



**PLANNING AND ZONING COMMISSION  
MEETING AGENDA**

February 14, 2018 at 7:00 p.m.

ROLL CALL

ELECTION OF OFFICERS

1. Election of the 2018 Planning and Zoning Commission Chairman and Vice-Chairman.  
(In accordance with Section 1.b of the Planning and Zoning Commission's By-Laws, the Commission shall elect its officers at the February meeting of each year).

APPROVAL OF MINUTES

1. Review and approval of the January 10, 2018, 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 HEARING

1. Petition for Zoning Ordinance Language Amendment filed by Daniel Pedri requesting to amend Section 13-801 D. (1)(g) R-E Zone District to reduce the separation distance between residence and animals from 100 feet to 50 feet. (Project #: PZ-18-00010, Staff Representative, Steve Horton, Interim City Planner)

UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. Request for Conditional Use Permit approval for a detached garage exceeding 1,200 square feet (proposed is 1,776sf) for property located at 3439 Via Fabriano, submitted by Tony Taruffelli of Taruffelli Construction. (Project #: PZ-18-00007, Staff Representative, Amy Cox, Planning Technician)

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

1. None

PETITIONS AND COMMUNICATIONS

1. Written petitions and communications.
  - a. Update on City Council actions
    1. *Appointment of Keaton West for 1<sup>st</sup> term, by City Council.*
    2. *January 16<sup>th</sup> 2018 Council: Public Hearing & 1<sup>st</sup> Reading on a request from High Desert Investments, LLC to amend the Official Zoning Map of the City of Rock Springs from Light Industrial (I-1) to Central Business (B-3) for 0.27 acres of unplatted land located in the NE1/4 of Section 35, Township 19 N, Range 105 W of the 6<sup>th</sup> Principal Meridian (701 2<sup>nd</sup> Street). (Ordinance 2018-02)*
    3. *February 6<sup>th</sup> 2018 Council: 2<sup>nd</sup> Reading on a request from High Desert Investments, LLC to amend the Official Zoning Map of the City of Rock Springs from Light Industrial (I-1) to Central Business (B-3) for 0.27 acres located at 701 2<sup>nd</sup> Street.*
  - b. *Dining Decks memo from Mayor Demshar*
  - c. *Consideration of participating in 2020 Census Local Update of Census Addresses Operation.*
2. Petitions and communications from the floor.

ADJOURNMENT

---

**PLANNING AND ZONING  
COMMISSION MINUTES**  
**January 10, 2018**  
**Wednesday, 7:00 p.m.**  
**City Hall, Rock Springs, Wyoming**

---

Commissioners Present:	Chairperson Joe Drnas Vice-Chairman Mike Shaw Mark Erickson Keaton West	Sue Lozier Matthew Jackman Gabe Bustos Lauren Schoenfeld
Commissioners Absent:	Tim Sheehan	
Staff Present:	Amy Cox, Planning Technician Cathy Greene, Senior Administrative Assistant Steve Horton, City Planner	

**CALL TO ORDER**

Chairman 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**

Chairman Drnas asked the Commission for any corrections or additions to the Minutes from the December 13, 2017, Planning and Zoning Commission Meeting.

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

Commissioner Shaw: Motion to approve the Minutes as presented.

Commissioner Jackman: Second.

Vote: All in favor. Motion carried unanimously.

**ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE**

Chairman Drnas asked for a motion to accept all correspondence and Staff Reports into the record.

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

Commissioner Shaw: Second.

Vote: All in favor. Motion carried unanimously.

**CHANGES TO THE AGENDA**

None.

**PUBLIC HEARINGS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

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

- 1) Minor Site Plan approval for Iron Cowboy Crossfit, 701 2<sup>nd</sup> Street, submitted by Dave Palmer of Palmer Construction, Inc., applicant. (Project #: PZ-17-00198, Staff Representative: Amy Allen, Acting City Planner)

**PETITIONS AND COMMUNICATIONS**

- 1) **Written petitions and communications.**
  - a. **Update on City Council Actions**

*Approved at December 19 Council:* Resolution 2017-138 accepting and approving improvements installed in Gino Subdivision located in the City of Rock Springs, Sweetwater County, Wyoming, and accepting control and maintenance of the same pursuant to the provisions of Rock Springs Ordinance Section 16-807.

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

Kara Beech introduced herself as the Director of Human Resources, but with the leaving of Amy Allen for her position in Cheyenne, Public Services does report to her. So she was present if nothing else as support for staff and stated they probably should have revised the agenda, but they didn't know how things were going to happen; for those of you that don't know Steve Horton, he worked for the City in the past and most recently for the County and will be filling a temporary position as city planner. He has an extensive background in planning and his certifications, so she is really excited he will be joining Public Services at this time.

Steve stated he is excited and it is a privilege to be able to serve in this capacity, he did work for the City of Rock Springs for 17 years back in the 80's and 90's. It was the most fulfilling part of his career he had in planning; it is great to be back and to serve as long as he can.

- 3) Steve Horton said they need to select a nominating committee for the 2018 officers. Chairman Drnas asked for volunteers and Mark Erickson, Sue Lozier, & Lauren Schoenfeld step forward.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:06 p.m.

---

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

\_\_\_\_\_ day of \_\_\_\_\_ 2018.

---

Steve Horton, Secretary, Planning & Zoning Commission





## Planning & Zoning Commission Staff Report

**Project Name:** R-E Zoning District Language Amendment  
**Project Number:** PZ-18-00010  
**Report Date:** February 8, 2018  
**Meeting Date:** February 14, 2018

### Applicant

Daniel Pedri  
 3001 Mustang Drive  
 Rock Springs WY 82901

### Property Owner

N/A

### Project Location

N/A

### Zoning

R-E

### Public Notification

- Public Hearing Notice Printed  
1/27/18 – *Rocket Miner*

### Previous P&Z Action

None

### Ordinance References

13-801 D.(1)(g)

### Staff Representative

Steve Horton, City Planner

### Attachments

- Application
- Site Plan
- Proposed language for Ordinance Amendment
- Utility Review Comments

### 1. Request

Petition for amendment regarding the R-E Zone District Regulations to reduce the separation distance between residence and animals from 100 ft to 50 ft. The specific section for amendment pertaining to R-E Zoning District is:

Section 13-801 D.(1)(g) Rural Estate Zone (R-E)



### 2. Background

The R-E Zoning District is unique in that this is the only zoning district within the city that permits the keeping of horses. Another unique thing about this zoning district is a very large minimum lot size. For comparison, the R-1 Zone District requires a minimum lot size of 7,000 square feet and the R-E Zone District requires a minimum lot size of 32,670 square feet. There is currently only one (1) R-E Zone District in the City and this is located in the northwest part of the City and is developed as Sweetwater Station Addition. This subdivision was platted and constructed in 2004 and includes 26 lots. Currently there are houses constructed on more than ½ of the lots

### 3. Analysis

Typically the keeping of horses and animals is a land use conducted in the county. Approximately ¾ of Sweetwater County is zoned Agriculture which allows horses. Sweetwater County Residential Zone Districts also allow horses. The City of Green River does not allow the keeping of horses within residential zone districts, however, there are City operated horse corrals located within the Green River city limits.

The R-E District in Rock Springs allows the keeping of no more than two (2) horses. Limiting the number of horses protects against potential health and aesthetic issues for property owners within the subdivision. A barn and corral is necessary for the property owners that have a horse(s).



**Project Name:**  
Language Amendment –R-E

**Project #:**  
PZ-18-00010

The R-E Zone District requires that animals be kept a minimum distance of 100 feet from any residence. The 100 ft from **any** residence creates all kinds of problems. What if a property owner places a barn and corral 15 feet from his side property line? Then what if the adjacent lot is purchased and that property owner has to place his house so that it is 100 feet from Mr. Pedri's barn. This creates a partial taking of property because an adjacent property owner loses the right to use his property.

This 100 ft separation distance applies to the barn and corral. The minimum lot size in the R-E District is .75 acres (32,670 sq. ft.)

Mr. Pedri, the applicant, is requesting a reduction in separation distance between animals and residence be reduced to 50 ft. Mr. Pedri's lot is .82 acres in size and 175 ft wide and 203 ft deep. His required front setback is 30 ft, his house is 70 ft deep. That leaves 100 ft from the rear building line of his house to his rear property line. The 100 ft separation precludes Mr. Pedri from having a barn and corral. With a 50 ft separation Mr. Pedri would be able to place a barn and corral and meet the 15 ft accessory building setback from the rear property line.

City of Laramie: 20 ft separation between residence and animals

City of Cody: No separation requirement

City of Gillette: No separation requirement

If horses are to be allowed, then reasonable regulations should be in place to allow for a barn and corral necessary for the horses. Also reasonable regulations must be put in place so that the placement of a barn or corral does not dictate where an abutting property owner can place his house.

Reducing the separation distance to 50 ft or less appears to be a very reasonable request along with language to require the separation distance to apply from the applicants residence only.

#### **4. Public Comment**

Staff will advise the Commission of any further comments received at the meeting.

#### **5. Staff Recommendation**

Staff will provide a formal recommendation after the Public Hearing on this item.



2018  
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)

Staff Use Only:

Date Received 1-12-18 File Number: PZ-18-00010  
Payment Information: Amount Received: 200.00 Received by: Stewart Horton  
Cash or Check Number: 2167 Receipt Number: \_\_\_\_\_  
Date Certified as Complete Application: 1-12-18 By: Stewart Horton

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: Daniel Pedri  
Mailing Address: 3001 Mustang Drive  
Rock Springs, Wyoming  
82901  
Email Address: Daniel.Pedri@anadarko.com  
Phone Number: 307-391-5850 Fax Number: 720-929-3653

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

- Article and Section Number to be amended (The Rock Springs Ordinances are available online at [www.rswy.net](http://www.rswy.net)):  
13-801 Residential Zoning D(1)(g) - Separation.
- Proposed Amendment (attached a separate sheet if necessary):  
D(1)(g) Separation: Animals shall be kept a minimum distance of 50 feet from  
any residence.
- Describe the need for and purpose of the Proposed Amendment:  
Purchased & built home in Sweetwater Station with intention to have horses.  
lot size does not allow adequate structure to be built to accommodate two  
horses.

### 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)

☐ 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	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
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	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
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	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

\* 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 [Signature]

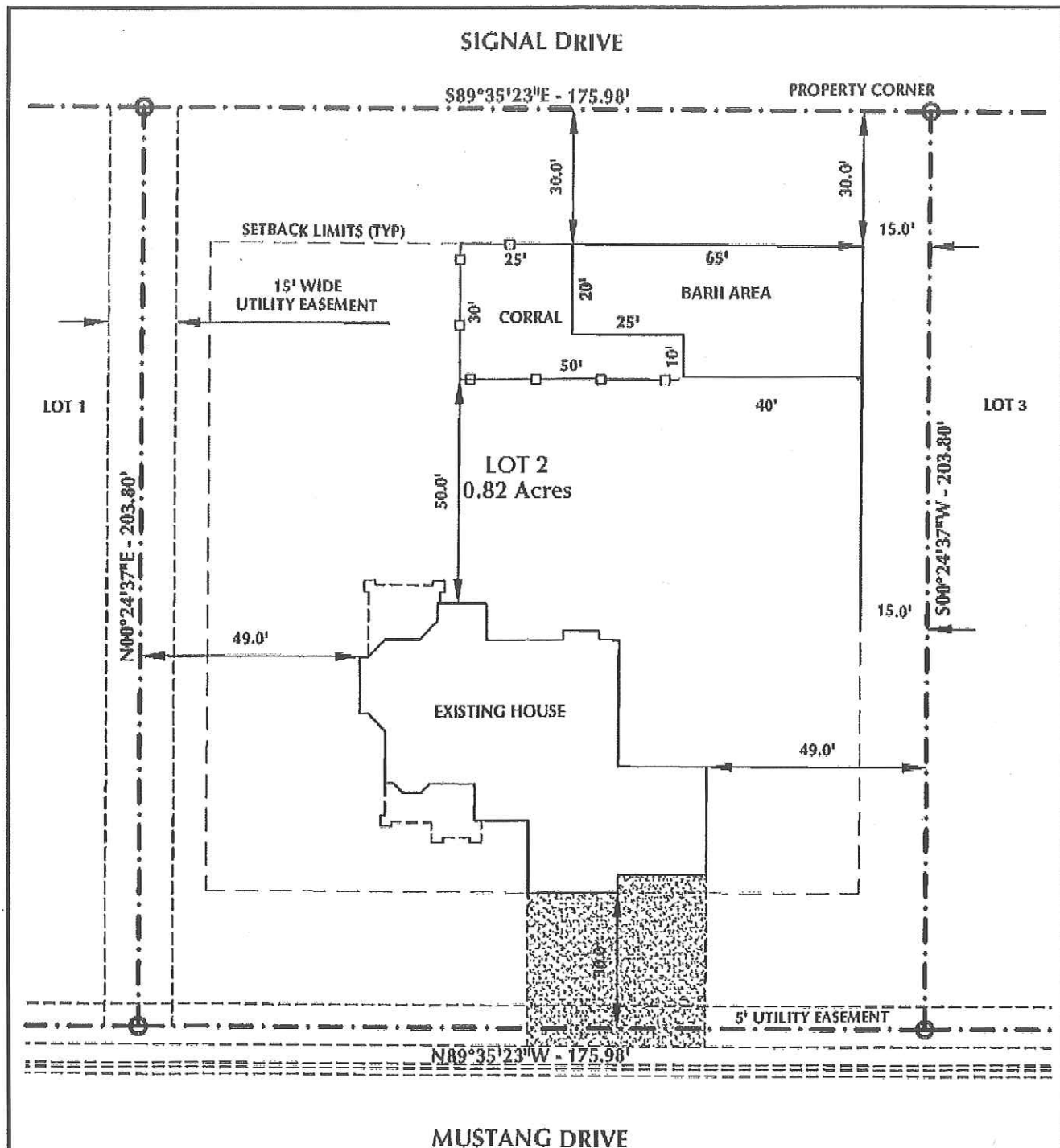
Date 1/12/2018

Signature of Petitioner \_\_\_\_\_

Date \_\_\_\_\_

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





#### SETBACKS

FRONT = 30'

REAR = 30'

INTERIOR SIDES = 15'

Project Info:  
Engineer: DAA  
Designer: DK  
Date: NOV 28, 2017  
Project No:

Sheet 1 of 1

NORTH



Scale: 1"=30'

Plot Plan - 3001 MUSTANG DRIVE  
Sweetwater Station Addition, Phase 1  
Lot 2



**WHS**

ENGINEERING • SURVEYING • PLANNING

404 "N" Street - Suite 201 | Rock Springs, WY 82901

Phone 307-362-6065 | Fax 307-362-6064

13-801 Residential Zoning Districts.

D. Supplemental Requirements.

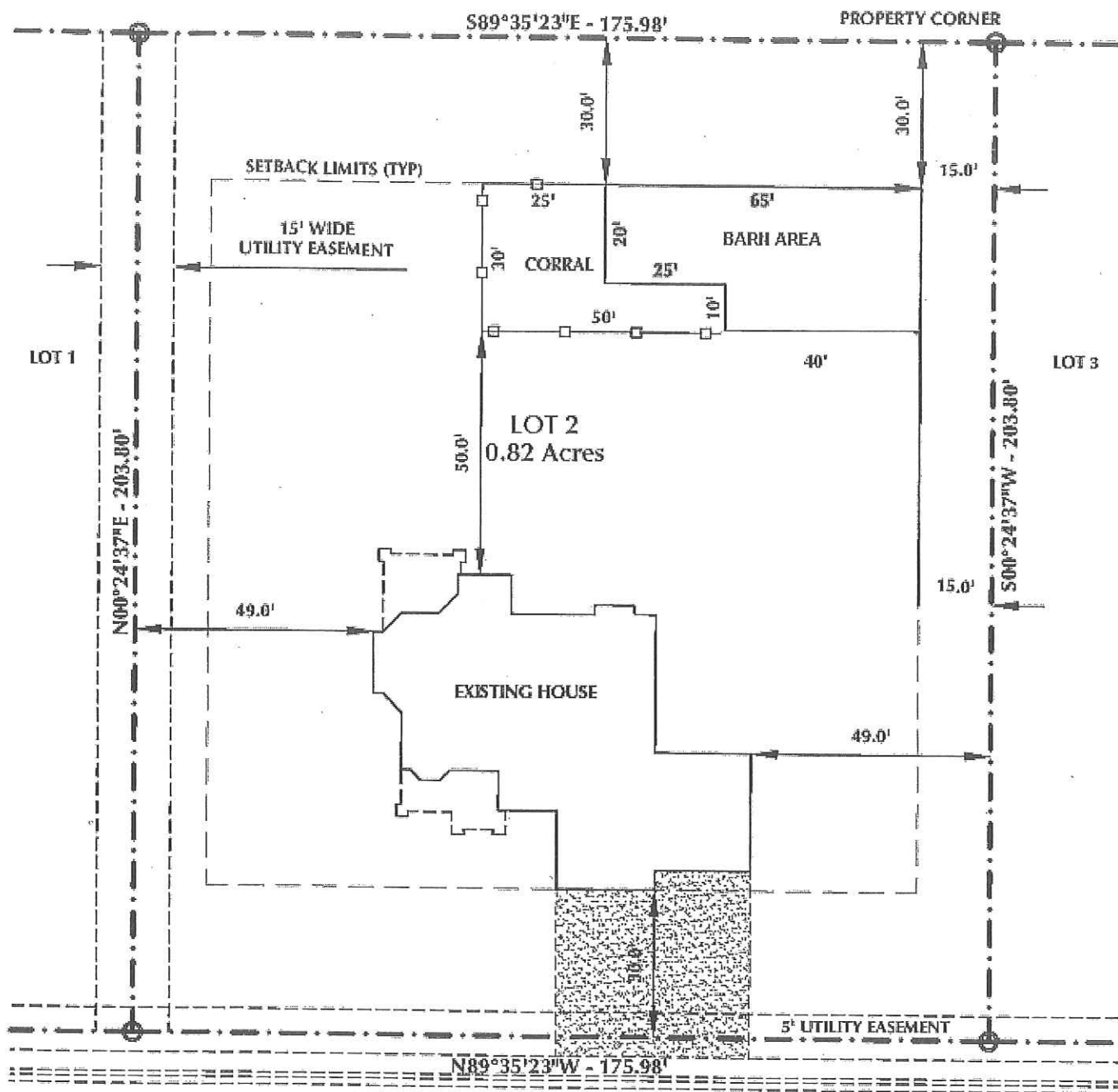
(1) Horses in an R-E Zoning District:

- (a) Each lot shall be permitted to have no more than two (2) horses per lot, not including unweaned offspring (foal). A foal becomes a "horse" for the purposes of this definition when it has attained the age of 12 months. Each Shetland pony, mule or donkey constitutes one horse. Other than household pets (dogs and cats) and horses noted above, no other animals (pigs, sheep, goats, rabbits, chickens, etc.) shall be permitted.
- (b) Horses shall be considered for private use only when the owner of the animal and the occupant of the property upon which the horse is kept are the same party.
- (c) All other domesticated livestock or wild animals are strictly prohibited.
- (d) Grazing/corral areas shall not be located within the front or corner yard.
- (e) Animal Feces and Waste.
  - i. Areas of the lot, as well as accessory buildings or structures devoted to the animal shall be maintained and kept in such a manner as to not constitute a nuisance to the surrounding properties or area.
  - ii. It shall be unlawful for any person to spread, scatter, distribute, drain or deposit in any manner any animal feces and/or waste on property not owned or occupied by them.
- (f) Dust and/or drainage.
  - i. To prevent dust and drainage problems, corral areas shall be limited to 25% of the lot coverage.
  - ii. Grazing/corral area shall not create a dust or drainage condition beyond the property boundaries.
- (g) Separation. Animals shall be kept a minimum distance of 100 feet from any residence.





# SIGNAL DRIVE



# MUSTANG DRIVE

## SETBACKS

FRONT = 30'

REAR = 30'

INTERIOR SIDES = 15'

Project Info:  
Engineer: SAA  
Designer: KIC  
Date: NOV 28, 2017  
Project No:

NORTH



Scale: 1"=30'

Plot Plan - 3001 MUSTANG DRIVE  
Sweetwater Station Addition, Phase 1  
Lot 2



ENGINEERING - SURVEYING - PLANNING

404 'N' Street - Suite 201 | Rock Springs, WY 82901

Phone 307-362-6065 | Fax 307-362-6064

Sheet 1 of 1

ORDINANCE NO. 2018-\_\_\_\_\_

AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on February 14, 2018 on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the governing body of the City of Rock Springs, Wyoming, has been given as required by law, and the governing body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 13-8 of the Ordinances of the City of Rock Springs be amended as follows:

Amend Section 13-801 D.(1)(g), Residential Zoning Districts, of the City of Rock Springs Ordinances, to **amend** the following requirement (deletions are denoted by strikethrough and additions are denoted by underline):

(g) Separation: ~~Animals shall be kept a minimum distance of 100 feet from any residence.~~ Horse(s) shall have an accessory structure (barn or stable) and a corral and both shall be separated by 50 feet from the residence.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
President of the Council

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

1<sup>st</sup> Reading: \_\_\_\_\_

2<sup>nd</sup> Reading: \_\_\_\_\_

3<sup>rd</sup> Reading: \_\_\_\_\_



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

## UTILITY REVIEW - COMMENT SHEET

Meeting Date & Time: Tuesday, February 6, 2018 at 3:00 p.m.

Date: January 30, 2018

To: Utility Review Committee

From: Steve Horton

Project #:

Project Name: Language Amendment – R-E Zone District

Project Address: N/A

Location Description:

Project Description: Language Amendment in the R-E Zone District to reduce the minimum distance from 100 ft to 50 for separation between residence and the keeping of horses

**Please Note:**  
Meeting will be in the  
Downstairs Conference  
Room

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

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

Please check as applicable:

☒ No issues - plans approved as submitted.

☐ Revisions required to the language amendment:

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

☐ Other Comments/Issues:

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

Signature of Reviewer [Signature]

Date 2/6/18

☐ 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

Meeting Date & Time: Tuesday, February 6, 2018 at 3:00 p.m.

Date: January 30, 2018

To: Utility Review Committee

From: Steve Horton

Project #:

Project Name: Language Amendment – R-E Zone District

Project Address: N/A

Location Description:

Project Description: Language Amendment in the R-E Zone District to reduce the minimum distance from 100 ft to 50 for separation between residence and the keeping of horses

Please Note:  
Meeting will be in the  
Downstairs Conference  
Room

Please submit this comment sheet no later than 2:00 p.m. on the due date referenced above & 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 language amendment:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

☒ Other Comments/Issues:

(1) No permanent structures w/in drainage easements.

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

[Signature]  
Signature of Reviewer

2/6/2018  
Date

☐ 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

Meeting Date & Time: Tuesday, February 6, 2018 at 3:00 p.m.

Date: January 30, 2018

To: Utility Review Committee

From: Steve Horton

Project #:

Project Name: Language Amendment – R-E Zone District

Project Address: N/A

Location Description:

Project Description: Language Amendment in the R-E Zone District to reduce the minimum distance from 100 ft to 50 for separation between residence and the keeping of horses

Please Note:  
Meeting will be in the  
Downstairs Conference  
Room

Please submit this comment sheet no later than 2:00 p.m. on the due date referenced above & 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 language amendment:

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

☐ Other Comments/Issues:

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

David Rhoades  
Signature of Reviewer

02-01-18  
Date

☐ 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

Meeting Date & Time: Tuesday, February 6, 2018 at 3:00 p.m.

Date: January 30, 2018

To: Utility Review Committee

From: Steve Horton

Project #:

Project Name: Language Amendment – R-E Zone District

Project Address: N/A

Location Description:

Project Description: Language Amendment in the R-E Zone District to reduce the minimum distance from 100 ft to 50 for separation between residence and the keeping of horses

Please Note:  
Meeting will be in the  
Downstairs Conference  
Room

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

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

Please check as applicable:

☒ No issues - plans approved as submitted.

☐ Revisions required to the language amendment:

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

☐ Other Comments/Issues:

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

[Signature] K. E. Gorman ESTIMATOR  
Signature of Reviewer

2-6-18  
Date

☐ 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

Meeting Date & Time: Tuesday, February 6, 2018 at 3:00 p.m.

Date: January 30, 2018

To: Utility Review Committee

From: Steve Horton

Project #:

Project Name: Language Amendment – R-E Zone District

Project Address: N/A

Location Description:

Project Description: Language Amendment in the R-E Zone District to reduce the minimum distance from 100 ft to 50 for separation between residence and the keeping of horses

**Please Note:**  
Meeting will be in the  
Downstairs Conference  
Room

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

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

Please check as applicable:

☒ No issues - plans approved as submitted.

☐ Revisions required to the language amendment:

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

☐ Other Comments/Issues:

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

Steve Horton  
Signature of Reviewer

2/6/18  
Date

☐ 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

Meeting Date & Time: Tuesday, February 6, 2018 at 3:00 p.m.

Date: January 30, 2018

To: Utility Review Committee

From: Steve Horton

Project #:

Project Name: Language Amendment – R-E Zone District

Project Address: N/A

Location Description:

Project Description: Language Amendment in the R-E Zone District to reduce the minimum distance from 100 ft to 50 for separation between residence and the keeping of horses

Please Note:  
Meeting will be in the  
Downstairs Conference  
Room

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

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

Please check as applicable:

☒ No issues - plans approved as submitted.

☐ Revisions required to the language amendment:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

☐ Other Comments/Issues:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

Signature of Reviewer

2-6-18

Date

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



## Planning & Zoning Commission Staff Report

**Project Name:** Spicer Oversized Accessory Structure (Garage)  
**Project Number:** PZ-18-00007  
**Report Date:** February 7, 2018  
**Meeting Date:** February 14, 2018

### Applicant

Tony Tarufelli  
Tarufelli Construction  
2623 Driftwood Lane  
Rock Springs WY 82901

### Property Owner

Bob Spicer  
15 Mountain Springs Rd.  
Rock Springs, WY 82901

### Project Location

3439 Via Fabiano

### Zoning

R-1 (Low Density Residential)

### Property Owner Notification

- Adjacent Property Owners within 200' of property - 1/15/18

### Previous P&Z Action

None

### Ordinance References

§13-815.E(4)

### Staff Representative

Amy Cox, Planning Technician

### Attachments

- Application
- Site Plan
- Adjacent Property Owner Notification
- Corrected Adjacent Property Owner Notification

### Request

Request for Conditional Use Permit approval for the construction of a 1,776 Square foot detached garage to be located at 3439 Via Fabiano.



### General Information

The applicant is requesting Conditional Use Permit approval for the construction of a 1,776 square foot detached garage to be located at 3439 Via Fabiano, Rock Springs, Wyoming (see enclosed site plan). The proposed structure will use existing approved access from Via Fabiano and there will be no access from Summit Drive.

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

### Property Owner Notification

Adjacent property owners were notified of this application on January 15, 2018 and were invited to comment. On February 6, 2018 corrected notices were sent out with the correct public meeting date. 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.

**Project Name:**

Spicer Oversized Accessory  
Structure (Garage)

**Project Number:**

PZ-18-00007

Page 2 of 2

**Staff Recommendation**

Staff will make a formal recommendation following public comment at the meeting. At a minimum, staff recommends the following conditions be added to approval:

1. Construction shall conform to the approved site plan and application, including required setbacks from property lines, principal structure (house), and driveway paving.
2. No access from Summit Drive.
3. Height of the accessory structure (garage) shall not exceed the height of the principal structure (house). Maximum building height in the R-1 zone is 28 feet.
4. Planning approval does not constitute building permit approval. Contact the City of Rock Springs Building Department to obtain a building permit for the garage.



2017  
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)

City Use Only:

Date Received 12-19-17 3:35 pm File Number: P2-18-00007  
Payment Information: Amount Received: \$60 Received by: [Signature]  
Cash or Check Number: 23470 Receipt Number: R-3018-01-12-01545  
Date Certified as Complete Application: 12-20-17 By: [Signature]

A. PROPERTY ADDRESS: 3435 Via Fabrian - R.1

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

B. CONTACT INFORMATION:

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

Petitioner Information: Petitioner Name: Tony Tarnelli  
Company Name: Tarnelli Construction  
Street Address: 2623 Pittwood Lane  
City: Rock Springs State: WY Zip Code: 82901  
Email Address: tarnelli.construction@gmail.com  
Phone Number: 307-312-2247 Fax Number: 307-312-4115  
(including area code) (including area code)

Property Owner Information: Name: Bob Spiree  
Company Name: \_\_\_\_\_  
Street Address: 15 Mountain Springs Rd.  
City: Rock Springs State: WY Zip Code: 82901  
Email Address: \_\_\_\_\_  
Phone Number: 307-7167 Fax Number: \_\_\_\_\_  
(including area code) (including area code)

Engineer / Architect Information: Name: Hinta Engineering  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: Rock Springs State: WY Zip Code: 82901  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
(including area code) (including area code)

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

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

- ☐ Adjusted Front Setback
- ☐ Bed and Breakfast Inn
- ☐ Corner Side Yard Attached Carport
- ☒ Detached Garage Exceeding 1,200sf
- ☐ 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
- ☐ Driveway Access Exceeding 65% Street Frontage

**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.

Additional garage to property  
permanent -

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

Site plan enclosed.



#### **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	<del>12/19/2017</del> 12/19/2017	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. <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 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	<del>1/10/2018</del> 1/10/2018	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

\*Deadline moved due to Holiday.

### H. SIGNATURE(S) REQUIRED:

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

Signature of Applicant [Signature]

Date 12-19-2017

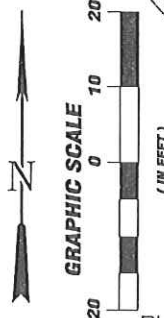
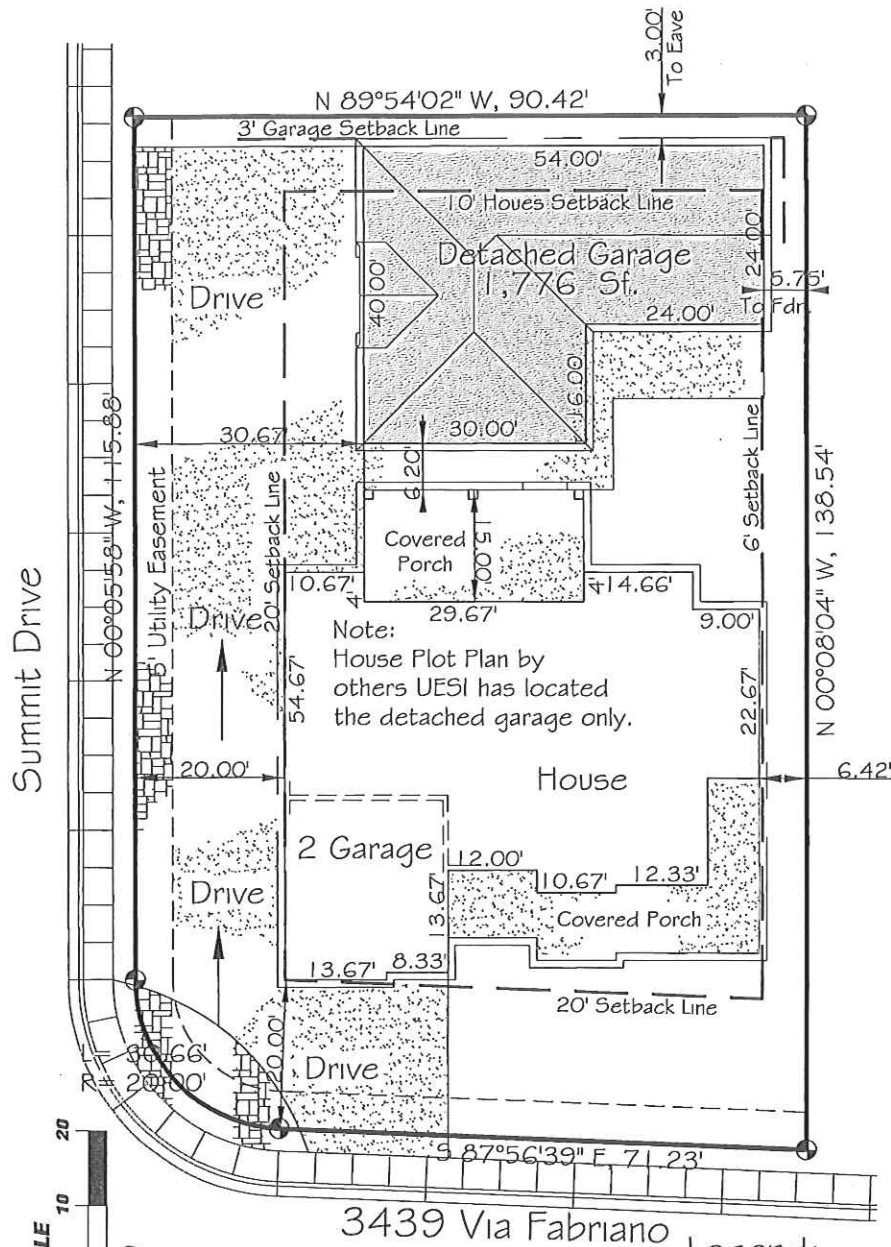
Signature of Owner [Signature]

Date 12-19-2017

Signature of Engineer/Architect (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

- Detached Garage ONLY -  
House was approved on Nov. 17, 2017



3439 Via Fabiano

Legend:

- Property Bdry.
- House Footprint
- Setback Line
- - - Easement Line
- Property Corner

# Plot Plan

LOT 8 of the

GINO SUBDIVISION FINAL PLAT

A RESUBDIVISION OF UMBRIA ADDITION,

PHASE 1 LOTS 11 & 12 AND PORTION OF BLOCK 1

OF THE MOUNTAIN VIEW SUBDIVISION LOCATED IN

SECTION 28 & 33 T19N, R105W,

6th PM, ROCK SPRINGS

SWEETWATER COUNTY, WYOMING

(Revised 12-11-17)



DATE: 11/6/17 JOB #: 17-80-43 FILE: Plot Plan.dwg  
ENGINEER: Ken Walker, P.E. Drawn By: Dave Johnson

January 15, 2018

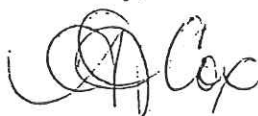
Dear Property Owner and/or Interested Party:

This letter is to inform you that Mr. Tony Tarufelli has submitted a Conditional Use Permit request for property located at 3439 Via Fabriano, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (see location map below). The following summarizes the application:

The applicant is requesting Conditional Use Permit approval for the construction of a 1,776 square foot detached garage to be located at 3439 Via Fabriano, Rock Springs, Wyoming (see enclosed site plan). In accordance with §13-815.E(4) of the Rock Springs Zoning Ordinance, "No residential accessory building or garage shall exceed 1,200 square feet of floor area unless granted a Conditional Use Permit" by the Rock Springs Planning and Zoning Commission.

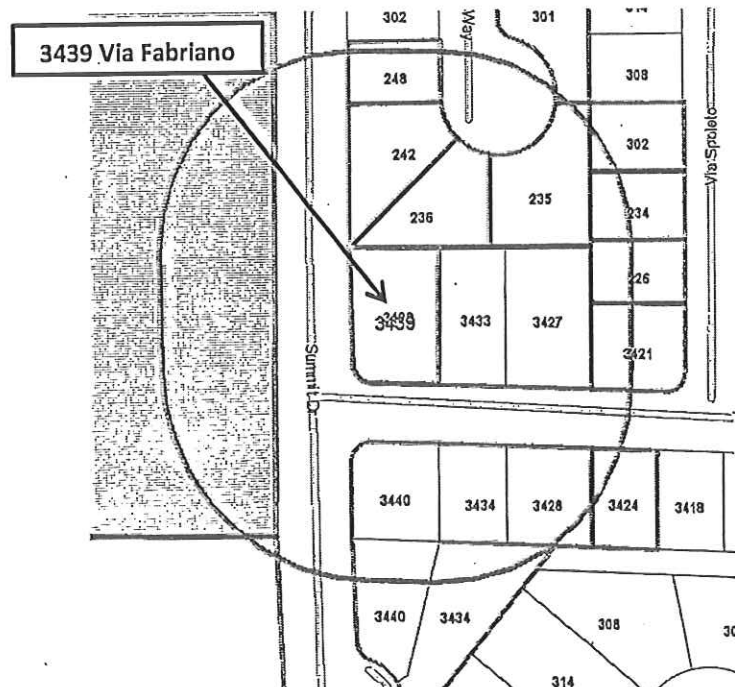
The Rock Springs Planning and Zoning Commission will consider this request at a public meeting to be held on Wednesday, February 8, 2018 at 7:00 PM. in the Rock Springs City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments will be accepted no later than Noon on February 8, 2018.

Sincerely,



Amy Cox  
Planning Technician

Enc.



HUNTERS RIDGE DEV INC  
PO BOX 1449  
ROCK SPRINGS, WY 82902-1449

LAMB JONATHON & DANIELLE  
235 TATE WAY  
ROCK SPRINGS, WY 82901-4230

MOSBEY RYAN  
302 VIA SPOLETO  
ROCK SPRINGS, WY 82901-6878

PLANT JORDAN K & LISA L  
301 TATE WAY  
ROCK SPRINGS, WY 82901-4228

HAMMOND JASON L & PENNY H  
3421 VIA FABRIANO  
ROCK SPRINGS, WY 82901-7726

SPICER ROBERT M & DEBRA K  
15 MOUNTAIN SPRINGS RD  
ROCK SPRINGS, WY 82901

RUSSELL MATTHEW T &  
MCGREGOR SHAYLA  
242 TATE WAY  
ROCK SPRINGS, WY 82901-4227

MURRELL SHELLEY D  
234 VIA SPOLETO  
ROCK SPRINGS, WY 82901-6881

BLM 190532  
280 HIGHWAY 191 NORTH  
ROCK SPRINGS, WY 82901-3447

GEORGE ADAM E & RACHEL A  
3424 VIA FABRIANO  
ROCK SPRINGS, WY 82901-7727

ANADARKO LAND CORP  
PO BOX 1330  
HOUSTON, TX 77251-1330

SMITHIES DEANNA M  
226 VIA SPOLETO  
ROCK SPRINGS, WY 82901-6881

HODGS KERRY L & MARCIA J  
248 TATE WAY  
ROCK SPRINGS, WY 82901-4227

HIATT DUSTIN & YOLANDA  
236 TATE WAY  
ROCK SPRINGS, WY 82901-4227

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

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

February 6, 2018

**Corrected Notice:** *Please note the corrected public meeting date below.*

Dear Property Owner and/or Interested Party:

This letter is to inform you that Mr. Tony Tarufelli has submitted a Conditional Use Permit request for property located at 3439 Via Fabiano, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (see location map below). The following summarizes the application:

The applicant is requesting Conditional Use Permit approval for the construction of a 1,776 square foot detached garage to be located at 3439 Via Fabiano, Rock Springs, Wyoming (see enclosed site plan). In accordance with §13-815.E(4) of the Rock Springs Zoning Ordinance, "No residential accessory building or garage shall exceed 1,200 square feet of floor area unless granted a Conditional Use Permit" by the Rock Springs Planning and Zoning Commission.

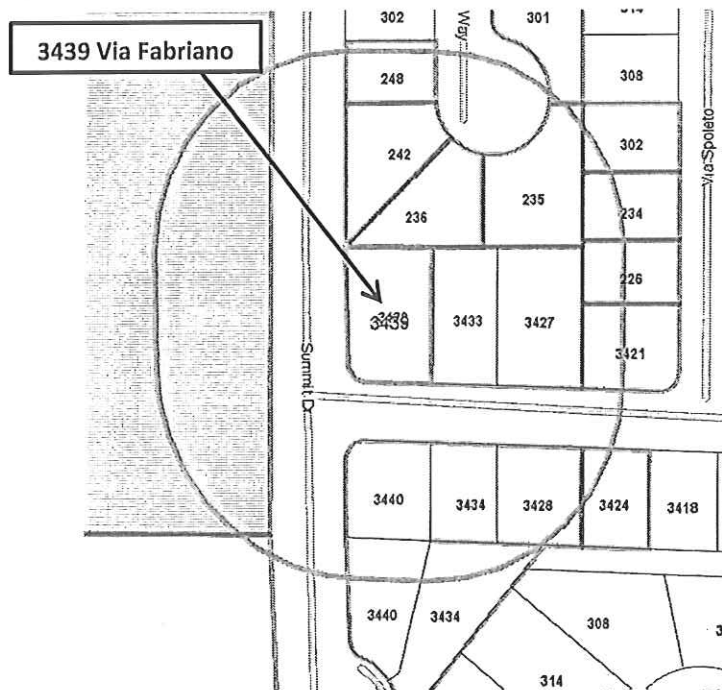
The Rock Springs Planning and Zoning Commission will consider this request at a public meeting to be held on **Wednesday, February 14, 2018** at 7:00 PM. in the Rock Springs City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments will be accepted no later than Noon on February 8, 2018.

Sincerely,



Amy Cox  
Planning Technician

Enc.





HUNTERS RIDGE DEV INC  
PO BOX 1449  
ROCK SPRINGS, WY 82902-1449

LAMB JONATHON & DANIELLE  
235 TATE WAY  
ROCK SPRINGS, WY 82901-4230

MOSBEY RYAN  
302 VIA SPOLETO  
ROCK SPRINGS, WY 82901-6878

PLANT JORDAN K & LISA L  
301 TATE WAY  
ROCK SPRINGS, WY 82901-4228

HAMMOND JASON L & PENNY H  
3421 VIA FABRIANO  
ROCK SPRINGS, WY 82901-7726

SPICER ROBERT M & DEBRA K  
15 MOUNTAIN SPRINGS RD  
ROCK SPRINGS, WY 82901

RUSSELL MATTHEW T &  
MCGREGOR SHAYLA  
242 TATE WAY  
ROCK SPRINGS, WY 82901-4227

MURRELL SHELLEY D  
234 VIA SPOLETO  
ROCK SPRINGS, WY 82901-6881

BLM 190532  
280 HIGHWAY 191 NORTH  
ROCK SPRINGS, WY 82901-3447

GEORGE ADAM E & RACHEL A  
3424 VIA FABRIANO  
ROCK SPRINGS, WY 82901-7727

ANADARKO LAND CORP  
PO BOX 1330  
HOUSTON, TX 77251-1330

SMITHIES DEANNA M  
226 VIA SPOLETO  
ROCK SPRINGS, WY 82901-6881

HODGS KERRY L & MARCIA J  
248 TATE WAY  
ROCK SPRINGS, WY 82901-4227

HIATT DUSTIN & YOLANDA  
236 TATE WAY  
ROCK SPRINGS, WY 82901-4227

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

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

Steve Horton, Temporary City Planner  
Joe Drnas, Chairman of Planning and Zoning Commission

Steve/Joe:

In a continuing effort to redevelop our downtown area, an idea has been developed to build patio decks in the front of existing restaurants to allow for outside dining during the summer months. Initially, the area in front of the Bitter Creek Brewing Restaurant is being targeted for one of these patio decks/dining areas and will most certainly serve as our "test" case. As I have traveled around the State and the intermountain area, I see people dining in these areas all the time. I believe the initial patio deck/dining area would only be used in the summer months and would be removed (torn down) for the winter. While I do not know a lot of the details associated with this idea, I think it is well worth exploring and I am asking that you two gentlemen, as the City Planner and the Chairman of the P&Z Commission, to evaluate and explore the possibilities of bringing this idea to fruition. I'm sure there will be stumbling blocks along the way, but, I feel that myself and the governing body would be supportive of this idea as we do what we can to enhance our downtown redevelopment effort.

Thanks.....

Carl

*Carl R. Demshar, Jr. Mayor*

City of Rock Springs  
212 D Street  
Rock Springs, WY 82901  
E-mail: [carl\\_demshar@rswy.net](mailto:carl_demshar@rswy.net)  
Phone: 307-352-1510  
Fax: 307-352-1417

United States  
**Census  
2020**

**REGISTRATION FORM  
2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)**

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

Entity ID

Government Name

**A. PARTICIPATION RESPONSE (Submission Deadline December 15, 2017)**

1. ☐ **YES** Our government is registering for LUCA. – *Complete Sections B and C.*
2. ☐ **NO** Our government is not registering for LUCA. – *Complete Section B and mark an (X) for each reason that applies:*
- |   |   |
|---|---|
| a. <input type="checkbox"/> Another level of government (state or county) that includes our jurisdiction is participating in LUCA | f. <input type="checkbox"/> Concerns about Census Bureau Title 13 materials                           |
| b. <input type="checkbox"/> Insufficient staff  | g. <input type="checkbox"/> Restrictions on using Census Bureau Title 13 materials for other purposes |
| c. <input type="checkbox"/> Lack of funds   | h. <input type="checkbox"/> Other reason – <i>Specify (Please print)</i> <input type="checkbox"/>     |
| d. <input type="checkbox"/> No time/too busy  |   |
| e. <input type="checkbox"/> No local address list available   |   |

*Thank you for your comments. We will use them to help improve future LUCA operations.*

**B. SIGNATURE OF TRIBAL CHAIR OR HIGHEST ELECTED/APPOINTED OFFICIAL RESPONDING TO THE LUCA INVITATION**

1. Printed name of Tribal Chair or Highest Elected Official/Appointed Official – *First, middle initial, last*
2. Signature of Tribal Chair or Highest Elected Official/Appointed Official
- Date  
Month Day Year
3. Position – (e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate) – *Please print*
4. Physical/Mailing address
- Number and street name
- City State ZIP Code
5. Telephone
- Area code Number Extension
6. Email address

**C. LIAISON INFORMATION – Designate your LUCA Liaison.**

***This is the person responsible for protecting the confidential Census Bureau materials covered by Title 13, U.S. Code.***

*Complete this section only if you are participating in LUCA*

1. Name – (Please print)
2. Department, Organization, or Agency name – (e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate)
3. Position – (e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate)
4. Physical/Mailing address
- Number and street name
- City State ZIP Code
5. Telephone
- Area code Number Extension
6. Email address

*Complete this form and return it along with the completed, signed copies of the Product Preference Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).*

United States  
**Census  
2020**

**CONFIDENTIALITY  
AGREEMENT FORM**  
**2020 CENSUS LOCAL UPDATE OF  
CENSUS ADDRESSES OPERATION (LUCA)**

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

Entity ID

Government Name

**A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION**

All LUCA liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) LUCA materials must agree to keep confidential the Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps.

All individuals who will review or have access to Census Bureau Title 13 materials must sign below to indicate they have read and understand the Census Bureau's *Confidentiality and Security Guidelines* for LUCA. In addition, those who sign the agreement swear, under penalty of perjury, to maintain the confidentiality of Census Bureau materials protected under Title 13. Further, a signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.

By signing this agreement, your government agrees to destroy all Census Bureau Title 13 materials or return them to the Census Bureau at the completion of LUCA.

**B. LIAISON INFORMATION**

Liaison's Printed Name

Area code Telephone number Ext.

			-					-					-				
--	--	--	---	--	--	--	--	---	--	--	--	--	---	--	--	--	--

Liaison's Signature

Date  
Month Day Year

--	--	--	--	--	--	--	--

Name of LUCA Liaison's Office, Department, or Agency – (Assessor's Office, Planning Department, Regional Planning Agency, etc.) – Please print

Address of LUCA Liaison's Office, Department, or Agency – (House number and street name, RR or HC, and box number) – Please print

City

State

ZIP Code

Email address

**C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS**

Printed name

Area code Telephone number Ext.

			-					-					-				
--	--	--	---	--	--	--	--	---	--	--	--	--	---	--	--	--	--

Signature

Date  
Month Day Year

--	--	--	--	--	--	--	--

Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print

City

State

ZIP Code

Email address

Printed name

Area code Telephone number Ext.

			-					-					-				
--	--	--	---	--	--	--	--	---	--	--	--	--	---	--	--	--	--

Signature

Date  
Month Day Year

--	--	--	--	--	--	--	--

Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print

City

State

ZIP Code

E-mail address

**Section C continued on  
the reverse**

**C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS – Continued**

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date Month Day Year <input type="text"/>		
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
Email address			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date Month Day Year <input type="text"/>		
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
E-mail address			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date Month Day Year <input type="text"/>		
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
E-mail address			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date Month Day Year <input type="text"/>		
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
E-mail address			

Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography IUCA 63-E, National Processing Center, 1201 East 10th St., Jeffersonville IN 47132. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at [GEO.2020.IUCA@census.gov](mailto:GEO.2020.IUCA@census.gov)

**Instructions to Register for the  
2020 Local Update of Census Addresses Operation (LUCA)**

---

**A. To help you make an informed decision to participate in the 2020 LUCA Operation, please read:**

- 1. 2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide**
  - 2. Confidentiality and Security Guidelines**
- 

**B. There are four (4) forms to complete for the LUCA registration.**

To begin your registration process, complete the forms you received in your invitation package and return them to the Census Bureau in the postage paid, preaddressed enclosed envelope. If you prefer, you may scan your completed, signed forms and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

**1. Registration Form**

**1.1 If you are participating in LUCA:**

- In Section **A.1**, mark **X**, “**YES** Our government is registering for LUCA.” *Complete Sections B and C.*
- In Section **B.**, “Signature of Tribal Chair or Highest Elected/Appointed Official Responding to the LUCA Invitation” provide:
  - i. The printed name and signature of the Tribal Chair or Highest Elected/Appointed Official
  - ii. Position
  - iii. Physical/Mailing address
  - iv. Telephone number
  - v. Email address
- In Section **C**, the Tribal Chair or Highest Elected/Appointed Official designates a LUCA Liaison and provides the LUCA Liaison’s:
  - i. Printed name
  - ii. Department, organization, or agency name
  - iii. Position
  - iv. Physical/Mailing Address
  - v. Telephone number
  - vi. Email address
- Please refer to sections 2 through 4 on the following page for instructions on how to complete the remaining three forms.

**1.2 If you are designating a higher level of government (state or county) to participate on your government’s behalf as your LUCA Liaison:**

- In section **A.1**, mark **X**, “**YES** Our government is registering for LUCA.” *Complete Sections B and C.*
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section **B**.
- In section **C**, the Tribal Chair or Highest Elected/Appointed Official designates the LUCA Liaison.
- The LUCA Liaison is required to complete and sign the Confidentiality Agreement Form, Product Preference Form, and Self-Assessment Checklist.
- Please return all four forms to the Census Bureau in the postage-paid, preaddressed envelope, or you may scan your completed forms and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

**1.3 If you are designating a Regional Planning Agency, Council of Governments, or other organization as your LUCA Liaison:**

- In section **A.1**, mark **X**, “**YES** Our government is registering for LUCA.” *Complete Sections B and C.*
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section **B**.
- In section **C**, the Tribal Chair or Highest Elected/Appointed Official designates the LUCA Liaison.
- The LUCA Liaison is required to complete and sign the Confidentiality Agreement Form, Product Preference Form, and Self-Assessment Checklist.
- Please return all four forms to the Census Bureau in the postage-paid, preaddressed envelope, or you may scan your completed forms and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).



**1.4 If a higher level of government (state or county), that includes your jurisdiction is participating in LUCA:**

- In section A.2, mark X, “NO, Our government is not registering for LUCA.” *Complete Section B.*
- Select a, Another level of government (state or county) that includes our jurisdiction is participating in LUCA.
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section B.
- Please return the form to the Census Bureau in the pre-addressed, postage-paid envelope, or you may scan your completed form and email it to GEO.2020.LUCA@census.gov.

**NOTE:** If you are not participating in LUCA, you do not have to complete and return the remaining three forms (Confidentiality Agreement Form, Product Preference Form, or the Self-Assessment Checklist). Return only the **Registration Form**.

**1.5 If you decide not to participate in the 2020 LUCA Operation:**

- In Section A.2, mark X, NO, “Our government is not registering for LUCA,” Mark X for each reason that applies. *Complete Section B.*
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section B.
- Please return the form in the postage paid, preaddressed envelope or you may scan your Registration Form and email it to GEO.2020.LUCA@census.gov.

**NOTE:** If you are not participating in LUCA, you do not have to complete and return the remaining three forms (Confidentiality Agreement Form, Product Preference Form, or the Self-Assessment Checklist). Return only the **Registration Form**.

---

***If you are participating in LUCA, the LUCA Liaison is required to complete and sign the remaining three forms.***

**2. Self-Assessment Checklist for the Confidentiality and Security Guidelines**

- Read the Confidentiality and Security Guidelines before filling out this form.
- Answer **yes** or **no** to each question.
- Sign and date the form.

**3. Product Preference Form – No Signature required**

- In the first section, mark X, if you choose to use the Census Bureau’s Geographic Update Partnership Software (GUPS)  
OR
- Mark X to select the format you choose to use for the address list, either digital or paper. If you select the paper address list, choose your sort preference.
- Mark X to select the format you choose to use for the maps; either digital (TIGER partnership shapefiles), or large format paper maps with DVD small format block maps (Title 13 requirements apply), or large format paper maps only (Non-title 13).
- Complete the package delivery address for the LUCA Liaison. *Title 13 materials must be delivered to the LUCA Liaison.*
- Provide the name, telephone number, and email address of the person completing the form.

**4. Confidentiality Agreement Form**

- In Section A, read the terms, conditions, and responsibilities for participating in LUCA.
- In Section B, provide the LUCA liaison information.
  - i. Printed name
  - ii. Signature
  - iii. Office, department name
  - iv. Office, department address
  - v. Email address
- Ensure that the LUCA Liaison signs and dates this form.
- In Section C, ensure all reviewers and person(s) with access to Title 13 materials sign and date this form.

**NOTE:** Please return these three forms together with the **Registration Form** in the postage paid, preaddressed envelope or you may scan your completed forms and email them to GEO.2020.LUCA@census.gov.

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAUUnited States  
**Census  
2020****PRODUCT PREFERENCE FORM  
2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)**

Entity ID

Government Name

**Please mark (X) to select a product preference format (Choose #1 OR #2 below)**

1. ☐ **GUPS** – The Census Bureau's Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau's address list, address count list by census block, and partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GUPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.

**OR**

2. ☐ Select **one** address list format in **Section A** and **one** map format in **Section B**.

**A. Address List – Select Digital or Paper**

- ☐ **Digital** – Requires the use of a spreadsheet or database software. We will provide the files in Excel Comma Delimited Text (.csv) format.

**OR**

- ☐ **Paper** – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six (6) addresses (1,000 pages maximum). Choose **one** address sort preference below:

- ☐ Census Tract#/Block#/Street Name/House#/Unit#  
☐ Street Name/House#/Unit/Census Tract#/Census Block# (alphanumeric sort)

You may access the current number of addresses by census block the Census Bureau has on file for your jurisdiction at <http://www.census.gov/geo/partnerships/luca.html>.

**B. Maps – Select Digital or Paper**

- ☐ **Digital** – Partnership shapefiles that require the use of GIS software. Address structure points are **not** included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.

**OR**

- ☐ **Paper/PDF** – Large format paper map(s) (42" x 36") with a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Title 13 requirements apply.

**OR**

- ☐ **Paper** – Large format paper map(s) (42" x 36") only. This does **not** include a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Non-Title 13.

**Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You must select Paper/PDF to review the address structure points.**

**LUCA Liaison Package Delivery Address.**  
**Title 13 materials must be delivered to the LUCA liaison. Please print.**

**Liaison Name**

Department, Organization, or Agency name

Physical/  
Mailing address

Number and street name

City

State

ZIP Code

Telephone

Area code

Number

Extension

Email address

**Name of the Person Completing This Form (Please print)**

Name

Telephone

Area code


Number

Extension

Email  
address

Date

Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

 <b>SELF-ASSESSMENT CHECKLIST</b> <b>2020 CENSUS LOCAL UPDATE OF CENSUS</b> <b>ADDRESSES OPERATION (LUCA)</b>		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		Entity ID
		Government Name		
<b>PROTECTING CENSUS BUREAU TITLE 13 MATERIALS</b>		Confidentiality & Security Guidelines Reference	Circle Y, N or NA	
1. Do you understand that the Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction address data base?		3	Y	N
2. Will you store Title 13 materials in a secure location?		4.1, 4.2	Y	N
3. Will you secure Title 13 materials to prevent unauthorized staff from accessing these materials? This includes staff members other than those who signed the Confidentiality Agreement, that have access to the offices, cabinets, or other areas where Title 13 materials are stored.		4.1, 4.2	Y	N
4. Will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement to access the Census Bureau's Title 13 materials, if the Title 13 information is placed on a shared computer system? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.		4.1	Y	N NA
5. Will you ensure that your IT system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 materials to only those individuals that signed the Confidentiality Agreement? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.		4.1	Y	N NA
6. Will you assign an encrypted, unique user-ID and password for each LUCA liaison, reviewer, and anyone with access to Title 13 materials? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.		4.1	Y	N NA
7. Will you keep Title 13 data separate from your other data? Title 13 data cannot be backed-up, mixed with, nor stored with other data? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.		4.1	Y	N NA
<b>REPORTING AN INCIDENT</b>		Confidentiality & Security Guidelines Reference	Circle Y or N	
8. Will you report to the Census Bureau all violations of unauthorized viewing or loss of Title 13 materials within <b>24 hours</b> of discovery?		4.3	Y	N
<b>ON-SITE VISITS</b>		Confidentiality & Security Guidelines Reference	Circle Y or N	
9. Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title materials?		4.4	Y	N
<b>DESTRUCTION OR RETURN OF CONFIDENTIAL MATERIALS</b>		Confidentiality & Security Guidelines Reference	Circle Y or N	
10. Will you destroy (the preferred method) or return the Title 13 materials according to the approved destruction or return methods outlined in the Confidentiality and Security Guidelines?		4.5, 4.6	Y	N
LUCA Liaison Signature				
LUCA Liaison Name (Print)			Date	
<p>Complete this form and return it along with the completed, signed copies of the Registration Form, Confidentiality Agreement, and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at <a href="mailto:GEO.2020.LUCA@census.gov">GEO.2020.LUCA@census.gov</a>.</p>				