

**AGENDA
PLANNING AND ZONING MEETING**

May 11, 2023

6:00 P.M.

COUNCIL CHAMBERS

CITY HALL, 200 NORTH DAVID

Meetings can be viewed online at www.casperwy.gov on the Planning Commission web page.

PLANNING AND ZONING POLICY

PUBLIC STATEMENTS

1. Use of Cellular telephones is not permitted, and such telephones shall be turned off or otherwise silenced during the Planning and Zoning Meeting.

2. Speaking to the Planning and Zoning Commission (These guidelines are also posted at the podium in the Council Chambers).
 - Clearly state your name and address.
 - Please keep your remarks pertinent to the issue being considered by the Planning and Zoning Commission.
 - Please do not repeat the same statements that were made by a previous speaker.
 - Please speak to the Planning and Zoning Commission as you would like to be spoken to.
 - Please do not address Applicants or other audience members directly.
 - Please make your comments at the podium and directed to the Planning and Zoning Commission.

3. The City of Casper Planning and Zoning Commission is a volunteer body composed of members of the Casper Community, and appointed by the Casper City Council. The Commission acts as a quasi-judicial panel, making final decisions on some specific items, and recommendations to the City Council on others as dictated by law. The Commission may only consider evidence about any case as it relates to existing law. The Commission cannot make or change planning or zoning laws, regulations, policies or guidelines.

AGENDA

I. CALL TO ORDER

II. MINUTES: Consideration of P & Z Commission Minutes from April 13, 2023

III. PUBLIC HEARINGS:

CUP-389-2023 – Request for a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) in an R-2 (One Unit Residential) zoning district, located at 1340 South Lincoln Street, Lot 11-12 S ½, Block 13, Butler Addition. Applicants: Amanda and Matthew Neely.

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 Minutes

2) Old Yellowstone Advisory Committee Minutes

E. Other Communications

VI. ADJOURNMENT – *Next Meeting of the Planning and Zoning Commission is scheduled for Thursday, June 8, 2023, at 6:00 P.M.*

**CASPER PLANNING AND ZONING MEETING
THURSDAY APRIL 13, 2023
CITY COUNCIL CHAMBERS**

These minutes are a summary of the meeting. For full details view online at www.casperwy.gov on the Meetings and Agendas web page. The Planning and Zoning Commission held a meeting at 6:00 p.m., on Thursday April 13, 2023, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

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

Absent Members: Vickery Fales-Hall

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

I. MINUTES OF THE PREVIOUS MEETING

Chairperson McIntosh asked if there were additions or corrections to the minutes of the March 9, 2023 Planning & Zoning Commission meeting.

There being no additions or corrections, Chairperson McIntosh called for a motion to approve the minutes of the March 9, 2023 Planning & Zoning Commission meeting.

Mr. Wingerter made a motion to approve the minutes of the March 9 meeting. The motion was seconded by Mr. Bates. All those present voted aye. Motion carried.

II. PUBLIC HEARINGS

Our first case this evening:

CUP-373-2023 and CUP-351-2023 – Request for two Conditional Use Permits for property located at 1515 S. Elm Street. The first is to allow for wall heights in excess of 12’ on an existing detached garage, and the second is to convert said detached garage into an accessory dwelling unit. CUP-351-2023 was continued from the March 9, 2023 Planning and Zoning meeting. The current zoning of the property is R-2 (One Unit Residential), and is more particularly described as Lot 1, Block 3 of the Community Park Addition. Applicants: Pat and Vicki Hughes.

Craig Collins, City Planner, presented the staff report for both cases and entered 6 exhibits into the record. For case CUP-373-2023, there was one (1) staff recommended condition;

for case CUP-351-2023, there were two (2) staff recommended conditions; and there was one (1) public comment submitted.

Pat Hughes, 1515 S Elm, spoke as representative for the case. Mr. Hughes intends to increase the height of an existing detached garage and convert the upper section into an ADU. He and his wife will live in the ADU and family members will move into the main dwelling.

Chairperson McIntosh confirmed with the applicant that he understands the staff recommended conditions for each of the CUP applications.

Joan Aune, 1533 S Elm, spoke against the conditional use permits as she lives behind the subject property and is worried that the proposed height change will create an overwhelming structure that, combined with the allowance for use as an ADU, is not in alignment with the intended use/purpose of the R-2 (one unit residential) zoning.

Debra Dyer, 1523 S Elm, spoke against the conditional use permits expressing concern about adding traffic to an already congested alleyway.

There being no others to speak, Chairperson McIntosh closed the public hearing and indicated that the two Conditional Use requests will be voted on separately.

Commissioner Bates made a motion to approve case **CUP-373-2023**, with the one (1) condition specified by Staff. The motion was seconded by Commissioner Hutchison.

Deputy City Attorney Trembath noted the motion requires an amendment to include the two (2) findings listed in Section 17.12.240(G) of the Casper Municipal Code which 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.

Commissioner Bates made a motion to amend the motion to approve case **CUP-373-2023**, with the language provided by Deputy City Attorney Trembath. The motion to amend was seconded by Commissioner Hutchison. All those present voted aye. Motion to amend carried.

Following discussion, with 1 vote against and 5 votes for, the motion to approve, as amended, carried.

Commissioner Plocek made a motion to deny case **CUP-351-2023** on the basis that it does not meet the finding required under Section 17.12.240(G) of the Casper Municipal Code. There being no second, the motion failed.

Commissioner Bates made a motion to approve case **CUP-351-2023** to include the two (2) findings listed in Section 17.12.240(G) (as previously noted) of the Casper Municipal Code

and with the two (2) conditions specified by Staff. The motion was seconded by Commissioner Wingerter. With 1 vote against and 5 votes for, the motion to approve carried.

III. SPECIAL ISSUES

Chairperson McIntosh excused Commissioner Wingerter and Commissioner Eskew from the remainder of the meeting as they had other personal engagements.

IV. COMMUNICATIONS

A. Commission:

Commissioner Bates congratulated Connie Hall on being elected as Chairperson of the Historic Preservation Commission.

B. Community Development Director:

There were none.

C. Council Liaison:

There were none.

D. OYD and Historic Preservation Commission Liaisons:

OYD – As liaison, Mr. McIntosh conveyed that the Committee has plans for the summer that will include flower planting, clean up around the OYD, and the Poplar Street project by WYDOT.

HPC – Mr. McIntosh, as liaison, reported that May is going to be Historic Preservation Month and the Commission has plans to recognize Sherrie’s Place.

E. Other Communications

There were none.

V. ADJOURNMENT

Chairperson McIntosh adjourned the meeting at 7:06 pm.

Chairperson

Secretary

May 5, 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-389-2023** – Request for a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) in an R-2 (One Unit Residential) zoning district, located at 1340 South Lincoln Street, Lot 11-12 S ½, Block 13, Butler Addition. Applicants: Amanda and Matthew Neely.

Recommendation

The Planning and Zoning Commission **may** approve the requested Conditional Use Permit to allow for wall heights in excess of twelve feet (12') 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 pg. 2*), and upon determining that the request is in keeping with the two (2) findings listed in Section 17.12.240(G), (*outlined on pg. 3*).

Should the Planning and Zoning Commission approve the requested Conditional Use Permit, staff recommends that the Commission reiterate the following Municipal Code requirements by including them as conditions. The applicant would then acknowledge the conditions, in writing, with the execution of the Findings of Fact.

1. Per Section 17.12.240(I) of the Municipal Code, the Conditional Use Permit must be exercised and the work completed within one (1) year from the date of issuance, or such permit shall be void and have no further force or effect.
2. Per the definition of Accessory Dwelling Units, either the principal dwelling unit or the accessory dwelling unit must be occupied by either the owner of the property or an immediate family member of the property owner. The accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the principal dwelling unit.

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 17.12.121(F)(6) – Accessory buildings shall be similar in design, exterior residential materials, and roof pitch to the principal and/or surrounding residential neighbor buildings. Vertical metal siding is expressly prohibited.
- Accessory Dwelling Units – are defined in Chapter 17.08 of the Casper Municipal Code as a “habitable living unit added to, created within, or detached from a single-family dwelling unit that provides basic requirements for living, sleeping, eating, cooking and sanitation. Either the principal dwelling unit or the accessory dwelling unit must be occupied by an owner of the property, or an immediate family member of the property owner. An accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the principal dwelling unit.”
- Section 17.32.030 lists “accessory dwelling units” as a conditional use in the R-2 district.
- Section 17.12.080 (#39) – Two (2) parking spaces are required, per residential dwelling unit.
- Section 17.12.070(A)(12) – Parking surfaces shall be covered with concrete or asphalt concrete pavement materials in accordance with the City’s standard specifications for street construction.
- 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 property owners of 1340 South Lincoln Street have applied for a Conditional Use Permit to allow an Accessory Dwelling Unit (ADU) in an R-2 (One Unit Residential) zoning district. Section

17.32.030, lists “Accessory Dwelling Units” as requiring the approval of a conditional use in the R-2 district. The structure in question is an existing, stand-alone, detached structure, formerly used as a garage. The applicant has not indicated the purpose of the requested accessory dwelling unit. The off-street parking/driveway is accessed from East 14th Street, and is large enough to accommodate at least four (4) vehicles, as is required for two (2) dwelling units.

Subject Property Information

- Zoning – R-2 (One Unit Residential)
- Lot Size – 7,000 sf, more or less
- Minimum Lot size in an R-2 (One Unit Residential) zoning district – 4,000 sf
- Lot Description – Rectangular-shaped, corner lot, located at the northwest corner of East 14th and South Lincoln Streets.
- Existing Land Uses in Area – Single-Unit Residential
- Adjacent Zoning – R-2 (One Unit Residential) on all four (4) sides.

Accessory Dwelling Units were added to the zoning code in the recent past in order to address several issues. Primarily, the concept was implemented in recognition of changing demographics, and an aging population. The intent was to allow for the concept known as “aging in place.” Accessory dwelling units are useful for on-site caretakers, or as smaller, “mother-in-law” units located close to family members. Similarly, another situation that has increased demand for accessory dwelling units is the need to accommodate differently-abled family members. One community benefit of allowing accessory dwelling units, as supported by the Comprehensive Land Use Plan, is increasing the density of development, and better utilizing developable land within the City, in order to discourage sprawl.

The reasoning for requiring the approval of Accessory Dwelling Units in the R-2 (One Unit Residential) zoning district via a Conditional Use Permit is to ensure that the purpose/intent of the single-family purpose of the zoning district is not being circumvented, and to allow for special situations when warranted. Neighborhood compatibility and land use impacts should always be the primary considerations when reviewing Conditional Use requests. The guidance provided by the Municipal Code (*listed under the Code Compliance Section of this staff report*) honors the original expectations of the neighboring property owners, and attempts to balance the property rights and desires of applicants who have unique needs. The Planning and Zoning Commission’s task is to allow for neighborhood discourse on the proposal, and to decide based on the guidance provided by the Municipal Code, and adopted plans/policies.

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 Permits state the following:

“I note that the Planning and Zoning Commission has considered all relevant factors (pg. 3 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 with the recommended conditions 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 because it does not meet the two (2) findings (pg. 3) necessary for approval under Section 17.12.240(G).”

CUP-389-2023



City of Casper Planning Division

Conditional Use Permit Application

OWNER'S INFORMATION:

NAME: Amanda Neely and Matthew Neely
MAILING ADDRESS: 1340 South Lincoln St. Casper 82601
TELEPHONE: (307) 262-2367 EMAIL: mneely307@gmail.com

LOCATION OF REQUEST:

ADDRESS: 1340 South Lincoln Casper WY 82601
LEGAL DESCRIPTION: Residence
Number of Lots: 1 Size of Lots: 7200 (0.16 acre)
Current Zoning: R2 Current Use: Primary residence
Purpose for which the property is proposed to be used: primary residence with legal
ADU (structure already in place)
Prior restrictions placed on the property: None known

Floor area square footage: 1200 sq ft Number of Occupants or Employees: 4
Building Footprint: 615 sq ft Number of off-street parking spaces: 4

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: Matthew Neely
DATE: 03/23/23

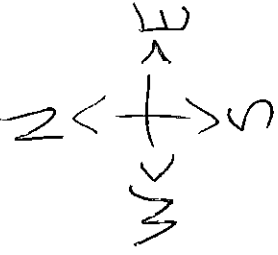
SUBMIT TO:
Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

- 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: _____

S Lincoln St

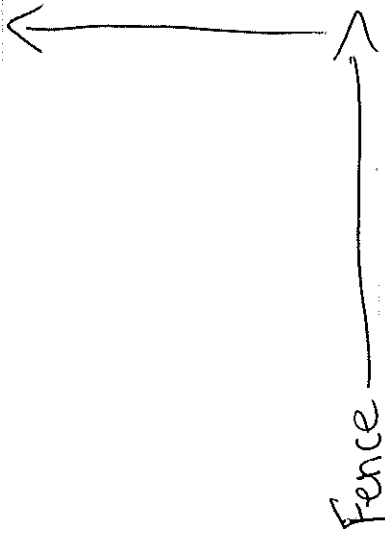
S Lincoln St



Existing garage
with ADU
Above
22x28



Off-street
parking x 4



Lot size: 16 acres

E 14th St

E 14th St

E 14th St

E

Assessor Property Datasheet

3/24/23, 11:04 AM

General Account Information

Property Address

1340 S LINCOLN ST

Owner Name and Mailing Address

NEELY, AMANDA ET VIR
1340 S LINCOLN ST
CASPER, WY 82601-4349

Account Type: Residential

Neigh. Code: 03DA

Account #: R0015500

Parcel #: 33790943901300

LEA #: 0301Res03

LEA Description: PRATT

Sub #: 2250

Sub Name: BUTLER

Tax District: 0150

Mill Levy: 72.89

Legal Description

BUTLER BLK 13 LOT 11-12 S 1/2

Type	Area	SF
Residential	6,000	1,000

Improvement Information

Bldg #	Type	Occupancy
1	Residential	Single Family Residential

HVAC	Exterior
Forced Air	Frame Siding

Interior	Roof Type	Roof Cover
Drywall	Hip	Composition Shingle

Rooms	Bedrooms	Baths
5	2	2.00

Built As Desc	SF	Stories	Story Height (Ft)	Year Built
Ranch 1 Story	1,062	1	8	1923

Basement SF	
Total	Finished
400	400

Garage	
Descr	SF
Detached	400

Decks/Porches	
Descr.	SF
Slab Roof Ceil	35
Open Slab	161

Fixtures/Rough Ins	
Descr.	#
Water Heater	1
Sink Standard	1
Bath 3	2
Laundry Facility (Rough In)	1

Fireplaces	
Descr.	#
FP Sgl 1 Story Mason	1

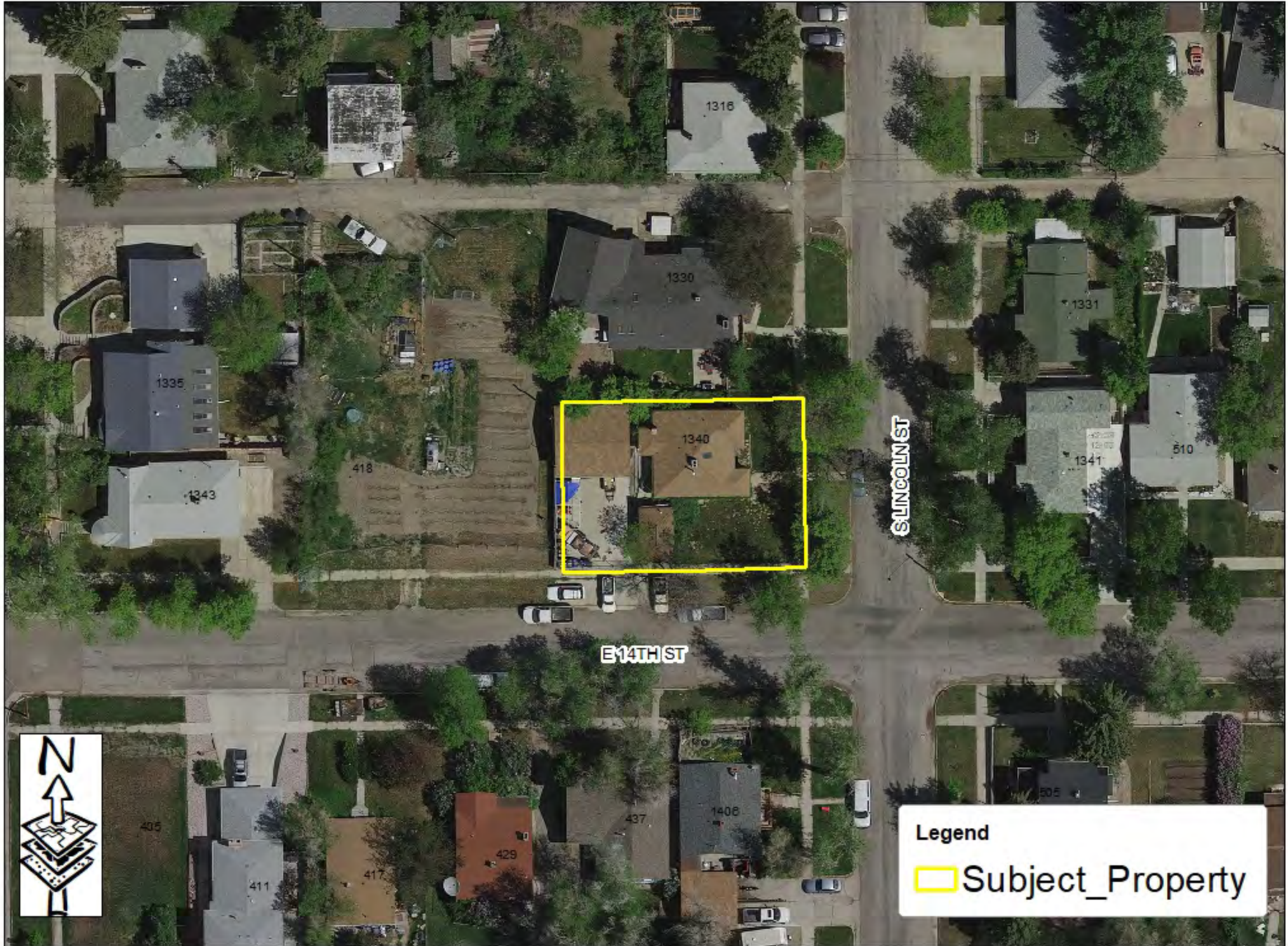
Assessor Property Datasheet

3/24/23, 11:04 AM

Bldg #	Type	Occupancy		
2	Residential	Detached Garage		
HVAC		Exterior		
Electric Baseboard		Frame Siding		
Interior	Roof Type	Roof Cover		
Drywall	Gable	Composition Shingle		
Rooms	Bedrooms	Baths		
0	0	0.00		
Built As Desc	SF	Stories	Story Height (Ft)	Year Built
Detached Garage	1,440	2	8	2005

Valuation Information				
Tax Year 2022				
Description	Market Value	Assessed Value	Taxable Value	Tax
Residential - Improved Land - Single Family Residence	\$38,220	\$3,631	\$3,631	\$264.66
Residential - Single Family Residence Improvements - Site Built	\$143,819	\$13,663	\$13,663	\$995.90
Residential - Support/Out Buildings Only Improvements - All Inclusive	\$48,041	\$4,564	\$4,564	\$332.67
Totals:	\$230,080	\$21,858	\$21,858	\$1,593.23

1340 S. Lincoln - Request to Allow an Accessory Dwelling Unit



Legend

 Subject_Property

1340 S. Lincoln - Request to Allow an Accessory Dwelling Unit





PUBLIC NOTICE
The following information is provided for the public's information regarding the property located at [Address]. The property is currently under a [Type of Restriction/Notice].

[Additional text, likely containing address, dates, and legal details, is present but illegible due to image resolution.]





CASPER HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
April 10, 2023

Present: Connie Hall, Robin Broumley, Maureen Lee, Anthony Jacobsen, Bob King, John Lang, Carolyn Buff

By Phone: Jeff Bond, Randy Hein

Absent: Tammie Chappell, Paul Yurkiewicz

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

Guests: Katelynn Larsen

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

Approval of Minutes – Chairperson Hall asked for approval of the March 13, 2023 meeting minutes. With no corrections, the minutes were approved.

New Business – None

Old Business

Ornaments for 2023 – It was decided that the Commission will not push to have the ornaments to sell for May (Historic Preservation Month). Craig mentioned that the money set aside for the CHPC needs to be spent by the end of the fiscal year (June 30, 2023).

Randy is looking for a good quality photo of NCHS to send to the ornament artist so final costs can be determined. It was suggested that the colorized postcard might work.

All Commissioners should be looking for events around the downtown area – particularly David Street Station – where ornaments might be sold (such as an Art Walk or Rock the Block, etc.) or at least a table with CHPC brochures can be set up.

May Historic Preservation Month – Jeff is in process of designing double sided, 11 x 17 “placemats,” and stated he would have cost estimates by the end of the day. Once the cost and production time of the placemats have been determined, Bob will speak with Sherrie to ensure she would welcome them.

The Commissioners will meet at 9:00am on April 15th in front of Sherrie's to take a group photo with Sherrie and the Historic Casper Matters banner.

Staff will coordinate with the City Manager, Mayor, and City Council to feature Sherrie's for a "Bright Spot" at the May 16th Council meeting. Additionally, the information will be given to the City Manager's office to produce a press release which can also be sent to the Alliance for Historic Wyoming.

OYD Committee Update – It was reported that The Office is not being sold.

The OYD Advisory Committee will be assisting with the planting flowers in the planters along Midwest Ave again this year. The 3rd phase of the Midwest Ave street renovation will also be completed this summer.

P&Z Commission – There was no report.

Demolition Permits – There was no report.

Social Media/Outreach/Education – John volunteered to help Maureen with social media outreach.

Field Visits/Tours – There was no report.

The next meeting will be held May 8th at 8:30 am in the Downstairs Meeting Room at City Hall .

(Minutes prepared by Barb Santmire)
Respectfully submitted,

Chairperson
Casper Historic Preservation Commission

CASPER HISTORIC PRESERVATION COMMISSION
TO DO's from Meeting held April 10, 2023

- **Craig** – check with City attorney to see if Paul's position can be filled "temporarily" until he is able to return
- **Jeff** – check with Casper College for photo of NCHS suitable for ornaments
 - Does anyone have the colorized postcard handy?
- **Jeff** – reach out to local companies (Atlas, Mountain State Litho, etc.) to get estimates for laminating 100 and 250 double sided 11 x 17 "placemats"
- **Bob** – once a rough design and costs of the placemats is ready (to confirm is a viable option), talk to Sherrie to see if she is ok with idea

- **ALL** – photo outside of Sherrie's at 9am on Saturday, April 15th
 - Invite others to attend/participate to fill photo with people?
- **Craig** – Liz will present as a Bright Spot opportunity for either the May 2 or May 16 Council meeting
 - **Connie**
 - Need to provide bullet points / information on celebration @ Sherrie's to Craig so he can have press release / proclamation created
 - Discuss with Commission members to see which date would work best / Sherrie and some of the Commissioners will need to be present at the meeting
 - Provide information to Craig/Barb by COB Thursday, 4/13
 - Send copy of press release to Alliance
- **ALL** – need date to present placemats to Sherrie's / present proclamation / invite Council/Mayor to attend
 - **Bob** – include in talk with Sherrie to ensure a date that works for her
- **ALL** – check for events around downtown in May where CHPC might set up a table / have brochures
 - Rock the Block? Art walks?
- **Maureen** – is it possible to share the Facebook log-in information to John and Katelynn so they can assist in postings/updates? Or some way to make them editors?

OLD YELLOWSTONE DISTRICT ADVISORY COMMITTEE MEETING
Monday, March 27, 2023 at The Office Bar & Grill (520 S. Ash)

The OYD held its monthly meeting at 4:00 p.m. on Monday, March 27, 2023.

Members Present: Kyle Gamroth, Jamie Haigler, Michael Hirschbine, Kelly Ivanoff, Joe Hutchison, Mike McIntosh, Karen Meyer

Members Absent: Carol Martin, Pete Maxwell, Phillip Rael, Gena Jensen

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

Liaisons Absent: John Lang (CHPC)

Guests Present: Terry Wingerter (Planning & Zoning); Katy Hallock and Tina Gollnick (City Parks Department)

Staff Present: Liz Becher, Barb Santmire

CALL TO ORDER: Chairperson Gamroth welcomed everyone and called the meeting to order at 4:01 p.m.

APPROVAL OF THE FEBRUARY 27, 2023 MINUTES: Chairperson Gamroth asked for approval of the February 27, 2023 meeting minutes. Mr. McIntosh moved to approve the minutes. Ms. Meyer seconded. All members voted aye; minutes were approved.

INTRODUCTION OF GUESTS/PUBLIC COMMENTS: Ms. Becher introduced Katy Hallock and Tina Gollnick from the City Parks Department who were present to discuss summer flower planter plans (item “B” under Old Business).

OLD BUSINESS:

Plant Swap on April 1st at Wyoming Plant Company – Mr. Ivanoff announced that the plant swap was moving forward, rain or shine or snow from 1:00 pm to 3:00 pm on April 1st. Wyoming Plant Company would be open to host the plant swap only, with no sales being conducted.

Summer Flower Planter Plans – Ms. Becher stated that the planters along Midwest will be open to adoption from the local businesses again this year. The Committee will provide planting assistance and will meet at Wyoming Plant Company at 10:00 am on May 16th and work with Katy and Tina.

Midwest Avenue Reconstruction Phase 3 Status – The project will be going out for bid in April with work expecting to be started in June. The City has been working with the local business owners along the affected stretch of road and is trying to minimize any negative impact.

NEW BUSINESS:

Upcoming Goal Work/Subcommittee Formation

- OYD postcard design/production
 - Joe, Michael H, Carol
- Partnership with DDS for summer events
 - Kyle, Jamie, Kelly, Pete
- Utility box wraps
 - Renee, Karen, Phillip
- Service project ideas
 - Connie, Mike M, Gena

Other Property activity

The following activities were reported:

- The owners of The Office are not retiring, as was previously reported
- Opening of Jeffree Star's building has been delayed until June

OTHER BUSINESS:

Historic Preservation Liaison Report – Ms. Hall provided an update on the Commission's planned activities to celebrate Historic Preservation month in May. Sherrie's Place is going to be the focus of the celebration. She also reported that the Commission is going to sell Christmas ornaments to raise monies to fund HPC projects (such as historic property signs). For this first year, the ornament will focus on NCHS, but the ornament will change every year to celebrate a different location.

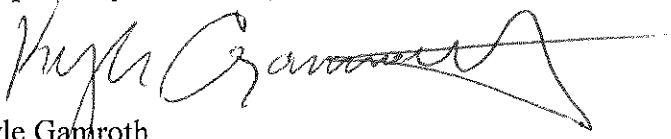
ARAJPB Liaison Report – Ms. Hahn reported that the ARAJPB work has started on the Three Crowns Club House and is on target to be completed in June.

NEXT MEETING: The next meeting will be Monday, April 24th from 4:00 – 5:00 at the DDA office.

ADJOURN: Ms. Haigler moved to adjourn the meeting. The motion was seconded by Mr. McIntosh. The meeting adjourned at 4:56 p.m.

(Minutes prepared by Barb Santmire)

Respectfully Submitted,



Kyle Gamroth
Chairperson