



# **Glenrock Town Council Meeting AGENDA**

**June 24, 2024 – 5:30PM**

- I. WELCOME / PLEDGE**
- II. CALL TO ORDER – ATTENDANCE**
- III. ADDITIONS / DELETIONS**
- IV. APPROVAL OF MINUTES**  
June 10, 2024 Council Meeting  
June 17, 2024 Work Session
- V. REPORTS**
- VI. ITEMS FROM THE FLOOR**
- VII. OLD BUSINESS**  
**Ordinance 749 – Budget Ordinance – Third Reading**
- VIII. NEW BUSINESS**  
Ordinance 750 – Tiny Homes – First Reading
- IX. EXECUTIVE SESSION**
- X. BILLS & CLAIMS**

Unapproved Minutes  
Town Council Meeting  
Glenrock Town Hall  
June 10, 2024

Mayor Roumell called the council meeting to order at 5:30PM and led the Pledge of Allegiance. All elected officials were in attendance.

**ADDITIONS/DELETIONS:** CP Moulton moved to add an executive session to the agenda for the purposes of discussing real estate; seconded by CP Kincaid. All ayes – MOTION CARRIED.

**APPROVAL OF MINUTES:** CP Colling moved to approve minutes as presented for May 13, 2024 council meeting; seconded by CP Moulton. All ayes – MOTION CARRIED.

**OLD BUSINESS:**

**Ordinance 749: FY 2024-2025 Budget Ordinance – Second Reading:** CP Nunn moved to approve Ordinance 749; seconded by CP Kincaid. CP Moulton Nay, all others Aye– MOTION CARRIED.

**NEW BUSINESS:**

**Homax Liquor Sales – Building Update:** Jessica Homer presented to explain the building renovations and where liquor would be sold from. The building meets all requirements for liquor sales. Council asked questions, which were answered and all wished her luck with the remodel.

**Open Container Permit – Wyoming Central Abate.** CP Moulton moved to approve the Open Container Permit; seconded by CP Nunn. All Ayes – MOTION CARRIED.

**24-Hour Malt Beverage / Catering Permit – Cooper’s Arena LLC.** CP Moulton moved to approve the Catering Permit with the correction of taking off the check mark for tax-exempt; seconded by CP Kincaid. All ayes – MOTION CARRIED.

**CUP – Ken Hicks:** CP Nunn moved to approve the CUP; seconded by CP Moulton. All ayes – MOTION CARRIED.

**Façade Grant Application – Bobbi’s Classic Diner & Motel:** CP Kincaid moved to approve the Façade Grant Application; seconded by CP Moulton. All ayes – MOTION CARRIED.

**BILLS & CLAIMS:** Bills/Claims Approved June 10, 2024

Transunion 75.00; Dooley Oil 1590.71; Carol Cox 1125.00; Pacific Steel 216.55; T&B Construction 16,500.00; Andreen Hunt 1,959.94; Vyve 384.81; Johnson Controls 800.82; Amazon Capital Services 102.75; It’s the Little Things 765.00; Century Link 166.31; Century Link 378.26; Verizon 731.10; Hawkins 20.00; Valli Information Systems 629.25; Town of Glenrock 2902.13; Mountain West Valuations 2500.00; Paul Holzhausen 500.00; Buster Inc. 54.40; Also 157.85; Rosie’s Cantina 240.00; Home Depot 1420.80; Dana Kepner 93.15; Glenrock Health Center 105.00; Menards 353.77; Uline 1111.30; Patriot Tire 41.00; Johnson Controls 722.80; Ferguson 1715.06; PDS 804.00; Mountain West 67.95; Rocky Mountain Wash 12.00; Graves Consulting 4000.00; Colby Danos 330.00; Price Cleaning Services 1420.00; NAPA 716.99; Greiner Collision Center 4930.96; Peden’s 60.00; Renegade Off Road 156.40; Coca Cola Bottling 35.00; IACP 190.00; Casey Toner 500.00; Andreen Hunt 526,374.03. 42

Claims totaling \$576,460.09. CP Kincaid moved to approve Bills and Claims with the addition of two more bills; seconded by CP Nunn. All ayes – MOTION CARRIED.

At 6:36 PM CP Kincaid moved to go to executive session to discuss real estate; seconded by CP Nunn. At 6:54 CP Nunn moved to close executive session; seconded by CP Colling.

At 6:54PM, CP Kincaid moved to adjourn; seconded by CP Nunn. All ayes – MOTION CARRIED.

**ADJOURNMENT: 6:54PM.**

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Bruce Roumell, Mayor

ATTEST:

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Tammy Taylor, Town Clerk

Town of Glenrock  
Work Session Minutes  
June 17, 2024  
Glenrock Town Hall

PRESENT:

Mayor Roumell  
CP Nunn  
CP Kincaid  
Treasurer Lewis

Clerk Taylor  
CP-Judi Colling  
BI Lyle Hunt

At 5:00PM, work session began.

Council discussed budget issues and the public works storage building on 8<sup>th</sup> Street. Lyle Hunt discussed modifications to the tiny home proposal as well as code enforcement issues.

Next work session is scheduled for July 15, 2024.

ADJOURNMENT: 6:09PM

ATTEST:

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Bruce Roumell, Mayor

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Tammy Taylor, Clerk

# ORDINANCE NO. 749

**AN ORDINANCE APPROPRIATING MONEY OF THE TOWN OF GLENROCK, CONVERSE COUNTY, WYOMING FOR THE PURPOSES NECESSARY TO CONDUCT THE MUNICIPAL GOVERNMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025.**

**BE IT ORDAINED** by the Governing Body of Town of Glenrock, Converse County, Wyoming that:

## **SECTION I**

The anticipated Budget of the Town of Glenrock, Wyoming, is as shown on the copies of Exhibit "A-1" & "A-2" attached to and made part of this Ordinance.

The appropriations mentioned in the Budget are hereby made, for the fiscal year beginning July 1, 2024.

## **SECTION II**

The Town Treasurer and Town Council shall have this Budget as their guide in the expenditures of the Town's finances during the ensuing fiscal year.

## **SECTION III**

After deducting all cash and other estimated value, it is necessary that the following amounts be raised in general taxation; and in order to raise such sums of money, it is necessary that levies be made for Fiscal Year 2024-2025 as shown opposite such funds:

**GENERAL FUND: 8 MILLS ON THE TOTAL ASSESSED VALUATION**

It shall be the duty of the Town Clerk to mail a copy of this statement to the Clerk of Converse County, Wyoming for her guidance.

**PASSED AND APPROVED ON FIRST READING THIS 13th DAY OF MAY, 2024.**

**PASSED AND APPROVED ON SECOND READING THIS 10th DAY OF JUNE, 2024.**

**PASSED, APPROVED AND ADOPTED ON THIRD READING THIS 24th DAY OF JUNE, 2024.**

TOWN OF GLENROCK  
A Municipal Corporation

By: \_\_\_\_\_  
Bruce Roumell, Mayor

ATTEST:

\_\_\_\_\_  
Tammy Taylor, Town Clerk

**REVENUES**  
**FY 2024-2025**  
**Exhibit A-1**

	<u>Actual</u> <u>2022-23</u>	<u>Projected</u> <u>2023-24</u>	<u>Requested</u> <u>2024-25</u>
<b>GENERAL FUND</b>			
Current Property Tax	145000	150000	150933
Automobile Sales Tax	64000	63000	67821
Local Option Sales & Use Tax 1%	2124473	2960159	3264571
Franchise Fees	55110	55000	63800
Building Permits	11800	8000	11500
Animal Fees	150	150	150
General Licenses	16140	10000	10000
Liquor Licenses	8140	6500	6500
Election Filing Fees	100	50	150
Sales & Use Tax 4%	2985568	3664216	4233146
Cigarette Tax	10770	10770	8500
Mineral Royalties	136000	132000	132000
Severance Tax	98000	87000	87000
Gas Tax	57330	52580	52664
Special Fuels Tax	27270	26500	25741
COVID Grant	n/a	n/a	n/a
Impact Assistance	n/a	209588	329353
SLIB Grant	719000	1876890	497369
Wyoming Lottery Income	18000	24576	21000
Supplemental State Distribution	157932	220082	161350
Wyoming Skill Games	n/a	20991	15000
County Pest Control	14420	14400	15000
Rolling Hills Police Service	73745	73745	73745
Rolling Hills Animal Control Service	8500	8500	8500
Grave Openings	3000	1500	600
Fines & Forfeitures	7000	9000	16000
Interest Income	86000	260000	978740
Equipment Sales	n/a	20000	15000
Miscellaneous Revenue	7000	7000	10000
Misc. Police Revenue	3300	3500	3500
Parks & Rec	4000	4000	4000

Town Square Income	10000	8000	32000
Town Square Concessions	n/a	3000	3000
Town Square Sponsorships	n/a	n/a	35000
Christmas Shoppe Revenue	n/a	n/a	16250
Designated General Fund Balance	<u>90000</u>	<u>90000</u>	<u>90000</u>
TOTAL GENERAL FUND REVENUE	7023851	9871109	10439883

ENTERPRISE FUNDS

Water	1673045	2177660	1892373
Sewer	382030	900535	913294
Sanitation	<u>285130</u>	<u>294950</u>	<u>297650</u>
TOTAL ENTERPRISE FUND REVENUE	2340205	3373145	3103317

SPECIAL REVENUE FUND INCOME

Shooting Range	720	512	1400
Main Street Trust	10	7	250
Commerce Block	79650	78470	79040
BRC	55	50	1980
Lincoln Building	21015	21024	19790
Miscellaneous Grants	2562	703	3190
Wyoming Community Gas	6025	6022	7377
Arts Council	<u>7</u>	<u>7</u>	<u>240</u>
TOTAL SPECIAL REV. FUND INCOME	110044	106795	113267

CAPITAL PROJECT FUND REVENUES

Capital Replacement	2300	10000	40000
Local Assessment District #1	560	2500	8000
Local Improvement District #3	<u>30</u>	<u>200</u>	<u>780</u>
TOTAL CAP PROJECT FUND REVENUES	2890	12700	48780

TOTAL FISCAL YEAR REVENUE	<u>9476990</u>	<u>13983337</u>	<u>13705247</u>
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EXPENSES  
FY 2024-2025  
Exhibit A-2

	<u>Actual</u> <u>2022-23</u>	<u>Projected</u> <u>2023-24</u>	<u>Requested</u> <u>2024-25</u>
GENERAL FUND			
Municipal Court	25200	27475	91305
Mayor & Council	42551	48051	52234
IT Department	307690	314691	198250
Finance Department	221484	237090	243368
Town Clerk	160482	179097	217875
Town Hall & Other Buildings	170280	197700	160500
Building Inspection /Code Enforcement	147416	141562	139972
Professional Services	304100	280600	316500
General Government	53000	55000	57000
Police Department	1279786	1377019	1536732

Dispatch	596184	651993	641740
Animal Control	97630	101053	103560
Streets	996397	2092471	2624758
Pest Control	18360	18765	17367
Shop	266635	291550	1835184
Public Assistance	130000	176000	383000
Parks	673160	499490	945526
Town Square	392180	246352	302308
Historical Commission	33700	60300	19900
Community Development	<u>209321</u>	<u>332134</u>	<u>119900</u>
TOTAL GENERAL FUND EXPENSE	6325556	7328393	10006979
ENTERPRISE FUNDS			
Water	1845863	3491109	2139752
Sewer	1696224	2249069	1267143
Sanitation	<u>202161</u>	<u>179518</u>	<u>169923</u>
TOTAL ENTERPRISE FUNDS EXPENSE	2030288	5919696	3576818
SPECIAL REVENUE FUNDS			
Shooting Range	250	250	250
Commerce Block	58815	60770	66200
BRC Grant	11100	13500	12950
Lincoln Building	30131	34010	34860
Highway Safety Grant	1130	1130	1190
Wyoming Community Gas	<u>6000</u>	<u>6000</u>	<u>6000</u>
SPECIAL REVENUE FUND EXPENSES	121920	115660	121450
TOTAL FISCAL YEAR EXPENSES	<u>10177230</u>	<u>13983337</u>	<u>13705247</u>



**TOWN OF GLENROCK  
ORDINANCE 748**

**AMENDMENT TO ZONING CODE**

**AN ORDINANCE AMENDING GLENROCK TOWN CODE CHAPTER 31,  
SECTIONS 31.01.040, 31.03.010, 31.03.050, 31.03.070, 31.03.090 AND 31.03.080.**

**WHEREAS**, the Governing Body of the Town of Glenrock wishes to address the issue of Tiny Homes and Accessory Dwelling Units within town limits;

**NOW THEREFORE**, be it ordained by the Council of the Town of Glenrock, in the State of Wyoming, as follows:

**SECTION 1:** **AMENDMENT** “31.01.040 Definitions” of the Town of Glenrock Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

31.01.040 Definitions

For the purpose of this ordinance, certain terms and words shall have the following definitions. Words used in the present tense shall also include the future. Words or phrases used in the plural shall also include the singular. The word “building” includes structure, and “structure” includes building. The word “person” shall include “corporation, partnership or other legal entity.”

**Accessory Building** – A subordinate use of building customarily incidental to and located on the same lot with the main use of building.

**Accessory Use** – Use which is incidental and subordinate to the principal use of the premises and does not change the basic character thereof.

**Agriculture** – The tilling of soil, the raising of crops, horticulture and gardening, dairying or animal husbandry, including all uses customarily incidental thereto, but not including any agriculture, industry or business such as fruit packing plants, fur farms, animal hospitals, commercial feed lots or similar uses for profit.

**Alley** – A dedicated public way, not less than 16 ft. in width, which is not designed for general travel and is used as a means of access to the rear of residences and business establishments and affords only secondary means of access to the property abutting along its length.

**Alteration** – A change or rearrangement in the structural parts, or in the existing facilities, or enlargement whether by extending on a side or by increasing in height or the moving from one location or position to another.

**Animal Hospital or Clinic** – An establishment where animals are admitted principally for examination, treatment or care by a doctor of veterinary medicine. This shall include open kennels and runs.

**Animal Shelter** – A building or premises the purpose of which is the temporary quartering, impoundment, housing, confinement and/or care of animals, usually abandoned or unclaimed.

**Apartment** – A room or suite of rooms intended or designed for use as a residence, including kitchen facilities in an apartment house.

**Apartment House** – A building or portion thereof used or designed as a residence for three (3) or more families, households or groups of persons occupying separate apartments and living independently of each other.

**Area of Special Hazard** – The land in the flood plain within a community subject to a one percent (1%) chances of being equaled or exceeded in any given year.

**Base Flood** – The flood level having a one percent (1%) chance of being equaled or exceeded in any given year.

**Basement** – Any floor level below the first story in a building except that a floor level in a building having one (1) floor level shall be classified as a basement unless such floor level qualifies as a first story as defined herein.

**Block** – An area of land within a subdivision that is entirely bounded by streets or a street and railroad right-of-way, neutral barrier or adjacent corporate line.

**Board** – The Board of Adjustment of the Town of Glenrock.

**Boarding House** – See “Room.”

**Building** – A structure having a roof supported by columns or walls which is for the habitation or shelter of human beings or animals or the shelter or storage of property or for the occupation or some purpose of trade or manufacture.

**Building; Detached** – A building having no common wall connections with another building.

**Building Line** – A line formed by the outer face of the closing wall of a building or portion thereof and the surface of the ground.

**Building, Main** – The principal structure on a lot, parcel or tract used to accommodate the primary use to which the building is devoted.

**Building, Non-Conforming** – A building existing at the time of the adoption of this Ordinance which fails to comply with the regulations of the district in which the building is located.

**Building Site** – A parcel of land occupied by one building and its accessory buildings or by a group of buildings together with such open spaces as are required under the provisions of the respective district.

**Building Site Area** – The total area of a site on a horizontal plane bounded by property ownership lines.

**Building Site Coverage** – The total area of a building covered by the principal and accessory buildings as designed in each zoning district.

**Business** – The engagement in the purchase, sale, barter or exchange of goods, wares, merchandise or service or the maintenance or operation of offices or recreational or amusement enterprises for profit or material gain on a continual or habitual basis.

**Business, Retail** – The engagement in the purchase, sale, barter or exchange of goods, wares, merchandise or service to the ultimate customer.

**Business Wholesale** – The engagement in the purchase, sale, barter or exchange of goods, wares, merchandise or service to jobbers or to retail dealers.

**Carports** – A structure built attached or detached from the main structure that is open on at least three (3) sides and where vision through the three (3) open sides is not impeded.

**Certificate of Occupancy** – Written certificate issued by the Building Inspector after final inspection when it is found that the building or structure and use complies with the provisions of this Ordinance and other pertinent codes or laws adopted by the Town of Glenrock.

**Certificate, Zoning** – A written certificate issued by the Zoning Officer that the plans for a proposed use are in conformance with the provisions of the zoning ordinance.

**Church** – A building together with its accessory buildings and uses where persons regularly assemble for religious worship; and is maintained and controlled by a religious body organized to hold public worship.

**Clinic, Medical and Dental** – A building in which one (1) or more physicians or dentists or allied professional assistants are associated for the purpose of carrying on their profession. The clinic may include dental and medical laboratories.

**Club or Lodge, Membership Club** – A nonprofit association, as determined by the Internal Revenue Service, of persons who are bona fide members paying actual dues with the use of the premises being restricted to the members and their guests.

**Commercial** – Having the qualities of business as defined in this Section.

**Commission** – The Town of Glenrock Planning and Zoning Commission.

**Common Wall** – An unbroken wall shared by two (2) or more separate buildings.

**Conditional Use** – A use for which approval must be obtained from the Town. Conditional Use may or may not be granted by the Town; and if granted, the Town may place whatever conditions it feels are necessary.

**Condominium** – Real estate, portions of which are designated for separate ownership, and the remaining of which are designated for common ownership solely by the owners of those portions. Real estate is not a condominium unless the individual interests in the common elements are vested in the unit owners.

**Day Care** – The caring for children under the age of twelve (12) years out of their home for two (2) hours or more, but less than twenty-four (24) hours a day, for their parents or legal guardian or at the request of the agency which has responsibility of the child.

**Density** – The number of dwelling units of any type, including mobile homes, on the site of any development expressed as the number of units per acre, taking into account the total area of the land contained within the exterior boundaries of the site.

**Development** – Any man-made change, other than a subdivision, to improved or unimproved real estate including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.

**Development Standard** – Any of the physical requirements related to the establishment of a use on a site or in a structure thereof for the conduct of such use or related to the preparation of a site and the construction of a building thereof, as prescribed.

**District** – A section or sections of the Town for which uniform regulations governing the uses of buildings, sizes of yards, open space and densities or use are prescribed.

**Drive-In Facilities** – A business establishment so designed that a portion of its retail or service characters is dependent on providing a driveway approach for motor vehicles to serve patrons while in the motor vehicle, rather than within the building.

**Dwelling, Duplex** – Two (2) independent living units in one building.

**Dwelling, Multi-Family** – A dwelling or group of dwellings on one (1) site containing separate living units for three (3) or more families, but which may have joint services or facilities or both.

**Dwelling, Single Family** – A principal building designed for or used exclusively as a dwelling by one (1) family as an independent housekeeping unit. The definition includes manufactured and modular housing.

**Dwelling Unit** – One or more rooms providing complete living facilities for one (1) family including equipment for cooking, provisions for same and including room or rooms for living, sleeping, eating and sanitation.

**Easement** – The liberty, right, privilege or authorization which the owner of a parcel of land, by reasons of legal ownership, grants the use of the land or a part thereof for a specific purpose to another person, landowner or public entity.

**Family** – Any individual or two (2) or more persons related by blood or marriage or a group of not more than four (4) persons (excluding servants), who need not be related by blood or marriage, living together as a single, non-profit housekeeping unit.

**Fence** – Any portion, structure wall or gate erected as a dividing marker, barrier or enclosure.

**Flood or Flooding** – A general or temporary condition of partial or complete inundation of normally dry land areas from the usual and rapid accumulation of runoff of surface water from any source.

**Flood Insurance Rate Map (FIRM)** – An official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zone applicable to the Town of Glenrock.

**Flood Plain Approval** – A request for review of the Town's interpretation of any provision in the Flood Plain District or a request for variance in said Flood Plain District.

**Flood Proofed** – Watertight walls substantially impermeable to the passage of water and with structural components having capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

**Flood Area** – The total number of square feet of floor space within the exterior walls of a building.

**Garage, Attached** – A building which as a roof, wall or a major portion of a roof or wall in common with a dwelling structure. Where a garage is attached to a dwelling in this manner, it shall be subject to all yard requirements of the main building.

**Garage, Private** – A detached accessory building used for the storage of three (3) or less automobiles or light trucks. Such building shall be subject to the design standards and requirements of accessory buildings.

**Gasoline Service Station** – Any building or portion thereof, and the land upon which it is situated, used for the retail sale of fuel and/or oil for motor vehicles which may include facilities for making minor vehicle repairs to such motor vehicles.

**Governing Body** – The Mayor and Council of the Town of Glenrock, Wyoming.

**Ground Anchors** – Any approved device for the purpose of securing a mobile home to the ground.

**Hazard, Natural** – A natural or man-induced event or phenomenon having the potential to be detrimental to public health, safety or property. Natural hazards include but are not limited to, geographic hazards, avalanches, landslides, ground subsidence, explosive solid and rock, corrosive solid radioactivity, seismic effects, flooding, high wind areas and wildfire areas.

**Height, Building** – The vertical dimension measured from the average elevation of the finished lot grade at the front of the building, to the highest point of the ceiling of the top story. In the case of a flat roof, to the deck line of a mansard roof and to the average height between the plate and the ridge of a gable, hip or gambrel roof.

**Home Occupation** – Means an occupation or activity carried on by the family residing on the premises. Said occupation shall not be visible or noticeable from outside the wall of the dwelling or of the residential garage; shall not constitute a nuisance to the surrounding properties; and shall be clearly incidental and secondary to the residential occupancy. No process creating dust, smoke, traffic, attraction, or excessive noise shall be allowed. District retail businesses are not considered a home occupation in this Ordinance.

**Horticulture** – The cultivation of a garden, or the mode of cultivation employed in a garden, the science of agriculture which relates to the cultivation of gardens or orchards, including the growing of vegetables, fruits, flowers, ornamental shrubs and trees.

**Hospital** – An institution providing health services, primarily for in-patients and medical or surgical care of the sick or injured, including ancillary services.

**Hotel** – A building containing rooms designed and rented out for sleeping purposes for transients and where only a general kitchen and dining room may be provided in a building or in an accessory building.

**Improvement, Substantial** – Any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure either before the improvement or repair is started or, if the structure has been damaged and is being restored, before the damage occurred.

**Junk** – Scrap iron, tin, brass, lead, zinc and all other scrap metals and their alloys, and bones, rags, used cloth, rubber, rope, tinfoil, bottles, tools, appliances, fixture, utensils, lumber, boxes or crates, pipe or pipe fittings, tires, old machinery and other manufactured goods that are so worn, deteriorated or obsolete as to make them unusable in their existing condition, but are subject to being dismantled.

**Junk Yard** – A place where junk, waste, discarded or salvaged materials are bought, sold, exchanged, stored, baled, packed, disassembled or handled, including automobile wrecking yards, house wrecking and structural steel materials and equipment, but not including the purchase or storage of used furniture and household equipment, used vehicles in operable condition, used or salvaged materials as part of manufacturing operations.

**Kennel** – Any premises wherein any person engages in the business of boarding, breeding, buying, letting for hire, training for a fecor selling of animals. It is illegal to maintain a kennel contrary to the terms of this Code, without a license, if required, or in a zone or location in which a kennel is not permitted.

**Landscaping** – The placement of ornamental fixtures such as fountains, ornamental walls, berms, fences, benches, along with vegetative planting of trees, shrubs, grass, flowers, etc. Including the designing of the placement of such materials:

A. Xeriscaping- Water conserving landscaping.

**Loading Berth-Off Street** – An off-street space or berth on the same lot with a principal building for the parking of a commercial vehicle while loading or unloading merchandise and which has direct access from a public street or alley.

**Lot** – The smallest platted parcel or real property created by a legal subdivision.

**Lot, Corner** – A lot at the point of intersection of two (2) or more intersecting streets, the angle of intersection being not more than one hundred thirty-five (135) degrees.

**Lot, Depth** – The horizontal distance between front and rear lot lines measured along the median between the two (2) side lot lines.

**Lot, Interior** – A lot other than a corner lot, including through lots.

**Lot Line, Front** – For an interior lot, that line separating the lot from the street. For a corner lot or a double frontage lot, that line separating said lot from the street that is designated as the front street.

**Lot Line, Rear** – The line which most nearly qualifies as the line most distant and opposite from the front-line lot. Where the lot is irregularly shaped, a line perpendicular to the main direction of the side lot lines and at least 10 ft. in length within the lot.

**Lot, Non-Conforming** – Any platted lot or record which, on the effective date of this Ordinance or as a result of subsequent amendment thereto, does not comply with the lot size requirements for the district in which the lot is located.

**Lot, Through (Double Frontage)** – A lot having a frontage on two (2) parallel streets.

**Lot Width** – The width of a lot along a line parallel to the street frontage.

**Manufactured Home** – A residence constructed to house one (1) family year-round as follows:

- A. Is partially or entirely manufactured in a factory on or after January 1, 1994 and is in compliance with the current applicable standards of the United States Department of Housing and Urban Development at the time of its production.
- B. Is not less than 24 ft. in width and 36 ft. in length.
- C. The home shall have a pitched roof, with a slope of not less than 3 in. vertical rise of each 12 in. of horizontal run.
- D. Roof material shall consist of non-reflective material customarily used for conventional dwellings including, but not limited to, asbestos shingles, fiberglass shingles, shake shingles, composition shingles or tile materials. Roof material shall not include flat or corrugated sheet metal, except for manufactured metal roof panels.
- E. Have a roof overhang of not less than 8 in. measured from the vertical side of the home. When attached carports, garages, porches or similar structures are an integral part of the home, this overhang may be waived where the accessory structure is attached to the home.
- F. Having siding material consisting of wood or wood products, stucco, brick, horizontal lap steel or aluminum, horizontal lap vinyl or rock.
- G. A manufactured home must be constructed in compliance with federal manufactured home construction and safety standards currently in effect, including design of roof loads and insulation requirements applicable to the State of Wyoming.
- H. Any manufactured home on an individual lot shall conform to the same building setback standards, side and rear yard requirements, standards for enclosures, access, vehicle parking, and square footage standards and other requirements to which a conventional site built single-family residential dwelling on the same lot would be subject.
- I. The dwelling shall be attached to a permanent foundation system in compliance with the Glenrock Building Code for residential structures. All wheels, hitches and axles shall be removed. The foundation will be wall or pier and columns extending to frost level in the ground and supporting the unit at the locations indicated by the manufacturer. A perimeter foundation wall which uses I-beams to support the unit at the locations indicated by the manufacturer is permitted. If the foundation is not a perimeter wall, a perimeter curtain wall, consisting of masonry, block or treated wood with siding or other suitable material is required and shall be placed on a footer whose bottom elevation at the frost line and meets other foundation requirements of the Uniform Building Code.
- J. Nothing in this subsection shall be deemed to supersede any valid covenants running with the land.
- K. A manufactured home not previously used, installed or occupied at another site.

**Manufactured/Mobile Home Park** – A parcel (or contiguous parcels) of land under one (1) ownership divided into three (3) or more manufactured home spaces for rent or lease.



**Manufactured/Mobile Home Space** – A plot of ground within a manufactured home park designed for the accommodation of one (1) manufactured home together with its accessory structures including carports or other off-street parking areas, storage lockers, patios and other appurtenances.

**Manufactured/Mobile Home Subdivision** – A parcel of land divided into two (2) or more lots designed exclusively for the parking or installation of manufactured homes on lots offered for sale, lease or rent.

**Master Plan** – Master Plan shall include any documents or portion of any document duly adopted by the Governing Body which is intended to guide the growth and development of the area.

**May** – Means permissive

**Mean Grade** – The average elevation of the ground adjoining the structure on all sides.

**Mobile Home** – A structure designed for permanent habitation and so constructed as to permit its transport on wheels, temporarily or permanently attached to its frame, from the place of its construction to the location, or subsequent locations, at which it is intended to be a permanent habitation and designed to permit the occupancy thereof as a dwelling place for one (1) or more persons. A mobile home does not meet the requirements of the Uniform Building Code and has minimum dimensions of eight (8) feet by thirty-two (32) feet. Partially or entirely manufactured in a factory on or after January 1, 1994 and is in compliance with the current applicable standards of the United States Department of Housing and Urban Development at the time of production and must be constructed in compliance with federal manufactured home construction and safety standards currently in effect, including design of roof loads and insulation requirements applicable to the State of Wyoming.

**Modular Home** – Means a residence which is constructed in a factory, but which is certified to meet the Uniform Building Code. Modular housing shall be installed in accordance with "Manufactured Home" definition.

**Motel** – A building or group of buildings, whether detached or in connected units, used as individual sleeping or dwelling units designed primarily for transient occupancy and providing for accessory off-street parking facilities.

**Motor Home** – Any vehicular type unit 45ft. or less in length and 102 inches or less in width, primarily designed as temporary living quarters for camping or travel use.

**New Construction** – Means structures for which the start of construction commences on or after the effective date of this Ordinance. When required, notice to property owners shall be sent to all adjacent property owners within 200 ft., excluding the width of any intervening streets or alleys, municipal or county residents.

**Nursing Home** – An institution for the care of children, the aged or infirm, or a place of rent for those suffering bodily disorders, but not including facilities for surgical care or institutions for the care and treatment of mental illness, alcoholism or narcotic addiction.

**Nursery** – A space or building or a combination thereof for cultivation, storage or sale of live trees, shrubs or plants, including products used for gardening or landscaping. The definition of a nursery does not include any space or building used for the sale of fruits, vegetables or other related products.

**Occupied** – The utilization of a building or structure for eating, sleeping or working for more than twelve (12) consecutive hours.

**Office, Professional** – A building where there is no display of stock or wares in trade, nor commodity sold nor any commercial use conducted other than the professional services as herein defined. For purposes of this Ordinance, professional offices shall include the office of a doctor, dentist, lawyer, accountant, architect, engineer, minister of religion, insurance agent, realtor, real estate appraiser or similar professions or services, but shall not include barber shops, beauty parlors or similar services, or general business offices.

**Open Space** – Land area not occupied by structures or parking spaces.

**Open Space, Usable** – Open area designed and developed for use by the occupants of a planned unit, other development or by others for recreation, whether commercial or private, courts, gardens or other permitted uses. The term “open space” shall not include space devoted to streets or parking.

**Owner** – The owner of record for property as recorded in the Office of the Converse County Clerk.

**Parcel** – Any unit of land including a platted or un-platted tract or lot.

**Parking Lot** – A structure or an area, other than a public street or alley, designed or used for the temporary parking of motor vehicles and available for public or private use whether free, for compensation or an accommodation for customers or clients.

**Parking Space, Off-Street** – As space located off any public right-of-way which is at least 10 ft. x 20 ft. in size for parking for any motor vehicle with room to get out of either side of the vehicle with adequate maneuvering space and with access to public streets or alleys.

**Patio Home** – See “Townhouse”.

**Person** – A natural and legal person, group of persons, partnership, association or corporation.

**Personal Service Shop** – Businesses offering personalized services such as barber shops, beauty shops, laundromats, dry cleaning services and similar uses.

**Public Facility** – Any publicly-owned and operated use, building or establishment such as a post office, fire station, court house, police station, etc.

**Planned Unit Development** – A project located on a single tract, controlled by one (1) owner, corporation or agency, including usable open space for the mutual benefit of the entire tract, designed to provide variety and diversity from the normal zoning and subdivision standards so that maximum long-range benefits can be gained and unique features of the site preserved or enhanced.

**Plat of Record** – A platted lot or metes and bounds parcel which has been recorded in the Office of the County Clerk.

**Property Lines** – The boundary line designating the legal limits of ownership.

**Public Land** – Land owned, controlled and/or operated by a government unit.

**Public Utility** – Any person(s), firm or corporation engaged in the business of operating heating, power or light systems, communication systems, water or sewer lines or any other energy-producing source with the Town servicing or supplying the public.

**Publication, Legal** – Any official notice in a newspaper of general circulation as prescribed by the Wyoming Statutes and Town Code.

**Recreational Vehicles** – A motorized vehicle designed primarily for recreation.

**Restaurant** – A public eating house which provides seating, but does not provide curbside or automobile service.

**Restaurant, Drive-In** – Any establishment where food or beverages are dispensed and may be consumed on or off the premises, but outside a closed building.

**Retail Sales** – An establishment selling goods, wares or merchandise directly to the ultimate consumer.

**Right-of-Way** – A/K/A Roadway Easement. That portion of land dedicated to public use for street, alley walkway, drainage and utility purposes. Also any strip or area of land surface, overhead or underground granted by deed or easement for construction and maintenance according to a designated use.

**Room and/or Boarding House** – A building containing lodging provided for three (3) or more persons, with or without meals, and which is open to transient or permanent guests on a weekly or monthly basis with no provision for cooking in any guest room.

**School** – A place for systematic instruction in any branch or branches of knowledge. For this Ordinance, it specifically means public or parochial schools, elementary, junior high and high schools and private schools with equivalent curriculum.

**Setback** – The distance required to comply with the front, side or rear yard and open space provisions set forth in this Ordinance, measured from the property line.

**Shall** – Means mandatory.

**Shopping Center** – One or more buildings containing retail businesses planned and developed as a unit with off-street parking provided on the property.

**Sign** – Any object, device or medium or part thereof situated outdoors or indoors which is used to advertise, identify, display, direct or attract attention to any object, person, institution, organization, business project, service, event or location by any means including words, letters, figures, designs, symbols, fixtures, color, motion, illumination or projected images. Signs do not include the following:

Flags of nations, states, cities, fraternal, religious and civic organizations.

- A. Merchandise, pictures or models of products or services incorporated with a window display.
- B. Time and temperature devices not related to a product.
- C. National, state, religious, fraternal, professional and civic symbols or crests, or works of art, which in no way identify a product or device. If, for any reason, it cannot be readily determined whether or not the object is a sign, the Town shall make such determination.

**Sign Area** – The total area of the space to be used for advertising purposes including the spaces between open-type letters and figures and including the background structure or other decoration or addition which is an integral part of the sign. Sign supports shall be excluded in determining the area of a sign.

**Sign, Pole** – A billboard or similar type of sign which is wholly supported by one (1) or more up-rights, poles or braces in the ground, separate from the structure or building.

**Sign, Wall** – Any sign attached to or erected against the wall of a building or structure with the exposed face of the sign in a plan parallel to the plane of the wall.

**Single Family Residence** – A dwelling designed for one (1) family occupancy.

**Space** – The area allocated for an individual mobile home within a mobile home park.

**Spot Zoning** – An illegal act of creating, through an ordinance, isolated parcels of land within the Town on which are designated land uses different from the zoning district which surrounds it.

**Story** – That portion of a building included between the upper surface of any floor and the upper surface of the floor next above except that the topmost story shall be that portion of the building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor space is more than 6 ft. above grade for more than fifty percent (50%) of the total perimeter or is more than 12 ft. above grade at any point, such usable or unused underfloor space shall be considered as a story.

**Structure** – That which is built or constructed, an edifice or building of any kind, or any place of work artificially built up or composed of parts joined together in some definite manner, including signs, but not including a fence or a wall of less than 4 ft. in height or any chain link fence not constituting a visual barrier, mailboxes, light standards or poles, lines, cables or transformers of a public utility.

**Structure, Non-Conforming** – Any structure which, on the effective date of this Ordinance, or as the result of subsequent amendments thereto, does not comply with the provisions of this Ordinance for the district in which the non-conforming structure is located.

**Subdivision** – The division or re-subdivision of any lot, tract or parcel of land into two (2) or more lots, plats, sites or other division of land.

**Sub-divider** – Any person or entity dividing or purposing to divide land so as to constitute a subdivision.

**Substantial Improvement** – Any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure either:

- A. before the improvement or the repair is started; or
- B. if the structure has been damaged and is being restored before the damage occurred. For the purpose of this definition, “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not include:

- A. Any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions; or
- B. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

**Transient Occupancy** – The rental or provisions for housing accommodations or rooms on a day-to-day basis.

**Townhouse** – A building that has single family dwelling units erected in a row as a single building on adjoining lots, each being separated from the adjoining unit or units by a party wall or walls extending from the basement floor to the roof along the dividing lot line. Each such building is separated from any other building by space on all sides and each dwelling unit has a separate water and sewer service. Each dwelling unit must be located on an individually owned lot.

**Travel Trailer and Recreational Vehicle Park** – Any area or tract of land rented to one or more persons or users for temporary parking or placement of travel trailer or recreational vehicle.

**Travel Trailer** – A non-motorized, vehicular, portable structure designed primarily as dwelling for travel, recreation and vacation uses only.

**Trailer** – A non-motorized vehicle designed primarily to be pulled behind a motorized vehicle to include, but not be limited to; house trailers, cargo trailers, utility trailers, flatbed trailers, boat trailers and truck trailers.

**Units, Efficiency** – An apartment with common areas for sleeping, cooking and/or living.

**Unit, Rooming** – A space for human occupancy lacking private bath and/or kitchen facilities.

**Use** – The purpose for which a site or structure is actually arranged, designed, constructed, moved, altered or enlarged or for which either a site or structure is or may be occupied or maintained.

**Use, Non-Conforming** – Any use which, on the effective date of this Ordinance, does not conform to the permitted or conditional use established for the district in which the non-conforming use is located.

**Use, Permitted** – A use which is specifically permitted and set forth as such in the designated district in this Ordinance.

**Variance** – Authorization for a property owner to depart from the literal requirements of this Ordinance as it applies to his land.

**Wholesale Sales** – The process of buying from the producers or manufacturer and selling to jobbers or retail dealers.

**Yard** – An open space, other than a court, on a lot unoccupied and unobstructed from the ground ward except as otherwise provided in this Ordinance.

**Yard, Front** – An open unoccupied space, on the same lot with a main building, extending the full width of the lot and situated between the street line and the front line of the building projected into the side lines of the lot.

**Yard, Rear** – An open unoccupied space, on the same lot with the main building, between the rear line of the main building and the rear line of the lot, extending the full width of the lot.

**Yard, Side** – An open unoccupied space, on the same lot as the main building, situated between the building and the side line of the lot and extending from the front yard to the rear yard. Any lot line, not a rear yard line or a front yard line, shall be deemed as a side yard line.

## AFTER AMENDMENT

### 31.01.040 Definitions

For the purpose of this ordinance, certain terms and words shall have the following definitions. Words used in the present tense shall also include the future. Words or phrases used in the plural shall also include the singular. The word “building” includes structure, and “structure” includes building. The word “person” shall include “corporation, partnership or other legal entity.”

**Accessory Building** – A subordinate use of building customarily incidental to and located on the same lot with the main use of building.

**Accessory Dwelling Unit (ADU) - above 500 sq. ft.**

- Allowed in MH zone as a stand-alone dwelling.
- Have its own entrance, full kitchen/bath, living/sleeping space
- Must be built to TOG specifications

**Accessory Use** – Use which is incidental and subordinate to the principal use of the premises and does not change the basic character thereof.

**Agriculture** – The tilling of soil, the raising of crops, horticulture and gardening, dairying or animal husbandry, including all uses customarily incidental thereto, but not including any agriculture, industry or business such as fruit packing plants, fur farms, animal hospitals, commercial feed lots or similar uses for profit.

**Alley** – A dedicated public way, not less than 16 ft. in width, which is not designed for general travel and is used as a means of access to the rear of residences and business establishments and affords only secondary means of access to the property abutting along its length.

**Alteration** – A change or rearrangement in the structural parts, or in the existing facilities, or enlargement whether by extending on a side or by increasing in height or the moving from one location or position to another.

**Animal Hospital or Clinic** – An establishment where animals are admitted principally for examination, treatment or care by a doctor of veterinary medicine. This shall include open kennels and runs.

**Animal Shelter** – A building or premises the purpose of which is the temporary quartering, impoundment, housing, confinement and/or care of animals, usually abandoned or unclaimed.

**Apartment** – A room or suite of rooms intended or designed for use as a residence, including kitchen facilities in an apartment house.

**Apartment House** – A building or portion thereof used or designed as a residence for three (3) or more families, households or groups of persons occupying separate apartments and living independently of each other.

**Area of Special Hazard** – The land in the flood plain within a community subject to a one percent (1%) chances of being equaled or exceeded in any given year.

**Base Flood** – The flood level having a one percent (1%) chance of being equaled or exceeded in any given year.

**Basement** – Any floor level below the first story in a building except that a floor level in a building having one (1) floor level shall be classified as a basement unless such floor level qualifies as a first story as defined herein.

**Block** – An area of land within a subdivision that is entirely bounded by streets or a street and railroad right-of-way, neutral barrier or adjacent corporate line.

**Board** – The Board of Adjustment of the Town of Glenrock.

**Boarding House** – See “Room.”

**Building** – A structure having a roof supported by columns or walls which is for the habitation or shelter of human beings or animals or the shelter or storage of property or for the occupation or some purpose of trade or manufacture.

**Building; Detached** – A building having no common wall connections with another building.

**Building Line** – A line formed by the outer face of the closing wall of a building or portion thereof and the surface of the ground.

**Building, Main** – The principal structure on a lot, parcel or tract used to accommodate the primary use to which the building is devoted.

**Building, Non-Conforming** – A building existing at the time of the adoption of this Ordinance which fails to comply with the regulations of the district in which the building is located.

**Building Site** – A parcel of land occupied by one building and its accessory buildings or by a group of buildings together with such open spaces as are required under the provisions of the respective district.



**Building Site Area** – The total area of a site on a horizontal plane bounded by property ownership lines.

**Building Site Coverage** – The total area of a building covered by the principal and accessory buildings as designed in each zoning district.

**Business** – The engagement in the purchase, sale, barter or exchange of goods, wares, merchandise or service or the maintenance or operation of offices or recreational or amusement enterprises for profit or material gain on a continual or habitual basis.

**Business, Retail** – The engagement in the purchase, sale, barter or exchange of goods, wares, merchandise or service to the ultimate customer.

**Business Wholesale** – The engagement in the purchase, sale, barter or exchange of goods, wares, merchandise or service to jobbers or to retail dealers.

**Carports** – A structure built attached or detached from the main structure that is open on at least three (3) sides and where vision through the three (3) open sides is not impeded.

**Certificate of Occupancy** – Written certificate issued by the Building Inspector after final inspection when it is found that the building or structure and use complies with the provisions of this Ordinance and other pertinent codes or laws adopted by the Town of Glenrock.

**Certificate, Zoning** – A written certificate issued by the Zoning Officer that the plans for a proposed use are in conformance with the provisions of the zoning ordinance.

**Church** – A building together with its accessory buildings and uses where persons regularly assemble for religious worship; and is maintained and controlled by a religious body organized to hold public worship.

**Clinic, Medical and Dental** – A building in which one (1) or more physicians or dentists or allied professional assistants are associated for the purpose of carrying on their profession. The clinic may include dental and medical laboratories.

**Club or Lodge, Membership Club** – A nonprofit association, as determined by the Internal Revenue Service, of persons who are bona fide members paying actual dues with the use of the premises being restricted to the members and their guests.

**Commercial** – Having the qualities of business as defined in this Section.

**Commission** – The Town of Glenrock Planning and Zoning Commission.

**Common Wall** – An unbroken wall shared by two (2) or more separate buildings.

**Conditional Use** – A use for which approval must be obtained from the Town. Conditional Use may or may not be granted by the Town; and if granted, the Town may place whatever conditions it feels are necessary.

**Condominium** – Real estate, portions of which are designated for separate ownership, and the remaining of which are designated for common ownership solely by the owners of those portions. Real estate is not a condominium unless the individual interests in the common elements are vested in the unit owners.

**Day Care** – The caring for children under the age of twelve (12) years out of their home for two (2) hours or more, but less than twenty-four (24) hours a day, for their parents or legal guardian or at the request of the agency which has responsibility of the child.

**Density** – The number of dwelling units of any type, including mobile homes, on the site of any development expressed as the number of units per acre, taking into account the total area of the land contained within the exterior boundaries of the site.

**Development** – Any man-made change, other than a subdivision, to improved or unimproved real estate including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.

**Development Standard** – Any of the physical requirements related to the establishment of a use on a site or in a structure thereof for the conduct of such use or related to the preparation of a site and the construction of a building thereof, as prescribed.

**District** – A section or sections of the Town for which uniform regulations governing the uses of buildings, sizes of yards, open space and densities or use are prescribed.

**Drive-In Facilities** – A business establishment so designed that a portion of its retail or service characters is dependent on providing a driveway approach for motor vehicles to serve patrons while in the motor vehicle, rather than within the building.

**Dwelling, Duplex** – Two (2) independent living units in one building.

**Dwelling, Multi-Family** – A dwelling or group of dwellings on one (1) site containing separate living units for three (3) or more families, but which may have joint services or facilities or both.

**Dwelling, Single Family** – A principal building designed for or used exclusively as a dwelling by one (1) family as an independent housekeeping unit. The definition includes manufactured and modular housing.

**Dwelling Unit** – One or more rooms providing complete living facilities for one (1) family including equipment for cooking, provisions for same and including room or rooms for living, sleeping, eating and sanitation.

**Easement** – The liberty, right, privilege or authorization which the owner of a parcel of land, by reasons of legal ownership, grants the use of the land or a part thereof for a specific purpose to another person, landowner or public entity.

**Family** – Any individual or two (2) or more persons related by blood or marriage or a group of not more than four (4) persons (excluding servants), who need not be related by blood or marriage, living together as a single, non-profit housekeeping unit.

**Fence** – Any portion, structure wall or gate erected as a dividing marker, barrier or enclosure.

**Flood or Flooding** – A general or temporary condition of partial or complete inundation of normally dry land areas from the usual and rapid accumulation of runoff of surface water from any source.

**Flood Insurance Rate Map (FIRM)** – An official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zone applicable to the Town of Glenrock.

**Flood Plain Approval** – A request for review of the Town's interpretation of any provision in the Flood Plain District or a request for variance in said Flood Plain District.

**Flood Proofed** – Watertight walls substantially impermeable to the passage of water and with structural components having capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

**Flood Area** – The total number of square feet of floor space within the exterior walls of a building.

**Garage, Attached** – A building which as a roof, wall or a major portion of a roof or wall in common with a dwelling structure. Where a garage is attached to a dwelling in this manner, it shall be subject to all yard requirements of the main building.

**Garage, Private** – A detached accessory building used for the storage of three (3) or less automobiles or light trucks. Such building shall be subject to the design standards and requirements of accessory buildings.

**Gasoline Service Station** – Any building or portion thereof, and the land upon which it is situated, used for the retail sale of fuel and/or oil for motor vehicles which may include facilities for making minor vehicle repairs to such motor vehicles.

**Governing Body** – The Mayor and Council of the Town of Glenrock, Wyoming.

**Ground Anchors** – Any approved device for the purpose of securing a mobile home to the ground.

**Hazard, Natural** – A natural or man-induced event or phenomenon having the potential to be detrimental to public health, safety or property. Natural hazards include but are not limited to, geographic hazards, avalanches, landslides, ground subsidence, explosive solid and rock, corrosive solid radioactivity, seismic effects, flooding, high wind areas and wildfire areas.

**Height, Building** – The vertical dimension measured from the average elevation of the finished lot grade at the front of the building, to the highest point of the ceiling of the top story. In the case of a flat roof, to the deck line of a mansard roof and to the average height between the plate and the ridge of a gable, hip or gambrel roof.

**Home Occupation** – Means an occupation or activity carried on by the family residing on the premises. Said occupation shall not be visible or noticeable from outside the wall of the dwelling or of the residential garage; shall not constitute a nuisance to the surrounding properties; and shall be clearly incidental and secondary to the residential occupancy. No process creating dust, smoke, traffic, attraction, or excessive noise shall be allowed. District retail businesses are not considered a home occupation in this Ordinance.

**Horticulture** – The cultivation of a garden, or the mode of cultivation employed in a garden, the science of agriculture which relates to the cultivation of gardens or orchards, including the growing of vegetables, fruits, flowers, ornamental shrubs and trees.

**Hospital** – An institution providing health services, primarily for in-patients and medical or surgical care of the sick or injured, including ancillary services.

**Hotel** – A building containing rooms designed and rented out for sleeping purposes for transients and where only a general kitchen and dining room may be provided in a building or in an accessory building.

**Improvement, Substantial** – Any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure either before the improvement or repair is started or, if the structure has been damaged and is being restored, before the damage occurred.

**Junk** – Scrap iron, tin, brass, lead, zinc and all other scrap metals and their alloys, and bones, rags, used cloth, rubber, rope, tinfoil, bottles, tools, appliances, fixture, utensils, lumber, boxes or crates, pipe or pipe fittings, tires, old machinery and other manufactured goods that are so worn, deteriorated or obsolete as to make them unusable in their existing condition, but are subject to being dismantled.

**Junk Yard** – A place where junk, waste, discarded or salvaged materials are bought, sold, exchanged, stored, baled, packed, disassembled or handled, including automobile wrecking yards, house wrecking and structural steel materials and equipment, but not including the purchase or storage of used furniture and household equipment, used vehicles in operable condition, used or salvaged materials as part of manufacturing operations.

**Kennel** – Any premises wherein any person engages in the business of boarding, breeding, buying, letting for hire, training for a fee or selling of animals. It is illegal to maintain a kennel contrary to the terms of this Code, without a license, if required, or in a zone or location in which a kennel is not permitted.

**Landscaping** – The placement of ornamental fixtures such as fountains, ornamental walls, berms, fences, benches, along with vegetative planting of trees, shrubs, grass, flowers, etc. Including the designing of the placement of such materials:

A. Xeriscaping- Water conserving landscaping.

**Loading Berth-Off Street** – An off-street space or berth on the same lot with a principal building for the parking of a commercial vehicle while loading or unloading merchandise and which has direct access from a public street or alley.

**Lot** – The smallest platted parcel or real property created by a legal subdivision.

**Lot, Corner** – A lot at the point of intersection of two (2) or more intersecting streets, the angle of intersection being not more than one hundred thirty-five (135) degrees.

**Lot, Depth** – The horizontal distance between front and rear lot lines measured along the median between the two (2) side lot lines.

**Lot, Interior** – A lot other than a corner lot, including through lots.

**Lot Line, Front** – For an interior lot, that line separating the lot from the street. For a corner lot or a double frontage lot, that line separating said lot from the street that is designated as the front street.

**Lot Line, Rear** – The line which most nearly qualifies as the line most distant and opposite from the front-line lot. Where the lot is irregularly shaped, a line perpendicular to the main direction of the side lot lines and at least 10 ft. in length within the lot.

**Lot, Non-Conforming** – Any platted lot or record which, on the effective date of this Ordinance or as a result of subsequent amendment thereto, does not comply with the lot size requirements for the district in which the lot is located.

**Lot, Through (Double Frontage)** – A lot having a frontage on two (2) parallel streets.

**Lot Width** – The width of a lot along a line parallel to the street frontage.

**Manufactured Home** – A residence constructed to house one (1) family year-round as follows:

- A. Is partially or entirely manufactured in a factory on or after January 1, 1994 and is in compliance with the current applicable standards of the United States Department of Housing and Urban Development at the time of its production.
- B. Is not less than 24 ft. in width and 36 ft. in length.
- C. The home shall have a pitched roof, with a slope of not less than 3 in. vertical rise of each 12 in. of horizontal run.
- D. Roof material shall consist of non-reflective material customarily used for conventional dwellings including, but not limited to, asbestos shingles, fiberglass shingles, shake

shingles, composition shingles or tile materials. Roof material shall not include flat or corrugated sheet metal, except for manufactured metal roof panels.

- E. Have a roof overhang of not less than 8 in. measured from the vertical side of the home. When attached carports, garages, porches or similar structures are an integral part of the home, this overhang may be waived where the accessory structure is attached to the home.
- F. Having siding material consisting of wood or wood products, stucco, brick, horizontal lap steel or aluminum, horizontal lap vinyl or rock.
- G. A manufactured home must be constructed in compliance with federal manufactured home construction and safety standards currently in effect, including design of roof loads and insulation requirements applicable to the State of Wyoming.
- H. Any manufactured home on an individual lot shall conform to the same building setback standards, side and rear yard requirements, standards for enclosures, access, vehicle parking, and square footage standards and other requirements to which a conventional site built single-family residential dwelling on the same lot would be subject.
- I. The dwelling shall be attached to a permanent foundation system in compliance with the Glenrock Building Code for residential structures. All wheels, hitches and axles shall be removed. The foundation will be wall or pier and columns extending to frost level in the ground and supporting the unit at the locations indicated by the manufacturer. A perimeter foundation wall which uses I-beams to support the unit at the locations indicated by the manufacturer is permitted. If the foundation is not a perimeter wall, a perimeter curtain wall, consisting of masonry, block or treated wood with siding or other suitable material is required and shall be placed on a footer whose bottom elevation at the frost line and meets other foundation requirements of the Uniform Building Code.
- J. Nothing in this subsection shall be deemed to supersede any valid covenants running with the land.
- K. A manufactured home not previously used, installed or occupied at another site.

**Manufactured/Mobile Home Park** – A parcel (or contiguous parcels) of land under one (1) ownership divided into three (3) or more manufactured home spaces for rent or lease.

**Manufactured/Mobile Home Space** – A plot of ground within a manufactured home park designed for the accommodation of one (1) manufactured home together with its accessory structures including carports or other off-street parking areas, storage lockers, patios and other appurtenances.

**Manufactured/Mobile Home Subdivision** – A parcel of land divided into two (2) or more lots designed exclusively for the parking or installation of manufactured homes on lots offered for sale, lease or rent.

**Master Plan** – Master Plan shall include any documents or portion of any document duly adopted by the Governing Body which is intended to guide the growth and development of the area.

**May** – Means permissive

**Mean Grade** – The average elevation of the ground adjoining the structure on all sides.

**Mobile Home** – A structure designed for permanent habitation and so constructed as to permit its transport on wheels, temporarily or permanently attached to its frame, from the place of its construction to the location, or subsequent locations, at which it is intended to be a permanent habitation and designed to permit the occupancy thereof as a dwelling place for one (1) or more persons. A mobile home does not meet the requirements of the Uniform Building Code and has minimum dimensions of eight (8) feet by thirty-two (32) feet. Partially or entirely manufactured in a factory on or after January 1, 1994 and is in compliance with the current applicable standards of the United States Department of Housing and Urban Development at the time of production and must be constructed in compliance with federal manufactured home construction and safety standards currently in effect, including design of roof loads and insulation requirements applicable to the State of Wyoming.

**Modular Home** – Means a residence which is constructed in a factory, but which is certified to meet the Uniform Building Code. Modular housing shall be installed in accordance with "Manufactured Home" definition.

**Motel** – A building or group of buildings, whether detached or in connected units, used as individual sleeping or dwelling units designed primarily for transient occupancy and providing for accessory off-street parking facilities.

**Motor Home** – Any vehicular type unit 45ft. or less in length and 102 inches or less in width, primarily designed as temporary living quarters for camping or travel use.

**New Construction** – Means structures for which the start of construction commences on or after the effective date of this Ordinance. When required, notice to property owners shall be sent to all adjacent property owners within 200 ft., excluding the width of any intervening streets or alleys, municipal or county residents.

**Nursing Home** – An institution for the care of children, the aged or infirm, or a place of rent for those suffering bodily disorders, but not including facilities for surgical care or institutions for the care and treatment of mental illness, alcoholism or narcotic addiction.

**Nursery** – A space or building or a combination thereof for cultivation, storage or sale of live trees, shrubs or plants, including products used for gardening or landscaping. The definition of a nursery does not include any space or building used for the sale of fruits, vegetables or other related products.

**Occupied** – The utilization of a building or structure for eating, sleeping or working for more than twelve (12) consecutive hours.

**Office, Professional** – A building where there is no display of stock or wares in trade, nor commodity sold nor any commercial use conducted other than the professional services as herein defined. For purposes of this Ordinance, professional offices shall include the office of a doctor, dentist, lawyer, accountant, architect, engineer, minister of religion, insurance agent, realtor, real estate appraiser or similar professions or services, but shall not include barber shops, beauty parlors or similar services, or general business offices.

**Open Space** – Land area not occupied by structures or parking spaces.

**Open Space, Usable** – Open area designed and developed for use by the occupants of a planned unit, other development or by others for recreation, whether commercial or private, courts, gardens or other permitted uses. The term “open space” shall not include space devoted to streets or parking.

**Owner** – The owner of record for property as recorded in the Office of the Converse County Clerk.

**Parcel** – Any unit of land including a platted or un-platted tract or lot.

**Parking Lot** – A structure or an area, other than a public street or alley, designed or used for the temporary parking of motor vehicles and available for public or private use whether free, for compensation or an accommodation for customers or clients.

**Parking Space, Off-Street** – As space located off any public right-of-way which is at least 10 ft. x 20 ft. in size for parking for any motor vehicle with room to get out of either side of the vehicle with adequate maneuvering space and with access to public streets or alleys.

**Patio Home** – See “Townhouse”.

**Person** – A natural and legal person, group of persons, partnership, association or corporation.

**Personal Service Shop** – Businesses offering personalized services such as barber shops, beauty shops, laundromats, dry cleaning services and similar uses.

**Public Facility** – Any publicly-owned and operated use, building or establishment such as a post office, fire station, court house, police station, etc.

**Planned Unit Development** – A project located on a single tract, controlled by one (1) owner, corporation or agency, including usable open space for the mutual benefit of the entire tract, designed to provide variety and diversity from the normal zoning and subdivision standards so that maximum long-range benefits can be gained and unique features of the site preserved or enhanced.

**Plat of Record** – A platted lot or metes and bounds parcel which has been recorded in the Office of the County Clerk.

**Property Lines** – The boundary line designating the legal limits of ownership.



**Public Land** – Land owned, controlled and/or operated by a government unit.

**Public Utility** – Any person(s), firm or corporation engaged in the business of operating heating, power or light systems, communication systems, water or sewer lines or any other energy-producing source with the Town servicing or supplying the public.

**Publication, Legal** – Any official notice in a newspaper of general circulation as prescribed by the Wyoming Statutes and Town Code.

**Recreational Vehicles** – A motorized vehicle designed primarily for recreation.

**Restaurant** – A public eating house which provides seating, but does not provide curbside or automobile service.

**Restaurant, Drive-In** – Any establishment where food or beverages are dispensed and may be consumed on or off the premises, but outside a closed building.

**Retail Sales** – An establishment selling goods, wares or merchandise directly to the ultimate consumer.

**Right-of-Way** – A/K/A Roadway Easement. That portion of land dedicated to public use for street, alley walkway, drainage and utility purposes. Also any strip or area of land surface, overhead or underground granted by deed or easement for construction and maintenance according to a designated use.

**Room and/or Boarding House** – A building containing lodging provided for three (3) or more persons, with or without meals, and which is open to transient or permanent guests on a weekly or monthly basis with no provision for cooking in any guest room.

**School** – A place for systematic instruction in any branch or branches of knowledge. For this Ordinance, it specifically means public or parochial schools, elementary, junior high and high schools and private schools with equivalent curriculum.

**Setback** – The distance required to comply with the front, side or rear yard and open space provisions set forth in this Ordinance, measured from the property line.

**Shall** – Means mandatory.

**Shopping Center** – One or more buildings containing retail businesses planned and developed as a unit with off-street parking provided on the property.

**Sign** – Any object, device or medium or part thereof situated outdoors or indoors which is used to advertise, identify, display, direct or attract attention to any object, person, institution, organization, business project, service, event or location by any means including words, letters, figures, designs, symbols, fixtures, color, motion, illumination or projected images. Signs do not include the following:

Flags of nations, states, cities, fraternal, religious and civic organizations.

- A. Merchandise, pictures or models of products or services incorporated with a window display.
- B. Time and temperature devices not related to a product.
- C. National, state, religious, fraternal, professional and civic symbols or crests, or works of art, which in no way identify a product or device. If, for any reason, it cannot be readily determined whether or not the object is a sign, the Town shall make such determination.

**Sign Area** – The total area of the space to be used for advertising purposes including the spaces between open-type letters and figures and including the background structure or other decoration or addition which is an integral part of the sign. Sign supports shall be excluded in determining the area of a sign.

**Sign, Pole** – A billboard or similar type of sign which is wholly supported by one (1) or more up-rights, poles or braces in the ground, separate from the structure or building.

**Sign, Wall** – Any sign attached to or erected against the wall of a building or structure with the exposed face of the sign in a plan parallel to the plane of the wall.

**Single Family Residence** – A dwelling designed for one (1) family occupancy.

**Space** – The area allocated for an individual mobile home within a mobile home park.

**Spot Zoning** – An illegal act of creating, through an ordinance, isolated parcels of land within the Town on which are designated land uses different from the zoning district which surrounds it.

**Story** – That portion of a building included between the upper surface of any floor and the upper surface of the floor next above except that the topmost story shall be that portion of the building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor space is more than 6 ft. above grade for more than fifty percent (50%) of the total perimeter or is more than 12 ft. above grade at any point, such usable or unused underfloor space shall be considered as a story.

**Structure** – That which is built or constructed, an edifice or building of any kind, or any place of work artificially built up or composed of parts joined together in some definite manner, including signs, but not including a fence or a wall of less than 4 ft. in height or any chain link fence not constituting a visual barrier, mailboxes, light standards or poles, lines, cables or transformers of a public utility.

**Structure, Non-Conforming** – Any structure which, on the effective date of this Ordinance, or as the result of subsequent amendments thereto, does not comply with the provisions of this Ordinance for the district in which the non-conforming structure is located.

**Subdivision** – The division or re-subdivision of any lot, tract or parcel of land into two (2) or more lots, plats, sites or other division of land.

**Sub-divider** – Any person or entity dividing or purposing to divide land so as to constitute a subdivision.

**Substantial Improvement** – Any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure either:

- A. before the improvement or the repair is started; or
- B. if the structure has been damaged and is being restored before the damage occurred. For the purpose of this definition, “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not include:

- A. Any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions; or
- B. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

**Tiny Home - min. 200 sq. ft. - max. 500 sq. ft.**

- Allowed in MH zone as a stand-alone dwelling.
- Must have its own entrance, full kitchen/bath, living/sleeping space
- Must be built to TOG specifications

**Tiny Home/ADU Village - A planned development, approved through the Planning and Zoning Commission, consisting of 4 or more tiny homes or ADU's.**

**Transient Occupancy** – The rental or provisions for housing accommodations or rooms on a day-to-day basis.

**Townhouse** – A building that has single family dwelling units erected in a row as a single building on adjoining lots, each being separated from the adjoining unit or units by a party wall or walls extending from the basement floor to the roof along the dividing lot line. Each such building is separated from any other building by space on all sides and each dwelling unit has a separate water and sewer service. Each dwelling unit must be located on an individually owned lot.

**Travel Trailer and Recreational Vehicle Park** – Any area or tract of land rented to one or more persons or users for temporary parking or placement of travel trailer or recreational vehicle.

**Travel Trailer** – A non-motorized, vehicular, portable structure designed primarily as dwelling for travel, recreation and vacation uses only.

**Trailer** – A non-motorized vehicle designed primarily to be pulled behind a motorized vehicle to include, but not be limited to; house trailers, cargo trailers, utility trailers, flatbed trailers, boat trailers and truck trailers.

**Units, Efficiency** – An apartment with common areas for sleeping, cooking and/or living.

**Unit, Rooming** – A space for human occupancy lacking private bath and/or kitchen facilities.

**Use** – The purpose for which a site or structure is actually arranged, designed, constructed, moved, altered or enlarged or for which either a site or structure is or may be occupied or maintained.

**Use, Non-Conforming** – Any use which, on the effective date of this Ordinance, does not conform to the permitted or conditional use established for the district in which the non-conforming use is located.

**Use, Permitted** – A use which is specifically permitted and set forth as such in the designated district in this Ordinance.

**Variance** – Authorization for a property owner to depart from the literal requirements of this Ordinance as it applies to his land.

**Wholesale Sales** – The process of buying from the producers or manufacturer and selling to jobbers or retail dealers.

**Yard** – An open space, other than a court, on a lot unoccupied and unobstructed from the ground ward except as otherwise provided in this Ordinance.

**Yard, Front** – An open unoccupied space, on the same lot with a main building, extending the full width of the lot and situated between the street line and the front line of the building projected into the side lines of the lot.

**Yard, Rear** – An open unoccupied space, on the same lot with the main building, between the rear line of the main building and the rear line of the lot, extending the full width of the lot.

**Yard, Side** – An open unoccupied space, on the same lot as the main building, situated between the building and the side line of the lot and extending from the front yard to the rear yard. Any lot line, not a rear yard line or a front yard line, shall be deemed as a side yard line.

**SECTION 2:            AMENDMENT “31.03.010 Single Family Residential - R-1”**  
of the Town of Glenrock Municipal Code is hereby *amended* as follows:

## BEFORE AMENDMENT

### 31.03.010 Single Family Residential - R-1

- A. The intent of this district is to provide for low density, single family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.
- B. Permitted Uses:
1. Single family residence;
  2. Accessory building use;
  3. Churches;
  4. Schools;
  5. Home occupation; and
  6. Day Care Centers as licensed by the State of Wyoming are allowed in church and school buildings.
- C. Conditional Uses: See GTC 3.05
- D. Development Standards and Requirements:
1. Minimum building site area – 7,200 sq. ft.
  2. Maximum building height – 36 ft.; or as restricted by solar access regulations.
  3. Minimum setback from property lines:
    - a. Front Yard – 25 ft.
    - b. Side Yard – 7.5 ft., with a minimum of 15 ft. between main structures unless a greater distance is required by the Uniform Building Code.
    - c. Rear Yard – 15 ft.
  4. Minimum distance between main buildings – See the latest adopted Uniform Building Code.
  5. Maximum building coverage, to include all structures, shall not exceed forty percent (40%) of the building.
- E. Off-street Parking: See GTC 31.13
- F. Accessory Building: An accessory building not over 16 ft. in height or not exceeding the height of the primary structure, 1000 sq. ft. or seventy-five percent (75%) of the primary structure, whichever is larger, may be located in the rear yard only; provided that such building shall not come closer than 5 ft. to any side property line and 2 ft. to any rear property line abutting an alley or 5 ft. from any property not abutting an alley.
1. Unattached garages may be located in the side yard provided the following:
    - a. Not to extend beyond the front line of the primary structure.
    - b. Maintain the 7.5 ft. side yard setback. Corner lot side yard setback shall maintain 15 ft. on street side.
    - c. Not to exceed 1000 sq. ft. or seventy-five percent (75%) of the footprint of the primary structure, whichever is larger.
    - d. May not exceed 16 ft. in height or exceed the height of the primary structure.
    - e. Similar in type of construction and external appearance of the primary structure.
  2. One story detached accessory buildings not exceeding 120 sq. ft. are exempt

from building permit and setback requirements. Two such storage buildings may be located on one (1) building site. One (1) such unit may be located in the side yard. No storage unit shall be allowed in the front yard.

3. A conditional use permit is required for accessory structures that do not meet the above requirements.

## AFTER AMENDMENT

### 31.03.010 Single Family Residential - R-1

- A. The intent of this district is to provide for low density, single family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.
- B. Permitted Uses:
  1. Single family residence;
  2. Accessory building use;
  3. Accessory Dwelling Unit (ADU) / Tiny Home with Primary Residence;
  4. Churches;
  5. Schools;
  6. Home occupation; and
  7. Day Care Centers as licensed by the State of Wyoming are allowed in church and school buildings.
- C. Conditional Uses: See GTC 3.05
- D. Development Standards and Requirements:
  1. Minimum building site area – 7,200 sq. ft.
  2. Maximum building height – 36 ft.; or as restricted by solar access regulations.
  3. Minimum setback from property lines:
    - a. Front Yard – 25 ft.
    - b. Side Yard – 7.5 ft., with a minimum of 15 ft. between main structures unless a greater distance is required by the Uniform Building Code.
    - c. Rear Yard – 15 ft.
  4. Minimum distance between main buildings – See the latest adopted Uniform Building Code.
  5. Maximum building coverage, to include all structures, shall not exceed forty percent (40%) of the building.
- E. Off-street Parking: See GTC 31.13
- F. Accessory Building: An accessory building not over 16 ft. in height or not exceeding the height of the primary structure, 1000 sq. ft. or seventy-five percent (75%) of the primary structure, whichever is larger, may be located in the rear yard only; provided that such building shall not come closer than 5 ft. to any side property line and 2 ft. to any rear property line abutting an alley or 5 ft. from any property not abutting an alley.
  1. Unattached garages may be located in the side yard provided the following:
    - a. Not to extend beyond the front line of the primary structure.
    - b. Maintain the 7.5 ft. side yard setback. Corner lot side yard setback shall maintain 15 ft. on street side.

- c. Not to exceed 1000 sq. ft. or seventy-five percent (75%) of the footprint of the primary structure, whichever is larger.
  - d. May not exceed 16 ft. in height or exceed the height of the primary structure.
  - e. Similar in type of construction and external appearance of the primary structure.
2. One story detached accessory buildings not exceeding 120 sq. ft. are exempt from building permit and setback requirements. Two such storage buildings may be located on one (1) building site. One (1) such unit may be located in the side yard. No storage unit shall be allowed in the front yard.
  3. A conditional use permit is required for accessory structures that do not meet the above requirements.

**SECTION 3:            **AMENDMENT** “31.03.050 Mobile Home Residential - MH”**  
of the Town of Glenrock Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

31.03.050 Mobile Home Residential - MH

- A. The intent of this district is to establish and preserve a high density residential neighborhood for mobile home subdivisions and, under certain specified conditions, mobile home parks and recreational vehicle parks.
- B. Permitted Uses:
  1. One (1) mobile home residence;
  2. Single family residence;
  3. Duplex Dwelling;
  4. Churches;
  5. Schools;
  6. Home occupations;
  7. Accessory building use.
- C. Development Standards and Requirements:
  1. Minimum building site area – 6,000 sq. ft. for single family mobile home, single family residence and duplex dwelling;
  2. Minimum lot width – 36 ft.; or as restricted by solar access regulations.
  3. Maximum building height – 36 ft.; or as restricted by solar access regulations.
  4. Minimum setback from property lines:
    - a. Front yard – 25 ft.
    - b. Side Yard – 10 ft., with a minimum of 20 ft. between main structures unless a greater distance is required by the Uniform Building Code.
    - c. Rear Yard – 15 ft.

(Note: See GTC 31.09 for certain exceptions for lots of record.)
  5. Minimum distance between main buildings – See the latest adopted Uniform

Building Code

6. Maximum building coverage, to include all structures, shall not exceed forty percent (40%) of the building site.
- D. Conditional Uses: See GTC 31.05.
- E. Special Uses Permitted: The following special uses may be permitted within the MH district under special conditions:
1. Mobile home park;
  2. Travel trailer and recreational vehicle park;
  3. Mobile home sales. Models for sale within a mobile home park, provided they do not occupy more than five percent (5%) of the total space within the park;
  4. Social and/or Recreational Center. Said center may contain a laundry, snack bar and/or a food store within the park. Said laundry, snack bar or food store must be located within the boundary of the park and may not be closer than 100 ft. from any property line of the park.
- F. Special Standard for Mobile Home or Recreational Parks:
1. Minimum square footage per unit – 5,000 sq. ft.
  2. Maximum building height – 36 ft.; or as restricted by solar access regulations.
  3. Minimum setback from property lines:
    - a. Front yard - 25 ft. from any public right-of-way. None from private roads;
    - b. Side yard - 10 ft. from space line; 15 ft. from exterior boundary of park;
    - c. Rear yard - 10 ft. from space line; 15 ft. from exterior boundary of park.
  4. Minimum distance between units – 25 ft.;
  5. Mobile home parks developed under this district shall conform to any mobile home park regulations adopted by the Town.
- G. Off-street Parking: See GTC 31.13
- H. Accessory Building: An accessory building not over 16 ft. in height or not exceeding the height of the primary structure, 1000 sq. ft. or seventy-five percent (75%) of the primary structure, whichever is larger, may be located in the rear yard only; provided that such building shall not come nearer than 5 ft. to any side property line and 2 ft. to any rear property line abutting an alley or 5 ft. from any property not abutting an alley.
1. Unattached garages may be located in the side yard provided the following:
    - a. Not to extend beyond the front line of the primary structure.
    - b. Maintain the 7.5 ft. side yard setback. Corner lot side yard setback shall maintain 15 ft. on street side.
    - c. Not to exceed 1000 sq. ft. or seventy-five percent (75%) of the footprint of the primary structure, whichever is larger.
    - d. May not exceed 16 ft. in height or exceed the height of the primary structure.
    - e. Similar in type of construction and external appearance of the primary structure.
  2. One story detached accessory buildings not exceeding 120 sq. ft. are exempt from building permit and setback requirements. Two such storage buildings



- may be located on one (1) building site. One such unit may be located in the side yard. No storage unit shall be allowed in the front yard.
3. A conditional use permit is required for accessory structures that do not meet the above requirements.

## AFTER AMENDMENT

### 31.03.050 Mobile Home Residential - MH

- A. The intent of this district is to establish and preserve a high density residential neighborhood for mobile home subdivisions and, under certain specified conditions, mobile home parks and recreational vehicle parks.
- B. Permitted Uses:
  1. One (1) mobile home residence;
  2. Single family residence;
  3. Accessory Dwelling Unit (ADU) / Tiny Home:
    - a. Max 2 units if 40% Rule allows.
      - (1) 40% Rule: Max of 40% of lot can be occupied by structure.
  4. Duplex Dwelling;
  5. Churches;
  6. Schools;
  7. Home occupations;
  8. Accessory building use.
  9. Tiny Home / ADU Village
- C. Development Standards and Requirements:
  1. Minimum building site area – 6,000 sq. ft. for single family mobile home, single family residence and duplex dwelling;
  2. Minimum lot width – 36 ft.; or as restricted by solar access regulations.
  3. Maximum building height – 36 ft.; or as restricted by solar access regulations.
  4. Minimum setback from property lines:
    - a. Front yard – 25 ft.
    - b. Side Yard – 10 ft., with a minimum of 20 ft. between main structures unless a greater distance is required by the Uniform Building Code.
    - c. Rear Yard – 15 ft.(Note: See GTC 31.09 for certain exceptions for lots of record.)
  5. Minimum distance between main buildings – See the latest adopted Uniform Building Code
  6. Maximum building coverage, to include all structures, shall not exceed forty percent (40%) of the building site.
- D. Conditional Uses: See GTC 31.05.
- E. Special Uses Permitted: The following special uses may be permitted within the MH district under special conditions:
  1. Mobile home park;
  2. Travel trailer and recreational vehicle park;
  3. Mobile home sales. Models for sale within a mobile home park, provided they

- do not occupy more than five percent (5%) of the total space within the park;
4. Social and/or Recreational Center. Said center may contain a laundry, snack bar and/or a food store within the park. Said laundry, snack bar or food store must be located within the boundary of the park and may not be closer than 100 ft. from any property line of the park.

**F. Special Standard for Mobile Home or Recreational Parks:**

1. Minimum square footage per unit – 5,000 sq. ft.
2. Maximum building height – 36 ft.; or as restricted by solar access regulations.
3. Minimum setback from property lines:
  - a. Front yard - 25 ft. from any public right-of-way. None from private roads;
  - b. Side yard - 10 ft. from space line; 15 ft. from exterior boundary of park;
  - c. Rear yard - 10 ft. from space line; 15 ft. from exterior boundary of park.
4. Minimum distance between units – 25 ft.;
5. Mobile home parks developed under this district shall conform to any mobile home park regulations adopted by the Town.

**G. Off-street Parking: See GTC 31.13**

**H. Accessory Building: An accessory building not over 16 ft. in height or not exceeding the height of the primary structure, 1000 sq. ft. or seventy-five percent (75%) of the primary structure, whichever is larger, may be located in the rear yard only; provided that such building shall not come nearer than 5 ft. to any side property line and 2 ft. to any rear property line abutting an alley or 5 ft. from any property not abutting an alley.**

1. Unattached garages may be located in the side yard provided the following:
  - a. Not to extend beyond the front line of the primary structure.
  - b. Maintain the 7.5 ft. side yard setback. Corner lot side yard setback shall maintain 15 ft. on street side.
  - c. Not to exceed 1000 sq. ft. or seventy-five percent (75%) of the footprint of the primary structure, whichever is larger.
  - d. May not exceed 16 ft. in height or exceed the height of the primary structure.
  - e. Similar in type of construction and external appearance of the primary structure.
2. One story detached accessory buildings not exceeding 120 sq. ft. are exempt from building permit and setback requirements. Two such storage buildings may be located on one (1) building site. One such unit may be located in the side yard. No storage unit shall be allowed in the front yard.
3. A conditional use permit is required for accessory structures that do not meet the above requirements.

**SECTION 4:            AMENDMENT “31.03.070 General Business - GB” of the Town of Glenrock Municipal Code is hereby *amended* as follows:**

## BEFORE AMENDMENT

### 31.03.070 General Business - GB

A. The intent of this district is to establish and preserve a general business district for a variety of businesses serving wholesale, as well as retail customers, including those businesses requiring outdoor storage.

B. Permitted Uses:

1. Any use permitted in the CBD and MUR district;
2. Accessory buildings and uses;
3. Animal clinic;
4. Arena, commercial;
5. Auto repair shop;
6. Auto sales;
7. Auto storage, but not salvage;
8. Bus terminal;
9. Business, retail, including outdoor storage;
10. Business, wholesale, including outdoor storage;
11. Communication tower and facility, commercial and public;
12. Dairy, commercial;
13. Farm implement sales and service;
14. Frozen food locker;
15. Greenhouse, commercial;
16. Heavy equipment sales and service;
17. Kennel, commercial;
18. Landscaping nursery;
19. Lumberyard;
20. Mobile home sales or service;
21. Recreational facility, public or private;
22. Research lab or facility;
23. School, trade or vocational; and
24. Shopping center.

C. Conditional Uses: See GTC 31.05

D. Development Standards and Requirements:

1. Minimum building site area – None for business uses; 6,000 sq. ft. for residential uses.
2. Maximum building height – 50 ft.; or as restricted by solar access regulations.
3. Minimum building site area per dwelling unit – 500 sq. ft. per dwelling unit above the basic 6000 sq. ft. required for the first dwelling unit.
4. Minimum setback from property lines:
  - a. Front yard – 20 ft. which may be used for off-street parking.
  - b. Side yard – 10 ft.
  - c. Rear yard – 10 ft. business, 15 ft. for residential.
5. Minimum distance between main buildings – 20 ft.
6. Townhouses shall meet the development standards of the R-2 district.

- E. Off-street Parking: See GTC 31.13
- F. Residential Buffer: Where commercial use abuts either a R-1 or R-2 District, the commercial use shall provide an adequate buffer in the form of plantings, berms and/or decorative walls or fences to buffer the residential district. Minimum height thereof shall be 6 ft.

## AFTER AMENDMENT

### 31.03.070 General Business - GB

- A. The intent of this district is to establish and preserve a general business district for a variety of businesses serving wholesale, as well as retail customers, including those businesses requiring outdoor storage.
- B. Permitted Uses:
  - 1. Any use permitted in the CBD and MUR district;
  - 2. Accessory buildings and uses;
  - 3. ~~Animal clinic;~~
  - 4. Arena, commercial;
  - 5. Auto repair shop;
  - 6. Auto sales;
  - 7. Auto storage, but not salvage;
  - 8. Bus terminal;
  - 9. Business, retail, including outdoor storage;
  - 10. Business, wholesale, including outdoor storage;
  - 11. Communication tower and facility, commercial and public;
  - 12. ~~Dairy, commercial;~~ Commercial Dairy Processing Plant - No animals onsite.
  - 13. Farm implement sales and service;
  - 14. Frozen food locker;
  - 15. Greenhouse, commercial;
  - 16. Heavy equipment sales and service;
  - 17. Kennel, commercial;
  - 18. Landscaping nursery;
  - 19. Lumberyard;
  - 20. Mobile home sales or service;
  - 21. Recreational facility, public or private;
  - 22. Research lab or facility;
  - 23. School, trade or vocational; ~~and~~
  - 24. Shopping center, ~~and~~
  - 25. Tiny Home / ADU Village.
- C. Conditional Uses: See GTC 31.05
- D. Development Standards and Requirements:
  - 1. Minimum building site area – None for business uses; 6,000 sq. ft. for residential uses.
  - 2. Maximum building height – 50 ft.; or as restricted by solar access regulations.
  - 3. Minimum building site area per dwelling unit – 500 sq. ft. per dwelling unit

- above the basic 6000 sq. ft. required for the first dwelling unit.
- 4. Minimum setback from property lines:
  - a. Front yard – 20 ft. which may be used for off-street parking.
  - b. Side yard – 10 ft.
  - c. Rear yard – 10 ft. business, 15 ft. for residential.
- 5. Minimum distance between main buildings – 20 ft.
- 6. Townhouses shall meet the development standards of the R-2 district.
- E. **Off-street Parking:** See GTC 31.13
- F. **Residential Buffer:** Where commercial use abuts either a R-1 or R-2 District, the commercial use shall provide an adequate buffer in the form of plantings, berms and/or decorative walls or fences to buffer the residential district. Minimum height thereof shall be 6 ft.

**SECTION 5:****AMENDMENT** “31.03.090 Commercial Highway Business Zone - CHB” of the Town of Glenrock Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

31.03.090 Commercial Highway Business Zone - CHB

- A. The purpose and intent is to:
  - 1. allow a variety of commercial uses to serve people and industry, and maintain and strengthen the economic base of the town.
  - 2. allow development of commercial facilities catering to the traveling public along major highway entrances into the town.
  - 3. allow business park type settings compatible with other commercial uses.
  - 4. establish a mix of uses, which will serve the needs to the community and the surrounding area, as well as permitting recreational and entertainment type uses.
- B. **Site Plan Approval:** Due to the importance of attractive vistas and appearances of entryways into town, all developments in this district shall be reviewed by the Planning Commission and the Town Council for compatibility with surrounding uses. Compatibility shall be determined based on, but not limited to the following criteria:
  - 1. Architecture/Design;
  - 2. Noise;
  - 3. Traffic generation;
  - 4. Parking;
  - 5. Landscaping;
  - 6. Lighting;
  - 7. Screening; and
  - 8. Outside storage.
- C. **Permitted Uses:**
  - 1. Animal Clinics and Veterinary Hospitals;

2. Assembly and fabrication plants;
  3. Assisted Living, Long term care;
  4. Automobile sales;
  5. Automobile service stations;
  6. Banks;
  7. Builders supply yards;
  8. Churches;
  9. Clubs and lodges;
  10. Convenience store;
  11. Child care center;
  12. Farm implement sales and service;
  13. Frozen food lockers;
  14. Greenhouses;
  15. Grocery stores;
  16. Hotels, motels and recreational vehicle parks;
  17. Manufactured home sales
  18. Offices, general and professional;
  19. Parks, playgrounds, historical sites, golf courses and other similar recreational facilities;
  20. Plumbing, welding electrical supply and service shops;
  21. Public utility and public service installations and facilities;
  22. Radio and television stations, including transmitting and receiving towers;
  23. Restaurants, package liquor stores;
  24. Retail sales;
  25. Single family residential unit or mobile home to be used as a caretaker unit;
  26. Trade or business schools;
  27. Transportation depots;
  28. Truck/car stops; and
  29. Warehouses, indoor and limited outdoor storage.
- D. Conditional Uses: See GTC 31.05 for procedure.
1. Oil and gas wells;
  2. Aboveground bulk liquid or gaseous petroleum storage tanks;
  3. Foundries;
  4. Communication towers;
  5. Fabrication shops; and
  6. Any use permitted in a GB district.
- E. Development Standards and Requirements:
1. Minimum building site area – none.
  2. Maximum building height – 32 ft.
  3. Minimum setback from property lines:
    - a. Front yard – 20 ft.
    - b. Side yard – 10 ft., with a minimum of 15 ft. between main structures, unless a greater distance is required by the building code.
    - c. Rear yard – 10 ft.
- F. Off-street Parking: See GTC 31.13

- G. Residential buffer: Where a commercial use abuts either a R-1 or R-2 district, the commercial use shall provide an adequate buffer in the form of plantings, berms and/or decorative walls or fences to buffer the residential district.

## AFTER AMENDMENT

### 31.03.090 Commercial Highway Business Zone - CHB

- A. The purpose and intent is to:
1. allow a variety of commercial uses to serve people and industry, and maintain and strengthen the economic base of the town.
  2. allow development of commercial facilities catering to the traveling public along major highway entrances into the town.
  3. allow business park type settings compatible with other commercial uses.
  4. establish a mix of uses, which will serve the needs to the community and the surrounding area, as well as permitting recreational and entertainment type uses.
- B. Site Plan Approval: Due to the importance of attractive vistas and appearances of entryways into town, all developments in this district shall be reviewed by the Planning Commission and the Town Council for compatibility with surrounding uses. Compatibility shall be determined based on, but not limited to the following criteria:
1. Architecture/Design;
  2. Noise;
  3. Traffic generation;
  4. Parking;
  5. Landscaping;
  6. Lighting;
  7. Screening; and
  8. Outside storage.
- C. Permitted Uses:
1. Animal Clinics and Veterinary Hospitals;
  2. Assembly and fabrication plants;
  3. Assisted Living, Long term care;
  4. Automobile sales;
  5. Automobile service stations;
  6. Banks;
  7. Builders supply yards;
  8. Churches;
  9. Clubs and lodges;
  10. Convenience store;
  11. Child care center;
  12. Farm implement sales and service;
  13. Frozen food lockers;
  14. Greenhouses;
  15. Grocery stores;

16. Hotels, motels and recreational vehicle parks;
17. Manufactured home sales
18. Offices, general and professional;
19. Parks, playgrounds, historical sites, golf courses and other similar recreational facilities;
20. Plumbing, welding electrical supply and service shops;
21. Public utility and public service installations and facilities;
22. Radio and television stations, including transmitting and receiving towers;
23. Restaurants, package liquor stores;
24. Retail sales;
25. Single family residential unit or mobile home to be used as a caretaker unit;
26. Tiny Home / ADU Village;
27. Trade or business schools;
28. Transportation depots;
29. Truck/car stops; and
30. Warehouses, indoor and limited outdoor storage.

D. Conditional Uses: See GTC 31.05 for procedure.

1. Oil and gas wells;
2. Aboveground bulk liquid or gaseous petroleum storage tanks;
3. Foundries;
4. Communication towers;
5. Fabrication shops; and
6. Any use permitted in a GB district.

E. Development Standards and Requirements:

1. Minimum building site area – none.
2. Maximum building height – 32 ft.
3. Minimum setback from property lines:
  - a. Front yard – 20 ft.
  - b. Side yard – 10 ft., with a minimum of 15 ft. between main structures, unless a greater distance is required by the building code.
  - c. Rear yard – 10 ft.

F. Off-street Parking: See GTC 31.13

G. Residential buffer: Where a commercial use abuts either a R-1 or R-2 district, the commercial use shall provide an adequate buffer in the form of plantings, berms and/or decorative walls or fences to buffer the residential district.



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### **31.03.100 Tiny Home/ADU Requirements:**

#### **PERMANENT TINY HOME OR ADU SHALL:**

- a. Conform to ALL Setbacks / zone.
- b. Conform to the IRC Building Code
- c. Building Permit Required for On-site builds on a permanent foundation.
  - Tiny Home/ADU on wheels must be Certified by HUD Certified Inspector
    1. Must Meet all requirements below:
- d. MIN. of 200 sq.ft. – 2 people max
  - Add 100 sq.ft. for each additional person
- e. MAX. – Determined by lot size (RULE: 40% of lot space)
  - Porches that are built-into the unit are included in max size calculations
- f. HEIGHT MAX – Not to exceed 13.5 feet.
- g. Min. Ceiling Height – 6' 4" tall
- h. One Full Bathroom -Shower or Tub
- i. Loft – required stairs or ladder – 35 sq.ft. min. size / min. 3'high ceiling
- j. Emergency exit on the roof required.
- k. Smoke & CO detectors are required.
- l. # of units allowed / Lot
  - Max of 2 in a MH zone (RULE: 40% of lot space) applies
- m. Utilities – Permanent connections for Water/Sewer/Electrical
  - Min. 60 Amp panel required
  - Approved/Inspected by Building Inspector
- n. Exterior: Traditional siding
- o. Construction – 2"x6" walls
  - Insulation – Walls /Ceiling / Floors min. R20
- p. Inspections:
  - MAX AGE-30 Years from date of placement
  - Skirted & Towing Hardware removed: 10 days
  - Permanent foundation – **ONLY Req. in Villages**
    1. Permanent foundations: Concrete/ Skids/ Blocking
  - Habitability Inspection
    1. Required with Landing Permit
  - Certificate of Occupancy – Required
- q. Parking – 1 Off-street space required – (2 if there are multiple units/lot)

PASSED AND ADOPTED BY THE TOWN OF GLENROCK COUNCIL

\_\_\_\_\_

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
John Moulton	_____	_____	_____	_____
Bruce Roumell	_____	_____	_____	_____
Roy Kincaid	_____	_____	_____	_____
Margaret Nunn	_____	_____	_____	_____
Judi Colling	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Bruce Roumell, Mayor, Town of  
Glenrock

\_\_\_\_\_  
Tammy Taylor, Clerk, Town of  
Glenrock

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9546		123 ORKIN PEST CONTROL extermination TH & HC Account Number 26057258	232.00					
	976284	06/04/24 TH - Extermination	137.00			101 5021 5510		1010
	976284	06/04/24 HC - Extermination	95.00			101 5460 5510		1011
9547		1590 5 ACES PRINTING LLC Advertising May 2024 Statement	1,058.25					
	1862	06/04/24 TC - Advertising	1,058.25			101 5019 5210		1010
9554		93 BLACK HILLS ENERGY Natural Gas May 2024	1,222.87					
	06/11/24	Commerce Block Natural Gas	45.98			117 5540 5480		1011
	06/11/24	Shop Natural Gas	244.84			101 5221 5480		1011
	06/11/24	Shop Natural Gas	143.34			101 5221 5480		1011
	06/11/24	Historical Commission	99.85			101 5460 5480		1011
	06/11/24	Town Hall Natural Gas	525.58*			101 5021 5480		1011
	06/11/24	Water Sales Nat Gas	55.54*			241 5701 5480		1011
	06/11/24	Town Square Nat Gas	107.74*			101 5440 5480		1011
9555		126 ROCKY MOUNTAIN POWER	14,376.42					
	06/07/24	56433581-001-1 sewer electrici	1,836.15*			242 5710 5480		1011
	06/03/24	70983688-001-9 Parks elec	303.31			101 5430 5480		1011
	06/03/24	70983688-001-9Historical Commi	53.20			101 5460 5480		1011
	06/03/24	70983688-002-7 Commerce Bldg	702.42			117 5540 5480		1011
	06/03/24	56433581-002-9 town hall	1,373.38*			101 5021 5480		1011
	06/05/24	56433581-003-7 Parks	183.68			101 5430 5480		1011
	06/05/24	56433581-003-7 Water	939.48*			241 5701 5480		1011
	06/03/24	56433581--004 5 Town Shop	165.80			101 5221 5480		1011
	06/10/24	56433581-005-2 Town Park	505.77			101 5430 5480		1011
	06/03/24	56433581 006 0 Town Park	27.84			101 5430 5480		1011
	06/03/24	56433581 018 5 Street lights	2,698.81			101 5201 5480		1011
	06/03/24	56433581 019-3 Town Hall	56.15*			101 5021 5480		1011
	06/05/24	56433581 025-0 Water	4,094.18*			241 5701 5480		1011
	06/04/24	56433581 026-8 WAtEr	28.55*			241 5701 5480		1011
	06/03/24	56433581 027-6 Bronco Building	201.49*			119 5550 5480		1011
	06/04/24	56433581-029-2 Street	27.57			101 5201 5480		1011
	06/03/24	70983688-006 8 Pathway Lights	82.01			101 5201 5480		1011
	06/03/24	56433581-034 2 Town Square	708.38*			101 5440 5480		1011
	06/03/24	56433581-027 6 Sharps	388.25			118 5505 5510		1011

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9584		231 FIRE SUPPRESSION AUTHORITY	48,625.00					
	PS - Fire Dept - 4th Qtr							
		06/07/24 PS - Fire Dept - 4th Qtr	48,625.00			101 5025 5120		1011
9585		754 VALLI INFORMATION SYSTEMS INC.	158.00					
	WA & SW - Online Payments							
		94751 05/31/24 WA - Contract	79.00			241 5701 5400		1011
		94751 05/31/24 SW - Contract	79.00			242 5710 5400		1011
9586		1568 PATRIOT TIRE AND AUTO LLC	1,789.08					
	SA & ST - Tire Repair/Tires							
		4396 06/06/24 SA - Tire Repair	716.80			243 5720 5560		1011
		4411 06/13/24 ST - Tires	1,072.28			101 5201 5560		1011
9587		1307 DOOLEY OIL INC.	5,483.95					
	PW - Fuel							
		354162 06/05/24 PW - Fuel	5,483.95			241 5701 5570		1011
9588		74 HOMAX	2,940.44					
	PD & ACO - Fuel							
		27647 05/31/24 PD - Fuel	2,764.37*			101 5101 5570		1011
		27647 05/31/24 ACO - Fuel	176.07			101 5160 5570		1011
9589		122 ONE CALL OF WYOMING	45.00					
	PW - May Tickets							
		71486 06/06/24 PW - May Tickets	45.00			242 5710 5400		1011
9590		45 ENERGY LABORATORIES, INC	66.00					
	WA - Analysis							
		634985 06/07/24 WA - Analysis	66.00			241 5701 5400		1011
9591		187 GLENROCK SUPER FOODS	65.30					
	May 2024 Statement							
		TS - Maintenance	24.83			101 5440 5510		1011
		ACO - Shelter	40.47			101 5160 5605		1011
9592		24 GLENROCK HARDWARE HANK	887.95					
	May 2024 Statement							
		SH - Supplies	29.96			101 5221 5590		1011
		PK - Maintenance	3.38			101 5430 5510		1011
		TS - Maintenance	182.36			101 5440 5510		1011
		SW - Equipment	42.17			242 5710 5540		1011
		PK - Equipment	24.76			101 5430 5540		1011
		PD - Cap Projects	377.54			101 5101 5800		1011

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		ACO - Shelter	1.49			101 5160	5605	1011
		ST - Signage	161.58*			101 5201	5550	1011
		TS - Supplies	43.96			101 5440	5590	1011
		PK - Supplies	20.75*			101 5430	5590	1011
9594		69 HAWKINS, INC.	536.82					
		WA - Chemicals						
		6771420 05/31/24 WA - Chemicals	536.82			241 5701	5400	1011
9595		94 KONE INC.	3,628.44					
		TH & CB - Elevator Contracts						
		871378598 06/01/24 TH - Contract	2,354.04			101 5021	5400	1011
		871378598 06/01/24 CB - Contract	1,274.40*			117 5540	5510	1011
9596		22 CEPI	2,982.50					
		CD - ECI Car Wash						
		23-079-05 06/10/24 CD - ECI Car Wash	2,982.50*			101 5510	5230	1011
9597		20 CONVERSE CO. BANK/VISA	3,718.35					
		May 2024 Statements						
		05/01/24 ACO - Equipment	166.90			101 5160	5540	1011
		05/02/24 ACO - Vehicle Maint	153.40			101 5160	5560	1011
		05/27/24 PD - Uniforms	450.45			101 5101	5110	1011
		05/03/24 PD - Postage	1.87			101 5101	5360	1011
		05/07/24 PD - Travel	517.53*			101 5101	5470	1011
		05/13/24 PD - Uniforms	130.00			101 5101	5110	1011
		05/01/24 TS - Supplies	195.72			101 5440	5590	1011
		05/14/24 TS - Events	913.75*			101 5440	5807	1011
		05/20/24 TS - Equipment	563.70			101 5440	5540	1011
		05/06/24 BI - Training	625.03			101 5023	5470	1011
9598		1492 IT'S THE LITTLE THINGS IN LIFE	540.00					
		TS - Dippin Dots						
		10 06/09/24 TS - Dippin Dots	540.00*			101 5440	5807	1011
9599		1110 ALSCO	174.09					
		TH & TS - Floor Mats						
		1604817 06/11/24 TH - Floor Mats	117.77			101 5021	5510	1011
		1604814 06/11/24 TS - Floor Mats	56.32			101 5440	5510	1011

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9600		205 WY ASSN OF SHERIFFS & CHIEFS OF	3,988.00					
	PD - Training							
	1	06/10/24 PD - Training	3,988.00*			101 5101	5470	1011
9601		1434 L-TRON CORPORATION	856.00					
	PD - Equipment							
	684331	06/06/24 PD - Equipment	856.00			101 5101	5790	1011
9602		1357 GREAT AMERICA FINANCIAL SVCS	83.00					
	PD - Copier							
	36691393	06/03/24 PD - Copier	83.00*			101 5101	5230	1011
9603		154 JANE STEARNS, MS, LPC	600.00					
	TH - Prof Svcs							
	05/31/24	TH - Prof Svcs	600.00			101 5021	5230	1011
9604		1022 KELLY LEWIS	420.09					
	FN - Mileage Reimbursement							
	06/12/24	FN - Mileage Reimbursement	420.09*			101 5007	5470	1011
9605		1599 WYOMING HAT COMPANY	648.00					
	TS - Hats							
	139	06/10/24 TS - Hats	648.00*			101 5440	5806	1011
9606		1144 GLENROCK AREA FOOD PANTRY	3,800.00					
	M/C - Special Projects							
	06/10/24	M/C - Special Projects	3,800.00			101 5002	5600	1011
9607		976 ATLAS PREMIER SERVICE	335.52					
	TH & PD - Copiers							
	65920	06/10/24 TH - Copier	215.62			101 5021	5510	1011
	65920	06/10/24 PD - Copier	119.90*			101 5101	5230	1011
9608		1429 ALL TREES LLC	3,890.00					
	PK - Tree Service							
	14707	06/05/24 PK - Tree Service	3,890.00			101 5430	5530	1011
9609		134 CENTURY LINK	214.11					
	SH - 9539; HC - 5480							
	06/01/24	SH - 9539	159.80			101 5221	5480	1011
	06/07/24	HC - 5480	54.31*			101 5460	5450	1011

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9610		1427 WY LOCAL GOVT LIAB. POOL JPB	27,489.00					
		Annual Membership Renewal						
		15157 03/28/24 GG - Insurance	27,489.00*			101 5026	5290	1011
9611		110 MENARDS	58.41					
		PK - Equipment						
		86223 06/11/24 PK - Equipment	58.41			101 5430	5540	1011
9612		92 DANA KEPNER COMPANY INC.	964.96					
		WA - Supplies						
		2238215 06/12/24 WA - Supplies	964.96*			241 5701	5590	1011
9613		29 CONVERSE COUNTY CLERK	9,571.02					
		CD - ACT Program						
		13-CC-ACT 01/01/24 CD - ACT Program	4,424.26*			101 5510	5230	1011
		15-CC-ACT 06/13/24 CD - ACT Program	5,146.76*			101 5510	5230	1011
9614		29 CONVERSE COUNTY CLERK	160,000.00					
		CD - EWC Matching Funds						
		03-CC EDA 03/27/24 CD - EWC Matching Funds	160,000.00			101 5510	5822	1011
9615		1536 JUDI COLLING	422.10					
		M/C - Mileage Reimbursement						
		06/13/24 M/C - Travel	422.10*			101 5002	5470	1011
9616		603 CONVERSE COUNTY E.M.A.	526.17					
		DSP - Low Level Electricity						
		6-13-24 06/13/24 DSP - Low Level Electricity	526.17			101 5150	5802	1011
9617		1586 PEPSI COLA CASPER	142.60					
		TS - Concessions						
		2199226435 06/13/24 TS - Concessions	142.60*			101 5440	5807	1011
9618		1358 AMAZON CAPITAL SERVICES	301.97					
		TH - Supplies; IT - Hardware						
		9XJ9 06/13/24 TH - Supplies	171.99			101 5021	5590	1011
		Y4KL 06/14/24 IT - Hardware	129.98			101 5004	5545	1011
9619		773 BILL BLACKBURN	114.92					
		PW - Reimbursement - Uniforms						
		06/24/24 PW - Uniforms	114.92			101 5201	5400	1011

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9620		64 H & H ELECTRIC	657.00					
	ST - Light Repairs							
		338843 06/12/24 ST - Light Repairs	657.00			101 5201	5800	1011
9621		1600 MOULTON'S LANDSCAPING & LAWN	475.00					
	BI - Abatement							
		1175 06/14/24 BI - Abatement	475.00			101 5023	5818	1011
9622		1601 E STREET PROPHETS	300.00					
	TS - Events							
		06/17/24 TS - Events	300.00*			101 5440	5806	1011
9623		1359 VYVE BROADBAND	1,965.04					
	TH - Broadband							
		06/17/24 TH - Broadband	1,965.04*			101 5021	5480	1011
9624		1506 GRAVES CONSULTING, LLC	4,000.00					
	TC - HR Consultants							
		1426 05/01/24 TC - HR Consultants	4,000.00*			101 5019	5230	1011
9625		171 VERIZON WIRELESS	785.83					
	May 2024 Statement							
		9966252699 06/10/24 TC - Phone	51.55			101 5019	5450	1011
		9966252699 06/10/24 TS - Phone, Tablet	81.43			101 5440	5510	1011
		9966252699 06/10/24 PD - Camera Balls	121.44*			101 5101	5450	1011
		9966252699 06/10/24 BI - Phone, Tablet	81.43*			101 5023	5450	1011
		9966252699 06/10/24 PK - Camera	40.01			101 5430	5480	1011
		9966252699 06/10/24 WA - Tablet, Salesman	80.02*			241 5701	5480	1011
		9966252699 06/10/24 FN - Phones	82.84			101 5007	5450	1011
		9966252699 06/10/24 M/C - Tablet, Phones	247.11			101 5002	5450	1011
9627		45 ENERGY LABORATORIES, INC	353.00					
	SW - Influent/Effluent; WA - Analysis							
		636929 06/17/24 SW - Influent/Effluent	300.00			242 5710	5400	1011
		637319 06/18/24 WA - Analysis	53.00			241 5701	5400	1011
9628		29 CONVERSE COUNTY CLERK	15.00					
	PD - Vehicle titles							
		06/18/24 PD - Vehicle Titles	15.00*			101 5101	5560	1011



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TOWN OF GLENROCK  
Claim Approval List  
For the Accounting Period: 6/24

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Hilltop National Bank  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9629		193 WYDOT - MOTOR VEHICLE SERVICES	10.00					
	PD - Vehicle Plates							
		06/18/24 PD - Vehicle Plates	10.00*			101 5101	5560	1011
9630		1387 BRENT PHILLIPS	3,050.00					
	TS - Events							
		2409 06/18/24 TS - Events	3,050.00			101 5440	5204	1011
9631		1571 SHANNON WATTS ART & DESIGN	2,465.00					
	TS - Sponsor Promotion							
		3260 06/18/24 TS - Sponsor Promotion	2,465.00*			101 5440	5806	1011
9632		33 HERITAGE LANDSCAPE SUPPLY GROUP	84.86					
	WA - Parts							
		16226051 06/18/24 WA - Parts	84.86			241 5701	5540	1011
9633		20 CONVERSE CO. BANK/VISA	7,305.74					
	May/June Statements							
		05/17/24 DSP - Supplies	133.61			101 5150	5590	1011
		05/20/24 DSP - Travel	71.09			101 5150	5470	1011
		05/31/24 DSP - Supplies	12.37*			101 5150	5580	1011
		06/03/24 DSP - Uniforms	865.00			101 5150	5110	1011
		06/05/24 DSP - Equipment	115.00			101 5150	5790	1011
		05/14/24 PD - Training/Travel	722.42*			101 5101	5470	1011
		05/13/24 ST - Signs	146.94*			101 5201	5550	1011
		05/21/24 ST - Equipment	46.98			101 5201	5560	1011
		05/30/24 SH - Supplies	278.23*			101 5221	5580	1011
		06/06/24 WA - Supplies	599.92*			241 5701	5590	1011
		06/07/24 M/C - Travel	318.00*			101 5002	5470	1011
		06/07/24 M/C - Travel	715.77*			101 5002	5470	1011
		05/17/24 MC - Stamp	104.40			101 5001	5590	1011
		05/23/24 FN - IT	206.99			101 5007	5601	1011
		06/07/24 FN - Training/Travel	356.18*			101 5007	5470	1011
		05/29/24 ST - Uniforms	358.98			101 5201	5400	1011
		05/13/24 TC - Training/Travel	1,251.49			101 5019	5470	1011
		05/24/24 TH - Supplies	335.66			101 5021	5590	1011
		06/06/24 TC - Prof Svcs	666.71*			101 5019	5230	1011
		<b># of Claims</b>	<b>52</b>					
		<b>Total:</b>	<b>324,422.80</b>					

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TOWN OF GLENROCK  
Fund Summary for Claims  
For the Accounting Period: 6/24

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<b>Fund/Account</b>	<b>Amount</b>
101 GENERAL FUND	
1010 Cash - Checking	1,195.25
1011 Money Market 800-461-6	304,529.61
117 COMMERCE BLOCK	
1011 Money Market 800-461-6	2,022.80
118 BRC GRANT	
1011 Money Market 800-461-6	388.25
119 BRONCO BUILDING	
1011 Money Market 800-461-6	201.49
241 WATER FUND	
1011 Money Market 800-461-6	13,066.28
242 SEWER FUND	
1011 Money Market 800-461-6	2,302.32
243 SANITATION FUND	
1011 Money Market 800-461-6	716.80
<b>Total:</b>	<b>324,422.80</b>

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TOWN OF GLENROCK  
Claim Approval Signature Page  
For the Accounting Period: 6 / 24

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We the undersigned affirm that the charges are true and correct and accurately reflect the charges due to the Town of Glenrock this 24th day of June, 2024.

\_\_\_\_\_  
Mayor Bruce Roumell

\_\_\_\_\_  
Council Member Judi Colling

\_\_\_\_\_  
Council Member Roy Kincaid

\_\_\_\_\_  
Council Member John Moulton

\_\_\_\_\_  
Council Member Margaret Nunn

\_\_\_\_\_  
Treasurer Kelly Lewis