

AGENDA
CITY OF CASPER PLANNING AND ZONING MEETING

March 14, 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.

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 February 8, 2024

III. PUBLIC HEARINGS:

SUB-582-2024– Request for approval of a final plat creating the “Mountain Plaza Addition #8” said addition being a vacation and replat of Lots 1, 2 and 3, Mountain Plaza Addition No. 7, located at the northwest corner of the intersection of Talon Drive and Wyoming Boulevard. Applicants: Longterm, LLC and Dave Straus.

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. **(to be removed from table)**

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 (February 12, 2024 meeting)

2) Old Yellowstone Advisory Committee (February 26, 2024 Oscars)

E. Other Communications

VI. ADJOURNMENT – *Next Meeting of the Planning and Zoning Commission is scheduled for Thursday, April 11, 2024, at 6:00 P.M., at the LYRIC, 230 West Yellowstone Highway, Casper.*

**CASPER PLANNING AND ZONING MEETING
THURSDAY, FEBRUARY 8, 2024
THE LYRIC, 230 W YELLOWSTONE**

These minutes are a summary of the meeting. For full details view online at www.casperwy.gov on the Meetings and Agendas web page.

Members Present: Andrew Beamer, Joe Hutchison, Michael McIntosh, Ann Ruble

Absent Members: Maribeth Plocek, Terry Wingerter, Nic Eskew

Others present: Craig Collins, City Planner
Barb Santmire, Administrative Specialist

MINUTES OF THE PREVIOUS MEETING

Ms. Ruble moved that the minutes of the January 11, 2024 Planning & Zoning Commission meeting be approved as presented. Mr. Beamer seconded the motion. With all members present voting aye, the motion carried.

PUBLIC HEARINGS

Case #1: SUB-560-2023 – Request for final plat approval for the proposed “Kenwood Addition No. 2”. Applicants: Edward and Gloria Snell.

Craig Collins, City Planner, presented the staff report, entered 5 exhibits into the record, and noted 1 staff recommended condition. There were no public comments submitted.

Chris Schwan of Western Plains Logistics spoke as representative for the applicant.

There being no others to speak, Chairperson McIntosh closed the public hearing and entertained a motion to approve, approve with conditions, deny, table, or postpone to a date certain **SUB-560-2023** regarding the request for final plat of the referenced property.

Ms. Ruble made a motion to approve with conditions case **SUB-560-2023** to be forwarded to Council for consideration. The motion was seconded by Mr Beamer. All those present voted aye. Motion carried.

COMMUNICATIONS:

General Commission Communication – None

Historic Preservation Commission – There has been no meeting since the January 11th Planning & Zoning Commission meeting. The next Historic Preservation Commission meeting will be Monday, February 12th.

Old Yellowstone District Advisory Committee – The Committee met in January to say goodbye to departing members and welcome new Committee members.

ADJOURNMENT


There being no further business, Chairperson McIntosh adjourned the meeting at 6:10 pm.

Chairperson

Secretary

March 8, 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-582-2024**– Request for approval of a final plat creating the “Mountain Plaza Addition #8” said addition being a vacation and replat of Lots 1, 2 and 3, Mountain Plaza Addition No. 7, located at the northwest corner of the intersection of Talon Drive and Wyoming Boulevard. Applicants: Longterm, LLC and Dave Straus.

Recommendation:

If, after hearing public testimony, consideration of all 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. A standard City of Casper pedestrian pathway/sidewalk will be constructed along the Wyoming Boulevard frontage of the property in the future, either simultaneous with the development of the parcels, or at such time as otherwise requested by the City. Owner shall be responsible for the full cost of design and construction of said pathway/sidewalk for the portion along their frontage.

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 C-2 (General Business), and per Section 17.68.040 of the Casper Municipal Code, there are no minimum lot area or width requirements in the C-2 zoning district.

Summary:

Application has been received for a vacation and subdivision (replat) of Lots 1, 2 and 3, Mountain Plaza Addition No. 7, to create the Mountain Plaza Addition #8. The subject property is located at the northwest intersection of Talon Drive and Wyoming Boulevard, and is zoned C-2 (General Business). Mountain Plaza Addition #8 is creating two (2) lots. Both lots are currently vacant; however, a site plan for a proposed Les Schwab tire store is currently under review for Lot 1. The purpose of the replat is to increase the size of the Les Schwab site in order to accommodate a retaining wall between the two lots.

Staff has included one (1) recommended condition of approval that requires the installation of a sidewalk/pathway along the Wyoming Boulevard frontage of the subdivision. The requirement is consistent with Municipal Code requirement that requires sidewalks along public streets, and is in keeping with the adopted Wyoming Boulevard Sidepath Study Plan, dated August 27, 2013.



City of Casper Planning Division

Plat/Subdivision Application

OWNER'S INFORMATION:

NAME: _____
ADDRESS: _____
TELEPHONE: _____ EMAIL: _____

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: _____
ADDRESS: _____
TELEPHONE: _____ EMAIL: _____

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

NAME OF SUBDIVISION: _____

LEGAL DESCRIPTION OF LAND: _____

COMMON ADDRESS OR LOCATIONAL DESCRIPTION: _____

CURRENT LAND USE: _____

TOTAL ACREAGE: _____ acres/sq ft

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

SIZE OF LARGEST LOT: _____ SIZE OF SMALLEST LOT: _____

CURRENT ZONING: _____ PROPOSED ZONING: _____

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: _____

DATE: _____

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: _____



City of Casper Planning Division

Plat/Subdivision Application

OWNER'S INFORMATION:

NAME: _____
ADDRESS: _____
TELEPHONE: _____ EMAIL: _____

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: _____
ADDRESS: _____
TELEPHONE: _____ EMAIL: _____

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

NAME OF SUBDIVISION: _____

LEGAL DESCRIPTION OF LAND: _____

COMMON ADDRESS OR LOCATIONAL DESCRIPTION: _____

CURRENT LAND USE: _____

TOTAL ACREAGE: _____ acres/sq ft

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

SIZE OF LARGEST LOT: _____ SIZE OF SMALLEST LOT: _____

CURRENT ZONING: _____ PROPOSED ZONING: _____

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.

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- PDF (11"X17" SCALE) OF THE PLAT (Full-Sized Hard Copies MAY Also be Required)
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- \$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: _____

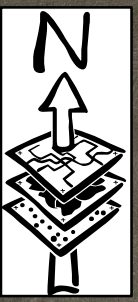
Replat Creating Mountain Plaza Addition #8 - Aerial



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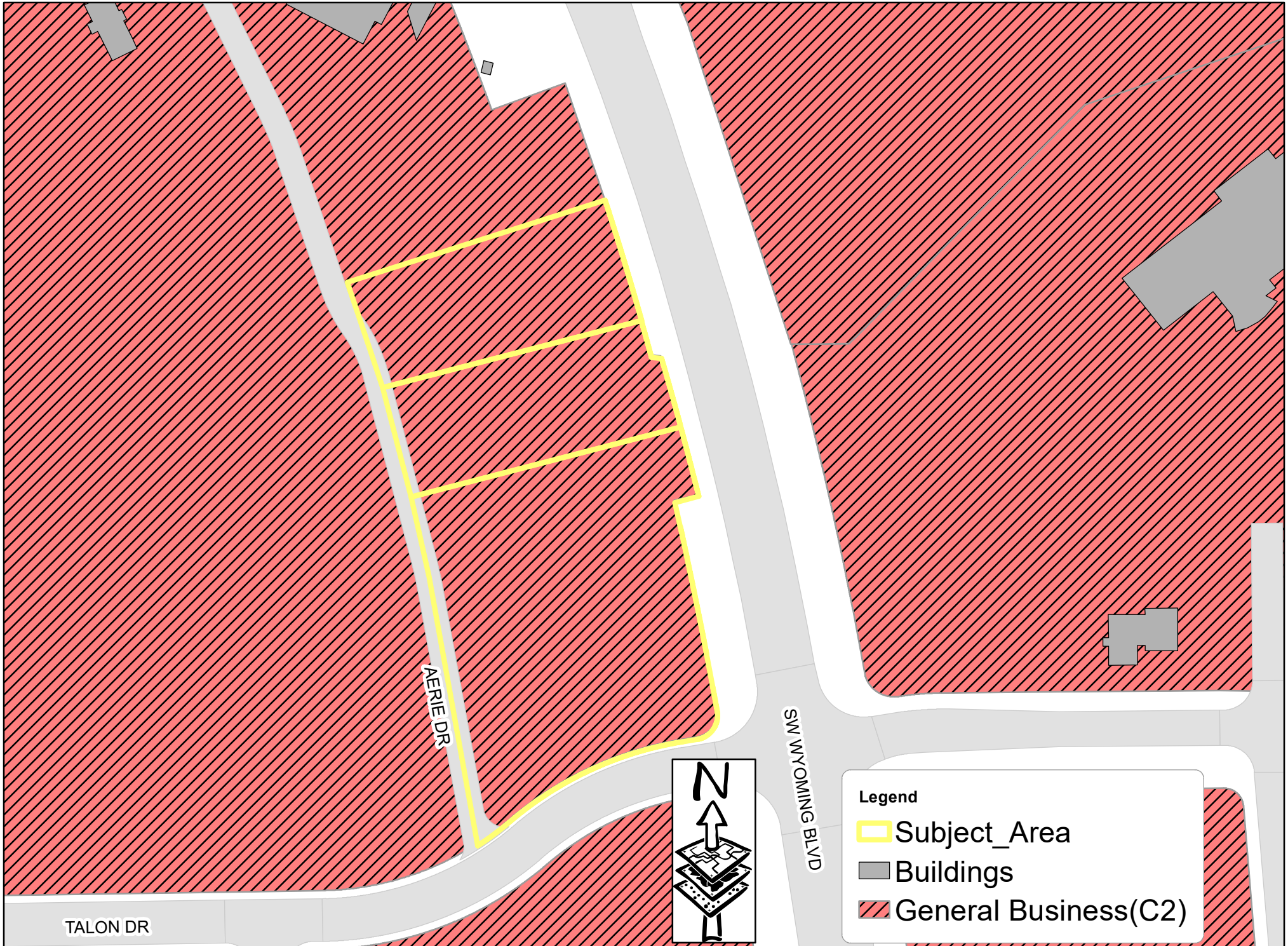
SW WYOMING BLVD



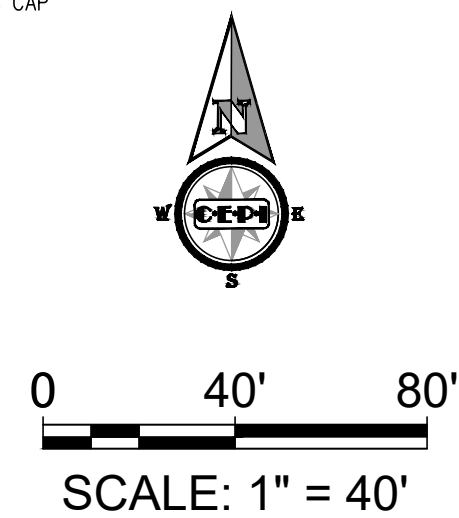
Replat Creating Mountain Plaza Addition #8 - Aerial



Replat Creating Mountain Plaza Addition #8- Zoning



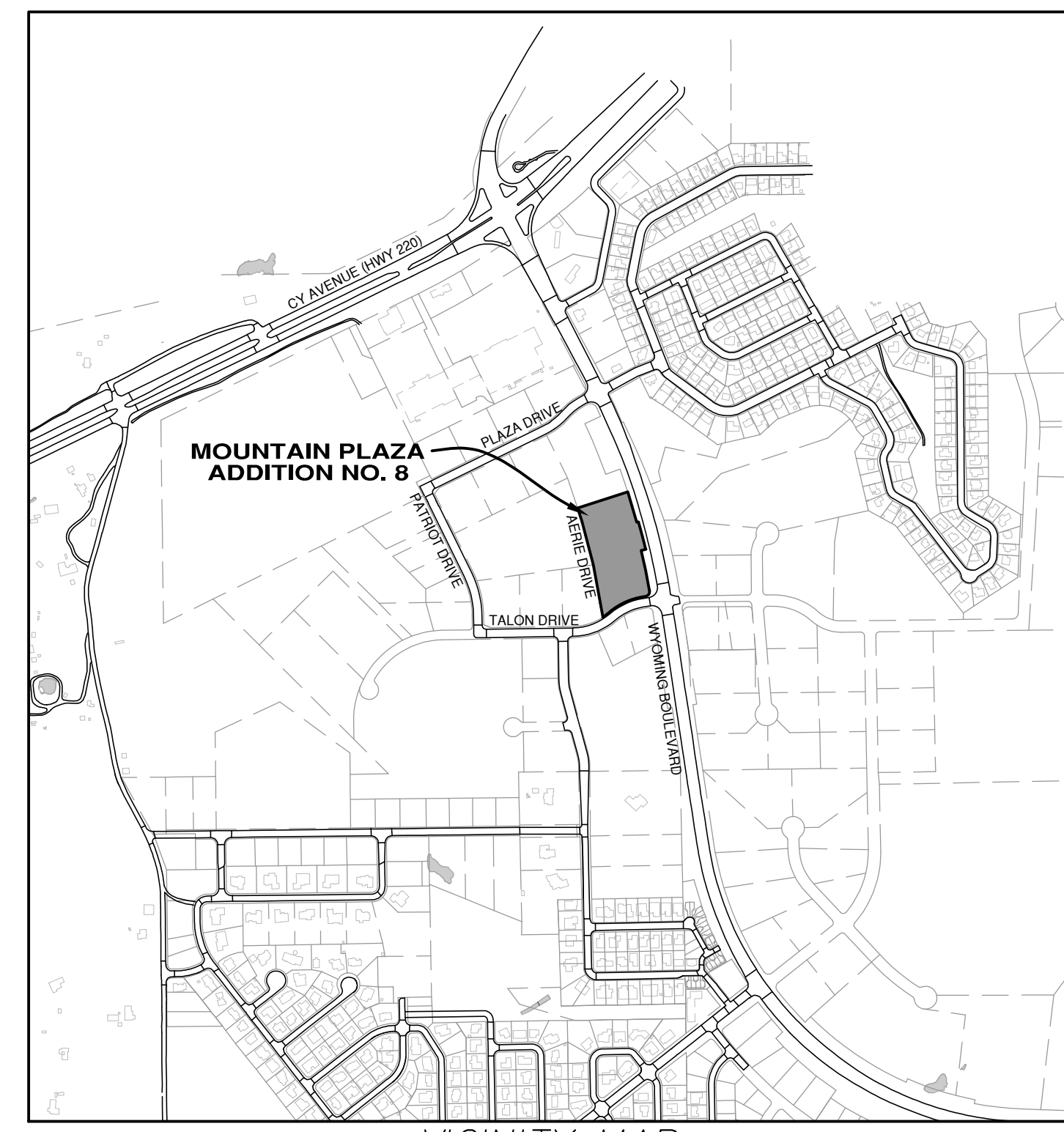
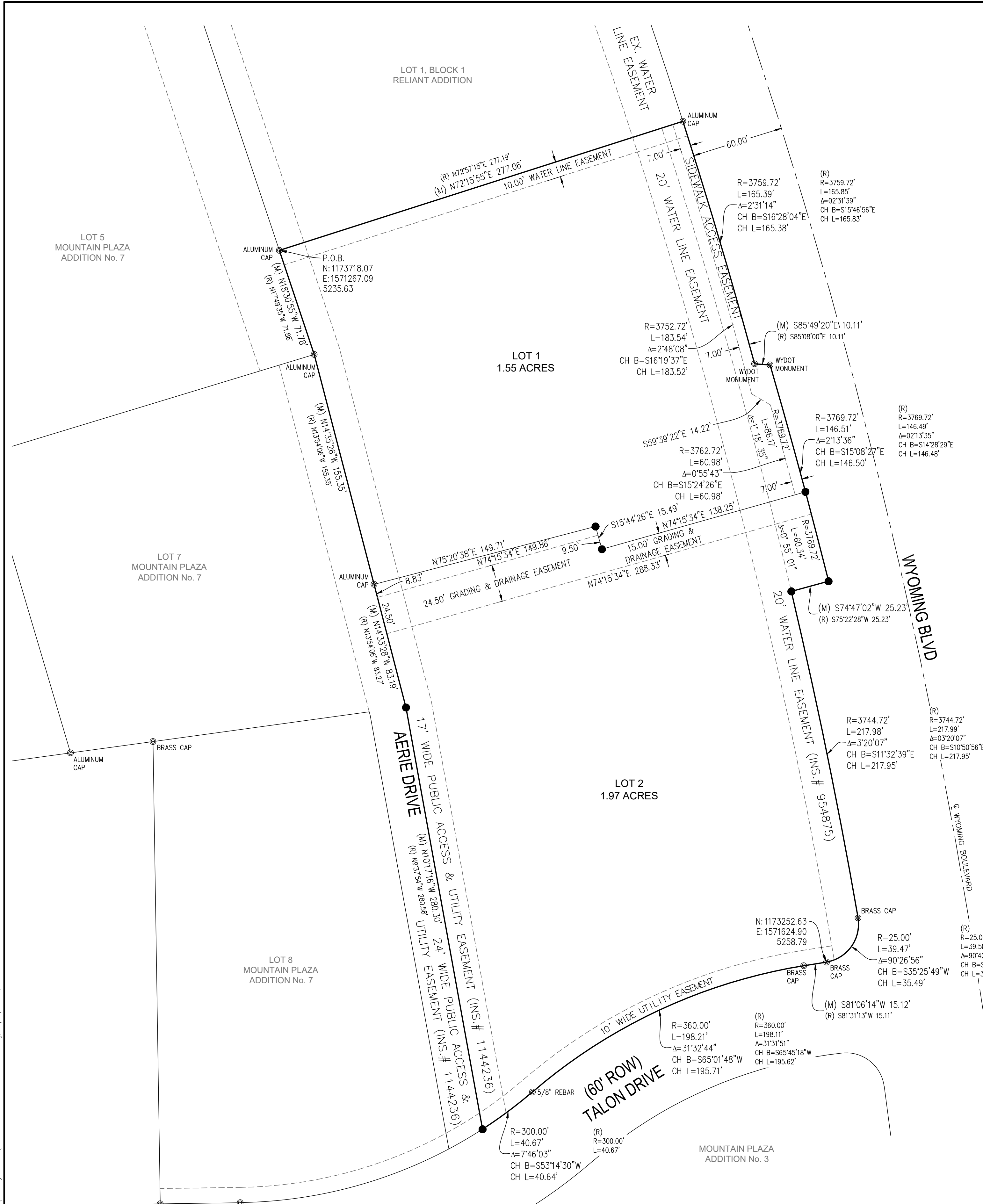
M:\Land 2023\Survey\23-177 - Les Schwab Drawings\Survey Plots\MOUNTAIN PLAZA REPLAT.dwg, 2/8/2024, Shannon Carrison



- LEGEND**
- SET MONUMENT 5/8" REBAR & ALUMINUM CAP
 - ⊙ FOUND MONUMENT AS NOTED

NOTES

1. ERROR OF CLOSURE 1:955,460.
2. BASIS OF BEARINGS IS THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983/2011.
3. THE CONVERGENCE ANGLE AT THE POINT OF BEGINNING IS 00°39'21.47", AND THE COMBINED FACTOR IS 0.99976389.
4. ALL DISTANCES ARE GROUND.
5. ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 88 DATUM AND ARE NOT MEANT TO BE USED AS BENCHMARKS.



APPROVALS

APPROVED BY THE CITY OF CASPER PLANNING AND ZONING COMMISSION OF CASPER, WYOMING THIS ____ DAY OF _____, 2024.

ATTEST: _____ SECRETARY _____ CHAIRMAN

APPROVED BY THE CITY COUNCIL OF CASPER, WYOMING BY RESOLUTION NO. _____, DULY PASSED, ADOPTED AND APPROVED THIS ____ DAY OF _____, 2024.

ATTEST: _____ CITY CLERK _____ MAYOR

INSPECTED AND APPROVED THIS ____ DAY OF _____, 2024.

INSPECTED AND APPROVED THIS ____ DAY OF _____, 2024.

LONGTERM, LLC
5959 RIVER PARK DRIVE
CASPER, WYOMING 82604

GARY FERGUSON - MANAGING MEMBER

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY GARY FERGUSON, MANAGING MEMBER OF LONGTERM, LLC, THIS ____ DAY OF _____, 2024.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

NOTARY PUBLIC

CERTIFICATE OF SURVEYOR

STATE OF WYOMING }
COUNTY OF NATRONA }SS

I, BRADLEY D. NEUMILLER, A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSE NO. 13836, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION IN MAY, 2023, AND THAT THIS PLAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY. ALL BEING TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY BRADLEY D. NEUMILLER, THIS ____ DAY OF _____, 2024.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

NOTARY PUBLIC

CERTIFICATE OF DEDICATION

STATE OF WYOMING }
COUNTY OF NATRONA }SS

THE UNDERSIGNED, LONGTERM, LLC, AND DAVE STRAUS, AS TRUSTEE OF THE MICHELLE JEAN MORTON 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST; DAVE STRAUS, AS TRUSTEE OF THE KRISTINA MARIE STRAUS 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST; DAVE STRAUS, AS TRUSTEE OF THE REBECCA LYNN MADIGAN 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST; DAVE STRAUS, AS TRUSTEE OF THE ZACHARY JACOB BENJAMIN STRAUS 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST; and DAVE STRAUS, AS TRUSTEE OF THE JAKE KENDALL BINKLEY STRAUS 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST, AS TENANTS-IN-COMMON, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOREGOING PLAT BEING A VACATION AND REPLAT OF LOTS 1, 2 & 3, MOUNTAIN PLAZA ADDITION NO. 7 TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING (INSTRUMENT #954875), TO BE KNOWN AS MOUNTAIN PLAZA ADDITION NO. 8, LOCATED WITHIN A PORTION OF THE E2NW¼ OF SECTION 19, T.33N., R.79W., 6TH P.M., BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE PARCEL ALSO BEING THE SOUTHWEST CORNER OF BLOCK 1, LOT 1, RELIANT ADDITION AND BEING THE POINT OF BEGINNING, MONUMENTED BY AN ALUMINUM CAP:

THENCE N72°15'55"E, ALONG THE NORTH LINE OF THE PARCEL AND THE SOUTH LINE OF BLOCK 1, LOT 1, RELIANT ADDITION, A DISTANCE OF 277.06 FEET, TO THE NORTHEAST CORNER OF THE PARCEL AND THE SOUTHEAST CORNER OF SAID LOT 1, RELIANT ADDITION, MONUMENTED BY AN ALUMINUM CAP;

THENCE IN A SOUTHEAST DIRECTION ALONG THE EAST LINE OF THE PARCEL, THE WEST LINE OF WYOMING BOULEVARD AND A CURVE TO THE RIGHT HAVING A RADIUS OF 3759.72 FEET, THROUGH A CENTRAL ANGLE OF 02°31'14", A DISTANCE OF 165.39 FEET, WITH A CHORD BEARING OF S16°28'04"E, A DISTANCE OF 165.38 FEET TO THE END OF CURVE, MONUMENTED BY A WYDOT MONUMENT;

THENCE S85°49'20"E, ALONG THE EAST LINE OF THE PARCEL AND THE WEST LINE OF WYOMING BOULEVARD, A DISTANCE OF 10.11 FEET TO AN ANGLE POINT, MONUMENTED BY A WYDOT MONUMENT;

THENCE IN A SOUTHEAST DIRECTION ALONG THE EAST LINE OF THE PARCEL, THE WEST LINE OF WYOMING BOULEVARD AND A CURVE TO THE RIGHT HAVING A RADIUS OF 3769.72 FEET, THROUGH A CENTRAL ANGLE OF 02°13'36", A DISTANCE OF 146.51 FEET, WITH A CHORD BEARING OF S15°08'27"E, A DISTANCE OF 146.50 FEET TO AN ANGLE POINT;

THENCE S74°47'02"W, ALONG THE EAST LINE OF THE PARCEL AND THE WEST LINE OF WYOMING BOULEVARD, A DISTANCE OF 25.23 FEET TO AN ANGLE POINT;

THENCE IN A SOUTHEAST DIRECTION ALONG THE EAST LINE OF THE PARCEL, THE WEST LINE OF WYOMING BOULEVARD AND A CURVE TO THE RIGHT HAVING A RADIUS OF 3744.72 FEET, THROUGH A CENTRAL ANGLE OF 03°20'07", A DISTANCE OF 217.98 FEET, WITH A CHORD BEARING OF S11°32'39"E, A DISTANCE OF 217.95 FEET TO A BRASS CAP;

THENCE IN A SOUTHWEST DIRECTION ALONG THE EAST LINE OF THE PARCEL, THE WEST LINE OF WYOMING BOULEVARD AND A CURVE TO THE RIGHT HAVING A RADIUS OF 25.00 FEET, THROUGH A CENTRAL ANGLE OF 90°28'56", A DISTANCE OF 39.47 FEET, WITH A CHORD BEARING OF S35°25'49"W, A DISTANCE OF 35.49 FEET TO A BRASS CAP;

THENCE S81°06'14"W, ALONG THE SOUTH LINE OF THE PARCEL, THE NORTH LINE OF TALON DRIVE, A DISTANCE OF 15.12 FEET TO A BRASS CAP;

THENCE IN A SOUTHWEST DIRECTION ALONG THE SOUTH LINE OF THE PARCEL, THE NORTH LINE OF TALON DRIVE AND A CURVE TO THE LEFT HAVING A RADIUS OF 360.00 FEET, THROUGH A CENTRAL ANGLE OF 31°32'44", A DISTANCE OF 198.21 FEET, WITH A CHORD BEARING OF S65°01'48"W, A DISTANCE OF 195.71 FEET TO A 5/8" REBAR;

THENCE IN A SOUTHWEST DIRECTION ALONG THE SOUTH LINE OF THE PARCEL, THE NORTH LINE OF TALON DRIVE AND A CURVE TO THE RIGHT HAVING A RADIUS OF 300.00 FEET, THROUGH A CENTRAL ANGLE OF 07°46'03", A DISTANCE OF 40.67 FEET, WITH A CHORD BEARING OF S53°14'30"W, A DISTANCE OF 40.64 FEET;

THENCE N10°17'16"W, ALONG THE WEST LINE OF THE PARCEL AND THE EAST LINE OF LOT 7, MOUNTAIN PLAZA ADDITION No. 7, A DISTANCE OF 280.30 FEET TO AN ANGLE POINT;

THENCE N14°33'28"W, ALONG THE WEST LINE OF THE PARCEL AND THE EAST LINE OF SAID LOT 7, A DISTANCE OF 83.19 FEET TO AN ALUMINUM CAP;

THENCE N14°35'26"W, ALONG THE WEST LINE OF THE PARCEL AND THE EAST LINE OF SAID LOT 7, A DISTANCE OF 155.35 FEET, TO THE NORTHEAST CORNER OF SAID LOT 7, THE SOUTHEAST CORNER OF LOT 5, MOUNTAIN PLAZA ADDITION, MONUMENTED BY AN ALUMINUM CAP;

THENCE N18°30'55"W, ALONG THE WEST LINE OF THE PARCEL AND THE EAST LINE OF SAID LOT 5, A DISTANCE OF 71.78 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS 3.52 ACRES, (153,385 S.F.) MORE OR LESS, AND IS SUBJECT TO ANY RIGHTS--OF-WAY AND/OR EASEMENTS, RESERVATIONS, AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE TRACT OF LAND, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS. THE NAME OF THE SUBMISSION SHALL BE MOUNTAIN PLAZA ADDITION NO. 8. THE GRADING & DRAINAGE EASEMENT IS HEREBY DEDICATED TO THE BENEFIT OF THE LOTS. ALL ROADS AND STREETS AS SHOWN HEREON HAVE BEEN PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC.

DAVE STRAUS, AS TRUSTEE OF THE MICHELLE JEAN MORTON 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST; DAVE STRAUS, AS TRUSTEE OF THE KRISTINA MARIE STRAUS 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST; DAVE STRAUS, AS TRUSTEE OF THE REBECCA LYNN MADIGAN 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST; DAVE STRAUS, AS TRUSTEE OF THE ZACHARY JACOB BENJAMIN STRAUS 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST; and DAVE STRAUS, AS TRUSTEE OF THE JAKE KENDALL BINKLEY STRAUS 2020 IRREVOCABLE TRUST, AS TO AN UNDIVIDED 20% INTEREST, AS TENANTS-IN-COMMON
PO BOX 2807
SILVERDALE, WASHINGTON 98383

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY DAVE STRAUS, TRUSTEE UADS 12/04/2020, THIS ____ DAY OF _____, 2024.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

NOTARY PUBLIC

A VACATION AND REPLAT OF
MOUNTAIN PLAZA ADDITION NO. 7
LOTS 1, 2 AND 3
AS
MOUNTAIN PLAZA ADDITION #8

TO THE CITY OF CASPER, WYOMING
BEING A PORTION OF THE
E2NW¼ OF SECTION 19
T.33N., R.79W., 6TH P.M.
NATRONA COUNTY, WYOMING
FEBRUARY, 2024

March 8, 2024

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

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

SUBJECT: **CUP-454-2023** – 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.

Recommendation

That the Planning and Zoning Commission acknowledge the withdrawal of this case by the applicant.

Summary:

The owner of 104 North Lennox Street applied for a Conditional Use Permit that was considered by the Planning and Zoning Commission in August of 2023. The request was to allow a “personal service shop” (nail salon) in an R-3 (One to Four Unit Residential) zoning district. The Planning and Zoning Commission voted to table the case to allow the applicant the necessary time to develop a formal site plan for the site, and to obtain additional information on building code upgrades that would be necessary to convert the residential structure to a mixed, commercial/residential structure. Conditional Use Permits have a one-year completion requirement, and the Planning Commission felt that the applicant wouldn't have the time necessary to be completed within a year, given the design and construction needs for the project.

Staff spoke with the applicant in February of 2024, and she indicated that she had not made any progress on the project, and asked to withdraw her Conditional Use Permit request.



CASPER HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
February 12, 2024

Present: Connie Hall, Jeff Bond, Robin Broumley, Carolyn Buff, Tammi Chappell, Bob King, John Lang, Katelynn Larsen and Maureen Lee

Absent: Randy Hein, Anthony Jacobsen

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

Guests: Michael McIntosh and Ann Ruble, Planning & Zoning Commission Liaisons

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

Approval of Minutes

Chairperson Hall asked for approval of the January 8, 2024 meeting minutes. With no corrections, the minutes were approved.

New Business

- The following subcommittees were established:
 1. Historic Places / Site Visits / Tours:
 - Jeff Bond, Robin Broumley, Tammi Chappell, Connie Hall, Maureen Lee
 2. Marketing / Community Outreach
 - Jeff Bond, Tammi Chappell, John Lang, Katelynn Larsen, Ann Ruble
 3. Fundraising Finance
 - Carolyn Buff, Randy Hein, Katelynn Larsen
 4. Training / Webinars
 - Connie Hall, Bob King
- Follow up emails will go out to each subcommittee

Old Business

Christmas Ornaments

1. Katelynn will add a poll to the Facebook page and create a QR code which will be sent to staff. Once staff has the QR code, they will create an 8 ½ x 11 “poster” and ask Fort Caspar to place it at their check out counter to gain exposure with their customers.

Self-Guided Tour Brochure

- Jeff will get specifics on the cost to reprint 500, where they were printed, and the expected turn-around time.

May Historic Preservation Month

- Visit Casper is promoting a walking tour
- The Marketing / Community Outreach subcommittee will explore options to celebrate and increase visibility of historic preservation opportunities in Casper.

OYD Committee Update – The OYD Oscars are currently scheduled for February 26th

P&Z Commission – The Izaak Walton area is in process of being annexed into Casper. The annexation will include the RV park which will continue to be managed by a 3rd party.

Demolition Permits – Code Enforcement has received an application for the demolition of 915 S Center St. There is no information on the property owner's intent to rebuild.

Social Media/Outreach/Education – Administration of the CHPC Facebook page is transitioning to staff in order to maintain continuity as Commissioners change.

Field Visits/Tours – The May meeting will be held at the Bishop House.

Training and Webinars – The Wyoming Historic Preservation Conference, Preserve Wyoming, is resuming this year and will be held June 6 – 8, 2024 in Laramie. Lodging and meals will be covered by Wyoming SHPO. Additional details will be forthcoming.

Other Business

- Robin is to check on cost of plaques. Once the cost is determined, the Commission will determine if / how much monetary support they want to offer properties interested in obtaining one.

The next meeting will be held March 11, 2024.

(Minutes prepared by Barb Santmire)
Respectfully submitted,

Chairperson
Casper Historic Preservation Commission