

AGENDA
CITY OF CASPER PLANNING AND ZONING MEETING

April 11, 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 March 14, 2024

III. PUBLIC HEARINGS:

SUB-596-2024 – Request for approval of a final plat creating the “Wildcatter Addition,” said addition being a vacation and replat of Lots 1 – 8, Casper Addition Block 20, Casper Addition, located southwest of the intersection of West Yellowstone Highway and South Oak Street. Applicant: True Land & Realty, LLC.

SP-599-2024 – Site plan review for the construction of the proposed 35,812 square foot, more or less, Natrona County Health Department building, located at the northeast corner of South Conwell and East 12th Streets, more particularly described as the Natrona County Health Addition Subdivision. Applicant: Natrona County.

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 (March 11, 2024 meeting)

2) Old Yellowstone Advisory Committee (No meeting in March)

E. Other Communications

VI. ADJOURNMENT – *Next Meeting of the Planning and Zoning Commission is scheduled for Thursday, May 9, 2024, at 6:00 P.M., at the LYRIC, 230 West Yellowstone Highway, Casper.*

**CASPER PLANNING AND ZONING MEETING
THURSDAY, MARCH 14, 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, Terry Wingerter, Nic Eskew, Ann Ruble

Absent Members: Maribeth Plocek

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

MINUTES OF THE PREVIOUS MEETING

Ms. Ruble moved that the minutes of the February 8, 2024 Planning & Zoning Commission meeting be approved as presented. Mr. Hutchison seconded the motion. With Commissioners Wingerter and Eskew abstaining and all other members present voting aye, the motion carried.

PUBLIC HEARINGS

Case #1: SUB-582-2024 – Request for final plat approval for the proposed “Mountain Plaza Addition #8”. Applicants: Longterm, LLC and Dave Straus.

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.

Brad Neumiller of CEPI 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-582-2024** regarding the request for final plat of the referenced property.

Mr. Wingerter made a motion to approve with conditions case **SUB-582-2024** to be forwarded to Council for consideration. The motion was seconded by Ms. Ruble. With all members present voting aye, the motion carried.

Case #2: 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. Applicant: My Hanh Vines.

Craig Collins, City Planner, reported that the applicant is not ready to proceed and that they would like to withdraw their application at this time. In order to withdraw the application, it must first be removed from the table.

Mr. Beamer made a motion to remove case **CUP-454-2023** from the table for consideration. The motion was seconded by Mr. Eskew. With all members voting aye, the motion carried.

There being no further discussion, Chairperson McIntosh entertained a motion to accept the withdrawal of case **CUP-454-2023**.

Ms. Ruble made a motion to accept the withdrawal of case **CUP-454-2023**. The motion was seconded by Mr. Wingerter. With all members present voting aye, the motion carried.

COMMUNICATIONS

General Commission Communication – No report.

Historic Preservation Commission – No report.

Old Yellowstone District Advisory Committee – The OYD Oscars were held on February 26th with several awards being presented to businesses in the OYD. Of note was the Cornerstone Award which was presented to Sherrie’s Place.

ADJOURNMENT

There being no further business, Chairperson McIntosh adjourned the meeting at 6:22 pm.

Chairperson

Secretary

April 5, 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: **SUB-596-2024** – Request for approval of a final plat creating the “Wildcatter Addition,” said addition being a vacation and replat of Lots 1 – 8, Casper Addition Block 20, Casper Addition, located southwest of the intersection of West Yellowstone Highway and South Oak Street. Applicant: True Land & Realty, LLC.

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.

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 OYDSPC (Old Yellowstone District South Poplar Street Corridor Form-Based Code), and there are no minimum lot area or width requirements.

Summary:

Application has been received for a vacation and subdivision (replat) of Lots 1-8, Block 20, City of Casper Addition, to create "The Wildcatter Addition." The subject property is located generally southeast of the intersection of West Yellowstone Highway and South Oak Street, and encompasses 1.6 acres, more or less. The property is located within the redevelopment area known as the "Old Yellowstone District." The proposed Wildcatter Addition consists of two (2) newly-configured lots. Lot 1 is being proposed for the development of a multifamily residential project, which is currently being reviewed by the Old Yellowstone District Architectural Review Committee. There are no current plans for the development of proposed Lot 2. The OYDSPC zoning district does not have minimum lot size or dimensional standards; therefore, both lots, as configured, are acceptable. Staff has not included any recommended conditions of approval; however, should the Planning and Zoning Commission include any conditions, they will be forwarded to the City Council for their consideration during the final review/approval of the subdivision.



City of Casper Planning Division

Plat/Subdivision Application

OWNER'S INFORMATION:

NAME: TRUE LAND + REALTY, LLC
 ADDRESS: 501 W. YELLOWSTONE HWY CASPER, WY 82601
 TELEPHONE: _____ EMAIL: _____

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: STEVE GRANGER - ECS ENGINEERS
 ADDRESS: 1607 CY AVE, STUDIO CASPER, WY 82604
 TELEPHONE: 307-337-2883 EMAIL: SGRANGER@ECSENGINEERS.COM

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

NAME OF SUBDIVISION: THE YELLOWSTONE ADDITION
 LEGAL DESCRIPTION OF LAND: LOTS 1-B, BLK 20, CITY OF CASPER

COMMON ADDRESS OR LOCATIONAL DESCRIPTION: 361 + 415 S. OAK ST.

CURRENT LAND USE: VACANT

TOTAL ACREAGE: 1.642 acres/sq ft

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

SIZE OF LARGEST LOT: 1.169 SIZE OF SMALLEST LOT: 0.473

CURRENT ZONING: OLD YELLOWSTONE DISTRICT PROPOSED ZONING: SAME

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: 3/5/23

SUBMIT TO:

Community Development Department
 Planning Division
 200 N David, RM 203
 Casper, WY 82601
 Phone: 307-235-8241
 E-mail: collins@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-Size 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: _____

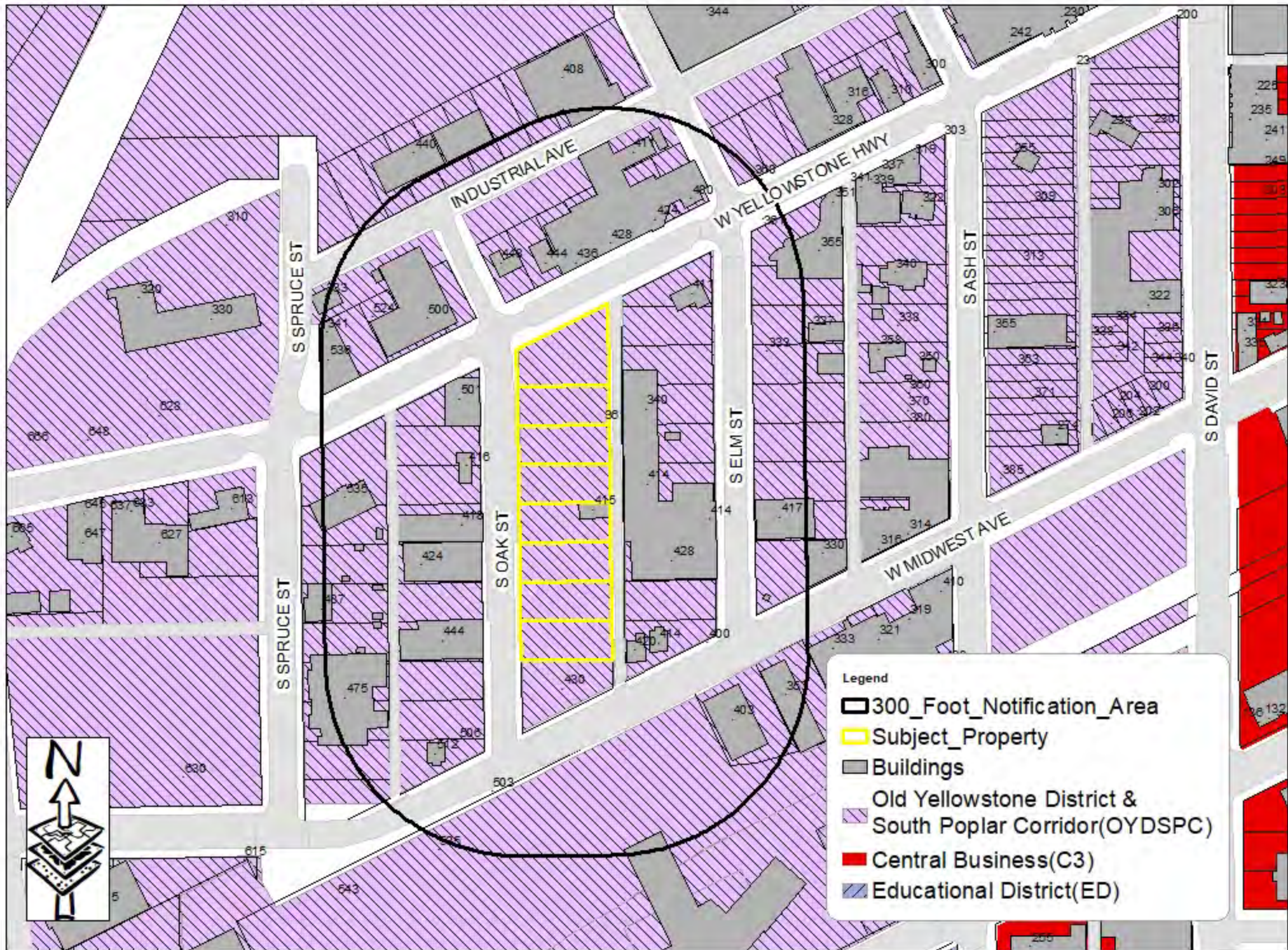
Proposed Yellowstone Addition Subdivision



Proposed Yellowstone Addition Subdivision

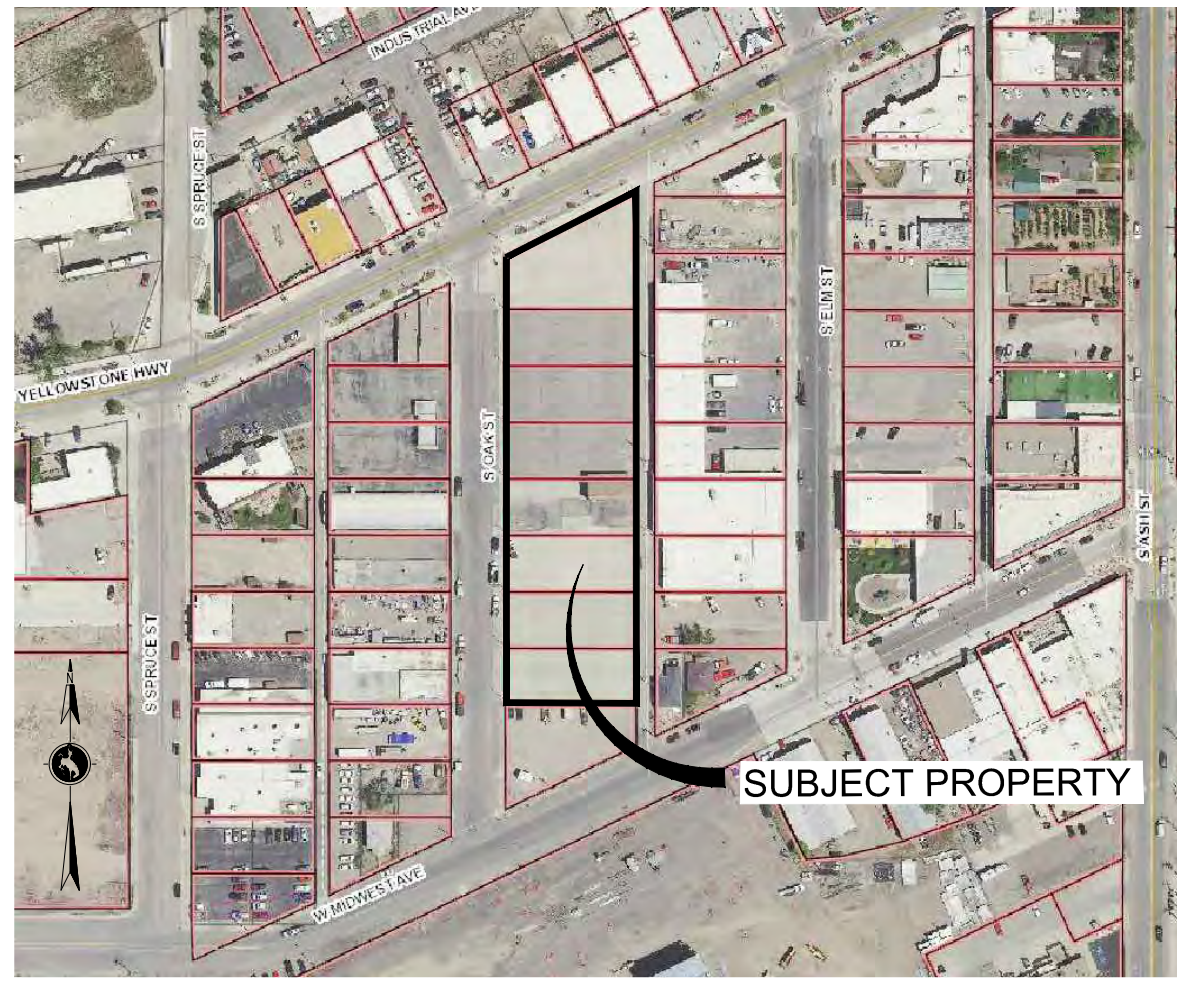


Proposed Yellowstone Addition Subdivision



VACATION AND REPLAT OF THE WILDCATTER ADDITION

BEING A VACATION AND REPLAT OF ALL OF LOTS 1-8, BLOCK 20, CITY OF CASPER, LOCATED IN A PORTION OF THE E1/2NW1/4, SECTION 9, T.33N., R.79W., 6TH P.M., CITY OF CASPER, NATRONA COUNTY, WYOMING



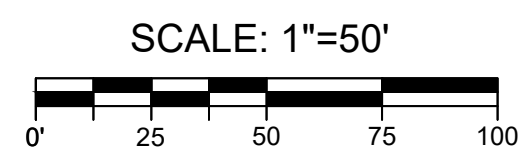
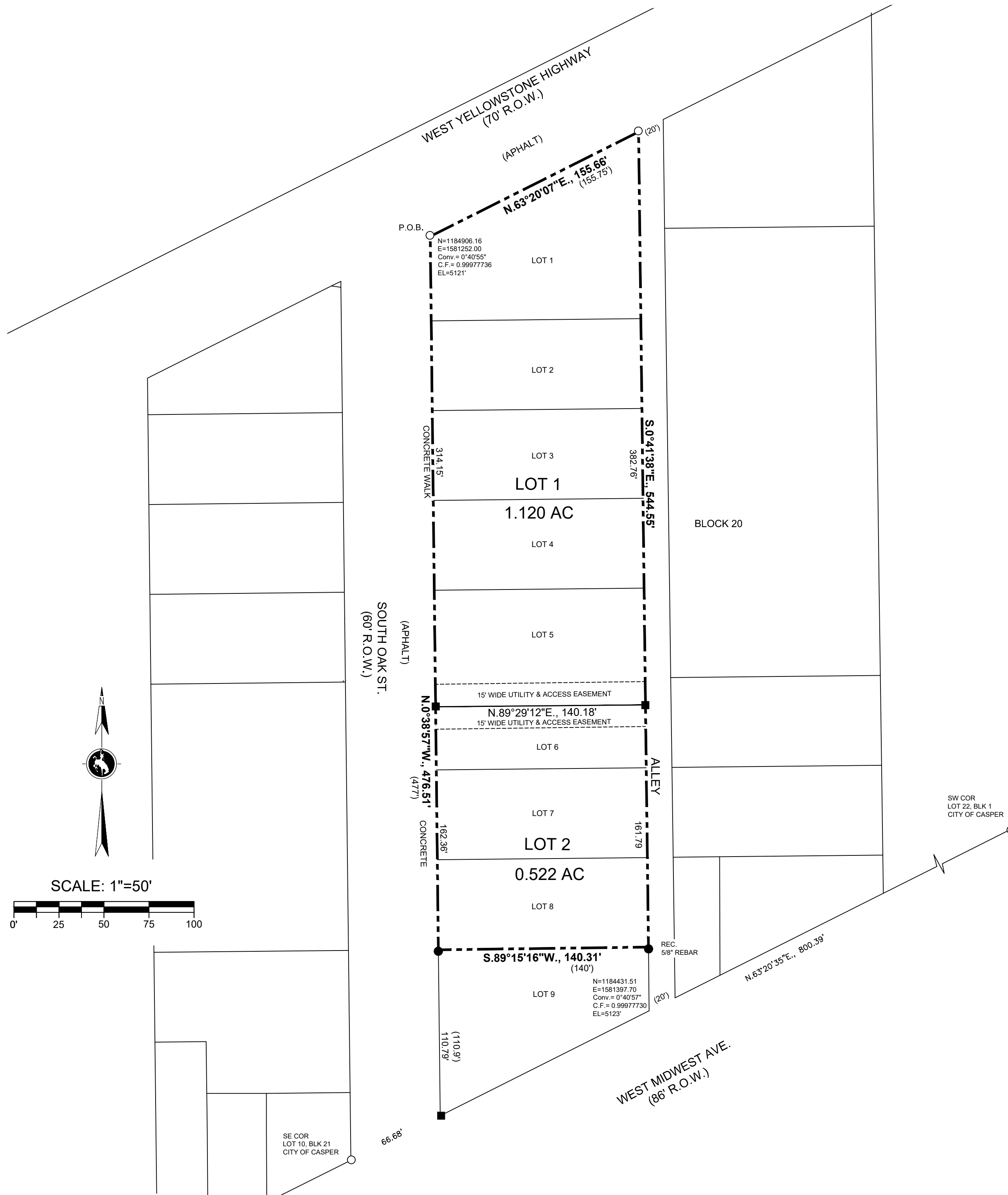
VICINITY MAP
CITY OF CASPER, WY
SCALE: 1" = 20'

LEGEND

- RECOVERED BRASS CAP
- SET BRASS CAP
- SET ALUMINUM CAP
- PROPERTY BOUNDARY
- LOT LINE
- - - EASEMENT LINE
- MEASURED BEARING & DISTANCE (150.00')
- - - RECORD DISTANCE

NOTES

1. ERROR OF CLOSURE EXCEEDS 1:411,575
2. BEARINGS AND COORDINATES ARE BASED ON WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983/2011.
3. ELEVATIONS ARE NAVD88 AND NOT TO BE USED AS BENCHMARKS.
4. DISTANCES: US SURVEY FOOT - GRID



CERTIFICATE OF DEDICATION:

THE UNDERSIGNED, MARTIN AXLUND DIRECTOR OF TRUE LAND & REALTY LLC AND NATHAN STENCIL OWNER OF NJS DEVELOPMENT, LLC, DOES HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF ALL OF LOTS 1-8, BLOCK 20, CITY OF CASPER, LOCATED IN THE E1/2NW1/4, SECTION 9, TOWNSHIP 33 NORTH, RANGE 79 WEST, CITY OF CASPER, NATRONA COUNTY, WYOMING AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL, THE NORTHWEST CORNER OF LOT 1, BLOCK 20, OF SAID CITY OF CASPER AND A POINT IN THE INTERSECTION OF THE SOUTHEASTERLY LINE OF WEST YELLOWSTONE HIGHWAY WITH THE EAST LINE OF SOUTH OAK STREET; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE NORTHWESTERLY LINE OF SAID PARCEL, THE NORTHWESTERLY LINE OF SAID LOT 1, BLOCK 20, CITY OF CASPER AND THE SOUTHEASTERLY LINE OF SAID WEST YELLOWSTONE HIGHWAY, N.63°20'07"E., 155.66 FEET TO THE NORTHEAST CORNER OF SAID PARCEL, THE NORTHEAST CORNER OF SAID LOT 1, BLOCK 20, CITY OF CASPER AND A POINT IN THE INTERSECTION OF THE SOUTHEASTERLY LINE OF SAID WEST YELLOWSTONE HIGHWAY WITH THE WEST LINE OF A 20 FEET WIDE ALLEY; THENCE ALONG THE EAST LINE OF SAID PARCEL, THE EAST LINE OF LOTS 1 THROUGH 8, BLOCK 20, CITY OF CASPER AND THE WEST LINE OF SAID 20 FEET WIDE ALLEY, S.0°41'38"E., 544.55 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL, THE SOUTHEAST CORNER OF SAID LOT 8, BLOCK 20, CITY OF CASPER; THENCE ALONG THE SOUTH LINE OF SAID PARCEL AND THE SOUTH LINE OF SAID LOT 8, BLOCK 20, CITY OF CASPER, S.89°15'16"W., 140.31 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL AND THE SOUTHWEST CORNER OF SAID LOT 8, BLOCK 20, CITY OF CASPER AND A POINT IN THE EAST LINE OF SAID SOUTH OAK STREET; THENCE ALONG THE WEST LINE OF SAID PARCEL, THE WEST LINE OF SAID LOTS 1 THROUGH 8, BLOCK 20, CITY OF CASPER AND THE EAST LINE OF SAID SOUTH OAK STREET, N.0°38'57"W., 476.52 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 1.642 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS AND ENCROACHMENTS WHICH HAVE BEEN LEGALLY ACQUIRED.

THE PARCEL OF LAND, BEING A VACATION AND RE-PLAT OF ALL OF LOTS 1 THROUGH 8, BLOCK 20, CITY OF CASPER, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE ABOVE NAMED OWNERS AND PROPRIETORS. THE NAME OF THE SUBDIVISION SHALL BE KNOWN AS

"THE WILDCATTER ADDITION" ALL STREETS AND ALLEYS SHOWN HEREON ARE HEREBY OR WERE PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC, AND ACCESS AND UTILITY EASEMENTS, AS SHOWN HEREON ARE HEREBY DEDICATED TO THE USE OF THE LOT OWNERS, TO THE CITY OF CASPER AND TO THE USE OF THE PUBLIC AND PRIVATE UTILITY COMPANIES FOR THE PURPOSES OF CONSTRUCTION, OPERATION AND MAINTENANCE OF UTILITY LINES, CONDUITS, DITCHES, DRAINAGE AND ACCESS.

TRUE LAND AND REALTY LLC
501 W. YELLOWSTONE HWY
CASPER, WY 82601

STATE OF WYOMING)
COUNTY OF NATRONA) SS

MARTIN AXLUND - DIRECTOR

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MARTIN AXLUND - DIRECTOR
THIS _____ DAY OF _____, 2024.

WITNESS MY HAND AND OFFICIAL SEAL

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

APPROVALS

APPROVED: PLANNING AND ZONING COMMISSION CASPER, WYOMING

THIS _____ DAY OF _____, 2024 AND FORWARDED TO THE CITY COUNCIL OF CASPER, WYOMING WITH

RECOMMENDATION THAT SAID PLAT BE APPROVED.

COMMISSION CHAIRMAN _____

SECRETARY _____

APPROVED: CITY COUNCIL OF THE CITY OF CASPER, WYOMING BY RESOLUTION NUMBER _____ DULY PASSED, ADOPTED AND

APPROVED ON THIS _____ DAY OF _____, 2024.

MAYOR _____

ATTEST: CITY CLERK _____

INSPECTED AND APPROVED ON THIS _____ DAY OF _____, 2024.

CITY ENGINEER _____

INSPECTED AND APPROVED ON THIS _____ DAY OF _____, 2024.

CITY SURVEYOR _____

CERTIFICATE OF SURVEYOR

I, STEVEN J. GRANGER, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, REGISTERED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF THE WILDCATTER ADDITION TO THE CITY OF CASPER, WYOMING, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, AND THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION IN JANUARY, 2024, AND THAT THIS PLAT TO THE BEST OF MY KNOWLEDGE AND BELIEF CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY.

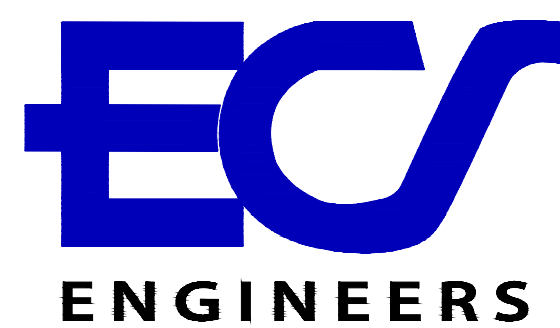
STATE OF WYOMING)
COUNTY OF NATRONA) SS

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY STEVEN J. GRANGER
THIS _____ DAY OF _____, 2024.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____



Environmental and Civil Solutions, LLC
1607 CY AVE., Suite 104
Casper, WY 82604
Phone: 307.337.2883
www.ecsengineers.net

PROJECT NO. 240002

April 5, 2024

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

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

SUBJECT: **SP-599-2024** – Site plan review for the construction of the proposed 35,812 square foot, more or less, Natrona County Health Department building, located at the northeast corner of South Conwell and East 12th Streets, more particularly described as the Natrona County Health Addition Subdivision. Applicant: Natrona County.

Recommendation:

If, after the required public hearing, the Planning and Zoning Commission finds that the site plan meets the minimum requirements of the Casper Municipal Code, staff recommends that the Planning and Zoning Commission forward a “do-pass” recommendation to the City Council with the following condition:

1. Prior to the issuance of a building permit, a traffic study shall be completed and accepted by the City Engineer, and all recommendations of the study shall be implemented by the applicant prior to the issuance of a Certificate of Occupancy.

Code Compliance:

Staff has complied with all requirements of Section 17.12.150 of the Casper Municipal Code pertaining to site plans, including notification of property owners within three hundred (300) feet by first class mail, posting of the property, and publishing legal notice in the Casper Star-Tribune. **Staff has not received any public comments regarding this case.**

Applicable City Codes and Adopted Policies/Plans

1. Section 17.12.150(D) of the Casper Municipal Code provides the review criteria for the approval of a site plan. Those criteria include whether the site plan is compatible with the goals and policies of many of the City’s adopted plans. Other design-related criteria for the approval of a site plan include the following:
 - Promote the efficient use of land by means of a sound arrangement of buildings, safe and functional points of access, well planned parking circulation systems, and adequate sidewalks and pathways for pedestrians.
 - Provide for landscaping and, within high density housing complexes, usable open space, such as, but not limited to, bicycle paths, playground areas, courtyards, areas

for active recreation, swimming pools, landscaping, gardens, walks, outdoor seating areas, outdoor picnic areas, and similar open space.

- Preserve and utilize, where possible, existing landscape features and amenities, and blend such features with the new structures and other improvements.

Summary:

Natrona County has submitted a site plan for a 35,812 square foot Health Department facility located at 1017 South Conwell Street. The site encompasses approximately eight (8) acres, and is zoned C-2 (General Business). The proposed Health Department facility is listed as a permitted use, by right, in the C-2 (General Business) zoning district.

Although the property has frontage on both East 12th Street and South Conwell Street, all access will be via two (2) curb cuts off of Conwell. A traffic study has been initiated, but has not yet been completed; therefore, staff has included a recommended condition that requires the applicant to abide by all recommendations of the study. Notably, the site includes a bus stop with benches near the front entrance of the building, which was pre-approved by the City and Transit Operations. Public transportation will be provided by both fixed-route and on-demand (dial-a-ride) services.

The proposed structure will be one-story in height, and oriented with the front facing South Conwell Street. Section 17.12.080 of the Municipal Code requires a minimum of 109 parking spaces, based on the type of use, and size of the structure. The site plan shows that 165 parking spaces are being provided. The site plan exceeds the City's required number of ADA parking spaces, with four (4) located near the front entrance, and two (2) located at the south end of the building.

Per Appendix B, Title 17, a minimum of six (6) percent of the site must be landscaped, and the landscaping plan shows that 47% has been provided (Sheet L201). Stormwater is proposed to drain to a detention basin located at the northwest corner of the site, before discharging via an existing 48-inch storm sewer main that traverses the property.

All exterior lighting on the site will utilize full cutoff fixtures (shielded) to prevent off-site glare and light trespass. A direct pedestrian connection, with ADA ramps, has been provided from Conwell Street to the front entrance, near the northern curb cut on South Conwell. A City-standard, screened trash enclosure is located northeast of the facility, and is accessible to large collection vehicles. Parking lot landscaping islands have been provided at the ends of all rows of parking, and mid-row at least every fifteen (15) spaces, as required. A monument-type sign is proposed near the south entrance off of Conwell Street. As zoned, a maximum of 600 square feet of signage is allowed on site, including both building signage and freestanding signage.

The site plan appears to meet or exceed all City of Casper design and construction requirements; therefore, staff recommends approval, with the condition noted in the "Recommendation" section of this memo.



City of Casper Planning Division

Site Plan Application

OWNER'S INFORMATION:

NAME: Natrona County
ADDRESS: 200 North Center, Casper, WY 82601
TELEPHONE: 307-235-9202 EMAIL: mmaines@natronacounty-wy.gov

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: Tim Schenk, AIA Owner's Representative
ADDRESS: 5015 Yesness Lane, Casper, WY 82604
TELEPHONE: 307-259-6529 EMAIL: tschenk@gsgarchitecture.com

LEGAL DESCRIPTION OF LAND UNDER PROPOSAL:
PT S1/2 OF HIGHLAND PARK CEMETERY ADDITION NO 2

STREET ADDRESS:
NA

PROPOSED USE OF SITE (i.e., restaurant, theater, multi-family residential, etc.):
NATRONA COUNTY HEALTH DEPARTMENT OFFICE BUILDING

WHERE APPLICABLE:

Number of residential dwelling units:	<u>NA</u>
Dwelling units per acre:	<u>NA</u>
Total Building Footprint/Size:	<u>35,812</u>
If an Existing Building, Size of Addition (Footprint):	<u>NA</u>
Maximum Occupancy, if Place of Assembly:	<u>NA</u>
Total Floor Area in Square Feet:	<u>35,812</u>

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

SIGNATURE OF PROPERTY OWNER/APPLICANT: 

DATE: 03-05-2024

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 SITE PLAN SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES
- PROOF OF OWNERSHIP
- PDF OF SITE PLAN, LANDSCAPING PLAN, ETC. AT 11"X17" SCALE (FULL SIZED HARD COPIES MAY BE REQUIRED)
- APPLICATION FEE—\$600 (up to 20,000 sq ft Bld footprint); \$1,200 (20,001-43,560 sq ft); \$2,000 (43,561 sq ft or more); PUD Guidelines/ Site Plan \$2,300 ; PUD Amendments \$1,000; OYD Design Review (FREE)

For Official Use Only:

DATE SUBMITTED: _____

REC'D BY: _____

Site Plan Review - Natrona County Health Dept.



E 10TH ST

S CONWELL ST

E 12TH ST

Legend

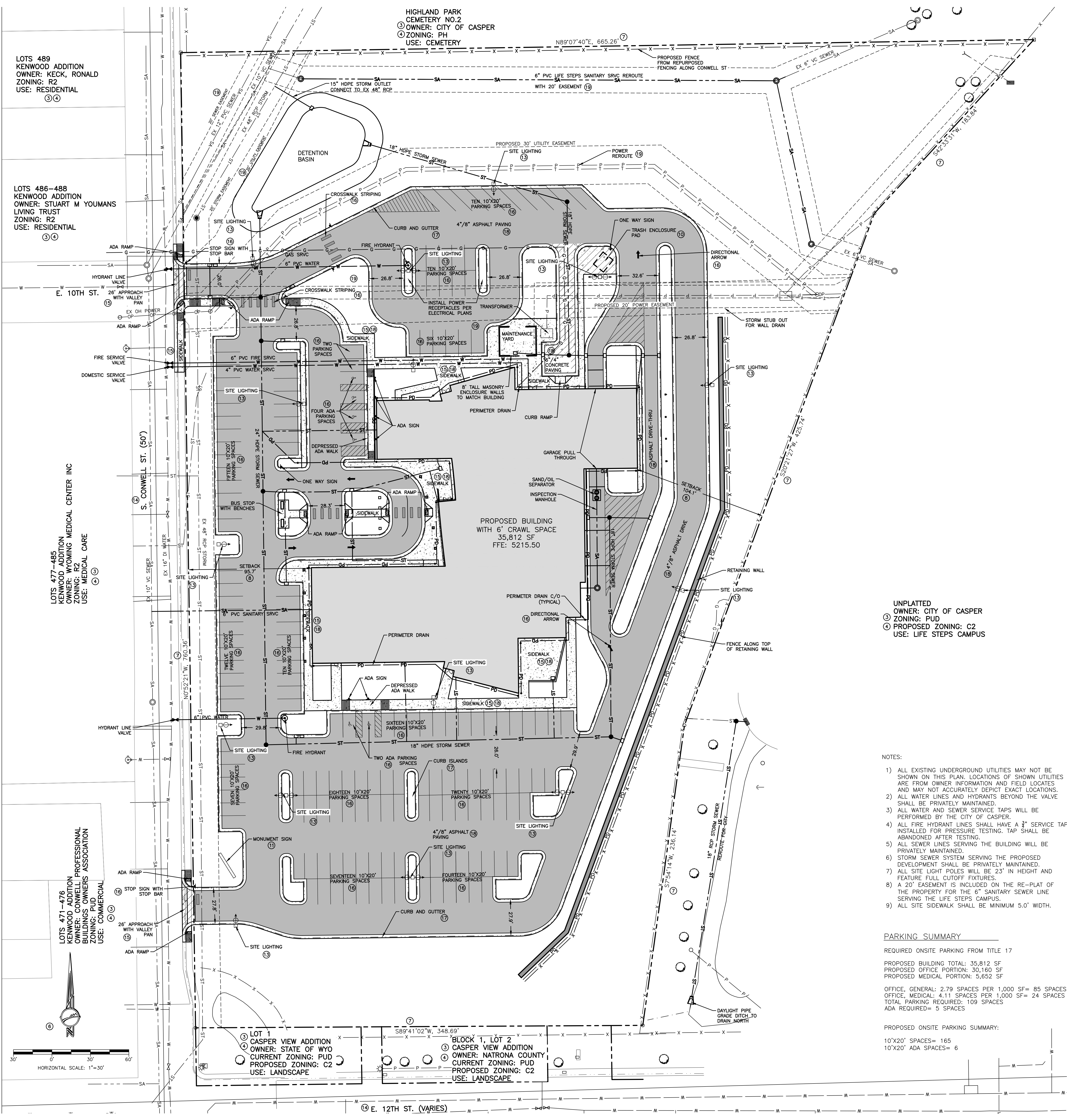
Subject_Property

Site Plan Review - Natrona County Health Dept.





CASPER-NATRONA
COUNTY HEALTH DEPARTMENT
1234



LEGEND

○	RECOVERED BRASS CAP	---	PROPERTY BOUNDARY
□	RECOVERED ALUM. CAP	-X-X-X-	EX FENCE
○	RECOVERED REBAR	---	EX ROAD
○	RECOVERED IRON PIPE	---	EX EDGE ASPHALT
○	RECOVERED CORNER	---	EX EDGE CONCRETE
○	EX SIGN	---	EX EDGE GRAVEL
○	EX TREE	---	EX FLOWLINE
○	EX BUSH	---	EX CONTOUR MAJOR
○	EX GUARD POST	---	EX CONTOUR MINOR
○	EX CULVERT	---	EX GASLINE
○	EX BORE HOLE	---	EX POWERLINE
○	EX TV PEDESTAL	---	EX STORM SEWER
○	EX GAS METER	---	EX TELEPHONE
○	EX PIPELINE MARKER	---	EX WATERLINE
○	EX POWER POLE	---	EX CABLE TV
○	EX POWER TRANSFORMER	---	EX OVERHEAD POWER
○	EX LIGHT POLE	---	PROP FENCE
○	EX GUY ANCHOR	---	PROP EDGE ASPHALT
○	EX ELECTRIC VAULT	---	PROP EDGE CONCRETE
○	EX SANITARY MANHOLE	---	PROP CONTOUR MAJOR
○	EX SANITARY CLEANOUT	---	PROP CONTOUR MINOR
○	EX STORM MANHOLE	---	PROP GASLINE
○	EX STORM INLET	---	PROP POWERLINE
○	EX TELEPHONE MARKER	---	PROP STORM SEWER
○	EX TELEPHONE PEDESTAL	---	PROP SANITARY SEWER
○	EX TELEPHONE MANHOLE	---	PROP WATERLINE
○	EX TELEPHONE PULLBOX	---	PROP PERIMETER DRAIN
○	EX TRAFFIC SIGNAL	---	PROP CONCRETE PAVING
○	EX TRAFFIC CONTROL BOX	---	PROP CONCRETE SIDEWALK
○	EX WATER VALVE	---	PROP ASPHALT
○	EX FIRE HYDRANT	---	
○	EX CURB STOP	---	
○	EX WATER METER	---	
○	PROP SANITARY MANHOLE	---	
○	PROP STORM MANHOLE	---	
○	PROP STORM INLET	---	
○	PROP WATER VALVE	---	
○	PROP FIRE HYDRANT	---	
○	PROP CURB STOP	---	
○	PROP CULVERT	---	
○	PROP LIGHT POLE	---	

SITE PLAN CHECKLIST

- Legal description and common address(es) of the proposed site:
LOT 1 OF THE NATRONA COUNTY HEALTH ADDITION
- Title block stating name of project, designer, and address and telephone number of designer:
PROJECT: CASPER-NATRONA COUNTY HEALTH DEPARTMENT
ARCHITECT: MOA ARCHITECTURE
259 S. CENTER ST, STE: 206
CASPER, WY 82601
CIVIL ENGINEER: WLC ENGINEERING & SURVEYING, INC
200 PRONGHORN ST
CASPER, WY 82601
- Names of all abutting property owners if other than the petitioner: AS SHOWN
- Surrounding land uses, buildings, and zoning on all abutting sides, including those lands separated from the land under consideration by a street, alley, or other roadway: AS SHOWN.
- Current zoning of the land under consideration and proposed zoning, if applicable:
CURRENT ZONING: PUD
PROPOSED ZONING: C2
- North arrow, scale of site plan at a scale of 1"=10' or a multiple thereof, and date site plan was prepared: AS SHOWN
- Land area dimensions: AS SHOWN
- Dimensions of all setbacks and heights of all proposed buildings:
SETBACKS AS SHOWN
SEE ELEVATIONS FOR HEIGHTS
- Location and dimensions of all proposed off-street loading dock areas, including street access and traffic flow, to these areas: NONE PROPOSED
- Location of all trash receptacles: AS SHOWN
- Locations and types of all advertising signs and fences: AS SHOWN
- Any screening or screening devices used to minimize or eliminate areas which tend to be unsightly: NONE PROPOSED
- Locations of existing and proposed exterior lighting, heights of poles, and size and number of fixtures: PARKING LOT LIGHTING AS SHOWN.
- Names and widths of all adjacent streets, dimensions and location of all public and private roadways, streets, or driveways, both paved and unpaved, including right-of-way, pavement width, and proposed uses of right-of-way: AS SHOWN
- Location and dimensions of existing and proposed curb cuts and sidewalks: AS SHOWN
- Off-street parking spaces, locations and dimensions, layout, traffic control, compact and handicap parking spaces, including all surface markings such as directional arrows: AS SHOWN
- Location of all wheel stops, bumper guards, and curbing warranted by topography or traffic and pedestrian circulation: AS SHOWN
- Types of ground or yard surfacing throughout, grass, paving, gravel, etc: AS SHOWN
- Existing and proposed easements: AS SHOWN
- Vicinity/Location map at a scale of 1"=600' clearly indicating the location of the land in question with respect to a larger recognizable area: AS SHOWN
- General notes to include a summary table on the site plan:

a.	Total land area in acres or square feet:	8.00 AC
b.	Total building footprint in square feet:	35,812 SF
c.	Total square feet of building addition:	NA
d.	Percentage of land covered by buildings:	10.3%
e.	Building height(s):	SEE ELEVATIONS
f.	Number of stories and total square footage of leaseable space:	1 STORY, 35,812 SF
g.	Total number of parking spaces:	SEE PARKING SUMMARY THIS SHEET
h.	Square footage of parking area(s):	34,200 SF
i.	Percentage of land covered by parking:	9.8%
j.	Square footage of all landscaped areas:	163,578 SF (SEE LANDSCAPE PLAN FOR SUMMARY)
k.	Percentage of site covered by landscaping:	47% (SEE LANDSCAPE PLAN FOR SUMMARY)
- Numbering of items on the site plan to correspond to items on this checklist: AS SHOWN
- Existing and proposed contours: AS SHOWN
- Elevations of the building(s) to be constructed (front, rear, side): ATTACHED
- Surface drainage plans for sites at ten thousand (10,000) square feet or more: ATTACHED
- Pavement design report for parking areas:
ASPHALT PAVING: 4" PMP OVER 8" WBASE
CONCRETE PAVING: 6" PCCP OVER 4" WBASE
- Traffic study (if required by the City Engineer, Planning Staff, Planning and Zoning Boards or City Council): PREVIOUSLY ENGAGED WITH CITY

- NOTES:**
- ALL EXISTING UNDERGROUND UTILITIES MAY NOT BE SHOWN ON THIS PLAN. LOCATIONS OF SHOWN UTILITIES ARE FROM OWNER INFORMATION AND FIELD LOCATES AND MAY NOT ACCURATELY DEPICT EXACT LOCATIONS.
 - ALL WATER LINES AND HYDRANTS BEYOND THE VALVE SHALL BE PRIVATELY MAINTAINED.
 - ALL WATER AND SEWER SERVICE TAPS WILL BE PERFORMED BY THE CITY OF CASPER.
 - ALL FIRE HYDRANT LINES SHALL HAVE A 3" SERVICE TAP INSTALLED FOR PRESSURE TESTING. TAP SHALL BE ABANDONED AFTER TESTING.
 - ALL SEWER LINES SERVING THE BUILDING WILL BE PRIVATELY MAINTAINED.
 - STORM SEWER SYSTEM SERVING THE PROPOSED DEVELOPMENT SHALL BE PRIVATELY MAINTAINED.
 - ALL SITE LIGHT POLES WILL BE 23' IN HEIGHT AND FEATURE FULL CUTOFF FIXTURES.
 - A 20' EASEMENT IS INCLUDED ON THE RE-PLAT OF THE PROPERTY FOR THE 6" SANITARY SEWER LINE SERVING THE LIFE STEPS CAMPUS.
 - ALL SIDE WALKWAY SHALL BE MINIMUM 5.0' WIDTH.

PARKING SUMMARY

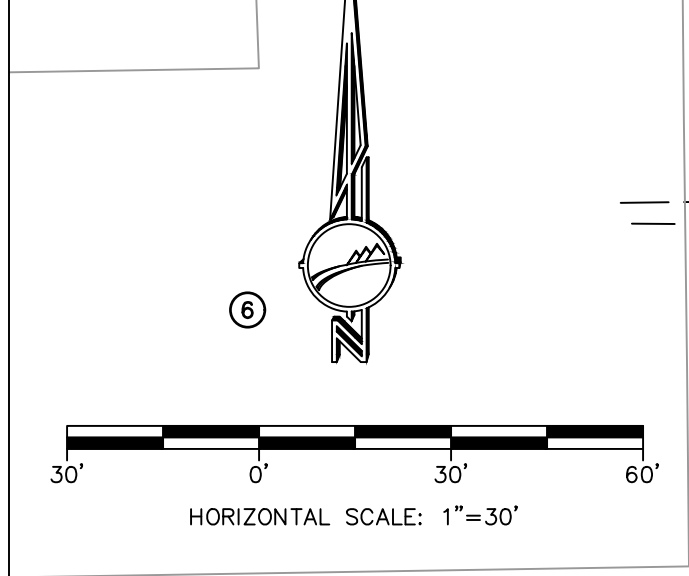
REQUIRED ONSITE PARKING FROM TITLE 17

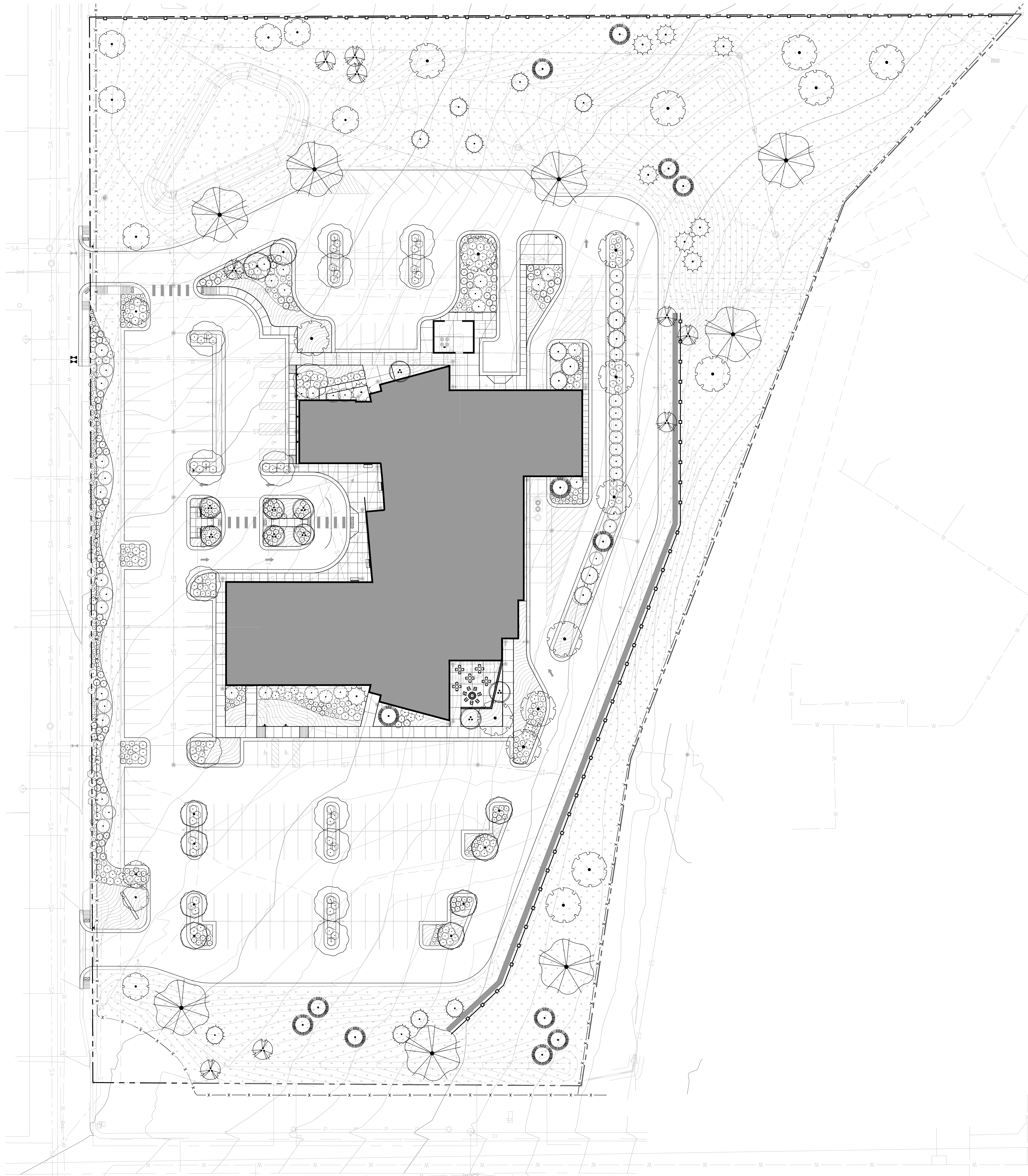
PROPOSED BUILDING TOTAL: 35,812 SF
PROPOSED OFFICE PORTION: 30,160 SF
PROPOSED MEDICAL PORTION: 5,652 SF

OFFICE, GENERAL: 2.79 SPACES PER 1,000 SF= 85 SPACES
OFFICE, MEDICAL: 4.11 SPACES PER 1,000 SF= 24 SPACES
TOTAL PARKING REQUIRED: 109 SPACES
ADA REQUIRED= 5 SPACES

PROPOSED ONSITE PARKING SUMMARY:

10'X20' SPACES= 165
10'X20' ADA SPACES= 6





PLANTING SCHEDULE

SYMBOL	CODE	QTY	COMMON NAME	BOTANICAL NAME	SIZE	NOTES
DECIDUOUS TREES						
	BRO	8	BURR OAK	QUERCUS MACROCARPA	B & B	2' CAL
	CHB	14	COMMON HACKBERRY	CELTIS OCCIDENTALIS	B & B	2' CAL
	FRE	10	FRONTIER ELM	ULMUS X 'FRONTIER'	B & B	2' CAL
	IHL	17	THORNLESS IMPERIAL HONEYLOCUST	GLEDITSIA TRIACANTHOS INERMIS	B & B	2' CAL
	PAF	10	NARROWLEAF COTTONWOOD	POPULUS ANGUSTIFOLIA	B & B	2' CAL
EVERGREEN TREES						
	FCC	9	WHITE FIR	ABIES CONCOLOR	B & B	8'
	PAU	16	AUSTRIAN BLACK PINE	PINUS NIGRA	B & B	8'
	SCO	13	VANDERWOLF'S PYRAMID PINE	PINUS FLEXILIS 'VANDERWOLF'S PYRAMID'	B & B	8'
ORNAMENTAL TREES						
	CRC	9	CHOKECHERRY	PRUNUS VIRGINIANA	B & B	2' CAL
	MTA	9	TATARIAN MAPLE	ACER TATARICUM	B & B	2' CAL
DECIDUOUS SHRUBS						
	CEC	43	CREEPING WESTERN SAND CHERRY	PRUNUS BESSEYI 'PAWNEE BUTTES'	5 GAL	
	CR	71	RUBBER RABBITBRUSH	CHRYSOHAMINUS NAUSEOSUS	5 GAL	
	CUM	42	GREEN MOUND CURRANT	RIBES ALPINUM 'GREEN MOUND'	5 GAL	
	DAF	25	ARCTIC FIRE DOGWOOD	CORNUS SERICEA 'ARCTIC FIRE'	5 GAL	
	DIV	29	IVORY HALO DOGWOOD	CORNUS ALBA 'BAILHALO'	5 GAL	
	LT	20	TATARIAN HONEYSUCKLE	LONICERA TATARICA	5 GAL	
	POT	86	TANGERINE POTENTILLA	POTENTILLA FRUTICOSA 'TANGERINE'	5 GAL	
	SAR	110	RUSSIAN SAGE	PEROVSKIA ATRIPPLICIFOLIA	5 GAL	
	SPB	71	BLUE MIST SPIREA	CARYOPTERIS X CLANDONENSIS 'BLUE MIST'	5 GAL	
	SPS	67	SNOWMOUND SPIREA	SPIRAEA NIPPONICA 'SNOWMOUND'	5 GAL	
	SUG	118	GRO-LOW FRAGRANT SUMAC	RHUS AROMATICA 'GRO-LOW'	5 GAL	
	VAL	29	ALLEGHANY VIBURNUM	VIBURNUM X RHYTIDOPHYLLOIDES 'ALLEGHANY'	5 GAL	
	VKO	12	KOREAN SPICE VIBURNUM	VIBURNUM CARLISII	5 GAL	
SHRUB AREAS						
	P2	3,837	PERENNIAL AREA		1 GALLON	16" O.C.
GROUND COVERS						
	NSM	133,302 SF	NATIVE SEED AND SHRUB MIX			N/A
	NSM2	7,695 SF	NATIVE SEED WET MEADOW MIX			N/A

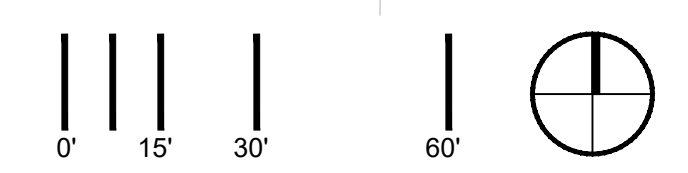
LANDSCAPE SUMMARY

TOTAL LANDSCAPE SF	163,578
TOTAL LANDSCAPE PERCENTAGE	47.00%
TOTAL IRRIGATED PERCENTAGE	7.50%

PLANTING GENERAL NOTES

- PLANT QUANTITIES IN PLANT SCHEDULE ARE FOR CONVENIENCE ONLY AND ARE NOT GUARANTEED. QUANTITIES ON PLAN WILL PREVAIL IF DISCREPANCIES OCCUR.
- THE CONTRACTOR SHALL SHOW PROOF OF PROCUREMENT, SOURCES, QUANTITIES AND VARIETIES FOR ALL SHRUBS, PERENNIALS, ORNAMENTAL GRASSES, AND ANNUALS WITHIN 21 DAYS FOLLOWING THE AWARD OF CONTRACT. TIMELY PROCUREMENT OF ALL PLANT MATERIAL IS ESSENTIAL TO THE SUCCESSFUL COMPLETION AND ACCEPTANCE OF THE PROJECT.
- SUBSTITUTIONS SHALL ONLY BE ALLOWED WHEN THE CONTRACTOR HAS EXHAUSTED ALL SOURCES FOR THE SPECIFIED MATERIAL, AND HAS PROVEN THAT THE SPECIFIED MATERIAL IS NOT AVAILABLE. THE CONTRACTOR MUST PROVIDE NAME AND VARIETY OF SUBSTITUTION TO THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO TAGGING OR PLANTING. SUBSTITUTIONS SHALL BE NEAREST EQUIVALENT SIZE OF VARIETY OF PLANT HAVING SAME ESSENTIAL CHARACTERISTICS.
- ALL PLANT MATERIAL SHALL BE NURSERY GROWN, SOUND, HEALTHY, VIGOROUS AND FREE FROM INSECTS, DISEASE AND INJURIES, WITH HABIT OF GROWTH THAT IS NORMAL FOR THE SPECIES. SIZES SHALL BE EQUAL TO OR EXCEEDING SIZES INDICATED ON THE PLANT LIST. KIND, SIZE AND QUALITY OF PLANT MATERIAL SHALL CONFORM TO THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1), MOST RECENT EDITION.
- STAKE OR PLACE ALL PLANTS IN FIELD AS INDICATED ON THE DRAWINGS OR AS DIRECTED BY THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO PLANTING.
- PLANT FIVE TREES FOR LANDSCAPE ARCHITECT APPROVAL PRIOR TO PLANTING THE REMAINING TREES ON SITE. DEMONSTRATION SHOULD ILLUSTRATE A COMPREHENSIVE UNDERSTANDING OF INFORMATION INCLUDED IN PLANTING DETAILS AND SPECIFICATIONS.
- PROVIDE A MINIMUM OF 48 HOURS NOTICE FOR APPROVAL OF PLANT LAYOUT AND SAMPLE TREE PLANTINGS.
- THE CONTRACTOR SHALL REPORT SUBSURFACE SOIL OR DRAINAGE PROBLEMS TO THE LANDSCAPE ARCHITECT PRIOR TO PLANTING.
- SEED ALL AREAS WITHIN CONTRACT LIMITS, NOT COVERED BY PAVING, BUILDINGS, OR PLANTING BEDS, UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL PLACE SHREDDED BARK MULCH AROUND ALL TREES AND IN ALL PLANTING BEDS TO A DEPTH OF 3".
- SEE SPECIFICATIONS FOR PLANT MAINTENANCE AND WARRANTY REQUIREMENTS.

SITE PLAN RESUBMITTAL	03.28.2024
REVISION	DATE
SITE PLAN SUBMITTAL	
Project Number	23160.00
Date	03.08.2024
Drawn By	BT
Checked By	GW
Copyright	
ALL DRAWN AND WRITTEN INFORMATION APPEARING HEREIN SHALL NOT BE DUPLICATED, DISCLOSED OR OTHERWISE USED WITHOUT THE WRITTEN CONSENT OF MOA ARCHITECTURE	
Sheet Name	PLANTING PLAN





**CASPER HISTORIC PRESERVATION COMMISSION
SUMMARY OF THE REGULAR MEETING
March 11, 2024**

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

Absent: Randy Hein, Jeff Bond

Staff: City Planner Craig Collins, Administrative Specialist Barb Santmire

CONSIDERATION OF MINUTES

There were no corrections to the minutes from the February 12, 2024 meeting.

SUBCOMMITTEE REPORTS

Historic Places

- It was brought to the Commission's attention that there are potentially historic buildings located near 147 S Center St that are experiencing structural issues. Connie will determine the addresses and, if appropriate, reach out to Ryan @ SHPO to see if there are any programs available to assist with repairs.
- Robin has obtained pricing for a couple of historic plaque options. She will share the information with the group via email.
- There is an area of grave stones on the Johnson property in the Red Butte area. Concern has been expressed to the Commissioners about neglect of the area, the fence being torn down, and reports of troublemakers shooting at the markers. Carolyn reported that a group from Fort Caspar is aware of the situation and working to clean up the area and add a gravel road across the BLM land to provide better access, making it less remote and easier to maintain.
- The Trails Center directs visitors to an area containing historic wagon ruts, but it has been reported that the area is difficult to find due to insufficient signage or markers. The Commissioners are considering a Saturday "field trip" to review the situation and see if they have resources to offer.
- Craig was asked if he is aware of any battlefields or other potential areas of historical note around the Squaw Creek / Wolf Creek area that might help support opposition to the proposed gravel pit. Craig stated that he is not aware of anything, but suggested a couple of other community members who may have information.

Community Outreach – John shared an idea of placing the Walking Tour QR code at various locations around town to increase exposure to visitors. The theaters, Fort Caspar and Visit Caspar were among potential areas noted.

Fundraising – Katelynn continues to explore options to get a poll on the CHPC Facebook page to gather community input on the 2024 CHPC Christmas ornament. She is making progress and expects to have something posted before the April meeting.

Training – the only opportunity of note currently being offered is the SHPO Conference in June, but no details are available at this time.

COMMITTEE UPDATES

OYD Committee – the OYD Oscars were held on February 26th. Tammi and John presented the Cornerstone Award to Sherrie of Sherrie’s Place. The Cornerstone Award recognizes businesses and buildings which have operated in the Old Yellowstone District for 100 years. “Businesses who are truly the ‘cornerstone’ of the District.”

P & Z Commission – there has been no meeting held since the February 12th CHPC meeting. The next P & Z meeting will be this coming Thursday, March 14th.

DEMOLITION PERMIT UPDATE

There was no report

OTHER BUSINESS

- Wireless Communication Facility Application – 1445 E 2nd St. Section 106 Review. The Commission found no cultural resources and no eligible historic properties within the APE.

The next meeting will be held April 8, 2024.

(Summary prepared by Barb Santmire)
Respectfully submitted,

Chairperson
Casper Historic Preservation Commission