



Date: July 13, 2026
Department: Planning and Zoning
Presenter: Gina Corson, Planning and Zoning Administrator
Subject: 2025-11 Amendments- Public Notice and Building Code Adoption Clarifications

Purpose:

Staff is requesting that the Town Council amend Ordinance 2025-11 to improve the administration of the Land Use and Development Code (LUDC) by:

1. Consolidating public notice requirements through reference to the Town's Uniform Public Notice Requirements Ordinance; and
2. Clarifying language related to the adoption of building and construction codes to reflect the Town's intent to follow the code adoption schedule established by the State of Wyoming

These amendments are administrative in nature and are intended to improve clarity, consistency, and long-term code maintenance without changing the underlying review processes or development standards.

Background:

Public Notice

Currently, public notice requirements are contained in both the **Land Use and Development Code (LUDC)**, and the recently adopted **Uniform Public Notice Requirements Ordinance**. In addition, the LUDC repeats substantially similar public notice procedures throughout numerous application types, including Planned Unit Developments, Land Use Plan Amendments, Zone Changes, Variances, Subdivisions, Special Use Permits, and Appeals.

Maintaining the same procedural requirements in multiple sections of the LUDC **and** in a separate ordinance creates unnecessary duplication and increases the potential for inconsistencies whenever public notice requirements are amended. Future changes would require amendments not only to the Uniform Public Notice Requirements Ordinance, but also to each section of the LUDC where those same procedures are repeated.



The intent of these amendments is **not** to change the Town's public notice requirements. Rather, it is to establish the **Uniform Public Notice Requirements Ordinance as the Town's single authoritative source for public notice procedures.**

The proposed amendments establish a new general Public Notice section to Part 2 of the LUDC and replace the detailed public notice language throughout the Code with a simple reference to the Town's Uniform Public Notice Requirements Ordinance. This approach centralizes all public notice procedures into one ordinance, simplifies future amendments, and helps ensure consistent application of public notice requirements across all land use approvals.

Building Code Adoption Language

As staff reviewed Ordinance 2025-11 for the proposed public notice amendments, an additional opportunity for administrative clarification was identified within Sections 4-201 through 4-203 relating to the adoption of building and construction codes.

Although Ordinance 2025-11 previously revised portions of these sections to improve the Town's code adoption process, staff believes the current language does not clearly express the Town's long-standing intent to follow the building code adoption schedule established by the State of Wyoming.

Specifically, staff determined that references to the "most current" or "most currently published" editions of various codes could create uncertainty as to whether the Town intended to adopt newly published code editions immediately upon publication by the International Code Council (ICC), or only after those editions have been adopted by the State of Wyoming.

Because the Town's intent has always been to follow the State's adopted building code cycle, staff recommends clarifying this language to expressly state that the Town follows the editions of the applicable codes **as adopted by the State of Wyoming and in effect at the time of installation.**

These amendments do not change the Town's code adoption policy. Rather, they clarify and strengthen the existing language to more accurately reflect the Town's intended administrative practice and eliminate potential ambiguity for staff, applicants, contractors, and design professionals.

Because staff was already bringing forward amendments to Ordinance 2025-11 related to public notice, it was determined that this was an appropriate opportunity to address this additional administrative clarification rather than requiring a separate ordinance amendment at a later date.

Alternatives:

Option A — Approve the Amendments to Ordinance 2025-11 (Staff Recommendation)

Benefits Include:



- Establishes the Uniform Public Notice Requirements Ordinance as the Town's single authoritative source for public notice procedures.
- Eliminates duplicate public notice requirements from the Land Use and Development Code.
- Reduces the potential for conflicting public notice procedures between the LUDC and the Uniform Public Notice Requirements Ordinance.
- Simplifies future amendments to public notice requirements.
- Clarifies that the Town follows the building code adoption schedule established by the State of Wyoming.
- Improves consistency, readability, and long-term maintenance of the LUDC.
- Complements the proposed ICC Code Exemptions and Local Amendments Ordinance.

Challenges Include:

- Requires amendments to multiple sections of the LUDC.

Option B — Maintain the Existing Language

Benefits Include:

- No immediate amendments to the LUDC are required.

Challenges Include:

- Public notice requirements remain duplicated within both the LUDC and the Uniform Public Notice Requirements Ordinance.
- Future amendments to public notice procedures will require amendments to both the Uniform Public Notice Requirements Ordinance and multiple sections of the LUDC.
- Existing building code adoption language may create confusion regarding which code editions apply.

Option C — Take No Action

Benefits Include:

- No legislative action is required at this time.

Challenges Include:

- Administrative inconsistencies remain within the LUDC.
- Duplicate public notice procedures remain in both the LUDC and the Uniform Public Notice Requirements Ordinance.



- Opportunities to simplify future code administration are lost.

Fiscal Impact:

There is no anticipated fiscal impact associated with these amendments.

The proposed changes are expected to reduce future administrative effort by centralizing public notice requirements and clarifying code adoption procedures.

Strategic or Community Impact:

These amendments improve the organization, consistency, and long-term maintainability of the Land Use and Development Code.

By establishing the Uniform Public Notice Requirements Ordinance as the Town's single source for public notice procedures and consolidating recurring administrative requirements into standalone ordinances where appropriate, the Town can more efficiently update administrative procedures while reducing duplication and maintaining consistency across its development regulations.

The amendments also ensure the Town's code adoption language accurately reflects its intent to follow the building code adoption schedule established by the State of Wyoming.

Key Questions:

- Does the Council support consolidating public notice requirements into the Town's Uniform Public Notice Requirements Ordinance?
- Does the Council agree that clarifying the Town's building code adoption language improves consistency with the State of Wyoming's adopted code cycle?
- Does the Council wish to approve the proposed amendments to Ordinance 2025-11?

Suggested Motion: 1 or 2 suggested motions

I move to approve the first reading of the amendments to Ordinance 2025-11, as presented.