

Town of Glendo- Building Permit – Fee Schedule:

Shop/Outbuilding:

120 sq. ft. or less: Free – Still Requires Permit

Over 120 sq.ft.to 720 sq.ft. - \$500

Over 720 sq. ft- \$1500

New Construction Single Family-

Including 1 shop/garage with New Construction:

Under 600 sq. feet- \$1,500

Over 600 sq. feet- \$5000

All Additions to homes are considered new construction:

Please include a scaled draft of construction plans:

Rush Approval- Additional Fee

Revised 5/26/2023

All Permits Approved @ Council Meetings
2nd Wednesday Each Month:

Rush Approval Inquire @ Town Hall

Town Of Glendo
114 S. Yellowstone Hwy- PO Box 396
Phone (307)735-4242
Fax (307)735-4422

Permit No. _____

Receipt No. _____

Permit Fee: _____

Date: _____

BUILDING PERMIT

Owner/Contractor _____ Address _____	
Project Type _____	
Lot # _____	Subdivision _____ Zoning _____
Comments _____ Application Date _____	

Why Issued		Type of Building	
<input type="checkbox"/> New Building	<input type="checkbox"/> Moving	<input type="checkbox"/> One Family	<input type="checkbox"/> Garage-Attached
<input type="checkbox"/> Addition	<input type="checkbox"/> Siding	<input type="checkbox"/> Two Family	<input type="checkbox"/> Garage-Separate
<input type="checkbox"/> Remodel-Interior	<input type="checkbox"/> Fence	<input type="checkbox"/> Multi Family	
<input type="checkbox"/> Remodel-Exterior	Other _____	<input type="checkbox"/> Commercial	Other _____
<input type="checkbox"/> Deck			
Estimated \$ _____			

Building Size Information		Set Backs Accessory Bldg	Lot information
O.A. Dimension _____	1st Floor _____	Front _____	<input type="checkbox"/> Corner
Basement Area _____	2nd Floor _____	Main Bldg _____	<input type="checkbox"/> Interior
Garage Area _____	3rd Floor _____	Side Yard _____	Type _____
No. Stories _____	Volume _____	Rear Yard _____	Size _____
Height _____	Total Area _____		Area _____

Main Bldg Setbacks	Type of Construction	Foundation	Type of Foundation
Set Back _____	<input type="checkbox"/> Frame	<input type="checkbox"/> Full Bsmt	<input type="checkbox"/> Concrete
Side Yard _____	<input type="checkbox"/> Masonry	<input type="checkbox"/> Partial Bsmt	<input type="checkbox"/> Block
Side Yard _____	<input type="checkbox"/> Steel	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Pier Supports-Per Engineering
Rear Yard _____	Exterior Finish _____	<input type="checkbox"/> Frost Wall	<input type="checkbox"/> Steel <input type="checkbox"/> Wood
		<input type="checkbox"/> Concrete Slab	<input type="checkbox"/> Posts No. _____

Contractor _____ Address _____ Telephone _____

Contractor E-mail _____

Architect/Designer _____ Address _____ Telephone _____

The undersigned agrees to construct the above-described building in accordance with plans and specifications submitted herewith, and in strict compliance with all the provisions of the Building Code and Zoning Ordinance of the Town of Glendo. As per ordinance # 265-

Applicant (signature) _____

Applicant (print) _____

Town of Glendo Approval _____

THIS PERMIT DOES NOT COVER PLUMBING, ELECTRICAL OR HEATING INSTALLATIONS

Any Construction Requires a Personal Commercial Dumpster for Trash Disposal

Reasonable Accommodations for persons with disabilities will be made upon request and if feasible.

Revised 5/26/2023

BUILDING PERMIT INSTRUCTIONS

- Request copy of Ordinance NO. 264 – Glendo Planning and Zoning
- Complete Building Permit and required Fees to Town Clerk.
- With Building Permit submit detailed plot plan of:- Lot size/Setbacks/Size of existing buildings and where situated on lot/Distance of new construction to existing buildings or where new construction is being built in relationship to lot lines etc.
- Type of Building
- Permits are valid for 1 year after approval by council.
- Buildings should be completed within 1 year
- If an extension is required for starting of initial construction or completion. A written request needs to be made to council for extension and new completion date. A fee of \$100.00 will be charged.
- If there is a change of ownership of property prior to construction the building permit becomes null and void and the new owners must submit a new application. Exception to this would be if the new owners are going to build exactly the same as original permit a new building permit will be submitted with updated information and a fee of 10% of the original permit cost will be assessed.
- If a building permit is rejected under Ordinance 264 by city council. Fees will be refunded less 10%
- It is important to remember, no council member or town employee can give permission for any landowner to be able to build without a permit being submitted to council.

ORDINANCE NO. 264
GLENDO PLANNING & ZONING

AN ORDINANCE RESTATING ORDINANCE 199 FOR PLANNING AND ZONING

BE IT ORDAINED BY THE TOWN COUNCIL THE TOWN OF GLENDO, COUNTY OF PLATTE, STATE OF WYOMING:

Preamble

AN ORDINANCE REGULATING AND RESTRICTING THE USE OF LAND FOR THE PURPOSE OF PROMOTING HEALTH, SAFETY, MORALS, AND GENERAL WELFARE OF THE INHABITANTS OF THE TOWN OF GLENDO; AND REGULATING THE SIZE OF YARDS AND OTHER OPEN SPACES, THE DENSITY OF POPULATION AND THE LOCATION AND USE OF BUILDINGS, STRUCTURES AND LAND FOR TRADE, INDUSTRY, RESIDENCE AND OTHER PURPOSES; ESTABLISHING DISTRICTS OR ZONES AND BOUNDARIES THEREOF; PROVIDING NONCONFORMING USES; PROVIDING FOR THE ADMINISTRATION AND THE ENFORCEMENT OF THIS ORDINANCE; ESTABLISHING THE PROCEDURE FOR APPEAL AND THE JURISDICTION FOR THE ZONING BOARD OF ADJUSTMENTS; PROVIDING PENALTY FOR VIOLATION OF THIS ORDINANCE' PROVIDING FOR METHOD FOR CHANGE OR AMEND REGULATIONS AND DISTRICTS; PROVIDING FOR VALIDITY.

CHAPTER I
TITLE AND AUTHORITY

Section 1: Short Title: This ordinance shall be known and may be cited as the "Zoning Ordinance of the Town of Glendo, Wyoming".

Section 2: Authority: In pursuance of authority conferred by Title 15.1, Chapter 1, Section 15-1-601 et seq. The Wyoming Statutes 2022, as amended, and for the purposes of promoting the health, safety, morals, and general welfare of the inhabitants of the Town of Glendo, Wyoming.

Section 3: General Purposes and Application: In their interpretation and application, the provisions of this Ordinance shall be held to be the minimum requirements adopted for the public health, safety and welfare. It is not intended by this Ordinance to repeal, annul or in any way impair or interfere with the existing provisions or other Law or Ordinances, except those specifically repealed by this Ordinance, or with restrictions placed upon property by Covenant, Deed or other private agreement. Where this Ordinance imposes a greater restriction upon land or structures than is imposed by existing provisions of Law, Ordinance, Contract, or Deed, the provisions of this Ordinance shall control. The concept of "Spot Zoning" shall be avoided.

Section 4: Official Zoning Map: The Town is hereby divided into zones or districts, as shown on the official Zoning Map, which together with all explanatory matter thereon, is hereby adopted and declared to be a part of this Ordinance.

CHAPTER II **DEFINITIONS**

Section 1: For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number.

The word "shall" is always mandatory and not merely directive.

- A) Accessory Use or Building - Is a subordinate use or building customarily incident to and located in the same lot with the main use or building. An Accessory Building specifically excludes residential space or living quarters, including either short term or long term residential space.
- B) Administrative Authority - This shall be the Town of Glendo governing body.
- C) Alley - Is a public way 16 feet in width which is not designed for general travel; which is used as a means of access to the rear of residences and business establishments, and affords only a secondary means of access to the property abutting its length.
- D) Alteration - As applied to a building or structure, is a change or rearrangement in the structural parts or in the exit facilities, or enlargement, whether by extending on a side or by increasing in height, or the moving from one location or position to another.
- E) Building Area - Is the aggregate of the maximum horizontal cross section area of the main building on a lot, excluding cornices, caves, gutters, or chimneys projecting not more than 2 feet, steps, one-story open porches, bay windows not extending more than one story and not projecting more than 2 feet, balconies and terraces.
- F) Board of Adjustments - A board of five (5) members appointed for a term of three (3) years by the Governing Body comprised of citizens not serving on the Town Council or the Planning and Zoning Commission.
- G) Buffer - Used in the form of plantings or decorative walls or fences to adequately buffer, separate, or conceal from the residential zone.
- H) Building - A structure which is for the habitation or shelter of human beings or animals, or the shelter or storage of property, or for the occupation for some purpose of trade or manufacture.
- I) Building Line: Setback Line - A line formed by the outer face of the closing wall of a building or portion thereof and the surface of the ground.
- J) Dwelling: Multi Family - Is a dwelling or group of dwellings on one plot containing separate living units for two or more families, but which may have joint services or facilities for both.

- K) Dwelling Unit - Is one or more rooms providing complete living facilities for one family, including equipment for cooking provisions for the same, and including room, or rooms, for living, sanitation, sleeping and eating.
- L) Family - One or more persons living as a single household or housekeeping unit.
- M) Front Yard - Minimum of 26 feet from drip line to back of curb.
- N) Garage - Is a building or part thereof accessory to a main building and providing storage of automobiles and personal property and in which no occupation or business for profit is carried on. A garage specifically excludes residential space or living quarters, including either short term or long term residential space.
- O) Governing Body - Mayor and town council.
- P) Height Building - Is the vertical dimension measured from the average elevation of the finished lot grade at the front of the building, to the highest point of the ceiling of the top story in the case of a flat roof to the deck line of a mansard roof, and to the average height between the plate and ridge of a gable, hip gambrel roof.
- Q) Home Occupation - Use any customarily conducted entirely within a dwelling or accessory building and carried on by the occupants thereof, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof, and not more than two (2) persons are engaged in such occupation. Such use as an animal hospital, dancing school shop, automobile repair services requiring more than three (3) vehicles on the lot or street at one time waiting repair shall not be deemed to be a home occupation.
- R) Lot - Is a parcel of land occupied or capable of being occupied by one building, and the accessory buildings or uses customarily incidental to it, including such open spaces as are required by this ordinance.
- S) Lot Corner - Is a lot at the point of intersection of two or more intersecting streets, the angle or intersection being not more than 135 degrees, h is the land occupied or to be occupied by the corner building and its accessory buildings.
- T) Main Structure - Is any structure and its attached structures for the habitation or shelter of human beings.
- U) Mobile Home - A structure so constructed as to permit its being conveyed upon a public street or highway and constructed in such a manner as will permit permanent year-round occupancy there as a dwelling. Such units length shall be thirty-three (33) feet or more and a width of fourteen (14) feet or more. This structure shall be built to the Housing & Urban Development Standard (HUD).
- V) Modular Structure - A structure which can be moved in one piece and wheels, axles, and frame removed for permanent type structures and placed on a permanently constructed type foundation. Built to current modular home building standards and building codes.
- W) Non-Conforming Use - Is a building, structure or use of land existing at the time of enactment of this ordinance, and which does not conform to the regulations of the district in which it is located.

- X) Recreational Vehicle - A motor vehicle or trailer that includes living quarters designed for accommodation.
- Y) Side Yard - A minimum of 6 feet from drip line to side lot line.
- Z) Street - Is a public thoroughfare more than thirty (30) feet in width has been dedicated or deeded to the public use and which affords principal means of access to abutting property.
- AA) Structure - Is anything constructed or erected which requires location on the ground or attached to something having location on the ground, including signs and billboards, but not including fences or walls used as fences.
- BB) Townhouse - Shall mean a single family dwelling unit attached to another single family unit by a common wall and containing three or more dwelling units. The owner of the dwelling unit shall own a specific lot or parcel of land (with a deed) in conjunction with the ownership of the townhouse unit. Townhouses require subdivision review. Townhouses do not have common ownership in the building or the land. Common wall are shared by the land under the unit is owner by townhouse dweller.
- CC) Travel Trailer - A vehicle used and so constructed as to permit it being used as a conveyance upon public streets and highways and duly licensable as such, constructed in such a manner as will permit occupancy thereof, as a temporary or seasonal dwelling.
- DD) Yard - Is an open space other than a court, on a lot, unoccupied and unobstructed from the ground upward, except as otherwise provided in this Statute 34-12-103) ordinance.
- EE) Yard Front - Is an unoccupied space on the same lot with the main building, extending the full width of the lot and situated between the street line and the front line of the building projected to the side lines of the lot.
- FF) Yard Rear - Is an unoccupied space on the same lot with the main building between the rear line of the building and the rear line of the lot and extending the full width of the lot.
- GG) II) Side Yard - is an unoccupied space on the same lot with the main building situated between the building drip line and the side line of the lot and extending from the front yard to the rear yard. Any lot line not rear line or a front line shall be deemed a side lot line.
- HH) Single Wide Mobile Home - A structure so constructed as to permit its being conveyed upon a public street or highway and constructed in such a manner as will permit permanent year round occupancy as a dwelling. Such units overall length shall be thirty-three (33) feet or more and width under fourteen (14) feet. This structure shall be built to the Housing & Urban Development Standard (HUD).
- II) Perimeter Visual Buffer - A solid buffer wall or fence made out of materials that are not able to be seen through or a maintained green fence consisting of trees and shrubs that is solid. Not allowed is chain link or woven wire fencing.
- JJ) Zoning Commission: The shall be appointed by the mayor, with the consent of the governing body, to recommend the boundaries of the various original districts and appropriate regulations to be enforced on therein. The Town Governing body may be the zoning commission.

CHAPTER III

DISTRICTS

Section 1: R-1 Single Residence Zone:

- A) Uses Permitted:
- 1) One Family Dwelling
 - 2) Home Occupation (Less than 3 employed) (See definition)
 - 3) Accessory Building Uses
 - 4) Double-Wide Mobile Home Placed on a Permanent Foundation
- B) Maximum Building Height 2 stories or 35 feet
- C) Lot Area 6344 square feet
- D) Minimum Lot Width 52 feet
- E) Minimum Lot Area Per Dwelling Unit 3000 square feet
- F) Minimum Front Yard 26 feet
- G) Minimum Side Yard 6 feet
- H) Minimum Rear Yard 6 feet
- I) Minimum Distance Between Main Buildings 10 feet
- J) Minimum Distance Between Main and Accessory Buildings 10 feet
- K) Accessory Buildings Drip line of roof may be located one foot from rear and side lot line
- 1) Garage Entrance - minimum of 10 feet from alley line
 - 2) Garage Entrance - 15 feet from back side of street curb and gutter
- L) Uses not Permitted:
- 1) Single Wide Mobile Homes (See definition of Mobile Home)
 - 2) Home Occupation which falls in the category of commercial or industrial uses which do not come within the definition of home occupation.

Section 2: MH-1 Single Wide. Single Mobile Home Residence Zone:

- A) Uses Permitted:
- 1) One Family Dwelling
 - 2) One Mobile Home Residence (Minimum width of mobile home shall be fourteen feet (14) and must be placed on a permanent foundation and skirted with a suitable material that matches the home, within 30 days of being set on the lot.)
 - 3) Home Occupation (See definition)
 - 4) Accessory Building Use
- B) Maximum Building Height 2 stories or 35 feet
- C) Minimum Lot Area 6344 square feet
- D) Minimum Lot Width 52 feet
- E) Minimum Lot Area Per Dwelling Unit 3000 square feet
- F) Minimum Front Yard 26 feet
- G) Minimum Side Yard 6 feet

- H) Minimum Rear Yard 6 feet
- I) Minimum Distance Between Main Buildings 10 feet
- J) Minimum Distance Between Main Buildings and Accessory Buildings 10 feet
- K) Accessory Building Drip line of roof may be located one foot from rear and side lot line
- 1) Garage Entrance - minimum of 10 feet from alley lot line
- 2) Garage Entrance - 15 feet from back side of street curb and gutter
- L) Uses not Permitted:
 - 1) Home Occupations which falls in the category of commercial or industrial uses which do not come within the definition of home occupations

Section 3: Industrial Zone:

This district is intended to provide for the community's needs for trade, storage and warehousing, light manufacturing and similar activities.

- A) Uses permitted:
 - a. Manufacturing, processing, fabrication or warehousing;
 - b. Wrecking or salvage yards completely enclosed by opaque fencing no less than eight (8) feet in height. Any vehicle or scrap on the property must be removed within sixty (60) days;
 - c. Veterinary hospitals or kennels;
 - d. Building material sales yard;
 - e. Contractor yard for vehicles, equipment and supplies;
 - f. Wholesale trade;
 - g. Laundromat;
 - h. Manufacturing of devices or instruments;
 - i. Uses permitted in Section 5, Multi-Use Zone, excluding any residential use;
 - j. No residential use is permitted in this zone.

CHAPTER IV

SUPPLEMENTARY REGULATIONS

Section 1: Signs:

- A) Signs shall be permitted according to the following general requirements:
 - 1) All signs must be constructed in a workmanlike manner, using good safe structural design and thereafter maintained in safe condition or repair and in good appearance.
 - 2) Off premises advertising signs (billboards) will not exceed 32 sq. feet
 - 3) Real Estate Development Signs: Such signs shall not exceed thirty-two square feet in area per face and be located on the site being advertised
 - 4) Vehicles or trailers may be used as signs provided that
 - a) It is not illuminated.

- b) Provided that the vehicle, trailer, or mechanical device forming the basis for the vehicular sign is currently licensed in its highways, and that said vehicle is in a safe and operational condition.
- 5) The following shall be prohibited:
 - a) Those with mechanical or electrical appurtenances, such as "revolving beacons" or "high intensity" flashers which are obviously designed to just compel attention.
 - b) Any sign located which conflicts with any public devices controlling public traffic.
 - c) Any sign that will interfere with the sight distance or view that is required to safely operate a motor vehicle or for pedestrians to cross a right-of-way where motor vehicles are operated.
 - d) Signs protruding from a business building above a public sidewalk that do not comply with the rules and regulations of the Wyoming Department of Transportation and that do not have a valid permit from the Wyoming Department of Transportation.
- 6) Billboards or Outdoor Advertising Signs: Shall mean a freestanding structure or device erected or placed upon the ground or upon a building which structure or device bears a sign, which sign is not a necessary appurtenance to the use of the property on which displayed. An outdoor advertising sign or billboard shall identify the name of the business or the service available on the premises on which it is placed
- 7) All signs erected by a public agency controlling or directing traffic, railroad crossing warning services, and private signs used exclusively to direct automobile traffic on private property shall be exempt from these Regulations.

Section 2: Fences and Walls:

- A) No structure or sign, fences, walls, or shrubs in the front or side yard, shall be situated as to obstruct the view of vehicular traffic along streets or at street intersections. Therefore, all of the above will have a setback of 10 feet from the property line.
- B) Residential Fences and Walls:
 - 1) Front yard perimeter fences or walls shall not exceed four feet in height.
 - 2) Front and side yard perimeter fences on corner lots will not exceed four feet in height.
 - 3) All fences adjacent to streets shall be set back five feet to allow for sidewalks and pedestrian traffic.
 - 4) Rear yard fences, walls, or hedges shall not exceed eight feet in height.
 - 5) Side yard fences, walls, or hedges, on interior lots, shall not exceed eight feet in height and any side fences which extend into the front yard area of interior lots shall not exceed four feet in height.
 - 6) No resident fences or walls shall be topped with barbed wire, glass or other sharp objects.
- C) Industrial Fences and Walls:

- 1) Perimeter fences that are adjacent to residential zones or land uses; and/or public roads shall have a solid buffer wall or fence not to exceed ten feet in height or a maintained green belt area consisting of trees and shrubs which shall provide an effective sight barrier functionally equivalent to a solid buffer wall.

Section 3: Corner Lot Setbacks:

- A) Set back on side street for all buildings will be 26' for visual safety and a minimum of 26' from Yellowstone Highway.

Section 4: Development Plans:

- A) A development plan shall be submitted to the Administrative Authority for review by the appropriate reviewing agencies for any proposed shopping centers, apartments, mobile home parks, industrial, campuses, or project and any commercial development and residential housing. This requirement shall also apply to a substantial expansion of an existing business as outlined above. Substantial expansion shall be defined as one which is twenty-five (25%) percent larger of total floor area than the existing one.
- B) A development plan shall be considered as a preliminary plan to establish the basic features, use and general location of the elements of the project.
- C) Where subdivision or re-subdivision is being planned the development plan, if required, may be incorporated with the Tentative Plan.
- D) The Planning Commission can waive the requirement for a development plan where it can be determined that onsite development would have a negligible effect on onsite and offset conditions.
- E) If, in the opinion of the Administrative Authority, the development plan is grossly incomplete it shall be returned to the developer for completion, marked "Plan Incomplete" without a detailed review.
- F) A development plan shall include, but not be limited to the following:
 - 1) The proposed use of all area, including areas that are to be used for barrow pits or where there will be any changes of the natural topography.
 - 2) The general location of structures and their proposed uses, and the areas for parking, interior pedestrian and vehicular circulation, and the minimum standards for same.
 - 3) Notation that necessary easements for utilities to service the development and to reach adjacent property have been provided and their locations on the site.
 - 4) The general location of all planned and natural drainage ways. A full drainage report may be required.
 - 5) Location of ingress and egress points and physical barriers to confine ingress and egress to said points.
- G) Any new structure shall be approved by the governing body. The governing body shall make any rules and regulations to facilitate the development of Town of Glendo and may change from time to time.

- 1) The current process is to complete a building permit and submit it to the Town.
- 2) The Town's building inspector shall review plan and make change requirements to the individual (inclusive of other corporate structures) or provide approval and submit the plan to the governing body.
- 3) The governing body shall act on the building plan within 45 days of it being forwarded to their approval or denial.

Section 5: Mobile, Temporary Construction Site Living Quarters:

- A) Permits will be issued for a period of 120 days allowing for the use of a travel trailer or motor home as living quarters while a permanent residence is being constructed or an existing residential structure is being remodeled in areas other than designated mobile home parks. Extensions may be granted, following review of the extension requested by the Administrative Authority. If such extensions are denied the party has five (5) days from the date of denial to vacate said lot or tract.

CHAPTER V
GENERAL PROVISION AND EXCEPTIONS

Section 6: Non-Conforming Uses:

- A) The lawful use of any building, structure or land existing at the time of the enactment of this Ordinance may be contained, although such use does not conform with the provisions of this Ordinance, provided, that the following conditions are met:
 - 1) Unsafe Structures: Nothing in this Chapter shall prevent the strengthening or restoring to a safe condition of any portion of a building or structure declared unsafe by a proper authority.
 - 2) Alterations: A non-conforming building or structure may be altered, improved or reconstructed; provided that such work is not to an extent exceeding in aggregate cost fifty percent (50%) of the actual value of the building or structure, unless the building or structure is changed to a conforming use.
 - 3) Extension: A non-conforming use shall not be extended, but the extension of a lawful use to any portion of a nonconforming building or structure, which existed prior to the enactment of this chapter, shall not be deemed the extension of such non-conforming use. No non-conforming use shall be extended to displace a conforming use.
 - 4) Changes: No conforming building, structure or use shall be changed to any non-conforming use.
 - 5) Construction Approved Prior to Enactment of Chapter: Nothing contained in this Chapter shall require any change in plans, construction or designated use of a building or structure for which a building permit has been issued and the

construction of which shall have been diligently prosecuted within three months of the date of such permit.

- 6) Abandonment: A non-conforming use of a building or premises which has been abandoned shall not thereafter be returned to any non-conforming use. A non-conforming use shall be considered abandoned.
 - a. When the intent of the owner to discontinue the use is apparent.
 - b. When the characteristic equipment and the furnishings of the non-conforming use have been removed from the premises and have not been replaced by similar equipment within one year, unless other facts show intention to resume the nonconforming use.
 - c. When it has been replaced by a conforming use.
 - d. When it has been changed to another use under permit from the zoning board.
- 7) Certificate of Non-Conforming Use: Upon the effective date of this ordinance, the Administrative Authority, shall not issue a building permit for any non-conforming use unless:
 - a. A non-conforming use certificate has been issued for the property, or evidence, satisfactory to the Administrative Authority is presented, to show the existence of the use at the time of the adoption of this ordinance.
- 8) In order for any non-conforming use to qualify under the exemptions provided by this section then each non-conforming use must be registered with the Town of Glendo within the first 12 months after this ordinance is adopted. The authority may waive this requirement upon good cause shown in order to retain or to reinstate a nonconforming use status for any property.

Section 7: Modular Units:

- A) Any structure that can be classified as, or similar in concept to, pre-cut, pre-fab, modular or any off-site constructed units.
- B) Any building of the above description shall have the plans and specifications presented to the Administrative Authority for review before a building permit may be issued.
- C) Any building of the above description shall meet the construction, electrical and plumbing requirements adopted building(s) and the ordinance of the Town of Glendo.
- D) Those units that do not meet the above mentioned building code(s) shall be considered mobile homes and shall be restricted to those designated districts that allow mobile homes.

Section 8: ADA Compliance:

Any and all new construction, if covered under ADA, shall meet with said requirements.

CHAPTER VI

ZONING VARIANCES

Section 1:

- A) The Planning and Zoning Commission may permit variances in the application of certain provisions of this ordinance where practical difficulties or unnecessary hardships would result from a strict application of this ordinance.
- B) Procedure: The Planning and Zoning Commission shall meet at the call of the Chairman, and at such other times as the Board may determine.
 - 1) The Chairman, or in his absence, the acting Chairman, may administer oaths and compel the attendance of witnesses. All meetings of the Commission are open to the Public. The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent, or failing to vote, indicating the fact and shall keep records of its examinations and other official actions. All minutes shall be filed immediately in the Office of the Town Clerk and are public records.
 - 2) Members appointed to the Commission shall take an oath to discharge their duties in accordance with this ordinance and state statute. The oath shall be administered by the Town Clerk.
 - 3) The concurring vote of three members if the Commission shall be necessary to reverse any of the orders, requirements, decisions or determinations of the Administrative Authority or to decide in favor of the appellant any matter upon which it is required to pass under this chapter, or to affect any variation therein. Such appeal shall be taken within thirty (30) days after the date of the decision of the Administrative Authority by filing with the Town Council thereon.
- C) Every appeal shall be made to the Planning and Zoning Commission on forms which may be secured at the Office of the Town Clerk. The procedure is as follows:
 - 1) A written appeal shall be filed with the Chairman of the Commission by the party feeling aggrieved by any order or decision of the Administrative Authority upon forms prepared and supplied by the Town Clerk. Said appeal shall be accompanied by accurate plans and specifications of the proposed work showing also the plot of land to be built upon, together with the placement of the proposed building and all other existing or proposed structures and accompanied by a fee of ten dollars (\$10.00), together with an appeal deposit of \$100.00.
 - 2) Every appeal shall be taken within thirty (30) days from the date of such refusal by the Administrative Authority to issue the permit.
 - 3) Any communication purporting to be an appeal shall be regarded as mere notice to seek relief and shall not be considered by the Commission until it is made on the form required.
 - 4) Upon receipt of any such communication, the applicant shall be supplied with the proper forms before placing his appeal, and if he fails to file with the Planning and Zoning Commission the form properly filled out and executed

and to supply the required date within thirty (30) days from the date of the refusal of this permit, his case shall be dismissed for lack of prosecution.

- D) At the public hearing of the case before the Commission, the appellant shall appear in his own behalf or be represented by counsel or agent. The appellant's side of the case shall be heard first and those in objection shall follow. To maintain orderly procedure, each side shall proceed without interruption by the other.
- E) Every person before the rostrum shall abide by the order and direction of the Chairman. Discourteous or disorderly or contemptuous conduct shall be regarded as breach of the privileges of the Commission and shall be dealt with as the Chairman deems proper.
- F) A legal notice of each hearing shall be published in the official newspaper of the Town of Glendo at least twenty (20) days before the date set for the public hearing. Twenty (20) days notice of the hearing of an appeal shall be sent by mail to the appellant and all directly affected property owners. The notice to the appellant shall be sent by registered mail to the address given in the appeal. The cost of publishing and the postage for mailing the required notices to the appellant and affected property owners shall be deducted from the one hundred dollars (\$100) deposit made with the Commission at the time of the filing of the appeal.
- G) Final Disposition of Appeal:
 - 1) The final disposition of any appeal to the Town Council shall be in the form of a resolution, which shall affirm, modify or reverse the refusal of a permit, or any order, or decision of the Administrative Authority. The Council may set out in said resolution the condition or conditions upon which the permit may be issued in order to carry out the purpose and intent of this article. The concurring vote of three (3) members shall be necessary for a decision. If a resolution presented at the meeting fails to receive three (3) concurring votes, it shall be presented at the next meeting.
 - 2) Any appellant may withdraw his appeal at any time prior to the decision of the Planning and Zoning Commission thereon.
- H) Rehearing:
 - 1) No rehearing of the decision of the Authority shall be had except:
 - a) On motion to reconsider the vote, or
 - b) On a written request for a hearing request
 - 2) If the motion to reconsider received three affirmative votes, the Authority may vote on the motion to grant said request for a hearing subject to such conditions as said Commission may, by resolution in each case, stipulate.
 - 3) No request to grant a hearing will be entertained unless new evidence is submitted, which could not reasonably be presented at the previous hearing. If a request for a rehearing is granted, the case shall be put on the calendar for a rehearing. In all cases, the request for a rehearing shall be in writing stating the reasons for the request and shall be duly verified, and accompanied by the necessary data and diagram. The person requesting the rehearing shall be notified to appear before the Commission on a date to be set by the said Commission.

CHAPTER VII
ZONING ORDINANCES. AMENDMENTS AND ZONE CHANGES

Section 1: The Mayor and Council may from time to time after receiving a report by the Town Planning and Zoning Commission and after public hearings required by law; amend, supplement or change the regulations or zones set forth herein or subsequently established. Any amendment, supplement or change may be initiated by the Commission by petition of affected persons as hereafter provided.

- A) The purpose of the procedures established by this Article is: To provide for appropriate and timely ordinance amendments and district zone changes. Any person, firm or corporation may propose a zone change for a single parcel or contiguous parcels and shall initiate such proceedings by filing with the Commission, a proper and complete application for such changes in such form as may be prescribed by the Administrative Authority and the payment of the fee provided in Section 2.

Section 2: Fees: For the purpose of covering the cost of mailing notices, posting, making and printing maps, investigations, analyses, administrative and other expenses involved in a zone change, the following fees shall apply. All fees are payable preceding the stated actions and no refund shall be made.

- A) Rezoning Fees: Under all zoning the fee will be to the applicant for all costs incurred by the Town, plus ten percent (10%).

Section 3: Application: The application shall include the following:

- A) The applicant's name, address, and interest in the request. The name and address of every person, firm or corporation represented by the applicant including every party in interest whether a beneficiary under a trust or otherwise. Where any application covers land held under a trust agreement or by a corporation, the applicant shall list the names of the parties to the trust and the corporate officers. In addition, the applicant shall file an affidavit, signed by the owners, to attest he is authorized and empowered to act for them in such proceeding.
- B) The proposed zoning change including a sufficiently accurate map that describes the affected area.
- C) A statement showing that present conditions require the proposed change to permit the proper utilization of the property in accordance with acceptable planning and zoning principles and practices. Such statements shall further include a presentation of any other factors or reasons which the applicant offers in support of the proposed zone change.
- D) The applicant shall submit to the Administrative Authority an accurate, verified list, made within the previous thirty (30) days giving the names and addresses of the record owners of all properties lying within the proposed change and of all properties any part of which is within one hundred and forty (140) feet, not including the width of any intervening street or alley, or more if the Commission deems necessary. This list shall be furnished by the applicant at their own expense.

Section 4: Planning Commission Action: Upon initiation of any proposed ordinance, amendment, or zoning change the Planning Commission, after a public meeting shall transmit its recommendations to the Mayor and Council.

Section 5: Mayor and Council Action: Upon the receipt of the Commission report and recommendation, the Mayor and Council shall hold a public hearing thereon after giving at least fifteen (15) days notice by publication in the official Town newspaper and mailing by First Class mail, notice to those property owners on the verified list. The Mayor and Council may thereupon take appropriate action.

CHAPTER VIII **LEGAL STATUS PROVISION**

Section 1: Repeal of Inconsistent Provisions: All ordinances and portions of ordinances of the Town of Glendo in conflict herewith are hereby expressly repealed.

Section 2: Severity: This ordinance and various parts thereof, are hereby declared to be severe. If a section, sub-section, sentence, clause, work, or phrase of this ordinance is for any reason held to be unconstitutional, such ruling shall not affect the validity of the remaining portion of this ordinance.

Section 3: Violation and Penalty: Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of this ordinance shall, upon conviction, be fined a sum of not more than two hundred dollars (\$200.00) for each offense. Each day that a violation is permitted to exist after notice has been given by the Administrative Authority shall constitute a separate offense.

Passed and approved on First Reading this ____ day of _____, 2022.

Passed and approved on Second Reading this ____ day of _____, 2022.

Passed, approved and adopted on Third and Final Reading this ____ day of _____, 2023.

Mayor, Town Glendo

ATTEST:

Clerk/Treasurer, Town of Glendo

**ORDINANCE NO. 264
QUILSON SUBDIVISION ZONING**

AN ORDINANCE REGULATING AND RESTRICTING THE USE OF LAND FOR THE PURPOSE OF PROMOTING HEALTH, SAFETY, MORALS AND GENERAL WELFARE OF THE INHABITANTS OF THE QUILSON SUBDIVISION. THIS ORDINANCE IS ALSO TO MEET THE UTILITY CAPABILITIES AS PLATTED.

BE IT ORDAINED BY THE TOWN COUNCIL, TOWN OF GLENDON, PLATTE COUNTY, WYOMING:

Section 1: The Quilson Subdivision, as platted in the Platte County Clerk's Office, Book PLAT 2, Page 309, consisting of fifty eight (58) lots is hereby Zoned as R-1 Single Residence Zone.

Section 2: Left Vacant

Section 3: Left Vacant

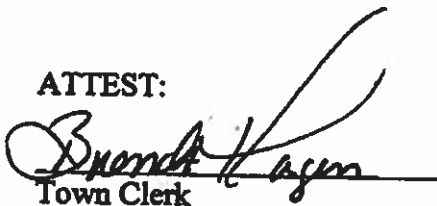
Passed and approved this 9 day of November, 2022, on first reading.

Passed and approved this 21 day of December, 2022, on second reading.

Passed and approved this 11 day of January, ²⁰²³~~2022~~, on third and final reading.


Mayor

ATTEST:


Town Clerk