

# Star Valley Ranch, Wyoming

## TOWN COUNCIL MEETING

### SIGN IN SHEET

November 12, 2024

	NAME		NAME
1	K Burger	24	
2	Sandy & Roger Wiley	25	
3	Ron & Carolyn Thacher	26	
4	Andy Hernandez	27	
5	Julie Christensen	28	
6	Fred Summerfelt	29	
7	Donna Summerfelt	30	
8	Bob & Cynthia Siderow	31	
9	KARE TOASA	32	
10	David Rothardt	33	
11	Colten Tholen	34	
12	Kylie Tholen	35	
13		36	
14		37	
15		38	
16		39	
17		40	
18		41	
19		42	
20		43	
21		44	
22		45	



## REGULAR TOWN MEETING

November 12, 2024  
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
2. Pledge of Allegiance
3. Reconvene Regular Meeting
4. Adopt Agenda
5. Announcements/Proclamations
  - A. Jones Simkins Audit Presentation
  - B. Proclamation of Gratitude – Mike Black
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 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
- A. Old Ordinances
    1. Ordinance 2024-12 Title XV Land Usage Chapter 154 Zoning – 2nd reading
    2. Ordinance 2024-13 Title XV Land Usage Chapter 150 Buildings – 2nd reading
    3. Ordinance 2024-14 Title VII Traffic Code Chapter 71 Roads – 2nd reading
    4. Ordinance 2024-15 Title IX General Regulations Chapter 91 Parks – 2nd reading
    5. Ordinance 2024-18 Title III Administration Chapter 33 Town Organizations – 2nd reading
    6. Ordinance 2024-19 Title XI Business Regulations Chapter 113 Short-Term Rentals – 2nd reading
    7. Ordinance 2024-20 Title XV Land Usage Chapter 154 Zoning – 2nd reading
  - B. New Ordinances
    1. Ordinance 2024-21 Title III Administration Chapter 35 Municipal Court – 1st reading
    2. Ordinance 2024-22 Title III Administration Chapter 33 Town Organizations – 1st reading

**9. Public Hearing and Action Items**

- A. Resolution 24-11-12-001 – Encumber Funds General**
- B. Resolution 24-11-12-002 – Encumber Funds Water**
- C. Motion – Appointment of Kathy Daulton to Planning & Zoning**
- D. Motion – Appointment of Fred Summerfelt to Planning & Zoning**
- E. Motion – Adoption of Emergency Response Plan Updates**
- F. Liquor License – Star Valley Ranch Association**
- G. Liquor License – Duffers and Three Canyons Restaurant**
- H. Liquor License – The Grill, LLC.**

**10. Mayor and Council**

**11. Adjournment**

The Town of

# *Star Valley Ranch, Wyoming*

## Proclamation of Gratitude

**Michael Black**

**Whereas**, the Town of Star Valley Ranch wishes to acknowledge, recognize and express appreciation to **Michael Black** for his outstanding and dedicated service as a member and chairman of the Town of Star Valley Ranch Planning and Zoning Board.

**Whereas**, the Town of Star Valley Ranch wishes to acknowledge, recognize and express appreciation to **Michael Black** for his unwavering dedication, excellent building code knowledge and leadership during his time on the Planning and Zoning Board.

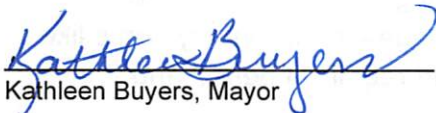
**Whereas**, the Town of Star Valley Ranch and its citizens have greatly benefited from the tireless work by **Michael Black** clarifying building codes, permit procedures, building inspections and land uses.


**Whereas**, the Town of Star Valley Ranch and its citizens have greatly benefited from the dedication and building code expertise of **Michael Black**.


**Whereas**, the Town of Star Valley Ranch desires to formally recognize **Michael Black** for his numerous contributions to the Town of Star Valley Ranch.

**Now, therefore**, we, the Town Council and Mayor of the Town of Star Valley Ranch, Wyoming do hereby proclaim the Town's sincere and honest gratitude to **Michael Black** for his unwavering commitment to the betterment of the Town of Star Valley Ranch and for all his services rendered.

**In Witness whereof**, we have here unto set our hands this twelfth day of November, in the year two thousand and twenty-four.

  
Kathleen Buyers, Mayor

  
Attest: Kristin Gray, Town Clerk





# *Town of Star Valley Ranch*

## Town Council Work Session

Tuesday, October 8, 2024, 10:00 AM

### 1. CALL TO ORDER AND ROLL CALL

- Mayor Buyers, Councilman Denney, Councilman Merrill and Councilman Rok present, plus Town Administrator Aitken and Town Clerk Gray.

### 2. APPROVE AGENDA

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

### 3. WORK SESSION ITEMS

#### a. Town Administrator Update

- Admin Aitken spoke about the water department and their plan for testing the flow meters at the wells and tanks, and the plan for proceeding to test for coliforms to see if the town can stop chlorination. WIP 2023 project has stopped for the winter but Vista Drive from Vista West to Cedar Creek Drive will be paved this week.
- Admin Aitken and Director Edwards reviewed the property on East Forest and spoke with the surveyor and discussed options for what to do with the property. The council will decide what to do and vote in the November meeting. The mayor requested the town engineer to review the property and give an opinion on its buildability.
- Admin Aitken spoke about the reputation of the town being a place no one is willing to work, and how it is shifting towards people enquiring about employment and how he would like to keep that positive momentum and help other communities.
- Director Edwards and Building Official Cazier have spoken with someone interested in developing the commercial properties next to Town Hall.

#### b. Ordinance Work

- The building official has been reviewing building codes and suggested that if there are major changes to existing systems like electrical or plumbing the town should require a permit and inspections.

#### c. Financials

- The mayor discussed the reserves and what should be encumbered in the November meeting.

d. Board Reports

- Planning and Zoning
  - The board is currently short on members but will be shifting into the Planning Commission.
- Water Utility
  - The board had a list of requests that Public Works is working on responding to.
- Natural Resources
  - Nothing to report to the council.
- Finance
  - Will be meeting on the 10<sup>th</sup> at 4:30pm.
- Roads
  - Will be meeting on the 15<sup>th</sup> at 6pm. Some effort needs to be made in education on the 6<sup>th</sup> penny initiative. The council discussed having ORV permits, the mayor will send to the council a draft that was created.
- Travel and Tourism
  - Lodging tax is currently above budget.

e. Regular Town Council Agenda

- The mayor reviewed the agenda. The council discussed who would present which ordinances.

f. November Regular Town Council Meeting

- The council will plan a resolution to encumber funds.
- The council will also adopt the updated emergency response plans.

4. MATTERS FROM THE MAYOR AND COUNCIL

- Councilman Merrill asked about trees on Vista East and if they could be trimmed if they are in the right-of-way.
- Councilman Rok spoke about the boards taking responsibility for meeting day and times and being consistent. Councilman Merrill suggested the liaisons take on making sure the Town Clerk receives the agendas and minutes. The council also discussed having something in the code about board members missing meetings.
- The council discussed modifying the fireworks ordinance to not allow them any time.

5. RECESS at 12:02pm.

- Councilman Denney moved to recess until 7pm, Councilman Merrill seconded, all ayes.





## REGULAR TOWN MEETING

October 8, 2024  
7:00 PM

1. Call to Order, Roll Call of Councilmen, Statement of Quorum
  - Mayor Buyers, Councilman Denney, Councilman Rok and Councilman Merrill present plus Town Administrator Aitken and Town Clerk Gray
2. Pledge of Allegiance
3. Reconvene Regular Meeting
  - Councilman Denney moved to reconvene the meeting, Councilman Merrill seconded, all ayes.
4. Adopt Agenda
  - Councilman Merrill moved to approve the agenda, Councilman Denney seconded, all ayes.
5. Announcements/Proclamations
6. Public Comment
  - Mrs. Van Straten spoke about proposing bear conflict solutions.
  - Mr. Johnson from Cokeville school board introduced himself.
  - Mr. Robinson spoke about the responsibilities of the Town and Association.
  - Mr. Hansen spoke about the paving of Vista by the contractor.
7. Adopt Consent Agenda
  - Councilman Rok moved to adopt the consent agenda, Councilman Denney seconded, all ayes.
  - 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
  - Councilman Rok moved to approve by title and explanation, Councilman Denney seconded, all ayes.
  - A. Old Ordinances
    1. Ordinance 2024-11 Title XV Land Usage Chapter 150 Buildings – 3rd reading
      - Councilman Rok presented and moved to approve the ordinance, Councilman Denney seconded, all ayes.
  - B. New Ordinances
    1. Ordinance 2024-12 Title XV Land Usage Chapter 154 Zoning – 1st reading
      - Councilman Rok presented and moved to approve the ordinance, Councilman Denney seconded, all ayes.

2. Ordinance 2024-13 Title XV Land Usage Chapter 150 Buildings – 1st reading
  - Councilman Rok presented and moved to approve the ordinance, Councilman Merrill seconded, all ayes.
  - Mrs. Willis asked about clarification on the numbering of the paragraphs.
3. Ordinance 2024-14 Title VII Traffic Code Chapter 71 Roads – 1st reading
  - Councilman Merrill presented and moved to approve the ordinance, Councilman Denney seconded, all ayes.
4. Ordinance 2024-15 Title IX General Regulations Chapter 91 Parks – 1st reading
  - Councilman Merrill presented and moved to approve the ordinance, Councilman Rok seconded, all ayes.
5. Ordinance 2024-16 Title IX General Regulations Chapter 90 Animals – 1st reading
  - Councilman Rok presented and moved to approve the ordinance, Councilman Denney seconded, Mayor Buyers and Councilman Rok aye, Councilman Denney and Councilman Merrill no. The ordinance is not approved.
  - Mr. Hurst spoke in opposition of allowing chickens, citing disease, predators, and ignoring existing rules.
  - Mr. Merrill spoke in opposition of allowing chickens and bees, citing predators.
  - Mrs. Brown spoke in opposition of allowing chickens, citing noise and disease, and no enforcement of existing rules.
  - Mrs. Thacker spoke in opposition of allowing livestock, citing the existing CC&Rs.
  - Mrs. Asher spoke in support of allowing chickens and bees, citing teaching her children their care and benefits.
  - Mrs. Howe spoke in opposition of allowing livestock, citing the existing CC&Rs.
  - Mr. Robinson spoke in opposition of those currently violating town code and the CC&Rs.
  - Mrs. Hurst spoke in opposition of allowing livestock, citing the existing rules and lack of enforcement.
  - Ms. Toolson spoke in opposition of allowing livestock, citing the existing rules.
  - Mr. Viollis spoke about the existing CC&Rs having a date of 2032 when they can next be reviewed.
  - Mr. Siddoway spoke about the state saying the more restrictive law has primacy, and that even passing an ordinance doesn't permit livestock because the CC&Rs are more restrictive.
  - Mr. Thacker spoke about the town being rural but not farms, and that owners bought property with CC&Rs that do not allow farm animals.
  - Mrs. Tholen spoke about seeing both sides of the issue, but the vision of the town shouldn't be to stay the same.
  - Councilman Denney spoke about the council using the ordinances to present issues to the public to help make decisions.
  - Councilman Merrill spoke about agreeing that owners should be aware of the rules when they purchase property and that she did not support allowing livestock in the town.
  - Councilman Rok thanked the attendees for their comments and spoke about the town not being the same as it was when it was created, and that she researched the subject extensively before presenting the ordinance and agreed that this was the best platform for presenting the desires of the residents.





6. Ordinance 2024-17 Title III Administration Chapter 35 Municipal Court – 1st reading
  - Councilman Rok moved to table the ordinance, Councilman Denney seconded, all ayes.
7. Ordinance 2024-18 Title III Administration Chapter 33 Town Organizations – 1st reading
  - Councilman Rok presented and moved to approve the ordinance, Councilman Denney seconded, all ayes.
8. Ordinance 2024-19 Title XI Business Regulations Chapter 113 Short-Term Rentals – 1st reading
  - Councilman Rok presented and moved to approve the ordinance, Councilman Denney seconded, all ayes.
  - Councilman Denney spoke about the definitions and needing clarification if a hosted short-term rental turns into a multi-family residence which violates single-family residential zoning, and if a short-term rental a business.
9. Ordinance 2024-20 Title XV Land Usage Chapter 154 Zoning – 1st reading
  - Councilman Merrill presented and moved to approve the ordinance, Councilman Denney seconded, all ayes.
  - Mr. Hansen asked about the reason behind dropping the square footage. Councilman Merrill answered that one reason is to making building a home more affordable. Councilman Rok also clarified that recent builders have found confusion between the town's requirement not matching the association's requirement.
  - Mr. Bitter spoke in favor of the decision and not wanting cookie-cutter homes, and that the smaller footage would allow more variety.
  - Mr. Viollis asked if there was any consideration about height and stated the council should consider lowering the maximum height.
9. Public Hearing and Action Items
  - A. Motion – Authorizing Building Official to Enforce Code
    - Councilman Denney moved to approve the motion, Councilman Rok seconded, all ayes.
10. Mayor and Council
  - Councilman Denney spoke about the Finance Advisory Board having a meeting on the 10<sup>th</sup> at 4:30pm.
  - Councilman Merrill encouraged the residents to vote and consider the special use tax.
  - Councilman Rok spoke about the lodging tax that is also on the ballot.
11. Adjournment
  - Councilman Denney moved to adjourn, Councilman Rok seconded, all ayes.



# ELECTRIC PATRONAGE CAPITAL CERTIFICATE

This is not a stock certificate

NON TRANSFERABLE

NON NEGOTIABLE

TOWN OF STAR VALLEY RANCH

Member Number: 1313201

**\$6,429.31**

**2023 Electric Patronage Capital Allocation**

This Patronage Capital Certificate may be redeemed at any time prior to January 1, 2026 for the current value shown in the table at right. If held, it will continue to appreciate in value at a rate of 9.66 percent annually until January 1, 2044. The total amount of 2023 Patronage Capital redeemable each year after January 1, 2026 may be limited by the Board of Directors in order to preserve the financial strength of Lower Valley Energy. At any time, Lower Valley Energy may exercise its right to retire all, or any portion, of the outstanding 2023 Patronage Capital. The values in the table at right are determined with reference to the future value of this certificate using a rate of 9.66 percent - the "discount rate."

By accepting the present value of discounted patronage capital, the member agrees to forever release and hold harmless Lower Valley Energy from any future claim to such patronage capital. A member's right to patronage capital and distributions upon dissolution of a corporation is determined consistent with Wyoming law.

Current Value Value On:	\$1,114.84
January 1, 2026	\$1,222.85
January 1, 2027	\$1,341.15
January 1, 2028	\$1,470.38
January 1, 2029	\$1,612.47
January 1, 2030	\$1,768.06
January 1, 2031	\$1,939.08
January 1, 2032	\$2,126.17
January 1, 2033	\$2,331.91
January 1, 2034	\$2,556.94
January 1, 2035	\$2,803.82
January 1, 2036	\$3,074.50
January 1, 2037	\$3,371.53
January 1, 2038	\$3,697.50
January 1, 2039	\$4,054.32
January 1, 2040	\$4,445.87
January 1, 2041	\$4,875.35
January 1, 2042	\$5,346.61
January 1, 2043	\$5,862.89
January 1, 2044	\$6,429.31

I agree to the terms stated above and wish to receive the present value of my 2023 Electric Patronage Capital.

Signature

*Lower Valley Energy is pleased to present this certificate to you. This certificate, along with allocations in prior years, represents your ownership interest in Lower Valley Energy's Electric Division.*

*Thank you for the opportunity to be your energy provider. Competitive rates, excellent service and patronage capital are all examples of the benefits of owning your own utility!*





**Star Valley Ranch**  
**10/1/24 to 10/31/24**

<b>Citations</b>	<b>0</b>
<b>Warnings</b>	<b>0</b>
<b>CFS/Law Incidents</b>	<b>40</b>
<b>Special Patrol</b>	<b>20</b>

<b>Animal Problem</b>		<b>Abandoned Vehicle</b>	
<b>Agency Assist</b>	<b>1</b>	<b>Alarms</b>	
<b>Assault</b>		<b>Auto Accident</b>	<b>2</b>
<b>Burglary</b>		<b>Animal problem</b>	<b>2</b>
<b>Citizen Assist</b>		<b>Citizen Dispute</b>	
<b>Civil standby</b>	<b>1</b>	<b>Controlled Burn</b>	
<b>Child abuse</b>		<b>Alcohol problem</b>	
<b>Controlled Substance</b>		<b>Disturbance</b>	<b>3</b>
<b>Custodial Interference</b>		<b>Domestic Violence</b>	
<b>Drugs / Dead body</b>		<b>Game &amp; Fish</b>	
<b>e911</b>	<b>7</b>	<b>Harassing</b>	
<b>Field contact</b>		<b>Fire / Fireworks</b>	<b>1</b>
<b>Fraud</b>		<b>Littering</b>	
<b>Information</b>		<b>Lost/Found Property</b>	<b>1</b>
<b>Juvenile Problem</b>	<b>1</b>	<b>Prop dam/paper serv</b>	<b>1/1</b>
<b>Lost/Found Animal</b>		<b>Suicidal subject</b>	<b>1</b>
<b>Motor assist</b>		<b>Medical</b>	<b>6</b>
<b>Reckless driving</b>	<b>2</b>	<b>Noise / School zone</b>	
<b>Mental subject</b>	<b>1</b>	<b>Sex offense</b>	
<b>REDDI</b>	<b>1</b>	<b>Suspicious</b>	<b>1</b>
<b>Theft</b>	<b>1</b>	<b>Threatening</b>	
<b>Traffic</b>	<b>1</b>	<b>Vin inspection</b>	<b>4</b>
<b>Welfare check</b>	<b>1</b>	<b>Weapon offense</b>	
<b>Trespassing</b>		<b>Vandalism</b>	
<b>Utility problem</b>		<b>VIN Stamp</b>	

# Town of Star Valley Ranch

## Special Municipal Officer

10/01/2024 to 10/31/2024

Verbal Warnings	4
Written Warnings	2
Citations	2

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

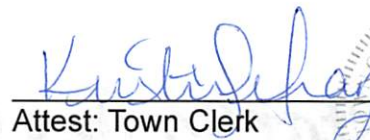
(C) An impact fee will be charged to any new development accessing town roads. Impact fees are ~~charges accessed~~ ~~assessed to~~ ~~on~~ new developments to help pay for the additional roadway capacity required to accommodate the development. ~~Fees will be part of a development contract with the subdivision.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

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

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

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.


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

(H 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.

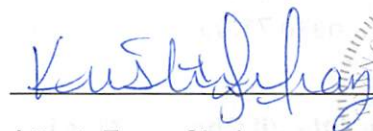
(K L) Building sites shall be maintained, clean and free of debris. A vehicle or container dedicated to debris removal shall be maintained on site all times during construction. Debris shall be disposed by the owner to a location outside of the town.

(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 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.

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**

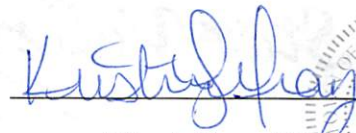
CHAPTER 71 ROADS, VEHICLES, TRAFFIC

§ 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 91.05 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 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 ~~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), 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 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).** 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 ~~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~~ ~~113.06 of this chapter.~~ 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:

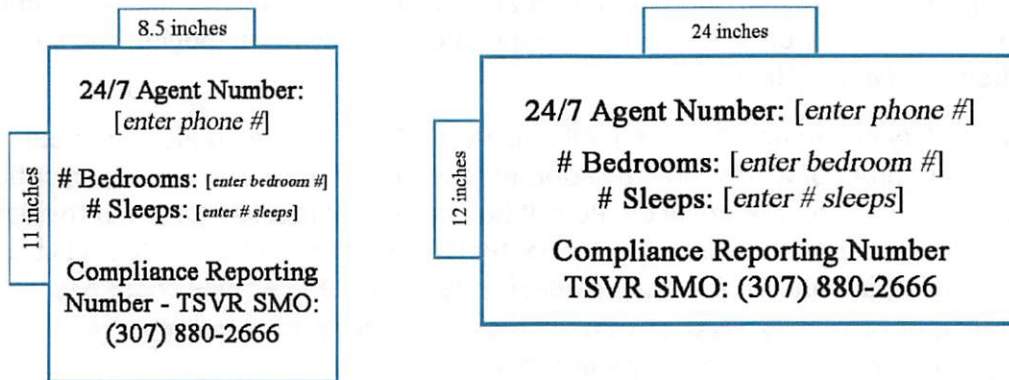
(1) Identification of Short-term Rental Unit Signage: Each Short-term Rental Unit shall be equipped with one exterior identification sign of at least 8½" x 11" in size, but not exceeding 12" x 24" in size (see example figures). No other signs promoting or identifying the Short-term Rental Unit shall 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 ~~1,200~~ 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 seal is circular with the text "TOWN OF STAR VALLEY RANCH" around the top and "WYOMING EST. 2000" around the bottom. In the center, it says "TOWN CLERK".

1st Reading 11/12/2024

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) <del>12</del> (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





The Town of

# *Star Valley Ranch, Wyoming*

## **Resolution No. 24-11-12-001 General Fund Encumber Funds**

**RESOLUTION** for the Town of Star Valley Ranch to approve the transfer of \$900,000 from the General Fund – Cash Account into encumbered General Fund Accounts of which \$100,000 will go into Capital Equipment, \$50,000 into Town Facilities and \$750,000 into Road Rehab Encumbered Fund accounts.

**WHEREAS**, the Town of Star Valley Ranch currently has a continued desire to set aside funds to meet the needs of equipment replacement in the future.

**WHEREAS**, the Town currently has a continued desire to set aside funds for road rehabilitation projects.

**WHEREAS**, the Town currently has the available funds to meet known obligations, needs and requirements coming up in future fiscal years.

**NOW THEREFORE, BE IT RESOLVED**, the Town of Star Valley Ranch does hereby authorize the Town Clerk-Treasurer to

- a. Transfer \$100,000 from the General Fund Cash account to the Capital Equipment encumbered General Fund account.
- b. Transfer \$50,000 from the General Fund Cash account to the Town Facilities encumbered General Fund account.
- c. Transfer \$750,000 from the General Fund Cash account to the Road Rehab encumbered General Fund account.
- d. Changes to any of these restrictions are by Council Resolution only.

Passed and adopted this 12th day of November, 2024.

For the Town of Star Valley Ranch

By: Kathleen Buyers  
Kathleen Buyers, Mayor

Attest:

By: Kristin Gray  
Kristin Gray, Town Clerk



The Town of  
*Star Valley Ranch, Wyoming*

**Resolution No. 24-11-12-002**  
**Water Fund Encumber Funds**

**RESOLUTION** for the Town of Star Valley Ranch to approve the transfer of \$100,000 from the Water Fund – Cash Account into encumbered Water Fund Account of which \$80,000 will go into Capital Equipment and \$20,000 into Town Facilities Encumbered Fund accounts.

**WHEREAS**, the Town of Star Valley Ranch currently has a continued desire to set aside funds to meet the needs of equipment replacement in the future.

**WHEREAS**, the Town currently has a continued desire to set aside funds for water system rehabilitation projects.

**WHEREAS**, the Town currently has the available funds to meet known obligations, needs and requirements coming up in future fiscal years.

**NOW THEREFORE, BE IT RESOLVED**, the Town of Star Valley Ranch does hereby authorize the Town Clerk-Treasurer to

- a. Transfer \$80,000 from the Water Fund Cash account to the Capital Equipment encumbered Water Fund account.
- b. Transfer \$20,000 from the Water Fund Cash account to the Town Facilities encumbered Water Fund account.
- c. Changes to any of these restrictions are by Council Resolution only.

Passed and adopted this 12th day of November, 2024.

For the Town of Star Valley Ranch

By: Kathleen Buyers  
Kathleen Buyers, Mayor

Attest:

By: Kristin Gray  
Kristin Gray, Clerk-Treasurer



The Town of  
*Star Valley Ranch, Wyoming*

***Suggested Motion***

**I MOVE the Town of Star Valley Ranch to approve the Mayor's appointment of Kathy Daulton to the Planning & Zoning Board. This appointment is effective immediately and extends through June 30, 2025.**

Approved this 12<sup>th</sup> day of November 2024

For the Town of Star Valley Ranch:

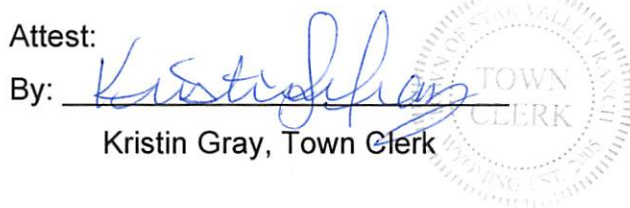
By:

A handwritten signature in blue ink, appearing to read "Kathleen Buyers", is written over a horizontal line.

Kathleen Buyers, Mayor

Attest:

By:

A handwritten signature in blue ink, appearing to read "Kristin Gray", is written over a horizontal line. To the right of the signature is a circular official seal for the Town of Star Valley Ranch, Wyoming, with the words "TOWN CLERK" visible in the center.

Kristin Gray, Town Clerk



The Town of

# *Star Valley Ranch, Wyoming*

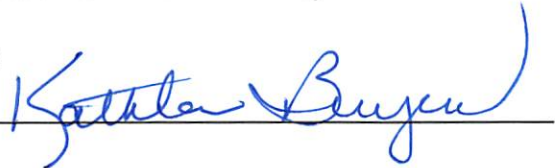
## ***Suggested Motion***

I **MOVE** the Town of Star Valley Ranch approve the Mayor's appointment of Fred Summerfelt as the alternate on the Planning & Zoning Board. This appointment is effective immediately and extends through June 30, 2025.

Approved this 12<sup>th</sup> day of November 2024

For the Town of Star Valley Ranch:


By:

A handwritten signature in blue ink, appearing to read "Kathleen Buyers", is written over a horizontal line.

Kathleen Buyers, Mayor

Attest:

By:

A handwritten signature in blue ink, appearing to read "Kristin Gray", is written over a horizontal line.

Kristin Gray, Town Clerk



The Town of

# *Star Valley Ranch, Wyoming*

## ***Suggested Motion***

**I MOVE** the Town of Star Valley Ranch approve the updated Emergency Operations Plan for the town as a whole, and the updated Emergency Response Plan for the water system as updated October 2024.

Approved this 12<sup>th</sup> day of November 2024

For the Town of Star Valley Ranch:

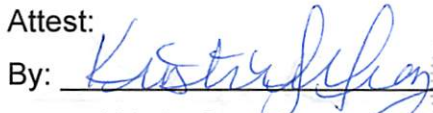
By:



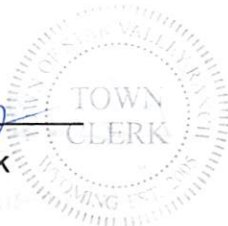
Kathleen Buyers, Mayor

Attest:

By:



Kristin Gray, Town Clerk



NOTICE OF APPLICATION  
FOR A  
RENEWAL OF RETAIL LIQUOR LICENSE

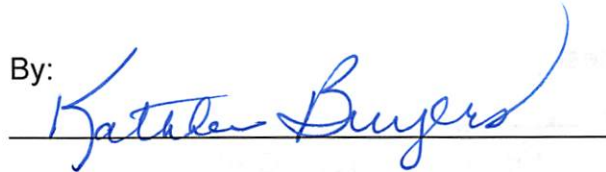
Notice is hereby given Star Valley Ranch Association filed an application for renewal of a RETAIL LIQUOR LICENSE, in the office of the Town Clerk of the Town of Star Valley Ranch, Wyoming and County of Lincoln, Wyoming. Star Valley Ranch Association is located at 1800 Cedar Creek Drive. Public Comment and Protests, if any there be, against the issuance of the license will be heard at the hour of 7:00 p.m. on Tuesday, the 12th of November 2024 during our Town Council meeting at Town Hall.

/s/ Kristin Gray  
Town Clerk

Approved this 12<sup>th</sup> day of November 2024

For the Town of Star Valley Ranch:

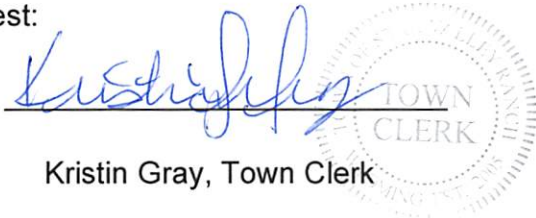
By:



Kathleen Buyers, Mayor

Attest:

By:



Kristin Gray, Town Clerk



NOTICE OF APPLICATION  
FOR A  
RENEWAL OF RETAIL LIQUOR LICENSE

Notice is hereby given that The Grill, LLC dba Duffers and Three Canyons Restaurant filed an application for renewal of a RETAIL LIQUOR LICENSE, in the office of the Town Clerk of the Town of Star Valley Ranch, Wyoming and County of Lincoln, Wyoming. Duffers and Three Canyons Restaurant is located at 1800 Cedar Creek Drive. Public Comment and Protests, if any there be, against the issuance of the license will be heard at the hour of 7:00 p.m. on Tuesday, the 12<sup>th</sup> of November 2024 during our Town Council meeting at Town Hall.

/s/ Kristin Gray  
Town Clerk


Approved this 12<sup>th</sup> day of November 2024

For the Town of Star Valley Ranch:

By: Kathleen Buyers  
Kathleen Buyers, Mayor

Attest:

By: Kristin Gray  
Kristin Gray, Town Clerk



NOTICE OF APPLICATION  
FOR A  
RETAIL LIQUOR LICENSE

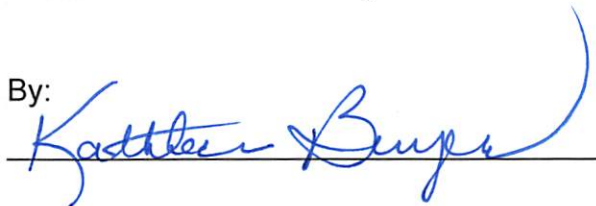
Notice is hereby given that The Grill, LLC filed an application for renewal of RETAIL LIQUOR LICENSE, in the office of the Town Clerk of the Town of Star Valley Ranch, Wyoming and County of Lincoln, Wyoming. The Grill, LLC is located at 1188 Cedar Creek Drive. Public Comment and Protests, if any there be, against the issuance of the license will be heard at the hour of 7:00 p.m. on Tuesday, the 12th of November 2024 during our Town Council meeting at Town Hall.

/s/ Kristin Gray  
Town Clerk

Approved this 12<sup>th</sup> day of November 2024

For the Town of Star Valley Ranch:

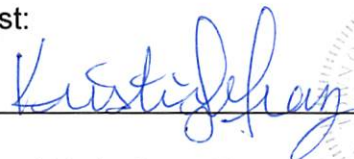
By:



Kathleen Buyers, Mayor

Attest:

By:



Kristin Gray, Town Clerk

