



Glenrock Town Council Meeting AGENDA

November 10, 2025 – 5:30PM

- I. WELCOME / PLEDGE**
- II. CALL TO ORDER – ATTENDANCE**
- III. ADDITIONS / DELETIONS**
- IV. APPROVAL OF MINUTES**
Council Meeting – October 27, 2025
Work Session – November 3, 2025
- V. REPORTS**
- VI. ITEMS FROM THE FLOOR**
- VII. OLD BUSINESS**
Ordinance 756: Ordinance Updating Glenrock Town Code Chapter 31 – Zoning to Include Article 31.05 – Second Reading
- VIII. NEW BUSINESS**
Resolution 2025-17: Phipps Minor No 2
- IX. BILLS & CLAIMS**
- X. ADJOURNMENT**

Unapproved Minutes
Town Council Meeting
Glenrock Town Hall
October 27, 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: CP Dalgarn moved to add to the agenda a Malt Beverage Permit for Elevate as well as an executive session for legal matters; seconded by CP Nunn. All ayes – MOTION CARRIED.

APPROVAL OF MINUTES: CP Nunn moved to approve minutes for October 13, 2025 Council Meeting as presented; seconded by CP Kincaid. All ayes – MOTION CARRIED.

OLD BUSINESS:

None.

NEW BUSINESS:

Tree Grant- Lein: CP Dalgarn moved to approve the tree grant for Neal Lein; seconded by CP Colling. All ayes – MOTION CARRIED.

Tree Grant- Lungren: CP Nunn moved to approve the tree grant for Rex Lungren; seconded by CP Kincaid. All ayes – MOTION CARRIED.

Resolution 2025-16: A Resolution Awarding Glenrock Storage Facility, Fire Hall & Memorial Site Bathroom Project - CP Kincaid moved to approve Resolution 2025-16; seconded by CP Nunn. CP Nunn, CP Kincaid and Mayor Roumell voting ayes; CP Dalgarn and CP Colling voting nay – MOTION CARRIED.

Ordinance 756: An Ordinance Updating Glenrock Town Code Chapter 31 – Zoning – First Reading. CP Dalgarn moved to approve Ordinance 756; seconded by CP Colling. All ayes – MOTION CARRIED.

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

BILLS & CLAIMS:

Bills/Claims Approved October 27, 2025

AT&T 1082.60; CEPI 67018.60; Atlas Premier Service 361.14; Western Skies Technology 850.00; Magnum Electronics 403.65; IDI 75.50; Renegade Off Road 114.28; 307 Shirts & More 200.00; Defensive Edge Training 1100.00; Menards 127.90; Converse County EMA 158.09; Glenrock Super Foods 71.01; NAPA 595.24; Converse County Clerk 24.00; Intermountain Sweeper 157.25; Alsco 101.04; Grizzly Excavating 412494.04; Energy Laboratories 632.00; Core & Main 468.50; Vyve Broadband 983.38; Casper Window & Door 9444.00; Century Link

65.34; Rocky Mountain Fire Systems 360.00; Margaret Nunn 1000.00; Price Cleaning Services 1320.00; Bott Monument 75000.00; Maison & Kuluni Mafi 44.79; Cody & Billie Songe 46.52; Lakeview Touring 5000.00; Coca Cola Bottling 58.50; The Sudz Shack 231.95; International Education 8240.00; Converse County Treasurer 14004.01; Verizon 916.92; Converse County Bank/visa 2518.32; American Red Cross 40.00. 36 Claims totaling \$605,308.57. CP Dalgarn moves to approve bills and claims; seconded by CP Kincaid. CP Nunn excused herself as she has a tree grant check on bills & claims. All ayes – MOTION CARRIED.

At 6:01PM, CP Kincaid moved to adjourn to executive session for legal matters; seconded by CP Colling. All ayes – MOTION CARRIED.

At 6:33PM, CP Nunn moved to close executive session, seconded by CP Kincaid. All ayes – MOTION CARRIED.

At 6:33PM, CP Nunn moved to close meeting; seconded by CP Colling. All ayes – MOTION CARRIED.

ADJOURNMENT: 6:33PM.

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk

Town of Glenrock
Work Session Minutes
November 3, 2025
Glenrock Town Hall

At 5:00PM, work session began.

Group discussed proposal from the Hospital District on sale of land. Chief Felton talked to the council about offering / requiring psych evaluations to employees. Also gave report from meeting he missed. Clerk Taylor shared information from NEWY on calls to action. Clerk also shared ordinances from Mills and Bar Nunn.

Next work session: December 15, 2025 at 5:00 PM.

ADJOURNMENT: 6:07PM

**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 rest 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 – ~~5-108~~ 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

Xerox® AltaLink® C8030 MFP
Error Notice



Owner: GLENROCK/ttaylor
Document: Microsoft Word - Ordinance No. 755 Revelyn Plat
Printer: TOG-MFP-2ndFloor
Date: 06/26/14 06:31 PM

The job was deleted because the client requested a printing function that is not available on this system.

RESOLUTION NO. 2025-17

**A RESOLUTION APPROVING A PLAT OF THE PHIPPS MINOR SUBDIVISION NO 2,
A COUNTY SUBDIVISION, CONVERSE COUNTY, WYOMING.**

WHEREAS, the Town of Glenrock has received a plat of the Phipps Minor Subdivision, a County Subdivision, Converse County, Wyoming;

WHEREAS, the proposed subdivision of land lies adjacent to the Town of Glenrock, and the Town of Glenrock is therefore required to give its approval to the proposed subdivision in accordance with the Wyoming State Statute, 34-12-103;

WHEREAS, the Glenrock Planning Commission recommended approval of said Subdivision at their November 4, 2025 meeting;

WHEREAS, there is no proposed connection of water or sewer to the municipal system; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Town of Glenrock that, pursuant to the requirements of the Wyoming State Statute, 34-12-103, the Glenrock Town Council grants approval of the proposed re-plat of the Phipps Minor Subdivision, Converse County, Wyoming.

PASSED AND APPROVED THIS 10th DAY OF NOVEMBER, 2025

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk

**APPENDIX H
MINOR SUBDIVISION
APPLICATION INSTRUCTIONS**

This is an application for a Minor Subdivision on the parcel of land described hereon. By completing the application form and providing the other requested information, your application will be acted upon in the fastest, fairest manner prescribed by law. Citizens are encouraged to discuss their application with the Special Projects Office. All applications must be complete. Incomplete applications may result in a denial.

PLEASE SUBMIT THE FOLLOWING:

- A completed application form. Answer all portions and type or print your answers. Attach additional pages, if needed.
- Proof that a Notice of Intent to Subdivide (see Appendix G) has been published once each week for two (2) weeks in a newspaper of general circulation in the County within thirty (30) days of submitting this application.
- A list of adjacent landowners and their mailing addresses per County records
- Submit twenty-five (25) reproducible copies of an 11" x 17" preliminary plat (see Appendix P). The applicant shall submit all supporting documents via paper copies and in PDF format.
- A notarized certification of ownership or title policy or commitment. (See Appendix B)
- *If applicable, perimeter fence construction plans, pursuant to W.S. §18-5-319 (Appendix W). *Applications may be approved, contingent on completion of a perimeter fence. The County shall verify fencing is compliant prior to recording a plat. The Board of County Commissioners shall establish the time frame for completion and may grant an extension upon the request of the applicant.

1. Applicant's Name: Debra L. Pappas
2. Address: 653 Longview Dr
3. Phone: 207-231-3087 Email: None ya ok @ 7 cloud com
4. Explain why you are requesting this Minor Subdivision and detail the proposed use:
Resident no
5. Legal description and size of property (give quarter-section, section, township and range): SW4NW4 ; S11 T33 R75 16.787 Acres
6. Current land use of property: Vacant
7. Type of sewerage disposal: Septic
8. Source of water: Well
9. This property was purchased from: Inheritance 2018
10. The date this property was purchased: 2018

I hereby certify that I have read and examined this application and know the same to be true and correct to the best of my (our) knowledge. Granting this request does not presume to give authority to violate or cancel the provisions of any other state or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. I further understand that all application fees are non-refundable.

Applicant's Signature: Debra L. Pappas Date: 7/28/25
Printed Name: Debra L. Pappas

Approved & Adopted as Amendment by the Converse County Board of Commissioners Aug 18, 2015, June 18, 2019, June 15, 2021, August 16, 2022, July 18, 2023. These Subdivision Regulations supersede and replace any previous Regulations adopted. All references to Wyoming State Statutes are current as of the date of adoption.

Town of Glenrock Planning Commission

Minutes

Nov 04, 2025

Glenrock Town Hall

5:00pm

Call to Order: 5:02pm

PRESENT

ABSENT

Members:

Chairman – Dustin Ailport

Vice Chair- Jaclyn Flynn

Mary-Leigh Williams

Kathy Miller

Bonnie Gilbertson

Building Inspector-Lyle Hunt

Planning- Jared Fehringer

Additions/Deletions:

Approval of Minutes: September 2, 2025 minutes

- Motion to approve – Mary-Leigh
- 2nd- Kathy
- Pass/Fail: Passed

Old Business: None

New Business:

- **Proposed address change for Bobbi's Café:**
 - ❖ Request: Turn café into a discount food store w/ address on Birch St. Would like the address to be on Birch St. side. No entrance on 4th St. side.
 - ❖ NO ACTION REQUIRED.
- **Approval of Phipps Minor Subdivision** – Subdivision is within (1) mile of the TOG limits and must be approved by the Planning Commission and Town Council.
 - MOTION TO APPROVE: Jaclyn
 - 2nd: Kathy
 - Passed

- **Review of TOG Municipal Code for the Planning Commission**
 - ❖ NO ACTION REQUIRED

Adjournment: 5:48pm

11/06/25
14:44:13

TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 11/25

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
11106		1590 5 ACES PRINTING LLC	1,513.00					
	Acct 18935							
		7274 10/31/25 TC - Advertising	442.00			101 5019	5210	1010
		7274 10/31/25 LB - Advertising	1,071.00			119 5550	5510	1011
11108		754 VALLI INFORMATION SYSTEMS INC.	838.06					
	SW:	online pmt maint aggreement						
	WA:	online pmt maint aggreement						
		103014 10/30/25 SW: online pmt maint aggreeme	344.03			242 5710	5400	1011
		103014 10/30/25 WA: online pmt maint aggreeme	344.03			241 5701	5400	1011
		103090 10/31/25 SW: Monthly Maintenance	75.00			242 5710	5400	1011
		103090 10/31/25 WA: Monthly Maintenance	75.00			241 5701	5400	1011
11110		161 TOWN OF GLENROCK	1,653.07					
	Monthly Utilities							
		10/20/25 1049 PK - Pioneer	74.44			101 5430	5480	1011
		10/20/25 11581 SH - New Shop	79.94			101 5221	5480	1011
		10/20/25 1071 PK - Tot Lot	141.30			101 5430	5480	1011
		10/20/25 1075 PK - Rookstool	52.89			101 5430	5480	1011
		10/20/25 1131 - PK - Triangle	37.23			101 5430	5480	1011
		10/20/25 11387 - CB - Commerce Bldg	111.83			117 5540	5480	1011
		10/20/25 11027 - TS - Town Square	68.42			101 5430	5480	1011
		10/20/25 6226 - PK - Ballfield	75.24			101 5430	5480	1011
		10/20/25 11357 - PK - Dorsey	31.97			101 5430	5480	1011
		10/20/25 1021 - SH - Shop	63.48			101 5221	5480	1011
		10/20/25 5001 - PK - Shelter Area	97.15			101 5430	5480	1011
		10/20/25 5003 - LB - Lincoln Bldg	285.31			119 5550	5480	1011
		10/20/25 5004 - TH - City Hall	111.83			101 5021	5480	1011
		10/20/25 11580 - PW - Wash Bay	63.48			101 5221	5480	1011
		10/20/25 1154 - PK - Doerkin #2	15.75			101 5430	5480	1011
		10/20/25 40001 - PK - Doerkin #1	15.75			101 5430	5480	1011
		10/20/25 11194 - PK - Concession Stand	23.10			101 5430	5480	1011
		10/20/25 11011 - PK - 303 W Birch	15.75			101 5430	5480	1011
		10/20/25 1189 - PK - Pathway Irrigation	72.62			101 5430	5480	1011
		10/20/25 11047 - FD - 616 W Birch	15.75			101 5221	5800	1011
		10/20/25 11056 - SH - 111 S 8th	15.75			101 5221	5800	1011
		10/20/25 11400 - BRC - Sharps	111.83			118 5505	5510	1011
		10/20/25 11404 - BRC - Irrigation	72.26			118 5505	5510	1011

11/06/25
14:44:13

TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 11/25

Page: 2 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
11115		74 HOMAX	2,112.34					
		PD & ACO - Fuel						
	37288	10/31/25 PD - Fuel	1,959.68			101 5101	5570	1011
	37288	10/31/25 ACO - Fuel	152.66			101 5160	5570	1011
11116		1645 WESTERN SKIES TECHNOLOGY LLC	12,412.50					
		IT - Contract & Software						
	25051	11/01/25 IT - Contract	12,000.00			101 5004	5230	1011
	25051	11/01/25 IT - Software	412.50			101 5004	5281	1011
11117		989 PDS	845.78					
		IT - Software						
	12798	11/01/25 IT - Software	845.78			101 5004	5281	1011
11118		507 MOUNTAIN WEST/WERCS COMM. INC.	67.95					
		HC - Internet						
	20251101-1	11/01/25 HC - Internet	67.95			101 5460	5450	1011
11119		1727 RUTH HAYS	1,000.00					
		PK - Tree Grant						
		10/31/25 PK - Tree Grant	1,000.00			101 5430	5530	1011
11120		171 VERIZON WIRELESS	732.11					
		PW - Monthly Statement						
	6126487113	10/20/25 PW - Phones/Tablets	732.11			101 5221	5480	1011
11121		1358 AMAZON CAPITAL SERVICES	551.25					
		TC & FN - Supplies						
	FV6N	11/02/25 TC - Supplies	208.65			101 5019	5580	1011
	C3HM	10/30/25 TC - Supplies	336.62			101 5019	5580	1011
	LDTG	10/27/25 FN - Supplies	5.98			101 5007	5580	1011
11122		1164 DELL MARKETING LP	7,654.22					
		MC - Hardware						
	1083872474	09/29/25 MC - Hardware	2,987.48		0	101 5004	5545	1011
	1084349487	10/25/25 DSP - Hardware	4,666.74		6	101 5004	5545	1011
11123		45 ENERGY LABORATORIES, INC	264.00					
		SW - Effluent						
	746468	10/29/25 SW - Effluent	132.00			242 5710	5400	1011
	745548	10/24/25 SW - Effluent	132.00			242 5710	5400	1011

11/06/25
14:44:13

TOWN OF GLENROCK
Claim Approval List
For the Accounting Period: 11/25

Page: 3 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
11124		1173 INSIGHT PUBLIC SECTOR, INC.	1,505.50					
		IT - Software service agreement						
		0339026436 10/29/25 IT - Service Agreement	1,505.50			101 5004	5281	1011
11125		1307 DOOLEY OIL INC.	2,758.76					
		PW - Def Fluid, Fuel						
		417533 10/22/25 PW - Def Fluid	472.50			101	5201 5570	1011
		417863 10/23/25 PW - Fuel	2,286.26			242	5710 5570	1011
11126		596 ROCKY MOUNTAIN POWER-CASPER	156,826.00					
		SH - Underground Conversion						
		7436187 10/28/25 SH - Underground Conv	156,826.00			101	5221 5800	1011
11127		1110 ALSCO	256.72					
		TH & TS - Floor Mats						
		1686762 10/28/25 TH - Floor Mats	101.04			101	5021 5510	1011
		1684493 10/14/25 TS - Floor Mats	77.84			101	5440 5510	1011
		1686760 10/28/25 TS - Floor Mats	77.84			101	5440 5510	1011
11128		1287 FULL ROD CONSTRUCTION, INC.	25,335.00					
		CD & WA - Boring						
		3473 10/27/25 CD - Boring - Vet Project	11,835.00			101	5510 5820	1011
		3473 10/27/25 WA - Boring	13,500.00			241	5701 5800	1011
11129		978 WILLIAMS, PORTER, DAY & NEVILLE,	5,193.00					
		PS - Legal Fees						
		24399 10/14/25 PS - Legal Fees	3,006.50			101	5025 5201	1011
		24400 10/14/25 PS - Legal Fees	1,120.50			101	5025 5201	1011
		24401 10/14/25 PS - Legal Fees	60.00			101	5025 5201	1011
		24402 10/14/25 PS - Legal Fees	1,006.00			101	5025 5201	1011
11130		1573 STAPLES	637.35					
		TH - Paper						
		6045939491 10/25/25 TH - Paper	637.35			101	5021 5510	1011
11131		1359 VYVE BROADBAND	386.04					
		TS - Broadband						
		10/16/25 TS - Broadband	386.04			101	5440 5480	1011

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Claim Approval List
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Hilltop National Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11132		1525 CENTURY LINK	182.74					
	HC - Phone							
		10/22/25 HC - 2810	182.74			101 5460	5450	1011
11133		134 CENTURY LINK	559.02					
	Monthly Statements							
		10/22/25 TH - F941643429	62.81			101	5021 5480	1011
		10/22/25 TH - 5753	349.67			101	5021 5480	1011
		10/22/25 SW - 3454	146.54			242	5710 5480	1011
11134		596 ROCKY MOUNTAIN POWER-CASPER	3,505.00					
	CD - Veteran's Project - Request #7497165							
		7497165 10/27/25 CD - Veteran's Project	3,505.00			101	5510 5820	1011
11135		1737 DENNIS VOYZEY	750.00					
	PK - Tree Grant							
		10/30/25 PK - Tree Grant	750.00			101	5430 5530	1011
11136		1676 CORE & MAIN	1,077.23					
	PW - Maintenance							
		994918 10/24/25 PW - Maintenance	1,077.23			101	5430 5510	1011
11137		69 HAWKINS, INC.	20.00					
	WA - Chlorine							
		7226248 10/15/25 WA - Chlorine	20.00			241	5701 5400	1011
11138		1728 CHAD BEER CONSTRUCTION	1,050.00					
	WA - Skada System							
		2025-35 10/29/25 WA - Skada System	1,050.00			241	5701 5400	1011
11139		641 DEER CREEK ELECTRIC	607.00					
	CB - Doors							
		2493 10/27/25 CB - Doors	607.00			117	5540 5510	1011
11140		1729 LOENBRO, LLC	235.00					
	SW - Repairs							
		422178-31 10/24/25 SW - Repairs	235.00			242	5710 5400	1011
11141		158 TEAM LABORATORY CHEMICAL, LLC	910.00					
	SW - Degreaser							
		49156 10/17/25 SW - Degreaser	910.00			242	5710 5400	1011

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Hilltop National Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11142		1015 RENEGADE OFF-ROAD & DRIVELINE	474.40					
	WA - Battery							
		9865 10/22/25 WA - Battery	474.40			241 5701	5560	1011
11143		411 WY WATER QUALITY & POLLUTION	341.00					
	WA - Training							
		2011-3283A 10/20/25 WA - Training	341.00			241 5701	5470	1011
11144		20 CONVERSE CO. BANK/VISA	3,731.22					
	Monthly Statements							
		09/13/25 ST - Supplies	38.97			101 5201	5590	1011
		09/13/25 SW - Uniforms	199.95			242 5710	5110	1011
		09/17/25 TH - Flags	862.57			101 5021	5510	1011
		09/17/25 TS - Flags	620.95			101 5440	5590	1011
		09/30/25 TS - Supplies	76.96			101 5440	5590	1011
		10/02/25 SH - Training	47.25*			101 5221	5470	1011
		10/09/25 PK - Supplies	94.51			101 5430	5590	1011
		10/03/25 M/C - Travel	108.65			101 5002	5470	1011
		09/12/25 ST - Signs	142.00			101 5201	5550	1011
		09/13/25 PK - Supplies	82.88			101 5430	5590	1011
		09/30/25 TS - Postage	4.61			101 5440	5360	1011
		10/02/25 FN - IT Subscription	20.99			101 5007	5601	1011
		10/02/25 TC - Travel	38.47			101 5019	5470	1011
		PD - Uniforms	336.71*			101 5101	5110	1011
		PD - Travel	565.19			101 5101	5470	1011
		PD - Comm Policing	396.08			101 5101	5476	1011
		PD - Retention	94.48			101 5101	5300	1011
11145		1506 GRAVES CONSULTING, LLC	1,000.00					
	TC - HR Support							
		20251115 11/03/25 TC - HR Support	1,000.00			101 5019	5230	1011
11146		1308 ELLIOTT EQUIPMENT CO.	507.44					
	SA - Repairs							
		189654 10/31/25 SA - Repairs	507.44			243 5720	5560	1011
11147		1311 WY FIRST AID & SAFETY	67.94					
	PW - Supplies							
		90001542 09/19/25 PW - Supplies	67.94			101 5221	5590	1011

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Claim Approval List
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Hilltop National Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11148		1572 CROWN CONSTRUCTION LLC	78,436.75					
		SH - RV Dump & Fill Station						
		24-015-3 11/05/25 SH - RV Station	78,436.75			101 5221	5800	1011
11149		277 GLENROCK HEALTH CENTER	356.00					
		PD - Screening						
		30488 05/22/25 PD - Screening	238.00			101 5101	5230	1011
		30024 05/22/25 PD - Claim	118.00			101 5101	5230	1011
		# of Claims	38	Total:				316,353.39

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TOWN OF GLENROCK
Fund Summary for Claims
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Fund/Account	Amount
101 GENERAL FUND	
1010 Cash - Checking	442.00
1011 Money Market 800-461-6	292,879.51
117 COMMERCE BLOCK	
1011 Money Market 800-461-6	718.83
118 BRC GRANT	
1011 Money Market 800-461-6	184.09
119 BRONCO BUILDING	
1011 Money Market 800-461-6	1,356.31
241 WATER FUND	
1011 Money Market 800-461-6	15,804.43
242 SEWER FUND	
1011 Money Market 800-461-6	4,460.78
243 SANITATION FUND	
1011 Money Market 800-461-6	507.44
Total:	316,353.39

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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 10th day of November, 2025.

Mayor Bruce Roumell

Council Member Judi Colling

Council Member Roy Kincaid

Council Member Russ Dalgarn

Council Member Margaret Nunn

Treasurer Kelly Lewis