

Planning Commission Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001

Laramie County Planning Commission
Prepared by the Laramie County Planning & Development Office
Laramie County, Wyoming

Thursday, December 12, 2024

3:30 PM

Commissioners Board Room

To attend the meeting virtually and comment online please visit the link below.

<https://us02web.zoom.us/j/83324508468#success>

Any supporting document associated with an agenda item is the document as initially submitted for the agenda and may not include any subsequent proposed amendments or revisions.

Call To Order

Chairman Jason Caughey called the meeting to order at 3:30 p.m. Guests were welcomed to the meeting and the assembly joined in the Pledge of Allegiance.

Roll Call

Present Jason Caughey, Jack Stadel, John Watkins
Excused Natacha Gaspar, Mark Smith

Approval of Minutes

1. Consideration of the Minutes of the Proceedings for November 14, 2024.

[24 - 574](#)

Attachments: [PC 11.14.24 Draft](#)

Jack Stadel moved, seconded by John Watkins to approve the Minutes of the Proceedings for November 14, 2024. Vote 3-0.

Aye: Caughey, Stadel, Watkins

Excused: Gaspar, Smith

Land Use:Variances/Board App./Plats

12. Notice of the 2024 International Building Codes Adoption.

[24 - 575](#)

Attachments: [PC 12.12.24 Code Adoption Mtng Pkt](#)

Justin Arnold, Planning Manager, reported that the County adopted the International

Building Codes in 2003. From 2003 to 2008 the County contracted with the City of Cheyenne to provide permitting and inspection services. In 2008 Laramie County initiated its own Building Division and began issuing and managing all building permits within the unincorporated boundaries of Laramie County. The State of Wyoming has delegated authority to Laramie County to enforce and interpret local or state building, existing building and electrical safety standards.

The State of Wyoming Department of Fire Prevention and Electrical Safety adopted the updated 2024 editions of the International Building Codes. State Statute requires that local enforcement agencies adopt the new codes within six months of that time.

On October 1, 2024 the Laramie County Board of Commissioners approved a Notice of Intent to adopt the updated 2024 Codes and open the public comment period. On November 13, 2024, an Open House was held for public comments at the Planning and Development Office. To date no comments have been received from the public. The Board of County Commissioners will consider the adoption of the updated codes at their January 7, 2025 meeting with rules to become effective upon approval.

Dan Peters, Chief Building Official, was in attendance to answer any questions.

Chairman Caughey opened the Public Hearing for comments. Hearing no comments the hearing was closed and a motion and discussion called for.

Jack Stadel moved, seconded by John Watkins to recommend to the Board of County Commissioners to approve the adoption of the 2024 International Building Code, 2024 International Residential Code, 2024 International Plumbing Code, 2024 International Mechanical Code, 2024 International Fuel Gas Code, and 2024 International Existing Building Code and the proposed amendments to each of these codes with no conditions. Vote 3-0.

Aye: Caughey, Stadel, Watkins

Excused: Gaspar, Smith

- 13. PUBLIC HEARING regarding a Zone Change from MU-Mixed Use to LI-Light Industrial for Tract 1, Stundon Tracts, 2nd Filing, Laramie County, WY.

[24 - 578](#)

Attachments: [PZ-24-00091 PC Mtng Pkt](#)

Cate Cundall, Associate Planner, said that Inberg-Miller Engineers, on behalf of Team 523, LLC, applied for a Zone Change for Tract 1, Stundon Tracts, 2nd Filing from MU-Mixed Use to LI-Light Industrial to accommodate a proposed outdoor storage facility.

Concurrent applications include an Administrative Plat and Site Plan for these parcels. The purpose of the Administrative Plat, to be known as Stundon Tracts, 2nd

Filing, is to reconfigure the property lines for Lots 14 and 15, Stundon Tracts and will remain as two parcels. The Site Plan is for the proposed outdoor storage facility. These two applications will be approved administratively but were included in the report for informational purposes only.

Criteria for a zone district map amendment was met by the type of development proposed and by meeting all of Planning's application criteria. If the Administrative Plat is not approved the zone change would not become effective.

Brooke Bulgrin, applicant's agent, was present to answer any questions.

Chairman Caughey opened the Public Hearing for comment. There were no comments and the hearing was closed and a motion and discussion called for.

Jack Stadel moved, seconded by John Watkins to adopt the findings of fact a and b of the staff report and recommend approval of the Zone Change from MU to LI for Tract 1, Stundon Tracts, 2nd Filing, Laramie County, WY, to the Laramie County Board of Commissioners with one condition that the Zone Change will be come effective only with the approval of the Administrative Plat for Stundon Tracts, 2nd Filing. Vote 3-0.

Aye: Caughey, Stadel, Watkins

Excused: Gaspar, Smith

- 14. PUBLIC HEARING regarding a Subdivision Permit & Plat for Allison Tracts, 12th Filing, A Vacation and Replat of Lot 2, Block 1, Allison Tracts 8th Filing, Laramie County, WY. [24 - 580](#)

Attachments: [PZ-24-00088 LCPC STAFF REPORT PKG 12.12.24](#)

Bryce Hamilton, Associate Planner, said Steil Surveying, on behalf of Maurice W. Brown Shopping Center, LLC, submitted a Subdivision Permit and Plat application to replat the property currently known as Lot 2, Block 1, Allison Tracts, 8th Filing, into two parcels. Tract 1 will be used for the Take 5 Oil Change business and the other tract will be sold.

The property is currently vacant commercial land and is situated in a CB-Community Business Zone District. Access will be off South Greeley Highway for Tract 1 while Tract 2 will use the existing access.

Shane Hansen, applicant's agent, was present to answer any questions.

Chairman Caughey opened the Hearing for public comment. Receiving no comments, the hearing was closed and a motion and discussion called for.

Jack Stadel moved, seconded by John Watkins to adopt findings of fact a and b of the staff report and to recommend approval of the Subdivision Permit and Plat for Allison Tracts, 12th Filing to the Board of County Commissioners. Vote 3-0.

Aye: Caughey, Stadel, Watkins

Excused: Gaspar, Smith

New Business

15. Recognition of Planning Commissioner Mark Smith

24 - 579

Mark Smith has resigned from the Planning Commission effective today. Justin Arnold, Planning Manager, commended Mark on his commitment and dedication to the Planning Commission and his many years of volunteering for numerous community boards and committees.

Adjournment

There being no further business the meeting was adjourned at 3:48 p.m.