

**AGENDA**  
**CITY OF CASPER PLANNING AND ZONING MEETING**

**February 8, 2024**

**6:00 P.M.**

**THE LYRIC (*Temporary City Hall Meeting Space*)**

**230 West Yellowstone Highway, Casper**

Meetings can be viewed online via the City of Casper's YouTube channel.

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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
  - 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: Consideration of P & Z Commission Minutes from January 11, 2024**

**III. PUBLIC HEARINGS:**

**SUB-560-2023**– Request for approval of a final plat creating the “Kenwood Addition No. 2,” said addition being a vacation and replat of Lots 5, 6 and 7, Kenwood Addition, and a portion of the vacated alley situated south of and adjacent to Lots 5, 6 and 7. The proposed Kenwood Addition No. 2 is generally located at the southwest corner of East 8<sup>th</sup> and South Jackson Streets. Applicants: Edward & Gloria Snell.

**CUP-454-2023** – (*Tabled on August 10, 2023*) Request for a Conditional Use Permit (CUP) to allow a “personal service shop” (nail salon) in an R-3 (One to Four Unit Residential) zoning district, located at 104 North Lennox Street, Butler Addition, Block 106, Lot 8. Applicant: My Hanh Vines. **(Not Being Considered This Month)**

**IV. SPECIAL ISSUES:**

**V. COMMUNICATIONS:**

**A. Commission**

**B. Community Development Director**

**C. Council Liaison**

**D. OYD and Historic Preservation Commission Liaisons**

**1) Historic Preservation Commission**

**2) Old Yellowstone Advisory Committee (January meeting)**

**E. Other Communications**

**VI. ADJOURNMENT** – *Next Meeting of the Planning and Zoning Commission is scheduled for Thursday, March 14, 2024, at 6:00 P.M., at the LYRIC, 230 West Yellowstone Highway, Casper.*

**CASPER PLANNING AND ZONING MEETING  
THURSDAY JANUARY 11, 2024  
THE LYRIC, 230 W YELLOWSTONE**

These minutes are a summary of the meeting. For full details view online at [www.casperwy.gov](http://www.casperwy.gov) on the Meetings and Agendas web page.

Members Present: Andrew Beamer, Joe Hutchison, Michael McIntosh, Terry Wingerter, Nic Eskew, and Ann Ruble

Absent Members: Maribeth Plocek

Others present: Craig Collins, City Planner  
Barb Santmire, Administrative Assistant III  
Wallace Trembath, Deputy City Attorney  
Steve Cathey, Council Liaison

**I. ELECTION OF OFFICERS**

Michael McIntosh, acting as the temporary presiding officer, called the meeting to order. Deputy City Attorney Trembath explained the election process.

Mr. Wingerter opened the floor for nominations for the position of Vice-Chairperson. Mr. Wingerter nominated Mr. Hutchison for Vice-Chairperson. The nomination was seconded by Mr. Beamer. With no other nominations, Mr. McIntosh closed the nominations.

With all members voting aye, Mr. Hutchison was elected Vice-Chairperson for 2024.

Mr. Wingerter opened the floor for nominations for the position of Chairperson. Mr. Eskew nominated Mr. McIntosh for Chairperson. The nomination was seconded by Ms. Ruble. With no other nominations, Mr. McIntosh closed the nominations.

With all members voting aye, Mr. McIntosh was elected Chairperson for 2024.

**II. MINUTES OF THE PREVIOUS MEETING**

Mr. Wingerter moved that the minutes of the December 14, 2023 Planning & Zoning Commission meeting be approved as presented. Mr. Hutchison seconded the motion. With Commissioner Beamer and Commissioner Ruble abstaining and all other members present voting aye, the motion carried.

**III. PUBLIC HEARINGS**

**Our first case this evening:**

**ANX-555-2023 & SUB-556-2023 & ZOC-557-2023** – Request for annexation, final plat and zoning approval for the proposed “Izaak Walton Addition” located at 4200,

4205 and 4225 Fort Caspar Road, (*Portions of Sections 7 & 12, T.33N., R79W., 6<sup>th</sup> PM*), and comprising 42.96-acres, more or less. The proposed zoning for the subdivision is R-6 (Manufactured (Mobile) Home Park) and PH (Park Historic). Applicants: City of Casper & Natrona County.

Craig Collins, City Planner, presented the staff report and entered 7 exhibits into the record. There were no staff recommended conditions and no public comments were received.

Mr. Collins noted that as Staff, in that the City is the applicant, he would also be able to answer any questions as the applicant.

A representative from the Fort Caspar campground was present to ask if the annexation would allow for the campground to get access to city services. Mr. Collins stated that after the annexation all normal city services, including emergency services, would be available to the property owners.

There being no others to speak, Chairperson McIntosh closed the public hearing.

Ms. Ruble made a motion to approve case ANX-555-2023. The motion was seconded by Mr. Wingerter. With all members present voting aye, the motion carried.

Mr. Eskew made a motion to approve case SUB-556-2023 with the one condition noted in the staff report. The motion was seconded by Mr. Beamer. With all members present voting aye, the motion carried.

Mr. Wingerter made a motion to approve case ZOC-557-2023. The motion was seconded by Mr. Hutchison. With all members present voting aye, the motion carried.

#### **IV. SPECIAL ISSUES:**

- A. Andrew Beamer and Terry Wingerter volunteered to serve as liaisons to the OYD Advisory Committee.  
Correction to the proceedings: The liaisons to the OYD were inaccurately defined as non-voting.
- B. Ann Ruble and Mike McIntosh volunteered to serve as liaisons to the Historic Preservation Commission.

#### **V. COMMUNICATIONS:**

- A. Commission: Chairperson McIntosh welcomed new Commissioners Beamer and Ruble and thanked them for volunteering to serve.
- B. Community Development Director/City Planner: There were none.
- C. Council Liaison: Steve Cathey welcome the new Commissioners.

D. OYD: Chairperson McIntosh stated there was no meeting in December, but that the Committee was very active with community events in November and December.

Historic Preservation Commission Liaisons: There were none.

E. Other Communications: There were none.

**VI. ADJOURNMENT:**

Chairperson McIntosh adjourned the meeting at 6:23 pm.

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Chairperson

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Secretary

February 2, 2024

MEMO TO: Michael McIntosh, Chairperson  
Members of the Planning and Zoning Commission

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

SUBJECT: **SUB-560-2023**– Request for approval of a final plat creating the “Kenwood Addition No. 2,” said addition being a vacation and replat of Lots 5, 6 and 7, Kenwood Addition, and a portion of the vacated alley situated south of and adjacent to Lots 5, 6 and 7. The proposed Kenwood Addition No. 2 is generally located at the southwest corner of East 8<sup>th</sup> and South Jackson Streets. Applicants: Edward & Gloria Snell.

Recommendation:

If after hearing public testimony, consideration of the facts of the case, reviewing applicable plans and codes, and a determination that the proposed plat meets the City’s minimum requirements, the Planning and Zoning Commission should vote to support the plat, and forward a “do pass” recommendation to the City Council, with the following condition:

1. The vacation of the adjacent alley shall be approved and recorded prior to consideration of the plat by the City Council.

Code Compliance:

Staff has completed all public notice requirements of Section 16.24 of the Casper Municipal Code pertaining to replats, 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 not received any public comments either for or against the plat.**

Applicable City Codes and Adopted Policies/Plans

1. The Planning and Zoning Commission’s decision with regard to the plat is a recommendation to Council. With an approval, a “do-pass” recommendation will be forwarded to Council, and with a denial, a “do-not-pass” recommendation will be forwarded.

2. The property is zoned R-3 (One to Four Unit Residential), and per Section 17.36.040 of the Casper Municipal Code, the minimum lot size requirements are as follows:

- 1-2 residential dwelling units (DUs) – 4,000 sf;
- 3 or more residential dwelling units (DUs) – 1,500 sf per dwelling unit.

Summary:

Application has been received for a subdivision (replat) of Lots 5, 6 and 7, Kenwood Addition, and a portion of alley adjacent to said lots, to create the Kenwood Addition No. 2. The property is zoned R-3 (One to Four Unit Residential), and encompasses 14,747 square feet. The purpose of the replat is to consolidate and reorient the three (3) existing lots into two (2) newly configured lots. Both proposed lots exceed the minimum lot size requirements on the R-3 (One to Four Unit Residential) zoning district. A multifamily structure is currently under construction on Lot 1, and Lot 2 is vacant. Staff has included one (1) recommended condition of approval requiring the alley vacation to be completed prior to City Council review.



# City of Casper Planning Division

## Plat/Subdivision Application

**OWNER'S INFORMATION:**

NAME: Edward & Gloria Snell  
 ADDRESS: 542 N. Wheatland HWY, Wheatland, WY 82201-9512  
 TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**OWNER'S AUTHORIZED REPRESENTATIVE:**

NAME: CEPI  
 ADDRESS: 6080 Enterprise Drive, Casper, WY 8260  
 TELEPHONE: 307-266-4346 EMAIL: billf@cepi-casper.com

APPLYING FOR (check one):  FINAL PLAT  REPLAT  MINOR BOUNDARY ADJUSTMENT

NAME OF SUBDIVISION: Kenwood Addition No.2

LEGAL DESCRIPTION OF LAND: Lots 5, 6 & 7 Kenwood Addition

COMMON ADDRESS OR LOCATIONAL DESCRIPTION: Southwest corner of East 8th St & Jackson St.

CURRENT LAND USE: Vacant

TOTAL ACREAGE: 0.34 acres/sq ft

NUMBER OF LOTS: 2 (Minor Boundary Adjustment can not exceed 2 lots)

SIZE OF LARGEST LOT: 8216 SIZE OF SMALLEST LOT: 6751

CURRENT ZONING: R3 PROPOSED ZONING: R3

The following owner's signature, or agent, signifies that all information on the application is accurate and correct to the best of the owner's knowledge, and that the owner has thoroughly read and understands all application information and requirements.

SIGNATURE OF PROPERTY OWNER: *Edward Snell* *Gloria Snell*

DATE: Sept 14, 2023

**SUBMIT TO:**  
 Community Development Department  
 Planning Division  
 200 N David, RM 203  
 Casper, WY 82601  
 Phone: 307-235-8241  
 E-mail: ccollins@casperwy.gov

- A COMPLETE SUBMITTAL MUST INCLUDE:**
- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES OF PROPERTY OWNERS
  - PROOF OF OWNERSHIP
  - PDF (11"X17" SCALE) OF THE PLAT (Full-Sized Hard Copies MAY Also be Required)
  - ARCGIS-COMPATIBLE SHAPEFILE SHOWING LOTS, BLOCKS, STREETS, ETC.
  - \$1,200 (25 LOTS OR FEWER); \$1,800 (26 Lots or more); (\$200 FOR MINOR BOUNDARY ADJUSTMENT), (Preliminary Plat \$1,000). APPLICATION FEE (NON-REFUNDABLE)

**FOR OFFICE USE ONLY:**  
 DATE SUBMITTED: \_\_\_\_\_  
 REC'D BY: \_\_\_\_\_



# Proposed Kenwood Addition No. 2



# Proposed Kenwood Addition No. 2



# Proposed Kenwood Addition No. 2





K195

1135

26357

# KENWOOD ADDITION TO THE TOWN OF CASPER

STATE OF WYOMING  
County of Natrona  
This instrument was filed for Record  
SEP 3 1912  
at 9 o'clock A.M. and duly Recorded  
in Book 3 Page 8  
J. H. Sawyer Ex.

Scale 1"=200'

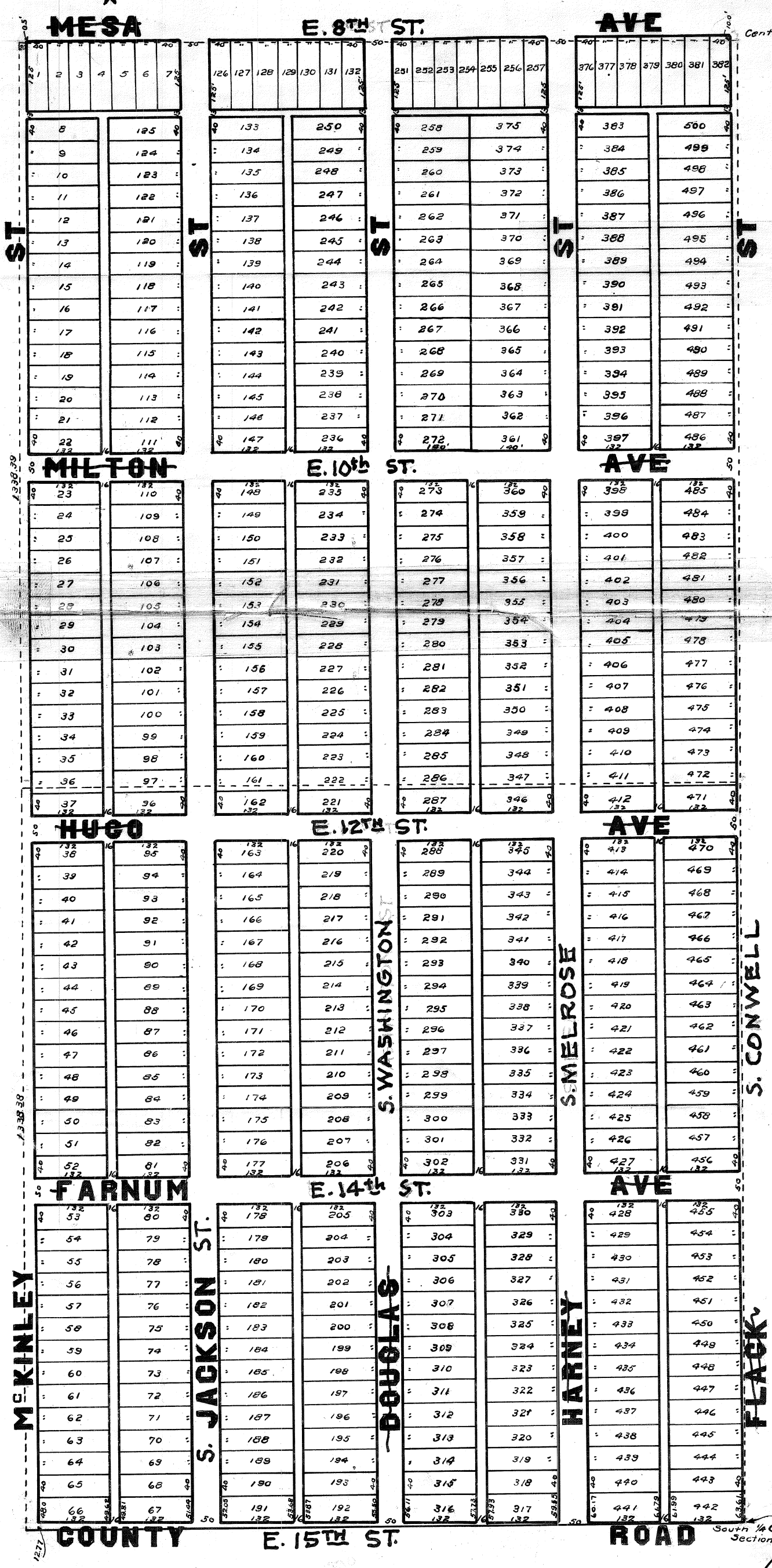
This is to certify that the subdivisions shown hereon as parts of the E 1/2 SW 1/4 and SE 1/4 NW 1/4 all of Section 10, Township 33 North, Range 79 West and as appears on this map as Lots 1 to 500 inclusive being the Kenwood Addition to the Town of Casper, County of Natrona State of Wyoming is with the free consent and in accordance with the desire of the undersigned owner and proprietor

In witness whereof I, George C. Flack have hereunto fixed my hand and seal this 31 day of August A.D. 1912.  
Witness  
Ed. Worthington George C. Flack

State of Wyoming }  
County of Natrona } ss

*Ed. Worthington*  
a Notary Public in and for said County of Natrona, State of Wyoming do hereby certify that George C. Flack who is personally known to me appeared before me this day in person and acknowledged that he signed, sealed and delivered said instrument and that said instrument and subdivision are free and voluntary acts for the uses and purposes therein set forth.

Given under my hand and notarial seal this 31 day of August A.D. 1912.  
*Ed. Worthington*  
Notary Public  
My commission expires  
Dec 20 1914



K195

K195



CASPER HISTORIC PRESERVATION COMMISSION  
MINUTES OF THE REGULAR MEETING  
**January 8, 2024**

Present: Connie Hall, Jeff Bond, Robin Broumley, Carolyn Buff, Tammie Chappell,  
Anthony Jacobsen, John Lang, and Paul Yurkiewicz (by phone)

Absent: Randy Hein, Bob King, Maureen Lee

Staff: Craig Collins, City Planner  
Barb Santmire, Administrative Assistant III

Guests: Michael McIntosh, Planning & Zoning Commission Liaison  
Katelynn Larsen

*Chairperson Connie Hall called the meeting to order at 8:30 a.m.*

### **Election of Officers**

Ms. Hall requested nominations for Officers to serve the Commission for 2024.

Connie Hall was nominated to serve as Chairperson. Tammi Chappell was nominated to serve as Vice Chairperson. The nominations were unanimously approved.

### **Approval of Minutes**

Chairperson Hall asked for approval of the December 11, 2023 meeting minutes. With minor corrections noted by Carolyn Buff, the minutes were approved.

### **New Business**

- Staff reported security measures are being implemented at the Casper Business Center and, starting with the CHPC's February meeting, Commissioners will need to check in on the lobby level to be given a Visitor's pass. A list of Commissioners will be provided to the Greeter to try to streamline the process as much as possible.

## **Old Business**

### Christmas Ornaments – Outstanding items from December

1. Add poll to the CHPC Facebook page and create a QR code (share with staff).
  - o Deadline of March 15<sup>th</sup>
2. Create a “flyer” (with the QR code) to be posted at the Fort Caspar gift shop to generate community engagement.
3. Send notice to Oil City News

### Self-Guided Tour Brochure

- Jeff has spoken with Visit Casper and they are not currently considering a reprint due to financial constraints. He has asked for information on the last print run – who printed them, how many were printed, and what was the cost – so the Commission can consider financing an update/print run themselves.

### May Historic Preservation Month

- It was suggested that the McGinley building be considered for recognition during 2024’s Historic Preservation Month. Perhaps the CHPC’s May meeting could be held there with a reception?
- The Commission members will start creating a list of ideas for consideration.

OYD Committee Update – The Committee went Rudolphing in the OYD again in December. It’s a great way for the members to engage with businesses and patrons in the community.

The OYD Oscars will be held on January 29<sup>th</sup> at The Lyric.

Connie, John, and Tammi all volunteered to serve as liaisons to the Committee for 2024.

P&Z Commission – There was no report.

Demolition Permits – There was no report.

Social Media/Outreach/Education – Efforts are continuing to try to figure out how to reset / take ownership of the CHPC Facebook page.

Field Visits/Tours – All suggestions for locations to be added to the current list should be emailed to staff ([planning@casperwy.gov](mailto:planning@casperwy.gov)).

Training and Webinars – Carolyn has participated in a web training and will submit the information (topic and date) to staff for inclusion in the annual report.

## **Other Business**

- Paul Yurkiewicz resigned his position as a Commissioner due to health concerns. The position will be posted and the chosen applicant will then be recommended for appointment by Council.
- The Commission is considering a program to assist historic properties with obtaining Historic Registry plaques.

- Tammi – Determine if there is a list of properties on the Historic Register
- Robin – Check on cost of plaques
- Once a list of properties is located, then the Commission can determine who does (and who doesn't) already have a plaque and reach out to property owners who are eligible, but who do not have a plaque, to see if they would like assistance in obtaining one.

The next meeting will be held February 12, 2024.

(Minutes prepared by Barb Santmire)

Respectfully submitted,

Chairperson

Casper Historic Preservation Commission