

Planning and Zoning Department

County of Sublette
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Pinedale, Wyoming 82941
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May 14, 2015

Planning and Zoning Commission
Sublette County
Pinedale, Wyoming 82941

Dear Commission Members:

The next Planning and Zoning Commission meeting will be held on **Thursday, May 21, 2015 at 6:00 p.m.** in the Commissioners Meeting Room at the Sublette County Courthouse, located at 21 South Tyler Ave Pinedale, Wyoming. At that time, a public hearing will be held to consider the following applications:

AGENDA

CALL TO ORDER

NEW BUSINESS

1. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Deidre Denison, applicant. The amendment proposes allowing a beauty salon as a home occupation as a conditional use (deleted text shown with strikethrough and added text shown in bold font).

Chapter III Development Standards – Section 22 Home Occupation Standards

g. The following uses shall not be considered as home occupations: welding shop, auto mechanic, machine shop, appliance storage, ~~beauty shops~~, and other similar uses.

i. Beauty shops shall be considered a home occupation and are classified as a “conditional use” in accordance with Chapter II, Section 3 of this resolution and shall conform to the standards in Chapter III Section 46. Entitled: Beauty Shop.

Chapter III Development Standards- **Section 46 Beauty Shop. The operation of a beauty shop as a home occupation shall only be allowed in accordance with the terms and conditions of this Chapter, in Zoning Districts where a home occupation is allowed. In addition the operation of a beauty shop as a home occupation shall meet the following requirements.**

- a. **The operation of a beauty shop as a home occupation shall only be permitted as a Conditional Use.**
- b. **Hours of operation shall be limited to Mon-Fri from 8am to 7pm and Sat from the hours of 9 am and 2pm.**
- c. **No more than 8 Clients per day shall be allowed.**
- d. **Only one stylist being the property owner/lessee shall be permitted to work from the property, no outside employees shall be permitted.**
- e. **A UIC Permit Must Be Approved and Adhered to as required by the Wyoming Department of Environmental Quality.**

2. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Sublette County Planning Department, applicant. The amendment proposes amendments to the County regulations related to Mining Operations (Chapter 3, Section 21) and Gravel Pits (Chapter 3, Section 38).
3. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Sublette County Planning Department, applicant. The amendment proposes amending the County regulations to require a Zoning and Development Permit for boundary line adjustments and to assess a fee for the zoning verification required with a boundary line adjustment.

OLD BUSINESS

1. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Sublette County Planning Department, applicant. The amendment proposes the following amendment to County regulations defining structures requiring a building permit (deleted text shown with strikethrough and added text shown in bold font).

Chapter IV Zoning and Development Permits - Section 1. Zoning and Development Permit Required.

All proposed land development, use and construction, including the enlargement of existing uses and structures shall be subject to review as prescribed in this chapter, and shall be authorized only upon the granting of a zoning and development (building) permit. The following uses and activities shall be exempt:

Detached accessory buildings and structures not for human occupancy, which ~~have three sides or more and~~ **are covered by** a roof and contain 400 square feet or less of floor space.

2. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Sublette County Planning Department, applicant. The amendment proposes the following amendment to the County regulations, requiring annual progress towards completion for active building permits in order to avoid expiration and renewal of said building permit (deleted text shown with strikethrough and added text shown in bold font) .

Chapter IV Zoning and Development Permits - Section 4. Lapse of Zoning and Development Permit.

The permit shall lapse and become null and void one year following the date on which it was issued. ~~unless prior to the expiration date construction or development is commenced and diligently pursued to completion, or unless the use for which the permit is granted is commenced within one year~~ **If progress towards completion does not occur on an annual basis the permit will expire one year from the date of issuance and the applicant shall be required to renew the building permit.**

3. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Sublette County Planning Department, applicant. The amendment proposes requiring a separate building permit for each individual structure associated with a development proposal (deleted text shown with strikethrough and added text shown in bold font).

Chapter IV Zoning and Development Permits - Section 1. Zoning and Development Permit Required.

All proposed land development, use and construction, including the enlargement of existing uses and structures; **including interior remodels and the conversion of non-habitable space into habitable space** shall be subject to review as prescribed in this chapter, and shall be authorized only upon the granting of a zoning and development (building) permit. **Each individual structure associated with a development proposal shall require a separate zoning and development (building) permit.**

4. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Sublette County Planning Department, applicant. The amendment proposes allowing overhangs, unenclosed porches, decks, chimneys and cantilevers to encroach two feet into the required setback (deleted text shown with strikethrough and added text shown in bold font).

Chapter III Development Standards - Section 4. Setback Requirements.

All buildings and structures shall be located not less than the minimum distances set forth in this section, with all front setbacks to be measured from the easement line of any private or public roadway. In the event that a setback from a road right of way exceeds the lot boundary setback, the more restrictive setback requirements shall apply. The setback shall be measured from the **foundation or stem wall**. Overhangs, **unenclosed porches, decks, chimneys and cantilevers to structures** may encroach two (2) feet into the setback. ~~Unenclosed attached porches are not counted in the setback.~~

5. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Sublette County Planning Department, applicant. The amendment proposes the following, requiring an applicant for a building permit to submit a certificate of placement, prepared by a licensed surveyor, when the potential exists for a setback violation to occur (deleted text shown with strikethrough and added text shown in bold font).

Chapter III Development Standards - Section 4. Setback Requirements.

The Planning Director may require an applicant for a zoning and development (building) permit to submit a certificate of placement, prepared by a licensed surveyor, prior to the issuance of a building permit. The certificate of placement may be required when the possibility exists for a setback violation caused by lot size, uncertainty related to the existence of a public road easement or uncertainty regarding the location of property boundaries, or at the discretion of the Planning Director.

6. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Sublette County Planning Department, applicant. The amendment proposes the requirement of a financial surety for the landscaping required for non-residential development, to include screening and to exempt industrial zoned development from the landscaping requirement (deleted text shown with strikethrough and added text shown in bold font).

Chapter III Development Standards - Section 37. Landscaping.

All multi-family residential and commercial development shall have a minimum of one (1) plant unit for landscaping purposes. **Industrial development shall be exempted from the landscaping requirements. For non-residential, multi-family and commercial development requiring landscaping a cost estimate and financial surety equal to the cost of supplying and installing the plant materials required to fulfill the landscaping plan shall be submitted to the Planning Department. Upon completion of the landscaping being installed and two years of survival the surety amount shall be returned.**

7. Request for an Amendment to the Sublette County Planning and Zoning Regulations, pursuant to Chapter 8, Section 1 of the Sublette County Zoning and Development Regulations, entitled Amendments; Sublette County Planning Department, applicant. The amendment proposes the creation of the following fee schedule for development proposals and the penalty for violations of the regulations (deleted text shown with strikethrough and added text shown in bold font).

Sublette County, Wyoming
Planning & Zoning
Fee Schedule

Residential Dwelling Unit Application \$75.00
Residential Accessory Structure Application \$25.00
Non-Residential Structure Application \$75.00
Renewal of Expired Permit = Cost of Original Permit
Conditional Use Permit Application \$100.00
Variance Application \$75.00
Major Subdivision Application * ~~\$175.00~~ ~~\$1000.00~~ **\$500.00**
Minor Subdivision Application ~~\$175.00~~ **\$250.00**
Change of Zoning Application \$75.00
Sign Permit Application ~~\$10.00~~ **\$75.00**
Septic Permit Application \$75.00
Family Division Application N/C
Guest House Rental Application N/C

Penalty for not Obtaining Development (Building) Permit:

- **Accessory Structure Under 1,200 sq. ft. = \$250.00**
- **Accessory Structure Over 1,200 sq. ft. = \$250.00 plus \$0.25 for each sq. ft. over 1,200**
- **Residential or Non-Residential (Commercial, Industrial or Multi-Family) Structure Under 2,500 sq. ft. = \$750.00**
- **Residential or Non-Residential (Commercial, Industrial or Multi-Family) Structure Over 2,500 sq. ft. = \$750.00 plus \$0.25 for each sq. ft. over 2,500**

*Major Subdivision fees are a minimum of ~~\$175.00~~ **\$500.00** If more than ~~4~~ **5** lots are to be created by the proposed subdivision the fee is ~~\$15.00~~ **\$500.00, plus \$100.00** per lot ~~up to a maximum of \$1000.00~~

MATTERS FROM THE PUBLIC

MATTERS FROM COMMISSION AND STAFF

ADJOURNMENT

Published as a legal advertisement in the Pinedale Roundup April 17, 2015

I have enclosed a copy of the Staff materials for the May 21, 2015 meeting. I have also enclosed the minutes from the May 15, 2014 and March 19, 2015 meetings for approval. If you have any questions, please do not hesitate to call.

Sincerely,

Bart Myers

Bart Myers
Planning Director