CITY OF LARAMIE
PARKS & RECREATION DEPARTMENT
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Laramie, WY 82073

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CITY OF LARAMIE
PARKS, TRAILS & RECREATION MASTER PLAN AD HOC ADVISORY COMMITTEE
AGENDA

MEETING DATE: September 30, 2015
TIME: 11:30 am
LOCATION: Recreation Center large conference room – 920 Boulder Drive

Consent Agenda

1. Approval of the minutes from the April 15, 2015 meeting.

Motion by_____, seconded by_____, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated. (Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed above. There will be no separate discussion of these items unless a Committee Member or citizen so requests, in which case the item will be removed from the consent agenda and will be considered on the regular agenda.)

Regular Agenda:

1. Discussion on the recommendation of the City's Planning Commission concerning the Draft Parks and Recreation Master Plan, remanding the plan to the Parks, Trails and Recreation master Plan Ad Hoc Committee.

2. Presentation of SA 11 Revised Draft September

New business:

1. Public Comments

Next Meeting Date: TBD

CITY OF LARAMIE COUNCIL REGULAR MEETING May 5, 2015

Agenda Item: Minutes

Title: Minutes of the April 8, 2015 Parks, Trails and Recreation Ad Hoc Advisory Committee Meeting.

Recommended Council MOTION: I move to acknowledge receipt of the minutes from the April 8, 2015 Parks, Trails and Recreation Ad Hoc Advisory Committee meeting and that the following recommendations be approved as indicated:

1) That the Ad Hoc Committee has recommended the City staff begin the approval and adoption process for the final version of the Parks and Recreation Master Plan.

Administrative or Policy Goal:

City Council Goal: Multi-Modal Public Access – Preserve park land, open space, and public trails for future generations

Comprehensive Plan: Chapter 4 Parks & Recreation

Department Objective: Provide quality parks and recreation opportunities for residents and visitors to the City; Develop infrastructure to enhance existing parks and recreation facilities and amenities for residents and visitors to the City.

Background:

Minutes from the April 8, 2015 Parks, Trails and Recreation Ad Hoc Advisory Committee meeting.

Legal/Statutory Authority:

N/A

BUDGET/FISCAL INFORMATION:

N/A

Responsible Staff:

Paul Harrison, Parks & Recreation Director 721-5260 or Derek Teini, Senior Planner 721-5245

Attachments:

Minutes from the April 8, 2015 Parks, Trails and Recreation Ad Hoc Advisory Committee meeting.

DHO City Manager _____ City Attorney PH **Parks & Recreation**

CITY OF LARAMIE
PARKS, TRAILS & RECREATION MASTER PLAN AD HOC ADVISORY COMMITTEE
April 8, 2015
Minutes of Meeting

MEMBERS PRESENT: Amber Travsky, Amy Williamson, Bill Gribb, Dave Hammond, Evan O'Toole, Joe Lord, Mike Moeller, Vicki Henry
MEMBERS NOT PRESENT: Dan McCoy, Peggy McCrackin
CITY OF LARAMIE STAFF PRESENT: Paul Harrison, Parks & Recreation Director; Derek Teini, Senior Planner; David Schott, Parks Manager; Audem Gonzales, Assistant Planner; David Derragon, Assistant City Manager; Randy Hunt, Community Development Director; Mel Owen, Administrative Assistant
GUESTS: Thaddeus Mast, John Nutter, Suzanne Lewis, Dick Flores, Steve Williams, Marius Favret, Stacy Snook, Monica Snook, Kimberly Starkey

The regular meeting was called to order by Chair Dave Hammond at 11:31 a.m.

Consent Agenda:
1) **Approval of the minutes from the January 19, 2014 meeting.**

Motion by Williamson, second by Moeller, that the consent agenda be approved as presented. Motion carried 8-0.

Regular Agenda:

1) **Consideration of request from the Albany County Board of County Commissioners and the Planning and Zoning Commission.**
   a. **Removal of the service area boundaries that extend outside city limits and include private property.**
   b. **Removal of the text on the maps that specifically addresses future parks and recreation planning needs outside city limits that will affect private property.**
   c. **Removal of any other references that may exist in the plan that suggest planning implementation on private property outside city limits.**
   d. **Request for concurrence by the County of the Parks and Recreation Master Plan.**

Harrison gave an overview of the staff memo disseminated to the Committee recommending the approval of items a, b and c; and to not approve item d because it is the opinion of the interim city attorney's office that with the approval of items a, b and c that concurrence by the County would not be necessary.

The Committee discussed the issue further and noted that the Albany County Comprehensive Plan identifies multiple places where an examination of the population and the possible needs for an expanded population (in terms of public services, protecting scenic views, as well as parks and recreation services) can and should be examined. The possibility of calling areas within the one mile zone "examination areas" was discussed, which would fit the spirit of what the County Comprehensive Plan already calls for. The Committee also stated its belief that the City should have some say in public services and the efficient and effective growth and development of the community. The Committee also noted that it has consistently strove to find comprises in order to address concerns brought up by some members of the public and the current plan represents those compromises while retaining some of the spirit of the original plan.

The Committee also inquired as to the percentage of the population that lives outside of the city limits. Hunt noted that approximately 85-88% of Albany County's population lives within city limits. The Committee discussed whether or not adopting the staff recommendation would only be appeasing a minority of the population rather than serving the majority of the population with a well thought out, future-focused master plan.

The Committee also discussed the legal opinion provided by the previous city attorney that County concurrence is only needed in the case of *action* being taken and the simple existence of a plan does not constitute action being taken.

Motion by Lord, second by Travsky to accept the staff recommendation and approve items a, b and c and to not approve item d. Motion failed 0-8 (all members voting unanimously against the motion).

Motion by Williamson, second by Travsky, to formally acknowledge receipt of the letters and emails distributed by staff at the meeting. Motion carried 8-0.

Kimberly Starkey addressed the Committee. Starkey also asked if the Committee had received her correspondence. The Committee stated the letter from Starkey was in the packet of letters and emails they had just acknowledged receipt of. Starkey stated she was disappointed in the Committee and the County residents did not need the Committee encroaching on the County. Starkey said she felt it was a shame that the Committee did not take the staff's recommendation because their current path will likely end in a lawsuit and costing the City legal fees and the County and City relationship will suffer.

Stacey Snook addressed the Committee. Snook stated that the percentage discussed of 85% was a misrepresentation and that the process has not been a democratic one. Snook stated that the City Council gave a clear picture of the plan being for City owned property only and Albany County has also asked that the plan be for City owned property only as well. Snook encouraged the Committee to honor the restrictions placed upon the plan by the original City Council resolution and to honor the overwhelming, unified voice from the County to limit the plan to the City only. Snook stated that the County residents are not represented by anyone on the Committee and that we have a changing populace with changing desires which makes it difficult to plan for the future. Snook stated that he believes expectations for 2040 will likely be wrong and the Committee should only be planning for five to ten years into the future; which would also help to avoid tension between the County and the City.

The Committee stated their belief that the master plan as developed, is a good planning document for the Laramie community and that the Albany County Comprehensive Plan also supports the need for such long range planning.

Motion by Williamson, second by Moeller, to retain the plan as is and decline to comply with recommendations a, b and c. Motion carried 8-0.

Snook addressed the Committee and stated that the Committee knows what the citizens want now, the county citizens have overwhelmingly spoken on this issue. Snook stated his belief that the unified voice is against this and he did not see the need to overturn this in five to ten years.

Starkey addressed the Committee and noted that no one knew five years ago about the Cirrus development; clearly the City does just fine with development as it occurs. Starkey stated that no one has gone to the County Commissioners and lectured them on what they should be doing, the Committee should go to their next meeting and plead their case.

2) **Consideration of public comments received on the draft Parks and Recreation Master Plan.**

   a. Extend shortgrass prairie open space to the north of Outlot A. (page 117-119)
   b. Bike lanes and/or shared use path going east/west between 30th to Inca Drive and to 45th. (page 117-119) Connect the shared use path and/between Inca Drive and 45th Street. (page 119) The east/west shared use path connection between 30th Street and 45th Street is projected for a future connection generally located on the Service Area line between SA 7 and SA 25.
   c. Add natural area on the east side of the Laramie River in Service Area 4. (page 103)

Motion by Williamson, second by Travsky, to extend the shortgrass prairie open space to the north of Outlot A in the Indian Hills neighborhood within the Master Plan. Motion carried 6-2 (Lord and Henry nay).

John Nutter addressed the Committee and noted that the Cirrus Sky Plan shows a bike lane/shared use path connection along the north side of the parcel so it would be wise to have a congruent recommendation in the Master Plan.

Motion by Travsky, second by Williamson, to add the extension congruent with the Cirrus Sky Plan. Motion carried 8-0.

The Committee discussed the possibility of adding an additional natural area on the east side of the river in Service Area 4 in between Curtis Street and the Snowy Range Road. Staff noted that the City has a 25 foot easement along the river from BP which is in place in perpetuity.

Motion by Henry, second by Travsky, to show the 25 foot easement as a natural area and to add an additional 25 feet as a natural area on the east side of the river as shown in Service Area 4. Motion carried 8-0.

Schott distributed the latest conceptual map of the Imperial Heights Park which was approved by the Imperial Heights Park Ad Hoc Committee. It was noted that the conceptual plan removed the large bluegrass turf area and instead planned for a short grass prairie in this area.

Starkey addressed the Committee and asked them to remove the trailhead form the park as it abuts private property and encourages trespassing.

Motion by Travsky, second by Lord to remove the bluegrass turf area and the trailhead and to include the half court on the conceptual plan for the Imperial Heights Park within the Master Plan. Motion carried 8-0.

Starkey addressed the Committee and stated that the Ad Hoc Committee who worked on the Imperial Heights Park plan should be honored and there's no restroom showed on their map, so it should be removed from the Master Plan.

Schott clarified that there are flush restrooms included in the conceptual park plan which was approved by the Imperial Heights Park Ad Hoc Committee.

Nutter addressed the Committee and stated that on pages 117 and 118 of the plan it refers to the 'Harney Street beautification corridor'; but Harney Street actually terminates at 30th Street so the name should be the Grays Gable beautification corridor. Nutter also noted on page 119, the maps shows the area by Kiowa Park as half park land and half natural area; the map should show the entire area as designated natural area as the Committee had previously approved.

Staff noted the errors Nutter mentioned so they could be corrected within the plan.

3) **Consideration to adopt and approve the Parks and Recreation Master Plan as amended and to direct the staff to initiate the approval process.**

Motion by Travsky, second by Moeller, to move forward with the plan as amended today and to recommend to City staff to begin the approval process. Motion carried 8-0.

4) **Public Comments**

-Starkey inquired as to the timeline moving forward for the Plan.
Staff stated that the corrections approved today would be made and then the plan would likely be forwarded to the Parks, Tree and Recreation Advisory Board and the City of Laramie Planning Commission for further consideration then if approved, it would be forwarded to City Council. Staff noted that it was likely a Council work session would be scheduled on the Master

Plan. After the timeline is developed it will be communicated to everyone as soon as it is finalized.

-Nutter addressed the Committee and thanked them for four years of work on the plan and for listening to the citizens.

New Business

None.

Meeting adjourned at 12:41 pm.

Respectfully submitted,

Mel Owen
Administrative Assistant
Parks and Recreation - City of Laramie

City of Laramie
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MINUTES
Laramie Planning Commission
Monday, August 24, 2015 at 4:30 PM
City Council Chambers, City Hall
406 Ivinson Avenue, Laramie, WY

The Planning Commission meetings are open to the public. Requests from person with disabilities must be made to the Community Development Department 48 hours in advance of the meeting.

1. **CALL TO ORDER**
Meeting convened at 4:29 PM
Members present: Bob Boysen, Kathe Carlton, Jim McGrath, Anthony Mendoza, Randy Vickers and Kaye Willis (Chair)
Members absent: Brian Le Jambre
There was a quorum present at all times.
Council Liaison: Bryan Shuster (absent)
Staff Present: Paul Harrison, Randy Hunt, Jason Loos, Derek Teini, Kathleen Wickersham and Cindy Williams

CONVENED AS BOARD OF ADJUSTMENT

8. **VARIANCES (sitting as Board of Adjustment) (Agenda item #8)**
(Swearing in of Witnesses)

8-A. VAR-15-05 1770 Monroe Street (Street Development Standards)
Senior Planner Teini presented the staff report. The applicant, Z Homes and Properties (Clint Zitek) and owner James and Mariah Osborne requested a Variance from LMC § 15.18.010.A (Public Improvements and Design Requirements) that would grant relief from City of Laramie street construction standards that would be required with the development of a multi-family residential site requiring Site Plan review. The project property is located at 1770 Monroe Street.

The applicant Clint Zitek addressed the Commission to answer questions.

The following citizens spoke on this matter:
Lyle Shingleton, Laramie
Rae Hoffmaster, Laramie
Tim Hale, Laramie

MOTION BY BOYSEN, seconded by McGrath, to approve the requested variance from Laramie Municipal Code LMC § 15.18.010.A – Public Improvements and Design Requirements, based on findings of fact and conclusions of law and subject to staff's recommended conditions.
Aye: 6
Nay: 0
Motion carried.

ADJOURNED AS BOARD OF ADJUSTMENT

MOTION BY MCGRATH, seconded by Mendoza, to adjourn as Board of Adjustment.
Aye: 6
Nay: 0
Motion carried.

CONVENED AS PLANNING COMMISSION AT 5:08 PM.

2. **APPROVAL OF AGENDA AND MINUTES**

2-A. Changes and Approval of Agenda
Change the Agenda by convening as the Board of Adjustment to hear the Variance request (listed below) before convening as the Planning Commission.

8-A. VAR-15-05 1770 Monroe Street (Street Development Standards)
The Agenda was approved as amended.

2-B. Monday, March 23, 2015 Planning Commission Meeting Minutes
2-C. Monday, April 13, 2015 Planning Commission Meeting Minutes
2-D. Monday, April 27, 2015 Planning Commission Meeting Minutes

MOTION BY VICKERS, seconded by Mendoza, to approve the Minutes from Monday, March 23, 2015; Monday, April 13, 2015; and Monday, April 27, 2015 Planning Commission meetings.
Aye: 6
Nay: 0
Motion carried.

3. **CITIZEN COMMENTS - Non-Agenda Related Topics – No Action Can Be Taken**
The following citizen provided comments to the Commission:
Tim Hale, Laramie

4. **PLANNING COMMISSION AND STAFF REPORTS AND COMMENTS**
Hunt informed the Commission that the intersection of 30th Street and Harney Street has been closed and will continue to be closed until Sunday, August 30th.

5. **DISCLOSURES — Ex-parte communications; potential conflicts of interest**
No disclosures.

6. **CURRENT PLANNING PROJECTS**

OLD BUSINESS:

6-A. City of Laramie: Parks and Recreation Master Plan
Parks and Recreation Department Director, Paul Harrison addressed the Commission and introduced the members of the Parks, Trails and Recreation Ad Hoc Committee that were present: Dave Hammond, Evan O'Toole, Amy Williamson, Joe Lord, and Vicki Henry. He thanked them for their many hours spent working on the Master Plan. He also thanked the Planning staff and several members of the Parks and Recreation staff for their work on the

Master Plan. Harrison gave a staff presentation reviewing the outline of the Parks and Recreation Master Plan.

The following citizens spoke on the Parks and Recreations Master Plan:
Peggy Trent, County Attorney, Laramie
Taylor Lenming, Laramie

Planning Commission took a recess at 6:10 PM

Planning Commission reconvened at 6:16 PM

The following citizens spoke on the Parks and Recreations Master Plan:
Candy Hamaker, Centennial
Gary Linford, Laramie
Gene Borrows, Laramie
Tim Hale, Laramie
Sandra Eike, Laramie
Terri Jones, Laramie
Stacy Snook, Laramie
Kimberly Starkey, Laramie
Larry Romsa, Laramie
Bill Gribb, Laramie
Suzanne Lewis, Laramie
Amy Williamson, Laramie

MOTION BY BOYSEN, seconded by McGrath, to remand the Parks and Recreation Master Plan back to the Parks, Trails and Recreation Ad Hoc Advisory Committee with the following recommendations:

1. Removal in their entirety the three service areas (listed below) in the one mile extraterritorial area and all references to them
    a. Service area 23
    b. Service area 24
    c. Service area 25
2. Removal of all future extraterritorial needs text boxes on the maps
3. Removal of all numbered interface area icons on the maps and in the text
4. Removal of all text references throughout the Master Plan document that relates to areas outside the City limits

and direct staff to work with the County to come up with a Parks and Recreation Plan for the extraterritorial area.
Aye: 6
Nay: 0
Motion carried.

NEW BUSINESS:
No items

7. LONG RANGE PLANNING PROJECTS

No items

8. VARIANCES (sitting as Board of Adjustment)

8-A. VAR-15-05 1770 Monroe Street (Street Development Standards)
The Board of Adjustment convened immediately after agenda item **1. CALL TO ORDER** to hear the variance request prior to convening as the Planning Commission. See above.

9. ADJOURN

MOTION BY MCGRATH, seconded by Mendoza, to adjourn the meeting.
Aye: 6
Nay: 0
Motion carried.

Meeting adjourned at 7:34 PM.

VALIDATED:

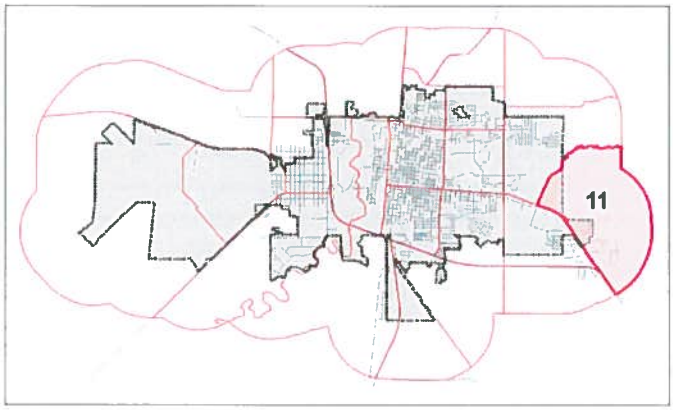
Kaye Willis, Planning Commission Chair Date

Kathleen Wickersham, Planning Commission Secretary and Clerk Date

DRAFT

Service Area 11

General Location: Located east in the community, Service Area 11 (SA 11) is bounded by a natural drainage on the north, the one mile boundary on the east, Grand Avenue and Interstate 80 on the south and Boulder Drive on the west.



General Characteristics: SA 11 contains limited development and is largely made up of land found outside of the city limits. Limited commercial growth can be found along Grand Avenue, with residential development limited to the southeastern part of the SA. The residential development found in the SA is primarily a mix of City or County single family development, with some multi-family development as well. A majority of this SA remains undeveloped, with a State Section (~640 acres in the SA) owned by the State of Wyoming found within the SA.

Service Area Size: 1,855 acres

Current Population (2010): 586

Growth Projection (2050): (Low – 50 people) SA 11 has limited development potential in both City and County with residential development as well as some limited commercial development anticipated The SA contains a significant amount of vacant property, however a large (~640 acres) piece is owned by the State, making much of the SA unavailable for development. Based on zoning and future land use classifications found in City and County Comprehensive Plans and the City Aquifer Protection Plan, remaining areas have some minor residential growth potential, however other development factors such as limited infrastructure, existing development and aquifer protection requirements will inhibit development.

Current Facilities: SA 11 is served by one park, the undeveloped Imperial Heights Neighborhood Park. Aside from this park, and no other Parks, Bike Lanes, Shared Use Paths, Rural Trails or other facilities are located in the SA.

Current Facilities in SA 11		
	Number	**Acres or Miles**
Community Parks	*0*	*0*
Neighborhood Parks	*1*	*3.92 acres*
Playlots	*0*	*0*
School Playlot Sites	*0*	*0*
Natural Areas	*1*	*1.7 acres*
Recreation Sites	*0*	*0*
Other Sites	*1*	*N/A*
Detention Areas	*0*	*0*
Bike Lanes	*0*	*0*
Shared Use Paths	*0*	*0*
In Park Paths	*0*	*0*
Rural Trails	*0*	*0*
Other Pathways	*0*	*0*

Park Land Needs – Population and Spatial Analyses

Based on an analysis of current and projected population with park standards, the needs in SA 11 are:

Current Needs Within SA 11	
Based upon current population: 586	
Community Parks	*1.8 to 2.9 acres (~1 Park)*
Neighborhood Parks	*1.8 acres (~1 Park)*
Playlots	*0.2 acres (~1 Playlots)*

Projected Needs Within SA 11	
Based upon projected population in 2050: 636	
Community Parks	*1.9 to 3.2 acres (~1 Park)*
Neighborhood Parks	*1.9 acres (~1 Park)*
Playlots	*0.2 acres (~1 Playlots)*

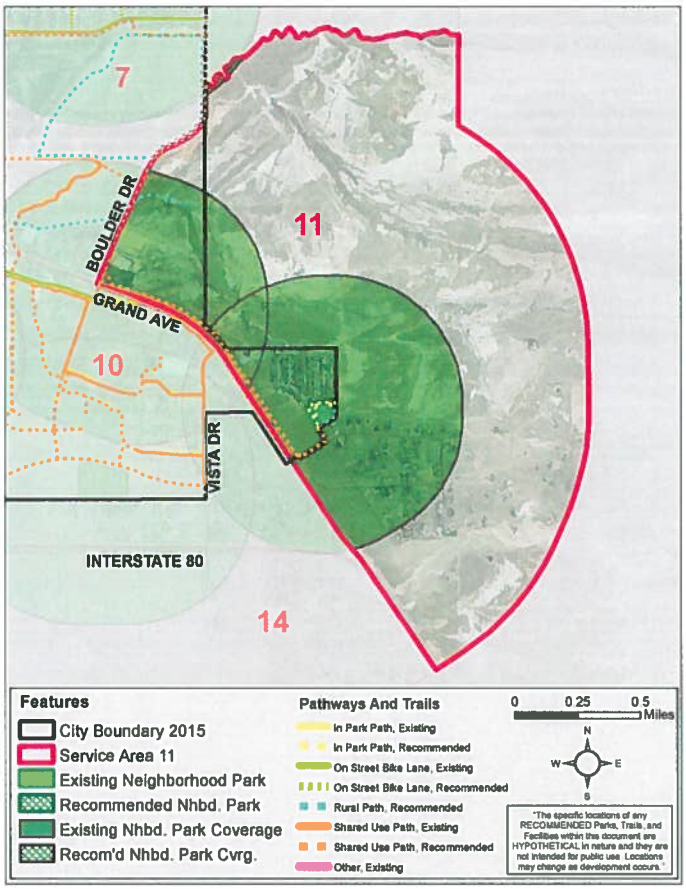
Spatial Analysis of SA 11	
Current Amenities	
Community Parks	*No Community Parks are found in SA 11.*
Neighborhood Parks	*One existing and one proposed Neighborhood Park are anticipated in SA 11. Overall coverage will be good for areas likely to see residential development. A large area of park deficiency will be found in the northern part of the SA, however the area considered deficient is a State School Section that is unlikely to see development pressure, thus eliminating the need for coverage.*
Playlots	*No existing Playlots and two proposed Playlots are anticipated in SA 11. One proposed Playlot is anticipated in the Imperial Heights Park and one associated with a Neighborhood Park. Overall spatial coverage should be adequate.*

Service Area 11 Needs: Based on the analysis needs of SA 11, current and projected populations and the existing park types, the following analyses are provided for each park type:

Community Parks: 1.8 to 3.2 acres of Community Park should be provided within this SA. With no acreage devoted to Community Parks, this SA is deficient in Community Park acreage. However, due to the low future population, a Community Park was not considered important for this SA.

Neighborhood Parks: 1.9 acres of Neighborhood Park should be provided within this SA. Currently one existing park, Imperial Heights Park, will contribute a total of 3.92 acres to the SA. Based on current acreage, the acreage need for the SA is met.

Playlots: 0.2 acres of Playlot Park area should be provided within this SA. Currently no Playlots exist, however two are proposed for the SA, one in the existing Neighborhood Parks, the other elsewhere in the SA Acreage needs will be met for the SA, however spatial coverage may lack in some areas, which is acceptable.

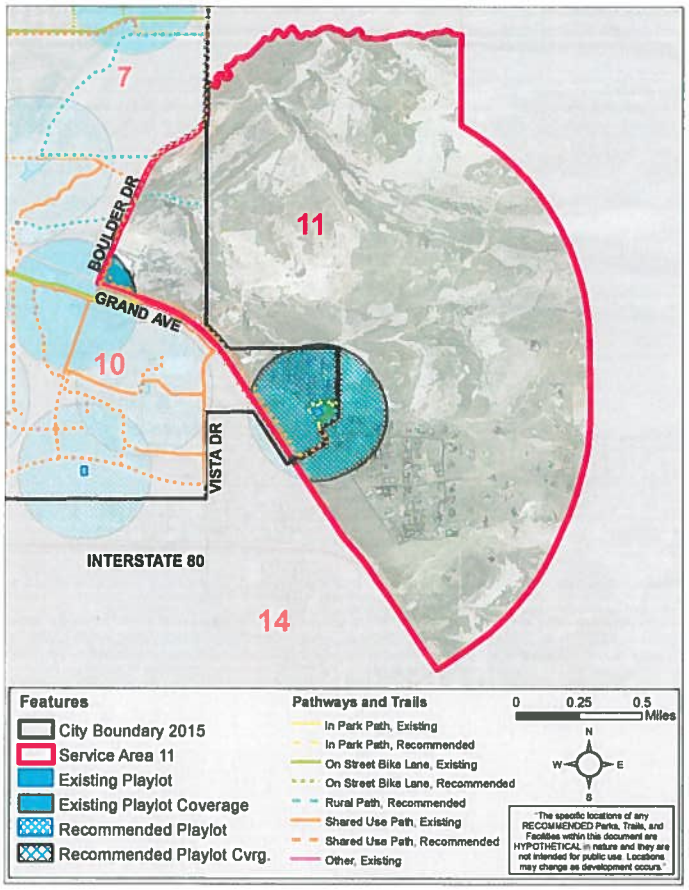


Neighborhood Park Coverage - Service Area 11

Future site of Imperial Heights Park

In addition to the Parks, other future needs should be noted that are not dependent upon population or spatial needs.

Natural Areas: Natural Areas have been designated within SA 11 just east of Boulder Dr.; however, it should be noted that a State School Section is located



Playlot Coverage - Service Area 11

with SA 11. Additionally, SA 11 contains the Casper Aquifer, a water resource for the City and County.

School Sites: No existing School Sites are found in SA 11.

Recreation Sites: No existing Recreation Sites are found in SA 11.

Other Sites: No existing Other Sites are found in SA 11.

Bike Lanes, Shared Use Paths and Rural Trails: SA 11 has no Bike Lanes or Shared Use Paths. This lack of paths inhibits access for residents attempting to use facilities in this SA or in adjoining SA. Proposed Bike Lanes and Shared Use Paths are noted on major routes such as Grand Avenue, Boulder Drive and Bill Nye Avenue. Rural paths are also shown connecting to the State School Section in this SA. Two Trail Heads are also noted, which could provide facilities for individuals who will use the amenities in the SA as they develop.

Beautification Corridors: One Beautification Corridors is found in SA 11. Grand Avenue is a major gateway into the community, with Grand Avenue heavily traveled by residents and visitors. Improvements to this route will enhance the visual appearance of the community.

Service Area 11 Summary and Recommendations

With the existing Imperial Heights Park and the addition of one Neighborhood Park and one Playlot associated with each, acreage and spatial distribution will be met. Additionally, the limited Shared Use Paths and Bike Lanes proposed will dramatically improve access within and to adjacent SA by providing designated routes to facilities.

The following recommendations are priorities for SA 11:

- Develop improvements in Imperial Heights Park to include at a minimum a Playlot and open play area.
- Establish a Neighborhood Park within SA 11.
- Establish two Playlots with SA 11.

Aquifer Protection Overlay Zone off of 45th Street, east of town

- Develop Shared Use Paths per SA 11 map to provide better continuity through the SA and connectivity to adjacent SA and their facilities.

- Engage the State in discussion related to the State School Section, future use, management and long term goals in order to cooperatively work at keeping this valuable asset for the community and state.

- Develop Rural Trails per SA 11 map. Trail development at a minimum should allow access through easement, but other options, such as purchase, conservation easements, etc., should also be considered.

- Establish Natural Areas per SA 11 map.

- Due to the vulnerable features identified within the Aquifer Protection Overlay Zone of the Imperial Heights Park (existing Neighborhood Park), a less traditional park space should be considered which may include low maintenance turf and a chemical free park.

- Develop Beautification Corridors per SA 11 map along Grand Avenue.

- Improve access across barriers to movement such as Interstate 80, and Grand Avenue, to adjacent SAs and their facilities.

- The City and Albany County should work together to determin Parks and Recreation needs for SA 11 for areas outside of City Limits in the future.