DRAFT
MEMORANDUM OF UNDERSTANDING
BETWEEN CARBON COUNTY AND THE TOWN OF SARATOGA

An agreement between the Town of Saratoga (Town) and Carbon County (County) regarding planning, zoning and development review surrounding the corporate limits of the Town.

WHEREAS, in the unincorporated area surrounding the corporate limits of the Town, there has been concurrent jurisdiction between the Town and the County creating duplicative and sometimes conflicting governing issues for land owners and developers; and,

WHEREAS, the authority to assert extraterritorial jurisdiction by municipalities will change on January 1, 2019; and,

WHEREAS, both the Town and County have updated and adopted their respective Comprehensive Master Plans and recognize that it is in the long term interest of the Town and County to encourage a diverse and sustainable economy and to ensure that future land development is fiscally responsible and has adequate roads and other infrastructure; and,

WHEREAS, the 2016 Town of Saratoga Comprehensive Master Plan has identified the need to continue cooperative efforts with Carbon County to establish a sustainable long-term growth and development vision for the area surrounding Saratoga and that Saratoga should work with Carbon County to coordinate land use and development surrounding the community; and,

WHEREAS, the Town and County have recognized that growth occurring surrounding the Town may someday be annexed into the Town or may be developed at a higher density and/or intensity than may be appropriate in more rural parts of Carbon County and as such should be planned with input from the Town and using guidelines that are appropriate for growth surrounding the Town; and,

WHEREAS, the 2016 Town of Saratoga Comprehensive Master Plan has identified the following goals as they relate to future growth in and around the Town of Saratoga:

- The Town should work with the County on joint planning for areas surrounding the Town limits; and,
- The Town and the County should create a single vision for future land use that protects existing agricultural land surrounding the Town; and,
- The Town and the County should identify long-term growth areas while protecting traditional ranching and other agricultural uses; and,
- The Town should review ordinances, policies and procedures and encourage annexation when Town services or utilities are provided to ensure that Saratoga is a strong, well-planned community; and,
• The County and the Town will actively collaborate with civic organizations, volunteer
groups and other entities to clean up community gateways, public property and roadway
corridors.

WHEREAS, the Carbon County Comprehensive Land Use Plan has identified the following
goals, strategies and actions as they relate to future growth around Saratoga, the County should;

• Work with incorporated communities to coordinate land use and development in the
unincorporated areas surrounding the Town(s); and to
• Investigate options for joint planning opportunities by the County and the Town to guide
development on the fringes of Town, such as intergovernmental agreements, annexation
agreements, and infrastructure planning; and to
• Coordinate planning with all municipalities to develop detailed land use plans and
infrastructure plans for the growth areas surrounding each community; and to
• Locate new developments in close proximity to areas where public services already exist
and can be provided efficiently; and to
• Continue to investigate areas suitable for incremental annexation adjacent to the Town to
accommodate long term growth beyond the 20-year planning horizon.

NOW, THEREFORE, BE IT RESOLVED WITH RESPECT TO ALL
PROPOSED DEVELOPMENT PROPOSALS THAT REQUIRE PUBLIC NOTICE AND
LOCATED WITHIN THE AREA SURROUNDING THE TOWN BOUNDARY
AS IDENTIFIED ON EXHIBIT A:

1. The County Planning and Zoning Department will notify the Town Planning
Commission of all applications and public meetings concerning proposed
subdivisions, zoning applications and similar development proposals located within
the unincorporated areas surrounding the Town Boundary, as illustrated on Exhibit A.
Upon request, the County will also provide the Town Planning Commission with
copies of all applications, plats, plans, agendas, staff reports, and similar
documentation.

2. Effective January 1, 2019;

The Board of County Commissioners, through the County Planning and Zoning Department,
upon receipt of a subdivision/plat application located within the unincorporated areas
surrounding the Town Boundary, as illustrated on Exhibit A, shall solicit comments from the
Town Council relating to impacts to the Town's infrastructure or other development plans
resulting from the proposed subdivision/plat and development. The Board shall consider the
Town's comments that are received by the Board at least twenty (20) business days prior to the
scheduled final consideration of the plat proposal and shall respond in writing to the Town about
any items of disagreement.
To the extent practical, the Board of County Commissioners shall ensure that a subdivision/plat application meets the following:

a. Is consistent with any applicable Town Master Plan and County Land Use or Comprehensive Plan;
b. Conforms to any adopted street plan of the Town or County;
c. Contains all areas for streets, roads and alleys that are dedicated rights-of-way;
d. Contains dedicated easements for all existing and proposed utilities; and
e. Contains any additional criteria the Town Council and the Board of County Commissioners agree to through a jointly adopted plan or voluntary agreement.
f. When executed, acknowledged and approved as provided in the County Subdivision Regulations and this MOU, the plat shall be filed and recorded in the Office of the County Clerk.

OLDBALDYCLUBOVERLAY

WHEREAS, the Old Baldy Club is located within unincorporated Carbon County as illustrated on Exhibit A; and,

WHEREAS, the Old Baldy Corporation has a water supply agreement and “master water meter” with the Saratoga-Carbon County Impact Joint Powers Board; and,

WHEREAS, building permits for proposed construction within the Old Baldy Club have been issued by the Town of Saratoga; and, Carbon County has administered zoning and subdivision within the Old Baldy Club; and,

WHEREAS, the Board of County Commissioners will retain authority over Zoning and Subdivision proposals within the unincorporated areas of Old Baldy Club; and, the Board of County Commissioners wish to authorize the Town of Saratoga to continue to issue building permits for construction within the Old Baldy Club.

NOW, THEREFORE, BE IT RESOLVED WITH RESPECT TO THE ADMINISTRATION OF BUILDING PERMIT APPLICATIONS WITHIN THE OLD BALDY CLUB AS IDENTIFIED ON EXHIBIT A:

The Town of Saratoga will continue to issue building permits for proposed construction within the Old Baldy Club in accordance with the following procedures:

- Upon receipt of a building permit application, the Town of Saratoga will review the application and determine that all required information has been submitted. The building permit application for referral to Carbon County will include at least the following:
  - Signature or authorization from the land owner;
  - Site/Plot Plan and Signature of approval from the Old Baldy Corporation Architectural Committee;
  - Authorization for water tap from Old Baldy Corporation;
- WDEQ/WQCD-Permit to Construct, on-site sewage system or
  - Authorization to connect to the Town Waste Water Treatment Plant

- The Town will refer the building permit application to the Carbon County Planning and Zoning Department for review and a determination of conformance with all subdivision conditions and/or agreements and zoning compliance.
- Within ten (10) business days of receipt of a complete building permit application, the County Planning Director will approve, disapprove or request additional information.
- Upon approval, the County Planning Director will provide the Town with a completed Zoning Certificate which authorizes the Town to proceed with the review and issuance of a Town building permit.
- The Town will be responsible for all building permit inspections and issuance of a Certificate of Occupancy, as applicable.
- The Town will provide a copy of the Certificate of Occupancy to the County Planning and Development Department.

This Memorandum of Understanding may be amended by written consent of the Saratoga Town Council and the Carbon County Board of County Commissioners.

This Memorandum of Understanding may be terminated at any time by resolution by either Party upon 60-days written notice. Any application submitted within 60 days of termination shall be resolved regardless of this termination clause.

CARBON COUNTY BOARD OF COUNTY COMMISSIONERS OF CARBON COUNTY, WYOMING

By: ____________________________
   Willing John Johnson, Chairman

Date: ____________________________

Attest: ____________________________
   Gwynn G. Bartlett, Carbon County Clerk

TOWN COUNCIL
TOWN OF SARATOGA
SARATOGA, WYOMING

By: ____________________________
   John Zeiger, Mayor

Date: ____________________________

Attest: ____________________________
   Suzie Cox, Town Clerk