

**CITY OF LARAMIE, WYOMING  
LARAMIE PLANNING COMMISSION REGULAR MEETING MINUTES**

**JANUARY 8, 2024**

**1. CALL TO ORDER**

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

Members present: Chris Dixon, Tom Mattimore, Donal O'Toole, Sylvie Prasilik, Jake Schneider, and Chris Moody. 1 vacant seat

Members absent: None.

Council Liaison: Sharon Cumbie (present)

Staff Present: Derek Teini, Community and Economic Development Director; Philip Gabathuler, Principal Planner; Joseph Shahidi, 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 MATTIMORE, seconded by O'Toole, to amend the Agenda as follows:

To add under new business item 6.B.ii. Approval of a Support Letter for the American Planning Association's STaR Award.

MOTION CARRIED by voice vote.

B. MOTION BY MATTIMORE, seconded by Schneider, that the Agenda was approved as amended.

MOTION CARRIED by voice vote.

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

**2.B.i. LPC Minutes 10.23.23**

MOTION BY MATTIMORE, seconded by Schneider, to approve the minutes from October 23, 2023.

MOTION CARRIED by voice vote.

**2.B.ii. LPC Minutes 11.27.23**

MOTION BY MATTIMORE, seconded by Schneider, to approve the minutes from November 27, 2023.

MOTION CARRIED by voice vote.

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

None.

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

Teini- Hasn't heard when the next meeting of the Storm Water Focus Group will be yet.  
Commission would like to add a work session topic to discuss the first meeting of the Focus Group.

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

Schneider- His firm conducted the SSI review for the Pilot Hill item, but was not personally involved.

**6. CURRENT PLANNING PROJECTS**

**6.A. OLD BUSINESS:** No items.

**6.B. NEW BUSINESS:**

**6.B.i. Acceptance of The Resignation of Sharon Buccino from The Laramie Planning Commission**

MOTION BY MATTIMORE, seconded by O'Toole, to accept Sharon's resignation.

MOTION CARRIED by voice vote.

**6.B.ii. Approval of a Support Letter for the American Planning Association's STaR Award**

MOTION BY MATTIMORE, seconded by O'Toole, to approve the application Support Letter for the American Planning Association's STaR Award.

MOTION CARRIED/FAILED by voice vote.

**7. LONG RANGE PLANNING PROJECTS**

No items.

MOTION BY O'TOOLE, seconded by Mattimore, to adjourn as Planning Commission and reconvene as Board of Adjustment.

MOTION CARRIED by voice vote.

Planning Commission adjourned at 4:51 pm.

Board of Adjustment convened at 4:51 pm.

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**8. VARIANCES (sitting as Board of Adjustment)**  
(Swearing in of witnesses.)

**8.A. VAR-23-03: Pilot Hill Parking Lot Variance Request**

MOTION BY SCHNEIDER, seconded by Mattimore, to approve the requested variance from Laramie Municipal Code 15.14.040.C.1 – Parking Lot Access and Circulation, 15.14.040.C.3 – Surfacing, 15.14.040.C.5 – Landscaping, 15.18.010.A.3 – Roads Adjoining Development Boundary, 15.14.050.G.1 – Parking Lot Perimeter Landscaping, 15.14.050.G.2 – General Requirement, 15.14.050.G.4 – Parking Area Trees Required, 15.14.050.G.5 – Internal Landscape Area, 15.14.050.G.6 – Landscape Islands, 15.14.050.G.7 – Terminal Islands, 15.14.050.G.8 – Curbs for a non-code compliant parking lot in a LR/APOZ Zone at the eastern end of Willett Drive and based on findings of fact and conclusions of law and subject to the recommend conditions: 1 through 6.

Public Comment: none.

Roll call showed Aye: Dixon, Mattimore, O'Toole, Prasilik, Schneider, and Moody. Nay: None. Absent: None. 1 vacant seat. MOTION CARRIED.

**9. ADJOURN**

MOTION BY O'TOOLE, seconded by Schneider, to adjourn the meeting.

MOTION CARRIED by voice vote.

Meeting adjourned at 5:45 p.m.

APPROVED:

  
Chris Moody, Planning Commission Chair 1/22/24  
Date

  
Derek Teini, Planning Manager 1/22/24  
Date