



# BOARD OF ADJUSTMENT MEETING MINUTES

NOVEMBER 18, 2021  
6:00 P.M.

- MEMBERS PRESENT:** Tony Laird (Chair), Swede Nelson (Vice Chair), Dustin Brown, Curtis Clabaugh, Trent Carroll, Jeffrey Bolt (Board Attorney)
- MEMBER ABSENT:** Milo Vigil, Michelle Garcia
- QUORUM PRESENT:** Tony Laird (Chair) called the meeting to order at 6:00 pm. Roll Call was taken; a quorum was present with five members in attendance
- CITY STAFF PRESENT:** Connor White (Planner), Sam Crowley (Planner), Valerie Pickard (Planning & Development Office Manager), Alessandra McCoy (Staff Attorney)
- OTHERS PRESENT:** **Rachel Martinez, Ansley Mouw, Misty Saxon, Austin Rodemaker, Bob Garrard**
- APPROVAL OF MINUTES:** October 21, 2021

Swede Nelson made a motion to approve the minutes and Tony Laird seconded the motion, with the correction of a typo from "quite" to "quiet". The minutes were approved unanimously.

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- ITEM A:**      **REQUEST:**      [UDC-21-00380: Conditional Use request to allow Office-Limited in the MR Medium-density Residential zone district.](#)  
Location: 386 Patton Avenue  
Applicant/Owner: Rachel Martinez  
Case Planner: Connor White, Planner II

Valerie Pickard, Planning & Development Office Manager, read Item A into the record.

Connor White, Planner, presented the staff report.

Mr. Laird asked for questions from Board. None. He asked for public comment.

Rachel Martinez was sworn in. Ms. Martinez is the Executive Director of Family Promise in Cheyenne. She explained that they have been leasing this property from the Unaccompanied Students Initiative for a year and families that are at risk of experiencing homelessness have thrived there and been able to transition to affordable housing. They are looking for more transitional housing due to the pandemic. Alterations would be minimal and include essential changes like adding an office.

Mr. Nelson stated that a board member present creates a conflict of interest for him. Mr. Laird asked for a motion from the board to excuse Mr. Nelson from hearing this item due to his conflict. Mr. Brown made the motion and Mr. Carroll seconded. All in favor, none opposed.

Mr. Laird stated that they will need a vote of four to approve this conditional use and asked to proceed with questions for Ms. Martinez. Mr. Laird asked her if there will be certain office hours during the day with the case manager running that office. She answered that the case manager will be the primary user of that office and will check in with them during the day, as well as opportunities to check in after hours. Mr. Laird asked if third parties will be coming to the office. Ms. Martinez replied that they do work with other

organizations and third parties but most services will be used at the space at Grace United Church. They would like meal coordinators to be able to come in and spend more time at dinner with the families. Families are occupied during the day, mostly just using this space to sleep. Mr. Carroll asked if it is typical to have four families at any given time. Ms. Martinez stated that they have never housed four families – they don't have the case manager capacity. Their capacity in the past has been eight people. Their biggest family is a single mom with four kids. Anything above that number is coordinated with other agencies. Their maximum capacity is three families.

Mr. Laird asked for other questions from the Board. None. He asked for questions from anyone else at the meeting. None. He closed the public meeting.

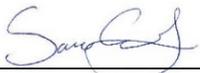
Mr. Carrol moved to approve a Conditional Use request for operation of an office-limited use within the MR Medium-density residential zone and to allow transitional housing at 386 Patton Avenue, legally known as Lot 1, Block 1, South Park Estates, 4<sup>th</sup> Filing, Cheyenne, Wyoming. Mr. Brown seconded. Mr. Laird asked for discussion. None.

**RESULT:** The motion to approve the item passed by a unanimous vote of 4-0.

**OTHER BUSINESS:**

- The Accessory Building Amendment was approved by Council.
- Unified Development Code (UDC) Amendments on carports are a lower priority for the time being, as staff's workload has increased.
- The December 16<sup>th</sup> meeting agenda has four items and an appeal, so a quorum is essential at this meeting. There was discussion about whether a training session for new members would be useful before the next meeting and the logistics of that. Ms. Fakelman excused herself from the prospective training due to a conflict with the upcoming appeal. Mr. White will arrange a training for the board before the next meeting.
- There was discussion on the closure of the City Building and how that may impact this board's ability to meet in-person. It was decided that the discussion will be revisited when the City Building reopens.
- Mr. White will send the board the updated version of the UDC. Mr. Bolt asked about the list of things that have changed. Mr. White let him know changes are usually found in the Appendix, but he will need to update it.

**ADJOURNED:** 6:31 p.m.



Produced by City Staff



Board Official

*\* Minutes are meant to provide a brief summary of the meeting's action items, discussions, and decisions made. For more detailed information, please refer to the audio recording found on the City of Cheyenne's website.*