



BOARD OF ADJUSTMENT MEETING MINUTES

JANUARY 18, 2024
6:00 P.M.

MEMBERS PRESENT: Trent Carroll, Curtis Clabaugh, Linda Burt, Markese Green, Mark Moody
Jeffery Bolt (Board Attorney)

MEMBER ABSENT: Dustin Brown, Erin LeBlanc

QUORUM PRESENT: Trent Carroll (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), Charles Bloom, AICP (Planning and Development Director), Valerie Pickard (Planning & Development Office Manager), Stefanie Boster (Staff Attorney), Sophia Maes (Planner), Seth Lloyd (Senior Planner), AJ Swain (Planner)

OTHERS PRESENT: Adrienne Lemmers, Jana Ward, Austin Cope

ELECTION OF OFFICERS 2024 TERM:

- Chair – Trent Carroll
- Vice Chair – Dustin Brown
- Secretary – Linda Burt

Connor White, Planner II, stated the election of officers would be held by secret ballot.

Mr. Moody nominated himself for Chair. Curtis Clabaugh seconded.

Ms. Burt nominated Trent Carroll for Chair. Mr. Clabaugh seconded.

Mr. Moody withdrew his nomination. Nominations for Chair closed.

Mr. Carroll nominated Mr. Brown for Vice Chair. Ms. Burt seconded. Nominations for Vice Chair closed.

Mr. Moody nominated Himself for Secretary. Mr. Clabaugh seconded.

Mr. Carroll nominated Ms. Burt for Secretary. Markese Green seconded. Nominations for Secretary closed.

Mr. White stated the ballot votes elected Mr. Carroll as Chair, Mr. Brown as Vice Chair and Ms. Burt as Secretary.

APPROVAL OF MINUTES: [November 16, 2023](#)

Mr. Green made a motion to approve the minutes and Ms. Burt seconded the motion. The minutes were approved unanimously.

ITEM A: **REQUEST:** [PUDC-23-178: Conditional use request to allow Outdoor Storage and Outdoor Sales in the LI Light Industrial zone](#)

Location: Lot 1, Block 1, Overland Trails Business Park

Agent: Adrienne Lemmers
Case Planner: Sophia Maes, Planner I

Mr. White, read Item A into the record.

Sophia Maes, Planner I, presented the staff report.

Mr. Carroll, Chair, asked for questions from the Board.

Mr. Moody asked what other businesses are being planned for this location. Mr. White stated there will be warehousing and auto sales in this area.

Mr. Moody asked if there are plans to extend Granite Peak Rd. Mr. White replied he is unsure if there are any plans to extend Granite Peak Dr as there are no proposed plans for the lands to the south.

Mr. Carroll asked for the owner or agent to present the item.

Adrienne Lemmers, agent for the owner, presented the item.

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

Mr. Moody made a motion to approve a Conditional Use request for the operation of an outdoor storage and outdoor sales facility at Lot 1, Block 1 Overland Trails Business subject to staff's recommended conditions. Mr. Green seconded the motion.

RESULT: The motion to approve was passed by a unanimous vote of 5-0.

ITEM B: **REQUEST:** [PUDC-23-194: Variance requests to UDC Section 6.5, Signs, for a newly proposed Maverik located within the CB Community Business zone](#)

Location: Lot 1, Block 1, Maverik Campstool Subdivision

Agent: Austin Cope
Case Planner: Connor White, Planner II

Mr. White, read Item A into the record.

Mr. White, read the staff report.

Mr. Carroll, Chair, asked for questions from the Board.

Mr. Moody asked if there are other signs that are non-conforming. Mr. White replied that there are other non-conforming signs in the area that were built prior to the UDC.

Mr. Moody asked if the sight has been looked at geographically. Mr. White replied staff understands the need for the applicant to have a new sign. Staff does not approve of the requested dimensions.

Hearing no further questions, Mr. Carroll asked the agent to present the item.

Ms. Ward, agent for the owner, presented the item.

Mr. Carroll asked for questions from the Board. Mr. Carroll asked if the applicant had any other alternatives to their initial request. Applicant representative provided an updated request.

Mr. Moody asked if this height is average for Maverick signs. Ms. Ward responded that their average is 70-100 ft signs.

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

Ms. Burt made a motion to postpone the requested variance to UDC 6.5 to allow a new sign that is 70-foot tall, 700 square feet in area with a 347.4sqft EMC as part of that area located on Lot 1, Block 1, Maverik Campstool Subdivision, Cheyenne, Wyoming until the February meeting. Mr. Green seconded the motion.

Mr. Moody urged the Board to vote down the motion to postpone. He believed the Board should vote to approve the applicants original requested variance or their updated request.

RESULT: The motion to postpone was passed by a vote of 4-1.

BOARD TRAINING:

Mr. Bloom presented the Board of Adjustment 101 training.

OTHER BUSINESS:

Mr. Bloom informed the Board that Staff will be having a Work Session with Council to discuss the UDC Annual Review on January 19th, 2024 at noon.

Mr. White informed the Board that there will be an updated version of the UDC.

Mr. White informed the Board that he is working with Mr. Boldt to update the Boards Bylaws.

Mr. White informed the Board there will be a February 15th meeting and introduced AJ Swain as the newest Planner for the Planning and Development Department.

Mr. White informed the Board that there will be a Wednesday meeting in December rather than the usual Thursday in anticipation that the Governing Body will move their meeting to that Thursday.

Mr. White explained the new Zoom format.

ADJOURNED: 7:31pm



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.*

