



**PLANNING AND ZONING COMMISSION  
MEETING AGENDA**

September 13, 2017 at 7:00 p.m.

ROLL CALL

APPROVAL OF MINUTES

1. Review and approval of the August 9, 2017, Planning & Zoning Commission Meeting Minutes.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

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

PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Request for by Carol Tirre representing Sadie McTee Trust for an alley vacation approval from the City of Rock Springs for a section of alley to the north of 839, 841 and 845 Ridge Avenue. (Project #: PZ-17-00137, Staff representative: Amy Allen, Acting City Planner)

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

1. Minor Site Plan approval for Flaming Gorge Crossfit, 1216 Elk Street, Don Jones applicant. (Project #: PZ-17-00120, Staff Representative: Amy Cox, Planning Technician)
2. Conditional Use Permit for a special purpose fence at 3306 Scott Drive, Tony Tarufelli applicant. (Project #: PZ-17-00126, Staff Representative: Amy Cox, Planning Technician)
3. Minor Site Plan approval for Studio 307 Dance Center, 1307 Elk Street, Jessie Yeager applicant. (Project #: PZ-17-00147, Staff Representative: Amy Cox, Planning Technician)

PETITIONS AND COMMUNICATIONS

1. Written petitions and communications.
  - a. *Update on City Council actions*
    1. *September 5th 2017 Council:* Public hearing on a request from Debbra McNalley to amend the Rock Springs Master Plan Official Land Use Map from High Density Residential (HDR) to Low Density Residential (LDR) and the official Zoning map of the city of Rock Springs amended from Light Industrial (I-1) to Low Density residential (R-2) for parcels located off of Moore Avenue.
    2. *September 5th 2017 Council:* 1st Reading of Ordinance (2017-11) amending the official Zoning Map of the city of Rock Springs for two (2) tracts of land totaling 0.65 acres from Light Industrial (I-1) to Low Density Residential (R-2) located off Moore Avenue.
2. Petitions and communications from the floor.

ADJOURNMENT

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**PLANNING AND ZONING  
COMMISSION MINUTES**

August 9, 2017  
Wednesday, 7:00 p.m.  
City Hall, Rock Springs, Wyoming

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Commissioners Present:	Chairperson Joe Drnas Mark Erickson Lauren Schoenfeld	Sue Lozier Matthew Jackman Gabe Bustos Tim Sheehan
Commissioners Absent:	Rosa Avalos Vice-Chairman Mike Shaw	
Staff Present:	Amy Cox, Planning Technician Amy M. Allen, Director of Public Services	

**CALL TO ORDER**

Chairperson Drnas 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 Drnas asked the Commission for any corrections or additions to the Minutes from the July 12, 2017, Planning and Zoning Commission Meeting.

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

Commissioner Jackman: Motion to approve the Minutes as presented.

Commissioner Lozier: Second.

Vote: All in favor. Motion carried unanimously.

**ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE**

Chairperson Drnas 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 Erickson: Second.

Vote: All in favor. Motion carried unanimously.

**CHANGES TO THE AGENDA**

There were none.

## **PUBLIC HEARINGS**

- 1. Petition for a Master Plan Amendment and Rezone from High Density Residential (HDR) to Low Density Residential (LDR) and from Light Industrial (I-1) to Low Density Residential (R-2) for two parcels located off Moore Avenue near G Street. Submitted by Debbra McNalley, property owner (Project #: PZ-17-00115, Staff Representative: Amy Cox, Planning Technician)**

### **Staff Report**

Ms. Cox presented the Staff Report dated August 4, 2017, to the Commission.

Ms. Allen did state that the City received one comment from the letters; however it was in reference to the cell tower up there. A Commissioner asked what the comment was, Ms. Cox said the person was really excited because it looks like a residential area, however they thought the tower was on this property, but it's not and it's on a neighboring parcel.

### **Commissioner Questions for Staff**

There were none.

### **Commissioner Questions for Applicant**

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

Debbra McNalley came forward and gave her history and the history of this property. Ms. Allen stated for clarification that in the 90's when Ms. McNalley's grandfather put the house on the lot it was owned by DeBernardi's that is why it was Zoned I-1. Ms. McNalley stated she never knew it zoned I-1 until recently.

### **Public Hearing**

Chairperson Drnas opened the Public Hearing and asked for any in favor of the proposal to come forward. There were none.

Chairperson Drnas asked for any opposed to the proposal to come forward. There were none.

Chairperson Drnas then closed the Public Hearing and asked for a staff recommendation.

### **Staff Recommendation**

Ms. Cox recommended approval based on all utility review conditions being met, which are all in.

### **Commission Vote**

Commissioner Jackman: Motion to approve with staff recommendations.

Commissioner Schoenfeld: Second.

Vote: All in favor. Motion carried unanimously.

## **UNFINISHED BUSINESS**

There was none.

## NEW BUSINESS

1. **Request for Conditional Use Permit approval to increase the days and hours of operation of a childcare/preschool, Sweetwater County Child Development Center, Niki McKenzie applicant (Project#: PZ-17-00121, Staff Representative: Amy Cox, Planning Technician)**

### Staff Report

Ms. Cox presented the Staff Report dated August 4, 2017, to the Commission.

### Commissioner Questions for Staff

Commissioner Jackman asked if there were any known complaints at that address related to their activities; Ms. Cox said she does not.

Ms. Allen stated this is a house keeping issues cause they changed their hours of operation and we wanted to make sure it was in the record and P&Z knew about it.

A commissioner confirmed the days and hours of operation, that they will be adding an additional day and almost three hours per day.

### Commissioner Questions for Applicant

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

Jennifer Figenser, Assistant Director of the Child Development Center came forward, stated that due to budget cuts they came up with this idea to offset costs and hopefully keep their doors open and help the community at the same time.

### Public Comments

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

Chairperson Drnas then asked for a staff recommendation.

### Staff Recommendation

Ms. Cox recommended: **Permanent** Conditional Use Permit approval is contingent upon the following:

- (1) Subject to approval by the Rock Springs Building Department.
- (2) Subject to approval by the Rock Springs Fire Department.
- (3) Subject to approval by the State of Wyoming for Child Care Centers.
- (4) Should the CCC provider move to a new location, a new CCC Conditional Use Permit shall be required.
- (5) **Approval is for the childcare/preschool to operate Monday through Friday, from 7:00 a.m. to 5:30 a.m.p.m. with a maximum of 170 children at any given time and a maximum of 35 employees at any given time.** Any changes in the originally approved permit, including increase in the number of children; movement, relocation, expansion or reduction in the size of the child care operation within the structure; or increase in the number of staffing, shall require review of the Conditional Use Permit application and may require modification of the existing permit or issuance of a new permit, if so deemed necessary by the Zoning Administrator.

- (6) The Planning & Zoning Commission shall have the right to revoke or revise the CCC Conditional Use Permit should legitimate complaints be lodged by property owners located within 200 feet of the CCC, or by the public, that the Child Care Center has adverse impacts on the health, safety and/or welfare of the neighborhood.
- (7) The Planning & Zoning Commission shall have the right and authority to revoke the CCC Conditional Use Permit for failure to comply with the conditions of approval established therein.

Commissioner Jackman: Motion to amend the times in staff recommendation from 5:30 a.m. to 5:30 p.m.  
**This motion was not seconded.**

Vote: All in favor. Motion carried unanimously.

Commissioner Sheehan asked if we wanted to limit the number of employees to 35, if they need additional staff, they obviously have the parking spaces, if they need to hire someone else. Ms. Allen asked Ms. Figenser how many employees they currently have; Ms. Figenser said she didn't know as they have administration that goes back and forth, however parking has never been a problem. It would be nice to have the higher number in case they have aides or extra help.

A Commissioner asked how many children they have now; Ms. Figenser said she believes they have 170 children, the Commissioner stated; so you are maxed out with the staff you have currently; Ms. Figenser said yes.

Someone asked if it had to be in the request; Ms. Allen said you can modify, amend what is proposed if the applicant chooses; Ms. Cox added it would then keep it from coming back. Ms. Allen, asked Ms. Figenser come back to the mic and asked what she thought was a reasonable number for staff; Ms. Figenser asked what they currently have; Ms. Allen said 35; Ms. Figenser said increasing to 45 would definitely cover any growth, including their bus drivers.

Commissioner Jackman asked what the purpose was in restricting the number staff; Ms. Allen said it was maybe based on parking.

A Commissioner said it looks like there would be two extra parking spaces if they increase to 45 employees. Ms. Allen said that would be fine.

Commissioner Jackman: Motion to amend the maximum amount of employees to 45.

Commissioner Erickson: Second

Vote: All in favor. Motion carried unanimously.

#### Commission Vote

Commissioner Erickson: Motion to approve with staff recommendations.

Commissioner Lozier: Second.

Vote: All in favor. Motion carried unanimously.

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

- 1) Minor Site Plan approval for Airgas LLC, 1891 Foothill Boulevard, Clint Eddy applicant. (Project #: PZ-17-00089, Staff Representative: Amy Cox, Planning Technician)

- 2) Minor Site Plan approval for Goodwill Industries, 1254 Dewar Drive, Jana Conine applicant. (Project #: PZ-17-00102, Staff Representative: Amy Cox, Planning Technician)
- 3) Conditional Use Permit for a special purpose fence at 2507 Cripple Creek Drive, Trevor Benboe applicant. (Project #: PZ-17-00122, Staff Representative: Amy Cox, Planning Technician)
- 4) Minor Site Plan approval for YWCA Accessory Structure, 1327 Jackson Street, Lauren Schoenfeld applicant. (Project #: PZ-17-00124, Staff Representative: Amy Cox, Planning Technician)

### **PETITIONS AND COMMUNICATIONS**

#### **1) Written petitions and communications.**

##### **a. Update on City Council Actions**

1. *July 18<sup>th</sup> Council:* 3rd Reading and Approval of An Ordinance amending Article 13-601, 13-809C, 13-810C and 13-811C, entitled "Zone District Regulations," of the ordinances of the City of Rock Springs, (allowing Indoor Shooting Ranges).
2. *July 18<sup>th</sup> Council:* 2nd Reading of Ordinance – Subdivision language amending Article 16-202 of the Ordinances of the City of Rock Springs (35 Acre Parcels).
3. *July 18<sup>th</sup> Council:* A Public Hearing and tabled a resolution accepting and approving the Preliminary and Final Plat for Gino Subdivision.
4. *August 2nd Council:* Removed from table and approved a resolution accepting and approving the Preliminary and Final Plat for Gino Subdivision.
5. *August 2nd Council:* 3rd Reading of Ordinance and approval – Subdivision language amending Article 16-202 of the Ordinances of the City of Rock Springs (35 Acre Parcels).

#### **2) Petitions and communications from the floor.**

There was another question about the status update of the Covered Porch matter; Ms. Allen stated she hasn't asked downstairs lately.

There was a question and discussion about who owns the K-Mart Building and what is happening with it.

There were also questions about Goodwill moving into the old Owlfe's and the site being clustered, Ms. Cox stated they will be posting no parking signs out back, Ford would be moving all their vehicles, and the lot has parking out at the street. Ms. Allen stated that Goodwill has been in the works for quite a while.

### **ADJOURNMENT**

With no further business, the meeting was adjourned at 7:38 p.m.

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

\_\_\_\_\_ day of \_\_\_\_\_ 2017.

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Amy M. Allen, Secretary, Planning & Zoning Commission





## Planning & Zoning Commission Staff Report-

**AMENDED**

**Project Name:** Sweetwater County Child Developmental Center  
Modified Conditional Use Permit – Child Care Center (CCC)  
**Project Number:** PZ-17-00121  
**Report Date:** August 4, 2017  
**Meeting Date:** August 9, 2017

### Applicant

Sweetwater County CDC  
 c/o Niki McKenzie  
 4509 Foothill Boulevard  
 Rock Springs, WY 82901

### Property Owner

Sweetwater County  
 80 W. Flaming Gorge Way  
 Green River, WY 82935

### Project Location

4509 Foothill Boulevard

### Zoning

B-2 (Community Business)

### Public Notification

Adjacent Property Owners within  
 200' of property – 7/25/17

### Ordinance References

- §13-808.C(8)
- §13-816

### Staff Representative

Amy Cox  
 Planning Technician

### Attachments

- Application
- Adjacent Property Owners  
 Letter and Address List

### Request

Request for Modified Conditional Use Permit approval for a Child Care Center (CCC), to increase the days and hours of operation of the childcare/preschool to Monday through Friday, 7:00 a.m. to 5:30 p.m.

### Background Information – Summarized

On October 14, 2009 the Planning and Zoning Commission granted a **Temporary** Conditional Use Permit approval to the CDC for use of the second floor only of the SWRC building for a one-year time period. The temporary approval was based upon the unknown future of the CDC at the site, the limited amount of existing parking, and no outdoor play area.

In 2010 the CDC purchased the property from SWRC and submitted a Site Plan showing numerous outdoor improvements to the site, including additional paved parking, a playground, and the relocation of an existing fire hydrant on the property into the public right-of-way, a requirement of both the Joint Powers Water Board, Rock Springs Water Department, and Rock Springs Fire Department. At that time the applicant agreed to relocate the existing fire hydrant into the public right-of-way in conjunction with future remodeling work planned for the building.

On September 8, 2010 the Planning and Zoning Commission extended the original Temporary Conditional Use Permit until all conditions of the Utility Review Committee were met, including the resolution of the fire hydrant issue.

On January 12, 2011 the Planning and Zoning Commission considered a third request from the CDC for use of both floors of the building. Following discussion and recommendations by staff, **Temporary** Conditional Use Permit approval was again granted, subject to the following conditions:

- 1) Use of both floors of the building is permitted
- 2) Maximum number of children allowed on site (entire property) per session and at any given time is 72
- 3) Maximum of 2 sessions per day
- 4) Maximum of 33 employees on site at any given time

At that time the Commission also granted **Permanent** Conditional Use Permit approval once all of the following conditions of approval were met:

- 1) All conditions of the Utility Review Committee are met, including the following:
  - a) Per the Rock Springs Fire Department, Water Department, Engineering Department, and Joint Powers Water Board: Resolution of the existing fire hydrant issue. *Not complete.*
  - b) Per the Rock Springs Engineering Department: Storm water calculations are required to show that drainage will not over tax the existing storm sewer located on Foothill Blvd. *Not complete.*

**Project Name:**  
Sweetwater County CDC –  
Modified C.U.P.

**Project Number:**  
PZ-17-00121

- 2) The additional paved parking areas (including all spaces striped and/or restriped), as shown on the Amended Site Plan, shall be installed and inspected by the City. *Inspected and Approved 10/4/11.*
- 3) Approval for a maximum of 33 employees at any given time, and 72 children per session and at any given time, with a total of 2 sessions per day.
- 4) Subject to the requirements of the State of Wyoming for Day Care Centers.
- 5) Should the CCC provider move to a new location, a new CCC Conditional Use Permit shall be required.
- 6) Any changes in the originally approved permit, including increase in the number of children; movement, relocation, expansion or reduction in the size of the child care operation within the structure; or increase in the number of staffing, shall require review of the Conditional Use Permit application and may require modification of the existing permit or issuance of a new permit, if so deemed necessary by the Zoning Administrator.
- 7) The Planning & Zoning Commission shall have the right to revoke or revise the CCC Conditional Use Permit should legitimate complaints be lodged by property owners located within 200 feet of the CCC, or by the public, that the Child Care Center has adverse impacts on the health, safety and/or welfare of the neighborhood.
- 8) The Planning & Zoning Commission shall have the right and authority to revoke the CCC Conditional Use Permit for failure to comply with the conditions of approval established therein.

On March 13, 2013, the Rock Springs Planning and Zoning Commission met to consider a fourth request from the CDC for a **Modified** Conditional Use Permit approval to increase the number of children. Care will be provided for up to 170 children at any given time, Monday through Thursday from 8:00 a.m. until 2:45 p.m. and to increase the number of employees to 35 at any given time.

By that time the applicant had also received additional funding through a successful 6<sup>th</sup> cent tax request, and the building had been purchased by Sweetwater County. The applicant indicated that the funding would be used to satisfy the outstanding hydrant issues along with remodeling and improvements for the building.

Following discussion and recommendations by staff, the following approvals were given:

- 1) **Permanent** Conditional Use Permit approval shall be automatically granted (*at staff level*) once all of the conditions of approval have been met.

Then on November 8, 2013, it was noted that all outstanding conditions of approval had been met & **FINAL Conditional Use Permit approval** was granted, subject to the following:

- 1) Approval is for a maximum of 170 children at any given time and a maximum of 35 employees at any given time. Any changes in the originally approved permit, including increase in the number of children; movement, relocation, expansion or reduction in the size of the child care operation within the structure; or increase in the number of staffing, shall require review of the Conditional Use Permit application and may require modification of the existing permit or issuance of a new permit, if so deemed necessary by the Zoning Administrator.
- 2) The Planning & Zoning Commission shall have the right to revoke or revise the CCC Conditional Use Permit should legitimate complaints be lodged by property owners located within 200 feet of the CCC, or by the public, that the Child Care Center has adverse impacts on the health, safety and/or welfare of the neighborhood.
- 3) The Planning & Zoning Commission shall have the right and authority to revoke the CCC Conditional Use Permit for failure to comply with the conditions of approval established therein.



**Project Name:**  
Sweetwater County CDC –  
Modified C.U.P.

**Project Number:**  
PZ-17-00121

**Current Request**

The applicant is now requesting **Modified** Conditional Use Permit approval to increase the days and hours of operation of the childcare/preschool to Monday through Friday, 7:00 a.m. to 5:30 p.m.

Child Care Center (CCC) is defined by §13-816.B of the Rock Springs Zoning Ordinance as:

“Any business operated by a private person, partnership, association or corporation that is operating a business for profit or otherwise, in a building used solely for commercial purposes, where sixteen (16) or more children receive care for part of the day.”

Per §13-816.E. of the Ordinance, the following conditions must be met in order for a Child Care Center (CCC) to be located within a B-2 (Community Business) Zoning District:

- (1) Child Care Centers shall be approved via a Conditional Use Permit, as set forth in §13-905, and shall also obtain Occupation Tax Application approval from the City of Rock Springs prior to commencement of use.
- (2) 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.
- (3) Child Care Centers shall comply with the following requirements, regardless of the Zoning District in which they are located:
  - a. CCCs shall provide 0.25 off-street parking spaces per child per maximum session, plus 1 space per each employee. Required parking shall be installed, inspected and approved prior to commencement of the use. CCCs located in the B-3 Zoning District may be exempted from this requirement if the applicant can demonstrate there is adequate on-street or public parking located within 300 feet of the main entrance of the CCC building to meet the City’s parking standard.
  - b. CCC Conditional Use Permits shall be issued to a specific property. Should the CCC provider move to a new location, a new CCC Conditional Use Permit shall be required.
  - c. CCC Conditional Use Permits shall run with the land, provided:
    - i. All personnel employed within a CCC shall obtain the required permits from the State of Wyoming prior to commencement of use, and
    - ii. Any changes in the originally approved permit, including increase in the number of children; movement, relocation, expansion or reduction in the size of the child care operation within the structure; or increase in the number of staffing, shall require review of the Conditional Use Permit application and may require modification of the existing permit or issuance of a new permit, if so deemed necessary by the Zoning Administrator.
  - d. 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, or by the public, that the child care facility/preschool has adverse impacts on the health, safety and/or welfare of the neighborhood.
  - e. The Planning & Zoning Commission shall have the right and authority to revoke any CCC Conditional Use Permit for failure to comply with the conditions of approval established therein.

**Project Name:**  
Sweetwater County CDC –  
Modified C.U.P.

**Project Number:**  
PZ-17-00121

### Analysis

#### Parking:

There are no changes in the parking requirements, 78 spaces are needed and 90 spaces exist.

Based upon the Site Plan submitted on September 7, 2010 and verified by inspection on October 4, 2011, the property has 90 available parking spaces, thereby meeting the requirements.

### Property Owner Notification

Adjacent property owners were notified of this application on July 25, 2017 and were invited to comment. At the time this report was written, no written or verbal comments were received from adjacent property owners. Any comments received after the preparation of this report shall be submitted to the Planning and Zoning Commission at the time of the scheduled meeting.

### Staff Recommendation

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

- 1) Subject to approval by the Rock Springs Building Department.
- 2) Subject to approval by the Rock Springs Fire Department.
- 3) Subject to approval by the State of Wyoming for Child Care Centers.
- 4) Should the CCC provider move to a new location, a new CCC Conditional Use Permit shall be required.
- 5) Approval is for the childcare/preschool to operate Monday through Friday, from 7:00 a.m. to 5:30 a.m. with a maximum of 170 children at any given time and a maximum of 35 employees at any given time. Any changes in the originally approved permit, including increase in the number of children; movement, relocation, expansion or reduction in the size of the child care operation within the structure; or increase in the number of staffing, shall require review of the Conditional Use Permit application and may require modification of the existing permit or issuance of a new permit, if so deemed necessary by the Zoning Administrator.
- 6) The Planning & Zoning Commission shall have the right to revoke or revise the CCC Conditional Use Permit should legitimate complaints be lodged by property owners located within 200 feet of the CCC, or by the public, that the Child Care Center has adverse impacts on the health, safety and/or welfare of the neighborhood.
- 7) The Planning & Zoning Commission shall have the right and authority to revoke the CCC Conditional Use Permit for failure to comply with the conditions of approval established therein.

### Update

#### Per amendments made at the August 9, 2017 P & Z Meeting...

- 1) There was a motion to amend the times in staff recommendation from 5:30 a.m. to 5:30 p.m. -**APPROVED.**
- 2) There was also a motion to amend the maximum amount of employees from 35 to 45. -**APPROVED.**





## **Planning & Zoning Commission Staff Report**

### **September 8, 2017**

**Project Name:** 839, 841, and 845 Ridge Avenue Alley Vacation  
**Project Number:** PZ-17-00137  
**Report Date:** September 8, 2017  
**Meeting Date:** September 13, 2017

#### **Applicant**

Ms. Carol Tirre/Sadie McTee Trust  
PO Box 2426  
Rock Springs, WY 82901

#### **Engineer/Architect**

Shawn Arnoldi, PE  
William H. Smith & Associates  
404 M Street  
Rock Springs, WY 82901

#### **Project Location**

839, 841, and 845 Ridge Avenue

#### **Zoning**

R-2 Low Density Residential

#### **Public Notification**

Property owner notice (300' radius)  
mailed 9/1/2017

#### **Ordinance References**

§16-703, §15-4-305 (WY Statute)

#### **Staff Representative**

Amy M. Allen, PE  
Acting City Planning

#### **Attachments**

Application  
Adjacent Property Owner Notice  
Survey Drawing/Division Diagram  
Utility Review Comments  
Plat  
Photos

#### **Request**

Request for Vacation of a section of public alley – to the North of 839, 841 and 845 Ridge Avenue.

#### **Background**

Carol Tirre for the Sadie McTee Trust is pursuing the vacation of this section of public alley. They currently are encroaching into the public alley and have been since the structures were built sometime in the 1940s.

#### **Area Map**



Area of Alley to be  
Vacated

#### **Analysis**

**Legal:** The City of Rock Springs vacation process draws authority from, and closely mirrors, the following requirements set forth in Wyoming State Statutes.

§ 15-4-305. Streets; vacation; petition required; consideration.

The governing body has the exclusive power and, by ordinance, may vacate any highway, street, lane or alley, or portion thereof. No vacation may be ordered except upon petition of a majority of the owners owning a majority of the property abutting on the portion proposed to be vacated and extending three hundred (300) feet in either direction from the portion proposed to be vacated. The city or town may demand and receive the value of the land vacated as consideration for the vacation.

Furthermore, the City of Rock Springs Subdivision Ordinance provides additional process details in §16-703 section 'D'.

(D) When any part of a plat shall be vacated as the aforesaid, streets, alleys, and other public grounds shall be assigned to all lots or parcels adjacent to the public area being vacated in equal proportions.

However the property to the north is un-platted land so by legal history in the State of Wyoming the entire alley adjacent to 839, 841 and 845 Ridge will be granted to the Ridge Avenue property.

#### **Impact**

It appears that there would be little to any negative impact on the neighborhood as a result of the proposed vacation. The alley is narrow and has no utilities but a cable TV line which will be located to poles on Ridge Avenue (see Utility Review comments and photos).

#### **Utility Review (8/29/2017)**

A Utility review meeting was held on 8/29/2017. See Attached.

#### **Property Owner Notification**

Surrounding property owners located within 300' of the proposed vacation area were notified of the proposed request on June 5, 2017. At the time that this report was prepared, no written comments have been received. Three comments by phone call & one in person, all in favor of the vacation were received.

#### **Staff Recommendation**

Staff will provide a formal recommendation following public comment at the meeting. At a minimum, the conditions of the Utility Review Committee will need to be met.

#### **Next Steps**

- Prior to placement on the City Council agenda all Utility Review comments must be met.
- If the proposal is approved by the Rock Springs Planning & Zoning Commission at its September 13, 2017 meeting, the vacation request will be forwarded to the City Attorney's office for review.
- The proposal will require two City Council meetings to complete. The first meeting is the "Notice of Intent to Vacate". The second is the actual Vacation Resolution.
- Applicant or representative must be present at the Planning & Zoning Commission Meeting (9/13/17 at 7 p.m.) and the City Council meetings in order to avoid tabling this request.





2017  
CITY OF ROCK SPRINGS  
VACATION  
APPLICATION

Planning & Zoning Division  
212 D Street  
Rock Springs WY 82901  
307.352.1540 (phone)  
307.352.1545 (fax)

8/14/17

City Use Only:

Date Received 8/14/17 File Number: P2-17-00137  
Payment Information:  
Amount Received: 100<sup>00</sup> Received by: AA  
Cash or Check Number: 001020 Receipt Number: \_\_\_\_\_  
Date Certified as Complete Application: 8/18/17 By: AA

A. PROPERTY ADDRESS: 845 RIDGE AVENUE

(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: CAROL TIRRE  
Company Name: \_\_\_\_\_  
Street Address: PO BOX 2426  
City: ROCK SPRINGS State: WY Zip Code: 82902  
Email Address: MRS.TIRRE@GMAIL.COM  
Phone Number: (307) 389-9901 Fax Number: \_\_\_\_\_  
(including area code) (including area code)

Property Owner Information: Name: SADIE MCTEE  
Company Name: \_\_\_\_\_  
Street Address: PO BOX 2426  
City: ROCK SPRINGS State: WY Zip Code: 82902  
Email Address: \_\_\_\_\_  
Phone Number: (307) 362-0100 Fax Number: \_\_\_\_\_  
(including area code) (including area code)

Engineer / Architect Information: Name: SHAWN ARNOLDI  
Company Name: WILLIAM H. SMITH & ASSOCIATES  
Street Address: 404 N STREET, SUITE 201  
City: ROCK SPRINGS State: WY Zip Code: 82901  
Email Address: SARNOLDI@WHSMITHPC.COM  
Phone Number: (307) 362-6065 Fax Number: (307) 362-6064  
(including area code) (including area code)

**C. PLEASE ANSWER THE FOLLOWING ON THE SPACE PROVIDED:**

1. Describe the City-owned property you propose be vacated? If necessary, attach a separate sheet of paper.

A twenty (20) foot wide alley adjacent to the Northwest side of Lots 20 and 21, Block 1, of the Brooks Addition. The twenty (20) foot wide alley adjacent to the Northeast side of the property is not included in this Vacation.

2. Describe the proposed use of the property if/when the vacation is approved.

No change of use is proposed. The existing structures are to remain in place with the existing Rock Retaining Wall behind the House to be replaced with a Concrete Retaining Wall.

3. List names/addresses of other persons whose property directly abuts onto property proposed for vacation.  
**Note: In accordance with Wyoming State statute, property to be vacated must be SPLIT EQUALLY between adjacent property owners.**

Mineral City Development, LLC - 2275 Alexandra Cir, Green River, WY 82935

City of Rock Springs - 212 D St, Rock Springs, WY 82901

**D. SUBMITTAL REQUIREMENTS:**

The following items are required for submitting a complete Vacation Application and must be submitted in accordance with the submittal deadlines listed on Page 3 of this application. Vacation 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 (\$100.00).

☒ 2 – Full-size Vacation drawing, drawn to scale (folded)

☒ 1 - 11x17 Vacation drawing, drawn to scale (if full-size drawing is larger than 11x17)

☒ 1 – PDF scanned at full-size of Vacation drawing (submitted electronically to city\_planner@rswy.net)

☐ Prior to Scheduling for City Council:

- ☐ A metes and bounds legal description of each tract of land to be vacated. Legal descriptions shall also be provided electronically in Word format or emailed to city\_planner@rswy.net. Please note, each tract must be described separately.
- ☐ Vacation drawing, drawn to scale and stamped by a Wyoming licensed surveyor (if not already submitted).



## 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. 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
Application Deadline	12/21/2016*	1/27/2017	2/24/2017	3/31/2017	4/28/2017	6/2/2017	6/30/2017	7/28/2017	9/1/2017	9/29/2017	10/27/2017	12/1/2017
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 so be sure to provide all addresses of persons whom you would like to be invited to the meeting. <u>It is required that the petitioner or an assigned representative 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 200' of the effected property a minimum of seven (7) days prior to the Planning and Zoning Commission Public Meeting.											
P&Z Public Meeting Date	1/11/2017	2/8/2017	3/8/2017	4/12/2017	5/10/2017	6/14/2017	7/12/2017	8/9/2017	9/13/2017	10/11/2017	11/8/2017	12/13/2017
Legal Descriptions & Survey	Following Planning & Zoning Commission approval of the proposed Vacation request, the applicant must submit a legal description for each tract of land to be Vacated to the City Planning Division. In most cases, this will require a survey of the property be performed by a licensed land surveyor.											
City Council	Following receipt of the Legal Descriptions and Survey, the City Planner will forward copies of all documentation to the City Attorney for Council proceedings, which typically require two separate meetings of City Council.											

\*Deadline moved due to holiday.

**G. SIGNATURE(S) REQUIRED:**

I acknowledge that I have read and understand this Vacation Application. I further agree if the Vacation 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 a Vacation shall be reason to deny the request. 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 Carol Tirre

Date 8/14/17

Signature of Owner Carol Tirre P.O.A.

Date 8/14/17

Signature of Engineer/Architect Shant N. Chafetz

Date 8/14/17



September 1, 2017

Dear Property Owner / Interested Party:

This letter is to inform you that a request has been made by Carol Tirre to vacate a section of public alley way located to the north of 845, 841, and 839 Ridge Avenue (see map below). Our records show that this property is located within 300 feet of property that you own.

The Rock Springs Planning and Zoning Commission will consider this request at a public meeting held on **Wednesday, September 13, 2017 at 7:00 p.m.** in the Rock Springs City Hall Council Chambers, 212 'D' Street. Should you have any comments regarding this application, please attend the meeting or submit written comments no later than Noon on September 13, 2017.

If you have any questions, please come by the City Planning Department at Rock Springs City Hall or call (307) 352-1540 and ask to speak with a City Planner.

Sincerely,

*Amy M. Allen*

Amy M. Allen, PE  
Acting City Planner



Alley Behind Ridge Avenue to be

MINERAL CITY DEVELOPMENT LLC  
C/O TODD GNOSE  
2275 ALEXANDRA CIR  
GREEN RIVER, WY 82935-7111

FELLBAUM DARYL M & SELF TIM D  
903 WILLAMETTE DR  
ROCK SPRINGS, WY 82901-6181

CEBALLOS FERNANDO & CARLA M  
826 RIDGE AVE  
ROCK SPRINGS, WY 82901-5041

BEGOVICH MARKO E & KATHRYN A  
732 N ST  
ROCK SPRINGS, WY 82901-5019

WATKINS FAMILY TRUST  
WATKINS RODNEY C & JARVIE LORI A  
736 N ST  
ROCK SPRINGS, WY 82901-5019

CHAMBERS DEBORAH L  
821 RIDGE AVE  
ROCK SPRINGS, WY 82901-5040

MCTEE SADIE K TRUST  
PO BOX 2426  
ROCK SPRINGS, WY 82902-2426

R&J REAL PROPERTIES LLC  
3250 N 750 E  
LAYTON, UT 84041-8655

TANAKA TAKAYUKI & RUTH I  
THE TANAKA FAMILY TRUST  
901 RIDGE AVE  
ROCK SPRINGS, WY 82901-5042

EMDEN MARIANNE  
PO BOX 2212  
ROCK SPRINGS, WY 82902-2212

FROLICH FAMILY TRUST  
C/O DEAN & SHERRIE FROLICH  
720 N ST  
ROCK SPRINGS, WY 82901-5019

KAUMO BUDDY A  
837 RIDGE AVE  
ROCK SPRINGS, WY 82901

MARTIN DAVID  
834 RIDGE AVE  
ROCK SPRINGS, WY 82901-5041

MANSFIELD TREVOR J & TRICIA R  
819 RIDGE AVE  
ROCK SPRINGS, WY 82901-5040

JOHNSON SHAWNA R  
724 N ST  
ROCK SPRINGS, WY 82901-5019

LIGHTNER DONALD D & KAYLOU  
920 RIDGE AVE  
ROCK SPRINGS, WY 82901-5043

ALBERTINI SHIRLEY E & DIANE L  
814 RIDGE AVE  
ROCK SPRINGS, WY 82901-5041

UNION PACIFIC RAILROAD CO  
ATTN MICHAEL BATKO PROPERTY TAXES  
1400 DOUGLAS STOP 1640  
OMAHA, NE 68179-1001

PETTY JOSEPH EDWARD & CAROL L  
827 RIDGE AVE  
ROCK SPRINGS, WY 82901-5040

DAGGETT RONALD J & WANDA L  
910 RIDGE AVE  
ROCK SPRINGS, WY 82901-5043

RUBLE WILLIAM G & AMBER J  
721 N ST  
ROCK SPRINGS, WY 82901-5018

HENNING JOHN J & SUSAN J  
914 RIDGE AVE  
ROCK SPRINGS, WY 82901-5043

HALTER DAVID B & CARRIE L  
PO BOX 56  
ROCK SPRINGS, WY 82902-0056

JAMES BROTHERS INC  
813 CENTER ST  
ROCK SPRINGS, WY 82901-5904

BARBUTO ERIN  
909 RIDGE AVE  
ROCK SPRINGS, WY 82901-5042

YEDINAK WAYNE H & LINDA  
823 RIDGE AVE  
ROCK SPRINGS, WY 82901-5040

KAUMO BUDDY A C/O BILL LEE  
717 N ST  
ROCK SPRINGS, WY 82901-5018

REED ROGER B & LINDA C  
PO BOX 307  
CROOKED RIVER, OR 97760-0307

SMITH KENNETH O  
915 RIDGE AVE  
ROCK SPRINGS, WY 82901-5042

BARTEK ARDEAN D  
825 RIDGE AVE  
ROCK SPRINGS, WY 82901-5040

TIRRE CAROL  
PO BOX 2426  
ROCK SPRINGS, WY 82901

ARNOLDI SHAWN  
WILLIAM H. SMITH & ASSOCIATES  
404 N STREET, SUITE 201  
ROCK SPRINGS, WY 82901

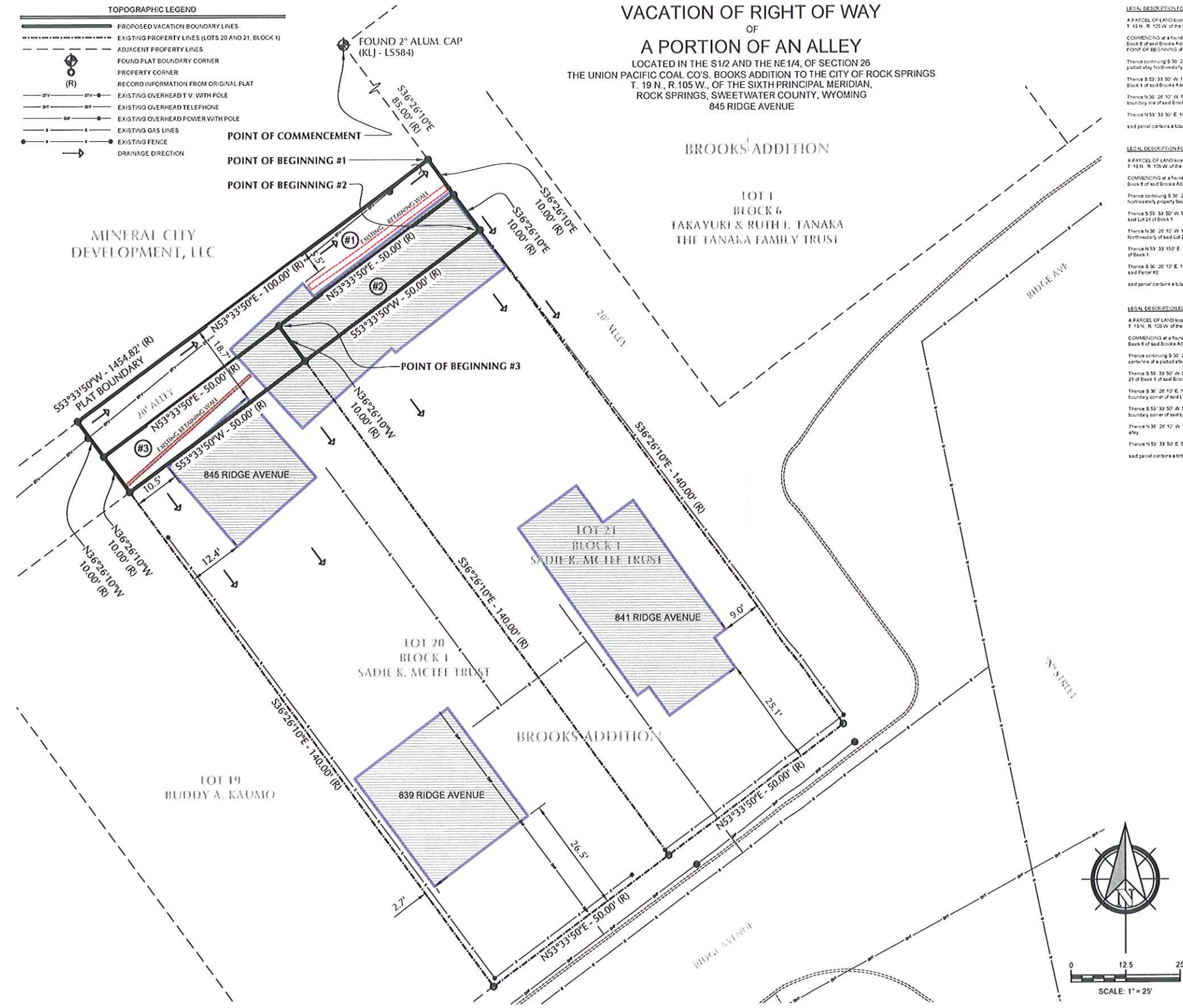
CITY OF ROCK SPRINGS  
212 D STREET  
ROCK SPRINGS, WY 82901



TOPOGRAPHIC LEGEND

- PROPOSED VACATION BOUNDARY LINES
- EXISTING PROPERTY LINES (LOTS 20 AND 21, BLOCK 1)
- ADJACENT PROPERTY LINES
- FOUND PLAT BOUNDARY CORNER
- PROPERTY CORNER
- RECORD INFORMATION FROM ORIGINAL PLAT
- EXISTING OVERHEAD T.V. WITH POLE
- EXISTING OVERHEAD TELEPHONE
- EXISTING OVERHEAD POWER WITH POLE
- EXISTING GAS LINES
- EXISTING FENCE
- DRAINAGE DIRECTION

VACATION OF RIGHT OF WAY  
OF  
A PORTION OF AN ALLEY  
LOCATED IN THE S1/2 AND THE NE1/4, OF SECTION 26  
THE UNION PACIFIC COAL CO'S, BOOKS ADDITION TO THE CITY OF ROCK SPRINGS  
T. 19 N., R. 105 W., OF THE SIXTH PRINCIPAL MERIDIAN,  
ROCK SPRINGS, SWEETWATER COUNTY, WYOMING  
845 RIDGE AVENUE



**LEGAL DESCRIPTION FOR PROPOSED PARCEL #1:**  
A PARCEL OF LAND located in THE UNION PACIFIC COAL CO'S, BOOKS ADDITION to the City of Rock Springs, in the S1/2 and the NE1/4 of Section 26, T. 19 N., R. 105 W. of the 6th P.M. Rock Springs, Sweetwater County, Wyoming, being more particularly described as follows:  
COMMENCING at a found 2" Aluminum Cap (KL) - LS584, being a Northerly Boundary Corner of said Brooks Addition, said point being Westerly of Lot 1 of Block 6 of said Brooks Addition, thence S 30° 26' 10" E. 85.00 feet (R) along the Westerly boundary line of an alley adjacent to said Block 6 to the POINT OF BEGINNING of said Parcel #1.  
Thence continuing S 30° 26' 10" E. 10.00 feet (R) along an extension of the Westerly boundary line of said alley adjacent to said Block 6 to the centerline of a plat alley Northwesterly of Lot 21 of Block 1 of said Brooks Addition.  
Thence S 53° 33' 50" W. 100.00 feet (R) along the centerline of said plat alley to a point on the extension of the Westerly property boundary line of Lot 20 of Block 1 of said Brooks Addition.  
Thence N 36° 26' 10" W. 10.00 feet (R) along the extension of the Westerly property boundary line of said Lot 20 of Block 1 to a point on the Northerly boundary line of said Brooks Addition.  
Thence N 53° 33' 50" E. 100.00 feet (R) along the Northerly boundary line of said Brooks Addition to the POINT OF BEGINNING of said Parcel #1.  
said parcel contains a total area of 1.0000 ac.

**LEGAL DESCRIPTION FOR PROPOSED PARCEL #2:**  
A PARCEL OF LAND located in THE UNION PACIFIC COAL CO'S, BOOKS ADDITION to the City of Rock Springs, in the S1/2 and the NE1/4 of Section 26, T. 19 N., R. 105 W. of the 6th P.M. Rock Springs, Sweetwater County, Wyoming, being more particularly described as follows:  
COMMENCING at a found 2" Aluminum Cap (KL) - LS584, being a Northerly Boundary Corner of said Brooks Addition, said point being Westerly of Lot 1 of Block 6 of said Brooks Addition, thence S 30° 26' 10" E. 85.00 feet (R) along the Westerly boundary line of an alley adjacent to said Block 6 to the POINT OF BEGINNING of said Parcel #2.  
Thence continuing S 30° 26' 10" E. 20.00 feet (R) along an extension of the Westerly boundary line of said alley adjacent to said Block 6 to the Northerly property boundary corner of Lot 21 of Block 1 of said Brooks Addition and the POINT OF BEGINNING of said Parcel #2.  
Thence S 53° 33' 50" W. 50.00 feet (R) along the Northerly property boundary line of said Lot 21 of Block 1 to the Northerly property boundary corner of said Lot 21 of Block 1.  
Thence N 36° 26' 10" W. 10.00 feet (R) along the extension of the Westerly property boundary line of said Lot 21 of Block 1 to the centerline of a plat alley Northwesterly of said Lot 21 of Block 1 of said Brooks Addition.  
Thence N 53° 33' 50" E. 50.00 feet (R) along the centerline of said plat alley to a point on the extension of the Eastern property boundary line of said Lot 21 of Block 1.  
Thence S 36° 26' 10" W. 10.00 feet (R) along the extension of the Eastern property boundary line of said Lot 21 of Block 1, to the POINT OF BEGINNING of said Parcel #2.  
said parcel contains a total area of 500.00 sq ft.

**LEGAL DESCRIPTION FOR PROPOSED PARCEL #3:**  
A PARCEL OF LAND located in THE UNION PACIFIC COAL CO'S, BOOKS ADDITION to the City of Rock Springs, in the S1/2 and the NE1/4 of Section 26, T. 19 N., R. 105 W. of the 6th P.M. Rock Springs, Sweetwater County, Wyoming, being more particularly described as follows:  
COMMENCING at a found 2" Aluminum Cap (KL) - LS584, being a Northerly Boundary Corner of said Brooks Addition, said point being Westerly of Lot 1 of Block 6 of said Brooks Addition, thence S 30° 26' 10" E. 85.00 feet (R) along the Westerly boundary line of an alley adjacent to said Block 6 to the centerline of a plat alley Northwesterly of Lot 21 of Block 1 of said Brooks Addition.  
Thence continuing S 30° 26' 10" E. 10.00 feet (R) along an extension of the Westerly boundary line of said alley adjacent to said Block 6 to the centerline of a plat alley Northwesterly of Lot 21 of Block 1 of said Brooks Addition.  
Thence S 53° 33' 50" W. 50.00 feet (R) along the centerline of said plat alley to a point on the extension of the Westerly property boundary line of Lot 21 of Block 1 of said Brooks Addition to the POINT OF BEGINNING of said Parcel #3.  
Thence S 36° 26' 10" W. 10.00 feet (R) along the extension of the Westerly property boundary line of said Lot 21 of Block 1 to the Northerly property boundary corner of said Lot 21 of Block 1.  
Thence N 36° 26' 10" W. 50.00 feet (R) along the Northerly property boundary line of Lot 20 of Block 1 of said Brooks Addition to the Northerly property boundary corner of said Lot 20 of Block 1.  
Thence N 36° 26' 10" W. 10.00 feet (R) along the extension of the Westerly property boundary line of said Lot 20 of Block 1, to the plat centerline of said alley.  
Thence N 53° 33' 50" E. 50.00 feet (R) along the centerline of said plat alley to the POINT OF BEGINNING of said Parcel #3.  
said parcel contains a total area of 500.00 sq ft.

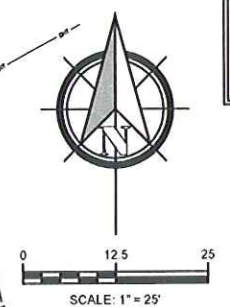
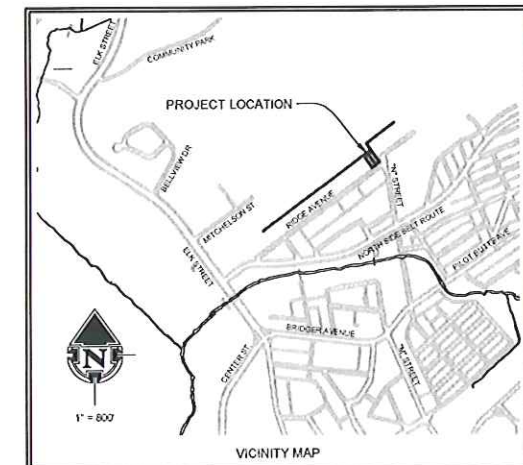
NOTES:

(BASIS OF BEARING) ALL BEARINGS SHOWN ON THIS MAP ARE REFERRED TO THE ROCK SPRINGS TRIANGULATION BASE ESTABLISHED JOINTLY BY THE UNION PACIFIC COAL COMPANY ENGINEERS AND THE CITY ENGINEER.

THERE ARE NO EXISTING EASEMENTS OR ENCUMBRANCES THAT AFFECT THIS PROPERTY.

THIS SITE IS NOT LOCATED IN A FLOODPLAIN OR FLOODWAY ZONE AS INDICATED BY FIRM PANEL #580051 0005 E - REV. JULY 20, 1998.

OWNER:  
SADIE MCTEE  
P.O. BOX 2428  
ROCK SPRINGS, WYOMING 82902  
CONTACT: SADIE MCTEE  
PHONE: 1-307-362-0100



PREPARED ON AUGUST 14, 2017

**WHS**  
ENGINEERING SURVEYING PLANNING

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













## City of Rock Springs, Wyoming Utility Review Committee

For General Committee Questions  
Please Contact:  
(see contact information below)

Name:	Agency / Department:	Mailing Address:	Phone:	Email:
Amy Cox	Rock Springs Planning & Zoning	212 D Street, Rock Springs, WY 82901	307.352.1540	Amy_cox@rswy.net
Amy Allen	Rock Springs Planning & Zoning	212 D Street, Rock Springs, WY 82901	307.352.1540	amy_allen@rswy.net
Jeff Tuttle (1)	Rock Springs Building Department	212 D Street, Rock Springs, WY 82901	307.352.1540	Jeff_tuttle@rswy.net
Meghan Jackson (1)	Rock Springs Engineering Dept.	212 D Street, Rock Springs, WY 82901	307.352.1540	meghan_jackson@rswy.net
Ryan Schmidt (2)	Rock Springs Engineering Dept.	212 D Street, Rock Springs, WY 82901	307.352.1540	Ryan_Schmidt@rswy.net
Jim Wamsley	Rock Springs Fire Department	600 College Drive, Rock Springs, WY 82901	307.352-1475	jlm_wamsley@rswy.net
David Rhoades	Rock Springs Fire Inspector	212 D Street, Rock Springs, WY 82901	307.352.1540	david_rhoades@rswy.net
Mark Lyon (1)	Rock Springs Parks Department	200 Community Park Dr., Rock Springs, WY	307.352.1400	mark_lyon@rswy.net
Dwane Pacheco	Rock Springs Police Department	221 C Street, Rock Springs, WY 82901	307.352.1575	dwane_pacheco@rswy.net
Clint Zambal	Rock Springs Water Department	212 D Street, Rock Springs, WY 82901	307.352.1405	clint_zambal@rswy.net
Nick Seals (1)	Rock Springs Water Reclamation	212 D Street, Rock Springs, WY 82901	307.352.1466	nick_seals@rswy.net
Deb Thomas (1)	CenturyLink	P.O. Box 160, 110 S. Franklin Ave.,	307.771.6332	deb.thomas@centurylink.com
Troy Long	CenturyLink	Plinedale, WY 82941		troy.long@centurylink.com
Justin Wilkins	CenturyLink			Justin.wilkins@centurylink.com
Stephen Bacon	Colorado Interstate Gas-Land Office	P.O. Box 1087, Colorado Springs, CO 80944	719.520.4713	steve.bacon@elpaso.com
Bryan Seppie	Joint Powers Water Board	P.O. Box 1299, Green River, WY 82935	307.362.4104	bseppie@jpwrb.org
Josh Sargent (1)	Questar Gas	P.O. Box 1450, Rock Springs, WY 82902	307.352.7780	joshua.sargent@questar.com
Todd Redmon (2)	Questar Gas	P.O. Box 1450, Rock Springs, WY 82902	307.352.7780	todd.redmon@questar.com
Kyle Graham (1)	Rocky Mountain Power	415 N Street, Rock Springs, WY 82901	307.352.5207	kyle.graham@rockymountainpower.net
Christy Austin (2)	Rocky Mountain Power	415 N Street, Rock Springs, WY 82901	307.352.5207	Christy.austin@rockymountainpower.net
Ryan Hofer	Rocky Mountain Power	415 N Street, Rock Springs, WY 82901	307.352.5207	Ryan.hofer@rockymountainpower.net
Gene Legerski	Sweetwater County Public Works	80 W. Flaming Gorge Way, Green River, WY 82935	307.352.6713	legerski@sweet.wy.us
Brian Jackson	Sweetwater Television	P.O. Box 8, Rock Springs, WY 82902	307.362.3773	swtvttech@sweetwaterhsa.com
JaNell Hunter	Wyoming Abandoned Mine Lands	2451 Foothill Blvd. Suite 100	307.705-8104	Janell.hunter@wyo.gov
Darin Kaufman	Wyoming Dept. of Transportation	P.O. Box 1260, Rock Springs, WY 82902	307-352-3034	darin.kaufman@wyo.gov



# CITY OF ROCK SPRINGS - PLAN REVIEW

**PROJECT NAME:** Ridge Aveune - Proposed Vacation of alley behind 845 Ridge

1. Ensure that all utilities and encumbrances within the proposed vacation area have been located and are shown on the map.
2. At this stage of the process, it would be advisable to omit the division lines within the proposal area and simply show the proposed vacation parcel as a whole. Once the petition for vacation has been approved by authority, the reversionary geometries can be addressed. The final submittal should include official map(s) and legal descriptions that represent the vacation parcel(s) (either collectively or individually) on letter, legal, or tabloid sheets.
3. As per item 2 above, legal description should refer to the overall proposed vacation area, without regard to reversionary parcels.
4. Please label the current use of each of the structures shown.
5. If Basis of Bearing statement is to be included, a simple reference to the plat for the subdivision may be more relatable.
6. If a land boundary survey is being performed, please include relevant details on the map. (i.e. measured values, monument details, survey narrative, etc.)
7. Please verify the information listed for the found monument. *None*
8. Please indicate the deed/ parcel info for the landowner listed.
9. Since the two lots have been deeded as one parcel, the ownership line between the lots seems misleading. Possibly use a different line style to indicate the lot boundary only.
10. Please refer to individual redlined text copies for miscellaneous minor adjustment suggestions
11. **A revised drawing must be submitted that shows the proposed vacation area “assigned to all lots or parcels adjacent to the public area... in equal proportions” prior to the first City Council meeting. One Legal Description is all that will be required for one Parcel**
12. The proposal will require two City Council meetings to complete. The first meeting is the “Notice of Intent to Vacate”. The second is the actual Vacation Resolution.
13. Applicant or representative must be present at the Planning & Zoning Commission Meeting (7/13 at 7 p.m.) and the City Council meetings in order to avoid tabling this request.
14. Property owners within 300 feet of the proposed vacation area will be notified per the requirements set in Wyoming Statute 15-4-305.
15. Is the parcel eventually going to be lot split?

Date Reviewed: August 29, 2017 Signed:

KENT FELDERMAN  
RMS, INC

Amy M. Allen ,PE  
Acting City Planner

**Allen, Amy**

---

**From:** Carol Tirre <mrs.tirre@gmail.com>  
**Sent:** Friday, August 25, 2017 12:49 PM  
**To:** Allen, Amy  
**Subject:** Re: Utility Review Meeting - 845 Ridge Avenue Alley Vacation - PZ-17-00137

Amy:

Just for your information, the addresses on your overhead view is not correct.

845 Ridge Ave has always been the corner house.

841 Ridge Ave has always been the house on the street west of 845 and next to Kaumo.

839 Ridge Ave has always been the house on the back of the lot.

On Aug 22, 2017 4:34 PM, "Allen, Amy" <[amy\\_allen@rswy.net](mailto:amy_allen@rswy.net)> wrote:



**CITY OF ROCK SPRINGS UTILITY REVIEW NOTICE**

**Project Name:** Sadie McTee – 845 Ridge Avenue Alley Vacation

**Project Address:** 845 Ridge Avenue

**Meeting Date & Time – Tuesday, August 29, 2017 – 2:00 p.m. – In City Hall Downstairs Conference Room**

**Utility Review Committee:**

## **Allen, Amy**

---

**From:** Jackson, Meghan  
**Sent:** Wednesday, August 30, 2017 9:48 AM  
**To:** Allen, Amy  
**Cc:** Schmidt, Ryan; Kauchich, Paul; Cox, Amy; Greene, Cathy  
**Subject:** 845 Ridge Ave alley way vacation

Good morning Amy,

After a conversation with the City Attorney yesterday, he indicated giving the applicant prior approval for the 845 Ridge Avenue public alley way vacation. Therefore, the vacation for the alley way is approved. All utility locations shall be verified and necessary easements shall be in place prior to or by record of the vacation. This approval does not follow the Engineering Department's vacation protocol. The Engineering Department nor the Director of Engineering & Operations, gave any prior approvals in writing or in verbal conversation.

Thanks,

Meghan Jackson  
Civil Engineer I  
Dept. Engineering & Operations  
City of Rock Springs  
307-352-1540





## UTILITY REVIEW - COMMENT SHEET

To: Utility Review Committee  
From: Amy Allen  
Time and Date of Meeting: August 29, 2017, 2:00 pm  
Project #: PZ-17-00137  
Project Name: 845 Ridge Avenue Vacation – Alley Behind property  
Project Address: 845 Ridge Avenue  
Location Description: Ridge Avenue and N Street  
Project Description: Alley Vacation to the North of 845 Ridge Avenue

Please submit this comment sheet no later than 2:00 p.m. on the due date referenced in your email notification.

I have reviewed the plans on behalf of (Dept. or Org:) Engineering for the above-referenced project.

Please check as applicable:

☐ No issues - plans approved as submitted.

☐ Revisions required to the Site Plan/Plat/Drawing:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

☒ Other Comments/Issues:

- (1) Alley way from Souleby to existing Alley way; dist  $\approx$  1,316' will
- (2) be vacated in full. Coordination w/approx 20 home owners will
- (3) be required. Verify all utilities & provide all necessary
- (4) easements.
5. If not full length; no vacation.

Signature of Reviewer

Date

8/29/2017

☐ Please provide me with a copy of the Revised Plans for review.



Department of Public Services  
212 D Street, Rock Springs, WY 82901  
Office [307] 352-1540 • FAX [307] 352-1545

## UTILITY REVIEW - COMMENT SHEET

To: Utility Review Committee  
From: Amy Allen  
Time and Date of Meeting: August 29, 2017, 2:00 pm  
Project #: PZ-17-00137  
Project Name: 845 Ridge Avenue Vacation – Alley Behind property  
Project Address: 845 Ridge Avenue  
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Project Description: Alley Vacation to the North of 845 Ridge Avenue

**Please submit this comment sheet no later than 2:00 p.m. on the due date referenced in your email notification.**

I have reviewed the plans on behalf of (Dept. or Org.) Building Inspector for the above-referenced project.

Please check as applicable:

☒ No issues - plans approved as submitted.

☐ Revisions required to the Site Plan/Plat/Drawing:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

☐ Other Comments/Issues:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

Signature of Reviewer \_\_\_\_\_

Date 8/29/17

☐ Please provide me with a copy of the Revised Plans for review.



Department of Public Services  
212 D Street, Rock Springs, WY 82901  
Office [307] 352-1540 • FAX [307] 352-1545

## UTILITY REVIEW - COMMENT SHEET

To: Utility Review Committee  
From: Amy Allen  
Time and Date of Meeting: August 29, 2017, 2:00 pm  
Project #: PZ-17-00137  
Project Name: 845 Ridge Avenue Vacation – Alley Behind property  
Project Address: 845 Ridge Avenue  
Location Description: Ridge Avenue and N Street  
Project Description: Alley Vacation to the North of 845 Ridge Avenue

**Please submit this comment sheet no later than 2:00 p.m. on the due date referenced in your email notification.**

I have reviewed the plans on behalf of (Dept. or Org.) FIRE INSPECTOR for the above-referenced project.

Please check as applicable:

☒ No issues - plans approved as submitted.

☐ Revisions required to the Site Plan/Plat/Drawing:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

☐ Other Comments/Issues:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

David Rhoades  
Signature of Reviewer

08/23/2017  
Date

☐ Please provide me with a copy of the Revised Plans for review.





## UTILITY REVIEW - COMMENT SHEET

To: Utility Review Committee  
From: Amy Allen  
Time and Date of Meeting: August 29, 2017, 2:00 pm  
Project #: PZ-17-00137  
Project Name: 845 Ridge Avenue Vacation – Alley Behind property  
Project Address: 845 Ridge Avenue  
Location Description: Ridge Avenue and N Street  
Project Description: Alley Vacation to the North of 845 Ridge Avenue

**Please submit this comment sheet no later than 2:00 p.m. on the due date referenced in your email notification.**

I have reviewed the plans on behalf of (Dept. or Org.) Colorado Interstate Gas Company, L.L.C. for the above-referenced project.

Please check as applicable:

☒ No issues - plans approved as submitted.

☐ Revisions required to the Site Plan/Plat/Drawing:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

☐ Other Comments/Issues:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

Stephen Bacon  
Signature of Reviewer

8/23/17  
Date

☐ Please provide me with a copy of the Revised Plans for review.

## Allen, Amy

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**From:** Austin, Christy <Christy.Austin@rockymountainpower.net>  
**Sent:** Tuesday, August 29, 2017 8:19 AM  
**To:** Cox, Amy; Allen, Amy  
**Subject:** Utility Review-845 Ridge Avenue Vacation  
**Attachments:** Srocockmc3617082907080.pdf

RMP has no issues with this alley vacation.

*Christy Austin*  
Journeyman Estimator  
Rock Springs/Rawlins, WY  
307-352-5214



**Allen, Amy**

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**From:** JaNell Hunter <janell.hunter@wyo.gov>  
**Sent:** Wednesday, August 23, 2017 8:04 AM  
**To:** Allen, Amy  
**Subject:** Re: Utility Review Meeting - 845 Ridge Avenue Alley Vacation - PZ-17-00137

Good morning, Amy. 845 Ridge Avenue is situated in a mitigated low risk mine subsidence zone per the 2006 Mine Subsidence Risk Map for Rock Springs. Any construction that may take place at this site should follow the low risk mine subsidence requirements in the Rock Springs Building Code.

Thank you,

JaNell Hunter, P.E.  
Rock Springs AML Liaison

On Tue, Aug 22, 2017 at 4:34 PM, Allen, Amy <[amy\\_allen@rswy.net](mailto:amy_allen@rswy.net)> wrote:



**CITY OF ROCK SPRINGS UTILITY REVIEW NOTICE**

Project Name: Sadie McTee – 845 Ridge Avenue Alley Vacation

Project Address: 845 Ridge Avenue

Meeting Date & Time – Tuesday, August 29, 2017 – 2:00 p.m. – In City Hall Downstairs Conference Room

**Utility Review Committee:**





Department of Public Services  
212 D Street, Rock Springs, WY 82901  
Office [307] 352-1540 • FAX [307] 352-1545

## UTILITY REVIEW - COMMENT SHEET

To: Utility Review Committee  
From: Amy Allen  
Time and Date of Meeting: August 29, 2017, 2:00 pm  
Project #: PZ-17-00137  
Project Name: 845 Ridge Avenue Vacation – Alley Behind property  
Project Address: 845 Ridge Avenue  
Location Description: Ridge Avenue and N Street  
Project Description: Alley Vacation to the North of 845 Ridge Avenue

**Please submit this comment sheet no later than 2:00 p.m. on the due date referenced in your email notification.**

I have reviewed the plans on behalf of (Dept. or Org:) RS Water for the above-referenced project.

Please check as applicable:

☒ No issues - plans approved as submitted.

☐ Revisions required to the Site Plan/Plat/Drawing:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

☐ Other Comments/Issues:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

Chris Sam Lai  
Signature of Reviewer

8/28/17  
Date

☐ Please provide me with a copy of the Revised Plans for review.