

**AGENDA**  
**PLANNING AND ZONING MEETING**  
**October 27, 2015**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**  
**CITY HALL, 200 NORTH DAVID**

Meetings can be viewed online at [www.casperwy.gov](http://www.casperwy.gov) on the Planning Commission web page.

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PLANNING AND ZONING POLICY  
PUBLIC STATEMENTS

1. Use of Cellular telephones is not permitted, and such telephones shall be turned off or otherwise silenced during the Planning and Zoning Meeting.
2. Speaking to the Planning and Zoning Commission (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: September 22, 2015 Meeting**
- III. PUBLIC HEARINGS:**

- A. **PLN-15-053-S** – Planned Unit Development (PUD) site plan approval for Fire Station No. 6, on Lot 1, Paradise Valley Recreational Addition to the City of Casper, located at 185 Valley Drive. Applicant: City of Casper.
- B. **PLN-15-054-Z** – Petition for a Zone Change of Lot 15, Block 96, Casper Addition, located at 224 North Lincoln Street, from C-2 (General Business) to C-3 (Central Business). Applicant: Coal Country Properties, LLC.
- C. **PLN-15-055-C** – Petition for a Conditional Use Permit for an accessory dwelling unit, in an R-2 (One Unit Residential) zoning district, on Lots 2, 3, and 4, Block 30, Butler Heights Addition, located at 1635 Bonnie Brae Street. Applicant: Chris Walker.
- D. **PLN-15-056-C** – Petition for a Conditional Use Permit for a “Family Child Care Center – Zoning Review” to allow a home-based, child care facility for up to 15 children, on Lot 127, Country Club Estates, located at 3601 East 18<sup>th</sup> Street. Applicant: Nathan W. Faulkner, Robbie Weinrich, and Stacey Weinrich-Rogers.

#### **COUNCIL ACTIONS:**

The following item(s) have been approved by the City Council since the last Planning and Zoning Commission meeting.

There were none.

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

Review of the Downtown Plaza Plan of Development.

#### **VI. COMMUNICATIONS:**

- A. Commission**
- B. Community Development Director**
  - 1) Old Business Items**
  - 2) New Business Items**
- C. Council Liaison**
- D. Other Communications**

#### **VII. ADJOURNMENT**

**PLANNING AND ZONING MEETING  
TUESDAY, SEPTEMBER 22, 2015  
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 Tuesday, September 22, 2015, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: James Holloway  
Bob King  
Randy Hein  
Ryan Waterbury  
Mary England  
Don Redder  
Monte Henrie

Absent Members: None

Others present: Liz Becher, Community Development Director  
Craig Collins, City Planner  
Aaron Kloke, Planner I  
Dee Hardy, Administrative Assistant II  
Wallace Trembath, Assistant City Attorney  
Jason Knopp, City Engineer  
Bobby Allbaugh, 506 Shoshoni Street, Cheyenne, WY  
Steve Carlson, 6658 West Riverside Drive  
Jim Jones, 6080 Enterprise Drive  
Ken White, 455 North Poplar Street

**II. MINUTES OF THE PREVIOUS MEETING**

Chairman Holloway asked if there were additions or corrections to the minutes of the August 25, 2015 Planning & Zoning Commission meeting.

There being none, Chairman Holloway called for a motion to approve the minutes of the August 25, 2015 Planning & Zoning Commission.

Mr. Hein made a motion to approve the minutes of the August 25, 2015 meeting. The motion was seconded by Mr. Waterbury. All those present voted aye with the exception of Mr. Redder and Mr. Henrie 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-15-045-R** – (Continued from August 25, 2015) Petition to vacate and replat Lots 10A, 10B, 11A, 11B, and 28, Block 8, and Lots 12A, 12B, 13A, 13B, 14A, and 14B, Block 12, Prairie Park Estates No. 2, to create Prairie Park Estates No. 3, comprising 1.14-acres, more or less, located at the intersection of Rogue River and Quivera River Roads. Applicant: Red Butte, LLC.

Aaron Kloke, Planner I, presented the staff report and stated the replat creating Prairie Park Estates No. 3 meets all minimum requirements of the Casper Municipal Code; and therefore, recommends the Planning and Zoning Commission approve the replat and forward it to the City Council with a “do pass” recommendation, with the following conditions:

1. The Quivera River Road extension street stub, located north of Rogue River Road, must be constructed at the same time that the proposed Lot 12 and Lot 14, Block 12, Prairie Park Estates No. 3 are developed.
2. All previous requirements of the Prairie Park Estates Addition No. 2 Subdivision Agreement dated July 19, 2005 shall remain in full force and effect. Specifically, as the agreement relates to the “A” and “B” lots.
3. Lot A shall be renamed as “Tract A.”

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

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

Bobby Allbaugh, 506 Shoshoni Street, Cheyenne, Wyoming, spoke in favor of this case.

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

There being no one to speak, Chairman Holloway closed the public hearing and entertained a motion to approve, approve with conditions, deny, or table PLN-15-045-R, regarding the proposed Prairie Park Estates No. 3 and forward a “do pass” recommendation to City Council with Conditions #1-3 listed in the staff report.

Mr. King made a motion to approve case PLN-15-045-R, replat creating Prairie Park Estates No. 3, and forward a “do pass” recommendation to Council with Conditions #1-3 listed in the staff report. The motion was seconded by Mr. Waterbury. 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-15-048-ARZ** – Petition to annex and plat a portion of the SE1/4NE1/4 and the NE1/4SE1/4 of Section 7, and the SW1/4NW14 of Section 8, T33N, R78W, 6<sup>th</sup> P.M., Natrona County Wyoming, comprising 5.47-acres, more or less, to create Betty Luker Parkway Campus No. 3, generally located south of East 2<sup>nd</sup> Street, and rezoning of same from Natrona County zoning classification UA (Urban Agriculture) to City zoning Classification C-2 (General Business). Applicant: Steven Paul Carlson and Paulette Joan Carlson, Trustees under the Steve and Polly Carlson Revocable Trust Dated June 15, 2012, and Highland Park Community Church of God, Inc.

Aaron Kloke, Planner I, presented the staff report and recommended that the Planning and Zoning Commission approve the request to annex the subject property for the five (5) reasons listed in the staff report; approve the plat creating Betty Luker Parkway Campus No. 3, and forward a “do pass” recommendation to the City Council with the following conditions:

1. Access to Lot 1 of the Betty Luker Parkway Campus No. 3 will be off of Bentley Drive only, and no access off of East 2<sup>nd</sup> Street shall be permitted.
2. At the time that the Betty Luker Parkway Campus No. 3 is developed, Bentley Drive and Highland Drive shall be constructed to standard City specifications, including the extension of utilities, curb, gutter, sidewalk, asphalt, and streetlights.
3. Bentley Drive shall be constructed to standard City specifications with five (5) foot wide detached sidewalks.

And approve the C-2 (General Business) zoning of the Betty Luker Parkway Campus No. 3 subdivision, and forward a “do-pass” recommendation to the City Council.

Mr. Kloke entered eight (8) exhibits into the record for this case.

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

Steve Carlson, 6658 West Riverside Drive, spoke in favor of this case.

Jim Jones, 6080 Enterprise Drive, spoke in favor of this case.

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

Chris Bradford, 1800 Elkhorn Valley Drive, spoke in favor of this case.

Ken White, 455 North Poplar Street, spoke in favor of this case and asked if a traffic signal would be placed on East 2<sup>nd</sup> Street, and how would cost be distributed.

Mr. Collins, replied until the use for the property is known, a traffic study will not be done, and that would indicate whether a signal should be placed on East 2<sup>nd</sup> Street. He stated that any cost for the signal would be distributed equally to property owners.

There being no others to speak, Chairman Holloway closed the public hearing and entertained a motion to approve, approve with conditions, deny, or table PLN-15-048-ARZ, regarding the annexation.

Ms. England made a motion to approve case PLN-15-048-ARZ, regarding an annexation creating Betty Luker Parkway Campus No. 3, for the five (5) reasons listed in the staff report, and forward a “do pass” recommendation to City Council. The motion was seconded by Mr. Redder. All those present voted aye. Motion carried.

Chairman Holloway entertained a motion to approve, approve with conditions, deny, or table PLN-15-048-ARZ, regarding the plat.

Ms. Waterbury made a motion to approve case PLN-15-048-ARZ regarding the plat of the Betty Luker Parkway Campus No. 3, with Conditions #1-3 listed in the staff report, and forward a “do pass” recommendation to City Council. The motion was seconded by Mr. Hein. All those present voted aye. Motion carried.

Chairman Holloway entertained a motion to approve, deny or table PLN-15-048-ARZ, regarding the zone change.

Ms. England made a motion to approve case PLN-15-048-ARZ, regarding the zoning of the Betty Luker Parkway Campus No. 3 to C-2 (General Business), and forward a “do pass” recommendation to City Council. The motion was seconded by Mr. Henrie. All those present voted aye. Motion carried.

**COUNCIL ACTIONS:**

There were none.

**V. SPECIAL ISSUES:**

There were none.

**VI. COMMUNICATIONS:**

A. Commission:

There was discussion on:

- Meeting formats,
- Day of the week the Commission holds meetings;
- Staff reports.

Ms. England made a motion to suspend the rules and allow a citizen to speak. The motion was seconded by Mr. Redder. All those present voted aye. Motion carried.

Bobby Allbaugh, 506 Shoshoni Street, Cheyenne, WY, stated that he appreciates the Commission meetings being held at a time when the public can attend and give their comments. He feels public comments are worthwhile to the overall project.

Community Development Director:

B. Craig Collins, stated that there would be a training session held Wednesday, September 30, 2015 where a recap of the joint Work Session will take place. He advised that Jolene Martinez, Special Projects Coordinator, City of Casper will do a presentation on open space in the within the City.

C. Other Communications:

There were none.

D. Council Liaison:

There were none.

**VII. ADJOURNMENT**

Chairman Holloway called for a motion for the adjournment of the meeting. A motion was made by Ms. England and seconded by Mr. Hein to adjourn the meeting. All present voted aye. Motion carried. The meeting was adjourned at 7: 05 p.m.

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Chairman

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Secretary

October 23, 2015

MEMO TO: James Holloway, Chairman  
Members, Planning and Zoning Commission

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

SUBJECT: **PLN-15-053-S** – Planned Unit Development (PUD) site plan approval for Fire Station No. 6, on Lot 1, Paradise Valley Recreational Addition to the City of Casper, located at 185 Valley Drive. Applicant: City of Casper.

Recommendation:

If, after the public hearing, the Planning and Zoning Commission finds that the requested site plan approval meets the approval criteria of Sections 17.12.150(D) and 17.52.020 of the Casper Municipal Code, as outlined below, staff recommends that the Planning and Zoning Commission include, at a minimum, the following recommended condition of approval, and forward a “do-pass” recommendation to the City Council.

1. Any exterior lighting shall be designed to reduce off-site glare and light pollution. All exterior fixtures shall be full cutoff, and directed downward. Pursuant to the Casper Municipal Code, no light pole may be taller than 30 feet in height.

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. At the time the staff report was prepared, staff had not received any public comments regarding this case.

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:

- 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.

Pursuant to Section 17.52.020 of the Municipal Code, the findings necessary for the approval of a PUD site plan are:

- A. Be compatible with the goals and policies of the city master plan and other applicable adopted plans and policies;
- B. Be compatible with the area surrounding the project site and place no greater demand on existing City facilities and services than can be furnished by the City;
- C. Promote the efficient use of land by means of more economical arrangement of buildings, circulation systems, land uses, densities, and utilities;
- D. Provide for usable and suitably located open space such as, but not limited to, bicycle paths, playground areas, courtyards, tennis courts, swimming pools, planned gardens, outdoor seating areas, outdoor picnic areas, and similar open space;
- E. Demonstrate flexibility and quality in design to permit diversification in the location, type, and uses of structures;
- F. Combine and coordinate architectural styles, building forms, and building relationships within the development and in concert with adjacent and surrounding land and development;
- G. Minimize impact on adjacent zoning districts by limiting building heights, providing screening and/or other buffers;
- H. Preserve and utilize where possible, existing landscape features and amenities and encourage the harmonious combination of such features with structures and other improvements;
- I. Be designed and developed as a whole under the control of one owner, partnership, corporation, or agency;
- J. Consist of such a mixture of uses, density, or characteristic or creative design;
- K. Constitute a buffer zone between existing land uses and existing zones;
- L. Consist of a land area of a minimum of one and one-half acres in size; a smaller land area may be permitted with written approval by the Commission.

Summary:

The City of Casper has applied for PUD (Planned Unit Development) site plan approval for a proposed Fire Station No. 6, on Lot 1, Paradise Valley Recreational Addition to the City of

Casper, located at 185 Valley Drive, at the intersection of Iris Street and Valley Drive. The proposed Fire Station is surrounded by properties zoned C-2 (General Business) to the south and west, PUD (Planned Unit Development) to the east, and R-2 (One Unit Residential) to the north. Land uses in the area are a mix of residential, recreational, and commercial. The site is approximately 2.3-acres in size. The proposed structure has a building footprint of approximately 12,620 square feet and a height of approximately thirty one (31) feet. Ten (10) parking spaces have been provided, which is adequate to accommodate overlapping shifts, and the public. Non-residential PUD's require a minimum of fifteen (15) percent of usable open space. The site plan shows that 15.5% of the area of the site has been devoted to landscaping. Additionally, the proposed fire station is located on the same parcel as the Paradise Valley pool, which would also meet the definition of usable open space. Access to the fire station will be via a curb cut on Iris Street with a second curb cut also being provided on Valley Drive. In that the proposed fire station is located within a block of the existing fire station which it is replacing, there should be no difference in impact to the neighborhood.

# Fire - EMS Station No. 6



**Fire - EMS Station No. 6**

Facing east from Valley Dr.



Facing east from Valley Dr.



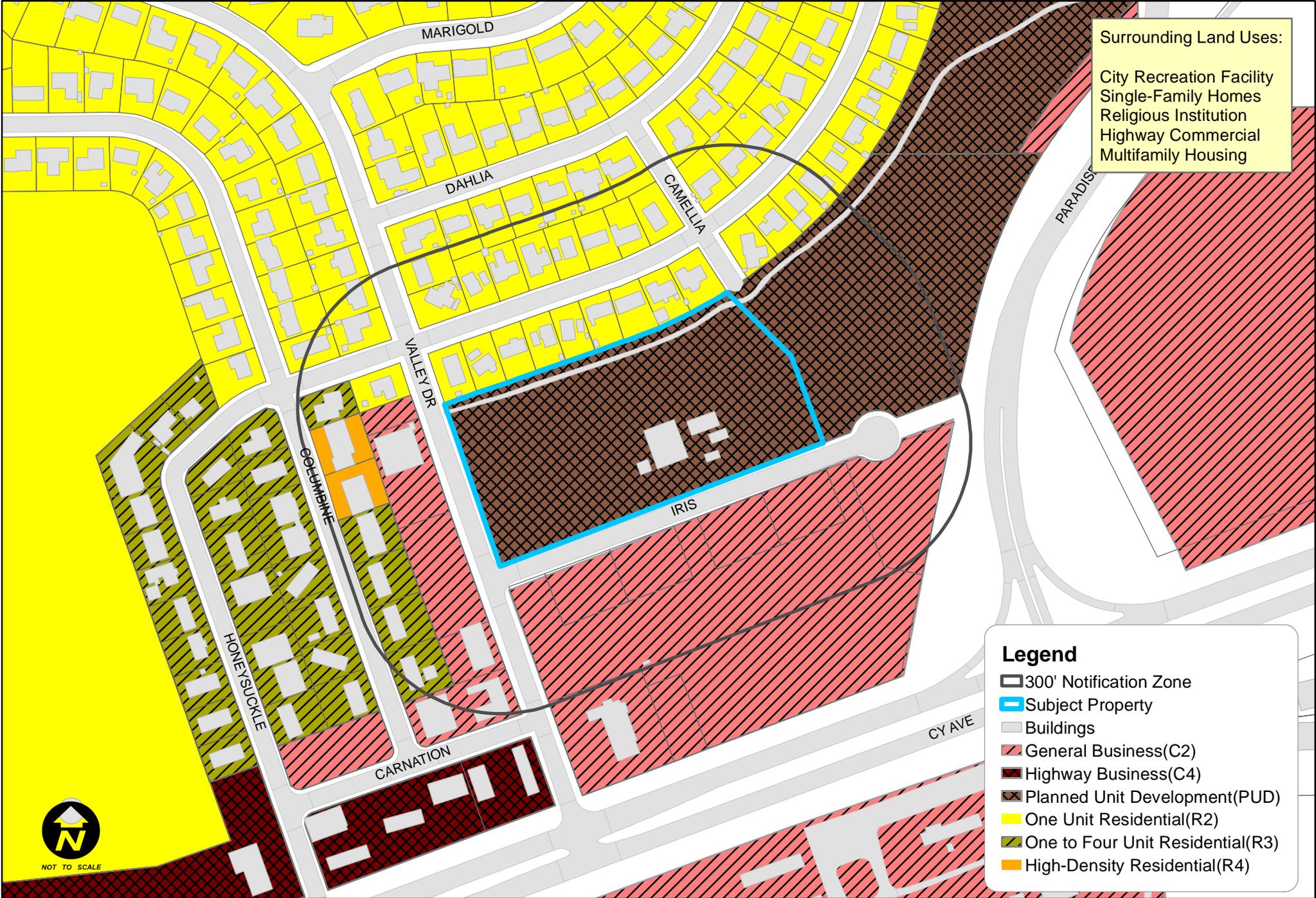
Facing east along utility easement, north side of subject property



Facing south along Valley Dr.



# Fire - EMS Station No. 6



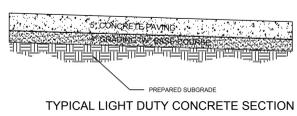
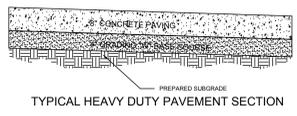
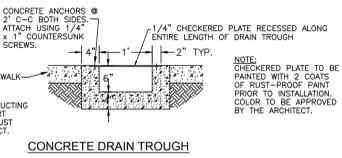
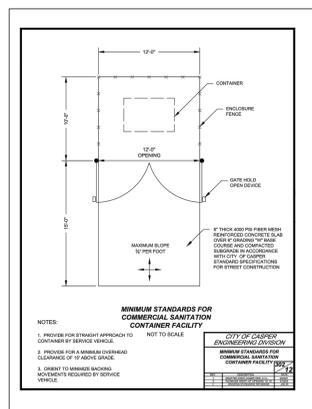
NOT TO SCALE



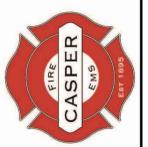
- SECTION CORNER
- SURVEY CONTROL MONUMENT
- TRANSFORMER
- DELINEATOR
- TREE
- CABLE TV PEDESTAL
- 1-POLE SIGN
- LUMINAIRE POLE
- SANITARY SEWER CLEANOUT
- SANITARY SEWER MANHOLE
- STORM SEWER MANHOLE
- PROPOSED BORE HOLE LOCATION (AND NUMBER)
- MONITOR WELL
- BOLLARD POST
- IRRIGATION VALVE BOX
- ELECTRICAL VAULT
- FIBER OPTIC VAULT
- GAS METER
- UTILITY BOX "GROUND"
- STORM GRATE
- FIRE HYDRANT
- WATER GATE VALVE
- CENTERLINE OF ROAD
- TOP BACK CURB
- GAS LINE
- SANITARY LINE
- STORM LINE
- WATER LINE
- CHILLED WATER LINE
- IRRIGATION PIPE
- FIBER OPTIC LOCATION
- UNDERGROUND POWER LINE
- CHAIN LINK FENCE
- EXISTING GROUND MAJOR CONTOUR (5' INTERVAL)
- EXISTING GROUND MINOR CONTOUR (1' INTERVAL)
- EXISTING UTILITY CORRIDOR
- EXISTING CONCRETE SURFACING
- EXISTING HANDICAP RAMP
- EXISTING GRAVEL SURFACING
- EXISTING UTILITY TUNNEL
- ASPHALT SURFACING - REMOVE AND REPLACE

**NOTES**

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF CASPER STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION AND INFRASTRUCTURE IMPROVEMENTS, UNLESS OTHERWISE STATED IN THESE PLANS AND SPECIFICATIONS.
2. ALL WATER CROSSINGS WITH OTHER UTILITY SYSTEMS WHERE VERTICAL CLEARANCE IS LESS THAN 18", SHALL BE INSULATED AND INCASED IN FLOW FILL, OR AS DIRECTED BY THE ENGINEER.
3. CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS OF UNDERGROUND PUBLIC AND PRIVATE UTILITIES PRIOR TO CONSTRUCTION AND COORDINATE WITH THOSE UTILITIES DURING CONSTRUCTION.
4. SANITARY SEWER SERVICES SHALL BE INSTALLED AT A MINIMUM OF 2.0% SLOPE.
5. THE CITY OF CASPER PUBLIC WORKS DEPARTMENT SHALL BE CONTACTED PRIOR TO ANY WORK. ALL CITY PERMITTING IS THE RESPONSIBILITY OF THE CONTRACTOR.
6. THE CONTRACTOR SHALL PROVIDE A MINIMUM OF 48 HOURS NOTICE FOR STAKING AND MATERIALS TESTING.
8. SEE STRUCTURAL DRAWINGS AND DETAILS FOR IN SLAB STEEL.
9. ALL CURBS AND GUTTER SHALL BE CITY OF CASPER TYPE B UNLESS NOTED OTHERWISE ON PLANS.
10. PARKING LOTS SHALL BE THE LIGHT DUTY CONCRETE SECTION WHILE APPROACHES AND APPARATUS BAY PARKING SHALL BE THE HEAVY DUTY SECTION.
11. FENCE ENCLOSURE FOR SANITATION CONTAINER FACILITY WILL BE CONSTRUCTED OF MASONARY MATERIALS.



**CITY OF CASPER - EMS STATION #6**  
**CASPER FIRE - EMS STATION #6**  
 185 VALLEY DRIVE, CASPER WYOMING



Project #: 150030  
 Date: 10.21.15  
 Drawn By: BMA



SITE PLAN SUBMITTAL  
 REVISED

**C1.1**



October 23, 2015

MEMO TO: James Holloway, Chairman  
Members of the Planning and Zoning Commission

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

SUBJECT: **PLN-15-054-Z** – Petition for a Zone Change of Lot 15, Block 96, Casper Addition, located at 224 North Lincoln Street, from C-2 (General Business) to C-3 (Central Business). Applicant: Coal Country Properties, LLC.

Recommendation:

In the absence of information that may be presented during the public hearing, staff notes that the requested zone change is supported by the Casper Area Comprehensive Land Use Plan and recommends that the Planning and Zoning Commission approve the request to rezone 224 North Lincoln Street from C-2 (General Business) to C-3 (Central Business), and forward a “do-pass” recommendation to the City Council.

Code Compliance:

Staff has complied with all requirements of Section 17.12.170 of the Casper Municipal Code pertaining to zone changes 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 on this case.

Summary:

Coal Country Properties, LLC has applied for a zone change of Lot 15, Block 96, Casper Addition, located at 224 North Lincoln Street, from C-2 (General Business) to C-3 (Central Business). The property is currently vacant, and the applicant proposes to construct a warehouse on the property. A warehouse is not listed as a permitted use in the C-2 (General Business) zoning district, but is permitted in the C-3 (Central Business) zoning district. Assuming the zone change is approved by the Planning and Zoning Commission and the City Council, the applicant must then obtain site plan approval for the proposed warehouse. The site plan would be reviewed administratively, with no public hearing required; however, neighbors within three hundred (300) feet will be notified.

The Comprehensive Land Use Plan is the City’s planning document that describes the values and ideals expressed by the community for its future. The Plan was created in 2000 and was based

on approximately two years of citizen meetings and visioning intended to create a set of goals and policies regarding land use in the Casper area. Whenever a zone change is proposed, the Planning and Zoning Commission and the City Council should base their decisions on whether to approve the zone change on the criteria expressed in the Comprehensive Land Use Plan. Furthermore, Section 17.12.170 of the Casper Municipal Code specifies that staff must review zone change applications in context with the approved Comprehensive Land Use Plan, and provide a recommendation to the Planning and Zoning Commission and City Council based on whether the zone change proposal conforms to the Plan.

The Future Land Use Plan is a map element of the Comprehensive Land Use Plan that visibly sets the City's policy regarding future zoning and land use patterns. It also provides assurance and direction to property owners and the private development sector with respect to the desired development activity of specific areas. In this case, the Future Land Use Plan element of the 2000 Casper Area Comprehensive Land Use Plan shows the desired future land use of the downtown area, generally described as C Street on the north, McKinley Street on the east, Poplar Street on the west, and Collins Drive on the south, to be "central business."

The implementation of the Future Land Use Plan sometimes happens incrementally, over a significant period of time. The City rarely finds the opportunity to initiate a large, area-wide zone change, as was the case most recently with the urban renewal initiative better known as the Old Yellowstone District. Today, the City's major urban renewal efforts are focused on the Old Yellowstone District and the downtown; however, it is not inconceivable that someday, similar efforts could take place in this area, east of the downtown, as well. Until that time, the City continues to process zone changes in this portion of the "central business area" as opportunities arise. A series of smaller zone changes enacted over time will eventually implement the broad land use change desired for the area; and individual projects can often serve as a catalyst for future land use changes in the surrounding area. Within the last ten (10) years the City has reviewed and approved approximately twelve (12) similar rezoning requests in the immediate "central business area".

The proposed C-3 (Central Business) zoning district allows for the development of any and all of the following permitted uses:

1. Apartments located within a business structure;
2. Arcades;
3. Assisted living;
4. Automobile sales and/or repairing;
5. Automobile service stations;
6. Banks, savings and loans, and finance companies;
7. Bars, taverns, and cocktail lounges, excluding drive-in/through facilities;
8. Bed and breakfast;
9. Bed and breakfast homestay;
10. Bed and breakfast inn;

11. Business, general retail;
12. Clubs or lodges;
13. Conventional site-built and modular single-family, two-family, multifamily townhomes and condominiums, and manufactured homes with siding material consisting of wood or wood products, stucco, brick, rock, or horizontal lap wood, steel or vinyl siding;
14. Dance studios;
15. Day-care, adult;
16. Child care center;
17. Family child care center - zoning review;
18. Family child care home;
19. Family child care home - zoning review;
20. Drugstores;
21. Electrical, television, radio repair shops;
22. Government office buildings and community facilities;
23. Grocery stores;
24. Group homes;
25. Multi-story apartment buildings;
26. Homes for the homeless (long-term shelters);
27. Hotels, motels;
28. Manufacturing, assembling, or packaging of products from previously prepared materials;
29. Mortuaries;
30. Offices, general and professional;
31. Offices, medical (laboratories, clinics, health spas, and rehabilitation centers);
32. Parking garages;
33. Parks, playgrounds, historical sites, and other similar recreational facilities;
34. Pawn shops;
35. Personal service shops;
36. Pharmacies;
37. Printing and newspaper houses;
38. Public utility and public service offices;
39. Public utility and public service installations, excluding repair and storage facilities;
40. Radio and television stations, including transmitting and receiving towers;
41. Restaurants, cafes, and coffee shops;
42. Retail business;
43. Sundry shops and specialty shops;
44. Theaters, auditoriums, and other places of indoor assembly;
45. Thrift shops;
46. Transportation depots;
47. Vocational centers, medical and professional institutions;
- 48. Warehouse and other indoor storage;**
49. Neighborhood assembly uses;

- 50. Regional assembly uses;
- 51. Branch community facilities;
- 52. Neighborhood grocery;
- 53. Church.

# 224 North Lincoln



### Legend

-  Subject Property
-  Buildings



NOT TO SCALE

# 224 North Lincoln Street

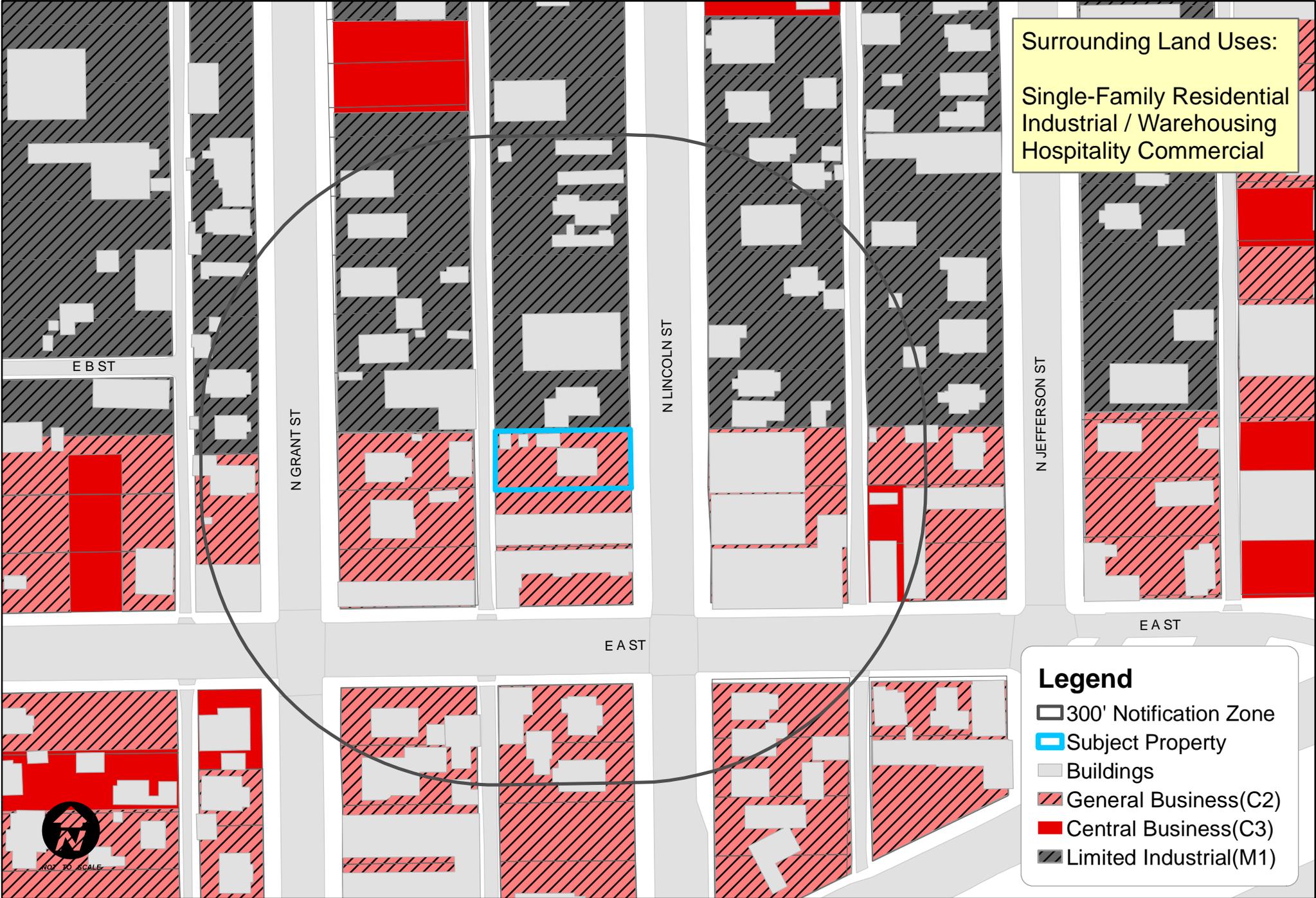
Facing west from Lincoln St.



Facing west from Lincoln St.



# 224 North Lincoln



October 23, 2015

MEMO TO: James Holloway, Chairman  
Members of the Planning and Zoning Commission

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

SUBJECT: **PLN-15-055-C** – Petition for a Conditional Use Permit for an accessory dwelling unit, in an R-2 (One Unit Residential) zoning district, on Lots 2, 3, and 4, Block 30, Butler Heights Addition, located at 1635 Bonnie Brae Street. Applicant: Chris Walker.

Recommendation:

If, after the public hearing, the Planning and Zoning Commission finds that the requested Conditional Use Permit meets the two (2) reasons and six (6) findings necessary for the approval of a Conditional Use Permit found in Section 17.12.240 (G) and (H) of the Casper Municipal Code, as outlined below, staff recommends that the Planning and Zoning Commission articulate its findings, and further recommends that the Planning and Zoning Commission include, at a minimum, the following three (3) recommended conditions of approval.

1. Either the principal dwelling unit or the accessory dwelling unit shall be occupied by the owner of the property, or an immediate family member of the property owner.
2. The accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the principal dwelling unit.
3. Pursuant to Section 17.12.240(I) of the Casper Municipal Code, in any case in which a Conditional Use Permit has not been exercised and the work completed within one year from the date of issuance, such permit shall be void and have no further force or effect.

Code Compliance:

Staff has complied with all requirements of Section 17.12.240 of the Casper Municipal Code pertaining to Conditional Use Permits, 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.

Section 17.12.240(G) of the Casper Municipal Code states that no conditional use permit shall be granted unless the Commission finds the following:

1. The Conditional Use is consistent with the spirit, purpose, and intent of this Title; will not substantially impair the appropriate use of neighboring property; and will serve the public need, convenience, and welfare;
2. The Conditional Use is designed to be compatible with adjacent land uses and the area of its location.

When making the decision for a Conditional Use Permit, the Commission shall consider the scale of the operation and relationship to other similar issues as expressed in the six (6) considerations outlined in Section 17.12.240(H) as listed below.

- a. Area and height to be occupied by buildings or other structures.
- b. Density of the proposed use in terms of units per acre and the number of offices, employees, occupants, or all three.
- c. Volume of business in terms of the number of customers per day.
- d. Increased traffic congestion or hazard caused by the use which may be over and above normal traffic for the area, as determined by the City Engineer and Community Development Director.
- e. Location of use with respect to the same or similar uses within a three hundred foot (300') radius of the perimeter of the described property.
- f. Any other criteria affecting public health, safety, and welfare, as provided for by written rules of the Commission.

Pursuant to Section 17.12.240(I) of the Casper Municipal Code, the Commission may impose reasonable conditions on a Conditional Use Permit, including, but not limited to, time limitations, requirements that one or more things be done before construction is initiated, or conditions of an ongoing nature. By way of illustration, not limitation, the following limitations or modifications can be placed upon a Conditional Use Permit, to the extent that such conditions are necessary to insure compliance with the criteria of Section 17.12.240(G) and (H):

1. Size and location of site;
2. Street and road capacities in the area;
3. Ingress and egress to adjoining public streets;
4. Location and amount of off-street parking;
5. Internal traffic circulation systems;
6. Fencing, screening, and landscaped separations;
7. Building bulk and location;
8. Usable open space;
9. Signs and lighting; and,
10. Noise, vibration, air pollution and other environmental influences.

### Summary:

Chris Walker has applied for a Conditional Use Permit for an accessory dwelling unit in an R-2 (One Unit Residential) zoning district, located at 1635 Bonnie Brae Street. The subject property is a corner lot, approximately 19,065 square feet in size, and is occupied by a single-family residential structure. Uses in the immediate area are predominantly single-family residential. The minimum lot size in the R-2 (One Unit Residential) zoning district is 4,000 square feet. The applicant is proposing to construct an apartment over the existing attached garage, which will be used by his son, who wishes to live independently, but requires periodic care and supervision. The Casper Municipal Code requires a minimum of two (2) off-street parking spaces per dwelling unit, or four (4) spaces in this case. The existing garage and driveway meet the minimum required parking. The roofline of the proposed addition will be two (2) to three (3) feet above the existing home's roofline, or approximately twenty five (25) feet at the peak of the roof.

The applicant was granted a Conditional Use Permit for the very same request in November of 2013; however, the Municipal Code states that all Conditional Use Permits are valid for one (1) year, in which all work must be completed, and all conditions met within that timeframe, or the Conditional Use Permit becomes null and void. More than a year has now elapsed, and the work has not yet been completed.

An "accessory dwelling unit" is listed in Section 17.32.030 as a conditional use in the R-2 (One Unit Residential) zoning district, upon the approval of the Planning and Zoning Commission. Per the definition of an accessory dwelling unit in Title 17 of the Casper Municipal Code, either the principal dwelling unit, or the accessory dwelling unit must be occupied by the owner of the property, or an immediate family member. The definition also specifies that the accessory dwelling unit cannot be sold or otherwise separated from the principal dwelling unit. The reasoning behind these standards is to prevent the general introduction of multi-family residential development into a single-family residential zoning district. Accessory dwelling units were added to the R-2 (One Unit Residential) zoning district by the City Council, as conditional uses, in order to better address the changing housing needs of our society.

### Recommended Motion:

*Staff has prepared the following motion for the Commission's consideration, should the Commission wish to approve the requested Conditional Use Permit:*

Case number **PLN-15-055-C**, a Conditional Use Permit for an accessory dwelling unit in an R-2 (One Unit Residential) zoning district, located at 1635 Bonnie Brae Street be granted, with Conditions #1 - #3 listed above, for the following reasons:

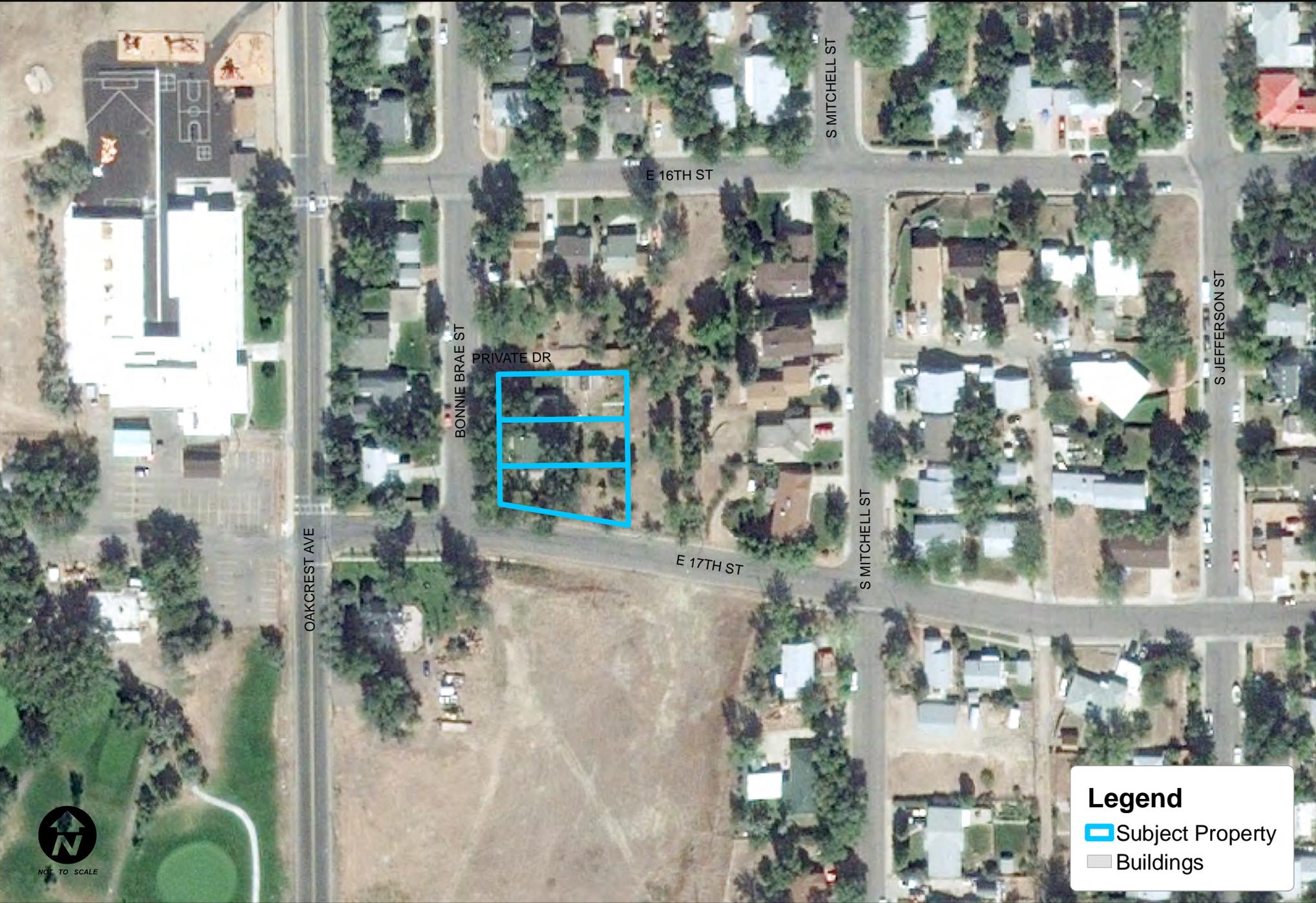
1. The Conditional Use is consistent with the spirit, purpose, and intent of this Title; will not substantially impair the appropriate use of neighboring property; and will serve the public need, convenience, and welfare;

2. The Conditional Use is designed to be compatible with adjacent land uses and the area of its location.

Furthermore, the Planning and Zoning Commission finds that:

- a. The height of the portion of the home over the existing attached garage is being increased; however, it will not be out of scale with the existing structures in the neighborhood.
- b. The requested Conditional Use Permit is for the addition of a single dwelling unit, for a total of two (2) dwelling units on the property. The lot is approximately 19,065 square feet in total area, which is more than four (4) times the minimum size of a lot in the R-2 (One Unit Residential) zoning district. The addition of an accessory dwelling unit will not increase the overall density of the neighborhood above what would be permitted if the lot were split into four (4) conforming lots with one (1) dwelling unit per lot.
- c. The volume of business is not applicable because the property is not being proposed to be used as a business.
- d. There will not be unreasonable congestion or a traffic hazard caused by the proposed apartment, as determined by the City Engineer and the Community Development Director.
- e. There are no known accessory dwelling units, or apartments, located within a three hundred (300) foot radius of the subject property.
- f. There are no other criteria, affecting public health, safety, and welfare, as provided for by written rules of the Commission.

# 1635 Bonnie Brae



**Legend**

-  Subject Property
-  Buildings



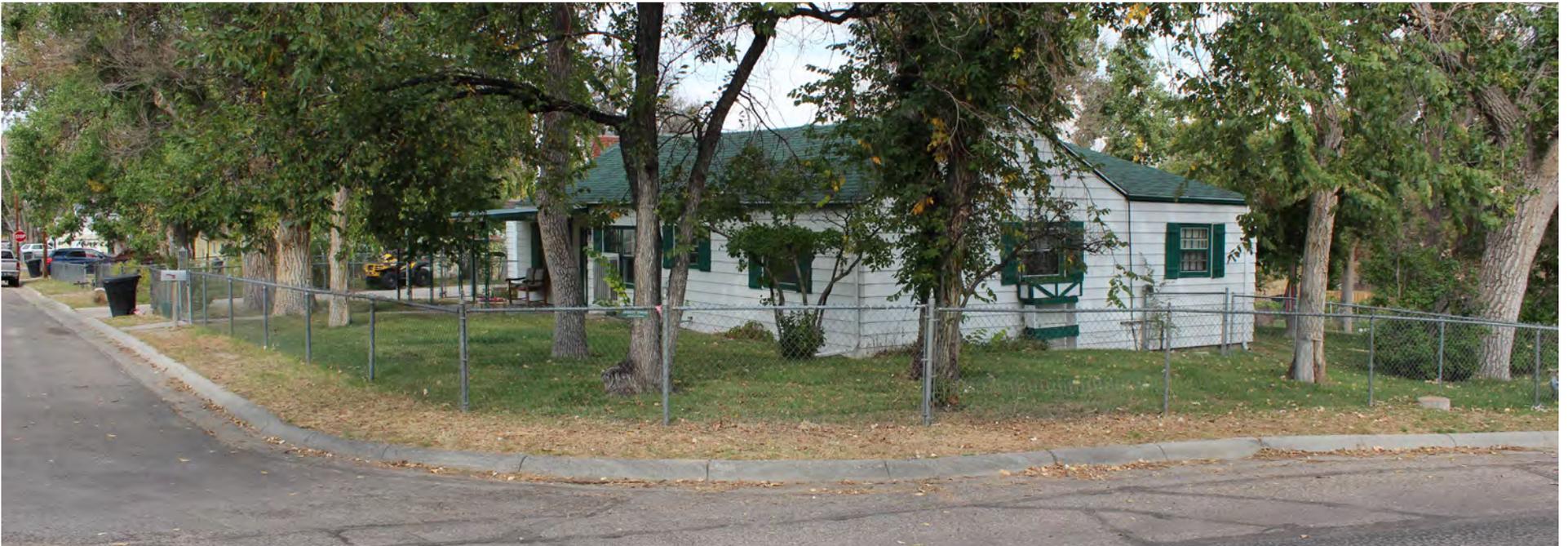
NOT TO SCALE

# 1635 Bonnie Brae Street

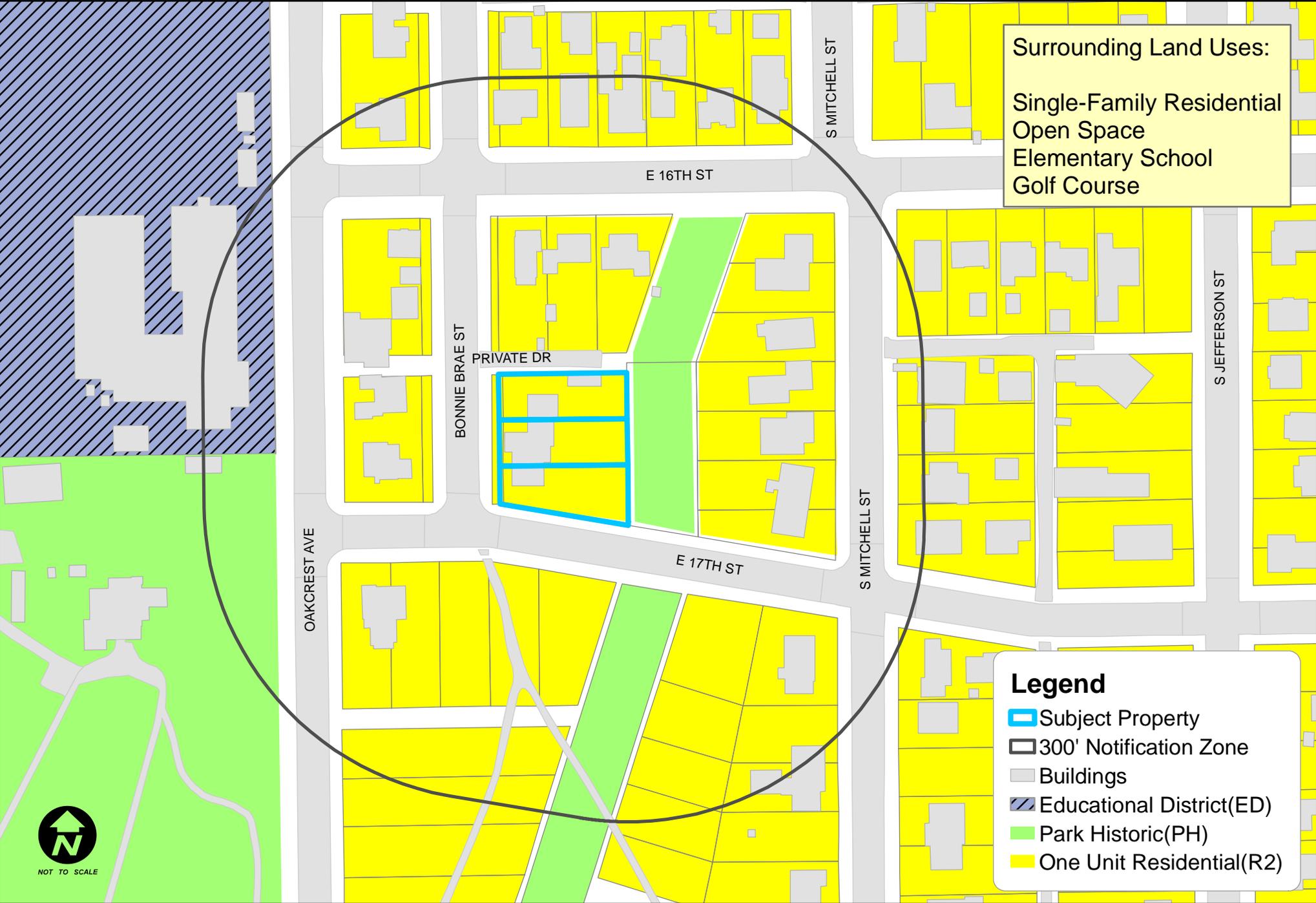
Facing east from Bonnie Brae Street

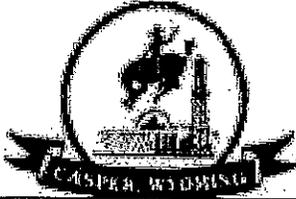


Facing northeast from E 17th Street



# 1635 Bonnie Brae





# City of Casper Planning Division

## Conditional Use Permit Application

### OWNER'S INFORMATION:

NAME: Chris Walker  
ADDRESS: 1635 Bonnie Bkoe  
TELEPHONE: 797-0303 EMAIL: Seadwalker@gmail.com

### LOCATION OF REQUEST:

ADDRESS: 1635 Bonnie Bkoe  
LEGAL DESCRIPTION: Butler Heights Blk 30 Lot 2-4  
Number of Lots: 3 Size of Lots: 19,065 total sq  
Current Zoning: R2 Current Use: Prim Residence  
Purpose for which the property is proposed to be used: addition for Family Room / office  
Prior restrictions placed on the property: none

Floor area square footage: 900 sq Number of Occupants or Employees: 0  
Building Footprint: 30x30 Number of off-street parking spaces: 5

### A PLOT PLAN IS REQUIRED SHOWING: (WHERE APPROPRIATE)

lot size and dimensions	size and location of buildings	off-street parking spaces
routes for ingress and egress	internal traffic control	fencing, screening, and landscaping
signs and lighting	setback distances	

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: Chris Walker

DATE: 9-14-15

SUBMIT TO:  
Community Development Department  
Planning Division  
200 N David, RM 203  
Casper, WY 82601  
Phone: 307-235-8241  
Fax: 307-235-8362  
www.casperwy.gov  
E-mail: dhardy@cityofcasperwy.com

- COMPLETE SUBMITTAL NEEDS TO INCLUDE:
- COMPLETED APPLICATION INCLUDING ORIGINAL SIGNATURES
  - PROOF OF OWNERSHIP
  - \$275 APPLICATION FEE (NON-REFUNDABLE)
  - PLOT PLAN

FOR OFFICE USE ONLY:

DATE SUBMITTED:

9/24/15

REC'D BY: dh

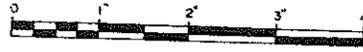
# BUTLER HEIGHT

MAP OF

# TO THE CITY OF CASPER

Scale: 1 inch = 100 feet

STATE OF WYOMING | SS  
 COUNTY OF NATRONA | SS  
 This instrument was filed for Record  
 Mar. 31st 1923, at 3:40 o'clock P.M.  
 and duly recorded in Book 39 of Deeds,  
 at page 40.  
 (Signed) Alma F. Hawley, County Clerk



ATLAS REPRODUCTION

NW Cor Sec 15-33-79 established by City Engrs. Office on Evidence, A.D. 1921  
 1 1/2" Iron Pipe (driven flush with ground)



# ADDITION

# WYOMING

*300-Butler Heights addn*

This is a copy of the original plat prepared for the convenience of the users. Every effort has been made to insure it's accuracy, however errors may exist, please check against the original plat.

## A SUBDIVISION OF A PART OF NW1/4 NW1/4 OF SECTION 15, TOWNSHIP 33 NORTH - RANGE 79 WEST OF 6 th P.M., NATRONA COUNTY, WYOMING

STATE OF WYOMING }  
COUNTY OF NATRONA } SS

This is to certify that the above named subdivision of a part of the Northwest one-quarter of the Northwest one-quarter (NW1/4 NW1/4) of Section Fifteen (15), Township Thirty-Three North (T.33N.) Range Seventy-nine West (R. 79 W.) of the the Sixth Principal Meridian (6th PM), as appears on the annexed plat as Blocks numbered consecutively from 30 to 37, both inclusive, shown by solid ink lines, each block containing Lots numbered consecutively upward from 1 inclusive, sold subdivision being know as " BUTLER HEIGHTS ADDITION TO THE CITY OF CASPER" located in County of Natrona, State of Wyoming, is with the free consent and in accordance with the desires of the undersigned owner and proprietor, "The Mountain Realty and Title Corporation," a corporation duly organized and existing under, and by virtue of, the laws of the State of Wyoming.

In witness whereof, said "The Mountain Realty and Title Corporation" has caused these presents to be signed in its corporate name by its president, to be attested by its secretary, and its corporate seal to be duly affixed, by authority of its board of directors, this 31st day of March A.D. 1923.

THE MOUNTAIN REALTY AND TITLE CORPORATION,

By M. Elma Butler-Cramer  
ITS PRESIDENT

Attested: J. M. Cramer  
ITS SECRETARY

STATE OF WYOMING }  
COUNTY OF NATRONA } SS

On this 31st day of March A.D. 1923, before me appeared M. Elma Butler-Cramer and J.M. Cramer both to me personally known, who by me first duly sworn, did depose and say, that they are the president and secretary respectively of "The Mountain Realty and Title Corporation," a Wyoming corporation, and that the seal affixed to the foregoing instrument was signed and sealed by authority of its board of directors; and the said M. Elma Butler-Cramer and J.M. Cramer acknowledge the said instrument to be the free and voluntary act of said corporation.

Given under my hand and seal, this 31st day of March A.D. 1923.

My commission expires: Sept. 2nd 1923.

John M. England  
NOTARY PUBLIC

STATE OF WYOMING }  
COUNTY OF NATRONA } SS

This is to certify that the survey and subdivision of "BUTLER HEIGHTS ADDITION TO THE CITY OF CASPER" as shown hereon and comprising a part of the Northwest One-quarter of the Northwest One-quarter (NW1/4 NW1/4) of Section Fifteen (15) Township 33 North (T.33N.) Range 79 West (R. 79 W.) of the Sixth Principal Meridian (6th P.M.) was made by me during March, A.D. 1923, for "The Mountain Realty and Title Corporation" at the request of Elma Butler-Cramer, its President. The annexed plat shows the actual results of this survey which includes only those Blocks (Numbers 30 to 37 inclusive) shown by solid-inked lines. The blacks and lots shown by dotted lines represent surveys of previous record plats.

This survey was executed with a "Buff" transit and 100 ft. steel tape. Each block-Corner was marked by a 4"x4"x30" pine stake set 20" in the ground, tacked and pointed white with appropriate black-numbers in black. All angle-points of alleys or their intersections with streets were marked by 3"x3"x24" pine stakes set 18" in ground, tacked and pointed white.

All lot-corners were marked by 1"x 1 3/4"x 12" oak stakes, not tacked, set 12" in ground, and pointed white. Those lot-stakes along streets were marked with proper numbers in black point.

The 16-Corners shown were determined from the previously established and recognised monuments marking the corners and quarter-corners of Sec. 15-33-79, as shown on existing record plats, previously filed.

All dimensions and angles on this survey were measured with care, and as shown hereon, are correct to the best of my knowledge and belief.

Witness my hand and seal, this 31st day of March, A.D. 1923  
Engineers License No. 907  
State of Wyoming.

Wilbur H. Fisher  
SURVEYOR

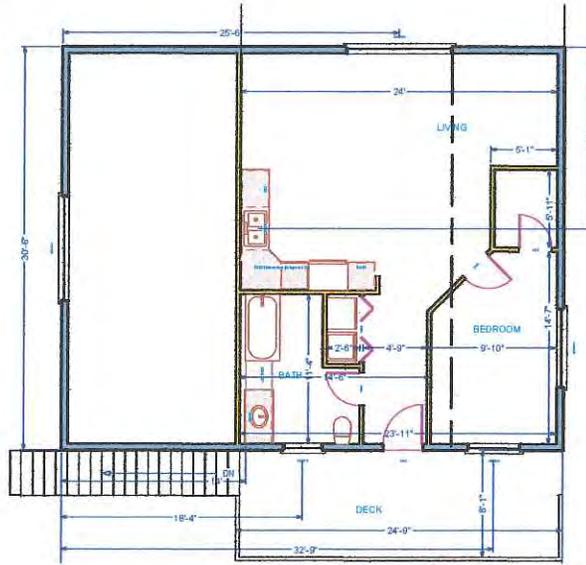
STATE OF WYOMING }  
COUNTY OF NATRONA } SS

On this 31st day of March A.D. 1923, before me appeared Wilbur H. Fisher, to me personally known, who being by me first duly sworn, did depose and say that he is a surveyor, duly licensed under the laws of the State of Wyoming, that his bond as provided by law is now in force, and that he signed the above instrument as his free and voluntary act.

Given under my hand and seal, this 31st day of March A.D. 1923.

John M. England  
NOTARY PUBLIC

My Commission expires: Sept. 2, 1923.



Floor Plan  
1/8" = 1'-0"

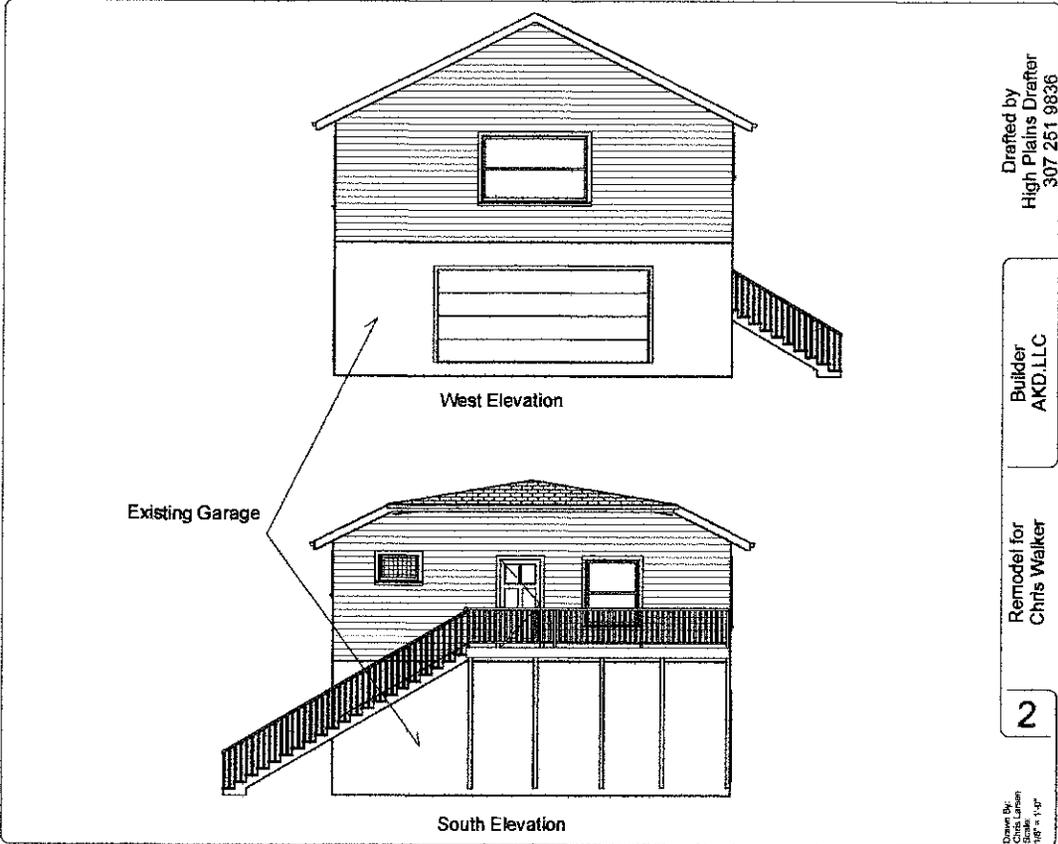
Drafted by  
High Plains Drafter  
307.251.9836

Builder  
AKD.LLC

Remodel for  
Chris Walker

1

Drawn by  
High Plains Drafter  
Scale:  
1/8" = 1'-0"



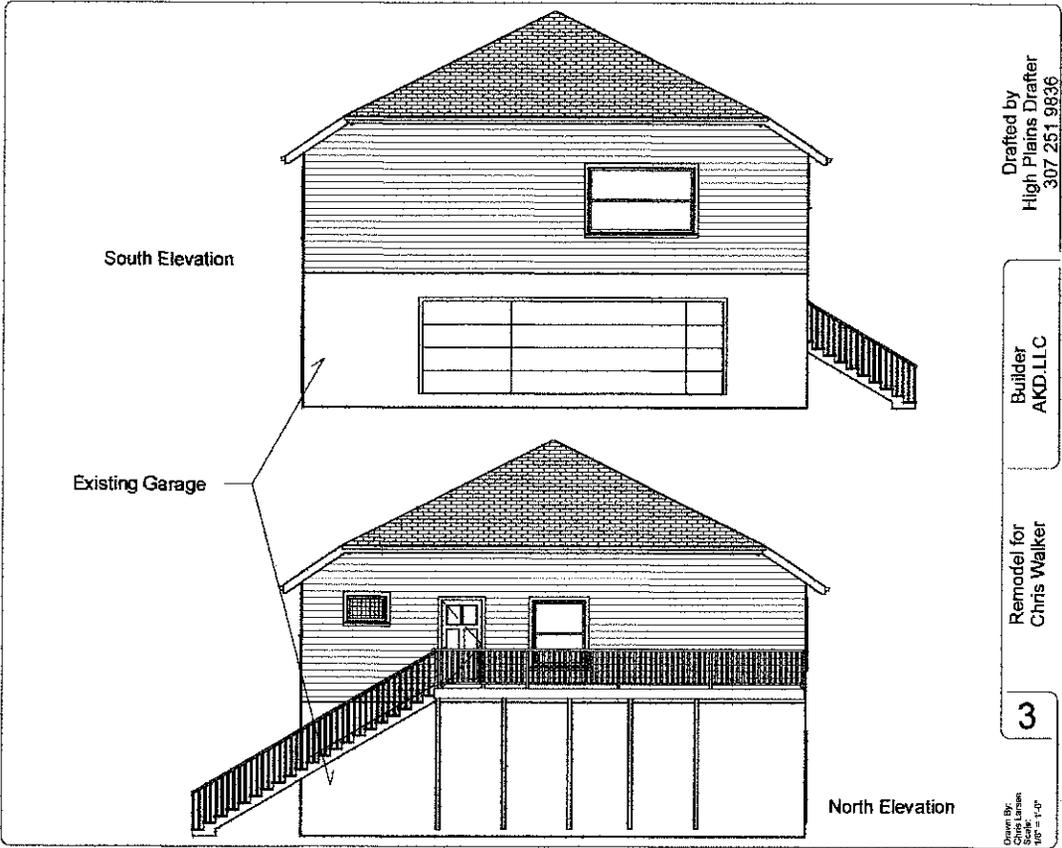
Drafted by  
High Plains Drafter  
307.251.9836

Builder  
AKD.LLC

Remodel for  
Chris Walker

2

Drawn By  
Chris Walker  
Scale  
1/8" = 1'-0"



South Elevation

Existing Garage

North Elevation

Drafted by  
High Plains Drafter  
307.251.9836

Builder  
AKD.LLC

Remodel for  
Chris Walker

3

Drawn By:  
Chris Walker  
Scale: 1/8" = 1'-0"

October 23, 2015

MEMO TO: James Holloway, Chairman  
Members of the Planning and Zoning Commission

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

SUBJECT: **PLN-15-056-C** – Petition for a Conditional Use Permit for a “Family Child Care Center – Zoning Review” to allow a home-based, child care facility for up to 15 children, on Lot 127, Country Club Estates, located at 3601 East 18<sup>th</sup> Street. Applicant: Nathan W. Faulkner, Robbie Weinrich, and Stacey Weinrich-Rogers.

Recommendation:

If, after the public hearing, the Planning and Zoning Commission finds that the requested Conditional Use Permit meets the two (2) reasons and six (6) findings necessary for the approval of a Conditional Use Permit found in Section 17.12.240 (G) and (H) of the Casper Municipal Code, as outlined below, staff recommends that the Planning and Zoning Commission articulate its findings, and further recommends that the Planning and Zoning Commission include, at a minimum, the following four (4) recommended conditions of approval.

1. The applicants shall maintain a minimum of two (2) open off-street parking spaces in the driveway for use by daycare customers during the hours when the daycare is in operation.
2. Pursuant to Section 17.12.140(A)(2) of the Municipal Code, signage for all “home occupations” shall be limited to only signage that is non-illuminated, attached flush with the dwelling, and not exceeding one square foot in area.
3. The Family Child Care Center is approved as a secondary, accessory use of the property. The primary use of the property shall remain single-family residential, which is a permitted use in the R-1 (Residential Estate) zoning district. Therefore, the operator of the Family Child Care Center must live at the subject property. If the operator of the Family Child Care Center is found not to be residing on the premises, the Conditional Use Permit may be immediately revoked by the City, pursuant to Section 17.12.240(J) of the Casper Municipal Code.
4. Pursuant to Section 17.12.240(M)(3) of the Casper Municipal Code, the Conditional Use Permit shall be granted to the child care provider, and shall not attach to the land. The Conditional Use Permit shall not be transferred from one location to another, and shall not be transferable from one child care provider to another.

Code Compliance:

Staff has complied with all requirements of Section 17.12.240 of the Casper Municipal Code pertaining to Conditional Use Permits, 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 received three (3) letters of opposition to this case.

Section 17.12.240(G) of the Casper Municipal Code states that no conditional use permit shall be granted unless the Commission finds the following:

1. The Conditional Use is consistent with the spirit, purpose, and intent of this Title; will not substantially impair the appropriate use of neighboring property; and will serve the public need, convenience, and welfare;
2. The Conditional Use is designed to be compatible with adjacent land uses and the area of its location.

When making the decision for a Conditional Use Permit, the Commission shall consider the scale of the operation and relationship to other similar issues as expressed in the six (6) considerations outlined in Section 17.12.240 (H) as listed below:

- a. Area and height to be occupied by buildings or other structures.
- b. Density of the proposed use in terms of units per acre and the number of offices, employees, occupants, or all three.
- c. Volume of business in terms of the number of customers per day.
- d. Increased traffic congestion or hazard caused by the use which may be over and above normal traffic for the area, as determined by the City Engineer and Community Development Director.
- e. Location of use with respect to the same or similar uses within a three hundred foot (300') radius of the perimeter of the described property.
- f. Any other criteria affecting public health, safety, and welfare, as provided for by written rules of the Commission.

Pursuant to Section 17.12.240(I) of the Casper Municipal Code, the Commission may impose reasonable conditions on a Conditional Use Permit, including, but not limited to, time limitations, requirements that one or more things be done before construction is initiated, or conditions of an ongoing nature. By way of illustration, not limitation, the following limitations or modifications can be placed upon a Conditional Use Permit, to the extent that such conditions are necessary to insure compliance with the criteria of Section 17.12.240(G) and (H):

1. Size and location of site;

2. Street and road capacities in the area;
3. Ingress and egress to adjoining public streets;
4. Location and amount of off-street parking;
5. Internal traffic circulation systems;
6. Fencing, screening, and landscaped separations;
7. Building bulk and location;
8. Usable open space;
9. Signs and lighting; and,
10. Noise, vibration, air pollution and other environmental influences.

Summary:

An application has been made for a Conditional Use Permit to operate a “Family Child Care Center – Zoning Review” with a maximum capacity of fifteen (15) children, located at 3601 East 18<sup>th</sup> Street. The subject property is a corner lot, zoned R-1 (Residential Estate), and is located in a single-family residential neighborhood. A “Family Child Care Center – Zoning Review” is defined in the zoning ordinance as a child care facility in which care is provided for not more than fifteen (15) unrelated children, for part of a day, in the home of the provider. A “Family Child Care Center – Zoning Review” requires the approval of a Conditional Use Permit by the Planning and Zoning Commission in the R-1 (Residential Estate) zoning district.

The issue before the Planning and Zoning Commission is whether the proposed Conditional Use Permit request meets the parameters of the six (6) conditions listed above, in the Code Compliance section of the staff report. The property has a driveway that can accommodate two (2) parked vehicles, meeting the City’s minimum parking requirements for a child care of this size. Staff has included a recommended condition of approval that requires the applicant to maintain two (2) off-street parking spaces in the driveway, open for use by daycare customers during the hours when the daycare is in operation. Staff has also included a recommended condition of approval regarding signage. As is the case with all “home occupations,” including child cares, free standing signage is prohibited. The Casper Municipal Code allows “home occupations” to have one non-illuminated sign, no larger than one (1) square foot in area, affixed to the home. The hours of operation will be from 7:30 a.m. to 5:30 p.m., Monday through Friday. The child care facility has been in operation since September of 2015 with a maximum capacity of eight (8) children. It is staff’s opinion that the proposed expansion of the child care from eight (8) children to a maximum of fifteen (15) children will not substantially increase traffic congestion or cause a traffic hazard in the area.

The Department of Family Services (DFS) handles licensing, evaluates the adequacy of the area within the house and yard for play and other activities, and regulates the nature and quality of the care provided. To the best of the City’s knowledge, based on the information provided by the Department of Family Services, there are three (3) other licensed childcare facilities located within a half mile of the subject property.

Recommended Motion:

*Staff has prepared the following motion for the Commission's consideration, should the Commission wish to approve the requested Conditional Use Permit:*

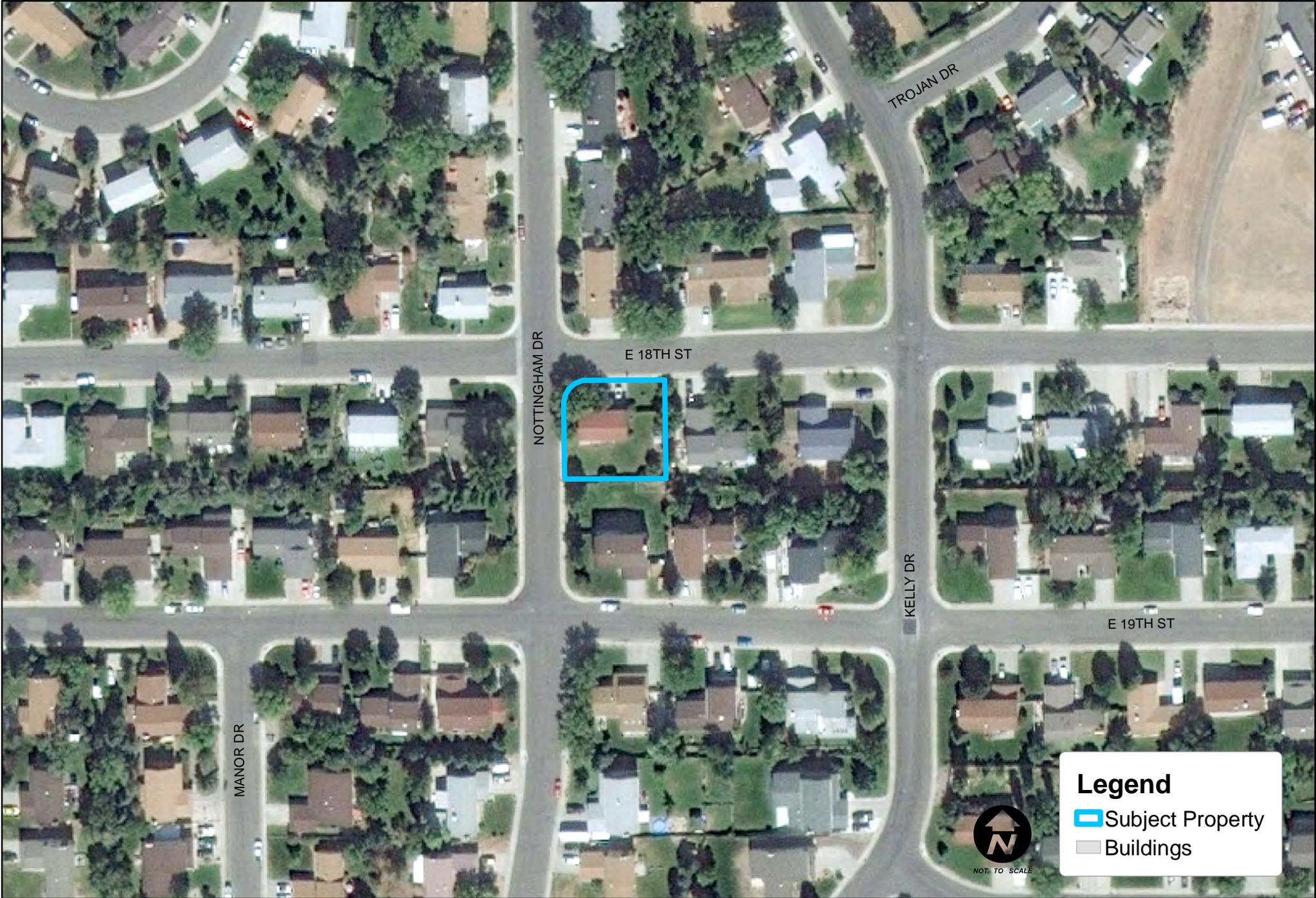
That case number **PLN-15-056-C**, a Conditional Use Permit to allow a childcare facility with fifteen (15) children located at 3601 East 18<sup>th</sup> Street be granted with Conditions #1 - #4, listed above, for the following reasons:

1. The Conditional Use is consistent with the spirit, purpose, and intent of this Title; will not substantially impair the appropriate use of neighboring property; and will serve the public need, convenience, and welfare;
2. The Conditional Use is designed to be compatible with adjacent land uses and the area of its location.

Furthermore, the Planning and Zoning Commission finds that:

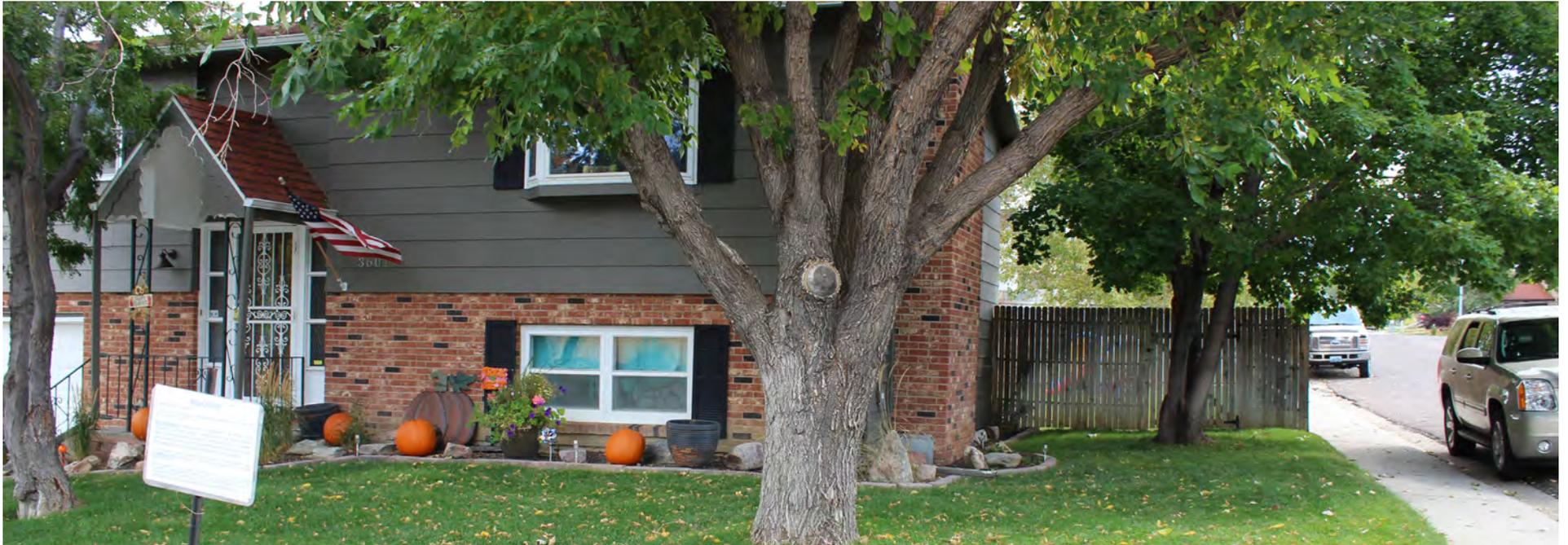
- a. Neither the area, nor the height of the home will change as a result of the approval of the proposed daycare.
- b. The density of the proposed use, as primarily a single-family home and secondarily a child care facility, will not be detrimental to the neighborhood.
- c. The volume of business attributable to the proposed childcare center is minor, and the area's street network is capable of handling the additional trips.
- d. There will not be an increase in traffic congestion or hazard caused by the use which may be over and above normal traffic for the area, as determined by the City Engineer and Community Development Director.
- e. To the best information available, there are three (3) other licensed childcare facilities located within a half-mile radius of the subject property.
- f. There are no other criteria affecting public health, safety, and welfare, as provided for by written rules of the Commission.

# 3601 East 18th Street

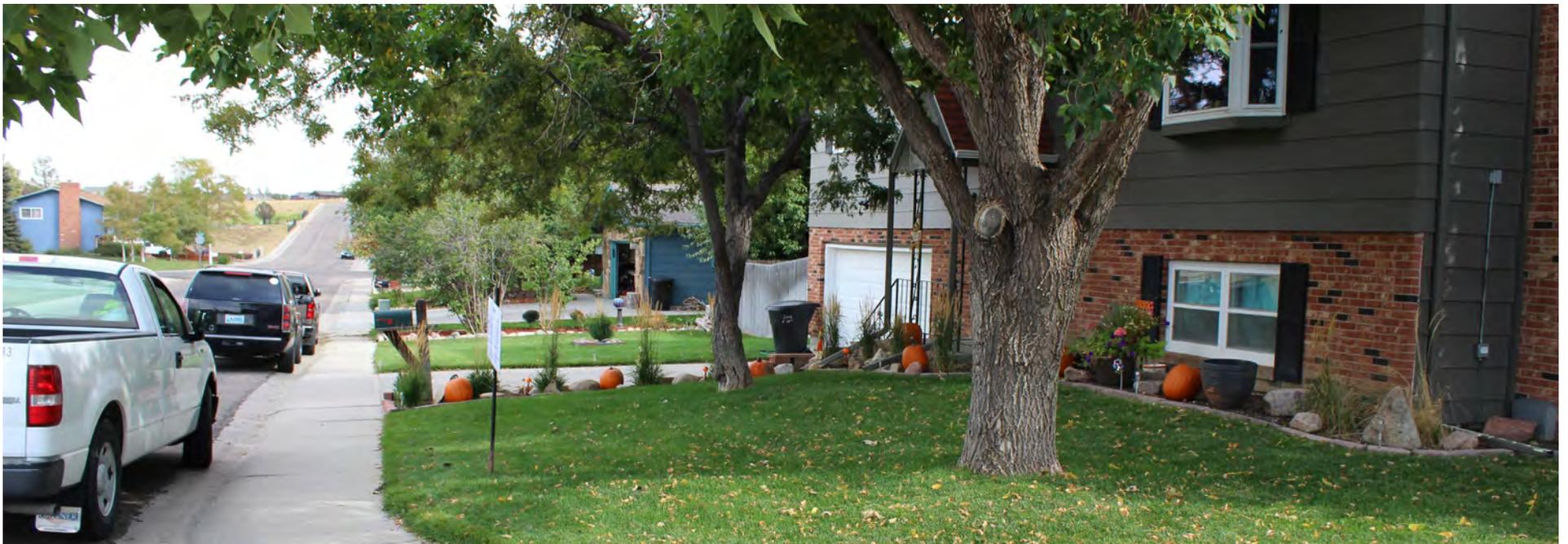


3601 East 18th Street

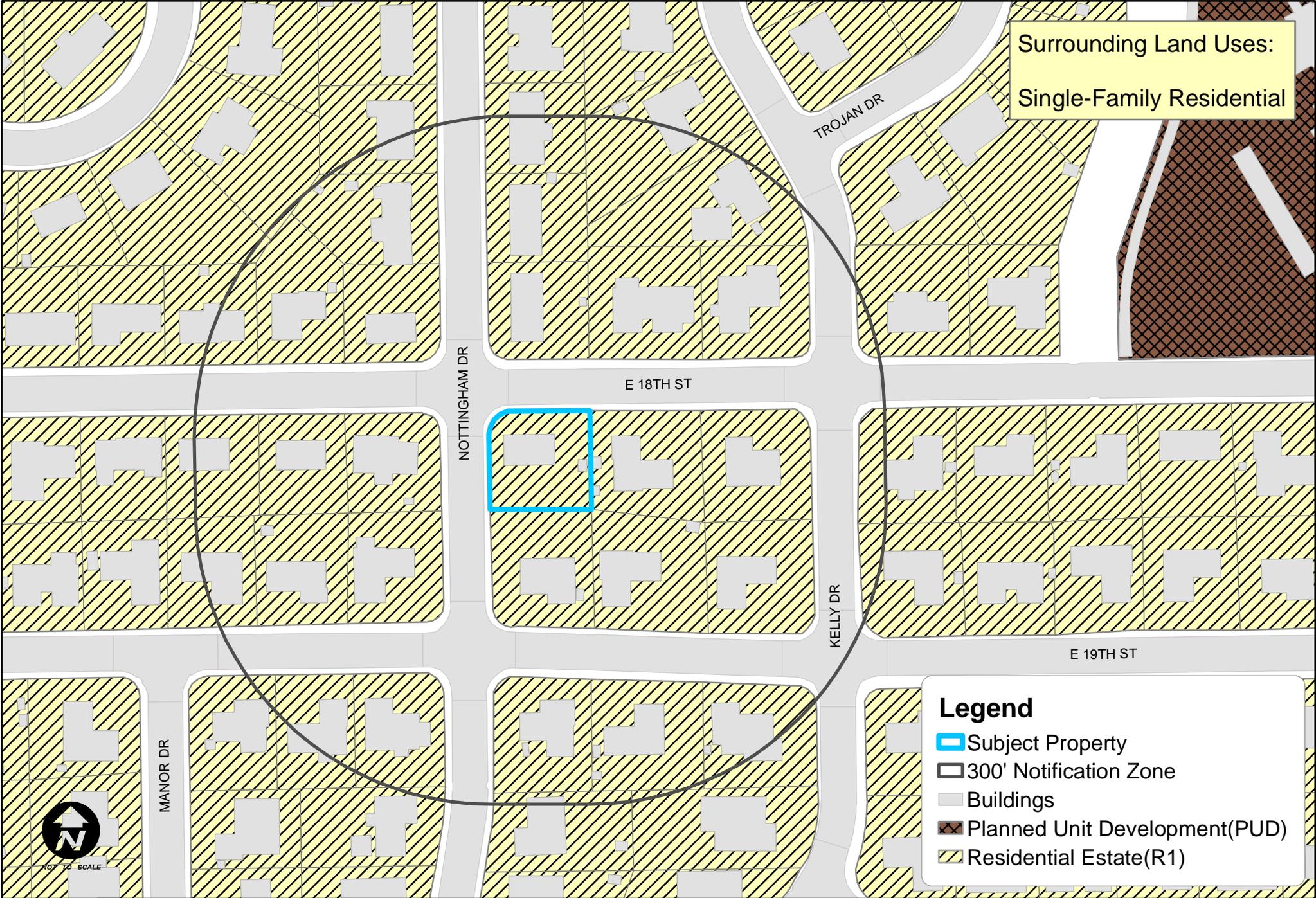
Facing southeast from E 18th Street



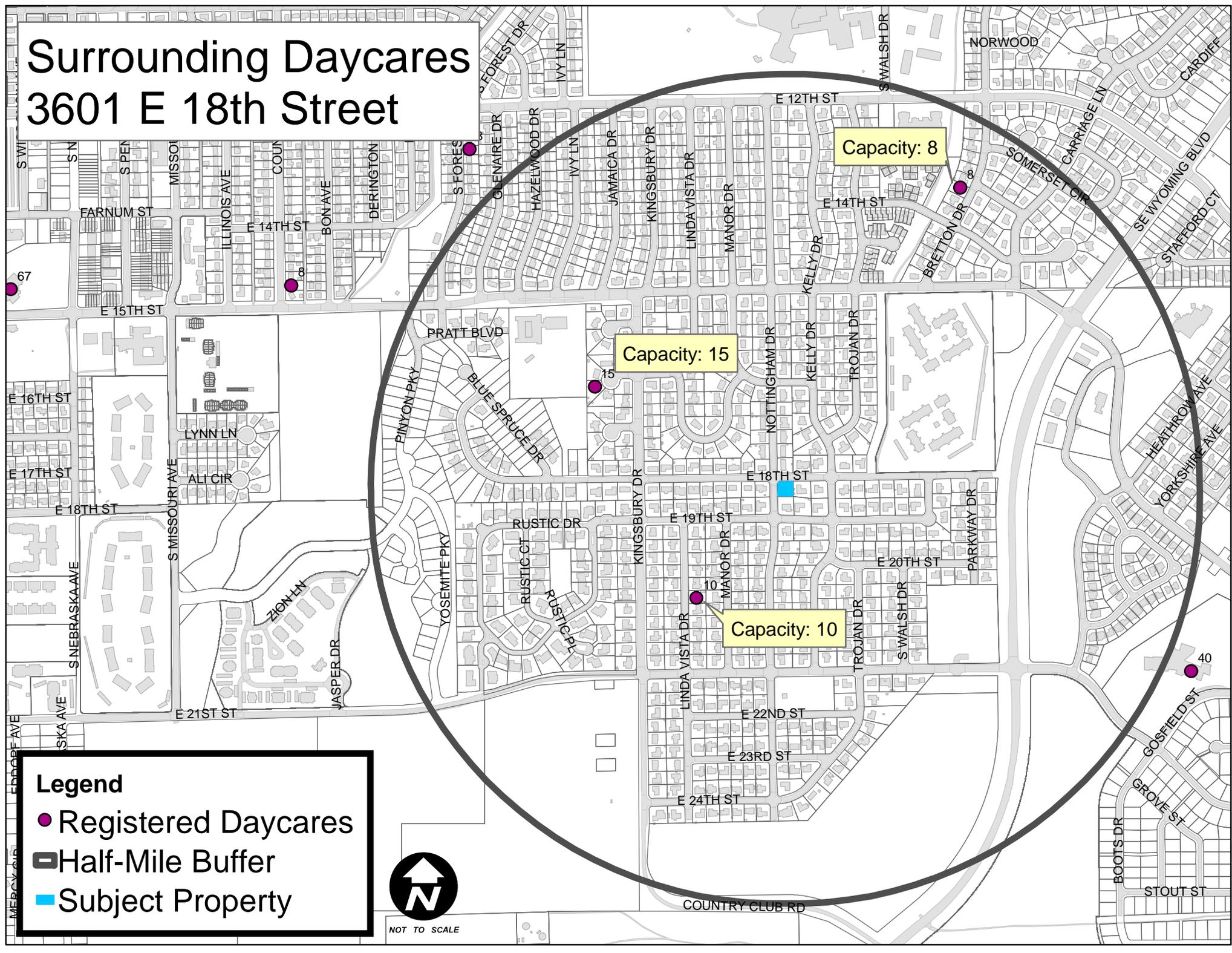
Facing east from Nottingham Drive



# 3601 East 18th Street



# Surrounding Daycares 3601 E 18th Street

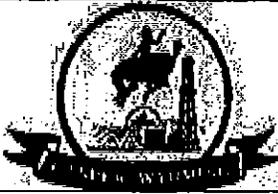


**Legend**

- Registered Daycares
- Half-Mile Buffer
- Subject Property



NOT TO SCALE



# City of Casper Planning Division

## Conditional Use Permit Application-Daycare

### APPLICANT'S INFORMATION:

NAME: Robbie Weinrich / Stacey Weinrich-Rogers  
 BUSINESS NAME: Let Them Grow  
 ADDRESS: 3601 E 18<sup>th</sup> Street  
 LEGAL DESCRIPTION: In home child care center  
 TELEPHONE: (307) 258-2177 EMAIL: Staceywr78@hotmail.com

TYPE OF FACILITY APPLYING FOR (please check one):

**Family Child Care Home/Zoning Review-** A facility in which care is provided for nine (9) or ten (10) unrelated children from more than one immediate family for part of a day in the home of the provider, where a Conditional Use hearing with the Planning & Zoning Commission is required in residential districts.

**Family Child Care Center/Zoning Review-** A facility in which care is provided for not more than fifteen (15) unrelated children for part of a day. A Family Child Care Center shall be the principle residence of the provider when such a facility is located in a residential zoning district. A Conditional Use hearing with the Planning & Zoning Commission is required in residential districts.

Maximum number of children cared for in this daycare (including your own): Current 8 <sup>applying for 15</sup> Proposed 15

Days of the week this daycare is operated: M-F Hours of operation: 7:30-5:30

Is the outdoor play area fenced? No:  Yes:  If Yes, type and height of fence: Wood 6 feet

Number of off-street parking spaces available for daycare customers/staff: 6-8

Number of employees or additional staff at this daycare: 2

Name of Department of Family Services (DFS) caseworker: Ashley/Stoney Phone: 473-3900

The use of a residence for a daycare shall be clearly incidental and secondary to the use of the dwelling for residential purposes and shall not change the character of the home or the neighborhood. The care and supervision of children shall be conducted in a manner, which does not create a nuisance to the neighborhood. The outdoor play area shall be fenced and off-street parking shall be provided in accordance with Section 17.12.080 of the Casper Municipal Code. All Family Child Care Homes/Centers shall be approved by the Casper Fire Department.

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: Walter W. Furbush

SIGNATURE OF APPLICANT: Robbie Weinrich Stacey Weinrich-Rogers

DATE: 8/25/15

SUBMIT TO:  
 Community Development Department  
 Planning Division  
 200 N David, RM 203  
 Casper, WY 82601  
 Phone: 307-235-8241  
 Fax: 307-235-8362  
 www.casperwy.gov  
 E-mail: dhardy@cityofcasperwy.com

### COMPLETE SUBMITTAL NEEDS TO INCLUDE:

- COMPLETED APPLICATION INCLUDING ORIGINAL SIGNATURES
- PROOF OF OWNERSHIP
- \$275 APPLICATION FEE (NON-REFUNDABLE)

### FOR OFFICE USE ONLY:

DATE SUBMITTED:

9/24/15

REC'D BY: dh

## Dee Ann Hardy

---

**From:** Ryan Dabney <rkdabbs@hotmail.com>  
**Sent:** Saturday, October 10, 2015 4:13 PM  
**To:** Dee Ann Hardy  
**Subject:** 3601 E 18 th St daycare

To Whom It May Concern,

This email is in response to the notice of a 15 Child daycare to be opened at 3601 E. 18th St.. Our main concern about this proposal is the number of children who may potential be enrolled in the day care. This will significantly increase the number of cars that are coming and going throughout the day. As parents with young children the increase in vehicular activity concerns us. We chose to live in this neighborhood because it is a quiet residential area with low traffic. We do not believe that the request to bring a business into our neighborhood will enhance the area and we respectfully ask that this request be denied.

Thank you for your consideration in this matter.

Sent from my iPad

## Dee Ann Hardy

---

**From:** Larry Harrington <larrywh49@gmail.com>  
**Sent:** Tuesday, October 13, 2015 5:42 PM  
**To:** Dee Ann Hardy  
**Subject:** 3601 E 18th variance petition

I live at 1713 Kelly Drive. It is about one block from 3601 E. 18th that is petitioning for approval of a day care. Our neighborhood is not zoned for business, and I am not aware of any. If this business is permitted, then more will have to be allowed. Therefore, I object to a variance being granted.

Larry Harrington  
307-262-7218

## Dee Ann Hardy

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**From:** duckywy@gmail.com  
**Sent:** Monday, October 19, 2015 10:14 AM  
**To:** Dee Ann Hardy  
**Cc:** Marie Constantino  
**Subject:** PLN-15-056-C

**Importance:** High

Sent from Windows Mail

My family resides at 3700 E 19th Street, Casper and we are against granting a permit for a "Family Child Care Center" at 3601 East 18th Street, Casper, Lot 127, Country Club Estates.

My husband and I purchased our home with the knowledge that this is a "Residential" neighborhood. We did not want and still do not want businesses to operate within our neighborhood area.

Our streets have enough busy traffic with its own residents, we do not need the additional drive through traffic of parents dropping off and picking up than speeding through our streets to make it to their destination on time.

Is any one of the applicants named a primary residence of the petitioned address? Will this residence be maintained as a 1400 sq. foot, three (3) bedroom home or will it be transformed into something capable of handling 15 children that would no longer be able to be considered a home. 15 children are a lot of children to keep happy in three bedrooms, kitchen and a living room.

These are our concerns, as this is our primary home and we take pride in our home and our surroundings as do our neighbors.

We applaud these people for wanting to start their own business within Casper, however, we request that the Zoning Commission require them to so in an area already zoned for their type of business.

Respectfully,

Marie Constantino  
Richard Constantino  
307-262-7247  
3700 East 19th Street  
Casper, WY 82609

October 23, 2015

MEMO TO: James Holloway, Chairman  
Members, Planning and Zoning Commission

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

SUBJECT: Review Downtown Plaza Plan of Development

Recommendation:

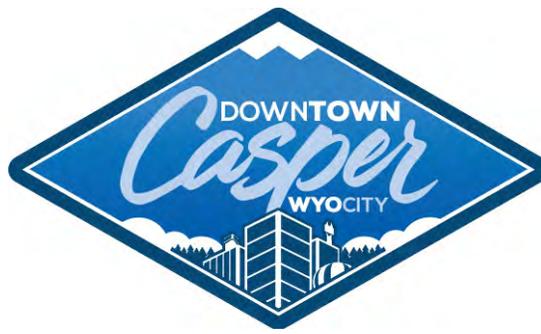
Staff recommends that the Planning and Zoning Commission review the proposed Plan of Development and forward a recommendation to the City Council.

Summary:

The Downtown Development Authority is working towards developing an events-driven public plaza in Downtown Casper. The mission of the plaza is to enrich the community and its visitors by offering a central gathering place that hosts a wide variety of events and activities. This mission is to be accomplished through proposed objectives driven by several entities including the Downtown Development Authority, the Friends of the Plaza, the City of Casper, and the State of Wyoming.

In accordance with Wyoming State Statute 15-9-208, the Planning and Zoning Commission has the option to provide a recommendation regarding the Plan of Development to the governing body of the municipality, or City Council. The Planning and Zoning Commission is allowed a maximum of 30 days to provide a recommendation. As outlined in state statute, the Plan of Development is to indicate the involved parties, the area of development, and how the project works to accomplish the statutory mission of “halting or preventing blight in the district, while remaining consistent with the plans of the municipality as a whole, for the development or redevelopment of the designated district.”

The proposed Plan of Development and a letter addressed to Craig Collins, City Planner, has been provided for your review.



**DOWNTOWN DEVELOPMENT  
AUTHORITY**

October 20, 2015

Mr. Craig Collins, AICP  
City Planner  
City of Casper  
200 N. David Street  
Casper, WY 82601

Dear Mr. Collins:

In accordance with Wyoming State Statute 15-9-208, the Downtown Development Authority is submitting our Plan of Development for the downtown events-driven public plaza project. Before any properties can be purchased or improvements to the site made, the DDA must first present our plan before the Planning Board of the municipality for review and recommendation. Once complete, the Planning Board makes a written recommendation to the governing body of the municipality for final approval by resolution.

The attached plan highlights the development site, schedule, and costs. Additionally, the plan discusses the relationship between the involved entities, including the DDA, City of Casper, and State of Wyoming. This plan does not include any design approvals, zoning change requests, or any technical or construction related items this body may be accustomed to. As outlined in State Statute, this Plan of Development is to clearly indicate the involved parties, the area of development, and how the project works to accomplish the statutory mission of "halting or preventing blight in the district, while remaining consistent with the plans of the municipality as a whole, for the development or redevelopment of the designated district." The role of the Planning Board is not to determine if the agreements between the DDA, City, and State are acceptable, but to make the recommendation that this plaza project, in accordance with statute, works to achieve the mission of downtown redevelopment, while complementing the overarching and holistic development plans for the municipality.

We believe the enclosed Plan of Development meets all of the requirements per Wyoming State Statute. We look forward to continuing to work with you, city staff, and the community to bring positive and measurable change to Casper.

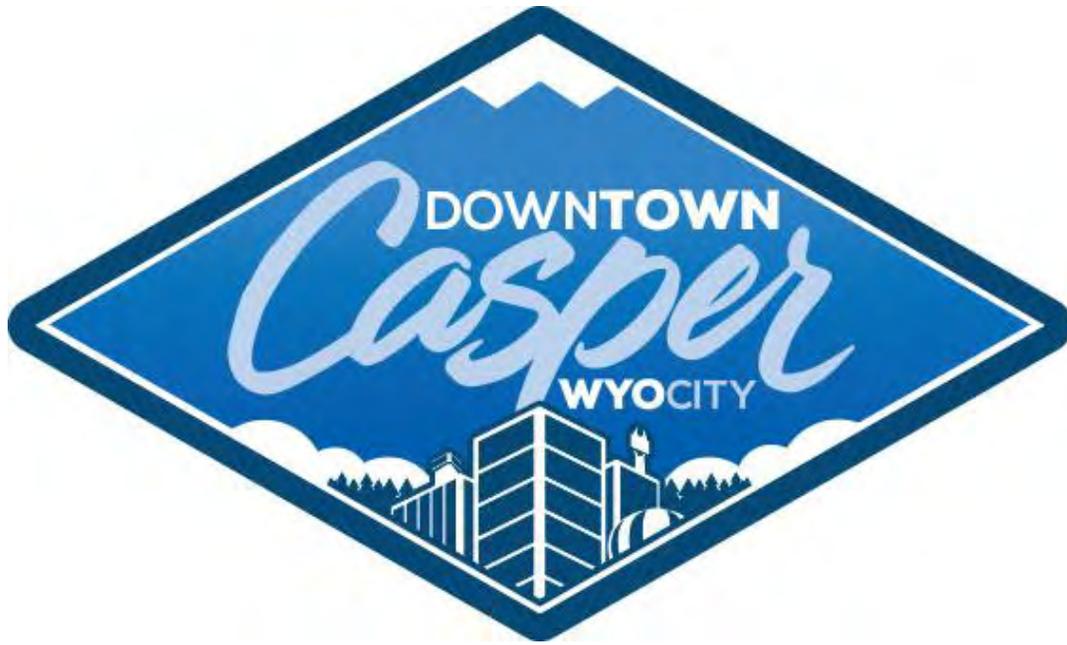
Thank you for your time and consideration.

Respectfully submitted,

*Kevin Hawley*

Kevin Hawley  
Executive Director

Enclosures:



# DOWNTOWN DEVELOPMENT — AUTHORITY —

Events-Driven Public Plaza Project 2015

Plan of Development

## Friends of the Plaza



### Action

To build a downtown events-driven public plaza in the heart of our community.

### Objective

- 1) Acquire necessary land
- 2) Donate all privately acquired land to the City of Casper
- 3) *Friends of the Plaza* clear site and construct all improvements
- 4) City leases land to *Friends of the Plaza* to operate and maintain plaza

### Purpose

The Downtown Development Authority is currently working to bring an events-driven public plaza to our community. The mission of the plaza is to enrich the community and its visitors by offering a central gathering place that hosts a wide variety of events and activities to build a stronger Casper. Additionally, the plaza will act as a catalyst for downtown development, attract local and regional tourists, bridge downtown and Old Yellowstone District, help retain current generations and attract the next generation; all while enhancing the quality of life for our community members.

Over the course of the last three years, the community leaders that comprise the DDA Board of Directors have studied several successful plazas throughout the region, all of which are being used as models. Billings, MT and Rapid City, SD are great examples of similar sized communities and climates that successfully operate events-driven plazas. In Wyoming, Buffalo and Cheyenne have plazas that are extremely well utilized and have become center pieces of their community. Plaza features like a band shell, water/splash pad, ice rink, bouldering field, and urban forest will be incorporated to ensure there are activities for all ages during all times of

the year. Already, dozens of civic groups, local musicians, artists, and numerous non-profits have approached us eager to participate in the process and utilize the plaza.

This plaza is much more than just a space; it is a well maintained and effectively managed outdoor entertainment venue and social hub for the community. Currently, over 200 events are planned the first year, resulting in hundreds of thousands of people gathered in our community's core. The ripple effect of a project of this magnitude will be felt socially, culturally, and economically for generations to come.

In order to complete a project of this magnitude, a total of 8.5 million dollars needs to be raised; 1 million of which is dedicated to an operational endowment. Operationally, the plan is for the plaza to be self-sustaining. This is achievable through our endowment in conjunction with community and corporate sponsors we will call the "Friends of the Plaza". Utilizing this successful model, "Main Street Square" in Rapid City has operated effectively for five years without seeking operating funds from the city or county.

Our capital campaign estimates prove realistic and achievable. In Rapid City, a single community leader donated 3.5 million to the project and the City matched his gift for a total project cost of 7 million. The generous donor did not offer his gift for glory or recognition, but because he saw the vision and knew this was a tool that would transform his beloved community. Once completed, the vision proved true. A downtown that previously had 17 vacant buildings now has zero, as new bars, restaurants, and shops migrated to the revitalized city center. A downtown that previously welcomed 100,000 unique visitors saw that unique visitor number triple to 300,000. The local economy swelled as 600,000 to 700,000 converged annually downtown to celebrate and support one another. In the words of Rapid City Mayor, Sam Kookier, "it's one of the best things that has ever happened to our downtown."

The Downtown Development Authority believes we can achieve the same results in Casper. In order to gauge interest and climate in Casper, a public survey was conducted with over 1,500 community members partaking. The result of the survey was an overwhelming 92.3% "YES" to the location and construction of this events-driven public plaza. Additionally, over 900 petition signatures were garnered from a door to door campaign, in only two weeks. A theme that was recurring in our community feedback was, "family, family, family...kids, kids, kids" with many respondents identifying the need for low cost or free family fun and entertainment. This project answers that request and then some.

The research has been carefully done, the planning has been thoughtfully implemented, and the community is ready. The time to execute on a transformative project that can change the face of our community for generations to come is now. The Downtown Development Authority, City of Casper, State of Wyoming, and the citizenry of Natrona County together, are working to build a stronger Casper and better Wyoming.

## **Plan**

### **Acquire necessary land**

All purchase agreements to acquire the necessary land have been reviewed and are ready to be executed. The necessary land for development located on the SW corner of W. Yellowstone and David Street, includes: (1) State office Building, (1) Privately owned parking lot, (1) Privately owned business, (1) City owned building, (1) City owned parking lot.

### **Relocation of State Office Employees**

As the State of Wyoming works to build a consolidated office building in Casper, the State Building Commission (SBC) agreed to dispose of the State office building on the plaza project site. However, in order to successfully acquire the necessary State building, the Plaza project must provide the State employees a comparable temporary office location at no additional cost to the State of Wyoming. (This item is addressed in greater detail later in this plan)

### **Donate land to the City of Casper**

Once acquired, all land not currently owned by the city will be donated back to the City of Casper. A donation agreement has been reviewed and agreed upon and is awaiting execution.

### **Construction and Improvements**

Once all land has been acquired, the *Friends of the Plaza* will clear the site of all buildings and lots and prepare for improvements. A local architect, along with the local engineering and design team, will prepare the site for all improvements, including but not limited to: band shell, water feature/splash pad, ice rink, movie screen, public restrooms, and landscaping.

### **Operations & Maintenance**

The plaza is not another park or green space; it is an actively managed and maintained civic entertainment venue. The *Friends of the Plaza* will be responsible for hiring staff to organize, manage, and maintain the plaza and all activities on the grounds. Staff will include: Executive Director, Event Manager, Event Coordinator, Administrative Tech, and Maintenance Personnel. Funding will come from private citizen's support and donation, as well as Corporate sponsors, Endowment interest, and event sales and income.

# Project Schedule

PROJECT PHASE	STARTING	ENDING
LOCATE TEMP OFFICE SITE	1.1.2015	6.15.2015
ACQUIRE NECESSARY LAND	1.1.2015	8.15.2015
DEMOLISH BUILDINGS	11.1.2015	3.1.2016
DESIGN	5.1.2015	3.1.2016
CONSTRUCTION	3.10.2016	11.15.2016
OPENING DAY	11.15.2016	11.15.2016



## Why

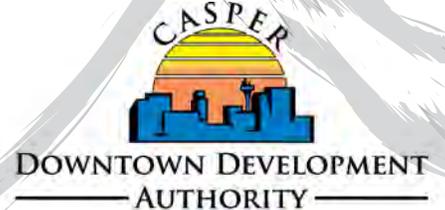
As our community grows and changes, there is no one magic solution to answer all of the challenges and shortfalls we as a community are faced with; however, a project that recognizes and addresses many of them is a step in the right direction. We believe the downtown public plaza is that project which can enhance the quality of life, provide family-friendly fun at no or low cost, enhance sales tax generation, promote redevelopment and new development efforts in the downtown core, bridge the generational gap, capture more of the pass through tourism market, and celebrate our community for generations to come.





# CASPER DOWNTOWN PLAZA

**ENHANCING, REVITALIZING AND CELEBRATING OUR COMMUNITY**



# WOULDN'T IT BE NICE...

To not have to leave town to enjoy an outdoor concert

To watch your children laugh and play in a splash pad

To have a safe place to gather and enjoy public life

To ice skate under the stars

To try new cuisine

To rock climb in the heart of Casper

To include an outdoor movie in your date night

To enhance your shopping experience in Downtown Casper

To see the full potential of a thriving downtown

**PLAZAS ARE TIME-HONORED  
PLACES AROUND WHICH WHOLE  
NEIGHBORHOODS AND CITIES IN  
EVERY CULTURE HAVE DEVELOPED.**

**A MOVEMENT IS NOW AFOOT  
TO RE-ESTABLISH PUBLIC PLAZAS  
AS MAJOR DESTINATIONS  
WHERE CIVIC LIFE FLOURISHES.**

## PUBLIC PLAZA

### MISSION

To enrich the community and its visitors by offering a central gathering place that hosts a wide variety of events and activities to build a stronger Casper.

### PURPOSE

- Catalyst for Downtown Development
- Local and Regional Tourist Attraction
- Bridge Downtown and Old Yellowstone District
- Create Outdoor Venue and Public Space
- Retain Current Generation
- Attract Next Generation
- Enhance Local Quality of Life



**POTENTIAL REVENUE**

**6 million dollars, a 25% increase in taxable sales generated downtown in one year.**

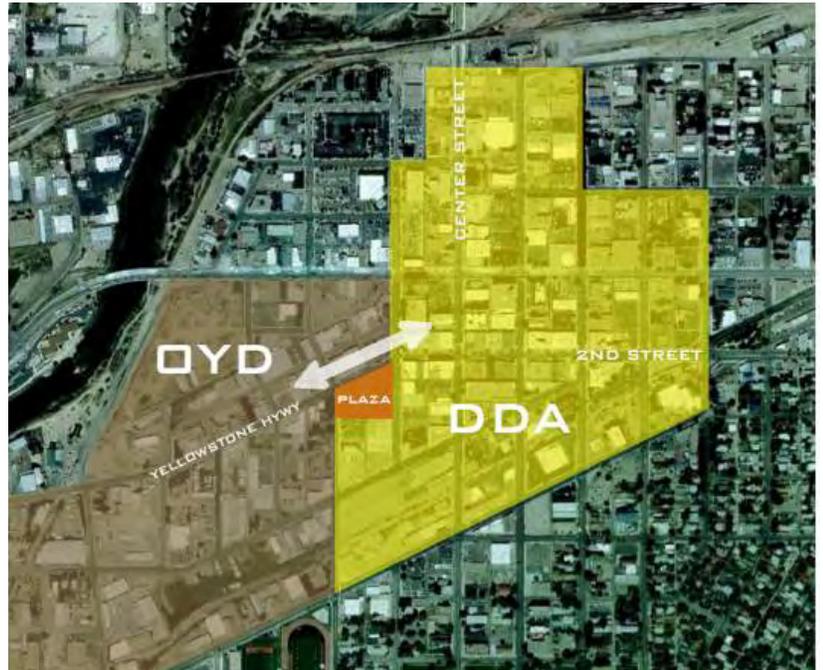


*I've seen first hand in other communities like Rapid City, SD and Fort Collins, CO how this events-driven plaza will give our downtown the opportunity to become the thriving, exciting, and vibrant place that Casper and its people deserve.*

*- Mike Stepp, Owner - Donells Candies*



**A strategic location to connect the Old Yellowstone District and Downtown Casper**



**MAIN FEATURES**

- Performance Stage
- Lawn Seating
- Ice Rink
- Splash Pad
- Bouldering Field
- Urban Forest
- Restrooms
- Info Kiosks





## IMPACT

More than  
**200** Events  
Per Year  
and over  
**300,000**  
Unique  
Visitors

*Estimated*

# ECONOMIC IMPACT STUDIES

The economic benefits of farmers markets, long discussed anecdotally, have been the subject of numerous studies. The following are highlights from some of these studies on the direct and indirect economic impacts of public markets and farmers markets:

- In a 2002 survey, customers from a variety of indoor and open-air markets around the country, discovered that 60% of market shoppers also visited nearby stores on the same day; of those, 60% said that they visited those additional stores only on days that they visit the market.
- A 2006 study on farmers markets in the Canadian province of Ontario confirms these findings, showing that an overwhelming majority of farmers market customers also patronize at least one other nearby store on their way to or from the market, with many visiting two or more stores in the same trip.

[pps.org/reference/measuring-the-impact-of-public-markets-and-farmers-markets-on-local-economies](https://pps.org/reference/measuring-the-impact-of-public-markets-and-farmers-markets-on-local-economies)



## POTENTIAL USES

Festivals  
 Concerts  
 Markets  
 Fundrasiers  
 Events  
 Weddings  
 Outdoor  
 Movies



Development costs include land acquisition, site preparation, design and construction.

Plaza Development - \$7,500,000  
 Operational Endowment - \$1,000,000

*Estimated*



## COST



## OPERATIONS

Jobs Created - 6  
 Expenses - \$500,000  
 Revenue - \$500,000

*Annual Estimate*

Revenue will be generated by events, the ice skating rink, community and corporate donors, and the endowment interest.

## THE DEPOT, CHEYENNE, WY

Population: 62,448

Sq Miles: 21.1

Median Income: \$54,901

Median Age: 36.5



## CASE STUDY CHEYENNE, WY

In 1993 the Union Pacific donated the building to the City of Cheyenne and Laramie County, and stabilization of the building was begun a year later. Since then, the building has undergone various stages of an extensive rehabilitation project. The first floor now houses the Cheyenne Depot Museum and a brewpub/restaurant. The upper levels house offices for various city and private concerns related to tourism, economic development and the museum.

The Depot Museum and Plaza have become the cultural and entertainment hub of Downtown Cheyenne, striving to provide educational programming and weekly recurring events in conjunction with the City of Cheyenne that enrich the community. The Cheyenne Depot Museum is a private 501c(3) nonprofit organization working to maintain the National Historic Landmark structure known as the Historic Union Pacific Cheyenne Depot with 12 Board Members. They receive no City, State, or Federal operational funding, and as such rely on the support their members, event patrons, museum visitors, and contributors to help generate funding to ensure the proper care and maintenance of the building.

The Cheyenne Depot Museum Foundation is a tax exempt, non-profit foundation established to create and administer a permanent endowment for the future support and expansion of the Cheyenne Depot Museum.



*The Depot has more than 52 events scheduled for the 2015 season*



# CASE STUDY RAPID CITY, SD

## DOWNTOWN RAPID CITY'S MAIN STREET SQUARE

Population: 70,812

Sq Miles: 44.6

Median Income: \$44,626

Median Age: 36



**2006 brought a vision to Rapid City.** Downtown needed a defining icon; an active gathering place for the entire community; a family-friendly attraction with entertainment for all ages; an outdoor venue for art, music and other events; and a critical mix of businesses for shopping and dining. The vision brought the ability to enrich the community and its visitors by offering a central gathering place that hosts a wide variety of events and activities to build a stronger Rapid City.

In 2009, a parking lot at the northeast corner of Sixth and Main streets in Downtown Rapid City was identified as the perfect location. Through a donation of a community member and match by the city, Main Street Square opened in October of 2011.

In 2014, there were 200+ events booked at Main Street Square, events like Skate Parties, Easter Egg Hunts, Concerts, Carnivals, Art Walks, Car Shows and many other celebrations. Events like this have attracted nearly 700,000 people to The Square, tripled downtown unique visitor numbers, and increased desirability of store fronts downtown, where there are now no vacancies.

The square is continually changing with visual landscapes through public art sculptures and the many community members and visitors that frequent the square daily.



*"It's one of the best things that's ever happened to our downtown"*

- Mayor Sam Kookier,  
Rapid City, SD

*\*\* There are 5 other communities looking at Rapid City for guidance for building a public plaza.*

## DOWNTOWN BUFFALO'S CRAZY WOMAN SQUARE

Population: 4,638

Sq Miles: 3.53

Median Income: \$53,750

Median Age: 42.2



## CASE STUDY BUFFALO, WY

**Buffalo turned a local tragedy into a place where the community could gather and enjoy small town life.** In 1988, the business where the square is now located caught fire. The lot sat vacant for years, until it was purchased by the city to be used as a public space.

In 2008 The Downtown Development Plan proposed improvements for this area. This plan turned a once vacant lot into a vibrant, community oriented public square. 2012 was a pivotal year for the project. Two grants from the Wyoming Business Council, plus funding from the city and the county funded the enhancement's, included restrooms, a stage, beautiful landscaping, creative sidewalks, murals, lighting, and sculptures.

In 2014, there were 61 original events booked at Crazy Woman Square, events like Longmire Day's, Farmer's Markets, Oktober fest, BBQ's, Customer appreciation dinners, weddings, family reunions, and many other events are booked with the Chamber on a daily basis. Additionally, on any given day there are adults and children enjoying the picnic tables and outdoors all day long. Each year the square continues to grow with additional sculptures, public parking, and walkways.



*"The revitalization of Crazy Woman Square is a great asset to the City of Buffalo."*

- Mayor Michael Johnson,  
Buffalo, WY



# CASE STUDY MISSOULA, MT

## CARAS PARK, MISSOULA, MT

Population: 69,122

Sq Miles: 23.8

Median Income: \$42,134

Median Age: 31.1



© Shanna Forlano



**Caras Park used to be under water when the river ran right up against the Historic Wilma Theatre.** Over the years, it has evolved into Missoula's premiere Town Square...a place for our community to gather for special events, a place to engage with our neighbors, a place to celebrate all that Missoula has to offer.

Events in Caras Park became a reality in the early 1980s with the Montana Rep Riverfront Summer Theatre, and the introduction of Out to Lunch in 1986. Caras park has undergone many upgrades since its opening in 1980, most of these upgrades have been funded through community donations.

In 2014, Caras Park hosted 101 events with more than 165,000 attendees in only 13 weeks of the year. The park is currently in the process of expanding those events into the winter months. In order to accomplish this, many upgrades must be made to the facilities, such as adding underground infrastructure for an ice rink and public restrooms that do not need to be winterized yearly.



*"Caras Park draws many events to downtown Missoula. It has been our city's center for more than 30 years."*

- Tom Aldrich, Operations Coordinator for Downtown Missoula Partnership



## FAQ'S

### **WHAT IS THE CASPER DOWNTOWN PLAZA?**

The Casper Downtown Plaza is a proposed events-driven public gathering space for our community that the Downtown Development Authority plans to begin constructing in the Fall of 2015. The plaza will be built on the South side of W. Yellowstone between David and Ash Streets. Land acquisitions will include three building and two parking lots.

### **WHAT WILL BE IN THE PLAZA?**

Plans for the Plaza include seating areas, water features with children's play areas, performance stage, bouldering rocks, outdoor movie screen, winter ice skating rink, concession stands, and public restrooms. Lighting, water, electricity, and sound are incorporated into the plans to allow the space to be used for community events.

### **HOW MUCH DO WE NEED TO RAISE?**

The Downtown Development Authority estimates the need to raise 8.5 million dollars, which includes all land acquisition, design, construction, and an operational endowment.

### **WHERE DOES THE MONEY GO?**

The Downtown Development Authority is in the process of applying for a separate 501c3. This newly created Non-Profit organization would oversee the plaza and manage all operations.

### **HOW DO I DONATE?**

Review our recognition options and then complete a donation form and submit it to the Downtown Development Authority with your payment.

### **CAN I MAKE A PLEDGE AND PAY LATER?**

If your donation is for \$1,000 or more, we are happy to accept a pledge. Just complete our donation form to let us know when you would like to be invoiced. For donations under \$1,000, we do not have a pledge option.

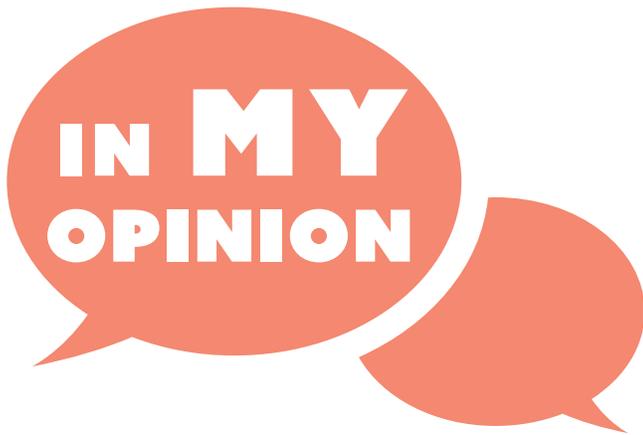
### **IS MY DONATION TAX DEDUCTIBLE?**

Yes. The Wyoming Community Foundation is an established 501c3 and will provide you with your receipt for tax purposes. The DDA has teamed up with the Wyoming Community Foundation which also allows donations for this project to be tax deductible.

### **HOW WILL I BE RECOGNIZED FOR MY DONATION?**

Please refer to the donor recognition chart for specific donation amounts.





*"I didn't realize how vital a thriving downtown is until I became a merchant down here. The Plaza gets me excited because of the potential it brings to Downtown Casper."*

**- *Michell Kaul*, Owner - Girl In Air**

*"The plaza will drive events to the center of Casper and join the Old Yellowstone District and Downtown. Those are both great things."*

**- *Louis Taubert*, Downtown Business Owner**

*"Even with our focus on infrastructure and primary job development, we realize that we cannot succeed without a broad based quality of life for our citizens. By partnering with the DDA in the construction of the plaza we all can continue to grow our community in a diverse and vibrant way."*

**- *Bill Edwards*, President and CEO, CAEDA**

*"The downtown plaza is a generational project. It will impact Casper for generations to come"*

**- *Lisa Burridge*, Downtown Business Owner**

*"Wyoming Food for Thought Project is proud to support the Public Plaza. We believe in the power of community and this plaza will give everyone avenues to come together and celebrate our diversity and humanity."*

**- *Jamie Purcell*, Executive Director**

Wyoming Food for Thought Project

*"I am really excited about the new projects to rebuild and enhance our downtown district. As a musician, I am especially excited about the band stand that will provide a much needed venue for all of the incredible talent we have here in Casper. This Downtown Plaza is another wonderful addition for our families and community. I believe in this project and feel it is a vital addition to our ever growing community."*

**- *Diane Lynn*, Local Musician**

*"Community events, such as Longmire Days, Crazy Days and Nights, Oktoberfest, and others, have had an amazing economic impact for Buffalo. Other community activities, like the farmer's market, free health classes, and live entertainment, have provided a great opportunity for locals and guests to enjoy the wonderful hospitality that Buffalo has to offer."*

**- *Mayor Michael Johnson*, Buffalo, WY**

## **DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEMBERS**

Kevin Hawley	Executive Director	Downtown Development Authority
Charles Walsh	Chairman	The Wolcott Galleria
Brian Scott Gamroth	Vice Chairman	Townsquare Media- Radio Host
Brandon Daigle	Secretary	MOA Architecture
Brettnee Tromble	Treasurer	First Interstate Bank
Charlie Powell	DDA Board Member	Mayor/Central Wyoming Counseling Center
Sona Rummel	DDA Board Member	Commissary Mall, Absolute Fitness and Blush Bridal
Lisa Burridge	DDA Board Member	Lisa Burridge & Associates Real Estate
Scott Murray	DDA Board Member	Scott Murray Law
John Johnson	DDA Board Member	JRG Restaurants
Louis Taubert	DDA Board Member	Lou Taubert's Ranch Outfitters
Peter Fazio	DDA Board Member	Eggingtons

## **CONTACT**

Downtown Development Authority  
(307)235-6710, [admin@downtowncasper.com](mailto:admin@downtowncasper.com)  
234 S. David, Casper, WY 82601

**Kevin Hawley**  
CEO  
[ceo@downtowncasper.com](mailto:ceo@downtowncasper.com)

**Lindsey Svejksky**  
Project Coordinator  
[projects@downtowncasper.com](mailto:projects@downtowncasper.com)

# **WHERE WYOCITY GETS TOGETHER**

**FOR MUSIC  
FOR FESTIVALS  
FOR SHOPPING  
FOR PLAYING  
FOR EDUCATION**

## State Office Building



### Action

To build a downtown events-driven public plaza in the heart of our community.

### Objective

- 1) To acquire the State owned office building located at 226 S. David Street to proceed with the downtown events-driven public plaza project.
- 2) To temporarily house the State of Wyoming office staff in an adequate office space with similar amenities to their current operation, at no additional cost to the State above current expenses.
- 3) To proceed with the construction of both the downtown plaza and the consolidated state office building concurrently, avoiding a delay in the plaza project of nearly five years.

## History

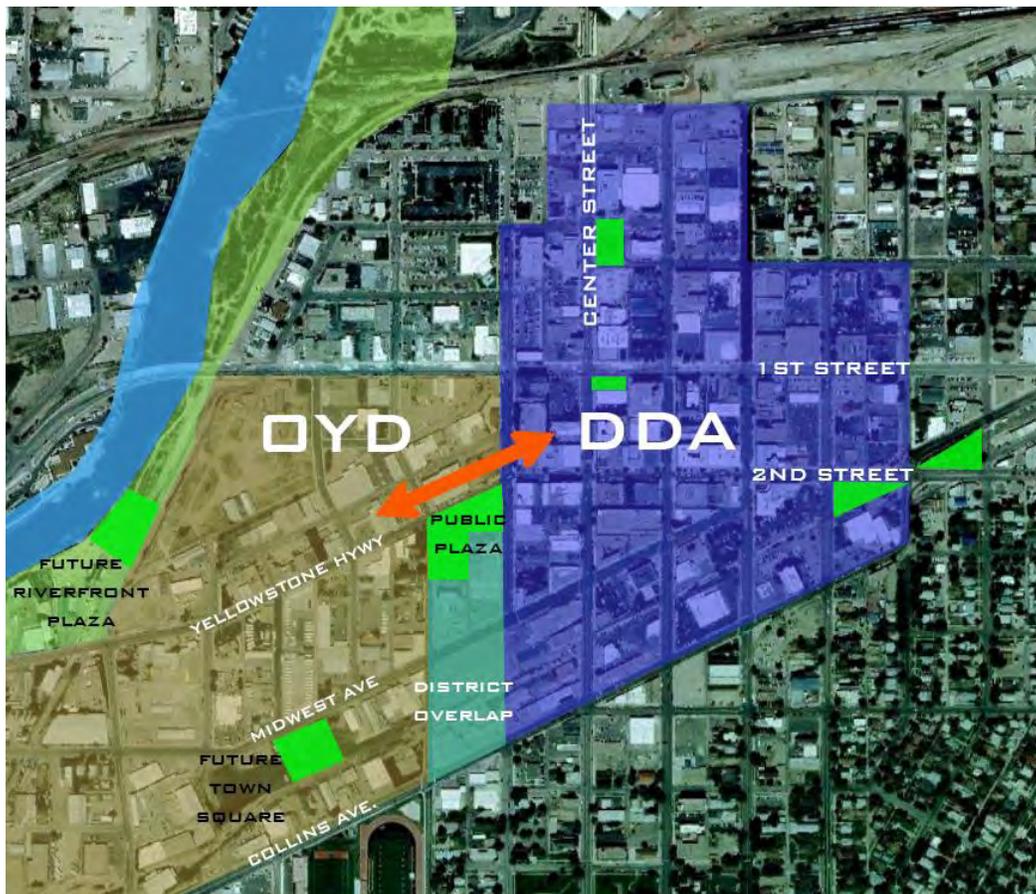
### Plaza

In 2013 the city of Casper hired **Crandall Arambula PC** to assess the needs of downtown Casper. The purpose of this was to develop a publicly supported vision that identified essential items that would foster and sustain growth and prosperity in our community. This plan was developed over an eight month process through meetings with the community, elected officials, steering committee and stakeholders. There were several goals that were established, one of which was to create memorable public gathering spaces. The initial plaza was a component of a downtown hotel and convention center. Sadly, the hotel and convention center was not achievable but the plaza remained viable. The DDA Board of Directors, while modeling a successful plaza design and implementation in Rapid City, South Dakota, actively pursued the next steps to bring an events-driven public plaza to the heart of our community.

### State Office Building

The State of Wyoming has a plan to consolidate several aged State facilities throughout Casper into one State office building. Although a significant amount of groundwork has been accomplished on this project, the proposed timeline of completion is roughly three years away. The three year timeline, coupled with a two year timeline for the plaza project, would push our events-driven community plaza project nearly five years out. The DDA worked with the City of Casper and the State of Wyoming to devise an acceptable plan to proceed with both projects concurrently. The State agreed that it would dispose of the property located at 226 S. David ahead of schedule, at fair-market value to the DDA, on the condition that a comparable and adequate location was provided, at no additional cost, to the State of Wyoming. The term of the agreement spans from the time of disposition of 226 S. David, to occupancy of the new consolidated state office building.





## Purpose

The site of the events-driven public plaza has been identified in two independent studies as the optimum location to create a memorable public gathering place in the city of Casper. The location is within one block of the downtown public parking garage and adjacent to an additional, although private, downtown parking structure. The location is in the middle of where the established central business district meets the up and coming Old Yellowstone District, a designated Urban Renewal area. The downtown plaza will stimulate the economy with sales tax generation, increased property values, redevelopment of current buildings, and new development of land in the "OYD." The plaza, with over 200 events per year and 300,000 annual visitors, conservatively can result in an estimated sales tax increase in the central business district of 25% or 6 million dollars in the first year. Additional benefits include: increased capture of pass through tourism, enhanced business recruitment, retention and expansion, as well as providing an outdoor civic space to celebrate our community and enhance our quality of life.

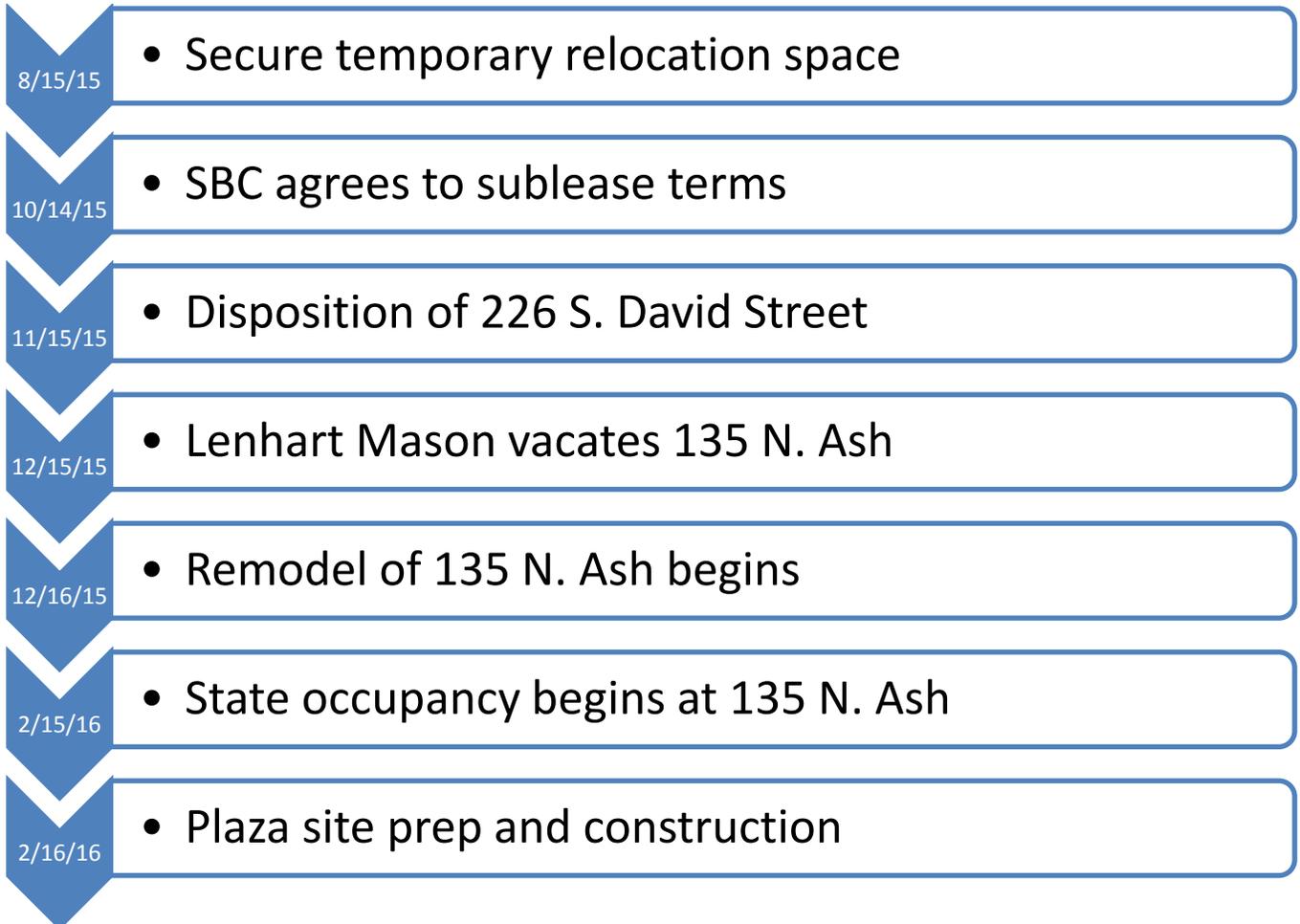


## Plan

The DDA was presented an opportunity by the City of Casper, who was aware of the State of Wyoming relocation needs, and was asked if a property they were interested in purchasing would meet the needs of the State of Wyoming. After reviewing the property, it became evident that all needs could be met between all parties at this location. The DDA presented this option to the State Building Commission who felt comfortable with the plan. The City agreed to lease the property to the DDA for a term of three years for a total sum of \$350,000. The DDA would then sublease the property to the State of Wyoming, at no cost, per the original agreement to dispose of the property at 226 S. David.

As the sub-lessor, the DDA would be responsible for all costs to furnish and install tenant improvements needed to accommodate the State of Wyoming, as well as all utilities, security, IT, data, and cleaning/janitorial, at no cost to the State of Wyoming or City of Casper. The DDA shall pay all costs associated with this relocation and lease from their public plaza fundraising campaign.

## Office Relocation Schedule





## Why

When asked would the Downtown Development Authority would be willing to raise additional fundraising dollars to pay for the temporary relocation of the State of Wyoming, the answer was simple: "Yes." The DDA believes the community of Casper simply cannot wait an additional five years for a plaza or for the tremendous activity and revitalization it will bring to our community. Additionally, with the escalating costs of construction, we believe any additional funds we may spend today for the temporary relocation portion of our project, would still be realized or added to in future costs of land acquisition and construction in three to five years. The reality is, the State of Wyoming did not have to agree to move to allow for this great community project to proceed. However, the State of Wyoming recognized the impact a project of this magnitude would have on Casper and agreed to temporarily relocate, as long as they did not realize any additional costs to do so and were held harmless. The Downtown Development Authority is extremely grateful to the State of Wyoming, City of Casper, and our private donors for allowing this great community project to become a reality today, instead of years from now or not at all.





# Casper Downtown Development Authority

November 21, 2014

Ian Catellier  
Department of Administration and Information  
Construction Management  
700 West 21st Street  
Cheyenne, WY 82002

Dear Mr. Cattellier;

The Board of Directors and staff of the Casper Downtown Development Authority (DDA) are enthused to hear about the recent approval of a Level I & II study pertaining to the construction of a new State office building in Casper. The City of Casper, downtown stakeholders, and community members are extremely passionate about the rejuvenation of our downtown and believe that the proposed state building is a critical component to the future development of downtown and on-going success of our community. We also realize that one building is not the answer to the transformation of our beautiful downtown. The Casper DDA is working in conjunction with the City of Casper and dozens of civic groups on an events-driven public plaza in the heart of downtown that would join the Urban Renewal area of the Old Yellowstone District with the current downtown central business district. A portion of the optimal site selected for this plaza is located at 226 S. David and is currently utilized as a State Data Center.

Although we are excited for the newly proposed State office building, the concern of the DDA, City of Casper, and community is that the planning and construction of this project could result in a ribbon-cutting that has the potential of being four years or more in the making. If that were the case, the one and half year project timeline for the downtown plaza would put our project over five years out. Casper simply cannot wait five years for a project of this magnitude targeted to transform the direction of our community, as well as the functionality and redevelopment of downtown.

The DDA requests that you afford us the opportunity to research options that could allow for both projects to move forward and succeed concurrently. With the help of the State, I am confident that we can find a solution and move forward for the betterment of our great community. I would ask for your help and cooperation in determining the needs, if it were deemed necessary, for a temporary office site for the call center mentioned above, located on the corner of W. Yellowstone & David Street.

Most sincerely,

Kevin Hawley  
DDA Executive Director

DDA Board of Directors Members: Charles T. Walsh, Brian Scott Gamroth, Louis Taubert, Lisa Burrige, Pete Fazio, Charlie Powell, Scott Murray, John Johnson, Sona Rummel, Brettnee Tromble, Brandon Daigle.

