



# *Town of Star Valley Ranch*

## REGULAR TOWN MEETING

February 11, 2025  
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. Silver Star Communications – Fiber Presentation
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 January 7 Special Meeting, January 14 Work Session, January 14 Regular Meeting, January 28 Special Meeting, February 4 Special Meeting
  - B. Community Board Appointments
    1. Patricia Naumoff – Planning Commission – Alternate Member – June 2025
    2. Tyler Gomez – Travel & Tourism Board – June 2026
  - C. Disbursements
  - D. Lincoln County Dispatch Report
  - E. Special Municipal Officer Report
8. Ordinances
  - A. Old Ordinances
    1. Ordinance 2025-01 Title XV Land Usage Chapter 154 Zoning – 2nd reading
  - B. New Ordinances
9. Public Hearing and Action Items
  - A. Plat Amendment – Melton, Plat 8, Lots 14, 15, 16
10. Mayor and Council
11. Adjournment



# *Town of Star Valley Ranch*

Town Council Special Meeting  
Tuesday, January 7, 2025 – 10:00 AM

1. Call to Order and Roll Call
  - All council present, except Councilman Denney, plus Town Administrator Aitken and Town Clerk Gray
2. Approve the Agenda (motion)
  - Councilman Ellis moved to approve the agenda, Councilman Rok seconded, all ayes.
3. Swearing-In Ceremony
  - Newly elected Councilman Ellis and Councilman Toolson were sworn in.
4. Accept Resignation of Mayor Buyers, Effective February 3, 2025 (motion)
  - Councilman Ellis moved to accept the mayor's resignation, Councilman Toolson seconded, all ayes.
5. Mayor's Declaration of Vacancy as of February 3, 2025
  - Mayor Buyers declared a vacancy in the town council as of February 3, 2025
6. Appointment of Mayor from Governing Body Effective February 4, 2025 (motion)
  - Mayor Buyers moved to appoint Ruzena Rok as mayor whose term will end January 5, 2027, Councilman Ellis seconded, Mayor Buyers, Councilman Rok, Councilman Toolson and Councilman Ellis ayes, Councilman Merrill abstained.
7. Discussion Items
  - a. Notification of the public of Council vacancy
    - Clerk Gray will send notice to the public following today's meeting.
  - b. Schedule for upcoming meetings
    - Applications will be accepted until January 23<sup>rd</sup>. The Council will meet on January 28<sup>th</sup> at 10am to choose the councilman to fill the vacancy. The newly chosen mayor and councilman will be sworn into office on February 4<sup>th</sup> at 10am.
  - c. Council procedures
8. Adjourn (motion)
  - Councilman Rok moved to adjourn, Councilman Merrill seconded, all ayes.



# *Town of Star Valley Ranch*

Town Council Work Session  
Tuesday, January 14, 2025 – 10:00 AM

1. Call to Order and Roll Call
  - All council present plus Town Admin Aitken, Town Clerk Gray, Treasurer Mason
2. Approve the Agenda (motion)
  - Councilman Toolson moved to approve the agenda, Councilman Ellis seconded, all ayes.
3. Mr. Izatt (Road access for Mountain Estates development)
  - Mr. Izatt presented his request to the council to approve road access on Vista West Drive.
  - Councilman Rok asked about the location of the access having a safety concern with lines of sight. Mr. Izatt agreed that access could be improved to relieve the safety concerns.
  - Mayor Buyers asked if the roads would be private and if town residents would have access to Muddy String through the subdivision. Mr. Izzat replied that it would be open access, but the costs needed to be considered.
  - Councilman Ellis asked if the matter had been brought before the town's Planning Commission and the Finance Advisory Board. Mr. Izatt responded that the council was the first step, but he would bring the matter to any board necessary.
  - Councilman Toolson spoke about traffic concerns, Mr. Izatt agreed it would probably be town residents not subdivision residents using the access.
  - Mr. Aroian asked if the subdivision would benefit the town with any property taxes, which it would not. He also asked if a road study had been done on the impact, Mr. Izatt responded that he had. Mr. Aroian expressed concern that a one-time impact fee payment does not address the concerns for the increase in traffic. Mr. Izatt suggested that annexation into the town would alleviate the financial concerns.
  - Councilman Merrill expressed concern about the septic systems and the well placement.
  - Mayor Buyers explained that the current town code says the town will assess an impact fee, and explained the Planning Commission had already considered it and recommended denying access.

- Councilman Ellis would like the Finance Advisory Board to develop a cost benefit analysis, as well as the town engineer.
- Mrs. Willis asked if access to Vista West was denied if it would stop the development, which it would not. Mr. Izatt clarified that Lincoln County requires two access points, which he has without access to Vista West.
- Mrs. Ellis asked if the development had gone before the Lincoln County planning board. Mr. Izatt clarified that this iteration has not, but a prior iteration had.
- Mayor Buyers moved to delay the decision until the town engineer and Finance Advisory Board can create a cost benefit analysis for the February 11 town council work session, Councilman Rok seconded, all ayes.

#### 4. Mr. Bell (Tourism Board and Lodging Tax recommendations)

- Mr. Bell as chairman of the Travel and Tourism Board spoke about the lodging tax that was recently passed in November. The board is recommending the council use lodging tax money for a grant application they have developed, which the board will vet before presenting it to the council for final approval. They would also like to use the money for developing the entrance to the town, and for creating a reserve for potential use as opportunities arise to form or support partnerships.
- The council informally agreed with the board's recommendations and will allow the board to proceed with their grant application and process.

#### 5. Discussion Items

##### a. Administration Update

- Admin Aitken spoke about the timeline on stopping chlorination by the end of January, and that the town is well prepared.
- Middle Branch Bridge has encountered some setbacks, including hitting a water main. An agreement was reached that moving the water line needs to wait until Spring.
- First Response is being re-sided and should be completed in the next few weeks, the contractors are waiting on materials.
- The Building Official is working to bring three phase power to the Public Works building.
- Avail is going to remove the material on 50 White Pine and sell it to recoup their costs. They plan on starting that process soon.
- Mr. Bell has offered to work with the council on budgeting and planning, Admin Aitken is working on the planning of a retreat for the council after February 4 when the new council and Mayor are sworn in.

##### b. Financials

- Treasurer Mason explained the current financials and reserves.

- c. Council planning
  - The budgeting process will begin in March
- 6. Board Reports
  - a. Finance Advisory
    - The board has not met since the previous work session.
  - b. Natural Resources
    - The board has not met since the previous work session, will meet on Thursday at 2pm.
  - c. Roads Advisory
    - The board would like to recommend the 3<sup>rd</sup> reading of the ordinance be tabled until they can recommend the board be changed into a Public Works Board as a combination of the road and water boards.
  - d. Travel and Tourism
    - Mr. Bell spoke about the board having a vacancy.
  - e. Water Utility
    - Has not met since the previous work session. The board is still waiting for accurate tank measurements.
- 7. Regular Agenda Items
  - Mayor Buyers went over the agenda for the regular meeting.
  - Councilman Merrill spoke about the ordinance that she proposed. Councilman Ellis suggested delaying the ordinance until some details could be clarified. Councilman Rok suggested that the ordinance be brought to the Planning Commission, the Natural Resources Board and possibly the Travel and Tourism Board to help with education of the residents.
  - The council discussed the road board ordinance and the recommendation from the road board to create a public works board by combining with the water board. The council discussed passing the third reading and changing the water board to combine the boards. The decision will be made in the regular meeting.
- 8. Matters from the Mayor and Council
  - Councilman Ellis is concerned that issues need to be clarified in the proposed animals ordinance with regard to enforceability.
- 9. Recess (motion) at 12:06pm
  - Councilman Ellis moved to recess, Councilman Merrill seconded, all ayes.



# *Town of Star Valley Ranch*

## REGULAR TOWN MEETING

January 14, 2025  
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 the meeting, Councilman Ellis seconded, all ayes.
4. Adopt Agenda
  - Councilman Toolson moved to adopt the agenda, Councilman Rok seconded, all ayes.
5. Announcements/Proclamations
  - A. Proclamation of Gratitude – Municipal Judge Ronald McKim
    - Mayor Buyers read the proclamation and presented a plaque honoring Judge McKim.
  - B. Proclamation of Gratitude – Councilman Ron Denney
    - Mayor Buyers read the proclamation.
6. Public Comment
  - Mr. Buckley spoke about the proposed subdivision of Mountain Estates, expressing his opposition to it connecting to the town road. He also asked about the snow plowing policy, which is on the town's website.
  - Mr. Padilla spoke about the new snow blower, expressing his thanks.
7. Adopt Consent Agenda
  - Councilman Merrill moved to adopt the consent agenda, Councilman Rok seconded, all ayes.
  - A. Approve minutes for December 10 Work Session, December 10 Regular Meeting
  - B. Staff Appointments
    1. Trevor Aitken – Town Administrator
    2. Kristin Gray – Town Clerk
    3. Loretta Mason – Treasurer
    4. Jim Rodgers – Special Municipal Officer
  - C. Community Board Appointments
    1. Fred Summerfelt – Planning Commission – Full Member from Alternate
  - D. Disbursements
  - E. Special Municipal Officer Report
8. Ordinances
  - Councilman Merrill moved to approve by title and explanation, Councilman Toolson seconded, all ayes.
  - A. Old Ordinances
    1. Ordinance 2024-21 Title III Administration Chapter 35 Municipal Court – 3rd reading
      - Councilman Rok presented the ordinance and moved to approve, Councilman Ellis seconded, all ayes.
    2. Ordinance 2024-22 Title III Administration Chapter 33 Town Organizations – 3rd reading
      - Mayor Buyers presented the ordinance and moved to approve, there was no second. The ordinance does not pass.

## B. New Ordinances

### 1. Ordinance 2025-01 Title XV Land Usage Chapter 154 Zoning – 1st reading

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

### 2. Ordinance 2025-02 Title IX General Regulations Chapter 90 Animals – 1st reading

- Councilman Merrill presented the ordinance and moved to approve, Councilman Toolson seconded, no vote was taken.
- Mr. Padilla spoke as the chairman of the Natural Resources Board and their research on the matter that the ordinance addresses. He asked who was going to pay for the bear resistant cans, which are not the same as a regular trash can and he expressed concern about asking residents to pay that cost. Councilman Merrill responded that she had done the research and found options.
- Mr. Melton also spoke about asking residents to pay for it and singling out residents and not asking the same of the entire town. He also expressed concern on the cans being effective and expressed concern over elderly residents using the bear resistant cans.
- Mr. Bordwell spoke about the garbage companies charging more to deal with the bear-resistant cans and he did not believe the town had a problem.
- Mr. Bitter asked why the town was doing the ordinance without asking residents to take responsibility for themselves.
- Mr. Thacker asked that there be information presented on what level of a problem it is and how much damage has been done in order to justify the ordinance. He also agreed with Mr. Bitter that residents needed to take personal responsibility.
- Mr. Siddoway pointed out that he lives in the bear zone but is not listed as one of the affected plats. He recommends that “bear zone” be better defined, and he suggested that the judge determine who is required to have the bear can based on a citation and not based on an area.
- Councilman Rok stated she supported exploring options for mitigating wildlife interactions, but believes the ordinance is not ready and needs more research.
- Mayor Buyers believes the existing code can be updated to address the issue.
- Councilman Rok moved to postpone the ordinance until the March council meeting, Councilman Ellis seconded, Councilmen Merrill, Ellis, Toolson and Rok ayes, Mayor Buyers nay.

## 9. Public Hearing and Action Items

### 10. Mayor and Council

- Councilman Merrill spoke about the Neighborhood Watch which will be meeting on Thursday, January 16 at 7pm at Three Canyons Restaurant.
- Councilman Ellis spoke about the water utility being given approval to stop chlorinating the water system, which is on course to be done by January 30.
- Councilman Rok spoke about the Planning Commission meeting on January 22 at 4pm and that the Commission will attend the county planning meeting at 6pm in Afton regarding the Mountain Estates proposed subdivision.

### 11. Adjournment

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



# *Town of Star Valley Ranch*

Town Council Special Meeting  
Tuesday, January 28, 2025 – 10:00 AM

1. Call to Order and Roll Call
  - All Council present plus Town Administrator Aitken, Town Attorney Voyles and Town Clerk Gray
2. Approve the Agenda (motion)
  - Councilman Merrill moved to approve the agenda, Councilman Toolson seconded, all ayes.
3. Action / Discussion Items
  - a. Review process for obtaining candidates and for nominations
    - Mayor Pro-tem Rok presented the council's process including the advertisement and interviews. She also covered the procedure for nominations.
  - b. Open nominations for councilperson
    - Councilman Toolson nominated Mr. Siddoway.
    - Councilman Merrill nominated Mr. Aroian.
    - Councilman Ellis nominated Mr. Bitter.
  - c. Close nominations for councilperson (motion)
    - Councilman Ellis moved to close nominations, Councilman Toolson seconded, all ayes.
  - d. Open floor for discussion by council members
    - Councilman Toolson spoke about her reasons for nominating Mr. Siddoway, including his experience.
    - Councilman Merrill spoke about her reasons for nominating Mr. Aroian including his work with the road board and his involvement with the town.
    - Councilman Ellis spoke about his reasons for nominating Mr. Bitter including his experience with finance and establishing policies and procedures.
  - e. Call for vote on nominees (motion)
    - Councilman Toolson moved to call for the vote, Councilman Merrill seconded, all ayes.
    - Mayor Pro-Tem Rok asked for votes for Mr. Siddoway, Councilman Toolson voted aye.



- Mayor Pro-Tem Rok asked for votes for Mr. Aroian, Councilman Merrill voted aye.
- Mayor Pro-tem Rok asked for votes for Mr. Bitter, Councilman Ellis voted aye, Mayor Pro-tem Rok voted aye.

f. Declare winner

- Mayor Pro-tem Rok declared Mr. Wade Bitter as the winner and the newly chosen councilperson.

4. Adjourn (motion)

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



# *Town of Star Valley Ranch*

Town Council Special Meeting  
Tuesday, February 4, 2025 – 10:00 AM

1. Call to Order and Roll Call
  - All council present plus Town Administrator Aitken and Town Clerk Gray
2. Approve the Agenda (motion)
  - Councilman Ellis moved to approve the agenda, Councilman Toolson seconded, all ayes.
3. Swearing-In Ceremony
  - Clerk Gray swore in Mayor Ruzena Rok
  - Clerk Gray swore in Councilman Wade Bitter
4. Appointment of Municipal Judge (motion)
  - Councilman Ellis moved to appoint Mr. Larry Lawton as municipal judge, Councilman Bitter seconded, all ayes.
  - Clerk Gray swore in Judge Lawton.
5. Work Session Discussion Items
  - A. Mountain Estates
    - Mayor Rok spoke about the Lincoln County Commission having a meeting on February 5 to discuss the subdivision, the council has received a recommendation from the town Planning Commission to deny road access.
    - Councilman Bitter asked if the subdivision asked if it needed to be a full road access or if it could be a limited emergency access. Mayor Rok responded that she and Admin Aitken had spoken to the Lincoln County Commission chief of staff on the matter but there was no feeling if that was feasible from the town or the county.
    - Councilman Ellis feels the council should wait to decide until after the county meeting.
    - Mayor Rok agrees that deciding without the county's decision is not in the town's best interest.
    - Councilman Merrill and Councilman Toolson both feel that what the county decides is not relevant on the town approving road access, and that the town residents have been clear the town should deny the access. Councilman Toolson feels the town should have a public meeting.
    - Admin Aitken brought up that the fire chief had suggested emergency access for fire response time.

- Mayor Rok wants more information including speaking to the fire chief, a better traffic impact study, and what the county decides before she feels ready to make a vote.
- Mr. Izatt spoke as the developer about emergency access instead of full access and said that he is more interested in the emergency access. He does not feel that full access is necessary.
- Mayor Rok recommends that discussion wait until the February 11 work session.
- Councilman Merrill asked Mr. Izatt whether he would need to build a storage tank for the fire hydrants, which Mr. Izatt clarified that he was not required to. Councilman Merrill also asked Mr. Izatt about the well for the subdivision being in the wrong place and impacting neighboring property, and Mr. Izatt answered that the well was in the correct place and an agreement for an easement was being signed for the impacted neighboring property. She questioned him about the well pump being broken and Mr. Izatt clarified that it had been temporarily down when they lost power but the residents were never out of water during that time and that precautions had been put into place for potential future power outages.
- Councilman Ellis suggests that the language in the subdivision code (§152.04) that requires enhanced septic systems be added as a requirement for the whole town going forward.

#### B. Lodging Tax Grant Application (SVRA)

- Mayor Rok spoke about the application for ice skates from the Star Valley Ranch Association for their ice-skating rink.
- Councilman Ellis expressed concerns over the application form not having co-sponsorship or investment from the applicant, and that there is no marketing or recognition of where the money has come from, and there is nothing indicating the Travel & Tourism Board reviewed the application. He would like it to be referred to the board for review and update.
- Councilman Bitter is concerned there is no budget or detail of what the money is for.
- Councilman Toolson believes this is a good first step and first attempt, but that it needs polishing.
- Councilman Merrill would like the Travel & Tourism Board to provide a recommendation, and for the application to be typed instead of handwritten.

#### C. Mayor's Expectations and Council Rules Handbook

- Mayor Rok spoke about the attorney's recommendation on blind copy in email and that it was not necessary and could be seen as trying to bypass open meeting law.

- She also spoke about not waiting until a meeting to bring up issues which would leave the rest of the council unprepared.
- She would like the council to be more responsive with feedback when the Admin or Clerk asks for review of items.
- She spoke about wanting the council to set up their own handbook for setting up rules for meetings, decorum, etc. She would like the council to be able to set their own council procedures.

#### D. Board Assignments

- Councilman Toolson will be the liaison for the Travel & Tourism Board
- Councilman Merrill will be the liaison for the Road Board and the Water Board
- Councilman Ellis will be the liaison for the Natural Resources Board
- Councilman Bitter will be the liaison for the Finance Advisory Board
- Mayor Rok is the chair of the Planning Commission

#### 6. Adjourn ([motion](#))

- [Councilman Ellis moved to adjourn, Councilman Merrill seconded, all ayes.](#)

Town of

# *Star Valley Ranch, Wyoming*

The governing body of the Town of Star Valley Ranch does hereby appoint the following volunteers to the following positions as set in Title III Administration, Chapter 33 Town Organizations of the Town Code.

- Patricia Naumoff to the Planning Commission as an alternate member, term expiring June 2025.

*Patricia Naumoff has extensive professional background to include leadership roles in the corporate hospitality industry, where she served as a Regional Human Resources Director for Fortune 500 companies. Since 2015, she has successfully owned and operated a thriving event planning business, which has deepened her appreciation for strategic organization, collaboration, and creative problem-solving. Beyond her professional endeavors, she is deeply committed to fostering community engagement. She is honored to serve as Vice President of the Star Valley Festival of Trees, a nonprofit organization dedicated to overcoming food insecurity in our region. Additionally, she actively participates in two other nonprofit organizations that support the communities of Alpine and Afton. Her volunteer work has strengthened her understanding of the unique needs of Star Valley and reinforced her passion for initiatives that benefit our neighbors and future generations.*

- Tyler Gomez to the Travel & Tourism Board, term expiring June 2026.

*Tyler Gomez is the Wine Director at Glorietta Trattoria in Jackson, where he focuses on creating meaningful experiences through hospitality and wine education. He also owns Huckleberry Hospitality, a small social enterprise aimed at supporting the growth of the hospitality industry through connection, education, and community impact. With over a decade of experience in hospitality, Tyler has had the opportunity to work in a variety of roles, including sommelier, operations manager, banquet manager, event planner, and restaurant manager. Tyler is passionate about contributing to the local community, volunteering with the Jackson Hole High School hospitality program, and supporting events like the Jackson Hole Food & Wine Festival. He's excited to bring his background and enthusiasm to the Star Valley Ranch Travel & Tourism Board and looks forward to learning from and working alongside others to support the town's initiatives.*

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	736785	Thermostat	10430201	12/05/2024	19.22	15213	01/15/2025
		737185	Fuel cap and Howes DSL a	10430201	12/10/2024	210.77	15213	01/15/2025
		737570	Tarp straps, Connectors an	10430201	12/16/2024	66.47	15213	01/15/2025
		738627	12 ton air bottle jack	10430107	12/31/2024	143.55	15213	01/15/2025
		738627	12 ton air bottle jack	41430107	12/31/2024	143.54	15213	01/15/2025
Total 116:						583.55		
120	Amazon Capital Services	16PLW69HD	Amazon orders	10410258	01/01/2025	224.21	1172501	01/17/2025
		16PLW69HD	Amazon orders	41410258	01/01/2025	38.97	1172501	01/17/2025
		16PLW69HD	Amazon orders	10430402	01/01/2025	418.99	1172501	01/17/2025
		16PLW69HD	Amazon orders	41430402	01/01/2025	480.51	1172501	01/17/2025
		16PLW69HD	Amazon orders	10430409	01/01/2025	191.88	1172501	01/17/2025
		16PLW69HD	Amazon orders	10410238	01/01/2025	36.14	1172501	01/17/2025
		16PLW69HD	Amazon orders	41410238	01/01/2025	17.80	1172501	01/17/2025
		16PLW69HD	Amazon orders	10430201	01/01/2025	287.82	1172501	01/17/2025
		16PLW69HD	Amazon orders	10430100	01/01/2025	158.05	1172501	01/17/2025
		16PLW69HD	Amazon orders	10510207	01/01/2025	269.98	1172501	01/17/2025
		16PLW69HD	Amazon orders	10410257	01/01/2025	199.00	1172501	01/17/2025
Total 120:						2,323.35		
177	Caselle, Inc	138160	Software	10410804	01/01/2025	922.71	1132503	01/13/2025
		138160	Software	41410803	01/01/2025	461.29	1132503	01/13/2025
		138377	Software	10410804	01/06/2025	1,133.39	15208	01/15/2025
		138377	Software	41410803	01/06/2025	566.61	15208	01/15/2025
Total 177:						3,084.00		
179	Casper College Communit	38736	Training	10410209	01/01/2025	200.00	15209	01/15/2025
		39392	Training	10410209	01/13/2025	138.00	15209	01/15/2025
Total 179:						338.00		
212	Core & Main LP	W042657	4-53 Gallons of Sodium Hy	41430239	12/17/2024	2,550.00	15197	01/02/2025
Total 212:						2,550.00		
228	Delta Dental	1-2025	Employee benefits	10410130	01/15/2025	155.01	1292501	01/29/2025
		1-2025	Employee benefits	10420130	01/15/2025	5.24	1292501	01/29/2025
		1-2025	Employee benefits	10430130	01/15/2025	207.28	1292501	01/29/2025
		1-2025	Employee benefits	10460130	01/15/2025	20.96	1292501	01/29/2025
		1-2025	Employee benefits	41440130	01/15/2025	351.16	1292501	01/29/2025
		12-24	Employee Benefits	10410130	01/15/2025	32.08	1272504	01/27/2025
		12-24	Employee Benefits	10430130	01/15/2025	289.62	1272504	01/27/2025
		12-24	Employee Benefits	10460130	01/15/2025	10.91	1272504	01/27/2025
		12-24	Employee Benefits	41440130	01/15/2025	309.00	1272504	01/27/2025
		12-24	Employee Benefits	10420130	01/15/2025	5.24	1272504	01/27/2025
		1-25	Employee Benefits	10410130	01/15/2025	.00	15227	01/29/2025
		1-25	Employee Benefits	10430130	01/15/2025	.00	15227	01/29/2025
		1-25	Employee Benefits	10460130	01/15/2025	.00	15227	01/29/2025
		1-25	Employee Benefits	41440130	01/15/2025	.00	15227	01/29/2025
		1-25	Employee benefits	10420130	01/15/2025	.00	15227	01/29/2025
		1-25	Employee Benefits	10410130	01/15/2025			

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
		1-25	Employee Benefits	10430130	01/15/2025			
		1-25	Employee Benefits	10460130	01/15/2025			
		1-25	Employee Benefits	41440130	01/15/2025			
		1-25	Employee benefits	10420130	01/15/2025			
Total 228:						1,386.50		
241	Dry Creek Enterprises, Inc.	M8919	Portable toilet	10510204	01/01/2025	110.00	1172504	01/17/2025
Total 241:						110.00		
254	Energy Laboratories	682805	Analysis Parameter	41430406	01/06/2025	222.00	15210	01/15/2025
Total 254:						222.00		
265	Ferguson Waterworks #17	1581721	20 Insul pads with nyl strp	41430239	01/16/2025	620.00	15228	01/29/2025
		1581721	20 15X72 coil tandem MTR	41430239	01/16/2025	16,900.00	15228	01/29/2025
		1581721	20 Lids with TR holes side l	41430239	01/16/2025	2,100.00	15228	01/29/2025
Total 265:						19,620.00		
269	Forsgren Associates Inc	2411470	WIP 2023 Project manage	41490027	11/25/2024	10,015.00	1172505	01/17/2025
		2412539	Hardman Middle Branch Br	10490010	12/31/2024	20,736.25	1172505	01/17/2025
Total 269:						30,751.25		
270	Freedom Mailing Services,	49482	Bill processing	41410273	01/01/2025	1,003.23	15211	01/15/2025
Total 270:						1,003.23		
288	GreatAmerica Financial Se	38240059	Copier Service	10410260	01/01/2025	160.62	1022504	01/01/2025
		38240059	Copier Service	41410260	01/01/2025	79.11	1022504	01/01/2025
Total 288:						239.73		
311	High Country Linen Service	479575	Shop Towels	10430402	12/23/2024	25.73	1032503	01/02/2025
		479575	Shirts	10430121	12/23/2024	19.79	1032503	01/02/2025
		479575	Shirts	41430121	12/23/2024	9.75	1032503	01/02/2025
		480705	Shop Towels	10430402	12/30/2024	25.73	1032503	01/02/2025
		480705	Shirts	10430121	12/30/2024	19.79	1032503	01/02/2025
		480705	Shirts	41430121	12/30/2024	9.75	1032503	01/02/2025
		481963	Shop Towels	10430402	01/06/2025	25.73	1172506	01/17/2025
		481963	Shirts	10430121	01/06/2025	19.79	1172506	01/17/2025
		481963	Shirts	41430121	01/06/2025	9.75	1172506	01/17/2025
		483247	Shop Towels	10430402	01/13/2025	25.73	1312503	01/31/2025
		483247	Shirts	10430121	01/13/2025	19.79	1312503	01/31/2025
		483247	Shirts	41430121	01/13/2025	9.75	1312503	01/31/2025
		484573	Shop Towels	10430402	01/20/2025	25.73	1312503	01/31/2025
		484573	Shirts	10430121	01/20/2025	19.79	1312503	01/31/2025
		484573	Shirts	41430121	01/20/2025	9.75	1312503	01/31/2025
		485819	Shop Towels	10430402	01/27/2025	25.73	1312503	01/31/2025
		485819	Shirts	10430121	01/27/2025	19.79	1312503	01/31/2025
		485819	Shirts	41430121	01/27/2025	9.75	1312503	01/31/2025
Total 311:						331.62		
340	Itron, Inc	698106	Subscription	41410802	01/15/2025	6,231.50	15229	01/29/2025

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 340:						6,231.50		
359	Conrad & Bischoff	45438024	Fuel charges	10430301	12/26/2024	1,816.72	1032502	01/02/2025
		45438024	Fuel charges	41430301	12/26/2024	953.15	1032502	01/02/2025
		45438024	Fuel charges	10420005	12/26/2024	118.46	1032502	01/02/2025
		48975325	Diesel	10430301	01/09/2025	3,498.63	1172503	01/17/2025
		48975325	Diesel	41430301	01/09/2025	1,745.64	1172503	01/17/2025
		48975325	Gasoline	10420005	01/09/2025	45.56	1172503	01/17/2025
		518014-25	Diesel	10430301	01/23/2025	1,232.75	1312502	01/31/2025
		518014-25	Diesel	41430301	01/23/2025	607.18	1312502	01/31/2025
Total 359:						10,018.09		
369	Lawson Products	9311933993	ball valve,elbow, nipple, tee	41430402	10/17/2024	371.94	15198	01/02/2025
		9312152886	Grinding face shields, face	10430402	01/17/2025	164.58	15230	01/29/2025
Total 369:						536.52		
382	Lincoln County Sheriff's Off	1-2025	December 2024 Communic	10420204	01/02/2025	880.00	15212	01/15/2025
Total 382:						880.00		
392	Lower Valley Energy	1-2025	Electric- Town Hall	10430008	01/10/2025	1,501.00	1132501	01/13/2025
		1-2025	Electric- Shop	41430098	01/10/2025	3,423.78	1132501	01/13/2025
Total 392:						4,924.78		
398	Luthi & Voyles LLC	3417	Town Attorney	41410601	01/01/2025	165.00	1172507	01/17/2025
Total 398:						165.00		
449	One-Call of Wyoming	74022	Tickets for December	41420106	01/07/2025	6.75	1172508	01/17/2025
Total 449:						6.75		
489	Ridge Creek Investment C	1-2025	Town Hall Payment	10430003	01/01/2025	2,233.11	15214	01/15/2025
		1-2025	Town Hall Payment	41430001	01/01/2025	1,099.89	15214	01/15/2025
Total 489:						3,333.00		
505	Salsbury Industries	1855210	Locks for mailboxes	10430005	01/14/2025	1,620.00	1172509	01/17/2025
Total 505:						1,620.00		
521	Silver Star Communication	1-2025	Fire Alarm Town Hall - Gen	10420214	01/01/2025	80.13	1022503	01/01/2025
		1-2025	Fire Alarm Town Hall - Wat	41420108	01/01/2025	40.07	1022503	01/01/2025
		1-2025	Office Lines	10410225	01/01/2025	338.97	1022503	01/01/2025
		1-2025	Office Lines - Water	41410225	01/01/2025	166.96	1022503	01/01/2025
Total 521:						626.13		
540	Star Valley Insurance	1632	New bond for judge	10410265	01/23/2025	100.00	15231	01/29/2025
Total 540:						100.00		
543	Star Valley Ranch Associati	2025-2985	Homeowners assessment	10410231	01/06/2025	619.81	15215	01/15/2025



Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 543:						619.81		
549	American Legal Publishing	39500	2024 S 10 Supplement Pa	10410403	12/31/2024	990.19	1032501	01/02/2025
		39500	2024 S 10 Supplement Pa	41410403	12/31/2024	487.71	1032501	01/02/2025
		39542	Internewt renewal period	10410403	01/08/2025	335.00	1172502	01/17/2025
		39542	Internet renewal period	41410403	01/08/2025	165.00	1172502	01/17/2025
Total 549:						1,977.90		
550	Sterling Medical	2024	Employee Drug Testing	10420132	01/08/2025	40.00	15216	01/15/2025
		2024	Employee Drug Testing	41420132	01/08/2025	10.00	15216	01/15/2025
Total 550:						50.00		
575	Thayne True Value Hardwa	B7496695	16px AA battery and midwe	10430100	12/05/2024	41.98	15217	01/15/2025
		B749967	Well house bulds	41430216	12/04/2024	20.99	15217	01/15/2025
		B751613	Switc, Connectors, Sweitc	10430100	01/13/2025	27.92	15232	01/29/2025
		B7749495	LED Christmas lights X3	10430100	12/02/2024	139.97	15217	01/15/2025
		C709083	Perc drill bit and Midwest F	10430100	12/23/2024	53.73	15217	01/15/2025
		C709520	Key blanks and graphite	10430100	01/01/2025	16.44	15232	01/29/2025
		C709550	3 key blanks	10430100	01/01/2025	5.97	15232	01/29/2025
		C709955	5 Gal oil cans X 3	10430402	01/04/2025	92.97	15232	01/29/2025
		C710062	Closed nipple, closed Galv	41430239	01/04/2025	29.77	15232	01/29/2025
		C710206	1" ball valve X 2	41430239	01/06/2025	67.98	15232	01/29/2025
		C710340	Switch and wall plate	10430100	01/07/2025	1.98	15232	01/29/2025
		C710476	22" plug fixture and mid we	10430100	01/09/2025	35.83	15232	01/29/2025
		C711251	Pro stud finder	41430100	01/15/2025	31.99	15232	01/29/2025
		C711896	Mid West fastners and 4 sn	41430107	01/21/2025	93.16	15232	01/29/2025
		C712077	Utility heater	41430100	01/22/2025	29.99	15232	01/29/2025
		V751620	12 oz Cir Lacquer	41430100	01/13/2025	8.79	15232	01/29/2025
Total 575:						699.46		
589	Town of Afton	17931,17932	monthly water test	41430411	01/01/2025	54.00	15218	01/15/2025
Total 589:						54.00		
591	Town of Star Valley Ranch	1-2025	Town Hall Water General	10430010	01/01/2025	358.89	1022502	01/01/2025
		1-2025	Public Works Water Gener	10430011	01/01/2025	34.94	1022502	01/01/2025
		1-2025	First Response	10420155	01/01/2025	67.05	1022502	01/01/2025
		1-2025	Dog Park	10510207	01/01/2025	67.00	1022502	01/01/2025
		1-2025	Town Hall Water - Water	41430004	01/01/2025	162.98	1022502	01/01/2025
		1-2025	Public Works Water	41430097	01/01/2025	34.94	1022502	01/01/2025
Total 591:						725.80		
611	Upper Case Printing, INK.	2602	Public Notice	41410222	01/07/2025	115.83	1172510	01/17/2025
Total 611:						115.83		
613	USA BlueBook	103335	Liquid detergent	41430239	01/07/2025	178.00	15234	01/29/2025
		581109	Water parts	41430239	01/02/2025	1,063.29	15219	01/15/2025
		581212	PF Blue Nitrile Glove	41430239	01/02/2025	15.30	15219	01/15/2025
		591438	Pipe and cable locator, ma	41430239	01/13/2025	2,379.12	15234	01/29/2025
		591732	Steel tile probe 5'	41430239	01/13/2025	49.95	15234	01/29/2025
		596928	Steel tile probe 5' long	41430239	01/17/2025	49.95	15234	01/29/2025

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 613:						3,735.61		
617	Valley Tech LLC	3969	Computer Consulting	10410801	12/24/2024	75.38	15200	01/02/2025
		3969	Computer Consulting	41410801	12/24/2024	37.12	15200	01/02/2025
Total 617:						112.50		
628	VSP of Wyoming	1-25	Employee Benefits	10410130	01/17/2025	26.83	1272502	01/27/2025
		1-25	Employee Benefits	10420130	01/17/2025	17.17	1272502	01/27/2025
		1-25	Employee Benefits	10430130	01/17/2025	87.44	1272502	01/27/2025
		1-25	Employee Benefits	10460130	01/17/2025	20.82	1272502	01/27/2025
		1-25	Employee Benefits	41440130	01/17/2025	100.60	1272502	01/27/2025
Total 628:						252.86		
640	Western States Cat	3033301	Snow tracks for 299D	10430201	12/18/2024	1,765.34	1172511	01/17/2025
		3033301	Snow Tracks for 299D	41430219	12/18/2024	1,765.34	1172511	01/17/2025
		3037463	Air vents	10430201	12/23/2024	86.88	1172511	01/17/2025
		3041079	Hyd Hoses	10430201	12/27/2024	201.20	1172511	01/17/2025
		3052847	Snow tracks parts for skid	10430201	01/09/2025	25.00	1172511	01/17/2025
		3057627	Remove and install wiring	10430201	01/15/2025	1,426.36	1312505	01/31/2025
		3071084	Wiper motor	10430201	12/27/2024	191.10	1172511	01/17/2025
Total 640:						5,461.22		
656	WYDOT Motor Vehicle Ser	12-2024	Plates for vehicles and trail	10430401	12/23/2024	26.80	15201	01/02/2025
		12-2024	Plates for vehicles and trail	41430401	12/23/2024	13.20	15201	01/02/2025
Total 656:						40.00		
666	Wyoming Department of R	42-1-2024	Wy Sales and Use Tax	10410238	01/01/2025	626.54	15220	01/15/2025
Total 666:						626.54		
693	Yost Business Systems	A47347	Copier Contract	10410260	12/16/2024	289.15	15202	01/02/2025
		A47347	Copier Contract	41410260	12/16/2024	144.56	15202	01/02/2025
		B73853	Copier Contract	10410260	12/18/2024	20.83	15202	01/02/2025
		B73853	Copier Contract	41410260	12/18/2024	10.42	15202	01/02/2025
Total 693:						464.96		
714	Westbank Sanitation	4698352T02	Split Distribution	10430407	12/31/2024	29.25	1022501	01/01/2025
		4698352T02	Split Distribution	41430407	12/31/2024	14.40	1022501	01/01/2025
		4698849T02	560 Middle Branch location	10430407	12/31/2024	269.35	1022501	01/01/2025
		4698849T02	560 Middle Branch location	41430407	12/31/2024	132.67	1022501	01/01/2025
		4698849T02	Dog Park	10510207	12/31/2024	41.85	1022501	01/01/2025
Total 714:						487.52		
748	Total Green Janitorial Supp	638-04	Triple zero degreaser	10430402	11/07/2024	1,199.40	15233	01/29/2025
Total 748:						1,199.40		
762	Verizon	6102873424	Cell Phones	10410225	01/01/2025	83.35	1132504	01/13/2025
		6102873424	Cell Phone SMO	10420004	01/01/2025	95.17	1132504	01/13/2025
		6102873424	Cell Phones Water Dept.	41410225	01/01/2025	150.32	1132504	01/13/2025

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 762:						328.84		
779	Broulim's	01-2025	Food for Christmas party	10410250	01/01/2025	85.96	15207	01/15/2025
Total 779:						85.96		
780	Mid Valley Fire District	20250101	Fire supression for third qu	10420302	12/31/2024	71,875.11	1032504	01/02/2025
Total 780:						71,875.11		
783	Bailey Stock Harmon Cotto	34565	Town Attorney	10440601	12/24/2024	525.00	15206	01/15/2025
Total 783:						525.00		
785	Principal Life Insurance Co	1-2025	Employee Benefits	10410130	01/17/2025	180.45	1272503	01/27/2025
		1-2025	Employee Benefits	10420130	01/17/2025	23.00	1272503	01/27/2025
		1-2025	Employee Benefits	10430130	01/17/2025	73.55	1272503	01/27/2025
		1-2025	Employee Benefits	41440130	01/17/2025	157.71	1272503	01/27/2025
		1-2025	Employee benefits	10460130	01/17/2025	23.33	1272503	01/27/2025
Total 785:						458.04		
787	Bomgaars Supply	96425185	Impact socket sets X2	41430107	01/09/2025	299.98	1312501	01/31/2025
Total 787:						299.98		
798	Union Wireless	01/2025	Data card for scada	41410225	01/01/2025	77.10	1132502	01/13/2025
Total 798:						77.10		
803	Dearborn Group	1-25	Employee Benefits	10410130	01/10/2025	24.31	1142501	01/14/2025
		1-25	Employee Benefits	10430130	01/10/2025	20.90	1142501	01/14/2025
		1-25	Employee Benefits	10460130	01/10/2025			
		1-25	Employee Benefits	41440130	01/10/2025	48.30	1142501	01/14/2025
Total 803:						93.51		
807	US Bank	08488G	Pies for Christmas party	10410258	01/15/2025	120.00	1272501	01/27/2025
		20138159	Mailchimp subscription	10410802	01/15/2025	17.76	1272501	01/27/2025
		20138159	Mailchimp subscription	41410802	01/15/2025	8.74	1272501	01/27/2025
		288660549	Zoom subscription	10410802	01/15/2025	10.71	1272501	01/27/2025
		288660549	Zoom subscription	41410802	01/15/2025	5.28	1272501	01/27/2025
		297C3AJKP	UPS shipping	41410271	01/15/2025	8.50	1272501	01/27/2025
		297C3AJKP	UPS shipping	41410271	01/15/2025	22.55	1272501	01/27/2025
		416385	Walnut finish gavel plaque	10410258	01/15/2025	99.69	1272501	01/27/2025
		41920	23" Length spinner assy	10430201	01/15/2025	179.60	1272501	01/27/2025
		9927414503	address labels, calendar	10410258	01/15/2025	35.38	1272501	01/27/2025
		D71833	Blaze laser meas	41430107	01/15/2025	69.99	1272501	01/27/2025
		NTC1139490	Name plate	10410258	01/15/2025	29.08	1272501	01/27/2025
		P130558	4' Led Strip 40/30/2	10430100	01/15/2025	111.19	1272501	01/27/2025
		UPS SHIPPI	UPS shipping	10410277	01/15/2025	38.43	1272501	01/27/2025
		VPRVQQG5	Name cards	10410258	01/15/2025	61.92	1272501	01/27/2025
		WAMWINTE	Conference registration	10410209	01/15/2025	235.00	1272501	01/27/2025
Total 807:						1,053.82		

Vendor Number	Name	Invoice Number	Description	GL Account	Invoice Date	Check Amount	Check Number	Check Issue Date
811	Melody Leseberg	5	December 2024 court	10450300	01/14/2025	500.00	1312504	01/31/2025
Total 811:						500.00		
814	Valley Cleaning Services L	302	Cleaning Services	10430100	12/07/2024	1,125.60	15199	01/02/2025
		302	Cleaning Services	41430100	12/07/2024	554.40	15199	01/02/2025
Total 814:						1,680.00		
Grand Totals:						184,585.77		

## Report Criteria:

Detail report type printed

## Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Description	Amount	Check Number
01/04/2025	457 Contribution 457 Wyoming Re	125.00-	123011526
01/04/2025			123011526
01/04/2025	FICA/FWH Tax Deposit Federal Wi	13,206.48-	123011527
01/04/2025			123011527
01/18/2025	457 Contribution 457 Wyoming Re	125.00-	123011528
01/18/2025	FICA/FWH Tax Deposit Federal Wi	10,605.68-	123011529
01/18/2025	Retirement Contributions Wyoming	16,553.90-	123011530
01/04/2025		2,353.67-	602202974
01/04/2025		1,631.06-	602202975
01/04/2025		2,972.69-	602202976
01/04/2025		1,403.93-	602202977
01/04/2025		3,819.85-	602202978
01/04/2025		2,402.91-	602202979
01/04/2025		3,873.82-	602202981
01/04/2025		4,480.00-	602202982
01/04/2025		1,797.24-	602202983
01/04/2025		2,275.68-	602202984
01/04/2025		2,782.60-	602202985
01/04/2025		2,033.64-	602202986
01/04/2025		3,635.50-	602202987
01/04/2025			602202988
01/04/2025			602202990
01/04/2025			602202991
01/04/2025		3,029.16-	602202992
01/18/2025		1,252.25-	602202993
01/18/2025		2,353.67-	602202994
01/18/2025		138.52-	602202995
01/18/2025		1,737.38-	602202996
01/18/2025		110.82-	602202997
01/18/2025		2,972.69-	602202998
01/18/2025		110.82-	602202999
01/18/2025		1,646.37-	602203000
01/18/2025		2,227.38-	602203001
01/18/2025		2,402.91-	602203002
01/18/2025		2,067.40-	602203003
01/18/2025		3,873.81-	602203004
01/18/2025		2,608.60-	602203005
01/18/2025		1,586.12-	602203006
01/18/2025		1,969.25-	602203007
01/18/2025		2,655.89-	602203008
01/18/2025		1,852.78-	602203009
01/18/2025		2,001.51-	602203010
01/18/2025		110.82-	602203011
Grand Totals:		<u>112,786.8</u>	

## Star Valley Ranch

1/1/25 to 1/31/25

Citations	0
Warnings	0
CFS/Law Incidents	12
Special Patrol	43

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

# Town of Star Valley Ranch

## Special Municipal Officer

1/01/2025 - 1/31/2025

Verbal Warnings	1
Written Warnings	5
Citations	1

Animal Complaint	2	Water Shut-off	0
Building & Zoning	0	Meter Pit Tampering	0
Road Right-of-Way	0	LCSO Assist	0
Snow Complaint	5	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 2025-01

Title XV Land Usage  
Chapter 154 Zoning

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

Explanation: Update to existing language to remove the deposit for a plat amendment, update the administrative fee to be set by resolution, and change language to better match other town code.

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.**

§154.241 APPLICATION REQUIREMENTS

- (A) Applications from a property owner shall be filed with the ~~Planning and Zoning Board~~ Planning Commission on the specified forms and accompanied by necessary data and information to ~~ensure~~ assure the fullest presentation of the facts.

§154.242 LIMITATIONS

A plat amendment that requires the least modification to a plat will be the preferred alternative when more than one alternative will solve the perceived problem with the present plat. No application from a property owner for the same property that has been denied by the town shall be received or processed by the town within one year from the date of such denial except by unanimous vote by the Town Council ~~Planning and Zoning Board~~.

§154.243 FEE AND DEPOSIT SCHEDULE

- (A) A non-refundable plan review permit and inspection fee in the amount specified will be charged. ~~A refundable deposit in the amount specified will be held by the town until all action on the request is completed either by denial of the request or by approval of the request and recording of the amended plat by the county. Interest will not be paid on deposits being held. Deposits will be refunded on approved amended plat applications~~



~~after Town Planning and Zoning Board Clerk has received a copy of the recorded amended plat from the County Clerk's office.~~

- (B) Plat amendment fee is reviewed annually as part of the town budget process and ~~and deposit: the plat amendment fee and deposit~~ may be changed by resolution. The fee is found in the fee schedule published by the town.

~~(1) Non-refundable fee (per original affected lot): \$250; and  
(2) Refundable deposit (per original affected lot) \$250.~~

#### §154.244 PROCEDURES FOR AMENDING A PLAT

- (A) An application for amending a plat shall be submitted to the Planning ~~Commission and Zoning Board.~~
- (B) A complete amended plat application must include the proposed amended plat and other required documents, and survey markers must be in place for review by the ~~Planning Commission Board~~. To be placed on the ~~Planning Commission's Board's~~ agenda, the application must be received a minimum of two weeks in advance of a regular Planning ~~Commission and Zoning Board~~ meeting. Regular ~~Planning Commission Board~~ meetings are held the ~~second first~~ and ~~fourth third~~ Wednesday of each month. The Planning ~~Commission and Zoning Board~~ may have the application reviewed by a third party.
- ~~(C) The applicant is to coordinate with the Planning and Zoning Board to establish the planned schedule for review and action on the application and to schedule the public hearing. The applicant or the applicant's representative is required to attend both the Planning and Zoning Board meeting and the Town Council meeting when the application is intended to be discussed, reviewed, schedules developed or action taken.~~
- (D) Subdividing ~~previously combined lots~~, creation of new lot(s)
- (1) Only lots that were combined with the Procedures for Amending a Plat shall be eligible for subdividing.
  - (2) Any newly created lot shall have the same governance and restrictions as were in effect prior to the subdividing.
  - (3) No structures shall remain on the newly created lot(s) that violates or conflicts with any Town Ordinance.
  - (4) Lot(s) size shall be no smaller than that allowed in their respective Zoning District.

(5) A Plant Investment Fee shall be required. See Title V, Water Utility, Chapter 50 Regulations, Section Plant Investment Fee.

(E) Public involvement and hearing.

(1) For all plat amendments, all property owners within 300 feet of every boundary of the property being requested for adjustment shall be notified of the pending amended plat application and of a public hearing to be held. The ~~town Planning and Zoning Board~~ will notify affected property owners within 300 feet of every boundary of the property being requested for adjustment and any homeowner's association by ~~certified~~ mail at least 30 days in advance of the scheduled hearing. The above-mentioned property owners and any homeowner's association may give written comment expressing consent or dissent to the proposed changes.

(2) The application will be reviewed by the Planning Commission at such time as all necessary information pertinent to the application is received. The ~~Planning Commission Town Planning and Zoning Board~~ will schedule and conduct a public hearing, to be held during a regularly scheduled Planning ~~Commission and Zoning~~ meeting, to decide on a recommendation to the Town Council on the amended plat application. Oral and written comments from the adjoining property owners, public, and other interested parties will be ~~considered~~ by the ~~Planning Commission Board~~ at that hearing.

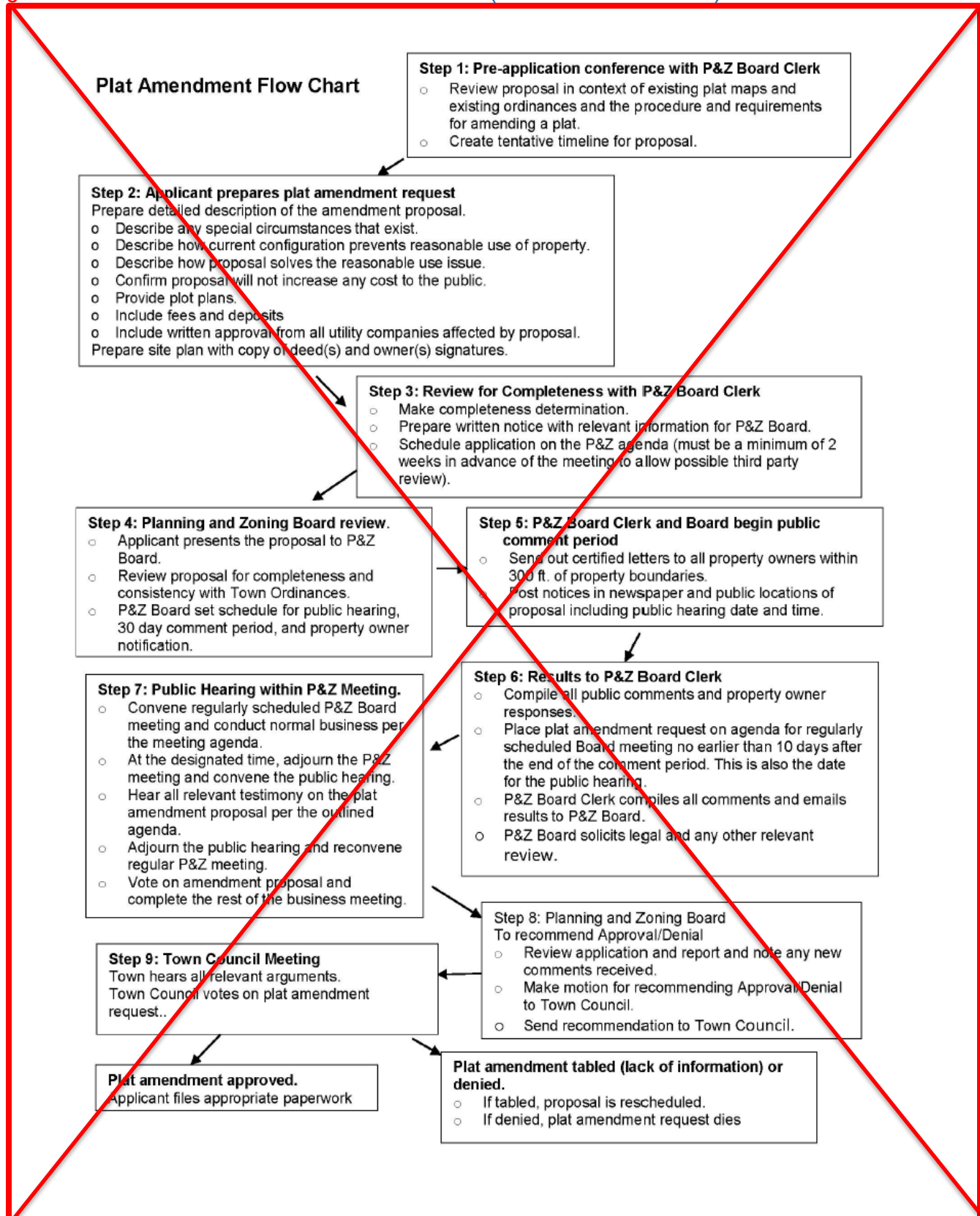
(3) After the hearing, the ~~Planning Commission Board will reconvene its regularly scheduled meeting, with a quorum in attendance, to~~ will consider the public comments and other pertinent information and ~~to~~ make a recommendation to the Town Council. This recommendation will be presented to the Town Council at its next regularly scheduled meeting. The ~~Planning Commission Board~~ reserves the right to table the application until such time as it has all necessary information pertaining to the application.

(F) The Town Council shall entertain a motion to approve, deny or table the application as well as hear any new and relevant evidence from the applicant, neighbors, and other concerned citizens before taking final action on an application.

(G) The applicant or his or her representative is responsible for recording an approved amended plat with the County Clerk's office.

~~(H) The applicant or their representative is required to attend both the Planning and Zoning Board meeting and the Town Council meeting. If the applicant or their representative is not present at either the Planning and Zoning Board meetings or the Town Council meeting, the applicant shall reapply.~~

## ~~§154.246 PLAT AMENDMENT FLOW CHART (REMOVE DIAGRAM)~~



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

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Mayor

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Attest: Town Clerk

## MEMORANDUM

To: Town of Star Valley Ranch Town Council  
From: Planning Commission  
Date: January 23, 2025  
Subject: Plat Amendment

The Planning Commission received a plat amendment application on December 2, 2024, from Daniel and Carol Melton of 141 Redwood Circle, Plat 8, Lots 14, 15 and 16.

The above-mentioned lots in Plat 8 were surveyed by Surveyor Sherbel Ltd. Letters were sent to all landowners of the plat and lot numbers within the 300-foot radius of Plat 8 Lots 14, 15 and 16 as per our ordinances. During the thirty-day public comment period, the Planning Commission received no written correspondence against the plat amendment request. Furthermore, during our public hearing meeting on January 22, 2025, there were no objections.

The Planning Commission 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 Commission that permits Commission denial of this application. The Planning Commission hereby recommends that the Town Council approve the lot combination for Daniel and Carol Melton, 141 Redwood Circle, Plat 8, Lots 14, 15 and 16.



