



**PLANNING AND ZONING COMMISSION
MEETING AGENDA**

March 8, 2023

7:00 p.m.

ROLL CALL

OATHS OF OFFICE

1. Mayor Mickelson to perform swearing in of Commissioners.

APPROVAL OF MINUTES

1. Review and approval of the January 18, 2023 Planning & Zoning Commission Meeting Minutes.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

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

PUBLIC HEARINGS

1. None

UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. None

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

1. Project report to be distributed at meeting.

PETITIONS AND COMMUNICATIONS

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

ADJOURNMENT

**PLANNING AND ZONING
COMMISSION MINUTES**
January 18, 2023
Wednesday, 7:00 p.m.
City Hall, Rock Springs, Wyoming

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

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.

ELECTION OF OFFICERS

Election of the 2023 Planning and Zoning Commission. Blake Manus, Kevin Hardesty, Dan Kennedy were the 2023 Nominating Committee.

Commission Motion and Vote:

Commissioner Dan Kennedy: nominated Emily Lopez as Chairman.

Commissioner Ken Fortuna made the motion to elect Emily Lopez as Chairman.

Commissioner Lacey Brown: second

Emily Lopez abstained from the vote. All in favor, motion passes.

Commission Motion and Vote:

Commissioner Dan Kennedy nominated Lacey Brown as Vice Chairman.

Commissioner Justin Lemon: motion to elect Lacey Brown as Vice Chairman.

Commissioner Emily Lopez: second

All in favor, motion passes.

2023 Chairman: Emily Lopez

2023 Vice-Chairman: Lacey Brown

Chairman Lopez resumed the meeting as the Chairman.

APPROVAL OF MINUTES

Chairman Lopez asked the Commission for any corrections or additions to the Minutes from the January 11, 2023 Planning and Zoning Commission Meeting.

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

Commissioner Kylee Wylie: Motion to approve the Minutes as presented.

Commissioner Blake Manus: Second.

Vote: All in favor. Motion carried unanimously.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

Chairman Lopez 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 Blake Manus: Second.

Vote: All in favor. Motion carried unanimously.

CHANGES TO THE AGENDA

None.

PUBLIC HEARINGS

- 1. Petition for Final Plat approvals of the Aspen Mountain Medical Center Subdivision (a Resubdivision of Tract A of Sage View Care Center Subdivision) consisting of two lots totaling ten acres, submitted by Craig Mayse (Aspen Mountain Real Estate, LLC) and represented by Shawn Arnoldi (WHS Engineering Surveying Planning).
(Project #: PZ-22-00492, Staff Representative: Cathy Greene, City Planner)**

Staff Report

Ms. Greene presented the Staff Report to the Commission.

Notifications: adjacent property letters mailed January 11, 2023 and a public hearing notice was published January 4, 2023.

Commissioner Questions for Staff

Dan Kennedy asked if there is an access easement. Cathy Greene replied, it will be addressed at site plan level and that it would be similar to other minor subdivisions. Lacey Brown asked if there will be a traffic light installed at the intersection. That at times there can be obstacles blocking your view at the stop sign. Cathy replied, that it is something that has been discussed with Engineering but not at this time.

Commissioner Questions for Applicant

Chairman Lopez asked the applicant or a representative for the project to come forward. There was no applicant or representative.

Public Hearing

Chairman Lopez asked for anyone who would like to comment on the project to come forward. There was no public, therefore Commissioner Lopez opened and closed questions.

Chairman Lopez then asked for a staff recommendation.

Staff Recommendation

Ms. Greene recommended:

At a minimum, approval with the condition that prior to scheduling the Final Plat for City Council approval, the following items need to be addressed:

1. Any outstanding utility review comments are resolved.
2. Any outstanding supporting documentation (construction drawings, soils report, grading and drainage report, dust control plan, etc.) as required and approved by the City Engineering Department.
3. Mylar signed by owner, mortgagees, and surveyor.

Commission Vote

Commissioner Justin Lemon: Motion to approve with staff recommendations.

Commissioner Blake Manus: Second.

Vote: All in favor. Motion carried unanimously.

UNFINISHED BUSINESS

- 1. Request for Major Site Plan Approval, submitted by U-Haul Company of Wyoming, submitted by Keith Key (U-Haul Company of Wyoming) and represented by Dan Kennedy (JFC Engineers Surveyors), located at 2450 Foothill Blvd. (Project #PZ-22-00472, Staff Representative: Cathy Greene, City Planner).**

Commissioner Ken Fortuna: Motion to approve the removal from table.

Commissioner Blake Manus: Second.

Commissioner Dan Kennedy abstained.

Vote: All in favor.

Staff Report

Ms. Greene presented the Staff Report to the Commission.

Notifications: adjacent property letters were mailed January 4, 2023.

No comments received.

Commissioner Questions for Staff

Emily Lopez asked if there are any concerns with this being a steel building and it not matching the area. Cathy Greene replied that there are no building construction code requirements for facades.

Commissioner Questions for Applicant

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

Dan Kennedy recused himself and came to the podium.

Dan Kennedy stated that elevations are similar to existing buildings and should generally match the look of the area and the existing building on the lot.

Public Comments

Chairman Lopez asked for anyone who would like to comment on the project to come forward.

No public was present.

Chairman Lopez then asked for a staff recommendation.

Staff Recommendation

Ms. Greene recommended approval with the following conditions:

1. Building is for storage of U-Box Containers Only, this Major Site Plan amends the previous approvals issued in 2021. This is an accessory use supplemental to the current rental and retail moving business.
2. The mini-warehouses shown on the September 8, 2021 site plan approval will not be constructed, as the applicant is instead pursuing the U-Box Container storage building.
3. There will be no customer access of U-Box Containers in said building or on said property.
4. There will be no storage of U-Box Containers outside of said building.
5. NO CONSTRUCTION or DISTURBANCE WILL TAKE PLACE WITHIN THE DESIGNATED AE Floodplain or Floodway without submission, review and approval of a Floodplain Development Permit.
6. All signage will need to be permitted and reviewed separately.
7. Truck traffic pattern will be encouraged with an entry off Foothill Blvd. and departure onto Dewar Drive as shown on site plan.
8. Applicant states there will be approximately five (5) trucks per week with no more than two (2) on site at a time.
9. All parking space striping to be a minimum of four (4) inches wide and spaces to be a minimum of 9' x 20' which must be completed in accordance with the approved site plan, prior to issuance of certificate of occupancy.
10. All exterior lighting shall be in conformance with section 13-815.O.1.

Commission Vote

Commissioner Blake Manus: Motion to approve with staff recommendations.

Commissioner Justin Lemon: Second.

Vote: All in favor. Commissioner Dan Kennedy abstained.

NEW BUSINESS

None.

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

None.

PETITIONS AND COMMUNICATIONS

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

ADJOURNMENT

With no further business, the meeting was adjourned at 7:20 pm.

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

_____ day of _____ 2023.

Cathy Greene, Secretary, Planning & Zoning Commission