



PLANNING AND ZONING COMMISSION MEETING AGENDA

January 11, 2023

7:00 p.m.

CALL MEETING TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Review and approval of the December 14, 2022 Planning & Zoning Commission Meeting Minutes. [Report Packet Page #2](#)

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

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

PUBLIC HEARINGS

1. Petition for **Preliminary and Final Plat** approvals of the Maverik Addition Subdivision consisting of 2 lots to be developed totaling 29.941 acres, submitted by Todd Meyers (Maverik, Inc.) and represented by Dan Kennedy (JFC Engineers and Surveyors). – [Report Packet Page #5](#)
(Project #: PZ-22-00491, Staff Representative: Cathy Greene, City Planner)

UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. Request for a **Major Site Plan** for U-Haul Company of Wyoming, in order to allow for more than one building under the same ownership on one parcel, submitted by Keith Key (U-Haul Company of Wyoming) and represented by Dan Kennedy (JFC Engineers & Surveyors). – [Report Packet Page #43](#)
(Project #: PZ-22-00472, Staff Representative: Cathy Greene, City Planner)
2. Request for a **Conditional Use Permit** for LAMAR to install a digital billboard, submitted by Jamie Rideoutt (LAMAR) and represented by Terry Waters (JFC Engineers & Surveyors).- [Report Packet Page #80](#)
(Project #: PZ-22-00479, Staff Representative: Cathy Greene, City Planner)

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

1. See attached Report – December 2022 Project Report – [Report Packet Page #112](#)

PETITIONS AND COMMUNICATIONS

1. Written petitions and communications.
 - a. Update on City Council actions – [Report Packet Page #113](#)
2. Petitions and communications from the floor.
 - a. Nomination Committee (3 commissioners)
 - i. Previously – Commissioner Lopez, Commissioner Manus, Commissioner Hardesty
 - b. Review Procedures for January 18, 2023 – [Report Packet Page #114](#)

ADJOURNMENT

**PLANNING AND ZONING
COMMISSION MINUTES**

December 14, 2022

Wednesday, 7:00 p.m.

City Hall, Rock Springs, Wyoming

Commissioners Present:	Chairman Justin Lemon Dan Kennedy Zane Isaacson	Blake Manus Emily Lopez Ken Fortuna Lacey Brown
Commissioners Absent:	Kevin Hardesty	
Staff Present:	Cathy Greene, City Planner Kacie Turner, Senior Administrative Planning Technician	

CALL TO ORDER

Chairman Lemon 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 Lemon asked the Commission for any corrections or additions to the Minutes from the November 9, 2022, Planning and Zoning Commission Meeting.

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

Commissioner Emily Lopez: Motion to approve the Minutes as presented.

Commissioner Zane Isaacson: Second.

Vote: All in favor. Motion carried unanimously.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

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

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

Commissioner Emily Lopez: Second.

Vote: All in favor. Motion carried unanimously.

CHANGES TO THE AGENDA

There were none.

UNFINISHED BUSINESS

There were none.

PUBLIC HEARINGS

There were none.

NEW BUSINESS

1) Request for presentation of the Sketch Plat for Maverik Subdivision, a new commercial subdivision filed by JFC Engineers Surveyors. (Project #PZ-22-00451).

Commissioner Dan Kennedy excused himself to represent his client.

Staff Report

Ms. Greene presented the Staff Report to the Commission.

Notifications were: N/A

Commissioner Questions for Staff

Ken Fortuna asked, “Are there water issues? Are they on City water?” Cathy Greene responded with allowing Dan Kennedy, project Engineer to answer utility questions.

Commissioner Questions for Applicant

Chairman Lemon asked the applicant or a representative for the project to come forward. Daniel Kennedy representing JFC Engineers & Surveyors came forward to explain and stated he was available for questions.

Emily Lopez asked, “What is the water situation?” Dan replied that there is plenty of water service, a twelve inch line running down Foothill. The big issue is the sewer. Plan is for Maverik to have a pressure service so they will have a private lift station that pumps down Foothill to the nearest City manhole, which is located north of Foothill and east of White Mountain/Gookin/Foothill intersection.

Public Comments

Chairman Lemon asked for anyone who would like to comment on the project to come forward. No public was present at the meeting.

Staff Recommendation

Chairman Lemon stated that with this being a Sketch Plat there will be no voting. Ms. Greene agreed and explained that it is a gathering information stage and no further action. Ms. Greene stated that the Planning & Zoning department has been working with the applicant and they have gone through utility review on Sketch Plat, Site Plan, and Conditional Use at this time.

Commission Vote

No action required on this item

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

1) Report from ComDev database showing all projects for the Month of October 2022.

PETITIONS AND COMMUNICATIONS

1) Written petitions and communications.

a. Update on City Council Actions

- (1) December 6, 2022- Appointment of Kylee Wylie
- (2) December 6, 2022 – A resolution accepting and approving a Completion Guaranty with Bond from DeBernardi Construction, Inc., as Guarantor for Amundsen Construction, Inc., for the remaining subdivision improvements for Mustang Ridge – Phase I

2) Petitions and communications from the floor.

Cathy welcomed Kacie Turner as the new Senior Administration Technician. As well as mentioning that Kylee Wylie will be joining the Planning & Zoning Commission, replacing Cody Wylie starting in January.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:12.

These minutes approved by the Rock Springs Planning and Zoning Commission by vote this 11th day of January, 2023.

Cathy Greene, Secretary, Planning & Zoning Commission



Planning & Zoning Commission

Staff Report

January 11, 2023

7:00 p.m.

REPORT SUMMARY			
Agenda Item:	Public Hearing #1	Project Number:	PZ-22-00491
Project Name:	Maverik Addition, Preliminary/Final Plat		
Project Location:	29.941 acres north of Foothill Blvd.		
Project Description:	Simultaneous consideration of a Preliminary & Final Plat approval for Maverik Addition, a proposed minor subdivision consisting of 2 lots.		
Applicant:	Todd Meyers Maverik, Inc. 185 South State St., Ste. 800 Salt Lake City, UT 84111	Property Owner:	Express Development 1524 Eubank NE, Ste. 5 Albuquerque, NM 87112
Engineer:	Dan Kennedy JFC Engineers Surveyors 1682 Sunset Drive Rock Springs, WY 82901	Surveyor:	Kent Felderman JFC Engineers Surveyors 1682 Sunset Drive Rock Springs, WY 82901
Public Notification:	Adjacent Property Letters Mailed January 4, 2023 Public Hearing Notice : Published in Rocket Minor December 28, 2022		
Current Master Plan Land Use Designation:	HDR (High Density Residential) I (Industrial)	Proposed Master Plan Land Use Designation:	No proposed change.
Current Zoning District	I-1 (Light Industrial)	Proposed Zoning District	No proposed change.
References:	Rock Springs Subdivision Ordinance §16-502 Preliminary Plat & §16-503 Final Plat Rock Springs Subdivision Ordinance §16-8 Improvements Rock Springs Subdivision Ordinance §16-9 Design Criteria Rock Springs Subdivision Ordinance §16-507 Approval of Minor Subdivision		
Attachments:	A. Maverik Addition Preliminary & Final Plats B. Maverik Addition Preliminary & Final Applications C. Utility Review Comment Forms D. Adjacent Property Owner Letter and Legal Notice		

PETITION:

Todd Meyers of Maverik, Inc. submitted a Preliminary & Final Plat for the proposed Maverik Addition, and is represented by Dan Kennedy of JFC Engineers Surveyors. The goal is to develop the property as a two lot minor subdivision. The Preliminary & Final Plats can be found in **Exhibit A**. Please refer to **Exhibit B** to review the submitted Applications.

As shown on the plats, the proposed two lot subdivision contains a total of 29.9 acres.

PROPERTY LOCATION AND DESCRIPTION:

As shown in **Figure 1**, the property is located north of Foothill Blvd. The property is undeveloped. Adjacent land uses are as follows:

North – Vacant Land (City limits)

South – Foothill Blvd / I-80 Interchange (City Limits)

East – Industrial zoned and developed land.

West – Vacant Land Zoned Industrial and Manufactured Home

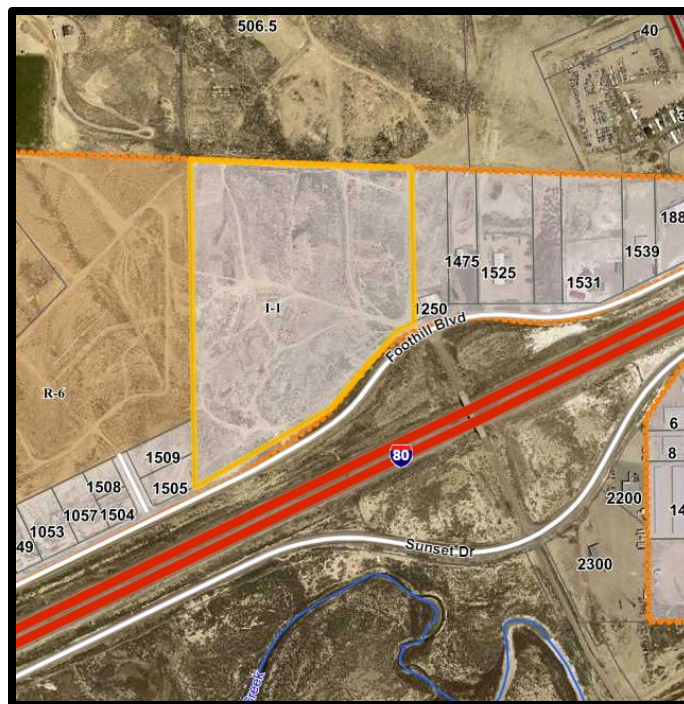


Figure 1: Location Map

UTILITY REVIEW:

A Utility Review Committee Meeting for the Preliminary & Final Plats took place on January 3, 2023 to discuss the proposed development. All of the comment forms that were submitted can be found in **Attachment C**. Note that no public water or sewer service is installed to Lot 1 or Lot 2 at this time. Utilities will be finalized during site plan review of these lots to address proposed development needs.

PUBLIC NOTIFICATION:

Adjacent Property Owner Notice letters were mailed to property owners located within 200 feet of the boundaries of the subject property on January 4, 2023. Also, a Public Hearing Legal Notice was published in the Rocket Miner on Wednesday, December 28, 2022. Refer to **Attachment D**.

To date, no comments have been received. Staff will advise the Commission of any comments received after the date of this report.

PROCEDURE:

The Planning and Zoning Commission's recommendation will be forwarded to the Rock Springs City Council for consideration.

STAFF RECOMMENDATION:

Staff will provide a formal recommendation at the meeting after public hearing.

Attachment A

Maverik Addition Preliminary and Final Plats

CERTIFICATE OF DEDICATION

Know all men by these presents that the undersigned, EXPRESS DEVELOPMENT LTD CO, a New Mexico Domestic Limited Liability Company, being sole owner, proprietor, or party of interest in the land shown on this plat, do hereby certify:

That the foregoing plat designated as the MAVERIK ADDITION, is located in Section 5, Resurvey Township 18 North, Range 105 West of the Sixth Principal Meridian, City of Rock Springs, Sweetwater County, Wyoming and is more particularly described as follows:

A parcel of land situate in the Northeast Quarter of Section 5, Resurvey Township 18 North, Range 105 West of the Sixth Principal Meridian, Rock Springs City, Sweetwater County, Wyoming, identical to the tract of land conveyed to Express Development Ltd. Co. by that Warranty Deed of record in Book 1245, Page 1313 in the Office of the Sweetwater County Clerk and Recorder, and being more particularly described as follows:

Commencing at the northeast section corner of said Section 5;

Thence along the north section line of said Section 5 - North 87°52'30" West for a distance of 1,651.17 feet to the northwest corner of that certain parcel of land conveyed by Union Pacific Land Resources Corporation to Lloyd Banks and Henry Wilcox by special warranty deed dated March 5, 1979, UPLRC Document Audit No. 795-2, said corner being the TRUE POINT OF BEGINNING;

Thence parallel with the east section line of said Section 5 - South 0°51'38" East, for a distance of 748.63 feet (S 0°54'58"E - 754.13' (Record)), to a point on the northerly right-of-way boundary of Interstate Highway I-80;

Thence along said northerly right-of-way boundary, South 64°02'22" West for a distance of 96.10 feet (S 64°02'07"W - 94.20 feet (Record));

Thence continuing along said northerly right-of-way boundary, South 40°09'41" West for a distance of 495.39 feet (S 40°08'50"W - 492.16 feet (Record));

Thence continuing along said northerly right-of-way boundary, South 59°29'09" West for a distance of 702.21 feet;

Thence continuing along said northerly right-of-way boundary, South 64°02'07" West for a distance of 54.21 feet (56.86 feet (Record));

Thence North 00°50'05" West for a distance of 1,589.41 feet (N 0°54'58"W - 1,592.88 feet (Record)) to a point on the north section line of said Section 5;

Thence along the north section line of said Section 5, South 87°52'30" East for a distance of 1,072.24 feet to the POINT OF BEGINNING.

That said tract contains an area of 29.941 acres, more or less, and that this subdivision as it is described and as it appears on this plat is made with the free consent and in accordance with the desires of the undersigned owner and proprietor; and that this is a correct plat of the area as it is divided into lots, blocks, streets, and easements, and that the undersigned owner of the land shown and described on this plat does hereby dedicate to the City of Rock Springs and its licensees for perpetual public use all streets, alleys, easements, and other lands within the boundary lines of the plat as indicated and not already otherwise dedicated for public use.

All rights under and by virtue of the Homestead Exemption laws of the State of Wyoming are hereby waived and released.

Executed this _____ day of _____, 2020, by Howard E. McCall, Registered Agent:

STATE OF WYOMING }
COUNTY OF SWEETWATER } SS

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Howard E. McCall, as a free and voluntary act and deed.

Witness my hand and official seal.

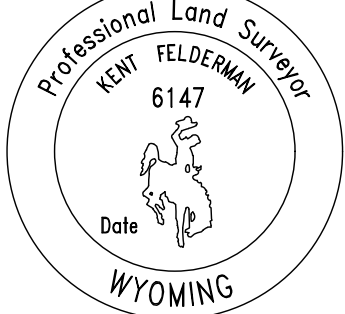
Notary Public

My commission expires: _____

STATEMENT OF SURVEYOR

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

Kent Felderman
Professional Land Surveyor
Wyoming Registration No. 6147



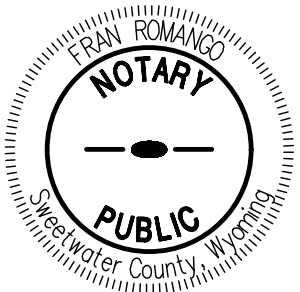
STATE OF WYOMING }
SWEETWATER COUNTY } SS

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Kent Felderman, as a free and voluntary act and deed.

Witness my hand and official seal.

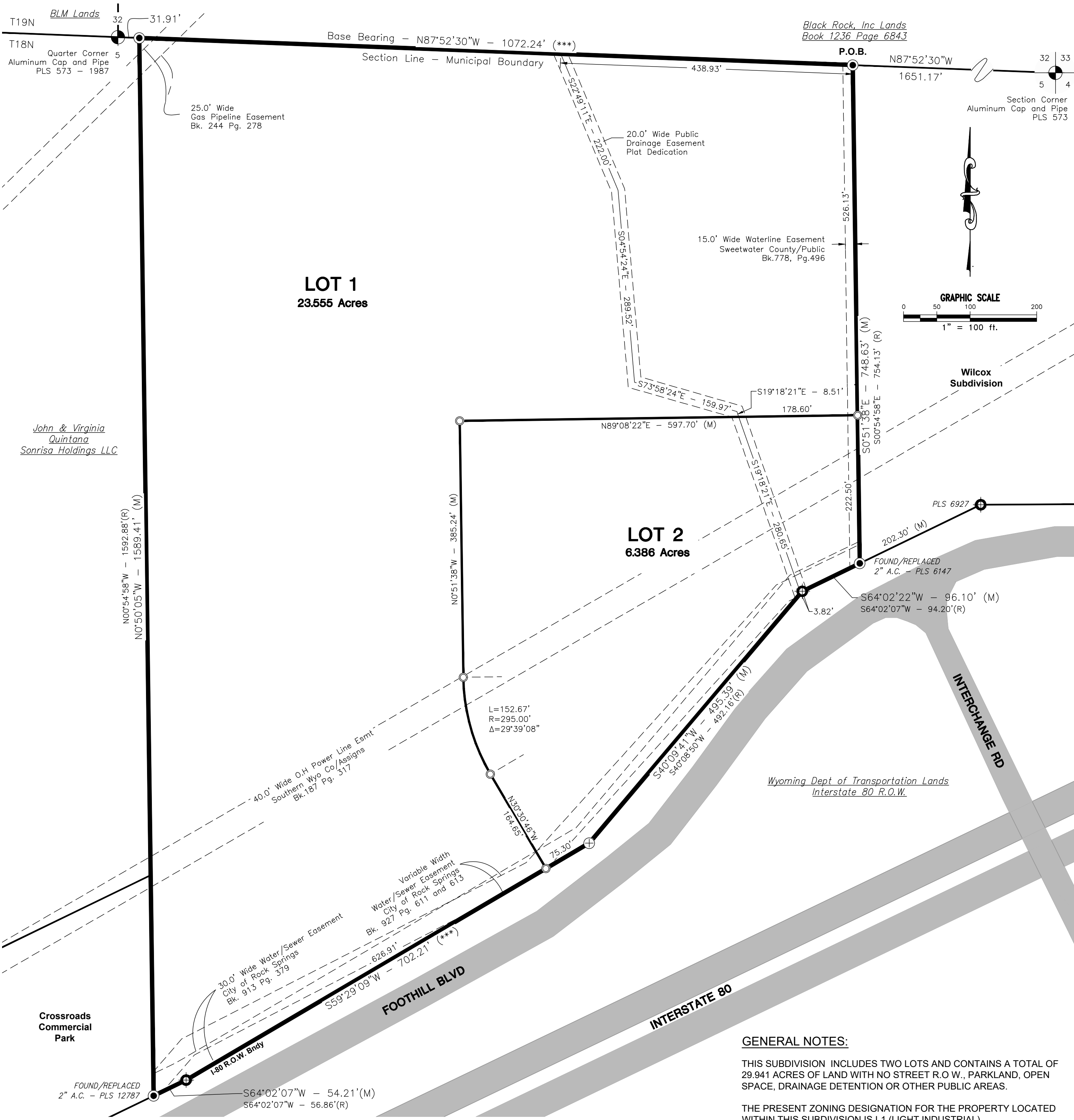
Notary Public

My commission expires: _____



FINAL PLAT
for
MAVERIK ADDITION

A Commercial Subdivision In the City of Rock Springs
Situate In the Northeast Quarter - Section 5, Resurvey Township 18 North, Range 105 West,
6th P.M, Sweetwater County, Wyoming.



SURVEY NOTES

Retracement of the boundaries described in the warranty deed for the subject property (Bk.1245,Pg.1313), revealed a number of notable inconsistencies of cited courses in relation to the corresponding bounds calls. In order to accurately represent the results of this survey while maintaining continuity to said deed and the adjoining senior properties, both Record and the Measured values are shown hereon, being denoted as follows:

- (M) Indicates courses Measured during this retracement survey.
(R) Indicates courses reported in the warranty deed of Record for the subject property (1245/1313).
(***) Indicates courses where measured and record values are considered identical.

All bearings reported hereon are referred to the north section line of Section 5 - North 87°52'30" West between found monuments at the Northeast Section Corner and the North Quarter Corner thereof as referenced in said warranty deed.

GENERAL NOTES:

THIS SUBDIVISION INCLUDES TWO LOTS AND CONTAINS A TOTAL OF 29.941 ACRES OF LAND WITH NO STREET R.O.W., PARKLAND, OPEN SPACE, DRAINAGE DETENTION OR OTHER PUBLIC AREAS.

THE PRESENT ZONING DESIGNATION FOR THE PROPERTY LOCATED WITHIN THIS SUBDIVISION IS I-1 (LIGHT INDUSTRIAL).

THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.

NO PUBLIC WATER SERVICE IS INSTALLED TO LOTS 1 AND 2 AT THIS TIME.

NO PUBLIC SEWER SERVICE IS INSTALLED TO LOTS 1 AND 2 AT THIS TIME.

MAINTENANCE AND UPKEEP OF DRAINAGE EASEMENTS WILL BE THE RESPONSIBILITY OF THE INDIVIDUAL LOT OWNER. FENCES, WALLS OR FOOTINGS THAT WOULD IMPEDE DRAINAGE FLOWS WITHIN THOSE DRAINAGE EASEMENTS AND RE-GRADING OF DRAINAGE EASEMENTS SHALL NOT BE PERMITTED.

Certificate of Review - Department of Engineering/Operations & Public Services

Data on this plat reviewed this _____ day of _____, A.D., 20____ by a Licensed Professional Engineer on behalf of the Department of Engineering/Operations & Public Services of the City of Rock Springs, Wyoming.

Ryan Schmidt - City Engineer
Licensed Professional Engineer

Certificate of Acceptance - City of Rock Springs Planning & Zoning Commission

This plat approved by the City of Rock Springs Planning and Zoning Commission this _____ day of _____, A.D., 20____.

Chairman

Attest:

Secretary

Certificate of Acceptance and Approval - City Council of the City of Rock Springs

Approved by the City Council of the City of Rock Springs, Wyoming this _____ day of _____, A.D., 20____.

Mayor

Attest:

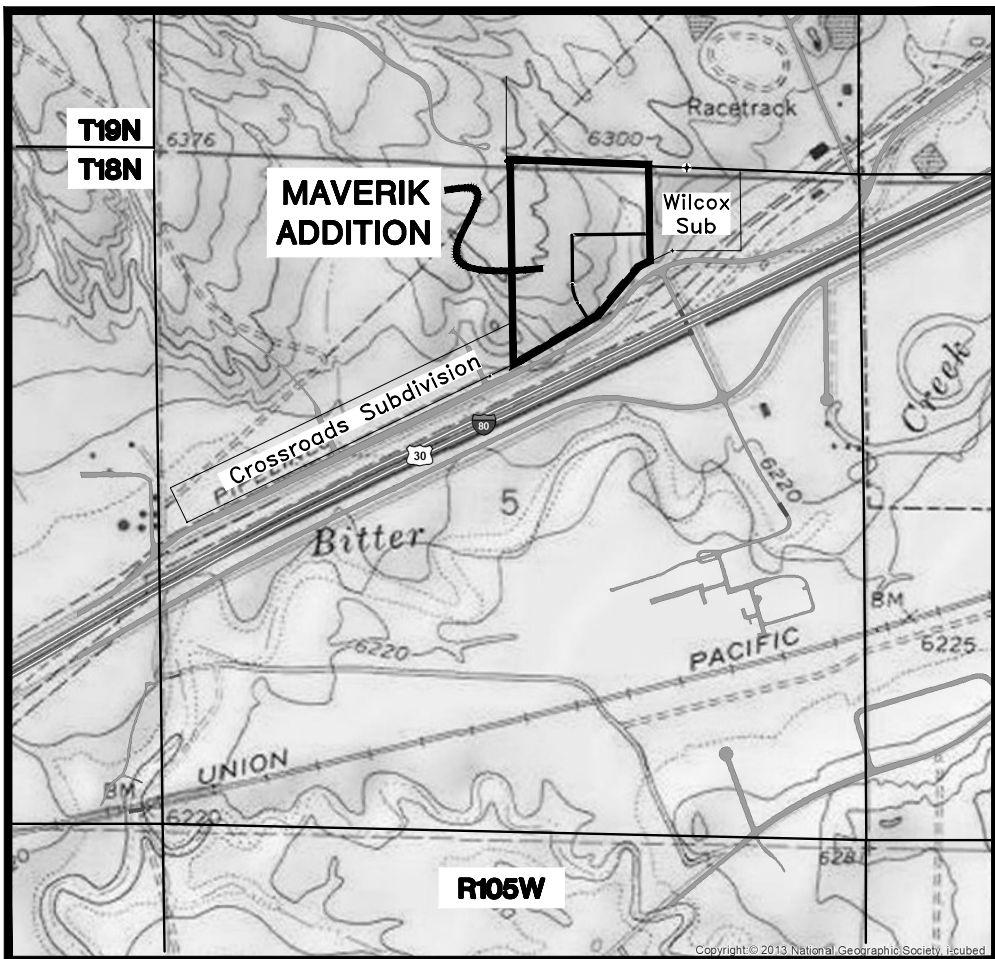
City Clerk

MONUMENT LEGEND

- 3-1/4" ALUMINUM CAP AND PIPE STAMPED "MAVERIK ADDN - JFC - PLS 6147" SET THIS SURVEY
FOUND 3 IN BRASS CAP SET IN CONCRETE WYDOT HIGHWAY R.O.W. MARKER
FOUND 3-1/4 IN ALUMINUM CAP AND PIPE STAMPED "JFC - PLS 6927"
2 IN. ALUMINUM CAP LOT CORNER STAMPED "JFC - PLS 6147" SET THIS SURVEY

EASEMENTS NOT MAPPED

50' Wide for Communication Cables Pioneer Pipeline Co./Assigns Book 771, Page 1549 and 1551 NO DESCRIPTION



Vicinity Map
SCALE: 1" = 1500'
Contour Interval = 20'

CERTIFICATE OF RECORDING - SWEETWATER COUNTY CLERK

This plat was filed for record in the Office of the Sweetwater County Clerk at _____ o'clock, _____, _____, 20____, and is duly recorded on Page No. _____ in the Book of Plats.

(Sweetwater County Clerk)

By _____ (Deputy)

LAND OWNER/DEVELOPER

EXPRESS DEVELOPMENT, LTD CO
A New Mexico Limited Liability Company
1524 Eubank NE, Suite 5
Albuquerque, New Mexico 87112



December, 2022

PRELIMINARY PLAT for MAVERIK ADDITION

A Commercial Subdivision In the City of Rock Springs
Situate In the Northeast Quarter - Section 5, Resurvey Township 18 North, Range 105 West,
6th P.M, Sweetwater County, Wyoming.

LEGAL DESCRIPTION

A parcel of land situate in the Northeast Quarter of Section 5, Resurvey Township 18 North, Range 105 West of the Sixth Principal Meridian, Rock Springs City, Sweetwater County, Wyoming, identical to the tract of land conveyed to Express Development Ltd. Co. by that Warranty Deed of record in Book 1245, Page 1313 in the Office of the Sweetwater County Clerk and Recorder, and being more particularly described as follows:

Commencing at the northeast section corner of said Section 5;

Thence along the north section line of said Section 5 - North 87°52'30" West for a distance of 1,651.17 feet to the northwest corner of that certain parcel of land conveyed by Union Pacific Land Resources Corporation to Lloyd Banks and Henry Wilcox by special warranty deed dated March 5, 1979, UPLRC Document Audit No. 795-2, said corner being the TRUE POINT OF BEGINNING;

Thence parallel with the east section line of said Section 5 - South 0°51'38" East, for a distance of 748.63 feet (S 0°54'58"E - 754.13' (Record)), to a point on the northerly right-of-way boundary of Interstate Highway I-80;

Thence along said northerly right-of-way boundary, South 64°02'22" West for a distance of 96.10 feet (S 64°02'07"W - 94.20 feet (Record));

Thence continuing along said northerly right-of-way boundary, South 40°09'41" West for a distance of 495.39 feet (S 40°08'50"W - 492.16 feet (Record));

Thence continuing along said northerly right-of-way boundary, South 59°29'09" West for a distance of 702.21 feet;

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Thence along the north section line of said Section 5, South 87°52'30" East for a distance of 1,072.24 feet to the POINT OF BEGINNING.

Said parcel having an area of 29.941 Acres, more or less.

GENERAL NOTES:

THIS SUBDIVISION INCLUDES TWO LOTS AND CONTAINS A TOTAL OF 29.941 ACRES OF LAND WITH NO STREET R.O.W., PARKLAND, OPEN SPACE, DRAINAGE DETENTION OR OTHER PUBLIC AREAS.

THE PRESENT ZONING DESIGNATION FOR THE PROPERTY LOCATED WITHIN THIS SUBDIVISION IS I-1 (LIGHT INDUSTRIAL).

THE PRESENT LAND USE OF THE PROPERTY IN THE CITY OF ROCK SPRINGS MASTER PLAN IS INDUSTRIAL AND HIGH DENSITY RESIDENTIAL.

NO PUBLIC WATER SERVICE IS INSTALLED TO LOTS 1 AND 2 AT THIS TIME.

NO PUBLIC SEWER SERVICE IS INSTALLED TO LOTS 1 AND 2 AT THIS TIME.

THERE IS NO FEMA DESIGNATED FLOODPLAIN OR FLOOD WAY ON WITHIN THIS PROPERTY

SURVEY NOTES

Retracement of the boundaries described in the warranty deed for the subject property (Bk.1245,Pg.1313), revealed a number of notable inconsistencies of cited courses in relation to the corresponding bounds calls. In order to accurately represent the results of this survey while maintaining continuity to said deed and the adjoining senior properties, both Record and the Measured values are shown hereon, being denoted as follows:

(M) Indicates courses Measured during this retracement survey.

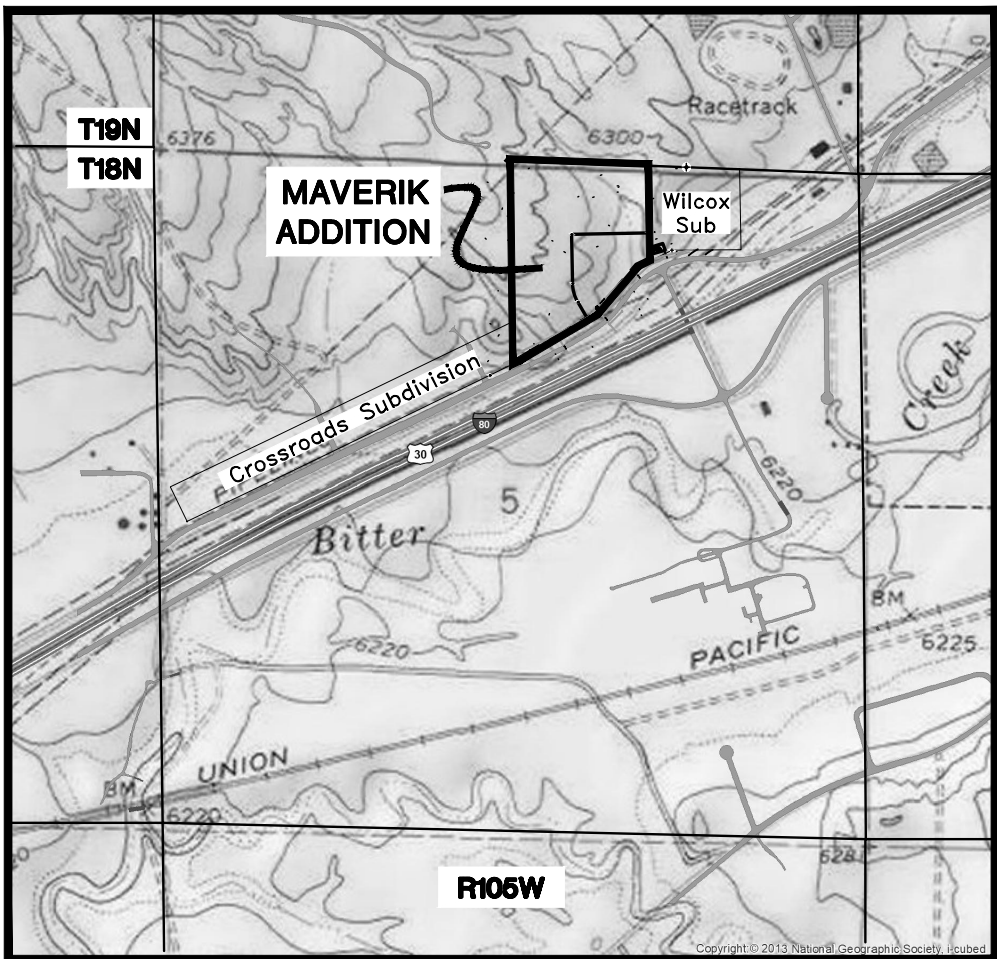
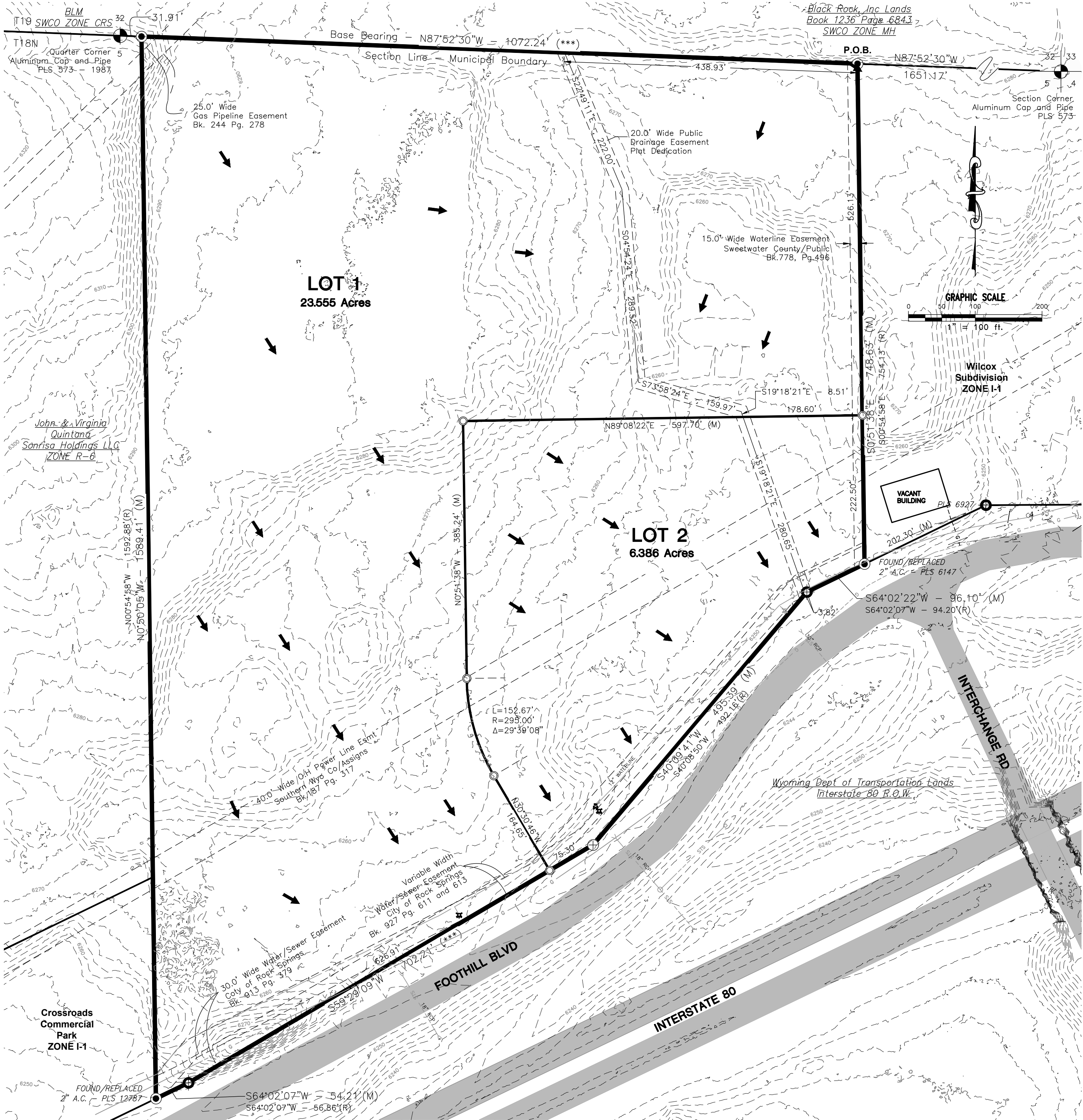
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LAND OWNER/DEVELOPER

EXPRESS DEVELOPMENT, LTD CO
A New Mexico Limited Liability Company
1524 Eubank NE, Suite 5
Albuquerque, New Mexico 87112



Vicinity Map
SCALE: 1" = 1500'
Contour Interval = 20'

MONUMENT LEGEND

- 3-1/4" ALUMINUM CAP AND PIPE STAMPED "MAVERIK ADDN - JFC - PLS 6147"
- FOUND 3 IN BRASS CAP SET IN CONCRETE WYDOT HIGHWAY R.O.W. MARKER
- FOUND 3-1/4 IN ALUMINUM CAP AND PIPE STAMPED "JFC - PLS 6927"
- 2 IN. ALUMINUM CAP LOT CORNER STAMPED "JFC - PLS 6147"

EASEMENTS NOT MAPPED

50' Wide for Communication Cables Pioneer Pipeline Co./Assigns Book 771, Page 1549 and 1551 NO DESCRIPTION

LEGEND

- EXISTING ELEVATION CONTOUR
- EXISTING WATERLINE
- EXISTING GAS LINE
- EXISTING STORM SEWER
- DRAINAGE ARROW

Attachment B

Maverik Addition Preliminary and Final Applications



CITY OF ROCK SPRINGS FINAL PLAT APPLICATION

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

Laura Leigh, City Planner
Email: laura_leigh@rswy.net

STAFF USE ONLY:

Date Received: 12-19-22

Project Number: P2-22-00491

A. SUBDIVISION NAME: Maverik Addition

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.

Primary Contact Person (Applicant):

Todd Meyers

Name

185 South State Street Suite 800

Mailing Address

801-520-4072

Phone Number

Salt Lake City

City

Todd.Meyers@maverik.com

Email Address

UT

State

84111

Zip

Property Owner Information:

Express Development

Name

1524 Eubank NE, Suite 5

Mailing Address

Phone Number

Albuquerque

City

Email Address

NM

State

87112

Zip

Engineer Information:

Daniel Kennedy

Engineer's Name

JFC

Company Name

1682 Sunset Dr

Mailing Address

dkennedy@jfc-wyo.com

Email

307-362-7519

Phone Number

Rock Springs

City

Fax Number

WY

State

82901

Zip

Surveyor Information:

Kent Felderman

Surveyor's Name

JFC

Company Name

1682 Sunset Dr

Mailing Address

kfelderman@jfc-wyo.com

Email

307-362-7519

Phone Number

Rock Springs

City

Fax Number

WY

State

82901

Zip

- ☐ **Two (2)** copies of the Soils Report meeting the criteria as specified in Section 16-503.G.(3) of the Rock Springs Subdivision Ordinance.
- ☐ **Two (2)** copies of the Grading, Drainage and Development Plan meeting the criteria as specified in Section 16-503.G.(4) of the Rock Springs Subdivision Ordinance.
- ☐ **Six (6)** copies of the Construction Plans and Details meeting the criteria as specified in Section 16-503.G.(5) of the Rock Springs Subdivision Ordinance.
- ☐ **Dust Control Plan** - A dust control plan must be submitted to the City Engineer for approval before any construction begins. The subdivider shall be required to institute measures as determined and directed by the Engineering Department to ensure the prevention of wind and water erosion during and upon the completion of construction.
- ☒ **Title Opinion** - Evidence satisfactory to the City must be submitted showing all taxes and assessments due on the property to be subdivided have been paid in full, showing title or control of the property to be subdivided and showing the property to be subdivided as free and clear of any liens. An attorney's title opinion or ownership and encumbrance report from a land title company shall be considered satisfactory evidence. Such an opinion or report shall also note any reservation for mineral rights and the existence of any mineral or oil and gas leases.
- ☐ **Engineer's Cost Estimate** of any facilities or improvements which are the subdivider's responsibility.

The following items are required to be submitted and/or addressed prior to scheduling the Final Plat for review by the City Council:

- ☐ **Fees in Lieu of Park Land** - Payment of any fees in lieu of public land dedication or any initial payment and a payment schedule keyed to subdivision development.
- ☐ **Deeds** - When required by the City, assurance that a warranty deed or other acceptable instrument conveying to the city or other appropriate public agency any public lands other than streets, alleys or easements shown on the Final Plat and title insurance if required by the City on the subject parcel, shall be presented to the City upon approval of the Final Plat. The method of assurance will be approved by the City Attorney.
- ☐ **Financial Guarantee** - A contractor's performance bond, an irrevocable letter of credit, funds in escrow or other appropriate commitment to guarantee the complete and timely development of any facilities or improvements which are the subdivider's responsibility. The bond shall be in an amount of 125% of the Engineer's Cost Estimate, as approved by the City Engineer. The Engineer's Cost Estimate shall be submitted as part of the Final Plat submittal.
- ☐ **Easements**: If the subdivider proposes to utilize adjoining property for water lines, drainage, sewer lines, power lines, or other utilities, the subdivider shall provide copies of the recorded binding easements of not less than twenty (20) feet in width for the proposed facilities from each property owner over whose land such services shall extend. The Final plat shall show the Book and Page number as recorded in the Office of the Sweetwater County Clerk for all recorded easements.
- ☐ **Once approved**, a mylar copy of the Final Plat must be submitted to the Planning Department as required in Section 16-804.J. of the Subdivision Ordinance. The subdivider is responsible for securing signatures and recording the Final Plat Mylar. The subdivider shall provide documentation to the City of Rock Springs that the plat has been recorded.

- ☒ The location and description of the point of beginning and its proper reference to the monumented boundary survey.
- ☒ Location and description of all monuments.
- ☒ Bearings, distances, and curve data of all perimeter boundary lines indicated outside of the boundary lines.
- ☒ On curved boundaries and on all curves within the Plat, sufficient data to allow the reestablishment of the curves on the ground.
- ☒ The location and layout of lots, blocks, tracts, streets, alleys, easements, and other public grounds within and immediately adjoining the Plat, with accurate dimensions in feet and one-hundredths of feet (1/100), bearings, curve data, length of radii and/or arcs of all curves.
- ☒ Drainage easements and drainage detention areas, clearly labeled as such and a note indicating the ownership and maintenance responsibility of the drainage easements and drainage detention areas.
- ☒ The names of all streets.
- ☒ All lots logically and consecutively numbered in the center of the lot.
- ☒ All dimensions shown on irregularly shaped lots.
- ☒ Parcels completely or partially surrounded by the area being subdivided shall be clearly marked "EXCEPTED," and the common boundary with the subdivision shown in a heavy solid line with bearings and distances.
- ☒ A notation of the total acreage of the subdivision, the total number of lots, and a breakdown of total acreage for street right-of-ways, parkland, open space, drainage detention or other public areas.
- ☒ A notarized certificate by all parties having any titled interest in or lien upon the land, consenting to the recording of the plat and dedicating public ways, grounds, and easements. All signatures shall be in permanent, black ink. Certification shall read as stated in Section 16-503.(F).17. of the Rock Springs Subdivision Ordinance.
- ☒ Certificate of a registered land surveyor as stated in Section 16-503.(F).18. of the Rock Springs Subdivision Ordinance.
- ☒ Certificate of review of the Department of Engineering/Operations & Public Services as stated in Section 16-503.(F).19. of the Rock Springs Subdivision Ordinance.
- ☒ Certificate of approval by the City of Rock Springs Planning and Zoning Commission as stated in Section 16-503.(F).20. of the Rock Springs Subdivision Ordinance.
- ☒ Certificate of acceptance and approval by the City Council of the City of Rock Springs as stated in Section 16-503.(F).21. of the Rock Springs Subdivision Ordinance.
- ☒ Certificate for recording by the County Clerk and Recorder as stated in Section 16-503.(F).22. of the Rock Springs Subdivision Ordinance.
- ☒ When the plat of a subdivision or resubdivision intends to vacate an existing easement, the location of the easement shall be shown on the plat with a notation that it is being vacated by the plat.

FINAL PLAT REVIEW PROCEDURE:

- ❖ Agency Review – After it is determined that a complete Final Plat submittal has been made, the Planning Department shall refer material to appropriate agencies for review and comment. At least seven (7) days after forwarding the Final Plat and supporting documents to the appropriate agencies, a Utility Review Committee meeting will be held. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. Meeting notice will only be sent to the parties listed on the application so be sure to provide all email address of whom you would like to be invited to the meeting. It is required that the petitioner or an assigned representative attend the Utility Review Meeting.
- ❖ At least seven (7) days prior to the Planning and Zoning Commission at which the Final Plat is to be considered, the Planning Department shall notify the property owners of land within 200 feet of the boundaries of the proposed subdivision of the time and date of the meeting.
- ❖ The Planning and Zoning Commission shall review the Final Plat in a public meeting. In reviewing the Final Plat, the Commission shall consider oral or written statements from the applicant, the public, City staff, and the Commission. The Commission may recommend approval, conditional approval, disapproval or may table the Final Plat.
- ❖ Approval of the Final Plat by the Planning and Zoning Commission shall remain effective for 12 calendar months. A Final Plat which has not received approval of the City Council within 12 calendar months following Planning and Zoning Commission approval shall be subject to the requirements of Section 16-502 (Preliminary Plat). The subdivider may apply in writing for, and the Commission may, for cause shown, grant a six month extension to the 12 month period.
- ❖ Upon being notified of the comments and any necessary approvals of reviewing agencies, the Planning Department shall forward the Final Plat, comments and approvals of reviewing agencies, pertinent supporting materials, and the recommendations of the Planning Commission to the City Council. **Incomplete Final Plats for which necessary approvals have not been secured shall not be forwarded to Council for action.**
- ❖ City Council Action - The City Council shall either approve the Final Plat or disapprove the Final Plat and notify the subdivider of the conditions to be met to gain approval. If a disapproved Final Plat is modified and resubmitted to the City Council at a later date for their consideration, the Council may require the concurrent submittal of an updated ownership and encumbrance report or title opinion.
- ❖ Filing With County Clerk – Within 180 days of approval by the Council, the Final Plat shall be recorded in the office of the Sweetwater County Clerk. The subdivider is responsible for securing signatures and recording the Final Plat. The subdivider shall provide documentation to the City of Rock Springs that the plat has been recorded.
- ❖ Alternate Approval Procedure - As an alternate procedure and at the request of the subdivider, the City Council may approve a Final Plat and instruct the Planning Department to withhold the approved Final Plat from recording for a period of time to allow the subdivider to install all of the required public improvements according to the plans and specifications approved by the City Engineer. (NOTE: Since the plat will not be recorded, lots cannot be sold). This procedure, when approved by the Council, shall be in lieu of the guarantees for installation of improvements as set forth in the Subdivision Ordinance. Be advised that the City Council has the right to refuse the Alternate

FINAL PLAT SUBMITTAL DEADLINES

NOTE: Applications that are not received by 5:00 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.

BE ADVISED: THE APPLICANT (OR ASSIGNED REPRESENTATIVE) MUST ATTEND ALL SCHEDULED MEETINGS.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Submittal Deadline	12/28/2021	1/24/2022	2/21/2022	3/382022	4/252022	5/23/2022	6/27/2022	7/25/2022	8/29/2022	9/26/2022	10/24/2022	11/28/2022
Review of Completeness	Within three (3) working days after the submittal, the planning Department shall review the application for conformance with the Final Plat submittal requirements. If the application does not conform to the submittal requirements, the application will be deemed as incomplete, the subdivider will be notified, and the application will be returned.											
Utility Review Meeting *	Utility Review Meetings are held <u>at least</u> 7 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will <u>only</u> be sent to the parties listed on the application so be sure to provide all addresses of whom you would like to be invited to the meeting. It is required that the petitioner or an assigned representative attend the meeting. SEE NOTE BELOW.											
Adjacent Owner Notice	Property Owner Notices are prepared by the City of Rock Springs and are mailed to property owners within 200' of the effected property a minimum of seven (7) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Hearing	1/12/2022	2/9/2022	3/9/2022	4/13/2022	5/11/2022	6/6/2022	7/13/2022	8/10/2022	9/14/2022	10/12/2022	11/9/2022	12/14/2022
**Earliest City Council Meeting	2/1/2022	3/1/2022	4/5/2022	5/3/2022	6/7/2022	7/5/2022	8/2/2022	9/6/2022	10/4/2022	11/1/2022	12/6/2022	1/3/2022

IMPORTANT NOTES:

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

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

- ☐ Issuance of Building Permits - Building Permits may be issued for lots within a subdivision only after final plat approval is granted by the City Council and water and sewer service is stubbed to the lots. Occupancy permits for buildings shall not be issued until the installation of subdivision improvements is completed (including acceptance of the improvements as outlined above), which shall include curb, gutter, sidewalk and paving. NOTE: Building Permits will not be issued for any structure within a subdivision following the Alternate Approval Procedure.
- ☐ Compliance with Drainage Plans - Subdivision drainage plans, and individual lot drainage plans, must be complied with. Upon completion of final subdivision grading and prior to building permits being issued, a certified topographic survey verifying final grades with proposed grades shall be submitted. Spot elevations shall be given for all inverts, low points and flowing entry and exit points. Plot plans for Building Permits must show, and be consistent with, the drainage plan approved for the lot. Individual lot drainage plans included on the Preliminary Plat shall also be included on the Final Plat Construction Plans. Occupancy Permits for buildings shall not be issued until a certified survey showing final grading has been submitted and approved by the City. (See Section 16-808 for additional requirements.) Lot drainage must remain consistent with the drainage plan approved for the lot



CITY OF ROCK SPRINGS PRELIMINARY PLAT APPLICATION

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

Laura Leigh, City Planner
Email: laura_leigh@rswy.net

STAFF USE ONLY:

Date Received:

12-19-22

Project Number:

Combined w/ Final
Plat - Minor Sub-

A. SUBDIVISION NAME: Maverik Addition

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.

Primary Contact Person (Applicant):

Todd Meyers

Name

801-520-4072

Phone Number

Todd.Meyers@Maverik.com

Email Address

185 South State Street Suite 800

Mailing Address

Salt Lake City

City

UT

State

84111

Zip

Property Owner Information:

Express Development

Name

Phone Number

Email Address

1524 Eubank NE, Suite 5

Mailing Address

Albuquerque

City

NM

State

87112

Zip

Engineer Information:

Daniel Kennedy

Engineer's Name

dkennedy@jfc-wyo.com

Email

JFC

Company Name

307-362-7519

Phone Number

Fax Number

1682 Sunset Dr

Mailing Address

Rock Springs

City

WY

State

82901

Zip

Surveyor Information:

Kent Felderman

Surveyor's Name

kfelderman@jfc-wyo.com

Email

JFC

Company Name

307-362-7519

Phone Number

Fax Number

1682 Sunset Dr

Mailing Address

Rock Springs

City

WY

State

82901

Zip

D. INSTRUCTIONS FOR FILING / SUBMITTAL CHECKLIST:

This checklist must be completed and submitted as part of the Preliminary Plat Application. Items that need to appear on the plat are listed under "Plat Items". Any missing information shall constitute an INCOMPLETE application. INCOMPLETE applications will be returned and will NOT be reviewed by the City of Rock Springs until a COMPLETE application is submitted.

The following items shall be submitted with the application and/or shown on the Preliminary Plat:

- ☐ Preliminary Plat Application completed and signed. NOTE: The application shall be signed by all property owners of record of all property located fully or partially within the boundaries of the Preliminary Plat. Applications missing the property owner of record's signature shall be deemed as incomplete.
- ☐ Preliminary Plat Filing Fee of \$350.00 (if filing as part of a Minor Subdivision Application, the Preliminary Plat fee is not required).
- ☐ Preliminary Plat Filing Fee of \$350.00 (if filing as part of a Minor Subdivision Application, the Preliminary Plat fee is not required).
- ☐ Five (5) initial copies of the Preliminary Plat drawing, printed to scale, at a size of 24" x 36" shall be submitted with the application. Note: after the Utility Review Meeting, revised drawings and/or additional full size copies may be requested prior to the scheduled Planning and Zoning Commission Meeting.
- ☐ One (1) reduced sized Preliminary Plat drawing, at a size of 11" x 17".
- ☐ Two (2) hard copies of all supporting documentation.
- ☐ In addition to the hard copies listed above, a PDF file (scanned at full-size) of the Preliminary Plat drawing and all supporting documentation shall be submitted electronically to city_planner@rswy.net or to laura_leigh@rswy.net.
- ☐ Legal description of the boundary of the property included in the Preliminary Plat. The legal description shall appear on the face of the Preliminary and shall **also be submitted electronically in Word format or via email** to city_planner@rswy.net or to laura_leigh@rswy.net. The electronic version is necessary for preparing the Public Hearing Notice and the City Council Resolution.
- ☐ A statement explaining the design and function of the water system, sewage system, paving, sidewalk, drainage systems, their compatibility with existing systems, and the timing and/or phasing of installation.
- ☐ A statement describing the development and maintenance responsibility for any private streets, ways or open space.
- ☐ The recommendations of a qualified professional engineer or the affected Soil Conservation District regarding soil suitability, erosion control, sedimentation and flooding problems.
- ☐ A description of the phasing and scheduling of phases for the development if the Final Plat is to be submitted in separate phases. The subdivision shall be developed in the order in which the phases are numbered on the Preliminary Plat. Changing phasing configuration shall require submittal of a revised Preliminary Plat. Phasing of a subdivision shall be valid for five (5) years from the date of Council approval. At the end of five (5) years, a two year extension can be requested from the Council. If the extension is not granted, the remaining phases shall become null and void.
- ☐ If applicable: Subdivision Variance Application – Separate document – contact the City of Rock Springs for the appropriate application.
- ☐ If applicable: Zoning Amendment and/or Master Plan Amendment Application – an application for appropriate City zoning and/or Master Land Use Plan Map designation for the subdivision if the existing zoning district/land use designation does not allow the type of use proposed or if the area is to be annexed. (Separate document – contact the City of Rock Springs for the appropriate application)
- ☐ If applicable: Annexation Application – Separate document – contact the City of Rock Springs for the appropriate application.

E. SIGNATURE(S) REQUIRED:

Applicant Certification:

I, the applicant, hereby certify the following:

- I have read, reviewed and understand the attached Preliminary Plat Review Procedures & Submission Deadlines.
- I have received and reviewed the Rock Springs Subdivision Design Criteria Checklist.
- I understand that incomplete applications will not be processed and will result in delays.
- The information provided with this application, and attached information, 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 is the responsibility of the applicant and/or property owner to secure any and all required Local, Federal and State Permits (i.e. Building Permits, DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Applicant's Signature: Todd Meyers Date: 12/16/22

Property Owner Consent:

By signature hereon, I certify that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing.

Owner's Signature: Howard E McCall Date: 12/16/2022

DocuSigned by:
A862778F618742D...

PRELIMINARY PLAT SUBMITTAL DEADLINES:

NOTE: Applications that are not received by 5:00 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.

BE ADVISED: THE APPLICANT (OR ASSIGNED REPRESENTATIVE) MUST ATTEND ALL SCHEDULED MEETINGS.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Submittal Deadline	12/20/2021	1/17/2022	2/14/2022	3/21/2022	4/18/2022	5/16/2022	6/20/2022	7/18/2022	8/22/2022	9/19/2022	10/17/2022	11/21/2022
Review of Completeness	Within three (3) working days after the submittal, the planning Department shall review the application for conformance with the Preliminary Plat submittal requirements. If the application does not conform to the submittal requirements, the application will be deemed as incomplete, the subdivider will be notified, and the application will be returned.											
Public Hearing Ad	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.											
Utility Review Meeting *	Utility Review Meetings are held <u>at least</u> 7 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will <u>only</u> be sent to the parties listed on the application so be sure to provide all addresses of whom you would like to be invited to the meeting. It is required that the petitioner or an assigned representative attend the meeting. SEE NOTE BELOW.											
Adjacent Owner Notice	Property Owner Notices are prepared by the City of Rock Springs and are mailed to property owners within 200' of the effected property a minimum of seven (7) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Hearing	1/12/2022	2/9/2022	3/9/2022	4/13/2022	5/11/2022	6/6/2022	7/13/2022	8/10/2022	9/14/2022	10/12/2022	11/9/2022	12/14/2022
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 and Action by Resolution	2/15/2022	3/15/2022**	4/5/2022	5/17/2022**	6/7/2022	7/5/2022	8/16/2022**	9/6/2022	10/18/2022**	11/15/2022**	12/6/2022	1/17/2023**

IMPORTANT NOTES:

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

** City Council Meetings - Meeting date is delayed due to the Rocket Miner's advertising deadlines, the required 15 publication notice, and the dates of the month that the meetings fall on.

Attachment C

Utility Review Comment Forms



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	TUESDAY, DECEMBER 20, 2022
Project #:	PZ-22-00491
Project Name:	Maverik Addition - Minor Subdivision
Address/Location:	Foothill Blvd, Sunset Drive, Interchange Road
Description:	Preliminary/Final Plat Review for Minor Subdivision



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Cathy Greene (name) have reviewed the plans on behalf of Planning & Zoning (Dept./Organization) for the above-referenced project.

Email: cathy_greene@rswy.net Phone #: 307-352-1540

Please check as applicable:

☐ No issues - plans approved as submitted.

☒ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

1. Please number General Notes.
2. Correct date on property owners signature block, also confirm if they'll be signing in Sweetwater County, WY or if that needs modification too.
3. Add phone number of the landowner/developer per 16-502.B.4
4. Date the plat just has December of 2022, add date and revision date.
5. Once UR and P&Z Commission comments are addressed, submit a mylar signed by the seller, surveyor (mortgage company, if any) for signature of Eng/P&Z Commission.

- Sketch Plat Shows Easement 187/317 or portion of to be vacated - please show on prelim/final plats

☒ Other Comments/Issues (attach separate sheet if necessary):

1. Confirm with the Engineering Department what items under 16-503.G will be required. Planning department is satisfied with number 1, final plat application and we will need number 8 title opinion submitted for review. - See attached email dated 12/9/22 + Sketch Plat Staff Report
2. Final shared access approval from WYDOT required.

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

Cathy Greene
Signature of Reviewer

1-3-2023
Date



Cathy Greene <cathy_greene@rswy.net>

Sketch Plat - Maverik

Ryan Schmidt <ryan_schmidt@rswy.net>

Fri, Dec 9, 2022 at 9:33 AM

To: Cathy Greene <cathy_greene@rswy.net>

Cc: Meghan Jackson <meghan_jackson@rswy.net>, Paul Kauchich
<paul_kauchich@rswy.net>

Cathy,

For this minor subdivision, Meghan and I have discussed what we feel are necessary submittals per 16-507 and 16-503.G.

16-503.G(2) A drainage report is necessary.

16-503.G(3) We do not feel that a soils report is necessary for this subdivision.

16-503.G(4) Grading and drainage requirements will be accomplished through the necessary submittal of the Preliminary Plat, drainage report, and subdivision construction drawings should there be any public improvements or grading necessary for the subdivision.

16-503.G(5) Only applies if there are any public improvements or grading necessary for the subdivision.

16-503.G(7) I believe this only applies if the Planning Department requires open space for this subdivision.

16-503.G(9) Only necessary if there are any public improvements.

16-503.G(10) Only applies if there are any necessary easements granted.

Thanks,

Ryan Schmidt, P.E.

City Engineer

City of Rock Springs Engineering Department

212 D Street, Rock Springs, WY 82901

phone 307.352.1540

<http://www.rswy.net/>





Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	TUESDAY, DECEMBER 20, 2022
Project #:	PZ-22-00491
Project Name:	Maverik Addition - Minor Subdivision
Address/Location:	Foothill Blvd, Sunset Drive, Interchange Road
Description:	Preliminary/Final Plat Review for Minor Subdivision

MEETING
2:00 p.m.
Tues., Jan. 3, 2023

If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Nathan Reese (name) have reviewed the plans on behalf of Rock Springs Fire Department (Dept./Organization) for the above-referenced project.

Email: nathan_reese@rswy.net Phone #: 307-352-1484

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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

Nathan Reese
Signature of Reviewer

12/28/2022
Date



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	TUESDAY, DECEMBER 20, 2022
Project #:	PZ-22-00491
Project Name:	Maverik Addition - Minor Subdivision
Address/Location:	Foothill Blvd, Sunset Drive, Interchange Road
Description:	Preliminary/Final Plat Review for Minor Subdivision



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Justin Stewart (name) have reviewed the plans on behalf of WRF
(Dept./Organization) for the above-referenced project.

Email: justin@stewart@rswy.net Phone #: 307-352-1466

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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

Justin Stewart

Digitally signed by Justin Stewart
Date: 2023.01.03 12:51:15 -07'00'

Signature of Reviewer

01/03/2023

Date

**Department of Public Services/Planning**

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	TUESDAY, DECEMBER 20, 2022
Project #:	PZ-22-00491
Project Name:	Maverik Addition - Minor Subdivision
Address/Location:	Foothill Blvd, Sunset Drive, Interchange Road
Description:	Preliminary/Final Plat Review for Minor Subdivision



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Clint Zambai (name) have reviewed the plans on behalf of RS Water Dept.
(Dept./Organization) for the above-referenced project.

Email: clint_zambai@rswy.net Phone #: 307-352-1405

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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


Signature of Reviewer

1/3/2023
Date



Cathy Greene <cathy_greene@rswy.net>

meeting today

2 messages

Austin, Christy (PacifiCorp) <Christy.Austin@pacificorp.com>

Tue, Jan 3, 2023 at
12:17 PM

To: Cathy Greene <cathy_greene@rswy.net>

Hey Cathy-

Erin and I are both getting colds so we're not going to make it to the meeting today, don't really want to share germs.

I need to talk to both parties about their proposed transformer locations and the need for rights of way to cover both. I can reach out to them directly as it shouldn't effect the review process too much. We've been working directly with Maverik and Aspen Mtn Medical's surveyors/engineers on their respective plans.

I don't have any issues with either project other than the rights of way to cover our equipment.

Christy Austin

Christy.austin@pacificorp.com

District Estimator

Rock Springs, Wy

307-352-5213





Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	TUESDAY, DECEMBER 20, 2022
Project #:	PZ-22-00491
Project Name:	Maverik Addition - Minor Subdivision
Address/Location:	Foothill Blvd, Sunset Drive, Interchange Road
Description:	Preliminary/Final Plat Review for Minor Subdivision



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Nichole Jensen (name) have reviewed the plans on behalf of Tesoro Logistics Northwest Pipeline LLC (Dept./Organization) for the above-referenced project.

Email: ndjensen@marathonpetroleum.com Phone #: 307-922-2218

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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

Nichole Jensen
Signature of Reviewer

12/21/2022
Date



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	TUESDAY, DECEMBER 20, 2022
Project #:	PZ-22-00491
Project Name:	Maverik Addition - Minor Subdivision
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Description:	Preliminary/Final Plat Review for Minor Subdivision



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Josh Sargent (name) have reviewed the plans on behalf of Dominion Energy (Dept./Organization) for the above-referenced project.

Email: joshua.sargent@dominionenergy.com Phone #: 307-708-0860

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

We will have to run a gas main to the location which will be a cost to the customer and also a service line if they choose to go with natural gas

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

Joshua Sargent
Signature of Reviewer

12-21-22
Date



BRS, Inc.

1130 Major Ave.

Riverton, WY 82501

E-Mail: brs@brsengineering.com

307-857-3079 Fax: 307-857-3080

**City of Rock Springs, Wyoming
Utility Review
Wyoming Abandoned Mine Lands**

To: Utility Review Committee
From: Ryan Reed, BRS Inc., P.E.
Date: 1/2/2023
Project #: PZ-22-00491
Project Address: Foothill Blvd, Sunset Drive, Interchange Road

I, Ryan Reed, have reviewed the Project location(s) in relation to potential for abandoned mine subsidence and determined:

- ☐ Property is undermined by abandoned mine workings at an approximate depth of _____
- ☐ Property is adjacent to abandoned mine workings at an approximate depth of _____
- ☒ Property is not impacted by any known abandoned mine workings.

Based upon potential for abandoned mine subsidence:

- ☐ It is Recommended that Remediation efforts be made at the Project location(s).
- ☐ It is Recommended that Exploratory Drilling be completed at the Project location(s).
- ☒ No Remediation Action is Recommended at this time.

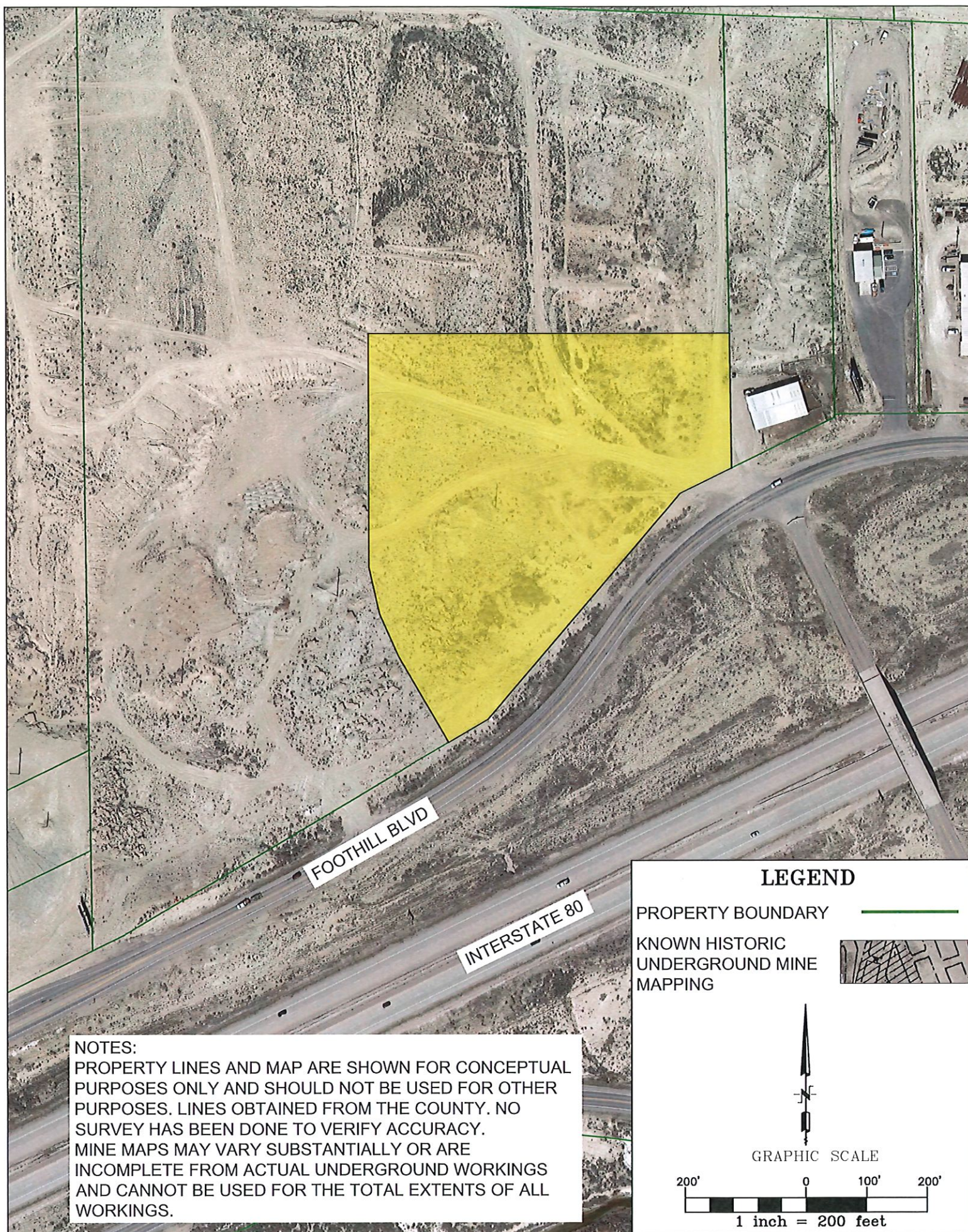
Other Comments/Issues:



Signature

1/2/23

Date



NOTES:
PROPERTY LINES AND MAP ARE SHOWN FOR CONCEPTUAL PURPOSES ONLY AND SHOULD NOT BE USED FOR OTHER PURPOSES. LINES OBTAINED FROM THE COUNTY. NO SURVEY HAS BEEN DONE TO VERIFY ACCURACY. MINE MAPS MAY VARY SUBSTANTIALLY OR ARE INCOMPLETE FROM ACTUAL UNDERGROUND WORKINGS AND CANNOT BE USED FOR THE TOTAL EXTENTS OF ALL WORKINGS.

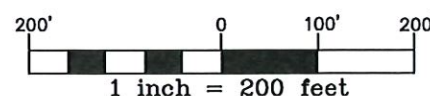
LEGEND

PROPERTY BOUNDARY

KNOWN HISTORIC
UNDERGROUND MINE
MAPPING



GRAPHIC SCALE





Cathy Greene <cathy_greene@rswy.net>

Utility Review Meeting - Jan. 3, 2023 - Maverik Minor Subdivision Prelim/Final

Darin Kaufman <darin.kaufman@wyo.gov>

Wed, Dec 28, 2022 at 2:46 PM

To: Cathy Greene <cathy_greene@rswy.net>

Cathy,

this is still a lingering item until WYDOT review comments have been addressed and acceptance of the Traffic Impact Study (TIS).

Upon WYDOT acceptance of the TIS, the next step for the developer would be to submit an access application accompanied with highway improvement plans as listed in the TIS.

Thank you.

Darin Kaufman, P.E., PTOE

WYDOT District 3 Traffic Engineer

3200 Elk Street

Rock Springs, WY 82902

Office: 307.352.3034

Cell: 307.389.0235

[Quoted text hidden]



Cathy Greene <cathy_greene@rswy.net>

Utility Review Meeting - Jan. 3, 2023 - Maverik Minor Subdivision Prelim/Final

Cathy Greene <cathy_greene@rswy.net>
To: Darin Kaufman <darin.kaufman@wyo.gov>

Wed, Dec 28, 2022 at 2:32 PM

Hi Darin,

Has WYDOT resolved/approved the access, or is that still a lingering item for them to resolve?

On Tue, Dec 27, 2022 at 11:11 AM Darin Kaufman <darin.kaufman@wyo.gov> wrote:

Cathy,

WYDOT has no issues with the Preliminary/Final Plat.

Thank you.

Darin Kaufman, P.E., PTOE

WYDOT District 3 Traffic Engineer

3200 Elk Street

Rock Springs, WY 82902

Office: 307.352.3034

Cell: 307.389.0235

On Tue, Dec 20, 2022 at 11:45 AM Cathy Greene <cathy_greene@rswy.net> wrote:

Hi Everyone,

Please take note there will be an in person Utility Review Meeting on this, to be held at 2:00 p.m. on January 3rd in the Downstairs Conference Room. This allows plenty of review time with City and other offices being closed a few days over the next two weeks. If you do not plan to attend, please submit your comment sheets on OR before TUESDAY, JANUARY 3, 2023.

Attached you will find the comment sheet together with the applications and plats for the Preliminary/Final Plat. The ordinance allows for these to be processed simultaneously under a Minor Subdivision. This item is scheduled to be on the January 11, 2023, Planning and Zoning Commission Agenda.

Have a Merry Christmas and Happy New Year!!

Regards,



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	TUESDAY, DECEMBER 20, 2022
Project #:	PZ-22-00491
Project Name:	Maverik Addition - Minor Subdivision
Address/Location:	Foothill Blvd, Sunset Drive, Interchange Road
Description:	Preliminary/Final Plat Review for Minor Subdivision

MEETING
2:00 p.m.
Tues., Jan. 3, 2023

If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Meghan Jackson (name) have reviewed the plans on behalf of Engineering Dept.
(Dept./Organization) for the above-referenced project.

Email: meghan_jackson@rswy.net Phone #: 307-352-1540

Please check as applicable:

- ☐ No issues - plans approved as submitted.
- ☒ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☒ Other Comments/Issues (attach separate sheet if necessary):

1. Final Plat submittals are still under going review, comments will follow later.

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


Signature of Reviewer

1/3/2023
Date

Attachment D

Adjacent Property Owner Letter and Legal Notice Publication



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

January 4, 2023

Dear Property Owner or Interested Party:

TAKE NOTICE that a request has been filed with the City of Rock Springs by Maverik. (applicant) and represented by JFC Engineers for Preliminary/ Final Plat approval for Maverik Addition Minor Subdivision, a proposed commercial subdivision in the City of Rock Springs containing 2 lots. Please refer to the attached Plat and the location diagram below. Records show that this property is adjacent to or near property you own.

The Rock Springs Planning and Zoning Commission will review this at a **Public Meeting on Wednesday, January 11, 2023 at 7:00 p.m.** in the Rock Springs City Hall Council Chambers, 212 'D' Street.

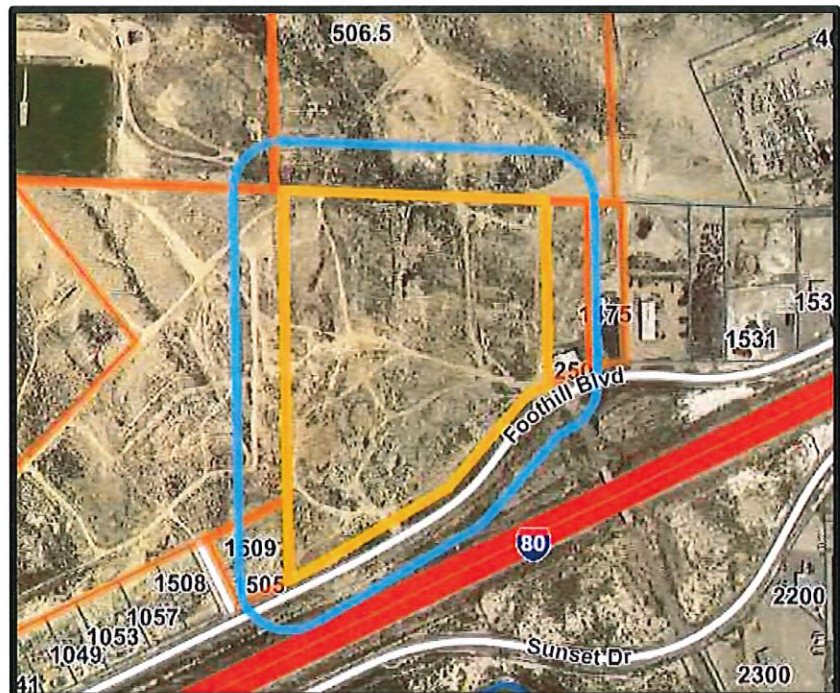
Interested persons or parties are encouraged to attend the meeting and/or submit written comments. Written comments will be accepted no later than noon on Wednesday, February 11, 2023.

Sincerely,

A handwritten signature in blue ink that reads "Cathy Greene".

Cathy Greene
City Planner

Enc.



BLACK ROCK INC
1704 ELK ST
ROCK SPRINGS, WY 82901-4019

EXPRESS DEVELOPMENT LTD CO
1524 EUBANK BLVD NE STE 5
ALBUQUERQUE, NM 87112-4160

WAHALA VENTURES LLC
134 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

BLM
280 Highway 191 North
Rock Springs, WY 82901

QUINTANA JOHN & VIRGINIA SONRISA HOLDING LLC
2089 E 101ST WAY
THORNTON, CO 80229-2374

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

EALES BRIAN
8013 E WATSON LN
WICHITA, KS 67207-2443

SMART DWELLINGS LLC
PO BOX 3023
ROCK SPRINGS, WY 82902-3023

Legals

NOTICE OF FORECLOSURE SALE

Default in the payment of principal and interest has occurred under the terms of a promissory note (the "Note") and a real estate mortgage (the "Mortgage") dated November 4, 2013, executed and delivered by Aaron Tornich ("Mortgagor") to Mortgage Electronic Registration Systems, Inc., as mortgagee, as nominee for Bank of the West, its successors and assigns, as security for the Note of the same date. The Mortgage was recorded on November 5, 2013, as Reception No. 1630601 in Book 1203 at Page 1065 in the records of the office of the County Clerk and ex-officio Register of Deeds of Sweetwater County, Wyoming.

The Mortgage was assigned for value as follows:

Assignee: Bank of the West

Assignment dated:

December 6, 2022

Assignment recorded:
December 12, 2022

Assignment recording information:
Reception No. 1694118 in Book
1247 at Page 5597

All in the records of the County Clerk and ex-officio Register of Deeds of Sweetwater County, Wyoming.

The Mortgage contains a power of sale that, by reason of the default, the Mortgagee declares to have become operative, and no suit or proceeding has been instituted at law to recover the debt secured by the Mortgage, or any part thereof, nor has any such suit or proceeding been instituted and the same discontinued.

Written notice of intent to foreclose the Mortgage by advertisement and sale has been served upon the record owner and the party in possession of the mortgaged premises at least ten (10) days prior to the commencement of this publication, and the amount due upon the Mortgage on the date of this notice of sale is \$241,005.02, plus attorneys' fees, costs expended, and accruing interest and late charges after the date of this notice of sale. The property being foreclosed upon may be subject to other liens and encumbrances that will not be extinguished at the sale. Any prospective purchaser should research the status of title before submitting bid.

The current Mortgagee, Bank of the West, will have the Mortgage foreclosed as provided by law by causing the mortgaged property to be sold at public venue by the Sheriff or Deputy Sheriff of Sweetwater County, Wyoming to the highest bidder for cash on January 15, 2023 at 10:00 AM at the Front Steps, Sweetwater County Courthouse, 80 West Flaming Gorge Way, Green River, Wyoming, for application on the above-described mortgages secured by the Mortgage. The mortgaged property is described as follows:

North, Range 105 West, 6th Principal Meridian, Rock Springs, Sweetwater County, Wyoming.
Parcel No.: 149861 / 04-1905-28-3-15-029.00
which has the address of 332 Flagstone Drive, Rock Springs, WY 82901 (the undersigned disclaims any liability for any error in the address).
Together with all Improvements thereon and all fixtures and appurtenances thereto.
Date: December 20, 2022 Bank of the West By: Brigham J. Lundberg Lundberg & Associates, PC 3269 South Main Street, Suite 100 Salt Lake City, UT 84115 Tel: (801) 263-3400 L&A No. 22.84487.1/SH/lab
December 28, 2022 and January 4, 11, 18, 2023
NO. 316880

STATE OF WYOMING IN THE
DISTRICT COURT
COUNTY OF SWEETWATER THIRD
JUDICIAL DISTRICT
Case No. CV-22-386-G

IN THE MATTER OF THE
ESTATE OF
PATRICIA ELLEN NORRIS, ALSO
KNOWN AS PAT NORRIS,
DECEASED.

NOTICE OF PROBATE
TO ALL PERSONS INTERESTED IN
SAID ESTATE:

You are hereby notified that on the 3rd day of November, 2022, the Last Will and Testament of decedent was admitted to probate by the above named court, and Keri Kae Mueller was appointed personal representative thereof. Any Action to set aside the Will shall be filed in the Court within three months from the date of the first publication of this notice, or thereafter be forever barred.

Notice is further given that all persons indebted to the decedent or to her estate are requested to make immediate payment to the undersigned at 205 C Street, Rock Springs, Wyoming.

Creditors having claims against the decedent or the estate are required to file them in duplicate with the necessary vouchers, in the office of the Clerk of said Court, on or before three months after the date of the first publication of this notice, which first publication is made on December 21, 2022, and if such claims are not so filed, unless otherwise allowed or paid, they will be forever barred.

DATED November 30, 2021.
Keri Kae Mueller
Personal Representative
LEMICH LAW CENTER
205 C Street
Rock Springs, WY 82901
Phone: (307) 382-6600
December 21, 28, 2022 and
January 4, 2023
NO. 314873

STATE OF WYOMING IN THE
DISTRICT COURT
COUNTY OF SWEETWATER THIRD
JUDICIAL DISTRICT
Case No. CV-22-385-L

IN THE MATTER OF THE
ESTATE OF
Brian Matthew Kolczak,
DECEASED.

NOTICE TO ALL PERSONS SAID ESTATE OF YOU ARE HEREBY GIVEN 27TH DAY OF WILL AND WAS ADMIRALTY ABOVE-NAMED FRANCE W. REPRESENTATIVE NOTICE IS HEREBY PERSONS IN OR TO HIS MAKE IMMEDIATELY UNDERSIGN SPRINGS, W. CREDITORS TO DECEDENT TO FILE THE NECESSARY WITHIN THE CLERK OF THE COURT FOR THE FIRST THREE MONTHS OF WHICH FIRST DECEMBER CLAIMS ARE OTHERWISE ALLOWED FOREVER BARRED DECEMBER 31, 2005 NICHOLE FRANKLIN PERSONAL REPRESENTATIVE LEMICH LA 205 C STREET ROCK SPRING, MD 20851 PHONE: (301) 441-1234 DECEMBER 31, 2005 JANUARY 4, 2006 NO. 31487

You'

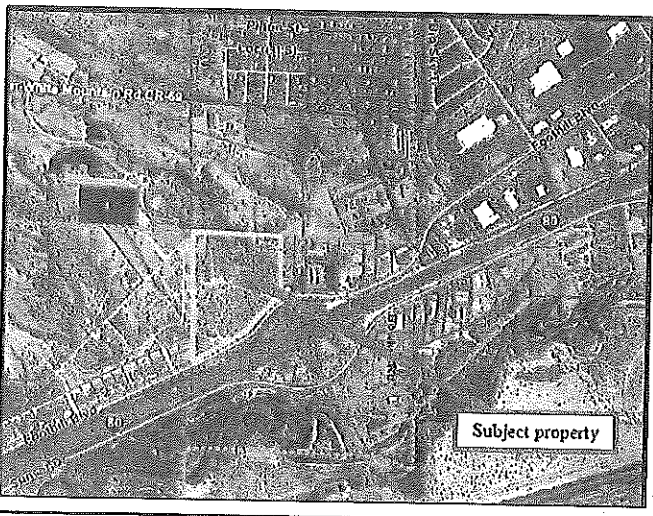
S

Carbon Cou Notice to Ar Request for

Notice is he
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project sho
Hillim, Opera
320-5828.

All submissions received by District #1, Rawlins, WY 2:00 pm on proposals may be via US Postal commercial parcels will not be a transmission, electronic or Only such Prop received by dress, time, will be considered Carbon County reserves the all proposals the best Inter district. The Sch serves the right the RFP materials documents at tify all persons documents December 21, NO. 314880

Report packet page 40



PUBLIC HEARING NOTICE

TAKE NOTICE that a request has been filed with the City of Rock Springs by Todd Myers with Maverik (applicant), and Express Development (property owner), for Preliminary/Final Plat approval for the Maverik Addition Subdivision, a proposed minor commercial subdivision in the City of Rock Springs.

The property is legally described as follows:

A parcel of land situate in the Northeast Quarter of Section 5, Resurvey Township 18 North, Range 105 West of the Sixth Principal Meridian, Rock Springs City, Sweetwater County, Wyoming, identical to the tract of land conveyed to Express Development Ltd. Co. by that Warranty Deed of record in Book 1245, Page 1313 in the Office of the Sweetwater County Clerk and Recorder, and being more particularly described as follows:

Commencing at the northeast section corner of said Section 5;

Thence along the north section line of said Section 5 - North $87^{\circ}52'30''$ West for a distance of 1,651.17 feet to the northwest corner of that certain parcel of land conveyed by Union Pacific Land Resources Corporation to Lloyd Banks and Henry Wilcox by special warranty deed dated March 5, 1979, UPLRC Document Audit No. 795-2, said corner being the TRUE POINT OF BEGINNING;

Thence parallel with the east section line of said Section 5 – South $0^{\circ}51'38''$ East, for a distance of 748.63 feet (S $0^{\circ}54'58''$ E - 754.13' (Record)), to a point on the northerly right-of-way boundary of Interstate Highway I-80;

Thence along said northerly right-of-way boundary, South $64^{\circ}02'22''$ West for a distance of 96.10 feet (S $64^{\circ}02'07''$ W - 94.20 feet (Record));

Thence continuing along said northerly right-of-way boundary, South $40^{\circ}09'41''$ West for a distance of 495.39 feet (S $40^{\circ}08'50''$ W - 492.16 feet (Record));

Thence continuing along said northerly right-of-way boundary, South $59^{\circ}29'09''$ West for a distance of 702.21 feet;

Thence continuing along said northerly right-of-way boundary, South $64^{\circ}02'07''$ West for a distance of 54.21 feet (56.86 feet (Record));

Thence North $00^{\circ}50'05''$ West for a distance of 1,589.41 feet (N $0^{\circ}54'58''$ W – 1,592.88 feet (Record)) to a point on the north section line of said Section 5;

Thence along the north section line of said Section 5, South $87^{\circ}52'30''$ East for a distance of 1,072.24 feet to the POINT OF BEGINNING.

Said parcel having an area of 29.941 Acres, more or less.

A Public Hearing will be held by the Rock Springs Planning and Zoning Commission, where all interested parties and citizens may appear and be heard regarding this request. Said public hearing

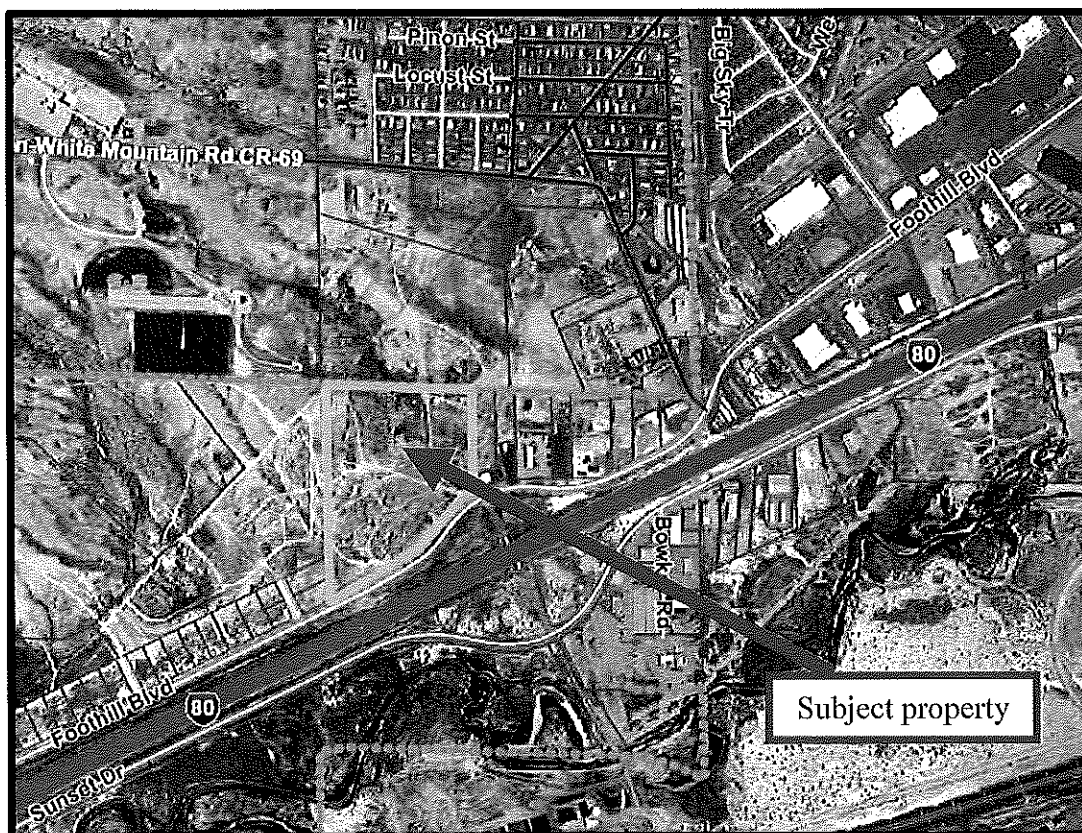
will take place on Wednesday, January 11, 2023 at 7:00 p.m. in the City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. The public is invited to attend.

Dated this 20th day of December 2022.

(s) Cathy Greene, City Planner, Secretary to the Planning & Zoning Commission

Bill to: City of Rock Springs

Publish: Wednesday, 12/28/2022





Planning & Zoning Commission

Staff Report

January 11, 2023

7:00 p.m.

REPORT SUMMARY			
Agenda Item:	New Business #1	Project Number:	PZ-22-00472
Project Name:	U-Haul U-Box Facility		
Project Location:	2450 Foothill Blvd.		
Project Description:	Consideration of Major Site Plan for construction of more than one commercial or industrial building on a single parcel.		
Applicant:	Keith Key U-Haul Company of Wyoming 4000 E 2 nd Street Casper, WY 82609	Property Owner:	Amerco Real Estate Company 2727 N. Central Ave., Ste. 500 Phoenix, AZ 85004-1120
Engineer:	Dan Kennedy, PE JFC Engineers Surveyors P.O. Box 2026 Rock Springs, WY 82902	Surveyor:	N/A
Public Notification:	Adjacent Property Letters Mailed 1/4/2023; Public Hearing Notice : N/A		
Current Master Plan Land Use Designation:	C (Commercial)	Proposed Master Plan Land Use Designation:	No Change
Current Zoning District	B-2 (Community Business)	Proposed Zoning District	No Change
References:	Rock Springs Zoning Ordinance §13-108 Community Business Zone (B-2) Rock Springs Zoning Ordinance §13-904 Procedure for Site Plan Approval Rock Springs Zoning Ordinance §13-815 General Building and Performance Requirements.		
Exhibits:	A. Applicant letter and previous plan. B. Site Plan Application and Site Plan C. Utility Review Comment Forms D. Adjacent Property Owner Letter		

PETITION SUMMARY:

The applicant, Keith Key, representing U-Haul Company of Wyoming, is requesting Major Site Plan approval for a new building for U-Boxes.

This use will be supplement to their existing approval which is: indoor self-storage, U-Haul truck and trailer store, and related retail sales in the retrofitted existing structure (formerly K-Mart). Previously approved were three new 2,000 square foot outside self-storage buildings, these will no longer approved be constructed and are proceeding with a U-Box Facility, see letter from applicant and previous plan **Exhibit A**. The Site Plan Application and the Site Plan can be found in **Exhibit B**. The application includes a detailed project narrative.

PROPERTY LOCATION:

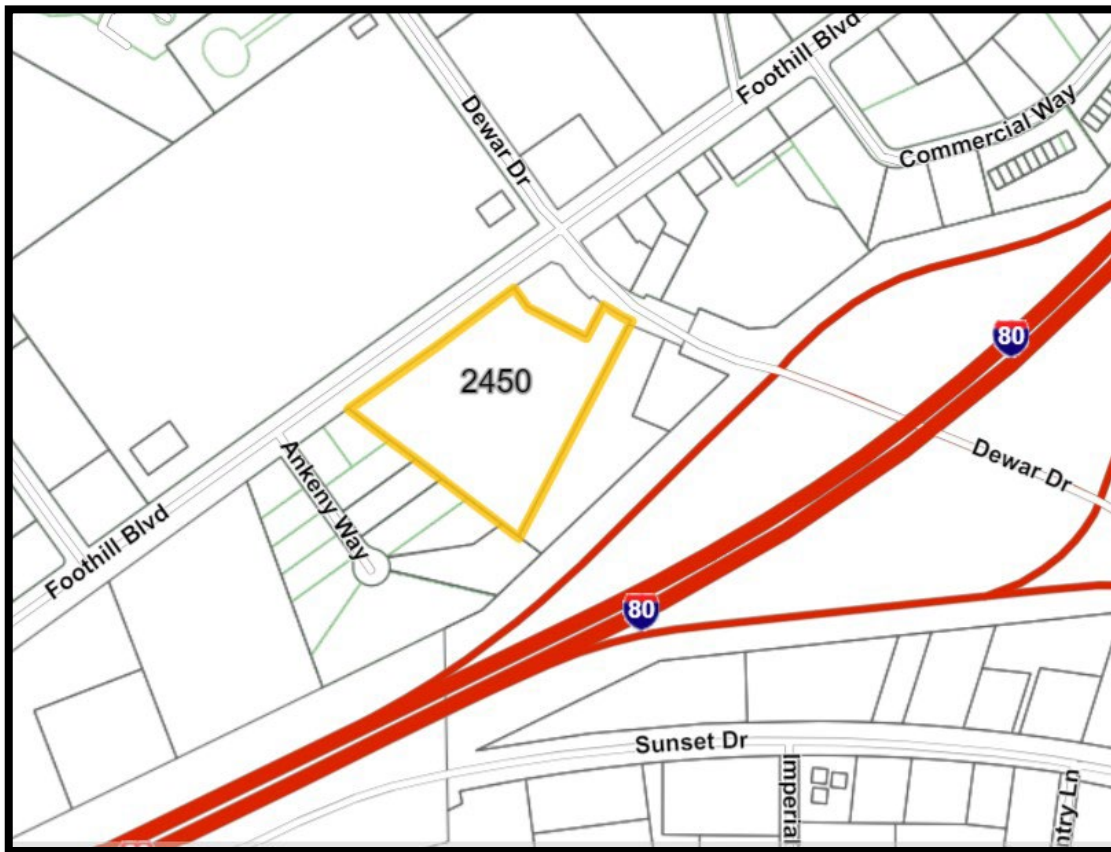


Figure 1: Location Map

As shown in Figures 1 and 2, the property is located at the intersection of Foothill Blvd. and Dewar Drive, across from the White Mountain Mall.



Figure 2: Aerial Photo of Property

MASTER PLAN LAND USE DESIGNATION AND ZONING:

The subject property and all surrounding properties are zoned B-2, Community Business.

The Master Plan Land Use Map designation of the subject property and all surrounding property is C (Commercial).

The applicant is not proposing to re-zone the property or amend the Master Plan Land Use Map.

UTILITY REVIEW:

There was a Utility Review Committee Meeting on December 13, 2022. Comments from the Utility Review Committee are included in **Exhibit C** and summarized here:

RS Water Department

1. The existing hydrant line is out of compliance.
2. A double check backflow preventer will need to be installed on this line in close proximity to the City of Rock Springs main line.
3. The proposed service line to the building would be required to have a meter.
4. All plans, materials, and install must meet City of Rock Springs and Joint Powers Water Board specs.
5. Plans must be approved by City of Rock Springs & JPWB.

RS Engineering

No Issues.

RS Building

1. Comments will be made when a complete set of architectural / engineered stamped set of drawings and plan review fees are paid.
2. A soils report will be required, please see attached non-residential check list for full building permit application requirements.

RS Planning

1. Letter to revise withdraw the outside self-storage buildings from the CUP Approval and it to remain for indoor storage units in the former Kmart Building ONLY.
2. Please add language that storage building is for U-Box Containers Only on site plan.
3. Provide further detail on parking, this exceeds parking requirements for proposed structure, however what were the parking requirements for the indoor storage (not yet operational), rental and retail business?
4. All striping to be a minimum of 4" wide and to be completed prior to OC
5. No lighting shown, do you propose exterior lighting?
6. Front parking (shown on previous plan as display area) does not meet the 4' setback from property line. Parked/displayed vehicles shall not protrude past property line. Parking curb stops will suffice to meet this requirement.
7. Please add a note that all signage MUST complete a sign application for Zoning Review and obtain a building permit if required. THIS INCLUDES THE EXISTING SIGNAGE THAT HAS BEEN INSTALLED WITHOUT ANY PERMITTING.
8. Add a note on the plan that NO CONSTRUCTION or DISTURBANCE WILL TAKE PLACE WITHIN THE DESIGNATED AE Floodplain or Floodway without submission, review and approval of a Floodplain Development Permit.
9. Loading docks need to show the actual parking lanes of the tractor trailers. Application states 72', average length is 70 – 80'. Also, what is the anticipated traffic count of these trucks and will there be more than two on site, overnight parking, if so please show. What is the proposed traffic flow of the tractor trailers?
10. Is there fencing along the ditch? If so, please show.
11. Are there any easements? I don't see any shown, are there any access/parking easements with ALTA Convenience Store?
12. If easements are required for utilities, please provide a copy of the easement.
13. List on plan all required permits: Federal, State and City (if any).
14. Clarify the lettering and numbering around the proposed structure.
15. Are there additional entrances on the "west" side of the building, man doors, overhead doors, etc. Are there proposed, sidewalks, ramps, curbing, overhangs?
16. Provide distance to the Dewar Drive Intersection. Also, add width to all three shown accesses and drive aisle near northwest corner of building.
17. Where will Proposed U-Haul Equipment Shunting area be located? See approved SP 8/27/21

RS Fire

1. Because of the size of the building (14,612 sf) it will have to have a sprinkler system installed.
2. Drawing to be submitted prior to any work being done and conforming to the 2021 International Fire Codes.

RS Water Reclamation Facility

1. If floor drains are required in the storage area sumps(s) and sand/oil interceptor must be installed per City of Rock Springs Sand/Oil Sector Control Policy.

Ryan Reed, BRS Engineering for Wyoming Abandoned Mine Lands

1. Property is not impacted by any known abandoned mine workings.

Stephen Bacon, Colorado Interstate Gas Co.

No issues.

Josh Sargent, Dominion Energy

1. We have an existing service to the building right now, if they are planning on adding gas load to the building we may need to upsize the meter.

Marty Carollo, All West Communications

1. Easement for telecom needs verified from Foothill Blvd. to main building.

Rocky Mountain Power – Christy Austin

1. We need to discuss options for power, please email electrical drawings.

PUBLIC NOTIFICATION:

Adjacent Property Owner Notice letters were mailed to property owners located within 200 feet of the boundaries of the subject property on January 4, 2023. Refer to **Exhibit D**. At the time this report was prepared, no written or verbal comments have been received.

Staff will advise the Commission of any comments received after the date of this report.

PROCEDURE:

13-904.A.1 The Planning and Zoning Commission has the right to review and require revisions in proposed Major Site Plans. The purpose of the review is to relieve demonstrable adverse impacts of the development upon public safety, health, or welfare; to protect public investments in roads, drainage facilities, etc.; to conserve the value of buildings; and to ensure that the regulations of this ordinance be upheld.

STAFF RECOMMENDATION:

Staff will provide recommendation after any public comment.

EXHIBIT A
Applicant letter and previous plan.

To Cathy Green Rock Springs Wyoming, City Planner and who it may concern 01-05-2023

This letter is to revise, withdraw the outside self-storage buildings from the CUP Approval dated Wednesday, September 8, 2021, and to remain in place for indoor self-storage facility (in addition to the approved uses of truck and trailer share and related sales), on property located at 2450 Foothill Blvd.

Thank You

Keith Key

Owners Rep U-Haul Of Wyoming

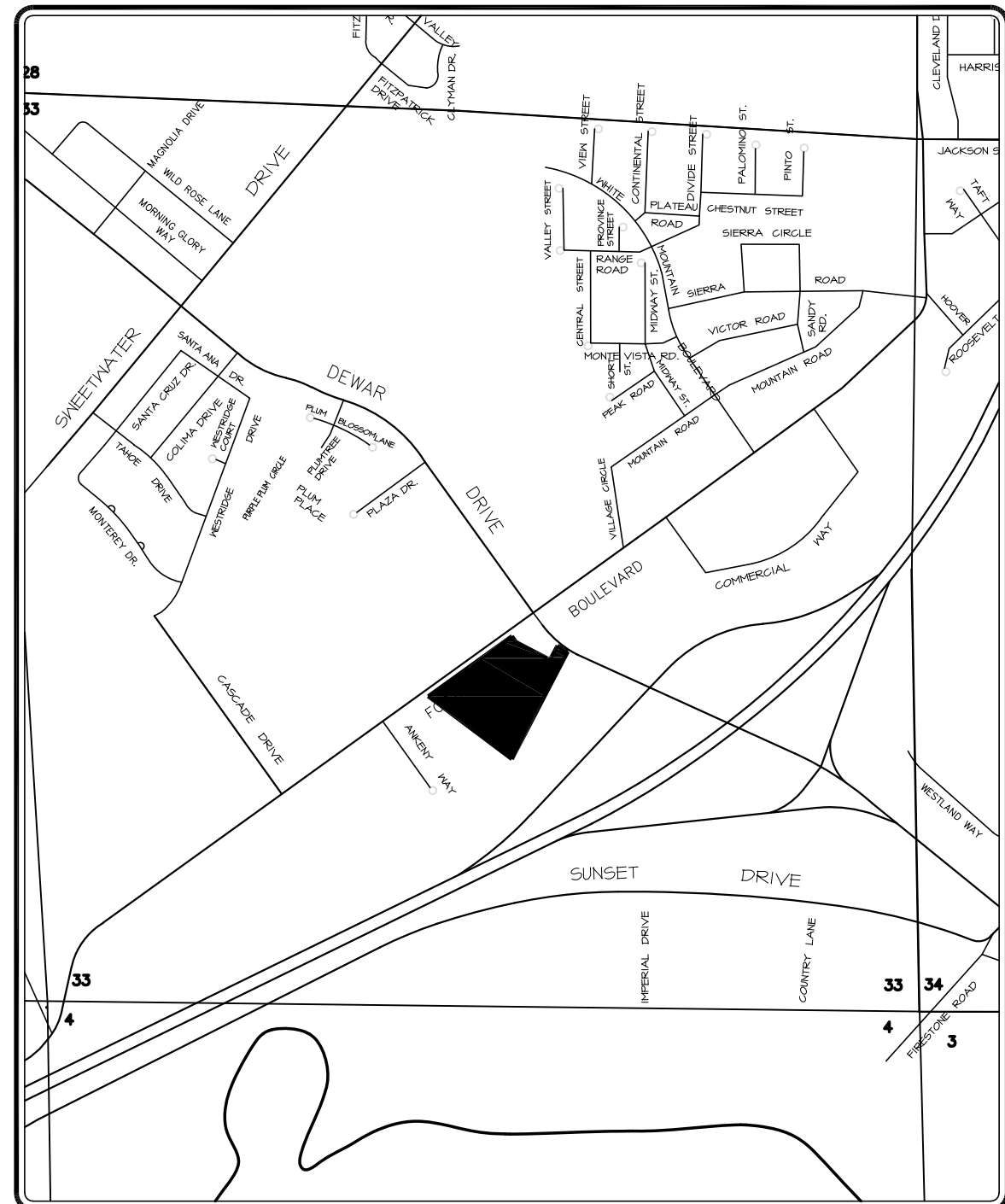
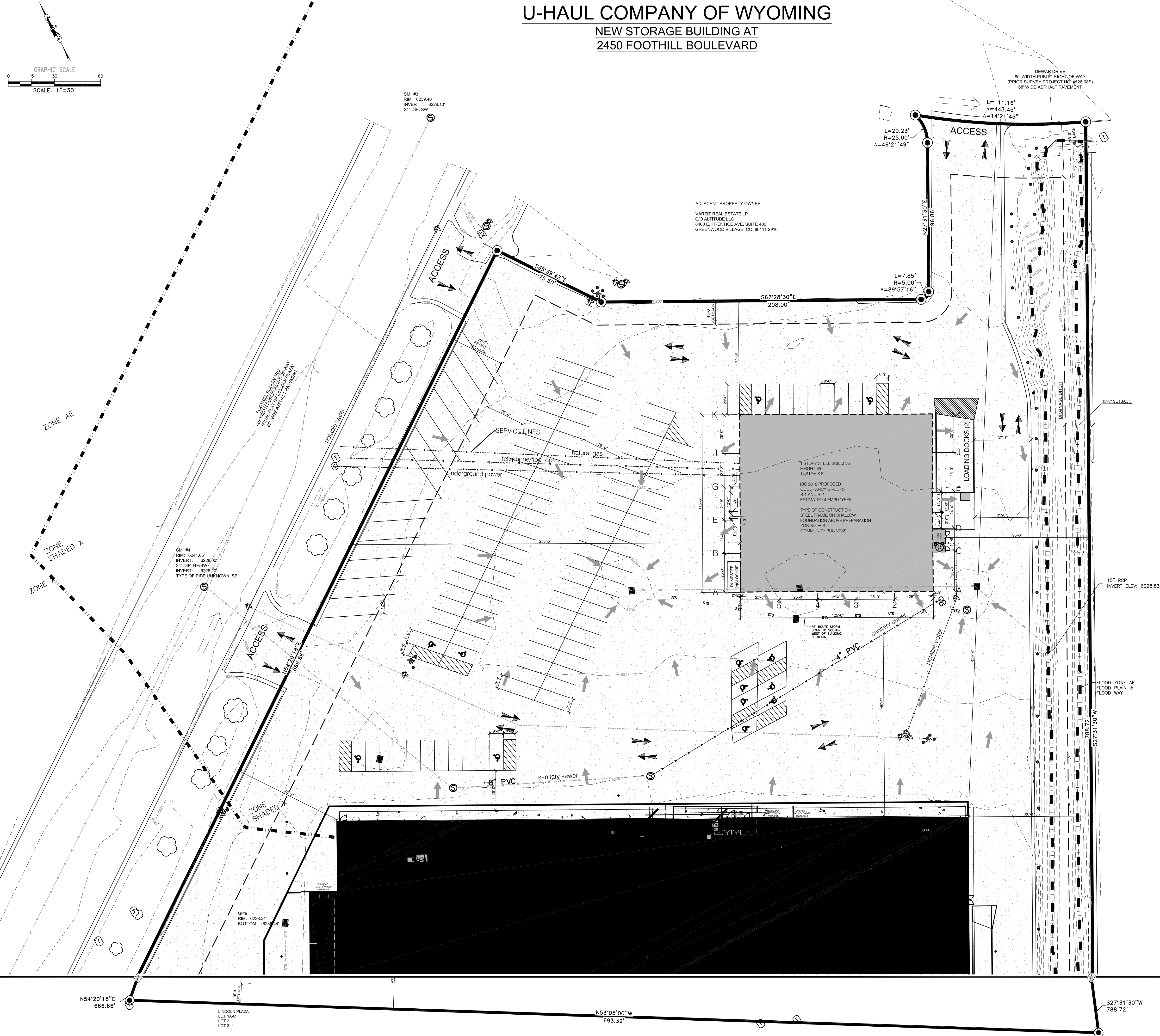
307-315-3531



EXHIBIT B
Site Plan and Site Plan Application.

U-HAUL COMPANY OF WYOMING

NEW STORAGE BUILDING AT 2450 FOOTHILL BOULEVARD



VICINITY MAP

NOTES:

LOT SHALL BE GRADED TO DRAIN SURFACE WATER AWAY FROM FOUNDATION WALLS A MINIMUM OF 6" WITHIN THE FIRST 10'. WHERE LOT LINES, WALLS, SLOPES OR OTHER PHYSICAL BARRIERS PROHIBIT 6" OF FALL WITHIN 10', DRAINS OR SWALES SHALL BE CONSTRUCTED TO ENSURE DRAINAGE AWAY FROM THE STRUCTURE. IMPERVIOUS SURFACES WITHIN 10' OF THE BUILDING FOUNDATION SHALL BE SLOPED A MINIMUM OF 2% AWAY FROM THE BUILDING.

DRAINAGE FROM THIS PROPERTY WILL NOT ADVERSELY AFFECT ADJACENT PROPERTY OWNERS AND I
HEREBY APPROVE THE DRAINAGE PLAN AS SHOWN HEREON.

THE INTENT OF THIS PLAN IS TO PROVIDE FOR LOCAL DRAINAGE ON THE LOT SO AS TO MINIMIZE IMPACT ON ADJACENT PROPERTIES. IT IS THE RESPONSIBILITY OF THE BUILDER AND THE PROPERTY OWNER TO DESIGN, BUILD, AND LANDSCAPE THE LOT TO PRESERVE AND ENHANCE THE OVERLOT GRADING AND DRAINAGE SCHEME.

PROPERTY INFORMATION:

SITE SQUARE FOOTAGE: 335,848 OR 7.71 ACRES
PERCENT OF SITE COVERAGE: 31.1%

PARKING REQUIREMENTS:

90 SPACES FOR 89,792 SQ. FEET
15 SPACES FOR 14612 SQ. FEET
TOTAL SHOWN 129
TOTAL HANDICAP SPACES 13 SPACES

LEGEND:

- | | | | |
|---|----------------------------------|-------|---|
| ● | BOLLARD | ===== | LINE SEPARATING FEMA ZONE X & ZONE SHADED X AREAS |
| ● | EXISTING OR PROPOSED WATER VALVE | ----- | FEMA ZONE AE |
| ● | FIRE HYDRANT | ===== | PROPERTY LINES |
| ● | TRANSFORMER | ----- | SETBACK LINES |
| → | DRAINAGE ARROW-ONSITE | ----- | PROPOSED NATURAL GAS SERVICE |
| → | DRAINAGE ARROW-OFFSITE | ----- | PROPOSED TELEPHONE/FIBER |
| → | TRAFFIC FLOW ARROW | ----- | OPTIC LINE |
| ● | GRATED INLET | ----- | POTABLE WATER LINES |
| ● | LIGHT POLE | ----- | POTABLE POTABLE WATER LINES |
| ● | TELEPHONE PEDESTAL | ----- | CENTERLINE OF ROAD |
| ● | IRRIGATION CONTROL VALVE | ----- | UTILITY EASEMENT |
| ● | SANITARY SEWER MANHOLE | ----- | EXISTING SEWER LINE |
| ● | SANITARY SEWER CLEANOUT | ----- | PROPOSED SEWER LINE |
| ● | MANHOLE (OTHER THAN SEWER) | ----- | UNDERGROUND STORM DRAINS |
| ● | GAS METER | ----- | BUILDING OVERHANG |
| ● | GUY ANCHOR | ----- | BURIED POWER LINE |
| ● | UTILITY VAULT | ----- | PROPOSED BURIED POWER LINE |
| ● | HANDICAP PARKING | | |
| ● | POWER POLE | | |
| ● | PROPERTY CORNER | | |

DEVELOPER:
U-HAUL COMPANY OF WYOMING
4000 EAST 2ND STREET
CASPER, WY 82609

PROPERTY OWNER:
AMERCO REAL ESTATE COMPANY
2727 N. CENTRAL AVE. SUITE 500
PHOENIX, AZ 85004-1120

PROJECT TITLE:
SITE PLAN FOR PROPOSED STORAGE BUILDING
SECTION 33 SE1/4, TRACT, T19N, R105W
U-HAUL COMPANY OF WYOMING
ROCK SPRINGS, WYOMING

DRAWING TITLE:
SITE PLAN

DRAWN BY:
JEK/JLD

CHECKED BY
JBE

SCALE:
1" = 3'

DATE:
11/08/2022

PROJECT N
11042-22E

SHEET NO:

1



CITY OF ROCK SPRINGS SITE PLAN APPLICATION

Planning & Zoning Division
212 D Street Rock
Springs WY 82901
307.352.1540 (phone)
city_planner@rswy.net

City Use Only:

Date Received Nov. 28, 2022

File Number: P2-22-00472

A. **PROJECT/BUSINESS NAME:** U-Haul Company of Wyoming

B. **PROPERTY ADDRESS:** 2450 Foothill Boulevard

If no address is assigned to the property, provide a legal description of the property or the Tax ID Number (PIN)

C. **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.

Primary Contact Person (Applicant):

<u>Keith Key</u>	<u>307-315-3531</u>	<u>keith_key@uhaul.com</u>	
Name	Phone Number	Email Address	
<u>4000 E. 2nd street</u>	<u>Casper</u>	<u>WY</u>	<u>82609</u>
Mailing Address	City	State	Zip

Property Owner Information:

<u>Amerco Real Estate Company</u>			
Name	Phone Number	Email Address	
<u>2727 N. Central Avenue Ste. 500</u>	<u>Phoenix</u>	<u>AZ</u>	<u>85004-1120</u>
Mailing Address	City	State	Zip

Engineer Information:

<u>Dan Kennedy, PE</u>	<u>dkennedy@jfc-wyo.com</u>		
Engineer's Name	Email		
<u>JFC Engineers & Surveyors</u>	<u>307-362-7519</u>	<u>307-362-7569</u>	
Company Name	Phone Number	Fax Number	
<u>P.O. Box 2026</u>	<u>Rock Springs</u>	<u>WY</u>	<u>82902</u>
Mailing Address	City	State	Zip

Surveyor Information:

<u>Geno Ferrero, PLS</u>	<u>gferrero@jfc-wyo.com</u>		
Surveyor's Name	Email		
<u>JFC Engineers & Surveyors</u>	<u>307-362-7519</u>	<u>307-362-7569</u>	
Company Name	Phone Number	Fax Number	
<u>P.O. Box 2026</u>	<u>Rock Springs</u>	<u>WY</u>	<u>82902</u>
Mailing Address	City	State	Zip

D. PLEASE ANSWER THE FOLLOWING (Attach a separate sheet if necessary):

1. Describe the project and the planned use of the property and structure(s). Include the square footage of each use.
The U-Haul Company of Wyoming would like to add a storage building of 14,612 square feet within the parking area to the northeast of their existing building on the site.

2. What was the previous use(s) of the property and the structure(s) located on the property?
The site was previously used as a parking area for a large department store.

3. What new structure(s) do you propose to build? Include construction type, foundation type and dimensions for each structure.

A 14,612 square foot storage building for U-Haul U-Box containers. The building will be a steel framed structure built on a shallow foundation. The dimensions of the planned building are 125'-6"X115'-6", with a 14'-8"X8' restroom & riser room, and 2 semi unloading docks with approximate dimensions of 71'x12' built along the southeast side.

E. MINOR OR MAJOR SITE PLAN DETERMINATION:

1. Mark all that apply to the proposed project:

- ☐ Fifty (50) or more dwelling units in a multiple family structure or structures
- ☐ Twenty Thousand (20,000) or more square feet of retail or service commercial or industrial floor space
- ☐ Twenty Thousand (20,000) or more square feet of office floor space
- ☐ Fifty Thousand (50,000) or more square feet of exterior storage of materials or goods
- ☐ Parking for more than one hundred fifty (150) motor vehicles
- ☒ More than one (1) retail, service, office or industrial building under common ownership.
- ☐ New manufactured home park or expansion to an existing manufactured home park.

2. If you did not mark any of the above items, your development is classified as a Minor Site Plan. Refer to the Minor Site Plan submittal requirements found in Section E of this application.

3. If any of the above were marked, your development is classified as a Major Site Plan. Refer to the Major Site Plan submittal requirements found in Section E of this application.

F. INSTRUCTIONS FOR FILING / SUBMITTAL CHECKLIST

This checklist must be completed and submitted as part of the Site Plan Application.

☐ **Minor Site Plan:** If the development is classified as a Minor Site, the following shall be submitted:

- ☐ Minor Site Plan Filing Fee - \$40.00
- ☐ A detailed site plan of the proposed project, drawn to scale of not less than one (1) inch to one hundred (100) feet. If the full-size scaled drawing is on a size larger than 11" x 17", five (5) full size printed copies (to scale) must be submitted along with one reduced copy no larger than 11" x 17". Refer to the Site Plan Checklist provided with this application.
- ☐ Note: after the Utility Review Meeting, revised drawings and/or additional full size copies may be required to be submitted.
- ☐ Building Elevations / Architectural Drawings (drawn to scale)
- ☐ Any other information necessary to assist in the review of your development proposal.
- ☐ In addition to the hard copies listed above, a PDF file (scanned at full-size) of the Site Plan drawing and all supporting documentation shall be submitted electronically to city_planner@rswy.net or to laura_leigh@rswy.net.

☒ **Major Site Plan:** If the development is classified as a Major Site Plan, the following shall be submitted:

- ☒ Major Site Plan Filing Fee - \$100.00
- ☒ A detailed site plan of the proposed project, drawn to a scale of not less than one (1) inch to one hundred (100) feet. If the full-size scaled drawing is on a size larger than 11" x 17", ten (10) full size printed copies (to scale) must be submitted along with one reduced copy no larger than 11" x 17". Refer to the Site Plan Checklist provided with this application.
- ☐ Note: after the Utility Review Meeting, revised drawings and/or additional full size copies may be required to be submitted prior to the scheduled Planning and Zoning Commission Meeting.
- ☐ Building Elevations / Architectural Drawings (drawn to scale)
- ☐ Any other information necessary to assist in the review of your development proposal.
- ☐ In addition to the hard copies listed above, a PDF file (scanned at full-size) of the Site Plan drawing and all supporting documentation shall be submitted electronically to city_planner@rswy.net or to laura_leigh@rswy.net.

G. SIGNATURE(S) REQUIRED:

Applicant Certification:

I, the applicant, hereby certify the following:

- I have read, reviewed and understand the attached Site Plan Review Procedures and Site Plan Checklist.
- I understand that incomplete applications will not be processed and will result in delays.
- The information provided with this application, and attached information, 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 is the responsibility of the applicant and/or property owner to secure any and all required Local, Federal and State Permits (i.e. Building Permits, DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Applicant's Signature: _____

Date: _____

11/21/22

Property Owner Consent:

By signature hereon, I certify that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing.

Owner's Signature: _____

Date: _____

11/21/22

Engineer/Surveyor Signature:

By signature hereon, I certify that I am submitting this application on behalf of the applicant. I further certify that I understand that incomplete applications will not be process and will result in delays.

Engineer/Surveyor
Signature: _____

Date: _____

David Shum

11/28/22

- ☒ **Major Site Plan:** If the development is classified as a Major Site Plan, the following shall be submitted:
- ☒ Major Site Plan Filing Fee - \$100.00
 - ☒ A detailed site plan of the proposed project, drawn to a scale of not less than one (1) inch to one hundred (100) feet. If the full-size scaled drawing is on a size larger than 11" x 17", ten (10) full size printed copies (to scale) must be submitted along with one reduced copy no larger than 11" x 17". Refer to the Site Plan Checklist provided with this application.
 - ☐ Note: after the Utility Review Meeting, revised drawings and/or additional full size copies may be required to be submitted prior to the scheduled Planning and Zoning Commission Meeting.
 - ☐ Building Elevations / Architectural Drawings (drawn to scale)
 - ☐ Any other information necessary to assist in the review of your development proposal.
 - ☐ In addition to the hard copies listed above, a PDF file (scanned at full-size) of the Site Plan drawing and all supporting documentation shall be submitted electronically to city_planner@rswy.net or to laura_leigh@rswy.net.

G. SIGNATURE(S) REQUIRED:

Applicant Certification:

I, the applicant, hereby certify the following:

- I have read, reviewed and understand the attached Site Plan Review Procedures and Site Plan Checklist.
- I understand that incomplete applications will not be processed and will result in delays.
- The information provided with this application, and attached information, 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 is the responsibility of the applicant and/or property owner to secure any and all required Local, Federal and State Permits (i.e. Building Permits, DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Applicant's Signature: _____ Date: _____

Property Owner Consent:

By signature hereon, I certify that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing.

Owner's Signature: _____ Date: _____

Engineer/Surveyor Signature:

By signature hereon, I certify that I am submitting this application on behalf of the applicant. I further certify that I understand that incomplete applications will not be process and will result in delays.

Engineer/Surveyor Signature:  Date: 11/15/22

SITE PLAN CHECKLIST

Section 13-904B. of the Rock Springs Zoning Ordinance lists the following as Site Plan items. Failure to show the items necessary for review may result in required site plan revisions and project delays. By submission of the Site Plan Application, the applicant certifies that the information provided is true and correct. Therefore, it is strongly advisable to contact a Wyoming Licensed Engineer or Surveyor to prepare the Site Plan.

- ☒ Name of project/development
- ☒ Project address
- ☒ Location map, including area within one-half (1/2) mile of the project site
- ☒ Names and mailing addresses of developer / owner and engineer / architect
- ☒ Date of plan preparation. Each revision after the original submittal shall also include a revision date.
- ☒ North point indicator
- ☒ Scale of not less than one inch (1) inch to one hundred (100) feet
- ☒ Boundary line of property with all dimensions
- ☒ Location, identification and dimensions of existing and proposed:
 - ☒ Buildings and structures, including setbacks from property lines for all structures
 - ☒ Gross square footage of existing and proposed structures, including number of floors
 - ☒ Utilities and utility rights-of-way/easements, including, but not limited to: electric, natural gas, telephone/cable, water, sewer (sanitary and storm)
 - ☒ Adjacent and on-site streets and street rights-of-way
 - ☒ Parking facilities (including handicap parking) – including dimension of parking stalls, drive aisle widths, etc.
 - ☒ Traffic flow on-site and off-site
 - ☒ Other site improvements including, but not limited to:
 - Fences and retaining walls;
 - Exterior signs (a separate sign permit will be required for new signs);
 - Exterior lighting;
 - Trash Enclosures – must be in an accessory building or in closed containers within a totally screened area;
 - Outdoor storage and display areas;
 - Paved and unpaved surfaces;
 - Sidewalks, walkways, driveways, bikeways;
 - Loading docks
 - ☒ Other easements including but not limited to: access, drainage, pedestrian, etc.
 - ☒ Topographic contours at a minimum interval of two (2) feet, to a distance of one hundred (100) feet outside the property line
 - ☒ Surface water holding ponds and drainage ditches
 - ☒ Surface water drainage arrows
 - ☒ Natural features, including but not limited to: water bodies, location of tree cover (including the designation of trees fifteen (15) inches in diameter or more), significant rock outcroppings, etc.
- ☐ Landscaping Plan (except for industrial zoned property) – including botanical and common names of vegetation to be used, size of planting at time of planting and at maturity, area to be irrigated
- ☒ Site statistics including but not limited to: number of employee and non-employee parking spaces existing and proposed and total square footage of each, site square footage, percent of site coverage, dwelling unit density, percent park or open space, etc.
- ☐ Development Phasing Plan – if applicable
 - ☐ The Site Plan submittal shall clearly delineate phase lines.
 - ☐ A proposed timeline for development of phases shall be included on the face of the Site Plan
 - ☐ Phasing shall not be used to avoid installation of improvements. All required improvements, including fencing, screening, landscaping, parking (paved or unpaved), drive aisles, etc. shall be installed in order to support each phase of development.
 - ☐ All “future” phases of a development shall be maintained in a natural condition or shall be hydro-seeded or otherwise treated to control dust and debris.
- ☐ Cross-sections of property as required by the City Planner or City Engineer
- ☒ Floodplain Development Permit Application if property is located within a designated floodplain.

SITE PLAN REVIEW PROCEDURES

MINOR SITE PLAN REVIEW:

- ❖ Within three (3) working days of submittal, the Planning Department shall review the application for completeness with the Minor Site Plan submittal requirements. If the application does not conform to the submittal requirements, the application will be deemed as incomplete, the applicant will be notified and the application will be returned.
- ❖ Once a completed application is received, approximately 6-10 days after submittal, a Utility Review Committee meeting will be held to discuss your application. It is required that the applicant or a representative attend this meeting. Notice will be sent stating the time, date and location of the meeting. Notices will be sent only to those listed on this application.
- ❖ Agency Review – After it is determined that a complete Minor Site Plan submittal is made, the Planning Department shall refer material to appropriate agencies for review and comment. Comments will be due from the Utility Review Committee members at least seven (7) days after forwarding the Minor Site Plan to the agencies.
- ❖ Based on the complexity of the project, a Utility Review Committee meeting may be scheduled to discuss the project with the Utility Review Committee. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. Meeting notice only will be sent to the parties listed on the application, so be sure to provide all email address of whom you would like to be invited to the meeting. It is required that the petitioner or an assigned representative attend the Utility Review Meeting.
- ❖ The Applicant must make any necessary site plan revisions that provided on the Utility Review Committee's Comment Form and/or are discussed during the Utility Review meeting.
- ❖ After a revised site plan is submitted showing all required site plan revisions, and any additional application approvals are received, planning approval of the Site Plan may be granted or conditionally granted.
- ❖ If unusual or significantly difficult conditions exist which affect the Site Plan, the Zoning Administrator may determine and require that a Minor Site Plan be classified as a Major Site Plan. Such Site Plan shall then be subject to Major Site Plan Application review procedures listed below.
- ❖ If the proposed project requires approval of an additional application (i.e. Floodplain Development Permit, Variance, Conditional Use Permit, etc.) the site plan will not be approved until the other application is granted.
- ❖ The Applicant will be notified via letter (email) of the Site Plan approval. The Site Plan Approval Letter will include the stamped "approved" site plan and all of the comment forms submitted by Utility Review Committee. It is the responsibility of the applicant to contact the commenting Utility Review Committee Member to address any and all conditions placed upon the development during the Site Plan review.
- ❖ Once site plan approval has been granted, the applicant may proceed with obtaining necessary building permits or other permits/approvals from City Departments or outside agencies.
- ❖ When a Minor Site Plan application is denied by staff, an appeal may be taken to the Planning and Zoning Commission in the manner required for a Major Site Plan Application.
- ❖ Site Plan approval does not constitute Building Permit approval. Contact the Rock Springs Building Department at (307) 352-1540 for submittal requirements.
- ❖ If applying for an Occupational Tax Application (Business License), Site Plan Approval does not constitute Business License Approval.

MAJOR SITE PLAN REVIEW:

- ❖ Within three (3) working days of submittal, the Planning Department shall review the application for completeness with the Major Site Plan submittal requirements. A complete Major Site Plan Application must be received at least seventeen (17) days prior to the Planning and Zoning Commission meeting. Refer to the submittal schedule below.
- ❖ If the application does not conform to the submittal requirements, the application will be deemed as incomplete, the applicant will be notified, and the application will be returned.
- ❖ Agency Review – After it is determined that a complete Major Site Plan submittal is made, the Planning Department shall refer material to appropriate agencies for review and comment. Comments will be due from the Utility Review Committee members at least seven (7) days after forwarding the Major Site Plan to the agencies.
- ❖ Based on the complexity of the project, a Utility Review Committee meeting may be scheduled to discuss the project with the Utility Review Committee. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. Meeting notice only will be sent to the parties listed on the application, so be sure to provide all email address of whom you would like to be invited to the meeting. It is required that the petitioner or an assigned representative attend the Utility Review Meeting.
- ❖ At least seven (7) days prior to the Planning and Zoning Commission at which the Major Site Plan is to be considered, the Planning Department shall notify the property owners of land within 200 feet of the boundaries of the proposed Major Site Plan of the time and date of the meeting.
- ❖ The Planning and Zoning Commission shall review the Major Site Plan at a public meeting. In reviewing the Major Site Plan, the Commission shall consider oral or written statements from the applicant, the public, City staff, and the Commission. The following shall be considered by the Commission:
 - Relation of the plan elements to conditions both on and off the property;
 - Conformance to the City's Zoning Ordinance;
 - The impact of the plan on the existing and anticipated traffic and parking conditions;
 - The adequacy of the plan with respect to land use;
 - Pedestrian and vehicular ingress and egress;
 - Building location and height;
 - Site drainage;
 - Open space;
 - Loading and unloading areas;
 - Grading;
 - Signage;
 - Screening;
 - Setbacks;
 - Other related matters.
- ❖ The Commission may approve, deny, table or grant approval with conditions and safeguards as they deem necessary. Major Site Plan applications may not be tabled for more than two (2) regular meetings of the Commission.
- ❖ Major Site Plan applications may be denied by motion of the Commission when such motion or consent shall constitute a finding and determination by the Commission or staff that the conditions required for approval do not exist.

MAJOR SITE PLAN SUBMITTAL DEADLINES:

NOTE: Applications that are not received by **5:00 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.

BE ADVISED: THE APPLICANT (OR ASSIGNED REPRESENTATIVE) MUST ATTEND ALL SCHEDULED MEETINGS.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Submittal Deadline	12/28/2021	1/24/2022	2/21/2022	3/28/2022	4/25/2022	5/23/2022	6/27/2022	7/25/2022	8/29/2022	9/26/2022	10/24/2022	11/28/2022
Review of Completeness	Within three (3) working days after the submittal, the planning Department shall review the application for conformance with the Major Site Plan submittal requirements. If the application does not conform to the submittal requirements, the application will be deemed as incomplete, the applicant will be notified, and the application will be returned.											
Utility Review Comments and/or Meeting *	Utility Review Meetings are held <u>at least</u> 7 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will <u>only</u> be sent to the parties listed on the application so be sure to provide all addresses of whom you would like to be invited to the meeting. It is required that the petitioner or an assigned representative attend the meeting. SEE NOTE BELOW.											
Adjacent Owner Notice	Property Owner Notices are prepared by the City of Rock Springs and are mailed to property owners within 200' of the effected property a minimum of seven (7) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Meeting	1/12/2022	2/9/2022	3/9/2022	4/13/2022	5/11/2022	6/8/2022	7/13/2022	8/10/2022	9/14/2022	10/12/2022	11/9/2022	12/14/2022

IMPORTANT NOTES:

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

EXHIBIT C

Utility Review Comment Forms.



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Clint Zambai (name) have reviewed the plans on behalf of RS Water Dept.
(Dept./Organization) for the above-referenced project.

Email: clint_zambai@rswy.net Phone #: 307-352-1405

Please check as applicable:

- ☐ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☒ Other Comments/Issues (attach separate sheet if necessary):

The existing private hydrant line is out of compliance.
A double check backflow preventer will need to be installed on this line in close proximity to the City of Rock Springs main line.
The proposed service line to the building would be required to have a meter.
All plans, materials, and install must meet City of Rock Springs and Joint Powers Water Board specs.

Plans must be approved by City of Rock Springs + JPWB

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

Clint Zambai
Signature of Reviewer

12/13/2022
Date



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.

MEETING
2:00 p.m.
TUES, DEC 13, 2022

If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Meghan Jackson (name) have reviewed the plans on behalf of Engineering Dept.
(Dept./Organization) for the above-referenced project.

Email: meghan_jackson@rswy.net Phone #: 307-352-1540

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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


Signature of Reviewer

12/13/2022
Date



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I MARTY CAROLLO (name) have reviewed the plans on behalf of All west Communication (Dept./Organization) for the above-referenced project.

Email: marty.carollo@allwest.com Phone #: 307 870 2338

Please check as applicable:

- ☐ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☒ Other Comments/Issues (attach separate sheet if necessary):

easement for telecom needs verified from Foothill to main building

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

Marty Carollo
Signature of Reviewer

12/13/22
Date



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Cathy Greene (name) have reviewed the plans on behalf of P&Z
(Dept./Organization) for the above-referenced project.

Email: cathy_greene@rswy.net Phone #: 307-352-1540

Please check as applicable:

☐ No issues - plans approved as submitted.

☒ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

See attached

☒ Other Comments/Issues (attach separate sheet if necessary):

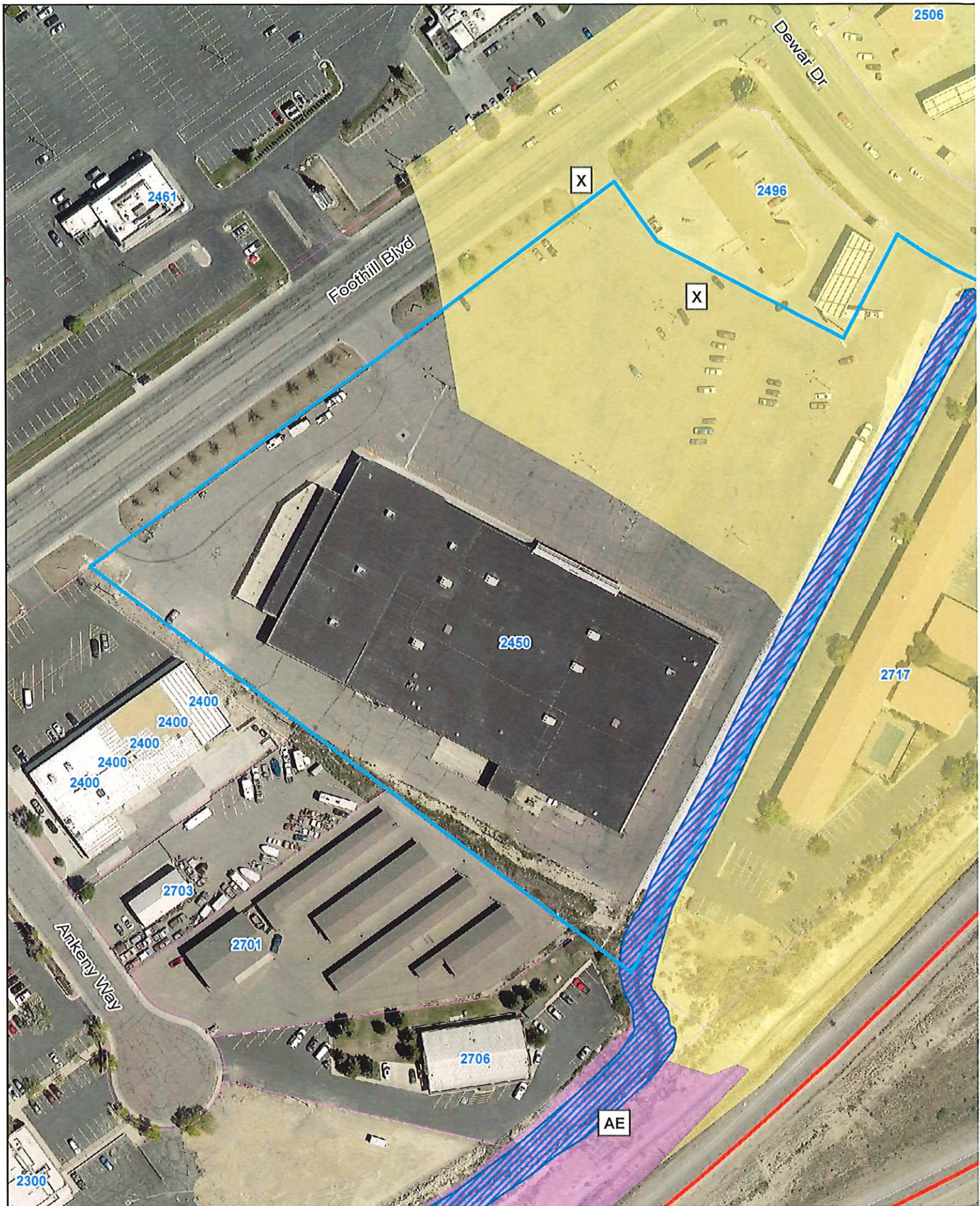
☐ Please provide me with a copy of the Revised Plans for review.

Cathy Greene
Signature of Reviewer

12-13-22
Date

U-Haul U-Box Storage Building – 2450 Foothill Blvd.

1. Letter to revise, withdraw the outside self-storage buildings from the CUP Approval and it to remain for indoor storage units in the former Kmart Building ONLY.
2. Please add language that storage building is for U-Box Containers Only on site plan.
3. Provide further detail on parking, this exceeds parking requirements for proposed structure, however what were the parking requirements for the indoor storage (not yet operational), rental and retail business?
4. All striping to be a minimum of 4" wide and to be completed prior to OC
5. No lighting shown, do you propose exterior lighting?
6. Front parking (shown on previous plan as display area) does not meet the 4' setback from property line. Parked/displayed vehicles shall not protrude past property line. Parking curb stops will suffice to meet this requirement.
7. Please add a note that all signage MUST complete a sign application for Zoning Review and obtain a building permit if required. THIS INCLUDES THE EXISTING SIGNAGE THAT HAS BEEN INSTALLED WITHOUT ANY PERMITTING.
8. Add a note on the plan that NO CONSTRUCTION or DISTURBANCE WILL TAKE PLACE WITHIN THE DESIGNATED AE Floodplain or Floodway without submission, review and approval of a Floodplain Development Permit.
9. Loading docks need to show the actual parking lanes of the tractor trailers. Application states 72', average length is 70 – 80'. Also, what is the anticipated traffic count of these trucks and will there be more than two on site, overnight parking, if so please show. What is the proposed traffic flow of the tractor trailers?
10. Is there fencing along the ditch? If so, please show.
11. Are there any easements? I don't see any shown, are there any access/parking easements with ALTA Convenience Store?
12. If easements are required for utilities, please provide a copy of the easement.
13. List on plan all required permits: Federal, State and City (if any).
14. Clarify the lettering and numbering around the proposed structure.
15. Are there additional entrances on the "west" side of the building, man doors, overhead doors, etc. Are there proposed, sidewalks, ramps, curbing, overhangs?
16. Provide distance to the Dewar Drive Intersection. Also, add width to all three shown accesses and drive aisle near northwest corner of building.
17. Where will Proposed U-Haul Equipment Shunting area be located? See approved SP 8/27/21





Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Christy Austin (name) have reviewed the plans on behalf of Rocky Mtn Power
(Dept./Organization) for the above-referenced project.

Email: christy.austin@pacifiCorp.com Phone #: 307 352-5213

Please check as applicable:

- ☐ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☒ Other Comments/Issues (attach separate sheet if necessary):

We need to discuss options for power.

please email me electrical drawings and we'll go from there.

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

Christy Austin
Signature of Reviewer

12/12/22
Date



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Matt Bider (name) have reviewed the plans on behalf of Building Dept.
(Dept./Organization) for the above-referenced project.

Email: matt_bider@rswy.net Phone #: 3073521540

Please check as applicable:

- ☐ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☒ Other Comments/Issues (attach separate sheet if necessary):

Comments will be made when a complete set of architectural / engineered stamped set of drawings and plan review fees are paid. A soils report will be required, please see attached non residential check list for full building permit application requirements.

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

Signature of Reviewer

12/7/22
Date



City of Rock Springs
Department of Public Services
Building Inspection Office
212 D Street, Rock Springs, WY 82901
Phone: 307-352-1540 Fax: 307-352-1545



CHECK LIST FOR NONRESIDENTIAL BUILDING PERMIT APPLICATIONS

The following items are required of the applicant when making an application for any new project that is not a single family home. The items shown on this checklist must be submitted to the Building Inspection Office at the time of applying for a permit. Items that are not included may result in the application being returned or may delay the review of the project.

1. Two sets of construction drawings. New structures and additions of 5,000 square feet and larger must supply plans as follows:
 - a. Architectural plans must be designed and stamped by a Wyoming registered architect.
 - b. All structural elements to be designed and sealed by a Wyoming licensed structural or civil engineer.
 - c. All mechanical and plumbing plans must be designed and sealed by a Wyoming licensed mechanical engineer.
 - d. All electrical plans must be designed and sealed by a Wyoming licensed electrical engineer.
2. Two sets of project specifications if available for the project.
3. Soils investigation that is site specific and complies with Section 1802 2021 IBC. Note: The foundation design must be based on the soils report recommendations and conditions.
4. Design loads are required to be shown on the plans. Minimum adopted design loads for Rock Springs are:
 - a. Snow load 30 psf. (based on a ground snow)
 - b. Ultimate wind speeds 115-mph exposure C.
 - c. Minimum frost depth 42" below finished grade to bottom of footing.
 - d. Floor loads and any special loads as listed in 2021 IBC.
5. The plans should list the proposed Occupancy Group and Division as defined in 2021 IBC.
6. The plans should list the proposed Type of Construction as defined in 2021 IBC.
7. The plans should list the Mine Subsidence classification as defined by the adopted Mine Subsidence Risk Map. Contact the City Engineering Department at (307) 352-1540. Note: If the proposed structure is located in a classified area, the foundation must be designed to mitigate the effects of the mine subsidence classification. A statement from the Design Engineer must be provided on the plans.
8. A dimensioned site plan showing all utilities, setbacks, streets, alleys and parking. Note: Contact the City Planner for specific requirements for Zoning and Floodplain requirements at (307) 352-1540.
9. Projects requiring grease traps, sand and grease interceptors or any special sewage treatment must be approved by the City of Rock Springs Pretreatment and Collections Supervisor at (307) 352-1466.
10. Restaurants and any food service facility must submit plans to the Sweetwater County Health Department.
11. All Code mandated elements that requires D.E.Q. permits prior to construction of infrastructure must be obtained and submitted prior to building permits being approved and issued.
12. Two full sets and one electronic set of plans that are amended to comply with the Plan Review must be submitted prior to issuance of Building Permit.

Please refer to City Ordinances for exact requirements. Based on specific projects, additional items may be required.

Adopted Codes

2021 International Building Code (ICC) with amendments
2021 International Mechanical Code (ICC) with amendments
2021 International Plumbing Code (ICC) with amendments
2020 National Electrical Code (NFPA) with amendments
2021 International Fire Code
2021 International Existing Building Code

Updated 2/7/22



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.

MEETING
2:00 p.m.
TUES, DEC 13, 2022

If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Josh (name) have reviewed the plans on behalf of Dominion Energy
(Dept./Organization) for the above-referenced project.

Email: joshua.sargent@dominionenergy.com Phone #: 307-708-0860

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

We have an existing service to the building right now, if they are planning on adding gas load to the building we may need to upsize the meter, they can get a hold of me

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

Joshua Sargent
Signature of Reviewer

12-13-22
Date



BRS, Inc.

1130 Major Ave.

Riverton, WY 82501

E-Mail: brs@brsengineering.com

307-857-3079 Fax: 307-857-3080

**City of Rock Springs, Wyoming
Utility Review
Wyoming Abandoned Mine Lands**

To: Utility Review Committee

From: Ryan Reed, BRS Inc., P.E.

Date: 12/8/2022

Project #: PZ-22-00472

Project Address: 2450 Foothill Blvd.

I, Ryan Reed, have reviewed the Project location(s) in relation to potential for abandoned mine subsidence and determined:

- ☐ Property is undermined by abandoned mine workings at an approximate depth of _____
- ☐ Property is adjacent to abandoned mine workings at an approximate depth of _____
- ☒ Property is not impacted by any known abandoned mine workings.

Based upon potential for abandoned mine subsidence:

- ☐ It is Recommended that Remediation efforts be made at the Project location(s).
- ☐ It is Recommended that Exploratory Drilling be completed at the Project location(s).
- ☒ No Remediation Action is Recommended at this time.

Other Comments/Issues:



Signature

12/8/22

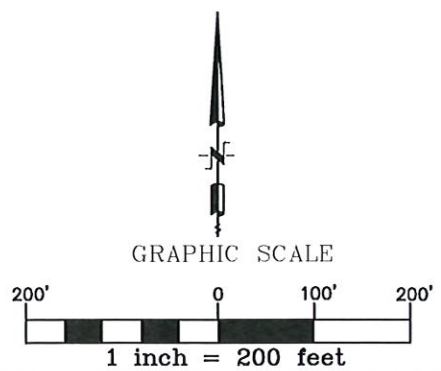
Date



NOTES:
PROPERTY LINES AND MAP ARE SHOWN FOR CONCEPTUAL PURPOSES ONLY AND SHOULD NOT BE USED FOR OTHER PURPOSES. LINES OBTAINED FROM THE COUNTY. NO SURVEY HAS BEEN DONE TO VERIFY ACCURACY. MINE MAPS MAY VARY SUBSTANTIALLY OR ARE INCOMPLETE FROM ACTUAL UNDERGROUND WORKINGS AND CANNOT BE USED FOR THE TOTAL EXTENTS OF ALL WORKINGS.

LEGEND

- PROPERTY BOUNDARY 
- KNOWN HISTORIC UNDERGROUND MINE MAPPING 





Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.



If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Stephen Bacon (name) have reviewed the plans on behalf of Colorado Interstate Gas Co. (Dept./Organization) for the above-referenced project.

Email: steve_bacon@kindermorgan.com Phone #: 719-659-5936

Please check as applicable:

- ☒ No issues - plans approved as submitted.
- ☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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

Stephen D. Bacon, 32253
Signature of Reviewer

Digitally signed by Stephen D. Bacon, 32253
DN: cn=Stephen D. Bacon, 32253, o=St. ROW Agent II, Kinder Morgan ROW, ou=
email=steve_bacon@kindermorgan.com, c=US
Date: 2022.12.27 09:54:37 -0700

12/7/2022
Date



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.

MEETING
2:00 p.m.
TUES, DEC 13, 2022

If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Nathan Reese (name) have reviewed the plans on behalf of Rock Springs Fire Department (Dept./Organization) for the above-referenced project.

Email: nathan_reese@rswy.net Phone #: 307-352-1484

Please check as applicable:

- ☒ No issues - plans approved as submitted.
- ☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☒ Other Comments/Issues (attach separate sheet if necessary):

- Because of the size of the building (14,612 sf) it will have to have a sprinkler system installed.
- Drawing to be submitted prior to any work being done and conforming to the 2021 International Fire Codes.

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

Nathan Reese
Signature of Reviewer

12/12/2022
Date

**Department of Public Services/Planning**

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

Email: cathy_greene@rswy.net

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 7, 2022
Project #:	PZ-22-00472
Project Name:	Major Site Plan - U-Haul U-Box Storage Building
Address/Location:	2450 Foothill Blvd
Description:	Construct a 2nd building on site for U-Box storage.

MEETING
2:00 p.m.
TUES, DEC 13, 2022

If you cannot attend the meeting, please submit this comment sheet prior to the scheduled meeting time. If you attend the meeting, please finalize your comments and submit your comment sheet by 5:00 p.m. on the day of the meeting. Thank you!

I Justin Stewart (name) have reviewed the plans on behalf of WRF
(Dept./Organization) for the above-referenced project.

Email: justin_stewart@rswy.net Phone #: 307-352-1466

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☒ Other Comments/Issues (attach separate sheet if necessary):

Recommend removing grease interceptor at original building during construction

If floor drains are required in the storage area sump(s) and a sand/oil interceptor must be installed per City of Rock Springs Sand/Oil Interceptor Sector Control Policy

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

Justin Stewart

Digitally signed by Justin Stewart
Date: 2022.12.14 07:54:03 -07'00'

Signature of Reviewer

12/14/2022

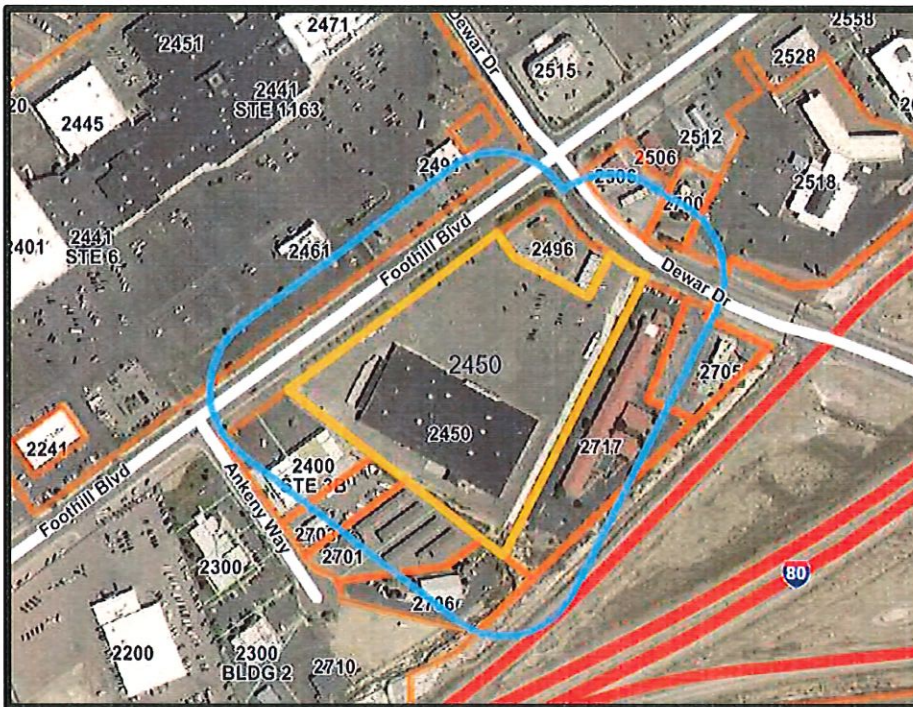
Date

EXHIBIT D
Adjacent Property Owner Letter.

January 4, 2023

Dear Property Owner / Interested Party:

This letter is to inform you that U-Haul Company of Wyoming, represented by JFC Engineers is proposing to construct a second structure at 2450 Foothill Blvd. Records show that this property is adjacent to or near property you own (*see the enclosed site plan and the location diagram below*). The following summarizes the application:



The applicant is requesting Major Site Plan and a new 14,612 square foot storage building zoned B-2 (Community Business). In accordance with Section 13-904 of the Rock Springs Zoning Ordinance, proposed developments consisting of more than one building under the same ownership shall be considered as a Major Site Plan Application which requires approval by the Rock Springs Planning and Zoning Commission.

The Rock Springs Planning and Zoning Commission will consider this request at a public meeting to be held on **Wednesday, January 11, 2023 at 7:00 p.m.** at the Rock Springs City Hall in the 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 Wednesday, January 11, 2023.

Sincerely,

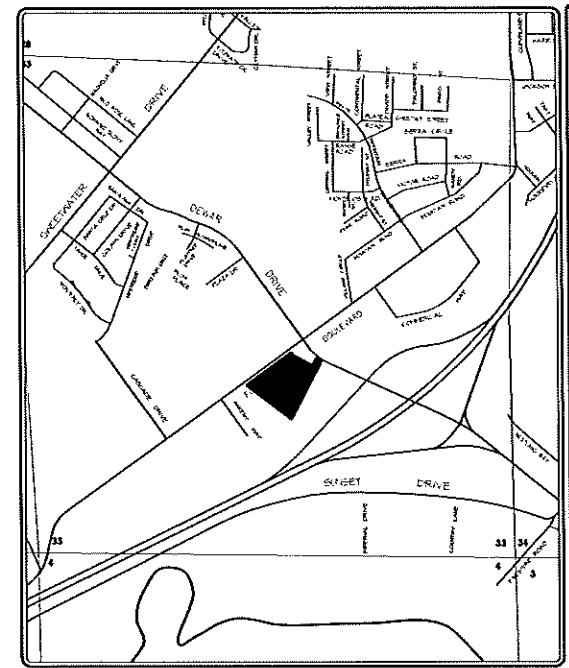
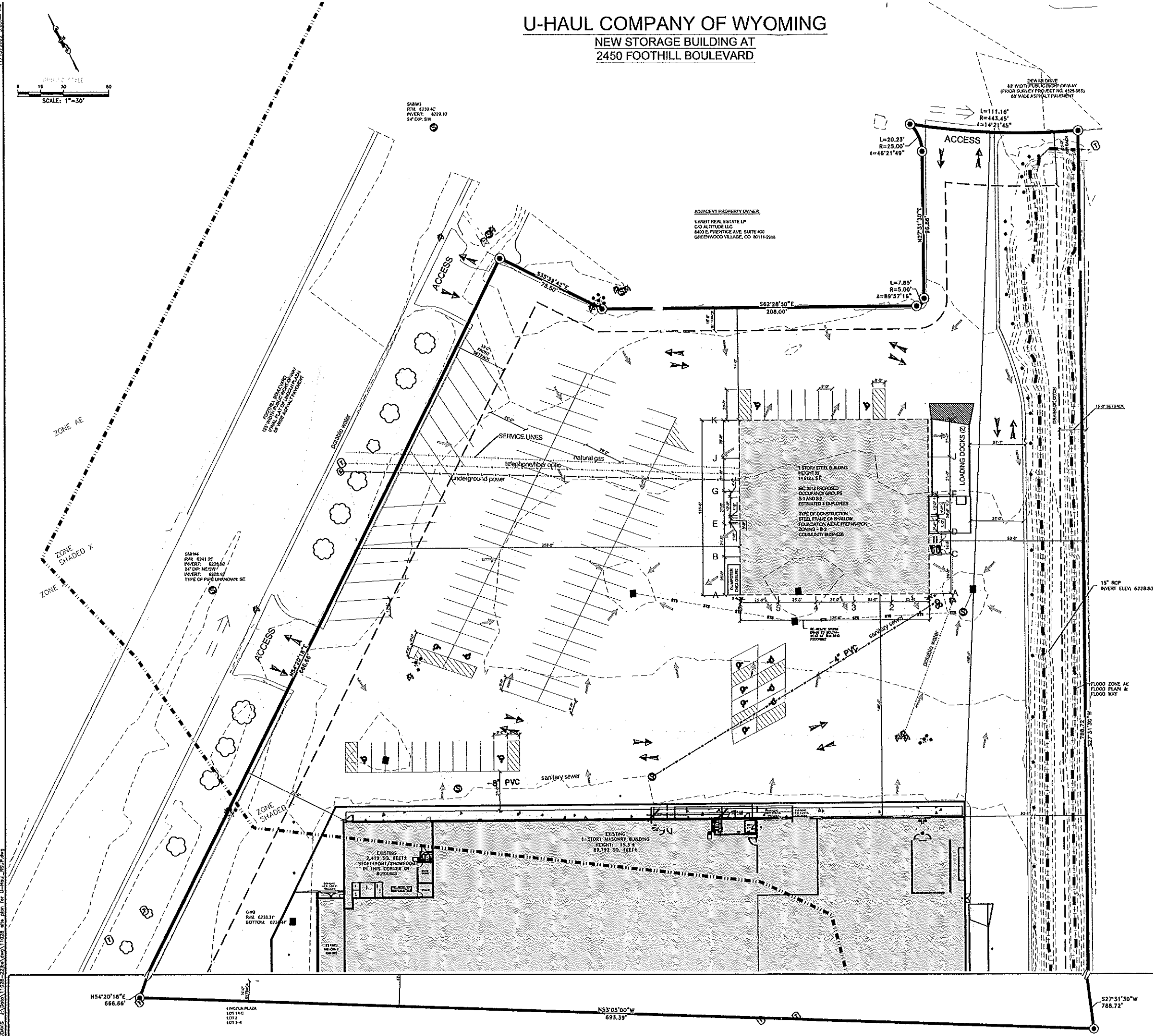
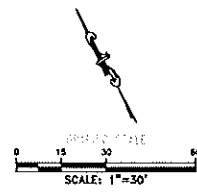


Cathy Greene
City Planner

Enc.

U-HAUL COMPANY OF WYOMING

NEW STORAGE BUILDING AT 2450 FOOTHILL BOULEVARD



VICINITY MAP

NOTES:

LOT SHALL BE GRADED TO DRAIN SURFACE WATER AWAY FROM FOUNDATION WALLS A MINIMUM OF 6" WITHIN THE FIRST 10'. WHERE LOT LINES, WALLS, SLOPES OR OTHER PHYSICAL BARRIERS PRESENT 6" OF FALL WITHIN 10', DRAINS OR SWALES SHALL BE CONSTRUCTED TO ENSURE DRAINAGE AWAY FROM THE STRUCTURE. IMPERVIOUS SURFACES WITHIN 10' OF THE BUILDING FOUNDATION SHALL BE SLOPED A MINIMUM OF 2% AWAY FROM THE BUILDING.

DRAINAGE FROM THIS PROPERTY WILL NOT ADVERSELY AFFECT ADJACENT PROPERTY OWNERS AND I
 HEREBY APPROVE THE DRAINAGE PLAN AS SHOWN HEREON.

THE INTENT OF THIS PLAN IS TO PROVIDE FOR LOCAL DRAINAGE ON THE LOT SO AS TO MINIMIZE IMPACT ON ADJACENT PROPERTIES. IT IS THE RESPONSIBILITY OF THE BUILDER AND THE PROPERTY OWNER TO DESIGN, BUILD, AND LANDSCAPE THE LOT TO PRESERVE AND ENHANCE THE OVERLOT GRADING AND DRAINAGE SCHEME.

PROPERTY INFORMATION:

SITE SQUARE FOOTAGE:	335,848 OR 7.71 ACRES
PERCENT OF SITE COVERAGE:	31.1%

PARKING REQUIREMENTS:

90 SPACES FOR 89,752 SQ. FEET
15 SPACES FOR 14611 SQ. FEET
TOTAL SHOWN 129
TOTAL HANDICAP SPACES 13 SPACES

LEGEND:

- [illegible]

DEVELOPER:
U-HAUL COMPANY OF WYOMING
4000 EAST 2ND STREET
CASPER, WY 82609

PROPERTY OWNER:
AMERCO REAL ESTATE COMPANY
 2727 N. CENTRAL AVE. SUITE 500
 PHOENIX, AZ 85004-1120

PROJECT TITLE:
SITE PLAN FOR PROPOSED STORAGE BUILDING
SECTION 33 SE1/4, TRACT, T19N, R105W
U-HAUL COMPANY OF WYOMING
ROCK SPRINGS, WYOMING

DRAWING TITLE:
SITE PLAN

DRAWN BY:
JEK/JLD
CHECKED BY:
JBE
SCALE:
1" = 30'
DATE:
11/08/2022
PROJECT NO:
11042-22E
SHEET NO:



PLANNING & ZONING COMMISSION
STAFF REPORT
Meeting: January 11, 2023 at 7:00 p.m.

REPORT SUMMARY			
Agenda Item:	New Business #2	Project Number:	PZ-22-00479
Project Name:	LAMAR Digital Billboard		
Project Address:	1100 Elk Street		
Project Description:	Conditional Use Permit – collocation on the property 13-818.D.4 Conditional Use Permit – digital billboard 13-818.D.5		
Applicant:	Jamie Rideoutt LAMAR 1808 Pacific Ave, Suite 1 Cheyenne, WY 82007	Property Owner:	Restoration Ministries Church International c/o Laurie Emmett PO Box 1768 Rock Springs, WY 82902
Engineer:	N/A	Surveyor:	Terry Waters JFC Engineers & Surveyors 1682 Sunset Drive Rock Springs, WY 82901
Public Notification:	Adjacent Property Letters Mailed January 4, 2022; Public Hearing Notice – Not Required for Conditional Use Permits		
Current Master Plan Land Use Designation:	C (Commercial) & LDR (Low Density Residential)	Proposed Master Plan Land Use Designation:	N/A
Current Zoning District	B-2 (Community Business) & R-2 (Low Density Residential)	Proposed Zoning District	N/A
References:	<ul style="list-style-type: none"> Rock Springs Zoning Ordinance §13-818. Signs Rock Springs Zoning Ordinance §13-905. Procedure for Conditional Use Permit Approval 		
Attachments:	<ul style="list-style-type: none"> A. Application B. Site Plan and Sign Details C. Adjacent Property Owner Letter D. Utility Review Comment Forms 		

PETITION:

The applicant has applied for two Conditional Use Permit requests regarding a digital billboard to be located on property addressed as 1100 Elk Street. The application is included as **Attachment A**. The following summarizes the two requests:

- 1) The applicant is requesting approval to construct a digital/static billboard. Please refer to the attached site plan found in **Attachment B**. In accordance with §13-818.D.4.h of the Zoning Ordinance, “Collocation - Conditional Use Permit approval by the Rock Springs Planning and Zoning Commission required if other uses are on the property”.
- 2) In accordance with §13-818.D.5.a of the Zoning Ordinance, “Approval – Conditional Use Permit approval by the Planning & Zoning Commission required, pursuant to 13-905. The following findings of fact shall be made... ” by the Rock Springs Planning and Zoning Commission.



Figure 1: Location Map

As shown in Figure 1, the property is located along Elk Street (aka Rte. 191). The subject property is located within Bellview Addition, a platted subdivision.

The property contains a storage shed/former cabin, a mobile vendor with site plan approval to be stationary for more than 30 days at a time and an existing billboard.

PUBLIC NOTIFICATION:

Adjacent Property Owner Notice letters were mailed to property owners located within 200 feet of the boundaries of the subject property on January 4, 2023. Refer to **Attachment C**. At the time this report was prepared, no comments had been received.

Staff will advise the Commission of any comments are received after the date of this report.

UTILITY REVIEW:

This item was forwarded to the Utility Review Committee for comments due by December 21, 2022. All of the comment forms that were submitted can be found in **Exhibit D**.

Definitions

In accordance with §13-818.B of the Rock Springs Zoning Ordinance, the following definitions apply to this request:

- **Billboard or Off-Premise Sign:** A permanently affixed freestanding sign whereon advertising matter is displayed conspicuously and which advertising does not apply to the premises or any use of the premises upon which the signage is located.
- **Digital Billboard Sign:** An Off-Premise Electronic Message Board Sign.

In June 2012, the Rock Springs City Council formally adopted the current sign regulations found in §13-818 of the Zoning Ordinance. The following analysis of the proposed digital billboard is based upon those regulations.

Analysis

The property is adjacent to Elk Street, a WYDOT right-of-way. In accordance with §13-818.D of the Zoning Ordinance, Conditional Use Permit approval by the Planning and Zoning Commission is required for digital billboards located in the B-2 Zoning District.

Per §13-818.D.(4) of the Zoning Ordinance, the following conditions of approval are required for all **Billboards**:

	Conditions of Approval	Status
(a)	Area: 672 square feet maximum, if within 660 feet of interstate highway right-of-way, 288 square feet maximum, if beyond the 660 feet interstate highway zone.	Met. Location is beyond the 660' interstate highway zone. Proposed 288sf meets maximum requirement.
(b)	Height: Double-faced signs – see Sign Area in the definitions section of this Ordinance. Height - 40 feet maximum. May be exceeded with Conditional Use Permit approval by the Planning & Zoning Commission, pursuant to §13-905.	Met. Proposed height is 32'
(c)	Clearance: 10 feet above ground level minimum.	Met. Proposed clearance is 20'.
(d)	Number: 1 maximum per lot or parcel.	Met. No other billboards on parcel (existing billboard to be removed)
(e)	Location:	
	(i). No projection beyond the property line of the parcel/lot where it is erected.	Will be a condition of approval.
	(ii). No part of the sign, including the footing, shall be located in a recorded easement.	Need revised site plan, per UR Comments.
	(iii). No obstruction, overhang or interference with existing utilities.	Need revised site plan, per UR Comments.

(f)	Setback: 10 feet from any part of billboard to the street right-of-way line and 10 feet from any part of billboard to side lot lines.	Need revised site plan, per UR Comments.
(g)	Separation: 500 feet along the same side of the road, if a traditional billboard 1500 feet along the same side of the road, if a digital billboard.	Need revised site plan, per UR Comments.
(h)	Collocation: Conditional Use Permit approval by the Planning & Zoning Commission required if other uses are on the property.	CUP required. Building on the property; currently a storage building.

Per §13-818.D.(5), the following conditions of approval are listed specifically for Digital Billboards:

	Conditions of Approval	Status
(a)	Approval: Conditional Use Permit approval by the Planning & Zoning Commission required, pursuant to §13-905. The following findings of fact shall be made:	
	(i). The digital billboard has no or minimal adverse impacts on traffic and will not obscure or otherwise interfere with an official traffic sign, signal or device, or obstruct or otherwise interfere with the driver's view of approaching, merging, or intersecting traffic, said determination to be made the Director of Engineering and Operations, County Engineer and/or WYDOT, as appropriate; and	Both WYDOT and the City's Engineering Dept. have granted approval, per UR comments.
	(ii). The digital billboard is sited such that it will not block views of any historic structure, public park, cemetery, playground or significant landmark.	n/a
(b)	Dwell Time: 10 seconds, minimum.	Will be a condition of approval. Post construction report required.
(c)	Transitions: 2 seconds or less using immediate, dissolve, or fade method.	Will be a condition of approval. Post construction report required.
(d)	Lighting: Messages/copy shall not increase the ambient lighting level by more than 0.3 foot candles when measured via a foot candle meter based upon the sign area and distance from the sign, as follows:	
	(i). Up to 242 square feet – 150 feet.	n/a
	(ii). 243 to 378 square feet – 200 feet.	Will be a condition of approval. Post construction report required.
	(iii). 378 to 672 square feet – 250 feet.	n/a
	(iv). At the property line of a single family dwelling located in a zoning district where billboards are prohibited.	Will be a condition of approval. Post construction report required.
(e)	Sensing: A light sensing device shall be used to adjust the brightness as ambient light conditions change to meet the requirements above.	Will be a condition of approval. Specifications required.
(f)	Other: Digital billboards shall also comply with §13-818.D.(4), Billboard / Off-Premise Signs.	See above.

PROCEDURE:

Conditional Use Permits are reviewed in accordance with §13-905. The Planning and Zoning Commission grants the final determination of the Conditional Use Permit. They are not forwarded to the City Council for review. As noted in §13-905.D., the Commission “shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding lands, existing and anticipated traffic conditions including parking facilities on adjacent streets and land, and the effect of the proposed use on the Comprehensive Plan. The Commission may grant the application by motion, imposing such conditions and safeguards as it deems necessary, or it may deny the application.”

Staff Recommendation –

Staff will provide a recommendation following any public comment.

ATTACHMENT A

APPLICATION



CITY OF ROCK SPRINGS CONDITIONAL USE APPLICATION

Planning & Zoning Division
212 D Street Rock
Springs WY 82901
307.352.1540 (phone)
city_planner@rswy.net

City Use Only:

Date Received 11-21-2022 *still need sign application File Number: P2-22-00479

A. PROJECT/BUSINESS NAME: Digital Billboard for Lamar Advertising

B. PROPERTY ADDRESS: 1100 Elk Street

(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.)

C. 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.

Primary Contact Person (Applicant):

Jamie Rideoutt

Name

1808 Pacific Ave, Suite 1

Mailing Address

307-234-9107

Phone Number

Cheyenne

City

jrideoutt@lamar.com

Email Address

WY

State

82007

Zip

Property Owner Information:

Laurie Emmett

Name

PO Box 1768

Mailing Address

307-389-4741

Phone Number

Rock Springs

City

delemmett@msn.com

Email Address

WY

State

82902

Zip

Engineer Information (if applicable):

Engineer's Name

Email

Company Name

Phone Number

Fax Number

Mailing Address

City

State

Zip

Surveyor Information (if applicable):

Terry Waters

Surveyor's Name

JFC Engineers & Surveyors

Company Name

1682 Sunset Drive

Mailing Address

twaters@jfc-wyo.com

Email

307-362-7519

Phone Number

Rock Springs

City

307-362-7569

Fax Number

WY

State

82901

Zip

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
- ☐ Unpaved Parking Area (B-2 Zoning District)
- ☐ Use of Explosives
- ☐ Wireless Communication Facility in Residential Zoning District
- ☒ Other, please specify: Digital Billboard

**C.U.P. Requiring
Staff Level Approval**

- ☐ Accessory Structure Exceeding Height of Primary Structure
- ☐ Special Purpose Fence
- ☐ Unpaved Parking Area (Industrial)
- ☐ Land Reclamation, Mining, & Soil Processing
- ☐ Garage Exceeding Three (3) Doors
- ☐ Driveway Access Exceeding 65% Street Frontage
- ☐ Sign
- ☐ Other, please specify: _____

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.

Lamar is applying for the intended Conditional Use of a digital billboard at the proposed location pursuant to Article 13-818. The billboard would be a permanent fixture. The proposed billboard will be 32' overall height, back to back (double-faced) and 288 sq. ft. per face. The billboard will be a monopole, center mount structure.

The intended use will comply with all requirements for digital billboards from the City of Rock Springs and WYDOT.

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

There's one existing Lamar billboard on the property. Also, there's one existing structure, a store for Neil's Coffee.

We are proposing to takedown and replace the existing billboard structure with a new permanent LED Digital Billboard structure. The billboard will be a back to back (double-faced), illuminated monopole, center mount structure; one face (south) will be digital and the other face (north) will be static. The dimensions of the proposed billboard will be 12' x 24' (288 sq. ft. per face) with an overall height of 32'.

3. Describe the effect of the proposed Conditional Use upon the health, safety, and general welfare of the occupants of surrounding lands, existing and anticipated traffic conditions including parking facilities on adjacent streets and land.
- None that I know of.

E. SUBMITTAL REQUIREMENTS:

All items shall be submitted together as a consolidated packet. Incomplete applications will not be reviewed and will be returned to the applicant.

For items requiring review by the Planning and Zoning Commission, the City of Rock Springs must receive the complete application by the submission deadlines found in the "Applicant's Guide to Conditional Use Permits" supplemental handout. Applications submitted after the submission deadlines will be postponed until the following month's Planning & Zoning Commission Meeting.

Initial next to each item to verify that the item is attached to this application:

MANDATORY ITEMS:	
X	Filing Fee of \$60.00 (Checks made payable to the City of Rock Springs)
X	Completed Application (signed by Applicant and Property Owner)
X	Two (2) full sized site plan drawings (printed to scale) – see attached Site Plan Checklist
X	One (1) reduced site plan (no larger than 11" x 17") – only if full-size site plan is larger than 11" x 17"
OPTIONAL ITEMS (BUT <u>STRONGLY ENCOURAGED</u> TO PREVENT DELAYS IN APPROVAL):	
	Building Elevations / Architectural Drawings
	Floor plans of building interior to show areas of use
	Property photos
	Additional information to support the Conditional Use request

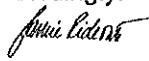
F. SIGNATURES REQUIRED:

Applicant Certification:

I, the applicant, hereby certify the following:

- I have read, reviewed and understand the attached Site Plan Checklist, Conditional Use Review Procedures & Submission Deadlines.
- I understand that incomplete applications will not be processed and will result in delays.
- The information provided with this application, and attached information, 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 is the responsibility of the applicant and/or property owner to secure any and all required Local, Federal and State Permits (i.e. Building Permits, DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Applicant's Signature: _____



Date: Nov 16, 2022

Property Owner Consent:

By signature hereon, I certify that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing.

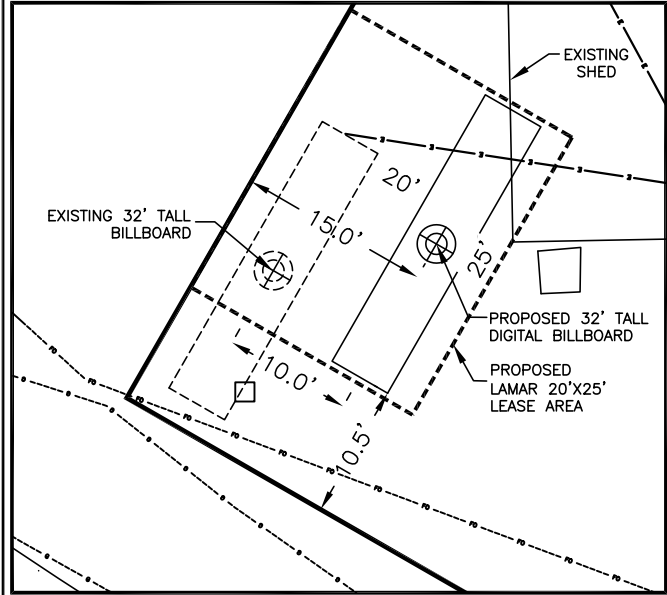
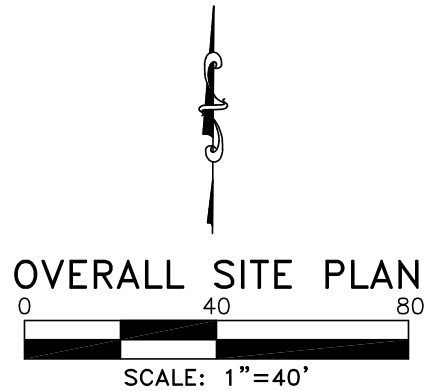
Owner's Signature: _____



Date: Nov 16, 2022

ATTACHMENT B

SITE PLAN & SIGN DETAILS

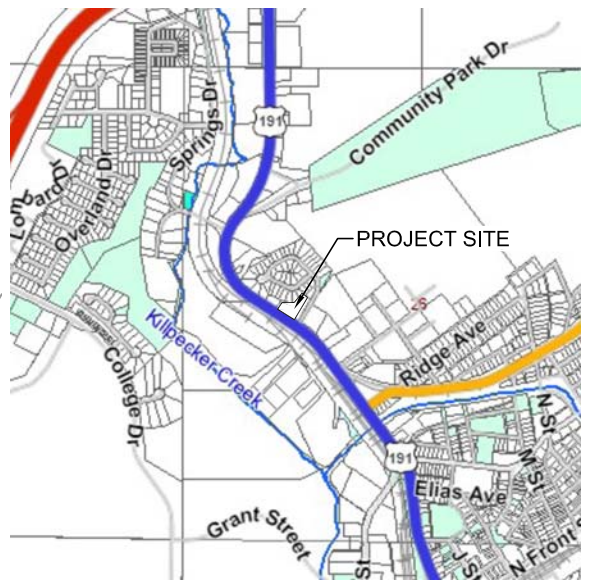
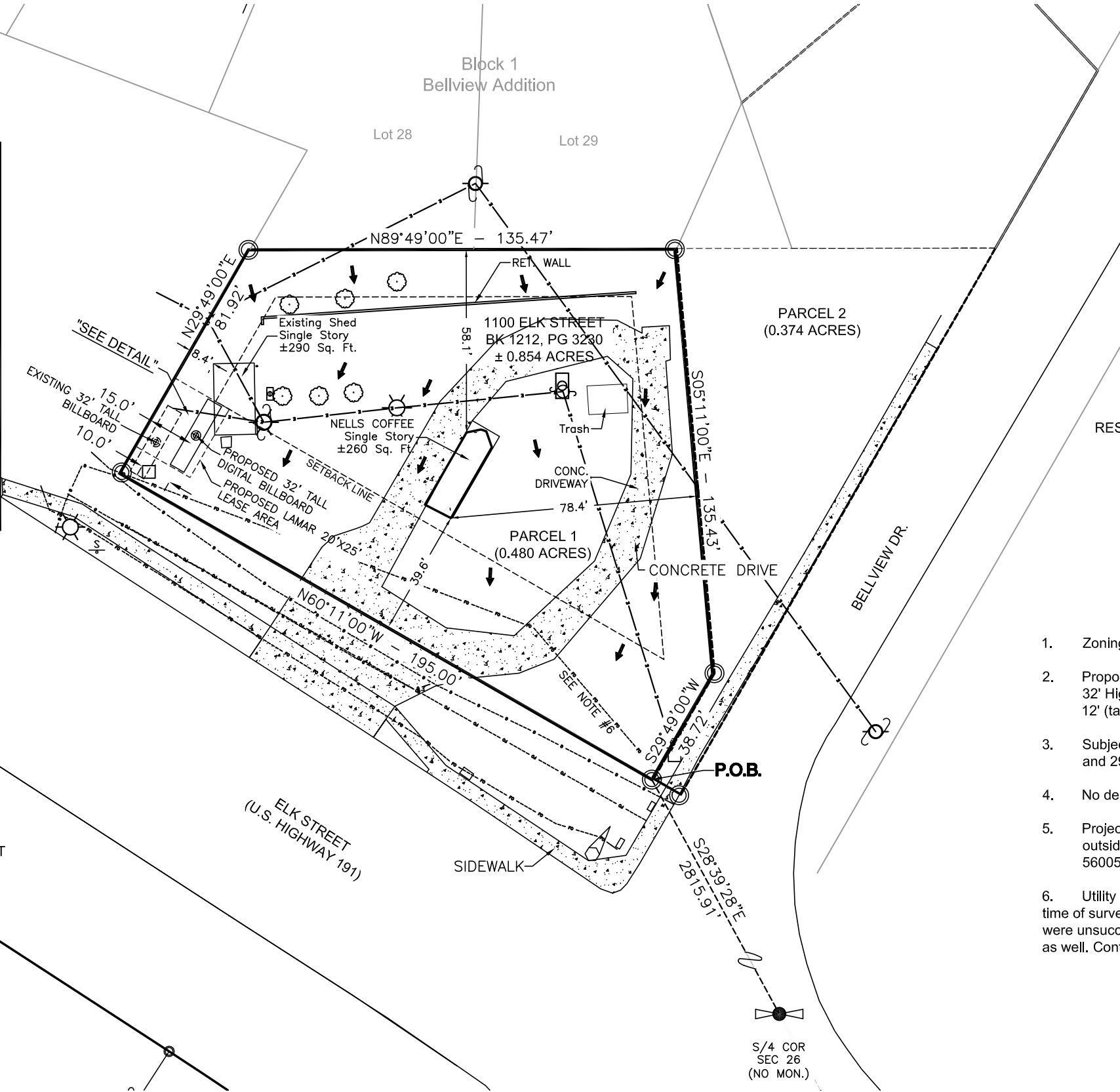


DETAIL

SCALE: 1" = 15'

LEGEND

- SURVEY MONUMENTS FOUND
- PROPOSED BILLBOARD EASEMENT
- OVERHEAD ELECTRICAL
- FIBER OPTIC
- BURIED GAS PIPELINE
- EXISTING TREE
- UTILITY POLE
- LIGHT POLE
- POWER POLE
- TRAFFIC SIGNAL
- GAS METER
- DRAINAGE ARROW



VICINITY MAP

N.T.S.

OWNERSHIP INFORMATION:
RESTORATION CHURCH MINISTRIES INTERNATIONAL
P.O. Box 1768
ROCK SPRINGS, WY 82902-1768

DEVELOPER/LEASEE:
LAMAR OF WYOMING & WESTERN NEBRASKA
2056 NORTH SKYVIEW DRIVE
CASPER, WY 82601

GENERAL INFORMATION

- Zoning - B2 Community Business
- Proposed Digital Billboard Dimensions:
32' High from grade
12' (tall) x 24' (wide) Face
- Subject property adjoins Residential Lots 28 and 29 of the Bellview Addition.
- No designated parking areas on property.
- Project area lies in Zone X - Areas determined to be outside 500-year flood plain on Flood Insurance Rate Map Number 560051 0005 E, which bears an effective date of July 27, 2011.
- Utility location UNKNOWN. Survey observed Centurylink pinflags at time of survey, however, all efforts to locate Fiber Optic line at this location were unsuccessful. No recorded easement was recovered for this location as well. Contact One Call of Wyoming before any excavation begins

PO BOX 2026
ROCK SPRINGS, WY 82902
PHONE (307) 362-7519
FAX (307) 362-7569
http://www.jfc-wyo.com

JFC ENGINEERS SURVEYORS

811
Know what's below.
Call before you dig.

PROJECT TITLE:
SITE PLAN - PROPOSED DIGITAL BILLBOARD
LAMAR OUTDOOR ADVERTISING
1100 ELK STREET
ROCK SPRINGS, WYOMING
Copyright © by JFC. Reproduction or other use of this drawing is prohibited unless authorized by JFC.

DRAWING TITLE:
SITE PLAN

DRAWN BY:
tak/TLW

CHECKED BY:
GGF

SCALE:
1" = 40'

DATE:
9/21/22

PROJECT NO:
10923-22S

SHEET NO:
1092301

ATTACHMENT C

ADJACENT PROPERTY OWNER LETTER

January 4, 2023

Project #: PZ-22-00479

Dear Property Owner / Interested Party:

This letter is to inform you that Jamie Rideoutt, representing LAMAR, has submitted a request for **Conditional Use Permit** approval to construct a new digital billboard on property located at 1100 Elk Street, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (see map below). Specifically, the Conditional Use Permit request is for the following:

- 1) A **Digital Billboard**, 288 square feet, please refer to the attached diagram.
- 2) The Digital Billboard is proposed to have a total **height of 32 feet**.
- 3) The Digital Billboard will be **collocated with another use** on the property.

In accordance with §13-818.D of the Rock Springs Zoning Ordinance, Conditional Use permit approval by the Planning and Zoning Commission is required for digital billboards located in the B-2 (Community Business) Zoning District.

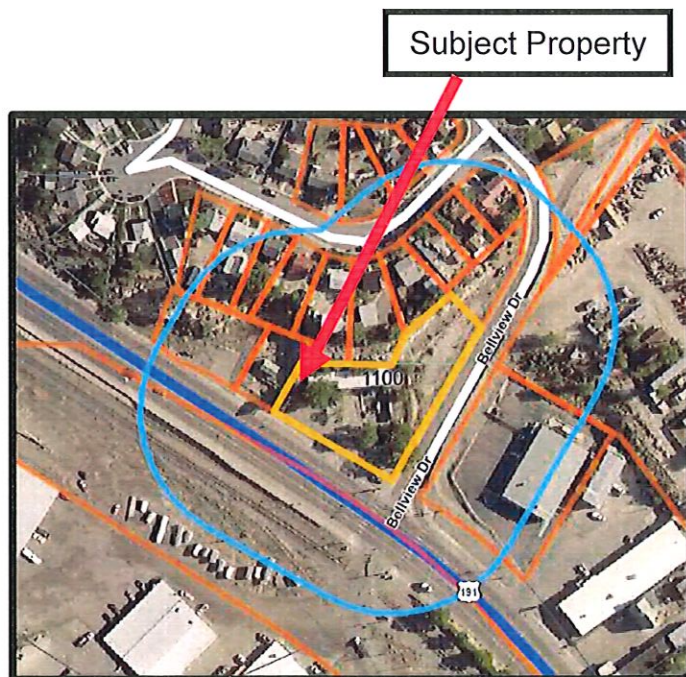
The Rock Springs Planning and Zoning Commission will consider this request at a public meeting held on Wednesday, January 11, 2023 at 7:00 p.m. in the Rock Springs City Hall Council Chambers. Interested persons or parties are encouraged to attend the meeting or submit written comments. Written comments can be mailed or hand delivered to the address above or emailed to city_planner@rswy.net. Written comments will be accepted no later than 12:00 p.m. on Wednesday, January 11, 2023.

Sincerely,



Cathy Greene
City Planner

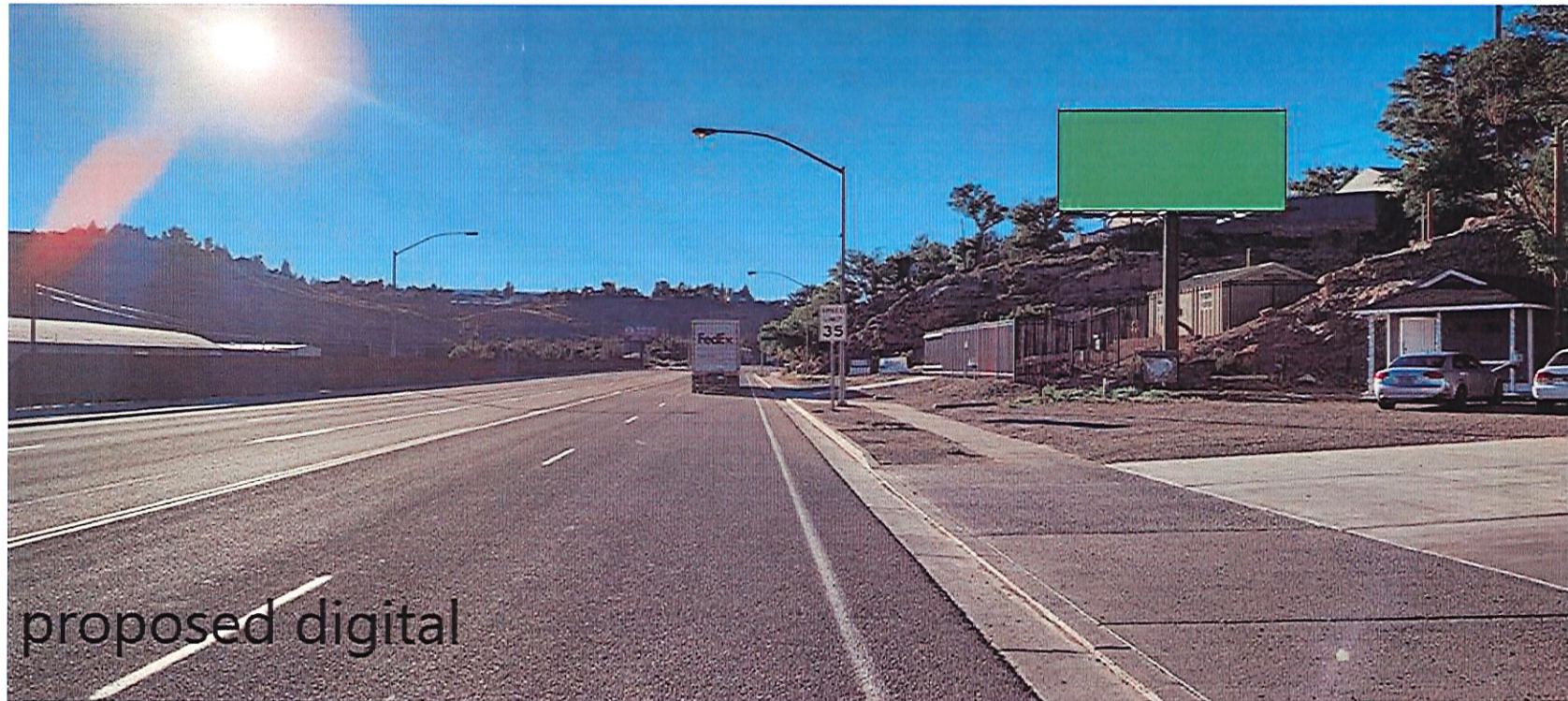
Enc.



Report packet page 94



1808 Pacific Avenue, Suite 1 | Cheyenne, WY 82007



1808 Pacific Avenue, Suite 1 | Cheyenne, WY 82007

BACHICHA HELEN C ETAL
162 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

FAIGL THOMAS A
2004 PARKVIEW AVE
ROCK SPRINGS, WY 82901-6728

JIMENEZ KENNETH L
127 BELLVIEW DR
ROCK SPRINGS, WY 82901-4501

LEWIS DAVID S
125 BELLVIEW DR
ROCK SPRINGS, WY 82901-4501

PRAIRIE DOG PROPERTIES LLC
247 INDUSTRIAL DR
ROCK SPRINGS, WY 82901-4049

SALAZAR JEREMY J & SUTTON FAITH R
129 BELLVIEW DR
ROCK SPRINGS, WY 82901-4501

UNION PACIFIC RAILROAD CO ATTN
GERRY WHITE SENIOR MANAGER TAX
1400 DOUGLAS STOP 1640
OMAHA, NE 68179-1001

WEST CHRIS
164 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

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

HAUSER RANDY A
152 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

KELLY CHARLENE KAY
156 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

LLOYD AUSTIN M
158 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

RESTORATION MINISTRIES CHURCH
INTERNATIONAL
PO BOX 1768
ROCK SPRINGS, WY 82902-1768

SCROGGINS ROBERT C & CYNTHIA D
166 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

VUGRINEC JEREMY T
154 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

WEST CHRIS K & FLORES REINA L
164 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

DOMINION ENERGY QUESTAR PIPELINE
COMPANY ATTN TRAVIS HOLMAN
C/O DOMINION ENERGY SERVICES PO
BOX 27026
RICHMOND, VA 23261-7026

JEREB JACOB SR & JOAN
150 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

LEE DAVID A & LAVONNA M
107 BELLVIEW DR
ROCK SPRINGS, WY 82901-4501

MINERAL CITY DEVELOPMENT LLC C/O
TODD GNOSE
295 JODY CT
MESQUITE, NV 89027-1600

RICHARD N REESE FAMILY LTD
LIABILITY CO LLC
PO BOX 708490
SANDY, UT 84070-8490

SWEENEY THOMAS P JR
160 BELLVIEW DR
ROCK SPRINGS, WY 82901-4504

WATERDOG PROPERTIES LLC
PO BOX 516
ROCK SPRINGS, WY 82902-0516

ATTACHMENT D

UTILITY REVIEW COMMENT FORMS



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 14, 2022
Project #:	PZ-22-00479
Project Name:	Digital Billboard for Lamar Advertising
Address/Location:	1100 Elk Street
Description:	Proposed digital billboard on a leased area shown on site plan.



There will be no meeting for this item, therefore, please provide detailed comments below. Please submit your Comment Sheet by 5:00 p.m. on WEDNESDAY, December 21, 2022. Thank you!

I Cathy Greene (name) have reviewed the plans on behalf of Planning & Zoning (Dept./Organization) for the above-referenced project.

Email: cathy_greene@rswy.net

Phone #: 307-352-1540

Please check as applicable:

- ☐ No issues - plans approved as submitted.
☒ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

See attached.

☐ Other Comments/Issues (attach separate sheet if necessary):

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

Cathy Greene

Signature of Reviewer

12/27/22

Date

Planning Review Notes – CUP LAMAR Digital Billboard

1. Provide overall detail showing width and length of entire structure, from birds eye view to determine if setbacks are met. Sign frame detail sheet shows 5' inside the frame and 5' to outside of frame, please clarify exact width including the actual mounted signage, catwalk, etc.
2. Add note, stating there is no obstruction, overhand or interference with existing utilities.
3. Add note to state that “no recorded easements are located in the leased area”. As note #6, sounds like no centurylink/fiber easements were found.
4. Height, please clarify if the proposed sign will be at the same overall elevation. By moving it back to meet the front setback, this site does have a rise in elevation.
5. Site plan is not printed to scale, please provide to scale drawings so I can confirm setbacks. Clearly show that ALL parts of the billboard meet the 10' setback from front and side property lines.
6. Add note or comment to the proximity of other billboards to this one.
7. Report showing that dwell time, transitions, lighting and sensing all meet the Ordinance requirements will be required AFTER installation, before final sign off.



Cathy Greene <cathy_greene@rswy.net>

Proposed sign structure

3 messages

Ken Dejersey <ken.dejersey@wyo.gov>

Thu, Dec 15, 2022 at 12:22 PM

To: Cathy Greene <cathy_greene@rswy.net>, Darin Kaufman <darin.kaufman@wyo.gov>

Good afternoon Cathy,

I manage the ODA Program for WYDOT. I am unclear if Lamar is building another structure at this location or are they wanting to change the existing sign to a digital? It is a conforming structure and WYDOT does approve a change from static to digital. But **Lamar is** still subject to whatever rules and regulations you may have in place concerning this.

If they intend to build a new structure it must be 100' away from the existing sign structure. There is room for this at this location. They would need to apply for a permit for this from WYDOT and also be in compliance with whatever rules and regulations the city has in place for signs.

Please do not hesitate to contact me with any questions or concerns that you may have 777-4121.

Thank You

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

Cathy Greene <cathy_greene@rswy.net>

Fri, Dec 16, 2022 at 2:32 PM

To: Ken Dejersey <ken.dejersey@wyo.gov>

Hi Ken,

In the application they specify it will be a new structure, replacing the existing. If you look at the 2 or 3 page of the CUP application attached it should answer your questions.

Regards,
[Quoted text hidden]
--

Cathy Greene, City Planner


Departments of Engineering / Operations & Public Services

City of Rock Springs

212 D Street, Rock Springs, WY 82901

307-352-1540

2 attachments

 **RS Conditional Use & Sign Applications for digital billboard - signed.pdf**
877K

 **10923 SITE PLAN_092322 (1).pdf**
415K

Ken Dejersey <ken.dejersey@wyo.gov>
To: Cathy Greene <cathy_greene@rswy.net>

Mon, Dec 19, 2022 at 7:36 AM

Good morning Cathy,

Yes I see it on page 2. WYDOT does not have a problem with this as the structure is conforming. no new permit will be required as this will be the same permit that was approved for that location.

Thank You

[Quoted text hidden]



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 14, 2022
Project #:	PZ-22-00479
Project Name:	Digital Billboard for Lamar Advertising
Address/Location:	1100 Elk Street
Description:	Proposed digital billboard on a leased area shown on site plan.



There will be no meeting for this item, therefore, please provide detailed comments below. Please submit your Comment Sheet by 5:00 p.m. on WEDNESDAY, December 21, 2022. Thank you!

I Nathan Reese (name) have reviewed the plans on behalf of Rock Springs Fire Department (Dept./Organization) for the above-referenced project.

Email: nathan_reese@rswy.net Phone #: 307-352-1484

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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

Nathan Reese
Signature of Reviewer

12/16/2022
Date



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 14, 2022
Project #:	PZ-22-00479
Project Name:	Digital Billboard for Lamar Advertising
Address/Location:	1100 Elk Street
Description:	Proposed digital billboard on a leased area shown on site plan.



There will be no meeting for this item, therefore, please provide detailed comments below. Please submit your Comment Sheet by 5:00 p.m. on WEDNESDAY, December 21, 2022. Thank you!

I Christy Austin (name) have reviewed the plans on behalf of Rocky Mountain Power (Dept./Organization) for the above-referenced project.

Email: christy.austin@pacifiCorp.com Phone #: 307-352-5213

Please check as applicable:

- ☐ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☒ Other Comments/Issues (attach separate sheet if necessary):

Please call when ready to discuss power needs.

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

Christy Austin
Signature of Reviewer

12/15/22
Date



Department of Public Services/Planning
212 'D' Street, Rock Springs, WY 82901
Tel: 307-352-1540
Cathy Greene, City Planner

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 14, 2022
Project #:	PZ-22-00479
Project Name:	Digital Billboard for Lamar Advertising
Address/Location:	1100 Elk Street
Description:	Proposed digital billboard on a leased area shown on site plan.

NO MEETING
COMMENTS
ONLY

There will be no meeting for this item, therefore, please provide detailed comments below. Please submit your Comment Sheet by 5:00 p.m. on WEDNESDAY, December 21, 2022. Thank you!

I Meghan Jackson (name) have reviewed the plans on behalf of Engineering Dept.
(Dept./Organization) for the above-referenced project.

Email: meghan_jackson@rswy.net Phone #: 307-345-1540

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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


Signature of Reviewer

12/21/2022
Date



Department of Public Services/Planning
212 'D' Street, Rock Springs, WY 82901
Tel: 307-352-1540
Cathy Greene, City Planner

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 14, 2022
Project #:	PZ-22-00479
Project Name:	Digital Billboard for Lamar Advertising
Address/Location:	1100 Elk Street
Description:	Proposed digital billboard on a leased area shown on site plan.

**NO MEETING
COMMENTS
ONLY**

There will be no meeting for this item, therefore, please provide detailed comments below. Please submit your Comment Sheet by 5:00 p.m. on WEDNESDAY, December 21, 2022. Thank you!

I Darcy Kunz (name) have reviewed the plans on behalf of Engineering / All West Wyoming (Dept./Organization) for the above-referenced project.

Email: darcy.kunz@allwest.com Phone #: 435-783-4361

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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


Signature of Reviewer

December 15, 2022

Date



Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 14, 2022
Project #:	PZ-22-00479
Project Name:	Digital Billboard for Lamar Advertising
Address/Location:	1100 Elk Street
Description:	Proposed digital billboard on a leased area shown on site plan.



There will be no meeting for this item, therefore, please provide detailed comments below. Please submit your Comment Sheet by 5:00 p.m. on WEDNESDAY, December 21, 2022. Thank you!

I Justin Stewart (name) have reviewed the plans on behalf of WRF
(Dept./Organization) for the above-referenced project.

Email: justin_stewart@rswy.net Phone #: 307-352-1466

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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

Justin Stewart

Digitally signed by Justin Stewart
Date: 2022.12.15 15:06:44 -07'00'

Signature of Reviewer

15/15/2022

Date



Department of Public Services/Planning
212 'D' Street, Rock Springs, WY 82901
Tel: 307-352-1540
Cathy Greene, City Planner

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 14, 2022
Project #:	PZ-22-00479
Project Name:	Digital Billboard for Lamar Advertising
Address/Location:	1100 Elk Street
Description:	Proposed digital billboard on a leased area shown on site plan.



There will be no meeting for this item, therefore, please provide detailed comments below. Please submit your Comment Sheet by 5:00 p.m. on WEDNESDAY, December 21, 2022. Thank you!

I Nichole Jensen (name) have reviewed the plans on behalf of Tesoro Logistics Northwest Pipeline LLC (Dept./Organization) for the above-referenced project.

Email: ndjensen@marathonpetroleum.com Phone #: 307-922-2218

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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

Nichole Jensen
Signature of Reviewer

12/19/2022
Date



BRS, Inc.

1130 Major Ave.

Riverton, WY 82501

E-Mail: brs@brsengineering.com

307-857-3079 Fax: 307-857-3080

**City of Rock Springs, Wyoming
Utility Review
Wyoming Abandoned Mine Lands**

To: Utility Review Committee

From: Ryan Reed, BRS Inc., P.E.

Date: 12/19/2022

Project #: PZ-22-00479

Project Address: 1100 Elk Street

LAMAR

I, Ryan Reed, have reviewed the Project location(s) in relation to potential for abandoned mine subsidence and determined:

- ☒ Property is undermined by abandoned mine workings at an approximate depth of 400 ft.
- ☐ Property is adjacent to abandoned mine workings at an approximate depth of _____
- ☐ Property is not impacted by any known abandoned mine workings.

Based upon potential for abandoned mine subsidence:

- ☐ It is Recommended that Remediation efforts be made at the Project location(s).
- ☐ It is Recommended that Exploratory Drilling be completed at the Project location(s).
- ☒ No Remediation Action is Recommended at this time.

Other Comments/Issues:

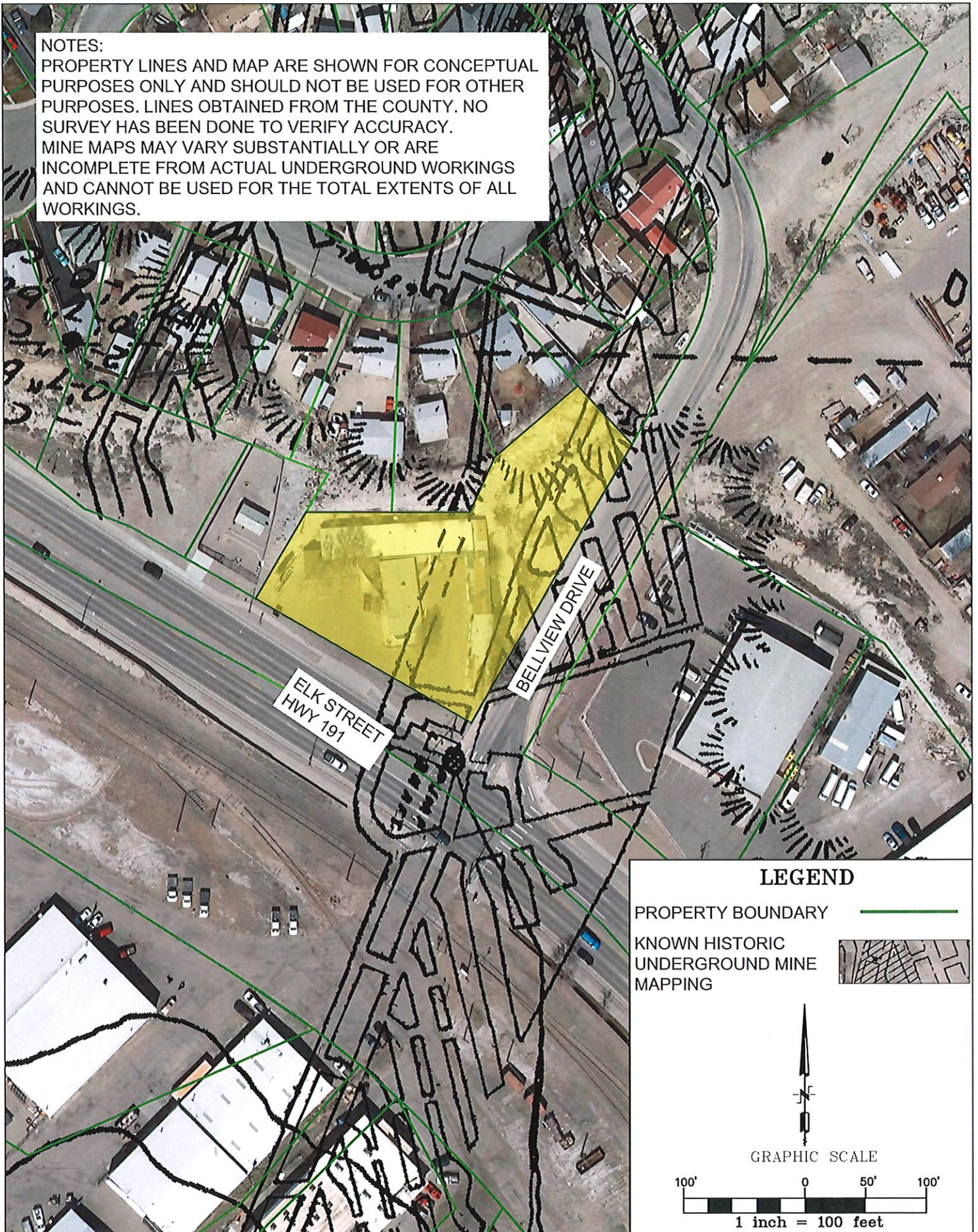
Union Pacific Coal Co. Rock Springs No. 3 Mine, Rock Springs #3 Coal Seam



Signature

12/19/22
Date

NOTES:
PROPERTY LINES AND MAP ARE SHOWN FOR CONCEPTUAL
PURPOSES ONLY AND SHOULD NOT BE USED FOR OTHER
PURPOSES. LINES OBTAINED FROM THE COUNTY. NO
SURVEY HAS BEEN DONE TO VERIFY ACCURACY.
MINE MAPS MAY VARY SUBSTANTIALLY OR ARE
INCOMPLETE FROM ACTUAL UNDERGROUND WORKINGS
AND CANNOT BE USED FOR THE TOTAL EXTENTS OF ALL
WORKINGS.





Department of Public Services/Planning

212 'D' Street, Rock Springs, WY 82901

Tel: 307-352-1540

Cathy Greene, City Planner

UTILITY REVIEW - COMMENT SHEET

To:	Utility Review Committee
From:	Cathy Greene, City Planner
Date:	December 14, 2022
Project #:	PZ-22-00479
Project Name:	Digital Billboard for Lamar Advertising
Address/Location:	1100 Elk Street
Description:	Proposed digital billboard on a leased area shown on site plan.



There will be no meeting for this item, therefore, please provide detailed comments below. Please submit your Comment Sheet by 5:00 p.m. on WEDNESDAY, December 21, 2022. Thank you!

I Josh Sargent (name) have reviewed the plans on behalf of Dominion Energy (Dept./Organization) for the above-referenced project.

Email: joshua.sargent@dominionenergy.com Phone #: 307-708-0860

Please check as applicable:

- ☒ No issues - plans approved as submitted.
☐ Revisions required to the Site Plan/Plat/Drawing (attach separate sheet if necessary):

☐ Other Comments/Issues (attach separate sheet if necessary):

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

Signature of Reviewer Josh Sargent

12-21-22
Date

December 2022 Project Report

Project	Name	Classification	Address	Planner	Submit	Approve	Work Description	Status
PZ-22-00481	Astro Lounge, Inc.	Occupation Tax	822 PILOT BUTTE AVE	CATHY GREENE	12/08/2022		Sexually Oriented Business License Annual Application	PENDING
PZ-22-00498	BareBack Saloon	Occupation Tax	729 PILOT BUTTE AVE	CATHY GREENE	12/22/2022		Sexually Oriented Business License Application	PENDING
PZ-22-00257	Boundary Line Adjustment	Lot Line Adjustment	202 INDUSTRIAL DR	CATHY GREENE	06/23/2022	12/15/2022	152 Industrial conveying additional land to 202 Industrial	APPROVED
PZ-22-00478	Clarion - (Verizon) Elevation Wireless	Wireless Telecommunications Facility	2300 SUNSET DR	CATHY GREENE	12/08/2022		WCF - Eligible Facilities Request - Sunset	PENDING
PZ-22-00480	Club 307	Occupation Tax	1506.5 9TH ST	CATHY GREENE	12/08/2022	12/19/2022	Sexually Oriented Business License Annual Application	APPROVED
PZ-22-00501	Detached Garage	Residential Detached Garage	801 WINDRIVER DR	CATHY GREENE	12/27/2022	12/27/2022	Proposed 30' x 40' detached garage 18' in height.	APPROVED
PZ-22-00499	Existing Pre-firm Home Upgrades	Floodplain Development Permit	822 WEST ST	CATHY GREENE	12/27/2022	12/27/2022	Upgrade electrical service and new roof to include removal and dispose of 4 layers of roof shingles.	APPROVED
PZ-22-00490	Fairway Independent Mortgage Corporation	Occupation Tax	2632 FOOTHILL BLVD	KACIE TURNER	12/19/2022	12/20/2022	Mortgage Lender	APPROVED
PZ-22-00475	Great Earth Wellness, LLC	Occupation Tax	1322 KIMBERLY AVE	KACIE TURNER	12/06/2022	12/08/2022	Online sales: vitamins and supplements	APPROVED
PZ-22-00476	Great Earth Wellness, LLC	Home Occupation Permit	1322 KIMBERLY AVE	KACIE TURNER	12/06/2022	12/08/2022	Online Sales: vitamins and supplements	APPROVED
PZ-22-00504	Halter's Clutter Hut	Occupation Tax	830 RIDGE AVE	KACIE TURNER	12/29/2022		Craft and homemade items sold exclusively through vendor fairs, consignment at other retailers and online.	PENDING
PZ-22-00505	Halter's Clutter Hut	Home Occupation Permit	830 RIDGE AVE	KACIE TURNER	12/29/2022		Craft and homemade items sold exclusively through vendor fairs, consignment at other retailers and online.	PENDING
PZ-22-00493	Hickory Farms, LLC	Occupation Tax	2400 FOOTHILL BLVD	KACIE TURNER	12/19/2022	12/20/2022	Seasonal retail specialty food store. All product is prepackaged. No alterations to the space.	APPROVED
PZ-22-00471	Hilltop Medical Center	Residential Decks, Porches, Retaining Walls	1204 HILLTOP DR	CATHY GREENE	12/07/2022	12/07/2022	proposed awnings as shown in attached documentation	APPROVED
							Research legal status of parcel/parcels of the apartment complex based on proposed conveyances for Northern Title Company to see about it triggering Sub+ requirements.	PENDING
PZ-22-00497	Imperial Apartment Subdivision Research	Administration	1688 IMPERIAL DR	CATHY GREENE	12/09/2022			PENDING
PZ-22-00488	Innovative Dining Concepts, LLC	Occupation Tax	10 MOSES DR	KACIE TURNER	12/09/2022	12/13/2022	Small catering. business isn't in full swing, just donations or small requests.	APPROVED
PZ-22-00482	Kel-Tec CNC Industries Inc.	Occupation Tax	2201 BLAIRTOWN RD	CATHY GREENE	11/14/2022	12/09/2022	Firearms manufacture.	APPROVED
PZ-22-00502	Kel-Tec Signs	Sign Permit	2201 BLAIRTOWN RD	CATHY GREENE	12/28/2022		Install multiple signs as shown	PENDING
PZ-22-00479	Lamar (Nell's) Digital Billboard	Sign Permit & Conditional Use Permit (PZ)	1100 ELK ST	CATHY GREENE	12/08/2022		Digital billboard to replace existing static billboard	PENDING
PZ-22-00491	Maverik Addition	Subdivision Final Plat	XYZ NO STREET	CATHY GREENE	12/19/2022		Minor Subdivision Preliminary/Final Simultaneously	PENDING
PZ-22-00459	New Home	Residential SF Detached Dwelling W/Attach Ga	2224 BROWNING AVE	CATHY GREENE	12/01/2022	12/06/2022	Construct new single family home with attached garage	APPROVED
PZ-22-00486	New Home	Residential SF Detached Dwelling W/Attach Ga	1901 BACHELORS DR	CATHY GREENE	12/07/2022	12/13/2022	construct new single family home with attached garage	APPROVED
PZ-22-00487	Parcel Consolidation - Industrial Park Subdivision	Lot Line Adjustment	2058 WESTGATE DR	CATHY GREENE	12/12/2022		Combine Lot 4 & 5 into one parcel	PENDING
PZ-22-00456	Peak Disposal LLC	Minor Site Plan	520 WINTON CIR	CATHY GREENE	11/17/2022	12/05/2022	Garbage collection operation including trucks, roll-offs, residential carts and commercial dumpsters	APPROVED
PZ-22-00503	Research Alley Vacation at Lots 12 & 13 Paulson St	Administration	414 PAULSON ST	CATHY GREENE	12/28/2022		first.	CLOSED
							Retaining wall through a platted drainage easement, sign off received from engineering 12.27.2022. Bldg permit required do to height of wall.	APPROVED
PZ-22-00500	Retaining Wall 4' to 8' in Height.	Residential Decks, Porches, Retaining Walls	1905 MASTER'S DR	CATHY GREENE	12/27/2022	12/27/2022		APPROVED
PZ-22-00464	RS Apartments - Armada Analytics, Inc.	Zoning Certification	1697 IMPERIAL DR	CATHY GREENE	12/05/2022		Multifamily Apartments	PENDING
PZ-22-00492	Sage View Care Center Subdivision, Amendment 1	Subdivision Final Plat	4401 COLLEGE DR	CATHY GREENE	12/19/2022		Minor subdivision for creation of a 2nd lot for construction of an MOB	PENDING
PZ-22-00469	Sweetwater Soap Shop	Occupation Tax	3440 HOMESTEAD AVE	KACIE TURNER	12/01/2022		Retail and wholesale of bath and body products. We are currently working from home.	PENDING
PZ-22-00506	Sweetwater Soap Shop	Home Occupation Permit	3440 HOMESTEAD AVE	KACIE TURNER	12/29/2022		Retail and wholesale of bath and body product we are currently working from home.	PENDING
PZ-22-00485	T-mobile - Fullerton Engineering	Wireless Telecommunications Facility	925 STAGECOACH BLVD	CATHY GREENE	12/12/2022		EFR - WCF tower upgrade	PENDING
PZ-22-00473	T-Mobile - Fullerton Engineering	Wireless Telecommunications Facility	1508 W 1ST ST	CATHY GREENE	12/07/2022		Eligible Facilities Request - West 1st Street	PENDING
PZ-22-00484	T-Mobile Tower Modifications	Wireless Telecommunications Facility	3550 FOOTHILL BLVD	CATHY GREENE	12/12/2022		EFR for T-Mobile modification at ATC Site 413897	PENDING
PZ-22-00477	Tax Guy	Sign Permit	2632 FOOTHILL BLVD	KACIE TURNER	12/07/2022	12/07/2022	wall mount sign	APPROVED
PZ-22-00460	TD2 Trailer Sales Inc.	Occupation Tax	209 YELLOWSTONE RD	KACIE TURNER	11/21/2022	12/02/2022	Utility trailer repair and sales, rentals	APPROVED
							Beauty shop. Booth space for hair stylist, nail techs/cosmetologist, esthetician, massage therapist, lash techs. Provide beauty services for the community.	APPROVED
PZ-22-00494	The Getaway Spot	Occupation Tax	514 5TH ST	KACIE TURNER	12/21/2022	12/29/2022		APPROVED
PZ-22-00483	Truck Pro	Sign Permit	425 MOHAWK DR	CATHY GREENE	12/12/2022	12/15/2022	sign	APPROVED
PZ-22-00472	U-Haul Storage Building	Major Site Plan	2450 FOOTHILL BLVD	CATHY GREENE	12/07/2022		Construct a 2nd bldg on lot for UBox containers	PENDING
PZ-22-00465	Web Magic Master	Home Occupation Permit	871 BLUE SAGE WAY	KACIE TURNER	11/30/2022	12/05/2022	Website directory for Southwestern Wyoming	APPROVED
PZ-22-00463	Web Magic Master	Occupation Tax	871 BLUE SAGE WAY	KACIE TURNER	11/30/2022	12/05/2022	Website directory for Southwestern Wyoming.	APPROVED
PZ-22-00489	WyHy Federal Credit Union	Conditional Use Permit (PZ)	2611 FOOTHILL BLVD	KACIE TURNER	12/19/2022	12/20/2022	new name for Sweetwater Federal Credit Union	APPROVED
PZ-22-00470	Xvertuz	Occupation Tax	1307 ELK ST	KACIE TURNER	12/05/2022	12/27/2022	Smoke shop, specializing in vapor products, e-liquid, and vapor devices.	APPROVED
PZ-22-00496	Zoning Certification	Zoning Certification	1818 SUNSET DR	CATHY GREENE	12/21/2022		1818 Sunset - Zoning Cert	CLOSED
PZ-22-00495	Zoning Certification	Zoning Certification	1688 IMPERIAL DR	CATHY GREENE	12/21/2022		Imperial Drive Zoning Cert	CLOSED
PZ-22-00455	Xvertuz	Minor Site Plan	1307 ELK ST	CATHY GREENE	11/16/2022	12/05/2022	retail sale-smoke shop - change of use from dance studio	APPROVED
PZ-22-00034	The Estates at Mustang Ridge, Phase 1	Final Plat Bond Resolution	STAGECOACH	CATHY GREENE	11/18/2022	12/06/2022	Resolution to approval bond for remainder of project vs. alternative process. Address assignment memo.	APPROVED



Department of Public Services

212 D Street, Rock Springs, WY 82901
Tel: [307] 352-1540 • FAX [307] 352-1545
www.rswy.net

January 6, 2023

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

Re: December 2022 City Council Action Report

Dear Honorable Commissioners:

Please find a City Council Action Report for the following City Council meeting(s):

Date of Council Meeting	P&Z Item	Council Action
<i>December 6, 2022</i>	A Resolution accepting and approving a Completion Guaranty with Bond from DeBernardi Construction, Inc., as Guarantor for Amundsen Construction, Inc., for the remaining subdivision improvements for Mustang Ridge – Phase I	<i>Approved</i>
<i>December 20, 2022</i>	A Resolution amending the “Official Land Use Map” of the Rock Springs Master Plan from Industrial, Commercial, and High Density Residential to Low Density Residential for a parcel of land totaling 78.25 acres, near Stagecoach Boulevard	<i>Tabled</i>
<i>December 20, 2022</i>	1st Reading: An Ordinance Amending the “Official Zoning Map” of the City of Rock Springs from Light Industrial to Medium Density Residential, Low Density Residential, and Medium Density Residential/Conditional District for land totaling 78.25 acres, near Stagecoach Boulevard	<i>Approved</i>

Sincerely,

Cathy Greene

City Planner

Procedures for election of officers January 18, 2023:

Nominating committee spokesperson states who was on the committee and;

1. Nominee for the 2023 Planning and Zoning Commission Chairman is: _____

Commission Motion and Vote:

Commissioner _____: motion to elect _____.

Commissioner _____: second

All in favor, motion passes.

2. Nominee for the 2023 Planning and Zoning Vice Chairman is: _____

Commission Motion and Vote:

Commissioner _____: motion to elect _____.

Commissioner _____: second

All in favor, motion passes.

Chairman _____ resumed the meeting as the 2023 Chairman.