



# City of Laramie

Planning Division  
P.O. Box C  
Laramie, WY 82073

Telephone: (307) 721-5207  
E-Mail: [Planning@Cityoflaramie.org](mailto:Planning@Cityoflaramie.org)

## LARAMIE PLANNING COMMISSION

April 13, 2026

### STAFF REPORT

**FILE:** CUP-25-0015: Take 5 Oil

**REQUEST:** A Conditional Use Permit for the construction and operation of an Automobile Service Station (Minor Repairs Included) within the B2 Zoning District

**LOCATION:** 306 E Gibbon

**APPLICANT:** Mitchell Monnin (Burkhardt Engineering)

**OWNER(s):** Madewell Companies

**ZONING:** Business (B2)

**PREPARED BY:** Joseph Shahidi, Planner II

#### RECOMMENDED MOTION:

Move to **approve** a Conditional Use Permit for the establishment of an Automobile Service Station (Minor Repairs Included) on property zoned B2 (Business) District located at 306 Gibbon, based on findings of fact and conclusions of law and subject to all staff's recommended conditions.

#### APPLICABLE CITY CODE SECTION(S):

LMC. 15.06.060.E Conditional Use Permits  
LMC. 15.10.030.C General Standards  
LMC. 15.28.030.A Definitions, Terms

All regulations found within the Laramie Municipal Code (including the Unified Development Code) were approved and adopted through Ordinance by the City Council. It is the professional obligation and responsibility of staff to follow and enforce adopted codes.

#### BACKGROUND:

Take 5 Oil Change is requesting approval of an Automotive Service Station (Minor Repairs Included) at 306 E Gibbon Street. Take 5 is a national rapid oil change company that provides oil changes, minor repairs, and other routine maintenance services. Their business model emphasizes speed and convenience, with patrons typically remaining in their vehicles while services are performed. An Automotive Service Station (Minor Repairs Included) is permitted in the B2 zoning district subject to approval of a Conditional Use Permit.

The proposed location is at the southeast corner of 3rd Street and Gibbon Street. The site is currently occupied by the Cowboy Car Wash, which will be demolished and redeveloped to accommodate the proposed use. The property is located along 3rd Street, a major arterial corridor, and is primarily surrounded by commercial development. One exception is along the east property line, where a preexisting nonconforming residential unit is located.

The lot is relatively small—just under 10,000 square feet—and the proposed use utilizes most of the available space. Despite this constraint, City staff find that the site is adequate to accommodate the proposed development.

**SURROUNDING LAND USE AND ZONING:**

	<b>Future Land Use Designation (Map 3.2)</b>	<b>Zoning</b>	<b>Land Use</b>
<b>306 E. Gibbon</b>	Auto-Urban Commercial	B2 (Business)	Carwash
<b>North</b>	Auto-Urban Commercial	B2 (Business)	Retail – Vape Shop
<b>South</b>	Auto-Urban Commercial	B2 (Business)	Dry cleaners, retail and laundry service
<b>East</b>	Auto-Urban Commercial	B2 (Business)	Residential
<b>West</b>	Auto-Urban Commercial	B2 (Business)	Retail, Gym, Grocery restaurant (multitenant Complex – Gateway Plaza)

**SITE DESIGN REVIEW AND ANALYSIS OF REQUIRED FINDINGS:**

Should the Planning Commission wish to approve the Conditional Use Permit, the Commission must make the following findings required in LMC 15.06.060.E. A detailed analysis follows:

**1. That the conditional use proposal provides adequate:**

**a) Ingress and egress to property and proposed structures:**

*Staff Response:* Ingress and egress to the property will be reconfigured by removing the existing access on 3rd Street and retaining the current accesses on the north side (Gibbon Street). While the alignment and proximity to the intersection of 3rd and Gibbon Streets are not ideal, the property’s dimensions limit the ability to further reconfigure access while maintaining adequate on-site maneuverability. City departments find that the proposed site plan provides adequate ingress and egress without significant impacts to surrounding streets.

**b) Off-street parking and loading areas:**

*Staff Response:* Off-street parking is proposed at the rear of the lot behind the building and is calculated consistent with Table 15.14.040-3 using the closest applicable use (automotive repair

shop), as no specific standard exists for an Automotive Service Station. The site provides four standard parking spaces and one nonresidential space.

On this site, the vehicle stacking area and drive aisle function as a shared space, which may create some constraints for vehicle maneuvering into and out of parking spaces. However, Take 5's business model primarily keeps patrons within their vehicles, generally resulting in lower parking demand. City departments find that the proposed site plan provides adequate off-street parking and loading, and that impacts to on-site circulation and surrounding on-street parking will be minimal

**c) Control over the off-site impacts of economic, noise, glare, or odor effects of the conditional use:**

*Staff Response:* Potential impacts related to noise, glare, odor, and economic effects associated with the change in use are expected to be within acceptable limits under the City of Laramie UDC. The applicant has submitted photometric plans demonstrating that lighting levels will not adversely impact neighboring properties.

**d) Refuse and service areas:**

*Staff Response:* Refuse and service areas are currently under review by Public Works, with only minor details remaining. As a condition of approval, planning division is proposing that all refuse—including but not limited to automotive oils, solvents, and detergents—shall be stored indoors or within a designated trash enclosure. City departments find that the proposed layout will provide adequate refuse and service areas with minimal impacts on surrounding properties and City services.

**e) Utilities, with reference to locations, availability, and compatibility:**

*Staff Response:* The site will be served by existing City water, sewer, and stormwater infrastructure. The applicant has submitted a site plan and is finalizing details related to on-site stormwater retention. Utilities are available and are expected to adequately serve the proposed use.

**f) Screening and buffering, with reference to type, dimensions, and character:**

*Staff Response:* Screening requirements for the site are minimal and are consistent with the standards outlined in LMC Section 15.14.050.H.

**g) Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district:**

*Staff Response:* The site plan includes a proposed monument sign at the southwest corner of the lot. A separate sign permit will be required and reviewed by Code Administration and

the Planning Division to ensure compliance with LMC Section 15.14.120 for properties within the B2 zoning district with multiple street frontages.

**2. The proposed use is appropriate to the specific location related to intensity and bulk:**

Staff Response: The proposed use is generally appropriate for the location with respect to intensity and bulk.

**3. The proposed use is appropriate to the specific location relative to public health, safety and convenience:**

Staff Response: The proposed use is appropriate with respect to public health, safety, and convenience. Anticipated impacts are comparable to other uses in the surrounding area, and no significant concerns related to noise, lighting, or other potential impacts were identified during review.

**4. That the proposed site is adequate in size and shape to accommodate the intended use and that the use will comply with all requirements of the zone district, including but not limited to the following:**

**a) Setbacks:**

Staff Response: The proposed structures comply with setback requirements outlined in LMC Section 15.12.000.B.

**b) Walls (Retaining):**

Staff Response: N/A

**c) Landscaping:**

Staff Response: The proposed landscaping plan will require refinement along the west side to fully meet applicable standards. Otherwise, it meets the requirements of LMC Section 15.14.050. Given that adjacent properties are also zoned B2, landscaping requirements are relatively limited.

**d) Bufferyards:**

Staff Response: The proposed bufferyards comply with applicable LMC requirements.

**e) Any standards specific to the use set forth in Chapter 15.10, Use Regulations:**

Staff Response: No specific use standards in Chapter 15.10 apply to this request.

**PUBLIC COMMENTS:**

Legal notice was published in the Laramie Boomerang on March 27, 2026. Letters were sent to surrounding property owners within 300 feet of the subject property. The Planning Division received no inquiries prior to preparation of this staff report.

**CONDITIONAL USE RECOMMENDED FINDINGS AND CONCLUSIONS OF LAW:**Findings of Fact:

1. It is staff's conclusion that the application meets all of the required findings for approval of the Conditional Use Permit. We therefore recommend approval of the Conditional Use Permit.

Conclusions of Law:

1. The applicant is proceeding in accordance with the requirements of the Laramie Municipal Code 15.06.060.E regarding a Conditional Use Permit.

**ALTERNATIVES:**

1. Approve the project as submitted by the applicant, based on findings of fact and conclusions of law.
2. Approve the project subject to staff's recommended conditions, based on findings of fact and conclusions of law. **(Staff Recommendation)**
3. Deny the project based on findings of denial. The Planning Commission must conclude that the project does not meet all of the findings as recommended by staff. As part of the motion, findings for denial must be stated.
4. Postpone the project until issues identified during the meeting can be resolved.

**STAFF RECOMMENDATION:**

Move to **approve** a Conditional Use Permit for the establishment of an Automobile Service Station (Minor Repairs Included) on property zoned B2 (Business) District located at 306 Gibbon, based on findings of fact and conclusions of law and subject to all staff's recommended conditions.

1. Whenever the Conditional Use Permit has been discontinued for a period of six consecutive months, the Conditional Use Permit shall automatically terminate, and any use after termination shall fully conform to the basic B2 zoning requirements.
2. The Conditional Use established herein may be reconverted at any time to basic B2 use without further approval of the Planning Commission or amendment to this Conditional Use Permit; provided, reconversion shall be a termination of the Conditional Use Permit.
3. Establishment of the Conditional Use, through issuance of the Site Plan Permit or through initiation of the use shall occur within 6 months of approval otherwise the Conditional Use shall be void.
4. Complete plans and permits for any building, plumbing, electrical or mechanical work are required prior to any work starting as well as adherence to the International Fire Code Series.
5. All landscaping for the site shall conform to the landscaping plan in the Site Plan application.

6. All refuse, including but not limited to automotive oils, solvents, and detergents, shall be stored indoors or within a designated trash enclosure.
7. The owner shall provide regular inspections, cleaning, proper disposal of waste and, if needed, replacement of the sand-oil separator in order to minimize contamination of wastewater.
8. The approved use shall conform to the submitted document and any change or modification shall be reviewed by the Planning Commission, pursuant to the provision of LMC 15.06.060.E.4

**ATTACHMENTS:**

1. Cover Letter-2025-12-23 - Take 5 - Project Cover Letter\_v1 (1 Page)
2. Vicinity Map-2025-12-23 Take-5 - Vicinity Map\_v1 (1 Page)
3. 2026-03-09 - Site Improvement Plan - Take 5 - Laramie, WY (1 Page)
4. 2026-03-09 - Civil Landscape Plan - Take 5 - Laramie, WY (1 Page)