



REGULAR TOWN MEETING

December 10, 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 comments are limited to 3 minutes. As a general practice the Council does not discuss, debate, or act on issues raised, or comments made, under public comments.

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 the Council. Public comments may be made.

A. Approve minutes for November 12 Work Session, November 12 Regular Meeting

B. Community Board Appointments

1. Julie Christiansen – Finance Advisory Board – 2026
2. Dave Wilson – Finance Advisory Board - 2025

C. Disbursements

D. Dispatch Report

E. Special Municipal Officer Report

8. Ordinances

A. Old Ordinances

1. Ordinance 2024-12 Title XV Land Usage Chapter 154 Zoning – 3rd reading
2. Ordinance 2024-13 Title XV Land Usage Chapter 150 Buildings – 3rd reading
3. Ordinance 2024-14 Title VII Traffic Code Chapter 71 Roads – 3rd reading
4. Ordinance 2024-15 Title IX General Regulations Chapter 91 Parks – 3rd reading
5. Ordinance 2024-18 Title III Administration Chapter 33 Town Organizations – 3rd reading
6. Ordinance 2024-19 Title XI Business Regulations Chapter 113 Short-Term Rentals – 3rd reading
7. Ordinance 2024-20 Title XV Land Usage Chapter 154 Zoning – 3rd reading
8. Ordinance 2024-21 Title III Administration Chapter 35 Municipal Court – 2nd reading
9. Ordinance 2024-22 Title III Administration Chapter 33 Town Organizations – 2nd reading

B. New Ordinances

9. Public Hearing and Action Items

A. Plat Amendment – DMLP Buildings, LLC dba Roper Buildings – Plat 6 Lots 120 & 121

10. Mayor and Council

11. Adjournment

Town of Star Valley Ranch

Town Council Work Session

Tuesday, November 12, 2024, 10:00 AM

1. CALL TO ORDER AND ROLL CALL

- All council present, plus Town Admin Aitken and Town Clerk Gray

2. APPROVE AGENDA

- Councilman Ellis moved to approve the agenda, Councilman Denney seconded, all ayes.

3. WORK SESSION ITEMS

a. Lot 37 East Forest

- Director Edwards presented his request for the use of the property if the council decided to keep it. He would like to build it out for winter sand storage, summer road base storage, and winter parking for trails access. Councilman Denney suggested a better plan be developed that shows the costs and cost savings.

b. Water Emergency Plan and Emergency Operations Plan

- The council will vote to accept the updates during the regular meeting.

c. Regular Town Council Agenda

- Andy Hernandez from Jones Simkins will present the draft audit.
- Some clarification is needed on some of the ordinances for third reading.
- The council discussed the ordinances for the main meeting.

d. Financials

e. Board Reports

- Planning and Zoning
 - The board has not met since the previous council meeting. Next meeting is November 13th at 5pm.
- Water Utility
 - The board requested testing on the flow meters in the system; currently the tests show Prater Spring is off by 20%, Fox Run Well and Well 3 tests were inconclusive due to differences in pipe sizing. Next meeting is on November 21st at 1pm.
- Natural Resources
 - Admin Aitken took on the Firewise application for this year, the ordinance states it is the role of the board. The plan

needs to be renewed every three years and will need to be done this year. A member of staff should be the one updating these applications.

- Finance
 - The finance board has two people to recommend for appointment in December and set the schedule for the following year.
 - The mayor spoke about the board preferring to be an informal committee instead of the formal board where minutes and agendas are required by statute.
- Roads
 - The board has not met since the previous council meeting, next meeting is November 19th at 6pm.
- Tourism
 - The lodging tax has passed; the next meeting is December 11th at 2:30pm.

4. MATTERS FROM THE MAYOR AND COUNCIL

- The mayor congratulated Councilman Ellis on re-election and Councilman-Elect Toolson; the mayor suggested having a swearing in ceremony separate from the council meeting, so the new members aren't voting on items they haven't reviewed. The mayor would like to hold that on January 7th at 10am with a short work session to follow.
- The bridges have not started work but the contractor is planning to mobilize on the 15th.
- The mayor, Admin Aitken and Councilman Rok met with the SVRA architectural committee regarding permits and processes.
- Councilman Ellis spoke about the council considering ordinances that go beyond health, safety, and welfare and what the council would like to enforce and updating ordinance to define and reflect that.
- Councilman Ellis would like the T&T board to review the increase in lodging taxes and develop a plan for that revenue before the budget is developed.
- Councilman Ellis would also like the council to watch the change in property taxes and the concern that with a decrease in revenue the Mid-Valley cost also decreases but the Sheriff's contract does not.
- Councilman Ellis asked about the fire rating change, but there is no new information.
- Councilman Rok asked about updating the fee for short-term rentals; they will be reviewed as part of the budget process.

- Councilman Rok asked about the bear and garbage can issues, Councilman Merrill is working on an ordinance change.
- Admin Aitken gave an update on the chlorination in the water system, which is going to be extended for another six months.
- Councilman Rok will be slowly stepping away from doing the newsletter with Clerk Gray taking over that role.

5. RECESS at 12:08pm until 7pm.

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



REGULAR TOWN MEETING

November 12, 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 Rok moved to reconvene, Councilman Ellis seconded, all ayes.
4. Adopt Agenda
 - Councilman Ellis moved to adopt the agenda, Councilman Denney seconded, all ayes.
5. Announcements/Proclamations
 - A. Jones Simkins Audit Presentation
 - Andy Hernandez with Jones Simkins presented the draft audited financials to the council.
 - B. Proclamation of Gratitude – Mike Black
 - Mayor Buyers read the proclamation.
6. Public Comment
 - Mr. Tholen spoke about the petition requesting the town to allow chickens, and their neighbors choosing to slander and attack them, and he asked to remind those present and other residents that there were more than 30 people who were neighbors who signed the petition and to please be civil.
7. Adopt Consent Agenda
 - Councilman Rok moved to adopt the consent agenda, Councilman Denney seconded, all ayes.
 - A. Approve the minutes for October 8 Work Session, October 8 Regular Meeting
 - B. Lower Valley Energy Electric Patronage Certificate
 - C. Disbursements
 - D. Dispatch Report
 - E. Special Municipal Officer Report
8. Ordinances
 - Councilman Rok moved to read by title and explanation, Councilman Ellis seconded, all ayes.
 - A. Old Ordinances
 1. Ordinance 2024-12 Title XV Land Usage Chapter 154 Zoning – 2nd reading
 - Councilman Rok presented the ordinance and moved to approve the ordinance, Councilman Ellis seconded, all ayes.

2. Ordinance 2024-13 Title XV Land Usage Chapter 150 Buildings – 2nd reading
 - Councilman Rok presented the ordinance and moved to approve the ordinance, Councilman Ellis seconded, all ayes.
3. Ordinance 2024-14 Title VII Traffic Code Chapter 71 Roads – 2nd reading
 - Mayor Buyers presented the ordinance, Councilman Rok moved to approve the ordinance, Councilman Ellis seconded, all ayes.
4. Ordinance 2024-15 Title IX General Regulations Chapter 91 Parks – 2nd reading
 - Mayor Buyers presented the ordinance, Councilman Rok moved to approve the ordinance, Councilman Denney seconded, all ayes.
5. Ordinance 2024-18 Title III Administration Chapter 33 Town Organizations – 2nd reading
 - Councilman Rok presented the ordinance and moved to approve the ordinance, Councilman Ellis seconded, all ayes.
6. Ordinance 2024-19 Title XI Business Regulations Chapter 113 Short-Term Rentals – 2nd reading
 - Councilman Rok presented the ordinance and moved to approve the ordinance, Councilman Ellis and Denney seconded, all ayes.
7. Ordinance 2024-20 Title XV Land Usage Chapter 154 Zoning – 2nd reading
 - Councilman Merrill presented the ordinance and moved to approve the ordinance, Councilman Rok seconded, Councilman Ellis abstained, Mayor Buyers, Councilmen Rok, Merrill, and Denney ayes.

B. New Ordinances

1. Ordinance 2024-21 Title III Administration Chapter 35 Municipal Court – 1st reading
 - Councilman Rok presented the ordinance and moved to approve the ordinance, Councilman Ellis seconded, all ayes.
2. Ordinance 2024-22 Title III Administration Chapter 33 Town Organizations – 1st reading
 - Mayor Buyers presented the ordinance and moved to approved, Councilman Rok seconded, all ayes.

9. Public Hearing and Action Items

A. Resolution 24-11-12-001 – Encumber Funds General

- Councilman Denney read the resolution and moved to approve the resolution, Councilman Ellis seconded, all ayes.

B. Resolution 24-11-12-002 – Encumber Funds Water

- Councilman Denney read the resolution and moved to approve the resolution, Councilman Rok seconded, all ayes.

C. Motion – Appointment of Kathy Daulton to Planning & Zoning

- Councilman Rok moved to approve the appointment, Councilman Ellis seconded, all ayes.

D. Motion – Appointment of Fred Summerfelt to Planning & Zoning

- Councilman Rok moved to approve the appointment, Councilman Ellis seconded, all ayes.

E. Motion – Adoption of Emergency Response Plan Updates

- Mayor Buyers and Town Clerk Gray explained the motion, Councilman Merrill moved to approve the updated emergency plans, Councilman Ellis seconded, all ayes.

F. Liquor License – Star Valley Ranch Association

- Town Clerk Gray read the notice, there were no public comments.



- Councilman Rok moved to approve the renewal, Councilman Ellis seconded, all ayes.

G. Liquor License – Duffers and Three Canyons Restaurant

- Town Clerk Gray read the notice, there were no public comments.
- Councilman Rok moved to approve the renewal, Councilman Denney seconded, all ayes.

H. Liquor License – The Grill, LLC.

- Mayor Buyers read the notice and there were no public comments.
- Councilman Rok moved to approve the renewal, Councilman Denney seconded, Councilman Ellis abstained, Mayor Buyers, Councilmen Rok, Merrill, and Denney ayes.

10. Mayor and Council

- Councilman Rok spoke about appreciation for support of the lodging tax that got passed during the election, and the Travel Board will meet to discuss the use of those funds.
- Mayor Buyers spoke about the bridge project which will begin in the next two weeks.

11. Adjournment

- Councilman Rok moved, Councilman Denney seconded, all ayes.

Community Board Appointments

Julie Christiansen – Finance Advisory Board 2026

Dave Wilson – Finance Advisory Board 2025

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	731423	Light bulbs	10420003	10/01/2024	3.50	15140	11/14/2024
		731440	Water pump	10420003	10/01/2024	115.37	15140	11/14/2024
		732289	Oil filters	10430201	10/10/2024	40.40	15140	11/14/2024
		733246	Howes Fuel Treatment	10430201	10/22/2024	191.88	15140	11/14/2024
		733834	Synthetic 10w30 Engine Oi	10430402	10/29/2024	57.80	15140	11/14/2024
		734048	Hyd Hose fitting	10430402	10/31/2024	70.56	15140	11/14/2024
Total 116:						479.51		
120	Amazon Capital Services	13Q4-FM64-	Amazon orders	10410258	11/01/2024	525.80	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	41410258	11/01/2024	37.24	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	10430402	11/01/2024	81.47	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	10410238	11/01/2024	31.26	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	41410238	11/01/2024	15.39	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	10430201	11/01/2024	366.20	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	10430219	11/01/2024	239.70	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	10430107	11/01/2024	236.54	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	41430107	11/01/2024	151.48	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	10430100	11/01/2024	68.29	11152401	11/15/2024
		13Q4-FM64-	Amazon orders	10410257	11/01/2024	1,457.78	11152401	11/15/2024
Total 120:						3,211.15		
143	Barber Shop Inc.	1837	Bare Handrail Pipe 30'	10430100	10/09/2024	90.00	15133	11/14/2024
Total 143:						90.00		
154	Blue Cross Blue Shield	24110522107	Employee Benefits	10410130	11/05/2024	2,180.45	1172401	11/07/2024
		24110522107	Employee Benefits	10430130	11/05/2024	8,740.98	1172401	11/07/2024
		24110522107	Employee Benefits	10460130	11/05/2024	415.63	1172401	11/07/2024
		24110522107	Employee Benefits	41440130	11/05/2024	9,702.26	1172401	11/07/2024
		24110522107	Employee Benefits	10420130	11/05/2024	277.08	1172401	11/07/2024
Total 154:						21,316.40		
173	Car Quest Auto Parts	58710	#33 Wire Mild Loom	10430219	10/22/2024	112.23	11152402	11/15/2024
Total 173:						112.23		
177	Caselle, Inc	136751	Software	10410804	11/01/2024	822.71	1162401	11/06/2024
		136751	Software	41410803	11/01/2024	411.29	1162401	11/06/2024
Total 177:						1,234.00		
182	Caterpillar Financial Servic	36124293	Compact Track Loader Pay	10430300	11/04/2024	9,153.68	11132402	11/13/2024
		36124293	Compact Track Loader Pay	41430028	11/04/2024	3,923.01	11132402	11/13/2024
Total 182:						13,076.69		
241	Dry Creek Enterprises, Inc.	M6951	Green Canyon Dr. Toilet re	10510208	08/31/2024	110.00	11152404	11/15/2024
		M6952	Cedar Creek Canyon toilet	10510208	08/31/2024	110.00	11152404	11/15/2024
		M6987	BLM toilet rent and clean	10510204	08/31/2024	110.00	11152404	11/15/2024
		M8103	Green Canyon Dr. Toilet re	10510208	10/31/2024	135.00	11152404	11/15/2024
		M8104	Cedar Creek Canyon toilet	10510208	10/31/2024	110.00	11152404	11/15/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		M8129	BLM toilet rent and clean	10510204	10/31/2024	135.00	11152404	11/15/2024
	Total 241:					710.00		
265	Ferguson Waterworks #17	906432	3\4 Meter rubber washers	41430239	10/23/2024	22.34	15135	11/14/2024
	Total 265:					22.34		
269	Forsgren Associates Inc	2410420	Hardman/Middle Branch Br	10490010	10/25/2024	5,037.50	11152405	11/15/2024
		2410421	Municipal Engineering	10410400	10/25/2024	1,975.00	11152405	11/15/2024
	Total 269:					7,012.50		
270	Freedom Mailing Services,	49042	Bill processing	41410273	10/30/2024	990.84	15136	11/14/2024
	Total 270:					990.84		
288	GreatAmerica Financial Se	37808318	Copier Service	10410260	11/04/2024	160.62	1162403	11/06/2024
		37808318	Copier Service	41410260	11/04/2024	79.11	1162403	11/06/2024
	Total 288:					239.73		
311	High Country Linen Service	471682	Shop Towels	10430402	10/31/2024	25.73	11152406	11/15/2024
		471682	Shirts	10430121	10/31/2024	38.07	11152406	11/15/2024
		471682	Shirts	41430121	10/31/2024	18.75	11152406	11/15/2024
		472662	Shop Towels	10430402	11/07/2024	25.73	11152406	11/15/2024
		472662	Shirts	10430121	11/07/2024	38.07	11152406	11/15/2024
		472662	Shirts	41430121	11/07/2024	18.75	11152406	11/15/2024
	Total 311:					165.10		
347	Jenkins Ace Home Center	810590	8X8X16 Partition Blocks	41430239	10/15/2024	207.00	15138	11/14/2024
	Total 347:					207.00		
359	Conrad & Bischoff	346857-24	Gas and Diesel General	10430301	10/31/2024	2,615.96	11152403	11/15/2024
		346857-24	Gas and Diesel Water	41430301	10/31/2024	1,313.57	11152403	11/15/2024
		346857-24	Gas SMO	10420005	10/31/2024	50.98	11152403	11/15/2024
	Total 359:					3,980.51		
382	Lincoln County Sheriff's Off	11-2024	Dispatch for October	10420204	11/01/2024	880.00	15139	11/14/2024
	Total 382:					880.00		
392	Lower Valley Energy	11-2024	Electric - General	10430008	11/12/2024	799.62	11132403	11/13/2024
		11-2024	Electric - Water	41430098	11/12/2024	3,931.18	11132403	11/13/2024
	Total 392:					4,730.80		
398	Luthi & Voyles LLC	3322	Town attorney	10440601	10/31/2024	275.00	11152407	11/15/2024
	Total 398:					275.00		
449	One-Call of Wyoming	73345	Tickets for October	41420106	11/11/2024	25.50	11152409	11/15/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 449:						25.50		
475	PrintStar	1000020082	Handoutrs and posters	10410204	10/29/2024	215.50	15141	11/14/2024
Total 475:						215.50		
489	Ridge Creek Investment C	12-2024	Town Hall Payment	10430003	11/01/2024	2,233.11	15142	11/14/2024
		12-2024	Town Hall Payment	41430001	11/01/2024	1,099.89	15142	11/14/2024
Total 489:						3,333.00		
521	Silver Star Communication	11-2024	Fire Alarm Town Hall - Gen	10420214	11/04/2024	80.05	1162404	11/06/2024
		11-2024	Fire Alarm Town Hall - Wat	41420108	11/04/2024	40.02	1162404	11/06/2024
		11-2024	Office Lines	10410225	11/04/2024	338.38	1162404	11/06/2024
		11-2024	Office Lines - Water	41410225	11/04/2024	166.67	1162404	11/06/2024
Total 521:						625.12		
539	Star Valley Independent	24489	Job advertisement	10410204	10/31/2024	57.00	11152410	11/15/2024
		24489	Liquor license renewal	10410224	10/31/2024	109.25	11152410	11/15/2024
		24489	Public Notice for P&Z	10460207	10/31/2024	76.00	11152410	11/15/2024
Total 539:						242.25		
589	Town of Afton	17929, 1792	monthly water test	41430411	11/05/2024	54.00	15143	11/14/2024
Total 589:						54.00		
591	Town of Star Valley Ranch	11-2024	Town Hall Water General	10430010	11/01/2024	359.65	1162402	11/06/2024
		11-2024	Public Works Water - Gene	10430011	11/01/2024	104.53	1162402	11/06/2024
		11-2024	First Response	10420155	11/01/2024	67.00	1162402	11/06/2024
		11-2024	Town hall Water - Water	41430004	11/01/2024	163.35	1162402	11/06/2024
		11-2024	Public Works Water - Wate	41430097	11/01/2024	34.97	1162402	11/06/2024
Total 591:						729.50		
624	Vinyl Arts Signs and Graphi	6051	Signs	10510209	11/04/2024	315.68	15144	11/14/2024
Total 624:						315.68		
628	VSP of Wyoming	821661117	Employee Benefits	10410130	11/17/2024	26.82	11182401	11/18/2024
		821661117	Employee Benefits	10420130	11/17/2024	17.17	11182401	11/18/2024
		821661117	Employee Benefits	10430130	11/17/2024	60.37	11182401	11/18/2024
		821661117	Employee Benefits	10460130	11/17/2024	20.83	11182401	11/18/2024
		821661117	Employee Benefits	41440130	11/17/2024	86.03	11182401	11/18/2024
Total 628:						211.22		
632	WAMCAT Membership	11-2024	Membership for Jamie Her	41410228	11/04/2024	65.00	15145	11/14/2024
Total 632:						65.00		
712	Hastings Ace Hardware	293421	5/8 Socket	10430219	09/11/2024	22.99	15137	11/14/2024
		293803	Chain saw bar 25"	10430219	09/23/2024	96.76	15137	11/14/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 712:						119.75		
714	Westbank Sanitation	4655218TO2	Split Distribution	10430407	11/01/2024	29.49	1162405	11/06/2024
		4655218TO2	Split Distribution	41430407	11/01/2024	14.53	1162405	11/06/2024
		4655745TO2	Split Distribution	10430407	11/01/2024	253.88	1162405	11/06/2024
		4655745TO2	Split Distribution	41430407	11/01/2024	125.05	1162405	11/06/2024
		4655745TO2	Dog Park Can	10510207	11/01/2024	42.21	1162405	11/06/2024
Total 714:						465.16		
762	Verizon	9978020135	Cell phones general	10410225	11/05/2024	97.04	11132404	11/13/2024
		9978020135	Cell phone SMO	10420004	11/05/2024	81.48	11132404	11/13/2024
		9978020135	Cell phone water	41410225	11/05/2024	150.32	11132404	11/13/2024
Total 762:						328.84		
779	Broulim's	01642857	Office supplies	10410258	10/23/2024	12.37	15134	11/14/2024
Total 779:						12.37		
783	Bailey Stock Harmon Cotto	33948	Town attorney	10440601	10/28/2024	225.00	15132	11/14/2024
Total 783:						225.00		
785	Principal Life Insurance Co	11-2024	Employee Benefits	10410130	11/01/2024	30.10	11182402	11/18/2024
		11-2024	Employee Benefits	10420130	11/01/2024	23.00	11182402	11/18/2024
		11-2024	Employee Benefits	10430130	11/01/2024	68.25	11182402	11/18/2024
		11-2024	Employee Benefits	41440130	11/01/2024	66.68	11182402	11/18/2024
		11-2024	Employee benefits	10460130	11/01/2024	23.33	11182402	11/18/2024
		12-2024	Employee Benefits	10410130	11/18/2024	30.10	11182402	11/18/2024
		12-2024	Employee Benefits	10420130	11/18/2024	23.01	11182402	11/18/2024
		12-2024	Employee Benefits	10430130	11/18/2024	69.66	11182402	11/18/2024
		12-2024	Employee Benefits	41440130	11/18/2024	68.10	11182402	11/18/2024
		12-2024	Employee benefits	10460130	11/18/2024	23.33	11182402	11/18/2024
Total 785:						425.56		
798	Union Wireless	11-2024	Data card for SCADA	41410225	11/03/2024	77.13	11132401	11/13/2024
Total 798:						77.13		
807	US Bank	02638G	Hitching Post food on trip	41410210	11/06/2024	46.48	11192401	11/19/2024
		037076	Broulims cleaning supplies	10410258	11/11/2024	25.91	11192401	11/19/2024
		12AB6A6F6B	Bombers food for training	41410210	11/05/2024	60.29	11192401	11/19/2024
		200005057	Rocky Mountain Water Wor	41410209	10/22/2024	195.00	11192401	11/19/2024
		280888607	Zoom	10410802	11/13/2024	10.71	11192401	11/19/2024
		280888607	Zoom	41410802	11/13/2024	5.28	11192401	11/19/2024
		381947A	Room for training	41410210	11/06/2024	248.60	11192401	11/19/2024
		381948A	Room for training	41410210	11/06/2024	248.60	11192401	11/19/2024
		381949A	Room for training	41410210	11/06/2024	248.60	11192401	11/19/2024
		3843107045	Brewery food at training	41410210	11/05/2024	45.75	11192401	11/19/2024
		554459	ICMA	10410228	10/23/2024	200.00	11192401	11/19/2024
		A31010	McDonald food for training	41410210	11/04/2024	31.87	11192401	11/19/2024
		B747529	Outside wall light for town	10430100	11/05/2024	72.98	11192401	11/19/2024
		C702313	GFCI Tester	10430107	10/30/2024	111.98	11192401	11/19/2024
		MC19626463	Mailchimp	10410802	10/18/2024	17.75	11192401	11/19/2024

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		MC19626463	Mailchimp	41410802	10/18/2024	8.75	11192401	11/19/2024
		MPS882622	Aluminum sign	10430100	10/21/2024	35.96	11192401	11/19/2024
		MPS882622	Aluminum sign	10430100	10/21/2024	1.71	11192401	11/19/2024
		NTC1138831	Name tags	10410258	11/06/2024	109.10	11192401	11/19/2024
		VPBOF6DG	Business cards	10410258	11/06/2024	74.51	11192401	11/19/2024
		Z125462279	Wyoming Well System test	41410210	10/22/2024	89.00	11192401	11/19/2024
Total 807:						1,885.41		
811	Melody Leseberg	3	Court contractor	10450300	11/11/2024	500.00	11152408	11/15/2024
Total 811:						500.00		
813	Wyoming Association of Pe	11-2024	Membership for building off	10410228	11/04/2024	25.00	15146	11/14/2024
Total 813:						25.00		
Grand Totals:						68,614.79		

Report Criteria:
Detail report type printed

Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
11/09/2024	Case #253491 Garnishment/Child	220.79-	15131
11/23/2024	FICA/FWH Tax Deposit Medicare	123.00-	112020240
11/09/2024	457 Contribution 457 Wyoming Re	125.00-	123011516
11/09/2024	FICA/FWH Tax Deposit Federal Wi	9,660.32-	123011517
11/23/2024	457 Contribution 457 Wyoming Re	125.00-	123011518
11/09/2024			123011518
11/23/2024	FICA/FWH Tax Deposit Federal Wi	9,429.70-	123011519
11/23/2024	Retirement Contributions Wyoming	13,608.69-	123011520
10/26/2024		2,344.67-	602202890
10/26/2024		2,119.64-	602202891
10/26/2024		2,711.17-	602202892
10/26/2024		1,579.49-	602202893
10/26/2024		1,821.55-	602202894
10/26/2024		2,168.39-	602202895
10/26/2024		2,136.27-	602202896
10/26/2024		3,864.81-	602202897
10/26/2024		1,820.26-	602202898
10/26/2024		1,675.94-	602202899
10/26/2024		1,874.37-	602202900
10/26/2024		2,773.60-	602202901
10/26/2024		1,756.73-	602202902
11/09/2024		1,246.25-	602202903
11/09/2024		2,344.67-	602202904
11/09/2024		138.52-	602202905
11/09/2024		1,943.24-	602202906
11/09/2024		2,967.69-	602202907
11/09/2024		1,644.37-	602202908
11/09/2024		1,821.55-	602202909
11/09/2024		2,393.91-	602202910
11/09/2024		2,058.40-	602202911
11/09/2024		3,864.81-	602202912
11/09/2024		2,141.66-	602202913
11/09/2024		1,732.82-	602202914
11/09/2024		1,929.40-	602202915
11/09/2024		2,773.60-	602202916
11/09/2024		818.47-	602202917
11/09/2024		1,034.32-	602202918
11/23/2024			602202921
11/23/2024		742.38-	602202922
11/23/2024		2,344.67-	602202923
11/23/2024		1,914.55-	602202924
11/23/2024		110.82-	602202925
11/23/2024		110.82-	602202926
11/23/2024		2,967.69-	602202927
11/23/2024		110.82-	602202928
11/23/2024		1,337.79-	602202929
11/23/2024		1,929.40-	602202930
11/23/2024		2,393.91-	602202931
11/23/2024		2,199.20-	602202932
11/23/2024		3,864.81-	602202933
11/23/2024		2,141.66-	602202934
11/23/2024		1,527.09-	602202935
11/23/2024		1,929.40-	602202936
11/23/2024		2,773.60-	602202937
11/23/2024		1,962.07-	602202938

Pay Period Date	Description	Amount	Check Number
11/23/2024		711.74-	602202939
Grand Totals:		123,865.4	

Star Valley Ranch

11/1/24 to 11/30/24

Citations	0
Warnings	0
CFS/Law Incidents	30
Special Patrol	14

Animal Problem	1	Abandoned Vehicle	
Agency Assist		Alarms	
Assault		Auto Accident	
Burglary		Animal problem	
Citizen Assist		Citizen Dispute	
Civil standby	1	Controlled Burn	1
Child abuse		Alcohol problem	
Controlled Substance		Disturbance	
Custodial Interference	1	Domestic Violence	
Drugs / Dead body		Elderly abuse	1
e911	1	Harassing	
Field contact		Fire / Fireworks	
Fraud	2	Littering	
Information		Lost/Found Property	
Juvenile Problem		Protection violation	1
Lost/Found Animal	1	Security check	1
Motor assist		Medical	10
Reckless driving		Noise / School zone	1 /
Transfer patient	1	Sex offense	
REDDI		Suspicious	2
Theft		Threatening	
Traffic		Vin inspection	2
Welfare check	3	Weapon offense	
Trespassing		Vandalism	
Utility problem		VIN Stamp	

Town of Star Valley Ranch

Special Municipal Officer

11/01/2024 11/30/2024

Verbal Warnings	4
Written Warnings	2
Citations	0

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

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 above ordinance has been posted as per W.S.15-1-116b and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

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.

(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~~ poured.

(~~H~~ I) All structural building material shall be new. Recycled material can be used for aesthetics.

(~~I~~ J) Spark arrestors shall be placed on all chimneys except those used exclusively for venting a propane or natural gas burner.

(~~J~~ K) A properly maintained portable toilet shall be in place prior to beginning excavation work or construction unless prior arrangements have been approved by the town.

(~~K~~ L) Building sites shall be maintained, clean and free of debris. A vehicle or container dedicated to debris removal shall be maintained on site all times during construction. Debris shall be disposed by the owner to a location outside of the town.

(~~L~~ M) 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 from 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.

The above ordinance has been posted as per W.S.15-1-116b and approved by vote of the Town Council.

Mayor

Attest: Town Clerk

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 above ordinance has been posted as per W.S.15-1-116b and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

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 above ordinance has been posted as per W.S.15-1-116b and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

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~~ four regular members and one alternate member, whom shall be qualified electors of the town and shall serve without compensation.

§ 33.002 APPOINTMENT.

(A) Regular members. The ~~five~~ four "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) Chairperson ~~Council Liaison (non-voting)~~. The Mayor by title, shall serve as Chairperson ~~assign a Councilman as a liaison to~~ of the Planning ~~Commission and Zoning Board~~. The Chairperson shall only vote in the case of a tie as the tie-breaking vote.

(C) Alternate member. An additional ~~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 ~~same~~ 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 ~~what is required for a quorum five~~. ~~The minimum number of Planning and Zoning Board members present, for quorum requirements at a Planning 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) ~~Expert Advice~~ ~~Advisory members~~. The Chairperson of the Planning ~~Commission and Zoning Board~~ may, from time to time, ~~appoint~~ ~~seek advice or expertise from~~ certain ~~advisory members~~ ~~experts~~ to provide advice and counsel to the ~~Commission Board~~. ~~Advisory members~~ ~~Experts~~ will be ~~sought~~ ~~appointed~~ based on ~~professional land use~~ ~~special~~ skills, knowledge or experience and agree to assist the regular members ~~on a meeting-by-meeting basis~~.

§ 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);~~ shall 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 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 above ordinance has been posted as per W.S.15-1-116b and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

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). A lot with a single-family residence; a portion of which may be rented out after obtaining a Short-term Rental Permit. The owner of the property permanently resides in one portion of the ~~principal~~ single-family residential unit and ~~with which the Short-term Rental Permit is associated on the same lot. The owner is present on the property during the time in which~~ renters are renting another portion of the single-family residential unit ~~the property is being rented~~. Examples of an owner-occupied single-family residence 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). A lot with a single-family residence which may be rented out after obtaining a Short-term Rental Permit. The owner of the property is not present ~~absent from the principal~~ at the single-family residential unit during the time in which ~~with which the Short-term Rental Permit is associated on the~~

~~same lot for some or all the time which the property~~ renters are renting the single-family residential unit ~~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 ~~Signs Prohibited 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.

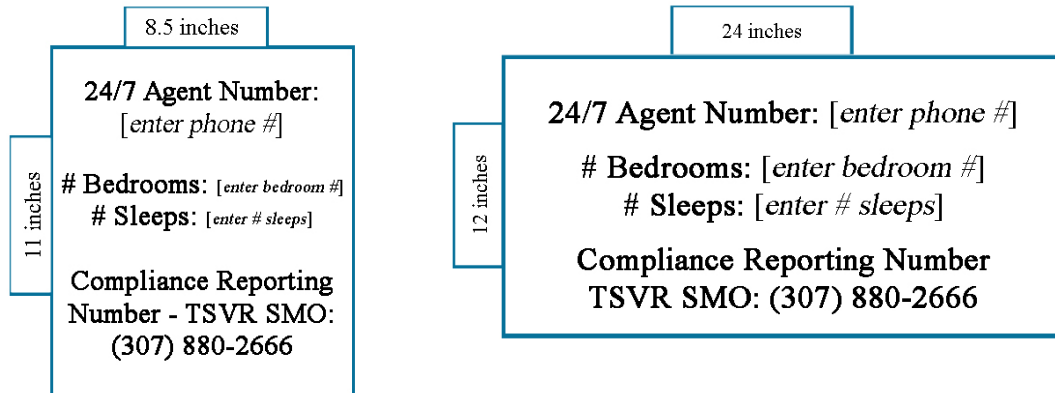
(F) Solid Waste Collection Requirements: All Permit holders must provide solid waste collection container(s) for all time periods that the residential dwelling unit is offered for Short-term Rental. All trash must be securely stored to prevent it from attracting wildlife. ~~The Permit holder or Permit 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.

~~(1) (a) For the first two~~ Three violations of this chapter within a 12-month period; ~~the sanction shall be a warning notice.~~

~~—(2) 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 not otherwise~~ returned undeliverable within 24 hours of sending. ~~Permit holders are required and responsible to provide (and update as necessary) the Town with current email address(es) for the Permit holder and Local Representative.~~

(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) Any listing on a Short-term Rental website which indicates available dates for rental, or other advertisement promoting the availability of a 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, or rental agreements which reference the dates of a stay when the property was without a valid Permit, advertisements, filing of a Short-term Rental complaint by a resident or neighbor, or 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 above ordinance has been posted as per W.S.15-1-116b and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

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.

The above ordinance has been posted as per W.S.15-1-116b and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

The Town of
Star Valley Ranch, Wyoming

ORDINANCE 2024-21

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 update the bond for 113.06(B)(1) and add a bond for 113.06(B)(2)

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.

Code Section Number	First Offense	Second Offense	Third Offense
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

The above ordinance has been posted as per W.S.15-1-116b and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

The Town of
Star Valley Ranch, Wyoming

ORDINANCE 2024-22

TITLE III ADMINISTRATION

CHAPTER 33 TOWN ORGANIZATIONS

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

Explanation: Update to existing ordinance to eliminate the road advisory board from town organizations and reserve the subsection for future use.

Existing Title III Administration Chapter 33 Town Organizations 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

~~ROADS ADVISORY BOARD~~ RESERVED FOR FUTURE USE

§ 33.110 RESERVED FOR FUTURE USE ~~CREATION.~~

~~There is hereby created a Roads Advisory Board for the town, which shall consist of five regular members, the majority of whom shall be qualified electors of the town and shall serve without compensation.~~

~~§ 33.111 OBJECTIVES.~~

~~—(A)—The Board shall make recommendations to the town to keep roadways and future walking paths safe. The Board shall be a platform and educational resource for citizens.~~

~~—(B)—The Board shall research and make recommendations to the Council on funding options for Road and pathway needs by utilizing Federal, State, and Local funding, including sixth penny option and special assessment.~~

~~—(C) The Board shall provide analysis, advice, guidance, and recommendations in all matters affecting the roads and pathways to the Town Council. They will also assist in the review and selection of options and alternatives in the monitoring, development and expansion of our roads and pathways.~~

~~—(D) he Board shall utilize the Road Study, Surface Water Study and Transportation Alternative Plan to prioritize projects and make recommendations to the Council.~~

~~§ 33.112 APPOINTMENT.~~

~~—(A) Council Liaison (non-voting). The Mayor shall assign a Councilman as a liaison to the Roads Advisory Board.~~

~~—(B) Regular members. The five "regular" members of the Roads Advisory 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 re-appointment.~~

~~—(C) Alternate member. A special sixth member, known as the "alternate" member of the Roads Advisory 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 member may be eligible for reappointment. The alternate member will have all of the responsibilities and duties of the 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 Roads Advisory Board members present, for quorum requirements, at the Roads Advisory Board meeting remains three, with the "alternate" member's attendance counting if necessary.~~

~~—(D) Advisory members. The Chairperson of the Roads Advisory Board may, from time to time, appoint certain advisory members to provide advice and counsel to the Board. Advisory members will be appointed based on special skills, knowledge or experience and agree to assist the regular members.~~

~~§ 33.113 VACANCIES AND REPLACEMENT.~~

~~—(A) A vacancy in the Roads Advisory Board will be deemed to exist if one of the following situations occurs:~~

~~—(1) A member voluntarily resigns;~~

~~—(2) A member becomes incapacitated due to health or accident;~~

~~—(3) A member dies; or~~

~~—(4) The Town Council may, by majority vote, remove any member of the Roads Advisory Board whenever it appears such removal would be in the best interest of the town.~~

~~—(B) The Mayor with the Council's consent and approval shall fill any vacancy. The replacement shall serve out the term of the vacating member.~~

~~§ 33.114 ORGANIZATION.~~

~~—The members of the Roads Advisory Board shall elect from their number a Chairperson, designate their meeting place, and shall create their own rules of procedure.~~

~~§ 33.115 MINUTES/RECORDS.~~

~~—(A) The 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 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 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.~~

~~§ 33.116 QUORUM.~~

~~—Three regular members of the Roads Advisory Board present at a scheduled meeting shall constitute a quorum.~~

The above ordinance has been posted as per W.S.15-1-116b and recorded in the office of the Town Clerk.

Mayor

Attest: Town Clerk

MEMORANDUM

To: Mayor Buyers
From: Town Clerk Kristin Gray
Date: November 14, 2024
Subject: Plat Amendment

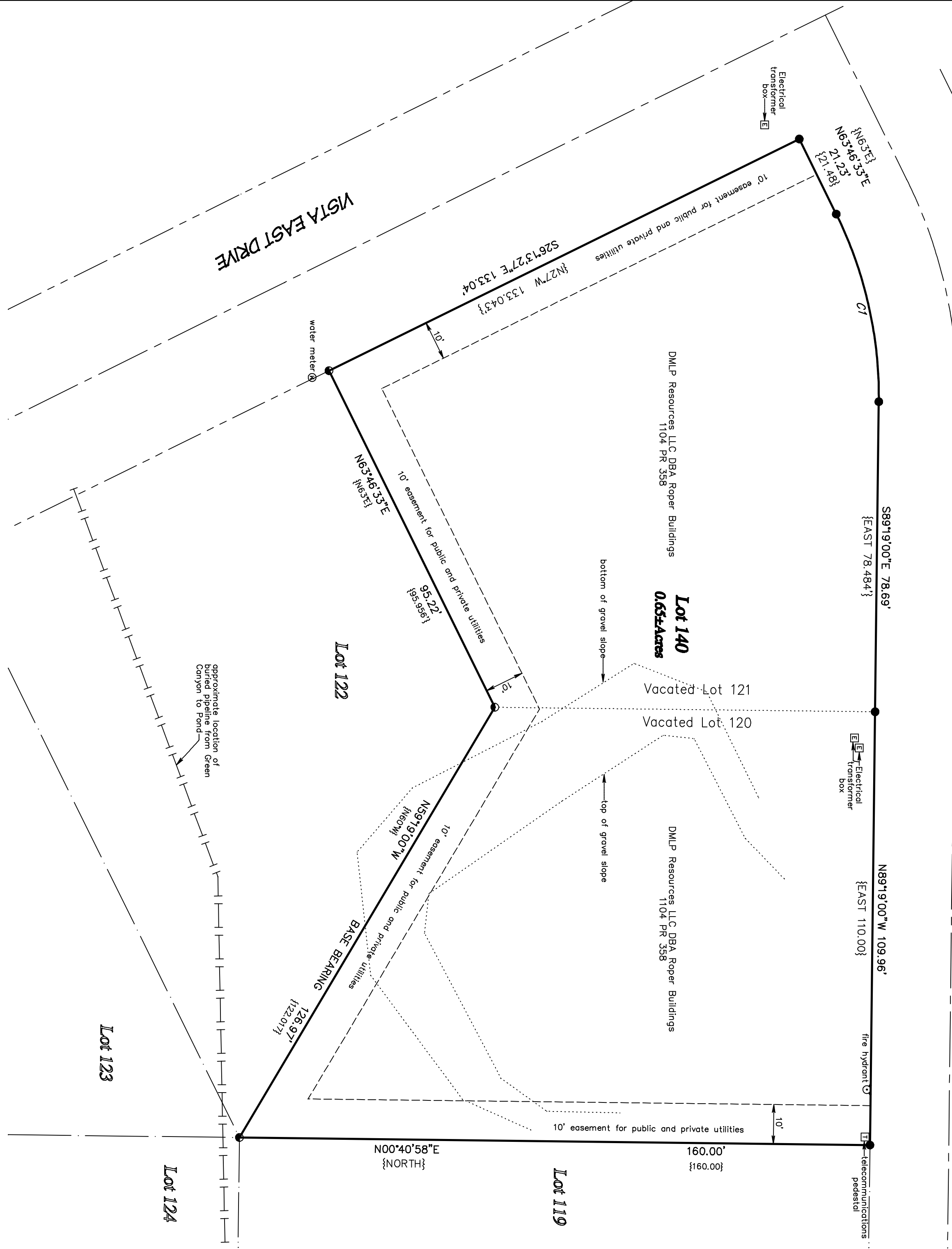
The Planning and Zoning Board received a plat amendment application on September 23, 2024, from DMLP Resources, LLC dba Roper Buildings on behalf of Courtney Brown, 50 White Pine, Plat 6, Lots 120 and 121.

The above-mentioned lots in Plat 6 were surveyed by Surveyor Sherbel Ltd., Afton WY. Letters were sent to all landowners of the plat and lot numbers within the 300-foot radius of Plat 6 Lots 120 & 121 as per our ordinances. During the thirty-day public comment period, the Planning and Zoning Board received no written correspondence against the plat amendment request. Furthermore, during our public hearing meeting on November 13, 2024, there were no objections.

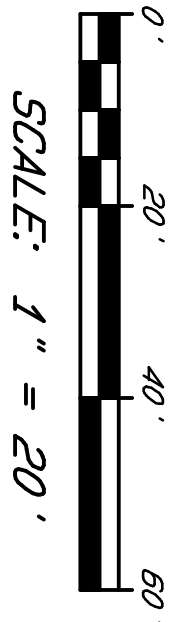
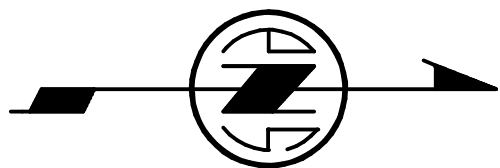
The Planning and Zoning Board worked within the parameters of the Town of Star Valley Ranch Ordinances and cannot find anything detrimental to the surrounding properties nor any ordinance within the purview of the Board that permits Board denial of this application. The Planning and Zoning Board hereby recommends that the Town Council approve the lot combination for DMLP Resources, LLC dba Roper Buildings on behalf of Courtney Brown, 50 White Pine, Plat 6, Lots 120 and 121.

STAR VALLEY RANCH PLAT 6 FIFTH ADDITION

WHITE PINE AVENUE

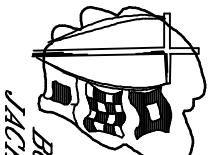


-ADVANCE PLAT-
SUBJECT TO CORRECTION
AND APPROVAL



PLOT DATE: 11 September 2024

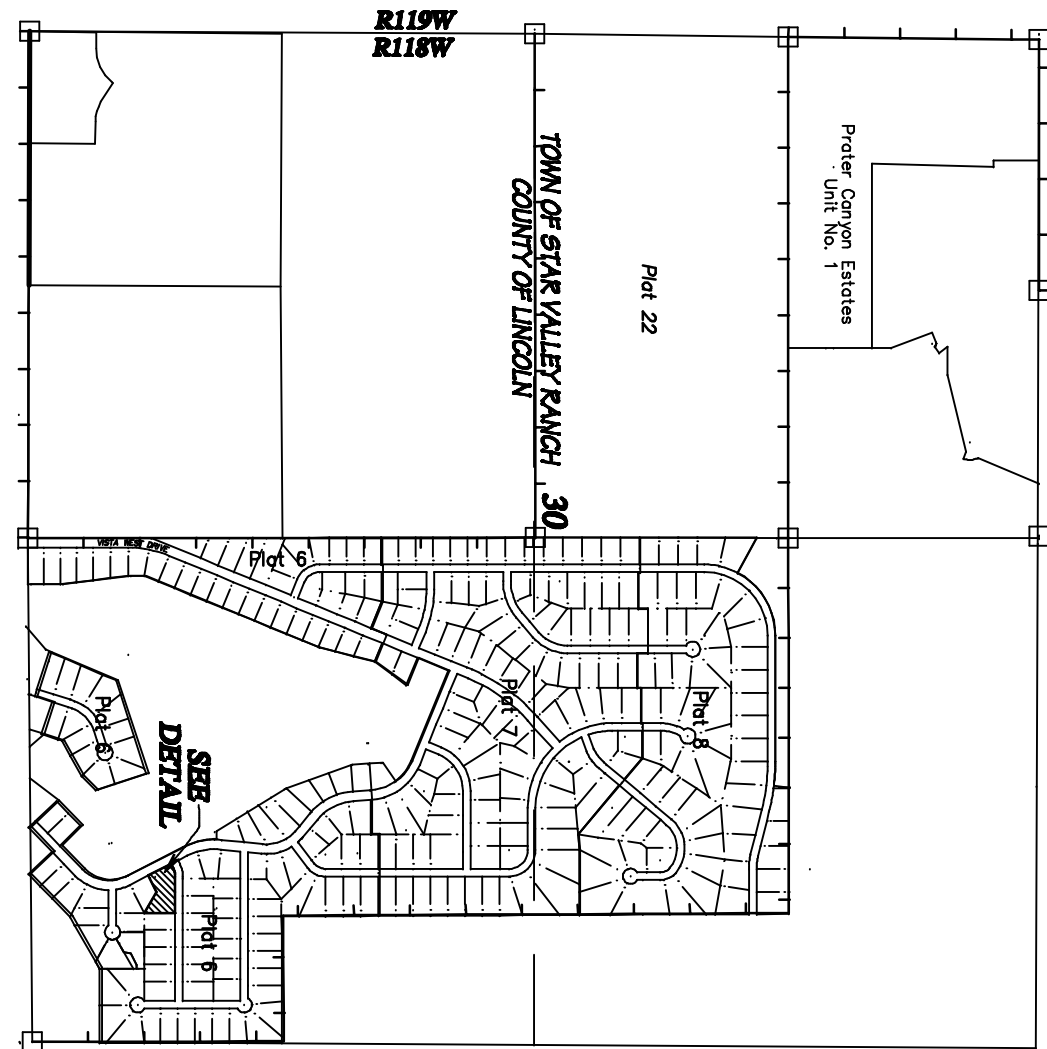
DATE:	28 August 2024
DRAWN BY:	Kyle Staley
CALCULATED BY:	Karl F. Scherbel
CHECKED BY:	Tom Sisk
FIELD BOOK:	26-90979
CORRECTOR FILE:	SFB-5h-pro



SURVEYOR SHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS
207 785 ALTON, WYO 83401
307-259-5005 FAX 307-259-5005
1114 W. 20th St. Alton, WY 83401

9/2/2024 SS-LD review
APR/2024/SS

LOCATION MAP
T35N
R18W



CERTIFICATE OF OWNERS

STATE OF WYOMING }
COUNTY OF LINCOLN } ss.

The undersigned hereby certify that this amended plat of Lots 120 and 121 of Star Valley Ranch Plat 6 within the incorporated limits of the Town of Star Valley Ranch, Lincoln County, Wyoming, as shown hereon, and more particularly described under the authority of Surveyor's License No. 11810, consent and is in accordance with the desires of the undersigned owners and proprietors:

that the name of the subdivision shall be **STAR VALLEY RANCH PLAT 6 FIFTH ADDITION**;

that the undersigned do hereby vacate said Lots 120 and 121, in accordance with Section 34-12-108, Wyoming Statutes 2023, as amended, and respectfully request the Clerk of Lincoln County to so mark said plat in accordance with Section 34-12-110;

that said vacation does not abridge or destroy any of the rights and privileges of other owners or proprietors of said subdivisions, and that the undersigned do hereby warrant and agree to defend, to, water, sewer, electrical power lines, gas lines, telephone line, etc., presently installed and operating are hereby affirmed;

that the addition is subject to Covenants, Conditions and Restrictions on pages 414 and 254, in Book 94 of Photostatic Records on pages 414 and 254, in Book 94 of Photostatic Records on pages 414 and 254, in Book 94 of Photostatic Records on page 21, and any amendments thereto;

that the addition is subject to easements of record, that all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby released.

DMLP Resources LLC DBA Roper Buildings

Signature obtained by separate Certificate of Owner's Signature to be recorded concurrently herewith

Daniel L. Scarborough, Member

Signature obtained by separate Certificate of Owner's Signature to be recorded concurrently herewith

Melanie Scarborough, Member

CERTIFICATE OF ACCEPTANCE

STATE OF WYOMING }
COUNTY OF LINCOLN } ss.

The foregoing **STAR VALLEY RANCH PLAT 6 FIFTH ADDITION** was approved by the Board of Directors of the Town Council held on the _____ day of _____, 2024, in accordance with Section 15-1-415 and Sections 34-12-102 and 34-12-103, Wyoming Statutes 2023, as amended.

That the Town of Star Valley Ranch does hereby relinquish all interest in the ten (10) foot strip of land along both sides of the common record in the Office of the Clerk of Lincoln County with Accession No. 431710.

Attest:

Kristin Gray, Clerk

Kathleen Buyers, Mayor

PLAT WARNING

This amended plat for a boundary adjustment DOES NOT TERMINATE the obligation of the owners, and their association assessments for the original platted lots.

CERTIFICATE OF RECORDATION

This plat was filed for record in the Office of the Clerk of Lincoln County on this _____ day of _____, 2024.

April Burski, Clerk

CERTIFICATE OF SURVEYOR

STATE OF WYOMING }
COUNTY OF LINCOLN } ss.

I, Karl F. Scherbel, of Alton, Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by me of the land shown hereon, and that it correctly represents **STAR VALLEY RANCH PLAT 6 FIFTH ADDITION**;

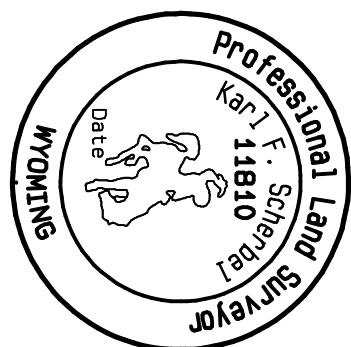
that the boundary of the subdivision is:

All of Lot 120 and Lot 121 of Star Valley Ranch Plat 6, of record in said Office with Accession No. 43170.

Encompassing an area of 0.654 acres, more or less.

That said addition was accurately surveyed, that the parts thereof are accurately staked off and marked with appropriate metal monuments, including magnetic iron, and inscribed at least with the registration lot corners of the addition, and that their locations are correctly shown hereon;

that, to the best of my knowledge, it conforms with the municipal code of the Town of Star Valley Ranch and to all applicable state statutes; that the error of closure is not greater than one part in five-thousand.



The foregoing instrument was acknowledged before me by Karl F. Scherbel this _____ day of _____, 2024.

Witness my hand and official seal.

Notary Public

CURVE TABLE

CURVE	LENGTH	DELTA	RADIUS	CHORD BEARING	CHORD	TANGENT
C1	49.29'	26°54'27"	104.96'	S77°13'47"W	48.84'	25.11'

LEGEND

- Indicates a 5/8" X 24" steel reinforcing rod with an aluminum cap inscribed: SURVEYOR SHERBEL LTD., with appropriate details, noted.
 - Indicates a 5/8" X 24" steel reinforcing rod with an aluminum cap inscribed: SURVEYOR SHERBEL LTD., with appropriate details, set this survey.
 - Indicates a plotted lot line of record.
 - Indicates an easement line.
 - Indicates a right-of-way line.
 - Indicates a record bearing and distance from Star Valley Ranch Plat 6 with Accession No. 431710.
 - The Base Bearing for this survey is the southwest line of Lot 120 of Star Valley Ranch Plat 6, being N59°-19'00"W.
- Note:
Due to the rounding algorithms of automated computer drafting text, the sum of the parts of the total distances may be 0.01' different from the total distance shown.

OWNERS:

DMLP Resources LLC
DBA Roper Buildings
1656 W 2550 S
Ogden, UT 84401

Total Number of Lots: 1
Average Lot Size: 0.654 Acres
Total Acres: 0.654 Acres
Use of Lots: Residential
Zoning: Single Family Residential

SURVEYOR:

Surveyor: Scherbel, Ltd.
P.O. Box 275
Alton, Wyoming 83110
(307) 885-9319

STAR VALLEY RANCH PLAT 6 FIFTH ADDITION

IDENTICAL WITH
LOTS 120 AND 121
STAR VALLEY RANCH PLAT 6
WITHIN THE

INCORPORATED LIMITS OF THE
TOWN OF STAR VALLEY RANCH
LINCOLN COUNTY, WYOMING