

AGENDA
PLANNING AND ZONING MEETING
December 19, 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: November 21, 2019

III. PUBLIC HEARINGS:

- A. **PLN-19-032-Z** – (CONTINUED FROM NOVEMBER) Petition for a zone change of pt Lot 8 Block 1, Standard Oil Co. Subdivision, located at 1551 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business). Applicant: Jesse Edward Snell.
- B. **PLN-19-033-C** – (CONTINUED FROM NOVEMBER) Petition for a Conditional Use Permit to construct an oversized detached 40'x56' garage/accessory building, in excess of the 1,500 square foot maximum size permitted, and with wall heights in excess of the 12' maximum, on Lots 11 & 12, Block 24, Nelson's Addition, located at 1130 North David Street. Applicant: Don Haney.
- C. **PLN-19-038-R** – Petition to vacate and replat Lots 1 & 2, Whitedog Addition, A Portion of Lot 9, All of Lot 10 and a Portion of Lot 11, Block 10, Pineview Meadows Subdivision No. 1, as White Dog Addition No. 2, comprising 0.61 acres, more or less, located at 454 and 504 South Sun Drive. Applicants: Mitchell and Dora J. Skovgard, and Rex J. Evan and Sheila R. Evans.
- D. **PLN-19-039-S** – Petition to amend the Centennial Hills Planned Unit Development (PUD) Guidelines to create new commercial development and architectural standards to regulate the development of Centennial Hills Village Business Park No. 3, 10.18-acres located between Wyoming Boulevard and Heathrow Avenue, south of Centennial Court, and north of Centennial Village Drive. Applicant: Ten Thirty Partners, LLC.
- E. **PLN-19-041-C** Petition for a Conditional Use Permit to expand an existing home-based childcare from its current limit of eight (8) children, to a maximum of fifteen (15) children on Lot 38, Longview No. 3 Addition, located at 4121 East 8th Street. Applicant: Casper Rental Agency and Suzanne St. Pierre dba Pitter Patter Playhouse, 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:

VII. COMMUNICATIONS:

- A. **Commission**
- B. **Community Development Director**

C. Council Liaison

D. OYD and Historic Preservation Commission Liaisons

1) Minutes from November 4, 2019, Historic Preservation Commission Meeting (attached)

E. Other Communications

VIII. ADJOURNMENT

**PLANNING AND ZONING MEETING
THURSDAY, November 21, 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 November 21, 2019, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Bob King
 Fred Feth
 Chuck Davis
 Susan Frank
 Terry Wingerter
 Randy Hein
 Erik Aune

Absent Members: None

Others present: Craig Collins, City Planner
 Dee Hardy, Administrative Support Technician

I. MINUTES OF THE PREVIOUS MEETINGS

Chairman King asked if there were additions or corrections to the minutes of the October 17, 2019 Planning & Zoning Commission meeting.

Chairman King called for a motion to approve the minutes of the October 17, 2019 Planning & Zoning Commission meeting.

Mr. Aune made a motion to approve the minutes of the October 17, 2019 meeting. The motion was seconded by Mr. Hein. All those present voted aye with the exception of Ms. Frank who abstained. Motion carried.

II. PUBLIC HEARING

The Chairman advised the first case this evening was being continued.

PLN-19-032-Z – Petition for a zone change of pt Lot 8 Block 1, Standard Oil Co. Subdivision, located at 1551 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business). Applicant: Jesse Edward Snell.

Chairman King stated that staff had received late notice from the applicant requesting their case be continued to the December 19, 2019 meeting of the Planning and Zoning Commission.

Chairman King entertained a motion to continue PLN-19-032-Z a request for a zone change of pt Lot 8 Block 1, Standard Oil Co. Subdivision, located at 1551 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business) to the December 19, 2019 Planning and Zoning Commission meeting.

Mr. Davis made a motion to continue case PLN-19-032-Z, a request for a zone change of pt Lot 8 Block 1, Standard Oil Co. Subdivision, located at 1551 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business) to the December 19, 2019 Planning and Zoning Commission meeting. The motion was seconded by Mr. Wingerter. All those present voted aye. Motion carried.

The Chairman advised the last case this evening was being continued.

PLN-19-033-C – Petition for a Conditional Use Permit to construct an oversized detached 40'x56' garage/accessory building, in excess of the 1,500 square foot maximum size permitted, and with wall heights in excess of the 12' maximum, on Lots 11 & 12, Block 24, Nelson's Addition, located at 1130 North David Street. Applicant: Don Haney.

Chairman King advised that staff is requesting a continuance of this case to allow re-notification of surrounding property owners, re-publish in the newspaper and re-posting of the subject property.

Chairman King entertained a motion to continue PLN-19-033-R a Conditional Use Permit application to the December 19, 2019 meeting of the Planning and Zoning Commission.

Mr. Hein made a motion to continue case PLN-19-033-R a Conditional Use Permit application to the December 19, 2019 meeting of the Planning and Zoning Commission. The motion was seconded by Mr. Wingerter. All those present voted aye. Motion carried.

III. COUNCIL ACTIONS:

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

IV. SPECIAL ISSUES:

There were none.

V. 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
Mr. Feth stated the last meeting was held Monday, October 28, 2019. Topics of discussion were Platte River Revival, Midwest Avenue street project, Build Project, and the former Plains Furniture Building.

Casper Historic Preservation
Mr. Wingerter advised at the last meeting a letter to City Council regarding the historical aspect of the former Plains Furniture building, and a discussion about the Strategic Plan.
- E. Other Communications:

Chairman King stated that the next Planning and Zoning Commission meeting will be held Thursday, January, 2020.

VI. ADJOURNMENT

Chairman King called for a motion for the adjournment of the meeting. A motion was made by Ms. Frank and seconded by Mr. Feth to adjourn the meeting. All present voted aye. Motion carried. The meeting was adjourned 6:12 p.m.

Chairman

Secretary

November 15, 2019

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

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

SUBJECT: **PLN-19-032-Z** – Petition for a zone change of Part of Lot 8 Block 1, Standard Oil Co. Subdivision, located at 1551 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business). Applicant: Jesse Edward Snell.

Recommendation:

If, after hearing public testimony, and considering the facts of the case, 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 would recommend approval of the zone change, with a “do pass” recommendation to the City Council.

Code Compliance:

Staff has completed all public notice requirements of Section 17.12.170 of the Casper Municipal Code pertaining to zone changes including notification of property owners within 300 feet by first class mail, posting a sign on the property, and publishing legal notice in the Casper Star-Tribune. **At the time that the staff report was prepared, staff had received one (1) letter of opposition. It, along with staff’s reply, has been included for the Commission’s review.**

Summary:

Application has been received for a requested zoning classification change of 1551 South Poplar Street, from R-2 (One Unit Residential) to C-2 (General Business). The property is approximately 5,300 square feet in size, located mid-block, and is immediately adjacent to properties zoned R-2 (One Unit Residential) on the north, south and east; and C-2 (General Business) to the west. Land uses in the area consist of both single-family residential and commercial. Access to the property is via South Poplar Street, or secondarily, from an alley in the rear. The applicant’s representative has stated that the reason for the requested rezone is to allow for the construction of multiple dwelling units on the property, which is not permitted under the current zoning, but would be allowed if the property were zoned C-2 (General Business).

Section 17.12.170 of the Casper Municipal Code requires that staff review zoning applications in the context of the approved Comprehensive Land Use Plan, and 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 subject property is located in an area along South Poplar Street designated as a “neighborhood center.” Page 4-32 of the Plan provides general characteristics of areas designated as neighborhood centers, which typically include low-scale commercial uses and supporting multifamily residential.

Chapter Three (3) of the Plan provides principles and goals. Principles and goals that may be applicable to the requested zone change are as follows:

Goal ECH1-4 – **Housing Space**: Promote land use patterns that provide adequate housing of all types, supported by integrated parks and services. (Pg. 3-5)

Goal ECH1-5 – **Fair Housing**: Provide a range of attainable and affordable housing throughout the community with equal access to fair housing. (Pg. 3-5)

In 2016, the City approved a Council-initiated zone change of all the properties along South Poplar Street, from CY Avenue to Collins Drive, to C-2 (General Business). Given that South Poplar Street is such a heavily used collector/arterial street, there has been limited interest in redevelopment or investment in that area. The C-2 (General Business) zoning district has become the City’s primary mixed-use classification, and it was the City’s intent that the rezone of the area would alleviate some of the perceived regulatory barriers that may have discouraged reinvestment in the area in the past. Similarly, single-family-only zoning along South Poplar Street, south of CY Avenue may cause the area to struggle to attract reinvestment moving forward. In 2016, the property located two lots to the north of the subject property was rezoned from R-2 to C-2 as the formerly vacant convenience store at that location transitioned to a new use, an eye clinic, and expanded the commercial zoning farther south. It is likely that the corridor will continue to transition to include more mixed land uses types over time, which is consistent with the planned land use for the area designated in the Future Land Use Plan.

For the Commission’s reference, Section 17.68.020 of the Municipal Code is listed below to illustrate the land uses that are permitted in the proposed C-2 (General Business) zoning district.

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.

Dee Ann Hardy

From: Craig Collins
Sent: Wednesday, November 13, 2019 9:23 AM
To: sc84cam@aol.com
Subject: re: zone change

Ms. Cathcart:

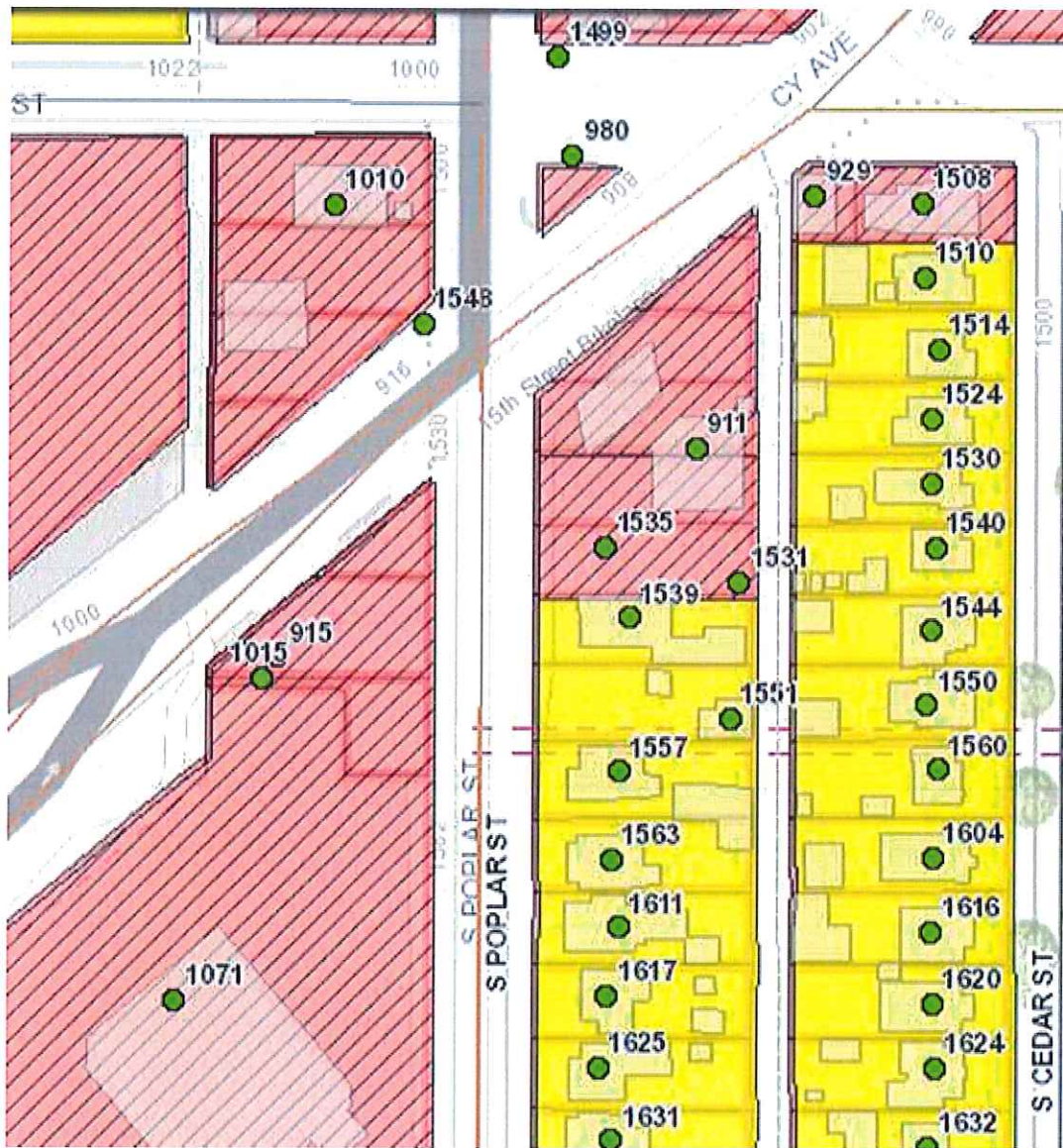
Thank you for your input on the zone change, it will be forwarded to the Planning and Zoning Commission prior to the meeting on the 21st, as well as to the applicant. Zone changes require review and approval by both the Planning and Zoning Commission and the City Council. The typical timeline for an approval is 4 months, total.

I will try to answer your questions as best as I can. We (staff) do not have an agenda or position. It is our job to present the facts, and to let the Planning Commission and Council make the decision.

General Business (C-2) zoning is a mixed use zoning designation that allows both residential and commercial uses. You can review the list of potential uses at this

link: https://library.municode.com/wy/casper/codes/code_of_ordinances?nodeId=TIT17ZO_CH17.68GEBU

The existing zoning in the immediate area includes both R-2 (One Unit Residential) and C-2 (General Business). In the map below, yellow is R-2 and pink is C-2:



According to the applicant, the plan for the property is to build some sort of residential, probably at least 2 units. The size of the property is fairly small; therefore, the property will not support a large multifamily project.

Property values are not something that anyone at the City can speak to, as that is not our area of expertise. Please consult with a real estate professional to discuss property value questions.

The effect on traffic will be negligible. City Streets are designed to handle thousands of vehicles a day. This property is too small to have a noticeable negative effect, regardless of what is built there.

In that the property fronts on a major collector/arterial street (Poplar), the property owner/applicant may find it difficult to market the property for the construction of a new single-family home, which is most likely the reason for the rezoning request. This is a pattern that we are seeing all over town, in areas such as 2nd Street, Beverly Street, Poplar Street, etc. Many times, we see existing residential homes transitioning to small professional offices (lawyers, CPA's, etc.). City code mandates that zone changes take into account the City's long-range comprehensive plan. You can review the plan at the following link: <https://casperwy.gov/cms/One.aspx?portalId=63067&pageId=8582340>

I'd encourage you to show up to the public hearing on the 21st to relay your concerns in person. If you have any additional questions in the interim, please let me know.

Regards,

Craig Collins, AICP
City Planner

From: Dee Ann Hardy
Sent: Wednesday, November 13, 2019 8:52 AM
To: Craig Collins <ccollins@casperwy.gov>
Subject: FW: zone change

Craig,

FYI..

From: sc84cam@aol.com <sc84cam@aol.com>
Sent: Wednesday, November 13, 2019 8:33 AM
To: Dee Ann Hardy <dhardy@casperwy.gov>
Subject: zone change

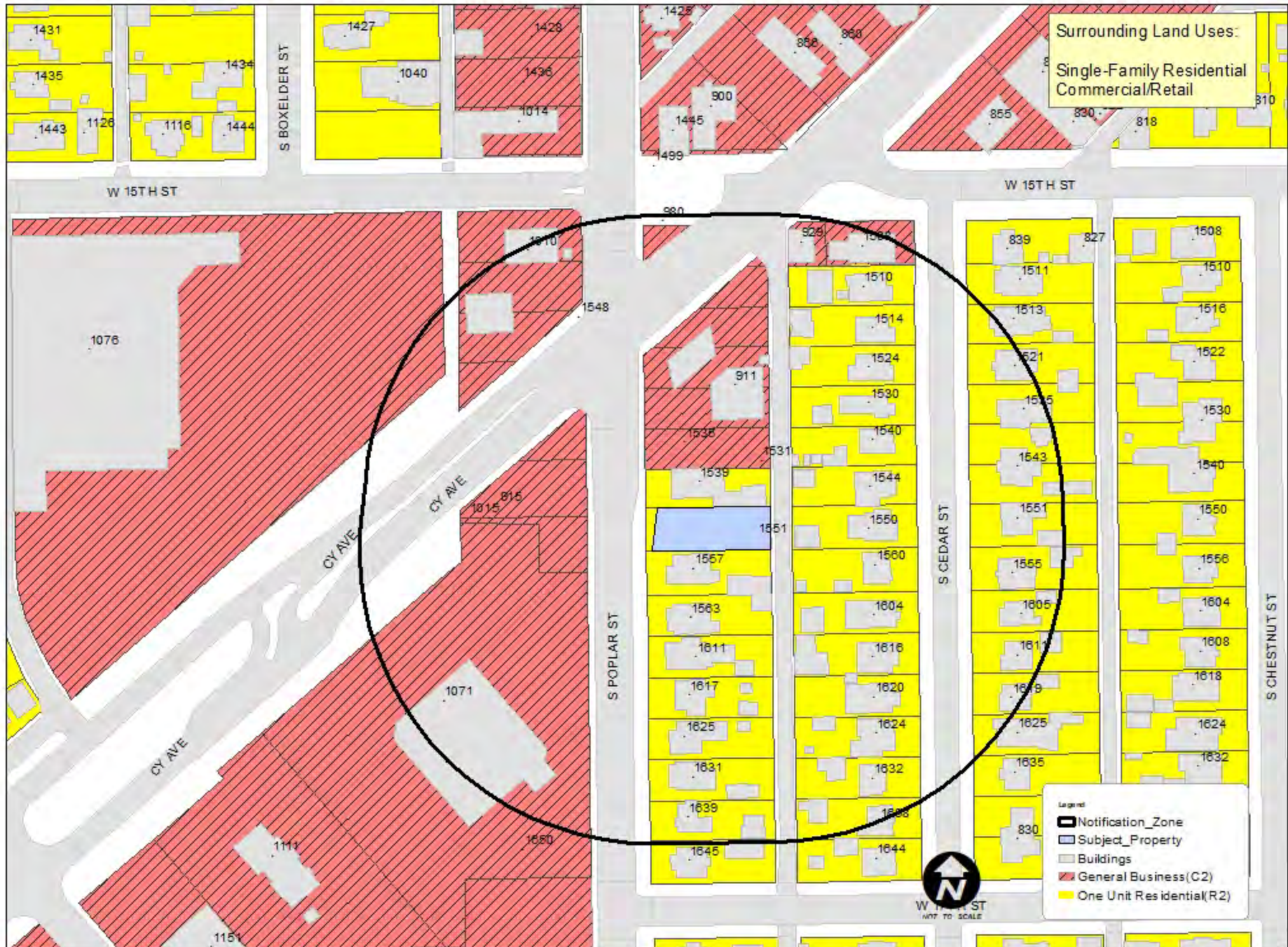
I just received the notice about zone change on S Poplar & have a few concerns. What does "general business" mean? What is someone planning to build right there? I know it is a small vacant lot right now. How does this impact our property values-having a business in the middle of residential? Also a big concern is the traffic issue-volume at this intersection of CY & Poplar is a nightmare. Also the in & out from Walgreens to Poplar is horrific-am truly surprised there aren't more accidents.

If this zone change negatively impacts our neighborhood & with the concerns I have addressed here, I am not in favor of this. How soon will we know if this change has passed or not?

Thank you.
Sue Cathcart
1617 S Poplar
Casper 82601
307-577-707
sc84cam@aol.com

All City of Casper e-mails and attachments, except those defined as attorney/client communications or confidential/privileged information, may qualify as public records under the Wyoming Public Records Act, W.S. § 16-4-201 *et seq.*, and are subject to public disclosure pursuant to this Act.

1551 South Poplar Zone Change Request



This aerial map displays a residential area with various streets and property lots. The subject property, located at 1551 S Poplar St, is highlighted with a yellow rectangle. The map includes a legend in the bottom right corner, a north arrow, and a disclaimer 'NOT TO SCALE'.

Legend

- Subject_Property

NOT TO SCALE

1551 South Poplar Zone Change Request



November 15, 2019

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

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

SUBJECT: **PLN-19-033-C** – Petition for a Conditional Use Permit to construct an oversized detached 40'x56' garage/accessory building, in excess of the 1,500 square foot maximum size permitted, and with wall heights in excess of the 12' maximum, on Lots 11 & 12, Block 24, Nelson's Addition, located at 1130 North David Street. Applicant: Don Haney.

Recommendation:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the request meets the two (2) reasons and six (6) findings necessary for an approval, as set forth in Section 17.12.240 (G) and (H) of the Casper Municipal Code, staff recommends that the Commission articulate its findings, and include, at a minimum, the suggested condition below:

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 the proposal.**

"REASONS"

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.

“FINDINGS”

When making the decision for a Conditional Use Permit, the Commission shall consider the scale of the operation and relationship to other similar issues as expressed in the six (6) considerations outlined in Section 17.12.240 (H) as listed below:

- 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.

“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 insure compliance with the criteria of Section 17.12.240(G) and (H):

1. Size and location of site;
2. Street and road capacities in the area;
3. Ingress and egress to adjoining public streets;
4. Location and amount of off-street parking;
5. Internal traffic circulation systems;
6. Fencing, screening, and landscaped separations;
7. Building bulk and location;
8. Usable open space;
9. Signs and lighting; and,
10. Noise, vibration, air pollution and other environmental influences.

Summary:

The property owner of 1130 North David Street has applied for a Conditional Use Permit to allow for the construction of an oversized detached garage. The property consists of two (2) platted lots, together totaling over 15,000 square feet in area. The property is zoned R-5 (Mixed Residential), and is surrounded by properties zoned R-6 (Manufactured Home (Mobile) Park), R-3 (One to Four Unit Residential) and R-5 (Mixed Residential). Land uses in the area are a mix of industrial and residential.

Section 17.12.121(F)(4) of the Municipal Code limits the size of detached accessory structures to fifteen percent (15%) of the lot area, not to exceed one thousand five hundred (1,500) square feet. The Code requires that a Conditional Use Permit must be granted in order to exceed the limitation. The proposed building would be 2,240 square feet in size, or about fifteen percent (15%) of the available area of the property.

Section 17.12.121(G) of the Municipal Code requires the issuance of a Conditional Use Permit in order to exceed twelve (12) foot exterior wall heights on detached accessory structures. The applicant would like to construct wall heights of fourteen (14) feet in order to accommodate a taller door for larger vehicles.

The intent of the limitations on residential accessory building sizes is to ensure that structures are in keeping with the character of a residential neighborhood. Additional requirements of the code address siding, peak heights, and roof pitch in furtherance of this intent. The applicant has indicated that the siding of the structure will be residential lap-type siding, and the roof will be pitched. Staff is unaware of the existence of any similar Conditional Use Permits that have been issued in the surrounding area.

Recommended Motion:

To assist the Planning and Zoning Commission with making a motion on the Conditional Use Permit, staff has prepared the following motion, as an example:

Case number **PLN-19-033-C** –should be granted with recommended Condition #1, listed under the “Recommendation” section of the staff report, for the following reasons:

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.

Furthermore, pursuant to the findings required by Section 17.12.240 (H) of the Municipal Code, the Planning and Zoning Commission finds that:

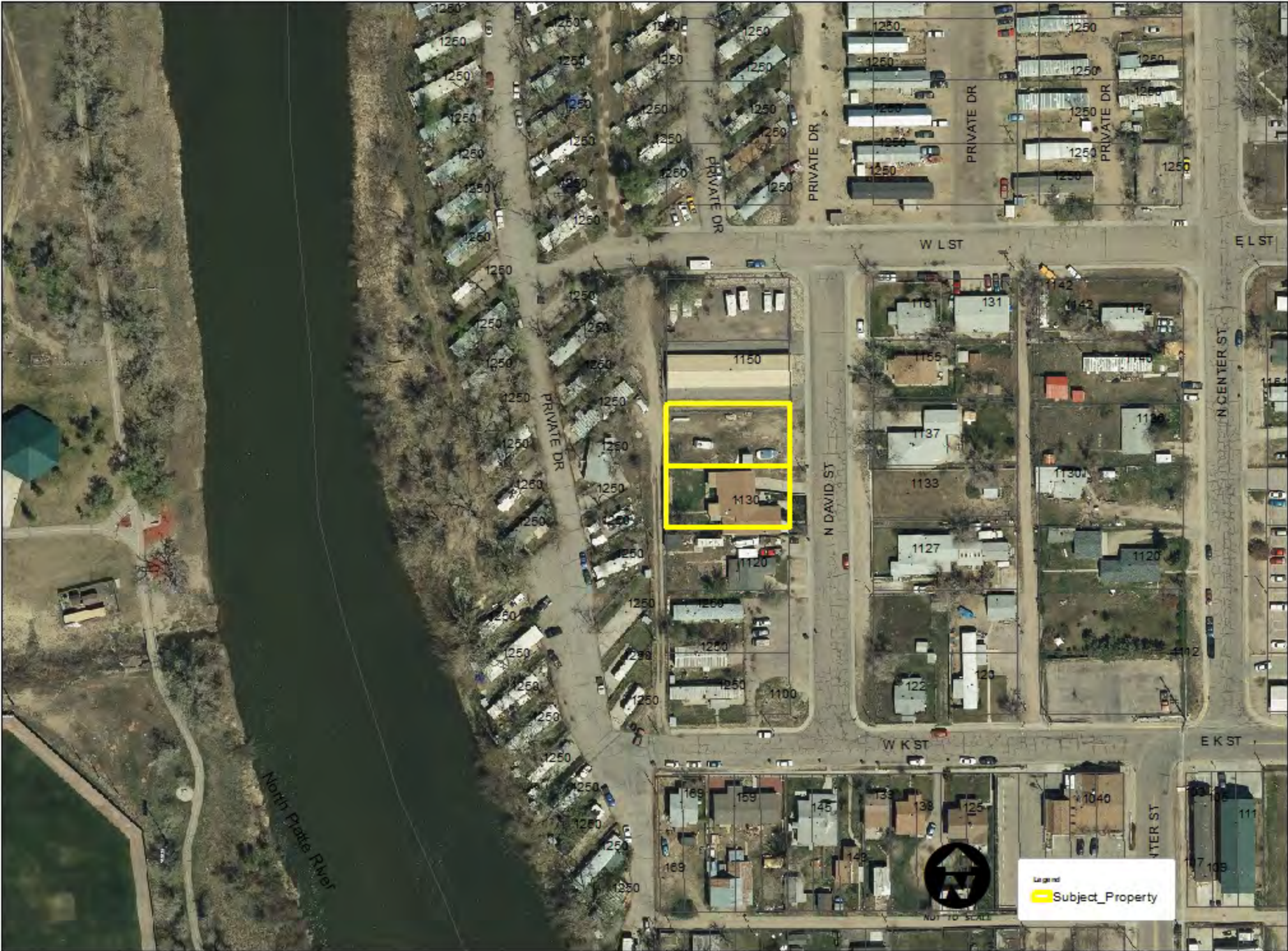
- a. The maximum area and height of structure will be in keeping with the character of the area and the structures existing in the surrounding neighborhood.

- b. The density of the proposed use in terms of units per acre and the number of offices, employees, or occupants is not applicable in this case.
- c. The volume of business in terms of the number of customers per day is not applicable in this case.
- d. There will not be any increase in traffic or congestion caused by the construction of a garage.
- e. Although there does not appear to be any Conditional Use Permits for oversized buildings issued in the surrounding area, detached accessory buildings, in general, are common in the surrounding area.
- f. There are no other criteria, affecting public health, safety, and welfare, as provided for by written rules of the Commission.

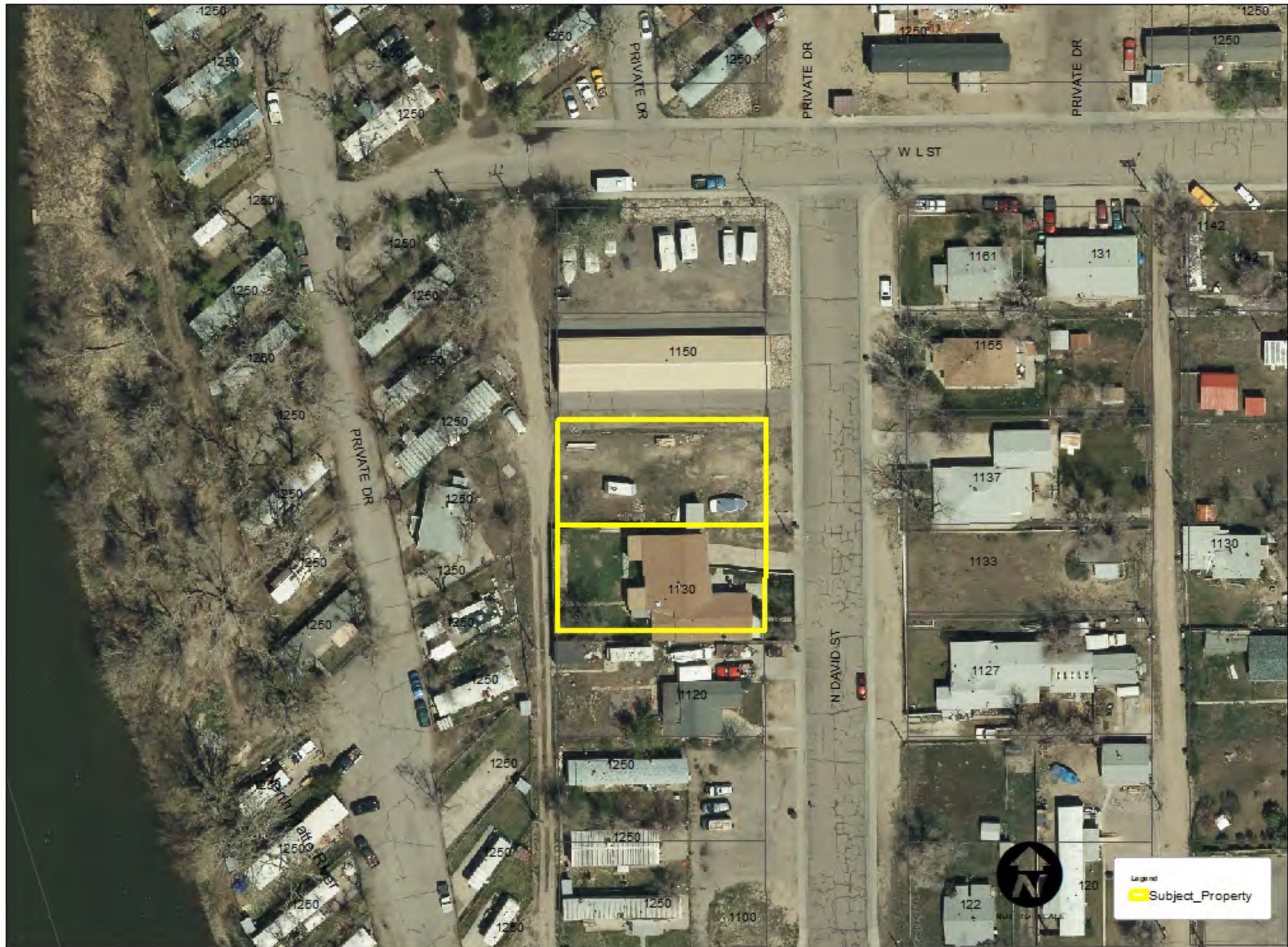
1130 North David Street Request for Oversized Accessory Building



1130 North David Street Request for Oversized Accessory Building



1130 North David Street Request for Oversized Accessory Building





City of Casper Planning Division

Conditional Use Permit Application

OWNER'S INFORMATION:

NAME: Don Haney
ADDRESS: 1130 N David
TELEPHONE: 307-797-6500 EMAIL: dah091@ymail.com

LOCATION OF REQUEST:

ADDRESS: 1130 N. David
LEGAL DESCRIPTION: Lot 11+12 Block 24 Nelson's Addition
Number of Lots: 2 Size of Lots: 60 X 120
Current Zoning: R5 Current Use: house / vacant
Purpose for which the property is proposed to be used: Shop / Garage

Prior restrictions placed on the property: _____

Floor area square footage: 2240 Number of Occupants or Employees: 2
Building Footprint: 40 X 56 Number of off-street parking spaces: _____

A PLOT PLAN IS REQUIRED SHOWING:

(WHERE APPROPRIATE)

| | | |
|-------------------------------|--------------------------------|-------------------------------------|
| 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: 10-16-19

SUBMIT TO:
Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
Fax: 307-235-8362
www.casperwy.gov
E-mail: dhardy@cityofcasperwy.com

COMPLETE SUBMITTAL NEEDS TO INCLUDE:

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

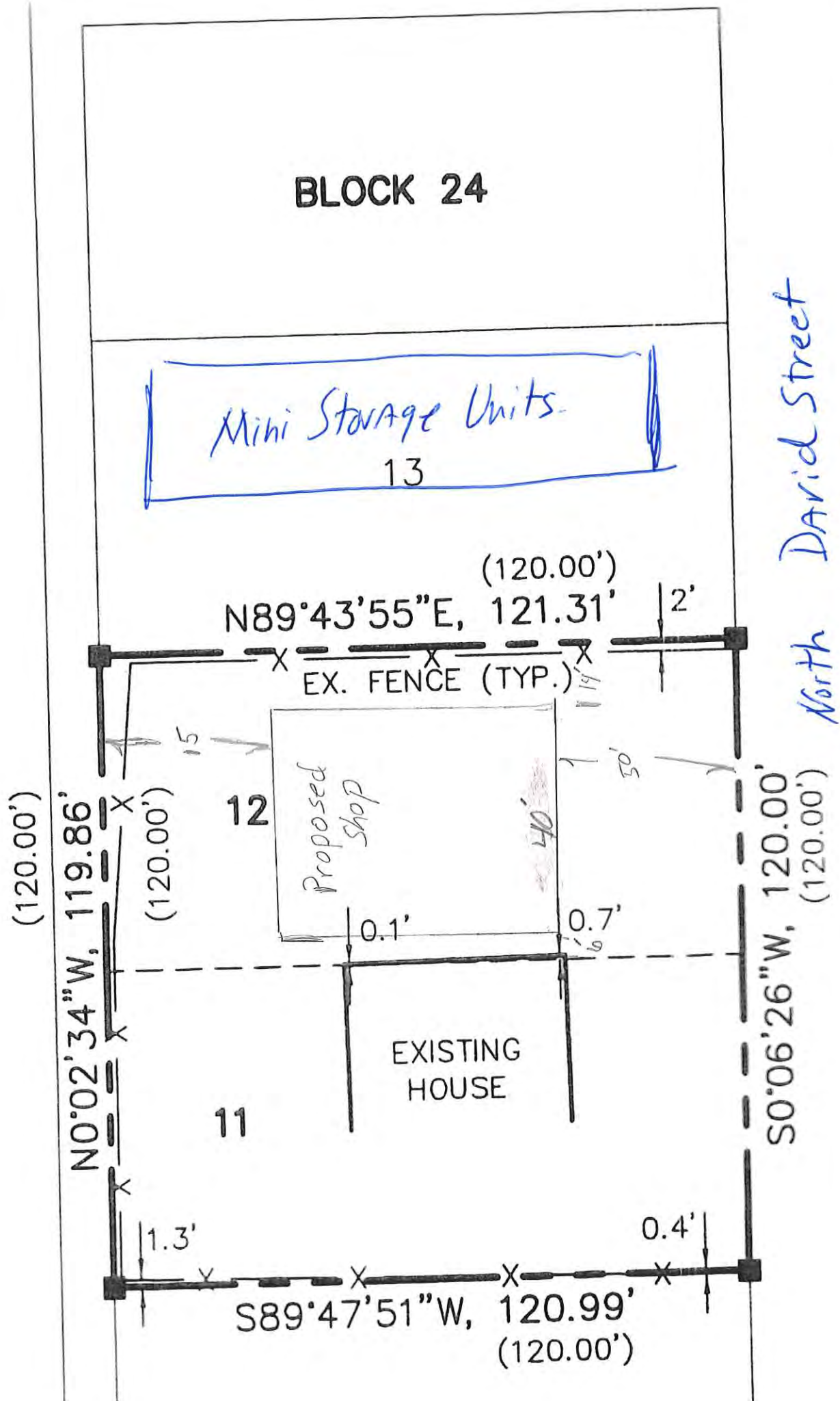
FOR OFFICE USE ONLY:

DATE SUBMITTED:

10/18/19

REC'D BY: [Signature]

Don Hauey
1130 N. David



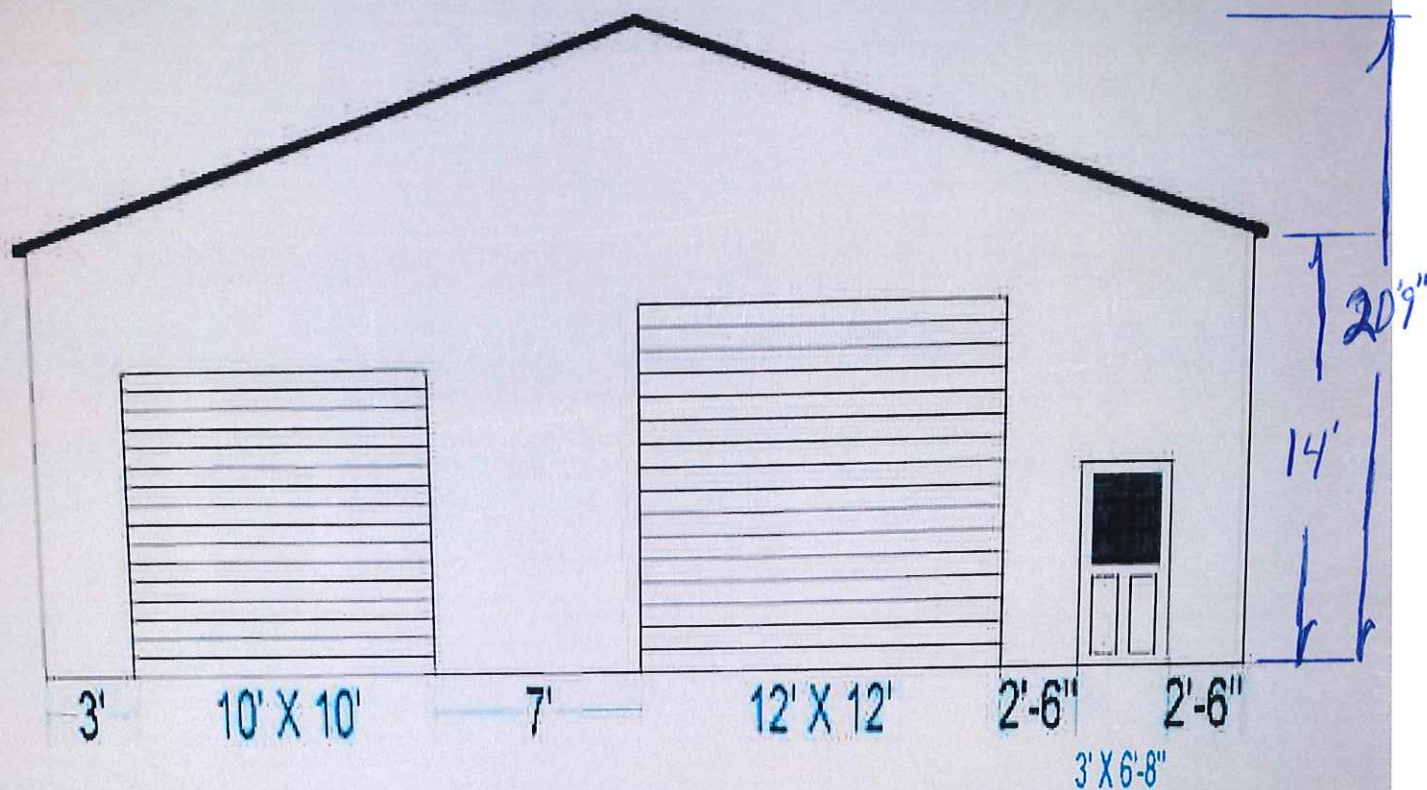
Post Frame

Don Haney
1130 N. David

10/17/2019

Design.

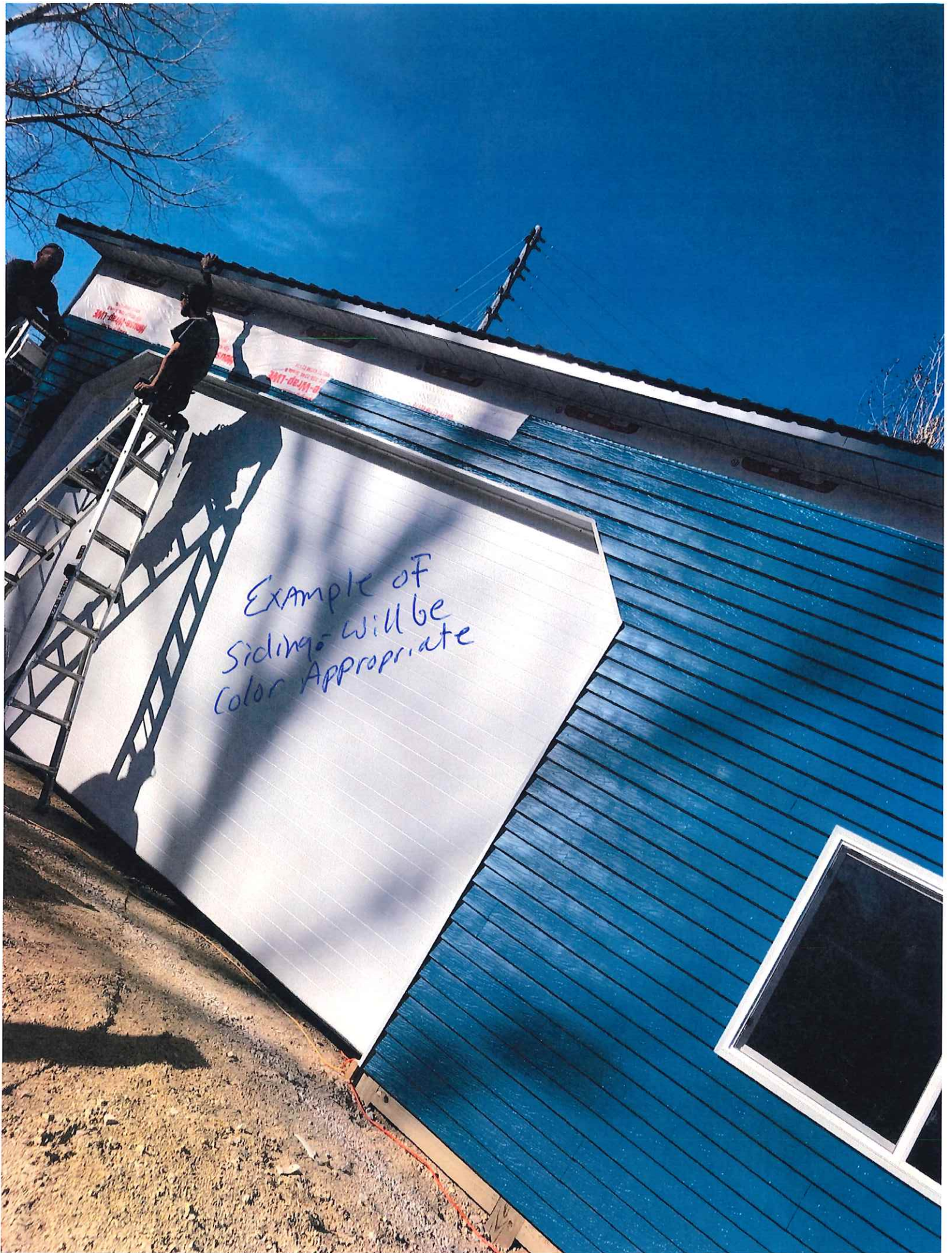
Options Selected



Gable Back View

- (1) - GARAGEDOOR STEELRIB 10X10 WHT INSL RIB TORSN
- (1) - GARAGEDOOR STEELRIB 12X12 WHT INSL RIB TORSN
- (1) - 1-4 9-LITE TRAD 2-PNL PH 36X80 RH SN

Example of
Siding will be
Color Appropriate



December 13, 2019

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

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

SUBJECT: **PLN-19-038-R** – Petition to vacate and replat Lots 1 & 2, Whitedog Addition, A Portion of Lot 9, All of Lot 10 and a Portion of Lot 11, Block 10, Pineview Meadows Subdivision No. 1, as White Dog Addition No. 2, comprising 0.61 acres, more or less, located at 454 and 504 South Sun Drive. Applicants: Mitchell and Dora J. Skovgard, and Rex J. Evan and Sheila R. Evans.

Recommendation:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the replat creating White Dog Addition No. 2 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 replats, 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. At the time the staff report was prepared, **staff had not received any public comments on this case.**

Summary:

Application has been received to replat two (2) properties located at 454 and 504 South Sun Drive to create a new subdivision, White Dog Addition No. 2. The properties involved are zoned R-2 (One Unit Residential), and are surrounded by properties zoned the same on all sides. The purpose of the replat is to correct inaccuracies in the legal description and ownership represented on a previous plat, the White Dog Addition. The proposed White Dog Addition No. 2 shows a total of two (2) lots. Proposed Lot 1 will be approximately 10,558 square feet in area, and Lot 2 will be almost 16,000 square feet in area. The minimum lot size required in an R-2 (One Unit Residential) zoning district is 4,000 square feet.

Staff has not included any suggested conditions of approval with regard to this replat; however, should the Planning and Zoning Commission wish, conditions may be included in the Commission’s recommendation, for Council’s consideration.

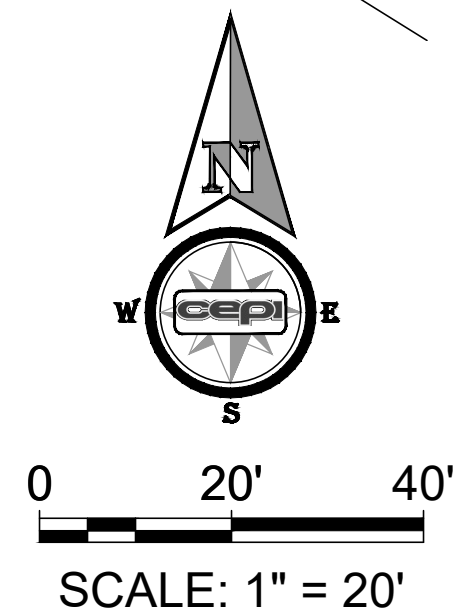
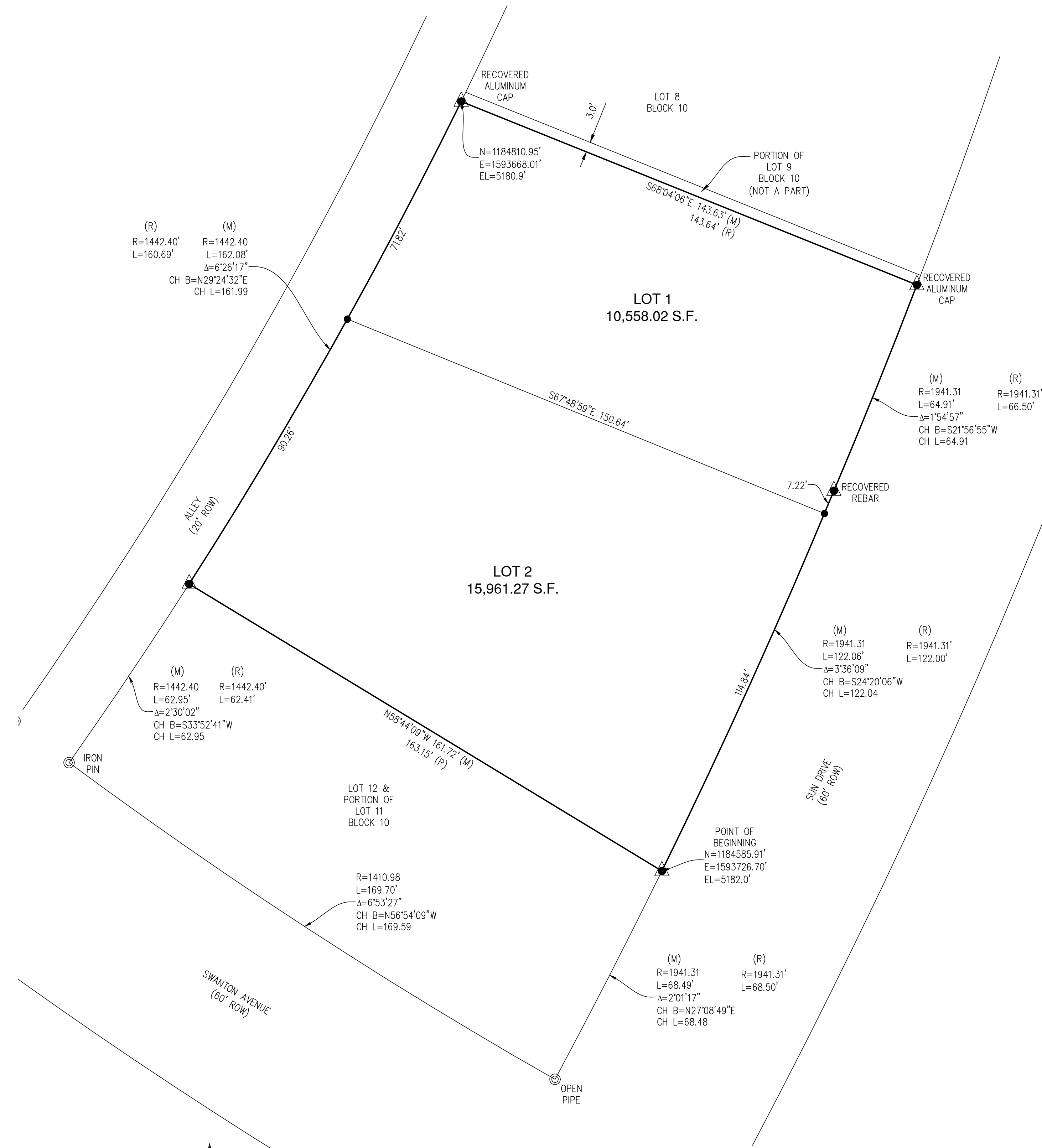
Proposed White Dog Addition No. 2



Proposed White Dog Addition No. 2



M:\Land 2019\Surveying\19-258 White Dog\Survey Plots\White Dog REPLAT.dwg, 12/7/2019, Bill



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

| 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 RESOLUTION NO. _____, DULY PASSED,
ADOPTED AND APPROVED THIS _____, DAY OF _____, 2020.

ATTEST: _____
CITY CLERK MAYOR

INSPECTED AND APPROVED THIS _____, DAY OF _____, 2020.

INSPECTED AND APPROVED THIS _____, DAY OF _____, 2020.
CITY ENGINEER
CITY SURVEYOR

NOTES

- THIS PLAT HAS BEEN PREPARED DUE TO GROSS ERRORS IN THE WHITEDOG ADDITION PLAT, RECORDED AS INSTRUMENT NO. 912292. JULY 27, 2011.
- MONUMENTATION FOR WHITEDOG ADDITION HAS BEEN REMOVED. PARCELS HAVE BEEN RE-MONUMENTED AS SHOWN ON THIS PLAT.
- ERROR OF CLOSURE EXCEEDS 1:82,442.
- BASIS OF BEARINGS IS THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983/86.
- THE CONVERGENCE ANGLE AT THE POINT OF BEGINNING IS 00°42'48.928", AND THE COMBINED FACTOR IS 0.9997822.
- ALL DISTANCES ARE GROUND.
- ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 88 DATUM AND ARE NOT MEANT TO BE USED AS BENCHMARKS.

CERTIFICATE OF SURVEYOR

STATE OF WYOMING }
COUNTY OF NATRONA }SS

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 OCTOBER, 2019, 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 _____, 2020.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES _____
NOTARY PUBLIC

CERTIFICATE OF DEDICATION

STATE OF WYOMING }
COUNTY OF NATRONA }SS

THE UNDERSIGNED REX J. AND SHEILA R. EVANS AND MITCHELL AND DORA J. SKOVGARD DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED PARCEL OF LAND, CONSISTING OF LOTS 1 AND 2, WHITEDOG ADDITION, RECORDED AS INSTRUMENT NO. 912292, AND A PORTION OF LOT 9, ALL OF LOT 10 AND A PORTION OF LOT 11, BLOCK 10, OF ADDITION NO. THREE OF PINEVIEW MEADOWS SUBDIVISION NO. 1, CITY OF CASPER, AS RECORDED IN BOOK 142 OF DEEDS, PAGE 78, SITUATE WITHIN THE $\frac{1}{4}$ OF SECTION 11, T.33N., R.79W., 6TH P.M., NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 12, BLOCK 10, PINEVIEW MEADOWS SUBDIVISION NO. 1, MONUMENTED BY AN OPEN PIPE;

THENCE IN A NORTHEASTERLY DIRECTION ALONG THE WEST LINE OF SUN DRIVE AND THE EAST LINE OF SAID LOT 12 AND LOT 11, BLOCK 10, AND A CURVE TO THE LEFT HAVING A RADIUS OF 1941.31 FEET, THROUGH A CENTRAL ANGLE OF 02°01'17", A DISTANCE OF 68.49 FEET, HAVING A CHORD BEARING OF N27°08'49"W, A DISTANCE 68.48 FEET TO THE SOUTHEAST CORNER OF THE PARCEL, MONUMENTED BY A BRASS CAP AND BEING DESCRIBED AND BEING THE POINT OF BEGINNING;

THENCE N58°44'09"W, ACROSS SAID LOT 11 AND ALONG THE SOUTH LINE OF THE PARCEL, A DISTANCE OF 161.72 FEET TO THE SOUTHWEST CORNER OF THE PARCEL, MONUMENTED BY A BRASS CAP;

THENCE IN A NORTHEAST DIRECTION ALONG THE WEST LINE OF THE PARCEL AND LOTS 9, 10 & 11 AND A CURVE TO THE LEFT HAVING A RADIUS OF 1442.40 FEET, THROUGH A CENTRAL ANGLE OF 06°26'17", A DISTANCE OF 162.08 FEET, HAVING A CHORD BEARING OF N29°24'32"E, A DISTANCE OF 161.99 FEET TO THE NORTHWEST CORNER OF THE PARCEL, MONUMENTED BY A BRASS CAP;

THENCE S68°04'06"E, ACROSS SAID LOT 9 AND ALONG THE NORTH LINE OF THE PARCEL, A DISTANCE OF 143.63 FEET TO THE NORTHEAST CORNER OF THE PARCEL, MONUMENTED BY A BRASS CAP;

THENCE IN A SOUTHWEST DIRECTION ALONG THE WEST LINE OF SUN DRIVE AND THE EAST LINE OF THE PARCEL AND SAID LOTS 9 AND 10, BLOCK 10, AND A CURVE TO THE RIGHT HAVING A RADIUS OF 1941.31 FEET, THROUGH A CENTRAL ANGLE OF 01°54'57", A DISTANCE OF 64.91 FEET, HAVING A CHORD BEARING OF S21°56'55"W, A DISTANCE OF 64.91 FEET TO A POINT, MONUMENTED BY A BRASS CAP;

THENCE CONTINUING IN A SOUTHWEST DIRECTION ALONG THE WEST LINE OF SUN DRIVE AND THE EAST LINE OF THE PARCEL AND SAID LOTS 10 AND 11, BLOCK 10, AND A CURVE TO THE RIGHT HAVING A RADIUS OF 1941.31 FEET, THROUGH A CENTRAL ANGLE OF 03°36'09", A DISTANCE OF 122.06 FEET, HAVING A CHORD BEARING OF S24°20'06"W, A DISTANCE OF 122.04 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS 0.61 ACRES, (26,519.29 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 "WHITE DOG ADDITION NO. 2" ALL ROADS AND STREETS AS SHOWN HEREON HAVE BEEN PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC.

REX J. & SHEILA R. EVANS
504 SOUTH SUN DRIVE
CASPER, WY 82609

REX J. EVANS - OWNER SHEILA R. EVANS - OWNER

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY REX J. EVANS AND
SHEILA R. EVANS, THIS _____ DAY OF _____, 2020.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____
NOTARY PUBLIC

MITCHELL & DORA J. SKOVGARD
454 SOUTH SUN DRIVE
CASPER, WY 82609

MITCHELL SKOVGARD - OWNER DORA J. SKOVGARD - OWNER

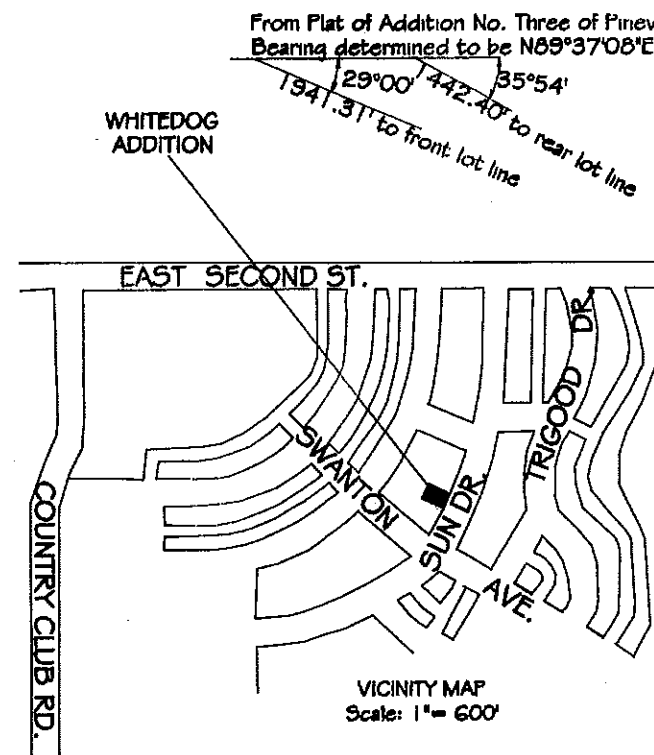
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MITCHELL AND DORA J.
SKOVGARD, THIS _____ DAY OF _____, 2020.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____
NOTARY PUBLIC

VACATION AND REPLAT OF
LOTS 1 & 2, WHITEDOG ADDITION
A PORTION OF LOT 9, ALL OF LOT 10
AND A PORTION OF LOT 11, BLOCK 10
ADDITION NO. THREE OF
PINEVIEW MEADOWS SUBDIVISION NO. 1
CITY OF CASPER, WYOMING
AS

WHITE DOG ADDITION NO. 2

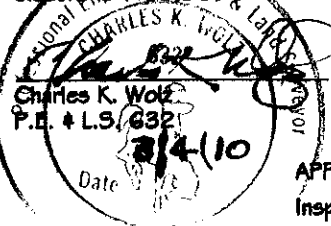
AN ADDITION TO THE CITY OF CASPER, WYOMING
BEING A PORTION OF THE $\frac{1}{4}$ OF SECTION 11
T.33N., R.79W., 6TH P.M.
NATRONA COUNTY, WYOMING
NOVEMBER, 2019



- NOTES:
1. Front lot line record arc: 65.00', proportioned to 63.57' between recovered corners.
 2. Rear lot line record arc: 60.41' Proportioned to 60.05' between recovered corners for lot 1, and 60.29 proportioned to 59.93 for lot 2.

CERTIFICATE OF SURVEYOR

I, Charles K. Woltz, of Casper, hereby certify that this plat was prepared from notes taken during an actual survey made by me on June 12, 2009 and is true and accurate. That the dimensions are in feet and decimals thereof, the basis of bearings is the line between the centers of the front and rear lot line central angles, assumed to be, and supported by calculations to be EAST, as shown on the record plat, of Addition No. Three of Pineview Meadows Subdivision No. 1, City of Casper. New corners were set by me as shown on this plat, all true and correct to my knowledge and belief. Corner monuments (3/4" steel pipe) found in place were not in agreement with platted distances and lot dimensions shown were calculated from proportionate lengths between found corners. The error of closure was 1/60.000.



APPROVALS

Inspected and approved this 31st day of August 2010

Inspected and approved this 18th day of August 2010

Inspected and approved this 18th day of AUGUST 2010

RECORDED

Filed for Record in the office of the County Clerk of Natrona County, Wyoming, this 31st day of July 2010.
Instrument No. 912292

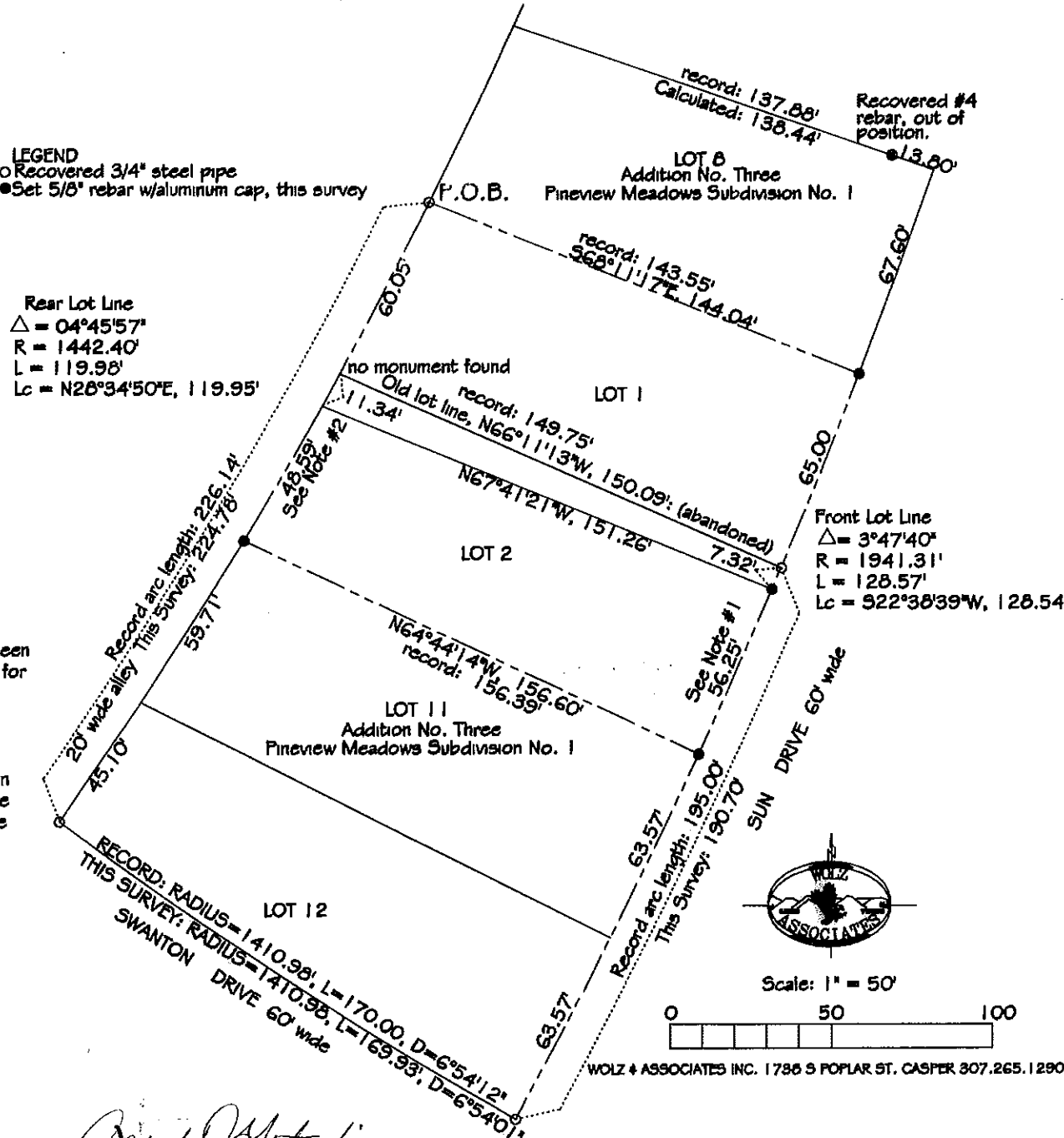
County Clerk

April O. Hatcher
Community Development Director

Harold Danner
City Engineer

Ann L. Stang
City Surveyor

Renea Vitto
County Clerk



Certificate of Dedication:

Mitchell and Dora J. Skovgard, hereby certify that they are the owners and proprietors of Lot 9 of Block 10; and Rex J. and Sheila R. Evans hereby certify that they are the owners of Lot 10 of Block 10, both lots being in Block 10 of Addition No. Three of Pineview Meadows Subdivision No. 1, to the City of Casper, County of Natrona, State of Wyoming, being described as follows:

Beginning at the Northwestern corner of said Lot 9;
Thence S68°11'17"E, 144.04 feet along the north line of said lot 9, to the northeasterly corner of said Lot 9;
Thence along the arc of a true, non-tangential curve to the right, a distance of 128.57 feet, a radius of 1941.31 feet, and a central angle of 3°47'40", the long chord of which lies S22°38'39"W, 128.54 feet to a point;
Thence N64°44'14"W, 156.60 feet along the southerly line of said Lot 10, to a point on the alley line of said Block 10;
Thence along the arc of a true, non-tangential curve to the left, a distance of 119.98 feet, a radius of 1442.40 feet, through a central angle of 04°45'57", the long chord of which lies N28°34'50"E, 119.95 feet to the point of beginning and containing 18,620.7 square feet more or less.

Above described property is subject to any and all rights of way, easements, reservations and encumbrances which have been legally acquired.

The subdivision of the foregoing described land as it appears on this plat is with the free consent and desires of the above named owners and proprietors. The name of said subdivision shall be known as the WHITEDOG ADDITION to Addition No. Three of Pineview Meadows Subdivision No. 1, City of Casper, Wyoming. The subdivision shall consist of Lots 1 and 2, as shown on this plat. All Streets and easements upon and adjacent to this property have been previously dedicated to the public and respective utility entities.

OWNERS:

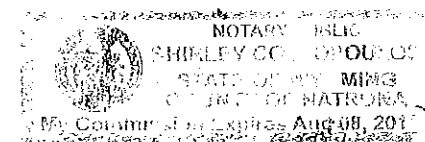
Block 10, Addition No. Three, Pineview Meadows Subdivision No. 1
Rex J. and Sheila R. Evans, Lot 10 Mitchell and Dora J. Skovgard, Lot 9

Rex J. Evans Mitchell Skovgard
Sheila R. Evans Dora J. Skovgard

STATE OF WYOMING COUNTY OF NATRONA

The foregoing instrument was acknowledged before me by Rex J. and Sheila R. Evans, and Mitchell and Dora J. Skovgard, this 25 day of July, 2010.

Notary Public Shirley Casper, Notary Public in
Natrona County, State of Wyoming. Commission expires
Aug 8, 2011



PLAT OF MINOR BOUNDARY ADJUSTMENT AND VACATION
OF LOTS 9 AND 10 OF BLOCK 10
ADDITION NO. THREE
PINEVIEW MEADOWS SUBDIVISION NO. 1
TO THE WHITEDOG ADDITION, LOTS 1 AND 2
IN THE CITY OF CASPER, WYOMING
BEING IN THE SW1/4NE1/4 SECTION 11
T33N, R79W, 6th P.M.
NATRONA COUNTY, WYOMING

NATRONA COUNTY CLERK, WY
Renea Vitto Recorded: SR
Jul 27, 2011 03:03:37 PM
Pages: 1 Fee: \$50.00
CITY OF CASPER

912292

My term of office expires
January 5, 2016

PLAT OF
ADDITION NO. THREE
OF
PINEVIEW MEADOWS SUBDIVISION NO. 1
TO THE
CITY OF CASPER, WYOMING
W²E², E²NW⁴ AND THE NE⁴NE⁴
SEC. 11, T.33N., R. 79W. 6th P.M.
NATRONA COUNTY, WYOMING.

CERTIFICATE OF DEDICATION

Pineview Development Company a Wyoming Corporation does hereby certify:
That the foregoing subdivision of that portion of the W²E², E²NW⁴ and the NE⁴NE⁴ of Section 11, T.33N., R.79W., 6th P.M. said tract being more particularly described as follows:
Beginning at the center 1/4 corner of section 11, T.33N., R.79W., 6th P.M., which is also a corner of Addition No. 1 of Pineview Meadows Subdivision No. 1, City of Casper, thence S. 0° 04' W. 20.27 feet to a point; thence S. 89° 56' E. 600.12 feet to a point; thence N. 29° 00' E. 153.48 feet to a point; thence N. 0° 04' E. 905.2 feet to a point on the southerly 80 foot right-of-way boundary of the Yellowstone Cutoff Road, County of Natrona said road being an extension of east second street City of Casper; thence S. 89° 23' W. 1503.8 feet along said southerly boundary to a point common to said street & highway boundary and the northeast corner of Addition No. 2 of Pineview Meadows Subdivision No. 1, City of Casper; thence S. 0° 01' W. 1319.6 feet along the easterly boundary of said addition to a point; thence S. 89° 56' E. 397.5 feet to a point; thence S. 0° 01' W. 890.55 feet to a point; thence N. 89° 57' E. 238.6 feet to point of beginning containing 57.6 acres more or less, as appears on this plat, is with my free consent and in accordance with my desires, the undersigned owner and proprietor of said lands.
The name shall be ADDITION NO. THREE OF THE PINEVIEW MEADOWS SUBDIVISION NO. 1 TO THE CITY OF CASPER, NATRONA COUNTY, WYOMING, and that the streets and alleys and public ways shown on said plat are hereby dedicated to public use. Pineview Development Company, by

ATTEST: *William J. Swanton* SECRETARY
James W. Paine PRESIDENT

STATE OF WYOMING }
COUNTY OF NATRONA } SS

On this 23rd day of July, 1952, before me personally appeared JAMES W. PAINE, to me personally known, who, having been by me first duly sworn, did say: That he is the President of Pineview Development Co., the Corporation described in and which executed the foregoing instrument; that the seal affixed to said instrument is the corporate seal of said corporation; and that said instrument was signed and sealed in behalf of said corporation by authority of its Board of Directors; and said Pineview Development Company acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my notarial seal on the day and year in this certificate first above written.

My commission expires July 20, 1954

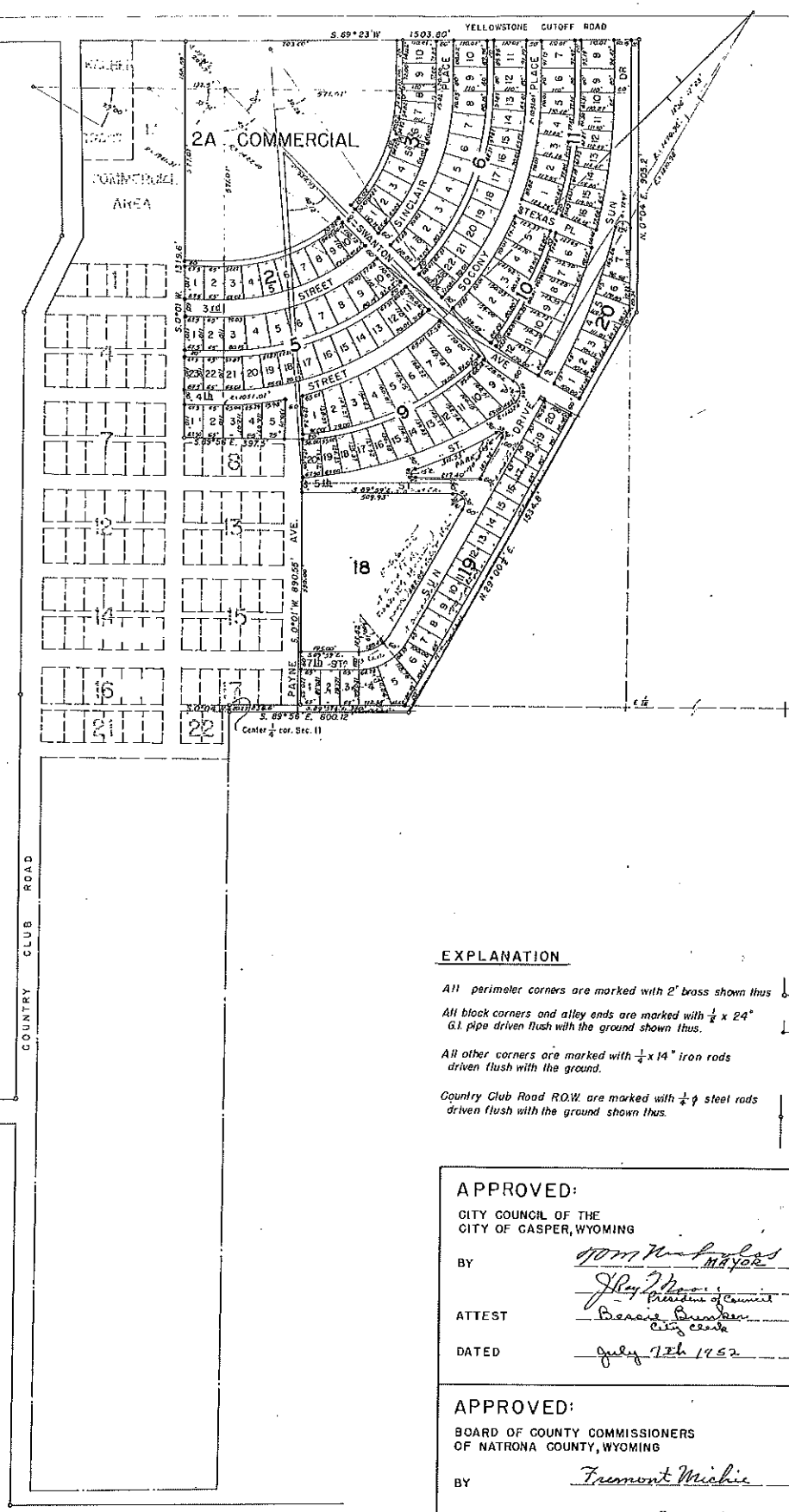
CERTIFICATE OF SURVEYOR

I, Donald B. Waltersdorf, of Casper, Wyoming, here certify that during the months of May and June, 1952, the Addition No. Three to the Pineview Meadows Subdivision No. 1 to the City of Casper, Wyoming, in the W²E², E²NW⁴ and the NE⁴NE⁴ of Sec. 11, T.33N., R.79W., of the 6th P.M. Wyoming, was surveyed by me and under my direction. That said Addition is described on this plat in the owners Certificate of Dedication and that the same is correctly shown on this plat which is drawn to a scale of one inch equals two hundred feet. Lot corners and other points are marked as shown on the plat. Each lot bears its respective number. Said plat is true and correct, and I accurately surveyed said addition and the lots, blocks, streets, avenues, alleys, parks, commons and other grounds are well and accurately staked off and marked. Widths of streets and alleys and dimensions of lots are given in feet and decimals.

Donald B. Waltersdorf

Subscribed in my presence and sworn to before me this 23rd day of July, 1952.

My commission expires July 20, 1954



EXPLANATION

- All perimeter corners are marked with 2" brass shown thus
- All block corners and alley ends are marked with 1/2 x 24" GI pipe driven flush with the ground shown thus.
- All other corners are marked with 1/4 x 14" iron rods driven flush with the ground.
- Country Club Road R.O.W. are marked with 1/2" steel rods driven flush with the ground shown thus.

APPROVED:
CITY COUNCIL OF THE
CITY OF CASPER, WYOMING
BY *Don M. Paine* Mayor
ATTEST *Beauregard* City Clerk
DATED July 23rd 1952

APPROVED:
BOARD OF COUNTY COMMISSIONERS
OF NATRONA COUNTY, WYOMING
BY *Fremont Michie*
ATTEST *Beauregard* City Clerk
DATED

December 13, 2019

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

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

SUBJECT: **PLN-19-039-S** – Petition to amend the Centennial Hills Planned Unit Development (PUD) Guidelines to create new commercial development and architectural standards to regulate the development of Centennial Hills Village Business Park No. 3, 10.18-acres located between Wyoming Boulevard and Heathrow Avenue, south of Centennial Court, and north of Centennial Village Drive. Applicant: Ten Thirty Partners, LLC.

Recommendation:

Staff requests that the Planning and Zoning Commission continue **Case # PLN-19-039-S** to the January 16, 2019 meeting.

Summary:

The applicant has requested that this case be continued for a month to allow time to make changes to the proposal and to allow adequate time for communication of the final proposal with neighbors and the Centennial Hills Homeowner's Association.

December 13, 2019

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

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

SUBJECT: **PLN-19-041-C** - Petition for a Conditional Use Permit to expand an existing home-based childcare from its current limit of eight (8) children, to a maximum of fifteen (15) children on Lot 38, Longview No. 3 Addition, located at 4121 East 8th Street. Applicant: Casper Rental Agency and Suzanne St. Pierre dba Pitter Patter Playhouse, LLC.

Recommendation:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the request meets the two (2) reasons and six (6) findings necessary for an approval, as set forth in Section 17.12.240 (G) and (H) of the Casper Municipal Code, staff recommends that the Commission articulate its findings, and include, at a minimum, the four (4) suggested conditions below:

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 child care 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-1 (Residential Estate) zoning district. Therefore, the operator of the family child care center must live at the subject property. If the operator of the family child care 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 child care 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 transferable from one child care 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 received two (2) letter of opposition regarding this proposal, which is included for the Commission's reference.**

“REASONS”

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.

“FINDINGS”

When making the decision for a Conditional Use Permit, the Commission shall consider the scale of the operation and relationship to other similar issues as expressed in the six (6) considerations outlined in Section 17.12.240 (H) as listed below:

- 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.

“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 insure 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 received for a Conditional Use Permit to expand an existing daycare to operate a “Family Child Care Center – Zoning Review” with a maximum capacity of fifteen (15) children, located at 4121 East 8th Street. The subject property is zoned R-1 (Residential Estate), and is located in a single-family residential neighborhood, directly west of the Verda James school and public park. The property is located at the southwest corner of the intersection of East 8th Street and Carriage Lane. A “Family Child Care Center – Zoning Review” is defined in the zoning ordinance as a family child care center in which care is provided for not more than fifteen (15) unrelated children, for part of a day, in the home of the provider. Any childcare facility with a capacity over eight (8) children requires the approval of a Conditional Use Permit by the Planning and Zoning Commission in the R-1 (Residential Estate) zoning district. The hours of operation will be Monday through Friday, 6:00 a.m. to 6:00 p.m. The child care provider has been in operation at this location with a maximum capacity of eight (8) children since June 6, 2019.

The issue before the Planning and Zoning Commission is whether the proposed Conditional Use Permit request meets the parameters of the six (6) considerations listed above in the Code Compliance section of the staff report. The property has a two-car driveway that can accommodate at least two (2) off-street parking spaces, meeting the City’s minimum parking requirements for a child care of this size. Staff has included a recommended condition of approval that requires the applicant to leave the two existing parking spaces open for use by daycare customers during the hours when the daycare is in operation. Staff has also included a recommended condition of approval regarding signage. As is the case with all “home occupations,” including family child care centers, free standing signage is prohibited. The Casper Municipal Code allows “home occupations” to have one non-illuminated sign, no larger than one (1) square foot in area, affixed to the home. It is staff’s opinion that the proposed expansion of the child care from eight (8) children to a maximum of fifteen (15) children will not noticeably increase traffic volume or congestion, or cause a traffic hazard in the area.

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. DFS, as well as the City/County Health Department and the City Fire Department

have all provided letters of compliance for the childcare. Based on the information provided by the Department of Family Services, there are three (3) other licensed childcare facility located within a half mile of the subject property.

Recommended Motion:

To assist the Planning and Zoning Commission with making a motion on the Conditional Use Permit, staff has prepared the following motion, as an example:

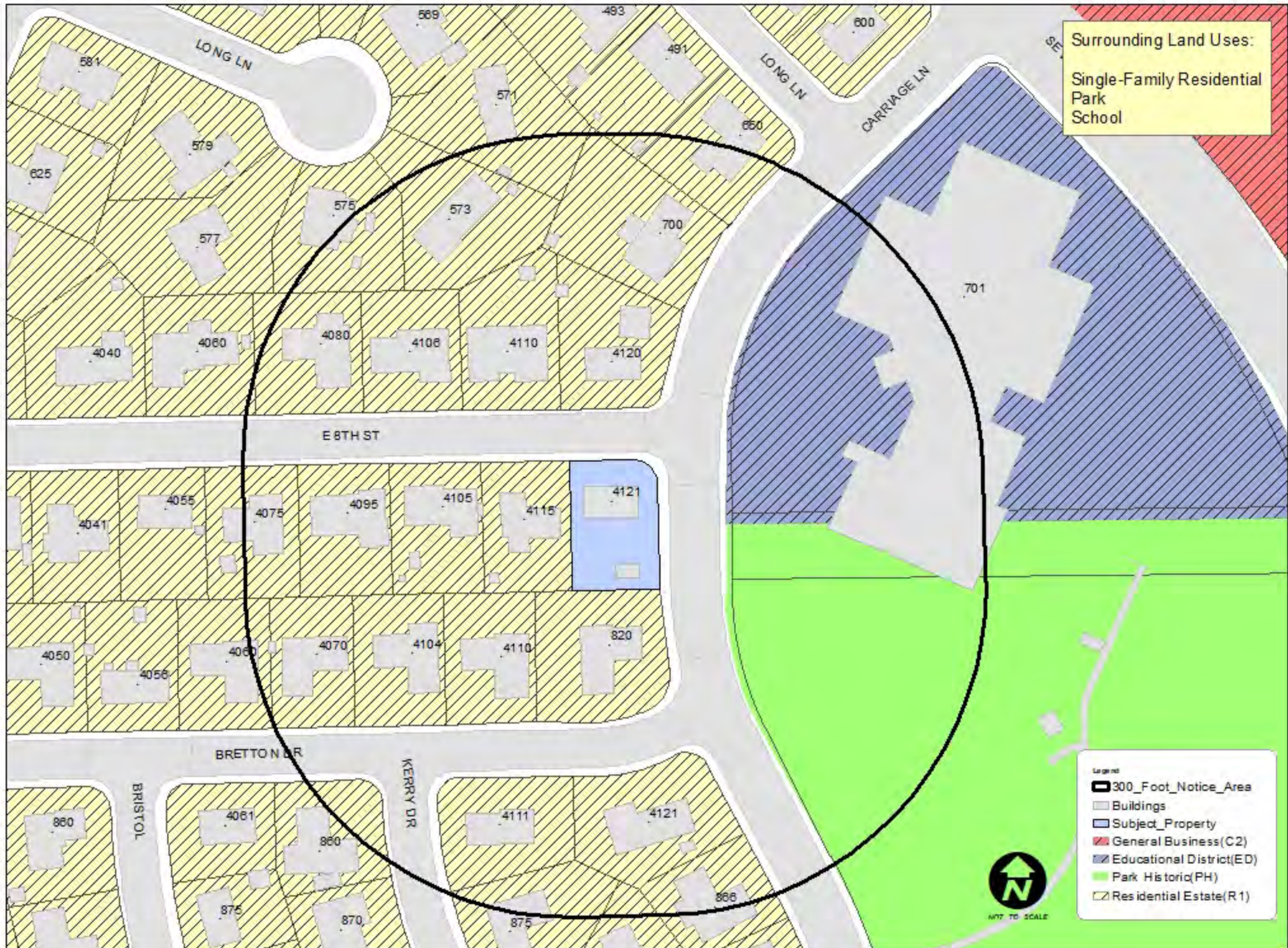
Case number **PLN-19-033-C** –should be granted with recommended Condition #1, listed under the “Recommendation” section of the staff report, for the following reasons:

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.

Furthermore, pursuant to the findings required by Section 17.12.240 (H) of the Municipal Code, the Planning and Zoning Commission finds that:

- a. Neither the area, nor the height of the home will change as a result of the approval of the proposed daycare.
- b. The density of the proposed use, as primarily a single-family home and secondarily a child care facility, will not be detrimental to the neighborhood.
- c. The volume of business attributable to the proposed childcare center is minor, and the area’s street network is capable of handling the additional trips.
- d. There will not be an increase in 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. According to information provided by DFS, there are three (3) other licensed childcare facilities located within a half-mile radius of the subject property.
- f. There are no other criteria affecting public health, safety, and welfare, as provided for by written rules of the Commission.

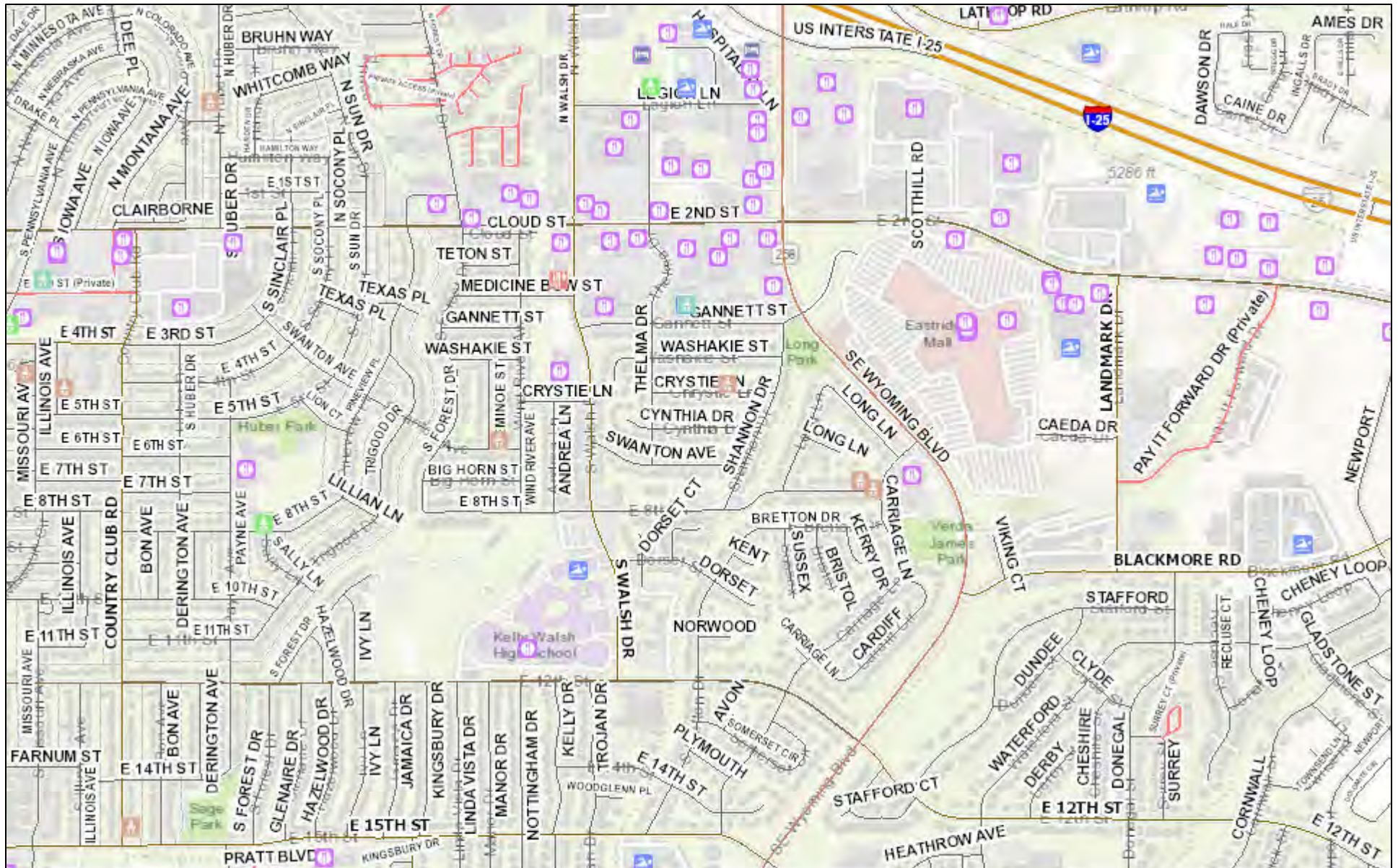
4121 East 8th Street Daycare Expansion



4121 East 8th Street Daycare Expansion











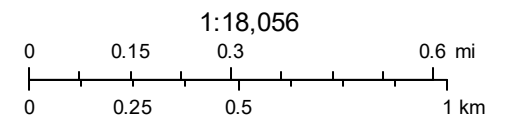
ArcGIS Web Map



12/10/2019 11:49:39 AM

Inspected Facilities

- | | | | | | |
|---|--------------------------|---|------------------------|---|-------------------------|
|  | Child Care Center |  | Family Child Care Home |  | Recreational Water |
|  | Family Child Care Center |  | Hotel Motel |  | Restaurant/Food Service |
|  | Recreational Park |  | Tattoo/Body Art | | |



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri

Web AppBuilder for ArcGIS

DEC - 4 2019

Dee Ann Hardy

From: Garnetta <darngarn1@charter.net>
Sent: Wednesday, December 04, 2019 2:56 PM
To: Dee Ann Hardy
Subject: Pln-19-041-c

I do not think you should have more than 8 children at a daycare in a residential neighborhood. and a rental house at that.

I'm against the house located at 4121 east 8th increasing the amount of children at this daycare.

I live at 866 carriage lane.

Garnetta Barker

Sent from my iPhone

DEC 12 2019

Dee Ann Hardy

From: Julian Orr <julian_orr@yahoo.com>
Sent: Thursday, December 12, 2019 2:46 PM
To: Dee Ann Hardy
Subject: 4121 E. 8th st Daycare Expansion

I'm emailing as a neighbor at 4095 E. 8th st. I'm concerned and confused why the above address is asking to be a daycare center. It is a residence and to top it off, a poorly maintained rental (no owner lives there). We have a neighbor with a small daycare center already and do not need an additional one. If the residence was being used by an owner, I would be ok, but considering it is a rental, do not grant this.

Thanks

Julian Orr



City of Casper Planning Division

Conditional Use Permit Application-Daycare

APPLICANT'S INFORMATION:

NAME: Suzanne St. Pierre & Cassianne Hancock
BUSINESS NAME: Pitter Patter Playhouse LLC
ADDRESS: 4121 E 8th St.
LEGAL DESCRIPTION: 247-3334-personal cell
TELEPHONE: 307-247-4298 EMAIL: pitplayllc@gmail.com
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 8
Days of the week this daycare is operated: S Hours of operation: 6-6

Is the outdoor play area fenced? No: ☐ Yes: ☒ If Yes, type and height of fence: 6ft

Number of off-street parking spaces available for daycare customers/staff: 6

Number of employees or additional staff at this daycare: 1

Name of Department of Family Services (DFS) caseworker: Teddie Schroyer Phone: 307-473-3964

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: [Signature]

SIGNATURE OF APPLICANT: Suzanne St. Pierre

DATE: 10/30/19

SUBMIT TO:

Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
Fax: 307-235-8362
www.casperwy.gov
E-mail: dhardy@cityofcasperwy.com

COMPLETE SUBMITTAL NEEDS TO INCLUDE:

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

FOR OFFICE USE ONLY:

DATE SUBMITTED:

11/12/19

REC'D BY:

KS



WYOMING DEPARTMENT *of*
Family Services

2300 Capitol Avenue
Third Floor Hathaway Bldg.
Cheyenne, WY 82002-0490
Tel: 307.777.7564
Fax: 307.777.7747
dfsweb.wyo.gov

12/3/2019

City Of Casper
Craig Collins
200 North David Street
Casper, WY82601

DEC - 3 2019

Dear Mr. Collins

Thank you for requesting information re: Pitter Patter Playhouse..

The Child Care facility located at 4121 E. 8th in Casper has been licensed since June 6, 2019 with Suzanne St. Pierre having been the listed Director since then. The facility has a maximum capacity of 8 children.

Current licensing rules can be viewed at your local library, local Child Care licensing office, or via the Internet at <https://dfs.wyo.gov> under Adopted Child Care Licensing Rules.

Since opening, the director has had 0 substantiated violations.

If you have further concerns, I would encourage you to address those concerns and issues with Ms. St,Pierre, or call me again at 473-3964.

Sincerely,

Teddie Schraye
Child Care Licenser
473-3964
Teddie.schrayer@wyo.gov
Fax:473-3993

ENVIRONMENTAL HEALTH
INSPECTION REPORT

CASPER-NATRONA COUNTY
HEALTH DEPARTMENT

475 S. Spruce, Casper, WY
Phone (307) 235-9340
Fax (307) 237-2036

| | | | |
|------------|--------------|--------------------|------|
| OWNER NAME | | ESTABLISHMENT NAME | |
| ADDRESS | | 5/22/19 | |
| EST. # | SANITARIAN # | CHAIN CODE | DATE |

ESTABLISHMENT I.D.

☐ FOLLOW-UP NEEDED? (74) 1=Yes; 2=No ☐ ☐ ☐ RATING SCORE (75-77) 100 Less Weight of Items Violated ☐ PURPOSE (78) 1=Regular 2=Followup 3=Complaint 4=Investigation

*Critical Item - Must be corrected in 10 days or less - written correction letter to Dept. in 15 days

Liah Smith

INSPECTED BY

Guanna Stein

RECEIVED BY

DATE

5/22/19

| ITEM | REMARKS |
|------|---|
| - | Refrigerator - 38°F |
| - | Sanitizer is bleach, have test strips. |
| - | Will wash and rinse dishes in dishwasher and Sanitize in a tub inside kitchen sink and allow to air dry |
| - | bleach must be 50-100 ppm for toys and surfaces children touch |
| - | bleach up to 200 ppm for diaper changing station. |
| - | Cover on diaper pail, clean at a frequency to maintain cleanliness |
| - | Have a digital thermometer for cooking and checking sink water temperature |
| - | Recommend you get a mixing valve for sink children wash hands in to keep water temp 120°F or below |
| - | Water temp. now is 121°F - mix water prior to children using until you can get a mixing (temping) valve installed |
| - | make sure you have hand soap and towels in bathroom. |
| - | Have outlet plugs. |



Casper-Natrona County Health Department
475 South Spruce Street
Casper, WY 82601
(307) 235-9340

CHILD CARE PLAN REVIEW APPLICATION

☒ New ☐ Remodel ☐ Ownership Change

Name of Child Care Facility Pitter Patter Playhouse LLC

Name of Operator Suzanne St. Pierre

Address 4121 E 8th

City Casper Zip Code 82609 Phone 503-962-0053

Documents Submitted:

- ☐ Floor Plan showing location of bathrooms, sinks, diaper changing stations, equipment, room ages, exits, fire extinguishers, storage areas, room dimensions, etc.
- ☐ Finishing schedule (types of coverings for floors, walls and ceilings)
- ☐ Equipment Specification Sheets for all kitchen equipment
- ☐ Outside Play Area Diagram

General Requirements Checklist:

1. Hot water maintained at 120 F or below? ☒ Yes ☐ No
2. Thermometers available to test water and internal food temperatures? ☒ Yes ☐ No
3. Sanitizer type Bleach Test strips available? ☒ Yes ☐ No
4. All chemicals/cleaners with danger labels stored under lock and key? ☒ Yes ☐ No
5. All chemicals with caution labels and medicines stored inaccessible to children? ☒ Yes ☐ No
6. Separate storage area provided for children's personal items? ☒ Yes ☐ No
7. Separate cot or napping area provided for each child? ☒ Yes ☐ No
8. First aid kit complete? ☒ Yes ☐ No
9. Emergency numbers posted? ☒ Yes ☐ No
10. Current TB tests for all employees? (Within 60 days prior to employment) ☒ Yes ☐ No
11. Thermometers in each refrigerator/freezer? ☒ Yes ☐ No
12. Diaper changing area within 12 feet of a hand sink? ☒ Yes ☐ No
13. Electrical outlets protected? ☒ Yes ☐ No
14. Outside areas appropriately fenced? ☒ Yes ☐ No
15. Staircases protected? (If any) ☒ Yes ☐ No

16. Pets approved/current vaccination records? (If any)

☒ Yes ☐ No

17. How often will toys be sanitized? Daily

What sanitizer will be used? Bleach Concentration? 1/2 cup to 1 gallon Water

18. How many children will attend your facility? 8

19. Food prepared at facility?

☒ Yes ☐ No

☒ Snacks ☒ Breakfast ☒ Lunch ☐ Dinner

19. Will you be cooking raw meats? Wash hands before and after ☒ Yes ☐ No

If so, how? Over and stove top, wash surfaces 31*

What temperature are you required to cook the food item? Poultry 165° Pork/Beef/Ham 145°

20. Will you be reheating pre-cooked foods?

☒ Yes ☐ No

If so, at what temperature will you reheat the food? 165°

21. Will you be storing cold foods?

☒ Yes ☐ No

If so, how? Refrigerator

At what temperature? 39°

22. Will you be holding hot foods?

☒ Yes ☒ No

If so, how?

At what temperature?

23. Will you be preparing fruits and vegetables?

☒ Yes ☐ No

If so, how? Wash your hands, rinse produce under cold water, use clean veggie brush, dry w/ paper towel

24. Will you be cooling hot foods?

☒ Yes ☐ No

If so, how? Using 2 stage cooling method

What time frames are you required to cool down the food item? Danger Zone 40°-140° for 2h
Cooled from 140°-70° within 2 hrs and to 41° or lower within 4hr

25. Will you be thawing frozen foods?

☒ Yes ☒ No

If so, how?

26. Will you be using gloves or utensils to handle ready to eat foods?

☒ Yes ☐ No

If so, when and how?

20. How will you be washing and sanitizing dishes and kitchen utensils?

Bleach solution and dishwasher

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior approval from the Casper-Natrona County Health Department may nullify this document.

Signature(s): Suzanne St Pierre

Owner(s) or responsible representative(s)

Date: 5/13/19



Casper Fire - EMS

Occupancy: **Pitter Patter Playhouse**
Occupancy ID: **3767**
Address: **4121 E 8th ST**
Casper WY 82609

Form: Occupancy Inspection

Inspection Type: **Daycare**
Inspection Date: **5/22/2019** By: Parks, Jason (5279)
Time In: **13:52** Time Out: **13:53**
Authorized Date: **05/22/2019** By: Parks, Jason (5279)

Next Inspection Date: **No Inspection Scheduled**

Inspection Description:

Fire Inspection

Inspection Topics:

NO VIOLATIONS

No violations were noted during the inspection.
Congratulations, an inspection of your facility revealed no violations.

Status: **No Violations**

Notes:

Additional Time Spent on Inspection:

| Category | Start Date / Time | End Date / Time |
|----------|-------------------|-----------------|
|----------|-------------------|-----------------|

Notes: No Additional time recorded

Total Additional Time: 0 minutes

Inspection Time: 1 minutes

Total Time: 1 minutes

Summary:

Overall Result: Pass

Inspector Notes:

Inspector:

Name: Parks, Jason
Work Phone(s): 307-235-8352
Email(s): jparks@casperwy.gov
Parks, Jason:

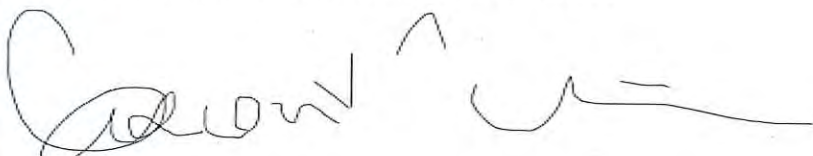
Signed on: 05/22/2019 14:00

Signature

Date

Representative Signature:

Signature of: Casianne Hancock on 05/22/2019 14:00

A handwritten signature in black ink, appearing to read 'Casianne Hancock', written over a horizontal line.

Signature

Date

CASPER HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
November 4, 2019

In attendance: Jeff Bond, Pinky Ellis, Connie Hall, Maureen Lee, Robin Broumley, Ann Berg,
Cyd Grieve (2) Vacancies.

Absent: John Lang

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

Liaison: Terry Wingerter, Planning and Zoning Commission

Guests: None.

Jeff Bond called the meeting to order at 8:31 a.m.

Approval of Minutes

Jeff Bond asked if everyone had read the minutes of the October 7, 2019 meeting and asked if there were any corrections. Ann Berg corrected the spelling of her last name.

Connie Hall moved to approve the October 7, 2019 minutes as corrected. Motion was seconded by Robin Broumley. Motion passed unanimously.

Jeff Bond noted there were no guests.

New Business

Letter to Council on The Nolan Project.

Jeff asked if everyone had a copy of the draft letter regarding the Nolan Project that City Council asked the Historic Preservation Commission to provide. There was discussion regarding the proposed project, historic value of the remaining portions of the Nolan building, and the strategic plan. There were some grammatical corrections and rewording of sentences.

Maureen Lee made a motion to accept the letter as corrected and forward to City Council. Motion was seconded by Ann Berg. Motion passed unanimously.

Commission Openings

Craig advised that there were currently two (2) openings on the Commission. He stated that Constance Lake was not in attendance and he did not know if she planned to continue as a member of the Commission. He advised that he had received one (1) letter of interest from Anthony Jacobsen. He asked members of the Commission to encourage qualified folks to apply. Maureen asked what the process would be for current members with an expiring term at the end of the year. Craig stated that each member would need to provide a letter asking to be reappointed.

Section 106 Notifications for Cell Towers *(Strategic Plan Action Item-I.A.3 & I.A.1)*

When a cell tower is placed at a historic location this section requires notification to the Casper Historic Preservation Commission. Craig noted that in the past cell tower companies had been good about this notification. However, recently there has not been any notification and he referenced the cell tower at Natrona County High School (NCHS). Craig contacted Heather Rockwell, State Historic Preservation Office (SHPO) and she advised she would contact the Federal Communication Commission (FCC). He stated that there will be more many cell towers in the future.

Council Approval of Strategic Plan

Craig stated that Kerry Davis, Preservation Solutions presentation before City Council went very well. He advised that he did not receive the power point in time to forward it to the Commission prior to the presentation.

Website

Craig stated the website is still a mess, but the Bylaws and Strategic Plan were available for viewing.

Izaak Walton Project

Craig stated that there was nothing to report this month.

Ghost Sign Tour Idea

Craig stated that Liz Becher had an idea of having ghost sign tours using an app on cell phones. He advised that this would be a good topic to approach the State Historic Preservation Office (SHPO) with a request for grant funding. He asked that members of the Commission to keep taking photos of ghost signs when they locate one.

December Meeting – SHPO Visit

Liz stated that the Monday, December 9, 2019, Casper Historic Preservation meeting will be held at the Yellowstone Garage, 8:30 a.m., with coffee and snacks. She advised that sites for the bus tour were being considered. Some sites suggested were the old coke building, Rialto soda shop and the former Milo's Toyota. She mentioned that there would be a time limit for the tour as Heather Rockwell, SHOP representative has to leave no later than 1:00 p.m. There was discussion that the tour should include residential sites, too. Craig advised that she wanted to attend a monthly meeting and it would be a good time to visit with her about our goals. Terry Wingerter, P&Z Liaison asked if the Planning Commission could attend.

Connie Hall made a motion to invite the Planning and Zoning Commission to the Monday, December 9, 2019, Casper Historic Preservation Commission meeting. The motion was seconded by Maureen Lee. Motion passed unanimously.

Public Outreach/Facebook

Maureen stated that she had received some photos of ghost signs from Connie, and asked members of the Commission to continue taking photos and sending them to her. She advised that she would like to put a new photo on facebook every three to 4 days or at the very least once a week. She suggested having a contest and ask where is this? She mentioned that she would post the vacancies that the Commission has and the change of location for the December meeting. She mentioned that the facebook page has 117 likes and 119 follows.

Old Business

OYD Committee Update

Connie stated that the last meeting was held at Frog Creek Partners, a new business that offers stormwater collection. This business is located in the old Tire Rama location on West Yellowstone. Connie mentioned that the Stalkup property had been sold and the new owner has plans for development.

P&Z Committee Update

Terry Wingerter stated at the last meeting the Planning Commission considered two (2) cases an annexation, plat and zoning off Casper Mountain Road near Wyoming Boulevard. The original zoning request was for R-4 (High Density Residential) the Commission approved R-2 (One Unit Residential). The second case was a replat of Fairgrounds Homes located on Fairgrounds Road. Originally the development planned to have multi-family units, and the replat was done to continue building town homes.

Wayfinding Committee Update

Jeff Bond advised that at the last meeting the Consultants made a presentation to Council showing the plans. Robin and Jeff agreed that the signs are fantastic, there are great graphics and overall good ideas. Jeff mentioned that the public input centered around local recreation and not historic assets, but overall consistent signage will be good. Jeff stated that there would be an update with Consultants soon.

Demolition Permit Update

Craig stated that there had been two (2) demolition permits issued on North Durbin and one (1) on East C Streets. He mentioned that the photos taken of demolition properties are kept digitally should there be a question regarding what may have been previously located on the sites.

Other Business

Robin mentioned that the bridge on Center Street, a gateway to Casper, looked horrible. She asked if there were plans for the City to make improvements to the bridge. Liz advised that some one cent funds had been approved to make repairs and improvements to the bridge. She noted that the project would go out for bid sometime next spring.

Ann Berg inquired about the Wells Fargo Bank Building, asking if anyone knew what was going in there. She noted that the for-sale sign was gone.

Robin advised that Ted Leik, a former Historic Preservation Commissioner passed away.

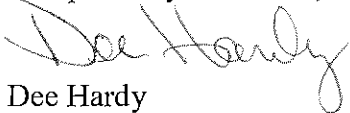
Maureen asked again for photos of ghost signs for the Facebook page.

Next meeting will be December 9, 2019 in Council Meeting Room, 200 North David Street.

Maureen Lee made a motion to adjourn, and the motion was seconded by Ann Berg. The motion unanimously passed.

Meeting adjourned at 9:30 a.m.

Respectfully submitted,



Dee Hardy
Administrative Support Technician