



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

Planning & Zoning Commission

DATE:

Tuesday, May 10, 2022

TIME:

5:30 PM

LOCATION:

City Hall, City Council Chambers

521 Cedar Street

Rawlins, WY



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LEGAL NOTICE OF PUBLIC HEARING Rawlins Planning & Zoning Commission

NOTICE IS HEREBY GIVEN that the Rawlins **Planning & Zoning Commission** will hold a regularly scheduled public hearing on **Tuesday May 10, 2022**, at the City Council Chambers, located at City Hall, 521 West Cedar Street, Rawlins, Wyoming, at 5:30 p.m. to hear the following matters:

Public Hearing:

- Modifications to By-Laws
- Chapter 16 RV Parks
- PZ 22-05-01 Special Use Permit for a perspective business “307 Horse Racing Inc” restaurant, bar, off track betting
- PZ 22-05-02 Special Use Permit for a small engine repair in their own personal shop

Unfinished Business

- Modifications to By-Laws

New Business:

- Chapter 16 RV Parks
- PZ 22-05-01 Special Use Permit – “307 Horse Racing Inc” Restaurant, bar, off track betting
- PZ 22-05-02 Special Use Permit - Small Engine Repair out of person shop

If for any reason the meeting is cancelled, all above matters will be placed on the agenda for the next scheduled public hearing. For further information on the above items, call the Community Development Department at 307-328-4599 307 Horse Racing Inc

Following the meeting the Rawlins Planning and Zoning Commission and the Rawlins Board of Adjustments will hold a Work Session on the following matters:

PUBLISHED: April 30, 2022



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AGENDA

1. Roll Call
2. Approval of Agenda: May 10, 2022
3. Approval of Minutes: April 12, 2022, and March 8, 2022
4. Citizen Participation:

Public Hearing:

- Modifications to By-Laws
- Chapter 16 RV Parks
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- Chapter 16 RV Parks
- PZ 22-05-01 Special Use Permit – “307 Horse Racing Inc” restaurant, bar, off track betting
- PZ 22-05-02 Special Use Permit - Small Engine Repair out of person shop
- Discussion:
- Adjourn:



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CITY OF RAWLINS PLANNING AND ZONING COMMISSION PUBLIC MEETING

Minutes of

April 12, 2022

Opening: The meeting was called to order at 5:32 p.m. by Chairperson Commissioner Pinita Maberry-Nave

Roll Call:

Members Present: Patti Hays, Chris Weisenburg, Pinita Maberry-Nave, Richard Wilson, and Jenita Calton

Members Absent: Jeff Askins, Sherril Bailey

Staff Present: Sonia Gamblin, (Recording Secretary), Lou Lascano (Community Development Director), Gwendolyn Wade (City Attorney), and Velena Grayswan (Secretary),

Agenda:

- Approve the agenda for April 12, 2022, as presented.
Motion: Patti Hays made a motion to approve the agenda, Richard Wilson seconded the motion. Motion carried unanimously.

Minutes

- Approve the minutes of **February 8, 2022:**
Motion made by Patti Hays to approve the minutes. Richard Wilson asked for the minutes of February 8th to be amended. Changes on page 7, second paragraph to read, Title 19 definitions instead of definitions of Title 19. Patti Hays rescinded her motion to approve the minutes of February 8th, 2022. Patti motioned to approve the minutes with the amendments made, Richard Wilson seconded the motion. Motion with 3 in favor, 1 abstention from Jenita Calton as she was not present at this meeting.
Motion carried.



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Approve the minutes of **March 8, 2022:**

Motion made by Richard Wilson to approve the minutes as presented, second by Chris Weisenburg. Motion carried with 1 abstention from Jenita Calton as she was not present at this meeting.

Motion carried.

- **Citizen Participation:**

Jacob Lucas of the Rawlins KOA, owner of Lucas Outdooring Inc. came to discuss separating RV Parks from Mobile Home Parks in the sections of Title 16 and 19 that reference these. Mr. Lucas passed out a flier (which is attached) with a drawing of his current layout and a planned extension, such as a safe group and individual campground for tent campers to his KOA RV Park. He would like to be able to utilize all his acres. He stated that currently the rules for campgrounds follow the same rules as mobile home parks. RV parks will not have large homes coming into his spaces. His spaces are temporary. He wants to ask the commission to change the rules of Title 16 and 19 that are currently preventing RV Parks to be open for travelers and for him and others that own RV Parks to follow the NESC codes and to move forward with helping travelers to have a safe place to sleep and rest. He would like to have room for the temporary workers for Sinclair and others that are here for short term jobs.

Jay Grabow brought up 3 points that he is requesting.

- 1. Review Title 16 and consider the issues that are being spoken about. The ordinance that has given us a lot of trouble is Title 16. It appears to be a mobile home construction regulation; it looks like RVs were patched into it at one time. This regulation Title 16, no one has ever built anything to this standard and that goes back to excess of 25 years, that's true for any RV and mobile home parks. The requirements in this are quite a bit out of line. It was reviewed 2 years ago before this council. The KOA and RV Parks are at a standstill. KOAs would like to expand but because of this Title they are at a standstill. He would like to have RV Parks removed from Title 16 completely.

- 2. It is nice to have contractors work the national standards instead of the local standard. The national standard has been tried and proven. It's difficult for developers to develop on the property that they purchased for a certain reason. He would like the city to adopt NFPA 1194 as the regulation and it can go into title 15. Title 15 already has the national building codes in it for RVs. We can work at the same standards.

- 3. RVs in Title 19 were principally permitted in the C-2 zone. During the last 2 years there has been a lot of confusion on the Title 19 special use permit. When you go to zones C1,2 and 3 it lists all the uses that are permitted in the commercial zones on the special use permits. Special use permit was



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designed for cases or instances when you are concerned with what might be placed on that property.

Lou discussed with the committee that at the workshop he would like to propose some changes in Title 16.

No other citizens wished to comment.

- **Public Hearings:**
Modification to By-Laws
No members of the public came forward to comment on modification of the By-laws.
- **Old Business:** None
- **New Business:**
Modification to By-Laws

Discussion regarding By-Laws.

Several items were discussed:

- Terms of office for council member
- Section 2-Board officers- who should be the Secretary (? Board member or staff) discussion on the title of secretary.
- Should we use Robert's Rules of Order for procedural conduct?
- Should Article 1 Section 8 be taken out?
- Municipal codes for lead times
- Teleconference cannot be accepted for executive session
- What requires a quorum, numbers of members in person and/or teleconferencing?

It was decided that a committee of two, Patti & Jenita will work on changes to the by-laws by April 26 and present them on the next regularly scheduled meeting.

Discussion on the calling of special meetings:

Who can ask for a special meeting, just the chairperson and commission members?

Commissioners decided that staff should be able to call for meetings as well as the commission, since they are the ones that deal with the citizens and putting the information together for the commissioners.



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Committee thought special meetings should only be called for in cases involving the public health and/or safety. Discussion followed on having a special meeting for perspective business' as economic advantage does not pertain to health or safety. We do not want to be setting a precedent or appear to be acting preferentially to one business over another.

Advertising for P&Z per Wyoming Open Meeting Laws. Legal commented that 8 hours prior to a meeting for special and advertising in the paper for regular meetings at least 10 days in advance.

Workshop meetings:

Patti asked if we could add Title 16 to the next agenda. It will be added to the next regularly scheduled meeting.

Staff wanted commissioners to pick 2 (two) possible nights to bring up to BOA for a workshop. They chose Thursday, April 21 to discuss Title 16.

- **Adjourn:** Pinita Maberry-Nave adjourned the meeting at 7:19 p.m.

Submitted by:

Secretary
Approved this _____ day of _____, 2022.

Sonia Gamblin, Recording

Pinita Maberry-Nave, Chairperson



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Unfinished Business: Modifications to By-Laws



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BY-LAWS, RULES AND PROCEDURES

Revised April 2022

ARTICLE I: Name

The name of this organization shall be the City of Rawlins Planning & Zoning Commission, hereinafter referred to as “Board”.

ARTICLE II: Purpose

The City of Rawlins Planning & Zoning Commission is responsible for the preparation and updating of the Master Plan for the City of Rawlins for the physical development of the City of Rawlins, City of Rawlins Zoning Ordinances, and Subdivision Regulations; preparing recommendations to the Rawlins City Council on the adoption of regulations, zoning changes, and subdivisions; and recommendations of Special Use Permits. The board has all the powers necessary to perform its functions and promote municipal planning pursuant to Wyoming State Statutes §15-1-507.

ARTICLE III: Regulations

The regulations of the business and conduct of the affairs of the Board shall be determined by Resolution of the Rawlins City Council, by these By-Laws and by additional rules of procedure that, from time to time, may be adopted.

ARTICLE IV: Board Appointment

Section 1. Membership.

The board shall consist of not less than five (5) voting members and not more than seven (7) voting members who fall within the rules and regulations of the City of Rawlins. Five (5) of these members shall be municipal utility customers of the City of Rawlins and shall represent the City of Rawlins. No more than two (2) members may be qualified as electors residing in the unincorporated area within three (3) miles of the corporal limits of the City of Rawlins. One (1) Rawlins City Council Member serving on the Board as a representative of the Governing Body **for the term of the councilmember**. The Board Members shall be appointed by the Mayor, by and with the approval of a majority vote of all City Council Members. If at any time the board membership is reduced to less than seven (7) members, the above membership qualification will be reduced accordingly to ensure that municipal utility customer members hold a majority. No meeting will be held whereby a majority of the unincorporated representatives outnumber the municipal city customer representatives.

Section 2. Terms.



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Board Members shall serve three (3) year terms with the consent of the City Council. The Board Members shall be appointed for staggered terms of one, two and three years. Members may be reappointed. Reappointed or newly appointed terms, once the initial staggered terms are completed will be three (3) year terms. ~~Any Board Member may, after a hearing before the Rawlins City Council, be removed by the Mayor, by and with the consent of two-thirds (2/3) vote of all members of the Rawlins City Council, for gross neglect or duty of malfeasance in office.~~ Variances occurring otherwise and through the expiration of the term shall be filled for the unexpired term by the Mayor, by and with the approval of a majority vote of all members of the Rawlins City Council.

Section 3. Compensation.

Board Members shall serve without compensation, except for reasonable and actual expenses.

ARTICLE V: Officers

Section 1. Election of Officers.

The Board shall organize annually, including election of officers, at the first regular meeting in March or as soon as practicable.

Section 2. Board Officers.

The board shall elect a Chairman, Vice-Chairman, a secretary, and other officers deemed necessary.

Section 3. Chairman.

The Chairman shall preside at all meetings and public hearings of the Board, shall decide all points of order or procedure, shall certify recommendations to the Rawlins City Council, and shall transmit reports and recommendations of the Board to the City Council. The Chairman may authorize any Board Member or staff member to certify recommendations.

Section 4. Vice Chairman.

The Vice Chairman shall assume the duties of the Chairman in the Chairman's absence.

Section 5. Senior Member.

In the absence of both the Chairman and Vice Chairman the senior member of the board shall assume the duties of the Chairman if a quorum is present.

Section 6. Secretary.

The secretary shall be responsible for keeping the minutes of the Board, sending agendas to the members of the Board, carrying out routing correspondence, mailing of agenda packets to the members, maintaining records of the Board except those records



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pertaining to finance and which are the responsibility of the Finance Director, and performing such other duties as the Board may require. The Community Development Secretary will serve as Board Secretary. The secretary shall keep minutes of its proceedings showing the vote of each member upon each question or if the member was absent or failed to vote. The Board shall keep records of its examinations and other official actions. All minutes are public records and shall be filed with the Board's Secretary in the Community Development Office at City Hall. Section 13. Reports and Recommendations.

The Board shall submit a written report to the Rawlins City Council during January of each year, summarizing all of its activities for the previous calendar year. The Board may also make such recommendations to the City Council that it deems appropriate as part of its report. This report will be prepared by the board's secretary.

Section 7. Committees.

The Board may establish such committees as it deems advisable and assign each committee specific duties and functions. The Chairman shall designate the members of each and shall name the Chairman of each committee. The Chairman shall make appointments to fill vacancies on committees as they occur.

ARTICLE VI: Meetings

Section 1. Regular Meetings.

The Board shall hold at least one regular meeting in each yearly quarter based upon the boards schedule and the business that needs to be conducted. If needed more than one meeting may take place during the yearly quarter. Regular meeting times shall be reserved the second Tuesday of the month at 5:30 p.m. in the City Council Chambers located within City Hall, 521 W Cedar St, Rawlins, Wyoming. Pursuant to the Wyoming Public Meetings Act, public notice shall be given for all Board Meetings.

Section 2. Special Meetings.

Special Meetings of the Board may be called by the Chairman, or in the Chairman's absence, by any of the members of the Board, provided notice is given pursuant to Wyoming state statute public meetings act. at least three (3) days' notice is given to each member prior to any special meeting date. Special Meetings would be considered any meeting not held on the regularly scheduled second Tuesday of the month.

Section 3. Order of Business.

The order of business at regular meetings shall be as follows:

1. *Call to Order*
2. *Roll Call.*
3. *Citizen's Participation/ Correspondence.*
4. *Approval of Agenda.*
5. *Approval of previous meeting's minutes.*



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6. *Public Hearings.*
7. *Old Business*
8. *New Business.*
9. *Comments from the Board.*
10. *Discussion.*
11. *Adjournment.*

The order of business may be changed upon regular motion carried by a majority of the members present.

Section 4. Public Meetings.

Meetings for the Board shall be open to the public, as described in the Wyoming Open Meetings Act (Wyoming Statutes §16-4-401 et al) except meetings as described by Wyoming Statutes that may be closed to the public.

Section 5. Quorum.

A majority of the Board shall constitute a quorum for the transaction of business.

Section 6. Voting.

A. An affirmative vote of a majority of a quorum of the Board shall be necessary to authorize any official action of the Board. Where such vote is not possible either for or against a particular proposal, the results of such action shall be submitted to the City Council with an explanation of the failure of the Board to establish an official vote on the subject in question. All members including the Chairman shall have to vote, all votes shall be by voice by Board Member and each member shall vote when present in person or via telephone with the conditions following being met, except that any member shall automatically be disqualified from voting on any decision in which there may be a conflict of interest.

B. When circumstances so demand, the Board may conduct a regular, special or emergency meeting or hearing, by the use of the telephone conference call, whereby Board members who are physically absent from the board meeting room are present and participate in the meeting or hearing so long as the following are complied with:

- 1. The notice and other requirements as forth in the Wyoming Open Meetings act of the Wyoming Statutes.*
- 2. Direct telephone hookup communication with absent members of the board is obtained.*
- 3. All statements of all parties before the board and between board members can be heard and absent board members can make inquiry.*
- 4. Except for executive sessions, the telecommunications should be such that all members of the public can be heard by the telephone participating member(s) and the members of the public can hear the input of the telephone-communicating member.*
- 5. Accurate minutes are kept, including which board members present and which were participated by telephone.*
- 6. Any documentation which will be available and may be presented to the board members who are present at the meeting, has been provided to the*



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telephone participating members at least forty-eight (48) hours in advance of the meeting.

7. There are enough members present for a physical quorum.

Section 7. Parliamentary Procedure.

Where the procedural or parliamentary rules adopted by the Board do not conflict, parliamentary procedure shall be according to the Robert's Rules of Order.

Section 8. Attendance.

~~Members must maintain at least a seventy-five (75%) percent attendance record. Excessive absenteeism by a Board Member, or more than three (3) un-excused absences, will be dealt with through a meeting of the board to determine any recommendation to the Mayor and City Council regarding continued Board Membership. The Mayor with the consent of the City Council may elect to take formal action to dismiss a member of the Commission for failing to meet their obligations under their appointment.~~

In order to foster the advancement of the objective of the Rawlins Planning and Zoning Commission members are encouraged to maintain at least 75% attendance record in a calendar year.

ARTICLE VII: Public Hearings

Section 1. Conformity of Provisions to Law.

Public Hearings conducted by the Board shall conform to all provisions of the Wyoming Administrative Procedure Act". Wyoming Statutes §16-3-101 et al.

Section 2. Authorization to Preside.

Any member or members designated by the Board for the purpose shall be authorized and qualified to preside over and conduct any formal hearing, provided that the purpose of such hearing shall be confined to the taking and recording of all pertinent testimony, and the member or members conducting such hearing shall summarize the testimony introduced and render their opinions thereon to the full Board. Decision on matters held at such hearings before a member or members shall, however, be made only at, a regular or adjourned or special meeting of the Board.

Section 3. Member Participation.

The presiding officer and members of the Board shall not participate in the actual hearings other than propounding pertinent questions to the witness for the purpose of employing testimony. The members of the Board shall never indulge in any argument with the witness during the course of the hearing.

Section 4. Discussion of Pending Matters.



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Since the Board is serving in a quasi-judicial capacity, no member of the Board shall at any time discuss with any party having an interest therein any matter pending before the Board other than during the actual period in which the hearing is being conducted.

Section 5. Presentation of Facts.

Prior to public hearing, the hearing officer or staff present the primary and basic facts.

Section 6. Procedural Conduct.

The procedure for the conduct of public hearing shall closely conform to the following:

- a. The presiding officer will announce, "This is the time and place for the hearing on the _____."
- b. The presiding officer will then request the Secretary to read the formal written application, petition, or appeal.
- c. The secretary or staff will then proceed to read the same.
- d. The presiding officer will then announce approximately as follows: "In receiving testimony pertaining to the matter now pending before the Board, the opportunity will first be given to the applicant or his representative to supplement the information given on the application. This will be followed by testimony of others who may desire to support the application. Upon the completion of testimony by proponents, an opportunity will be given to those who may oppose the application to present evidence. Upon the completion of the presentation of the opponents' case, an opportunity will be given to the applicants to rebut any testimony that may have been introduced. At the conclusion of such rebuttal testimony, the hearing will be closed.
- e. The presiding officer will then inquire, "Is the applicant or his representative present, and do you desire to be heard?" Thereafter, the applicant, and in order, others who desire to testify on behalf of the application will be heard.
- f. The presiding officer will then inquire, "Are there any persons present who desire to be heard in opposition to the application?" Thereafter, those who may be present who do so desire to testify in opposition will be heard in order.
- g. Upon the completion of the opposing testimony, the presiding officer will inquire, "If the applicant or his representative has rebuttal testimony that he desires to introduce, it will now be received." It will then be received.
- h. If, during the course of the hearing, it is the desire of any party to the hearing to ask questions of the witnesses, such questions shall be deferred until the conclusion of the testimony by the witness and then the questions shall be directed to the witness through the presiding officer, not from the floor. In this connection, testimony shall be kept to factual matters and person references shall never be permitted.
- i. The presiding officer will then announce, "Is there any question that any member of the Planning & Zoning Commission would like to direct to any witness, before



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- the hearing is closed?” Such questions may be asked upon recognition by the presiding officer.
- j. The presiding officer will then announce, “The testimony in this case has been completed.”, and if there are no objections, the presiding officer will declare the hearing closed. (After pause) “The public hearing is closed?” Upon objection, either the hearing continues, or the presiding officer entertains a motion to close the public debate.
 - k. The chairman requests comments and opinions from the Board. The public is not allowed to participate except in response to questions from the Chairman.
 - l. At the discretion of the Chairman, each case can be taken under temporary advisement to be considered later during the same meeting, and the next case heard. In all cases taken under advisement, the Board may recall all interested parties for further information as it may deem necessary to render all effective decision.
 - m. Upon motion *and a second* made and approved by the Board, any case can be taken under advisement until the next regular meeting at which there is no quorum present. Failure of the Board to act at the next regular meeting at which a quorum is present shall be deemed approved unless the petitioner agrees to further delay.
 - n. Upon motion and a second made, the Board may declare itself in executive session *after stating the appropriate executive session exemption per Wyoming state statue 16-4-405 or as amended.* The chairman calls for a vote and a vote is recorded. The final decision will be dictated into the record. The final decision shall include findings of fact and conclusion of law separately stated if the petition is denied and the findings or conclusions are requested by the petitioner.
 - o. After all cases have been decided by the Board or have been taken under advisement, the meeting proceeds according to the agenda.

ARTICLE VIII: Cases Not Requiring Public Hearing

Section 1. Procedural Conduct.

The following outline is hereby established as the procedure to be followed in the consideration of all formal cases not requiring public hearings:

- a. The Planning & Zoning Commission is briefed by staff on all primary and basic facts relative to the case.
- b. The Chairman requests the petitioner, his agent or attorney, to speak for the case, followed by anyone else for the case in questions.
- c. The Chairman requests anyone, his agent or attorney, opposed to the case to speak.
- d. The Chairman requests comments and opinions from the Board. The public is not allowed to participate except in response to questions from the Chairman.
- e. Upon the discretion of the Chairman, each case can be taken under temporary advisement to be considered after the same meeting, and the next case heard. In



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- all cases taken under advisement, the Board may recall all interested parties for further information as it may deem necessary to render an effective decision.
- f. Upon motion made and approved by the Board, any case can be taken under advisement until the next regular meeting, at which there is a quorum present. Failure of the Board to act at the next regular meeting, at which a quorum is present shall be deemed approved unless the petitioner agrees to further delay.
 - g. Upon motion and a second made, the Board may declare itself in executive session *after stating the appropriate executive session exemption per Wyoming state statue 16-4-405 or as amended*. The Chairman calls for a vote and a vote is recorded. The final decision will be dictated into the record. The final decision shall include findings of fact and conclusions of law separately stated if the petition is denied and the findings of fact and conclusions of law are requested by the petitioner.

ARTICLE IX: Case Applications, Lead Time and Agendas

Section 1. Signed Applications.

Formal signed application must be made on the furnished form before any petition will be accepted and processed.

Section 2. Necessary Information.

Petitioner must furnish necessary information so that the Board may systematically and meaningfully consider the petition and arrive at a decision/recommendation of approval/disapproval.

Section 3. Case Types.

Case Types to be formally presented to the Board include petitions for:

- a. Appeal from administrative decision.
- b. Subdivision.
- c. Special Use Permits.
- d. Zoning Changes.

Section 4. *Hearing and Determination.* ~~Lead Time.~~

Pursuant to Rawlins Municipal Code Title 19.56.030 and 19.56.040. ~~Lead time is required for processing. Petitioner must file seventeen (17) days before the Board meeting date for Special Use permits, twenty-two (22) days ahead for a Zone Change, and thirty (30) days for a Subdivision, in order to allow time for required publication of legal notice in newspaper, and processing time for both City staff and newspaper staff. All other case types require a minimum of ten (10) days, and an application form must be submitted to the City of Rawlins ten (10) days prior to the meeting in order for the case to be scheduled on the agenda.~~

Section 5. Subject Submitted in Writing.



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Upon application by an interested party for a place upon the agenda of a Planning & Zoning Commission meeting, the secretary of the Planning & Zoning Commission shall require that all data pertaining to such subjects be presented in writing at least five (5) days prior to the date of the Meeting.

Section 6. Postponement.

Where the volume of Board subjects may require such action, the Chairman of the Board may postpone discussion of certain subject until sufficient time is available for the members to give proper review to such subjects.

Section 7. Agendas.

Agendas shall ordinarily be mailed to members of the Planning & Zoning Commission at least five (5) days prior to the meeting at which subjects are to be considered.

Section 8. Subjects Not Listed in Agenda.

Subjects which are not listed on an official Board Agenda shall not be considered at a meeting, unless unusual conditions approved by the Board justify such non-action items.

Amendments

Section 9. Amendment.

These rules and procedures may be altered, amended or repealed by an affirmative vote of four (4) members of the Board at any regular or special meeting provided such proposed amendment or appeal has been submitted in writing to each member of the Board at least three (3) days prior to the meeting at which such action is taken subject to final approval by the Rawlins City Council.

Section 10. Conflicts Of Interest.

No board member shall vote or otherwise participate in any matter in which he has an interest. When such interest appears, the board member shall make such interest known, and shall thenceforth refrain from voting on or otherwise participating in the particular transaction involving such interest.

Section 12. Repeal and Replace.

These bylaws shall repeal and replace all other rules of procedure, bylaws previously adopted or abided by. The revisions made to these bylaws were approved at a meeting of the Rawlins City Council.

BOARD APPROVAL AND RECOMMENDATION TO THE RAWLINS CITY COUNCIL



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THE RAWLINS PLANNING & ZONING COMMISSION HEREBY APPROVES, RATIFIES AND RECOMMENDS these Bylaws consisting of **nine (9)** written pages to the Rawlins City Council for final approval on the _____ day of ****, 2022.

RAWLINS PLANNING & ZONING
COMMISSION

Pinita Mayberry-Nave, Chairperson

Attest:

Sonia Gamblin, Board Secretary

<p><u>RAWLINS CITY COUNCIL PASSAGE, APPROVAL AND ADOPTION OF THE RAWLINS PLANNING & ZONING COMMISSION GOVERNING BYLAWS, RULES AND PROCEDURES</u></p>

THE ABOVE AND FOREGOING RAWLINS PLANNING & ZONING COMMISSION BYLAWS, RULES AND PROCEDURES WERE PRESENTED TO THE RAWLINS CITY COUNCIL on the _____ day of _____, 2021, at a regularly held meeting of the Rawlins City Council with said Bylaws, Rules and Procedures being approved by a majority of the Rawlins City Council and shall hereby become the Bylaws, Rules and Procedures to be utilized by the Rawlins Planning & Zoning Commission henceforth.

PASSED, APPROVED AND ADOPTED by the Rawlins City Council this _____ day of _____, 2022,

THE CITY OF RAWLINS,
A WYOMING MUNICIPAL CORPORATION.

Terry L. Weickum, Mayor

ATTEST:

Lynn Shearer, City Clerk



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PLANNING & ZONING COMMISSION

New Business: Chapter 16 RV Parks

Title 16

MANUFACTURED HOMES

Chapters:

16.04	GENERAL PROVISIONS
16.08	DEFINITIONS
16.12	CONSTRUCTION STANDARDS
16.16	MANUFACTURED HOME PARK AND CAMPING PARK LICENSES
16.20	NEW PARK APPROVAL PROCESS
16.24	IMPROVEMENTS
16.28	DOCUMENTS
16.32	VARIANCES



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Chapter 16.04

GENERAL PROVISIONS

Sections:

16.04.010	Purpose.
16.04.020	Jurisdiction.
16.04.030	Administration.
16.04.040	Compliance required.
16.04.050	Penalty for violation.

Section 16.04.010 Purpose.

The purpose of this title is to promote the public health, safety and general welfare of the community. Manufactured homes, because of the manner of their construction and assembly (including heating, plumbing and electrical systems), like other finished products having concealed vital parts, may present hazards to the health, life and safety of persons and to the safety of property unless properly manufactured. Inspection of the construction of manufactured homes frequently cannot satisfactorily be performed after the unit has been manufactured. Further, manufactured home parks may present hazards to the health and safety of persons and to the safety of property unless they are properly planned, constructed and maintained. It is the policy of the city to:

- A. Provide protection to the public against possible hazards arising from manufactured home construction and for that purpose forbid the manufacture, and sale, or placement of manufactured homes which are not constructed so as to provide reasonable safety and protection to their occupants;
- B. Provide protection to the public against unsafe and unhealthful conditions in manufactured home parks ~~and camping parks~~, and to assure to those who live in such parks a reasonably safe, sanitary and decent environment;
- C. Protect and conserve the value of land and buildings nearby;
- D. Provide for adequate water, sewage, recreation and other requirements, facilities and open space needs as will accommodate the tenants of manufactured home parks ~~and camping parks~~;
- E. Establish reasonable standards of design and procedures for manufactured home ~~and camping~~ park developments, in order to further the orderly layout and use of land; and
- F. Avoid excessive expenditure of public funds for the supply of public services. (Ord. 6B-79 § 1 (part): prior code § 15-1(b))

(Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.04.020 Jurisdiction.

This title applies to all manufactured home developments within the jurisdictional area of the city council. (Ord. 6B-79 § 1 (part): prior code § 15-1(c))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.04.030 Administration.

This title shall be administered by the city director of planning. (Ord. 6B-79 § 1 (part): prior code § 15-1(a))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.04.040 Compliance required.

A manufactured home park ~~or camping~~ developer shall comply with reasonable conditions laid down by the director of planning for design, dedication, improvement and restrictive use of the land so as to conform to the physical and economic development of the city and to the safety and general welfare of the future tenants in the manufactured home park ~~or the camping park~~ and of the community at large. (Ord. 6B-79 § 1 (part): prior code § 15-2(c))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.04.050 Penalty for violation.

Any owner or proprietor of a manufactured home park ~~or camping park~~ within the jurisdiction area of the city who fails to provide and maintain any of the improvements or facilities required by this title, unless a specific variance or variances have been granted by the ~~city council~~ BOA, shall be subject to a fine not to exceed two hundred dollars for each day such failure continues; provided, however, no fines shall be imposed unless the owner or proprietor has personal knowledge of the deficiencies and has failed after the passage of a reasonable period of time to take measures reasonably calculated to remedy the situation. (Ord. 6B-79 § 1 (part): prior code § 15-4)

(Ord. 11a-2005, Amended, 11/15/2005)



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Chapter 16.08

DEFINITIONS

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Section 16.08.010 **Generally.**

A. For the purpose of this title, certain numbers, abbreviations, terms and words used in this title shall be used, interpreted and defined as set forth in this chapter.

B. Unless the context clearly indicates to the contrary, words used in the present tense include the future tense; words used in the plural number include the singular; the word "herein" means "in this title." (Ord. 6B-79 § 1 (part): prior code § 15-66 (part), (e))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.020 **Alley.**

"Alley" means a minor way dedicated to the public and designed or used primarily for vehicular service access to the rear or side of properties otherwise abutting on a street. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.030 **Applicant.**

"Applicant" means a landowner or developer who has filed an application for development including his heirs, successors and assigns. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.040 **Bond.**

"Bond" means any form of security including a cash deposit, surety bond, collateral, property or instrument of credit in an amount and form satisfactory to the director of planning. All bonds shall be approved by the director of planning whenever a bond is required by this title. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.08.050 Building.

A "building" includes a "structure," a "building" or "structure" includes any part thereof. (Ord. 6B-79 § 1 (part): prior code § 15-66(f))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.060 Camping park.

~~"Camping park" means a parcel (or contiguous parcels) of land which has been so designated and improved that it contains two or more camping sites available for rent and the placement thereon of travel trailers, truck campers, tent trailers or tents for temporary occupancy.~~ (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.070 Camping site.

~~"Camping site" means a parcel of land for the placement thereon of a travel trailer, truck camper, tent trailer or tent, for the temporary use of the occupant thereof. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))~~

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.080 City.

"City" refers to the incorporated area of the city of Rawlins, Wyoming, as it existed at the time of the adoption of these regulations and including any revisions thereto. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.090 City attorney.

"City attorney" means the licensed attorney designated by the city council to furnish legal assistance for the administration of these regulations. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.100 City engineer.

"City engineer" refers to the engineer employed or contracted by the city for the purpose of providing engineering services and inspecting the plans and construction of public facilities. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.08.110 Construction plans.

"Construction plans" means the maps or drawings approved by the city engineer showing the specific location and design of improvements to be installed in the development in accordance with the requirements of the city engineer as a condition of approval of the final development plan. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.120 ~~Dependent travel trailer or truck camper.~~

~~"Dependent travel trailer or truck camper" means a travel trailer or truck camper which does not have either a flush toilet, bath or shower. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))~~

~~(Ord. 11a-2005, Amended, 11/15/2005)~~

Section 16.08.130 Developer.

"Developer" means any individual, firm, association, corporation, governmental agency or any other legal entity commencing proceedings under this title, to carry out the development of land as defined in this chapter, for himself or for another. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.140 Development plan, final.

"Final development plan" means the final map, drawings or chart upon which the developer's plan of development is presented to the director of planning for approval. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.150 Development plan, preliminary.

"Preliminary development plan" means the preliminary drawing or drawings described by this title, indicating the proposed manner or layout of the development to be submitted to the director of planning for approval. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.160 Drainageway.

"Drainageway" means an existing or proposed channel wherein normally only storm water runoff flows. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.08.170 Easement.

"Easement" means authorization by a property owner for the use by another, and for a specified purpose, of any designated part of his property. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.180 Engineer.

"Engineer" means any person licensed to practice professional engineering in the state as specified in Sections 33-29-101 through 33-29-114, Wyoming Statutes, annotated (2003). (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005; Ord. 08b-2003, Amended, 08/05/2003)

Section 16.08.190 Flood, one-hundred-year.

"One-hundred-year flood" means flood limits resulting from a one-hundred-year storm. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.200 Grade.

"Grade" means the inclination from the horizontal of a road, utility, land, etc., and is expressed by stating the vertical rise or fall as a percent of the horizontal distance. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.210 Health authority.

"Health authority" means the city health officer or any other person or persons designated by the mayor to serve in that capacity for the purposes of this title. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.220 Improvements.

"Improvements" means roadway pavement, curbs, gutters, sidewalks, water lines, sewer lines, storm drains, street lights, flood control and drainage facilities, utility lines, landscaping and other related matters normally associated with the development of raw land into manufactured home ~~or camping parks~~. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.08.230 — Independent travel trailer or truck camper.

— "Independent travel trailer or truck camper" means a travel trailer or truck camper which has both a flush toilet and shower. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.240 Lot.

The word "lot" includes the word "plot" or "parcel." (Ord. 6B-79 § 1 (part); prior code § 15-66(d))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.250 Manufacturer.

"Manufacturer" means any person engaged in manufacturing or assembling manufactured homes, including any person engaged in importing into this city manufactured homes for resale. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.255 Manufactured Home.

A structure, transportable in one or more dependent sections, constructed in conformance with the National Manufactured Housing Construction and Safety Standards Act, which is built on a permanent chassis and designed to be used as a single family residential dwelling unit. (Ord. 08-00)

(Ord. 11a-2005, Amended, 11/15/2005; Manual, Added, 08/03/2000)

Section 16.08.260 Master plan.

"Master plan" means a comprehensive plan for development of the city, prepared and adopted by the planning commission, pursuant to state law, and including any part of the plan separately adopted and any amendment to such plan, or parts thereof. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.270 Mobile home.

A structure, transportable in one or more sections, designed for use as a single family residential dwelling unit, built on a permanent chassis, that cannot provide certification of compliance with the National Manufactured Housing Construction and Safety Standards Act. Such a structure shall be considered to be a mobile home, whether or not the wheels originally mounted have been removed, and whether or not the structure has been placed upon a permanent foundation. (Ord. 6B-79 § 1 (part); prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005; 16.08.270, Amended, 08/01/2000)



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Section 16.08.280 Manufactured home lot.

"Manufactured home lot" means a parcel of land for the placement thereon of a manufactured home and for the exclusive use of the manufactured home, mobile home, motor home or camper trailer occupant. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 08-2009, Amended, 09/01/2009; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.290 Manufactured home park.

"Manufactured home park" means a parcel (or contiguous parcels) of land which has been so designated and improved that it contains two or more manufactured home lots available for rent and the placement thereon of manufactured homes for residential occupancy. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.295 Modular Home.

A structure, transportable in one or more dependent sections, designed for use as a single family residential dwelling unit, not built on a permanent chassis, capable of being transported from the place of fabrication to the site on which it is to be erected, where it is placed on a permanent foundation and, when assembled, meets all of the provisions of the Uniform Building Code or International Building Code for residential dwelling units. (Ord. 08-00)

(Ord. 11a-2005, Amended, 11/15/2005; 16.08.295, Added, 08/01/2000)

Section 16.08.300 Off-site.

"Off-site" means any premises not located within the area of the property to be developed, whether or not in the same ownership of the applicant for development approval. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.310 Open space.

"Open space" means an area open to the sky. The area may include, along with the natural environmental features, swimming pools, tennis courts, and any other recreational facilities that the

director of planning deems permissive. Streets, structures for habitation and the like shall not be included. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.08.320 Ordinance.

"Ordinance" means any legislative action, however denominated, of the city council which has the force of law, including any amendment or repeal of any ordinance. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.330 Owner.

"Owner" means any person, group of persons, firm or firms, corporation or corporations or any other legal entity having legal title to or sufficient proprietary interest in the land sought to be developed under this title. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.340 Park facilities.

"Park facilities" means all structures, utility connections, roads, parking lots, recreational facilities and other improvements on or within the development. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.350 Parking, off-street.

"Off-street parking" means parking space which shall be adequate in area to provide for the off-street parking as required together with properly related access to a roadway and maneuvering room, but shall be located totally outside of any roadway, street or alley right-of-way. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.360 Park standards.

"Park standards" means the standards for design and construction of manufactured home parks ~~and camping parks~~ as defined in this title. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.370 Perimeter street.

"Perimeter street" means any existing street to which the parcel of land to be developed abuts on only one side. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.08.380 Person.

The word "person" includes a firm, association, organization, partnership, trust, company or corporation as well as an individual. (Ord. 6B-79 § 1 (part): prior code § 15-66(a))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.390 Public improvement.

"Public improvement" means any drainage ditch, roadway, parkway, sidewalk, pedestrianway, off-street parking area, lot improvement or other facility for which the city may ultimately assume the responsibility for maintenance and operation, or which may affect an improvement for which responsibility is established. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.400 Sanitary station.

"Sanitary station" means a facility provided for the emptying of tanks and flushing of hoses of sewage holding tanks in travel trailers or other travel vehicles. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.410 Service building.

"Service building" means a building housing separate toilet and bathing facilities for men and women, having laundry facilities and a slop sink. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.420 Shall and may.

The word "shall" is mandatory requirement, the word "may" is a permissive requirement, and the word "should" is a preferred requirement. (Ord. 6B-79 § 1 (part): prior code § 15-66 (b))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.430 Slop sink.

"Slop sink" means a sink used for cleanup purposes within the service building and liquid waste disposal. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.440 Specifications.

"Specifications" means the engineering specifications of the city prepared by the city engineer for the purpose of regulating the installation of any improvement or facility required to be installed as a condition of approval of the development plan. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.08.450 Storm, one-hundred-year.

"One-hundred-year storm" means a storm intensity with a probability of recurrence once in every one hundred years. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.460 Street.

"Street" means a public right-of-way which affords primary vehicular traffic or pedestrian access to abutting properties, includes avenue, boulevard, road, highway, freeway, parkway, thoroughfare and viaduct, but shall not include a lane or an alley for the purposes of this title. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.470 Street line.

"Street line" means the dividing line between the street and the lot, also known as right-of-way line. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.480 Tent.

"Tent" means a shelter made of flexible material erected directly on the ground. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.490 Tent trailer.

"Tent trailer" means a vehicle less than twenty feet in length with an expandable enclosure of canvas, fabric or metal constructed in such a manner that temporary facilities for sleeping or dwelling are provided. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.500 Travel trailer.

"Travel trailer" means a vehicle used and so constructed as to permit its being used as a conveyance upon public streets or highways and duly licensable as such, constructed in such a manner as will permit occupancy thereof as a temporary or seasonal dwelling. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.08.510 — Truck camper.

~~"Truck camper" means any vehicle used or so constructed as to permit its being used as a conveyance upon the public streets or highways and duly licensable as such, constructed in such a manner that temporary facilities for dwelling or sleeping are provided upon the frame or bed of the vehicle. Such facilities may be either permanently or temporarily attached.~~ (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.520 Used and occupies.

The words "used" or "occupies" include the words "intended," "designed" or "arranged" to be used or occupied. (Ord. 6B-79 § 1 (part): prior code § 15-66(c))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.530 Variance.

"Variance" is a modification of the strict terms of the relevant regulations where the modifications will not be contrary to the public interest and where owing to conditions peculiar to the property and not the result of the action of the applicant, a literal enforcement of the regulations would result in unnecessary and undue hardship. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.540 Vicinity map.

"Vicinity map" means a drawing located on the development plan which sets forth by dimensions or other means, the relationship of the proposed development to other nearby developments or landmarks and community facilities and services within the city and/or county in order to better locate and orient the area in question. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.550 Walkway.

"Walkway" means a way set aside and improved for pedestrian use only, whether along the side of a road or not. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.08.560 Zoning officer.

"Director of Planning" refers to the person employed or contracted by the city to serve in this capacity, together with any duly authorized representative. (Ord. 6B-79 § 1 (part): prior code § 15-67 (part))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Chapter 16.12

CONSTRUCTION STANDARDS

Sections:

16.12.010	Conformance required.
16.12.020	Permit required.
16.12.030	Location approval.
16.12.040	Nonpermanent classification.
16.12.050	Permanent classification.
16.12.060	Mobile Home and Manufactured Home Use and Demolition.

Section 16.12.010 Conformance required.

A. Any new mobile home manufactured, sold, distributed for sale, or offered for sale, or placed within the jurisdictional area of the city which was manufactured or assembled after December 31, 1979, shall conform to the standards established by the Secretary of the United States Department of Housing and Urban Development pursuant to Section 604 of the National Mobile Home Construction and Safety Standards Act of 1974 and any amendments thereto. (Ord. 6B-79 § 1 (part): prior code § 15-9)

B. "Mobile homes that cannot provide evidence of certification with the National Manufactured Housing Construction and Safety Standards Act, which were legally placed within the City of Rawlins prior to the effective date of this ordinance, may be relocated within the City of Rawlins provided that, after inspection, the Building Official determines that a Certificate of Occupancy can be issued."

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.12.020 Permit required.

It is unlawful for any person to establish and occupy a manufactured home outside of a manufactured home park without first having obtained a manufactured home permit from the city. The fee for a manufactured home permit shall be set by resolution of the City Council, and provided for in Title 1 of this code. (Ord. 6B-79 § 1 (part): prior code § 15-10) (Ord. No. 10C-94, Amended, 11/04/94)

(Ord. 08a-2008, Amended, 08/19/2008; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.12.030 Location approval.

A. Occupancy of a manufactured home outside of a manufactured home park shall not be permitted until the building official has issued a certificate of occupancy. A certificate of occupancy shall be issued only after the manufactured home has been inspected for compliance with city requirements for utility connections, tie-down provisions, skirting and any other provisions pertinent thereto.



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B. Occupancy of a manufactured home within a manufactured home park shall not be permitted until and unless the manufactured home park is approved and properly licensed as provided in this chapter. (Ord. 6B-79 § 1 (part): prior code § 15-11)

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.12.040 Nonpermanent classification.

Manufactured homes shall not be considered permanent structures and shall be required to remain in a mobile condition by retaining, in place, the wheels with which they were originally equipped, except as provided in Section 16.12.050. (Ord. 6B-79 § 1 (part): prior code § 15-12(a))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.12.050 Permanent classification.

A manufactured home may be placed upon and anchored to a permanent foundation provided the building official is provided with detailed plans and specifications together with the manufacturer's certification that the manufactured home was constructed in accordance with all applicable provisions of the city's building code, plumbing code and electrical code. In such cases, the completed installation of the mobile manufactured shall be considered a permanent structure. (Ord. 6B-79 § 1 (part): prior code § 15-12(b))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.12.060 Mobile Home and Manufactured Home Use and Demolition.

Mobile homes and Manufactured Homes may not be used as an accessory building or for any purpose other than the use intended by the manufacturer. A demolition permit is required for the demolition or salvage of a Mobile home or Manufactured Home or for transportation for demolition or salvage.

(Ord. 08-2009, Added, 09/01/2009)



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Chapter 16.16

MANUFACTURED HOME PARK ~~AND CAMPING PARK~~ LICENSES

Sections:

16.16.010	Required.
16.16.020	Issuance.
16.16.030	Suspension--Authorized.
16.16.040	Suspension--Continued operation.
16.16.050	Suspension--Reinstatement--Application.
16.16.060	Suspension--Reinstatement--Issuance.
16.16.070	Existing parks--License issuance.
16.16.080	Existing parks--Nonconforming park.

Section 16.16.010 Required.

A. It is unlawful for any person to operate a manufactured home park ~~or a camping park~~ within the jurisdictional area of the city who does not possess a valid and effective license from the City building code enforcement officer. Such a license shall be posted in a conspicuous place. Only persons who comply with the requirements of this title shall be entitled to receive and retain such a license.

B. Licenses shall be site specific and nontransferable. (Ord. 6B-79 § 1 (part): prior code § 15-17)

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.16.020 Issuance.

A. Any person desiring to operate a Manufactured or Mobile home park ~~or a R.V. park~~ shall make written application for a license on forms provided by the zoning officer. Prior to issuance of the license, the park shall be inspected by the City to determine compliance with the provisions of this title.

B. A license fee shall be paid at the time application is made. Such fee shall be set by resolution of the City Council, and provided for in Title 1 of this code. Each license shall be valid for one year, unless revoked or suspended, and must be renewed annually. Renewal fees shall be as set by resolution of the City Council, and provided for in Title 1 of this code.

C. Applicant shall submit a map as required by Section 12.28.070.

(Ord. B-79 6§ 1 (part): prior code § 15-18) (Ord. No. 10C-94, Amended, 11/04/94)

(Ord. 08-2009, Amended, 09/01/2009; Ord. 08a-2008, Amended, 08/19/2008; Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.16.030 Suspension--Authorized.

The license may be temporarily suspended by the director of planning upon violation by the holder of any of the terms of this title or revoked after an opportunity for a hearing by the city council upon serious or repeated violations. The director of planning shall provide written notice of a temporarily suspended license to the license holder. All hearings provided for in this chapter shall be conducted at a time and place designated by the city council. (Ord. 6B-79 § 1 (part): prior code § 15-19(a))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.16.040 Suspension--Continued operation.

No manufactured home park ~~or camping park~~, following temporary suspension or noncompliance of any adopted standards, or in a case of failure to renew a license, shall operate in excess of thirty days. If conditions indicate, special consideration may be granted an owner of a manufactured home park ~~or a camping park~~ who has indicated a willingness and intent to achieve total compliance with adopted standards, a temporary license may then be issued. The temporary license shall be for a specified time. No additional extension shall be granted for reasons of further noncompliance. Note: Special investigation may be initiated upon complaint and action may be then taken to abate potential and actual sources of pollution or health hazards through the office of the city attorney. (Ord. 6B-79 § 1 (part): prior code § 15-19(b))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.16.050 Suspension--Reinstatement--Application.

Any manufactured home park ~~or camping park~~, the license of which has been suspended, may at any time make application for the reinstatement of the license. (Ord. 6B-79 § 1 (part): prior code § 15-19(c))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.16.060 Suspension--Reinstatement--Issuance.

After the receipt of a satisfactory application, accompanied by a statement signed by the applicant to the effect that the violated provision or provisions of adopted standards have been conformed with, the health authority shall make a reinspection, and thereafter as many additional reinspections as he may deem necessary to assure himself that the applicant is again complying with requirements; and, in case the findings indicate compliance, the license shall be reinstated. (Ord. 6B-79 § 1 (part): prior code § 15-19(d))

(Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.16.070 Existing parks--License issuance.

A manufactured home park or camping park which was in operation before the adoption of this title and is determined by the director of planning not to be in violation of any city or state health or safety code or law shall be issued a license, renewable annually, subject to the provisions set forth in Section 16.16.020. (Ord. 6B-79 § 1 (part); prior code § 15-20(a))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.16.080 Existing parks--Nonconforming park.

The owner or operator of any manufactured home park ~~or camping park~~ which does violate any health or safety code or law, but which was in lawful operation before the effective date of this title, shall be issued a provisional license by the director of planning and shall be allowed a grace period of one year in which to correct the health and/or safety violation(s). At or before the end of this time period, the director of planning shall provide for the inspection of the park and shall determine whether or not it is in compliance with all health and safety standards. If the director of planning determines that any health or safety violation therein has not been brought into compliance, he shall recommend to the city council that the provisional license be revoked. (Ord. 6B-79 § 1 (part); prior code § 15-20(b))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Chapter 16.20

NEW PARK APPROVAL PROCESS

Sections:

16.20.010	Plan approval.
16.20.020	Sketch plan.
16.20.030	Preliminary development plan--Application.
16.20.040	Preliminary development plan--Distribution.
16.20.050	Preliminary development plan--Agency review.
16.20.060	Preliminary development plan--Approval.
16.20.070	Preliminary development plan--Effective period.
16.20.080	Preliminary development plan--Zoning regulations conformance.
16.20.090	Final development plan--Application.
16.20.100	Final development plan--Review.

Section 16.20.010 Plan approval.

Developers of new manufactured home parks ~~or camping parks~~ and owners who wish to make revisions, alterations or expansions of existing developments, must submit their plans to the city director of planning for study and review. (Ord. 6B-79 § 1 (part): prior code § 15-26)

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.20.020 Sketch plan.

Prior to the submission of a preliminary development plan, as prescribed by this chapter, the developer or his agent may prepare and submit a sketch plan in four copies to the director of planning. The director of planning shall review the sketch plan with the developer and other agencies and departments. The purpose of the sketch plan discussion is to resolve any major points of disagreement before expenses are incurred in the development of a preliminary development plan. No action is required by any official or agency other than to offer appropriate comments on the sketch plan. (Ord. 6B-79 § 1 (part): prior code § 15-27)

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.20.030 Preliminary development plan--Application.

The applicant shall file, in duplicate, an application for approval of a preliminary development plan. The application shall:

- A. Be made on a form available at the office of the zoning officer;
- B. Be accompanied by a minimum of fifteen copies of the preliminary development plan as described in this chapter;



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C. Be accompanied by two copies of a preliminary drainage plan prepared by an engineer knowledgeable in the field of hydrology and licensed to practice in the state;

D. Be accompanied by two copies of a preliminary water and sewer plan together with, if required by the city engineer, supporting engineering analysis verifying the adequacy of existing and/or proposed sewer and water facilities and systems;

E. Be accompanied by a title insurance commitment or other acceptable document which will adequately serve to verify that the subject property is free of encumbrances which would result in legal deterrents to the ultimate completion of the development as proposed;

F. Be accompanied by a preliminary development review fee in the amount as set by resolution of the City Council, and provided for in Title 1 of this code. (Ord. 6B-79 § 1 (part): prior code § 15-28(a)) (Ord. No. 10C-94, Amended, 11/04/94)

(Ord. 08a-2008, Amended, 08/19/2008; Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.20.040 Preliminary development plan--Distribution.

The director of planning shall, within three working days after all required submittals are received, furnish each of the following agencies and offices with a copy of the preliminary development plan for review and comment:

- A. City engineer;
- B. Police department;
- C. Fire department;
- D. Director of Public Works;
- E. Director of Recreation Services
- F. U.S. Post Office (manufactured home parks only);
- G. Electric power company;
- H. Gas company (manufactured home parks only);
- I. Telephone company (manufactured home parks only);
- J. Building official;
- K. Cable company (manufactured home parks only); and

L. Other agencies or public offices affected by the proposed development. (Ord. 6B-79 § 1 (part): prior code § 15-28(b))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.20.050 Preliminary development plan--Agency review.

The director of planning shall consider a written report from each of the agencies and offices enumerated in Section 16.20.040 as to whether the information and data shown on the preliminary development plan and the associated documents indicates that the proposed manufactured home park or camping park will be consistent with and promote the objectives set forth in this title and the policies and requirements for the development set forth in the ordinances of the city. (Ord. 6B-79 § 1 (part): prior code § 15-28(c))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.20.060 Preliminary development plan--Approval.

After considering the written reports and after considering any objections from the agencies listed, the director of planning shall thereupon approve, conditionally approve or disapprove the preliminary development plan. Conditional approval may be given in instances where only minor deficiencies are present. In other cases, the preliminary development plan shall be approved unless, in the judgment of the director of planning, the manufactured home park ~~or camping park~~ proposed by the preliminary development plan would in one or more respects violate the spirit or letter of this title or any applicable law or ordinance, or unless the preliminary development plan and the associated information is lacking or inaccurate so as to make a decision on the substantive issues difficult or impossible. (Ord. 6B-79 § 1 (part): prior code § 15-28(d))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.20.070 Preliminary development plan--Effective period.

The approval of a preliminary development plan shall be effective for a period of one year; at the end of which time, final approval on the manufactured home park ~~or camping park~~ must have been obtained from the director of planning. Any plans for a manufactured home park ~~or camping park~~ not receiving final approval within the period of time set forth in this section, shall be null and void, and the developer shall be required to resubmit a new development plan for preliminary approval, subject to all new zoning restrictions and other regulations. In the event the final plans cover only a portion of the territory covered by the preliminary development plan, the approval of the preliminary development plan shall be automatically renewed for additional one-year periods following the approval of each phase of development, unless the director of planning notifies the developer to the contrary. (Ord. 6B-79 § 1 (part): prior code § 15-28(e))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.20.080 Preliminary development plan--Zoning regulations conformance.

Every development plan shall conform to existing zoning regulations applicable at the time of proposed final approval. (Ord. 6B-79 § 1 (part); prior code § 15-28(f))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.20.090 Final development plan--Application.

Following the approval of the preliminary development plan, the applicant, if he wishes to proceed with the manufactured home park ~~or camping park~~ shall file with the zoning officer, an application for final approval of the development. The application shall:

- A. Be made on forms available at the office of the zoning officer;
- B. Be accompanied by a minimum of eight copies of the final development plan as described in this chapter;
- C. Comply in all respects with the preliminary development plan, as approved, except that the final development plan may constitute only a portion of the territory covered by the preliminary development plan. If the final development plan does not conform to the preliminary development plan, the zoning officer will decide if the change is substantial enough to warrant another preliminary development plan submission;
- D. Be accompanied by a detailed estimate of all the manufactured home park ~~or camping park~~ improvement costs, the estimate to be prepared by a professional engineer licensed to practice in the state;
- E. Be accompanied by a final development plan review fee in the amount set by resolution of the City Council, and provided for in Title 1 of this code.
- F. Provide evidence satisfactory to the zoning officer that adequate access has been provided and that all proposed roadways within the manufactured home park ~~or camping park~~ conform to the minimum standards adopted by the city engineer. All roadways within manufactured home parks ~~and camping parks~~ shall remain private and the city shall be under no obligation to repair, maintain or accept any dedication of such roads to the public use;
- G. If the developer proposes to utilize adjoining property for water lines, drainage, sewer lines, power lines or other utilities, the developer shall provide copies of binding easements of not less than fifteen feet in width for the proposed facilities from each property owner over whose land the services extend;
- H. Provide evidence satisfactory to the zoning officer that the developer has adequate financial resources to develop and complete any facility proposed or represented to be the responsibility of the developer, including but not limited to water systems, sewage systems, drainage systems, street and roadways;



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I. Provide verification from the city engineer that the manufactured home park ~~or camping park~~ construction plans, the final development plan and the final drainage reports have been reviewed and approved and that the proposed sewage collection system and water distribution system together with all transmission and treatment facilities meet with city, state and federal standards;

J. Provide verification from the city building official that the plans for buildings, or other facilities for which building permits must be obtained, have been reviewed and approved; and

K. Be accompanied by any other information consistent with this title and any other published rules and regulations which may be pertinent or relevant to the evaluation of the application. (Ord. 6B-79 § 1 (part): prior code § 15-29(a))

(Ord. No. 10C-94, Amended, 11/04/94)

(Ord. 08a-2008, Amended, 08/19/2008; Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.20.100 Final development plan--Review.

After receipt of the final development plan and all supporting documents, the director of planning shall review the submittal for completeness and for conformance with the approved preliminary development plan and all requirements to and seek comments from any other agency and official from whom approval is required or necessary. Provided the final development plan and all supporting documents are complete and in accord with the provisions of this title, the director of planning shall approve the final development plan within fifteen days after all documents have been filed. (Ord. 6B-79 § 1 (part): prior code § 15-29(b))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Chapter 16.24

IMPROVEMENTS

Sections:

16.24.010	Improvement guarantees.
16.24.020	Cost responsibility.
16.24.030	Failure to complete improvements.
16.24.040	Alternate guarantees--Authorized.
16.24.050	Alternate guarantees--Escrow account.
16.24.060	Alternate guarantees--Property escrow.
16.24.070	Alternate guarantees--Irrevocable letter of credit.
16.24.080	Alternate guarantees--Combination of methods.
16.24.090	Guarantees--Time to be submitted.
16.24.100	Inspection methods and fees.
16.24.110	Release of guarantees and issuance of licenses.
16.24.120	Standards compliance.
16.24.130	Lot arrangement.
16.24.140	Lot size.
16.24.150	Access to lots.
16.24.160	Lot improvements.
16.24.170	Park improvements.
16.24.180	Utilities.
16.24.190	Park and recreational facilities fee--Designated.
16.24.200	Park and recreational facilities fee--Funds disposition.
16.24.210	Park and recreational facilities fee--Exceptions.
16.24.220	Camping space standards.
16.24.230	Camping park improvements.

Section 16.24.010 Improvement guarantees.

All improvements required in this chapter shall be guaranteed.

A. The applicant may post a performance bond, at the time of application for final development plan approval, in an amount estimated by the city engineer as sufficient to secure to the city the satisfactory construction and installation of the incompleated portion of required improvements. The performance bond shall also secure all lot improvements on the individual lots of the manufactured home park or camping park as required in this chapter.

B. The performance bond shall comply with all statutory requirements and shall be satisfactory to the city attorney as to form, sufficiency, and manner of execution as set forth in this chapter. The period within which required improvements must be completed shall be specified by the zoning officer and shall not in any event exceed two years from the date of final approval.

C. The bond shall be approved by the zoning officer as to amount and surety and conditions satisfactory to the zoning officer. The director of planning may, upon proof of difficulty, extend the completion date set forth in the bond for a maximum period of one additional year. The city council may, at any time during the period of the bond, accept a substitution of principal or sureties on the bond upon



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recommendation of the city attorney, city manager, director of planning and city engineer. (Ord. 6B-79 § 1 (part): prior code § 15-36(a))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.020 Cost responsibility.

All required improvements shall be made by the applicant, at his expense, without reimbursement by the city, or any improvement district therein, except that the city may share in the cost of required off-site improvements when such are of an unusual nature and not consistent with the character and/or size of normally required improvements. The cost sharing shall be in accordance with policies and rules properly adopted by the city council. (Ord. 6B-79 § 1 (part): prior code § 15-36(b))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.030 Failure to complete improvements.

In those cases where a performance bond has been posted and required improvements have not been installed within the terms of the performance bond, the city council may thereupon declare the bond to be in default and require that all the improvements be installed regardless of the extent of the development at the time the bond is declared to be in default. (Ord. 6B-79 § 1 (part): prior code § 15-36(c))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.040 Alternate guarantees--Authorized.

If the director of planning finds that a developer is not able to post a performance bond, the director of planning may require the developer to use one of the improvement guarantee techniques set out in Sections 16.24.050 through 16.24.070. (Ord. 6B-79 § 1 (part): prior code § 15-36(d) (part))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.050 Alternate guarantees--Escrow account.

The developer shall deposit cash, or U.S. Government bonds, either with the city council or in escrow with a bank. The terms of the escrow, the use of collateral other than cash, and the selection of the bank with which funds are to be deposited are subject to the approval of the city council. Where an escrow account is to be employed, the developer shall file with the director of planning his agreement with the bank guaranteeing the following:

A. That the funds in the escrow account are to be held in trust until released by the director of planning and may not be used or pledged by the developer as security for any obligation during that period;

B. And that in case the developer fails to complete the required improvements, the bank shall immediately make the funds in escrow available to the city for the completion of the improvements. (Ord. 6B-79 § 1 (part): prior code § 15-36(d) (1))(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.24.060 Alternate guarantees--Property escrow.

The developer may offer as a guarantee land or other property, including U.S. Government bonds. A qualified real estate appraiser shall establish the value of any real property so used and in so doing, shall take into account the possibility of a decline or rise in the value of the property during the guarantee period. The director of planning reserves the right to reject the use as collateral of any property when the value of the property is unstable, when the property may be difficult to sell, or when other factors exist which will inhibit the city from exchanging the property for an amount of money sufficient to complete the required improvements. When property is offered as an improvement guarantee, the developer shall:

A. Execute an agreement, on a form acceptable to the city attorney, with the escrow agent when it is not the city instructing the agent to release the property to the city in case of default. The agreement shall be placed on file for record;

B. File with the director of planning an affidavit affirming that the property to be used as a guarantee is free and clear of any encumbrances or liens at the time it is to be put in escrow;

C. Execute and file with the director of planning an agreement stating that the property to be placed in escrow as an improvement guarantee will not be used for any other purpose, or pledged as a security in any other matter, until it is released by the director of planning. (Ord. 6B-79 § 1 (part): prior code § 15-36(d) (2))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.070 Alternate guarantees--Irrevocable letter of credit.

Subject to the approval of the city council, the developer may provide an irrevocable letter of credit from a bank or other reputable institution or individual. This letter shall be deposited with the zoning officer and shall certify the following:

A. That the creditor guarantees funds in an amount equal to the cost, as estimated by the director of planning and the city engineer of completing all required improvements;

B. That if the developer fails to complete the specified improvements within the required period, the creditor will pay to the city immediately, and without further action, such funds as are necessary to finance the completion of those improvements, up to the limit of credit stated in the letter;

C. That this irrevocable letter of credit may not be withdrawn, or reduced in amount until released by the director of planning. (Ord. 6B-79 § 1 (part): prior code § 15-36(d) (3))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.24.080 Alternate guarantees--Combination of methods.

The director of planning may approve any combination of the foregoing requirements that will insure the completion of the improvements incident to the proposed manufactured home park or camping park. (Ord. 6B-79 § 1 (part); prior code § 15-36 (d) (4))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.090 Guarantees--Time to be submitted.

The improvement guarantee shall be submitted to the city attorney for approval by the director of planning prior to the director of planning issuing approval of the final development plan regardless of which method of guarantee is selected. (Ord. 6B-79 § 1 (part); prior code § 15-36(e))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.100 Inspection methods and fees.

The zoning officer shall provide for inspection of required improvements during construction to ensure completion to the city's satisfaction. The applicant shall pay to the city inspection fees in an amount established by resolution of the City Council as per Title 1 of this code, fees have been established. These fees shall be due and payable upon application for permit to construct the various types of improvements. All costs for testing of materials and installations shall be promptly paid by the developer or his agent when such services are billed. If the city engineer finds upon inspection that any of the required improvements have not been constructed in accordance with the city's construction standards and specifications, the applicant shall be responsible for correcting the improvements. Whenever the cost of improvements is covered by a performance bond, the applicant and the bonding company shall be severally and jointly liable for completing the improvements according to specifications. (Ord. 6B-79 § 1 (part); prior code § 15-37(a))

(Ord. 08a-2008, Amended, 08/19/2008; Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.110 Release of guarantees and issuance of licenses.

A. Upon request by the developer, the director of planning and the building official shall, after making final inspection, file with the director of planning a statement either certifying that the improvements have been completed and are in compliance with appropriate specifications and requirements or listing the defects and deficiencies in the improvements.

B. If the director of planning and the building official have certified that the contracted improvements are complete and free from defect, the director of planning shall release the improvement guarantees.



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C. After receipt of certification by the director of planning and the building official that the improvements are complete and free from defect and, upon proper application being made and appropriate fees paid, the director of planning shall issue a license to operate the park. (Ord. 6B-79 § 1 (part): prior code § 15-37(b))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.120 Standards compliance.

In addition to the requirements established in this chapter, all manufactured home parks and camping parks shall comply with the following laws, rules and regulations:

- A. All applicable statutory provisions;
- B. The city zoning ordinance, building and housing codes and all other applicable laws of the city;
- C. The official master plan, public utilities plan and capital drainage systems, and parks shown on the master plan as adopted;
- D. The special requirements of this chapter and any rules of the health authority and/or any appropriate health agencies;
- E. The standards and regulations adopted by the director of planning and all boards, commissions, agencies and officials of the city; and
- F. Final development plan approval may be withheld if it is not in conformity with the above guides or policy and purposes of this title. (Ord. 6B-79 § 1 (part): prior code § 15-43)

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.130 Lot arrangement.

The lot arrangement shall be such that there will be no foreseeable difficulties in positioning the manufactured homes on the lots and providing driveway access to the off-street parking from the roadway. (Ord. 6B-79 § 1 (part): prior code § 15-44(a))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.140 Lot size.

Lot areas and dimensions shall comply with the minimum requirements of the zoning ordinance. (Ord. 6B-79 § 1 (part): prior code § 15-44(b))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.150 Access to lots.

Manufactured home lots shall not derive access from any city street, county road or state highway. (Ord. 6B-79 § 1 (part): prior code § 15-44(c))

(Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.24.160 Lot improvements.

Each manufactured home lot shall be provided with the following improvements:

A. Minimum ten-foot wide paved driveway and two paved automobile parking spaces. Parking spaces shall measure not less than eight feet six inches by eighteen feet.

B. Storage facilities for tenants shall be provided on each manufactured home space by the tenant or the developer or provided by the developer in compounds conveniently placed near manufactured home spaces. Storage spaces shall contain a minimum of fifty square feet per manufactured home lot and shall be constructed of suitable weather resistant materials appropriate for the use and maintenance contemplated. Tenant storage facilities shall be disregarded under manufactured home space requirements.

C. Each manufactured home space shall be provided with a minimum ten foot by fifteen foot patio pad composed of concrete, brick, concrete block or other hard surface material and a hard surface walkway, not less than two feet wide, from the patio to the roadway.

D. All manufactured home developments shall require of tenants or provide for the skirting of all manufactured homes within their developments. The skirting shall be done so that it is compatible with the manufactured home unit's materials and it shall be of a finished nature. Concrete blocks shall not be allowed. Composition building board and raw wood shall not be used as skirting unless finished with a weatherproof material.

E. All manufactured home spaces shall be provided with a method or means of tying down the individual unit to provide stability against high winds and adverse weather conditions and all manufactured homes shall be secured to the space by this method. The developer shall design this method in accordance with the requirements of the building official and shall submit, with his final development plan, drawings and details of his methods of securing the manufactured homes. The requirement for tie-down provisions may be met by the developer requiring each tenant to provide same at the individual's own expense or by the developer accomplishing same at his expense.

F. All yard areas and other open spaces not otherwise paved or occupied by structures shall be sodded and/or landscaped and shall be so maintained. (Ord. 6B-79 § 1 (part): prior code § 15-44(d))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.170 Park improvements.

A. The developer of any manufactured home park shall, at his own expense, install the following improvements according to the specifications and under the inspection of the city:



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1. Water distribution system including laterals to each manufactured home site with an individually metered water service connection;
2. Sewage disposal system including laterals and connecting facilities to each manufactured home site;
3. Drainage structures, storm sewers and other drainage facilities;
4. Concrete curbs, gutters and sidewalks;
5. Asphalt paved roadways;
6. Fire hydrants;
7. Street name signs;
8. Fencing where required;
9. Hard surface pedestrian walkways linking manufactured home lots to common areas, recreation and service facilities;
10. Off-street parking, in addition to required off-street parking on individual lots, shall be provided at the rate of one space for each full-time employee plus one space for each four hundred feet of gross floor area used for recreation, office or cultural activities;
11. General outdoor lighting of sidewalks, general parking and storage areas, and lighting of the development entrance and exit. The level of lighting shall provide at night a minimum average illumination of 0.3 footcandles;
12. General storage areas, in addition to auto parking requirements, for accessory vehicles such as campers and boats. The minimum area required for general storage shall be three hundred square feet for each ten manufactured home spaces. No accessory vehicles shall be parked or allowed on individual manufactured home lots. The storage areas required by this subsection shall be in addition to those required for off-street parking;
13. Refuse storage area either on each individual manufactured home lot or in common refuse storage areas each serving no more than fifteen manufactured home lots, and so located so that no manufactured home space is more than one hundred feet from a common storage area. A common refuse storage area base shall be a four-inch concrete slab and shall be enclosed by walls or screens and have a means or method of raising any individual refuse containers off the ground at least eight inches;
14. Minimum open area for common use of the residents in the development shall be not less than ten percent of the gross area of the development. Common open space shall be calculated as any open unoccupied area remaining after the manufactured home lots, buildings, roadways, parking areas, general storage areas, common refuse storage areas and the required permanent perimeter area have been deducted. The open space shall be sodded and/or landscaped or otherwise designed and made available for recreational use;



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15. Buildings or structures enclosing management offices, recreational facilities, laundry and cleaning facilities may be permitted, but not required, in the development, subject to the restriction that it shall not occupy more than ten percent of the developer's gross area and be subordinate to the development's residential character and be restricted to serve the needs of the residents with no visible evidence of any commercial activity.

B. All required public improvements shall be contained within appropriate easements deeded to the city prior to final approval of the manufactured home park construction. (Ord. 6B-79 § 1 (part): prior code § 15-45)

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.180 Utilities.

A. The developer shall, at his own expense, cause the installation of the following public utilities, together with appropriate connection facilities, to be made available to each manufactured home space within the manufactured home park:

1. Electrical distribution system;
2. Telephone communication system;
3. Gas distribution system; and
4. Cable television system.

B. All public utilities, including services, shall be installed underground. (Ord. 6B-79 § 1 (part): prior code § 15-46)

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.190 Park and recreational facilities fee--Designated.

The developer of a proposed manufactured home park shall pay to the city an amount established by resolution of the City Council and provided for in Title 1 of this code for the purpose of assisting in developing City parks and recreational facilities. Such payment shall be made prior to the issuance of any permits to construct. (Ord. 6B-79 § 1 (part): prior code § 15-47(a))

(Ord. No. 10C-94, Amended, 11/04/94)

(Ord. 08a-2008, Amended, 08/19/2008; Ord. 11a-2005, Amended, 11/15/2005)



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Section 16.24.200 Park and recreational facilities fee--Funds disposition.

Payments made under the requirements of Section 16.24.190 shall be made payable to the city. The director of planning shall receive such funds and deposit them with the city treasurer, who shall in turn deposit the funds in any city approved and designated financial institution within the city. Such funds shall be deposited to special interest-bearing escrow accounts. The status of these accounts shall be reported annually to the city council and shall be made available to the recreation board of trustees and the general public. Funds may be withdrawn from the special escrow accounts by the city council, for the specific purposes of acquiring lands for park and recreation sites respectively and of making improvements to the sites. (Ord. 6B-79 § 1 (part): prior code § 15-47(b))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.210 Park and recreational facilities fee--Exceptions.

A. Payment for parks and recreation facilities may be reduced or exempted by the city council in the case of a developer's proposal to provide adequate and approvable parks and recreational facilities within the development. Such proposals shall be reviewed by the recreation board of trustees prior to action thereon by the city council.

B. Payment for parks and recreation facilities may be reduced or exempted by the director of planning when previous payments and/or dedications have been made as provided in the subdivision regulations. (Ord. 6B-79 § 1 (part): prior code § 15-47(c))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.220 ~~Camping space standards.~~

~~A. Space Arrangement. The space arrangement shall be such that there will be no foreseeable difficulties in positioning the camping units on the spaces and providing driveway access to the off-street parking from the roadway.~~

~~B. Space Sizes. Space areas and dimensions shall comply with the minimum requirements of the zoning ordinance.~~

~~C. Access to Spaces. Camping spaces shall not derive access from any city street, county road or state highway.~~

~~D. Distance from Service Building. No unit space serving a dependent travel trailer, dependent truck camper, tent or tent trailer shall be located farther than three hundred feet radially from a service building. Unit spaces farther than this distance must be designated for and be used by self-contained units only.~~

~~E. Tent Spaces. Each designated unit space provided for tents shall be provided with a table and provisions for fire building and easy access to disposal of liquid and solid wastes.~~



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F. Parking Spaces. Each unit space serving a travel trailer, truck camper or tent trailer shall be provided with a paved parking space, adequate in size to accommodate the camping unit together with a paved parking space to accommodate the towing vehicle. Unit spaces designated for tents shall be provided with paved parking spaces for one vehicle each. (Ord. 6B-79 § 1 (part); prior code § 15-48)

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.24.230 — Camping park improvements.

The developer of any camping park shall, at his own expense, install the following improvements according to the specifications and under the inspection of the city:

A. Water distribution system including laterals to each unit space serving an independent travel trailer or independent truck camper. Tent and tent trailer spaces may utilize a central watering facility provided it is not farther than one hundred feet from the farthest unit;

B. Sewage collection system including laterals to all unit spaces designated for independent travel trailers or independent truck campers;

C. Drainage structures, storm sewers and other drainage facilities;

D. Asphalt paved roadways;

E. Fire hydrants;

F. Fencing where required;

G. General outdoor lighting of walks, general parking and storage areas, and lighting of the development entrance and exit. The level of lighting shall provide at night a minimum average illumination of 0.3 footcandles;

H. Each recreational camping park shall provide a service building which shall be equipped with toilet and bath facilities for each sex; the number of facilities required shall be in a ratio as stated in the following table:

Number	Toilets		Urinals		Lavatories		Showers		Other
of parking									Fixtures
sites	Men	Women	Men	Men	Women	Men	Women		
1-15	1	2	2	2	2	2	2	}	
16-30	2	3	3	3	3	2	2	}	Minimum
31-45	3	4	3	4	4	3	4	}	1 stop



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46	60	4	5	4	5	5	3	5) sink
61	80	4	6	4	5	5	5	6)

Note: For determination of the needed plumbing fixtures, all unit spaces not served by a sewer connection and within three hundred feet radially of the service building will be considered as available for utilization of dependent travel trailers, truck campers, tents and tent trailers.

1. Each water closet shall be in a private compartment.
2. A sound-retardant wall shall separate the toilet facilities for each sex when provided in a single building.
3. Each bath or shower shall be in a private compartment.
4. A slop sink(s) shall be provided for disposal of liquid wastes, and for cleanup and maintenance of the service building(s).
5. The service building shall be of permanent construction and be provided with adequate light, heat and positive ventilation in shower and bathing areas.
6. Interior construction of the service building shall be cleanable and provide moisture resistant materials on walls, ceiling and floors.
7. All windows, doors or other openings shall be screened or insect entry prevented.
8. All plumbing shall conform to the city's plumbing code.
9. Hot and cold running water shall be provided at all times in the service building.
1. Each unit space designated for an independent travel trailer or independent truck camper shall be provided with an appropriate electrical service. (Ord. 6B-79 § 1 (part); prior code § 15-49)

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

Chapter 16.28

DOCUMENTS

Sections:

16.28.010	Preliminary development plan.
16.28.020	Final development plan.
16.28.030	Preliminary water and sewer plan.
16.28.040	Preliminary drainage plan--Contents.
16.28.050	Preliminary drainage plan--Report.
16.28.060	Final drainage study.

Section 16.28.010 Preliminary development plan.

The preliminary development plan shall be a neat and legible drawing of one or more sheets measuring twenty-four inches by thirty-six inches. The scale of the map shall not be more than one hundred feet per inch. The following items shall be included on the preliminary development plan:

- A. Name of development, date, label "Preliminary Development Plan," scale and north arrow;
- B. Name, address and phone number of property owner and developer, if other than owner;
- C. Name, address and phone number of person or firm responsible for preparation of the plan;
- D. Names, rights-of-way widths and dimensions of all streets, alleys and direction of any major adjacent features such as railroads, drainageways, etc.; type and general location of structures and facilities on adjacent properties;
- E. Boundaries of the development will be drawn to scale showing all bearings and distances to the nearest one-hundredth foot;
- F. The development plan shall show all existing on-site physical features such as streams, wooded areas, fences and structures;
- G. Ground contours at two-foot intervals. Contours shall be accurate to within one-half contour and elevations shall be based on Coast and Geodetic Survey sea level data. Assumed data shall not be permitted. U.S.G.S. quad maps shall not be accepted as evidence for topographical contours. Topographic contours on all preliminary development plans shall correctly depict land contours;
- H. Layout of proposed lots or sites including approximate dimensions of lot lines, lot numbers and setback lines;
- I. On the map shall be shown proposed public dedication, if any, within and adjacent to the site; the proposed location, dimensions and use of all buildings and structures to be located on the site. Locations of manufactured homes or camping units shall be shown on the map or detailed drawings provided showing the manner in which the lots or sites are to be improved and the manufactured homes or camping units positioned;



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J. On the map shall be shown location, quantity and a typical stall dimension of off-street parking and loading facilities; points of ingress and egress from the site, including widths of drives; internal circulation; refuse collection areas and fire lanes; off-site improvements; and all necessary public improvements;

K. On the map shall be shown proposed location of open space and recreation facilities; location and height of screening walls;

L. On the map shall be shown a legal description including the section, township and range in which the development is located; a location plan showing the project centered in a one-square-mile area with major streets labeled thereon; and gross area of the project; and

M. Additional notations and information as may be required. (Ord. 6B-79 § 1 (part): prior code § 15-56)

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.28.020 Final development plan.

The final development plan shall be accurately and legibly prepared in black, waterproof ink upon one or more sheets of polyester film measuring twenty-four inches by thirty-six inches. A marginal line shall be drawn completely around each sheet leaving an entirely blank margin of two inches on the left side and one-half inch on all other sides. The scale of the map shall be not more than fifty feet per inch. The particular number of the sheet and the total number of sheets and the relations of each adjoining sheet shall be clearly shown by a small key map on each sheet. The following items shall be included on the final development plan:

A. Name of development, date, label "Final Development Plan," written and graphic scale and north arrow. The title of each sheet of the final development plan shall consist of the name of the development conspicuously placed on the sheet;

B. An accurate and complete boundary survey shall be made of the land to be developed. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground, must close within a limit of one foot to ten thousand feet in perimeter. The boundary of the development shall be clearly indicated on the final development plan;

C. The final development plan shall show all survey and mathematical information and data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines appearing thereon including bearings and distances of straight lines, and radii, lengths, tangent distances and deflection for all circular curves. Where, under unusual circumstances, curves other than circular are used, the final development plan must indicate type of curve and pertinent data;

D. All lots and parcels for any purpose shall be particularly delineated and designated with all dimensions, boundaries and courses clearly shown and defined. Sufficient linear, angular and curve data shall be shown to determine readily the bearing and length of the boundary lines of every lot and parcel



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which is a part thereof. All lots and wherever practicable, larger parcels, in their entirety shall be shown on one sheet. Ditto marks shall not be used for lot dimensions. All lots shall be numbered systematically;

E. The development plan shall show roadway lines and the widths thereof together with centerline survey control data;

F. The widths and locations of adjacent streets, lots and other properties within fifty feet of the development shall be shown. If any roadway in the development is a continuation or approximately a continuation of an existing public street, the conformity or the amount of nonconformity of the roadway to the existing streets shall be accurately shown;

G. The side lines of all proposed easements shall be shown by fine dashed lines. If any easement already of record cannot be definitely located, a statement of the existence, the nature thereof, and its recorded reference must appear on the title sheet. Distances and bearings on the side lines of lots which are cut by an easement must be arrowed or so shown that the development plan will indicate clearly the actual length of the lot lines. The widths of all easements and sufficient ties thereto to definitely locate them with respect to the development must be shown. All easements must be clearly labeled and identified. If an easement shown on the development plan is already of record, its recorded reference must be given;

H. Proposed location, finish floor elevation, horizontal dimensions and use of all buildings and structures to be located on site;

I. Detailed drawings of all typical lot or space improvements including utility service locations and details;

J. Detailed information pertaining to the sizes, dimensions and locations of all required public improvements including water and sewer systems together with their laterals;

K. Location, number and typical stall dimensions of off-street parking and loading facilities;

L. Location and dimensions of areas to be used for refuse and garbage collection and fire lanes, if any;

M. Location and dimensions of open space and recreational facilities;

N. Location and dimensions of drainage improvements, including storm water retention facilities;

O. Location, dimension and type of proposed landscaping used for screening, ornamental or design purposes if landscaping plans are not provided or required;

P. Location, height and type of screening walls and buffer areas;

Q. Location of lighting facilities;

R. Location and dimensions of vehicle storage areas;



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S. On the map shall be shown a legal description including the section, township and range in which the development is located; a location plan showing the project centered in a one-square-mile area with major streets labeled thereon; and gross area of the project site;

T. Standard notes to include the following:

1. Gross area of the site,
2. Square foot floor area for any structures,
3. Number of off-street parking spaces and loading facilities other than parking spaces provided on individual lots or spaces,
4. Number of lots or spaces by category of intended use,
5. Total area of open space as defined in Section 16.24.170, and
6. Engineer's name, address, registration number and phone number;

U. Additional notations and information as may be required. (Ord. 6B-79 § 1 (part): prior code § 15-57)

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.28.030 Preliminary water and sewer plan.

The preliminary water and sewer plan shall be a neat and legible drawing of one or more sheets. The scale of the map shall be not more than one hundred feet per inch and may be prepared on a reproducible copy of the preliminary development plan. The following items shall be included on the preliminary water and sewer plan:

- A. Name of the development, date, label "Preliminary Water and Sewer Plan," scale and north arrow;
- B. Name, address and phone number of engineer or firm responsible for preparation of the plan;
- C. Boundaries of the tract will be drawn to scale;
- D. The plan shall show all physical features such as streams, wooded areas, fences and existing structures;
- E. The contours at two-foot intervals. Contours shall be accurate to within one-half contour and elevations shall be based on Coast and Geodetic Survey sea level data. Assumed data shall not be permitted. U.S.G.S. quad maps shall not be accepted as evidence for topographic contours. Topographic contours on all preliminary water and sewer plans shall correctly depict land contours;
- F. Locations, dimensions and names of existing railroads, easements, municipal boundaries or other public properties and significant features shall be shown within and adjacent to the development;
- G. Location and widths of proposed roadways and existing streets, alleys and utility easements;
- H. Layout of proposed parcels of land including approximate dimensions of lot lines and lot numbers;



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I. Alignment of proposed sanitary sewage collection system together with any outfall sewers. Manhole locations shall be shown with approximate invert and rim elevations indicated. The diameter, approximate length and approximate slope of each sewer main shall be indicated;

J. Alignment of proposed water distribution system together with any extensions of existing water mains necessary to provide an adequate water supply to the development. Pipe diameters shall be indicated as well as the locations of proposed water valves;

K. Location of proposed fire hydrants; and

L. Additional notations and information as may be required. (Ord. 6B-79 § 1 (part): prior code § 15-58)

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.28.040 Preliminary drainage plan--Contents.

The preliminary drainage plan shall be a neat and legible drawing of one or more sheets. The scale of the map shall be not more than one hundred feet per inch and may be prepared on a reproducible copy of the preliminary development plan. The following items shall be included on the preliminary drainage plan:

A. Name of development, date, label "Preliminary Drainage Plan," scale and north arrow;

B. Name, address and phone number of engineer or firm responsible for preparation of the plan;

C. The plan shall show all physical features such as streams, wooded areas, fences and existing structures;

D. The contours at two-foot intervals. Contours shall be accurate to within one-half contour and elevations shall be based on Coast and Geodetic Survey sea level data. Assumed data shall not be permitted. U.S.G.S. quad maps shall not be accepted as evidence for topographic contours. Topographic contours on all preliminary drainage plans shall correctly depict land contours;

E. Locations, dimensions and name of existing streets, railroads, easements, municipal boundaries of other public properties and significant features shall be shown within and adjacent to the development;

F. Location and widths of proposed roadways and right-of-way widths of existing streets, alleys and utility easements;

G. Any proposed open spaces;

H. Layout of proposed parcels of land including approximate dimensions of lot lines and lot numbers;

I. The approximate boundaries of areas as determined by a qualified drainage engineer, subject to inundations or storm water overflows from a one-hundred-year storm, and the location, width and direction of flow of all watercourses, lakes, marshy areas and swamps;



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- J. Approximate grade of streets;
- K. Existing drainage facilities and structures, including existing roadside ditches, drainways, gutter flow directions, culverts, etc. All pertinent information such as size, shape, slope, location, etc., shall also be included to facilitate review and approval of the drainage plans;
- L. Overall drainage area boundary and drainage subarea boundaries;
- M. Proposed type of curb and gutter flow directions, including valley gutters;
- N. Proposed piping and open drainageways, including proposed inlets, manholes, culverts and other appurtenances;
- O. Proposed outfall point for runoff from the study area;
- P. Routing and accumulative flows at various critical points for the major storm runoff;
- Q. Proposed storm water retention areas; and
- R. Additional notations and information as may be required. (Ord. 6B-79 § 1 (part): prior code § 15-59(a))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.28.050 Preliminary drainage plan--Report.

A written preliminary drainage study and report on eight and one-half by eleven inch size paper shall be submitted along with drainage plan. The information listed below, or now shown on the drawings, shall be included in the report:

- A. Runoff calculations and method of analysis for both the initial storm and major storm, submitted in tabular form;
- B. Open channel flow calculations;
- C. Storm sewer and storm inlet flow calculations for initial storm runoff and major storm runoff;
- D. Street capacities and flow calculations at critical street sections for initial storm runoff and major storm runoff;
- E. Summation of all design variables used and design assumptions made;
- F. Soil classification reports and depth of underground water table throughout the study area;
- G. The boundary and designation of all tributary drainage areas and the area of each in acres;
- H. The designation and location of each design point referred to in the calculations;



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I. The reference source and a copy of all other monographs or design aids used in the calculations if they are not included in the city's specifications. (Ord. 6B-79 § 1 (part): prior code § 15-59(b))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.28.060 Final drainage study.

The final drainage study and report shall be prepared for submittal to the city engineer at the time when improvement plans are submitted for review. The study and report shall provide the same items specified for the preliminary drainage plan except that all calculations, maps and charts shall reflect the final design for all improvements. (Ord. 6B-79 § 1 (part): prior code § 15-60)

(Ord. 11a-2005, Amended, 11/15/2005)



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

Chapter 16.32

VARIANCES

Sections:

- 16.32.010** **Grounds for granting.**
16.32.020 **Conditions.**
16.32.030 **Petition procedure.**

Section 16.32.010 **Grounds for granting.**

Where the city council finds that extraordinary hardships or practical difficulties may result from strict compliance with this title or the purposes of this title may be served to a greater extent by an alternative proposal, it may approve variances to this title so that substantial justice may be done and the public interest secured, if the variance does not have the effect of nullifying the intent and purpose of this title. The city council shall not approve variances unless it finds, based upon the evidence presented to it in each specific case, that:

A. The granting of the variance will not be detrimental to the public safety, health or welfare or injurious to other property; and

B. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property; and

C. The variance will not in any manner vary the provisions of the zoning ordinance or master plan. (Ord. 6B-79 § 1 (part): prior code § 15-3(a))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.32.020 **Conditions.**

In approving variances, the city council may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of this title. (Ord. 6B-79 § 1 (part): prior code § 15-3(b))

(Ord. 11a-2005, Amended, 11/15/2005)

Section 16.32.030 **Petition procedure.**

A petition for any such variance shall be submitted in writing by the developer at the time when the preliminary plan is filed for the consideration of the director of planning. The petition shall state fully the grounds for the application and all of the facts relied upon by the petitioner. (Ord. 6B-79 § 1 (part): prior code § 15-3(c))

(Ord. 11-2007, Amended, 11/06/2007; Ord. 11a-2005, Amended, 11/15/2005)



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

PZ 22-05-01

Special Use Permit



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

Staff Report:

CASE NUMBER: PZ 22-05-01

PREPARED BY: Sonia Gamblin

MEETING DATES: May 10, 2022

Council Meeting: Pending

SUBMITTED: March 31, 2022

OWNER: Wyoming Financial Properties, Inc

APPLICANT Wyoming Financial Properties, Inc-307 Horse Racing Inc

PROJECT: Restaurant, bar and off track betting

LOCATION:

- 1) Legal Description: ALL LOTS 3 & 4, E 2' OF LOT 5 BLK 22 RAWLINS ORIGINAL (BK 1386/19)
- 2) General Location: 310 W. Cedar St.
- 3) Address: 310 W. Cedar St.

CURRENT ZONING: C 1

PROPOSED ZONING: No change proposed.

EXISTING LAND USE: Commercial

PROPOSED LAND USE: Restaurant, bar off track betting



CITY OF RAWLINS

PLANNING & ZONING COMMISSION



Planning & Zoning Commission Application

Special Use Permit

BUILDING & DEVELOPMENT OFFICE

915 THIRD ST. RAWLINS WY - PH. 307-328-4599 FAX. 307-328-4590

Applicant Information

Applicant Name(s): Wyoming Financial Properties, Inc.

Mailing Address: PO Box 130 Casper WY 82602

Phone: _____ Cell: 307-259-4750 Email: Kridgegar@wercs.com

Phone: _____ Email: _____

Property Information

Property Address (if no address, one must be assigned): 310 W. Cedar St.

Property Legal: Lots 3 & 4 and E. 2' of Lot 5, Block 22 of original Town (now city) of Rawlins

Zoning District: C-1

Request Details

Proposed Use: Restaurant Bar off track Betting

Section of Rawlins Municipal Code applying for SUP: 19.28.020

Explain proposal (use additional 8.5x11 sheets if necessary): Tenant 307

Horse Racing Inc. to use space as restaurant,
Bar, & off track betting location. Carbon County
approved under Resolution 2022-12.

see attached letter in support

Signature of Applicant: [Signature] 3/31/22
Signature Date



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PLANNING & ZONING COMMISSION



3/3/2022 4:54 PM
Page: 1 of 1
0985276 Bk: 1386 Pg: 19 Carbon WY Fees: \$12.00 User: C1

Recorded by
First American Title

File No.: 4581-3828057 (js)

WARRANTY DEED

Robyn Taylor, grantor(s) of Carbon County, State of WY, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

Wyoming Financial Properties, Inc, a Wyoming corporation, grantee(s),

whose address is: PO Box 130, Casper, WY 82602 of Carbon County and State of WY, the following described real estate, situate in Carbon County and State of Wyoming, to wit:

LOTS 3, 4 AND THE EAST 2 FEET OF LOT 5, BLOCK 22, OF THE ORIGINAL TOWN (NOW CITY) OF RAWLINS, CARBON COUNTY, WYOMING.

Subject to all covenants, restrictions, reservations, easements, conditions and rights appearing of record.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

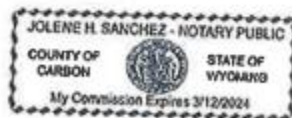
Witness my/our hand(s) this 3 day of March, 2022.


Robyn Taylor

State of Wyoming

County of Carbon

This Instrument was acknowledged before me on this 3rd day of March, 2022, by Robyn Taylor.




Notary Public
My commission expires: 3/12/2024



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

Property Owner
(Required if different than applicant.)

Owner's Name(s): Wyoming Financial Properties, Inc.

Mailing Address: P.O. Box 130

Phone: 307-259-4750 Cell: _____ Email: Kridgeway@wepcs.com

"By signing below, I give permission for the applicant named above to act as my agent in all matters concerning this application. I understand that the applicant will be the primary contact for the information and decisions during the processing of this application, and I may not be contacted directly by the City of Rawlins. I understand as well that I may change the Applicant for this application at any time by contacting the Community Development Department in writing."

Kuma

Property Owner(s) Signature(s)—Required

Date

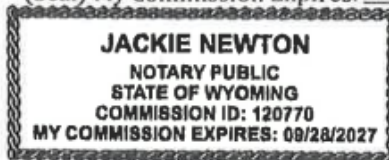
STATE OF Wyoming

COUNTY OF Natrona

On this 31 day of March, 2022, Kyle Ridgeway personally appeared before me, and being by me duly sworn, did say that he/she is the signer of the foregoing for and on behalf of the company listed above, with actual and requisite authority, and acknowledged to me that he/she has fully reviewed and executed the same.

Jackie Newton
Notary Public

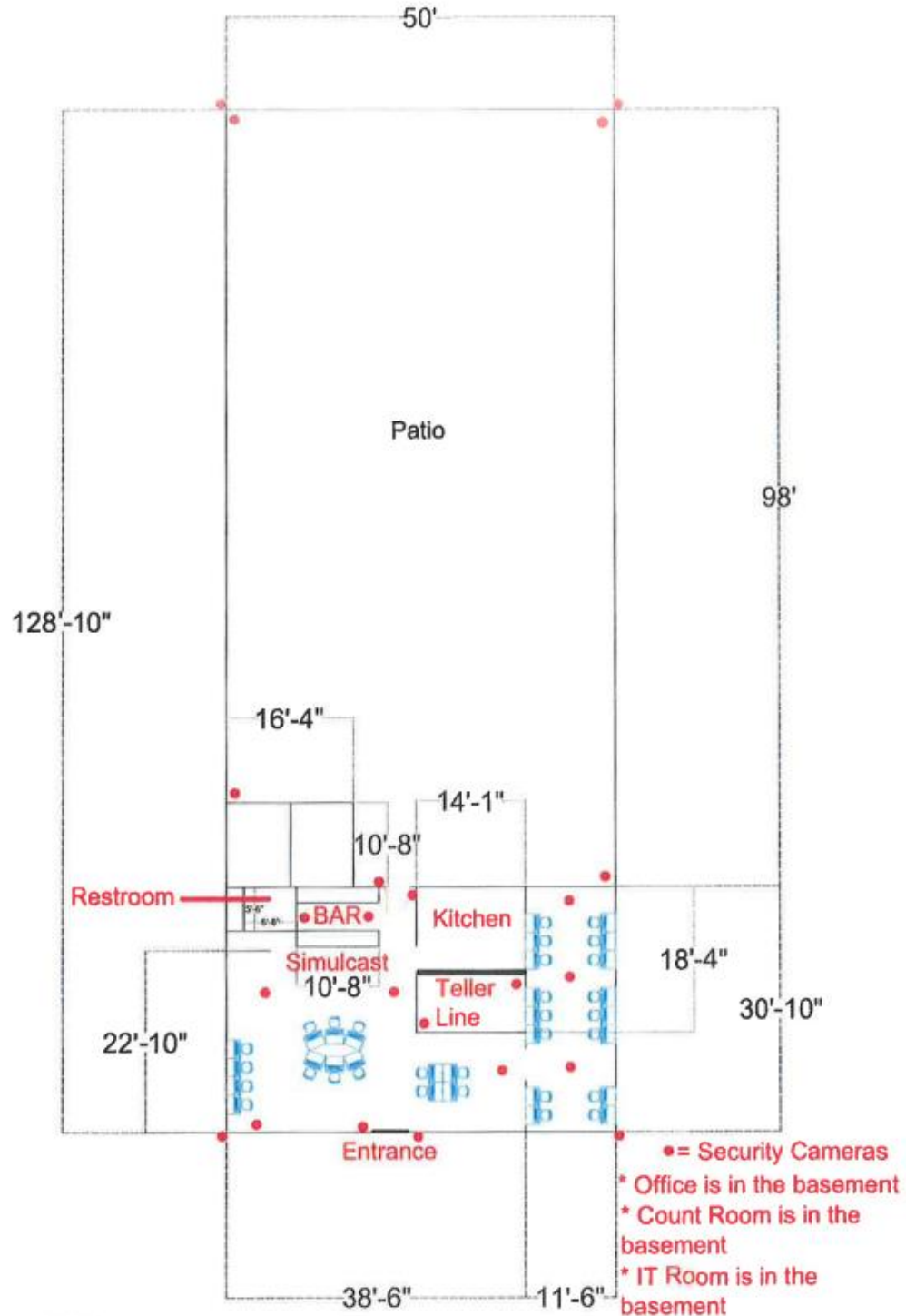
(Seal) My Commission Expires: 9/28/2027





CITY OF RAWLINS

PLANNING & ZONING COMMISSION



RECEIVED
3.31.2022



CITY OF RAWLINS

PLANNING & ZONING COMMISSION



307 Horse Racing, Inc.
Corporate Office: 400 E. 1st Street
Casper, WY 82601

March 31, 2022

City of Rawlins
Attn: Planning and Zoning Commission
915 Third Street
Rawlins, WY 82301

Re: Letter in Support of Special Use Permit Application

Commissioners:

This Letter is in support of Wyoming Financial Properties, Inc.'s Special Use Permit Application with the City of Rawlins for the property located at 310 W. Cedar Street, Rawlins, WY 82301 and is designed to provide supplemental information to the application. 307 Horse Racing, Inc. is the tenant under a lease from Wyoming Financial Properties, Inc. for the relevant real estate. Both 307 Horse Racing and Wyoming Financial Properties, Inc. are sister companies with a common parent company, WERCS, a Wyoming corporation.

In 2021, 307 Horse Racing, Inc. completed a successful slate of 16 race days at the Cam-Plex in Gillette which brought substantial traffic, visitors and income into Campbell County in support of bringing horse racing back to this wonderful community for the long haul. As part of these live race days 307 Horse Racing ran more days than had ever been run in Gillette and paid out more purse money than ever before. The company is gearing up for its next racing season this year in May and June of 2022.

It is now working on opening a gaming parlor in Rawlins, hopefully in support of that mission, i.e. to continue to run better and better horse racing slates in Gillette and in other locations around the State of Wyoming. 307 Horse Racing currently operates gaming parlors with associated liquor licenses in Gillette, Sheridan, and Casper. Simultaneous with this application it is also working on a gaming parlor with a liquor license in Cheyenne as well. These locations are all known as "Derby Clubs" with each location being unique to the community it is located in. Information about the existing locations can be found at: <https://www.derbyclubwy.com> or on the associated social media accounts for each location.

WERCS (the Parent company) was founded in 1990 with a mission specific to invest in Wyoming. It built the largest Wyoming owned insurance agency in the state, which it recently sold. Its mission is to keep money in Wyoming and to support locally owned business and help grow and diversify Wyoming's economy. It currently has three major subsidiary arms including: (1) a commercial real estate company (Wyoming Financial Properties); (2) a large internet service



CITY OF RAWLINS

PLANNING & ZONING COMMISSION



provider, data center, and network solutions company; and (3) 307 Horse Racing. Its goal is to use its capital to support Wyoming owned businesses. It launched the 307 First Initiative a few years ago as part of its effort to promote doing business locally and to create local partnerships to help achieve scale (<https://www.307first.com>). WERCS is thrilled to own 307 Horse Racing as it believes that horse racing is important to local economies and is consistent with Wyoming's historical culture of horse breeding and racing.

The location as proposed to be used meets the requirements of Wyo. Stat. Ann. § 12-4-104. A liquor license has been associated with this location previous to this transfer. 307 Horse Racing intends to operate a first-class gaming location and bar intended to benefit the community as a whole. This is a highly regulated industry and the operation of our location will be more regulated by the Wyoming Gaming Commission operationally than any prior use of this location was as a previous restaurant and bar has been. 307 Horse Racing has a record of running a first class operation in multiple communities across the state.

Attached with this application are the required greater than 50% signatures for the neighboring property owners. The location is hoped to be open by late-April early May and we did our best to personally contact as many owners as we could. As well, some of the neighboring properties have businesses that are closed with owners that are out of state and were nearly impossible for us to get information to make contact with. However, we could not make contact with all, and some were taking time to get approvals from Boards, etc. thus we elected to file this application knowing that further delay would delay our opening timeline substantially. We have been in contact with multiple officials with the City of Rawlins, the Downtown Development Association and the economic development representatives for the City and the County and we are not aware of any objections to our proposed use.

Carbon County approved this location as a off track betting location under its Resolution 2022-12. Articles about our presentation to the County can be found here:

Saratoga Sun: <https://www.saratogasun.com/story/2022/03/31/news/racing-to-rawlins/11231.html>

Bigfoot 99: <https://bigfoot99.com/bigfoot99-news/307-horse-racing-purchases-three-fiddlers-restaurant-on-cedar-street/>

If you have additional questions about the application or need additional information please let me know right away and I can supplement this letter immediately. Please let us know what we can do if anything to ensure expedited handling of this SUP Application so that we can retain our timeline to be open for business.



CITY OF RAWLINS

PLANNING & ZONING COMMISSION



Sincerely,

Kyle Ridgeway
Chief Operating Officer of WERCS
CFO of 307 Horse Racing
Officer of Wyoming Financial Properties, Inc.
kridgeway@wercs.com



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

CITY OF RAWLINS

P.O. Box 953
Rawlins, WY 82301
307-328-4500

March 31, 2022

Resident
Address
City, St. Zip code

Regarding: PZ 22-05-01

Dear Sir or Madam:

An application for a Special Use Permit made by Wyoming Financial Properties, Inc. for a new business called 307 Horse Racing Inc. This business would be offering a restaurant, bar & off-track betting location. Located at 310 W. Cedar St. more specifically described as Lots 3, 4 and the east 2 feet of Lot 5, Block 22, of the original town (now City) of the City of Rawlins, Carbon County, Wyoming.

The application will be placed on the agenda of the Planning and Zoning Commission for a public hearing soon in the City Council Chambers, City Hall, 521 West Cedar, Rawlins, Wyoming at 5:30 p.m. When we have a date, we will give notice in the Daily Times.

As a property owner within 300' of this property, you are being notified of this hearing so that you may express any concerns or ask any questions you may have pertaining to this Special Use Permit. If you have any questions, call the office number at 307-328-4599.

Sincerely,

Community Development Dept.

_____ I do not object to PZ 22-05-01

_____ I do object to PZ 22-05-01

Comments: _____

PRINTED NAME

SIGNATURE

DATE



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

Name	Address 1	Address 2
Bank Of Commerce	Po Box 60	Rawlins WY 82301-0050
Big Show Pizzeria LLC	1011 1/2 Locust St - 3607 Inverness Blvd	Rawlins WY 82301-4144
Box Office Entertainment Inc	Po Box 656	Rawlins WY 82301-0250
Bustos Christina	1118 S Jeffers Dr	Rawlins WY 82301-5802
Campos Samuel and Juanita G	534 W State Street	Rawlins WY 82301
Carrico Mark A and Jill L	Box 939	Rawlins WY 82301
City of Rawlins	Po Box 953	Rawlins WY 82301-0953
Community First National Bank c/o Bank Of The West	Box 5155	San Ramon, Ca 94583
Durst Aaron and Mary	1217 W Maple St	Rawlins WY 82301-5222
Fulkerson Kenneth W	212 Le Pelona	Rawlins WY 82301
Garcia Juan and Josefine	P O Box 2304	Rawlins WY 82301-2304
Hellman Frank J Trustee	Box 1950	Rawlins WY 82301
Holman and Ramsey Enterprises LLC	211 W Cedar St	Rawlins WY 82301-5625
HOOF Lodge #4	Box 941	Rawlins WY 82301
Lloyd Archie B and Brenda J	222 W Cedar	Rawlins WY 82301-5626
Morgan Flooring & Cabinets Inc	Po Box 1497	Rawlins WY 82301-1497
Nell Stephen	109 4th Street	Rawlins WY 82301
Postland Elizabeth B	Po Box 976	Rawlins WY 82301-0976
Postland James L and Mary J	540 14th Street	Rawlins WY 82301
Rawlins Downtown Development Authority	Box 1778	Rawlins WY 82301
RLT Investments LLC	509 W Maple	Rawlins WY 82301
Sjolin Kenneth R and Marie L	Po Box 593	Rawlins WY 82301-0593
Sondergaard Marguerite R	Po Box 301	Sandair WY 82334-0301
Spirit Master Funding III LLC c/o Rmr Group	255 Washington St Ste 270	Newton MA 02458-1634
Taylor Robyn	509 W Maple St	Rawlins WY 82301-5528
Union Pacific Railroad Company	1400 Douglas St Stop 1690	Omaha NE 68179-1001
Union Pacific Railroad Company Property Tax Department	1400 Douglas Stop 1640	Omaha NE 68179-1640
Victory Baptist Church	302 W Cedar	Rawlins WY 82301
Woodhouse Frances R c/o Big Show Pizzeria LLC	1011 1/2 Locust St - 3607 Inverness Blvd	Rawlins WY 82301-4144
Zamora Albert and Joan	210 E Spruce Street	Rawlins WY 82301



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

Name	Address 1	Address 2	
Bank Of Commerce	Po Box 50	Rawlins WY 82301-0050	
Big Show Pizzeria LLC	1811 Loch Tay Blvd	Rawlins WY 82301-4144	
Box Office Entertainment Inc	Po Box 956	Rawlins WY 82301-0956	
Busica Christina	1118 S Jeffers Dr	Rawlins WY 82301-5602	
Campos Samuel and Juanita G	634 W State Street	Rawlins WY 82301	
Carico Mark A and JRL	Box 939	Rawlins WY 82301	
City of Rawlins	Po Box 953	Rawlins WY 82301-0953	
Community First National Bank c/o Bank Of The West	Box 5155	San Ramon, Ca 94583	
Durst Aaron and Mary	1217 W Maple St	Rawlins WY 82301-5222	
Fulerson Kenneth W	212 La Paloma	Rawlins WY 82301	
Garcia Juan and Josefine	P O Box 2304	Rawlins WY 82301-2304	
Helman Frank J Trustee	Box 1090	Rawlins WY 82301	
Hofmann and Ramsey Enterprises LLC	211 W Cedar St	Rawlins WY 82301-5625	
IOOF Lodge #4	Box 841	Rawlins WY 82301	
Lloyd Archie B and Brenda J	222 W Cedar	Rawlins WY 82301-5626	
Morgan Flooring & Cabinets Inc	Po Box 1497	Rawlins WY 82301-1497	
Nott Stephen	109 4Th Street	Rawlins WY 82301	
Perland Elizabeth B	Po Box 976	Rawlins WY 82301-0976	
Perland James L and Mary J	545 14Th Street	Rawlins WY 82301	
Rawlins Downtown Development Authority	Box 1778	Rawlins WY 82301	
R&T Investments LLC	509 W Maple	Rawlins WY 82301	
Sjoan Kenneth R and Marie L	Po Box 583	Rawlins WY 82301-0583	
Sondergard Marguerite R	Po Box 301	Sindair WY 82334-0301	
Spirit Master Funding III LLC c/o Rmr Group	255 Washington St Ste 270	Newton MA 02458-1834	
Taylor Robyn	509 W Maple St	Rawlins WY 82301-5526	
Union Pacific Railroad Company	1400 Douglas St Stop 1690	Omaha NE 68178-1001	
Union Pacific Railroad Company Property Tax Department	1400 Douglas Stop 1640	Omaha NE 68178-1640	
Victory Baptist Church	302 W Cedar	Rawlins WY 82301	
Woodhouse Frances R c/o Big Show Pizzeria LLC	1811 Loch Tay Blvd	Rawlins WY 82301-4144	
Zamora Albert and Joan	210 E Spruce Street	Rawlins WY 82301	



CITY OF RAWLINS

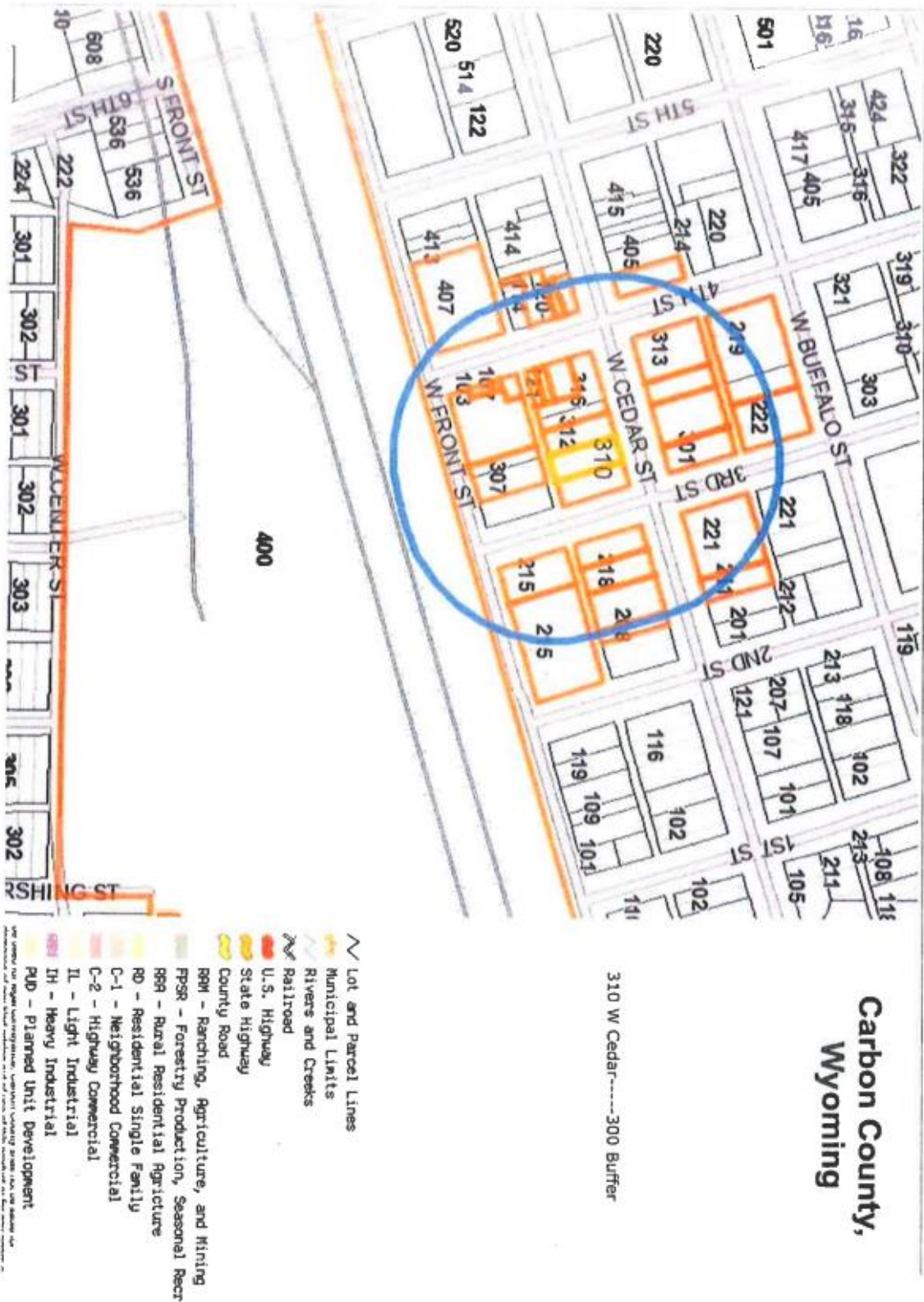
PLANNING & ZONING COMMISSION

Name	Address 1	Address 2	
Bank Of Commerce	Po Box 50	Rawlins WY 82301-0050	
Big Show Pizzeria LLC	1611 Loch Tay Blvd	Rawlins WY 82301-4144	
Box Office Entertainment Inc	Po Box 856	Rawlins WY 82301-0856	
Bustos Christina	111B S Jeffers Dr	Rawlins WY 82301-5602	
Campos Samuel and Juanita G	634 W State Street	Rawlins WY 82301	
Carico Mark A and Jill L	Box 939	Rawlins WY 82301	
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Lloyd Archie B and Brenda J	222 W Cedar	Rawlins WY 82301-5626	
Morgan Flooring & Cabinets Inc	Po Box 1497	Rawlins WY 82301-1497	
Noit Stephen	109 4Th Street	Rawlins WY 82301	
Perland Elizabeth B	Po Box 976	Rawlins WY 82301-0976	
Perland James L and Mary J	540 14Th Street	Rawlins WY 82301	
Rawlins Downtown Development Authority	Box 1778	Rawlins WY 82301	
RLT Investments LLC	509 W Maple	Rawlins WY 82301	
Sjoen Kenneth R and Marie L	Po Box 593	Rawlins WY 82301-0593	
Sondergard Marguerite R	Po Box 301	Sinclair WY 82334-0301	
Split Master Funding III LLC c/o Rmr Group	255 Washington St Ste 270	Newton MA 02458-1634	
Taylor Robyn	509 W Maple St	Rawlins WY 82301-5628	
Union Pacific Railroad Company	1400 Douglas St Stop 1690	Omaha NE 68179-1001	
Union Pacific Railroad Company Property Tax Department	1400 Douglas Stop 1640	Omaha NE 68179-1640	
Victory Baptist Church	302 W Cedar	Rawlins WY 82301	
Woodhouse Frances R c/o Big Show Pizzeria LLC	1611 Loch Tay Blvd	Rawlins WY 82301-4144	
Zamora Albert and Joan	210 E Spruce Street	Rawlins WY 82301	



CITY OF RAWLINS

PLANNING & ZONING COMMISSION





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PZ 22-05-02

Special Use Permit



CITY OF RAWLINS

PLANNING & ZONING COMMISSION

Staff Report:

CASE NUMBER: PZ 22-05-02

PREPARED BY: Sonia Gamblin

MEETING DATES: May 10, 2022

Council Meeting: Pending

SUBMITTED: March 24, 2022

OWNER: Charles and Brittany George

APPLICANT Charles and Brittany George

PROJECT: Small engine repairs out of personal shop

LOCATION:
LOT 209 2ND HIGHLAND HILLS ADDN. (BK 1387/18,1387/55))
2) General Location: 2215 Dunblane
3) Address: 2215 Dunblane

CURRENT ZONING: R 7.5

PROPOSED ZONING: No change proposed.

EXISTING LAND USE: Residential

PROPOSED LAND USE: Residential/Small Engine Shop



CITY OF RAWLINS

PLANNING & ZONING COMMISSION



Planning & Zoning Commission Application

Special Use Permit
BUILDING & DEVELOPMENT OFFICE
915 THIRD ST. RAWLINS WY - PH. 307-328-4599 FAX. 307-328-4590

Applicant Information

Applicant Name(s): CHARLES T GEORGE

Mailing Address: P.O. BOX 171 HANNA, WY 82327

Phone: _____ Cell: 307-321-3767 Email: georges.ce.sc.repair@gmail.com

Phone: _____ Email: GEORGEDESIGN413@GMAIL.COM

Property Information

Property Address (if no address, one must be assigned): 2215 DOWBLANE DR

Property Legal: _____

Zoning District: R.7.5

Request Details

Proposed Use: SMALL ENGINE REPAIR OUT OF PERSONAL SHOP

Section of Rawlins Municipal Code applying for SUP: Sec. 19.24.030

Explain proposal (use additional 8.5x11 sheets if necessary): RUN A PART TIME

(BY APPOINTMENT ONLY) SMALL ENGINE REPAIR SHOP. MECHANICAL REPAIR
OF YARD EQUIPMENT, RIDING MOWS, PUSH MOWS, SNOW BLOWERS, GENERATOR,
CHAINSAWS ETC. 95% OF WORK WILL BE CONDUCTED INSIDE THE BUILDING,
OTHER 5% WILL CONSIST OF CLEANSING, LOADING + UNLOADING EQUIPMENT

Signature of Applicant: Charles T George 3/24/22
Signature Date

\$ 200.00 pd 4.5.2022
CK# 1534



CITY OF RAWLINS

PLANNING & ZONING COMMISSION





CITY OF RAWLINS

PLANNING & ZONING COMMISSION

2215 DUNBLANE DR. more specifically described as LOT 209 2ND HIGHLAND HILLS ADDN. (BK 1360/208) Asking for a Special Use Permit to run a part time (by appointment only) small engine repair shop. Mechanical repair of yard equipment, riding mowers, push mowers, snow blowers, generators, chainsaws, ect. 95% of work will be done in side shop, other 5% will consist of cleaning, loading & unloading equipment.

RECEIVED
4.21.20

Name	Address	CITY, STATE ZIP CODE	SIGNATURE
ADAMS MICHAEL C	2305 CUTTY SARK BLVD	RAWLINS, WY 82301-4226	
BARTO MARIA L	2221 CUTTY SARK BLVD	RAWLINS, WY 82301-4228	Maribel Barto
DAHLKE DEBRA D	2312 CUTTY SARK DRIVE	RAWLINS, WY 82301	Debra Dahlke
DELANCEY JADE AND TALITHA	2212 DUNBLANE DR	RAWLINS, WY 82301-4236	Jade Delancey
DICKENS CHARLES E AND MELISSA D-N/D	2318 DUNBLANE DR	RAWLINS, WY 82301-4234	
DOMKE NICHOLAS	2226 KILMARY DR	RAWLINS, WY 82301-4247	
DUKART KERRY C AND FE B	1718 KIRKCOLM DRIVE	RAWLINS, WY 82301	
GILL JAMES W AND CHRISTINE R	2213 CUTTY SARK DR	RAWLINS, WY 82301	James W Gill
GRUNDMAN WALTER	2227 CUTTY SARK BLVD	RAWLINS, WY 82301-4228	Walter Grundman
HANSEN SPENCER J AND HILLARY S	2214 KILMARY DR	RAWLINS, WY 82301-4247	
HARTMAN TANE J AND AMANDA K	2318 CUTTY SARK	RAWLINS, WY 82301	Tane Hartman
HYDE ANDREW M AND KENDAL	2228 CUTTY SARK BLVD	RAWLINS, WY 82301-4227	Andrew Hyde
LONGOG AVELIN DR JR AND SHERRY ANNE N	2222 KILMARY DRIVE	RAWLINS, WY 82301	Sherry Longog
LUCERO TANYA L AND ANTHONY R	2317 DUNBLANE DR	RAWLINS, WY 82301-4235	Tanya Lucero
LUND VERNON P -not in district	1701 GLASGOW BLVD	RAWLINS, WY 82301-4219	
MACEY BRYAN H AND ELDEE N	BOX 5 1122 K. Kirkcol	RAWLINS, WY 82301	Bryan Macey
MANN KODY MICHAEL AND JANESEA ELAINE	2222 DUNBLANE DR	RAWLINS, WY 82301-4236	Kody Mann
ONE PINE RANCH LC	PO BOX 95	RAWLINS, WY 82301-0095	
PACKARD JULIE L AND LAWRENCE R JR	2311 DUNBLANE DR	RAWLINS, WY 82301-4235	Julie Packard
PHILLIPS GEORGE A AND MARISA	2222 CUTTY SARK BLVD	RAWLINS, WY 82301-4227	George Phillips



CITY OF RAWLINS

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2215 DUNBLANE DR. more specifically described as LOT 209 2ND HIGHLAND HILLS ADDN. (BK 1360/208) Asking for a Special Use Permit to run a part time (by appointment only) small engine repair shop. Mechanical repair of yard equipment, riding mowers, push mowers, snow blowers, generators, chainsaws, ect. 95% of work will be done in side shop, other 5% will consist of cleaning, loading & unloading equipment.

NAME	ADDRESS	CITY, STATE ZIP CODE	SIGNATURE
RIVERA JUAN ANTONIO LEON AND NEVEREZ ADRIANA ?	400 MAHONEY ST	RAWLINS, WY 82301-4824	
RODABAUGH SHERRY J	2214 CUTTY SARK DR	RAWLINS, WY 82301	<i>Sherry J. Rodabaugh</i>
ROSACKER RONNIE J AND PATRICIA L	2311 CUTTY SARK	RAWLINS, WY 82301	<i>Ronnie J. Rosacker</i>
ROSS GARTH REGINALD	1706 KIRKCOLM DR	RAWLINS, WY 82301-4229	<i>Garth Ross</i>
SCHINKEL TRAVIS AND JESSICA	2306 DUNBLANE DR	RAWLINS, WY 82301-4234	<i>Travis Schinkel</i>
SMART RILEY AND BRENDA ?	1216 W WALNUT ST	RAWLINS, WY 82301-6553	
SNIDER GARY A AND LESLIE R	PO BOX 251	SINCLAIR, WY 82334-0251	<i>Gary A. Snider</i>
SNYDER BRANDON W AND DAWNESSA A	1700 KIRKCOLM DRIVE	RAWLINS, WY 82301	<i>Brandon Snyder</i>
SPENCER JAMES AND UMBERGER ROBIN LLOY	2304 KILMARY DR	RAWLINS, WY 82301-4203	<i>James Spencer</i>
TILLOTSON ROBERT JOHN AND	2312 DUNBLANE DR	RAWLINS, WY 82301-4234	
TORRES JOEL MARTINEZ AND <i>2300 Dunblane</i>	PO BOX 1673	RAWLINS, WY 82301-1673	<i>Joel Martinez</i>
VECHNAK KENNETH D	2227 DUNBLANE DRIVE	RAWLINS, WY 82301	<i>Kenneth D. Vechnak</i>
WAGNER COREY AND JENNIFER	1712 KIRKCOLM	RAWLINS, WY 82301	<i>Corey Wagner</i>
YARDLEY AMBER E	2305 DUNBLANE DR	RAWLINS, WY 82301-4235	<i>Amber Yardley</i>
YOUNG NATHANIEL PAUL AND KRISTA ANN	2306 CUTTY SARK	RAWLINS, WY 82301	<i>Krista Young</i>
SMART RILEY AND BRENDA ?	1217 W WALNUT ST	RAWLINS, WY 82301-6554	
SNIDER GARY A AND LESLIE R ?	PO BOX 252	SINCLAIR, WY 82334-0252	



CITY OF RAWLINS

PLANNING & ZONING COMMISSION



4/1/2022 4:36 PM
Page: 1 of 1
User: WN
0985540 Bk:1387 Pg:55 Carbon WY Fees:\$12.00

File No.: **4581-3903629 (js)**

WARRANTY DEED

Charles T. George, Jr., grantor(s) of **Carbon** County, State of **Wyoming**, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

Charles T. George, Jr. and Brittany Dawn George, husband and wife as tenants by the entirety, grantee(s),

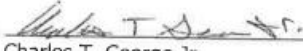
whose address is: **2215 Dunblane Drive, Rawlins, WY 82301** of **Carbon** County and State of **Wyoming**, the following described real estate, situate in **Carbon** County and State of **Wyoming**, to wit:

Lot 209, a Replat of Second Highland Hills Subdivision to the City of Rawlins, Carbon County, Wyoming.

Subject to all covenants, restrictions, reservations, easements, conditions and rights appearing of record.

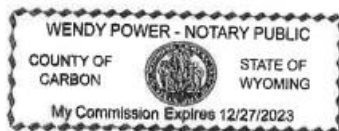
Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

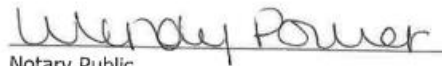
Witness my/our hand(s) this 09 day of March, 2022.


Charles T. George Jr.

State of **Wyoming**)
)ss.
County of **Carbon**)

This instrument was acknowledged before me on March 09, 2022
by **Charles T. George, Jr.**.




Notary Public
My commission expires: 12.27.2023