

**PLANNING AND ZONING MEETING  
THURSDAY, AUGUST 19, 2021  
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 Meetings and Agendas web page. The Planning and Zoning Commission held a meeting at 6:00 p.m., on Thursday August 19, 2021, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Susan Frank  
Fred Feth  
Terry Wingerter  
Chuck Davis  
Mike McIntosh  
Ken Bates

Absent Members: Vickery Fales-Hall

Others present: Liz Becher, Community Development Director  
Craig Collins, City Planner  
Kristie Turner, Administrative Support Technician  
Wallace Trembath, Deputy City Attorney  
Bruce Knell, Council Liaison

**I. MINUTES OF THE PREVIOUS MEETING**

Chairperson Frank asked if there were additions or corrections to the minutes of the June 17, 2021 Planning & Zoning Commission meeting.

Chairperson Frank called for a motion to approve the minutes of the June 17, 2021, Planning & Zoning Commission meeting.

Mr. Davis made a motion to approve the minutes of the June 17, 2021, meeting. The motion was seconded by Mr. Wingerter.

All those present voted aye. Motion carried.

**II. PUBLIC HEARINGS**

**First case this evening:**

**CUP-46-2021** – A request for the approval of a Conditional Use Permit (CUP) to allow a home daycare, with a capacity of up to fifteen (15) children, to be located in an R-2 (One Unit Residential) zone, at 3525 Partridge Lane. Applicant: 307 Playhouse West, LLC (Casianne Hancock).

Craig Collins, City Planner presented the staff report and entered five (5) exhibits into the record for this case. The staff report also recommends 4 conditions.

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

Casianne Hancock, 3525 Partridge Ln, Casper, WY, spoke as the representative for this case.

Ms Frank asked if Ms. Hancock agreed with the 4 conditions that were set by the Planning Dept., specifically the parking spaces.

Ms Hancock replied that she agreed to the 4 conditions.

Chairperson Frank asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

There being no others to speak, Chairperson Frank closed the public hearing and entertained a motion to approve, deny or table CUP-46-2021 regarding the CUP.

Mr. Feth noted that the Planning and Zoning Commission has considered all relevant factors, including, but not limited to, those set forth in Casper Municipal Code Section 17.12.240(H), and find that the conditional use permit meets the two (2) findings required by Casper Municipal Code Section 17.12.240(G). On that basis, I move to approve CUP-46-2021, with the four (4) conditions stated in the staff report. The motion was seconded by Mr. Wingerter. All those present voted aye. Motion Carried.

**Second case this evening:**

ANX-48-2021 and ZOC-53-2021 – A request for annexation into the City of Casper, for two-acres, more or less, located at 5051 Link Drive, described as Tract 31, Dowler No. 3 Subdivision; and zoning said property as M-1 (Limited Industrial). Applicant: Brusaw Mechanical Company, LLC

Craig Collins, City Planner presented the staff report and entered six (6) exhibits into the record for this case and one (1) condition associated with the annexation.

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

Shawn Gustafson with ECS Engineers spoke as the representative for this case.

Chairperson Frank asked about the condition regarding assessment of public improvements and that this condition would be attached to the land if the owner were to sell this property in the future.

Shawn Gustafson replied that the owner was aware, and agreed to the condition.

Chairperson Frank asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

There being no others to speak, Chairperson Frank closed the public hearing and advised that the annexation and zone change will be voted on separately.

Mr. Wingerter made a motion to approve case ANX-48-2021 regarding the annexation with one (1) condition, and forward a “do pass” recommendation to Council. The motion was seconded by Mr. McIntosh.

#### Discussion

Mr. Bates asked about property being contiguous to city.

Mr. Feth asked about the zoning of the surrounding lots.

Mr. Collins remarked that this is contiguous to city and is surrounded by properties zoned M1 and C4.

All those present voted aye. Motion Carried.

Mr. Davis made a motion to approve case ZOC-53-2021 regarding the zone change and forward a “do pass” recommendation to Council. The motion was seconded by Mr. Feth. All those present voted aye. Motion Carried

#### **Third case this evening:**

SUB-49-2021 – A subdivision proposal creating the Trails West Estates No. 6 subdivision, consisting of a vacation and replat of Lots 2-18, Block 21; Lots 2-8, Block 23; Trails West Estates; and Lot 8, Block 4; and Lot 9, Block 5, Prairie Park Estates. Applicants: Dennis & Judy Langdon, Christopher & Amber Jones.

Craig Collins, City Planner presented the staff report and entered six (6) exhibits into the record for this case.

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

Dennis Langdon spoke as the representative for this case.

Chairperson Frank asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

Dennis Steensland 533 S Washington, Casper, WY, asked about the length of construction.

Chairperson Frank replied that the timing is unknown due the fact that they still need to sell the property.

There being no others to speak, Chairperson Frank closed the public hearing and entertained a motion to approve, deny or table SUB-49-2021 regarding the vacation and replat.

Mr. Wingerter made a motion to approve case SUB-49-2021 regarding the replat, and forward a “do pass” recommendation to Council. The motion was seconded by Mr. Feth. All those present voted aye. Motion Carried

**Fourth case this evening:**

ZOC-52-21 – A request for a zone change of the property located at 129 North Elk Street (*Former Willard School – Lots 1-12, Block 97, Butler’s Addition*), from zoning classification ED (Educational District) to C-2 (General Business). The purpose of the requested zone change is to facilitate the redevelopment of the former school as the “Willard Campus” for the Casper Housing Authority, including offices, a daycare and job training programs. Applicant: Casper Housing Authority.

Craig Collins, City Planner presented the staff report and entered seven (7) exhibits into the record for this case.

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

Kim Summerall-Wright, Executive Director for the Casper Housing Authority, spoke as the representative for this case.

Mr. Wingerter asked about vehicles and heavy equipment being parked at this location and about parking and communication with those in the neighborhood. He also asked about the North Casper School project.

Ms. Summerall-Wright stated that they should not be parking any large equipment at the site. She commented on the parking item by stating that the center will utilize the parking lot which will include additional spaces with redesign and that the goal is to connect with local neighbors soon but this is a very recent project for CHA. Ms. Summerall-Wright also addressed the change from North Casper School project. CHA has sold the North Casper School to another non-profit and are shifting those plans to the Willard School building.

Mr. Davis asked about the portable units on the site and on street parking.

Ms. Summerall-Wright stated that portables are moving to another site and that area will be used for parking and the school bus zone will be removed thereby opening that area for parking.

Chairperson Frank asked if there was anyone in the audience wishing to speak in favor or opposition of this case?

Dennis Steenland, 1630 E 1st Street, voiced concern and suggested that the stop signs with flashing lights that have been removed from the intersection at Elk and 1<sup>st</sup> be reinstalled due to the issues with speeding through the neighborhood.

There being no others to speak, Chairperson Frank closed the public hearing and entertained a motion to approve, deny or table ZOC-52-21 regarding the zone change.

Ms. Wingerter made a motion to approve case ZOC-52-21 regarding the zone change, and forward a “do pass” recommendation to Council. The motion was seconded by Mr. McIntosh.

#### Discussion

Mr. Bates stated that he is on the board for the Casper Housing Authority and although he does not have any qualifying reason for conflict of interest he would still be abstaining from voting on this item.

All those present voted aye with the exception of Mr. Bates who abstained. Motion Carried.

### **III. SPECIAL ISSUES:**

Chairperson Frank stated that Chuck Davis was resigning from Planning and Zoning Commission for personal reasons and introduced Liz Becher to present a “Special Acknowledgement of Service” for Chuck Davis She thanked Mr. Davis for his years of service to the community

Ms. Becher shared a message of gratitude for Mr. Davis’s time of community service and presented Mr. Davis with a letter signed by the Mayor on behalf of the City Council and an engraved photo of Casper.

Mr. Wingerter thanked Mr. Davis for his service.

### **IV. COMMUNICATIONS:**

- A. Commission:  
Mr. Wingerter stated that Connie Hall with the Historic Preservation had spoken at the Kiwanis’ Luncheon.
- B. Community Development Director:

Ms. Becher presented the WYOPASS fall conference information September 23-24,2021. She invited commissioners to attend and RSVP to Kristie Turner by September 3<sup>rd</sup>.

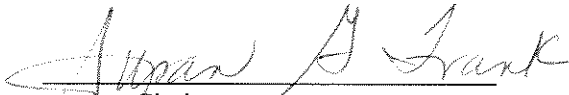
- C. Council Liaison:  
Mr. Knell thanked Mr. Davis for his years of service and introduced Carol Johnson as the new commissioner pending City Council approval on September 7 for the open seat on the Planning and Zoning Commission.
  
- D. OYD and Historic Preservation Commission Liaisons:  
OYD Midwest Ave. project anticipated to be completed 10/11/21.  
Industrial Avenue not yet complete.  
Oscars for OYD are 9/13/21.  
HPC Nothing to report.
  
- E. Other Communications:  
There were none.

Chairperson Frank stated that the next Planning and Zoning Commission meeting will be held Thursday, September 16, 2021.

**VI. ADJOURNMENT:**

Chairperson Frank called for a motion for the adjournment of the meeting. A motion was made by Mr. Feth and seconded by Mr. Bates to adjourn the meeting. All present voted aye. Motion carried.

The meeting was adjourned 8:10 p.m.

  
Chairperson

  
Secretary