



**PLANNING AND ZONING COMMISSION
MEETING AGENDA**

January 11, 2017

7:00 p.m.

ROLL CALL

APPROVAL OF MINUTES

1. Review and approval of the December 14, 2016, 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

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

None

PLANNING DEPARTMENT ACTIONS

Quantity	Project Type
7	Single Family Residential Site Plans
6	Home Occupation Applications
2	Sign Permits
1	Zoning Certification
1	Preliminary Site Plan Review

PETITIONS AND COMMUNICATIONS

1. Written petitions and communications.
 - a. *Update on City Council actions*
December 20, 2016, there were no Planning Actions for Council
January 3, 2017, there were no Planning Actions for Council
 - b. *Selection of Nominating Committee for 2017 Chairman, Vice Chairman, & BOA Member*
2. Petitions and communications from the floor.

ADJOURNMENT

**PLANNING AND ZONING
COMMISSION MINUTES
December 14, 2016
Wednesday, 7:00 p.m.
City Hall, Rock Springs, Wyoming**

Commissioners Present:	Chairperson Mary Manatos Vice-Chairman Mike Shaw Cindy Duck Rosa Avalos	Sue Lozier Matthew Jackman Joe Drnas Taylor Jones
Commissioners Absent:	Mark Erickson	
Staff Present:	Denise Boudreault, Assistant City Planner Cathy Greene, Senior Administrative Assistant Amy M. Allen, Director of Public Services	

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 November 9, 2016, Planning and Zoning Commission Meeting.

With no corrections or additions, Chairperson Manatos asked for a motion to accept the Minutes as presented.

Commissioner Jackman: Motion to approve the Minutes as presented.

Commissioner Jones: Second.

Vote: All in favor. Motion carried unanimously.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

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

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

Commissioner Jones: Second.

Vote: All in favor. Motion carried unanimously.

CHANGES TO THE AGENDA

There were none.

UNFINISHED BUSINESS

There were none.

NEW BUSINESS

- 1) **MODIFIED - Request approval to modify a Child Care Center Conditional Use Permit to care for a maximum of 36 children at a commercial site between the hours of 6:30 a.m. and 6:00 p.m., to be located at 1220 9th Street, submitted by Kayla Laughter. (Project #: PZ-16-00195, Staff Representative: Denise Boudreault, Assistant City Planner)**

Staff Report

Ms. Boudreault presented the Modified Staff Report dated December 9, 2016, to the Commission. This was brought back as WYDOT approved applicants appeal to keep both accesses open on 9th Street.

Commissioner Questions for Staff

There were none.

Commissioner Questions for Applicant

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

Ms. Kayla Laughter came forward and stated she does run Fits of Laughter Child Care Center.

There were no questions for the applicant.

Public Comments

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

There were no comments from the public.

Chairperson Manatos then asked for a staff recommendation.

Staff Recommendation

Ms. Boudreault recommended approval with the following conditions of approval:

1. All Utility Review Comments shall be met prior to commencement of operations.
2. Ms. Laughter requested **six (6) employees and has a total of 15 parking spaces so the maximum amount of children allowed is thirty-six (36) at any given time.**
3. Conditional Use Permit approval is for the hours from 6:30 a.m. to 6:00 p.m., Monday through Friday for a minimum of sixteen (16) children and a maximum of 36 children at any given time. Should Ms. Laughter 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.
4. CCC Conditional Use Permits shall be issued to the specific property. Should the CCC provider move to a new location, a new CCC Conditional Use Permit shall be required.
5. Ms. Laughter must also obtain Occupation Tax Application approval from the City of Rock Springs prior to the commencement of use.
6. Child Care Centers shall obtain all required licenses from the State of Wyoming and shall also be approved by the City of Rock Springs Building Division and Fire Department.

7. Should Ms. Laughter fail to operate a CCC at this address for a period of more than 365 consecutive calendar days, the permit shall be deemed expired. A new permit application, including any and all fees and notifications, and approval shall be required prior to recommencement of the CCC operation.
8. The Planning & Zoning Commission shall have the right to revoke or revise any CCC Conditional Use Permit, should legitimate complaints be lodged by property owners located within 200 feet of the CCC that the child care facility has adverse impacts on the health, safety and/or welfare of the neighborhood.
9. The Planning & Zoning Commission shall have the right and authority to revoke the CCC Conditional Use Permit for failure to comply with the above conditions of approval.

Commission Vote

Commissioner Jackman: Motion to approve with staff recommendations.

Commissioner Shaw: Second.

Vote: All in favor. Motion carried unanimously.

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

1. Approved Conditional Use Permit to construct a 6' high wooden fence in rear and side yard (5' from sidewalk), not to interfere with corner vision triangle, located at 2424 Sierra Road, submitted by the City of Rock Springs. (Project #: PZ-16-00221, Staff Representative: Denise Boudreault, Assistant City Planner).

PETITIONS AND COMMUNICATIONS

1) Written petitions and communications.

a. Update on City Council Actions

November 15, 2016, there were no Actions.

December 6, 2016, there were no Actions.

2) Petitions and communications from the floor.

Amy Allen presented Mary Manatos with a certificate of appreciation for her volunteer service on the Planning and Zoning Commission. Mary's second term expires on January 4, 2017; therefore this is Mary's last meeting.

Cathy Greene gave an update on new officer election process for the January and February meetings.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:16 p.m.

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

_____ day of _____ 2017.

Amy M. Allen, Secretary, Planning & Zoning Commission