



# City of Laramie

Community Development Department  
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## MINUTES

### Laramie Planning Commission

Monday, May 9, 2016 at 4:30 PM

City Council Chambers, City Hall

406 Ivinson Avenue, Laramie, WY

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

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#### 1. CALL TO ORDER

Meeting convened at 4:31 PM

Members present: Kathe Carlton, Ben McKay, Justin Piccorelli, Brandon Reynolds, Randy Vickers and Kaye Willis (Chair)

Members absent: Jim McGrath

There was a quorum present at all times.

Council Liaison: Bryan Shuster (absent)

Staff Present: Charles Bloom, Eric Conner, Dave Derragon, Randy Hunt, Dan Johnson, Derek Teini and Kathleen Wickersham

#### 2. APPROVAL OF AGENDA

##### 2-A. Changes and Approval of Agenda

Agenda was approved as written.

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

No citizen comments.

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

Teini stated that the Parks and Recreation Master Plan is available online or contact one of the Planners to request a paper copy.

The Commissioners were informed that a volunteer would be needed to Chair the Planning Commission meeting on May 23<sup>rd</sup> as the Chair and Vice-Chair would not be in attendance. Commissioner Piccorelli accepted the challenge and will be the temporary Chair for the second meeting in May.

Community Development Department Director Hunt provided a brief overview of the budgetary changes that will affect the Community Development Department.

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

Commissioner Vickers stated that he worked for the City Fire Department for 38 years. He has no financial interest in the agenda item 6-A. CUP-16-04 Laramie Fire Station #2 Building Addition, and does not plan on recuse himself, but wanted the Commission to be aware of his background.

## 6. CURRENT PLANNING PROJECTS

### OLD BUSINESS:

No items.

### NEW BUSINESS:

#### 6-A. CUP-16-04 Laramie Fire Station #2 Building Addition

Associate Planner Conner reviewed the staff report with the Commission. The applicant, the City of Laramie Fire Department requested a Conditional Use Permit to allow for the addition of an additional garage bay at Fire Station #2, located at 1558 North 23<sup>rd</sup> Street.

The applicant's representative, Fire Chief Dan Johnson addressed the Commission to answer questions.

**MOTION BY CARLTON, seconded by Reynolds**, to approve a Conditional Use Permit to allow an additional garage bay at the City of Laramie Fire Station #2 (1558 23<sup>rd</sup> Street) zoned R1 (Single-Family Residential District), based on findings of fact and conclusions of law and subject to the staff's recommended conditions.

Aye: 6

Nay: 0

**Motion carried.**

#### 6-B. Development Fees

Senior Planner Teini provided the background for the revised Planning, Zoning and Engineering Fee Schedule.

**MOTION BY REYNOLDS, seconded by McKay**, to recommend approval to the City Council for the adoption of the Planning, Zoning and Engineering Fees Schedule.

Aye: 6

Nay: 0

**Motion carried.**

## 7. LONG RANGE PLANNING PROJECTS

No items.

## 8. VARIANCES (sitting as Board of Adjustment)

No items.

## 9. ADJOURN

**MOTION BY REYNOLDS, seconded by Piccorelli**, to adjourn the meeting.

Aye: 6

Nay: 0

**Motion carried.**

Meeting adjourned at 4:57 PM.

VALIDATED:

KAYE WILLIS	05/23/2016
Kaye Willis, Planning Commission Chair	Date

KATHLEEN WICKERSHAM	05/23/2016
Kathleen Wickersham, Planning Commission Secretary and Clerk	Date

The original Minutes were approved and signed on May 23, 2016.  
The signed document is on file.