

**PLANNING AND ZONING MEETING  
THURSDAY, JULY 20, 2017  
CITY COUNCIL CHAMBERS**

These minutes are a summary of the meeting. For full details view online at [www.casperwy.gov](http://www.casperwy.gov) on the Planning Commission web page. The Planning and Zoning Commission held a meeting at 6:00 p.m., on Thursday, July 20, 2017, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present:            Bob King  
                                     Fred Feth  
                                     Randy Hein  
                                     Susan Frank  
                                     James Holloway  
                                     Don Redder

Absent Members:        Ryan Waterbury

Others present:            Craig Collins, City Planner  
                                     Aaron Kloke, Planner I  
                                     Dee Hardy, Administrative Support Technician  
                                     Wallace Trembath, Assistant City Attorney  
                                     Bob Hopkins, Council Liaison  
                                     Don Bisiar, 128 West Collins Drive  
                                     Jerry Gonzales, 275 South Minnesota Avenue  
                                     Rebekah Simon-Peter, 275 South Minnesota Avenue

**II. MINUTES OF THE PREVIOUS MEETING**

Chairman King asked if there were additions or corrections to the minutes of the June 15, 2017 Planning & Zoning Commission meeting. Mr. Holloway stated the minutes indicated he was in attendance when he was absent and Ms. Frank stated the minutes reflected she was absent and she was in attendance.

Chairman King called for a motion to approve the minutes of the June 15, 2017 Planning & Zoning Commission meeting as corrected.

Ms. Frank made a motion to approve the corrected minutes of the June 15, 2017 meeting. The motion was seconded by Mr. Hein. All those present voted aye with the exception of Mr. Holloway and Mr. Redder who abstained. Minutes approved.

### III. PUBLIC HEARING

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

PLN-17-027-R – A vacation and replat of Lot 1, Triflection Addition and Lot 2, Triflection Addition No. 2, as Bistof Addition, comprising 0.71-acres, more or less, creating 2 Lots, located at 122, 132, 136 West Collins Drive. Applicant: Bistof Properties, LLC.

Aaron Kloke, Planner I, presented the staff report and recommended that the Planning and Zoning Commission finds that the requested replat meets the minimum requirements of the Casper Municipal Code, staff recommends that the Planning and Zoning Commission approve the replat and forward it to the City Council with a “do pass” recommendation.

Mr. Kloke entered six (6) exhibits into the record for this case.

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

Don Bisiar, 128 West Collins Drive, spoke in favor of this case.

Ms. Frank stated that it appears that a lot line is being moved?

Mr. Bisiar advised that he originally tried the Minor Boundary Adjustment process, but since it the lots were in two (2) different subdivisions a replat was required.

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

There being no one to speak, Chairman King closed the public hearing and entertained a motion to approve, approve with conditions, deny, or table PLN-17-027-R a replat creating Bistof Addition.

Ms. Frank made a motion to approve PLN-17-027-R a replat creating Bistof Addition, and forward a “do pass” recommendation to Council. The motion was seconded by Mr. Redder. All those present voted aye. Motion passed.

The Chairman advised the applicants that it takes four (4) affirmative votes to carry any motion not just a majority of those commission members present. Anything less

than four (4) votes is a denial. Applicants can postpone their Public Hearing until next month in anticipation of more Planning Commission members being present, if they so desire.

PLN-17-028-Z – Petition for a zone change of Lot 4 and portion of Lot 5, Block 8, “East Terraces” Addition, located at 205 South Minnesota Avenue, from R-2 (One Unit Residential) to C-2 (General Business). Applicants: Jerry E. Gonzales and Rebekah Simon-Peter.

Aaron Kloke, Planner I, presented the staff report and recommended that if, the Planning and Zoning Commission finds that the requested zone change meets the minimum requirements of the Casper Municipal Code, and is in conformance with the Comprehensive Land Use Plan, staff recommends that the Planning and Zoning Commission approve the zone change, and forward a “do pass” recommendation to the City Council.

Mr. Kloke entered seven (7) exhibits into the record for this case.

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

Jerry Gonzales and Rebekah Simon-Peter, Applicants, 275 S Minnesota Avenue spoke in favor of this case.

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

There being no one to speak, Chairman King closed the public hearing and entertained a motion to approve, approve with conditions, deny, or table PLN-17-028-Z, a zone change.

Mr. Holloway made a motion to approve case PLN-17-028-Z a zone change of Lot 4 and portion of Lot 5, Block 8, “East Terraces” Addition, located at 205 South Minnesota Avenue, to C-2 (General Business). The motion was seconded by Mr. Redder. All those present voted aye. Motion passed.

#### IV. COUNCIL ACTIONS:

Generation Casper Comprehensive Land Use Plan.

A replat creating the ANB Bank Addition.

#### V. SPECIAL ISSUES:

None.

## VI. COMMUNICATIONS:

### A. Commission:

Mr. Hein advised that there was an Old Yellowstone District (OYD) meeting and the David Street Station Phase I is progressing. Mr. Redder noted that there was a discussion about noise abatement for the block party.

### B. Community Development Director:

Craig Collins, City Planner, stated that there would be a joint training session with the Casper Historic Preservation Commission on Wednesday July 26, 2017, 11:30 a.m., Downstairs Meeting Room, lunch will be served. He advised this would be an opportunity for members of each commission to meet one another and establish a good working relationship

He stated that on Wednesday, April 5, 2017 Planning and Zoning had a training session with a webinar on parking; Council has given staff direction to spend Metropolitan Planning Organization (MPO) funds for a parking study. Having a study in place will enable better management downtown now and in the future.

Ms. Frank asked about the status of parking in the parkway. Mr. Collins advised that it had been scheduled to be before Council at the August 1, 2017 meeting, however, it is being considered for another work session. This will enable them to hear your concerns and those of the opposing side. He stated that the City Manager is aware this topic requires more discussion.

Mr. Kloke stated that the Generation Casper Comprehensive Land Use Plan was unanimously approved by Council on Tuesday, July 5, 2017. He noted that there were many comments in favor of the plan and thanked Chairman King for his favorable comments. He advised there were not any comments in opposition. Staff will begin to incorporate the plan into the day to day work and public outreach will continue. Chairman King stated that a challenge for staff will be to make sure the plan is actively before developers, Council and the public. He advised that it represents what citizens of Casper want and they have spoken. Mr. Collins stated that departments within the city are looking at the plan and it has already generated some discussions. A couple of topics that have come up are urban growth boundary and issues related to water and sewer.

There was discussion about the Comprehensive Land Use Plan:

- Does it have an expiration date,
- How often should it be updated,
- Statutory requirements governing these changes,

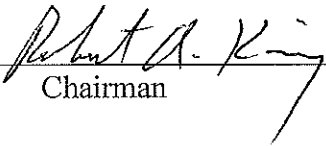
- Write a new plan every five (5) years or update exiting one,
- Pleasantly surprised at the public input throughout the year,
- Incentives for infill development,
- Satisfaction with the performance of consultant.

D. Council Liaison:

Bob Hopkins, stated that he did not have anything this evening. He asked if the commission had anything for Council.

**VII. ADJOURNMENT**

Chairman King called for a motion for the adjournment of the meeting. A motion was made by Ms. Frank and seconded by Mr. Holloway to adjourn the meeting. All present voted aye. Motion carried. The meeting was adjourned at 6:45 p.m.

  
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Chairman

  
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Secretary