

TOWN OF BASIN
Council Meeting - Regular
Tuesday, November 12, 2013
Town Hall Council Chambers @ 7 PM

Call to Order Regular Session
Pledge of Allegiance
Roll Call
Agenda Review and Approval
Mayor's Recognition and Announcements

1. **Consent Agenda:** All items under the consent agenda will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.
 - a. Approve Minutes: Regular Meeting 10/8/13*, Special Meeting 10/23/13*. Special Meeting 11/5/13*
 - b. General Ledger Statement YTD 10/31/13*
 - c. Municipal Court Report*
 - d. Vouchers \$231,959.27 + Payroll Gross \$47,665.14 GT=\$279,624.41*
 - e. Delinquent/Aging: \$165,046.18 (30 Days/Current) \$39,304.67(60 Days) \$6,133.46 (90 days+) as of November 8th, 2013.
2. **Public Comments:** The Town Council welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person. No action will be taken on public comments at this meeting.
 - a. Legion Post 29
3. **Public Hearing:**
 1. 2013 Flush Tank Replacement Bid Opening
4. **Committees/Commissions/Departments**
 - a. Jim Reilly-2012/2013 Audit Report
 - b. Planning & Zoning Commission:
 - i. Minutes of October 29, 2013; Bill Stoelk
 - ii. Vacancy/Appointment
 - c. REPORTS:
 - i. Water: Big Horn Regional JPB & South Big Horn JPB, Phil Julliard
5. **Conduct of Business**
 - a. ORDINANCE 626: Flood Prevention
2nd Reading
 - b. ORDINANCE 620: Title 12 Subdivisions
1st Reading
 - c. Resolution 2013-1112-1: Land use Matrix
 - d. Zoning Map Discussion

- a. North Hwy 20 Annexation/WYDOT, Kent Richins
- b. Potential Paving Project Costs (B-Street)– Sherman Allred
- c. Update on SLIB Grant Application - RFP
- d. Electric Loop Feed Project Update, Stacey Leshner
- e. Update on Charter/Cable One Franchise Agreement & Pole Attachment Agreement
- f. Crescent Drive Sewer Project, Sherman Allred
- g. Economic Development Roundtable Meeting, Tentative Date 1/10/14
- h. Town Facilities (Town Hall, Annex, Chamber), estimate of Appraisal Costs
- i. New School Facilities
- j. Old Bus Barn Lot
- k. LGLP Request for Vote
- l. Building Permit(s):
 - 1. Edith Webb-710 South 5th-New Windows
 - 2. Dave&Delane Cook-810 S 7th-Garage, misc
 - 3. Reg Henderson-13 Willow Drive-Roof Replacement
 - 4. Archie Crichton- 105 S 9th-Roof Replacement
 - 5. Nathan Lind-462 N 6th-Roof Replacement
 - 6. Rowan Hartman-8 Big B Drive-Roof Replacement
 - 7. BHC School District #4-217 S 4th-Demolish Vacant Building

6. Matters from Staff Members or Council Members, Roundtable

- a. Electric Monthly Summary Report, October 2013
- b. Water Monthly Summary Report, October 2013
- c. Public Works Summary Report, October 2013
- d. Administrative Summary Report, October 2013
- e. Law Enforcement Summary Report, October 2013
- f. Safety Committee Report, Steve Vanderploeg
- g. On-Call Pay

Upcoming Meetings:

Tuesday, December 10, 2013 @ 7 pm – Regular Town Council Meeting

Other Meetings:

Tuesday, November 26, 2013 @ 7 pm – Planning Commission

- Attached Documents

TOWN OF BASIN
Council Meeting – Regular Minutes
Tuesday, October 8, 2013
Town Hall Council Chambers @ 7:00 PM

A Regular Meeting of the Town of Basin Council was held in the Council Chambers of the Town Hall in Basin, Wyoming on Tuesday, October 8, 2013 at 7:00 PM.

Council Members present: **Mayor Amy Kania, Dave Cooper, Bill Stoelk, Phil Juillard, and Lyle King.**

Also present were Karla Pomeroy, Town Engineer Sherman Allred, Stacey Leshner, Steve Vanderploeg, Town Attorney Kent Richins and Mark Schlattman.

The Meeting was called to order at 7:00 PM.

Lyle King made the motion and Dave Cooper seconded to approve the consent agenda: Minutes for the Special Meeting 9/10/13, Regular Council Meeting 9/10/13, and Special Meeting 9/17/13; 2) September 2013 Financials; 3) Vouchers \$188,699.64 + Payroll Gross \$51,224.57 GT=\$239,924.21 4) Delinquent Accounts: \$192,585.48 (30 days-Current), \$33,918.86 (60 days), \$7,480.40 (90 days) as of 10/4/13. The vote to approve the Consent Agenda was unanimous.

Mayor Kania read Proclamation 101013: Declaring the month of November as Poppy Month and that November 1st, 2013 will be Poppy Day.

Roger Stickney addressed the Council regarding sidewalk removal. Mr. Stickney would like to remove the dead end sidewalks that are adjacent to his property. Bill Stoelk made a motion to approve the removal, Phil Juillard seconded the motion and the vote was unanimous.

Public hearing: Raw Water SCADA System. Mayor Kania opened the Public Hearing at 7:08 PM. IN-Control previously quoted the project. One bid for the project in the amount of \$50,232.00 came in from IN-Control. This is the company that can tie into the existing PW SCADA. The bid was not clear on installation and no warranty information was listed. Phil Juillard made a motion to table this Bid until clarifications are received, Bill Stoelk seconded, and the vote carried unanimously. Public Hearing closed at 7:19 PM.

Crescent Drive Sewer Project: Mark Schlattman was there as a homeowner and he expressed his opinion and some concerns about the ongoing project. This project discussion will be brought back to the November Council Meeting. Kent Richins shared some concepts with the Council. Mayor Kania directed Sherman to come back with a budget for the new proposed route and to meet with the land owners to discuss the agreement Kent Richins was to draft.

The Council received and reviewed the minutes from the September 24, 2013 Planning and Zoning Commission meeting.

Phil Juillard stated there was nothing new to report on behalf of the Big Horn Regional JPB & South Big Horn JPB.

The Mayor updated the Council on the Big Horn Transportation Authority.

ORDINANCE 626: Flood Prevention: 1st reading, Model ordinance from FEMA; Federal register. If the TOB wants to stay in the Flood Insurance program, they have to adopt an Ordinance as such by February 15, 2014.

LGLP-nominations: It was recommend that the meeting move on with no nominations

MEAN SPP Settlement Agreements. Phil Juillard made a motion to do the five year option, Lyle King seconded and the vote carried with a unanimous vote.

Zoning map discussion: Letters were sent to the affected property owners and also the owners located 140 feet from a proposed zone change. There will be a Public Hearing on November 5, 2013 at the Town of Basin Town Hall.

North HWY 20 Annexation/WYDOT: Kent Richins and Sherman will be working on the legal description, the petition and a resolution for the November meeting.

Potential Paving Project Costs (B-street): Sherman did not have any estimates. This will be tabled until the Nov. Meeting.

Update on SLIB Grant Application-RFP: All deadlines were met.

Electric Loop Feed Update: Stacey Leshner gave an update about the contact he has had with Prime Power.

Lamax subdivision: The Mayor updated the Council on the meeting she had with Jack Nauman and Sherman as the engineer for Lamax.

Update on Charter/Cable One Franchise agreement & Pole Attachment Agreement: Mayor Kania gave an update on the status of the franchise agreement and she is waiting to hear back from Charter.

Sewer Main near 8th and C Street: Raffle talked to Mayor, there is a preexisting elevation problem and this needs to be moved up to a project line and budgeted for. We are not aware of the severity of this right now. Steve will be keeping an eye on this and will work with Sherman to budget next year.

Economic Development: In the budget session we set aside money, but never came to consensus on this money. Audra Crouse from SSB has offered to host a luncheon to find out the interest in the Town of Basin developing an Economic Development Board. There was one once. November the 8th is tentatively the time set aside for the meeting.

Town Hall: Lyle King made a motion authorizing the Mayor to proceed with obtaining a market value and/or appraisal estimated cost for both properties, Dave Cooper will second if they are going to be done separately. Lyle made a motion to amend his first motion adding the appraisals shall be done separately and to add the Chamber building to obtain an estimate on that also; Dave Cooper seconded his first motion including both amendments to the motion. The vote was unanimous.

Homeland security Grant Program: Chris Kampbell spoke in regards to an estimated \$4,400.00 from Homeland Security to subsidize some Police Department expenses. Phil Juillard made a motion to sign the documents accepting the funding, Lyle King seconded and the vote was unanimous.

Building Permit(s):

1. Penny & Ricky Cooley, 208 South 6th, Fence/Home
2. Victor & Margaret Staley, 809 S 7th St, Fence
3. Chris Kampbell, 616 West D, Sidewalk
4. Don Russell, Big Horn Court Apartments, Sidewalks
5. Music Note Bean, 205 Myrtle-Mill/Facility utilities
6. Wyoming Gas, Install utilities between 2nd & 3rd Streets

Phil Juillard made the motion to approve all the permits as requested, Bill Stoelk seconded the motion. The vote was unanimous.

The Council reviewed the Department Summaries. Dave Cooper requested a proposal for on-call pay from the Department Heads.

There being no further business to discuss, Phil Juillard made the motion to adjourn the meeting at 9:17 PM and Bill Stoelk seconded. The motion carried with a unanimous vote.

Amy Kania Mayor

Danielle Chapman Clerk/Treasurer

TOWN OF BASIN-Council/Special Meeting
Wednesday, October 23, 2013
Town Hall Council Chambers @ 6:30 PM

The Meeting was called to order at 6:37 PM

Roll Call: **Mayor Amy Kania, Council Members: Lyle King, Bill Stoelk and Dave Cooper. Absent: Lyle King and Bill Stoelk**
Also Present: Clerk/Treasurer Danielle Chapman, Karla Pomeroy, Lily Kania, Mike Dellos and John Kurtti with In-Control

Mayor Kania stated the purpose for the meeting was to review the SCADA bid with John Kurtti from In-Control. He put in the only bid during the bid process and he was here to answer any questions that the Council may have.

Mr. Kurtti went through the bid and explained the warranty, the contract length and the technical support that it includes. Lyle King made the motion to approve the bid from In-Control in the amount of \$50,232.00 and the terms as stated in the letter from Mr. Kurtti, Dave Cooper seconded and the vote was unanimous.

There being no further business to discuss, Dave Cooper made the motion to adjourn the meeting at 7:08 PM, Lyle King seconded and the motion carried with a unanimous vote.

Amy Kania, Mayor

Danielle Chapman, Clerk/Treasurer

TOWN OF BASIN, SPECIAL MEETING MINUTES-Public Hearing
Tuesday, November 5, 2013
TOWN HALL COUNCIL CHAMBERS @ 7:00 PM Moved to the BCAC

- ❑ Call to Order @ 7:00 pm @ BCAC
- ❑ Roll Call: **Mayor Kania, Dave Cooper, Bill Stoelk, Phil Juillard and Lyle King**

Also Present: Dave and Carol Blakeman, Todd and Deb Clifford, Del Atwood, Jack Nauman, Dean Grouns, Charlene Anderson, Christina Anderson, Jonathan Wright, John Vanlandingham, Don Russell, Jeff Umphlett, Stefan Harper, Craig Jones, Mandy Zapata, CJ Duncan, Karla Pomeroy and Clerk/Treasurer Danielle Chapman.

Mayor Kania stated the purpose of the Special Meeting was to hold a public hearing regarding the Proposed Zoning map for the Town of Basin

Public Hearing:

1. Purposed Zoning map for the Town of Basin

Del Atwood from Atwood Funeral Home spoke out regarding the permitted uses verses the current purposed interim used as stated in the matrix. He requested the Council reevaluate this decision.

Todd Clifford, from Valley Hardware, requested more information on the zoning Matrix and that the Council reconsider the “appliances” zone. Todd also had concerns with permitted vs. interim. Todd stated some concerns he had being changed from Commercial to Downtown.

Dave Blakeman, 524 Hwy 20 South, it is currently mixed agricultural and would like to be rural residential and not just residential.

Charlene Anderson, 717 Hart Ave, would like to remain commercial.

Dean Grouns, 850 Hart Ave would like to remain as Rural Residential.

Deb Clifford, Valley hardware, expressed concerns regarding the zoning matrix.

Greyco investments, apartments, wrote a letter and requested that their purposed zone change not be passed or accepted, the land should remain as currently stated

Jack Nauman would like to remain Mixed Agricultural.

Don Russell, who owns a business and properties in the purposed Downtown Zone, would like to see the matrix have more traditional uses then going to the restrictive ones purposed.

Jeff Umphlett, on behalf of the REA, stated he would like clarification on the setbacks for the purposed zone. REA is requesting to have the property South of South Street to be zoned Mixed Use.

Christina Anderson, 218 Wyoming, would like to be Mixed Use instead of Railroad Residential.

Stefan Harper, Harpers Service Center, questioned the purpose of interim use and would like to see a better definition, but is requesting to stay with permitted use and not interim.

Jonathan Wright, 218 Wyoming, would like to request this property be zoned as Mixed Use.

Dan Anders, Saam Vet Clinic, asked some questions to understand his current and purposed zoning.

Bill Stoelk read a letter from Mr. and Mrs. Gunderson, who would like to remain zoned as they are currently.

Craig Jones, Basin Pharmacy, requesting permitted use also for his downtown properties.

Todd-land use matrix would like to be able to sell appliance in the downtown area.

Jeff Umphlett, on behalf of the REA, requested that all setbacks be waived for the REA properties and also other commercial zones.

Mayor Kania thanked everyone for coming out. She also stated that she will be asking Council, at the Regular November Meeting that the comments received from this hearing be put in writing and forwarded to the P&Z for review and recommendation.

There being no further business to discuss, Phil Juillard made a motion to adjourn the Special Meeting at 8:47 PM, Dave Cooper seconded and the motion carried with a unanimous vote.

Amy Kania, Mayor

Danielle Chapman, Clerk/Treasurer

Town of Basin
Revenue & Expenditures Summary Allocation
FY 2013-14

	CURRENT YEAR						
	FY 2009-10 ACTUAL	FY 2010-12 ACTUAL	FY2011-12 ACUTAL	FY2012-13 ACTUAL	BY2013-14 BUDGET	BY13-14 ACTUAL	33% YTD
REVENUES							
TOTAL GENERAL FUND	558,678	692,335	623,595	612,157	615,567	213,782	35%
TOTAL CAPITAL FUND	1,480,390	1,527,753	379,996	218,600	188,743	332,129	152%
TOTAL STREET PROJECTS	165,562	188,039	235,497	212,376	187,366	80,418	38%
Total Electric	1,319,750	1,222,486	1,379,570	1,942,389	2,007,982	518,710	27%
Total Purified Water	278,152	290,789	324,591	324,393	541,173	116,471	36%
Total Raw Water	59,338	95,177	102,176	88,213	262,802	3,720	4%
Total Sewer	106,680	113,403	116,293	100,170	365,100	38,907	39%
Total Garbage	182,951	249,561	241,899	225,091	204,568	66,445	30%
Total Mosquito	26,549	71,016	3,112	17,890	18,436	3,687	21%
TOTAL ENTERPRISE	1,973,420	2,042,432	2,167,640	2,698,147	3,400,061	747,939	28%
Total Debt Services	43,250	45,683	41,617	42,124	36,200	4,684	11%
Total Residential Relending P	-	-	-	-	1,019	-	-
Total Internal Service Funds	259,000	300,250	293,027	255,294	256,000	65,211	26%
Sub-Total Revenues	4,480,300	4,796,492	3,741,371	4,038,698	4,683,937	1,444,163	36%
Less Intergovernmental	(419,000)	(647,724)	(364,827)	(255,086)	(421,675)	(65,211)	26%
Less Agency Funds	(394,922)	(243,016)	(16,046)	(100)	-	(193)	193%
Less Relending RESERVED	-	-	-	-	(1,019)	-	-
TOTAL AVAILABLE RESOURCE	3,666,378	3,905,753	3,360,498	3,783,512	4,261,243	1,378,759	36%
EXPENSES							
TOTAL GENERAL FUND	599,561	560,723	559,343	787,755	651,602	174,405	22%
TOTAL CAPITAL FUND	1,447,559	1,544,430	318,721	348,710	310,197	10,063	3%
TOTAL STREET PROJECTS	94,206	179,334	83,429	141,160	395,163	49,941	35%
Total Electric	1,265,577	1,139,586	1,333,690	1,817,621	1,999,316	445,556	25%
Total Purified Water	285,762	287,118	317,810	342,637	560,225	105,555	31%
Total Raw Water	64,933	61,769	113,199	75,991	262,715	34,968	46%
Total Sewer	103,034	101,173	126,239	117,339	431,439	35,366	30%
Total Garbage	197,296	326,476	288,208	211,014	204,121	54,503	26%
Total Mosquito	1,655	24,344	33,019	15,128	18,540	2,804	19%
TOTAL ENTERPRISE	1,918,257	1,940,464	2,212,163	2,579,730	3,476,356	678,752	26%
Total Debt Services	55,000	55,000	108,120	54,973	35,000	29,109	53%
Total Residential Relending P	-	-	-	-	1,000	-	#DIV/0!
Total Internal Service Funds	246,092	307,649	237,540	243,600	260,100	65,648	27%
Sub-Total Expenditures	4,360,675	4,587,600	3,519,317	4,155,928	5,128,418	1,007,918	24%
Less Intergovernmental	(419,000)	(582,724)	(293,027)	(255,086)	(421,675)	(63,768)	25%
Less Agency Funds	(382,738)	(242,995)	(17,944)	-	-	-	#DIV/0!
Less Relending RESERVED	-	-	-	-	-	-	-
TOTAL EXPENDITURES	3,558,938	3,761,882	3,208,345	3,900,842	4,706,743	944,150	24%
NET PROFIT(LOSS)							
TOTAL GENERAL FUND	(40,884)	131,612	64,252	(175,598)	(36,035)	39,377	
TOTAL CAPITAL FUND	32,831	(16,677)	61,275	(130,109)	(121,454)	322,065	
TOTAL STREET PROJECTS	71,356	8,705	152,067	71,216	(207,797)	30,477	
Total Electric	54,173	82,900	45,881	124,769	8,666	73,154	
Total Purified Water	(7,609)	3,671	6,781	(18,244)	(19,052)	10,916	
Total Raw Water	(5,595)	33,408	(11,023)	12,222	88	(31,248)	
Total Sewer	3,646	12,231	(9,946)	(17,169)	(66,339)	3,540	
Total Garbage	(14,345)	(76,915)	(46,308)	14,077	447	11,942	
Total Mosquito	24,894	46,672	(29,907)	2,762	(104)	884	
TOTAL ENTERPRISE	55,163	101,968	(44,523)	118,417	(76,295)	69,187	
Total Debt Services**	(11,750)	(9,317)	(66,504)	(12,849)	1,200	(24,425)	
Total Relending Debt Service	-	-	-	-	19	-	
Total Internal Service Funds	12,908	(7,399)	55,487	11,693	(4,100)	(437)	
Sub-Total Profit (Loss)	119,625	208,892	222,055	(117,231)	(444,481)	436,245	
*Less Intergovernmental	-	(65,000)	(71,800)	-	-	(1,443)	
Less Agency Funds	12,184	21	(1,898)	(100)	-	(193)	
Less Relending RESERVED	-	-	-	-	-	-	
NET AVAILABLE RESOURCE	131,809	143,913	148,357	(117,331)	(444,481)	434,609	-370%

2013

Docket #	Citation #	Name	Address	Offense	Ca/CK	Fine	Court Fee	Jail/ Rest.
6.13.14	88289G	Grisham William	Basin	No Ins/No Reg/Stop Sign- pymt	ca	68.00		
8.13.21	88212G	Vollan, Johnathan	Basin	Speeding 38/30- pymt	ca	32.00		
9.13.23	88439G	Gorgol, Daniel	Cody	Speeding 40/30-NRVC	ck	110.00	10.00	
10.13.3	88484G	Pulvermacher, Ethan	Baltimore, OH	Speeding 45/30	ck	130.00	10.00	
9.13.58	88220G	Murphy, Donald	Warrensburg, MD	Speeding 42/30	ck (MO)	98.00	10.00	
10.12.35	88133G	Rios, Adam	Worland	Expired D.L.- BW	ck	60.00	10.00	
10.12.36	88134G	Rios, Adam	Worland	Failed to Stop @ StopSign-BW	ck	110.00	10.00	
10.12.37	88135G	Rios, Adam	Worland	Failed to Stop @ StopSign-BW	ck	110.00	10.00	
10/7/2013		Deposit		\$ 778.00		718.00	60.00	-
11.13.1	88403G	Eissinger, Gerald	Circle, MT	Speeding 40/30	ck	90.00	10.00	
8.13.12	88389G	Munoz, Brenda	Greybull	No Ins/No Reg/Stop Sign- LAST PYMT	ck	140.00	30.00	
5.13.25/	88205G			School bus/Public Drunkeness-pymet	ck	90.00	10.00	
10.13.80	88223G	Lancaster, Brittnay	Basin		ck	90.00	10.00	
9.13.8	88365G	Hayes, Heather	Paris, MO	Speeding 38/30- pymt	ck	80.00		
10/14/2013		Deposit		\$ 450.00		400.00	50.00	-
10.13.16	88468G	Gilbert, Rebecca	Calabasa, CA	Speeding 47/30	ck (MO)	118.00	10.00	
10.13.10	88346G	Stubbs, Bobby Jr.	Cody	Speeding 41/30	ck (MO)	94.00	10.00	
10.13.9	88345G	Roper, Lorissa	Lehi, UT	Speeding 41/30	ck	94.00	10.00	
10.13.12	88489G	Shaw, John	Worland	Speeding 43/30	ck	122.00	10.00	
10.13.11	88347G	McKim, Donald	Manderson	Speeding 40/30	ck	90.00	10.00	
10/21/13		Deposit		\$ 568.00		518.00	50.00	-
9.13.27	88451G	Brunet, Julien	Fayetteville, NY	Speeding 48/30-Stipulated Order down to Cracked Windshield	ck	290.00	10.00	
7.13.4	88333G	Eaton, Kayla	Greybull	No Insurance	TOB Ck	20.00		
10.13.18	88467G	Ross, Newell	Foreman, AR	Speeding 41/30	ck	94.00	10.00	
10.13.6	88487G	Katzen, Zoe	Providence, RI	Speeding 62/30	ck	440.00	10.00	
9.13.57	88219G	Starzinski, Veronica	Maplewood, MN	Speeding 55/30-NRVC	ck	210.00	10.00	
10/28/2013		Deposit		\$ 1,094.00		1,054.00	40.00	-
				Subtotals		2,690.00	200.00	-
Grand Total					\$	2,890.00		

hereby certify the above is true and correct record of the earnings from each case listed and those earnings have been paid into the Town Treasury.

Teri Thon
Municipal Court Clerk

W.S. Duncan
Municipal Court Judge

Basin Municipal Court

209 South 4th Street
PO Box 599
Basin, WY 82410
307-568-3331

2013 Citations

Month	# of Citations Issued	Total Amount Received	Fines	<i>Paid by Credit Card</i>	Dog Fines	Court Fee	Jail/Dog Impound	Resitution	Parking
<i>Jan</i>	20	\$ 2,373.23	2,173.23	312.00	-	200.00	-	-	61.00
<i>Feb</i>	8	\$ 1,443.00	1,323.00	-	-	120.00	10.00	-	-
<i>March</i>	9	\$ 1,129.00	824.00	228.00	-	30.00	75.00	200.00	-
<i>April</i>	6	\$ 1,067.87	814.87	100.00	-	50.00	-	205.00	-
<i>May</i>	28	\$ 3,130.00	2,840.00	443.00	-	290.00	-	-	-
<i>June</i>	29	\$ 1,807.00	1,642.00	-	-	165.00	-	-	-
<i>July</i>	34	\$ 4,273.00	3,922.00	548.00	-	351.00	-	-	-
<i>Aug</i>	42	\$ 3,669.00	3,299.00	110.00	-	320.00	-	50.00	-
<i>Sept</i>	71	\$ 7,721.00	7,161.00	1,497.00	-	560.00	-	-	-
<i>Oct</i>	21	\$ 2,890.00	2,690.00	20.00	-	200.00	-	-	-
<i>Nov</i>									
<i>Dec</i>									
Total	268	\$ 29,503.10	\$ 26,689.10	\$ 3,258.00	\$ -	\$ 2,286.00	\$ 85.00	\$ 455.00	\$ 61.00

Monthly Average
\$ 2,950.31

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/13	11/08/2013	38046	1003	ALSCO	1021310	159.00
11/13	11/08/2013	38047	1286	ATCO MANUFACTURING COMPANY	1021310	287.50
11/13	11/08/2013	38048	1676	B/H CO. SOLID WASTE DIST.	1021310	7,266.48
11/13	11/08/2013	38049	1380	BASIN REPUBLICAN RUSTLER	1021310	756.00
11/13	11/08/2013	38050	1675	BIG HORN CO. TREASURER	1021310	18,354.22
11/13	11/08/2013	38051	1620	BIG HORN CO-OP MARKETING	1021310	2,516.26
11/13	11/08/2013	38052	1670	BIG HORN COUNTY JAIL	1021310	900.00
11/13	11/08/2013	38053	1890	BIG HORN REGIONAL JOINT POWERS	1021310	9,379.84
11/13	11/08/2013	38054	5160	BLUE CROSS BLUE SHIELD OF WY	1021310	11,806.62
11/13	11/08/2013	38055	2005	BORDER STATES ELECTRIC SUPPLY	1021310	2,165.50
11/13	11/08/2013	38056	2110	CASELLE INC.	1021310	363.00
11/13	11/08/2013	38057	2127	CASPER STAR TRIBUNE	1021310	210.60
11/13	11/08/2013	38058	2100	CHIEF SUPPLY	1021310	140.16
11/13	11/08/2013	38059	2210	CLARK SAFETY	1021310	102.30
11/13	11/08/2013	38060	2382	COVALL, STEPHEN	1021310	140.28
11/13	11/08/2013	38061	2414	CRUM ELECTRIC	1021310	455.60
11/13	11/08/2013	38062	2541	DIVERSIFIED INSPECTIONS	1021310	924.26
11/13	11/08/2013	38063	2600	DONNELL & ALLRED INC.	1021310	9,747.48
11/13	11/08/2013	38064	2784	ENVIRONMENTAL COMPLIANCE SOL.	1021310	995.00
11/13	11/08/2013	38065	2806	FIELDER, MICHAEL	1021310	300.00
11/13	11/08/2013	38066	1463	GREAT-WEST TRUST CO., LLC	1021310	852.00
11/13	11/08/2013	38067	3337	HARPERS SERVICE CENTER	1021310	15.00
11/13	11/08/2013	38068	3470	HOFFMAN, RANA	1021310	227.00
11/13	11/08/2013	38069	3511	HSA BANK	1021310	100.00
11/13	11/08/2013	38070	3480	HULLINGER, AUTUMN	1021310	131.19
11/13	11/08/2013	38071	3580	INTER-MOUNTAIN LABORATORIES	1021310	663.00
11/13	11/08/2013	38072	3631	JOINT POWERS BOARD	1021310	8,100.00
11/13	11/08/2013	38073	3629	JULSON ENTERPRISES, LLC DBA	1021310	50.00
11/13	11/08/2013	38074	4403	KENT A. RICHINS	1021310	1,450.00
11/13	11/08/2013	38075	3665	KETCHUM MANUF. CO. INC.	1021310	111.60
11/13	11/08/2013	38076	3723	LAIRD SANITATION	1021310	75.00
11/13	11/08/2013	38077	3720	LAMAX CONSTRUCTION	1021310	4,389.28
11/13	11/08/2013	38078	3778	LEXIS NEXIS MATTHEW BENDER INC,	1021310	58.49
11/13	11/08/2013	38079	3788	LINTONS BIG R	1021310	4.99
11/13	11/08/2013	38080	3887	MARCUS, JOHN	1021310	150.00
11/13	11/08/2013	38081	3873	MASTER CARD	1021310	354.99
11/13	11/08/2013	38082	3881	MEAN	1021310	75,438.01
11/13	11/08/2013	38083	4081	NAPA AUTO PARTS	1021310	17.99
11/13	11/08/2013	38084	5505	NCPERS WYOMING	1021310	48.00
11/13	11/08/2013	38085	4200	NORTHWEST PIPE FITTINGS	1021310	296.40
11/13	11/08/2013	38086	4238	OFFICE OF STATE LANDS& INVESTM	1021310	7,222.97
11/13	11/08/2013	38087	4233	ONE CALL OF WYOMING	1021310	57.00
11/13	11/08/2013	38088	4222	O'REILLY AUTOMOTIVE, INC.	1021310	712.73
11/13	11/08/2013	38089	4260	OVERLAND EXPRESS MART	1021310	613.98
11/13	11/08/2013	38090	4291	PARKWAY PLAZA	1021310	303.85
11/13	11/08/2013	38091	4343	PREVENTIVE HEALTH& SAFTY DIVISION	1021310	48.00
11/13	11/08/2013	38092	4520	PUBLIC SAFETY CENTER	1021310	60.18
11/13	11/08/2013	38093	4356	QUILL CORPORATION	1021310	65.90
11/13	11/08/2013	38094	4595	SECURITY STATE BANK	1021310	11,979.59
11/13	11/08/2013	38095	4628	SHOSHONE OFFICE SUPPLY	1021310	33.03
11/13	11/08/2013	38096	4713	TCT WEST INC.	1021310	714.61
11/13	11/08/2013	38097	4750	THE OFFICE SHOP	1021310	119.29
11/13	11/08/2013	38098	4720	THE OFFICE SHOP LEASING	1021310	152.29

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/13	11/08/2013	38099	4825	TOWN OF BASIN	1021310	4,439.72
11/13	11/08/2013	38100	4830	Town Of Basin (Petty Cash)	1021310	129.29
11/13	11/08/2013	38101	4960	U.S. POSTMASTER	1021310	138.00
11/13	11/08/2013	38102	5083	VALLEY HARDWARE	1021310	482.09
11/13	11/08/2013	38103	5093	VERIZON WIRELESS	1021310	376.87
11/13	11/08/2013	38104	6611	VISION SERVICE PLAN- (WY)	1021310	45.45
11/13	11/08/2013	38105	5141	WAM-WCCA ENERGY LEASE PROGRAM	1021310	2,020.00
11/13	11/08/2013	38106	5181	WATERWORKS INDUSTRIES INC.	1021310	468.65
11/13	11/08/2013	38107	5451	WEBT	1021310	29.25
11/13	11/08/2013	38108	5188	WESCO DISTRIBUTION	1021310	1,329.02
11/13	11/08/2013	38109	5220	WHEELER'S IGA	1021310	33.81
11/13	11/08/2013	38110	5260	WINGFOOT COMMERCIAL TIRE	1021310	2,144.48
11/13	11/08/2013	38111	5420	WY DEPT. OF REVENUE & TAX	1021310	1,595.95
11/13	11/08/2013	38112	5480	WY GAS COMPANY	1021310	482.09
11/13	11/08/2013	38113	5347	WY INVESTIGATORS ASSOCIATION	1021310	50.00
11/13	11/08/2013	38114	5500	WY RETIREMENT SYSTEM	1021310	6,779.55
11/13	11/08/2013	38115	5310	WY WATER DEV. COMMISSION	1021310	29,108.59
11/13	11/08/2013	38116	5430	WY-TEST	1021310	335.00
11/13	11/08/2013	38117	4576	SECURITY STATE BANK- HSA	1021310	385.00

Grand Totals:

231,959.27

1st Payroll	\$24,256.97
2nd Payroll	\$23,408.17
Grand Total	\$279,624.41

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
1021310	31.73	231,991.00-	231,959.27-
10-40-730	156.84	.00	156.84
10-42-520	84.50	.00	84.50
10-42-680	70.40	.00	70.40
10-42-800	196.97	.00	196.97
10-43-490	900.00	.00	900.00
10-43-500	250.00	.00	250.00
10-44-020	140.16	.00	140.16
10-44-260	242.20	.00	242.20
10-44-360	26.04	.00	26.04
10-44-440	50.00	.00	50.00
10-44-521	165.31	.00	165.31
10-44-560	210.18	.00	210.18
10-44-680	607.44	.00	607.44
10-44-980	383.39	.00	383.39
10-45-060	353.80	.00	353.80
10-45-680	54.32	.00	54.32
10-45-980	434.93	.00	434.93
10-46-050	207.06	.00	207.06
10-46-060	585.33	.00	585.33
10-46-140	175.00	.00	175.00
10-46-180	613.35	.00	613.35
10-46-485	4.99	.00	4.99
10-46-520	72.97	.00	72.97
10-46-600	116.40	.00	116.40
10-46-680	553.53	.00	553.53
10-46-690	256.67	.00	256.67
10-46-980	80.41	.00	80.41
10-47-115	46.66	.00	46.66

GL Account	Debit	Credit	Proof
10-47-250	7.99	.00	7.99
10-48-480	111.60	.00	111.60
31-40-114	1,765.43	.00	1,765.43
31-42-071	750.00	.00	750.00
31-43-891	337.50	.00	337.50
31-43-892	57.50	.00	57.50
31-43-893	375.00	.00	375.00
31-43-907	1,250.00	.00	1,250.00
32-40-700	1,294.51	.00	1,294.51
32-40-960	7,222.97	.00	7,222.97
41-40-620	29,108.59	.00	29,108.59
61-22220	6,833.95	.00	6,833.95
61-22221	5,145.64	.00	5,145.64
61-22223	48.00	.00	48.00
61-22224	11,852.07	.00	11,852.07
61-22225	6,779.55	.00	6,779.55
61-22229	852.00	.00	852.00
61-40-020	630.00	.00	630.00
61-40-070	363.00	.00	363.00
61-40-140	179.25	.00	179.25
61-40-150	335.00	.00	335.00
61-40-250	152.29	.00	152.29
61-40-300	1,200.00	.00	1,200.00
61-40-360	513.31	.00	513.31
61-40-560	323.80	.00	323.80
61-40-600	149.00	.00	149.00
61-40-640	270.30	.00	270.30
71-21350	798.47	.00	798.47
71-21500	1,627.68	31.73	1,595.95
71-40-060	93.36	.00	93.36
71-40-120	2,835.99	.00	2,835.99
71-40-180	981.26	.00	981.26
71-40-390	146.89	.00	146.89
71-40-520	1,088.63	.00	1,088.63
71-40-540	5,504.02	.00	5,504.02
71-40-600	102.30	.00	102.30
71-40-680	230.14	.00	230.14
71-40-980	80.41	.00	80.41
71-40-990	996.52	.00	996.52
71-63-160	75,438.01	.00	75,438.01
72-40-090	2,499.00	.00	2,499.00
72-40-100	35.21	.00	35.21
72-40-140	160.00	.00	160.00
72-40-400	870.05	.00	870.05
72-40-440	48.00	.00	48.00
72-40-560	188.26	.00	188.26
72-40-600	303.85	.00	303.85
72-40-640	476.75	.00	476.75
72-40-660	5,601.00	.00	5,601.00
72-40-680	310.63	.00	310.63
72-40-700	15.00	.00	15.00
72-40-980	9,379.84	.00	9,379.84
72-65-030	1,125.28	.00	1,125.28
73-40-720	12,850.20	.00	12,850.20
73-40-980	2,256.22	.00	2,256.22
74-40-520	5,265.23	.00	5,265.23
74-40-521	157.23	.00	157.23

GL Account	Debit	Credit	Proof
74-40-680	29.40	.00	29.40
74-65-030	5,148.86	.00	5,148.86
75-40-690	879.77	.00	879.77
75-40-700	2,144.48	.00	2,144.48
75-40-800	81.10	.00	81.10
75-40-890	28.38	.00	28.38
75-40-970	7,266.48	.00	7,266.48
Grand Totals:	232,022.73	232,022.73-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

I certify under penalty of perjury, that this voucher and the items included therein for payment are correct and just in all respects.

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

ORDINANCE NUMBER 626

AN ORDINANCE REPEALING TOWN OF BASIN OF THE STATE OF WYOMING FLOOD DAMAGE ORDINANCE ADOPTED MAY 22, 2000 IN ITS ENTIRETY AND SUPPLEMENTING THE TOWN CODE BY ADDING THE FOLLOWING TITLE TO THE TOWN CODE AS TITLE 12 FLOOD DAMAGE PREVENTION ESTABLISHING PURPOSE AND AUTHORITY; PROVIDING DEFINITIONS; PROVIDING APPLICABILITY; REQUIRING PERMITS; PROVIDING FOR ADMINISTRATION, PERMIT PROCESSING AND THE AUTHORITY OF THE ADMINISTRATOR; PROVIDING SUBDIVISION, CONSTRUCTION, MANUFACTURED HOME, RECREATIONAL VEHICLE, AND FLOODWAY STANDARDS; PROVIDING VARIANCE AND APPEAL PROCESSES AND CRITERIA; PROVIDING THAT A VIOLATION IS A MISDEMEANOR PUNISHABLE BY A FINE NOT TO EXCEED ONE THOUSAND DOLLARS, OR JAIL NOT TO EXCEED ONE HUNDRED EIGHTY DAYS, OR BOTH; PROVIDING SEVERABILITY; PROVIDING REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BASIN, BIG HORN COUNTY, WYOMING:

SECTION 1: Flood Damage Prevention Ordinance Adopted May 22, 2000 shall be repealed in its entirety.

SECTION 2: The Basin Town Code shall be supplemented by adding the following Title 12 Flood Damage Prevention, to-wit:

SEE EXHIBIT "A" AS ATTACHED. (Available for Review at Town Hall.)

SECTION 3: If any portion of this ordinance is held or found to be invalid, the remainder of the ordinance shall continue to be in full force and effect.

SECTION 4: All ordinances or parts of ordinances of the Town of Basin in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall take effect and be in full force and effect on _____, after having been published in the Basin Republican Rustler.

PASSED ON FIRST READING _____.

PASSED ON SECOND READING _____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING _____.

TOWN OF BASIN, WYOMING
A Municipal Corporation

By: _____
AMY KANIA - Mayor

ATTEST:

DANIELLE CHAPMAN - Town Clerk

CHAPTER 1

AUTHORITY, FINDINGS, PURPOSE AND OBJECTIVES

SECTIONS:

- 12-1-1: Statutory Authority
- 12-1-2: Findings of Fact
- 12-1-3: Purpose
- 12-1-4: Objectives

12-1-1: Authority

The Legislature of the State of Wyoming in State Statute 15-1-103 , authorized local government units to adopt a floodplain map and floodplain management ordinance that identifies floodplains and that sets forth minimum development requirements in floodplains that are designed to promote the public health, safety, and general welfare of its citizenry.

12-1-2: Findings of Fact

The flood hazard areas of the Town of Basin are subject to periodic inundation that results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood relief and protection, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.

These flood losses are caused by structures in flood hazard areas, which are inadequately elevated, flood-proofed, or otherwise unprotected from flood damages, and by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities. Local government units have the primary responsibility for planning, adoption and enforcement of land use regulations to accomplish proper floodplain management.

12-1-3: Statement of Purpose

- A. It is the purpose of this ordinance to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:
- B. Require that development that is vulnerable to floods, including structures and facilities necessary for the general health, safety and welfare of citizens, be protected against flood damage at the time of initial construction;
- C. Restrict or prohibit uses which are dangerous to health, safety and property due to water or erosion hazards, or which increase flood heights, velocities, or erosion;
- D. Control filling, grading, dredging and other development which may increase flood damage or erosion;

- E. Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or that may increase flood hazards to other lands;
- F. Preserve and restore natural floodplains, stream channels, and natural protective barriers which carry and store flood waters.

12-1-4: Objectives

The objectives of this ordinance are to:

1. Protect human life, health and property;
2. Minimize damage to public facilities and utilities such as water purification and sewage treatment plants, water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
3. Help maintain a stable tax base by providing for the sound use and development of flood prone areas;
4. Minimize expenditure of public money for costly flood control projects;
5. Minimize the need for rescue and emergency services associated with flooding and generally undertaken at the expense of the general public;
6. Minimize prolonged business interruptions.

CHAPTER 2

DEFINITIONS

Unless specifically defined in Chapter 2, words or phrases used in this ordinance shall be interpreted according to the meaning they have in common usage.

"Accessory structure" means a structure on the same lot or parcel as a principal structure, the use of which is incidental and subordinate to the principal structure. An insurable building should not be classified as an accessory or appurtenant structure.

"Appeal" means a request for review of the Floodplain Administrator's interpretation of provisions of this ordinance or request for a variance.

"Area of shallow flooding" means a designated AO or AH Zone on a community's Flood Insurance Rate Map (FIRM) with base flood depths from one to three feet, and/or where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

"Area of special flood hazard" is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. Zone designations on FIRMs include the letters A, AE, V. Also known as the Special Flood Hazard Area (SFHA).

"Base Flood" means the flood having a one percent chance of being equaled or exceeded each year. Also known as the "Regulatory Flood."

"Base Flood Elevation (BFE)" means the water surface elevation during the base flood in relation to a specified datum. The Base Flood Elevation (BFE) is depicted on the FIRM to the nearest foot and in the FIS to the nearest .1 foot.

"Basement" means the portion of a structure including crawlspace with its floor sub grade (below ground level) on all sides.

"Building" see "Structure."

"Critical Facility" means a facility that is critical for the health and welfare of the population and is especially important following hazard events. Critical facilities include essential facilities, transportation systems, lifeline utility systems, high potential loss facilities and hazardous material facilities.

"Datum" The vertical datum is a base measurement point (or set of points) from which all elevations are determined. Historically, that common set of points has been the National Geodetic Vertical Datum of 1929 (NGVD29). The vertical datum currently adopted by the federal government as a basis for measuring heights is the North American Vertical Datum of 1988 (NAVD88).

"Development" means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations, and storage of equipment or materials.

"Digital FIRM (DFIRM)," means Digital Flood Information Rate Map. It depicts flood risk and zones and flood risk information. The DFIRM presents the flood risk information in a format suitable for electronic mapping applications.

"Existing Construction" means a structure for which the "start of construction" commenced before February 19, 2014.

"Existing manufactured home park or subdivision" means a manufactured home park or subdivision where the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum the installation of utilities, the construction of streets, and final site grading or the pouring of concrete pads) is completed before February 19, 2014.

"Expansion to an existing manufactured home park or subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed, including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads.

"Federal Emergency Management Agency (FEMA)" is the agency with the overall responsibility for administering the National Flood Insurance Program.

"Flood" or "flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (a) the overflow of inland or tidal waters; or
- (b) the unusual and rapid accumulation or runoff of surface waters from any source.

"Flood Fringe" means the portion of the floodplain outside of the floodway covered by floodwaters during the regulatory flood.

"Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by the Federal Insurance Administration or U.S. Department of Housing and Urban Development, where the boundaries of areas of special flood hazard have been designated as Zone A. The FHBM usually is the initial flood hazard map.

"Flood Insurance Rate Map (FIRM)" means an official map of a community, issued by the Federal Insurance Administration, delineating the areas of special flood hazard and/or risk premium zones applicable to the community.

"Flood Insurance Study (FIS)" means the official report by the Federal Insurance Administration evaluating flood hazards and containing flood profiles, floodway boundaries and water surface elevations of the base flood.

"Floodplain" means the land that has been or may be covered by floodwaters, or is surrounded by floodwater and inaccessible, during the occurrence of the regulatory flood. The riverine floodplain includes the floodway and the flood fringe. (I.C. 46-1021)

"Flood Proofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

"Floodway (Regulatory Floodway)" means the channel of a river or other watercourse and those portions of the floodplain adjoining the

channel required to discharge and store the floodwater or flood flows associated with the regulatory flood.

"Freeboard" means a factor of safety usually expressed in feet above a flood level for the purposes of floodplain management. Freeboard tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, obstructed bridge openings, debris and ice jams and the hydrologic effects of urbanization in a watershed.

"Functionally Dependent Facility" means a facility that cannot be used for its intended purpose unless it is located or carried out in close proximity to water, such as a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair facilities. The term does not include long-term storage, manufacture, sales, or service facilities.

"Highest Adjacent Grade (HAG)" means the highest natural elevation of the ground surface prior to construction, adjacent to the proposed walls of a structure. Refer to the Elevation Certificate, FEMA Form 81-31, for HAG related to building elevation information.

"Historic Structure" means a structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register.
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or to a district preliminarily determined by the Secretary to qualify as a registered historic district.
- (c) Individually listed on a state inventory of historic places and determined as eligible by states with historic preservation programs which have been approved by the Secretary of the Interior, or
- (d) Individually listed on a local inventory of historic places and determined as eligible by communities with historic preservation programs that have been certified either: By an approved state program as determined by the Secretary of the Interior, or directly by the Secretary of the Interior in states without approved programs.

"Letter of Map Change (LOMC)" means an official FEMA determination, by letter, to amend or revise effective Flood Insurance Rate Maps, Flood Boundary and Floodway Maps, and Flood Insurance Studies. LOMCs are issued in the following categories:

- Letter of Map Amendment (LOMA): A revision based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property is not located in a special flood hazard area.
- Letter of Map Revision (LOMR) : A revision based on technical data showing that, usually due to manmade changes, shows

changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. One common type of LOMR, a LOMR-F, is a determination that a structure of parcel has been elevated by fill above the base flood elevation and is excluded from the special flood hazard area.

- Conditional Letter of Map Revision (CLOMR): A formal review and comment by FEMA as to whether a proposed project complies with the minimum National Flood Insurance Program floodplain management criteria. A CLOMR does NOT amend or revise effective Flood Insurance Rate Maps, Flood Boundary and Floodway Maps, or Flood Insurance Studies.

"Levee" means a man-made structure, usually an earthen embankment, designed and constructed according to sound engineering practices, to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

"Levee System" means a flood protection system that consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

"Lowest Adjacent Grade (LAG)" means the lowest point of the ground level next to the structure. Refer to the Elevation Certificate, FEMA Form 81-31, for LAG related to building elevation information.

"Lowest Floor" means the lowest floor of the lowest enclosed area (including basement) used for living purposes, which includes working, storage, cooking and eating, or recreation, or any combination thereof. This includes any floor that could be converted to such a use including a basement or crawl space. An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage, in an area other than a basement, is not considered a structure's lowest floor. The lowest floor is a determinate for the flood insurance premium for a building, home or business.

"Manufactured Home" means a structure, transportable in one or more sections, built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term "Manufactured Home" does not include a "Recreational Vehicle."

"Mean Sea Level" means for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which Base Flood Elevations shown on a community's FIRM are referenced.

"New construction" means a structure for which the "start of construction" commenced **on or** after February 19, 2014, and includes subsequent improvements to the structure.

"New Manufactured Home Park or Subdivision" means a place where the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum the installation of utilities, the construction of streets, and final site grading or the pouring of concrete pads) is completed on or after February 19, 2014.

"Recreational Vehicle" means a vehicle that is:

- (a) Built on a single chassis,

- (b) 400 square feet or less when measured at the largest horizontal projection,
- (c) Designed to be self-propelled or permanently towed by a light duty truck, and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

"Repetitive Loss" means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost where the construction of facilities for servicing the lots on which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damages occurred.

"Start of construction" includes substantial improvement and means the date the development permit was issued, provided the actual start of construction, repair, reconstruction, or improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not the alteration affects the external dimensions of a building.

"Structure" means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

"Substantial damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of its market value before the damage occurred.

"Substantial improvement" means reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The market value of the structure should be (1) the appraised value of the structure prior to the start of the initial repair or improvement, or (2) in the case of damage, the value of the structure prior to the damage occurring. This term includes structures which have incurred "substantial

damage", regardless of the actual amount of repair work performed. The term does not include either:

(a) A project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications, which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or

(b) Alteration of a Historic Structure, provided that the alteration will not preclude the structure's continued designation as an Historic Structure.

"Variance" is a grant of relief by the governing body from a requirement of this ordinance.

"Water surface elevation" means the height, in relation to the North American Vertical Datum (NAVD) of 1988 (or other specified datum) of floods of various magnitudes and frequencies in the flood plains of costal or riverine areas.

CHAPTER 3

GENERAL PROVISIONS

SECTIONS:

- 12-3-1: Lands to Which This Ordinance Applies
- 12-3-2: Basis for Area of Special Flood Hazard
- 12-3-3: Establishment of Floodplain Development Permit
- 12-3-4: Interpretation
- 12-3-5: Warning and Disclaimer of Liability

12-3-1: Lands to Which This Ordinance Applies

This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction of the Town of Basin. Nothing in this Ordinance is intended to allow uses or structures that are otherwise prohibited by the zoning ordinance.

12-3-2: Basis for Area of Special Flood Hazard

The Special Flood Hazard Areas identified by the Federal Emergency Management Agency in its Flood Insurance Study (FIS) for {insert title of FIS}, dated {insert the date of effective FIS}, with accompanying Flood Insurance Rate Maps (FIRM) or Digital Flood Insurance Rate Maps (DFIRM), and other supporting data, are adopted by reference and declared a part of this ordinance. The FIS and the FIRM are on file at the office of the Town of Basin Clerk at the Basin Town Hall.

12-3-3: Establishment of Floodplain Development Permit

A Floodplain Development Permit shall be required prior to development activities in Special Flood Hazard Areas established in Chapter 3 Section 2.

12-3-4: Interpretation

In the interpretation and application of this ordinance all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body, and;
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

12-3-5: Warning and Disclaimer of Liability

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the Town of Basin or by any officer or employee thereof for flood damages that result from reliance on this ordinance or an administrative decision lawfully made hereunder.

CHAPTER 4

ADMINISTRATION

SECTIONS:

12-4-1: Designation of Floodplain Ordinance Administrator

12-4-2: Permit Procedure

12-4-3: Duties and Responsibilities of Administrator

12-4-1: Designation of Floodplain Ordinance Administrator

The Town Engineer is hereby appointed as the Floodplain Administrator who is responsible for administering and implementing the provisions of this ordinance.

12-4-2: Permit Procedures

Application for a Floodplain Development Permit shall be made to the Floodplain Administrator on forms furnished by the administrator or the administrator's designee prior to starting development activities. Specifically, the following information is required:

A. Application Stage

1. Plans in duplicate drawn to scale with elevations of the project area and the nature, location, dimensions of existing and proposed structures, earthen fill placement, storage of materials or equipment and drainage facilities.
2. Elevation in relation to the Base Flood Elevation, or highest adjacent grade, of the lowest floor level, including crawlspaces or basement, of all proposed structures;
3. Elevation to which any non-residential structure will be flood-proofed;
4. Design certification from a registered professional engineer or architect that any proposed non-residential flood-proofed structure will meet the flood-proofing criteria in Chapter 5, Section 6 (B);
5. Description of the extent to which any watercourse will be altered or relocated as a result of a proposed development, and;

B. Construction Stage

1. For all new construction and substantial improvements, the permit holder shall provide to the Floodplain Administrator an as-built certification of the floor elevation or flood-proofing level, using appropriate FEMA elevation or flood-proofing certificate, immediately after the lowest floor or flood-proofing is completed. When flood-proofing is utilized for non-residential structures, the certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same.

2. Certificate deficiencies identified by the Floodplain Administrator shall be corrected by the permit holder immediately and prior to work proceeding. Failure to submit certification or failure to make the corrections shall be cause for the Floodplain Administrator to issue a stop-work order for the project.

C. Technical Review

1. If the community does not have the expertise to evaluate the technical data that is part of the application, the community may contract for an independent engineering review or require a review by FEMA through the Letter of Map Revision process. The applicant will pay the costs of an independent technical review.

D. Expiration of Floodplain Development Permit

1. All floodplain development permits shall be conditional upon the commencement of work within 180 days. A floodplain development permit shall expire 180 days after issuance unless the permitted activity has been substantially begun and thereafter is pursued to completion.

12-4-3: Duties and Responsibilities of the Administrator

Duties of the Floodplain Administrator shall include, but shall not be limited to:

- A. Review all floodplain development permit applications to assure that the permit requirements of this ordinance have been satisfied.
- B. Review proposed development to assure that necessary permits have been received from governmental agencies from which approval is required by federal or state law, including {section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334; the Endangered Species Act of 1973, 16 U.S.C. 1531-1544; and State of _____ Stream Channel Alteration permits; Add in any other state or Federal Permits needed for floodplain development}
- C. When Base Flood Elevation data or floodway data are not available, then the Floodplain Administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source in order to administer the provisions of this ordinance.
- D. When Base Flood Elevations or other current engineering data are not available, the Floodplain Administrator shall take into account the flood hazards, to the extent they are known, to determine whether a proposed building site will be reasonably safe from flooding.
- E. Obtain, and record the actual elevation in relation to the vertical datum on the _____ effective FIRM, or highest adjacent grade, of the lowest floor level, including basement, of all new construction or substantially improved structures.

- F. Obtain, and record the actual elevation, in relation to the vertical datum on the effective FIRM to which any new or substantially improved structures have been flood-proofed.
- G. When flood-proofing is utilized for a structure, the Floodplain Administrator shall obtain certification of design criteria from a registered professional engineer or architect.
- H. Where interpretation is needed of the exact location of boundaries of the Areas of Special Flood Hazard including regulatory floodway (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make the interpretation. Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this Ordinance.
- I. All records pertaining to the provisions of this ordinance shall be maintained in the office of the city/county clerk or his/her designee and shall be open for public inspection.

CHAPTER 5

PROVISIONS FOR FLOOD HAZARD REDUCTION

SECTIONS:

- 12-5-1: Subdivision Standards
- 12-5-2: Construction Standards
- 12-5-3: Manufactured Homes Standards
- 12-5-4: Accessory Structures
- 12-5-5: Recreational Vehicle Standards
- 12-5-6: Floodway Standards
- 12-5-7: Standards for Zones With Base Flood Elevation
- 12-5-8: Standards for Zones Without Base Flood Elevations and/or Floodway (A Zones)
- 12-5-9: Standards for Areas With Shallow Flooding (AO Zones)
- 12-5-10: Alteration of Watercourse
- 12-5-11: Requirement to Submit New Technical Data

12-5-1: Subdivision Standards

- A. All subdivision proposals shall be consistent with the need to minimize flood damage.
- B. All subdivision preliminary plats/development plans shall include the mapped flood hazard zones from the effective FIRM.
- C. Base flood elevation data shall be generated and/or provided for subdivision proposals and all other proposed development, including manufactured home parks and subdivisions, greater than fifty lots or five acres, whichever is less.
- D. All subdivisions shall have public utilities and facilities such as sewer, gas, electric and water systems located and constructed to minimize flood damage.
- E. All subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.

12-5-2: Construction Standards

In all Areas of Special Flood Hazard the following provisions are required.

- A. New construction and substantial improvements of an existing structure, including a structure that has been substantially damaged, shall be anchored to prevent flotation, collapse or lateral movement of the structure.
- B. New construction and substantial improvements of an existing structure, including a structure that has been substantially damaged, shall be constructed with materials and utility equipment resistant to flood damage.
- C. New construction or substantial improvements of an existing structure, including a structure that has been substantially

damaged, shall be constructed by methods and practices that minimize flood damage.

- D. All new construction or substantial improvements of an existing structure, including a structure that has been substantially damaged, that includes a fully enclosed area located below the lowest floor formed by the foundation and other exterior walls shall be designed to be an unfinished or flood resistant enclosure. The enclosure shall be designed to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater. Designs for complying with this requirement must be certified by a licensed professional engineer or architect or meet the following minimum criteria:
1. Provide a minimum of two openings with a total net area of not less
 - i. than one square inch for every square foot of enclosed area subject to flooding;
 - ii. the bottom of all openings shall be no higher than one foot above the higher of the exterior or interior grade or floor immediately below the opening;
 - iii. openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic flow of floodwater in both directions without manual intervention.
 2. To comply with the "Lowest Floor" criteria of this ordinance, the unfinished or flood resistant enclosure shall only be used for parking of vehicles, limited storage of maintenance equipment used in connection with the premises, or entry to the elevated area.
 3. The interior portion of such enclosed area shall not be partitioned or finished into separate rooms.
 4. For crawlspace foundation types, construction must follow the guidelines in FEMA TB 11-01, Crawlspace Construction for Structures Located in Special Flood Hazard Areas: National Flood Insurance Program Interim Guidance, specifically:
 - i. Below grade crawlspaces are prohibited at sites where the velocity of floodwaters exceed 5 feet per second;
 - ii. Interior grade of the crawlspace below the BFE must not be more than 2 feet below the lowest adjacent exterior grade (LAG);
 - ii. Height of the below grade crawlspace, measured from the lowest interior grade of the crawlspace to the bottom of the floor joist must not exceed 4 feet at any point;
 - iii. Contain an adequate drainage system that removes floodwaters from the interior area of the crawlspace.

- E. All heating and air conditioning equipment and components, all electrical, ventilation, plumbing, and other facilities shall be designed and/or elevated to prevent water from entering or accumulating within the components during flooding.
- F. New and replacement water supply systems shall be designed to minimize or to eliminate infiltration of floodwaters into the system.
- G. New and replacement sanitary sewage systems shall be designed to minimize or to eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.
- H. On-site waste disposal systems shall be located and constructed to avoid functional impairment, or contamination from them, during flooding.
- I. Any alteration, repair, reconstruction or improvement to a structure that is not compliant with the provisions of this ordinance, shall be undertaken only if the nonconformity is minimal *in order to meet health and safety standards*.

12-5-3: Manufactured Home Standards

In all Areas of Special Flood Hazard where the Flood Protection Elevation is established, these standards for manufactured homes and recreational vehicles *that are an allowed use* under the zoning ordinance shall apply:

- A. Manufactured homes placed or substantially improved:
 - 1. On individual lots or parcels
 - 2. In new or substantially improved manufactured home parks or subdivisions
 - 3. In expansions to existing manufactured home parks or subdivisions, or on a site in an existing manufactured home park or subdivision where a manufactured home has incurred "substantial damage" as the result of a flood, must have the lowest floor, including basement, elevated to the Flood Protection Elevation.
- B. Manufactured homes placed or substantially improved in an existing manufactured home park or subdivision may be elevated so that either:
 - 1. The lowest floor of the manufactured home is elevated to or above the Base Flood Elevation.
 - 2. The manufactured home chassis is elevated and supported by reinforced piers (or other foundation elements of at least an equivalent strength) of no less than 36 inches above the highest adjacent grade.
 - 3. Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to, and consistent with, applicable state requirements.
 - 4. Manufactured homes placed on solid perimeter walls shall meet the flood vent requirements in **Chapter 5, Section 2 (D)**.

12-5-4: Accessory Structures

Relief from the elevation or dry flood-proofing standards may be granted for an accessory structure containing no more than **{insert square foot limit}**. Such a structure must meet the following standards:

- A. It shall not be used for human habitation;
- B. It shall be constructed of flood resistant materials;
- C. It shall be constructed and placed on the lot to offer the minimum resistance to the flow of floodwaters;
- D. It shall be firmly anchored to prevent flotation;
- E. Services such as electrical and heating equipment shall be elevated or flood-proofed to or above the Flood Protection Elevation;
- F. It shall meet the opening requirements of **Chapter 5, Section 2 (D)**.

12-5-5: Recreational Vehicle Standards

In all Areas of Special Flood Hazard, Recreational Vehicles, must either:

- A. Be on the site for fewer than 180 consecutive days;
- B. Be fully licensed and ready for highway use, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached structures or addition, or
- C. The recreational vehicle must meet all the requirements for "New Construction," including the anchoring and elevation requirements.

12-5-6: Floodway Standards

The following provisions shall apply in a floodway:

- A. A project in the regulatory floodway must undergo an encroachment review to determine its effect on flood flows. An encroachment analysis must include:
 - 1. Determination and documentation that the filling, grading or construction of a structure will not obstruct flood flows and will not cause an increase in flood heights upstream or adjacent to the project site;
 - 2. Determination and documentation that grading, excavation, channel improvements, bridge and culvert replacements that remove an obstruction, do not cause increases in downstream flood flows;
 - 3. Certification and documentation by a licensed professional engineer that the project will not result in a rise in flood heights;
 - 4. The Administrator may make the encroachment determination for minor projects, such as projects that do not increase the natural grade (e.g., paving a driveway or parking lot at existing grade, open fences and small isolated obstructions such as a mailbox or telephone pole.
- B. Upon demonstrating that there are no alternatives, the applicant may propose an encroachment in the floodway that will cause an

increase in the base flood elevation in excess of the allowable level provided that the applicant obtain a Conditional Letter of Map Revision from FEMA before the development can be approved and permitted.

12-5-7: Standards for Zones with Base Flood Elevations

In Special Flood Hazard Areas designated A1-30, AE, AH, A (with estimated BFE), the following provisions are required.

- A. New residential construction and substantial improvements
 - 1. Where base flood elevation data are available, new construction or substantial improvement of any residential structure or manufactured home shall have the lowest floor, including basement, constructed at or above the community's Flood Protection Elevation {this elevation is BFE + any adopted Freeboard}. If solid foundation perimeter walls are used to elevate a structure, openings sufficient to facilitate the unimpeded movement of flood waters shall be provided in accordance with the construction standards in Chapter 5, Section 2 (A).
- B. Non-Residential Construction
 - 1. New construction or the substantial improvement of any non-residential structure located in zones A1-30, AE, or AH must be flood-proofed if the new construction or improvement is not elevated. The structure and attendant utility and sanitary facilities, must be designed to be water tight to the Flood Protection Elevation or to one (1) foot above the base flood elevation, whichever is higher, with walls substantially impermeable to the passage of water, and structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A licensed professional engineer or architect must certify that the design and methods of construction are in accordance with accepted standards of practice for meeting these provisions, and shall provide certification to the Administrator.
- C. Where the floodway has not been determined, no new construction, substantial improvements, or other development (including fill) shall be permitted in Zones A1-30 and AE on the effective FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community. Applicants of proposed projects that increase the base flood elevation more than one foot are required to obtain and submit to the Floodplain Administrator, a Conditional Letter of Map Revision (CLOMR) preconstruction.
- D. Post construction, the applicant must apply to FEMA for a Letter of Map Revision for changes to the flood hazard map proposed in the CLOMR.
- E. In AH Zones, drainage paths shall be provided to guide flood water around and away from proposed and existing structures.

12-5-8: Standards for Zones Without Base Flood Elevations and/or Floodway (A Zones)

These standards apply in Special Flood Hazard Areas where streams exist but no base flood elevation data have been provided (A Zones), or where base flood data have been provided but a floodway has not been delineated.

- A. When base flood elevation or floodway data have not been identified by FEMA in a Flood Insurance Study and /or Flood Insurance Rate Maps, then the Floodplain Administrator shall obtain, review, and reasonably utilize scientific or historic base flood elevation and floodway data available from a federal, state, or other source, in order to administer this ordinance. If data are not available from any source, **only** then provisions 2 and 3 shall apply.
 - 1. Where the floodplain administrator has obtained base flood elevation data, applicants of proposed projects that increase the base flood elevation more than one foot shall obtain a Conditional Letter of Map Revision preconstruction and a Letter of Map Revision post construction.
- B. No encroachments, including structures or fill, shall be located within an area equal to the width of the stream or fifty feet, whichever is greater, measured from the ordinary high water mark, unless certification by a licensed professional engineer documents that the encroachment will not result in any increase in flood levels during the base flood.
- C. In special flood hazard areas without base flood elevation data, new construction and substantial improvements of existing structures shall have the lowest floor of the lowest enclosed area (including basement or crawlspace) elevated no less than two feet above the highest adjacent grade at the building site. Openings sufficient to facilitate the unimpeded movement of flood waters shall be provided in accordance with the construction standards in **Chapter 5, Sections 2 and 3.**

12-5-9: Standards for Areas of Shallow Flooding (AO Zones)

Shallow flooding areas designated AO Zones, are Areas of Special Flood Hazard that have base flood depths of one to three feet, with no clearly defined channel. The following provisions apply.

- A. All new construction and substantial improvements of residential and nonresidential structures shall have the lowest floor, including basement, elevated above the adjacent grade at least as high as the flood depth number specified in feet on the Flood Insurance Rate Map (FIRM). If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two feet (2) above the highest adjacent grade. Openings sufficient to facilitate the unimpeded movement of flood waters shall be provided in accordance with the construction standards in **Chapter 5, Section 2 (D).**

- B. New construction or the substantial improvement of a non-residential structure may be flood-proofed in lieu of elevation. The structure and attendant utility and sanitary facilities must be designed to be water tight to the specified base flood level or at least two (2) feet above highest adjacent grade, with walls substantially impermeable to the passage of water, and structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting these provisions, and shall provide certification to the Floodplain Administrator.
- C. Drainage paths shall be provided to guide floodwater around and away from all proposed and existing structures.

12-5-10: Alteration of a Watercourse

A water course is considered altered when any change occurs within its banks.

- A. The bankfull flood carrying capacity of the altered or relocated portion of the water course shall not be diminished. Prior to issuance of a floodplain development permit, the applicant must submit a description of the extent to which any water course will be altered or relocated as a result of the proposed development and submit certification by a registered professional engineer that the bankfull flood carrying capacity of the water course will not be diminished.
- B. Adjacent communities, the U.S. Army Corps of Engineers and the Wyoming State Engineer's Office program must be notified prior to any alteration or relocation of a water source. Evidence of notification must be submitted to the floodplain administrator and to the Federal Emergency Management Agency.
- C. The applicant shall be responsible for providing the necessary maintenance for the altered or relocated portion of the water course so that the flood carrying capacity will not be diminished.
- D. The applicant shall meet the requirements to submit technical data in 12-5-11 (A) and 12-5-11 (B) when an alteration of a water course results in the relocation or elimination of the special flood hazard area, including the placement of culverts.

12-5-11: Requirement to Submit New Technical Data

- A. For all development proposals that impact floodway delineations or base flood elevations, the community shall ensure that technical data reflecting such changes be submitted to FEMA within six months of the date such information becomes available. These development proposals include:
 - 1. Floodway encroachments that increase or decrease base flood elevations or alter floodway boundaries;

2. Fill sites to be used for the placement of proposed structures where the applicant desires to remove the site from the special flood hazard area in accordance with Chapter 5, Section 1 (C);
 3. Alteration of watercourses that result in a relocation or elimination of the special flood hazard area, including the placement of culverts;
 4. Subdivision or large-scale development proposals requiring establishment of base flood elevations according to Chapter 5, Section 1 (C).
- B. It is the responsibility of the applicant to have technical data prepared in a format required for a Conditional Letter of Map Revision or Letter of Map Revision and submitted to FEMA. Submittal and processing fees for these map revisions shall be the responsibility of the applicant.

CHAPTER 6

VARIANCE AND APPEAL PROCEDURES

SECTIONS:

- 12-6-1: Variance
- 12-6-2: Criteria for Variances
- 12-6-3: Variance Decision
- 12-6-4: Appeals
- 12-6-5: Decision

12-6-1: Variance

- A. An application for a variance must be submitted to the Basin Town Clerk on the form provided by the Town of Basin and include at a minimum the same information required for a development permit and an explanation for the basis for the variance request.
- B. Upon receipt of a completed application for a variance, the variance request will be set for public hearing at the next Council meeting in which time is available for the matter to be heard.
- C. Prior to the public hearing, Notice of the hearing will be published in the official newspaper of the Town of Basin at least 15 days prior to the hearing. In addition to the newspaper publication, written notice shall be provided to all adjoining property owners.
- D. The burden to show that the variance is warranted and meets the criteria set out herein is on the applicant

12-6-2: Criteria for Variances

- A. Generally, the only condition under which a variance from the elevation standard may be issued is for new construction and substantial improvements to be erected on a small or irregularly shaped lot contiguous to and surrounded by lots with existing structures constructed below the base flood level. As the lot size increases the technical justification required for issuing the variance increases.
- B. Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.
- C. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- D. Variances may be issued upon;
 - 1. A showing by the applicant of good and sufficient cause;
 - 2. A determination that failure to grant the variance would result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances,

cause fraud on or victimization of the public, or conflict with existing local laws and ordinances.

- E. Variances pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods.

12-6-3: Variance Decision

The decision to either grant or deny a variance shall be in writing and shall set forth the reasons for such approval and denial. If the variance is granted, the property owner shall be put on notice along with the written decision that the permitted building will have its lowest floor below the Flood Protection Elevation and that the cost of flood insurance likely will be commensurate with the increased flood damage risk.

12-6-4: Appeals

The Town of Basin Council shall hear and decide appeals from the interpretations of the Administrator.

- A. An appeal must be filed with the Town clerk within fourteen (14) days of the date of any permit denial or interpretation of the Administrator. Failure to timely file an appeal shall be considered a failure to exhaust the administrative remedies. The appeal must set out the interpretation of the Administrator and a narrative setting forth the facts relied upon by the appellant and the appellants claim regarding the error in the interpretation.
- B. Upon receipt of a completed appeal, the appeal will be scheduled for the next available Town meeting to be heard. The Town Council shall consider the following in ruling on an appeal:
 - 1. All technical evaluations, all relevant factors, standards specified in other sections of this ordinance, including:
 - a. The danger that materials may be swept onto other lands to the injury of others;
 - b. The danger to life and property due to flooding or erosion damage;
 - c. The susceptibility of the proposed facility and its contents to flood damage and the effects of such damage on the individual landowner;
 - d. The importance of the services provided by the proposed facility to the community;
 - e. The necessity of the facility to a waterfront location, where applicable;
 - f. The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
 - g. The compatibility of the proposed use with existing and anticipated development;
 - h. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - i. The safety of access to the property in times of flooding for ordinary and emergency vehicles;

- j. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
- k. The cost of providing government services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.

E. Decision

The Town of Basin decision on appeal shall be in writing and set out the facts, technical information and the legal basis for the decision.

CHAPTER 7

PENALTIES FOR VIOLATION

SECTIONS:

12-7-1: Penalties

12-7-1: Penalties

No structure or land shall hereafter be located, extended, converted or altered unless in full compliance with the terms of this ordinance and other applicable regulations.

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be punishable as provided in Title 1 of the Basin Town Ordinances, Chapter 4, Section 1. Each day the violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town of Basin from taking such other lawful actions as is necessary to prevent or remedy any violation.

ORDINANCE NUMBER 620

AN ORDINANCE REPEALING TITLE 10 OF THE TOWN CODE IN ITS ENTIRETY AND SUPPLEMENTING THE TOWN CODE BY ADDING THE FOLLOWING TITLE TO THE TOWN CODE AS TITLE 10 SUBDIVISION REGULATIONS.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BASIN, BIG HORN COUNTY, WYOMING:

SECTION 1: Title 10 of the Basin Town Code shall be repealed in its entirety

SECTION 2: The Basin Town Code shall be supplemented by adding the following Title 10 Subdivision Regulations

SEE EXHIBIT "A" AS ATTACHED. (Available for review at Town Hall)

SECTION 3: If any portion of this ordinance is held or found to be invalid, the remainder of the ordinance shall continue to be in full force and effect.

SECTION 4: All ordinances or parts of ordinances of the Town of Basin in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall take effect and be in full force and effect on _____, after having been published in the Basin Republican Rustler.

PASSED ON FIRST READING _____.

PASSED ON SECOND READING _____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING _____.

TOWN OF BASIN, WYOMING
A Municipal Corporation

By: _____
AMY KANIA - Mayor

ATTEST:

DANIELLE CHAPMAN - Town Clerk

CHAPTER 1

ADMINISTRATION AND ENFORCEMENT

SECTION:

- 10-1- 1: Utilities, Extension and Annexation Policies
- 10-1- 2: Purpose
- 10-1- 3: Definitions
- 10-1- 4: Authority
- 10-1- 5: Permit Required
- 10-1- 6: Recording of Conveyances
- 10-1- 7: Recording of Plats
- 10-1- 8: Falsification of Information
- 10-1- 9: Severability
- 10-1-10: Construction
- 10-1-11: Penalty
- 10-1-12: Fees

10-1-1: **UTILITIES, EXTENSION AND ANNEXATION POLICIES:** Policies of the town relating to the extension of municipal services, annexation and subdivisions are as follows:

- A. Outside Corporate Limits: The town shall provide no municipal services outside its corporate limits with the exception of firefighting services which will be provided under existing policy.
- B. Utility Lines: Within the town limits, utility lines shall be extended to places presently not served only where all owners of property along the route of extension shall bear the full cost of the extension on a front foot basis. Property owners shall be notified prior to any planned extension and shall have the right to protest the decision to extend before the council, under the rules of the Wyoming administrative procedures act (Wyoming Statutes of 1957, as amended).
- C. Subdivision of Lands: The town hereby adopts the following regulations pertaining to the subdivision of lands within its corporate limits and within areas covered by the town comprehensive plan for the extension of utilities.

10-1-2: **PURPOSE:** These regulations are adopted for the statutorily authorized purposes of guiding and accomplishing a coordinated, adjusted and harmonious development of the town which will, in accordance with existing and future needs, best promote public health, safety, morals, order, convenience, prosperity, or the general welfare, as well as efficiency and economy in the process of development by:

- A. Public Services: Providing for the logical and economical extension of public services to subdivisions.

TITLE 10

SUBDIVISION REGULATIONS

- B. Traffic: Providing for the logical extension of the town's traffic pattern in subdivisions.
- C. Open Space: Providing for sufficient open space in subdivisions.
- D. ~~Comprehensive Town Master~~ Plan: Preventing development not in accord with the ~~comprehensive master~~ plan for the town.

10-1-3: **DEFINITIONS:** As used in this title, the following words and terms shall have the meanings ascribed to them in this section:

~~MOBILE-MANUFACTURED HOME: A factory-assembled movable dwelling over thirty-two feet (32') in length and more than eight feet (8') in width, designed and constructed to be towed on its own chassis, comprised of frame and wheels. The mobile home is distinguishable from other types of dwellings in that the building construction should conform to the American national standards institute's specifications, and not to local building codes. Also, the specifications by which mobile homes are built include provisions for its mobility on its chassis. A structure, transportable in one or more dependent sections, constructed in conformance with the National Manufactured Housing Construction and Safety Standards Act (42 U.S.C. 5401 et seq. as amended), which is built on a permanent chassis and designed to be used as a single family residential dwelling unit~~

~~MOBILE-MANUFACTURED HOME PARK: An area occupied by three (3) or more mobile-manufactured homes or mobile-manufactured home spaces. A mobile-manufactured home park is distinguished from a subdivision in which lots are sold for the placement of mobile-manufactured homes by its being in one ownership.~~

~~SUBDIVISION: A division of a unit of land into three (3) two (2) or more lots, plots, units, sites, or other subdivisions of land for the immediate or future purpose of sale, building development or redevelopment for residential, recreational, industrial, commercial or public uses. The word "subdivide" or any derivative thereof shall have reference to the term subdivision. It shall not include mobile manufactured home courts where the individual lots are not offered for sale. Mobile-Manufactured home courts in which lots are offered for sale shall be considered a subdivision.~~

10-1-4: **AUTHORITY:** These regulations are adopted pursuant to ~~sections 15-1-401 through 15-1-424~~ section 15-1-510 and sections 34-12-101 through 34-12-115 of the Wyoming Statutes, as amended.

10-1-5: **PERMIT REQUIRED:**

- A. Required: No person shall subdivide land or commence the physical layout or construction of a subdivision or ~~mobile-manufactured~~ home park without first obtaining a subdivision permit from the council.
- B. Nature of Permit: The signature of the mayor on the final plat of the subdivision or on a record of survey of a ~~mobile-manufactured~~ home park shall constitute the permit.

TITLE 10

SUBDIVISION REGULATIONS

10-1-6: **RECORDING OF CONVEYANCES:** The county clerk shall not accept, file or record in the official records of the county any deed of conveyance or any contract or agreement to convey any land subject to this title until a permit has been issued by the council and the plat has been signed by the mayor.

10-1-7: **RECORDING OF PLATS:** The county clerk shall not record any plat of any subdivision of any land or record of survey for a ~~mobile~~ manufactured home park subject to this title until a permit has been issued by the council and the plat signed by the mayor.

10-1-8: **FALSIFICATION OF INFORMATION:** Any person who intentionally falsifies or distorts information required by these regulations shall be subject to the penalties provided for in section 10-1-11 of this chapter.

10-1-9: **SEVERABILITY:** If any provision of these regulations or the applicability thereof to any person or circumstance is held invalid, its application to the other persons or circumstances shall not be affected.

10-1-10: **CONSTRUCTION:** The provisions of this title shall be liberally construed in favor of the public interest.

10-1-11: **PENALTY:**

- A. Misdemeanor: Violation of these regulations shall be considered a misdemeanor and shall be punishable as provided in section 1-4-1 of this code for each lot transferred or sold in violation. The description by metes and bounds in the instruments of transfer or other documents used in the process of selling or transferring shall not exempt the transaction from penalty.
- B. Additional Remedies: The ~~municipality~~ town or any owner of real estate within the district in which the offending building, structure, or land is located may, in addition to other remedies provided by law, institute injunctions, mandamus, abatement or any other appropriate action or proceeding to prevent, enjoin, abate or remove any unlawful erection, construction, alteration, maintenance or use.
- C. Zoning Compliance Permits: The town may withhold issuance of zoning compliance permits as may be required by Title 11 for construction on lots that were created or developed in violation of this title.

10-1-12: **FEES:** To cover costs of reviewing plans, advertising, holding public hearings, and other activities associated with the review of a subdivision proposal, the subdivider shall pay a non-refundable fee to the town. The town council shall by resolution establish a fee schedule and may from time to time revise the fee schedule as the council deems appropriate. In addition, subdividers shall pay the costs of professional or technical expertise that may be required by the town to properly evaluate the subdivision application.

CHAPTER 2

~~INITIAL PRELIMINARY SUBDIVISION PLAN PLAT OR MOBILE HOME PARK PLAN~~

SECTION:

10-2-1: Preliminary Subdivision Plat

- 10-2-~~4~~2: Filing
- 10-2-~~2~~3: On-Site Inspection
- 10-2-~~3~~4: Additional Information
- 10-2-~~4~~5: Comments
- 10-2-~~5~~6: Public Hearing
- 10-2-~~6~~7: Notice
- 10-2-~~7~~8: Recommendation
- 10-2-~~8~~9: Considerations
- 10-2-10: Impact Questionnaire

10-2-1: PRELIMINARY SUBDIVISION PLAT:

A. Scope: The preliminary subdivision plat is intended to be the focus of discussions between the subdivider, the town staff, and the planning commission. A preliminary subdivision plat is not a final plan or plat. It must be susceptible to modification in response to recommendations by the planning commission. The preliminary subdivision plat should be thought of as a working document, not as a final statement. It need not be prepared by a professional engineer providing it is accurate as respects the parcel's boundaries and is drawn to scale. It is suggested that even prior to submission of the preliminary subdivision plat, the subdivider become thoroughly acquainted with these regulations and discuss the proposed plans with members of the town staff who are available for the purpose of providing technical assistance to citizens. The subdivider should contact the town clerk for information concerning public utility hookup and extension policy prior to developing an preliminary subdivision plat.

B. Contents:

1. Required Contents: The preliminary subdivision plan shall contain the following:
 - a. Base Map: A base map of the proposed subdivision showing all lots, rights of way, easements, etc.
 - b. Vicinity Map: A map showing the proposed subdivision in relation to its general vicinity.
 - c. Adjacent Property Owners: A list, including addresses, of all adjacent property owners.
 - d. Water Supply System: A plan for the water supply system for the proposed subdivision, including appropriate maps drawn as overlays of the subdivision.

- e. Sewage System: A plan for the sewage system for the proposed subdivision, including appropriate maps drawn as overlays of the subdivision.
- f. Road And Street Plan: A road and street plan for the subdivision, including appropriate maps drawn as overlays of the base map, and cross sections of the roads and/or streets must be indicated and the proposed surface material described.
- g. Utility Easements and Rights Of Way Map: A map showing any proposed easements and rights of way for private utilities drawn as an overlay of the base map.
- h. Soils Map: A soils map of the proposed subdivision drawn as an overlay of the base map.
- i. Watercourses and Irrigation Structures Map: A map showing all natural watercourses and irrigation structures within and immediately adjacent to the proposed subdivision drawn as an overlay to the base map.
- j. Vegetation Map: A map showing the distribution of major vegetation types within and adjacent to the proposed subdivision drawn as an overlay of the base map.
- k. Impact Questionnaire: A complete impact questionnaire (section 10-2-10).
- 1. Combined Maps and Plans: Any of the above maps and plans may be combined where the combination does not interfere with clarity of presentation.

C. Design Standards: The preliminary plat shall conform to the requirements of chapter 3, Guidelines and Standards.

10-2-~~42~~: **FILING:** The ~~initial preliminary~~ subdivision ~~or mobile home park plan plat~~ shall be filed, in triplicate, with the ~~planning staff~~ town clerk at least ten (10) calendar days prior to the regular meeting of the planning commission.

10-2-~~23~~: **ON SITE INSPECTION:** The ~~council town~~ shall cause an on-site inspection of any proposed subdivision ~~or mobile home park~~ to be made. Filing of ~~an initial preliminary plan plat~~ constitutes permission for representatives of the ~~council town~~ to conduct this inspection.

10-2-~~34~~: **ADDITIONAL INFORMATION:** After consideration of the ~~initial preliminary~~ subdivision ~~or mobile home park plan plat~~ and the results of the on-site inspection, the planning commission may require additional plans or information before acting on the ~~initial preliminary plan plat~~. Among the kinds of additional information which may be required in cases necessitating it are:

- A. Sediment and Erosion Control Plans: Erosion control plans describing how standards for erosion control set forth elsewhere in this title will be met.
- B. Storm water pollution prevention plan: Describing best management practices that will be used to keep pollutants on the construction site and out of surface waters and storm drains.

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C. Storm Water Permit and/or Notice Of Intent: As required by Wyoming Department of Environmental Quality

~~B.D.~~ Fiscal Analysis: Fiscal analysis, describing the impact of the subdivision on local government revenues and expenditures.

~~C.E.~~ Wildlife Habitat: Analysis of impact on wildlife habitat.

~~D.F.~~ Other Information: Other information as circumstances dictate.

10-2-~~45~~: **COMMENTS:** Comments on the ~~initial preliminary~~ subdivision or ~~mobile home court plan plat~~ shall be provided, in writing, to the applicant within five (5) days after the planning commission meeting. These comments will include a description of any information required and revisions suggested. Additional information and revised plans shall be filed ten (10) days prior to the next scheduled meeting of the planning commission.

10-2-~~56~~: **PUBLIC HEARING:** At a meeting following the first consideration of an ~~initial preliminary plan plat~~, the planning commission shall hold a public hearing on the ~~initial preliminary~~ subdivision ~~or mobile home park plan~~.

10-2-~~67~~: **NOTICE:** The applicant, immediately following the first consideration of his ~~initial preliminary~~ subdivision ~~or mobile home park plan plat~~, shall notify all adjacent landowners of his intent to develop the property by certified mail (providing the commission with evidence of notification) and shall place in the ~~Basin Republican Rustler~~ town's official newspaper a general description of the location of the proposed development, its total acreage, the number of lots planned, and the date of the public hearing. Newspaper notice shall run weekly for two (2) consecutive weeks.

10-2-~~78~~: **RECOMMENDATION:**

A. Transmittal to Applicant: Following the public hearing, the planning commission shall recommend to the town council that the development:

- a. Be granted a subdivision permit; or
- b. Be granted a subdivision permit subject to certain conditions; or
- c. Be rejected.

B. Transmittal to Applicant: The recommendations and findings of the planning commission shall be transmitted, in writing, to the applicant and to the council.

C. Revised Plan Plat: The council shall also receive one copy of the revised ~~initial preliminary~~ subdivision ~~or mobile home park plan plat~~.

10-2-~~89~~: **CONSIDERATIONS:** In arriving at their recommendations to the council, the planning commission shall take into account:

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- A. Compliance of the proposed development with these regulations and other town guidelines and standards.
- B. Compliance of the proposed development with the adopted town comprehensive plan.
- C. Population impacts of the development.
- D. Water supply.
- E. Sewage treatment and disposal.
- F. Solid waste disposal.
- G. Other required public services including law enforcement, fire protection, emergency medical services, recreational facilities, schools, and other services.
- H. Access, parking, traffic safety and road maintenance.
- I. Impact of the development on local government finances.
- J. Effect of the proposed development on existing irrigated croplands, hay meadows, pastures, productive grazing lands and on potential irrigation projects.
- K. Effect of the proposed development on irrigation systems.
- L. Soil conditions and limitations.
- M. Geological conditions and limitation.
- N. Measures taken to preserve native vegetation and to control soil erosion at the site.
- O. Wildlife habitat values of the site.
- P. Present recreational value of the site.
- Q. Historic, archeological and paleontological sites.
- R. Impact on the visual resource.
- S. Aesthetic and architectural quality of the proposed subdivision.
- T. Comments of public and private utilities.
- U. Comments of interested parties and neighboring landowners.
- V. Other factors they may deem pertinent.

10-2-10: IMPACT QUESTIONNAIRE:

A. People and Services

- a. Approximately how many persons will reside or work on site?
 - i. If the proposed subdivision is a recreation site, approximately how many users could be expected on site at any one time?
- b. Approximately what will be the peak and average demands for water supply to this subdivision?
 - i. Has fire protection been considered in sizing the water distribution system?
 - ii. If so, how?
- c. Does the proposed sewage collection system comply with all requirements of state law?
 - i. Does it comply with town standards?
- d. How will solid waste disposal be handled in this subdivision?
 - i. What kind of access is provided for town garbage collection crews?
- e. What is the distance to the fire station?
 - i. Will the design of this subdivision create any special problems for fire protection?
 - ii. If so, what kind?
- f. Identify the companies providing utilities (telephone, electricity, cable television, gas, etc.) to the subdivision.
 - i. Have these companies been consulted prior to your submission of the preliminary subdivision plan?
- g. Will this subdivision add to the school population?
 - i. If so, how many students might be added?

B. Resources

- 1. Describe any natural watercourses or irrigation works which might be affected by the proposed subdivision.
- 2. What plans are being made to control erosion during construction and use of the proposed subdivision?
- 3. Has the possibility of rockslides, mudslides, or avalanches been evaluated?
- 4. What measures will be taken to preserve natural vegetation at the site?

a. What measures will be taken to insure that the proposed subdivision has a minimal negative impact on the aesthetic quality of the area?

5. Is the proposed subdivision located near any known area of historical, paleontological or archeological significance?

~~1. CHAPTER 3~~

~~SUBDIVISION PLAN~~

~~SECTION:~~

~~10-3-1: Initial Subdivision Plan~~

~~10-3-2: Guidelines and Standards~~

~~10-3-3: Final Plat~~

~~10-3-1: INITIAL SUBDIVISION PLAN:~~

~~A. Scope: The initial subdivision plan is intended to be the focus of discussions between the subdivider, the planning staff, and the planning commission. An initial subdivision plan is not a final plan or plat. It must be susceptible to modification in response to recommendations by the planning commission. The initial subdivision plan should be thought of as a working document, not as a final statement. It is suggested that even prior to submission of the initial subdivision plan, the subdivider thoroughly acquaint himself with these regulations and discuss his plans with members of the planning staff who are available for the purpose of providing technical assistance to citizens. The subdivider should contact the town clerk-treasurer for information concerning public utility hookup and extension policy prior to developing an initial subdivision plan.~~

~~B. Contents:~~

~~a. Required Contents: The initial subdivision plan shall contain the following;~~

~~i. Base Map: A base map of the proposed subdivision showing all lots, rights of way, easements, etc.~~

~~ii. Vicinity Map: A map showing the proposed subdivision in relation to its general vicinity.~~

~~iii. Adjacent Property Owners: A list, including addresses, of all adjacent property owners.~~

~~iv. Water Supply System: A plan for the water supply system for the proposed subdivision, including appropriate maps drawn as overlays of the subdivision.~~

~~v. Sewage System: A plan for the sewage system for the proposed subdivision, including appropriate maps drawn as overlays of the subdivision.~~

- vi.—Road And Street Plan: A road and street plan for the subdivision, including appropriate maps drawn as overlays of the base map, and cross sections of the roads and/or streets must be indicated and the proposed surface material described.
- vii.—Utility Easements and Rights Of Way Map: A map showing any proposed easements and rights of way for private utilities drawn as an overlay of the base map.
- viii.—Soils Map: A soils map of the proposed subdivision drawn as an overlay of the base map.
- ix.—Watercourses And Irrigation Structures Map: A map showing all natural watercourses and irrigation structures within and immediately adjacent to the proposed subdivision drawn as an overlay to the base map.
- x.—Vegetation Map: A map showing the distribution of major vegetation types within and adjacent to the proposed subdivision drawn as an overlay of the base map.
- xi.—Impact Questionnaire: A complete impact questionnaire.
- b.—Combined Maps and Plans: Various of the above maps and plans may be combined where the combination does not interfere with clarity of presentation.

C.—Impact Questionnaire:

People and Services

1. Approximately how many persons will reside or work on site? _____ If the proposed subdivision is a recreation site, approximately how many users could be expected on site at any one time? _____
2. Approximately what will be the peak and average demands for water supply to this subdivision? _____ Has fire protection been considered in sizing the water distribution system? If so, how? _____
3. Does the proposed sewage collection system comply with all requirements of state law? Does it comply with town standards? _____
4. How will solid waste disposal be handled in this subdivision? _____ What kind of access is provided for town garbage collection crews? _____
5. What is the distance to the fire station? _____ Will the design of this subdivision create any special problems for fire protection? _____ If so, what kind? _____
6. Identify the companies providing utilities (telephone, electricity, cable television, gas, etc.) to the subdivision. _____ Have these companies been consulted prior to your submission of the initial subdivision plan? _____
7. Will this subdivision add to the school population? _____ If so, how many students might be added? _____

Resources

~~1. Describe any natural watercourses or irrigation works which might be affected by the proposed subdivision. _____~~

~~What plans are being made to control erosion during construction and use of the proposed subdivision. _____~~

~~3. Has the possibility of rockslides, mudslides, or avalanches been evaluated? _____~~

~~4. What measures will be taken to preserve natural vegetation at the site? _____ What measures will be taken to insure that the proposed subdivision has a minimal negative impact on the aesthetic quality of the area? _____~~

~~5. Is the proposed subdivision located near any known area of historical, paleontological or archeological significance? _____~~

~~10-3-2: GUIDELINES AND STANDARDS:~~CHAPTER 3GUIDELINES AND STANDARDSSECTION:

- 10-3-1: Lots
- 10-3-2: Floodplains
- 10-3-3: Slopes
- 10-3-4: Grading
- 10-3-5: Water/Raw Water Supply
- 10-3-6: Sewage Disposal
- 10-3-7: Oversize Mains
- 10-3-8: Water Rights and Irrigation
- 10-3-9: Utilities Generally
- 10-3-10: Electricity
- 10-3-11: Access
- 10-3-12: Public Spaces
- 10-3-13: Erosion Controls and Drainage
- 10-3-14: Required Improvements

10-3-1: LOTS:

~~Factors Considered:~~ The location, size, shape and orientation of lots shall be determined with regard to the following factors:

- A. Access for streets or roads and utilities and services.
- B. Off street parking.
- C. Relationship of structures to be erected.
- D. Provision of open space and maximization of scenic values.
- E. Minimum disruption of natural topography.
- F. Local climatic conditions, especially snow and icing patterns.
- G. Minimization of storm water runoff and soil erosion.
- H. Minimum disruption of irrigation systems serving other lands.
- I. Design elements intended to create identity and interest in the subdivision.

~~a. Minimum Size: In general, no lot shall be smaller than six thousand (6,000) square feet.
(Ord. 391, 9-7-1976)~~

10-3-2: FLOODPLAINS: No lot shall be located within areas subject to flooding or officially designated as floodplains. Where there is inclusion of limited areas, subdivider guarantees that no building will be located on that portion of a lot within the floodplain.

10-3-3: SLOPES: In general, no lot shall be located on slopes of thirty degrees (30°) or more. Small areas of thirty degree (30°), or more, slopes within a lot are permissible providing the subdivider guarantees that no building is located on that portion of a lot where the slope is thirty degrees (30°) or more. Minimum lot sizes and maximum impervious coverage percentages may be established on a case by case basis for lots on slopes of four degrees (4°) or more. Lots on slopes of thirty degrees (30°) or more will be considered where adequate engineering of proposed structures and roads is presented at the subdivider's expense.

10-3-4: GRADING: The creation of building sites through mass pad grading and successive padding or terracing of building sites is prohibited.

10-3-5: WATER/RAW WATER SUPPLY: No subdivision shall be permitted which is not connected to the town ~~purified water or raw water~~ supply system. The subdivider shall install a central water distribution system serving all proposed lots, sized adequately to take care of all domestic, ~~irrigation~~ and firefighting needs. The system shall be dedicated to the town in the certificate of dedication required on the final subdivision plat. The subdivider shall guarantee, by method agreeable to the council, the system for one year from the date of acceptance. The system shall be fully compatible with the master plan for utilities and conform to all standards adopted by the town and the state.

10-3-6: SEWAGE DISPOSAL: No subdivision shall be permitted which is not connected to the town sewage treatment system. The subdivider shall install a central sewage collection system serving all proposed lots and adequately sized. The system shall be dedicated to the town in the certificate of dedication required on the final subdivision plat. The subdivider shall guarantee, by a method agreeable to the council, the system for one year from the date of acceptance. The system shall be fully compatible with the master plan for utilities and conform to all standards adopted by the town and the state.

10-3-7: OVERSIZE MAINS:

- A. Water: The subdivider may be required to install water supply facilities of excess capacity where the comprehensive plan of the town calls for an extension of the town water supply system into areas beyond the subdivision.
- B. Sewage: The subdivider may be required to install sewage collection facilities of excess capacity where the comprehensive plan of the town calls for an extension of the town sewage system into areas beyond the subdivision.

- C. Cost: The cost of installing oversize mains shall be shared by the subdivider and the town on a basis to be determined by the council in each case.

10-3-8: WATER RIGHTS AND IRRIGATION: The subdivider shall dedicate all surface water rights appurtenant to the property subdivided as well as shares in canals and ditches to the town. No open irrigation ditches shall be permitted in any subdivision. The town shall not maintain irrigation systems in subdivisions.

10-3-9: UTILITIES GENERALLY:

- A. Private Right of Way: No utility will be provided on a private right of way.
- B. Underground Utilities: All underground utilities shall be installed to the property line of each lot prior to street surfacing.

10-3-10: ELECTRICITY:

- A. Rights Of Way: The subdivider shall provide rights of way for electric utilities, the location and size of which shall be subject to standards contained in the town comprehensive plan and to negotiation between the council and the subdivider.
- B. Installation Costs: Installation costs of electric utilities shall be subject to negotiation between the council and the subdivider.

10-3-11: ACCESS:

- A. Required: All lots shall be provided with usable access by dedicated public road or street.
- B. Natural Terrain: Roads or streets shall follow natural terrain to the extent feasible, and cuts and fills shall be minimized.
- C. Public Lands: Where subdivisions border on public lands, provision shall be made for public access through the subdivision to those lands.

D. Streets, Roads and Alleys: The layout of subdivision streets, roads, and alleys shall be compatible with the town comprehensive plan as it relates to transportation, public open space, utilities, and all other relevant matters. The entity doing the subdividing (i.e., the subdivider) shall be responsible for one hundred percent (100%) of the cost and layout of the streets and alleys. Where streets are included in a subdivision, they shall be constructed to the following standards:

1. Width: A dedicated right of way shall be a minimum of eighty feet (80') and the surface width shall be a minimum of forty four feet (44'). Streets that line up with existing streets shall match existing street right of way width. A right of way will consist of two (2) travel lanes at twelve feet (12') each; two (2) parking lanes at ten feet (10') each; curb and gutter (pending drainage system); a boulevard strip in residential and mixed residential areas; and

a minimum of a four foot eight inch (4'8") sidewalk for pedestrian and bike travel. Refer to section 6-1-3 of this code for lot line setback requirements. (Ord. 586, 8-2-2010, eff. 8-12-2010)Width: Dedicated right of way shall be a minimum of sixty feet (60') and the surface width shall be a minimum of forty feet (40'). Streets that line up with existing streets shall match existing street right of way width.

2. Construction: Streets and roads shall be surfaced with a minimum of two inches (2") of hot plant mix pavement covered with a type C chip seal wearing course. All streets shall have a minimum of two percent (2%) crown. They shall have a minimum subbase of twelve inches (12") of approved pit run material (0-12 passing no. 200 sieve), a base of four inches (4") of approved crushed base material (grading H or W, "Wyoming Public Works Standard Specifications") all installed as shown in the standard section attached to the ordinance codified herein, and in accordance with "Wyoming Public Works Standard Specifications", latest edition. (Developer may substitute a different section, with an approved design from a licensed engineer based on tests of the actual material below the street section.)
3. Grade: The maximum grade allowed shall be seven percent (7%).
4. Curve Radius: Minimum curve radius shall be two hundred fifty feet (250').
5. Reduction of Rights of Way: Where off street parking is provided or where unique street layouts are planned, street rights of way may be reduced subject to negotiation with planning commission and subject to approval of the town council. (Ord. 565, 3-24-2008)

F.D. Street Names: Street names shall be compatible with the existing names and are subject to approval by the planning commission and the council.

F.E. Cul-De-Sacs, Dead End Streets: Cul-de-sacs and dead end streets shall have a turning circle at least sixty feet (60') in diameter at their end and shall be no longer than six hundred feet (600').

G.F. Intersections: Streets shall intersect at right angles wherever possible.

H.G. Culverts or Bridges: Culverts or bridges shall be provided by the subdividers and shall extend across the entire surfaced width of the street.

H.H. Sidewalks: Where sidewalks are provided, they shall be four feet eight inches (4'8") in width and adjacent to the curb. A utilities right of way of seven feet (7') shall be provided behind the sidewalk. Sidewalks and curbs are not required, but sufficient right of way for their installation should be provided.

J.I. Alleys: Alley rights of way shall be twenty feet (20') in width and shall, in general, be provided. Where unique subdivision layouts occur, the planning commission may suspend any requirements for alleys, subject to approval by the council.

10-3-12: **PUBLIC SPACES:** Where a subdivision contains lands designated as public open space in the town's ~~comprehensive master~~ plan, the subdivider shall dedicate such land to the public; provided, however, that the dedication shall include not more than two hundred ninety five (295) square feet per potential resident of the subdivision. Where a subdivision contains lands designated as public open space in excess of this amount, the town shall have first option on their purchase at the undeveloped value. Where a subdivision contains no lands designated as public open space, the subdivider shall pay to the town the cash equivalent of two hundred ninety five (295) square feet per potential resident in terms of the undeveloped land values. This cash payment may be used for public open space acquisition and development.

10-3-13: **EROSION CONTROLS AND DRAINAGE:**

- A. Subdivision Design: All subdivisions shall be signed so as to minimize soil erosion and the consequent sedimentation of natural watercourses.
- B. Storm Drainage and/or Erosion Control Structures: The construction of temporary or permanent storm drainage and/or other erosion control structures may be required. In general, all areas vulnerable to erosion or made vulnerable to erosion during the construction and use of a subdivision must be stabilized.

10-3-14: **REQUIRED IMPROVEMENTS:** Subdividers shall be responsible for providing or constructing all of the following improvements to the town's standards, unless these regulations specifically do not require an improvement in a particular subdivision:

- A. Streets and alleys.
- B. Street signs shall be installed at all intersections.
- C. Street lighting.
- D. Stormwater drainage facilities.
- E. Sidewalks, paths and other walkways.
- F. Sanitary sewers.
- G. Potable water lines.
- H. Fire hydrants shall be installed at necessary intervals and provided with standard hose connections as specified by the Fire District.
- I. Irrigation lines.
- J. Parks and open space.
- K. Other improvements, such as bridges, culverts, etc., not specifically mentioned herein but found necessary by the town due to conditions on the site.

~~10-3-3:~~ ~~FINAL PLAT:~~

CHAPTER 4

FINAL PLAT

Section:

Section 10-4-1: Filing

Section 10-4-2: Standards

Section 10-4-3: Accompanying Documents

Section 10-4-4: Public Improvements

Section 10-4-5: Evidence of Compliance

Section 10-4-6: Consideration by Planning Commission

Section 10-4-7: Consideration by Council

Section 10-4-8: Hearing

Section 10-4-9: Approval; Rejection

Section 10-4-10: Inspection

Section 10-4-11: Construction Completion

Section 10-4-12: As-Built Plans

10-4-1: **FILING:** Upon receiving the recommendations of the planning commission, the subdivider may file a final subdivision plat with the council through the planning staff. Applications for final plat approval shall be filed, in triplicate, with the town clerk at least 10 days prior to the regular meeting of the planning commission. The planning commission shall review the final plat and make a recommendation concerning the plat to the town council. The town council shall make the final decision on all final plat applications.

10-4-2: **STANDARDS:** The final plat shall conform to the following standards:

A. Drawing Requirements: The final plat shall comply with the following drawing requirements:

1. Plat:

- a. Size: One reproducible plat on a stable base polyester film, or equivalent, shall be prepared. Plats shall be either eighteen inches by twenty four inches (18" x 24") or twenty four inches by thirty six inches (24" x 36") in size.
- b. Number of Copies: Three (3) copies of the plat on paper shall also be provided.
- c. Additional Sheets; Certifications: Wherever more than one sheet must be used to accurately portray the lands subdivided, each sheet must show its number and the total number of sheets included. All certifications shall be shown or referenced on one sheet.
- d. Perimeter Boundary Lines: The bearings, distance and curve data of all perimeter boundary lines shall be indicated on the outside the boundary line. When the plat is

bounded by an irregular shoreline or a body of water, the bearings and distance of a closing meander traverse shall be given.

- e. Curve Data: On curved boundaries and on all curves on the plat, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following:

- (1) Radius of curve.

- (2) Central angle.

- (3) Arc length.

- (4) Notation of non-tangent curves.

- (5) Lengths: Lengths shall be shown to at least tenths of a foot, and angles or bearings shall be shown to at least the nearest minute.

- B. Contents: The final plat submitted for approval shall show or contain on the face of the plat or on separate sheets referenced on the face of the plat:

- 1. North point.

- 2. Scale (may not be less than 1" = 200')

- 3. All monuments found, set, reset or replaced describing their kind, size, location and giving other data relating thereto.

- 4. Bearing or witness monuments, basis of bearing, bearings, and lengths of lines.

- 5. Names of any adjoining platted subdivision and numbers of any adjoining certificates of survey previously recorded and ties thereto.

- 6. The areas of any parcels created by the final plat, gross and net.

- 7. A title block indicating the quarter section(s), section, township, range, principal meridian, and county or other proper legal description of the subdivision.

- 8. The exterior boundaries of the platted tract, giving such boundaries by courses and distances.

- 9. The location of all section corners of legal subdivision corners of sections pertinent to the subdivision boundary.

- 10. All lots and blocks in the subdivision designated by number, the dimensions of each lot and block, and the area of all lots. (Excepted parcels shall be marked "Not included in this

subdivision" and "Not included in this plat", as appropriate, and the boundary completely indicated by bearings and distance.)

11. All streets, alleys, avenues, roads and highways, their widths, bearings, and the width and the purpose of all rights of way, the names of all streets, roads and highways, and a certificate of dedication of all public rights of way and easements, and open space, which includes the signatures of all mortgagors and lien holders or others having interest in the property.
12. The location and dimensions of all parks, common areas, and all other grounds dedicated for public use.
13. Acreage of the subdivision, gross and net.
14. All monuments to be of record must be adequately described and clearly identified on the plat. All monuments or other evidence found during retracements that would influence the position of any corner or boundary indicated on the plat must be clearly shown.

15. A certificate of the land surveyor responsible for the survey.

~~15-16.~~ A signature block, meeting the requirements of Wyoming Statute Section 34-12-103, signed by every owner and every person or entity with a security interest in the land to be subdivided agreeing to the subdivision, and dedicating to public use any streets, easements or other such public areas.

~~16-17.~~ A signature block prepared for the signature of the planning commission chair and the mayor.

10-4-3: **ACCOMPANYING DOCUMENTS:** The final plat shall be accompanied by:

A. Covenants: Copies of all proposed covenants relating to the subdivision.

B. Evidence of Financial Resources: Evidence satisfactory to the council that the subdivider has adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the subdivider including, but not limited to, water systems, sewage systems, streets and roadways. ~~The applicant shall provide a performance bond, acceptable letters of credit or other sufficient financial commitment to assure that any facilities proposed or represented to be part of the subdivision shall, in fact, be completed as proposed; or escrow sufficient monies out of land sales to guarantee that the above facilities are installed. The subdivider shall guarantee development of the subdivision by~~ one of the following two methods:

1. Providing a performance bond, irrevocable letter of credit, or cash held in escrow to assure that any facilities proposed or represented to be part of the subdivision shall in fact be completed as proposed. No other forms of financial guarantee are acceptable. The total

amount of the financial guarantee should include an overage amount of 20% to cover inflation and municipal administration if the subdivider defaults. Prior to approving the final plat, the council shall review the financial guarantee to ensure its adequacy; or

2. Constructing all facilities proposed or represented to be part of the subdivision prior to the recordation of the final plat and sale of any lots. Before such construction commences, the applicant shall have obtained final plat approval from the town council. The mayor shall withhold signing the plat until construction and inspection of all required facilities is completed. The applicant shall not record the final plat nor sell any lots in the subdivision until construction of all required facilities is completed and inspected and the mayor has signed the plat.

1. PUBLIC IMPROVEMENTS:

C. Guarantee of Adequate Development Agreement: If the A-subdivider elects to provide a financial guarantee pursuant to paragraph 1 of subsection B, above, then the subdivider shall also provide a development agreement~~contract~~, ready for signature, approved by the town attorney, that specifies the following:

~~2.1. The contract specific improvements to be constructed, their estimated costs, and a schedule for their completion.~~

2. The subdivider's responsibility for funding, completing and warranting the improvements.

3. That all improvements and infrastructure shall be completely constructed and installed within two (2) years from the council's approval of the final plat.

4. The procedures and provisions necessary to ensure proper development of the subdivision, conformance all applicable requirements of this title, and enforcement of the development agreement.

~~C.D. Contract Guaranteeing Adequacy of Improvements: A contract, ready for signature, approved by the town attorney, specifying the exact nature of public improvements to be completed by the subdivider. and The contract shall stipulate the kind and quality of materials to be used and provide for continuing inspection by a the town's designated inspector as work progresses. The guarantee of adequacy of improvements shall be continued in the contract and shall be binding for one year after the completion date, assigning liability to the subdivider for failures due to poor workmanship or materials.~~

E. Cost Sharing and Phasing Contracts: If the town and subdivider are to share improvement costs or if the subdivision is to be constructed in phases, then the contract required pursuant to section D, above, shall conform to the following:

1. ~~Shared Costs:~~ Where the town and subdivider share the costs of improvements, the exact methods and amounts of costs sharing shall be specified in the contract. Where costs are shared, liability for failures shall be shared in the same proportion as costs.

2. ~~Phasing Improvements:~~ The contract may, on recommendation of the planning commission, include provisions for phasing improvements, subject to a plan approved by the planning commission and the council. A preliminary plat for the entire subdivision shall be the basis for the phasing plan. A separate final plat shall be required for each phase and improvements and infrastructure for each phase shall be constructed and installed within two (2) years of final plat approval.

- F. Design Report: The subdivider shall provide a subdivision improvements design report prepared and stamped by a Wyoming licensed engineer. The report shall include all necessary improvement designs and specifications. In addition, the report shall provide the estimated costs and a schedule for completion for all proposed improvements.

10-4-5: EVIDENCE OF COMPLIANCE: The subdivider shall provide evidence deemed sufficient by the council that all standards and guidelines set forth in these regulations and all recommendations of the planning commission have been or will be followed.

10-5-6: CONSIDERATION BY PLANNING COMMISSION:

- A. Public Hearing: At the planning commission's first meeting for consideration of the final plat, the commission may elect to hold a public hearing on the plat before making a recommendation to the town council. If a hearing is held, the hearing shall be advertised (at the cost of the applicant) in the town's official newspaper weekly for two (2) consecutive weeks.

- B. Recommendation to Town Council: Following the planning commission's review of the plat and accompanying documents, the planning commission shall recommend to the town council that the subdivision:

1. Be granted a subdivision permit; or
2. Be granted a subdivision permit subject to certain conditions; or
3. Be rejected.

- C. Transmittal to Applicant: The recommendations and findings of the planning commission shall be transmitted, in writing, to the applicant and to the council. In addition, the planning commission chair shall sign the plat to indicate that the commission has recommended the plat for council approval.

10-5-7: CONSIDERATION BY COUNCIL:

- A. Filing: Subdivision plats shall be considered at a meeting of the council. The plat must be filed ten (10) days prior to a meeting to receive consideration.

B. Actions on Plat: In deciding on whether or not to grant a subdivision permit, the council shall consider all materials accompanying the subdivision plat, the plat itself, the ~~initial~~preliminary subdivision ~~plan~~plat as revised, and recommendations of the planning commission. The council may at their first consideration of the subdivision plat:

1. Approve the plat.
2. Make recommendations concerning the plat and consider it at the next meeting of the council, if revised.
3. Request further information and/or set a public hearing for the next meeting of the council.

10-5-8: **HEARING:** Should consideration of the subdivision plat be extended for a public hearing. ~~The, the~~ hearing shall be advertised (at the cost of the applicant) in the ~~Basin Republican Rustletown's official newspaper~~ weekly for two (2) consecutive weeks. Should consideration of a subdivision plat be extended due to a request for further information or due to recommended changes in the plat, the information requested or the revised plat shall be filed with the ~~planning staff~~town clerk ten (10) days before the next regular meeting of the council.

10-5-9: **APPROVAL; REJECTION:** After the public hearing or the consideration of the requested information, the council shall either approve or reject the subdivision plat at their next meeting.

10-5-10: **INSPECTION:** Approval of a subdivision plat is the approval of the entire subdivision plan including the water and sewer plans, road and street plan and other design elements required by the planning commission and town council. Any variation from these plans will nullify approval of the subdivision. Any and all improvements are subject to inspection by a qualified inspector appointed by the council.

10-5-11: **CONSTRUCTION COMPLETION:** All required improvements and infrastructure shall be constructed and install within two (2) years of the council's approval of the final plat.

10-5-12: **AS-BUILT PLANS:** Two (2) copies of as built plans of any and all public improvements shall be submitted to the town clerk-treasurer by the contractor providing the improvements.

CHAPTER ~~6~~4~~MOBILE-MANUFACTURED~~ HOME PARK PLAN

SECTION:

10-~~46~~-1: ~~Initial~~Preliminary Plan10-~~46~~-2: Guidelines and Standards10-~~46~~-3: Final Plan10-~~46~~-1: ~~INITIAL~~PRELIMINARY PLAN:

- A. Basis for Review and Discussion: The ~~initial~~preliminary ~~mobile~~manufactured home park plan shall be the basis for review and discussion with the planning commission. It need not be prepared by a professional engineer providing it is accurate as respects the parcel's boundaries and is drawn to scale. It is suggested that prior to the submission of the ~~initial~~preliminary plan, the applicant be thoroughly acquainted with the regulations and discuss the development with the planning staff. The applicant should also contact the town clerk-treasurer for information concerning public utility hookups and extensions prior to developing the ~~initial~~preliminary plan.
- B. Content:
1. Required Contents: The ~~initial~~preliminary ~~mobile~~manufactured home park plan shall contain the following:
 - a. Base Map: A base map of the proposed ~~mobile~~manufactured home park showing all lots, rights of way, easements, etc.
 - b. Vicinity Map: A map showing the proposed ~~mobile~~manufactured home court in relation to its general vicinity.
 - c. Adjacent Property Owners: A list, including addresses, of all adjacent property owners.
 - d. Water Supply System: A plan for the water supply system for the proposed ~~mobile~~manufactured home park, including appropriate maps drawn as overlays of the park.
 - e. Road And Street Plan: A road and street plan for the ~~mobile~~manufactured home park, including appropriate maps drawn as overlays of the base map and cross sections of the roads and/or streets must be indicated and the proposed surface material described.
 - f. Utility Easements and Rights of Way Map: A map showing any proposed easements and rights of way for private utilities drawn as an overlay of the base map.
 - g. Soils Map: A soils map of the proposed park drawn as an overlay of the base map.

- h. Watercourses And Irrigation Structures Map: A map showing all natural watercourses and irrigation structures within and immediately adjacent to the proposed subdivision drawn as an overlay to the base map.
 - i. Vegetation Map: A map showing the distribution of major vegetation types within and adjacent to the proposed ~~mobile~~manufactured home park drawn as an overlay of the base map.
 - j. Impact Questionnaire: A completed impact questionnaire 1
 - k. Utility Availability Statement: A signed statement from the town clerk-treasurer indicating that utilities and town services can be provided.
2. Combined Maps and Plans: ~~Various~~Any of the above maps and plans may be combined where the combination does not interfere with clarity of presentation.

10-~~46~~-2: **GUIDELINES AND STANDARDS:**

A. Lot Size, Arrangement, and Spacing Of Mobile Homes:

- 1. Size: Each ~~mobile~~manufactured home lot shall contain at least four thousand (4,000) square feet and shall not be less than forty feet (40') in width throughout.
- 2. Location: All ~~mobile~~manufactured homes shall be located at least twenty feet (20') from any ~~mobile~~manufactured home park boundary line abutting on a public street or highway.
- 3. Occupied Area: The occupied area of a ~~mobile~~manufactured home lot shall not exceed seventy five percent (75%) of the total lot area.
- 4. Proximity to Other Structures: Mobile homes shall not be located less than ten feet (10') from any other ~~mobile~~manufactured home or permanent building within the ~~mobile~~manufactured home park. Mobile home accessory buildings shall not be less than three feet (3') from a ~~mobile~~manufactured home or building on an adjacent lot.
- 5. Access: Each ~~mobile~~manufactured home lot shall have unobstructed direct access onto a park street.
- 6. Slopes: In general, no lot shall be located on slopes of thirty degrees (30°) or more. Small areas of thirty degrees (30°) or more slopes within a lot are permissible provided the applicant guarantees that no ~~mobile~~manufactured home site is located on that portion of a lot where the slope is thirty degrees (30°) or more.
- 7. Mass Pad Grading; Successive Padding or Terracing: The creation of sites through mass pad grading and successive padding or terracing of building sites is prohibited.

8. Drainage and/or Erosion Control Structures: The construction of temporary or permanent drainage and/or erosion control structures may be required. Any areas vulnerable to erosion or made vulnerable to erosion shall be stabilized.
9. Floodplain: Mobile home parks shall not be located in a floodplain.

10. Zoning: All lots created shall meet lot size and other applicable specifications of the town Zoning Ordinance.

B. Lot Facilities:

1. Parking Spaces; Walkways: Each lot shall be provided with two (2) all weather parking spaces and an all-weather walkway. The walkway shall be located within the street right of way and be a minimum of four feet eight inches (4'8") in width.
2. Lighting: The ~~mobile~~manufactured home park shall be lighted at night by a lighting system of the same intensity as in other residential areas of town.

C. Street Design:

1. Width: Pavement and right of way width shall be determined to be adequate to accommodate traffic flow through the ~~mobile~~manufactured home park and necessary service vehicles, the movement of ~~mobile~~manufactured homes, the use of emergency vehicles, and rights of way for all utilities, walkways, and their maintenance.
2. Public Street Access: The street system shall have direct unobstructed access onto a public street.
3. Private Streets; Easements: The streets within the ~~mobile~~manufactured home park may be private, however, when used to provide utilities, easements shall be provided.
4. Surface: Streets shall be surfaced with a bituminous penetration type surfacing, or better, and the shoulders graded.
5. Cul-De-Sacs: Cul-de-sacs shall have a turning circle at least sixty feet (60') in diameter at the end and shall be no longer than six hundred feet (600').
6. Grade: The maximum grade shall be seven percent (7%).

D. Installation of Utilities:

1. Connection to Town Systems Required: All ~~mobile~~manufactured home parks shall be connected to the town water supply and sewage disposal systems. The systems in the park shall meet the state department of environmental quality standards for ~~mobile~~manufactured home parks.

2. Oversize Mains: The applicant may be required to install water or sewer mains of excess capacity where the comprehensive plan of the town calls for an extension beyond the development. Cost of the oversized mains shall be negotiated with the town.
3. Utility Rights Of Way: The applicant shall provide rights of way for all utilities. The size, installation, and location of electric utilities shall be subject to the standards of the town. Cost of installation shall be negotiated with the town council.
4. Fire Hydrants: The applicant shall install fire hydrants if there is no adequately sized existing hydrant within three hundred fifty feet (350') of all ~~mobile~~manufactured homes.

E. Open Space: Open space of at least two hundred (200) square feet per unit shall be set aside for recreation and/or recreational vehicle parking. Larger lot size may be considered for open space requirements.

F. Responsibilities of Park Owner:

1. Street Maintenance: The ~~mobile~~manufactured home park owner shall have the responsibility of maintaining private streets within the park. The streets shall be adequately maintained to allow use by emergency and service vehicles year round.
2. Anchoring; Skirting: The park owner shall require that all ~~mobile~~manufactured home owners anchor the ~~mobile~~manufactured homes within thirty (30) days and skirt the homes as prescribed in the Basin zoning ordinance.

~~10-6-3:~~ **FINAL PLAN:** All the procedures and requirements of chapter 5 pertaining to final plats shall also apply to manufactured home park final plans. The following additional accompanying documents shall be provided with the final plan:

~~A.~~ Approval of sewage and water systems by the state department of environmental quality.

~~B.~~ Approval of the mobile home park by the state health department.

~~C.~~ Any rules to be imposed within the park by the owner.

~~D.~~ Contracts ready for signature for any improvements to be dedicated to the public or where cost shared with the town.

~~E.~~ Evidence deemed sufficient by the council that all standards and guidelines set forth for mobile home parks have been or will be followed.

~~10-4-3:~~ **FINAL PLAN:**

~~A.~~ Filing: Upon receiving the recommendations of the planning commission, the applicant may file a final plan with the council through the planning staff.

~~B.~~ Standards: The final plan shall conform to the following requirements:

- ~~1.—One reproducible plan on a stable base polyester film or equivalent shall be prepared to file in the office of the county clerk.~~
- ~~2.—The plan shall meet the requirements of a record of survey including:
 - ~~a.—A survey of the boundary by a surveyor registered in the state of Wyoming.~~
 - ~~b.—A certificate of surveyor.~~
 - ~~c.—A certificate of owner.~~
 - ~~d.—Signature of approval by the town council.~~
 - ~~e.—Map scale shall be the same as required for subdivisions.~~~~
- ~~3.—The final plan shall also indicate the total acreage, dimensions of lots and open space, street widths, all easements and rights of way, north point, and scale.~~

~~C.—Accompanying Documents:~~

- ~~1.—Approval of sewage and water systems by the state department of environmental quality.~~
- ~~2.—Approval of the mobile home park by the state health department.~~
- ~~3.—Any rules to be imposed within the park by the owner.~~
- ~~4.—Contracts ready for signature for any improvements to be dedicated to the public or where cost shared with the town.~~
- ~~5.—Evidence deemed sufficient by the council that all standards and guidelines set forth for mobile home parks have been or will be followed.~~

~~D.—Consideration by Council: Final plans shall be considered at a meeting of the council. The plan must be filed ten (10) days prior to a meeting to receive consideration.~~

~~E.—Action on Plans: In deciding on whether or not to grant a permit, the council shall consider all materials accompanying the plan, the plan itself, the initial mobile home park plan as revised, and recommendations of the planning commission. The council may at their first consideration of the final plan:~~

- ~~1.—Approve the plan.~~
- ~~2.—Make recommendations concerning the plan and consider it at the next meeting of the council, if revised.~~
- ~~3.—Request further information and/or set a public hearing for the next meeting of the council.~~

- ~~F. — Hearing: Should consideration of the final plan be extended for a public hearing, the hearing shall be advertised at the cost of the applicant in the Basin Republican Rustier weekly for two (2) consecutive weeks. Should consideration of a final plan be extended due to a request for further information or due to recommended changes in the plan, the information requested or the revised plan shall be filed with the planning staff ten (10) days before the next regular meeting of the council.~~
- ~~G. — Approval; Rejection: After the public hearing or the consideration of the requested information, the council shall either approve or reject the final plan at their next meeting.~~
- ~~H. — Inspection: Approval of a final plan is the approval of the entire mobile home park plan including design elements required by the planning commission. Any variation from these plans will nullify approval of the mobile home park. Any and all improvements are subject to inspection by a qualified inspector appointed by the council.~~
- ~~I. — Maps: Two (2) copies of as built maps of any and all public improvements and two (2) copies of the approved final plan shall be submitted to the town clerk treasurer.~~

CHAPTER 7

MISCELLANEOUS PROVISIONS

SECTION:

10-7-1: Amending Plats

10-7-1: **AMENDING PLATS:** Any proposed change to a recorded subdivision plat, including plat amendments, plat vacations, partial vacations, parcel mergers, and boundary line adjustments shall be reviewed by the planning commission and approved by the town council prior to recording the new plat. The new final plat must have the contents, and be submitted and reviewed in accordance with the appropriate requirements of chapter 4, Final Plat.

**A RESOLUTION ADOPTING A LAND USE MATRIX IN ACCORDANCE
WITH THE ZONING CODE**

WITNESSETH

WHEREAS, the Town of Basin Council has adopted Zoning Codes by Ordinance; and

WHEREAS, the Town of Basin Council amends these codes by ordinance; and

WHEREAS, the Town of Basin Zoning Code references a Land Use Matrix to guide building, land use, conditional and interim uses permits; and

WHEREAS, the Land Use Matrix will be amended from time to time by recommendation of the Planning and Zoning Commission; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF
THE TOWN OF BASIN;** Accept and Amend the Land Use Matrix as of this date.

PASSED, APPROVED AND ADOPTED THIS _____ day of _____ .

Attest:

(Name & Title) Amy Kania, Mayor

(Name & Title) Danielle Chapman, Town Clerk

Adopted: September 10, 2013

Ammended

Ammended

Ammended

Ammended

Ammended

[illegible]

[illegible]

<u>Land Use</u>	R	M R	R R	M U	D	C	RC	IL	I
Medical Clinic				P		P		I	
Metal Fabrication & Assembly									P
Mixed Use Mutli Family Residential		P							
Mixed Use Multi Family Residential and Commercial		P		P					
Mobile/Manufactured Home		P	P	P					
Modular Home	P	P	P	P					
Monument Works									P
Mortuary & Funeral Home				P	I	P	P		
Newspaper/Printing office				P	P	P			
Nursing Home								I	
Office, Business and/or Professional	C	C	C	P	P	P	P		
Parks	P	P	P	P	P	P		P	
Parking Garage, Public							P		
Passive Recreational Facilities	P	P	P	P	P	P			
Pharmacy				P	P	P			
Public Building				P	P	P	P	I	P
Public Utility Building (Major)						P	P		P
Public Utility Building (Minor)				I		P	P		P
PUD, Commercial				P		P	P		
PUD, Mixed Use				P					
PUD, Residential	P	P							
Recreational Facility		P	P	P		P			
Refuse, Service Facility							P		P
Refuse, Transfer Station							P		P
Religious Institution		P	P	P		P			
Residential, Single Family	P	P	P	P					
Residential, Duplex/Triplex/Quad		P		P					

<u>Land Use</u>	R	M R	R R	M U	D	C	RC	IL	I
Residential, Multiple Family		P		P					
Restaurant & Lounge				P	I	P			
Retail (General)				P	I	P			
Retail (Food Distribution)				P	I	P			
Riding Stables			I						
Sand/Gravel Storage							P		P
School		C	C	C		C		P	
Theater				P	P	P			
Trade Shop				P	I	P	P		
Transitional Housing			P						
Transportation Facility							P		P
Veterinary, Large Animal				P		P	P		
Veterinary, Small Animal				P	I	P	P		
Warehouse and Distribution							P		P
Vehicle Sales, New or Used				P		P	P		

R = Residential Zone

MR = Mixed Residential Zone

RR = Rural Residential Zone

MU =Mixed Use Zone

D = Downtown Zone

C = Conditional Zone

RC = Railroad Commercial Zone

IL = Institutional Zone

I = Industrial Zone

Kent A. Richins

ATTORNEY AT LAW
ALSO ADMITTED IN KANSAS

(307) 347-6324 Phone
(307) 347-8609 Fax
krichins@rtconnect.net

Post Office Box 1858
721 Big Horn Avenue - Suite 11
Worland, WY 82401

October 24, 2013

Transportation Commission of Wyoming
5300 Bishop Boulevard
Cheyenne, Wyoming 82009

Attention: Craig Alexander (Right-of-Way Department)

Re: Town of Basin, Wyoming
Proposed Annexation of Highway Right-of-Way

Dear Mr. Alexander:

Thank you for discussing this matter on the telephone with me on October 24, 2013. As I advised, I represent the Town of Basin, Wyoming, which is interested in annexing a portion of highway right-of-way located north of Basin. I have enclosed a map and legal description detailing the area proposed for annexation. Since the area consists only of highway right-of-way, I do not anticipate any costs, infrastructure or otherwise, to the Transportation Commission of Wyoming. My paperwork indicates that the real property is owned by the State Highway Commission of Wyoming.

I am in the process of preparing an Annexation Report which will be forwarded to you when complete. The Town of Basin will be meeting on November 12, 2013, to possibly discuss and take some action on this item. I plan to present the Annexation Report and a Resolution to start the annexation process.

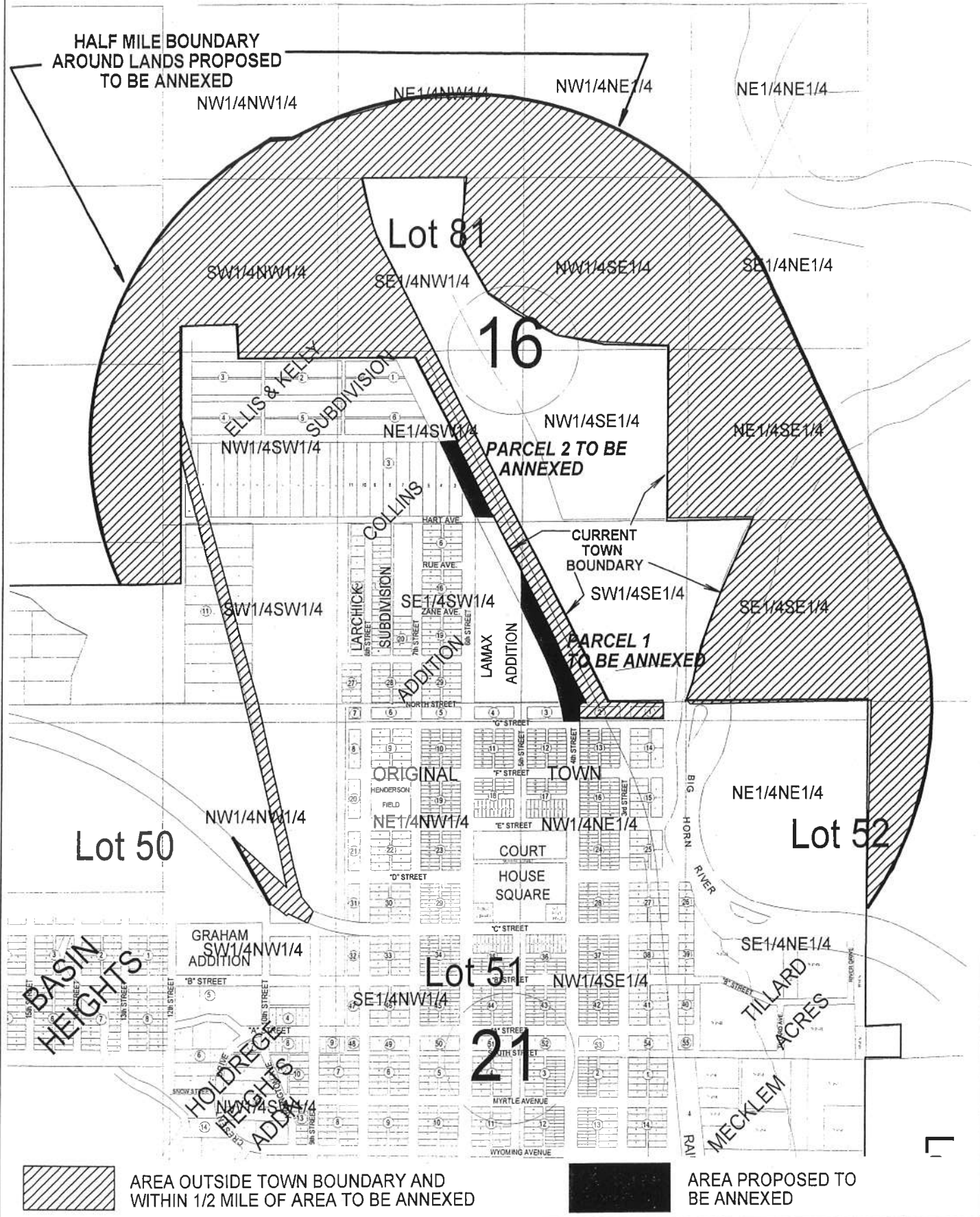
I understand that Shelby Carlson is your District Engineer and resides in Basin. Perhaps she can attend the meeting to address the Council on the State's position with respect to this matter. Please contact me with any questions or concerns.

Sincerely yours,


Kent A. Richins

cc: Mayor Amy Kania
Town of Basin Council

T. 51 N., R. 93 W.



LEGAL DESCRIPTION FOR ANNEXATION OF LANDS IN HIGHWAY RIGHT OF WAY, BASIN, WYOMING

PARCEL NO. 1:

All of the right of way of Wyoming State Highway No. U.S. 16/20 in the SW1/4SE1/4 of Section 16 and the NW1/4NE1/4 of Section 21, T. 51 N., R. 93 W. of the 6th Principal Meridian, Original Government Survey, Big Horn County, Wyoming, lying north of the north line of G Street in the Town of Basin, and being more particularly described as follows: Beginning at a point on north line of G Street, being the south line of Lot 1, Block 3 of the Original Town of Basin, said point being located S89°59'W, 9 feet from the southeast corner of said Lot 1, Block 3; thence N8°17'W, 111.2 feet, more or less, along the boundary line of the Town of Basin, being the westerly right of way line of Wyoming State Highway No. U.S. 16/20 to the intersection of said line with north line of said Lot 1, Block 3 of the Original Town of Basin; thence northwesterly along the boundary of said Town of Basin being the westerly right of way line of said Highway to the west line of the SW1/4SE1/4 of Section 16, O.G.S., being the east line of the Collins Addition to the Town of Basin; thence N0°03'E, along the east line of the Collins Addition, being the west line of said SW1/4SE1/4 Section 16 to the intersection of said line with the westerly boundary of the Burlington Northern & Santa Fe Railroad; thence southeasterly along the westerly boundary of said railroad to the intersection of said boundary with the north line of G Street in said Town of Basin; thence westerly along said north line of G Street to the intersection of said line with the westerly right of way line of Wyoming State Highway No. U.S. 16/20, said point being the Point of Beginning.

PARCEL NO. 2:

All of the right of way of Wyoming State Highway No. U.S. 16/20 in the NE1/4SW1/4 of Section 16, T. 51 N., R. 93 W. of the 6th Principal Meridian, Original Government Survey, Big Horn County, Wyoming, lying north of the north line of Hart Avenue and south of the north line of Block 3 of the Collins Addition to the Town of Basin, and being more particularly described as follows: Beginning at the intersection of the westerly right of way line of the Burlington Northern & Santa Fe Railroad with the north line of Block 3 of the Collins Addition to the Town of Basin; thence westerly, along the north line of said Block 3 to the intersection of said line with the westerly right of way line of Wyoming State Highway No. U.S. 16/20; thence southeasterly along said westerly Highway right of way line to the intersection of said line with the north line of Hart Avenue in the Town of Basin; thence easterly along said north line of Hart Avenue and the north line of Hart Avenue extended easterly to the intersection of said line with the westerly right of way line of the Burlington Northern & Santa Fe Railroad; thence northwesterly along said westerly Railroad right of way line to the Point of Beginning.

BUILDING PERMIT APPLICATION

JURISDICTION OF TOWN OF BASIN, WYOMING

Phone 568-3331

Applicant to complete numbered spaces only.

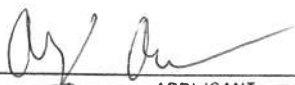
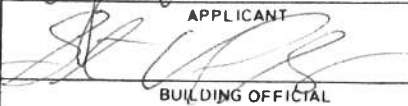
PERMIT NO.

JOB ADDRESS
OWNER

JOB ADDRESS 710 South 5th St.							
1	DESC	LOT NO	BLK	TRACT	() SEE ATTACHED SHEET		
2	OWNER	MAIL ADDRESS			ZIP	PHONE	
3	CONTRACTOR	MAIL ADDRESS			PHONE		
4	ARCHITECT OR DESIGNER	MAIL ADDRESS			PHONE		
5	ENGINEER	MAIL ADDRESS			PHONE		
6	BUILDING SET BACKS	FRONT (20 Ft. Min.)	SIDE (5 Ft. Min.)	SIDE (5 Ft. Min.)	REAR (5 Ft. Min.)	BUILDING DIMENSION	LENGTH WIDTH
7	Basement:	Yes No	Foundation:	Conc. Block	Roof:	Comp. Builtup	
8	Class of work: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE <input type="checkbox"/> FENCE						
9	Use of Building:						
10	Describe work: Install new windows in home						
11	Valuation of work: \$						

REMARKS AND SPECIAL CONDITIONS:

PLEASE ATTACH PLANS AND SPECIFICATIONS FOR PERMANENT RECORD OF CONSTRUCTION

		PLANS CHECKED BY:		PERMIT FEE:		
AGREEMENT: This permit becomes null and void if work or construction authorized is not commenced within 120 days, or if construction or work is suspended or abandoned for a period of 365 days at any time after work is commenced. The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the city ordinances pertaining to the erection of buildings in the Town of Basin, Wyoming. Demolition work to be completed in 30 days unless otherwise noted under remarks.		TYPE OF CONST	OCCUPANCY GROUP	DIVISION		
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		NO. OF DWELLING UNITS	OFF STREET PARKING SPACES REQUIRED		FURNISHED	
		GARAGE	ATTACHED <input type="checkbox"/> DETACHED <input type="checkbox"/>	DOUBLE <input type="checkbox"/> SINGLE <input type="checkbox"/>		
		FOOTING	DATE			
		FRAMING	DATE			
		FINISH	DATE			
FINAL	DATE					
APPLICANT  (DATE) 11/1/13						
BUILDING OFFICIAL  (DATE) 11/1/13						

When Properly Validated (in this space) This Is Your Permit

BUILDING PERMIT APPLICATION

JURISDICTION OF TOWN OF BASIN, WYOMING

Phone 568-3331

PERMIT NO.

Applicant to complete numbered spaces only.

JOB ADDRESS 810 South 7th										OWNER	JOB ADDRESS
1	DESC	LOT NO	BLK	TRACT	() SEE ATTACHED SHEET						
2	OWNER	MAIL ADDRESS			ZIP	PHONE					
Davis + DeLanc Cook		P.O. Box 25			82426	307-765-2229					
3	CONTRACTOR	MAIL ADDRESS			PHONE						
Justin Rollins		Mannerson.									
4	ARCHITECT OR DESIGNER	MAIL ADDRESS			PHONE						
NA											
5	ENGINEER	MAIL ADDRESS			PHONE						
NA											
6	BUILDING SET BACKS	FRONT (20 Ft. Min.)	SIDE (5 Ft. Min.)	SIDE (5 Ft. Min.)	REAR (5 Ft. Min.)	BUILDING DIMENSION	LENGTH 64'	WIDTH 30'			
7	Basement:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Foundation:	<input checked="" type="checkbox"/> Concrete Block	Roof:	Comp. Builtup metal					
8	Class of work: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input checked="" type="checkbox"/> ALTERATION <input checked="" type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE <input checked="" type="checkbox"/> FENCE										
9	Use of Building: Residence.										
10	Describe work: + Hand notes Build new front entry step, replace step in garage, Build new 30'x60'x12' 3 stall garage, open porch over front step, side walks, from house to new Garage - on next lot north, sprinkler system, fences, utilities to new garage										
11	Valuation of work: \$ 55,000.00										
REMARKS AND SPECIAL CONDITIONS: The front steps are first, ^{immediate} and are needed for handicapped ACCESS TO house, The remainder of the project will be later in year											
PLEASE ATTACH PLANS AND SPECIFICATIONS FOR PERMANENT RECORD OF CONSTRUCTION Plans for garage to be later											
AGREEMENT:						PLANS CHECKED BY:		PERMIT FEE:			
<p>This permit becomes null and void if work or construction authorized is not commenced within 120 days, or if construction or work is suspended or abandoned for a period of 365 days at any time after work is commenced.</p> <p>The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the city ordinances pertaining to the erection of buildings in the Town of Basin, Wyoming. Demolition work to be completed in 30 days unless otherwise noted under remarks.</p>						TYPE OF CONST		OCCUPANCY GROUP		DIVISION	
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						NO. OF DWELLING UNITS		OFF STREET PARKING SPACES REQUIRED		FURNISHED	
						GARAGE		ATTACHED <input type="checkbox"/> DETACHED <input type="checkbox"/>		DOUBLE <input type="checkbox"/> SINGLE <input type="checkbox"/>	
						FOOTING		DATE			
						FRAMING		DATE			
						FINISH		DATE			
<p>David S Cook APPLICANT</p> <p>10/22/13 (DATE)</p>						FINAL		DATE			
<p>St. [Signature] BUILDING OFFICIAL</p> <p>10/28/13 (DATE)</p>											

When Properly Validated (in this space) This Is Your Permit

BUILDING PERMIT APPLICATION

JURISDICTION OF TOWN OF BASIN, WYOMING

Phone 568-3331

PERMIT NO.

OWNER
JOB ADDRESS

Applicant to complete numbered spaces only.

JOB ADDRESS 13 WILLOW DRIVE							
1	DESC	LOT NO	BLK	TRACT	(SEE ATTACHED SHEET)		
2	OWNER REG HENDERSON	MAIL ADDRESS 13 WILLOW		ZIP BASIN, WY	PHONE		
3	CONTRACTOR KMH CONSTRUCTION	MAIL ADDRESS PO BOX 586		PHONE 624 BULLY WY 82426			
4	ARCHITECT OR DESIGNER	MAIL ADDRESS		PHONE			
5	ENGINEER	MAIL ADDRESS		PHONE			
6	BUILDING SET-BACKS	FRONT (20 Ft. Min.)	SIDE (5 Ft. Min.)	SIDE (5 Ft. Min.)	REAR (5 Ft. Min.)	BUILDING DIMENSION	LENGTH WIDTH
7	Basement:	Yes No	Foundation:	Conc. Block	Roof:	Comp. Builtup	
8	Class of work: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input checked="" type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE <input type="checkbox"/> FENCE						
9	Use of Building:						
10	Describe work: REPLACE ROOF						
11	Valuation of work: \$						

REMARKS AND SPECIAL CONDITIONS:

PLEASE ATTACH PLANS AND SPECIFICATIONS FOR PERMANENT RECORD OF CONSTRUCTION

PLANS CHECKED BY:		PERMIT FEE: \$500																											
<p>AGREEMENT:</p> <p>This permit becomes null and void if work or construction authorized is not commenced within 120 days, or if construction or work is suspended or abandoned for a period of 365 days at any time after work is commenced.</p> <p>The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the city ordinances pertaining to the erection of buildings in the Town of Basin, Wyoming. Demolition work to be completed in 30 days unless otherwise noted under remarks.</p> <p><i>Reg Henderson</i> 10/10/13 APPLICANT (DATE)</p> <p><i>St. V. A.</i> 10/15/13 BUILDING OFFICIAL (DATE)</p>		<table border="1"> <tr> <td>TYPE OF CONST</td> <td>OCCUPANCY GROUP</td> <td>DIVISION</td> </tr> <tr> <td>SIZE OF BLDG SQ. FT.</td> <td>NO. OF STORIES</td> <td>MAXIMUM OCCUPANCY</td> </tr> <tr> <td>FIRE ZONE</td> <td>USE ZONE</td> <td>FIRE SPRINKLERS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>NO. OF DWELLING UNITS</td> <td>REQUIRED</td> <td>OFF STREET PARKING SPACES FURNISHED</td> </tr> <tr> <td>GARAGE</td> <td>ATTACHED <input type="checkbox"/> DETACHED <input type="checkbox"/></td> <td>DOUBLE <input type="checkbox"/> SINGLE <input type="checkbox"/></td> </tr> <tr> <td>FOOTING</td> <td>DATE</td> <td></td> </tr> <tr> <td>FRAMING</td> <td>DATE</td> <td></td> </tr> <tr> <td>FINISH</td> <td>DATE</td> <td></td> </tr> <tr> <td>FINAL</td> <td>DATE</td> <td></td> </tr> </table>	TYPE OF CONST	OCCUPANCY GROUP	DIVISION	SIZE OF BLDG SQ. FT.	NO. OF STORIES	MAXIMUM OCCUPANCY	FIRE ZONE	USE ZONE	FIRE SPRINKLERS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	NO. OF DWELLING UNITS	REQUIRED	OFF STREET PARKING SPACES FURNISHED	GARAGE	ATTACHED <input type="checkbox"/> DETACHED <input type="checkbox"/>	DOUBLE <input type="checkbox"/> SINGLE <input type="checkbox"/>	FOOTING	DATE		FRAMING	DATE		FINISH	DATE		FINAL	DATE	
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When Properly Validated (in this space) This Is Your Permit

BUILDING PERMIT APPLICATION

JURISDICTION OF TOWN OF BASIN, WYOMING

Phone 568-3331

PERMIT NO.

Applicant to complete numbered spaces only.

JOB ADDRESS							
105 S 9th St							
1	DESC	LOT NO	BLK	TRACT	(ID SEE ATTACHED SHEET)		
2	OWNER	MAIL ADDRESS		ZIP	PHONE		
2	Archise Crighton	105 S 9th St		8082410	307-568-2449		
3	CONTRACTOR	MAIL ADDRESS		PHONE			
3	Peak view Roofing	1548 W Alameda Ave St B		303-573-7663			
4	ARCHITECT OR DESIGNER	MAIL ADDRESS		PHONE			
5	ENGINEER	MAIL ADDRESS		PHONE			
6	BUILDING SET-BACKS	FRONT (20 Ft. Min.)	SIDE (5 Ft. Min.)	REAR (5 Ft. Min.)	BUILDING DIMENSION	LENGTH	WIDTH
7	Basement:	Yes No	Foundation:	Conc. Block	Roof:	Comp. Buildup	
Class of work: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input checked="" type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE <input type="checkbox"/> FENCE							
Use of Building:							
0 Describe work: Remove & Replace shingle Roof							
1 Valuation of work: \$ 9557.27							

REMARKS AND SPECIAL CONDITIONS:

PLEASE ATTACH PLANS AND SPECIFICATIONS FOR PERMANENT RECORD OF CONSTRUCTION

AGREEMENT:		PLANS CHECKED BY:		PERMIT FEE: \$50.00	
<p>This permit becomes null and void if work or construction authorized is not commenced within 120 days, or if construction or work is suspended or abandoned for a period of 365 days at any time after work is commenced.</p> <p>The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the city ordinances pertaining to the erection of buildings in the Town of Basin, Wyoming. Demolition work to be completed in 30 days unless otherwise noted under remarks.</p>		TYPE OF CONST	OCCUPANCY GROUP	DIVISION	
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		FOOTING	DATE		
		FRAMING	DATE		
		FINISH	DATE		
APPLICANT: <u>Melissa Seiler</u> 10-9-13 BUILDING OFFICIAL: <u>[Signature]</u> 10/15/13		FINAL	DATE		

When Properly Validated (in this space) This Is Your Permit

BUILDING PERMIT APPLICATION

JURISDICTION OF TOWN OF BASIN, WYOMING

Phone 568-3331

PERMIT NO.

Applicant to complete numbered spaces only.

JOB ADDRESS

462 n 6th st

1	DESC	LOT NO	BLK	TRACT	(D SEE ATTACHED SHEET)		
2	OWNER	MAIL ADDRESS		ZIP	PHONE		
3	CONTRACTOR	MAIL ADDRESS		PHONE			
4	ARCHITECT OR DESIGNER	MAIL ADDRESS		PHONE			
5	ENGINEER	MAIL ADDRESS		PHONE			

6	BUILDING SET-BACKS	FRONT (20 Ft. Min.)	SIDE (5 Ft. Min.)	SIDE (5 Ft. Min.)	REAR (5 Ft. Min.)	BUILDING DIMENSION	LENGTH	WIDTH
7	Basement:	Yes No	Foundation:	Conc. Block	Roof:	Comp. Builtup		
CIRCLES OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input checked="" type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE <input type="checkbox"/> FENCE								

Use of Building:

Describe work:

Remove and replace shingle roof

Valuation of work: \$ 9207.54

REMARKS AND SPECIAL CONDITIONS:

LEASE ATTACH PLANS AND SPECIFICATIONS FOR PERMANENT RECORD OF CONSTRUCTION

PLANS CHECKED BY:

PERMIT FEE:

\$150.00

AGREEMENT:

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FRAMING	DATE	
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FINAL	DATE	

APPLICANT

DATE

BUILDING OFFICIAL

DATE

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BUILDING PERMIT APPLICATION

JURISDICTION OF TOWN OF BASIN, WYOMING

Phone 568-3331

Applicant to complete numbered spaces only.

PERMIT NO.

OWNER
JOB ADDRESS

JOB ADDRESS 8 Big B Drive							
1	DESC	LOT NO	BLK	TRACT	() SEE ATTACHED SHEET		
2	OWNER Rowan Hartman		MAIL ADDRESS		ZIP	PHONE	
3	CONTRACTOR Roni Construction		MAIL ADDRESS P.O. Box 545 Basin WY 82410		PHONE 307-272-41836		
4	ARCHITECT OR DESIGNER		MAIL ADDRESS		PHONE		
5	ENGINEER		MAIL ADDRESS		PHONE		
6	BUILDING SET BACKS	FRONT (20 Ft. Min.)	SIDE (5 Ft. Min.)	SIDE (5 Ft. Min.)	REAR (5 Ft. Min.)	BUILDING DIMENSION	LENGTH WIDTH
7	Basement:	Yes No	Foundation:	Conc. Block	Roof:	Comp. Builtup	
8	Class of work: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input checked="" type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE <input type="checkbox"/> FENCE						
9	Use of Building:						
10	Describe work: tear off and install new roofing						
11	Valuation of work: \$ 5000.00						

REMARKS AND SPECIAL CONDITIONS:

PLEASE ATTACH PLANS AND SPECIFICATIONS FOR PERMANENT RECORD OF CONSTRUCTION

		PLANS CHECKED BY:		PERMIT FEE:	
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		FOOTING	DATE		
		FRAMING	DATE		
		FINISH	DATE		
FINAL	DATE				
APPLICANT [Signature] 10/17/13 (DATE)					
BUILDING OFFICIAL [Signature] 10/18/13 (DATE)					

When Properly Validated (in this space) This Is Your Permit

BUILDING PERMIT APPLICATION

JURISDICTION OF TOWN OF BASIN, WYOMING

Phone 568-3331

PERMIT NO.

OWNER
JOB ADDRESS

Applicant to complete numbered spaces only.

JOB ADDRESS
217 South 4th street Basin, WY Old Bus Barn for School District

1 DESC LOT NO BLK TRACT (SEE ATTACHED SHEET)

2 OWNER MAIL ADDRESS ZIP PHONE
Big Horn County School District #4 316 S. 4th Street Basin, WY 82410 307-568-2684

3 CONTRACTOR MAIL ADDRESS PHONE
BRISCO P.O. Box 607 Cheyenne, WY 82003 307-214-9711

4 ARCHITECT OR DESIGNER MAIL ADDRESS PHONE
TERRACON 2110 Overland Ave #124, Billings, MT 406-656-3072

5 ENGINEER MAIL ADDRESS PHONE
Same as Designer

6 BUILDING SET-BACKS FRONT SIDE SIDE REAR BUILDING DIMENSION LENGTH WIDTH
(20 Ft. Min.) (5 Ft. Min.) (5 Ft. Min.) (5 Ft. Min.) 110 feet 60 feet

7 Basement: Yes No Foundation: Conc. Block Roof: Comp. Builtup

8 Class of work: ☐ NEW ☐ ADDITION ☐ ALTERATION ☐ REPAIR ☐ MOVE ☒ REMOVE ☐ FENCE

9 Use of Building: currently vacant, formerly a bus barn for the school district

10 Describe work: Demolish structure and grade lot

11 Valuation of work: \$ 120,600

REMARKS AND SPECIAL CONDITIONS:

PLEASE ATTACH PLANS AND SPECIFICATIONS FOR PERMANENT RECORD OF CONSTRUCTION No Construction Documents

AGREEMENT:		PLANS CHECKED BY:		PERMIT FEE:	
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		SIZE OF BLDG SQ. FT.	NO. OF STORIES	MAXIMUM OCCUPANCY	
		FIRE ZONE	USE ZONE	FIRE SPRINKLERS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	
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FINISH	DATE				
FINAL	DATE				

When Properly Validated (in this space) This Is Your Permit

MONTHLY DEPARTMENT SUMMARY REPORT**MONTH:** October 2013**Department:** Electric**Prepared By:** Stacey Leshner**SUMMARY REPORT**

We built in a new service on South sixth.

I have been working with the electricians for the bean mill service.

We had a call out on Hart. The home owner was trenching and cut through service line. No locates were called in.

We had three days of ASHA training.

I had the annual PCB compliance audit.

The meter leads burned up on the CT's at the IGA. We rewired them and got meter working.

We removed the water in the vaults on C Street.

We got the south sub regulator sent off to get fixed.

We trimmed some trees.

SUMMARY OF EXPENSES PRIOR MONTH

Border States: Material

Clark Safety: Training

Crum: Material and tools

Diversified: truck inspections

ECS: PCB Compliance

Wesco: Material and oil spill kit.

FISCAL IMPACT TO BUDGET

Border States: \$2,165.50

Clark Safety: \$102.30

Crum: \$455.60

Diversified: \$924.26

ECS: \$995.00

Wesco: \$1,329.02

SUMMARY OF EXPENSES CURRENT MONTH**FISCAL IMPACT TO BUDGET****ONGOING PROJECT(S)**

Mechlem acres

PLANNED or PROPOSED PROJECT(S)

ATTACHMENTS

1.

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Amy Kania

DEPARTMENT SUMMARY REPORT**DATE: October 31, 2013****Department: Administration**

Prepared By: Mike Dellos

SUMMARY REPORT

Shut Down Raw Water System for the year

Met with In-Control on Raw Water Communication system

Fixed Water Break on North 8th

Normal everyday Routine Tasks

SUMMARY OF EXPENSES PRIOR MONTH

Inter-Mountain Laboratories-\$550.00

Misc-10.00**FISCAL IMPACT TO BUDGET**

Normal Impact

SUMMARY OF EXPENSES CURRENT MONTH

Inter-Mountain Laboratories-\$503.00

Waterworks Industries-\$468.65

Preventive Health-\$48.00

FISCAL IMPACT TO BUDGET

Normal Impact

ONGOING PROJECT(S)**Raw Water Building Communication System****PLANNED or PROPOSED PROJECT(S)****ATTACHMENTS****ANNOUNCEMENTS:****AGENDA & SUMMARY REPORT SUBMITTED TO:**

1. Who: Danielle Chapman
2. Date: 10/31/2013

DEPARTMENT SUMMARY REPORT**DATE: 11/4/13****Department: Public Works**

Prepared By: Steve VanderPloeg

SUMMARY REPORT

Six sewer call outs
Raised a sewer man hole
Put a new raw water drain in
Winterized the parks and cemetery
Winterized the bathrooms
Opened all raw water drains and ground water drains
Cleaning up leaves in the parks
On colder days servicing equipment
Finished fixing the sander
Spent a week in Casper at water conference

SUMMARY OF EXPENSES PRIOR MONTH

Normal expenses

FISCAL IMPACT TO BUDGET

None

SUMMARY OF EXPENSES CURRENT MONTH

Normal expenses

ONGOING PROJECT(S)

Fixing compost and cardboard dumpsters, Grading alleys, Chipping branches, Bailing cardboard, Normal operations.

PLANNED or PROPOSED PROJECT(S)

Cleaning up weeds in problematic spots around town
Trim trees in the alley's and streets
Help Stacy set power poles in Mechlam acre's
Exercise the water valves in town
Start washing some of the more problematic sewer's
Fill in pot holes in the alleys
Put up Christmas lights

ATTACHMENTS

None

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Amy Kania
2. Council
3. Date: 11/4/13

DEPARTMENT SUMMARY REPORT**DATE: 10/31/13****Department: Administration**

Prepared By: Danielle Chapman

SUMMARY REPORT

Newsletter, final adjustments for the Auditor, USDA and SLIB Application continued.

SUMMARY OF EXPENSES PRIOR MONTH

Normal Expenses

FISCAL IMPACT TO BUDGET

None

SUMMARY OF EXPENSES CURRENT MONTH

Normal Expenses.

FISCAL IMPACT TO BUDGET

None

ONGOING PROJECT(S)

Preparing for winter projects, Gathering information for the USDA and SLIB documents that needed some additional items, Flush tank bids, wrapping up grants, newsletter and back to organizing the vault.

PLANNED or PROPOSED PROJECT(S)

ADA-Bathroom for the office

ATTACHMENTS**ANNOUNCEMENTS:****AGENDA & SUMMARY REPORT SUBMITTED TO:**

1. Who: Mayor Amy Kania
2. Date: 10/31/13

DEPARTMENT SUMMARY REPORT**DATE: NOV 4, 2013****Department: POLICE****Prepared By: Chief Chris Kampbell****SUMMARY REPORT**

Time Period: OCT 1, 2013 – OCT 31, 2013

- 1) We answered 159 Calls for Service for this time period.
- 2) We opened 10 case files.
- 4) We issued 18 citations this month.
- 5) We had 7 house watches.
- 6) We made 3 Arrests this month

SUMMARY OF UNEXPECTED EXPENSES PRIOR MONTH

- 1) NONE

FISCAL IMPACT TO BUDGET

The PD is currently operating within its FY 2014 budget.

ONGOING PROJECT(S)

- 1) New PD Webpage. With the help of Teri, improvements and additional information is being added to the Basin PD webpage.
- 2) Chief will be implementing a new physical fitness policy for the department in the near future.

PLANNED or PROPOSED PROJECT(S)

- 1) Need to bring the PD salaries “in-line” with other law enforcement agencies in this area. Chief conducted a pay comparison last spring and made budget recommendations on those changes. To date, those pay changes have not taken effect. Chief will be reviewing the budget and the impact on that budget if the proposed salary changes are implemented in this FY.
- 2) Researching costs and available \$\$ for digital “Your Speed Is” signs.
- 3) On Call pay: Chief would recommend the council take a serious look at compensating those employees who are required be on-call.

OTHER

ATTACHMENTS

NONE

AGENDA & SUMMARY REPORT SUBMITTED TO:

1. Mayor and Council on Nov 4, 2013