



**PLANNING AND ZONING COMMISSION
MEETING AGENDA**

February 13, 2019 at 7:00 p.m.

ROLL CALL

ELECTION OF OFFICERS

1. Election of the 2019 Planning and Zoning Commission Chairman and Vice-Chairman.
(In accordance with Section 1.b of the Planning and Zoning Commission's By-Laws, the Commission shall elect its officers at the February meeting of each year).

APPROVAL OF MINUTES

1. Review and approval of the January 9, 2019 Planning & Zoning Commission Meeting Minutes.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

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

PUBLIC HEARING

1. None

UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. None

NOTIFICATION OF MINOR SITE PLANS AND STAFF APPROVED CONDITIONAL USE PERMITS

1. None

PETITIONS AND COMMUNICATIONS

1. Appointment of Kevin Hardesty for 1st term by City Council on January 15, 2019.
2. Appointment of Gary Collins for 1st term by City Council on February 5, 2019.
3. City Council Action Report

ADJOURNMENT

**PLANNING AND ZONING
COMMISSION MINUTES
January 9, 2019
Wednesday, 7:00 p.m.
City Hall, Rock Springs, Wyoming**

Commissioners Present:	Chairperson Joe Drnas Vice-Chairman Mike Shaw	Sue Lozier Emily Lopez Tim Sheehan
Commissioners Absent:	Matthew Jackman, Dan Kennedy, Lauren Schoenfeld	
Staff Present:	Cindy Sheehan, Planning Technician Cathy Greene, Senior Administrative Assistant Steve Horton, Director of Public Services	

CALL TO ORDER

Chairman Drnas called the meeting to order at 7:00 p.m.

ROLL CALL

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

APPROVAL OF MINUTES

Chairman Drnas asked the Commission for any corrections or additions to the Minutes from the December 12, 2018, Planning and Zoning Commission Meeting.

Commissioner Sheehan addressed the areas of the minutes that stated “couldn’t follow all the chatter”, he stated he wasn’t blaming anyone as he wasn’t present, just need to figure out how we are going to contain it with all the dialogue going on. Commissioner Lozier stated when they are all together it needs to be mentioned again.

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

Commissioner Shaw: Motion to approve the Minutes as presented.

Commissioner Sheehan: Second.

Vote: All in favor. Motion carried unanimously.

ACCEPTANCE OF STAFF REPORTS AND CORRESPONDENCE

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

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

Commissioner Shaw: Second.

Vote: All in favor. Motion carried unanimously.

CHANGES TO THE AGENDA

None.

PUBLIC HEARINGS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

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

- 1) Minor Site Plan approval for Redi Services located at 1965 Blairtown Road for placement of two Nitrogen Tanks, by Perri Rubeck (Project#: PZ-18-00232, Staff Representative: Cindy Sheehan, Planning Technician).
- 2) Minor Site Plan Approval for Bitter Creek Brewing for placement of a Dining Deck located at 604 Broadway Street, by Jane Caller (Project #: PZ18-00128, Staff Representative: Steve Horton, City Planner).

PETITIONS AND COMMUNICATIONS

- 1) **Written petitions and communications.**
 - a. **Update on City Council Actions**

Council Mtg.	P&Z Item	Council Action
12/18/2018	1. An Ordinance amending Article 13-6 of the Ordinances of the City of Rock Springs entitled "Definition", filed by City of Rock Springs (Project #PZ-18-00069, Staff Representative, Steve Horton, City Planner)	Approve Approve
12/18/2018	2. Lease Agreement for lease of a parking space adjacent to Bitter Creek Brewing for placement of a Dining Deck, filed by Jane Caller (Project #PZ-18-00128, Staff Representative, Steve Horton, City Planner)	Approve
1/2/2019	3. An Ordinance amending Articles 13-9, 16-8, 16-9 of the Ordinance of the City of Rock Springs, Zoning Administrative Procedures, Subdivision Improvements, Subdivision Design Criteria (Project #PZ-18-00173, Staff Representative, Steve Horton, City Planner)	

2) Petitions and communications from the floor.

1. Chairman Drnas stated that it would be his last meeting as his first term is ending and he has decided to not fill a second term due to scheduling conflicts coming up in 2019.

Vice Chairman Shaw stated that he only has two more meetings in his second term.

After some discussion, Emily Lopez, Sue Lozier and Tim Sheehan volunteered to be the 2019 Nominating Committee.

2. Ms. Greene notified the commissioners of the 2019 Meeting Dates included in their packets and also, a thank you to Chairman Drnas for his service.
3. City Planner Steve Horton stated it would be his last meeting with the new administration there will be changes and he has enjoyed coming back and serving as City Planner for the past year.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:11 p.m.

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

_____ Day of _____ 2019.

_____, Secretary, Planning & Zoning Commission



Department of Public Services

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February 7, 2019

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

Re: City Council Action Report

Dear Honorable Commissioners:

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

Table with 3 columns: Date of Council Meeting, P&Z Item, Council Action. It lists two meetings: January 15, 2019 and February 5, 2019, with details on zoning map amendments and ordinance readings.

Sincerely,

Cindy Sheehan (handwritten signature)

Cindy Sheehan
Planning Technician