

Planning & Zoning Commission

June 10, 2015

Meeting Packet

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PLANNING AND ZONING COMMISSION MEETING AGENDA

June 10, 2015

7:00 p.m.

ROLL CALL

APPROVAL OF MINUTES

1. Review and approval of the May 13, 2015 Planning & Zoning Commission Meeting Minutes.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

1. Review and acceptance of all staff reports and correspondence into the record.

PUBLIC HEARINGS / UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. Request for Conditional Use Permit approval for a detached garage exceeding 1,200 square feet (proposed is 2,038sf) for property located at 2931 Arabian Circle, submitted by Tony Tarufelli (contractor) on behalf of Fred and Susie Von Ahrens (property owners). (Project #: PZ-15-00129, Staff Representative: Jennifer Shields, City Planner)
2. Request for Conditional Use Permit approval to construct a new modular home with an adjusted front setback of 9.0 feet, submitted by Bill Cox (property owner) and represented by Kent Felderman of Rocky Mountain Survey, Inc. (Project #: PZ-15-00148, Staff Representative: Jennifer Shields, City Planner)
3. Request for Conditional Use Permit approval to operate a Family Child Care Home (FCCH) located at 1048 Harrison Drive #B for up to 10 children at a time, M-F from 6:30am to 5:30pm, submitted by Lori Robertson. (Project #: PZ-15-00149, Staff Representative: Denise Boudreault, Assistant City Planner)
4. Request for Conditional Use Permit approval of a new 3,020 square foot automatic car wash to be located at 2512 Foothill Boulevard, submitted by Mark Cowan of Wash 'N' Glow, LLC and represented by Brandt Lyman of Western Engineers and Geologists. (Project #: PZ-15-00150, Staff Representative: Jennifer Shields, City Planner)

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

1. Conditional Use Permit approval for a special purpose fence (10' height) to be located at 518 Lewis Street, submitted by Julie Durant (property owner). (Project #: PZ-15-00109, Staff Representative: Denise Boudreault, Assistant City Planner)
2. Conditional Use Permit approval for a 6' high privacy fence to be placed in a corner side yard adjacent to a neighboring front yard, on property located at 1198 James Drive, submitted by Donna Evans. (Project #: PZ-15-00114, Staff Representative: Denise Boudreault, Assistant City Planner)
3. Conditional Use Permit approval to exceed three garage doors on a new residential structure to be located at 2450 Foxtail Lane, submitted by Bart Amundsen. (Project #: PZ-15-00127, Staff Representative: Denise Boudreault, Assistant City Planner)

PETITIONS AND COMMUNICATIONS

1. Written petitions and communications.
 - a. Update on City Council actions
2. Petitions and communications from the floor.

ADJOURNMENT

**PLANNING AND ZONING
COMMISSION MINUTES**
May 13, 2015
Wednesday, 7:00 p.m.
City Hall, Rock Springs, Wyoming

Commissioners Present:	Chairperson Mary Manatos Mark Erickson Taylor Jones	Kimberly Steele Matthew Jackman Gary Watkins
Commissioners Absent:	Vice-Chairman Paul Legerski, Cindy Duck, Mike Shaw	
Staff Present:	Jennifer Shields, AICP, City Planner Denise Boudreault, Assistant City Planner Cathy Greene, Senior Administrative Assistant	

CALL TO ORDER

Chairperson Manatos called the meeting to order at 7:00 p.m.

ROLL CALL

After roll call it was determined that a quorum was present to proceed.

APPROVAL OF MINUTES

Chairperson Manatos asked the Commission for any corrections or additions to the Minutes from the April 8, 2015, Planning and Zoning Commission Meeting. With no corrections or additions, Chairperson Manatos asked for a motion to accept the Minutes as presented.

Commissioner Watkins: Motion to approve the Minutes as presented.

Commissioner Erickson: Second.

Vote: All in favor. Motion carried unanimously.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

Chairperson Manatos asked for a motion to accept all correspondence and Staff Reports into the record.

Commissioner Jackman: Motion to accept all correspondence and Staff Reports into the record.

Commissioner Watkins: Second.

Vote: All in favor. Motion carried unanimously.

CHANGES TO THE AGENDA

None.

PUBLIC HEARINGS

None.

NEW BUSINESS

- 1) Request for Final Plat AND Final Development Plan approval of Northpark Village, Phase Two Subdivision (PUD), to be developed with 40 lots and totaling 10.742 acres, submitted by Richard Norris (Northpark, LLC) and represented by Matt Devitt (JFC Engineers & Surveyors). (Project # PZ-15-00037 and PZ-15-00038, Staff Representative: Jennifer Shields, City Planner)**

Staff Report

Ms. Shields presented the Staff Report dated May 6, 2015, to the Commission.

Commissioner Questions for Staff

There were none.

Commissioner Questions for Applicant

Chairperson Manatos asked the applicant or a representative for the project to come forward. Richard Norris with Northpark, LLC gave a summary of Phase II.

There were no questions for applicant.

Public Comments

Chairperson Manatos asked for anyone who would like to comment on the project to come forward. There were none.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Shields recommended approval with a minimum of the following:

1. All utility Review conditions shall be met.
2. Dust Control Plan submitted on February 13, 2015 shall be strictly adhered to. Any valid dust complaints from nearby residents shall result in a Stop Work Order being placed on the property.

In addition, staff has advised the applicant that the plat will not be scheduled for City Council approval until the following remaining items are provided:

1. Submit revised Construction Drawings per the requirements of City Engineering.
2. Submit recorded off-site drainage easement on BLM property to the south, with Book/Page information also shown on the Final Plat and Final Development Plan.
3. Mylar signed by mortgagor/mortgagee and surveyor.

Commission Vote

Commissioner Watkins: Motion to approve with staff recommendations.

Commissioner Jones: Second.

Vote: All in favor. Motion carried unanimously.

- 2) Request for Conditional Use Permit approval for a paved driveway access to exceed 50% of the public street frontage for residential property located at 1521 Kari Lane, submitted by Mike Haden representing property owner Pam Anderson. (Project #:PZ-15-00076, Staff Representative: Denise Boudreault, Assistant City Planner)**

Staff Report

Ms. Boudreault presented the Staff Report dated May 4, 2015 to the Commission.

Commissioner Questions for Staff

Mr. Watkins commented on getting approval in advance before pouring the concrete. He thinks it's better to have the off street parking instead of having them parking on gravel or out in the street.

Mr. Jackman commented on updating ordinance language. Ms. Shields said that it is on her list of things to do.

Commissioner Questions for Applicant

Chairperson Manatos asked the applicant or a representative for the project to come forward.

Mike Haden, contractor, summarized the need for extra concrete width.

Ms. Manatos asked if concrete would be where gravel is shown on plan. Mr. Haden said yes.

Public Comments

Chairperson Manatos asked for anyone who would like to comment on the project to come forward. There were none.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Boudreault recommended approval.

Commission Vote

Commissioner Jones: Motion to approve.

Commissioner Steele: Second.

Vote: All in favor. Motion carried unanimously.

- 3) Request for Major Site Plan and Conditional Use Permit (staff level) approval for a new 26,795 square foot FedEx distribution facility, with deposition of more than 1,000 cubic yards of imported fill, to be constructed at 2830 Killpecker Drive, submitted by Walt Harder of the Harder-Diesslin Development Group and represented by Matt Devitt of JFC Engineers and Surveyors. (Project # PZ-15-00089, Staff Representative: Jennifer Shields, City Planner)**

Staff Report

Ms. Shields presented the Staff Report dated May 7, 2015 (and Update Report dated May 13, 2015) to the Commission.

Commissioner Questions for Staff

Mr. Jackman asked if a traffic study was done. Ms. Shields said one was not required. The only access is off of Killpecker, not off Yellowstone, so that might have eliminated the need for one.

Commissioner Questions for Applicant

Chairperson Manatos asked the applicant or a representative for the project to come forward. Matt Devitt with JFC Engineers came forward.

Mr. Watkins asked if it would consolidate other FedEx sites. Mr. Devitt didn't know.

Public Comments

Chairperson Manatos asked for anyone who would like to comment on the project to come forward. There were none.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Shields recommended that at a minimum, Major Site Plan approval is contingent upon the following:

1. All utility review conditions shall be met.
2. A drainage report shall be submitted to and approved by the City's Engineering Department.
3. The floodplain shall be staked and inspected by City Planning prior to issuance of a grading permit by the City's Building Department. No development materials of any kind, including stockpiles of dirt, construction equipment, storage containers or debris shall be permitted within the staked floodplain area without prior City approval.
4. Development plans shall conform to site plan specifications. Any substantial changes to the Site Plan, including but not limited to vehicular circulation and parking, shall require review and approval by the Rock Springs Planning and Zoning Commission.
5. Building permits shall be obtained within one (1) year of the date of Major Site Plan approval. Failure to obtain a Building Permit within the one-year timeframe shall require submittal of a new Major Site Plan application for review.
6. All site improvements, including parking lot paving, perimeter curb and gutter, and striping, shall be installed prior to Planning Division sign off on the Occupancy Permit.

Commission Vote

Commissioner Erickson: Motion to approve with staff recommendations.

Commissioner Jones: Second.

Vote: Mr. Jackman abstained. All others in favor and motion carried.

- 4) Request for Major Site Plan approval of a new 3-story, 63 unit Microtel Inn & Suites to be located at 1515 Elk Street, submitted by Trent D'Ambrosio and represented by Gene Legerski of Choice Engineering Services, Inc. (Project # PZ-15-00092, Staff Representative: Jennifer Shields, City Planner) *SUBJECT TO LOT SPLIT APPROVAL***

Staff Report

Ms. Shields presented the Staff Report dated May 7, 2015 (and Update Report dated May 13, 2015) to the Commission.

Commissioner Questions for Staff

None.

Commissioner Questions for Applicant

Chairperson Manatos asked the applicant or a representative for the project to come forward. Gene Legerski with Choice Engineering came forward and explained they are working with Rocky Mountain Power on the power issue. He stated that they have two options.

Ms. Manatos stated that she thinks it's a good development, terrific location, but wanted to know why a lot split. Mr. Legerski stated the owners can't come to an agreement right now on the second use on the property.

Public Comments

Chairperson Manatos asked for anyone who would like to comment on the project to come forward. There were none.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Shields recommends at a minimum, that FINAL Major Site Plan approval is contingent upon the following:

- (1) All Utility Review conditions shall be met.
- (2) **Approval AND recordation of the proposed Lot Split, including the following items to be completed:**
 - **Add the Book/Page information for the 30' wide utility easement on the entire side of the property on the Site Plan.**
 - **Add the Book/Page information for the "Shared Access Easement" between the two tracts on the Site Plan.**
- (3) **Location of the electrical service and easement shown on the Site Plan, per Rocky Mountain Power's approval.**
- (4) Landscaping materials such as trees and boulders located within the 30' utility easement on the eastern side of the property must be approved by the utility companies.
- (5) All site improvements, including parking lot paving, perimeter curb and gutter, and striping, shall be installed prior to Planning Division sign off on the Occupancy Permit.
- (6) Floodway shall be staked by the developer and inspected by City Planning prior to issuance of a Building Permit. No development materials of any kind, including stockpiles of dirt, construction equipment, storage containers or debris, shall be permitted within the staked Floodway area. All floodway stakes shall remain in place until such time as Planning has approved the Occupancy Certificate for the development.
- (7) Submit an Elevation Certificate stamped by a licensed Wyoming Surveyor certifying that the hotel will be built at or above the Base Flood Elevation.
- (8) An As-Built Elevation Certificate shall be provided at the time of Occupancy inspection showing that the top of the bottom floor is elevated at or above the Base Flood Elevation level. All vertical measurements shall be on the NGVD 1929 Datum.
- (9) Development plans shall conform to site plan specifications. Any substantial changes to the Site Plan, including but not limited to vehicular circulation and parking, shall require review and approval by the Rock Springs Planning and Zoning Commission.

- (10) Building permits shall be obtained within one (1) year of the date of Major Site Plan approval. Failure to obtain a Building Permit within the one-year timeframe shall require submittal of a new Major Site Plan application for review.

Commission Vote

Commissioner Erickson: Motion to approve with staff recommendations.

Commissioner Jones: Second.

Vote: All in favor. Motion carried unanimously.

- 5) Request for Conditional Use Permit to operate a Family child Care Home (FCCH) located at 3354 Sierra Circle for up to 10 children at a time, M-F from 6:45 am to 5:30 pm, submitted by Christina West. (Project #: PZ-15-00100, Staff Representative: Denise Boudreault, Assistant City Planner)**

Staff Report

Ms. Boudreault presented the Staff Report dated May 7, 2015 to the Commission.

Commissioner Questions for Staff

There were none.

Commissioner Questions for Applicant

Chairperson Manatos asked the applicant or a representative for the project to come forward.

Ms. West came forward.

Ms. Manatos asked if she was the owner of the property. Ms. West said no, her boyfriend was the property owner.

Public Comments

Chairperson Manatos asked for anyone who would like to comment on the project to come forward.

There were none.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Boudreault recommended at a minimum, the following conditions of approval should be attached:

1. Conditional Use Permit approval is for the hours from 06:45 a.m. to 5:30 p.m., Monday through Friday for up to a maximum of ten (10) children at any given time. Should Ms. West wish to modify this approval, including changes to the number of children and/or the hours of operation, a new Application shall be submitted to the City of Rock Springs Planning & Zoning Division, 212 D Street, Rock Springs, WY 82901.
2. Approval is for Ms. West to conduct childcare services at 3354 Sierra Circle only. Should she move to a new location, a new FCCH Conditional Use Permit shall be required.
3. FCCH Conditional Use Permits shall not run with the land. Subsequent providers on the same property (3354 Sierra Circle) shall require a separate FCCH Conditional Use Permit.
4. Should Ms. West fail to operate a FCCH at this address for a period more than 365 consecutive calendar days, the Permit shall be deemed expired. A new permit application, including any and all

fees and notifications, and approval shall be required prior to recommencement of the FCCH operation.

5. The Planning & Zoning Commission shall have the right to revoke or revise any FCCH Conditional Use Permit, should legitimate complaints be lodged by property owners located within 200 feet of the FCCH that the child care facility has adverse impacts on the health, safety and/or welfare of the neighborhood.
6. The Planning & Zoning Commission shall have the right and authority to revoke the FCCH Conditional Use Permit for failure to comply with the above conditions of approval.

Commission Vote

Commissioner Jackman: Motion to approve with staff recommendations.

Commissioner Jones: Second.

Vote: All in favor. Motion carried unanimously.

- 6) **Request for Conditional Use Permit approval for a detached garage exceeding 1,200 square feet (proposed is 1,920 sf) for property located at 801 Rose Crown Circle, submitted by Edward Markham (property owner). (Project #: PZ-15-00111, Staff Representative: Denise Boudreault, Assistant City Planner)**

Staff Report

Ms. Boudreault presented the Staff Report dated May 6, 2015 (and Update Report dated May 12, 2015) to the Commission.

Commissioner Questions for Staff

Ms. Manatos asked if Planning and Zoning Commission could approve the application, but the Home Owners Association could then turn around and deny it. Ms. Boudreault said yes.

Commissioner Questions for Applicant

Chairperson Manatos asked the applicant or a representative for the project to come forward. Mr. Ed Markham came forward and said he would like to add onto his garage. He has met with each neighbor and reviewed his plan, which they have approved.

Mr. Watkins asked if the roof line and height would match. Mr. Markham said yes.

Ms. Manatos asked about access. Mr. Markham said access would be from doors on the east side of the garage.

Public Comments

Chairperson Manatos asked for anyone who would like to comment on the project to come forward.

Keith Hayes, a neighbor to Mr. Markham, came forward and wanted to say the applicant came by twice which he appreciated very much and is okay with it.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Boudreault recommended at a minimum, the following conditions of approval be attached:

1. Construction shall conform to the approved site plan and application, including required setbacks from property lines and driveway paving.
2. Height of the accessory structure (garage) shall not exceed the height of the principal structure (house). Maximum building height in the R-1 and R-2 zones is 28 feet.
3. Planning approval does not constitute building permit approval. Contact the City of Rock Springs Building Department to obtain a building permit for the garage.

Mr. Jackman asked if the garage wasn't attached and it was a separate structure it wouldn't be in front of them for approval as it would be less than the square footage. He was told that is correct.

Commission Vote

Commissioner Erickson: Motion to approve with staff recommendations.

Commissioner Steele: Second.

Vote: All in favor. Motion carried unanimously.

**NOTIFICATION OF MINOR SITE PLANS /
STAFF APPROVED CONDITIONAL USE PERMITS**

1) None

PETITIONS AND COMMUNICATIONS

1) Written petitions and communications.

a. Update on City Council Actions

Council Mtg.	P&Z Item	Council Action
04/21/15	1. Board of Adjustment Appointment	Tim Sheehan, 1 st Term
	2. PZ-15-00036 Contractor Yards in B-2 Zone Language Amendment	Ord. 2015-04 & 2015-05 2 nd Reading
05/05/15	1. Master Plan Progress Report	[presentation]
	2. PZ-15-00039 Foothill Crossing Preliminary Plat	Res. 2015-69
	3. PZ-15-00036 Contractor Yards in B-2 Zone Language Amendment	Ord. 2015-04 & 2015-05 3 rd /Final Reading

2) Petitions and communications from the floor.

Wednesday May 27th at 4:00 p.m. will be P&Z training at City Hall.

A copy of the Master Plan letter update that was given to the City Council with an attached progress report.

Mr. Watkins commented on the landscaping along Dewar and stated some additional landscaping like that would be nice. Ms. Manatos asked if there was any word on the bank building.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:12 p.m.

Ms. Shields did an introduction of Amy Allen, the new Director of Public Services.

These minutes approved by the Rock Springs Planning and Zoning Commission by vote this

_____ day of _____ 2015.

Jennifer Shields, AICP, Secretary, Planning & Zoning Commission



Planning & Zoning Commission Staff Report

Project Name: Von Ahrens Oversized Accessory Structure

Project Number: PZ-15-00129

Report Date: June 4, 2015

Meeting Date: June 10, 2015

Applicant

Tony Tarufelli
Tarufelli Construction
2623 Driftwood Lane
Rock Springs, WY 82901

Property Owner

Fred and Susie Von Ahrens
2931 Arabian Circle
Rock Springs, WY 82901

Engineer

Dave Johnson
Uinta Engineering Services Inc.
2638 Commercial Way
Rock Springs, WY 82901

Project Location

2931 Arabian Circle

Zoning

R-E (Rural Estates)

Public Notification

Adjacent Property Owners within
200' of property – 6/1/15

Ordinance References

- §13-815.E(4)
- §13-815.E(7)
- §13-815.N

Staff Representative

Jennifer Shields, City Planner

Attachments

- Application
- Adjacent Property Notification / Owners
- Home Occupation Permit
- Site Plan
- Floor Plan
- Elevation Drawing

Request

Conditional Use Permit approval for the construction of a 2,038 square foot detached accessory structure to be located at 2931 Arabian Circle.

[Note: A request for Conditional Use Permit approval for the height of the accessory structure to exceed the height of the principal structure (house) by approximately 2'7" is being reviewed at staff level and will be determined pending approval of the Conditional Use Permit for the size of the structure. §13-815.E(7)]

Analysis

In accordance with §13-815.E(4) of the Rock Springs Zoning Ordinance, "No residential accessory building or garage shall exceed 1,200 square feet of floor area unless granted a Conditional Use Permit." Please refer to the attached Site Plan, Floor Plan, and Elevation Drawing.

Plans for the proposed structure were forwarded to Dr. Tom Spicer, head of the Sweetwater Station Subdivision Architectural Control Committee, for review and have been approved.

Due to the size and use of the proposed structure, plans were also routed to the City's Utility Review Committee for review, with the following comments being received:

Planning and Zoning (Jennifer Shields):

1. Based upon submitted elevation drawings, the detached structure is approximately 2'7" higher than the house. Planning staff will make a final determination regarding the Conditional Use Permit Application for HEIGHT following the Planning & Zoning Commissions determination regarding the Conditional Use Permit Application for SIZE at the June 10, 2015 P&Z Commission Meeting.
2. If, at any time in the future, the applicant wishes to use the structure for occupational purposes, applicant shall meet all conditions of §13-815.N of the City's Zoning Ordinance as they relate to Home Occupations. [Home Owners Association Covenants for the Sweetwater Station Phase 1 subdivision, while not enforced by the City, should also be consulted.]
3. Driveway paving shall conform to the approved Site Plan for location and size, shall be paved with concrete, asphalt, or asphaltic concrete, and shall not exceed 50% of the lot's street frontage.
4. Planning approval does not constitute building permit approval. Contact the City of Rock Springs Building Department to obtain the required Building Permit(s).
5. Applicant shall obtain a Building Permit for the project within one-year (1 year) of Site Plan approval. Failure to obtain a Building Permit within the one-year timeframe shall require re-submittal of a new Site Plan application for review/consideration/approval, including compliance with ordinances in effect at the time of re-submittal.
6. Construction shall conform to the approved Site Plan; any modifications shall require submittal of a revised Site Plan for review and approval.

Engineering & Operations Department (Meghan Jackson):

1. Drainage shall not affect adjacent properties.
2. No structures allowed within the drainage easement.

Project Name:

Von Ahrens Oversized Accessory
Structure

Project Number:

PZ-15-00129

Building Inspections (Jeff Tuttle):

1. Must get a Building Permit prior to starting work.

Water Department (Clint Zambai):

1. How is this going to be served with water?

Wastewater Department (Nick Seals):

1. Sand/oil interceptor policy will have to be followed with at least a 200 gallon sump at end of trench drain and a 1,000 gallon sand/oil interceptor located outside.
2. A complete process description for the kilns will need to be provided, detailing any waste water that will be discharged (if any).
3. Building plans will have to be approved prior to construction.

Finally, last year the applicant was approved for a Home Occupation Permit for "Blue Sage Glass" at the residence (see attached permit #PZ-14-00197). Any use of the accessory structure for occupational (for-profit) purposes will need to conform with all applicable Ordinances related to Home Occupations found in §13-815.N of the City's Municipal Ordinances. [Home Owners Association Covenants for the Sweetwater Station Phase 1 subdivision, while not enforced by the City, should also be consulted as they relate to Home Occupations.]

Property Owner Notification

Adjacent property owners were notified of this application on June 1, 2015 and were invited to comment. At the time this report was written, no written or verbal comments were received. Any comments received after the preparation of this report shall be submitted to the Planning and Zoning Commission at the time of the scheduled meeting.

Staff Recommendation

Staff will provide a formal recommendation after public comment at the Planning & Zoning Commission Meeting. At a minimum, staff recommends the following conditions of approval be attached:

1. All Utility Review conditions shall be met.
2. All regulations of the City's Home Occupation Ordinances shall be met.
3. Driveway paving shall conform to the approved Site Plan for location and size, shall be paved with concrete, asphalt, or asphaltic concrete, and shall not exceed 50% of the lot's street frontage.
4. Planning approval does not constitute building permit approval. Contact the City of Rock Springs Building Department to obtain the required Building Permit(s).
5. Applicant shall obtain a Building Permit for the project within one-year (1 year) of Site Plan approval. Failure to obtain a Building Permit within the one-year timeframe shall require re-submittal of a new Site Plan application for review/consideration/approval, including compliance with ordinances in effect at the time of re-submittal.
6. Construction shall conform to the approved Site Plan; any modifications shall require submittal of a revised Site Plan for review and approval.



2015
CITY OF ROCK SPRINGS
CONDITIONAL USE PERMIT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)
Jennifer Shields, City Planner
Brian Heaton, Asst City Planner

City Use Only:

Date Received 5/14/15 File Number: PZ-15-80129
Payment Information: Amount Received: 60.00 Received by: J. Shields
Cash or Check Number: 20797 Receipt Number: R02662
Date Certified as Complete Application: 5/14/15 By: J. Shields

A. PROPERTY ADDRESS: 2931 ARABIAN Circle

(NOTE: IF THE PROPERTY DOES NOT HAVE AN EXISTING ASSIGNED ADDRESS, LEGAL DOCUMENTATION OF THE LOCATION MUST BE SUBMITTED – i.e. Property Tax ID Number, Legal Description, etc.)

B. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner Information:

Petitioner Name: Tony Tancelli
Company Name: Tancelli Construction
Street Address: 2623 Driftwood Lane
City: Rock Springs State: WY Zip Code: 82901
Email Address: tancelliconstruction@msn.com
Phone Number: 307-362-2247 Fax Number: 307-362-6119
(including area code) (including area code)

Property Owner Information:

Name: Fred + Susie Van Ahrens
Company Name: _____
Street Address: 2931 ARABIAN Circle
City: Rock Springs State: WY Zip Code: 82901
Email Address: _____
Phone Number: 307-352-1887 Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information:

Name: Dave Johnson
Company Name: Hinta Engineering
Street Address: 263B Commercial Way
City: Rock Springs State: WY Zip Code: 82901
Email Address: _____
Phone Number: 307-362-6588 Fax Number: 307-362-3076
(including area code) (including area code)



C. CONDITIONAL USE PERMIT(S) REQUESTED (check all that apply):

C.U.P. Requiring
Planning and Zoning Commission Approval

C.U.P. Requiring
Staff Level Approval

- | | |
|--|--|
| <input type="checkbox"/> Adjusted Front Setback | <input checked="" type="checkbox"/> Accessory Structure Exceeding Height of
Primary Structure |
| <input type="checkbox"/> Bed and Breakfast Inn | <input type="checkbox"/> Special Purpose Fence |
| <input type="checkbox"/> Corner Side Yard Attached Carport | <input type="checkbox"/> Unpaved Parking Area |
| <input checked="" type="checkbox"/> Detached Garage Exceeding 1,200sf | <input type="checkbox"/> Land Reclamation, Mining, & Soil Processing |
| <input type="checkbox"/> Driveway Access Exceeding 50% street frontage | <input type="checkbox"/> Garage Exceeding Three (3) Doors |
| <input type="checkbox"/> Gas Pumps & Fueling Stations | |
| <input type="checkbox"/> Lot Coverage Exceeding 50% | |
| <input type="checkbox"/> Off-Site Parking | |
| <input type="checkbox"/> Use of Explosives | |
| <input type="checkbox"/> Other, please specify: _____ | |

D. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

1. Provide a detailed description of the intended Conditional Use, including proposed use, length of use (permanent or temporary), hours of operation, etc.

RV GARAGE / HOBBY CRAFT ROOM -
GARAGE SHOP IS FOR PERSONAL USE OF
motor home storage and a glass
craft room with sun room

2. Describe all structures located on this property, including existing and proposed structures. A site plan shall accompany this application. Please refer to the enclosed Site Plan Checklist.

Udota Engineering will provide all
structural and site plan with this
application. There is currently a
very nice residence on this lot with
enough room on the lot to add this
structure

E. SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Conditional Use Permit / Site Plan Application and must be submitted in accordance with the submittal deadlines listed on Page 4 of this application. Applications submitted after the submittal deadlines as listed will be postponed until the following month. An incomplete application will not be reviewed and will be returned to the petitioner.

- ☒ Filing Fee - \$60.00
- ☒ 2 – Full-size Site Plan drawings drawn to scale (folded)
- ☒ 1 - 11x17 Site Plan drawing drawn to scale (if full-size drawing is larger than 11x17)
- ☒ 1 – PDF scanned at full-size of Site Plan drawing (submitted electronically to city_planner@rswy.net)
- ☒ Building Elevations / Architectural Drawings (to scale)

F. SITE PLAN CHECKLIST

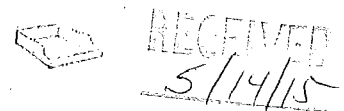
The following items shall be shown on your site plan (check them off as you consider each one):

- ☒ Project Address
- ☒ Location map
- ☒ Names and mailing addresses of developer / owner and engineer / architect
- ☒ Boundary line of property with all dimensions
- ☒ Adjacent streets and street rights-of-way
- ☐ Gross square footage of existing and proposed structures, including number of floors
- ☐ All paved and unpaved surfaces
- ☐ Parking facilities (including handicap parking) – including dimension of parking stalls, drive aisle widths, etc.
- ☐ Buildings and structures (existing and proposed), including setbacks from property lines for all structures
- ☐ Easements (access, utility, drainage, pedestrian, etc.)
- ☐ Utilities
- ☐ Landscaping
- ☐ Exterior signs
- ☐ Trash enclosures
- ☐ Surface water drainage arrows
- ☐ Location of Floodplain and/or Floodway on property, if applicable (separate Floodplain Development Permit Application also required)

G. APPROVAL PROCESS AND SUBMITTAL DEADLINES

CONDITIONAL USE PERMITS - STAFF LEVEL APPROVALS

Application submittal...	will be considered complete per Section E of this application.
Within 5 working days after application submittal...	Planning staff will notify all neighboring properties located within 200 feet of request.
At least 6 calendar days after application submittal...	a Utility Review meeting may be scheduled, dependent upon the type of application submitted.
No sooner than 10 calendar days after neighbor notification...	a Permit Determination shall be made. Permit Determination shall include such conditions as are deemed necessary to protect the health, safety and welfare of the community and surrounding neighborhood.
Within 10 working days of Permit Determination...	the decision of the Zoning Administrator may be appealed to the Planning & Zoning Commission via written request.



PLANNING AND ZONING COMMISSION APPROVALS

NOTE: Applications that are not RECEIVED by **Noon** on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/23/2014*	1/30/2015	2/27/2015	3/27/2015	5/1/2015	5/29/2015	6/26/2015	7/31/2015	8/28/2015	10/2/2015	10/29/2015	11/24/2015*
Utility Review Meeting	Utility Review Meetings are held <u>at least</u> 6 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will <u>only</u> be sent to the parties listed on the application. <u>The petitioner or an assigned representative is required to attend the meeting.</u>											
Adjacent Owner Notice	Property Owner Notices are prepared by the City of Rock Springs and are mailed to property owners within a 200' radius of the development a minimum of seven (7) days prior to the Planning and Zoning Commission Public Meeting.											
P&Z Public Meeting Date	1/14/2015	2/11/2015	3/11/2015	4/8/2015	5/13/2015	6/10/2015	7/8/2015	8/12/2015	9/9/2015	10/14/2015	11/10/2015	12/9/2015

*Deadline moved due to Holiday.

H. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Ordinances of the City of Rock Springs. I further agree if the permit is approved, I will comply with all pertinent regulations and conditions as set forth by the City of Rock Springs. I certify that the information provided with this application is true and correct and false or inaccurate information used by an applicant to secure compliance with the Zoning Ordinance shall be reason to deny or revoke any application or permit. I understand that it the responsibility of the developer and/or property owner to secure any and all required Local, Federal and State Permits (i.e. DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Signature of Applicant [Signature] Date 5-13-15

Signature of Owner [Signature] Date 5-13-15

Signature of Engineer/Architect (if applicable) [Signature] Date 5-13-15



June 1, 2015

Dear Property Owner and/or Interested Party:

This letter is to inform you that two Conditional Use Permit requests have been made by property owners Fred and Susie Von Ahrens for property located at **2931 Arabian Circle**, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (see map below). The following summarizes the requests:

1) REQUEST TO BE CONSIDERED BY THE ROCK SPRINGS PLANNING AND ZONING COMMISSION

The applicant is requesting Conditional Use Permit approval for the construction of a 2,038 square foot detached accessory building (see enclosed site plan and floor plan). In accordance with §13-815.E(4) of the Rock Springs Zoning Ordinance, "No residential accessory building or garage shall exceed 1,200 square feet of floor area unless granted a Conditional Use Permit" by the Rock Springs Planning and Zoning Commission.

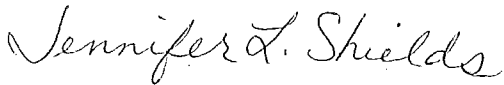
The Rock Springs Planning and Zoning Commission will consider this request at a public meeting held on **Wednesday, June 10, 2015, at 7:00 p.m.** in the Rock Springs City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments will be accepted no later than Noon on June 10, 2015.

2) REQUEST TO BE CONSIDERED BY THE ROCK SPRINGS ZONING ADMINISTRATOR (staff level approval)

In addition, the proposed structure would have a peak roof height of 26'11". This height would exceed the peak roof height of the primary structure (house) by approximately 2'7" (see enclosed elevation drawing). In accordance with §13-815.E(7) of the Rock Springs Zoning Ordinance, "No accessory building in any District shall exceed the height of the principal building except by Conditional Use Permit."

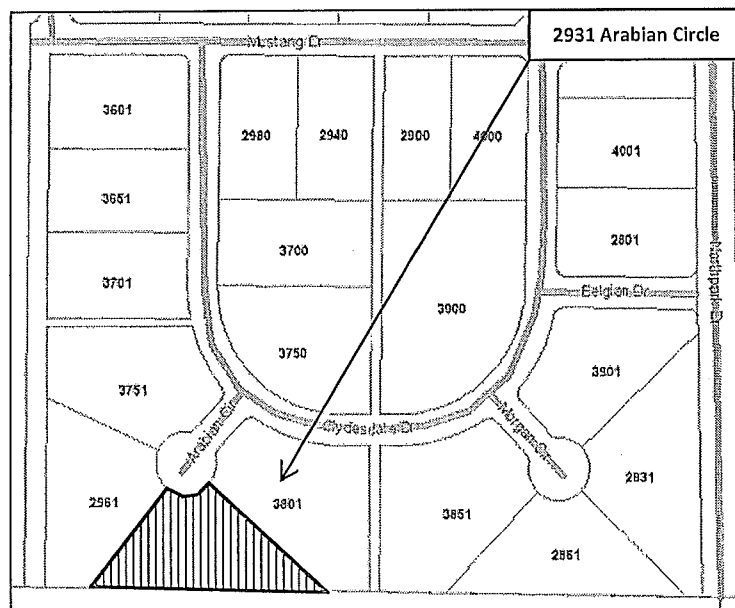
If you have any objections to the issuance of a Conditional Use Permit for the height of the accessory structure, please provide our office with a detailed written protest, including reasons for objecting to the issuance of the Conditional Use Permit, no later than Noon on **Wednesday, June 10, 2015.**

Sincerely,



Jennifer L. Shields, AICP
City Planner

Enc.





GREENE RICK A & RHONDA F
3751 CLYDESDALE DR
ROCK SPRINGS, WY 82901-8113

LEGERSKI GENE & REBECCA A
2961 ARABIAN CIR
ROCK SPRINGS, WY 82901-8109

CROFTS RORY M & BRIANNE M
3311 DOVER AVE
ROCK SPRINGS, WY 82901-5887

MR. & MRS. FRED VON AHRENS
2931 ARABIAN CIR
ROCK SPRINGS, WY 82901-8109

SWEETWATER STATION LLC
1213 SAND POINTE CIR
ROCK SPRINGS, WY 82901

BLM
280 HIGHWAY 191 NORTH
ROCK SPRINGS, WY 82901-3447

TONY TARUFELLI
TARUFELLI CONSTRUCTION
2623 DRIFTWOOD LANE
ROCK SPRINGS, WY 82901

UESI
C/O DAVE JOHNSON
2628 COMMERCIAL WAY
ROCK SPRINGS, WY 82901





2014
CITY OF ROCK SPRINGS
HOME OCCUPATION PERMIT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)
Jennifer Shields, City Planner
Brian Heaton, Asst City Planner

City Use Only:

Date Received 10/27/14

File Number: PZ-14-00197
HO-2014-49

Approval/Denial:

☒ Approved/Conditions: _____

☐ Denied/Reasons: _____

Signature of Zoning Administrator: _____

Date: 10/28/14

NOTE: Home Occupations are regulated by City Ordinance and must be approved by the Rock Springs City Planner. To apply for Home Occupation Permit approval by the City of Rock Springs, a Home Occupation Permit Application form AND an Occupation Tax Application must be completed. Incomplete applications shall be returned.

A. GENERAL INFORMATION:

Home Occupation Address:

2931 Arabian Circle, Rock Springs, WY 82901

Petitioner Information:

Name: Susie Van Ahrens

Street Address: same as above

City: _____ State: _____ Zip Code: _____

Email Address: bluesageglass@yahoo.com

Phone Number: 307-871-0761 Fax Number: _____
(including area code) (including area code)

Property Owner Information:
(if different from petitioner)

Name: Fred van Ahrens

Street Address: same as above

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____ Fax Number: _____
(including area code) (including area code)

B. PLEASE ANSWER THE FOLLOWING QUESTIONS ON THE SPACE PROVIDED:

1. Amount of square feet of area to be used in conjunction with the Home Occupation:

a. Primary Area _____

b. Storage Area _____

2. Name of Business: Blue Sage Glass

3. Detailed Description of Business:

Stained Glass Business

4. Hours of Operation:

by appointment only

5. Days of week for Operation: _____

6. Parking:

a. Number of off-street customer & employee parking spaces _____

b. Location of off-street customer & employee parking spaces: _____

C. COMPLIANCE CERTIFICATION:

NOTE: Your initials next to each item below indicates you have read, understand and will comply with each of the listed conditions. All Home Occupations shall be conditionally permitted uses of the residential dwelling and shall comply with the following conditions at all times:

VA
ST Home occupations shall be conducted entirely within a dwelling and carried on solely by the occupants of the dwelling.

VR
ST A home occupation shall be incidental to the use of a dwelling unit for residential purposes.

VA
ST No more than 500 square feet of floor area may be used in connection with a home occupation or for storage purposes in connection with home occupations. Floor area shall include areas within a dwelling unit or within accessory buildings.

VA
ST Sales transactions, which do not involve delivery on the premises of a home occupation, are permitted. Sales, which involve the transfer of goods on the premises, are permitted to only one customer per calendar day.

VA
ST A home occupation shall not be open to the public at times earlier than 8:00 a.m. nor later than 10:00 p.m.

SVA There shall be no exterior storage of materials to be used in conjunction with a home occupation.

SVA The home occupation shall not increase vehicular flow and parking by more than one (1) vehicle at a time.

SVA A home occupation shall not produce offensive noise, vibration, smoke, electrical interference, dust odors, heat, fire hazard, or any other hazard or nuisance. (Please note that if the City receives complaints of nuisances or hazards in relation to the home occupation, the City will investigate).

SVA A home occupation shall not use or generate toxic, explosive, flammable, combustible, corrosive, or radioactive materials.

SVA A home occupation shall have no advertising signs on the premises which are visible from the street or adjacent properties.

SVA There shall be no alteration of the residential appearance of the premises for the home occupation.

SVA A home occupation shall have no more than ten (10) customers daily entering the premises.

SVA Use of the dwelling as a gathering place for the purpose of taking orders for the sale of merchandise shall be held no more often than four (4) times per month and shall not increase vehicular flow and parking by more than ten (10) vehicles at any gathering.

SVA There shall be no display of products visible in any manner from the outside of the dwelling.

SVA Home occupation conditional use permits shall not be issued for a use listed as a conditional use in any of the zoning districts established in the City of Rock Springs. Family child care homes and bed & breakfast inns shall be exempt from this section.

SVA **THE FOLLOWING HOME OCCUPATIONS ARE PROHIBITED:**

- Automobile, truck, motorcycle or other vehicle repair, including body and engine repair
- Any business involving on-site or adjacent street storage or parking of tractor trailers, semi-trucks, general construction equipment or heavy equipment
- Beauty salons and barber shops (multiple chairs)
- Body art, body piercing, tattoo art
- Building contractor, including, but not limited to the following trades: plumbers, electricians, heating and air conditioning, roofing
- Exterminator
- Health salons, gyms, dance studios, aerobic exercise studios (multiple clients)
- Massage therapy (multiple clients/therapists)
- Medical, dental or chiropractic offices
- Nail Salons (multiple chairs/clients)
- Painting of machine parts or equipment
- Painting of vehicles, trailers, or boats
- Private clubs
- Real estate broker, unless a sole proprietor or in affiliation with another household member. No other licensed agent or associate broker is allowed unless living in the household.
- Restaurants and taverns
- Retail sale from site other than catalog sales or sales incidental to services provided
- Sales of autos, trucks, motorcycles or other vehicles
- Sexually oriented businesses
- Taxi services (multiple drivers/cars)
- Towing
- Veterinary uses (including care, or boarding)
- Welding or machine shops

SVA **THE FOLLOWING ACTIVITIES ARE PROHIBITED:**

- Conducting any home occupation without a valid Home Occupation Conditional Use Permit.
- Failure to comply with any of the conditions of a Home Occupation Conditional Use Permit.

Application and Enforcement:

SVA All persons conducting home occupations shall be required to apply for and receive a Home Occupation Conditional Use Permit prior to commencing any activities related to the home occupation.

SVA Applications for Home Occupations Conditional Use Permit shall be made to the City Planner who shall ensure that the applicant understands that the General Conditions are conditions upon which the permit is issued and that a violation of any such condition may subject the permittee to revocation of the Home Occupation Permit.

Home Occupation Conditional Use Permit:

SVA In the event the City Planner deems it to be necessary and appropriate, he/she may place additional reasonable conditions in the Home Occupation Conditional Use Permit.

SVA The City Planner may modify or revoke the Home Occupation Conditional Use Permit of any person on the grounds of noncompliance with the General Conditions, or upon noncompliance with any additional conditions imposed by the City Planner.

SVA The City Planner's decision of imposing additional conditions upon the applicant for a Home Occupation Conditional Use Permit may be appealed to the Planning and Zoning Commission. An applicant for a Home Occupation Conditional Use Permit may commence an appeal to the Planning and Zoning Commission by filing a Notice of Appeal to the Planning and Zoning Commission within ten (10) days of the City Planner's decision. Said Notice of Appeal shall contain a written statement of the decision of the City Planner and a concise statement of the reasons for the appeal. The applicant may appeal the additional conditions imposed by the City Planner, but the applicant may not appeal the General Conditions set forth in Section 3.

V/A The Planning and Zoning Commission may uphold, rescind, or modify the decision of the City Planner. The Planning and Zoning Commission may modify a decision of the City Planner by imposing fewer conditions or adding other conditions to the Home Occupation Conditional Use Permit.

SVA The City Planner's decision to revoke the Home Occupation Conditional Use Permit may be appealed to the Planning and Zoning Commission. The holder of a Home Occupation Conditional Use Permit, which has been revoked, may commence an appeal as set forth above.

VIA It shall be unlawful for any person to violate the provisions of Section 13-815.N. of the Rock Springs Zoning Ordinance (Home Occupations). A violation of this section shall be a misdemeanor.

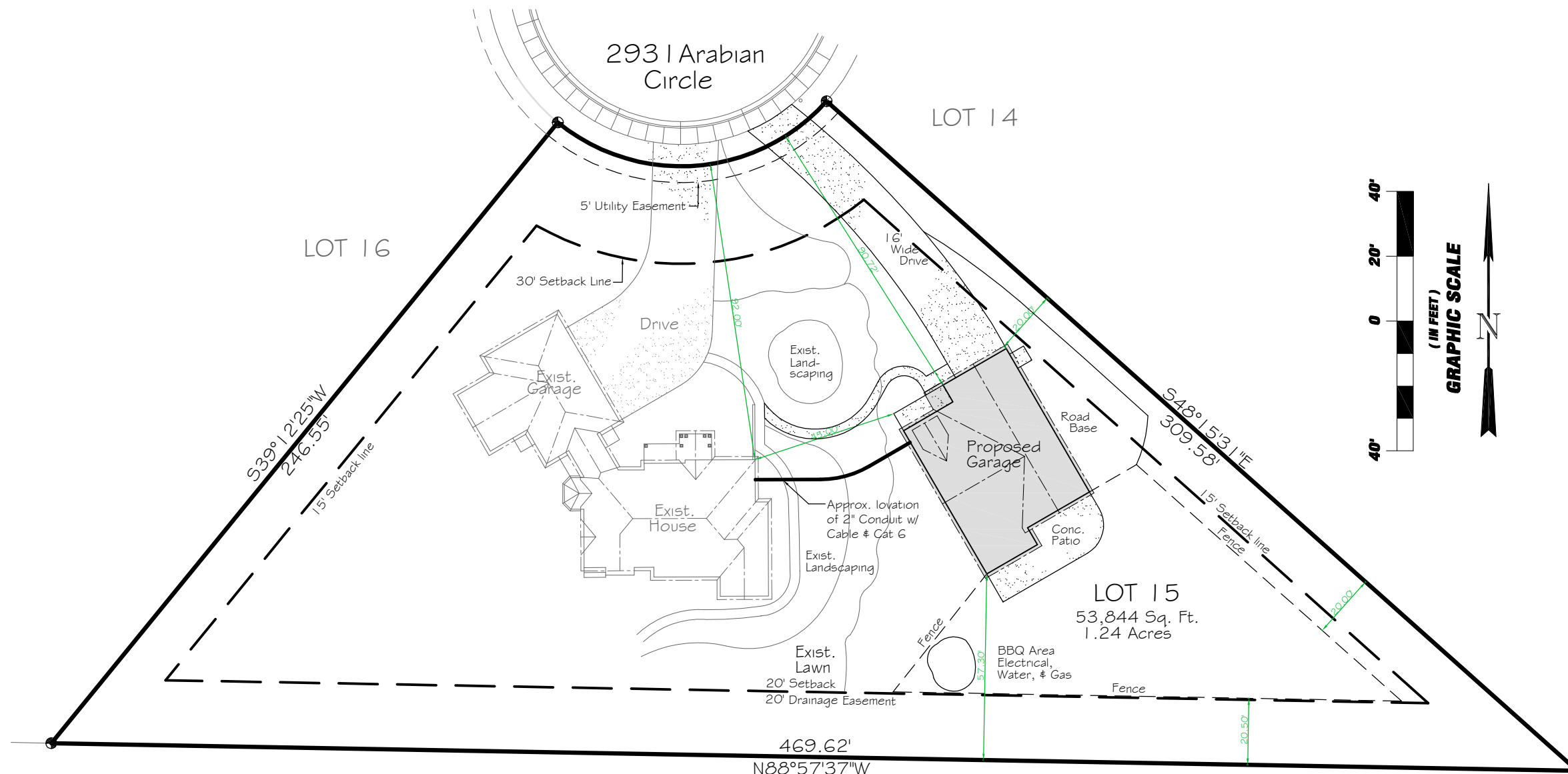
SVA The City of Rock Springs may require a violator of Section 13-815.N. of the Rock Springs Zoning Ordinance (Home Occupations) to correct or remedy the violation by obtaining an injunction from a Court of proper jurisdiction.

D. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Home Occupation regulations, as stated in the "Compliance Certification" portion of this application. I further agree if the permit is approved, I will comply with all pertinent regulations and conditions of approval as set forth by the City of Rock Springs. I certify that the information provided with this application is true and correct.

Signature of Applicant: Susan VanDyck Date: 10-27-14

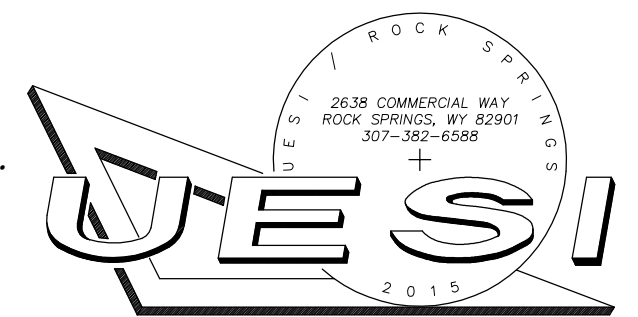
Signature of Property Owner: [Signature] Date: 10-27-14

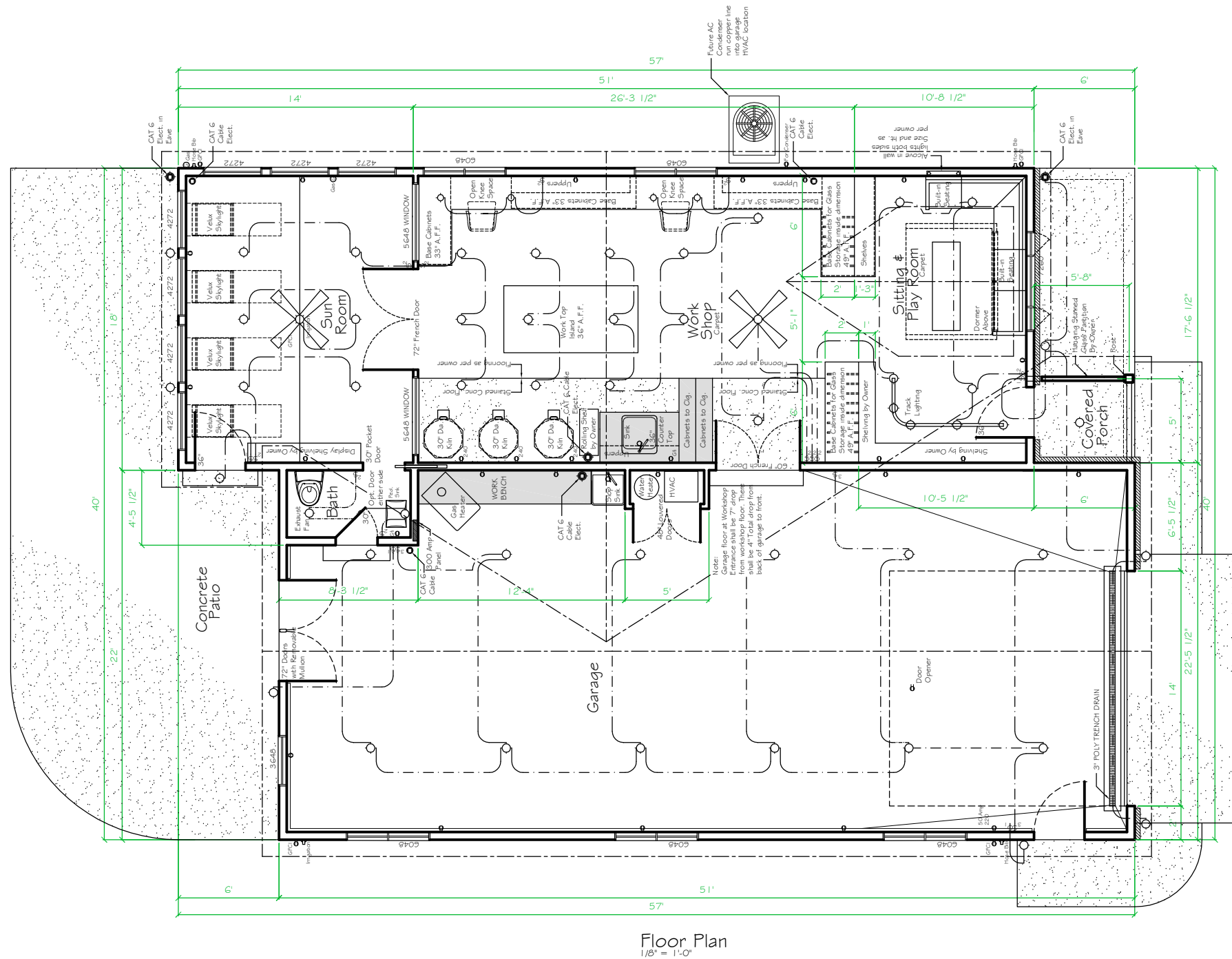


- Legend:**
- Property Bdry.
 - House Footprint
 - - - Setback Line
 - - - Easement Line
 - Property Corner

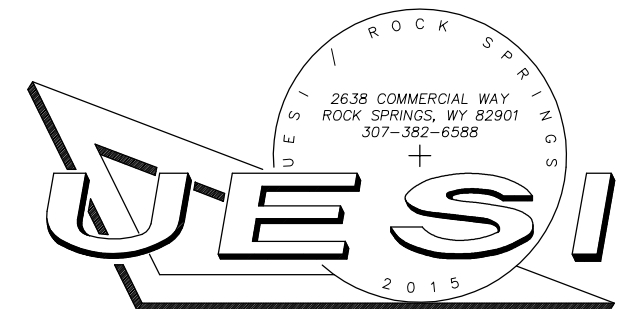
Plot Plan
 LOT 15 of the
 SWEETWATER STATION, PHASE I
 LOCATED IN SECTION 16,
 RESURVEY OF T19N, R105W, 6th. P.M.
 IN THE CITY OF ROCK SPRINGS
 SWEETWATER COUNTY, WYOMING

Fin. Floor of Existing
 House 6358.97'

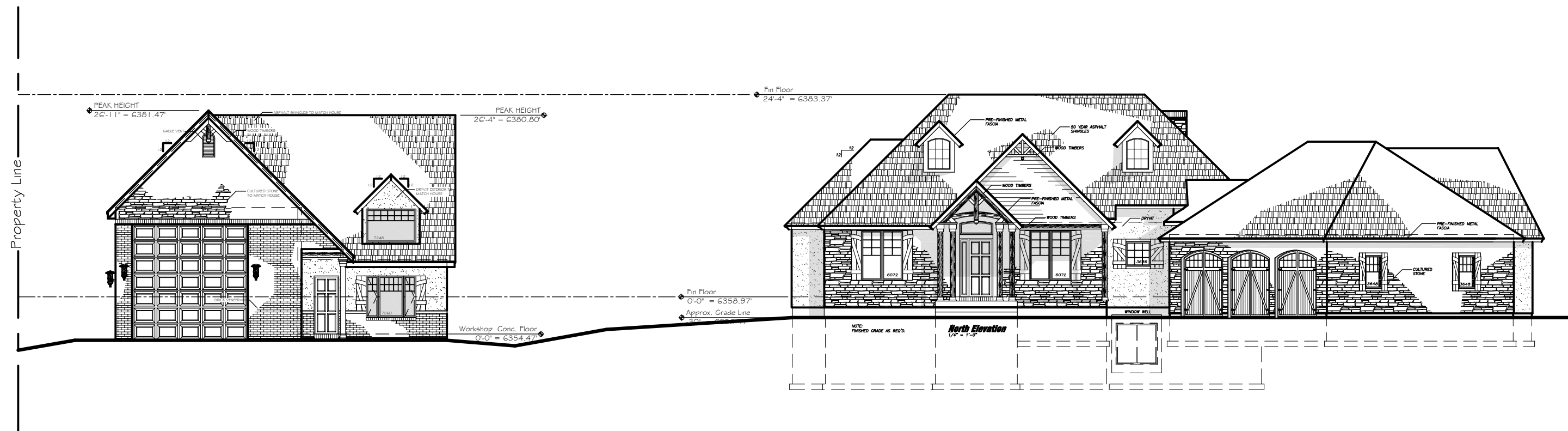




Detached Garage and Workshop for:
Fred & Susie Von Ahrens
2931 Arabian Circle
Rock Springs, Wyoming 82901



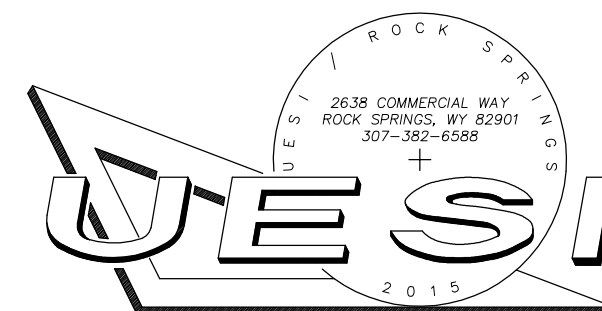
DATE: 05/12/15 JOB #: 15-80-12 FILE: Plot Plan.dwg
ENGINEER: Gareth Powell, PE Drawn by: Dave Johnson



Overall House/Garage Elevation Comparison
5/64" = 1'-0"

Fin. Floor of Existing
House 6358.97'

Detached Garage and Workshop for:
Fred & Susie Von Ahrens
2931 Arabian Circle
Rock Springs, Wyoming 82901



DATE: 05/12/15 JOB #: 15-80-12 FILE: Plot Plan.dwg
ENGINEER: Gareth Powell, PE Drawn by: Dave Johnson



Planning & Zoning Commission Staff Report

Project Name: Cox Adjusted Front Setback

Project Number: PZ-15-00148

Report Date: June 4, 2015

Meeting Date: June 10, 2015

Applicant / Property Owner

Billy Cox
514 Ashley Street
Rock Springs, WY 82901

Surveyor

Kent Felderman
Rocky Mountain Survey, Inc.
503 5th Street
Rock Springs, WY 82901

Project Location

420 R Street (current)
1315 Thorpe Street (proposed)

Zoning

R-2 (Low Density Residential)

Public Notification

Adjacent Property Owners within
200' of property – 6/1/15

Ordinance References

- §13-801.C(1)

Staff Representative

Jennifer Shields, City Planner

Attachments

- Application
- Adjacent Property Notification / Owners
- Site Map

Request

Conditional Use Permit approval for an adjusted front yard setback of 9' (typical is 20') for a proposed new house at vacant property currently addressed as 420 R Street (if approved, newly assigned address would be 1315 Thorpe Street).

Analysis

In accordance with §13-801.C(1) of the Rock Springs Zoning Ordinance, "Front setbacks may be adjusted to a lesser amount than required by this Ordinance as follows: when more than 25 percent of the lots fronting one side of the street between intersections are occupied by structures having setbacks from the street right-of-way of lesser amounts than hereinafter required by this Ordinance, the average setback of all existing buildings between the intersection shall be considered an established setback and shall be maintained by all new or relocated structures. When a building is to be built where there is an established setback less than that required by this Ordinance, and there is an existing building on only one contiguous side, the front setback for the new building shall be no greater than that of the existing building on the one side which is contiguous to and contains a building. If a building is to be built where there is an established setback less than that required by this Ordinance, and there are existing buildings on both contiguous sides, the established setback shall be determined by connecting a straight line between the forward most portion of the buildings on the contiguous sides. An adjustable front setback under this section must be approved by the Planning and Zoning Commission."

The property consists of Lots 7 and 8 in Block 19 of the Central Coal & Coke Company's Second Addition, but is currently identified by the Sweetwater County Assessor's Office as one combined property, addressed as 420 R Street. The applicant would like to redevelop each lot independently, with a new house constructed on the vacant Lot 7 and facing Thorpe Street.

The original subdivision was platted in 1923 with 50' wide lots, which is 10' narrower than the currently required lot width of 60' in the R-2 Zoning District. In addition, Lot 7 is a corner lot, thereby requiring a 20' setback from property lines on both the Thorpe Street and R Street sides. In order to have as much square footage for the new home as possible, the applicant is requesting to adjust the required front setback.

The enclosed site plan shows the layout and setbacks of all structures within the block. Based upon the above-referenced Ordinance, the closest building setback for the block on the same side of the street between the two intersections of Q Street and R Street is 7.4'. The applicant is requesting an adjusted front setback of 9.0', thereby meeting the criteria of the Ordinance.

Note: If the adjusted front setback is approved, a residential Site Plan will still be required to be submitted to determine the final layout of the property. Although shown on the neighborhood Site Map, a garage could NOT be approved at less than 20' setback from the Thorpe Street front property line (vehicles need to be entirely outside of the garage before entering the public street for safety concerns). One possible option for the applicant would be to construct a detached garage in the northwest corner of the property, back 20' from the Thorpe Street front property line (3' side and rear setbacks, 6' separation from house). Another option would be to attach a garage on the east side of the house, with the garage door and driveway facing R Street, a minimum of 20' from R Street corner side property line.

Project Name:
Cox Adjusted Front Setback
Project Number:
PZ-15-00148

Property Owner Notification

Adjacent property owners were notified of this application on June 1, 2015 and were invited to comment. At the time this report was written, no written or verbal comments were received. Any comments received after the preparation of this report shall be submitted to the Planning and Zoning Commission at the time of the scheduled meeting.

Staff Recommendation

Staff will provide a formal recommendation after public comment at the Planning & Zoning Commission Meeting. At a minimum, staff recommends the following conditions of approval be attached:

1. Minimum permitted front setback is 9.0'.
2. Garage (attached or detached) may not be permitted closer than 20' from either the front or corner side property lines.
3. Site Plan approval for the final layout of the house and/or garage on the property shall be required prior to issuance of a Building Permit.
4. Planning approval does not constitute building permit approval. Contact the City of Rock Springs Building Department to obtain the required Building Permit(s).



2015
CITY OF ROCK SPRINGS
CONDITIONAL USE PERMIT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)
Jennifer Shields, City Planner
Brian Heaton, Asst City Planner

City Use Only:

Date Received 5/27/15 File Number: PZ-15-00148
Payment Information: Amount Received: 60.00 Received by: J. Shields
Cash or Check Number: 6451 Receipt Number: R 02734
Date Certified as Complete Application: 5/27/15 By: J. Shields

A. PROPERTY ADDRESS: 420 R Street → 1315 Thorpe St.

(NOTE: IF THE PROPERTY DOES NOT HAVE AN EXISTING ASSIGNED ADDRESS, LEGAL DOCUMENTATION OF THE LOCATION MUST BE SUBMITTED – i.e. Property Tax ID Number, Legal Description, etc.)

B. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner Information: Petitioner Name: Billy Cox
Company Name: _____
Street Address: 514 Ashley St
City: Rock Springs State: WY Zip Code: 82901
Email Address: bjcoxx@gmail.com
Phone Number: 307.354.8895 Fax Number: _____
(including area code) (including area code)

Property Owner Information: Name: SAME AS PETITIONER
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone Number: _____ Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information: Name: Kent Felderman
Company Name: Rocky Mountain Survey, Inc
Street Address: 503 5th Street
City: Rock Springs State: WY Zip Code: 82901
Email Address: kentf@rmsurvey.com
Phone Number: 307.382.2212 Fax Number: _____
(including area code) (including area code)



C. CONDITIONAL USE PERMIT(S) REQUESTED (check all that apply):

**C.U.P. Requiring
Planning and Zoning Commission Approval**

- ☒ Adjusted Front Setback
- ☐ Bed and Breakfast Inn
- ☐ Corner Side Yard Attached Carport
- ☐ Detached Garage Exceeding 1,200sf
- ☐ Driveway Access Exceeding 50% street frontage
- ☐ Gas Pumps & Fueling Stations
- ☐ Lot Coverage Exceeding 50%
- ☐ Off-Site Parking
- ☐ Use of Explosives
- ☐ Other, please specify: _____

**C.U.P. Requiring
Staff Level Approval**

- ☐ Accessory Structure Exceeding Height of Primary Structure
- ☐ Special Purpose Fence
- ☐ Unpaved Parking Area
- ☐ Land Reclamation, Mining, & Soil Processing
- ☐ Garage Exceeding Three (3) Doors

D. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

1. Provide a detailed description of the intended Conditional Use, including proposed use, length of use (permanent or temporary), hours of operation, etc.

Construction of permanent modular home residential use. Reduced front setback needed in order to fit structure to lot.

2. Describe all structures located on this property, including existing and proposed structures. **A site plan shall accompany this application.** Please refer to the enclosed Site Plan Checklist.

Property is presently vacant and undeveloped. Propose construction of new modular home on foundation with attached side garage for residential use.

RECEIVED
5/27/15

E. SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Conditional Use Permit / Site Plan Application and must be submitted in accordance with the submittal deadlines listed on Page 4 of this application. Applications submitted after the submittal deadlines as listed will be postponed until the following month. An incomplete application will not be reviewed and will be returned to the petitioner.

- ☒ Filing Fee - \$60.00
- ☒ 2 – Full-size Site Plan drawings drawn to scale (folded)
- ☒ 1 - 11x17 Site Plan drawing drawn to scale (if full-size drawing is larger than 11x17)
- ☒ 1 – PDF scanned at full-size of Site Plan drawing (submitted electronically to city_planner@rswy.net)

☒ A ☐ Building Elevations / Architectural Drawings (to scale)

F. SITE PLAN CHECKLIST

The following items shall be shown on your site plan (check them off as you consider each one):

- ☒ Project Address
- ☒ Location map
- ☒ Names and mailing addresses of developer / owner and engineer / architect
- ☒ Boundary line of property with all dimensions
- ☒ Adjacent streets and street rights-of-way
- ☒ Gross square footage of existing and proposed structures, including number of floors
- NA ☐ All paved and unpaved surfaces
- NA ☐ Parking facilities (including handicap parking) – including dimension of parking stalls, drive aisle widths, etc.
- ☒ Buildings and structures (existing and proposed), including setbacks from property lines for all structures
- ☒ Easements (access, utility, drainage, pedestrian, etc.)
- NA ☐ Utilities
- NA ☐ Landscaping
- NA ☐ Exterior signs
- NA ☐ Trash enclosures
- NA ☐ Surface water drainage arrows
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CONDITIONAL USE PERMITS - STAFF LEVEL APPROVALS

Application submittal...	will be considered complete per Section E of this application.
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Within 10 working days of Permit Determination...	the decision of the Zoning Administrator may be appealed to the Planning & Zoning Commission via written request.



RECEIVED
3/27/15

PLANNING AND ZONING COMMISSION APPROVALS


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	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/23/2014*	1/30/2015	2/27/2015	3/27/2015	5/1/2015	5/29/2015	6/26/2015	7/31/2015	8/28/2015	10/2/2015	10/29/2015	11/24/2015*
Utility Review Meeting	Utility Review Meetings are held <u>at least</u> 6 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will <u>only</u> be sent to the parties listed on the application. <u>The petitioner or an assigned representative is required to attend the meeting.</u>											
Adjacent Owner Notice	Property Owner Notices are prepared by the City of Rock Springs and are mailed to property owners within a 200' radius of the development a minimum of seven (7) days prior to the Planning and Zoning Commission Public Meeting.											
P&Z Public Meeting Date	1/14/2015	2/11/2015	3/11/2015	4/8/2015	5/13/2015	6/10/2015	7/8/2015	8/12/2015	9/9/2015	10/14/2015	11/10/2015	12/9/2015

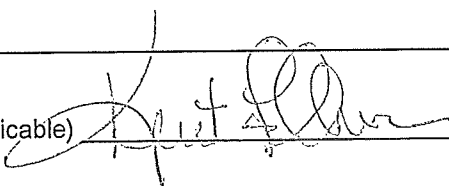
*Deadline moved due to Holiday.

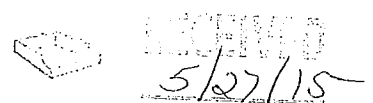
H. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Ordinances of the City of Rock Springs. I further agree if the permit is approved, I will comply with all pertinent regulations and conditions as set forth by the City of Rock Springs. I certify that the information provided with this application is true and correct and false or inaccurate information used by an applicant to secure compliance with the Zoning Ordinance shall be reason to deny or revoke any application or permit. I understand that it the responsibility of the developer and/or property owner to secure any and all required Local, Federal and State Permits (i.e. DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Signature of Applicant  Date 5-27-15

Signature of Owner _____ Date _____

Signature of Engineer/Architect (if applicable)  Date 5/27/15





June 1, 2015

Dear Property Owner / Interested Party:

This letter is to inform you that Billy Cox has submitted a request for **Conditional Use Permit** approval for property located at **420 R Street**, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (see map below). The following summarizes the application:

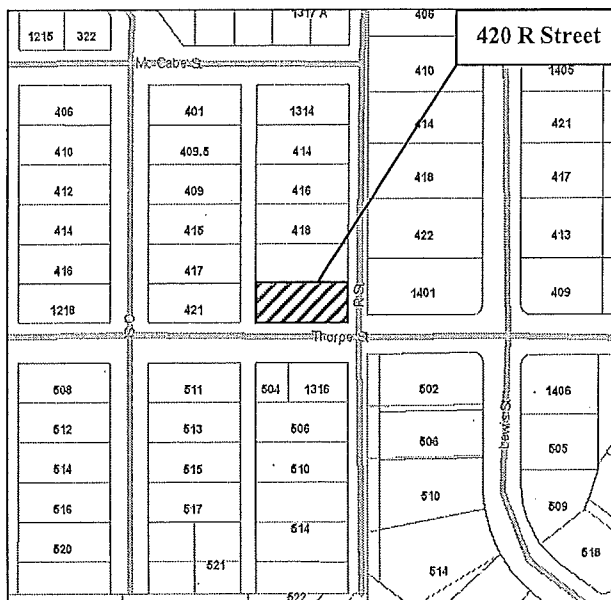
The applicant is requesting Conditional Use Permit approval for an adjusted front yard setback of 9' (typical is 20') for a proposed new house to be located at 420 R Street, Rock Springs, Wyoming (see attached drawing).

In accordance with §13-801.C(1) of the Rock Springs Zoning Ordinance, **"Front setbacks may be adjusted to a lesser amount than required by this Ordinance as follows:** when more than 25 percent of the lots fronting one side of the street between intersections are occupied by structures having setbacks from the street right-of-way of lesser amounts than hereinafter required by this Ordinance, the average setback of all existing buildings between the intersection shall be considered an established setback and shall be maintained by all new or relocated structures. When a building is to be built where there is an established setback less than that required by this Ordinance, and there is an existing building on only one contiguous side, the front setback for the new building shall be no greater than that of the existing building on the one side which is contiguous to and contains a building. If a building is to be built where there is an established setback less than that required by this Ordinance, and there are existing buildings on both contiguous sides, the established setback shall be determined by connecting a straight line between the forward most portion of the buildings on the contiguous sides. An adjustable front setback under this section must be approved by the Planning and Zoning Commission."

The Rock Springs Planning and Zoning Commission will consider this request at a public meeting held on Wednesday, June 10, 2015 at 7:00 p.m. in the Rock Springs City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments will be accepted no later than Noon on June 10, 2015.

Sincerely,

Jennifer Shields, AICP
City Planner





HENDERSON EMILIA I
409 Q ST
ROCK SPRINGS, WY 82901-6537

TURANO SHARON J LIVING TRUST
3425 FITZPATRICK DR
ROCK SPRINGS, WY 82901-4310

BERTAGNOLLI MARIE A
510 LEWIS ST
ROCK SPRINGS, WY 82901-6658

SELLERS REAL ESTATE INV HOLD
67 PORTER RD
EVANSTON, WY 82930-3033

BURKE ALICE A
515 Q ST
ROCK SPRINGS, WY 82901-6539

SCHREURS AMANDA M
401 Q ST
ROCK SPRINGS, WY 82901-6537

SUTTER JOHN A & CARLA WILLFORD
PO BOX 94
ROCK SPRINGS, WY 82902-0094

BROWER DENISE P LIVING TRUST
BROWER DENISE & DALE TRUSTEES
PO BOX 211
GARDEN CITY, UT 84028-0211

ABRAHAMSON LEVI K
511 Q ST
ROCK SPRINGS, WY 82901-6539

WILLIAMS RYAN K
410 LEWIS ST
ROCK SPRINGS, WY 82901-6656

FALER CLYDE M JR
414 1/2 Q ST
ROCK SPRINGS, WY 82901-6538

ZANETTI PETE ALAN
513 Q ST
ROCK SPRINGS, WY 82901-6539

PARKER RICHARD G & TABITHA L
3955 SWENSON ST APT 350
LAS VEGAS, NV 89119-7257

BYERS GARY F & VIRGINIA M
418 LEWIS ST
ROCK SPRINGS, WY 82901-6656

FROST JASON & ALYCIA
506 LEWIS ST
ROCK SPRINGS, WY 82901-6658

GUNYAN ZACHAREY J
416 Q ST
ROCK SPRINGS, WY 82901-6538

KEYWATZ BERT & DEE TRUST
514 R ST
ROCK SPRINGS, WY 82901-6544

COX BILLY J
514 ASHLEY ST
ROCK SPRINGS, WY 82901-6608

MARTINEZ BEN C/O LAWRENCE
MARTINEZ
1316 THORPE ST
ROCK SPRINGS, WY 82901-6548

SPECK ROBERT E & AMY M
421 Q ST
ROCK SPRINGS, WY 82901-6537

THORBURN TYNA A
1401 THORPE ST
ROCK SPRINGS, WY 82901-6674

ANDREWS MICHAEL
415 Q ST
ROCK SPRINGS, WY 82901-6537

MORGAN JOHN E & COLLINS STEVEN
504 R ST
ROCK SPRINGS, WY 82901-6544

PANKEY GEORGE L & HARRIETTE E
412 Q ST
ROCK SPRINGS, WY 82901-6538

RADOSEVICH MICHAEL & FRED
1218 THORPE ST
ROCK SPRINGS, WY 82901-6546

SHELDON TROY L & VUGRINEC
SANDY D
416 R ST
ROCK SPRINGS, WY 82901-6553

GRADERT LEONARD D TRUST
GRADERT LEONARD D TRUSTEE
2210 W PARK AVE
RIVERTON, WY 82501-3131

ARMIJO ALICE ETAL
418 R ST
ROCK SPRINGS, WY 82901-6553

CORDOVA JAKE D & NORA LEE
3811 ROBITAILLE CT
CHEYENNE, WY 82001-1825

FAIGL FAMILY TRUST FAIGL JOSEPH
H & NONA DIAN TRUSTEES
414 LEWIS ST
ROCK SPRINGS, WY 82901-6656





SCHRAMM FAMILY LIVING TRUST
SCHRAMM DONALD M TRUSTEE
422 LEWIS ST
ROCK SPRINGS, WY 82901-6656

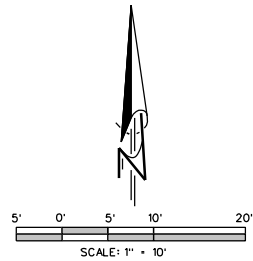
ROCKY MOUNTAIN SURVEY
C/O MR. KENT FELDERMAN
503 5TH STREET
ROCK SPRINGS, WY 82901

label size 1" x 2 5/8" compatible with Avery®5160/8160
Étiquette de format 25 mm x 67 mm compatible avec Avery®5160/8160



label size 1" x 2 5/8" compatible with Avery®5160/8160
Étiquette de format 25 mm x 67 mm compatible avec Avery®5160/8160

Q Street (50' ROW)



REDUCED SCALE COPY

Lot 4

COLONY COAL & COKE ADDITION
BLOCK 19

Lot 9

Lot 5

20' Wide Alley (Sub Plat)

NORTH - 100.00' (R)
NORTH - 100.00' (R)

Existing 28 x 29' House
(To Be Demolished)

Existing 20 x 41' Garage
(To Be Demolished)

Lot 5

Lot 6

House

Garage

Garage
696 SqFt

Lot 7

Proposed
Modular Home
1740 SqFt

24.0

60.0

4' Conc. Walk

WEST - 120.00' (R)

SOUTH (Base Bearing) - 100.00' ...

R Street (50' ROW)

Thorpe Street (50' ROW)

OWNER/DEVELOPER: Billy J. Cox
MAILING ADDRESS: 514 Ashley St
Rock Springs, WY 82901

Legend

- Billy J. Cox Ownership Boundary
Record: WD Book 1197, Page 3890
- Alum Cap Property Corner - PLS 6147
(To Be Set)
- Lot Line/Property Boundary
- Existing Structure



COLONY COAL & COKE ADDITION
BLOCK 20

Lot 1

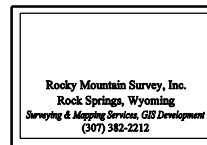
House

Garage

House

Lot 12

OWNER/DEVELOPER: Billy J. Cox
MAILING ADDRESS: 514 Ashley St
Rock Springs, WY 82901



SITE MAP
SHOWING SETBACK PATTERNS
Adjacent to Billy J. Cox Property
Located at 420 R Street
Lots 7 & 8 in Block 19
Central Coal and Coke Addition
to the City of Rock Springs, WY

Proj No. 15-008 5/18/2015 - K. Felderman
Revised 5/22/2015 - KF



Planning & Zoning Commission Staff Report

Project Name: Robertson Family Child Care Home (FCCH)
Project Number: PZ-15-00149
Report Date: June 1, 2015
Meeting Date: June 10, 2015

Applicant

Ms. Lori Robertson
 1048 Harrison Drive #B
 Rock Springs, WY 82901

Property Owner

Connie Brady
 256 Jensen Street
 Green River, WY 82935

Project Location

1048 Harrison Drive #B

Zoning

R-3 (Medium Density Residential)

Property Owner Notification

- Adjacent Property Owners within 200' of property 6/01/15

Previous P & Z Action

PZ-14-00127 FCCH
 PZ-15-00019 Modified FCCH

Ordinance References

- §13-816

Staff Representative

Denise Boudreault, Asst City Planner

Attachments

- Application
- Adjacent Property Owner Notification and List

Request

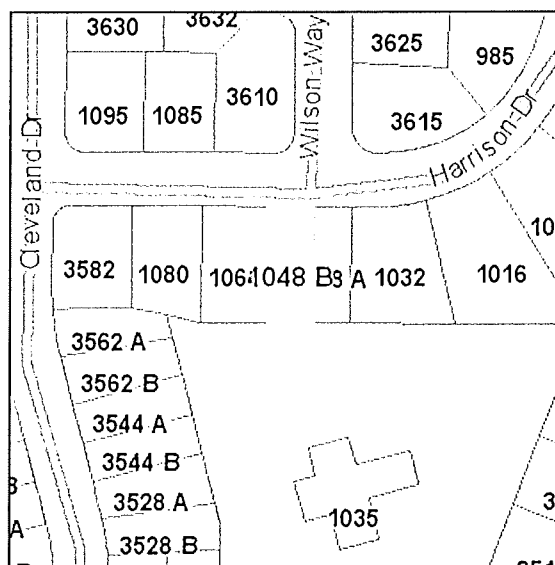
Conditional Use Permit approval for a Family Child Care Home (FCCH).

General Information

The applicant is requesting Conditional Use Permit approval to establish a Family Child Care Home to provide childcare for up to 10 children at any given time, Monday through Friday from 6:30 a.m. until 5:30 p.m. at her new residence, 1048 Harrison Drive, #B., Rock Springs.

Section 13-816 of the Rock Springs Zoning Ordinance defines a Family Child Care Home (FCCH) as: "A licensed child care facility in which care is provided for no more than ten (10) children for part of a day in the primary residence of the provider."

In accordance with Section 13-816.C(3)(c) of the Rock Springs Zoning Ordinance, Family Child Care Homes with up to ten (10) children at any given time are conditionally permitted uses which require approval from the Rock Springs Planning and Zoning Commission.



Background Information

Last year the applicant received Conditional Use Permit approval to operate a Family Child Care Home (FCCH) for up to 8 children at a time at 343 Via Assisi. In accordance with Section 13-816.C(3)(b) of the Rock Springs Zoning Ordinance, Family Child Care Homes with six (6) to eight (8) children at any given time are conditionally permitted uses which may be reviewed at staff level, pending notification of property owners

located within 200 feet of the boundaries of the property proposed for the Family Child Care Home.

In February 2015, the applicant requested modified Conditional Use Permit approval to establish a Family Child Care Home to provide childcare for up to 10 children at any given time, Monday through Friday from 6:30 a.m. until 5:30 p.m. at 343 Via Assisi. The Planning and Zoning Commission granted approval.

At this time, Ms. Robertson has relocated and is currently living at 1048 Harrison Drive #B and wishes to establish an FCCH at her new residence.

The City has not received any complaints regarding the original FCCH or the modified FCCH.

Required City Department Approvals

On May 28, 2015, the applicant received the required City approval from the City's Chief Building Official and Fire Inspector for this application (see attached).

Property Owner Notification

Adjacent property owners were notified of this application on June 1, 2015 and were invited to comment. At the time this report was written, no written or verbal comments were received from adjacent property owners. Any comments received after the preparation of this report shall be submitted to the Planning and Zoning Commission at the time of the scheduled meeting.

Staff Recommendation

Staff will provide a formal recommendation after public comment at the Planning & Zoning Commission Meeting. At a minimum, the following conditions of approval should be attached:

1. Conditional Use Permit approval is for the hours from 0630 a.m. to 5:30 p.m., Monday through Friday for up to a maximum of ten (10) children at any given time. Should Ms. Robertson wish to modify this approval, including changes to the number of children and/or the hours of operation, a new Application shall be submitted to the City of Rock Springs Planning & Zoning Division, 212 D Street, Rock Springs, WY 82901.
2. Approval is for Ms. Robertson to conduct childcare services at 1048 Harrison Drive #B only. Should she move to a new location, a new FCCH Conditional Use Permit shall be required.
3. FCCH Conditional Use Permits shall not run with the land. Subsequent providers on the same property (1048 Harrison Drive #B) shall require a separate FCCH Conditional Use Permit.
4. Should Ms. Robertson fail to operate a FCCH at this address for a period more than 365 consecutive calendar days, the Permit shall be deemed expired. A new permit application, including any and all fees and notifications, and approval shall be required prior to recommencement of the FCCH operation.
5. The Planning & Zoning Commission shall have the right to revoke or revise any FCCH Conditional Use Permit, should legitimate complaints be lodged by property owners located within 200 feet of the FCCH that the child care facility has adverse impacts on the health, safety and/or welfare of the neighborhood.

Robertson FCCH
PZ-15-00149

6. The Planning & Zoning Commission shall have the right and authority to revoke the FCCH Conditional Use Permit for failure to comply with the above conditions of approval.



2015
CITY OF ROCK SPRINGS
FAMILY CHILD CARE HOME (FCCH)
CONDITIONAL USE PERMIT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)
Jennifer Shields, City Planner
Brian Heaton, Asst City Planner

City Use Only:

Date Received 6/1/15 File Number: PZ-15-00149
Payment Information: Amount Received: \$10.00 Received by: dBoudreau
Cash or Check Number: CASH Receipt Number: _____
Date Certified as Complete Application: 6/1/15 By: dBoudreau

A. PROPERTY ADDRESS: 1048 Harrison Dr #B Rock Springs, WY

B. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner Information: Petitioner Name: Lori Robertson
Company Name: Tiny Toes Daycare
Street Address: 1048 Harrison Dr #B
City: Rock Springs State: WY Zip Code: 82901
Email Address: lori.robertson39@yahoo.com
Phone Number: 307-705-7180 Fax Number: _____
(including area code) (including area code)

Property Owner Information: Name: Connie D Brady
(if different from Petitioner) Company Name: _____
Street Address: 256 Jensen St.
City: Green River State: WY Zip Code: 82435
Email Address: _____
Phone Number: 307-870-5140 Fax Number: _____
(including area code) (including area code)

C. DEFINITIONS:

The following definitions will assist you in completing this application. Please consider them carefully prior to submitting your request for Conditional Use Permit approval.

- ☒ Family Child Care Home (FCCH) – A licensed child care facility in which care is provided for no more than ten (10) children for part of a day in the primary residence of the provider.
- ☐ Preschool – Pre-Kindergarten instruction provided for children aged 3 years to 5 years and normally conducted for a two-to-four-hour period of time (session), said instruction designed to be preparatory for Kindergarten. [Note: In the City of Rock Springs, preschools may be conducted in a Child Care Center (CCC), Family Child Care Center (FCCC), or Family Child Care Home (FCCH).]



D. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

Please be advised that your application will be reviewed based upon this submittal. Family Child Care Home (FCCH) Conditional Use Permits shall be restricted based upon the answers below, as well as the City's regulations. Should you want to increase the number of sessions, children, days, or hours of operation following approval, an amended application shall be required.

1. Proposed use is (*mark only one*):

☒ Child Care Only ☐ Preschool Only ☐ Child Care / Preschool Combination

2. Maximum number of children to be cared for at any given time OR per preschool session: 10

3. If application includes a preschool, please complete the following (*otherwise, skip to question 4 below*):

a. Number of preschool sessions per day (*max. 2 allowed*): _____

b. Number of preschool sessions per week (*max. 6 allowed*): _____

c. If more than one session per day, list the separation time between sessions (*min. 1 hr. req.*): _____

d. Days and times of preschool sessions (*example: MWF, 9 a.m. - 11 a.m.*): _____

4. Days and hours of operation (*child care only*): 10:30 am - 5:30 pm (MTWTF)

5. Parking and traffic circulation (number of available client parking spaces): 8

6. Is the property located on a cul de sac or court? ☐ Yes ☒ No

E. TYPE OF FAMILY CHILD CARE HOME (FCCH) REQUESTED:

Please check the appropriate permit type below and include any additional information required based upon the type of permit requested.

Staff Level Review:

- ☐ If **5 or fewer children** are proposed at any given time for child care OR per preschool session AND the property is NOT located on a cul de sac or court, the application may be reviewed at staff level. Please allow 5 business days following submission of a complete application for a staff determination.

Please note: Preschool sessions shall be limited to no more than two (2) per day and six (6) per week. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next one begins.

Staff Level Review AND Neighborhood Notification:

- ☐ If **6 to 8 children** are proposed at any given time for child care OR per preschool session OR **6 or fewer children** are proposed but the property is **located on a cul de sac or court**, the application may be reviewed at staff level with neighborhood notification. Please allow 5 business days following receipt of a complete application for neighborhood notification and an additional minimum of 10 calendar days for receipt of neighborhood responses. Should more than 50 percent of the adjoining property owners respond in opposition to the application within the 10 calendar day protest period, the application will be forwarded to the next available Planning & Zoning Commission meeting for consideration. In no case will an application be forwarded to the Planning and Zoning Commission less than 9 days prior to the regularly scheduled meeting. See "Submittal Deadlines" listed below for meeting schedule.

Please note: Preschool sessions shall be limited to no more than two (2) per day and six (6) per week. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next one begins.

Planning and Zoning Commission Review with Neighborhood Notification:

- ☒ If **9 or 10 children** are proposed at any given time for child care OR per preschool session, the application shall require review and approval by the Planning and Zoning Commission. Applications shall be submitted by the "Submittal Deadlines" listed below and will be forwarded to the next available Planning and Zoning Commission meeting.

Please note: Preschool sessions shall be limited to no more than two (2) per day and six (6) per week. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next one begins.

F. SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Family Child Care Home (FCCH) Conditional Use Permit Application and must be submitted in accordance with the submittal deadlines listed on this application. Applications submitted after the submittal deadlines, as listed, will be postponed until the following month. **An incomplete application will not be reviewed and will be returned to the petitioner.**

- ☒ Filing Fee - \$60.00
- ☒ Completed Family Child Care Home (FCCH) Conditional Use Permit Application.
- ☐ Local Zoning Approval Receipt Form signed by the Chief Building Inspector and the Rock Springs Fire Inspector.

NOTE: The Planning Department will sign the receipt after Staff level review **OR** after receiving approval by the Planning and Zoning Commission (*if required*). After all signatures are received, this form will be forwarded to the State of Wyoming to provide documentation of the City's approval.

G. SUBMITTAL DEADLINES:

NOTE: For those applications requiring Planning & Zoning Commission approval, applications that are not RECEIVED by 3:00 PM on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/23/2014*	1/30/2015	2/27/2015	3/27/2015	5/1/2015	5/29/2015	6/26/2015	7/31/2015	8/28/2015	10/2/2015	10/29/2015	11/24/2015*
Adjacent Owner Notice	Property Owner Notices are prepared by the City of Rock Springs and are mailed to property owners within a 200' radius of the development a minimum of seven (7) days prior to the Planning and Zoning Commission Public Meeting.											
P&Z Public Meeting Date	1/14/2015	2/11/2015	3/11/2015	4/8/2015	5/13/2015	6/10/2015	7/8/2015	8/12/2015	9/9/2015	10/14/2015	11/10/2015	12/9/2015

*Deadline moved due to holiday.

H. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Family Child Care Home (FCCH) Conditional Use Permit approval regulations of the City of Rock Springs. I further agree that if the permit is approved, I will comply with all pertinent regulations and conditions as set forth by the City of Rock Springs. I also certify that the information provided with this application is true and correct, and false or inaccurate information used by an applicant to secure compliance with the City's Zoning Ordinance shall be reason to deny or revoke any application or permit.

Signature of Applicant Lori Robertson

Date 5-29-15

Signature of Property Owner Cornio Brandy

Date 5-31-15



City of Rock Springs, Wyoming

Department of Public Services
212 D Street, Rock Springs, WY 82901
Office [307] 352-1540 • FAX [307] 352-

*** Local Zoning Approval Receipt ***

APPLICANT:

Please complete the top portion of this form and have it available at the time of your Building and Fire inspections. You must contact the Chief Building Official and the Fire Inspector at the numbers provided to schedule your inspections. Once signed by the Chief Building Official AND the Fire Inspector, return this form to the City Planner's Office (address listed below). For questions regarding State of Wyoming approval, contact the Facility Licensing Officer, Department of Family Services, at (307) 362-5630.

Applicant's Name: Lori Robertson
Child Care Facility Address: 1048 Harrison Dr. #B Rock Springs, WY
Contact Phone Number: 307-705-2180

CITY REPRESENTATIVES:

The above-listed provider wishes to have a child care license. The State of Wyoming must have approval from the City of Rock Springs to consider the request. As a City representative, please sign the following area that applies to you if the provider has satisfied your department's requests.

1) BUILDING:

Jeff Tuttle, Chief Building Official
212 'D' Street
Rock Springs, WY 82901
(307) 352-1540

[Signature]
(Signature of Approval)

5/28/15
(Date)

2) FIRE:

City Fire Inspector
212 'D' Street
Rock Springs, WY 82901
(307) 352-1540

[Signature]
(Signature of Approval)

5/28/15
(Date)

3) ZONING:

Jennifer Shields, City Planner or Brian Heaton, Asst. City Planner
212 'D' Street
Rock Springs, WY 82901
(307) 352-1540

Planning & Zoning Commission Meeting Date

Max. # Children Permitted at Any Given Time

Max. # Employees Permitted at Any Given Time

(Signature of Approval)

(Date)

After all signatures are received, this form will be forwarded to the State of Wyoming to provide documentation of the City of Rock Springs approval.

STATE OF WYOMING:

Once signed by all representatives listed above, this form serves as the applicant's receipt of "Local Zoning Approval". If you have any questions regarding this approval, please contact the City Planner at the address and phone number listed above.





Department of Public Services

212 D Street, Rock Springs, WY 82901

Tel: 307-352-1540 Fax: 307-352-1545

www.rswy.net

June 1, 2015

Dear Property Owner / Interested Party:

This letter is to inform you that Ms. Lori Robertson has submitted a request for Conditional Use Permit approval for property located at 1048 Harrison Drive #B, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (*see map below*). The following summarizes the application:

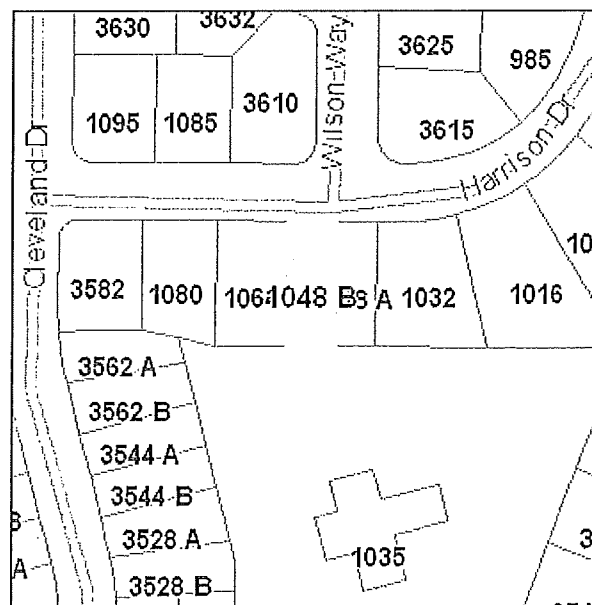
The applicant is requesting Conditional Use Permit approval for the operation of a Family Child Care Home (FCCH) at her residence located at 1048 Harrison Drive #B, Rock Springs, Wyoming. The proposed daycare would provide care for up to a maximum of 10 children at any given time, Monday through Friday from 6:30 a.m. until 5:30 p.m.

In accordance with Section 13-816.C(3)(d) of the Rock Springs Zoning Ordinance, Family Child Care Homes with up to ten (10) children at any given time are conditionally permitted uses which require approval from the Rock Springs Planning and Zoning Commission.

The Rock Springs Planning and Zoning Commission will consider this request at a public meeting to be held on Wednesday, June 10, 2015, at 7:00 p.m. in the Rock Springs City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments will be accepted no later than Noon on June 10, 2015.

Sincerely,

Denise Boudreault
Assistant City Planner



LIGGETT WILLIAM T
PO BOX 1508
ROCK SPRINGS, WY 82902-1508

STRANGE CONNIE D
256 JENSEN ST
GREEN RIVER, WY 82935-4820

BROUILLETTE PHILLIP JR & MOLLY
1085 HARRISON DR
ROCK SPRINGS, WY 82901-4903

RITTER JACK L & BETTY N
1080 HARRISON DR
ROCK SPRINGS, WY 82901-4904

ULRICH JAMES F & ANNA M
3528 A CLEVELAND DR
ROCK SPRINGS, WY 82901-4880

ALEXANDER JAMES R & JANA M
1016 HARRISON DR
ROCK SPRINGS, WY 82901-4904

TREVIZO NESTOR & IRMA E
1064 HARRISON DR
ROCK SPRINGS, WY 82901-4904

WHITE SCOTT J & ROBIN
PO BOX 2153
ROCK SPRINGS, WY 82902-2153

FRETWELL LAWRENCE B & KAREN L
3582 CLEVELAND ST
ROCK SPRINGS, WY 82901-4802

WYO COMMUNITY DEV AUTHORITY
PO BOX 10100
CASPER, WY 82602-0100

WICKS LARRY S
3632 WILSON WAY
ROCK SPRINGS, WY 82901-4915

YWCA OF SWEETWATER CO
1035 JACKSON ST
ROCK SPRINGS, WY 82901

MARTINEZ SANTIAGO VALLES
3615 WILSON WAY
ROCK SPRINGS, WY 82901-4915

FEAGLER DALE L & LORI ANN
1095 HARRISON DR
ROCK SPRINGS, WY 82901-4903

HENNESSY STEVEN J LIV TRUST
HENNESSY STEVEN J TRUSTEE
1032 HARRISON DR
ROCK SPRINGS, WY 82901-4904

BUSS ROBERT M
3562 B CLEVELAND DR
ROCK SPRINGS, WY 82901-4892

HENNEMAN CORY M
237 WATER OAK WAY
SAVANNAH, GA 31408-1114

ANDERSON DANA C
165 GANNETT DR
ROCK SPRINGS, WY 82901-3307

HODDER BETTY J
3610 WILSON WAY
ROCK SPRINGS, WY 82901-4915

LACORE JOHNNA L
3528 B CLEVELAND DR
ROCK SPRINGS, WY 82901-4880

SALISBURY MICHAEL M & DEBRA J
3213 SCOTT DR
ROCK SPRINGS, WY 82901-4316

MORTENSEN JOHN H & SAMANTHA L
3630 CLEVELAND DR
ROCK SPRINGS, WY 82901-4804



Planning & Zoning Commission Staff Report

Project Name: Wash 'N' Glow Car Wash – Conditional Use Permit
Project Number: PZ-15-00138 (Minor Site Plan) / PZ-15-00150 (CUP)
Report Date: June 4, 2015
Meeting Date: June 10, 2015

Applicant

Mark Cowan
Wash 'N' Glow, LLC
507 Mitchelson Street
Rock Springs, WY 82901

Property Owner

Rocky Mountain Bank
(fka American National Bank of RS)
P.O. Box 1770
Rock Springs, WY 82902-1770

Engineer

Brandt Lyman, PE
Western Engineers & Geologists
1329 Ninth Street
Rock Springs, WY 82901

Project Location

2512 Foothill Boulevard

Zoning

B-2 (Community Business)

Public Notification

Adjacent Property Owners within
200' of property – 6/1/15

Ordinance References

§13-601
§13-807.B, §13-810.B, §13-811.B,
§13-808.C, §13-809.C

Staff Representative

Jennifer Shields, City Planner

Attachments

- Attachment A: Utility Review Comments
- CUP/Site Plan Applications
- Adjacent Property Owners Letter and Address List
- Site Plan dated 5/20/15
- Elevation Drawings

Request

Request for Conditional Use Permit approval to operate an "Automobile Washing Establishment" in a B-2 Zoning District. The proposed facility would include a wash bay (2,000sf), an equipment room (800sf), and a control room and restroom (220sf), for a total gross square footage of 3,020 square feet.

Background

The property is located in a commercial area near the intersection of Dewar Drive and Foothill Boulevard. The White Mountain Properties Amended commercial subdivision was platted in 1978, although it did not include the very corner area of land nearest the intersection (see map below).

In 1984, Lot 9 of the subdivision was split in half, with the southern half currently occupied by Taco Time and an access off of Dewar Drive. The northern half where the car wash is proposed has sat mostly vacant over the years.

In 1997, a perpetual 20' wide access easement was recorded on the unplatted property adjacent to the northern half of Lot 9 and currently occupied by Super Tortas. This easement, although not covering the entire width of the access, was to allow for both ingress and egress to the northern half of Lot 9. An access easement is needed because a new approach to the car wash would not be allowed so close to the existing approaches (traffic safety standards recommend 330' for access spacing on an arterial roadway).

§13-808.E(4) of the Zoning Ordinance states, "The Director of Engineering and Operations shall approve all proposed accesses with respect to location and configuration." The applicant's engineer is currently working with the City's Engineering Department to determine the final configuration of the approach for the proposed car wash.



Project Name:

Wash 'N' Glow Car Wash

Project Numbers:

PZ-15-00138

PZ-15-00150

Analysis

Per §13-601 of the Rock Springs Zoning Ordinance, "Automobile Washing Establishment" is defined as, "A building which has its primary purpose as washing automobiles. Such facilities shall be considered incidental to automobile service stations if no more than one auto may be washed at one time and if the service station is clearly the principal use."

Per §13-807.B, §13-810.B, and §13-811.B, "Automobile Washing Establishment" is listed as a principally permitted use in the B-1 (Neighborhood Business), I-1 (Light Industrial), and I-2 (Heavy Industrial) Zoning Districts.

However, per §13-808.C and §13-809.C, "Automobile Washing Establishment" is listed as a conditionally permitted use in the B-2 (Community Business) and B-3 (Central Business) Zoning Districts, with the following specific conditions attached:

(a) Automobile washing establishments shall be subject to the same limitations and conditions as are specified heretofore in sub-paragraphs a, b, c, e, and f for Automobile Service Stations (*listed below for clarity*):

- ⇒ (a) Automobile service station site improvements, including buildings and structures, shall be separated from any residential zone by a minimum distance of 50 feet.
- ⇒ (b) The total site area shall be a minimum of 10,000 square feet.
- ⇒ (c) Gas pumps shall be set back a minimum of 25 feet from any property line and 50 feet from any residential zone boundary.
- ⇒ (e) Interior curbs of not less than 6 inches in height shall be constructed to separate driving surfaces from sidewalks, landscaped areas and street traveled ways. (Ord. No. 92-17, 7-7-92).
- ⇒ Section (f) does not even exist!

(b) Sufficient off-street area to provide space for not less than 10 automobiles waiting to be washed or three waiting spaces per washing stall whichever is greater shall be provided. A space 20 feet by 9 feet shall be deemed adequate for each such required space.

(c) All wash water disposal facilities including sludge, grit removal and disposal equipment shall be subject to the approval of the Director of Engineering and Operations and shall conform with all City ordinances regarding sewage and health and shall be designed such as to not detrimentally affect the City sewer system.

Based upon staff review, all of the above-listed conditions have been or will be met with the proposed development.

Utility Review Meeting

A Utility Review meeting for this project was held on June 2, 2015. Utility Review comments for the originally submitted plans can be found in "Attachment A" of this report. Due to the nature of the comments submitted by the Utility Review Committee, revised plans were required.

Staff will provide the Commission with revised plans and any further comments at the time of the scheduled meeting.

Property Owner Notification

Adjacent property owners were notified of this application on June 1, 2015 and were invited to comment. At the time this report was written, no written or verbal comments were received from adjacent property owners. Any comments received after the preparation of this report shall be submitted to the Planning and Zoning Commission at the time of the scheduled meeting.

Project Name:

Wash 'N' Glow Car Wash

Project Numbers:

PZ-15-00138

PZ-15-00150

Staff Recommendation

Staff will provide a recommendation following public comment at the meeting. At a minimum, staff recommends that final Conditional Use Permit approval is contingent upon the following:

1. All Utility Review conditions shall be met.
2. Final access design approval required from the City's Engineering Department.
3. All parking lot improvements, including striping, curbs and gutters, shall be installed prior to Occupancy.
4. All landscaping improvements and trash enclosure shall be installed prior to Occupancy.
5. Interior curbs of not less than 6 inches in height shall be constructed to separate driving surfaces from sidewalks, landscaped areas and street traveled ways.
6. Construction shall conform to the approved Site Plan. Any changes to the Site Plan shall be submitted to the City for review and approval prior to construction.
7. Building permits shall be obtained within one (1) year of the date of Site Plan approval. Failure to obtain a Building Permit within the one-year timeframe shall require submittal of a new Site Plan application for review.

**ATTACHMENT A:
UTILITY REVIEW COMMENTS FOR ORIGINAL SITE PLAN SUBMITTED 5/20/15**

PLANNING & ZONING (Jennifer Shields):

1. Assigned address for the property will be 2512 Foothill Boulevard. Add to Site Plan. RSP
2. Automobile Washing Establishments are Conditionally Permitted Uses in the B-2 Zoning District, with the following specific requirements per §13-808.C of the Zoning Ordinance:
 - ✓ Shall be separated from any residential zone by a minimum distance of 50 feet.
 - ✓ The total site area shall be a minimum of 10,000 square feet.
 - ✓ Interior curbs of not less than 6 inches in height shall be constructed to separate driving surfaces from sidewalks, landscaped areas and street traveled ways. Add a note to this effect on Site Plan. RSP
 - ✓ Sufficient off-street area to provide space for not less than 10 automobiles waiting to be washed or three waiting spaces per washing stall whichever is greater shall be provided. A space 20 feet by 9 feet shall be deemed adequate for each such required space.

⇒ All wash water disposal facilities including sludge, grit removal and disposal equipment shall be subject to the approval of the Director of Engineering and Operations and shall conform with all City ordinances regarding sewage and health and shall be designed such as to not detrimentally affect the City sewer system.
3. Parking Spaces:
 - Parallel parking space dimensions shall be a minimum of 9'x22' – need additional length for all 3 spaces. RSP
 - Minimum drive aisle width for 2-way traffic is 25 feet (26' if needed for a fire lane); minimum drive aisle width for 1-way traffic is 15 feet. Label drive aisle widths. RSP
 - All parking lots and driveways shall be paved with asphalt or concrete and shall be bound by perimeter concrete curb and gutter. It is difficult to distinguish the existing curbing vs. what is being proposed. Eliminate existing and show only final proposed for entire site. RSP
 - Is curbing proposed on the northeastern side of the property? Add curbing if proposed. RSP
4. Landscaping-Private:
 - In accordance with §13-815.C(3), "A landscaping plan shall be submitted in conjunction with any required site plan. Generally, front, corner side, and side yard areas shall be landscaped. All exposed ground areas surrounding or within a principal or accessory use, including street right-of-way, parking lots and sidewalks, shall be landscaped. All areas not designated for buildings, circulation, or parking shall be landscaped."
 - §13-815.C(2) defines "Landscaping" as including any or all of the following: "lawn or grass areas; trees, shrubs, ground cover or other plantings; decorative rock, natural or manmade; decorative lighting benches, tables, fountains, planters or other similar outdoor furniture; decorative fences; detention and retention ponds; waterfalls and man-made streams."
 - Replace "Zeroscape" in legend with exact type of landscaping material proposed (sod, landscaping rock, etc.). RSP
5. Easements:
 - It is hard to distinguish the Rocky Mountain Power Easement location – please clarify and label book/page information for easement. RSP
 - Prior to final Site Plan approval, the proposed off-site drainage easement will need to be recorded, and the book/page information added to the Site Plan. RSP
 - Add all dimensions to the Access Easement. RSP
 - Add the book/page information for the Access Easement. RSP
 - The Access Easement does not cover the entire width of the existing approach. What is the ingress/egress plan and is it acceptable to City Engineering? RSP
6. Detached signage shall meet the City's signage requirements per §13-818 and shall require a separate Sign Permit application. Is a new free-standing sign proposed? If yes, show location. RSP
7. Are any accessory buildings (shed, etc.) proposed? If yes, show location. RSP
8. Is new fencing proposed? If yes, show location and indicate height and type. RSP
9. Building / Construction Permit: Applicant shall obtain Building Permit(s), as required, for the project within one-year (1 year) of Site Plan approval. Failure to obtain a Building Permit within the one-year timeframe shall require resubmittal of a new Site Plan application for review/consideration/approval, including compliance with ordinances in effect at the time of resubmittal.

10. Occupancy Permit: All site improvements, including parking lot paving, curbs, gutters, and striping, screened trash enclosure(s), and landscaping, shall be installed prior to Planning Division approval of Occupancy. Applicant shall also obtain Occupation Tax approval prior to commencement of use.

JOINT POWERS WATER BOARD (Bryan Seppie):

1. If a new fire hydrant or other system modification is required, all work and materials must be in accordance with JPWB standards.

WATER DEPARTMENT (Clint Zambai):

1. Water service would be preferred off the NE side of property.
2. All materials and install to comply with City of Rock Springs and Joint Powers Water Board specs.

WASTE WATER DEPARTMENT (Nick Seals):

1. There is no sanitary sewer service to this lot.
2. Building plans will have to be approved (sump and sand/oil interceptor design).
3. What is "reclaim water feed (future)"?

ENGINEERING & OPERATIONS (Meghan Jackson):

1. All deficient infrastructure, i.e. sidewalk, curb/gutter, etc. along Foothill Boulevard, from beginning to end of property, shall be brought up to City standards.
2. Access easement shall be widened to the full 40 feet to accommodate traffic for both businesses.
3. Show the necessary striping at the access onto Foothill Boulevard.
4. Provide drainage calculations. Drainage shall not affect adjacent properties.
5. Design and construction in accordance with City of Rock Springs Ordinances.
6. Valley gutter along western side may be needed as 6" high back to allow possible stacking within lot.
7. Excavation into Foothill Boulevard will require bonding with the City.

BUILDING DEPARTMENT (Jeff Tuttle):

1. No Provide van accessible access aisle and adjoining accessible route for review.
2. Building permit will be issued once plan review is complete and all review items are satisfied, all fees paid, and all other City Departments approve issuance.

ROCKY MOUNTAIN POWER (Kyle Graham):

1. Rocky Mountain Power will require easement right for existing power to Taco Time and new transformer.
2. Will need to label "No Parking" area 10 feet in front of power cabinet.
3. Very old radial primary system on property.

QUESTAR GAS (Amy Votruba):

1. Need gas load and proposed meter location, if natural gas is going to be needed.

UTILITY REVIEW APPROVALS: Approvals for this project were provided by the Fire Inspector, Rock Springs Parks and Recreation, and Colorado Interstate Gas.



2015
CITY OF ROCK SPRINGS
CONDITIONAL USE PERMIT
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)
Jennifer Shields, City Planner
Brian Heaton, Asst City Planner

City Use Only:

Date Received 6/2/15 File Number: PZ-15-00150
Payment Information:
Amount Received: 60.00 Received by: J. Shields
Cash or Check Number: 1127 Receipt Number: R02781
Date Certified as Complete Application: 6/2/15 By: J. Shields

A. PROPERTY ADDRESS: PIDN: 1905-33-4-01-014-00

(NOTE: IF THE PROPERTY DOES NOT HAVE AN EXISTING ASSIGNED ADDRESS, LEGAL DOCUMENTATION OF THE LOCATION MUST BE SUBMITTED - i.e. Property Tax ID Number, Legal Description, etc.)

B. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner Information:

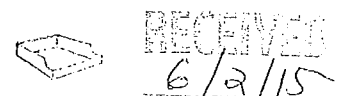
Petitioner Name: Mark Cowan
Company Name: Wash 'N' Glow, LLC
Street Address: 507 Mitchelson St.
City: Rock Springs State: WY Zip Code: 82901
Email Address: mark@radiantmfg.com
Phone Number: (307) 389-4485 Fax Number: _____
(including area code) (including area code)

Property Owner Information:

Name: Mark Hendrickson
Company Name: Rocky Mountain Bank
Street Address: PO Box 1770
City: Rock Springs State: WY Zip Code: 82902
Email Address: markhendrickson@rockymountainbank.com
Phone Number: (307) 739-4345 Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information:

Name: Brandt D. Lyman, PE
Company Name: Western Engineers & Geologists
Street Address: 1329 9th Street
City: Rock Springs State: WY Zip Code: 82901
Email Address: brandt.lyman@westernegi.com
Phone Number: (307) 362-5180 Fax Number: _____
(including area code) (including area code)



C. CONDITIONAL USE PERMIT(S) REQUESTED (check all that apply):

C.U.P. Requiring
Planning and Zoning Commission Approval

C.U.P. Requiring
Staff Level Approval

- | | |
|---|--|
| <input type="checkbox"/> Adjusted Front Setback | <input type="checkbox"/> Accessory Structure Exceeding Height of Primary Structure |
| <input type="checkbox"/> Bed and Breakfast Inn | <input type="checkbox"/> Special Purpose Fence |
| <input type="checkbox"/> Corner Side Yard Attached Carport | <input type="checkbox"/> Unpaved Parking Area |
| <input type="checkbox"/> Detached Garage Exceeding 1,200sf | <input type="checkbox"/> Land Reclamation, Mining, & Soil Processing |
| <input type="checkbox"/> Driveway Access Exceeding 50% street frontage | <input type="checkbox"/> Garage Exceeding Three (3) Doors |
| <input type="checkbox"/> Gas Pumps & Fueling Stations | |
| <input type="checkbox"/> Lot Coverage Exceeding 50% | |
| <input type="checkbox"/> Off-Site Parking | |
| <input type="checkbox"/> Use of Explosives | |
| <input checked="" type="checkbox"/> Other, please specify: <u>Car Wash in B-2</u> | |

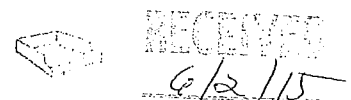
D. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

1. Provide a detailed description of the intended Conditional Use, including proposed use, length of use (permanent or temporary), hours of operation, etc.

Facility is a fully automated tunnel type car wash. The facility is capable of washing approximately 100 vehicles per hour. The wash will service up to four door SRW full size pick ups. The building is prefabricated steel, V-B construction. The building will utilize a shallow concrete foundation system which will be permanent. Outside dimensions are 100' X 30'. The adjacent vacuum stall canopy is not enclosed and measures 15' X 102'. Car washes are listed as a conditional use in B-2 per City of Rock Springs Ordinance 13-808 C (2). Car washes are a principal use in B-1 zones per 13-807 B (1) and all principal uses of B-1 zones are principal uses of B-2 zones per 13-808 B (4).

2. Describe all structures located on this property, including existing and proposed structures. **A site plan shall accompany this application.** Please refer to the enclosed Site Plan Checklist.

The building will be used as an automated tunnel style carwash. The building consists of the wash bay (~2,000 SF), an equipment room (800 SF), and control room and restroom (220 SF). Total gross square footage of the building is 3,020 SF.



E. SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Conditional Use Permit / Site Plan Application and must be submitted in accordance with the submittal deadlines listed on Page 4 of this application. Applications submitted after the submittal deadlines as listed will be postponed until the following month. An incomplete application will not be reviewed and will be returned to the petitioner.

- ✓ Filing Fee - \$60.00
- ✓ 2 – Full-size Site Plan drawings drawn to scale (folded)
- ✓ 1 - 11x17 Site Plan drawing drawn to scale (if full-size drawing is larger than 11x17)
- ✓ 1 – PDF scanned at full-size of Site Plan drawing (submitted electronically to city_planner@rswy.net)
- ✓ Building Elevations / Architectural Drawings (to scale)

F. SITE PLAN CHECKLIST

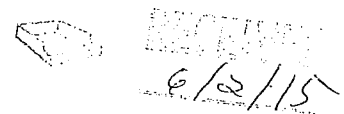
The following items shall be shown on your site plan (check them off as you consider each one):

- ✓ Project Address
- ✓ Location map
- ✓ Names and mailing addresses of developer / owner and engineer / architect
- ✓ Boundary line of property with all dimensions
- ✓ Adjacent streets and street rights-of-way
- ✓ Gross square footage of existing and proposed structures, including number of floors
- ✓ All paved and unpaved surfaces
- ✓ Parking facilities (including handicap parking) – including dimension of parking stalls, drive aisle widths, etc.
- ✓ Buildings and structures (existing and proposed), including setbacks from property lines for all structures
- ✓ Easements (access, utility, drainage, pedestrian, etc.)
- ✓ Utilities
- ✓ Landscaping
- ✓ Exterior signs
- ✓ Trash enclosures
- ✓ Surface water drainage arrows
- ✓ Location of Floodplain and/or Floodway on property, if applicable (separate Floodplain Development Permit Application also required)

G. APPROVAL PROCESS AND SUBMITTAL DEADLINES

CONDITIONAL USE PERMITS - STAFF LEVEL APPROVALS

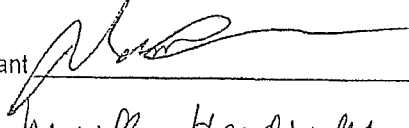
Application submittal...	will be considered complete per Section E of this application.
Within 5 working days after application submittal...	Planning staff will notify all neighboring properties located within 200 feet of request.
At least 6 calendar days after application submittal...	a Utility Review meeting may be scheduled, dependent upon the type of application submitted.
No sooner than 10 calendar days after neighbor notification...	a Permit Determination shall be made. Permit Determination shall include such conditions as are deemed necessary to protect the health, safety and welfare of the community and surrounding neighborhood.
Within 10 working days of Permit Determination...	the decision of the Zoning Administrator may be appealed to the Planning & Zoning Commission via written request.



H. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Site Plan Approval regulations. I further agree if the permit is approved, I will comply with all pertinent regulations and conditions as set forth by the City of Rock Springs. I certify that the information provided with this application is true and correct and false or inaccurate information used by an applicant to secure compliance with the Zoning Ordinance shall be reason to deny or revoke any application or permit. I understand that it the responsibility of the developer and/or property owner to secure any and all required Local, Federal and State Permits (i.e. DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Signature of Applicant



Date

6-1-15

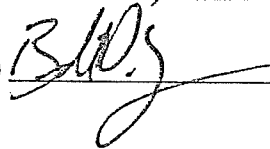
Signature of Owner

Mark Henderson, CEO

Date

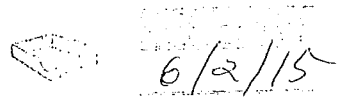
6-1-15

Signature of Engineer/Architect (if applicable)



Date

6/2/15





2015
CITY OF ROCK SPRINGS
SITE PLAN
APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)
Jennifer Shields, City Planner
Brian Heaton, Asst City Planner

City Use Only:

Date Received 5/20/15 File Number: PZ-15-00138
Payment Information: Amount Received: 40.00 Received by: J. Shields
Cash or Check Number: 1116 Receipt Number: R02715
Date Certified as Complete Application: 5/20/15 By: J. Shields

A. PROPERTY ADDRESS: PIDN: 1905-33-4-01-014-00 2512 Foothill Blvd.

(NOTE: IF THE PROPERTY DOES NOT HAVE AN EXISTING ASSIGNED ADDRESS, LEGAL DOCUMENTATION OF THE LOCATION MUST BE SUBMITTED – i.e. Property Tax ID Number, Legal Description, etc.)

B. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner Information: Petitioner Name: Mark Cowan
Company Name: Wash 'N' Glow, LLC
Street Address: 507 Mitchelson St.
City: Rock Springs State: WY Zip Code: 82901
Email Address: mark@radiantmfg.com
Phone Number: (307) 389-4485 Fax Number: _____
(including area code) (including area code)

Property Owner Information: Name: Wash 'N' Glow, LLC
Company Name: _____
Street Address: 507 Mitchelson St.
City: Rock Springs State: WY Zip Code: 82901
Email Address: mark@radiantmfg.com
Phone Number: (307) 389-4480 Fax Number: _____
(including area code) (including area code)

*Rocky Mountain Bank
fka American National Bank
P.O. Box 1770
Rock Springs, WY 82902-1770*

Engineer / Architect Information: Name: Brandt D. Lyman, PE
Company Name: Western Engineers & Geologists, Inc.
Street Address: 1329 Ninth St.
City: Rock Springs State: WY Zip Code: 82901
Email Address: brandt.lyman@westernegi.com
Phone Number: (307) 362-5180 Fax Number: _____
(including area code) (including area code)

RECEIVED
5/20/15

C. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED (if applicable):

1. What new structure(s) do you propose to build? Describe (include construction type, foundation type and dimensions for each structure). If necessary, attach a separate sheet of paper.
The site will be developed as a fully automated tunnel type car wash. The facility is capable of washing approximately 100 vehicles per hour. The wash will service up to four door SRW full size pick ups. The building is prefabricated steel, V-B construction. The building will utilize a shallow concrete foundation system which will be permanent. Outside dimensions are 100' X 30'. The adjacent vacuum stall canopy is not enclosed and measures 15' X 102'.
2. Describe the use of the proposed structure(s). Include square footage of each use.
The building will be used as an automated tunnel style carwash. The building consists of the wash bay (~2,000 SF), an equipment room (800 SF), and control room and restroom (220 SF). Total gross square footage of the building is 3,020 SF.

D. SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Conditional Use Permit / Site Plan Application and must be submitted in accordance with the submittal deadlines listed on Page 4 of this application. Applications submitted after the submittal deadlines as listed will be postponed until the following month. An incomplete application will not be reviewed and will be returned to the petitioner.

- ☒ Filing Fee - Major OR Minor Site Plan (Major = \$100.00/Minor = \$40.00)
- ☒ 10 – Full-size Site Plan drawings drawn to scale (folded)
- ☒ 1 - 11x17 Site Plan drawing drawn to scale (if full-size drawing is larger than 11x17)
- ☒ 1 – PDF scanned at full-size of Site Plan drawing (submitted electronically to city_planner@rswy.net)
- ☒ Building Elevations / Architectural Drawings (drawn to scale)

NOTE: Site Plan/Conditional Use approval does not constitute building permit approval. Contact the Rock Springs Building Department at (307) 352-1540 for submittal requirements.

E. SITE PLAN CHECKLIST

The following items shall be shown on your site plan (check them off as you consider each one). Failure to include these items could result in delays/denials:

- ☒ Project Address
- ☒ Location map
- ☒ Names and mailing addresses of developer / owner and engineer / architect
- ☒ Boundary line of property with all dimensions
- ☒ Adjacent streets and street rights-of-way
- ☒ Gross square footage of existing and proposed structures, including number of floors
- ☒ All paved and unpaved surfaces
- ☒ Parking facilities (including handicap parking) – including dimension of parking stalls, drive aisle widths, etc.
- ☒ Buildings and structures (existing and proposed), including setbacks from property lines for all structures
- ☒ Easements (access, utility, drainage, pedestrian, etc.)
- ☒ Utilities
- ☒ Landscaping
- ☒ Exterior signs
- ☒ Trash enclosures
- ☒ Surface water drainage arrows
- ☒ Location of Floodplain and/or Floodway on property, if applicable (separate Floodplain Development Permit Application also required)

5/20/15

F. MINOR SITE PLAN SUBMITTAL SCHEDULE:

- 1) Once a completed application is received, approximately 6-10 days after submittal, a Utility Review meeting will be held to discuss your application. It is required that the applicant or a representative attend this meeting. Notice will be sent stating the time, date and location of the meeting. Notices will be sent only to those listed on this application.
- 2) Applicant must make any necessary site plan revisions that are discussed during the Utility Review meeting.
- 3) After a revised site plan is submitted, planning approval of the site plan may be granted if all comments have been addressed and all issues have been resolved. Applicant will be notified via letter of Site Plan approval.
- 4) Once site plan approval has been granted, applicant may proceed with obtaining necessary building permits.

G. MAJOR SITE PLAN APPLICATION SUBMITTAL DEADLINES:

NOTE: Applications that are not received by **Noon** on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

A Site Plan will be processed as a Major Site Plan if it involves one or more of the following (other site plans will be processed as Minor Site Plans):

- Fifty (50) or more dwelling units in a multiple family structure or structures
- Twenty Thousand (20,000) or more square feet of retail or service commercial or industrial floor space
- Twenty Thousand (20,000) or more square feet of office floor space
- Fifty Thousand (50,000) or more square feet of exterior storage of materials or goods
- Parking for more than one hundred fifty (150) motor vehicles
- More than one (1) retail, service, office or industrial building under common ownership. Separate lot/building ownership must be processed as a Planned Unit Development (PUD), not as a Major Site Plan.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/9/2014*	1/20/2015	2/17/2015	3/17/2015	4/21/2015	5/19/2015	6/16/2015	7/21/2015	8/18/2015	9/22/2015	10/19/2015	11/17/2015
Utility Review Meeting**	Utility Review Meetings are held <u>at least</u> 6 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will <u>only</u> be sent to the parties listed on the application. <u>The petitioner or an assigned representative is required to attend the meeting.</u>											
Adjacent Owner Notice	Property Owner Notices are prepared by the City of Rock Springs and are mailed to property owners within a 200' radius of the development a minimum of seven (7) days prior to the Planning and Zoning Commission Public Meeting.											
P&Z Public Meeting Date	1/14/2015	2/11/2015	3/11/2015	4/8/2015	5/13/2015	6/10/2015	7/8/2015	8/12/2015	9/9/2015	10/14/2015	11/10/2015	12/9/2015

* Deadline moved due to Holiday.

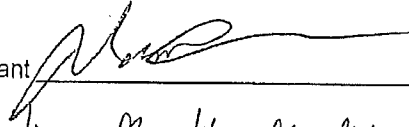
**** BE ADVISED:** Utility review meetings are scheduled in the order in which applications are submitted to the City. In the event that a utility review meeting cannot be scheduled prior to the Planning and Zoning Commission Meeting due to the number of applications that are received ahead of your application, your application will have to be postponed until the following month's Planning and Zoning Commission meeting. Therefore, it is in your best interest to submit your application prior to the application deadline listed on the above table. **

5/20/15

H. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Site Plan Approval regulations. I further agree if the permit is approved, I will comply with all pertinent regulations and conditions as set forth by the City of Rock Springs. I certify that the information provided with this application is true and correct and false or inaccurate information used by an applicant to secure compliance with the Zoning Ordinance shall be reason to deny or revoke any application or permit. I understand that it the responsibility of the developer and/or property owner to secure any and all required Local, Federal and State Permits (i.e. DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Signature of Applicant



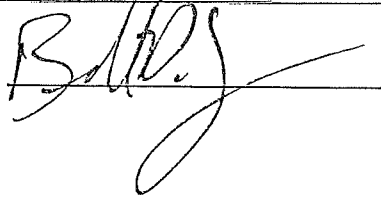
Date 6-1-15

Signature of Owner

Mark Hendrickson, CEO

Date 6-1-15

Signature of Engineer/Architect (if applicable)



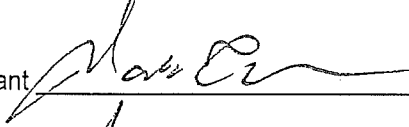
Date 6/2/15

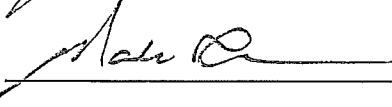


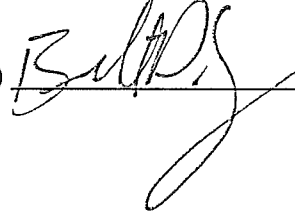
RECEIVED
6/2/15

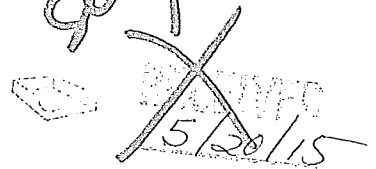
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Signature of Applicant  Date 5/20/15

Signature of Owner  Date 5/20/15

Signature of Engineer/Architect (if applicable)  Date 5/20/15

see revised


June 1, 2015

Dear Property Owner / Interested Party:

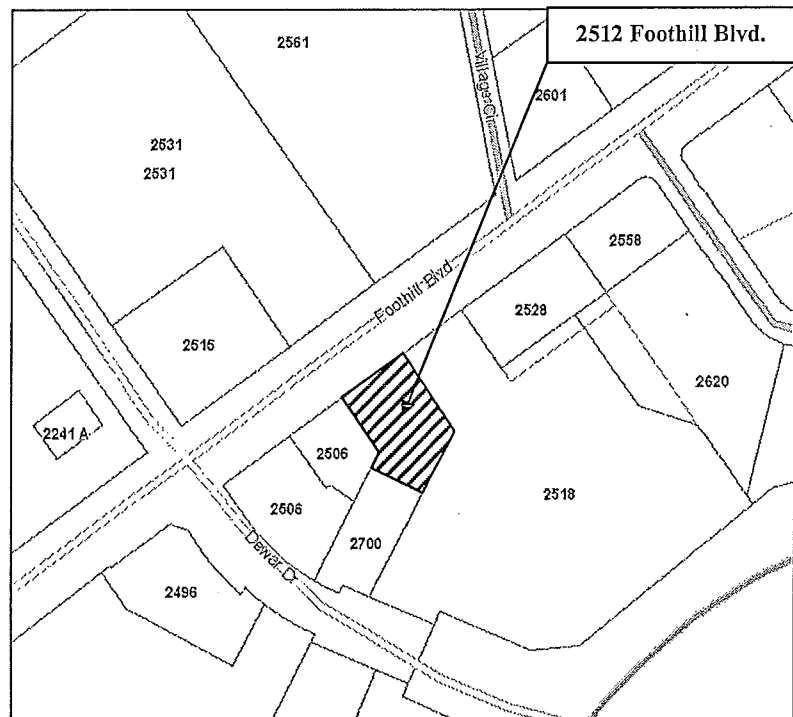
This letter is to inform you that Mark Cowan, representing "Wash N Glow LLC", has submitted a request for **Conditional Use Permit** approval for property located at **2512 Foothill Boulevard**, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (see map below). The following summarizes the application:

The applicant is requesting Conditional Use Permit approval to construct an **Automobile Washing Establishment** in a B-2 (Community Business) Zoning District (see attached drawing). In accordance with §13-808.C(2) of the Rock Springs Zoning Ordinance, Automobile Washing Establishments are conditionally permitted uses in the B-2 Zoning District requiring approval from the Rock Springs Planning and Zoning Commission.

The Rock Springs Planning and Zoning Commission will consider this request at a public meeting held on Wednesday, June 10, 2015 at 7:00 p.m. in the Rock Springs City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments will be accepted no later than Noon on June 10, 2015.

Sincerely,

Jennifer Shields
Jennifer Shields, AICP
City Planner





label size 1" x 2 5/8" compatible with Avery® 5160/8160
Étiquette de format 25 mm x 67 mm compatible avec Avery® 5160/8160

HIGGINS TED S C/O RAUL &
CARMINA MENDOZA
2506 FOOTHILL BLVD
ROCK SPRINGS, WY 82901-4745

ROCKY MOUNTAIN BANK FKA
AMERICAN NATIONAL BANK OF RS
PO BOX 1770
ROCK SPRINGS, WY 82902-1770

ROCKY MOUNTAIN BANK
PO BOX 938
JACKSON, WY 83001-0938

LAXMI HOSPITALITY LLC
2518 FOOTHILL BLVD
ROCK SPRINGS, WY 82901-4745

MELICHAR JEFFREY R
11712 MOORPARK ST STE 201B
STUDIO CITY, CA 91604-2163

SWEETWATER ENTERPRISES LLC
3001 DRIFTWOOD LN
ROCK SPRINGS, WY 82901-4395

E & B INDUSTRIES INC DBA TACO
TIME
225 ASPEN WAY
ROCK SPRINGS, WY 82901-6708

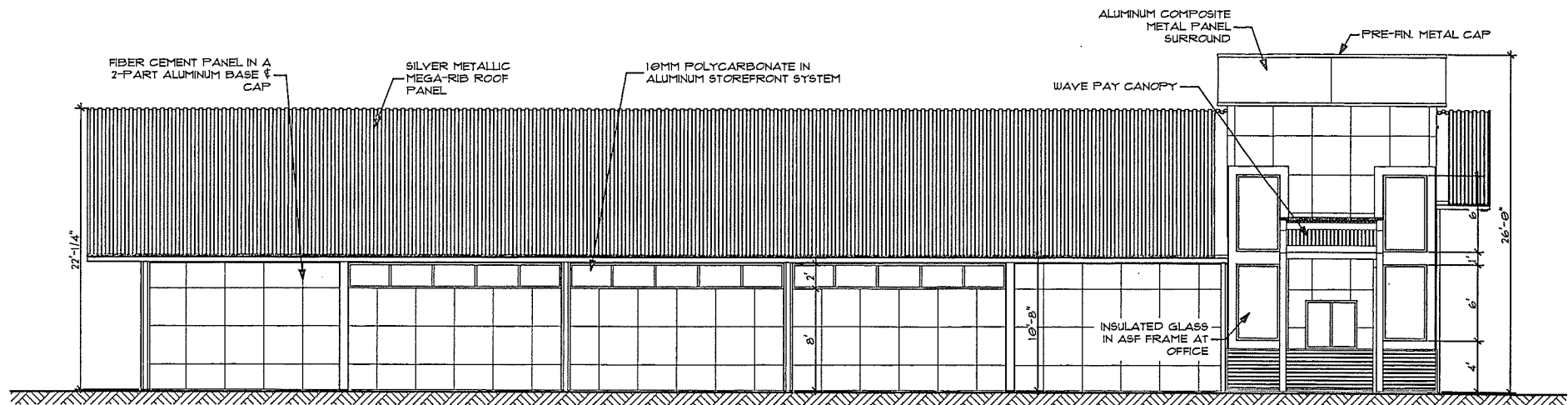
RHO PROPERTIES LLC C/O JAMES J
SCHNEIDERS
3651 CLYDESDALE DR
ROCK SPRINGS, WY 82901-8106

MARK COWAN
WASH 'N' GLOW LLC
507 MITCHELSON STREET
ROCK SPRINGS, WY 82901

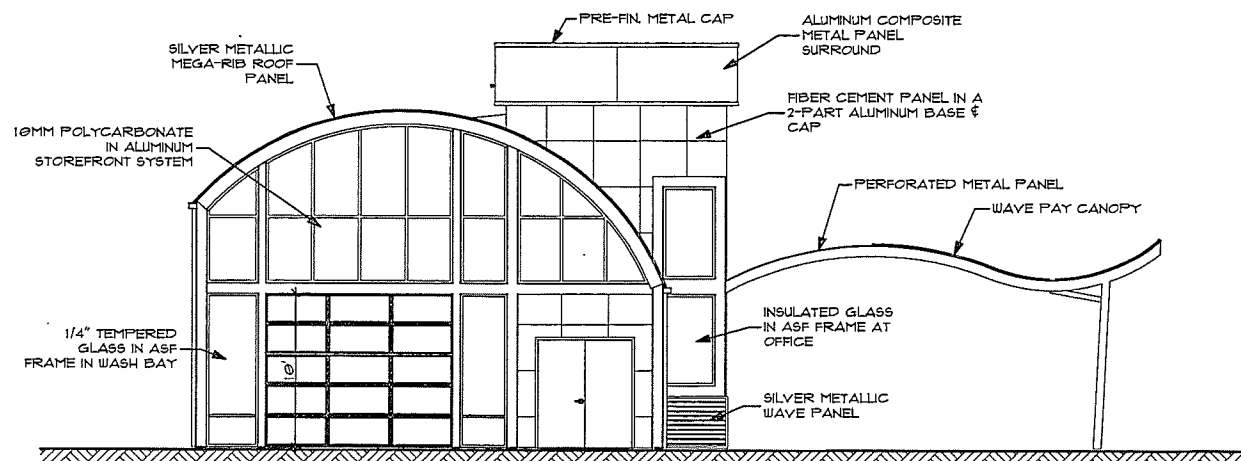
WESTERN ENGINEERS &
GEOLOGISTS
1329 NINTH STREET
ROCK SPRINGS, WY 82901



label size 1" x 2 5/8" compatible with Avery® 5160/8160
Étiquette de format 25 mm x 67 mm compatible avec Avery® 5160/8160

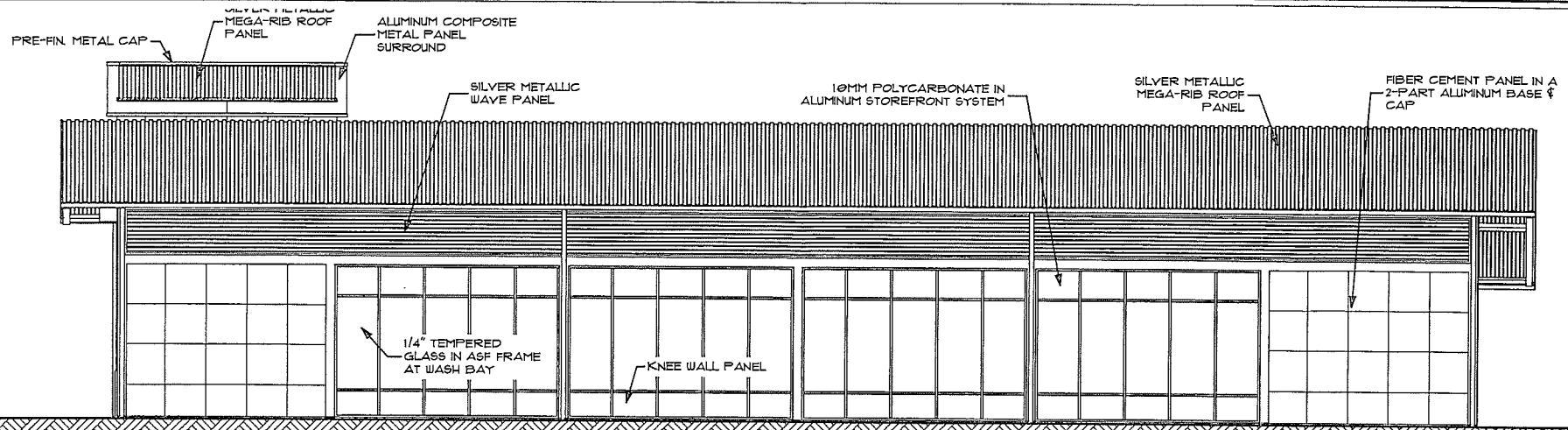


1 NORTH ELEVATION
SCALE: 1/8" = 1'-0"

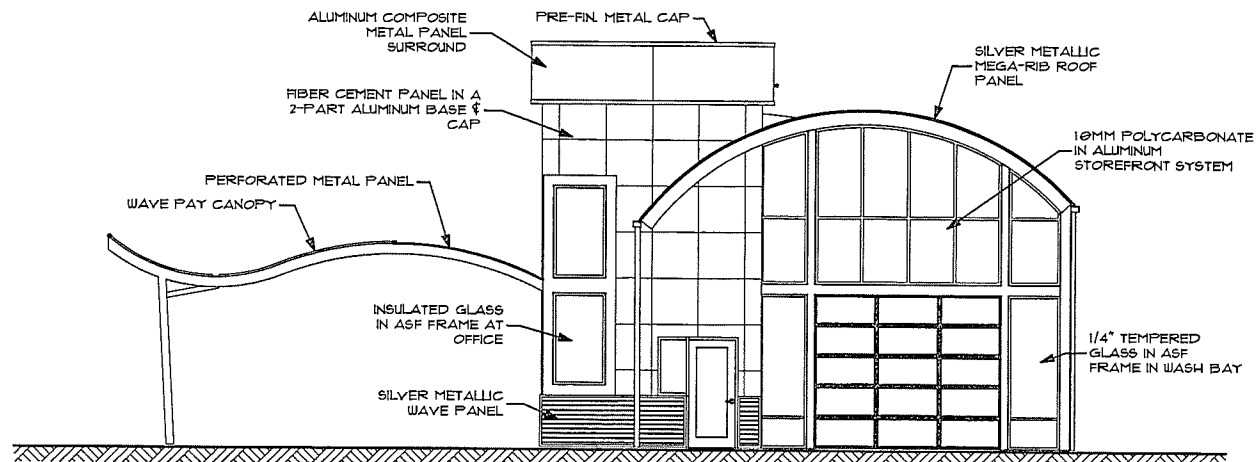


2 EAST ELEVATION
SCALE: 1/8" = 1'-0"

5/20/15

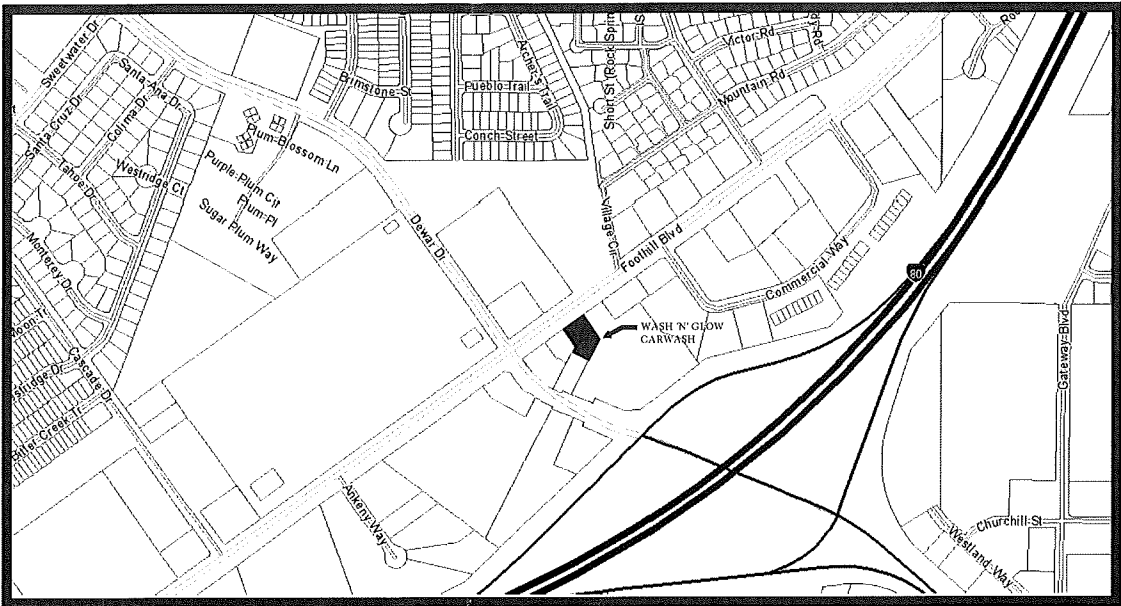
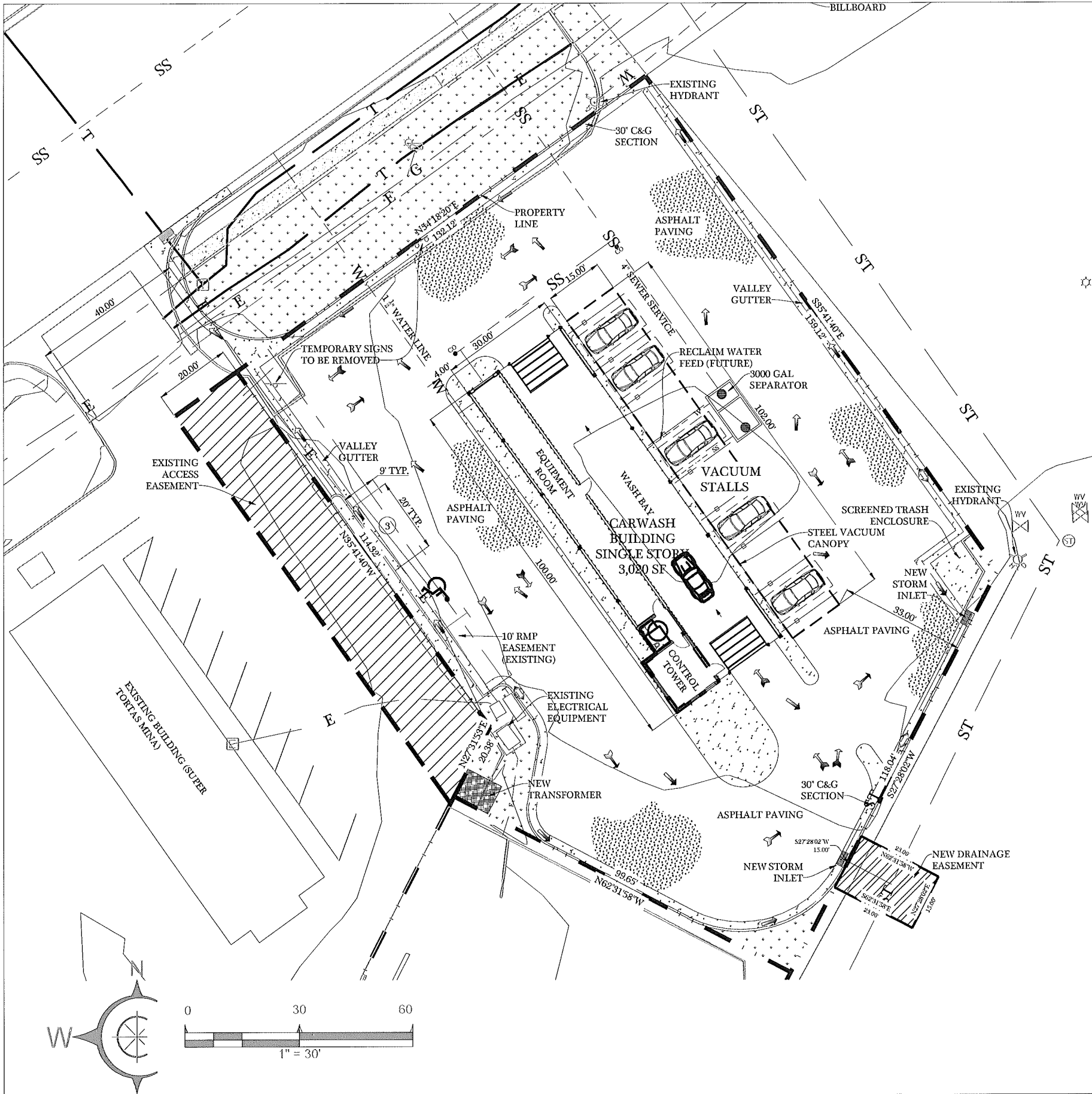


1 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



2 WEST ELEVATION
SCALE: 1/8" = 1'-0"

5/20/15



VICINITY MAP

1"=1000'

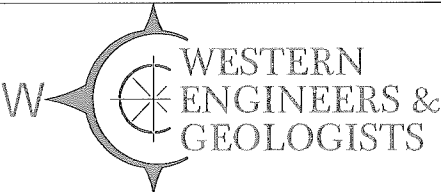
- PROJECT ADDRESS:
XXX FOOTHILL BLVD
- NAME AND ADDRESS OF OWNER/DEVELOPER:
WASH N' GLOW, LLC
C/O NATHAN HAGER
507 MITCHELSON ST.
ROCK SPRINGS, WY 82901
- NAME AND ADDRESS OF ENGINEER:
BRANDT D. LYMAN, P.E.
WESTERN ENGINEERS & GEOLOGISTS
1329 NINTH ST.
ROCK SPRINGS, WY 82901
- ZONE: COMMUNITY BUSINESS ZONE (B-2)
- TYPE OF CONSTRUCTION:
BUILDING TYPE V-B
- BUILDING SETBACKS:
REQUIRED AS DRAWN
FRONT - 35' FRONT - 40'
REAR - 15' REAR - 33'
INTERIOR SIDE - 15' SIDES - 46'/39'
CORNER SIDE - NA
RESIDENTIAL ZONE BOUNDARY -NA
- PARKING:
FRONT - 4 FEET
REAR - 3 FEET
INTERIOR SIDE - 3 FEET
CORNER SIDE - NA
RESIDENTIAL ZONE BOUNDARY - NA
- PARKING:
SPACES REQUIRED:
3 MIN. OR 1/EMPLOYEE
2 EMPLOYEES MAX
3 SPACES REQUIRED
TOTAL REQUIRED HANDICAP SPACES: 1
SPACES PROVIDED: 3
HANDICAP SPACES PROVIDED: 1
- STACKING DISTANCE:
10 VEHICLES WAITING OR 3/WASH STALL
200 FT REQUIRED
LENGTH PROVIDED: 267 FT (SINGLE FILE)
- ADDITIONAL PERMITS AND STATUS:
BUILDING PERMIT: TO BE SUBMITTED
AFTER APPROVAL OF SITE PLAN
- PROPERTY IS IN THE 0.2% ANNUAL (500-YEAR)
CHANCE FLOODPLAIN PER JULY 27, 2011 LOMR.

- NEW CONCRETE
- ASPHALT PAVING
- LANDSCAPING (ZEROSCAPE)



Layout: Western B Plot Date: 5/20/2015 10:19 AM Plotted By: Brandt
Path: Q:\Projects\15-1008-Wash N Glow\dwg\SITEPLAN.dwg

In no event shall the Client copy or use any of the concepts, plans, drawings, specifications, designs, models, reports, photographs, computer software, surveys, calculations, construction and other data, documents, and processes produced by the Engineer in connection with the Project (the "Instruments of Service") for any purpose other than those noted above or in relation to any project other than the Project without the prior written permission of the Engineer. The Engineer shall not unreasonably withhold or deny such consent but shall be entitled to receive additional equitable remuneration in connection with its grant of consent.



1329 NINTH STREET
ROCK SPRINGS, WY 82901
307-362-5180
WESTERN@WESTERNEGL.COM
WWW.WESTERNEGL.COM

No. Revision Comment

- 1
- 2
- 3

FOR REGULATORY
APPROVAL ONLY,
NOT FOR
CONSTRUCTION.

Job No.: 15-1008
Date: 05/20/15
Drawn By: BDL
Checked By: CRG

SP



Department of Public Services

212 D Street, Rock Springs, WY 82901

Tel: 307-352-1540 Fax: 307-352-1545

www.rswy.net

June 5, 2015

Planning & Zoning Commission

City of Rock Springs

212 D Street

Rock Springs, WY 82901

Re: City Council Action Report

Dear Honorable Commissioners:

Please find a City Council Action Report for the following City Council meetings:

Council Mtg.	P&Z Item	Council Action
05/19/15	1. Board of Adjustment Appointments	Allyson Allo, 1 st Term Kandi Pendleton, 1 st Term Pam Bettolo (Alternate)
06/02/15	None	

Please contact me if you have any questions regarding the foregoing.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer L. Shields".

Jennifer L. Shields, AICP

City Planner