



Glenrock Town Council Meeting AGENDA

October 27, 2025 – 5:30PM

- I. WELCOME / PLEDGE**
- II. CALL TO ORDER – ATTENDANCE**
- III. ADDITIONS / DELETIONS**
- IV. APPROVAL OF MINUTES**
Council Meeting – October 13, 2025
- V. REPORTS**
- VI. ITEMS FROM THE FLOOR**
- VII. OLD BUSINESS**
None
- VIII. NEW BUSINESS**
Tree Grant – Lein
Tree Grant - Lungren
Resolution 2025-16: A Resolution Awarding Glenrock Storage Facility, Fire Hall & Memorial Site Bathroom Project
Ordinance 756: Ordinance Updating Glenrock Town Code Chapter 31 – Zoning to Include Article 31.05
- IX. BILLS & CLAIMS**
- X. ADJOURNMENT**

Unapproved Minutes
Town Council Meeting
Glenrock Town Hall
October 13, 2025

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

ADDITIONS/DELETIONS: None.

APPROVAL OF MINUTES: CP Nunn moved to approve minutes for September 22, 2025 Council Meeting and October 6, 2025 Work Session; seconded by CP Kincaid. All ayes – MOTION CARRIED.

OLD BUSINESS:

None.

NEW BUSINESS:

WYDOT Special Event Application – Elevate Glenrock: CP Dalgarn moved to approve the Special Event Application; seconded by CP Dalgarn. All ayes – MOTION CARRIED.

24-Hour Malt Beverage / Catering Permits for Knotty Pine and Fort Diablo: CP Kincaid moved to approve the 24-Hour Malt Beverage / Catering Permits; seconded by CP Dalgarn. All ayes – MOTION CARRIED.

Tree Grant- Hays: CP Nunn moved to approve the tree grant for Ruth Hays; seconded by CP Dalgarn. All ayes – MOTION CARRIED.

Resolution 2025-13: A Resolution Approving Purchase of Public Works Vehicle. CP Dalgarn moved to approve Resolution 2025-13; seconded by CP Colling. All ayes – MOTION CARRIED.

Resolution 2025-14: A Resolution Approving Purchase of Police Department Vehicle. CP Kincaid moved to approve Resolution 2025-14; seconded by CP Nunn. All ayes – MOTION CARRIED.

Resolution 2025-15: A Resolution Approving Award of Bid for the Glenrock Shooting Range Fencing Project. CP Nunn moved to approve Resolution 2025-15; seconded by CP Dalgarn. All ayes – MOTION CARRIED.

BILLS & CLAIMS:

Bills/Claims Approved October 13, 2025

5 Aces Printing 2143.50; Valli Information Systems 816.05; Town of Glenrock 2417.33; IDI 75.00; Black Hills Energy 1037.21; Rocky Mountain Power 16897.27; Menards 119.32; WY State Land & Investment Board 68458.89; Fish Window Cleaning 1403.00; Only Dinosaurs 3800.00; Ruth Hays 1000.00; Don Rizer 1000.00; Amazon Capital Services 598.19; Stacey

Szymanski 13.88; WY Safety Supply 67.94; The Sudz Shack 231.79; 307 Shirts & More 16.00; Hose & Rubber Supply 89.34; Energy Laboratories 139.00; Mid-American Research Chemical 161.71; Hawkins 10.00; Glenrock Independent 35.00; Vyve Broadband 378.25; Graves Consulting 1000.00; Chad Beer Construction 840.00; Loebro LLC 600.00; Century Link 182.26; Century Link 539.99; Arete Design Group 31377.23; Williams, Porter, Day and Neville 3301.50; Homax 2064.31; Sweetwater Music & Audio 2798.00; PDS 845.78; Avenu Insights & Analytics 15796.00; Glenrock Hardware Hank 185.27; Fire Suppression Authority 140775.00; Ferguson Waterworks 172.19; Also 256.72; Coca Cola Bottling 48.75; Mountain West 67.95; Dooley Oil 5218.67; Bearcom 8560.00; Western Skies Technology 12412.50; Converse County Bank/Visa 9010.62; Verizon 1648.92; Everbridge 5000.00. 46 Claims totaling 343,610.33. CP Nunn moves to approve bills and claims; seconded by CP Kincaid. All ayes – MOTION CARRIED.

At 6:12PM, CP Kincaid moved to close meeting; seconded by CP Dalgarn. All ayes – MOTION CARRIED.

ADJOURNMENT: 6:12PM.

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk



Town of Glenrock

Building Department

219 S 3rd ST, PO Box 417, Glenrock, WY, 82637

P. 307-436-9294 | F. 307-436-5753 | www.glenrock.org

TREE GRANT APPLICATION

NAME:

Neal Lein

MAILING ADDRESS:

1431 S Center St, Casper, WY 82601

TELEPHONE:

307 756-2137

LOCATION ADDRESS:

630 S 5th St, Glenrock, WY

DESCRIPTION:

In

Complete removal of one tree upon the suggestion of three different tree companies

Detail

With

Pictures

The other tree needs general pruning of dead and damage branches

Removing one branch of the neighbors tree that is growing over the top of our tree

Total Low Bid:

\$ 2150.00

(Please attach two Contractor's Estimates w/detailed breakdown of the costs)





Tree Bees Arboriculture LLC

710 West Deer Street | PO box 2124 | Glenrock, Wyoming 82637
3075544077 | TreeBeesARB@gmail.com | Treebeeswyo.com

RECIPIENT:

Neal Lein

630 South 5th Street
Glenrock, Wyoming 82637

Quote #62

Sent on **Oct 17, 2025**

Total \$2,200.00

Product/Service	Description	Qty.	Unit Price	Total
Tree Removal	Complete removal of a tree, including cutting it down to ground level, hauling away all wood and debris.	1	\$800.00	\$800.00
Tree Pruning	General pruning to remove dead, damaged, or crossing branches to improve tree health and aesthetics. Includes hauling away all debris. Reduce from neighbors tree	1	\$1,400.00	\$1,400.00
			Total	\$2,200.00

Reviews

Kathleen Jones



Tree Bees does an amazing job. Highly recommend! Great job at making sure it's all cleaned up afterwards too.

Devin Fulton



My front yard access was a tight setup on a busy street, but the Tree Bees crew navigated it perfectly and did not even block or disrupt traffic! They were super flexible in leaving firewood at my request. Super affordable price too. Oh, and they were very quick with cleaning up my super dead cottonwood.

steve hpperf



Tree Bees rocked out another phenomenal job! Keith and his team are the top notch tree service

This quote is valid for the next 30 days, after which values may be subject to change.

TREE CARE / LAWN ANALYSIS & ESTIMATE



Name _____
 Address _____
 City / State / Zip _____
 Customer Email _____
 Special Instructions _____

Phone (Home) _____
 Phone (Work) _____
 Date _____
 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.

I want stumps ground \$ _____ Yes No Not Sure

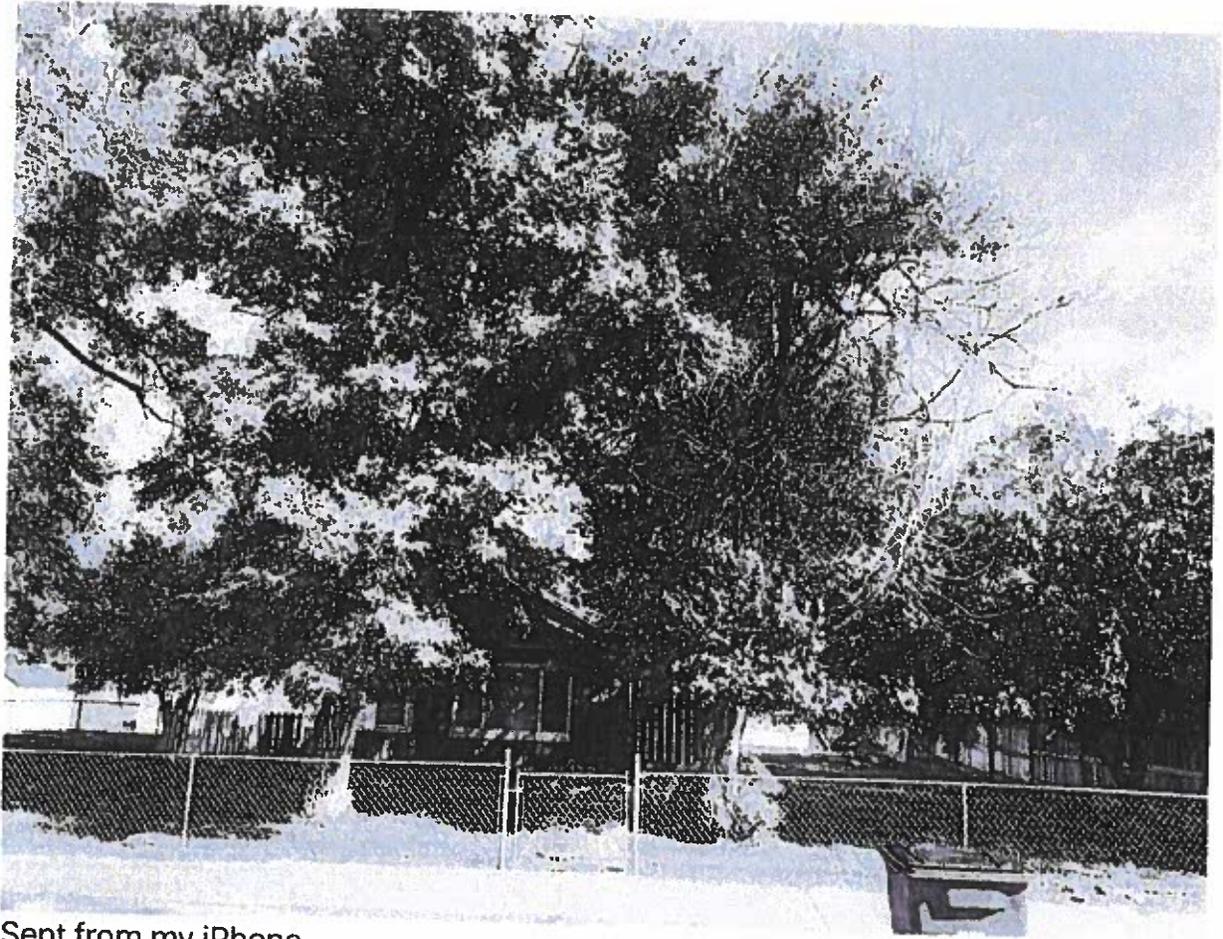
(Billed separately when finished)

Prepared By: _____ TOTAL COST \$ 215.00

Completion Date: _____

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

Office Copy - White
 Customer Copy - Yellow



Sent from my iPhone



Tree Bees Arboriculture LLC

710 West Deer Street | PO box 2124 | Glenrock, Wyoming 82637
3075544077 | TreeBeesARB@gmail.com | Treebeeswyo.com

RECIPIENT:

Rex Lungren
308 South 3rd Street
Glenrock, Wyoming 82637

Quote #60	
Sent on	Oct 15, 2025
Total	\$12,150.00

Product/Service	Description	Qty.	Unit Price	Total
Tree Pruning Cottonwood climbing	General pruning to remove dead, damaged, or crossing branches to improve tree health and aesthetics. Includes hauling away all debris.	1	\$2,200.00	Optional \$2,200.00
Tree Removal climbing	Complete removal of a tree, including cutting it down to ground level, hauling away all wood and debris.	1	\$4,900.00	Optional \$4,900.00
Tree Removal bucket lift, yard access	Complete removal of a tree, including cutting it down to ground level, hauling away all wood and debris.	1	\$3,200.00	Optional \$3,200.00
Tree Pruning bucket, yard access	General pruning to remove dead, damaged, or crossing branches to improve tree health and aesthetics. Includes hauling away all debris.	1	\$1,850.00	Optional \$1,850.00
Total				\$12,150.00

Anna Gray

301-624-3147

315-7393

Keith - 554-4011

TREE CARE / LAWN ANALYSIS & ESTIMATE



Mike - 441-1387
Conservation - 358-2417

Name Rex Lungren
 Address 308 S 5th
 City / State / Zip Glenrock WY
 Customer Email R.lungren@live.com
 Special Instructions _____

Phone (Home) 307 251 7557

Phone (Work) _____

Date 1/1/13

Accepted By _____ Phone

SERVICES PROVIDED	TREE DISEASES
• Tree Trimming/Removal	Canker..... <input type="checkbox"/>
	Fire Blight..... <input type="checkbox"/>
	Blight..... <input type="checkbox"/>
• Deep Root Fertilization	Mountain Pine Beetles..... <input type="checkbox"/>
• With Seasonal Insecticides	Pine Needle Disease..... <input type="checkbox"/>
	Dutch Elm Disease..... <input type="checkbox"/>
	Bacterial Wetwood..... <input type="checkbox"/>
• Fruit Control/Ornamentals	Tip Blight..... <input type="checkbox"/>
	TREE INSECTS
• Cotton Control	Elm Beetles..... <input type="checkbox"/>
	Aphids..... <input type="checkbox"/>
• Disease Control	Borers..... <input type="checkbox"/>
	Tent Caterpillars..... <input type="checkbox"/>
	General Mites/Spiders..... <input type="checkbox"/>
• Fungus Control	Scale..... <input type="checkbox"/>

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, American Express, and Discover. We will pay the 3.5% fee, unless a coupon/discount is received.

Cottonwood Front Deadwood ONLY. Save as much green as possible 2500

Removal - Rejuvenation 7000

I want stumps ground \$ _____ Yes No Not Sure

(Billed separately when finished)

Prepared By: Michael Bond TOTAL COST \$ _____

Completion Date: _____

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

Office Copy - White
 Customer Copy - Yellow





RESOLUTION 2025-16

A RESOLUTION APPROVING AWARD OF BID FOR THE GLENROCK STORAGE FACILITY, FIRE HALL & MEMORIAL SITE BATHROOM PROJECTS

WHEREAS, the Town of Glenrock has approved the bidding process of the Glenrock Storage Facility, Fire Hall & Memorial Site Bathroom Projects;

WHEREAS, request for bids for the above projects was published September 18, 2025 and September 25, 2025; and

WHEREAS, a mandatory pre-bid meeting was held on September 25, 2025 at 10:00 AM at the various sites; and

WHEREAS, two bids were received and opened by Jordan Britton with Arete Design Group on October 16, 2025 at 10:00AM at Glenrock Town Hall and were as follows:

Pope Construction for \$2,964,300.00
Caspar Building Systems for \$2,750,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Glenrock awards the bid as follows:

Caspar Building Systems for \$2,750,000.00

PASSED, APPROVED AND ADOPTED this 27th day of October, 2025.

TOWN OF GLENROCK
A Municipal Corporation

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk

**ADVERTISEMENT AND INVITATION FOR BIDS
TOWN OF GLENROCK**

NOTICE IS HEREBY GIVEN THAT SEPARATE SEALED BIDS FOR THE:
TOWN OF GLENROCK PROJECTS
2024-49

GENERALLY DESCRIBED AS:
Storage Facility: Construction of a new Town Storage Building
Fire Hall: Additional Garage Bays for the existing Building
Veteran's Memorial Site: Support Restroom for Adjacent Site

WILL BE RECEIVED BY THE TOWN OF GLENROCK, WYOMING, AT THE TOWN HALL
OFFICE OF GLENROCK; 219 3rd St. GLENROCK, WY 82637, UNTIL THE FOLLOWING TIME
AND DATE, AND THEN PUBLICLY OPENED AND READ ALOUD:
10:00 AM, Thursday October 16, 2025

THE CONTRACT DOCUMENTS MAY BE EXAMINED AT THE FOLLOWING LOCATIONS ON
SEPTEMBER 11, 2025:

TOWN OF GLENROCK:
<https://glenrock.org/category/public-notice/>
UNDER PUBLIC NOTICES

WWW.QUESTCDN.COM
PROJECT NUMBER 9815732

**A MANDATORY PRE-BID MEETING IS SCHEDULED FOR 10:00 AM THURSDAY,
SEPTEMBER 25, 2025, TO VISIT ALL THREE SITES IN THE FOLLOWING ORDER:**

- 1) GLENROCK STORAGE FACILITY SITE – 111 S. 8TH ST. GLENROCK, WY 82637
- 2) GLENROCK FIRE HALL SITE – 107 S. 7TH ST. GLENROCK, WY 82637
- 3) GLENROCK VETERAN'S MEMORIAL SITE – 108 S. 3RD ST. GLENROCK, WY 82637

PRIME BIDDERS MUST ATTEND IN ORDER TO PARTICIPATE IN THE BIDDING PROCESS.

BIDS MUST BE APPROPRIATELY MARKED AS FOLLOWS:

TOWN OF GLENROCK PROJECTS
2024-49

THE TOWN OF GLENROCK RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

BRUCE ROUMELL DATE
MAYOR

John Funk DATE
FACILITIES MAINTENANCE MANAGER

PUBLISH DATES: SEPTEMBER 18TH AND 25TH 2025



228 E. BRUNDAGE STREET, SUITE 100
SHERIDAN, WY 82801
(307) 672-8270
info@aretedesign.group
www.aretedesign.group

October 22, 2025

Mr. Bruce Roumell - Mayor
Town of Glenrock
219 S 3rd St.
Glenrock, WY 82637

RE: Town of Glenrock Projects
Project No. 2024-49

Dear Bruce,

Bids were opened for the above-referenced project on October 16, 2025, at 10:00 AM. A total of two (2) bids were received. Arete Design Group assisted in reviewing and tabulating the bids as they were opened and read aloud.

Following the bid opening and review, Caspar Building Systems, Inc. was determined to be the responsible Prime Bidder with a complete and responsive submission. We found no irregularities in their bid, and it met all requirements outlined in the project documents.

It is our recommendation that Caspar Building Systems, Inc., be awarded the project for their base bid.

Contact us about any additional questions.

Sincerely,

A handwritten signature in black ink that reads "Jordan Britton".

Jordan Britton

ARETE DESIGN GROUP

Attachments: Bid Tabulation
Subcontractor List
Publishing Dates

BID TABULATION

Owner: Town of Glenrock
Project Name: Town of Glenrock Projects
Project No.: 2024-49
Bid Date: Thursday, October 16, 2025

10:00 AM



BID ITEM #	ITEM DESCRIPTION	Pope Construction Inc.	Caspar Building Systems				
	RESIDENCY	X	X				
	BID BOND	X	X				
	Acknowledge ADDENDUM(S) 03	3	3				
1	BASE BID - Glenrock Storage Facility	\$ 1,451,800.00	\$ 1,370,000.00				
2	BASE BID - Glenrock Fire Hall Addition	\$ 877,200.00	\$ 857,000.00				
3	BASE BID - Glenrock Veterans Memorial Restrooms	\$ 635,300.00	\$ 523,000.00				
	TOTAL	\$ 2,964,300.00	\$ 2,750,000.00				

**TOWN OF GLENROCK
ORDINANCE 756**

GLENROCK TOWN CODE

**AN ORDINANCE UPDATING GLENROCK TOWN CODE CHAPTER 31 -
ZONING TO INCLUDE ARTICLE 31.05**

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 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.

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, is not older than 30 years from the date of install ~~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 Vehicle (RV) – A vehicle-type camping unit, designed for temporary dwelling for travel, recreation, vacationing, including motor homes, travel trailers, camping trailers, 5th wheel, or truck campers, with or without motive power, and mounted on or towed by another vehicle. ~~motorized vehicle designed primarily for recreation.~~

Recreational Vehicle Park (RV Park) - A parcel of land designed and operated for temporary occupancy by recreational vehicles (RV's), containing two or more RV sites equipped with facilities for water, sewage, and / or electrical hookups. RV parks are intended for short-term recreational or vacation use. An RV site is a designated plot within the park for

the placement of an RV or Tiny Home / ADU, equipped with approved sanitary facilities and utilities. RV Parks MAY include ancillary amenities such as restrooms, laundry facilities, recreation areas, and sanitary dumping stations, and must comply with all applicable zoning, health, and safety regulations. EXCEPTION: Any RV Park that allows tents, MUST provide a bathroom facility.

Recreational Vehicle Site (RV Site) - A plot of ground within an RV park intended for the temporary placement of a recreational vehicle, equipped with approved water, sewage, and/or electrical facilities.

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.

Sanitary Dumping Station - A facility for removing and disposing of wastes from RV sewage holding tanks, approved by the authority having jurisdiction.

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 “31.05.070 Permitted Conditional Use” of the
Town of Glenrock Municipal Code is hereby *amended* as follows:**

BEFORE AMENDMENT

31.05.070 Permitted Conditional Use

The following uses, in addition to those uses specified in each of the respective districts, may be approved by Conditional Use Permits in the specified district.

- A. Single Family Residential (R-1)
 - 1. Library;
 - 2. Parks, playgrounds, cemetery, golf course or other similar open-space facility;
 - 3. Wind generator; and
 - 4. Recreational facilities.
- B. Medium Density Residential (R-2)
 - 1. All conditional uses permitted in Part A above;
 - 2. Beauty shops;
 - 3. Barber shops; and
 - 4. Family group home.
- C. Mixed Urban Residential (MUR)
 - 1. All conditional uses permitted in Part B above;
 - 2. Hospital;
 - 3. Funeral homes;
 - 4. Clubs or lodges;
 - 5. Neighborhood grocery store; and
 - 6. Neighborhood drug store.
- D. Suburban Residential (SR)
 - 1. All conditional uses permitted in Part C above;
 - 2. Commercial arena; and
 - 3. Animal clinic.
- E. Mobile Home Residential (MR)
 - 1. Day care centers;
 - 2. Funeral home or mortuary;
 - 3. Clubs or lodges;
 - 4. Neighborhood grocery store;
 - 5. Neighborhood drug store;
 - 6. Wind generator; vii. Mobile Home Park – See GTC 31.05.100; and
 - 7. Traveler Trailer Park – See GTC 31.05.100.
- F. Industrial (I)
 - 1. Auto repair shop;
 - 2. Auto sales;
 - 3. Business, retail, including outdoor storage; and

4. Any other similar use which conforms to the general purpose and intent of the district and which will be no more injurious, economically or otherwise, to the property or improvements in the surrounding area than would any use generally permitted in the district. (Ord. 648)

G. General Business (GB)

1. Light manufacturing or processing provided no operations are carried on which will be detrimental to health, safety and welfare of the surrounding area (dust, noise, fumes, etc.); and
2. Any other similar use which conforms to the general purpose and intent of the district and which will be no more injurious, economically or otherwise, to the property or improvements in the surrounding area than would any use generally permitted in the district. (Ord. 648)

H. All Zoning Districts

1. Oil and gas wells;
2. Cell towers;
3. Wind Systems; and
4. Sexually Orientated Businesses.

AFTER AMENDMENT

31.05.070 Permitted Conditional Use

The following uses, in addition to those uses specified in each of the respective districts, may be approved by Conditional Use Permits in the specified district.

A. Single Family Residential (R-1)

1. Library;
2. Parks, playgrounds, cemetery, golf course or other similar open-space facility;
3. Wind generator; and
4. Recreational facilities.

B. Medium Density Residential (R-2)

1. All conditional uses permitted in Part A above;
2. Beauty shops;
3. Barber shops; and
4. Family group home.

C. Mixed Urban Residential (MUR)

1. All conditional uses permitted in Part B above;
2. Hospital;
3. Funeral homes;
4. Clubs or lodges;
5. Neighborhood grocery store; and
6. Neighborhood drug store.

D. Suburban Residential (SR)

1. All conditional uses permitted in Part C above;
2. Commercial arena; and

3. Animal clinic.

E. ~~Mobile~~ Manufactured Home Residential (MR)

1. Day care centers;
2. Funeral home or mortuary;
3. Clubs or lodges;
4. Neighborhood grocery store;
5. Neighborhood drug store;
6. Wind generator; vii. ~~Manufactured~~ ~~Mobile~~ Home Park – See GTC 31.05.100; ~~and~~
7. ~~Traveler Trailer Park~~ Recreational Vehicle Park (RV Park) – See GTC 31.05.100; ~~and~~
8. Tiny Home Village / Accessory Dwelling Unit Village (ADU Village) - See GTC 31.05.100.

F. Industrial (I)

1. Auto repair shop;
2. Auto sales;
3. Business, retail, including outdoor storage; and
4. Any other similar use which conforms to the general purpose and intent of the district and which will be no more injurious, economically or otherwise, to the property or improvements in the surrounding area than would any use generally permitted in the district. (Ord. 648)

G. General Business (GB)

1. Light manufacturing or processing provided no operations are carried on which will be detrimental to health, safety and welfare of the surrounding area (dust, noise, fumes, etc.); and
2. Any other similar use which conforms to the general purpose and intent of the district and which will be no more injurious, economically or otherwise, to the property or improvements in the surrounding area than would any use generally permitted in the district. (Ord. 648)

H. All Zoning Districts

1. Oil and gas wells;
2. Cell towers;
3. Wind Systems; and
4. Sexually Orientated Businesses.

SECTION 3: AMENDMENT “31.05.100 Mobile Home And Recreation Parks” of the Town of Glenrock Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

31.05.100 Mobile Home And Recreation Parks

The provisions of this Section govern the development of parks which are not developed as

subdivisions, but are developed with the intention of leasing spaces for occupancy by mobile homes and travel trailers.

A. Special Standard for Mobile Home or Recreational Parks:

1. Minimum square footage per unit – 5,000 sq. ft.;
2. Maximum building height – 36 ft.;
3. Maximum density – 8 units per acre;
4. Minimum area for mobile home park – 1 acre;
5. All mobile homes shall be fully skirted;
6. Minimum setback from property lines:
 - a. Front yard – 25 ft. from any public right-of-way.
 - 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;
7. Minimum distance between units – 20 ft.
8. 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; and
9. 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.

B. Special Requirements:

1. All streets shall be paved according to Glenrock standards.
2. Two (2) paved off-street parking spaces – 10x20 per space.
3. Any development located in a designated flood plain area must conform to any Federal Regulations as well as the GTC 31.17.
4. Water, sewer and solid waste facilities shall meet all Glenrock standards for such facilities and be approved by the Public Works Director.
5. Any development must meet State of Wyoming requirements through the health department.

C. Development Plan: Any person desiring to construct a park in the Town of Glenrock shall submit a development plan for the proposed park. The plan shall be drawn to scale or not less than 1 in. equals 20 ft. and shall contain the following information:

1. Location and boundaries of the proposed park;
2. Names and widths of adjacent streets;
3. Zoning and land use of surrounding property;
4. Tentative park layout;
5. Location and size of public utilities including water and sewer lines;
6. The number, location and size of all spaces;
7. Location and width of all roadways;
8. Locations of fire hydrants, such distance must be in conformance with the International Fire Code;
9. Methods to be used for trash collection;

10. Plans showing locations of water, sewer and gas connections;
11. Location and description of lighting and electrical systems;
12. Landscape plan; and
13. Any other information as may be required by the Town.

AFTER AMENDMENT

31.05.100 ~~Mobile~~ Manufactured Home And ~~Recreation~~ Recreational Vehicle Parks

The provisions of this Section govern the development of parks which are not developed as subdivisions, but are developed with the intention of leasing spaces for occupancy by Manufactured Homes, Recreational Vehicles, and Tiny Homes / ADU's ~~mobile homes and travel trailers.~~

A. Special Standard for Manufactured Home ~~Mobile Home or Recreational~~ Parks:

1. Maximum density – ~~5-10~~ units per acre;
2. Minimum area for ~~manufactured~~ mobile home park – ~~2~~ acres;
3. All ~~mobile~~ manufactured homes shall be fully skirted;
4. Minimum setback from property lines:
 - a. Front yard – 25 ft. from any public right-of-way.
 - 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;
5. Minimum distance between units – 20 ft.
6. ~~Mobile~~ Manufactured home sales – Models for sale within a mobile manufactured home park, provided they do not occupy more than five percent (5%) of the total space within the park; and
7. 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.

~~Minimum square footage per unit – 5,000 sq. ft.; Maximum building height – 36 ft.;~~

B. Special Standard for Recreational Vehicle Park:

1. Maximum density: 10-20 units per acre;
2. Minimum area for an RV park: 2 acres;
3. Minimum setback from property lines:
 - a. Front yard: 25 feet from any public right-of-way.
 - b. Side yard: 15 feet from exterior boundary of park.
 - c. Rear yard: 15 feet from exterior boundary of park.
4. Minimum distance between units: 12 feet;
5. Social and Recreational Center: Said center may contain a laundry, snack bar and / or 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 feet from any property line of the park.
6. RV parks allowing individual tents must provide a bathroom facility.

C. Special Requirements:

1. All streets shall be paved in a Manufactured Home Park with an approved plan through the planning commission process. ~~according to Glenrock standards.~~
 - a. RV Parks shall submit a street plan for approval through the Planning Commission process.
2. Two (2) paved off-street parking spaces are required in a Manufactured Home Park – 10x20 per space.
 - a. RV Parks required one (1) space per unit, submitted with street plan.
3. Any development located in a designated flood plain area must conform to any Federal Regulations as well as the GTC 31.17.
4. Water, sewer and solid waste facilities shall meet all Glenrock standards for such facilities and be approved by the Public Works Director.
5. Any development must meet State of Wyoming requirements through the health department.

D. Development Plan: Any person desiring to construct a Manufactured Home Park or an RV Park ~~park~~ in the Town of Glenrock shall submit a development plan for the proposed park. The plan shall be drawn to scale or not less than 1 in. equals 20 ft. and shall contain the following information:

1. Location and boundaries of the proposed park;
2. Names and widths of adjacent streets;
3. Zoning and land use of surrounding property;
4. Tentative park layout;
5. Location and size of public utilities including water and sewer lines;
6. The number, location and size of all spaces;
7. Location and width of all roadways;
8. Locations of fire hydrants, such distance must be in conformance with the International Fire Code;
9. Methods to be used for trash collection;
10. Plans showing locations of water, sewer and gas connections;
11. Location and description of lighting and electrical systems;
12. Landscape plan; and
13. Any other information as may be required by the Town.

PASSED AND ADOPTED BY THE TOWN OF GLENROCK COUNCIL

	AYE	NAY	ABSENT	ABSTAIN
Russ Dalgarn	_____	_____	_____	_____
Bruce Roumell	_____	_____	_____	_____
Roy Kincaid	_____	_____	_____	_____
Margaret Nunn	_____	_____	_____	_____
Judi Colling	_____	_____	_____	_____

Presiding Officer

Attest

Bruce Roumell, Mayor, Town of
Glenrock

Tammy Taylor, Clerk, Town of
Glenrock

10/23/25
15:59:54

TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 10/25

Page: 1 of 8
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
11026		363 AT & T MOBILITY	1,082.60					
		PD - Phones (First Net)						
		10202025 10/12/25 PD - Phones	1,082.60			101 5101	5450	1011
11070		22 CEPI	67,018.60					
		Monthly Invoices						
		25-013-04 08/31/25 CD - Veterans Memorial	1,532.50			101 5510	5820	1011
		24-058-04 08/31/25 SH - Fire Hall	2,345.00			101 5221	5800	1011
		24-041-06 08/31/25 SH - Storage Building	2,715.00			101 5221	5800	1011
		24-040-08 08/31/25 WA - 4th Street	10,070.00			241 5701	5800	1011
		24-015-09 08/31/25 CD - RV Station	16,076.70			101 5510	5230	1011
		23-099-18 08/31/25 CD - Engineering	4,477.50			101 5510	5230	1011
		21-043-09 08/31/25 WA - Transmission Line	699.25			241 5701	5800	1011
		21-065-22 08/31/25 WA - Improvements	15,528.00			241 5701	5800	1011
		24-015-10 09/30/25 CD - RV Station	5,233.50			101 5510	5230	1011
		25-015-04 09/30/25 PD - Shooting Range	1,111.25			101 5101	5800	1011
		24-040-09 09/30/25 WA - 4th Street	1,311.25			241 5701	5800	1011
		23-099-19 09/30/25 CD - Engineering	5,918.65			101 5510	5230	1011
11071		976 ATLAS PREMIER SERVICE	361.14					
		PD & TH - Copiers						
		82910 10/09/25 PD - Copiers	85.83			101 5101	5230	1011
		82910 10/09/25 TH - Copier	275.31			101 5021	5510	1011
11072		1645 WESTERN SKIES TECHNOLOGY LLC	850.00					
		PD - Equipment, Vehicle Maint						
		IT - Hardware						
		25045 10/10/25 PD - Equipment	100.00			101 5101	5791	1011
		25043 10/03/25 PD - Vehicle Maint	400.00			101 5101	5560	1011
		25047 10/14/25 IT - Hardware	350.00			101 5004	5545	1011
11073		1634 MAGNUM ELECTRONICS INC	403.65					
		PD - Equipment						
		2025-12902 10/01/25 PD - Equipment	403.65			101 5101	5791	1011
11074		1694 IDI	75.50					
		PD - Contract						
		963041 09/30/25 PD - Contract	0.50			101 5101	5280	1011
		10/30/25 PD - Contract	75.00			101 5101	5280	1011

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11075		1015 RENEGADE OFF-ROAD & DRIVELINE	114.28					
	PD - Vehicle Service							
		9813 09/24/25 PD - Vehicle Service	114.28			101 5101	5570	1011
11076		1664 307 SHIRTS & MORE LLC	200.00					
	PD - Uniforms							
		1454 10/03/25 PD - Uniforms	200.00*			101 5101	5110	1011
11077		346 DEFENSIVE EDGE TRAINING	1,100.00					
	PD - Training							
		4542 10/02/25 PD - Training	1,100.00			101 5101	5470	1011
11078		110 MENARDS	127.90					
	SW - Maintenance							
		13225 09/26/25 SW - Maintenance	127.90			242 5710	5510	1011
11079		603 CONVERSE COUNTY E.M.A.	158.09					
	DSP - Low Level Electricity							
		10925 10/09/25 DSP - Low Level Electricity	158.09			101 5150	5802	1011
11080		187 GLENROCK SUPER FOODS	71.01					
	PK - Supplies							
		09/12/25 PK - Supplies	44.67			101 5430	5590	1011
		09/26/25 SH - Supplies	26.34			101 5221	5590	1011
11081		437 NAPA - GLENROCK	595.24					
	Monthly Statement							
		WA - Supplies	102.02			241 5701	5590	1011
		SH - Supplies	170.49			101 5221	5590	1011
		PD - Vehicle Maint	20.99			101 5101	5560	1011
		SH - Vehicle Maint	55.57			101 5221	5560	1011
		ACO - Vehicle Maint	14.31			101 5160	5560	1011
		ACO - Oil	13.49			101 5160	5570	1011
		PC - Vehicle Maint	94.39*			101 5220	5560	1011
		SA - Supplies	5.49			243 5720	5590	1011
		PK - Supplies	10.32			101 5430	5590	1011
		ST - Vehicle Maint	46.18			101 5201	5560	1011
		PK - Vehicle Maint	61.99			101 5430	5560	1011

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11082		29 CONVERSE COUNTY CLERK	24.00					
	WA - File water line easement							
		10/13/25 WA - File Easement	24.00			241 5701	5400	1011
11083		1662 INTERMOUNTAIN SWEEPER CO	157.25					
	ST - Vehicle Maint							
		81265 09/24/25 ST - Vehicle Maint	157.25			101 5201	5560	1011
11084		1110 ALSCO	101.04					
	TH - Floor Mats							
		1684496 10/14/25 TH - Floor Mats	101.04			101 5021	5510	1011
11085		850 Grizzly Excavating &	412,494.04					
	WA & SW - 4th Street Project							
		24-040-2 10/10/25 WA - 4th Street	391,532.24			241 5701	5800	1011
		24-040-2 10/10/25 SW - 4th Street	20,961.80			242 5710	5800	1011
11086		45 ENERGY LABORATORIES, INC	632.00					
	SW - Influent/Effluent							
		742311 10/12/25 SW - Effluent	132.00			242 5710	5400	1011
		742683 10/13/25 SW - Influent/Effluent	368.00			242 5710	5400	1011
		743646 10/16/25 SW - Effluent	132.00			242 5710	5400	1011
11087		1676 CORE & MAIN	468.50					
	SW & WA - Supplies							
		931800 10/16/25 SW - Supplies	248.50			242 5710	5590	1011
		958840 10/20/25 WA - Supplies	220.00			241 5701	5590	1011
11088		1359 VYVE BROADBAND	983.38					
	TH - Broadband							
		10/17/25 TH - Broadband	983.38			101 5021	5480	1011
11089		1555 CASPER WINDOW AND DOOR	9,444.00					
	CB & TH - Door Repairs							
		13882 10/16/25 TH - Door Repairs	4,455.00			101 5021	5800	1011
		13881 10/16/25 CB - Door Repairs	4,989.00			117 5540	5510	1011
11090		134 CENTURY LINK	65.34					
	HC - 5480							
		10/07/25 HC - 5480	65.34			101 5460	5450	1011

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11091		243 ROCKY MOUNTAIN FIRE SYSTEMS	360.00					
		CB - Annual Monitoring						
		20898 10/13/25 CB - Annual Monitoring	360.00			117 5540	5510	1011
11092		426 MARGARET NUNN	1,000.00					
		PK - Tree Grant						
		10/21/25 PK - Tree Grant	1,000.00			101 5430	5530	1011
11093		1409 PRICE CLEANING SERVICES	1,320.00					
		TH & CB - Cleaning Service						
		171 10/14/25 TH - Cleaning Service	760.00			101 5021	5200	1011
		171 10/14/25 CB - Cleaning Service	560.00*			117 5540	5200	1011
11094		1734 BOTT MONUMENT	75,000.00					
		CD - Veterans Memorial Project						
		10/17/25 CD - Veterans Project	75,000.00			101 5510	5820	1011
11095		1733 MAISON & KULUNI MAFI	44.79					
		WA - Refund						
		7008-03 10/16/25 WA - Refund	44.79			241 4601		1011
11096		1732 CODY & BILLIE SONGE	46.52					
		WA - Refund						
		6139-02 10/16/25 WA - Refund	46.52			241 4601		1011
11097		1731 LAKEVIEW TOURING, LLC	5,000.00					
		TS - Events (Lakeview)						
		1317771 10/22/25 TS - Events	5,000.00			101 5440	5806	1011
11098		1291 COCA COLA BOTTLING	58.50					
		DSP - Supplies						
		5259888 10/15/25 DSP - Supplies	58.50*			101 5150	5580	1011
11099		1680 THE SUDZ SHACK LLC	231.95					
		PD - Vehicle Maint						
		27 10/09/25 PD - Vehicle Maint	231.95			101 5101	5560	1011
11100		1735 INTERNATIONAL EDUCATION	8,240.00					
		PW - Training						
		694974 09/19/25 PW - Training (Cox)	4,120.00			242 5710	5470	1011
		694976 09/19/25 PW - Training (Giurgiu)	4,120.00*			101 5221	5470	1011

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11101		30 CONVERSE COUNTY TREASURER	14,004.01					
		1st Half Property Taxes						
		09/02/25 CD - 235351	97.72			101 5510 5230		1011
		09/02/25 CD - 235369	105.35			101 5510 5230		1011
		09/02/25 CD - 235385	223.70			101 5510 5230		1011
		09/02/25 CD - 235708	93.89			101 5510 5230		1011
		09/02/25 CB - 34655	7,001.95			117 5540 5220		1011
		09/02/25 SH - 35546	610.98			101 5221 5800		1011
		09/02/25 PK - 86887	175.64			101 5430 5400		1011
		09/02/25 PK - 86895	193.54			101 5430 5400		1011
		09/02/25 WA - 210347	36.69			241 5701 5400		1011
		09/02/25 BRC - 230782	3,200.31			118 5505 5220		1011
		09/02/25 CD - 231129	1,953.55			101 5510 5230		1011
		09/02/25 CD - 230857	112.21			101 5510 5230		1011
		09/02/25 CD - 230824	106.11			101 5510 5230		1011
		09/02/25 CD - 230808	92.37			101 5510 5230		1011
11102		171 VERIZON WIRELESS	916.92					
		Monthly Statement						
		TC - Phone	51.62			101 5019 5450		1011
		PD - Cameras/Arlo	242.15			101 5101 5450		1011
		BI - Phone/Tablet	78.47			101 5023 5450		1011
		FN - Phones	76.92			101 5007 5450		1011
		WA - Tablet/Phone	80.06			241 5701 5480		1011
		PK - Camera	40.01			101 5430 5480		1011
		CD - Phone	38.46			101 5510 5450		1011
		SH - Phones	76.92			101 5221 5480		1011
		M/C - Tablet/Phones	232.31			101 5002 5450		1011
11103		20 CONVERSE CO. BANK/VISA	2,518.32					
		Monthly Statements						
		09/12/25 SW - Uniforms	74.99			242 5710 5110		1011
		09/03/25 PD - Subscription	144.00			101 5101 5280		1011
		09/04/25 DSP - Subscription	27.25			101 5150 5280		1011
		09/05/25 PD - Postage	7.30			101 5101 5360		1011
		09/18/25 PD - Supplies	41.35			101 5101 5590		1011
		09/19/25 PD - K9	13.49			101 5101 5476		1011
		09/23/25 PD - Subscription	95.88			101 5101 5280		1011
		09/06/25 PD - Training	300.00			101 5101 5470		1011
		09/21/25 PD - Uniforms	817.23*			101 5101 5110		1011
		09/25/25 PD - Equipment	166.14			101 5101 5791		1011
		09/22/25 ST - Uniforms	228.95			101 5201 5110		1011
		09/03/25 TS - Supplies	94.49			101 5440 5590		1011
		09/24/25 TS - Supplies	57.49			101 5440 5360		1011

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		09/17/25 BI - Travel/Training	314.78			101 5023	5470	1011
		09/19/25 BI - Vehicle Maint	67.82			101 5023	5470	1011
		09/19/25 BI - Travel	19.91			101 5023	5470	1011
		09/25/25 SH - Training	47.25*			101 5221	5470	1011
11104		1736 AMERICAN RED CROSS	40.00					
	PD - Training							
		22986010 09/30/25 PD - Training	40.00			101 5101	5470	1011
		# of Claims	36	Total:				605,308.57

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Fund Summary for Claims
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Fund/Account	Amount
101 GENERAL FUND	
1011 Money Market 800-461-6	143,331.81
117 COMMERCE BLOCK	
1011 Money Market 800-461-6	12,910.95
118 BRC GRANT	
1011 Money Market 800-461-6	3,200.31
241 WATER FUND	
1011 Money Market 800-461-6	419,694.82
242 SEWER FUND	
1011 Money Market 800-461-6	26,165.19
243 SANITATION FUND	
1011 Money Market 800-461-6	5.49
Total:	605,308.57

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TOWN OF GLENROCK
Claim Approval Signature Page
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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 27th day of October, 2025.

Mayor Bruce Roumell

Council Member Judi Colling

Council Member Roy Kincaid

Council Member Russ Dalgarn

Council Member Margaret Nunn

Treasurer Kelly Lewis