AFTON TOWN COUNCIL MEETING
JULY 14, 2026
5:30 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

A. Adopt the July 14, 2026, Afton Town Council Agenda

a. Motion to Approve the Agenda for the Afton Town Council Meeting on July 14, 2026.

4. CONSENT AGENDA

A. Approve Minutes from the Regular Afton Town Council Meeting held June 9, 2026

B. Approve Town of Afton Bills for the Period ending June 30, 2026

a. Motion to Approve the Consent Agenda

5. DEPARTMENT REPORTS

A. Utility Board

B. Planning & Zoning Board

C. Utility Department

D. Tourism Board

6. DELEGATIONS

Delegation decorum: There is a 5-minute Limit per delegation subject. The mayor must recognize the speaker, who must approach the podium. Only one speaker may speak at a time.

A. Lexi Weber - Star Valley Arts Council
https://usa.muralmosaic.com/product/america-250-patriots-flag-mural-mosaic-kit/

B. JR Nield - Park Culvert

7. EXECUTIVE SESSION

Motion to go into executive session for the purpose of considering the acquisition of real estate, personnel matters, matters concerning litigation to which the Town is a party, or to which the Town may be a party.

8. TOWN ADMINISTRATOR REPORT

A. Financial Statements for June 2026

B. Planning & Zoning

a. GPS, Inc. - Variance Application for Sign Permit

1 Motion to Approve or Deny Variance Application for Sign Permit

b. Rockbridge, LLC - Major Subdivision

1 Motion to Approve or Deny Major Subdivision for Rockbridge, LLC

C. Consultant Proposals – Comprehensive Master Plan

9. NEW BUSINESS

A. C and G, LLC - Catering Permits
July 17 and 24, 2026; August 14, 21, 28, 2026; September 4, 2026.

a. Motion to Approve or Deny Catering Permits

B. Discussion and Appointment of a Board Member for the Afton Main Street Alliance Board.

a. Motion to Approve or Deny Jack Swensen

C. Ordinance 711 - Regulation for Bikes, Electric Motorcycles and Motorized Vehicles in Parks

a. Motion to pass or deny Ordinance 711 on First Reading

D. Ordinance 712 - Wireless Telecommunication Towers

a. Motion to pass or deny Ordinance 712 on First Reading

E. Resolution 2026-07 - Adopting Replacement Policy & Procedures Manual

10. CONTINUING BUSINESS

A. Ordinance 709- De-Annexation of Mountain Star Products, LLC

a. Motion to pass or deny Ordinance 709 on Second Reading
(Passed on First Reading)

b. 40 West 4th - Nielsen Rezone Application & Staff Report

B. Ordinance 710 - Rezone 40 West 4th Ave

a. Motion to pass or deny Ordinance 710 on Second Read
(Passed on First Reading)

11. MAYOR'S REPORT TO COUNCIL

12. TOWN ATTORNEY REPORT

13. CORRESPONDENCE

14. ONGOING ITEMS FROM PREVIOUS COUNCIL MEETINGS

15. WORKSESSION ITEMS/COUNCIL TRAINING

A. Set Agenda for the Next Work Session Scheduled for July 22, 2026.

16. EXECUTIVE SESSION

Motion to go into executive session for the purpose of considering the acquisition of real estate, personnel matters, matters concerning litigation to which the Town is a party, or to which the Town may be a party.

17. ADJOURN

A. Motion to Adjourn Meeting

UPCOMING MEETINGS
Next Town Council Meeting — August 11, 2026, at 5:30 p.m. at the Afton Town Hall
Next Town Council Work Session — July 22, 2026, at 6:00 pm. at the Afton Town Hall

MINUTES FROM TOWN COUNCIL MEETING
June 9, 2026
AFTON TOWN HALL

1. CALL TO ORDER

Mayor Jeff Jensen called the regular meeting of the Afton Town Council to order at 5:30 p.m. and welcomed those in attendance.

Council Members Dirk Hillyard, Will Wilkes, Scott Griffith, and Brock Brown were present. Others present were Town Attorney Dale Cottam, Town Clerk Tina McGarvey, Public Works Director JR Nield, Afton Main Street Alliance Chair Julie Adams, Fire Chief Cody Wilkes, Dave Kennington, David Femringer, Krista Tidwell, Brandt Babers, Ryan Sandall, Michael Horn, Devon Hillstead, Kallen Lancaster, Crystal & Glen McGee, Shelly Crook, Donald Howser, Amber Hyde, and Marlow Scherbel. Town Administrator Violet Sanderson was not present at the meeting.

2. PLEDGE OF ALLEGIANCE

Council Member Wilkes led those present in the Pledge of Allegiance.

3. AGENDA

Adopt the June 9, 2026, Afton Town Council Agenda

A. Motion to Approve Agenda for June 9, 2026, Afton Town Council Meeting

At the Mayor's call, Council Member Wilkes moved to approve the agenda. Council Member Griffith seconded the motion, which was carried out unanimously.

4. CONSENT AGENDA

A. Approve Minutes from the Regular Afton Town Council Meeting held May 12, 2026

B. Approve Town of Afton Bills for the Period Ending May 31, 2026

Call Ready Mix Lumber - Supplies $3,042.42
Valley Auto- Supplies $1,018.83
CNA Surety- Treasurer Bond $500.00
Lincoln County Sheriffs Office- Services $1,948.00
Lower Valley Energy- Services $24,056.74
Mountain Star Products - Supplies $695.03
Silver Star Telephone- Services $7,669.62
Caselle- Services $1,477.00

Star Valley Media, LLC- Services $3,291.65
Sunrise Engineering, Inc.- Services $4,184.50
Wyoming Workers' Compensation- Services $230.42
Fisher Scientific- Supplies $176.82
Valley Sanitation Inc.- Services $790.00
Town of Afton- Services $22.00
NCPERS Group Life Insurance- Life Insurance 224.00
ODP Business Solutions, LLC- Supplies $66.99
High Country Linen- Services $1,434.22
Alan Stauffer Digital Services - Services $847.68
J-Bar Excavation, LLC. - Supplies $1,026.49
Skaggs Companies, Inc. - Supplies $226.85
J- Bar Trucking, LLC- Services $847.84
One-Call of Wyoming- Services $74.55
Desktop Design- Services $315.00
Bailey, Stock, Harmon, Cottam- Services $5,300.50
Wex Bank- Fuel $132.75
Intellichoice, Inc. - Subscription $6,650.82
Miles Beverage- Supplies $517.60
Mountain States Stockdog Assocation- Sponsorship $ 7,500.00
Yost Pacific Office Automation- Services $73.90
U.S. Bank Equipment Financing- Services $151.33
Zion Bankcard Center- Supplies 10,893.62
Cash- Prize Money $1,050.00
Nilson, David- Services $5,211.00
Hags with Rags, LLC- Services $1,340.94
Baxbo LLC - Supplies $1,764.00
Core & Main LP- Parts $907.94
AT&T Mobility- Cellular Services $277.86
Star Valley Lawn Care, Inc.- Services $587.12
Verizon Connect Fleet- Services $151.60
Eric Briggs- Services $1,394.78
Grime Stoppers Housekeeping Services 3,600.00
The Lock Shop of Star Valley- Services $100.00
Burton Rental- Rental $391.44
Jensen Electric, LLC - Services $498.19
T-Mobile Use, Inc- Services $61.00
Heidi Martin- Services $29.00
Discover Area Guides- Services $450.00
Lantis Productions, Inc. - Fireworks $15,000.00
Paige Alise, LLC- Services $1,300.00
Wyoming Department of Revenue - Services $42.72
Callaway Golf Sales Company- Supplies $3,370.11
Parson Behle & Latimer- Legal Services $2,156.00
Wannabe Running- Sponsorship $2,000.00
Salt River Motors- Supplies $ 1,121.59
Wyoming Office of Tourism- Refund $40,000.00
Rad Curbside, LLC- Services $278.00

Salt River Youth Foundation- Sponsorship $5,000.00
Nicole Galloway- Services $ 3,343.60
P & W Golf Supply- Supplies $4,123.88
Ann Vaughan- Refund $39.00
Great-West Trust Company- Deferred Comp 1,035.00
Payroll $166,018.60

a. Motion to Approve the Consent Agenda

At the mayor's call, Council Member Hillyard moved to approve the consent agenda. Council Member Brown seconded the motion. The motion carried unanimously.

5. DEPARTMENT REPORTS

A. Public Works

Public Works Director Jr. Nield reported to the Council that new signage and kiosks have been installed, receiving positive feedback. Additionally, a shade canopy has been set up at Canyon View Park. Major pothole repairs have been completed, road line painting is currently underway, and crosswalks will be next. A new rock rake, co-purchased with the golf course, has also been acquired. Looking ahead, the West Alley projects are progressing, with bids due on June 18, 2026.

B. Tourism Board

The Tourism Board report has been rescheduled for the July meeting.

C. Afton Main Street Alliance Board

Chair Julie Adams reported on the two-year anniversary, focusing on promotions, design, economic vitality, and organization. She updated the Council on recent events and promotions and requested increased cleanliness efforts in the downtown area.

D. Heritage Board

Mayor Jensen has announced that the Heritage Board selected the inductees for the upcoming July 4th ceremony.

E. Afton Fire Department

Mr. Cody Wilkes, the Afton Volunteer Fire Chief, reported to the Council on the year-to-date calls. He mentioned that two teams will be traveling to a fire convention competition in Wheatland from June 17 to 21. Additionally, the department will host a pancake breakfast and organize a fireworks display for the 4th of July. During the fair, the State Fire Marshal’s sprinkler trailer demonstration will also take place at the fairgrounds.

Furthermore, repairs are planned to the drill field fence and the fire station asphalt. It is also

noted that Engine 7, a 1997 model, needs replacement. Specifications for the new engine are being developed in collaboration with Upper Valley Fire District.

6. DELEGATIONS

Delegation decorum: There is a 5-minute Limit per delegation subject. The mayor must recognize the speaker, who must approach the podium. Only one speaker may speak at a time.

A. Star Valley Events, LLC - Update on East Alley Events

Krista Tidwell of Star Valley Events provided an update to the Council on the first three weeks and respectfully requested authorization for participating food trucks to continue operating on Saturdays to enhance vendors' economic viability. Additionally, a request was made to extend Friday Night Lights hours to 9:00 PM on July 8 and August 21 for designated special events, which fall within the town's established noise ordinance of 10:00 PM.

B. Donald Howser — Discussion on BMX track and E-bikes

Mr. Donald Hauser, speaking on behalf of parents and children, emphasized the lack of clear rules, confusing signage (which states "motorcycles" are prohibited), and inconsistent police enforcement regarding e-bike usage at the BMX track. He suggested a compromise to allow limited, scheduled access for e-bikes, and expressed their willingness to assist with dust control by watering the track. Additionally, Mr. Hauser offered to donate funds for a new, clear sign, regardless of the outcome.

C. Water Irrigation Conversation on Culverts in Parks

A recent incident has prompted a discussion about the collaboration between the town and the ditch company to develop a long-term solution to enhance safety at Culverts. This will include considerations of funding and labor to implement the permanent fix. The Council has requested that this topic be added to the agenda for the upcoming work session.

7. TOWN ADMINISTRATOR REPORT

A. Financial Statements for May 2026 (Attachment)

Mayor Jensen presented the May 2026 financial statement.

B. 40 West 4th - Nielsen Rezone Application & Staff Report

Mayor Jensen presented a staff report stating that all necessary actions will be addressed under new business. This applicant seeks to rezone the property from Central Business District to R-1.

C. Silver Brooke Estates Master Plan Preliminary Plat Approval and Phase I & Phase II Final Plat Approval

Mr. Marlowe Scherbel presented revisions to the Master Plan and requested preliminary plat approval for combined Phases 1 and 2.

a. Motion to to approve or deny Master Plan Preliminary Plat
Motion to deny or approve the FInal Plat Phase I & II and Authorize the Mayor to sign the final plat

Mayor Jensen presented the Afton Planning and Zoning Board's recommendation and conditions, which recommended approval. At the Mayor's call, Council Member Griffith moved to approve the revised Master Plan preliminary plat for Silver Brook Estates, seconded by Council Member Hillyard. The motion carried unanimously.

At the Mayor's request, Council Member Wilkes moved to approve the final plat for Phases I and II and authorized the Mayor to sign the preliminary plat for Silver Brook Estates. This motion was seconded by Council Member Hillyard and carried unanimously.

D. De-Annexation Petition Mountain Star Products LLC/ O. David Gardner Trust

Mr. Marlow Scherbel presented a de-annexation for Mountain Star Products. A petition was presented to de-annex a parcel for a gravel pit expansion, consolidating operations under County jurisdiction.

8. NEW BUSINESS

A. C and G, LLC - Catering Permits
June 12, 19, 2026; July 7, 8, 9, 10, 11, 17, and 24, 2026; August 14, 21, 28, 2026; September 4, 2026.

a. Motion to Approve or Deny Catering Permits

C & G, LLC submitted applications to the Council for a series of permits, seeking approval for a catering beverage permit for the event "Friday Night Lights." At the Mayor's request, Council Member Hillyard moved to approve the catering permits for June 12, June 19, 2026, and July 7-11, 2026, while tabling the remaining dates beginning July 17, 2026, to the July council meeting. Council Member Wilkes seconded the motion, which passed with a vote of 4 to 1. Aye (yes) vote: Council Members Dirk Hillyard, Will Wilkes, Scott Griffith and Brock Brown. Nay (No) vote: Mayor Jeff Jensen. The motion passed.

B. Prohibition Outpost - Catering Permit for June 12, 2026

a. Motion to Approve or Deny Catering Permit

Prohibition Outpost submitted an application to the Council seeking approval for a catering beverage permit for the event "Friday Night Lights." At the Mayor's request, Council Member Wilkes moved to approve the catering permits for June 12, 2026. Council Member Wilkes seconded the motion, which passed with a vote of 4 to 1. Aye (yes) vote: Council Members Dirk Hillyard, Will Wilkes, Scott Griffith and Brock Brown. Nay (No) vote: Mayor Jeff Jensen. The motion passed.

C. Ordinance 709- De-Annexation of Mountain Star Products, LLC

a. Motion to pass or deny Ordinance 709 on First Reading

At the call of the Mayor, Council Member Wilkes made a motion to pass Ordinance 709 on first reading. Council Member Brown seconded the motion. The motion carried unanimously.

D. Resolution 2026-05 Lodging Tax Question for Ballot

a. Motion to pass or deny Resolution 2026-05

At the Mayor's call, Council Member Griffith motioned to pass Resolution 2026-05, seconded by Council Member Hillyard. The motion carried unanimously.

E. Ordinance 710 - Rezone 40 West 4th Ave

a. Motion to pass or deny Ordinance 710 on First Read

At the call of the Mayor, Council Member Hillyard made a motion to pass Ordinance 710 on first reading. Council Member Brown seconded the motion. The motion carried unanimously.

F. Discussion About the Concession Stand at the Parks

A current business owner in the Town of Afton proposed reviving the unused concession kitchen at Canyon View Park, which requires significant upgrades to meet health and fire codes (plumbing, ventilation, surfaces, etc.). The council has decided to adopt a dual-track approach: they will request two written proposals from the business owner while the town prepares and issues a Request for Proposals (RFP) to obtain quotes for performing baseline improvements. The Council will review proposals during the meeting in July.

9. CONTINUING BUSINESS

A. Ordinance 701- Ordinance for Telecommunication Structure Regulations
   a. Motion to pass or deny Ordinance 701 on Third and Final Reading
   (Passed on First and Second Reading, Postponed on Third Reading in April)

At the Mayor's call, Council Member Hillyard moved to deny Ordinance 701 on the third and final reading, seconded by Council Member Brown. The motion carried unanimously.

B. Ordinance 705 - Ordinance Rezoning Colters Lodge
   a. Motion to pass or deny Ordinance 705 on Third and Final Reading
   (Passed on First and Second Reading) (Was Tabled on Third Reading in May)

At the mayor's request, Council Member Wilkes motioned to pass Ordinance 705 on third and

final reading, seconded by Council Member Hillyard. The motion was unanimously approved.

C. Ordinance 706 - Ordinance Amending Chapter 5 of Title I Defensive Driving Dismissal Program
    a. Motion to pass or deny Ordinance 706 on Third and Final Reading (Passed on First Reading and Second Reading)

At the Mayor's call, Council Member Griffith motioned to pass Ordinance 706 on the third and final reading, seconded by Council Member Wilkes. The motion was unanimously approved.

D. Ordinance 707 - Ordinance Rezoning Ted Frome Lot 4 Replat
    a. Motion to pass or deny Ordinance 707 on Third and Final Reading (Passed on First Reading and Second Reading)

At the Mayor's call, Council Member Hillyard motioned to pass Ordinance 707 on the third and final reading, seconded by Council Member Brown. The motion was unanimously approved.

E. Ordinance 708 - Fiscal Year Budget July 1, 2026, through June 30, 2027
    a. Motion to pass or deny Ordinance 708 on Third and Final Reading (Passed on First Reading and Second Reading)

At the Mayor's call, Council Member Griffith motioned to pass Ordinance 708 on the third and final reading, seconded by Council Member Hillyard. The motion was unanimously approved.

F. Planned Unit Development Application - Ted Frome 2nd Addition Lot 4

Mr. Ryan Sandal submitted a Planned Unit Development (PUD) application for smaller, quarter-acre R-1 lots to increase affordable housing. At the Mayor's call, Council Member Wilkes moved to approve the PUD; Council Member Brown seconded the motion. The motion carried unanimously.

G. Update on Master Plan

Mayor Jensen will verify whether the Master Plan RFP has been sent out and update the submission deadline as needed.

H. Fish Scramble Update

Logistics for the "Fish Scramble" on Friday, the 3rd, were confirmed, including fish delivery, pond setup, and Tourism Board funding.

I. Civic Center Rates

A discussion was held regarding the request to waive the nonprofit rental fee for the week-long event. The council will establish clear criteria for future nonprofit usage.

10. MAYOR'S REPORT TO COUNCIL

A. Set Agenda for the Next Work Session Scheduled for June 23, 2026.

At the Mayor’s call, Council Member Hillyard motioned to pass Resolution 2026-06 approving moving work sessions to the fourth Wednesday of each month at 6:00 PM, effective immediately. Seconded by Council Member Griffith. The motion carried unanimously. The agenda will discuss Star Valley Medical EMS, park culverts, and the use of E-bikes in the parks.

11. TOWN ATTORNEY REPORT

12. CORRESPONDENCE

13. ONGOING ITEMS FROM PREVIOUS COUNCIL MEETINGS

14. WORKSESSION ITEMS/COUNCIL TRAINING

15. EXECUTIVE SESSION

Motion to go into executive session for the purpose of considering the acquisition of real estate, personnel matters, matters concerning litigation, to which the Town is a party, or to which the Town may be a party.

At 9:51 p.m., upon the mayor's request, Council Member Wilkes moved to go into executive session for the purpose of considering the acquisition of real estate, personnel matters, matters concerning litigation, to which the Town is a party, or to which the Town may be a party. Council Member Hillyard seconded the motion, and it was carried out unanimously.

At the mayor's call, Council Member Hillyard moved to return to regular session at 10:30 p.m., and the motion was seconded by Council Member Brown. No action was taken. The motion carried unanimously.

16. ADJOURN

The official signatures of the Mayor, Town Administrator, Town Clerk, and Town Treasurer for the Town of Afton are published annually as follows:

_____

Jeffrey Jensen, Mayor

_____

Violet Sanderson, Town Administrator

_____

Tina McGarvey, Town Clerk

_____

Sadie Phillips, Town Treasurer.

A. Motion to Adjourn Meeting

At the call of the Mayor, Council Member Hillyard motioned to adjourn the regular meeting of the Afton Town Council, seconded by Council Member Wilkes. The motion carried unanimously. The regular meeting adjourned at 10:30 p.m.

17. Upcoming Meetings

A. Next Town Council Meeting — July 14, 2026, at 5:30 p.m. at the Afton Town Hall
Next Town Council Work Session — June 24, 2026, at 6:00 pm. at the Afton Town Hall

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
187								
187	DRY CREEK ENTERPRISES, IN	M15977	SERVICES- CEMETERY	06/24/2026	35.00	.00		
187	DRY CREEK ENTERPRISES, IN	M15982	SERVICES- GOLF COURSE	06/24/2026	260.00	.00		
Total 187:					295.00	.00		
267								
267	VALLEY AUTO	6557-556906	AUTO SUPPLIES- FIRE DEPT	06/24/2026	43.44	.00		
267	VALLEY AUTO	6557-556960	ANTIFREEZE- FIRE DEPT	06/24/2026	152.88	.00		
267	VALLEY AUTO	6557-559381	AUTO PARTS- STREETS	06/24/2026	143.30	.00		
267	VALLEY AUTO	6557-559669	FILTERS- UTILITY	06/24/2026	49.14	.00		
267	VALLEY AUTO	6557-560166	FUEL FILTER- GOLF	06/24/2026	16.20	.00		
Total 267:					404.96	.00		
391								
391	ENERGY LABORATORIES, INC.	789674	WATER TEST- UTILITY	06/24/2026	250.00	.00		
391	ENERGY LABORATORIES, INC.	789747	SAMPLES- UTILITY	06/24/2026	167.00	.00		
Total 391:					417.00	.00		
590								
590	LINCOLN COUNTY SHERIFFS O	0626	COMMUNICATION MAY 26	06/24/2026	1,948.00	.00		
Total 590:					1,948.00	.00		
600								
600	LOWER VALLEY ENERGY	5	CIVIC CENTER	07/01/2026	915.26	915.26	06/30/2026	
600	LOWER VALLEY ENERGY	5	TOWN HALL	07/01/2026	220.71	220.71	06/30/2026	
600	LOWER VALLEY ENERGY	5	FIRE DEPT	07/01/2026	297.51	297.51	06/30/2026	
600	LOWER VALLEY ENERGY	5	STORAGE BLDG	07/01/2026	94.70	94.70	06/30/2026	
600	LOWER VALLEY ENERGY	5	STREET LIGHTS	07/01/2026	4,135.57	4,135.57	06/30/2026	
600	LOWER VALLEY ENERGY	5	PARKS	07/01/2026	215.44	215.44	06/30/2026	
600	LOWER VALLEY ENERGY	5	PRO SHOP	07/01/2026	1,854.41	1,854.41	06/30/2026	
600	LOWER VALLEY ENERGY	5	GOLF COURSE ELECTRICITY	07/01/2026	114.26	114.26	06/30/2026	
600	LOWER VALLEY ENERGY	5	BALLFIELDS	07/01/2026	1,058.56	1,058.56	06/30/2026	
600	LOWER VALLEY ENERGY	5	INFO CENTER	07/01/2026	21.17	21.17	06/30/2026	
600	LOWER VALLEY ENERGY	5	UTILITY & VALVE HOUSE	07/01/2026	178.54	178.54	06/30/2026	
600	LOWER VALLEY ENERGY	5	WATER PUMP HOUSE	07/01/2026	1,196.42	1,196.42	06/30/2026	
600	LOWER VALLEY ENERGY	5	SEWER LAGOONS	07/01/2026	2,020.97	2,020.97	06/30/2026	
600	LOWER VALLEY ENERGY	5	LIFT PUMP- SVHS	07/01/2026	79.05	79.05	06/30/2026	
Total 600:					12,402.57	12,402.57		
710								
710	AFTON POINT S	38715S0	TIRE- GOLF	06/24/2026	342.00	.00		
Total 710:					342.00	.00		
729								
729	PETTY CASH-TOWN OF AFTON	0626	NEWSPAPERS	06/24/2026	41.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 729:					41.00	.00		
847								
847	SILVER STAR TELEPHONE	5	TELEPHONE- FIRE DEPT	07/01/2026	83.30	83.30	06/30/2026	
847	SILVER STAR TELEPHONE	5	TELEPHONE- POLICE	07/01/2026	18.40	18.40	06/30/2026	
847	SILVER STAR TELEPHONE	5	TELEPHONE- PROSHOP	07/01/2026	166.33	166.33	06/30/2026	
847	SILVER STAR TELEPHONE	5	TELEPHONE- CIVIC CENTER	07/01/2026	302.40	302.40	06/30/2026	
847	SILVER STAR TELEPHONE	5	SCADA & INTERNET- UTILITY	07/01/2026	294.19	294.19	06/30/2026	
847	SILVER STAR TELEPHONE	5	INTERNET- PARKS	07/01/2026	127.48	127.48	06/30/2026	
847	SILVER STAR TELEPHONE	5	INTERNET- SHOP	07/01/2026	69.68	69.68	06/30/2026	
847	SILVER STAR TELEPHONE	5	INTERNET- BALLFIELDS	07/01/2026	106.24	106.24	06/30/2026	
847	SILVER STAR TELEPHONE	5	INTERNET- CEMETERY	07/01/2026	106.24	106.24	06/30/2026	
847	SILVER STAR TELEPHONE	5	TELEPHONE & INTERNET- TOW	07/01/2026	943.25	943.25	06/30/2026	
847	SILVER STAR TELEPHONE	5	IT SERVICES	07/01/2026	1,623.41	1,623.41	06/30/2026	
Total 847:					3,840.92	3,840.92		
926								
926	SUNRISE ENGINEERING, INC.	ARIV1013378	AFTON 2026 ST SEAL COATING	06/24/2026	4,388.00	.00		
926	SUNRISE ENGINEERING, INC.	ARIV1013378	AFTON WEST ALLEY PARKING-	06/24/2026	5,290.25	.00		
926	SUNRISE ENGINEERING, INC.	ARIV1013378	GENERAL ENGINEERING	06/24/2026	381.50	.00		
Total 926:					10,059.75	.00		
950								
950	TURF EQUIPMENT & IRRIGATIO	3042238-00	GOLF SUPPLIES- GOLF	06/24/2026	877.75	.00		
950	TURF EQUIPMENT & IRRIGATIO	3042257-00	19" AIRFORCE HOVER MOWER-	06/24/2026	1,300.00	.00		
950	TURF EQUIPMENT & IRRIGATIO	3042359-00	VENTRAC ATTACHMENTS- PAR	06/24/2026	21,250.00	.00		
950	TURF EQUIPMENT & IRRIGATIO	3042392-00	WORKMAN MDX SERIAL #42106	06/24/2026	14,482.26	.00		
Total 950:					37,910.01	.00		
1031								
1031	WY ASSOC. OF MUNICIPALITIE	18718	CONVENTION REGISTRATION-	06/24/2026	270.00	.00		
Total 1031:					270.00	.00		
1095								
1095	WYOMING WORKERS COMPEN	0626	FIREMEN WORK COMP	06/24/2026	230.42	230.42	06/24/2026	
Total 1095:					230.42	230.42		
1559								
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL- STREETS	07/01/2026	165.00	.00		
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL- FOREST SE	07/01/2026	125.00	.00		
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL- CIVIC CENT	07/01/2026	125.00	.00		
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL- PARKS	07/01/2026	.00	.00		
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL-TOWN HALL	07/01/2026	125.00	.00		
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL- FIRE DEPT	07/01/2026	125.00	.00		
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL- CEMETERY	07/01/2026	.00	.00		
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL- GOLF COU	07/01/2026	125.00	.00		
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL- BALLFIELD	07/01/2026	.00	.00		
1559	VALLEY SANITATION INC.	0626	TRASH REMOVAL- INFO CENTE	07/01/2026	.00	.00		
Total 1559:					790.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1570								
1570	TOWN OF AFTON	0626	WATER BILL- FIRE DEPT	06/24/2026	39.00	.00		
Total 1570:					39.00	.00		
1775								
1775	ODP Business Solutions, LLC	466216602001	BATTERIES- TOWN	06/24/2026	19.74	.00		
1775	ODP Business Solutions, LLC	466216602001	BATTERIES- STREETS	06/24/2026	31.67	.00		
1775	ODP Business Solutions, LLC	471749158001	TONER- ADMIN	06/24/2026	589.51	.00		
Total 1775:					640.92	.00		
1985								
1985	HIGH COUNTRY LINEN	0573784	SERVICES- STREET DEPT.	06/30/2026	49.05	.00		
1985	HIGH COUNTRY LINEN	0573784	RUGS- TOWN HALL	06/30/2026	100.93	.00		
1985	HIGH COUNTRY LINEN	0573786	RUGS- PRO SHOP	06/30/2026	26.30	.00		
1985	HIGH COUNTRY LINEN	0575255	SERVICES- STREET DEPT.	06/30/2026	41.59	.00		
1985	HIGH COUNTRY LINEN	0575800	RUGS- FOREST SERVICE	06/30/2026	141.69	.00		
1985	HIGH COUNTRY LINEN	0576708	RUGS- TOWN HALL	06/30/2026	100.93	.00		
1985	HIGH COUNTRY LINEN	0576708	SERVICES- STREET DEPT.	06/30/2026	49.05	.00		
1985	HIGH COUNTRY LINEN	0576709	RUGS- PRO SHOP	06/30/2026	26.30	.00		
1985	HIGH COUNTRY LINEN	0578199	SERVICES- STREET DEPT.	06/30/2026	41.59	.00		
1985	HIGH COUNTRY LINEN	S0572453	PAPER TOWELS- FOREST SER	06/30/2026	297.00	.00		
1985	HIGH COUNTRY LINEN	S0572993	PAPER TOWELS- FOREST SER	06/30/2026	117.81	.00		
1985	HIGH COUNTRY LINEN	S0574133	TRASH BAGS- TOWN	06/30/2026	224.28	.00		
1985	HIGH COUNTRY LINEN	S0574133	TOILET PAPER- GOLF	06/30/2026	72.91	.00		
Total 1985:					1,289.43	.00		
2037								
2037	FREEDOM MAILING SERVICES,	53116	UTILITY BILL MAILING	06/24/2026	463.48	.00		
Total 2037:					463.48	.00		
2038								
2038	UPPER CASE PRINTING, INK.	4512	WATER RATE FLYER- UTILITY	06/24/2026	60.48	.00		
Total 2038:					60.48	.00		
2075								
2075	KILROY CONSTRUCTION, LLC	1437	MAIN WATER REPAIR ON 4TH A	06/24/2026	3,475.00	.00		
2075	KILROY CONSTRUCTION, LLC	1438	SEWER REPAIR PATCH ON JEF	06/24/2026	1,500.00	.00		
Total 2075:					4,975.00	.00		
2466								
2466	R & R PRODUCTS, INC.	CD3161944	SUPPLIES- GOLF COURSE	06/24/2026	887.40	.00		
Total 2466:					887.40	.00		
2524								
2524	NAPA ALL STAR AUTO PARTS	306705	OIL FILTER - UTILITY	06/24/2026	11.33	.00		
Total 2524:					11.33	.00		
2535								
2535	RIVERSIDE GREENHOUSE & G	010399	REMAINING ORDER OF SOCCE	06/10/2026	214.50	214.50	06/10/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2535	RIVERSIDE GREENHOUSE & G	10399	FLOWERS- MAIN STREET	06/10/2026	2,200.00	2,200.00	06/10/2026	
Total 2535:					2,414.50	2,414.50		
2568								
2568	ONE- CALL OF WYOMING	80014	LOCATES- UTILITY	06/24/2026	92.40	.00		
Total 2568:					92.40	.00		
2648								
2648	DORSETT CONTROLS, INC.	2606-91051	SUBSCRIPTION SERVICES- UTI	06/24/2026	240.00	.00		
Total 2648:					240.00	.00		
2663								
2663	DESKTOP DESIGN	3218	TOWN OF AFTON LETTERHEAD	06/24/2026	225.00	.00		
2663	DESKTOP DESIGN	3223	HALL OF FAME SUPPLIES - HE	06/24/2026	631.25	.00		
Total 2663:					856.25	.00		
2754								
2754	BAILEY, STOCK, HARMON, COT	40122	LEGAL SERVICES- COURT	06/24/2026	1,160.00	.00		
Total 2754:					1,160.00	.00		
2810								
2810	WEX BANK	112873430	FUEL- POLICE	06/01/2026	1,466.36	1,466.36	06/10/2026	
2810	WEX BANK	112873430	FUEL- UTILITY	06/01/2026	868.69	868.69	06/10/2026	
2810	WEX BANK	112873430	SUMMER FUEL- STREETS	06/01/2026	606.12	606.12	06/10/2026	
2810	WEX BANK	112873430	FUEL- FIRE DEPT	06/01/2026	44.99	44.99	06/10/2026	
2810	WEX BANK	112873430	FUEL- GOLF	06/01/2026	.00	.00		
2810	WEX BANK	112873430	WINTER FUEL- STREETS	06/01/2026	.00	.00		
2810	WEX BANK	112873430	SPRING CLEAN UP FUEL- STRE	06/01/2026	.00	.00		
2810	WEX BANK	113707829	SPRING CLEAN UP FUEL- STRE	07/01/2026	.00	.00		
2810	WEX BANK	113707829	WINTER FUEL- STREETS	07/01/2026	.00	.00		
2810	WEX BANK	113707829	FUEL- POLICE	07/01/2026	1,779.95	1,779.95	07/07/2026	
2810	WEX BANK	113707829	FUEL- UTILITY	07/01/2026	662.58	662.58	07/07/2026	
2810	WEX BANK	113707829	SUMMER FUEL- STREETS	07/01/2026	806.26	806.26	07/07/2026	
2810	WEX BANK	113707829	FUEL- FIRE DEPT	07/01/2026	317.18	317.18	07/07/2026	
2810	WEX BANK	113707829	FUEL- GOLF	07/01/2026	.00	.00		
Total 2810:					6,552.13	6,552.13		
2831								
2831	SPORTSITES, INC.	993	SOFTWARE SUBSCRIPTION 7/1	06/30/2026	3,000.00	.00		
Total 2831:					3,000.00	.00		
2883								
2883	MILES BEVERAGE, INC	75723	BEVERAGE SUPPLIES- PRO SH	06/30/2026	397.24	.00		
2883	MILES BEVERAGE, INC	75772	BEVERAGE SUPPLIES- PRO SH	06/30/2026	411.84	.00		
2883	MILES BEVERAGE, INC	75827	BEVERAGE SUPPLIES- PRO SH	06/30/2026	150.38	.00		
2883	MILES BEVERAGE, INC	75933	BEVERAGE SUPPLIES- PRO SH	06/30/2026	159.00	.00		
Total 2883:					1,118.46	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3015								
3015	YOST PACIFIC OFFICE AUTOMA	C07340	COPIER LEASE PAYMENT & AD	06/29/2026	87.53	.00		
Total 3015:					87.53	.00		
3041								
3041	U.S. BANK EQUIPMENT FINANC	583588678	COPIER LEASE PAYMENT	06/10/2026	166.66	166.66	06/10/2026	
Total 3041:					166.66	166.66		
3061								
3061	HIRERIGHT, LLC	G4359833	RANDOM TESTS- TOWN	06/24/2026	43.70	.00		
3061	HIRERIGHT, LLC	G4379404	RANDOM DRUG TEST	07/01/2026	43.70	.00		
Total 3061:					87.40	.00		
3069								
3069	ZIONS BANKCARD CENTER	0526	Grass seed for star veiw patch	05/29/2026	10.99	10.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Membership Due for Employers C	05/29/2026	1,800.00	1,800.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Dinner meeting supplies	05/29/2026	317.08	317.08	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Rough mower	05/29/2026	64.05	64.05	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	iPad cases	05/29/2026	46.98	46.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	hard hats	05/29/2026	1,049.80	1,049.80	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Office chair for Tourism Director	05/29/2026	89.98	89.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Start stop switch for golf carts. Ext	05/29/2026	133.77	133.77	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Golf cart stop start switch.	05/29/2026	.60	.60	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	New blinds for copier room windo	05/29/2026	56.18	56.18	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Shovel holder material	05/29/2026	64.98	64.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Frames for Evacuation Plans	05/29/2026	20.98	20.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	subscription for email services for	05/29/2026	349.20	349.20	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	“Bolt washer heads” for post brack	05/29/2026	40.00	40.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Shingles for cemetery building	05/29/2026	117.00	117.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Per Victoria	05/29/2026	505.32	505.32	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Cleaning supplies & Bleach	05/29/2026	9.99	9.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Cleaning supplies & Bleach	05/29/2026	24.43	24.43	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Outdoor enclosure for network swi	05/29/2026	49.49	49.49	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	cleaning supplies for Townhall	05/29/2026	46.03	46.03	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Pull start for compactor	05/29/2026	24.97	24.97	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Sewer boots	05/29/2026	153.29	153.29	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	disinfectant for vehicals after sew	05/29/2026	14.98	14.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Spare pedal switches for mainten	05/29/2026	90.41	90.41	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Printing for new work coats	05/29/2026	75.60	75.60	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Adobe Creative Cloud Subscriptio	05/29/2026	73.49	73.49	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Per Victoria	05/29/2026	42.09	42.09	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	John Deere pump seals	05/29/2026	2,341.16	2,341.16	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	iPad Mounts	05/29/2026	150.82	150.82	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Supplies to repair north side gutte	05/29/2026	48.68	48.68	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Replacement TV remote for Sams	05/29/2026	12.98	12.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Drawer Organizer	05/29/2026	25.88	25.88	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Fan cover for CVP bathroom and f	05/29/2026	73.59	73.59	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Gutter parts	05/29/2026	12.99	12.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Expo Markers per JR.	05/29/2026	19.08	19.08	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	New exterior security lights for wa	05/29/2026	205.06	205.06	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Gloves	05/29/2026	29.98	29.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Cleaning supplies	05/29/2026	154.16	154.16	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Engine temp sensors for golf carts	05/29/2026	177.64	177.64	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	RV dump	05/29/2026	89.98	89.98	06/01/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3069	ZIONS BANKCARD CENTER	0526	Tin snips and metal bending tool	05/29/2026	64.98	64.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Fuel and big cut off disk for RV du	05/29/2026	16.98	16.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Water repair info center	05/29/2026	39.75	39.75	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Quick link for sign	05/29/2026	8.59	8.59	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Fuel	05/29/2026	175.00	175.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheat land practice	05/29/2026	152.49	152.49	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	RV dump	05/29/2026	243.10	243.10	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	RV dump	05/29/2026	588.94	588.94	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	4” coupler for info center	05/29/2026	9.99	9.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Sprinkler heads for info center	05/29/2026	18.97	18.97	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Gas wheatland	05/29/2026	254.01	254.01	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Convention wheatland	05/29/2026	535.84	535.84	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Oil for fourwheeler	05/29/2026	13.11	13.11	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	152.49	152.49	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Plywood for training	05/29/2026	167.24	167.24	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Storage unit	05/29/2026	85.00	85.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	152.49	152.49	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Lunch wheatland	05/29/2026	162.43	162.43	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Taser 7 Holsters	05/29/2026	154.97	154.97	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	152.49	152.49	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Weed killer	05/29/2026	149.99	149.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Sprinkler	05/29/2026	41.13	41.13	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	152.49	152.49	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Lunch wheatland	05/29/2026	251.86	251.86	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Credit Voucher Heartland Inn & S	05/29/2026	23.28-	23.28-	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Copy Paper and Page Protectors f	05/29/2026	70.75	70.75	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	123.20	123.20	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	123.20	123.20	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	152.49	152.49	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Credit Voucher Amazon Mktplace	05/29/2026	61.89-	61.89-	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Gas wheatland	05/29/2026	150.00	150.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Other Credits Sale Reversal	05/29/2026	60.00-	60.00-	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Fuel	05/29/2026	150.00	150.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	T-Balls	05/29/2026	149.55	149.55	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Fuel	05/29/2026	150.00	150.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	RV dump hose holder	05/29/2026	19.99	19.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Volleyball net for canyon view par	05/29/2026	93.92	93.92	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Other Credits Sale Reversal	05/29/2026	39.99-	39.99-	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	133.28	133.28	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	123.20	123.20	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Wheatland practice	05/29/2026	123.20	123.20	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Cleaning equipment for pro shop	05/29/2026	42.12	42.12	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Clips, quick links, bolts, and screw	05/29/2026	111.71	111.71	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Bar and chain for cutting trees in p	05/29/2026	138.95	138.95	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Sprinkle clock for canyon view	05/29/2026	199.99	199.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Battery for Gator	05/29/2026	873.12	873.12	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Paint for new metal cemetery sign	05/29/2026	65.94	65.94	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Subscription for AI	05/29/2026	50.00	50.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	More more spray paint for cemete	05/29/2026	20.58	20.58	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Credit Voucher Amazon Mark* Bv	05/29/2026	119.80-	119.80-	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Chain for cemetery signs	05/29/2026	90.49	90.49	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	More spray paint for cemetery sig	05/29/2026	67.89	67.89	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Snacks for the Pro Shop	05/29/2026	161.04	161.04	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Pipe break parts	05/29/2026	27.86	27.86	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Clear coat for signs and kiosk	05/29/2026	28.98	28.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Parts for white dump truck	05/29/2026	117.31	117.31	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Slippery when wet signs for all of	05/29/2026	91.20	91.20	06/01/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3069	ZIONS BANKCARD CENTER	0526	Service for police Durango	05/29/2026	11.98	11.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	New signs for Laporte and taildrag	05/29/2026	332.74	332.74	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Safety reflective vest	05/29/2026	20.99	20.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Air Fresheners for Town Hall	05/29/2026	32.31	32.31	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Supplies and blades to hang the n	05/29/2026	159.30	159.30	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Postage Fees-Mail DUI Kit to DCI	05/29/2026	18.36	18.36	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Side shields and glasses cleaners	05/29/2026	69.37	69.37	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Convention meals	05/29/2026	807.75	807.75	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Water for luncheon with Yung Stat	05/29/2026	5.75	5.75	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Edger	05/29/2026	77.96	77.96	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Bushings for rough mower	05/29/2026	177.98	177.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Links for new cemetery sign	05/29/2026	23.96	23.96	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Lunch for staff, and invited board	05/29/2026	226.83	226.83	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	High viz vest for cemetery mainte	05/29/2026	62.97	62.97	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Windex	05/29/2026	25.94	25.94	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Bag clamp for golf cart	05/29/2026	36.77	36.77	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Weed eater blades	05/29/2026	162.93	162.93	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	iPad cases, screen, protectors, an	05/29/2026	264.52	264.52	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Dusty's PGA of America Members	05/29/2026	364.00	364.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Office Supplies for Admin	05/29/2026	35.47	35.47	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	WAM Hotel Stay in Laramie	05/29/2026	872.94	872.94	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	PTO Hydraulic pump for 04 Freigh	05/29/2026	755.99	755.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Oil	05/29/2026	84.24	84.24	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Battery for John Deere mower	05/29/2026	47.24	47.24	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	WAM Laramie Hotel Booking Serv	05/29/2026	17.99	17.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Temp sensor for golf cart	05/29/2026	98.81	98.81	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Mowing and trimming before Mem	05/29/2026	1,867.00	1,867.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Crystal Plus/FedEx fee for Addres	05/29/2026	25.00	25.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Septic dump	05/29/2026	7.98	7.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Strap to fix window guard at star v	05/29/2026	13.18	13.18	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	First Aid Kit for Pro Shop	05/29/2026	16.98	16.98	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Golf Cart Keys, Golf Bag Straps, a	05/29/2026	72.37	72.37	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Tina’s Printer	05/29/2026	679.00	679.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Bulk brake cleaner	05/29/2026	156.48	156.48	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Water key for sprinkler water	05/29/2026	74.99	74.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	American Flags for Flag Tournam	05/29/2026	224.00	224.00	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Lunch on Memorial Day	05/29/2026	15.93	15.93	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Extension cord for Gator	05/29/2026	49.99	49.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	iPad keyboards	05/29/2026	73.71	73.71	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Locator	05/29/2026	57.45	57.45	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Weed spray at lagoons	05/29/2026	129.99	129.99	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Keyboard return	05/29/2026	116.20-	116.20-	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Candy Bars and Beef Jerky	05/29/2026	207.50	207.50	06/01/2026	
3069	ZIONS BANKCARD CENTER	0526	Golf Safety Training Video Library	05/29/2026	300.00	300.00	06/01/2026	
	Total 3069:				24,353.45	24,353.45		
3108								
3108	CASH	0626	PRIZE MONEY FOR 4TH OF JUL	06/29/2026	1,000.00	1,000.00	06/29/2026	
	Total 3108:				1,000.00	1,000.00		
3173								
3173	HAGS WITH RAGS LLC	T23	CLEANING SERVICE- TOWN HA	06/24/2026	1,340.94	.00		
	Total 3173:				1,340.94	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3213								
3213	LEXIPOL	INVPRA112720	ADDITIONAL PLATFORM- POLIC	06/30/2026	620.88	.00		
Total 3213:					620.88	.00		
3248								
3248	Outlaw T's LLC	5451	VETERAN HATS- AMSA	06/24/2026	425.00	.00		
3248	Outlaw T's LLC	5452	VETERAN HATS- AMSA	06/24/2026	395.00	.00		
Total 3248:					820.00	.00		
3256								
3256	CONRAD & BISCHOFF	IN-245547-26	FUEL- GOLF	06/10/2026	4,179.20	4,179.20	06/10/2026	
Total 3256:					4,179.20	4,179.20		
3257								
3257	BRIDGESTONE HOSEPOWER, L	710640823-00	GLOVES- STREETS	06/24/2026	180.44	.00		
3257	BRIDGESTONE HOSEPOWER, L	710640823-01	MIRROR CLEAINING- STREETS	06/24/2026	48.36	.00		
Total 3257:					228.80	.00		
3293								
3293	CORE & MAIN LP	V000042608	SUPPLIES- UTILITY	06/24/2026	408.61	.00		
3293	CORE & MAIN LP	Z208377	SUPPLIES- UTILITY	06/24/2026	719.48	.00		
Total 3293:					1,128.09	.00		
3302								
3302	AT & T MOBILITY	X06202026	CELLULAR PHONES- POLICE	06/24/2026	277.86	277.86	06/25/2026	
Total 3302:					277.86	277.86		
3356								
3356	VERIZON CONNECT FLEET US	374000081546	VEHICLE TRACKING	07/01/2026	151.60	.00		
Total 3356:					151.60	.00		
3360								
3360	YOU JUMP I JUMP LLC	0626	ROOMS FOR 250TH CELEBRAT	06/30/2026	447.00	.00		
Total 3360:					447.00	.00		
3368								
3368	EMBLEM ENTERPRISES, INC	981690	PATCHES- POLICE DEPT	06/30/2026	549.41	.00		
Total 3368:					549.41	.00		
3394								
3394	GRIME STOPPERS HOUSEKEE	0626	CLEANING SERVICES- FOREST	07/01/2026	1,800.00	.00		
Total 3394:					1,800.00	.00		
3403								
3403	POCKET PRESS, LLC	153021	CRIMINAL/TRAFFIC LAW POCK	06/30/2026	89.42	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 3403:					89.42	.00		
3424								
3424	BURTON RENTAL	INV-1357	RENTAL OF TRAILER & BOOMLI	06/24/2026	408.41	.00		
Total 3424:					408.41	.00		
3429								
3429	BEARTOOTH HATCHERY, LLC	1920	FISH FOR 250TH CELEBRATION	06/24/2026	3,150.00	3,150.00	06/25/2026	
Total 3429:					3,150.00	3,150.00		
3451								
3451	EARTHCAM INC	WS060626442	LIVE STEAMING SERVICES- ST	06/24/2026	3,000.00	.00		
Total 3451:					3,000.00	.00		
3495								
3495	ADAMS, JULIE	0626	REIMBURSEMENT FOR 250TH	06/30/2026	120.00	.00		
Total 3495:					120.00	.00		
3510								
3510	T-MOBILE USE, INC	0626	INTERNET- UTILITY	07/01/2026	63.00	.00		
Total 3510:					63.00	.00		
3518								
3518	CIVICPLUS, LLC	376303	TOWN CODE REVISION/CODIFI	06/24/2026	3,155.09	.00		
Total 3518:					3,155.09	.00		
3536								
3536	EASTIDMC	0626	REMAINING BALANCE FOR OK	06/29/2026	1,350.00	.00		
Total 3536:					1,350.00	.00		
3538								
3538	PAIGE ALISE, LLC	0626	JULY SOCIAL MEDIA- TOURISM	06/30/2026	1,300.00	.00		
Total 3538:					1,300.00	.00		
3547								
3547	JOHN PHILLIP GANDY	302	REMAINING BALANCE FOR MU	06/24/2026	7,500.00	7,500.00	06/25/2026	
Total 3547:					7,500.00	7,500.00		
3590								
3590	WYOMING DEPARTMENT OF R	0626	SALES TAX FOR PERIOD 5/1/20	06/12/2026	122.20	122.20	06/12/2026	
Total 3590:					122.20	122.20		
3599								
3599	CALLAWAY GOLF SALES COMP	942796419	MERCHANDISE- PRO SHOP	06/30/2026	569.40	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 3599:					569.40	.00		
3601								
3601	PARSONS BEHLE & LATIMER	8148721	PROFESSIONAL SERVICES RE	06/24/2026	8,739.00	.00		
Total 3601:					8,739.00	.00		
3611								
3611	TOWN OF WHEATLAND	0626	FIRE CONVENTION REGISTRAT	06/12/2026	1,570.00	1,570.00	06/12/2026	
Total 3611:					1,570.00	1,570.00		
3612								
3612	WYOMING STATE GOLF ASSOC	1273	GHIN ACTIVE MEMBERSHIP- P	06/24/2026	1,935.00	.00		
Total 3612:					1,935.00	.00		
3613								
3613	MARTINI GOLF TEES, INC.	26-26091	MERCHANDISE- PROSHOP	06/24/2026	154.19	.00		
Total 3613:					154.19	.00		
3614								
3614	STAMPERS LEGACY LAND, LLC	0626	REIMBURSEMENT FOR SEWER	06/24/2026	200.00	.00		
Total 3614:					200.00	.00		
3615								
3615	MCFARLANE, CONNOR	0626	PROFESSIONAL VIDEO COVER	06/29/2026	600.00	.00		
Total 3615:					600.00	.00		
3616								
3616	CRYSTAL FREDRICKSON	0626	REFUND FOR CATERING PERM	06/30/2026	150.00	.00		
Total 3616:					150.00	.00		
Grand Totals:					164,166.94	67,759.91		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

City Treasurer: _____

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

DNS Excavation, LLC

550 Chariot Dr.

Estimate

Date	Estimate #
6/25/2026	1453

Name / Address
Town of Afton Street Improvement

Terms	Project
Net 15	

Description	Qty	Rate	Total
48" squash culvert	30	230.40	6,912.00
48" flared end	3	2,842.80	8,528.40
Trash rack for culverts	3	450.00	1,350.00
Concrete Flow fill for culvert	12	150.00	1,800.00

Please sign and return if you agree to the above terms of the estimate.

Phone #
3072481797

Total $18,590.40

DNS Excavation, LLC

550 Chariot Dr.

Estimate

Date	Estimate #
7/9/2026	1455

Name / Address
Town of Afton Street Improvement

Terms	Project
Net 15	

Description	Qty	Rate	Total
Transportation of equipment to job site	2	150.00	300.00
Equipment Rate For 35G Mini Excavator to remove smashed culvert in park, lower ditch level for roughly 300' to allow for more cover over new culvert, excavation to install new flared ends and trash racks on culverts	20	130.00	2,600.00
Equipment Rate For 272D Skidsteer to assist with removing and reinstalling culvert and clean up after job is complete	8	130.00	1,040.00
Labor/ Man hours to remove smashed culvert in park, assemble and reinstall new culvert with flared ends and trash rack attached, install trash rack on two other culverts, incase new culvert with cement to prevent from crushing,	48	70.00	3,360.00

Please sign and return if you agree to the above terms of the estimate.

Phone #
3072481797

Total $7,300.00

THE TOWN OF AFTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	TAXES					
10-31-10	REVENUE - PROPERTY TAXES	74,970.76	337,652.74	300,000.00	(37,652.74)	112.6
10-31-20	REVENUE - VEHICLE REGISTRATION	.00	125,720.50	120,000.00	(5,720.50)	104.8
10-31-30	REVENUE - FRAN TAX/POWER	.00	36,085.55	30,450.00	(5,635.55)	118.5
10-31-35	REVENUE-FRANCHISE-PHONE	.00	1,707.42	5,000.00	3,292.58	34.2
10-31-40	REVENUE - FRAN TAX/ GAS	.00	13,501.32	18,000.00	4,498.68	75.0
10-31-41	REVENUE/GEN SALES & USE TAX	120,760.60	1,787,442.37	1,825,000.00	37,557.63	97.9
10-31-51	REVENUE - GASOLINE TAX	7,747.59	106,941.80	102,000.00	(4,941.80)	104.8
10-31-61	REVENUE - CIGARETTE TAX	620.97	8,307.73	8,600.00	292.27	96.6
10-31-71	REVENUE - SEVERANCE TAX	20,263.61	81,054.44	81,200.00	145.56	99.8
10-31-80	REVENUE- GAMING	.00	13,369.86	12,000.00	(1,369.86)	111.4
10-31-81	LODGING TAX	5,392.31	163,244.05	165,000.00	1,755.95	98.9
10-31-90	REVENUE- LOTTERY	.00	15,692.93	12,500.00	(3,192.93)	125.5
	TOTAL TAXES	229,755.84	2,690,720.71	2,679,750.00	(10,970.71)	100.4
	LICENSES & PERMITS					
10-32-41	REVENUE- FILING FEES	.00	175.00	.00	(175.00)	.0
10-32-51	REVENUE - ANIMAL LICENSES	30.00	843.00	680.00	(163.00)	124.0
10-32-61	REVENUE - BLDG/SIGN PERMITS	450.00	6,225.00	10,000.00	3,775.00	62.3
10-32-71	REVENUE - LICENSES - BUSINESS	4,400.00	18,565.00	16,650.00	(1,915.00)	111.5
10-32-81	REVENUE - LICENSES - LIQUOR	650.00	11,333.50	13,700.00	2,366.50	82.7
	TOTAL LICENSES & PERMITS	5,530.00	37,141.50	41,030.00	3,888.50	90.5
	INTERGOVERNMENTAL					
10-33-01	EXCESS MONEY FROM STATE	.00	222,978.70	222,979.00	.30	100.0
10-33-03	EXTENSION OFFICE/ ELECTRICITY	240.70	3,759.57	3,750.00	(9.57)	100.3
10-33-06	TERRA POWER IMPACT FUNDS	6,521.74	65,217.40	65,000.00	(217.40)	100.3
10-33-11	REVENUE - FED MIN/ROYAL	38,547.99	168,775.40	172,000.00	3,224.60	98.1
10-33-94	FIRE DEPART.-PENSION	.00	723.50	900.00	176.50	80.4
	TOTAL INTERGOVERNMENTAL	45,310.43	461,454.57	464,629.00	3,174.43	99.3

THE TOWN OF AFTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	MISC CHARGES FOR SERVICES					
10-34-03	PARK RESERVATION FEE	665.00	4,285.00	3,500.00	(785.00)	122.4
10-34-43	YOUTH FLAG FOOTBALL	1,013.25	11,962.50	10,950.00	(1,012.50)	109.3
10-34-44	YOUTH SOFTBALL	.00	5,329.07	5,000.00	(329.07)	106.6
10-34-45	YOUTH BASKETBALL	.00	5,827.72	9,200.00	3,372.28	63.3
10-34-46	YOUTH BASEBALL	.00	5,518.53	7,500.00	1,981.47	73.6
10-34-47	YOUTH SOCCER	.00	11,966.04	12,500.00	533.96	95.7
10-34-48	YOUTH VOLLEYBALL	118.75	3,052.35	3,200.00	147.65	95.4
10-34-88	RURAL FIRE DISTRICT REVENUE	.00	78,634.38	95,950.00	17,315.62	82.0
10-34-90	REVENUE CEM/GRAVE SERVICES	400.00	15,200.00	20,000.00	4,800.00	76.0
10-34-91	CIVIC CENTER RENTAL FEES	3,510.00	33,897.89	27,500.00	(6,397.89)	123.3
	TOTAL MISC CHARGES FOR SERVICES	5,707.00	175,673.48	195,300.00	19,626.52	90.0
	FINES & FORFEITURES					
10-35-60	REVENUE - FINES AND COSTS	28,954.00	97,487.60	15,000.00	(82,487.60)	649.9
	TOTAL FINES & FORFEITURES	28,954.00	97,487.60	15,000.00	(82,487.60)	649.9
	MISCELLANEOUS					
10-36-02	HADERLIE- SPECIAL IMPROVEMENT	.00	3,500.00	5,000.00	1,500.00	70.0
10-36-05	REVENUE-ADVERTISING	525.00	675.00	.00	(675.00)	.0
10-36-06	HWY SAFETY GRANT/ POLICE OT	.00	.00	2,000.00	2,000.00	.0
10-36-08	ASPEN COURT IMPROVEMENT DIST	2,949.00	4,932.00	3,000.00	(1,932.00)	164.4
10-36-11	HIGHWAY CORRIDOR GRANT FUNDING	.00	61,095.42	75,000.00	13,904.58	81.5
10-36-70	REVENUE - MISCELLANEOUS	35,023.44	90,700.83	47,000.00	(43,700.83)	193.0
10-36-71	REVENUE- FREEDOM FESTIVAL	1,000.00	1,000.00	2,500.00	1,500.00	40.0
10-36-72	ELKHORN ARCH	.00	723.12	.00	(723.12)	.0
10-36-75	RODEO- FREEDOM FESTIVAL	.00	.00	2,500.00	2,500.00	.0
10-36-77	TOURISM GRANTS	.00	40,000.00	40,000.00	.00	100.0
10-36-80	REVENUE - INTEREST	8,537.37	92,450.36	35,000.00	(57,450.36)	264.1
10-36-90	SURPLUS PROPERTY REVENUE	.00	12,729.00	12,000.00	(729.00)	106.1
	TOTAL MISCELLANEOUS	48,034.81	307,805.73	224,000.00	(83,805.73)	137.4
	TOTAL FUND REVENUE	363,292.08	3,770,283.59	3,619,709.00	(150,574.59)	104.2

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	MUNICIPAL JUDGE					
10-41-11	SALARY/ MUNICIPAL JUDGE	800.00	10,783.02	10,000.00	(783.02)	107.8
10-41-12	PAYROLL BENEFITS	79.36	1,093.63	1,200.00	106.37	91.1
10-41-24	OFFICE EXP/SUPPLIES/POSTAGE	.00	2,339.30	2,000.00	(339.30)	117.0
10-41-34	COURT SOFTWARE	.00	14,241.27	15,000.00	758.73	94.9
10-41-74	LEGAL FEES- COURT	1,160.00	6,797.50	2,000.00	(4,797.50)	339.9
	TOTAL MUNICIPAL JUDGE	2,039.36	35,254.72	30,200.00	(5,054.72)	116.7
	MAYOR					
10-42-11	SALARY/ MAYOR	500.00	6,000.00	6,000.00	.00	100.0
10-42-12	MAYOR - FICA	38.25	459.00	500.00	41.00	91.8
10-42-23	TRAVEL	.00	275.42	2,500.00	2,224.58	11.0
10-42-41	COMMUNITY DEVELOPMENT	.00	.00	750.00	750.00	.0
	TOTAL MAYOR	538.25	6,734.42	9,750.00	3,015.58	69.1
	TOWN COUNCIL					
10-43-11	COMPENSATION/ TOWN COUNCIL	400.00	4,800.00	4,800.00	.00	100.0
10-43-12	TOWN COUNCIL - FICA	22.95	336.60	300.00	(36.60)	112.2
10-43-23	TRAVEL	.00	2,981.37	3,000.00	18.63	99.4
10-43-62	BOARD EXPEND.	.00	435.65	1,500.00	1,064.35	29.0
10-43-63	COUNCIL/EMPLOYEE RELATIONS	.00	3,199.88	3,500.00	300.12	91.4
	TOTAL TOWN COUNCIL	422.95	11,753.50	13,100.00	1,346.50	89.7
	HUMAN RESOURCES					
10-44-07	UNEMPLOYMENT CLAIMS	.00	.00	2,000.00	2,000.00	.0
	TOTAL HUMAN RESOURCES	.00	.00	2,000.00	2,000.00	.0

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	ADMINISTRATION					
10-45-11	SALARIES/WAGES CLK/TRES/ADMIN.	21,417.60	280,740.67	295,140.00	14,399.33	95.1
10-45-12	CLK/TREAS/ADMIN BENEFITS	16,312.36	200,356.24	182,741.00	(17,615.24)	109.6
10-45-15	BANK CHARGES- CREDIT CARD	1,985.63	22,698.18	15,000.00	(7,698.18)	151.3
10-45-23	EDUC/TRAVEL/LIC. FEES	831.88	21,589.00	20,000.00	(1,589.00)	108.0
10-45-47	FILING FEES	150.00	322.88	250.00	(72.88)	129.2
10-45-48	PUBLIC NOTICES	.00	24,515.39	20,000.00	(4,515.39)	122.6
10-45-49	SOFTWARE	3,151.60	35,924.81	35,000.00	(924.81)	102.6
10-45-50	FINANCIAL AUDIT EXPENSE	.00	25,517.00	24,000.00	(1,517.00)	106.3
10-45-60	PROMO ITEMS/BOARD GIFTS	.00	3,469.07	4,500.00	1,030.93	77.1
10-45-74	CAPITAL OUTLAY - EQUIPMENT	.00	16,010.75	15,000.00	(1,010.75)	106.7
10-45-75	WEBSITE	.00	2,370.00	2,200.00	(170.00)	107.7
	TOTAL ADMINISTRATION	43,849.07	633,513.99	613,831.00	(19,682.99)	103.2
	CIVIC CENTER MANAGEMENT					
10-46-11	SALARIES/ WAGES- CIVIC CENTER	380.00	4,797.75	7,600.00	2,802.25	63.1
10-46-12	PAYROLL BENEFITS- CIVIC CENTER	37.69	486.57	595.00	108.43	81.8
10-46-22	SUPPLIES- CIVIC CENTER	.00	1,876.82	3,500.00	1,623.18	53.6
10-46-25	ELECT./ GAS- CIVIC CENTER	915.26	15,874.08	17,000.00	1,125.92	93.4
10-46-26	TELEPHONE EXP.- CIVIC CENTER	302.40	3,630.39	3,400.00	(230.39)	106.8
10-46-73	BUILDING MAINT.- CIVIC CENTER	125.00	11,084.77	10,000.00	(1,084.77)	110.9
	TOTAL CIVIC CENTER MANAGEMENT	1,760.35	37,750.38	42,095.00	4,344.62	89.7
	LEGAL					
10-47-12	LEGAL EXPENSE	8,739.00	105,185.73	65,000.00	(40,185.73)	161.8
	TOTAL LEGAL	8,739.00	105,185.73	65,000.00	(40,185.73)	161.8
	BUILDING OPERATIONS					
10-48-11	SALARY/WAGES- CLEAN TOWN HALL	1,340.94	16,091.28	18,500.00	2,408.72	87.0
10-48-12	ADMIN. PAYROLL BENEFITS	11.36	136.55	1,420.00	1,283.45	9.6
10-48-22	CLEANING SUPPLIES	224.28	819.64	1,000.00	180.36	82.0
10-48-23	ELECTRICITY/ NATURAL GAS	220.71	5,786.05	7,000.00	1,213.95	82.7
10-48-24	OFFICE EXPENSE, SUPPLIES	1,357.10	24,273.80	15,000.00	(9,273.80)	161.8
10-48-25	COPIER MAINTENANCE CONTRACT	254.19	2,960.17	5,000.00	2,039.83	59.2
10-48-26	TELEPHONE EXPENSES	1,093.25	19,250.18	12,000.00	(7,250.18)	160.4
10-48-61	POSTAGE EXPENSES	1,004.50	4,554.90	3,500.00	(1,054.90)	130.1
10-48-62	RANDOM DRUG TESTING	87.40	1,665.17	750.00	(915.17)	222.0
10-48-72	BUILDING MAINTENANCE	326.86	10,512.45	25,000.00	14,487.55	42.1
10-48-73	COMPUTER SERVICE & REPAIRS	1,623.41	23,355.39	8,000.00	(15,355.39)	291.9
	TOTAL BUILDING OPERATIONS	7,544.00	109,405.58	97,170.00	(12,235.58)	112.6

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	OTHER GOV EXPENDITURES					
10-49-12	PAYROLL BENEFITS	185.33	3,379.13	3,400.00	20.87	99.4
10-49-13	TOWN CODE REVISION	.00	6,624.98	9,200.00	2,575.02	72.0
10-49-16	TOURISM DIRECTOR	1,868.25	32,738.48	30,000.00	(2,738.48)	109.1
10-49-18	PLAN REVIEWS	.00	255.00	2,600.00	2,345.00	9.8
10-49-37	CONTRACTS-WAM	.00	2,863.00	2,863.00	.00	100.0
10-49-38	DUES & SUBSCRIPTIONS	3,155.09	9,824.92	3,200.00	(6,624.92)	307.0
10-49-52	INSURANCE - GENERAL LIABILITY	.00	15,850.00	16,000.00	150.00	99.1
10-49-53	ARPA EXPENDITURES	.00	106,204.56	107,000.00	795.44	99.3
10-49-55	PROPERTY TAXES	.00	806.02	810.00	3.98	99.5
10-49-57	INSURANCE- PROPERTY	.00	29,262.93	25,000.00	(4,262.93)	117.1
	TOTAL OTHER GOV EXPENDITURES	5,208.67	207,809.02	200,073.00	(7,736.02)	103.9
	POLICE DEPARTMENT					
10-54-07	CUSTODY OF PRISONER	.00	60.00	800.00	740.00	7.5
10-54-11	SALARIES/WAGES - POLICE	26,376.67	341,937.08	330,747.00	(11,190.08)	103.4
10-54-12	POLICE BENEFITS	15,230.69	174,108.19	174,000.00	(108.19)	100.1
10-54-13	PART-TIME & OVERTIME	.00	.00	2,000.00	2,000.00	.0
10-54-20	DISPATCH CENTER	1,948.00	23,276.00	24,000.00	724.00	97.0
10-54-23	EDUCATION/TRAVEL	.00	1,227.55	5,300.00	4,072.45	23.2
10-54-24	OFFICE EXP/SUPPLIES/POSTAGE	1,259.71	5,664.02	1,200.00	(4,464.02)	472.0
10-54-25	EQUIPMENT & SUPPLIES	.00	36,455.73	19,308.00	(17,147.73)	188.8
10-54-26	AUTO OPERATION/ MAINTENANCE	3,246.31	19,885.81	20,000.00	114.19	99.4
10-54-27	E - FORCE	.00	11,623.48	12,000.00	376.52	96.9
10-54-28	TELEPHONE	296.26	2,415.73	3,200.00	784.27	75.5
10-54-30	ANIMAL CONTROL	.00	68.01	750.00	681.99	9.1
10-54-32	DRUG ENFORCEMENT	.00	410.52	500.00	89.48	82.1
10-54-74	COMMUNITY PROGRAMS	.00	.00	500.00	500.00	.0
	TOTAL POLICE DEPARTMENT	48,357.64	617,132.12	594,305.00	(22,827.12)	103.8

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	FIRE DEPARTMENT					
10-57-11	ADMINISTRATION AND GENERAL	.00	2,109.01	1,500.00	(609.01)	140.6
10-57-12	FIREMEN PENSION FUND	898.02	11,844.52	9,500.00	(2,344.52)	124.7
10-57-13	PURCHASE SERVICES	7.65	18,487.97	20,000.00	1,512.03	92.4
10-57-20	INSURANCE- FIRE DEPT. VEHICLES	.00	3,624.00	3,000.00	(624.00)	120.8
10-57-25	EQUIP/SUPPIES/MAINT	683.49	28,593.26	36,000.00	7,406.74	79.4
10-57-26	EQUIPMENT TESTING	.00	5,411.56	4,000.00	(1,411.56)	135.3
10-57-27	RANDOM DRUG TESTING	.00	188.83	1,200.00	1,011.17	15.7
10-57-28	TELEPHONE	113.30	2,439.80	2,500.00	60.20	97.6
10-57-33	CONVENTION/ EDUCATION EXP.	1,570.00	8,205.95	10,000.00	1,794.05	82.1
10-57-64	DRILL FIELD- UTILITIES	39.00	753.50	1,200.00	446.50	62.8
10-57-65	BUILDING - ELECTRIC	297.51	7,843.93	10,000.00	2,156.07	78.4
10-57-66	WAGES- SALARIES/ FIRE DEPT.	1,090.15	13,166.24	12,000.00	(1,166.24)	109.7
10-57-74	AVFD- SPECIALITY EQUIPMENT	.00	19,982.06	35,000.00	15,017.94	57.1
10-57-75	CAPITLA OUTLAY/FIRE TRUCK	.00	.00	50,000.00	50,000.00	.0
	TOTAL FIRE DEPARTMENT	4,699.12	122,650.63	195,900.00	73,249.37	62.6
	PUBLIC WORKS/STREETS					
10-60-02	STREET REPAIRS	.00	5,430.23	10,000.00	4,569.77	54.3
10-60-03	MAINT. PAVED STREET/SUMMR FUEL	1,412.38	3,684.44	7,500.00	3,815.56	49.1
10-60-04	STORAGE BLDG./ MAINT. & UTIL.	94.70	2,240.79	5,000.00	2,759.21	44.8
10-60-05	TELEPHONE EXP.	189.68	2,210.82	1,300.00	(910.82)	170.1
10-60-06	STREETS LIGHTS	4,135.57	43,334.61	32,000.00	(11,334.61)	135.4
10-60-07	EQUIP/MAINT & EXPENSES	521.25	26,760.90	40,000.00	13,239.10	66.9
10-60-08	STREET CLEANING-BROOMS/FILTERS	.00	511.84	2,500.00	1,988.16	20.5
10-60-09	HAND TOOLS/ SAFETY EQUIPMENT	228.80	3,608.00	5,000.00	1,392.00	72.2
10-60-10	SUPPLIES-PAINT, SIGNS, BANNERS	408.41	3,022.34	7,000.00	3,977.66	43.2
10-60-11	SALARIES/WAGES - P.W. STREETS	8,853.33	120,307.36	125,580.00	5,272.64	95.8
10-60-12	PUBLIC WORKS STREET BENEFITS	6,605.74	81,303.83	82,105.00	801.17	99.0
10-60-13	PART-TIME HELP	1,210.00	2,991.91	8,000.00	5,008.09	37.4
10-60-14	SALT/SAND MIX	.00	3,362.85	7,000.00	3,637.15	48.0
10-60-15	PART-TIME/ STREETS BENEFITS	.00	.00	500.00	500.00	.0
10-60-16	HIGHWAY CORRIDOR STUDY	.00	56,737.74	89,000.00	32,262.26	63.8
10-60-20	SPRING/FALL CLEAN UP	.00	1,511.78	4,500.00	2,988.22	33.6
10-60-71	SNOW REMOVAL/ WINTER FUEL	.00	6,240.84	20,000.00	13,759.16	31.2
10-60-72	CHRISTMAS LIGHTS	.00	.00	1,500.00	1,500.00	.0
10-60-73	MAIN STREET PLANTERS/FLOWERS	2,200.00	2,247.97	6,500.00	4,252.03	34.6
10-60-74	CAPITAL OUTLAY/ EQUIP PURCHASE	.00	5,377.23	.00	(5,377.23)	.0
10-60-75	STREET IMPROVEMENT/REPLACEMENT	4,975.00	6,469.00	5,000.00	(1,469.00)	129.4
10-60-77	SIDEWALK IMPROVEMENTS	.00	.00	5,000.00	5,000.00	.0
10-60-78	EQUIPMENT RESERVE	.00	49,566.92	30,000.00	(19,566.92)	165.2
10-60-81	STORM DRAIN MAINTENANCE	.00	4,968.75	5,000.00	31.25	99.4
10-60-82	ENGINEERING FEES- STREETS	.00	600.00	.00	(600.00)	.0
10-60-83	ELK ANTLER ARCH MAINTENANCE	.00	250.00	2,500.00	2,250.00	10.0
	TOTAL PUBLIC WORKS/STREETS	30,834.86	432,740.15	502,485.00	69,744.85	86.1

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PROFESSIONAL SERVICES					
10-66-77	ENGINEERING SERVICES	381.50	9,683.25	5,000.00	(4,683.25)	193.7
10-66-81	PROF. SERVICES	.00	7,629.00	30,000.00	22,371.00	25.4
10-66-95	GIS PROGRAM	.00	.00	1,200.00	1,200.00	.0
	TOTAL PROFESSIONAL SERVICES	381.50	17,312.25	36,200.00	18,887.75	47.8
	PUBLIC WORKS/PARKS					
10-70-09	GROUND MAINTENANCE- PARKS	.00	3,865.37	10,000.00	6,134.63	38.7
10-70-11	SALARIES/WAGES- PARKS	8,135.73	110,312.15	116,226.00	5,913.85	94.9
10-70-12	BENEFITS/PARKS	5,933.32	74,079.42	75,545.00	1,465.58	98.1
10-70-14	BUILDING MAINT./ REPAIRS	.00	927.76	2,000.00	1,072.24	46.4
10-70-25	SUPPLIES- PARKS	.00	4,620.41	8,000.00	3,379.59	57.8
10-70-26	EQUIPMENT- PARKS	.00	10,553.15	15,000.00	4,446.85	70.4
10-70-27	UTILITIES- PARKS	342.92	3,174.50	3,000.00	(174.50)	105.8
10-70-28	UTILITIES- SIMPLOT BALLFLDS	1,164.80	9,390.10	7,500.00	(1,890.10)	125.2
10-70-29	MISC. SUPPLIES- PARKS	.00	282.55	750.00	467.45	37.7
10-70-71	FERTILIZER- PARKS	.00	.00	500.00	500.00	.0
10-70-78	PAINT/SUPPLIES- NEW BALLFIELDS	.00	7,618.99	7,700.00	81.01	99.0
10-70-80	EQUIPMENT- NEW BALLFIELDS	.00	.00	2,500.00	2,500.00	.0
10-70-81	PROJECTS- NEW BALLFIELDS	.00	.00	700.00	700.00	.0
10-70-92	TOPSOIL- PARKS	.00	.00	2,500.00	2,500.00	.0
10-70-96	INFORMATION CENTER MAINT.	21.17	741.35	725.00	(16.35)	102.3
10-70-97	CAPITAL OUTLAY/EQUIPMENT	21,250.00	21,384.73	.00	(21,384.73)	.0
	TOTAL PUBLIC WORKS/PARKS	36,847.94	246,950.48	252,646.00	5,695.52	97.8
	PUBLIC WORKS/CEMETERY					
10-72-03	GROUND MAINTENANCE	.00	7,891.31	10,000.00	2,108.69	78.9
10-72-04	EQUIPMENT & SUPPLIES	35.00	2,409.44	5,000.00	2,590.56	48.2
10-72-11	CEMETERY RECORD UPDATE	.00	30,617.50	40,000.00	9,382.50	76.5
10-72-12	PUBLIC WORKS CEMETERY BENEFITS	.00	1,452.86	1,530.00	77.14	95.0
10-72-13	WAGES/SALARY- CEMETERY	790.60	15,090.60	20,000.00	4,909.40	75.5
10-72-20	SPRINKLER PIPE	.00	.00	500.00	500.00	.0
10-72-27	UTILITIES-CEMETERY	106.24	1,274.88	1,350.00	75.12	94.4
10-72-30	CONTRACT SERVICES	.00	35.00	500.00	465.00	7.0
10-72-40	TOPSOIL/ SOD	.00	.00	1,500.00	1,500.00	.0
10-72-91	CAPITAL/ NEW LAWN MOWER	14,482.26	14,617.01	.00	(14,617.01)	.0
	TOTAL PUBLIC WORKS/CEMETERY	15,414.10	73,388.60	80,380.00	6,991.40	91.3

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	AIRPORT					
10-73-03	SERVICES	.00	65,000.00	65,000.00	.00	100.0
	TOTAL AIRPORT	.00	65,000.00	65,000.00	.00	100.0
	RECREATION DEPARTMENT					
10-74-02	LITTLE LEAGUE PROGRAM	.00	2,745.54	2,750.00	4.46	99.8
10-74-03	YOUTH SOFTBALL	.00	4,055.92	2,500.00	(1,555.92)	162.2
10-74-04	YOUTH FLAG FOOTBALL	.00	7,851.00	7,900.00	49.00	99.4
10-74-05	YOUTH SOCCER PROGRAM	214.50	5,067.86	4,854.00	(213.86)	104.4
10-74-08	YOUTH BASKETBALL PROGRAM	.00	2,118.15	5,600.00	3,481.85	37.8
10-74-09	YOUTH VOLLEYBALL	.00	942.00	2,250.00	1,308.00	41.9
10-74-11	SALARIES/WAGES - RECREATION	.00	16,950.00	15,000.00	(1,950.00)	113.0
10-74-12	RECREATION BENEFITS	.00	1,709.59	1,200.00	(509.59)	142.5
	TOTAL RECREATION DEPARTMENT	214.50	41,440.06	42,054.00	613.94	98.5
	COMMUNITY DEVELOPMENT					
10-77-04	SALT RIVER CENTER	.00	.00	5,000.00	5,000.00	.0
10-77-05	HERITAGE COMMITTEE	631.25	2,773.36	2,000.00	(773.36)	138.7
10-77-07	AFTON MAIN STREET ALLIANCE	3,337.00	8,269.51	10,000.00	1,730.49	82.7
10-77-08	AFTON FOOD PANTRY	.00	5,000.00	5,000.00	.00	100.0
10-77-09	COMMUNITY DEVELOPMENT	40,462.81	42,462.81	106,466.00	64,003.19	39.9
10-77-25	STAR PROJECT	3,000.00	3,233.79	2,750.00	(483.79)	117.6
	TOTAL COMMUNITY DEVELOPMENT	47,431.06	61,739.47	131,216.00	69,476.53	47.1
	LODGING TAX BOARD					
10-78-02	MARKETING & PROMOTION	818.15	53,101.97	70,000.00	16,898.03	75.9
10-78-03	TOWN EVENTS	11,187.19	44,044.87	45,000.00	955.13	97.9
10-78-04	SPECIAL EVENTS	.00	79,110.92	33,500.00	(45,610.92)	236.2
10-78-05	DESTINATION DEVELOPMENT GRANT	(40,000.00)	.00	.00	.00	.0
	TOTAL LODGING TAX BOARD	(27,994.66)	176,257.76	148,500.00	(27,757.76)	118.7
	TRANSFER TO OTHER FUNDS					
10-80-50	TRANSFER TO GOLF COURSE FUND	33,028.98	33,028.98	38,250.00	5,221.02	86.4
	TOTAL TRANSFER TO OTHER FUNDS	33,028.98	33,028.98	38,250.00	5,221.02	86.4

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CAPITAL PROJECTS					
10-90-70	STREET PAVING	9,678.25	205,592.89	379,554.00	173,961.11	54.2
10-90-93	TANK RESURFACE	.00	79,854.64	80,000.00	145.36	99.8
	TOTAL CAPITAL PROJECTS	9,678.25	285,447.53	459,554.00	174,106.47	62.1
	TOTAL FUND EXPENDITURES	268,994.94	3,320,495.37	3,619,709.00	299,213.63	91.7
	NET REVENUE OVER EXPENDITURES	94,297.14	449,788.22	.00	(449,788.22)	.0

THE TOWN OF AFTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

FIRE DEPT. FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	REVENUE- FIRE DEPT.					
20-36-57	DONATIONS - FIRE DEPT	3,720.00	24,371.56	15,000.00	(9,371.56)	162.5
20-36-58	MUTUAL AID- FIRE DEPT.	.00	3,008.94	2,500.00	(508.94)	120.4
20-36-80	INTEREST- FIRE DEPT.	.82	9.50	45.00	35.50	21.1
	TOTAL REVENUE- FIRE DEPT.	3,720.82	27,390.00	17,545.00	(9,845.00)	156.1
	TOTAL FUND REVENUE	3,720.82	27,390.00	17,545.00	(9,845.00)	156.1

THE TOWN OF AFTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

FIRE DEPT. FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	EXPENDITURE- FIRE DEPT.					
20-57-25	EQUIP/SUPPLIES/MAINT	.00	29,260.59	17,545.00	(11,715.59)	166.8
	TOTAL EXPENDITURE- FIRE DEPT.	.00	29,260.59	17,545.00	(11,715.59)	166.8
	TOTAL FUND EXPENDITURES	.00	29,260.59	17,545.00	(11,715.59)	166.8
	NET REVENUE OVER EXPENDITURES	3,720.82	(1,870.59)	.00	1,870.59	.0

THE TOWN OF AFTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

AFTON TOURISM BOARD

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	REVENUE- AFTON TOURISM BOARD					
30-36-20	INTEREST- AFTON TOURISM	4.89	57.65	.00	(57.65)	.0
	TOTAL REVENUE- AFTON TOURISM BOARD	4.89	57.65	.00	(57.65)	.0
	TOTAL FUND REVENUE	4.89	57.65	.00	(57.65)	.0

THE TOWN OF AFTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

AFTON TOURISM BOARD

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	EXPENDITURE- AFTON TOURISM					
30-61-36	SPECIAL EVENTS- TOURISM BOARD	.00	1,832.72	.00	(1,832.72)	.0
	TOTAL EXPENDITURE- AFTON TOURISM	.00	1,832.72	.00	(1,832.72)	.0
	TOTAL FUND EXPENDITURES	.00	1,832.72	.00	(1,832.72)	.0
	NET REVENUE OVER EXPENDITURES	4.89	(1,775.07)	.00	1,775.07	.0

THE TOWN OF AFTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	MISCELLANEOUS					
51-36-18	SALES OF MATERIALS/WATER	.00	1,206.80	2,500.00	1,293.20	48.3
	TOTAL MISCELLANEOUS	.00	1,206.80	2,500.00	1,293.20	48.3
	UTILITIES					
51-37-10	REVENUE -WATER PENALTIES	1,365.00	10,376.00	10,000.00	(376.00)	103.8
51-37-16	TRANSFER FROM GENERAL FUND	153,351.25	153,351.25	153,351.25	.00	100.0
51-37-20	CONNECTION FEES	.00	34,488.00	48,000.00	13,512.00	71.9
51-37-21	WATER IMPACT FEES	.00	72,875.00	100,000.00	27,125.00	72.9
51-37-30	LVE DEBT SERVICE	.00	11,727.26	11,702.00	(25.26)	100.2
51-37-90	REVENUE - WATER CHARGES-AFTON	64,538.66	644,088.51	632,000.00	(12,088.51)	101.9
	TOTAL UTILITIES	219,254.91	926,906.02	955,053.25	28,147.23	97.1
	TOTAL FUND REVENUE	219,254.91	928,112.82	957,553.25	29,440.43	96.9

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	EXPENDITURES					
51-40-02	SOURCE OF SUPPLY	.00	8,603.54	5,000.00	(3,603.54)	172.1
51-40-03	CERTIFICATION/ EDUCATION DUES	.00	2,069.71	3,500.00	1,430.29	59.1
51-40-04	UTILITY/VALVE HSE- ELECTRICITY	178.54	2,020.40	2,000.00	(20.40)	101.0
51-40-05	TRANSMISSION AND DISTRIBUTION	1,128.09	277,920.20	180,000.00	(97,920.20)	154.4
51-40-06	SHOP MAINT./FUEL PRUCHASES	1,531.27	10,489.05	9,000.00	(1,489.05)	116.6
51-40-07	TELEPHONE	60.00	720.00	1,500.00	780.00	48.0
51-40-08	OFFICE SUPPLIES	.00	1,476.50	5,000.00	3,523.50	29.5
51-40-09	DEBT PMT- SWIFT CREEK HYDRO	.00	23,402.95	23,500.00	97.05	99.6
51-40-10	SCADA SYSTEM	534.19	23,709.22	15,000.00	(8,709.22)	158.1
51-40-11	SALARIES & WAGES/ UTILITY	8,847.25	122,832.94	117,949.00	(4,883.94)	104.1
51-40-12	PAYROLL BENEFITS/ UTILITY	5,424.32	70,375.23	78,709.00	8,333.77	89.4
51-40-14	POWER/PUMPING	1,196.42	9,992.59	10,000.00	7.41	99.9
51-40-15	VEHICLE REPAIRS & INS. DED.	60.47	2,493.71	5,000.00	2,506.29	49.9
51-40-20	CHLORINE	.00	14,374.08	15,000.00	625.92	95.8
51-40-21	OSHA/ SAFETY EQUIP.	.00	2,741.18	2,500.00	(241.18)	109.7
51-40-22	CONTRACT SERVICES- WATER	.00	.00	8,500.00	8,500.00	.0
51-40-31	UTILITY BILLING	523.96	6,596.75	8,500.00	1,903.25	77.6
51-40-33	S HWY 89 WATERLINE REPLACEMENT	.00	10,235.00	.00	(10,235.00)	.0
51-40-70	SNOW REMOVAL	.00	612.71	5,000.00	4,387.29	12.3
51-40-71	TOOL PURCHASE/EQUIP REPAIR	.00	3,737.20	5,000.00	1,262.80	74.7
51-40-72	STORAGE TANK CLEANING	.00	6,300.00	6,800.00	500.00	92.7
51-40-73	TESTING SOURCE OF SUPPLY	417.00	7,016.25	1,500.00	(5,516.25)	467.8
51-40-76	DEPRECIATION RESERVE	.00	.00	80,959.00	80,959.00	.0
51-40-77	DEBT PMT- WATER SYS- 1ST BANK	.00	159,668.97	159,699.00	30.03	100.0
51-40-78	EMERGENT INFRASTRUCT PROTECTIO	.00	3,370.50	.00	(3,370.50)	.0
51-40-79	GIS FEES	63.00	2,685.00	1,200.00	(1,485.00)	223.8
51-40-80	HYDRO PROJECT PERMIT	.00	195.00	.00	(195.00)	.0
51-40-81	DEBT PMT- WWDC/ WATER WELL PRO	.00	6,070.49	6,070.00	(.49)	100.0
51-40-82	DEBT PMT. WWDC/WATER SYSTEM	.00	30,816.05	30,816.00	(.05)	100.0
51-40-83	SPRING/NORTH AFTON PROJECT	.00	.00	153,351.25	153,351.25	.0
51-40-84	ENGINEERING FEES	.00	22,805.75	10,000.00	(12,805.75)	228.1
51-40-85	LEGAL FEES	.00	157.50	2,500.00	2,342.50	6.3
51-40-90	SENSUS SOFTWARE	.00	.00	3,500.00	3,500.00	.0
51-40-92	ONE-CALL WYOMING	92.40	678.10	500.00	(178.10)	135.6
	TOTAL EXPENDITURES	20,056.91	834,166.57	957,553.25	123,386.68	87.1
	TOTAL FUND EXPENDITURES	20,056.91	834,166.57	957,553.25	123,386.68	87.1
	NET REVENUE OVER EXPENDITURES	199,198.00	93,946.25	.00	(93,946.25)	.0

THE TOWN OF AFTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

FUND 52

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	MISCELLANEOUS					
52-36-40	REVENUE/SEPTIC DUMPING	698.50	18,625.85	25,000.00	6,374.15	74.5
52-36-50	REVENUE/RV DUMP	559.15	7,169.16	5,000.00	(2,169.16)	143.4
	TOTAL MISCELLANEOUS	1,257.65	25,795.01	30,000.00	4,204.99	86.0
	UTILITIES					
52-37-30	REVENUE - SEWER CHARGES	28,708.15	343,047.84	300,000.00	(43,047.84)	114.4
52-37-35	CONNECTION FEES	.00	12,600.00	5,000.00	(7,600.00)	252.0
52-37-40	SEWER IMPACT FEES	.00	94,800.00	100,000.00	5,200.00	94.8
52-37-80	ARPA INFRASTRUCTURE GRANT	.00	315,407.16	315,407.19	.03	100.0
	TOTAL UTILITIES	28,708.15	765,855.00	720,407.19	(45,447.81)	106.3
	CONTRIBUTIONS & TRANSFERS					
52-39-41	TRANSFER FROM OTHER FUNDS	350,395.10	350,395.10	350,395.10	.00	100.0
	TOTAL CONTRIBUTIONS & TRANSFERS	350,395.10	350,395.10	350,395.10	.00	100.0
	TOTAL FUND REVENUE	380,360.90	1,142,045.11	1,100,802.29	(41,242.82)	103.8

THE TOWN OF AFTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

FUND 52

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	EXPENDITURES					
52-40-02	SEWER LINE CLEANING	.00	41,914.91	45,000.00	3,085.09	93.1
52-40-05	TRANSMISSION AND DISTRIBUTION	2,220.97	55,341.66	38,500.00	(16,841.66)	143.7
52-40-06	SHOP AND MAINTENANCE	.00	323.87	1,200.00	876.13	27.0
52-40-07	LIFT PUMP/ SVHS	79.05	10,939.12	11,000.00	60.88	99.5
52-40-08	CERTIFICATION/EDUCATION DUES	.00	580.58	2,500.00	1,919.42	23.2
52-40-09	ARPA INFRASTRUCTURE GRANT	.00	665,753.52	665,800.00	46.48	100.0
52-40-10	SCADA	.00	5,306.16	5,000.00	(306.16)	106.1
52-40-11	SALARY/WAGES- UTILITY	8,847.16	122,831.49	123,306.04	474.55	99.6
52-40-12	EMPLOYEE BENEFITS- UTILITY	5,419.69	70,318.80	78,709.00	8,390.20	89.3
52-40-72	CONTRACT SERVICES- SEWER	.00	10,213.00	10,213.00	.00	100.0
52-40-73	ENGINEERING FEES- SEWER	.00	7,817.75	7,817.75	.00	100.0
52-40-76	DEPRECIATION RESERVE	.00	.00	37,756.50	37,756.50	.0
52-40-79	LAGOON TESTING	.00	694.00	2,500.00	1,806.00	27.8
52-40-85	DEPRECIATION EXPENSE	.00	.00	71,500.00	71,500.00	.0
	TOTAL EXPENDITURES	16,566.87	992,034.86	1,100,802.29	108,767.43	90.1
	TOTAL FUND EXPENDITURES	16,566.87	992,034.86	1,100,802.29	108,767.43	90.1
	NET REVENUE OVER EXPENDITURES	363,794.03	150,010.25	.00	(150,010.25)	.0

THE TOWN OF AFTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

WATER LAB FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	SOURCE 37					
53-37-19	WATER LAB REVENUES	2,506.00	20,513.00	20,300.00	(213.00)	101.1
	TOTAL SOURCE 37	2,506.00	20,513.00	20,300.00	(213.00)	101.1
	TOTAL FUND REVENUE	2,506.00	20,513.00	20,300.00	(213.00)	101.1

THE TOWN OF AFTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

WATER LAB FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DEPARTMENT 76					
53-76-11	SALARIES & WAGES- WATER LAB	780.00	8,880.00	9,000.00	120.00	98.7
53-76-12	PAYROLL BENEFITS- WATER LAB	79.68	915.40	1,300.00	384.60	70.4
53-76-73	WATER LAB EXPENSES	30.00	9,574.20	10,000.00	425.80	95.7
	TOTAL DEPARTMENT 76	889.68	19,369.60	20,300.00	930.40	95.4
	TOTAL FUND EXPENDITURES	889.68	19,369.60	20,300.00	930.40	95.4
	NET REVENUE OVER EXPENDITURES	1,616.32	1,143.40	.00	(1,143.40)	.0

THE TOWN OF AFTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GOLF COURSE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	REVENUES					
55-30-09	GOLF COURSE REVENUE	92,154.83	473,818.19	459,485.00	(14,333.19)	103.1
55-30-59	TRANSFER FROM GENERAL FUND	33,028.98	33,028.98	38,250.00	5,221.02	86.4
	TOTAL REVENUES	125,183.81	506,847.17	497,735.00	(9,112.17)	101.8
	TOTAL FUND REVENUE	125,183.81	506,847.17	497,735.00	(9,112.17)	101.8

GOLF COURSE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
55-40-12	GOLF BENEFITS	1,457.56	5,680.51	960.00	(4,720.51)	591.7
55-40-15	PRO SHOP EMPLOYEES	14,693.09	71,448.58	55,000.00	(16,448.58)	129.9
55-40-16	PRO SHOP EMPLOYEES- BENEFITS	.00	2,150.12	7,207.00	5,056.88	29.8
55-40-18	SALES TAX	122.20	171.22	.00	(171.22)	.0
55-40-20	REPAIRS/MAINTENANCE	.00	97.64	500.00	402.36	19.5
55-40-26	TELEPHONE EXP.- PRO SHOP	.00	.00	500.00	500.00	.0
55-40-28	TRASH REMOVAL- PRO SHOP	125.00	852.00	900.00	48.00	94.7
55-40-30	ELECTRICITY/GAS- PRO SHOP	1,854.41	3,904.19	1,850.00	(2,054.19)	211.0
55-40-31	WATER/SEWER	260.00	2,285.16	2,280.00	(5.16)	100.2
55-40-32	ADVERTISITING- PRO SHOP	.00	3,298.00	4,000.00	702.00	82.5
55-40-35	DUES- HANDICAP GHIN	1,935.00	1,935.00	550.00	(1,385.00)	351.8
55-40-38	TOURNAMENT EXP.	.00	1,516.48	3,000.00	1,483.52	50.6
55-40-40	FOOD & BEVERAGE- PRO SHOP	1,118.46	8,443.95	7,250.00	(1,193.95)	116.5
55-40-41	PRO SHOP MERCHANDISE	723.59	15,656.50	8,000.00	(7,656.50)	195.7
55-40-42	RANGE BALLS- PRO SHOP	.00	4,702.70	500.00	(4,202.70)	940.5
55-40-44	OSHA SUPPLIES	.00	16.98	500.00	483.02	3.4
55-40-45	SOFTWARE- PRO SHOP	.00	.00	750.00	750.00	.0
55-40-46	CLEANING SUPPLIES/ PRO SHOP	125.51	765.56	700.00	(65.56)	109.4
55-40-47	OFFICE SUPPLIES	.00	410.12	750.00	339.88	54.7
55-40-50	GOLF CART RENTALS	3,469.62	41,635.44	41,640.00	4.56	100.0
	TOTAL DEPARTMENT 40	25,884.44	164,970.15	136,837.00	(28,133.15)	120.6
	EXPENDITURES					
55-50-05	MAINTENANCE OF BUILDINGS	.00	7,752.58	1,200.00	(6,552.58)	646.1
55-50-10	MAINTENANCE OF EQUIPMENT	1,245.60	20,156.30	10,000.00	(10,156.30)	201.6
55-50-11	SALARY- GOLF COURSE MAINT.	7,489.80	83,967.08	73,660.00	(10,307.08)	114.0
55-50-12	PUBLIC WORKS GOLF BENEFITS	5,783.37	58,873.94	51,323.00	(7,550.94)	114.7
55-50-13	SEASONAL HELP- GOLF COURSE	16,627.34	85,290.90	70,000.00	(15,290.90)	121.8
55-50-14	SEASONAL BENEFITS- GOLF COURSE	281.22	2,685.78	5,355.00	2,669.22	50.2
55-50-20	TELEPHONE	196.33	2,452.83	1,500.00	(952.83)	163.5
55-50-25	UTILITIES	114.26	11,725.77	11,000.00	(725.77)	106.6
55-50-30	LANDSCAPING - SEED AND TREES	.00	.00	500.00	500.00	.0
55-50-35	IRRIGATION SYSTEM MAINT.	.00	4,325.63	7,500.00	3,174.37	57.7
55-50-50	GOLF CARTS	.00	3,180.98	4,500.00	1,319.02	70.7
55-50-55	SAND	.00	8,235.14	7,500.00	(735.14)	109.8
55-50-60	FERTILIZER	.00	11,414.17	7,500.00	(3,914.17)	152.2
55-50-61	FUNGICIDE	.00	6,038.50	5,000.00	(1,038.50)	120.8
55-50-62	CHEMICAL	.00	170.00	.00	(170.00)	.0
55-50-65	SUPPLIES	877.75	2,788.50	1,500.00	(1,288.50)	185.9
55-50-66	SMALL TOOL PURCHASES	1,300.00	1,300.00	750.00	(550.00)	173.3
55-50-70	DRY CREEK IRRIGATION ASSESSMEN	.00	2,069.00	2,069.00	.00	100.0
55-50-75	DEPRECIATION RESERVE	.00	.00	49,541.00	49,541.00	.0
55-50-80	CAPITAL OUTLAY	.00	12,242.50	32,500.00	20,257.50	37.7
55-50-81	EDUCATION/ TRAINING	.00	3,530.39	3,000.00	(530.39)	117.7
55-50-83	FUEL	4,179.20	13,677.03	15,000.00	1,322.97	91.2
	TOTAL EXPENDITURES	38,094.87	341,877.02	360,898.00	19,020.98	94.7

THE TOWN OF AFTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GOLF COURSE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	63,979.31	506,847.17	497,735.00	(9,112.17)	101.8
NET REVENUE OVER EXPENDITURES	61,204.50	.00	.00	.00	.0

THE TOWN OF AFTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

FOREST SERVICE PROPERTY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	SOURCE 30					
57-30-10	REVENUE- FOREST SERVICE LEASE	19,474.47	235,977.83	226,380.00	(9,597.83)	104.2
	TOTAL SOURCE 30	19,474.47	235,977.83	226,380.00	(9,597.83)	104.2
	TOTAL FUND REVENUE	19,474.47	235,977.83	226,380.00	(9,597.83)	104.2

THE TOWN OF AFTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

FOREST SERVICE PROPERTY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
57-65-01	DEBT SERVICE- FIRST BANK	.00	88,052.17	88,052.00	(.17)	100.0
57-65-02	CLEANING- FOREST SERVICE	1,941.69	22,206.59	25,000.00	2,793.41	88.8
57-65-03	SUPPLIES- FOREST SERVICE	414.81	895.16	750.00	(145.16)	119.4
57-65-04	TRASH REMOVAL- FOREST SERVICE	125.00	1,339.00	1,500.00	161.00	89.3
57-65-05	GROUND MAINT./ FOREST SERV.	.00	2,336.97	5,000.00	2,663.03	46.7
57-65-06	BLDG. MAINT/ REPAIRS	.00	8,760.39	50,000.00	41,239.61	17.5
57-65-11	SALARY/WAGES- FOREST SERVICE	223.02	2,937.67	6,500.00	3,562.33	45.2
57-65-12	PAYROLL BENEFITS	114.09	1,418.37	2,500.00	1,081.63	56.7
	TOTAL DEPARTMENT 65	2,818.61	127,946.32	179,302.00	51,355.68	71.4
	TOTAL FUND EXPENDITURES	2,818.61	127,946.32	179,302.00	51,355.68	71.4
	NET REVENUE OVER EXPENDITURES	16,655.86	108,031.51	47,078.00	(60,953.51)	229.5

TOWN OF AFTON PLANNING & ZONING BOARD

PLANNING & ZONING board STAFF REPORT

GPS, INC Sign Height Variance Application

HEARING TIME AND DATE: 5:30 P.M., July 14, 2026

HEARING LOCATION: Afton Town Hall, Conference Room, 416 Washington St., Afton, WY

APPLICANT: GPS, Inc./Pig Pine Scherbel Education Trust
PROJECT NAME: GPS, INC Sign Height Variance Application
PROJECT LOCATION: 46 W 3rd Ave., Afton, WY 83110
ZONING:(CBD) Central Business District
REPRESENTATIVE: Marlowe, Scherbel

PROPOSAL: The applicant requests approval of a variance to allow the relocation of an existing freestanding sign to the property located at 46 W. 3rd Avenue, Afton, Lincoln County, Wyoming, approximately 170 feet west of the intersection of 3rd Avenue and Washington Street.

The sign proposed for relocation is currently located on the Star Valley Natural Gas property, immediately north of the Burger King property with access from U.S. Highway 89. The proposed relocation site is presently vacant and is utilized as a staging area for Surveyor Scherbel, Ltd. In addition, the property contains two (2) previously permitted electric vehicle rapid charging stations.

The existing sign is considered a nonconforming structure and use under the Town's current sign regulations. It is unclear whether a variance was required or granted at the time the sign was originally installed. However, under the current provisions of Title 17 governing signage, the sign's existing height exceeds the maximum height permitted by ordinance and would therefore require approval of a variance to be relocated and reestablished at the proposed location.

FACTUAL DATA:
Current Zone: CBD

SERVICES:
Water: Afton Water
Sewer: Afton Sewer

ATTACHMENTS:

1. Variance Application

Section 17-2-8 of the Afton Land Development Code states that Owners and/or prospective developers of any lots or parcels may make an application for a variance in any zoning district. Each authorized variance shall apply to a specific use or structure. The purpose of the variance process is to modify the strict application of the requirements of the Afton Zoning Regulations. A variance may be recommended for approval by the Afton Planning and Zoning Board where it can be shown that unusual site or building characteristics, extraordinary circumstances, or other relevant factors, prevent a landowner from using a lot or land parcel for purposes permitted in the zoning district where the property is located.

PLANNING & ZONING BOARD RECOMMENDATION:

The Afton Planning Zoning Board recommends that the Afton Town Council move to **Approve** of the variance application, with:

- Findings of ApprovalA. through B.
- Conditions of Approval or denial 1-6.

FINDINGS OF APPROVAL:

A. The proposal is complete and consistent with the procedural requirements outlined in the Afton Land Development Code, Section 17-2-8. Variance Process.

(1) The applicant has submitted the variance application, sign permit application, ownership documents, neighboring property owner list, site plan, sign schematic, photograph of the existing sign, and a written statement in support of the variance.

B. The proposed Variance was evaluated in the context of the eight considerations outlined in 17-2-8(h).

(1) The variance will not authorize permitted use other than those specifically authorized in the zoning ordinance in the district regulations;

a. The proposed request is for sign height only. The application identifies the property as being located in the CBD zoning district, and the proposed sign would advertise or identify existing business-related uses on or associated with the property. The variance would not, by itself, authorize a new land use that is prohibited in the zoning district. This critera appears to be met, provided the sign is otherwise determined to comply with applicable sign, zoning, building, and electrical requirements.

(2) Enforcement of the provisions for the Afton Zoning Ordinance will result in unnecessary hardship, and prevent a landowner from using a lot or land parcel for purposes that are similar to other land use in the same zoning district;

a. The applicant's statement indicates the height is requested to preserve the historic aesthetic of the original sign, maintain visibility from Washington Street, and deter mischief to the custom artwork. While these reasons provide context for the request, the Board should consider whether they rise to the level of undue hardship under Title 17. A variance is generally intended to address exceptional site-specific conditions, not merely preference, visibility, reuse of an existing sign, or improved advertising value. Based on the application materials provided, the property appears capable of continued use as parking, staging, business support, and EV charging without the requested height variance for the sign. The criteria is not clearly met based on the submitted materials. The applicant has not identified a physical limitation of the lot, building, or site that prevents reasonable use of the property or signage under the standard requirements.

(3) The extraordinary circumstances or physical site constraints were not created by the owner of the property and do not represent a general condition of the zoning district where the property is located.

a. The property is located in the CBD district and near Washington Street, a commercial corridor. The proposed sign is commercial in nature and would be located within an area where business signage is expected. The applicant also notes that the sign has a rustic/historical aesthetic due to its construction from trees located on the former Star Valley Natural Gas property.
However, the overall height of 26.5 feet is substantial and does not represent the general condition of the other signage in the area, as proposed the sign would be visually prominent compared to existing signage in the area. If approved the board should ensure the sign's design and placement are compatible with the surrounding commercial area and if appropriate conditions are imposed regarding lighting, maintenance, and structural safety with placement.

(4) The variance will not substantially or permanently damage any adjacent property that contains a conforming land use.

a. The applicant states that the proposed sign location is remote from the highway right-of-way and that maintaining the same height should not create an issue. The site plan and schematic should be reviewed to confirm the sign location, setbacks, visibility triangles, lighting orientation, and potential impacts to neighboring properties. Potential impacts include visual obstruction, lighting spillover, maintenance concerns, and safety if the structure is not properly engineered or anchored. This criteria may be met with the proposal showing compliance with setbacks, electrical codes, and illumination.

(5) The variance will not alter the character of the zoning district where the variance would occur.

a. The submitted sign application states that structural details showing mounting, pole size, anchoring, and concrete footings must accompany the application. Because the proposed sign is 26.5 feet in height and appears to be a relocated existing structure, structural review is important before installation.

(6) The variance is a reasonable deviation from the Afton Zoning Ordinance that affords the relief sought by the landowner.

a. The applicant has submitted the variance application, sign permit application, ownership documents, neighboring property owner list, site plan, sign schematic, photograph of the existing sign, and a written statement in support of the variance.
The main issue for review is whether the requested sign height variance satisfies the undue hardship and variance findings required under Title 17. The applicant's justification focuses on preserving the existing sign's character, maintaining visibility, and protecting custom artwork from mischief. While these may be reasonable business or aesthetic considerations, the Planning and Zoning Board should determine whether they constitute the type of exceptional circumstance or undue hardship required for a variance.

(7) The variance will be generally consistent with Chapter 3 of the Afton Land Development Code and the community land use plan in the Town of Afton Municipal Master Plan.

a. The property for which the variance is requested is in the CBD Central Business District. The request is to allow for the relocation of an existing sign operating under non conforming usage already located in the CBD. The area of relocation requested at the same height was identified in the Afton Municipal Master Plan as Commercial/Residential which is an appropriate description of the whole block from HWY 89 to Lincoln Street. The sign, weather granted at the requested height or not will not change the areas consistency with Chapter 3's CBD regulations or plan for the community as adopted in the 2008 Afton Municipal Master Plan.

(8) The variance will not adversely affect the community's public health, safety, or welfare.

a. Based on conversations from the Utility Director, Streets Director, and Chief of Police the variance would not place any unnecessary hardship on Town-provided services or affect the public's health, safety, or welfare if granted.

CONDITIONS OF APPROVAL OR DENIAL:

Based on the materials submitted, staff finds that several variance criteria may be satisfied with appropriate conditions; however, the application does not clearly demonstrate an undue hardship or site-specific limitation that prevents reasonable use of the property or reasonable signage under the standard requirements.

Staff recommends that the Planning and Zoning Board carefully evaluate whether the applicant's stated reasons—preserving the historic aesthetic, maintaining visibility from Washington Street, and deterring vandalism—meet the required Title 17 variance standard.

If approved the Zoning Administrator recommends the following conditions of approval:

1. The variance shall apply only to the proposed relocated sign as submitted for GPS, Inc./Surveyor Scherbel, Ltd. at 46 W. 3rd Avenue and shall not authorize additional sign height, sign area, or future expansion without separate review.
2. The maximum height of the sign shall not exceed 26.5 feet from finished grade to the highest point of the sign structure.
3. The sign face shall be limited to the submitted dimensions of approximately 7.7 feet by 6 feet, totaling approximately 46.2 square feet, unless otherwise approved through the Town's sign permit process.
4. The applicant shall obtain all required Town sign, building, electrical, and other applicable permits prior to installation.
5. The applicant shall provide structural details acceptable to the Town, including anchoring, footing, pole/support details, and any engineering information deemed necessary due to the height and relocated nature of the sign.
6. The sign shall be maintained in good repair. Any future relocation, enlargement, structural modification, or change creating additional nonconformity shall require separate Town review.

BACKGROUND:

GPS, Inc. has submitted a variance application and related sign permit application for property located at 46 W. 3rd Avenue in Afton, Wyoming. The request is to relocate an existing wood billboard-style sign formerly located at the Star Valley Natural Gas property, immediately north of Burger King, and reinstall it at the northeast corner of the GPS, Inc. property. The applicant states the proposed location is approximately 170 feet west of the intersection of Third Avenue and Washington Street.

The sign permit application identifies the zoning as CBD, the sign type as a wood billboard, the illumination source as lights, and the proposed height from ground level to the top of the sign as 26.5 feet. The submitted schematic shows a sign face measuring 7.7 feet by 6 feet, with a total sign area of 46.2 square feet, and an overall height of 26.5 feet.

SCOTT A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 3889
Utah Registration No. 372111
Idaho Registration No. 8026

MARLOWE A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 5368

KARL F. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 11810
Idaho Registration No. 13493
Certified Federal Surveyor No. 1223

SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS

Est. 1951 CONSULTANTS IN Boundary Matters, Irrigation and Water Rights

AFTON OFFICE
Box 725, 46 West 3rd Avenue
Afton, WY 83110
307-885-9319
307-885-9809 (Fax)

BIG PINEY OFFICE
Box 96, 283 Main Street
Big Piney-Marbleton, WY 83113
307-276-3347
307-276-3348 (Fax)

SUSAN HOFFMAN
Big Piney Office Manager

KASSIE KEEHN
Afton Office Manager

Jackson, Wyoming
Direct to Big-Piney Office
307-733-5903 & Fax

Lava Hot Springs, Idaho
Direct to Big Piney Office
208-776-5930 & Fax

Montpelier, Idaho
Direct to Afton Office
208-847-2800 & Fax

8 June 2026

Mayor Jeffrey Jensen
Town of Afton
P.O. Box 310
Afton, Wyoming 83110

Re: GPS Inc./Big Piney Scherbel Education Trust – Sign Permit Application and Variance Application - Block 18 Lot 1, within the Town of Afton, Wyoming

Dear Mayor Jensen,

Enclosed please find the following for the above referenced project:

1. A Sign Permit Application.
2. A Variance Application
3. A copy of the ownership deed 367 PR 858 – Big Piney Scherbel Education Trust, 761 PR 685 – GPS Inc:
4. A list of landowners and mailing addresses who own properties within 300 feet of the development.
5. A print of an advance the site plat titled, “EXHIBIT TO ACCOMPANY SIGN PERMIT GPS, INC. BLOCK 18 LOT 1 TOWN OF AFTON”, including a sign schematic.
6. A reduced print of the site plan.
7. A photo of the sign at its original location.
8. A Statement to Accompany Variance Application.
9. Check No. 14271 in the amount of $225.00 for application fees.

Please consider this letter as a request for the Variance application, and its associated Sign Application to be presented to Afton Planning and Zoning Board and Afton Town Council at their next scheduled meetings.

If all is not in order, or if you have any questions, please contact our office.

Sincerely,
SURVEYOR SCHERBEL, LTD.



Jennifer Gunter
enclosures

416 Washington St
P.O. Box 310
Afton, WY 83110
Phone (307)885-9831

VARIANCE APPLICATION

Application Fee $150.00

Date: 6/8/2026

Name: GPS, Inc.

Mailing Address: PO Box 725, Afton, Wyoming 83110

Phone Number: 307-885-9319

Physical Address of Variance Location: 46 W 3rd Ave, Afton, Wyoming 83110

The Applicant is required to provide the Town Clerk with the following:

1. Legal description and total land area of the land and/or the total floor area of the building(s) where the proposed variance would be located.
2. Location map of the lots or land parcels being considered for a variance.
3. A plot plan of the site and buildings where the proposed variance would occur.
4. The limitations in the dimensions of the lot and/or buildings under consideration that prevent the applicant from developing or pursuing the type of land uses permitted in the zoning district where the property is located.
5. Exceptional circumstances that do not apply to neighboring properties and are not caused by the applicant.
6. The owner(s) of the property, or his legal representative, shall authorize the Variance Application via his or her signature on the Variance Application.
7. A list of all landowners who own properties within 300 feet of the proposed variance.

Landowners names and Mailing addresses within a 300-foot radius of the variance location: (use additional sheet if necessary).

See attached

I/We the undersigned have read and understand this variance application and certify that the above is true and correct, therefore, I/We affix out signature(s) here as certification.
I/We also have read and understand all planning, building, and development requirements in the Afton Land Development Code – Title 17.

Property Owner(s) — Date: 6/8/2026

Property Owner(s) — Date

A hearing date will be set for the Planning and Zoning Board to review the variance application and make their recommendation to the Afton Town Council. The applicant's description of the variance and the hearing date will be advertised in the local newspaper for two (2) weeks prior to the hearing date. The variance will be approved or disapproved at the next regular Town Council meeting following the hearing date.

Variance Procedures

Section 17-2-8 of Title 17, of the Zoning and Land Use Ordinance

(A) Basis for variance. Variance from the terms of this ordinance granted where the use is not contrary to the public interest, the spirit of the ordinance is observed and literal enforcement of the ordinance will result in undue hardship. Before any variance may be granted, the Planning and Zoning Board and the Governing Body shall find specifically that all of the following conditions exist:

1. That the variance will not authorize the operation of a use that is not specifically prohibited in the district in which the property is located.
2. That development of the use of the property if limited by a literal enforcement of the provisions of this ordinance, cannot yield a reasonable return in service, income or use as compared to other conforming property in the district.
3. The variance will not alter the essential character of the district in which the property is located.
4. The variance will not substantially injure the use of the adjacent conforming property.
5. That the variance will not adversely affect the public health, safety, and welfare of the community.

AFTON
WYOMING
EST. 1902

416 Washington St
P.O. Box 310
Afton, WY 83110
Phone (307)885-9831

SIGN PERMIT APPLICATION

Application Fee $75.00

Submittal Date: 6/8/2026

Contact Name: Marlowe Scherbel

Permit #:_____

Receipt #:_____

Receipt Date:_____

Sign Contractor Information:

Name: Surveyor Scherbel, Ltd

Address: PO Box 725, Afton WY 83110

Phone: 307-885-9319

Zoning: CBD Historic District: Yes ☐ No ☑

Illumination Source: Lights

Business/Site Information:

Name: Surveyor Scherbel, Ltd

Address: 46 W 3rd Ave / PO Box 725, Afton, WY 83110

Phone: 307-885-9319

Type of sign(s): Wood Billboard

Dimension of Face(s): 7.7' x 6'

Power Source: Existing ✔ New _____

Height (from ground level to top of sign): 26.5'

Total Sign Area Existing on Site (include all painted wall signs, pole signs, and window signs):
46.2 square feet

Building Frontage (per street front):

Open Space (per street front):
82.5'

Multi-Use Facility (more than one tenant in bldg.): Yes ☐ No ☑

THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION

1. A site plan which includes: the site with street locations, lot frontage dimensions, building locations(s), building frontage dimension, open space dimension, landscaping, location of all existing and proposed signage with setback dimensions from property lines, and the dimensions of said signs.
2. Schematic drawings of the proposed sign(s) which indicate dimensions, height, colors, message, type of illumination, and construction materials.
3. Structural details showing mounting to a building or pole (pole size, anchoring, concrete footings, etc.).
4. Photographs of the site showing building and proposed location of sign(s).

IF THIS PERMIT IS FOR REUSE OF NONCONFORMING SIGNAGE, THE FOLLOWING MUST ALSO BE PROVIDED:

5. Documentation that the message of the existing sign has not been incorrect for over one hundred eighty days. Such documentation may include lease papers, utility records, or the like.
6. If for a new business, estimates for the cost of refurbishing the existing sign and installing a conforming replacement.

The undersigned applicant and/or applicant's representative hereby agree to indemnify, protect, and save the Town harmless from all costs, loss, or damage which may be sustained by reason of the erection, maintenance, use, or removal of the sign(s), and that the sign(s) may be removed as provided in the City ordinances. The approval of this sign does not permit the violation of any section of this or other City ordinances. I/we hereby acknowledge that I/we have read this application and certify that the information provided is correct. Further, I/we understand that it is my responsibility, as the sign contractor, to secure a sign permit prior to commencement of any work including fabrication and installation of said signs. A permit should be available in the City Planning & Development Services Department 5 working days after submittal of a complete permit application. Further, by my signature below, I acknowledge that any and all conditions will be adhered to and are understood, that all work will be done in accordance with the issued permit, and that I am authorized to do so by the building/property/business owner.

Sign Permits – WYDOT Regulations:

All non-premise signs within 660 feet of the Wyoming Highway mush have a state issued permit for that sign. Please contact WYDOT at 307-777-4121 to apply for this permit.

Permit Conditions:

Construction must commence within six (6) months for issuance of the permit for the permit to remain valid. Thirty (30) days prior to the expiration of a permit, a written request for one- (1) time extension of one (1) year may be submitted. Non-Compliance with standards, the contents of the permit and/or the attached permit conditions shall constitute a violation of this ordinance. Failure to fulfill a condition during construction or use of the sign shall result in the revocation of permit.



6/8/2026

Signature of Sign Owner Date

6/8/2026

Signature of Sign Contractor Date

Staff Use Only

Permit Application Inspection

Date: _____ **By:** _____

Status/Action:

_____

_____

_____

File No.: **6011019682CG**

WARRANTY DEED

000685

First National Bank - West, A National Banking Association,
grantor(s) of **Afton**, State of **Wyoming**, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, do(es) Convey and Warrant To

GPS, Inc., A Wyoming Corporation,
grantee(s), whose address is: PO Box 1707 Afton, WY, 83110 the following described real estate, situate in **Lincoln** County and State of **Wyoming**, to wit:

Beginning at a point 10 rods West of the Northeast corner of Lot 1, Block 18 of the Afton Townsite, Lincoln, Wyoming and running thence South 10 rods;
thence West 5 rods;
thence North 10 rods;
thence East 5 rods to the point of beginning.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

Witness my/our hand(s) this 31st day of January, 2011.

First National Bank - West, A National Banking Association

Roger Coles President

By: Roger Coles, President

State of Wyoming
County of Lincoln

This Instrument was acknowledged before me on 31st day of January, 2011
By Roger Coles, President of First National Bank-West.

Gloria K. Byers
(Signature of Notarial Officer)

My Commission Expires:
9-15-11

GLORIA K. BYERS NOTARY PUBLIC
County of Lincoln
State of Wyoming
My Commission Expires September 15, 2011

RECEIVED 2/2/2011 at 2:37 PM
RECEIVING # **957901**
BOOK: **761** PAGE: **685**
JEANNE WAGNER
LINCOLN COUNTY CLERK, KEMMERER, WY

WARRANTY DEED

ROSS M. TURNER and BEVERLY C. TURNER, husband and wife,

grantors of 56 W. 3rd Ave., Afton, County of Lincoln, State of Wyoming, hereby CONVEY and WARRANT to

PAUL A. SCHERBEL, SCOTT A. SCHERBEL, MARLOWE A. SCHERBEL and ANNETTE SCHERBEL PRIDDIS, TRUSTEES OF THE BIG PINEY SCHERBEL EDUCATION TRUST, DATED JANUARY 27, 1986.

grantee of P.O. BOX 751, Big Piney, Wyoming 83113
for the sum of Ten Dollars ($10.00) and other good and valuable considerations
the following described tract of land in Lincoln County, State of Wyoming,
hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

$6.00
Recorded May 5, 1995 at 2:14 P M
In Book 367PR Page 858 Kemmerer, WY.
No 801678 Marsha Moe, Clerk

Part of Lot 1, Block 18, of the Afton, Wyoming townsite, and more specifically described as follows:

Beginning at the Northwest Corner of Lot 1 in Block 18
of the Afton Townsite, and running
Thence South 10 rods,
Thence East 5 rods,
Thence North 10 rods,
Thence West 5 rods to the place of beginning,
Together with all improvements and water rights.

WITNESS, the hand of said grantors, this 1st day of May A.D. 1995

Signed in the presence of

Ross M. Turner
Beverly C. Turner

STATE OF WYOMING } ss.
County of Lincoln

On the 1st day of May A.D. 1995 personally appeared before me

Ross M. Turner and Beverly C. Turner

the signers of the within instrument, who duly acknowledged to me that they executed the same.

Notary Public

Commission expires: 8-7-95
Residing in Afton Wyoming

RECORDING DATA
Entry No. Fee $

RECORDED ☐ INDEXED ☐
PLATTED ☐ ABSTRACTED ☐
COMPARED ☐ DELIVERED ☐

HAL R. ROBINSON - Notary Public
County of Lincoln State of Wyoming
My Commission Expires Aug. 7, 1995

The Land Title Company

NEIGHBORS WITHIN 300 FT OF AFTON BLOCK 18 LOT 1 – GPS, INC.

Information pulled from current LCWY GIS as of 06/04/2026

Lincoln County

SRG Holdings, LLC
PO Box 346
Thayne, WY 83127

Camden Stone, LLC 2054 E
6425 S
SLC, UT 84121

United Partners III, Inc
PO Box 1647
Afton, WY 83110

Bar H Accommodations LLC
PO Box 604
Smoot, WY 83126

Kenneth & Janet Tramp 8440
Etienne Way Sandy, UT
84903

Shirley Gardner, Trustee
PO Box 74
Afton, WY 83110

Robert & Linda Ruh, Trustees
507 Sutter Street
Folsom, CA 85630

Tyler & Maya Wallace PO
Box 1687
Afton, WY 83110

Abby Humes
PO Box 264
Afton, WY 83110

Roxanne Miller
PO Box 1054
Afton, WY 83110

O David Gardner Trust PO
Box 74
Afton, WY 83110

Cory & Kinley Ricks
2632 Autumn Lane
Janesville, WI 53546

Layne Brown, et al
12848 S Old Fort
Riverton, UT 84065

Robert & Jolene Hunsaker
PO Box 1209
Afton, WY 83110

Dan & Norma Winder
PO Box 345
Afton, WY 83110

Allen & Lorry Stufflebeam
PO Box 1474
Afton, WY 83110

Big Piney Scherbel Ed. Trust
12936 Cayman Circle
Riverton, UT 84065

Crow Creek Leasing, LLC
PO Box 1647
Afton, WY 83110

Broadavis Holdings, LLC
160 N Main St
Logan, UT 84321

The Kiki Xanthos Trust 5725
Hoback Glen Rd Hidden
Hills, CA 91302

Load Zone Marketing & Mgmt LLC
8440 Etienne Way
Sandy, UT 84903

Justin & Hillary Guzman
14802 S Beckman Dr
Herriman, UT 84096

Alexis Clark
67 W 4th Ave
Afton, WY 83110

Carlton & Breanna Herbert
PO Box 1453
Afton, WY 83110

Barbara & Christopher Bronson
PO Box 864
Afton, WY 83110

Star Valley Banchares, Inc
PO Box 8007
Afton, WY 83110

NEIGHBORS WITHIN 300 FT OF AFTON BLOCK 18 LOT 1 – GPS, INC.

Information pulled from current LCWY GIS as of 06/04/2026

Western Postal Realty Holdings LLC
75 Columbia Ave
Cedarhurst, NY 11516

Bank of Star Valley
PO Box 8007
Afton, WY 83110

Glacier Bank
49 Commons Loop
Kalispell, MT 59901

Bryce Beatty
PO Box 523
Afton, WY 83110

cable tv wire@18'

N88°07'48"W 82.50'

Block 18 Lot 2

N88°08'06"W 82.50'

Block 18 Lot 1

NO EXISTING SIGNAGE

THIRD AVENUE

N88°08'06"W 82.50'

NO EXISTING SIGNAGE

Express Charging Parking

Battery Park 1

Express Charging Parking

Express Charging Parking

Battery Park 2

Express Charging Parking

concrete sign base 4'x5'x5'

concrete sign base 4'x5'x5'

PROPOSED SIGN

60'

SSLTD Office

40'

Block 18 Lot 2

Block 18 Lot 1

GPS, Inc.
636 PR 322

Big Piney Scherbel Education Trust, dated January 27, 1986
367 PR 858

GPS, Inc.
761 PR 685

First National Bank-West
578 PR 264

buried telephone

underground electric

overhead electric 25'

overhead electric 14'

N01°07'00"E 165.00'

0.31±Acres
(8272 sq ft open)

N01°07'00"E 165.00'

0.31±Acres
Vacant – no buildings

S01°07'00"W 165.00'

N88°08'06"W 82.50'

N88°08'06"W 82.50'

0' 10' 20' 30'

SCALE: 1" = 10'

PLOT DATE:

DATE:
DRAWN BY:
CALCULATED BY:
CATEGORY/PORT:
FIELD BOOK:
COMPUTER FILE:

SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS
BOX 96 BIG PINEY-MARBLETON, WYO. 83113 TEL 307-276-3347
BOX 725 AFTON, WYO. 83110 TEL 307-885-9319; ALPINE, WYO. 83128 TEL 307-885-9319
JACKSON, WYO. TEL 307-733-5905; LAVA, ID. TEL 208-776-5930; MONTPELIER, ID TEL 208-847-2800

REVISIONS:

EXHIBIT TO ACCOMPANY
SIGN PERMIT
GPS, INC.
BLOCK 18 LOT 1
TOWN OF AFTON

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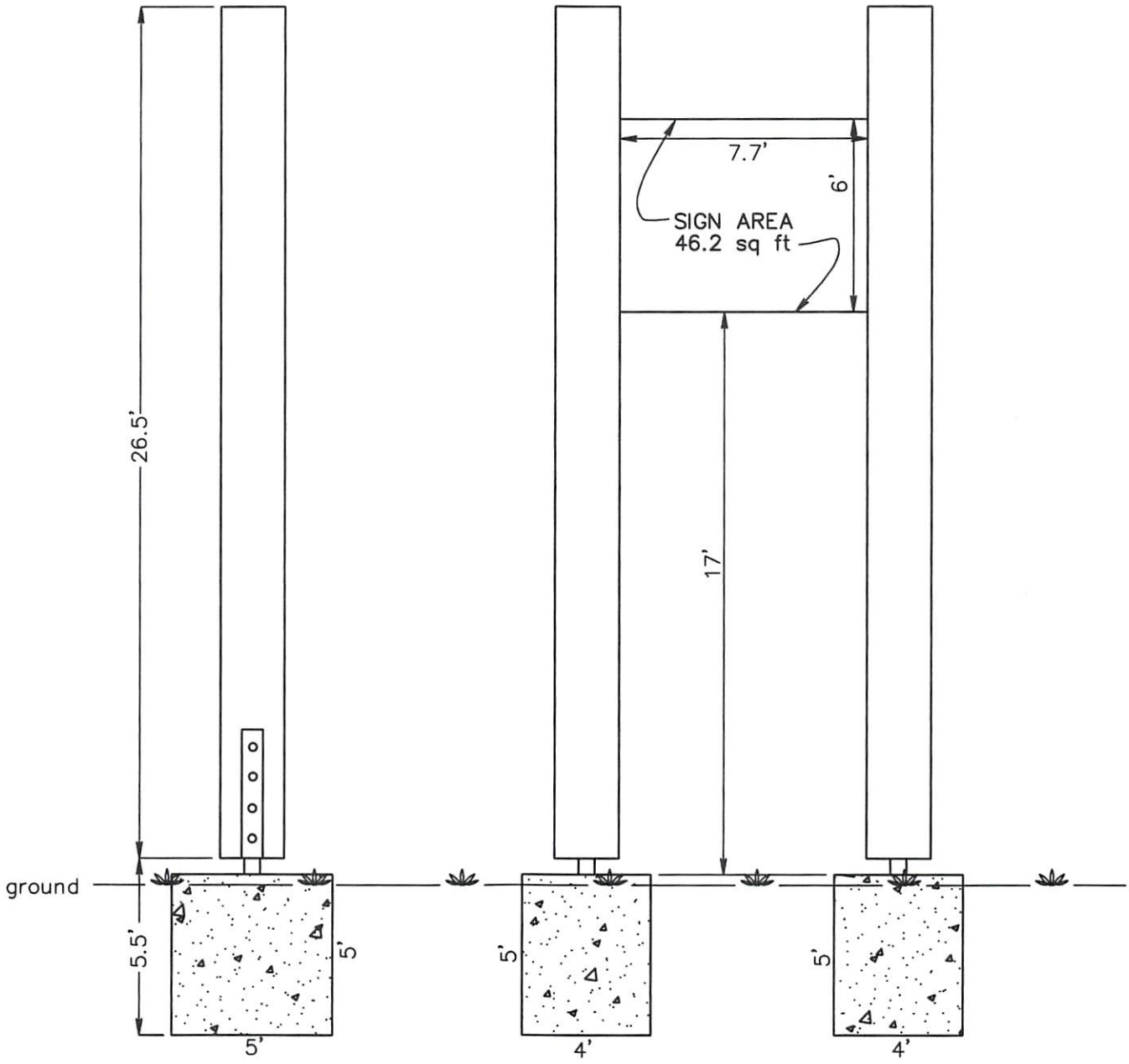


EXHIBIT TO ACCOMPANY
SIGN PERMIT
GPS, INC.
BLOCK 18 LOT 1
TOWN OF AFTON

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DATE:
DRAWN BY:
CALCULATED BY:
CATEGORY/PORT:
FIELD BOOK:
COMPUTER FILE: SIGN SCHEMATIC

SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS
BOX 96 BIG PINEY-MARBLETON, WY TEL.276-3347; BOX 725 AFTON, WY TEL.885-9319;
ALPINE, WY TEL.885-9319; JACKSON, WY TEL.733-5903; MONTPELIER ID TEL. 208-847-2800

Statement to Accompany Variance Application

This sign permit and accompanying variance application are for the removal of the existing sign at the former location for Star Valley Natural Gas, which lies immediately north of Burger King, and reinstalling said sign at the northeast corner of the GPS, Inc. property located on Third Avenue between First Bank and Surveyor Scherbel, Ltd. The proposed sign location is 170 feet west of the intersection of Third Avenue and Washington Street.

The property on which the sign will be placed is currently vacant and serves as the parking and staging area for Surveyor Scherbel, Ltd., as well as the location for two (2) electric vehicle rapid charging stations. The relocated sign will be for these two businesses. The sign was constructed from trees located on the property of Star Valley Natural Gas and this request for a variance would allow for the historical aesthetic to remain intact as originally constructed. The current height has not been an issue in its zone and because the sign is remote from the highway right-of-way, maintaining the same height should not be an issue and will allow for the sign to be visible from Washington Street for those looking for the charging stations and the office of Surveyor Scherbel, Ltd. The height of the sign was designed to be at a height to deter mischief befalling the custom artwork of the sign.

CNG

Star Valley

NATURAL GAS

COMPRESSED NATURAL GAS

starvalleycng.com

AFTON PLANNING & ZONING BOARD
PLANNING & ZONING BOARD STAFF REPORT
ROCKBRIDGE MEADOWS THIRD ADDITION MAJOR SUBDIVISION
HEARING TIME AND DATE: 5:30 P.M., July 14, 2026
HEARING LOCATION: Town Hall, Conference Room, 416 Washington St., Afton, WY

APPLICANT/OWNER: Rockbridge Meadows, LLC
DEVELOPER: Rockbridge Meadows, LLC
PROJECT NAME: Rockbridge Meadows Third Addition Major Subdivision
PROJECT LOCATION: Section 19 & Section 30, T32N, R118W, Lincoln County Wyoming within Town of Afton
APPROVED ZONING: R-1
REPRESENTATIVE: Marlowe Scherbel, Surveyor Scherbel, LTD.

PROPOSAL: The applicant seeks Major Subdivision Approval for approximately 9 lots zoned R-1 (Detached Single Family Residential) with an average lot size of .63 ± Acres.The lot structure and densities as proposed will provide 9 Single Family Residential Home lots.

FACTUAL DATA:
Current Zone: R1
Total Acres of Project: 5.69± Acres
Number of Lots: 9 lots
Average Lot Size: .63± Acres

SERVICES:
Water: No Current Afton Water
Sewer: No Current Afton Sewer

LOT STRUCTURE:
R-1 Detached Single Family Residential
Lots 1-9

ATTACHMENTS:
1. Major Subdivision Application

PLANNING & ZONING BOARD RECOMMENDATION:
The Afton Planning & Zoning Administrator recommends that the Afton Town Council **Approve** the Final Plat for Rockbridge Third Addition Major Subdivision, with;

- Findings of Approval A. through B.
- Conditions of Approval 1. Through 6.

FINDINGS OF APPROVAL:

A. The proposed application is incomplete with the procedural requirements outlined in Section 17-2-4.3 of the Afton Land Development Code, Major Subdivision Process

1. Applicant completed and filed Major Subdivision Application form and all required accompaniments.
2. Applicant provided one hard copy and electronic copy of a master plan report addressing the municipal services the subdivision intends to use, as well as potential impacts of the proposed subdivision on the Town of Afton and the community.
3. Applicant provided no Master Plan Report addressing what municipal services the subdivision intends to use, or extend as well as the potential impacts of the subdivision on the community addressing fourteen (14) required aspects as outlined in 17-2-4.3 of the code.
4. Applicant provided the required payment for the Major Subdivision Application.

B. The proposed Major Subdivision Application evaluated in the context of the six (6) considerations outlined in 17-2-4.3(f).

1. Consistency of the proposed subdivision with the Town of Afton Municipal Master Plan;
    a. Rockbridge Third Addition proposed subdivision area was sited in the adopted Option 1 as residential development area during the completion of the 2008 Municipal Master Plan, Section 4.3.1.4 of the Afton Municipal Master plan states that Afton should see to achieve a balanced housing market, a market condition generally characterized by the following;
        - The majority of the residents are able to own or rent a home that they can afford;
        - The majority of residents live in a home that generally fulfills their criteria and preference for a decent place to live
        - Housing supply and demand are generally in equilibrium.

    This section of the Municipal Master Plan also states that the Town of Afton should require a proportion of homes to be offered within price ranges that correlate with household income levels. The proposed subdivision at acreage sizing would not add more affordable lots and housing options to the Afton housing market. However, the proposed lot structure for Rockbridge Third Addition was previously approved in the Preliminary Master Plan Approval of Rockbridge in 2003.

2. Consistency of the proposed subdivision with the subdivision development standards and design criteria outlined in Chapter 3 & 5 of the Afton Land Development Code;
    a. The Preliminary Plat provided with the application outlines the proposed specifications subject to subdivision requirements including lot size; Town

of Afton Densities are defined by minimum lot size requirement per dwelling unit specific to the zoning district regulations.

1. Section 17-3-2.2 R-1 Detached single Family Residential District of the Land Development Code Requires a minimum lot size requirement in R-1 zone to be at least 13,500sf (.309 ACRES), all proposed lots within the application are .31 acres or greater. Section 17-5-(2.1)-(2.8) - All lots show frontage to a public or private street and a minimum street frontage of 30 feet.

   Pedestrian accesswhere the subdivision is adjacent to the planned community trail system and park needs to provide a direct connection and continuation of sidewalk on Madison Street. Madison street as shown on the plat provided only demonstrates 40 feet of the required 60 foot width size for a local minor road width.

b. No Master Plan report was provided with the application to outlines the proposed specifications subject to subdivision requirements including extension of infrastructure:
   1. Water- There was no plan for water main line extension through Madison street for service to the proposed lots.
   2. Sewer - Main Line sewer is currently located through Madison street.
   3. Sidewalk -improved walkway shall be required with the five (5) feet in width to accommodate pedestrian travel.;
   4. Storm Water- No drainage review or plan was provided for the requested approval of the nine (9) lots.
c. The Master Plan provided with the application outlines the proposed specifications for Pedestrian and Vehicle Access;
   1. The Land development requirements for Pedestrian and Vehicle access outlined in Section 17-5-2.1(a) provide requirements for at least one walkway to extend from an existing sidewalk or street to the main entrance of the subdivision.
d. The Preliminary Plat provided with the application outlines the proposed specifications for the Blocks, Roads and Streets;
   1. Per the Preliminary Plat the Blocks are shown to conform with Section 17-5-2.3 of the Land Development Code, demonstrating contiguous lots arranged within blocks or abutting a cul-de-sac.
   2. The Preliminary Plat shows the right of way (ROW) for the roads at 60 feet wide However Madison street as shown on the plat provided only demonstrates 40 feet of the required 60 foot width size for a local minor road width. This is inconsistent with the requirements for Local Major/Minor Roadway design outlined in Section 17-5-2.4 of the Land Development Code.

3. Compatibility and potential impacts of the proposed subdivision and related zone change upon adjoining properties;
    a. This Subdivision is presented with R-1 Zoning which is contiguous to the East as well as the West and conforms to the surrounding usage and character. This R-1 zoning and usage was also adopted and approved for usage in the early 2000(s).

4. Suitability of the subject and adjacent properties to existing zoning;
    a. The applicant property has previously been unused with no existing structures but was approved for the R-1 usage in the Master Plan for the Rockbridge Development in the early 2000(s).

5. Potential impacts of the proposed subdivision upon the Town of Afton e.g., municipal roads, water system, wastewater system, stormwater management, and other public services;
    a. Impacts of the proposed subdivision on the Town of Afton municipal roads at total build out will definitely increase traffic on Madison. The Town of Afton currently has excess source and storage capacity within the existing system and operation and has previously included the Rockbridge meadows Master Plan in the calculations for capacity to serve, the Town of Afton has previously offered a will serve letter to the Applicant for not just the nine (9) lots in this application but for the 24 originally proposed lots for the 3rd Addition. The water main to serve the proposed subdivision will be extended and connected to existing infrastructure on Madison way at the developers expense. Impacts to the Town of Afton's wastewater system and the demand for the extra lots were already calculated in recent updates to the lagoon system, impact and user fee structures.
    b. The proposed Rockbridge 3rd Addition Subdivision will add to general maintenance requirements and emergency services for the Town of Afton. However, developer installation of roads, water system extension and andy wastewater system and lighting (to Town of Afton specifications) will offset initial costs. Costs associated with maintenance of the water system and sewer system will be captured by impact fees and connection fees, and monthly service charges. The increased residential population will lead to increased allocation in sales tax dollars to the Towns general fund for general services provided. Property taxes generated by the updated assessment of the property will also potentially increase general fund property tax revenues to help offset the costs of public services to be provided in the proposed subdivision.

6. When applicable, potential land use management issues that may arise with the established planned covenants, contracts or deed restrictions via common-interest development;

a. The Rockbridge Subdivision property is currently subject to recorded Covenants, Conditions, and Restrictions (CC&Rs), which will also be subject to the additional nine (9) lots with this proposal. There are no known deed restrictions affecting either the existing or proposed lots within the subdivision.

   Should the subdivision receive approval, it is recommended that the developer reinstate or submit any proposed CC&Rs for review and approval prior to the execution of a Development Agreement between the Town of Afton and the developer.

CONDITIONS OF APPROVAL

1. The Final Plat shall depict all easements necessary for the long-term operation and maintenance of roadways and associated improvements, including sidewalk to be constructed.
2. The developer shall participate in the design and construction of improvements necessary to accommodate a 80 foot right of way for the extension of madison street with the neighboring developers to the west before the road will be taken on or maintained by the Town of Afton.
3. Developer Provide all required Master Plan Report elements to be reviewed and approved prior to final plat approval. All fourteen (14) required elements outlined in 17-2-4.3 © shall be provided, prior to the mayor signing the final plat.
4. The Final Plat shall depict the location of all dry utilities (power, fiber, and gas) and all associated easements throughout the development.
5. A Developers Agreement for all required and conditioned improvement shall be executed and Bond in the amount of 125% of the anticipated cost of improvements required before Final Plat Approval
6. Final Plat shall be filed no later than two (2) years from the date of the preliminary plat approval or the preliminary plat shall expire.

BACKGROUND:

Rockbridge Meadows, LLC has submitted an application for Major Subdivision Approval for the proposed Rockbridge Meadows Third Addition Major Subdivision, located within Sections 19 and 30, Township 32 North, Range 118 West, Lincoln County, Wyoming, within the municipal boundaries of the Town of Afton. The application is being presented on behalf of the applicant by Marlowe Scherbel of Surveyor Scherbel, LTD.

The subject property consists of approximately 5.69 acres and is currently zoned R-1 (Detached Single-Family Residential). The proposed subdivision would create nine (9) residential lots with an average lot size of approximately 0.63 acres, consistent with the intended low-density residential character of the R-1 zoning district. Each proposed lot is intended to accommodate a single-family detached residence.

At the time of application, municipal water and sewer services are not currently available to the proposed lots. Development of the subdivision will require compliance with all applicable Town of Afton subdivision regulations, utility extension requirements, and any conditions imposed through the subdivision approval process.

The application has been submitted as a Major Subdivision in accordance with the Town of Afton's Land Development Code. Following review of the application and supporting materials, the Zoning Administrator recommends approval of the Final Plat for the Rockbridge Meadows Third Addition Major Subdivision, subject to all conditions previously stated and for Developer to provide a Master Plan Report established by the Planning and Zoning Board.

SCOTT A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 3889
Utah Registration No. 372111
Idaho Registration No. 8026

MARLOWE A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 5368

KARL F. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 11810
Idaho Registration No. 13493
Certified Federal Surveyor No. 1223

SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS

Est. 1951 CONSULTANTS IN Boundary Matters, Irrigation and Water Rights

AFTON OFFICE
Box 725, 46 West 3rd Avenue
Afton, WY 83110
307-885-9319
307-885-9809 (Fax)

BIG PINEY OFFICE
Box 96, 283 Main Street
Big Piney-Marbleton, WY 83113
307-276-3347
307-276-3348 (Fax)

SUSAN HOFFMAN
Big Piney Office Manager

KASSIE KEEHN
Afton Office Manager

Jackson, Wyoming
Direct to Big-Piney Office
307-733-5903 & Fax

Lava Hot Springs, Idaho
Direct to Big Piney Office
208-776-5930 & Fax

Montpelier, Idaho
Direct to Afton Office
208-847-2800 & Fax

8 June 2026

Mayor Jeffrey Jensen
Town of Afton
P.O. Box 310
Afton, Wyoming 83110

Re: Rockbridge, LLC – Major Subdivision Application – Rockbridge Meadows Third Addition – within the Town of Afton, Section 19 and Section 30, T32N R118W, Lincoln County, Wyoming

Dear Mayor Jensen,

Enclosed please find the following for the above referenced project:

1. A Major Subdivision Application.
2. A copy of the ownership deed 513 PR 715 – Rockbridge, LLC:
3. A list of landowners and mailing addresses who own properties within 300 feet of the development.
4. A print of an advance plat titled, "PRELIMINARY PLAT OF ROCKBRIDGE MEADOWS THIRD ADDITION TO THE TOWN OF AFTON WITHIN SECTIONS 19 & 30 T32N R118W LINCOLN COUNTY, WYOMING" dated 3 July 2025.
5. A reduced print of the plat. This print may be reproduced to be added to the adjoining property owners' notification letter.
6. A copy of the Notice delivered to the Spring Ditch owners dated 14 July 2025.
7. A copy of the Will Serve letter from the Town of Afton dated 15 June 2022.
8. A copy of the Notification of Coverage from the Department of Environmental Quality dated 21 June 2022.
9. Check No. 14270 in the amount of $150.00 for application fees.

This application is the third phase of an approved Master Plan with phases. Please see attached a copy of the Amended Master Plan.

Please consider this letter as a request for the subdivision application to be presented to Afton Planning and Zoning Board and Afton Town Council at their next scheduled meetings.

If all is not in order, or if you have any questions, please contact our office.

Sincerely,
SURVEYOR SCHERBEL, LTD.



Jennifer Gunter
enclosures

AFTON
WYOMING
EST. 1902

416 S. Washington
P.O. Box 310
Afton, WY 83110
Phone (307) 885-9831

SUBDIVISION PERMIT APPLICATION

APPLICATION FEE: $150.00

Application For:
( ) Simple Subdivision
( ) Minor Subdivision
(X) Major Subdivision

PROPERTY OWNER(S)
Name: Rockbridge, LLC
Mailing Address: PO Box 725
Afton, Wyoming 83110
Phone #: 307-885-9319

Name: _____
Mailing Address: _____
_____
Phone #: _____

REPRESENTATIVE/SURVEYOR/ENGINEER
Name: Surveyor Scherbel, Ltd
Mailing Address: PO Box 725, Afton, Wyoming 83110
Phone #: 307-885-9319

LEGAL DESCRIPTION OF PROJECT LOCATION: Township/Range/Section _____
T32N R118W Section 19

NAME OF PROPOSED SUBDIVISION: Rockbridge Third Addition

LOT INFORMATION: NUMBER OF LOTS 9 AVERAGE LOT SIZE 5.69± Acres
SMALLEST LOT 0.31± Acres LARGEST LOT 0.54± Acres

CURRENT ZONING DESIGNATION FOR PROJECT LOCATION: R-1: Detached Single-Family Residential

Provide Landowner name and addresses within 300 feet of zoning change location:
(Use additional sheet if necessary)

See attached

The applicant will be required to file a final plat with the Town Clerk that contains at least the following:

1. Proposed name of subdivision, the size of the property to be subdivided (in acres), and the size of the lots or parcels being created;
2. Name and address of the subdivision applicant, or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
3. Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
4. Date of drawing preparation and all subsequent revisions, as well as a scale (not less that one inch=200 feet) and north arrow;
5. Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths easements, watercourses and irrigation ditches, and structures on and within 200 feet of the subdivision;
6. Location of existing water distribution and wastewater collection lines on and within 200 feet of the subdivision;
7. Tow-foot contours where ground slopes are less than ten percent and five-foot contours where ground slopes exceed 10 percent.

A hearing date will be set for the Planning and Zoning Board to review and make their recommendation to the Afton Town Council. The applicants description and hearing date will be advertised in the local paper for two weeks prior to the hearing date.
I/We the undersigned have read and understand this Subdivison Application and certify that the information provided is true and correct.
I/We also have read and understand all planning and development requirements in the Afton Land Development Code-Title 17.
(ALL Property owners must sign).

PROPERTY OWNER	6.05.2026 DATE
PROPERTY OWNER	DATE
PROPERTY OWNER	DATE

~~888207~~
888099

RECEIVED
LINCOLN COUNTY CLERK
03 FEB 28 AM11:00
JEANNE WAGNER
KEMMERER, WYOMING

BOOK 513 PR PAGE ~~715~~

WARRANTY DEED

Rhea Roberts Miles, Trustee or her successors in trust under the Rhea Roberts Miles Living Trust, dated December 31, 1996 and GPS, Inc., a Wyoming Corporation, grantors of County of Lincoln, and State of Wyoming, for and in consideration of TEN DOLLARS ($10.00) and other valuable consideration, in hand paid, receipt of which is hereby acknowledged, CONVEYS AND WARRANTS to Rockbridge LLC, a Wyoming Limited Liability Company, grantee of County of Lincoln, State of Wyoming, the following described real estate situate in County of Lincoln and State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

SEE ATTACHED "EXHIBIT A" made part of this deed by incorporation and reference as if set forth fully herein.

Together with all water rights, mineral rights, improvements and appurtenances thereon situate or in anywise appertaining thereunto. Subject, however, to all reservations, restrictions, exceptions, easements and rights-of-way of record or in use.

WITNESS our hand this 21st day of January, 2003.

37
18
19,30

Rhea Roberts Miles
RHEA ROBERTS MILES
Trustee of the Rhea Roberts Miles
Living Trust, dated December 31, 1996

GPS, INC.

BY: Paul A Scherbel
PAUL A. SCHERBEL
President

STATE OF WYOMING)
) SS.
COUNTY OF LINCOLN)

The foregoing instrument was acknowledged before me by RHEA ROBERTS MILES, being personally known to me and after being dually sworn and upon oath represented that she was the Trustee of the Rhea Roberts Miles Living Trust, dated December 31, 1996 and that this instrument was signed and sealed on behalf of the Rhea Roberts Miles Living Trust, dated December 31, 1996 and that she acknowledged that this instrument was the free act and deed of the Trust, dated this 21st day of January, 2003.

WITNESS my hand and official seal.

Jamie DeCora
NOTARY PUBLIC

My Commission Expires:

5/21/04

Jamie DeCora - NOTARY PUBLIC
County of Lincoln
State of Wyoming
My Commission Expires 5/21/04

STATE OF WYOMING)
) SS.
COUNTY OF LINCOLN)

The foregoing instrument was acknowledged before me by PAUL A. SCHERBEL, who personally appeared and was personally known to me, and after being dually sworn and upon his oath, represented that he was the President of GPS, Inc., that the instrument was signed on behalf of GPS, Inc., by the authority of the Board and that he executed the foregoing instrument on behalf of GPS, Inc., and that this instrument was the free act and deed of GPS, Inc., this 21st day of January, 2003.

WITNESS my hand and official seal.

Jamie DeCora
NOTARY PUBLIC

My Commission Expires:

5/21/04

Jamie DeCora - NOTARY PUBLIC
County of Lincoln
State of Wyoming
My Commission Expires 5/21/04

Exhibit "A"

T32N, R118W of the 6th P.M., Lincoln County, Wyoming
Section 19: SW1/4SE1/4 and W1/2SE1/4SE1/4
Section 30: N1/2NE1/4 AND
BEGINNING at the Northwest Corner of the N1/4 of said Section 30 and running thence South 109 rods to the North side of the street of Afton Townsite, known as First Avenue;
thence East 2 rods;
thence North 109 rods;
thence West 2 rods to the POINT OF BEGINNING.

ALSO that tract of land described on the attached Exhibit "A"

EXCEPTING therefrom Rockbridge Meadows Subdivision, Lincoln County, Wyoming, according to that plat recorded October 24, 2001 as Plat No. 360-B

Also Excepting therefrom that parcel of land conveyed to the Town of Afton, recorded January 23, 1997, Book 393P.R., Page 159.

0888107

0878428

EXHIBIT NO. A

718

DESCRIPTION FROM

TOWN OF AFTON

FOR

LAWRENCE O. YOUNG, EVELYN R. YOUNG, DERALD A. YOUNG

FOR

ACCESS WAY ALONG WEST PART OF CANYON VIEW PARK ANNEXATION

TRACT B

To-wit:--

That part of the Canyon View Park Annexation being part of the SW¼NE¼ of Section 30, T32N, R118W, within the bounds of the Town of Afton, Lincoln County, Wyoming, described as follows:

BEGINNING at the northwest corner of said SW¼NE¼ found as described in the Corner Record filed in said Office;

thence S00°-24'-42"E, the base bearing for this survey, 455.36 feet, along the west line of said SW¼NE¼, to the southwest point of said Annexation;

thence S88°-15'-36"E, 60.04 feet, along the south line of said Annexation to a point;

thence N00°-24'-42"W, 457.17 feet, to a point on the north line of said SW¼NE¼ and said Annexation;

thence N89°-59'-00"W, 60.00 feet along said north line to the **CORNER OF BEGINNING**;

ENCOMPASSING an area of 0.63 acres, more or less;

each "point" marked by a 5/8" x 24" steel reinforcing rod with 2" aluminum cap inscribed, "SURVEYOR SCHERBEL LTD BIG PINEY WY PLS 5358";

the BASE BEARING for this survey is the west line of the NE¼ Section 30, T32N, R118W, being N00°-24'-42"W;

all in accordance with the plat prepared attached herewith as EXHIBIT "B" and made a part thereof titled, "EXHIBIT "B" LAWRENCE O. YOUNG, EVELYN R. YOUNG, DERALD A. YOUNG PLAT OF TRACTS IN NE¼ SECTION 30 T32N R118W PARTLY IN THE TOWN OF AFTON LINCOLN COUNTY, WYOMING", dated 23 December 1996.

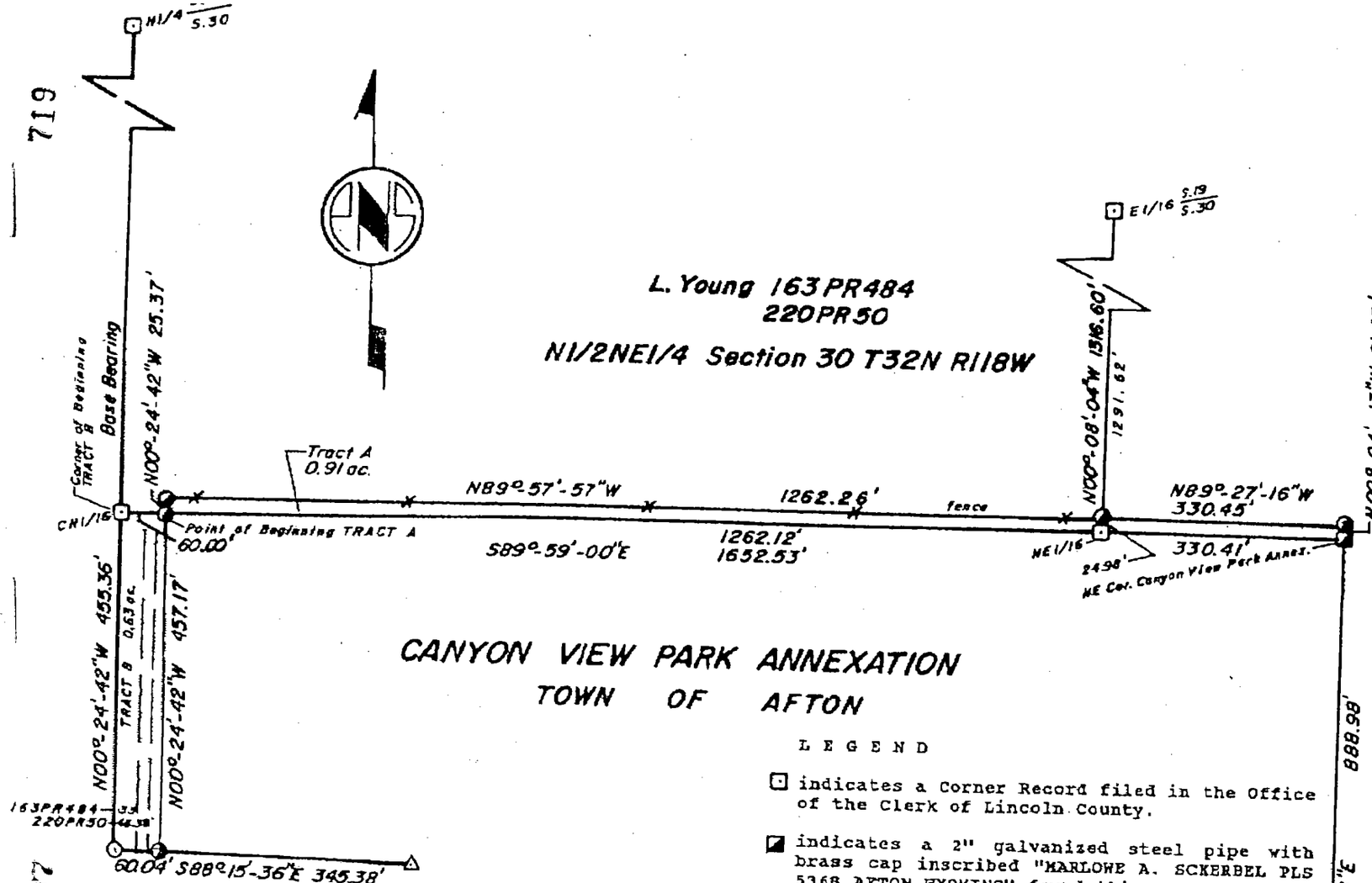
Professional Land Surveyor
Matthew A. Scherbel
5358
Date 12-19-96
WYOMING

19 December 1996
youngb.des

Professional Land Surveyors
N. Scherbel
Registration No. 164
A. Scherbel
Registration No. 3869
Matthew A. Scherbel
Registration No. 5358
SURVEYOR SCHERBEL, LTD.
Piney, Wyoming 83113
Afton, Wyoming 83001
Star, Wyoming 83110

N. Scherbel
Registration No.3990
A. Scherbel
Registration No.8026

"Modification in any way of the foregoing description terminates liability of the surveyor"



Scale 1" = 200'

CANYON VIEW PARK ANNEXATION
TOWN OF AFTON

LEGEND

- ⊡ indicates a Corner Record filed in the Office of the Clerk of Lincoln County.
- ◪ indicates a 2" galvanized steel pipe with brass cap inscribed "MARLOWE A. SCKERBEL PLS 5368 AFTON WYOMING" found this survey.
- ⊙ indicates a 5/8" x 24" steel reinforcing rod with 2" aluminum cap inscribed "SURVEYOR SCHERBEL LTD BIG PINEY WY PLS 5368" and appropriate details found this survey.
- ◕ indicates a 5/8" x 24" steel reinforcing rod with 2" aluminum cap inscribed "SURVEYOR SCHERBEL LTD BIG PINEY WY PLS 5368" and appropriate details set this survey.
- △ indicates a 1½" galvanized steel pipe or a concrete post with brass cap inscribed "Afton Town Boundary", set by Ivan L. Call, found.

Revised: 6 January 1997

SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS
Drawn By: DD/abg BOX 4296 BIG PINEY-MARBLETON, WY 83113 - (307)276-3347
Field Book: ZP-93 pp.68-69,76 BOX 725 AFTON, WY 83110 - (307)886-9319

08888107

CERTIFICATE OF SURVEYOR

State of Wyoming)
) SS...
County of Lincoln)

I, Marlowe A. Scherbel of Afton, Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by Forrest Grady Creamer, under my supervision, during October 1996 and from records in the Office of the Clerk of Lincoln County and that it correctly represents all tracts as shown.

Professional Land Surveyor
Marlowe A. Scherbel
5368
Date 12-23-96
WYOMING

Marlowe A. Scherbel

The foregoing instrument was acknowledged before me by Marlowe A. Scherbel this 23rd day of December 1996.

Witness my hand and official seal.

abgarten
Notary Public

A. B. GARTEN - NOTARY PUBLIC
COUNTY OF LINCOLN
STATE OF WYOMING
My Commission Expires 5 Jan 2000

EXHIBIT "B"

LAWRENCE O. YOUNG
EVELYN R. YOUNG
DERALD A. YOUNG
PLAT OF TRACTS
IN
NE¼ SECTION 30
T32N R118W
PARTLY IN THE
TOWN OF AFTON
LINCOLN COUNTY, WYOMING

NEIGHBORS WITHIN 300 FT OF ROCKBRIDGE THIRD ADDITION

Information pulled from current LCWY GIS as of 06/04/2026

Rather Be Fishing LLC
1146 Saddle Horn Ct
Idaho Falls, ID 83404

Due West LLC
4479 E Narrowleaf Dr
Gilbert, AZ 85298

Devin & Kellie Ord
813 Challenger Dr
McKinney, TX 75072

Robert Walters, Trustee
Lara Aho, Trustee
311 Romar Pl
Hattiesburg, MS 39402

Kerry & Jane Smith, Trustees
588 E 3450 N
North Ogden, UT 84414

Kirk & Annabeth Mitchell
PO Box 77
Smoot, WY 83126

Orrin & Ashley Rothermel
45 Meadowlark Rindle
Afton, WY 83110

Gaylan & Heidi Anderson
55 Meadowlark Rindle
Afton, WY 83110

Rachelle Wagstaff, Trustee
12936 Cayman Circle
Riverton, UT 84065

Karen Sandall, Trustee
9549 N Aldrich Rd
Flagstaff, AZ 86004

Hale Contracting, LLC
1119 S 55 W
Farmington, UT 84025

Desmond & Kaye Bole
300 Young Lane
Afton, WY 83110

Brad & Nicole Carter
PO Box 302
Afton, WY 83110

Eleanor Dunai
PO Box 818
Huntington Beach, CA 92648

Homer & Christina Bennett
PO Box 466
Afton, WY 83110

Van & Susan Hale, Trustees
PO Box 488
Afton, WY 83110

Kristen Johannessen, et al
467 Young Lane
Afton, WY 83110

Shawn & Becky Babers
425 Young Lane
Afton, WY 83110

Sean & Melissa Halling
233 Young Lane
Afton, WY 83110

Twiss Consulting, LLC
211 Young Lane
Afton, WY 83110

Jennifer & Scott Twiss
211 Young Lane
Afton, WY 83110

Mac & Susan Robinson
155 Young Lane
Afton, WY 83110

Joseph & Shaylee Lopez
55 Juniper Crag
Afton, WY 83110

Neil & Krupa Patel
8668 Crested Eagle Pl
Sanford, FL 32771

John & Victoria Little, Trustees
180 Young Lane
Afton, WY 83110

SCOTT A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 3889
Utah Registration No. 372111
Idaho Registration No. 8026

MARLOWE A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 5368

KARL F. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 11810
Idaho Registration No. 13493
Certified Federal Surveyor No. 1223

SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS

Est. 1951 CONSULTANTS IN Boundary Matters, Irrigation and Water Rights

ADDRESS

BIG PINEY OFFICE
Box 96, 283 Main Street
Big Piney-Marbleton, Wyoming 83113

AFTON OFFICE
Box 725, 46 West 3rd Avenue
Afton, Wyoming 83110

TELEPHONE

307-276-3347
307-276-3348 (Fax)

307-885-9319
307-885-9809 (Fax)

SUSAN HOFFMAN
Big Piney Office Manager

JAMIE DECORA
Afton Office Manager

Jackson, WY
Direct to Big Piney Office
307-733-5903 & Fax

Lava Hot Springs, ID
Direct to Big Piney Office
208-776-5930 & Fax

Montpelier, ID
Direct to Afton Office
208-847-2800 & Fax

14 July 2025

Rockbridge LLC
Po Box 725
Afton, WY 83110

Re: Rockbridge, LLC – Rockbridge Meadows Phase III (Addition to the Town of Afton) – within Section 19 and Section 30, T32N R118W, Lincoln County, Wyoming

Dear Rockbridge LLC,

Our client, Rockbridge, LLC, a Wyoming limited liability company, intends to file a subdivision permit to plat nine (9) lots, as part of the Master Plan for Rockbridge Meadows Addition to the Town of Afton. The property is located on the east side of future Madison Street. The property has water rights out of Swift Creek through the Spring Ditch. Enclosed please find a concept plan depicting the division of the property.

Per Wyoming State Statute 15-1-415(e)(i)(D)(ii), *"If the subdivision is located within lands served by or crossed by a ditch, irrigation works or other water conveyance system, evidence that the owner submitted the subdivision map or plat to the public entity, company, association or appropriators responsible for the ditch, irrigations works or other water conveyance system for review and recommendations at least sixty (60) days prior to the submittal of the map or plat to the governing body. Upon receipt of the subdivision map or plat, the public entity, company, association or appropriators shall notify the owner if and how the subdivision will create a significant additional burden or risk of liability;"*

Our research of the State Engineer's records and the Lincoln County GIS shows that you **may** have a record water right from Swift Creek through the Spring Ditch.

This letter serves as notice of the intent to subdivide.

If you have any questions, please contact our office.

Sincerely,
SURVEYOR SCHERBEL, LTD.

Jennifer Gunter
enclosure

AFTON WY
EST. 1902

THE TOWN OF AFTON • 416 S. Washington St. • P.O. Box 310
Afton, WY 83110-0310 • Phone (307) 885-9831

June 15, 2022

Rockbridge, LLC
c/o Marlowe Scherbel
P.O. Box 725
Afton, WY 83110

Re: Will Serve letter for Rockbridge 3rd Addition to the Town of Afton

Dear Mr. Scherbel:

This letter serves as notice that the Town of Afton will serve water and wastewater services to the above mentioned project. In accordance with the Town of Afton capacity figures provided by Sunrise Engineering and pursuant to a previous Master Plan Approval the Town of Afton water and wastewater services can be made available to serve the previously approved twenty-four (24) lots in the Rockbridge Third Addition to the Town of Afton.
The Town of Afton's ability to serve the above-referenced project is conditioned upon;

Services will be provided after engineering is completed, infrastructure is extended and hook-on fees are paid by the lot owners before service connection can take place.

If you have any further questions please feel free to contact the Town of Afton.

Sincerely,

Violet Sanderson
Town Administrator

NOTIFICATION OF COVERAGE

June 21, 2022

Marlowe Scherbel
Rockbridge, LLC
P.O. Box 725
Afton, WY 83110

RE: Afton – Rockbridge Meadows - Water and Sewage Collection Mains – **2022-189 – Lincoln County**

Dear Mr. Scherbel:

The Department of Environmental Quality (DEQ) has reviewed and approved the above application for coverage under the Public Water Supply Distribution Systems and Sewage Collection Systems General Permits, the facilities are located in the Town of Afton, Wyoming in the **NW ¼ NE ¼, Section 30, T32N, R118W (Lat: 42.7355, Long: -110.9222),** in accordance with Chapter 3, Section 7 of the Wyoming Water Quality Rules and Regulations (WQRR) and hereby issues this Notice of Coverage (NOC).

This NOC covers the construction of the extension of a public water supply system consisting of about 1050 linear feet (LF) of 8-inch PVC water main and a sewage collection system consisting of about 956 LF of 8-inch PVC sewer main to serve 18 residential lots along Halling Drive and 6 residential lots with water service along Madison Street in the Town of Afton, Wyoming.

DEQ authorizes you to construct, install, or modify the facilities in accordance with **WQRR, Chapter 11 and Chapter 12 and** the general permits, and the materials submitted in your application package. Please note Part V, Standard Permit Conditions, of the general permit, particularly the Right to Access and Reporting Requirements sections. A copy of the general permit is available on the DEQ webpage: http://deq.wyoming.gov/wqd/permitting-2/resources/general-permits-2/. DEQ requires that all construction, installation, or modifications allowed by this NOC shall be completed by **June 21, 2027.** If you have any questions, please contact Mark Baron at 307-332-3144 or mark.baron@wyo.gov.

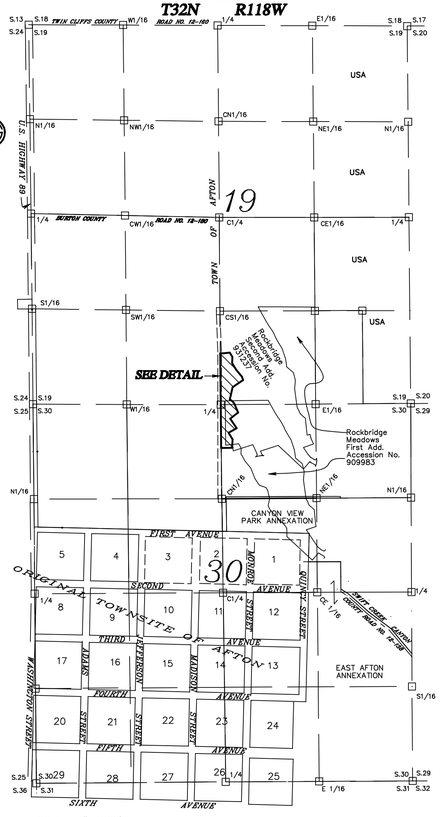
Sincerely,

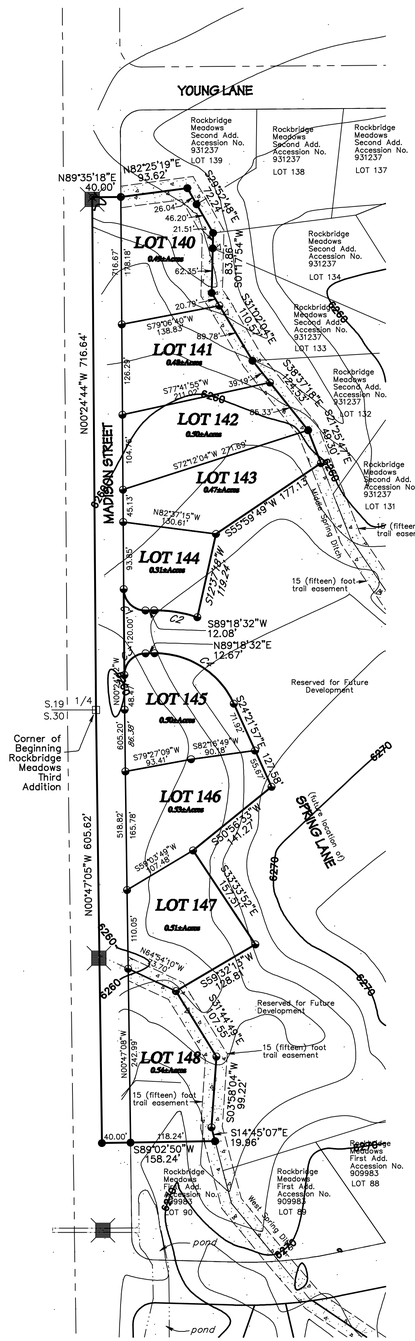
Mark Baron

Mark Baron, P.E.
Southwest District Engineer
WDEQ/WQD

Emailed: Dave Kennington, P.E., Sunrise Engineering, P.O. Box 609, Afton, WY 83110

ROCKBRIDGE MEADOWS THIRD ADDITION





SCALE: 1" = 100'
2' CONTOUR INTERVAL

LEGEND

- Indicates a Corner Record on file in the Office of the Clerk of Lincoln County.
- Indicates a 5/8" x 24" steel reinforcing rod with aluminum cap inscribed: "SURVEYOR SCHERBEL LTD" and other details set this survey.
- Indicates a 5/8" x 24" steel reinforcing rod with aluminum cap inscribed: "SURVEYOR SCHERBEL LTD" and other details found this survey.
- Indicates a calculated position.
- Indicates a right-of-way line.
- Indicates a stream or pond.
- Indicates a 15' wide trail easement each side of ditch.
- Indicates a bridge.

CERTIFICATE OF OWNERS

STATE OF WYOMING)
COUNTY OF LINCOLN) ss ...

The undersigned, hereby certifies that the division of part of the SW1/4SE1/4 of Section 19 and the NW1/4NE1/4 of Section 30, T32N R118W, Lincoln County, Wyoming as shown hereon and more particularly described under the Certificate of Surveyor, is with the free consent and is in accordance with the desires of the undersigned owner and proprietor;

that the name of the Addition shall be **ROCKBRIDGE MEADOWS THIRD ADDITION TO THE TOWN OF AFTON;**

Streets, Roads and Utilities

that Madison Street is hereby dedicated to the Town of Afton for the perpetual use of the public;

that the west forty (40) feet of Madison Street as depicted on this plat is hereby dedicated to the Town of Afton for the perpetual use of the public in accordance with that easement of record in said Office in Book___of Photostatic Records on page ____ ;

that easements for drainage, irrigation and utilities identical with Madison Street and a ten (10) foot strip along the sides of each lot are hereby granted to all utility companies, their heirs, successors, and assigns, including, but not limited to Lower Valley Energy, Silver Star Communications, Qwest, and the Town of Afton for the underground installation and maintenance of all utilities including, but not limited to, water, sewer, power, telephone, cable television, gas and storm water drainage appurtenant to this Addition;

Trails and Ditches

that the trail easements as depicted on this plat are hereby granted to the Town of Afton for maintenance, repair, construction and reconstruction and pubic use of a pedestrian trail system;

that an easement identical with the trail easements as depicted on this plat is hereby granted to the Rockbridge Meadows Property Owners Association and reserved by Rockbridge, LLC for the repair, maintenance, construction and reconstruction of the existing irrigation ditches;

that an easement identical with the trail easements as depicted on this plat is hereby granted to each lot owner of this and future additions of Rockbridge Meadows for pedestrian uses only;

Easements

that the owner of each lot which adjoins a trail easement containing a ditch has the right to divert irrigation water from said ditch or canal to his property, so long as such use doesn't interfere with the pedestrian uses of the trail easement and that the irrigation facilities are located in the ditch immediately adjoining the lot;

that the Addition is subject to easements of record;

that the Addition is subject to the Declaration of Covenants, Conditions, and Restrictions of record in said Office in Book___of Photostatic Records on page____ ;

that the adjudicated water rights of record are to be retained subject to that irrigation plan of record in the Office of the Wyoming State Engineer;

that all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby released.

Rockbridge, LLC

_____
Paul A. Scherbel, President

On this ___ day of _____ 2026 before me personally appeared Paul A. Scherbel who did say that he is the President of Rockbridge, LLC and that this instrument was signed and sealed on behalf of said company by authority of its members and acknowledged said instrument to be the free act and deed of said company.

Witness my hand and official seal.

_____
Notary Public
My commission expires

PLAT WARNINGS

1. ACTIVE EARTHQUAKE FAULT–STAR VALLEY FAULT LINE

   The property is located within 1000' of an identified active earthquake fault as determined by the Wyoming Geological Survey. Development activities in these identified areas are encouraged to be done under the consultation of a qualified engineer.

2. HAZARDS

   Warning: Water runs throughout the property in open ditches including the North Canal.

CURVE TABLE

CURVE	LENGTH	DELTA	RADIUS	CHORD BEARING	CHORD	TANGENT
C1	47.27'	90°16'46"	30.00'	S45°33'05"E	42.53'	30.15'
C2	61.42'	19°33'03"	180.00'	S80°54'57"E	61.12'	31.01'
C3	46.98'	89°43'14"	30.00'	S44°26'55"W	42.32'	29.85'
C4	138.91'	66°19'32"	120.00'	N57°31'43"W	131.28'	78.41'

CERTIFICATE OF SURVEYOR

STATE OF WYOMING)
COUNTY OF LINCOLN) ss.

I, Marlowe A. Scherbel, of Afton, Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by persons under my supervision during Summer 2025 and from records in the Office of the Clerk of Lincoln County and that it correctly represents **ROCKBRIDGE MEADOWS THIRD ADDITION TO THE TOWN OF AFTON;** that the boundary of the subdivision is:

That part of the SWSE1/4 of Section 19, T32N R118W, and part of the NWNE of Section 30, T32N R118W, Lincoln County, Wyoming,being part of that tract of record in said Office in Book 513 of Photostatic Records on page 715, described as follows:

COMMENCING at the southwest corner of said SW1/4SE1/4;

thence N00°24'42"W, 716.81 feet, along the west line of said SW1/4SE1/4 to a position on the southwest boundary of Rockbridge Meadows Second Addition to the Town of Afton with Accession No. 931237;

thence following said southwest boundary of said Second Addition as follows:
N89°35'18"E, 40.00 feet, to a point;
N82°25'19"E, 93.62 feet, to a point;
S29°52'48"E, 72.24 feet, to a point;
S01°17'54"W, 83.86 feet, to a point;
S31°02'04"E, 110.57 feet, to a point;
S38°37'18"E, 124.52 feet, to a point;
S21°25'47"E, 49.30 feet, to a point and leave said boundary;

thence S55°59'49"W, 177.13 feet, to a point;

thence S12°37'18"W, 119.24 feet, to a point at the beginning of a circular curve to the left;

thence westerly, 61.42 feet, along the arc of said curve, through a central angle of 19°33'03", having a radius of 180.00 feet, with a chord bearing N80°54'57"W, 61.12 feet, to a point;

thence S89°18'32"W, 12.08 feet, to a point at the beginning of a circular curve to the right;

thence northwesterly, 47.27 feet, along the arc of said curve, through a central angle of 90°16'46", having a radius of 30.00 feet, with a chord bearing N45°33'05"W, 42.53 feet, to a point on the east right-of-way line of Madison Street;

thence S00.24'42.E, 120.00 feet, along said right-of-way line to a point at the beginning of a circular curve to the right;

thence northeasterly, 46.98 feet, along the arc of said curve, through a central angle of 89°43'14", having a radius of 30.00 feet, with a chord bearing N44°26'55"E, 42.32 feet, to a point;

thence N89°18'32"E, 12.67 feet, to a point at the beginning of a circular curve to the right;

thence southeasterly, 138.91 feet, along the arc of said curve, through a central angle of 66°19'32", having a radius of 120.00 feet, with a chord bearing S57°31'43"E, 131.28 feet, to a point;

thence S24°21'57"E, 127.58 feet, to a point;

thence S50°56'33"W, 141.27 feet, to a point;

thence S33°33'52"E, 157.51 feet, to a point;

thence S59°32'13"W, 128.81 feet, to a point on the centerline of West Spring Ditch;

thence following said centerline as follows:
S31°44'49"E, 107.55 feet, to a point;
S03°58'04"W, 99.22 feet, to a point;
S14°45'07"E, 19.96 feet, to a point at the northeast of Lot 90 of Rockbridge Meadows First Addition to the Town of Afton with Accession No. 909983 and leave said centerline;

S89°02'50"W, 158.24 feet, along the north line to the northwest point of said First Addition on the west line of said NW1/4NE1/4;

thence N00°47'08"W, 605.45 feet, along said west line of NW1/4NE1/4 to the CORNER OF BEGINNING.

ENCOMPASSING an area of 5.69 acres, more or less.

Professional Land Surveyor
Marlowe A. Scherbel
5368
Date
WYOMING

The foregoing instrument was acknowledged before me by Marlowe A. Scherbel, this ___day of _____ , 2026.

Witness my hand and official seal.

_____
Notary Public
My Commission expires:

CERTIFICATE OF RECORDATION

This plat was filed for record in the Office of the Clerk of Lincoln County on this ___ day of _____ 2026.

_____
April Brunski, Clerk

CERTIFICATE OF ACCEPTANCE

State of Wyoming)
County of Lincoln) ss...
Town of Afton)

Pursuant to Sections 34-12-102 and 103, Wyoming Statutes, 2025, as amended, **ROCKBRIDGE MEADOWS THIRD ADDITION TO THE TOWN OF AFTON** was approved at the regular meeting of the Town Council held on the___day of _____, 2025

Town of Afton Attest:

_____ _____
Jeff Jensen, Mayor Tina McGarvey, Clerk

TOWN OF AFTON Planning and Zoning Commission

The said addition was approved at the regular meeting of the Planning and Zoning Commission on this day of , 2025.

_____
Justin Day, Chairman

CERTIFICATE OF MORTGAGEE

STATE OF WYOMING)
COUNTY OF LINCOLN) ss ...

The Bank of Star Valley, Inc. certifies that it is the holder of a Mortgage of Record in the Office of the Clerk of Lincoln County in Book 1128 of Photostatic Records on Page 715 upon the property described under the Certificate of Surveyor and does hereby consent to the subdivision and does join in and consent to the dedication of the land and easements hereon as contained under the Certificate of Owner and agrees that its mortgage shall be subordinated to the dedication and easements shown herein and hereon.

Bank of Star Valley, Inc.
Attest:

_____ _____

The foregoing instrument was acknowledged before me by _____, the_____of the Bank of Star Valley, this___day of _____, 2026.

Witness my hand and official seal.

_____
Notary Public
My commission expires:

OWNERS:

Rockbridge, LLC
P.O. Box 11
Afton, Wyoming 83110

SURVEYOR:

Surveyor Scherbel, Ltd.
P.O. Box 725
Afton, Wyoming 83110
(307) 885-9319

ENGINEER:

Sunrise Engineering
P.O. Box 678
Afton, Wyoming 83110

LAND USE TABLE:

Total Number of Lots:	9
Average Lot Size:	0.63± Acres
Total Acres:	5.69± Acres
Acreage in Lots:	87.37± Acres
Acreage in Roads:	8.50± Acres
Use of Lots:	Residential
Zoning:	R-1 Residential

DATE:

July 2005

Setbacks

Front: 25 foot

Sides: 10 foot

Rear: 20 feet from trail easement lines.

PRELIMINARY PLAT OF ROCKBRIDGE MEADOWS THIRD ADDITION TO THE TOWN OF AFTON WITHIN SECTIONS 19 & 30 T32N R118W LINCOLN COUNTY, WYOMING

DATE: 3 July 2025
DRAWN BY: Clint A. Phillips
CALCULATED BY: Scott A. Scherbel
CATEGORY/PORT:
FIELD BOOK:
COMPUTER FILE: Rockridge Third Add.PP.pro

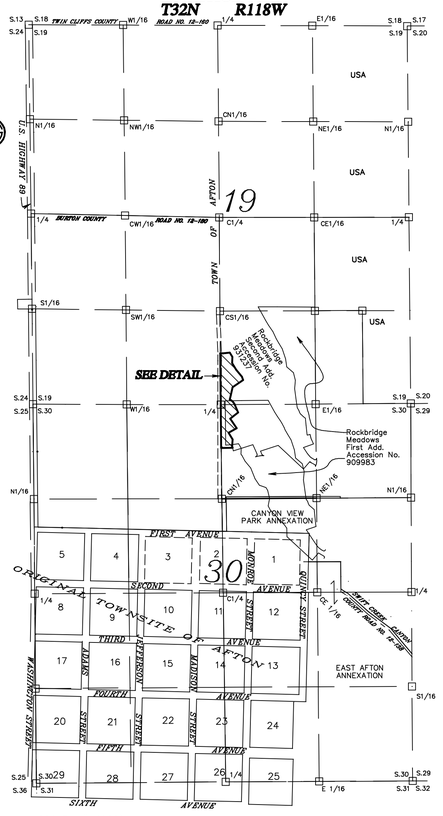
SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS
BOX 96 BIG PINEY-MARBLETON, WYO. 83113 TEL 307-276-3347
BOX 725 AFTON, WYO. 83110 TEL 307-885-9319; ALPINE, WYO TEL 307-885-9319
JACKSON, WYO. TEL 307-739-5905; LAVA, ID TEL 208-776-5930; MONTPELIER, ID TEL 208-847-2800

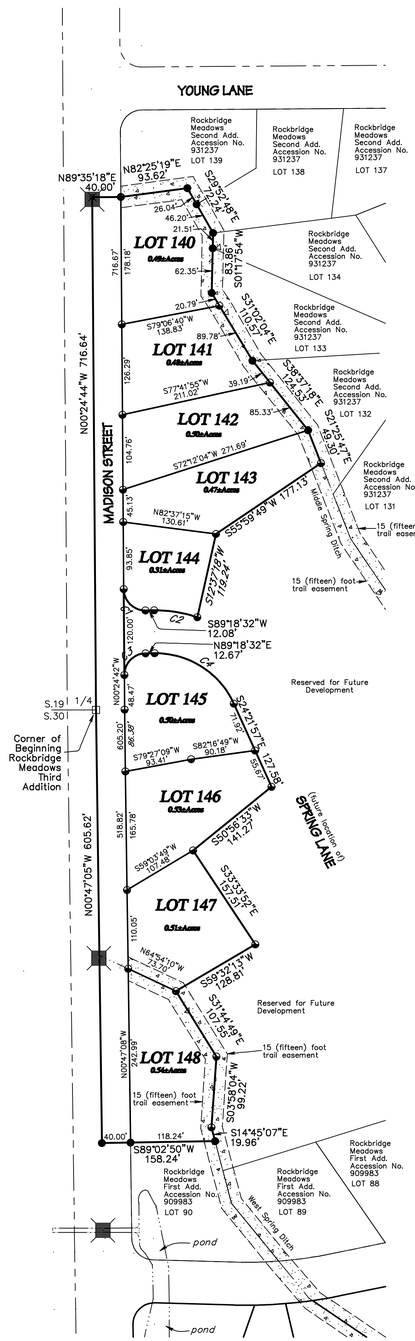
6/8/26-SAS: misc per AF rev
REVISIONS:

PLOT DATE: 8 June 2026

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ROCKBRIDGE MEADOWS THIRD ADDITION





LEGEND

- Indicates a Corner Record on file in the Office of the Clerk of Lincoln County.
- Indicates a 5/8" x 24" steel reinforcing rod with aluminum cap inscribed: "SURVEYOR SCHERBEL LTD" and other details set this survey.
- Indicates a 5/8" x 24" steel reinforcing rod with aluminum cap inscribed: "SURVEYOR SCHERBEL LTD" and other details found this survey.
- Indicates a calculated position.
- Indicates a right-of-way line.
- Indicates a stream or pond.
- Indicates a 15' wide trail easement each side of ditch.
- Indicates a bridge.

CERTIFICATE OF OWNERS

STATE OF WYOMING)
) ss ...
COUNTY OF LINCOLN)

The undersigned, hereby certifies that the division of part of the SW1/4SE1/4 of Section 19 and the NW1/4NE1/4 of Section 30, T32N R118W, Lincoln County, Wyoming as shown hereon and more particularly described under the Certificate of Surveyor, is with the free consent and is in accordance with the desires of the undersigned owner and proprietor;

that the name of the Addition shall be **ROCKBRIDGE MEADOWS THIRD ADDITION TO THE TOWN OF AFTON;**

Streets, Roads and Utilities

that Madison Street is hereby dedicated to the Town of Afton for the perpetual use of the public;

that the west forty (40) feet of Madison Street as depicted on this plat is hereby dedicated to the Town of Afton for the perpetual use of the public in accordance with that easement of record in said Office in Book___of Photostatic Records on page ____ ;

that easements for drainage, irrigation and utilities identical with Madison Street and a ten (10) foot strip along the sides of each lot are hereby granted to all utility companies, their heirs, successors, and assigns, including, but not limited to Lower Valley Energy, Silver Star Communications, Qwest, and the Town of Afton for the underground installation and maintenance of all utilities including, but not limited to, water, sewer, power, telephone, cable television, gas and storm water drainage appurtenant to this Addition;

Trails and Ditches

that the trail easements as depicted on this plat are hereby granted to the Town of Afton for maintenance, repair, construction and reconstruction and pubic use of a pedestrian trail system;

that an easement identical with the trail easements as depicted on this plat is hereby granted to the Rockbridge Meadows Property Owners Association and reserved by Rockbridge, LLC for the repair, maintenance, construction and reconstruction of the existing irrigation ditches;

that an easement identical with the trail easements as depicted on this plat is hereby granted to each lot owner of this and future additions of Rockbridge Meadows for pedestrian uses only;

Easements

that the owner of each lot which adjoins a trail easement containing a ditch has the right to divert irrigation water from said ditch or canal to his property, so long as such use doesn't interfere with the pedestrian uses of the trail easement and that the irrigation facilities are located in the ditch immediately adjoining the lot;

that the Addition is subject to easements of record;

that the Addition is subject to the Declaration of Covenants, Conditions, and Restrictions of record in said Office in Book___of Photostatic Records on page____ ;

that the adjudicated water rights of record are to be retained subject to that irrigation plan of record in the Office of the Wyoming State Engineer;

that all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby released.

Rockbridge, LLC

_____
Paul A. Scherbel, President

On this ___ day of _____ 2026 before me personally appeared Paul A. Scherbel who did say that he is the President of Rockbridge, LLC and that this instrument was signed and sealed on behalf of said company by authority of its members and acknowledged said instrument to be the free act and deed of said company.

Witness my hand and official seal.

_____
Notary Public
My commission expires

PLAT WARNINGS

1. ACTIVE EARTHQUAKE FAULT–STAR VALLEY FAULT LINE

The property is located within 1000' of an identified active earthquake fault as determined by the Wyoming Geological Survey. Development activities in these identified areas are encouraged to be done under the consultation of a qualified engineer.

2. HAZARDS

Warning: Water runs throughout the property in open ditches including the North Canal.

CURVE TABLE

CURVE	LENGTH	DELTA	RADIUS	CHORD BEARING	CHORD	TANGENT
C1	47.27'	90°16'46"	30.00'	S45°33'05"E	42.53'	30.15'
C2	61.42'	19°33'03"	180.00'	S80°54'57"E	61.12'	31.01'
C3	46.98'	89°43'14"	30.00'	S44°26'55"W	42.32'	29.85'
C4	138.91'	66°19'32"	120.00'	N57°31'43"W	131.28'	78.41'

CERTIFICATE OF SURVEYOR

STATE OF WYOMING)
)ss.
COUNTY OF LINCOLN)

I, Marlowe A. Scherbel, of Afton, Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by persons under my supervision during Summer 2025 and from records in the Office of the Clerk of Lincoln County and that it correctly represents **ROCKBRIDGE MEADOWS THIRD ADDITION TO THE TOWN OF AFTON;**

that the boundary of the subdivision is:

That part of the SWSE1/4 of Section 19, T32N R118W, and part of the NWNE of Section 30, T32N R118W, Lincoln County, Wyoming,being part of that tract of record in said Office in Book 513 of Photostatic Records on page 715, described as follows:

COMMENCING at the southwest corner of said SW1/4SE1/4;

thence N00°24'42"W, 716.81 feet, along the west line of said SW1/4SE1/4 to a position on the southwest boundary of Rockbridge Meadows Second Addition to the Town of Afton with Accession No. 931237;

thence following said southwest boundary of said Second Addition as follows:
N89°35'18"E, 40.00 feet, to a point;
N82°25'19"E, 93.62 feet, to a point;
S29°52'48"E, 72.24 feet, to a point;
S01°17'54"W, 83.86 feet, to a point;
S31°02'04"E, 110.57 feet, to a point;
S38°37'18"E, 124.52 feet, to a point;
S21°25'47"E, 49.30 feet, to a point and leave said boundary;

thence S55°59'49"W, 177.13 feet, to a point;

thence S12°37'18"W, 119.24 feet, to a point at the beginning of a circular curve to the left;

thence westerly, 61.42 feet, along the arc of said curve, through a central angle of 19°33'03", having a radius of 180.00 feet, with a chord bearing N80°54'57"W, 61.12 feet, to a point;

thence S89°18'32"W, 12.08 feet, to a point at the beginning of a circular curve to the right;

thence northwesterly, 47.27 feet, along the arc of said curve, through a central angle of 90°16'46", having a radius of 30.00 feet, with a chord bearing N45°33'05"W, 42.53 feet, to a point on the east right-of-way line of Madison Street;

thence S00.24'42.E, 120.00 feet, along said right-of-way line to a point at the beginning of a circular curve to the right;

thence northeasterly, 46.98 feet, along the arc of said curve, through a central angle of 89°43'14", having a radius of 30.00 feet, with a chord bearing N44°26'55"E, 42.32 feet, to a point;

thence N89°18'32"E, 12.67 feet, to a point at the beginning of a circular curve to the right;

thence southeasterly, 138.91 feet, along the arc of said curve, through a central angle of 66°19'32", having a radius of 120.00 feet, with a chord bearing S57°31'43"E, 131.28 feet, to a point;

thence S24°21'57"E, 127.58 feet, to a point;

thence S50°56'33"W, 141.27 feet, to a point;

thence S33°33'52"E, 157.51 feet, to a point;

thence S59°32'13"W, 128.81 feet, to a point on the centerline of West Spring Ditch;

thence following said centerline as follows:
S31°44'49"E, 107.55 feet, to a point;
S03°58'04"W, 99.22 feet, to a point;
S14°45'07"E, 19.96 feet, to a point at the northeast of Lot 90 of Rockbridge Meadows First Addition to the Town of Afton with Accession No. 909983 and leave said centerline;

S89°02'50"W, 158.24 feet, along the north line to the northwest point of said First Addition on the west line of said NW1/4NE1/4;

thence N00°47'08"W, 605.45 feet, along said west line of NW1/4NE1/4 to the CORNER OF BEGINNING.

ENCOMPASSING an area of 5.69 acres, more or less.

Professional Land Surveyor
Marlowe A. Scherbel
5368
Date
WYOMING

The foregoing instrument was acknowledged before me by Marlowe A. Scherbel, this ___day of _____ , 2026.

Witness my hand and official seal.

_____
Notary Public
My Commission expires:

CERTIFICATE OF RECORDATION

This plat was filed for record in the Office of the Clerk of Lincoln County on this ___ day of _____ 2026.

_____
April Brunski, Clerk

CERTIFICATE OF ACCEPTANCE

State of Wyoming)
County of Lincoln) ss...
Town of Afton)

Pursuant to Sections 34-12-102 and 103, Wyoming Statutes, 2025, as amended, **ROCKBRIDGE MEADOWS THIRD ADDITION TO THE TOWN OF AFTON** was approved at the regular meeting of the Town Council held on the___day of _____, 2025

Town of Afton Attest:

_____ _____
Jeff Jensen, Mayor Tina McGarvey, Clerk

TOWN OF AFTON Planning and Zoning Commission

The said addition was approved at the regular meeting of the Planning and Zoning Commission on this day of , 2025.

_____
Justin Day, Chairman

CERTIFICATE OF MORTGAGEE

STATE OF WYOMING)
) ss ...
COUNTY OF LINCOLN)

The Bank of Star Valley, Inc. certifies that it is the holder of a Mortgage of Record in the Office of the Clerk of Lincoln County in Book 1128 of Photostatic Records on Page 715 upon the property described under the Certificate of Surveyor and does hereby consent to the subdivision and does join in and consent to the dedication of the land and easements hereon as contained under the Certificate of Owner and agrees that its mortgage shall be subordinated to the dedication and easements shown herein and hereon.

Bank of Star Valley, Inc.
Attest:

_____ _____

The foregoing instrument was acknowledged before me by _____, the_____of the Bank of Star Valley, this___day of _____, 2026.

Witness my hand and official seal.

_____
Notary Public
My commission expires:

OWNERS:

Rockbridge, LLC
P.O. Box 11
Afton, Wyoming 83110

SURVEYOR:

Surveyor Scherbel, Ltd.
P.O. Box 725
Afton, Wyoming 83110
(307) 885-9319

ENGINEER:

Sunrise Engineering
P.O. Box 678
Afton, Wyoming 83110

LAND USE TABLE:

Total Number of Lots:	9
Average Lot Size:	0.63± Acres
Total Acres:	5.69± Acres
Acreage in Lots:	87.37± Acres
Acreage in Roads:	8.50± Acres
Use of Lots:	Residential
Zoning:	R-1 Residential

DATE:

July 2005

Setbacks

Front: 25 foot

Sides: 10 foot

Rear: 20 feet from trail easement lines.

PRELIMINARY PLAT OF ROCKBRIDGE MEADOWS THIRD ADDITION TO THE TOWN OF AFTON WITHIN SECTIONS 19 & 30 T32N R118W LINCOLN COUNTY, WYOMING

DATE: 3 July 2025
DRAWN BY: Clint A. Phillips
CALCULATED BY: Scott A. Scherbel
CATEGORY/PORT:
FIELD BOOK:
COMPUTER FILE: Rockridge Third Add.PP.pro

SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS
BOX 96 BIG PINEY-MARBLETON, WYO. 83113 TEL 307-276-3347
BOX 725 AFTON, WYO. 83110 TEL 307-885-9319; ALPINE, WYO TEL 307-885-9319
JACKSON, WYO. TEL 307-739-5905; LAVA, ID TEL 208-776-5930; MONTPELIER, ID TEL 208-847-2800

6/8/26-SAS: misc per AF rev
REVISIONS:

PLOT DATE: 8 June 2026

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Proposal for:

Town of Afton



June 26, 2026

Updated Comprehensive Plan

J-U-B ENGINEERS, INC.

THE LANGDON GROUP

GATEWAY MAPPING INC.

J-U-B FAMILY OF COMPANIES

June 24, 2026

Town of Afton
Attn: Violet Sanderson, Town Administrator
RE: Request for Proposal for the Updated Comprehensive Plan

Dear Ms. Sanderson and members of the Selection Committee:

J-U-B ENGINEERS, Inc. (J-U-B) is pleased to submit our proposal to prepare the Town of Afton's Updated Comprehensive Plan. We appreciate the opportunity to support the town in developing a clear, implementable, and legally defensible framework to guide future growth, infrastructure investment, and development decisions. This update provides the planning framework needed to preserve Afton's local character and the community amenities that residents and visitors so highly value.

We understand the comprehensive plan must function as the town's primary long-range policy document and be fully aligned with Wyoming statutes and the Title 17 Land Development Code. J-U-B brings extensive experience preparing plans that meet statutory requirements while serving as practical tools for day-to-day administration, decision-making, and capital planning.

Why J-U-B for Afton

- ***Plan-Code Integration:*** Direct linkage between policy and Title 17 to support consistent, enforceable decision-making.
- ***Implementation-Focused:*** Actionable strategies, prioritization, and adoption-ready materials.
- ***Meaningful Engagement:*** Structured, transparent public process with clear documentation of outcomes.

Our integrated team of planners, public involvement professionals, GIS specialists, and engineers provides a coordinated approach to evaluating and mapping existing conditions, infrastructure capacity, and growth trends. We emphasize the development of data-driven policies supported by clear implementation strategies, including a Plan-Code Consistency Matrix and targeted Title 17 recommendations to ensure regulatory alignment and long-term defensibility.

Equally important, we are committed to a transparent and inclusive public process. Our team will facilitate meaningful engagement through community meetings, stakeholder coordination, and clear documentation of how input informs plan recommendations while building local ownership and a strong policy foundation for implementation.

J-U-B is confident in our ability to deliver a high-quality, cost-effective plan that reflects Afton's values and provides a durable framework for future growth. We look forward to the opportunity to partner with the Town of Afton on this important effort.

Sincerely,

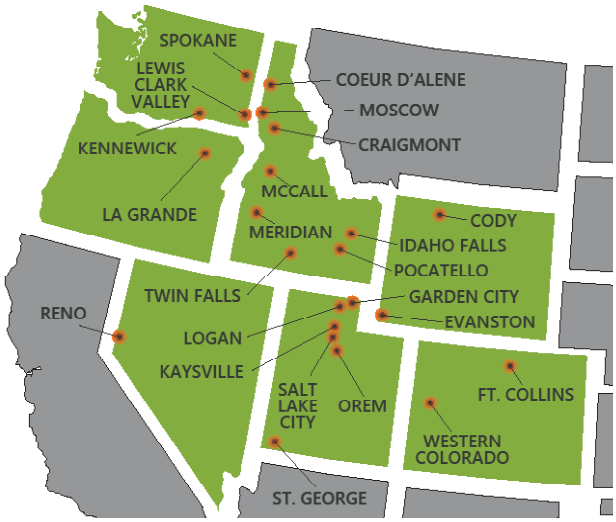
J-U-B ENGINEERS, Inc.

Alison Breckon, PLA, AICP
Project Manager
208-301-7133 | abreckon@jub.com

Aimee Hennrich, AICP
Assistant Project Manager
208-746-9010 | ahennrich@jub.com

FIRM QUALIFICATIONS AND RELEVANT PROJECT EXPERIENCE

About J-U-B ENGINEERS, Inc.



J-U-B ENGINEERS, Inc. (J-U-B) is an employee-owned professional services firm dedicated to helping communities like the Town of Afton plan for sustainable, coordinated, and legally defensible growth. Our integrated planning, engineering, and GIS services are specifically structured to support comprehensive planning efforts that guide land use, infrastructure investment, and development decisions consistent with state statutes and local land development codes.

For more than 70 years, J-U-B has partnered with municipalities across the Intermountain West to prepare comprehensive plans that serve as actionable, long-range policy documents. With more than 530 employees across 23 offices, including a strong presence in both Evanston and Cody, Wyoming, J-U-B brings local knowledge and regional expertise to communities facing growth, infrastructure, and development challenges similar to Afton's. More than 75 percent of our work is performed for public-sector clients, giving us a robust understanding of the statutory, political, and operational context in which towns like Afton operate.

Our team has extensive experience preparing comprehensive plans in accordance with state enabling legislation and ensuring alignment with local zoning and subdivision regulations. We understand the importance of creating a plan that not only reflects current conditions and community priorities but also establishes a clear, legally defensible, and statutorily compliant framework for future land use decisions and capital improvements. This includes developing implementation strategies, growth scenarios, and policy recommendations that directly support updates to development codes, such as Afton's Title 17 Land Development Code, and providing tools such as plan-code consistency matrices to ensure long-term alignment.

J-U-B also recognizes that meaningful public engagement is critical to a successful comprehensive planning process. We work closely with town staff, Planning and Zoning Boards, elected officials, and community members to facilitate inclusive discussions, build consensus, and translate community input into practical and implementable policy direction. Our approach aligns with the town's emphasis on structured public involvement, including community meetings, work sessions, and clear documentation of how public input shapes the final plan.

Our Project Team

To support the Town of Afton's goals for robust public engagement, data-driven decision-making, and high-quality deliverables, the J-U-B planning team includes professionals specializing in public engagement, GIS mapping, and local engineering partnerships.

THE LANGDON GROUP

The Langdon Group, Inc. (TLG), a subsidiary of J-U-B, enhances our ability to design and facilitate effective public engagement processes. TLG specializes in stakeholder involvement, facilitation, mediation, and strategic visioning making sure that community input is meaningfully incorporated into plan development. Their experience is directly aligned with Afton's requirement for structured public participation, stakeholder collaboration, and transparent documentation of input.

GATEWAY MAPPING INC.

Gateway Mapping, Inc. (GMI), also a subsidiary of J-U-B, provides advanced GIS and mapping capabilities essential to the comprehensive plan. GMI develops high-quality, GIS-compatible mapping products and spatial analyses that support land use planning, infrastructure assessment, and long-range growth planning. Their expertise ensures delivery of the digital mapping files and geospatial data required by the RFP, including shapefiles and geodatabases that integrate seamlessly with the town's systems.

JORGENSEN

Jorgensen Associates Civil Engineering (Jorgensen) will support J-U-B with Wyoming-based infrastructure planning, GIS/mapping coordination, and land development implementation experience. The J-U-B planning team has a long-standing relationship working with Jorgensen for on-call planning and engineering for the City of Kemmerer. Jorgensen will help connect the Updated Afton Comprehensive Plan to practical public facility decisions, transportation and utility considerations, growth-area feasibility, subdivision implementation, and future Title 17 amendments. This support will help make sure that the plan is not only statutorily compliant and policy-based, but also useful to town staff, the Planning and Zoning Board, and Town Council when reviewing development, planning capital improvements, and coordinating future growth.

PROJECT EXPERIENCE

J-U-B has completed numerous comprehensive and general plan updates across the Intermountain West. We pride ourselves on working with our clients to identify and address your specific issues and concerns. We understand that each place is unique, with individual strengths, challenges, and community values. J-U-B works with our clients and stakeholders to develop plans that are community-supported and compliant with state statutes and ethical planning practices.

Client	State	Plan Name	Start Date	End Date	Development Scenarios	Land Use / State Code	Transportation/ Traffic circulation	Residential Dev./ Housing Plan	Water Use and Preservation	Commercial and Economic Dev.	Parks and Open Space	Utilities and Municipal Services	Public Involvement	GIS
Burlington	WY	Economic Development Plan	2025	2026	✓	✓	✓	✓		✓		✓	✓	✓
Smithfield	UT	General Master Plan Update	2024	2026	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hyrum	UT	Comprehensive Plan Update	2025	Ongoing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wallace	ID	Comprehensive Plan	2024	2026	✓	✓	✓	✓					✓	✓
Filer	ID	Comprehensive Plan	2024	2025		✓	✓	✓		✓	✓	✓	✓	✓
Santa Clara	UT	General Plan	2024	2025		✓	✓	✓	✓	✓	✓	✓	✓	✓
Chubbuck	ID	Comprehensive Plan Update	2023	2025		✓	✓	✓		✓	✓	✓	✓	✓
Fruitland	ID	Comprehensive Plan Update	2022	2024		✓	✓	✓		✓			✓	✓
Garden City	UT	General Plan	2021	2024		✓	✓	✓	✓	✓	✓	✓	✓	✓
Woods Cross	UT	Parks and Recreation Master Plan	2022	2024		✓	✓	✓	✓	✓	✓	✓	✓	✓
Jerome	ID	Comprehensive Plan	2021	2023		✓	✓			✓	✓		✓	✓
Richmond	UT	General Plan Update	2022	2023		✓	✓	✓	✓		✓	✓	✓	✓
Caribou County	ID	Comprehensive Plan Update	2021	2022		✓	✓				✓		✓	✓
Payette County	ID	Comprehensive Plan Update	2020	2022		✓		✓					✓	✓
Hyde Park	UT	General Plan	2022	2022		✓	✓	✓	✓	✓	✓	✓	✓	✓
Heyburn	ID	Comprehensive Plan Update	2019	2021		✓							✓	✓
Bannock County	ID	Comprehensive Plan Update	2018	2020		✓	✓	✓	✓	✓	✓	✓	✓	✓
Plain City	UT	General Plan Update	2017	2020		✓	✓	✓	✓	✓	✓	✓	✓	✓

PROJECT EXPERIENCE

Economic Development Plan | Burlington, WY (2025-2026)



J-U-B recently completed a community-wide Economic Development Plan funded through the Wyoming Business Council, demonstrating our ability to evaluate existing conditions, infrastructure capacity, and growth opportunities consistent with state statutory planning frameworks and funding opportunities for implementation. Our work included assessing housing supply, infrastructure systems, and service gaps; evaluating economic conditions; and identifying development constraints and opportunities. A structured public engagement program, featuring a Technical Advisory Group, stakeholder coordination, and community survey, assured broad participation and clear documentation of how input informs action.

Relevance to Afton: The plan delivers actionable implementation strategies, funding pathways, and prioritization tools aligned with capital improvements and land use policies. Supporting mapping and analysis were developed in GIS formats to inform decision-making and future planning efforts.

Contact: Chelsey Aagard, Assistant Clerk/Grants Coordinator | 307-762-3502 | chelseyaa@gmail.com

On-Call Planning Services (City Planning Consultant) | Kemmerer, WY (Ongoing)

As Kemmerer's on-call planning and engineering consultants, J-U-B and Jorgensen provide services directly aligned with the town's need for regulatory coordination and statutory compliance. We evaluate subdivision proposals, planned unit developments, conditional uses, and development standards while ensuring consistency with local code and Wyoming statutes. Our team regularly interprets land development code, reviews applications for compliance with development standards, prepares staff reports and written findings, and advises staff and decision-makers on policy alignment and procedural compliance. This includes identifying inconsistencies between planning policy and development code, drafting zoning text amendments, and recommending updates to improve clarity and defensibility.

Relevance to Afton: This ongoing work demonstrates our team's ability to support plan-code consistency analyses, prepare draft regulatory updates, and ensure that long-range planning and infrastructure improvements are effectively implemented through development regulations.

Contact: Brian Muir, City Administrator, 307-466-3128, bmuir@kemmerer.org

Comprehensive Master Plan | Wallace, ID (2025-2026)



J-U-B completed a thorough update of the comprehensive plan for the City of Wallace, a uniquely historic mountain town and gateway to seasonal outdoor recreation. The update of this more than 40 year-old plan included GIS analysis of city impact areas and downtown infill opportunities to guide future growth and redevelopment, and a thorough public engagement process resulting in goals and policies reflecting current land use issues and community priorities. The project reflects our ability to produce legally defensible, policy-driven plans aligned with new statutory requirements, while maintaining the unique historical character of the community. We facilitated a Technical Advisory Group, conducted public outreach, and documented how community input informs plan recommendations. The plan includes the city's first Future Land Use Map, identification of infill and redevelopment opportunities, and implementation actions tied to infrastructure and economic objectives.

Relevance to Afton: Deliverables included a compliance matrix of plan content and statutory requirements and a completely updated, user-friendly, adoption-ready plan.

Contact: Amanda Trogden, Deputy City Clerk | 208-752-1147 | amanda.trogden@wallace.id.gov

General Plan Update | Garden City, UT (2023)



J-U-B completed Garden City's General Plan and Parks and Trails Master Plan, integrating land use, recreation, and infrastructure planning in a high-growth community. The process included a robust public involvement program with surveys (290+ responses), targeted outreach, and joint work sessions with elected officials and the planning commission. This ensured alignment between community priorities and adopted policy direction. The final plan established a clear land use framework, capital improvement priorities, and implementation strategy to guide future zoning and development decisions. J-U-B supported adoption through work sessions, presentations, and preparation of final plan materials. J-U-B brings extensive experience preparing comprehensive plans for rural and small communities across the Intermountain West, including in Wyoming. Our work aligns with Afton's needs by integrating existing conditions analysis, growth and infrastructure evaluation, and policy-driven land use planning into clear, implementable documents.

Relevance to Afton: Deliverables included user-friendly plans, GIS mapping, and adoption-ready materials to support public hearings and decision-making. Project was completed on a clear, schedule-driven timeline, with a proven ability to meet accelerated 8–10 month planning efforts consistent with Afton's expectations.

Reference: Riley Argyle, Public Works Director, 435-881-1474, rileya@gardencityut.us

Star View and Canyon View Parks Master Planning | Afton, WY (2024)

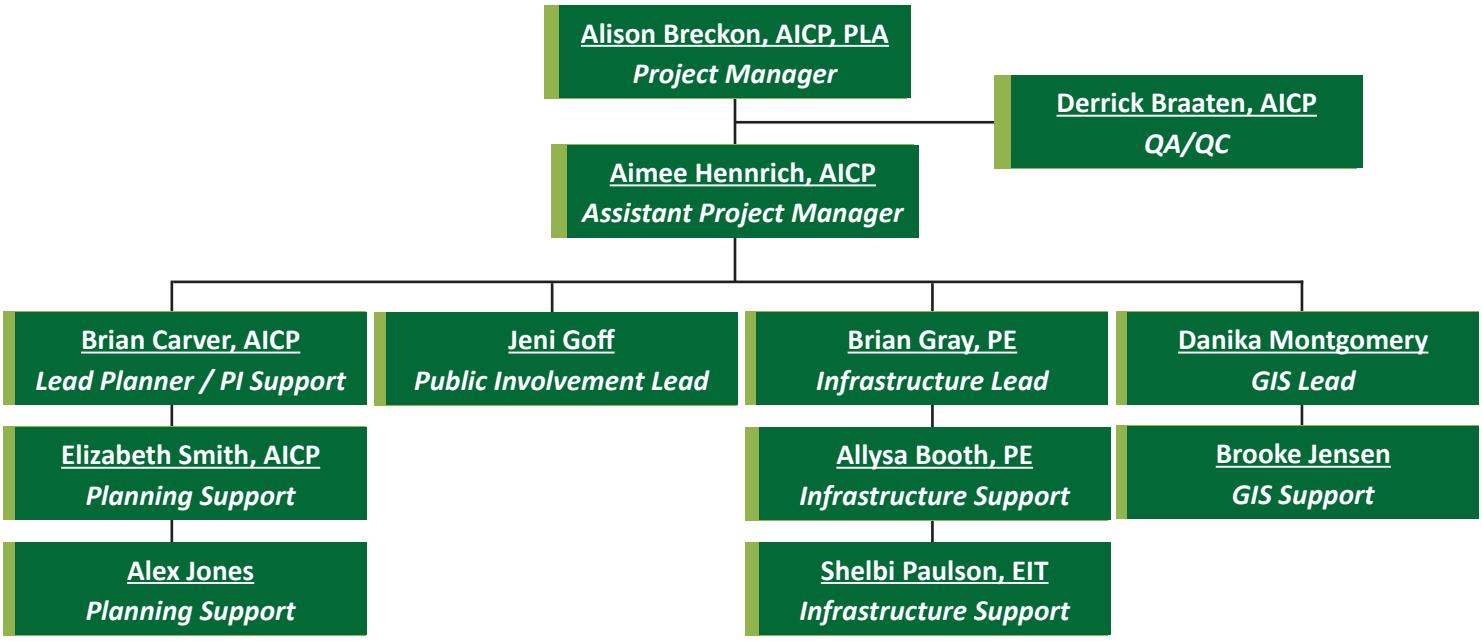


The Town of Afton hired J-U-B to develop a cohesive master plan for the town's two key parks: Canyon View Park and Star View Park. The project included conducting a public survey to gather input on residents' use of the existing parks and preferences for existing and future amenities. Based on the public's input, and in collaboration with the town staff, a detailed list of amenities was developed for each park which included: American Legion-sized baseball fields, multi-purpose sports fields, pickleball and basketball courts, mud volleyball pits, cornhole, 9-hole disc golf course, traditional and nature playgrounds, a splash pad, pavilions and picnic shelters, and improved parking at Canyon View Park. Amenities at Star View Park included multi-use grass areas: pavilion, small dog park, playground, restroom and concessions building, flexible-use space that serves as an ice rink in the winter, and a plaza space with a stage in the summer. J-U-B's landscape architects developed two unique concept designs that balanced high-quality amenities with each park site's incredible beauty and natural elements. A preferred concept design was presented at a public open house in mid-summer of 2023, and plan adoption Fall of 2023.

Relevance to Afton: This project demonstrates directly relevant experience for Afton's Comprehensive Plan update by integrating robust community engagement, site-specific design, and amenity planning to guide long-term, community-driven park and recreation development..

Reference: Violet Sanderson, Town Administrator, (307) 885-9831, vsanderson@aftonwyoming.gov

PROJECT TEAM AND KEY PERSONNEL





ALISON BRECKON, AICP, PLA | PROJECT MANAGER

As a former county planner of 11 years, Alison brings a practical, solutions-oriented approach to comprehensive planning that emphasizes alignment between community vision, regulatory frameworks, and infrastructure realities. She excels at building strong working relationships with staff, permitting agencies, and stakeholders, and is highly effective at navigating complex issues with a proactive, collaborative mindset. Alison is driven to help communities develop clear, concise plans that guide long-term growth while reflecting local priorities. As Project Manager, she will lead all aspects of project delivery and public engagement, coordinate closely with town staff and the Planning and Zoning Board, and confirm the comprehensive plan complies with Wyoming statutes and is fully integrated with Afton's Title 17 Land Development Code. Her leadership will provide a customized, implementable plan that provides lasting value to the Town of Afton.



AIMEE HENNRICH, AICP | ASSISTANT PROJECT MANAGER

Aimee is an AICP-certified planner with extensive experience providing comprehensive planning efforts across the Intermountain West. As a former City Planner, she brings a strong command of land use policy, regulatory frameworks (including floodplain management and code enforcement), and long-range planning strategies that support sustainable community growth. Aimee is committed to translating community vision into clear, actionable policy that is both technically sound and practical to implement. She is highly skilled in coordinating across agencies and guiding communities through visioning, alternatives analysis, and policy development. As Assistant Project Manager, Aimee will support overall project coordination and public engagement while leading development of plan content, including land use strategies, zoning alignment, and preparation of the Plan-Code Consistency Matrix. She will assure the final document is clear, well-organized, and directly implementable under Afton's Title 17 framework.



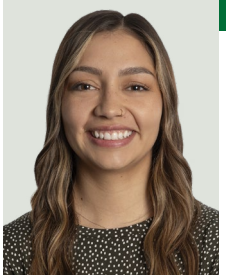
DERRICK BRAATEN, AICP | QA/QC

Derrick is a certified planner with nearly 20 years of experience in rural and urban planning, infrastructure planning, and economic development, complemented by his background as a former development services director, community and economic development director, and county planning and building director. He is known for delivering high-quality, defensible planning documents that reflect both community values and regulatory requirements. Derrick is driven to provide plans that are not only visionary, but also realistic and implementable. As Quality Control, he will provide senior advisory oversight throughout the project, reviewing key deliverables to verify consistency with Wyoming statutes and full alignment between the comprehensive plan and Title 17 Land Development Code. His experience will help make sure the final plan is strategic, coordinated, and positioned for successful long-term implementation.



BRIAN CARVER, AICP | PLANNING LEAD

Brian brings 20 years of experience helping communities build capacity and implement policies that balance growth with local values and private property rights. He developed this expertise through deep community planning experience as director of the Bear River Association of Governments, serving Rich, Cache and Box Elder counties in Utah. He brings deep experience in land use planning, housing, economic development, and natural hazard analysis. Brian is motivated by helping communities make informed, data-driven decisions that support resilient and sustainable growth. He will guide the technical planning process, including existing conditions analysis, growth projections, and development of future land use and infrastructure strategies. He is readily available to support public engagement efforts, and his work will ensure that plan recommendations are grounded in data, responsive to Afton's needs, and aligned with both community priorities and regulatory requirements.



ELIZABETH SMITH, AICP | PLANNING SUPPORT

Elizabeth is a planning professional with over five years of experience collaborating with public and private entities. She specializes in land use, transportation, tribal, and environmental planning. Since joining J-U-B, Elizabeth demonstrates efficiency, continuity, and accuracy in all her deliverables through the planning process. Her expertise includes parks and open space master planning, feasibility studies, and commercial/industrial master planning, alongside her skills in GIS mapping and business development, allowing her to drive innovative solutions in the planning field.



ALEX JONES | PLANNING SUPPORT

Alex is a former city planner with experience in local permitting, design review, code rewrites, and comprehensive plan updates, bringing a strong understanding of how planning policy translates into day-to-day implementation. He approaches planning with a thoughtful, people-centered perspective that helps uncover underlying community needs. Alex is motivated to support planning processes that are both analytically sound and responsive to community input. In his role, he will provide research, data analysis, and public involvement support, including assisting with existing conditions documentation, preparing engagement materials, and summarizing community feedback. His contributions will help make sure the plan reflects both technical analysis and meaningful community input for the Town of Afton.



JENI GOFF | PUBLIC INVOLVEMENT LEAD

Jeni is a public involvement specialist and facilitator who focuses on designing meaningful engagement processes that build trust and make certain community voices shape planning outcomes. She brings extensive experience coordinating multi-agency communication and working with local governments, residents, and community organizations on complex planning efforts. Jeni is driven by a commitment to inclusive, transparent engagement that leads to informed and widely supported decisions. As Public Involvement Lead, she will design and implement the project's engagement strategy, facilitate public meetings and stakeholder coordination, and translate technical information into accessible formats. She will also document how public input informs plan recommendations, ensuring compliance with statutory requirements and strengthening community ownership of the final plan.



DANIKA MONTGOMERY | GIS LEAD

Danika brings over 10 years of GIS experience supporting public and private sector projects, with expertise in spatial analysis, data management, and map production. She is skilled in transforming complex datasets into clear, accurate, and visually compelling mapping products that support informed decision-making. Danika is motivated to provide high-quality geospatial analysis that strengthens planning outcomes and improves usability for long-term implementation. As GIS Lead, she will develop all mapping and spatial analysis for the project, including infrastructure and existing conditions mapping, scenario modeling, and growth analysis. She will assure the Town of Afton that all GIS deliverables are accurate, well-organized, and provided in formats compatible with the town's future use, supporting both the comprehensive plan and ongoing planning efforts.



BROOKE JENSEN | GIS SUPPORT

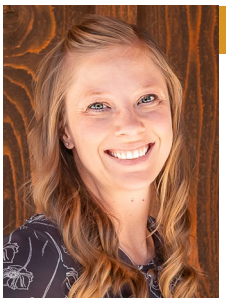
As a GIS Technician for J-U-B, Brooke brings valuable skills and experience to many clients and projects. Her background in data and GIS has provided her the skills in geodatabase structure and management. She has five years of experience in data manipulation tools, working with project managers, and handling multiple projects, Brooke strives to provide the high-quality mapping and data management solutions for J-U-B's public and private sector clients. Brooke will support Danika in developing GIS for the Town of Afton's Comprehensive Plan update.

JORGENSEN



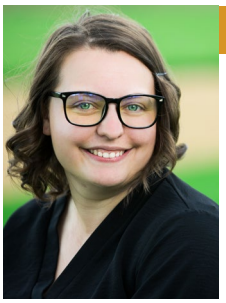
BRIAN GRAY, PE | INFRASTRUCTURE LEAD

Brian Gray is a principal engineer in Jorgensen's Pinedale office with over 26 years of civil engineering experience. He specializes in planning, design, and construction for building sites, infrastructure systems, and multi-phase developments. His work spans educational facilities, recreation complexes, and municipal improvements. He led civil design for the Pinedale Elementary School and coordinated the Pinedale Ballfields complex. He also oversees municipal water and sewer rehabilitation across western Wyoming. Known for effective collaboration with clients, contractors, and regulators, Mr. Gray delivers efficient, high-quality projects, guiding complex developments from concept through successful completion with lasting value. He will ensure the alignment of infrastructure goals and policies with capital improvement plans, state and federal regulations, and local development standards.



ALLYSA BOOTH, PE | INFRASTRUCTURE SUPPORT

Allysa Booth will serve as a support civil engineer for the Afton General Plan update, bringing more than 10 years of experience in municipal and infrastructure design, construction, and permitting. She prepares bid and construction documents, performs plan reviews, and supports site, grading, water, and sewer design. Her background includes agency coordination with Wyoming SEO, WYDOT, ACOE, and WYDEQ, as well as materials testing, soil evaluation, observation, and contract administration, all of which contribute to delivering reliable, compliant and constructible solutions. She is proficient in AutoCAD Civil3D and oversees payroll and wage rate compliance, ensuring quality, accountability, and successful project delivery for the Town of Afton.



SHELBI PAULSON, EIT | INFRASTRUCTURE SUPPORT

Shelbi Paulson serves as a design engineer with over two years of civil engineering experience at Jorgensen, contributing to a range of infrastructure projects across Wyoming and parts of Idaho. Her work includes site design, multimodal pathway development, and traffic impact analyses, supporting efficient and sustainable community growth. She brings a strong working knowledge of ADA accessibility guidelines, ensuring inclusive designs, and is well versed in the Manual on Uniform Traffic Control Devices and WYDOT Standards for Road and Bridge Construction. Ms. Paulson's technical expertise and attention to detail make her a valuable contributor to the Afton General Plan update.

SCOPE OF WORK AND METHODOLOGY

Project Understanding

Since the adoption of its 2008 Municipal Master Plan, the Town of Afton has experienced significant regional growth pressures and regulatory challenges. Star Valley is a highly desirable destination for outdoor enthusiasts and provides a reasonably affordable alternative with traditional amenities and community values compared to neighboring Teton County. Located in northern Lincoln County, Afton is well known for its iconic elkhorn arch, access to world-class fly fishing, and excellent snowmobiling opportunities exemplified by the annual Hillclimb Challenge.

In recent years, Afton navigated difficult regulatory challenges with the Wyoming Department of Environmental Quality surrounding the classification of Afton's primary water source, the Periodic Spring, which provides a safe and highly valued source of drinking water for Afton residents. Current growth and development pressures highlight the limitations of the sanitary sewer system, as well as other infrastructure and community assets such as parks.

A thorough and thoughtful update of the 2008 Municipal Master Plan will be an effective tool to guide future growth and development and support daily decision-making, bridging town values, the property rights of residents, and the planning framework needed to preserve local character and community amenities that Afton's residents and visitors so highly value. The updated plan must balance statutory compliance with data-driven, achievable policy and development standards that are responsive to current and future housing, economic, and infrastructure issues. In addition to updating the plan, this project includes an audit and analysis of Afton's Land Development Code to ensure consistency and procedures that are compliant with State statutory requirements, internal zoning designations, and administration of non-conforming uses.

Project Approach

A defining feature of this project is the town's emphasis on statutory compliance and implementation. The updated comprehensive plan must be prepared in accordance with Wyoming Statutes governing municipal planning and serve as the policy foundation for zoning, subdivision, and development decisions. We recognize that the town is seeking a plan that is not only visionary but also legally sound, internally consistent, and readily usable in day-to-day decision-making.

With these goals firmly in mind, J-U-B's planning team will lead the project, providing overall project management, public engagement facilitation, policy development, and plan preparation.

Jorgensen Engineering will serve as a key subconsultant, offering additional local expertise, technical support, and on-the-ground knowledge of existing infrastructure systems and development conditions within Afton. This collaborative approach reinforces that the plan is both visionary and grounded in local realities.

Key Objectives

- ***Statutory Compliance and Regulatory Integration:*** Prepared in accordance with Wyoming Statutes § 15-1-503 through § 15-1-507, the plan will serve as the legally defensible policy foundation for future zoning, subdivision, and development decisions. Rather than treating policy and regulations as separate tracks, our approach integrates policy development with a rigorous review of Title 17 of Afton's Land Development Code. We will evaluate how emerging land use goals align with existing zoning districts, subdivision rules, development standards, administrative procedures, and nonconforming use provisions, including Section 17-3-3.1. This integrated process will culminate in a comprehensive Plan-Code Consistency Matrix mapping out targeted amendments to Title 17 to improve day-to-day implementation.
- ***Data-Driven Existing Conditions Analysis:*** We believe that successful planning begins with a thorough, technically sound understanding of existing conditions. Our team will evaluate land use patterns, demographic and economic trends, housing needs, infrastructure capacity, transportation systems, parks and public facilities, environmental constraints, and future development opportunities. Jorgensen Engineering will play a central role in assessing infrastructure systems, including water, wastewater, stormwater, and transportation capacity, and will offer localized data, engineering insights, and analysis of system constraints and opportunities.
- ***Infrastructure Baseline and Growth Projections:*** Jorgensen Engineering will support the J-U-B planning team in the development of growth projections and corresponding infrastructure demands. Our combined understanding of local development patterns, service areas, and system capacity will confirm that growth projections are realistic and that infrastructure recommendations are integrated with the town's long-term needs. Geographic Information Systems (GIS), available planning documents, and stakeholder knowledge will be combined to create a comprehensive assessment of the town's assets, challenges, and future growth potential. This analysis will support the factual foundation necessary for informed policy decisions and realistic implementation strategies.

» ***Public Engagement:***
Meaningful public engagement is equally critical to the success of the project. We understand that community support is built through an inclusive, transparent process that provides multiple opportunities for participation. Our engagement strategy will combine community meetings, stakeholder interviews, Planning and Zoning Board work sessions, Town Council discussions, online engagement opportunities, and ongoing communication throughout the project. Public input will not simply be collected; it will be documented, evaluated, and clearly reflected in the recommendations and policies contained within the comprehensive plan.

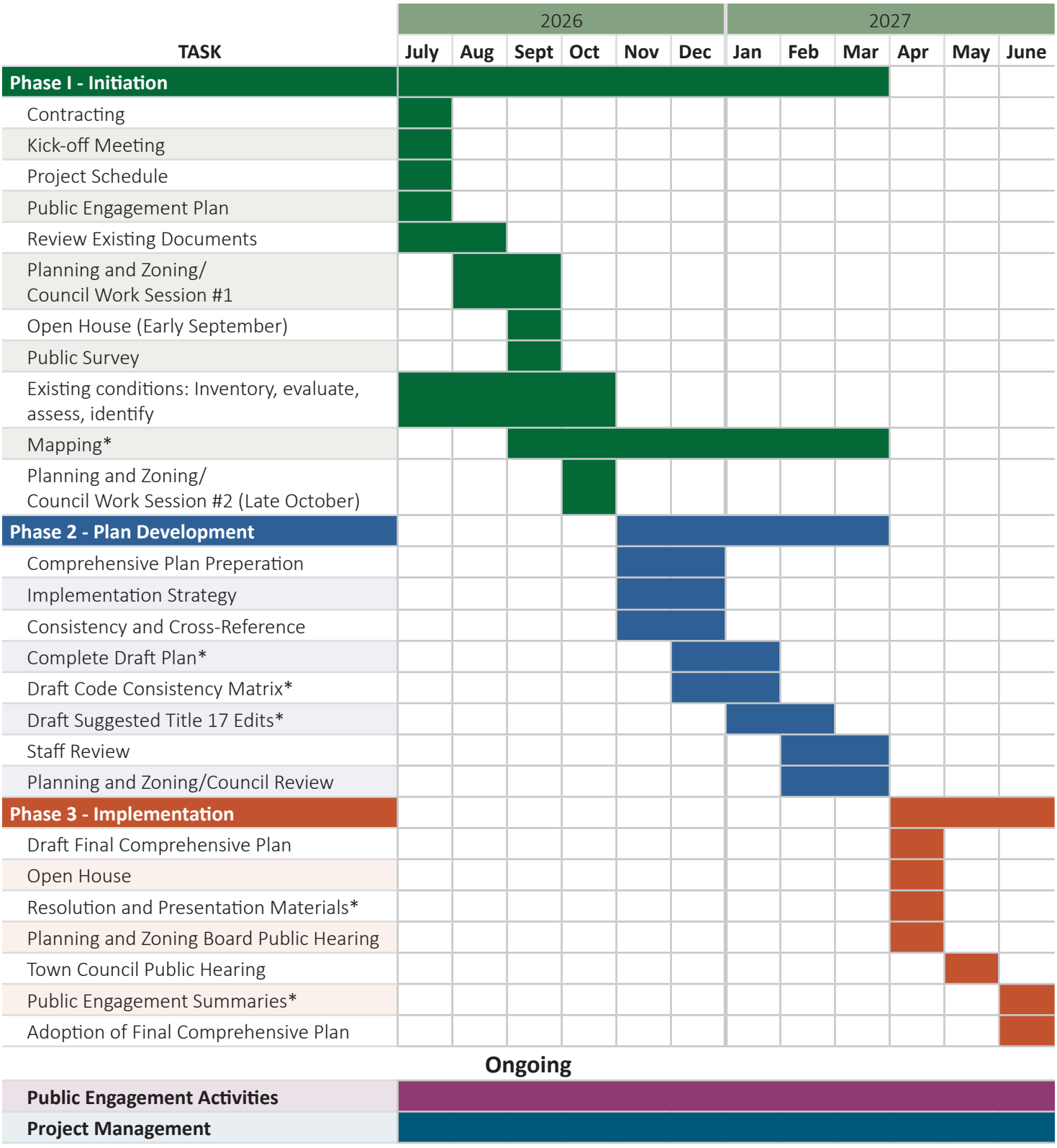
» ***Implementation-Oriented Outcomes:***
The final comprehensive plan will be organized as an actionable, usable document featuring clear goals, high-quality future land use planning maps, and measurable policies. A dedicated implementation chapter will decidedly prioritize action items, assign responsible parties, recommend timelines, and directly link ongoing policy decisions to capital improvement planning and zoning amendments.

Project Coordination

Project coordination will be led by J-U-B to guide a seamless and integrated process across all tasks, from project initiation through final plan adoption. J-U-B will facilitate coordination with town staff, the Planning and Zoning Board, Town Council, and project partners, including development of the project schedule, document review, and overall progress tracking. We will lead and implement a public participation plan, ensuring meaningful community participation through meetings, work sessions, and clear documentation of input. Jorgensen Engineering will support coordination by providing local expertise on existing conditions, infrastructure capacity, and growth projections, helping to align technical analysis with planning recommendations. This collaborative structure closely aligns project management, technical analysis, and community engagement throughout the planning process.

PROJECT TIMELINE

Our team has structured a 10-month timeline that complies with the town's required 8– to 10-month completion window. This schedule integrates the administrative review processes of town staff, the advisory feedback loops of the Planning and Zoning Board, and final policy approval by the Town Council.



* *indicates project deliverable*

MILESTONE SCHEDULE

PHASE 1 - INITIATION

July	» Complete contracting and obtain Notice to Proceed
August	» Conduct project kick-off meeting, review existing documents, draft public engagement plan, confirm project schedule
September (Early)	» Facilitate Planning and Zoning Board/Council work session #1, draft GIS maps*, facilitate public open house, conduct public survey, evaluate existing conditions
October	» Continue development of GIS Mapping*, Existing conditions, continue existing conditions assessment, identification of opportunities, gaps, and constraints
October (Late)	» Facilitate Work Session #2 – Review Survey Results, develop final GIS maps*, complete existing conditions analysis Existing conditions: Inventory- Conclusions
MILESTONES:	**Work Sessions Complete, Final Public Engagement Plan, Existing Conditions Inventory**

PHASE 2 - PLAN DEVELOPMENT

November–December	» Start Comprehensive Plan Preparation and Implementation, Consistency and Cross-Reference Analysis
December	» Identify Comprehensive Plan Preparation and Implementation Strategy, Consistency and Cross-Reference Analysis
January–February	» Complete Draft Plan*, Draft Code Consistency Matrix*, Draft Suggested Title 17 Edits*
February–March	» Conduct staff review » Facilitate Planning and Zoning/Council review
MILESTONES:	**Draft Comprehensive Plan, Code Consistency Matrix, Planning and Zoning/Council Review**

PHASE 3 – IMPLEMENTATION

April	» Draft Final Comprehensive Plan » Facilitate Open House (Early April) » Resolution and Presentation Materials* » Planning and Zoning Board Public Hearing
May	» Town Council Public Hearing
June	» Public Engagement Summaries* » Adoption • Final Comprehensive Plan*
MILESTONES:	**Open House, Public Hearings, Adoption**

** indicates project deliverable*

PUBLIC ENGAGEMENT ACTIVITIES THROUGHOUT THE PROJECT

PROJECT MANAGEMENT THROUGHOUT THE PROJECT

COST PROPOSAL

During project scoping, J-U-B will work with Afton Town Staff to verify and finalize the project scope of work. Cost proposal can be adjusted to target client needs and capacity.

	Total
Task 1: Project Initiation and Coordination	$6,500
Task 2: Existing Conditions and Growth Analysis	$22,500
Task 3: Public Engagement	$24,000
Task 4: Comprehensive Plan Preparation	$18,500
Task 5: Consistency and Cross-Reference Analysis	$12,000
Task 6: Implementation Strategy	$12,500
Total	**$96,000**

REFERENCES

City of Kemmerer, Wyoming
Brian Muir, City Administrator

p. 307-466-3128 | e. bmuir@kemmerer.org

City of Wallace, Idaho
Amanda Trogden, Deputy City Clerk

p. 208-752-1147 | e. amanda.trogden@wallace.id.gov

Town of Burlington, Wyoming
Chelsey Aagard, Assistant Clerk/Grants Coordinator

p. 307-762-3502 | e. chelseyaa@gmail.com

Personnel Resumes

J-U-B ENGINEERS, INC. | THE LANGDON GROUP | GATEWAY MAPPING INC.
OTHER J-U-B COMPANIES

ALISON BRECKON, AICP, PLA

Senior Planner, Landscape Architect

Alison is a certified planner and professional landscape architect with 20 years of experience in regional and local planning as well as floodplain management. Her work includes multi-agency coordination between local, state, federal, and tribal governments. As a former County Planner, she excels at providing planning expertise to serve communities and developing positive professional working relationships with staff, permitting agencies, and stakeholders. Alison successfully navigates challenging issues with a proactive approach to identify and provide long-lasting solutions and effective results. She provides maximum value to each project by customizing efforts to the project at hand.



RELEVANT EXPERIENCE

- Comprehensive Plan; Wallace, ID (2024-2026) *Project Manager.* Project included a complete update of the 40+ year-old plan. A uniquely historic mountain town and gateway to recreation and public lands, the updated plan emphasizes historic landmarks and uses GIS to digitize land use, zoning, and transportation maps for the city's future use, and provided a unique study of downtown infill development opportunities. The planning process included a thorough public involvement strategy to ensure community priorities are incorporated.
- Economic Development Plan; Burlington, WY (2025-2026) *Senior Planner/QAQC.* Facilitated Technical Advisory Group participation in the study of barriers to growth, including a complete inventory and analysis of infrastructure and housing challenges and solutions. Project was funded by Wyoming Business Council.
- On-Call Planning Services; Kemmerer, WY (2022-Current) *Contract City Planner.* Located in Lincoln County, Kemmerer is working to respond to changing economic trends and demand for temporary and permanent housing resulting from development of a new nuclear power plant. Work includes coordination with Community Development staff, City Engineer, City Attorney, and Zoning Board to provide professional review and analysis of land development applications and recommend policy and procedure for planning and building administration.

COMPREHENSIVE and GENERAL PLANS

- Smithfield, UT (2024-2026)
- Richmond, UT (2022-2023)
- Minidoka County, ID (2023-2025)
- Pend Oreille County, WA (2026-Current)
- Garfield County, WA (2025-Current)

LEADERSHIP

- City of Moscow, Idaho, Urban Renewal Agency (2023-Current) *Vice-Chair.* Serving the Agency's mission to promote sustainable economic growth, vitality, and community enhancement through collaboration and community investment.

Professional Registrations

- Professional Landscape Architect:
  Idaho, 16909
- AICP Certified Planner, 032556
- WYDOT LPA Certified Grant Administrator
- ID CDBG Certified Grant Administrator

Education

- MS, Landscape Architecture
  University of Idaho
  2019
- BS, Landscape Architecture
  University of Idaho
  2004

Experience

- Lead/Senior Planner
  J-U-B ENGINEERS, Inc.
  2021-Present
- County Planner/Floodplain Coordinator
  Nez Perce County
  2010-2021
- Landscape Architect in Training
  Breckon Land Design, Inc.
  2007-2009
- Biologist I
  Nez Perce Tribe
  Dept. of Fisheries Resources Management
  2004-2007

AIMEE HENNRICH, AICP

Planner

Aimee is a certified planner with municipal planning experience and a growing portfolio of comprehensive plan updates for rural communities across the Inland Northwest. Her work emphasizes long-range planning, regulatory compliance, public engagement, and policy development, with experience supporting jurisdictions through periodic updates, housing and economic development discussions, and alignment with state planning requirements. She also brings strong technical expertise in zoning, floodplain management, and interagency coordination, along with experience facilitating informed decision-making through work with boards, commissions, committees, and councils.



Professional Registrations

- AICP Certified Planner, 36096

Education

- BS, Urban Planning
  Arizona State University
  2015

Experience

- **Planner**
  J-U-B ENGINEERS, Inc.
  2025-Present
- Planner
  City of Moscow
  2019-2025

* *Work completed at previous employer.*

RELEVANT EXPERIENCE

PLANNING

- **Economic Development Plan; Burlington, WY (2025-2026)** *Planner.* Assisted in analyzing economic development assets and constraints and helped develop a phased public investment strategy to support local business growth and employment opportunities.
- **On-Call Planning Services; Kemmerer, WY (2025-Current)** ***Planner.*** Kemmerer is working to respond to changing economic trends and demand for temporary and permanent housing resulting from the development of a new nuclear power plant. Work includes coordination with Community Development staff, City Engineer, City Attorney, and Planning and Zoning Commission to provide professional review and analysis of land development applications and recommend policy and procedure for planning and building administration.
- **Comprehensive Plan Update; Wallace, ID (2025)** *Planner*. The project included a complete update of the 30+ year-old plan. A uniquely historic mountain town, the updated plan will emphasize historic landmarks and use GIS to digitize land use, zoning, housing, transportation, and sensitive areas maps for the city's future use. The planning process includes a thorough public involvement strategy to ensure community priorities are incorporated into the final plan.
- **Comprehensive Plan Updates; Climate & Resiliency Elements, Pend Oreille County and Garfield County, WA (2025-Current)** *Planner.* Providing support for a comprehensive plan update by advancing strategies that balance economic development, housing and employment needs, and natural resource protection, including redevelopment opportunities, while maintaining consistency with state requirements.
- **Comprehensive Plan Updates; Latah, Rockford, Fairfield and Waverly and Deer Park, WA (2025-Current)** *Planner*. Collaborated with a new town clerk, mayor, and city council to develop deliverables in compliance with the requirements and schedule of the periodic update grant. Provided public participation support. Plan framework emphasizes community identity while addressing economic sustainability on a regional scale.

DERRICK BRAATEN, AICP

Senior Planner

Derrick is a certified planner with over 20 years of experience in rural and urban planning, as well as substantial experience in infrastructure planning, sub-area planning, economic development, and ensuring land-use activities remain compatible with aviation facilities. His work includes multi-agency coordination between local, state, federal, and tribal governments. With over 12 years leading community development departments, he excels at providing substantial planning and administrative experience for both rural and urban communities and developing positive professional working relationships with staff, permitting agencies, and stakeholders. Derrick successfully navigates challenging issues by developing a deep understanding of the specifics in each situation and proactively works to identify and provide long-lasting solutions and effective results. He ensures each project's approach is strategically designed to maximize value.

"By proactively addressing the unique challenges of each project and customizing our approach to the community, we achieve solutions that are effective and built to last."



Professional Registrations

- AICP Certified Planner, 033968

Education

- Public Administration
  Eastern Washington University
  2003-2006
- Gonzaga University of Law
  2002-2003
- BA, Philosophy & Humanities
  Eastern Washington University
  2002

Experience

- Senior Planner
  J-U-B ENGINEERS, Inc.
  2025-Present
- Community & Economic Development Director
  Sunnyside, WA
  2024-2025
- Planning & Building Director
  Franklin County, WA
  2018-2024
- Development Services Director
  Airway Heights, WA
  2012-2018

* *Work completed at previous employer.*

RELEVANT EXPERIENCE

LONG-RANGE PLANNING & LAND DEVELOPMENT

- Comprehensive and Climate Planning; Pend Oreille County, WA (2026 - Current) *Senior Planner.*
  Senior Planner for the review and update of the county's comprehensive plan. A primary focus of this project is balancing the need for economic development and the protection of their natural areas, including the redevelopment of existing brownfield sites, improve housing affordability, and maintain compliance with state requirements.
- Comprehensive Plan; Climate & Resiliency Elements, Garfield County, WA (2025 - Current) *Senior Planner*
  Senior Planner for the review and update of the county's comprehensive plan, for a rural, agriculturally based county in Southeast Washington, with prairie land in the north of the county, and mountains in the south. A primary focus of this project is to begin transitioning the County and City towards a more diverse economy, increase housing and employment opportunities, and to maintain compliance with relevant state requirements.
- Comprehensive Plan; Franklin County, WA (2018-2021) *Project Manager, Planning & Building Director.* Complete comprehensive plan update for Washington's fastest-growing, county.
  Accommodated a 3,000+ acre City of Pasco UGA expansion, finalized critical land use, zoning, housing, transportation, and sensitive area maps, and fostered community consensus via a robust public involvement process. This included coordinating with the four cities (Pasco, Connell, Mesa, and Kahlotus) located in the county. (2021 PAW/WA APA Comprehensive Plan/Development Regulation Awardee)*

BRIAN CARVER, AICP

Lead Planner

Brian is a lead planner in J-U-B's Logan office and was the previous Director of Community & Economic Development for the Bear River Association of Governments. Brian has been directly involved in or managed the development and periodic revision of numerous regional and local planning documents across northern Utah. The processes behind these plans have helped him develop an extensive network of local stakeholder contacts and intimate knowledge of local demographic, economic, and environmental factors.

RELEVANT EXPERIENCE

COMMUNITY PLANNING ADMINISTRATION

- Community Development and Planning; Ogden Valley City, UT (2026-Current) *Planning Administrator.* Brian directs planning and land use services for the new city, helping to review and authorize applications for development. He assisted the planning commission and city council in writing and adopting new code for zoning ordinances and development standards, and currently provides technical support to the public bodies as the further seek to implement their land use goals and objectives.

LONG-RANGE PLANNING & LAND DEVELOPMENT

- Climate Resilience and Hazard Mitigation Planning; Garfield County and Pomeroy Town, WA (2025-Current) *Planner.* Brian provides planning assistance in the development of the town and county's shared Climate Resilience Plan, as mandated by the State of Washington. He coordinates public engagement with the development of technical standards to mitigate the loss of life and property that may result from natural and man-made disasters.
- Economic Development Plan; Burlington, WY (2025-Current) *Lead Planner.* Brian assisted the community in analyzing assets and barriers to economic development and is creating a practical, incremental improvement program to provide public investments that set the stage for local business success and growing employment opportunities for residents.
- General Plan; Hyrum, UT (2025-Current) *Project Manager.* This ongoing project involves the coordination of public outreach to gain resident and stakeholder preferences on development and growth management; incorporation of steering committee direction into land use, transportation, water, open space, and economic development goals and objectives; and updating plan language to comply with Utah code, including elements for moderate income housing, transportation, land use, and water use and preservation.



Certifications

- AICP Certified Planner, 36618

Education

- Outward Leadership Training
  Arbinger Institute
  2021
- Project Manager Professional Certification
  University of Utah
  2005
- Bachelor of Landscape Architecture (BLA)
  Utah State University
  2001

Experience

- Lead Planner
  J-U-B ENGINEERS, Inc.
  2024-Present
- Community & Economic Development Director
  Bear River Association of Governments
  2009-2024
- Regional Planner
  Bear River Association of Governments
  2006-2009
- Project Manager
  State of Utah, Governor's Office of Planning & Budget
  2002-2006

* *Work completed at previous employer.*

ELIZABETH SMITH, AICP

Planner

Elizabeth is a planning professional with over five years of experience in land use, transportation, tribal, and environmental planning. She has managed projects, led QA/QC, coordinated with agencies and clients, and tracked progress. Her skills include budgeting, scheduling, invoicing, GIS mapping, and business development, enabling her to deliver effective, innovative planning solutions.



Professional Registrations

- AICP Certified Planner, 37677

Education

- BA, Urban and Regional Planning & GIS Certificate
  Eastern Washington University
  2018
- AA, Business
  Spokane Community College
  2015

Experience

- Planner
  J-U-B ENGINEERS, Inc.
  2019-Present
- Planner II/GIS
  Umatilla County
  2019
- Planning Intern
  Spokane Transit Authority
  2018-2019

RELEVANT EXPERIENCE

LAND DEVLOPMENT

- On-Call Planning Services; College Place, WA (2024-Current)
  Planner. Provided on-call planning services including the Stonecreek Master Planned Development permitting process.
- Bowers Business Park Feasibility Study; Kittitas County, WA (2024)
  Project Manager and Lead Planner. Led planning for 850-acre airport industrial area; conducted site analysis and infrastructure assessment, aligning development with strategic goals and managing execution through Washington State Site Readiness funding.
- Bruce Industrial Park Study; Port of Othello, WA (2024) *Assistant Project Manager and Planner.* Led site inventory and analysis for Bruce Industrial Park, evaluating land use, utilities, and capacity. Developed concept layout and identified key considerations to guide phased development and decision-making.

PARKS AND TRAILS MASTER PLANNING

- Columbia River Heritage Trail Master Plan; Morrow County, OR (2024) *Project Manager.* Led development of Morrow County's Trails Master Plan guiding improvements over 5–20 years. Completed inventory, concept development, and CIP for phased implementation. Managed stakeholder engagement, including meetings, open house, and bilingual outreach, while coordinating with agencies. The plan establishes a strategic vision to enhance connectivity, recreation, and long-term trail development.
- College Place Parks, Recreation, and Open Space Master Plan; College Place, WA (2024) *Planner.* Supported development of the College Place Parks, Recreation, and Open Space Master Plan. Conducted inventory, led public outreach, assisted park concepts, updated policies, presented findings, and developed the CIP..

COMPREHENSIVE PLANNING

- Rockford, WA
- Latah, WA
- Waitsburg (Commerce Checklist only), WA
- College Place, WA
- Fairfield, WA
- Waverly, WA

ALEX JONES

Planning Technician

Alex is a city planner with four years' experience in local permitting, design review, code rewrites, and comprehensive plan updates. His skill in local planning processes was derived from his work at the City of Caldwell, Idaho. At J-U-B, Alex assists in a variety of comprehensive plan projects, primarily research and analysis as well as public involvement support. He also works with the land development team on project applications and a variety of permitting tasks. Alex utilizes his degree in Psychology to better understand underlying issues in communities and has combined that with his planning experience to better serve local communities. Alex has lived in the Treasure Valley for over 20 years and loves to call Idaho home.



Education

- BA, Psychology
  College of Idaho
  2020

Experience

- **Planning Technician**
  J-U-B ENGINEERS, Inc.
  2024-Present
- Planner I
  City of Caldwell
  2021-2024
- CDBG Certified Grant Administrator

RELEVANT EXPERIENCE

PLANNING

- Historic Preservation Plan; Meridian, ID (2025-Current) *Planning Technician* J-U-B is preparing a historic preservation plan to support the work of the Meridians Historic Preservation Commission (a Certified Local Government). Alex is assisting in the exiting conditions summary, data collection and analysis of exiting conditions.
- Filer Comprehensive Plan; Filer, ID (2024-2025) *Planning Technician.* Alex assisted with the planning process for this growing Magic Valley City, supporting the development of a preliminary draft plan. The planning process was completed in 2025.
- Comprehensive Plan Update; Elmore County, ID (2024-Current) *Planning Technician.* J-U-B is preparing an update to the Elmore County 2014 Comprehensive Plan and Alex is supporting the development of an existing conditions, coordinating with our GIS team on various plan elements including land use and collaboration with local cities.
- Chubbuck Comprehensive Plan; Chubbuck, ID (2024-2025) *Planning Technician.* In collaboration with the city's planning department, J-U-B is prepared a Plan update to reflect the community's current concerns. Alex supported the development of a preliminary draft plan and final plan that was approved in 2025..
- Historic Preservation Plan; Weiser, ID (2024-2025) *Planning Technician* J-U-B prepared a historic preservation plan to support the work of the Weiser Historic Preservation Commission (a Certified Local Government). Alex provided data collection and analysis of existing data, and provided ongoing support of community meetings and outreach.
- Wallace Comprehensive Plan; Wallace, ID (2024-2025) *Planning Technician* J-U-B is preparing an update to the Wallace Comprehensive Plan. Alex supported the planning efforts by developing existing conditions, outlines, and a preliminary draft.
- Planning Services; Kemmerer, WY (2024-2025) *Planning Technician* J-U-B is providing planning services for the City of Kemmerer. Alex has created application checklists to be utilized by city staff throughout the planning process.

Jeni Goff

Lead Practitioner–Kaysville, UT



Jeni Goff is a skilled facilitator and public involvement specialist with an ability to navigate complex challenges and build consensus among diverse stakeholders. Her diverse background in Public Involvement (PI), Right-of-Way, and Visual Communication equips her with a blend of problem-solving, communication, and relationship-building skills. Jeni's experience in designing and leading PI campaigns, facilitating community engagement, and managing conflict has made her a trusted partner for cities, local governments, and organizations seeking to foster meaningful dialogue and collaboration.

Jeni's strengths are her ability to connect with people from different backgrounds and her talent for clear and effective communication, allowing her to bridge gaps and drive productive outcomes, along with a passion for learning from and engaging with others. Her dedication to fostering trust and understanding among stakeholders makes her an asset in achieving shared goals and creating impactful solutions.

Education

B.S., Communication, Public Relations & Advertising – Emphasis in Visual Communication Weber State University | 2021

Professional Training

International Association for Public Participation (IAP2), Foundations in Public Participation Training

Awards

2025 Rob Williams Award for Emerging Environment and Public Policy Leader - Association for Conflict Resolution

PROJECT EXAMPLES

Hurricane City Storm Water Mater Plan | Hurricane City (2024-ongoing) The Langdon Group team, led by Josh King and Jeni Goff, in collaboration with J-U-B Engineers, is partnering with Hurricane City to develop a comprehensive Storm Water Master Plan. TLG's role involves engaging key stakeholders through interviews and workshops to gather valuable input for the master plan. Their efforts ensure the plan addresses community needs and incorporates local insights for effective stormwater management.

Woods Cross Transportation Master Plan | Wood Cross City (2024- Current) Jeni is leading public involvement efforts for the Woods Cross Transportation Master Plan update. Her role includes facilitating public meetings to share information with residents and gather valuable feedback to shape the plan. Jeni has also analyzed public input and data to ensure the plan reflects community priorities. Moving forward, she will continue to engage and inform the public, fostering collaboration and transparency as the plan progresses.

Hyrum City General Plan | Hyrum, UT (2025 – present) Jeni is leading public involvement efforts for the Hyrum City General Plan update. She facilitates public meetings to inform residents and key stakeholders while gathering feedback to shape the plan. She is also establishing a steering committee, which will play a pivotal role in guiding the plan's development. Additionally, Jeni analyzes public input and data to ensure the plan aligns with community priorities. As the process progresses, she will continue to foster collaboration and transparency, ensuring meaningful public engagement throughout the planning process.

Targhee Forest Collaboration Facilitation | U.S. Forest Service (2024 – Present) The Targhee Forest Collaborative Facilitation Project is an initiative to strengthen the TFC's foundation through strategic facilitation, stakeholder engagement, and collaborative planning. Jeni has been conducting a situational assessment to identify challenges and opportunities, facilitating quarterly meetings to align goals and develop a strategic work plan, and guiding recruitment efforts to diversify participation. Deliverables include a situation assessment report, meeting materials and summaries, a comprehensive workplan, a stakeholder recruitment strategy, and consistent documentation and project oversight to ensure transparency, accountability, and long-term sustainability

Thank You!

J·U·B ENGINEERS, INC.

THE LANGDON GROUP

GATEWAY MAPPING INC.

J-U-B FAMILY OF COMPANIES

A proposal for the Town of AFTON WY

UPDATED COMPREHENSIVE PLAN



Submitted by

avenue CONSULTANTS & SUNRISE ENGINEERING



COVER LETTER

June 26, 2026
Violet Sanderson, Town Administrator | Town of Afton
416 S. Washington Street
P.O. Box 310
Afton, WY 83110

Dear Violet and Selection Committee Members,

CONTINUITY MATTERS.

Over the last several years, members of our team have played key roles on planning efforts in Afton and Star Valley. We've had the opportunity to develop relationships with you, Mayor Jensen, Town representatives, Lincoln County, WYDOT, Lincoln County School District No. 2 (LCSD2), the Bridger-Teton National Forest, and many other local and regional stakeholders. We look forward to continuing those relationships as we work with the Town to develop a Comprehensive Plan that does more than simply satisfy statutory requirements. The plan will reflect local priorities, support consistent land use and development decisions, align with Title 17, address growth and infrastructure realities, and provide practical guidance for the places where future decisions will matter most.

Avenue & Sunrise are especially well positioned to support Afton for three key reasons:

- **Thomas McMurtry will provide steady, local, accountable project leadership with years of Wyoming planning experience and established relationships with the Town, County, WYDOT, LCSD2, federal agencies, and local stakeholders.**
- **Our team is not starting from scratch, we know Afton and Star Valley through recent planning work that gives us direct familiarity with local growth pressures, transportation needs, agency relationships, and community priorities.**
- **We bring exceptional data, GIS, analysis, and delivery capabilities, strengthened by Sunrise Engineering's local utility knowledge, to turn complex land use, transportation, zoning, infrastructure, and growth information into clear maps, graphics, and implementation tools.**

Above all, **we care about the work we do**. We understand the trust communities place in us when they ask us to help shape their future, and we work hard to exceed expectations. We have been able to do that in Lincoln County, and we would be honored to bring that same commitment, responsiveness, and quality of work to the Town of Afton.

Thank you for the opportunity to submit this proposal. We look forward to the possibility of continuing our work with Afton and helping the Town prepare a Comprehensive Plan that is practical, locally grounded, and ready for adoption.

Sincerely,

Thomas McMurtry, MBA, AICP, GISP, Project Manager | Avenue Consultants

801-897-7650 | tmcmurtry@avenueconsultants.com

PROJECT UNDERSTANDING

Our understanding is based on recent work in Afton, Star Valley, and Lincoln County, as well as direct conversations with the Town. Afton is facing more growth pressure, more complex development interest, and a growing need for a Comprehensive Plan that supports clear, consistent, and practical decision-making.

GROWTH PRESSURE

Growth in Star Valley is increasing, and Afton needs a plan that helps the Town guide where and how development should occur. The updated Comprehensive Plan should provide clear direction for land use, infrastructure, public facilities, community character, and future investment decisions.

TITLE 17 CONSISTENCY

The plan must create a legally defensible policy foundation that aligns with Afton's Title 17 Land Development Code. Avenue will help identify where Title 17 supports the Town's long-term vision, where amendments may be needed, and how future land use policies can be translated into clear implementation steps.

TRANSPORTATION COORDINATION

Afton's land use decisions are closely tied to US-89, local street connectivity, school access, pedestrian and bicycle needs, freight and visitor travel, parking, and development near key intersections and gateways. Our recent Lincoln County TMP and Upper Valley TAP work give us direct insight into the transportation issues that should shape the Comprehensive Plan.

GIS-READY DELIVERY

Strong GIS data and clear visual communication will be essential. Avenue will use GIS to evaluate existing conditions, development capacity, infrastructure constraints, future growth scenarios, and priority hotspot areas, while also delivering maps and editable data the Town can continue using after adoption.

CONTINUITY MEANS TARGETED SOLUTIONS FROM DAY ONE

Targeted active transportation recommendations because we have worked with you on bike, pedestrian, crossing, and school access issues through the Upper Valley TAP.

Targeted agency coordination because we have worked with WYDOT, Lincoln County, LCSD2, Bridger-Teton National Forest, and other area partners, and we know when to bring them in to help move recommendations forward.

Targeted engagement efforts because we saw a 200% increase in Afton survey responses when we worked directly with the school district to reach families and students.

Targeted infrastructure improvements because Sunrise brings unmatched local knowledge of Afton's utilities, streets, pathways, capital projects, and infrastructure needs.

Most of all, a targeted Comprehensive Plan because we have spent time with you. From our bike tour with Violet to conversations with decision-makers and stakeholders, we know Afton.

We are not just experts in planning and engineering. **We are experts in Afton.**

FIRM QUALIFICATIONS & RELEVANT EXPERIENCE

Avenue has been an active leader in planning efforts throughout Lincoln County and Star Valley since 2018. The firm is multidisciplinary, providing planning, transportation, engineering, GIS, and public involvement expertise. We have extensive experience helping rural and growing communities just like Afton prepare plans that are practical, data-driven, visually clear, and ready for implementation. Our team specializes in unifying land use planning, transportation planning, infrastructure analysis, public engagement, GIS mapping, and implementation strategies in a way that supports local decision making.

Our recent work in Lincoln County and Star Valley (described below) gives us practical understanding of the importance of US-89, regional growth context, agency coordination, and the need for a Comprehensive Plan that will inform daily decisions by staff, Planning and Zoning Boards, elected officials, and the public. The following projects detail the experience most relevant to Afton's Updated Comprehensive Plan.

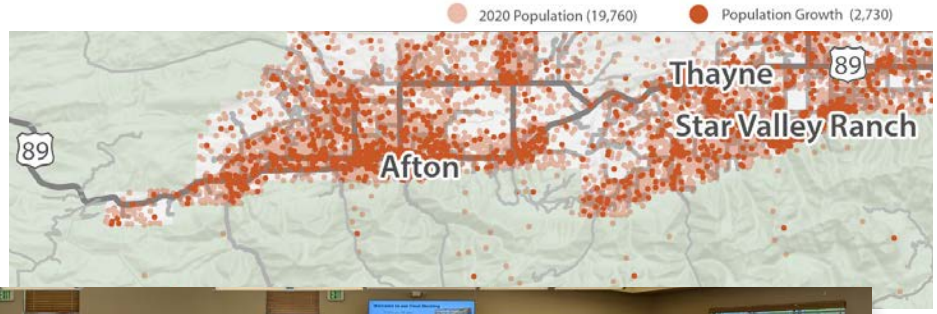
LINCOLN COUNTY TRANSPORTATION MASTER PLAN

Lincoln County, Wyoming

Avenue already understands the countywide transportation and growth context affecting Afton. We led the countywide TMP for Lincoln County (2024-2025), which included transportation and growth-related analysis in Afton, Star Valley, Alpine, Thayne, Kemmerer, and other communities. The plan evaluated existing transportation conditions, future growth, roadway needs, safety issues, active transportation opportunities, and long-term implementation priorities across a large rural county with multiple jurisdictions and agency partners.

This project required close coordination with Lincoln County, WYDOT, municipalities, school representatives, and other local and regional stakeholders. Avenue prepared GIS-based mapping, public-facing materials, project lists, cost estimates, and implementation recommendations that helped the County understand where growth, transportation needs, safety issues, and future investments overlap.

Relevance: Immediate local context and continuity means we begin finding solutions to Afton's challenges on day one. We already understand many of the transportation, growth, and agency coordination issues that will influence Afton's Comprehensive Plan, including the importance of US-89, local street connectivity, regional travel, school access, and coordination between Town and County priorities.







UPPER VALLEY TRANSPORTATION ALTERNATIVES PLAN

Lincoln County / Afton, Wyoming



Avenue is leading the Upper Valley TAP for Lincoln County (2025-present), focused on active transportation, school access, trail connections, pedestrian and bicycle needs, and practical implementation strategies throughout Star Valley. The effort includes coordination with Lincoln County, local communities, LCSD2, WYDOT, and other stakeholders to identify realistic improvements that support safe, connected, and community-supported transportation options.

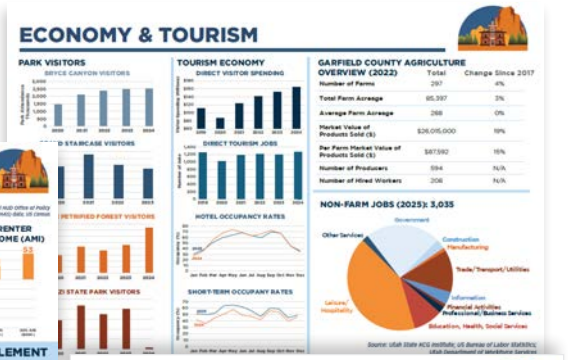
The project includes GIS mapping, existing conditions analysis, school-based access review, public and stakeholder engagement, Safe Routes to School considerations, project identification, and implementation planning.

Relevance: This work is rooted in the Upper Valley, providing Avenue with up-to-date insight into Afton's mobility needs, community destinations, school access patterns, and local-regional connectivity opportunities. The Upper Valley TAP aligns directly with the Comprehensive Plan, ensuring future land use decisions coordinate with the TAP's walking, biking, trail, school access, and transportation recommendations. Avenue will carry this continuity forward by building on existing knowledge rather than starting fresh.

GARFIELD COUNTY GENERAL PLAN

Garfield County, Utah

Avenue supported Garfield County (2025-2026) with long-range planning work in a rural county shaped by growth, tourism, public lands, infrastructure needs, and community identity. The planning process required balancing local values with changing development patterns, transportation needs, public services, and implementation priorities. Avenue's work emphasized clear analysis, practical recommendations, and planning guidance scaled to the needs and capacity of a rural county.



The plan required the team to evaluate existing and future conditions, understand land use and development trends, coordinate with local stakeholders, and develop recommendations that could guide future public investments and policy decisions.

Relevance: Just like Garfield County, Afton must address growth management while protecting character, coordinating infrastructure, and making plans that remain useful after adoption. This project exemplifies Avenue's ability to prepare long-range plans for rural western communities where growth, transportation, infrastructure, public lands, tourism, and local identity must be considered together. We also demonstrated our skill at creating plans that are practical for communities with limited staff capacity and significant implementation needs.

NATRONA COUNTY COMPREHENSIVE PLAN

Natrona County, Wyoming

Thomas McMurtry led the Natrona County Comprehensive Plan while with a previous firm. The project included countywide land use planning, growth analysis, public engagement, GIS mapping, policy development, and implementation recommendations in a Wyoming statutory and local-government context. The plan addressed the relationship between long-range policy, development patterns, transportation, public services, rural character, and decision making by elected and appointed officials.

Relevance: This project is especially relevant because it demonstrates Thomas's hands-on experience managing comprehensive planning work in Wyoming. The project required clear communication with local leadership, coordination with staff and stakeholders, and the ability to translate complex planning issues into a usable policy document.

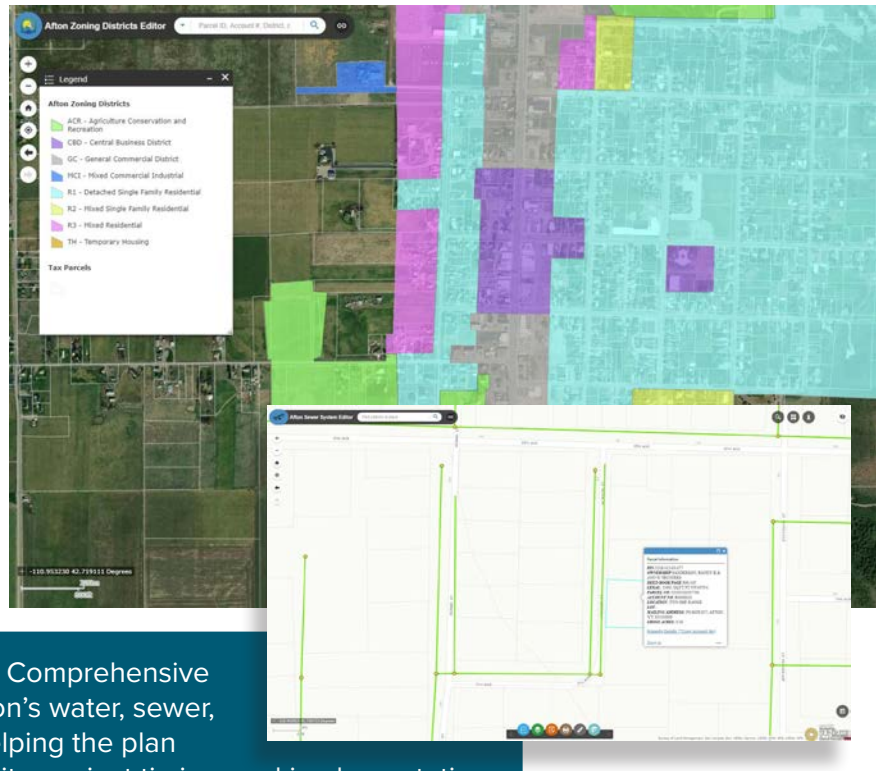


TOWN OF AFTON ENGINEERING SERVICES

Afton, Wyoming

Sunrise Engineering has served as the Town of Afton Engineer from 2012 to the present, providing long-term engineering support for capital facilities planning, engineering plan reviews, funding acquisition, standard specifications, infrastructure design, construction administration, modeling, environmental studies, and transportation, water, sewer, pathway, and sidewalk projects. Their work for the Town has included capital facility planning studies for water, sewer, and transportation systems; development of standard details and specifications; annual roadway improvement and maintenance projects; waterline replacement projects; and sewer improvements.

Specific Afton projects include 1st Avenue Reconstruction, Afton Water System Upgrade, South Water and Sewer Extension, Swift Creek Hydro Project, Lincoln Street Reconstruction, Nield Avenue Water Improvements, Adams Street Sewer Improvements, North Waterline, East Alley Well, 4th Avenue Reconstruction, South Waterline 2026, Doc Perkes Lane, Period Spring Flap Gates, 97K Gallon Water Tank Rehabilitation, and Washington Street Sewer Line Upgrade.



Relevance: Sunrise brings unmatched local infrastructure knowledge to Afton's Comprehensive Plan. Their long-standing role as Town Engineer provides direct insight into Afton's water, sewer, roadway, pathway, sidewalk, utility, funding, and capital improvement needs, helping the plan connect future land use and growth decisions with realistic infrastructure capacity, project timing, and implementation.

PROJECT TEAM

Avenue designed our team to respond to each of the goals for the Afton Comprehensive Plan, as outlined in Section 2 of the RFP, Purpose of the Plan. Six of our seven key personnel have worked on area projects.

We chose **Thomas McMurtry, AICP, as our Project Manager**. His comprehensive, Wyoming-based planning experience will guide him as he provides practical project leaderships rooted in an understanding of how to deliver a plan that is legally grounded, locally supported, and useful for everyday land-use decisions.

We assigned **Toby Lowry as our Planning Lead** because he is skilled at using his strong GIS and communication skills to translate technical analysis into understandable maps and materials that will support Afton's efforts to achieve stakeholder and public buy-in. **Collin Gee will provide Data Support.** He will help organize complex data to best support Afton's land use, transportation, and growth goals and to provide recommendations for implementation.

Rob Eldredge, AICP will be our Code Compliance Lead. He will help evaluate how the Afton Comprehensive Plan relates to zoning districts, permitted uses, subdivision regulations, development standards, procedures, and non-conforming use provisions.

We selected **Cole Peiffer, AICP, RSP1, as our team's Land Use Lead** because his more than 14 years of experience in the public and private sectors will provide Afton with a unique perspective on how best to serve public and agency clients.



Dave Kennington will lead Avenue's utility and infrastructure review, bringing direct knowledge of Afton's utility systems, development coordination, and infrastructure constraints through Sunrise Engineering's ongoing work with the Town and local developers.

We assigned **Katie Williams as Public Involvement Lead** to target Afton's public engagement efforts so activites result in a sense of ownership among residents and stakeholders. She specializes in developing outreach that is clear, accessible, and useful to decision-makers and will apply her expertise as she designs engagement activities that reach residents, business owners, property owners, agency partners, and other stakeholders. She will make certain that public input is summarized and correlated to the recommendations contained in the plan. **Lema Save will support Katie** will in those efforts. Both bring experience with towns of similar size to Afton.

Jessica Hutto is Avenue's Documentation Lead. Her experience at document development, formatting, graphics, and final plan production on plans for other communities in Lincoln County, as well as in Utah, will ensure Afton's Comprehensive Plan is polished, adoption-ready, and built for long-term usability. We chose **Adrian Welsh to provide GIS Support.** His experience in similar municipalities will help confirm that the plan is built on accurate, usable data and that the Town receives mapping products that can support future planning, zoning, infrastructure, and implementation efforts.

Together, we provide the most efficient, right-sized, and goal-focused team for the Town of Afton. That brings continuity to the project with personnel who have worked in Star Valley.

★ WYOMING PROJECTS

KEY PERSONNEL



THOMAS MCMURTRY, MBA, AICP, GISP | PROJECT MANAGER | 22 YEARS

Thomas will serve as Project Manager, bringing direct experience with Afton, Lincoln County, WYDOT, Lincoln County School District No. 2, and other regional stakeholders. He has managed planning projects in Wyoming since 2012 and understands how to guide a comprehensive planning process from kickoff through adoption while maintaining schedule, budget, local trust, and clear decision-making. For Afton, Thomas will provide day-to-day leadership, senior planning judgment, quality control, and continuity with recent planning work in Star Valley.

★ **LINCOLN COUNTY TMP** | *Lincoln County, WY*
Relevance: Direct familiarity with Afton, Star Valley, countywide growth patterns, US-89, agency coordination, infrastructure needs, implementation planning, local transportation priorities

★ **UPPER VALLEY TAP** | *Lincoln County / Afton, WY*
Relevance: Current understanding of Afton's school access, active transportation, community destinations, public input, stakeholder relationships, near-term implementation opportunities

★ **NATRONA COUNTY COMPREHENSIVE PLAN** | *Natrona County, WY*
Relevance: Wyoming comprehensive planning experience, land use policy, growth analysis, public engagement, GIS mapping, statutory planning context, adoption-ready implementation recommendations



TOBY LOWRY | PLANNING LEAD | 8 YEARS

★ **UPPER VALLEY TAP** | *Lincoln County, WY*
Relevance: Wyoming experience, existing conditions analysis, land use review, public and stakeholder engagement, GIS mapping, actionable implementation recommendations, Safe Routes to School planning

★ **LINCOLN COUNTY TRANSPORTATION MASTER PLAN** | *Lincoln County, WY*
Relevance: Familiarity with Lincoln County, comprehensive analysis, infrastructure assessment, long-range planning, cost estimating and implementation planning , community-focused recommendations

GARFIELD COUNTY GENERAL PLAN | *Garfield County, UT*
Relevance: Comprehensive/general plan development, growth management, policy planning, land use planning, long-range visioning

VERNAL CITY SAFETY ACTION PLAN | *Vernal, UT*
Relevance: Data-driven planning, public engagement, policy evaluation, prioritization framework, implementation strategy, collaboration with regional partners

★ WYOMING PROJECTS



COLE PEIFFER, AICP | LAND USE LEAD | 14 YEARS

STREETS FOR PEOPLE: SACRAMENTO ACTIVE TRANSPORTATION PLAN | *Sacramento, CA*
Relevance: Existing conditions analysis, public engagement, policy development, implementation planning, plan adoption support

MAG ACTIVE TRANSPORTATION PLAN | *Phoenix, AZ*
Relevance: Growth and infrastructure assessment, stakeholder engagement, implementation strategy, interagency coordination, long-range planning framework

NW BOISE NEIGHBORHOOD TRANSPORTATION PLAN | *Boise, ID*
Relevance: Existing conditions and needs assessment, plan update experience, public engagement, existing conditions and needs assessment, community-based recommendations, implementation focus

MARIN COUNTY WATERSHED RECREATION MANAGEMENT PLAN | *Marin County, CA*
Relevance: Plan coordination, stakeholder engagement, policy framework development, long-range implementation strategies



ROB ELDREDGE, AICP | CODE COMPLIANCE LEAD | 19 YEARS

★ **LINCOLN COUNTY TRANSPORTATION MASTER PLAN** | *Lincoln County, WY*
Relevance: Familiarity with Lincoln County, comprehensive analysis, infrastructure assessment, long-range planning, cost estimating and implementation planning, community-focused recommendations

SARATOGA SPRINGS TRANSPORTATION PLAN AND UTILITY FEE ANALYSIS | *Saratoga Springs, UT*
Relevance: Growth projections and future development scenarios, existing and planned land use analysis, infrastructure capacity evaluation, long-range planning, implementation and funding strategies, capital improvement planning

WASHINGTON COUNTY TRANSPORTATION MASTER PLAN | *Washington County, UT*
Relevance: Existing conditions analysis, infrastructure assessment, data-driven planning, future growth accommodations, prioritized recommendations, implementation planning

HURRICANE DOWNTOWN MASTER PLAN | *Hurricane, UT*
Relevance: Land use planning, community development, redevelopment planning, visioning and implementation, policy-based planning



DAVE KENNINGTON, PE | UTILITIES LEAD | 25 YEARS

★ **TOWN OF AFTON ENGINEERING SERVICES** | *Afton, WY*
Relevance: Long-term familiarity with Afton's water, sewer, transportation, and sidewalk systems through Sunrise's ongoing role as Town Engineer, including capital facilities planning, plan reviews, funding support, infrastructure design, construction administration, studies, modeling, and environmental review.

★ **AFTON WATER SYSTEM UPGRADE** | *Afton, WY*
Relevance: Direct understanding of Afton's water infrastructure, capital improvement needs, funding opportunities, and implementation constraints that will help connect future land use and growth recommendations with realistic utility capacity and project timing.

★ **AFTON SOUTH WATER & SEWER EXTENSION** | *Afton, WY*
Relevance: Experience supporting utility extensions tied to growth and development, helping the Comprehensive Plan evaluate where future development can be served efficiently and where infrastructure investment may influence land use decisions.

★ WYOMING PROJECTS



KATIE WILLIAMS | PUBLIC INVOLVEMENT LEAD | 16 YEARS

LOGAN CITY TRANSPORTATION MASTER PLAN | *Logan, UT*
Relevance: Municipal master planning, existing conditions evaluation, community infrastructure planning, long-range planning, implementation-focused recommendations

SOUTH VALLEY TRANSIT STUDY | *Southern Utah County, UT*
Relevance: Public engagement, equity-focused outreach, community workshops, stakeholder coordination, developing community-informed recommendations

★ **UPPER VALLEY TAP** | *Lincoln County, WY*
Relevance: Wyoming experience, existing conditions analysis, land use review, public and stakeholder engagement, GIS mapping, actionable implementation recommendations, Safe Routes to School planning



JESSICA HUTTO | DOCUMENTATION LEAD | 8 YEARS

★ **LINCOLN COUNTY TRANSPORTATION MASTER PLAN** | *Lincoln County, WY*
Relevance: Familiarity with Lincoln County, comprehensive analysis, infrastructure assessment, long-range planning, cost estimating and implementation planning, community-focused recommendations

GARFIELD COUNTY TRANSPORTATION MASTER PLAN & ACTIVE TRANSPORTATION PLAN | *Garfield County, UT*
Relevance: Existing conditions evaluation, infrastructure and transportation planning, future investment priorities, implementation planning, public and stakeholder coordination

★ **UPPER VALLEY TAP** | *Lincoln County, WY*
Relevance: Wyoming experience, existing conditions analysis, land use review, public and stakeholder engagement, GIS mapping, actionable implementation recommendations, Safe Routes to School planning



ADRIAN WELSH | GIS SUPPORT | 20 YEARS

★ **LINCOLN COUNTY TRANSPORTATION MASTER PLAN** | *Lincoln County, WY*
Relevance: Familiarity with Lincoln County, comprehensive analysis, infrastructure assessment, long-range planning, cost estimating and implementation planning, community-focused recommendations

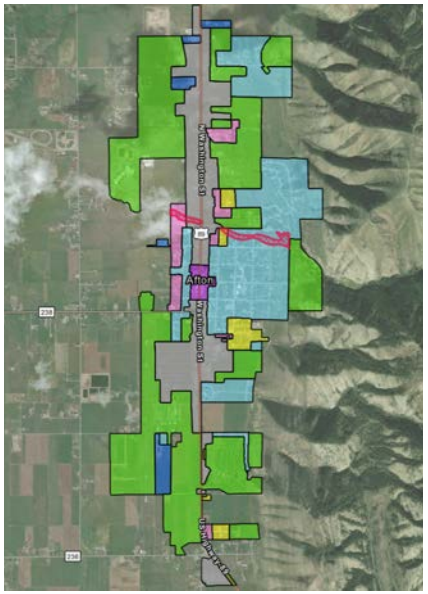
WEST UTAH COUNTY GROWTH APPLICATION | *Utah County, UT*
Relevance: Growth projections, development scenario evaluation, data visualization, planning support tools, future land use considerations

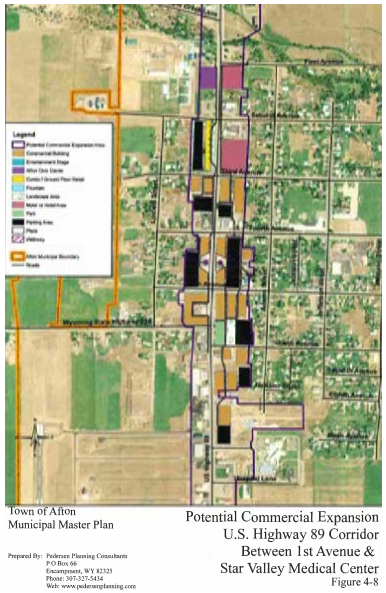
★ **UPPER VALLEY TAP** | *Lincoln County, WY*
Relevance: Wyoming experience, existing conditions analysis, land use review, public and stakeholder engagement, GIS mapping, actionable implementation recommendations, Safe Routes to School planning

PROPOSED SCOPE OF WORK & METHODOLOGY

Avenue's approach delivers an Updated Comprehensive Plan that is legally defensible, locally grounded, visually clear, and ready for adoption. The work plan follows the Town's requested scope while adding a focused Hotspot Analysis task to provide more specific planning guidance for key locations where land use, transportation, infrastructure, and development decisions come together.

Our methodology is organized around six tasks in the RFP plus an added-value task in response to our conversation with Town leaders. **Our work plan turns statutory requirements, Title 17 consistency, public input, and GIS analysis into an adoption-ready plan.**







TASK 1: PROJECT INITIATION AND COORDINATION

The Avenue team will begin the project with a focused kickoff process to confirm goals, decision points, schedule, communication protocols, available data, public engagement expectations, and the desired adoption pathway. This task will establish the working relationship between Avenue and the Town and ensure that the process is organized from the beginning.

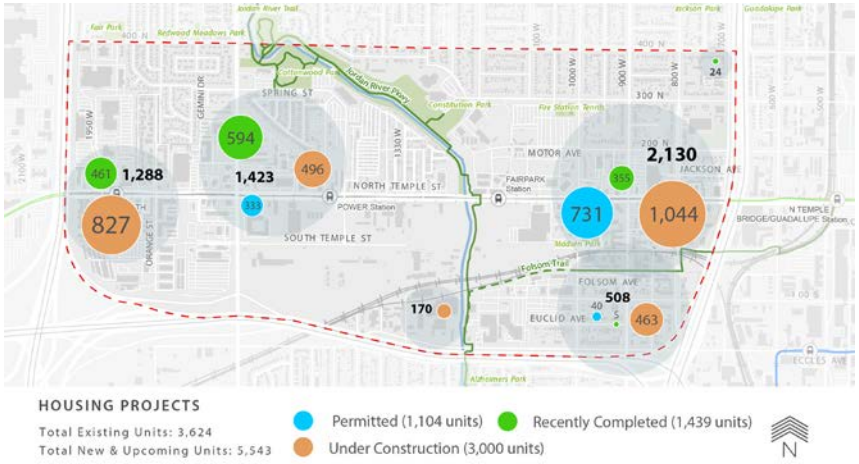
The kickoff meeting will include Town staff and may include representatives from the Planning and Zoning Board, depending on the Town's preference. During the kickoff, Avenue will confirm the Comprehensive Plan's key issues, review the RFP scope, discuss the role of Title 17 consistency, identify available GIS and planning data, and refine the schedule for public engagement, work sessions, draft review, and adoption.

We will also review existing documents, including the current Town of Afton Master Plan, Title 17 Land Development Code, current zoning map, subdivision regulations, and recently adopted development master plans for major subdivisions.

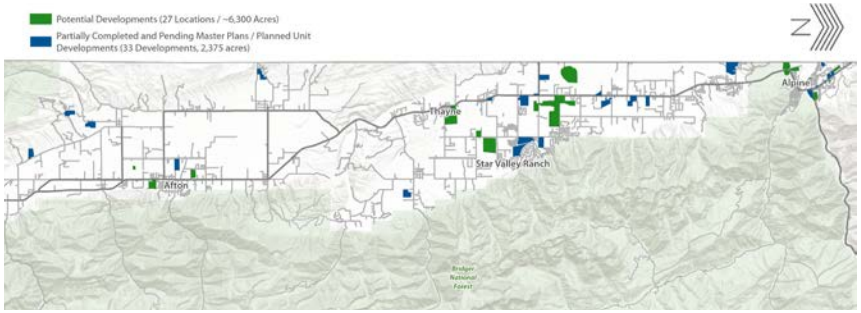
Benefit: This early review will help identify policy gaps, implementation issues, and areas where the Comprehensive Plan should provide clearer direction.

DELIVERABLES

- Project kickoff meeting
- Refined project schedule
- Data and document request list
- Public engagement and coordination plan
- Ongoing project management and coordination with Town staff







TASK 2: EXISTING CONDITIONS AND GROWTH ANALYSIS

The analysis will focus on questions that directly affect policy and implementation: **Where is growth most likely to occur?** Where does existing zoning support or conflict with the Town's preferred development pattern? Where are transportation and infrastructure constraints likely to influence future growth? Where are key opportunities for redevelopment, infill, or future planning attention?

Our team will prepare an existing conditions and growth analysis that provides the factual foundation for the Comprehensive Plan. This task will evaluate current land use, zoning, development trends, population and housing conditions, economic indicators, transportation conditions, public facilities, utilities, infrastructure capacity, environmental constraints, and probable future growth scenarios.

This work will rely heavily on GIS-based analysis. Our team will compile available data from the Town, Lincoln County, WYDOT, Census/ACS, state and regional datasets, parcel data, zoning data, transportation data, and utility or infrastructure information provided by the Town. Sunrise Engineering will support the utility and infrastructure portion of this task by reviewing available utility data, identifying known system considerations, and helping the team understand how water, sewer, storm drain, and related infrastructure conditions may influence future growth and development patterns. Where data gaps exist, we will identify those gaps and work with staff to develop reasonable planning-level assumptions.

Benefit: This task turns scattered data into a clear factual basis for future land use, infrastructure, and investment decisions.

DELIVERABLES

- Existing conditions summary
- GIS-based base maps and analysis maps
- Growth and development trends summary
- Infrastructure, transportation, and public facilities assessment
- Identification of constraints, opportunities, and probable future growth scenarios











TASK 3: PUBLIC ENGAGEMENT

Avenue will facilitate a public engagement process that is transparent, practical, and tailored to Afton. The goal of engagement will be to help the Town understand community values, priorities, concerns, and tradeoffs related to growth, land use, transportation, housing, infrastructure, community character, and implementation.

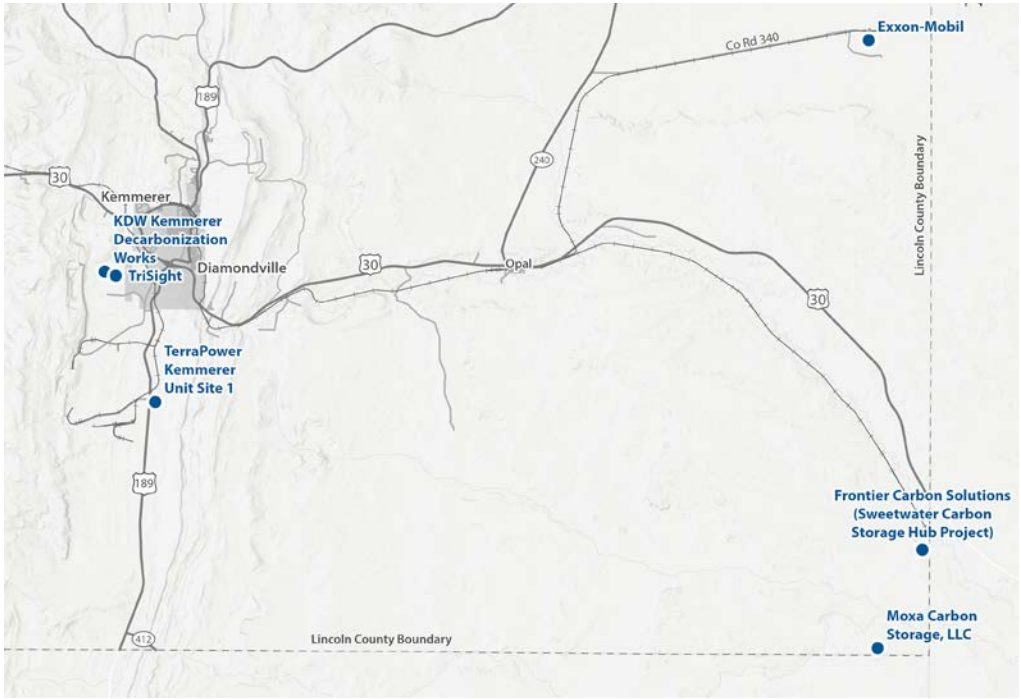
The engagement process will include a minimum of two public community meetings. These meetings will be designed to gather meaningful input and present planning concepts in a clear and approachable way. Avenue will use maps, visual preference exercises, keypad or online polling where appropriate, comment boards, and small-group discussion tools to help residents participate productively.

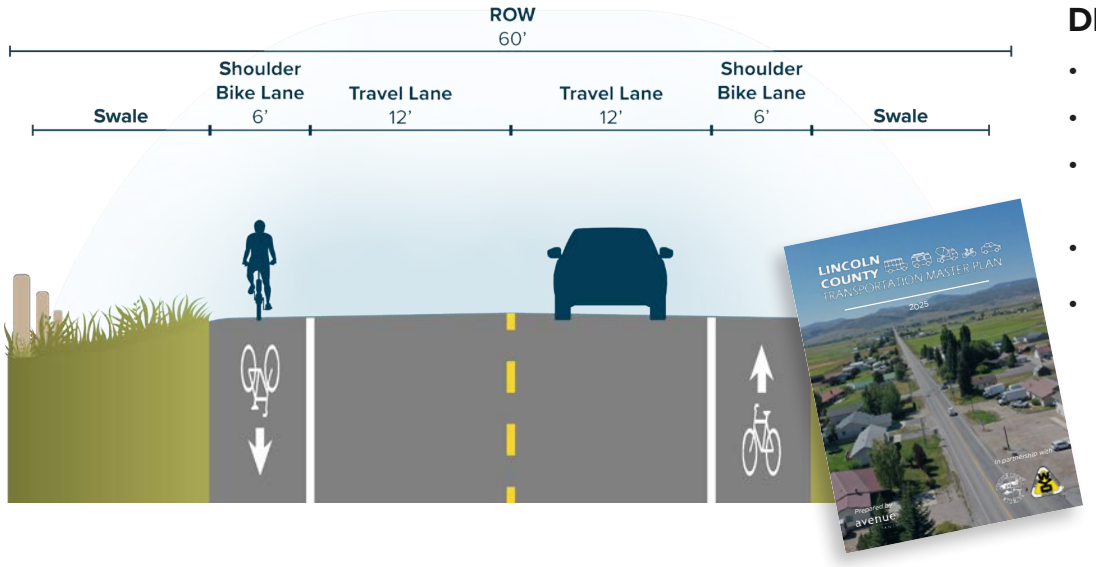
Avenue will also facilitate a minimum of two work sessions with the Town Council and Planning and Zoning Board during plan development. These work sessions will be used to review findings, discuss policy direction, evaluate growth and land use alternatives, and refine recommendations before the draft plan is prepared.

Benefit: Public engagement will give Town officials clear, usable feedback from residents, property owners, business owners, etc.

DELIVERABLES:

- Public engagement materials
- Two public community meetings
- Two Town Council / Planning and Zoning Board work sessions
- Meeting summaries and public input documentation
- Summary of how feedback informed plan recommendations





TASK 4: COMPREHENSIVE PLAN PREPARATION

Avenue will prepare the Updated Comprehensive Plan document using the findings from existing conditions, public engagement, Town direction, statutory requirements, Title 17 review, and hotspot analysis. The plan will include maps, charts, graphics, descriptive text, policies, and implementation recommendations that are clear and adoption-ready.

The plan will address the general location, character, and extent of streets, transportation systems, parks, open space, public ways, public buildings, public property, utilities, and other public facilities. It will also address future land use, zoning policy direction, community centers or neighborhood unit concepts, redevelopment and replanning areas where applicable, infrastructure coordination, and future development guidance. Avenue will prepare the plan so that it functions as both a long-range vision document and a practical decision-making tool.

Benefit: A clear future land use map will help Afton make consistent zoning, subdivision, infrastructure, and investment decisions.

DELIVERABLES:

- Draft Comprehensive Plan document
- Future land use framework and map
- Transportation, public facilities, infrastructure, parks/open space, and utility policy guidance
- Maps, charts, graphics, and descriptive text
- Draft and final plan materials suitable for adoption

TASK 5: TITLE 17 CONSISTENCY & CROSS-REFERENCE ANALYSIS

A critical component of the project will be ensuring consistency between the Comprehensive Plan and the Town of Afton's Title 17 Land Development Code. Avenue will evaluate the relationship between plan policies and existing code provisions, including zoning districts, permitted uses, development standards, subdivision regulations, administrative procedures, and non-conforming use provisions.

Avenue will prepare a formal Plan-Code Consistency Matrix that cross-references Comprehensive Plan goals, policies, and recommendations with relevant Title 17 provisions. This matrix will help the Town understand where the existing code already supports the Comprehensive Plan, where minor amendments may be needed, and where larger policy or regulatory updates should be considered after plan adoption.



The purpose of this task is not to complete a full rewrite of Title 17. Instead, the task will provide a clear implementation bridge between the Comprehensive Plan and the Town's development regulations. Avenue will identify recommended Title 17 amendments necessary to implement the plan and will prepare draft suggested edits for high-priority items.

Benefit: Our efficient and focused approach is geared towards easy identification of needed changes to help support efficient decision-making and keep the plan moving forward.

DELIVERABLES:

- Plan-Code Consistency Matrix
- Evaluation of zoning districts, permitted uses, standards, subdivision regulations, and administrative procedures
- Review of non-conforming use considerations within the long-range planning framework
- Recommended Title 17 amendments
- Draft suggested edits for high-priority Title 17 provisions
- Code and zoning considerations tied to the Title 17 Consistency Matrix, where applicable

TASK 6: IMPLEMENTATION STRATEGY & ADOPTION SUPPORT

Avenue will prepare an implementation strategy that translates the Comprehensive Plan into actionable next steps. The implementation chapter will identify priority actions, responsible parties, potential partners, recommended timing, and related policy, code, capital improvement, and coordination needs.

Implementation recommendations will be organized in a way that is useful to Town staff, the Planning and Zoning Board, Town Council, and partner agencies. The strategy will identify near-term, mid-term, and long-term actions, including zoning and subdivision amendments, capital improvement planning needs, future studies, public facility investments, transportation coordination, and recommended schedule for plan reviews and updates.



Benefit: Avenue will also assist the Town through the adoption process. This will include preparation of final adoption materials, presentations, and revisions based on direction received during review. Avenue will be available for the final presentation to the Planning and Zoning Board and Town Council and to answer questions during the final adoption process.

ADDED VALUE TASK: HOTSPOT ANALYSIS AND SMALL-AREA PLANNING

In our conversations with the Town, we identified the benefit of supplementing the townwide Comprehensive Plan with a focused Hotspot Analysis for up to three key nodes, parcels, intersections, gateway areas, redevelopment areas, or future growth locations where near-term decisions may have an outsized influence on Afton's future. This added task is intended to move the plan beyond broad policy by giving the Town more specific guidance for places where land use, transportation, access, infrastructure, public realm, and code decisions overlap.

At the beginning of the project, Avenue will work with Town staff, the Planning and Zoning Board, and Town Council to identify the priority hotspot locations. These may include areas experiencing development pressure, important intersections along US-89 or local streets, underutilized parcels, locations with access or circulation concerns, gateway areas, or sites where zoning and infrastructure decisions need to be coordinated.

For each hotspot, Avenue will prepare a focused planning assessment that may include parcel and ownership patterns, existing land use, zoning considerations, access and circulation issues, development potential, infrastructure needs, public realm opportunities, and implementation constraints. Recommendations may include concept-level land use guidance, access and connectivity improvements, streetscape or design considerations, public facility or infrastructure needs, and code or zoning implications.

Benefit: The Hotspot Analysis will be incorporated into the Comprehensive Plan as a practical implementation tool. This task will help the Town make better decisions at key locations and will provide stronger support for future zoning updates, development negotiations, transportation coordination, and capital improvement planning.

HOTSPOTS COULD INCLUDE:

- US-89 and Swift Creek Lane
- Afton City Park to Washington Street
- US-89 and 4th/5th Avenue intersections
- Gateways
- Other Areas

DELIVERABLES:

- Identification of up to three priority hotspot locations
- Focused planning assessment for each hotspot
- Concept-level maps or diagrams
- Land use, access, circulation, infrastructure, and public realm recommendations

TASK 7: FINAL COMPREHENSIVE PLAN & GIS DELIVERABLES

Avenue will prepare the final Comprehensive Plan after adoption support is complete, incorporating final direction from Town staff, the Planning and Zoning Board, and Town Council. The final plan will be formatted as an adoption-ready document with clear maps, graphics, policies, implementation actions, and supporting materials.

Avenue will also organize and transfer the working files used to prepare the plan so the Town can continue using and updating plan materials after adoption. This will include editable document files, map exports, supporting graphics, and GIS-compatible files developed during the planning process.

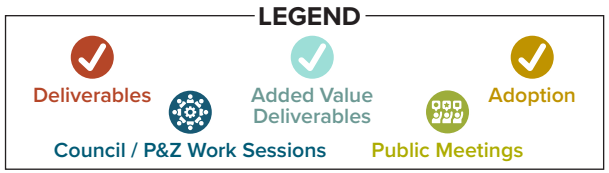
Benefit: Afton will receive more than a final PDF. The Town will receive a usable planning toolkit, including editable files and raw GIS data that can support future zoning updates, infrastructure planning, grant applications, public communication, and day-to-day decision-making.

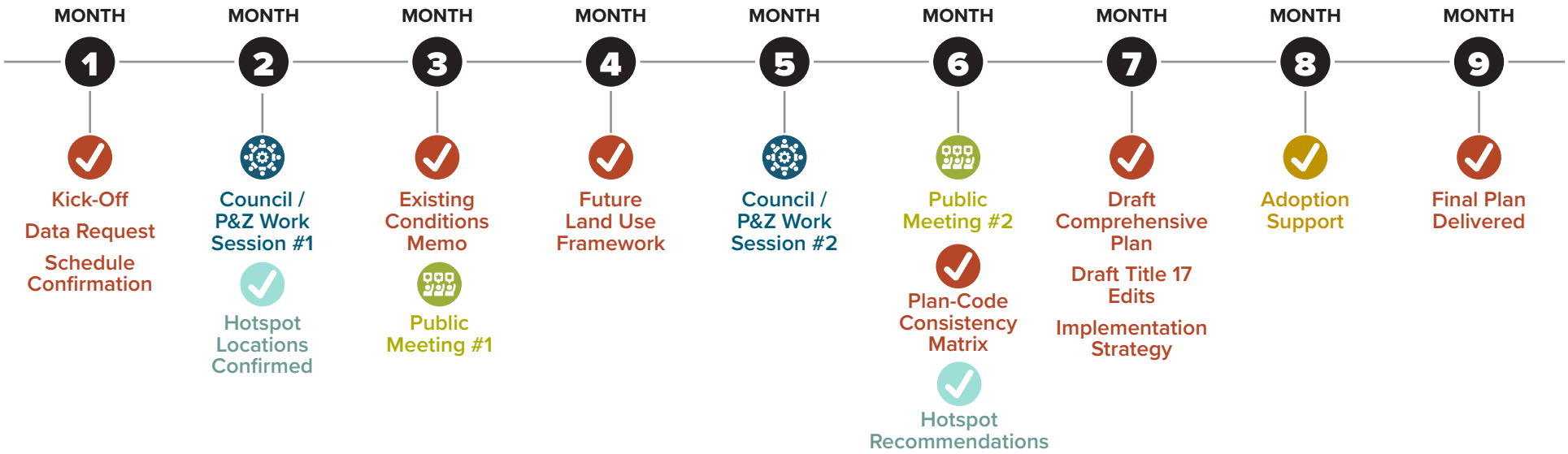
DELIVERABLES:

- GIS-compatible & editable mapping files
- Draft Comprehensive Plan document
- Adoption-ready presentation materials
- Final Comprehensive Plan document
- Adoption support for Planning & Zoning Board & Town Council

PROPOSED TIMELINE

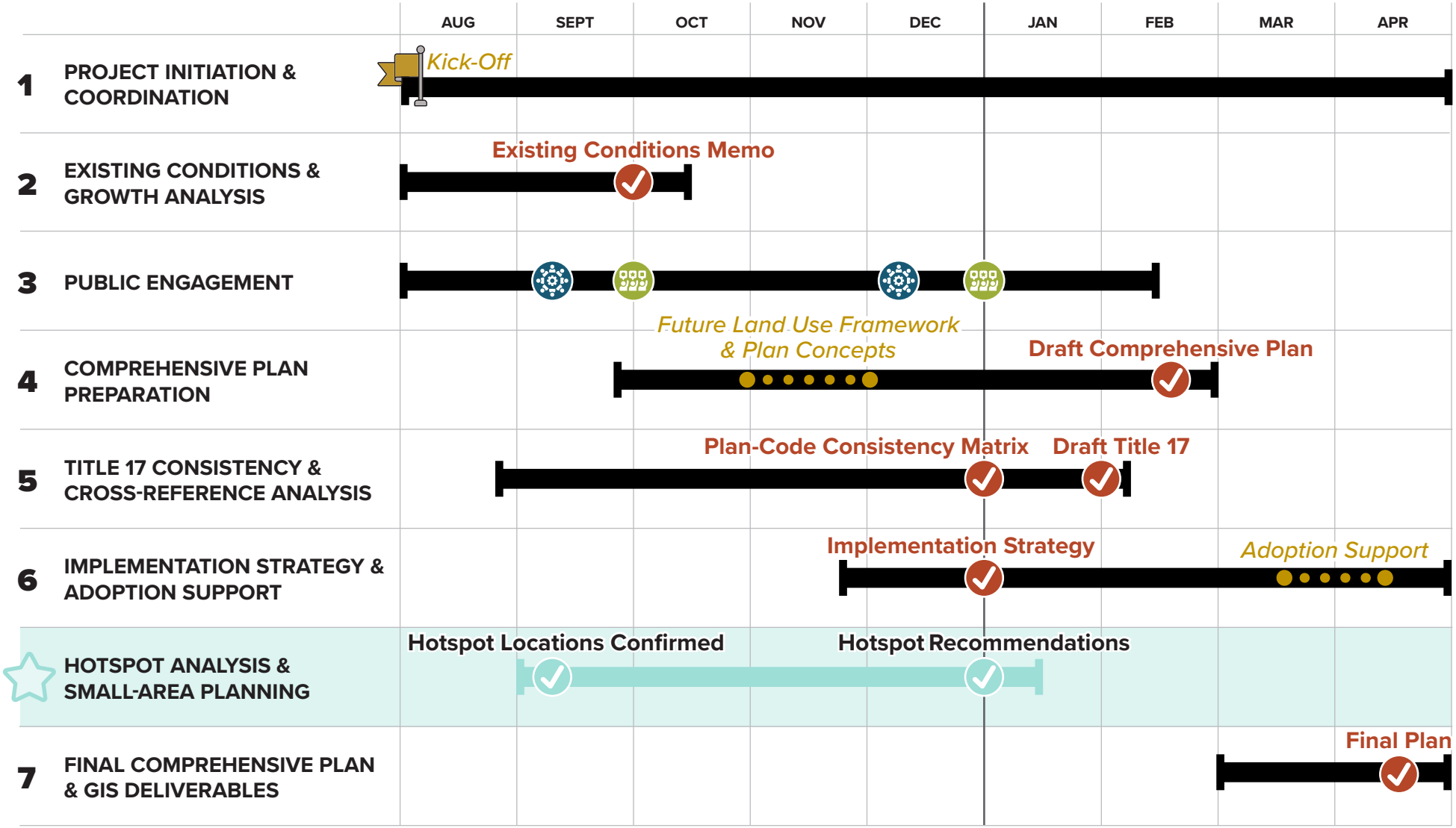
Avenue is prepared to complete the Updated Comprehensive Plan within a nine-month schedule. The schedule below is designed to keep the project moving efficiently while providing clear milestones for Town staff, the Planning and Zoning Board, Town Council, stakeholders, and the public.





PROJECT SCHEDULE

We know that the Town may need to adjust the schedule based on meeting calendars, public hearing requirements, staff availability, and Council or Planning and Zoning Board direction. If selected, we will work with Town staff at kickoff to refine the final schedule while maintaining the overall goal of completing the plan within approximately nine months.



PROJECT COST

Avenue's proposed fee is designed to deliver the full scope of work within Afton's available budget while providing a clear and transparent breakdown of effort by task. The table below identifies labor hours, billing rates, and total cost by tasks.

	Thomas M. PM	**Toby L. Planning & GIS**	Collin G. Data Support	**Rob E. Code Compliance**	**Cole P. Land-Use Lead**	**Katie W. Outreach Lead**	Lema S. Outreach Support	**Jess H. Documentation Lead**	Adrian W. GIS Support	Malia M. Admin	**Total Hours**	**Total Cost**
1 PROJECT INITIATION & COORDINATION	40	12		4	4	12				12	**84**	**$17,900**
2 EXISTING CONDITIONS & GROWTH ANALYSIS	12	20	20	8	20			8	16		**104**	**$17,380**
3 PUBLIC ENGAGEMENT	20	12	12	8	12	40	60	40	12		**216**	**$32,300**
4 COMPREHENSIVE PLAN PREPARATION	12	20	24	8	12			8	8		**92**	**$15,000**
5 TITLE 17 CONSISTENCY & CROSS-REFERENCE ANALYSIS	8	12	12	8	8			4			**52**	**$8,860**
6 IMPLEMENTATION STRATEGY & ADOPTION SUPPORT	12	10	10		10	10	4				**56**	**$9,660**
HOTSPOT ANALYSIS & SMALL-AREA PLANNING	8	8	6	12	8			4			**46**	**$8,550**
7 FINAL COMPREHENSIVE PLAN & GIS DELIVERABLES	8	12	8	8	4	10	4	40	20		**114**	**$18,130**
OPTIONAL SPEED STUDY ON US-89 (not included in total)	4	8	20	12							**44**	**$6,920***
TOTAL	**120**	**106**	**92**	**56**	**78**	**72**	**68**	**104**	**56**	**12**	**764**	**$127,780**

** Optional speed study on US-89 could be completed for an additional cost to support Town coordination with WYDOT and hotspot analysis.*

Direct Costs	Total
Travel Mileage	$1,871
Meeting Supplies & Catering	$750
Website and Domain	$235
Total	**$2,856**

Avenue Directs	**2,856**
Sunrise Eng. Support	**$9,500**
TOTAL	**$140,136**

REFERENCES

Avenue is pleased to provide references from communities and agencies that are directly relevant to Afton's Comprehensive Plan, including recent work in Lincoln County, direct coordination with the Town of Afton, and planning work in nearby Alpine.

AMY BUTLER, P.E.
Lincoln County Engineer | Lincoln County, Wyoming
307-877-9056 ext. 2104 | amy.butler@lincolncountywy.gov

ERIC GREEN
Mayor | Town of Alpine, Wyoming
307-654-7757 ext. 1 | mayor@alpinewy.gov

VIOLET SANDERSON
Town Administrator | Town of Afton, Wyoming
307-885-9831 | vsanderson@aftonwyoming.gov

BRYAN SEPPIE, PE
General Manager | Green River / Rock Springs / Sweetwater
307-875-4317 x230 | bseppie@jpwb.org

TRAVIS TRIMBLE
Asst. Fish Culture Supervisor | Wyoming Game and Fish Dept.
307-718-0176 | travis.trimble@wyo.gov



HARMONY
DESIGN & ENGINEERING

TOWN OF AFTON UPDATED COMPREHENSIVE PLAN

Prepared for

Town of Afton, Wyoming

Presented to

Violet Sanderson, Town Administrator

Presented by

Harmony Design & Engineering

JUNE 2026

June 26, 2026

Violet Sanderson
Town Administrator
416 Washington Street
Afton, WY 83110

RE: Proposal for Town of Afton Updated Comprehensive Plan

Dear Ms. Sanderson and Selection Committee:

Harmony Design & Engineering (Harmony) is pleased to submit the enclosed response to the Request for Proposals (RFP) for the Town of Afton Updated Comprehensive Plan. We are excited to work with Town of Afton staff and residents to create an updated plan that not only meets Wyoming statues, but brings the community together through a transparent public process. We bring to this project first-class planning expertise, a wealth of experience, a commitment to delivering high-quality products, and responsive project management.

Harmony has broad-based experience creating successful master plans and comprehensive plans for communities throughout the intermountain west. Our plans are visually accessible, easy to use, and have helped communities grow and prosper in a resilient and economically responsible way. The plan we help Afton develop will include all of the required and desired information outlined in the RFP with the overarching goal to capture community priorities in an effective, straight-forward implementation plan to make these projects a reality.

Harmony is uniquely positioned to deliver exceptional results for reasonable fees, thanks to our location in nearby Teton County, Wyoming, combined with our efficient project management. If you require any additional information, please do not hesitate to reach out. I can be reached at 208-354-1331 x4003 (office) or via email at jen.zung@harmonydesigninc.com.

Sincerely,

Jennifer Zung, PE, CFM
Principal, Harmony Design & Engineering

Enclosure

HARMONY
DESIGN & ENGINEERING

Expert Practitioners-Trusted Local Community Members

Harmony's approach to community planning is holistic and adaptive, allowing thorough conditions analysis, local context, and public feedback to define the product. Our extensive experience creating Comprehensive Plans and Master Plans for rural and recreation gateway communities in the West allows our team to anticipate challenges, staying true to the scope and schedule. One of our key strengths is our commitment to clear communication and responsive project management throughout the life of our projects. The result will be a plan that meets Afton's goals, represents the community, and can act as an effective and easy-to-use decision making tool. We will work with the Town of Afton to allocate our budget and resources to create the most meaningful results.

- Analysis and documentation of **existing conditions** and **future growth scenario** options
- Adoption of a clear guide for future land use decisions by establishing a **Future Land Use Plan Map**
- Goals and implementation strategies grounded in **authentic and meaningful public engagement**
- Establishment of clear connection between the **Comprehensive Plan** and **Title 17** Land Development Code



Moving from Plan to Reality

We understand that Afton's capacity is limited, so our approach extends beyond completion of the Plan. Our Plan will include **Implementation Readiness**, with zoning and entitlement strategies to effect systemic change and materials to support infrastructure grant applications. We focus on creating sustainable relationships that help staff to pursue solutions after adoption.

Maximizing Investment Value

Because Harmony is based in Driggs and Jackson, project management and travel costs are significantly reduced. **Understanding local context** means less time will be spent getting up to speed. Our open, consistent, and responsive project management style has two-fold benefits: **decreasing delays and creating accountability** for an enjoyable working relationship.



Our team understands how to make a Comprehensive Plan that *works* for Afton

Good Planning = Effective Policy

We know that no one wants to spend time and money on a plan that sits on the shelf. The benefit of a well-made Comprehensive Plan is clear guidance for decision makers when land use applications are complex or contentious. Elected and appointed officials should be able to rely on the objectives, strategies, and goals outlined in the Comprehensive Plan when determining what's best for the town. They represent a publicly vetted community vision, which in turn relies on a high level of public buy-in during the planning process. Harmony will ensure that the result of this process is an efficacious and authentic reflection of community values, providing clear guidance for current land use decision and the shape of Afton in the future.

Code Consistency = Cost Savings

The RFP clearly states a desire to demonstrate integration with Afton's Land Development Code. Ensuring that Title 17 language is consistent with and supported by the Comprehensive Plan, and vice versa, is paramount for an effective policy tool. In addition to a Code-Plan Cross-Reference Matrix, our team will undertake an audit of Title 17 and write a summarizing report on recommended amendments. Our experience with other local Wyoming codes allows the Harmony team to identify where code language can improve process, reduce conflicts between documents or sections, and ensure that land use procedures are straight-forward, transparent, and easily understood by applicants and the public. We will specifically suggest edits to reduce administrative time in processing applications, ultimately translating to cost savings for the Town.

HARMONY
DESIGN & ENGINEERING

will create a Comprehensive Plan for Afton that:

- **Simplifies land use decisions and capital improvements budgeting**
- **Defines future facility and infrastructure needs**
- **Provides policy strategies that reflect community goals**
- **Prioritizes projects for implementation, and provides accurate cost and timeframe estimates**
- **Provides a method for fiscally responsible policy implementation**
- **Utilizes placemaking to contribute to economic growth and community identity**

COMPANY OVERVIEW

HARMONY
DESIGN & ENGINEERING

- Public Outreach and Consensus Building
- Multimodal Connectivity
- Civic Spaces and Public Infrastructure
- Master Planning



Our highly qualified team has the capacity and capability to complete the tasks for this project efficiently and professionally.

Our project team members possess technical expertise, experience, and a track record of delivering top-notch results.

Based in Driggs, Idaho and Jackson, Wyoming, Harmony Design & Engineering has been providing small, rural gateway communities with affordable, efficient, and high-quality planning and design solutions for over 20 years. Harmony specializes in community planning and land planning, civil engineering, water resources, natural resources, and surveying services with an emphasis on projects that encourage a sense of community and provide for the long-term health of the environment. We employ a staff with robust, interdisciplinary skills including certified planners, floodplain managers, GIS specialists, environmental scientists, and licensed engineers, surveyors, and landscape architects.

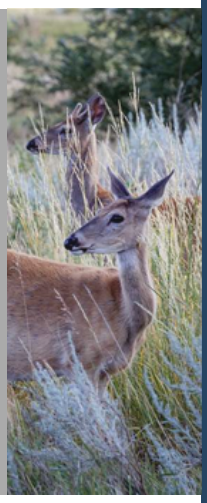
Harmony has a long history of exceptional service and high client satisfaction for communities across Wyoming and Idaho. With a tight-knit team of 20 highly qualified professionals, we can efficiently accomplish in-house tasks and effectively communicate with partners. Our clients consistently tell us that they appreciate our ability to maintain excellent client relationships and our full range of reasonably priced services.

Harmony has been focused on our broader community since our incorporation in 2005, and we are here to stay. We have been an instrumental local partner on all of the currently adopted comprehensive plans in Teton Valley, as well as Teton County's Land Development Code. We recognize the unique challenges faced by our communities as we grow to accommodate the needs of long-time residents, newcomers, and visitors. We are fortunate to apply our skills and expertise to meaningful projects like this one, which will ensure a high quality-of-life for the near and long-term. We are excited to help create a bright future for the Town of Afton.

Overview

The Harmony team will craft an Updated Comprehensive Plan that will serve as a reliable resource for the community, particularly Afton's decision makers. At the end of the project, Harmony will have provided the following services as part of completing an Updated Comprehensive Plan for easy future use and implementation.

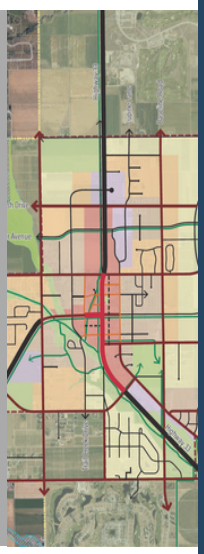
INFORMATION & DATA FOR DECISION MAKERS



Existing and Future Growth Analyses. Harmony will identify trends using existing conditions data to support awareness of what is or isn't working for the community. Harmony's close proximity to Afton and our personal familiarity with the community will further vet our findings. Production of an updated Future Land Use Plan Map with both a map and outlines of use/development standards will be a core element of the Comprehensive Plan and it's conclusive recommendations.

Public Engagement. Public engagement will be comprehensive, reaching as much of Afton's community as possible through a variety of methods and tools. Thorough analysis will clearly inform the policies and recommendations in the Comprehensive Plan.

SPATIAL & REGULATORY TOOLS FOR FUTURE USE



Maps and Graphics. Harmony's GIS specialists will provide high-quality maps, graphics, and infographics for use in the Comprehensive Plan, public presentations, and future Town planning efforts.

GIS Data and Editable-Files. GIS data and mapping files in editable formats will support our published documents. These will be transferred to staff in easy-to-use files, to support future updates, analysis, and implementation activities.

Title 17 Review and Comparison. Harmony will ensure consistency between the Plan and Land Development Code by providing a thoroughly crafted matrix document that will guide staff and decision makers on necessary Title 17 updates.

ADOPTION OF UPDATED COMPREHENSIVE PLAN



Comprehensive Plan Documents. Harmony will produce the draft and final Comprehensive Plan, combining deliverables from all tasks and synthesizing findings to create an accessible, easy to use, aesthetically pleasing, decision making tool. The plan will be available to the public on the Town website and may be catered for digital accessibility by creating a Storymap. All documents will be made available in Microsoft Word and PDF versions for easy hand-over to Town staff.

Adoption Support. Harmony will present to the Planning and Zoning Board and Town Council, using insightful visuals and maps, and providing an adoption ready resolution and final Comprehensive Plan document.

Task 1. Initiation + Coordination

IMMEDIATE

After receiving a Notice to Proceed, Harmony will begin by performing a complete review of relevant land use guide and regulation documents, and will work with Town staff to finalize a detailed project schedule, public engagement plan, and estimated timeline.

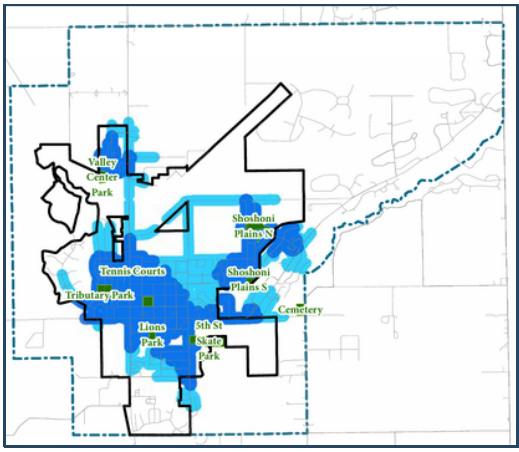
ONGOING

Harmony will conduct regular check-ins with Town staff and key decision-makers to provide updates, discuss project progress, and address questions. Harmony's collaborative management approach emphasizes clear communication, defined project goals, and proactive coordination. Regular internal coordination among project team members will help ensure deliverables are completed on schedule, within budget, and are consistent with project objectives.

Task 2. Existing Conditions + Growth Analysis

EXISTING CONDITIONS ANALYSIS (ECA)

The Harmony Team will **update data** from the 2008 Master Plan and identify **additional datasets** needed for a 2026+ Afton Comprehensive Plan. Additionally, Harmony will produce **Neighborhood Unit Concepts** and a **SWOT Analysis** (described below). With offices in Jackson and Driggs, Harmony can assess Afton's conditions in person with minimal travel time.



Data Analysis. For the Driggs Comp Plan, a Park Walkability map quickly visualizes existing accessability to parks and open spaces, highlighting areas for future focus and investment.

DATA ANALYSIS

Development, housing, and land use trends along with population, economic, and infrastructure information will be evaluated, serving as an update to the 2008 Master Plan.

NEIGHBORHOOD UNIT CONCEPTS

Informed by public outreach and community goals, key neighborhood unit concepts may reaffirm existing zoning designations or indicate where revisions are needed.

SWOT ANALYSIS

A SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis will translate technical data and public input into a clear and agreed upon framework to inform recommendations later in the project.



ANTICIPATED GROWTH ANALYSIS (AGA)

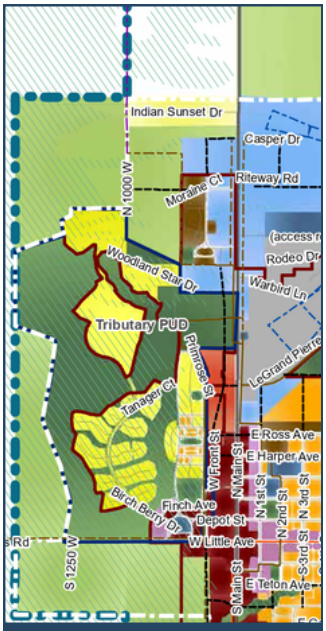
Recent growth trends and anticipated scenarios will be compared with existing and planned public facilities, transportation systems, utilities, and infrastructure capacity. The AGA scope will also include an update of the 2008 Community Land Use Map and the creation of a Cost of Community Services Analysis, both of which will help guide future land use decisions, such as zone changes.

FLUPM

A **Future Land Use Plan Map** (FLUPM) will serve as an update to the 2008 Community Land Use Plan Map, outlining recommended uses, limits on height, bulk, development area, density, location of structures, and placemaking strategies.

CCSA

The **Cost of Community Services Analysis** (CCSA) will evaluate the relationship between land use and public revenue generation and service costs associated with those uses. The analysis will help identify the fiscal implications of different growth patterns and development scenarios, and identify supportive strategies.



Future Land Use Plan Map.
Driggs's FLUM is deliberately flexible, using specifically defined designations with non-discrete boundaries

Task 3. Public Engagement

Authentic public feedback is a hallmark of effective planning. Gathering meaningful community input builds support for the Comprehensive Plan Update, increases public trust, and helps ensure the Plan reflects local priorities and values. Public engagement also supports compliance with Wyoming Statute 15-1-504 by informing the Commission's review of existing conditions and helping achieve the statute's goal of "*coordinated, adjusted, and harmonious development*" within the Town of Afton. Harmony will engage residents, stakeholders, elected and appointed officials, and Town staff throughout the planning process to build a shared vision for Afton's future.

PLANNING/ZONING + TOWN COUNCIL ENGAGEMENT

Regular coordination with Afton's elected and appointed officials is critical to developing a Comprehensive Plan that is both practical and implementable. Harmony will provide updates to the Town Council and Planning and Zoning Board at key project milestones to review progress, discuss policy considerations, receive direction, and refine recommendations throughout the planning process. Three work sessions are proposed with town officials on the following topics:

1. **Community Vision Statement**

Build on public outreach to establish the community vision, goals, and priorities.

2. **FLUPM + Neighborhood Unit Concepts**

Identify preferred growth patterns, land use priorities, and development objectives.

3. **Draft Plan Review**

Ensure the plan reflects community priorities and provides clear direction for decision-making.

12+ COMMUNITY ENGAGEMENT OPPORTUNITIES

Harmony will educate the community on the purpose of the Comprehensive Plan while encouraging broad participation from Afton residents. Engagement activities will gather feedback on **community character**, **placemaking opportunities**, **public spaces**, and other **community priorities** to help inform future land use recommendations and implementation strategies. Throughout the process, Harmony will share **clear and accessible information** on existing conditions, growth trends, and project findings to support **informed participation and community-driven decision-making**. At least 12 community engagement opportunities are proposed:



Public Town Halls (2)

Harmony will facilitate two public open houses at key phases of the project. These meetings will provide opportunities to share project findings, discuss alternatives, and gather community input on growth, land use, and implementation priorities.

Pop-Up / Intercept Surveys (4)

Harmony will hold pop-ups at community events and popular destinations in Afton to promote the project and collect feedback. This approach helps reach community members who may not participate in traditional public meetings.

Focus Groups (4)

Facilitated focus groups will gather detailed input from stakeholders representing a variety of perspectives and affiliations. Discussions will help inform existing conditions findings, growth alternatives, and draft recommendations.

Online Surveys (2)

Online surveys will provide a convenient way for residents to participate throughout the planning process. Surveys may include interactive mapping tools, visioning exercises, and opportunities to provide feedback on draft findings and recommendations.



COMMUNITY CAFE

Implementing community values through neighborhood unit concepts

Focus Groups can be a great tool for understanding values or creating a shared vision. In the Community Cafe, participants work together to create a three course menu for their neighborhood unit concept.

APPETIZER	Elements of your ideal neighborhood
MAIN COURSE	Neighborhood places that create connections and shape everyday life
DESSERT	Unique identifiers for neighborhood differentiation

Task 4. Comprehensive Plan Preparation

Harmony will prepare both a draft and final updated Comprehensive Plan document. The Comprehensive Plan will serve as the final deliverable documenting the findings, analyses, and recommendation developed throughout the planning process. **At minimum, the Plan will include the following information/findings and maps:**

INFO + FINDINGS

Documentation, analysis and strategies that result from Tasks 1, 2, 3, 5, and 6, including:

- Documentation of the planning process
- Summary of Existing Plans and Policies
- Existing Conditions Analysis (ECA)
- Anticipated Growth Analysis (AGA)
- Public Engagement Documentation and Summaries
- Implementation Strategy

MAPS

Existing Conditions Maps

- Transportation systems
- Open space and parks
- Public buildings and properties
- Public and private utilities
- Community centers
- Neighborhood Unit Concepts
- Development Patterns

Future Growth Maps

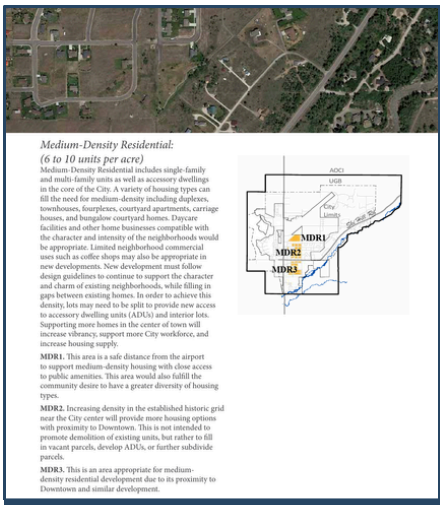
- Future Land Use Plan Map
- Cost of Community Services Analysis
- Recommended redevelopment & replanning areas
- Recommended roadway upgrades
- Recommended public and civic spaces

Task 5. Title 17 Consistency and Cross-Reference

Harmony recognizes the importance of updating the Comprehensive Plan in coordination with existing structure and standards of Title 17. The Comprehensive Plan update will be developed with careful consideration of current zoning regulations and procedures, including references to existing zoning districts within the FLUPM and Plan policies where appropriate.

CODE-PLAN CROSS-REFERENCE MATRIX & REPORT

The Code-Plan Cross-Reference Matrix (PCM) will identify and document **relationships** between Title 17 and the updated Comprehensive Plan. The PCM will serve as a **resource** for Town staff and boards by clarifying the rationale and support for Title 17 regulations and standard updates. The conclusive portion of this deliverable will be a report outlining the recommended amendments to implement the updated Comprehensive Plan and the Future Land Use Plan Map into Title 17.



Framework for Updated or New Zones.
In Drigg's Comprehensive Plan, we outlined 13 types of future land uses, each with a page visualizing and explaining where these zones should be applied and what the standards and vision for those zones are. The image above shows the page dedicated to Medium-Density Residential, which included 3 sub-zones designations (MDR1, MDR2, MDR3).

Task 6. Implementation Strategy

A successful Comprehensive Plan does more than identify community priorities – it provides a **clear path to create its future vision**. This task will establish a framework that connects community vision and goals to actionable policies, projects, and performance measures. Content used throughout the Comprehensive Plan will support a Recommended Implementation Strategy (RIS) at the end the updated Comprehensive Plan.

VISION + GOALS

The planning process begins by identifying a community vision and key supporting goals. Visioning is also an important public engagement opportunity, allowing residents to help shape Afton's future and build early support for the Plan.

OBJECTIVE + ACTION ITEMS

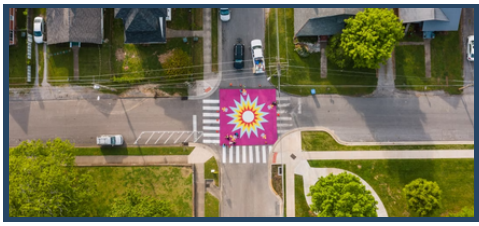
Each Goal will be supported by a set of Objectives and Action Items. Objectives provide policy direction and identify the standards or outcomes needed to achieve a Goal. Action Items identify specific projects, programs, or regulatory changes needed to implement the Objectives.

Together, these elements establish:

1. ***Clear guidance** for future decision-making*
2. *A framework for **Implementation Strategies***

IMPLEMENTATION STRATEGIES

Implementation Strategies will identify **next steps** towards creating the community vision. The Implementation Strategies will include a **prioritization framework** based on cost, complexity, community desire, public health, and environmental impacts. Each recommendation will identify implementation **responsibilities**, potential **funding sources** and **costs**, and an estimated **timeframe**. Recommendations will be tailored to Afton's **unique needs** and informed by successful practices in comparable communities.



Placemaking strategies can support community values and establish a unique identity to encourage economic development, protecting/improving property values and town character. Our plan will balance cost to individual property owners with community benefit, e.g., street design, landscaping or building standards.

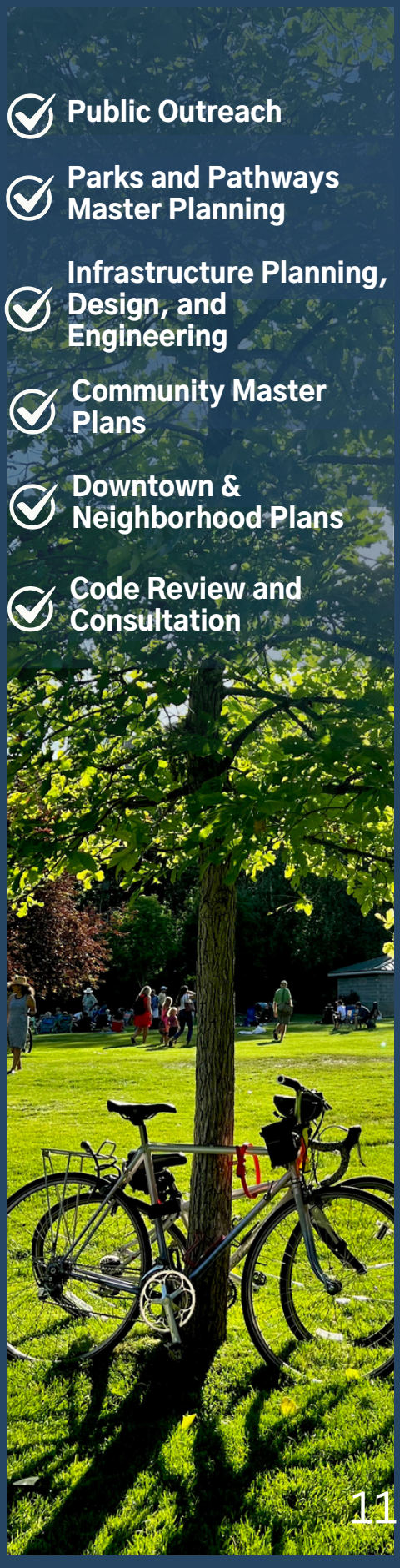
MONITORING + UPDATES

Harmony will develop a set of performance indicators tied to the community's vision, goals, and objectives to help track **progress over time**. These indicators will be designed using data that is readily available to Town staff, **minimizing future administrative burden**. The indicators can be used to prepare routine Indicator Reports (e.g., every two years) that help staff and elected officials monitor implementation, identify emerging priorities, celebrate successes, and determine when updates to the Comprehensive Plan may be needed.

Relevant Project Experience

Harmony has 20 years of successful planning projects for small, rural recreation gateway towns. These projects demonstrate Harmony's extensive experience with community planning on a local and regional level. Harmony has had a hand in the majority of community planning efforts in Teton Valley, and has contributed engineering, landscape architecture, and/or survey work for much of the infrastructure that currently exists. This means we understand what it takes to plan, design, and build a town that contributes to the health and success of a community. We have also worked with the Town of Jackson and Teton County Wyoming; Blaine County, Idaho; McCall, Idaho, and others to complete high quality master plans for their communities. The list below describes our extensive experience, followed by detailed project descriptions that showcase our most relevant work.

- *Ammon On-Call Engineering and Planning*
- *Blaine County Community Bicycle and Pedestrian Master Plan*
- *Driggs Comprehensive Plan*
- *Driggs Contract Engineer*
- *Driggs Missing Links Pathway Design*
- *Driggs Transit Center Design*
- *Driggs Downtown Framework Master Plan*
- *Hailey Greenway Master Plan*
- *McCall Downtown Master Plan*
- *McCall Area Pathways Master Plan*
- *Modernizing Mobility for West Jackson Neighborhood Plan*
- *Pocatello Centennial Park Master Plan*
- *Tetonia On-Call Engineering*
- *Teton County, ID Land Development Code*
- *Teton County, ID Comprehensive Plan*
- *Teton County, ID Safe Streets for All Safety Action Plan*
- *Town Of Jackson Pathway Safety Improvements*
- *Victor Comprehensive Plan*
- *Victor Transit Center Charettes and Design*



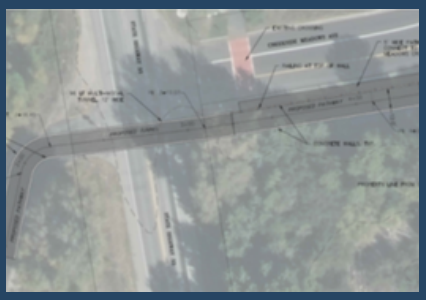
SS4A Safety Action Plan

Teton County, ID

Harmony Design & Engineering partnered with Kittelson & Associates to complete a county-wide Safety Action Plan under the USDOT Safe Streets and Roads for All program. The Plan **integrates data-driven technical analysis with extensive community engagement** to guide targeted, coordinated investments to make roadways safer for all users using a **robust implementation plan and focus on funding, including grant readiness**. Harmony Design & Engineering acted as the project lead to manage schedule, budget, and coordination. Harmony designed and implemented a substantial public outreach program, which resulted in over 400 responses, a significant number in a County of approximately 12,000 residents. Harmony created meaningful conclusions focused on pragmatism and realistic results. The Plan also addresses a countywide strategy to improve safety and accommodate growth. Preliminary engineering for select projects, funding and grant opportunities, responsible parties, as well as prioritization criteria for implementation completed the plan. The resulting document is an attractive and accessible decision making tool, endorsed by the Board of County Commissioners and the Idaho Transportation Department. The Plan was adopted in March 2026.



A highly successful public outreach campaign garnered over 400 responses.



Harmony created preliminary design and cost estimates for pedestrian underpasses at priority highway crossings.

Driggs Comprehensive Plan Update

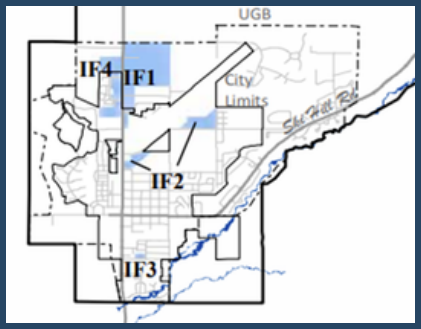
Driggs, ID

Harmony was a key part of the consultant team that updated the Comprehensive Plan for the City of Driggs, Idaho, in 2019. Entitled “Uniquely Driggs” the project divides policies into community defined goals, objectives which meet these goals, and specific actions to fulfill the objectives. By taking the generalized values gathered in public outreach, and making them into specific implementation strategies, the Plan helps City Officials **simplify complex land use decisions**. Harmony reviewed accuracy of data and existing conditions analysis and took a large roll in community engagement throughout the project. Harmony also collaborated on development of goals, objectives and actions, reviewed plan text, and provided recommendations based on the results of local events.

Public input was gathered through a variety of methods despite the challenges of COVID-19, which framed the needs of the community through a new lens. As the local representative and as community members, Harmony was well-suited to connect with the public. Harmony’s local presence allowed the project to proceed without delays and hang-ups, and helped ensure that the resulting plan was locally sensitive and relevant.



Public outreach and the resulting Plan sought to represent many community groups



Driggs’ Future Land Use Map Designations define goals for specific areas as well as land use types

Victor Comprehensive Plan Update

Victor, ID

Victor, Idaho undertook an update of its Comprehensive Plan, Envision Victor, in 2020. **The project involved over 500 community members through public outreach in a town of just over 2000 people.** The new plan, Re-envision Victor, defines six key values identified by the community, with policies supporting each, in an accessible and attractive document.

As part of the consultant team, Harmony planned and staged an extensive public outreach program, including stakeholder interviews, two open house/workshops, small group workshops, and collaboration with the City's Technical Advisory Committee.

Harmony then created a draft Future Land Use Map and recommendations based on the results of the communitywide workshops. These were vetted with the Technical Advisory Committee and the consulting partners before presentation at public open house. Harmony worked closely and efficiently with Logan Simpson in order to achieve Victor's goal to accurately represent Community desires in policy recommendations. The project was a resounding success, with Re-envision Victor adopted as an exemplary small-town comprehensive plan.



Many Victor residents participated in a variety of events in multiple locations



Re-Envision Victor is filled with local imagery and can be downloaded from the City website

Downtown McCall Master Plan

Driggs, ID

Harmony Design & Engineering was the lead planner, working closely with the City staff and coordinating the consultant team, which included Logan Simpson Design and RPI Consulting.

The updated Downtown Master Plan, which was awarded the 2014 **Idaho Smart Growth Award for Public Policy and the 2014 Outstanding Plan Award** from the Idaho Chapter of the American Planning Association, provided a framework that balanced McCall's unique character and lifestyle community charm with economic growth. The plan included a **build-out analysis that measured the potential for future commercial development** and recommendations for physical improvements, including buildings, public spaces, and multi-modal transportation connections.

Public outreach and engagement was at the cornerstone of developing the plan which was based on community values, addressed relevant issues, and ensured that the public had ample opportunity shape the plan. Outreach efforts included small group sessions, one-on-one stakeholder interviews, interactive exhibits and displays in prominent public spaces, open house work sessions, and formal public meetings.



Conceptual designs and renderings of key areas helped the community visualize opportunities



Mobile public workshops and listening stations were well attended

KEY PERSONNEL



Allison Ahlert, AICP

PROJECT MANAGER, LEAD PLANNER

Allison will be the project manager and main point of contact for this project. She will be responsible for production of the plan, creating and executing public outreach, digital products, and maintaining the schedule and budget. Allison has experience managing long-term, complex projects from start to finish. Her experience with local legal process and intimate knowledge of property entitlement and land development code give her special insight into the feasibility of planning solutions. She has a proclivity for effective communication and organization, and maintains excellent relationships with all current and past partners.



Jennifer Zung, PE, CFM

PRINCIPAL ENGINEER

Jennifer will provide oversight, civil engineering expertise, and public outreach support, lending her deep knowledge of local infrastructure, planning, and transportation issues. She will also contribute to implementation, cost estimates, and other civil engineering tasks. Jen brings extensive expertise in community outreach and comprehensive plans. With over 25 years of experience in public infrastructure design, Jen is an indispensable team member.



Erin Monroe

PROJECT PLANNER

Erin will support existing conditions analysis, future growth analysis, and crafting of implementation strategies. Her experience managing long-range planning and regulatory projects provides valuable insight into land use issues, policy research, stakeholder coordination, and effectively presenting information to elected and appointed boards. Her understanding of local government processes and ability to translate complex planning issues into practical solutions will help ensure the Comprehensive Plan provides clear direction for future decision-making.



Randy Blough, PLA

PRINCIPAL LANDSCAPE ARCHITECT

Randy will be supporting the planning team with production, public outreach, and map design. Randy is a licensed Professional Landscape Architect with more than 35 years of experience. He is a principal owner of Harmony Design & Engineering and has lived and worked in the intermountain west since 1992. He has been involved with a wide variety of projects including commercial and residential neighborhood master plans, pathway design and master plans, urban park plans, small town streetscapes, and small town master plans. From conceptual plans to detailed design, Randy's blend of landscape architecture, planning, and engineering experience offers a unique and broad perspective to all projects.

Timeline + Deliverables

Tasks

Notice to Proceed- June 2026

Jul 8	**KICK-OFF WITH STAFF, CONSULTANTS, AND PZB**	**RFP TASK 1**
Jul 29	• Finalize project schedule • Document Review • **CREATE PUBLIC ENGAGEMENT PLAN**	**RFP TASKS 1+ 3**
Aug 15	IN-PERSON AND DIGITAL TOWN HALL	**RFP TASK 3**
Aug 20	WORK SESSION 1 **COMMUNITY VISION STATEMENT**	**RFP TASK 3**
Sep 30	• Existing Conditions & Growth Analysis • **TITLE 17 AUDIT**	**RFP TASKS 2 + 5**
	FOCUS GROUPS, POP-UPS, ONLINE SURVEY	**RFP TASK 3**
Oct 30	• Cost of Community Services Analysis	**RFP TASK 2**
Nov 19	WORK SESSION 2 **FUTURE LAND USE PLAN MAP, NEIGHBORHOOD CONCEPTS**	**RFP TASK 2**
Dec 15	• Code-Plan Matrix • Recommended Title 17 Updates Report	**RFP TASK 5**
	FOCUS GROUPS, POP-UPS, ONLINE SURVEY	**RFP TASK 3**
Feb 26	**DRAFT COMPREHENSIVE PLAN**	**RFP TASK 4**
Mar 1	IN-PERSON AND DIGITAL TOWN HALL	**RFP TASK 3**
Mar 25	WORK SESSION 3 **REVIEW DRAFT COMPREHENSIVE PLAN**	**RFP TASK 3**

Adoption- April 2027



References

Charlotte Frei
Regional Transportation Planning Administrator
Joint Teton County/Town of Jackson, WY
307-732-8498 x 8498
cfrei@tetoncountywy.gov

Lisa Horowitz
City Administrator
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208 788 4221
lisa.horowitz@haileycityhall.org

Doug Self
Community Development Director
City of Driggs, Idaho
(208) 354-2362
dself@driggsidaho.org

COST ESTIMATE

	Principal/Civil Engineer	Planner/Project Manager	Planner	Landscape Architect/ Planner	GIS Technician	Task SubTotals
	$215.00	$170.00	$153.00	$180.00	$110.00	
1. Project Launch						
Kick-off meeting	3	6	3	3	3	18
Project Schedule/PM Schedule		3				3
Public Engagement Plan		8	4			12
Hours	3	17	7	3	3	33
Subtotal Cost	$645	$1,020	$459	$540	$330	2994
2. Existing Conditions and Growth Analysis						
Summary of Existing Plans and Policies		10	10			20
Existing Conditions Analysis	3	10	30	10	10	63
Anticipated Growth Analysis	3	15	25	5	20	68
Hours	3	35	65	15	30	148
Subtotal Cost	$645	$5,950	$9,945	$2,700	$3,300	22540
3. Public Engagement						
Project Website		5	15			20
Promotion		5	10	5		20
2 Public Town Hall Meetings	4	12	12	4		32
4 Pop-Up/Intercepts		12	12	6		30
4 Focus Groups		16	16			32
2 Online Surveys		10	40		10	60
Data Analysis		10	10	10		30
3 Work sessions w Officials		15	15			30
Public Engagement Summary Memos (2)		5	5			10
Hours	4	90	135	25	10	264
Subtotal Cost	$860	$15,300	$20,655	$4,500	$1,100	42415
4. Comprehensive Plan Preparation						
Existing Conditions Maps		5	5		60	70
Future Conditions Maps		10	10		50	70
Hours		15	15		110	140
Subtotal Cost	$0	$2,550	$2,295		$12,100	16945
5. Consistency and Cross-Reference Analysis						
Code-Plan Cross-Reference Matrix		5	20			25
Title 17 Audit	5	5	20			30
Hours	5	10	40			55
Subtotal Cost	$1,075	$1,700	$6,120			8895
6. Implementation Strategy						
Vision and Goals	6	10				16
Objectives and Action Items		10	20			30
Recommended Projects and Implementation Strategy		15	20			35
Monitoring and Updates			15			15
Hours	6	35	55			96
Subtotal Cost	$1,290	$1,700				2990
10. Final Report						
Draft Updated Comprehensive Plan	5	30	55	15	20	125
Final Updated Comprehensive Plan		20	20		10	50
Digital Story Map		30	5			35
Hours	5	80	80		30	195
Subtotal Cost	$1,075	$13,600	$12,240		$3,300	30215
11. Adoption						
Presentation to Planning & Zoning Board		5	8			13
Presentation to Town Council	5	5	5			15
Adoption Ordinance			5			5
Hours	5	10	18		0	33
Subtotal Cost	$1,075	$1,700	$2,754		$0	5529
9. Project Management						
QA/QC	20	20				40
Project organization, budget tracking, communications	10	30	10			50
Internal Progress Meetings	10	10	10	10	10	50
County Staff Check-Ins		15	15			30
Hours	40	75	35	10	10	170
Subtotal Cost	$8,600	$12,750	$5,355	$1,800	$1,100	29605
Labor Total	77	377	450			904
Cost Total	$16,555	$64,090	$68,850			$149,495.00



REGISTRATION & CERTIFICATIONS

American Institute of Certified Planners (AICP)

EDUCATION

Masters of Community and Regional Planning
University of Oregon | 2021

Graduate Certificate
Environmental Conflict Resolution: Land Use

B.A. Geography
University of Washington, 2008

Honors and Awards

Kenton Grua Memorial Scholarship, The Whale Foundation

Allison Ahlert, AICP

PROJECT MANAGER/ PLANNER

Overview

Allison has distinguished herself as a pragmatic and effective leader in the public and private sectors. As a project manager, she led successful teams in environmental planning consulting and has overseen complex land use applications from concept through final approval. She has designed and led multiple community outreach programs, facilitated committees and public meetings, and endeavors to forge relationships with decision makers and stakeholders throughout her community. As a planner for Harmony, she is working to create positive impacts through community planning projects and implementation of ethical development principles.

Representative Projects

Modernizing Mobility for West Jackson, Neighborhood Transportation Plan | 2023-24
Lead planner on joint Town of Jackson/Teton County, WY public engagement for creation of the West Jackson Transportation Plan. Responsible for designing program, leading outreach events, creating reports and presenting results to decision makers.

Bicycle and Pedestrian Master Plan Update- Blaine County, Idaho | 2022-23
Planner responsible for designing and implementing a comprehensive community outreach program to assess public priorities, creating new methodology for project prioritization including social justice metric, managing steering committee collaboration, and drafting report.

Pathway Safety Project – Jackson, WY | 2023
Planner responsible for creating a schedule of physical and programmatic interventions to control speeds and reduce user conflicts on Town of Jackson multi-use pathways. The project involved compiling best practices and design standards for speed control and e-bike usage on pathways, vetting alternatives for site specific conditions and project goals, and collaborating on a concept design.

Downtown Core Framework Plan Update – Driggs, Idaho | 2023
Planner and Project Manager for plan update to Driggs NE and NW Block Master Plans. Responsible for coordinating communication between sub-contractors and municipality, designing and hosting a stakeholder workshop, documenting feedback, updating plan text, graphic design, and presenting to appointed and elected officials.

Climate Hazards Vulnerability Assessment – Coos Bay, Oregon | 2020-21
Project Manager for a consulting team of graduate students, including creating a work plan for 9 months, defining deliverables, creating methodology for assessing sensitivity and adaptive capacity of community resources, convening stakeholders, developing data gathering methods, and facilitating personal and professional growth in a dispersed work context.

Recreation and Economic Development Plan – Willamette NF, Oregon | 2020
Consultant on a self-led team responsible for creating a collaborative public involvement strategy for the USFS, to inform an economic development through recreation strategy for Oakridge and McKenzie River communities. Public outreach involved consensus reaching between concessionaires, local business owners, members of the public, and recreation user group representatives, resulting in strengthening of community engagement with Forest Service decision making.

Jennifer Zung, PE, CFM

PRINCIPAL ENGINEER



REGISTRATION & CERTIFICATIONS

Professional Engineer
Idaho (No. 11539), Wyoming (No. 10463), Montana (No. 49392), Colorado (No. 34767), Washington (No. 55758)

Water Pollution Control Manager (WPCM)

Certified Floodplain Manager (CFM)

LEED Accredited Professional

EDUCATION

M.S. Civil Engineering - Hydrologic and Environmental Sciences and Engineering

Colorado State University, Fort Collins, Colorado, Summa Cum Laude | 1996

B.S. Civil Engineering | Missouri University of Science & Technology, Rolla, Missouri, Summa Cum Laude | 1994

Civic Involvement

Teton County Wyoming School District #1 Trustee | 2020- present

Overview

Jennifer has been the principal-in-charge and project manager for all civil engineering and planning projects for Harmony Design & Engineering over the past 20 years. This has generally included fifteen to twenty-five projects occurring simultaneously for a range of clients from individual homeowners to local municipalities and large government agencies. As a small business owner, Jennifer has worked with and managed a variety of organizations and consultants on large project teams. She has experience organizing multi-disciplinary groups and developing design solutions that are sustainable, implementable, and cost effective. She understands the importance of communicating regularly with clients, keeping projects on schedule, and exceeding client expectations.

Representative Projects

Driggs Transit Center – Driggs, Idaho | 2017-2024
Project manager and engineer-in-responsible-charge for site civil engineering for this new parking facility and passenger waiting building. Work included grading, stormwater system improvements, new lighting systems, and water and sewer services. The first phase of construction was completed in 2017 and the second phase design was completed in 2024 with construction expected in 2025.

Pend d'Oreille Bay Trail Master Plan – Sandpoint, Idaho | 2015
Project Manager, lead engineer, and public outreach manager for a 2-mile trail extension that included ADA accessible viewing points, a water trail with kayak launch points, trailhead improvements, parking improvements, highway underpass design, and pathway connections. Produced preliminary plan, profile, and cross sections for the trail improvements and significant public outreach to inform the final plan.

Teton County Recreation and Public Access Master Plan - Teton County, Idaho | 2014
Project Manager and outreach manager for this Master Plan that provided a framework for making recreation and public access even better, which would allow the valley to grow economically, socially, and physically. This included options for funding and concrete implementation steps.

City of Driggs Pathway Improvements – Driggs, Idaho | 2014 - present
Project manager, engineer-in-responsible-charge, and construction administrator for more than 3 miles of separated multi-use pathways in and around Driggs. Provided concept plans, final construction plans, and bid documents, as well as support during bidding and construction.

Downtown McCall Master Plan – McCall, Idaho | 2013
Project Manager of a large consulting team for this project that synthesized public goals into an integrated vision for Downtown McCall. The plan had broad public support and was awarded the 2014 Idaho APA Outstanding Plan Award and the 2014 Idaho Smart Growth Award.

McCall Area Pathways Master Plan – McCall, Idaho | 2012
Project Manager and lead author of this Master Plan for pathways in and around McCall. The plan includes recommended improvements and implementation strategies to create a safe, efficient, and interconnected pathway system. Provided detailed design standards and guidelines for trail and pathway development.



REGISTRATION & CERTIFICATIONS

Essential Facilitation Certification
Interaction Associates, 2024

EDUCATION

Master of City Planning - Housing, Community, and Economic Development
University of Pennsylvania
Philadelphia, PA | 2021

B.S. Psychology, minor in Sociology
University of Florida
Tallahassee, FL 2018

Erin Monroe

PROJECT PLANNER

Overview

Erin is a planner with experience managing complex planning projects, evaluating policy and regulatory frameworks, and developing regulatory strategies that support community goals. Her work includes project management, stakeholder engagement, policy analysis and research, and facilitation of planning processes involving elected officials, technical experts, and community members. Erin is skilled at translating technical information into clear recommendations and helping communities make informed decisions about growth, development, infrastructure, and community priorities. She is passionate about creating practical planning solutions that are effective, responsive to community needs, and implementable.

Representative Projects

Rural Land Development Regulations Update - Teton County, Wyoming | 2025-26
Lead planner responsible for evaluating rural development incentives, subdivision tools, and zoning standards following changes to Wyoming subdivision statutes. Conducted policy research, existing conditions analysis, evaluation of development trends, stakeholder interviews, preparation of staff recommendations, and presentation of findings to elected officials. Recommendations focused on aligning development regulations with community character and conservation goals.

Water Quality Land Development Regulation Project – Teton County, Wyoming | 2025-26
Project manager for implementation of recommendations from the County's Water Quality Management Plan. Coordinated technical review by County staff and external local and state agencies, facilitated stakeholder discussions and feedback collection, evaluated policy alternatives, and prepared defensible recommendations. The project required balancing competing stakeholder interests while developing practical regulatory updates.

Teton County Scenic Preserve Trust (TCSPT) Evaluation – Teton County, Wyoming | 2024-25
Served as project manager and lead staff liaison for a consultant-led evaluation of TCSPT, a conservation easement program protecting more than 3,200 acres. As the County's subject matter expert, provided guidance on easement administration, program strengths and challenges, stakeholder concerns, and long-term opportunities for improvement. Managed consultant procurement and coordination and contributed to development of implementation recommendations.

Corridor Revitalization Project – Centennial Parkside Community Development Corporation – Philadelphia, Pennsylvania | 2021
Project Manager for a multidisciplinary team of graduate students, focused on evaluating redevelopment opportunities along a commercial corridor. Conducted research on economic development and placemaking strategies, coordinated project tasks, and prepared planning recommendations, maps, graphics, and a final cohesive report of materials focused on revitalization and community investment.

Sea Level Rise Planning Project – Aquidneck Island, Rhode Island | 2021
Student consultant supporting a regional planning effort examining long-term community, infrastructure, and environmental challenges. Conducted research and spatial analysis to evaluate future conditions and planning scenarios, including identifying and visualizing needed infrastructure upgrades, and contribute to planning recommendations, maps, graphics, and implementation strategies.



REGISTRATION & CERTIFICATIONS

Licensed Professional Landscape Architect (Idaho, Wyoming, Utah, Montana)

American Society of Landscape Architects (ASLA) Member

Council of Landscape Architectural Registration Boards (CLARB) Certified

EDUCATION

B.S. Landscape Architecture
West Virginia University | 1986

Civic Involvement

Community Foundation of Teton Valley – Past Board Member

Teton Valley Trails and Pathways – Past President

Volunteer Nordic trail groomer in Alta, WY

Targhee Towne Water Board – Past President

Randel G. Blough, PLA

PROJECT MANAGER/PRINCIPAL LANDSCAPE ARCHITECT

Overview

Randy is a licensed Professional Landscape Architect with more than 35 years of experience in the landscape architecture, planning, and engineering fields. He is a principal owner of Harmony Design & Engineering and has lived and worked in the intermountain west since 1992 and the Greater Yellowstone region since 2003. He has been involved with a wide variety of projects including commercial and residential neighborhood master plans, pathway design and master plans, single-family, multi-family, and commercial site planning and engineering, urban park plans, small town streetscapes, campus plans, and small town master plans. From conceptual plans to detailed design, Randy's blend of landscape architecture, planning, and engineering experience offers a unique and broad perspective to all projects.

Representative Projects

Teton Creek Corridor Greenway Path – Driggs, Idaho | ongoing
Lead planner and design engineer for this multipurpose pathway along Teton Creek in Driggs, Idaho. The pathway is being designed to include river access but also respect sensitive riparian habitat.

Centennial / Rainey Park – Pocatello, Idaho | 2017 - present
Lead planner and Landscape Architect for this Master Plan that balances recreation and access with riparian corridor preservation and stream restoration. The major components of the proposed project include Portneuf River levee setbacks, ecosystem enhancements, as well as recreation and community amenities.

R Park – Wilson, Wyoming | 2016
Landscape architect that collaborated with a large project team to develop the final plan for this natural park on the west bank of the Snake River that includes nature playgrounds, trails, and public art. Programming for the park emphasized connecting people to water while preserving space for wildlife. Lead designer for the final park grading plans, roadway plans, and utility plans.

Bates Park and Boat Access – Driggs, Idaho | 2015
Lead planner for this boat ramp, parking, and restroom facility along the Teton River at Bates Road. The site plan worked around existing wetlands and preserved as much riparian habitat as possible. Constructed in 2017.

Blaine County Community Bicycle and Pedestrian Master Plan | 2015
Planner and outreach coordinator for this comprehensive plan for bike and pedestrian infrastructure throughout Blaine County, Idaho. The plan was awarded the 2016 Citizen Advocacy Award by Idaho Smart Growth and a 2015 Honorable Mention Award of Merit by the Idaho APA.

Teton County Recreation and Public Access Master Plan - Teton County, Idaho | 2014
Project planner for this Master Plan that provided a framework for making recreation and public access even better, which would allow the valley to grow economically, socially, and physically. This included options for funding and concrete implementation steps.



TOWN OF AFTON

REQUEST FOR PROPOSALS

Updated Comprehensive Plan

June 26, 2026

Cushing Terrell



URBAN+FARM COMMUNITY MASTER PLAN AND DESIGN GUIDELINES; BOZEMAN, MT

Cushing Terrell

June 26, 2026

Town of Afton
Violet Sanderson, Town Administrator
vsanderson@aftonwyoming.gov

Dear Violet and Selection Committee Members:

Cushing Terrell is pleased to submit this proposal to prepare the Updated Comprehensive Plan for the Town of Afton, Wyoming. We are excited by the opportunity to partner with the Town, Planning and Zoning Board, and community stakeholders to create a clear, implementable, and forward-looking plan that will guide Afton's growth, infrastructure investment, and land use decisions.

We understand that Afton is at a critical moment—balancing its strong small-town identity and regional role in Star Valley with increasing growth pressures influenced by nearby markets. This Comprehensive Plan update will need to do more than articulate a vision; it must provide a legally defensible, actionable framework that directly informs zoning, subdivision regulations, and capital improvements while maintaining consistency with Wyoming Statutes and the Town's Title 17 Land Development Code.

With housing a critical concern for Afton, we are including our in-house affordable housing expert, Randy Rhoads who brings over 30 years of experience delivering more than 6,000 affordable housing units nationwide, grounding the plan in realistic, implementable solutions for local needs.

To supplement our team's expertise, we have partnered with Place Builders, bringing strong economic development and transportation planning experience, including prior work on Lincoln County's Transportation Master Plan and the Upper Valley Active Transportation Plan. Leading this effort is Kirby Snideman, a certified planner with two decades of experience who will leverage his established local relationships and coordinate with Avenue Consultants to ensure alignment between the Afton Comprehensive Plan and the upcoming Lincoln County Safe Streets for All (SS4A) plan—creating a cohesive, actionable roadmap to improve walkability, connectivity, and active transportation in Afton's town center.

Our team will deliver a structured, transparent process aligned with the Town's goals and statutory requirements, including:

- A data-driven analysis of existing conditions, growth trends, and infrastructure capacity
- A robust and inclusive public engagement process that captures community values and priorities
- Preparation of a clear and visually compelling plan with high-quality maps, graphics, and GIS-compatible data
- Development of a Plan–Code Consistency Matrix to ensure alignment with Title 17
- A prioritized implementation strategy that identifies actions, timelines, and responsible parties

We focus on producing plans that are not only visionary, but also usable tools for staff, decision-makers, and the development community.

Sincerely,

Laura Dougherty, AIA
Architect | Principal-in-Charge
LauraDougherty@cushingterrell.com | 303.261.6726

Nora Bland, AICP
Project Manager | Director of Planning
NoraBland@cushingterrell.com | 720.598.9269

Firm Description

About Cushing Terrell

Cushing Terrell's roots in the American West run deep. Since our founding in 1938, we have grown beyond the big skies of Montana to 17 offices across eight states.

Over the years, our team has quietly worked to set itself apart by offering highly creative building design along with integrated site planning services, including urban planning, community and stakeholder engagement, civil and mechanical engineering, and landscape architecture.

Our approach is locally based and hands-on, with the responsiveness and creativity of a small-scale office. At the same time, we are uniquely able to leverage the strengths and knowledge of a national design and planning firm, commanding the resources from 30+ disciplines that have supported Cushing Terrell's rise to the forefront of planning and design across the country.

At Cushing Terrell, we treat our clients as friends - and while we have a very large bench of professionals and support structure, we are steeped in a small office mentality.

Cushing Terrell brings deep expertise across planning and landscape architecture, ranging from design-driven small area plans to policy-intensive long-range community planning, paired with thoughtful, sustainable landscape design solutions.

Our Services

ARCHITECTURE
BUILDING PERFORMANCE
BUILDING SCIENCES
CIVIL ENGINEERING
COMMISSIONING
ELECTRICAL ENGINEERING
ENERGY SERVICES
FIRE PROTECTION
GRAPHIC DESIGN
HISTORIC PRESERVATION
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE
LAND SURVEYING
MECHANICAL ENGINEERING
PLANNING & URBAN DESIGN
REFRIGERATION ENGINEERING
STRUCTURAL ENGINEERING
VISUALIZATION

By the Numbers

500+
team members

1.6B
annual construction volume

87
years in business

100+
green-certified projects since 2005

17
office locations

1
client-driven mission

Why Cushing Terrell

We specialize in communities like Afton—rural, high-amenity places navigating the pressures of external growth, including spillover from Jackson/Teton County, the tension between preserving small-town character and accommodating change, and ongoing infrastructure and housing constraints.

Cushing Terrell brings extensive experience working with small and mid-sized Western communities facing these same dynamics.

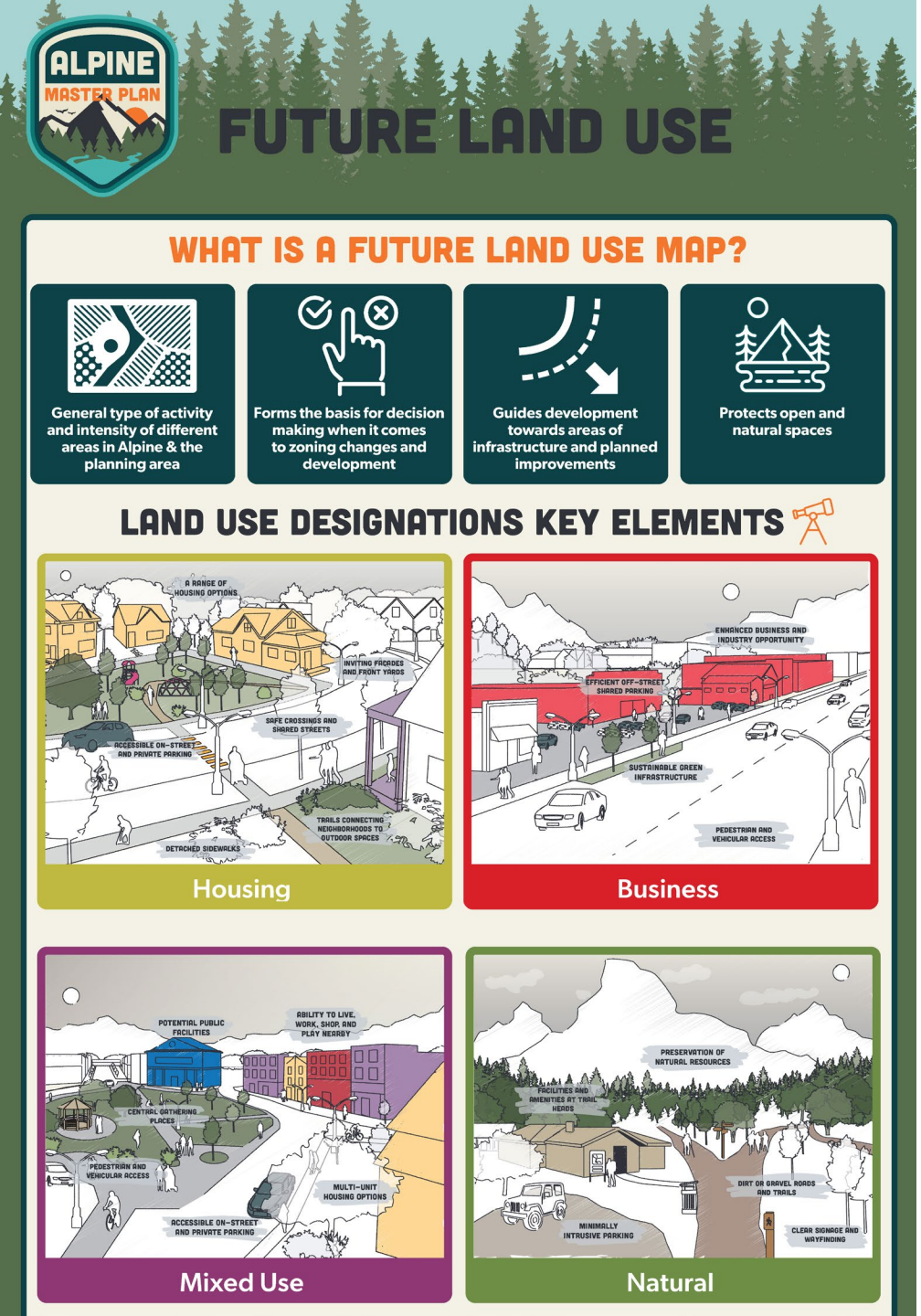
Our interdisciplinary team—spanning planning, engineering, housing, and design—allows us to approach these challenges holistically and translate them into clear, practical strategies that communities can implement with confidence.

What the Town of Afton Gets

- A legally defensible plan aligned with Title 17
- Clear direction for where (and how) growth should occur
- A downtown strategy grounded in reality
- Actionable housing solutions for working families
- A plan staff can use immediately for decisions



Story House Village Master Plan | Sheridan, WY



Alpine Master Plan

ALPINE, WY

The Town of Alpine Master Plan is a comprehensive, multi-phased planning initiative designed to guide the community's growth, land use, infrastructure development, and long-term sustainability.

The Town of Alpine engaged Cushing Terrell to update its outdated Master Plan originally adopted in 2006 with a modern, forward-looking document that responds to current conditions and positions the community for the next decade and beyond.

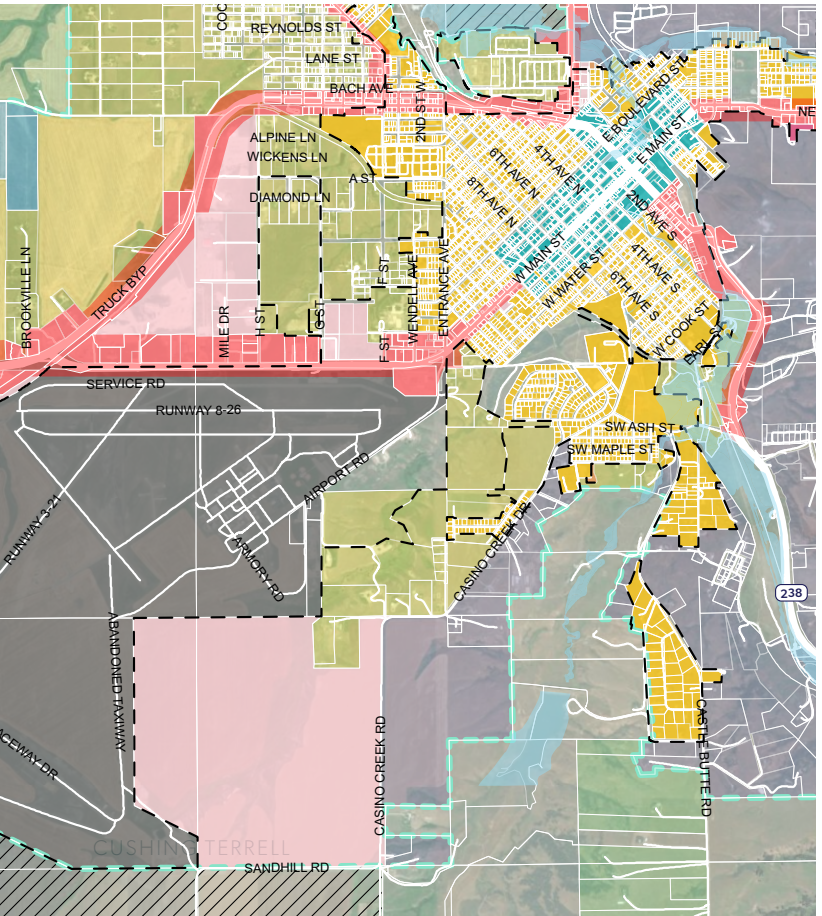
Cushing Terrell led the full planning process, including community engagement, land use and zoning code review, infrastructure analysis, and the development of policy recommendations, culminating in the final Master Plan document. This effort builds on Alpine's unique context as a small mountain community defined by its natural beauty, outdoor recreation opportunities, and strong sense of place, while addressing emerging challenges such as growth pressures, housing needs, and infrastructure capacity. At its core, the Master Plan establishes a clear and actionable vision for Alpine's future—one that balances thoughtful growth with the preservation of community character and environmental resources. The plan provides a strategic framework to guide land use decisions, support economic vitality, enhance recreational opportunities, and improve public infrastructure systems while maintaining the qualities that make Alpine a desirable place to live, work, and visit.

A key component of the planning process is a robust and inclusive community engagement strategy. Pop-up events, surveys, focus groups, open houses, and interactive online engagement were conducted to ensure the Plan's recommendations reflect local values and ideas.

Relevancy: Wyoming-based comprehensive plan that balanced growth pressures, infrastructure capacity, and community character through an updated, implementation-ready framework.

Cushing Terrell





Lewistown Growth Policy and Land Use Update

LEWISTOWN, MT

The City of Lewistown hired Cushing Terrell to update its outdated Growth Policy, aiming to build on existing frameworks and effectively project future community needs. With the adoption of Senate Bill 382, Lewistown sought a more robust and progressive planning approach, leveraging Cushing Terrell's extensive experience in Colorado and Montana.

A key driver of the planning effort was the Sentinel project, a U.S. Air Force initiative to replace the 1960s-era Minuteman missile system with a modern system. This effort is expected to bring up to 3,000 temporary workers to the Lewistown area at peak occupancy. To accommodate them, Northrop Grumman plans to build a 50–60-acre workforce hub in Lewistown, including housing, dining, and medical facilities. The facility will be temporary and largely self-sufficient, likely operating independently of City utilities.

Because both the workforce and infrastructure are temporary with rotating workers and no family relocation, long-term community impacts and site reuse opportunities remain uncertain.

To ensure the process was truly community-driven, the team facilitated public open houses, stakeholder meetings, and online listening sessions in Lewistown. An online survey was distributed to collect feedback from residents on the growth policy, engagement process, and community experiences, ensuring a comprehensive understanding of public sentiment.

This project is designed to address current needs while anticipating future growth, supporting a sustainable and well- planned community development strategy

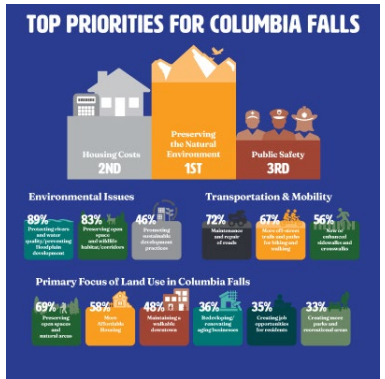
Cushing Terrell also provided additional mapping and analysis services, including the creation of an Existing Land Use GIS file for the City's Extraterritorial Jurisdiction—**marking the first land use map of its kind in Montana.**

Relevancy: Demonstrates experience creating data-driven growth policy updates with strong community engagement and advanced GIS mapping to guide future land use decisions.

Cushing Terrell







Columbia Falls Land Use Plan

COLUMBIA FALLS, MT

The City of Columbia Falls Land Use Plan Update, led by Cushing Terrell, is a comprehensive planning effort designed to guide the community's growth and development in alignment with the Montana Land Use Planning Act (MLUPA). This project responds to increasing growth pressures while preserving the city's unique character, natural resources, and quality of life.

Positioned at the gateway to Glacier National Park and experiencing steady population growth, Columbia Falls faces critical challenges related to housing demand, limited infill capacity, infrastructure expansion, and annexation. This project aims to create a forward-looking land use framework that addresses these challenges while supporting sustainable, well-coordinated development across residential, commercial, industrial, and mixed-use areas.

The Land Use Plan Update will integrate key findings from the City's 2025 Housing Study and ongoing infrastructure planning efforts, including water and sewer system evaluations. Through data-driven analysis and extensive stakeholder engagement, the project will establish a clear vision for future growth while ensuring compliance with state requirements.

A central component of the project is robust and inclusive community engagement. Cushing Terrell is leading a process designed to capture input from residents, businesses, property owners, nonprofit organizations, and public agencies through surveys, workshops, open houses, focus groups, and online tools. This engagement strategy emphasizes equity, accessibility, and transparency to ensure that the plan reflects diverse community perspectives and builds broad-based support.

Relevancy: Highlights ability to align land use planning with housing studies, infrastructure planning, and state statutory requirements under growth pressure.

Cushing Terrell







Fraser Comprehensive Plan and Downtown Vision Plan

FRASER, CO

The Town of Fraser is renowned for its snow-capped peaks, ski areas, abundant recreational opportunities, access to public lands, and relaxing open space. Fraser is experiencing issues common among communities with a recreation and tourism-based economy, including increased traffic, parking challenges, and a lack of affordable housing. Cushing Terrell was hired to update its Comprehensive Plan to provide a renewed vision for its future and a clearer direction for land use in its Three Mile Area.

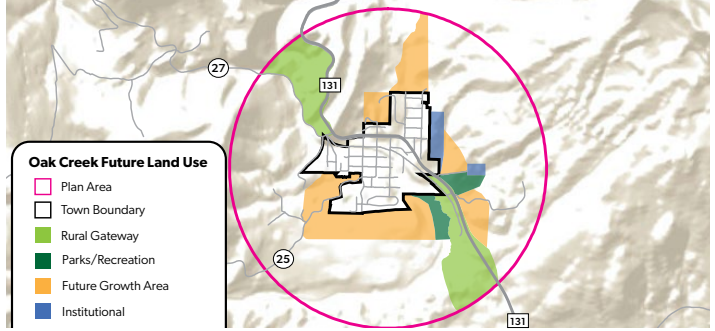
The project encompasses a full range of plan elements, including community context, land use and development, economic development and tourism, housing, multimodal transportation, parks and open space, arts and culture, public services and infrastructure, and resiliency. Our team conducted a thorough analysis of existing conditions, such as demographics, land use, infrastructure, housing, and public amenities. Cushing Terrell is working to update the Town's Future Land Use Map, conducting a land use capacity analysis, and providing policy recommendations and code amendments to guide annexation and development decisions.

A key component of the project is robust public involvement and community engagement. We facilitated public meetings, stakeholder workshops, and online engagement to ensure the plan reflects the aspirations of Fraser's residents and stakeholders. The process included regular coordination with Town staff, the Board of Trustees, and the Planning Commission. With in-house architectural and landscape services, Cushing Terrell is also preparing an illustrative Riverwalk Subarea Plan with implementation strategies for the Town to realize a Riverwalk District along the Fraser River.

Relevancy: Provides a full-spectrum comprehensive plan addressing housing, transportation, infrastructure, and implementation with strong policy and code alignment

Cushing Terrell







Routt County Master Plan

ROUTT COUNTY, CO

Cushing Terrell assisted Routt County in updating its almost 20-year old Master Plan. Between 2000 and 2018, Routt County's population grew 30%, changing the dynamics of the community. Changing demographics, strained water resources, growth pressures, rising home prices, regional transportation issues, recreation conflicts, and the continued threats to rural/agricultural character are all pressure points that led County leadership to initiate the development of a new long-range plan. Our team crafted an updated future land use framework that used a tiered approach to address the County's unique municipalities and unincorporated communities. Three distinct tiers of areassuitable for different types of growth were established, and the nature of development was clearly defined for each. This provided the County with a clearer lens to look at growth, as well as flexibility to allow a project that checks all the boxes to come to fruition. The Implementation Plan provides a roadmap with actionable steps to work towards achieving the vision established by the community through outreach.

Relevancy: Demonstrates expertise in managing growth pressures, housing challenges, and infrastructure limitations while preserving rural character—using a flexible land use framework and implementation strategy.

ENVISION Ennis



Envision Ennis Master Plan

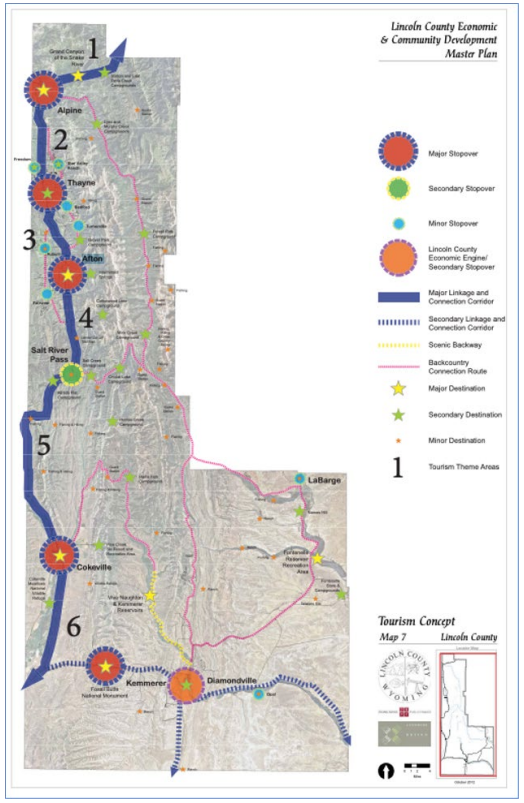
ENNIS, MT

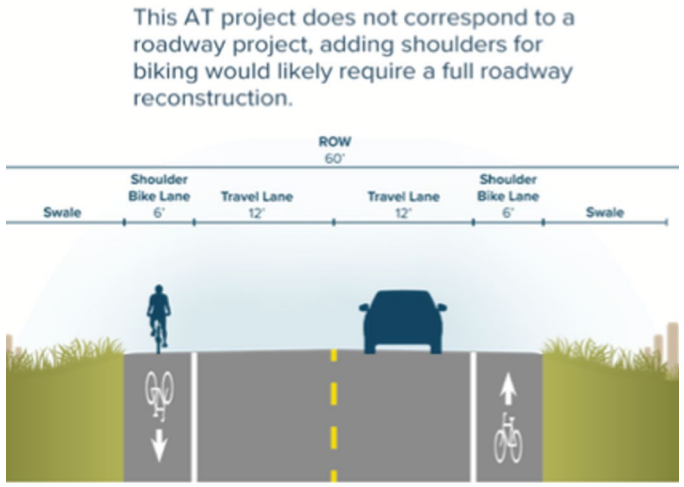
Ennis is a tourist-based community on the west side of Big Sky, Montana. Cushing Terrell was hired to work with the community to develop its first community master plan, which included public engagement, land use planning, community development opportunities, transportation alternatives, and affordable and locally attainable housing.

A critical part of the project was analyzing and updating infrastructure and utility systems at a high level to anticipate growth patterns and voids in the system. Much of the town is a mixture of pockets of wells and septics scattered in with modern utility services, and understanding how to upgrade and modernize the town was critical to the plan's success.

Relevancy: Demonstrates experience planning for small, rural communities facing tourism-driven growth, infrastructure limitations, and housing needs.

Cushing Terrell







Lincoln County Transportation Master Plan

AFTON, WY

Kirby helped lead the Avenue team to develop a transportation master plan for Lincoln County. This effort involved a comprehensive analysis of transportation and land use throughout the County, including the incorporated areas like Afton. The team worked with representatives from the incorporated towns and cities, including Afton, as well WYDOT District 3 to ensure their input is included in the process.

Upper Valley Transportation Alternative Plan

AFTON, WY

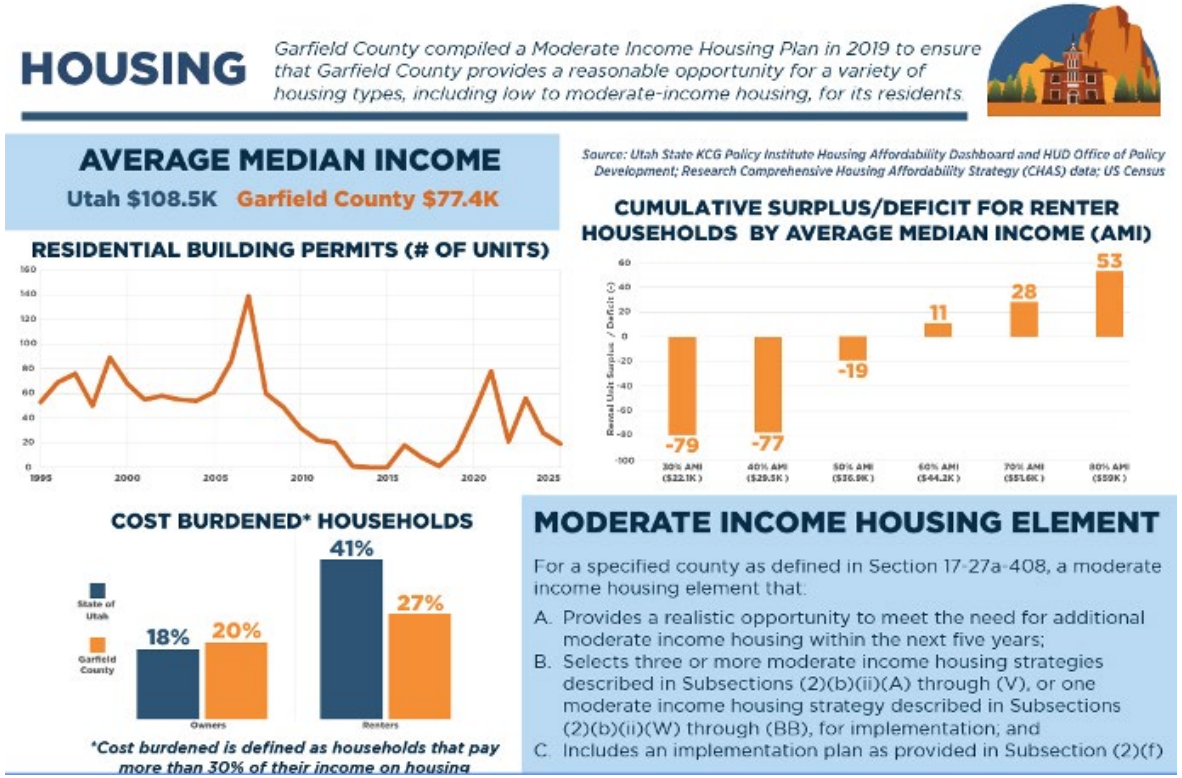
Kirby worked with the consulting team selected by Lincoln County and established a continuous, interconnected multi-modal trail network linking local schools, residential areas, regional parks, and commercial centers across the county. The team identified optimal corridor routings, engineered safe and context-sensitive trail design features, generated rigorous capital cost estimations, and structured phased construction priorities to mitigate vehicular conflicts and expand active transit access. The final plan will be delivered soon and with its community support, will position Lincoln County to secure state and federal funding for the identified projects.

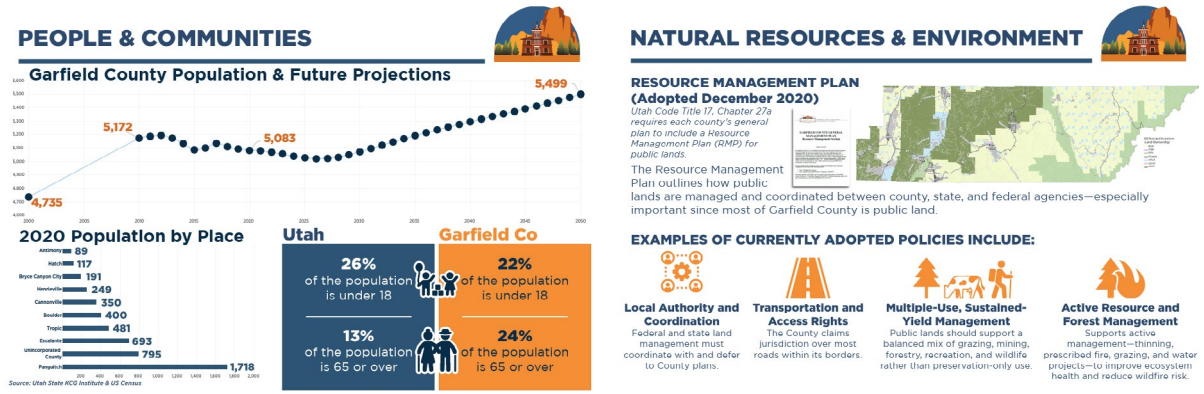
Lincoln County Economic Development Plan

AFTON WY

Kirby assisted the project team in developing Lincoln County's currently adopted Economic Development Plan, which established a blueprint for regional economic growth. The project required an analysis of the County's demographic data, employment data, and industry-sector trends to identify market opportunities. The plan translated this data into community supported strategies termed "Economic Enhancements." That term was critical in making clear that economic growth in towns like Afton should enhance what already exists, not come at the cost of the existing residents and businesses.

PLACE BUILDERS





Garfield County Comprehensive Plan and Transportation Master Plan

GARFIELD, UT

Kirby led a small team of consultants to complete a transportation master plan in 2025 for Garfield County, Utah—a rural county with only a few thousand residents. At the adoption meeting the public works director stated to the County Commission that he had never seen a better led project. The plan resulted in $25 million in additional funding from the State.

Due to this success, the planning director reached out to Kirby to help update the Comprehensive Plan. Kirby helped the County develop a plan on a limited budget for population growth, housing affordability, increasing tourism, water conservation, and facilitating new industries.

The plan is scheduled for adoption soon and the County is contracting with Kirby for on-call planning services to ensure that he will continue to help with the plan adoption and on future projects.

Relevancy: Addressed rural growth, housing affordability, tourism, water conservation, and economic diversification on a limited budget. Demonstrated a strong alignment with Alpine's goals of sustainable growth, resource stewardship, and community-focused development,

PLACE BUILDERS



APA Award

After 18 months of intensive involvement in creative public outreach and engagement for the Chaffee County Comprehensive Plan, Cushing Terrell was awarded the APA Award for Community Engagement.

To learn more about Cushing Terrell's outreach approach, visit:
https://vimeo.com/535935795/6d9df0462d

Community-Grounded Engagement Plan

At Cushing Terrell, we know that real, authentic, and innovative community engagement is critical to the success of comprehensive planning efforts.

Our work in other communities throughout Wyoming and Mountain West underscores our ability to recognize that citizens are very proud of the community they live, work, and play in.

For Afton, residents enjoy an ideal location; access to open space, river, and recreation; and a strong historical identity and Frontier legacy. Understanding local values will help us embark on a community-wide conversation as we identify key issues, opportunities, and challenges.

Inclusion

We understand that traditional approaches to outreach can exclude some community members due to language barriers, feedback methodology, the location and time of engagement events, and more.

Therefore, we use targeted outreach and marketing strategies to reach communities and populations that have historically been left out of planning processes. We employ non-traditional engagement that invites participants to define project values and reach agreements while keeping the door open for creative, fun, and fiscally responsible expression.

Transparency

Keeping accurate and measurable metrics of the process and then reflecting on the information we've gathered from the community instills trust. We employ this by hosting and regularly updating a project website to display what we've heard from the community so far and give people the opportunity to engage further. This level of transparency helps residents feel empowered because their voices are heard and the Plan ultimately reflects their values and priorities.

Respect

From its mountain roots to its small town charm, Afton is rich in character. This can, however, lead to differing opinions about what that character should look like in the future. We pride ourselves on our ability to facilitate conversations that at times can be divisive, but by leveraging shared community values, ultimately result in solutions that are sensitive to the needs of all.

Our approach will focus on building connections, meeting people where they are, and learning from the collective wisdom of people that live and work in the Town.

As a part of our engagement endeavors, we strive to capture themes of community pride, identify place-based stories, and celebrate the Afton's unique identity.



Understanding of Afton

Afton is the commercial hub of Star Valley, combining well-established ranching activity with a historic downtown anchoring the town as a tourism destination, not to mention its proximity to Jackson and the Tetons.

Afton's position tells a unique story — Teton County's growth and cost pressures spill south into Star Valley (Alpine and Star Valley Ranch showing fast growth), and the Town is absorbing that pressure while trying to preserve and promote its small-town character. The Town already has a Municipal Master Plan and a Title 17 Land Development Code in place; this is an update that must reflect current conditions, community values, anticipated growth, and infrastructure capacity, and remain legally defensible to be successful.

We recognize that Afton's identity as a high-altitude mountain community fundamentally shapes how planning decisions must be made. With significant winter snowfall, seasonal tourism patterns, and rural infrastructure constraints, standard planning approaches must be adapted to local conditions. Our team will incorporate "mountain town reality" into every recommendation—from street design that accommodates snow storage and winter maintenance, to walkability strategies that remain functional in winter months, to land use patterns that reflect both seasonal and year-round needs. This ensures the Plan is not only visionary, but grounded in what will work in Afton day-to-day.

The RFP is built on a statutory spine — Wyoming Statutes § 15-1-503 through 15-1-507 (municipal planning and master plans), § 15-1-601 (zoning made in accordance with the comprehensive plan), and § 9-8-301 (land use planning coordination) — and it makes consistency with the Town's Title 17 Land Development Code a central requirement, not an afterthought.

We read that as the heart of the project: A plan that is legally defensible and drives Title 17, rather than a vision document that sits on a shelf.

Two principles will drive this effort.

1. Systems Thinking: We treat plans, codes, and process/procedure as one system, because the barrier is rarely a single standard — it's the interaction between a standard and the review procedure that applies it. That holistic, plan-to-code-to-process view is the lens behind every finding.

2. Transparent Engagement: We will facilitate an active and transparent communication and engagement plan, ensuring the community's values and voices are heard, Town staff and officials are updated and have opportunity to provide policy direction, keeping the schedule and budget efficient and effective.

Scope and Methodology

Our approach plugs into a Town-led process and concentrates outside expertise where it adds the most value: sharpening recommendations, grounding them in data and best practice, integrating the concurrent plans and state-required elements, and producing a final document that is both captivating and genuinely implementable — delivered accurately, on time, within the desired 10-month timeframe. Task by task:

TASK 1 — PROJECT INITIATION & COORDINATION

Conduct a project kickoff with Town staff and the Planning & Zoning Board. Review the current Master Plan, Title 17 Code, zoning map, subdivision regulations, and recent plans. Develop a detailed project schedule and public engagement strategy.

Task 1 Deliverables: Schedule & Engagement Plan

TASK 2 — EXISTING CONDITIONS & GROWTH ANALYSIS

Analyze land use, zoning, development patterns, housing, demographics, and economic conditions. Assess public facilities, transportation systems, utilities, and infrastructure capacity. Identify constraints, opportunities, and likely growth scenarios to form the analytical foundation of the plan.

Attainable Housing Anaylsis: The Plan will move beyond general housing goals to clearly identify where and how attainable housing can be delivered in Afton. We will develop a targeted framework that identifies priority areas for increased density—focusing on locations with existing or planned infrastructure—and recommend specific zoning adjustments to support those outcomes.

This includes a "staggered zoning" approach that thoughtfully transitions from low-density neighborhoods to medium- and higher-density areas, ensuring compatibility while expanding housing options for young working families and the local workforce. The result is clear, map-based guidance that supports decision-making and implementation.

Transportation and Economic Analysis: Kirby from Place Builders will lead the transportation and economic components, ensuring the Town's infrastructure is accurately inventoried and planned elements are feasible. The end result will provide Afton with an actionable roadmap to enhance walkability, connectivity, and active transportation within the town center.

Downtown Afton will be treated as a priority focus area, recognizing its role as the community's social, economic, and cultural heart while advancing a practical, context-sensitive approach to improving walkability and bikeability. The Plan will establish a clear vision for strengthening sense of place through public realm improvements, active streetscapes, and support for local businesses, paired with achievable mobility enhancements such as safer crossings, connected sidewalks and trails, and short-distance routes linking neighborhoods to downtown, schools, and key destinations. Recognizing the constraints and opportunities of WYDOT-managed corridors, we will coordinate closely with state requirements to advance realistic, fundable solutions—resulting in an implementable strategy that enhances downtown as a vibrant, accessible, and year-round center of community life.

Task 2 Deliverables:

- Existing Conditions Findings
- Public Engagement Report
- Integration Plan that synthesizes past plans including:
    - Afton Municipal Master Plan
    - Afton Multimodal Safety / Hwy 89 Corridor Study
    - Afton Downton Plan
    - Lincoln County Transportation Master Plan
    - Upper Valley Transportation Alternative Plan
    - Star View Park Master Plan
- Coordination with upcoming Lincoln County Safe Streets for All (SS4A) Plan

Project Approach

TASK 3 — PUBLIC ENGAGEMENT

Facilitate engagement consistent with Wyoming statutory requirements, including at least two community meetings and two Town Council and Planning & Zoning work sessions. Provide clear summaries demonstrating how public feedback informs plan development.

TASK 4 — COMPREHENSIVE PLAN PREPARATION

Develop a comprehensive plan with maps, graphics, and supporting text addressing transportation, parks and open space, public facilities and utilities, and infrastructure planning. Establish a land use and zoning framework governing use, height, density, and siting, with consideration for neighborhood-scale planning and redevelopment where applicable.

TASK 5 — TITLE 17 CONSISTENCY & CROSS-REFERENCE

Prepare a Plan–Code Consistency Matrix that aligns plan policies with Title 17 provisions. Evaluate zoning districts, permitted uses, development standards, subdivision regulations, and administrative procedures. Address nonconforming uses (including Section 17-3-3.1) and identify recommended code amendments needed to implement the plan effectively.

Task 3, 4 & 5 Deliverables: Draft Code Consistency Matrix, Public Engagement Report

TASK 6 — IMPLEMENTATION STRATEGY

Develop a Prioritization Matrix to guide a new Implementation chapter. This will define key actions, responsible parties, and timelines; distinguish between straightforward, complex, and evolving solutions; and align capital improvement planning with land use and infrastructure priorities.

Task 6 Deliverables: Draft Comprehensive Plan; Code & Priority Matrices, Draft Title 17 Edits

FINAL PLAN ADOPTION

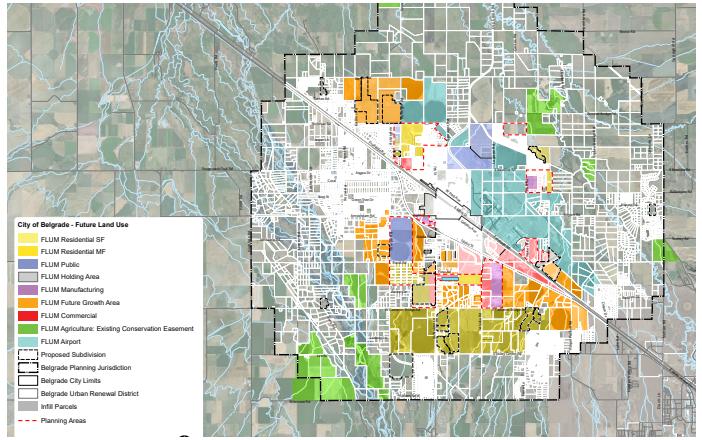
Support the Town Council and Planning & Zoning Commission throughout the adoption process, including public hearings, work sessions, and revisions. Prepare final adoption materials in accordance with W.S. § 15-1-505 and deliver a final presentation.

Deliverable: Final Comprehensive Plan

Optional Add-on Service: Preparation of draft amendments to the Title 17 Land Development Code. While this scope includes identification of regulatory conflicts and recommended updates, fully developed, adoption-ready code revisions may be provided as an additional service following completion of the Comprehensive Plan.

Afton Comprehensive Plan Deliverables

- **Draft and Final Comprehensive Plan Documents**
- **High-Quality Maps and Graphics** provided in both print and digital formats, along with GIS-compatible, editable files (e.g., shapefiles and geodatabases)
- **A Plan–Code Consistency Matrix** that cross-references the Comprehensive Plan with the Town's Title 17 Land Development Code
- **Summaries of Public Engagement Activities**, documenting input and how it informed the plan
- **Adoption-Ready Materials**, including resolutions, presentation graphics, and in-person support during public hearings





Laura Dougherty

AIA | LEED AP

PRINCIPAL-IN-CHARGE

Role: Laura will champion quality control, ensuring design excellence, team coordination, and successful delivery from planning through implementation.

Laura is the Principal-in-Charge of the Planning and Landscape Architecture team. She brings over 20 years of experience managing complex master planning, affordable housing, and community-driven design initiatives. Her proven leadership includes direct interaction with rural communities, facilitation of public engagement, and integration of sustainable best practices. Laura's portfolio demonstrates efficient, consensus-driven delivery on projects — particularly in mountain and rural settings.

Relevant Experience

Town of Alpine Master Plan; Alpine, WY
Fraser Comprehensive Plan & Downtown Vision Plan; Fraser, CO
Lot L Affordable Housing and Transit Interceptor Garage; Telluride, CO
Basalt Master Plan, Facility Assessment and Capital Improvements Plan; Basalt, CO
Shandoka Building F Affordable Housing; Telluride, CO
Lumberyard Affordable Housing Neighborhood Master Plan; Aspen, CO
ArtSpace Salida Affordable Housing; Salida, CO
All Saints Senior Affordable Housing; Denver, CO



Nora Bland

AICP

PROJECT MANAGER | DIRECTOR OF PLANNING
COMMUNITY OUTREACH SPECIALIST

Role: Nora will lead day-to-day project management and public engagement, guiding the process, coordinating stakeholders, and ensuring a clear and inclusive planning process.

Nora is a certified urban planner, project manager, and leader with a background in nonprofit work and sustainability planning. She thrives in complex scenarios where multiple stakeholders, issues, projects, and solutions collide. Nora specializes in designing award-winning community engagement efforts that are inclusive, creative, results-driven, and fun! As a leader of Cushing Terrell's planning team, Nora has expanded the firm's community engagement program, leveraging her creativity and problem-solving skills on projects from housing and land use, to urban design and placemaking.

Relevant Experience

Town of Alpine Master Plan; Alpine, WY
Lewistown Growth Policy and Land Use Plan; Lewistown, MT
Belgrade Downtown Design Plan & Urban Renewal Plan; Belgrade, MT
Columbia Falls Land Use Plan; Columbia Falls, MT
Fraser Comprehensive Plan & Downtown Vision Plan; Fraser, CO
Envision Ennis Master Plan & Downtown Streetscape Plan; Ennis, MT
Glenwood Springs Comprehensive Plan; Glenwood Springs, CO
Routt County Master Plan; Routt County, CO
Town of Carbondale Comprehensive Plan Update; Carbondale, CO

Cushing Terrell



Alex Modrzecki

AICP

URBAN PLANNER

Role: Alex will support GIS analysis, mapping, and data visualization to inform land use decisions and produce clear, graphic-rich plan deliverables .

Alex's background in economics has informed his holistic and forward-looking approach to planning and design projects. He specializes in geographic systems, data visualization, and graphic communication. Alex has a passion for using data-driven quantitative analysis to uplift peoples' voices and lived experiences. This passion has led to a range of professional experiences in food security, active mobility, environmental design, and urban morphology. Alex's primary objective is to create places that are functional, sustainable, and contextually sensitive to each community's unique character.

Relevant Experience

Town of Alpine Master Plan; Alpine, WY
Montana Department of Commerce Housing Supply & Land Suitability Analysis; Statewide
Glenwood Springs Comprehensive Plan; Glenwood Springs, CO
Columbia Falls Land Use Plan; Columbia Falls, MT
Lewistown Growth Policy and Land Use Plan; Lewistown, MT
Fraser Comprehensive Plan & Downtown Vision Plan; Fraser, CO
Town of Lochbuie Comprehensive Plan; Lochbuie, CO



Andrew Baker

AICP

URBAN PLANNER

Role: Andrew will lead code analysis, entitlement strategy, and Plan–Code consistency to ensure alignment with Title 17 and implementation feasibility.

Andrew is an urban planner with more than a decade of experience in development entitlements, urban design, code analysis, comprehensive and neighborhood planning, and departmental process improvement. He has led complex entitlement efforts, coordinated diverse project teams, and provided on-call development review services to municipalities. He was also frequently engaged to assess and enhance development review processes, helping communities operate more efficiently and effectively.

Relevant Experience

Parker 2025 Comprehensive Plan; Parker, CO
City of Aspen Process Improvement Consultation; Aspen, CO*
City of Woodland Park Process Improvement Consultation; Woodland Park, CO*
On-Call Planning Consultation & Development Review Services; City of Commerce City, CO*
Daisy Preliminary Development Plan; Dacono, CO*
Bridle Creek Preliminary Development Plan; Dacono, CO*
2020 Black Hawk Comprehensive Plan Update; City of Black Hawk, CO*

*Completed prior to joining Cushing Terrell



Randy Rhoads

AIA

DIRECTOR OF AFFORDABLE HOUSING

Role: Randy will advise on housing strategy, ensuring realistic, implementable solutions that address affordability and community needs.

Randy has managed multiple teams of professionals simultaneously throughout the U.S. to develop various models of housing that are affordable, attainable and/or combinations of market-rate units. He is a creative advisor on envisioning and building beautiful, responsive, and sustainable family housing neighborhoods. He has developed more than 6,000 affordable housing units in 13 states, totaling more than $1 billion in construction. He brings over 30 years of real-world experience in identifying constraints and opportunities for affordable/attainable housing that are consistent with industry best practices and unique housing needs.

Relevant Experience

Town of Alpine Master Plan; Alpine, WY

Lot L Affordable Housing and Transit Interceptor Garage; Telluride, CO

Shandoka Building F Affordable Housing; Telluride, CO

ArtSpace Salida Affordable Housing; Salida, CO

Lumberyard Affordable Housing Neighborhood; Aspen, CO

Alpenglow Phase 2 Affordable Housing; Whitefish, MT

Cushing Terrell



Kirby Snideman

AICP | MUP

TRANSPORTATION AND ECONOMIC ANALYSIS

Role: Kirby will lead the transportation and economic components, ensuring the town's infrastructure is accurately inventoried and planned elements are feasible.

Kirby is an urban and transportation planner with both public and private experience. Kirby's technical expertise is well suited for balancing the sometimes competing needs of local and regional agencies. His career includes spearheading multi-modal corridor plans across overlapping state DOT and municipal jurisdictions, consistently finding consensus through data-driven solutions. He helped lead multiple projects in Lincoln County, Wyoming, including most recently the County's transportation master plan update and the Upper Valley active transportation plan. This direct local experience, combined with his working relationship with WYDOT District 3, enables him to navigate DOT constraints when formulating a community vision.

Relevant Experience

Lincoln County's Transportation Master Plan; Afton, WY

Upper Valley Active Transportation Plan; Afton, WY

Active Transportation Concepts & Wayfinding; Vineyard, UT

Garfield County Comprehensive Plan and Transportation Master Plan; Garfield, UT

North Temple Economic Action Plan; Salt Lake City, UT

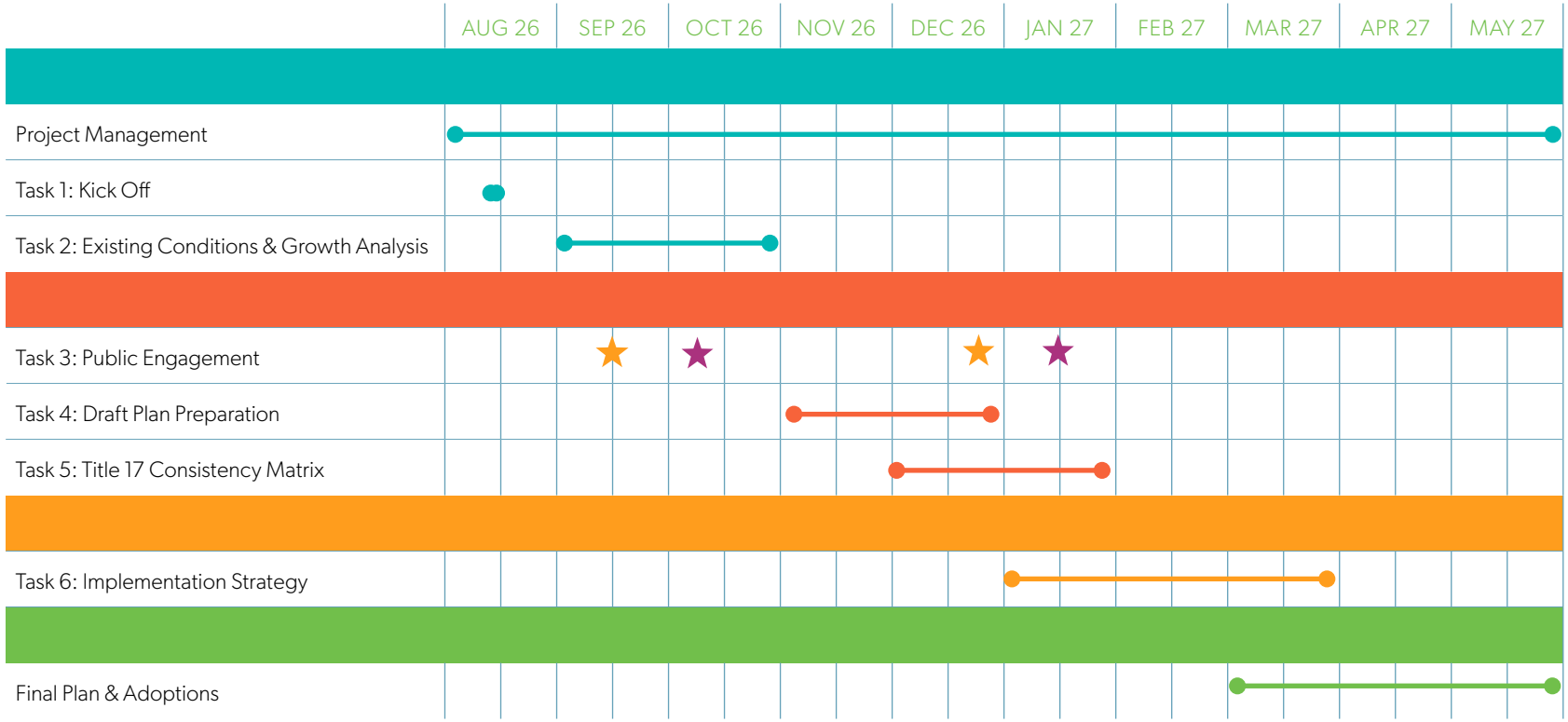
Reinvestment Zone Capital Investment Plan; Laredo, TX

Corridor Study & Downtown Development Plan; Kearns, UT

Land Development Code Update; South Salt Lake, UT

PLACE BUILDERS

Project Schedule



Community Meeting

Work Session

Cost Proposal

Phase		Fee
Task 1	Initiation & Coordination	$14,800
Task 2	Existing Conditions & Growth Analysis	$33,300
Task 3	Public Engagement	$27,750
Task 4	Comprehensive Plan Preparation	$49,950
Task 5	Title 17 Consistency & Cross-Reference	$31,450
Task 6	Implementation Strategy	$14,800
Adoption Support		$12, 950
TOTAL		**$185,000**

Note: This cost proposal does not include the Optional Add-on scope of amendments to the Title 17 Land Development Code.

References

CUSHING TERRELL

Town of Alpine
Eric Green, Mayor
307.654.7757
mayor@alpinewy.gov
Link to Reference Letter

City of Columbia Falls
Erik Hanks, City Manager
406.892.4384
citymanager@cityofcolumbiafalls.com

Town of Fraser
Michael Brack, Town Manager
970.531.9688
mbrack@town.fraser.co.us

Routt County Master Plan
Kristy Winser, Planning Director
970.879.2704
kwinser@co.routt.co.us

PLACE BUILDERS

Lincoln County
Amy Butler, County Engineer
307.877.2104
amy.butler@lincolncountywy.gov

Garfield County
Kaden Figgins, Planning Director
435.690.9403
kaden.figgens@garfield.utah.gov

> Cushing Terrell demonstrated exceptional professionalism, technical expertise, and a genuine commitment to understanding the character and long-term vision of our community. What distinguished Cushing Terrell was their ability to balance practical planning strategies with community values."

Eric Green
Mayor, Town of Alpine
ALPINE MASTER PLAN



Affordable Housing Concept | Jackson Hole, WY



Thank you.

Cushing Terrell

1700 Broadway, Suite 1200 | Denver, CO 80290

cushingterrell.com

APPLICATION FOR CATERING PERMIT
(Updated February 2023)

The applicant hereby applied for a twenty-four (24) hour permit authorized under W.S. § 12-4-502 (b) (1997) to sell alcoholic beverages. This permit, if granted, shall be valid only for the twenty-four (24) hour period designated herein. The applicant hereby represents and warrants as follows:

1. The applicant's name is: Crystal Magee of C and G, LLC

2. That the applicant is a resident of the State of Wyoming whose resident address is: 628 Griffey Lane, Afton WY 83110

3. That the applicant is over twenty-one (21) years of age, and the date of birth is: 11-7-77

4. That the date and hours of the permit to be valid is: 3-8pm 7-17-2026

5. The location and description of the room or place the permit will be in use is: East Alley behind businesses on east side of Washington St between 4th & 5th Ave

6. That the applicant has had less than twenty-four (24) catering permits issued by the Town of Afton during this calendar year.

7. That this permit application is authorized because it is one of the following events:
   - _____ Meetings
   - _____ Conventions
   - _____ Private Parties and Dinners
   - 4 Other similar gatherings (specify) Friday Night Lights

8. The date of issuance and jurisdiction issuing my retail liquor license is:
   Date: 7/9/25
   Jurisdiction: Town of Afton
   City or Town of: Afton
   County of: Lincoln

   a. If the retail liquor license has been issued by a jurisdiction other than the Town of Afton, the applicant must attach to this application written approval of said permit application.
   b. The reason why the gathering is not capable of being help in the licensee's premise is the event is being held downtown.

9. The applicant understands the following:
   a. That the permit applied for it **not** transferable.
   b. That the applicant is subject to all laws of the State of Wyoming pertaining to the sale of alcoholic and malt beverages to minors.

c. That this permit does not authorize the sale of packaged liquor off the premises.

10. That I have hereto attached the Catering Permit application fee in the amount of $ 50.00 .

*All licensee's may, with the approval of the local licensing authority, open the dispensing room at 6:00 a.m. and shall close the dispensing room and cease the sale of alcoholic and malt beverages promptly at the hour of 2:00 a.m. the following day. In addition, licensees shall clear the dispensing room of all persons other than employees by 2:00 a.m. {Wyoming Statue §12-4-502 (c)}

SIGNATURE AND VERIFICATION

I have read and completed the foregoing application and the information provided therein is true and correct.

Dated this 27th day of May, 20 26.

Crystal L Magee
APPLICANT

STATE OF WYOMING)
) SS.
COUNTY OF LINCOLN)

The foregoing instrument was acknowledged before me by Crystal L. Magee this 27 day of May, 2026.

Sadie Phillips
NOTARY PUBLIC

SADIE PHILLIPS
Notary Public - State of Wyoming
Commission Number: 162894
My Commission Expires June 14, 2029

My commission expires: June 14, 2029

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1. The applicant's name is: Crystal Magee of C and G, LLC

2. That the applicant is a resident of the State of Wyoming whose resident address is: 628 Griffey Lane, Afton WY 83110

3. That the applicant is over twenty-one (21) years of age, and the date of birth is: 11-7-77

4. That the date and hours of the permit to be valid is: 3-8pm 8-28-2026

5. The location and description of the room or place the permit will be in use is: East Alley behind businesses on east side of Washington St between 4th & 5th Ave

6. That the applicant has had less than twenty-four (24) catering permits issued by the Town of Afton during this calendar year.

7. That this permit application is authorized because it is one of the following events:
   - ____ Meetings
   - ____ Conventions
   - ____ Private Parties and Dinners
   - 4 Other similar gatherings (specify) Friday Night Lights

8. The date of issuance and jurisdiction issuing my retail liquor license is:
   Date: 7/9/25
   Jurisdiction: Town of Afton
   City or Town of: Afton
   County of: Lincoln

   a. If the retail liquor license has been issued by a jurisdiction other than the Town of Afton, the applicant must attach to this application written approval of said permit application.
   b. The reason why the gathering is not capable of being help in the licensee's premise is the event is being held downtown.

9. The applicant understands the following:
   a. That the permit applied for it **not** transferable.
   b. That the applicant is subject to all laws of the State of Wyoming pertaining to the sale of alcoholic and malt beverages to minors.

c. That this permit does not authorize the sale of packaged liquor off the premises.

10. That I have hereto attached the Catering Permit application fee in the amount of $ 50.00 .

*All licensee's may, with the approval of the local licensing authority, open the dispensing room at 6:00 a.m. and shall close the dispensing room and cease the sale of alcoholic and malt beverages promptly at the hour of 2:00 a.m. the following day. In addition, licensees shall clear the dispensing room of all persons other than employees by 2:00 a.m. {Wyoming Statue §12-4-502 (c)}

SIGNATURE AND VERIFICATION

I have read and completed the foregoing application and the information provided therein is true and correct.

Dated this 27th day of May, 20 26.

Crystal L Magee
APPLICANT

STATE OF WYOMING)
) SS.
COUNTY OF LINCOLN)

The foregoing instrument was acknowledged before me by Crystal L. Magee this 27th day of May, 2026.

Sadie Phillips
NOTARY PUBLIC

SADIE PHILLIPS
Notary Public - State of Wyoming
Commission Number: 162894
My Commission Expires June 14, 2029

My commission expires: June 14, 2029

APPLICATION FOR CATERING PERMIT
(Updated February 2023)

The applicant hereby applied for a twenty-four (24) hour permit authorized under W.S. § 12-4-502 (b) (1997) to sell alcoholic beverages. This permit, if granted, shall be valid only for the twenty-four (24) hour period designated herein. The applicant hereby represents and warrants as follows:

1. The applicant's name is: Crystal Magee of C and G, LLC

2. That the applicant is a resident of the State of Wyoming whose resident address is: 628 Griffey Lane, Afton WY 83110

3. That the applicant is over twenty-one (21) years of age, and the date of birth is: 11-7-77

4. That the date and hours of the permit to be valid is: 3-8pm 9-4-2026

5. The location and description of the room or place the permit will be in use is: East Alley behind businesses on east side of Washington St between 4th & 5th Ave

6. That the applicant has had less than twenty-four (24) catering permits issued by the Town of Afton during this calendar year.

7. That this permit application is authorized because it is one of the following events:
   - ____ Meetings
   - ____ Conventions
   - ____ Private Parties and Dinners
   - X Other similar gatherings (specify) Friday Night Lights

8. The date of issuance and jurisdiction issuing my retail liquor license is:
   Date: 7/9/25
   Jurisdiction: Town of Afton
   City or Town of: Afton
   County of: Lincoln

   a. If the retail liquor license has been issued by a jurisdiction other than the Town of Afton, the applicant must attach to this application written approval of said permit application.
   b. The reason why the gathering is not capable of being help in the licensee's premise is the event is being held downtown.

9. The applicant understands the following:
   a. That the permit applied for it **not** transferable.
   b. That the applicant is subject to all laws of the State of Wyoming pertaining to the sale of alcoholic and malt beverages to minors.

c. That this permit does not authorize the sale of packaged liquor off the premises.

10. That I have hereto attached the Catering Permit application fee in the amount of $ 50.00 .

*All licensee's may, with the approval of the local licensing authority, open the dispensing room at 6:00 a.m. and shall close the dispensing room and cease the sale of alcoholic and malt beverages promptly at the hour of 2:00 a.m. the following day. In addition, licensees shall clear the dispensing room of all persons other than employees by 2:00 a.m. {Wyoming Statue §12-4-502 (c)}

SIGNATURE AND VERIFICATION

I have read and completed the foregoing application and the information provided therein is true and correct.

Dated this 27th day of May, 20 26.

Crystal LaMagee
APPLICANT

STATE OF WYOMING)
) SS.
COUNTY OF LINCOLN)

The foregoing instrument was acknowledged before me by Crystal LaMagee this 27 day of May, 20 26.

Sadie Phillips
NOTARY PUBLIC

SADIE PHILLIPS
Notary Public - State of Wyoming
Commission Number: 162894
My Commission Expires June 14, 2029

My commission expires: June 14, 2029

AMSA Board Position

6 messages

Julie Adams <julie@adamsteaching.com> Thu, Jun 25, 2026 at 12:04 PM
To: Violet Sanderson <vsanderson@aftonwyoming.gov>, Lisa Grimsley <lgrimsley@aftonwyoming.gov>, Tina McGarvey <tmcgarvey@aftonwyoming.gov>

Hello,

Just an update on our AMSA Board.

Crystal Fredrickson has completed her 2 year term and stepped down at last night's Board Meeting.

Jack Swensen of Jacks' Stand expressed an interest in joining our Board and was voted on and approved.

Can this be added to Town Council agenda for July?

We have a full Board now with:
Paige Alise (EV Real Estate & her own marketing company)
Kirsten Ludwig (BOSV)
Sophia Steglich (Buffalo Brims)
Me
Jack Swensen (Afton Coffee Co/Jacks Stand)

Thank you,

--
Julie Adams
CEO~Keynote~Author~Educator~Coach
Adams Educational Consulting
Sticky Shox
Rustic Rose Boutique & Spa
530-356-7140

Connect with Julie on Social Media:
X/FB/Instagram: @Adamsteaching
FB/Instagram: @RusticRoseWY

Tina McGarvey <tmcgarvey@aftonwyoming.gov> Thu, Jun 25, 2026 at 12:08 PM
To: Julie Adams <julie@adamsteaching.com>
Cc: Violet Sanderson <vsanderson@aftonwyoming.gov>, Lisa Grimsley <lgrimsley@aftonwyoming.gov>

Hi Julie,

I will ensure that this is included in the agenda for July.
[Quoted text hidden]

Violet Sanderson <vsanderson@aftonwyoming.gov> Thu, Jun 25, 2026 at 12:16 PM
To: Julie Adams <julie@adamsteaching.com>

Thank you Julie,

If you would like me to send forth AMSA's formal recommendation to accept Crystal's resignation and appoint Jack Swensen as the new board member I can do that. Did Jack have an application for board interest or an expression of interest letter I can move forward to the board or was it just verbal?

Sincerely,

On Thu, Jun 25, 2026 at 12:04 PM Julie Adams <julie@adamsteaching.com> wrote:
[Quoted text hidden]

--

AFTON WY
EST. 1902
Violet Sanderson
Afton Town Administrator
416 S. Washington Street
P.O. Box 310
Afton, WY 83110

Office: (307) 885-9831
Email: vsanderson@aftonwyoming.gov

Julie Adams <julie@adamsteaching.com> Thu, Jun 25, 2026 at 12:17 PM
To: Violet Sanderson <vsanderson@aftonwyoming.gov>

Great-yes please do that! :)
It was verbal.
Is there a form for him to fill out or anything else?
[Quoted text hidden]

Violet Sanderson <vsanderson@aftonwyoming.gov> Thu, Jun 25, 2026 at 12:30 PM
To: Julie Adams <julie@adamsteaching.com>

The form he could fill out is in the AMSA Google Drive under the "Membership" file. The application for appointment and the Board of Directors Job Description is in that folder as well if he has any questions on expectations.

Sincerely,
[Quoted text hidden]

Julie Adams <julie@adamsteaching.com> Thu, Jun 25, 2026 at 12:38 PM
To: Violet Sanderson <vsanderson@aftonwyoming.gov>

Hi Violet,

The Membership Folder is empty-do you know where else I can find the Member App?

Julie
[Quoted text hidden]

THE TOWN OF AFTON, WYOMING

ORDINANCE NO. 711

AN ORDINANCE OF THE TOWN OF AFTON, WYOMING, AMENDING TITLE VI, CHAPTER 11 OF THE TOWN CODE TO REGULATE THE OPERATION OF BICYCLES, ELECTRIC BICYCLES, ELECTRIC MOTORCYCLES, AND OTHER MOTORIZED VEHICLES WITHIN TOWN PARKS.

WHEREAS The Governing Boady of the Town of Afton seeks to promote the public health, safety and welfare including the use of the Town of Afton Parks; and

WHEREAS, Wyo. Stat. § 15-1-103(a)(xi) provides municipalities with the authority to take all necessary action to plan, construct, or otherwise improve, modify, repair, maintain, and regulate the use of streets, including the regulation of any structures thereunder, alleys, any bridges, parks, public grounds, cemeteries and sidewalks; and

WHEREAS The Governing Boady of the Town of Afton finds regulation of bicycles, electric bicycles and motorized vehicles in Town parks is necessary to protect public health, safety, and welfare; the Governing Body intends to amend Title VI, Chapter 11 consistent with Wyoming Statute definitions of Electric Bicycle and Electric Motorcycle

NOW, THEREFORE, be it ordained by the Afton Town Council, governing body of the Town of Afton, Wyoming that all bicycles, electric bicycles, electric motorcycles and motorized vehicles shall adhere to the following criteria outlined in the creation of Section 6-11-6 and amend Section 6-11-1 through 6-11-5 of Chapter 11 of Title VI of the Afton Land Development Code and shall read as follows:

SECTION 6-11-1. DEFINITIONS

(a) Bicycle: A device propelled by human power upon which a person may ride, having two tandem wheels (Wyo. Stat. § 31-5-102(a)(vii)).

(b) Class I Electric Bicycle: Fully operable pedals; less than 750-watt motor; pedal assist only; assistance ceases at 20 mph.

(c) Class II Electric Bicycle: Fully operable pedals; less than 750-watt motor; throttle or pedal assistance ceases at 20 mph.

(d) Class III Electric Bicycle: Fully operable pedals; less than 750-watt motor; pedal assist only; assistance ceases at 28 mph; equipped with a speedometer.

(e) Electric Scooter: A device weighing less than 100 pounds, with handlebars and a floorboard for standing, powered by an electric motor not exceeding 750 watts, and with a maximum speed of 20 mph on a paved level surface.
(f) Sidewalk: A paved, or otherwise improved path intended for pedestrian use, within a Town right-of-way, whether or not adjacent to a roadway or curb.
(g) Personal Electric Mobility Device: A device, that is electric-powered, designed to transport a person on one or more wheels, including but not limited to one-wheel devices, electric skateboards, electric longboards, motorized boards, or any similar device not otherwise defined in this Chapter, provided the device is not a motor vehicle under Wyo. Stat. § 31-1-101(a)(xv).
(h) Electric Motorcycle: Any electrically powered two- or three-wheeled vehicle that does not meet the statutory definition of a Class I, II, or III electric bicycle under W.S. §31-1-101(a)(xxxiv), including electric dirt bikes, pit bikes, motocross motorcycles, or any electric-powered vehicle requiring titling, registration, or a motorcycle endorsement under Wyoming law.
(i) Motorized Vehicle: Every self-propelled vehicle powered by gasoline, diesel, electricity, or other source, including automobiles, trucks, motorcycles, electric motorcycles, ATVs, UTVs, golf carts, snowmobiles, minibikes and similar vehicles.

SECTION 6-11-4. OPERATION OF BICYCLES, ELECTRIC BICYCLES, AND MOTORIZED VEHICLES WITHIN TOWN PARKS

SECTION 6-11-4.1 APPLICABILITY
Apply to Town own parks and public grounds such as, Canyon View Park, Star View Park, as well as Town operated facilities such as, Simplot Ball Fields including all sidewalks, pathways, trails, playgrounds, athletic fields, parking areas, roadways and open space owned or maintained by the Town.

SECTION 6-11-4 OPERATION WITHIN PARKS

6-11-4.1 Permitted Areas

(a) Bicycles and Class I, II, and III electric bicycles are permitted. Operators shall yield to pedestrians and operate safely.

6-11-4.2 Restricted Operation of Electric Motorcycles and Motorized Vehicles

(a) No motorized vehicle shall be operated within Canyon View Park or Star View Park, as well as the Town operated Simplot Ball Fields except upon established roadways and within designated parking areas intended for vehicular travel or parking. No motorized vehicle or electric motorcycle vehicle shall operate on sidewalks, trails, playgrounds, athletic fields, picnic areas, landscaped areas, or other non-roadway areas.

a. All motorized vehicles and electric vehicles must follow the W.S. §§ 31-5-701 through 31-5-707, and all other applicable provisions of Title 31, Wyoming Statutes, governing the operation of bicycles, electric bicycles, motorcycles, and motor vehicles.

b. Operators shall obey all posted regulatory signs, traffic control devices, speed limits, one-way designations, stop signs, yield signs, and parking regulations established by the Town.

b. Nothing in this Section shall be construed to authorize the operation of any vehicle otherwise prohibited by this Chapter.

SECTION 6-11-5. ENFORCEMENT AND PENALTIES

5.1 Violations

(a) An adult violating any provision of Sections 6-11-1 through 6-11-4 of this ordinances is guilty of a Class D Misdemeanor

(b) A juvenile issued citation shall be subject to the same classification of misdemeanor as set forth in (a); however, the municipal judge may impose alternative sanctions including safety training, community service, or a suspension of bicycle or scooter riding privileges on sidewalks within Town limits.

a. Monetary fines for juveniles may be reduced or suspended at the discretion of the Court.

b. Repeated or willful violations by a juvenile may result in issuance of a citation without warning and may include parental conferences or court-ordered restrictions as permitted by law.

SECTION 6-11-6. EXCEPTIONS

(a) This ordinance shall not apply to persons with disabilities using mobility devices as defined under the Americans with Disabilities Act (ADA).

(b) Law enforcement and emergency personnel may operate such devices on Sidewalks as necessary in the performance of their duties.

THIS ORDINANCE shall become effective upon the third and final reading

FOR THE GOVERNING BODY

TOWN OF AFTON

By:_____ Attest:_____

Jeffrey Jensen, Mayor Tina McGarvey, Clerk

Passed, Adopted, and approved this day of , 2026

First Reading:
Second Reading:
Third Reading:

THE TOWN OF AFTON, WYOMING

ORDINANCE 712

AN ORDINANCE OF THE TOWN OF AFTON, WYOMING ESTABLISHING REGULATION GOVERNING WIRELESS TELECOMMUNICATION TOWERS AND FACILITIES AND ESTABLISHING PERMIT PROCESSES

WHEREAS, the Town of Afton is a small, rural community located in the Star Valley of western Wyoming, and one of the Town's most valuable resources is the natural beauty of its surroundings, which include the Salt River Range to the east, the Webster Rance to the west, and the ranches and farms that occupy much of the valley floor; and

WHEREAS, the Town has a compelling interest in the preservation of its unique community character, unobstructed views of scenic landscapes, and quality of life; and

WHEREAS, uncontrolled construction of large wireless telecommunication towers and facilities may negatively impact property values, aesthetic resources, and the rural or residential character of the Town; and

WHEREAS, the placement of wireless communication facilities and large wireless telecommunication towers in close proximity to schools, parks, historic areas, and residential neighborhoods may pose land-use, structural, or fall-zone safety concerns, such as structural failures, icefall, debris fall, noise, and fire, and may adversely affect scenic resources, and community welfare; and

WHEREAS, the Town has determined a need to minimize the number of large wireless telecommunication towers and need for the siting of new wireless communication towers in order to limit any negative impacts caused by such towers; and

WHEREAS, the Town recognizes the need to balance the provision of wireless communication services with the protection of its residents, consistent with the Federal Telecommunications Act of 1996 ("TCA"); and

WHEREAS, the TCA preserves local zoning authority over the placement, construction, and modification of wireless facilities, provided that such regulations do not prohibit or effectively prohibit the provision of wireless services; and

WHEREAS, the Town understands that it has an obligation under the TCA to ensure that suitable areas are zoned to allow for Wireless Communications Facilities, but the Town has determined that it has no obligation or ability to ensure that private landowners within such areas are willing to lease or sell their land for such purposes, or that owners of existing towers or structures are willing to lease space for Wireless Communications Facilities on reasonable terms; and

WHEREAS, the Town has determined that small-cell technology, distributed antenna systems (DAS), and fiber-based solutions can support certain wireless service objectives while minimizing the visual, environmental, and safety impacts associated with traditional towers; and

WHEREAS, the Town seeks to minimize the need for new tower construction, favor colocation on existing structures, and direct the development of wireless facilities toward small-cell and DAS installations in appropriate non-residential areas; and

WHEREAS, it is the intent of this Ordinance to regulate wireless communication facilities in a manner that protects the public health, safety, welfare, and character of the Town, while maintaining compliance with applicable federal and state law.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF AFTON, WYOMING, that the Town hereby creates and modifies the Town Code as indicated below establishing the following regulations for wireless communication facilities in order to protect public safety, maintain community character, promote colocation and other technologies than that are less disruptive and ensure that all such facilities are sited, constructed, and operated in compliance with federal, state, and local law, while balancing the Town's rights under the TCA and obligation to ensure that the Town's regulations do not prohibit or effectively prohibit the provision of wireless services as set forth herein:

Section 1. Establishment of Section 17-2-13. Section 17-2-13 is hereby established to read as follows:

Title XVII – Land Development Code

Chapter 2 Procedures

Section 17-2-13 Wireless Communications Facilities Permit Process

Section 17-2-13.1 WCF Applications

(a) A permit is required for the construction or installation of all Wireless Communications Facilities ("WCF").

(b) Applications for WCF that are considered Permitted Uses, and otherwise comply with applicable siting and design standards set forth in Section 17-5-8, only require a Commercial Building Permit.

(c) Applications for WCF that are considered Conditional Uses (including applications for Towers), or that propose deviations from applicable siting and design standards set forth in Section 17-5-8, will require a Conditional Use Permit and a Commercial Building Permit.

(d) The applicant shall meet with the Zoning Administrator in a pre-application conference. The intent of this conference is to gain a mutual understanding of:

(1) the scope of the proposed project and the applicant's specific project objectives;

(2) whether the proposed WCF qualifies as a Permitted or Conditional Use;

(3) the applicant's anticipated project schedule;

(4) approvals required by the Town of Afton before any WCF Permit can be issued;

(5) the documents, plans, drawings, fees, and other materials that will be needed to process a complete WCF application; and,

(6) potential issues associated with the project.

(e) The applicant shall complete and file with the Town Clerk an application on forms prepared by the Town of Afton, along with any accompanying required documents and related filing fees. The owner(s) of the property where the proposed project will take place, or their legal representative, shall authorize the application via his or her signature on the application. The application shall include at least the following information and material:

(1) Name and address of applicant and the owner(s) (if not the applicant);

(2) Identify any coapplicants, site developer(s), and wireless carrier(s) on whose behalf the application is being submitted;

(3) Signed authorization by the property owner (if not the applicant) that is authenticated by their signature on the permit application, authorizing the applicant to file and pursue its permit application;

(4) Contact information for telephone, mailing address, fax, and e-mail communication of the applicant and owner;

(5) Physical location or address and a legal description of the project property where the proposed project will take place;

(6) A copy of the deed and easements pertaining to the property;

(7) A list of all landowners who own properties within 300 feet of the proposed project property;

(8) Scope of proposed site and facility improvements;

(9) Existing zoning designation of applicant property;

(10) A plot plan indicating the location of existing and proposed buildings and/or structures and distances from the property line to the front, back, and sides of proposed and existing buildings;

(11) One set of a scaled site plan that depict the location of, at least, proposed vehicular access, the finish grade of the project site, onsite drainage facilities and potential snow storage areas;

(12) One set of other construction documents and/or other data that the applicant may consider relevant to the application shall be submitted with the building permit application;

(13) For any applicant seeking a permit to install a new Small Cell Facility or DAS on an existing building or other structure, other than an existing Tower or Pole, proof and a written certification from applicant that Colocation options on existing Towers and Poles were considered and found not feasible;

(14) One electronic copy (PDF) of all construction drawings prepared that are consistent with the construction standards in most current International Code Council edition and stamped by a licensed Wyoming engineer. Plans shall illustrate the proposed foundation, floor plan, typical wall section, roof system, building elevations, as well as electrical, plumbing, and HVAC systems. Before a permit can be issued from the Town of Afton, plans must be reviewed and permit to construct issued by the State Fire Marshal's Office, or confirmation satisfactory to the Town that the State Fire Marshal Plan Review is not required; and

(15) One set of Curb, Gutter and Landscaping designs and plans.

(f) Applications for the construction of a new Tower, new Pole, or any other proposed WCF requiring a WCF Conditional Use Permit shall additionally include the following information:

(1) Coverage Gap Analysis: RF engineering report showing why the Tower is needed, which must include identification and proof of any claimed coverage gap, including the size of the gap, location and boundaries, and the nature of the coverage gap (e.g. outside, in-vehicle, in-building, etc.);

(2) Visual Impact Analysis and Photo Simulations: Visual simulations from at least four (4) public vantage points including but not limited to, public roads or parks. A "Zone of Visibility Map" shall also be provided to determine locations from where the new Tower will be seen;

(3) Proof and a written certification from applicant that Small-Cell Facilities, and DAS options were considered and found infeasible;

(4) A completed alternative site analysis of all potential alternative sites which the applicant has considered, which such analysis must include: (i) an inventory of all existing or approved tall structures (taller than [50] feet) and communications towers within a [ ]-mile radius of the proposed site; (ii) a map showing the exact location of each site inventoried, including

latitude and longitude (degrees, minutes, seconds), ground elevation above sea level, the height of the structure and/or tower, and accessory buildings on the site of the inventoried location; (iii) an explanation of inventoried sites excluded from consideration for physical or technical reasons; (iv) an outline of opportunities for shared use of an existing wireless facility as opposed to the installation of a new WCF; and (v) proof of good-faith efforts to secure approval to use each potential, existing, or approved tall structure or Tower, including proof of the commercial and/or financial reasons why shared usage is not feasible.

(5) A certification by the applicant that all equipment on the Tower or Pole will at all times be compliant with applicable FCC regulations.

(6) A copy of any FCC license possessed by any carrier named as an applicant, co-applicant, or whose equipment is proposed for installation or siting.

(7) A completed noise test.

(g) The Zoning Administrator shall review the application for completeness. If the application is incomplete or otherwise defective, then, within thirty (30) days of the Town's receipt of the application, the Zoning Administrator, or their designee, shall mail the applicant a Notice of Incompleteness to the notice address provided by the applicant. The Zoning Administrator shall advise the applicant of the defects within its application, including a description of matters such as what items are missing from the application and/or why the application is incomplete and/or defective. If, within ten (10) days of receiving the requested supplemental submission, the Zoning Administrator determines that the supplemental submission is still deficient, the Zoning Administrator, or their designee, may issue a subsequent Notice of Incompleteness as described herein, notifying the applicant of the deficiency.

(h) The Zoning Administrator will review completed applications to (i) assess consistency with the WCF development standards and design criteria outlined in Chapter 3 and Chapter 5, Section 17-5-8 of the Afton Land Development Code, and (ii) determine whether the WCF otherwise qualify as Permitted Uses or Conditional Uses. If the WCF qualify as Conditional Uses, the Zoning Administrator may request additional application materials required for a WCF Conditional Use Permit if the applicant has not already provided such information. If the Zoning Administrator denies a WCF Permitted Use Application based on a failure to comply with the requisite development and design criteria in Section 17-5-8, the Applicant may amend their application to one seeking a WCF Conditional Use Permit by giving written notice to the Zoning Administrator of the request to amend and providing any additional information required for a WCF Conditional Use Permit application.

Section 17-2-13.2 WCF Application Review Process

(a) Permitted Uses. Applications for WCF that qualify as Permitted Uses will be processed as applications for Commercial Building Permits pursuant to Section 17-2-10.1. Applications for such WCF will be subject to the additional engineering review and be responsible for the associated costs, as described in Sections 17-2-10.1(d) and (h).

(b) Conditional Uses. All other applications for WCF that do not qualify as Permitted Uses, specifically including applications for new Towers, will be processed as Conditional Uses pursuant to the following sections.

(1) Based upon a review of the completed application, the Zoning Administrator shall provide a written staff report to the Afton Planning and Zoning Board that confirms the completeness of the WCF Conditional Use Permit application and the receipt of required filing fees. If necessary, this report may also recommend possible modifications to the project, or provide a rationale for the recommended denial of the WCF Permit application.

(2) The Town Clerk shall notify, in writing, all landowners of properties that are located within 300 feet of the lot or parcel proposed for the Wireless Communication Facility. This notice will generally advise landowners of the proposed project, and the date when any written comments from the general public are to be received.

(3) A public hearing shall be required during a regular or special meeting of the Planning and Zoning Board. The time and place of the hearing shall be advertised twice, at least, in advance of the hearing in a publication of general circulation in the Town of Afton. During the public hearing, the applicant or applicant's representative must be present at the meeting or be available via audio for any questions and must provide a brief overview of the proposed WCF Conditional Use Permit application. Subsequently, the Planning and Zoning Board will receive public comments concerning the proposed permit and application.

(4) The Planning and Zoning Board shall review and discuss the recommendations of the Zoning Administrator. The Planning and Zoning Board may retain independent technical experts at the applicant's expense to review the application and accompanying materials. Applicant(s) or applicant's representative must be present at the meeting or be available via audio or another form of electronic communications for any questions. Subsequently, the Planning and Zoning Board shall set forth written factual determinations recommending approval of the Conditional Use Permit, with or without conditions; or recommending denial of the Conditional Use Permit.

(5) The Town Council shall review the applicant's application and any material submitted in connection therewith, the Zoning Administrator's staff report,

and the recommendation of the Planning and Zoning Board. The Afton Town Council shall approve, approve with conditions or modifications, or deny the proposed WCF Conditional Use Permit.

(6) In making its determination, the Town Council must set forth written factual determinations about the proposed project using the Standard of Review set forth in Section 17-2-13.3.

(7) The Zoning Administrator shall issue a written notice of determination to the applicant within [five (5) business days] of the decision of the Afton Town Council. The notice will indicate the decision made and, when appropriate, conditions that may accompany the approval of the Condition Use Permit or reasons why the application was denied.

(8) An applicant may appeal any final decision of the Town Council related to an application for a WCF Conditional Use Permit. Any appeal shall be made to the Board of Adjustment in accordance with Chapter 6, Section 17-6-1.3 of the Afton Land Development Code.

Section 17-2-13.3 WCF Conditional Use Permit Application Standard of Review

(a) The proposed project described in an application for a WCF Conditional Use Permit must be consistent with each item of concern described in the legislative intent set forth in, Section 17-5-8(a) of the Afton Development code.

(b) An application for a WCF Conditional Use Permit, including a permit seeking to construct a new Tower, shall be denied unless the applicant demonstrates through independent engineering analysis that existing or approved Towers or structures cannot safely or feasibly host the proposed facility, or that placing the proposed WCF on an existing or approved Towers or structures would not remedy an actual coverage gap identified by the applicant.

(c) Subject to Section 17-2-13.3(d), an application seeking to construct a new Tower, shall be denied unless the proposed Tower meets each applicable requirement and standard set forth in Chapter 5, Section 17-5-8 of the Afton Development code.

(d) Notwithstanding anything in the Afton Town Land Development Code to the contrary, an applicant may not be denied an application for a WCF Conditional Use Permit if the applicant can demonstrate that denial of the application will prohibit or effectively the provision of telecommunications services within the Town of Afton. Likewise, no conditions may be imposed on the approval of a WCF Conditional Use Permit if the applicant can demonstrate that the imposition of such conditions will prohibit or effectively prohibit the provision of telecommunications services within the Town of Afton. The applicant shall bear the burden of proof.

(e) The following constraints on the placement of WCF are outside the Town's control and as such will not be deemed a prohibition or effective prohibition:

(1) The applicant's inability to secure space for Colocation of WCF on existing Towers that otherwise would remedy applicant's claimed coverage gap.

(2) The applicant's inability to purchase or lease land for the construction or installation of WCF.

Section 2. Amending Section 17-3-2.6. Section 17-3-2.6(b) is hereby amended to add subsections (b)(i) and (b)(ii), add subsection (b)(i)(12) as an additional permitted use, and to add subsection (b)(ii) as a conditional use:

Title XVII – Land Development Code
Chapter 3 Zoning Regulations

Section 17-3-2.6 CBD Central Business District

(b) (i) Permitted Uses:

(12) Wireless Communication Facilities ("WCF"), except for new Towers or Poles, that meet the applicable development standards and design criteria outlined in Chapter 3 and Chapter 5, Section 17-5-8 of the Afton Land Development Code. Colocation of WCF on existing Towers or Poles is a permitted use.

(ii) Conditional Uses:

(1) Poles; and

(2) Any WCF, except for new Towers, that cannot meet the applicable development standards and design criteria outlined in Chapter 3 and Chapter 5, Section 17-5-8 of the Afton Land Development Code.

Section 3. Amending Section 17-3-2.7. Section 17-3-2.7(b) is hereby amended to add subsections (b)(i) and (b)(ii), add subsection (b)(i)(16) as an additional permitted use, and to add subsection (b)(ii) as a conditional use:

Section 17-3-2.7 GC General Commercial District

(b) (i) Permitted Uses:

(16) Wireless Communication Facilities ("WCF"), except for new Towers or Poles, that meet the applicable development standards and design criteria outlined in Chapter 3 and Chapter 5, Section 17-5-8 of the Afton Land Development Code. Colocation of WCF on existing Towers or Poles is a permitted use.

(ii) Conditional Uses:

(1) Towers;

(2) Poles; and

(3) Any WCF that cannot meet the applicable development standards and design criteria outlined in Chapter 3 and Chapter 5, Section 17-5-8 of the Afton Land Development Code.

Section 4. Amending Section 17-3-2.8. Section 17-3-2.8(b) is hereby amended to add subsections (b)(i) and (b)(ii), add subsection (b)(i)(18) as an additional permitted use, and to add subsection (b)(ii) as a conditional use:

Section 17-3-2.8 MCI Mixed Commercial Industrial District

(b) (i) Permitted Uses:

(18) Wireless Communication Facilities ("WCF"), except for new Towers or Poles, that meet the applicable development standards and design criteria outlined in Chapter 3 and Chapter 5, Section 17-5-8 of the Afton Land Development Code. Colocation of WCF on existing Towers or Poles is a permitted use.

(ii) Conditional Uses:

(1) Towers;

(2) Poles; and

(3) Any WCF that cannot meet the applicable development standards and design criteria outlined in Chapter 3 and Chapter 5, Section 17-5-8 of the Afton Land Development Code.

Section 5. Amending Section 17-3-2.9. Section 17-3-2.9(b) is hereby amended to add subsections (b)(i) and (b)(ii), add subsection (b)(i)(15) as an additional permitted use, and to add subsection (b)(ii) as a conditional use:

Section 17-3-2.9 ACR Agriculture, Conservation, and Recreation District

(b) (i) Permitted Uses:

(15) Colocation of WCF on existing Towers.

(ii) Conditional Uses:

(1) Towers; and

(2) Any WCF that cannot meet the applicable development standards and design criteria outlined in Chapter 3 and Chapter 5, Section 17-5-8 of the Afton Land Development Code. New Poles are not a conditional use.

Section 6. Establishment of Section 17-5-8 et seq. Section 17-5-8 et seq. is hereby established to read as follows:

Title XVII – Land Development Code
Chapter 5 Development Standards

Section 17-5-8 Wireless Communications Facilities Design Standards

(a) Intent: The wireless telecommunication towers and facilities standards outlined in Section 17-5-8 are intended to:

(1) Preserve the character, aesthetic and scenic quality, quality of life, and property values of the Town;

(2) Protect public health, safety, and welfare and the exposure of persons and property to potential dangers and disturbances from wireless communication facilities, such as structural failures, icefall, debris fall, noise, and fire;

(3) Minimize the number of large wireless telecommunication towers and need for the siting of new wireless communication towers and limit any negative impacts caused by such towers on property values, quality of life, aesthetic resources, and the rural or residential character of the Town;

(4) Encourage the use of Colocation and Small-Cell Facilities and DAS;

(5) Balance the Town's rights under the Federal Telecommunications Act of 1996 with the obligation to ensure that the Town's regulations do not prohibit or effectively prohibit the provision of wireless services.

(b) Wireless Communications Facilities Generally

(1) Wireless Communications Facilities ("WCF") are prohibited in all residential zones.

(2) No advertising or signage is permitted to be affixed or attached to any WCF, except for required safety or manufacturer warnings.

(3) Abandonment & Removal:

(aa) If a WCF is unused for six (6) consecutive months, it shall be considered abandoned.

(bb) Upon written notice from the Town, the facility owner must remove an abandoned WCF and associated structures and equipment within 60 days.

(cc) Before construction, the applicant must provide a decommissioning bond or equivalent financial surety in an amount sufficient to cover full removal and site restoration.

(dd) Any leases or other agreements between the facility owner and the property owner must require the facility owner to remove the WCF and restore the property upon termination.

(c) Small Cells and DAS

(1) Small-Cell Facilities and DAS are only permitted in General Commercial, Central Business District, or Mixed Commercial Industrial Zones.

(2) Small-Cell Facilities are prohibited within [ ] feet of a residential dwelling.

(3) New Poles: new support structures for any Small-Cell Facilities or DAS shall be allowed only when applicant demonstrates that no existing Pole, building, or structure is feasible or available for Colocation.

(4) All Small-Cell Facilities shall comply with the following:

(aa) Antenna Volume: shall not exceed three (3) cubic feet per antenna.

(bb) Associated Equipment Volume: shall not exceed twenty-eight (28) cubic feet per facility.

(cc) Concealment: equipment shall be internal to the support structure or flush-mounted and painted or finished to match host structure.

(dd) Height: antennas must not extend more than six (6) feet above the existing height of the host structure.

(ee) Cabling: wiring shall be internal to the support structure where feasible.

(ff) Ground Equipment: shall be underground where feasible or screened with landscaping or decorative enclosures.

(gg) Public Safety and Accessibility: installations shall not obstruct sidewalks, driveways, ADA routes, or reduce visibility at intersections and shall maintain minimum clear sidewalk path of four (4) feet.

(d) Towers

(1) Siting. Towers are considered Conditional Uses in the General Commercial, Mixed Commercial, and ACR Agricultural, Conservation, and Recreation District. Towers are prohibited in all other zones. Towers shall not be permitted in environmentally sensitive or constrained areas such as: wetlands, floodplains, designated wildlife corridors, or conservation lands.

(2) Height and Setback Standards for Towers:

(aa) Towers shall not exceed [____] feet in height.

(bb) Towers shall be set back a minimum distance equal to 1.1 times or 110% of the Tower height from all property lines.

(cc) Towers shall be located no closer than [_____] feet from any residential dwelling located in a residential zone.

(dd) Towers shall not be permitted within [_____] feet of:

- [Schools, daycare facilities;]
- [Parks, playgrounds, athletic fields;]
- [Historic or cultural sites;]
- [Scenic byways or officially designated scenic areas; or]
- [Churches or other places of public assembly.]

(3) Aesthetic Standards for Towers:

(aa) The Town of Afton may require as a condition of approval that new Towers minimize visual impact through the use of "stealth" designs such as monopine (fake tree), flagpole, light pole, steeple, or other camouflaged structures.

(bb) Lattice towers, guy-wire towers, and other bulky structures are prohibited.

(cc) Ground equipment, such as equipment cabinets or bases, must be screened by using opaque evergreen landscaping (minimum 15 ft high) or architecturally compatible enclosures.

(dd) No lighting except as required by FAA.

(4) Colocation Requirement

(aa) Any new Tower must be structurally designed to support at least three (3) carriers.

(bb) Tower owners must allow other wireless service providers, including direct competitors, to colocate on reasonable terms and at fair and reasonable market rates.

(5) Permitting & Review Process: All new Tower applications require a Conditional Use Permit (CUP), reviewed by the Planning & Zoning Board and approved by the Town Council after a public hearing as prescribed in Section 17-2-13 et seq.

Section 7. Amending Section 17-7-2. Section 17-7-2 is hereby amended to add the additional definitions alphabetically within the Definitions found in said section:

Title XVII – Land Development Code
Chapter 7 Definitions and Rules of Interpretations

Wireless Communication Facility (WCF)**:** Any structure, antenna, or associated equipment used for transmitting or receiving wireless signals and providing personal wireless services as defined in 47 U.S.C. §332(c)(7)(c)(i), including but not limited to Towers, Small-Cell Facilities, Distributed Antenna Systems, supporting equipment, and ground-based enclosures.

Tower: Any freestanding structure, whether permanent or temporary, including monopoles, and any structure that is constructed or used for the primary purpose of supporting antennas or any Wireless Communications Facility; provided, however, that Towers do not include Poles shorter than [thirty (30)] feet in height that are used to support Small-Cell Facilities.

Small-Cell Facility: A low-powered wireless facility, such as antennas, radios, or other associated equipment, typically mounted on existing utility poles, Poles, streetlights, traffic signal poles, or buildings.

Pole: A freestanding structure, no taller than [thirty (30)] feet in height developed solely to mount Small-Cell Facilities or Distributed Antenna Facilities; provided, however, that a Pole does not include other utility poles, streetlights, traffic signal poles, or buildings.

Distributed Antenna System (DAS): A network of spatially separated antenna nodes connected to a common source (via fiber, coax, or other means), used to provide wireless coverage.

Colocation: The placement of multiple antennas, DAS, Small-Cell Facilities, or carriers on an existing structure, Tower, Pole, or support facility.

Section 8. Amending Section 17-6-1.3. Section 17-6-1.3 is hereby amended to add the additional subsection (c) and special rules for appeals pertaining to Wireless Communication Facilities:

Title XVII – Land Development Code
Chapter 6 Appeals and Enforcement

(c) An applicant seeking a WCF Conditional Use Permit, described in Chapter 2, Section 17-2-13 et seq. of the Afton Land Development Code, may appeal to the Afton Board of Adjustment any conditions or final determination on an application seeking such permit made by the Town Council ("WCF Conditional Use Appeal"). In addition to those rules set forth in Subsections (a) and (b) of this Section 17-6-1.3, the following additional rules shall apply to any WCF Conditional Use Appeal and supersede any conflicting rules in Subsections (a) and (b):

(1) No public hearing shall occur; and

(2) The Afton Board of Adjustment may review the Town Council's final determinations related to or conditions imposed on an application for a WCF Conditional Use Permit to determine whether the Town Council's determination and findings are consistent with the standards of review set forth in Chapter 2, Section 17-2-13.3 of the Afton Land Development Code.

Section 9. Severability. If any part of this Ordinance is held invalid, the remainder shall continue in full force and effect.

THIS ORDINANCE shall become effective upon the third and final reading

FOR THE GOVERNING BODY

TOWN OF AFTON

By:_____ Attest:_____

Jeffrey Jensen, Mayor Tina McGarvey, Clerk

Passed, Adopted, and approved this day of , 2026

First Reading:
Second Reading:
Third Reading:

DRAFT

TOWN OF AFTON
POLICY AND PROCEDURE MANUAL



May, 2025

TOWN OF AFTON
POLICY AND PROCEDURE MANUAL

This document is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the employer and the employee. Additionally, this document is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Afton retains the absolute right to terminate any employee at any time, with or without good cause. The Town of Afton retains the right to change the contents of this document as it deems necessary, upon compliance with the Wyoming Administrative Procedures Act.

This manual replaces all previous manuals and supersedes all earlier oral or written materials about the Town of Afton policies and procedures. The Town of Afton reserves the right to changes, add or delete benefits and policies as necessary.

At-Will Employment Statement

Your employment with the Town of Afton (Town) is a voluntary one and is subject to termination by you or the Town at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Town employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Town, whichever is applicable.

These personnel policies are not intended to be a contract of employment or a legal document.

_____

Employee's Signature

_____

Employee's Printed

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Section 1

Confidential Information & Conflict of Interest

1.1 Confidentiality

It is the policy of Town of Afton (Town) that board members and employees of the Town may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Town to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Town has authorized disclosure.

Board members and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for the Town. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term in office or upon the termination of an employee's, volunteer's or contractor's relationship with the Town, he or she shall return, at the request of the Town, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

1.2 Conflict of Interest

No employee will engage in any activity or enterprise which conflicts with his/her duties as a Town employee or with the duties, functions, and responsibilities of the department in which he/she is employed.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the governing body. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

Section 2

Workplace Commitments

2.1 Equal Opportunity Policy

The Town of Afton provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discrimination on any prohibited basis.

2.2 Policy Prohibiting Harassment and Discrimination

The Town of Afton strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment.

2.3 Prohibited Behavior

The Town of Afton does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race color, creed, religion, sexual orientation, nation origin, age disability, material status military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidation, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct us as: sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or
- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually

related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objectives or pictures including cartoons and vulgar email messages
- any uninvited physical contract or touching, such as patting, pinching or repeated brushing against another's body

2.4 Harassment by Non-employees

The Town of Afton will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

Complaint procedure and Investigation: An employee may select the procedure under which the harassment complaint will be filed. The variety of ways which allow an employee to file such a complaint are due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or you believe is would be inappropriate to contact the person, contact you supervisor immediately or an elected official if your supervisor is not available or if your supervisor is the harasser.

The Town of Afton will conduct a prompt investigation as confidentially as possible under the circumstances.

Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the Town in enforcing the policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise their supervisor or any other appropriate member of management.

Any employee that files a false complaint will be subject to appropriate disciplinary action up to and including termination.

Anyone found to have engaging in such wrongful behavior will be subject to appropriate discipline, which may include termination.

2.5 Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Section 3

Compensation & Work Schedule

3.0 Employee Defenitions

Full Time Employee
A full time Employee is an employee Employee that works year round and who works a minimum of 2,080 hours per calendar year and at least 40 hours per week. Full time employees are eligible for Town benefits.

Seasonal Employee
Seasonal Employees are hired on a temporary basis to fulfill increased staffing needs during specific periods of the year, such as summer, holidays, or other peak times. These positions are not intended to be permanent and typically have a defined start and end date. Seasonal employees are not eligible for Town benefits except those required by law.

Full Time Seasonal Employee
A golf course seasonal employee is a seasonal worker assigne to the Town of Afton's golf course who works a minimum of 1,040 hours per calendar year. These employees are eligible to accrue vacation leave on a prorated basis monthly while they are working.

3.1 Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible.

If you do not call in an absence in advance, it may be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

3.2 Breaks

Employees are entitled to a 15-minute break for rest twice each day.

Employees are also entitled to a 60-minute unpaid break for meals during each 8 hour work period.

Breaks may be scheduled to staggered times to allow department coverage.

3.3 Overtime

At the discretion of the governing body or supervisor, reasonable overtime may be required of employees. In most cases, non-exempt classified employees who work more than their regularly scheduled 40 hours per week shall be paid at the rate of 1 ½ times their regular pay. On a call-out, a minimum of 1 hour of overtime will be paid.

Compensatory time shall be accumulated at 1 ½ with a maximum of 40 hours accrued. Compensatory time must be used within 6 months. Unused Compensatory time will be paid to employees upon termination of employment.

The Town Administrator or Mayor (Mayor-Pro Tem) must approve overtime and compensatory time in advance in all non-emergency situations. Employees who violate this policy shall be subject to discipline, up to and including termination of employment.

3.4 Pay Schedule

Employees will be paid on a bi-weekly schedule, every other Friday. If the regular payday falls on a holiday, pay checks will be distributed on the closest business day before the holiday.

3.5 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

3.6 Performance Reviews and Salary Increases

Wage reviews are conducted annually for each employee, and salary increases are based on those reviews. Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at-will relationship with the Town.

3.7 Work Hours

Except as otherwise specifically provided, the normal work week of Town employees shall consist of forty (40) hours per week of work. The governing body or supervisors shall determine the schedules of the various departments consistent with the foregoing provisions. Changes in scheduling may be made by appropriate supervisors as working situation and conditions require.

3.8 Alternative Work Schedules

The Town Administrator or Department Head may authorize an alternative work schedule, including a four (4) day, ten (10) hour workweek ("4-10 schedule"), when such a schedule is determined to be in the best interest of the Town.

Any employee authorized to work an alternative schedule shall maintain a written, predetermined work schedule approved by their Department Head or Supervisor. The approved schedule shall ensure:

1. Adequate staffing and uninterrupted delivery of Town services;
2. Continued availability of the employee to perform the essential functions of their position;
3. Reasonable public access to Town services during normal business hours, when applicable; and
4. Coordination with other employees to prevent disruption of departmental operations.

Alternative work schedules may be modified or revoked at any time by the Town Administrator or Department Head when operational needs, staffing levels, customer service, or public interest require. Authorization of an alternative work schedule does not

modify any other employee benefits or policies contained n this manual, including overtime eligibility, holiday pay, or leave accrual.

Section 4

Town Policies and Procedures

4.1 General Code of Conduct

The Town expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

In order to function efficiently or to meet service demands, employees may be asked to perform related duties that are outside their regular assignments. The Town will make every effort to minimize such circumstances. To make the most efficient use of personnel, the Town also reserves the right to change work conditions and assigned duties.

At no time are Town resources available for private use.

4.2 Town of Afton Equipment and Vehicles

Town property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for Town business, and are not permitted off grounds unless authorized. Town property must be used in the manner for which it was intended. When using Town property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have any questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to the Town because of such mistreatment. Upon termination, employees are required to surrender any Town property they possess.

4.3 Computer, Phones, Email and Internet Usage

Town computers, phones, Internet and e-mails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from a supervisor before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.

Phones are provided for Town use. The Town requests that employees not receive personal calls while on duty. If

urgent, please keep personal calls to a minimum and conversations brief.

Unacceptable usage of the Internet can place the Town and others at risk. Unacceptable usage of the Internet may be cause for disciplinary action, up to and including termination. Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment. Violations of these policies could result in disciplinary action.

4.4 Department Head and Employee Attendance at Town Council Meetings

The purpose of this policy is to ensure efficient use of staff time while maintaining effective communication between Town staff and the Town Council. This policy establishes guidelines for when Department Heads and Town employees are expected to attend Town Council meetings.

This policy applies to all Town of Afton Department Heads and employees.

Department Heads and Town employees shall attend Town Council meetings only when necessary for the conduct of Town business. Attendance is required only under the circumstances outlined in this policy.

Department Heads or designated staff members shall attend Town Council meetings only when one or more of the following conditions apply:

Scheduled Department Report. When the Department Head or employee is listed on the Council agenda to provide a scheduled department report or presentation.

Agenda Item Responsibility. When the department is responsible for presenting, explaining, or answering questions related to a specific agenda item.

Direct Invitation. When the Mayor, Town Administrator, or Town Council specifically requests the presence of the Department Head or staff member.

Operational Necessity. When attendance is necessary to support a critical operational matter under discussion and prior approval has been granted by the Mayor or Town Administrator.

Department Heads and employees may attend Council meetings voluntarily; however, attendance outside the circumstances described above should be limited and must not interfere with normal departmental operations unless approved by the Town Administrator.

When a Department Head is unable to attend a meeting where their department is scheduled to present or respond to an agenda item, they may designate a qualified staff member to attend in their place with prior notice to the Town Administrator or Town Clerk.

Departments must coordinate with the Town Administrator, Town Clerk, or designated administrative staff in advance to ensure their department reports or agenda items are scheduled appropriately.

4.54 Anti-Violence Policy

The Town of Afton believes employees should work in an environment without intimidation and threats of violence. Any violent action will not be tolerated. Such behaviors may include, but are not limited to, physical or verbal intimidation, threats of violence, violent conduct, vandalism, sabotage, and arson.

Employees shall immediately report any such occurrence to their supervisor or manager. The Town Administrator shall promptly investigate complaints. When an employee is found to have engaged in

such conduct, the Town will take appropriate corrective action up to and including termination of employment.

Should there be an imminent threat to the safety and health of the employee or others, law enforcement shall be directly contacted by the employee.

4.65 Smoking Policy

Smoking is prohibited inside Town facilities, although the Town may designate a smoking area if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts. Smoking inside Town vehicles is also prohibited.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

4.76 Drug Free / Alcohol Free Environment

The Town of Afton maintains a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect confidence in our Town.

As a condition of initial and continued employment, each employee shall abide by the terms of this policy respecting a drug free workplace.
All Town of Afton employees are prohibited from using, possessing, distributing, manufacturing, selling or being under the influence of alcohol, illegal drugs, and misuse of legally prescribed or over-the-counter medications while conducting work related activities, while conducting Town business, or while operating Town machinery or vehicles. This includes the illegal use, possession, distribution, manufacture, or sale of prescription medications.

The legal use of prescribed drugs or over the counter medications is permitted on the job as long as it is taken within the prescribed or recommended guidelines and does not impair an employee's ability to perform the essential functions of the job safely and effectively without impairing judgement or endangering themselves, the public or other individuals. It is the professional responsibility of Town employees to inform their supervisor of any current use of medication that may affect their ability to perform the essential functions of their job safely and effectively. All medical information will be treated as confidential.

If you are prescribed a controlled substance by your health care provider, you must notify the Town Administrator within forty-eight (48) hours or at the time of reporting to work after first taking your prescription. The Town Administrator may modify your duties or re-assign you to another department or tasks during the time frame you are taking or under the influence of the controlled substance.

Employees shall notify their supervisor of any arrests or convictions involving a controlled substance no later than 24 hours after the conviction and prior to returning to duty.

This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

The Town of Afton retains the right to randomly test for alcohol, controlled substances, and illegal drugs on all employees who are covered by and subject to this policy. The Town may require a blood test, urinalysis, hair test or other drug or alcohol testing or screening of employees reasonably suspected of using or being under the influence of controlled substances, illegal drugs, or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

4.87 Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

4.98 Searches

The Town of Afton may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

4.109 Drug Testing

The Town of Afton retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. The Town may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

4.110 Open-Door Policy

The Town has an open-door policy and takes employee concerns and problems seriously. The Town values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

Section 5

Leave Policies

5.1 Vacations

All full-time employees and golf course seasonal employees as defined are eligible to earn and use vacation time as shall be written and provided to the affected employees, and may be amended, modified, or replaced without consideration at the discretion of the Town. The amount of paid vacation time employees receive each year increases with the length of their employment, as shown in the following figure.

Vacation Schedule

Service Years	Vacation Days Awarded
1 - 5 Years	1 Day (8 hours) per month
6 - 10 Years	1 ¼ Days (10 hours) per month
11 - 15 Years	1 ½ Days (12 hours) per month
16 Years And Above	2 Days (16 hours) per month

Should a Town designated holiday occur during your vacation, you may add an additional day either at the beginning or the end of the vacation period, with Department Head and/or Supervisor's approval.

The Town reserves the right not to approve a vacation request if it will interfere with Town operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' request for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail.

5.2 Holidays

The Town of Afton will grant holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. The Town observes the following 10 holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Holidays are observed on a paid basis for all eligible employees.

The Town reserves the right to require employees to report to work on designated holidays if the Town or the Department Supervisor deems such workday necessary to serve the immediate or emergency needs of the Town.

Compensation related to Holiday pay, if any, shall be adopted by written policy and provided to the affected employees, and may be amended, modified or replaced without consideration at the discretion of the Town.

5.3 Jury Duty

The Town of Afton supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall not loose regular pay or leave accrual while serving on jury duty. Compensation for such leave shall be limited to the difference between pay received for this service and the employee's regular pay. The employee shall provide proof of all compensation received to the department head or supervisor.

You must inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. You will be expected to report for work during your service whenever the court schedule permits

5.4 Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Town prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air force National Guard when engaged in active duty for training, inactive duty training. Or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war of emergency.

Employees who are members of the U.S. reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

If an employee is inducted, or is recalled to active duty for a period of not more than four years, such leave will protect the employee's service for the Town. Employees are required to notify their supervisor immediately after receiving orders for active duty.

Upon satisfactory completion of employee's military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided employee is qualified and Town circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

Employees called to active duty will continue to have their participating medical/life insurance policy paid by the Town for a period not to exceed 12 months.

5.5 Time Off To Vote

Employees are encouraged to vote outside of working hours. When this is not possible, full-time employees shall be granted paid leave not to exceed an hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on that day.

5.6 Bereavement Leave

Town employees are granted up to three regularly scheduled work days of bereavement leave upon being notified of the death of an immediate family member. This leave is only used for purposes associated with the death of the family member and shall be used before the use of any other leave authorized for this purpose.

5.7 Sick Leave

Sick leave with pay shall be accumulated at the rate of one working day per month by full-time and on a pro-rata rate for benefit eligible part-time employees. No sick leave will be given to temporary and seasonal employees.

Full-time employees shall not be entitled to accumulate more than 60 working days of sick leave. Benefit eligible part-time employees shall not be entitled to accumulate more than a pro-rata portion of working days comparing their hours per week to a full-time employee.

All eligible employees may receive sick days at their Department Head and/or Supervisors discretion.

The Town reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused, and you will not be paid for it.

Employees who are unable to return to work due to illness or other related reasons shall be granted all accrued sick leave first, than compensatory time earned and finally vacation leave. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

5.8 Donated Leave

Employees with at least 80 hours of accrued sick leave are allowed to donate up to 24 hours of that leave per calendar year to one recipient who has an immediate and reasonable need for such assistance.

- Donors must notify their department head in writing of the transfer, and the head can either approve or disapprove of it.
- Donations can be made to employees in other departments under the agency head's discretion.
- Employees must deplete all paid leave (vacation, sick, compensatory time) before using donated leave.
- Unused donated sick leave will be returned to the original owner when the recipient returns to work or no longer needs it.

5.9 Administrative Leave

Administrative leave is a general leave status, initiated by the Mayor of Afton. Under the sole discretion of the Mayor, administrative leave can be a paid or unpaid leave of absence.

The Mayor will consult with Town Council before placing an individual on leave to determine the appropriate type of leave and to coordinate the appropriate payroll processing information.

5.10 Leave of Absence

Regular full-time employees may request an unpaid leave of absence after the exhaustion of paid leave. A request for a leave of absence must be submitted in writing in advance to the employee's immediate supervisor.

Leave of absences that are granted are unpaid, and will not be considered until an employee has exhausted all appropriate accrued leave balances. Continuation of employee benefits during a leave of absence will be addressed on an individual basis, as required by law.

Section 6

General Employment

6.1 Employee Classifications

Employees of the Town are either full-time or part-time. The Town may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work no more than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health benefits.

All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

6.2 Employee Records

The Department Head and/or Supervisor shall maintain a personnel file on all of their employees. A master file will be kept in the Mayor's office.

It is the employee's responsibility to notify their Department Head and/or Supervisor of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for your application, in your personnel file, or any other documents is sufficient reason for dismissal. Personnel records are the property of the Town. Employees may review their files under supervision.

6.3 Privacy

The Town retains the right to access all Town property including computers, desks, file cabinets, storage facilities, and files and folders—electronic or otherwise—at any time. Employees should not entertain any expectations of privacy when on Town grounds or while using Town property.

All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through Town property are the property of the Town, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

6.4 Employment of Relatives

The Town of Afton may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts.

Reasonable accommodations will be made when possible in the event a conflict arises.

6.5 Job Postings & Promotions

The Town of Afton has a job posting program to inform employees of available staff positions. Job vacancies will be whenever possible by promoting qualified employees from within the Town.

To apply for a posted position, and employee must:

- have completed any mandatory introductory period at a satisfactory performance level
- meet the minimum requirements for the position, and
- not received have received written correction counseling within the past 90 days; employees who have a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the Clerk indicating interest in the position. Qualified employees must inform their Supervisor that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

The Town of Afton has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

6.6 Pre-Employment Test

All successful applicants for positions with the Town may be required to undergo drug and alcohol testing prior to their employment. All job applicants will be informed of the Town's alcohol and drug testing policy, and a copy of the policy will be made available upon request. All applicants will be informed in writing prior to any drug and alcohol testing that these tests are required and that their employment is conditioned upon passing the test and conditioned upon any and all future test administered pursuant to this policy.

6.7 Reference/Background Checks

The Town of Afton conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Section 7

Discipline Policy

7.1 Grounds for Disciplinary Action

The Town reserves the right to discipline and/or terminate any employee who violates Town policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline, up to and including, termination. The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this company does not tolerate. These actions include, *but are not limited to*:

• Engaging in acts of discrimination or harassment in the workplace;
• Possessing, distributing or being under the influence of illicit controlled substances;
• Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
• Unauthorized use of company property, equipment, devices or assets;
• Damage, destruction or theft of company property, equipment, devices or assets;
• Removing company property without prior authorization or disseminating company information without authorization;
• Insubordination or refusal to comply with directives;
• Falsification, misrepresentation or omission of information, documents or records;
• Lying;
• Failing to adequately perform job responsibilities;
• Excessive or unexcused absenteeism or tardiness;
• Disclosing confidential or proprietary company information without permission;
• Illegal or violent activity;
• Falsifying injury reports or reasons for leave;
• Possessing unauthorized weapons on premises;
• Disregard for safety and security procedures;
• Disparaging or disrespecting supervisors and/or co-workers; and
• Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The Town reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

7.2 Procedures

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the Town at its sole discretion as it deems appropriate.

7.3 Termination, Resignation and Discharge

Employment with the Town is on an "at will" basis and may be terminated voluntarily or involuntarily, with or without cause or notice. Similarly, employees are free to resign their employment at any time. Upon termination, an employee is required:

• To continue to work until the last scheduled day of employment;
• To turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
• To return all files, documents, equipment, keys, access cards, software or other property belonging to the Town that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor;
• To participate in an exit interview as requested.

If at any time it is necessary for an employee to resign his or her employment with the Town, the Town requests at least two weeks notice.

Any employee who is discharged by the Town shall be paid only wages accrued to the effective date of the separation.

Section 8

Employee Health and Safety

8.1 Workplace Safety

The Town of Afton is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your Department Head and/or Supervisor. Seek help from outside emergency response agencies, if needed.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from your Department Head and/or Supervisor.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report all illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from your Department Head and/or Supervisor.

8.2 Workplace Security

The Town of Afton is committed to ensuring employees' security. Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and Town property. Report any suspicious activity to a supervisor immediately. If you have a security concern, contact your Department Head and /or Supervisor.

8.3 Emergency Procedures

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to reenter.

Section 9

Employee Benefits

9.1 Cobra

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town of Afton's group health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are separation of employment with the Town, or being placed on unpaid administrative leave.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town of Afton's group coverage rates plus an additional administration fee.

9.2 Medical Insurance

The Town of Afton may provide employee and family coverage in group medical and dental insurance to all eligible employees

All employees carried on leave without pay status, must bear the full cost of all benefits, thirty (30) calendar days after going on leave without pay status.

9.3 Retirement Savings Plan

The Town of Afton full-time employees are provided with a retirement savings plan through the Wyoming State Retirement Plan; after the mandatory introductory period and otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions.

9.4 Travel & Expense

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Town business.

You must record all travel and business activities on Town Expense Report Form and submit it to your Department Head and/or Supervisor.

9.5 Worker's Compensation

The Town of Afton provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Town. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. You must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Acknowledgement

I acknowledge that I have received the Town of Afton Policy & Procedure Manual and that I have read and understand the policies.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. The Town retains the right to change these policies and benefits, as it deems advisable.

Unless expressly prescribed by statute or contract, my employment is “at will”. I understand that I have the right to terminate my employment at any time, with or without cause, and that the Town has the same right. I further understand that my status as an “at will” employee may not be changed except in writing and signed by the governing body.

I understand that the information I come into contact with during my employment is proprietary to the Town and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Town. I understand that I must comply with all if the provisions of the Manual to have access to and use Town resources. I also understand that if I do not comply with all provisions of the Manual, my access to Town resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Town’s safety, health, and emergency procedures as outlined in this Manual or in other documents.

_____ _____

Signature of Employee Date

_____

Please Print Your Name

THE TOWN OF AFTON, WYOMING

RESOLUTION NO. 2026-07

A RESOLUTION ADOPTING REPLACEMENT POLICY AND PROCEDURES MANUAL

BE IT RESOLVED by the Afton Town Council, Governing Body of the Town of Afton:

WHEREAS, the Town of Afton approves, maintains, and distributes to its employees a Policy and Procedures Manual; and

WHEREAS, the Town of Afton periodically reviews, revises, and updates the Policy and Procedure Manual, and

WHEREAS, the Town of Afton conducted such review, revision, and updating process during June of 2026.

NOW, THEREFORE, be it resolved by the Afton Town Council, Governing Body of the Town of Afton, Wyoming, as follows:

RESOLVED, that the Town of Afton hereby adopts and updates and replacement the Policy and Procedure Manual previously dated "May 2025", and updated to "July 2026" as attached hereto, subject to further revision, correction, or update as the Governing Body of the Town of Afton sees fit.

Dated this 13th Day of July, 2026.

FOR THE GOVERNING BODY:

TOWN OF AFTON

BY:_____
Jeffrey Jensen, Mayor

(ATTEST:)

BY:_____
Tina McGarvey, Afton Town Clerk

Date:_____

THE TOWN OF AFTON, WYOMING

ORDINANCE 709

AN ORDINANCE APPROVING AND AUTHORIZING THE DE-ANNEXATION OF PART OF MOUNTAIN STAR PRODUCTS, LLC AND PART OF O. DAVID GARDNER TRUST, DATED 15 JULY 1999 WITHIN THE INCORPORATED LIMITS OF THE TOWN OF AFTON IN THE S1/2SE1/4 SECTION 13 T32N R119W LINCOLN COUNTY, WYOMING

BE IT ORDAINED by the Governing Body of the Town of Afton:

***WHEREAS**,* on March 16 2026, Mountain Star Products, LLC/ O. David Gardner Trust filed with the Town of Afton a petition for municipal de-annexation of part of the SW1/2SE1/4 and part of the SE1/4SE1/4 of Section 13, T32N R119 W, Lincoln County, Wyoming, being part of those tracts of record in the Office of the Clerk of Lincoln County in Book 653 of Photostatic Records on page 70 and in Book 1143 of Photostatic Records on page 294, being more particularly described in Exhibit A, and depicted in Exhibit B attached to this Ordinance; and

***WHEREAS**,* in accordance with Wyo. Stat. Ann. §15-1-421(b) public notice of said petition was published in the Star Valley Independent on March 25, 2026; and

WHEREAS, on April 13, 2026 the Board of County Commissioners for Lincoln County, Wyoming, prepared a De-annexation Report concerning the property to be de-annexed and

***WHEREAS**,* Wyo. Stat. Ann. §15-1-421 provides a procedure for municipal de-annexation.

NOW THEREFORE, be it ordained by the Afton Town Council, governing body of the Town of Afton, Wyoming, that:

Section 1. The foregoing recitals are incorporated in and made a part of this Ordinance by reference;

Section 2. Pursuant to Wyo. Stat. Ann. §15-1-421, the described tract of land is de-annexed from the Town of Afton, Wyoming, with the consent of the owners, to wit:

BEGINNING at the northwest corner of said SW1/4SE1/4;

thence N89°-05'-02"E, 1368.02 feet, along north line of said SW1/4SE1/4, to the northeast corner thereof, identical with the northwest corner of said SE1/4SE1/4;

thence N89°-05'-41"E, 36.92 feet, along the north line of said SEl/4SE1/4, to point at the intersection with the east right-of-way line of Earl Lane, as depicted on that plat of record

in said Office with Accession No. 1042842;

thence along said east right-of-way line as follows:

S00°-11'-40"E, 813.31 feet, to a point;

S86°-34'-08"E, 87.00 feet, to a point;

S00°-29'-07"E, 504.28 feet, to a spike on the south line of said SEl/4SE1/4, and leave said east right-of-way-line;

thence S89°-05'-00"W, 98.49 feet, along said south line, to the southeast spike of that tract

of record in said Office in Book 980 of Photostatic Records on page 614;

thence N01°-33'-06"W, 437.97 feet, along the east line of said tract in Book 980, to the northeast point thereof;

thence N89°-58'-54"W, 1400.97 feet, along the north line of said tract in Book 980 and along its westerly extension, to a position at the intersection with the west line of said SW1/4SE1/4;

thence N00°-50'-25"E, 863.72 feet, along said west line, to the CORNER OF BEGINNING;

ENCOMPASSING an area of 29.55 acres, more or less;

Section 3. The foregoing described tract of land contains 29.55 acres of land, more or less, together with all and singular tenements, hereditaments, and appurtenances thereunto belonging or in anywise appertaining, and all improvements thereon.

Section 4. The consent of the sole owners, Aaron Lind, President and Managing Member of Mountain Star Products, LLC, a Wyoming Limited Liability Company and Shirley Ann Gardner, Surviving Trustee of O. David Gardner Trust, dated July 15 1999, as tenants/owners by the entirety of said tract of land, was received by the Town of Afton, Wyoming, on March 16, 2026.

Section 5. It is the intent of the Town of Afton, Wyoming, to de-annex said tract of land, being a portion of the property presently having been originally annexed via the North Afton Water and Sewer District Annexation, of record in the Office of the Clerk of Lincoln County as Accession No. 832000.

Section 6. The tract of land is returned to Lincoln County Rural Zone.

Section 7. The tract of land is removed from the municipal election precinct.

Section 8. All previous ordinances defining the boundaries of the Town of Afton, Wyoming shall be, and the same are hereby amended to exclude the area as herein described, and all ordinances or parts thereof in conflict with the Ordinance are hereby repealed to the extent of any inconsistency.

THIS ORDINANCE shall become effective upon the third and final reading.

FOR THE GOVERNING BODY

TOWN OF AFTON

By:_____ Attest: _____

Jeffrey Jensen, Mayor Tina McGarvey, Clerk

Passed, Approved, and Adopted this ___ day of _____, 2026.

First Reading: June 9, 2026

Second Reading: July 14, 2026

Third Reading: August 11, 2026

Published on _____

AFTON TOWN COUNCIL
TOWN COUNCIL BOARD STAFF REPORT
Town Council
HEARING TIME AND DATE: 5:30 PM, June 9, 2026
HEARING LOCATION: Afton Town Hall, Conference Room, 416 Washington St., Afton, WY

APPLICANT(S): Ryan & Amber Nielsen
PROJECT NAME: Town Council
PROJECT LOCATION: 40 W 4th Ave - PT of Lot 1 Block 19n, a portion of Section 25, T32N, R119W within Lincoln County
CURRENT ZONING: CBD
REPRESENTATIVE: Ryan Nielsen

PROPOSAL: The applicant seeks to rezone the property located at the address of 40 West 4th Ave, Part of Lot 1 of Block 19 of the Original Townsite, a portion of Section 25, T32N, R119W in Lincoln County within the Municipal bounds of the Town of Afton. The applicant wishes to bring the existing uses of the property into conformance with zoning regulations and potentially expand the established single family dwelling unit located on the property.

FACTUAL DATA:
Current Zone: CBD
Total Acres of Project: .375± Acres
Proposed Zone: R-1

SERVICES:
Water: Current Afton Water
Sewer: Current Afton Sewer

ATTACHMENTS:
1. 40 W 4th -Nielsen Rezone Application

TOWN COUNCIL BOARD RECOMMENDATION:
Planning & Zoning Board recommends that the Afton Town Council Approve the proposed Rezone with:
- Findings of Approval A. through B.
- Conditions of Approval 1.

FINDINGS OF APPROVAL:

FINDINGS OF APPROVAL:
A. The proposed application is complete and consistent with the procedural requirements outlined in Section 17-2-7 of the Afton Land Development Code, Zone Change Process
B. The proposed Rezone Application is evaluated in the context of the five (5) considerations outlined in 17-2-7(d).

1. Consistency of the zone change with the Town of Afton Municipal Master Plan;
a. The applicant property was sited in the adopted Land Use Option 1 map of the Municipal Master Plan as a Commercial/Residential area contiguous to Residential sited to the West.
2. Suitability of the subject and adjacent properties to existing zoning;
a. The applicant property is contiguous to existing R-1 Single Family Residential to the West and had historically operated as a single family residential.
3. Purpose and potential need for the rezone request and public policies that may support the proposed zone change:
a. The proposed land use for the applicant property is to continue existing, historical usage that is operating under non conforming usage clauses and to be able to possibly expand the existing home in the future.
4. Compatibility and potential impacts of the proposed zone change upon adjoining land uses; and;
a. The applicant property is already operating under non conforming usage of CBD regulations, and in conformance to R-1. This zone change brings the existing usage into conformance with R-1 regulations and allows for the potential to expand the single family home with further permitting.
5. Potential impacts of the zone change on municipal roads, water systems, wastewater systems, stormwater management, and other public services.
a. The applicant property is already connected to town water and sewer. The zone change will not immediately change the services being provided.

CONDITIONS OF APPROVAL:

CONDITIONS OF APPROVAL:
1. The rezoning, if approved, would not constitute or automatically approve the building permit for any expansion for structures on the property.

BACKGROUND:

BACKGROUND:
The applicant seeks to rezone the property located at the address of 40 West 4th Ave, Part of Lot 1 of Block 19 of the Original Townsite, a portion of Section 25, T32N, R119W in Lincoln County within the Municipal bounds of the Town of Afton. The applicant wishes to bring the existing uses of the property into conformance with zoning regulations and potentially expand the established single family dwelling unit located on the property.

THE TOWN OF AFTON, WYOMING

ORDINANCE 709

AN ORDINANCE APPROVING AND AUTHORIZING THE DE-ANNEXATION OF PART OF MOUNTAIN STAR PRODUCTS, LLC AND PART OF O. DAVID GARDNER TRUST, DATED 15 JULY 1999 WITHIN THE INCORPORATED LIMITS OF THE TOWN OF AFTON IN THE S1/2SE1/4 SECTION 13 T32N R119W LINCOLN COUNTY, WYOMING

BE IT ORDAINED by the Governing Body of the Town of Afton:

***WHEREAS**,* on March 16 2026, Mountain Star Products, LLC/ O. David Gardner Trust filed with the Town of Afton a petition for municipal de-annexation of part of the SW1/2SE1/4 and part of the SE1/4SE1/4 of Section 13, T32N R119 W, Lincoln County, Wyoming, being part of those tracts of record in the Office of the Clerk of Lincoln County in Book 653 of Photostatic Records on page 70 and in Book 1143 of Photostatic Records on page 294, being more particularly described in Exhibit A, and depicted in Exhibit B attached to this Ordinance; and

***WHEREAS**,* in accordance with Wyo. Stat. Ann. §15-1-421(b) public notice of said petition was published in the Star Valley Independent on March 25, 2026; and

WHEREAS, on April 13, 2026 the Board of County Commissioners for Lincoln County, Wyoming, prepared a De-annexation Report concerning the property to be de-annexed and

***WHEREAS**,* Wyo. Stat. Ann. §15-1-421 provides a procedure for municipal de-annexation.

NOW THEREFORE, be it ordained by the Afton Town Council, governing body of the Town of Afton, Wyoming, that:

Section 1. The foregoing recitals are incorporated in and made a part of this Ordinance by reference;

Section 2. Pursuant to Wyo. Stat. Ann. §15-1-421, the described tract of land is de-annexed from the Town of Afton, Wyoming, with the consent of the owners, to wit:

BEGINNING at the northwest corner of said SW1/4SE1/4;

thence N89°-05'-02"E, 1368.02 feet, along north line of said SW1/4SE1/4, to the northeast corner thereof, identical with the northwest corner of said SE1/4SE1/4;

thence N89°-05'-41"E, 36.92 feet, along the north line of said SEl/4SE1/4, to point at the intersection with the east right-of-way line of Earl Lane, as depicted on that plat of record

in said Office with Accession No. 1042842;

thence along said east right-of-way line as follows:

S00°-11'-40"E, 813.31 feet, to a point;

S86°-34'-08"E, 87.00 feet, to a point;

S00°-29'-07"E, 504.28 feet, to a spike on the south line of said SEl/4SE1/4, and leave said east right-of-way-line;

thence S89°-05'-00"W, 98.49 feet, along said south line, to the southeast spike of that tract

of record in said Office in Book 980 of Photostatic Records on page 614;

thence N01°-33'-06"W, 437.97 feet, along the east line of said tract in Book 980, to the northeast point thereof;

thence N89°-58'-54"W, 1400.97 feet, along the north line of said tract in Book 980 and along its westerly extension, to a position at the intersection with the west line of said SW1/4SE1/4;

thence N00°-50'-25"E, 863.72 feet, along said west line, to the CORNER OF BEGINNING;

ENCOMPASSING an area of 29.55 acres, more or less;

Section 3. The foregoing described tract of land contains 29.55 acres of land, more or less, together with all and singular tenements, hereditaments, and appurtenances thereunto belonging or in anywise appertaining, and all improvements thereon.

Section 4. The consent of the sole owners, Aaron Lind, President and Managing Member of Mountain Star Products, LLC, a Wyoming Limited Liability Company and Shirley Ann Gardner, Surviving Trustee of O. David Gardner Trust, dated July 15 1999, as tenants/owners by the entirety of said tract of land, was received by the Town of Afton, Wyoming, on March 16, 2026.

Section 5. It is the intent of the Town of Afton, Wyoming, to de-annex said tract of land, being a portion of the property presently having been originally annexed via the North Afton Water and Sewer District Annexation, of record in the Office of the Clerk of Lincoln County as Accession No. 832000.

Section 6. The tract of land is returned to Lincoln County Rural Zone.

Section 7. The tract of land is removed from the municipal election precinct.

Section 8. All previous ordinances defining the boundaries of the Town of Afton, Wyoming shall be, and the same are hereby amended to exclude the area as herein described, and all ordinances or parts thereof in conflict with the Ordinance are hereby repealed to the extent of any inconsistency.

THIS ORDINANCE shall become effective upon the third and final reading.

FOR THE GOVERNING BODY

TOWN OF AFTON

By:_____ Attest: _____

Jeffrey Jensen, Mayor Tina McGarvey, Clerk

Passed, Approved, and Adopted this ___ day of _____, 2026.

First Reading: June 9, 2026

Second Reading: July 14, 2026

Third Reading: August 11, 2026

Published on _____

AFTON TOWN COUNCIL
TOWN COUNCIL BOARD STAFF REPORT
Town Council
HEARING TIME AND DATE: 5:30 PM, July 14, 2026
HEARING LOCATION: Afton Town Hall, Conference Room, 416 Washington St., Afton, WY

APPLICANT(S): Ryan & Amber Nielsen
PROJECT NAME: Town Council
PROJECT LOCATION: 40 W 4th Ave - PT of Lot 1 Block 19n, a portion of Section 25, T32N, R119W within Lincoln County
CURRENT ZONING: CBD
REPRESENTATIVE: Ryan Nielsen

PROPOSAL: The applicant seeks to rezone the property located at the address of 40 West 4th Ave, Part of Lot 1 of Block 19 of the Original Townsite, a portion of Section 25, T32N, R119W in Lincoln County within the Municipal bounds of the Town of Afton. The applicant wishes to bring the existing uses of the property into conformance with zoning regulations and potentially expand the established single family dwelling unit located on the property.

FACTUAL DATA:
Current Zone: CBD
Total Acres of Project: .375± Acres
Proposed Zone: R-1

SERVICES:
Water: Current Afton Water
Sewer: Current Afton Sewer

ATTACHMENTS:
1. 40 W 4th -Nielsen Rezone Application

TOWN COUNCIL BOARD RECOMMENDATION:
Planning & Zoning Board recommends that the Afton Town Council Approve the proposed Rezone with:
- Findings of Approval A. through B.
- Conditions of Approval 1.

FINDINGS OF APPROVAL:

FINDINGS OF APPROVAL:
A. The proposed application is complete and consistent with the procedural requirements outlined in Section 17-2-7 of the Afton Land Development Code, Zone Change Process
B. The proposed Rezone Application is evaluated in the context of the five (5) considerations outlined in 17-2-7(d).

1. Consistency of the zone change with the Town of Afton Municipal Master Plan;
a. The applicant property was sited in the adopted Land Use Option 1 map of the Municipal Master Plan as a Commercial/Residential area contiguous to Residential sited to the West.
2. Suitability of the subject and adjacent properties to existing zoning;
a. The applicant property is contiguous to existing R-1 Single Family Residential to the West and had historically operated as a single family residential.
3. Purpose and potential need for the rezone request and public policies that may support the proposed zone change:
a. The proposed land use for the applicant property is to continue existing, historical usage that is operating under non conforming usage clauses and to be able to possibly expand the existing home in the future.
4. Compatibility and potential impacts of the proposed zone change upon adjoining land uses; and;
a. The applicant property is already operating under non conforming usage of CBD regulations, and in conformance to R-1. This zone change brings the existing usage into conformance with R-1 regulations and allows for the potential to expand the single family home with further permitting.
5. Potential impacts of the zone change on municipal roads, water systems, wastewater systems, stormwater management, and other public services.
a. The applicant property is already connected to town water and sewer. The zone change will not immediately change the services being provided.

CONDITIONS OF APPROVAL:

CONDITIONS OF APPROVAL:
1. The rezoning, if approved, would not constitute or automatically approve the building permit for any expansion for structures on the property.

BACKGROUND:

BACKGROUND:
The applicant seeks to rezone the property located at the address of 40 West 4th Ave, Part of Lot 1 of Block 19 of the Original Townsite, a portion of Section 25, T32N, R119W in Lincoln County within the Municipal bounds of the Town of Afton. The applicant wishes to bring the existing uses of the property into conformance with zoning regulations and potentially expand the established single family dwelling unit located on the property.

April 24, 2026

To Whom it May Concern

This letter is being submitted with the Rezone Application for the Nielsen property located at 40 W 4th Avenue.

We, the applicants, are seeking to rezone our property from a commercial zone to a residential zone. The Rezone Application, if approved, will be zoned consistently with the surrounding area, current land use pattern, and would allow us the opportunity to make much needed changes to the existing residence.

Attached you will find:

1. Location Map
2. Legal Description
3. Site plan of the existing residence
4. Rationale for the zone change
5. A list of landowners within 300ft of the property
6. A copy of the recorded deed

If anything else is needed, or if you have any questions, please contact Amber or Ryan Nielsen.

Sincerely,

Amber Nielsen

Amber Nielsen

Ryan Nielsen

Ryan Nielsen

AFTON
WYOMING
EST. 1902

416 S. Washington
P.O. Box 310
Afton, WY 83110
Phone (307) 885-9831

ZONING CHANGE APPLICATION

APPLICATION FEE: $150.00

PROPERTY OWNER(S)

Name: Ryan Nielsen
Mailing Address: P.O. Box 144
Afton WY 83110
Phone #: (307) 371-7927

Name: Amber Nielsen
Mailing Address: P.O. Box 144
Afton, WY 83110
Phone #: (307) 248-3683

REPRESENTATIVE/SURVEYOR/ENGINEER

Name: _____
Mailing Address: _____
Phone #: _____

The applicant will be required to provide the Town Clerk with the following:

(1) Location map of the lots or land parcels being considered for the zone change.
(2) Legal description and total land area of the lands proposed for a zone change.
(3) A site plan of the proposed land use development concept.
(4) A development schedule for proposed land use.
(5) Rationale for the zone change.
(6) A list of landowners who own properties within 300 feet of the proposed zone change.

Landowner name and addresses within 300 feet of zoning change location:

Included on Seperate Page

A hearing date will be set for the Planning and Zoning Board to review and make their recommendation to the Afton Town Council. The applicants description and hearing date will be advertised in the local paper for two weeks prior to hearing date.

I/We the undersigned have read and understand this Rezone Application and certify that the information provided is true and correct.

I/We also have read and understand all planning and development requirements in the Afton Land Development Code-Title 17.

(ALL Property owners must sign).

PROPERTY OWNER	4-17-26 DATE
PROPERTY OWNER	4/17/26 DATE
PROPERTY OWNER	DATE

Rationale for Zone Change

The requested zoning change from commercial to residential is appropriate given the property's current use, and the surrounding land use pattern.

This property is currently used as a residence and has operated in a manner consistent with residential occupancy since about 1932. Retaining a commercial zoning designation does not reflect the actual use of the property and creates unnecessary regulatory challenges. Rezoning the property to residential would align the zoning classification with its existing and intended use.

The surrounding area is predominantly residential in character, with neighboring properties primarily consisting of single-family homes or similar uses. In a community like Afton, where maintaining neighborhood cohesion is especially important, consistency between zoning and existing land use is a key consideration. A commercial designation within a residential area introduces the potential for uses that may be incompatible with the established neighborhood pattern.

From an infrastructure and service standpoint, residential use typically generates less demand on roads, parking, and utilities than commercial development. The proposed change is therefore unlikely to negatively impact public services and is consistent with the Town's goal of efficient and appropriate use of infrastructure.

For these reasons, the proposed zoning change from commercial to residential is reasonable, and compatible with surrounding properties.

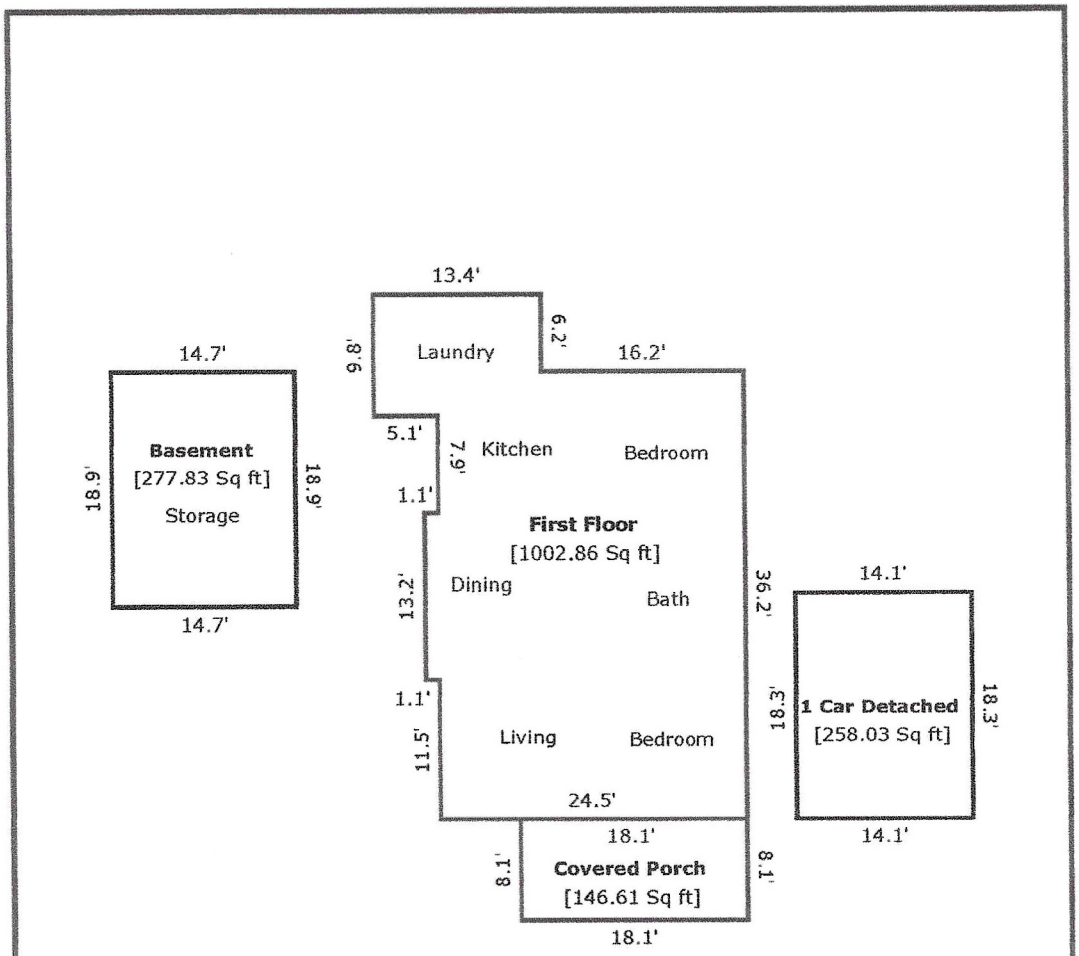


Legal Description: Afton OT B 19 L01 PT T32 R119 S25

Total land area: .375 acres

Building Sketch

Borrower	Nielsen, Ryan J				
Property Address	40 W 4th Ave				
City	Afton	County Lincoln	State WY	Zip Code 83110	
Lender/Client	Advantage Plus Federal Credit Union				



TOTAL Sketch by a la mode

Area Calculations Summary

Living Area		**Calculation Details**	
First Floor	1002.86 Sq ft		13.2 × 1.1 = 14.52 24.5 × 32.6 = 798.7 9.8 × 13.4 = 131.32 3.6 × 16.2 = 58.32
Total Living Area (Rounded):	**1003 Sq ft**		
Non-living Area			
Covered Porch	146.61 Sq ft		18.1 × 8.1 = 146.61
1 Car Detached	258.03 Sq ft		14.1 × 18.3 = 258.03
Basement	277.83 Sq ft		14.7 × 18.9 = 277.83

Jeffrey & Tamara Jensen
P.O. Box 1194
Afton, WY 83110

David Cox
P.O. Box 653
Afton, WY 83110

Alexis Clark
67 West 4th Avenue
Afton, WY 83110

Carlton & Breanna Herbert
P.O. Box 1453
Afton, WY 83110

Christopher Bronson
P.O. Box 864
Afton, WY 83110

Western Postal Realty Holdings
75 Columbia Avenue
Cedarhurst, NY 11516

Bank of Star Valley
P.O. Box 8007
Afton, WY 83110

Jackson Fitzgerald & Elise Roberts
15 Mahogany Way #7850
Star Valley Ranch, WY 83127

Harold Leavitt
P.O. Box 863
Afton, WY 83110

Eli Rodgers
P.O. Box 52
Afton, WY 83110

Jacob Anderson
72 W 4th Avenue
Afton, WY 83110

Donna Hall & Rachel Twitchell
P.O. Box 2819
Alpine, WY 83128

Quality Case Management, INC
P.O. Box 585
Afton, WY 83110

Kyler Cazier
P.O. Box 1365
Afton, WY 83110

Chad & Kathy Fortuna
P.O. Box 255
Thayne, WY 83127

Harry & Cynthia Keyfauver
P.O. Box 343
Afton, WY 83110

SVP, LLC
P.O. Box 1210
Afton, WY 83110

Valley Enterprise, LLC
P.O. Box 497
Afton, WY 83110

Arts Assets, LLC
P.O. Box 463
Afton, WY 83110

Walker Legacy LLC C/O England Design CO LLC
P.O. Box 789
Afton, WY 83110

Taylor Legacy, LLC
P.O. Box 630
Thayne, WY 83127

Francis D Trustee Hale
4231 State HWY 241
Afton, WY 83110

NORTHERN TITLE COMPANY - AFTON
350 WASHINGTON STREET

AFTON, WY 83110

NTL-85340
Ryan J. Nielsen
PO Box 144
Afton, WY 83110

996243 1/12/2018 12:40 PM
LINCOLN COUNTY FEES: $12.00 PAGE 1 OF 1
BOOK: 915 PAGE: 670 DEED, WD
JEANNE WAGNER, LINCOLN COUNTY CLERK

WARRANTY DEED

Wendell "G" Montague and Lannice A. Montague, Grantors and Trustees of the Wendell "G" Montague and Lannice A. Montague Family Trust between Grantors and Trustee Dated the 22nd day of July 1981

Grantor(s) of Afton, State of WY hereby *CONVEY AND WARRANT* to

Ryan J. Nielsen and Amber H. Nielsen, Husband and Wife

Grantee(s) of PO Box 144, Afton, State of Wyoming for the sum of TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION, the following described tract of land in Lincoln County, State of WY, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to wit:

Beginning at a point 15 rods West of the Northeast corner of Lot 1 in Block 19 in the Town of Afton, Wyoming, and running thence South 12 rods; thence West 5 rods; thence North 12 rods to the Northwest corner of said Lot 1 Block 19 and running thence East 5 rods to the Place of Beginning.

(PART OF: 00R0008894)

Subject to easements, declarations of covenants and restrictions, rights of way of record, and taxes for the current year and thereafter.

Witness, the hand(s) of said Grantor(s), this

Wendell G Montague, Trustee
Wendell "G Montague, Grantor and Trustee

Lannice A Montague, Trustee
Lannice A. Montague, Grantor and Trustee

State of ~~Wyoming~~) CALIFORNIA
County of ~~Lincoln~~) SAN DIEGO

On this 09 of January 2018, personally appeared before me Wendell "G" Montague, Trustee and Grantor, and Lannice A. Montague , Trustee and Grantor, who, being by me duly sworn, did say that THEY ARE the Trustee(s) of Wendell "G" Montague and Lannice A. Montague, Grantors and Trustees of the Wendell "G" Montague and Lannice A. Montague Family Trust between Grantors and Trustee Dated the 22nd day of July 1981, and that said instrument was signed in behalf of said Trust by the authority of its Trust Agreement, and the aforesaid individual(s) acknowledged to me that said Trust executed the same.

FRANK METAVER
Notary Public - California
San Diego County
Commission # 2179141
My Comm. Expires Jan 25, 2021

Notary Public

THE TOWN OF AFTON, WYOMING

ORDINANCE 710

AN ORDINANCE RE-ZONING THE AREA DESCRIBED BELOW FROM ITS PRESENT ZONING (CBD) CENTRAL BUSINESS DISTRICT TO (R-1) SINGLE FAMILY RESIDENTIAL DISTRICT WITHIN THE TOWN OF AFTON

BE IT ORDAINED by the Governing Body of the Town of Afton:

WHEREAS, the Governing Body has reviewed the zone change request application of Amber & Ryan Nielsen to change the zoning of the property hereinafter described from its current zoning of CBD (Central Business District), to R-1 (Single Family Residential District);

WHEREAS, the Governing Body of the Town of Afton has found that;

Notice of Hearing on the proposed zone change was published in the Star Valley Independent not less than thirty (30) days prior to the date of the public hearing;

A copy of the notice was sent by mail to each property owner owning property within the area sought to be rezoned and all landowners of properties that are located within 300 feet of the proposed zone change;

The application for zoning change is signed by the agent of the owner of the area sought to be rezoned;

The area sought to be re-zoned would not materially affect the Master Plan and Zoning of the Town of Afton;

The area sought to be re-zoned is a natural, logical, and historic use of the property.

WHEREAS, the requirements of the Town Code and procedures for change of zoning have been otherwise met.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF AFTON WYOMING, that the zoning of the following described land is hereby changed upon passage of this ordinance and in compliance with those certain terms and conditions as set forth hereinafter, to-wit;

Section 1. That the following described area shall be zoned as (R-3) Mixed Residential:

Physically located at 40 West 4th Ave, Afton, Lincoln County, Wyoming, and legally described in Book: 915 Page: 670 in the office of the Clerk of Lincoln County as follows:

AFTON ORIGINAL TOWNSITE B19 L01 PORTION OF SECTION 25, T32N, R119, LINCOLN COUNTY, WYOMING, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Beginning at a point 15 rods West of the Northeast corner of Lot 1 in Block 19 in the Town of Afton, Wyoming, and running thence South 12 rods; thence West 5 rods; thence North 12 rods to the Northwest corner of said Lot 1 Block 19 and running thence East 5 rods to the place of Beginning (PART OF: 00R0008894)

Section 2. The Town Council has sufficiently reviewed the staff report prepared by the Zoning Administrator and has determined that the report sufficiently evaluated each of the requirements under the Town Code.

Section 3. The Zoning map of the Town of Afton shall be revised to reflect the aforementioned revision.

THIS ORDINANCE shall become effective upon the third and final reading.

FOR THE GOVERNING BODY

TOWN OF AFTON

By:_____ Attest: _____
Jeffrey Jensen, Mayor Tina McGarvey, Clerk

Passed, Approved, and Adopted this ___ day of _____, 2026.

First Reading:
Second Reading:
Third Reading: