



## Public Services Development Summary: Planning and Building Divisions

### STAFF

#### Administration

Vess Walker, Public Services Director  
Cathy Greene, Sr. Administrative Assistant

vess\_walker@rswy.net  
cathy\_greene@rswy.net

#### Planning & Zoning Division

Jennifer Shields, AICP, City Planner

jennifer\_shields@rswy.net

#### Building & Fire Inspections

Jeff Tuttle, Chief Building Official  
Matt Bider, Plans Examiner  
Jim Anson, Building Inspector  
Christina Humphrey, Building Inspector  
David Rhoades, Fire Inspector

jeff\_tuttle@rswy.net  
matt\_bider@rswy.net  
jim\_anson@rswy.net  
christina\_humphrey@rswy.net  
david\_rhoades@rswy.net

# Public Services Department

## Anticipates Minimal Growth In 2015

### Planning Division:

The Planning Division handles both current and long range planning activities for the City of Rock Springs in order to ensure that all future development is consistent with the City's Master Plan and vision for the future. In addition to providing day to day support for the public, this Department's main responsibilities include the following:

- Coordinate the implementation of the City's Master Plan with the City Council and Department Heads.
- Administer the City's Zoning & Subdivision Ordinances in collaboration with the Planning & Zoning Commission and Board of Adjustment.
- Manage the utility review process for commercial and industrial developments.
- Provide floodplain administration.
- Oversee business licensing and home occupation permitting.
- Issue residential zoning permits (sheds, fences, driveways, etc.).
- Handle zoning code enforcement cases.

In 2014, Planning Division applications increased by approximately 4% from the previous year, reflecting an overall minimal increase in new commercial and industrial development. However, Major Site Plan applications nearly tripled from the previous year, with major development projects including the Stagecoach Elementary School, the Aspen Mountain Medical Center, the My Place Hotel (64 rooms), and the Peterbilt of Wyoming industrial site. In addition, subdivision improvements for four new subdivisions were formally accepted by the City Council during the year, including the Kay Addition (13 lots), the City's Edge Subdivision (38 lots), the Gunsight Estates Subdivision (40 lots), and the Estates at Whispering Pines Subdivision (19 lots).

One significant increase in workload for Planning staff was seen in Occupation Tax application reviews (more commonly known as "business licenses"), which increased from 121 in 2013 to 152 in 2014. Planning staff also undertook three Zoning Ordinance language amendments during the year, including a major overhaul of the residential sections of the Ordinance that allowed for accessory dwellings in certain areas of the City.

In 2015, the Planning Division expects to see a minimal increase in the overall number of development applications submitted as the oil and gas economy is uncertain at this time. Important projects for staff in 2015 will include implementation of the City's Master Plan, participation with the City's Business and Economic Development Alliance, assistance with the Bunning Park Rehabilitation project, and continued support of the Bitter Creek Reconstruction Project.

### Building Division:

In late 2014, Building and Planning staff implemented a new permit and inspection tracking system for the department which has increased efficiency and reporting for both divisions. Staff has been training on the new system for several weeks, and has received positive feedback from many contractors and developers.

In 2014, the Building Division saw a slight increase from the previous year in the number of permits issued - 875 in 2013 compared with 924 in 2014. Valuation of permits increased by an amazing 121% from the previous year at a total of \$98.9 million, reflective of several major construction projects being undertaken during the year.

In 2014, there were 77 single family detached building permits issued. This number is 10 more than 2013, when only 67 such permits were issued. In addition, building permits were issued for Phase 2 of the Preserve at Rock Springs Apartments complex which will have 10 buildings with a total of 112 new apartment units once completed.

Increases were also seen in the number of excavation/grading permits (up from 21 to 30), the number of mobile home permits (up from 16 to 23), the number of non-residential permits (up from 16 to 26), and the number of other miscellaneous permits (up from 13 to 49). Decreases were seen in the number of addition/alteration/conversion permits (down from 725 to 673) and demolition permits (down from 17 to 7).

For 2015, the Building Division expects to see a minimal or slight decrease in construction activity from the previous year.

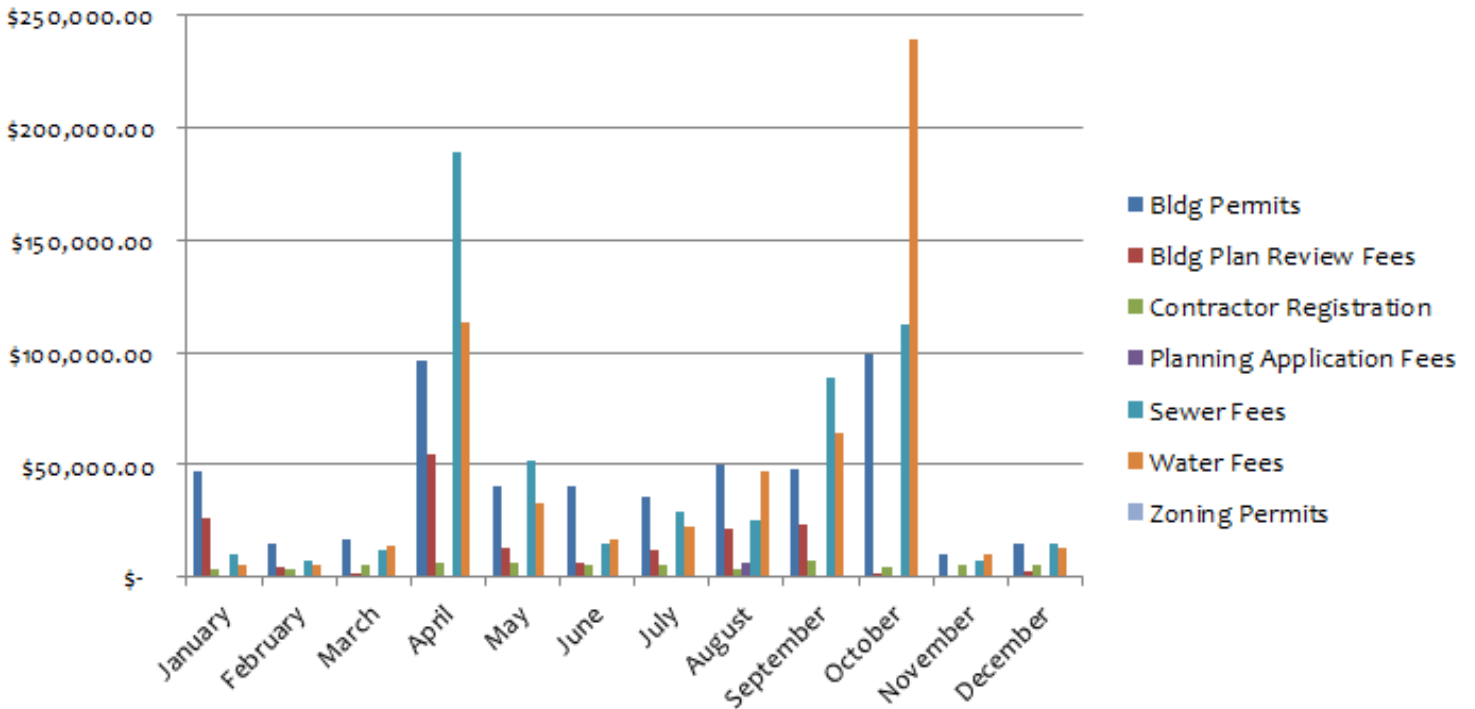


# Planning & Building Application & Permit Fee Totals

## 2014

	Building Permits	Building Plan Review Fees	Contractor Registration	Planning Application Fees	Sewer Fees	Water Fees	Zoning Permits
January	\$ 46,891.00	\$ 26,039.00	\$ 3,550.00	\$ 680.00	\$ 10,500.00	\$ 5,575.00	\$ -
February	\$ 14,572.00	\$ 4,644.00	\$ 3,575.00	\$ 620.00	\$ 7,500.00	\$ 5,131.00	\$ 30.00
March	\$ 16,403.00	\$ 1,407.00	\$ 4,900.00	\$ 180.00	\$ 12,268.00	\$ 13,530.00	\$ 200.00
April	\$ 96,045.48	\$ 54,420.00	\$ 5,975.00	\$ 687.25	\$ 189,000.00	\$ 112,920.00	\$ 170.00
May	\$ 40,490.00	\$ 13,058.00	\$ 6,300.00	\$ 673.50	\$ 51,500.00	\$ 32,749.00	\$ 440.00
June	\$ 40,088.00	\$ 6,097.00	\$ 5,400.00	\$ 280.00	\$ 15,000.00	\$ 17,066.00	\$ 210.00
July	\$ 35,572.00	\$ 12,260.00	\$ 5,075.00	\$ 1,030.00	\$ 29,447.00	\$ 21,998.00	\$ 270.00
August	\$ 49,612.00	\$ 21,051.00	\$ 3,125.00	\$ 6,407.53	\$ 25,500.00	\$ 47,034.00	\$ 170.00
September	\$ 48,427.00	\$ 23,029.00	\$ 6,975.00	\$ 360.00	\$ 89,150.00	\$ 63,722.00	\$ 220.00
October	\$ 98,927.00	\$ 1,715.00	\$ 4,150.00	\$ 350.00	\$ 112,500.00	\$ 239,168.00	\$ 160.00
November	\$ 10,387.00	\$ -	\$ 4,925.00	\$ 650.00	\$ 7,500.00	\$ 10,530.00	\$ 60.00
December	\$ 14,815.00	\$ 2,281.00	\$ 5,000.00	\$ 225.00	\$ 15,000.00	\$ 13,253.00	\$ 20.00
<b>TOTALS</b>	\$ 512,229.48	\$ 166,001.00	\$ 58,950.00	\$ 12,143.28	\$ 564,865.00	\$ 582,676.00	\$ 1,950.00

## 2014





# Planning – Applications

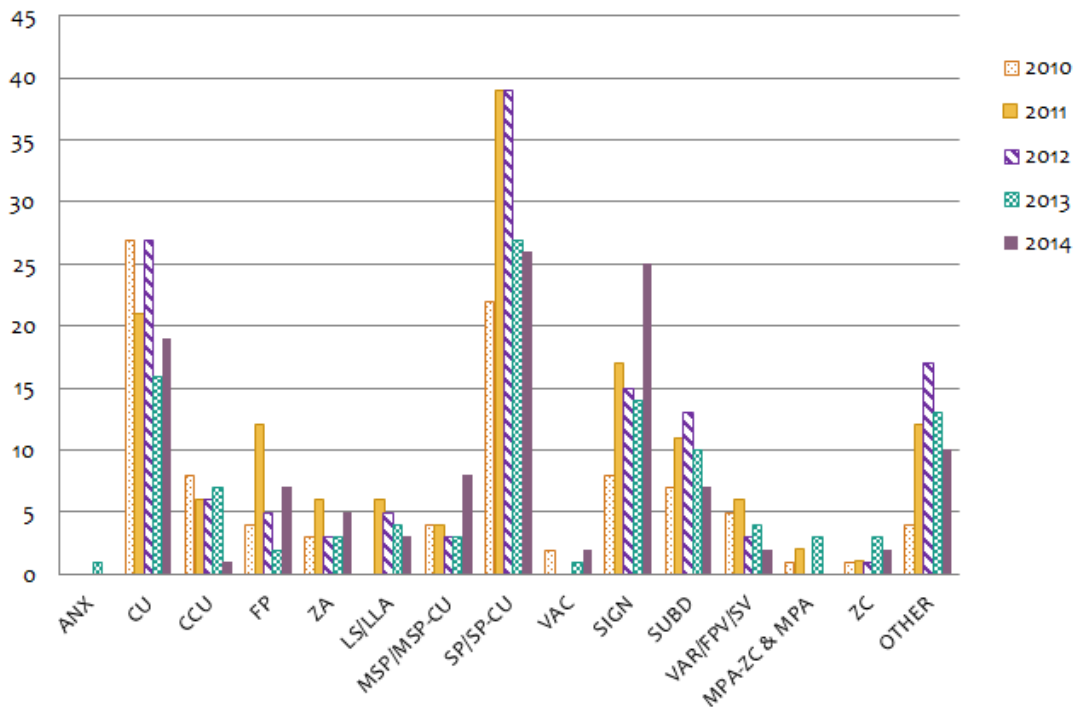
## 2004-2014

Planning Applications:	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Annexations	1	0	2	2	2	0	0	0	0	1	0
Conditional Use Permits	30	34	49	34	31	37	27	21	27	16	19
County Referrals	-	-	-	-	25	22	8	6	6	7	1
Floodplain Development Permits	4	7	31	15	29	23	4	12	5	2	7
Language Amendments	3	0	4	2	5	6	3	6	3	3	5
Lot Splits/Lot Line Adjustments	-	-	-	5	16	6	0	6	5	4	3
Major Site Plans	4	2	5	14	13	6	4	4	3	3	8
Minor Site Plans	26	37	32	34	47	34	22	39	39	27	26
Right-of-way Vacations	2	3	7	3	0	2	2	0	0	1	2
Sign Applications	not available	not available	not available	2	11	15	8	17	15	14	25
Subdivision Applications <sup>1</sup>	42	38	41	66	27	10	7	11	13	10	7
Variances	2	0	4	8	2	4	5	6	3	4	2
Zone Change & Master Plan Amendments	3	6	3	6	13	2	1	2	0	3	0
Zone Changes	12	12	7	7	8	0	1	1	1	3	2
Other <sup>2</sup>	-	-	-	-	2	1	4	12	17	13	10
<b>Total Planning Applications:</b>	<b>129</b>	<b>139</b>	<b>185</b>	<b>198</b>	<b>231</b>	<b>168</b>	<b>96</b>	<b>143</b>	<b>137</b>	<b>111</b>	<b>115</b>
% Change from Previous Year	25%	8%	33%	7%	17%	-27%	-43%	49%	-4%	-19%	4%

1 Subdivision Applications include the following: Sketch Plat, Concept Plan, Preliminary Development Plan, Preliminary Plat, Final Plat and Final Development Plan applications, as well as applications for these that were submitted but withdrawn. In 2014, of the 7 total Subdivision Applications, only 1 was a Final Plat application.

2 Other applications include the following: Appeals, Easement Abandonments, Exemptions, Improvement Acceptances, Model Home Sales Offices, Preliminary Reviews, Striping Plans, Wind Energy Conversion Systems, and Wireless Telecommunication Facilities.

## 2010-2014





# Planning – Other Activities

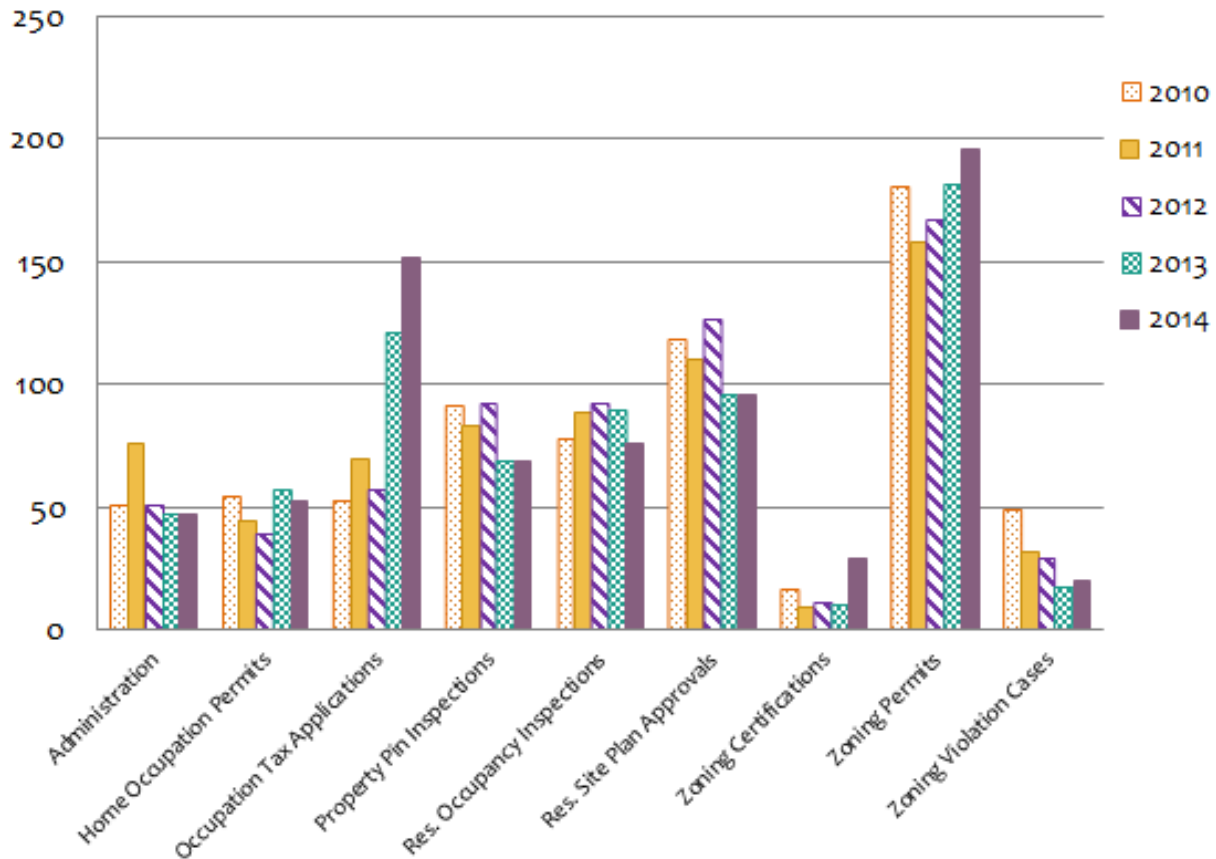
## 2004-2014

Other Planning Activities:	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Administrative Projects	22	32	26	39	37	43	50	76	50	47	47
Home Occupation Permits	39	50	50	50	57	52	54	44	39	57	53
Occupation Tax Reviews	not available	not available	not available	12	36	46	52	70	57	121	152
Residential Property Pin Inspections <sup>1</sup>	-	-	-	218	90	121	91	83	92	68	69
Residential Occupancy Inspections	not available	not available	not available	294	186	99	77	89	92	89	76
Residential Site Plan Approvals <sup>2</sup>	102	312	252	378	116	98	118	110	126	95	96
Zoning Certifications	not available	not available	not available	2	4	12	16	9	11	10	29
Zoning Permits	101	119	178	369	240	249	180	158	167	181	196
Zoning Violation Cases	2	5	2	18	17	49	49	32	29	17	20
<b>Total Other Planning Activities:</b>	<b>266</b>	<b>518</b>	<b>508</b>	<b>1380</b>	<b>783</b>	<b>769</b>	<b>687</b>	<b>671</b>	<b>663</b>	<b>685</b>	<b>738</b>
% Change from Previous Year	17%	95%	-2%	172%	-43%	-2%	-11%	-2%	-1%	3%	8%

<sup>1</sup> Inspections were not conducted by the Planning Division prior to 2007.

<sup>2</sup> Duplex = 2 approvals.

## 2010-2014





# Building – Permits

## 2004-2014

Building Permits:	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Single Family (Detached)	50	96	116	176	92	93	74	88	100	67	77
Single Family (Attached)	26	108	68	198	4	2	0	0	0	0	10
Mobile Homes	111	107	84	50	62	53	47	36	27	16	23
Non-Residential	34	27	23	21	28	35	22	17	16	16	26
Additions, Alterations, Conversions	614	664	726	965	573	534	717	707	756	725	702
Demolitions	19	22	15	10	12	16	16	9	14	17	7
Excavation / Grading	61	41	24	40	57	14	20	21	35	21	30
Other Permits	45	66	86	67	169	249	26	25	20	13	49
<b>Total Building Permits:</b>	<b>960</b>	<b>1131</b>	<b>1142</b>	<b>1527</b>	<b>997</b>	<b>996</b>	<b>922</b>	<b>903</b>	<b>968</b>	<b>875</b>	<b>924</b>
% Change from Previous Year		18%	1%	34%	-35%	0%	-7%	-2%	7%	-10%	6%

Valuation (millions):	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Valuation (millions):	35.0	86.0	65.0	145.9	104.6	63.2	54.6	60.4	64.0	44.8	98.9
% Change from Previous Year		146%	-24%	124%	-28%	-40%	-14%	11%	6%	-30%	121%

## 2010-2014

