

AGENDA
PLANNING AND ZONING MEETING
November 21, 2019
6:00 P.M.
COUNCIL CHAMBERS
CITY HALL, 200 NORTH DAVID

Meetings can be viewed online at www.casperwy.gov on the Planning Commission web page.

PLANNING AND ZONING POLICY
PUBLIC STATEMENTS

1. Use of Cellular telephones is not permitted, and such telephones shall be turned off or otherwise silenced during the Planning and Zoning Meeting.
2. Speaking to the Planning and Zoning Commission (These guidelines are also posted at the podium in the Council Chambers).
 - Clearly state your name and address.
 - Please keep your remarks pertinent to the issue being considered by the Planning and Zoning Commission.
 - Please do not repeat the same statements that were made by a previous speaker.
 - Please speak to the Planning and Zoning Commission as you would like to be spoken to.
 - Please do not address Applicants or other audience members directly.
 - Please make your comments at the podium and directed to the Planning and Zoning Commission.
3. The City of Casper Planning and Zoning Commission is a volunteer body composed of members of the Casper Community, and appointed by the Casper City Council. The Commission acts as a quasi-judicial panel, making final decisions on some specific items, and recommendations to the City Council on others as dictated by law. The Commission may only consider evidence about any case as it relates to existing law. The Commission cannot make or change planning or zoning laws, regulations, policies or guidelines.

AGENDA

I. CALL TO ORDER

II. MINUTES: October 17, 2019

III. PUBLIC HEARINGS:

- A. **PLN-19-032-Z** – Petition for a zone change of pt Lot 8 Block 1, Standard Oil Co. Subdivision, located at 1551 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business). Applicant: Jesse Edward Snell.

- B. **PLN-19-033-C** – Petition for a Conditional Use Permit to construct an oversized detached 40'x56' garage/accessory building, in excess of the 1,500 square foot maximum size permitted, and with wall heights in excess of the 12' maximum, on Lots 11 & 12, Block 24, Nelson's Addition, located at 1130 North David Street. Applicant: Don Haney.

V. COUNCIL ACTIONS:

The following item(s) have been approved by the City Council since the last Planning and Zoning Commission meeting.

VI. SPECIAL ISSUES:

VII. COMMUNICATIONS:

- A. **Commission**
- B. **Community Development Director**
- C. **Council Liaison**
- D. **OYD and Historic Preservation Commission Liaisons**
 - 1) **Minutes from October 7, 2019, Historic Preservation Commission Meeting (attached)**
 - 2) **Minutes from the October Old Yellowstone Advisory Committee Meeting (will be provided at the meeting)**
- E. **Other Communications**

VIII. ADJOURNMENT

**PLANNING AND ZONING MEETING
THURSDAY, October 17, 2019
CITY COUNCIL CHAMBERS**

These minutes are a summary of the meeting. For full details view online at www.casperwy.gov on the Meetings and Agendas web page. The Planning and Zoning Commission held a meeting at 6:00 p.m., on Thursday October 17, 2019, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Bob King
 Fred Feth
 Chuck Davis
 Erik Aune
 Terry Wingerter
 Randy Hein

Absent Members: Susan Frank

Others present: Craig Collins, City Planner
 Dee Hardy, Administrative Support Technician
 Wallace Trembath, Assistant City Attorney
 Bob Hopkins, Council Liaison
 Troy Ihli, 5920 South Walnut Street
 Cory Weibel, 2924 Hanway
 Cydne Skahdahl, 2808 Player
 Sandra Marcus, 5920 South Walnut Street
 Brad Holwegner, WLC, 200 Pronghorn
 Ken Bates, 209 Indian Paintbrush
 Walter Pswarayi, 2600 Fleetwood Place

I. MINUTES OF THE PREVIOUS MEETINGS

Chairman King asked if there were additions or corrections to the minutes of the September 19, 2019 Planning & Zoning Commission meeting.

Chairman King called for a motion to approve the minutes of the September 19, 2019 Planning & Zoning Commission meeting.

Mr. Davis made a motion to approve the minutes of the September 19, 2019 meeting. The motion was seconded by Mr. Feth. All those present voted aye with the exception of Mr. Aune and Mr. Hein who abstained. Motion carried.

II. PUBLIC HEARING

The Chairman advised the applicants that it takes four (4) affirmative votes to carry any motion not just a majority of those commission members present. Anything less than four (4) votes is a denial. Applicants can postpone their Public Hearing until next month in anticipation of more Planning Commission members being present, if they so desire.

PLN-19-030-ARZ – Petition to annex and plat a portion of the SE1/4NW1/4, Section 21, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming, to create Ihli Addition, comprising 2.0 acres, more or less, located at 3503 Casper Mountain Road; and consideration of a request to establish the zoning as R-4 (High-Density Residential). Applicant: Troy Ihli.

Craig Collins, City Planner presented the staff report and entered eight (8) exhibits into the record for this case.

Chairman King opened the public hearing and asked for the person representing the case to come forward and explain the application.

Troy Ihli, 5920 South Walnut Street, spoke in favor of this case.

Chairman King asked the if the two (2) Conditions listed in the staff report were acceptable.

Mr. Ihli stated the two (2) Conditions listed in the staff report were acceptable.

Mr. Davis asked if the applicant had any plans to place manufactured homes, and if there may be covenants restricting manufactured homes at this location.

Mr. Ihli advised that he did not have any plans to place manufactured homes on this location and there were no covenants.

Chairman King asked for anyone wishing to comment in favor of, or opposition to this case.

Cory Weibel, 2924 Hanway, spoke in opposition to the proposed zoning, and advised that high density zoning was not a good use for this area.

Cydne Skavdahl, 2808 Player Drive, advised that she lives directly north of the subject property, and she is opposed to high density zoning.

There being no others to speak, Chairman King closed the public hearing and entertained a motion to approve, approve with conditions, deny, or table PLN-19-030-ARZ, regarding the annexation.

Mr. Aune made a motion to approve case PLN-19-030-ARZ, regarding the annexation creating Ihli Addition, for the five (5) reasons listed in the staff report, and forward a “do pass” recommendation to City Council. The motion was seconded by Mr. Davis. All those present voted aye. Motion carried.

Chairman King asked Ms. Marcus to address the Commission.

Sandra Marcus, 5920 South Walnut Street, advised there were no definite plans for the property. Tentative plans include one-acre lots, building their own home on one and selling the other. The intent was not to place multi-family units on the lots.

Mr. Hein asked if the applicant would have a problem changing the zoning to R-2 (One Unit Residential).

Ms. Marcus started that she did not understand the difference between the two (2) zonings. She asked if one would be less dense than the other?

Mr. Hein stated that the R-2 (One Unit Residential) zoning applied to single family residents and not multi-family.

Ms. Marcus that single family was the original intent.

Chairman King asks staff for input and thoughts regarding the zoning.

Mr. Collins mentioned that the R-4 (High Density) zoning exists in the area, which is where the surveyor/engineer came up with it. The R-4 zoning allows for single family and twin homes, four-plex apartments, churches, and professional office buildings. The Comprehensive Land Use Plan for the area specifies Neighborhood -Three which includes different types of residential housing. The City’s goal is to have dense development which allows the City to provide services in a more efficient manner. He advised that a single family zoning would work in this area, too.

Chairman King asks Wallace Trembath, should the Planning Commission change the zoning to R-2 (One Unit Residential) would that create a spot zoning issue.

Wallace Trembath, Assistant City Attorney, because it complies with the Comprehensive Land Use Plan there would not be a high risk of that being a spot zoning.

Chairman King asks for questions from the Commission for staff.

Mr. Feth asks staff what the zoning of the properties to the north and south the subject property.

Mr. Collins stated the zoning to the north is PUD (Planned Unit Development) and immediately to the south is County, just beyond that is City zoning R-4 (High Density Residential).

Chairman King asked staff if the Commission changes the zoning to R-2 (One Unit Residential) would that satisfy the conditions and concerns of the applicant with what they would like to do with the property.

Mr. Collins states that having heard the applicant express their plans for the property this evening before the Commission, the R-2 (One Unit Residential) zoning would be appropriate.

Mr. Aune asked Mr. Trembath if the Commission could make that change this evening.

Mr. Trembath advised that the Commission can make that change this evening.

Mr. Aune asked Mr. Ihli if changing the zoning would be appropriate to your plans.

Mr. Ihli inquired if the zone change would decrease the value of the property.

Chairman King advised Mr. Ihli that the value of the property does not fall under the purview of the Commission.

Mr. Collins stated he would normally suggest that the case be continued to discuss the zoning, however, this is an annexation and there is a time limit to complete the process. He stated the main difference would be if multi-family use was what you were going to sell the property for, it would be a significant change, but if your intent was single family than there would not be any real change.

Mr. Wingerter stated if we change the zoning this evening, and the applicant does not do anything with this property for a time period, he may request a zone change at a later date.

Mr. Collins advised that he does have the option to change the zoning at a later date.

Mr. Davis stated that PUD (Planned Unit Development) would be another zoning option.

Mr. Collins discouraged the PUD (Planned Unit Development) zoning, as it is confusing and he would like staff to take a look at some revisions.

Chairman King stated that in his limited experience with PUD (Planned Unit Development) zoning there has been more confusion than they solve problems. He advised that it is wise of staff to not recommend a PUD (Planned Unit Development) as an option.

Mr. Ihli asked if he changes the zoning to R-2 (One Unit Residential) would he be required to put in curb and gutter.

Mr. Collins advised that putting in curb and gutter would be under the direction of the City. At the present time it would not be feasible to put in curb and gutter as the street is a state highway.

Chairman King entertained a motion to approve, deny or table PLN-19-004-ARZ, regarding the annexation.

Mr. Aune made a motion to approve case PLN-19-030-ARZ, regarding the annexation to create the Ihli Addition, and forward a “do pass” recommendation to City Council. The motion was seconded by Mr. Davis. All those present voted aye. Motion Carried.

Chairman King entertained a motion to approve, deny or table PLN-19-004-ARZ, regarding the zoning.

Mr. Hein made a motion to approve case PLN-19-030-ARZ, regarding the zoning of the Ihli Addition as R-2 (One Unit Residential), and forward a “do pass” recommendation to City Council. The motion was seconded by Mr. Wingerter. All those present voted aye. Motion carried.

Chairman King entertained a motion to approve, approve with conditions, deny, or table PLN-19-030-ARZ, regarding the plat.

Mr. Wingerter made a motion to approve case PLN-19-030-ARZ regarding the plat of the Ihli Addition, with the two (2) Conditions listed in the staff report and forward a “do pass” recommendation to City Council. The motion was seconded by Mr. Feth. All those present voted aye. Motion carried.

The Chairman advised the applicants that it takes four (4) affirmative votes to carry any motion not just a majority of those commission members present. Anything less than four (4) votes is a denial. Applicants can postpone their Public Hearing until next month in anticipation of more Planning Commission members being present, if they so desire.

PLN-19-031-R – Petition to vacate and replat a portion of the Fairgrounds Home Addition, as Fairgrounds Home Addition No. 2, comprising 2.17 acres, more or less, generally located southeast of the intersection of Fairgrounds Road and Casper Street. Applicant: Fairgrounds Plaza, Inc.

Craig Collins, City Planner presented the staff report and entered six (6) exhibits into the record for this case.

Chairman King opened the public hearing and asked for the person representing the case to come forward and explain the application.

Brad Holwegner, WLC, 200 Pronghorn, spoke in favor of this case.

Mr. Hein inquired if there was an Home Owners Association (HOA) for this property.

Mr. Holwegner advised there was not a Home Owenrs Association (HOA).

Mr. Wingerter stated that Mr. Grimshaw has done a nice job developing this land.

Chairman King asked for anyone wishing to comment in favor of, or opposition to this case.

Ken Bates, 209 Indian Paintbrush, asks if there was going to be an elderly housing complex in that area, as originally approved by Council.

Mr. Collins advised that it was originally designed for a multi-family project. However, with the success of the single family units, I believe the applicant may be switching to twin homes only.

Walter Pswarayi, 2600 Fleetwood Place, spoke in favor of this project.

There being no others to speak, Chairman King closed the public hearing and entertained a motion to approve, deny, or table PLN-19-031-R a replat to create Fairgrounds Home Addition No. 2, located at the intersection of Fairgrounds Road and Casper Street.

Mr. Wingerter made a motion to approve case PLN-19-031-R a replat creating Fairgrounds Home Addition No. 2 and forward a “do pass” recommendation to Council. The motion was seconded by Mr. Davis . All those present voted aye. Motion carried.

III. COUNCIL ACTIONS:

The following item(s) have been approved by the City Council since the last Planning and Zoning Commission meeting.

A vacation and replat to create Johnny J’s Addition.

IV. SPECIAL ISSUES:

There were none.

V. COMMUNICATIONS:

- A. Commission:
Chairman King attended the Monday, October 7, 2019, Casper Historic Preservation Commission meeting to update them on the plans for the Bishop Home.

- B. Community Development Director:
Mr. Collins thanked Chairman King for attending the Casper Historic Preservation Commission meeting.

- C. Council Liaison:
There were none.

- D. OYD and Historic Preservation Commission Liaisons
There were none.

- D. Other Communications:
There were none.

Chairman King stated that the next Planning and Zoning Commission meeting will be held Thursday, November 21, 2019.

VI. ADJOURNMENT

Chairman King called for a motion for the adjournment of the meeting. A motion was made by Mr. Wingerter and seconded by Mr. Feth to adjourn the meeting. All present voted aye. Motion carried. The meeting was adjourned 7:02 p.m.

Chairman

Secretary

November 15, 2019

MEMO TO: Bob King, Chairman
Members of the Planning and Zoning Commission

FROM: Liz Becher, Community Development Director *eb*
Craig Collins, AICP, City Planner

SUBJECT: **PLN-19-032-Z** – Petition for a zone change of Part of Lot 8 Block 1, Standard Oil Co. Subdivision, located at 1551 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business). Applicant: Jesse Edward Snell.

Recommendation:

If, after hearing public testimony, and considering the facts of the case, the Planning and Zoning Commission finds that the proposed zone change meets the minimum requirements of the Casper Municipal Code, and is in conformance with the Comprehensive Land Use Plan, staff would recommend approval of the zone change, with a “do pass” recommendation to the City Council.

Code Compliance:

Staff has completed all public notice requirements of Section 17.12.170 of the Casper Municipal Code pertaining to zone changes including notification of property owners within 300 feet by first class mail, posting a sign on the property, and publishing legal notice in the Casper Star-Tribune. **At the time that the staff report was prepared, staff had received one (1) letter of opposition. It, along with staff’s reply, has been included for the Commission’s review.**

Summary:

Application has been received for a requested zoning classification change of 1551 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business). The property is approximately 5,300 square feet in size, located mid-block, and is immediately adjacent to properties zoned R-2 (One Unit Residential) on the north, south and east; and C-2 (General Business) to the west. Land uses in the area consist of both single-family residential and commercial. Access to the property is via South Poplar Street, or secondarily, from an alley in the rear. The applicant’s representative has stated that the reason for the requested rezone is to allow for the construction of multiple dwelling units on the property, which is not permitted under the current zoning, but would be allowed if the property were zoned C-2 (General Business).

Section 17.12.170 of the Casper Municipal Code requires that staff review zoning applications in the context of the approved Comprehensive Land Use Plan, and provide a recommendation to the Planning and Zoning Commission and City Council as to how the zone change is either supported, or not supported. The Generation Casper Comprehensive Plan provides a Future Land Use Plan (FLU), which is found in Chapter Four (4), on Page 4-26. The FLU is an illustrative

map that identifies the physical distribution of land uses, and forms the basis for future zoning and land use regulations. The subject property is located in an area along South Poplar Street designated as a “neighborhood center.” Page 4-32 of the Plan provides general characteristics of areas designated as neighborhood centers, which typically include low-scale commercial uses and supporting multifamily residential.

Chapter Three (3) of the Plan provides principles and goals. Principles and goals that may be applicable to the requested zone change are as follows:

Goal ECH1-4 – **Housing Space:** Promote land use patterns that provide adequate housing of all types, supported by integrated parks and services. (Pg. 3-5)

Goal ECH1-5 – **Fair Housing:** Provide a range of attainable and affordable housing throughout the community with equal access to fair housing. (Pg. 3-5)

In 2016, the City approved a Council-initiated zone change of all the properties along South Poplar Street, from CY Avenue to Collins Drive, to C-2 (General Business). Given that South Poplar Street is such a heavily used collector/arterial street, there has been limited interest in redevelopment or investment in that area. The C-2 (General Business) zoning district has become the City’s primary mixed-use classification, and it was the City’s intent that the rezone of the area would alleviate some of the perceived regulatory barriers that may have discouraged reinvestment in the area in the past. Similarly, single-family-only zoning along South Poplar Street, south of CY Avenue may cause the area to struggle to attract reinvestment moving forward. In 2016, the property located two lots to the north of the subject property was rezoned from R-2 to C-2 as the formerly vacant convenience store at that location transitioned to a new use, an eye clinic, and expanded the commercial zoning farther south. It is likely that the corridor will continue to transition to include more mixed land uses types over time, which is consistent with the planned land use for the area designated in the Future Land Use Plan.

For the Commission’s reference, Section 17.68.020 of the Municipal Code is listed below to illustrate the land uses that are permitted in the proposed C-2 (General Business) zoning district.

1. Animal clinics and animal treatment centers;
2. Apartments located within a business structure;
3. Arcades/amusement centers;
4. Assisted living;
5. Automobile park, sales area or service center;
6. Automobile service stations;
7. Banks, savings and loans, and finance companies;
8. Bars, taverns, retail liquor stores, and cocktail lounges;
9. Bed and breakfast;
10. Bed and breakfast homestay;
11. Bed and breakfast inn;

12. Business, general retail;
13. Chapels and mortuaries;
14. Churches;
15. Clubs or lodges;
16. Convenience establishment, medium volume;
17. Dance studios;
18. Day care, adult;
19. Child care center;
20. Family child care center—zoning review;
21. Family child care home;
22. Family child care home—zoning review;
23. Electrical, television, radio repair shops;
24. Gaming/gambling;
25. Grocery stores;
26. Group homes;
27. Homes for the homeless (emergency shelters);
28. Hotels, motels;
29. Neighborhood groceries;
30. Offices, general and professional;
31. Pet shops;
32. Medical laboratories, clinics, health spas, rehabilitation centers, real estate brokers, insurance agents;
33. Parking garages and/or lots;
34. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities;
35. Pawn shops;
36. Personal service shops;
37. Pharmacies;
38. Printing and newspaper houses;
39. Reception centers;
40. Recreation centers;
41. Restaurants, cafes, and coffee shops;
42. Retail business;
43. Sundry shops and specialty shops;
44. Theaters, auditoriums, and other places of indoor assembly;
45. Thrift shops;
46. Vocational centers, medical and professional institutions;
47. Neighborhood assembly uses;
48. Regional assembly uses;
49. Branch community facilities;
50. Neighborhood grocery;
51. Conventional site-built and modular single and multifamily dwellings and "manufactured homes" meeting the definition and standards set forth in Section 17.08.010.

Dee Ann Hardy

From: Craig Collins
Sent: Wednesday, November 13, 2019 9:23 AM
To: sc84cam@aol.com
Subject: re: zone change

Ms. Cathcart:

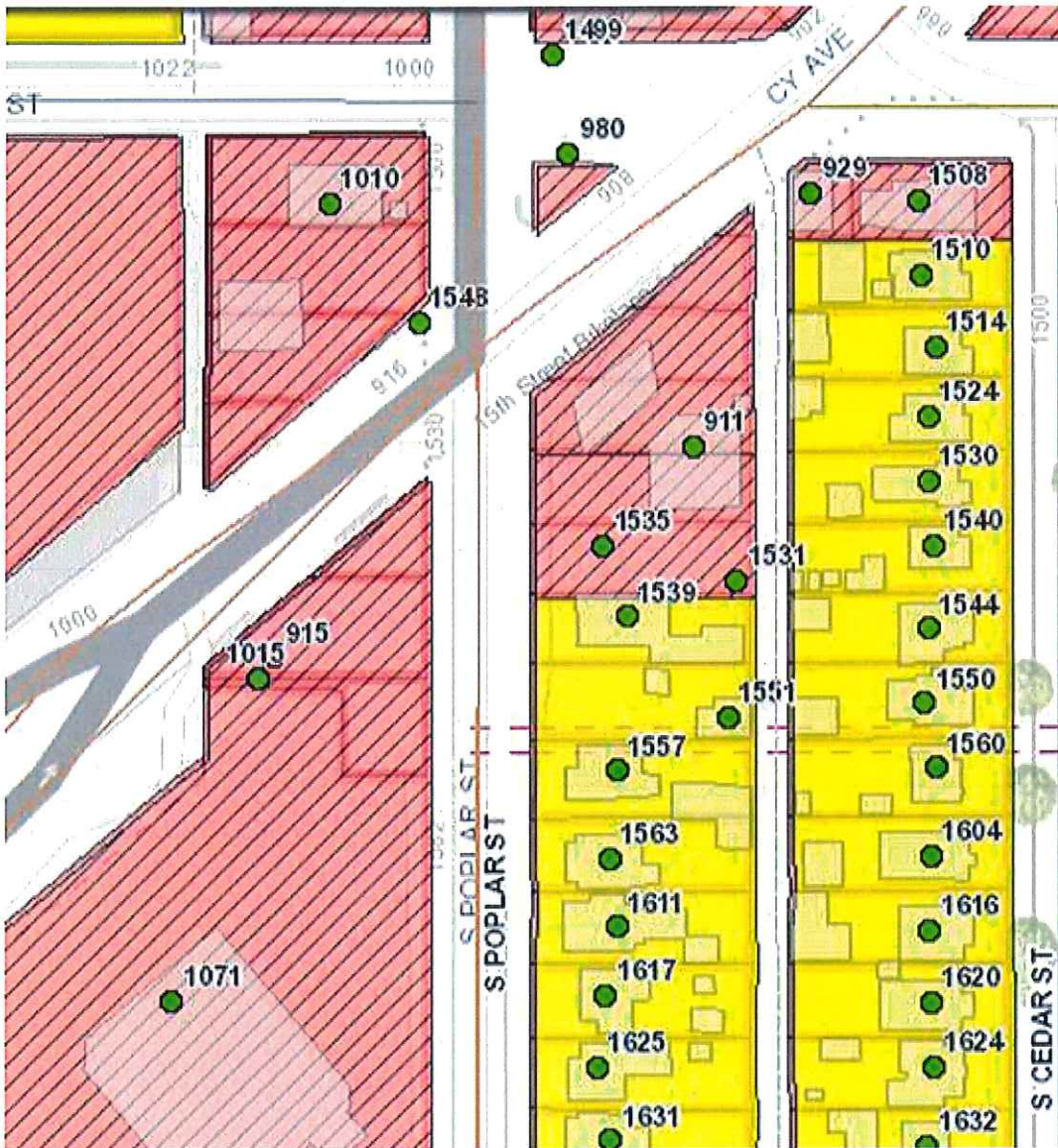
Thank you for your input on the zone change, it will be forwarded to the Planning and Zoning Commission prior to the meeting on the 21st, as well as to the applicant. Zone changes require review and approval by both the Planning and Zoning Commission and the City Council. The typical timeline for an approval is 4 months, total.

I will try to answer your questions as best as I can. We (staff) do not have an agenda or position. It is our job to present the facts, and to let the Planning Commission and Council make the decision.

General Business (C-2) zoning is a mixed use zoning designation that allows both residential and commercial uses. You can review the list of potential uses at this

link: https://library.municode.com/wy/casper/codes/code_of_ordinances?nodeId=TIT17ZO_CH17.68GEBU

The existing zoning in the immediate area includes both R-2 (One Unit Residential) and C-2 (General Business). In the map below, yellow is R-2 and pink is C-2:



According to the applicant, the plan for the property is to build some sort of residential, probably at least 2 units. The size of the property is fairly small; therefore, the property will not support a large multifamily project.

Property values are not something that anyone at the City can speak to, as that is not our area of expertise. Please consult with a real estate professional to discuss property value questions.

The effect on traffic will be negligible. City Streets are designed to handle thousands of vehicles a day. This property is too small to have a noticeable negative effect, regardless of what is built there.

In that the property fronts on a major collector/arterial street (Poplar), the property owner/applicant may find it difficult to market the property for the construction of a new single-family home, which is most likely the reason for the rezoning request. This is a pattern that we are seeing all over town, in areas such as 2nd Street, Beverly Street, Poplar Street, etc. Many times, we see existing residential homes transitioning to small professional offices (lawyers, CPA's, etc.). City code mandates that zone changes take into account the City's long-range comprehensive plan. You can review the plan at the following link: <https://casperwy.gov/cms/One.aspx?portalId=63067&pageId=8582340>

I'd encourage you to show up to the public hearing on the 21st to relay your concerns in person. If you have any additional questions in the interim, please let me know.

Regards,

Craig Collins, AICP
City Planner

From: Dee Ann Hardy
Sent: Wednesday, November 13, 2019 8:52 AM
To: Craig Collins <ccollins@casperwy.gov>
Subject: FW: zone change

Craig,

FYI.. .

From: sc84cam@aol.com <sc84cam@aol.com>
Sent: Wednesday, November 13, 2019 8:33 AM
To: Dee Ann Hardy <dhardy@casperwy.gov>
Subject: zone change

I just received the notice about zone change on S Poplar & have a few concerns. What does "general business" mean? What is someone planning to build right there? I know it is a small vacant lot right now. How does this impact our property values-having a business in the middle of residential? Also a big concern is the traffic issue-volume at this intersection of CY & Poplar is a nightmare. Also the in & out from Walgreens to Poplar is horrific-am truly surprised there aren't more accidents.

If this zone change negatively impacts our neighborhood & with the concerns I have addressed here, I am not in favor of this. How soon will we know if this change has passed or not?

Thank you.
Sue Cathcart
1617 S Poplar
Casper 82601
307-577-707
sc84cam@aol.com

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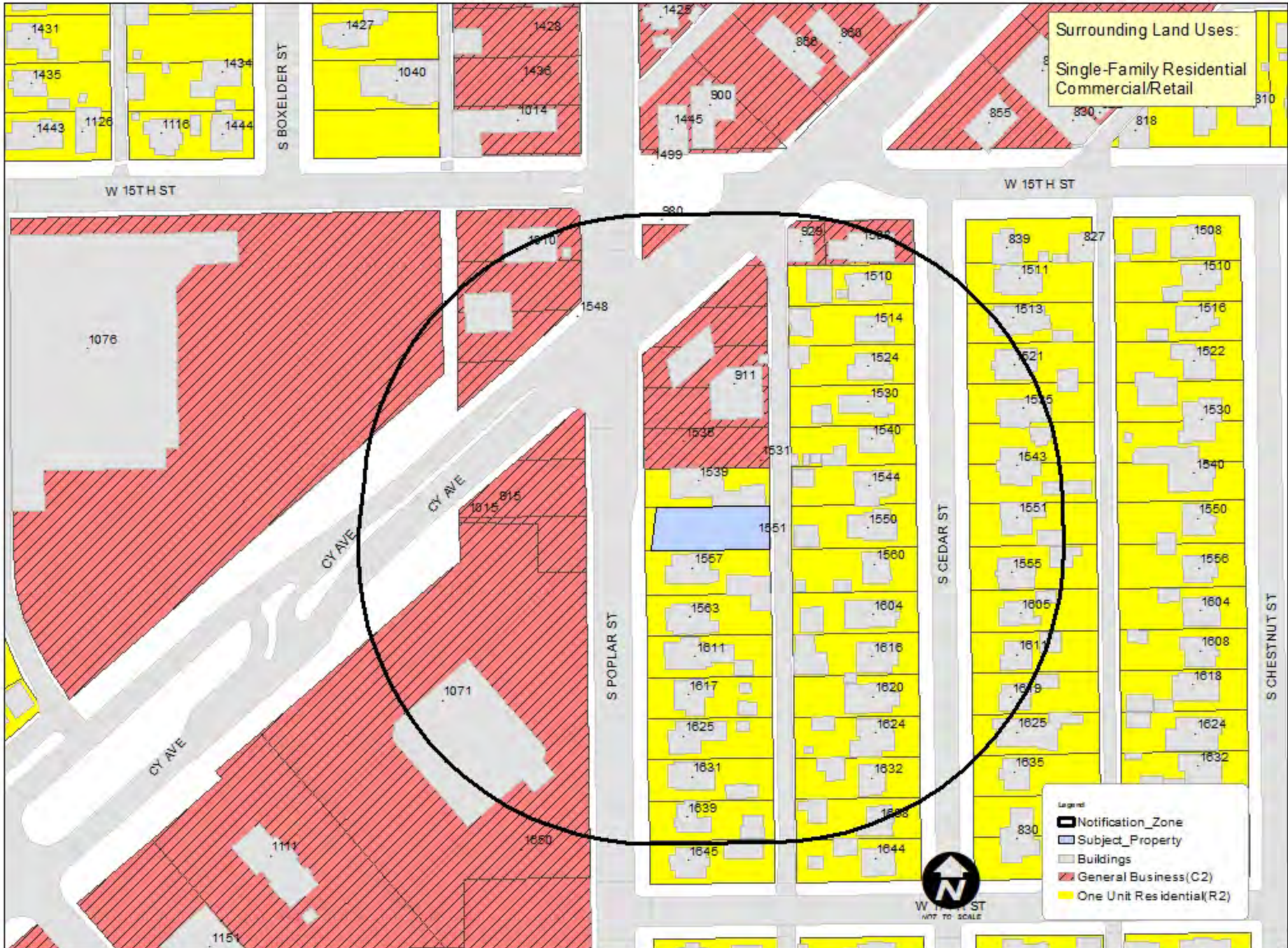
1551 South Poplar Zone Change Request



1551 South Poplar Zone Change Request



1551 South Poplar Zone Change Request



November 15, 2019

MEMO TO: Bob King, Chairman
Members of the Planning and Zoning Commission

FROM: Liz Becher, Community Development Director *LB*
Craig Collins, AICP, City Planner

SUBJECT: **PLN-19-033-C** – Petition for a Conditional Use Permit to construct an oversized detached 40'x56' garage/accessory building, in excess of the 1,500 square foot maximum size permitted, and with wall heights in excess of the 12' maximum, on Lots 11 & 12, Block 24, Nelson's Addition, located at 1130 North David Street.
Applicant: Don Haney

Recommendation:

Staff requests that the Planning and Zoning Commission continue Case #PLN-19-033-C to the December 19, 2019 meeting.

Summary:

Staff is requesting a continuance of this case in order to allow the re-notification of surrounding property owners, re-publishing of the case in the newspaper, and re-posting of the property in order to correct the original description of the case which omitted the request for wall heights in excess of 12'.

CASPER HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
October 7, 2019

In attendance: Jeff Bond, Pinky Ellis, John Lang, Connie Hall, Maureen Lee, Robin Broumley, Ann Berg, Cyd Grieve (2) Vacancies.

Absent: Constance Lake (4)

Staff: Liz Becher, Community Development Director
Craig Collins, City Planning Department
Dee Hardy, City Planning Department

Liaison: None

Guests: Bob King, Planning and Zoning Commission Chair, Bishop House
Paul Yurkiewicz, State Farm Insurance Company

Jeff Bond called the meeting to order at 8:31 a.m.

Approval of Minutes

Jeff Bond asked if everyone had read the minutes of the September 9, 2019 meeting and asked if there were any corrections.

Connie Hall moved to approve the September 9, 2019 minutes. Motion was seconded by Ann Berg. Motion passed unanimously.

Jeff Bond welcomed guests Bob King, Planning and Zoning Commission Chair and Paul Yurkiewicz with State Farm Insurance Company.

Bob King spoke regarding the Bishop Home located at 818 East 2nd Street. The home was built in 1907 by Marvin Bishop and has been overseen by family member Susan Bishop and her husband John Strombeck. Bob is a member of the board and advised that they are looking at a transition/partnership for the continuation of making the Bishop Home open to the public. He noted that the Bishop Home, a museum, is available for private functions. The Board is looking to partner with the State Historic Preservation Office (SHPO) and seeking the support of the City/County, Historic Boards, and grant. Jeff Bond asked if there had been any discussions with the State Historic Preservation Office (SHPO). Bob advised there had been informal discussions. He noted that legislative approval would be required for a partnership to move forward. Bob stated that there had been two (2) major events held at the Bishop Home, fund raiser with "Teddy Roosevelt" and representative for the National Aeronautics and Space Administration (NASA)

spoke at a dinner. Bob thanked the Casper Historic Preservation Commission for their time and asked them to take a look at the web site. He noted that this group took a tour of the historic home last spring.

New Business

Strategic Plan Update.

Craig stated that he had sent out a final version of the strategic plan late on Friday, October 4, 2019. Ann Berg asked about the spelling of "Fort Caspar" on page 45, should it be "Caspar" or "Casper?" Cyd Grieve pointed out an issue with a sentence on page 5 that was awkward and she advised that after the word "thus," no colon or comma were required. Craig stated that to date he had not received the power point presentation from Kerry Davis. The Strategic Plan is scheduled for Tuesday, October 22, 2019 Work Session where Council will review the document and get their support to move forward. Liz Becher stated that members of the Commission were welcome to attend, however, they would not have an opportunity to speak. She advised that the Strategic Plan was scheduled to be discussed at 6:00 p.m. The Wayfinding project is scheduled for the 4:30 p.m. time slot. Jeff Bond asked if Kerry could make the edits discussed today prior to the Work Session. Craig advised that he would follow up with Kerry regarding the edits. He asked members for their thoughts regarding the Plan. Jeff stated that the plan was well done and would serve its purpose.

Ann Burg made a motion to submit the Strategic Plan to Council with the recommended changes. The motion was seconded by Connie Hall. The motion unanimously passed.

Power point for council review

Jeff asked Craig if he would forward the power point presentation to members of the Commission once he receives it. Craig advised that he would forward the presentation to the Commission. He stated that Robin's idea of having Kerry attend by skype was excellent and Kerry is happy to help.

Bylaw Changes

Craig advised that the revised rules and regulations for the Commission were approved by Council at their regular meeting on Tuesday, October 1, 2019. He stated that a couple of the changes included term limits and training is suggested or strongly encouraged. He advised these changes would enable the Commission to retain institutional knowledge at the end of the year.

Ann stated that the Commission should get involved with historic designations. She was referring to the Izaak Walton League. Craig stated that the Commission supports the designation but a consultant should be hired to do the work. He advised that the Commission should be involved. He noted that Ann's point is well taken.

Nolan Project

The proposed project is scheduled for Council approval at the regularly scheduled meeting on Tuesday, October 15, 2019. Liz advised that a court yard would be built in the front to preserve some of the historic features. Craig advised that the building is located in the Old Yellowstone District (OYD) and will go through an Architectural Review process for site plan approval. Once approval is obtained they can go ahead with their project, this streamlines the process for applicants. Connie advised that she had been in contact with a Nolan relative. Jeff asked about a long-term schedule for the project, and asked if they would begin closest to the old Municipal garage. Craig advised that they have three (3) years to complete the project. Jeff stated that all will follow this project.

December Meeting – SHPO Visit

Craig asked the Commission for suggestions for the December monthly meeting when the SHPO representative would be visiting. There were suggestions of tours of the Bishop Home, downtown, Wolcott District and the Old Yellowstone District (OYD). The Hall on Ash was suggested for a catered lunch by John Huff.

Old Business

OYD Committee Update

There was not an update this month. Connie was out of town and John was unable to attend the meeting.

P&Z Committee Update

Bob King, Planning and Zoning Chairman stated he would fill in for Terry Wingerter and stated he was available to answer any questions.

Wayfinding Committee Update

Jeff Bond advised they had met with the consultant and are in the process of collecting information and a survey was out to get ideas for wayfinding. Liz stated that the Consultants would be in town the week of October 21, 2019, and showcasing wayfinding initiative in the lobby of City Hall from 4:30 to 6:00 p.m. on Tuesday, October 22, 2019. She invited the Commission to attend. Jeff stated that he would forward the link to take the survey for the Consultants.

Demolition Permit Update

Craig stated that there had not been any demolition permits issued since the last meeting.

Other Business

Craig stated that there were two (2) openings on the Commission and a possible third opening. He noted that Dandee Pattee and Carrie Merrill had resigned. He asked members of the Commission to encourage qualified folks to apply. He advised that a letter of interest was required, and Council would appoint new members to the Commission.

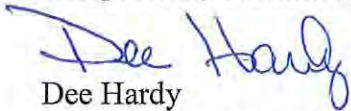
Maureen asked for photos of ghost signs for the Facebook page.

Next meeting will be November 4, 2019 in Council Meeting Room, 200 North David Street.

Connie Hall made a motion to adjourn, and the motion was seconded by Ann Berg. The motion unanimously passed.

Meeting adjourned at 9:30 a.m.

Respectfully submitted,



Dee Hardy
Administrative Support Technician