

**MINUTES  
CITY OF LARAMIE, WYOMING  
LARAMIE PLANNING COMMISSION  
FEBRUARY 13, 2023**

**1. CALL TO ORDER**

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

Members present: Sharon Buccino, Chris Dixon (zoom), Tom Mattimore, Sylvie Prasilik (zoom), and Chris Moody. One vacant seat.

Members absent: Jake Schneider

Council Liaison: Sharon Cumbie (present)

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 MATTIMORE, seconded by Buccino, that the Agenda was approved as written.

MOTION CARRIED by voice vote.

**2.B. Planning Commission Meeting Minutes**

**2.B.i. LPC Minutes 1.23.2023**

MOTION BY MATTIMORE, seconded by Buccino, to approve the minutes from January 23, 2023.

MOTION CARRIED by voice vote.

**2.B.ii. LPC Minutes 1.30-2023**

MOTION BY MATTIMORE, seconded by Buccino, to approve the minutes from January 30, 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**

Teini- Growth Plan Open House February 23, 11:30 to 1:30 Rec Center and 5:00 to 7:00 Albany County Public Library.

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

None.

**MINUTES  
CITY OF LARAMIE, WYOMING  
LARAMIE PLANNING COMMISSION  
FEBRUARY 13, 2023**

**6. CURRENT PLANNING PROJECTS**

**6.A. OLD BUSINESS:** No items.

**6.B. NEW BUSINESS:**

**6.B.i. City of Laramie Board of Adjustment Bylaws**

MOTION BY MATTIMORE, seconded by Dixon, to approve the Bylaws for Board of Adjustment.

MOTION BY BUCCINO, seconded by Mattimore, to amend the proposed Bylaws for the Board of Adjustment section 18 (XVIII) section F. Deliberations by the Board of Adjustment, to amend the first sentence to read "The Board of Adjustment may close the public comment and take action or take the matter under advisement to be decided at a subsequent meeting." and "The Board of Adjustment may only deliberate a matter after the public comment has been closed and a motion concerning the disposition of the application or matter has been made and seconded.

Public Comment: None.

Roll call on amendment showed Aye: Buccino, Dixon, Mattimore, Prasilik, and Moody. Nay: None. Absent: Schneider. One Vacant seat. MOTION CARRIED.

Roll call on main motion showed Aye: Buccino, Dixon, Mattimore, Prasilik, and Moody. Nay: None. Absent: Schneider. One Vacant seat. MOTION CARRIED.

**6.B.ii. City of Laramie Nuisance Board of Appeals Bylaws**

MOTION BY MATTIMORE, seconded by Buccino, to approve the Bylaws for the Nuisance Board of Appeals.

MOTION BY MOODY, seconded by Mattimore, to amend the Bylaws specifically in section 18 Process of Appeals Hearing, what's labeled as section A. following section E. should be changed to F. and the section following the revised F will be G. followed by section H., I., and J.

Public Comment: None.

Roll call on amendment showed Aye: Buccino, Dixon, Mattimore, Prasilik, and Moody. Nay: None. Absent: Schneider. One Vacant seat. MOTION CARRIED.

Roll call main motion showed Aye: Buccino, Dixon, Mattimore, Prasilik, and Moody. Nay: None. Absent: Schneider. One Vacant seat. MOTION CARRIED.

**MINUTES  
CITY OF LARAMIE, WYOMING  
LARAMIE PLANNING COMMISSION  
FEBRUARY 13, 2023**

**6.B.iii. City Of Laramie Solar Board of Review Bylaws**

MOTION BY MATTIMORE, seconded by Buccino, to approve the City of Laramie Solar Board of Review bylaws as presented.

MOTION BY BUCCINO, seconded by Mattimore, to amend the proposed Bylaws for the Solar Board of review by amending section 18.E. Deliberations by the Solar Board of Review, to amend it as follows: "The Solar Board of Review may close the public comment and take action or take the matter under advisement to be decided at a subsequent meeting." and "The Solar Board of Review may only deliberate a matter after the public comment has been closed and a motion concerning the disposition of the application or matter has been made and seconded.

Public Comment: None.

Roll call on amendment showed Aye: Buccino, Dixon, Mattimore, Prasilik, and Moody. Nay: None. Absent: Schneider. One Vacant seat. MOTION CARRIED.

Roll call on main motion showed Aye: Buccino, Dixon, Mattimore, Prasilik, and Moody. Nay: None. Absent: Schneider. One Vacant seat. MOTION CARRIED.

**6.B.iv. Submittal Schedules for Calendar Year 2023**

MOTION BY MOODY, seconded by Mattimore, to approve Submittal Schedules 2023 for calendar year 2023 as presented.

Public Comment: None.

Roll call showed Aye: Buccino, Dixon, Mattimore, Prasilik, and Moody. Nay: None. Absent: Schneider. One Vacant seat. MOTION CARRIED.

**7. LONG RANGE PLANNING PROJECTS**

No items.

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

MOTION CARRIED by voice vote.

Planning Commission adjourned at 5:13 pm.  
Board of Adjustment convened at 5:13 pm.

**MINUTES  
CITY OF LARAMIE, WYOMING  
LARAMIE PLANNING COMMISSION  
FEBRUARY 13, 2023**

**8. VARIANCES (sitting as Board of Adjustment)**  
(Swearing in of witnesses.)

Commissioner Mattimore recused himself and left the meeting at 5:14 pm.

**8.A. VAR-22-06: 233 S. Lincoln St. Carport in Setback**

MOTION BY BUCCINO, seconded by Dixon, to postpone VAR-22-06 a variance for 233 S Lincoln St. Carport in setback requirements to the next meeting to be held February 27, 2023, and in the meantime collect the information regarding draft findings and asking staff to provide information regarding the feasibility of including a condition that requires an agreement that would transfer with the title of the property to dismantle and remove the carport in the event that the City choses to upgrade the curb and street.

Public Comment: None.

Roll call showed Aye: Buccino, Dixon, Prasilik, and Moody. Nay: None. Absent: Schneider. Recused: Mattimore. One vacant seat. MOTION CARRIED.

**9. ADJOURN**

MOTION BY MOODY, seconded by Dixon, to adjourn the meeting.

MOTION CARRIED by voice vote.

Meeting adjourned at 6:27 p.m.

APPROVED:

---

Chris Moody, Planning Commission Chair

Date

---

Derek Teini, Planning Manager

Date