

Planning & Zoning Commission

July 8, 2015

Meeting Packet

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PLANNING AND ZONING COMMISSION MEETING AGENDA

July 8, 2015

7:00 p.m.

ROLL CALL

APPROVAL OF MINUTES

1. Review and approval of the June 10, 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 Family Child Care Home (FCCH) for a preschool for up to 10 children at a time, Monday through Friday from 9:00 a.m. to 3:30 p.m., submitted by Marlene Butterfield for property located at 3317 Sierra Circle. (Project #: PZ-15-00152, Staff Representative: Denise Boudreault, Assistant City Planner)
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 1534 Kari Lane, submitted by Donald Lund, property owner. (Project #: PZ-15-00155, Staff Representative: Denise Boudreault, Assistant City Planner)
3. Request for Minor Site Plan and Conditional Use Permit approval for a Contractor Yard on property located at 1426 Elk Street, submitted by Donald Skorcz representing Globe Electric. (Project #: PZ-15-00157, Staff Representative: Jennifer Shields, City Planner)
4. Request for Conditional Use Permit approval for a paved driveway access to exceed 50% of the public street frontage for residential property located at 1533 Kari Lane, submitted by Rodney Hensley, property owner. (Project #: PZ-15-00167, Staff Representative: Denise Boudreault, Assistant City Planner)

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

1. Conditional Use Permit approval (staff level) to stockpile more than 1,000 cubic yards of fill material for up to three years on property located off of Sunset Drive (formerly known as West Wind Industrial Park but never platted), submitted by Dallas Valdez on behalf of Patricia Anselmi and represented by Choice Engineering Services Inc. (Project #: PZ-15-00070/71, Staff Representative: Jennifer Shields, City Planner)
2. Minor Site Plan approval of a new 11,350 square foot medical office building to be located at 1151 Gateway Boulevard, submitted by Coby and Barbara Ramsey of Ramsey Eye Care and represented by Brandt Lyman of Western Engineers and Geologists. (Project #: PZ-15-00103, Staff Representative: Jennifer Shields, City Planner)
3. Conditional Use Permit approval for a 6' high privacy fence to be placed in rear yard adjacent to adjoining front yard, on property located at 3905 Blue Heron Street, submitted by Juan Valdez (contractor) on behalf of Aaron and Carrie Lopez (property owners). (Project #: PZ-15-00147, 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**
June 10, 2015
Wednesday, 7:00 p.m.
City Hall, Rock Springs, Wyoming

Commissioners Present:	Chairperson Mary Manatos Vice-Chairman Paul Legerski Cindy Duck Taylor Jones	Mike Shaw Matthew Jackman Gary Watkins
Commissioners Absent:	Mark Erickson Kimberly Steele	
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 May 13, 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 Jackman: 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 Legerski: Motion to accept all correspondence and Staff Reports into the record.

Commissioner Shaw: Second.

Vote: All in favor. Motion carried unanimously.

NEW BUSINESS

- 1) **Request for Conditional Use Permit approval for a detached garage exceeding 1,200 square feet (proposed is 2,038 sf) 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.**

Staff Report

Ms. Shields presented the Staff Report dated June 4, 2015, to the Commission.

Commissioner Questions for Staff

Commissioner Jackman asked if the applicant's Home Occupation Permit can be revoked if it is found that they are using their accessory structure in violation of the Home Occupation regulations. Ms. Shields said yes it can.

Commissioner Questions for Applicant

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

Mr. Tony Tarufelli, contractor for the project, came forward and addressed the utility connections Ms. Shields referenced in her report. He is hoping to find the sewer under the sidewalk to prevent cutting the street and save money. The water they are connecting at the street with a separate meter for that line so there is better water pressure. Also, regarding the height, the garage is higher than the house, but on the terrain how the ground slopes down you would never notice the height difference.

Public Comments

Chairperson Manatos asked for anyone who would like to comment on the project to come forward. There were no public comments. Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Shields recommended approval, with the following conditions 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.

Commission Vote

Commissioner Shaw: Motion to approve with staff recommendations.

Commissioner Jones: Second.

Vote: All in favor. Motion carried unanimously.

- 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.**

Staff Report

Ms. Shields presented the Staff Report dated June 4, 2015, to the Commission.

Commissioner Questions for Staff

There were no questions for staff.

Commissioner Questions for Applicant

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

Mr. Kent Felderman, Rocky Mountain Survey, came forward and discussed the lot constraints. His client is trying to put in a home for his grandparents.

Commissioner Jackman asked for clarification of the lot numbering on the plan and Mr. Felderman apologized that he made a typo labeling Lot 8 incorrectly as Lot 5, but that he would correct the error.

Public Comments

Chairperson Manatos asked for anyone who would like to comment on the project to come forward. There were no public comments. Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Shields recommend approval, with the following conditions 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).

Commission Vote

Commissioner Watkins: Motion to approve with staff recommendations.

Commissioner Jackman: Second.

Vote: All in favor. Motion carried unanimously.

- 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 6:30 a.m. to 5:30 p.m., submitted by Lori Robertson. Project # PZ-15-00149, Staff Representative, Denise Boudreault, Assistant City Planner.**

Staff Report

Ms. Boudreault presented the Staff Report dated June 1, 2015 and Update Report dated June 10, 2015 to the Commission.

Commissioner Questions for Staff

Commissioner Jones asked if any other neighbors commented, except for the neighbor from across the street? Ms. Boudreault said that no other neighbors provided comments. Commissioner Jackman asked if the square footage of the residence was taken into consideration by the Department of Family Services? Ms. Boudreault said that the square footage was taken into account and meets their requirements.

Commissioner Questions for Applicant

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

Ms. Lori Robertson, applicant, came forward and stated that she usually only keeps 8 children during the day, with the exception of when she has her grandchildren it is 9 children.

Commissioner Watkins asked if the yard was fenced, and Ms. Robertson said yes the yard is fenced.

Public Comments

Chairperson Manatos asked for anyone who would like to comment on the project to come forward. There were no public comments. Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Boudreault recommended approval, with the following conditions:

1. Conditional Use Permit approval is for the hours from 6:30 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 commencement 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 Jones: Motion to approve with staff recommendations.

Commissioner Legerski: Second.

Vote: All in favor. Motion carried unanimously.

- 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 and Major Site Plan Project # PZ-15-00138, Staff Representative, Jennifer Shields, City Planner.**

Staff Report

Ms. Shields presented the Staff Report dated June 4, 2015, and Update Report dated June 10, 2015 to the Commission.

Commissioner Questions for Staff

There were no questions for staff.

Commissioner Questions for Applicant

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

Mr. Brandt Lyman, Western Engineers and Geologists, stated that he doesn't have much more to add as Ms. Shields covered everything adequately. Mr. Lyman stated that Wash N Glow looked at several sites and decided that this would be the best location for their type of business.

Commissioner Jackman asked what the timeline for the project was, and Mr. Lyman said they would like to begin construction as soon as possible.

Commissioner Jones asked if the carwash would handle dually pick-up trucks, and Mr. Lyman said it would not be able to handle them.

Public Comments

Chairperson Manatos then asked for anyone who would like to comment on the project to come forward. There were no public comments. Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Shields recommends that final Conditional Use Permit approval be contingent upon the following:

1. All Utility Review conditions shall be met.
2. The shared Access Easement situation and relocation of the existing approach between the two properties will need to be resolved with both property owners. Once resolved and recorded, the book/page information will need to be added to the Site Plan.
3. The proposed off-site Drainage Easement will need to be recorded, and the book/page information added to the Site Plan.
4. Provide confirmation of approval and/or recording information for new Rocky Mountain Power Easement, if needed.
5. All parking lot improvements, including striping, curbs and gutters, shall be installed prior to Occupancy.
6. All landscaping improvements and trash enclosure shall be installed prior to Occupancy.
7. 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.
8. 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.

9. 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.

Commission Vote

Commissioner Shaw: Motion to approve with staff recommendations.

Commissioner Jackman: Second.

Commissioner Watkins: Abstained.

Vote: All in favor. Motion carried unanimously.

**NOTIFICATION OF MINOR SITE PLANS /
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

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	

- 2) Petitions and communications from the floor.

None.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:52 p.m.

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: Butterfield Family Child Care Home (FCCH)

Project Number: PZ-15-00152

Report Date: July 1, 2015

Meeting Date: July 8, 2015

Applicant/Property Owner

Marlene Butterfield
3317 Sierra Circle
Rock Springs, WY 82901

Project Location

3317 Sierra Circle

Zoning

R-2 (Low Density Residential)

Public Notification

- Adjacent Property Owners within 200' of property – 6/29/2015

Ordinance References

- §13-816

Staff Representative

Denise Boudreault
Assistant City Planner

Attachments

- Application
- Adjacent Property Owner Notification
- E-mail from Kevin & Susan Heyborne

Request

Conditional Use Permit approval for a Family Child Care Home (FCCH) to provide preschool services located at 3317 Sierra Circle

General Information

The applicant is requesting Conditional Use Permit approval for a Family Child Care Home (FCCH) to provide preschool classes for up to a maximum of ten (10) children at any given time, Monday through Friday from 9:00 a.m. until 3:30 p.m.

Analysis

Section 13-816 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."

Section 13-816.C.3.(e)1 provides:

"FCCH with nine (9) or ten (10) children, at any given time: The FCCH application shall be processed in accordance with the provisions of §13-905, Conditional Use Permits.

Section 13-816.C.3.(e)1 provides: 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 session begins.

Mrs. Butterfield will be providing preschool services weekdays from 9:00am to 11:30pm with the possibility of adding an afternoon class in the near future. Because of the number of children requested, Conditional Use Permit approval by the Planning & Zoning Commission is required.

Required City Department Approvals

The applicant received approval from both the City's Chief Building Inspector and the Fire Inspector on July 1, 2015.

Property Owner Notification

Adjacent property owners were notified of this application on June 29, 2015 and were invited to comment. On June 29, 2015, we received an e-mail from Kevin and Susan Heyborne, who reside next door to the applicant at 3313 Sierra Circle, in support of Ms. Butterfield's Family Child Care Home (FCCH). Any additional 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. Approval is for the provider, Mrs. Marlene Butterfield, to conduct preschool services

Butterfield FCCH
PZ-15-00152

at 3317 Sierra Circle. Should the provider move to a new location, a new FCCH Conditional Use Permit shall be required.

2. Conditional Use Permit approval is for the hours from 9:00 a.m. to 3:30 p.m., Monday through Friday for up to a maximum of ten (10) children at any given time. Should the applicant 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.
3. FCCH Conditional Use Permits shall not run with the land. Subsequent providers on the same property (3317 Sierra Circle) shall require a separate FCCH Conditional Use Permit.
4. Should Mrs. Butterfield fail to operate a FCCH at this address for a period of 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 this 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 6/3/15 File Number: PZ-15-00152
Payment Information: Amount Received: \$60.00 Received by: dBoudkwaet
Cash or Check Number: 10239 Receipt Number: R02809
Date Certified as Complete Application: 6/3/15 By: dBoudkwaet

A. PROPERTY ADDRESS: 3317 Sierra Circle Rock Springs, WY 82901

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.

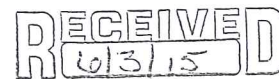
Petitioner Information: Petitioner Name: Marlene Butterfield
Company Name: _____
Street Address: 3317 Sierra Circle
City: Rock Springs State: WY Zip Code: 82901
Email Address: wybutterfield8@msn.com
Phone Number: 307-389-2572 Fax Number: _____
(including area code) (including area code)

Property Owner Information: Name: same as above
(if different from Petitioner) Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone Number: _____ 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): 2

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

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

d. Days and times of preschool sessions (example: MWF, 9 a.m. - 11 a.m.): M-F 9am - 3:30pm

4. Days and hours of operation (child care only): _____

5. Parking and traffic circulation (number of available client parking spaces): 6

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 Marlene Butterfield Date 6-3-15

Signature of Property Owner Marlene Butterfield Date 6-3-15
Leonor E. Butterfield

RECEIVED
6/3/15



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: Marlene Butterfield
Child Care Facility Address: 3317 Sierra Cir, Rock Springs
Contact Phone Number: 307-389-2572

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)

7/1/15
(Date)

2) **FIRE:**

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

[Signature]
(Signature of Approval)

7-1-15
(Date)

3) **ZONING:**

Denise Boudreau
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

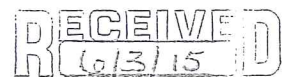
(Signature of Approval)

(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 25, 2015

Dear Property Owner / Interested Party:

This letter is to inform you that Mrs. Marlene Butterfield has submitted a request for Conditional Use Permit approval for property located at 3317 Sierra Circle, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (*see map below*). The following summarizes the application:

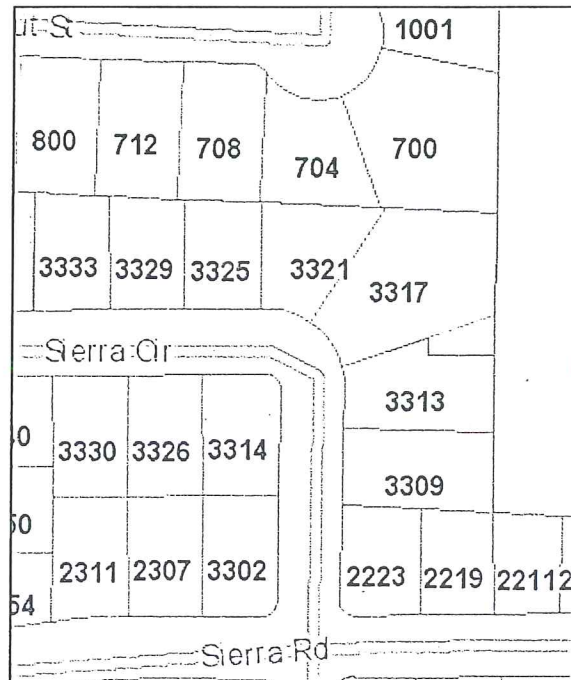
The applicant is requesting Conditional Use Permit approval for the operation of a Family Child Care Home (FCCH) at her residence located at 3317 Sierra Circle, Rock Springs, Wyoming. The proposed FCCH would provide preschool for up to a maximum of 10 children at any given time, Monday through Friday from 9:00 a.m. until 3:00 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, July 8, 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 July 8, 2015.

Sincerely,

Denise Boudreault
Assistant City Planner



WENDLING RANDALL M & CAROL S
2211 SIERRA RD
ROCK SPRINGS, WY 82901-4826

HEYBOURNE KEVIN & SUSAN
PO BOX 941
ROCK SPRINGS, WY 82902-0941

HAYES GREGORY S & BRITTANY A
708 CHESTNUT ST
ROCK SPRINGS, WY 82901-4800

HAAPALA ARVID W & JANET N
3302 SIERRA CIR
ROCK SPRINGS, WY 82901-4870

SMITH MICHAEL M & STACIE
2203 SIERRA RD
ROCK SPRINGS, WY 82901-4826

ORR RONALD W & DEBRA L
2223 SIERRA RD
ROCK SPRINGS, WY 82901-4826

ROMERO KENNETH R & DEIRDRA L
1001 PINTO ST
ROCK SPRINGS, WY 82901-4810

SWEETWATER CO SCHOOL DIST #1
PO BOX 1089
ROCK SPRINGS, WY 82902-1089

HABIBIJAVANBAKHT ARASH & LAURA
3330 SIERRA CIR
ROCK SPRINGS, WY 82901-4881

BARROW STEVEN S
700 CHESTNUT ST
ROCK SPRINGS, WY 82901-4800

GORDON JAMES E & JO
3309 SIERRA CIR
ROCK SPRINGS, WY 82901-4883

PHELAN MICHAEL T
2219 SIERRA RD
ROCK SPRINGS, WY 82901-4826

FRANDSEN CHRIS & BILLIE
712 CHESTNUT ST
ROCK SPRINGS, WY 82901-4800

BERRY DUKE C & SANDRA C
3314 SIERRA CIR
ROCK SPRINGS, WY 82901-4870

BUTTERFIELD LAMAR E & MARLENE C
3317 SIERRA CIR
ROCK SPRINGS, WY 82901-4883

PARKER PAUL W & NANCY L
3325 SIERRA CIR
ROCK SPRINGS, WY 82901-4884

TOLAR JOSEPH W II
2207 SIERRA RD
ROCK SPRINGS, WY 82901-4826

HEMMERT RUSSELL C & GLORIA J
3321 SIERRA CIR
ROCK SPRINGS, WY 82901-4883

LEUM BRIAN E & KAY P
3329 SIERRA CIR
ROCK SPRINGS, WY 82901-4884

BISHOP STEVEN C & SUSAN M
704 CHESTNUT ST
ROCK SPRINGS, WY 82901-4800

ARNDT EDNA Y & JAMES
2307 SIERRA RD
ROCK SPRINGS, WY 82901-4865

RUSSELL DAVID C
3326 SIERRA CIR
ROCK SPRINGS, WY 82901-4881

COPSEY RICHARD W & AMY M
3333 SIERRA CIR
ROCK SPRINGS, WY 82901-4884

Boudreault, Denise

From: Muniz, Kristyn
Sent: Tuesday, June 30, 2015 1:25 PM
To: Shields, Jennifer; Boudreault, Denise
Subject: FW: Marlene Butterfield's Preschool

Hi Jennifer and Denise!

This came through the City website from a couple expressing support for Marlene Butterfield, who has applied for a permit to open a preschool in her home at 3317 Sierra Circle.

Thanks!

Kristyn

From: Davis, Gina
Sent: Tuesday, June 30, 2015 7:38 AM
To: Muniz, Kristyn
Subject: FW: Marlene Butterfield's Preschool

From: Susan Heyborne [<mailto:sheyborne@sweetwaterhsa.com>]
Sent: Monday, June 29, 2015 8:25 PM
To: RSWY Webmaster
Subject: Marlene Butterfield's Preschool

Dear Sirs/Madams;

My husband and I would like to express support for the request made by Mrs. Marlene Butterfield to have a preschool in her home located at 3317 Sierra Circle.

Thank you,

Kevin and Susan Heyborne

Information from ESET Endpoint Antivirus, version of virus signature database 11866 (20150630)

The message was checked by ESET Endpoint Antivirus.

<http://www.eset.com>

Information from ESET Endpoint Antivirus, version of virus signature database 11866 (20150630)

The message was checked by ESET Endpoint Antivirus.



Planning & Zoning Commission Staff Report

Project Name: Lund Driveway Access Exceeding 50%

Project Number: PZ-15-00155

Report Date: July 1, 2015

Meeting Date: July 8, 2015

Applicant/Property Owner

Donald Lund
1534 Kari Lane
Rock Springs, WY 82901

Project Location

1534 Kari Lane

Zoning

R-1 (Low Density Residential)

Property Owner Notification

Mailed to owners in 200' radius on
6/29/15

Previous P&Z Action

None

Ordinance References

- §13-601
- §13-815.I.(2)

Staff Representative

Denise Boudreault, Asst City
Planner

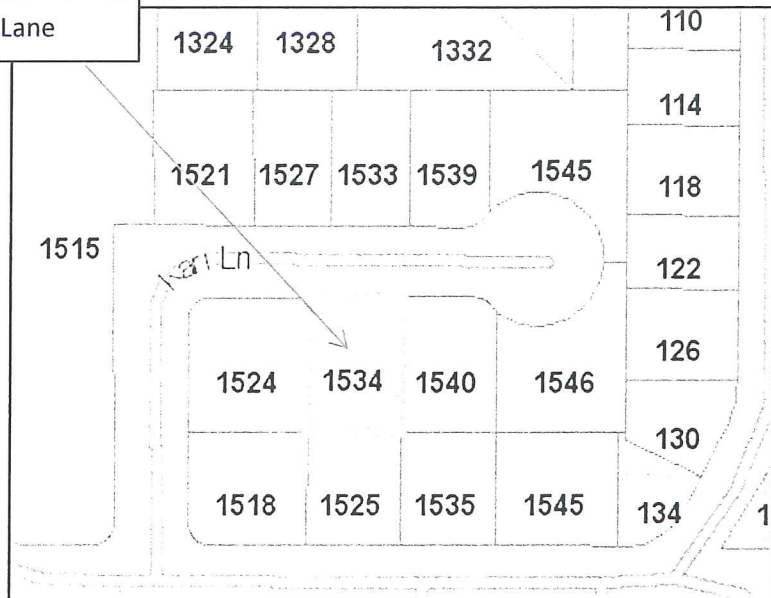
Attachments

- Conditional Use Permit Application
- Property Owner Notification and Mailing List
- Site Plan Conditions of Approval
- Site Plan of Property

Request

The applicant is requesting Conditional Use Permit approval for a paved driveway access to exceed 50% of the public street frontage for residential property located at 1534 Kari Lane (see attached drawing).

1534 Kari Lane



Background Information

§13-601 of the Rock Springs Zoning Ordinance defines Driveway Access as, "The area within a public street right-of-way extending from the curb to the common right-of-way/property line, which provides an ingress/egress point for a vehicle (recreation vehicles included) to access private property from a public street whether for short term parking or long term storage. The driveway access is the only area within which the property can be accessed from the public street. Approval is required before a driveway access can be granted. Dependent upon the request being made, approval for a driveway access is established through site plan approval, building permit approval or conditional use permit approval from the Planning and Zoning Commission. Gaining access into private property from a public street is allowed only through an approved driveway access regardless of the presence of 'L' Type Curb or "Rolled" Type Curb."

§13-815.I.(2)(h) states, "Driveway Access: All driveway accesses shall be approved by the City Engineer for width and location."

§13-815.I.(2)(i) states, "Distance Between Driveway Accesses: Driveway access openings on a public street except for single, two family and townhouse dwellings shall not be located less than forty (40) feet from one another as measured from inside of drive to inside of drive."

§13-815.I.(2)(j) states, "Number of Driveway Accesses: Each property other than for single-family use shall be allowed one (1) driveway access for each one hundred (100) feet of street frontage. Single-family uses shall be allowed more than one (1) driveway access, but in no

case shall more than fifty percent (50%) of the public street frontage adjoining a lot be used for driveway access and at least one on-street parking space twenty (20) feet in length shall be preserved. These conditions shall apply unless otherwise granted conditional use permit approval by the Planning and Zoning Commission."

The above Ordinance sections were adopted in 1987 in what appears to have been an effort to maintain control of the locations of accesses onto the public street. Since that time, Planning records indicate that the following nine Conditional Use Permits have been granted for driveways exceeding 50% of the public street frontage:

<u>Project #</u>	<u>Address</u>	<u>Lot Width</u>
PZ-97-00057	809 Burr Drive	51'
PZ-98-00030	734 D Street	40'
PZ-03-00058	1370 James Drive	70'
PZ-04-00094	520 P Street	75'
PZ-04-00129	1310 Rain Dance Drive	80'
PZ-06-00015	2623 Driftwood Lane	75'
PZ-15-00001	1014 Remington Blvd	96'
PZ-15-00030	301 Tate Way	170'
PZ-15-00076	1521 Kari Lane	89'

Property History

On April 15, 2014, Site Plan approval for the property was granted by the Planning Department. Subsequently, a building permit was issued for a 24' X 24' garage, which requires additional paving to ensure conformance with the Ordinance.

On June 5, 2015, a Conditional Use Permit request for paving to exceed 50% of the public street frontage was submitted. The lot is 83.93' wide and the driveway for the new house is proposed to be 47' wide (56% of the lot width). A Conditional Use Permit is required based upon §13-815.I.(2)(j) of the Zoning Ordinance which states, "Number of Driveway Accesses: Each property other than for single-family use shall be allowed one (1) driveway access for each one hundred (100) feet of street frontage. Single-family uses shall be allowed more than one (1) driveway access, but in no case shall more than fifty percent (50%) of the public street frontage adjoining a lot be used for driveway access and at least one on-street parking space twenty (20) feet in length shall be preserved. These conditions shall apply unless otherwise granted conditional use permit approval by the Planning and Zoning Commission."

Analysis

Reasons for having Ordinances in place related to driveway accesses and garage widths include the following:

- Maintain control and safety of the public street
- Preserve on-street parking for visitors, etc.
- Aesthetics of landscaping vs. concrete

While the above-listed reasons to support the current Ordinances are all valid, Planning staff recognizes that in the last couple of decades houses have increased greatly in size, which in turn has corresponded to an increase in lot widths. In addition, our community has a large attraction to outdoor activities and traveling, which in turn means more vehicles (RV's, boats, 4 wheelers, campers, etc.) that are being parked and stored in residential areas. If bigger garages and additional driveway paving is not provided, then residents will park their vehicles outside, either on dirt or gravel which can then be tracked onto the public street. Additionally, on-street parking blocks street sweepers and snow plows. Planning staff has started the research and review process to consider possible amendments to the current Ordinances related to this topic that reflect these changing times.

Note: Ryan Schmidt, City Engineer, has given written approval for the excess driveway paving at 61% of the lot width

Lund Driveway Access 50%
PZ-15-00155

Property Owner Notification

Adjacent property owners were notified of this application on June 29, 2015 and were invited to comment. At the time this report was written, no comments had been 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 recommendation following public comment at the meeting.



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 6/5/15 File Number: PZ-15-00155
Payment Information: Amount Received: \$1000 Received by: dBoudreau
Cash or Check Number: 5949 Receipt Number: P-02835
Date Certified as Complete Application: 6/5/15 By: dBoudreau

A. PROPERTY ADDRESS: 1534 Kari Lane Rock Springs WY 82901

(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:

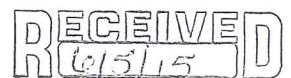
Petitioner Name: Donald T. Lund
Company Name: _____
Street Address: 1534 Kari Lane
City: Rock Springs State: WY Zip Code: 82901
Email Address: t.rex6944@yahoo.com
Phone Number: 307)354-8988 Fax Number: _____
(including area code) (including area code)

Property Owner Information:

Name: Donald T. Lund
Company Name: _____
Street Address: 1534 Kari Lane
City: Rock Springs State: WY Zip Code: 82901
Email Address: t.rex6944@yahoo.com
Phone Number: 307)354-8988 Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information: Name: _____

Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone Number: _____ 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

- ☐ 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: _____

- ☐ 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.

concrete driveway connection detached 24'x24'
garage to Kari Lane. 12' width exceeds available (allowed)
frontage by 6 feet.

will be permanent

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.

house - 1534 Kari Lane approx. 3100 sq. ft.
24' x 24' detached garage

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 _____

Date 6/5/15

Signature of Owner _____

Date 6/5/15

Signature of Engineer/Architect (if applicable) _____

Date _____



Department of Public Services

212 D Street, Rock Springs, WY 82901

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

www.rswy.net

June 25, 2015

Dear Property Owner / Interested Party:

This letter is to inform you that Donald Lund, property owner, has submitted a request for **Conditional Use Permit** approval for property located at 1534 Kari Lane, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (see map below). The following summarizes the application:

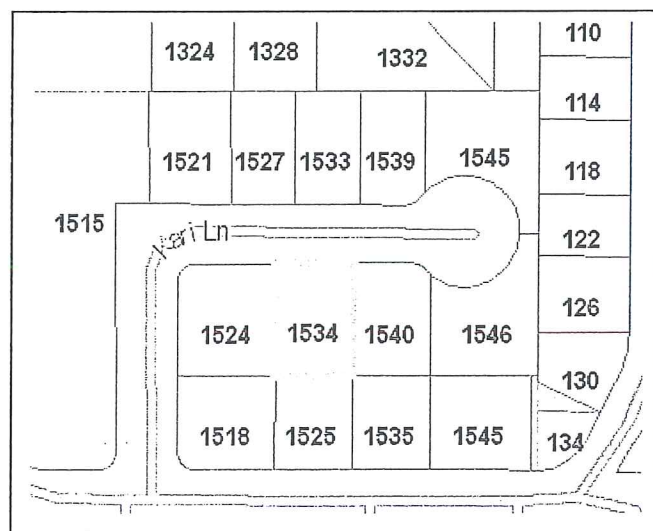
The applicant is requesting Conditional Use Permit approval for a paved driveway access to exceed 50% of the public street frontage for residential property located at 1534 Kari Lane, Rock Springs, Wyoming (see attached drawing).

In accordance with §13-815.I.(2)(j) of the Rock Springs Zoning Ordinance, "Number of Driveway Accesses...Single-family uses shall be allowed more than one (1) driveway access, but in no case shall more than fifty percent (50%) of the public street frontage adjoining a lot be used for driveway access and at least one on-street parking space twenty (20) feet in length shall be preserved. These conditions shall apply unless otherwise granted conditional use permit approval by the Planning and Zoning Commission."

The Rock Springs Planning and Zoning Commission will consider this request at a public meeting held on Wednesday, July 8, 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 July 8, 2015.

Sincerely,

Denise Boudreault
Assistant 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

WASHINGTON ERIC D & TAMARA L
2003 CENTURY BLVD
ROCK SPRINGS, WY 82901-4111

BELL WILSON B & STEPHANIE L
206 DICKSON ST
ROCK SPRINGS, WY 82901-6624

FLETCHER J GAGE & KAYLIE L
1524 KARI LN
ROCK SPRINGS, WY 82901-6646

FIRST UNITED METHODIST CHURCH
ROCK SPRINGS, WY 82901

CHADEY MICHAEL F & LYNNE A
1527 KARI LN
ROCK SPRINGS, WY 82901-6600

HENSLEY RODNEY W & JOYCE M
1533 KARI LN
ROCK SPRINGS, WY 82901-6600

JOHNSON JACK D JR
130 AGATE ST
ROCK SPRINGS, WY 82901-6602

LUND DONALD T & DAWN J
1534 KARI LN
ROCK SPRINGS, WY 82901-6646

DOUCHANT-ALLBRITTON DEBORAH K
134 AGATE ST
ROCK SPRINGS, WY 82901-6602

BERTAGNOLLI KEVIN A & CINDY K
602 MASSACHUSETTS AVE
ROCK SPRINGS, WY 82901-7222

PACHECO LOUIS E & MADELENE
122 AGATE ST
ROCK SPRINGS, WY 82901-6602

REV INC
PO BOX 2364
ROCK SPRINGS, WY 82902-2364

TELCK MARGARET J
514 LEWIS ST
ROCK SPRINGS, WY 82901-6658

KITTERIDGE CURT G & TEASION R
207 DICKSON ST
ROCK SPRINGS, WY 82901-6623

FERMELIA A ARTHUR JR & RUTH J
1328 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6620

ANDERSON PAMELA A LIVING TRUST
2045 SKYVIEW ST
ROCK SPRINGS, WY 82901-6755

CARR HARRY A
126 AGATE ST
ROCK SPRINGS, WY 82901-6602

PAUL HAROLD H & ALICE A
1535 EDGAR ST
ROCK SPRINGS, WY 82901-6653

DEWEY C DARON & JOAN J TRUST
DEWEY FAMILY TRUST
1332 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6620

JAUREGUI JEAN L & JOSEPHINE M LIV
TRUST
1324 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6620

SUPERIOR LUMBER INC
413 CEDAR ST
ROCK SPRINGS, WY 82901-6232



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



PLANNING & ZONING REQUIREMENTS – RESIDENTIAL ACCESSORY STRUCTURES

Date: June 5, 2015
Address: 1534 Kari Lane
Subdivision Name: Kay Addition
Subdivision Lot #: 8
Description: Detached Garage

General

- ❖ Construction shall conform to the approved Site Plan (*see attached*); any modifications shall require submittal of a revised Site Plan for review and approval.
- ❖ No part of the structure shall be located within an easement. Drainage easements may also have additional requirements.
- ❖ No permit shall be issued for the construction of any number or type of accessory buildings with a maximum total combined square footage of 1200 square feet. If total combined square footage is over 1200 square feet, a Conditional Use Permit shall be required.
- ❖ The mean height of an accessory structure shall not exceed the mean height of the principal structure (house) unless a Conditional Use Permit is granted.
- ❖ Residential accessory structures exceeding 200 square feet in size shall be separated from the principal structure (house) by a minimum distance of 6 feet as measured from the building line, and shall be separated from one another by a minimum distance of 6 feet.

Setbacks

- ❖ An inspection of the property's survey markers (i.e. property corners) may be required at the time of the footing inspection. If required, contact the Planning Department to schedule an inspection.
- ❖ Corner yard setbacks may be reduced to 3' for accessory structures not exceeding 200 square feet on corner lots in which a 6 foot fence is installed.
- ❖ All setbacks shall be measured from property lines; verify property lines prior to construction.
- ❖ The City reserves the right to require a new survey of the property if, at any time during construction, it appears that required setbacks have not been met.

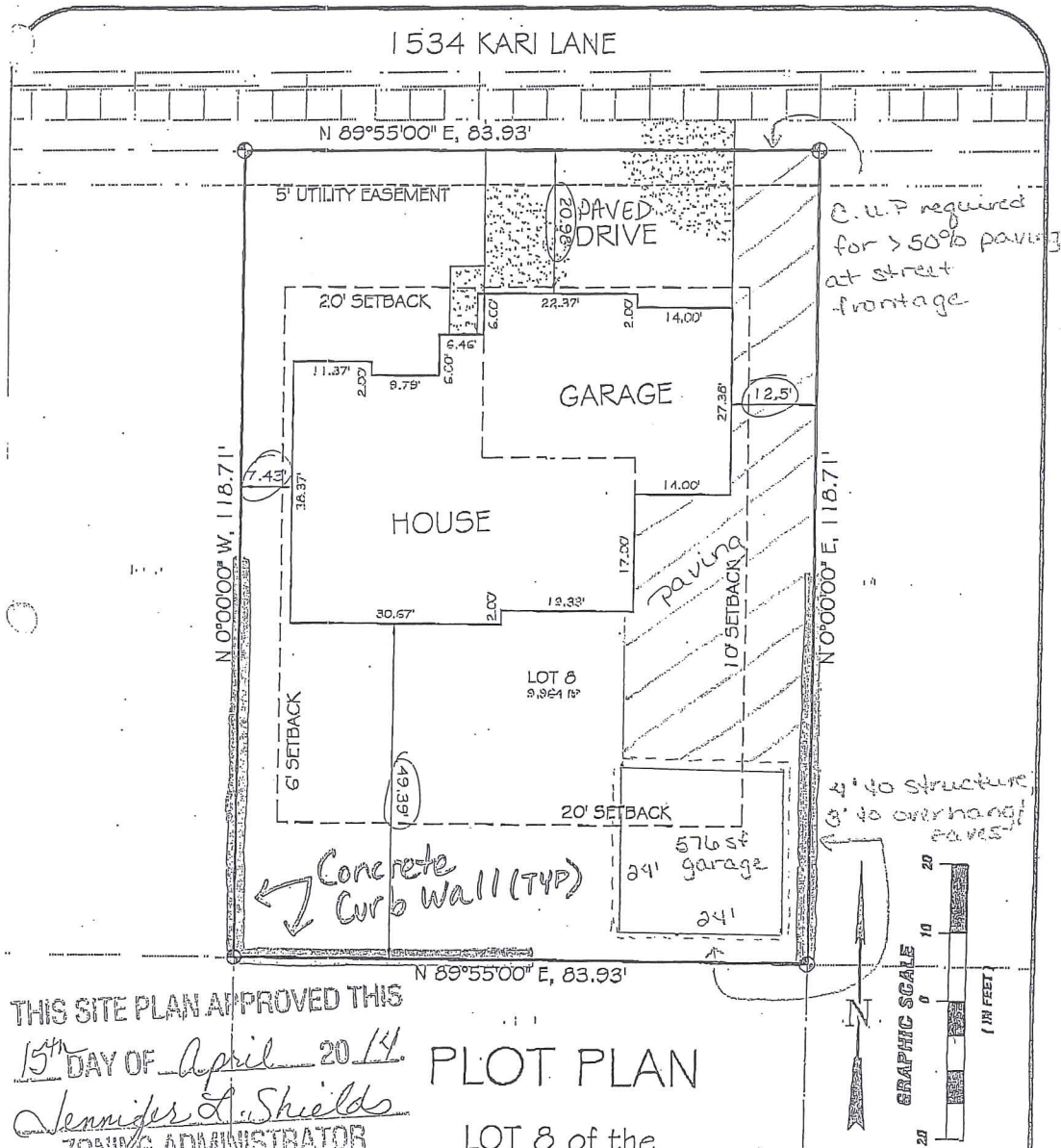
Driveways and Parking

- ❖ Driveway paving shall conform to the approved Site Plan for location and size.
- ❖ Driveway shall be paved with concrete, asphalt, or asphaltic concrete.
- ❖ Driveway access shall not exceed 50% of the lot's street frontage.
- ❖ Driveway grades should be maintained between 9.5% and 5.0% when possible. Contact the Planning Department prior to pouring a foundation if lot conditions do not allow for this slope requirement to be met.
- ❖ Drainage from driveways shall not affect adjacent properties.

Denise Bourkeau
Signature

6/5/15
Date

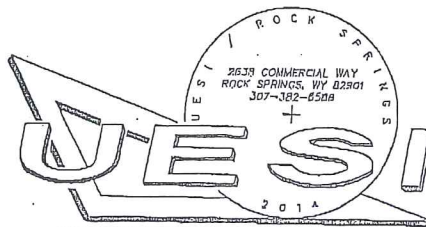
*Disclaimer: The information provided on this handout is not exhaustive and is meant to serve as a general overview only.
Please contact City Planning staff for further questions.*



PLOT PLAN

LOT 8 of the
KAY ADDITION

LOCATED IN THE S ½ OF SECTION 25,
RESURVEY OF T19N, R105W, 6th. P.M.
IN THE CITY OF ROCK SPRINGS
SWEETWATER COUNTY, WYOMING



DATE: 04/08/14 JOB #: 14-20-25 FILE: 14-00-25-NR1422.dwg
ENGINEER: Rob Young, PE



Planning & Zoning Commission Staff Report

Project Name: Globe Electric Contractor Office/Shop/Yard
Project Number: PZ-15-00157
Report Date: July 1, 2015
Meeting Date: July 8, 2015

Applicant / Property Owner

Mr. Don Skorcz
Globe Electric, Inc.
P.O. Box 15
Farson, WY 82932

Project Location

1426 Elk Street

Zoning

B-2 (Community Business)

Public Notification

- Adjacent Property Owners within 200' of property – 6/29/15

Ordinance References

- §13-601, §13-808.C(15)

Staff Representative

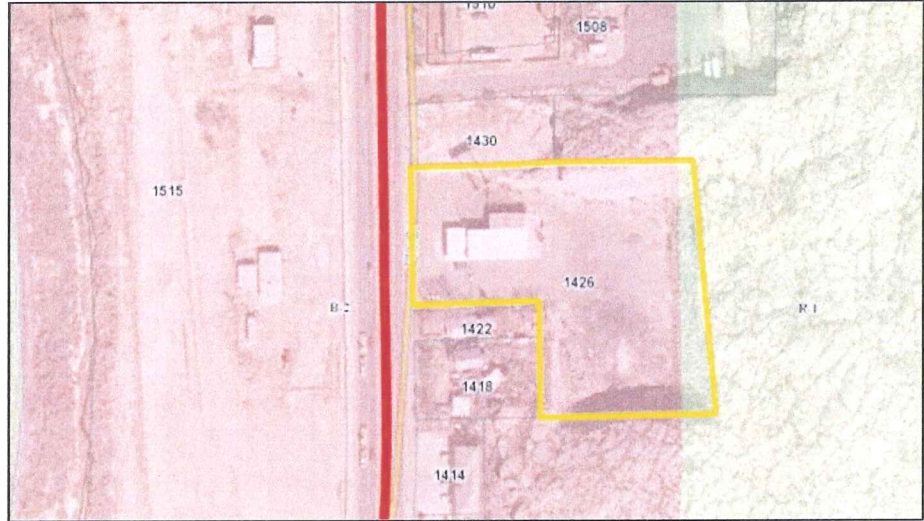
Jennifer Shields, AICP
City Planner

Attachments

- Application
- Adjacent Property Notification / Owners
- Drawing of Property

Request

Conditional Use Permit approval for the rear portion of property located at 1426 Elk Street to be used for a contractor office, shop, and yard.



Background

The applicant, Mr. Donald Skorcz, is the owner of Globe Electric, Inc. and is a licensed contractor (based out of Farson) who has worked in the City of Rock Springs for many years. Prior to purchasing his property located at 1426 Elk Street in July of 2014, Mr. Skorcz contacted Planning staff to inquire about possibly conducting two separate uses on the site – an antique shop and a contractor's office, shop, and yard.

After Mr. Skorcz made several improvements to the property in order to meet the B-2 Zoning District requirements for retail sales (additional paved parking, landscaping, drainage, etc.), the City granted Minor Site Plan approval and "Ye Old Thrift Shop" was opened for business in September of 2014 in the front of the property (see "Phase 1" on the attached Site Plan).

As for the second use of the property as a contractor's office, shop, and yard (all inclusive, with an emphasis on the outdoor yard component), in February of this year the applicant applied for a Language Amendment to the City's Zoning Ordinance to have this type of use allowed in the B-2 Zoning District. On May 5, 2015, the Language Amendment was approved by City Council.

In order to get the maximum benefit out of the entire property, the applicant is now proposing to operate his Globe Electric, Inc. contractor's business out of the rear of the property (see "Phase 2" on the attached Site Plan).

Analysis

In accordance with §13-601 of the Rock Springs Zoning Ordinance, "Contractor, Subcontractor or Builder" is defined as: "Any person, firm, corporation or other organization who or which is in the pursuit of an independent business undertaking to construct, alter, repair, add to, subtract from, improve, move, wreck, or demolish, for another, any building structure, highway, road, lot or area within the City of Rock Springs."

Project Name:
Globe Electric Contractor
Office/Shop/Yard

Project Number:
PZ-15-00157

In addition, §13-808.C(15) lists “Contractors Offices, Shops, and Yards” as a Conditionally Permitted Use in the B-2 (Community Business) Zoning District requiring approval from the Rock Springs Planning and Zoning Commission, with several conditions of approval required. **Following is an analysis of the conditions of approval, taking into account the unique location and existing site conditions of the proposed development.**

<u>Conditions of Approval</u>	<u>Status</u>
(a) Unpaved parking areas or storage areas are strictly prohibited.	The applicant is proposing to add additional paving at the rear of the property, <i>although not the entire area</i> , to cover his minimal outdoor storage needs. The Commission will need to determine if the amount of paving shown will be sufficient to meet this paving requirement.
(b) Contractor businesses involving the use or storage of industrial vehicles, industrial equipment, industrial materials, or heavy machinery including earth moving, road building, and excavation machinery, are strictly prohibited.	The applicant is an electrical contractor and has stated that he does not own or have need of industrial vehicles, industrial equipment, industrial materials, or heavy machinery.
(c) Hazardous materials storage is prohibited unless approval is first obtained from the City of Rock Springs Fire Inspector.	The applicant is an electrical contractor and has stated that he does not own or have need of hazardous materials.
(d) Fabrication, welding or similar activities causing noise, smoke, dust, odor, vibration or glare are prohibited.	The applicant is an electrical contractor and has stated that these types of activities will not occur.
(e) Screening fencing made of either vinyl, wood, or masonry materials for the entire perimeter of all exterior, outdoor storage yards shall be required. Chain link fencing with slats will not be considered an acceptable screening material.	The site is surrounded on three sides by cliffs and is significantly screened from adjacent properties. The rear of the property is currently screened from view from the Elk Street right-of-way with chain link fencing with vinyl slats. While not technically permitted by Ordinance, in this case the total length of screening required is minimal (approximately 60 feet), is located in an area where a gate is required to access the rear of the property, and is already in place on site. The Commission will need to determine if the existing chain link fencing with gate and vinyl slats will be sufficient to meet this screening requirement.

Project Name:
Globe Electric Contractor
Office/Shop/Yard

Project Number:
PZ-15-00157

Please note the following when considering conditions (a) and (e) listed above:

§13-601 defines "Use, Conditional" as: "Either a public or private use as listed herein which, because of its unique characteristics, cannot be properly classified as a Permitted Use in a particular district. After consideration in each case of the impact of such use upon neighboring land and of the public need for the particular use at the particular location, a permit for such Conditional Use may or may not be granted pursuant to the requirements of this Ordinance. A Conditional Use may be a Principal Use or an Accessory Use."

Also, §13-905.A states, "Generally. Certain uses, while generally not suitable in a particular Zoning District, may, under certain circumstances, be acceptable. When such circumstances exist, a Conditional Use Permit may be granted. The Permit may be issued for a specified period of time, with automatic cancellation at the end of that time unless it is renewed, or conditions may be applied to the issuance of the permit and periodic review may be required. The permit shall be granted for a particular use and not for a particular person or firm.

Utility Review

The proposed development was routed to the Utility Review Committee for comments on June 16, 2015, with the following comments being received:

Questar Gas (Amy Votruba):

1. Call for locates before excavation.

Engineering Department (Meghan Jackson):

1. Drainage shall not affect adjacent properties.

Rocky Mountain Power (Kyle Graham):

1. Please notify RMP if any load is to be added at the site. It appears that load will be much less than the prior uses of the building.

Wastewater Department (Nick Seals):

1. Wash bay sump has no discharge. If discharge is required it must meet the City of Rock Springs sand/oil interceptor policy.

Approvals for this project were received from: Rocky Mountain Power, Colorado Interstate Gas, the Rock Springs Water Department, the Rock Springs Building Department, the Rock Springs Parks and Recreation Department, and the Rock Springs Fire Inspector.

Property Owner Notification

Adjacent property owners were notified of this application on June 29, 2015 and were invited to comment. At the time this report was written, no written or verbal comments had been 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.



2015
CITY OF ROCK SPRINGS
SITE PLAN &
CONDITIONAL USE PERMIT
APPLICATION
(For Commercial / Industrial Development)

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 10/9/15 File Number: PZ-15-00157
Payment Information:
Amount Received: \$100.00 Received by: dBourdkeauet
Cash or Check Number: 11071 Receipt Number: R02877
Date Certified as Complete Application: 10/9/15 By: dBourdkeauet

A. PROPERTY ADDRESS: 1426 Elk Street, Rock Springs, WY 82901

(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.)

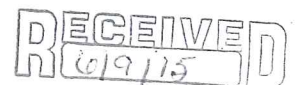
B. CONTACT INFORMATION:

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: Globe Electric, Inc. (Donald Skorez)
Company Name: Globe Electric, Inc.
Street Address: P.O. Box 15
City: Farson, WY State: WY Zip Code: 82932
Email Address: N.A.
Phone Number: 307-350-8491 Fax Number: 307-273-9841
(including area code) (including area code)

Property Owner Information: Name: Donald Skorez
Company Name: _____
Street Address: P.O. Box 15
City: Farson State: WY Zip Code: 82932
Email Address: _____
Phone Number: 307-350-8491 Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information: Name: _____
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone Number: _____ 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: Contractor Yard in B-2

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

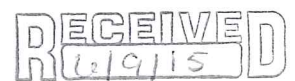
2. Provide a detailed description of the intended Conditional Use, including proposed use, length of use (permanent or temporary), hours of operation if applicable, etc.

Electrical Contractor -

E. MAJOR OR MINOR SITE PLAN DESIGNATION:

Major Site Plans require approval from the Rock Springs Planning and Zoning Commission. A Site Plan will be processed as a Major Site Plan if it involves one or more of the following:

- 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.



F. 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.

- 100 ☒ Filing Fee - \$60.00 PLUS Major OR Minor Site Plan (Major = \$100.00/Minor = \$40.00)
- ☒ 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)

G. 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)

H. 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	12/9/2014*	1/23/2015	2/20/2015	3/20/2015	4/24/2015	5/22/2015	6/19/2015	7/24/2015	8/21/2015	9/25/2015	10/22/2015	11/20/2015
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.

I. 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 Donald D. Healy

Date 6-8-15

Signature of Owner Donald D. Healy

Date 6-8-15

Signature of Engineer/Architect (if applicable) _____

Date _____

June 29, 2015

Dear Property Owner / Interested Party:

This letter is to inform you that Donald Skorcz, representing Globe Electric Inc., has submitted a request for **Conditional Use Permit** approval for property located at **1426 Elk 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:

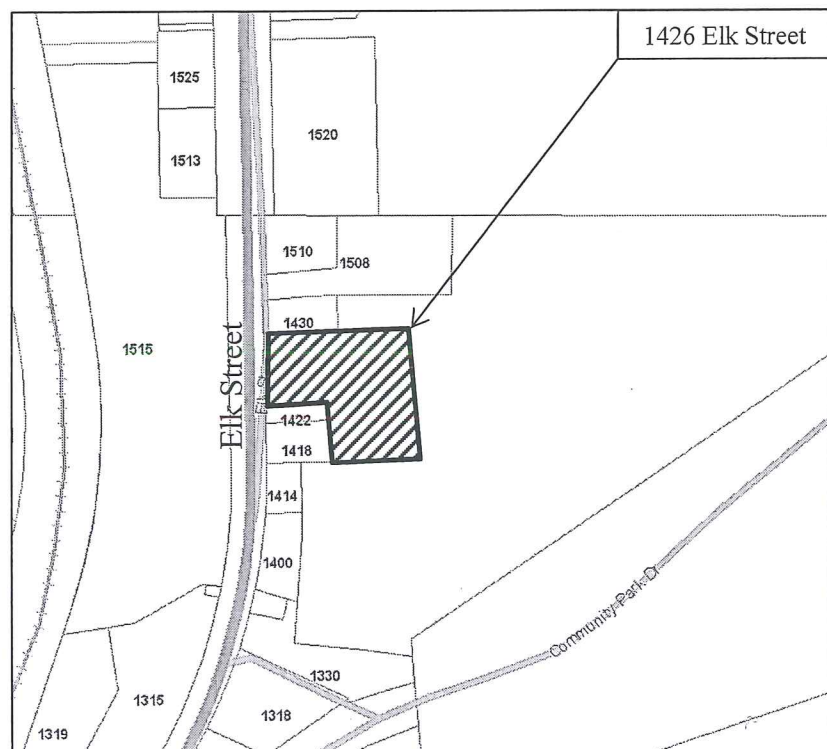
The applicant is requesting Conditional Use Permit approval to use the rear of his property for a **Contractor's Office/Shop/Yard** in a B-2 (Community Business) Zoning District (see attached drawing). In accordance with §13-808.C(15) of the Rock Springs Zoning Ordinance, Contractors Offices, Shops, and Yards 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 to be held on Wednesday, July 8, 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 Wednesday, July 8, 2015.

Sincerely,



Jennifer L. 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

KAUPPI DONALD C & MARLENE J
806 BUSHNELL AVE
ROCK SPRINGS, WY 82901-7204

FORBES BRIAN L LIVING TRUST
& NICHOLS MAX E TRUST
1414 ELK ST
ROCK SPRINGS, WY 82901-4588

WARREN MARILYN K
1422 ELK ST
ROCK SPRINGS, WY 82901-4516

BOWKER PROPERTIES LLC
PO BOX 154
ROCK SPRINGS, WY 82902-0154

JASPERSON JON & STEPHANIE
2029 REAGAN AVE
ROCK SPRINGS, WY 82901-4464

UNION PACIFIC RAILROAD CO
CRAIG MILLER ASST DIR
PROPERTY TAXES
1400 DOUGLAS STOP 1640
OMAHA, NE 68179-1001

ELK PROPERTIES LLC
2961 ARABIAN CIR
ROCK SPRINGS, WY 82901-8109

GLOBE ELECTRIC INC
C/O MR. DONALD SKORCZ
PO BOX 15
FARSON, WY 82932-0015



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

Front - Thrift Shop

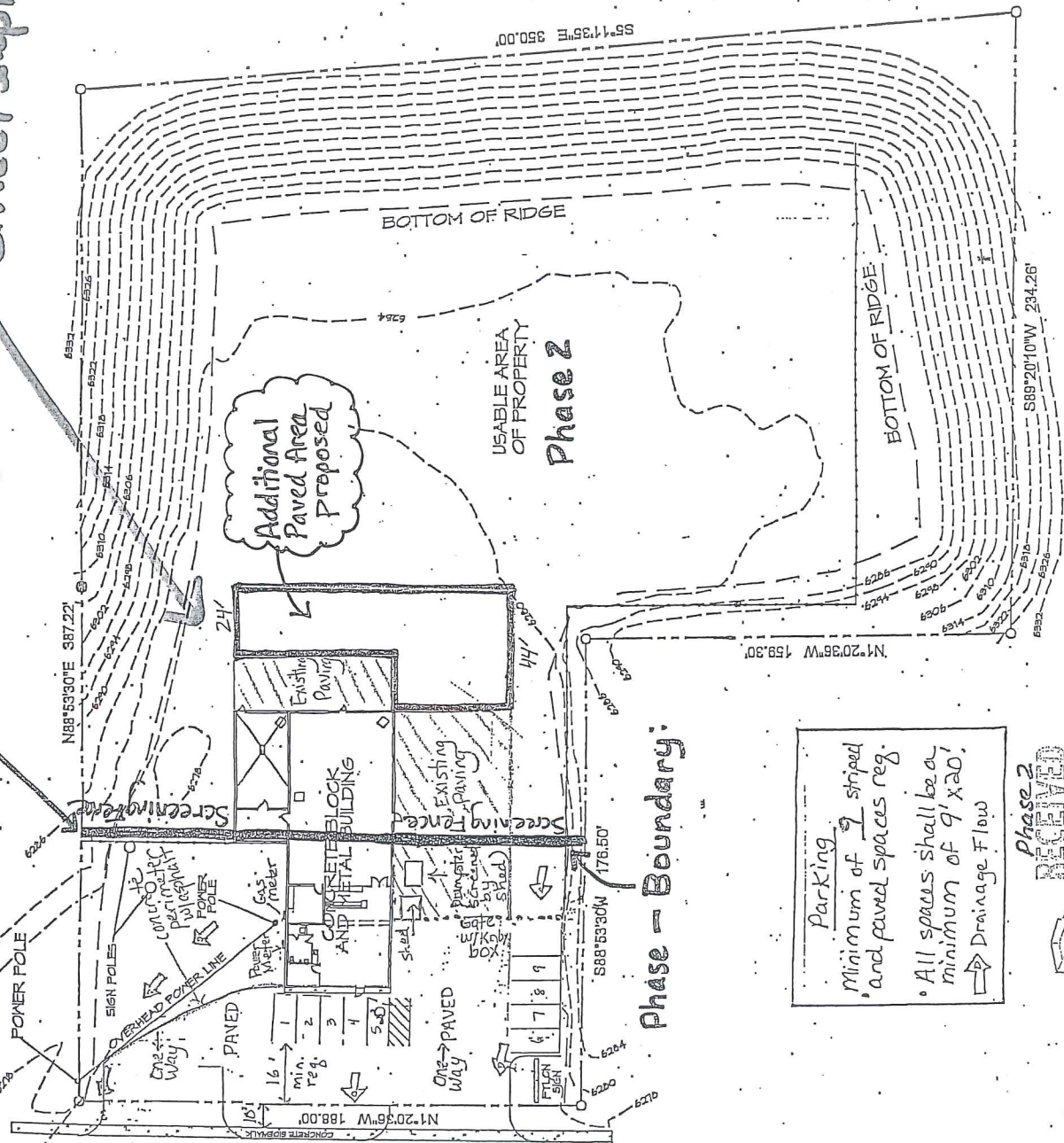
Rear - Contractor
Office / Shop / Yard

Phase - Boundary

Phase - Boundary

Sidewalk -
See City
Eng. Comments

ELK STREET



Parking
Minimum of 2 striped
and paved spaces req.
All spaces shall be a
minimum of 9' x 20'
Drainage Flow

Phase 2
RECEIVED
6/9/15



North
1" = 50'
Scale
1" = 50'

SD1

Sheet No.

Site
Development
Plan

Checked By:

Checked By:

Scale AS NOTED

File: D:\SD1.dwg

Revisions	No.	Description	Date
	1		
	2		
	3		
	4		
	5		

Rock Springs, WY. 82901
1426 Elk Street

711 N. PULASKI BL.
MILWAUKEE, WI 53212
TEL: (414) 333-3333
FAX: (414) 333-3333



747 WILLIAMS DRIVE
GEORGETOWN, TEXAS 78633
TEL: (512) 865-5412
FAX: (512) 865-5412

MBRHE GROUP
CONSTRUCTION





Planning & Zoning Commission Staff Report

Project Name: Hensley Driveway Access Exceeding 50%

Project Number: PZ-15-00167

Report Date: June 29, 2015

Meeting Date: July 8, 2015

Applicant/Property Owner

Rodney Hensley
1533 Kari Lane
Rock Springs, WY 82901

Project Location

1533 Kari Lane

Zoning

R-1 (Low Density Residential)

Property Owner Notification

Mailed to owners in 200' radius on
6/29/15

Previous P&Z Action

None

Ordinance References

- §13-601
- §13-815.I.(2)

Staff Representative

Denise Boudreault, Asst City
Planner

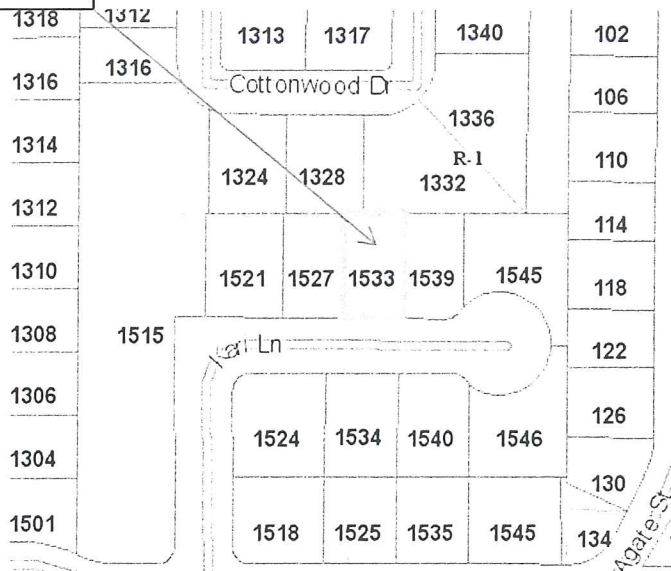
Attachments

- Conditional Use Permit Application
- Property Owner Notification and Mailing List
- Site Plan Conditions of Approval
- Site Plan of Property

Request

The applicant is requesting Conditional Use Permit approval for a paved driveway access to exceed 50% of the public street frontage for residential property located at 1533 Kari Lane (see attached drawing).

1533 Kari Lane



Background Information

§13-601 of the Rock Springs Zoning Ordinance defines Driveway Access as, "The area within a public street right-of-way extending from the curb to the common right-of-way/property line, which provides an ingress/egress point for a vehicle (recreation vehicles included) to access private property from a public street whether for short term parking or long term storage. The driveway access is the only area within which the property can be accessed from the public street. Approval is required before a driveway access can be granted. Dependent upon the request being made, approval for a driveway access is established through site plan approval, building permit approval or conditional use permit approval from the Planning and Zoning Commission. Gaining access into private property from a public street is allowed only through an approved driveway access regardless of the presence of 'L' Type Curb or "Rolled" Type Curb."

§13-815.I.(2)(h) states, "Driveway Access: All driveway accesses shall be approved by the City Engineer for width and location."

§13-815.I.(2)(i) states, "Distance Between Driveway Accesses: Driveway access openings on a public street except for single, two family and townhouse dwellings shall not be located less than forty (40) feet from one another as measured from inside of drive to inside of drive."

§13-815.I.(2)(j) states, "Number of Driveway Accesses: Each property other than for single-family use shall be allowed one (1) driveway access for each one hundred (100) feet of street frontage. Single-family uses shall be allowed more than one (1) driveway access, but in no case shall more than fifty percent (50%) of the public street frontage adjoining a lot be used

for driveway access and at least one on-street parking space twenty (20) feet in length shall be preserved. These conditions shall apply unless otherwise granted conditional use permit approval by the Planning and Zoning Commission.”

The above Ordinance sections were adopted in 1987 in what appears to have been an effort to maintain control of the locations of accesses onto the public street. Since that time, Planning records indicate that the following nine Conditional Use Permits have been granted for driveways exceeding 50% of the public street frontage:

<u>Project #</u>	<u>Address</u>	<u>Lot Width</u>
PZ-97-00057	809 Burr Drive	51’
PZ-98-00030	734 D Street	40’
PZ-03-00058	1370 James Drive	70’
PZ-04-00094	520 P Street	75’
PZ-04-00129	1310 Rain Dance Drive	80’
PZ-06-00015	2623 Driftwood Lane	75’
PZ-15-00001	1014 Remington Blvd	96’
PZ-15-00030	301 Tate Way	170’
PZ-15-00076	1521 Kari Lane	89’

Property History

On October 11, 2013, Site Plan approval for the property was granted by the Planning Department. The approved driveway access was 33’ wide.

On June 17, 2015, a Conditional Use Permit request for paving to exceed 50% of the public street frontage was submitted. The lot is 71’ wide and the additional driveway paving is proposed to be 10’ wide, bringing the total to 43’ (61% of the lot width). A Conditional Use Permit is required based upon §13-815.1.(2)(j) of the Zoning Ordinance which states, “Number of Driveway Accesses: Each property other than for single-family use shall be allowed one (1) driveway access for each one hundred (100) feet of street frontage. Single-family uses shall be allowed more than one (1) driveway access, but in no case shall more than fifty percent (50%) of the public street frontage adjoining a lot be used for driveway access and at least one on-street parking space twenty (20) feet in length shall be preserved. These conditions shall apply unless otherwise granted conditional use permit approval by the Planning and Zoning Commission.”

Analysis

Reasons for having Ordinances in place related to driveway accesses and garage widths include the following:

- Maintain control and safety of the public street
- Preserve on-street parking for visitors, etc.
- Aesthetics of landscaping vs. concrete

While the above-listed reasons to support the current Ordinances are all valid, Planning staff recognizes that in the last couple of decades houses have increased greatly in size, which in turn has corresponded to an increase in lot widths. In addition, our community has a large attraction to outdoor activities and traveling, which in turn means more vehicles (RV’s, boats, 4 wheelers, campers, etc.) that are being parked and stored in residential areas. If bigger garages and additional driveway paving is not provided, then residents will park their vehicles outside, either on dirt or gravel which can then be tracked onto the public street. Additionally, on-street parking blocks street sweepers and snow plows. Planning staff has started the research and review process to consider possible amendments to the current Ordinances related to this topic that reflect these changing times.

Note: Ryan Schmidt, City Engineer, has given written approval for the excess driveway paving at 61% of the lot width.

Hensley Driveway Access 50%
PZ-15-00167

Property Owner Notification

Adjacent property owners were notified of this application on June 29, 2015 and were invited to comment. At the time this report was written, no comments had been 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 recommendation following public comment at the meeting.



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 6/17/15

File Number: PZ-15-00167

Payment Information:

Amount Received: \$60⁰⁰ Received by: dBoudkhanet

Cash or Check Number: 3379 Receipt Number: R02912

Date Certified as Complete Application: 6/17/15

By: dBoudkhanet

A. PROPERTY ADDRESS: 1533 Kari Lane Rock Springs WY

(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: Rodney Hensley

Company Name: _____

Street Address: 1533 Kari Lane

City: Rock Springs State: WY Zip Code: 82901

Email Address: _____

Phone Number: 307-382-0964 Fax Number: _____
(including area code) (including area code)

Property Owner Information:

Name: Rodney Hensley

Company Name: _____

Street Address: 1533 Kari Lane

City: Rock Springs State: WY Zip Code: 82901

Email Address: rodney.hensley@PacifiCorp.com

Phone Number: 307-352-4304 Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information: Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

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

RECEIVED
6/17/15

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.

Extend off street access for Camper trailer parking
to the side of house.

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.

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.

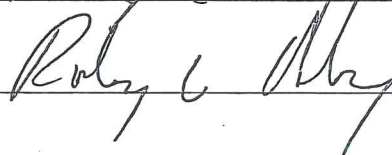
	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/23/2014*	1/30/2015	2/27/2015	3/27/2015	5/1/2015	5/29/2015	6/26/2015	7/31/2015	8/28/2015	10/2/2015	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  Date 6-18-15

Signature of Owner  Date 6-17-15

Signature of Engineer/Architect (if applicable) _____ Date _____



Building & Fire Inspections ~ Planning & Zoning ~ URA/Main Street ~ Vehicle Maintenance ~ Wastewater Treatment Plant

RADOSEVICH JOHN P & MARY P
1313 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6619

ANDERSON DAWN E
3545 MADISON DR
ROCK SPRINGS, WY 82901-4905

DEWEY C DARON & JOAN J TRUST
DEWEY FAMILY TRUST
1332 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6620

WASHINGTON ERIC D & TAMARA L
2003 CENTURY BLVD
ROCK SPRINGS, WY 82901-4111

ANDERSON PAMELA A LIVING TRUST
2045 SKYVIEW ST
ROCK SPRINGS, WY 82901-6755

FLETCHER J GAGE & KAYLIE L
1524 KARI LN
ROCK SPRINGS, WY 82901-6646

FIRST UNITED METHODIST CHURCH
ROCK SPRINGS, WY 82901

PAUL HAROLD H & ALICE A
1535 EDGAR ST
ROCK SPRINGS, WY 82901-6653

STOUT JACQUELINE
110 AGATE ST
ROCK SPRINGS, WY 82901-6602

HENSLEY RODNEY W & JOYCE M
1533 KARI LN
ROCK SPRINGS, WY 82901-6600

JAUREGUI JEAN L & JOSEPHINE M LIV
TRUST
1324 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6620

ROWSELL JESS M & LAURA C
1317 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6619

CHADEY MICHAEL F & LYNNE A
1527 KARI LN
ROCK SPRINGS, WY 82901-6600

ATWELL LARRY R & KIMBERLY W
1336 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6620

PACHECO LOUIS E & MADELENE
122 AGATE ST
ROCK SPRINGS, WY 82901-6602

LUND DONALD T & DAWN J
1534 KARI LN
ROCK SPRINGS, WY 82901-6646

TELCK MARGARET J
514 LEWIS ST
ROCK SPRINGS, WY 82901-6658

BERTAGNOLLI KEVIN A & CINDY K
602 MASSACHUSETTS AVE
ROCK SPRINGS, WY 82901-7222

LEW MOW J & PUI K FAMILY TRUST
1340 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6620

MERRELL ELLEN F & LOWELL E LIVING
TRUST
118 AGATE ST
ROCK SPRINGS, WY 82901-6602

FERMELIA A ARTHUR JR & RUTH J
1328 COTTONWOOD DR
ROCK SPRINGS, WY 82901-6620

REV INC
PO BOX 2364
ROCK SPRINGS, WY 82902-2364

CARR HARRY A
126 AGATE ST
ROCK SPRINGS, WY 82901-6602

FP-BH 10/25/13
OC-BH 6/9/14



Planning Approval For: **Single Family Detached Dwelling With Attached Garage, 1533 Kari Lane**

Subdivision Name: **Kay Addition**

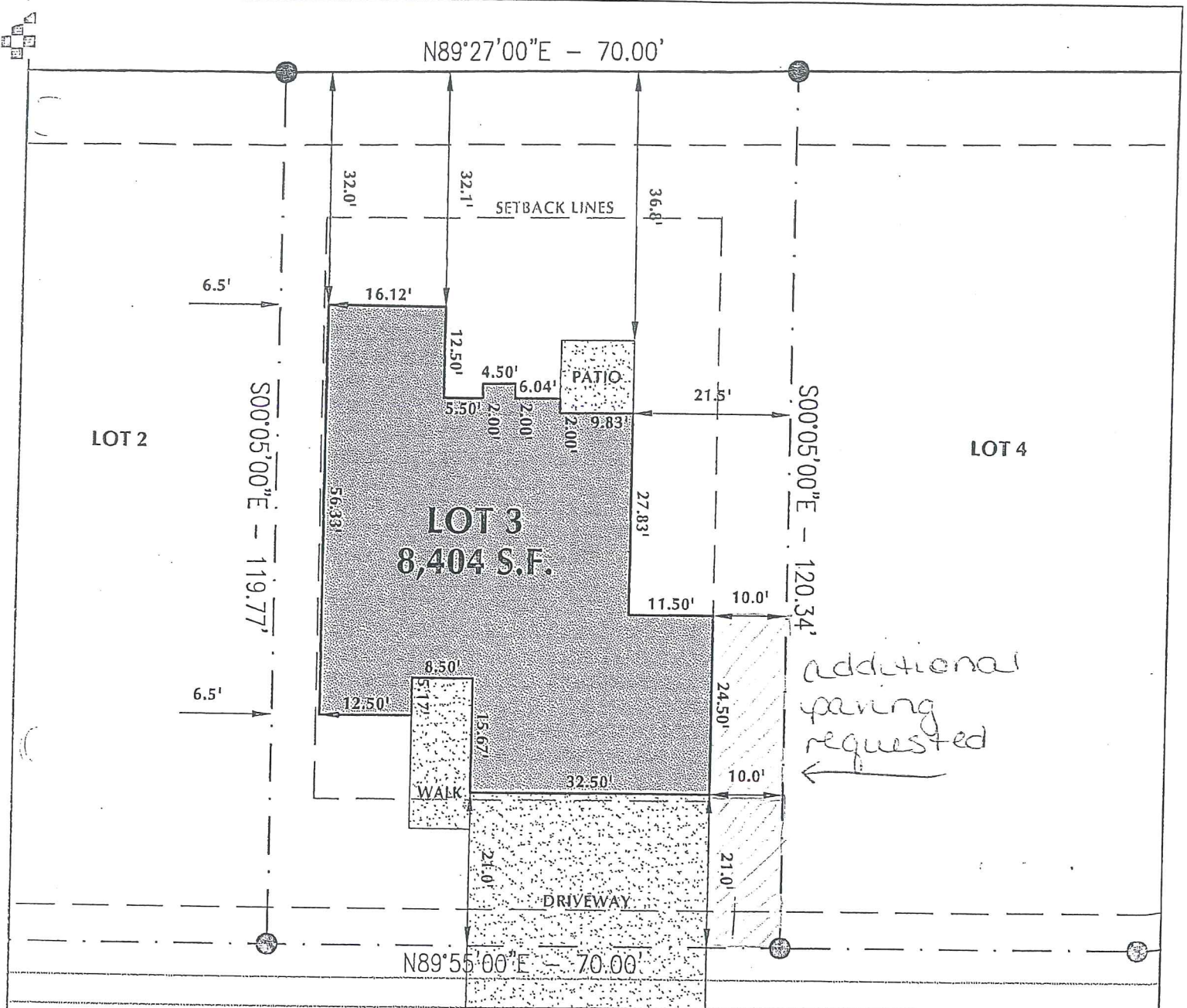
1. Construction shall conform to the approved site plan. Any modifications shall require submittal of a revised site plan for review and approval.
2. All setbacks shall be measured from property lines. Verify property lines prior to construction.
3. Driveway shall be paved prior to issuance of Occupancy Permit.
4. Total driveway access shall not exceed 50% of street frontage. Driveway paving must conform to approved site plan. Driveway grade shall not exceed 8%. Contact City prior to pouring foundation if lot conditions do not allow for slope requirement to be met.
5. Planning approval at this time is only for improvements shown on the site plan. If fencing is to be constructed, an additional Zoning Permit will be required.
6. Property corner inspection required at the time of footing inspection. Please contact the Rock Springs Planning Division to schedule an inspection. Note: The City of Rock Springs reserves the right to require a Survey of the property be submitted if, at any time during construction, it appears required property setbacks are not met.
7. The Occupancy Permit shall not be issued until a certified survey showing final grading has been submitted and approved by the City Engineer. Lot drainage must remain consistent with the drainage plan approved for the lot.
8. The Occupancy Permit shall not be issued until all subdivision improvements are installed, inspected and approved by the Governing Body of the City of Rock Springs.

A handwritten signature in black ink, appearing to read "Brian Heaton", is written over a horizontal line.

Brian Heaton, Assistant City Planner

10/11/2013

Date Approved



THIS SITE PLAN APPROVED THIS 11 DAY OF Oct
13 [Signature] KARI LANE

CITY PLANNER

SETBACKS
 FRONT = 20'
 REAR = 20'
 CORNER SIDE = 20'
 INTERIOR SIDE = 6' / 10'

LOT 3
1533 KARI LANE
KAY ADDITION
T19NR105W SECTION 25
SWEETWATER COUNTY
WYOMING



CHOICE ENGINEERING SERVICES

Info: SMA
 Designer: KK
 Date: October 10, 2013
 Project No: 13-04D



Foundation Layout - 1533 Kari Lane
 Kay Addition
 Lot 3

Scale: 1"=20'

Sheet 1 of 1

404 "N" Street - Suite 201 | Rock Springs, WY 82901
 Phone 307-362-6065 | Fax 307-362-6064



Department of Public Services

212 D Street, Rock Springs, WY 82901

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

www.rswy.net

July 1, 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
06/16/15	None	
07/07/15	None scheduled.	

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

Sincerely,

A handwritten signature in blue ink that reads "Jennifer L. Shields".

Jennifer L. Shields, AICP
City Planner