will have recommendations to present to the council.
- Councilman Rok would like the flag at the main entrance replaced or repaired. She also discussed building permit fees; two issues for discussion are how the fees are calculated and if the fees are too high or not. The council agreed it should be based on the footprint of the house and garage and refund any that are over that have been paid since January. She would also like the council to be able to answer during the public comment period of the council meetings if they are not speaking on behalf of the council and committing the council to decisions without council discussion.
- Councilman Merrill handed out proposed survey questions from the Roads Board and would like the council to review the questions to be able to send out in June. She asked about the contract with the sheriff's department, which is currently under review with the attorney.

### 4. EXECUTIVE SESSION

- Councilman Ellis moved to go into executive session to discuss personnel matters, Councilman Rok seconded, all ayes.
- Councilman Ellis moved to leave executive session, Councilman Merrill seconded, all ayes.

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### 5. ADJOURN

- Councilman Denney 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	NAPA Auto Parts	710121	Parts	10430201	03/04/2024	243.99	432402	04/03/2024
		710121	Parts	41430219	03/04/2024	243.98	432402	04/03/2024
		710240	Parts	10430201	03/05/2024	24.96	432402	04/03/2024
		710877	Parts	10430201	03/12/2024	89.89	432402	04/03/2024
		711417	Parts	10430201	03/18/2024	1,306.69	432402	04/03/2024
		711459	Parts	10430201	03/19/2024	12.00	432402	04/03/2024
		711691	Parts	10430201	03/20/2024	24.24	432402	04/03/2024
		711704	Parts	10430201	03/21/2024	30.93	432402	04/03/2024
		712110	Parts	41430219	03/26/2024	225.82	432402	04/03/2024
		712110	Parts	10430201	03/26/2024	225.82	432402	04/03/2024
		712119	Credit	10430201	03/26/2024	89.00-	432402	04/03/2024
		712218	Parts	10430201	03/27/2024	91.20	432402	04/03/2024
		712243	Parts	41430219	03/27/2024	52.86	432402	04/03/2024
		712336	Parts	10430201	03/28/2024	89.50	432402	04/03/2024
Total 116:						2,572.88		
120	Amazon Capital Services	1RPX-XM6L-	Amazon orders	10410258	04/01/2024	385.40	4162402	04/16/2024
		1RPX-XM6L-	Amazon orders	41410258	04/01/2024	138.16	4162402	04/16/2024
		1RPX-XM6L-	Amazon orders	10410238	04/01/2024	6.79-	4162402	04/16/2024
		1RPX-XM6L-	Amazon orders	10430201	04/01/2024	3,103.34	4162402	04/16/2024
		1RPX-XM6L-	Amazon orders	41430219	04/01/2024	340.44	4162402	04/16/2024
		1RPX-XM6L-	Amazon orders	10430107	04/01/2024	2,319.21	4162402	04/16/2024
		1RPX-XM6L-	Amazon orders	41430107	04/01/2024	333.56	4162402	04/16/2024
		1RPX-XM6L-	Amazon orders	10430100	04/01/2024	7.99	4162402	04/16/2024
		1RPX-XM6L-	Amazon orders	10410257	04/01/2024	4,634.14	4162402	04/16/2024
		1RPX-XM6L-	Amazon orders	41410257	04/01/2024	979.77	4162402	04/16/2024
Total 120:						12,235.22		
122	American Express	00110040483	Gate	10510206	03/18/2024	251.85	4252401	04/25/2024
		101759512	ICC Membership for job po	10460203	04/01/2024	272.00	4252401	04/25/2024
		1884686431	Flowers	10410250	03/26/2024	95.75	4252401	04/25/2024
		1Z0T6E5H02	UPS to SLIB	41410271	03/18/2024	35.91	4252401	04/25/2024
		2728891605	Adobe sub	10410802	04/05/2024	14.06	4252401	04/25/2024
		2728891605	Adobe sub	41410802	04/05/2024	6.93	4252401	04/25/2024
		4-2024	Microsoft sub	10410802	04/05/2024	17.59	4252401	04/25/2024
		4-2024	Microsoft sub	41410802	04/05/2024	8.69	4252401	04/25/2024
		INV2524576	Zoom sub	10410802	04/13/2024	11.25	4252401	04/25/2024
		INV2524576	Zoom sub	41410802	04/13/2024	5.54	4252401	04/25/2024
		MC18002417	Mailchimp sub	10410802	03/18/2024	17.75	4252401	04/25/2024
		MC18002417	Mailchimp sub	41410802	03/18/2024	8.75	4252401	04/25/2024
		R66873116	ICC Job Posting	10460207	04/01/2024	399.00	4252401	04/25/2024
		TBL41024	Public Officer training for W	10410210	04/10/2024	38.00	4252401	04/25/2024
		W6191930	Bumper	41430219	04/04/2024	283.87	4252401	04/25/2024
		WM6272890	Tools	10430201	03/19/2024	6,608.92	4252401	04/25/2024
		Z629EUEJ14	MS Project Manager sub	10410802	04/02/2024	73.49	4252401	04/25/2024
		Total 122:						8,149.35
154	Blue Cross Blue Shield	5-2024	Employee Benefits	10410130	04/10/2024	1,643.31	4102402	04/10/2024
		5-2024	Employee Benefits	10430130	04/10/2024	5,968.54	4102402	04/10/2024
		5-2024	Employee Benefits	10460130	04/10/2024	235.55	4102402	04/10/2024
		5-2024	Employee Benefits	41440130	04/10/2024	5,927.21	4102402	04/10/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 154:						13,774.61		
173	Car Quest Auto Parts	42292	Parts	10430201	03/06/2024	80.00	432403	04/03/2024
		42415	DEF	10430301	03/08/2024	399.25	432403	04/03/2024
		42415	DEF	41430301	03/08/2024	399.25	432403	04/03/2024
		42653	Parts	10430201	03/13/2024	15.04	432403	04/03/2024
		43138	Parts	10430201	03/21/2024	12.66	432403	04/03/2024
Total 173:						906.20		
177	Caselle, Inc	132124	Software	10410804	04/01/2024	791.37	432401	04/03/2024
		132124	Software	41410803	04/01/2024	395.63	432401	04/03/2024
Total 177:						1,187.00		
228	Delta Dental	4-2024	Employee Benefits	10410130	03/26/2024	59.16	3262401	03/26/2024
		4-2024	Employee Benefits	10430130	03/26/2024	268.59	3262401	03/26/2024
		4-2024	Employee Benefits	10460130	03/26/2024	19.38	3262401	03/26/2024
		4-2024	Employee Benefits	41440130	03/26/2024	325.92	3262401	03/26/2024
Total 228:						673.05		
241	Dry Creek Enterprises, Inc.	M4337	BLM toilet rent and clean	10510204	04/02/2024	110.00	432405	04/03/2024
Total 241:						110.00		
254	Energy Laboratories	619423	CCR Preparation for 2023	41430406	03/25/2024	125.00	14815	04/03/2024
Total 254:						125.00		
269	Forsgren Associates Inc	2402067	WIP 2023 Project manage	41490027	02/25/2024	9,395.00	4172403	04/17/2024
		2403079	Water Rates, Pump, Cost	41410401	03/25/2024	2,815.00	4172403	04/17/2024
		2403081	Hardman/Middle Branch Br	10490010	03/25/2024	5,454.42	4172403	04/17/2024
		2403082	2023 Road Project manage	10490010	03/25/2024	855.00	4172403	04/17/2024
		2403083	Water Master Plan update	41410401	03/25/2024	1,835.00	4172403	04/17/2024
Total 269:						20,354.42		
270	Freedom Mailing Services,	47512	Bill processing	41410273	04/02/2024	965.58	14816	04/03/2024
Total 270:						965.58		
288	GreatAmerica Financial Se	36272567	Copier Service	10410260	04/02/2024	248.56	442401	04/04/2024
		36272567	Copier Service	41410260	04/02/2024	122.42	442401	04/04/2024
Total 288:						370.98		
311	High Country Linen Service	0431208	Shop Towels	10430402	03/21/2024	24.98	432406	04/03/2024
		0431208	Shirts	10430121	03/21/2024	25.12	432406	04/03/2024
		0431208	Shirts	41430121	03/21/2024	12.37	432406	04/03/2024
		0432330	Shop Towels	10430402	03/28/2024	24.98	432406	04/03/2024
		0432330	Shirts	10430121	03/28/2024	25.12	432406	04/03/2024
		0432330	Shirts	41430121	03/28/2024	12.37	432406	04/03/2024
		0433402	Shop Towels	10430402	04/04/2024	24.98	4172404	04/17/2024
		0433402	Shirts	10430121	04/04/2024	25.12	4172404	04/17/2024
		0433402	Shirts	41430121	04/04/2024	12.37	4172404	04/17/2024



Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
575	Thayne True Value Hardwa	B727371	Parts	41430239	02/28/2024	24.74	14819	04/03/2024
		B727444	Parts	10430107	02/29/2024	22.99	14819	04/03/2024
		B727548	Parts	10430100	03/04/2024	27.96	14819	04/03/2024
		C657271	Parts	10430402	02/26/2024	33.80	14819	04/03/2024
		C657960	Parts	10430100	03/05/2024	87.63	14819	04/03/2024
Total 575:						197.12		
589	Town of Afton	17942, 1794	monthly water test	41430411	04/03/2024	54.00	14828	04/17/2024
Total 589:						54.00		
591	Town of Star Valley Ranch	4-2024	Town Hall Water - General	10430010	04/01/2024	325.31	412402	04/01/2024
		4-2024	Public Works Water - Gene	10430011	04/01/2024	97.30	412402	04/01/2024
		4-2024	First Response Water	10420155	04/01/2024	64.04	412402	04/01/2024
		4-2024	Town Hall Water - Water	41430004	04/01/2024	160.22	412402	04/01/2024
		4-2024	Public Works Water - Wate	41430097	04/01/2024	33.30	412402	04/01/2024
Total 591:						680.17		
611	Upper Case Printing, INK.	1561	Utility bills and envelopes	41410222	03/19/2024	761.28	432409	04/03/2024
Total 611:						761.28		
640	Western States Cat	IN002729805	Parts	10430201	03/22/2004	1,086.80	432410	04/03/2024
		IN002732634	Parts	10430201	03/25/2024	593.13	432410	04/03/2024
Total 640:						1,679.93		
669	Wyoming Department of W	Q1 2024	Worker's Comp for Q1 202	10410150	04/01/2024	1,253.47	412404	04/01/2024
		Q1 2024	Worker's Comp for Q1 202	10420150	04/01/2024	626.73	412404	04/01/2024
		Q1 2024	Worker's Comp for Q1 202	10430150	04/01/2024	2,865.07	412404	04/01/2024
		Q1 2024	Worker's Comp for Q1 202	10460150	04/01/2024	626.73	412404	04/01/2024
		Q1 2024	Worker's Comp for Q1 202	41440150	04/01/2024	3,581.33	412404	04/01/2024
Total 669:						8,953.33		
693	Yost Business Systems	B55731	Copier Contract	10410260	04/01/2024	20.83	14829	04/17/2024
		B55731	Copier Contract	41410260	04/01/2024	10.42	14829	04/17/2024
Total 693:						31.25		
714	Westbank Sanitation	4493950T02	Split Distribution	10430407	04/01/2024	29.80	412405	04/01/2024
		4493950T02	Split Distribution	41430407	04/01/2024	14.68	412405	04/01/2024
		4494479T02	Split Distribution	10430407	04/01/2024	253.33	412405	04/01/2024
		4494479T02	Split Distribution	41430407	04/01/2024	124.77	412405	04/01/2024
		4494479T02	Dog Park Can	10510207	04/01/2024	42.64	412405	04/01/2024
Total 714:						465.22		
736	IDAWY Solid Waste	43X00641	Dump disposal	10430407	04/01/2024	13.87	14824	04/17/2024
		43X00641	Dump disposal	41430407	04/01/2024	6.83	14824	04/17/2024
Total 736:						20.70		
761	Tawnie Lee Cazier	096	Cleaning Services	10430100	03/24/2024	217.75	432408	04/03/2024
		096	Cleaning Sevices	41430100	03/24/2024	107.25	432408	04/03/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		097	Cleaning Services	10430100	03/31/2024	217.75	432408	04/03/2024
		097	Cleaning Sevices	41430100	03/31/2024	107.25	432408	04/03/2024
		098	Cleaning Services	10430100	04/07/2024	217.75	4172406	04/17/2024
		098	Cleaning Sevices	41430100	04/07/2024	107.25	4172406	04/17/2024
		099	Cleaning Services	10430100	04/14/2024	217.75	4172406	04/17/2024
		099	Cleaning Sevices	41430100	04/14/2024	107.25	4172406	04/17/2024
Total 761:						1,300.00		
762	Verizon	9960904981	Cell Phones - General	10410225	04/05/2024	62.13	4162401	04/16/2024
		9960904981	Cell Phone - SMO	10420004	04/05/2024	81.43	4162401	04/16/2024
		9960904981	Cell Phones - Water	41410225	04/05/2024	143.56	4162401	04/16/2024
Total 762:						287.12		
780	Mid Valley Fire District	Q4 2024	Fire agreement for Q4 FY2	10420302	04/02/2024	51,738.00	432407	04/03/2024
		Q4 2024	Motor Vehicle for January 2	10420302	04/02/2024	7,178.32	432407	04/03/2024
Total 780:						58,916.32		
785	Principal Life Insurance Co	5-2024	Employee Benefits	10410130	04/17/2024	28.72	4172401	04/17/2024
		5-2024	Employee Benefits	10420130	04/17/2024	15.16	4172401	04/17/2024
		5-2024	Employee Benefits	10430130	04/17/2024	71.84	4172401	04/17/2024
		5-2024	Employee Benefits	10460130	04/17/2024	6.36	4172401	04/17/2024
		5-2024	Employee Benefits	41440130	04/17/2024	79.72	4172401	04/17/2024
Total 785:						201.80		
798	Union Wireless	4-2024	SCADA card	41410225	04/03/2024	77.16	492401	04/09/2024
Total 798:						77.16		
Grand Totals:						151,745.77		

## Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
03/30/2024	HSA Contribution HSA Pay Period	105.00-	14820
03/30/2024	Randy Mills Case #209481 Garnis	114.92-	14821
04/13/2024	HSA Contribution HSA Pay Period	105.00-	14822
04/13/2024	Randy Mills Case #209481 Garnis	114.92-	14823
03/30/2024	457 Contribution 457 Wyoming Re	75.00-	123011476
03/30/2024	FICA/FWH Tax Deposit Federal Wi	7,100.60-	123011477
03/30/2024	Retirement Contributions Wyoming	18,653.68-	123011478
04/13/2024	457 Contribution 457 Wyoming Re	75.00-	123011479
04/13/2024	FICA/FWH Tax Deposit Federal Wi	8,286.14-	123011480
04/27/2024	457 Contribution 457 Wyoming Re	75.00-	123011481
04/27/2024	FICA/FWH Tax Deposit Federal Wi	6,631.52-	123011482
04/27/2024	Retirement Contributions Wyoming	9,965.02-	123011483
03/30/2024		2,444.36-	602202638
03/30/2024		2,130.46-	602202639
03/30/2024		1,544.10-	602202640
03/30/2024		2,637.91-	602202641
03/30/2024		110.82-	602202642
03/30/2024		110.82-	602202643
03/30/2024		1,852.96-	602202644
03/30/2024		1,686.85-	602202645
03/30/2024		923.50-	602202646
03/30/2024		2,034.96-	602202647
03/30/2024		110.82-	602202648
03/30/2024		1,490.53-	602202649
03/30/2024		1,760.76-	602202650
03/30/2024		1,603.43-	602202651
03/30/2024		1,670.67-	602202652
03/30/2024		1,758.07-	602202653
03/30/2024		638.19-	602202654
04/13/2024		1,246.25-	602202655
04/13/2024		2,527.32-	602202656
04/13/2024		2,092.41-	602202657
04/13/2024		138.52-	602202658
04/13/2024		1,464.64-	602202659
04/13/2024		2,637.91-	602202660
04/13/2024		110.82-	602202661
04/13/2024		110.82-	602202662
04/13/2024		1,921.62-	602202663
04/13/2024		1,747.15-	602202664
04/13/2024		4,849.00-	602202665
04/13/2024		2,056.81-	602202666
04/13/2024		110.82-	602202667
04/13/2024		1,490.53-	602202668
04/13/2024		1,760.76-	602202669
04/13/2024		1,603.43-	602202670
04/13/2024		1,701.26-	602202671
Grand Totals:		<u>103,381.0</u>	

The Town of

# *Star Valley Ranch, Wyoming*

## **Community Board Appointments**

- Community Board Appointments

- Matt Lenz – Roads Advisory Board – 2026

*Matt Lenz had lived in Star Valley Ranch for 5 years. He worked on a survey crew in high school and saw the Roads Advisory Board as an opportunity to get involved in his community. He fully understands the importance of our roads and how crucial it is to maintain them. He is looking forward to learning all he can about the Town's roads and using this to further advise the Town Council.*

## Star Valley Ranch

4/1/24 to 4/30/24

Citations	2
Warnings	0
CFS/Law Incidents	35
Special Patrol	26

Animal Problem	1	Abandoned Vehicle	
Agency Assist		Alarms	
Assault		Auto Accident	
Burglary		Animal problem	
Citizen Assist	1	Citizen Dispute	
Civil standby	1	Controlled Burn	
Child abuse		Alcohol problem	
Controlled Substance	2	Disturbance	
Custodial Interference		Domestic Violence	
Drugs		Game & Fish	1
e911	4	Harassing	
Intoxication		Fireworks	1
Fraud	1	Littering	
Information	5	Lost/Found Property	
Juvenile Problem	1	Protection Order Viol.	
Lost/Found Animal	2	Missing person	
Motor assist		Medical	6
Reckless driving		Suicidal attempt	
Search & Rescue		School assist	
REDDI		Suspicious	2
Theft	1	Threatening	
Traffic	3	Vin inspection	3
Welfare check		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

May 6, 2024

**Municipal Court Report for April 2024**

1. There were 10 (ten) court cases on the docket this month. 2 (two) were citations issued from March and carried over into April.
  - 5 (five) were for \$113.12- Not permitted for Short-term Rental
  - 5 (five) were for \$72.03- Pushing snow across a town roadway
2. One case paid before the court hearing and was removed from the docket.
3. 6 (six) cases did not show, and a default judgment was entered.
4. \$50.00 in Court Costs were assessed and \$50.00 in Court Costs were collected.
5. \$2900.00 in fines were assessed and \$1200.00 in fines were collected.

Respectfully Submitted,

Gina Corson

Court Clerk- Town of Star Valley Ranch, WY

# Town of Star Valley Ranch

## Special Municipal Officer

4/1/2024- 4/30/2024

Verbal Warnings	3
Written Warnings	8
Citations	0

Animal Complaint	5	Water Shut-off	0
Building & Zoning	0	Meter Pit Tampering	0
Road Right-of-Way	4	LCSO Assist	0
Snow Complaint	0	Fire Prevention\open fire	0
Nuisance Comp.	2	Stop work order	0
Road damage	0	Animal Impound	0
STR Complaint	0	Other	0

The Town of  
*Star Valley Ranch Wyoming*  
Resolution 24-05-14-001

**Resolution Approving the Town of Star Valley Ranch's Submission to Voters of  
Town of Star Valley Ranch Lodging Tax Question on the 2024 Election Ballot**

**WHEREAS** Wyoming Statute § 39-15-204 (a)(ii) authorizes a Town, with voter approval, to impose a tax of up to two percent (2%) upon the sales price paid for lodging services, as defined under Wyoming Statute § 39-15-101 (a)(i), the primary purpose of which is for local travel and tourism promotion; and

**WHEREAS** it is in the best interest of the Town of Star Valley Ranch and its residents to have a town-wide lodging tax for the primary purpose of local travel and tourism promotion; and

**WHEREAS** the Star Valley Ranch Travel and Tourism Board and the Town of Star Valley Ranch has determined it is necessary to submit to the qualified electors of the County the proposition for imposition of two percent (2%) of the potential two percent (2%) lodging tax; and

**WHEREAS** there exists an opportunity to increase travel and tourism visitation and enhance the economy of the Town of Star Valley Ranch.

**NOW, THEREFORE BE IT REOLVED BY THE GOVERNING BODY OF THE TOWN OF STAR VALLEY RANCH, WYOMING:** That the Star Valley Ranch Town Council joins the Star Valley Ranch Travel and Tourism Board in requesting the Board of Lincoln County Commissioners place on the 2024 General Election Ballot, the following question:

“Shall the Star Valley Ranch Town Council, the Governing Body for the Town of Star Valley Ranch, be authorized to enact a two percent (2%) lodging tax imposed on hotels, motels, campgrounds, dude ranches, bed and breakfasts, and similar establishments providing quarters or space for transient guests for the primary purpose of promoting travel and tourism in the Town of Star Valley Ranch.”

\_\_\_\_\_ Yes/For imposing a Town of Star Valley Ranch lodging tax of two percent (2%)

\_\_\_\_\_ No/Against, imposing a Town of Star Valley Ranch lodging tax of two percent (2%)

Passed and approved this 14 day of May 2024.

\_\_\_\_\_  
Kathleen Buyers, Mayor

\_\_\_\_\_  
Attest: Kristin Gray, Clerk/Treasurer

Town of

# *Star Valley Ranch, Wyoming*

**RESOLUTION 24-05-14-002**

**A RESOLUTION IN FAVOR OF PLACING THE SPECIAL PURPOSE EXCISE TAX ON THE NOVEMBER 2024 GENERAL ELECTION BALLOT FOR THE FOLLOWING PROPOSITION:**

*Shall Lincoln County, Wyoming, be authorized to impose one percent (1%) Specific Purpose Sales and Use Tax within the County, the proceeds of which and the interest earned thereon to be used for funding the acquisition of land (if necessary), the planning, engineering, construction, remodeling, furnishing, equipping, and supplying, and, to the extent necessary and allowed by law, the payment of operations and maintenance, debt service, and/or lease payments, and, if necessary and/or available, to be used to leverage or match federal and/or state grant funds or other revenue sources relating to the Projects in the following specified amounts and for the specified purposes provided below:*

**FOR THE TOWN OF AFTON: \$4,000,000.00**

Canyon View Park improvements on the south side to include a new Bathroom, Pickleball Courts, Basketball court, Mud Volleyball Pits, and All Abilities outdoor playground space.

**FOR THE TOWN OF ALPINE: \$1,665,000.00**

Palisades Riverwalk Feasibility and Design Project, Alpine Greenbelt Pathway Design and Construction Project, and Alpine Civic Center Backup Power Project.

**FOR THE TOWN OF COKEVILLE: \$3,833,727.00**

Repave West Main Street and Collete Street, Build a new ADA accessible bathroom for Town Park, and replace the Main Water Line East from Highway 30 to well number 3 and the water line from Main Street north along Highway 30 to city limits.

**FOR THE TOWN OF DIAMONDVILLE: \$1,155,175.00**

Town Of Diamondville road resurface, repairs, and improvements to West Lincoln Street, Susie Ave, and W Hillcrest Ave. Replace a Truck Sander (Material spreader) for winter road maintenance.

**FOR THE CITY OF KEMMERER \$4,483,238.00**

City of Kemmerer street/road projects as follows: 1) Repaving and rehabilitation of the following streets and roads: Elk Street (5th West Ave. to Canyon Road); Berry Drive (9th West Ave. and South to Del Rio Dr.); Canyon Road (Del Rio Dr. N. to Patch S. Side Antelope); Del Rio Drive (Canyon Road thru 9th West Ave. intersection); Canyon Road (Del Rio Drive South to 2016 patch); and 2) Reinforce retaining wall with Block Facing for MSE Wall on Sage Ave for safety purposes.

**FOR THE TOWN OF LABARGE**

**\$1,647,938.00**

Back-up generators for the Town Hall, Fire Hall/Clinic, and Water Treatment Plant. Replacement of non-compliant air masks (SCBA) for the fire department. A new fire engine to replace a portable rink for summer/winter entertainment for our community.

**FOR THE TOWN OF OPAL:**

**\$169,000.00**

Town of Opal backup power for the water system, including the Town Hall, and upgrade backup power for the wastewater system.

**FOR THE TOWN OF STAR VALLEY RANCH:**

**\$3,300,000.00**

Walking Paths that lead to forest trails, development of Town commons, and pavement of major arterial roads within the Town of Star Valley Ranch.

**FOR THE TOWN OF THAYNE:**

**\$3,100,000.00**

Sports Complex (Indoor pickleball Courts, Indoor Soccer Fields, Office, Kids play area, and other recreation facilities)

**GRAND TOTAL FOR PROJECTS IN LINCOLN COUNTY:**

**\$23,354,078.00**

***WHEREAS***, W.S. Section 39-15-204(a)(iii) (as amended) authorizes Lincoln County to impose an excise tax not to exceed one percent (1%) upon sales of tangible personal property, admissions and services made within the county; and,

***WHEREAS***, the revenue from the tax shall be used for one (1) time major maintenance, renovation or reconstruction of a specifically defined section of a public roadway and may include, in conjunction with another specific purpose, and shall not include ordinary operations of local government except those operations related to a specific project.

***WHEREAS***, W.S. Section 39-15-203 (a)(i)(B) provides that the proposition to impose the excise tax shall be submitted to the electors of the county upon the receipt by the board of commissioners of a resolution approving the proposition from the governing body of the county and the governing bodies of at least fifty percent (50%) of the incorporated municipalities within the county.

***WHEREAS***, the Governing Bodies of the towns of Afton, Alpine, Cokeville, Diamondville, Labarge, Opal, Star Valley Ranch, and Thayne, and the City of Kemmerer desire that voters be allowed to consider a

proposition to impose a one percent (1%) tax for Specific purposes within Lincoln County on the ballot before the voters of Lincoln County; and,

**WHEREAS**, the Governing Bodies of these municipalities encourage the board of county commissioners of Lincoln County to approve a resolution in favor of placing a question regarding the imposition of a one percent (1%) tax for specific purposes within Lincoln County on the ballot before the voters of Lincoln County for the totals and descriptions aforementioned.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Bodies of Afton, Alpine, Cokeville, Diamondville, Kemmerer, LaBarge, Opal, Star Valley Ranch, and Thayne, Lincoln County, Wyoming, that the Board of Commissioners of Lincoln County, Wyoming, be and are hereby notified pursuant to W.S.39-15-203(a)(i) (as amended) of the resolution of these Governing Bodies approving the submission to the voters of Lincoln County at the 2024 general election, the proposition of whether a one percent (1%) excise tax on tangible personal property sales, admissions and services obtained within Lincoln County be imposed for special purposes.

**BE IT FURTHER RESOLVED** that these Governing Bodies encourage the Board of Commissioners of Lincoln County, Wyoming, to also approve a resolution to place one percent (1%) excise tax on tangible personal property, admissions, and services obtained within Lincoln County for specific purposes designated by local governments on the ballot before the voters of Lincoln County at the 2024 general election.

**FOR THE GOVERNING BODY:**

**TOWN OF AFTON**

**BY:** \_\_\_\_\_  
**Jeffrey Jensen, Mayor**

**(ATTEST:)**

**BY:** \_\_\_\_\_  
**Tina McGarvey, Afton Town Clerk**

**Date:** \_\_\_\_\_

**FOR THE GOVERNING BODY:**

**TOWN OF ALPINE**

**BY: \_\_\_\_\_**  
**Eric Green, Mayor**

**(ATTEST:)**

**BY: \_\_\_\_\_**  
**Monica Chenault, Alpine Town Clerk**

**Date: \_\_\_\_\_**

**FOR THE GOVERNING BODY:**

**TOWN OF COKEVILLE**

**BY: \_\_\_\_\_**  
**Colby Peck, Mayor**

**(ATTEST:)**

**BY: \_\_\_\_\_**  
**Jody Harmon, Town Clerk**

**Date: \_\_\_\_\_**

**FOR THE GOVERNING BODY:**

**TOWN OF DIAMONDVILLE**

**BY: \_\_\_\_\_**  
**Clint Bowen, Mayor**

**(ATTEST:)**

**BY: \_\_\_\_\_**  
**Cortney Bartschi, Town Clerk**

**Date: \_\_\_\_\_**

**FOR THE GOVERNING BODY:**

**CITY OF KEMMERER**

**BY: \_\_\_\_\_**

**William J. Thek, Mayor**

**(ATTEST:)**

**BY: \_\_\_\_\_**

**Natasia Diers, City Clerk**

**Date: \_\_\_\_\_**

**FOR THE GOVERNING BODY:**

**TOWN OF LABARGE**

**BY: \_\_\_\_\_**  
**Larry Stepp, Mayor**

**(ATTEST:)**

**BY: \_\_\_\_\_**  
**Jodi Vilos, Town Clerk**

**Date: \_\_\_\_\_**

**FOR THE GOVERNING BODY:**

**TOWN OF OPAL**

**BY: \_\_\_\_\_**  
**Anthony Ritzdorf, Mayor**

**(ATTEST:)**

**BY: \_\_\_\_\_**  
**Laura Gerber, Town Clerk**

**Date: \_\_\_\_\_**

**FOR THE GOVERNING BODY:**

**TOWN OF STAR VALLEY RANCH**

**BY: \_\_\_\_\_**  
**Kathleen Buyers, Mayor**

**(ATTEST:)**

**BY: \_\_\_\_\_**  
**Kristin Gray, Town Clerk**

**Date: \_\_\_\_\_**

**FOR THE GOVERNING BODY:**

**TOWN OF THAYNE**

**BY: \_\_\_\_\_**  
**Devin Simpson, Mayor**

**(ATTEST:)**

**BY: \_\_\_\_\_**  
**Rebecca Hutchinson, Town Clerk**

**Date: \_\_\_\_\_**

NOTICE OF APPLICATION  
FOR A  
RETAIL LIQUOR LICENSE

Notice is hereby given that The Grill, LLC filed an application for a RETAIL LIQUOR LICENSE, in the office of the Town Clerk of the Town of Star Valley Ranch, Wyoming and County of Lincoln, Wyoming. The Grill, LLC is located at 1188 Cedar Creek Drive.

There have been written comments about this application in opposition to its approval which are entered into the record, but the Wyoming Liquor Division has found no reason to deny, and it is my recommendation that the council approve.

Kristin Gray  
Town Clerk/Treasurer

**April 2, 2024**

**To the Star Valley Ranch Town Council,**

**At a recent HOA Board Meeting it was announced that there is an application in process to license the community pool grill to sell beer.**

**As concerned residents and homeowners, we are strongly AGAINST such a license. The young people at the pool do not need to be exposed to the purchase of alcohol and viewing of adults buying and consuming alcohol. The parents attending the pool with children need to be alert and not affected by the consumption of alcohol while watching their children. As for the golfers, they can just as easily go to the clubhouse restaurant to buy their alcohol. It does not need to be done in the presence of children enjoying the pool and recreation areas. The grill at the pool is for those enjoying the facilities, not just to accommodate golfers.**

**We also express our concern for moving the playground equipment. We feel it is an unnecessary expense as it is well out of the way of the fairway. How many people have been hit by golf balls while at the playground? We would like the actual number of people who have been hit or nearly missed to make a judgement on this. We have been to the playground with our grandchildren and have never felt unsafe, nor have we seen golf balls flying onto the playground. Timing? Possible. But we would like to have more information before proceeding with moving playground equipment! We dare to guess more people have been hit by flying golf balls in OUR back yard than on the playground.**

**Please give consideration to our thoughts and feelings as we are sure there are others who feel the same.**

**Concerned town residents,**

**Charlene & Mark Burk**

**549 Walnut Dr. #7318**

**Star Valley Ranch, WY 83127**

**(808)977-2060 or (808)755-8545**

## Town of SVR Clerk

---

**From:** noreply@revize.com  
**Sent:** Sunday, April 7, 2024 6:59 PM  
**To:** clerk@starvalleyranchwy.org  
**Subject:** Contact Us

Name = Diane Bos

Email = dianekbos@gmail.com

Message = I don't feel comfortable with Katie Toolson getting a liquor license for the grill at the swimming pool. I understand people can bring their own alcoholic drinks to the pool area but when it becomes much more readily accessible to buy it right there, then I think there will be more consumption at the pool. We want to feel comfortable at the pool with children and grandchildren without putting up with people drinking too much.

Client IP = 206.226.78.210

## **Town of SVR Clerk**

---

**From:** noreply@revize.com  
**Sent:** Sunday, April 7, 2024 6:49 PM  
**To:** clerk@starvalleyranchwy.org  
**Subject:** Contact Us

Name = Norman Bos

Email = ncbos2@gmail.com

Message = I am in opposition to the proposed liquor licensing of the grill at the swimming pool. Alcoholic beverages reduce a drinker's awareness, as well as judgement and inhibition. With children in the area, and especially a child's potential erratic activity in the pool parking lot, an intoxicated driver has the potential to do great harm. Better to prevent than to cure! Please do not allow alcoholic beverages in the pool area.

Client IP = 206.226.78.210

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 ~~zones of the town neighborhoods.~~

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

(2) In approving a project plan, the approving authority may impose reasonable conditions consistent with the purpose and intent of this Section. ~~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.* These standards and guidelines deal with open space design and landscaping, building location and orientation, building mass and scale, and building

materials. 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 and Landscaping.*

(1) Landscaping in the front, back, and sides of a property ~~should~~ shall be used to reduce the impact of larger buildings on neighboring properties and to buffer any rear surface parking areas ~~Front yards should be similar in character to neighboring properties.~~ The town may require submission of a landscape plan for review and approval.

(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.~~

*(CD) Building Location and Orientation.*

(1) The siting of new structures shall consider the privacy of adjoining properties. Street, side, and rear setbacks beyond zoning minimums may need adjustments. A site elevation and/or topographical plan may be required.

~~(12)~~ 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) Foundations shall be raised above final grade a minimum of 18 inches.

~~(b) Additional entrances may be located to the side or rear.~~

(cb) The primary entrance shall be clearly defined by use of a raised porch or other similar entry features oriented to the street.

~~(d) The front porch or entry feature shall be oriented to the street.~~

(ecd) The minimum dimensions of the porch should shall be compatible with the scale of the building façade with porch width being no smaller than 20% of the width of the building.

~~(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.~~

~~(43) 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.~~

(31) To minimize perceived scale of a building scale, should be minimized any single family dwelling taller than 15 feet shall have the front face of the building composed of more than one wall plane. Each wall plane shall have a minimum width of 20% of the entire front facing dwelling length.

~~(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.~~

~~(72) 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 Architectural Materials.*

(1) Architectural materials. The following materials are permitted on visible exterior walls of single-family dwellings within the residential zone:

(a) Brick and tile masonry;

(b) Stucco (cementitious finish);

(c) Native stone (or synthetic equivalent);

(d) Pre-cast masonry (for trim and cornice elements only);

(e) Gypsum reinforced fiber concrete (for trim elements only);

(f) Metal (for beams, lintels, trim elements and ornamentation only); no ribbed metal panel, corrugated metal panel or standing-seam metal panel is allowed for siding.

(g) Wood lap siding;

(h) Logs (or synthetic equivalent); and

(i) Concrete composite siding.

~~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) Storage containers shall not be used as building components in the construction of a residential dwelling. 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.~~

The Town of

*Star Valley Ranch, Wyoming*

ORDINANCE: 2024-05

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

Appropriations for Fiscal Year 2024-2025

Explanation: An Ordinance providing Operating and Capital Budgets for the Town of Star Valley Ranch for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

**General Fund Operating Budget – FY 2024 – 2025**

<b>GENERAL FUND</b>		<b>Budget</b>
<b>REVENUES</b>	<b>1<sup>st</sup> Reading</b>	<b>2<sup>nd</sup> Reading</b>
Taxes	\$1,275,035	
5 <sup>th</sup> Penny Sales Tax		\$700,000
Sales and Use Tax		\$700,000
Property Tax		\$500,000
Motor Vehicle, Gas, and Special Fuels		\$100,000
Intergovernmental Revenues	\$1,157,895	
Direct Distributions		\$202,262
Mineral Royalties and Severance Taxes		\$230,633
Licenses & Permits	\$75,500	\$75,000
Interest	\$64,000	\$64,000
Miscellaneous Revenues and Interest	\$22,800	\$86,835
<b>TOTAL REVENUES</b>	<b>\$2,595,230</b>	<b>\$2,595,230</b>
<b>EXPENSES</b>		
General Government	\$359,470	\$359,470
Public Safety	\$522,882	\$524,983
General Fund Operations	\$1,160,007	\$1,160,007
Attorney	\$8,000	\$8,000
Municipal Court	\$1,907	\$1,907
Planning & Zoning	\$156,314	\$159,466
Executive Overhead	\$35,293	\$35,293
Travel & Tourism	\$4,000	\$4,000
Natural Resources	\$16,710	\$16,710
Contribution to Capital Reserves	\$330,646	\$325,939
<b>TOTAL EXPENSES</b>	<b>\$2,595,230</b>	<b>\$2,595,230</b>

## General Fund Capital Improvement Budget – FY 2024 – 2025

### GENERAL FUND

### Budget

#### Capital Improvement Budget

SOURCE OF FUNDS	1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>Contributions</b>		
Contribution from General Fund	\$330,646	\$325,393
<b>Application of Reserves:</b>		
Roads Improvement Reserve	\$1,180,000	\$1,203,500
Capital Equipment	\$113,000	\$113,000
Town Facilities	\$166,000	\$166,000
<b>Total Revenue from Reserves:</b>	<b>\$1,459,000</b>	<b>\$1,482,500</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$1,789,646</b>	<b>\$1,807,893</b>

### USE OF FUNDS

Hardman Bridge Replacement	\$540,000	\$540,000
Middle Branch Bridge Replacement	\$540,000	\$540,000
Chip Seal Projects (Various)	\$100,000	\$100,000
Move Power Box on Vista		\$23,500
<b>Total Roads-Pavement:</b>	<b>\$1,180,000</b>	<b>\$1,203,500</b>
 Capital Equipment	 \$113,000	 \$113,000
<b>Total Equipment:</b>	<b>\$113,000</b>	<b>\$113,000</b>
 Town Facilities	 \$166,000	 \$166,000
<b>Total Misc Capital Projects:</b>	<b>\$166,000</b>	<b>\$166,000</b>
 Reserve for Future Improvements	 \$330,646	 \$325,393
<b>Total Contribution to Reserves:</b>	<b>\$330,646</b>	<b>\$325,393</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$1,789,646</b>	<b>\$1,807,893</b>

## Water Fund Operating Budget – FY 2024 – 2025

<b>WATER FUND</b>		<b>Budget</b>
<b>REVENUES</b>	<b>1<sup>st</sup> Reading</b>	<b>2<sup>nd</sup> Reading</b>
Water Usage Fees	\$204,545	\$204,545
Water Base Fees - Metered	\$969,624	\$969,624
Water Base Fees - Unmetered	\$270,816	\$270,816
Tap Fees	\$75,000	\$75,000
Penalties	\$15,000	\$15,000
Miscellaneous & Interest Revenues	\$111,000	\$111,000
<b>TOTAL REVENUES</b>	<b>\$1,645,985</b>	<b>\$1,645,985</b>
<b>EXPENSES</b>		
Water Administration	\$139,390	\$139,390
Water Service	\$23,725	\$23,725
Water Operations	\$312,327	\$312,327
Water Salary & Wages	\$478,168	\$478,168
Principal & Interest Payments	\$655,512	\$649,515
Contribution to Capital Reserves	\$36,864	\$42,860
<b>TOTAL EXPENSES</b>	<b>\$1,645,985</b>	<b>\$1,645,985</b>

## Water Fund Capital Improvement Budget – FY 2024 – 2025

### WATER FUND

#### Capital Improvement Budget

### Budget

<b>SOURCE OF FUNDS</b>	<b>1<sup>st</sup> Reading</b>	<b>2<sup>nd</sup> Reading</b>
ARPA - Reserve	\$287,484	\$287,484
ARPA - Water Improvement Project 2023 Grant	\$1,399,024	\$1,399,024
System Reserve	\$954,000	\$954,000
<b>Total Water Projects:</b>	<b>\$2,640,508</b>	<b>\$2,640,508</b>
Contribution from Water Operations:	\$36,864	\$42,860
<b>Revenue – Non-Grants:</b>	<b>\$36,864</b>	<b>\$42,860</b>
Town Facilities - Water Portion	\$4,000	\$4,000
Application of Reserves - System Reserve	\$-	\$-
Application of Reserves - Capital Equipment	\$28,000	\$28,000
<b>Application of Reserves:</b>	<b>\$32,000</b>	<b>\$28,000</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$2,709,372</b>	<b>\$2,715,369</b>
<b>USE OF FUNDS</b>		
Water Improvement Project 2023	\$2,640,508	\$2,640,508
<b>Total Projects:</b>	<b>\$2,640,508</b>	<b>\$2,640,508</b>
Capital Equipment	\$28,000	\$28,000
<b>Total Equipment:</b>	<b>\$28,000</b>	<b>\$28,000</b>
Town Facilities - Water Portion	\$4,000	\$4,000
Contribution to Reserves	\$36,864	\$42,860
<b>Total Contribution to Reserves:</b>	<b>\$40,864</b>	<b>\$46,860</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$2,709,372</b>	<b>\$2,715,369</b>

The Town of

# *Star Valley Ranch, Wyoming*

Ordinance 2024-06

Title V Public Works

Chapter 54 Water Rates

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

Explanation: This ordinance updates existing code to set water rates by resolution.

Existing Title V Chapter 54 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

## CHAPTER 54: WATER RATES

### Section:

54.01 General

~~54.02 Base Fee~~

~~54.03 Fire Suppression Fee~~

~~54.04 Late Payment Fee~~

~~54.05 Late Payment Interest~~

~~54.06 On-Site Service Fee~~

~~54.07 Plant Investment Fee~~

~~54.08 Return Check Fee~~

~~54.09 Service Areas~~

~~54.10 Service Availability Fee~~

~~54.11 Turn-On/Turn-Off Fees~~

- ~~54.12 Turn On/Turn Off Violation~~
- ~~54.13 Usage Fee~~
- ~~54.14 Water Connection Fee (Tap Fee)~~

#### § 54.01 GENERAL.

Water rates are set by the governing body from time to time by resolution and reviewed annually.

- ~~(A) This rate schedule is normally established for each calendar year but will remain in effect until revised by future ordinance.~~
- ~~(B) The new water rates will become effective for the January billing period of each year. The January, billing is for the water services that are provided generally in the month of January and for which the water service bills will be sent out in early February.~~

#### § 54.02 BASE FEE:

##### ~~(A) Residential:~~

##### ~~¾ Inch Service:~~

Billing Period Base Fee	
Within Corporate Limit	<del>\$64.00</del>
Area #1 thru #5 inclusive	<del>\$80.00 *</del>

~~\* This fee is for Out-of-Town Services - either Option A or Option B~~

##### ~~(B) Commercial:~~

Service Size	Billing Period Base Fee
<del>¾ inch</del>	<del>\$64.00</del>
<del>1 inch</del>	<del>\$91.00</del>
<del>1½ inch</del>	<del>\$188.00</del>
<del>2 inch</del>	<del>\$287.00</del>
<del>4 inch</del>	<del>\$713.00</del>

#### § 54.03 FIRE SUPPRESSION FEE:

- ~~Any fire suppression qualifying rate will be one-half (1/2) the regular Town Water Fee.~~

~~§ 54.04 LATE PAYMENT FEE.~~

~~—The greater of \$5.00 or 1.50% for each infraction per billing cycle.~~

~~§ 54.05 LATE PAYMENT INTEREST.~~

~~—One and a half percent (1.50%) per billing cycle on the total delinquent amount.~~

~~§ 54.06 ON SITE SERVICE FEE.~~

Regular Hours	Mon-Fri (except holidays) 8:30am to 4:00pm	\$100.00 per hour (minimum of one hour)
Off Hours	All other times (i.e., Fri, Sat, Sun, and Holidays and after 4:00pm or before 8:30am)	\$150.00 per hour (minimum of one hour)

~~§ 54.07 PLANT INVESTMENT FEE.~~

~~—(A) Residential:~~

Size	Fee
$\frac{3}{4}$ inch	\$8,000

~~—(B) Commercial:~~

Size	Fee
$\frac{3}{4}$ inch	1 x Residential
1 inch	2 x Residential
2 Inch	7 x Residential
4 inch	28 x Residential *

~~\* Based on projected use, this fee may be negotiated with Water Board's recommendation and approval by the Town Council.~~

~~—(C) Fire Suppression Fee is half of the Plant Investment Fee for normal use in the building.~~

~~§ 54.08 RETURN CHECK FEE.~~

~~—Thirty dollars (\$30.00) for each denial of funds.~~

~~§ 54.09 SERVICE AREAS.~~

~~—Water rates charged in a defined Service Area shall be 1.25 times the in-Town rate.~~

~~§ 54.10 SERVICE AVAILABILITY FEE:~~

	Monthly Fee
Residential	\$25.00
Commercial	\$43.75

~~§ 54.11 TURN ON/TURN OFF FEES:~~

Per Event	Monday through Friday (except holidays) 8:30 AM to 4:00 PM:	<del>\$50.00 Flat Charge</del>
Wait Time	½ hour grace period, following scheduled appointment time	<del>\$100.00 per hour (minimum of one hour)</del>
Off Hours	All other times (i.e., Fri, Sat, Sun, and Holidays and after 4:00pm or before 8:30am)	<del>\$150.00 per hour (minimum of one hour)</del>

~~§ 54.12 TURN ON/TURN OFF VIOLATION:~~

~~—Seven hundred and fifty dollars (\$750.00) for each infraction.~~

~~§ 54.13 USAGE FEE:~~

~~Within Corporate Limits — \$0.00220~~

~~Out of Town Services~~

~~Option A — Areas #1 to #5~~

~~Actual time and materials specific to each Service Area plus \$0.00275 over 6,740 gallons~~

~~Option B — Area #1 to #5 — \$0.00275 per gallon~~

~~§ 54.14 WATER CONNECTION FEE (TAP FEE):~~

~~—(A) Residential:~~

~~¾ Inch Service Within Corporate Limit \$7,500.00~~

~~Areas #1 to #5 \$9,375.00~~

~~—(1) This fee does not include any additional cost for nonstandard installation.~~

~~—(2) The Town will identify those costs prior to construction and may charge an additional fee.~~

~~—(B) Commercial:~~

~~¾ inch 1 x Residential~~

~~1 inch 2 x Residential~~

~~2 inch 7 x Residential~~

~~4 inch 28 x  
Residential~~

~~—(C) The Town may by resolution, reduce the Commercial Water Connection Fee, on a case-by-case basis, as an incentive to attract businesses into the Town.~~

The Town of

# *Star Valley Ranch, Wyoming*

Ordinance 2024-07

Title V Public Works

Chapter 52 Liquid Assets

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

Explanation: This ordinance updates existing code to clarify language regarding reserves.

Existing Title V Chapter 52 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

## CHAPTER 52: LIQUID ASSETS MANAGEMENT

### § 52.01 RESERVE GENERAL.

This chapter establishes ~~a series of~~ Water Department reserves and defines their intended purpose and future uses. ~~reserves that are well defined and dictates their management processes for authorized uses (replacement, upgrade expansion, loan payments and acquisition of capital equipment) of the town's Water Department's reserves to maintain the integrity of our water system on behalf of the town's residents.~~

(A) *Definitions.* For the purpose of this chapter, the following definitions of types of reserves shall apply unless the context clearly indicates or requires a different meaning.

**ASSIGNED (SET BY BUDGET).** This classification includes amounts that are constrained by the town's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Town Council or Town Administrator. No other governing body or officials have this authority delegated to them. ~~This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.~~

**COMMITTED (SELF-IMPOSED ESTABLISHED BY ORDINANCE).** This classification includes amounts that can be used only for specific purposes pursuant to constraints

imposed by formal action of the Town Council. These amounts cannot be used for any purpose unless the Town Council removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

~~**EXPANSION.** A budgeted increase in capacity to meet the requirements of actual or anticipated users (metered connections).~~

**MAINTENANCE.** The budgeted day to day operations, including care and minor repairs of the system.

**REPAIR.** The budgeted modification of an existing system component to:

- (a) Fix major failed or failing components (usually of significant cost); or
- (b) Fix an inferior component that does not meet department standards.

**REPLACEMENT.** The complete replacement of a portion or the entire system that is beyond the end of useful life expectancy or is requiring extensive repairs annually.

~~—**RESERVES (FUND BALANCES).** A fund balance is defined as the cumulative difference of all revenues and expenditures since the government's creation. Thus, a current fund balance results from the cumulative financial decisions made by the governing body since the government's formation. Positive fund balances are also called reserves. However, not all of these funds are available for spending.~~

**RESTRICTED (REQUIRED BY OTHERS, SET BY ORDINANCE).** This classification includes amounts for which constraints have been placed on the use of resources either:

- (a) Externally imposed by creditors (such as through a debt covenant), grantors, contributors or laws or regulations of other governments; or
- (b) Imposed by law through constitutional provisions or enabling legislation.

~~**UNASSIGNED.** This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by the offsetting of assigned fund balance amounts.~~

~~—**UPGRADE.** The budgeted modification of an existing system component to modernize and improve the efficiency of service to existing users.~~

(B) *Changes to reserves.* Reserves are established to accumulate funds for specific uses. Unless otherwise provided for in a specific reserve, a reserve may **not** be changed, altered, retired, eliminated or abandoned, **except** by **standard ordinance procedures: action of the Town Council through a resolution or ordinance.**

## § 52.02 FUNDS WITHDRAWAL AUTHORIZATION.

Funds may be withdrawn and used for the ~~sole specified~~ purposes, as defined in ~~the specific each~~ reserve's section ~~herein~~, ~~exclusively~~ under the following conditions:

(A) *Authorization for planned use of reserve funds.*

(1) *Budgeted projects.* The project is part of and specifically identified in ~~the Water Department's annual budgets: Chapter 34, Tax and Finance; Appropriations for Current Fiscal Year (current fiscal year) (published separately and on file in the office of the Town Clerk); General Information, Water Department Operating Budget, (see appendix 3.19-B1 in document published separately and on file in the office of the Town Clerk) or Water Department Capital Improvement Budget, (see appendix 3.19-B2 in document published separately and on file in the office of the Town Clerk).~~

(2) *Procedure.* The town will follow the standard procedure for ~~project contracting when withdrawal of withdrawing~~ funds from any reserve, ~~except the loan repayment, and capital equipment, and facilities reserves, for a budgeted project, following these general steps;~~

~~—— (a) Public notification of a specific water project;~~

~~—— (b) Initiate contract action; and~~

~~—— (c) Council meeting;~~

~~—— 1. Project plan; details;~~

~~—— 2. Intent to finance the project with funds from a specific reserve; and~~

~~—— 3. Resolution.~~

(B) *Authorization for emergency use of reserve funds.* This chapter gives the Mayor (or Mayor Pro Tem) the authority to declare a “water emergency” for the specific purpose of using funds from the system reserve to pay for the emergency repairs of the water system.

(1) *Water emergency.*

(a) An emergency exists which significantly threatens the continued operation of the water system; and

(b) There is insufficient time to authorize the use of reserve funds ~~for the project~~ in order to effectively ~~and timely~~ address the emergency situation.

(2) *Procedure.* Prior to the actual withdrawal of funds from the system ~~r~~Reserve for an emergency project, steps (a) Documentation; and (b) Notification below, shall be completed.

(a) *Documentation.*

1. Declaration shall be within 48 hours of the detection of the condition.
2. A document shall be presented to the Town Clerk for verification of the action.
3. Description of the condition.
4. Estimate of time and cost to repair.
5. Authorization of Town Clerk to transfer funds from the system ~~replacement~~ reserve as needed to meet payment requirements.
6. Signed by Mayor (or Mayor Pro Tem) and one additional Council member.

(b) *Notification.* Town Clerk will immediately upon receipt of the documentation inform the following individuals of the “water emergency” with a copy of the declaration.

1. Town Council.
2. Town Administrator. ~~administration staff.~~
3. Public Works Director.

~~4. Water Board members.~~

~~5.~~ 4. Public notification.

(c) ~~Hold an emergency Town Council meeting within ten days of declaration. Pass an emergency ordinance Water Department budget amendment for immediate use of funds needed. Review and change the fee schedule for water rates if the reserve is to be replenished.~~

~~(d) Followup. At the next regularly scheduled Town Council meeting, continue to follow up the emergency ordinance process with a first reading of a budget amendment ordinance.~~

## **§ 52.03 ~~WWDC~~ SINKING FUND RESERVE**

(A) This section authorizes the creation and use of a ~~WWDC~~ Sinking Fund Reserve as a condition of our loans and grants from the Wyoming Water Development Commission (WWDC).

(B) This reserve is classified as a ~~restricted~~ committed reserve.

(1) *Objective.*

(a) To remain in total compliance with the terms and conditions of our loan ~~and grant contract~~ agreement with the WWDC.

(b) To be used for repairs and maintenance to the system.

(2) *Anticipated size.* Required amount per the loan agreement, which is Fully funded at \$500,000.

(3) *Source of funds.*

(a) This reserve is fully funded at the inception of this chapter. Any use of funds from this reserve shall be replaced from water fees at a rate of one-tenth (10%) per fiscal year until fully funded.

~~(b) All earnings from investments of this reserve's funds shall be reinvested into the system reserve.~~

~~(4) Authorized uses.~~

~~— (a) Any use of this fund shall be authorized by the WWDC.~~

~~— (b) Sole purpose of this reserve is for the replacement of the water system per WWDC loan agreement.~~

~~— (c) At the end of any contractual obligation to the WWDC, this reserve will be terminated and all funds transferred into system replacement and upgrade reserve.~~

(4) ~~(5)~~ *Administration.* This section authorizes the Town Clerk to deposit, withdraw and pay obligations that are in full compliance with this chapter.

#### § 52.04 WATER SYSTEM REPLACEMENT AND UPGRADE RESERVE.

(A) This section authorizes the creation and use of a water system reserve for the sole purpose of collecting sufficient funds for the repair and upgrades and replacement of the existing water system's components and the replacement of portions of or the entire system in the future.

(B) This reserve is classified as a committed reserve.

(1) *Objective.* Set aside sufficient funds to repair, upgrade and replace and upgrade the existing water system components as needed to protect the water system's capabilities and capacity and the integrity of its operational intent.

~~— (2) Anticipated size. The objective is to have a reserve balance commensurate with planned upgrades to the system and the risk of replacing large portions of the system.~~

(2) ~~(3)~~ *Source of funds.*

~~(a) 1. The town shall budget each year the larger of:~~

~~a. Annual anticipated depreciation expense for the water system's infrastructure;~~  
or

~~b. The total of annual water loan payments to the state.~~

~~2. All excess funds following the allocation to the loan repayment reserve shall be deposited in this reserve.~~

(a) ~~(b)~~ Town Council by resolution or ordinance may deposit ~~additional funds into this reserve~~, excess funds from water operations into this reserve.

(b) tap fees will be deposited into this reserve upon receipt

~~(c) At the inception of this ordinance, the combining of two existing reserves; water depreciation reserve and water connection fee reserve shall be transferred by resolution into this reserve.~~

~~—(d) All earnings from investments of this reserve's funds shall be reinvested into this reserve.~~

~~(4) Authorized uses. Funds shall be used solely for the repair of the water system's components to maintain the capacities and capabilities of the system and for the replacement of portions of or the entire system.~~

(3) ~~(5)~~ Administration. This section authorizes the Town Clerk to deposit, withdraw and pay obligations that are in full compliance with this chapter.

## **§ 52.05 LOAN REPAYMENT RESERVE.**

(A) This section authorizes the creation and use of a loan repayment reserve for the sole purpose ~~as a depository of equal, monthly deposits from monthly water fees and to ensure the availability~~ of collecting funds to meet loan obligations on time and in full.

(B) This reserve is classified as a committed reserve.

(1) Objective. To ensure the town's ability to meet all payments associated with the water department's project loans ~~from the various agencies of the state.~~

(2) Anticipated size. ~~An amount, such that the reserve never goes below \$1 during any fiscal period.~~ Reserve shall be sufficient to meet:

(a) ~~Each~~ The annual payment of all water loans;

(b) ~~The anticipated cost for interim interest or fees associated with a water system construction project loan;~~ Any interest or other fees associated with the in-process water project loans; and

(c) ~~Known~~ Anticipated future payments related to in-process water project loans.

(3) Source of funds.

(a) Funds collected from ~~a portion of the base fees and~~ service availability fees ~~and an equal portion of the water base fees required to meet the annual total of the water system's loan payments.~~

(b) Town Council by resolution or ordinance may deposit additional funds into this reserve.

~~(4) Authorized uses. Funds are for exclusive use to meet the town's obligations for:~~

~~— (a) Each annual payment of all water loans, on time and in full; and~~

~~— (b) Can be used to cover the cost of any interim interest or fees associated with a water system construction project loan.~~

(4) (5) *Administration.* This section authorizes the Town Clerk to deposit, withdraw and pay obligations that are in full compliance with this chapter.

## **§ 52.06 PLANT INVESTMENT RESERVE.**

(A) This section authorizes the creation and use of a plant investment reserve for ~~sole purpose use~~ as a depository of plant investment fees (as described in Chapter 53) and use of funds for “expansion” costs of the existing water system’s source and storage components.

(B) This reserve is classified as a committed reserve.

(1) Objective. To protect the water system’s future capacity and the integrity of its operational intent. The funds shall be used to minimize the cost of any additional expansion to the existing water system ~~users.~~

~~(2) Anticipated size. The sum of the number of units (§ 53.04) approved by the Town Council multiplied by the plant investment fees as published in the § 50.19, Culinary water service fees) less any expenditures for system expansion.~~

(2) (3) Source of funds.

(a) ~~Sum of and exclusively from the~~ plant investment fees collected.

~~(b) All earnings from investments of this reserve's funds shall be reinvested into this reserve.~~

~~(4) Authorized uses:~~

~~— (a) Funds shall be used solely for the current and future expansion of the water system to provide additional source and storage capacities and capabilities resulting from the additional demands for the added users.~~

~~—(b) Project selection shall be by ordinance only. (See § 52.02, Withdrawal authorization.)~~

(3) (5) Administration. This section authorizes the Town Clerk to deposit, withdraw and pay invoices that are in full compliance with this chapter.

## **§ 52.07 CAPITAL EQUIPMENT RESERVE.**

(A) This section authorizes the creation and use of a capital equipment reserve as a depository to accumulate funds for future acquisitions of Water Department equipment.

(B) This reserve is classified as an ~~assigned~~ committed reserve.

(1) *Objective.* Provide ~~the town a mechanism to allocate funds in one or more fiscal budget years for planned equipment acquisitions in future years, thus avoiding financing charges for time payments, while spreading the costs over more than one fiscal year. for~~ the purchase of capital equipment used by the water system as defined by budget.

(2) *Anticipated size.* An amount equal to the anticipated costs of the planned equipment acquisition costs

(3) *Source of funds.*

(a) ~~Funds budgeted from the collection of water fees.~~ Excess funds from operations.

(b) Town Council by resolution or ordinance may deposit additional funds into this reserve.

~~(4) Authorized uses:~~

~~—(a) Funds are for exclusive use to meet the town's anticipated acquisition of equipment as planned and included in the water system budget designated in previous and current capital budgets.~~

~~—(b) This reserve may be used to accumulate funds for an end-of-lease purchase options.~~

~~—(c) Based on the needs of the Water Department, the Town Council may change, by resolution, the designated equipment to a more critical piece of equipment.~~

~~(d) Any excess funds as deemed by a Town Council resolution may be transferred back to the Water Department's "Unencumbered Funds - Cash" account.~~

(4) (5) *Administration.* This section authorizes the Town Clerk to deposit, withdraw and pay obligations that are in full compliance with this chapter.

## **§ 52.08 FACILITIES RESERVE**

- (A) This section authorized the creation and use of a facilities reserve as a depository to accumulate funds for the future costs of maintaining or improving the water system's facilities.
- (B) This reserve is classified as an assigned reserve.
  - (1) *Objective:* provide funds for the maintenance and improvement of facilities used by the water system.
  - (2) *Anticipated size:* An amount equal to the anticipated costs of the planned facility maintenance or improvement costs as budgeted.
  - (3) *Source of Funds:*
    - (a) Funds budgeted from the collection of water fees
    - (b) The governing body may by resolution or ordinance deposit funds into this reserve.
  - (4) *Administration.* This section authorizes the Town Clerk to deposit, withdraw, and pay obligations that are in full compliance with this chapter.

The Town of

# *Star Valley Ranch, Wyoming*

Ordinance 2024-08

Title XV Land Usage

Chapter 154 Zoning

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

Explanation: This ordinance will clarify the language of the existing code which should ensure that all driveways and resurfacing have been permitted and approved by the Town.

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

## §154.010 DEFINITIONS

**APPROACH WIDTH.** The width of the driveway approach between the edge of the street to the edge of the private property line, which includes, but is not limited to, loading/unloading areas, and drop-off/pickup areas.

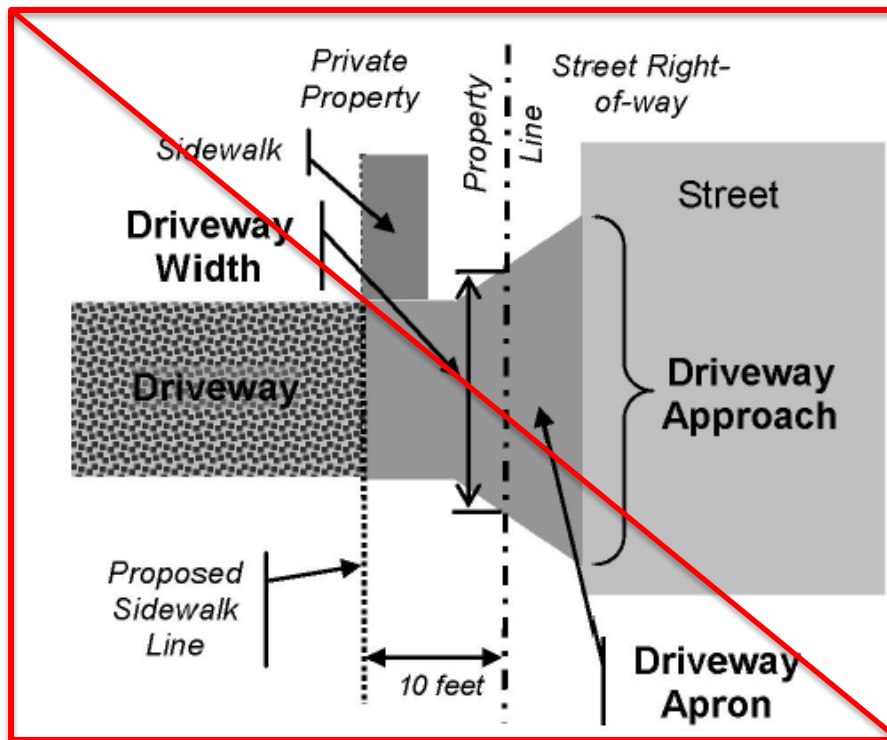
**DRIVEWAY.** The area on private ~~or public~~ property where vehicles are operated, parked, or allowed to stand.

~~**DRIVEWAY APPROACH.** A length of street right-of-way that provides access to a driveway or driveway apron.~~

**DRIVEWAY ~~APRON~~ APPROACH.** The area, ~~of~~ construction or improvement between the edge of the street and the back edge of ~~the~~ sidewalk, proposed sidewalk line, or ~~a line ten feet in from the street right-of-way~~ ~~the private property line~~ that provides ingress and egress for vehicles from the alley, street, or roadway to a definite area of the private property, which includes, but is not limited to, ~~driveways,~~ loading/unloading areas, ~~and~~ drop-off/pickup areas.

**DRIVEWAY WIDTH.** The width of ~~the~~ driveway ~~apron or driveway~~ at the edge of the ~~street right-of-way~~ ~~the~~ approach.

REMOVE DIAGRAM BELOW



§ 154.072 **NEW DRIVEWAYS, DRIVEWAY ALTERATIONS, and RESURFACING**

(A) Purpose. The purpose of this section is to standardize, regulate, and control the location, size, type, construction, maintenance, and quantity of driveways and their access to town streets to provide safe and efficient entry to and exit from town streets to private property, the safety of vehicular traffic in the streets, and the safety of pedestrian traffic on the sidewalk area.

(B) Permit required. It shall be unlawful for any person either as owner, agent, servant, contractor, or employee to install or cause to have installed any driveway, or any vehicular access, on any public right-of-way in the town without a permit. Permits shall be issued only after payment of prescribed fees and compliance with town regulations. At the time the permit application is made, the town shall be advised of any parking meters, traffic or street signs, signal poles, streetlight poles, fire hydrants, trees or obstructions that will be affected by the placement or removal of the driveway or sidewalk.

(C) Accessibility study.

(1) If any proposed site development will generate 200 or more vehicle trips per day, a traffic accessibility study shall be required before any developmental permit is issued. A vehicular trip is defined as a one-way journey of a motorized vehicle. If the study indicates a need for the installation of traffic-control devices to regulate traffic flow

generated by the facility, such traffic-control devices shall be installed at the expense of the owner of the facility.

(2) The study shall include, but not be limited to:

- (a) Estimated number of vehicular trips per day;
- (b) Location of approaches;
- (c) Circulation and channelization patterns;
- (d) Location and type of traffic-control devices;
- (e) Pedestrian systems;
- (f) Bicycle systems;
- (g) Projected turning movements; and
- (h) Impact on surrounding existing street intersections.

(D) Fees. Permit, inspection, and service fees shall be charged by the town as prescribed ~~by resolution~~ ~~by ordinance~~.

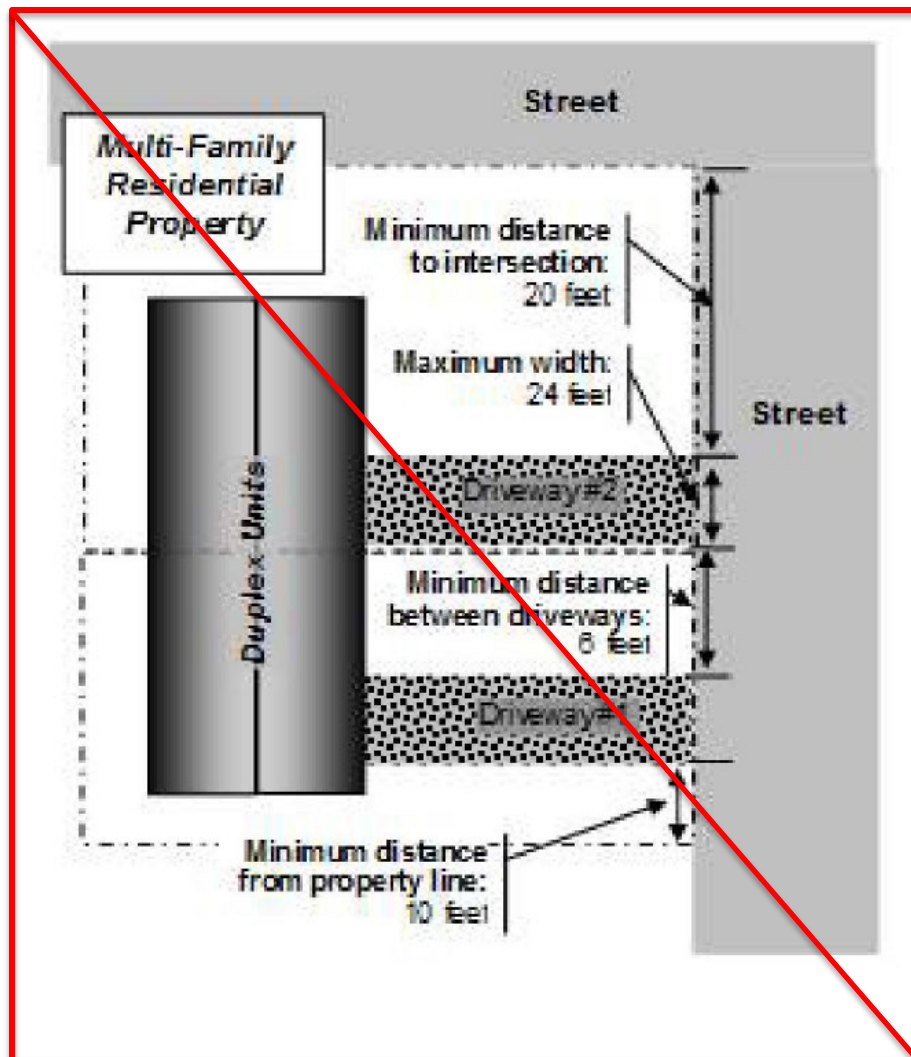
(E) Town to furnish inspector. The town may furnish an inspector to inspect every ~~piece of curb, driveway, and driveway apron to be~~ constructed, whose duties shall be to review the forms for alignment, grade, and materials and to see that the work is done in accordance with the specifications of the town at the time of the issuance of the permit. The town shall be given at least two workdays to make an inspection.

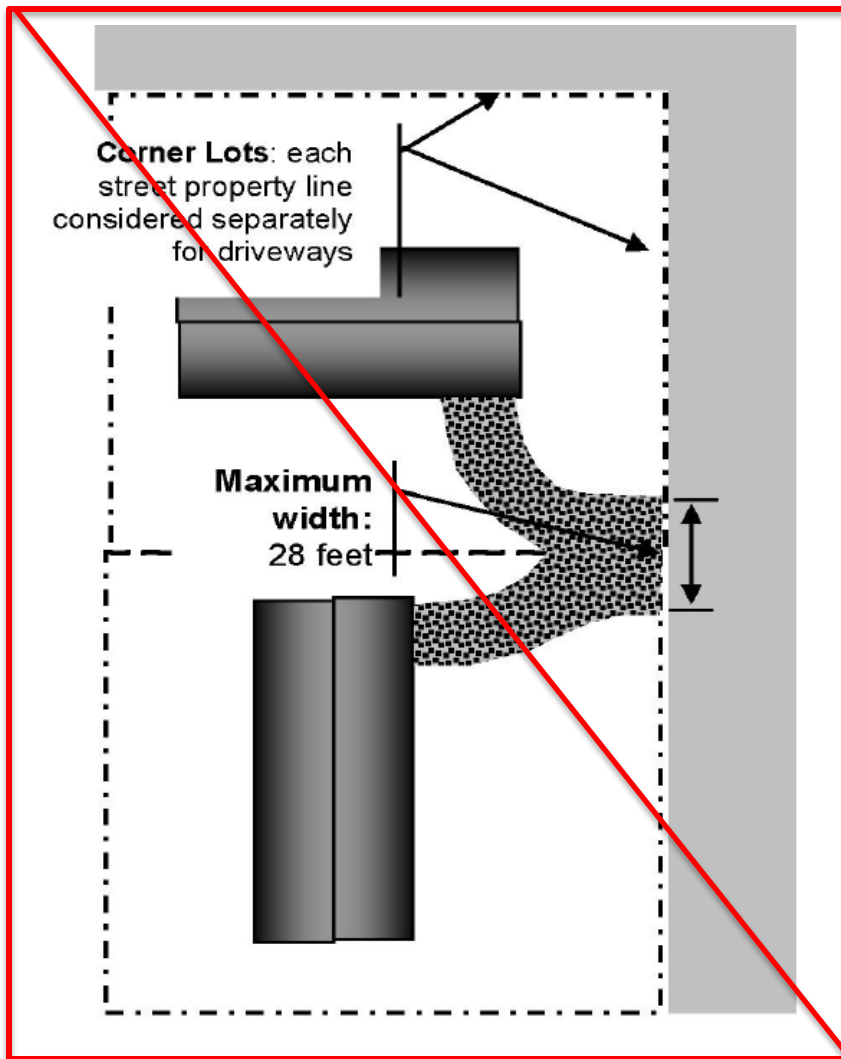
(F) Allowable driveway widths.

(1) In single-family residential zoned districts, the maximum driveway width shall be ~~twenty-four feet (24') feet~~ or the width of the garage to which it leads, whichever is greater, and shall be located in accordance with town specifications. ~~For lots or lots with more than 25 feet of frontage, the total combined width of all driveways approaches shall not exceed 50% of the frontage of that lot or lot. The minimum distance between driveways serving the same lot or lot shall be 25 feet.~~ The driveway's maximum width shall not exceed thirty feet (30') at the point it connects to the driveway approach and must match the width of the driveway approach.

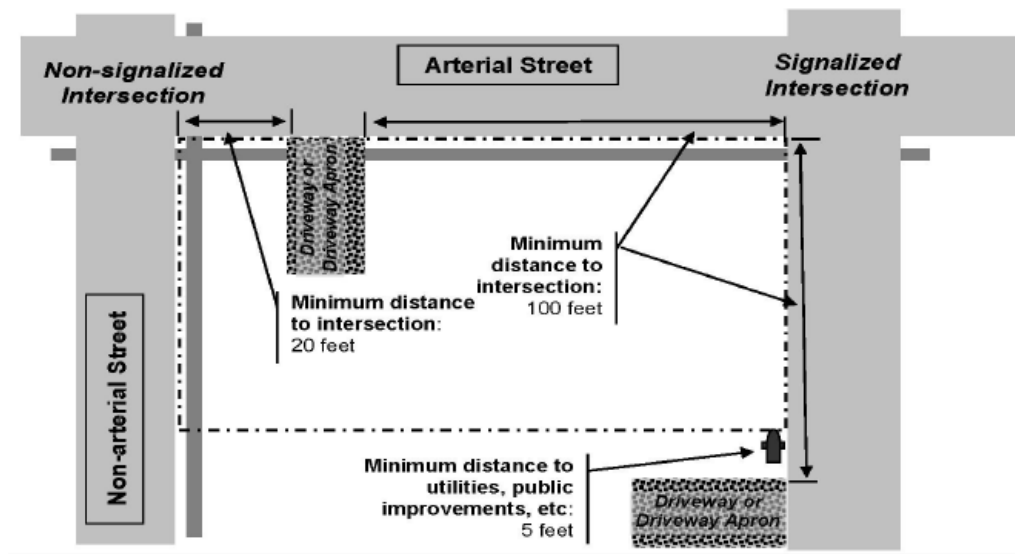
(2) In multi-family zoned districts, the maximum driveway width shall not exceed ~~twenty-four feet (24') feet~~ and shall be located in accordance with town specifications. ~~A~~ a minimum ~~ten six-foot (10')~~ separation distance is required between ~~the~~ two driveways. The driveway's maximum width shall not exceed thirty feet (30') at the point it connects to the driveway approach and must match the width of the driveway approach.

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(3) In all commercial-zoned districts, the maximum driveway width shall be **thirty feet (30') feet** except driveway widths for service stations may be up to **forty feet (40') feet** when approved by the town ~~and shall be located in accordance with town specifications~~. The driveway approach maximum width shall not exceed forty feet (40') at the point it connects to the street unless the driveway width has been approved larger by the town and shall match the width of the driveway approach to which it connects.



(G) General regulations. Every driveway apron constructed or altered in the street right-of-way shall conform to the following regulations.

(1) No driveway apron shall be constructed closer than ten feet (10') to the side property line.

~~(2) No driveway apron shall be closer than five feet to, nor shall it be so located as to interfere with, intersecting sidewalks, utility facilities, light standards, fire hydrants, catch basins, street signs, signals or other public improvements or installations.~~

~~(3)~~ (2) Any necessary adjustments to utility facilities, light standards, fire hydrants, catch basins, street signs, signals, underground conduits for street lighting or fire alarm systems, or other public improvements or installations shall be accomplished without cost to the town.

~~(4)~~ (3) No driveway shall be closer than 20 feet to the intersection of town streets except along arterial streets or streets intersecting an arterial at a signalized intersection where at the driveway shall be 100 feet from the corner. The location of driveways for lots or lots along arterial streets having less than 100 feet of frontage shall be approved by the town.

~~(5)~~ (4) No driveway shall be located so as to create a hazard to pedestrians or motorists, or to invite or compel illegal or unsafe traffic movements.

~~(6)~~ (5) In any commercial zone, driveways shall be designed such that vehicles entering, or egressing, shall not be required to back from or into a street right-of-way.

~~(7)~~ (6) The contractor or his or her agent doing the construction or alteration work shall maintain the premises in a safe manner and shall provide adequate barricades and lights at his or her or own expense to protect the safety of the public using the

adjacent streets or sidewalks, and shall hold the town harmless from any damages incurred by his or her operations.

~~—(8) The angle between any driveway apron and the street shall be 90 degrees to the street tangent or on a radial line to the street curve.~~

~~—(9)~~ (7) A permit for the construction of a driveway shall not be issued unless vehicles which will use the driveway can be parked entirely within the private property lines.

(8) A joint driveway between adjacent lots may be constructed at a maximum width of thirty feet (30'). Both property owners must be in agreement to a joint driveway and shall submit a written agreement to the town.

(H) Driveways serving facilities that will generate 200 or more vehicle trips per day may be classified and constructed as a street intersection. A complete design of the intersection shall be submitted to the town before a permit is issued. Approval of this type of entrance may be contingent upon the applicant installing traffic-control devices at his or her sole expense. This type of entrance shall be included in calculating the number, spacing, or any other requirement pertaining to driveways as specified herein.

(I) ~~—Restrictions. In addition to the general regulations prescribed herein, driveway aprons to be constructed or altered shall conform to the following:~~ Joint Driveways.

~~—(1) Where a property abuts more than one street, the maximum number of driveways permitted on each street shall be considered separately and shall be governed by the frontage of the property on that street; and~~

~~(2)~~ (1.) A joint driveway between adjacent lots may be constructed at a maximum width of thirty feet (30') ~~28 feet~~. Both property owners must be in agreement to a joint driveway and shall submit a written agreement to the town. The driveway's maximum width shall not exceed thirty feet (30') at the point it connects to the driveway approach and must match the width of the driveway approach.

The Town of  
*Star Valley Ranch, Wyoming*  
Ordinance 2024-09  
Title VII TRAFFIC

## Chapter 71 ROADS, VEHICLES AND TRAFFIC CONTROL

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

Explanation: This ordinance will add an approach permit to the existing code which should ensure that all driveway approaches and resurfacing to all town roads have been permitted and approved by the Public Works Department.

Existing Title VII Chapter 71 is in BLACK, changes for the first reading are in BLUE, the second reading in GREEN, the third reading in ORANGE, and removal in RED.

### TITLE VII TRAFFIC CODE AND ROADS

#### CHAPTER 71: ROADS, VEHICLES AND TRAFFIC CONTROL

##### 71.08 PERMIT FOR NEW APPROACHES, RESURFACING and ALTERATION REQUIREMENTS:

(A) Permit Approval and Issuance: The new approach permit and resurfacing permit must be approved by the Town for all new approaches and resurfacing prior to the issuance of a building permit and driveway permit. Approaches are to be maintained to the sight distances shown in town code 154.072.

(B) Permit Approval Criteria: The following criteria are to be met for approval of any permit application:

(1) If the property is higher or lower than the adjacent public roadway, the approach coming onto the roadway shall not have more than a three percent (3%) grade connecting it to the roadway for a distance of not less than thirty feet (30'). If the length of the approach is not thirty feet (30') the sloped portion may need to extend into the driveway area. The approach leading to the roadway must allow the vehicle to stop on the approach within the three percent (3%) grade.

(2) Approaches shall be for the bona fide purpose of securing access to property adjacent to the public roadway and not for the purpose of parking, conducting business, and/or vehicle maintenance on the public right-of-way.

(3) When deemed necessary by the Town, the design of the construction of the approach shall include a drainage pipe of a size specified on the permit (twelve-inch [12"] minimum) as needed.

(4) The approach may either be gravel, asphalt, or concrete.

(a) The Town shall not be held responsible for any damage to approaches or driveways that extend into the public right-of-way that result from the town's performance for their regular road maintenance duties including snow removal.

(C) Construction Requirements and Restrictions:

- 1) The permit applicant shall furnish all material, labor, and equipment involved in the construction of the approach and its appurtenances. This will also apply to curbs and gutters, concrete sidewalks, etc., where required.
- 2) No work on the physical construction of an approach shall be started until an authorized representative of the Town has given written notice to the permit applicant to proceed.
- 3) The constructed approach shall conform to the plans approved by the Town as a part of the permit. Adequate drawings or sketches shall be included with the application to show the design, materials, construction requirements, and proposed location of the approach. The Town will use the most recent edition of the town code 154.072 in approving approach designs.
- 4) The Town may change, amend, or withdraw an approach permit or any of the conditions enumerated in granting the permit, if the construction of the approach fails to comply with the permit requirements or the requirements set forth in this chapter.
- 5) During the construction of an approach, barricades, signs, and other traffic control devices shall be erected and maintained by the permit applicant. Said devices shall conform to the current issue of the Manual on Uniform Traffic Control Devices. Parked equipment and stored materials shall not be located on the Town road right of way.
- 6) Upon completion of the approach, all excess materials and debris shall be immediately removed from the town road right-of-way.
- 7) No revisions or additions shall be made to an approach or its appurtenances on the public right-of-way without the written permission of the Town.

(D) General regulations. Every driveway approach constructed or altered in the town right-of-way shall conform to the following regulations.

- 1) No driveway approach apron shall be closer than five feet to, nor shall it be so located as to interfere with, intersecting sidewalks, utility facilities, light standards, fire hydrants, catch basins, street signs, signals, or other public improvements or installations.
- 2) Any necessary adjustments to utility facilities, light standards, fire hydrants, catch basins, street signs, signals, underground conduits for street lighting or fire alarm systems, or other public improvements or installations shall be accomplished without cost to the town.
- 3) No driveway approach shall be closer than 20 feet to the intersection of town streets except along arterial streets or streets intersecting an arterial at a signalized intersection where the driveway shall be 100 feet from the corner. The location of driveways for lots or lots along arterial streets having less than 100 feet of frontage shall be approved by the town.
- 4) No driveway approach shall be located so as to create a hazard to pedestrians or motorists, or to invite or compel illegal or unsafe traffic movements.
- 5) In any commercial zone, driveway approaches shall be designed such that vehicles entering, or egressing, shall not be required to back from or into a street right-of-way.
- 6) The angle between any driveway approach and the street shall be 90 degrees to the street tangent or on a radial line to the street curve.
- 7) A joint driveway between adjacent lots may be constructed at a maximum width of thirty (30) feet. Both property owners must be in agreement to a joint driveway and shall submit a written agreement to the town.
- 8) The owner of the property where any approach permit has been granted under this chapter shall maintain the approach to comply with the requirements set forth by the Town when the permit was issued.
- 9) The Town reserves the right to require the permit applicant, its successors, and assigns, to make necessary changes, additions, repairs, and relocations to any approach or its appurtenances within the public right-of-way to permit the relocation, reconstruction, widening, drainage, and maintenance of the roadway and/or to provide proper protection to life and property on or adjacent to the roadway.

(E). Fees. Permit, inspection, and service fees shall be charged by the town as prescribed by resolution.

(F). Allowable approach widths.

- 1) In single-family residential zoned districts, the maximum approach width shall be twenty-four feet (24') at the point it meets the property line and no more than thirty-four feet (34') at the point it attaches to the street. Driveway approaches shall not be less than eighteen feet (18') at any given point. Where property is bordered by more than one street, each frontage will be considered separately.
- 2) In multi-family zoned districts, the maximum driveway approach width shall not exceed twenty-four feet (24') and no more than thirty-four feet (34') at the point it attaches to the street. The minimum distance between driveways shall be twenty-five feet (25'), except in the case where two driveways serve side-by-side duplex units; in such instances, a minimum ten-foot (10') separation distance is required between the two driveways. The driveway approach maximum width shall not exceed thirty-four feet (34') at the point it connects to the street. Where property is bordered by more than one street, each frontage will be considered separately.
- 3) In all commercial-zoned districts, the maximum approach width shall be thirty feet (30') except driveway widths for service stations may be up to forty feet (40') when approved by the Town. The driveway approach maximum width shall not exceed forty feet (40') at the point it connects to the street unless the approach has been approved larger by the town. Where property is bordered by more than one street, each frontage will be considered separately.

(G). Allowable number of approaches per lot:

- 1) In single-family residential zoned districts, for lots with less than 75 feet of frontage, only one approach is allowed. For lots with more than seventy-five feet (75') of frontage, the minimum distance between driveways serving the same lot shall not be less than twenty-five feet (25'). Where property is bordered by more than one street, each frontage will be considered separately.
- 2) In multi-family zoned districts, the minimum distance between driveways shall be twenty-five feet (25'), except in the case where two driveways serve side-by-side duplex units, in such instances, a minimum ten-foot (10') separation distance is required between the two approaches. Where property is bordered by more than one street, each frontage will be considered separately.
- 3) In all commercial-zoned districts, the approach maximum width shall not exceed forty feet (40') at the point it connects to the street unless the approach width has been approved larger by the town. Where property is bordered by more than one street, each frontage will be considered separately.

#### (H) Violation and Penalty

- 1) No infraction prosecution shall be initiated against a property owner until thirty (30) days following notice of the need to take corrective action by the Town. The Town, at its option, may make the demand for a property owner to comply with the provisions of this chapter or may take action itself to correct or remove the violation, with the costs of such action being charged against the property owner and due and owing to the Town upon completion of corrective action or removal work by the Town.
- 2) If the property owner completes the required corrective action within thirty (30) days following notice of the need to take corrective action by the Town, no further violation will be deemed to exist. Each day a violation exists without correction shall be considered a separate offense subject to citation.

The Town of  
*Star Valley Ranch, Wyoming*

**Ordinance 2024-10**

**Title XV Land Usage**

**Chapter 150 Buildings**

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

Explanation: The proposed changes would allow approval of plans for exterior structural elements based on minimum structural requirements typical in most other areas such as joint span tables or rafter span tables, which are not provided explicitly in the IRC since our area's requirements go above what is provided in the tables in the IRC book.

**Existing Title XV Chapter 150 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.**

**§ 150.076 International Residential Code.**

(B) The said code is incorporated herein by reference as if the same were more fully herein set out except as follows:

(9) Section R301.1.3 Engineered Design. At the end of the first paragraph add: "All new residential structure as defined in the IRC, remodels involving structural members within the residence, or any construction adding additional living space as part of the residence, as well as irregular and/or two-story accessory buildings including trusses shall have all structural calculations approved by a professional civil or structural engineer licensed in the State of Wyoming bearing their stamp or seal". Because of the high snow load requirements and the seismic zone all structural calculations must be done in accordance with the 2018 International Building Code (IBC) 2018 edition. Exterior structural elements such as decks and porch roofs may, with approval of the Town, be exempt from engineered plan requirements so long as the plans follow minimum requirements provided by the board and a licensed Wyoming engineer.