

AGENDA
PLANNING AND ZONING MEETING
February 21, 2019
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: December 13, 2018 and January 17, 2019

III. PUBLIC HEARINGS:

- A. **PLN-19-004-ARZ** – Petition to annex and plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming a vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the north east corner of CY Avenue and South West Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). Applicant: Seven Synergy Holdings, LLC.

V. COUNCIL ACTIONS:

The following item(s) have been approved by the City Council since the last Planning and Zoning Commission meeting.

VI. SPECIAL ISSUES:

- A. Long Range Transportation Plan Update – Aaron Kloke, MPO Supervisor
- B. Fight the Blight follow-up

VII. COMMUNICATIONS:

- A. Commission
- B. Community Development Director
 - 1) Old Business Items
 - 2) New Business Items
- C. Council Liaison
- D. OYD and Historic Preservation Commission Liaisons
 - 1) Minutes from January 14, 2019, Historic Preservation Commission Meeting (attached)
- E. Other Communications

VIII. ADJOURNMENT

**PLANNING AND ZONING MEETING
THURSDAY, December 13, 2018
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, December 13, 2018, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Bob King
 Fred Feth
 Randy Hein
 Don Redder
 Susan Frank
 Erik Aune
 Ryan Waterbury

Absent Members: None

Others present: Liz Becher, Community Development Director
 Craig Collins, City Planner
 Dee Hardy, Administrative Support Technician
 Wallace Trembath, Assistant City Attorney
 Bob Hopkins, Council Liaison

I. MINUTES OF THE PREVIOUS MEETING

Chairman Redder advised that the minutes of the October 18, 2018 Planning & Zoning Commission meeting were approved at the Wednesday, November 28, 2018 Planning & Zoning Training session.

Chairman Redder called for a motion to approve the minutes of the October 18, 2018 Planning & Zoning Commission meeting.

Mr. King made a motion to approve the minutes of the October 18, 2018 meeting. The motion was seconded by Mr. Feth. All those present voted aye with the exception of Mr. Waterbury who abstained. Minutes approved.

II. PUBLIC HEARING

Our first case this evening:

PLN-18-031-Z – Petition for a Zone Change of Lots 4, 5, & 6, Block 19, Wyoming Industrial Park Addition (Replat Block 19, Lots 4-8), located at 1037 & 1005 Foster Road, and 925 Salt Creek Parkway, from PUD (Planned Unit Development) to M-1 (Limited Industrial). Applicant: Advanced Wall Systems.

Craig Collins, City Planner, presented the staff report and if the Planning and Zoning Commission finds that the proposed zone change meets the minimum requirements of the Casper Municipal Code, and is in conformance with the Comprehensive Land Use Plan, staff recommends approval of the zone change with a “do pass” recommendation to the City Council.

Mr. Collins entered five (5) exhibits into the record for this case.

Chairman Redder asked if there were questions for staff.

There were not any questions for staff.

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

Bob Hendy, 3907 East 19th Street, spoke in favor of this case.

Ms. Frank asked what he had planned for the site.

Mr. Hendy would like to place four (4) metal storage buildings on the lots.

Chairman Redder asked for anyone wishing to comment in favor of or opposition to this case.

There being no one to speak, Chairman Redder closed the public hearing and entertained a motion to approve, deny, or table PLN-18-031-Z a request for a zone change of Lots 4, 5, & 6, Block 19, Wyoming Industrial Park Addition (Replat Block 19, Lots 4-8), located at 1037 & 1005 Foster Road, and 925 Salt Creek Parkway, from PUD (Planned Unit Development) to M-1 (Limited Industrial).

Ms. Frank, made a motion to approve case PLN-18-031-CZ a zone change of Lots 4, 5, & 6, Block 19, Wyoming Industrial Park Addition (Replat Block 19, Lots 4-8), located at 1037 & 1005 Foster Road, and 925 Salt Creek Parkway, from PUD (Planned Unit Development) to M-1 (Limited Industrial). The motion was seconded by Mr. Hein. All those present voted aye. Motion carried.

III. COUNCIL ACTIONS:

Liz Becher, Community Development Director, advised that Tuesday, December 18, 2018, John Henley, City Attorney, would be explaining the appeal process to Council. She referenced the recent Conditional Use Permit for an off-premise (billboard) located at 1329 South Poplar Street that the Planning and Zoning Commission had denied. She invited members of the Commission to attend the pre-session.

IV. SPECIAL ISSUES:

The last item for consideration this evening:

- A. A Resolution of Support for the Redevelopment of the Historic Former Plains Furniture Properties.

Craig Collins, City Planner, advised that the Planning and Zoning Commission had worked on this item at their last two (2) training sessions. He asked that the Planning Commission read the Resolution and consider forwarding it to the City Council.

Chairman Redder asked members of the Commission if they had read the Resolution and opened the floor for discussion.

Mr. King stated that he was impressed with the staff input on this item. He commended Mr. Collins for his work on this item.

There being no further discussion, Chairman Redder entertained a motion to approve, approve with conditions, deny, or table the Resolution of Support for the Redevelopment of the Historic Former Plains Furniture Properties.

Mr. King made a motion to approve the Resolution of Support for the Redevelopment of the Historic Former Plains Furniture Properties and forward it to Council. The motion was seconded by Mr. Waterbury. All those present voted aye. Motion carried.

- B. New Commissioner Appointments.

Ms. Becher stated that the two (2) new members of the Planning and Zoning Commission were Terry Wingerter and Chuck Davis. She advised that they would be appointed Tuesday, December 18, 2018, by Council.

- C. Presentation to Outgoing Commissioners.

Bob Hopkins, Councilman read the letter signed by the Mayor to the outgoing Planning and Zoning Commissioners thanking them for their service. He invited Ryan Waterbury and Don Redder to join him as he presented them a letter from the Mayor and a framed photo of Casper with a plaque listing each gentleman's name and years of service to the Planning and Zoning

Commission. He stated that he appreciated their efforts and hard work on this Commission.

V. COMMUNICATIONS:

- A. Commission:
Mr. Feth provided an Old Yellowstone District (OYD) Advisory Committee update. The State Office Building project is moving forward, drawings of the building were provided. The Request for Proposal (RFP) of the Former Plains Furniture buildings will be completed in February. A change of route occurred during the annual Christmas parade. The new route began on West Yellowstone and proceeded by David Street Station. Many attending the parade stated that they liked the new route.

- B. Community Development Director:
Ms. Becher stated that election of Chairman and Vice Chairman would take place during the Thursday, January 17, 2019, Planning and Zoning Commission meeting. She invited Chairman Redder to return for the purpose of opening the meeting. She advised that the Commission would need to select representatives for the following Old Yellowstone District (OYD) Advisory Committee, Casper Historic Preservation Commission, and the 2020 Census that would begin in 2019.

- C. Other Communications:
There were none.

- D. Council Liaison:
There were none.

VI. ADJOURNMENT

Chairman Redder called for a motion for the adjournment of the meeting. A motion was made by Mr. Waterbury and seconded by Ms. Frank to adjourn the meeting. All present voted aye. Motion carried. The meeting was adjourned 6:24 p.m.

Chairman

Secretary

**PLANNING AND ZONING MEETING
THURSDAY, January 17, 2019
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, January 17, 2019, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Bob King
 Fred Feth
 Randy Hein
 Terry Wingerter
 Chuck Davis

Absent Members: Susan Frank
 Erik Aune

Others present: Liz Becher, Community Development Director
 Andrew Beamer, Public Services Director
 Dee Hardy, Administrative Support Technician
 John Henley, City Attorney
 Wallace Trembath, Assistant City Attorney
 Charles Powell, Mayor
 Bob Hopkins, Council Liaison
 Don Redder, 4430 East 18th Street
 Bill Fehringer, CEPI, 6080 Enterprise Drive
 Bob Hendy, 3907 East 19th Street
 Eugene Joyce, 130 Fox Point Loop Rd, Evanston, WY

Mayor Powell addressed the Planning and Zoning Commission. He thanked them for their service and wished them well in the upcoming year. He advised that the Commission must make decisions that follow the Municipal Ordinances, and in the future when a Planning and Zoning Commission decision is overturned, Council will review the Ordinance. He stated that members of the Planning and Zoning Commission provide a critical service to City Council. He mentioned that Bob King had worked on a book about Wyoming Railroads.

Mr. King thanked Mayor Powell for Council's support in upholding the Planning and Zoning Commission's denial of a billboard located on South Poplar Street.

I. ELECTION OF OFFICERS

Don Redder, 2018 Planning and Zoning Chairman, called the meeting to order. Mr. Trembath explained the election process, and advised the Planning & Zoning Commission to elect a substitute presiding officer for the election process.

Mr. Trembath opened the floor for nominations for the position of substitute presiding officer. Mr. Feth nominated Mr. King for substitute presiding officer. Mr. King, Mr. Hein, Mr. Feth, Mr. Wingerter, and Mr. Davis voted aye. Mr. King was elected substitute presiding officer.

Mr. King opened the floor for nominations for the position of Chairman. Mr. Hein nominated Mr. King for Chairman. The motion was seconded by Mr. Wingerter. Mr. King, Mr. Hein, Mr. Feth, Mr. Wingerter and Mr. Davis voted aye. Mr. King was elected Chairman for 2019.

Mr. King opened the floor for nominations for the position of Vice-Chairman. Mr. Wingerter nominated Mr. Hein for Vice-Chairman. The motion was seconded by Mr. Feth. Mr. King, Mr. Hein, Mr. Feth, Mr. Wingerter, and Mr. Davis voted aye. Mr. Hein was elected Vice-Chairman for 2019.

II. MINUTES OF THE PREVIOUS MEETING

Chairman King asked if there were additions or corrections to the minutes of the December 13, 2018 Planning & Zoning Commission meeting.

Chairman King called for a motion to approve the minutes of the December 13, 2018 Planning & Zoning Commission meeting.

Mr. Hein made a motion to approve the minutes of the December 13, 2018 meeting. The motion was seconded by Mr. Feth. All those present voted aye with the exception of Mr. Davis and Mr. Wingerter who abstained. There were only three (3) affirmative votes. Mr. Trembath advised that a motion could be made to move the approval of the December 13, 2018 Minutes to a date and time certain.

Chairman King entertained a motion to approve the December 13, 2018 Minutes at the February 21, 2019 Planning and Zoning Commission meeting. Mr. Hein made a motion to approve the December 13, 2018 Minutes at the February 21, 2019 Planning and Zoning Commission meeting. The motion was seconded by Mr. Feth. All those present voted aye. Motion carried.

III. PUBLIC HEARING

The Chairman advised the applicants that it takes four (4) affirmative votes to carry any motion not just a majority of those commission members present. Anything less than four (4) votes is a denial. Applicants can postpone their Public Hearing until next month in anticipation of more Planning Commission members being present, if they so desire.

PLN-19-001-R – A vacation and replat of Cabin Creek Estates No. 3, Lot 1, and plat of a portion of the Paradise Valley Golf Course, to create Cabin Creek Estates ~~No. 3, Lot 1A,~~ **No. 4**, comprising 0.22-acres, more or less, located on the west side of Fairway Drive. Applicant: Cabin Creek Golf, LLC and Brandon Dorn.

Liz Becher, Community Development Director, presented the staff report and if the Planning and Zoning Commission finds that the requested vacation and replat meets the minimum requirements of the Casper Municipal Code, it would be staff's recommendation that the Commission approve the replat and forward it to the City Council with a "do pass" recommendation.

Ms. Becher entered six (6) exhibits into the record for this case.

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

Bill Fehringer, 6080 Enterprise Drive, spoke on behalf of the applicants and spoke in favor of this case. He stated that he would answer any questions.

Mr. Wingerter noted that the lots run into the middle of the street.

Mr. Fehringer advised that was not normal in most subdivisions, and that this street was privately owned and maintained.

Chairman King asked for anyone wishing to comment in favor of, or opposition to this case.

There being no one to speak, Chairman King closed the public hearing and entertained a motion to approve, deny, or table PLN-19-001-R a replat to create Cabin Creek No. 4, located on the west side of Fairway Drive.

Mr. Wingerter made a motion to approve case PLN-19-001-R a replat creating Cabin Creek No. 4 and forward a "do pass" recommendation to Council. The motion was seconded by Mr. Davis. All those present voted aye. Motion carried.

The Chairman advised the applicants that it takes four (4) affirmative votes to carry any motion not just a majority of those commission members present. Anything less than four (4) votes is a denial. Applicants can postpone their Public Hearing until next month in anticipation of more Planning Commission members being present, if they so desire.

PLN-19-002-S - Site Plan Review for the construction of four (4), 7,200 square foot storage unit buildings located on Lot 4, Block 19, Wyoming Industrial Park Subdivision, 1037 Foster Road. Applicant: Advanced Wall Systems.

Liz Becher, Community Development Director, presented the staff report and if the Planning and Zoning Commission finds that the site plan meets the minimum requirements of the Casper Municipal Code, staff recommends that the Planning and Zoning Commission approve the site plan with the following conditions:

1. All on-site lighting shall be designed to reduce off-site glare and light pollution. All exterior lighting fixtures, including both building and parking lot lighting, shall be shielded (full-cutoff). Pursuant to the Casper Municipal Code, no light pole may be taller than thirty (30) feet in height.
2. Prior to the issuance of a building permit, the applicant shall obtain final approval of a drainage study from the Public Services Director.
3. Approval of this Site Plan is contingent on, and effective after the Casper City Council (“Council”) approves the zone change of this lot from PUD to M-1. If Council denies the zone change, this Site Plan shall be void.

Ms. Becher entered six (6) exhibits into the record for this case.

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

Bob Hendy, 3907 East 19th Street, spoke in favor of this case, and stated he would answer any questions.

Chairman King asked the applicant if the three (3) Conditions listed in the staff report were acceptable.

Mr. Hendy advised that the three (3) Conditions listed in the staff report were acceptable.

Mr. Davis asked if a detention pond was located adjacent to the site, and would the surface water drain to it.

Mr. Fehringer advised that the site drained to the detention pond.

Mr. Wingerter asked if a culvert was under Foster Road.

Mr. Fehringer replied yes a culvert was under Foster Road.

Mr. Hein asked if the access to the units only existed on a center aisle.

Mr. Fehringer advised that the strip Mr. Hein was referring to is dedicated public access as well as an access on Foster Road..

Chairman King asked for anyone wishing to comment in favor of or opposition to this case.

There being no one to speak, Chairman King closed the public hearing and entertained a motion to approve, deny, or table PLN-19-002-S a site plan to construction four (4), 7,200 square foot storage unit buildings located on Lot 4, Block 19, Wyoming Industrial Park Subdivision, 1037 Foster Road.

Mr. Hein made a motion to approve case PLN-19-002-S a site plan to construction four (4), 7,200 square foot storage unit buildings located on Lot 4, Block 19, Wyoming Industrial Park Subdivision, 1037 Foster Road, with Conditions #1-3 listed in the staff report. The motion was seconded by Mr. Wingerter. All those present voted aye. Motion carried.

The Chairman advised the applicants that it takes four (4) affirmative votes to carry any motion not just a majority of those commission members present. Anything less than four (4) votes is a denial. Applicants can postpone their Public Hearing until next month in anticipation of more Planning Commission members being present, if they so desire.

PLN-19-003-C – Petition for a Conditional Use permit to allow gaming/gambling (off-track wagering) in a C-4 (Highway Business) zoning district, on Lot 4, Fullerton Addition No. 2, located at 71 SE Wyoming Boulevard. Applicant: 71 SE Wyoming Blvd, LLC.

Liz Becher, Community Development Director, presented the staff report and recommended that if the Planning and Zoning Commission finds that the requested Conditional Use Permit meets the two (2) findings and six (6) considerations necessary for the approval of a Conditional Use Permit found in Section 17.12.240 (G) and (H) of the Casper Municipal Code, as outlined below, staff recommends that the Planning and Zoning Commission articulate its findings, and apply the following conditions of approval:

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.

Ms. Becher entered five (5) exhibits into the record for this case.

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

Eugene Joyce, 130 Fox Point Loop Rd, Evanston, WY, spoke in favor of this case.

Chairman King asked the applicant if the one (1) Condition listed in the staff report was acceptable.

Mr. Joyce stated that the one (1) Condition listed in the staff report was acceptable.

Mr. Davis asked if the building located to the north belonged to the applicant and stated that he had some concerns with cross access and adequate parking.

Mr. Joyce stated that a business previously operated at this location, and he does not expect to have more traffic than they had. He noted that they were providing in-fill by using this existing building, and deferred the cross access easement question to staff.

Ms. Becher advised that staff would look into the cross access easement.

Mr. Wingerter had concerns with broken concrete on a curb cut along the driveway leading to the establishment.

Mr. Joyce stated that there were two (2) noticeable potholes that they are planning to repair.

Mr. Wingerter inquired about the length of time the average patron spends in this type of establishment, and questioned whether drinking be problematic.

Mr. Joyce advised that with food and beverage being served, the average length of time a patron would be in the establishment would generally be between 2 to 3 ½ hours depending on what type of game they were playing. He noted that generally gamblers are not big drinkers.

Chairman King asked for anyone wishing to comment in favor of, or opposition to this case.

Mr. Trembath advised an option would be to add a second (2) Condition that reads “If legal access to its property does not already exist by a platted or recorded public access easement or dedicated street, the property owner shall procure and provide perpetual legal access to and from its property, and provide proof of such access (in a form acceptable to the City) before a certificate of occupancy is granted.”

Ms. Becher presented a plat map provided by the applicant, with the application, showing a 27’ access and utility easement that crosses Sanford’s and passes onto the subject property.

There being no one to speak, Chairman King closed the public hearing and entertained a motion to approve, approve with conditions, deny, or table PLN-19-003-C, a request to allow gaming/gambling (off-track wagering) in a C-4 (Highway Business) zoning district, on Lot 4, Fullerton Addition No. 2, located at 71 SE Wyoming Boulevard.

Mr. Hein, made a motion to approve case PLN-19-003-C, to allow gaming/gambling (off-track wagering) in a C-4 (Highway Business) zoning district, on Lot 4, Fullerton Addition No. 2, located at 71 SE Wyoming Boulevard, with Condition #1-2, for the two (2) Reasons and illustrative Findings A-F listed in the staff report. The motion was seconded by Mr. Feth. All those present aye. Motion carried.

III. COUNCIL ACTIONS:

Liz Becher, Community Development Director, advised that Tuesday, January 8, 2019 Council upheld the Planning and Zoning Commission decision to deny a Conditional Use Permit for an off-premise (billboard) located at 1329 South Poplar.

Ms. Becher stated that there was not a live feed at the beginning of the meeting and asked Chairman King to state the new officers for the record.

Chairman King stated the officers for 2019 were, himself, elected as Chairman, and Vice Chairman would be Randy Hein.

IV. SPECIAL ISSUES:

- A. Select Liaison for the Old Yellowstone (OYD) Advisory Committee.
Ms. Becher stated that two (2) representatives from the Planning and Zoning Commission are needed for a one (1) year appointment on the Old Yellowstone Advisory Committee that meets the first Monday of each month at various locations. Commissioner Hein and Feth are the current representatives and desire to remain the Planning and Zoning Commission representatives on the Old Yellowstone (OYD) Advisory Committee.

- B. Select Liaison for the Casper Historic Preservation Commission.
Ms. Becher stated that a representative from the Planning and Zoning Commission was needed to serve as liaison to the Casper Historic Preservation Commission which meets the second Monday of each month, 8:30 a.m, in City Hall. Mr. Wingerter volunteered to serve as Liaison for the Casper Historic Preservation Commission. Chairman King noted that these minutes are included in the monthly packet.

V. COMMUNICATIONS:

- A. Commission:
Mr. Wingerter asked whether the City had a program similar to “Fight the Blight,” in Cheyenne. Liz advised that there was not an official program and staff would do some research and look into it.
- B. Community Development Director:
There were none.
- C. Other Communications:
There were none.
- D. Council Liaison:
Bob Hopkins welcomed the new members to the Planning and Zoning Commission. Council had a discussion about the Planning and Zoning Commission. It remains one of the most significant committees that the Council has by running interference and clearing road blocks. Council appreciates that. In the future, anyone wanting to serve on the Commission will be interviewed by Council.

He stated that there will be some proposals on the Plains Furniture properties, he thanked the Commission for their past input on those properties. He noted that the State Office Building project was underway, and a Veteran’s facility may be located in Casper.

Chairman King thanked Council for upholding the Planning and Zoning Commission’s unanimous decision to deny a billboard located on South Poplar Street.

VI. ADJOURNMENT

Chairman King called for a motion for the adjournment of the meeting. A motion was made by Mr. Davis and seconded by Mr. Feth to adjourn the meeting. All present voted aye. Motion carried. The meeting was adjourned 7:20 p.m.

Chairman

Secretary

February 15, 2019

MEMO TO: Bob King, Chairman
Members, Planning and Zoning Commission

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

SUBJECT: **PLN-19-004-ARZ** – Petition to annex and plat a portion of a previously abandoned WYDOT right-of-way located, and in the SE1/4SW1/4 of Section 18, Township 33 North, Range 79 West, 6th P.M., Natrona County Wyoming, and vacation and replat of Lot 1, McNamara Heights Addition, to create the West Casper Commerce Center Addition, comprising 1.68 acres, more or less, generally located at the northeast corner of CY Avenue and Southwest Wyoming Boulevard; and consideration of a request to establish the zoning as C-2 (General Business). Applicant: Seven Synergy Holdings, LLC.

Recommendation on the Annexation:

If, after the required public hearing, the Planning and Zoning Commission finds that the requested annexation meets the requirements of the Casper Municipal Code, staff recommends that the Planning and Zoning Commission approve the request to annex the subject property and forward a “do pass” recommendation to the City Council for the following reasons:

1. The annexation of the area will serve to protect the health, safety, and welfare of the persons residing in the area and in the City.
2. The urban development of the area to be annexed constitutes a natural, geographical, economical, and social part of the City because the subject property is adjacent to the corporate limits of the City of Casper.
3. The area sought to be annexed is a logical and feasible addition to the City of Casper, and the extension of basic and other services customarily available to the residents of the City shall be made available to the area proposed to be annexed.
4. The proposed annexation is contiguous with and adjacent to the City of Casper.
5. The proposed annexation is compatible with the zoning, and existing/proposed land uses in the surrounding area.

Recommendation on the Plat:

If, after the required public hearing, the Planning and Zoning Commission finds that the requested plat meets the minimum requirements of the Casper Municipal Code, staff recommends that the Planning and Zoning Commission approve the requested plat to create the West Casper Commerce Center Addition, and forward a “do pass” recommendation to the City Council, with the following condition:

1. Owner shall complete the public sidewalk from its current terminus along Wyoming Boulevard, to the northeast corner of the subdivision, along with all applicable ADA ramps at crossings.

Recommendation on Zoning:

If, after the required public hearing, the Planning and Zoning Commission finds that the requested zoning of the West Casper Commerce Center Addition as C-2 (General Business) meets the minimum requirements of the Casper Municipal Code, and is in conformance with the Generation Casper Comprehensive Land Use Plan, staff recommends that the Planning and Zoning Commission approve the zoning, and forward it to the City Council with a “do pass” recommendation.

Code Compliance:

Staff has completed all requirements of Sections 16.24, 16.36, and 17.12.170 of the Casper Municipal Code pertaining to annexations, plats, and zone changes, including notification of property owners within three hundred (300) feet by first class mail, posting of the property, and publishing legal notice in the Casper Star-Tribune. At the time the staff report was prepared, staff had not received any public comments on this case. The Commission is responsible for reviewing annexations, plats, and zone changes, and making a recommendation to the City Council on each.

Summary:

Seven Synergy Holdings, LLC has applied for an annexation, plat and zone change to create the West Casper Commerce Addition. The subject property is located at the northeast corner of the intersection of Southwest Wyoming Boulevard and CY Avenue, and is currently undeveloped, vacant land. The proposed West Casper Commerce Center Addition encompasses approximately 1.88-acres, and is creating a single platted lot through the combination of Lot 1, McNamara Heights Addition, and the annexation of an approximately half-acre parcel of unplatted, abandoned right-of-way (CY Avenue). Properties surrounding the subject property are zoned C-2 (General Business) to the south and east, and PH (Park Historic) to the north and west.

Lot 1, McNamara Heights Addition, is currently zoned C-2 (General Business). The property currently has two existing points of legal access, a thirty-foot (30') easement from the east, and a thirty-five foot (35') easement/curb-cut on the north, off of SW Wyoming Boulevard. The applicant's future plans for the development of the property are unknown.

Section 17.12.170 of the Casper Municipal Code requires that staff review all zoning requests in context with the approved Comprehensive Land Use Plan, and staff is required to provide a recommendation to the Planning and Zoning Commission and City Council as to how the zone change is either supported, or not supported. The Generation Casper Comprehensive Plan provides a Future Land Use Plan (FLU), which is found in Chapter Four (4), on Page 4-26. The FLU is an illustrative map that identifies the physical distribution of land uses, and forms the basis for future zoning and land use regulations. The property in question is in an area designated by the FLU as "Community Center."

Page 4-33 of the Generation Casper Plan indicates that development areas designated as "Community Centers" are characterized as a concentration of commercial activity serving a larger area than a neighborhood center, but do not draw from the uniqueness of Urban Centers. Furthermore, CY Avenue is called out specifically as meeting the definition of a Community Center. Primary uses in Community Centers are retail, trade, service uses, and offices with supporting multifamily residential.

The proposed C-2 (General Business) zoning district allows, as permitted uses, by right, any and all of the following:

1. Animal clinics and animal treatment centers;
2. Apartments located within a business structure;
3. Arcades/amusement centers;
4. Assisted living;
5. Automobile park, sales area or service center;
6. Automobile service stations;
7. Banks, savings and loans, and finance companies;
8. Bars, taverns, retail liquor stores, and cocktail lounges;
9. Bed and breakfast;
10. Bed and breakfast homestay;
11. Bed and breakfast inn;
12. Business, general retail;
13. Chapels and mortuaries;
14. Churches;
15. Clubs or lodges;
16. Convenience establishment, medium volume;
17. Dance studios;

18. Day care, adult;
19. Child care center;
20. Family child care center—zoning review;
21. Family child care home;
22. Family child care home—zoning review;
23. Electrical, television, radio repair shops;
24. Gaming/gambling;
25. Grocery stores;
26. Group homes;
27. Homes for the homeless (emergency shelters);
28. Hotels, motels;
29. Neighborhood groceries;
30. Offices, general and professional;
31. Pet shops;
32. Medical laboratories, clinics, health spas, rehabilitation centers, real estate brokers, insurance agents;
33. Parking garages and/or lots;
34. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities;
35. Pawn shops;
36. Personal service shops;
37. Pharmacies;
38. Printing and newspaper houses;
39. Reception centers;
40. Recreation centers;
41. Restaurants, cafes, and coffee shops;
42. Retail business;
43. Sundry shops and specialty shops;
44. Theaters, auditoriums, and other places of indoor assembly;
45. Thrift shops;
46. Vocational centers, medical and professional institutions;
47. Neighborhood assembly uses;
48. Regional assembly uses;
49. Branch community facilities;
50. Neighborhood grocery;
51. Conventional site-built and modular single and multifamily dwellings and "manufactured homes" meeting the definition and standards set forth in Section 17.08.010.

Proposed West Casper Commerce Center Addition



Proposed West Casper Commerce Center Addition



M:\Land 2018\Surveying\18-270 Cor Wash Plat\Survey Plats\WEST CASPER COMMERCE CENTER.dwg, 2/15/2019, BII



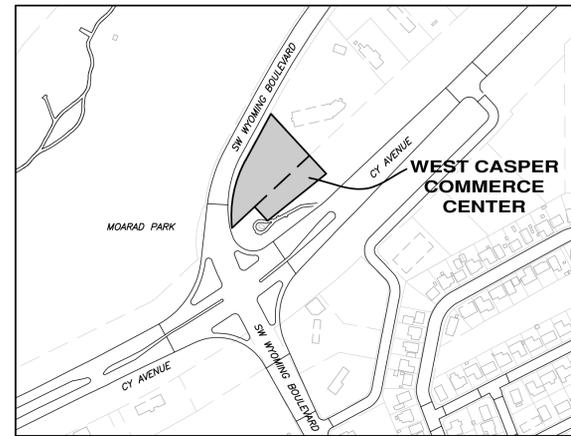
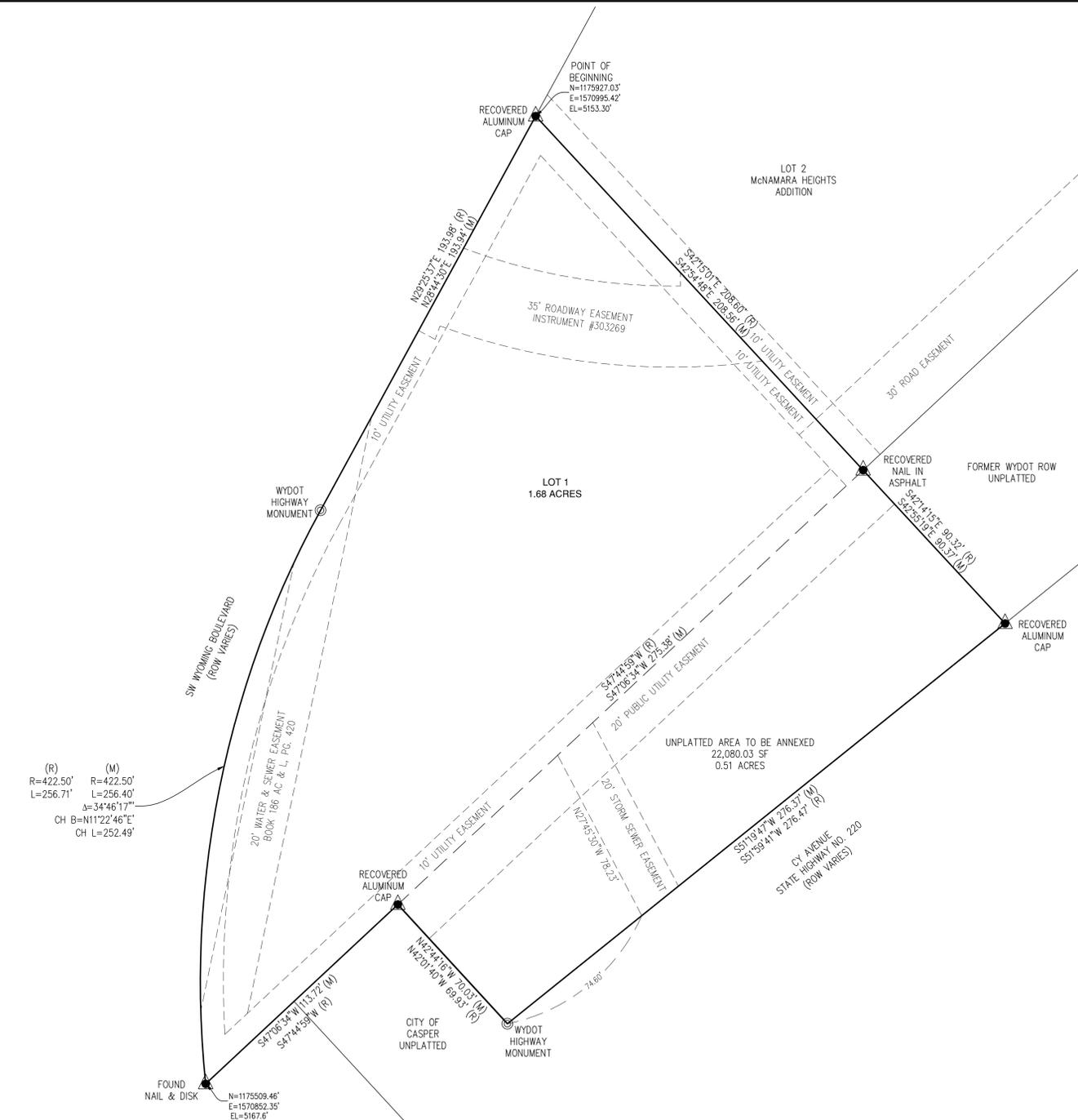
Civil Engineering Professionals, Inc.
6080 Enterprise Drive, Casper, WY 82609
Phone 307.266.4346 Fax 307.266.0103
www.cepi-casper.com

0 30' 60'
SCALE: 1" = 30'



LEGEND

- ▲ SET BRASS CAP
- SET MONUMENT 5/8" REBAR & ALUMINUM CAP
- ◎ FOUND MONUMENT AS NOTED



VICINITY MAP
NO SCALE

APPROVALS

APPROVED BY THE CITY OF CASPER PLANNING AND ZONING COMMISSION OF CASPER, WYOMING
THIS _____ DAY OF _____, 2019.

ATTEST: _____ SECRETARY _____ CHAIRMAN

APPROVED BY THE CITY COUNCIL OF CASPER, WYOMING BY ORDINANCE NO. _____, DULY PASSED,
ADOPTED AND APPROVED THIS _____ DAY OF _____, 2019.

ATTEST: _____ CITY CLERK _____ MAYOR

INSPECTED AND APPROVED THIS _____ DAY OF _____, 2019.

CITY ENGINEER

INSPECTED AND APPROVED THIS _____ DAY OF _____, 2019.

CITY SURVEYOR

NOTES

1. ERROR OF CLOSURE EXCEEDS 1:275,280.
2. BASIS OF BEARING IS THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983/86.
3. THE CONVERGENCE ANGLE AT THE POINT OF BEGINNING IS 00°38'00.4094", AND THE COMBINED FACTOR IS 0.999762.
4. DISTANCES: U.S. SURVEY FOOT - GROUND
5. ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 88 DATUM AND ARE NOT MEANT TO BE USED AS BENCHMARKS.

CERTIFICATE OF SURVEYOR

STATE OF WYOMING } ss
COUNTY OF NATRONA }

I, WILLIAM R. FEHRINGER, A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSE NO. 5528, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION IN NOVEMBER, 2017, AND THAT THIS PLAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY. ALL DIMENSIONS ARE EXPRESSED IN FEET AND DECIMALS THEREOF. COURSES ARE REFERRED TO THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983/86, CITY OF CASPER GIS SYSTEM ALL BEING TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY WILLIAM R. FEHRINGER THIS _____ DAY OF _____, 2019.

WITNESS MY HAND AND OFFICIAL SEAL

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

CERTIFICATE OF DEDICATION

STATE OF WYOMING } ss
COUNTY OF NATRONA }

THE UNDERSIGNED, SEVEN SYNERGY HOLDINGS, LLC., DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED PARCEL OF LAND KNOWN AS LOT 1, McNAMARA HEIGHTS ADDITION TO THE CITY OF CASPER AND AN UNPLATTED PARCEL FORMERLY AN ABANDONED PORTION OF THE WYOMING DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY FOR STATE HIGHWAY NO. 220, BOTH PARCELS SITUATE IN THE SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 18, T.33N., R.79W., 6TH P.M., NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEASTERLY CORNER OF THE PARCEL ALSO BEING THE NORTHEASTERLY CORNER OF SAID LOT 1, McNAMARA HEIGHTS ADDITION AND THE NORTHWESTERLY CORNER OF LOT 2 OF THE McNAMARA HEIGHTS ADDITION, MONUMENTED BY A BRASS CAP AND BEING THE POINT OF BEGINNING;

THENCE S42°54'48"E, ALONG THE LINE COMMON TO SAID LOTS 1 AND 2, McNAMARA HEIGHTS ADDITION, A DISTANCE OF 208.56 FEET TO THE SOUTHERLY CORNER COMMON TO SAID LOTS, MONUMENTED BY A BRASS CAP;

THENCE S42°55'19"E, A DISTANCE OF 90.37 FEET TO THE SOUTHEASTERLY CORNER OF THE PARCEL AND THE FORMER WYDOT RIGHT-OF-WAY, MONUMENTED BY A BRASS CAP;

THENCE S51°19'47"W, A DISTANCE OF 276.37 FEET TO THE SOUTHWESTERLY CORNER OF THE FORMER WYDOT RIGHT-OF-WAY PARCEL, MONUMENTED BY A WYDOT CONCRETE HIGHWAY MONUMENT;

THENCE N42°44'16"W, A DISTANCE OF 70.03 FEET TO NORTHWESTERLY CORNER OF THE FORMER WYDOT RIGHT-OF-WAY PARCEL LOCATED ON THE SOUTHEASTERLY LINE OF SAID LOT 1, McNAMARA HEIGHTS ADDITION, MONUMENTED BY A BRASS CAP;

THENCE S47°06'34"W, ALONG THE SOUTHEASTERLY LINE OF SAID LOT 1, McNAMARA HEIGHTS ADDITION, A DISTANCE OF 113.72 FEET TO THE MOST SOUTHERLY CORNER OF SAID LOT, MONUMENTED BY A NAIL AND DISK SET IN CONCRETE;

THENCE IN A NORTHEASTERLY DIRECTION ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SW WYOMING BOULEVARD AND THE WESTERLY LINE OF SAID LOT 1, McNAMARA HEIGHTS ADDITION AND A CURVE TO THE RIGHT HAVING A RADIUS OF 422.50 FEET, THROUGH A CENTRAL ANGLE OF 34°46'17", A DISTANCE OF 256.40 FEET, WITH A CHORD BEARING OF N11°22'46"E, A DISTANCE OF 252.49 FEET TO THE END OF CURVE, MONUMENTED BY A WYDOT CONCRETE HIGHWAY MONUMENT;

THENCE N28°44'30"E, ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SW WYOMING BOULEVARD AND THE WESTERLY LINE OF SAID LOT 1, McNAMARA HEIGHTS ADDITION, A DISTANCE OF 193.94 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS 1.68 ACRES (73,241.29 S.F.), MORE OR LESS, AND IS SUBJECT TO ANY RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS, AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE TRACT OF LAND, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS. THE NAME OF THE SUBDIVISION SHALL BE "WEST CASPER COMMERCE CENTER ADDITION". ALL UTILITY EASEMENTS, AS DESIGNATED ON THIS PLAT ARE HEREBY DEDICATED TO THE PUBLIC AND PRIVATE UTILITY COMPANIES FOR THE PURPOSES OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SEWER LINES, WATER LINES, GAS LINES, ELECTRIC LINES, TELEPHONE LINES, CABLE TELEVISION LINES AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY UTILIZED BY THE PUBLIC.

SEVEN SYNERGY HOLDINGS, LLC
751 BEACHCOMBER BLVD.
LAKE HAVASU CITY, AZ 86403

ROBERT DIETRICH - CHIEF OPERATING OFFICER
SEVEN SYNERGY HOLDINGS, LLC

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY ROBERT DIETRICH, CHIEF OPERATING OFFICER OF SEVEN SYNERGY HOLDINGS, LLC, THIS _____ DAY OF _____, 2019.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

NOTARY PUBLIC

VACATION & REPLAT OF
LOT 1, McNAMARA HEIGHTS ADDITION
TO THE CITY OF CASPER
AND AN ANNEXATION AND PLAT OF A
PARCEL FORMERLY AN ABANDONED WYDOT
RIGHT-OF-WAY OF STATE HIGHWAY NO. 220
WITHIN THE SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 18,
T.33N., R.79W., 6TH P.M.
NATRONA COUNTY, WYOMING

AS

WEST CASPER COMMERCE
CENTER ADDITION

AN ADDITION TO THE CITY OF CASPER, WYOMING
BEING A PORTION OF THE SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 18
T.33N., R.79W., 6TH P.M.
NATRONA COUNTY WYOMING
JANUARY, 2019

CASPER HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
JANUARY 14, 2019

In attendance: Jeff Bond, Pinky Ellis, Cyd Grieve, Ann Berg, John Lang, Robin Broumley,
Maureen Lee, Carrie Merrill, Connie Thompson

Absent: Constance Lake, Dandee Pattee

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

Guests: Carol Chapman
Butch Okes

Chairman Connie Thompson called the meeting to order at 8:30 a.m.

Welcome new Commissioners

Connie Thompson welcomed the new Commissioners Carrie Merrill and Cyd Grieve. Connie asked members of the Casper Historic Preservation Commission to introduce themselves to the new members.

Approval of Minutes

Chairman Thompson asked if everyone had read the minutes of the December 17, 2018, meeting and asked if there were any corrections.

Jeff Bond made a correction regarding the color of windows from gray to black or white. Connie Thompson volunteered to serve on the Old Yellowstone District (OYD) Committee.

Jeff Bond moved to approve the December 17, 2018 minutes as amended. Motion was seconded by Maureen Lee. Motion passed unanimously.

Election of 2019 Chairperson and Vice Chairperson

Nomination for Chairperson.

Maureen Lee nominated Jeff Bond for Chairperson. Ann Berg seconded the motion. All those present voted aye.

Nomination for Vice-Chairperson.

Jeff bond nominated Maureen Lee for Vice-Chairperson. Ann Berg seconded the motion. All those present voted aye.

Jeff Bond will be the Chairperson and Maureen Lee will be the Vice Chairperson for 2019.

Introduction of Guest/Public Comment

Carol Chapman spoke to the Commission about a Casper College OLLI class for summer of 2019. Liz Becher stated the OLLI class would be an opportunity to engage the public and inform them about the Casper Historic Preservation Commission and what they do. She made a suggestion of using old buildings to play "remember when," and inform the public of what has been lost. Cyd Grieve suggested a walking tour for participants. Maureen Lee noted that she had taught history and genealogy courses of this type, and provided her contact information to Carol.

New Business

Update from Strategic Plan Consultant

Craig Collins advised that he had received an e-mail from Kerry Davis at 7:50 a.m. this morning. He passed out copies of her e-mail outlining tasks that had been completed and a list outlining next steps and some questions that she has. Craig stated the poll for surveys closes February 28, 2019.

There was discussion:

- Doing another press release.
- Per Craig the Commission has gone above and beyond with public events.
- Hard to gauge public outreach.
- Number of responses to the survey (currently 117)
- Letter that Robin and Dandee were working on was never sent out.
- Craig stated that we have never seeing a public outreach plan from the consultant.
- Cyd will pass out postcards in her Casper College class.
- Suggestion of a newspaper article, and TV interview

Wayfinding Committee Update

The Committee will be meeting soon. The Historic Preservation Commission representatives are Jeff and Robin. This group will be looking at gateways to Casper and placement of welcome signs as well as signs and markers throughout the City.

Demolition Permit Review

A new process has been put in place in the Building Department for demolition permits. There is a 48 hour wait period before a demolition permit may be issued. This will enable staff to take photos. A good example is the site for the new State Office Building. Robin asked about renderings for the new State Office Building. Craig stated that he would provide them to the Commission via e-mail.

Old Business

GIS Historic Layer

During the February meeting Constance Lake will access the historic layer and demonstrate an overview.

Other Business

Tour of the Bishop House

The Commission would like to tour the Bishop House and use it as a backdrop in their annual photo. A suggestion was made to hold a meeting at this location in February. Craig advised that it would be appropriate to meet at City Hall and then tour the home.

T-Shirts for new Members

Liz stated that staff would check with Peden's to see if they would do a smaller order for the two (2) new members joining the Commission.

Parade

Maureen asked if any information had been provided about what floats won prizes at the Christmas parade. Liz advised that she did not have any information about floats and prizes from the Christmas parade.

Next meeting will be February 11, 2019 in Council Meeting Room, 200 North David Street.

Ann Berg moved to adjourn, and Carrie Merrill seconded the motion. Motion passed unanimously.

Meeting adjourned at 9:31 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dee Hardy". The signature is written in black ink and is positioned above the printed name and title.

Dee Hardy
Administrative Support Technician