

MINUTES OF A WORKSHOP OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:00 P.M. ON WEDNESDAY, SEPTEMBER 13, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN HALL BUILDING.

SINCLAIR COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Council member Brennan Dunlap, with Council members David Robinson and Michelle Serres being excused.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Maintenance Department Supervisor Chris Haldorson, Police Chief Jeff Sanders, Building Engineer Jason Knopp and Town Attorney Mike Roberts.

Mayor Meeks called the workshop to order at 5:05 p.m. Mayor Meeks stated that the topic of this workshop meeting is to go over ordinances.

Mayor Meeks stated that tonight we were going over Title 12 Subdivision Regulations. Mayor Meeks stated that we would start under enforcement.

Knopp asked if the consultants for the ordinance book was gone over. Clerk/Treasurer Slater stated that the only question they had about Title 12 was 12-2-2. Knopp stated that they were just asking about referencing the new state statute 33-29-403 and including it. Knopp recommended following the state statute.

Knopp stated to start at the beginning of Title 12 with definitions Knopp asked if the town had a place for subdivision. Mayor Meeks stated that we had one section out on the old highway to turn around. Police Chief Sanders said that would be commercial not a subdivision, but he thought it was owned by the refinery. Mayor Meeks said that he believed it was owned by the town not the refinery. Maintenance Department Supervisor Haldorson stated that according to Onyx the refinery owns it all.

Town Attorney Roberts stated that it was very unlikely that the town would ever have a new subdivision, but we should still go over this section and at least change the fees to an updated price.

Knopp told the council that the ordinances in Title 12 gives the council authority over any amendment as stated in 12-1-6 that the council can have a public hearing and oppose any amendments due to public health, safety and general welfare.

12-1-10-D Issuance of Subdivision Permit Fee Attorney Roberts, Mayor Meeks and Knopp all stated the wording of this is confusing. Knopp stated that he would look into other towns that are size of are town and see what their fees are.

12-1-10-E Final acceptance, Knopp stated that it should say upon final acceptance the developer is responsible for all maintenance. Knopp will make check into this and see how it is put into the ordinance.

Chapter 2, 12-2-2 Knopp stated change to the new state statute 33-29-403, as was stated earlier in the workshop. Knopp stated that he recommended reading through the definition for anything that needs to be changed, he did not see anything that need to be changed beside what was already discussed.

Chapter 3, 12-3-1-H Preliminary Plat, Knopp will look up what role the state department of environmental quality (DEQ) has control of. Knopp stated that the town should have control not DEQ. Attorney Roberts stated that it could be worded as 'Plat must be approved by DEQ for all issues related to health.'

Chapter 6, 12-6-1-B Knopp stated to change Pavement Material and Thickness to a minimum of 8" compacted subbase with a minimum of 4" bituminous overlay.

12-6-1-C Concrete Sidewalks: Knopp stated that not less than 5' wide sidewalks, not 4' wide sidewalks.

12-6-1-D Water Supply: Knopp stated that the wording with the word historically might not meet code. Knopp stated to delete the word historically as they might not meet code. Knopp will look into the DEQ code.

Knopp stated that he like 12-6-2 was in the ordinance book.

Knopp shared that he would look into the 150% in 12-6-3-A-1, 12-6-3-B-1, 12-6-3-C, and 12-6-3-D-1.

Mayor Meeks stated that 12-6-7 Maintenance of Improvements: applicant is required to maintain all improvements on the individual subdivided lots and provide snow removal on streets and sidewalks, if required, until initial acceptance of the improvements by the town council. Knopp stated that was what he wanted to see in the ordinance book.

Knopp stated the 12-6-9 Acceptance of Improvements was glad to see that in the ordinance book.

Knopp stated that Attorney Roberts and himself have at least three weeks to go through the suggestions that have been made with these ordinance workshops. Knopp stated that next Monday, September 18, 2023, was not enough time to go through everything. Knopp asked Clerk/Treasurer Slater to add the items discussed tonight to the paper she had already printed out, so everyone knew what to look into and be prepared for the next ordinance workshop to be scheduled after the October 5, 2023, council meeting.

Mayor Meeks, with Knopp's suggestion, cancelled the upcoming workshop scheduled for September 18, 2023, and will schedule it during the October 5, 2023, council meeting. Councilmember Dunlap agreed to the cancelation of the workshop and rescheduling on October 5, 2023 council meeting.

Mayor Meeks adjourned workshop at 6:05 p.m.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER