

**MINUTES
CITY OF LARAMIE, WYOMING
LARAMIE PLANNING COMMISSION
DECEMBER 13, 2021**

1. CALL TO ORDER

Meeting was called to order by Vice Chair Moody at 4:30 p.m.

Members present: Sharon Buccino, Chris Dixon, Tom Mattimore, Micah Richardson, Jake Schneider, and Chris Moody.

Members absent: Evan Townsend

Council Liaison: Jayne Pearce (present)

Staff Present: Derek Teini, Planning Manager; Philip Gabathuler, Principal Planner; Todd Feezer, Assistant City Manager; Clarice Hoff, Code Administration Supervisor and Ryan Shoefelt, Deputy City Clerk.

2. APPROVAL OF AGENDA AND MINUTES

2.A. Changes and Approval of Agenda

MOTION BY MATTIMORE, seconded by Schneider, that the Agenda was approved as presented to the City Planning Commission.

MOTION CARRIED by voice vote and raised hands.

2.B. Planning Commission Meeting Minutes

2.B.i. LPC Minutes 11.22.2021- will be approved at the next meeting.

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

None.

4. PLANNING COMMISSION AND STAFF REPORTS AND COMMENTS

Teini- Forgot to upload the minutes to the agenda so will approve at the next meeting.

Teini- Next meeting on December 27th will be cancelled.

Teini- Casper Aquifer Protection Plan with County and Council.

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

None.

6. CURRENT PLANNING PROJECTS

6.A. OLD BUSINESS: No items.

6.B. NEW BUSINESS:

6.B.i. Appointment of Planning Commission Member to USAC (Urban Systems Advisory Committee)

MOTION BY MATTIMORE, seconded by Richardson, to discuss the appointment for anyone who wants to do it.

**MINUTES
CITY OF LARAMIE, WYOMING
LARAMIE PLANNING COMMISSION
DECEMBER 13, 2021**

MOTION BY SCHNEIDER, seconded by Richardson, to appoint Commissioner Tom Mattimore to the Urban Systems Advisory Committee as the Planning Commission Appointee.

MOTION CARRIED by voice vote and raised hands.

7. LONG RANGE PLANNING PROJECTS

No items.

MOTION BY RICHARDSON, seconded by Mattimore, to adjourn as Laramie Planning Commission and reconvene as Board of Adjustment.

MOTION CARRIED by voice vote and raised hands.

Laramie Planning Commission adjourned at 4:50 pm.
Board of Adjustment convened at 4:50 pm.

8. VARIANCES (sitting as Board of Adjustment)

(Swearing in of witnesses.)

8.A. VAR-21-03: 4521 Bobolink Lane – Issuing A Certificate of Occupancy Rather Than a Temporary Certificate of Occupancy

MOTION BY MATTIMORE, seconded by Schneider, to approve the variance VAR-21-03: 4521 Bobolink Lane – Issuing A Certificate of Occupancy Rather Than a Temporary Certificate of Occupancy, based on findings of fact and conclusions of law and subject to the recommended conditions.

Roll call showed Aye: Buccino, Dixon, Mattimore, Richardson, Schneider, and Moody. Nay: None. Absent: Townsend. MOTION CARRIED.

9. ADJOURN

MOTION BY RICHARDSON, seconded by Mattimore, to adjourn the meeting.

MOTION CARRIED by voice vote.

Meeting adjourned at 5:14 p.m.

APPROVED:

Chris Moody, Planning Commission Vice Chair

Date

Derek Teini, Planning Manager

Date