

**Title 2 Administration**  
**INDEX**

**Chapter 1 Penalties – Violation of Ordinances (Ord. 2007-05; 10/16/2007)**

**Sections:**

**2.01.010 Penalties – Violation of Town Ordinances**

**Chapter 4 Municipal Elections (Ord. 2006-02; 5/15/2006)**

**Sections:**

**2.04.010 General Provisions**

**2.04.020 Concurrent Elections**

**2.04.030 Nominations**

**2.04.040 General Municipal Election**

**2.04.050 Offices and Terms**

**2.04.060 Terms of Office after First Election**

**2.04.070 Special Elections**

**2.04.080 Election Omission**

**Chapter 8 Vacancies, Mayor and Council Members (Ord. 2006-01; 3/11/2006)**

**Sections:**

**2.08.010 Deemed to Exist**

**2.08.020 Procedure for Declaring Vacancy**

**2.08.030 Entitlement to Public Hearing**

**2.08.040 Filling a Vacancy**

**Chapter 12 Appointed Officers – Municipal Judge (Ord. 2007-03; 8/14/2007)**

**Sections:**

**2.12.010 Municipal Judge – Number and Jurisdiction**

**2.12.020 Municipal Judge – Appointment and Compensation**

**2.12.030 Municipal Judge - Bond**

**2.12.040 Municipal Court Costs**

**Chapter 16 Planning and Zoning Board Organization (Ord. 2006-04; 11/15/2006)**

**Sections:**

**2.16.010 Created**

**2.16.020 Appointment**

**2.16.030 Vacancies and Replacement**

**2.16.040 Organization**

**2.16.050 Quorum**

**2.16.060 Minutes/Records**

**2.16.070 Planning and Zoning Board Procedures**

**2.16.080 Flow Process-Planning and Zoning**

**2.16.090 Hearings**

**2.16.110 Oaths and Witnesses**

**2.16.120 Open Meetings**

**Chapter 17 Economic Development Board Organization**(Ordinance 2010-11;  
01/12/2011)

**Sections:**

- 2.17.010 Creation**
- 2.17.020 Appointment**
- 2.17.030 Vacancies and Replacement**
- 2.17.040 Organization**
- 2.17.050 Quorum**
- 2.17.060 Minutes/Records**
- 2.17.070 Economic Development Objectives**
- 2.17.080 Open Meetings**

**Chapter 18 – Natural Resources Board Organization** (Ordinance 2011-07;  
09/13/2011)

**Sections:**

- 2.18.010 Creation**
- 2.18.020 Natural Resource Board Objectives**
- 2.18.030 Appointment**
- 2.18.040 Vacancies and Replacement**
- 2.18.050 Organization**
- 2.18.060 Quorum**
- 2.18.070 Minutes/Records**
- 2.18.080 Open Meetings**
- 2.18.090 Authorities, Regulations, Requirements and Restrictions**

**Chapter 19 – Water Board Organization** (Ordinance 2011-10; 10/11/2011) (3<sup>rd</sup>  
Reading 10-11-11)

**Sections:**

- 2.19.010 Creation**
- 2.19.020 Water Board Objectives**
- 2.19.030 Appointment**
- 2.19.040 Vacancies and Replacement**
- 2.19.050 Minutes/Records**
- 2.19.060 Open Meetings**

## **Chapter 1 Penalties – Violation of Town Ordinances**

**(Ord. 2007-05; 10/2007)**

(Section numbers have been changed to comply with Code Book standard)

### **Section:**

#### **2.01.010 Penalties – Violation of Town Ordinances**

##### **2.01.010: Penalties – Violation of Town Ordinances**

PENALTY, WHERE NOT OTHERWISE PROVIDED: Whenever in any ordinance, resolution or regulation promulgated by any officer or agency of the Town under authority vested in him or it by law or ordinance, any act is prohibited or is declared to be unlawful or an offense or a misdemeanor, or the doing of any act is required, or the failure to do any act is declared to be unlawful or an offense or a misdemeanor, and no specific penalty is provided therefore, the violation of any such provision of any such ordinance, resolution or regulation shall be punished by a fine of not more than seven hundred fifty dollars (\$750.00). Provided however, that the imposition of any such fine shall not bar institution of appropriate legal actions or proceedings by the Town to restrain correct or abate the violation, nor shall the institution of such legal actions or proceedings be deemed a bar to the imposition of such fine. Except as otherwise provided, each day that any violation of any ordinance, resolution or regulation continues shall constitute a separate offense.

## Chapter 4 Municipal Elections

(Ord. 2006-02; 5/2006)

(Section numbers have been changed to comply with Code Book standard)

### Sections:

[2.04.010 General Provisions](#)

[2.04.020 Concurrent Elections](#)

[2.04.030 Nominations](#)

[2.04.040 General Municipal Election](#)

[2.04.050 Offices and Terms](#)

[2.04.060 Terms of Office after First Election](#)

[2.04.070 Special Elections](#)

[2.04.080 Election Omission](#)

### 2.04.010 General Provisions

#### A. Laws governing costs.

Unless otherwise specifically provided, a municipal election shall be governed by laws regulating statewide elections. The municipality holding any election shall pay the actual costs of the election, or an equitably proportioned share of a concurrent election as determined by the county clerk.

#### B. Qualifications of municipal officers.

All municipal offices are nonpartisan, and municipal officers shall be qualified electors residing in the municipality and any ward established under W.S. 22-23-103 or 15-11-105(b).

### 2.04.020 Concurrent Elections

#### A. Conduct; who may vote.

1. Except as provided in W.S. 22-23-202 municipal primary and general elections are held at the same time, in the same manner, at the same polling places, and are conducted by the same precinct officials, using the same poll lists, as the statewide primary and general elections.
2. Only voters residing in precincts within a municipality may vote in its elections.

#### B. Certification and printing of ballot propositions.

A municipal ballot proposition to be voted on at a general election shall be certified by the municipal clerk to the county clerk not less than sixty (60) days before the general election and shall be printed on the municipal ballot by the county clerk unless state law provides otherwise.

### 2.04.030 Nominations

#### A. Municipal officers.

All candidates for municipal office shall be nominated at the municipal primary election. In order to be eligible, a candidate must be a registered voter and a resident of the municipality and ward which he seeks to represent on the day the petition is filed, and shall not be an employee of the municipality. As used in this

section, the term "employee" includes only those persons receiving an hourly wage or salary from a municipality. A person who provides volunteer services to a municipality shall not be considered an "employee" under this section based solely upon coverage under the Wyoming Worker's Compensation Act or other pension, death or disability program.

**B. Filing fee; petition form.**

Not more than ninety-six (96) days and not later than eighty-one (81) days preceding the municipal primary election, each candidate for a municipal office shall pay a nonrefundable filing fee of twenty-five dollars (\$25.00) and sign and file with the municipal clerk a petition in substantially the following form:

THE STATE OF WYOMING

} ss

County of Lincoln

I, ....., the undersigned, swear or affirm that I was born on ....., ....(year), and that I have been a resident of the State of Wyoming since ....., residing at ....., and that I am a registered voter of Election District No. ....., Precinct No. ....., in Ward No. ....., in the Town of Star Valley Ranch, and the State of Wyoming as of the closing of the municipal clerk's

office on the day this petition is filed, do hereby petition and request that my name be printed upon the Official Municipal Primary Ballot at the next primary election as a candidate for the office of ....., I hereby declare that if nominated and elected I will qualify for the office.

Dated: .....

.....(Signature of Candidate)

.....(Residence Address)

**C. Certification of candidates; names on ballots.**

Not later than sixty-eight (68) days prior to the primary election, the municipal clerk shall certify to the county clerk the names of all qualified candidates for nomination at the municipal primary election and the office they seek and shall print the names on the primary election ballot. The number of municipal candidates the voters are entitled to vote for at the primary election is the number of candidates to be elected to municipal offices at the general election.

**D. Ballot form.**

The county clerk shall prepare the municipal primary ballot as provided in W.S. 22-6 for nonpartisan ballots.

**E. Candidates nominated; certificate of nomination.**

The candidates equal to twice the number to be elected to each office who receive the highest number of votes are nominated to run for the office at the next general election and shall be issued a certificate of nomination by the county clerk. A write-in candidate shall not be nominated and shall not be entitled to have

his name printed on the ballot for the next general election unless he received at least three (3) votes.

**F. Vacancies in nomination.**

1. A vacancy in nomination for a municipal office to be filled at a general election occurs if:

(a) A candidate nominated at a primary election declines to accept the nomination, dies, moves his residence from his constituency or becomes disqualified to hold the office for any reason provided by law;

(b) After the primary election there are no nomination applications for the office of mayor or councilman.

2. A vacancy in nomination shall be filled by the municipal clerk notifying the person who received the next highest number of votes at the municipal primary election as shown on the official county canvass, or, if no other candidate exists, the vacancy in nomination may be filled by the governing body of the municipality.

3. Not less than sixty (60) days prior to the general election, the municipal clerk shall certify to the county clerk the names of all qualified candidates who have accepted nomination by write-in vote and those nominated by the governing body and the office they seek. The names shall be printed on the general election ballot.

**2.04.040 General Municipal Election**

**A. Preparation of ballots and voting machine labels; cost.**

The county clerk shall prepare ballots which shall be in substantially the same form as the general election nonpartisan ballot, and voting machine ballot labels for the municipal general election. The name of every candidate legally qualified to appear on the ballot and all municipal ballot propositions to be voted on at the election shall be printed thereon. The cost of preparing the municipal ballots shall be determined by the county clerk and paid by the municipality.

**B. Commencement of term of office.**

The term of office of a person elected at the municipal general election commences on the first Monday in January following the general election.

**C. Constitutional oath required.**

Before entering his duties, a person elected to a municipal office shall sign and file with the city clerk the same constitutional oath of office as county officers.

## **2.04.050 Offices and Terms**

### **Officers of incorporated town; terms; how elected.**

The elective officers of an incorporated town are one (1) mayor and four (4) councilmen. The term of office of mayor and councilman is four (4) years, and until his successor is qualified. They are elected at large.

## **2.04.060 Term of Office after First Election**

### **Councilmen in newly incorporated city or town.**

At the first meeting of the council after the first election in a newly incorporated city or town, two (2) of the councilmen first elected shall be selected by lots to serve four (4) year terms and two (2) to serve two (2) year terms. At each subsequent general election, two (2) councilmen shall be elected to serve a four (4) year term.

## **2.04.070 Special Elections**

### **A. "Special election" defined.**

As used in this article, including W.S. 22-23-801 through 22-23-809, the term "special election" means a municipal election on any question which may legally be submitted to the voters of a municipality other than at a regular municipal primary or general election or an election on the question of whether to incorporate.

### **B. Proclamation; supplementation of advertisement.**

The date of a special election and the location of polling places shall be proclaimed by the governing body of the municipality not more than thirty (30) nor less than fifteen (15) days before the special election. The proclamation shall state the purpose of the election and shall be published at least twice in a newspaper of general circulation in the municipality. The advertisement may be supplemented by the county or municipality as provided by W.S. 22-20-104(b).

### **C. Polling places; election judges.**

The governing body shall designate sufficient polling places to permit convenient voting and shall designate a sufficient number of qualified electors resident in the municipality to serve as judges of election. The judges of election at a municipal special election shall discharge the same duties as the judges of election at a regular statewide election.

### **D. Ballots.**

The municipal clerk shall provide ballots for the special election and shall deliver to each precinct polling place ballots equal in number to the number of electors registered in the precinct plus twenty-five percent (25%).

### **E. Poll lists.**

Precinct poll lists for the special election shall be obtained by the municipal clerk from the county clerk and shall be paid for by the municipality. The municipal clerk shall furnish copies of the precinct poll lists to the judges of election. A copy of the precinct registry list shall be posted at each precinct polling place during the special election.

**F. Entries in and delivery of poll book; elector not on lists.**

The judges of election shall make the same entries in the poll book as are required for statewide elections. Following the election the poll book shall be delivered to the municipal clerk. If the name of a person offering to vote at a special municipal election is not on the poll lists, he may qualify to vote by signing an affidavit and if a judge of election obtains verification from the county clerk as provided in W.S. 22-15-105 and 22-15-106.

**G. Vote count and certification.**

After the polls are closed, the judges of election shall count the vote and certify the result in writing to the municipal clerk.

**H. Canvassing vote; tie vote.**

The governing body of the municipality shall meet not later than three (3) days after the election at the time specified by the mayor to canvass the result of the special election. A tie vote shall be broken by lots cast by the governing body.

**I. Certification of election results.**

The governing body shall certify the result of the special election in writing and immediately post a copy of the certification in the office of the municipal clerk. The municipal clerk shall mail a copy of the proclamation to the county clerk.

**2.04.080 Election Omission**

**Omissions" defined.**

In the event of an "omission", W.S.22-23-101 thru 1007 and W.S.15-11-101 thru 15-11- 205 shall prevail.

## Chapter 8 Vacancies – Mayor or Council Members

(Ord. 2006-01; 5/11/2006)

(Section numbers have been changed to comply with Code Book standard)

### Sections:

[2.08.010 Deemed to Exist](#)

[2.08.020 Procedure for Declaring Vacancy](#)

[2.08.030 Entitlement to Public Hearing](#)

[2.08.040 Filling a Vacancy](#)

### 2.08.010 – Deemed to Exist

A vacancy in the position of a mayor or council members shall be deemed to exist when a majority of the mayor and all elected council members determine that a mayor or council member:

- A. Is no longer a resident of the Town.
- B. Has been convicted of a felony.
- C. Has determined to be insane or mentally incompetent.
- D. Has become disqualified from holding office for any reason specified by law.
- E. Has had his or her term expired when no successor has been elected and qualified.
- F. Has refused to take the oath of office.
- G. Has his or her election voided.
- H. Is convicted of a crime involving moral turpitude or constituting a breach of his or her oath of office.
- I.
  1. has, as determined by a majority of the Town Council, failed to perform his or her duties in the manner necessary to adequately represent the citizens of the Town. For purposes of this section Town council shall be deemed to include the Mayor and council members.
  2. in determining if a mayor or council member has failed to perform his or her required duties, the following shall be deemed as conclusive evidence:
    - (a) 3 or more unexcused or unexplained absences from duly called council meetings during his or her term.
    - (b) being absent from the town for such extended periods of time so as to make it impossible for the mayor or council member be aware of or involved in the business of the Town.

3. Specifically as to determining if a mayor has failed to perform his or her required duties, the Town Council must find that the mayor has failed to assume the superintending control of the officers, employees and affairs of the Town and any other duties required by law.

J. Has died.

K. Resigns.

### **2.08.020 Procedure for Declaring Vacancy**

Procedure for declaring a vacancy shall be as follows:

- A. Upon investigation by the council or its designated official, and a determination of the existence of a copy of a certified copy of an order or a court of competent jurisdiction, a vacancy shall be deemed to exist with respect of 2.08.010 (C) (D) or (G).
- B. The mayor or council member shall be deemed a nonresident and a vacancy therefore to exist as a 2.08.010 (A), when he or she shall have failed to occupy a place of fixed, permanent and customary place of habitation, within the boundaries of the municipality for a period of at least 180 days during each calendar year.
- C. A mayor or council member shall be deemed to have been convicted of a felony, a crime involving moral turpitude, or a breach of his or her oath of office as to 2.08.010 (B) or (H) upon receipt of a certified copy of an order of a court of competent jurisdiction showing a conviction, plea of guilty or plea of nolo contendere.
- D. As to 2.08.010 (J), the death of the mayor or council member shall be evidence by a certificate.
- E. As to 2.08.010 (K), a resignation shall be deemed effective and a vacancy to have occurred as follows:
  1. A mayor or council member desiring to resign from his or her position on the governing body, shall submit a resignation in writing to the municipal clerk specifying the date he or she desires the resignation to be effective, which date shall not be more than thirty (30) days after the postmark date of the letter if mailed, or after the date of delivery to the municipal clerk.
  2. The municipal clerk shall place the question of resignation before the governing body for acceptance or rejection at a special meeting or at the regular meeting next succeeding the postmark date of the letter of resignation or the delivery thereof to the municipal clerk.

3. The resignation may be withdrawn at any time prior to acceptance or rejection by the governing body; provided that a request for withdrawal of a resignation must also be in writing and received by the municipal clerk prior to the agenda day of the special or regular meeting at which the resignation shall be considered.
  4. The resignation, unless withdrawn as stated in (c) above, shall be deemed effective and a vacancy to exist on the date requested by the resigning mayor or council member and/or a date determined by the governing body.
- F. The refusal of the mayor or council member to take the oath of office, as required by law, at the time and place and before the person designated, shall constitute a failure to take the oath as required by 2.08.010 (F) and a vacancy shall be deemed to exist at said time.
- G. Relating to actions taken pursuant to 2.08.010 and 2.08.020, an abstention by any voting member of the governing body shall be considered a no vote.

#### **2.08.030 Entitlement to Public Hearing**

Any person aggrieved by the determination of the governing body on a vacancy shall be entitled to an informal public hearing before the governing body and may be represented by legal counsel, after which the governing body shall confirm, modify or reverse an earlier determination.

#### **2.08.040 Filling a Vacancy**

Once determined to exist, a vacancy shall be filled as follows:

- A. A vacancy may be filled by the governing body by appointment of a temporary successor to serve until a permanent successor is appointed for the remainder of the un-expired term.
- B. Upon the declaration by the governing body that a vacancy exists or will exist, the governing body shall then publicly solicit applications from qualified electors to fill the vacancy, except a vacancy in the office of Mayor, which must be filled by an existing member of the Town Council.
- C. The term "qualified elector" includes every citizen in the United States who is a bona fide resident of the municipality, who has registered to vote and who is at least eighteen years of age. No person is a qualified elector who is a mentally incompetent person or who has been convicted of a felony and whose civil rights have not been reassured or who is otherwise barred from holding office by reason of state or federal law.
- D. The application shall be submitted on a form approved by the governing body which shall require that the applicant submit information establishing applicant's legal qualifications to hold office.

- E. The governing body shall specify a time period for submitting applications and shall then review applications received and may conduct any further review of candidates deemed necessary and, by a majority vote of all members of the governing body, shall appoint a temporary successor.
- F. Should selection of a council member or mayor occur prior to the effective date of the vacancy and the member vacating the seat has resigned, that mayor or council member will be allowed a vote in the selection process for mayor and/or council member successor.
- G. In the event that there is a tie in the vote for Mayor and/or council member the decided vote will be determined by the toss of a coin. To decide as to who is heads and who is tails, the Town Attorney shall put the names in a hat and have one drawn. The one drawn shall be heads with the other one being tails. The attorney shall toss the coin and determine the one to fill the vacancy.

## Chapter 12 Appointed Officers – Municipal Judge

(Ord. 2007-03; 8/14/2007)

(Section numbers have been changed to comply with Code Book standard)

### Sections:

[2.12.010 Municipal Judge – Number and Jurisdiction](#)

[2.12.020 Municipal Judge – Appointment and Compensation](#)

[2.12.030 Municipal Judge - Bond](#)

[2.12.040 Municipal Court Costs](#)

#### **2.12.010: Municipal Judge - Number and Jurisdiction**

Pursuant to Title 5, Chapter 6 of the Wyoming Statutes Annotated the Municipal Court of the Town of Star Valley Ranch (“Town”) shall have one judge with jurisdiction as prescribed by the general laws of the state of Wyoming and by general laws of the Town not inconsistent with state law.

#### **2.12.020: Municipal Judge - Appointment and Compensation**

The Municipal Judge shall be appointed as provided by state law. Compensation shall be established by the Town Council at the time of appointment and, from time-to-time thereafter, as deemed appropriate by the Town Council. The Town Council may, under such terms as the Town Council deems appropriate, employ the Municipal Judge as a Town employee or by contract.

#### **2.12.030: Municipal Judge – Bond**

A bond in the amount of \$5,000 shall be given to the Town by the Municipal Judge and shall be conditioned on the performance of the Judge’s duties in accordance with law and ordinance of the Town including the duty to turn over to the Town all monies collected by him by virtue of his office. The expense of the bond shall be paid by the Town.

#### **2.12.040: Municipal Court Costs**

For each trial before the Municipal Court, court costs shall be imposed in the amount of ten dollars (\$10.00). (Ord. 2010-03; 4, 2010)

## Chapter 16 Planning and Zoning Board Organization

(Ord. 2006-04; 11/15/2006)

(Section numbers have been changed to comply with Code Book standard)

### Sections:

[2.16.010 Created](#)

[2.16.020 Appointment](#)

[2.16.030 Vacancies and Replacement](#)

[2.16.040 Organization](#)

[2.16.050 Quorum](#)

[2.16.060 Minutes/Records](#)

[2.16.070 Planning and Zoning Board Procedures](#)

[2.16.080 Flow Process-Planning and Zoning](#)

[2.16.090 Hearings](#)

[2.16.110 Oaths and Witnesses](#)

[2.16.120 Open Meetings](#)

### **2.16.010 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.

### **2.16.020 Appointment**

#### A. Regular Members

The five “regular” members of the Planning 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. (Ord. 2008-04; 6/17/2008)

#### B. Alternate Member

A special sixth member, known as the “alternate” member of the Planning 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. Member may be eligible for reappointment. The alternate member will have all of the responsibilities and duties of a regular member, except voting will be limited to those situations where the number of regular members present is less than five. The minimum number of P&Z board members present, for quorum requirements at a P&Z Board meeting, remains 3 with the “alternate” member’s attendance counting if necessary. (Ord. 2008-04; 6/17/2008)

### **2.16.030 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.

**2.16.040 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.

**2.16.050 Quorum**

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

**2.16.060 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.

**2.16.070 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. (Ord. 2009-07; 1/1/2010)
- 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. (Ord. 2009-07; 1/1/2010)
- 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.

#### **2.16.080 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.

#### **2.16.090 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.

**2.16.110 Oaths and Witnesses**

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

**2.16.120 Open Meetings**

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

**Chapter 17 Economic Development Board Organization  
(Ord. 2010-11; 1/12/2011)**

**Sections:**

[2.17.010 Creation](#)

[2.17.020 Appointment](#)

[2.17.030 Vacancies and Replacement](#)

[2.17.040 Organization](#)

[2.17.050 Quorum](#)

[2.17.060 Minutes/Records](#)

[2.17.070 Economic Development Objectives](#)

[2.17.080 Open Meetings](#)

**2.17.010 Creation**

There is hereby created an Economic Development Board for the Town of Star Valley Ranch, which shall consist of five regular members, the majority of whom shall be qualified electors of Star Valley Ranch and shall serve without compensation.

**2.17.020 Appointment**

A. Regular Members

The five "regular" members of the Economic Development 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. Advisory Members

Special advisory members of the Economic Development 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. Members may be eligible for reappointment. Advisory members will be appointed based on special skills, knowledge or experience and agree to assist the regular members.

**2.17.030 Vacancies and Replacement**

A vacancy in the Economic Development Board will be deemed to exist if one of the following situations occurs:

A. A member voluntarily resigns.

B. A member becomes incapacitated due to health or accident.

C. A member becomes mentally incompetent.

D. A member dies.

- E. The Town Council may, by majority vote, remove any member of the Economic Development 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.

#### **2.17.040 Organization**

The Mayor with the consent of the Council shall appoint a chairman, the Board will designate their meeting times, meeting place and shall create their own rules of procedure.

#### **2.17.050 Quorum**

Three regular members of the Economic Development Board present at a scheduled meeting shall constitute a quorum.

#### **2.17.060 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.

#### **2.17.070 Economic Development Objectives**

- A. The Economic Development Board shall determine, to the best of their abilities, a priority list of destination type business that should be able to sustain reasonable profitability in the general location of the Town's commercial area.
- B. The Economic Development Board shall investigate and recommend to the Town Council incentives that most likely would attract such businesses as identified in "A" above to the Town.
- C. The Economic Development Board shall also determine, to the best of their abilities, the need and potential positive effect on our potential commercial base of either an educational or a training facility.

#### **2.17.080 Open Meetings**

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

## Chapter 18 Natural Resource Board Organization

(Ord. 2011-07; 9/13/2011)

### Sections:

[2.18.010 Creation](#)

[2.18.020 Natural Resource Board Objectives](#)

[2.18.030 Appointment](#)

[2.18.040 Vacancies and Replacement](#)

[2.18.050 Organization](#)

[2.18.060 Quorum](#)

[2.18.070 Minutes/Records](#)

[2.18.080 Open Meetings](#)

[2.18.090 Authorities, Regulations, Requirements and Restrictions](#)

### **2.18.010 Creation**

There is hereby created a Natural Resource Board for the Town of Star Valley Ranch, which shall consist of five regular members, the majority of whom shall be qualified electors of Star Valley Ranch and shall serve without compensation.

### **2.18.020 Natural Resource Board Objectives**

- A. The Natural Resource Board shall promote and protect the public health, safety, and general welfare of the citizens of the Town of Star Valley Ranch by providing advice and guidance on the planting, maintenance, and removal of trees, shrubs, and other plants within the town.
- B. The Natural Resource Board shall provide advice and counsel to Citizens of the Town of Star Valley Ranch related to the management of vegetation on private property.
- C. The Natural Resource Board shall also provide advice and counsel to the citizens and the Town of Star Valley Ranch related to the management of other natural resources including soil, water, wildlife, noxious weeds and wildland fire preparedness.

### **2.18.030 Appointment**

- A. Regular Members: The five "regular" members of the Natural Resource 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.
- B. Advisory Members: The Chairman of the Natural Resources 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.

#### **2.18.040 Vacancies and Replacement**

A vacancy in the Natural Resource Board will be deemed to exist if one of the following situations occurs:

- A. A member voluntarily resigns.
- B. A member becomes incapacitated due to health or accident.
- C. A member becomes mentally incompetent.
- D. A member dies.
- E. The Town Council may, by majority vote, remove any member of the Natural Resources 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.

#### **2.18.050 Organization**

The Mayor with the Council's consent and approval shall appoint a chairman. The Board will designate their meeting times, meeting place and shall create their own rules of procedure.

#### **2.18.060 Quorum**

Three regular members of the Natural Resource Board present at a scheduled meeting shall constitute a quorum.

#### **2.18.070 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.

#### **2.18.080 Open Meetings**

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

#### **2.18.090 Authorities, Regulations, Requirements and Restrictions**

- A. The Natural Resource Board shall inventory, study, investigate, council, develop and administer a written Vegetation Management Plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. The plan will be reviewed and updated annually.

- B. The Natural Resource Board will encourage citizens of the Town of Star Valley Ranch to follow the recommendations found within the Vegetation Management Plan.
- C. This ordinance provides the Town of Star Valley Ranch authority over all trees, plants and shrubs located within street rights-of-way, parks and public places of the Town; and to trees, plants and shrubs located on private property that constitute a hazard or threat to public safety.

## Chapter 19 Water Board Organization

(Ord. 2011-10; 10/11/2011)

### Sections:

[2.19.010 Creation](#)

[2.19.020 Water Board Objectives](#)

[2.19.030 Appointment](#)

[2.19.040 Vacancies and Replacement](#)

[2.19.050 Minutes/Records](#)

[2.19.060 Open Meetings](#)

### **2.19.010 Creation**

There is hereby confirmed the creation and continuation of a Water Board for the Town of Star Valley Ranch which shall consist of a minimum of 5 regular members, the majority of whom shall be qualified electors of Star Valley Ranch and shall serve without compensation.

### **2.19.020 Water Board Objectives**

- A. The Water Board shall promote and protect the public health, safety, and general welfare of the citizens of the Town of Star Valley Ranch by providing advice, guidance and recommendations on water shortage or emergency conditions.
- B. The Water Board shall provide analysis, advice, guidance and recommendations to the Town in the review and selection of options and alternatives in the monitoring, development and expansion of our culinary water system.

### **2.19.030 Appointment**

- A. Regular Members: The “regular” members of the Water 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.
- B. Chairman: The chairman of the Water Board will be the Councilman assigned to the Public Works Department. A co-chairman may be assigned.
- C. Advisory Members: The Chairman of the Water 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.

### **2.19.040 Vacancies and Replacement**

A vacancy in the Water Board will be deemed to exist if one of the following situations occurs:

- A. A member voluntarily resigns.
- B. A member becomes incapacitated due to health or accident.
- C. A member becomes mentally incompetent.
- D. A member dies.
- E. The Town Council may, by majority vote, remove any member of the Natural Resources 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.

**2.19.050 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 any official actions.

**2.19.080 Open Meetings**

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