

The Town of
Star Valley Ranch, Wyoming

ORDINANCE: 2006-04(Amended by 2009-07)

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

TOWN OF STAR VALLEY RANCH CODE

Chapter 2 - Administration

Article 6 - Planning & Zoning Board Organization

Article 6-Planning and Zoning Board

Section 6-1. Created

There is hereby created a Planning and Zoning Board for the Town of Star Valley Ranch, which shall consist of five members, who shall be qualified electors of Star Valley Ranch and shall serve without compensation.

Section 6-2. Appointment.

The five members of the Planning & Zoning Board shall be appointed by the Mayor, with the consent and approval of the governing body for a term of three years, except that initially two members shall be appointed for one year, two members for two years and one member for three years. Members may be eligible for reappointment.

Section 6-3. Vacancies and Replacement

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

- A. A member voluntarily resigns.
- B. A member permanently moves outside the town limits and loses his "elector" status.
- C. A member becomes incapacitated due to health or accident.
- D. A member becomes mentally incompetent.
- E. A member dies.
- F. The Town Council may, by majority vote, remove any member of the Planning and Zoning Board whenever it appears such removal would be in the best interest of the Town.

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

Section 6-4. Organization

The members of the Planning and Zoning Board shall elect from their number a chairman, designate their meeting times and meeting place and shall create their own rules of procedure. An administrative official shall provide secretarial services.

Section 6-5. Quorum

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

Section 6-6. Minutes/records

The board shall keep minutes of its proceedings, showing the vote, the absence or the failure to vote of each member upon each question. 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.

Section 6-7. Planning and Zoning Board Procedures

A. The Planning and Zoning Board shall review requests for building permits for new structures, variances, exterior building modifications, and structural modifications to existing structures, and take approval or disapproval action.

B. The Planning and Zoning Board shall review plans, advise and make recommendations to the Town Council on land use studies, 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.

Section 6-8. Flow process-Planning and Zoning

A. A completed project or development application is placed on the calendar of the Planning and Zoning Board who then reviews the merits and deficiencies at that meeting. If the application is not tabled or sent back to the applicant for further work, it is voted upon with or without conditions and sent to the Town Council.

B. The forwarded application goes on the next Council meeting agenda for approval or denial.

Section 6-9. Hearings

A. The Town Council shall hear and decide appeals from any Variance requirement, decision or determination made by an administrative official or officials charged with the enforcement of any ordinance pertaining to Planning and Zoning decisions.

B. Vote required: The vote of a majority of the members of the Town Council shall be necessary to reverse any requirement, decision or determination of any such administrative official or officials, or to decide in favor of the applicant on any matter upon which it is required to pass under this chapter or to effect any variation of this chapter.

C. Appeals procedures:

1. Any applicant affected by a Variance decision of an administrative officer or officers may appeal the action to the Town Council.

2. The appeal must be taken within ten days of the act or failure to act. The appeal shall be filed with the action officer and a written notice specifying the grounds of the appeal shall be filed with the Town Council.

3. The applicant whose action is appealed shall transmit all papers constituting the record of the action to the Town Council.

4. The Town Council shall fix a reasonable time for the hearing of the appeal, give public notice thereof posted at the Star Valley Ranch Town Hall as well as due notice to the parties in interest, and decide the same within a reasonable time; provided that such hearing shall not be held earlier than seven days after the required notices have been given. The notices shall contain the name of the appellant, a statement of the nature of their request, and the time and place of the hearing.

5. At the hearing, a party may appeal in person or by agent or by attorney.

Section 6-10. Oaths and Witnesses

The Mayor, or in his absence, the Acting Mayor, may administer oaths and compel the attendance of witnesses.

Section 6-11. Open meetings

All meetings of the board shall be open to the public.

State Laws pertaining to planning commissions: W.S. 1977,15-1-512. Also To Authority to combine the planning commission and zoning commission, see W.S. 1977, 15-1-602. As to Zoning, see W.S/ 1977 15-1-601 to 15-1-611. Powers of the board, W.S. 1977, 15-1-608. Cases. For case as to discretion of board in determining violations, see Williams, vs. Zoning Adjustment Board 385 P.2d 730 Wyo. 1963

PASSED ON FIRST READING THIS 12th DAY OF SEPTEMBER, 2006.

Boyd Siddoway, Mayor

Andrew Moffett, Town Clerk

PASSED ON SECOND READING THIS 17th DAY OF OCTOBER, 2006.

Boyd Siddoway, Mayor

Andrew Moffett, Town Clerk

PASSED ON THIRD READING THIS 14th DAY OF NOVEMBER, 2006.

Boyd Siddoway, Mayor

Andrew Moffett, Town Clerk