



## **PLANNING AND ZONING COMMISSION**

### **MEETING AGENDA**

July 11, 2018 at 7:00 p.m.

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#### ROLL CALL

#### APPROVAL OF MINUTES

1. Review and approval of the June 13, 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 Map Amendment filed by Joe Seneshale requesting to change from B-3 (Central Business) to B-R (Business-Residential) a 10,881 sq ft parcel (0.25 acres) located on the south side of Bridger Avenue just east of the Elk Street intersection. Project #: PZ-18-00101, Staff Representative, Steve Horton, City Planner)

#### UNFINISHED BUSINESS

1. None

#### NEW BUSINESS

1. Request for Modified FCCH approval to increase the number of preschool sessions provided for up to a maximum of ten (10) children, at any given time, two (2) sessions per day, M-F from 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m., to be located at 1807 Fillmore Ave., submitted by Ashley Corthell. (Project #: PZ-18-00111, Staff Representative: Amy Cox, Planning Technician).

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

1. Minor Site Plan approval for Angels Concrete to share the office space only, with existing business (Angels Auto Repair), located at 2722 Commercial Way, submitted by Jose Angel Salayandia. (Project #: PZ-18-00097, Staff Representative: Amy Cox, Planning Technician).

#### PETITIONS AND COMMUNICATIONS

1. Written petitions and communications.
2. Petitions and communications from the floor.

#### ADJOURNMENT

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**PLANNING AND ZONING  
COMMISSION MINUTES**

**June 13, 2018**

**Wednesday, 7:00 p.m.**

**City Hall, Rock Springs, Wyoming**

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Commissioners Present:	Chairman Joe Drnas Vice-Chairman Mike Shaw Dan Kennedy Keaton West	Sue Lozier Gabe Bustos Tim Sheehan Lauren Schoenfeld
Commissioners Absent:	Matthew Jackman	
Staff Present:	Amy Cox, Planning Technician Cathy Greene, Senior Administrative Assistant Steve Horton, Director of Public Services	

**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 May 9, 2018, Planning and Zoning Commission Meeting.

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

Commissioner West: Motion to approve the Minutes as presented.

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

Commissioner Lozier: Second.

Vote: All in favor. Motion carried unanimously.

**CHANGES TO THE AGENDA**

There were none.

## PUBLIC HEARINGS

- 1) **Petition for Zoning Ordinance Language Amendment filed by the City of Rock Springs requesting to amend Section 13-601 Definition of Terms by amending the existing definitions for “Building”, “Building Liens”, “Ground Floor Area”, and “Structure”, and creating new definitions for “Porch” and “Porch, Unenclosed”. (Project #: PZ-18-00069, Staff Representative, Steve Horton, City Planner)**

### Staff Report

Mr. Horton presented the Staff Report dated June 5, 2018, to the Commission.

### Commissioner Questions for Staff

Commissioner West asked where the setback of three (3') feet on an accessory building is measured from; Mr. Horton stated it was from the foundation and the eaves could encroach, however it was clarified that it is measured from the eave on accessory structures and the house itself is from the foundation allowing the eaves to encroach.

### Commissioner Questions for Applicant

Chairman Drnas stated this wasn't necessary as the City is the applicant in this case.

### Public Hearing

Chairman Drnas opened the Public Hearing and asked for any in favor or opposed of the proposal to come forward, there were none.

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

### Staff Recommendation

Mr. Horton recommended: Approval

### Commission Vote

Commissioner West: Motion to approve with staff recommendations.

Commissioner Shaw: Second.

Vote: Seven in favor, Commissioner Sheehan opposed. Motion carried.

- 2) **Request for Final Plat approval for Community Center Subdivision filed by the City of Rock Springs – City Council Being a resubdivision of portions of North Addition to the City of Rock Springs and including Lots 1 through 8 of Block 5, Lots 7 & 8 of Block 10, and portions of the Platted Bitter Creek Channel. (Project # PZ-18-00066, Staff Representative Steve Horton, City Planner)**

### Staff Report

Mr. Horton presented the Staff Report dated June 4, 2018, to the Commission, along with two options regarding easements.

### Commissioner Questions for Staff

Commissioner Lozier asked why they didn't consolidate these lots when they were building; Mr. Horton said maybe from the extreme growth and how busy things were.

Commissioner Schoenfeld confirmed the City plans to keep the parking lots and just sell the building; Mr. Horton said that was correct.

Commissioner Sheehan asked if Tract A was private ownership; Mr. Horton said no.

Commissioner Sheehan asked about the final plat and the two easements and the two options provided;

1 – Approve subdivision subject to changes to be made on plat.

2 – Recommend approvals with two deeds for the easements separate and not show on plat.

Mr. Horton said, yes.

#### Commissioner Questions for Applicant

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

Mr. Kent Felderman with Rocky Mountain Survey came forward representing the City. He clarified that one of the easements (RMP) is already shown on the plat. The storm drain was brought to their attention last minute by Mr. Dan Kennedy and is not defined or shown on plat.

Chairman Drnas and Commission Sheehan both spoke in favor of moving forward with Option One, to approve the Subdivision subject to the easement being added to the plat before it goes to Council.

Commissioner Kennedy asked if the existing building on lot one meets all parking requirements, when they move forward with a site plan or improve the property; Mr. Horton said there is parking on Euclid Avenue and Noble Drive, about 10 spaces and under B3 no on-site parking is required.

Commissioner West asked if there was any feedback from the property owners within 200 feet; Mr. Horton did hear back from a few, but once he explained what was going on, they were all set.

#### Public Hearing

Chairman Drnas opened the Public Hearing and asked for any in favor of or opposed to the proposal to come forward, there were none.

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

#### Staff Recommendation

Mr. Horton recommended: Approval

#### Commission Vote

Commissioner Sheehan: Motion to approve with option one, adding the easement to the plat before it goes to council. There was confusion regarding the correct project number, as it differed on the staff report verses the agenda, this will be clarified for the record as project PZ-18-00066.

Commissioner Shaw: Second.

Vote: All in favor. Motion carried unanimously.

### **PUBLIC HEARINGS**

- 3) **Request for Final Plat approval for North Side State Bank Commercial Subdivision filed by Glacier Bank being a re-subdivision of portions of North Addition to the City of Rock Springs and including Lot 6 through 12 of Block 2, Lots 1 through 5 with Original Alley, Block 10, and portions of the Platted Bitter Creek Channel. (Project #PZ-18-00085, Staff Representative Steve Horton, City Planner)**

#### **Staff Report**

Mr. Horton presented the Staff Report dated June 4, 2018, to the Commission.

#### **Commissioner Questions for Staff**

There were none.

#### **Commissioner Questions for Applicant**

Chairman Drnas asked the applicant or a representative for the project to come forward. Mr. Mark Dale, Bank Manager reiterated what Mr. Horton covered and stated they are just looking to clean this up and get it all into one name under one title. They are granting an easement to the City to maintain a retaining wall on the boundary line.

Commissioner Kennedy asked if the easement will be shown on the plan and if it will be granted to RMP, Mr. Horton said it will be granted to RMP and will be shown on the plat with the recorded book and page. There was further discussion regarding who the easement will be granted to and what utilities, then clarified it will just be to RMP.

#### **Public Hearing**

Chairman Drnas opened the Public Hearing and asked for any in favor of or opposed to the proposal to come forward, there were none.

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

#### **Staff Recommendation**

Mr. Horton recommended: approval with the easements shown on the final plat.

#### **Commission Vote**

Commissioner Sheehan: Motion to approve with staff recommendations.

Commissioner Kennedy: Second.

Vote: All in favor. Motion carried unanimously.

### **UNFINISHED BUSINESS**

There was none.

## **NEW BUSINESS**

### **1) Discussion of Recreational Vehicles (RV's) being placed in Mobile Home Parks.**

#### **Staff Report**

Mr. Horton clarified this was just for discussion, it was not a public hearing. Chairman Drnas asked if there was something specific for review as he thought all mobile home parks were private. Mr. Horton stated they are private, however the City has issued permits for mobile homes to be moved in and out and there are utility inspections required; the City does a gas line check and a power inspection of the power stand by the City and RMP. Mr. Horton said there are definitions in the ordinance as to a mobile home and a manufactured home are and how you differentiate between the two. Mr. Horton then reviewed the prepared Staff Report dated June 5, 2018, to the Commission, which included the table of uses and definitions.

#### **Commissioner Questions for Staff**

Commissioner Schoenfeld asked about the definitions and inquired; wouldn't a recreational vehicle turn into a mobile home once hooked up to utilities, blocked and skirted so it wasn't readily accessible to move. As she pointed out that technicality of the definition of a recreational vehicle has to be readily able to move. Mr. Horton guesses you could construe that, but it's the part under the definition of a mobile home that it has to be 32' in length and that is one of the questions he and Amy; if they are going to issue permits for a mobile home park and it's not 32' in length should it be allowed? Mr. Horton said that if the Commission would like to make mobile home parks accessible to recreational vehicles, they can do it with a Zoning Language Amendment.

Commissioner Shaw said he still sees an issue with the definition of mobile home as his fifth wheel is 32 feet, other Commissioners chimed in that they have 34 – 38 foot pulls.

Commissioner Sheehan thinks they should remain as recreational vehicles, fifth wheels, tow behinds, etc., as mobile homes are mobile homes and there are other criteria that make them a mobile home over an RV. He thinks mobile home parks should be allowed to lease lots for RV's, but don't change the definition.

Commissioner Bustos mentioned having a different type of permit for an RV, as the hook-ups are a little different, and typically more temporary; Mr. Horton said that could be a possibility, he thinks to open up mobile home parks for these they can say they are permissible but may want to say at least 28 feet in length.

Chairman Drnas agrees with Commissioner Sheehan, if someone wants to come in and set-up a 12 foot camper, they should be allowed to, as they all need to be hooked up and inspected for electric and gas.

There was clarification that RV's are propane and they'd have to get with the fire inspector and decide; Ms. Greene said it's in the ordinance, they have allowed them and they are inspected, they can have up to 100 pound propane tank within the City limits.

It was the general consensus that no one had a problem with them; Mr. Horton thanked the Commission, he just wanted to clarify that they are doing it right, he knows it has been done it in the past and wanted to make sure it was okay to continue.

Ms. Cox asked if the City Attorney didn't actually say no; Mr. Horton said the attorney did raise some questions and that's when he said he'd bring it to Planning and Zoning.

Commissioner Schoenfeld said if they need to make adjustments on definitions to appease whomever, she thinks that would be an appropriate time to bring it to the Commission for a public hearing too. So, if the Attorney thinks there needs to be changes to fit the community then that is fine. Mr. Horton thinks it would be a good thing to clean-up the code and any inconsistencies.

Commissioner West asked if they are just parking them there, or actually wanting to tie them in and skirt them; Mr. Horton said yes to live in for maybe a year or two or even longer.

Commissioner Sheehan reiterated part of the definition and said in a mobile home you can live 365 days a year, and an RV is not designed to do that.

Commissioner Lozier gave an example about mobile homes are designed to be moved, but if you take an RV and stick it in a lot with skirting around it you are looking at the same thing.

There was further discussion about hook-ups and inspections, before it wrapped up.

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

- 1) Conditional Use Permit approval (staff level) for a Special Purpose Fence (6 ft high in corner side yard) to be constructed on property located at 1616 Condor Dr., submitted by Nathaniel Lemon with Smart Dwellings. (Project #: PZ-18-00071, Staff Representative: Amy Cox, Planning Technician)
- 2) Conditional Use Permit approval (staff level) for a Special Purpose Fence (6 ft high in corner side yard) to be constructed on property located at 3713 Falcon Way, submitted by Nathaniel Lemon with Smart Dwellings. (Project #: PZ-18-00072, Staff Representative: Amy Cox, Planning Technician)
- 3) Minor Site Plan approval for Residential Single Family Detached Dwelling with Attached Garage to be constructed on an unusual & old lot with established front and corner side setbacks located on the property at 716 Center St. (UPRR 1<sup>st</sup> Addition), submitted by Nathaniel Lemon with Smart Dwellings. (Project #: PZ-18-00086, Staff Representative: Steve Horton, City Planner)

### **PETITIONS AND COMMUNICATIONS**

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

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

<b>Council Mtg.</b>	<b>P&amp;Z Item</b>	<b>Council Action</b>
5/15/18	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, City Planner)	Approve
	2. Petition for Zoning Ordinance Language Amendment filed by Deric Keller requesting to amend Section 13-815.I.(2)(l) to amend the surfacing requirements by including B-2 Zone District for gravel or ground asphalt	Approve

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surfacing as a Conditional Use. (Project #: PZ-18-00020, Staff Representative, Steve Horton, City Planner)

- 6/05/18
3. Petition for Zoning Ordinance Language Amendment filed by the City of Rock Springs requesting to amend Section 13-809. D. to add "Dining Decks" as a Permitted Accessory Use in the B-3 Zoning District and to add a new Section 13-819 which sets forth regulations for Dining Decks. (Project #: PZ-18-00028, Staff Representative, Steve Horton, City Planner) Approve
  4. Petition for Zoning Ordinance Language Amendment filed by DeBernardi Construction to amend Section 13-810.D. to add as an Accessory Use in the I-1 Zone District above ground storage tanks for flammable and combustible liquids not to exceed 6,000 gallons. (Project #: PZ-18-00034, Staff Representative, Steve Horton, City Planner) Approve
  5. Petition for Zoning Ordinance Language Amendment filed by Ashley & Brandon Corthell requesting to amend Section 13-816.C to increase the number from six (6) to ten (10) the number of Preschool Sessions allowed for a Family Child Care Home. (Project # PZ-18-00051, Staff Representative, Steve Horton, City Planner) Approve

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

There were none.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:02 p.m.

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

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

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Steve Horton, Secretary, Planning & Zoning Commission





## Planning & Zoning Commission Staff Report

**Project Name:** Joe Seneshale Rezone from B-3 to B-R

**Project Number:** PZ-18-00101

**Report Date:** July 3, 2018

**Meeting Date:** July 11, 2018

### Applicant / Property Owner

Joe Seneshale  
2221 Westview  
Rock Springs WY 82901

### Project Location

412 Bridger Avenue

### Current Zoning

B-3 (Central Business)

### Proposed Zoning

B-R (Business Residential)

### Public Notification

- Public Hearing Notice published in the Rocket Miner on June 23, 2018
- Property owner notice (200' radius) mailed 6-27-18

### Ordinance References

§13-808, §13-809

### Staff Representative

Steve Horton, AICP  
City Planner

### Attachments

- Rezone Application
- Public Hearing Notice
- Property Owner Notification Letter and Mailing List
- Property Map

### 1. Petition

Petition for Rezone from B-3 (Central Business District) to B-R (Business Residential) for 412 Bridger Avenue

### 2. Background Information

The subject property for this Zone Change was included in the Pilot Butte Addition approved in 1912. The single family detached structure on this lot is in a state of deterioration. The owner, Joe Seneshale, wishes to demolish the existing structure and construct a new residence on the property. The property is located on Bridger Avenue which is a State maintained highway.

The property is Zoned B-3 Central Business District. Staff has advised the applicant that in order to do a tear down and rebuild single-family residential, the Zoning must be changed to B-R Business Residential. A single-family residential use is not permitted in the B-3 Zone. Please refer to the zoning map excerpt below.

### 3. Existing Zoning

**Principally & Conditionally Permitted Uses in the B-3 Zoning District are:**

See Attachment "A"

### 4. Proposed Zoning

**Principally & Conditionally Permitted Uses in the B-R Zoning District are:**

See attachment "B"



## 5. Size and Location

A portion of Lot 7 and Lot 8, Block 12, of the Pilot Butte Addition to the City of Rock Springs, said lot comprising .25 acres, more or less.

## 6. Surrounding Zoning and Land Use

North – B-3 (Central Business) – Developed residential  
South - B-3 & R-2 (Central Business & Low Density Residential) – Developed commercial and residential  
West- B-3 (Central Business)  
East – B-3 (Central Business) – Developed residential

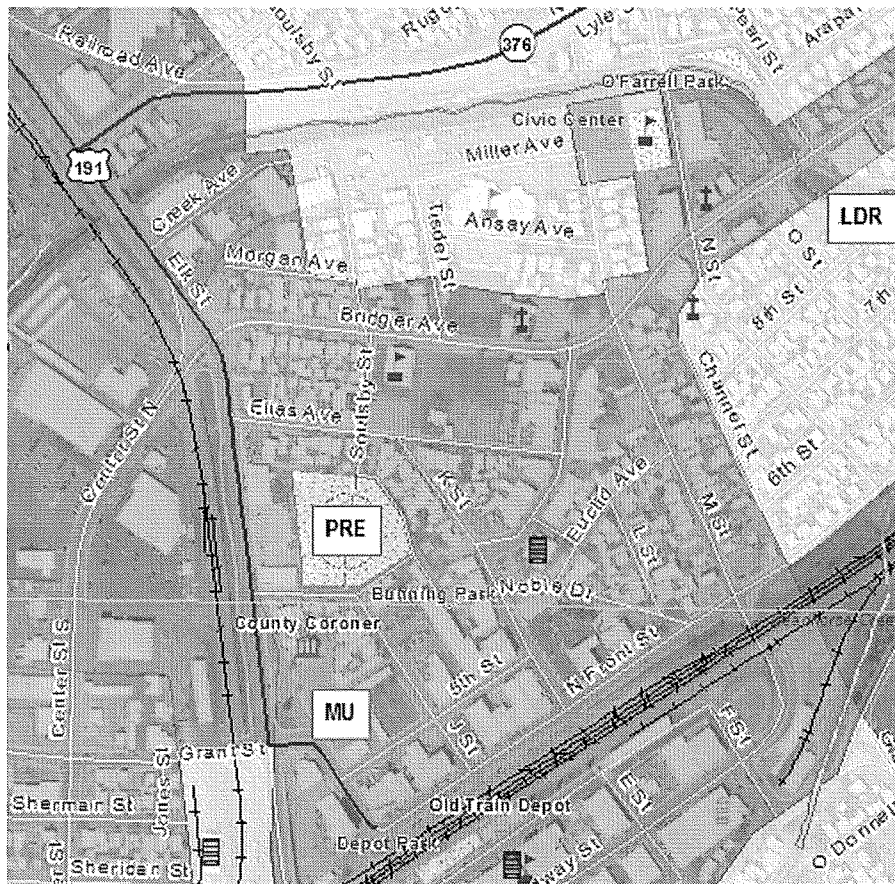
Please refer to the zoning map excerpt above.

## 7. Analysis - Master Plan - State of Wyoming Planning Statutes

The petitioner wishes to demolish the existing residence and rebuild a new residence. The existing residence is grandfathered due to the B-3 Zoning. The residence cannot be demolished and re-built in the B-3 District. A Zone Change to B-R is required to re-build as a residence.

The 2012 Master Plan designates this property as Mixed Use – with Office, Retail and Residential Development. Applicable Zone Districts are B-3 and B-R in the Mixed Use District. The requested Zone Change to Business-Residential is in conformance with the Master Plan. This Zone Change is also in conformance with Wyoming State Statute 15-1-506 which requires that zone changes conform with the City's Master Plan Land Use Map.

Although this may appear to be Spot Zoning, the Rock Spring's Zoning Ordinance does not have a minimum district size for any of the Zone Districts. What is mandated, is conformance with the Master Plan Land Use Map, which this request satisfies.



**8. Legal Description**

A portion of Lot 7 and Lot 8, Block 12, of the Pilot Butte Addition to the City of Rock Springs, Sweetwater County, Wyoming, and being more particularly described as follows:

Beginning at the Northeast Corner of said Lot 7; Thence South 5°42' West for a distance of 92.0 feet; Thence North 84°18' West for a distance of 1.5 feet; Thence South 5°42' for a distance of 40.0 feet to the Southerly line of said Lot 7; Thence North 84°18' West for a distance of 41.2 feet; Thence North 5°42' East for a distance of 22.0 feet; Thence South 84°18' East for a distance of 0.7 feet to the Westerly line of Said Lot 7; Thence North 5°42' East for a distance of 110.0 feet to the Northwest Corner of said Lot 7; Thence South 84°18' East for a distance of 42 feet to the Point of Beginning;

Excepting therefrom:

A portion of Lot 7 in the Block 12 of the Union Pacific Coal Company's Pilot Butte Addition to the City of Rock Springs, Sweetwater County, Wyoming, being more particularly describes as follows:

Commencing at the Northeast Corner of said Lot 7; Thence North 83°40'09" West along the Northerly boundary of said Lot 7 a distance of 25.77 feet to the True Point of Beginning; Thence South 06°18'46" West a distance of 3 feet; Thence North 83°41'14" West a distance of 3 feet; Thence North 06°18'46" East a distance of 3 feet to a Point on said Northerly Boundary of Lot 7; Thence South 83°40'09" East along said Northerly Boundary a distance of 3 feet to the Point of Beginning.

**9. Utility Review Group Comments**

Attached

**10. Public Comment**

At the time of this report, staff has not received any comments. Comments submitted following distribution of this report shall be submitted to the Planning and Zoning Commission at the time of the scheduled hearing.

**11. Staff Recommendation**

Staff will provide a recommendation on the proposed Rezone following the public hearing on this item.



Proposed Development: Zone Change – Joe Seneshale, 412 Bridger Drive, B-3 to B-R  
Utility Review Meeting: June 19, 2018

**Utility Review Committee Comments:**

City of Rock Springs Engineering Department (Meghan Jackson)

1. All public infrastructure shall be brought up to City Standards, ie. sidewalk, curb & gutter, etc
2. Get WYDOT approval for the tear down. Contact Darin Kaufman at WYDOT 307-352-3034.
3. WYDOT approval for any work in State ROW (Bridger)
4. Access off alley for construction
5. Occupancy requirements at final construction
6. Do not impede traffic within alley way
7. Excavation into public / State ROW will require permitting and bonding

City of Rock Springs Water Department (Clint Zambai)

1. Approved

City of Rock Springs Water Department (Clint Zambai)

1. Sewer line is in alley behind house
2. Main line is PVC

Dominion Energy (Vince J.)


1. The gas main is on Bridger Avenue

Wyoming Abandoned Mine Lands (Ryan Reed)

1. Property is undermined by abandoned mine workings at an approximate depth of 225 feet.
2. It is recommended that Exploratory Drilling be completed at the project location.
3. Rock Springs #1 Coal Seam, Rock Springs No 1 Mine. If Lot is to be demolished, that is the ideal time to drill and remediate if necessary.

City of Rock Springs Fire Department (Jim Wamsley)

1. Approved

  
\_\_\_\_\_  
Stephen A. Horton, AICP, City Planner

\_\_\_\_\_  
6/19/18  
Date



2018  
CITY OF ROCK SPRINGS  
ZONING MAP  
AMENDMENT APPLICATION

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

City Use Only:

Date Received 6-12-2018 File Number: PZ-18-00101  
Payment Information:  
Amount Received: 300.00 Received by: Steve Horton  
Cash or Check Number: 240 Receipt Number: P-2018-06-12-02820  
Date Certified as Complete Application: 6-12-2018 By: Steve Horton

A. PROPERTY ADDRESS: \_\_\_\_\_

(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: Joe Seneshale  
Company Name: JS Construction  
Street Address: 2221 Westview  
City: Rock Springs State: WY Zip Code: 82901  
Email Address: legacy34@hotmail.com  
Phone Number: 307-389-4743 Fax Number: \_\_\_\_\_  
(including area code) (including area code)

Property Owner Information: Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
(including area code) (including area code)

Engineer / Surveyor Information: Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
(including area code) (including area code)

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

1. Existing Master Plan Land Use Map Designation: MU Mixed Use
2. Existing Zoning Map Designation: B-3
3. Requested Zoning Map Designation: B-R
4. Square footage and/or acreage of property to be rezoned: 10,881 sq ft  
(If rezoning to multiple zoning districts, provide acreage of each proposed new zoning district)
5. Current Use of Land: Residence
6. Proposed Use of Land: Residence
7. Reason for requested Zoning Map Amendment:  
demolish residence and rebuild residence

**D. SUBMITTAL REQUIREMENTS:**

**NOTE:** The following items are required for submitting a complete Zoning Map Amendment (Zone Change) Application and must be submitted in accordance with the submittal deadlines listed on Page 3 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 (\$300.00).
- ☐ 20 copies of an accurately drawn map of property requested for rezoning. If the full-size scaled drawing is on a size larger than 11" x 17", then in addition to the 20 full size copies, one reduced copy no larger than 11" x 17" must also be submitted. A survey may be required. Deed legal description
- ☒ Electronic version of Zoning Map amendment provided in PDF format either on thumb drive or emailed to: city\_planner@rswy.net
- ☒ Legal description of the property provided on a typed sheet and also supplied electronically in Word format or emailed to: city\_planner@rswy.net. Deed legal description
- ☐ Petitioner shall post the property within 10 days of the first public hearing. Sign shall state the nature of the request and time and date of the public hearing. (See Diagram 3 for suggested posting language.)

**E. SAMPLE PROPERTY POSTING NOTICE**

(Lettering should be sufficiently sized so as to be visible from the adjacent public street.)

NOTICE OF PROPOSED ZONING MAP AMENDMENT
Please take notice that this property owned by _____ and totaling _____ acres is proposed for Zoning Map Amendment from _____ to _____ and that a Public Hearing will be held before the City of Rock Springs Planning & Zoning Commission on _____ at 7 p.m. in the City Council Chambers to consider said action. Interested parties may obtain more information by attending the meeting or contacting: _____

## F. SUBMITTAL SCHEDULE:

**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	12/6/2017*	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 <i>Rocket Miner</i> Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.											
Property Posted by Petitioner	12/31/2017	2/4/2018	3/4/2018	4/1/2018	4/29/2018	6/3/2018	7/1/2018	7/29/2018	9/2/2018	9/30/2018	11/4/2018	12/2/2018
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 ten (10) 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 <i>Rocket Miner</i> 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.

**\*\* BE ADVISED:** Ordinances amending the Rock Springs Zoning Map must be read at three consecutive meetings of City Council prior to being accepted. The above-listed dates represent the anticipated first reading only. \*\*

## G. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Zoning Map Amendment regulations (Section 13-902 of the Rock Springs City Ordinances). I further agree if the Zoning Map Amendment 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.

All petitioners and property owners must sign this application. Attach a separate sheet if necessary.

Signature of Applicant *for Senator*

Date 6-8-18

Signature of Owner *for Senator*

Date 6-8-18

Signature of Engineer/Surveyor \_\_\_\_\_

Date \_\_\_\_\_

## PUBLIC HEARING NOTICE

TAKE NOTICE that a request has been filed with the City of Rock Springs by Joe Seneshale requesting that the Official Zoning Map of the City of Rock Springs be amended from B-3 (Central Business District) to B-R (Business Residential) for the following property:

A portion of Lot 7 and Lot 8, Block 12, of the Pilot Butte Addition to the City of Rock Springs, Sweetwater County, Wyoming, and being more particularly described as follows:

Beginning at the Northeast Corner of said Lot 7; Thence South  $5^{\circ}42'$  West for a distance of 92.0 feet; Thence North  $84^{\circ}18'$  West for a distance of 1.5 feet; Thence South  $5^{\circ}42'$  for a distance of 40.0 feet to the Southerly line of said Lot 7; Thence North  $84^{\circ}18'$  West for a distance of 41.2 feet; Thence North  $5^{\circ}42'$  East for a distance of 22.0 feet; Thence South  $84^{\circ}18'$  East for a distance of 0.7 feet to the Westerly line of Said Lot 7; Thence North  $5^{\circ}42'$  East for a distance of 110.0 feet to the Northwest Corner of said Lot 7; Thence South  $84^{\circ}18'$  East for a distance of 42 feet to the Point of Beginning;

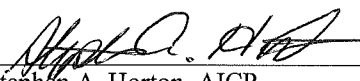
Excepting therefrom:

A portion of Lot 7 in the Block 12 of the Union Pacific Coal Company's Pilot Butte Addition to the City of Rock Springs, Sweetwater County, Wyoming, being more particularly describes as follows:

Commencing at the Northeast Corner of said Lot 7; Thence North  $83^{\circ}40'09''$  West along the Northerly boundary of said Lot 7 a distance of 25.77 feet to the True Point of Beginning; Thence South  $06^{\circ}18'46''$  West a distance of 3 feet; Thence North  $83^{\circ}41'14''$  West a distance of 3 feet; Thence North  $06^{\circ}18'46''$  East a distance of 3 feet to a Point on said Northerly Boundary of Lot 7; Thence South  $83^{\circ}40'09''$  East along said Northerly Boundary a distance of 3 feet to the Point of Beginning.

And that a public hearing for the petition will be held before the Rock Springs Planning and Zoning Commission on July 11, 2018 at 7:00 p.m. in the Rock Springs City Hall Council Chambers. The public is invited to attend.

Dated this 23<sup>rd</sup> day of June 2018.

  
\_\_\_\_\_  
Stephen A. Horton, AICP  
Secretary, Planning and Zoning Commission

Bill to: City of Rock Springs  
Publish: 6/23/18







**Department of Public Services**

212 D Street, Rock Springs, WY 82901

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

www.rswy.net

June 27, 2018

Dear Property Owner or Interested Party:

This letter is to inform you that a petition has been filed with the City of Rock Springs by Joe Seneshale requesting that the Official Zoning Map of the City of Rock Springs be amended from B-3 (Central Business District) to B-R (Business-Residential for the following property:

A portion of Lot 7 and Lot 8, Block 12, of the Pilot Butte Addition to the City of Rock Springs, Sweetwater County, Wyoming, and being more particularly described as follows:

Beginning at the Northeast Corner of said Lot 7; Thence South 5°42' West for a distance of 92.0 feet; Thence North 84°18' West for a distance of 1.5 feet; Thence South 5°42' for a distance of 40.0 feet to the Southerly line of said Lot 7; Thence North 84°18' West for a distance of 41.2 feet; Thence North 5°42' East for a distance of 22.0 feet; Thence South 84°18' East for a distance of 0.7 feet to the Westerly line of Said Lot 7; Thence North 5°42' East for a distance of 110.0 feet to the Northwest Corner of said Lot 7; Thence South 84°18' East for a distance of 42 feet to the Point of Beginning;

Excepting therefrom:

A portion of Lot 7 in the Block 12 of the Union Pacific Coal Company's Pilot Butte Addition to the City of Rock Springs, Sweetwater County, Wyoming, being more particularly describes as follows:

Commencing at the Northeast Corner of said Lot 7; Thence North 83°40'09" West along the Northerly boundary of said Lot 7 a distance of 25.77 feet to the True Point of Beginning; Thence South 06°18'46" West a distance of 3 feet; Thence North 83°41'14" West a distance of 3 feet; Thence North 06°18'46" East a distance of 3 feet to a Point on said Northerly Boundary of Lot 7; Thence South 83°40'09" East along said Northerly Boundary a distance of 3 feet to the Point of Beginning.

**Records show that this property is adjacent to or near property you own (please refer to the attached map).**

The Rock Springs Planning and Zoning Commission will consider this request at a public hearing to be held on **Wednesday, July 11, 2018 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 July 11, 2018. For further information, please contact the Rock Springs Planning Division at (307) 352-1540.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen A. Horton".

Stephen A. Horton, AICP  
City Planner

Enc.



BARBEAU PHILLIPPE R  
424 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5211

LOCKHART JAMES H  
818 D ST  
ROCK SPRINGS, WY 82901-7262

DOODY FAMILY TRUST  
DOODY EDWARD N & PAULA R  
PO BOX 251  
ROCK SPRINGS, WY 82902-0251

BREWER ROSS B JR  
407 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5209

VALDEZ WILLIAM C  
258 ELK ST  
ROCK SPRINGS, WY 82901-5242

COX BILLY J & BEVERLY A  
436 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5211

ARCHIE KIP & GEORGE BRITTNEY  
425 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5209

CITY OF ROCK SPRINGS  
212 D ST  
ROCK SPRINGS, WY 82901-6235

COLVIN WADE A  
PO BOX 2753  
ROCK SPRINGS, WY 82902-2753

FRANKLIN PROPERTIES INC  
PO BOX 2166  
ROCK SPRINGS, WY 82902-2166

SHIPLEY ALLAN D & KATHLEEN  
B JOINT LIVING TRUST  
520 P ST  
ROCK SPRINGS, WY 82901-6457

GRAHAM SANDRA  
PO BOX 460  
GREEN RIVER, WY 82935-0460

WATERS JACKSON B  
401 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5209

REEDER JACOB C  
421 ELIAS AVE  
ROCK SPRINGS, WY 82901-5214

LARSON LANCE A  
432 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5211

LUCERO MACHENZIE E &  
RIDING SHANE L  
421 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5209

WILLABY PATRICK  
420 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5211

BUDAK A R & D L LIVING TRUST  
BUDAK ANTHONY R & DARLENE L  
1013 ARAPAHOE ST  
ROCK SPRINGS, WY 82901-5433

DIAZ IVAN H & HARRISON CARMEN Y  
408 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5211

R WILD WOLVES LLC  
585 PROSPECT DR  
ROCK SPRINGS, WY 82901-3249

PENOFF DAVID  
1002 HARRISON DR  
ROCK SPRINGS, WY 82901-4904

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

MECHAMATION LLC  
585 PROSPECT DR  
ROCK SPRINGS, WY 82901-3249

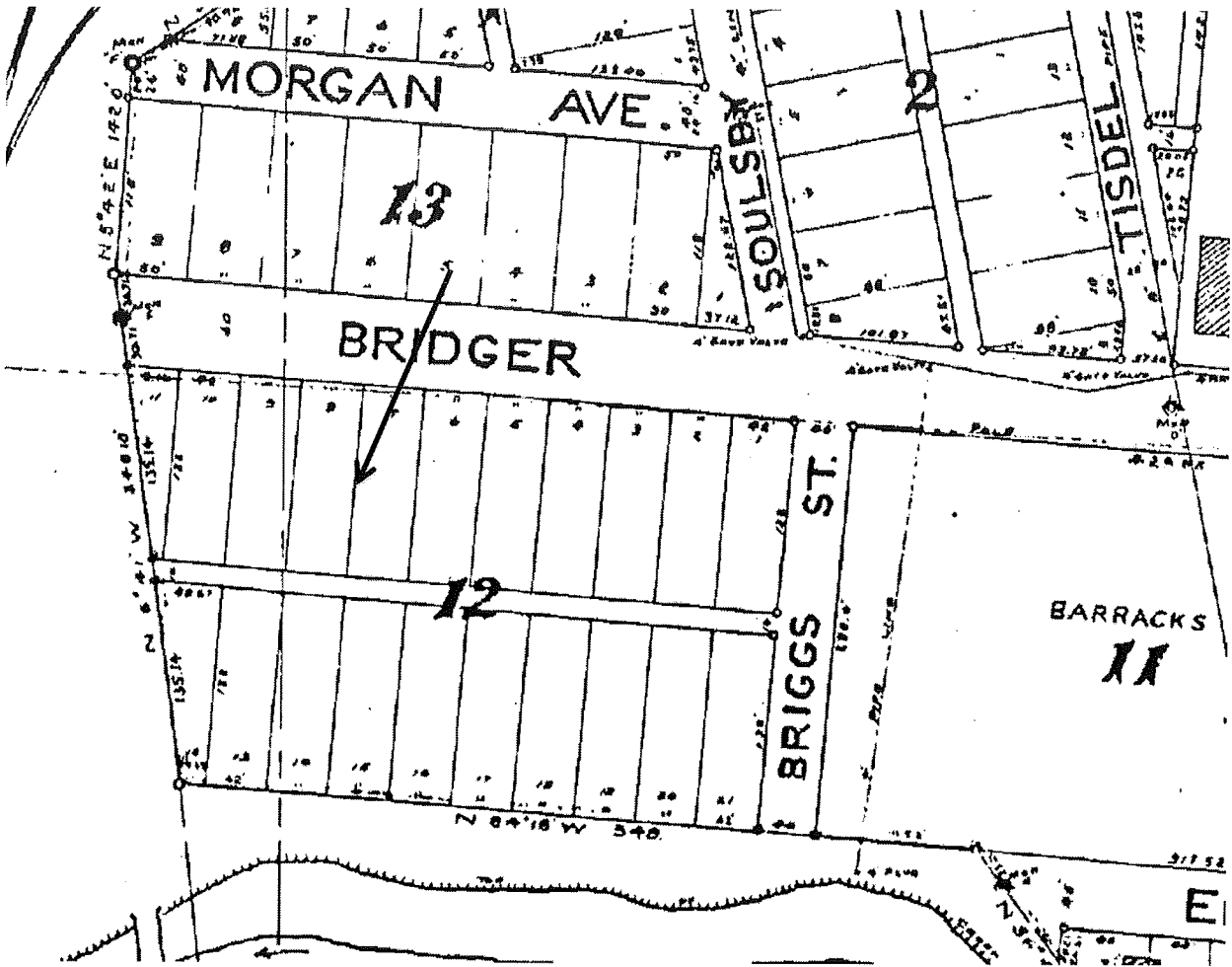
GASAMAT OIL CORP OF COLORADO  
PO BOX 18690  
BOULDER, CO 80308-8690

SENE SHALE JOE  
2221 WESTVIEW AVE  
ROCK SPRINGS, WY 82901-6751

TOOMEY SHERRY L  
415 BRIDGER AVE  
ROCK SPRINGS, WY 82901-5209

CRNICH MARIA  
5920 MAPLETON DR  
COLORADO SPRINGS, CO 80918-5679

CITY OF ROCK SPRINGS  
212 D ST  
Rock Springs, WY 82901





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

**Project Name:** CortHELL Family Child Care Home (FCCH) -Preschool  
**Project Number:** PZ-18-00111  
**Report Date:** July 3, 2018  
**Meeting Date:** July 11, 2018

### **Applicant/Property Owner**

Ms. Ashley CortHELL  
 1807 Fillmore Avenue  
 Rock Springs, WY 82901

### **Project Location**

1807 Fillmore Avenue  
 Rock Springs, WY 82901

### **Zoning**

R-1 (Low Density Residential)

### **Property Owner Notification**

- Adjacent Property Owners within 200' of property June 27, 2018

### **Previous P & Z Action**

None

### **Ordinance References**

- §13-816

### **Staff Representative**

Amy Cox, Planning Technician

### **Attachments**

- Application
- Adjacent Property Owner Notification and List

### **Request**

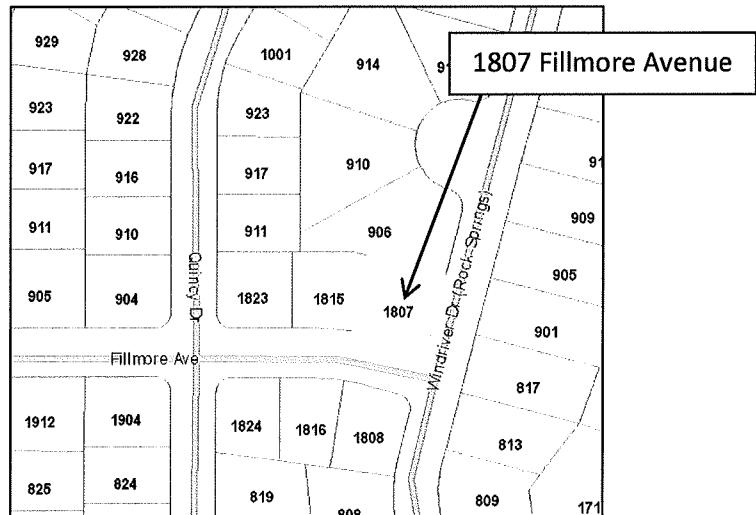
Modified Conditional Use Permit approval for a Family Child Care Home (FCCH) – Preschool to increase the number of preschool sessions per week.

### **General Information**

The applicant is requesting modified Conditional Use Permit approval for a Family Child Care Home (FCCH) to provide preschool session for up to a maximum of ten (10) children, at any given time, Monday through Friday from 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m. at her residence, 1807 Fillmore Avenue, Rock Springs.

Section 13-816 of the Rock Springs Zoning Ordinance defines a Family Child Care Home (FCCH) as: "A licensed child care facility in which care is provided for no more than ten (10) children for part of a day in the primary residence of the provider."

In accordance with Section 13-816.C(3)(c) of the Rock Springs Zoning Ordinance, Family Child Care Homes with up to ten (10) children at any given time are conditionally permitted uses which require approval from the Rock Springs Planning and Zoning Commission.



### **Background**

On May 17, 2017 the applicant received approval from the Planning and Zoning Commission for a Family Child Care Home (FCCH) –Preschool. Approval was to provide preschool sessions for up to a maximum of 10 children at any given time, Monday through Friday from 9:00 a.m. to 12:00 p.m. She is now requesting Conditional Use Permit approval from the Planning and Zoning Commission to increase the number of preschool sessions from five (5) per week to ten (10) per week.

In March of this year the applicant applied for a Language Amendment to the City's Zoning Ordinance to increase the number of preschool sessions from six (6) per week to ten (10) per week. On June 5, 2018, the Language Amendment was approved by City Council.

**Required City Department Approval**

The applicant has not yet received the necessary approvals from the Fire Inspector and Chief Building Inspector for this application.

**Property Owner Notification**

Adjacent property owners were notified of this application on June 27, 2018 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 formal recommendation after public comment at the Planning & Zoning Commission Meeting. At a minimum, the following conditions of approval should be attached:

1. Approval is for the provider, Ms. Ashley Corthell, to conduct childcare services at 1807 Fillmore Avenue. Should the provider, move to a new location, a new FCCH Conditional Use Permit shall be required.
2. **Approval from the City's Chief Building Official to operate a FCCH.**
3. **Approval from the City's Fire Inspector to operate a FCCH.**
4. Conditional Use Permit approval is for the hours from 9:00 a.m. to 11:30 a.m. & 1:00 p.m. to 3:30 p.m., Monday through Friday for up to a maximum of eight (10) children at any given time. Should the applicant wish to modify this approval, including changes to the number of children and/or the hours of operation, a new Application shall be submitted to the City of Rock Springs Planning & Zoning Division, 212 D Street, Rock Springs WY 82901.
5. **Ms. Ashley Corthell shall notify all her clients in writing that they must abide by the City of Rock Springs traffic & parking ordinances when dropping off and picking up their children. Applicant shall provide a copy of the notification to the City of Rock Springs Planning and Zoning Department as well as a copy to property owners located within 200 feet of her property.**
6. FCCH Conditional Use Permits shall not run with the land. Subsequent providers on the same property (1807 Fillmore Ave.) shall require a separate FCCH Conditional Use Permit.
7. Should Ms. Ashley Corthell fail to operate a FCCH at this address for a period more than 365 consecutive calendar days, the Permit shall be deemed expired. A new permit application, including any and all fees and notifications, and approval shall be required prior to recommencement of the FCCH operation.

Corthell Family Child Care Home -  
Preschool  
PZ-18-00111

Page 3 of 3

8. The Planning & Zoning Commission shall have the right to revoke or revise any FCCH Conditional Use Permit, should legitimate complaints be lodged by property owners located within 200 feet of the FCCH that the child care facility has adverse impacts on the health, safety and/or welfare of the neighborhood.
9. The Planning & Zoning Commission shall have the right and authority to revoke this FCCH Conditional Use Permit for failure to comply with the above conditions of approval.
10. **Subject to approval by the State of Wyoming Department of Family Services.**



**2018**  
**CITY OF ROCK SPRINGS**  
**FAMILY CHILD CARE HOME (FCCH)**  
**CONDITIONAL USE PERMIT**  
**APPLICATION**

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

**City Use Only:**

Date Received 6-13-18 File Number: PZ-18-00111

**Payment Information:**

Amount Received: \$60 Received by: [Signature]

Cash or Check Number: 158 Receipt Number: R.2018-06-26-02475

Date Certified as Complete Application: 6-29-18 By: [Signature]

**A. PROPERTY ADDRESS:** 1807 Fillmore Ave. Rock Springs, WY 82901

**B. CONTACT INFORMATION:**

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

**Petitioner Information:**

Petitioner Name: Ashley Cortwell  
Company Name: Bright Beginnings Preschool  
Street Address: 1807 Fillmore Ave.  
City: Rock Springs State: WY Zip Code: 82901  
Email Address: ajcortwell@gmail.com  
Phone Number: 208-221-5819 Fax Number: \_\_\_\_\_  
(including area code) (including area code)

**Property Owner Information:**  
(if different from Petitioner)

Name: Brandan Cortwell + Ashley Cortwell  
Company Name: \_\_\_\_\_  
Street Address: 1807 Fillmore Ave.  
City: Rock Springs State: WY Zip Code: 82901  
Email Address: bcortwell@gmail.com  
Phone Number: 928-308-6914 Fax Number: \_\_\_\_\_  
(including area code) (including area code)

**C. DEFINITIONS:**

The following definitions will assist you in completing this application. Please consider them carefully prior to submitting your request for Conditional Use Permit approval.

- ☐ **Family Child Care Home (FCCH)** – A licensed child care facility in which care is provided for no more than ten (10) children for part of a day in the primary residence of the provider.
- ☒ **Preschool** – Pre-Kindergarten instruction provided for children aged 3 years to 5 years and normally conducted for a two-to-four-hour period of time (session), said instruction designed to be preparatory for Kindergarten. [Note: In the City of Rock Springs, preschools may be conducted in a Child Care Center (CCC), Family Child Care Center (FCCC), or Family Child Care Home (FCCH).]



**D. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:**

Please be advised that your application will be reviewed based upon this submittal. Family Child Care Home (FCCH) Conditional Use Permits shall be restricted based upon the answers below, as well as the City's regulations. Should you want to increase the number of sessions, children, days, or hours of operation following approval, an amended application shall be required.

1. Proposed use is (*mark only one*):

☐ Child Care Only    ☒ ~~Preschool Only~~    ☐ Child Care / Preschool Combination

2. Maximum number of children to be cared for at any given time OR per preschool session: 10

3. If application includes a preschool, please complete the following (*otherwise, skip to question 4 below*):

a. Number of preschool sessions per day (*max. 2 allowed*): 2

b. Number of preschool sessions per week (*max. 6 allowed*): 10

c. If more than one session per day, list the separation time between sessions (*min. 1 hr. req.*): 1 hr. 30 min.

d. Days and times of preschool sessions (*example: MWF, 9 a.m. - 11 a.m.*): MTWThF 9 a.m. - 11:30 a.m. + MTWThF 1:00 p.m. - 3:30 p.m.

4. Days and hours of operation (*child care only*): \_\_\_\_\_

5. Parking and traffic circulation (number of available client parking spaces): 12

6. Is the property located on a cul de sac or court? ☐ Yes ☒ No

**E. TYPE OF FAMILY CHILD CARE HOME (FCCH) REQUESTED:**

Please check the appropriate permit type below and include any additional information required based upon the type of permit requested.

Staff Level Review:

☐ If **5 or fewer children** are proposed at any given time for child care OR per preschool session AND the property is NOT located on a cul de sac or court, the application may be reviewed at staff level. Please allow 5 business days following submission of a complete application for a staff determination.

*Please note: Preschool sessions shall be limited to no more than two (2) per day and six (6) per week. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next one begins.*

Staff Level Review AND Neighborhood Notification:

☐ If **6 to 8 children** are proposed at any given time for child care OR per preschool session OR **6 or fewer children** are proposed but the property is **located on a cul de sac or court**, the application may be reviewed at staff level with neighborhood notification. Please allow 5 business days following receipt of a complete application for neighborhood notification and an additional minimum of 10 calendar days for receipt of neighborhood responses. Should more than 50 percent of the adjoining property owners respond in opposition to the application within the 10 calendar day protest period, the application will be forwarded to the next available Planning & Zoning Commission meeting for consideration. In no case will an application be forwarded to the Planning and Zoning Commission less than 9 days prior to the regularly scheduled meeting. See "Submittal Deadlines" listed below for meeting schedule.

*Please note: Preschool sessions shall be limited to no more than two (2) per day and six (6) per week. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next one begins.*

Planning and Zoning Commission Review with Neighborhood Notification:

☒ If **9 or 10 children** are proposed at any given time for child care OR per preschool session, the application shall require review and approval by the Planning and Zoning Commission. Applications shall be submitted by the "Submittal Deadlines" listed below and will be forwarded to the next available Planning and Zoning Commission meeting.

*Please note: Preschool sessions shall be limited to no more than two (2) per day and six (6) per week. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next one begins.*

## F. SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Family Child Care Home (FCCH) Conditional Use Permit Application and must be submitted in accordance with the submittal deadlines listed on this application. Applications submitted after the submittal deadlines, as listed, will be postponed until the following month. **An incomplete application will not be reviewed and will be returned to the petitioner.**

- ☒ Filing Fee - \$60.00
- ☒ Completed Family Child Care Home (FCCH) Conditional Use Permit Application.
- ☐ Local Zoning Approval Receipt Form signed by the Chief Building Inspector and the Rock Springs Fire Inspector.

**NOTE:** The Planning Department will sign the receipt after Staff level review **OR** after receiving approval by the Planning and Zoning Commission (*if required*). After all signatures are received, this form will be forwarded to the State of Wyoming to provide documentation of the City's approval.

## G. SUBMITTAL DEADLINES:

**NOTE:** For those applications requiring Planning & Zoning Commission approval, applications that are not RECEIVED by **3:00 PM** on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
<b>Application Deadline</b>	12/20/2017*	2/2/2018	3/2/2018	3/27/2019*	4/27/2018	6/1/2018	6/29/2018	7/27/2018	8/31/2018	9/28/2018	11/2/2018	11/30/2018
<b>Utility Review Meeting</b>	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. <b><u>The petitioner or an assigned representative is required to attend the meeting.</u></b>											
<b>Adjacent Owner Notice</b>	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.											
<b>P&amp;Z Public Meeting Date</b>	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

\*Deadline moved due to holiday.

## H. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Family Child Care Home (FCCH) Conditional Use Permit approval regulations of the City of Rock Springs. I further agree that if the permit is approved, I will comply with all pertinent regulations and conditions as set forth by the City of Rock Springs. I also certify that the information provided with this application is true and correct, and false or inaccurate information used by an applicant to secure compliance with the City's Zoning Ordinance shall be reason to deny or revoke any application or permit.

Signature of Applicant Amelia Cartell

Date 6/13/18

Signature of Property Owner Brenda Cartell

Date 6/13/18

June 27, 2018

Dear Property Owner / Interested Party:

This letter is to inform you that Mrs. Ashley Corthell has submitted a request for Conditional Use Permit approval for property located at 1807 Fillmore Avenue, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (*see map below*). The following summarizes the application:

The applicant is requesting a modification to an existing Conditional Use Permit approval for the operation of a Family Child Care Home (FCCH) at her residence located at 1807 Fillmore Avenue, Rock Springs, Wyoming.

The applicant is currently approved to provide preschool classes for up to a maximum of 10 children at any given time, Monday through Friday from 9:00 a.m. to 11:30 a.m.

The applicant is now requesting approval to provide preschool classes for up to a maximum of 10 children at any given time, Monday through Friday from 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m.

In accordance with Section 13-816.C(3)(d) of the Rock Springs Zoning Ordinance, Family Child Care Homes with up to ten (10) children at any given time are conditionally permitted uses which require approval from the Rock Springs Planning and Zoning Commission.

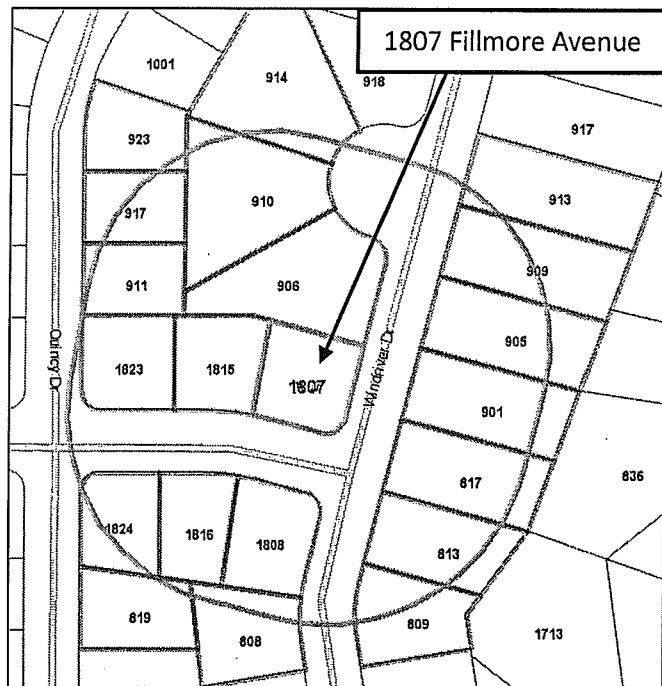
The Rock Springs Planning and Zoning Commission will consider this request at a public meeting to be held on Wednesday, July 11, 2018, at 7:00 p.m. in the Rock Springs City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments will be accepted no later than Noon on July 9, 2018.

Sincerely,



Amy Cox  
Planning Technician

Cc: Planning File, City of Rock Springs



MARTIN MICHAEL J &  
JENNIFER A LIV TRUST  
233 ASPEN WAY  
ROCK SPRINGS, WY 82901-6708

HUTCHINSON MARVIN E & CARLA J  
1823 FILLMORE AVE  
ROCK SPRINGS, WY 82901-4428

HILL STEVEN L  
PO BOX 541  
ROCK SPRINGS, WY 82902-0541

ARAGON ORLANDO C & DONNA J  
914 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4431

TYLER RONALD L & CHRIS L  
901 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4463

FOSTER KIMBERLEE D  
911 QUINCY DR  
ROCK SPRINGS, WY 82901-4437

HARVEY STEVEN B  
809 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4430

WRIGHT PATRICIA E REVOCABLE TRUST  
1808 FILLMORE AVE  
ROCK SPRINGS, WY 82901-4427

BARBER DONALD L & KATHLEEN B  
910 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4431

RUFF SUSAN E  
913 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4463

SLIGER MICHAEL R & JOLINE R  
808 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4429

ROGERS JOHN S LIVING TUST  
917 QUINCY DR  
ROCK SPRINGS, WY 82901-4437

WALES DWIGHT D  
1815 FILLMORE AVE  
ROCK SPRINGS, WY 82901-4428

ANDERSON CARL W LIVING TRUST  
909 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4463

REESE LEELAND J SR & JODY D  
906 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4431

CORTHELL BRANDON C  
1807 FILLMORE AVE  
ROCK SPRINGS, WY 82901-4428

WARD MICHAEL R & TERESA A  
819 QUINCY DR  
ROCK SPRINGS, WY 82901-4435

WEYNAND BERNARD M & LINDA L  
905 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4463

YORK JAMISON A & BIRD MICAELA  
119 COUNTY ROAD 324  
ALICE, TX 78332-9135

BARNETTE JENNIFER ETAL  
2003 CENTURY BLVD  
ROCK SPRINGS, WY 82901-4111

PATTON DAVID A & ANGELA J  
813 WINDRIVER DR  
ROCK SPRINGS, WY 82901-4430

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

July 11, 2018

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

**Re: City Council Action Report**

Dear Honorable Commissioners:

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

<b>Council Mtg.</b>	<b>P&amp;Z Item</b>	<b>Council Action</b>
07/03/2018	1. Request for Final Plat approval for Community Center Subdivision filed by the City of Rock Springs – City Council being a resubdivision of portions of North Addition to the City of Rock Springs and including Lot 1 through 8 of Block 5, Lots 7 & 8 of Block 10, and portions of the Platted Bitter Creek Channel. (Project # PZ-18-00066, Staff Representative Steve Horton, City Planner)	Approve

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

Sincerely,



Stephen Horton, AICP  
Director of Public Services/City Planner