



REGULAR TOWN MEETING

October 8, 2024
7:00 PM

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

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

7. Adopt Consent Agenda

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

- A. Approve Minutes for September 10 Work Session, September 10 Regular Meeting, September 25 Special Meeting
- B. Disbursements
- C. Dispatch Report
- D. Special Municipal Officer Report

8. Ordinances

- A. Old Ordinances

1. Ordinance 2024-11 Title XV Land Usage Chapter 150 Buildings – 3rd reading

- B. New Ordinances

1. Ordinance 2024-12 Title XV Land Usage Chapter 154 Zoning – 1st reading
2. Ordinance 2024-13 Title XV Land Usage Chapter 150 Buildings – 1st reading
3. Ordinance 2024-14 Title VII Traffic Code Chapter 71 Roads – 1st reading
4. Ordinance 2024-15 Title IX General Regulations Chapter 91 Parks – 1st reading
5. Ordinance 2024-16 Title IX General Regulations Chapter 90 Animals – 1st reading
6. Ordinance 2024-17 Title III Administration Chapter 35 Municipal Court – 1st reading
7. Ordinance 2024-18 Title III Administration Chapter 33 Town Organizations – 1st reading
8. Ordinance 2024-19 Title XI Business Regulations Chapter 113 Short-Term Rentals – 1st reading
9. Ordinance 2024-20 Title XV Land Usage Chapter 154 Zoning – 1st reading

9. Public Hearing and Action Items

- A. Motion – Authorizing Building Official to Enforce Code

10. Mayor and Council

11. Adjournment

WORK SESSION MINUTES

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

1. CALL TO ORDER AND ROLL CALL

- All council present plus Town Administrator and Town Clerk.
- Councilman Denney moved to adopt as amended, Councilman Rok seconded, all ayes.

2. WORK SESSION ITEMS

a. Town Administrator Update

- Admin Aitken spoke about the concrete repair at town hall. He also gave a heads up about the annexation on Muddy String that the developer is amending his plan and submitting it to the county, and he may request to speak to the council about it.
- The roads crew is working on right-of-way trimming prior to snow and are looking into repair or replacement of the current mag storage tank.
- The ring for the sewer manhole will be installed this week, and the lead and copper inventory is going well and will meet the deadline.
- WIP23 project is proceeding well and is winding down, there will be one more big shut down for a tie-in on Vista.
- The power box move on Vista Drive is still being worked on but is unlikely to happen.

b. 6th Penny

- Councilman Merrill and Councilman Rok are attending the Thayne open house, and the Roads Advisory Board is working on advertising and marketing.

c. Financials

- Mayor Buyers explained the financial reports and will request the town Admin and Treasurer provide a recommendation of where to encumber funds.

d. Board Reports

- Water Board: Have not had a meeting since the previous workshop.
- Roads Board: Meeting on September 3rd, the board made a motion to request the public works department implement a maintenance tracking log, the mayor is concerned that the recommendation is not in the purview of the board. Admin Aitken would like to know the value of the information and is concerned creating extra work for no or little value. The board would like to host an open house night for the 6th penny special purpose tax, date to be announced.

- P&Z: Meeting on August 28th, the board discussed building in the Sunrise Mountain Estates subdivision and the county having a code of not building on steeper than a 30% grade, but the annexation with the town overwrites that requirement so the board would like to draft some language to add the requirement. The board would also like to add a requirement to have property elevations to plans and applications. The board has had a resignation; the council will review the board organization to include the building official and what approvals will be changed.
 - Tourism Board: Meeting on September 5, Duke Dance with SVI Media gave a presentation on targeted digital advertising, the board discussed having a joint meeting with SVRA to work with them on their events and advertising. The board is working on a draft application for people to apply for grant money for events.
 - NRB: Have not had a meeting since the previous workshop.
 - Finance Board: Have not had a meeting since the previous workshop.
- e. Regular Town Council Agenda
- One ordinance for second reading.

3. MATTERS FROM THE MAYOR AND COUNCIL

- The special meeting on the 12th will be facilitated by SVRA; the mayor is concerned about management; Admin Aitken will cover the jurisdiction of each entity. Because the council is in a special meeting it has to be a specific topic, which is public safety and will not be discussing other topics.
- Lodging Tax: Councilman Rok is finalizing some posters for printing, and exploring a mailer for residents, and signage.
- Still waiting for surveys on the property the town purchased on East Forest.
- Councilman Merrill spoke with Stephen Allen about the Mountain Estates subdivision and allowing access to the town's road, and he made it clear the decision was up to the town and the town is legally able to deny access.
- The council discussed the public comment period of the agenda and whether it should be turned into a question-and-answer section, or if the council can make a statement before answering to inform the commenters that any answers is not a decision of the council.
- The council discussed having the building official be able to issue citations for building codes in order to help lighten the load on the SMO. It would need to be a motion made in the regular meeting.
- Councilman Rok is researching the matter of allowing chickens in town limits; she spoke with Wyoming Game & Fish who expressed concern about them being a predator attractant and

disease spreading vector. She also spoke with the former NRB chair who had gone through a similar situation with another municipality who passed a very restrictive law with a permit that the town could consider, she will send a proposed ordinance for the council to review.

- The council discussed parking on the roads and vendors who are in town for paving or mowing and what to do about education to prevent parking on the roads.

4. Executive Session.

- Councilman Ellis moved to enter executive session to discuss legal matters, Councilman Denney seconded, all ayes.
- Councilman Denney moved to end executive session, Councilman Ellis seconded, all ayes.

5. RECESS at 12:51pm

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



REGULAR TOWN MEETING

September 10, 2024
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
 - All council present plus Town Administrator Aitken and Town Clerk Gray
2. Pledge of Allegiance
3. Reconvene Regular Meeting
 - Councilman Ellis moved to reconvene, Councilman Rok seconded, all ayes.
4. Adopt Agenda
 - Councilman Rok moved to adopt the agenda, Councilman Denney seconded, all ayes.
5. Announcements/Proclamations
6. Public Comment
 - Mr. Siddoway spoke about chickens in town in opposition and advised the council to speak to an attorney regarding superseding the CC&Rs.
 - Mr. Hansen spoke about the 6th penny special purpose tax and that it should be used for roads instead of walking paths and town commons.
 - Ms. Shanks spoke about chickens in town in support and how they can benefit the residents and what she has learned about their care.
 - Mrs. Shanks echoed her daughter's feelings on chickens in town and spoke in support of allowing them.
 - Mrs. Thacker asked if there would be a candidates' night for the candidates running for council. Mayor Buyers answered that it has been scheduled for September 17 at 7pm.
 - Mrs. Tholen spoke about chickens in support of allowing them.
 - Mrs. Asher spoke about chickens in support of allowing them.
7. Adopt Consent Agenda
 - Councilman Denney moved to approve the consent agenda, Councilman Merrill seconded, all ayes.
 - A. Approve Minutes for August 13 Work Session, August 13 Regular Meeting
 - B. Disbursements
 - C. Dispatch Report
 - D. Special Municipal Officer Report
8. Ordinances
 - Councilman Rok moved to approve by title and explanation, Councilman Merrill seconded, all ayes.

A. Old Ordinances

1. Ordinance 2024-11 Title XV Land Usage Chapter 150 Buildings – 2nd reading

- Councilman Rok presented the ordinance and moved to approve the second reading, Councilman Denney seconded, all ayes.
- Mayor Buyers explained that there are some grammar changes to be made for the third reading.
- Mr. Hansen asked about the refund policy and whether there are refunds still allowed, and if the certificate of occupancy still allows any temporary certificates. Councilman Rok clarified that third reading will have more information on the refunds, and that the town is trying to get away from issuing temporary certificates of occupancy.

B. New Ordinances

9. Public Hearing and Action Items

10. Mayor and Council

- Councilman Merrill spoke about Thayne hosting an open house regarding the 6th penny special purpose tax on Wednesday September 18 at 6pm, and that the council and other communities considered what measures would be necessary to help it be successful. Mr. Siddoway believes that the previous attempt failed because the other communities weren't as involved.
- Councilman Rok spoke about the Travel and Tourism Board working on a grant process for individuals being able to request grant money.
- Councilman Rok also spoke about the chicken issue and that it is being researched thoroughly to make sure it is fair before any decision is made.

11. Adjournment

- Councilman Merrill moved to adjourn, Councilman Denney seconded, all ayes

SPECIAL MEETING MINUTES

Town of Star Valley Ranch
Town Council Chambers
Thursday, September 26, 2024, 3:00 PM

1. CALL TO ORDER AND ROLL CALL in attendance Councilman Rok, Denney, Ellis and Mayor Buyers. Town Administrator Aitken and Building Official Cazier.
2. ADOPT AGENDA motion by Councilman Denney, 2nd Councilman Rok approved unanimous.
3. SUBJECT
 - a. Single-Family Residence
 - i. Thomas Jelsma and Jennie Tanner, 78 Alpenglow Drive P15 L 54 motion made by Councilman Rok to approve with a contingency to clarify that eaves are within setbacks, 2nd Councilman Denney approved unanimous
 - b. Accessory Building
 - i. Andre Pillons, 554 Cedar Creek Drive P16 L14 motion to approve by Councilman Rok based on more information related to the drains. 2nd by Councilman Denney unanimous.

Motion made to amend the agenda to add a variance request by Councilman Denney 2nd by Councilman Rok approved unanimous

 - c. Variance Request

John Cantamessa, 300 Ridgecrest Drive P14 L38 John's neighbor Mr. Kent testified that this variance was the best option for the neighbors. Councilman Rok made a motion to approve Councilman Denney 2nd approved unanimous.
4. ADJOURNMENT Councilman Denney made a motion to adjourn at 3:40 pm Councilman Rok 2nd approved unanimous

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	726156	Cabin air filter	41430219	08/06/2024	12.35	15036	09/04/2024		
		726924	Oil change maintenance sti	10430402	08/14/2024	7.22	15036	09/04/2024		
		727323	Fuel and oil filters	10430201	08/19/2024	272.48	15036	09/04/2024		
		727602	Hydraulic hose fittings	10430219	08/21/2024	109.40	15036	09/04/2024		
		728136	Filter and oil	10430201	08/27/2024	49.62	15036	09/04/2024		
Total 116:						451.07				
120	Amazon Capital Services	137N-TTKW-	Amazon orders	10410258	09/01/2024	400.49	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	41410258	09/01/2024	148.02	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10430121	09/01/2024	789.98	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10430402	09/01/2024	184.90	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10430409	09/01/2024	267.36	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10410238	09/01/2024	25.31	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	41410238	09/01/2024	12.46	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10430201	09/01/2024	314.91	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10430219	09/01/2024	15.99	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	41430219	09/01/2024	75.01	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10430107	09/01/2024	76.20	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10420003	09/01/2024	1,466.73	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10420001	09/01/2024	235.63	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	10410257	09/01/2024	1,072.94	9182402	09/20/2024		
		137N-TTKW-	Amazon orders	41410257	09/01/2024	346.98	9182402	09/20/2024		
Total 120:						5,432.91				
122	American Express	105396	Training expense	41410210	07/18/2024	28.57	15027	09/04/2024		
		113-5259616	Amazon order	10430201	07/16/2024	617.94	15027	09/04/2024		
		113-6380167	Amazon order	10430107	07/16/2024	345.40	15027	09/04/2024		
		113-9575221	Amazon order	10430201	07/16/2024	27.96	15027	09/04/2024		
		113-9575221	Amazon order	10410258	07/16/2024	43.49	15027	09/04/2024		
		113-9575221	Amazon order	10430201	07/16/2024	206.74	15027	09/04/2024		
		113-9575221	Amazon order	10410258	07/16/2024	59.29	15027	09/04/2024		
		18526	Training expense	41410210	07/17/2024	61.66	15027	09/04/2024		
		18915334	Mailchimp sub	10410802	07/18/2024	26.50	15027	09/04/2024		
		192199	Training expense	41410210	07/18/2024	190.39	15027	09/04/2024		
		192201	Training expense	41410210	07/18/2024	190.39	15027	09/04/2024		
		192508	Training expense	41410210	07/18/2024	107.00	15027	09/04/2024		
		1Z0T6E5H02	UPS to SLIB	41410271	07/15/2024	36.15	15027	09/04/2024		
		8351A23	IIMC Membership	41410228	07/16/2024	125.00	15027	09/04/2024		
		887666261	Training expense	41410210	07/17/2024	56.16	15027	09/04/2024		
		9-2024	Refund taxes	10410238	09/03/2024	.82-	15027	09/04/2024		
		SS73798623	No fireworks signs	10430409	07/15/2024	1,127.49	15027	09/04/2024		
		Total 122:						3,249.31		
		135	Austral Star, LLC	2375	Crane inspection	10430202	08/27/2024	613.59	15028	09/04/2024
2375	Crane inspection			41430201	08/27/2024	302.21	15028	09/04/2024		
Total 135:						915.80				
154	Blue Cross Blue Shield	2409051803	Employee Benefits	10410130	09/05/2024	933.77	992402	09/09/2024		
		2409051803	Employee Benefits	10430130	09/05/2024	7,777.97	992402	09/09/2024		
		2409051803	Employee Benefits	10460130	09/05/2024	416.15	992402	09/09/2024		

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		2409051803	Employee Benefits	41440130	09/05/2024	7,793.44	992402	09/09/2024
		2409051803	Employee Benefits	10420130	09/05/2024	276.87	992402	09/09/2024
		Total 154:				17,198.20		
177	Caselle, Inc	135476	Software	10410804	09/01/2024	822.71	992401	09/09/2024
		135476	Software	41410803	09/01/2024	411.29	992401	09/09/2024
		Total 177:				1,234.00		
228	Delta Dental	9-2024	Employee Benefits	10410130	09/01/2024	40.34	932405	09/03/2024
		9-2024	Employee Benefits	10430130	09/01/2024	151.81	932405	09/03/2024
		9-2024	Employee Benefits	10460130	09/01/2024			
		9-2024	Employee Benefits	41440130	09/01/2024	129.00	932405	09/03/2024
		Total 228:				321.15		
243	Dustbusters, Inc.	80945	Dustguard	10430101	08/07/2024	4,394.83	9182405	09/20/2024
		81216	Dustguard	10430101	09/04/2024	8,943.40	9182405	09/20/2024
		81246	Dustguard	10430101	09/03/2024	4,312.67	9182405	09/20/2024
		Total 243:				17,650.90		
254	Energy Laboratories	653944	Lead & Copper testing	41430406	09/01/2024	455.00	15030	09/04/2024
		655837	Lead & Copper testing	41430406	09/05/2024	100.00	15058	09/18/2024
		Total 254:				555.00		
265	Ferguson Waterworks #17	0898299	10x8 reducers and 8x6 red	41430239	08/13/2024	280.48	15059	09/18/2024
		Total 265:				280.48		
269	Forsgren Associates Inc	2405163-1	Balance due on invoice	41490027	05/25/2024	9,193.98	9182406	09/20/2024
		2407277	WIP 2023 Project manage	41490027	07/25/2024	24,951.46	9182406	09/20/2024
		2408322	2025 Road Project Design	10410400	08/25/2024	900.00	9182406	09/20/2024
		2408324	Hardman/Middle Branch Br	10490010	08/25/2024	3,142.80	9182406	09/20/2024
		2408325	2023 Road Project	10490010	08/25/2024	1,135.00	9182406	09/20/2024
		Total 269:				39,323.24		
270	Freedom Mailing Services,	48592	Bill processing	41410273	09/01/2024	1,021.58	15031	09/04/2024
		Total 270:				1,021.58		
288	GreatAmerica Financial Se	37354093	Copier Service	10410260	09/02/2024	160.62	932404	09/03/2024
		37354093	Copier Service	41410260	09/02/2024	79.11	932404	09/03/2024
		Total 288:				239.73		
311	High Country Linen Service	0456038	Shop Towels	10430402	08/08/2024	25.73	942404	09/06/2024
		0456038	Shirts	10430121	08/08/2024	25.14	942404	09/06/2024
		0456038	Shirts	41430121	08/08/2024	12.38	942404	09/06/2024
		0458901	Shop Towels	10430402	08/22/2024	25.73	942404	09/06/2024
		0458901	Shirts	10430121	08/22/2024	57.71	942404	09/06/2024
		0458901	Shirts	41430121	08/22/2024	28.42	942404	09/06/2024
		0460315	Shop Towels	10430402	08/29/2024	25.73	942404	09/06/2024
		0460315	Shirts	10430121	08/29/2024	35.03	942404	09/06/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		0460315	Shirts	41430121	08/29/2024	17.25	942404	09/06/2024
		0461645	Shop Towels	10430402	09/05/2024	25.73	9182407	09/20/2024
		0461645	Shirts	10430121	09/05/2024	35.03	9182407	09/20/2024
		0461645	Shirts	41430121	09/05/2024	17.25	9182407	09/20/2024
		0463029	Shop Towels	10430402	09/12/2024	25.73	9182407	09/20/2024
		0463029	Shirts	10430121	09/12/2024	35.03	9182407	09/20/2024
		0463029	Shirts	41430121	09/12/2024	17.25	9182407	09/20/2024
Total 311:						409.14		
347	Jenkins Ace Home Center	803610	Concrete Mix	41430100	08/15/2024	179.80	15033	09/04/2024
Total 347:						179.80		
359	Conrad & Bischoff	IN-210911-24	Gas & Diesel	10430301	08/19/2024	346.09	942403	09/06/2024
		IN-210911-24	Gas & Diesel	41430301	08/19/2024	203.80	942403	09/06/2024
		IN-210911-24	Gas	10420005	08/19/2024	67.70	942403	09/06/2024
Total 359:						617.59		
361	Avail Valley Construction	25988	Pitrun	10430103	08/14/2024	243.30	15029	09/04/2024
		26002	Pitrun	10430103	08/15/2024	350.47	15029	09/04/2024
		26145	Sand	10430106	08/29/2024	2,445.02	15029	09/04/2024
		26178	Sand	10430106	09/03/2024	1,467.01	15055	09/18/2024
		26196	Sand	10430106	09/04/2024	867.00	15055	09/18/2024
		PAY APP 3	WIP 2023 Pay App 3	41490027	08/09/2024	120,082.27	15056	09/18/2024
Total 361:						125,455.07		
382	Lincoln County Sheriff's Off	9-2024	Dispatch for August	10420204	09/01/2024	880.00	15061	09/18/2024
Total 382:						880.00		
392	Lower Valley Energy	9-2024	Electric - General	10430008	09/10/2024	373.47	9112401	09/11/2024
		9-2024	Electric - Water	41430098	09/10/2024	3,949.89	9112401	09/11/2024
Total 392:						4,323.36		
398	Luthi & Voyles LLC	2959	Town Attorney	10440601	09/01/2024	165.00	9182409	09/20/2024
		3200	Town Attorney	41410601	09/01/2024	440.00	9182409	09/20/2024
		3201	Town Attorney	10440601	09/01/2024	110.00	9182409	09/20/2024
Total 398:						715.00		
449	One-Call of Wyoming	72614	Tickets for August	41420106	09/10/2024	24.75	9182410	09/20/2024
Total 449:						24.75		
461	Mountain Star Products	2771	PVC bushing	10430219	08/22/2024	13.92	15035	09/04/2024
		2852	Galvanized bushing	10430219	08/26/2024	40.51	15035	09/04/2024
		3012	Camlock coupler and gask	10430219	08/27/2024	56.06	15035	09/04/2024
		3281	PVC thread cap	10430219	09/05/2024	14.34	15063	09/18/2024
		3326	2" PVC cap	41430239	09/09/2024	7.04	15063	09/18/2024
Total 461:						131.87		
489	Ridge Creek Investment C	10-2024	Town Hall Payment	10430003	09/17/2024	2,233.11	15064	09/18/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		10-2024	Town Hall Payment	41430001	09/17/2024	1,099.89	15064	09/18/2024
	Total 489:					3,333.00		
521	Silver Star Communication	9-2024	Fire Alarm Town Hall - Gen	10420214	09/03/2024	79.81	932402	09/03/2024
		9-2024	Fire Alarm Town Hall - Wat	41420108	09/03/2024	39.91	932402	09/03/2024
		9-2024	Office Lines	10410225	09/03/2024	337.24	932402	09/03/2024
		9-2024	Office Lines - Water	41410225	09/03/2024	166.10	932402	09/03/2024
	Total 521:					623.06		
550	Sterling Medical	1551	Employee Drug Testing	10420132	09/11/2024	127.30	15065	09/18/2024
		1551	Employee Drug Testing	41420132	09/11/2024	62.70	15065	09/18/2024
	Total 550:					190.00		
575	Thayne True Value Hardwa	B739084	Mop and bucket	10410258	08/05/2024	31.98	15066	09/18/2024
		B739175	Socket	41430239	08/06/2024	9.99	15066	09/18/2024
		C685427	Cold weather extension cor	10430402	07/30/2024	329.98	15066	09/18/2024
		C685792	Cord protector	10410258	07/31/2024	16.99	15066	09/18/2024
		C687305	60lb quickcrete	10430219	08/06/2024	160.91	15066	09/18/2024
		C687320	Socket	41430239	08/06/2024	19.58	15066	09/18/2024
		C687809	Fasteners	10430219	08/08/2024	12.59	15066	09/18/2024
		C688973	10" clock and mats	10410258	08/14/2024	61.98	15066	09/18/2024
	Total 575:					644.00		
591	Town of Star Valley Ranch	22.037.03-9-	East Forest Water	10430010	09/01/2024	56.00	942401	09/04/2024
		9-2024	Town Hall Water - General	10430010	09/01/2024	362.64	932401	09/03/2024
		9-2024	Public Works Water - Gene	10430011	09/01/2024	106.07	932401	09/03/2024
		9-2024	First Response Water	10420155	09/01/2024	67.08	932401	09/03/2024
		9-2024	Town Hall Water - Water	41430004	09/01/2024	178.61	932401	09/03/2024
		9-2024	Public Works Water - Wate	41430097	09/01/2024	35.00	932401	09/03/2024
	Total 591:					805.40		
611	Upper Case Printing, INK.	2205	8.5x11 Survey added to wa	41410222	09/06/2024	499.07	9182411	09/20/2024
	Total 611:					499.07		
613	USA BlueBook	INV0045369	14 x 10 Warning sign	41430239	08/14/2024	724.11	15037	09/04/2024
		INV0045386	10 x 14 warning sign	41430239	08/14/2024	72.29	15037	09/04/2024
	Total 613:					796.40		
624	Vinyl Arts Signs and Graphi	5979	Fox Run Kiosk Map	10510204	07/08/2024	261.00	15068	09/18/2024
	Total 624:					261.00		
640	Western States Cat	IN002860994	Filters and mirror	10430201	07/19/2024	300.32	9182412	09/20/2024
		IN002860995	Cab filters and pre-air filter	10430201	07/19/2024	199.48	9182412	09/20/2024
		IN002860998	Primary and secondary air	10430201	07/19/2024	90.16	9182412	09/20/2024
		IN002860999	Hose	10430201	07/19/2024	443.96	9182412	09/20/2024
		IN002862062	Seat covers for grader, loa	10430201	07/19/2024	1,232.94	9182412	09/20/2024
		IN002870587	Post pounder for skid steer	10490002	07/19/2024	13,500.00	9182412	09/20/2024
		IN002909901	Install snow blower control	10430201	08/30/2024	2,265.12	942406	09/06/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 640:						18,031.98		
693	Yost Business Systems	B65418	Copier Contract	10410260	09/01/2024	20.83	15038	09/04/2024
		B65418	Copier Contract	41410260	09/01/2024	10.42	15038	09/04/2024
Total 693:						31.25		
714	Westbank Sanitation	4610534T02	Split Distribution	10430407	09/01/2024	29.52	932403	09/03/2024
		4610534T02	Split Distribution	41430407	09/01/2024	14.54	932403	09/03/2024
		4611077T022	Split Distribution	10430407	09/01/2024	254.12	932403	09/03/2024
		4611077T022	Split Distribution	41430407	09/01/2024	125.16	932403	09/03/2024
		4611077T022	Dog park can	10510207	09/01/2024	42.25	932403	09/03/2024
Total 714:						465.59		
716	Leisure Valley, Inc	2024-08-01	Town Hall Sewer	10430017	09/01/2024	83.75	15034	09/04/2024
		2024-08-01	Town Hall Sewer	41430005	09/01/2024	41.25	15034	09/04/2024
		2024-08-02	Recreational land use agre	10510209	09/01/2024	300.00	15034	09/04/2024
Total 716:						425.00		
726	Green Pro Solutions	25084	Industrial degreaser	10430201	08/20/2024	1,469.23	15032	09/04/2024
		25084	Industrial degreaser	41430239	08/20/2024	1,469.22	15032	09/04/2024
Total 726:						2,938.45		
736	IDAWY Solid Waste	92223	Dump	10430407	08/15/2024	48.30	15060	09/18/2024
Total 736:						48.30		
762	Verizon	9973161402	Cell Phones	10410225	09/05/2024	97.02	9162402	09/16/2024
		9973161402	Cell Phone SMO	10420004	09/05/2024	81.47	9162402	09/16/2024
		9973161402	Cell Phones Water Dept.	41410225	09/05/2024	150.29	9162402	09/16/2024
Total 762:						328.78		
779	Broulim's	01-554696	Cleaning supplies	10410258	08/15/2024	50.98	15057	09/18/2024
		02-424114	Water for emergencies	41430239	08/21/2024	11.96	15057	09/18/2024
Total 779:						62.94		
785	Principal Life Insurance Co	10-2024	Employee Benefits	10410130	09/17/2024	25.26	9172401	09/17/2024
		10-2024	Employee Benefits	10420130	09/17/2024	17.17	9172401	09/17/2024
		10-2024	Employee Benefits	10430130	09/17/2024	133.57	9172401	09/17/2024
		10-2024	Employee Benefits	41440130	09/17/2024	128.01	9172401	09/17/2024
Total 785:						304.01		
789	David's Plowing & Yard Ser	9-2024	Mowing & Weed-eating To	10430100	09/01/2024	167.50	9182404	09/20/2024
		9-2024	Mowing & Weed-eating To	41430100	09/01/2024	82.50	9182404	09/20/2024
Total 789:						250.00		
798	Union Wireless	9-2024	Data card for SCADA	41410225	09/09/2024	77.10	992403	09/09/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 798:						77.10		
803	Dearborn Group	10-2024	Employee Benefits	10410130	09/16/2024	8.84	9162401	09/16/2024
		10-2024	Employee Benefits	10430130	09/16/2024	25.92	9162401	09/16/2024
		10-2024	Employee Benefits	41440130	09/16/2024	21.71	9162401	09/16/2024
Total 803:						56.47		
804	Kilroy Construction LLC	1165	Truck hauling	10430202	08/28/2024	4,455.00	942405	09/06/2024
		1173	Concrete repair at Town Ha	10430100	09/12/2024	8,808.23	9182408	09/20/2024
		1173	Concrete repair at Town Ha	41430100	09/12/2024	5,872.16	9182408	09/20/2024
Total 804:						19,135.39		
807	US Bank	0098028	Fuel	10430301	08/19/2024	170.01	9182401	09/18/2024
		01236G	Travel expense	10410210	08/18/2024	48.92	9182401	09/18/2024
		016716	DEF	10430301	08/18/2024	33.56	9182401	09/18/2024
		04265-86847	Canva sub	10410802	09/05/2024	300.00	9182401	09/18/2024
		09280G	Fuel	10410210	08/20/2024	64.00	9182401	09/18/2024
		101844258	Building inspector study gui	10410210	08/21/2024	79.00	9182401	09/18/2024
		125812	Travel expense	41410210	09/12/2024	39.31	9182401	09/18/2024
		1449592	Fuel	10410210	08/19/2024	50.00	9182401	09/18/2024
		1753510369	Domain registration	10410216	09/04/2024	65.17	9182401	09/18/2024
		1760022	License transfer for buildin	10410228	08/27/2024	20.00	9182401	09/18/2024
		1Z9F21MT02	UPS to SLIB	41410271	08/20/2024	35.68	9182401	09/18/2024
		204718	Wiring repair	10420003	08/26/2024	977.33	9182401	09/18/2024
		23237842	Travel expense	41410210	09/13/2024	909.83	9182401	09/18/2024
		2409100083	Travel expense	41410210	09/10/2024	27.41	9182401	09/18/2024
		2853541203	Adobe sub	10410802	08/22/2024	936.67	9182401	09/18/2024
		2853541203	Adobe sub	41410802	08/22/2024	461.35	9182401	09/18/2024
		2865628748	Adobe sub	41410802	09/05/2024	20.99	9182401	09/18/2024
		3125908678	Travel expense	10410210	08/20/2024	110.08	9182401	09/18/2024
		32329	Dog tags for 2025	10410258	08/15/2024	79.67	9182401	09/18/2024
		500018	Travel expense	10410210	08/20/2024	52.95	9182401	09/18/2024
		5341533	Travel expense	41410210	09/10/2024	33.21	9182401	09/18/2024
		5842558362	Travel expense	41410210	09/11/2024	35.28	9182401	09/18/2024
		5F9YNX	Travel expense	10410210	08/18/2024	204.12	9182401	09/18/2024
		60706719	DOT permit	10410210	08/19/2024	15.00	9182401	09/18/2024
		9-2024	GoToMyPC sub for SCADA	41410802	09/06/2024	441.00	9182401	09/18/2024
		98-80508	Wyoming flag	10410277	08/15/2024	107.00	9182401	09/18/2024
		E0010311	Fuel	10410210	08/20/2024	71.00	9182401	09/18/2024
		E4365482	Fuel	10410210	08/19/2024	66.54	9182401	09/18/2024
		INV2728201	Zoom sub	10410802	09/13/2024	10.71	9182401	09/18/2024
		INV2728201	Zoom sub	41410802	09/13/2024	5.28	9182401	09/18/2024
		MC19137439	Mailchimp sub	41410802	08/18/2024	26.50	9182401	09/18/2024
		VP-VZ53BD6	Business cards	10410258	09/09/2024	34.63	9182401	09/18/2024
Total 807:						5,532.20		
809	Ashley Honadel	0000004	Cleaning Services	10430100	09/03/2024	435.50	942402	09/06/2024
		0000004	Cleaning Services	41430100	09/03/2024	214.50	942402	09/06/2024
		0000005	Cleaning Services	10430100	09/16/2024	435.50	9182403	09/20/2024
		0000005	Cleaning Services	41430100	09/16/2024	214.50	9182403	09/20/2024
Total 809:						1,300.00		

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
811	Melody Leseberg	1	Municipal Court Clerk	10450300	09/05/2024	500.00	15062	09/18/2024
Total 811:						500.00		
812	The Bancorp, NA	657467	D55 Snowblower Lease	10430300	09/01/2024	34,108.28	15067	09/18/2024
Total 812:						34,108.28		
Grand Totals:						311,357.62		

Report Criteria:

Detail report type printed

Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
08/31/2024	HSA Contribution HSA Pay Period	30.00-	15025
08/31/2024	Case #253491 Garnishment/Child	220.79-	15026
09/14/2024		624.44-	15052
09/14/2024	HSA Contribution HSA Pay Period	30.00-	15053
09/14/2024			15053
09/14/2024	Case #253491 Garnishment/Child	220.79-	15054
08/31/2024	457 Contribution 457 Wyoming Re	75.00-	123011504
08/31/2024	FICA/FWH Tax Deposit Federal Wi	9,629.32-	123011505
09/14/2024	457 Contribution 457 Wyoming Re	125.00-	123011506
09/14/2024	FICA/FWH Tax Deposit Federal Wi	9,897.50-	123011507
09/28/2024	457 Contribution 457 Wyoming Re	125.00-	123011508
09/28/2024	FICA/FWH Tax Deposit Federal Wi	11,509.10-	123011509
09/28/2024	Retirement Contributions Wyoming	22,533.68-	123011510
08/31/2024		2,555.64-	602202822
08/31/2024		2,832.24-	602202823
08/31/2024		2,026.33-	602202824
08/31/2024		2,711.17-	602202825
08/31/2024		1,579.49-	602202826
08/31/2024		1,821.55-	602202827
08/31/2024		1,868.57-	602202828
08/31/2024		1,811.83-	602202829
08/31/2024		3,924.31-	602202830
08/31/2024		1,820.26-	602202831
08/31/2024		1,703.27-	602202832
08/31/2024		2,059.47-	602202833
08/31/2024		2,457.02-	602202834
08/31/2024		1,756.73-	602202835
09/14/2024		1,246.25-	602202836
09/14/2024		2,516.64-	602202837
09/14/2024		2,966.41-	602202838
09/14/2024		138.52-	602202839
09/14/2024		168.00-	602202840
09/14/2024		110.82-	602202841
09/14/2024		110.82-	602202842
09/14/2024		2,711.17-	602202843
09/14/2024		110.82-	602202844
09/14/2024		1,579.49-	602202845
09/14/2024		1,821.55-	602202846
09/14/2024		2,004.51-	602202847
09/14/2024		2,265.45-	602202848
09/14/2024		3,924.31-	602202849
09/14/2024		1,820.26-	602202850
09/14/2024		1,675.94-	602202851
09/14/2024		1,959.57-	602202852
09/14/2024		2,457.02-	602202853
09/14/2024		1,756.73-	602202854
Grand Totals:		<u>117,292.7</u>	

Star Valley Ranch

9/1/24 to /30/24

Citations	2
Warnings	1
CFS/Law Incidents	65
Special Patrol	21

Animal Problem		Abandoned Vehicle	1
Agency Assist	1	Alarms	2
Assault	1	Auto Accident	
Burglary		Animal problem	
Citizen Assist	2	Citizen Dispute	
Civil standby	2	Controlled Burn	
Child abuse		Alcohol problem	
Controlled Substance		Disturbance	2
Custodial Interference	1	Domestic Violence	3
Drugs / Dead body	/ 1	Game & Fish	1
e911	4	Harassing	1
Field contact		Fire / Fireworks	/ 1
Fraud		Littering	
Information	1	Lost/Found Property	
Juvenile Problem	1	Livestock	
Lost/Found Animal	1	Overdose	1
Motor assist		Medical	13
Reckless driving	2	Noise / School zone	1 / 1
Suicidal subject	1	Sex offense	
REDDI		Suspicious	2
Theft		Threatening	
Traffic	8	Vin inspection	6
Welfare check	4	Weapon offense	
Trespassing		Vandalism	
Utility problem		VIN Stamp	

Town of Star Valley Ranch

Special Municipal Officer

09/01/2024- 9/30/2024

Verbal Warnings	8
Written Warnings	5
Citations	1

Animal Complaint	8	Water Shut-off	0
Building & Zoning	1	Meter Pit Tampering	0
Road Right-of-Way	3	LCSO Assist	0
Snow Complaint	0	Fire Prevention\open fire	0
Nuisance Comp.	1	Stop work order	0
Road damage	0	Animal Impound	0
STR Complaint	1	Other	0

The Town of
Star Valley Ranch, Wyoming

Ordinance 2024-11

Title XV Land Use

Chapter 150 Buildings

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

Explanation: Update to existing code clarifying language for building inspections, updates the stop work order requirements, updates the certificate of occupancy requirements, and carries language over from another update regarding driveways.

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**.

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

CHAPTER 150: BUILDINGS

§ 150.019 ACTION REQUIRING A PERMIT.

(A) A building ~~construction and alteration~~ permit application shall be submitted to the Town ~~front office~~. ~~The application will~~ be reviewed, approved or disapproved, by the ~~and the Town. and~~ A building permit ~~will be~~ issued by the Town, ~~if approved~~.

§ 150.021 BUILDING REQUIREMENTS AND INSPECTIONS SPECIFIC TO MODULAR HOMES AND MODULAR COMMERCIAL BUILDINGS.

(A) The Town requires documented certification from an approved National Title third-party Inspection Company of Modular Homes and Modular Commercial Buildings to ensure the standards of construction meets the Town's building requirements and the applicable Building and Construction Codes identified in this subchapter, along with the plans required, and pending permit approval. All third-party inspection fees are the responsibility of the owner(s). These inspections must be forwarded to the Town ~~and Town Building Inspector~~ prior to delivery. No modular structure shall be attached to the

foundation until the Town ~~s-Building Inspector~~ has been able to certify the manufacture's certification, engineering and ~~licensed~~, certified third party inspector documentation and reports have met all the town's building codes as defined in this subchapter.

§ 150.038 REFUNDS.

(A) Not more than 80% of the paid ~~construction~~ permit fee shall be refunded when no work ~~was begun~~ ~~has commenced~~ under a permit issued in accordance with this title. Refunds or partial refunds of permit fees will ~~normally~~ not be made after construction has started. For refunds to be considered, the property owner must make a written request to the ~~Town Planning and Zoning Board~~. The written request for a refund of permit fees must include the reason for the request and what has been done to restore the site to its original condition. ~~and assure that no unsafe conditions exist. After work has begun under an issued permit, permit fees may be partially refunded on new garages or similar structures or on new single-family residences only. Up to 50% of the permit fee may be refunded after a footing inspection and up to 30% of the permit fee may be refunded after a foundation inspection. No permit fees will be refunded after a four-way inspection.~~

(B) ~~The Town Planning and Zoning Board will determine the amount of the refund. The Town will determine the amount of the refund.~~ Parties who desire to appeal the ~~Planning and Zoning Board's~~ decision of the refund amount may appeal to the Town Council. Appeals to the Town Council must be in writing and received by the Town within ten days ~~of the refund decision. of the Planning and Zoning Board's decision.~~ Appeal shall be held at regularly scheduled Town Council meeting.

§ 150.039 MISCELLANEOUS FEES.

(A) Re-inspection fees. A re-inspection fee may be assessed of applicant, authorized representative or owner for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the Inspector, for failure to provide access on the date for which inspection is requested, or for deviating from the plans requiring the approval of the Building Official. ~~Re-inspection fees may be deducted from deposits.~~

(B) Third ~~-~~party fees. Whenever a ~~Town~~ Building Official requires a third-party review ~~or inspection~~ it shall be paid for by the applicant, authorized representative, or ~~property~~ owner.

§ 150.057 STOP WORK ORDER.

A stop work order may be issued by the Town ~~Building Official, Town-Special Municipal Officer, Town-Administrator, Town-Attorney or Mayor~~ for engaging in construction without a valid permit or for infractions deemed to seriously impair the use of the building or structure or to affect the health and safety of its occupants, or upon the failure of the owner to rectify an infraction within the specific time interval. Any person who shall continue any work in or about the structure after having been served with a stop work

order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall, upon conviction, be punished as provided in the Town ~~bond schedule~~.

§ 150.058 ~~FINAL OCCUPANCY PERMIT~~. CERTIFICATE OF OCCUPANCY.

No ~~final occupancy permit~~ Certificate of Occupancy will be issued until all of the applicable requirements in § 150.060, ~~Building construction and site requirements~~, have been satisfied and completed and the required documentation is on file with the Town.

- (A) Copy of the Certificate of Placement from a licensed Surveyor
- (B) Copy of all required building inspections. Inspection Reports must show as having been passed and be signed by a Certified Building Inspector. Required inspections can be found in §150.020 and §150.021
- (C) Copy of the Wastewater Permit from Lincoln County
- (D) Copy of the passed electrical inspection from the State of Wyoming Department of Fire Prevention and Electrical Safety or verification that a Wyoming Licensed Electrician completed the work will need to be provided.
- (E) For Modular homes, a manufacturer's certified document from an approved national titled third-party inspection company of modular and commercial buildings.
- (F) The Water Service Connection fee has been paid in full, and the water line has been properly installed and passed inspection by the Town.
- (G) A final driveway and approach inspection has been completed and passed by the Town.
- (H) Any fines, fees, or outstanding court costs associated with the project or property have been paid in full.
- (I) Any outstanding Re-inspections or third-party fees owed to the Town have been paid in full.

§ 150.060 BUILDING CONSTRUCTION AND SITE REQUIREMENTS.

(A) No building permit will be issued until the plans and specifications showing the nature, kind, shape, heights, materials and location of same shall have been submitted to and approved by the ~~Planning and Zoning Board and the~~ Town ~~Building Inspector~~. Before construction begins, the approved permit shall be posted in a visible location at the job site and remain posted until an approved final inspection for the work has been ~~passed issued~~ and submitted to the Town, and a Certificate of Occupancy issued to the permit holder.

(B) Any change from the approved plans requires submission of written request and Town approval prior to proceeding with the change. ~~and to be approved by the Town's Building Inspector.~~

(E) During the ~~period of new construction~~ established new building permit construction period, no part of the building under construction or structures of temporary nature,

trailers, basement, tent, shack, garage or other outbuildings shall be used at any time as a dwelling or sleeping quarters. No person shall store any personal belongings other than construction-related materials in the dwelling prior to receiving a Certificate of Occupancy issued by the Town. ~~The dwelling shall not be lived in until an acceptable final construction inspection has been completed and the report furnished to the town.~~

(S) Permanent steps/stairs used for ingress/egress shall be anchored to a concrete landing before a Certificate of Occupancy is issued.

~~(S-T) A building permit may be extended by the Planning and Zoning Board if the application for an extension is received by the town at least 30 days before the original building permit expires. The extension application shall include a description of the work to be completed, a work plan, and a schedule for completion of the work. The length of any extension is one year.~~ If the construction is not completed ~~at~~ by the end of the ~~three-year~~ permit period ~~extension~~, a new permit must be applied for and the applicant must comply with all changes/upgrades to the building ordinance and/or building codes.

The Town of
Star Valley Ranch, Wyoming
Ordinance 2024-12

Title XV Land Usage
Chapter 154 Zoning

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

Explanation: An update to existing language regarding impact fees for new developments that removes the fee from ordinance and puts it in the fee schedule, set by resolution.

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.

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

§154.071 ROADS AND STREETS

(C) An impact fee will be charged to any new development accessing town roads. Impact fees are ~~charges assessed~~ ~~assessed to on~~ new developments to help pay for the additional roadway capacity required to accommodate the development. ~~Fees will be part of a development contract with the subdivision. Fees are set by resolution as part of the contract procedure.~~

~~-(1) Uses and Fees.~~

Use		Fee
Single Family	Dwelling	\$1000
Multi-Family	Dwellings Per Unit	\$750
Mobile Home Park	Per Site	\$650
Shop General Retail	Per 1000 square feet	\$4000
Restaurant	Per 1000 square feet	\$3500
Religious Institutions	Per 1000 square feet	\$500
Day Care	Per 1000 square feet	\$3000

The Town of
Star Valley Ranch, Wyoming

Ordinance 2024-13

Title XV Land Use

Chapter 150 Buildings

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

Explanation: Update to existing code adding language to better clarify the requirements for the Certificate of Placement moving information to (H) which will also change additional lettering on the Ordinance.

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**.

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

CHAPTER 150: BUILDINGS

§ 150.060 BUILDING CONSTRUCTION AND SITE REQUIREMENTS.

(L) It is the owner's responsibility to establish all property boundaries and sign an affidavit stating that all survey markers have been found. Survey markers shall be located or established at all corners of the property or parcel and the markers shall be further identified minimum three-foot high post or lath placed adjacent to the survey markers with the top one foot painted with a bright color, prior to the construction of the primary residence, residence additions including decks or outbuildings. ~~All new single-family residences must acquire a Certificate of Placement form a licensed state surveyor before footings are poured.~~ The marking of the corners of the property may be waived if the project leaves the existing structure footprint(s) unchanged.

(H) All new single-family residences are required to have the footing form placement certified per specifications or plan to receive the required Certificate of Placement from a licensed state surveyor prior to concrete footings being laid out.

The Town of
Star Valley Ranch, Wyoming

Ordinance 2024-14

Title VII TRAFFIC CODE

Chapter 71 ROADS, VEHICLES, TRAFFIC

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

Explanation: Update to existing code by moving parking requirements from 91.04
Restrictions to 71.05 Parking Restrictions.

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

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

CHAPTER 71 ROADS, VEHICLES, TRAFFIC

§ 71.05 PARKING RESTRICTIONS.

No vehicle may be parked on or in the road right-of-way in the Town limits at any time except where permitted with signage or with a parking pass issued by the Town. No vehicle may be parked in parking areas beyond the time limits imposed by signs defining these time limits. **If designated parking areas on Town owned property are full during a Town special event, vehicles may park on roadway shoulders in a manner that does not restrict traffic.** Whenever any motor vehicle without driver is found parked, standing or stopped in violation of any of the restrictions imposed by ordinance of the town or state law, the officer finding such vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its user or owner, and shall conspicuously affix to such vehicle a parking citation for the owner to answer to the charge against him or her at a time and place specified in the citation. In all prosecutions for alleged violations of this chapter, the owner of the vehicle shall be prima facie presumed to have been the person in control of the vehicle at the time the offense was committed.

The Town of

Star Valley Ranch, Wyoming

ORDINANCE 2024-15

TITLE IX GENERAL REGULATIONS

CHAPTER 91 PARKS AND RECREATION

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

Explanation: Update to existing code by moving parks and recreation on road way parking restrictions to 71.05 parking restrictions.

Existing Title VI Chapter 91 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

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

Chapter 91 Parks and Recreation

§ 91.04 RESTRICTIONS

(C) Parking shall be restricted to designated parking areas. ~~If parking areas are filled, vehicles may park on roadway shoulders in a manner that it does not restrict traffic.~~

The Town of
Star Valley Ranch, Wyoming

ORDINANCE 2024-16

TITLE IX GENERAL REGULATIONS

CHAPTER 90 ANIMALS

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

Explanation: Update to existing ordinance to include regulations governing chickens, ducks and bees.

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

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

ANIMAL CARE, CONTROL AND REGULATIONS

§ 90.03 DEFINITIONS.

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

APIARY. A place where bee colonies are kept.

BEE. Any stage of the common domestic honeybee, *Apis Mellifera* species.

COLONY. A hive and its equipment and appurtenances, including bees, comb, honey, pollen, and brood.

HIVE. A structure intended for the housing of a bee colony.

§ 90.05 PROHIBITED ACTIVITIES; VIOLATION

(L) No individual, custodian or caretaker shall have or maintain farm animals such as cattle, horses, hogs, sheep, goats, chickens, ducks, turkeys, pigeons, rabbits on any property within the Town.

(1) The prohibition to keeping chickens and ducks in this section does not apply to the keeping of up to 4 female chickens or up to 4 ducks while the animals are kept in such a manner that the following standards are complied with:

(a) The chickens or ducks must be kept on a single-family lot.

(b) Roosters and geese are not allowed.

(c) The owner must obtain an annual permit from the Town. The permit shall be \$15.

(d) The chickens or ducks shall be provided with a covered, predator-proof coop that is thoroughly ventilated, of sufficient size to admit free movement of the chickens or ducks, designed to be easily accessed, cleaned and maintained by the owners and be at least three (3) square feet per chicken or duck in size.

(e) No coop shall be located closer than 20 feet to any residential structure occupied by someone other than the chicken or duck owner, custodian, or keeper.

(f) No coop or covered enclosure may be located in the front yard.

(g) The chickens or ducks shall be shut into the chicken house at night, from sunset to sunrise.

(h) During daylight hours the chickens or ducks shall have access to the coop and, weather permitting, shall have access to an outdoor enclosure on the subject property, adequately fenced to contain the chickens or ducks and to prevent access to the chickens by dogs and other predators.

1. Ducks must be provided with a wading pool (such as a children's "kiddie pool" with a minimum radius of no less than 48 inches) which must be maintained with clean, fresh water.

2. No dog or cat that kills a chicken or duck will, for that reason alone, be considered a dangerous or aggressive animal.

(i) Stored feed must be kept in a rodent- and predator-proof container.

(j) It is unlawful for the owner, custodian, or keeper of any chicken or duck to allow the animal(s) to be a nuisance to any neighbors, including but not limited to: noxious odors from the animals or their enclosure; and noise of a loud and persistent and habitual nature. The Special Municipal Officer or Town Administrator will determine whether or not a nuisance exists on a case-by-case basis.

1. Odors from chickens or ducks, their manure, or other chicken or duck related substances shall not be detectable at the property boundaries.

(k) No person shall slaughter any chickens or ducks on any residential property.

(l) Enforcement. Upon receiving a complaint of a possible violation the Special Municipal Officer will investigate, determine if a violation exists and when appropriate leave a notice of violation and order to take corrective action with the owner, custodian,

or keeper and provide them with written notice of the violations that require correction. The Special Municipal Officer will revisit the owner's address within 10 to 14 days after the notice of violation is issued. If the owner, custodian, or keeper has failed to comply with the ordinance, the Special Municipal Officer may issue a citation to the owner, custodian or keeper for failure to comply with any applicable requirement of this section.

(2) The prohibition to keeping farm animals in this section does not apply to hobbyist keeping of bees while the bees are kept in such a manner that the following standards are complied with:

(a) Not more than five (5) hives may be kept on a single-family lot.

(b) All bees within the town must be kept in strict compliance with the Wyoming Agriculture Act, W.S. 11-7-130 through 11-7-407, as amended. Any person keeping bees within the town shall provide certification of compliance with the Wyoming Agriculture Act to the town upon request. If certification is not provided, the town may declare the presence of bees a nuisance and require the abatement thereof.

(c) All bee colonies shall be kept in inspectable-type hives with removable combs, which shall be kept in sound and usable condition as described in W.S., title 11.

(d) Setback. All hives shall be located at least 10 feet from any adjoining property and at least 20 feet from any residential structure occupied by someone other than the beekeeper, owner, or custodian.

(e) Water. Each beekeeper shall ensure that a convenient source of water is available at all times to the bees, so that the bees will not congregate at swimming pools, bib cocks, pet water bowls, birdbaths or other water sources where they may cause human, bird, or domestic pet contact. The water shall be maintained so as not to become stagnant.

The Town of
Star Valley Ranch, Wyoming

ORDINANCE 2024-17

TITLE III ADMINISTRATION

CHAPTER 35 MUNICIPAL COURT

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

Explanation: Update to existing ordinance which will add a bond for 90.05 (L) (1) and 113.06.

Existing Title III Chapter 35 Municipal Court is in **BLACK**, changes for first reading are in **BLUE**, second reading in **GREEN**, third reading in **ORANGE**, removal in **RED**.

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

CHAPTER 35: MUNICIPAL COURT

§ 35.01 BOND SCHEDULE AND COURT APPEARANCES.

(A) Any person or persons found in violation of any section of the town code shall be fined or otherwise penalized in a manner consistent with the Town Municipal Court Bond Schedule.

(B) The Special Municipal Officer issuing the citation may require mandatory court appearance for the following reasons:

- (1) This is a second offense, or a warning has previously been issued;
- (2) The offense is of such complexity as to require the judge to resolve the matter; or
- (3) The defendant requests a hearing on the charged violation and bond before the judge.

Code Section Number	First Offense	Second Offense	Third Offense
50.06 (tampering/interfering)	\$250	Court appearance	Court appearance
71.05 (parking restrictions)	\$50	\$75	\$100
71.06 (A, B) (Other street issues)	\$50	\$100	\$200
72.03 (snow removal near residences)	\$100	\$200	Court appearance
72.04 (property in road right-of-way during winter)	\$100	\$150	\$300
90.05(A) (interference with an officer)	\$100	Court appearance	-
90.05(B) (animal cruelty)	Court appearance	Court appearance	-
90.05(C) (dog licensing required)	\$25	\$50	\$75
90.05(D) (limit of four total dogs or cats per residence)	\$50	\$75	\$100
90.05(E) (running at large)	\$50	\$75	\$100
90.05(F) (removal of feces requirements)	\$50	\$75	\$100
90.05(G) (disturbing or barking dogs)	\$50	\$100	Court appearance
90.05(H) (vicious dog)	Court appearance	Court appearance	-
90.05 (I) (chasing/harassing wildlife or other animals)	Court	Court	Court
90.05 (L)(1)(i) (failure to meet standards for keeping up to 4 female chickens or up to 4 ducks)	\$250	Court appearance	Court appearance
90.06 (Town designated off-leash dog park regulations)	\$50	\$75	\$100
90.06(A) (dog park hours open)	\$50	\$75	\$100
90.06(B) (no dogs without people in the dog park)	\$50	\$75	\$100
90.06(C) (current rabies vaccinations in dog park)	\$25	\$50	\$75
90.27 (supplemental feeding of certain wild animals/violations)	\$100	Court appearance	Court appearance
92.03 (discharge of fireworks)	\$750	Court appearance	Court appearance

92.04 (recreational fires)	\$100	\$200	Court appearance
92.05 (open fires)	\$250	Court appearance	Court appearance
113.06(B)(1) 12 (operating a short-term rental without a permit)	\$750	Court appearance	Court appearance
113.06(B)(2) (short-term rental violations other than operating without a permit)	\$100	\$250	Court appearance
150.019(B) (failure to post building permit)	\$100	\$150	Court appearance
150.019(C) (failure to obtain a building permit)	\$200	\$400	Court appearance
150.020 (failure to notify the town when inspections are required)	\$100	\$200	Court appearance
150.057 (failure to comply with a stop work order)	\$300	Court appearance	Court appearance
150.057(B) (failure to comply with approved drawing and specification)	\$200	\$300	Court appearance
150.057(C) (failure to comply with town adopted International Code Council)	\$200	Court appearance	Court appearance
150.060(D) (construction noise between 8:00 p.m. to 7:00 a.m.)	\$50	\$100	Court appearance
150.060(E) (living on the job site/structure prior to receiving the acceptable final construction inspection)	\$100	\$200	Court appearance
150.060(K) (failure to properly dispose of construction material)	\$100	\$200	Court appearance
150.060(M) (failure to keep construction materials, portable toilet and construction vehicles off private property and road right-of-way)	\$50	\$100	Court appearance
150.060(Q) (failure to secure job site)	\$150	\$300	Court appearance
150.060(S) (failure to apply for an extension 30 days prior to expiration of building permit)	Court appearance	Court appearance	Court appearance

The Town of
Star Valley Ranch, Wyoming

ORDINANCE 2024-18

TITLE III ADMINISTRATION

CHAPTER 33 TOWN ORGANIZATIONS

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

Explanation: Change the name and duties of the Planning and Zoning Board to the Planning Commission to be consistent with Wyoming State Statute.

Existing Title III Chapter 33 is in BLACK, changes for first reading are in BLUE, second reading in GREEN, third reading in ORANGE, removal in RED.

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

PLANNING COMMISSION ~~AND ZONING BOARD~~

§ 33.001 CREATION.

There is hereby created a Planning ~~Commission and Zoning Board~~ for the town, which shall consist of five members, whom shall be qualified electors of the town and shall serve without compensation.

§ 33.002 APPOINTMENT.

(A) Regular members. The five “regular” members of the Planning ~~Commission and Zoning Board~~ shall be appointed by the Mayor, with the consent and approval of the Town Council for a term of three years. Appointments and terms should be staggered such that a maximum of two will be planned to expire each year at the end of the town’s fiscal year. Members may be eligible for reappointment.

(B) Council Liaison (non-voting). The Mayor shall assign a Councilman as a liaison to the Planning ~~Commission and Zoning Board~~.

(C) Alternate member. A special sixth member, known as the "alternate" member of the Planning ~~Commission and Zoning Board~~ shall be appointed by the Mayor, with the consent

and approval of the Town Council for a term of one year. The term will become effective upon appointment by the Mayor and will expire at the end of the town's fiscal year. The alternate member may be eligible for reappointment. The alternate member will have all of the responsibilities and duties of a regular member, except voting will be limited to those situations where the number of regular members present is less than five. The minimum number of Planning ~~Commission and Zoning Board~~ members present, for quorum requirements at a Planning ~~Commission and Zoning Board~~ meeting, remains three with the "alternate" member's attendance counting if necessary.

~~—(D) Ex-Officio Member. The town building inspector shall serve on the Planning and Zoning Board as a non-voting member. The duties of the town building inspector include reviewing and stamping all building plans in accordance with the specifications of the town at the time of the issuance of the permit, inspecting and either approving or ordering appropriate changes to bring the building into compliance with code, (150.019 Actions Requiring Permit), attending all Planning and Zoning Board meetings and answering questions that the community, contractors, etc. may have.~~

(E) Advisory members. The Chairperson of the Planning ~~Commission and Zoning Board~~ may, from time to time, appoint certain advisory members to provide advice and counsel to the ~~Commission Board~~. Advisory members will be appointed based on professional land use ~~special~~ skills, knowledge or experience and agree to assist the regular members.

§ 33.003 VACANCIES AND REPLACEMENT.

(A) A vacancy in the Planning ~~Commission and Zoning Board~~ will be deemed to exist if one or more of the following situations occur:

- (1) A member voluntarily resigns;
- (2) A member permanently moves outside the town limits and loses his or her “elector” status;
- (3) A member becomes incapacitated due to health or accident; or
- (4) A member dies.

(B) The Town Council may, by majority vote, remove any member of the Planning ~~Commission and Zoning Board~~ whenever it appears such removal would be in the best interest of the town.

(C) The Mayor, with the Council’s consent and approval, shall fill any vacancy. The replacement shall serve out the term of the vacating member.

§ 33.004 ORGANIZATION.

The members of the Planning ~~Commission and Zoning Board~~ shall elect from their number a Chairperson (to be appointed by the Mayor with the Council’s consent),

designate their meeting times and meeting place, and shall create their own rules of procedure. An administrative official shall provide clerical services.

§ 33.005 QUORUM.

A majority of the ~~Three~~ members of the Planning ~~Commission and Zoning Board~~ present at a scheduled meeting shall constitute a quorum.

§ 33.006 MINUTES/RECORDS.

(A) The ~~Commission Board~~ shall keep minutes of its proceedings, showing the vote, the absence or the failure to vote of each member upon each question.

(B) The ~~Commission Board~~ shall keep records of all examinations and of any other official actions, all of which shall be immediately filed in the office of the ~~Commission Board~~ and shall become a public record.

(C) Minutes and agendas for meetings shall be published no less than five (5) business days before any scheduled public meeting. Final approved minutes shall be published no more than ten (10) business days after approval.

§ 33.007 OBJECTIVES.

(A) ~~The Planning and Zoning Board shall review requests for building permits for new structures, variances, regarding buildings or structures, exterior building modifications and structural modifications to existing structures, and take approval or disapproval action.~~ Duties generally. The Planning Commission shall, from time to time, either at its discretion or as requested by the Town Council submit its reports, plans and recommendations for the orderly growth, development and welfare of the Town in accordance with Wyoming Statute Title 15, Articles 5 and 6. The Commission shall also perform other duties as may be prescribed by ordinance or state law; or as follows:

(1) To recommend to the Town Council the boundaries of the various districts and appropriate regulations to be enforced therein under the ordinances of the Town of Star Valley Ranch, or the laws of the State of Wyoming;

(2) To recommend to the Town Council approval or denial of zoning changes and regulations under the ordinances of the Town of Star Valley Ranch or the laws of the State of Wyoming;

(2) To review all petitions for rezoning, proposed annexation and subdivisions, plats, and site plans pursuant to the requirements of the Town Land Usage Code and to make recommendations to the Town Council on these matters;

(3) To hear, recommend or determine any matter relating to zoning, planning or subdivision control as may be specified or required under the ordinances of the Town of Star Valley Ranch, or the laws of the State of Wyoming;

(4) To continually review and propose amendments to the town Master Plan and certify such proposed amendments to the Town Council; and,

(5) To exercise those duties and powers as may be now or hereafter conferred by the ordinances of the Town of Star Valley Ranch, or applicable laws of the State of Wyoming.

~~—(B) The Planning and Zoning Board shall review plans, advise and make recommendations to the Town Council on land use studies, variances regarding land use or zoning, applications for developments, subdivisions, zone changes and other planning and zoning issues.~~

~~—(C) The Town Planning and Zoning Board shall review zoning questions or proposed zoning changes in the town and shall, from time to time, prepare suggested revisions of the town zoning. It shall conduct public meetings concerning requests for amendments to the zoning map.~~

§ 33.008 OPEN MEETINGS.

All meetings of the ~~Commission~~ Board shall be open to the public.

The Town of
Star Valley Ranch, Wyoming

ORDINANCE 2024-19

TITLE XI BUSINESS REGULATIONS

CHAPTER 113 SHORT TERM RENTAL RESIDENTIAL UNITS

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

Explanation: Update to existing ordinance to add Definitions, clarify language in 113.03, 113.05 and 113.06, and to better define prohibitions and penalties.

Existing Title XI Business Regulations Chapter 113 Short Term Rental Residential Units is in **BLACK**, changes for first reading are in **BLUE**, second reading in **GREEN**, third reading in **ORANGE**, removal in **RED**.

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

CHAPTER 113: SHORT TERM RENTAL RESIDENTIAL UNITS

§ 113.02 DEFINITIONS.

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

HOSTED SHORT-TERM RENTAL(S). The owner of the property permanently resides in the principal residential unit with which the Short-term Rental Permit is associated on the same lot. The owner is present on the property during the time which the property is being rented. Examples of owner-occupied include renting a portion of the owner's dwelling (room rental) or rental of a basement with separate entry/access.

NON-HOSTED SHORT-TERM RENTAL(S). The owner of the property is absent from the principal residential unit with which the Short-term Rental Permit is associated on the same lot for some or all the time which the property is being rented.

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

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

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

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

§ 113.03 REQUIREMENTS AND PROHIBITIONS.

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

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

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

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

(E) [Specifically, the Local Representative shall be solely responsible for ensuring Short-term Rental guests are made aware of all Town notices, alerts, and warnings potentially affecting the Short-term Rental guest's stay.](#)

§ 113.05 ISSUANCE.

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

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

(B) ~~Management and~~ Advertising Requirements: Short-term Rentals may not be advertised with physical signage within Town Limits.

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

(D) Annual Safety Inspection Required: All Short-term Rentals must pass an annual safety inspection, proof of which must be submitted with an initial or renewal application. This inspection can be completed by the Permit holder, a local representative of the Permit holder, or by a licensed Building/Housing inspector (The Short-term Rental Checklist is included with the Application packet). ~~The Special Municipal Officer may choose to physically reinspect any property at any time if they reasonably believe that it is not maintaining compliance with these requirements.~~

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

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

(G) Exterior Identification Signage and Other Signage Requirements:

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

(a) "24/7 Agent" and a telephone number at which the 24/7 agent may be reached on a twenty-four (24) hour basis; and

(b) The number of bedrooms at the property; and

(c) The number of individuals the property sleeps; and

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



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

(H) Interior Information Posting Requirements: Permit holders must prominently display the following information on or adjacent to the front door inside their Short-term Rental Unit:

- (1) The Unit's Short-term Rental Permit (or copy thereof).
- (2) The number of individuals the property sleeps.
- (3) A description or map to indicate the unit's assigned parking.
- (4) Documentation of the annual safety inspection of the unit.
- (5) Contact information for the Unit's owner and/or local representative; and
- (6) The phone number, pick-up time, and receptacle location for the Unit's solid waste disposal service.

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

(J) Local Representative.

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

(2) The designated Local Representative may be changed by the Permit holder from time to time throughout the term of the Permit. However, to change the Local

Representative, the Permit holder must file a revised Permit application that includes the name, address and telephone number of the new Local Representative. Failure to notify the Town of a change in the Local Representative constitutes a violation pursuant to section § 113.06 of this chapter.

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

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

§ 113.06 VIOLATION; INFRACTION; PENALTY.

The following conduct shall constitute a violation [or infraction](#) for which the penalties and sanctions specified in this section may be imposed:

(A) Violations.

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

(2) The [Short-term Rental property](#) owner has failed to comply with the standards of sections § 113.03, § 113.04 or § 113.05 of this chapter. Each day of non-compliance shall be considered a separate violation.

(B) Penalties.

(1) [Operating without a Short-Term Rental Permit.](#)

[\(a\) Unless otherwise provided, any person who shall commence or continue to operate a Short-term Rental for which a valid Permit is required by any provision of this title without first procuring the same shall be deemed guilty of an infraction.](#)

[\(b\) Property owners who are found to be operating a Short-term Rental Unit without a Permit will receive a fine and notice of violation in writing from the Town. The notice of violation will require that the violator file an Application for a Short-term Rental Permit within 14 days of receipt of the violation notice in the event they desire to continue offering Short-term Rentals.](#)

[\(c\) A property owner who has received a notice of violation for operating a Short-term Rental Unit without a Permit and does not apply for and receive an approved Permit, but subsequently rents to another Short-term Rental guest, will be given a citation requiring a mandatory court appearance. \(See § 35.01 Bond Schedule and Court Appearances.\)](#)

[\(d\) If after receipt of a citation requiring a mandatory court appearance, a Short-term Rental property owner fails to appear and continues to rent to a Short-term Rental guest, the Short-term Rental property owner will receive another citation for a mandatory court](#)

appearance. Continued non-compliance by the Short-term Rental property owner will result in the following successive actions:

1. A summons to appear will be issued by the Lincoln County Sheriff's Office.
2. A bench warrant will be issued.
3. The Town will send a cease-and-desist letter to the Short-term Rental property owner and the Special Municipal Officer will post a notice of Non-Compliance on the Short-term Rental unit.
4. The Short-term Rental property owner's ability to obtain a Short-term Rental Permit will be suspended for one year.

(2) Any person or entity violating any other provisions of this chapter is guilty of a misdemeanor and, upon conviction thereof, shall be subject to the general penalty as provided in § 35.01 Bond Schedule and Court Appearances.

(a) ~~For the first two~~ Three violations of this chapter within a 12-month period, ~~the sanction shall be a warning notice.~~

~~—(b) For the third second violation within a 12-month period, the sanction~~ shall result in ~~be a~~ revocation of the Short-term Rental Permit.

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

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

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

~~(F) Infraction. Unless otherwise provided, any person who shall commence or continue to operate a Short-term Rental for which a valid Permit is required by any provision of this title without first procuring the same shall be deemed guilty of an infraction. Property owners who are found to be operating a Short-term Rental Unit without a Permit will receive a fine and notice of violation in writing from the Town. The notice of violation will require that the violator file an Application for a Short-term Rental Permit within 14 days of receipt of the violation notice in the event they desire to continue offering Short-term Rentals. Anyone who has received a notice of violation and does not apply for and receive an approved Permit, but subsequently rents to another Short-term Rental guest, will be~~

~~given a citation requiring a mandatory court appearance. A property owner that continues to rent to a Short-term Rental guest will receive another citation for a mandatory court appearance and the ability to apply for a Short-term Rental Permit will be suspended for one year. (See § 35.01 Bond Schedule and Court Appearances.)~~

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

§ 113.07 FRAUD AND MISREPRESENTATION.

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

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

The Town of
Star Valley Ranch, Wyoming
Ordinance 2024-20

**Title XV Land Usage
Chapter 154 Zoning**

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

Explanation: Change to minimum square footage of single-family dwelling.

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.

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

CHAPTER 154: ZONING

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

Single-family dwellings shall meet all the following dimensional and bulk standards:

(C) *Structural dimensions.*

- (1) Primary dwelling height (F): 35 feet maximum.
- (2) Accessory building height (G): 35 feet maximum.
- (3) (a) The minimum footprint for all new dwelling structures shall not be less than ~~4,200~~ 900 square feet excluding the building area of any attached garage.

Town of

Star Valley Ranch, Wyoming

Suggested Motion

I MOVE the Town of Star Valley Ranch approve the Mayors' appointment of Building Official Scott Cazier as a Special Municipal Officer to enforce code violations of Title XV Land Usage, Chapter 150 Buildings and Chapter 154 Zoning.