

**PLANNING AND ZONING COMMISSION  
MEETING AGENDA**

**May 3, 2021**

**12:00 PM**

**AT: Pinedale Library, Conference Room, Pinedale, Wyoming**  
*Due to COVID-19, this meeting will be made available digitally*

**Virtual Meeting Details**

<https://meet.google.com/jbe-divf-rym>

**Join by Phone**

**Call-in Number: (US) +1 417-448-6035**

**PIN: 346 716 295#**

*Attendees on the virtual option will be able to listen to the meeting. Efforts to give virtual attendees an opportunity to speak will be made but cannot be guaranteed.*

**Agenda Items:**

1. Organizational Matters
  - a. Approve Agenda
  - b. Approval of the April 5, 2021 regular meeting minutes.
2. Public Comments
3. New Business
  - a. Public Hearings – Definition of a Hotel. Definition of a Motel.
  - b. Subdivision Applications – Discovery Addition. Hennick Addition.
4. Old Business
  - a. Master Plan RFP
5. Planning and Zoning Administrator’s Report
  - a. See Attached
6. Chairman’s Comments
7. Board Member Comments
8. Schedule of next Regular P&Z Meeting  
Time: June 7, 2021 at 12:00 p.m.  
Location: Sublette County Library, Conference Room, Pinedale, Wyoming
9. Adjourn meeting.

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES**

**April 5, 2021**

**12:00 PM**

**AT: Pinedale Library, Conference Room, Pinedale, Wyoming**  
*Due to COVID-19, this meeting will be made available digitally*

**Virtual Meeting Details**

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**Attendance: Judi Boyce, Sandy Wanfalt, Adam Herron, Ronnie Tambourine, Abram Pearce**

**Agenda Items:**

1. Organizational Matters

***Meeting called to order 12:05pm***

***a. Approve Agenda: Motion by Commissioner Boyce – Second by Commissioner Herron***

***b. Approval of the March 1, 2021 regular meeting minutes. Motion by Commissioner Boyce to table until full quorum. Second by Commissioner Herron***

2. Public Comments

3. New Business

a. Master Plan Draft RFP

○ ***Ronnie email – minor error***

○ ***Request for remote presentation to Planning and Zoning***

○ ***Do we want to have presentation for Town Council?***

○ ***Commissioner Wanfalt, Abe Pearce, and Ronnie Tambourine to review applicants***

b. Development Updates/Potential Ordinances

○ ***RVZD***

○ ***Hotel/Motel***

4. Old Business

a. Update regarding Short-Term Rental Progress

○ ***Commissioner Boyce STR Update (potential veto)***

5. Planning and Zoning Administrator's Report

a. See Attached

6. Chairman's Comments

7. Board Member Comments

8. Schedule of next Regular P&Z Meeting

***Time: May 3, 2021 at 12:00 p.m.***

***Location: Sublette County Library, Conference Room, Pinedale, Wyoming***

9. Adjourn meeting.

***Meeting adjourned: 12:53p.m.***

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWN OF PINEDALE, STATE OF WYOMING,  
AMENDING SECTION 475-11 BY AMENDING THE DEFINITION OF HOTEL.**

NOW, THEREFORE BE IT HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PINEDALE, WYOMING THAT THE DEFINITION OF HOTEL AS SET OUT IN SECTION 475-11 OF CHAPTER 475 OF THE PINEDALE MUNICIPAL CODE IS HEREBY AMENDED TO READ AS FOLLOWS:

HOTEL - A building, with or without individual kitchen facilities, occupied by transient guests who are lodged with or without meals, the rooms of which have primary access from interior public halls, and in which building or portion thereof there are or may be certain public rooms or halls for the service of food and drink, with or without entertainment, and other facilities intended to provide customary accessory conveniences or services normally incidental to and associated with such a use. Dwelling units located within the hotel shall have consistent use as a hotel where lodging is offered for compensation of weekly, daily or hourly rental dwelling units. Hotels shall have on-site housekeeping services, ~~front desk management services~~ and custodial services for the sole purpose of servicing those guests paying for said lodging. In compliance with WS § 15-1-601(d)(iv) and § 475-6. Continuation of existing uses, of the Pinedale Municipal Code, the provisions of this definition shall not apply to hotels in operation as of ~~11-26-2007~~ the date this ordinance takes effect.

PASSED ON FIRST READING ON \_\_\_\_\_, 2021.

PASSED ON SECOND READING ON \_\_\_\_\_, 2021.

PASSED, APPROVED AND ADOPTED ON THIRD READING ON \_\_\_\_\_,  
2021.

ATTEST:

TOWN OF PINEDALE,  
WYOMING:

BY: \_\_\_\_\_  
MATT W. MURDOCK, MAYOR

\_\_\_\_\_  
TOWN CLERK

ATTESTATION BY TOWN CLERK

STATE OF WYOMING                    )  
COUNTY OF SUBLETTE                ) ss.  
TOWN OF PINEDALE                    )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the \_\_\_\_\_, a newspaper of general circulation published in the Town of Pinedale, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

I further certify that the foregoing Ordinance was duly recorded on Page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Pinedale, Wyoming.

\_\_\_\_\_  
Town Clerk

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWN OF PINEDALE, STATE OF WYOMING,  
AMENDING SECTION 475-11 BY AMENDING THE DEFINITION OF MOTEL.**

NOW, THEREFORE BE IT HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PINEDALE, WYOMING THAT THE DEFINITION OF MOTEL AS SET OUT IN SECTION 475-11 OF CHAPTER 475 OF THE PINEDALE MUNICIPAL CODE IS HEREBY AMENDED TO READ AS FOLLOWS:

MOTEL - A building or series of buildings in which lodging is offered for compensation and which is distinguished from a hotel primarily by reason of providing direct independent access to, and adjoining parking for, each rental unit. Dwelling units located within the building or series of buildings shall have consistent use as a motel where lodging is offered for compensation of weekly, daily or hourly rental dwelling units. Motels shall have housekeeping services, ~~front desk management services~~ and custodial services for the sole purpose of servicing those guests paying for said lodging. In compliance with WS § 15-1-601(d)(iv) and § 475-6. Continuation of existing uses, of the Pinedale Municipal Code, the provisions of this definition shall not apply to motels in operation as of ~~11-26-2007~~ the date this ordinance takes effect.

PASSED ON FIRST READING ON \_\_\_\_\_, 2021.

PASSED ON SECOND READING ON \_\_\_\_\_, 2021.

PASSED, APPROVED AND ADOPTED ON THIRD READING ON \_\_\_\_\_,  
2021.

ATTEST:

TOWN OF PINEDALE,  
WYOMING:

BY: \_\_\_\_\_  
MATT W. MURDOCK, MAYOR

\_\_\_\_\_  
TOWN CLERK

ATTESTATION BY TOWN CLERK

STATE OF WYOMING                    )  
COUNTY OF SUBLETTE               ) ss.  
TOWN OF PINEDALE                    )

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I further certify that the foregoing Ordinance was duly recorded on Page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Pinedale, Wyoming.

\_\_\_\_\_  
Town Clerk

## Planning and Zoning Report – April 21, 2021

The Planning & Zoning Department's workload has been quite high as of recent due to the time of year. With the lifting of the 'No Dig' on April 15, 2021 and the warmer spring temperatures, there has been an influx of permit applications. This, in conjunction with the regular duties of the Planning & Zoning Administrator's role, as well as the learning curve associated with occupying the position for less than two months, has kept me busy.

Primary efforts have been focused on the following since my last report:

1. Permit Applications
  - a. Union Wireless Excavation Right-Of-Way permits for fiber installs at the Sublette County Rural Health Clinic, the Sublette County Courthouse, and in Zones 1 & 2 of the residential areas on the east end of town.
  - b. Pinedale Natural Gas Excavation Right-Of-Way permits for various projects around town.
  - c. Children's Discovery Center Subdivision application and building permit. They are having their property boundary re-aligned and replacing their Teepee with a Yurt.
  - d. Subdivision application for a boundary re-alignment of two lots associated with 107 S. Fremont Ave.
  - e. Upper Green River Cemetery District Annexation application, Excavation Right-Of-Way permit, and Water/Sewer connection permit.
  - f. Sketch Plan Review of Blocks 12 and 13 in the Bloomfield Addition
  - g. Numerous Residential Building Permits for new construction.
  - h. Numerous Fence Permits
  - i. Numerous Sign Permits
  - j. Numerous Water/Sewer Connection Permits
2. Receive and address inquiries by phone and email regarding building permits, STRs, subdivision development, ROW permits, etc.
3. Short Term Rental Ordinance research for upcoming October implementation.
4. Wyoming 811 locate request monitoring for jobs lacking permits.
5. Master Plan RFP.
6. Working with the Town's Municipal Officer to identify and enforce code violations.



**Anticipated Workload for coming month:**

There are a good number of the various types of projects/permit applications that have been submitted to my department still in the process of being reviewed. New applications are received daily.

In addition to permits, I intend to continue working on the Master Plan RFP, evaluating the Town's existing code for improvements, and familiarizing myself with the role and the most efficient way to manage it.

Sincerely,

Ronnie Tambourine