

**AGENDA  
PLANNING AND ZONING MEETING**

**March 17, 2022**

**6:00 P.M.**

**COUNCIL CHAMBERS**

**CITY HALL, 200 NORTH DAVID**

Meetings can be viewed online at [www.casperwy.gov](http://www.casperwy.gov) on the Planning Commission web page.

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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 January 20, 2022**

### **III. PUBLIC HEARINGS:**

**SUB-136-2022** – A vacation and replat of Lot 12, Block 61, PT Commercial Tract 4, Paradise Valley Subdivision, to create the Stahley Addition. The subdivision is located west of the intersection of Carnation and Honeysuckle Streets, and comprises 3.76-acres, more or less. Applicants: Richard F. Stahley and Lou A. Stahley.

### **IV. SPECIAL ISSUES:**

### **V. COMMUNICATIONS:**

#### **A. Commission**

#### **B. Community Development Director**

#### **C. Council Liaison**

#### **D. OYD and Historic Preservation Commission Liaisons**

##### **1) Minutes from the February, 2022, Historic Preservation Commission Meeting** *(No Minutes to Provide this Month)*

##### **2) Old Yellowstone Advisory Committee Minutes – January 24, 2022**

#### **E. Other Communications**

### **VI. ADJOURNMENT**

**PLANNING AND ZONING MEETING  
THURSDAY JANUARY 20, 2022  
CITY COUNCIL CHAMBERS**

These minutes are a summary of the meeting. For full details view online at [www.casperwy.gov](http://www.casperwy.gov) on the Meetings and Agendas web page. The Planning and Zoning Commission held a meeting at 6:00 p.m., on Thursday November 18, 2021, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Terry Wingerter  
Carol Johnson  
Ken Bates  
Vickery Fales-Hall  
Mike McIntosh  
Maribeth Plocek  
Joe Hutchison

Absent Members: Bruce Knell, Council Liaison

Others present: Liz Becher, Community Development Director  
Craig Collins, City Planner  
Kristie Turner, Administrative Assistant III  
Wallace Trembath, Deputy City Attorney

**I. ELECTION OF OFFICERS**

Carol Johnson, acting as the substitute presiding officer, called the meeting to order. Mr. Henley explained the election process.

Ms. Johnson opened the floor for nominations for the position of Chairperson. Ms. Fales-Hall nominated Mr. Bates for Chairperson. The nomination was seconded by Mr. Wingerter. Mr. Bates nominated Ms. Johnson for Chairperson. The nomination was seconded by Mr. McIntosh. Ms. Johnson closed the nominations. Ms. Johnson asked members to cast their vote.

Votes were counted by Mr. Henley and Ms. Turner. Mr. Bates was elected Chairperson for 2022.

Ms. Johnson opened the floor for nominations for the position of Vice-Chairperson. Ms. Fales-Hall nominated Ms. Johnson for Vice-Chairperson. The nomination was seconded by Mr. Bates. Mr. Hutchison nominated Ms. Fales Hall for Vice-Chairperson. The nomination was seconded by Mr. McIntosh. Ms. Johnson closed the nominations. Ms. Johnson asked members to cast their vote.

Votes were counted by Mr. Henley and Ms. Turner. Ms. Johnson was elected Vice-Chairperson for 2022.

A five (5) minutes recess was taken for the Chairperson and Vice-Chairperson to move to the appropriate seats.

## **I. MINUTES OF THE PREVIOUS MEETING**

Chairperson Bates asked if there were additions or corrections to the minutes of the December 16, 2021 Planning & Zoning Commission meeting.

Chairperson Bates called for a motion to approve the minutes of the December 16, 2021, Planning & Zoning Commission meeting.

Ms. Johnson made a motion to approve the minutes of the December 16, 2021, meeting. The motion was seconded by Mr. Wingerter.

All those present voted aye. Motion carried.

## **II. PUBLIC HEARINGS**

### **Our first case this evening:**

- A. **SUB-104-2021** (CONTINUED FROM DECEMBER) A vacation and replat of Lot 7 in Wolf Creek Eight Addition and Lot 43 in Wolf Creek Nine Addition, to create "Wolf Creek Ten Addition", located at 3714 and 3720 Dancing Wolf Drive. Applicants: B1 Properties, LLC & Iliana Adler, Administrator JJSN Living Trust.

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

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

Randy Hall, 550 N. Poplar, spoke as representative for this case.

Mr. Hall addressed the issues that had been raised from community members at the December 16, 2021, meeting. There will be no changes in the current HOA. In regard to lot adjustments or purchases, Mr. Hall stated that his business model is subdividing plats into lots that are sold to builders for development. He does not sell lots to neighboring homeowners as there is no profit. In regard to the pedestrian pathway, Mr. Hall acknowledges that there was an error and miscommunication with the builders. Mr. Hall worked with the City Engineers to correct the error.

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

Christina Batt, 3711 Dancing Wolf Dr., spoke regarding the case.

Ms. Batt thanked Mr. Hall for addressing the issues and had no other opposition.



Don Gilmore, 3708 Dancing Wolf Drive, spoke in opposition to the case. Mr. Gilmore stated that he is still disgruntled by the situation with the pedestrian path. Mr. Bates commented that the commission sympathized with his situation but the pedestrian path issue was not applicable to the **SUB-104-2021**.

There being no others to speak, Chairperson Bates closed the public hearing and entertained a motion to approve, deny or table **SUB-104-2021** regarding the vacation and replat.

Mr. Wingerter made a motion to approve case **SUB-104-2021**. The motion was seconded by Ms. Johnson

All those present voted aye. Motion carried

**Our second case this evening:**

**CUP-114-2021** Request for a Conditional Use Permit to allow for an accessory building (detached garage) with an exterior wall height greater than 12-feet in height in an R-1 (Residential Estate) zoning district, located at 1225 West 30th Street, Lot 9, South Garden Creek Acres #3. The proposal is requesting approval for a 22-foot wall height. Applicants: Dan and Deb White

Craig Collins, City Planner presented the staff report and entered 5 exhibits into the record for this case.

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

Deb White, 1225 W 30<sup>th</sup>, spoke as representative for this case.

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

There being no others to speak, Chairperson Bates closed the public hearing and entertained a motion to approve, deny or table **CUP-114-2021** regarding the CUP.

Ms. Fales-Hall made a motion to approve case **CUP-114-2021**. The motion was seconded by Mr. Wingerter.

All those present voted aye. Motion carried.

**Our last case this evening:**

**CUP-118-2021** Request for an amendment to 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.

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

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

Rob Shively, 536 S. Center. spoke as representative for this case.

Emrick Huber, 643 E 17<sup>th</sup> St. also spoke as representative for this case

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

There being no others to speak, Chairperson Bates closed the public hearing and entertained a motion to approve, deny or table **CUP-118-2021** regarding the CUP.

Mr. McIntosh made a motion to approve case **CUP-118-2021**. The motion was seconded by Ms. Plocek.

All those present voted aye. Motion carried.

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

**Cancellation of February 17, 2022 Planning and Zoning Commission Meeting.  
There are no cases to be heard.**

Ms. Fales-Hall made a motion to cancel the public meeting for February 17, 2022. The motion was seconded by Mr. McIntosh.

Committee Assignments –

Historic Preservation – Ms. Fales-Hall, Ms. Johnson, and possibly Mr. Bates

Old Yellowstone District – Mr. McIntosh, Mr. Hutchison, and Ms. Plocek

### **IV. COMMUNICATIONS:**

A. Commission:

No Report

B. Community Development Director:

No Report

- C. Council Liaison:  
No Report
- D. OYD and Historic Preservation Commission Liaisons:  
No Report
- E. Other Communications:  
Mr. Bates asked about scheduling a tour of the new State Office Building.

**V. ADJOURNMENT:**

Chairperson Bates called for a motion for the adjournment of the meeting. A motion was made by Ms. Fales-Hall and seconded by Mr. McIntosh to adjourn the meeting.

All present voted aye. Motion carried.

The meeting was adjourned at 7:20 pm.

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Chairperson

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Secretary



# City of Casper Planning Division

## Plat/Subdivision Application

### OWNER'S INFORMATION:

NAME: Richard F. Stahley and Lou A. Stahley, husband and wife

ADDRESS: 180 Indian Paintbrush Casper, WY 82604

TELEPHONE: (307) 234-0170 (work)

EMAIL: \_\_\_\_\_

### OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: City of Casper Public Utilities, attn. Bruce Martin

ADDRESS: 200 N. David Street Casper, WY 82601

TELEPHONE: 307-238-7543

EMAIL: bmartin@casper.gov

APPLYING FOR (check one): ☐ FINAL PLAT ☒ REPLAT ☐ MINOR BOUNDARY ADJUSTMENT

NAME OF SUBDIVISION: Stahley Addition

LEGAL DESCRIPTION OF LAND: Lot 12, Block 61, A Portion of Commercial Tract 4 Paradise Valley Subdivision

COMMON ADDRESS OR LOCATIONAL DESCRIPTION: 280 Honeysuckle St. Casper, WY 82604

CURRENT LAND USE: Auto repair shop

TOTAL ACREAGE: 3.76 ac. acres/sq ft

NUMBER OF LOTS: 2 (Minor Boundary Adjustment can not exceed 2 lots)

SIZE OF LARGEST LOT: 2.33 ac.

SIZE OF SMALLEST LOT: 1.43 ac.

CURRENT ZONING: C-4

PROPOSED ZONING: Same

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: \_\_\_\_\_

DATE: \_\_\_\_\_

### SUBMIT TO:

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

### A COMPLETE SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES OF PROPERTY OWNERS
- PROOF OF OWNERSHIP
- PDF (11"X17" SCALE) OF THE PLAT (Full-Sized Hard Copies MAY Also be Required)
- ARCGIS-COMPATIBLE SHAPEFILE SHOWING LOTS, BLOCKS, STREETS, ETC.
- \$1,200 (25 LOTS OR FEWER); \$1,800 (26 Lots or more); (\$200 FOR MINOR BOUNDARY ADJUSTMENT); (Preliminary Plat \$1,000). APPLICATION FEE (NON-REFUNDABLE)

### FOR OFFICE USE ONLY:

DATE SUBMITTED: \_\_\_\_\_

REC'D BY: \_\_\_\_\_

March 11, 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: **SUB-136-2022** – A vacation and replat of Lot 12, Block 61, PT Commercial Tract 4, Paradise Valley Subdivision, to create the Stahley Addition. The subdivision is located west of the intersection of Carnation and Honeysuckle Streets, and comprises 3.76-acres, more or less. Applicants: Richard F. Stahley and Lou A. Stahley.

Recommendation:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the vacation and replat creating the Stahley Addition meets the minimum requirements of the Municipal Code, staff recommends approval, with a “do pass” recommendation to City Council.

Code Compliance:

Staff has completed all public notice requirements of Section 16.24 of the Casper Municipal Code pertaining to plats, including notification of property owners within three hundred (300) feet by first class mail, posting a sign on the property, and publishing a legal notice in the Casper Star-Tribune. **There were no public comments submitted at the time the staff report was prepared.**

Summary:

Application has been made to vacate and replat Lot 12, Block 61, of a Portion of Commercial Tract 4, Paradise Valley Addition, to create the Stahley Addition. The subject property is located west of the intersection of Carnation and Honeysuckle Streets, in Paradise Valley, and encompasses 3.76-acres, more or less. The property is zoned C-4 (Highway Business), and is occupied by an automotive repair business on the southeast portion of the parcel, with the balance of the property being vacant. The proposed replat is splitting the single parcel into two (2) newly-configured lots. Proposed Lot 1 is 2.33-acres in size and Proposed Lot 2 is 1.43-acres in size. The purpose of the subdivision is to create a saleable lot (proposed Lot 1), which the City of Casper intends to purchase to use for access to the water tank, located immediately to the north.

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## ACKNOWLEDGMENT

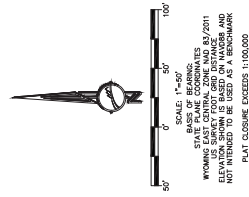
NOTARY PUBLIC

Commission Chairman

INSPECTED AND APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2022



1107

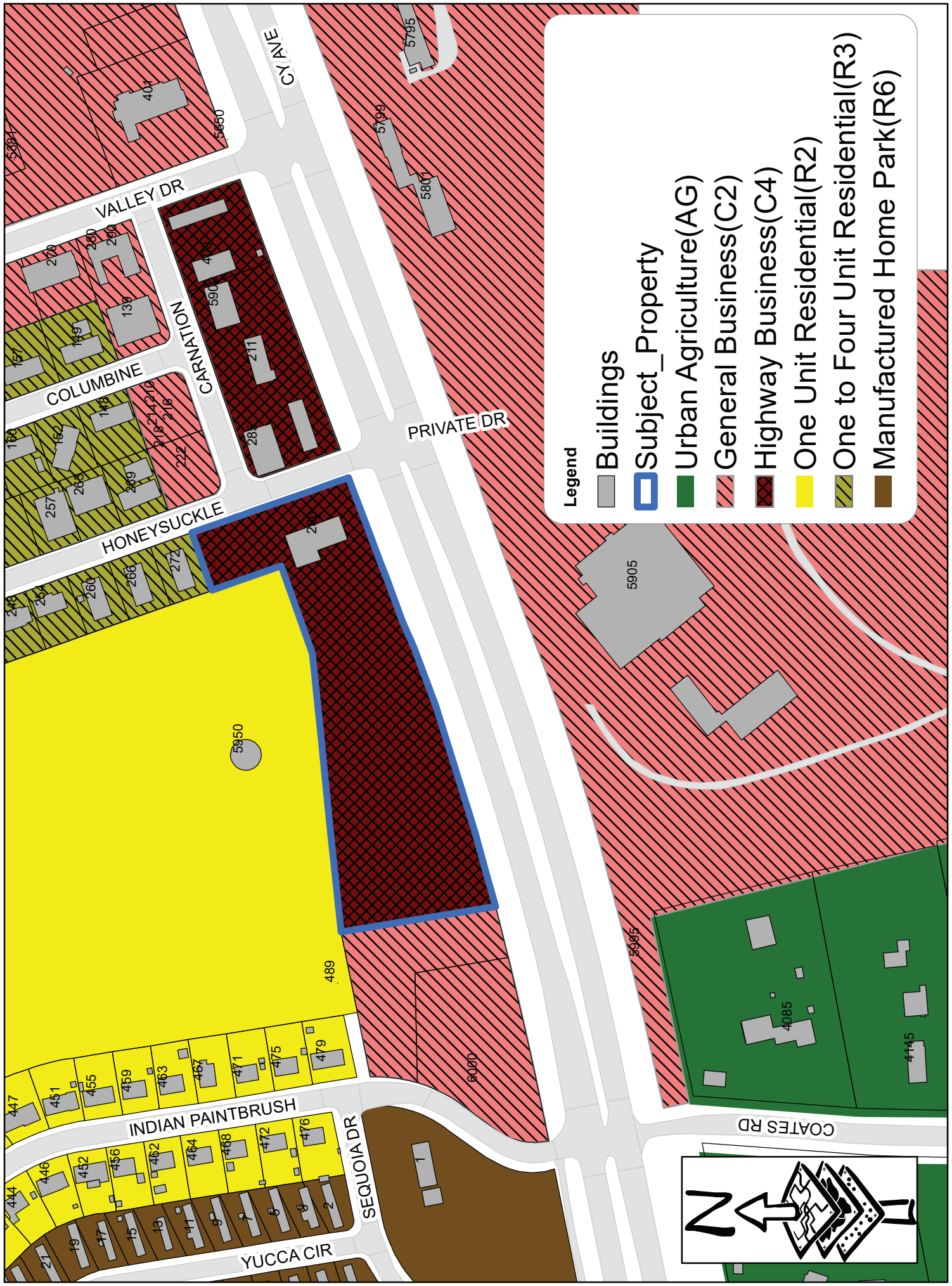


ENGINEERING • SURVEYING • PLANNING  
200 PRONGHORN, CASPER, WY. 82601  
W.O. NO. 17441 DATE: 01-11-22 FILE NAME: STAHLEY REPLAT



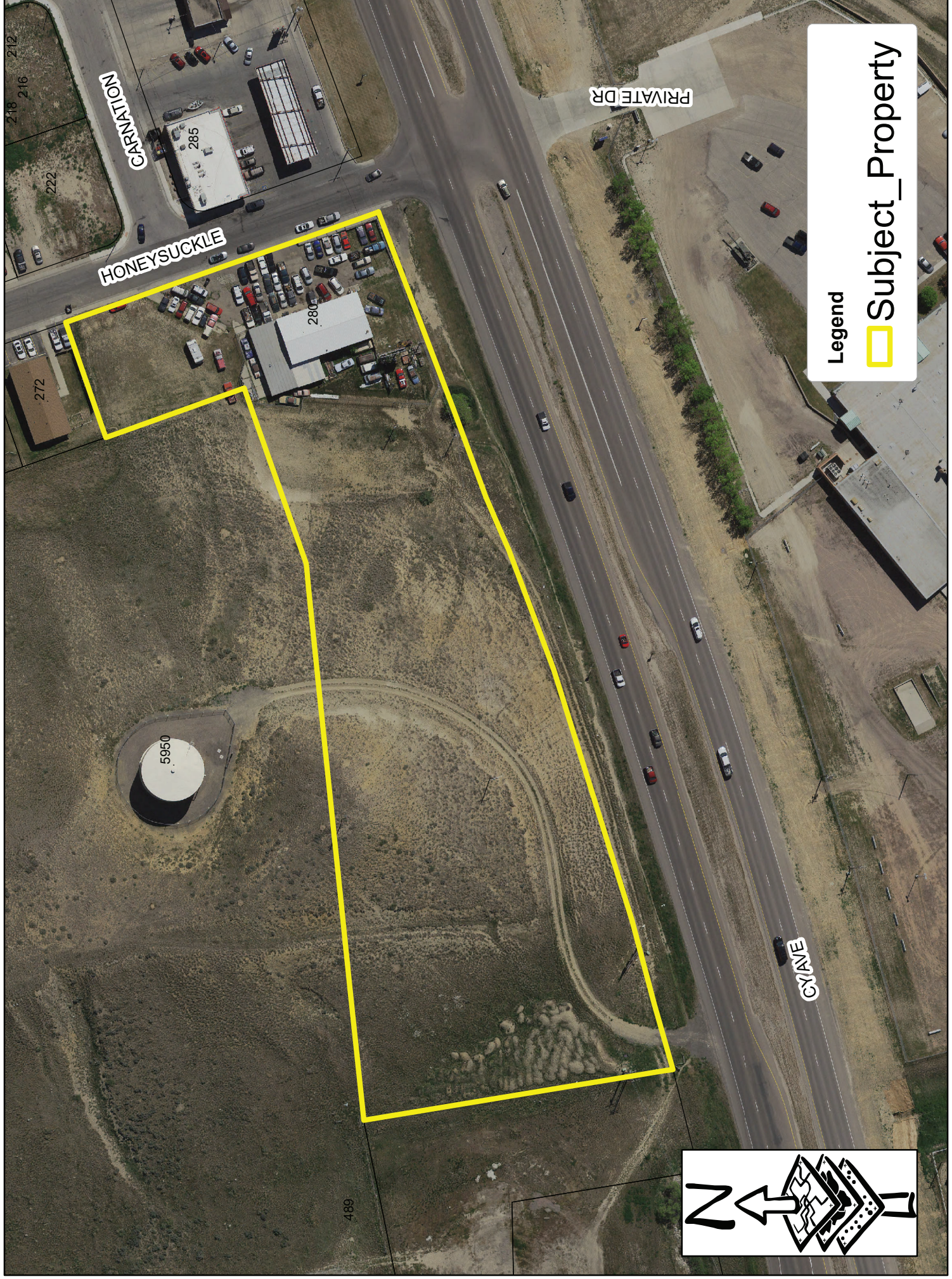


# Proposed Stahley Addition





# Proposed Stahley Addition



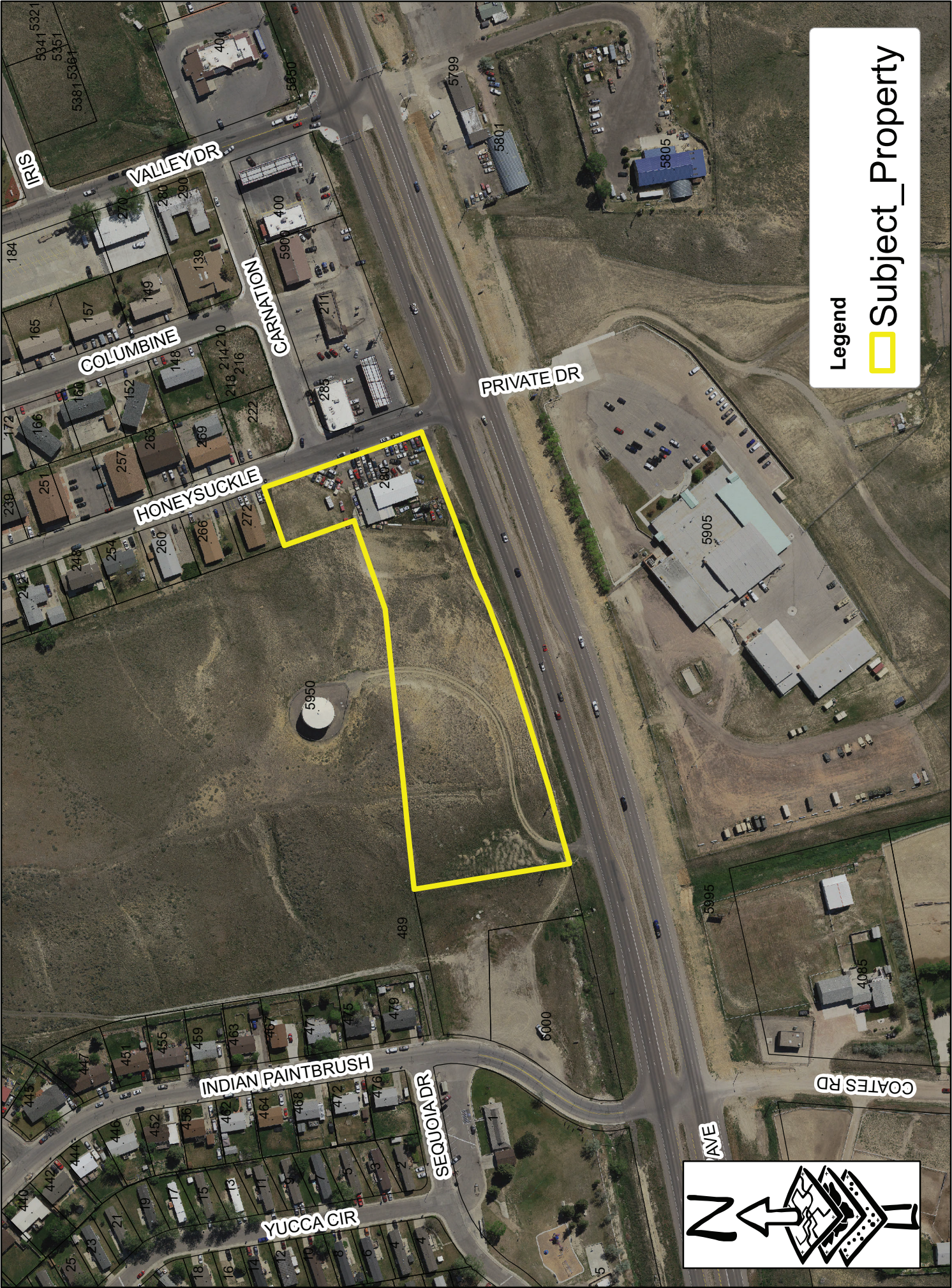
Legend

 Subject\_Property





Proposed Stahley Addition





**Monday, January 24, 2022 in RACCA's event room**

Members Present: Steve Freel  
Patty McKenzie  
Phillip Rael  
Fred Feth  
Mike McIntosh  
Karen Meyer  
Tyler Cessor  
Kelly Ivanoff

Liaisons Present: Renee Hahn (ARAJPB), Connie Thompson and John Lang  
(Historic Preservation)

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- Julie Condellario (Wallick & Volk)

The appointees from the Planning and Zoning Commission will be Mike McIntosh, Maribeth Plocek, and Joe Hutchison.

### **“Rudolphing the OYD”**

Ms. Becher passed around photos of the Committee members “Rudolphing the OYD” in December. The photos have also been posted to the OYD webpage. She and Kristie thanked the Committee members for volunteering their time and providing gift cards (Wyoming Plant Company and Backwards) and items (Wyoming Automotive) to the surprised patrons. The venues that were “Rudolphed” included Sherrie’s Place, Kilmer & Associates, CPA, The Office, Racca’s, Old Yellowstone Garage, Backwards, Metro Coffee, and the Natrona County Health Department. It was fun to get out and show some excitement for OYD businesses during the holidays. Patrons also received a set of Rudolph horns to wear and a certificate.

## **NEW BUSINESS:**

### **Committee Goals for 2022**

Ms. Becher led a dialogue with the Committee about their goals for the OYD this upcoming year and into the future. We will discuss them further at our next meeting and get some action steps and timelines determined.

In summary, they are:

- Pursue grants for public art
- Develop display signage/plaques for OYD businesses and their history
- Partner with YEC and Mercer House to engage young people in OYD events and history
- Partner with Visit Casper on welcoming visitors and highlighting the OYD
- Produce an event calendar so the OYD can stay on top of community opportunities
- Write occasional editorials celebrating OYD history
- Produce short videos about the OYD for the government channel, social media, etc.
- Arrange field trips/walking tours of the OYD throughout the summer for all ages.
- Participate in service projects as a Committee

### **Property Activity in the OYD**

The new owners of the Sage and Sand are continuing to move forward on their plans for housing, and the former Lee’s Glass & Paint building is for sale.

## **OTHER BUSINESS:**

### **Historic Preservation Commission Liaison Report**

Connie and John reported that officers have been elected – Jeff Bond as Chair, and Connie Hall as Vice-Chair. “Underground” Casper is being explored from a historic perspective. The walking app is being finalized, and ghost signs are continuing to be documented.

### **ARAJPB Liaison Report**

Ms. Hahn reported that her Board approved a PGA Tournament at Three Crowns on July 10. This will be a great event for Casper – lots of visitors and exposure for our community. The Board is also looking into remodeling the clubhouse in phases. The inside gym/courts project is on hold since the contaminated soils have caused issues with the selected site.

## **NEXT MEETING:**

The next meeting will be on Monday, February 28 at 4:00 at Wyoming Plant Company.

## **ADJOURN**

A motion was made to adjourn. The business meeting adjourned at 5:13 p.m.

(Minutes prepared by Liz Becher)  
Respectfully Submitted,

Steve Freel  
Chairperson