



PLANNING AND ZONING COMMISSION MEETING AGENDA

August 12, 2015

7:00 p.m.

ROLL CALL

APPROVAL OF MINUTES

1. Review and approval of the July 8, 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. Petition for Amendments to the Rock Springs Zoning Ordinance to allow for paved driveway access in excess of 50% lot frontage without requiring Conditional Use Permit approval by the Planning and Zoning Commission, submitted by the City of Rock Springs Planning and Zoning Department.
(Project #: PZ-15-00168, Staff Representative: Denise Boudreault, Assistant City Planner)

NEW BUSINESS

1. Request for Final Plat approval for Phase 1 of the Foothill Crossing Subdivision, consisting of 22 lots and totaling 11.225 acres, submitted by Jacob Ballstaedt (Garbett Homes) and represented by Gareth Powell and Ken Walker (Uinta Engineering Services Inc.).
(Project #: PZ-15-00189, Staff Representative: Jennifer Shields, City Planner)
2. Request for Major Site Plan approval of a new 16,800sf warehouse building to be located at 2000 Mineral Drive, submitted by Jeff Murray of Great Basin Industrial and represented by JFC Engineers and Surveyors.
(Project #: PZ-15-00190, Staff Representative: Denise Boudreault, Assistant City Planner)
3. Request for Conditional Use Permit approval for a paved driveway access to exceed 50% of the public street frontage for residential property located at 1020 Arrowhead Circle, submitted by Juvanel Chavez (property owner).
(Project #: PZ-15-00203, Staff Representative: Denise Boudreault, Assistant City Planner)
4. Request for Minor Site Plan (staff level) and Conditional Use Permit (PZ) approval to operate an "Animal Crematory" in a B-3 Zoning District on property located at 305 M Street, submitted by Georgina Truax.
(Project #: PZ-15-00205, Staff Representative: Jennifer Shields, City Planner)

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

1. Minor Site Plan approval for a new addition and renovations to the Rock Springs Chamber of Commerce building located at 1897 Dewar Drive, submitted by Choice Engineering Services and Plan One Architects.
(Project #: PZ-13-00123, Staff Representative: Jennifer Shields, City Planner)
2. Conditional Use Permit approval to deposit more than 1,000 cubic yards of fill material on property located off of Yellowstone Road, submitted by Bob Brisnehan of 1006 LLC and represented by Gene Legerski of William H. Smith and Associates Inc.
(Project #: PZ-15-00143, Staff Representative: Jennifer Shields, City Planner)
3. Conditional Use Permit approval to construct a 24' x 27' square foot two-story detached garage that will exceed the height of the principal structure (house) by 6', located at 615 C Street and submitted by J.J. Syvrud (property owner).
(Project #: PZ-15-000183, Staff Representative: Denise Boudreault, City Planner)
4. Minor Site Plan approval of a 20' x 60' addition to the existing City Maintenance Shop building located at 206 Community Park Drive, submitted by Amy Allen, Public Services Director.
(Project #: PZ-15-00178, Staff Representative: Jennifer Shields, City Planner)

PETITIONS AND COMMUNICATIONS

1. Written petitions and communications.
 - a. Update on City Council actions
 - b. Petition for Administrative Review of Agency Action (re. Cross Roads Commercial Park)
2. Petitions and communications from the floor.

ADJOURNMENT

**PLANNING AND ZONING
COMMISSION MINUTES**
July 8, 2015
Wednesday, 7:00 p.m.
City Hall, Rock Springs, Wyoming

Commissioners Present:	Chairperson Mary Manatos Vice-Chairman Paul Legerski Cindy Duck Mark Erickson	Mike Shaw Gary Watkins
Commissioners Absent:	Kimberly Steele Matthew Jackman Taylor Jones	
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 June 10, 2015 Planning and Zoning Commission Meeting. With no corrections or additions, Chairperson Manatos asked for a motion to accept the Minutes as presented.

Commissioner Shaw: Motion to approve the Minutes as presented.

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

Commissioner Erickson: Second.

Vote: All in favor. Motion carried unanimously.

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)**

Staff Report

Ms. Boudreault presented the Staff Report dated July 1, 2015 to the Commission.

Commissioner Questions for Staff

There were none.

Commissioner Questions for Applicant

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

Marlene Butterfield came forward and explained the hours and days she wishes to run a preschool from her home. Chairperson Manatos asked if she had people lined up waiting, as she said there is a need for it. Ms. Butterfield said yes, she does already have interest.

Public Comments

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

Ms. Johnson from the public asked if this application had to go to the County Commissioners for approval too. Chairperson Manatos said it does not go to County Commissioners or City Council, this was the final forum.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Boudreault recommended approval with the following conditions.

1. Approval is for the provider, Mrs. Marlene Butterfield, to conduct preschool services 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 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 this FCCH Conditional Use Permit for failure to comply with the above conditions of approval.

Commission Vote

Commissioner Erickson: Motion to approve with staff recommendations.

Commissioner Duck: Second.

Vote: All in favor. Motion carried unanimously.

- 2. Request for Conditional Use Permit approval for a paved driveway access to exceed 50% of the public street frontage for residential property located at 1534 Kari Lane, submitted by Donald Lund, property owner. (Project #: PZ-15-00155, Staff Representative: Denise Boudreault, Assistant City Planner)**

Staff Report

Ms. Boudreault presented the Staff Report dated July 1, 2015 to the Commission.

Commissioner Questions for Staff

There were none.

Commissioner Questions for Applicant

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

Mr. Lund came forward and explained why he was requesting the larger driveway.

There were no questions for applicant.

Public Comments

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

There were none.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Boudreault recommended approval.

Commission Vote

Commissioner Watkins: Motion to approve with staff recommendations.

Commissioner Shaw: Second.

Vote: All in favor. Motion carried unanimously.

- 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)**

Staff Report

Ms. Shields presented the Staff Report dated July 1, 2015 to the Commission.

Commissioner Questions for Staff

Commissioner Watkins asked if the “unpaved” language were for reasons of mud, Ms. Shields said yes, the language is to keep it neat and clean.

Commissioner Questions for Applicant

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

Mr. Don Skorcz came forward and stated he is trying to use the property to the greatest extent possible staying within the ordinances of the City. He said when they bought the property, it was in disrepair and the plan is to continue to make improvements as they can. He also stated that the back area is solid sand stone and he has more dirt now since the rain washed it over the cliff. Commissioner Shaw asked how much walk-in traffic he gets at any given time. Mr. Skorcz said approximately 15 (fifteen) people a day and the most at one time is 7 (seven) in the store. Commissioner Watkins reiterated his comment from the past that he appreciates the improvements the applicant has done. Chairperson Manatos also stated it was nice to see the building occupied.

Public Comments

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

Mr. Lund came forward and said it used to be Admiral Construction’s yard and they carved it out of sand stone; the only dirt that will come out of there is what washes into it from above. He is in favor of the project.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Shields recommended approval with the following staff recommendations.

The applicant shall pave the area as indicated on the site plan for Phase Two.

The applicant shall be allowed to keep his existing chain link fence and gate with the slats.

Commission Vote

Commissioner Shaw: Motion to approve with staff recommendations.

Commissioner Watkins: Second.

Vote: All in favor. Motion carried unanimously.

- 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)**

Staff Report

Ms. Boudreault presented the Staff Report dated June 25, 2015 to the Commission.

Commissioner Questions for Staff

There were none.

Commissioner Questions for Applicant

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

Mr. Rodney Hensley came forward stating why he wanted the wider paving. There were no questions for applicant.

Public Comments

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

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Boudreault recommended approval.

Commission Vote

Commissioner Erickson: Motion to approve with staff recommendations.

Commissioner Legerski: Second.

Vote: All in favor. Motion carried unanimously.

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

1. Conditional Use Permit approval 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 – there has been no action in front of Council.

2) Petitions and communications from the floor. - None

ADJOURNMENT

With no further business, the meeting was adjourned at 7:35 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: Zoning Ordinance Language Amendments

Project Number: PZ-15-00168

Report Date: August 3, 2015

Meeting Date: August 12, 2015

Petitioner

City of Rock Springs Planning &
Zoning Department
212 D Street
Rock Springs, WY 82901

Ordinance References

- §13-601
- §13-815(l)(2)(j)

Staff Representative

Denise Boudreault,
Assistant City Planner

Attachments

- Language Amendment
Application and Justification
- Public Hearing Notice

Petition

Petition for amendments to §13-601 and §13-815(l)(2)(j) of the City of Rock Springs Zoning Ordinance pertaining to paved driveway access.

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

⇒ §13-815.l.(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.l.(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, the following Conditional Use Permits have been granted for driveways exceeding 50% of the public street frontage:

Project Number	Street Frontage	% of Street Frontage Paving Approved by the P&Z Commission
1997-00057-CU	51'	65%
1998-00030-CU	41.5'	65%
2003-00058-CU	70'	54%
2004-00094-CU	75'	60%
2004-00129-CU	80'	58%
2006-00015-CU	75'	64%
PZ-15-00001	96'	61%
PZ-15-00030	170'	65%
PZ-15-000076	89'	55%
PZ-15-00155	83.93'	56%
PZ-15-00167	71'	61%
*PZ-15-00203	55.2'	65% (*approval pending)

Project Name:

Zoning Ordinance Language
Amendments

Project Number:

PZ-15-00168

Analysis

Planning staff is proposing amendments to the City's Zoning Ordinance specifically related to paved driveway access in excess of 50% for the following reasons:

1. 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 platted lot widths.
2. 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 additional driveway paving is not provided, residents will park their vehicles either on dirt or gravel which can then be tracked onto the public street.
3. On-street parking blocks street sweepers and snow plows.
4. As the previous table shows, Planning staff has seen a remarkable increase in Conditional Use Permit Applications submitted for driveway access to exceed the current limit of 50%. There have been six applications submitted since January 2015. This trend will likely continue and creates an unnecessary burden on the Planning and Zoning Commission.
5. Paul Kauchich, Director of Engineering and Operations, has given his verbal support of increasing the paved driveway access to 65%.

Proposed Ordinance Amendments

At this time, staff is proposing the following language amendments, with deletions denoted by ~~strikethrough~~ and additions denoted by **bold underline**.

§13-601, to modify the following definition:

Driveway Access: 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(l)(2)(j), to modify the following language:

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 (50%)~~ sixty-five (65%) percent 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~~ Zoning Administrator, with such conditions as are deemed necessary to protect the health, safety, and welfare of the community and surrounding neighborhood and pursuant to first notifying neighboring properties located within 200 feet. The adjacent property owner notification shall be made within 5 working days of receipt of a complete application. The permit determination shall be made no sooner than 10 calendar days following property owner notification and shall include such conditions as are deemed necessary to protect the health, safety, and welfare of the community and surrounding neighborhood. The decision of the Zoning Administrator may be appealed to the Planning & Zoning Commission via written request submitted within 10 working days of the permit determination.

Project Name:
Zoning Ordinance Language
Amendments

Project Number:
PZ-15-00168

The Commission should keep in mind the following when reviewing the proposed amendments:

The intent of the Zoning Ordinance is to, "protect the public health, safety and general welfare of the community and its people through the establishment of minimum regulations governing development and use of land. This Ordinance shall divide the City into districts and establish regulations in regard to location, erection, construction, reconstruction, alteration and use of structures and land. Such regulations are established to protect such use areas; to promote orderly development and redevelopment; to provide adequate light, air and access to property; to prevent congestion in the public right-of-way; to prevent overcrowding of land and undue concentration of structures by regulating land, buildings, yards and density of population; to provide for compatibility of different land uses; to provide for administration of this Ordinance; to provide for amendments; to prescribe penalties for violation of such regulations; and to define powers and duties of the City staff, the Planning and Zoning Commission, the Board of Adjustment, and the City Council in relation to this Ordinance." (§13-103)

Public Notification

A Public Hearing Notice was duly published in the Rock Springs *Rocket Miner* on July 25, 2015 and a copy of the Notice was also placed on the City's website. At the time of this report, staff had not received any public comments on the proposed amendments. Staff will advise the Commission of any comments received at the meeting.

Staff Recommendation

Staff will provide a formal recommendation after the public hearing on this item.



2015
CITY OF ROCK SPRINGS
LANGUAGE AMENDMENT
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

Staff Use Only:

Date Received 6/18/15

File Number: PZ-15-00168

Payment Information:

Amount Received: exempt Received by: N/A

Cash or Check Number: N/A Receipt Number: N/A

Date Certified as Complete Application: 6/18/15 By: J. Shields

A. 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(s) Information:

Name: Planning & Zoning - City of Rock Springs

Mailing Address: 212 D Street
Rock Springs, WY 82901

Email Address: _____

Phone Number: 352-1540 Fax Number: 352-1545

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

1. Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net):

13-815(I)(2)(j) + 13-601

2. Proposed Amendment (attached a separate sheet if necessary):

allow paving up to 65% with no CUP. Paving exceeding
65% of street frontage requires CUP approval at Staff
level.

3. Describe the need for and purpose of the Proposed Amendment:

to more accurately reflect the needs of the local
community.

C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. An incomplete application will not be scheduled for hearing and shall be returned to the applicant.

☐ Filing Fee (\$200.00) waived

☐ Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

D. SUBMITTAL DEADLINES:

NOTE: Applications that are not **RECEIVED by 3:00 p.m.** 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*	1/19/2015	2/16/2015	3/16/2015	4/20/2015	5/18/2015	6/15/2015	7/20/2015	8/17/2015	9/21/2015	10/18/2015	11/16/2015
Public Hearing Ad	A Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Hearing	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
City Council Hearing Ad	After the Planning and Zoning Commission Public Hearing, a second Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the City Council Public Hearing.											
**Council Public Hearing	2/3/2015	3/3/2015	4/7/2015	5/5/2015	6/2/2015	7/7/2015	8/4/2015	9/1/2015	10/6/2015	11/3/2015	12/1/2015	1/5/2016

* Deadline moved due to holiday.

**An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Zoning Ordinance amendment regulations (Sections 13-901 of the Rock Springs City Ordinances).

Signature of Petitioner Denise Boudreau

Date 6/18/15

Signature of Petitioner _____

Date _____

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)

PUBLIC HEARING NOTICE

TAKE NOTICE that the Rock Springs Planning and Zoning Commission will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., August 12, 2015, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application submitted by the City of Rock Springs Planning and Zoning Department, to consider amending Chapter 13 (Zoning) of the Ordinances of the City of Rock Springs to allow for paved driveway access in excess of 50% lot frontage without requiring Conditional Use Permit approval by the Planning and Zoning Commission. The following sections are proposed for amendment:

Section 13-601

Definitions

Section 13-815(1)(2)(j)

Number of Driveway Accesses

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 W. 1st Street, Rock Springs, Wyoming or on the City's website at www.rswy.net

Dated this 25th day of July 2015.

(s) Jennifer Shields, AICP, City Planner
Planning and Zoning Commission

July 25



Planning & Zoning Commission Staff Report

Project Name: Foothill Crossing Final Plat, Phase 1

Project Number: PZ-15-00189

Report Date: August 6, 2015

Meeting Date: August 12, 2015

Applicant

Jacob Ballstaedt
Garbett Homes
273 North East Capitol Street
Salt Lake City, UT 84103

Property Owner

Bryson Garbett and Radman Family
Sweetwater Development Group
273 North East Capitol Street
Salt Lake City, UT 84103

Engineer

Gareth Powell & Ken Walker
Uinta Engineering & Surveying Inc.
2638 Commercial Way
Rock Springs, WY 82901

Project Location

East Side of Foothill Boulevard,
Adjacent to Morningside Phase 1

Existing Zoning

R-3 (Medium Density Residential) and

Property Owner Notification

Mailed to property owners in 200'
radius on 7/31/15

Previous P&Z Action

4/8/15 – Preliminary Plat approved

Ordinance References

§16-503

Staff Representative

Jennifer Shields, AICP, City Planner

Attachments

- Attachment A: Utility Review Comments
- Application
- Adjacent Property Notice / Owners
- Dust Control Plan
- Revised Plat Dated 8/4/15

1. Request

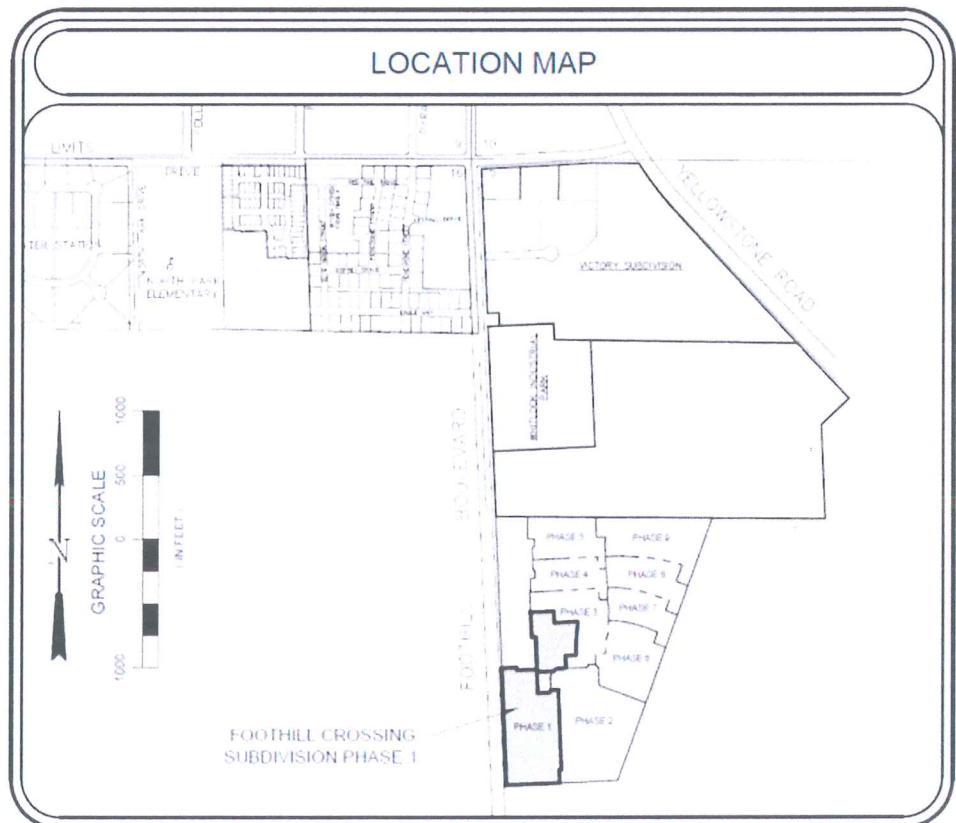
Request for Final Plat approval of Foothill Crossing, Phase 1, a new subdivision consisting of 22 lots and totaling 11.225 acres.

2. Background

The property has had numerous subdivision applications submitted over the last eight years, all previously known as “Morningside” in some form. Earlier this year, the applicant submitted a new, modified subdivision proposal for the property. Due to the numerous files on the property from past submittals, and in order to provide clarity in record keeping, staff required the applicant to rename the subdivision from “Morningside” to something more uniquely identifiable, which they did by renaming the subdivision “Foothill Crossing”.

The Foothill Crossing Preliminary Plat was reviewed by the Planning and Zoning Commission on April 8, 2015, and subsequently approved by the Rock Springs City Council on May 5, 2015.

This request is for Final Plat approval of Phase 1 of the subdivision. Please see the attached plat and the location diagram below:



Project Name:
Foothill Crossing Final Plat, Phase 1

Project Number:
PZ-15-00189

3. Size and Location

COMMENCING at the West 1/4 corner of said section 15, running thence S 2°23'46" E, 1174.77 feet along the West line of said section 15; Thence, N 87°36'14" E, 50.00 feet to the POINT OF BEGINNING, said POINT OF BEGINNING being the Southwest corner of the Morningside at Rock Springs - Phase 1, A Planned Unit Development, Thence, the following 6 courses along said Planned Unit Development, N 87°36'17" E, 117.00 feet; Thence S 2°23'43" E, 21.55 feet; Thence N 87°36'17" E, 157.00 feet; Thence N 2°23'43" W, 252.67 feet; Thence S 87°36'17" W, 33.38 feet; Thence N 2°23'43 W, 194.00 feet; Thence, leaving said Morningside at Rock Springs phase 1, A Planned Unit Development, N 87°36'17" E, 184.00 feet; Thence S 2°23'43" E, 90.70 feet; Thence N 86°09'24" E, 186.57 feet; Thence S 4°13'47" W, 198.22 feet; Thence S 00°25'38" E, 67.84 feet; Thence S 87°36'17" W, 84.10 feet; Thence S 2°23'43" E, 96.00 feet; Thence S 87°36'17" W, 44.83 feet to the point of curvature of a curve concave to the Southeast having a radius of 80.00 feet; Thence, Westerly 57.23 feet through a central angle of 40°59'15", the long chord of which bears S 67°06'39" W, 56.02 feet. Thence S 87°36'14" W, 130.53 feet; Thence S 2°23'46" E, 165.00 feet; Thence N 87°36'14" E, 83.00 feet to the point of curvature of a curve concave to the Northwest, having a radius of 20.00 feet, thence Northeasterly 31.42 feet along the arc of said curve through a central angle of 90°00'00"; The long chord of which bears N 42°36'14" E, 28.28 feet; Thence N 87°36'14" E, 60.00 feet; Thence S 2°23'46" E, 623.16 feet; Thence S 87°36'14" W, 16.91 feet; Thence S 2°23'46" E, 99.69 feet; Thence S 87°36'17" W, 420.09 feet to the East Right-Of-Way line of Foothill Boulevard; Thence N 2°23'46" W, 909.02 feet along said Right-Of-Way to the POINT OF BEGINNING.

Said Subdivision containing 11.225 Acres more or less.

4. Surrounding Land Use and Zoning

North – R-4 (Medium Density Residential)	Morningside Phase 1
South – B-2 (Community Business)	Vacant
West – R-1 (Low Density Residential)	Vacant BLM Land
East – R-5 (High Density Residential)	Vacant (future Foothill Crossing Phase 2)

5. Analysis

A Utility Review meeting for this Final Plat submittal was held on July 28, 2015. Due to the nature of the comments submitted by the Utility Review Committee, a revised plat was submitted on August 4, 2015 and is attached with this report. A full report of all Utility Review comments submitted for the originally submitted plat can be found in "Attachment A" of this report.

Staff will provide the Commission with any further comments received on the revised plat at the time of the scheduled meeting.

6. Property Owner Notification

Property owner notices were mailed to property owners located within 200 feet of the boundaries of the proposed subdivision on July 31, 2015. To date, no comments have been received. Staff will advise the Commission of any comments received after the date of this report.

Project Name:
Foothill Crossing Final Plat, Phase 1

Project Number:
PZ-15-00189

7. Staff Recommendation

Staff will make a formal recommendation following public comment at the meeting. At a minimum, staff recommends the following:

1. All Utility Review conditions shall be met.
2. Dust Control Plan submitted on July 16, 2015 shall be strictly adhered to. Any valid dust complaints from nearby residents shall result in a Stop Work Order being placed on the property.

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

1. Construction Drawings approved by all City Departments.
2. Engineer's Cost Estimate approved by City Engineering.
3. Mylar with all final revisions, signed by property owner and surveyor.
4. Recording Fee of \$75.00 made payable to Sweetwater County.
5. Financial Guarantee in the amount of 125% of the approved cost of subdivision improvements OR submittal of a Subdivision Improvement Agreement for review.

ATTACHMENT A:
UTILITY REVIEW COMMENTS FOR ORIGINAL FINAL PLAT SUBMITTED 7/16/15

PLANNING & ZONING (Jennifer Shields):

Missing Items:

1. Title Report:

- ☐ A Certificate of Purchase Holder, Gerald C. Newmeyer, has paid the taxes for the property for the years 2012, 2013, and 2014. Sweetwater Development Group needs to clear this tax lien issue up and provide the City with a Certificate of Redemption as proof of payment. MI
- ☐ Schedule B-Section II, Special Exceptions, #8 – provide a copy of this easement document, including location, for review. MI
- ☐ Schedule B-Section II, Special Exceptions, #9 – this is a 79 page easement document; page 35 indicates a buried fiber optic cable easement that runs in the area or within the subdivision. See attached legal description and use to provide the location of the easement. MI
- ☐ Schedule B-Section II, Special Exceptions, #17 – this is a 3 page easement document; see attached legal description and use to provide the location of the drainage easement. MI

2. ☐Ownership: Provide documentation that Bryson Garbett is an authorized signatory for Sweetwater Development Group. MI

3. ☐Engineer: Provide signature of project Engineer on the Final Plat Application. MI

4. ☐Screening Fencing: Per §16-905.K of the Subdivision Ordinance, "When a subdivision abuts or contains an existing or proposed arterial, the Commission shall require marginal access streets, reverse frontage with screen planting contained in a non-access reservation along the rear property line, deep lots with rear service alleys, or such other treatments as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic." The single-family residential lots along Foothill Boulevard will require screening fencing as part of the required subdivision improvements (not to include Lot 10). Add to revised Engineer's Cost Estimate. MI

General Comments:

- 5. Final Plat Drawings:** All Final Plats so submitted shall be of the same scale, shall have identical titles, legends and other information, and shall have match lines so that mosaics of the entire subdivision can be developed.
- 6. Phasing:** The subdivision shall be developed in the order in which the phases are numbered on the Preliminary Plat. Altering the phasing of the subdivision shall require re-submittal and approval of a new Preliminary Plat.
- 7. Street Frontage:** Per §16-905.V of the Subdivision Ordinance: "Street Improvements To Be Designated. No subdivision plat shall be approved unless the subdivider has designated street improvements for the entire front of all interior lots, and the entire front and side of all corner lots."
- 8. Lot 22, Public Park:** The City of Rock Springs Parks & Recreation Department has requested parkland dedication in the amount of 7% of the total land area for this subdivision. Since Phase 2 (11.066 acres) is zoned for and proposed to be apartments, which requires its own Outdoor Living Area requirements, Land dedication of 7% of the area excluding Phase 2 (42.338 acres total) would equal a minimum of 2.963 parkland acres required, and therefore the Land Dedication requirement for the proposed subdivision has been met.
- 9. Lot 10:** It is the City's understanding that this lot is intended for sale as a church development. Churches are Conditionally Permitted Uses in the R-3 Zoning District and require approval from the Rock Springs Planning and Zoning Commission. If the lot is never developed for this purpose, it could become a prime area for an unpermitted storage and/or junk yard for recreational vehicles, inoperable vehicles, etc. Lot 10 cannot be split in the future without going through the Resubdivision process. Property owner of Lot 10 shall be responsible for monitoring and prohibiting unpermitted activities and uses on the property at all times.

Final Plat Items:

10. Certificate sections:

- ⇒ Certificate of Dedication has a misspelling – correct indicted to indicated. FP
- ⇒ Add "Paul Kauchich, Director of Engineering and Operations" to this certificate statement. FP
- ⇒ Add a line for the month for the Engineering and Operations certificate statement. FP
- ⇒ Add name of Mary Manatos before "Chairman" to P&Z signature. FP
- ⇒ Add name of Jennifer Shields before "Secretary" to P&Z signature. FP
- ⇒ Add Carl R. Demshar, Jr. before "Mayor" to City Council signature. FP
- ⇒ Add Lisa M. Tarufelli before "City Clerk" to City Council signature. FP

- ⇒ Add a line for “Deputy” under the County Clerk line. FP
 - ⇒ Add the name, title, and organization (Sweetwater Development Group, LC) of the authorized signatory typed onto the plat. FP
 - ⇒ Add the name of the registered land surveyor that will be signing the plat typed into the first sentence of the statement. (I, John Smith, do hereby certify...). FP
11. Add the following statement in the notes section: “No direct vehicle access from lots 1, 10, or 15-18 shall be permitted onto Foothill Boulevard.” FP
 12. Title top line – remove “of the” and center the words “Final Plat”. FP
 13. In Subdivision Information box, remove the column for “Church Land”. This is presumptive and not material. FP
 14. Entirely remove the R-3 Setbacks table of information. FP
 15. Change BOTH existing drainage easement statements to read as follows: “Drainage Easement Book ____ Page ____ To Be Vacated By This Plat”. FP
 16. Add labels that identify “5’ Wide Utility Easement (Typ)” labels per block, and for both (2) areas in Lot 22. FP
 17. Remove “Phase 1” label in Lot 10 (Title covers this). FP
 18. Eliminate the centerline in the streets, but add a width dimension for all streets something like this: ←60’ R.O.W.→ FP
 19. Change label for waterline parcel to read as follows: “20’ Waterline Right-of-Way” and put entire label within lot lines. FP
 20. Add northern lot line dimension for Lot 16. FP
 21. Add eastern lot line dimension for Lot 9. FP
 22. Fix western lot line dimension that is partially cut off for Lot 8. FP

ENGINEERING & OPERATIONS (Meghan Jackson):

1. The drainage report, soils report, and construction drawings are still being reviewed; comments to come.
2. Obtain NPDES permit from DEQ.
3. Design and construction in accordance with City of Rock Springs Ordinances.
4. Place note stating no direct access onto Foothill Boulevard.

FIRE INSPECTOR (David Rhoades):

1. Previous comments of 2/24/15 still apply.

ROCKY MOUNTAIN POWER (Kyle Graham):

1. RMP may need a larger PUE if three-phase power is brought into subdivision off Foothill Boulevard.

QUESTAR GAS (Vince Lopez):

1. Utility easement? Want to verify that this is a utility easement along lots 11-18 and 1-9.
2. Gas line will be installed 1’ back of sidewalk.
3. Call for locates before excavating.

UTILITY REVIEW APPROVALS: Approvals for this project were provided by the Water Department, Wastewater Department, and Parks Department.



2015
CITY OF ROCK SPRINGS
FINAL PLAT
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

Staff Use Only:

Date Received 7/16/15 File Number: PZ-15-00189

Payment Information:

Amount Received: \$440⁰⁰ Received by: dBoudreau

Cash or Check Number: 1203 Receipt Number: R00157

Date Certified as Complete Application: 7/17/15 By: dBoudreau

A. SUBDIVISION NAME AND PHASE: (Complete a separate application for each phase):

Foothill Crossing Subdivision Phase 1

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: Jacob Ballstaedt

Company Name: Garbett Homes

Street Address: 273 N. East Capital Street

City: Salt Lake City State: Utah Zip Code: 84103

Email Address: jacob@garbetthomes.com

Phone Number: 801-455-5131 Fax Number: 801-456-2431
(including area code) (including area code)

Property Owner Information:

Name: Bryson Garbett and Radman Family

Company Name: Sweetwater Development Group

Street Address: 273 N. East Capital Street

City: Salt Lake City State: Utah Zip Code: 84103

Email Address: bryson@garbetthomes.com

Phone Number: 801-456-2430 Fax Number: 801-456-2431
(including area code) (including area code)

Engineer / Surveyor Information: Name: Gareth Powell and Ken Walkerd

Company Name: Unita Engineering

Street Address: 2638 Commercial Way

City: Rock Springs State: Wy Zip Code: 82901

Email Address: garethpowell@unitaengineering.com

Phone Number: 307-799-8957 Fax Number: _____
(including area code) (including area code)

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

1. Acreage of property: 11.225 acres
2. Present zoning of property (if multiple zoning districts are included in the proposed subdivision, provide the acreage of each zoning district and show the zoning boundary): R-3
3. Number of lots in the subdivision: 22

D. INSTRUCTIONS FOR FILING / SUBMITTAL CHECKLIST:

This checklist must be completed and submitted as part of the Final Plat Application. All items as listed within this checklist shall be submitted with the application and/or shown on the Final Plat or supporting documentation. Items that need to appear on the plat are listed under "Plat Items". Any missing information shall constitute an INCOMPLETE application. INCOMPLETE applications will be returned and will NOT be reviewed by the City of Rock Springs until a COMPLETE application is submitted.

- ☒ Final Plat Application (including checklist) completed and signed. NOTE: It is mandatory that the property owner of record sign the application. Applications missing the property owner of record's signature shall be deemed as incomplete.
- ☒ Final Plat Filing Fee. (\$200.00 plus \$20.00 for each lot in excess of ten (10) lots up to a maximum fee of \$1,000.00)
- ☒ 20 full size copies of the Final Plat and all supporting documentation. In addition to the 20 full size copies, one reduced copy no larger than 11" x 17" must also be submitted.
- ☒ 1 – PDF scanned at full-size of Final Plat drawing (submitted electronically to city_planner@rswy.net)
- ☒ Legal description for the property included in the Final Plat. The legal description shall be provided on disk in Word format or emailed to city_planner@rswy.net . The Legal Description shall appear on the Final Plat and shall also be submitted on a separate sheet.
- ☒ The Final Plat and required supporting material shall conform to the design and engineering standards set forth in the Subdivision Ordinance and to any conditions of approval specified by the Planning and Zoning Commission and the City Council.
- ☒ The Final Plat shall conform with the Preliminary Plat.


E. FINAL PLAT ITEMS:

- ☒ The Final Plat shall be prepared and certified to its accuracy by a registered land surveyor licensed in the State of Wyoming.
- ☒ In addition to the required copies listed above, the mylar of the Final Plat must be submitted to the Planning Department as part of the application submittal.
- ☒ The Final Plat shall be clearly and legibly drawn in black, waterproof India ink upon tracing linen, mylar of .004 inch in thickness (minimum) or some similar stable base material.
- ☒ Required affidavits, certificates and acknowledgements shall be legibly printed on the Plat in opaque ink.
- ☒ Sheet size of all Final Plats shall be 24" high by 36" wide.
- ☒ Information on the Plat shall be so positioned that a 1 ½" margin remains on the left side and a ½" margin is left on the three remaining sides.




7/16/15

- ☒ Prepared at a scale of 1" = 100' or larger for subdivision where the majority of lots are less than five (5) acres in size. The scale may be reduced to 1" = 200' for subdivision in which the minimum lot size is five (5) acres or more.
- ☒ Each sheet of the Final Plat shall be numbered and the total number of sheets comprising the plat shall be stated on each sheet (for example: Sheet 2 of 4). The relationship of one sheet to the other shall be shown by key maps and by match lines.
- ☒ Final platting may be accomplished in stages covering reasonable portions of the area of an approved Preliminary Plat. When this is done, each sheet of the Final Plat shall contain a vicinity map showing the location of the portion being submitted in relationship to the area for which the Preliminary Plat was submitted. All Final Plats so submitted shall be of the same scale, shall have identical titles, legends and other information, and shall have match lines so that mosaics of the entire subdivision can be developed. Each stage of the subdivision shall be as nearly self-sustaining and complete as possible and shall itself, or in conjunction with previous stages, meet the design standards set forth in these regulations so that if development is interrupted or discontinued after one or more stages is completed, a viable development will result. The subdivision shall be constructed in the order in which phases are numbered. Altering phasing of the subdivision shall require re-submittal and approval of a new Preliminary Plat.
- ☒ The submitted Final Plat shall contain the notarized signatures of the owner or owners, mortgagees, or others with an equitable or legal interest in the land of whatever nature and the signature of the registered land surveyor. In addition, the mortgagees, if any, shall provide the City with a letter confirming that they are aware of the subdivision and concur with the subdivision filing.
- ☒ The name of the subdivision at the top center of each sheet.
- ☒ General location of the subdivision by section, township, range, county, and state, entered under the name of the subdivision.
- ☒ Date, scale and north arrow.
- ☒ Boundary lines of the subdivision in a heavy solid line.
- ☒ Legal description of the subdivision boundary based on an accurate traverse, giving bearing and linear dimensions that result in a maximum allowable error of closure on one (1) part in ten thousand (10,000).
- ☒ The location and description of the point of beginning and its proper reference to the monumented boundary survey.
- ☒ Location and description of all monuments.
- ☒ Bearings, distances, and curve data of all perimeter boundary lines indicated outside of the boundary lines.
- ☒ On curved boundaries and on all curves within the Plat, sufficient data to allow the reestablishment of the curves on the ground.
- ☒ The location and layout of lots, blocks, tracts, streets, alleys, easements, and other public grounds within and immediately adjoining the Plat, with accurate dimensions in feet and one-hundredths of feet (1/100), bearings, curve data, length of radii and/or arcs of all curves.
- ☒ Drainage easements and drainage detention areas, clearly labeled as such and a note indicating the ownership and maintenance responsibility of the drainage easements and drainage detention areas.
- ☒ The names of all streets.
- ☒ All lots logically and consecutively numbered in the center of the lot.
- ☒ All dimensions shown on irregularly shaped lots.

 2/16/15

- ☒ 2. Parcels completely or partially surrounded by the area being subdivided shall be clearly marked "EXCEPTED," and the common boundary with the subdivision shown in a heavy solid line with bearings and distances.
- ☒ 3. A notation of the total acreage of the subdivision, the total number of lots, and a breakdown of total acreage for street right-of-ways, parkland, open space, drainage detention or other public areas.
- ☒ 4. A notarized certificate by all parties having any titled interest in or lien upon the land, consenting to the recording of the plat and dedicating public ways, grounds, and easements. All signatures shall be in permanent, black ink. Certification shall read as stated in Section 16-503.(F).17. of the Rock Springs Subdivision Ordinance.
- ☒ 5. Certificate of a registered land surveyor as stated in Section 16-503.(F).18. of the Rock Springs Subdivision Ordinance.
- ☒ 6. Certificate of review of the Department of Engineering and Operations as stated in Section 16-503.(F).19. of the Rock Springs Subdivision Ordinance.
- ☒ 7. Certificate of approval by the City of Rock Springs Planning and Zoning Commission as stated in Section 16-503.(F).20. of the Rock Springs Subdivision Ordinance.
- ☒ 8. Certificate of acceptance and approval by the City Council of the City of Rock Springs as stated in Section 16-503.(F).21. of the Rock Springs Subdivision Ordinance.
- ☒ 9. Certificate for recording by the County Clerk and Recorder as stated in Section 16-503.(F).22. of the Rock Springs Subdivision Ordinance.
- ☒ 10. When the plat of a subdivision or resubdivision intends to vacate an existing easement, the location of the easement shall be shown on the plat with a notation that it is being vacated by the plat.
- ☒ 11. In the case of a resubdivision of an existing subdivision or portion of a subdivision, a declaration statement as stated in Section 16-503.(F).23. of the Rock Springs Subdivision Ordinance shall appear above the Mayor's signature or below the title.
- ☒ 12. Drainage Easement Statement – In a subdivision that has drainage easements, the following statement shall appear on the plat: "Maintenance and upkeep of drainage easements will be the responsibility of the individual lot owner. Fences, walls or footings that would impede drainage flows within those drainage easements and regrading of drainage easements shall not be permitted."
- ☒ 13. Floodplain - If a subdivision lies within a one hundred (100) year floodplain, the following statement shall appear on the face of the final plat and all contracts and agreements relating to the subdivision: "THIS SUBDIVISION IS (OR THE FOLLOWING LOTS ARE) LOCATED IN THE ONE HUNDRED YEAR FLOOD PLAIN AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY."
- ☒ 14. Mined Areas - If a subdivision lies over a known mined area, the following statement shall appear on the face of the final plat and all contracts and agreements relating to the subdivision: "THIS SUBDIVISION IS (OR THE FOLLOWING LOTS ARE) LOCATED OVER KNOWN MINED AREAS."

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F. FINAL PLAT SUPPORTING DOCUMENTATION TO BE SUBMITTED WITH APPLICATION:

- ☒ **Four (4)** copies of the Drainage Report meeting the criteria as specified in Section 16-503.G.(2) of the Rock Springs Subdivision Ordinance.
- ☒ **Four (4)** copies of the Soils Report meeting the criteria as specified in Section 16-503.G.(3) of the Rock Springs Subdivision Ordinance.
- ☒ **Four (4)** copies of the Grading, Drainage and Development Plan meeting the criteria as specified in Section 16-503.G.(4) of the Rock Springs Subdivision Ordinance.
- ☒ **Six (6)** copies of the Construction Plans and Details meeting the criteria as specified in Section 16-503.G.(5) of the Rock Springs Subdivision Ordinance.
- ☒ **Dust Control Plan** - A dust control plan must be submitted to the City Engineer for approval before any construction begins.
- ☒ **Title Opinion** - Evidence satisfactory to the City must be submitted showing all taxes and assessments due on the property to be subdivided have been paid in full, showing title or control of the property to be subdivided and showing the property to be subdivided as free and clear of any liens. An attorney's title opinion or ownership and encumbrance report from a land title company shall be considered satisfactory evidence. Such an opinion or report shall also note any reservation for mineral rights and the existence of any mineral or oil and gas leases.
- ☒ **Deeds** - When required by the City, assurance that a warranty deed or other acceptable instrument conveying to the city or other appropriate public agency any public lands other than streets, alleys or easements shown on the Final Plat and title insurance if required by the City on the subject parcel, shall be presented to the City upon approval of the Final Plat. The method of assurance will be approved by the City Attorney.
- ☒ **Fees in Lieu of Park Land** - Payment of any fees in lieu of public land dedication or any initial payment and a payment schedule keyed to subdivision development.
- ☒ **Recording Fee** - \$75.00 in the form of a check made out to Sweetwater County.
- ☒ **Financial Guarantee** - A contractor's performance bond, an irrevocable letter of credit, funds in escrow or other appropriate commitment to guarantee the complete and timely development of any facilities or improvements which are the subdivider's responsibility. The bond shall be in an amount of 125% of the Engineer's Cost Estimate, as approved by the City Engineer. The Engineer's Cost Estimate shall be submitted as part of the Final Plat submittal.
- ☒ **Easements**: If the subdivider proposes to utilize adjoining property for water lines, drainage, sewer lines, power lines, or other utilities, the subdivider shall provide copies of the recorded binding easements of not less than twenty (20) feet in width for the proposed facilities from each property owner over whose land such services shall extend. The Final plat shall show the Book and Page number as recorded in the Office of the County Clerk and Recorder for all recorded easements.

G. FINAL PLAT REVIEW PROCEDURE:

- ❖ Within three (3) working days of submittal, the Planning Department shall review the application for conformance with the Final Plat submittal requirements. If the application does not conform to the submittal requirements, the application will be deemed as incomplete, the subdivider will be notified and the application will be returned.
- ❖ Agency Review – After it is determined that a complete Final Plat submittal has been made, the Planning Department shall refer material to appropriate agencies for review and comment (a utility review meeting will be held).
- ❖ At least seven (7) days prior to the Planning and Zoning Commission at which the plat is to be considered, the Planning Department shall notify the owners of subdivided and unplatted land within 200 feet of the boundaries of the proposed subdivision of the time and date of the meeting.
- ❖ The Planning and Zoning Commission shall review the Final Plat in a public meeting. In reviewing the Final Plat, the Commission shall consider oral or written statements from the applicant, the public, City staff, and the Commission. The Commission may recommend approval, conditional approval, disapproval or may table the Final Plat.
- ❖ Approval of the Final Plat by the Planning and Zoning Commission shall remain effective for 12 calendar months. A Final Plat which has not received approval of the City Council within 12 calendar months following Planning and Zoning Commission approval shall be subject to the requirements of Section 16-502 (Preliminary Plat). The subdivider may apply in writing for, and the Commission may, for cause shown, grant a six month extension to the 12 month period.
- ❖ Upon being notified of the comments and any necessary approvals of reviewing agencies, the Planning Department shall forward the Final Plat, comments and approvals of reviewing agencies, pertinent supporting materials, and the recommendations of the Planning Commission to the City Council. **Incomplete Final Plats for which necessary approvals have not been secured shall not be forwarded to Council for action.**
- ❖ City Council Action - The City Council shall either approve the Final Plat or disapprove the Final Plat and notify the subdivider of the conditions to be met to gain approval. If a disapproved Final Plat is modified and resubmitted to the City Council at a later date for their consideration, the Council may require the concurrent submittal of an updated ownership and encumbrance report or title opinion.
- ❖ Filing With County Clerk - Upon approval by the City Council of the Final Plat, the subdivider shall submit payment for the recording fee to the Planning Department within sixty (60) days after approval of the Final Plat by the City Council. The Planning Department shall transmit the subdivider's recording fee and the duly approved and executed Final Plat to the County Clerk and Recorder for the filing of the Final Plat among the official records of the County.
- ❖ Alternate Approval Procedure - As an alternate procedure and at the request of the subdivider, the City Council may approve a Final Plat and instruct the Planning Department to withhold the approved Final Plat from recording for a period of time to allow the subdivider to install all of the required public improvements according to the plans and specifications approved by the City Engineer. (NOTE: Since the plat will not be recorded, lots cannot be sold). This procedure, when approved by the Council, shall be in lieu of the guarantees for installation or improvements as set forth in Section 16-503 (G).9. of the Subdivision Ordinance. NOTE: If decided to petition the City Council to accept the "Alternate Approval Procedure" in lieu of the financial guarantee, contact the City Planning Department to receive a sample agreement. Be advised that the City Council has the right to refuse the Alternate Approval Procedure and has the right to require the financial guarantee as required in Section 16-503.G.(9).
 - An executed standard contract as approved by the City Attorney regarding installation of improvements shall be submitted with the Final Plat. (Contact the Planning Department for a sample contract)
 - The contract shall require that all improvements be completed no later than twelve (12) months from the date the Final Plat was approved by the City Council.
 - The subdivider may apply in writing for, and the Council may, for cause shown, by Resolution grant a six (6) month extension to the twelve (12) month period.
 - After all improvements are inspected and approved by the Governing Body, by resolution, the Plat shall be recorded by the Department in accordance with Section 16-503(J), and the sale of lots may proceed according to the approved and recorded plat.
 - Building permits for structures will not be issued within the subdivision until the plat is recorded and the requirements of Section 16-808 are met.
 - If after receiving approval of the alternate approval procedure the subdivider chooses to submit a Financial Guarantee in accordance with Section 16-503.G.(9), the subdivider shall provide the City Engineer an Engineer's Cost Estimate of the remaining improvements.
 - After approval of the cost estimate by the City Engineer, the Financial Guarantee shall be submitted and approved by the Governing Body of the City of Rock Springs by resolution and the filing of the plat shall proceed as specified in Section 16-503.J.

7/16/15

H. CONSTRUCTION / IMPROVEMENT CHECKLIST:

The following checklist is provided to make the property owner / developer / engineer aware of the City's Subdivision Ordinance pertaining to subdivision improvements and the process for acceptance of such improvements:

- ☐ Release of Financial Guarantee - As improvements are completed, inspected and approved by the City Engineer, the subdivider may apply to the City for a release of a proportionate part of any collateral deposited with the City.
- ☐ Design by Professional Engineer - All public improvements must be designed by a professional engineer, licensed to do such work in the State of Wyoming.
- ☐ On Site Representative - The developer shall designate, in writing, the name of the agent who shall be available at all times during construction progress and who shall not be replaced without a written notice to the City Engineer. The agent will be the developer's representative at the site and shall have the authority to act on the developer's behalf.
- ☐ Installation of Improvements - The subdivider shall install the following improvements in a timely manner and in accordance with plans, specifications, and data as approved by the City Engineer. Refer to Section 16-805 of the Rock Springs Subdivision Ordinance for installation criteria of the water main system, fire hydrants, storm drainage system, sanitary sewer system, streets (including transportation plan streets), street grading and surfacing, street lights, streets name signs and traffic control signs, utilities and other facilities and improvements.
- ☐ Monuments:
 - The owner and subdivider shall, at his expense, install monuments at all subdivision boundary corners which shall be marked with two (2) inch diameter brass caps. These caps may be set in concrete or be affixed to thirty (30) inch lengths of galvanized pipe and shall be properly marked for identification as to location, shall carry the true elevation, shall be referenced if subject to destruction, and again shall show the proper identification and license of the certifying surveyor.
 - Perimeter ties shall be shown to all Section, Quarter Section and Sixteenth Section Lines.
 - Block and lot corners, Points of Tangency and Points of Curve of all curves shall be marked by a distinctive survey corner marker. Where section lines and quarter section lines intersect the center line of any street, reference shall be given to the nearest section corner or quarter corner.
 - The placement of all monuments shall be under the supervision of the Director of Engineering and Operations, and the owner may be required to pay a reasonable charge for the inspection service.
- ☐ As-Built Plans –
Prior to the approval and acceptance of any completed improvements, as-built plans must be submitted to the City Engineer in accordance with Section 16-806 of the Rock Springs Subdivision Ordinance.
- ☐ Acceptance of Improvements - At any time after the completion of construction of public streets and their inspection by the Director of Engineering and Operations, the subdivider may request that the City accept maintenance of the streets. The City Council may accept maintenance of streets, sewers, and rights-of-way if all work is in compliance with City specifications and requirements at the time of acceptance providing the developer presents to the City a one year warranty on the construction. (This requires a resolution by the City Council)
- ☐ Issuance of Building Permits - Building Permits may be issued for lots within a subdivision only after final plat approval is granted by the City Council and water and sewer service is stubbed to the lots. Occupancy permits for buildings shall not be issued until the installation of subdivision improvements is completed (including acceptance of the improvements as outlined above), which shall include curb, gutter, sidewalk and paving. NOTE: Building Permits will not be issued for any structure within a subdivision following the Alternate Approval Procedure.
- ☐ Compliance with Drainage Plans - Subdivision drainage plans, and individual lot drainage plans, must be complied with. Upon completion of final subdivision grading and prior to building permits being issued, a certified topographic survey verifying final grades with proposed grades shall be submitted. Spot elevations shall be given for all inverts, low points and flowing entry and exit points. Plot plans for Building Permits must show, and be consistent with, the drainage plan approved for the lot. Individual lot drainage plans included on the Preliminary Plat shall also be included on the Final Plat Construction Plans. Occupancy Permits for buildings shall not be issued until a certified survey showing final grading has been submitted and approved by the City. (See Section 16-808 for additional requirements.) Lot drainage must remain consistent with the drainage plan approved for the lot.

I. FINAL PLAT SUBMITTAL DEADLINES:

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

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Submittal Deadline	12/9/2014*	1/16/2015	2/13/2015	3/13/2015	4/17/2015	5/15/2015	6/12/2015	7/17/2015	8/14/2015	9/18/2015	10/15/2015	11/13/2015
Review of Completeness	Within three (3) working days after the submittal, the Planning Department shall review the application for conformance with the Final Plat submittal requirements. If the application does not conform to the submittal requirements, the application will be deemed as incomplete, the subdivider will be notified, and the application will be returned.											
Utility 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 so be sure to provide all addresses of whom you would like to be invited to the meeting. It is required that the petitioner or an assigned representative attend the meeting. SEE NOTE BELOW.											
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 Hearing.											
P&Z Meeting	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
Approximate Council Meeting **	2/3/2015	3/3/2015	4/7/2015	5/5/2015	6/2/2015	7/7/2015	8/4/2015	9/1/2015	10/6/2015	11/3/2015	12/1/2015	1/5/2016

* Deadline moved due to holiday.


**** Date is the first possible date of the City Council Meeting. The Final Plat will not be placed on the City Council Agenda until ALL required documents, approvals, and financial guarantees have been received and all necessary corrections have been made and reviewed.**

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. **

7/16/15

J. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent regulations. I further agree if the application 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. I further certify that I understand that any missing items shall constitute an INCOMPLETE application and that INCOMPLETE applications will be returned and will NOT be reviewed by the City of Rock Springs until a complete application is submitted.

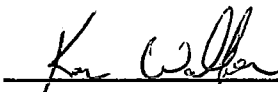
Signature of Petitioner  Date 7-13-15

Signature of Mortgagee  Date 7-13-15

Signature of Owner* _____ Date _____

Signature of Owner* _____ Date _____

Signature of Owner* _____ Date _____

Signature of Engineer  Date 7-28/15

* Please note: All property owners of record and mortgagees must sign the subdivision application, as well as the mylar for the Final Plat. Attach additional pages, if necessary.

July 31, 2015

Dear Property Owner or Interested Party:

This letter is to inform you that a request has been made by Jacob Ballstaedt (Garbett Homes) on behalf of Sweetwater Development Group L.C. (property owner), and represented by Gareth Powell (Uinta Engineering and Surveying Inc.), for **FINAL PLAT – PHASE 1** approval of Foothill Crossing, a proposed subdivision located within the City of Rock Springs.

The entire subdivision is planned to be developed in nine phases. The current application for **PHASE 1** contains 22 lots and totals 11.225 acres. According to records available to the City, you own property located within 200 feet of the proposed subdivision boundary. (Please refer to the attached Final Plat drawing and the location diagram below).

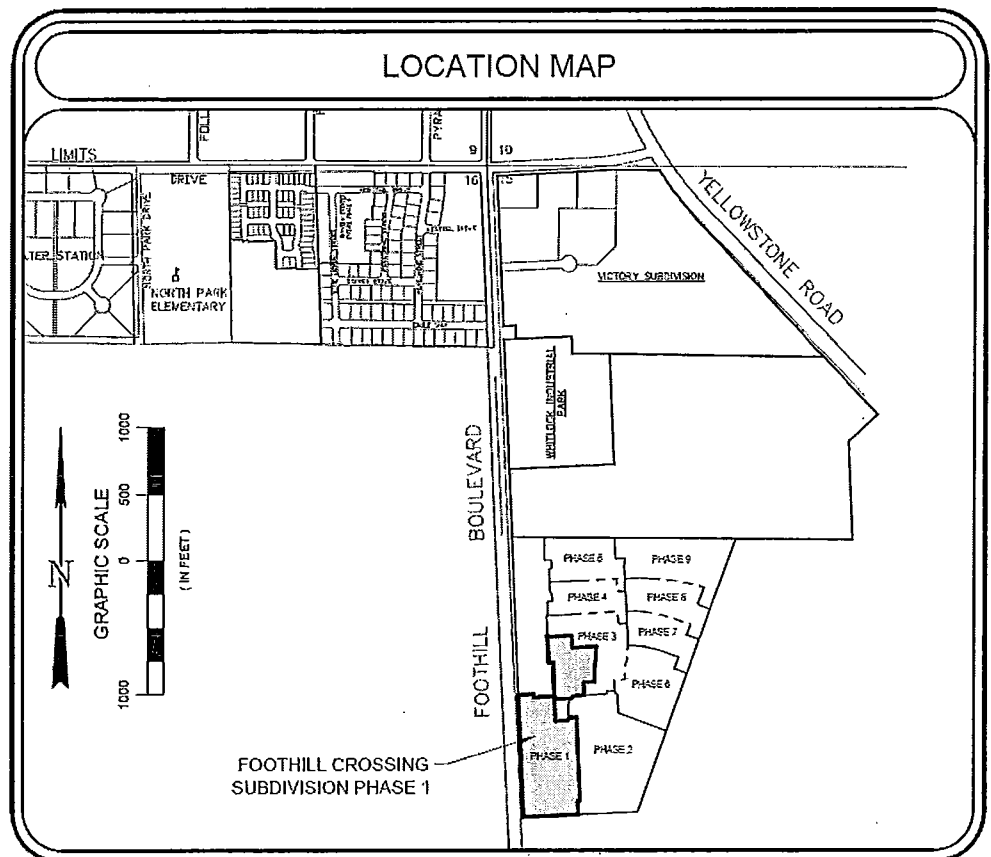
The Rock Springs Planning and Zoning Commission will review this request on Wednesday, **August 12, 2015 at 7:00 p.m.** in the Rock Springs City Hall Council Chambers, 212 'D' Street. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments will be accepted no later than Noon on August 12, 2015.

Sincerely,

Jennifer L. Shields

Jennifer L. Shields, AICP
City Planner

Enc.





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

ZIMMER DANIEL J & CATHERINE C
1015 KAMERIN SPRINGS DR
TALENT, OR 97540-7842

GUIER ROBERT Z & EMILY J
6112 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6849

JAMES PAMELA K
5820 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6851

COLLINS ROBERT L & TEANNA M
5860 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6851

BAILEY RICHARD W JR & KARA
5740 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6692

HOLGATE MEGAN M & JOHN D
6116 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6849

CUSULOS JOHN
6105 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6849

CHICK JENNIFER D
6120 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6849

ROOD CRAIG B
5800 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6851

HAMILTON TYLER M
6113 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6849

STINGER WELLHEAD
PROTECTION INC C/O MATTOX
TERRELL & ASSOC INC
1614 AVENUE B
KATY, TX 77493-1611

NOSICH KEVIN S
5760 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6692

SMITH BENNY W & AMY L
5900 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6854

STEELE KIMBERLY K
5880 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6851

DITMER JEREMY
6044 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6859

CLERK ADAM PATRICK SPENCER
1163 BALD EAGLE CT
ROCK SPRINGS, WY 82901-6858

YOUNG CAMERON P & DEEANN
1121 HORIZON DR
ROCK SPRINGS, WY 82901-8112

FINK DEXTER W
1151 BALD EAGLE CT
ROCK SPRINGS, WY 82901-6858

KEYS ROBERT F & JAMIE L
1121 MORNINGSIDE DR
ROCK SPRINGS, WY 82901-6801

NAVA DAVID MEDINA
6041 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6859

MORNINGSIDE HOMEOWNERS
ASSOC
9140 S STATE ST STE 202
SANDY, UT 84070-2694

FRANCO ROGELIO & GONZALEZ
DEFranco MARIA L
5721 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6850

HAMPTON JAMES H & BILLIE J
5840 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6851

HUDSON DUSTY J & JESSICA M
6108 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6849

FOOTHILL INDUSTRIAL PARK LLC
925 S 4400 W
SALT LAKE CITY, UT 84104-4430

KUTYBA KEVIN
5780 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6692

COLE KARSON C
5761 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6850

PRESTON TONYA R
1159 BALD EAGLE CT
ROCK SPRINGS, WY 82901-6858

REYNOLDS JEREMY L & SUSANNA
1120 HORIZON DR
ROCK SPRINGS, WY 82901-8112





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

LYDIKSEN MICHAEL L & AUBREY
1143 BALD EAGLE CT
ROCK SPRINGS, WY 82901-6858

TOPP CLIFTON R & BARBARA S
5920 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6854

MARTIN STEVE
1147 BALD EAGLE CT
ROCK SPRINGS, WY 82901-6858

MAZHARIAN ANDREW
6117 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6849

COBB KERRY F & FREDELLA L
6045 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6859

GOLDSBERRY AARON L
6121 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6849

SANTA SEAN
6052 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6859

SWEETWATER DEV. GROUP
BRYSON GARBETT & RADMANS
273 N EAST CAPITOL ST
SALT LAKE CITY, UT 84103-4623

VANVALKENBURG RICHARD S
5940 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6854

RIBORDY LARRY
6049 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6859

PERIUS DONALD
1139 BALD EAGLE CT
ROCK SPRINGS, WY 82901-6858

BONGIORNO CHARLES A &
BEVERLY L
6048 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6859

TREJO ARTURO D
6040 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6859

LOGAN NATALIE
6060 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6859

MICHELE ANTHONY S
5741 SUN RIDGE DR
ROCK SPRINGS, WY 82901-6850

JACOB BALLSTAEDT
GARBETT HOMES
273 NORTH EAST CAPITOL ST
SALT LAKE CITY, UT 84103

ROY SHELLI
6104 WILD BUFFALO CT
ROCK SPRINGS, WY 82901-6849

UINTA ENGINEERING & SURVEYING
C/O GARETH POWELL
2638 COMMERCIAL WAY
ROCK SPRINGS, WY 82901

FARIS SEAN C & MACKENZIE K
716 D ST
ROCK SPRINGS, WY 82901-7263



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

Dust Control Plan

Foothill Crossing, Phase 1 Subdivision Improvements Construction

Dust control shall be implemented during all construction activities and will be the responsibility of the contractor(s). The procedures in order to control dust are as follow:

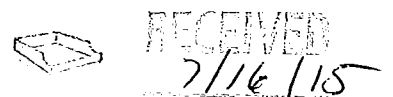
1. The limits of clearing, grubbing, and topsoil removal shall be closely monitored, not to exceed the limits of excavation as shown in the construction drawings.
2. A water truck or other approved means of controlling dust shall be available on site during all construction activities. The contractor performing the work shall be responsible for the cost and supply of dust control on the project site. The Owner, if required to supply dust control on the project, shall deduct price from contract with the contractor.
3. All spoil piles shall be removed from the site and taken to a location as specified and approved by the owner and engineer.
4. Water shall be applied to the site as needed subsequent to the clearing and grubbing work and throughout the grading operations until final grade work is completed to stabilize and minimize dust.
5. Off site vehicle tracking of sediment shall be minimized with gravel pads at entrance and exit points and will be monitored and cleaned up as required.
6. Continued dust control, sediment control and erosion control measures shall be continued using Best Management Practices during construction activities and until development is completed.
7. Permanent Dust Control will be in place once construction is completed – All areas within the site will be permanently surfaced with concrete, asphalt and road base surfacing which are very affective in dust control.

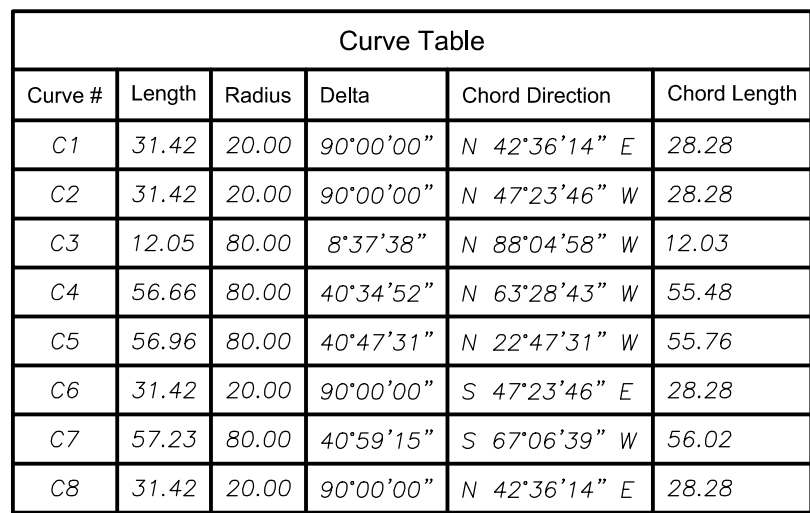
Dust Control Inquiries or Complaints can be directed to the following (in this order):

Craig Knudsen
Site Manager for Morningside Projects
(307) 922-3822

Jacob Ballstaedt
Land Development Manager
(801) 455-5131

The above contact list will be updated once a contractor is selected for this project.





LEGEND

PROPERTY LINE

EASEMENT LINE
PROPERTY CORNER $\frac{5}{8}$ " x 24"
R WITH 1-1/2" ALUMINUM CAP
"CLOEY C. WALL PLS 482"
CORNER $\frac{5}{8}$ " x 24" STEEL BAR
1/2" ALUMINUM CAP INSCRIBED
WALL PLS 482"
1/4 CORNER-3" GLO BRASS CAP
ATELY INSCRIBED



SUBDIVISION INFORMATION				
PHASE	# OF LOTS	AREA (ac)	LAND IN R.O.W.	PARK LAND
PHASE 1	22	11.225	1.966 AC	2.964 AC

CERTIFICATE OF DEDICATION

Know all men by these presents that the undersigned Sweetwater Development Group, LC, a Wyoming Limited Liability Company, being the owner of the land shown in this plat, does hereby certify: That the foregoing plat designated as Foothill Crossing Subdivision Phase 1, is located in W ½ SW ¼ of Section 15, T19N, R105W, 6th P.m., Sweetwater County, Wyoming, and is more particularly described as follows:

COMMENCING at the West 1/4 corner of said section 15, running thence S 2°33'46" E, 117.74 feet along the West line of said section 15; Thence, N 87°36'14" E, 50.00 feet to the POINT OF BEGINNING, said POINT OF BEGINNING being the Southwest corner of the Morningside at Rock Springs – Phase 1, A Planned Unit Development, Thence, the following 6 courses along said Planned Unit Development, N 87°36'17" E, 117.00 feet;

Thence S 2°23'43" E, 21.55 feet;

Thence N 87°36'17" E, 157.00 feet;

Thence N 2°23'43" W, 252.67 feet;

Thence S 87°36'17" W, 33.38 feet;

Thence N 2°23'43" W, 194.00 feet;

Thence, leaving said Morningside at Rock Springs phase 1, A Planned Unit Development, N 87°36'17" E, 184.00 feet;

Thence S 2°23'43" E, 90.70 feet;

Thence N 86°09'24" E, 186.57 feet;

Thence S 41°34'47" W, 198.22 feet;

Thence S 00°25'38" E, 67.84 feet;

Thence S 87°36'17" W, 84.10 feet;

Thence S 2°23'43" E, 96.00 feet;

Thence S 87°36'17" W, 44.83 feet to the point of curvature of a curve concave to the Southeast having a radius of 80.00 feet; Thence, Westerly 57.23 feet through a central angle of 40°59'15", the long chord of which bears S 67°06'39" W, 56.02 feet.

Thence S 87°36'14" W, 130.53 feet;

Thence S 2°23'46" E, 165.00 feet;

Thence N 87°36'14" E, 83.00 feet to the point of curvature of a curve concave to the Northwest, having a radius of 20.00 feet, thence Northeasterly 31.42 feet along the arc of said curve through a central angle of 90°00'00"; The long chord of which bears N 42°36'14" E, 28.28 feet;

Thence N 87°36'14" E, 60.00 feet;

Thence S 2°23'46" E, 62.316 feet;

Thence S 87°36'14" W, 16.91 feet;

Thence S 2°23'46" E, 99.69 feet;

Thence S 87°36'17" W, 420.00 feet to the East Right-Of-Way line of Foothill Boulevard; Thence N 2°23'46" E, 909.02 feet along said Right-Of-Way to the POINT OF BEGINNING.

and contains an area of 0.225 acres, more or less, and that this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct plat of the area as it is divided into lots, streets, right-of-ways, and easements, and that the undersigned owners of the land shown and described on this plat do hereby dedicate to the City of Rock Springs and its licensees for perpetual public use all streets, rights-of-way, easements, and other lands within the boundary lines of the plat as indicated and not otherwise dedicated for public use.

DEVELOPER: SWEETWATER DEVELOPMENT GROUP, LC
273 NE CAPITOL ST.
SALT LAKE CITY, UT 84103
801-456-2430

1. Lot 10 can not be split in the future without going through the re-subdivision process. Property owner of Lot 10 shall be responsible for monitoring and prohibiting unpermitted activities and uses on the property at all times.
2. All easements are 5 feet unless otherwise noted on this plat.
3. Maintenance and upkeep of drainage easements will be the responsibility of the individual lot owner. Fences, walls, or footings that would impede or obstruct flow within these drainage easements and regroding of drainage easements shall not be permitted.
4. No direct vehicle access from lots 1, 10, or 15-18 shall be permitted onto Foothill Boulevard.

NOTARIAL CERTIFICATE

STATE OF)
COUNTY OF)^s

The foregoing instrument was acknowledged before me by Bryson Garbett
this _____ day of _____, 2015.

Witness my hand and official seal.

My commission expires:_____.

Notary Public: _____

CERTIFICATE FOR RECORDING BY THE COUNTY CLERK
AND RECORDER

This plat was filed for record in the Office of the Clerk and Recorder at ___ o'clock ___.m., and is duly recorded in the Book of Plats, Page No. _____.

County Clerk

Deputy

CERTIFICATE OF REGISTERED LAND SURVEYOR

STATE OF WYOMING)
COUNTY OF LINCOLN) ss

I, Cloey C. Wall, do hereby certify that I am a registered land surveyor licensed under the laws of the State of Wyoming, that this plat is a true, correct, and complete plat of Foothill Crossing Subdivision Phase 1 as laid out, platted, dedicated, and shown hereon, that such plat was made from an accurate survey of said property by me and under my supervision and correctly shows the location and dimensions of the lots, easements, and streets of said subdivision as the same are staked upon the ground in compliance with the City of Rock Springs' regulations governing the subdivision of land to an acreage of one (1) part in ten thousand (10,000).

NOTARIAL CERTIFICATE

STATE OF WYOMING) SS
COUNTY OF LINCOLN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2015
by: Cloey C. Wall as a free and voluntary act and deed.

Witness my hand and official seal.

My commission expires _____

Notary Public _____

CERTIFICATE OF REVIEW OF THE DEPARTMENT OF
ENGINEERING AND OPERATIONS

Data on this plot reviewed this _____ day of _____, 2015 by a licensed Professional Engineer on behalf of Paul Kauchich, Director of Engineering and Operations of the City of Rock Springs, Wyoming.

Licensed Professional Engineer

CERTIFICATE OF APPROVAL BY CITY OF ROCK SPRINGS
PLANNING AND ZONING COMMISSION

*This plot approved by the City of Rock Springs Planning and Zoning Commission
this _____ day of _____, 2015.*

Mary Manatos, Chairman

attest: Jennifer Shields, Secretary

CERTIFICATE OF ACCEPTANCE AND APPROVAL BY THE CITY
COUNCIL OF THE CITY OF ROCK SPRINGS

Approved by the City Council of the City of Rock Springs, Wyoming,
this _____ day of _____, 2015.

Carl R. Demshar, Jr., Mayor

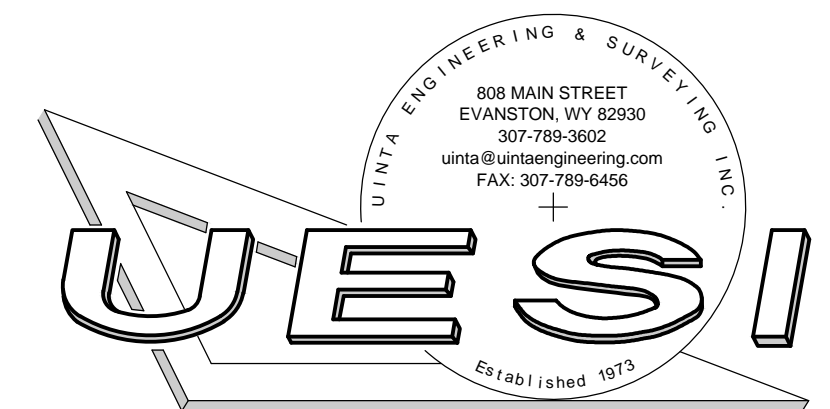
attest: Lisa M. Tarufelli, City Clerk

CERTIFICATE FOR RECORDING BY THE COUNTY CLERK
AND RECORDER

This plat was filed for record in the Office of the Clerk and Recorder at ___o'clock__m., and is duly recorded in the Book of Plats, Page No._____.

County Clerk

Deputy



DATE: 2/16/14 JOB #: 14-82-01 FILE: 14-82-01
DRAWN BY: JLH SURVEYOR: Cloey Wall



Planning & Zoning Commission Staff Report

Project Name: Great Basin Industrial Major Site Plan

Project Number: PZ-15-00190

Report Date: August 3, 2015

Meeting Date: August 12, 2015

Applicant

Jeff Murray
2000 Mineral Drive
Rock Springs, WY 82901

Property Owner

Jeff Murray
2000 Mineral Drive
Rock Springs, WY 82901

Engineer

Kyle Turpin/Dan Kennedy
JFC Engineers & Surveyors
1515 Ninth Street, Suite A
Rock Springs, WY 82901

Project Location

2000 Mineral Drive

Zoning

I-2 (Heavy Industrial)

Public Notification

Property owner notice (200' radius) mailed 7/31/2015

Previous P&Z Action

None

Ordinance References

§13-811, §13-904

Staff Representative

Denise Boudreault, Assistant City Planner

Attachments

- Attachment A: Utility Review Comments
- Site Plan Application
- Adjacent Property Owner Letter and Address List
- Site Plan pages dated 8/4/15

Request

Request for Major Site Plan approval of a new 16,800 square feet warehouse building.

General Information

In accordance with §13-904 of the Rock Springs Zoning Ordinance, proposed developments consisting of more than one (1) commercial or industrial building on a single lot or parcel shall be considered as a Major Site Plan Application, which requires approval by the Rock Springs Planning and Zoning Commission.

[Note: A Floodplain Development Permit application has been submitted for the project and is being reviewed at staff level.]



Utility Review

A Utility Review meeting for this project was held on July 28, 2015. Utility Review comments for the originally submitted plans can be found in "**Attachment A**" of this report. Due to the nature of the comments submitted by the Utility Review Committee, revised plans were required. Revised plans were submitted on August 4, 2015 and are attached with this report. **Staff will provide the Commission with any further comments received on the revised plans at the time of the scheduled meeting.**

Property Owner Notification

Adjacent property owners were notified of this application on July 31, 2015 and were invited to comment. At the time this report was written, no written or verbal comments were received. Any comments received after the preparation of this report shall be submitted to the Planning and Zoning Commission at the time of the scheduled meeting.

Project Name:

Great Basin Industrial Warehouse

Project Number:

PZ-15-00190

Staff Recommendation

Staff will provide a recommendation following public comment at the meeting. At a minimum, staff recommends that FINAL Major Site Plan approval is contingent upon the following:

1. All Utility Review conditions shall be met.
2. All site improvements, including parking lot paving, perimeter curb and gutter, and striping, shall be installed prior to Planning Division sign off on the Occupancy Permit.
3. Floodway shall be staked by the developer and inspected by City Planning prior to issuance of a Building Permit. No development materials of any kind - including stockpiles of dirt, construction equipment, storage containers or debris - shall be permitted within the staked Floodway area. All floodway stakes shall remain in place until such time as Planning has approved the Occupancy Certificate for the development.
4. Submit an Elevation Certificate stamped by a licensed Wyoming Surveyor certifying that the warehouse will be built at or above the Base Flood Elevation.
5. An As-Built Elevation Certificate shall be provided at the time of Occupancy inspection showing that the top of the bottom floor is elevated at or above the Base Flood Elevation level. All vertical measurements shall be on the NGVD 1929 Datum.
6. Development plans shall conform to site plan specifications. Any substantial changes to the Site Plan, including but not limited to vehicular circulation and parking, shall require review and approval by the Rock Springs Planning and Zoning Commission.
7. Building permits shall be obtained within one (1) year of the date of Major Site Plan approval. Failure to obtain a Building Permit within the one-year timeframe shall require submittal of a new Major Site Plan application for review.

**ATTACHMENT A:
UTILITY REVIEW COMMENTS FOR ORIGINAL SITE PLAN SUBMITTED 7/17/15**

PLANNING & ZONING (Jennifer Shields):

General Comments/Questions:

- What is the type of storage / use for the proposed warehouse?
- Will this facility be handling or storing explosives? If so, Conditional Use Permit approval required from the Rock Springs Planning & Zoning Commission.
- Mineral Drive is not a public right-of-way, and therefore current access to the property is through private properties located at 264 Industrial Drive (Northpark Transportation Co.) and 2100 Upland Drive (Providence Properties LLC). Access approval required from the City's Engineering Department.

Conditional Use Permit – Unpaved Drive Aisles and Storage Areas:

- Conditional Use Permit approval for unpaved drive aisles and storage areas on the property was approved on September 26, 2014. Since the proposed warehouse building and additional paved parking areas will lessen the amount of unpaved areas on the property, a new Conditional Use Permit will not be required, and the existing one will remain in full effect, subject to the following conditions:
 - ⇒ Applicant is responsible for adhering to Dust Control and Maintenance Plan submitted on August 29, 2014.
 - ⇒ All unpaved areas shall be covered with a minimum of three (3) inches of road base and one (1) inches of gravel.
 - ⇒ All unpaved surfaces shall be maintained. Failure to maintain unpaved surfaces and dust control according to the above-listed conditions may be grounds for review and revocation of the Conditional Use Permit.

Site Plan Comments:

1. Property Boundaries: Provide sheet 2 of 2 showing the entire property boundaries, including the new building for reference. MI
2. Parking Spaces:
 - Maximum parking area grade = 3%.
 - Parking space dimensions shall be a minimum of 9'x20'.
 - Minimum drive aisle width for 2-way traffic is 25 feet (26' if needed for a fire lane); minimum drive aisle width for 1-way traffic is 15 feet.
 - All parking lots and driveways shall be paved with asphalt or concrete and shall be bound by perimeter concrete curb and gutter. Add a note to this effect on the Site Plan. RSP
3. Trash Enclosures: No exterior storage of trash or garbage is permissible except in an accessory building enclosed by walls and roof or in closed containers within a totally screened area. Show the location of any proposed trash receptacles. RSP
4. Signage: Any proposed signage shall require a separate sign permit application.
5. Building Permit: 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. Occupancy Permit: All parking lot improvements (including paving, striping, curbs, and gutters) and screened trash enclosure shall be installed according to the approved Site Plan prior to Planning Division sign off on the Occupancy Permit.
7. Revisions and Future Plans: Development plans shall conform to site plan specifications. Any substantial changes to the Site Plan shall require review and approval by the City.

Floodplain Comments:

1. A significant portion of the property, including the proposed location of the warehouse, is located within the 100-Year Floodplain, Zone AE. A smaller portion at the rear of the property is located within the Floodway.
2. A Floodplain Development Permit Application shall be required to be submitted and approved prior to final approval of the Site Plan for this project. MI
3. In addition, provide a stamped Elevation Certificate to determine the elevation of the proposed warehouse building. MI
4. All applicable provisions of §13-813.4 of the Rock Springs Zoning Ordinance shall be adhered to, including but not limited to the following conditions:

FLOODWAY:

- Shall be staked by the developer and inspected by City Planning prior to issuance of a Building Permit. No development materials of any kind - including stockpiles of dirt, construction equipment, storage containers or debris - shall be permitted within the staked Floodway area. All floodway stakes shall remain in place until such time as Planning has approved the Occupancy Certificate for the development.
- Add the following note on the Site Plan – "No development, including the placement of fill, shall take place within the FEMA designated floodway." RSP

FLOODPLAIN OPTIONS:

- Elevation: Submit an Elevation Certificate stamped by a licensed Wyoming Surveyor certifying that the warehouse will be built at or above the Base Flood Elevation. The As-Built Elevation Certificate shall be provided at the time of Occupancy

inspection showing that the top of the bottom floor is elevated at or above the Base Flood Elevation level. All vertical measurements shall be on the NGVD 1929 Datum.

- Applicant shall provide an "As-Built" Elevation Certificate confirming the new building is elevated at or above the base flood elevation prior to Occupancy. The "As-Built" Elevation Certificate shall be prepared and stamped by a Wyoming-licensed surveyor.

-OR-

- Floodproofing: The warehouse shall, together with attendant utility and sanitary facilities:
 - be floodproofed so that below the base flood the structure is watertight with walls substantially impermeable to the passage of water. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction and shall certify that the design methods of construction are in accordance with accepted standards of practice.
 - have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet the following minimum criteria:
 - A minimum of two openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided.
 - The bottom of all openings shall be no higher than one foot above grade;
 - Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
 - be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in Section 13-813.3.C.(3)(b).

QUESTAR GAS (Vince Lopez):

1. Will natural gas be needed? If so, will need BTU load. Cost will be to extend main and for proposed service line.
2. Call for locates before excavating.
3. Will need a P.U.E. to extend gas main.

WASTE WATER DEPARTMENT (Nick Seals):

1. No sewer, no issue.
2. It is possible to tie in to existing sand/oil interceptor.
3. Dead sump is a possibility as well.
4. Show what option on revised plans.

ENGINEERING & OPERATIONS (Meghan Jackson):

1. Adding additional run off to 12" CMP? If so, provide capacity calcs. If not, provide comment.
2. Provide book & page for access easement thru Mineral Drive.
3. Obtain an NPDES permit.

FIRE INSPECTOR (David Rhoades):

1. Gate shown at proposed fire hydrant not required.
2. How do new gates operate? (manual, electric, etc.?)

WATER DEPARTMENT (Clint Zambai):

1. If using the existing 6" water line, a meter and back flow vault will need to be installed close to the fence line.
2. Show size and placement of proposed waterline.
3. Contact will need to be made with Bryan Seppie (JPWB) for placement and use of hydrant and service line.
4. All materials and install must comply with Joint Powers Water Board and City of Rock Springs specs.

UTILITY REVIEW APPROVALS: Approvals for this project were provided by the Parks and Recreation Department and Rocky Mountain Power.



2015
CITY OF ROCK SPRINGS
SITE PLAN
APPLICATION

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

City Use Only:

Date Received 7/17/15 File Number: PZ-15-00190
Payment Information: Amount Received: \$100.00 Received by: dBoudreau
Cash or Check Number: 40820 Receipt Number: R00166
Date Certified as Complete Application: 7/20/15 By: dBoudreau

A. PROPERTY ADDRESS: 2000 Mineral Drive, Rock Springs, Wyoming 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: Jeff Murray
Company Name: Great Basin Industrial
Street Address: 2000 Mineral Drive
City: Rock Springs State: WY Zip Code: 82901
Email Address: smurf@greatbasinindustrial.com
Phone Number: 307-362-6543 Fax Number: (including area code)

Property Owner Information: Name: Jeff Murray
Company Name: Great Basin Industrial
Street Address: 2000 Mineral Drive
City: Rock Springs State: WY Zip Code: 82901
Email Address: smurf@greatbasinindustrial.com
Phone Number: 307-362-6543 Fax Number: (including area code)

Engineer / Architect Information: Name: Kyle Turpin
Company Name: JFC Engineers & Surveyors
Street Address: 1515 Ninth Street, Suite A
City: Rock Springs State: WY Zip Code: 82901
Email Address: kturpin@jfc-wyo.com
Phone Number: 307-362-7519 Fax Number: 307-362-7569

RECEIVED
JUL 15

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

1. What new structure(s) do you propose to build? Describe (include construction type, foundation type and dimensions for each structure). If necessary, attach a separate sheet of paper.

Adding a new warehouse building that is 280' x 60'.

2. Describe the use of the proposed structure(s). Include square footage of each use.

The new warehouse building will be used for storage.

D. SUBMITTAL REQUIREMENTS:

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

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

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

E. SITE PLAN CHECKLIST

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

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

F. MINOR SITE PLAN SUBMITTAL SCHEDULE:

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

G. MAJOR SITE PLAN APPLICATION SUBMITTAL DEADLINES:

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

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

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

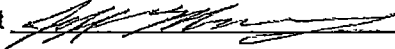
	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/9/2014*	1/20/2015	2/17/2015	3/17/2015	4/21/2015	5/19/2015	6/16/2015	7/21/2015	8/18/2015	9/22/2015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

* Deadline moved due to Holiday.

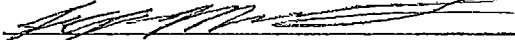
**** BE ADVISED:** Utility review meetings are scheduled in the order in which applications are submitted to the City. In the event that a utility review meeting cannot be scheduled prior to the Planning and Zoning Commission Meeting due to the number of applications that are received ahead of your application,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

H. SIGNATURE(S) REQUIRED:

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

Signature of Applicant 

Date 7-15-15

Signature of Owner 

Date 7-15-15

Signature of Engineer/Architect (if applicable) 

Date 7-17-15

July 31, 2015


Dear Property Owner / Interested Party:

This letter is to inform you that a request has been made by Mr. Jeff Murray, representing Great Basin Industrial, for Major Site Plan approval for property located at 2000 Mineral Drive, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own. The following summarizes the application:

The applicant is requesting Major Site Plan approval for a new 16,800 square foot Warehouse Building at 2000 Mineral Drive. In accordance with Section 13-904 of the Rock Springs Zoning Ordinance, proposed developments consisting of more than one (1) commercial or industrial building on a single lot or parcel shall be considered as a Major Site Plan Application which requires approval by the Rock Springs Planning and Zoning Commission.

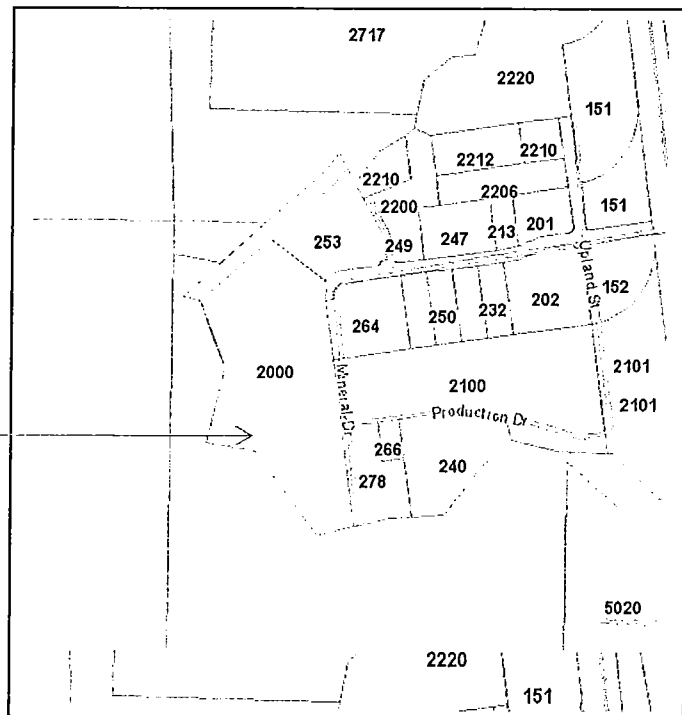
The Rock Springs Planning and Zoning Commission will consider this request at a public meeting to be held on **Wednesday, August 12, 2015 at 7:00 p.m.** in the Rock Springs City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments will be accepted no later than Noon on August 12, 2015.

Sincerely,


Denise Boudreault
Assistant City Planner

Enc.

2000 Mineral Drive



NORTH PARK TRANSPORTATION CO
5150 COLUMBINE ST
DENVER, CO 80216-2305

1005 LLC
913 MAIN ST
LOUISVILLE, CO 80027-1853

RSWY LLC
1284 W FLINT MEADOW DR #A
KAYSVILLE, UT 84037-9588

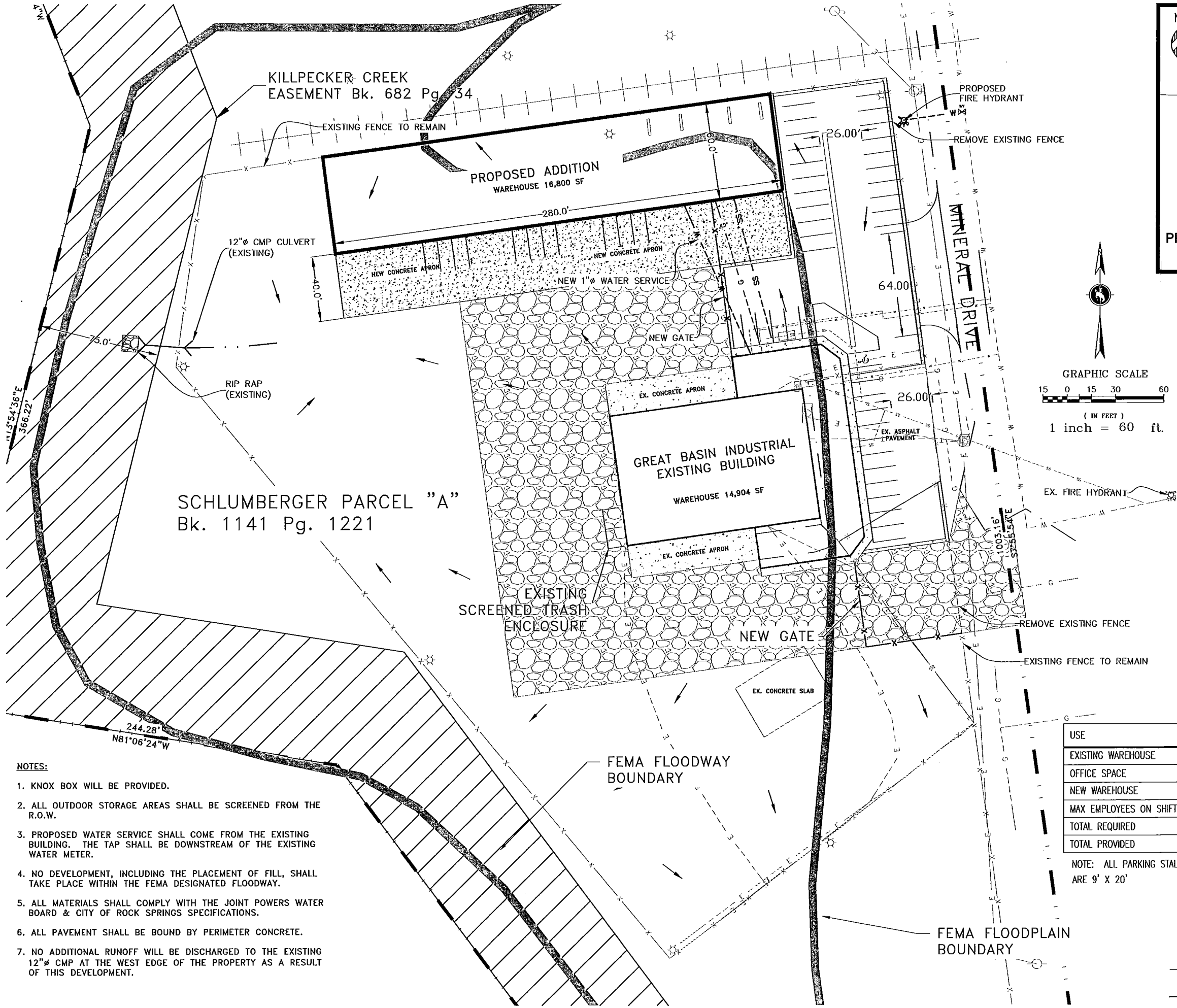
ZUECK TRANSPORTATION CO
PO BOX 1995
ROCK SPRINGS, WY 82902-1995

MILLER BENJAMIN W & LINDA C
1932 PARKVIEW AVE
ROCK SPRINGS, WY 82901-6744

INDUSTRIAL DEV A PART
PO BOX 1651
ROCK SPRINGS, WY 82902-1651

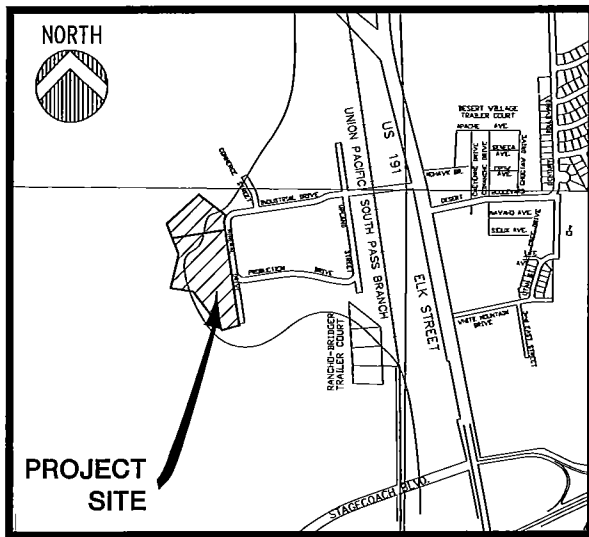
PROVIDENCE PROPERTIES LLC
5511 E 21ST ST
CASPER, WY 82609-4616

NEEFF LANCE A
HC 67 BOX 7
LONETREE, WY 82936-9600



NOTES:

1. KNOX BOX WILL BE PROVIDED.
2. ALL OUTDOOR STORAGE AREAS SHALL BE SCREENED FROM THE R.O.W.
3. PROPOSED WATER SERVICE SHALL COME FROM THE EXISTING BUILDING. THE TAP SHALL BE DOWNSTREAM OF THE EXISTING WATER METER.
4. NO DEVELOPMENT, INCLUDING THE PLACEMENT OF FILL, SHALL TAKE PLACE WITHIN THE FEMA DESIGNATED FLOODWAY.
5. ALL MATERIALS SHALL COMPLY WITH THE JOINT POWERS WATER BOARD & CITY OF ROCK SPRINGS SPECIFICATIONS.
6. ALL PAVEMENT SHALL BE BOUND BY PERIMETER CONCRETE.
7. NO ADDITIONAL RUNOFF WILL BE DISCHARGED TO THE EXISTING 12" CMP AT THE WEST EDGE OF THE PROPERTY AS A RESULT OF THIS DEVELOPMENT.



VICINITY MAP
NE 1/4 SECTION 22,
T19N, R105W, 6th P.M.

OWNER:

GREAT BASIN INDUSTRIAL
P.O. BOX 728
ROCK SPRINGS, WY 82902
(406) 396-8822
CONTACT: JEFF MURRAY

REQUIRED PERMITS/STATUS

- | | |
|---------------------------|--------------------|
| 1. BUILDING PERMIT | TO BE APPLIED FOR. |
| 2. WYPDES PERMIT | TO BE APPLIED FOR. |
| 3. DEQ PERMIT | TO BE APPLIED FOR. |
| 4. FLOODPLAIN DEVELOPMENT | TO BE APPLIED FOR. |

CURRENT ZONING:

I-2 (HEAVY INDUSTRIAL)

REQUIRED BUILDING SETBACKS:

FRONT - 35'
INTERIOR SIDE & REAR - 15'
SIDE - 15'
CORNER SIDE - 30'
RESIDENTIAL ZONE - 75'
PARKING REAR AND SIDES - 3.0'
PARKING FRONT AND CORNER SIDE - 4.0'

LOT SIZE:

TOTAL LOT SIZE - 14.61 ACRES

PARKING CALCULATIONS:

USE	GROSS SF	90% GROSS SF	STANDARD	# OF SPACES
EXISTING WAREHOUSE	9,600		1 SP/1000 SF	9 SPACES
OFFICE SPACE	5,304		4 SP/1000 SF	19 SPACES
NEW WAREHOUSE	16,800		1 SP/1000 SF	15
MAX EMPLOYEES ON SHIFT	6		1 SP/EMPLOYEE	6 SPACES
TOTAL REQUIRED				49 SPACES
TOTAL PROVIDED				49 SPACES

NOTE: ALL PARKING STALLS
ARE 9' X 20'

LEGEND

- NEW CONCRETE
- EXISTING FENCE
- PROPOSED FENCE

1515 NINTH STREET
ROCK SPRINGS, WY 82901
PHONE (307) 362-7519
FAX (307) 362-7569
http://www.jfc-wyo.com

ENGINEERS
SURVEYORS

JFC

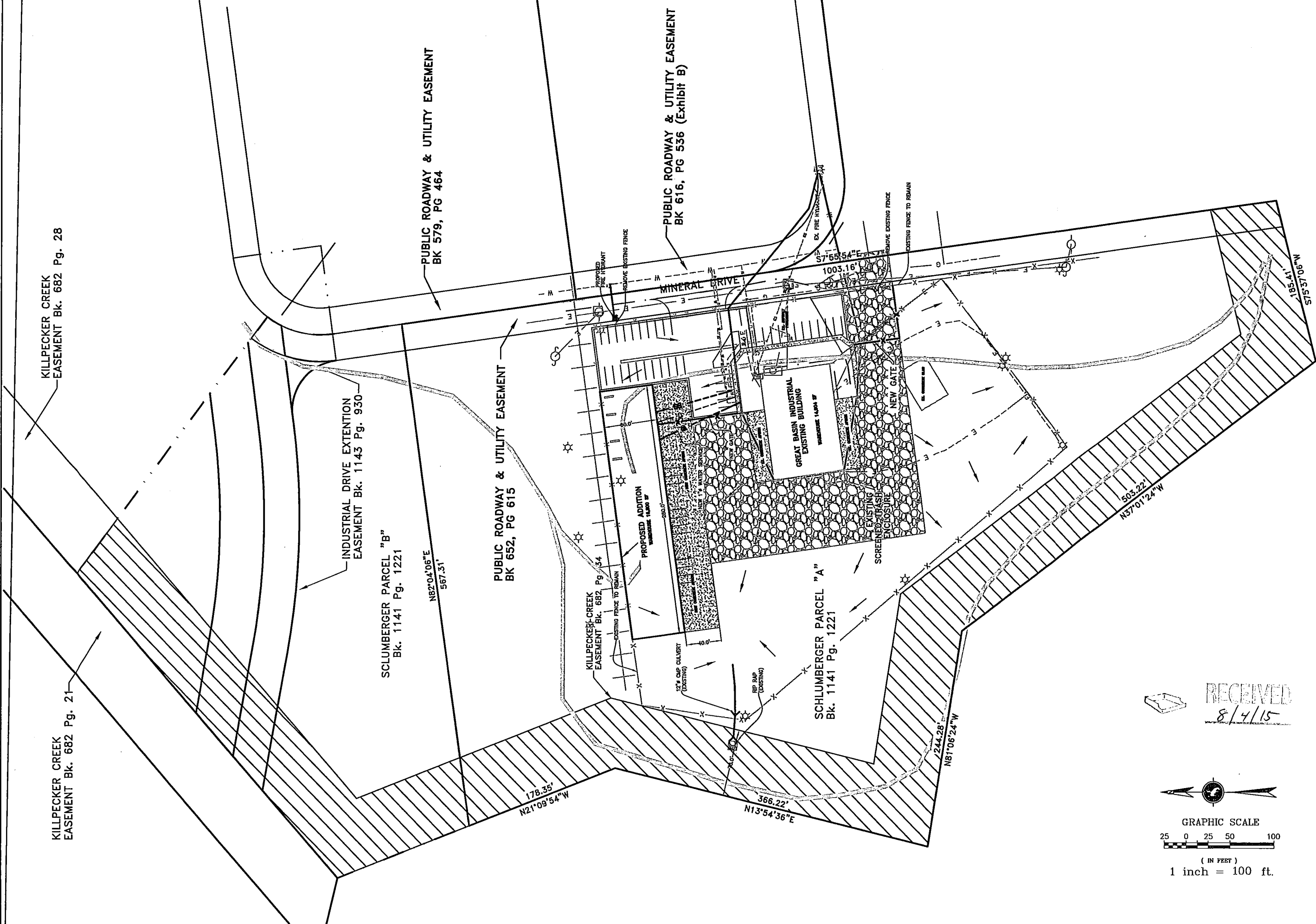
Know what's below.
Call before you dig.

PROJECT TITLE:
SITE PLAN
GREAT BASIN INDUSTRIAL
2000 MINERAL DRIVE
ROCK SPRINGS, WYOMING
Copyright © by JFC. Reproduction or other use of this drawing is prohibited unless authorized by JFC.

DRAWING TITLE:
SITE PLAN

DRAWN BY:
KJT
SCALE:
1"=60'
DATE:
JULY 2015
PROJECT NO:
9017-14E
SHEET NO:

1 OF 2



PROJECT TITLE:
SITE PLAN
GREAT BASIN INDUSTRIAL
2000 MINERAL DRIVE
ROCK SPRINGS, WYOMING
Copyright © by JFC, Reproduction or other use of this drawing is prohibited unless authorized by JFC.

DRAWING TITLE:
SITE PLAN
PROPERTY BOUNDARY

DRAWN BY:
tack

SCALE:
1"=100'

DATE:
8/4/15

PROJECT NO:
9017-14E

SHEET NO:
2 OF 2

JFC **ENGINEERS** **SURVEYORS**

1515 NINTH STREET
ROCK SPRINGS, WY 82901
PHONE (307) 362-7519
FAX (307) 362-7569
http://www.jfc-wyo.com



Planning & Zoning Commission Staff Report

Project Name: Chavez Driveway Access Exceeding 50%

Project Number: PZ-15-00203

Report Date: August 3, 2015

Meeting Date: August 12, 2015

Applicant/Property Owner

Juvenal Chavez
1020 Arrowhead Circle
Rock Springs, WY 82901

Project Location

1020 Arrowhead Circle

Zoning

R-1 (Low Density Residential)

Property Owner Notification

Mailed to owners in 200' radius on
7/31/15

Previous P&Z Action

None

Ordinance References

- §13-601
- §13-815.I.(2)

Staff Representative

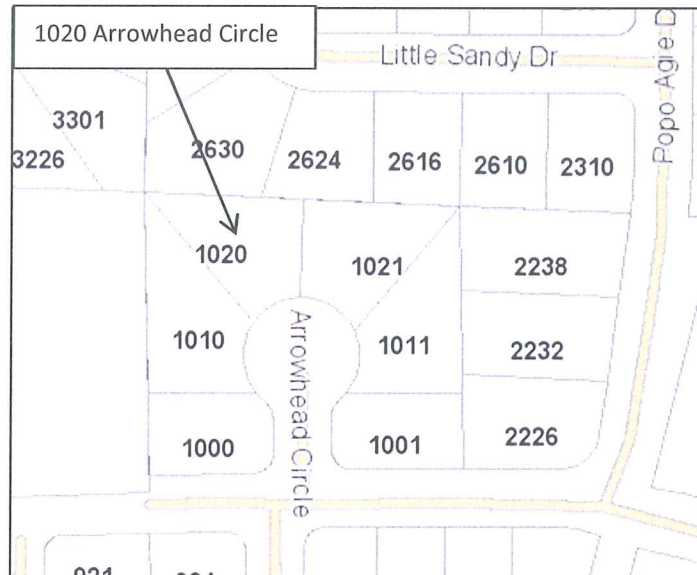
Denise Boudreault, Asst City
Planner

Attachments

- Conditional Use Permit Application
- Property Owner Notification and Mailing List
- Site Plan Conditions of Approval
- Original Site Plan of Property
- Proposed 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 1020 Arrowhead Circle (see attached drawing).



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 eleven 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'
PZ-15-00155	1534 Kari Lane	83.93''
PZ-15-00167	1533 Kari Lane	71'

Property History

On February 21, 2007, Site Plan approval for the property was granted by the Planning Department. On July 15, 2015, a site plan for a 30' X 40' detached garage was submitted, which required additional paving to ensure conformance with the Ordinance.

On July 30, 2015, a Conditional Use Permit request for paving to exceed 50% of the public street frontage was submitted. The lot is located on a cul-de-sac which has limited street frontage. The lot is 55.2' wide and the current driveway is 25.5' wide. The proposed concrete driveway addition is 10.2' wide for a total of 35.7' or 65% of the street frontage.

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

As you are aware, I previously presented you with a Language Amendment to allow for paving up to 65% of the public street frontage without requiring Conditional Use Permit approval. Additionally, the recommendation was that any street frontage paving in excess of 65% would require Conditional Use Permit approval at Staff level. These changes reflect the current times and align more closely with the needs of our community. Accordingly, if the Language Amendment passes through the City Council, Conditional Use Permit approval would not be required in future cases like this one.

Note: Ryan Schmidt, City Engineer, has given written approval for the excess driveway paving at 65% of the lot width.

Property Owner Notification

Adjacent property owners were notified of this application on July 31, 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
Denise Boudreault, Asst City Planner

City Use Only:

Date Received 7/30/15

File Number: PZ-15-00203

Payment Information:

Amount Received: \$6000

Received by: dBoudreault

Cash or Check Number: 2038

Receipt Number: 200318

Date Certified as Complete Application: 7/30/15

By: dBoudreault

A. PROPERTY ADDRESS: 1020 Arrowhead Circle

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

B. CONTACT INFORMATION:

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

Petitioner Information:

Petitioner Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

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

Property Owner Information:

Name: Juvenal & Nicole Chavez

Company Name: _____

Street Address: 1020 Arrowhead Circle

City: Rock Springs State: WY Zip Code: 82901

Email Address: _____

Phone Number: 307-389-1384 Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information: Name: Kenneth Wilbert

Company Name: Wilbert Engineering, Inc.

Street Address: 829 Madison

City: Rock Springs State: WY Zip Code: 82901

Email Address: kwilbert@q.com

Phone Number: 307-389-5049 Fax Number: 307-382-6708
(including area code) (including area code)

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7/30/15 D

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.

Install additional concrete paving for driveway to proposed new detached garage (accessory building). Home is on a cul-de-sac which has limited frontage (55.2') New driveway will result in 65% +/- of the street frontage covered by driveway access. Note, the additional pavement will not interfere with the utility transformer and fire hydrant that are located along the opposite property line in a gravel area.

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.

There is an existing single family home on-site. A new 30x40 detached garage (accessory building) is proposed in the rear portion of the lot. Driveway access will be provided this CUP along the side of the house.

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 at least 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 _____

Signature of Owner Juvenal Chavez Date 7-23-2015

Signature of Engineer/Architect (if applicable) [Signature] Date 7/20/15



Department of Public Services

212 D Street, Rock Springs, WY 82901

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

www.rswy.net

July 31, 2015

Dear Property Owner / Interested Party:

This letter is to inform you that Juvenal Chavez, property owner, has submitted a request for **Conditional Use Permit** approval for property located at 1020 Arrowhead 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 a paved driveway access to exceed 50% of the public street frontage for residential property located at 1020 Arrowhead Circle, Rock Springs, Wyoming (see attached drawing).

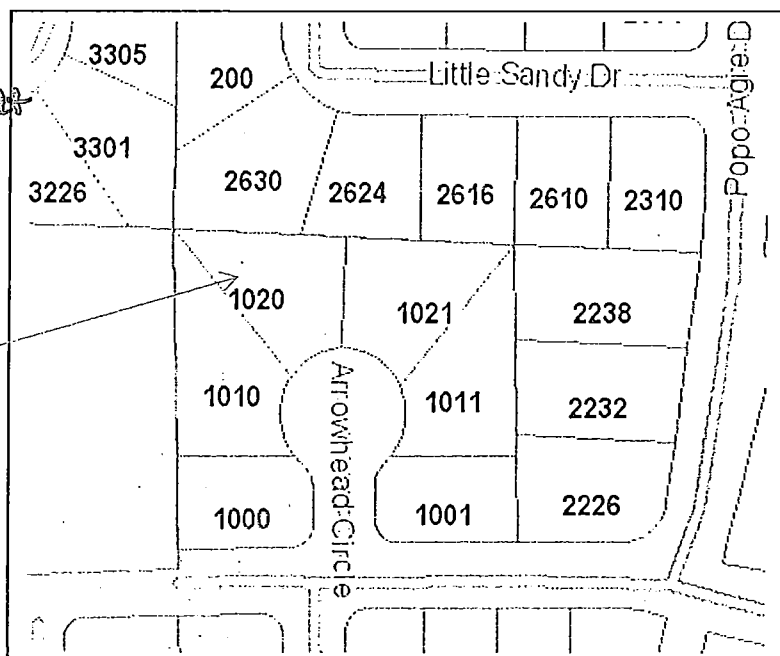
In accordance with §13-815.I.(2)(j) of the Rock Springs Zoning Ordinance, "Number of Driveway Accesses...Single-family uses shall be allowed more than one (1) driveway access, but in no case shall more than fifty percent (50%) of the public street frontage adjoining a lot be used for driveway access 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, August 12, 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 August 12, 2015.

Sincerely,

Denise Boudreault
Denise Boudreault
Assistant City Planner

1020 Arrowhead Circle



CHRISTIANSSEN TIMOTHY M &
CANDACE J
200 BIG SANDY AVE
ROCK SPRINGS, WY 82901-7812

FOSSEN LIVING TRUST FOSSEN
TOMMY E & MICHELE A TRUSTEES
620 RAMPART DR
ROCK SPRINGS, WY 82901-7174

HENDERSON KELLEN C & SHANDEE
M
2624 LITTLE SANDY DR
ROCK SPRINGS, WY 82901-4218

FLANSBURG JUSTIN S & KACIA D
2610 LITTLE SANDY DR
ROCK SPRINGS, WY 82901-4218

SMITH MAGGIE S
206 BIG SANDY AVE
ROCK SPRINGS, WY 82901-7812

DOAK KEVIN T & PATRICIA A
3301 CLYMAN DR
ROCK SPRINGS, WY 82901-4302

MOYER CARL H JR & HOLLY J
2615 LITTLE SANDY DR
ROCK SPRINGS, WY 82901-4218

MEATS CHRISTOPHER N & TRACY L
2226 POPO AGIE DR
ROCK SPRINGS, WY 82901-7730

KENNETH WILBERT
WILBERT ENGINEERING, INC
829 MADISON
ROCK SPRINGS, WY 82901

CHAVEZ JUVENAL S & NICOLE M
398 TURRET DR
ROCK SPRINGS, WY 82901-3341

WILLIAMS TIMOTHY A
3226 FITZPATRICK DR
ROCK SPRINGS, WY 82901-4303

EMMANUEL BAPTIST CHURCH OF RS
5020 COLLEGE DR WEST
ROCK SPRINGS, WY 82901

FULGHUM ADAM C
1000 ARROWHEAD CIR
ROCK SPRINGS, WY 82901-7288

ADAMS ELLIS R
1010 ARROWHEAD CIR
ROCK SPRINGS, WY 82901-7288

CORDOVA ERNEST JL III
1021 ARROWHEAD CIR
ROCK SPRINGS, WY 82901-7289

VAZQUEZ RUBEN
2616 LITTLE SANDY DR
ROCK SPRINGS, WY 82901-4218

DAVIES CASSIDY J
2232 POPO AGIE DR
ROCK SPRINGS, WY 82901-7730

HALL J ANDREW & WILMETTI
JENNIFER L
2623 LITTLE SANDY DR
ROCK SPRINGS, WY 82901-4218

PRESHO JONATHON W
2238 POPO AGIE DR
ROCK SPRINGS, WY 82901-7730

DARIF STUART C & SANDRA A
3305 CLYMAN DR
ROCK SPRINGS, WY 82901-4302

GRENIER JASON
1011 ARROWHEAD CIR
ROCK SPRINGS, WY 82901-7289

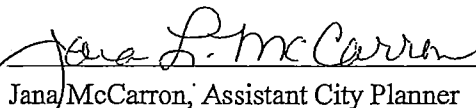
BROWN AARON K
2630 LITTLE SANDY DR
ROCK SPRINGS, WY 82901-4218

BERNAL SAMUEL A
3228 FITZPATRICK DR
ROCK SPRINGS, WY 82901-4303

Planning Approval For: **Single Family Detached Dwelling With Attached Garage, 1020 Arrowhead Circle**

Subdivision Name: **Cedar Springs, Phase 1**

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.**
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. 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.
7. 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.
8. **NOTE: Building permit may not be issued until water and sewer are stubbed to lot.**


Jana McCarron, Assistant City Planner

2/21/2007

Date Approved

N1/4 CORNER
SECTION 33

RIMROCK WEST
SUBDIVISION

S 87°54'20" E, 164.05'

LOT 107
12,512 SqFt

44.64'

64.86'

LOT 106

S 01°25'54" W, 100.00'

31.00'

TOP OF FOUNDATION
= 100.00

S 41°05'49" E, 174.39'

LOT 108

THIS SITE PLAN APPROVED THIS 21st DAY OF February
2007

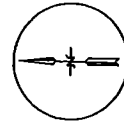
David L. MacCormac
COUNTY ADMINISTRATOR
(See attached comments)

LEGEND

ZONED R-1
LOT = 12,512 SQ. FT.
SITE SURFACE DRAINAGE TO BE MINIMUM OF 5%
AWAY FROM STRUCTURE.
DRAINAGE DIRECTION
X 00.00 = RELATIVE FINISH GRADE
= CONCRETE SURFACE



CURVE TABLE			
CURVE	LENGTH	RADIUS	Delta
C5	55.21'	60.00'	52°43'15"
			Chord Direction S81°27'44"W
			53.28'



SCALE: 1"=20'



PLOT PLAN FOR:
ERIC & ALEXIS TORNQVIST
LOT 107,

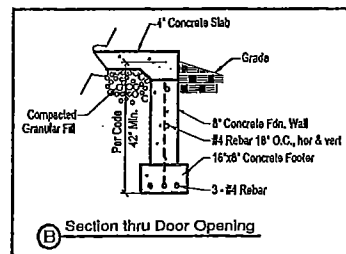
CEDAR SPRINGS, PHASE 1
CITY OF ROCK SPRINGS
SWEETWATER COUNTY, WYOMING.

1620 Arrowhead Circle
STONECREST
CONSTRUCTION
307 E. 17th STREET
CHEYENNE, WY 82001
(307) 632-1233 OFFICE
(307) 632-1078 FAX

DATE: FEBRUARY 16, 2007

DRAWN BY: KL

Plot Plan for Cedar Springs Phase 1, Lot 107, 10-14-06, 10-14-06



RECEIVED
7/30/15



Planning & Zoning Commission Staff Report

Project Name: Truax & Toone Animal Crematory Conditional Use Permit
Project Number: PZ-15-00205
Report Date: August 4, 2015
Meeting Date: August 12, 2015

Applicants

Georgina Truax
225 Morning Glory Way
Rock Springs, WY 82901
-AND-
Glenda Toone
115 Fox Hills Drive
(P.O. Box 371)
Green River, WY 82935

Property Owners

Richard and Lynn Putnam
-AND-
(contract for deed)
Daniel Erramouspe, Morogan LLC
1800 Cody Street
Rock Springs, WY 82901

Project Location

305 M Street

Zoning

B-3 (Central Business)

Public Notification

Adjacent Property Owners within
200' of property – 8/4/2015

Ordinance References

- §13-809.C(8)
- §13-815.O

Staff Representative

Denise Boudreault
Assistant City Planner

Attachments

- Application
- Adjacent Property Owner Notification
- Property Sketch – Option A
- Animal Cremation Information
- International Standards

Request

Conditional Use Permit approval to operate an Animal Crematory.

General Information

The applicants, Georgina Truax and Glenda Toone, are requesting Conditional Use Permit approval to provide private animal cremations, Monday through Friday from 9:00 a.m. until 5:00 p.m., at 305 M Street. All business activities, including cremation, will take place during these hours.

Background

In 1996, the owners of Samuel-Fox Funeral Home petitioned the City to have “Crematory” listed as a permitted use within the City. At that time the mortuary at 2800 Commercial Way (zoned B-2) was still under construction, and the owners wanted to include a crematory as part of their offered services. The Planning and Zoning Commission recommended that “Crematory” be listed as a Conditionally Permitted Use in the B-2 Zoning District. As the proposal was forwarded to the City Council, the use was included under several other Zoning Districts and eventually approved by the City Council on August 20, 1996.

Shortly thereafter, Samuel-Fox Funeral Home formally applied for a Conditional Use Permit to operate a crematory in association with their mortuary, and it was approved by the Planning and Zoning Commission on October 9, 1996. This is the only “Crematory” Conditional Use Permit listed in Planning records and the only crematory currently located in the City Limits. (Vase Funeral Chapels operates a crematory north of the City, in Sweetwater County.) It is staff’s understanding that the nearest *animal* crematories are located in Farson, Wyoming and Salt Lake City, Utah.

Ordinance References

Unfortunately, the Zoning Ordinance does not have a definition for “Crematory”, “Funeral Home”, or “Mortuary”, and Planning staff will propose to add these definitions in future updates of the Ordinance. [As a side note, “Cemetery” is defined as, “Land used for the burial of the dead and dedicated for cemetery purposes, including columbarium, crematories, mausoleums and mortuaries when operated in conjunction with and within the boundary of such cemetery.”]

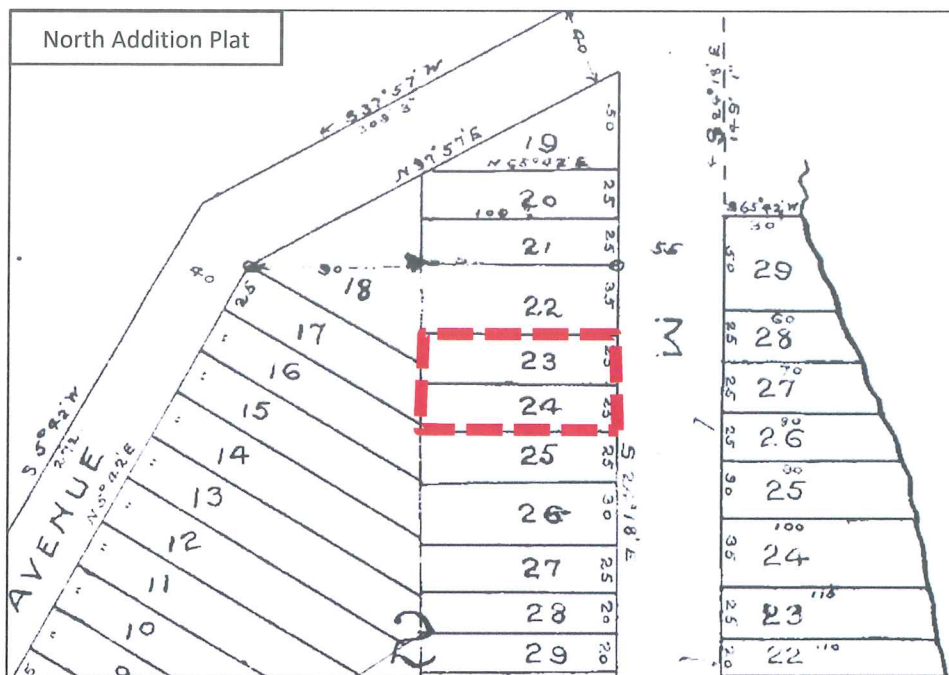
“Crematory” is listed as a Conditionally Permitted Use in the following Zoning Districts:

- B-2 (Community Business)
- B-R (Business Residential)
- B-3 (Central Business)
- I-1 (Light Industrial)
- I-2 (Heavy Industrial)

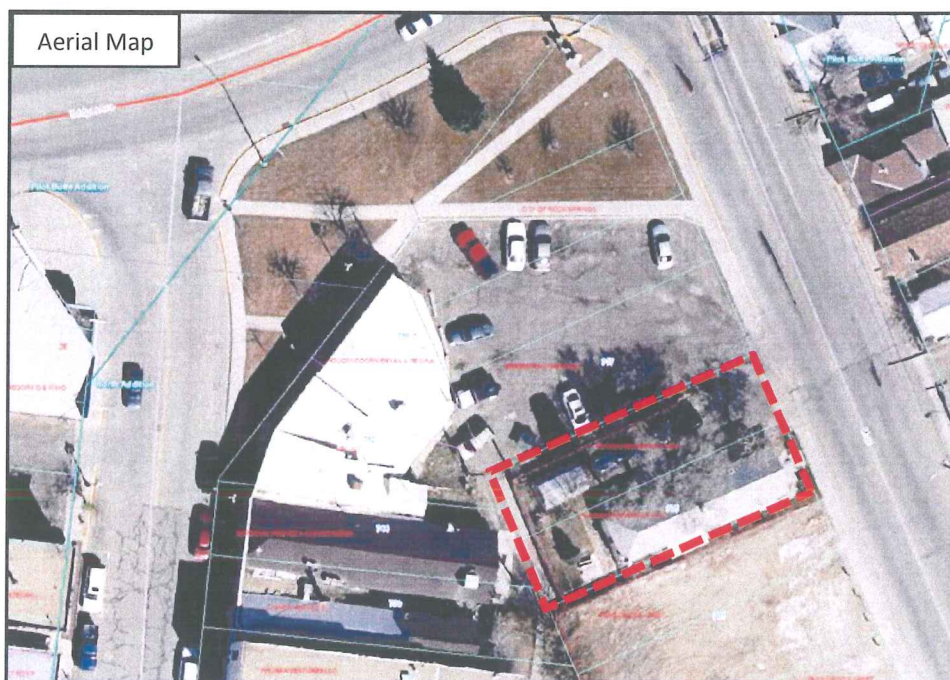
As noted above, and in accordance with §13-809.C(8) of the Rock Springs Zoning Ordinance, a “Crematory” is a Conditionally Permitted Use in the B-3 Zoning District which requires approval from the Rock Springs Planning and Zoning Commission.

Analysis – Location

The property is legally known as Lots 23 and 24 of Block 2 of the North Addition. The main building on the property was built as a residence around 1929. The date of the small storage shed on the property is unknown.



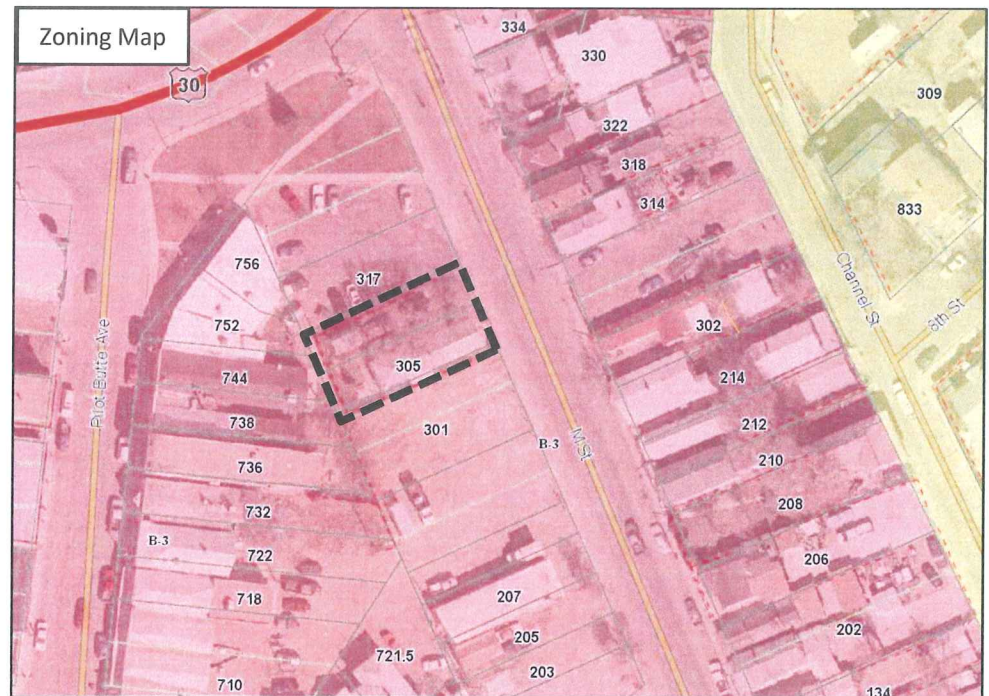
According to the County's mapping information, the parking lot and access point to the north of the property are under three different ownerships – City of Rock Springs, Arthur Bertagnolli, and Richard & Lynn Putnam, who have a contract for deed with Daniel Erramouspe of Morogan LLC.



In 1976, the City Zoning Map designated the property as B-2 (then known as General Business). In 1982, the City Zoning Map still designated the property as B-2 (now known as Community Business). Since 2001, the property has been used as a law office. In 2008, the property was rezoned to B-3 (Central Business) based upon a petition by the City's Urban Renewal Agency. With the B-3 Zoning Designation, the building may be used entirely for commercial purposes, or as a commercial building with an accessory dwelling unit.

The property is surrounded on all sides by B-3 Zoning, although some nearby properties include legal, non-conforming ("grandfathered") residential uses. Specifically, surrounding land uses are as follows:

North – B-3 (Central Business)	Commercial parking lot, City landscaping area
South – B-3 (Central Business)	Vacant land, commercial building
West – B-3 (Central Business)	Commercial buildings and parking
East – B-3 (Central Business)	M Street, mix of commercial and residential buildings



Analysis – Site Development

The applicants are currently considering two options for the physical use of the property:

Option A: Remove the existing storage shed and construct a larger, detached garage to operate the animal cremation equipment (see attached sketch of the property). In order to build a new structure, a legal Survey of the property is required and is currently in progress. In addition, this option was routed to the Utility Review Committee for comments on August 4, 2015, with comments due back by August 11, 2015. **Staff will provide the Commission with any comments received from the Utility Review Committee at the time of the scheduled meeting.**

Option B: Use the existing building to conduct all business activities, including the cremation process. Due to the size of the cremation equipment needed, this would involve creating an opening in the building large enough to move the equipment in.

With either option, the applicants have been advised to work with the City's Building Department in order to meet all applicable Building Codes and permitting requirements.

Analysis – Animal Cremation Process

"Pets can be cremated either in usual crematories or the ones that are specifically dedicated for pet cremations. During the process, a pet's body is placed in a cremation unit and subjected to high temperatures up to 1400-1800 degrees Fahrenheit. Thus, the intense heat and vaporization reduce the organic matter to dust and dried bones. Next, the surgical, pins, rods, tags, broken pieces of collars, and other metal objects are removed from the dust with the help of a magnet or manual inspection. Finally, the cremains are pulverized to get a coarse sand-like powder with uniform consistency. These ashes are then poured in a sealed

plastic bag, cardboard box, or tin and finally, returned to the owner. You may then transfer the cremated remains in a nice cremation urn meant for holding the ashes of a pet. Having received the ashes you may choose to scatter, store, or bury them. More often than not, these remains are returned the same day or next day (unless it is a communal cremation). The cremated remains are usually pale white in color. However, the color may vary due to certain medications or health issues. The time for cremation depends on the type of pet you have. For instance, cremation of smaller animals such as birds, mice, rabbits, hamsters, does not take long. On the other hand, larger animals like horse, large breeds of dogs, etc. are cremated in hours. On an average, though, cremation of a pet may take 45 minutes to two hours for more. The weight of the cremation ashes also depends on the weight and bone structure of your beloved pet. Until the process of cremation begins, the pet is kept in a refrigerated cooler." Source: www.cremationresource.org/pets/how-is-pet-cremation-done.html.

§13-815.O, Miscellaneous Performance Requirements of the Zoning Ordinances, includes the following requirements:

- (5) Smoke. The emission of smoke by any use shall be in compliance with and regulated by the Wyoming Department of Environmental Quality (DEQ).
- (6) Dust and Other Particulated Matter. The emission of dust, fly ash or their particulated matter by any use shall be in compliance with and regulated by Wyoming DEQ.
- (7) Odors. The emission of odors by any use shall be in compliance with and regulated by Wyoming DEQ.
- (8) Noise. Noises emanating from any use shall be in compliance with and regulated by Wyoming DEQ.

Property Owner Notification

Adjacent property owners were notified of this application on August 4, 2015 and were invited to comment. At the time of this report, no comments had been received. Any comments received after the preparation of this report shall be submitted to the Planning and Zoning Commission at the time of the scheduled meeting.

Staff Recommendation

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

1. **Approval is for ANIMAL CREMATION only. Human cremation is strictly prohibited.**
2. **Applicants shall comply with all applicable State of Wyoming requirements, including but not limited to the requirements of the Wyoming Department of Environmental Quality (DEQ). Verification of DEQ approval required prior to commencement of use.**
3. **Applicants shall comply with all applicable Building Codes adopted by the City of Rock Springs. Verification of Building Permit issuance required prior to commencement of use.**
4. Minor Site Plan approval required from the Planning Department.
5. Applicants shall obtain a Building Permit for the project within one-year (1 year) of final approval. Failure to obtain a Building Permit within the one-year timeframe shall require re-submittal of a new Conditional Use Permit application for review/consideration/approval, including compliance with ordinances in effect at the time of re-submittal.
6. The Planning & Zoning Commission shall have the right to revoke or revise the Conditional Use Permit, should legitimate complaints be lodged by property owners located within 200 feet of the facility related to adverse impacts on the health, safety and/or welfare of the neighborhood.



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
Denise Boudreault, Asst City Planner

City Use Only:

Date Received 8/4/15

File Number: PZ-15-00205

Payment Information:

Amount Received: \$100⁰⁰ Received by: dBoudreault

Cash or Check Number: 1184

Receipt Number: _____

Date Certified as Complete Application: 8/4/15

By: dBoudreault

A. PROPERTY ADDRESS: 305 M 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:

Glenda Toone
115 Fox Hills Dr.
(P.O. BOX 371)
Green River, WY 82935

Petitioner Name: GEORGINA TRUAX

Company Name: _____

Street Address: 225 MORNING GLORY WAY

City: Rock Springs State: WY Zip Code: 82901

Email Address: g.mrmurphy@yahoo.com

Phone Number: 307-389-7105
(including area code)

Fax Number: _____
(including area code)

* Property Owner Information:

Name: Daniel EREGNIUS / Richard Lynn Putnam

Company Name: 4910 Morgan, LLC (contract for deed)

Street Address: 305 M St.

City: Rock Springs State: WY Zip Code: 82901

Email Address: EREGNIUS@me.com

Phone Number: 307-362-2431
(including area code)

Fax Number: 307-362-2431
(including area code)

Engineer / Architect Information:

Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____
(including area code)

Fax Number: _____
(including area code)



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

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

C.U.P. Requiring
Staff Level Approval

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

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.

THERE IS AN EXISTING HOUSE ON PROPERTY THAT WILL BE USED AS THE
OFFICE AND A ^{SEPERATE} PRIVATE GRIEVING ROOM AS WELL.
THE PROPOSED 16' X 25' SHOP WILL BE USED FOR THE PET CREMATIONS

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.

A PET MORTUARY WITH PRIVATE CREMATION SERVICES.
THE LENGTH OF USE WILL BE PERMANENT.
HOURS OF OPERATION WILL BE 9AM-5PM, MONDAY → FRIDAY.

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.

- ☒ Filing Fee - \$60.00 PLUS Major OR Minor Site Plan (Major = \$100.00/Minor = \$40.00)
- ☐ 10 – Full-size Site Plan drawings drawn to scale (folded)
- ☐ 1 - 11x17 Site Plan drawing drawn to scale (if full-size drawing is larger than 11x17)
- ☒ 1 – PDF scanned at full-size of Site Plan drawing (submitted electronically to city_planner@rswy.net)
- ☒ Building Elevations / Architectural Drawings (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	12/8/2015

*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

Date 8/16/15

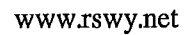
Signature of Owner

Date 8/3/15

Signature of Engineer/Architect (if applicable)

Date _____

RECEIVED
8/14/15



GEORGIS ROSALIE D L
102 COLLEGE CT APT A
ROCK SPRINGS, WY 82901-4598

BRANSTITER HAZEL F &
HUMPHREYS THOMAS R JR
314 M ST
ROCK SPRINGS, WY 82901-5331

HRUSKA VENTURES LLC
PO BOX 1786
ROCK SPRINGS, WY 82902-1786

BANTA JONI L
318 M ST
ROCK SPRINGS, WY 82901-5331

PUTNAM RICHARD & LYNN C/O
MOROGAN LLC
1800 CODY ST
ROCK SPRINGS, WY 82901-6730

BOUCVALT ROY P C/O WIDE
ACRE PROP - LANCE JAMES
631 PILOT BUTTE AVE
ROCK SPRINGS, WY 82901-5343

FRIZZELL TILLMAN E
721 EUCLID AVE
ROCK SPRINGS, WY 82901-5322

WRATHALL JOSHUA K & EMILY
PO BOX 73
MENAN, ID 83434-0073

HOOGENDOORN BRYAN &
REGINA L
357 DAYTONA DR
ROCK SPRINGS, WY 82901-6863

JUEL MARY L LIVING TRUST
1405 CARBON ST
ROCK SPRINGS, WY 82901-7355

SMITH STEVAN J
1704 CARSON ST
ROCK SPRINGS, WY 82901-6712

PODBEVSEK JACK A ETAL
3620 W CHARLESTON AVE
GLENDALE, AZ 85308-2809

JOHNSON CONNIE J
804 PILOT BUTTE AVE
ROCK SPRINGS, WY 82901-5348

BYNON DOLORES C/O NICKALAS
DOLORES
120 M ST
ROCK SPRINGS, WY 82901-5327

SMITH STEVAN
1704 CARSON ST
ROCK SPRINGS, WY 82901-6712

HUMPHREYS THOMAS R JR
314 M ST
ROCK SPRINGS, WY 82901-5331

WELLS SHAWN A
507 DANA CIR
ROCK SPRINGS, WY 82901-4569

JACKMAN LYNN R
PO BOX 218
ROCK SPRINGS, WY 82902-0218

ZANS DAVID & JANET
207 M ST
ROCK SPRINGS, WY 82901-5328

BOTNAN INNOVATIVE
MECHANICAL INC
624 B ST
ROCK SPRINGS, WY 82901-6215

NOVOTNY DANIEL E
6044 SOUTH 2075 EAST
HOLLADAY, UT 82141-1429

CORLEY ANTHONY L & JODI C
212 M ST
ROCK SPRINGS, WY 82901-5329

CHAVEZ INALVEZ S
1605 OVERLAND DR
ROCK SPRINGS, WY 82901-4543

BERTAGNOLLI ARTHUR J
PO BOX 488
ROCK SPRINGS, WY 82902-0488

ROJAS JOSE LUIS M
206 M ST
ROCK SPRINGS, WY 82901-5329

REISER ANTHONY K & DEBORAH
L
210 M ST
ROCK SPRINGS, WY 82901-5329

SANDOVAL INALVEZ & CHAVEZ
MARIA
744 PILOT BUTTE AVE
ROCK SPRINGS, WY 82901-5346

WILL JAMES J & ASHLEY J
713 EUCLID AVE
ROCK SPRINGS, WY 82901-5322

JCW INC
748 PILOT BUTTE AVE
ROCK SPRINGS, WY 82901-5346

SENECAL JOHN A
208 M ST
ROCK SPRINGS, WY 82901-5329

VASQUEZ JAVIAR & VERONICA
VILLEGAS
1620 IDAHO ST
GREEN RIVER, WY 82935-5909

GODOY JAIME
732 PILOT BUTTE AVE
ROCK SPRINGS, WY 82901-5346

VAZQUEZ JAVIER
1620 IDAHO ST
GREEN RIVER, WY 82935-5909

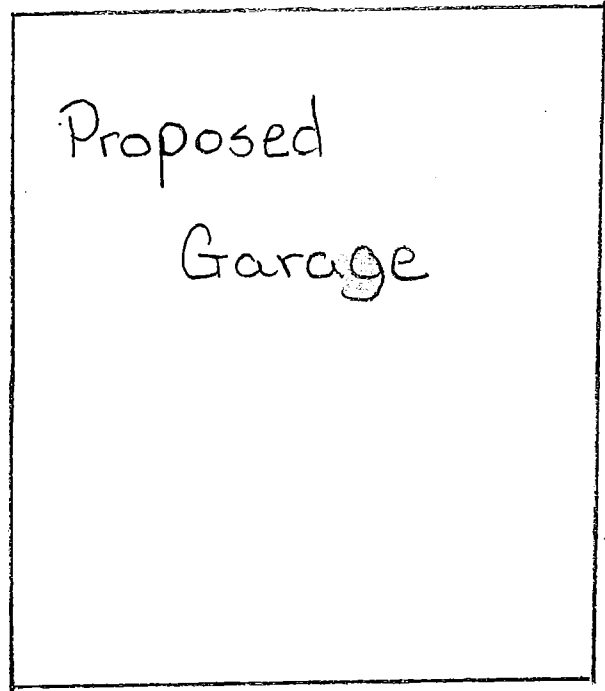
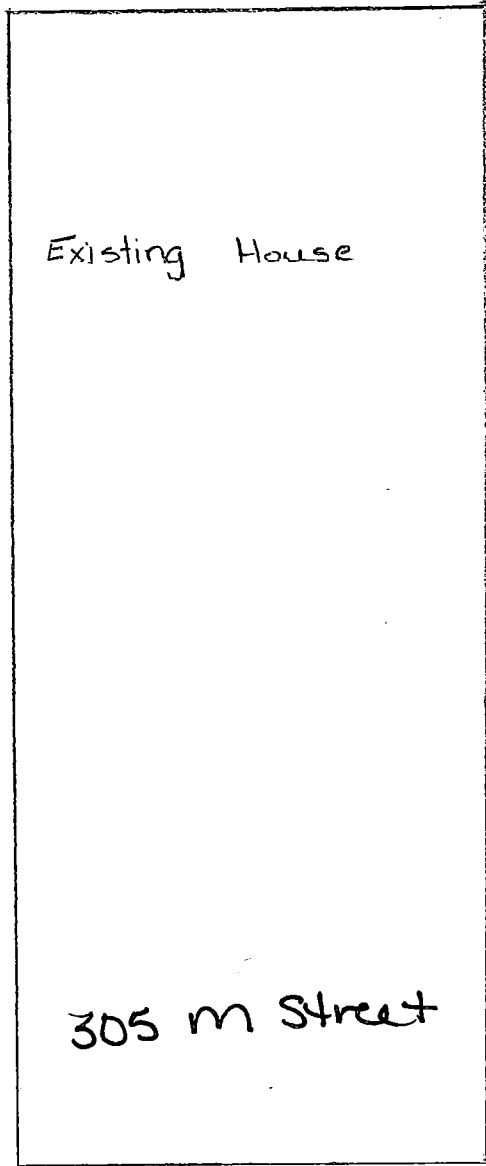
WAGONER JOHN E & BEVERLY A
PO BOX 1572
ROCK SPRINGS, WY 82902-1572

CARY GREGORY D & KIM O
PO BOX 183
WAMSUTTER, WY 82336-0183

GEORGINA TRUAX
225 MORNING GLORY WAY
ROCK SPRINGS, WY 82901

"Option A"
new structure
(survey required)

[NOT TO SCALE]



Driveway Parking



RECEIVED
8/4/15

Front

M Street

ANIMAL CREMATION UNIT

For Private & Batch Animal Cremations

MODEL S-27-T

Phone (503) 625-7575 (800) 292-9163 Fax (503) 625-6161

Specifically Designed For :

- * Private Pet Cremation Services
- * Veterinary Practices
- * Animal Control Facilities & Humane Societies Capacity

Besides Private Cremations, The S-27-T Can Serve
 as a 400 Pound Batch Load Cremator

(Five to Six Hours 75 Pounds Per Hour)

Convenient Top Load & Lower Ash Removal Door

Top Load Door Lined With High Temperature Composite Ceramic Fiber
 28" x 31" Load Opening

Load Height

31" Load Height

No Visible Emission - No Odors

Meets State And Federal Regulations

No Liquid Leakage

Built In Liquid Retention Dam

Built For Long Life

Constructed Of 3/16" Plate Steel,
 Lined With 1" 1,900 Insulation And 3" Heavy Duty Refractory

Pre- piped & Pre-wired And Assembled At Factory

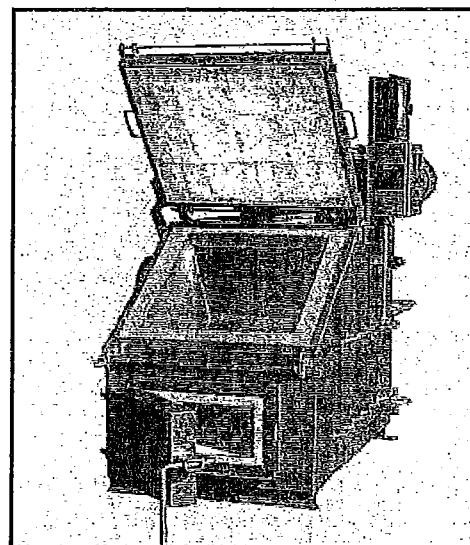
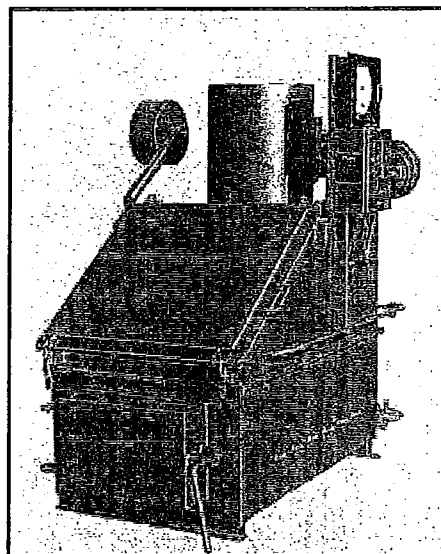
Shipment Of Main Chamber & Secondary Chamber Fully Assembled
 Two 6' Stack Sections Included - Installed On Site

Automatic Temperature Control For Maximum Efficiency

Fuel Saving Feature Of High - Low Control For Secondary Burner

On - Off Control for Primary Burner, Timer Controlled

Fuel Saving Preheated Air For Primary & Secondary Chambers

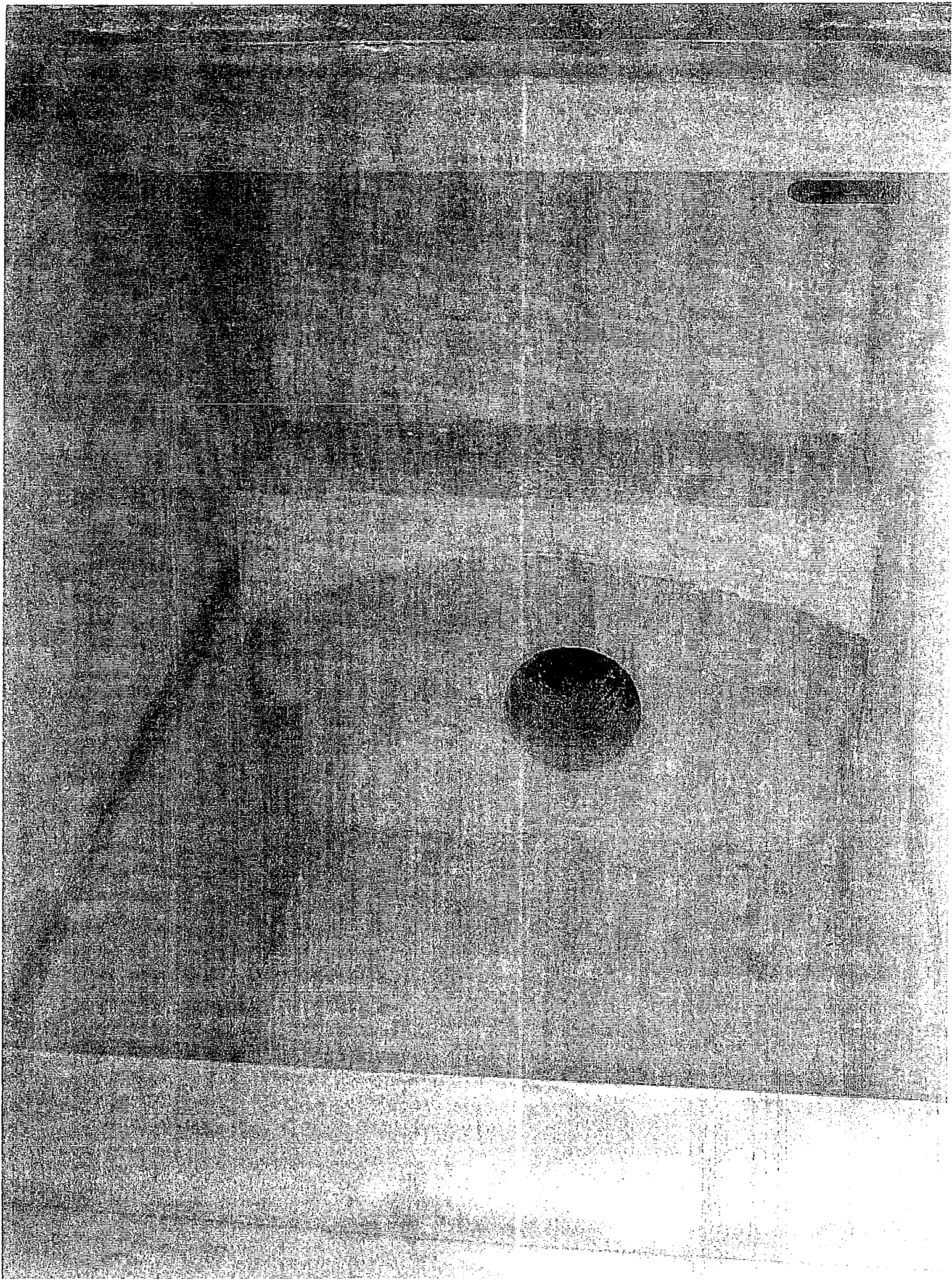


CONSTRUCTION	S-27-T
Dimensions : W x L x H	56" x 84" x 80"
Overall Height with stacks Installed	18' 8"
Primary Chamber Volume 3/16" Plate Construction	29.02 Cu. Ft.
Stack Section 2 Each - 6' Flanged Section Included (10 Ga. Steel With 3" 2,300 Deg. Refractory Lining)	Total 12'
Stack Diameter O.D.	20"
Load Door Opening	28" x 31"
Ash Removal Door - Opening Dimensions	18" x 10"

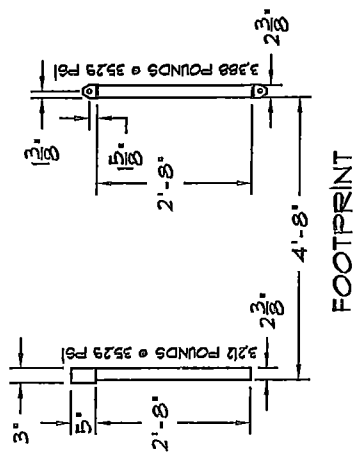
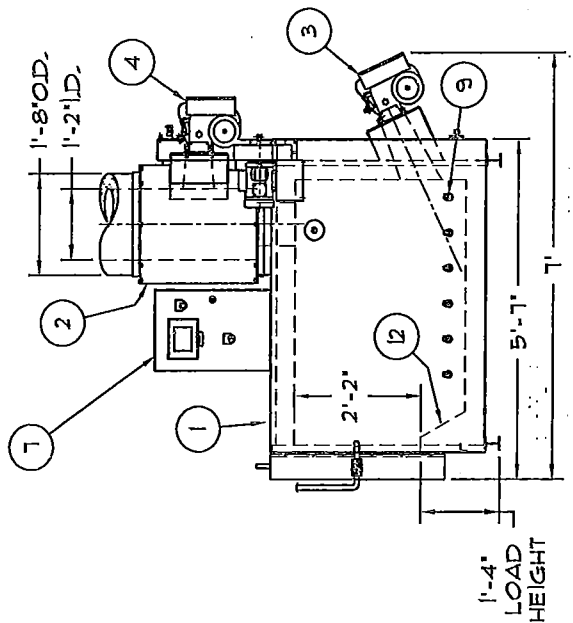
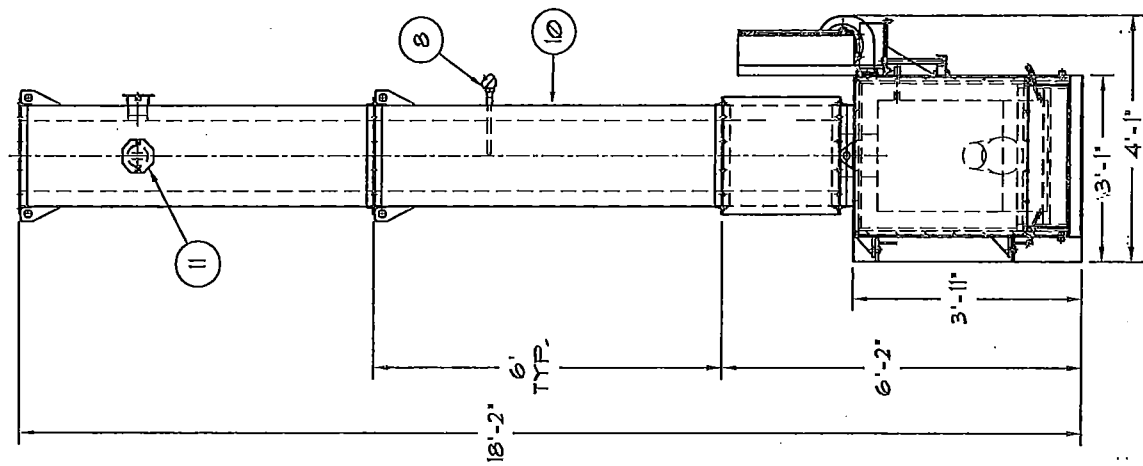
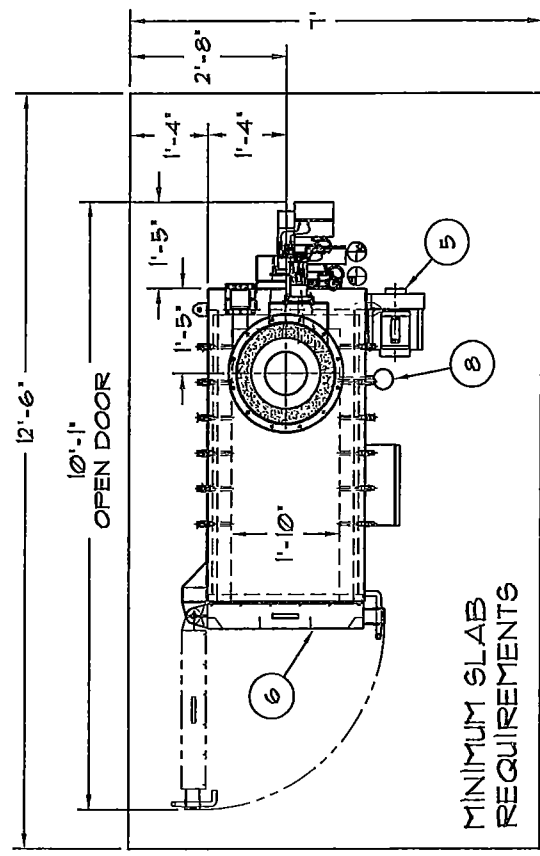
THERM TEC, INC. has designed, engineered and manufactured
 Animal Crematories And Human Crematories Since 1973 3-25-2008

CONSTRUCTION		S-27-T
Primary Burner Firing Rate		400,000 Avg.
Secondary Burner Firing Rate		400,000 Avg.
Control Panel, NEMA 12 U.L. 508A		Yes
Natural Gas / Propane Requirements		800 CFH
Fuel Requirements (# 2 Oil) (15.2 Liters)		5.8 GPH
Electrical Requirements		115/60/1 30 AMP
Paint & Primer -High Temp.		
Weight	Pounds	7,676
Suggested Slab Size		10' x 12'

DISTRIBUTED & SERVICED BY



1	PRIMARY COMBUSTION CHAMBER
2	SECONDARY CHAMBER (AFTERBURNER)
3	PRIMARY BURNER
4	SECONDARY BURNER
5	COMBUSTION AIR BLOWER
6	LOAD DOOR
7	CONTROL PANEL
8	THERMOCOUPLES (TEMPERATURE SENSORS)
9	AIR PORT CLEAN OUT CAPS
10	STACK SECTIONS (2)
11	TEST PORTS
12	LIQUID CONTROL DAM
⊕	FUEL SUPPLY (BY OTHERS)
⊖	ELECTRICAL SERVICE (BY OTHERS)



SCALE

5/16"=1'-0"

DRAWN BY

T.SROFE

DATE

07/24/98

CHECKED BY

therm-tec

SHERWOOD, OREGON 97140

GENERAL ARRANGEMENT

S-27 ANIMAL CREMATORY

TOLERANCES
(EXCEPT AS NOTED)

± 1"

WEIGHT - 6,600

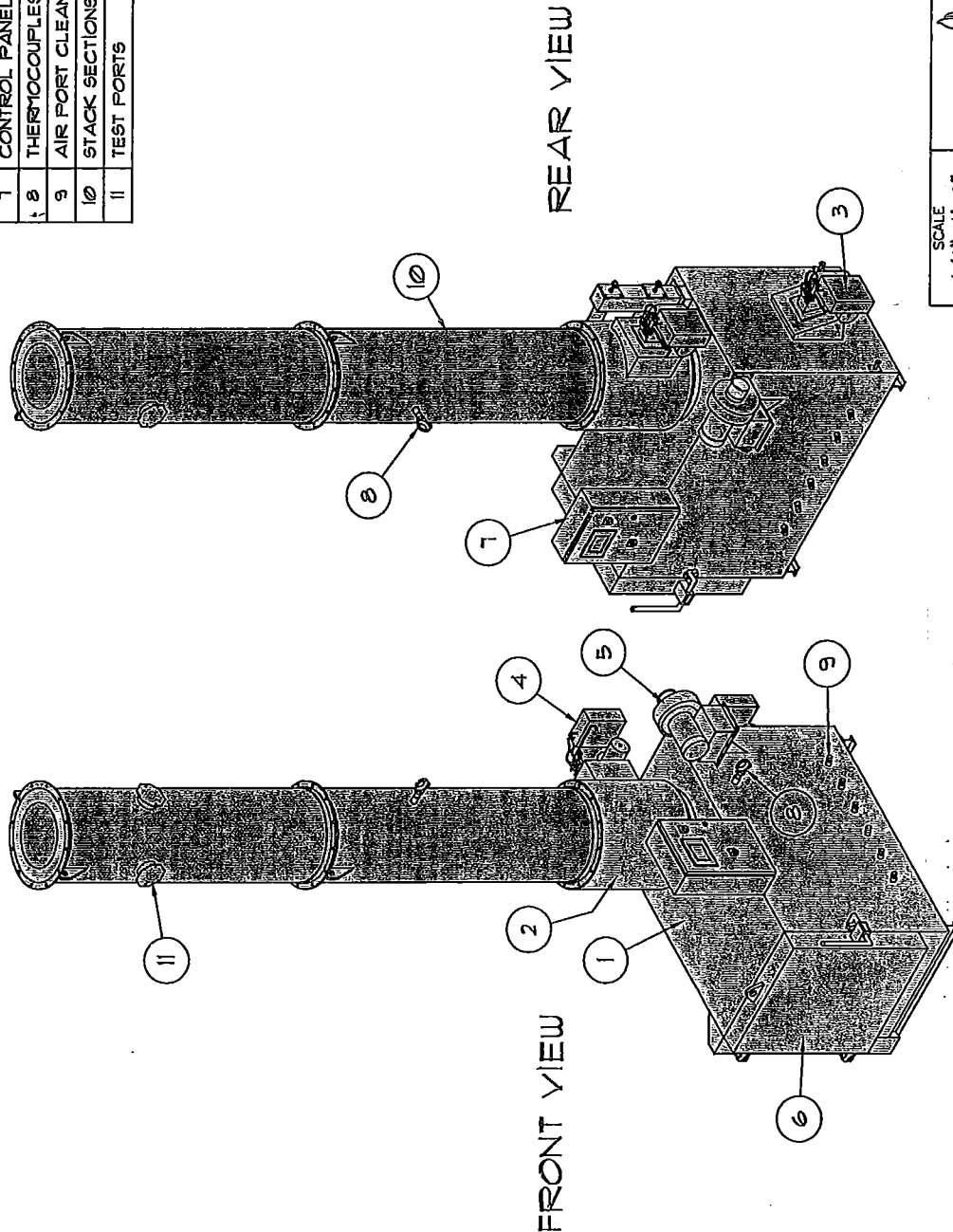
ASG-2147

CHANGE

SHEET 1 OF 2

REVISION	DATE	BY	DESCRIPTION	L/C
C	09/05/07	TPS	CHANGED TO 20" AFTERBURNER & STACKS	
THIS DOCUMENT DISCLOSES SUBJECT MATTER TO WHICH THERM-TEC, INC., SHERWOOD, OREGON HAS PROPRIETARY RIGHTS AND IS NOT TO BE USED IN ANY WAY WITHOUT CONSENT OF THERM-TEC, INC., SHERWOOD, OREGON.				

1	PRIMARY COMBUSTION CHAMBER
2	SECONDARY CHAMBER (AFTERBURNER)
3	PRIMARY BURNER
4	SECONDARY BURNER
5	COMBUSTION AIR BLOWER
6	LOAD DOOR
7	CONTROL PANEL
8	THERMOCOUPLES (TEMPERATURE SENSORS)
9	AIR FORT CLEAN OUT CAPS
10	STACK SECTIONS (2)
11	TEST PORTS



SCALE	1/4"=1'-0"
DRAWN BY	T. SROFE
DATE	07/24/98
CHECKED BY	
TOLERANCES (DEPT AS NOTED)	± 1"

THERMALTEC SHERWOOD, OREGON 97140			
GENERAL ARRANGEMENT S-27 ANIMAL CREMATOR			
CHANGE ASG-2147 SHEET 2 OF 2			

REVISION	DATE	BY	DESCRIPTION	L/C
THIS DOCUMENT DISCLOSES SUBJECT MATTER TO WHICH THERMALTEC, INC., SHERWOOD, OREGON HAS PROPRIETARY RIGHTS AND IS NOT TO BE USED IN ANY WAY WITHOUT CONSENT OF THERMALTEC, INC., SHERWOOD, OREGON.				

Therm Tec, Inc.

P.O. Box 1105 Tualatin, Oregon 97062

Phone 503-625-7575 800-292-9163 Fax 503-625-6161

Installation Information Animal Cremation Model S-27-T

Cremation Shipping Dimensions

Crematory

Width With Control Panel	4'8"
Length	7'0"
Height With Secondary Chamber In Place	6' 8"
Weight of Crematory As Shipped (Main Chamber)	5,200 Pounds
Total Weight Of Crematory With Stack	7,075 Pounds
Base Frame Contact To Floor	38.25 PSI
Anchor For Seismic Stability	2 Ea. 1/2 " Concrete Anchors
Crematory Is A Stand Alone Structure	Lag to Concrete Floor -(1/2" Anchor Bolts)
No Attachmet To Buliding Structure	Provisions In Base Of Unit To Accept Lag Bolts Installed By Contractor

Stack Sections

3" 2,600 Deg. F. Refractory Lined Sections	2 Each Standard Unit
Section Connected to Secondary Chamber	3 Each - IF Required With Project
# 1 Stack Section	20" OD x 72" Long
Weight 8 # 5 Bolts & Washers	650 Pounds
#2 Stack Section	20" OD x 72" Long
Weight 8 # 5 Bolts Plus 16 Bolts With Washers	650 Pounds
#3 Stack Section	20" OD x 72" Long
Weight 8 # 5 Bolts Plus 16 Bolts With Washers	650 Pounds
Total Weight Of Stack Sections	2,025 Pounds
Stack Connection To Secondary Chamber	8 Ea. 3/8" Bolts, Lock Washer/Nuts
Unit Is A Stand Alone System. No Bracing to Roof is Required Or Desired	
Stack Sections Are Self Supporting To Main Unit (No Bracing to Roof Required)	

Recommended Clearances

Clearances are suggested for convenient operations of the equipment	
Top Of Cremation Unit Body To Ceiling	48"
Side Of Crematory With Control Panel To Wall	36"
Side Of Crematory Without Control Panel To Wall	24"
Back Of Crematory To Wall	30"
Floor - Non - Combustible (Note PSI Contact to Floor)	38.25 PSI

Stack Penetration Through Roof - Designed As Required For Facility

Basic Recommendations:

Stack Through Roof Line Hole	32 " to 37" Square (Adjust To Rafter Space)
------------------------------	--

Therm Tec, Inc.

P.O. Box 1105 Tualatin, Oregon 97062
Phone 503-625-7575 800-292-9163 Fax 503-625-6161

Installation Information Animal Cremation Model S-27-T

Utility Connection To Unit

Electrical - Connection To Control Panel 115 Volts, 20 Amp, Single Phase, 3 Wire Connection

Fuel Connection to Unit 1,600 CFH, 2 to 5 Pounds Natural Gas- **MAXIMUM SUPPLY**
Regulator Supplied, 1 1/4" NPT Connection, Vent 1" Atmosphere
(Actual Operating 700 to 850 CFH)

View From the Front Loading Door
(Temperatures Measured After 4 Hours)

Front Door	Ambient + 50 Degrees
Right Side	Ambient + 60 Degrees
Left Side	Ambient + 60 Degrees
Back	Ambient + 60 Degrees
Top	Ambient + 75 Degrees

Total Btu Release To Surrounding Areas Less Than 8,000 Btu's/Hr

Combustion Air Recommended

Room Should Be Under a Slight Positive Pressure
Suggested Room Exchanges - 15 Per Hour.
Forced Combustion Air Input Suggested

500 CFM

Underwriters Laboratories Listing UL 508A

(Note, UL 791 listing is " Standard For Safety - RESIDENTIAL INCINERATORS")

(The UL 508A listing is more comprehensive for safe operation of Commercial /Industrial Cremation Units)

Stack Discharge Information

Stack Diameter O.D	20"
Stack I.D.	14"
Discharge Temperature	1,300 to 1,400 Deg. F.
Refractory Lined 72" x 18" OD, Flanged Top and Bottom	3" - 2,600 Deg F. Refractory
Average Surface Temperature Of Stack	185 to 210 Deg. F.
Average Flow Rate Of Discharge	1,200 ACFM 286 DSCFM
Average Velocity	25 to 26 FPS

Safety Inter Locks On System Controls

Primary Burner Will NOT Operate Until Required Temperature In The Secondary Chamber Is Met. Only Then Will The Primary Burner Operate.
Primary Burner LOCKED OUT When Load Door Is Open.

Crematory Operates Under A Natural Draft Condition.

Therm Tec, Inc.

P.O. Box 1105 Tualatin, Oregon 97062
Phone 503-625-7575 800-292-9163 Fax 503-625-6161

Installation Information Animal Cremation Model S-27-T

Permits Required For Installation:

	Obtained
Air Pollution Permit Obtained from the local Environmental Agency By the Owner or Operator of the facility	<input type="checkbox"/>
Zoning Permit For the installation of the Crematory By Owner or Operator of the Crematory	<input type="checkbox"/>
Mechanical Permit To install the appliance By Licensed Contractor or Owner	<input type="checkbox"/>
Plumbing Permit To connect the fuel service by a Licensed Plumber Contractor	<input type="checkbox"/>
Electrical Permit To connect the electrical service to the equipment by a Licensed Electrical Contractor	<input type="checkbox"/>
Roofing Permit To cut the hole in the roof for the stack penetration	<input type="checkbox"/>
Crane Permit If required - supplied by the Crane Company or Owner	<input type="checkbox"/>

Note:

Air Pollution Testing- may be required for some installation. A certified laboratory must be contacted. Normally a testing Protocol Procedure must be submitted to the Agency for Approval before the actual testing is scheduled.

International Association of Pet Cemeteries and Crematories Pet Cremation Standards

SECTION A. Terminology (Definitions)

This terminology was approved by the general membership of the 2011 Annual General Meeting of the International Association of Pet Cemeteries and Crematories (IAOPCC), and also from a joint IAOPCC and Cremation Association of North America (CANA) Pet Cremation Standards Committee.

The term “Individual”, used to describe multiple pets that are cremated with the intended return of each individual pet's cremated remains to an authorized agent is currently an *interim* term and is being used only to make the relevant standards understandable.

1. Authorized Agent(s) – The person(s) legally entitled to order the cremation of the remains. The authorized agent may be acting on behalf of a client, e.g., when a veterinarian works on behalf of the client.

1.1.1 Client – The owner of the pet, who may be the authorizing agent or who may engage someone (e.g., a veterinarian) to act as authorizing agent.

1.2 Cremated Remains - The remaining bone fragments after the cremation process is completed.

Note: the term “cremains” may also be used; the preferred term is cremated remains, but both are in common use.

1.3 Cremation – The mechanical and/or thermal or other dissolution process that reduces remains to bone fragments. Cremation would include the subsequent processing and pulverization of bone fragments. Cremation may occur under any of the following methods”

1.3.1 Communal Cremation – To cremate several pets in a cremation chamber at one time with no regard for keeping pets separated. This process allows for the co-mingling of cremated remains. No cremated remains are returned to the client. (*Note: this may be described as “mass”, “group” or “combined” cremation; the preferred term is communal cremation*).

1.3.2 Individual Cremation. *This is an interim term for the cremation procedure also commonly referred to in the industry as Partitioned Cremation, or Segregated Cremation.* More than one pet is placed in the cremation chamber and cremated at the same time with some form of separation between pets such as trays, refractory bricks, or space; the pet's location in crematory is documented and cremated remains of pets are removed one at a time and kept separated. Each pet's individual cremated remains are returned to the client. (*Note: other terms include “individually separated”, or segregated and individually separated (S.I.S), or “individually partitioned” cremation; in every case the consumer and the Authorizing Agent must be informed that more than one pet may be cremated simultaneously*).

1.3.3 Private Cremation – Only one pet is placed in the cremation chamber and cremated, with the cremated remains returned to the client. Private cremation may include viewing of the cremation by the client.

1.4 Cremation Chamber – The enclosed space within which the cremation process takes place.

1.5 Cremation Container – The container in which the animal remains may be delivered to the crematory to be placed in the cremation chamber for cremation. Cremation containers, if used, should meet the following standards.

1. Be composed of a suitable combustible material;
2. Be sturdy enough for handling with ease;
3. Assure protection to the health and safety of the operator;
4. Meet moral codes for respect and dignity.

1.6 Crematory Authority – The legal entity or the authorized representative of the legal entity who conducts the cremation.

1.7 Crematory or Crematorium – The building that houses the cremation chamber.

1.8 Holding Facility – An area designated for the retention of remains prior to cremation within the crematory facilities that shall:

1. Comply with any applicable public health laws;
2. Preserve the dignity of the remains;
3. Recognize the personal integrity and health of the crematory authority personnel operating the cremation chamber.

1.8.1 Holding Vault – A place to store or hold remains; usually a walk-in cooler or freezer, or chest freezers.

1.9 Remains – The dead animal remains prior to cremation.

1.10 Processed Remains – The end result of pulverization, where the residual from the cremation process is cleaned leaving only bone fragments reduced to unidentifiable dimensions.

1.11 Securely closed or sealable Container – Any container in which processed remains can be placed and securely closed or sealed so as to prevent leakage of processed remains or the entrance of foreign materials.

Section B - Facility & Operation Standards

I. Safety

A. General Safety

1. The Crematory Authority's operation is required to comply with federal, state, local, and provincial regulations regarding pet cremation facilities such as environmental review, and work place safety (i.e., OSHA, DEA, WHMIS, etc.). (100)
2. Preventive and corrective facility and equipment maintenance programs are utilized, and the operation team members responsible for implementation receive appropriate training. (20)
3. Operation team members receive training on the ergonomic concerns that may be part of their normal workday such as repetitive motion and appropriate lifting techniques. (20)
4. Job safety and health protection posters are located in an area available to all operation team members. (20)
5. Emergency telephone numbers are posted in the office and work area
 - Numbers posted are legible
 - Posted by the room's telephone when possible
 - Highly Visible
 - Contain at least the numbers of the fire department, ambulance & police (40)
6. The operation utilizes a written protocol that provides for a safe environment for clients and operation team members that addresses:
 - Personal safety such as tripping (10)
 - Personal security such as outside lighting when facility members are leaving after dark (10)
 - Injury prevention and management (10)
 - Smoking (10)
 - Management of emergencies, including loss of utilities (10)
 - Management of hazardous wastes (10)
 - Potential hazards related to pregnancy (10)
7. Management addresses the safety issues surrounding standard operating procedures. At a minimum , the following are evaluated, documented and communicated to the operations team.
 - Opening and closing procedures (10)
 - Cash handling procedures (10)
 - Minutes and recommendations of the Safety Committee (10)
8. Security and Fire system patrol services, or monitoring services are utilized. (30)
9. The operation has a disaster preparedness plan to address natural disasters that are typically

- experienced in the area (hurricane, tornado, earthquake, flood, blizzard etc.) The plan includes:
- An evacuation plan (20)
 - An assembly area (so everyone can be accounted for) (10)
 - Emergency contacts (10)
 - Location of gas or fuel oil shut off and electrical breakers (50)
 - A kit containing essential supplies such as a flashlight and tools (10)
10. The operations team receives regular training in basic first aid and CPR at least annually. (20)
 11. Adequate emergency lighting exists. Battery-operated lights or alternate power sources are maintained, tested, and inspected on an annual basis. (60)
 12. A source of back-up lighting and power, such as a generator is kept, maintained, and tested regularly in case of emergency and or lengthy power outages. (25)
 13. Waste, including biomedical device waste is disposed of properly and in accordance with local laws. (25)
 14. Pets and mascots residing in the facility are not allowed to place operations members, clients, clients' living pets or the facility at risk for disease, or injury or accidents. (10)
 15. Noise is minimized outside the crematory work floor. (20)
 16. A fire and dust isolated viewing room is available for clients to view the cremation process. (50)

B. Cremation work floor safety

1. Only authorized Crematory Authority personnel have access to the area of the cremation and processing equipment (100)
2. All combustible materials (cardboard boxes, wrapping paper, plastic inserts, etc.) are properly stored away from the cremation chamber. (10)
 - ▲ Proper protective apparel is available and worn by all operations members while performing cremations.
 - ▲ Face/Eye Protection (100)
 - ▲ Respiratory protection (100)
 - ▲ Heat resistant gloves and apron (100)
 - ▲ Hearing protection (100)
3. Disposable vinyl or latex gloves are present for the handling of leaking pet body bags and unenclosed pets (50)

4. A commercial biological disinfectant or a solution of 1:30 bleach is present to disinfect biological fluid leaks. (50)
5. Back support equipment is available for each employee who does or might do heavy lifting. (50)
6. Portable Fire Extinguisher rated to extinguish Class A, B and C fires is kept and mounted in the work area (50)
7. An Eye Wash Kit is in, or convenient to, the work area (30)
8. A flash light is kept in the work area (10)
9. A First Aid Kit is in the premises (20)
10. A "Sentry" cremation door lock system is installed to prevent accidental closure of chamber door due to component failure or operator error. (50)
11. A written crematory door maintenance program is in place with documented inspection and maintenance based on a fixed number of cremation cycles. (20)
12. Cremains processing is performed under at operational ventilated processing station (30)
13. Cremains processing exhaust is filtered with an appropriate filtering system. (20)
14. A mechanical assistance method is in place to help lift very heavy pets. (40)

C. Exterior Safety

1. Landscaping is properly maintained and inspected. Tripping hazards are identified and corrected. (10)
2. Litter is cleaned up from facility grounds as needed, at least once daily. (10)
3. Walkway and parking lots ice is promptly sanded or treated with an ice melter. (10)
4. Walkways and parking lots are in good repair and free of tripping or slipping hazards. (50)
5. Exterior lighting provides adequate illumination for the safety of clients and operations members for : entrances; walkways; and parking areas. (40)

D. Fire Safety

1. The facility is required to comply with the current local municipal fire code. (100)
2. Written instructions are posted for facility members and client evacuation in case of fire or other danger. (80)
3. Evacuation plans address client and facility safety. (80)
4. Evacuation plans denote an assembly area or areas for the facility members. (80)
5. Employee training includes fire safety and prevention. (50)
6. An appropriate number and type of fire extinguishers are readily available and properly maintained. (50)
7. An adequate number of carbon monoxide detectors and smoke or heat detectors are operable and maintained. (40)
8. Centrally monitored fire detection devices (off site monitored smoke detectors, heat detectors or sprinkler systems) are provided. (50)
9. A fire sprinkler system is installed. (20)

Passing score: minimum of 70% of Total Points:

Pass 1589

Total 2270 points
(70%) _____

II House Keeping & Maintenance

General

Client and operations members areas of the facility are neat, clean and well organized.

1. The housekeeping program provides and maintains a safe, sanitary, functional, uncluttered, well maintained, professional and pleasant environment. (100)
 2. The operation is free of persistent offensive odours. (100)
 3. Furnishings are properly maintained and conveniently arranged in order to be pleasing to the client and the client's comfort. (40)
- ▲ Operations members understand housekeeping and maintenance goals and programs including:
 - ▲ Safe and proper handling of equipment, materials and chemicals used for cleaning and

- disinfection (40)
- ▲ the relationship of sanitation to zoonotic disease prevention (40)
- 5. Client area displays, such as brochures, retail items, and pictures are clean and orderly. (20)
- 6. Custodial equipment and supplies are cleaned and properly stored. (20)
- 7. Tools and materials for simple building maintenance and repair are available. (20)
- 8. The heating, ventilation, and air conditioning (HVAC) systems ensure that an appropriately controlled and regularly filtered air supply is provided to all client and office areas of the facility. (60)
- 9. The heating, ventilating, and air conditioning (HVAC) systems are of a type and a capacity that is sufficient to meet any reasonably foreseeable environmental conditions. (60)
- ▲ Qualified personnel maintain mechanical systems such as crematoria, furnaces, air conditioning, and cremains processing stations in accordance with:
- ▲ Manufacturer's recommendations
- ▲ A written and documented preventive maintenance program (60)

Housekeeping Plan

- 1. Written housekeeping and maintenance programs are utilized. (40)
- 2. A housekeeping supervisor is identified and responsible for administration of the housekeeping and maintenance programs (40)
- ▲ The housekeeping manual checklist includes details on how to keep the operations clean, well maintained, and in good repair. This includes cleaning products and disinfectants used, description of the cleaning or maintenance tasks, name of the operation team members responsible for the tasks, and frequency of the tasks (daily, weekly, monthly) With this in mind, the checklist includes:
- ▲ Walls (10)
- ▲ Ceilings (10)
- ▲ Windows and window coverings (10)
- ▲ Floors and Carpets (10)
- ▲ Furniture (10)
- ▲ Light Fixtures (10)
- ▲ Plumbing fixtures (10)
- ▲ Mechanical equipment including crematoria, cremains processing stations, furnaces, vents, air conditioners and fans (10)
- ▲ Equipment and appliances (10)
- ▲ Restrooms (10)
- ▲ Trash removal (10)

6. The operation evaluates, at least annually, how its services and hours match community needs, considering issues such as:
 - witnessed cremations
 - frequency of veterinary or intermediate service provider pick up and delivery
 - house call pick up or delivery
 (50)
7. Client feedback is actively solicited. Such feedback might include focus groups, client surveys and evaluations, and client input discussed during client service meetings. (50)
8. Intermediate service provider client meetings are conducted on a routine basis and topics as client complaints, perception of value and opportunities for improvement are discussed. (50)
9. The operation utilizes a written client conflict protocol to help effectively address distraught and angry clients. Topics, such as who will handle client communication and how the conflict and follow-up will be addressed, are included. (100)
10. The operation utilizes a written protocol that details operation member appearance, with emphasis on its impact on client trust and communication. (50)
11. The operation utilizes a written protocol for professional conduct such as:
 - Respect for other operation team members (20)
 - Respect for clients (20)
 - Respect for animals both deceased and alive (100)
 - Conduct when in the presence of a client (20)
 - uniform or dress code (20)
 - Body Language (20)
 - Verbal and written communication (20)

total points: 730 points

Passing score: minimum of :

85% 621 points _____

V Records

1. The Crematory Authority maintains records in such a way that any team member, who has contact with the public, can read, understand and explain any phase of the entire service provided. (100)
2. All records are maintained for at least 5 years or longer as required by local law. (60)
3. Records are legible. (100)
4. Every pet that is cremated with the purpose of the return of its cremated remains has its identity

- confirmed once in the custody of the Cremation Authority and is documented. (60)
5. Every pet that is cremated is documented. (40)
6. The record keeping system allows for easy retrieval of the desired information. (75)
7. Information recorded includes:
- Client name, or Authorizing Agent name and relationship to the pet owner (50)
 - Pet Name, or unique identifier (50)
 - Services and goods requested (50)
 - Date, time, location of pick up, and agent picking up (50)
 - Date, start time and finish time of cremation (50)
 - Pre-cremation weight of each pet presented for Private or Individual cremation (25)
 - Post cremation weight of each pet presented for Private or Individual cremation (10)
 - Urn type and colour provided (25)
 - Cremation log number (25)
 - Surgical hardware retrieved or to be removed (25)
7. A pick up log is used and maintained. Data that must be recorded includes: (150)
- Date of the pick up
 - Location and telephone number of the pick up
 - Time of the pick up
 - Number of pets picked up for cremated remains return
 - Pet Name, or unique identifier of deceased pets to be Privately, or Individually cremated
 - Special Instructions
 - Name of the Crematory Representative picking up the deceased pets
 - Client name, or Authorizing Agent name
8. A cremation log is used and maintained. Data that must be recorded includes
- Time of cremation: starting time and finish time (25)
 - Kind of cremation: Private, Individual or Communal (25)
 - Special Instructions (25)
 - Pet Name, or unique identifier (25)
 - Cremation log number for each individual pet presented for Private or Individual cremation (25)
 - Weight of cremation:
 - i Pre-cremation individual pet weights for Private or Individual Cremation (10)
 - ii Post cremation weight of each pet that has a Private or Individual pet cremation (10)
 - iii Batched weight loaded for a Communal cremation (25)
 - Disposition of Communal cremains
- (25)
- Urn model provided (25)
 - Name and initial of the cremator operator. (25)
9. A delivery log is used and maintained. Data that must be recorded includes (25)
- Date of delivery

total points: 1030 points

Minimum Passing Score: 90%

927 points

VII Facilities

1. Crematory Units

1. All crematory units in operation meet local, state/provincial and federal regulations and all required approvals or certifications. (100)
2. Crematory units are designed for the ready retrieval of individual cremains. (50)
3. Retorts are operational. (50)
4. Crematory units are maintained on systematic schedule which includes
 - Recorded daily visual inspections (20)
 - Annual inspections by certified technicians (20)
 - Each unit in operation has an inspection and maintenance log (20)
5. Stack Emission Monitoring Equipment meets local, state/provincial and federal regulations. (100)

2. Cremains Processing Units

1. An acceptable method of bone pulverization is in place in accordance with section VII 2 line 3 (below) (100)
2. Cremains dust is minimized by
 - the used of a closed method of pulverization (50)
 - the use of an exhaust or filtration system. (50)
3. The method employed ensures that all bone fragments are rendered unidentifiable and no fragment exceeds 5 mm in length or diameter and the majority are less than 3 mm in length or diameter. (20)
4. The method employed ensures that all bone fragments are rendered unidentifiable and no fragment exceeds 2 mm in length or diameter and the majority are less than 1 mm in length or diameter. (50)

3. Body Refrigeration - Holding Vaults are refrigerated

1. A method to refrigerate or freeze deceased pets' bodies is located in the premises and is clean and odour free and is in compliance with applicable public health regulations. (100)
2. Sufficient refrigerator or freezer space is present to accommodate 1 week of average activity. (50)
3. Body refrigeration units shall be secure from access by anyone other than Crematory Authority personnel or parties accompanied by Crematory Authority personnel. (10)
4. Unless it is physically not possible due to size (e.g. In the case of a large animal such as a pet horse), a Crematory Authority shall not hold the remains for cremation unless contained within an individual cremation container (e.g. Body bag) that can be securely closed or sealed. (10)

4. Mobile Transportation Units

1. The vehicle has a clean professional appearance.
 - The exterior is free of obvious rust (20)
 - The wind shield is free of cracks (20)
 - There are no obvious dents or scratches (20)
2. The deceased pet transportation area is clean and free of readily offensive odours. (20)
3. The deceased pet transportation area is made of impervious, readily cleaned and disinfected materials
or
transported deceased pets are carried exclusively in containers that are made of hard, strong, readily cleaned, impervious materials. (20)
4. Leak resistant remains containers, such as body bags, are always available. (10)
5. The mobile unit contains, equipment and materials for applying disinfectants to compartments. (50)
6. The mobile unit has equipment and materials for identifying deceased animals. (75)
7. The mobile unit has a container for waste. (10)
8. The mobile unit has a portable scale of sufficient size to weigh deceased pets from 1 to 200 lbs (10)
9. Cellular telephone communication is performed via a hands free device, or is only done when the vehicle is not in motion. (20)

10. The mobile unit has a functional and up to date road GPS unit (10)
11. The mobile unit contains at least one readily accessible all-purpose fire extinguisher. (20)
12. Doors and windows in mobile unit are secured to prevent the theft of deceased animals, cremated remains and any forms or supplies. (40)
13. The mobile unit is equipped with appropriate intermediate pet transportation equipment, e.g. stretcher, basket, cover blanket(s), lifting equipment to meet the needs of a typical or scheduled day's activity. (40)

5. Client Accessible Areas of the Facility

1. All client accessible rooms are clean, clutter free and have adequate lighting. (75)
2. All client accessible areas are physically separate from the cremation work area. (75)
3. The furniture in the client accessible areas is clean and in good repair. (75)
4. There is a washroom that can be used by clients. (50)
5. There is a handicapped accessible wash room that can be used by clients. (50)
6. Clients or their authorized agents may witness their pet's Individual or Private cremation. (100)

total points: 1630 Points

Minimum Passing Score: 90% 1467 Points _____

VIII Cremation Process

- Each applicable section must be passed in order to pass this Section

A. General (All Crematory Authorities)

1. Cremations are performed to minimize visible stack emissions, odor and known pollutants. (100)
2. The crematory facility has a scale of sufficient size to weigh deceased pets from 1 to 200 pounds. (20)
3. All residual of the cremation process shall undergo final processing to comply with applicable legal requirements. (10)

total 130 points

Passing score: Minimum 100%

130 points_____

B. Communal Cremations – if no communal cremations are performed, then skip this section

1. Communal cremations are to be completed to a point where the organic cremains presented for burial or scattering are at least 95% (by weight) composed of bone, teeth or other ossified materials. (100)
2. Pet remains presented for Communal cremations have their identity verified just prior to being placed in the cremation chamber. (10)

total 110 points

Passing score: Minimum 90%

100 points_____

C. Individual Cremations

– if no Individual cremations are performed, then skip this section

1. Individual pet cremations are to be completed to a point where the organic cremains presented to the owner are at least 99% (by weight) composed of bone, teeth or other ossified materials. (100)
2. Pet remains presented for Individual cremations have their identity verified just prior to being placed in the cremation chamber. Identifying tags, discs, labels, or bar codes should be kept attached to, or adjacent to the chamber control panel. (10)
3. Individual cremations are placed in the retort with absolutely no contact with one another. Physical separation is to be maintained at all time. Each pet's location in the crematory is documented. This record is maintained and kept for a minimum of 5 years. (100)
4. The starting time and the collection times of each animal's cremation is recorded. The record is initialled by the cremator operator. This record is maintained and kept for a minimum of 5 years. (50)
5. A cremator operator is present on the crematory work floor for at least the first 30 minutes of an Individual pet cremation cycle. (80)
6. A cremator operator inspects the cremation process at least once during the first 30 minutes of each Individual pet cremation cycle. (20)
7. As an Individual cremation cycle approaches completion, each pet's individually segregated cremated remains are removed one at a time. The cremated remains closest to the door of the cremation chamber are removed prior to the retrieval of the cremated remains located further

back in the chamber. The area of the chamber occupied by the cremated remains is swept thoroughly so as to render that area of the retort reasonably free of all matter. (100)

8. Each Individual pet's cremated remains are to be placed in a separate container or tray to ensure against co-mingling with other cremated remains. Identifying tags, discs, labels, or bar codes should be attached to the container. (20)

total 480 points

Passing score: Minimum 90%

432 points_____

D. Private Cremations - if no Private cremations are performed, then skip this section

1. Private pet cremations are to be completed to a point where the organic cremains presented to the owner are at least 99% (by weight) composed of bone, teeth or other ossified materials. (100)
2. Pet remains presented for Private cremations have their identity verified just prior to being placed in the cremation chamber. Identifying tags, discs, labels, or bar codes should be kept attached to, or adjacent to the chamber control panel. (10)
3. Private cremations always involves one and only one pet in a crematory retort that has been thoroughly swept so as to render the retort reasonably free of all matter before the pet is placed in the crematory retort and thoroughly swept at collection of the cremated remains as to render the retort reasonably free of all matter. (100)
4. A Private cremation pet's cremation is documented. The starting time and the collection time of each animal's cremation is recorded. The record is initialled by the cremator operator. This record is maintained and kept for a minimum of 5 years. (50)

E. Private and Individual Cremations

-- if no Private or Individual cremations are performed, then skip this section

1. Surgical implants, metal objects and other non-bone fragment foreign material that was/were part of the deceased pet, or its collar, harness or accessory prior to cremation and recovered with the cremated remains shall be removed prior to processing. They should be identified, if possible, logged and if requested, returned to owner/owner's agent within identified, labeled separate packaging. (20)
2. Cremated remains that are to be returned to the authorizing agent shall be placed in a container that can be securely closed or sealed so as to prevent leakage of processed remains or the entrance of foreign materials. (10)

3. Identification should be attached to, or be indelibly written upon the urn or container holding the cremated remains **and** an identification tag should also be placed inside the urn or container. (100)

total 130 points

Passing score: Minimum 100%

130 points _____



Department of Public Services

212 D Street, Rock Springs, WY 82901

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www.rswy.net

August 5, 2015

Planning & Zoning Commission
City of Rock Springs
212 D Street
Rock Springs, WY 82901

Re: City Council Action Report

Dear Honorable Commissioners:

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

Council Mtg.	P&Z Item	Council Action
07/21/15	None	
08/04/15	1. A Resolution accepting and approving an access easement from Wash N Glow, LLC and the City of Rock Springs. (PZ-15-00150)	Res. 2015-136 Approved

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

Sincerely,

Jennifer L. Shields, AICP
City Planner

**BEFORE THE CITY COUNCIL
OF
THE CITY OF ROCK SPRINGS
IN THE COUNTY OF SWEETWATER AND STATE OF WYOMING**

John Quintana and
Virginia Quintana,
 Contestants

Vs.

Planning and Zoning Commission
 Of the
City of Rock Springs, Wyoming

Docket No. _____

PETITION FOR ADMINSTRATIVE REVIEW OF AGENCY ACTION

COME NOW John Quintana and Virginia Quintana, Petitioners herein, by and through Richard Mathey, their attorney, and hereby petition the City of Rock Springs, Wyoming for administrative review of the inaction of the Planning and Zoning Commission of the City of Rock Springs, 212 "D" Street, Rock Springs, Wyoming in discharging its duties under Section 13-2-05(vii) and Section 16-701(B) of the Rock Springs Municipal Ordinances.

This petition is brought by John Quintana and Virginia Quintana as individuals who have been adversely affected by inactions of the Planning and Zoning Commission. This petition is brought under "Rules and Regulations City of Rock Springs, State of Wyoming," the "Rules and Regulations Planning and Zoning Commission of the City of Rock Springs, Wyoming," and the Wyoming Administrative Procedure Act.


RECEIVED
7/21/15

The inactions of the Planning and Zoning Commission which have aggrieved and adversely affected Petitioners, and for which Petitioners seek administrative review, are as follows:

1. Failure to have considered and failure to have made recommendations concerning Resolution No 2015-128, adopted by the City Council of Rock Springs on July 7, 2015; and failure to have considered and failure to have made recommendations concerning release of the subdivision improvements bond posted to assure completion of subdivision improvements for Cross Roads Commercial Park Subdivision.

2. Failure to have considered and failure to have made recommendations concerning variance requests and requests to substantially change Cross Roads Commercial Park Subdivision from the subdivision planned and depicted on the Final Plat of Cross Roads Commercial Park Subdivision and the plans and untakings incorporated in said final plat.

DATED this 21st day of July, 2015.

John Quintana and Virginia
Quintana, Petitioners

By: Richard Mathey
Richard Mathey (#5-1616)
Mathey Law Office, P.C.
Attorney for Petitioners
P.O. Box 1060
Green River, WY 82935
(307) 875-5872

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7/21/15