

**MINUTES  
CITY OF LARAMIE, WYOMING  
LARAMIE PLANNING COMMISSION  
MARCH 9, 2020**

**1. CALL TO ORDER**

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

Members present: Marc Homer, Jordan Giese, Katherine Kasckow, Maura Hanning (arrived at 4:32 pm), Shannon Polk, Brent Roth, and Jim McGrath (Chair).

Members absent: None.

Council Liaison: Bryan Shuster (present)

Staff Present: Derek Teini, Planning Manager; Matthew Cox, 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**

A. MOTION BY KASCKOW, seconded by Giese, to amend the Agenda as follows: Change 8.A. on the agenda to 6.A.a.

MOTION CARRIED by voice vote.

B. MOTION BY KASCKOW, seconded by Roth, that the Agenda was approved as amended.

MOTION CARRIED by voice vote.

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

**2.B.i. LPC Minutes 2.10.2020**

MOTION BY GIESE, seconded by Kasckow, to approve the minutes from February 10, 2020.

MOTION CARRIED by voice vote.

**2.B.ii. LPC Minutes 2.24.2020**

MOTION BY KASCKOW, seconded by Hanning, to approve the minutes from February 24, 2020.

MOTION CARRIED by voice vote. Commissioner Roth abstained.

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

None.

**4. PLANNING COMMISSION AND STAFF REPORTS AND COMMENTS**

Chair McGrath- apology to the commission.

Hanning- update on the housing group.

Teini- 23 days until the Census, Economic Development Plan is online.

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

Chair McGrath will abstain from the variance because of his involvement in it.

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

MOTION CARRIED by voice vote.

Planning Commission adjourned at 4:44 pm.

Board of Adjustment convened at 4:44 pm.

**6. CURRENT PLANNING PROJECTS**

**6.A. OLD BUSINESS:**

**6.A.a. VARIANCES (sitting as Board of Adjustment) Moved from item 8.**

Chair McGrath recused himself and left at 4:45 pm- Vice Chair Roth is acting chair.

Commissioner Homer recused himself.

(Swearing in of witnesses.)

**8.A. VAR-20-01: 1227 Mitchell Street – Setback Variance**

MOTION BY HANNING, seconded by Polk, to approve the requested variance from Laramie Municipal Code 15.12.000.B, Table 12-2 that would allow the applicant to construct a deck within the setback for a property located at 1227 Mitchell Street, zoned R2, based on findings of fact and conclusions of law and subject to the recommended conditions.

Roll call showed Aye: Giese, Hanning, Kasckow, Polk, and Roth. Nay: None. Absent: None. Homer and McGrath recused.

MOTION CARRIED.

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

MOTION CARRIED.

Board of Adjustment adjourned at 5:24 pm.

Planning Commission convened at 5:24 pm.

Chair McGrath and Commissioner Homer returned at 5:24 pm.

**6.A.i. TA-19-03 Fall UDC Update**

MOTION BY HANNING, seconded by Giese, to recommend that the City Council approve amendments to LMC Title 15 for the purposes of updating definitions, uses, dimensions and design standards in city code as recommended by staff.

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Commissioner Kasckow left at 5:42 pm.

**Amendments:**

**Item 1. Update use table and definition for Animal Slaughter House and Packinghouses:**

MOTION BY HANNING, seconded by Giese, to amend the proposed definition of animal slaughter house to change “open holding pens or outside activity” to say, “not have outdoor holding pens or outdoor activity.”

MOTION CARRIED by voice vote.

**Item 4. Create use table and definition for Community Services:**

MOTION BY HANNING, seconded by Giese, to amend the wording of the last sentence from “and” to “or.”

MOTION CARRIED by voice vote.

**Item 6. Create use table and definition for High Tech Manufacturing:**

MOTION BY HANNING, seconded by Roth, to amend the definition for High Tech manufacturing to state at the end of the last sentence: “with technology not normally used in the traditional manufacturing process and beyond that of the industry trade.”

MOTION CARRIED by voice vote.

**Item 10. Create use table and definition for Mobile Vending Court (Park):**

Commissioner Giese left at 6:17 pm and returned at 6:19 pm.

MOTION BY ROTH, seconded by Hanning, to amend the proposed use table 15.10-1: table of allowed uses for a condition use in the LM and IP zoning districts.

MOTION CARRIED by voice vote.

MOTION BY MCGRATH, seconded by Polk, to amend the wording of mobile vending courts to: vending spaces for 3 or more mobile vending units ~~that~~ “may” include connection to gas, water and electricity.

MOTION FAILED by voice vote.

**Item 11. Update use table for Coffee Shops, Bakery- Retail and Restaurant, without drive-in or drive-thru:**

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MOTION BY ROTH, seconded by Hanning, to amend the proposed use table 15.10-1: table of allowed uses for the coffee shops and bakeries to have a conditional use added to the R2M.

MOTION CARRIED by voice vote.

**Item 16. Amend Laramie Municipal Code Sections 15.14.040.C.9b and 15.14.060.E.4.c.(ii).(3):**

MOTION BY MCGRATH, seconded by Roth, to remove item 16 from the items in this motion.

MOTION FAILED by voice vote.

MOTION BY POLK, seconded by Roth, to amend Laramie Municipal Code Sections 15.14.040.C.9b and 15.14.060.E.4.c.(ii).(3) for consistency for both to read 75 feet instead of 150 feet.

MOTION FAILED by voice vote.

**Item 17. Amend Bike Rack code with in the DC District:**

MOTION BY ROTH, seconded by McGrath, to remove 15.14.040.B. from the UDC such that bicycle racks are not required.

MOTION FAILED by voice vote.

Left unchanged.

**Item 19. Incorporate Decorative Lighting Standards into Laramie Municipal Code Lighting:**

MOTION BY ROTH, seconded by Polk, to remove Item 19 Incorporate Decorative Lighting Standards into Laramie Municipal Code Lighting section from the current packet to revisit in a future edition.

MOTION CARRIED by voice vote.

Commissioner Homer left at 7:46 pm and returned at 7:47 pm.

~~**Item 21. Create use table and definition for Artisan:**~~

MOTION BY POLK, seconded by Roth, to strike the 4 items we didn't discuss today and revisit at a future meeting in the next 2 months when we discuss code revision.

MOTION CARRIED by voice vote.

~~**Item 22. Modify 15.14.110.B.4.:**~~

Moved to a future time.

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~~Item 23. Modify 15.14.120.D.2.d.:~~  
Moved to a future time.

~~Item 24 Modify 15.06.030.C.11:~~  
Moved to a future time.

MAIN MOTION CARRIED by voice vote.

**6.B. NEW BUSINESS:** No items.

**7. LONG RANGE PLANNING PROJECTS**  
No items.

**8. VARIANCES (sitting as Board of Adjustment) Moved to Item 6.A.a.**

**9. ADJOURN**

MOTION BY GIESE, seconded by McGrath, to adjourn the meeting.

MOTION CARRIED by voice vote.

Meeting adjourned at 8:05 p.m.

VALIDATED:

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Jim McGrath, Planning Commission Chair

Date

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Derek Teini, Planning Manager

Date