



Public Hearing: Ordinance 755 – Revelyn Plat

Glenrock Town Council Meeting AGENDA

November 24, 2025 – 5:30PM

- I. WELCOME / PLEDGE**
- II. CALL TO ORDER – ATTENDANCE**
- III. ADDITIONS / DELETIONS**
- IV. APPROVAL OF MINUTES**
Council Meeting – November 10, 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 – Third Reading
- VIII. NEW BUSINESS**
Resolution 2025-18: Donation to Grandma’s House
Ordinance 755: Approving Revelyn Addition
- IX. BILLS & CLAIMS**
- X. ADJOURNMENT**

Unapproved Minutes
Town Council Meeting
Glenrock Town Hall
November 10, 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 Nunn moved to add to bills and claims a bill to pay 50% down on band for the 4th of July; seconded by CP Kincaid. All ayes – MOTION CARRIED.

APPROVAL OF MINUTES: CP Colling moved to approve minutes for October 27, 2025 Council Meeting and November 3, 2025 Work Session as presented; seconded by CP Nunn. All ayes – MOTION CARRIED.

OLD BUSINESS:

Ordinance 756 – Ordinance Updating Glenrock Town Code Chapter 31 – Zoning to Include Article 31.05 – Second Reading. CP Nunn moved to approve Ordinance 756 on second reading; seconded by CP Dalgarn. All Ayes – MOTION CARRIED.

NEW BUSINESS:

Resolution 2025-17 - Resolution Approving Phipps Minor Subdivision No. 2: CP Colling moved to approve Resolution 2025-17; seconded by CP Dalgarn. All ayes – MOTION CARRIED.

BILLS & CLAIMS:

Bills/Claims Approved November 10, 2025. 5 Aces Printing 1513.00; Valli Information Systems 838.06; Town of Glenrock 1653.07; Homax 2112.34; Western Skies Technology 12412.50; PDS 845.78; Mountain West 67.95; Ruth Hays 1000.00; Verizon 732.11; Amazon Capital Services 551.25; Dell Marketing LP 7654.22; Energy Laboratories 264.00; Insight Public Sector 1505.50; Dooley Oil 2758.76; Rocky Mountain Power – Casper 156826.00; AlSCO 256.72; Full Rod Construction 25335.00; Williams, Porter, Day & Neville 5193.00; Staples 637.35; Vyve 386.04; Century Link 182.74; Century Link 559.02; Rocky Mountain Power – Casper 3505.00; Dennis Voyzey 750.00; Core & Main 1077.23; Hawkins 20.00; Chad Beer Construction 1050.00; Deer Creek Electric 607.00; Loenbro 235.00; Team Laboratory Chemical 910.00; Renegade Off Road 474.40; WY Water Quality 341.00; Converse County Bank/Visa 3731.22; Graves Consulting 1000.00; Elliott Equipment 507.44; WY First Aid & Safety 67.94; Crown Construction 78436.75; Glenrock Health Center 356.00. 38 Claims totaling \$316,353.39. CP Nunn moves to approve bills and claims; seconded by CP Kincaid. All ayes – MOTION CARRIED.

At 5:53PM, CP Nunn moved to close meeting; seconded by CP Kincaid. All ayes – MOTION CARRIED.

ADJOURNMENT: 5:53PM.

Bruce Roumell, Mayor

ATTEST:

Tammy Taylor, Town Clerk

**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 is permitted. If the foundation is not a perimeter wall, a perimeter curtain wall, consisting of masonry, block or treated wood with siding or other suitable material is required and shall be placed on a footer whose bottom elevation at the frost line and meets other foundation requirements of the Uniform Building Code.
- J. Nothing in this subsection shall be deemed to supersede any valid covenants running with the land.
- K. A manufactured home not previously used, installed or occupied at another site.

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

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

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

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

May – Means permissive

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Patio Home – See “Townhouse”.

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

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

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

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

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

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

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

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

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

Recreational Vehicles – A motorized vehicle designed primarily for recreation.

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

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

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

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

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

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

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

Shall – Means mandatory.

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

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

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

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

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

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

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

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

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

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

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

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

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

Subdivision – The division or re-subdivision of any lot, tract or parcel of land into two (2) or

more lots, plats, sites or other division of land.

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

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

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

The term does not include:

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

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

- Allowed in MH zone as 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)s – 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 or a weekly or monthly basis with no provision for cooking in any guest room.

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

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

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

Shall – Means mandatory.

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

Sign – Any object, device or medium or part thereof situated outdoors or indoors which is used to advertise, identify, display, direct or attract attention to any object, person, institution, organization, business project, service, event or location by any means including words, letters, figures, designs, symbols, fixtures, color, motion, illumination or projected images. Signs do

not include the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The term does not include:

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

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

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

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

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

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

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

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

vehicle.

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2: AMENDMENT “31.05.070 Permitted Conditional Use” of the Town of Glenrock Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

31.05.070 Permitted Conditional Use

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

A. Single Family Residential (R-1)

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

B. Medium Density Residential (R-2)

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

C. Mixed Urban Residential (MUR)

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

D. Suburban Residential (SR)

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

E. Mobile Home Residential (MR)

1. Day care centers;
2. Funeral home or mortuary;
3. Clubs or lodges;
4. Neighborhood grocery store;
5. Neighborhood drug store;
6. Wind generator; vii. Mobile Home Park – See GTC 31.05.100; and
7. Traveler Trailer Park – See GTC 31.05.100.

F. Industrial (I)

1. Auto repair shop;
2. Auto sales;
3. Business, retail, including outdoor storage; and

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

G. General Business (GB)

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

H. All Zoning Districts

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

AFTER AMENDMENT

31.05.070 Permitted Conditional Use

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

A. Single Family Residential (R-1)

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

B. Medium Density Residential (R-2)

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

C. Mixed Urban Residential (MUR)

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

D. Suburban Residential (SR)

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

3. Animal clinic.

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

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

F. Industrial (I)

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

G. General Business (GB)

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

H. All Zoning Districts

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

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

BEFORE AMENDMENT

31.05.100 Mobile Home And Recreation Parks

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

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

A. Special Standard for Mobile Home or Recreational Parks:

1. Minimum square footage per unit – 5,000 sq. ft.;
2. Maximum building height – 36 ft.;
3. Maximum density – 8 units per acre;
4. Minimum area for mobile home park – 1 acre;
5. All mobile homes shall be fully skirted;
6. Minimum setback from property lines:
 - a. Front yard – 25 ft. from any public right-of-way.
 - b. Side yard – 10 ft. from space line; 15 ft. from exterior boundary of park.
 - c. Rear yard – 10 ft. from space line; 15 ft. from exterior boundary of park;
7. Minimum distance between units – 20 ft.
8. Mobile home sales – Models for sale within a mobile home park, provided they do not occupy more than five percent (5%) of the total space within the park; and
9. Social and/or Recreational Center – Said center may contain a laundry, snack bar and/or a food store within the park. Said laundry, snack bar or food store must be located within the boundary of the park and may not be closer than 100 ft. from any property line of the park.

B. Special Requirements:

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

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

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

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

AFTER AMENDMENT

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

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

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

1. Maximum density – ~~5-10~~ units per acre;
2. Minimum area for manufactured~~mobile~~ home park – ~~2+~~ acres;
3. All ~~mobile~~manufactured homes shall be fully skirted;
4. Minimum setback from property lines:
 - a. Front yard – 25 ft. from any public right-of-way.
 - b. Side yard – ~~10 ft. from space line;~~ 15 ft. from exterior boundary of park.
 - c. Rear yard – ~~10 ft. from space line;~~ 15 ft. from exterior boundary of park;
5. Minimum distance between units – 20 ft.
6. ~~Mobile~~Manufactured home sales – Models for sale within a mobile~~manufactured~~ home park, provided they do not occupy more than five percent (5%) of the total space within the park; and
7. Social and/or Recreational Center – Said center may contain a laundry, snack bar and/or a food store within the park. Said laundry, snack bar or food store must be located within the boundary of the park and may not be closer than 100 ft. from any property line of the park.

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

B. Special Standard for Recreational Vehicle Park:

1. Maximum density: 10-20 units per acre;
2. Minimum area for an RV park: 2 acres;
3. Minimum setback from property lines:
 - a. Front yard: 25 feet from any public right-of-way.
 - b. Side yard: 15 feet from exterior boundary of park.
 - c. Rear yard: 15 feet from exterior boundary of park.
4. Minimum distance between units: 12 feet;
5. Social and Recreational Center: Said center may contain a laundry, snack bar and / or food store within the park. Said laundry, snack bar or food store must be located within the boundary of the park and may not be closer than 100 feet from any property line of the park.
6. RV parks allowing individual tents must provide a bathroom facility.

C. Special Requirements:

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

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

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

PASSED AND ADOPTED BY THE TOWN OF GLENROCK COUNCIL

_____.

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

Presiding Officer

Attest

Bruce Roumell, Mayor, Town of
Glenrock

Tammy Taylor, Clerk, Town of
Glenrock

RESOLUTION 2025-18

A RESOLUTION TO AUTHORIZE A CHARITABLE DONATION FOR CHRISTMAS GIFTS FOR FAMILIES IN NEED

WHEREAS, the Town of Glenrock is committed to supporting the local community and alleviating hardship, particularly during the holiday season; and

WHEREAS, many families in our community face financial difficulties that prevent them from providing Christmas gifts for their children; and

WHEREAS, Grandma's House is a local business that has directly provided holiday gifts and assistance to families in need within our community for multiple years; and

WHEREAS, the Glenrock Town Council believes that a charitable contribution to the Recipient Organization will have a meaningful and immediate impact this Christmas season;

NOW, THEREFORE, BE IT RESOLVED that the Town of Glenrock agrees to donate \$ _____ to Grandma's House to be used specifically to provide holiday gifts and assistance to families in need within our community.

PASSED AND APPROVED THIS 10th DAY OF NOVEMBER, 2025.

ATTEST:

Bruce Roumell, Mayor

Tammy Taylor, Town Clerk

ORDINANCE NO. 755

AN ORDINANCE APPROVING THE FINAL PLAT OF THE REVELYN ADDITION, COMPRISING 14.65 ACRES, MORE OR LESS.

WHEREAS, an application has been made for final plat approval of Revelyn Addition, creating a two-lot subdivision (the “plat”); and,

WHEREAS, the plat consists of previously unplatted land located within a Portion of the N1/2 of Section 4 T.33N., R75W., of the 6th P.M., of the Town of Glenrock, Wyoming; and,

WHEREAS, the plat requires approval by ordinance following a public hearing; and,

WHEREAS, the Town of Glenrock Planning and Zoning Commission passed a motion recommending the Town Council approve the request to plat the above referenced property; and,

WHEREAS, the governing body of the Town of Glenrock finds that the above-described plat and subdivision agreements should be approved.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Glenrock, Wyoming;

SECTION 1:

That the final plat of the Revelyn Addition is hereby approved.

SECTION 2:

This ordinance shall be in full force and effect from and after passage on three readings and publication pursuant to law.

PASSED on 1st reading the 24th day of November, 2025.

PASSED on 2nd reading the 8th day of December, 2025

PASSED, APPROVED, AND ADOPTED on the 3rd and final reading the 22nd day of December, 2025.

APPROVED AS TO FORM:

TOWN OF GLENROCK, WYOMING

ATTEST:

A Municipal Corporation

11/20/25
15:26:28

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

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
11113		93 BLACK HILLS ENERGY	2,102.47					
		Natural Gas October 2025						
	11/10/25	Commerce Block Natural Gas	125.73			117 5540 5480		1011
	11/10/25	Shop Natural Gas	467.71			101 5221 5480		1011
	11/10/25	Shop Natural Gas	325.18			101 5221 5480		1011
	11/10/25	Historical Commission	117.20			101 5460 5480		1011
	11/10/25	Town Hall Natural Gas	837.34			101 5021 5480		1011
	11/10/25	Water Sales Nat Gas	66.82			241 5701 5480		1011
	11/10/25	Sharps Natural Gas	42.25			118 5505 5510		1011
	11/10/25	Town Square Nat Gas	120.24			101 5440 5480		1011
11114		126 ROCKY MOUNTAIN POWER	17,907.56					
		October 2025 statements						
	10/31/25	56433581-001-1 sewer electrici	2,112.99			242 5710 5480		1011
	10/31/25	70983688-001-9 Parks elec	564.83			101 5430 5480		1011
	10/31/25	70983688-001-9Historical Commi	59.67			101 5460 5480		1011
	10/31/25	70983688-002-7 Commerce Bldg	1,693.84			117 5540 5480		1011
	10/31/25	56433581-002-9 town hall	1,536.21			101 5021 5480		1011
	11/03/25	56433581-003-7 Parks	167.57			101 5430 5480		1011
	11/03/25	56433581-003-7 Water	782.71			241 5701 5480		1011
	10/31/25	56433581--004 5 Town Shop	295.14			101 5221 5480		1011
	11/03/25	56433581-005-2 Town Park	606.42			101 5430 5480		1011
	10/31/25	56433581 006 0 Town Park	33.60			101 5430 5480		1011
	10/31/25	56433581 018 5 Street lights	3,309.47			101 5201 5480		1011
	10/31/25	56433581 019-3 Town Hall	82.99			101 5021 5480		1011
	11/03/25	56433581 025-0 Water	4,486.52			241 5701 5480		1011
	11/03/25	56433581 026-8 WAtEr	36.40			241 5701 5480		1011
	10/31/25	56433581 027-6 Bronco Building	1,217.51			119 5550 5480		1011
	11/03/25	56433581-029-2 Street	38.91			101 5201 5480		1011
	10/31/25	70983688-006 8 Pathway Lights	122.28			101 5201 5480		1011
	10/31/25	56433581-034 2 Town Square	760.50			101 5440 5480		1011
11151		1356 CASPER TIN SHOP, LLC	367.70					
		CB - Furnace Repairs						
	100793	07/24/25 CB - Furnace Repairs	367.70			117 5540 5510		1011
11152		1451 VECTOR SOLUTIONS LEARNING LLC	1,031.38					
		PD - Subscriptions						
	124999	09/02/25 PD - Subscriptions	1,031.38			101 5101 5280		1011

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

Hilltop National Bank
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
11153		277 GLENROCK HEALTH CENTER	118.00					
	PD - Prof Svcs							
		22248 10/27/25 PD - Prof Svcs	118.00			101 5101 5230		1011
11154		1664 307 SHIRTS & MORE LLC	40.00					
	PD - Uniforms							
		1483 10/31/25 PD - Uniforms	40.00*			101 5101 5110		1011
11155		603 CONVERSE COUNTY E.M.A.	153.10					
	DSP - Low Level Electricity							
		11725 11/07/25 DSP - Low Level Electricity	153.10			101 5150 5802		1011
11156		1409 PRICE CLEANING SERVICES	1,420.00					
	TH & CB - Cleaning Service							
		180 11/07/25 TH - Cleaning Service	810.00			101 5021 5200		1011
		180 11/07/25 CB - Cleaning Service	610.00*			117 5540 5200		1011
11157		976 ATLAS PREMIER SERVICE	280.95					
	PD & TH - Copiers							
		83987 11/10/25 PD - Copiers	87.42			101 5101 5230		1011
		83987 11/10/25 TH - Copier	193.53			101 5021 5510		1011
11158		1357 GREAT AMERICA FINANCIAL SVCS	57.00					
	PD - Copier							
		40483667 11/03/25 PD - Copier	57.00			101 5101 5230		1011
11159		901 Wyoming Dept of Revenue	257.17					
	TS - 3rd Qtr 2025 Sales Tax							
		11/14/25 TS - Sales Tax	257.17			101 5440 5807		1011
11160		1467 SWEETWATER MUSIC & AUDIO	23,819.99					
	TS - Sound Equipment							
		11010216 08/28/25 TS - Sound Equipment	23,819.99			101 5221 5800		1011
11161		24 GLENROCK HARDWARE HANK	198.32					
	Monthly Statement							
		SA - Supplies	7.59			243 5720 5590		1011
		PK - Supplies	38.25			101 5430 5590		1011
		DSP - Equipment	83.71			101 5150 5790		1011
		SW - Supplies	47.97*			242 5710 5590		1011
		SH - Supplies	14.22			101 5221 5590		1011
		LB - Maintenance	6.58			119 5550 5510		1011

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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
11162		437 NAPA - GLENROCK	536.93					
	Monthly Statement							
		SH - Vehicle Maint	54.95			101 5221 5560		1011
		ST - Vehicle Maint	200.18			101 5201 5560		1011
		SH - Supplies	101.79			101 5221 5590		1011
		PK - Vehicle Maint	16.99			101 5430 5560		1011
		PK - Supplies	42.98			101 5430 5590		1011
		PK - Maintenance	62.04			101 5430 5510		1011
		SH - Supplies	13.04			101 5221 5590		1011
		PK - Supplies	4.99			101 5430 5590		1011
		WA - Supplies	39.97			241 5701 5590		1011
11163		187 GLENROCK SUPER FOODS	59.48					
	Monthly Statement							
		PK - Vehicle Maint	1.49			101 5430 5560		1011
		ACO - Supplies	52.54			101 5160 5605		1011
		SH - Supplies	5.45			101 5221 5590		1011
11164		1358 AMAZON CAPITAL SERVICES	75.84					
	TC - Supplies							
		KTFD 11/07/25 TC - Supplies	51.90			101 5019 5580		1011
		WJWT 11/15/25 TC - IT Supplies	23.94			101 5019 5601		1011
11165		45 ENERGY LABORATORIES, INC	419.00					
	WA - Analysis							
		748283 11/06/25 WA - Analysis	76.00			241 5701 5400		1011
		750310 11/17/25 SW - Influent/Effluent	343.00			242 5710 5400		1011
11166		69 HAWKINS, INC.	2,536.50					
	WA - Cal-Hypo							
		7235892 10/23/25 WA - Cal-Hypo	2,536.50			241 5701 5590		1011
11167		1739 JONAH BANK OF WYOMING	26,210.21					
	Retainage - Grizzly - Pay Apps 1 & 2							
		24-040-1 08/26/25 WA - Retainage	2,250.00			241 5701 5800		1011
		24-040-2 10/10/25 WA - Retainage	23,960.21			241 5701 5800		1011
11168		22 CEPI	43,897.25					
	Monthly Invoices							
		24-040-10 10/31/25 WA - 4th Street	14,349.50			241 5701 5800		1011
		20-047-28 10/31/25 WA - T13 Project	267.50			241 5701 5800		1011
		21-043-10 10/31/25 WA - Transmission Line	15,322.50			241 5701 5800		1011
		21-065-23 10/31/25 WA - Improvements	672.50			241 5701 5800		1011
		23-099-20 10/31/25 CD - Engineering	2,580.00			101 5510 5230		1011

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

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Report ID: AP100

Hilltop National Bank
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	24-015-11	10/31/25 SH - RV Station	4,015.00			101 5221 5800		1011
	24-041-07	10/31/25 SH - Storage Bldg	976.25			101 5221 5800		1011
	24-058-05	10/31/25 SH - Fire Hall	1,010.00			101 5221 5800		1011
	25-013-05	10/31/25 CD - Veterans Project	1,050.00			101 5510 5820		1011
	25-015-05	10/31/25 PD - Shooting Range	1,729.00			101 5101 5800		1011
	19-099-51	10/31/25 CD - Planning	1,925.00			101 5510 5230		1011
11169		20 CONVERSE CO. BANK/VISA	3,563.89					
		Monthly Statements						
	10/06/25	PD - Uniforms	720.11*			101 5101 5110		1011
	10/10/25	PD - Uniforms	248.59*			101 5101 5110		1011
	10/15/25	PD - Equipment	125.78			101 5101 5790		1011
	10/17/25	PD - Comm Policing	15.00			101 5101 5475		1011
	10/18/25	PD - Uniforms	77.19*			101 5101 5110		1011
	10/03/25	SH - Uniforms	216.34			101 5221 5110		1011
	10/10/25	SH - Supplies	39.96			101 5221 5590		1011
	10/12/25	SH - Supplies	16.64			101 5221 5590		1011
	10/30/25	PK - Supplies	284.63			101 5430 5590		1011
	10/03/25	TS - Supplies	94.49			101 5440 5590		1011
	10/28/25	TS - Equipment	130.84			101 5440 5360		1011
	10/01/25	BI - Tires	1,581.87*			101 5023 5560		1011
	10/02/25	PD - Postage	12.45			101 5101 5360		1011
11170		158 TEAM LABORATORY CHEMICAL, LLC	1,021.00					
		ST - Road Patch						
	49293	10/29/25 ST - Road Patch	1,021.00			101 5201 5590		1011
11171		1676 CORE & MAIN	3,609.76					
		WA - Flexnet Support						
	X046450	11/11/25 WA - Flexnet Support	3,609.76			241 5701 5400		1011
11172		1729 LOENBRO, LLC	362.50					
		SW - Repairs						
	422502-31	11/04/25 SW - Repairs	362.50			242 5710 5400		1011
11173		359 NAPA - CASPER	51.98					
		ST - Vehicle Maint						
	318692	11/12/25 ST - Vehicle Maint	54.58			101 5201 5560		1011
	318761	11/12/25 ST - Credit (Sales Tax)	-2.60			101 5201 5560		1011

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

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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
11174		1741 INTERMOUNTAIN MOTOR SALES INC.	2,161.23					
	SW - Blower Motor							
	43624 11/06/25	SW - Blower Motor	2,161.23			242 5710 5400		1011
11175		1740 TORGERSON'S EQUIPMENT	5,694.58					
	ST - Equipment							
	P10699 11/07/25	ST - Equipment	457.75			101 5201 5790		1011
	P10645 10/30/25	ST - Equipment	5,236.83			101 5201 5790		1011
11176		134 CENTURY LINK	245.27					
	Monthly Statements							
	11/01/25 SH - 9539		179.93			101 5221 5480		1011
	11/07/25 HC - 5480		65.34			101 5460 5450		1011
11177		1429 ALL TREES LLC	5,700.00					
	PK - Tree removal & trimming							
	18167 11/11/25	PK - Tree Removal & Trim	5,700.00			101 5430 5530		1011
11178		171 VERIZON WIRELESS	1,496.53					
	Monthly Statement							
	11/10/25 TC - Phone		51.62			101 5019 5450		1011
	11/10/25 PD - Cameras		242.19			101 5101 5450		1011
	11/10/25 BI - Phone/Tablet		78.47			101 5023 5450		1011
	11/10/25 PK - Camera		40.01			101 5430 5480		1011
	11/10/25 CD - Phone		38.46			101 5510 5450		1011
	11/10/25 SH - Phones		582.96			101 5221 5480		1011
	11/10/25 WA - Tablets/Phone		153.59			241 5701 5480		1011
	11/10/25 FN - Phones		76.92			101 5007 5450		1011
	11/10/25 M/C - Tablet/Phones		232.31			101 5002 5450		1011
11179		1173 INSIGHT PUBLIC SECTOR, INC.	4,756.40					
	DSP - Equipment							
	0339128460 11/17/25	DSP - Equipment	592.24			101 5101 5790		1011
	0339128484 11/17/25	DSP - Equipment	4,164.16			101 5101 5790		1011
11180		20 CONVERSE CO. BANK/VISA	2,849.41					
	Monthly Statements							
	PD - Travel/Training		600.47			101 5101 5470		1011
	PD - Vehicle Maint		397.50			101 5101 5560		1011
	PD - Retention		65.78			101 5101 5300		1011
	PD - K9 Unit		280.24			101 5101 5476		1011
	PD - Comm Policing		200.00			101 5101 5475		1011
	11/06/25 TC - Postage		15.60			101 5019 5360		1011
	11/10/25 M/C - Travel		88.30			101 5002 5470		1011

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

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
		11/03/25 WA - Salesman Test	4.08			241 5701	5470	1011
		11/03/25 SW - Supplies	161.26*			242 5710	5590	1011
		11/07/25 ST - Signs	159.67			101 5201	5550	1011
		10/17/25 DSP - Supplies	133.66			101 5150	5590	1011
		11/07/25 PD - K9 Unit	116.87			101 5101	5476	1011
		10/14/25 DSP - Training	350.00			101 5150	5470	1011
		10/23/25 CD - Supplies	174.82			101 5510	5590	1011
		11/03/25 FN - IT Subs	20.99			101 5007	5601	1011
		11/12/25 FN - Postage	80.17			101 5007	5360	1011
11181		1359 VYVE BROADBAND	983.38					
		TH - Monthly Statement						
		11/17/25 TH - Broadband	983.38			101 5021	5480	1011
11182		1015 RENEGADE OFF-ROAD & DRIVELINE	226.53					
		PD - Vehicle Service						
		9899 11/13/25 PD - Vehicle Service	226.53			101 5101	5570	1011
11193		1742 BRITTANY ELLIOTT	115.20					
		LB - Refund Rent						
		11/30/25 LB - Refund Rent	115.20			119 4502		1011
11194		1680 THE SUDZ SHACK LLC	231.33					
		PD - Vehicle Maintenance						
		31 11/17/25 PD - Vehicle Maint	231.33			101 5101	5560	1011
11195		1649 RAGS TO STITCHES	1,832.00					
		TH - Supplies						
		1152 11/20/25 TH - Supplies	1,832.00			101 5021	5790	1011
		# of Claims	37					
		Total:	156,389.84					

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TOWN OF GLENROCK
Fund Summary for Claims
For the Accounting Period: 11/25

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Fund/Account	Amount
101 GENERAL FUND	
1011 Money Market 800-461-6	78,399.93
117 COMMERCE BLOCK	
1011 Money Market 800-461-6	2,797.27
118 BRC GRANT	
1011 Money Market 800-461-6	42.25
119 BRONCO BUILDING	
1011 Money Market 800-461-6	1,339.29
241 WATER FUND	
1011 Money Market 800-461-6	68,614.56
242 SEWER FUND	
1011 Money Market 800-461-6	5,188.95
243 SANITATION FUND	
1011 Money Market 800-461-6	7.59
Total:	156,389.84

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

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We the undersigned affirm that the charges are true and correct and accurately reflect the charges due to the Town of Glenrock this 24th day of November, 2025.

Mayor Bruce Roumell

Council Member Judi Colling

Council Member Roy Kincaid

Council Member Russ Dalgarn

Council Member Margaret Nunn

Treasurer Kelly Lewis