

**AGENDA
PLANNING AND ZONING MEETING**

November 10, 2022

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 October 13, 2022

III. PUBLIC HEARINGS:

CUP-284-2022 – Request for a Conditional Use Permit to operate an in-home child care center, with a maximum capacity of up to fifteen (15) unrelated children, at 2936 Ridgecrest Drive, more particularly described as Valley Hills Addition, Lot 25 and a 20' strip ADJ. Applicant: Cristol Lovato dba Comfy Cozy Child Care for Infants and Toddlers.

CUP-288-2022 – Request for a second amendment to a Conditional Use Permit granted March 25, 2014 to enlarge an existing detached garage by an additional 128 square feet, located at 643 East 17th Street, more particularly described as a portion of Block 37, Butler Heights Addition. Applicant: Emerick Huber.

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 Meeting** - (*October 3, 2022 Minutes*)

2) **Old Yellowstone Advisory Committee Minutes** – (*October 24, 2022 Minutes*)

E. Other Communications

VI. ADJOURNMENT – *Next Meeting of the Planning and Zoning Commission is scheduled for Thursday, December 8, 2022, at 6:00 P.M.*

**CASPER PLANNING AND ZONING MEETING
THURSDAY October 13, 2022
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 October 13, 2022, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Joe Hutchison
Vickery Fales-Hall
Travis Van Hecke
Michael McIntosh
Terry Wingerter
Maribeth Plocek

Absent Members: Kenneth Bates
Bruce Knell, Council Liaison
Liz Becher, Community Development Director

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

I. MINUTES OF THE PREVIOUS MEETING

Vice-Chairperson Fales-Hall asked if there were additions or corrections to the minutes of the August 18, 2022 Planning & Zoning Commission meeting. There was no meeting in September.

Vice-Chairperson Fales-Hall called for a motion to approve the minutes of the August 18, 2022 Planning & Zoning Commission meeting.

Mr. McIntosh made a motion to approve the minutes of the August 18 meeting. The motion was seconded by Mr. Wingerter.

All those present voted aye. Motion carried.

II. PUBLIC HEARINGS

Our first case this evening:

SUB-266-2022 – Petition for a vacation and replat of all of the Goldwater Addition, Portions of Goldwater Addition No. 2, Portions of the vacated North David Street Right-of-way, Portions of the Liberty Addition, and an unplatted portion of the NE1/4SW1/4 & NW 1/4SE1/4, Section 4, T.33N., R.79W., 6th P.M., to create the

Pasadena Addition to the City of Casper. Applicants: West Center Hospitality RE, LLC/ Greenlake Real Estate Fund, LLC/Greenlake Investment Management, LLC.

ZOC-271-2022 – Petition to zone the entire Pasadena Addition as C-2 (General Business). The majority of the area involved in this request is already zoned C-2 (General Business). Applicant: West Center Hospitality RE, LLC/ Greenlake Real Estate Fund, LLC/Greenlake Investment Management, LLC.

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

Vice-Chairperson Fales-Hall opened the public hearing and asked if anyone on the Commission has any preliminary questions for the staff.

Mr. Wingerter asked if the North/South road is wide enough to put in a turn lane to accommodate any increase in traffic.

Alex Sveda, City Engineer, addressed the question stating that a traffic study would be required which may prompt a turning lane, depending on the findings.

Vice-Chairperson Fales-Hall asked for the person representing the case to come forward and explain the application.

Mr. Paul Diamond, 1416 El Centro, S Pasadena, CA spoke as representative from West Center Hospitality, RE, LLC for this case.

Vice-Chairperson Fales-Hall asked if there was anyone in the audience wishing to speak in favor of or opposition to this case?

There being no others to speak, Vice-Chairperson Fales-Hall closed the public hearing and entertained a motion to approve, deny or table **SUB-266-2022** and **ZOC-271-2022** regarding the Pasadena Addition.

Mr. Wingerter made a motion to approve case **SUB-266-2022** and **ZOC-271-2022**. The motion was seconded by Mr. McIntosh.

All those present voted aye. Motion carried.

Our second case this evening:

SUB-267-2022 – A vacation and replat creating the Valley West Business Center No. 2, encompassing 8.2-acres, more or less, and located at the northeast corner of the intersection of CY Avenue (WY State Hwy 220) and Valley Drive. Said vacation and replat comprises Valley West Business Center, Lots 1 through 6 Addition, & a Portion of Commercial Tract 1, Paradise Valley Subdivision. Applicant: Half Barrel, LLC

Craig Collins, City Planner presented the staff report and entered 5 exhibits into the record for this case. Mr. Collins pointed out that there were 5 conditions listed in the staff report, but a 6th condition is needed to address an easement needed. The 6th condition would read that prior to Council review, an easement shall be added to the plat for an existing 24” storm sewer located in the southwest portion of the subdivision.

Vice-Chairperson Fales-Hall opened the public hearing and asked for the person representing the case to come forward and explain the application.

Mr. Pat Sullivan, 6488 Coates Rd, Casper, WY spoke as representative from Half Barrel, LLC for this case.

Vice-Chairperson Fales-Hall asked if the applicant understood and agreed with the recommended conditions in the staff report, including the 6th condition just disclosed. Mr. Sullivan acknowledge the conditions.

Vice-Chairperson Fales-Hall asked the Commissioners if they have any questions they would like to ask the applicant at this time.

Mr. Wingerter stated he feels this is a great layout, but expressed concern that future development of the lots could negatively impact traffic around the community swimming pool. Mr. Wingerter asked if a frontage road has ever been considered. Mr. Collins replied there may be topography and/or space issues that can be addressed during the site plan development. Mr. Collins stated he would not recommend including a frontage road as a condition at this point.

Vice-Chairperson Fales-Hall asked if there was anyone in the audience wishing to speak in favor of or opposition to this case?

There being no others to speak, Vice-Chairperson Fales-Hall closed the public hearing and entertained a motion to approve, deny or table SUB-267-2022.

Mr. McIntosh made a motion to approve case SUB-267-2022 with the five (5) conditions listed in the staff report with the sixth condition amended by staff on the record. The motion was seconded by Mr. Hutchison.

All those present voted aye. Motion carried.

III. SPECIAL ISSUES:

There were none.

IV. COMMUNICATIONS:

A. Commission:

There were none.

- B. Community Development Director:
There were none.
- C. Council Liaison:
There were none.
- D. OYD and Historic Preservation Commission Liaisons:
OYD – Mr. McIntosh reported that OYD met and discussed having a meeting with the DDA Board on October 26th.

HPC – There were none.
- E. Other Communications:
There were none.

V. **ADJOURNMENT:**

Vice-Chairperson Fales-Hall adjourned the meeting at 6:25pm.

Chairperson

Secretary

November 4, 2022

MEMO TO: Ken Bates, Chairperson
Members of the Planning and Zoning Commission

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

SUBJECT: **CUP-284-2022** – Request for a Conditional Use Permit to operate an in-home child care center, with a maximum capacity of up to fifteen (15) unrelated children, at 2936 Ridgecrest Drive, more particularly described as Valley Hills Addition, Lot 25 and a 20' strip ADJ. Applicant: Cristol Lovato dba Comfy Cozy Child Care for Infants and Toddlers.

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:

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

Should the Planning and Zoning Commission vote to approve the requested Conditional Use Permit, staff recommends the inclusion of the following four (4) conditions:

1. The applicants shall maintain a minimum of two (2) open, paved, off-street parking spaces for use by daycare customers to load and unload children off-street during the hours when the daycare is in operation.
2. Pursuant to Section 17.12.140(A)(2) of the Municipal Code, signage for all home-based childcares shall be limited to only signage that is non-illuminated, attached flush with the dwelling, and not exceeding one square foot in area.
3. The family childcare center is approved as a secondary, accessory use of the property. The primary use of the property shall remain single-family residential, which is a permitted use in the R-2 (One Unit Residential) zoning district. Therefore, the operator of the family childcare center must live at the subject property. If the operator of the family childcare center is found not to be residing on the premises, the Conditional Use Permit may be immediately revoked by the City, pursuant to Section 17.12.240(J) of the Casper Municipal Code.

4. Pursuant to Section 17.12.240(M)(3) of the Casper Municipal Code, the Conditional Use Permit shall be granted to the childcare provider and shall not attach to the land. The Conditional Use Permit shall not be transferred from one location to another and shall not be transferrable from one childcare provider to another.

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 public comments on this case.**

APPLICABLE REGULATIONS & STANDARDS

- Section 17.08 – Definitions: “Family child care center – zoning review” means a child care facility in which care is provided for not more than fifteen (15) unrelated children for part of a day. A family child care center shall be the principle residence of the provider when such a facility is located in a residential zoning district. A conditional use hearing with the Planning and Zoning Commission is required in residential districts.
- Section 17.12.240(M)(3) – Renewal: Unless otherwise specified in the conditional use permit, permits for day-cares shall be granted to the day-care provider and shall not attach to the land. The conditional use permit shall not be transferable from one location to another, and shall not be transferable from one day-care provider to another without submission and approval of a new application. Renewal will not be required unless there is a change in the facility play yard or a property-related complaint is received from a neighboring property owner.
- Section 17.12.080 – Off Street Parking Requirements: Two (2) parking spaces are required for each group day-care home. The two (2) off-street parking spaces required for a detached residential dwelling unit may represent the off-street parking stalls required for the group day-care home.
- 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 17.12.140 – Home Occupations:
 - The total area primarily used for such purposes shall not exceed twenty-five (25) percent of the floor area of the user's dwelling unit, including accessory buildings.
 - There shall be no exterior advertising other than identification of the home occupation by a sign, which shall be attached flush with the dwelling and shall not exceed one foot square in area and which shall not be illuminated.

- 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:

An application has been submitted for a Conditional Use Permit to allow for the expansion of an existing day care from eight (8) children to fifteen (15) children, located at 2936 Ridgecrest Drive. The subject property is zoned R-2 (One Unit Residential), and land uses in the immediate area are all single-family residential.

Ridgecrest Drive provides access to the property and is considered a “local” street, primarily meant to serve the properties located along the street and not pass-through traffic. It is staff’s opinion that the proposed expansion of the child care to a maximum of fifteen (15) children will not noticeably increase traffic volume or congestion, or cause a traffic hazard in the area.

The daycare operates Monday through Friday, during the hours of 7:30 AM to 5:45 PM. A fenced, outdoor play area is provided on the property. In addition to the provider, there is one (1) additional employee working on site. The property has a multi-car-width driveway available, which can accommodate the two (2) off-street parking spaces required.

The Department of Family Services (DFS) handles licensing, evaluates the adequacy of the area within the house and yard for play and other activities, and regulates the nature and quality of the care provided. Childcares are inspected by the City/County Health Department and the City Fire Department regularly. Based on information provided by the Department of Family Services, there are no other licensed home childcares within a half mile of the subject property.

Sample Motion to Approve:

I note 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** Case **CUP-284-2022** with the four (4) listed under the “Recommendation” section of the staff report.

Sample Motion to Deny:

I move to **deny** Case CUP-284-2022 because the Conditional Use does not meet the two (2) findings required for approval under Section 17.12.240(G).

CWP-000284-2022



City of Casper Planning Division

Conditional Use Permit Application-Daycare

APPLICANT'S INFORMATION:

NAME: CRISTOL LOVATO
 BUSINESS NAME: COMFY COZY CHILD CARE FOR INFANTS & TODDLERS
 ADDRESS: 2936 RIDGECREST DR CASPER, WY 82604
 LEGAL DESCRIPTION: VALLEY HILLS LOT 25 AND 20 STRIP ADS
 TELEPHONE: 3072665907 EMAIL: clovato@brennan.net

TYPE OF FACILITY APPLYING FOR (please check one):

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

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

Maximum number of children cared for in this daycare (including your own): Current 15

Days of the week this daycare is operated: Mon-Fri Hours of operation: 7:30 AM - 5:45 PM

Is the outdoor play area fenced? No: Yes: If Yes, type and height of fence: PRIVATE CHAIN LINK 6'

Number of off-street parking spaces available for daycare customers/staff: 2

Number of employees or additional staff at this daycare: 1

Name of Department of Family Services (DFS) caseworker: Teddie Schrayed Phone: 473-3900

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

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

SIGNATURE OF PROPERTY OWNER: Cristol Lovato

SIGNATURE OF APPLICANT: Cristol Lovato

DATE: 10/4/22

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 OF OWNERS/APPLICANTS
 - PROOF OF OWNERSHIP
 - \$600 APPLICATION FEE (NON-REFUNDABLE)

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



City of Casper Planning Division

Daycare Conditional Use Permit

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

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

Family Child Care Home- A facility in which care is provided for up to eight (8) unrelated children from more than one immediate family for part of a day in the home of the provider. (Conditional Use Permit not required)

DAYCARE STANDARDS AND REQUIREMENTS:

- A. The outdoor play area shall be fenced.
- B. The use of a residence for a day-care shall be clearly incidental and secondary to the use of the dwelling for residential purposes and shall not change the character of the home or the neighborhood.
- C. The care and supervision of children shall be conducted in a manner which does not create a nuisance to the neighborhood.
- D. All family child care center—zoning review or family child care home—zoning review facilities shall be approved by the Casper Fire Department.
- E. Day-care providers shall provide off-street parking, as required in Section 17.12.080 of the Municipal Code.

(See Casper Municipal Code Section 17.12.240(M)(2))

RENEWAL:

Unless otherwise specified in the conditional use permit, permits for day-cares shall be granted to the day-care provider and shall not attach to the land. The conditional use permit shall not be transferable from one location to another, and shall not be transferable from one day-care provider to another without submission and approval of a new application. Renewal will not be required unless there is a change in the facility play yard or a property-related complaint is received from a neighboring property owner. (See Casper Municipal Code Section 17.12.240(M)(3))

OFF-STREET PARKING REQUIREMENTS:

2 paved, off-street parking spaces are required for each type of day-care. The required spaces need to be maintained for use by the day-care customers, during the hours when the day-care is in operation. (See Casper Municipal Code Section 17.12.080)

APPLICATIONS MUST BE SUBMITTED TO:

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

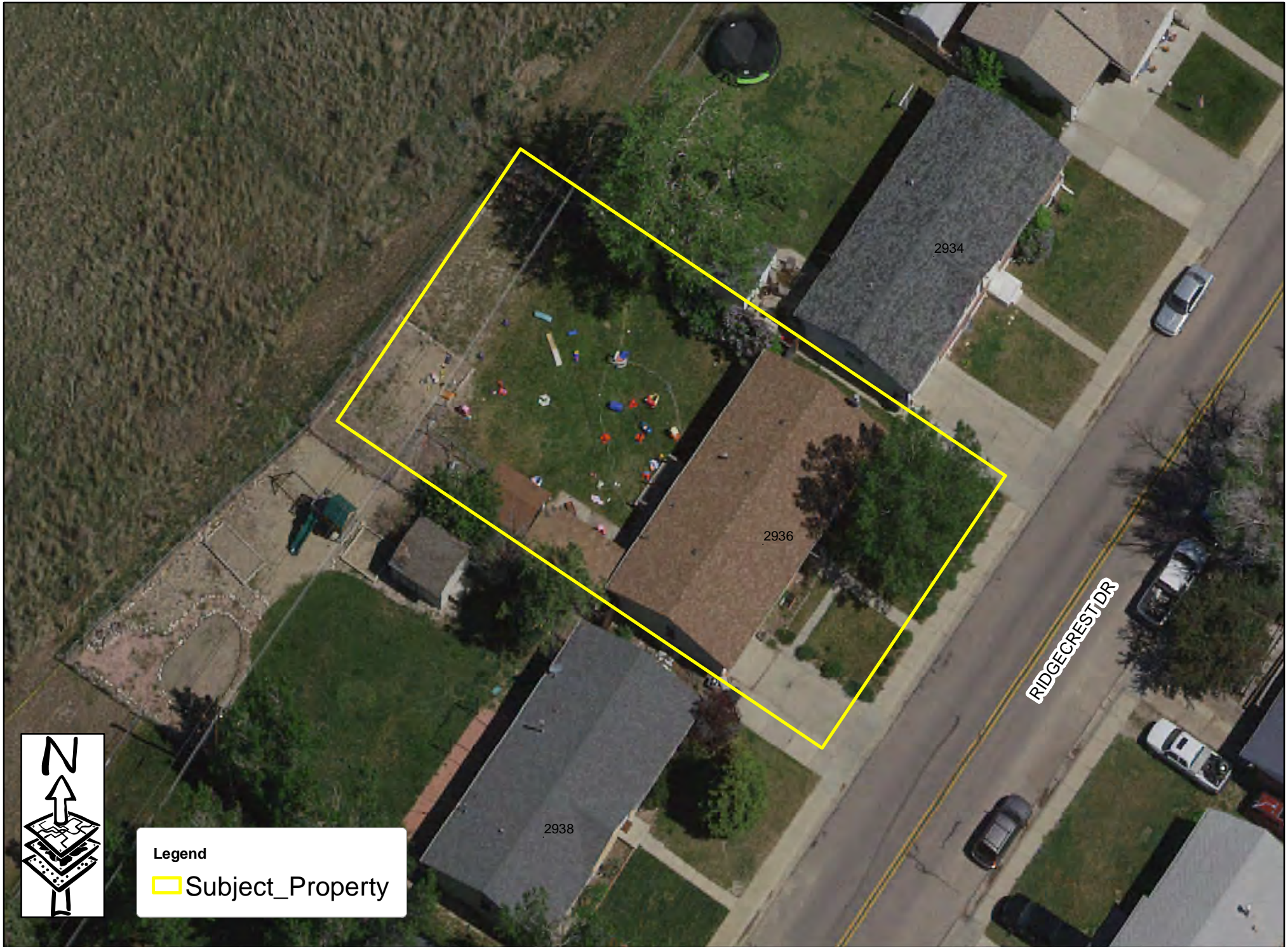
COMPLETE SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION INCLUDING ORIGINAL SIGNATURES
- PROOF OF OWNERSHIP
- \$600 APPLICATION FEE (NON-REFUNDABLE)

FOR INFORMATION ON LICENSING CONTACT:

Department of Family Services (307) 473-3900
851 Werner Court, Suite 200
Casper, WY 82601

Conditional Use Permit for Child Care Center/Zoning Review - 2936 Ridgecrest



2934


2936

2938

RIDGECREST DR



Legend

 Subject_Property

Conditional Use Permit for Child Care Center/Zoning Review - 2936 Ridgecrest



November 4, 2022

MEMO TO: Ken Bates, Chairperson
Members of the Planning and Zoning Commission

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

SUBJECT: **CUP-288-2022** – Request for a second amendment to a Conditional Use Permit granted March 25, 2014 to enlarge an existing detached garage by an additional 128 square feet, located at 643 East 17th Street, more particularly described as a portion of Block 37, Butler Heights Addition. Applicant: Emerick Huber.

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:

1. If all minimum regulations/standards of the Municipal Code are satisfied; and,
2. 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 page 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 public 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 17.12.120(F)(6) – Buildings greater than 120 square feet in area shall be similar in design, exterior residential materials, and roof pitch to the principal and/or surrounding residential neighborhood buildings. Vertical metal siding is expressly prohibited.
- Section 17.12.120(G) – A Conditional Use Permit is required for detached garages and/or accessory buildings that exceed twelve feet in an exterior wall building height above the finished floor, measured at the primary access to the building.
- Section 17.12.120(I) – One detached garage and two accessory buildings (sheds), not exceeding 400 square feet in area combined, are permitted in association with the principal building.
- 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 Owner of the property located at 643 East 17th Street has applied for a second amendment to a previously-granted Conditional Use Permit (CUP) from March of 2014 in order to enlarge the size of an existing, oversized 1,830 square foot detached garage by an additional 128 square feet. The property is located south of the intersection of East 17th Street and Oakcrest Avenue, and is zoned R-2 (One Unit Residential). The initial Conditional Use Permit for the property allowed for a 1,800 square foot, detached structure, with an accessory dwelling unit on the upper floor. The first amendment to the Conditional Use Permit, approved in January of 2022, allowed for an additional thirty (30) square feet of building area for the construction of an elevator shaft enclosure.

The property is approximately 18,700 square feet in size and the existing structure was built at the maximum size permitted by the CUP. The applicant's stated reason for applying for a second amendment is to allow for the construction of an 8'x16' addition to the north side of the structure for a secure storage area for medical records for his previous patients.

The question before the Planning and Zoning Commission is whether the current proposal is compatible with the surrounding area. Specifically, Section 17.12.240(H) of the Municipal Code

provides guidance on the factors that should be considered by the Commission when making its findings. It should be noted that those factors may, or may not, be applicable in all cases. The relevant factors are found in the Code Compliance section, above, and are listed immediately below for the Commission's deliberation. *(Staff's discussion/explanation of each factor is provided in italics)*

- Area and height to be occupied by buildings or other structures. *(The Commission must decide if the area/height of the structure is consistent with occupied buildings/structures in the surrounding area).*
- Density of the proposed use in terms of units per acre and the number of offices, employees, occupants, or all three. *(The density of the use is not applicable in this case because the density of the land use is not increasing).*
- Volume of business in terms of the number of customers per day. *(The volume of business is not applicable in this case because the use is accessory to the primary dwelling and not a business).*
- 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. *(The proposed oversized garage will not contribute to traffic congestion or hazards over and above normal traffic for the area).*
- 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. *(The Commission is to decide if the proposed structure is out of character with the size/scale of other structures in the area).*
- Any other criteria affecting public health, safety, and welfare, as provided for by written rules of the Commission. *(After hearing public testimony, does the Commission believe there to be any other criteria that affect public health, safety, or welfare?)*

As is the process with all Planning and Zoning Commission cases that require the Commission to make findings, staff provides the following example motions for consideration by the Commission to assist in making their formal motion:

Sample Motion to Approve:

I note 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** Case CUP-288-2022, with the one (1) condition listed under the "Recommendation" section of the staff report.

Sample Motion to Deny:

I move to **deny** Case CUP-288-2022 because the Conditional Use does not meet the two (2) findings required for approval under Section 17.12.240(G).



City of Casper Planning Division

Conditional Use Permit Application

OWNER'S INFORMATION:

NAME: EMERICK HUBER
MAILING ADDRESS: P O Box 5 Casper WY 82602
TELEPHONE: 307-2771710 EMAIL: _____

LOCATION OF REQUEST:

ADDRESS: 643 E 17th

LEGAL DESCRIPTION: _____

Number of Lots: 2 Size of Lots: _____

Current Zoning: _____ Current Use: _____

Purpose for which the property is proposed to be used: SECURE STORAGE OF FEDERAL HIPA PATIENT RECORDS

Prior restrictions placed on the property: Personal Info

Floor area square footage: 128 Number of Occupants or Employees: 0

Building Footprint: _____ Number of off-street parking spaces: _____

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 | |

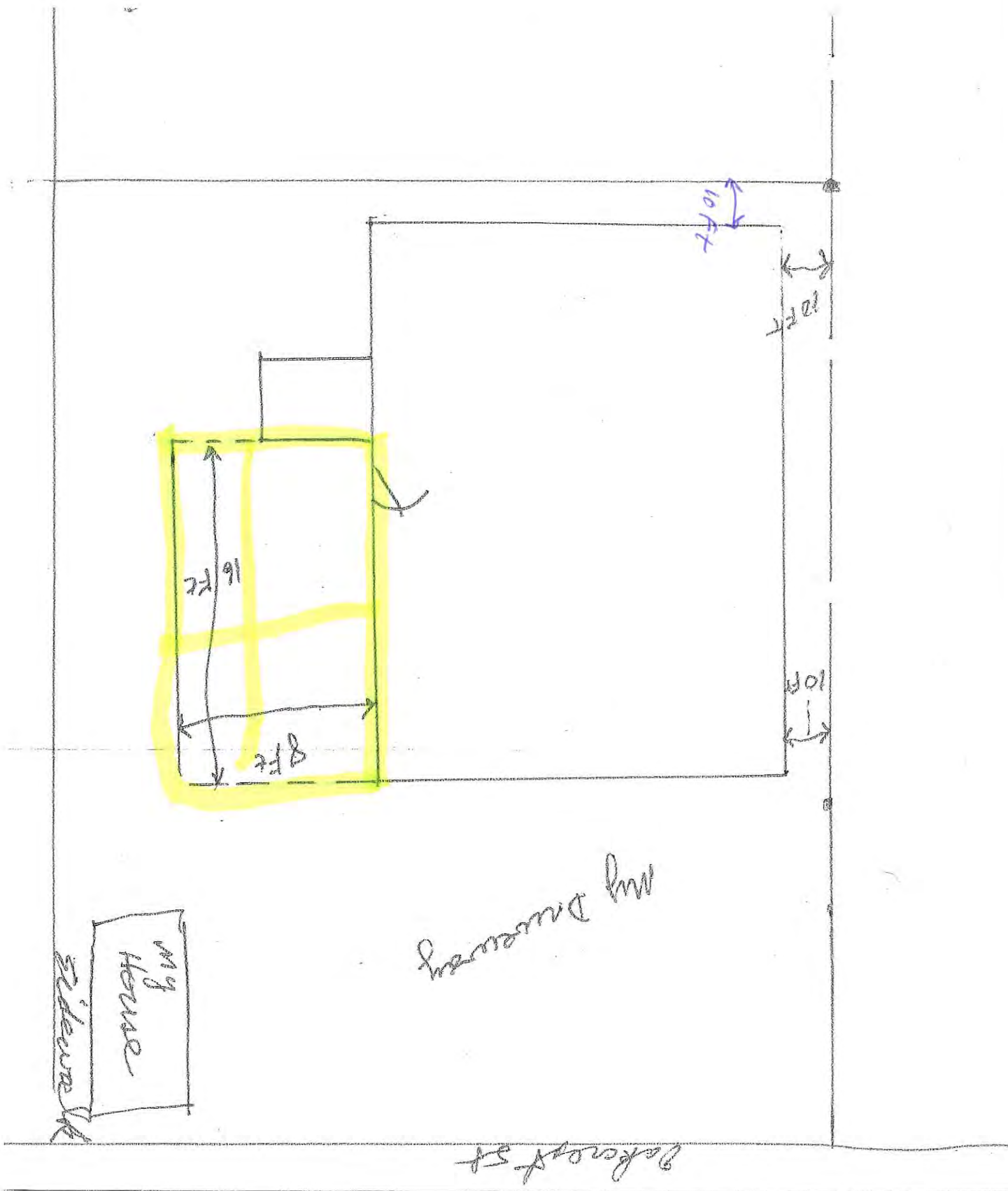
The following owner's signature, or agent, signifies that all information on the application is accurate and correct to the best of the owner's knowledge, and that the owner has thoroughly read and understands all application information and requirements.

SIGNATURE OF PROPERTY OWNER: [Signature]
DATE: 9-14-22

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: _____



16 ft

8 ft

10 ft

10 ft

10 ft

My House
Sideyard

My Driveway

Parker St

CITY OF CASPER, WYOMING
PLANNING AND ZONING COMMISSION
PUBLIC HEARING

CONDITIONAL USE PERMIT

MARCH 25, 2014

FINDINGS OF FACT AND CONCLUSIONS OF LAW

Case PLN-14-017-C

The Planning and Zoning Commission of the City of Casper held a public hearing at 6:00 p.m., March 25, 2014, in the City Council Chambers, City Hall, 200 North David, Casper, Wyoming, to consider the following:

PLN-14-017-C – Petition for a Conditional Use Permit for an 1,800 square foot, oversized, detached garage, in excess of the 1,500 square foot maximum permitted; and with 22’ walls, in excess of the 12’ maximum wall height permitted; and to allow an accessory dwelling unit in an R-2 (One Unit Residential) zoning district; all on Lots 4-5, Block 37, Butler Heights Addition, located at 643 East 17th Street. Applicant: Emerick Huber.

Having considered the evidence and testimony presented at the hearing, the Planning and Zoning Commission makes the following findings of fact and conclusions of law:

FINDINGS OF FACT:

1. Emerick Huber applied for a Conditional Use Permit for an 1,800 square foot, oversized, detached garage, in excess of the 1,500 square foot maximum permitted; and with 22’ walls, in excess of the 12’ maximum wall height permitted; and to allow an accessory dwelling unit in an R-2 (One Unit Residential) zoning district; all on Lots 4-5, Block 37, Butler Heights Addition, located at 643 East 17th Street.
2. The subject property is zoned R-2 (One Unit Residential), and Section 17.32.030 of the Casper Municipal Code lists, as a conditional use in the R-2 (One Unit Residential) district, “accessory dwelling unit.”
3. Section 17.12.121(F)(4) of the Casper Municipal Code requires a Conditional Use Permit for any detached garage that exceeds more than 15% of the lot area, up to a maximum of 1,500 square feet in size. Based on this requirement, and the 15,000 square foot size of the property, the applicant would be permitted to construct a detached accessory building up to 1,500 square feet in size (footprint) by right. The accessory building in question has been constructed three hundred (300) square feet larger than the 1,500 square foot maximum, with a building footprint of 1,800 square feet.



4. Section 17.12.121(G) of the Casper Municipal Code states that a Conditional Use Permit is required for detached accessory buildings that exceed twelve (12) feet in exterior wall height. The accessory building in question has been constructed with twenty-two (22) foot high walls.
5. The petition for the Conditional Use Permit was submitted at least thirty (30) days prior to the Planning and Zoning Commission public hearing, as required by the Casper Municipal Code.
6. Property owners within a three hundred (300) foot radius of the perimeter of the property were notified by first class mail, of the date, time, and place of the public hearing, as required in Section 17.12.240(D) of the Casper Municipal Code.
7. The property was posted, and a public notice was published as required in Section 17.12.240(D) of the Casper Municipal Code.
8. The oversized footprint and height of the detached accessory building are mitigated by the larger-than-average size of the applicant's property, as well as by the vacant lots owned by the applicant on the south and east which separate the structure from the neighboring properties. At sixty (60) feet, the setback of the building from Oakcrest Avenue is larger than the twenty-five (25) foot minimum required. The nearest adjacent residences are more than three hundred (300) feet away on the east, and approximately two hundred (200) feet to the north.
9. The requested Conditional Use Permit is for the addition of a single dwelling unit, for a total of two (2) dwelling units, to be located on the property, which consists of two (2) platted lots. The combined area of the two (2) lots is approximately 15,000 square feet, and the minimum lot size in the R-2 (One Unit Residential) zoning district is 4,000 square feet. According to R-2 (One Unit Residential) zoning requirements, a single dwelling unit is permitted on each lot of record; therefore, the proposed accessory dwelling unit would not contribute to a higher density of dwelling units in the neighborhood than would normally be allowed by the number of lots present.
10. The volume of business is not applicable because the property is not being proposed to be used as a business.
11. There will not be unreasonable congestion or a traffic hazard caused by the proposed oversized accessory building/accessory dwelling unit, as determined by the City Engineer and the Community Development Director.
12. There is one approved accessory dwelling unit located within three hundred (300) feet, at 1635 Bonnie Brae Street. There are no known oversized accessory buildings located within three hundred (300) feet of the subject property.

13. There are no other criteria, affecting public health, safety, and welfare, as provided for by written rules of the Commission.
14. 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.
15. The Conditional Use is designed to be compatible with adjacent land uses and the area of its location.

CONCLUSIONS OF LAW:

Based on the foregoing findings, the Commission has jurisdiction over the proposed Conditional Use pursuant to Section 17.12.240 of the Casper Municipal Code Zoning Ordinance of the City of Casper. NOW, THEREFORE, the Planning and Zoning Commission hereby **approves** a Conditional Use Permit for an 1,800 square foot, oversized, detached garage, in excess of the 1,500 square foot maximum permitted; and with 22' walls, in excess of the 12' maximum wall height permitted; and to allow an accessory dwelling unit in an R-2 (One Unit Residential) zoning district; all on Lots 4-5, Block 37, Butler Heights Addition, located at 643 East 17th Street, with the following condition:

CONDITION:

1. Either the principal dwelling unit or the accessory dwelling unit shall, be occupied by the owner of the property, or an immediate family member of the property owner.

DATED this 25th day of March, 2014.

APPROVED AS TO FORM:

Wallace Tremblay

CITY OF CASPER
PLANNING AND ZONING COMMISSION

By: Fred Maguire
Fred Maguire, Chairman

By: Liz Becker
Liz Becker, Secretary

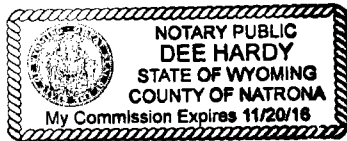
I, the undersigned, agree to the conditions placed on this Conditional Use Permit.

By: *Emerick Huber* 4-15-14
Emerick Huber Date

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me on this 2nd day of April, 2014 by Fred Maguire as Chairman of the Planning and Zoning Commission of the City of Casper.

(Seal)

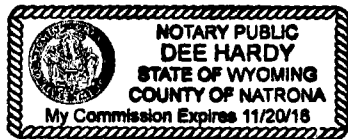


Dee Hardy
(Signature of notarial officer)
Notary
Title (and Rank)

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me on this 2nd day of April, 2014 by Liz Becher as Secretary of the Planning and Zoning Commission of the City of Casper.

(Seal)

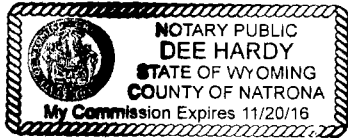


Dee Hardy
(Signature of notarial officer)
Notary
Title (and Rank)

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me on this 15th day of April, 2014 by Emerick Huber, as property owner of Lots 4-5, Block 37, Butler Heights Addition, located at 643 East 17th Street.

(Seal)



Dee Hardy
(Signature of notarial officer)

Notary
Title (and Rank)

CITY OF CASPER, WYOMING
PLANNING AND ZONING COMMISSION
PUBLIC HEARING

CONDITIONAL USE PERMIT

January 20, 2022

FINDINGS OF FACT AND CONCLUSIONS OF LAW

Case CUP-118-2021

The Planning and Zoning Commission of the City of Casper held a public hearing at 6:00 p.m., January 20, 2022, in the City Council Chambers, City Hall, 200 North David, Casper, Wyoming, to consider the following:

CUP-118-2021 – Request for an amendment to a Conditional Use Permit granted March 25, 2014, to enlarge the allowable size of an oversized, detached garage, located at 643 East 17th Street, described as Portions of Lots 3, 4, 5 and the Adjacent Alley, Block 37, Butler Heights Addition. The previously-approved Conditional Use Permit allowed for a maximum building footprint of 1,800 square feet for said detached garage. The current request proposes to enlarge the size of the detached garage by thirty (30) additional square feet. Applicant: Emerick Huber.

Having considered the evidence and testimony presented at the hearing, the Planning and Zoning Commission makes the following findings of fact and conclusions of law:

FINDINGS OF FACT:

1. Emerick Huber, owner of 643 East 17th Street, Casper, WY, has applied for an amendment to a Conditional Use Permit granted March 25, 2014, to enlarge the allowable size of an oversized, detached garage, located at 643 East 17th Street, described as Portions of Lots 3, 4, 5 and the Adjacent Alley, Block 37, Butler Heights Addition. The previously-approved Conditional Use Permit allowed for a maximum building footprint of 1,800 square feet for said detached garage. The current request proposes to enlarge the size of the detached garage by thirty (30) additional square feet.
2. Section 17.12.120(F)(4) of the Casper Municipal Code restricts the size/footprint of detached garages and/or accessory buildings, specifying that they 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.
3. The petition for the Conditional Use Permit was submitted at least thirty (30) days prior to the Planning and Zoning Commission public hearing, as required by the Casper Municipal Code.

1



2/15/2022 2:56:13 PM

NATRONA COUNTY CLERK

Pages: 4

Tracy Good
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Fee: \$21.00
CITY OF CASPER

1119674

4. Property owners within a three hundred (300) foot radius of the perimeter of the property were notified by first class mail, of the date, time, and place of the public hearing, as required in Section 17.12.240(D) of the Casper Municipal Code.
5. The property was posted with a sign, and a legal notice was published as required in Section 17.12.240(D) of the Casper Municipal Code.
6. 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 finds that the Conditional Use Permit meets the two (2) findings required by Casper Municipal Code Section 17.12.240(G), which are:
 - o 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.
 - o The Conditional Use is designed to be compatible with adjacent land uses and the area of its location.

CONCLUSIONS OF LAW:

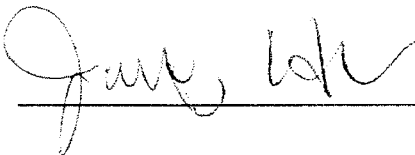
Based on the foregoing findings, the Commission has jurisdiction over the proposed Conditional Use pursuant to Section 17.12.240 of the Casper Municipal Code Zoning Ordinance of the City of Casper. NOW, THEREFORE, the Planning and Zoning Commission hereby **approves** the amendment to the Conditional Use Permit granted March 25, 2014, to enlarge the allowable size of an oversized, detached garage to 1,830 square feet, located at 643 East 17th Street, with the following condition:

CONDITIONS:

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.

DATED this 20th day of January, 2022.

APPROVED AS TO FORM:



CITY OF CASPER
PLANNING AND ZONING COMMISSION

By: *Ken Bates*
Ken Bates, Chairman

By: *Liz Becher*
Liz Becher, Secretary

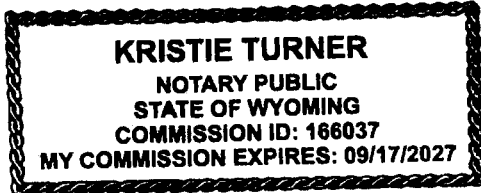
I, the undersigned, agree to the conditions placed on this Conditional Use Permit.

By: *Emerick Huber* *2-1-2022*
Emerick Huber (Owner) Date

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me on this *9th* day of *February*,
20*22* by Ken Bates, as Chairman of the Planning and Zoning Commission of the City of Casper.

(Seal)

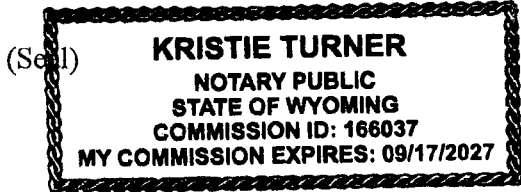


K Turner
(Signature of notarial officer)

Title (and Rank)

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

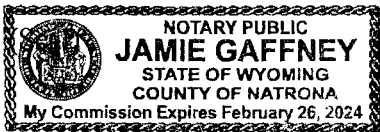
This instrument was acknowledged before me on this 10 day of February,
2022 by Liz Becher as Secretary of the Planning and Zoning Commission of the City of Casper.



K. Turner
(Signature of notarial officer)
Admin Ass't III
Title (and Rank)

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me on this 1st day of February,
2022 by Emerick Huber (Owner).



J. Gaffney
(Signature of notarial officer)
Banking Assistant
Title (and Rank)

Conditional Use Permit Amendment - 643 E. 17th St.



Legend
[Blue Box] Subject_Property

CASPER HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
October 3, 2022

In attendance: Jeff Bond, John Lang, Paul Yurkiewicz, Robin Broumley, Bob King, Connie Hall,
Carolyn Buff, Maureen Lee

Absent: Pinky Ellis
Anthony Jacobsen
P & Z Commission Liaison

Staff: Liz Becher, Community Development Director
Craig Collins, City Planning Department

Guests: Mary Bishop and John Strombeck (Cadoma Foundation)

Jeff Bond called the meeting to order at 8:30 a.m.

Approval of Minutes

Mr. Bond asked if everyone had read the minutes of the May 9, 2022, meeting and asked if there were any corrections. No corrections were noted.

Minutes from May 9, 2022, were approved unanimously.

Introduction of Members/Guests

Mary Bishop – Cadoma Foundation

Ms. Bishop spoke about the Cadoma Foundation, and their recent request for a letter of support for a Wyoming Cultural Trust Fund grant that they were applying for. The purpose of the grant was to add air conditioning to the Historic Bishop Home. Ms. Bishop explained that, unfortunately, the grant application was due on October 1st, so the Commission had missed the window for submission. Ms. Bishop asked the Commission for future support for a second phase of the project.

New Business

There was discussion of the following items:

1. Creation of an attendance policy & a potential need to change the rules and regulations. Desire to create non-voting positions (liaisons vs. seat). Craig to reach out to SHPO for guidance.
2. Christmas Parade to be held at the end of November. Commission decided to enter a float this year, and staff agreed to pay the entry fee.

3. A new exhibit has been added at the Historic Trails Center (Battle of Red Buttes), and the Commission discussed the potential to include the Trails Center on the list of future field trips.
4. Commission openings. The following terms are up at the end of this year (Carolyn, Pinky, Anthony, Maureen, Paul). Those with expiring terms who want to continue serving need to provide a letter of interest to Craig by the end of October. Chairperson Bond asked the Commission whether there is anyone currently serving who doesn't wish to continue after the first of the year. Staff will need to publish applicable legal notices for filling Commission openings.
5. Bob King to develop a potential liaison list for the November meeting.

Old Business

OYD Committee Update – John updated the Commission on several projects that the OYD Committee are discussing and/or working on, as well as highlights from the Battlefield site tour.

P&Z Commission – No Report

Demolition Permits - The Commission reviewed the following demolitions that had occurred since May, 2022:

- i. 2031 Mariposa Blvd.
- ii. 331 S. Jackson
- iii. 833 N. Park
- iv. 835 Missouri
- v. 918 E 2nd
- vi. 141 N. Lincoln
- vii. 4830 S. Oak
- viii. 245 N. Park
- ix. 616 E B St.
- x. 1215 S. David
- xi. 1419 E. 2nd
- xii. 1411 E 2nd
- xiii. 420 E. 5th St.
- xiv. 1445 E 2nd St.
- xv. 311 S. Conwell

Sub-Committee reports:

1. Mapping/GIS – Craig displayed the HPC's new online map showing all properties currently on the National Historic Register, All surveyed properties in Casper, and the three (3) existing Historic Districts. The links to the properties also contain all background information, such as the individual property surveys, and are now available for the public's use for the first time. With the completion of the map, the HPC has now completed Action Item 2.A.1 from the Strategic Plan. Ghost signs could be a future mapping project.

2. Social Media/Public Outreach – A quick update indicated that the HPC has over 400 people associated with the Facebook page now.

Other Business

1. The Commission agreed to individually bring a list of other History-focused organizations from the area to the next meeting. The intent is to begin coordination of the HPC's activities with other organizations, and the possible creation of Liaison positions on the Committee.
2. Chairperson Bond to send the latest revision of the walking tour brochure to Craig, for uploading to the website. Chairperson Bond to create "cards" with a QR Code linking to the online brochure, to hand out at the Christmas Parade. There was discussion of using the "cards" at area attractions/venues in order to draw attention to the walking tour brochure.
3. The Commission decided that it wants to recognize Sherrie's Restaurant this year for Historic Preservation Month, in that Sherrie's celebrates its 100th year this year. Need to contact the Alliance for Historic Wyoming at some point to set up an event/recognition. Plaques may be presented by the Commission.
4. Acknowledgement was given for a local painting company (Curb Appeal). They donate one (1) painting job per year for historic structures in the State. The Commission would like to figure out a way to give them recognition/support.
5. Further discussion of Demolition Permits occurred. Staff informed the Commission of upcoming changes to the application that would be used to acquire additional information on projects.
6. Jeff attending a meeting in October about Section 106 and the Commission's involvement on projects.
7. The wind turbine project at Fort Caspar was discussed. The HPC is not in favor of the location at Fort Caspar, and are willing to submit a letter if necessary.

The next meeting will be November 14th in the Downstairs Meeting Room at City Hall.

Meeting adjourned at 10:15 a.m.

Respectfully submitted,

Liz Becher
Community Development Director

Utility Box Wrap Project

No update at this time due to staff changes in the MPO and Beth Andress' new position.

Historic Preservation Plaque Project

Ms. Becher will get a meeting scheduled with the Committee members who signed up to help with this goal (Karen, Jamie, Connie, and John), and start to work on the grant application which is due in April 2023.

"Fall into Fun" Event with the DDA

Ms. Becher reminded the Committee that the "Fall into Fun" event is this Wednesday, October 26 from 4:30 – 6:00 at David Street Station. If the weather is bad, the alternate venue will be the Hall on Ash. Joe will provide the brisket and some sides. Liz will provide salads and drinks. Mike will bring his famous cookies. Ms. Becher reiterated the purpose of the event, and encouraged the Committee members to engage with the DDA Board members and staff on cooperative events, partnerships, and marketing downtown Casper.

Ash Street/Concert Event issues

Ms. Becher shared the positive feedback she has received about recent events being handled more personally by the City and area businesses. Requests were made for the City to publish street closures in advance of downtown events, and perhaps a community calendar. Mr. Ivanoff shared his appreciation for other parties stepping up in their roles, noting that event coordination is more than a rubber stamp. Personal communication goes a long way.

NEW BUSINESS:

Property Activity in the OYD

Committee members discussed the change in ownership of Urban Bottle, and the recent activity at the former Sage & Sand motel.

OTHER BUSINESS:

Committee Goals for 2022.

Ms. Becher reviewed the resolution which created the OYD Advisory Committee in 2008, and the purpose of the committee, for the new members. She also passed around copies of the 2022-2023 goals and reviewed our progress. The City Parks Department has asked for help in decorating the downtown light poles with Christmas lights due to staffing shortages. The OYD Committee members were all on board to help.

Historic Preservation Commission Liaison Report

John reported that the Commission is looking for new members. They are also looking to create liaison positions for other history or museum groups. John passed around copies of the new self-guided tour booklets, and reported that the Commission will have a float in the Christmas parade celebrating Casper's history. Handouts with a QR code to the website will be distributed.

ARAJPB Liaison Report

Ms. Hahn reported her board has met with brownfield experts about what can be built on the Platte River Commons. It has been a very promising discussion.

NEXT MEETING:

The next meeting is scheduled for November 28 at 4:00. Location - TBD.

ADJOURN:

A motion was made to adjourn. The business meeting adjourned at 5:10 p.m.

(Minutes prepared by Liz Becher)

Respectfully Submitted,

Amber Pollock
Chairperson