



BOARD OF ADJUSTMENT MEETING MINUTES

JUNE 16, 2022
6:00 P.M.

- MEMBERS PRESENT:** Tony Laird (Chair), Erin LeBlanc, Curtis Clabaugh, Trent Carroll, Dustin Brown (on Zoom) Jeffrey Boldt (Board Attorney)
- MEMBER ABSENT:** Linda Burt, Milo Vigil
- QUORUM PRESENT:** Tony Laird called the meeting to order at 6:00 pm.
Roll Call was taken; a quorum was present with 5 members in attendance
- CITY STAFF PRESENT:** Connor White (Planner), Erin Fagan (Planner), Valerie Pickard (Planning & Development Office Manager)
- OTHERS PRESENT:** Chad Willett, Don Miller, Arsenio Lemus
- APPROVAL OF MINUTES:** May 19, 2022

Trent Carroll made a motion to approve the minutes and Curtis Clabaugh seconded the motion. The minutes were approved unanimously.

Dustin Brown could not hear any sound on Zoom and he left the meeting.

ITEM A: [\(Postponed from 5/19/2022\) UDC-22-00114: Conditional use request for expansion of a non-conforming use, expansion of a single-family home, located in the LI Light Industrial zone.](#)

Location: 109 Pebrican Avenue

Applicant: Paul Lucero

Case Planner: Connor White, Planner II

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

Connor White, Planner II, stated the applicant asked to postpone the item.

Curtis Clabaugh made a motion to postpone the item to the July 21, 2022 Board of Adjustment meeting. Trent Carroll seconded the motion.

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

ITEM B: [\(Postponed from 5/19/2022\) UDC-22-00121-01: Variance request to allow a pole sign to be 30-feet in height located in the proposed CB Community Business zone.](#)

Location: 3410 Dell Range Blvd

Applicant: Don Miller

Case Planner: Connor White, Planner II

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

Connor White, Planner II, presented the staff report.

Tony Laird, Chair, asked for questions from the Board.

Trent Carroll asked for an explanation about the sign height.

Mr. White stated currently in the CB zone there is a maximum height of 20' for a sign. He stated the sign code is supposed to go through revisions and Seth Lloyd had found other sign codes that allow for 30' signs for similar situations.

Mr. Laird asked the applicant to give a description of the item.

Don Miller, agent, gave a description of the item.

Mr. Laird asked for questions from the public. Hearing none, he closed the public comment.

Erin LeBlanc made a motion to approve the requested variance to UDC 6.5.4.b.1 to allow a freestanding sign (pole sign) to be a maximum of 30-feet in height within the proposed CB Community Business zone, subject to staff recommended condition at 3410 Dell Range Blvd. legally known as Lot 1, Dell Range Marketplace, 3rd Filing, Cheyenne, Wyoming noting that as conditioned the application meets the requirements for approval. Mr. Carroll seconded the motion.

Mr. Laird stated he had not noticed the sign had come down but was in support of it being replaced as it was.

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

ITEM C: [UDC-22-00165: Conditional use request to allow a Bar and Liquor Store located in the proposed MUB Mixed-use Business zone.](#)

Location: 707 W Lincolnway

Applicant: Chad Willett

Case Planner: Connor White, Planner II

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

Connor White, Planner II, presented the staff report.

Tony Laird, Chair, asked for questions from the Board.

Mr. Laird asked about the staff comments for "bonding to 2023".

Mr. White stated that issue would be looked at during the site plan process. He stated the Board only needs to look at the use and staff did not have any recommendations for approval of the use.

Mr. Laird asked the agent to give a description of the project.

Chad Willett, agent, gave a description of the project.

Mr. Laird asked for public comment. Hearing none, he closed the public comment.

Trent Carroll made a motion to approve a Conditional Use request for operation of a bar and liquor store at 707 W Lincolnway, legally known as All that portion of Lots 1-10, Inclusive, Block 412, Original City, Cheyenne, Wyoming, more particularly described in the staff report under Staff's Recommendation, noting that as conditioned this application meets all the review criteria for approval. Erin LeBlanc seconded the motion.

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

ITEM D: [UDC-22-00174: Conditional use request to allow drive-through signs in the Planned Unit Development Ordinance #3724.](#)

Location: 1508 Dell Range Blvd.

Applicant: William Roberts
Case Planner: Connor White, Planner II

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

Connor White, Planner II, asked if the applicant was present at the meeting.

The applicant was not present.

Tony Laird, Chair, asked for a motion to postpone the item.

Trent Carroll made a motion to postpone the item to the July 21, 2022 meeting. Curtis Clabaugh seconded the motion.

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

ITEM E: **REQUEST:** [UDC-22-00178: Conditional use request to allow multi-family residential in the CB Community Business zone.](#)

Location: 2003 E 15th Street

Applicant: Arsenio Lemus
Case Planner: Connor White, Planner II

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

Connor White, Planner II, presented the staff report.

Tony Laird, Chair, asked for questions from the Board.

Mr. Laird stated the lot is large and has two buildings. He asked if one of the buildings is an accessory building.

Mr. White stated both buildings were residences. He stated the two existing residences and the addition of the garage with the dwelling unit would make it a multifamily complex.

Mr. Laird asked if the new garage would have a unit above it and asked if the garage was connected to the existing house.

Mr. White stated that was correct.

Mr. Laird asked the agent to give a description of the project.

Arsenio Lemus, agent, gave a description of the project.

Mr. Laird asked if the bonus unit would be a rental.

Mr. Lemus stated it could be rented out or he could use it for personal use.

Mr. Laird asked for public comment. Hearing none, he closed the public comment.

Curtis Clabaugh made a motion to approve a Conditional Use request to allow multi-family residential in the CB Community Business zone and to allow the addition of one residential unit at 2003 E 15th Street legally known as the West 1 ½-feet of the North 35-feet of Lot 8, Lots 9, 10, 11 & 12, Block 9, Alta Vista Addition, Cheyenne, Wyoming. Erin LeBlanc seconded the motion.

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

OTHER BUSINESS:

- There will be 4 items at the July meeting
- Board members need to let staff know if they will be absent
- Development Map online
- Work session for Zoning Code Enforcement is on June 24th
- Work session for county pocket annexations
- Openings on Planning Commission Board
- Trent Carroll stated he would not be able to attend the next meeting in person

ADJOURNED: 6:58 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.*