

# **Glenrock Town Council Meeting AGENDA**

**August 26, 2024 – 5:30PM**

- I. WELCOME / PLEDGE**
- II. CALL TO ORDER – ATTENDANCE**
- III. ADDITIONS / DELETIONS**
- IV. APPROVAL OF MINUTES**  
August 12, 2024 Council Meeting
- V. REPORTS**
- VI. ITEMS FROM THE FLOOR**
- VII. OLD BUSINESS**  
Ordinance 748 – Tiny Homes and ADU's – Second Reading
- VIII. NEW BUSINESS**  
Tree Grant – Tim Feedback  
Tree Grant – Arndt/Wilde  
Catering / Malt Beverage Permit – Knotty Pine  
Open Container Permit – Glenrock Demolition Derby
- IX. BILLS & CLAIMS**
- X. ADJOURNMENT**

Unapproved Minutes  
Town Council Meeting  
Glenrock Town Hall  
August 12, 2024

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

**ADDITIONS/DELETIONS:** None.

**APPROVAL OF MINUTES:** CP Nunn moved to approve minutes for July 22, 2024 Council Meeting and August 5, 2024 Work Session as presented; seconded by CP Kincaid. All ayes – MOTION CARRIED.

**OLD BUSINESS:**  
None.

**NEW BUSINESS:**

**24-Hour Malt Beverage Permit:** CP Kincaid moved to approve the 24-Hour Malt Beverage Permit application; seconded by CP Nunn. All ayes – MOTION CARRIED.

**Resolution 2024-13: Sage Park Subdivision Approval:** CP Nunn moved to approve Resolution 2024-13; seconded by CP Colling. All ayes – MOTION CARRIED.

**Resolution 2024-14:** Designating signer in the absence of Mayor. CP Kincaid moved to approve Resolution 2024-14; seconded by CP Colling. All ayes – MOTION CARRIED.

**Ordinance 748: Amendment to Zoning Code – First Reading.** CP Nunn moved to approve Ordinance 748 on first reading; seconded by CP Kincaid. All ayes – MOTION CARRIED.

**BILLS & CLAIMS:**

Town of Glenrock Bills/Claims Approved August 12, 2024

5 Aces Printing 2,524.50; Valli Information Systems 1,040.63; Town of Glenrock 5,102.41; NAPA 442.86; Dana Kepner Company 13,308.61; Hawkins 460.08; Heritage Landscape Supply 370.85; Pepsi Cola Casper 467.00; AlSCO 348.18; Ferguson Waterworks 420.00; Energy Laboratories 507.00; WY Water Development 250.00; Andrew Morton 110.00; It's the Little Things in Life 1,035.00; WY Conference of Building Officials 50.00; Rock Solid SST 21.00; Farley's Imports Car Care 846.78; Motorola 11,198.55; RTS Tactical 5,596.67; Williams, Porter, Day & Neville 2,562.50; Homax 2,665.57; Bobbi's Classic Diner 6,270.29; Graves Consulting 4,000.00; Patriot Tire 162.86; Verizon 731.24; Century Link 172.27; Century Link 652.16; Dooley Oil 3,990.42; WY Government Liability Pool 1,000.00; CEPI 5,105.00; Andreen Hunt Construction 28,546.00; Renegade Off Road 563.48; Bill Frieda 94.58; Coca Cola Bottling 43.75; Applied Concepts 6,170.00; APT US&C 159.00; PDS 804.00; Casper Window and Door 144.45; Rocky Mountain Wash 23.75; Price Cleaning Services 1,420.00; Mountain West 67.95; USPS 120.00; Menards 778.26; Hoods Equipment 874.10; Buster Inc. 944.00; Brent Phillips 3,345.00; Secure Gunz 245.00; Colby Danos 495.00; WY Heroes Fund 450.00; Mile High Shooting Accessories 1,307.14; Converse County Technical Services 8,600.00; Glenrock Hardware Hank 566.23; Vector Solutions 982.24; Glenrock Gas n Go 80.00; Glenrock Super

Foods 117.02; Glenrock Health Center 80.00; Crossroads Vet Service 230.00; Arete Design Group 1,687.80; Flock Group Inc. 19,450.00; Converse County Bank/Visa 2,707.85; Madison Liquidators; Knife River 278,879.62; Andreen Hunt Construction 465,138.00. 63 claims totaling \$906,894.73. CP Nunn moved to approve bills & claims; seconded by CP Kincaid. All ayes – MOTION CARRIED.

At 6:22PM, CP Kincaid moved to adjourn the meeting; seconded by CP Colling. All ayes – MOTION CARRIED.

**ADJOURNMENT: 6:22PM.**

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Bruce Roumell, Mayor

ATTEST:

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Tammy Taylor, Town Clerk

**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 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.

**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 and 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 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 stand-alone dwelling
- Must have its own entrance, full kitchen, bath, living and 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.

- Allowed in MH and GB zones, approved through Planning and Zoning Commission.

**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 “31.03.050 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% 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 Village / 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 3:            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.
25. Tiny Home Village / 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.

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

TOWN OF GLENROCK  
TREE GRANT APPLICATION

NAME:

Tim Feeback

MAILING ADDRESS:

P.O. Box 1535

Glenrock, WY 82637

TELEPHONE:

307-267-6757

LOCATION ADDRESS:

506 W Elk

DESCRIPTION:

(In Detail with  
Pictures)

Trees over street with  
dead branches tree on  
corner of 6<sup>th</sup> + Elk dead  
over stop sign

TOTAL LOW BID

\$ 2500<sup>00</sup>/<sub>14</sub>

(Please attach two bids/contractor's estimates showing a detailed breakdown of the costs)

**MAXIMUM AWARD- 50% OF TOTAL COST NOT TO EXCEED \$500**



# Invoice

**Tree Bees Arboriculture  
LLC**

710 west deer street  
Po box 2124  
Glenrock Wyo 82637  
US

3075544077  
TreeBeesARB@gmail.com

**BILL TO**  
Tim feedback  
tckf@tribcsp.com  
3072676757

**Invoice #** 42  
**Date** Jul 25, 2024

Item	Quantity	Price	Amount
2" or bigger dead in row of trees	1	\$2,500.00	\$2,500.00

Subtotal \$2,500.00

Total \$2,500.00



Amount Due

**PAY ONLINE NOW**

**\$2,500.00**

starting with cottonwood on east side of driveway, all the way around to cottonwoods in back yard. remove large dead

By signing this document, the customer agrees to the services and conditions described in this document.



# TREE CARE / LAWN ANALYSIS & ESTIMATE



Name Tom Burkhardt  
 Address 500 N. Lincoln St. Casper, WY 82604  
 City / State / Zip Casper, WY 82604  
 Customer Email \_\_\_\_\_  
 Special Instructions 1. No work on trees with holes

Phone (Home) 317-6757  
 Phone (Work) \_\_\_\_\_  
 Date 7-1-07  
 Accepted By \_\_\_\_\_  Phone

## SERVICES PROVIDED

- Tree Trimming/Removal
- Deep Root Fertilization
  - With Seasonal Insecticides
- Fruit Control/Ornamentals
- Cotton Control
- Disease Control
- Fungus Control

## TREE DISEASES

- Canker.....
- Fire Blight.....
- Blight.....
- Mountain Pine Beetles.....
- Pine Needle Disease.....
- Dutch Elm Disease.....
- Bacterial Wetwood.....
- Tip Blight.....

## TREE INSECTS

- Elm Beetles.....
- Aphids.....
- Borers.....
- Tent Caterpillars.....
- General Mites/Spiders.....
- Scale.....

Deep Root Feed / Insecticide  
 (Promotes vigorous growth, fights stress and disease and repels most target insects all season long.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Amount \$ \_\_\_\_\_

Tree Injections for:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Amount \$ \_\_\_\_\_

Spraying for:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Amount \$ \_\_\_\_\_

Tree & Shrub Trimming Estimate; due & payable when work is completed unless other arrangements are made.  
 We now accept: Visa, MasterCard, AmericanExpress, and Discover. We will pay the 3.5% fee, unless a coupon/discount is received.

1. 10" DBH Spruce & Fir - 100' tall 100'  
2. 12" DBH Spruce & Fir - 100' tall 100'  
3. 14" DBH Spruce & Fir - 100' tall 100'  
4. 16" DBH Spruce & Fir - 100' tall 100'  
5. 18" DBH Spruce & Fir - 100' tall 100'

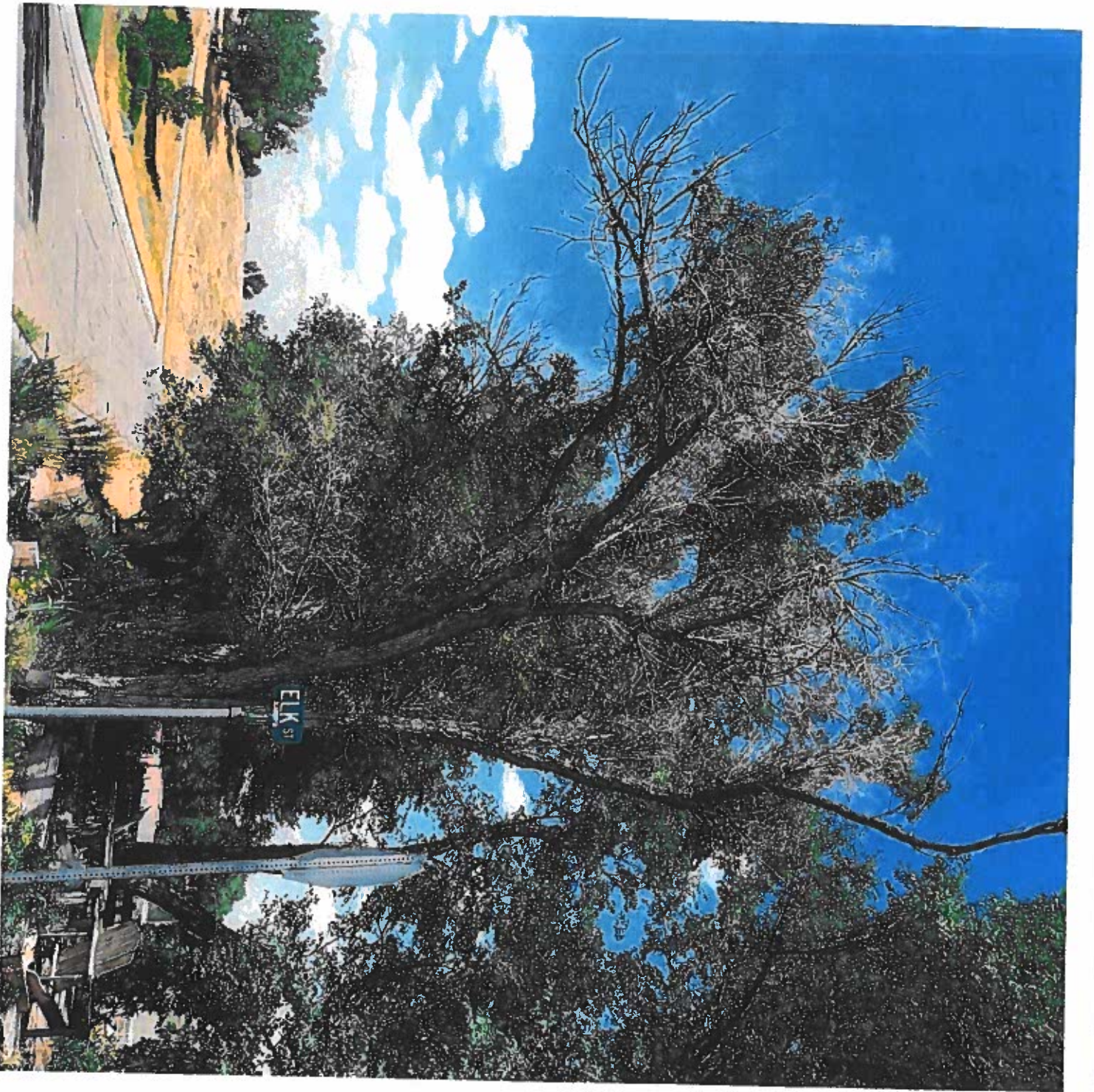
I want stumps ground \$ \_\_\_\_\_ Yes  No  Not Sure

(Billed separately when finished)  
 Prepared By: Tom TOTAL COST \$ \$ 2,700

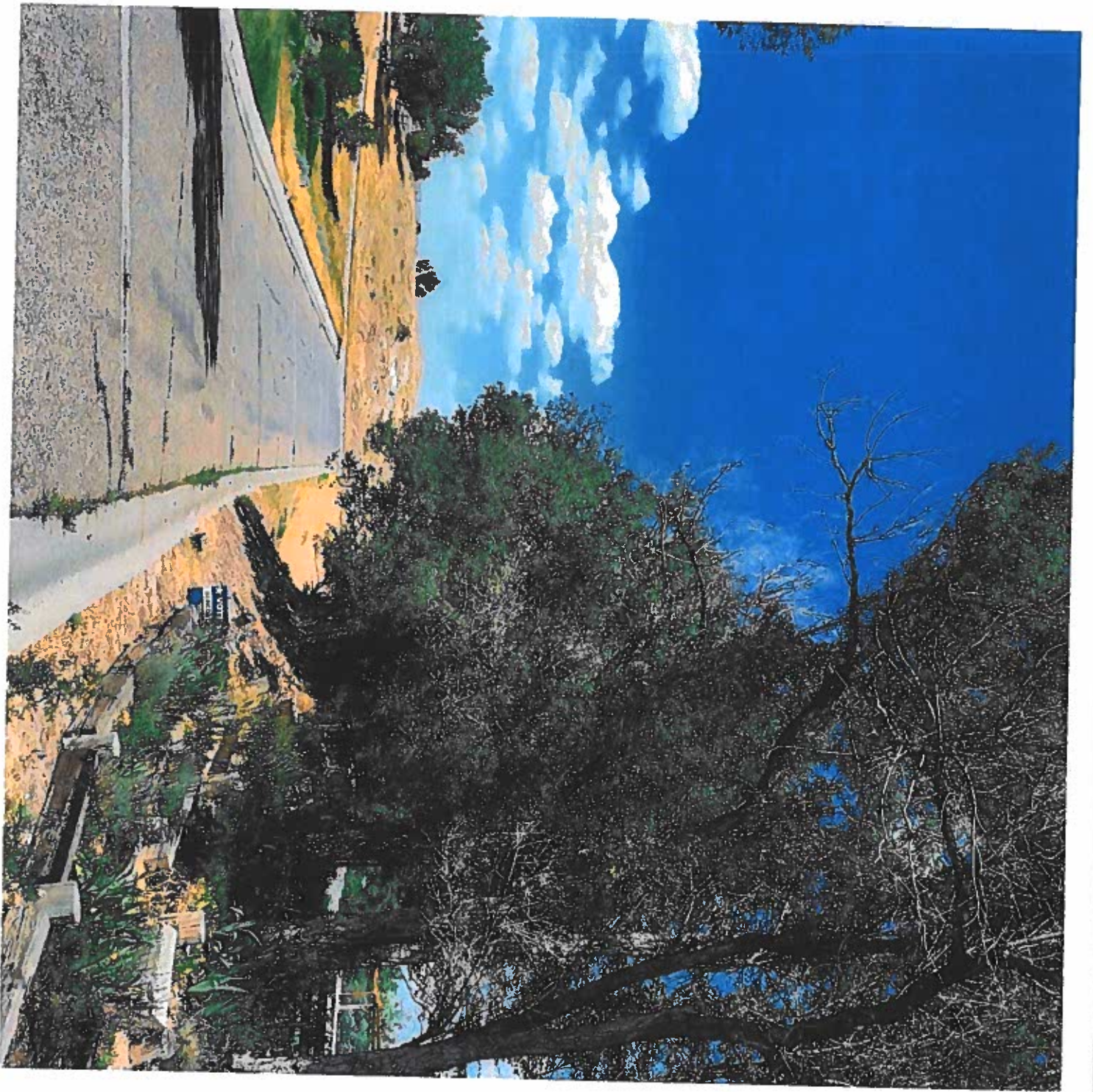
Completion Date: \_\_\_\_\_

ALL INVOICES PAID AFTER 30 DAYS MAY BE SUBJECT TO A \$20 LATE FEE.

Office Copy - White  
 Customer Copy - Yellow







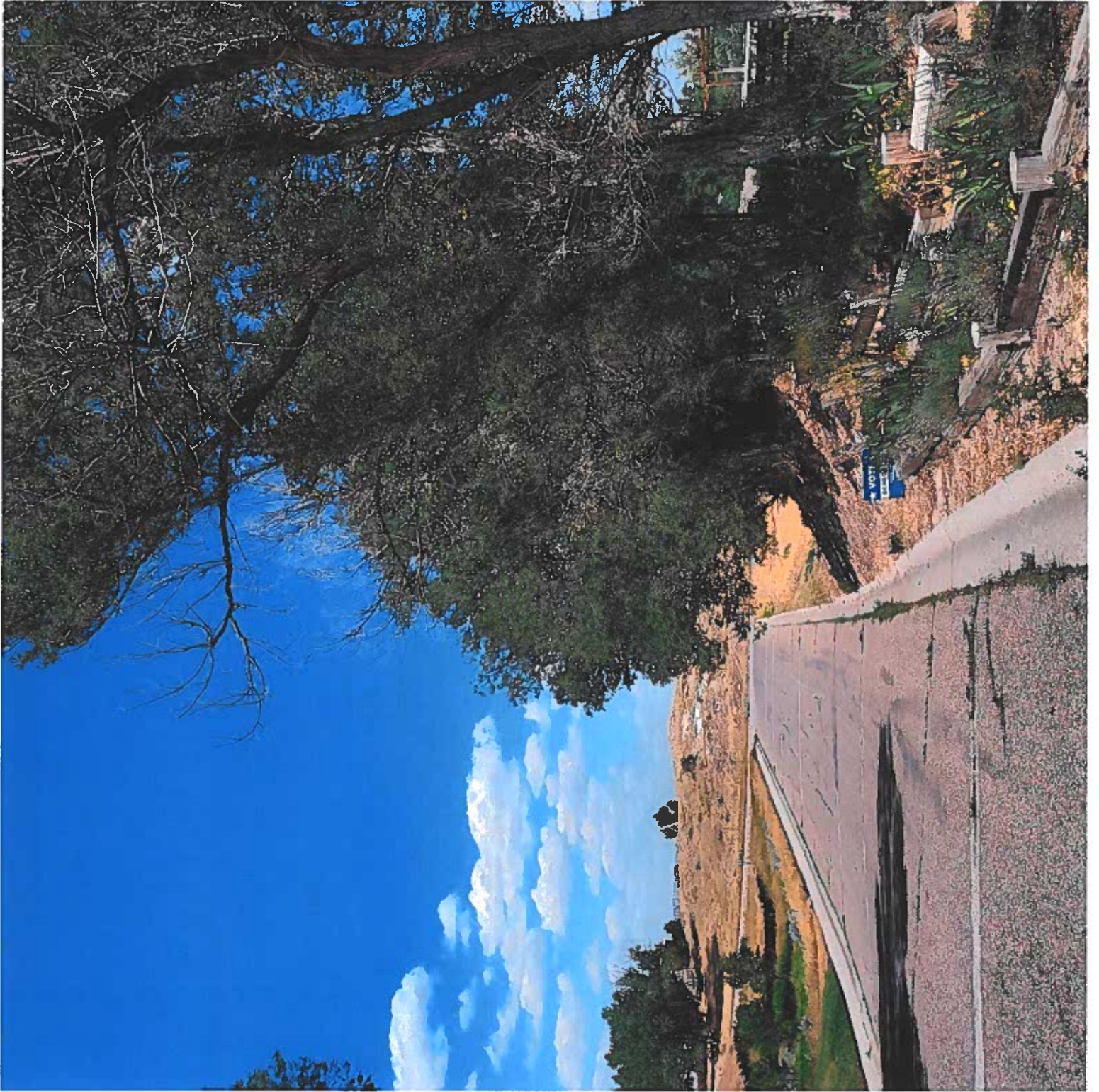
























TOWN OF GLENROCK  
TREE GRANT APPLICATION

NAME: Aric Arndt / Cheryl Laird-Wilde

MAILING ADDRESS: P O Box 1813  
Glenrock, WY 82637

TELEPHONE: 719-579-0236

LOCATION ADDRESS: 521 S 4th Street Glenrock, WY 82637

DESCRIPTION: Tree removal  
(In Detail with 4 trees require removal  
Pictures) due to being close to house  
and causing foundation issues.

2 of ~~the~~ said trees are  
very close to utility wires  
in back yard along alley.

TOTAL LOW BID

\$1500<sup>00</sup>

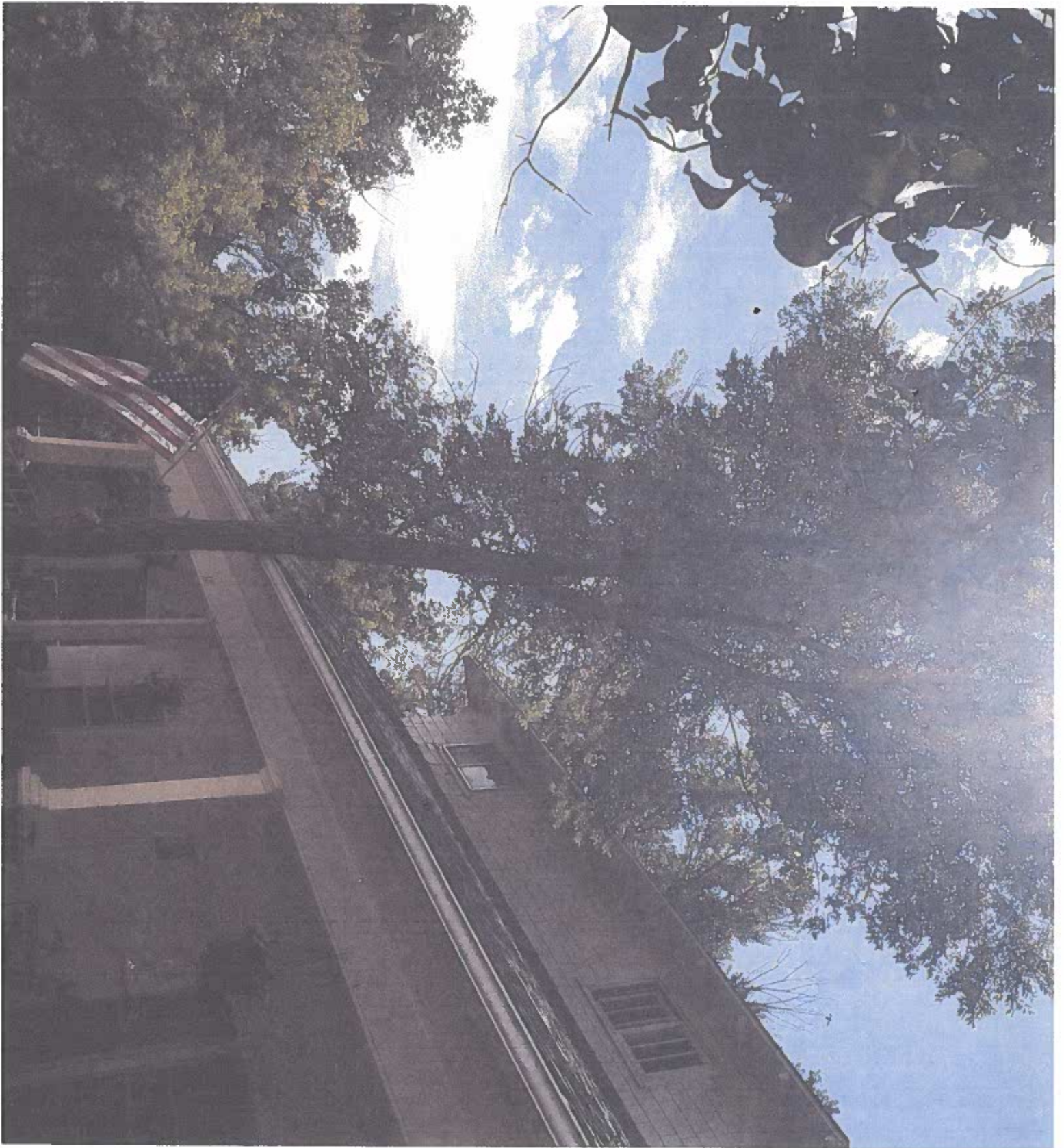
(Please attach two bids/contractor's estimates showing a detailed breakdown of the costs)

**MAXIMUM AWARD- 50% OF TOTAL COST NOT TO EXCEED \$500**





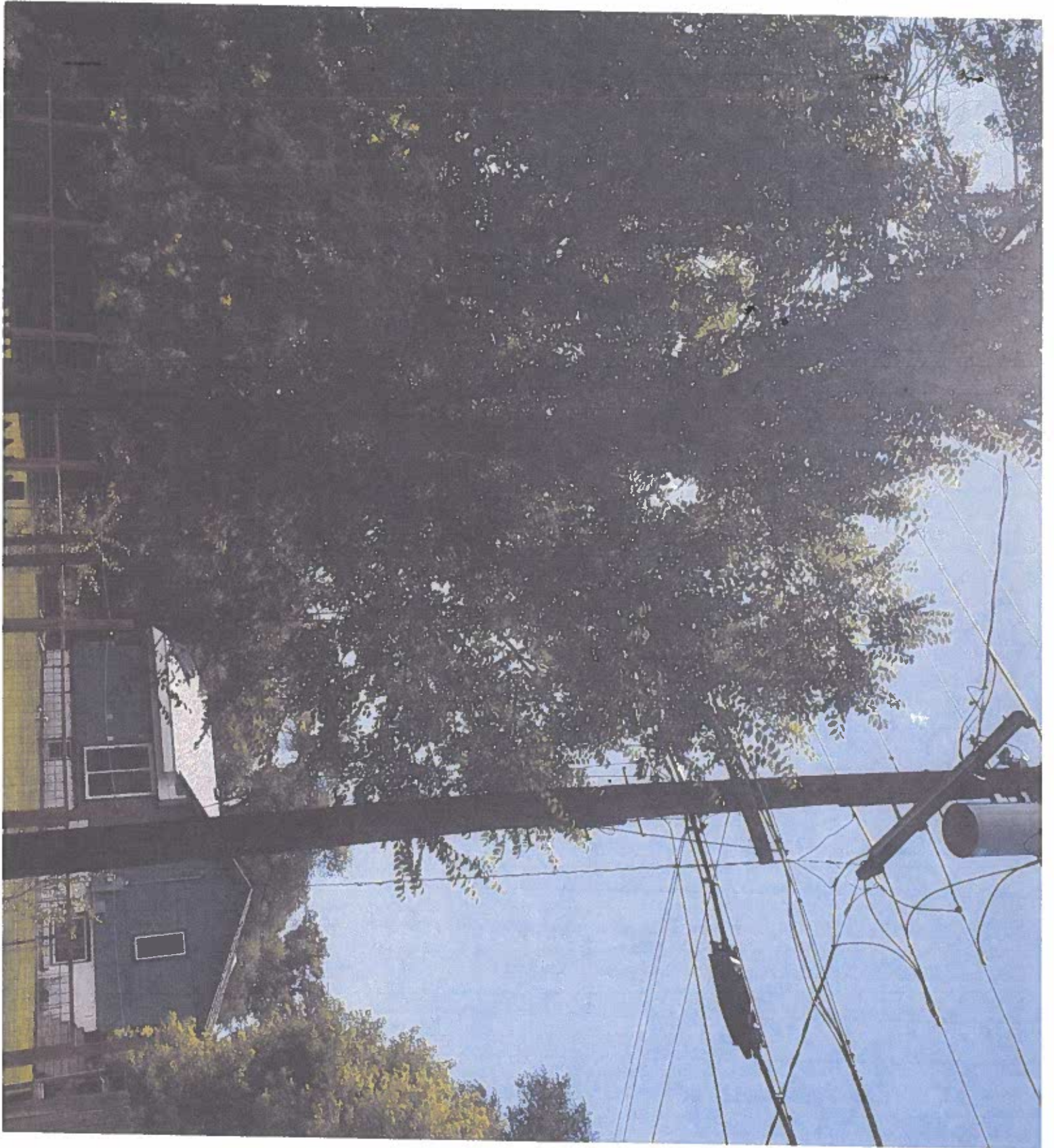














## Invoice

### Tree Bees Arboriculture LLC

710 west deer street

Po box 2124

Glenrock Wyo 82637

US

3075544077

TreeBeesARB@gmail.com

↓ Go to sign the document



7195790236

Invoice # 39

Date Jul 24, 2024

---

Item	Amount
------	--------

---

<b>4 trees drop and leave</b>	<b>\$1,500.00</b>
-------------------------------	-------------------

1 elm in front

1 elm on side

1 elm in back

1 boxelder in back

All drop and leave

\$1,500.00 × 1

Subtotal	\$1,500.00
----------	------------

Total	\$1,500.00
-------	------------

---

Amount Due

1,500.00



**ALL TREES**

PO Box 52336  
Casper WY 82605  
(307) 337-8474

Locate

\_\_\_\_\_

Powerline Drop

\_\_\_\_\_

Date: 7-23-24

N: Cheryl Laird-Wilde

A: 5215 4th St. Glenrock

P: 719-579-0236

E: \_\_\_\_\_

MA: \_\_\_\_\_

Sales Person: [Signature]

- ASAP/ Cancellation List
- Track
- Bucket
- Climber
- Mini
- Chiptruck
- Days Notice
- Feller
- Big Saw
- Med Saw
- Spikes
- 4/4 • 1
- Cones
- Hedgers
- EHAP
- Stump Grinder
- RCW
- Mats
- Chipper
- Herbicide
- Existing PHC Plan
- \_\_\_\_\_

*Remove select trees*

<i>[Sketch of a tree area]</i>	<i>2BE Rem \$750</i>	<i>2Elm Rem \$300</i>	
<i>[Sketch of a tree area]</i>	<i>Elm Rem \$300</i>		
	<i>2 Elm Rem \$300</i>		
<i>Total \$ 2,500</i>			
<i>Drop N More \$ 1,800</i>			

Payment is due at completion of project. If payment is over a month past due, a 20% charge may be added each additional month. We are not liable for acts of God breaking your trees. Divots in yard may occur unless otherwise specified. If dog poop is in the yard, there is a charge of \$30 per 100 square feet of yard. If yard is over a week un-mowed, an additional charge will be added and cleanup will be less than perfect. Little sticks will fall after trims for a few weeks.

Signature: \_\_\_\_\_

# Town of Glenrock

Open Container Permit (Waiver)

(\$25.00)

Check the appropriate box indicating the type of permit being requested. The fee is required for each request being made.

Name of Applicant: Jonathan Gibson  
Business/Organization Glenrock Demolition Derby  
Address: 754 S. 5<sup>th</sup> #5  
  
Telephone: 307-921-0298

Other information necessary to process the application:

Type of Event: Demolition Derby  
Location: Glenrock South Rec  
Date & Hours of Activity: 09/28/24 6pm - 10pm  
Estimated Number Attending 1200 - 1300

In making this application, the undersigned agrees to:

- 1) Comply fully with the laws and regulation of the State of Wyoming, County of Converse, and the Town of Glenrock regulating the license requested and issued.
- 2) Area designated for the consumption of alcohol must be clearly marked.
- 3) Applicant further agrees that if the activity takes place on town owned or controlled property to:
  - a) Have no glass containers;
  - b) Make a \$125 deposit which will be returned if the area is cleaned to the town's satisfaction. May be waived upon request.

Approved by: \_\_\_\_\_  
Date \_\_\_\_\_

08/15/24  
J. Gibson  
Date  
Signature of Applicant

# APPLICATION FOR 24 HR MALT BEVERAGE/CATERING PERMIT

Licensing Authority: Town of Glenrock

Name of Event: Fall Feast

Permit From: 9/27/24 To: 9/28/24 Local Permit Number: \_\_\_\_\_

Number of Days Permitted: 5pm 5pm Fee per day: \_\_\_\_\_ Total Fee: \$50 *paid*

Applicant: Charles Dean Henderson III D/B/A: Knotty Pine Saloon

Contact Person: Stephanie Henderson Phone: (307) 351-2123

Company Location: 315 W Birch City: Glenrock State: WY Zip: 82637

Mailing Address: PO Box 2216 City: Glenrock State: WY Zip: 82637

Business Phone: (307) 351-2123 Residence Phone: (307) 258-4691

Location of Sales: Glenrock Town Park

**Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following:**

As an applicant for a 24 hour malt beverage or catering permit, are you:

A nonprofit corporation organized under the laws of this state; YES  NO

Qualified as a tax exempt organization under the Internal Revenue Code; YES  NO

And have been in continuous operation for not less than two (2) years. YES  NO

**FILING AS (CHOOSE ONLY ONE)**

INDIVIDUAL     PARTNERSHIP     CORPORATION     LLC     LLP

**NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.**

If a corporation, LLC or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address, Street, City, State & Zip	Residence Phone Number	No of years in corp or LLC	% of Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Charles Dean Henderson III	12/08/1964	203 W 4th Glenrock, WY 82637	307 258 4691	11	100%	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, complete in identical form, on a separate piece of paper and attach to this application.)

By filing this application, I agree to operate in Wyoming under the requirements of **W.S.12-4-502** and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for The Knotley Pine (Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate officer or LLC/LLP member.

**VERIFICATION OF APPLICATION**

(Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, TWO (2) Corporate Officers/Directors, or TWO (2) Club Officers.) W.S.12-4-102(b)  
Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

Dated this 16 day of August, 2024. Charles Dean Henderson III  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature of Licensing Authority Official

Title

\_\_\_\_\_  
Date

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TOWN OF GLENROCK  
Claim Approval List  
For the Accounting Period: 8/24

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Report ID: AP100

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
9739		123 ORKIN PEST CONTROL	232.00					
		Extermination -TH & CB Account Number 26057258						
	990797	08/07/24 TH - Extermination	137.00			101 5021	5510	1010
	991307	08/07/24 CB - Extermination	95.00			101 5460	5510	1011
9741		93 BLACK HILLS ENERGY	493.45					
		Natural Gas July 2024						
		08/11/24 Commerce Block Natural Gas	0.49			117 5540	5480	1011
		08/09/24 Shop Natural Gas	99.39			101 5221	5480	1011
		08/09/24 Shop Natural Gas	43.46			101 5221	5480	1011
		08/09/24 Historical Commission	40.24			101 5460	5480	1011
		08/09/24 Town Hall Natural Gas	147.35			101 5021	5480	1011
		08/09/24 Water SAles Nat Gas	40.24			241 5701	5480	1011
		08/09/24 Sharps Nat Gas	42.25			118 5505	5510	1011
		08/09/24 Town Square Nat Gas	80.03			101 5440	5480	1011
9745		363 AT & T MOBILITY	1,033.79					
		PD - Phones (First Net)						
		08202024 08/12/24 PD - Phones	1,033.79			101 5101	5450	1011
9746		1142 TRANSUNION RISK & ALTERNATIVE	75.00					
		PD - Contract						
		082024 08/01/24 PD - Contract	75.00			101 5101	5280	1011
9748		126 ROCKY MOUNTAIN POWER	18,055.21					
		July 2024 statements						
		08/02/24 56433581-001-1 sewer electrici	1,737.81			242 5710	5480	1011
		08/02/24 70983688-001-9 Parks elec	382.76			101 5430	5480	1011
		08/02/24 70983688-001-9Historical Commi	173.73			101 5460	5480	1011
		08/02/24 70983688-002-7 Commerce Bldg	1,304.74			117 5540	5480	1011
		08/02/24 56433581-002-9 town hall	1,622.46			101 5021	5480	1011
		08/02/24 56433581-003-7 Parks	136.41			101 5430	5480	1011
		08/05/24 56433581-003-7 Water	770.28			241 5701	5480	1011
		08/02/24 56433581--004 5 Town Shop	311.03			101 5221	5480	1011
		08/05/24 56433581-005-2 Town Park	338.62			101 5430	5480	1011
		08/02/24 56433581 006 0 Town Park	27.90			101 5430	5480	1011
		08/02/24 56433581 018 5 Street lights	2,926.28			101 5201	5480	1011
		08/02/24 56433581 019-3 Town Hall	70.18			101 5021	5480	1011
		08/05/24 56433581 025-0 Water	5,868.54			241 5701	5480	1011
		08/05/24 56433581 026-8 WAter	30.44			241 5701	5480	1011
		08/02/24 56433581 027-6 Bronco Building	721.87			119 5550	5480	1011
		08/05/24 56433581-029-2 Street	27.57			101 5201	5480	1011
		08/02/24 70983688-006 8 Pathway Lights	107.82			101 5201	5480	1011

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TOWN OF GLENROCK  
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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
	08/02/24	56433581-034 2 Town Square	1,315.57			101 5440	5480	1011
	08/02/24	56433581-027 6 Sharps	181.20			118 5505	5510	1011
9810		171 VERIZON WIRELESS	785.93					
Monthly Statement								
	08/10/24	TC - Phone	51.55			101 5019	5450	1011
	08/10/24	TS - Tablet	40.01			101 5440	5480	1011
	08/10/24	CD - Phone	41.43			101 5510	5450	1011
	08/10/24	PD - Cameras	121.45			101 5101	5450	1011
	08/10/24	BI - Phone/Tablet	81.44			101 5023	5450	1011
	08/10/24	WA - Salesman, Tablet	80.02			241 5701	5480	1011
	08/10/24	PK - Camera	40.01			101 5430	5480	1011
	08/10/24	FN - Phones	82.86			101 5007	5450	1011
	08/10/24	M/C - Phones, Tablet	247.16			101 5002	5450	1011
9811		978 WILLIAMS, PORTER, DAY & NEVILLE,	4,740.00					
PS - Legal Fees								
	13028 08/16/24	PS - Legal Fees	459.50			101 5025	5201	1011
	13027 08/16/24	PS - Legal Fees	4,280.50			101 5025	5201	1011
9812		110 MENARDS	10.99					
TS - Maint								
	91375 08/07/24	TS - Maint	87.92			101 5440	5590	1011
	91405 08/07/24	TS - Maint	-76.93			101 5440	5590	1011
9813		1291 COCA COLA BOTTLING	195.50					
TS - Concessions								
	2199233497 08/15/24	TS - Concessions	75.50*			101 5440	5807	1011
	2199232668 08/08/24	TS - Concessions	120.00*			101 5440	5807	1011
9814		45 ENERGY LABORATORIES, INC	399.00					
WA - Analysis; SW - Influent, Effluent								
	649417 08/10/24	WA - Analysis	99.00			241 5701	5400	1011
	651397 08/19/24	SW - Influent/Effluent	300.00			242 5710	5400	1011
9815		189 WY PEACE OFFICERS ASSN.	240.00					
PD - Training								
	2023 08/15/24	PD - Training	100.00			101 5101	5470	1011
	2024 08/15/24	PD - Training	140.00			101 5101	5470	1011

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TOWN OF GLENROCK  
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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
9816		1611 SALT LAKE WHOLESALE SPORTS	1,787.75					
	PD - Cap Proj Exp							
		99517 08/06/24 PD - Cap Proj Exp	1,787.75			101 5101	5800	1011
9817		1015 RENEGADE OFF-ROAD & DRIVELINE	87.10					
	PD - Vehicle Maint							
		9012 08/13/24 PD - Vehicle Maint	87.10			101 5101	5570	1011
9818		879 Stop Stick Ltd.	420.00					
	PD - Equipment							
		34745-IN 08/13/24 PD - Equipment	420.00			101 5101	5790	1011
9819		1335 THE CHIP DOCTOR	60.00					
	PD - Vehicle Repair							
		1969 08/15/24 PD - Vehicle Repair	60.00			101 5101	5560	1011
9820		1595 YOUNG AUTOMOTIVE GROUP	100,102.82					
	PD - Vehicles							
		3s11057 08/12/24 PD - Vehicle	50,842.41			101 5101	5790	1011
		3s11008 08/12/24 PD - Vehicle	49,260.41			101 5101	5791	1011
9821		603 CONVERSE COUNTY E.M.A.	185.98					
	DSP - Low Level Electricity							
		81324 08/13/24 DSP - Low Level Electricity	185.98			101 5150	5802	1011
9822		134 CENTURY LINK	54.31					
	HC - 5480							
		08/07/24 HC - 5480	54.31			101 5460	5450	1011
9823		1357 GREAT AMERICA FINANCIAL SVCS	109.00					
	PD - Copier							
		37136451 08/02/24 PD - Copier	109.00			101 5101	5230	1011
9824		976 ATLAS PREMIER SERVICE	258.13					
	Monthly Statement							
		68081 08/09/24 PD - Copier	133.52			101 5101	5230	1011
		68081 08/09/24 TH - Copier	124.61			101 5021	5510	1011
9825		281 ALL SERVICE PLUMBING	95.00					
	LB - Repairs							
		08/07/24 LB - Repairs	95.00			119 5550	5510	1011



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TOWN OF GLENROCK  
Claim Approval List  
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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
9826		33 HERITAGE LANDSCAPE SUPPLY GROUP	22.65					
	PK - Supplies							
		17065150 08/06/24 PK - Supplies	22.65			101 5430 5590		1011
9827		644 FERGUSON WATERWORKS #1116	1,776.25					
	WA - Supplies							
		1546476 08/08/24 WA - Supplies	1,650.00			241 5701 5590		1011
		WA - Supplies	126.25			241 5701 5590		1011
9828		420 NORCO INC.	83.17					
	ST - Supplies							
		41397893 08/14/24 ST - Supplies	83.17			101 5201 5540		1011
9829		69 HAWKINS, INC.	449.44					
	WA - Chemicals							
		6827064 08/02/24 WA - Chemicals	449.44			241 5701 5400		1011
9830		1110 ALSCO	56.32					
	TS - Floor Mats							
		1613988 08/06/24 TS - Floor Mats	56.32			101 5440 5510		1011
9831		87 JOHNSON CONTROLS, INC.	939.93					
	TH - Repairs							
		94987825 07/12/24 TH - Repairs	939.93			101 5021 5510		1011
9832		23 CNA SURETY	200.00					
	MC - Bonds							
		72408671 08/22/24 MC - Judge Bond	100.00			101 5001 5280		1011
		72408675 08/22/24 MC - Clerk Bond	100.00			101 5001 5280		1011
9833		1359 VYVE BROADBAND	972.52					
	TH - Broadband							
		08/19/24 TH - Broadband	972.52			101 5021 5480		1011
9834		486 TAC-ONE CONSULTING	3,690.00					
	PD - Training							
		2212 08/20/24 PD - Training	3,690.00			101 5101 5470		1011
9835		985 SHIRTS & MORE	2,375.00					
	PD - Vehicle Wrap							
		43371 04/15/24 PD - Vehicle Wrap	2,375.00			101 5101 5790		1011

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TOWN OF GLENROCK  
Claim Approval List  
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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
9836		1598 COLBY DANOS	180.00					
	TS - Contract							
		103 08/21/24 TS - Contract	180.00			101 5440	5204	1011
9837		1627 THARPE CONSULTING	150.00					
	PD - Training							
		EEFT MIB 1 08/02/24 PD - Training	150.00			101 5101	5470	1011
9838		1626 LIGHTING SUPPLY	16.80					
	TS - Supplies							
		24235 08/08/24 TS - Supplies	16.80			101 5440	5590	1011
9839		250 HIGH COUNTRY BEHAVIORAL HEALTH	5,000.00					
	2024 Allocation							
		08/01/24 PA - Allocation	5,000.00			101 5310	5896	1011
9840		28 CONVERSE HOPE CENTER	20,000.00					
	PA - 2024 Allocation							
		08/01/24 PA - 2024 Allocation	20,000.00			101 5310	5901	1011
9841		595 GLENROCK HOUSING AUTHORITY	30,000.00					
	PA - Allocation							
		08/01/24 PA - Allocation	30,000.00			101 5310	5805	1011
9842		384 CHILDREN'S ADVOCACY PROJECT,	2,000.00					
	PA - Allocation							
		08/01/24 PA - Allocation	2,000.00			101 5310	5891	1011
9843		1425 ELEVATE GLENROCK	50,000.00					
	PA - Allocation							
		08/01/24 PA - Allocation	50,000.00			101 5310	5904	1011
9844		191 WY CHILD & FAMILY DEVELOPMENT	5,000.00					
	PA - Allocation							
		08/01/24 PA - Allocation	5,000.00			101 5310	5825	1011
9845		1439 GLENROCK MAIN STREET	40,000.00					
	PA - Allocation							
		08/01/24 PA - Allocation	40,000.00			101 5310	5903	1011

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TOWN OF GLENROCK  
Claim Approval List  
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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
9846		15 BOYS & GIRLS CLUB	35,000.00					
	PA - Allocation	08/01/24 PA - Allocation	35,000.00			101 5310	5875	1011
9847		376 GLENROCK RECREATION CENTER	10,000.00					
	PA - Allocation	08/01/24 PA - Allocation	10,000.00			101 5310	5885	1011
9848		539 GLENROCK GOLF COURSE	150,000.00					
	PA - Allocations	08/01/24 PA - Allocations	150,000.00			101 5310	5894	1011
9849		128 GLENROCK PALEON FOUNDATION INC	13,000.00					
	PA - Allocation	08/01/24 PA - Allocation	13,000.00			101 5310	5895	1011
9850		1144 GLENROCK AREA FOOD PANTRY	20,000.00					
	PA - Allocation	08/01/24 PA - Allocation	20,000.00			101 5310	5902	1011
		<b># of Claims</b>	<b>46</b>	<b>Total:</b>	<b>520,333.04</b>			

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TOWN OF GLENROCK  
Fund Summary for Claims  
For the Accounting Period: 8/24

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Fund/Account	Amount
101 GENERAL FUND	
1010 Cash - Checking	137.00
1011 Money Market 800-461-6	506,698.47
117 COMMERCE BLOCK	
1011 Money Market 800-461-6	1,305.23
118 BRC GRANT	
1011 Money Market 800-461-6	223.45
119 BRONCO BUILDING	
1011 Money Market 800-461-6	816.87
241 WATER FUND	
1011 Money Market 800-461-6	9,114.21
242 SEWER FUND	
1011 Money Market 800-461-6	2,037.81
<b>Total:</b>	<b>520,333.04</b>

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TOWN OF GLENROCK  
Claim Approval Signature Page  
For the Accounting Period: 8 / 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 26th day of August, 2024.

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

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

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

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

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

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