

**AGENDA
PLANNING AND ZONING MEETING**

March 17, 2022

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: Consideration of P & Z Commission Minutes from January 20, 2022

III. PUBLIC HEARINGS:

SUB-136-2022 – A vacation and replat of Lot 12, Block 61, PT Commercial Tract 4, Paradise Valley Subdivision, to create the Stahley Addition. The subdivision is located west of the intersection of Carnation and Honeysuckle Streets, and comprises 3.76-acres, more or less. Applicants: Richard F. Stahley and Lou A. Stahley.

IV. SPECIAL ISSUES:

V. COMMUNICATIONS:

A. Commission

B. Community Development Director

C. Council Liaison

D. OYD and Historic Preservation Commission Liaisons

1) Minutes from the February, 2022, Historic Preservation Commission Meeting *(No Minutes to Provide this Month)*

2) Old Yellowstone Advisory Committee Minutes – *January 24, 2022*

E. Other Communications

VI. ADJOURNMENT

**PLANNING AND ZONING MEETING
THURSDAY JANUARY 20, 2022
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 November 18, 2021, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Terry Wingerter
Carol Johnson
Ken Bates
Vickery Fales-Hall
Mike McIntosh
Maribeth Plocek
Joe Hutchison

Absent Members: Bruce Knell, Council Liaison

Others present: Liz Becher, Community Development Director
Craig Collins, City Planner
Kristie Turner, Administrative Assistant III
Wallace Trembath, Deputy City Attorney

I. ELECTION OF OFFICERS

Carol Johnson, acting as the substitute presiding officer, called the meeting to order. Mr. Henley explained the election process.

Ms. Johnson opened the floor for nominations for the position of Chairperson. Ms. Fales-Hall nominated Mr. Bates for Chairperson. The nomination was seconded by Mr. Wingerter. Mr. Bates nominated Ms. Johnson for Chairperson. The nomination was seconded by Mr. McIntosh. Ms. Johnson closed the nominations. Ms. Johnson asked members to cast their vote.

Votes were counted by Mr. Henley and Ms. Turner. Mr. Bates was elected Chairperson for 2022.

Ms. Johnson opened the floor for nominations for the position of Vice-Chairperson. Ms. Fales-Hall nominated Ms. Johnson for Vice-Chairperson. The nomination was seconded by Mr. Bates. Mr. Hutchison nominated Ms. Fales Hall for Vice-Chairperson. The nomination was seconded by Mr. McIntosh. Ms. Johnson closed the nominations. Ms. Johnson asked members to cast their vote.

Votes were counted by Mr. Henley and Ms. Turner. Ms. Johnson was elected Vice-Chairperson for 2022.

A five (5) minutes recess was taken for the Chairperson and Vice-Chairperson to move to the appropriate seats.

I. MINUTES OF THE PREVIOUS MEETING

Chairperson Bates asked if there were additions or corrections to the minutes of the December 16, 2021 Planning & Zoning Commission meeting.

Chairperson Bates called for a motion to approve the minutes of the December 16, 2021, Planning & Zoning Commission meeting.

Ms. Johnson made a motion to approve the minutes of the December 16, 2021, meeting. The motion was seconded by Mr. Wingerter.

All those present voted aye. Motion carried.

II. PUBLIC HEARINGS

Our first case this evening:

- A. **SUB-104-2021** (CONTINUED FROM DECEMBER) A vacation and replat of Lot 7 in Wolf Creek Eight Addition and Lot 43 in Wolf Creek Nine Addition, to create "Wolf Creek Ten Addition", located at 3714 and 3720 Dancing Wolf Drive. Applicants: B1 Properties, LLC & Iliana Adler, Administrator JJSN Living Trust.

Craig Collins, City Planner presented the staff report and entered 7 exhibits into the record for this case.

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

Randy Hall, 550 N. Poplar, spoke as representative for this case.

Mr. Hall addressed the issues that had been raised from community members at the December 16, 2021, meeting. There will be no changes in the current HOA. In regard to lot adjustments or purchases, Mr. Hall stated that his business model is subdividing plats into lots that are sold to builders for development. He does not sell lots to neighboring homeowners as there is no profit. In regard to the pedestrian pathway, Mr. Hall acknowledges that there was an error and miscommunication with the builders. Mr. Hall worked with the City Engineers to correct the error.

Chairperson Bates asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

Christina Batt, 3711 Dancing Wolf Dr., spoke regarding the case.

Ms. Batt thanked Mr. Hall for addressing the issues and had no other opposition.

Don Gilmore, 3708 Dancing Wolf Drive, spoke in opposition to the case. Mr. Gilmore stated that he is still disgruntled by the situation with the pedestrian path. Mr. Bates commented that the commission sympathized with his situation but the pedestrian path issue was not applicable to the SUB-104-2021.

There being no others to speak, Chairperson Bates closed the public hearing and entertained a motion to approve, deny or table SUB-104-2021 regarding the vacation and replat.

Mr. Wingerter made a motion to approve case SUB-104-2021. The motion was seconded by Ms. Johnson

All those present voted aye. Motion carried

Our second case this evening:

CUP-114-2021 Request for a Conditional Use Permit to allow for an accessory building (detached garage) with an exterior wall height greater than 12-feet in height in an R-1 (Residential Estate) zoning district, located at 1225 West 30th Street, Lot 9, South Garden Creek Acres #3. The proposal is requesting approval for a 22-foot wall height. Applicants: Dan and Deb White

Craig Collins, City Planner presented the staff report and entered 5 exhibits into the record for this case.

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

Deb White, 1225 W 30th, spoke as representative for this case.

Chairperson Bates asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

There being no others to speak, Chairperson Bates closed the public hearing and entertained a motion to approve, deny or table CUP-114-2021 regarding the CUP.

Ms. Fales-Hall made a motion to approve case CUP-114-2021. The motion was seconded by Mr. Wingerter.

All those present voted aye. Motion carried.

Our last case this evening:

CUP-118-2021 Request for an amendment to Conditional Use Permit granted March 25, 2014, to enlarge the allowable size of an oversized, detached garage,

located at 643 East 17th Street, described as Portions of Lots 3, 4, 5 and the Adjacent Alley, Block 37, Butler Heights Addition. The previously-approved Conditional Use Permit allowed for a maximum building footprint of 1,800 square feet for said detached garage. The current request proposes to enlarge the size of the detached garage by thirty (30) additional square feet. Applicant: Emerick Huber.

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

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

Rob Shively, 536 S. Center. spoke as representative for this case.

Emrick Huber, 643 E 17th St. also spoke as representative for this case

Chairperson Bates asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

There being no others to speak, Chairperson Bates closed the public hearing and entertained a motion to approve, deny or table CUP-118-2021 regarding the CUP.

Mr. McIntosh made a motion to approve case CUP-118-2021. The motion was seconded by Ms. Plocek.

All those present voted aye. Motion carried.

III. SPECIAL ISSUES:

Cancellation of February 17, 2022 Planning and Zoning Commission Meeting. There are no cases to be heard.

Ms. Fales-Hall made a motion to cancel the public meeting for February 17,2022. The motion was seconded by Mr. McIntosh.

Committee Assignments –

Historic Preservation – Ms. Fales-Hall, Ms. Johnson, and possibly Mr. Bates

Old Yellowstone District – Mr. McIntosh, Mr. Hutchison, and Ms. Plocek

IV. COMMUNICATIONS:

A. Commission:

No Report

B. Community Development Director:

No Report

- C. Council Liaison:
No Report
- D. OYD and Historic Preservation Commission Liaisons:
No Report
- E. Other Communications:
Mr. Bates asked about scheduling a tour of the new State Office Building.

V. **ADJOURNMENT:**

Chairperson Bates called for a motion for the adjournment of the meeting. A motion was made by Ms. Fales-Hall and seconded by Mr. McIntosh to adjourn the meeting.

All present voted aye. Motion carried.

The meeting was adjourned at 7:20 pm.

Chairperson

Secretary



City of Casper Planning Division

Plat/Subdivision Application

OWNER'S INFORMATION:

NAME: Richard F. Stahley and Lou A. Stahley, husband and wife
ADDRESS: 180 Indian Paintbrush Casper, WY 82604
TELEPHONE: (307) 234-0170 (work) EMAIL: _____

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: City of Casper Public Utilities, attn. Bruce Martin
ADDRESS: 200 N. David Street Casper, WY 82601
TELEPHONE: 307-238-7543 EMAIL: bmartin@casper.gov

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

NAME OF SUBDIVISION: Stahley Addition
LEGAL DESCRIPTION OF LAND: Lot 12, Block 61, A Portion of Commercial Tract 4 Paradise Valley Subdivision

COMMON ADDRESS OR LOCATIONAL DESCRIPTION: 280 Honeysuckle St. Casper, WY 82604

CURRENT LAND USE: Auto repair shop

TOTAL ACREAGE: 3.76 ac. acres/sq ft
NUMBER OF LOTS: 2 (Minor Boundary Adjustment can not exceed 2 lots)
SIZE OF LARGEST LOT: 2.33 ac. SIZE OF SMALLEST LOT: 1.43 ac.
CURRENT ZONING: C-4 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: _____

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: _____

March 11, 2022

MEMO TO: Ken Bates, Chairperson
Members of the Planning and Zoning Commission

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

SUBJECT: **SUB-136-2022** – A vacation and replat of Lot 12, Block 61, PT Commercial Tract 4, Paradise Valley Subdivision, to create the Stahley Addition. The subdivision is located west of the intersection of Carnation and Honeysuckle Streets, and comprises 3.76-acres, more or less. Applicants: Richard F. Stahley and Lou A. Stahley.

Recommendation:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the vacation and replat creating the Stahley Addition meets the minimum requirements of the Municipal Code, staff recommends approval, with a “do pass” recommendation to City Council.

Code Compliance:

Staff has completed all public notice requirements of Section 16.24 of the Casper Municipal Code pertaining to plats, including notification of property owners within three hundred (300) feet by first class mail, posting a sign on the property, and publishing a legal notice in the Casper Star-Tribune. **There were no public comments submitted at the time the staff report was prepared.**

Summary:

Application has been made to vacate and replat Lot 12, Block 61, of a Portion of Commercial Tract 4, Paradise Valley Addition, to create the Stahley Addition. The subject property is located west of the intersection of Carnation and Honeysuckle Streets, in Paradise Valley, and encompasses 3.76-acres, more or less. The property is zoned C-4 (Highway Business), and is occupied by an automotive repair business on the southeast portion of the parcel, with the balance of the property being vacant. The proposed replat is splitting the single parcel into two (2) newly-configured lots. Proposed Lot 1 is 2.33-acres in size and Proposed Lot 2 is 1.43-acres in size. The purpose of the subdivision is to create a saleable lot (proposed Lot 1), which the City of Casper intends to purchase to use for access to the water tank, located immediately to the north.

"STAHLEY ADDITION"
 A VACATION AND REPLAT OF
 LOT 12 BLOCK 61
 A PORTION OF COMMERCIAL TRACT 4
 PARADISE VALLEY SUBDIVISION
 BEING A PORTION OF THE NW1/4SE1/4, SECTION 23
 TOWNSHIP 33 NORTH, RANGE 80 WEST
 SIXTH PRINCIPAL MERIDIAN
 NATRONA COUNTY, WYOMING
 PAGE 1 OF 1

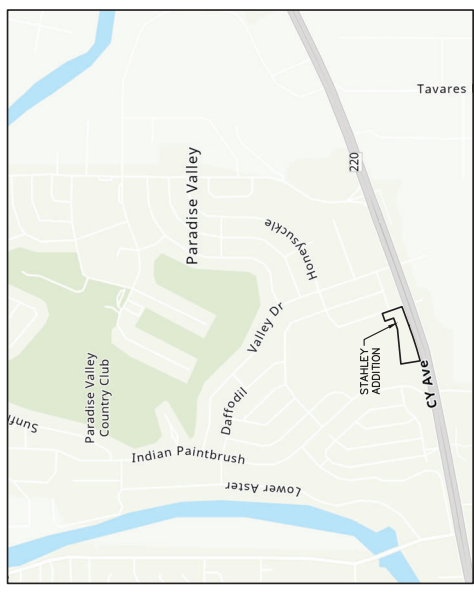
DEDICATION STATEMENT
 Richard F. Stahley and Lou A. Stahley, as husband and wife, hereby certify that they are the owners and proprietors of the parcel of land described in the foregoing instrument, and that they are the owners and proprietors of the parcel of land described in the NW1/4SE1/4, Section 23, Township 33 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming, and being more particularly described by metes and bounds as follows:

Beginning at the southeasterly corner of the Parcel being described and a point in the northerly right of way line of Bullwinkle's Addition, thence along the southerly line of said Parcel and the right of way line of Bullwinkle's Addition, a distance of 226.62 feet to the beginning of a curve; thence along the arc of a true curve to the right and having a radius of 262.86 feet, and the long chord of which bears S72°17'32" E, 232.38 feet, through a central angle of 51°30'00"; thence along the westerly line of said Parcel and the easterly line of said Tract 1, Bullwinkle's Addition, a distance of 192.54 feet to a point; thence along the northerly line of said Parcel and the southerly line of Remainder of Commercial Tract 4, N19°02'59" W, 125.85 feet to a point; thence along the northerly line of said Parcel and the easterly line of said Parcel and the westerly line of said Tract 1, Bullwinkle's Addition, a distance of 159.32 feet to a point; thence along the westerly line of said Parcel and the easterly line of said Parcel and the westerly line of said Honeyuckle, S19°13'35" E, 283.72 feet to said Point of Beginning and containing 3.76 acres, more or less.

The vacation and replat of the foregoing described lands as appears on this plat is with the free consent, and in accordance with the desires of the undersigned owners and proprietors of said lands, have by these presents laid out, and have caused to be surveyed and plotted by Paul R. Swenson, a Licensed Professional Surveyor in the State of Wyoming, and the same are hereby dedicated to the use of public and utility companies for the purposes of construction, operation and maintenance of utility lines, conduits, ditches, drainage and access.

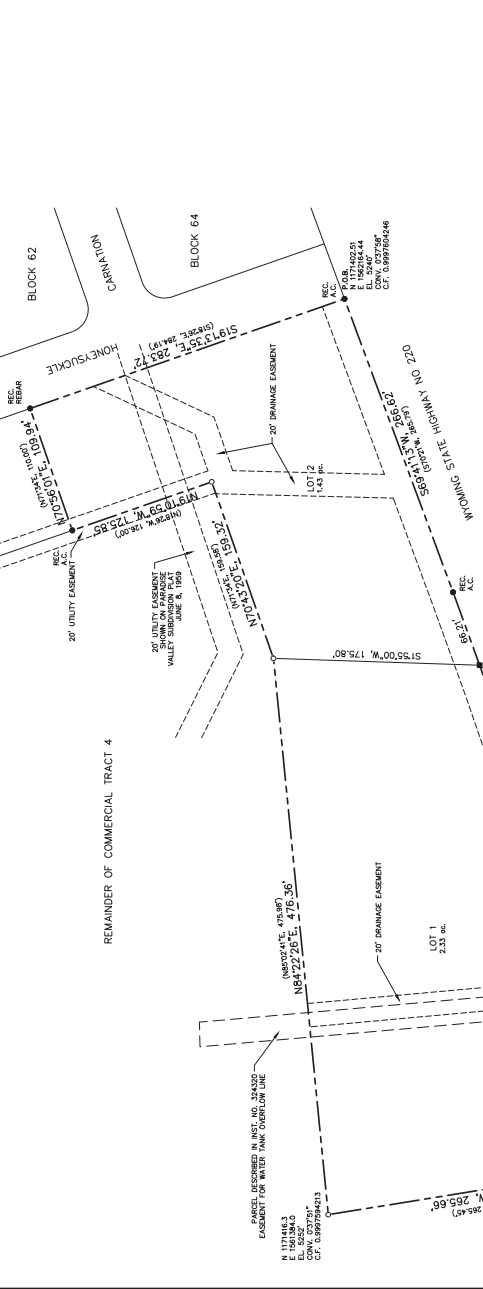
ACKNOWLEDGMENT
 Richard F. Stahley and Lou A. Stahley
 Richard F. Stahley }
 Lou A. Stahley }
 STATE OF WYOMING } SS
 COUNTY OF NATRONA }
 The foregoing instrument was acknowledged before me by Richard F. Stahley this _____ day of _____, 2022.
 Witness my hand and official seal.
 My commission expires: _____ NOTARY PUBLIC _____
 _____ NOTARY PUBLIC _____

APPROVALS
 APPROVED: City of Casper Planning and Zoning Commission, this _____ day of _____, 2022 and forwarded to the City Council of Casper, Wyoming with recommendation that said plat be approved.
 Secretary _____ Commission Chairman _____
 APPROVED: City Council of the City of Casper, Wyoming by Resolution No. _____, 2022, duly passed, adopted and approved on the _____ day of _____, 2022.
 Attest: City Clerk _____ Mayor _____
 _____ City Engineer _____
 _____ City Surveyor _____

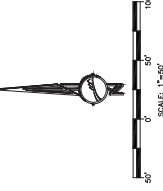


SURVEYORS CERTIFICATE
 I, Paul R. Swenson, a Professional Land Surveyor in the State of Wyoming, hereby certify that this plat was made from reliable data during an actual survey made by me or under my direct supervision during the month of January, 2022, and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.

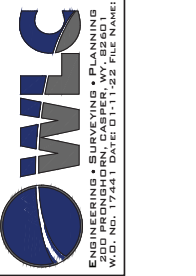
STATE OF WYOMING }
 COUNTY OF NATRONA }
 The foregoing instrument was acknowledged before me by Paul R. Swenson this _____ day of _____, 2022.
 Witness my hand and official seal.
 My commission expires: _____ NOTARY PUBLIC _____



- LEGEND**
- RECOVERED BRASS CAP
 - RECOVERED ALUM. CAP OR AS NOTED
 - SET 3/4"X3/4" REBAR W/ BRASS CAP
 - SET 5/8"X3/4" REBAR W/ ALUM. CAP
 - (COR) RECORD
 - 0.00' MEASURED
 - 0.00' PARCEL BOUNDARY











SCALE: 1"=25'
 BASED ON BEARING TIES
 STATE OF WYOMING
 WYOMING EAST CENTRAL ZONE NAD 83/2011
 ELEVATION SYSTEM IS BASED ON NAVD83 AND
 NOT UTM
 PLAT CLOSE EXCEEDS 1:100,000



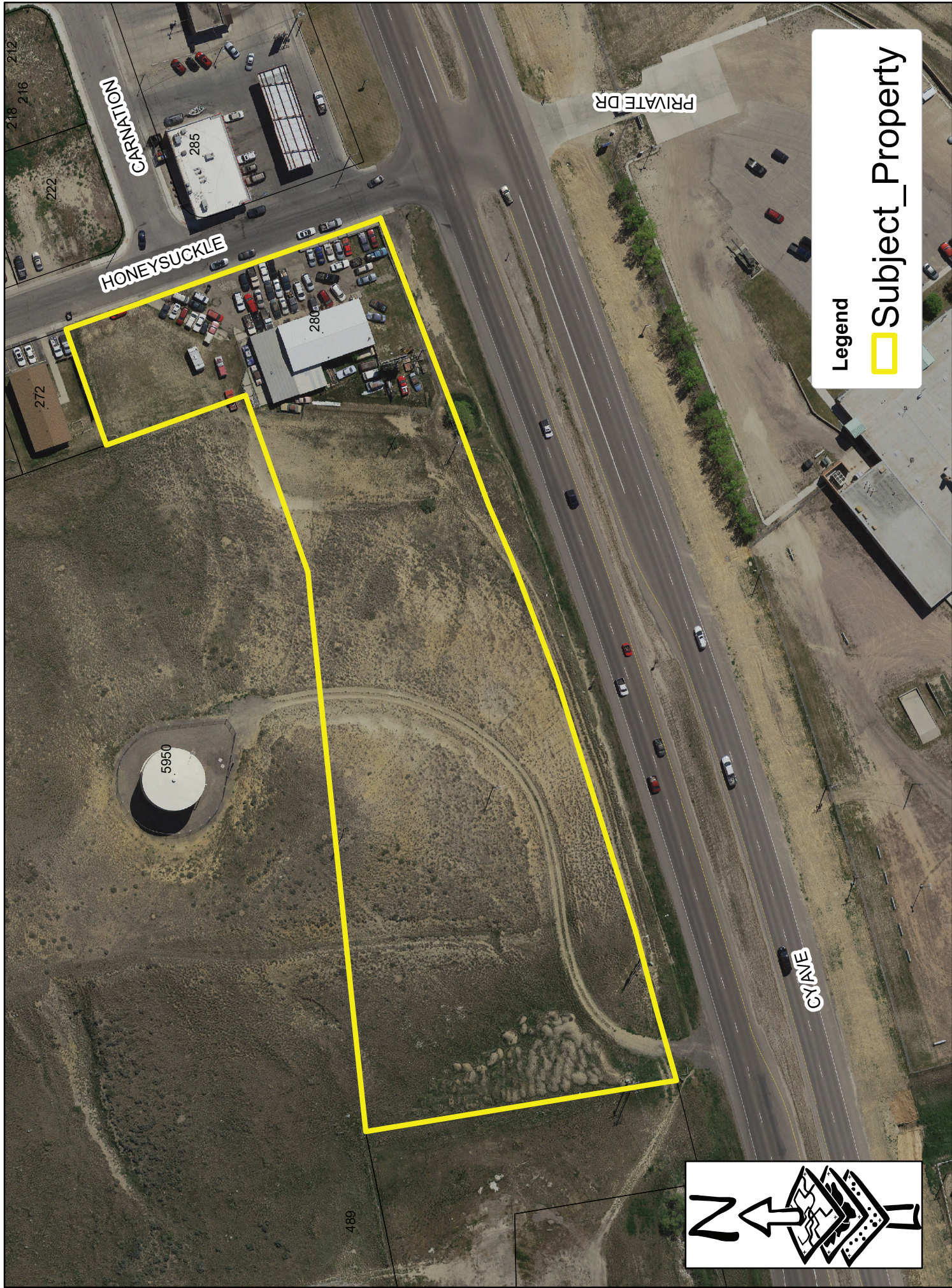
Proposed Stahley Addition



Legend

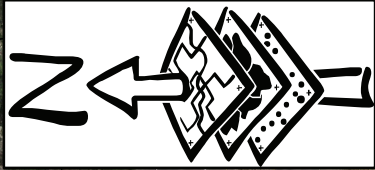
-  Buildings
-  Subject_Property
-  Urban Agriculture (AG)
-  General Business (C2)
-  Highway Business (C4)
-  One Unit Residential (R2)
-  One to Four Unit Residential (R3)
-  Manufactured Home Park (R6)

Proposed Stahley Addition

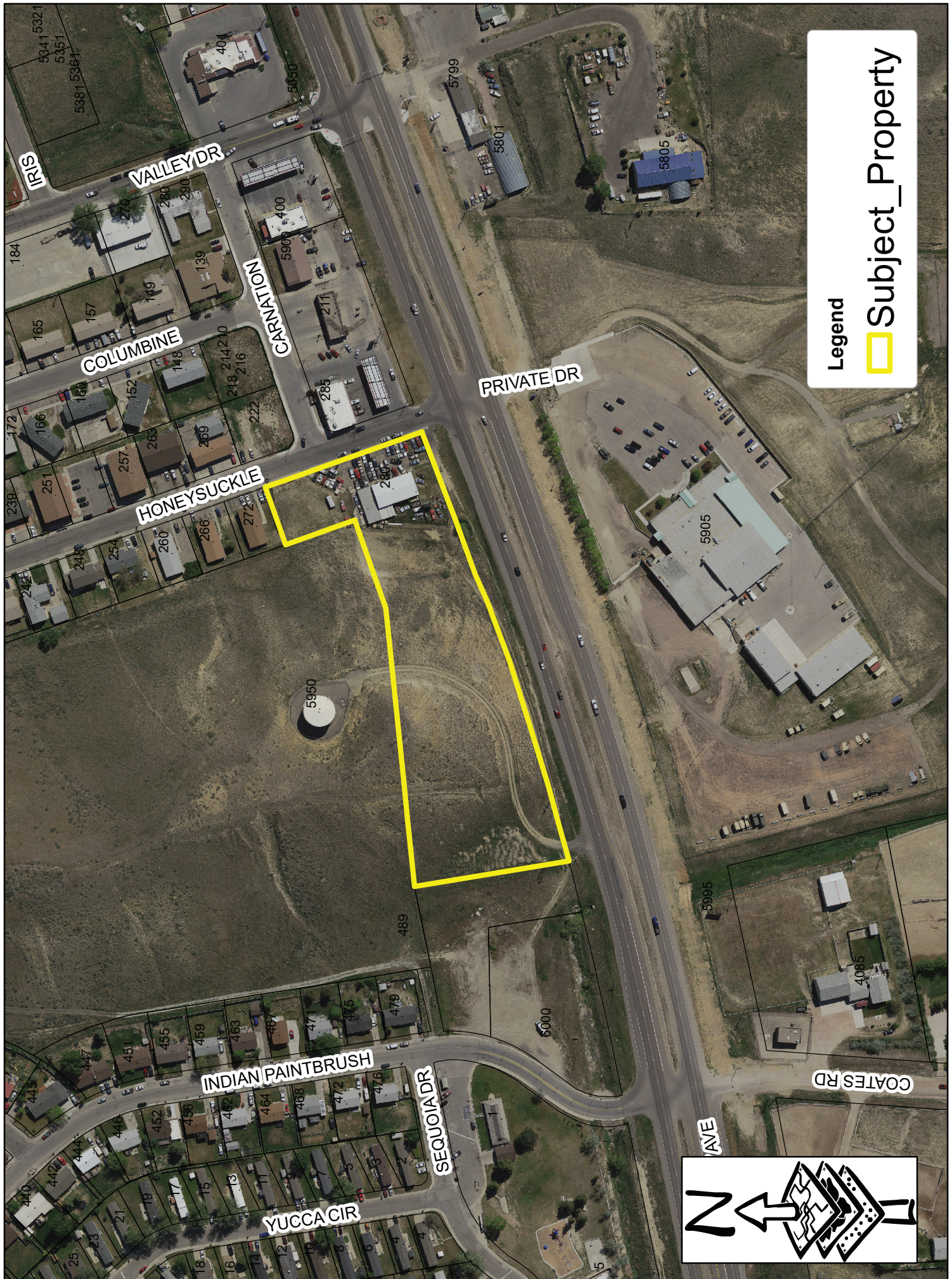


Legend


 Subject_Property

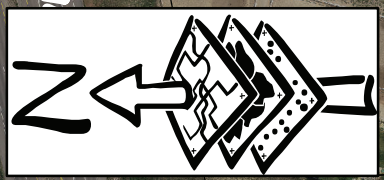


Proposed Stahley Addition



Legend

 Subject_Property



**OLD YELLOWSTONE DISTRICT ADVISORY COMMITTEE MEETING &
NEW YEAR'S SOCIAL**

Monday, January 24, 2022 in RACCA's event room

The OYD held its monthly meeting at 4:00 p.m., on Monday, January 24, 2022.

Members Present: Steve Freel
Patty McKenzie
Phillip Rael
Fred Feth
Mike McIntosh
Karen Meyer
Tyler Cessor
Kelly Ivanoff

Members Absent: Vickery Hall, Carol Martin, and Linda Wolcott

Liaisons Present: Renee Hahn (ARAJPB), Connie Thompson and John Lang
(Historic Preservation)

Staff present: Liz Becher and Kristie Turner (City Planning)

CALL TO ORDER:

Liz treated the Committee to a New Year's Social at Racca's to thank the outgoing members (Patty, Fred, Vickery, and Linda) and welcome in the New Year. Chairman Freel ascertained a quorum and called the business-meeting portion of the event to order at 4:30 p.m.

APPROVAL OF THE NOVEMBER 22 MINUTES:

Chairman Freel asked for the approval of the November 22 meeting minutes. Mr. Cessor moved to approve the minutes, Ms. Meyer seconded. All members voted aye; minutes were approved.

INTRODUCTION OF GUESTS / PUBLIC COMMENT:

None.

OLD BUSINESS:

Committee Seat Renewals

Ms. Becher updated the Committee on the status of the three (3) open seats on the Committee. Three (3) Letters of Interest were received by the December deadline and the following names will be brought forward to Council for appointment to the two (2) - year terms:

- Tyler Cessor (ART 321 reappointment)
- Jamie Haigler (Noland Feed reappointment)

- Julie Condalario (Wallick & Volk)

The appointees from the Planning and Zoning Commission will be Mike McIntosh, Maribeth Plocek, and Joe Hutchison.

“Rudolphing the OYD”

Ms. Becher passed around photos of the Committee members “Rudolphing the OYD” in December. The photos have also been posted to the OYD webpage. She and Kristie thanked the Committee members for volunteering their time and providing gift cards (Wyoming Plant Company and Backwards) and items (Wyoming Automotive) to the surprised patrons. The venues that were “Rudolphed” included Sherrie’s Place, Kilmer & Associates, CPA, The Office, Racca’s, Old Yellowstone Garage, Backwards, Metro Coffee, and the Natrona County Health Department. It was fun to get out and show some excitement for OYD businesses during the holidays. Patrons also received a set of Rudolph horns to wear and a certificate.

NEW BUSINESS:

Committee Goals for 2022

Ms. Becher led a dialogue with the Committee about their goals for the OYD this upcoming year and into the future. We will discuss them further at our next meeting and get some action steps and timelines determined.

In summary, they are:

- Pursue grants for public art
- Develop display signage/plaques for OYD businesses and their history
- Partner with YEC and Mercer House to engage young people in OYD events and history
- Partner with Visit Casper on welcoming visitors and highlighting the OYD
- Produce an event calendar so the OYD can stay on top of community opportunities
- Write occasional editorials celebrating OYD history
- Produce short videos about the OYD for the government channel, social media, etc.
- Arrange field trips/walking tours of the OYD throughout the summer for all ages.
- Participate in service projects as a Committee

Property Activity in the OYD

The new owners of the Sage and Sand are continuing to move forward on their plans for housing, and the former Lee’s Glass & Paint building is for sale.

OTHER BUSINESS:

Historic Preservation Commission Liaison Report

Connie and John reported that officers have been elected – Jeff Bond as Chair, and Connie Hall as Vice-Chair. “Underground” Casper is being explored from a historic perspective. The walking app is being finalized, and ghost signs are continuing to be documented.

ARAJPB Liaison Report

Ms. Hahn reported that her Board approved a PGA Tournament at Three Crowns on July 10. This will be a great event for Casper – lots of visitors and exposure for our community. The Board is also looking into remodeling the clubhouse in phases. The inside gym/courts project is on hold since the contaminated soils have caused issues with the selected site.

NEXT MEETING:

The next meeting will be on Monday, February 28 at 4:00 at Wyoming Plant Company.

ADJOURN

A motion was made to adjourn. The business meeting adjourned at 5:13 p.m.

(Minutes prepared by Liz Becher)
Respectfully Submitted,

Steve Freel
Chairperson