

AGENDA
CITY OF CASPER PLANNING AND ZONING MEETING

July 13, 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.

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 June 8, 2023

III. PUBLIC HEARINGS:

SP-415-2023 (continued from June 8, 2023) – Site plan review for the construction of a 14,395 square foot church, located at 3041 Paradise Drive, Dowler No. 2 Subdivision, Tract 8, and Paradise Acres, Lot 1. Applicant: Paradise Valley Christian School.

CUP-426-2023 – Request for a Conditional Use Permit (CUP) to allow a 1,680 square foot oversized, detached garage/shop in a R-1 (Residential Estate) zoning district, in excess of the 1,500 square foot limitation, located at 6316 White Deer Trail, River Lots Addition, Lot 16. Applicants: William and Sandy Jensen.

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** – The June 12, 2023 meeting was a field trip to 638 S Beech

2) **Old Yellowstone Advisory Committee** – DRAFT minutes from June 26, 2023

E. Other Communications

VI. ADJOURNMENT – *Next Meeting of the Planning and Zoning Commission is scheduled for Thursday, August 10, 2023, at 6:00 P.M., at the LYRIC, 230 West Yellowstone Highway, Casper.*

**CASPER PLANNING AND ZONING MEETING
THURSDAY JUNE 8, 2023
THE LYRIC, 230 W YELLOWSTONE**

These minutes are a summary of the meeting. For full details view online at www.casperwy.gov on the Meetings and Agendas web page.

Members Present: Maribeth Plocek, Terry Wingerter, Joe Hutchison, Michael McIntosh, Vickery Fales-Hall, Nic Eskew

Absent Members: Kenneth Bates

Others present: Craig Collins, City Planner
Wallace Trembath, Deputy City Attorney

I. MINUTES OF THE PREVIOUS MEETING

Mr. Wingerter moved that the minutes of the May 11, 2023 Planning & Zoning Commission meeting be approved as presented. Ms. Hall seconded the motion. With all members present voting aye, the motion carried.

II. PUBLIC HEARINGS

Case #1: SP-415-2023 – Site plan review for the construction of a 14,395 square foot church, located at 3041 Paradise Drive, Dowler No. 2 Subdivision, Tract 8, and Paradise Acres, Lot 1. Applicant: Paradise Valley Christian School.

Per the applicant’s request, Mr. Wingerter moved to postpone case **SP-415-2023** to the July 13, 2023 Planning and Zoning Commission meeting. The motion was seconded by Mr. Eskew. With all members present voting aye, the motion carried.

Case #2: SUB-414-2023 – Request to vacate and replat Lots 12, 13 and 14, Block 41, North Casper Addition No. 2, and a strip of land adjoining Lot 14, Block 41, North Casper Addition No. 2, to create “North Casper Addition No. 3”. Said property is located at 703 N. McKinley Street. Applicant: MP Industries, LLC.

Craig Collins, City Planner, presented the staff report and entered 5 exhibits into the record. It was noted that there were no staff recommended conditions and there were no public comments submitted.

Joseph Parke, 5800 S Cedar, spoke as representative for the case. The existing building straddles the property line between Lot 13 and Lot 14. The intent of the replat is to restructure the existing lots to create 2 lots, one of which would wholly contain the current structure. Another commercial structure will eventually be built on the second newly created (northern) lot.

There being no others to speak, Chairperson McIntosh closed the public hearing. Ms. Plocek made a motion to approve case **SUB-414-2023** to be forwarded to Council for consideration. The motion was seconded by Ms. Hall. With all members present voting aye, the motion carried.

Case #3: SUB-417-2023, ZOC-418-2023 & ANX-419-2023 – Request to annex 0.85-acres, more or less, being a portion of the SE1/4SW1/4, Section 7 and NE1/4NW1/4, Section 18, T. 33N, R78W, 6th P.M., Natrona County, Wyoming, and to incorporate said property into a vacation and replat of Lots 48-53, Elkhorn Village Addition No. 2, to create a new subdivision named “Elkhorn Village Addition No. 3”, located at the northeast corner of East 12th Street and Elkhorn Valley Drive. The request also includes a proposed zone change of the 0.85-acre parcel from County zoning to City zoning classification R-2 (One Unit Residential). Applicant: Blackmore Homes, Inc.

Craig Collins, City Planner, presented the staff report, entered 7 exhibits into the record, and noted 2 staff recommended conditions. There were no public comments submitted.

Brad Holwegner, WLC Engineering & Surveying, spoke as representative for the case and indicated that he understands and agrees with the recommended conditions.

There being no others to speak, Chairperson McIntosh closed the public hearing.

Mr. Hutchison made a motion to approve case **ANX-419-2023**. The motion was seconded by Mr. Wingerter. With all members present voting aye, the motion carried.

Mr. Wingerter made a motion to approve case **SUB-417-2023** with the two conditions noted in the staff report. The motion was seconded by Ms. Plocek. With all members present voting aye, the motion carried.

Ms. Hall made a motion to approve case **ZOC-418-2023**. The motion was seconded by Mr. Hutchison. With all members present voting aye, the motion carried.

Case #4: SUB-420-2023, ZOC-421-2023 & ANX-422-2023 – Request for annexation of 4.78-acres, more or less, a plat, and establishing the zoning as C-4 (Highway Business), to create a new subdivision named “JTL Group Inc. Addition”, located at 1461 Bryan Stock Trail, and being a portion of the SW1/4SW1/4 of Section 35, T.34N., R79W., 6th P.M., Natrona County Wyoming. C-4 (Highway Business). Applicant: JTL Group Inc. dba Knife River.

Craig Collins, City Planner, presented the staff report, entered 7 exhibits into the record, and noted 1 staff recommended condition. There were no public comments submitted.

Mike Haynes, Knife River, spoke as representative for the case and indicated that he understands and agrees with the recommended conditions.

There being no others to speak, Chairperson McIntosh closed the public hearing.

Ms. Plocek made a motion to approve case ANX-422-2023. The motion was seconded by Ms. Hall. With all members present voting aye, the motion carried.

Mr. Wingerter made a motion to approve case SUB-420-2023 with the one condition noted in the staff report. The motion was seconded by Ms. Plocek. With all members present voting aye, the motion carried.

Mr. Wingerter made a motion to approve case ZOC-421-2023. The motion was seconded by Mr. Eskew. With all members present voting aye, the motion carried.

III. **SPECIAL ISSUES:** There were none.

IV. **COMMUNICATIONS:**

A. Commission: There were none.

B. Community Development Director/City Planner: There were none.

C. Council Liaison: There was none.

D. OYD and Historic Preservation Commission Liaisons:

OYD – There was no meeting held in May.

HPC – Mr. McIntosh, as liaison, reported that the events celebrating Sherrie’s for Historic Preservation Month went well.

The NCHS Christmas ornaments that will be sold by the HPC are in process and Mr. McIntosh reported he hopes to have a sample soon to share with the Commission. There are no details yet on how much the ornaments will cost or when they will go on sale.

E. Other Communications: There were none.

V. **ADJOURNMENT**

Chairperson McIntosh adjourned the meeting at 6:40 pm.

Chairperson

Secretary

July 7, 2023

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

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

SUBJECT: **SP-415-2023** – Site plan review for the construction of a 14,395 square foot church, located at 3041 Paradise Drive, Dowler No. 2 Subdivision, Tract 8, and Paradise Acres, Lot 1. Applicant: Paradise Valley Christian School. **(Continued from June 8, 2023 meeting)**

Recommendation:

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

1. Prior to the issuance of a building permit, the traffic study shall be completed, and accepted by the City Engineer.
2. All site lighting shall be designed to minimize off-site light trespass/glare. No exterior fixture shall be higher than thirty feet (30’) and all fixtures shall be full cutoff/shielded so that the light source (bulbs) are not visible beyond the property lines.

Code Compliance:

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

Applicable City Codes and Adopted Policies/Plans

1. Section 17.12.150(D) of the Casper Municipal Code provides the review criteria for the approval of a site plan. Those criteria include whether the site plan is compatible with the goals and policies of many of the City’s adopted plans. Other design-related criteria for the approval of a site plan include the following:
 - Promote the efficient use of land by means of a sound arrangement of buildings, safe and functional points of access, well planned parking circulation systems, and adequate sidewalks and pathways for pedestrians.

- Provide for landscaping and, within high density housing complexes, usable open space, such as, but not limited to, bicycle paths, playground areas, courtyards, areas for active recreation, swimming pools, landscaping, gardens, walks, outdoor seating areas, outdoor picnic areas, and similar open space.
 - Preserve and utilize, where possible, existing landscape features and amenities, and blend such features with the new structures and other improvements.
2. Section 17.12.080 specifies that the minimum parking requirement for churches is 0.24 parking spaces per fixed seat.
 3. Appendix B of Title 17 specifies a minimum of six percent (6%) of the area of the site must be landscaped.
 4. Section 17.94.010 requires a traffic study for a site plan expected to generate in excess of seventy-five (75) peak hour trips.

Summary:

Paradise Valley Christian School has applied for site plan approval for the construction of a 14,395 square foot church, located at 3041 Paradise Drive, immediately adjacent to, and north of the PV Christian School. The total land area involved is 2.39-acres, and the property is zoned C-2 (General Business). Churches are listed as permitted uses under C-2 (General Business) zoning.

Access to the site will be via two (2) curb cuts on Paradise Drive, with secondary access provided through the PV School site from the south. Per Code, a minimum of 120 parking spaces are required, and the site plan shows 126 provided. The City Engineering Division has initiated a traffic study for the project; however, it was not completed in time for the Planning and Zoning Commission's review. Staff does not anticipate any recommended off-site traffic improvements. A drainage study has been submitted to the Engineering Division, and is under review. The site plan shows 21% of the area of the site devoted to landscaping, which exceeds the City's 6% minimum required.

Staff has included two (2) recommended conditions of approval. The first condition requires that the applicant comply with any recommendations of the traffic study, once complete. In that the church is located adjacent to residential properties, the second condition requires that all site lighting is designed to prevent off-site glare and light trespass.



City of Casper Planning Division

Site Plan Application

OWNER'S INFORMATION:

NAME: Paradise Valley Christian School
ADDRESS: 3041 Paradise Drive, Casper, WY 82604
TELEPHONE: 307-234-2450 EMAIL: blwing71@msn.com

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: Brian Wing
ADDRESS: 3041 Paradise Drive, Casper, WY 82604
TELEPHONE: 307-234-2450 EMAIL: blwing71@msn.com

LEGAL DESCRIPTION OF LAND UNDER PROPOSAL:

Dowler No.2 Subdivision, Tract 8 and Paradise Acres, Lot 1 Site

STREET ADDRESS:

3041 Paradise Drive, Casper, WY 82604

PROPOSED USE OF SITE (i.e., restaurant, theater, multi-family residential, etc.):

Church

WHERE APPLICABLE:

Number of residential dwelling units:	<u>0</u>
Dwelling units per acre:	<u>0</u>
Total Building Footprint/Size:	<u>14,395 SF</u>
If an Existing Building, Size of Addition (Footprint):	<u>NA</u>
Maximum Occupancy, if Place of Assembly:	<u>450</u>
Total Floor Area in Square Feet:	<u>23,204 SF</u>

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

SIGNATURE OF PROPERTY OWNER/APPLICANT: Brian Wing

DATE: 5/2/23

SUBMIT TO:

Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

A COMPLETE SITE PLAN SUBMITTAL MUST INCLUDE:

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

For Official Use Only:
DATE SUBMITTED: _____
REC'D BY: _____



City of Casper Planning Division

Site Plan Application

OWNER'S INFORMATION:

NAME: Paradise Valley Christian School
 ADDRESS: 3041 Paradise Drive, Casper, WY 82604
 TELEPHONE: 307-234-2450 EMAIL: blwing71@msn.com

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: Brian Wing
 ADDRESS: 3041 Paradise Drive, Casper, WY 82604
 TELEPHONE: 307-234-2450 EMAIL: blwing71@msn.com

LEGAL DESCRIPTION OF LAND UNDER PROPOSAL:

Dowler No.2 Subdivision, Tract 8 and Paradise Acres, Lot 1 Site

STREET ADDRESS:

3041 Paradise Drive, Casper, WY 82604

PROPOSED USE OF SITE (i.e., restaurant, theater, multi-family residential, etc.):

Church

WHERE APPLICABLE:

Number of residential dwelling units:	0
Dwelling units per acre:	0
Total Building Footprint/Size:	14,395 SF
If an Existing Building, Size of Addition (Footprint):	NA
Maximum Occupancy, if Place of Assembly:	450
Total Floor Area in Square Feet:	23,204 SF

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

SIGNATURE OF PROPERTY OWNER/APPLICANT: _____

DATE: _____

SUBMIT TO:

Community Development Department
 Planning Division
 200 N David, RM 203
 Casper, WY 82601
 Phone: 307-235-8241
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DATE SUBMITTED: _____

REC'D BY: _____



City of Casper Planning Division

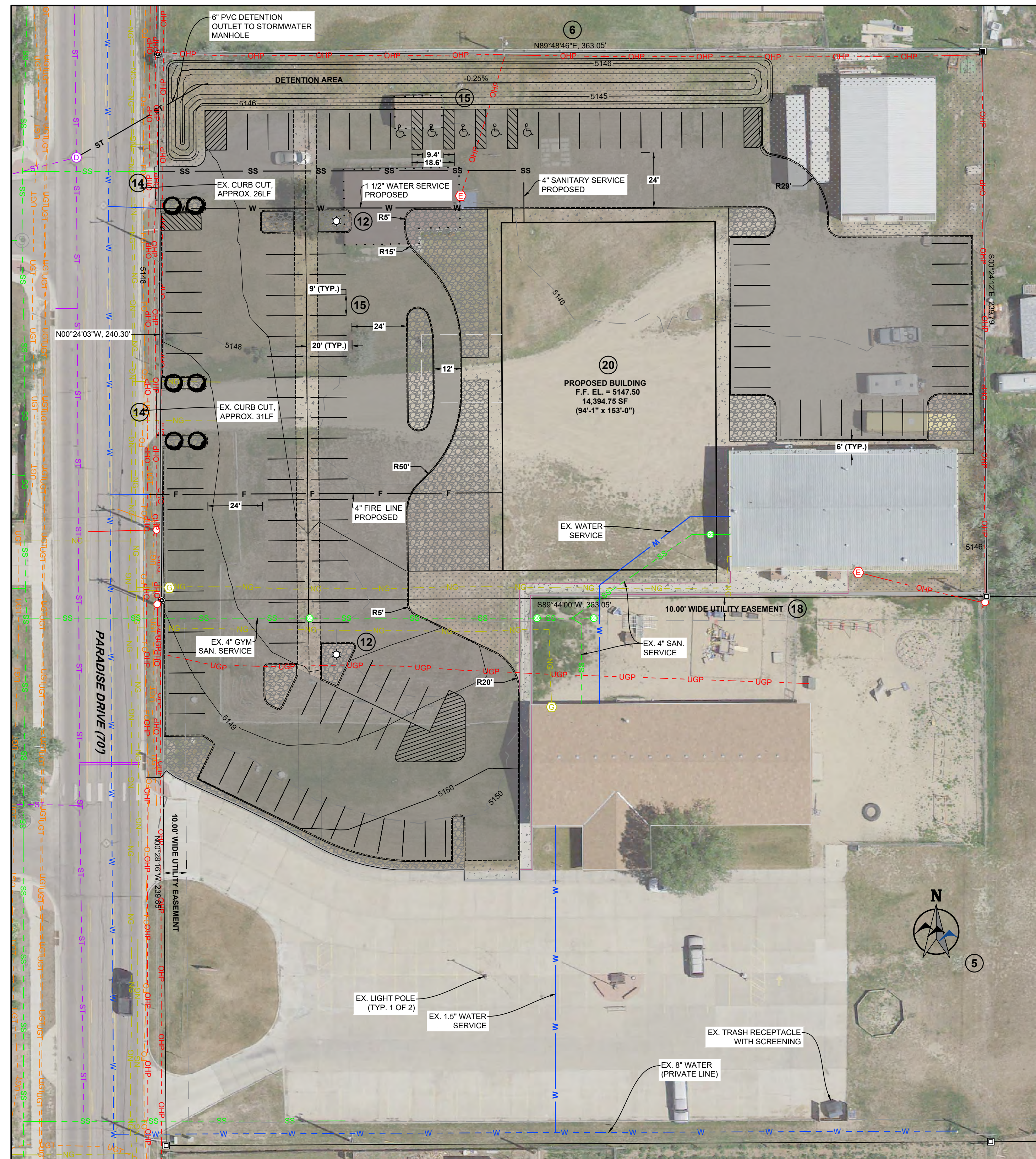
Site Plan Checklist

Site plans must be prepared in a professional manner, using contemporary drafting techniques. All items on this checklist must be addressed by the site plan and/or application materials. Incomplete and illegible applications will not be reviewed or approved.

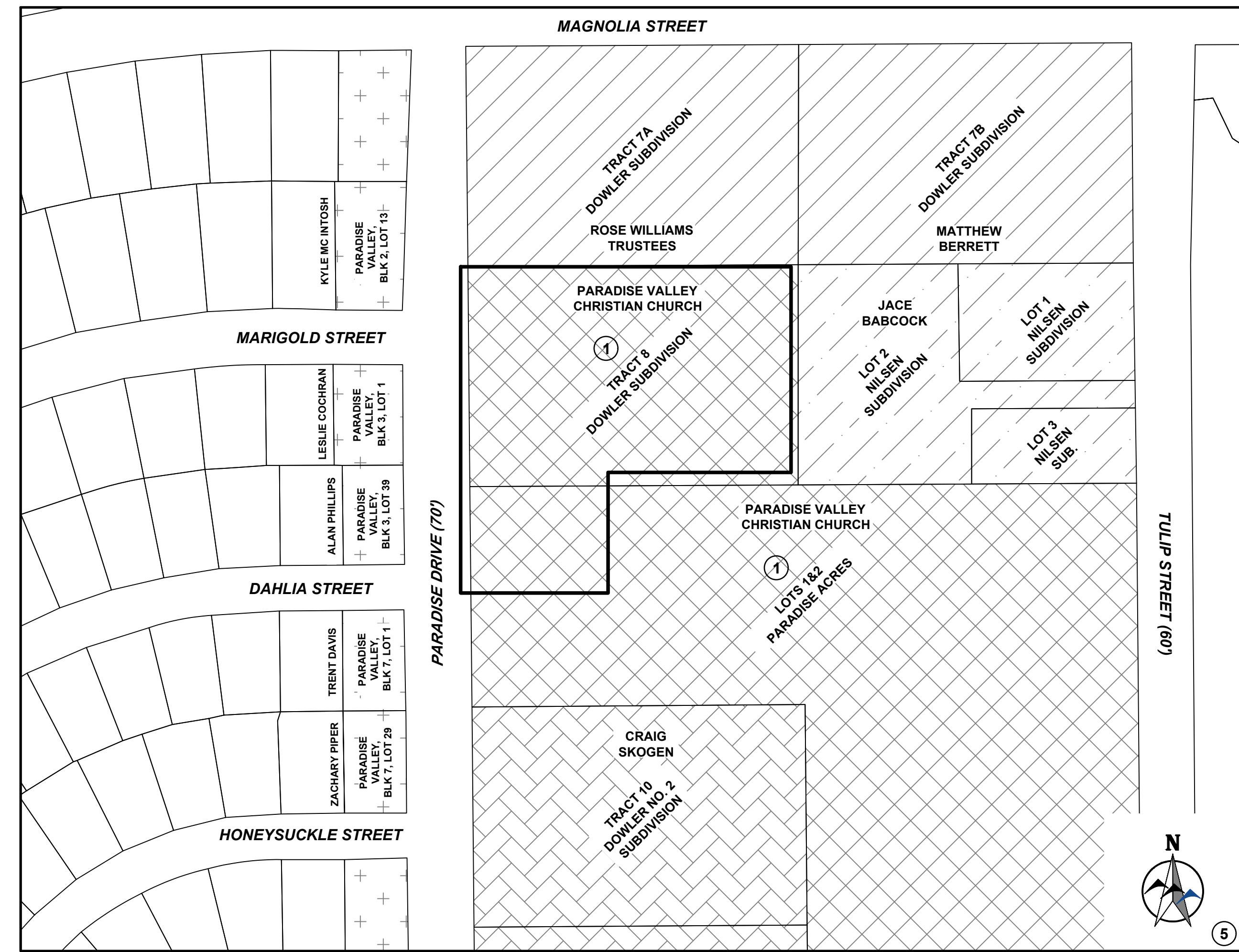
1. X Signed application and fee.
2. X Legal description and common address(es) of the proposed site.
3. X Title block stating name of project, designer, and address and telephone number of designer.
4. X Surrounding land uses, buildings, and zoning on all abutting sides, including those lands separated from the land under consideration by a street, alley, or other roadway.
5. X Current zoning of the land under consideration and proposed zoning, if applicable.
6. X North arrow, scale of site plan at a scale of 1" = 10' or a multiple thereof, and date site plan was prepared.
7. X Lot or parcel dimensions.
8. X Dimensions of all setbacks and heights of all proposed buildings/structures.
9. NA Location and dimensions of all proposed off-street loading dock areas, including street access and traffic flow, to these areas.
10. X Location of all trash receptacles, method of screening/enclosure, and size/location of concrete pad.
11. X Locations and types of all advertising signs and fences.
12. NA Any screening, buffering, or screening devices used to minimize or eliminate areas which tend to be unsightly.
13. X Location and type of existing and proposed exterior lighting (full cutoff fixtures required).
14. X Names and widths of all adjacent streets, dimensions and location of all public and private roadways relative to property lines, streets, or driveways, both paved and unpaved, including rights-of-way, pavement width, and proposed uses of rights-of-way.
15. X Location and dimensions of existing and proposed curb cuts and sidewalks.
16. X Off-street parking spaces, locations and dimensions, layout, traffic control, compact and handicapped parking spaces, including all surface markings such as directional arrows.
17. X Location of all wheel stops, bumper guards, and curbing warranted by topography or traffic and pedestrian circulation.
18. X Types of ground or yard surfacing throughout, grass, paving, gravel, etc.
19. X Existing and proposed easements (on site, and off-site when necessary to the development).

(Additional Items on Second Page)

20. **X** Vicinity/Location map at a scale of 1" = 600' clearly indicating the location of the land in question with respect to a larger recognizable area.
21. **X** A General Notes Section, to include a summary of:
- a. Total land area in acres or square feet;
 - b. Total building footprint in square feet;
 - c. Percentage of land covered by buildings;
 - d. Building height(s);
 - e. Number of stories and total square footage of leasable space (Floor Area);
 - f. Number of parking spaces required;
 - g. Number of dwelling units, if applicable;
 - h. Density of dwelling units, per acre;
 - i. Total number of parking spaces proposed;
 - J. Total number of off-street parking spaces required by Code;
 - K. Total number of ADA-compliant parking spaces;
 - L. Square footage of all landscaped areas;
 - m. Percentage of site covered by landscaping;
 - n. Percentage of landscaping that is organic/irrigated vs. inorganic/decorative,
 - O. Area to be disturbed by grading or construction; and,
 - P. Flood Zone Designation.
22. **X** Numbering of items on the site plan to correspond to items on this checklist.
23. **X** Existing and proposed contours. Contour information shall extend twenty-five (25') feet into adjoining properties to represent drainage system continuity.
24. **X** Surface drainage study for sites of 10,000 square feet or more. Based on the results of the study, the applicant may be required to contribute to off-site drainage improvements.
25. **X** Pavement design report for parking and driving areas.
26. **X** Location, type and size of all easements.
27. **X** Location of all existing and proposed utilities, including mains and service lines.
28. **X** Architectural/Building Elevations/Renderings.
29. **X** Detailed landscaping plan showing locations, types, sizes, and number of all plant materials.
30. **X** Include number of estimated trips per peak hour according to the ITE Manual. If the proposed use generates more than 75 trips per peak hour, a traffic study, is required as outlined in Section 16.20.080(B) of the Casper Municipal Code. Based on the results of the study, the applicant may be required to contribute to off site traffic improvements.



- ☆ OVERHEAD LIGHTING (PROPOSED)
 - ST — STORM LINE (EXISTING)
 - ST — STORM LINE (PROPOSED)
 - SS — SANITARY LINE (EXISTING)
 - SS — SANITARY LINE (PROPOSED)
 - W — WATER LINE (EXISTING)
 - W — WATER LINE (PROPOSED)
 - NG — NATURAL GAS LINE (EXISTING)
 - FO — FIBER OPTIC WATER LINE (EXISTING)
 - UGT — TELEPHONE LINE (EXISTING)
 - UGP — UNDERGROUND POWER (EXISTING)
 - OHP — OVERHEAD POWER (EXISTING)
 - — PROPERTY LINE
 - — EASEMENT LINE
-
- PROPOSED CONCRETE
 - PROPOSED ASPHALT
 - ⑰ PROPOSED LANDSCAPING (ORGANIC)
 - PROPOSED LANDSCAPING (INORGANIC)
 - ④ CITY OF CASPER ZONING
 - R2: ONE UNIT RESIDENTIAL
 - C2: GENERAL BUSINESS
 - ④ NATRONA COUNTY ZONING
 - UMR: URBAN MIXED RESIDENTIAL
 - C: COMMERCIAL
 - SR-1: SUBURBAN RESIDENTIAL 1



SITE OVERVIEW ③ ⑬
1" = 100'

SITE PLAN CHECKLIST

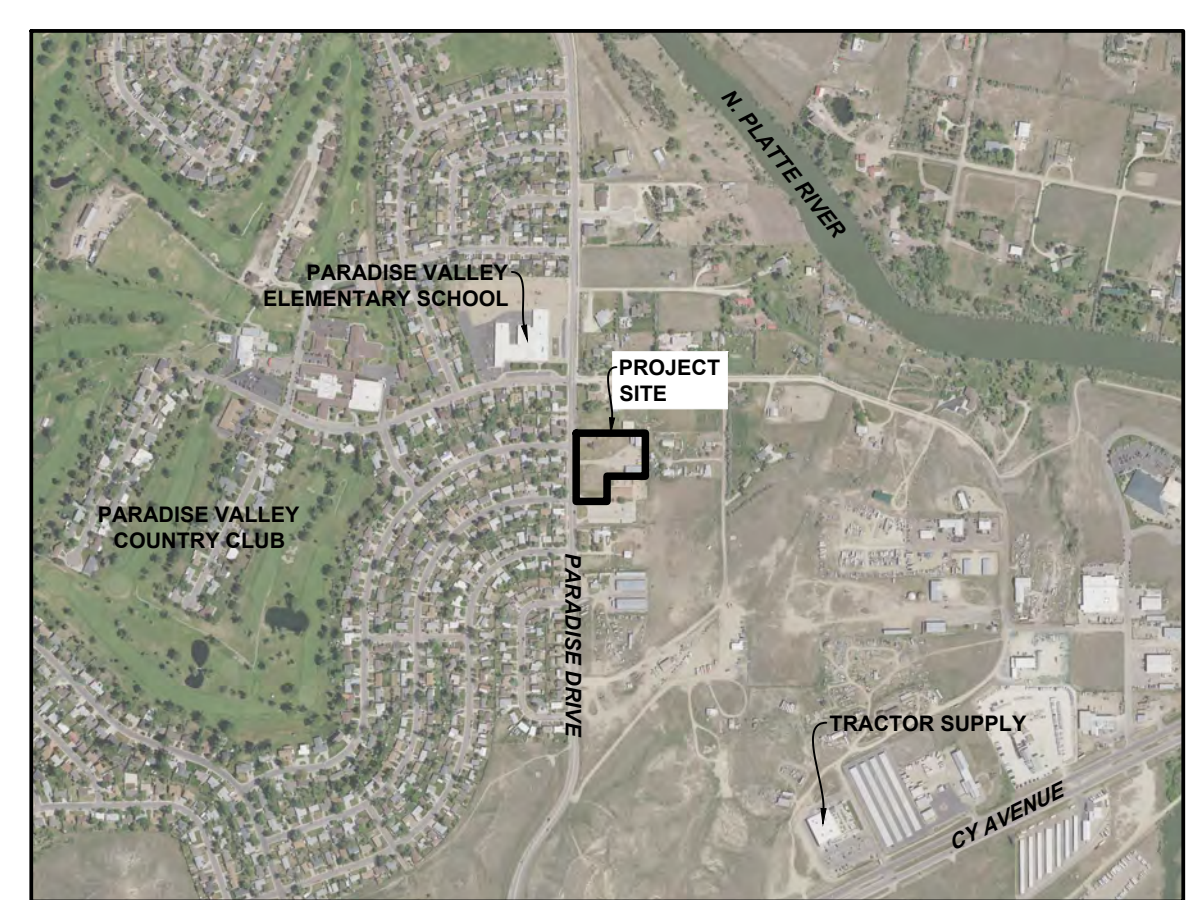
1. Legal description and common address(es) of the proposed site:
 - 1.1. DOWLER NO.2 SUBDIVISION, TRACT 8 (BOOK 149, PAGE 347; NOVEMBER 30, 1953)
 - 1.1.1. 3024 PARADISE DRIVE, CASPER, WY 82604
 - 1.2. PARADISE ACRES, LOT 1 (INSTRUMENT 1136560; FEBRUARY 15, 2023)
 - 1.2.1. 3041 PARADISE DRIVE, CASPER, WY 82604
 2. Title block stating name of project, designer and address and telephone number of designer:
 - 2.1. AS SHOWN
 3. Surrounding land uses, buildings and zoning on all abutting sides, including those lands separated from the land under consideration by a street, alley or other roadway:
 - 3.1. AS SHOWN
 4. Current zoning of the land under consideration and proposed zoning, if applicable:
 - 4.1. C2 GENERAL BUSINESS
 5. North arrow, scale of site plan at a scale of 1"=10' or a multiple thereof, and date site plan was prepared:
 - 5.1. AS SHOWN
 6. Lot or parcel dimensions:
 - 6.1. AS SHOWN
 7. Dimensions of all setbacks and heights of all proposed buildings:
 - 7.1. Setbacks:
 - 7.1.1. Front: 0'
 - 7.1.2. Side: 10'
 - 7.1.3. Rear: 10'
 - 7.1.4. Height: 30'
 8. Location and dimensions of all proposed off-street loading dock areas, including street access and traffic flow, to these areas:
 - 8.1. NONE PROPOSED
 9. Location of all trash receptacles:
 - 9.1. NONE PROPOSED
 10. Dimensions and locations of all advertising signs and fences:
 - 10.1. NONE PROPOSED
 11. Any screening or screening devices used to minimize or eliminate area which tend to be unsightly:
 - 11.1. NONE PROPOSED
 12. Location of existing and proposed exterior lighting:
 - 12.1. AS SHOWN
 13. Names and widths of all adjacent streets; dimensions and location of all public and private roadways relative to the property lines, streets, or driveways, both paved and unpaved, including rights-of-way, pavement width, and proposed uses of right-of-way:
 - 13.1. AS SHOWN
 14. Location and dimensions of existing and proposed curb cuts and sidewalks:
 - 14.1. AS SHOWN
 15. Off-street parking spaces, locations and dimensions, layout, traffic control, compact and handicapped parking spaces, including all surface markings such as directional arrows:
 - 15.1. AS SHOWN
 16. Location of all wheel stops, bumper guards, and curbing warranted by topography or traffic and pedestrian circulation:
 - 16.1. AS SHOWN
 17. Types of ground or yard surfacing throughout, grass, paving, gravel, etc.:
 - 17.1. AS SHOWN
 18. Existing and proposed easements:
 - 18.1. AS SHOWN
 19. Vicinity map at a scale of 1"=600' clearly indicating the location of the land in question with respect to a larger recognizable area:
 - 19.1. AS SHOWN
 20. General Notes:
 - 20.a. Total land area in acres or square feet: 104,266 SF, 2.39 AC
 - 20.b. Total building footprint in square feet: 14,395
 - 20.c. Percentage of land covered by buildings: 13.8%
 - 20.d. Building height(s): 30'
 - 20.e. Number of stories and total square footage of leasable space: 14,395
 - 20.f. Number of parking spaces required: 120
 - 20.g. Total number of parking spaces proposed: 122 + 2 ADA + 3VAN ADA = 127 TOTAL SPACES

- 20.h. Square footage of all landscaped areas: SEE SUMMARY TABULATION
- 20.i. Percentage of site covered by landscaping: SEE SUMMARY TABULATION
- 20.j. Area to be disturbed by grading or construction: SEE SUMMARY TABULATION
21. Numbering of items on the site plan to correspond to items on this check list:
 - 21.1. AS SHOWN
22. Existing and proposed contours. Contours information shall extend ten (10') feet into adjoining properties to represent drainage system continuity:
 - 22.1. AS SHOWN
23. Surface drainage study for sites of 10,000 square feet or more. Based on results of the study, the applicant may be required to contribute to off-site drainage improvements:
 - 23.1. N/A
24. Pavement design report for parking areas:
 - 24.1. SEE ATTACHED GEOTECHNICAL REPORT
25. Include number of estimated trips per peak hour according to the ITE Manual. If the proposed use generates more than 75 trips per peak hour, a traffic study, is required as outlined in Section 16.20.080(B) of the Casper Municipal Code. Based on the results of the study, the applicant may be required to contribute to off site traffic improvements.
 - 25.1. N/A

⑳

LAND COVER SUMMARY	
	THIS SITE PLAN
SIZE OF SITE	104,266 SF
LANDSCAPED AREA	22,403 SF
% OF SITE COVERED BY LANDSCAPED AREA	21%
AREA TO BE DISTURBED BY GRADING	88,786 SF

- LANDSCAPING NOTES:
1. ALL LANDSCAPING AND PLANTING MUST ADHERE TO SECTION 204.5 ARBORICULTURAL SPECIFICATIONS AND STANDARDS OF THE MOST CURRENT VERSION OF THE CITY OF CASPER STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION AND INFRASTRUCTURE IMPROVEMENTS.
 2. GRASS AREAS TO BE BLUEGRASS BLEND
 3. WASHED RIVER ROCK MULCH, 1 1/2 INCH MINUS TO BE PLACED IN PROPOSED ISLANDS
 4. ALL PROPOSED TREES TO BE AMERICAN LINDEN (2" CAL.)



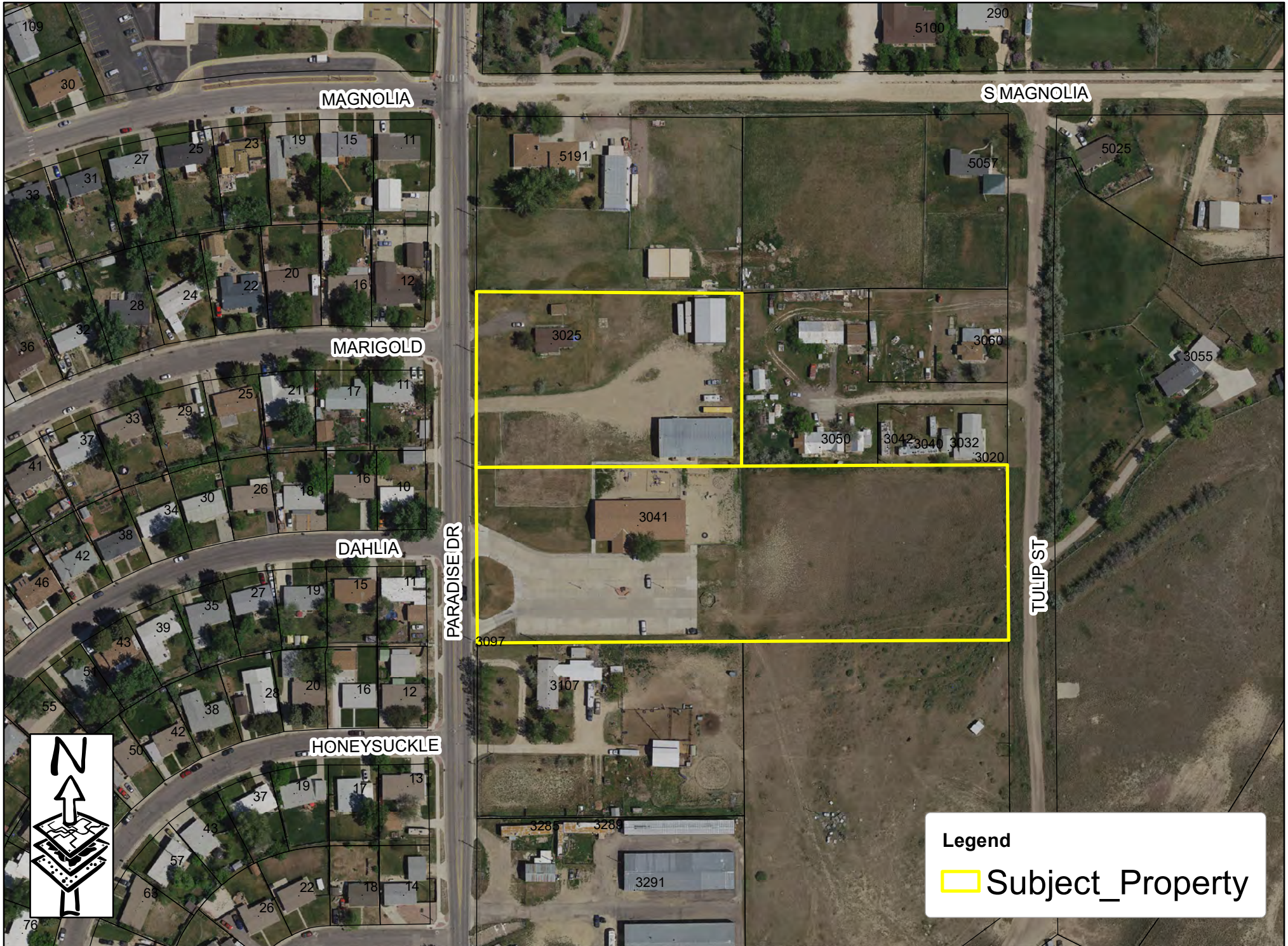
VICINITY MAP ⑲
1" = 1000'

WORK SITE
1" = 30'

PARADISE VALLEY CHRISTIAN SCHOOL	
SITE PLAN	
CASPER, WY	
PREPARED FOR: PARADISE VALLEY CHRISTIAN SCHOOL 3041 PARADISE DRIVE CASPER, WY 82604	
PREPARED BY: WWC ENGINEERING 6880 ENTERPRISE DR., SUITE 600 CASPER, WY 82609 (307) 473-2787 www.wwcengineering.com	
NO.	REVISION
BY	DATE
DESIGNED BY: <i>SYMC</i>	DRAWN BY: <i>SYMC</i>
CHECKED BY: <i>DAT</i>	DATE: <i>4/28/2023</i>
SHEET	
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PROJECT NO.: 2023279

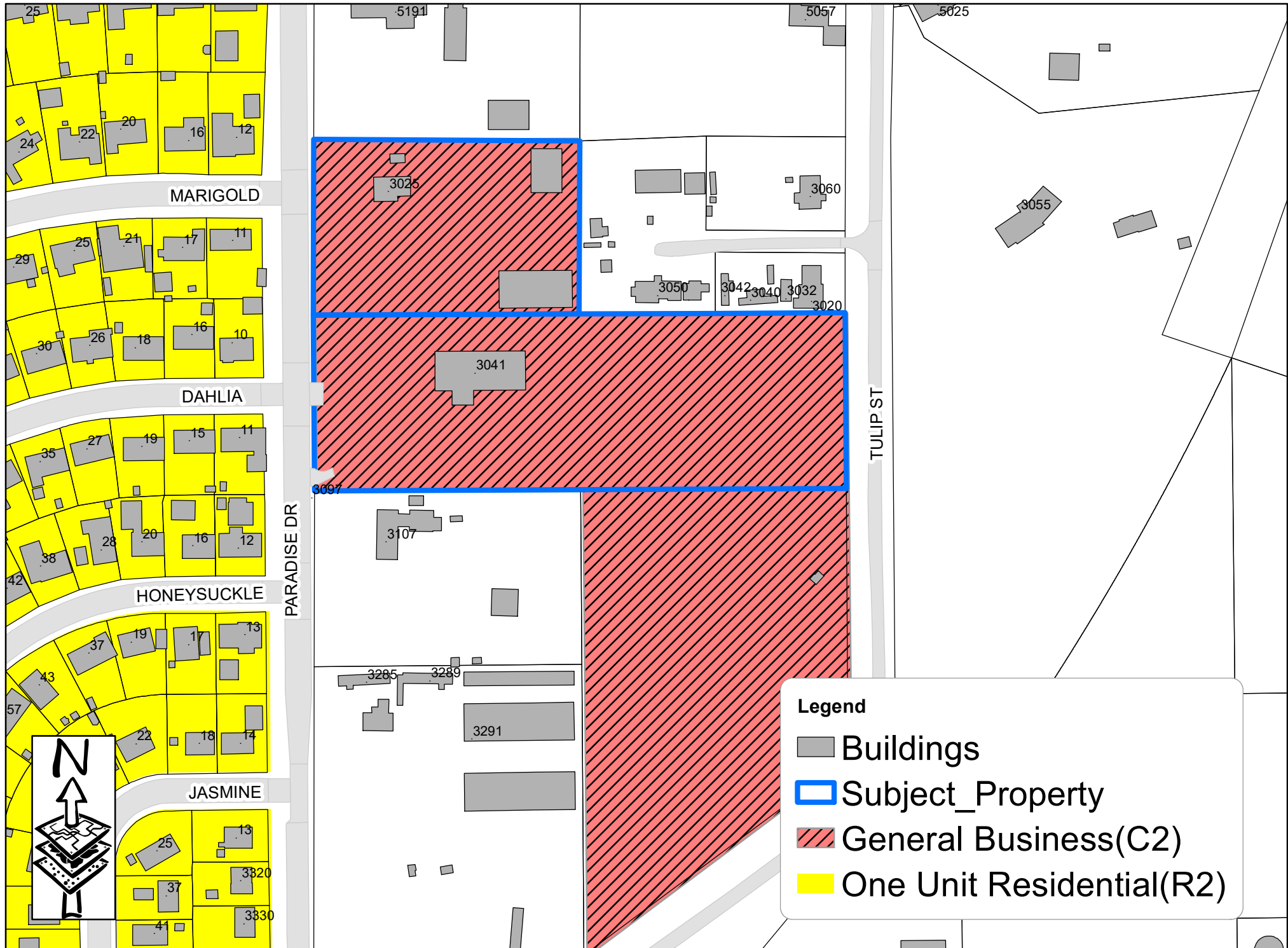
Site Plan for the construction of a church - 3041 Paradise Dr.



Site Plan for the construction of a church - 3041 Paradise Dr.



Site Plan for the construction of a church - 3041 Paradise Dr.



PERSPECTIVES

OPTION 1



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July 7, 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: **CUP-426-2023** – Request for a Conditional Use Permit (CUP) to allow a 1,680 square foot oversized, detached garage/shop in a R-1 (Residential Estate) zoning district, in excess of the 1,500 square foot limitation, located at 6316 White Deer Trail, River Lots Addition, Lot 16. Applicants: William and Sandy Jensen.

Recommendation:

The Planning and Zoning Commission **may** approve the requested Conditional Use Permit after consideration of public testimony and the facts of the case as presented during the public hearing:

- If all minimum regulations/standards of the Municipal Code are satisfied; and,
- After consideration of any relevant factors, including, but not limited to those articulated in Section 17.12.240(H) (*outlined on page 2*) and upon finding that the request is in keeping with the two (2) required findings listed in Section 17.12.240(G) (*outlined on pages 2-3*).

Should the Planning and Zoning Commission vote to approve the requested Conditional Use Permit, staff recommends the inclusion of the condition below to reiterate the time limitation on Conditional Use Permit approvals.

1. Pursuant to Section 17.12.240(I) of the Casper Municipal Code, the Conditional Use Permit shall be “exercised,” and all conditions shall be met within one (1) year of the date of approval, or the Conditional Use Permit shall become null and void.

Code Compliance:

Staff has completed all public notice 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 a sign on the property, and publishing legal notice in the Casper Star-Tribune. **Staff has not received any written comments on this case.**

APPLICABLE REGULATIONS & STANDARDS

- Section 17.12.120(F)(4) – Detached garages and/or accessory buildings shall not exceed 1,500 square feet, nor cover more than 15% of the total area of the lot or lots associated with the primary residence, whichever is less. A Conditional Use Permit is required for detached garages and/or accessory buildings that exceed this limitation.
- Section 17.12.121(F)(6) – Accessory buildings shall be similar in design, exterior residential materials, and roof pitch to the principal and/or surrounding residential neighboring buildings. Vertical metal siding is expressly prohibited.
- Section 17.12.240(I) – In any case in which a Conditional Use Permit has not been exercised and the work completed within one (1) year from the date of issuance, such permit shall be void and have no further force or effect.

RELEVANT FACTORS

Section 17.12.240(H) - In making its findings, the Commission shall consider any relevant factors, including, but not limited to, the following, if applicable to the proposed use:

- 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.

REQUIRED FINDINGS

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.

GUIDANCE ON CONDITIONS

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 ensure 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:

The Planning and Zoning Commission has received a request for a Conditional Use Permit to allow the property owners of 6316 White Deer Trail to construct an oversized, 1,680 square foot, detached garage, in excess of the 1,500 square foot maximum permitted. The subject property is accessed via White Deer Trail, a 900-foot private street. In a review of the City's records, there have been no similar Conditional Use Permits issued within three hundred feet (300') of the subject property. According to the applicant, the proposed garage will be constructed with a pitched roof, ten-foot (10') walls, and residential-type siding matching the home. The garage will also include a covered porch area.

Subject Property Information

- Zoning – R-1 (Residential Estate)
- Lot Size – 1.53-acres (66,646 sf)
- Minimum Lot size in an R-1 (One Unit Residential) zoning district – 9,000 sf
- Existing Land Uses in Area – Single-Unit Residences.
- Adjacent Zoning – R-2 (One Unit Residential) on north; R-1 (Residential Estate) on the south and west; and PUD (Planned Unit Development) to the east.

To assist the Commission in making motions for cases that require clearly-articulated legal findings, staff provides the following sample motions:

To make a motion to APPROVE the Conditional Use Permit, state the following:

“I note that the Planning and Zoning Commission has considered all relevant factors (pg. 2 of this staff report), including, but not limited to, those set forth in Section 17.12.240(H), and find that:

- 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.*

On this basis, I move to APPROVE the Conditional Use Permit for (specify which case) with the recommended condition stated in the staff report.”

To make a motion to DENY the Conditional Use Permit, state the following:

“I move to DENY the Conditional Use Permit for (specify which case) because it does not meet the two (2) findings (pgs. 2-3) necessary for approval under Section 17.12.240(G).”

CWP-426-2023



City of Casper Planning Division

Conditional Use Permit Application

OWNER'S INFORMATION:

NAME: William & Sandy Jensen
MAILING ADDRESS: 6316 White Deer Trl
TELEPHONE: 307-262-5430 EMAIL: does not use / call

LOCATION OF REQUEST:

ADDRESS: 6316 White Deer Trl
LEGAL DESCRIPTION: Garage & Shop
Number of Lots: 1 Size of Lots: 1.53 Ac
Current Zoning: R1 Current Use: Home
Purpose for which the property is proposed to be used: 2 CAR GARAGE
Shop Area
Prior restrictions placed on the property: None

Floor area square footage: _____ Number of Occupants or Employees: _____
Building Footprint: 1680 Number of off-street parking spaces: None

Wall height: 10' FT

A PLOT PLAN (Simple Site Plan) IS REQUIRED, SHOWING:
(WHERE APPLICABLE)

- | | | |
|-------------------------------|--------------------------------|-------------------------------------|
| 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: William Jensen
DATE: 5-11-23

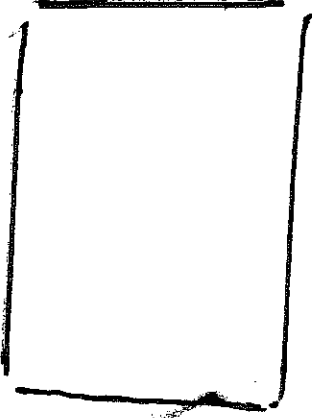
SUBMIT TO:
Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

- A COMPLETE SUBMITTAL MUST INCLUDE:**
- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES FROM OWNER
 - PROOF OF OWNERSHIP
 - \$600 APPLICATION FEE (NON-REFUNDABLE)
 - PLOT PLAN (Simple Site Plan) OF THE PROPERTY

FOR OFFICE USE ONLY:
DATE SUBMITTED: _____
REC'D BY: _____

1.530 Ac

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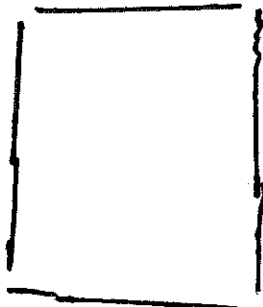


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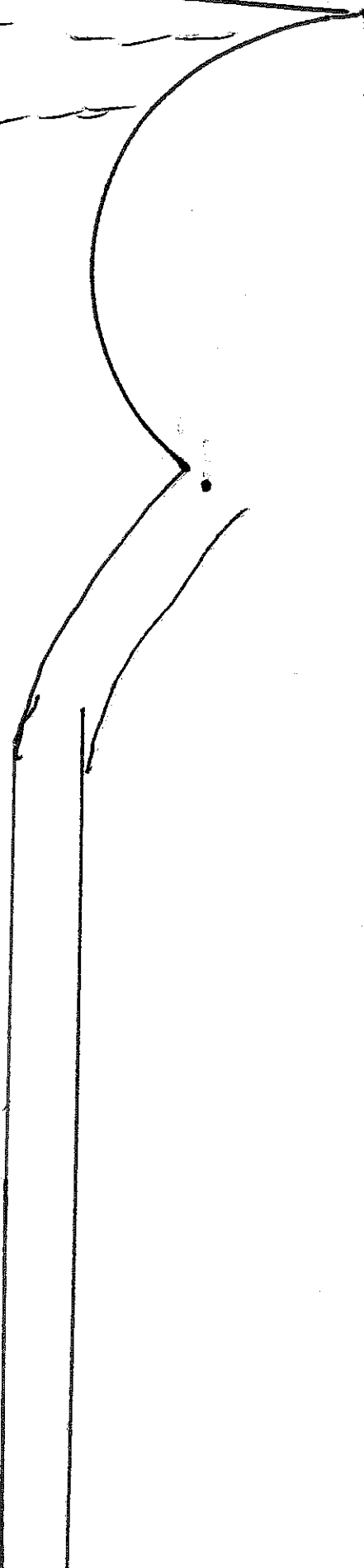


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Conditional Use Permit Request - 6316 White Deer Trail



Conditional Use Permit Request - 6316 White Deer Trail





AMUNDSEN
ASSOCIATES

ARCHITECTURE • PLANNING • INTERIOR DESIGN



OLD YELLOWSTONE DISTRICT ADVISORY COMMITTEE MEETING
Monday, June 26, 2023 at Wyoming Plant Company (358 S. Ash)

The OYD held its monthly meeting at 4:00 p.m. on Monday, June 26, 2023.

Members Present: Kyle Gamroth, Gena Jensen, Michael Hirschbine, Karen Meyer, Phillip Rael, Joe Hutchison, Mike McIntosh

Members Absent: Jamie Haigler, Kelly Ivanoff, Carol Martin, Pete Maxwell,

Liaisons Present: Renee Hahn (ARAJPB), Connie Hall (CHPC), John Lang (CHPC)

Guests Present: Linda Wolcott (proxy for Kelly Ivanoff)

Staff Present: Liz Becher, Barb Santmire

CALL TO ORDER: Chairperson Gamroth welcomed everyone and called the meeting to order at 4:05 p.m.

APPROVAL OF THE APRIL 24, 2023 MINUTES: Chairperson Gamroth asked for approval of the April 24, 2023 meeting minutes. Mr. McIntosh moved to approve the minutes. Ms. Meyer seconded. All members voted aye; minutes were approved.

Note: The May meeting was cancelled due to the City budget hearings.

OLD BUSINESS:

Summer Flower Planter Plans – Ms. Becher thanked everyone who was able to help with planting on May 16th and reported that it was another successful year for this community project.

Midwest Avenue Construction Update – Ms. Becher reported that the project has been delayed slightly and will now be going out for bid in August due to environmental testing with BP and the EPA. It is likely that only the underground utilities will be completed this fall with the remainder of the work being completed in 2024.

Ms. Meyer asked Ms. Becher what businesses are going to be impacted by the staging area for the parade this year. Ms. Becher stated she had not yet received information on the parade route/staging area, but indicated the impact may partially depend on the number of entries. She offered to reach out to the organizers to see if information is available yet.

Goal Subcommittee Work – Ms. Becher stated she is in process of getting subcommittee meetings scheduled.

- For the utility box wraps, Rocky Mountain Power is on board and Art 321 wants to work with the committee as well.

- It was suggested that the Service Projects subcommittee conduct a walking/driving tour to look for graffiti and areas in need of attention/clean up.

NEW BUSINESS:

Jeffree Star's Grand Opening and Concert – Mr. Hirschbine reported that the Grand Opening of Jeffree Star's first retail store has been scheduled for Friday, July 14th in the OYD! A free concert, with a band to be named, will be held at David Street Station in conjunction with the grand opening. Old Yellowstone (from Ash to David) and Ash (from West Yellowstone to Midwest), will be closed to avoid having traffic drive through the anticipated crowds. They have partnered with other OYD businesses – Occasions by Cory and Black Tooth Brewing – to provide food and beverages. Details are being confirmed and additional information will be released as it becomes available.

Ms. Becher shared that the DDA is asking for volunteers to get TIPS certified (via online training) and to be available to work the event (and possibly other future events). Anyone wishing to volunteer should let Liz know by close of business tomorrow, June 26th.

Other Property activity – none.

OTHER BUSINESS:

Historic Preservation Liaison Report – The June meeting was a tour of the Haass house located at 638 Beech.

ARAJPB Liaison Report – Ms. Hahn reported that the renovation of Three Crowns Club House should be completed the first or second week of August. WYDOT has suspended the Poplar St project indefinitely. The bids came in substantially over budget due to the unknown cost of reclamation with the river bridge. The remaining plan is to reconstruct Poplar from Collins to the river.

NEXT MEETING: The next meeting will be Monday, July 24th from 4:00 – 5:00 at a location TBD.

ADJOURN: Ms. Jensen moved to adjourn the meeting. The motion was seconded by Ms. Meyer. The meeting adjourned at 4:40 p.m.

(Minutes prepared by Barb Santmire)
Respectfully Submitted,

Kyle Gamroth
Chairperson