

AGENDA

Laramie Planning Commission

Monday, August, 14, 2023 at 4:30 PM

City Council Chambers, City Hall

406 Ivinson Avenue, Laramie, WY

The Planning Commission meetings are open to the public. Requests from person with disabilities must be made to the Planning Division 24 hours in advance of the meeting.

NOTE: All Planning Commission meetings will be held both in person, with an option for citizens to participate over Zoom at the link or phone numbers below.

Join Zoom Meeting

<https://zoom.us/j/713514851?pwd=aGhXNkNQeXZOTnRrUFRXTjhxYjZ3QT09>

Meeting ID: 713 514 851 Password: 648198

One tap mobile

+13462487799,,713514851# US (Houston)

+16699009128,,713514851# US (San Jose)

Dial by your location

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+1 253 215 8782 US (Tacoma)

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Meeting ID: 713 514 851

Find your local number: <https://us02web.zoom.us/j/713514851>

1. **Call To Order/Roll Call**
2. **Approval Of Agenda And Minutes**
 - 2.A. **Changes And Approval Of Agenda**
 - 2.B. **Planning Commission Meeting Minutes**
 - 2.B.i. **LPC Minutes 06.26.2023**
3. **Citizen Comments - Non-Agenda Related Topics – No Action Can Be Taken**
4. **Planning Commission And Staff Reports And Comments**
5. **Disclosures – Ex-Parte Communications; Potential Conflicts Of Interest**
6. **Current Planning Projects**
 - 6.A. **Old Business:**
 - 6.B. **New Business:**
 - 6.B.i. **TA-23-02 Amendments To Title 15.14.010, Off-Street Utility, Dumpster, Recycling, Trash Handling And Recycling Facilities**

Documents:

[LPC Minutes 6-26-23.Pdf](#)

FILE:	TA- 23- 02 Amendments to Title 15.14.010, Off - Street Utility, Dumpster, Recycling, Trash Handling and Recycling Facilities
REQUEST:	Amendments to Title 15.14.010 of Laramie Municipal Code, Unified Development Code
APPLICANT:	City of Laramie
PURPOSE:	To make changes to the UDC to improve the City's Solid Waste Division's ability to service properties.
PREPARED BY:	Joseph Shahidi, Associate Planner

Documents:

[TA-23-02 PC Staff Report.pdf](#)
[Attachment A -Proposed Changes To 15.14.010.Pdf](#)

7. **Long Range Planning Projects**

8. Variances (Sitting As Board Of Adjustment)

(Swearing in of witnesses)

9. Adjourn

**MINUTES
CITY OF LARAMIE, WYOMING
LARAMIE PLANNING COMMISSION
JUNE 26, 2023**

1. CALL TO ORDER

Meeting was called to order by Chair Moody at 4:32 p.m.

Members present: Tom Mattimore, Donal O'Toole, Sylvie Prasilik, Jake Schneider, and Chris Moody.

Members absent: Sharon Buccino and Chris Dixon.

Council Liaison: Sharon Cumbie (joined at 4:41 pm)

Staff Present: Derek Teini, Planning Manager; Philip Gabathuler, Principal Planner; Joseph Shahidi, Associate Planner; Todd Feezer, Assistant City Manager; and Ryan Shoefelt, Deputy City Clerk.

2. APPROVAL OF AGENDA AND MINUTES

2.A. Changes and Approval of Agenda

MOTION BY O'TOOLE, seconded by Schneider, that the Agenda was approved as written.

MOTION CARRIED by voice vote.

2.B. Planning Commission Meeting Minutes

2.B.i. LPC Minutes 5.22.2023

MOTION BY O'TOOLE, seconded by Prasilik, to approve the minutes from May 22, 2023.

MOTION CARRIED by voice vote.

2.B.ii. LPC Minutes 6.12.2023

MOTION BY MATTIMORE, seconded by Schneider, to approve the minutes from June 12, 2023.

MOTION CARRIED by voice vote.

3. CITIZEN COMMENTS - Non-Agenda Related Topics – No Action Can Be Taken

None.

4. PLANNING COMMISSION AND STAFF REPORTS AND COMMENTS

None.

5. DISCLOSURES - Ex-parte communications; potential conflicts of interest

Member Schneider will recuse from 6.B.i. CUP-23-02 2717 E Armory Rd. - UW Athletic Storage Building/Indoor Tennis Complex Expansion for being involved in the project.

**MINUTES
CITY OF LARAMIE, WYOMING
LARAMIE PLANNING COMMISSION
JUNE 26, 2023**

6. CURRENT PLANNING PROJECTS

6.A. OLD BUSINESS: No items.

6.B. NEW BUSINESS:

6.B.i. CUP-23-02 2717 E Armory Rd. - UW Athletic Storage Building/Indoor Tennis Complex Expansion

MOTION BY MATTIMORE, seconded by O'Toole, to approve a Conditional Use Permit for the expansion of a College of University (non-exempt) use to the expansion of a College or University (non-exempt) use to expand the Athletic Storage Building/Indoor Tennis Complex within a R3 zoning district located at the 2717 E Armory Rd. Laramie, WY 82072, based on findings of fact and conclusions of law and subject to all staff's recommended conditions.

Public Comment: none.

Roll call showed Aye: Mattimore, O'Toole, Prasilik, and Moody. Nay: None. Absent: Buccino, Dixon. Recused: Schneider. MOTION CARRIED.

6.B.ii. CUP-23-04: 419 S. 8th St.- Central Kitchen Generator

MOTION BY O'TOOLE, seconded by Mattimore, to approve a Conditional Use Permit for the expansion of a pre-existing non-conforming use of a Catering and Commissary Facility on a lot zoned R3 (Multi-Family) located at 419 S. 8th St., based on findings of fact and conclusions of law and subject to all staff's recommended conditions.

Public Comment: none.

Roll call showed Aye: Mattimore, O'Toole, Prasilik, Schneider, and Moody. Nay: None. Absent: Buccino and Dixon. MOTION CARRIED.

6.B.iii. CUP-23-04: 811 South 17th St - Beitel Elementary School Generator

MOTION BY O'TOOLE, seconded by Mattimore, to approve a Conditional Use Permit for the expansion of a pre-existing non-conforming use of a Public School on a lot zoned R1 (Single-Family Residential) located at 811 S. 17th St, based on findings of fact and conclusions of law and subject to all staff's recommended conditions.

Public Comment: none.

Roll call showed Aye: Mattimore, O'Toole, Prasilik, Schneider, and Moody. Nay: None. Absent: Buccino and Dixon. MOTION CARRIED.

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6.B.iv. PP-22-03: Stagecoach Subdivision, 2nd Filing Preliminary Plat

MOTION BY MATTIMORE, seconded by O'Toole, to recommend that the City Council approve the Stagecoach Subdivision, 2nd Filing Preliminary Plat, based on findings of fact and conclusions of law and subject to staff's recommended conditions.

Public Comment:

Thomas Wilhelm- clarification on street design, drainage concerns, street names.

Alice Wilhelm- drainage concerns.

Jeff Greenwald- drainage issues.

Roll call showed Aye: Mattimore, O'Toole, Prasilik, Schneider, and Moody. Nay: None. Absent: Buccino and Dixon. MOTION CARRIED.

6.B.v. FP-22-04: Cirrus Sky, East Phase, Final Plat

MOTION BY O'TOOLE, seconded by Schneider, to recommend that the City Council approve the Cirrus Sky, East Phase, Final Plat, based on findings of fact and conclusions of law.

Public Comment: none.

Roll call showed Aye: Mattimore, O'Toole, Prasilik, Schneider, and Moody. Nay: None. Absent: Buccino and Dixon. MOTION CARRIED.

7. LONG RANGE PLANNING PROJECTS

No items.

8. VARIANCES (sitting as Board of Adjustment)

No items.

**MINUTES
CITY OF LARAMIE, WYOMING
LARAMIE PLANNING COMMISSION
JUNE 26, 2023**

9. ADJOURN

MOTION BY O'TOOLE, seconded by Mattimore, to adjourn the meeting.

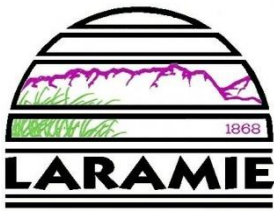
MOTION CARRIED by voice vote.

Meeting adjourned at 6:38 p.m.

APPROVED:

Chris Moody, Planning Commission Chair Date

Derek Teini, Planning Manager Date



City of Laramie

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LARAMIE PLANNING COMMISSION

August 14, 2023

STAFF REPORT

FILE: TA-23-02 Amendments to Title 15.14.010, Off-Street Utility, Dumpster, Recycling, Trash Handling and Recycling Facilities

REQUEST: Amendments to Title 15.14.010 of Laramie Municipal Code, Unified Development Code

APPLICANT: City of Laramie

PURPOSE: To make changes to the UDC to improve the City's Solid Waste Division's ability to service properties.

PREPARED BY: Joseph Shahidi, Associate Planner

RECOMMENDED MOTION:

Move to recommend that the City Council approve amendments to Title 15.14.010 of the Laramie Municipal Code, based on findings of fact and conclusions of law, as recommended by staff, and as shown in Attachment "A".

APPLICABLE CODE SECTION(S):

Text Amendments must be reviewed by the Planning Commission and City Council. Planning Commission action is forwarded to the City Council as a recommendation.

- Laramie Municipal Code Title 15, Unified Development Code
- Wyoming State Statutes Title 15 Cities and Towns, Article 5 Planning
- Wyoming State Statutes Title 15 Cities and Towns, Article 6 Zoning
- Laramie Comprehensive Plan

BACKGROUND AND SUMMARY:

The present amendment is initiated by the City of Laramie as part of the continual effort to keep the Unified Development Code (UDC) accurate, correct concerns, and remove potential avenues of confusion. The proposed amendments primarily targets Title 15.14.010 - Off-Street Utility, Dumpster, Recycling, Trash Handling and Recycling Facilities. Due to recent regional changes to private trash services, it has come to the attention of the city that many enclosures have been constructed to accommodate private waste services but are not capable of accommodating the City's Solid Waste equipment. Throughout the year Solid Waste has continually been forced to refuse service to properties until enclosures have been reconstructed to city specifications. In order to clarify standards with property owners, his/her successors, and/or their agents, the City's Planning Division and Solid Waste have made the joint decision to update code and require enclosures to meet the specified dimensions needed to accommodate full service by the City's Solid Waste Division.

In addition to these updates, most of which are done to accommodate the City's trash handling needs, other small changes like material specification and figures were added, and reorganization improve the clarity of this section of code.

Copies of all prior ordinances amending LMC Title 15 (Unified Development Code) are available online at www.cityoflaramie.org/ordinances.

For reference the **blue** is added code, **red** is deleted code, and **purple** is code that has moved. These colors were added to facilitate understanding of the amendment. Should the updates be approved, all added coloration of text and pictures shall be reverted back to coloring that matches current formatting in the UDC.

PUBLIC COMMENTS:

This amendment was legally advertised in the Laramie Boomerang on July 29, 2017. Staff has received no comments regarding this proposed Text Amendment.

FINDINGS OF FACT:

The amendment is found to be in accordance with substantive and procedural requirements and necessities in City of Laramie code and best planning practice.

CONCLUSIONS OF LAW:

The amendment is proceeding in accordance with applicable law, including LMC Title 15.

STAFF RECOMMENDATION:

Move to recommend that the City Council **approve** amendments to Title 15.14.010 of the Laramie Municipal Code, based on findings of fact and conclusions of law, as recommended by staff, and as shown in Attachment "A".

ATTACHMENTS:

1. Attachment "A": Proposed Changes to 15.14.010

Attachment "A": Proposed Changes to 15.14.010

15.14.010.A. Off-Street Utility, Dumpster, Recycling, Trash Handling and Recycling Facilities

1. Location

All utility fixtures (including heating and air conditioning units), dumpsters, and trash handling facilities shall be located on the same lot as the use served unless shared facilities are approved by the City Manager's Office. A reciprocal written agreement assuring the perpetual joint usage of such common trash handling facilities shall be executed by the parties concerned and approved by the city attorney and the City Manager's Office. The agreement shall be recorded in the office of Albany County clerk and recorder.

2. Screening

a. General Provisions

- (i) All utility, dumpster, and trash handling facilities - including the occupant's recycling facilities - shall be completely screened from public view and from the view of any ~~development on~~ ~~any~~ adjoining property.



Figure 15.14.050-9: Dumpster enclosure

b. On-Site Utilities

- (i) A wall, solid wood fence, evergreen hedge, berm, or any combination thereof shall be provided to obscure these facilities. **Wood Materials are only allowed for aesthetic improvements for enclosure facades and shall not be a structural component of the enclosure.**
- (ii) Mechanical equipment shall be screened from view from public streets adjacent to the property at eye level (see Figure 15.14.050-9). This includes HVAC systems, other building mechanical apparatus, and satellite/communication dishes.

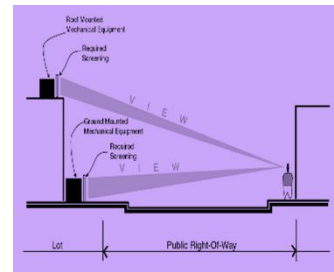


Figure 15.14.050-9: Screening is required

- (iii) All building projections used for screening that ~~remain~~ are visible from abutting public streets ~~after the screening required above,~~ including but not limited to chimneys, flues, vents, gutters, parapets, wing-walls, and down spouts, shall match one of the predominant colors or trim colors used on the ~~front~~ primary façade of the building, or shall be constructed of materials such

as brick, ~~or~~ stone, or other compliant material as determined by the City Manager's Office that match one of the predominant colors used on the ~~front~~ primary façade of the building.

- (iv) All ground-mounted mechanical equipment shall be screened from public view and adjacent properties by ~~adequate~~ plantings, fencing, or masonry walls that screen the equipment. All fencing and walls shall match materials being used on site and can be constructed of wood, metal, masonry, or other material or methods as approved by the City Manager's Office.
- (v) Freestanding utility boxes shall be integrated into the landscaping as much as possible and screened from view.
- (vi) For on-building mounted utilities such as water meters or gas meters, the meters shall be located on a non-street facing side of the building or integrated into the building design and fully screened from view

c. Trash and Disposal Enclosures

The location and design of all trash facilities and service areas shall be submitted with the application for site plan permit and shall be designed to be serviced by the City of Laramie.

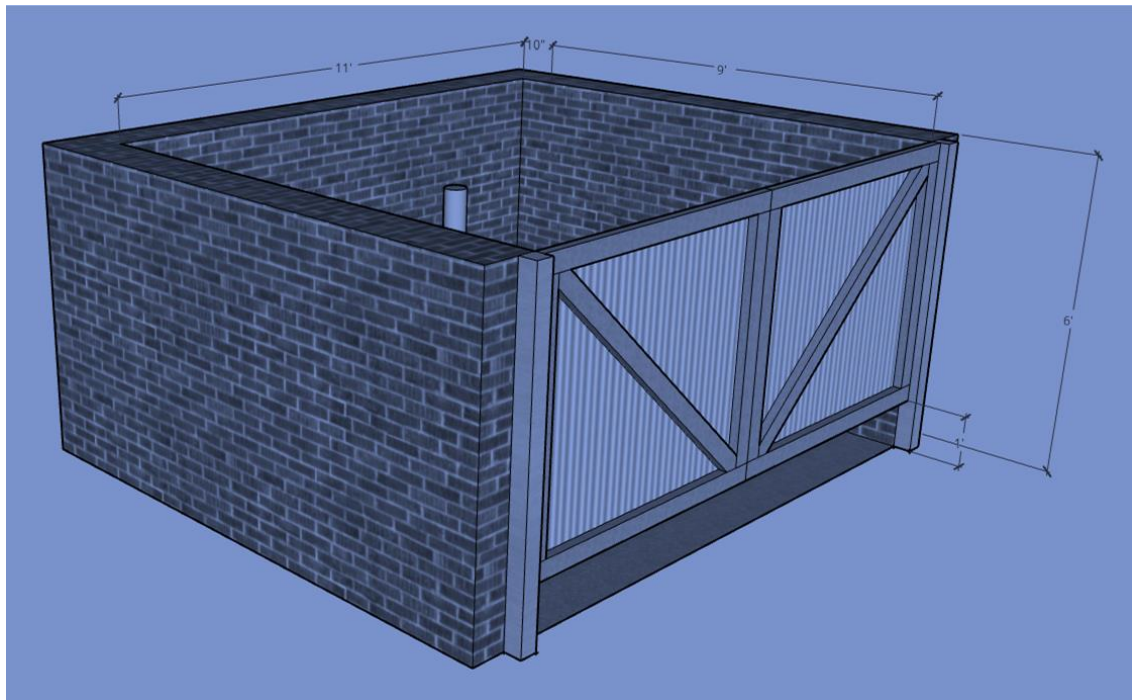


Figure 15.14.050-10: Dumpster enclosure dimensions.

- (i) Dumpster shall be located in masonry or metal framed trash enclosures with gates hung on steel posts embedded in concrete (see Figure 15.14.050-10). No trash enclosure shall be constructed only of wood. Wood materials are only allowed for aesthetic improvements for enclosure facades and shall not be a structural component of the enclosure.
- (ii) All required enclosures shall be a minimum of eleven (11) feet wide from the hinge, nine (9) feet front-to-back measured from front of bollards, and six feet high.
 - (1) Enclosure doors whose swinging radius are 120 degrees or less, shall provide an opening of at least thirteen (13) feet in width per single receptacle.
- (iii) Receptacles shall be placed on a concrete pad slanting down towards the gate opening at a slope of 1/8 of an inch per foot for drainage purposes.
 - (1) Property and access to the trash enclosure shall be graded as to provide service vehicles with a flat approach (access at the same grade as the enclosure) up to at least twelve (12) feet from the front of the enclosure.
- (iv) All enclosures shall include at least two 6"x48" steel pipe, concrete filled bollards or other protection mechanism as approved by the Public Works Department located a minimum of 4 inches from the rear wall to prevent interior wall damage.
- (v) All Residential developments requiring Site Plan Review shall include a pedestrian entry to the trash enclosure which is at a minimum three (3) feet in width.
- (vi) Enclosures shall not be required for dumpsters in nonresidential developments when located in a service area LMC 15.14.050.H and fully screened by the buildings, wing walls, fencing or screening walls from all adjacent properties and public rights-of-ways.
- (vii) Gates shall be designed with a minimum gate width of 11 feet or 13 feet as specified in 15.14.010.A.2.c (ii) (1) and a minimum clearance of 12 inches at the bottom and a mechanism as described below in 15.14.050.1.3 for holding the gates closed, as well as open during trash collection.
- (viii) Gates shall be made of metal or other durable material. Wooden Gates shall not be permitted.
 - (1) Gates shall be constructed with cane bolts and cane bolt receptacles to hold the gate closed when not in use and open when servicing. The cane bolt receptacles shall consist of 1-inch pipe sleeve inserted a minimum of 2 inches into the ground. Other mechanisms may be approved by the City Manager's Office.

d. Clearance and turnaround requirements for enclosures

(i) All Trash and recycling enclosures shall meet clearance and turnaround requirements as established below and shown in figure 15.14.050-11.

- (1) Overhead clearance for collection truck entry shall be a minimum of 14 feet.
- (2) Overhead clearance for loading shall be a minimum of 24 feet from ground surface to lowest point of overhead obstruction or overhead lines to service or empty the receptacle over the collection truck.

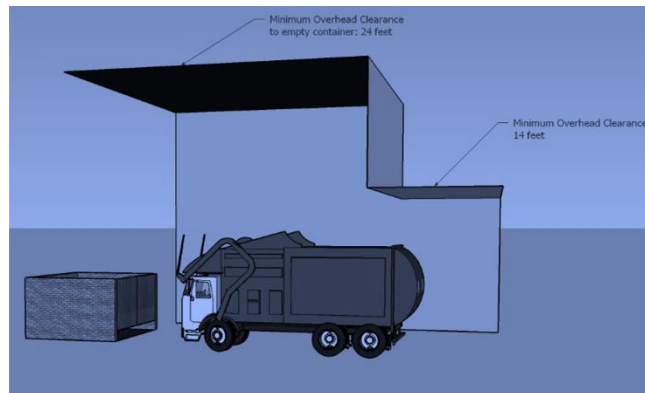


Figure 15.14.050-11: Trash and recycling clearance requirements.

- (3) The minimum required outside turning radius for collection trucks shall be 37.5 feet in order to make a 180 degree turn without stopping.
- (4) The maximum safe backup distance shall be 150 feet unobstructed for a truck to backup instead of turning around.

(ii) Trash and recycling enclosures shall not be located in a manner that will require a collection truck to back onto any street.

3. Recycling

- a. At the discretion of the City Manager's Office and when drop off recycling is available in Laramie, either through a government entity or commercially, public recycling drop off-sites shall be required for all subdivisions platted with 25 lots or greater (except for exempt single-family developments). One single stream recycling bin per unit shall be required for all residential multi-family developments 6 units or less and recycling drop off sites shall be required for all ~~apartment complexes~~ residential multi-family developments 7 units or more. Drop-off sites are encouraged and shall be permitted as an accessory use in all nonresidential zones. Drop off-site are communal recycling bins to be used by a complex or multiple lots to service the recycling needs of the complex or lots.
- b. The drop off site shall be kept free of litter, residue, and debris by the

party responsible for the maintenance and management of the drop off facility.

- c. Recycling centers shall be designed to be accessible to the public and shall be located so as to minimize disturbance to adjacent properties. The City Manager's Office shall review all proposed recycling centers and determine what type of screening shall be required.
- d. The drop off site containers shall be durable, waterproof, covered and well maintained. The name and phone number of the party responsible for maintenance shall be posted on the container. Containers on the site shall have uniform colors.
- e. The city manager or his/her designee may impose additional conditions if necessary to protect adjacent properties.

4. Access

All required dumpster, recycling, and trash handling facilities shall be designed with appropriate means of access to a street or alley in a manner that will least interfere with traffic or pedestrian movement, and that will most facilitate the service of the facilities. Access routes shall be approved by the City Manager's Office.

5. Utilization

Space allocated to any off-street dumpster and trash handling facilities shall not be used to satisfy the space requirements for off-street parking and/or loading facilities, nor shall any parking or loading spaces be used to satisfy the space requirements for any dumpster or trash handling facility.