

# TOWN OF SARATOGA

P.O. BOX 486

110 E. Spring Avenue

SARATOGA, WYOMING 82331

[www.townofsaratoga.org](http://www.townofsaratoga.org)

Phone: 307-326-8335

Fax: 307-326-8941

Email: [townhall@saratogawyo.org](mailto:townhall@saratogawyo.org)

Mayor Chuck Davis

Councilman Michael Cooley

Councilmen Cory Oxford

Councilman Jerry Fluty

Councilman Bub Barkhurst

Town of Saratoga  
Planning and Zoning Department  
110 E. Spring Ave.  
Saratoga, WY 82331  
307-447-2882  
[e.penner@saratogawyo.org](mailto:e.penner@saratogawyo.org)

April 15, 2026

Planning & Development Coordinator and Zoning Administrator  
Carbon Building  
215 West Buffalo Street, Suite 317  
Rawlins, WY 82301  
Main Phone Number: 307-328-2651  
Direct: 307-328-2737  
Fax: 307-328-2735

Subject: Z.C. Case#2026-05

Dear Ms. Rowan,

After reviewing the above reference application, the Planning Commission has determined that the application is not indirect conflict with the Town's adopted future land use map. However, we would highly discourage any development that would encourage an increase in use of septic systems and water wells prior to the Town annexing areas directly outside its boundary. We find these types of developments may be potential hindrance to future development, as they deter the need for utility extensions that are required for denser development.

Regards,



Emery Penner

Director of Public Works/Planning and Zoning Administrator

**REFERRAL FORM**

Carbon County Planning and Development Department  
215 West Buffalo Street, Suite 317  
Rawlins, WY 82301  
Phone: 307-328-2651 Fax: 307-328-2735

Date Sent: 03/31/2026

Request Returned: 04/17/2026

Website: [www.carboncountyyw.gov](http://www.carboncountyyw.gov)

<b>Case File Number:</b>	<b>Type of Application:</b>
Z.C. Case #2026-05	Zone Change Request from RAM to RD-2.57

Involved Parties:	Email Addresses:	Phone Number:
Staff Contact: Kristy R. Rowan, Planning & Development Coordinator	<a href="mailto:kristyrowan@carboncountyyw.gov">kristyrowan@carboncountyyw.gov</a>	307-328-2651
Applicants and Land Owners: Mary E. Oaks, Trustee 419 E. Murray Street Rawlins, WY 82301		
Summary of Request: <ul style="list-style-type: none"> <li>Request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Residential (RD-2.57) on approximately 2.57 acres. The RD Zone intended to provide land for residential development that is typically single family detached and located within Town Expansion Areas and within or nearby Rural Centers. Residential single family zones are intended to be located in areas planned for residential development that are easily accessible and infrastructure already exists or is readily available.</li> </ul>		
Parcel Identification Number: 17841220008100		
General Location of Property: Approximately 500 feet north of the Town of Saratoga's town limits off Carbon County Road #301 (Leavengood Lane) on the west side.		
Legal Description: A tract of land (2.57 acres) located in the E1/2NW1/4, Section 12, Township 17 North, Range 84 West, 6 <sup>th</sup> P.M., Carbon County, Wyoming. A more complete legal description is available upon request.		

***The Carbon County Planning and Development Department has received a Zone Change Applicant Request as referenced above. Your comments are an important part of the evaluation process. In order to review all appropriate agency comments and incorporate them into the Staff Report, please respond by April 17, 2026. If written comments are received after the deadline, comments will be provided to the Carbon County Planning & Zoning Commission and the Carbon County Board of County Commissioners.***

NOTE: Hearing Dates are tentative, call for confirmation at 307-328-2651.

Carbon County Planning & Zoning Commission Hearing Date: 05/04/2026

Carbon County Board of County Commissioners Hearing Date: 06/02/2026

<b>Carbon County Agencies &amp; Departments, Towns, Local Conservation Districts</b>	<b>Referral Sent US Mail or E-Mail</b>
Planning & Zoning Commission	X
Commissioners c/o County Clerk	X
County Attorney's Office	X
County Road and Bridge Department	X
County Sheriff's Office – County Sheriff	X
County Fire Department – County Fire Warden	X
County Emergency Management	X
County Assessor	X
<b>Towns</b>	
Saratoga – Town Council	X
Saratoga – Planning Commission	X

<b>State Agencies, Departments, &amp; Divisions</b>	<b>Referral Sent US Mail or E-Mail</b>
Wyoming – Office of State Lands and Investments – Cody Booth	X

<b>Federal Agencies, Outside of Carbon County, Local Utility Companies, &amp; Other</b>	<b>Referral Sent US Mail or E-Mail</b>
<b>Local Utility Companies</b>	
Carbon Power & Light – Jim Beckman	X

**Section 4.7 RESIDENTIAL SINGLE FAMILY ZONE (RD)**

The purpose of this district is to provide land for residential development that is typically single family detached and located within Town Expansion Areas and within or nearby Rural Centers. Residential single family zones are intended to be located in areas planned for residential development that are easily accessible and infrastructure already exists or is readily available.

**A. Principally Permitted Uses:**

1. Single family and two family dwelling units.
2. Churches and Sunday schools.
3. Home occupations.

**B. Conditionally Permitted Uses:**

The following uses are permitted subject to the review and approval pursuant to Chapter 5 – General Regulations Applying to all Districts and Uses:

1. Multi-family dwelling units.
2. Accessory dwelling unit and boarding house.
3. Bed and breakfast facilities and recreation lodges.
4. Family Day Care Home.
5. Family Day Care Center.
6. Community Care Facility (see limitations in definition-Chapter 3).
7. Nursing, rest and convalescent homes.
8. Cemeteries.
9. Public Use and Civic Use(s).
10. Public utilities limited to above ground structures including sewage treatment and water supply facilities all conforming to Wyoming Department of Environmental Quality requirements.
11. Membership clubs.
12. Extraction or production of mineral resources.
13. Mobile Home Parks. See Chapter 5.
14. Telecommunication Towers and Facilities. See Chapter 5.
15. Electrical Substations and Transmission Lines. See Chapter 5.
16. Non-Commercial Wind Energy Collection Systems. See Chapter 5.

**C. Accessory Uses:**

1. Crop, garden and 4-H type non-commercial livestock uses.
2. Customary accessory structures and uses.
3. Signs, pursuant to Chapter 5-General Regulations Applying to all Districts and Uses.
4. Parking, pursuant to Chapter 5-General Regulations Applying to all Districts and Uses.

**D. Minimum Lot Area:**

1. Minimum Lot Area is One (1) acre – See Chapter 5-General Regulations Applying to all Districts and Uses.

**E. Other Regulations:**

1. Minimum Lot Width: 70 feet.
2. Multi-family development shall be reviewed as part of the Conditional Use Permit review process.
3. Minimum lot area: 7,500 square feet per dwelling unit.
4. Open Space (private): Not less than 25 percent (25%) of the site shall be reserved and improved as open space for use of the occupants. Open space does not include parking areas.

*CHAPTER 4: ZONE DISTRICT REGULATIONS*

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5. Minimum Yard Setbacks and Maximum Building Height – See Chapter 5-General Regulations Applying to all Districts and Uses.
6. Density: In order to avoid potential illegal subdivision creation, the zoning designation shall specify a density (i.e., RD-1) meaning one principally permitted dwelling unit per 1 acre.

**CARBON COUNTY**

www.carbonwy.com

**Department of Planning and Zoning**  
215 West Buffalo, Suite 317  
Rawlins, WY 82301  
Tel (307) 328-2651 FAX (307) 328-2735

**C. C. P. Z.**

**MAR 04 2026**

Current Application Fee **Plus** public notice costs.  
Fee Paid \$ 200.00 Date 03-04-2026  
Case File No. Z.C. CASE # 2026-05

**DATE RECEIVED**

- APPLICATION FOR A ZONE CHANGE OR**
- AMENDMENT OF ZONING RESOLUTION – TEXT AMENDMENT**  
(To be completed by applicant)

Applicant: Mary E. Oaks, Trustee Date: 03/04/2026

Mailing Address: 419 E. Murray Street Rawlins, WY 82301 Phone: (307) 320-7131

Email Address for all notifications: meoaks@msn.com – Mary Oaks

Owners (if **not** Applicant): Mary E. Oaks, Trustee Date: 03/04/2026

Mailing Address: 419 E. Murray Street Rawlins, WY 82301 Phone: (307) 320-7131

Email Address for all notifications: meoaks@msn.com – Mary Oaks

Description of Zoning Resolution Amendment: (attach additional sheets if necessary) N/A

**LEGAL DESCRIPTION OF THE PROPERTY(S):** (attach additional sheets if necessary)

GEO/Parcel Identification Number(s) (PIN) #: 06-17841220008100

Quarter Sections NE1/4 NW/14 Section 12 Township T17N Range R84W

Subdivision Name N/A Block N/A Lots N/A

Site Address or Location: Approximately 500 feet north of Town of Saratoga's town limits off Carbon County Road #301 on the west side.

Current Zone District: RAM Proposed Zone District: RD-2.57

Lot or Parcel Size: 2.57 Acres

Please indicate at least one (1) of the following reasons for the zone change and attach an explanation or justification for the request:

- Is necessary to come into compliance with the Zoning Resolution;
- The existing zoning of the land was the result of a clerical error;
- The existing zoning of the land was based on a mistake of fact;
- The existing zoning of the land failed to take into account the constraints of the affected property due to natural characteristics of the land, including but not limited to, steep slopes, floodplain, unstable soils, and inadequate drainage;
- The affected property or its surrounding environs has changed or is changing to such a degree that it is in the public interest to encourage a redevelopment of the area or to recognize the changed character of the area; or
- The proposed rezoning is necessary in order to provide land for a community need that was not anticipated at the time of adoption of the Zoning Resolution.

**The application will not be processed until it is accepted as complete. The applicant is solely responsible for submitting a complete application and any delays that result from inaccuracies or an incomplete application.**

**Please attach the following required information:**

1. Application fee (see Current Fee Schedule). In addition, the cost(s) of all notice(s) and recording resolution fee(s) shall be paid by the applicant.
2. Proof of ownership:
  - a. Warranty Deed, Title Policy, or Contract for Deed, and
  - b. Signed authorization letter from the owner if other than applicant.
3. A written legal description of all property that is subject to this application. The legal description must contain the seal of a professional land surveyor, registered in the State of Wyoming. The applicant must provide the legal description in "Word" format for advertising/publication purposes.
4. A Statement demonstrating that the proposed Zone Change Request is generally consistent with the Goals, Strategies and Actions of the Comprehensive Land Use Plan, including the Future Land Use Map. In addition, the staff will provide a summary at the Planning & Zoning Commission meeting.
5. Site Plan and Vicinity Map.
6. Statement of purpose and need.
7. Ingress and egress should be provided to each parcel by a binding and recordable easements of not less than forty (40) feet in width to a public road unless specifically waived by the Board.
8. Provide a completed affidavit (attached) that must accompany the adjacent property owners listing (attached), attesting that the submittal includes true and accurate listing of the adjacent/abutting property owners as reflected in the records of the Carbon County Assessor's Office.
9. Provide copies of the Current Notice of Valuation(s) for the subject property. Notice of Valuation(s) can be obtained from either the County Assessor's Office or from the County's website.
10. Current Tax Certificate(s) – must be signed by the Carbon County Treasurer or authorized deputy.
11. The applicant shall post a sign on the approach to the subject property not less than fourteen (14) days prior to the Planning & Zoning Commission meeting date. The Planning Department will provide the applicant a sign and approve the posting location. The Applicant/Owner should provide digital photos of the posted sign with date and time stamps and submit the photos to the Planning Department.

**OPTIONAL INFORMATION THAT MAY EXPEDITE REVIEW.** This information is typically required for subdivision and building permit applications.

1. Wyoming Dept. of Environmental Quality:  
 Septic/Wastewater Permit(s)-application submitted? Yes  No  Pending   
 Permit # \_\_\_\_\_ Date Issued: \_\_\_\_\_
2. Wyoming State Engineer's Office:  
 Well water permit(s)-application submitted? Yes  No  Existing   
 Permit # \_\_\_\_\_ Date Issued: \_\_\_\_\_
3. Survey Map must contain the seal of a professional land surveyor, registered in the State of Wyoming.

**I do hereby certify that the foregoing representation and attachments are true and correct to the best of my knowledge.**

Mary E. Oaks, Trustee

Mary E. Oaks Trustee 03/04/2026

PRINTED SIGNATURE-landowner

SIGNATURE-landowner

DATE

Mary E. Oaks, Trustee

Mary E. Oaks Trustee 03/04/2026

PRINTED SIGNATURE-applicant

SIGNATURE-applicant

DATE

Date: 03/04/2026

Acreage: Approximately 2.57 acres  
(GEO/PIN #: 17841220008100)

Request: The zone change request is from RAM to RD-2.57

**Statement of Purpose and Need:**

In June of 2023, I purchased this 2.57-acre parcel of land that is zoned RAM. To apply for building permits to build on the property, I need to bring the parcel into compliance with the current Carbon County Zoning Resolution of 2015, as amended. The RD Zone District is appropriate and suitable for this location and area. In addition, the affected property or its surrounding environs has changed or is changing to such a degree that it is in the public interest to encourage a redevelopment of the area or to recognize the changed character of the area.

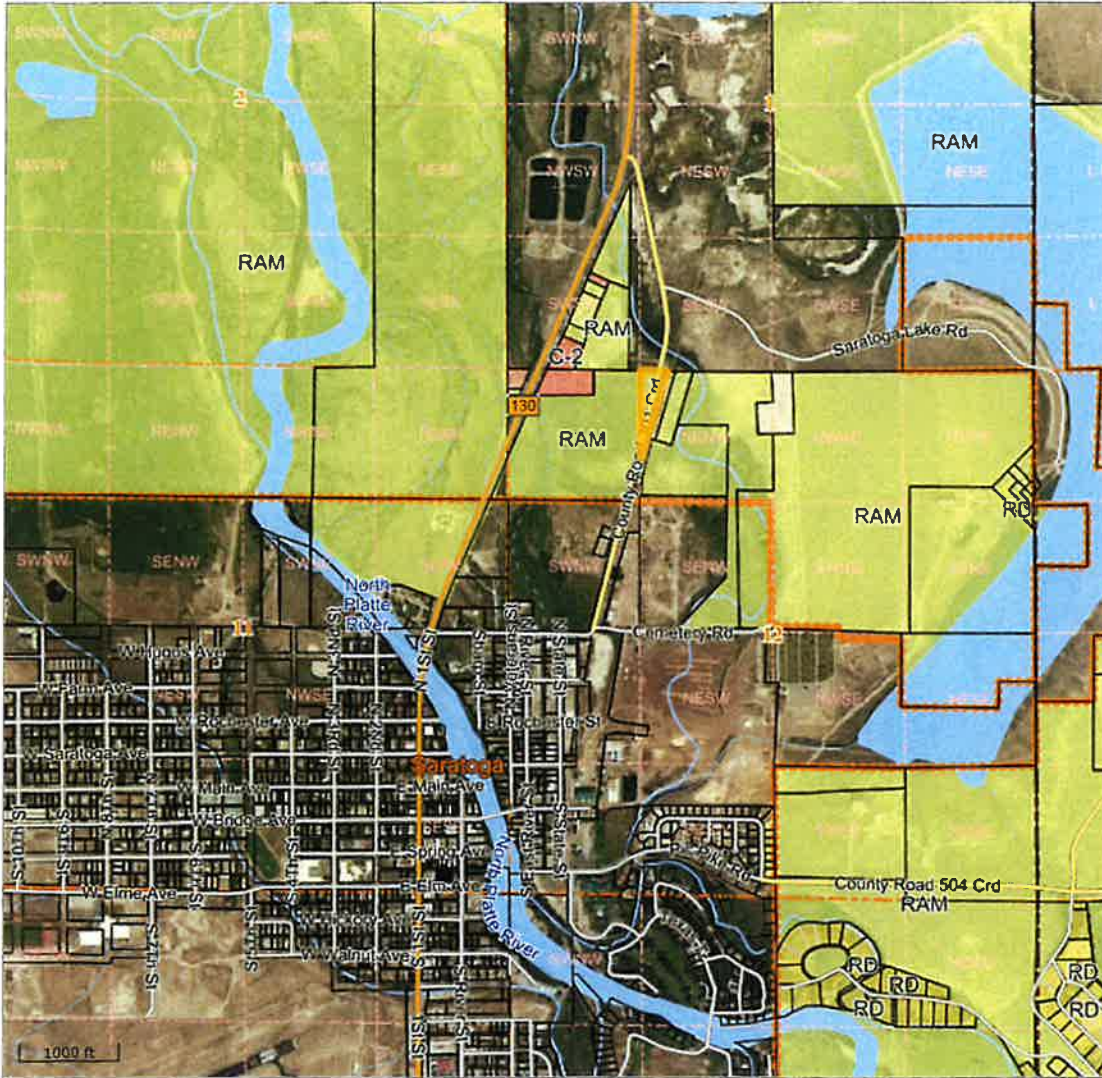
I am requesting that both the Carbon County Planning & Zoning Commission and the Carbon County Board of County Commissioners approve the zone change for this parcel that is legal, pre-existing, and non-conforming. Thank you for your consideration.



Mary E. Oaks, Trustee  
(Applicant and Owner)

# Carbon County, Wyoming

Mary E. Oaks, Trustee  
GEO/PIN #: 17841220008100



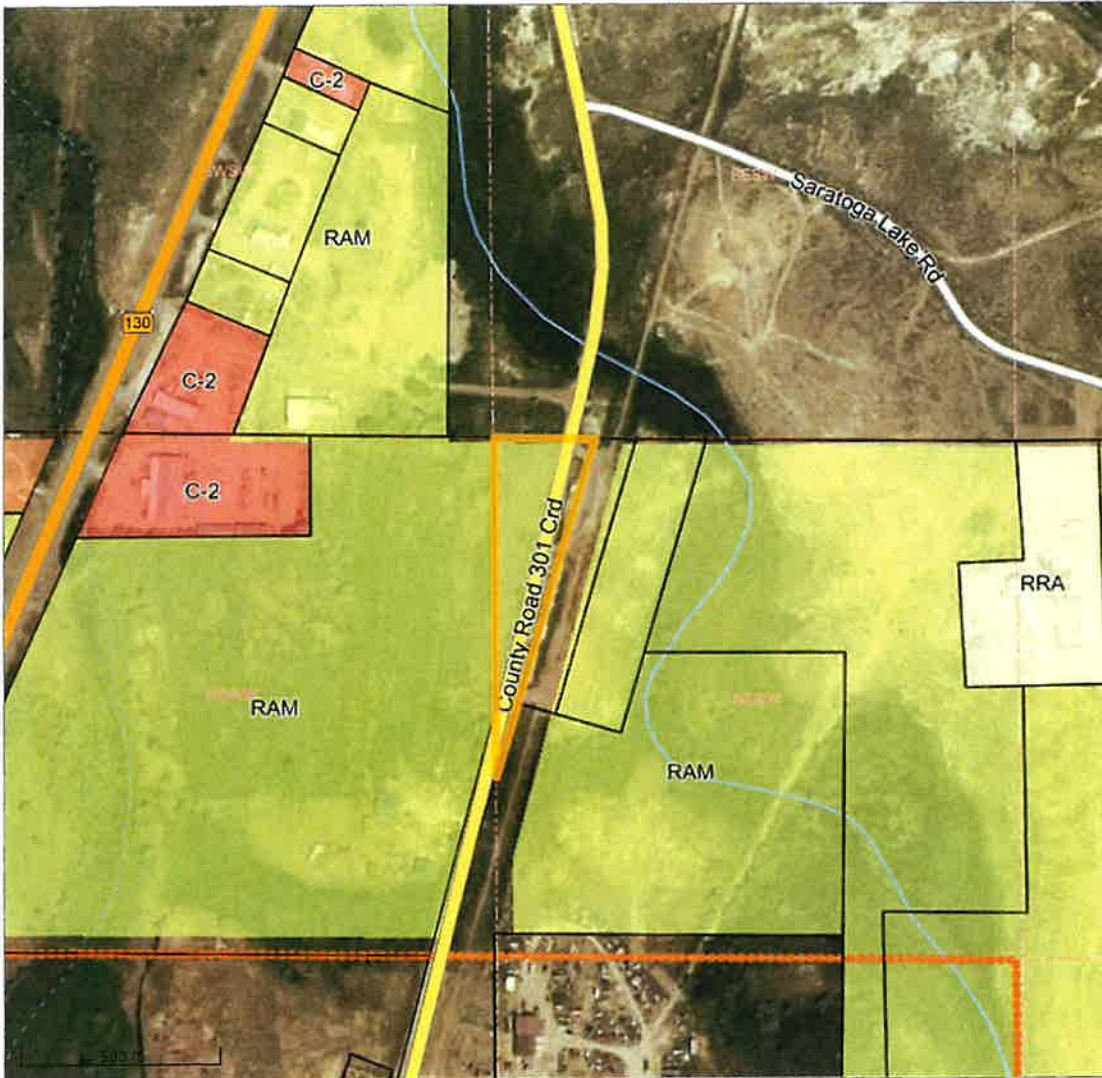
- ∧ Lot and Parcel Lines
- ∧ Township Line
- ∧ Municipal Limits
- ∧ Rivers and Creeks
- ∧ Railroad
- ∧ U.S. Highway
- ∧ State Highway
- ∧ County Road
- RAM - Ranching, Agriculture, and Mining
- FPSR - Forestry Production, Seasonal Recr.
- RRA - Rural Residential Agriculture
- RD - Residential Single Family
- C-1 - Neighborhood Commercial
- C-2 - Highway Commercial
- IL - Light Industrial
- IH - Heavy Industrial
- PUD - Planned Unit Development
- 2022 Aerial Photography (2ft)



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# Carbon County, Wyoming

Mary E. Oaks, Trustee  
 GEO/PIN #: 17841220008100



- ∨ Lot and Parcel Lines
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