



PLANNING AND ZONING COMMISSION MEETING AGENDA

May 13, 2020
7:00 p.m. (Via Video Meeting)

ROLL CALL

APPROVAL OF MINUTES

1. Review and approval of the April 8, 2020 Planning & Zoning Commission Meeting Minutes.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

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

PUBLIC HEARINGS

1. None

UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. Request for Conditional Use Permit approval for an oversized detached garage to be located at 1001 Arrowhead Circle, filed by John Case III. (Project # PZ-20-00115, Staff Representative: Laura Leigh, City Planner)
2. Request for Conditional Use Permit approval for an oversized detached garage to be located at 3001 Mustang Drive, filed by Daniel and Rori Pedri. (Project # PZ-20-00133, Staff Representative: Laura Leigh, City Planner)

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

1. 4/9/2020 – PZ-20-00114 – 1208 Hilltop Drive – Wireless Communication Facility (rooftop) – filed by Powder River Development Services, LLC
2. 4/25/2020 – PZ-20-00127 – 3550 Foothill Blvd. – Wireless Communication – Eligible Facility Request, filed by Crafton Communications
3. 5/6/2020 – PZ-20-00129 – 2024 Fillmore Avenue – Conditional Use Permit, Staff Level – driveway access exceeding 65% - filed by Zachery Eaton

PETITIONS AND COMMUNICATIONS

1. Written petitions and communications.
 - a. City Council Updates – [See Attached](#)
2. Petitions and communications from the floor.

ADJOURNMENT

**PLANNING AND ZONING
COMMISSION MINUTES**
April 8, 2020 – Via Conference Call
Wednesday, 7:00 p.m.
City Hall, Rock Springs, Wyoming

Commissioners Present:	Chairman Matt Jackman Vice Chair Sue Lozier Gary Collins Dan Kennedy	Kevin Hardesty Emily Lopez Blake Manus
Commissioner Absent:	Ken Fortuna	Justin Lemon
Staff Present:	Laura Leigh, City Planner Cathy Greene, Senior Administrative Planning Technician	

CALL TO ORDER

Chairman Jackman called the meeting to order at 7:03 p.m.

ROLL CALL

After roll call it was determined that a quorum was present to proceed.

APPROVAL OF MINUTES

Chairman Jackman asked the Commission for any corrections or additions to the Minutes from the March 11, 2020, Planning and Zoning Commission Meeting.

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

Commissioner Manus : Motion to approve the Minutes as presented.

Commissioner Lozier: Second.

Vote: All in favor. Motion carried unanimously

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

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

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

Commissioner Collins: Second.

Vote: All in favor. Motion carried unanimously

CHANGES TO THE AGENDA

There were none.

UNFINISHED BUSINESS

There were none.

NEW BUSINESS

1. Request for Final Plat approval for the College Estates subdivision, filed by Gerhard Tschabitzer of 1st Arrow Corporation. (Project # PZ-20-00090, Staff Representative: Laura Leigh, City Planner)

Staff Report

Ms. Leigh presented the Staff Report dated April 8, 2020, to the Commission.

Commissioner Dan Kennedy abstained.

Commissioner Questions for Staff

There were none.

Commissioner Questions for Applicant

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

Dan Kennedy, the applicant's representative, stated that not much has changed, just working through it, asked for any questions and there were none.

Sue Lozier asked about the emergency access road and was it north or south of CDC; Mr. Kennedy answered describing where it was located.

Public Comments

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

There were none.

Chairman Jackman then asked for a staff recommendation.

Staff Recommendation

Ms. Leigh recommended: approval with all UR committee comments be met.

Commission Vote

Commissioner Manus: Motion to approve with staff recommendations.

Commissioner Collins: Second.

Vote: All in favor. Motion carried unanimously.

NOTIFICATION OF MINOR SITE PLANS / STAFF APPROVED CONDITIONAL USE PERMITS

1. 3/11/2020 – PZ-20-00085 - South Belt Loop Water Tank Property (no address) – Amended Site Plan – Public Safety Wireless Telecommunication Facility, filed by WyoLink

2. 3/13/2020 – PZ-20-00083 – 1128 Tulip Drive - Model Home Sales Office, filed by Smart Dwellings
3. 4/1/2020 – PZ-20-00104 – 2001 Dewar Drive #160 – Change of Use, Minor Site Plan, Twenty20 Tattoo Parlor, filed by Jeffrey Morley

PETITIONS AND COMMUNICATIONS

1) Written petitions and communications.

a. Update on City Council Actions

There were none.

2) Petitions and communications from the floor.

There were none.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:19 p.m..

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

_____ day of _____ 2020.

Laura Leigh, Secretary, Planning & Zoning Commission



PLANNING & ZONING COMMISSION
STAFF REPORT
May 13, 2020
7:00 p.m. (Via Video Meeting)

REPORT SUMMARY			
Agenda Item:	New Business #1	Project Number:	PZ-20-00115
Project Name:	Case - Oversized Detached Garage		
Project Address:	1001 Arrowhead Circle		
Property Legal Description:	Lot 104, Cedar Springs Subdivision, Phase 1		
Project Description:	Consideration of a Conditional Use Permit Application to allow for the construction of a detached garage exceeding 1,200 square feet.		
Applicant:	John A. Case, III 1001 Arrowhead Circle Rock Springs, WY 82901	Property Owner:	John A. Case, III 1001 Arrowhead Circle Rock Springs, WY 82901
Engineer:	N/A	Surveyor:	N/A
Public Notification:	Adjacent Property Letters Mailed 5/4/2020; Public Hearing Notice – Not Required for Conditional Use Permits		
Current Master Plan Land Use Designation:	LDR (Low Density Residential)	Proposed Master Plan Land Use Designation:	N/A
Current Zoning District	R-1 (Low Density Residential)	Proposed Zoning District	N/A
References:	<ul style="list-style-type: none"> • Rock Springs Zoning Ordinance §13-801 Residential Zoning Districts • Rock Springs Zoning Ordinance §13-815.E. Accessory Buildings, Uses and Equipment • Rock Springs Zoning Ordinance §13-905 Procedure for Conditional Use Permit Approval 		
Exhibits:	A. Application B. Site Plan C. Project Drawings D. Adjacent Property Owner Letter		

PETITION:

The applicant, John A. Case, III, is requesting Conditional Use Permit approval for the construction of a 1,400 square foot detached accessory garage (28' x 50'). In accordance with §13-815.E(4) of the Rock Springs Zoning Ordinance, "No residential accessory building or garage shall exceed 1,200 square feet of floor area unless granted a Conditional Use Permit" by the Rock Springs Planning and Zoning Commission.

As noted on the application (**Exhibit A**), the garage will be constructed to contain and keep personal belongings inside and out of the weather. As shown on the Site Plan (**Exhibit B**), the proposed structure will be located within the required three (3) foot side and rear setback as measured from the eaves of the proposed structure. The foundation will be located 5.00 feet from the two interior side property lines and 22' 11 ¾" from the corner (White Mountain Blvd.) property line. The 2' roof overhang will be located 3' from the two interior side property lines, thereby meeting the required 3' setback from the roof overhang. Additionally, the structure will be located 28'8" from the principle structure (six foot separation is required). Building Elevations are included in **Exhibit C**.

PROPERTY LOCATION AND DESCRIPTION:

As shown in **Figure 1**, the property is located at the intersection of White Mountain Blvd. and Arrowhead Circle. The principal structure, a 1,619 square foot residential structure, is already located on the property.



Figure 1: Location Map (2015 Aerial Photo)

The subject property is legally described as Lot 104 of the Cedar Springs, Phase 1 Subdivision. As Figure 2 shows, the property is 10,420 square feet in size. Additionally, the recorded subdivision plat does not show any easements at the proposed garage location.

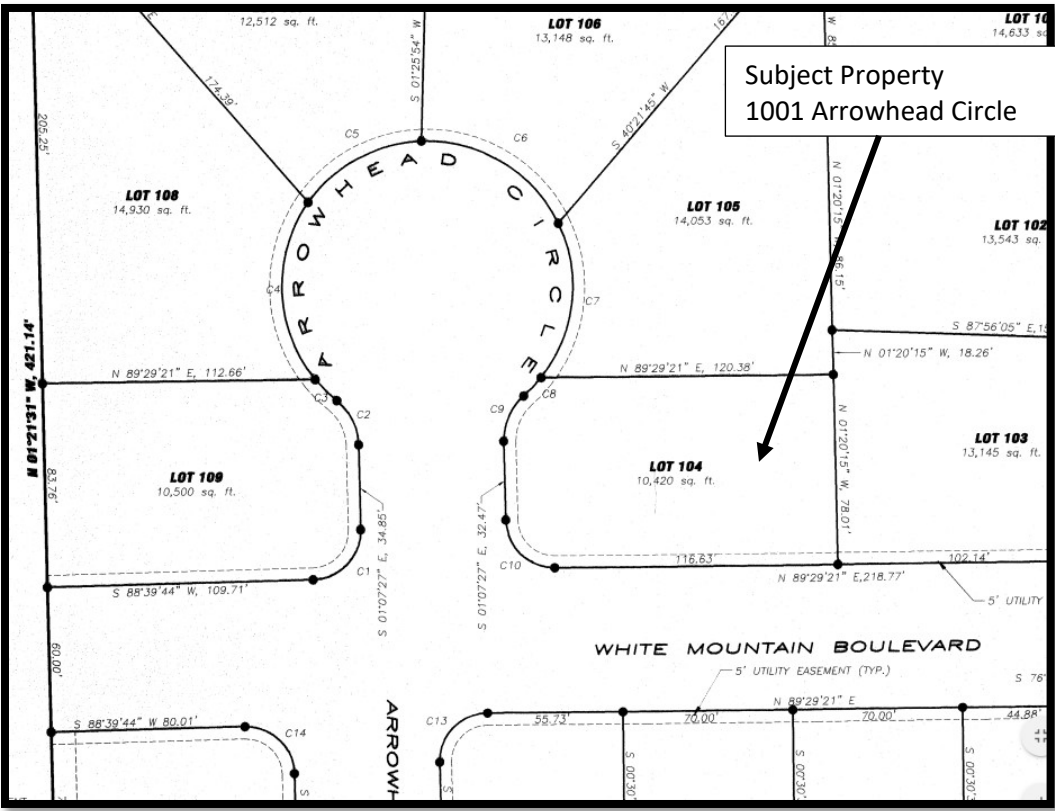


Figure 2: Cedar Springs, Phase 1

The following photos (**Figures 3 - 5**) show the project site:



Figure 3: Proposed Garage Area



Figure 4: Existing Access Driveway and Gate



Figure 5: Street View

UTILITY REVIEW:

Due to the size of the proposed structure, the site plan was forwarded to the Utility Review Committee for comment. Written comments are due back from the Utility Review Committee by Tuesday, May 12, 2020. Staff will update the Planning and Zoning Commission at the meeting of any comments that are received by the committee.

PUBLIC NOTIFICATION:

Adjacent Property Owner Notice letters were mailed to property owners located within 200 feet of the boundaries of the subject property on May 4, 2020. Refer to Exhibit D. It was noted in the letter that due to the COVID-19 concerns, this meeting will held via video conference. Adjacent property owners were advised if they were interested in participating in the video conference, to call the Rock Springs Planning Office at 307-352-1540, or email to laura_leigh@rswy.net, to obtain the video conference "sign-on" information.

Adjacent property owners were further advised if they had comments regarding this request, that written comments may be submitted up to 4:00 p.m. on Wednesday, May 13, 2020 and all comments that are received prior to the scheduled meeting will be presented to the Planning and Zoning Commission.

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

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 formal recommendation after the public comment portion of the public hearing.

At a minimum, staff recommends the following conditions of approval be attached if approved:

1. The applicant is responsible to comply with all comments/conditions of the Utility Review Committee.
2. The garage shall only be used for personal residential garage use.
3. Construction shall conform to the approved site plan and application, including required setbacks from property lines. Eaves, gutters and awnings shall not be located any closer than three (3) feet from the side and rear property line. Any changes to building location shall require submittal of a revised site plan.

4. A surveyor's certificate is to be provided attesting that an inspection of the property pins and setbacks conform to the approved site plan prior to footing inspection (measured from the footing forms).
5. All driveways leading to a detached garage shall be paved with asphalt or concrete up to the fence line separating the front yard from the back yard, or in the case where no fence is present, to the front building line of the principal structure.
6. Height of the garage shall not exceed the height of the principal structure.
7. Planning approval does not constitute building permit approval. Contact the City of Rock Springs Building Department to obtain a building permit for the garage.

EXHIBIT 'A'





2020
CITY OF ROCK SPRINGS
CONDITIONAL USE PERMIT
APPLICATION

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

City Use Only:

Date Received 4/9/2020 File Number: PZ-20-00134
Payment Information: Amount Received: 6000 Received by: [Signature]
Date Certified as Complete Application: _____ By: _____

A. PROPERTY ADDRESS: 1001 Arrowhead circle

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

B. CONTACT INFORMATION:

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

Petitioner Information:

Petitioner Name: _____
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone Number: _____ Fax Number: _____
(including area code) (including area code)

Property Owner Information:

Name: John A Case III
Company Name: _____
Street Address: 1001 Arrowhead circle
City: Rock Springs State: WY Zip Code: 82901
Email Address: 72case72@gmail.com
Phone Number: 307-371-8461 Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information:

Name: _____
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone Number: _____ Fax Number: _____
(including area code) (including area code)

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

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

- ☐ Adjusted Front Setback
- ☐ Bed and Breakfast Inn
- ☐ Corner Side Yard Attached Carport
- ☒ Detached Garage Exceeding 1,200sf
- ☐ Gas Pumps & Fueling Stations
- ☐ Lot Coverage Exceeding 50%
- ☐ Off-Site Parking
- ☐ Unpaved Parking Area (B-2 Zoning District)
- ☐ Use of Explosives
- ☐ Other, please specify: _____

C.U.P. Requiring
Staff Level Approval

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

D. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

1. Provide a detailed description of the intended Conditional Use, including proposed use, length of use (permanent or temporary), hours of operation, etc.

Building this garage to contain and keep personal belongings inside and out of the weather.

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

The only structure on this property is the existing house.

E. SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Conditional Use Permit / Site Plan Application and must be submitted in accordance with the submittal deadlines listed in Section G of this application. Applications submitted after the submittal deadlines as listed will be postponed until the following month. An incomplete application will not be reviewed and will be returned to the petitioner.

- ☒ Filing Fee - \$60.00
- ☐ 2 – Full-size Site Plan drawings drawn to scale (folded)
- ☐ 1 - 11x17 Site Plan drawing drawn to scale (if full-size drawing is larger than 11x17)
- ☐ 1 – PDF scanned at full-size of Site Plan drawing (submitted electronically to city_planner@rswy.net)
- ☐ Building Elevations / Architectural Drawings (drawn to scale)

F. SITE PLAN CHECKLIST

The following items shall be shown on your site plan (check them off as you consider each one):

- ☐ Project Address
- ☐ Location map
- ☐ Names and mailing addresses of developer / owner and engineer / architect
- ☐ Boundary line of property with all dimensions
- ☐ Adjacent streets and street rights-of-way
- ☐ Gross square footage of existing and proposed structures, including number of floors
- ☐ All paved and unpaved surfaces
- ☐ Parking facilities (including handicap parking) – including dimension of parking stalls, drive aisle widths, etc.
- ☐ Buildings and structures (existing and proposed), including setbacks from property lines for all structures
- ☐ Easements (access, utility, drainage, pedestrian, etc.)
- ☐ Utilities
- ☐ Landscaping
- ☐ Exterior signs
- ☐ Trash enclosures
- ☐ Surface water drainage arrows
- ☐ Location of Floodplain and/or Floodway on property, if applicable (separate Floodplain Development Permit Application also required)

G. APPROVAL PROCESS AND SUBMITTAL DEADLINES

CONDITIONAL USE PERMITS - STAFF LEVEL APPROVALS

Application submittal...	will be considered complete per Section E of this application.
Within 5 working days after application submittal...	Planning staff will notify all neighboring properties located within 200 feet of request.
At least 6 calendar days after application submittal...	a Utility Review meeting may be scheduled, dependent upon the type of application submitted.
No sooner than 10 calendar days after neighbor notification...	a Permit Determination shall be made. Permit Determination shall include such conditions as are deemed necessary to protect the health, safety and welfare of the community and surrounding neighborhood.
Within 10 working days of Permit Determination...	the decision of the Zoning Administrator may be appealed to the Planning & Zoning Commission via written request. Appeals to the Planning & Zoning Commission will following the Planning and Zoning Commission review process listed below.

CONDITIONAL USES REQUIRING PLANNING & ZONING COMMISSION REVIEW

NOTE: Applications that are not RECEIVED by **Noon** on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

The Rock Springs Planning & Zoning Commission reserves the right to table an application. The meeting dates provided below are for reference only and are subject to change.

	January P&Z Meeting	February P&Z Meeting	March P&Z Meeting	April P&Z Meeting	May P&Z Meeting	June P&Z Meeting	July P&Z Meeting	August P&Z Meeting	September P&Z Meeting	October P&Z Meeting	November P&Z Meeting	December P&Z Meeting
Application Deadline	12/23/2019	1/27/2020	2/24/2020	3/23/2020	4/27/2020	5/22/2020*	6/22/2020	7/27/2020	8/24/2020	9/28/2020	10/26/2020	11/23/2020
Utility Review Committee Meeting (if required)	Utility Review Meetings are held at least 6 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will only be sent to the parties listed on the application. <u>The petitioner or an assigned representative is required to attend the meeting.</u>											
Adjacent Owner Notice	Property Owner Notices will be prepared by the City of Rock Springs and mailed to property owners within 200' of the effected property a minimum of ten (10) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Meeting**	1/8/2020	2/12/2020	3/11/2020	4/8/2020	5/13/2020	6/10/2020	7/8/2020	8/12/2020	9/9/2020	10/14/2020	11/11/2020 * Date TBD	12/9/2020

*Dates may be changed due to Holiday/City Hall Closures.

**It is necessary that the applicant or assigned representative attend the Planning & Zoning Commission meeting. Failure to attend may result in your application being tabled or denied.

H. SIGNATURE(S) REQUIRED:

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

Signature of Applicant _____ Date _____

Signature of Owner  Date April 9, 2020

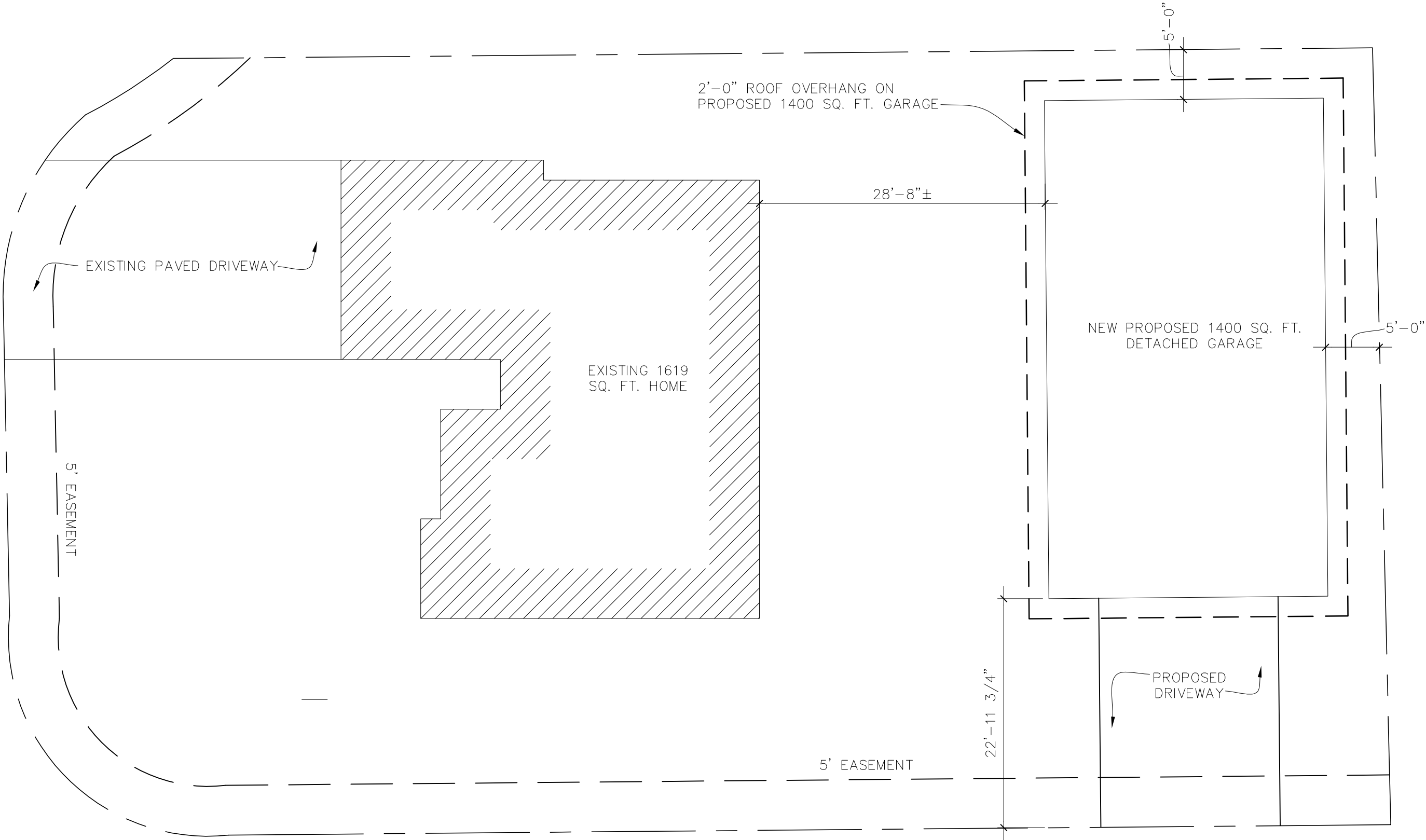
Signature of Engineer/Architect (if applicable) _____ Date _____

EXHIBIT 'B'





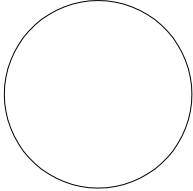
ARROWHEAD CIRCLE



WHITE MOUNTAIN BOULEVARD

JOHN CASE III
1001 ARROWHEAD CIRCLE
ROCK SPRINGS WY, 82901

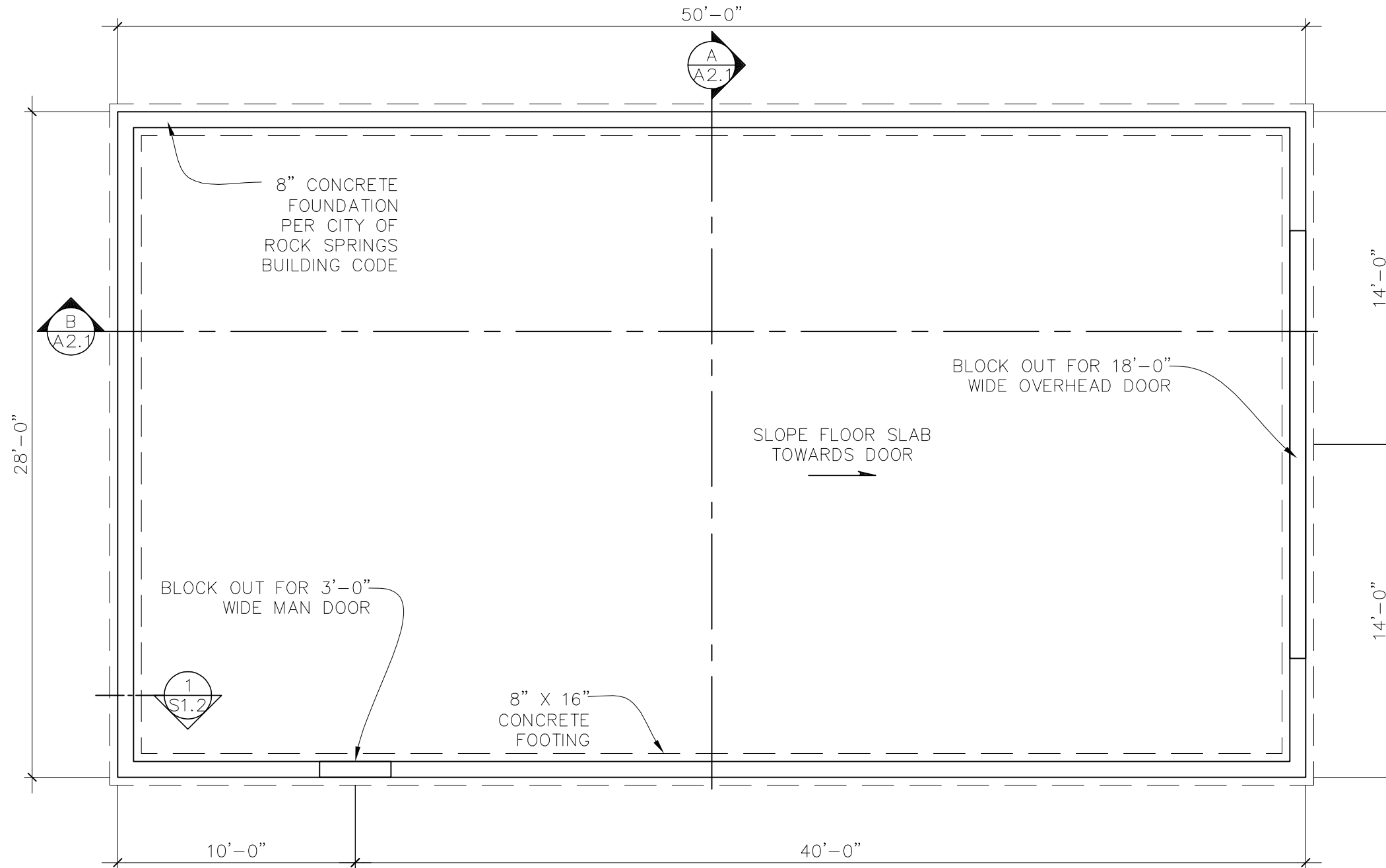
ARCHITECTURAL SITE PLAN



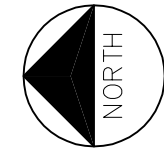
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DATE 04/13/2020
SHEET NUMBER AS1.1

EXHIBIT 'C'





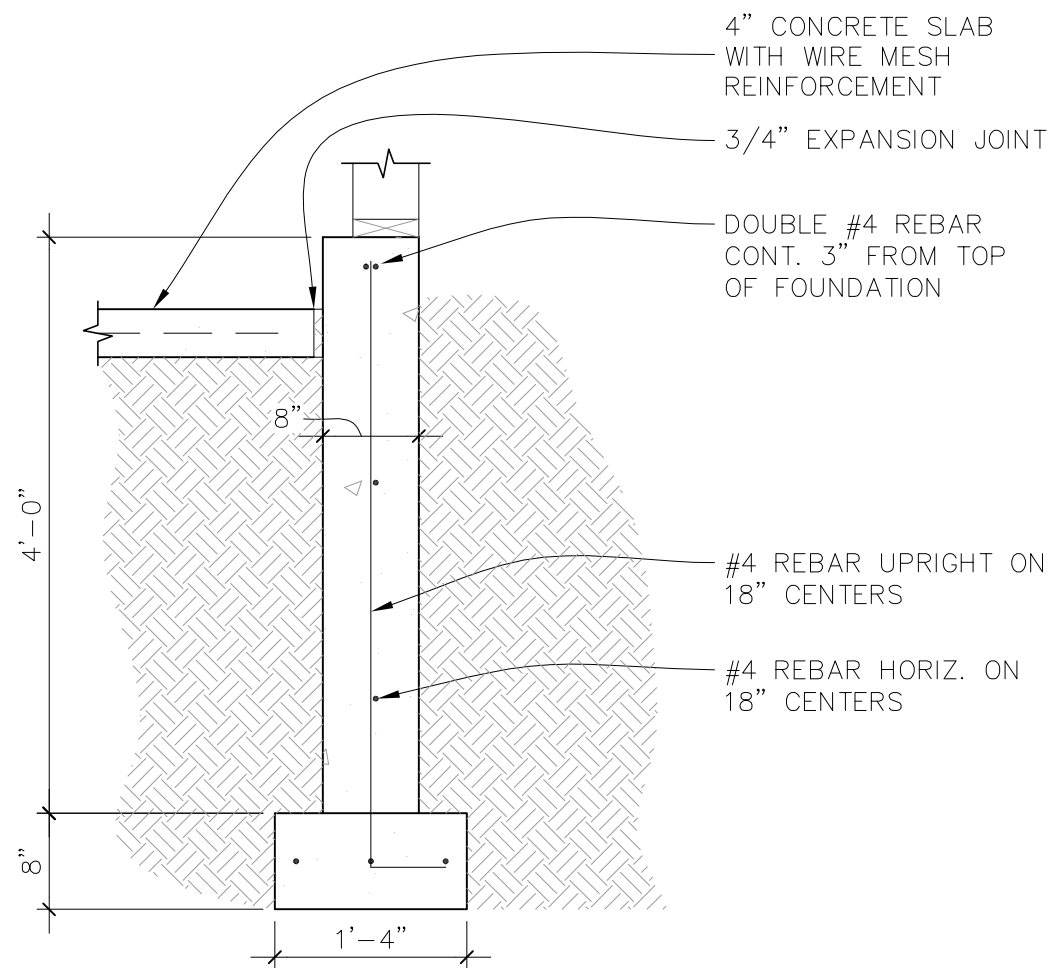
1 FOUNDATION PLAN
S1.1 3/16"=1'-0"



JOHN CASE III
1001 ARROWHEAD CIRCLE
ROCK SPRINGS WY, 82901

FOUNDATION PLAN

DRAWN BY:	RYAN SLAGOWSKI
SCALE	3/16"=1'-0"
DATE	03/29/2020
SHEET NUMBER	S1.1



FOUNDATION DETAL PER CITY OF ROCK SPRINGS CODE

1
S1.2

3/4"=1'-0"

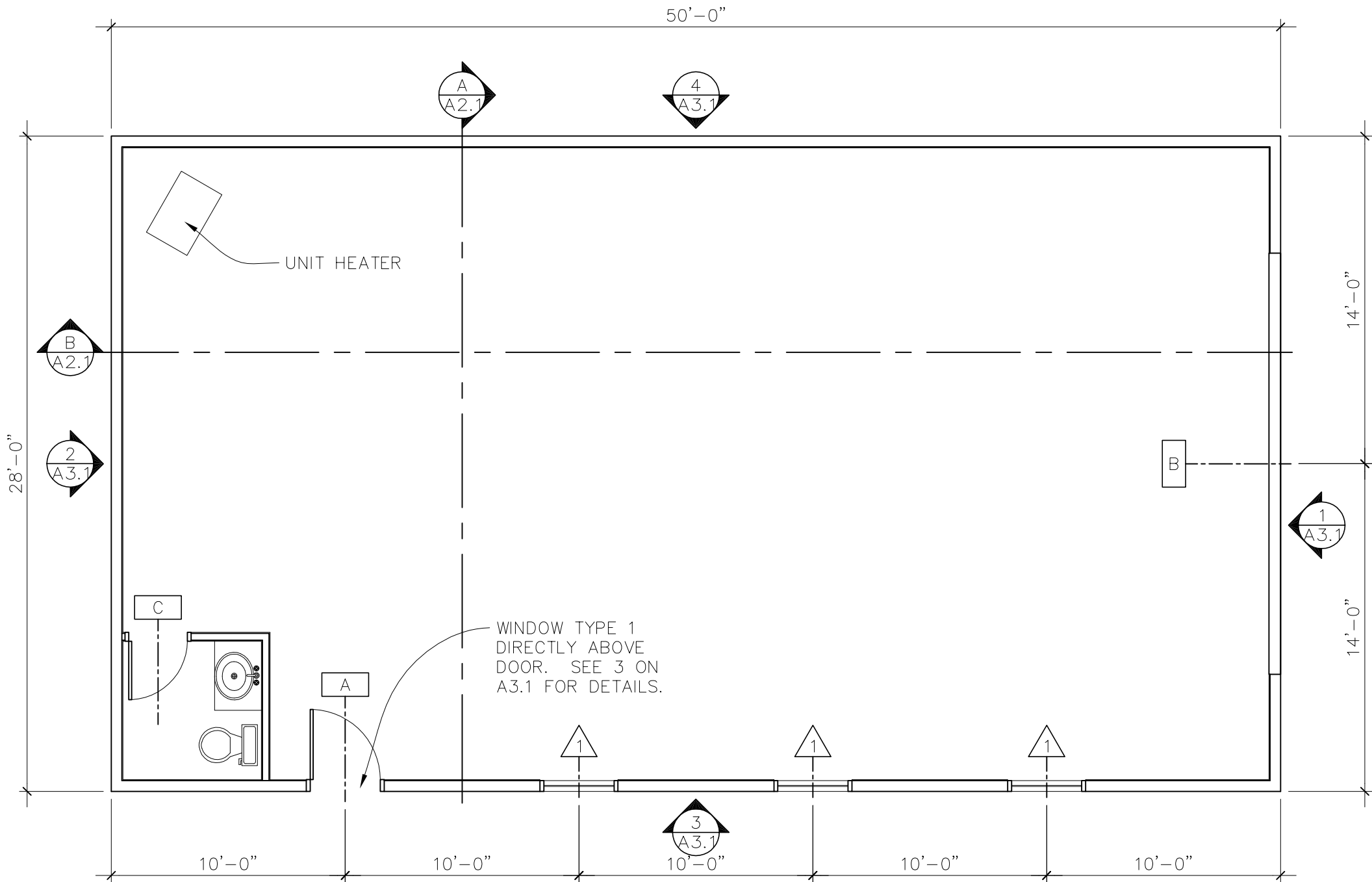
JOHN CASE III
1001 ARROWHEAD CIRCLE
ROCK SPRINGS WY, 82901

FOUNDATION PLAN

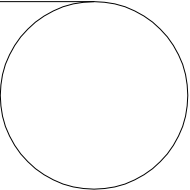
DRAWN BY:
RYAN SLAGOWSKI
SCALE
3/4"=1'-0"
DATE
03/08/2020
SHEET NUMBER
S1.2

WINDOW SCHEDULE		
△	MARK	SIZE
	1	3'-0" X 1'-0"

DOOR SCHEDULE		
□	MARK	SIZE
	A	3'-0" X 6'-8" EXT. DOOR
	B	18'-0" X 10'-0" OVERHEAD DOOR
	C	2'-6" X 6'-8" INT. DOOR

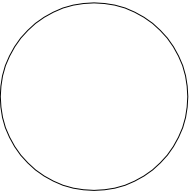


1 FLOORPLAN
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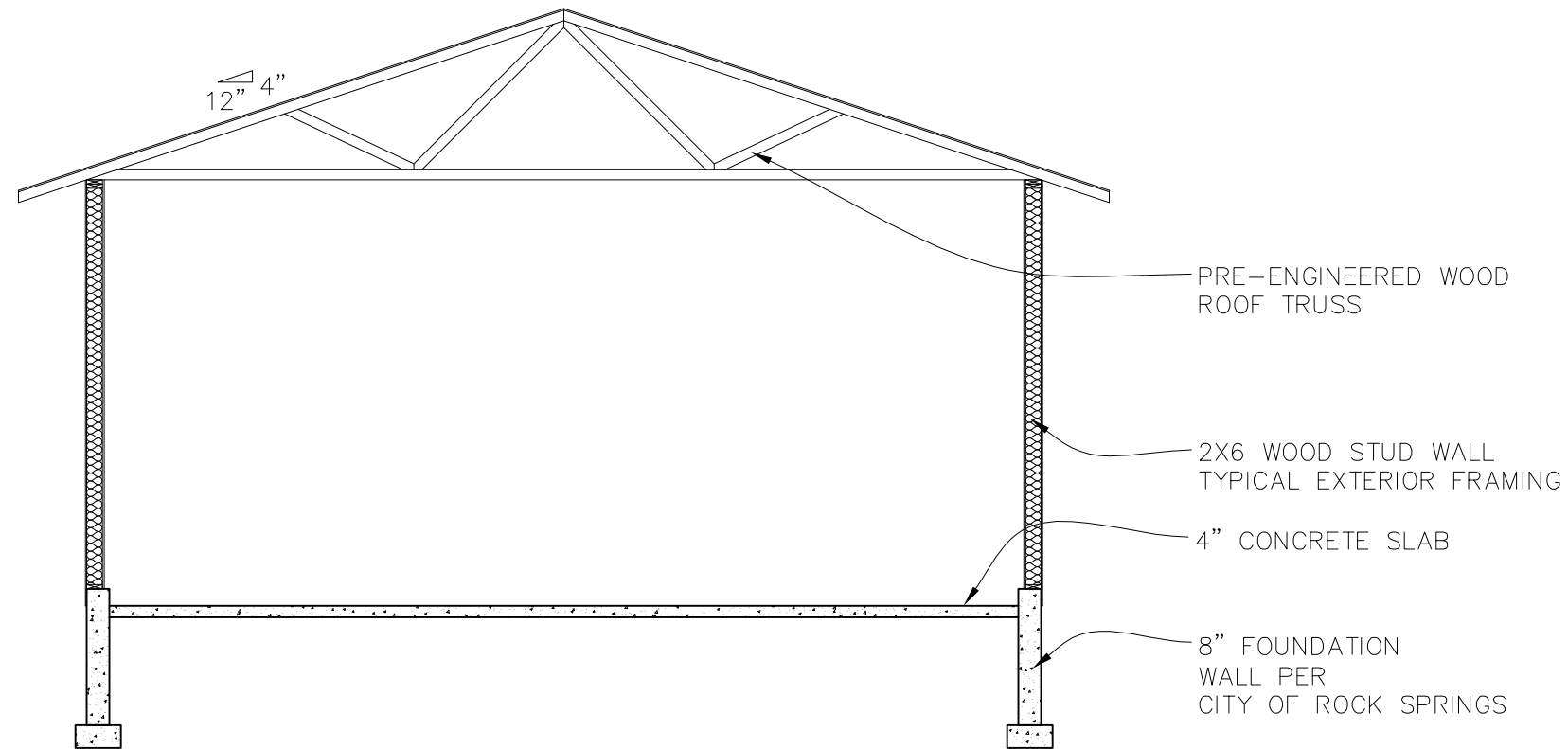


JOHN CASE III
1001 ARROWHEAD CIRCLE
ROCK SPRINGS WY, 82901

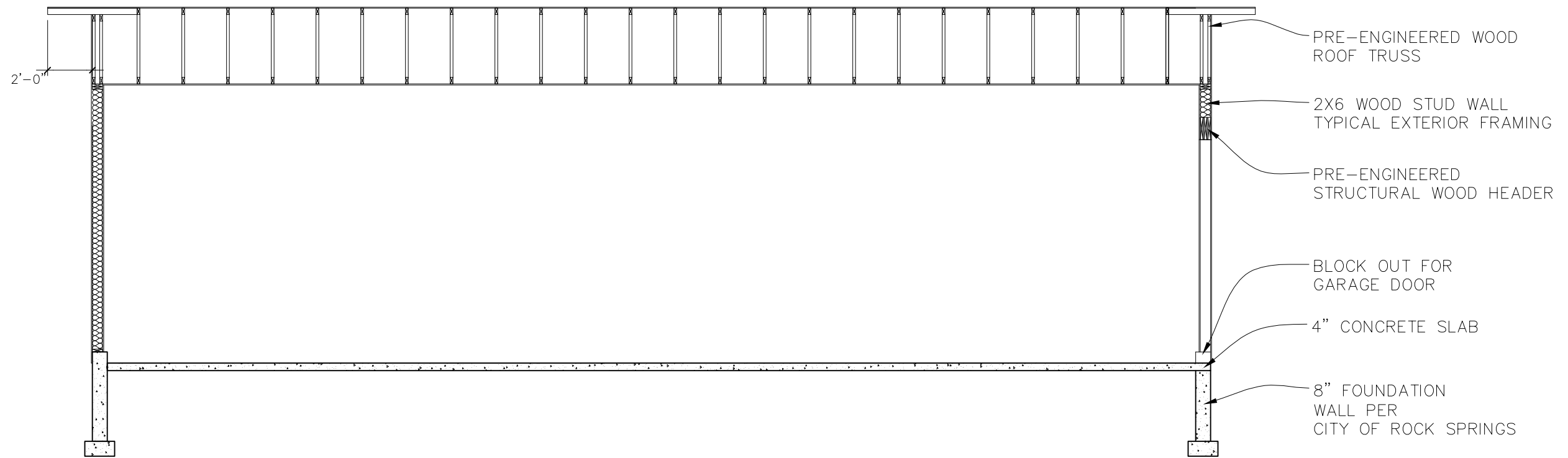
FLOORPLAN



DRAWN BY:	RYAN SLAGOWSKI
SCALE	3/16"=1'
DATE	03/29/2020
SHEET NUMBER	A1.1



A BUILDING SECTION
A2.1 3/16"=1'-0"

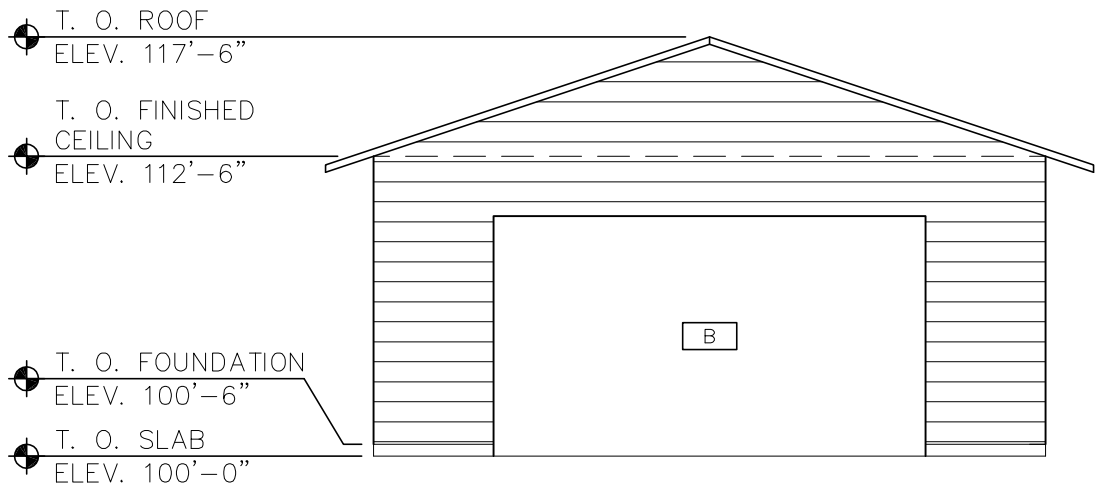


B BUILDING SECTION
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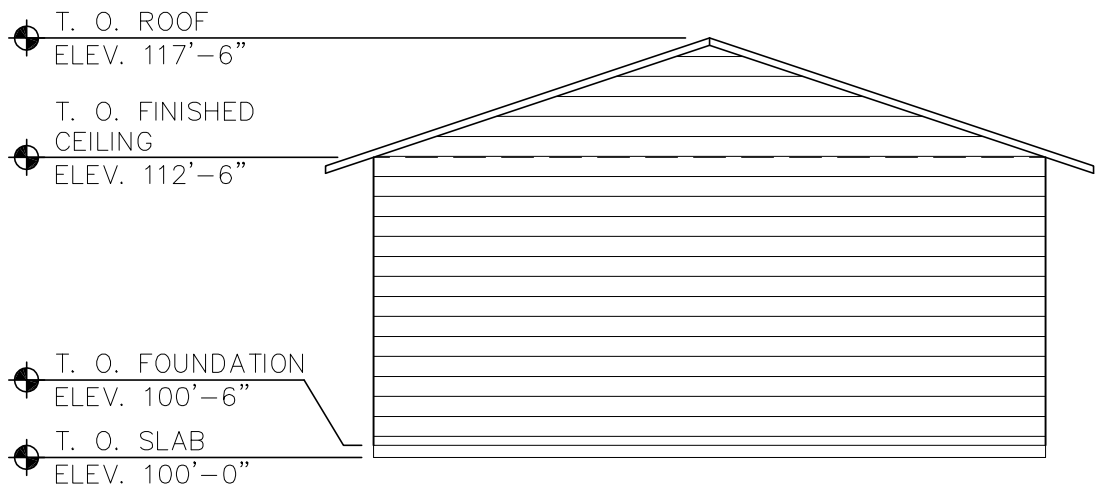
JOHN CASE III
1001 ARROWHEAD CIRCLE
ROCK SPRINGS WY, 82901

BUILDING SECTIONS

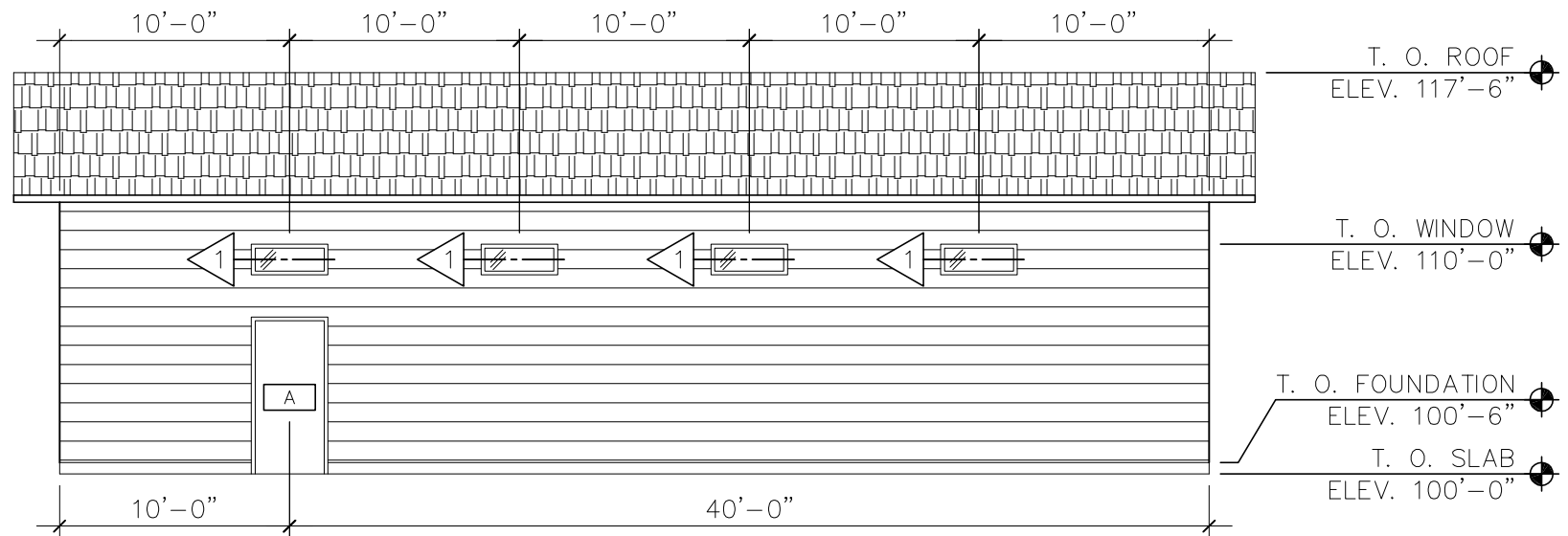
DRAWN BY:
RYAN SLAGOWSKI
SCALE
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DATE
03/08/2020
SHEET NUMBER
A2.1



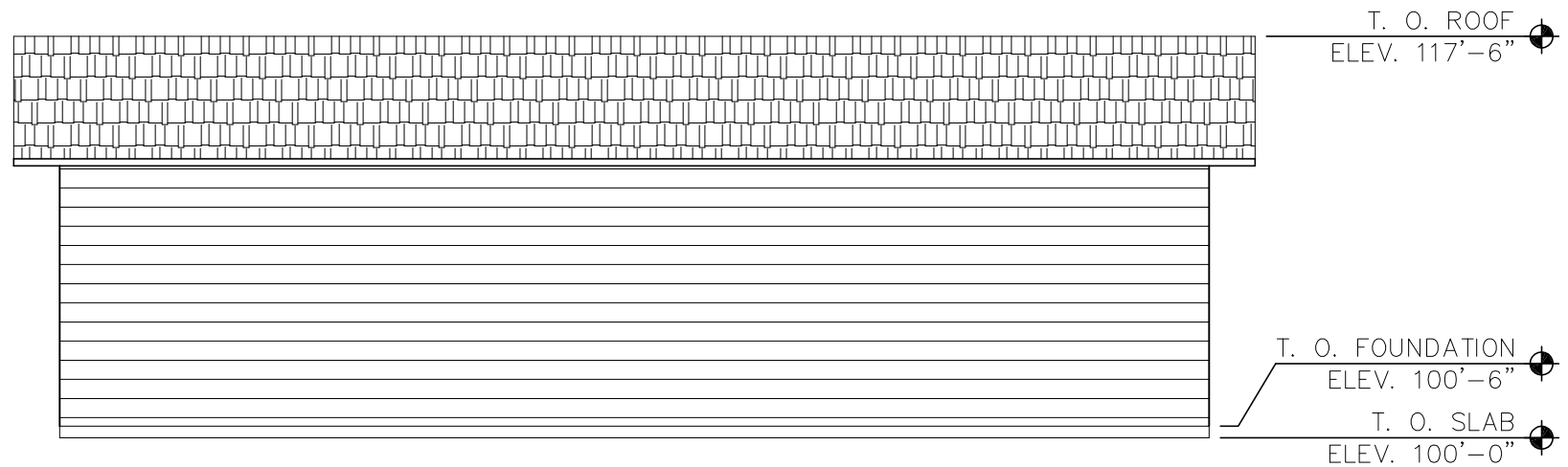
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2 BUILDING ELEVATION
A3.1 1/8"=1'-0"



3 BUILDING ELEVATION
A3.1 1/8"=1'-0"



4 BUILDING ELEVATION
A3.1 1/8"=1'-0"

JOHN CASE III
1001 ARROWHEAD CIRCLE
ROCK SPRINGS WY, 82901

BUILDING ELEVATIONS

DRAWN BY:	RYAN SLAGOWSKI
SCALE	1/8"=1'
DATE	03/29/2020
SHEET NUMBER	A3.1

EXHIBIT 'D'



May 4, 2020

Dear Property Owner and/or Interested Party:

This letter is to inform you that John A Case, III (property owner), has applied to the City of Rock Springs for the following Conditional Use Permit relative to the construction of a proposed detached accessory structure to be located on property addressed as **1001 Arrowhead Circle**, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (see map below).

REQUEST TO BE CONSIDERED BY THE ROCK SPRINGS PLANNING AND ZONING COMMISSION:

- 1) The applicant is requesting Conditional Use Permit approval for the construction of a 1,400 square foot residential detached accessory structure. Please refer to the enclosed site plan. In accordance with §13-815.E(4) of the Rock Springs Zoning Ordinance, "No residential accessory building or garage shall exceed 1,200 square feet of floor area unless granted a Conditional Use Permit" by the Rock Springs Planning and Zoning Commission.

The Rock Springs Planning and Zoning Commission will consider this request at their regularly scheduled meeting held on Wednesday, May 13, 2020 at 7:00 p.m. **Due to COVID-19 concerns, this meeting will be held via video conference.** If you are interested in participating in the video conference, please call the Rock Springs Planning Office at 307-352-1540, or email to laura_leigh@rswy.net, to obtain the video conference "sign-on" information.

If you have comments regarding this request, **written comments may be submitted up to 4:00 p.m. on Wednesday, May 13, 2020.** Please address all written comments to the Rock Springs Planning and Zoning Commission. Comments may dropped off in the "Payment Box" located to the right of the front entrance of the Rock Springs City Hall Building. Comments may be mailed, however, they must be received by the City prior to the scheduled meeting. All comments that are received prior to the scheduled meeting will be presented to the Planning and Zoning Commission.

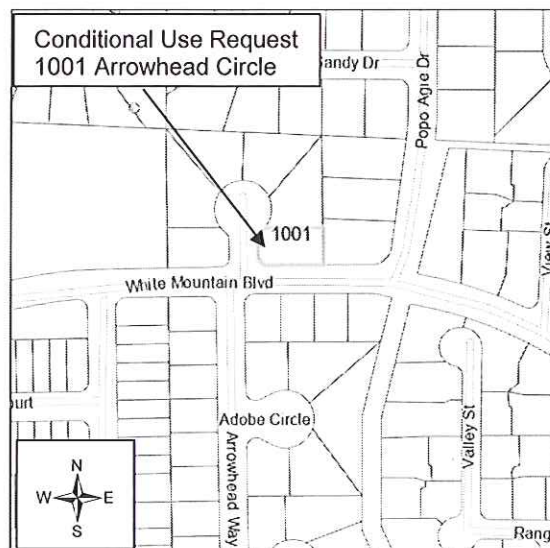
If you have any questions regarding this information, please contact the Planning and Zoning Office at (307) 352-1540.

Sincerely,



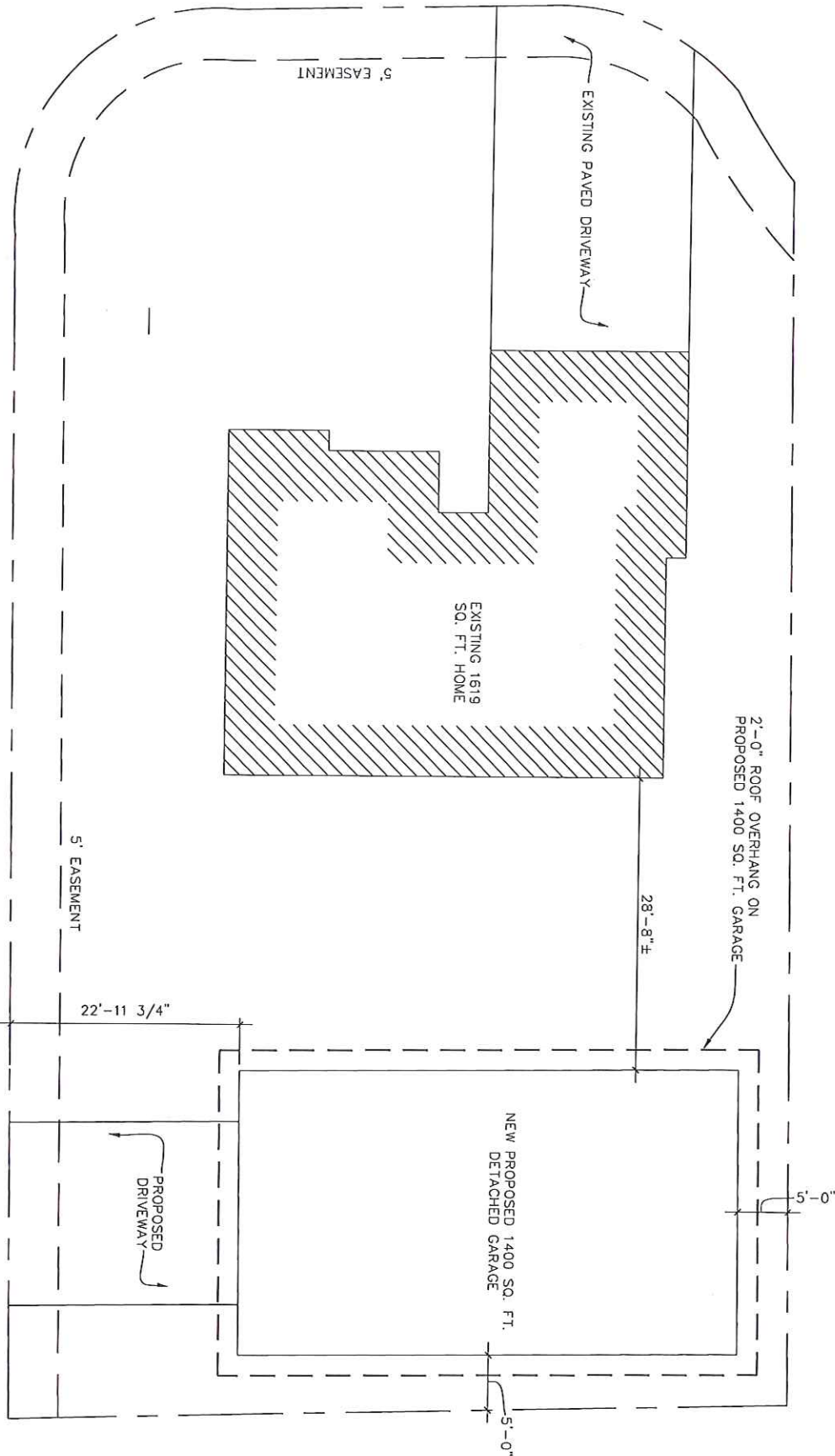
Laura Leigh, AICP
City Planner

Enc.



WHITE MOUNTAIN BOULEVARD

ARROWHEAD CIRCLE



ARCHITECTURAL SITE PLAN

JOHN CASE III
1001 ARROWHEAD CIRCLE
ROCK SPRINGS WY, 82901

DRAWN BY:	RYAN S. ADAMS
SCALE:	1"=10'
DATE:	04/11/2008
SHEET NUMBER:	AS11

ABLE HANDS INC
126 ELK ST
ROCK SPRINGS, WY 82901-5241

BOWERS MICHAEL W & NANCY Z
924 ARROWHEAD WAY
ROCK SPRINGS, WY 82901-7286

BUNOT RACHEL K
217 TYLER ST
ROCK SPRINGS, WY 82901-4920

CASE JOHN A III
1001 ARROWHEAD CIR
ROCK SPRINGS, WY 82901-7289

CHAVEZ JUVENAL S & NICOLE M
PO BOX 2144
ROCK SPRINGS, WY 82902-2144

CLARK LIVING TRUST CLARK
CHRISTOPHER T & KRISTINE N
TRUSTEES
1010 ARROWHEAD CIR
ROCK SPRINGS, WY 82901-7288

CORDOVA ERNEST JL III
1021 ARROWHEAD CIR
ROCK SPRINGS, WY 82901-7289

DAVIES CASSIDY J
2232 POPO AGIE DR
ROCK SPRINGS, WY 82901-7730

EMMANUEL BAPTIST CHURCH OF RS
5020 COLLEGE DR WEST
ROCK SPRINGS, WY 82901

FLANSBURG JUSTIN S & KACIA D
2610 LITTLE SANDY DR
ROCK SPRINGS, WY 82901-4218

FOSSEN LIVING TRUST FOSSEN TOMMY
E & MICHELE A TRUSTEES
620 RAMPART DR
ROCK SPRINGS, WY 82901-7174

FULGHUM ADAM C
1000 ARROWHEAD CIR
ROCK SPRINGS, WY 82901-7288

GAULT STEVEN J & MITCHELL BROOK A
916 ARROWHEAD WAY
ROCK SPRINGS, WY 82901-7286

HENDERSON KELLEN C & SHANDEE M
2624 LITTLE SANDY DR
ROCK SPRINGS, WY 82901-4218

LENHARDT KIMBERLY & MARK
3500 WHITE MOUNTAIN BLVD
ROCK SPRINGS, WY 82901-6842

MAGNUSON SUSAN ETAL
905 VALLEY ST
ROCK SPRINGS, WY 82901-4732

MEATS CHRISTOPHER N & TRACY L
2226 POPO AGIE DR
ROCK SPRINGS, WY 82901-7730

PLATZER ROBERT R JR & LINDA C
2600 ADOBE CIR
ROCK SPRINGS, WY 82901-7373

PRESHO JONATHON W
2238 POPO AGIE DR
ROCK SPRINGS, WY 82901-7730

SMITH DANIEL E & JESSICA D
2609 ADOBE CIR
ROCK SPRINGS, WY 82901-7372

SUNWELL PROPERTIES LLC
126 ELK ST
ROCK SPRINGS, WY 82901-5241

SWEET WYLIE T
1011 ARROWHEAD CIR
ROCK SPRINGS, WY 82901-7289

VAZQUEZ RUBEN
656 MEDINA CIR
ROCK SPRINGS, WY 82901-3216

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



PLANNING & ZONING COMMISSION
STAFF REPORT
May 13, 2020
7:00 p.m. (Via Video Meeting)

REPORT SUMMARY			
Agenda Item:	New Business #2	Project Number:	PZ-20-00133
Project Name:	Pedri - Oversized Detached Garage		
Project Address:	3001 Mustang Drive		
Property Legal Description:	Lot 2, Sweetwater Station, Phase 1 PUD		
Project Description:	Consideration of a Conditional Use Permit Application to allow for the construction of a detached garage exceeding 1,200 square feet.		
Applicant:	Daniel and Rori Pedri 3001 Mustang Drive Rock Springs, WY 82901	Property Owner:	Daniel and Rori Pedri 3001 Mustang Drive Rock Springs, WY 82901
Engineer:	WHS Engineering & Surveying 1515 9 th Street, Suite A Rock Springs, WY 82901	Surveyor:	WHS Engineering & Surveying 1515 9 th Street, Suite A Rock Springs, WY 82901
Public Notification:	Adjacent Property Letters Mailed 5/4/2020; Public Hearing Notice – Not Required for Conditional Use Permits		
Current Master Plan Land Use Designation:	LDR (Low Density Residential)	Proposed Master Plan Land Use Designation:	N/A
Current Zoning District	R-E (PUD) (Rural Estates with PUD Overlay)	Proposed Zoning District	N/A
References:	<ul style="list-style-type: none"> • Rock Springs Zoning Ordinance §13-801 Residential Zoning Districts • Rock Springs Zoning Ordinance §13-815.E. Accessory Buildings, Uses and Equipment • Rock Springs Zoning Ordinance §13-905 Procedure for Conditional Use Permit Approval 		
Exhibits:	A. Application B. Site Plan C. Adjacent Property Owner Letter		

PETITION:

The applicants, Daniel and Rori Pedri, are requesting Conditional Use Permit approval for the construction of a 2,000 square foot detached accessory garage (40' x 50'). The application is included as **Exhibit A**. In accordance with §13-815.E(4) of the Rock Springs Zoning Ordinance, "No residential accessory building or garage shall exceed 1,200 square feet of floor area unless granted a Conditional Use Permit" by the Rock Springs Planning and Zoning Commission.

As shown on the Site Plan (**Exhibit B**), the proposed structure will be located fifteen (15) feet from the side property line and fifteen (15) feet from the rear property line. This is a "through" lot since the lot backs up to Signal Drive. Since accesses if prohibited from Signal Drive, the Signal Drive property line serves as a standard rear property line. The structure will be located 62.9 feet from the principal structure. Additionally, the site plan shows the construction of a 30' x 25' corral area. In accordance with the rural estates zoning district requirements, corrals and barns shall be separated from by residence by at least 30 feet. The proposed corral meets this requirement.

PROPERTY LOCATION AND DESCRIPTION:

As shown in **Figure 1**, the property is located due north of the intersection of Mustang Drive and Clydesdale Drive. As mentioned earlier, the property also backs up to Signal Drive (CR-1100). The principal structure is already constructed on the property.

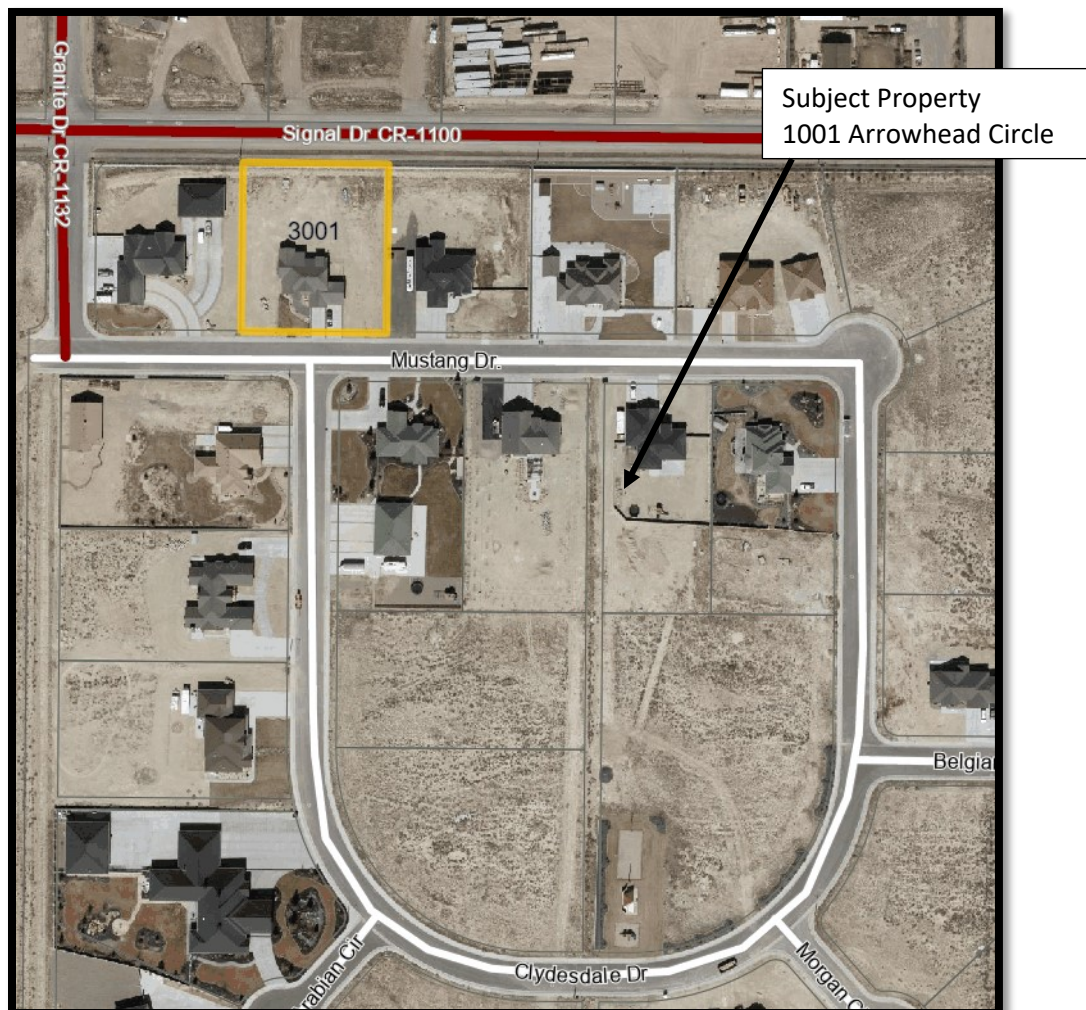


Figure 1: Location Map (2015 Aerial Photo)

The subject property is legally described as Lot 2 of the Sweetwater Station, Phase 1 Planned Unit Development/Subdivision. As Figure 2 shows, the property is 0.82 acres in size. Additionally, the recorded subdivision plat does not show any easements at the proposed garage location.

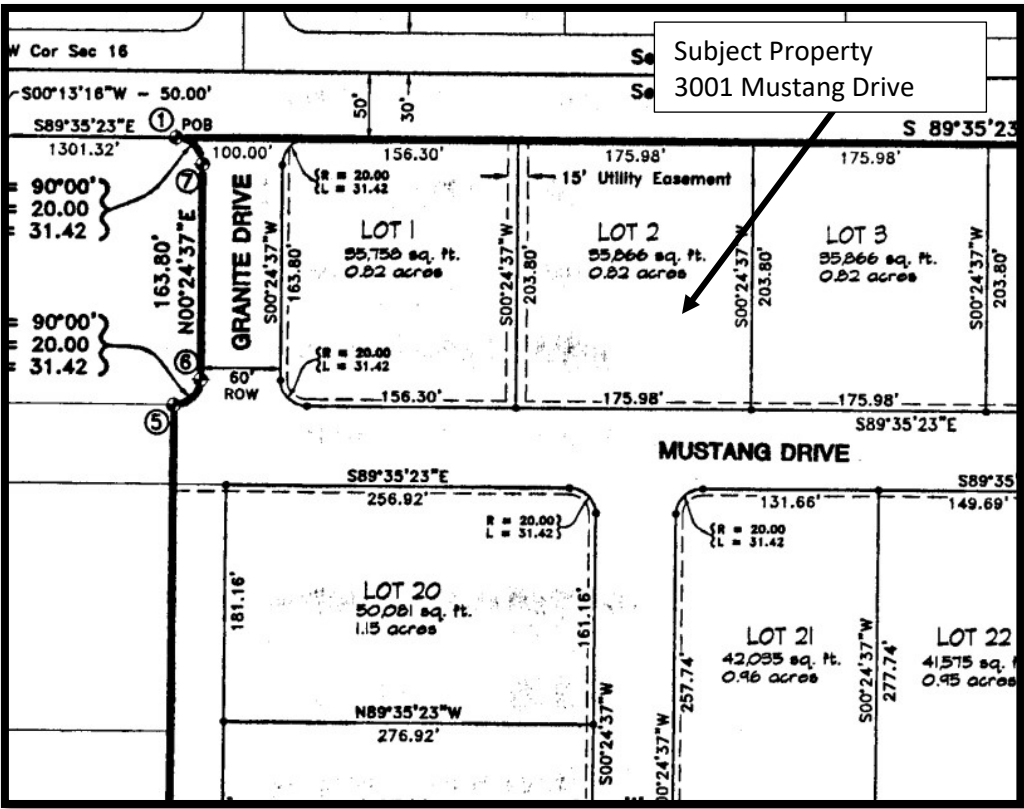


Figure 2: Cedar Springs, Phase 1

The following photos (**Figures 3 - 5**) show the project site:



Figure 3: Property View from Signal Drive



Figure 4: Property View from Mustang Drive

UTILITY REVIEW:

Due to the size of the proposed structure, the site plan was forwarded to the Utility Review Committee for comment. Written comments are due back from the Utility Review Committee by Tuesday, May 12, 2020. Staff will update the Planning and Zoning Commission at the meeting of any comments that are received by the committee.

PUBLIC NOTIFICATION:

Adjacent Property Owner Notice letters were mailed to property owners located within 200 feet of the boundaries of the subject property on May 4, 2020. Refer to Exhibit D. It was noted in the letter that due to the COVID-19 concerns, this meeting will held via video conference. Adjacent property owners were advised if they were interested in participating in the video conference, to call the Rock Springs Planning Office at 307-352-1540, or email to laura_leigh@rswy.net, to obtain the video conference “sign-on” information.

Adjacent property owners were further advised if they had comments regarding this request, that written comments may be submitted up to 4:00 p.m. on Wednesday, May 13, 2020 and all comments that are received prior to the scheduled meeting will be presented to the Planning and Zoning Commission.

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

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 formal recommendation after the public comment portion of the public hearing.

At a minimum, staff recommends the following conditions of approval be attached if approved:

1. As required by the Sweetwater Station PUD Development Plan, prior to permit issuance, written approval shall be provided to the City from the Sweetwater County Homeowner’s Association.
2. The garage shall only be used for personal residential garage use in accordance with the Sweetwater Station PUD Use Restrictions.
3. The applicant is responsible to comply with all comments/conditions of the Utility Review Committee.
4. Construction shall conform to the approved site plan and application, including required setbacks from property lines. Eaves, gutters and awnings shall not be located any closer than three (3) feet from the side and rear property line. Any changes to building location shall require submittal of a revised site plan.
5. A surveyor’s certificate is to be provided attesting that an inspection of the property pins and setbacks conform to the approved site plan prior to footing inspection (measured from the footing forms).
6. All driveways leading to a detached garage shall be paved with asphalt or concrete up to the fence line separating the front yard from the back yard, or in the case where no fence is present, to the front building line of the principal structure.
7. Height of the garage shall not exceed the height of the principal structure.
8. Planning approval does not constitute building permit approval. Contact the City of Rock Springs Building Department to obtain a building permit for the garage.

EXHIBIT 'A'





2020
CITY OF ROCK SPRINGS
CONDITIONAL USE PERMIT
APPLICATION

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

City Use Only:

Date Received 5/1/2020

File Number: PZ-20-00133 (also PZ-20-00135)

Payment Information:

Amount Received: 60.00 Received by: [Signature]

Date Certified as Complete Application: _____ By: _____

A. PROPERTY ADDRESS: 3001 Mustang Drive

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

B. CONTACT INFORMATION:

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

Petitioner Information:

Petitioner Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____ Fax Number: _____
(including area code) (including area code)

Property Owner Information:

Name: Daniel & Reri Pedri

Company Name: _____

Street Address: 3001 Mustang Drive

City: Rock Springs State: WY Zip Code: 82901

Email Address: dpedri@sweetwaterhsa.com

Phone Number: 307-371-5850 Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information: Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____ Fax Number: _____
(including area code) (including area code)

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

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

- ☐ Adjusted Front Setback
- ☐ Bed and Breakfast Inn
- ☐ Corner Side Yard Attached Carport
- ☒ Detached Garage Exceeding 1,200sf
- ☐ Gas Pumps & Fueling Stations
- ☐ Lot Coverage Exceeding 50%
- ☐ Off-Site Parking
- ☐ Unpaved Parking Area (B-2 Zoning District)
- ☐ Use of Explosives
- ☐ Other, please specify: _____

C.U.P. Requiring
Staff Level Approval

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

D. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

1. Provide a detailed description of the intended Conditional Use, including proposed use, length of use (permanent or temporary), hours of operation, etc.

Build a shop that is 50'x40'. Building will meet all other requirements

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

A site plan is being submitted by WBS Engineering.

CONDITIONAL USES REQUIRING PLANNING & ZONING COMMISSION REVIEW

NOTE: Applications that are not RECEIVED by **Noon** on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

The Rock Springs Planning & Zoning Commission reserves the right to table an application. The meeting dates provided below are for reference only and are subject to change.

	January P&Z Meeting	February P&Z Meeting	March P&Z Meeting	April P&Z Meeting	May P&Z Meeting	June P&Z Meeting	July P&Z Meeting	August P&Z Meeting	September P&Z Meeting	October P&Z Meeting	November P&Z Meeting	December P&Z Meeting
Application Deadline	12/23/2019	1/27/2020	2/24/2020	3/23/2020	4/27/2020	5/22/2020*	6/22/2020	7/27/2020	8/24/2020	9/28/2020	10/26/2020	11/23/2020
Utility Review Committee Meeting (if required)	Utility Review Meetings are held at least 6 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will only be sent to the parties listed on the application. <u>The petitioner or an assigned representative is required to attend the meeting.</u>											
Adjacent Owner Notice	Property Owner Notices will be prepared by the City of Rock Springs and mailed to property owners within 200' of the effected property a minimum of ten (10) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Meeting**	1/8/2020	2/12/2020	3/11/2020	4/8/2020	5/13/2020	6/10/2020	7/8/2020	8/12/2020	9/9/2020	10/14/2020	11/11/2020 * Date TBD	12/9/2020

*Dates may be changed due to Holiday/City Hall Closures.

**It is necessary that the applicant or assigned representative attend the Planning & Zoning Commission meeting. Failure to attend may result in your application being tabled or denied.

H. SIGNATURE(S) REQUIRED:

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

Signature of Applicant  _____

Date 5/1/2020

Signature of Owner  _____

Date 5/1/2020

Signature of Engineer/Architect (if applicable) _____

Date _____

EXHIBIT 'B'



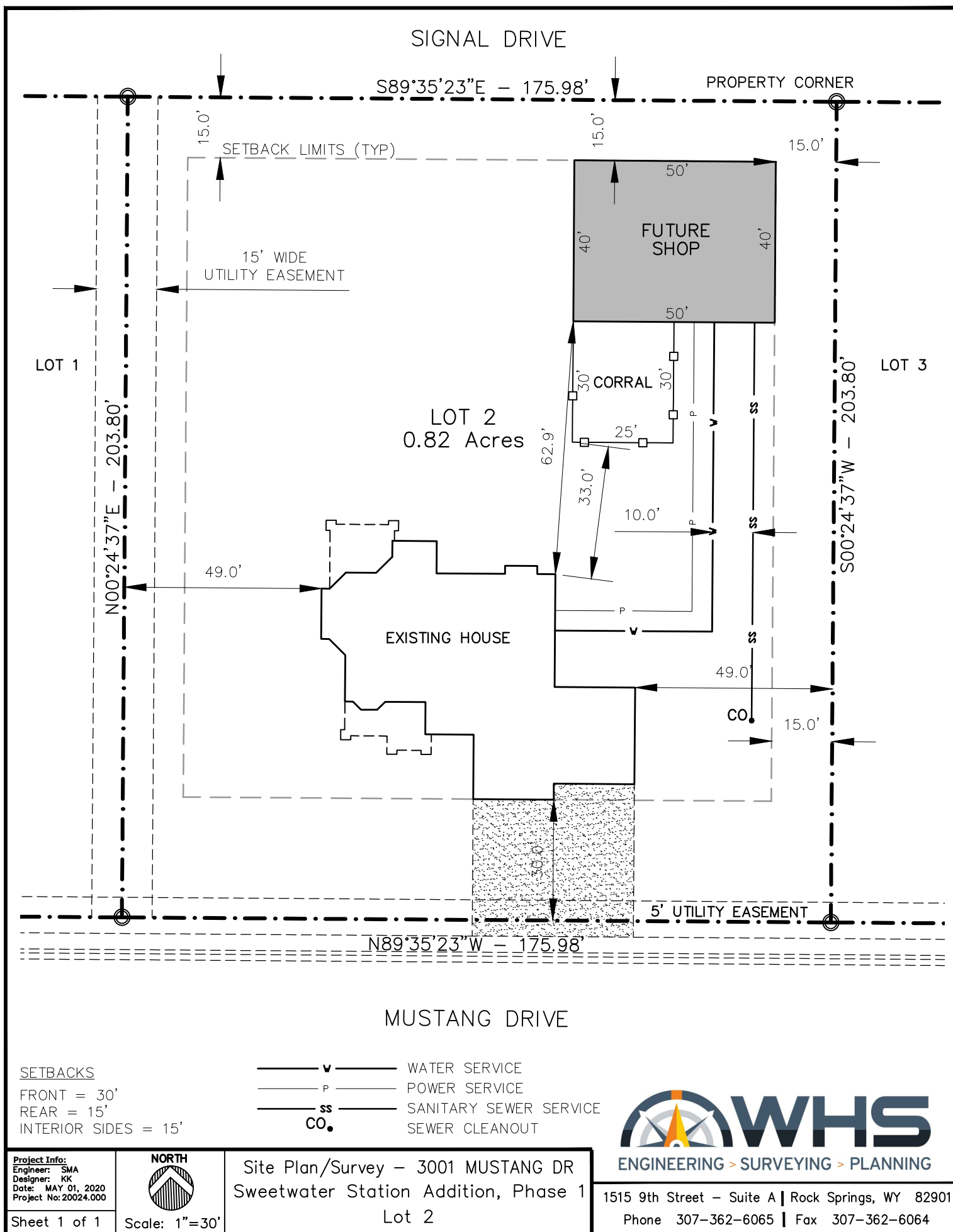


EXHIBIT 'C'



May 4, 2020

Dear Property Owner and/or Interested Party:

This letter is to inform you that Daniel and Rori Pedri (property owners), have applied to the City of Rock Springs for the following Conditional Use Permit relative to the construction of a proposed detached accessory structure to be located on property addressed as **3001 Mustang**, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (see map below).

REQUEST TO BE CONSIDERED BY THE ROCK SPRINGS PLANNING AND ZONING COMMISSION:

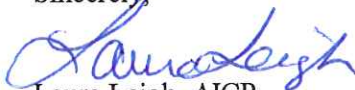
- 1) The applicant is requesting Conditional Use Permit approval for the construction of a 2,000 square foot residential detached accessory structure. Please refer to the enclosed site plan. In accordance with §13-815.E(4) of the Rock Springs Zoning Ordinance, "No residential accessory building or garage shall exceed 1,200 square feet of floor area unless granted a Conditional Use Permit" by the Rock Springs Planning and Zoning Commission.

The Rock Springs Planning and Zoning Commission will consider this request at their regularly scheduled meeting held on Wednesday, May 13, 2020 at 7:00 p.m. **Due to COVID-19 concerns, this meeting will be held via video conference.** If you are interested in participating in the video conference, please call the Rock Springs Planning Office at 307-352-1540, or email to laura_leigh@rswy.net, to obtain the video conference "sign-on" information.

If you have comments regarding this request, **written comments may be submitted up to 4:00 p.m. on Wednesday, May 13, 2020.** Please address all written comments to the Rock Springs Planning and Zoning Commission. Comments may dropped off in the "Payment Box" located to the right of the front entrance of the Rock Springs City Hall Building. Comments may be mailed, however, they must be received by the City prior to the scheduled meeting. All comments that are received prior to the scheduled meeting will be presented to the Planning and Zoning Commission.

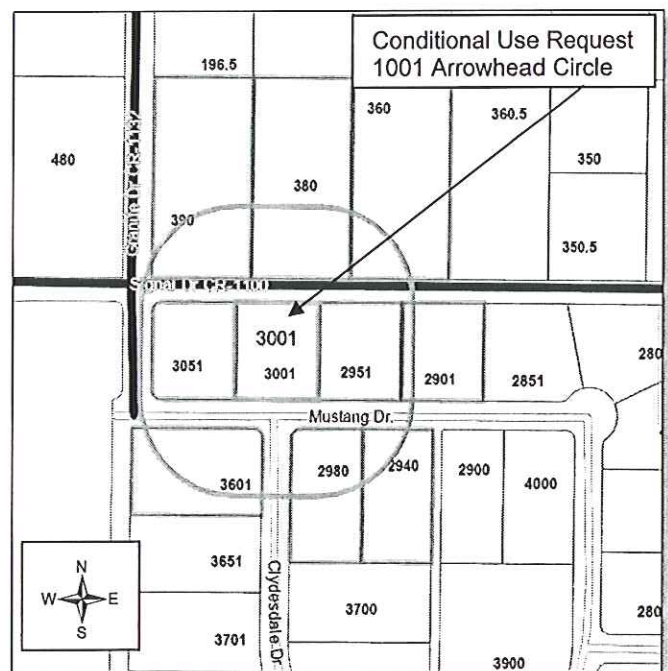
If you have any questions regarding this information, please contact the Planning and Zoning Office at (307) 352-1540.

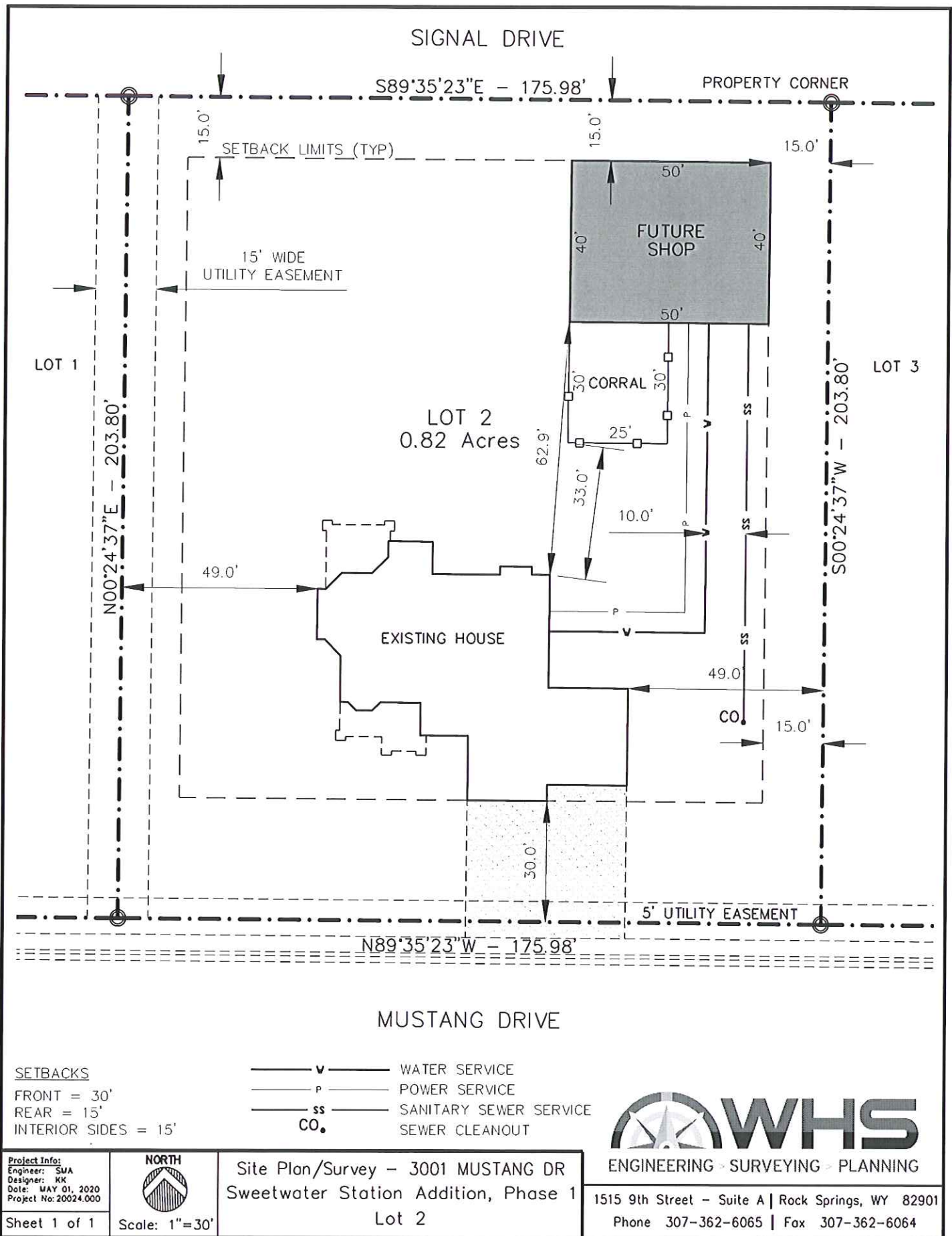
Sincerely,



Laura Leigh, AICP
City Planner

Enc.





ANDERSON DIRK L & MELISSA
2940 MUSTANG DR
ROCK SPRINGS, WY 82901-7150

EGBERT CHELSEA
2951 MUSTANG DR
ROCK SPRINGS, WY 82901-7149

ELMORE GARY W JR LIVING TRUST
PO BOX 2865
ROCK SPRINGS, WY 82902-2865

FUJA RANDY & JENNIFER
2901 MUSTANG DR
ROCK SPRINGS, WY 82901-7149

G & M ENTERPRISES LLC
1012 SPRUCEWOOD DR
ROCK SPRINGS, WY 82901-4485

H B & R INC C/O BASIC ENERGY-CTMI
TAX DEPT
6115 CAMP BOWIE BLVD STE 152
FORT WORTH, TX 76116-5500

HAY JOHN E
3601 CLYDESDALE DR
ROCK SPRINGS, WY 82901-8106

PEDRI DANIEL J & RORI S
3001 MUSTANG DR
ROCK SPRINGS, WY 82901-7152

PEDRI DANIEL L & LINDA J
PO BOX 1373
ROCK SPRINGS, WY 82902-1373

WASHAM DENNIS G & JUDY C
PO BOX 2736
ROCK SPRINGS, WY 82902

SWEETWATER STATION
HOMEOWNERS ASSOC.
2931 ARABIAN CIR
ROCK SPRINGS, WY 82901-8109

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



Department of Public Services

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

May 6, 2020

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

Re: City Council Action Report

Dear Honorable Commissioners:

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

Date of Council Meeting	P&Z Item	Council Action
May 4, 2020	<i>Ordinance 2020-04: An Ordinance amending Articles 16-3, 16-5, 16-6 & 16-7 of the Ordinances of the City of Rock Springs, to add definitions, clean up language, and to change or add procedures for subdivisions.</i>	<i>Approved at 3rd Reading</i>

Sincerely,

A handwritten signature in purple ink that reads "Laura Leigh".

Laura Leigh, AICP
City Planner