BOARD OF ADJUSTMENT MEETING MINUTES

AUGUST 20, 2026
6:00 P.M.

MEMBERS' PRESENT: Dustin Brown, Linda Burt, Charity Campfield, Michael O'Donnell, Erin LeBlanc, Curtis Clabaugh, Gavin Lobmeyer, Jeffery Bolt (Board Attorney)

MEMBERS' ABSENT:

CITY STAFF PRESENT: Erin Fagan, Planner II; Morgan Dennis, Planner I; Gisele Pacheco, Office Manager

OTHERS' PRESENT: Jason Boal, Matthew Hurt

ITEM 1: CALL MEETING TO ORDER

Dustin Brown, Chair, called the meeting to order at 6:00 PM. (0:02:51)

ITEM 2: ROLL CALL

Roll Call: Done by Erin Fagan, Planner II. There was a quorum with no members absent. (0:02:56)

ITEM 3: NEW MEMBER INTRODUCTION

ITEM 4: APPROVAL OF MINUTES:

Charity Campfield made the motion to approve the meeting minutes from July 16, 2026. Michael O'Donnell seconded the motion. (0:03:54)

Dustin Brown, Chair, asked if there were any questions or discussion regarding the minutes.

No further discussion of the July 16, 2026 meeting minutes, and all approved at 6:01 PM. (0:04:05)

ITEM 5: REQUESTS

ITEM A: PUDC-26-171: Conditional Use Request for Multi-Dwelling Buildings within the (CB) Community Business Zone.

Location: Lot 1, Block 1, Maverick Subdivision
Agent: Jason Boal
Case Planner: Morgan Dennis, Planner I

Erin Fagan, Planner II, read the item into the record. (0:04:14)

Morgan Dennis, Planner I, presented the staff report into the record. (0:04:30)

Dustin Brown, Chair, asked if there were any questions or discussion from the Board. Hearing none.

Mr. Brown asked whether anyone was present to provide testimony on behalf of the applicant. (0:06:32)

Jason Boal provided additional information regarding the item and the proposed use. (0:06:45)

Mr. Brown asked if there were any question or discussion from the Board.

Linda Burt inquired about the vacancy rate. (0:08:34)

Mr. Boal stated that the vacancy rate for Laramie County is 4.3%, according to the Wyoming Community Development Authority (WCDA) Vacancy Survey. (0:08:46)

Erin LeBlanc inquired about the development capacity. (0:08:55)

Mr. Boal stated that the development will have a capacity of 48 units, consisting of a combination of one, two, and three-bedroom units. The development will include sixteen (16) one-bedroom units, twenty-two (22) two-bedroom units, and ten (10) three-bedroom units. (0:08:58)

Mr. Brown opened the meeting for public comment. Hearing none, public comment closed. (0:09:20)

Ms. LeBlanc inquired whether a traffic study would be conducted. (0:09:40)

Ms. Dennis stated that due to the development's access from North College Drive, the Wyoming Department of Transportation (WYDOT) is requiring a traffic study. (0:09:46)

Charity Campfield made the motion to approve the Conditional Use request for the use of a Multi-Dwelling Building at Lot 1, Block 1, Maverick Subdivision, as presented by the applicant, as the application meets all review criteria outlined in Unified Development Code Section 2.2.4.d, with the following conditions: (1) the multi-dwelling building(s) may not be constructed at any height taller than three (3) stories; (2) prior to site plan approval, the applicant shall submit the traffic study required by the Wyoming Department of Transportation (WYDOT) for the North College Drive access, and any access or mitigation measure required by the study shall be incorporated into the approved Site Plan; (4) the site plan shall provide off-street parking, bicycle parking, and open space at no less than the levels specified on the site plan submitted with the application (64 vehicle spaces, 24 bicycle spaces, and 9,776 square feet of open space), or as otherwise required by Unified Development Code (UDC) Sections 6.2 and 6.6, whichever requirement is greater. Michael O'Donnell seconded the motion. (0:10:21)

No Board of Adjustment deliberation. (0:11:26)

Roll Call: Motion to approve the request passed unanimously. (0:11:30)

ITEM 6: OTHER BUSINESS/ STAFF ANNOUNCEMENTS

Dustin Brown, Chair, opened the meeting for any other business from staff or members of the Board.

- Erin Fagan presented the following updates:
  - Next Meeting: TBD

ITEM 7: MEETING ADJOURNED: 6:10 PM

City Staff	Board Official