

MINUTES OF A WORKSHOP OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:00 P.M. ON MONDAY, JULY 25, 2023, IN THE CONFERENCE ROOM OF THE SINCLAIR TOWN HALL OFFICE BUILDING.

SINCLAIR COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Council members Brennan Dunlap, Michelle Serres, David Robinson, and Forest Ortiz, with Forest Ortiz

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Izabela Tysver, Maintenance Department Supervisor Chris Haldorson, Town Attorney Mike Roberts, and Jason Knopp with Edge Engineering.

Mayor Meeks called the workshop to order at 5:02 p.m. Mayor Meeks stated that the ordinances to going over tonight will be Title 10 Building Regulations, Title 11 Zoning Regulations, and Title 12 Subdivision Regulations. Mayor Meeks asked if we were going to go back over the property regulations, and Jason Knopp stated that Section 9 we could in the next workshop.

Title 10 Building Regulations

Chapter 1 Building Codes and Regulations

10-1-1 International codes we are using residential code 2012.

Knopp stated that he found a mistake in 10-1-A-D that the section R311.7.5.1 riser height should be 8 ¼ inches not 8 inches.

10-1-2 Fire Limits Declared, needs kept.

10-1-3 Permit fees, Knopp asked the council if the building permit cost fee pages were good, and they agreed to leave them at what they are at.

10-1-4 Dwelling Construction; Parking Space Required, needs kept.

10-1-5 Construction Specifications and Restrictions, needs kept.

10-1-6 Enforcement and Penalty, Knopp stated that in 10-1-6-A needs to change from police judge to municipal judge.

Chapter 2 Uniform Code for the Abatement of Dangerous Buildings

10-2-1 Code Adopted. Maintenance Department Supervisor Chris Haldorson will see if we have a newer book from the 1997 edition we are presently using.

10-3-1 State Administration and Enforcement Attorney Mike Roberts will see if Wyoming Statutes title 35, Chapter 9, Article 1 (2014 code) is the correct state statute.

Title 11 Zoning Regulations

Chapter 1 Title, Interpretation, and Definitions

11-1-1 Definitions-

Accessory Use of Building. A subordinate use of building customarily incident to and located on the same lot with the main use of the building.

Changed from: A subordinate use or building customarily incident to and located on the same lot with the main use or building.

Roof. Needs to be its own definition and be moved down to its own line.

Building Line. The line between the street line or lot line, and which no building or other structure or portion thereof, except as provided in this code, may be erected above the grade level.

Change from: The line between and which the street line or lot line, no building or other structure or portion thereof, except as provided in this code, may be erected above the grade level.

Garage, Private. A building or part thereof accessory to a main building and providing for the storage of vehicles and in which no occupation.

Changed from: A building or part thereof accessory to a main building and providing for the storage of vehicles and in which no occupation or business for profit may be carried on.

Yard, Front. An open unoccupied space on the same lot with a main building, extending the full width of the lot.

Changed from: An open unoccupied space on the same lot with a main building, extending the full width of the lot and situated between the street line and the front line of the building projected to the sideline of the lot.

Chapter 2 Administration and Enforcement

11-2-1 Application of regulations, needs kept.

11-2-2 Enforcement and Administration, needs kept.

11-2-3 Nonconforming uses and buildings, needs kept.

11-2-4 Building permit required, needs kept.

11-2-5 Zoning board

11-2-5-A *Changed to:* if no zoning board is not formed it goes to Mayor, then for appeals it goes in front of Council and then on to District Court.

11-2-5-D Appeals. Jason Knopp will rewrite changing from Town Clerk to Mayor.

11-2-6 Amendments, needs kept.

11-2-7 Injunctive Right; Penalty Jason will rewrite as no zoning board is formed it goes to the mayor, for appeals it goes in front of Council.

11-2-7-C Action taken by Town Attorney. It shall be the duty of the Town Attorney to bring the actions provided in divisions (A) and (B) above upon the complaint of the mayor. His or her services shall also be available to the Board. (1993 code 17.08.070)

Changed from: It shall be the duty of the Town Attorney to bring the actions provided in divisions (A) and (B) above upon the complaint of the Town Clerk-Treasurer or an aggrieved citizen. His or her services shall also be available to the Zoning Board. (1993 code 17.08.070).

Chapter 3 Zoning Districts; Map

11-3-1 Established of Districts, needs kept.

11-3-2 Zone Map, needs kept.

11-3-2-A needs kept.

11-3-2-B needs kept.

Chapter 4 Use and Density Schedules

11-4-1 Use and density schedules, needs kept.

11-4-2 Listing of Uses, needs kept.

11-4-3 Uses Permitted in R one-family residential district.

11-4-3-D One-family dwellings; *add* Multi-family up to 2-story dwellings.

11-4-4 Uses permitted in B Business District, needs kept.

11-4-4-C Places including membership clubs, serving food and beverages for consumption inside of an enclosed building; provided, alcoholic beverages shall only be served in the B district in conjunction with such places having a capacity for food service; and

Changed from: Places including membership clubs, serving food and beverages for consumption inside of an enclosed building; provided, alcoholic beverages shall only be served in the B district in conjunction with such places having a capacity for food service to 50 persons or more; and

11-4-5 Uses Permitted in CI Commercial and Industrial District, needs kept.

11-4-6 Uses Permitted in O District, needs kept.

11-4-7 Density Schedule for R District, needs updated Chris will research as code was from 1993 17.16.070. *Minimum schedule only needs on minimum rear yard not typed two times on the schedule.*

11-4-7 Accessory Building Maximum Height 25 feet high *change from:* 15 feet high.

11-4-8 Density Schedule for B and CI Districts, needs kept.

Chapter 5 General Regulations

11-5-1 Special regulations, needs kept.

11-5-2 Minimum area and minimum lot width, needs kept.

11-5-3 Maximum height of buildings, needs kept.

Next workshop to be held on Tuesday, August 8, 2023, at 5 p.m. Next workshop will be going over Chapter 12 Subdivision Regulations, Chapter 5 Health Sanitation & Environment and Chapter 6 Police & Public Safety.

Mayor Meeks adjourned workshop at 7:08 p.m.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER