

**AGENDA**  
**CITY OF CASPER PLANNING AND ZONING MEETING**

**November 9, 2023**

**6:00 P.M.**

**THE LYRIC (*Temporary City Hall Meeting Space*)**

**230 West Yellowstone Highway, Casper**

Meetings can be viewed online via the City of Casper's YouTube channel.

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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: Consideration of P & Z Commission Minutes from October 12, 2023

### III. PUBLIC HEARINGS:

**ZOC-527-2023** – *(Postponed)* No public comments will be heard until the public hearing which has been rescheduled for December 14, 2023.

Request for a zone change of 16.67-acres, more or less, described as proposed Tract A-1, Kensington Heights Addition No. 4 (currently described as the northern half, more or less, of Tract A, Kensington Heights Addition No. 4), from R-2 (One Unit Residential) to C-2 (General Business). Applicant: Kensington Heights Development, LLC.

**CUP-454-2023** – *(Tabled on August 10, 2023)* Request for a Conditional Use Permit (CUP) to allow a “personal service shop” (nail salon) in an R-3 (One to Four Unit Residential) zoning district, located at 104 North Lennox Street, Butler Addition, Block 106, Lot 8. Applicant: My Hanh Vines.

### IV. SPECIAL ISSUES:

### V. COMMUNICATIONS:

A. Commission

B. Community Development Director

C. Council Liaison

D. OYD and Historic Preservation Commission Liaisons

1) Historic Preservation Commission (Draft minutes from October 16)

2) Old Yellowstone Advisory Committee (Draft minutes from October 30)

### VI. ADJOURNMENT – *Next Meeting of the Planning and Zoning Commission is scheduled for Thursday, December 14, 2023, at 6:00 P.M., at the LYRIC, 230 West Yellowstone Highway, Casper.*

**CASPER PLANNING AND ZONING MEETING  
THURSDAY OCTOBER 12, 2023  
THE LYRIC, 230 W YELLOWSTONE**

These minutes are a summary of the meeting. For full details view online at [www.casperwy.gov](http://www.casperwy.gov) on the Meetings and Agendas web page.

Members Present: Maribeth Plocek, Terry Wingerter, Joe Hutchison, Michael McIntosh, Kenneth Bates, Nic Eskew

Absent Members: Vickery Fales-Hall

Council Liaison: Steve Cathey

Others present: Craig Collins, City Planner  
Barb Santmire, Administrative Assistant III  
Wallace Trembath, Deputy City Attorney

**MINUTES OF THE PREVIOUS MEETING**

Mr. Bates moved that the minutes of the September 14, 2023 Planning & Zoning Commission meeting be approved as presented. Ms. Plocek seconded the motion. With Mr. Wingerter abstaining and all other members present voting aye, the motion carried.

**PUBLIC HEARINGS**

**Case #1: SUB-491-2023 & ZOC-499-2023** – Request for final plat approval creating the proposed “Lower Brothers Addition,” being a vacation and replat of all of Blocks 1-9, included platted streets, alleys and easements, “Lower and Cool Addition,” all of Block 15, lots 1-2, Block 16, and part of vacated Hickory, Sycamore and 25<sup>th</sup> Streets, “Riverview Addition,” and Lots A-B and part of vacated Alley, Block 2, “Mt. Hope Addition”. Applicants have also requested a zone change of the proposed “Lower Brothers Addition” from multiple zoning classification, to R-5 (Mixed Residential) and ED (Educational District). Applicants: Lower Brothers and Mount Hope Lutheran Church.

Craig Collins, City Planner, presented the staff report and entered 6 exhibits into the record, and noted 1 staff recommended condition. There were no public comments submitted.

Jeffrey Snyder, representative from Mt Hope Lutheran Church, spoke to the application. Mr. Snyder stated that the plan for Lot 2, zoned ED (Education District), is to built a Lutheran College. The plan is to have facilities for approximately 300 students with housing for about 160. They want to have 1 to 3 buildings completed and ready to open for classes by August of 2025. There will be three degrees offered (not in competition with existing local colleges) and are working with Casper College to develop trade programs too.

Robert Lower, representative of the Lower Brothers, was also present to answer any questions the Commission might have.

There being no others to speak, Chairperson McIntosh closed the public hearing and advised that the plat and zoning requests will be voted on separately.

First, Mr. Wingerter made a motion to approve with conditions case SUB-491-2023. The motion was seconded by Mr. Eskew. All those present voted aye. Motion carried.

Second, Mr. Hutchison made a motion to approve case ZOC-499-2023 to be forwarded to Council for consideration. The motion was seconded by Mr Bates. All those present voted aye. Motion carried.

Mr. Collins advised the applicant that the plat and the zone change will be scheduled for hearing at a Council meeting. The applicant will be notified of the public hearing date and they, or their representative, should be present to answer any questions. After approval by Council, the document will be recorded and a copy of the final paperwork will be emailed to the applicant for their files.

**COMMUNICATIONS:**

Council Liaison – Mr. Cathey advised that the Ward I open Council seat would be filled at the next Council meeting (10/17/2023).

Historic Preservation Commission – The Christmas ornaments arrived and were sold out in less than 2 weeks.

Old Yellowstone District Advisory Committee – there was no meeting in September.

**ADJOURNMENT**

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

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Chairperson

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Secretary

November 3, 2023

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

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

SUBJECT **ZOC-527-2023** – Request for a zone change of 16.67-acres, more or less, described as proposed Tract A-1, Kensington Heights Addition No. 4 (currently described as the northern half, more or less, of Tract A, Kensington Heights Addition No. 4), from R-2 (One Unit Residential) to C-2 (General Business). Applicant: Kensington Heights Development, LLC.

Recommendation:

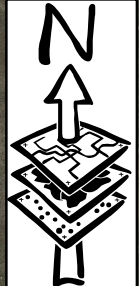
The Planning and Zoning Commission continue the public hearing to the regular Planning and Zoning Commission meeting at 6:00 P.M. on December 14, 2023.

Summary:


Kensington Heights Development, LLC applied for a zone change of 16.67-acres, more or less, located at the southeast corner of Centennial Village Drive and SE Wyoming Boulevard, from R-2 (One Unit Residential) to C-2 (General Business). The applicant contacted staff on November 2, 2023 and asked that the consideration of this case be postponed to the December 14, 2023 meeting in order to amend the requested zoning classification from C-2 (General Business) to R-4 (High Density Residential).

Although not required, staff sent property owners within three hundred (300) feet a written notification that the case was being postponed until December 14, 2023. Staff will also formally renotify property owners of the change to the requested zoning classification, per standard City legal notification procedures.

# Kensington Proposed Zone Change Area - R-2 to C-2



## Legend

 Subject\_Property

**DRAFT**



CASPER HISTORIC PRESERVATION COMMISSION  
MINUTES OF THE REGULAR MEETING  
**October 16, 2023**

Present: Connie Hall, Jeff Bond, Robin Broumley, Carolyn Buff, Tammie Chappell,  
Randy Hein, Anthony Jacobsen, John Lang, Maureen Lee

Absent: Bob King, Paul Yurkiewicz

Staff: Craig Collins, City Planning Department  
Barb Santmire, Administrative Assistant III

Guests: Michael McIntosh, Planning & Zoning Commission Liaison  
Katelynn Larsen  
Bob Bailey

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

**Approval of Minutes**

Chairperson Hall asked for approval of the September 11, 2023 meeting minutes. Carolyn Buff mentioned that the reference to the Elks Club should be the Elks Lodge. With that correction, the minutes were approved.

**New Business**

- October 26th at 6:30pm, the Natrona County Historical Society will be meeting at Fort Caspar. Museum Director Rick Young will be speaking on the past and future of the Fort. Everyone is invited to attend.

**Old Business**

**Christmas Ornaments**

- The ornaments sold out in less than 2 weeks. There was discussion about producing more, but it was ultimately decided that they were offered as a limited edition and should remain that way.
  - NCHS may be offered again (from a different angle or a different design) in the future and/or might be designed and offered specifically for NCHS reunions with the graduation year included in the design.

- Diane McGinley has requested that the McGinley building be considered for a future ornament.
- A poll requesting suggestions for the 2024 ornament will be posted on the CHPC Facebook page to see what the community wants to be the 2<sup>nd</sup> annual ornament. Maureen Lee will post the poll with a Christmas deadline for community members to submit ideas.
- The Commission will purchase a thank you treat (cookies?) to be delivered to the staff of the Fort Caspar Museum for all of their hard work in going above and beyond in selling the ornaments on CHPC's behalf.

#### Pathways National Heritage Area Presentation

- The Commission considered a letter of support for a feasibility study to be completed for this project. The CHPC is not committing any funds at this time.
- Bob Bailey, Casper resident, was present to express his objection to the project.
- After discussion, Randy Hein moved to approve the letter of support. The motion was seconded by Maureen Lee. With all members present voting aye, the motion carried.

OYD Committee Update – There was no meeting in September.

P&Z Commission – Mike McIntosh reported that the Planning and Zoning Commission approved a requested to replat and rezone the Lower Brothers addition. A section of the replatted area will be used to build a Lutheran College that will have up to 300 students and 15 faculty and staff.

Demolition Permits – The Commission reviewed the following requests for demolitions that have been received since the last meeting:

- a. 2251 S Mitchell
- b. 1435 S Willow
- c. 1736 Burlington
- d. 928 N Kimball

Social Media/Outreach/Education – No report

#### Field Visits/Tours

- The Virginian would be happy to allow the Commission to tour, but there are currently no vacant units and the tour could not take place before 11am on a Monday.

#### Other Business

- Are there any historical grants to help with building repairs (the Bluebird Building)?
  - Currently no, but SHPO may have some options.

The next meeting will be held November 13<sup>th</sup> and will possibly be a tour of the McGinley Building.

(Minutes prepared by Barb Santmire)

Respectfully submitted,

Chairperson  
Casper Historic Preservation Commission





**OLD YELLOWSTONE DISTRICT ADVISORY COMMITTEE MEETING  
Monday, October 30, 2023 at The Refinery (Three Crowns Golf Club)**

The OYD held its monthly meeting at 4:00 p.m. on Monday, October 30, 2023.

Members Present: Jamie Haigler, Karen Meyer, Phillip Rael, Joe Hutchison

Members Absent: Kyle Gamroth, Gena Jensen, Michael Hirschbine, Kelly Ivanoff, Carol Martin, Pete Maxwell, Mike McIntosh

Liaisons Present: Renee Hahn (ARAJPB), Connie Hall (CHPC and proxy for Gena Jensen)

Liaisons Absent: John Lang (CHPC)

Guests Present: Terry Wingerter (proxy for Michael Hirschbine)

Staff Present: Liz Becher, Barb Santmire

**CALL TO ORDER:** Liz Becher welcomed everyone and called the meeting to order at 4:00 p.m. (Chairman Gamroth was ill and Mr. McIntosh was traveling.)

**APPROVAL OF THE JUNE 26, 2023 MINUTES:** Ms. Becher asked for approval of the June 26, 2023 meeting minutes. Mr. Hutchison moved to approve the minutes. Ms. Hall seconded. All members voted aye; minutes were approved.

Note: The July meeting was a Subcommittee meeting. The August meeting was a tour of the Nolan and 333 W Midwest. The September meeting was cancelled.

**OLD BUSINESS:**

**Midwest Avenue Construction Update** – Ms. Becher reported that a kickoff meeting will be held after Thanksgiving with Oftadel Construction and the property owners from the section of Midwest from Walnut to Poplar. The exact date, time and location are TBD, but all members of the OYD Advisory Committee are encouraged to attend as well.

Oftadel has also won the WYDOT bid for the adjacent work on Poplar (which they have until November 2025 to complete) so the Midwest project should tie in nicely.

**Goal Subcommittee Work** – Service Project Ideas

- Ms. Becher will be emailing a couple of dates (likely one during the week and one on the weekend) in November for Committee members to perform neighborhood clean-up walks.
- The City of Casper Parks Department has started hanging Christmas lights throughout downtown Casper. Last year, OYD Committee members took a day to assist with hanging lights on Ash. Ms. Becher will coordinate with the Parks Department to schedule a day to help again this year.

- Welcome cards, with a “Proud Business / Old Yellowstone District” stickers, used to be sent to new businesses in the OYD, but this has not been done in some time. Ms. Becher is reinitiating this practice. She reviewed a list of new businesses and will begin sending the cards/stickers out soon.

### **NEW BUSINESS:**

**OYD Oscars** – The OYD Oscars are going to be held either Monday, Dec 4 or Monday, Dec 11 at The Lyric. Ms. Becher presented a list of the award categories and recipients.

**Other Property activity** – The Sage & Sand has been fenced off. The owner is planning on developing a boutique hotel, renovating the existing structure and adding on to it.

**Sing & Crawl and Rudolphing** – Ms. Becher asked the Committee if they were interested in having a 2<sup>nd</sup> Annual Sing & Crawl and if they wanted to do the Rudolphing again. Everyone was in support. Dates and locations will be chosen and a sign-up sheet will be sent out.

### **OTHER BUSINESS:**

**Casper Historic Preservation (CHPC) Liaison Report** – Ms. Hall reported that the CHPC sold Christmas ornaments for the first time this year. The 500 limited edition ornaments featuring NCHS sold out in less than two weeks. A different structure of historical significance will be featured next year.

The CHPC has offered support for a feasibility study to determine if Casper, Natrona, and some adjacent counties would be interested in becoming a National Heritage Area. They held a special meeting in September to meet with the presenters and to discuss the pros and cons of being a part of said designation. They have agreed to support the study and will determine additional action once the study is complete.

**ARAJPB Liaison Report** – Ms. Hahn stated that ARAJPB has been working with Jacobs Engineering, BP, and the WDEQ and has finally received approval for the fire house to move onto a 3-4 acre section of the Platte River area, if that location is selected by the City. There is also a non-profit that has approached her expressing interest in building office space.

**NEXT MEETING:** The next meeting will be Monday, November 27<sup>th</sup> from 4:00 – 5:00 at a location TBD.

**ADJOURN:** Ms. Meyer moved to adjourn the meeting. The motion was seconded by Mr. Rael. The meeting adjourned at 5:06 p.m.

(Minutes prepared by Barb Santmire)  
Respectfully Submitted,

Kyle Gamroth  
Chairperson