

**AGENDA**  
**Laramie Planning Commission**  
**Monday, January, 9, 2017 at 4:30 PM**  
**City Council Chambers, City Hall**  
**406 Ivinson Avenue, Laramie, WY**

*The Planning Commission meetings are open to the public. Requests from person with disabilities must be made to the Planning Division 24 hours in advance of the meeting.*

**1. Call To Order/Roll Call**

**2. Elections**

2.A. **Election Of Officers – Chair (President)**

2.B. **Election Of Officers – Vice-Chair (Vice President)**

**3. Approval Of Agenda And Minutes**

3.A. **Changes And Approval Of Agenda**

3.B. **Planning Commission Meeting Minutes**

3.B.i. **12.12.2016 Planning Commission Minutes**

Documents:

[12.12.16 LPC Minutes.pdf](#)

**4. Citizen Comments - Non-Agenda Related Topics – No Action Can Be Taken**

**5. Planning Commission And Staff Reports And Comments**

**6. Disclosures – Ex-Parte Communications; Potential Conflicts Of Interest**

**7. Training - Open Meetings And Public Records Acts**

Documents:

[Wyoming Open Meetings Public Records Act.pdf](#)

[OMA\\_PRA 2012\\_Ed2016\\_PJWC\\_PacketCompiled.pdf](#)

**8. Current Planning Projects**

8.A. **Old Business:**

8.B. **New Business:**

8.B.i. **Laramie Planning Commission Rules Of Procedure (By-Laws)**

Documents:

[Memo - Laramie Planning Commission By-Laws 1.9.2017.Pdf](#)  
[LPC Bylaws 1.9.2017 - With EDITS.pdf](#)

**8.B.ii. 2017 Planning Division Submittal Schedules**

Documents:

[Planning Submittal Schedules 2017.Pdf](#)

**9. Long Range Planning Projects**

**10. Variances (Sitting As Board Of Adjustment)**  
(Swearing in of witnesses)

**11. Adjourn**

**MINUTES  
CITY OF LARAMIE, WYOMING  
LARAMIE PLANNING COMMISSION  
DECEMBER 12, 2016**

**1. CALL TO ORDER**

Meeting convened at 4:30 PM

Members present: Jim McGrath, Ben McKay, Justin Piccorelli, Randy Vickers, and Kaye Willis (Chair).

Members absent: Kathe Carlton and Brandon Reynolds.

Council Liaison present: Bryan Shuster

Staff Present: Eric Conner, Derek Teini, and Nancy Bartholomew.

**2. APPROVAL OF AGENDA AND MINUTES**

**2.A. Changes and Approval of Agenda**

Agenda was approved as written.

**2.B. Planning Commission Meeting Minutes November 28, 2016**

MOTION BY MCKAY, seconded by Piccorelli, to approve the Minutes as written.

MOTION CARRIED by voice vote.

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

No citizen comments.

Commissioner Vickers joined at 4:32 pm.

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

Teini - Web page updates.

- No Planning Commission on December 26, 2016.

- Aquifer Protection Prohibited Use List is not ready to go to Planning Commission.

- Charles Bloom was in the newspaper for his nomination for "Laramie's Top 20 Professionals Under 40".

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

No disclosures.

**6. CURRENT PLANNING PROJECTS**

**6.A. OLD BUSINESS:**

**6.A.i. FP-16-04: Stagecoach Ridge Subdivision, 1st Addition Final Plat**

MOTION BY VICKERS, seconded by Piccorelli, to postpone to January 23, 2016.

MOTION CARRIED by voice vote.

**6.B. NEW BUSINESS:**

None.

**MINUTES  
CITY OF LARAMIE, WYOMING  
LARAMIE PLANNING COMMISSION  
DECEMBER 12, 2016**

**7. LONG RANGE PLANNING PROJECTS**

None.

**8. VARIANCES (sitting as Board of Adjustment)**

None.

**9. WORK SESSION - Laramie Planning Commission Rules Of Procedure (By-Laws)**

**10. ADJOURN**

MOTION BY VICKERS, seconded by McKay, to adjourn the meeting.

MOTION CARRIED by voice vote.

Meeting adjourned at 5:13 PM.

VALIDATED:

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Kaye Willis, Planning Commission Chair

Date

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Derek Teini, Planning Manager

Date

# WYOMING OPEN MEETINGS ACT

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## **16-4-401. Statement of purpose.**

The agencies of Wyoming exist to conduct public business. Certain deliberations and actions shall be taken openly as provided in this act.

## **16-4-402. Definitions.**

(a) As used in this act:

(i) "Action" means the transaction of official business of an agency including a collective decision, a collective commitment or promise to make a positive or negative decision, or an actual vote upon a motion, proposal, resolution, regulation, rule, order or ordinance at a meeting;

(ii) "Agency" means any authority, bureau, board, commission, committee, or subagency of the state, a county, a municipality or other political subdivision which is created by or pursuant to the Wyoming constitution, statute or ordinance, other than the state legislature and the judiciary;

(iii) "Meeting" means an assembly of at least a quorum of the governing body of an agency which has been called by proper authority of the agency for the expressed purpose of discussion, deliberation, presentation of information or taking action regarding public business;

(iv) "Assembly" means communicating in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously;

(v) "This act" means W.S. 16-4-401 through 16-4-408.

## **16-4-403. Meetings to be open; participation by public; minutes.**

(a) All meetings of the governing body of an agency are public meetings, open to the public at all times, except as otherwise provided. No action of a governing body of an agency shall be taken except during a public meeting following notice of the meeting in accordance with this act. Action taken at a

meeting not in conformity with this act is null and void and not merely voidable.

(b) A member of the public is not required as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire, or fulfill any other condition precedent to his attendance. A person seeking recognition at the meeting may be required to give his name and affiliation.

(c) Minutes of a meeting:

(i) Are required to be recorded but not published from meetings when no action is taken by the governing body;

(ii) Are not required to be recorded or published for day-to-day administrative activities of an agency or its officers or employees.

(d) No meeting shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read or otherwise discern meeting discussion contemporaneously. Communications outside a meeting, including, but not limited to, sequential communications among members of an agency, shall not be used to circumvent the purpose of this act.

## **16-4-404. Types of meetings; notice; recess.**

(a) In the absence of a statutory requirement, the governing body of an agency shall provide by ordinance, resolution, bylaws or rule for holding regular meetings unless the agency's normal business does not require regular meetings in which case the agency shall provide notice of its next meeting to any person who requests notice. A request for notice may be made for all future meetings of an agency. The request shall be in writing and renewed annually to the agency.

(b) Special meetings may be called by the presiding officer of a governing body by giving verbal, electronic or written notice of the meeting to each member of the governing body and to each newspaper of general circulation, radio or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted and shall be issued at least

eight (8) hours prior to the commencement of the meeting. No other business shall be considered at a special meeting. Proof of delivery of verbal notice to the newspaper of general circulation, radio or television station may be made by affidavit of the clerk or other employee or officer of the agency charged or responsible for distribution of the notice of the meeting.

(c) The governing body of an agency may recess any regular, special, or recessed regular or special meeting to a place and at a time specified in an order of recess. A copy of the order of recess shall be conspicuously posted on or near the door of the place where the meeting or recessed meeting was held.

(d) The governing body of an agency may hold an emergency meeting on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within forty-eight (48) hours, excluding weekends and holidays, unless the event constituting the emergency continues to exist after forty-eight (48) hours. In such case the governing body may reconsider and act upon the temporary action at the next regularly scheduled meeting of the agency, but in no event later than thirty (30) days from the date of the emergency action.

(e) Day-to-day administrative activities of an agency, its officers and its employees shall not be subject to the notice requirements of this section.

#### **16-4-405. Executive sessions.**

(a) A governing body of an agency may hold executive sessions not open to the public:

(i) With the attorney general, county attorney, district attorney, city attorney, sheriff, chief of police or their respective deputies, or other officers of the law, on matters posing a threat to the security of public or private property, or a threat to the public's right of access;

(ii) To consider the appointment, employment, right to practice or dismissal of a public officer,

professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive sessions;

(iii) On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party;

(iv) On matters of national security;

(v) When the agency is a licensing agency while preparing, administering or grading examinations;

(vi) When considering and acting upon the determination of the term, parole or release of an individual from a correctional or penal institution;

(vii) To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price;

(viii) To consider acceptance of gifts, donations and bequests which the donor has requested in writing be kept confidential;

(ix) To consider or receive any information classified as confidential by law;

(x) To consider accepting or tendering offers concerning wages, salaries, benefits and terms of employment during all negotiations;

(xi) To consider suspensions, expulsions or other disciplinary action in connection with any student as provided by law.

(b) Minutes shall be maintained of any executive session. Except for those parts of minutes of an executive session reflecting a members' objection to the executive session as being in violation of this act, minutes and proceedings of executive sessions shall be confidential and produced only in response to a valid court order.

(c) Unless a different procedure or vote is otherwise specified by law, an executive session may be held only pursuant to a motion that is duly seconded and carried by majority vote of the members of the governing body in attendance when the motion is made. A motion to hold an executive session which specifies any of the reasons set forth in paragraphs (a)(i) through (xi) of this section shall be sufficient notice of the issue to be considered in an executive session.

#### **16-4-406. Disruption of public meetings.**

If any public meeting is willfully disrupted by a person or group of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of the person or persons who are willfully interrupting the meeting, the governing body of an agency may order the removal of the person or group from the meeting room and continue in session, or may recess the meeting and reconvene at another location. Only matters appearing on the agenda may be acted upon in a meeting recessed to another location. A governing body of an agency shall establish procedures for readmitting an individual or individuals not responsible for disturbing the conduct of a meeting. Duly accredited members of the press or other news media except those who participated in a disturbance shall be allowed to attend any meeting permitted by this section.

#### **16-4-407. Conflict of law.**

If the provisions of this act conflict with any other statute, the provisions of this act shall control.

#### **16-4-408 Penalty**

(a) Any member or members of an agency who knowingly or intentionally violate the provisions of this act shall be liable for a civil penalty not to exceed seven hundred fifty dollars (\$750.00) except as provided in this subsection. Any member of the governing body of an agency who attends or remains at a meeting knowing the meeting is in violation of this act shall be liable under this subsection unless minutes were taken during the meeting and the parts thereof recording the member's objections are made public or at the next regular public meeting the

member objects to the meeting where the violation occurred and asks that the objection be recorded in the minutes.

(b) If any action is prohibited both by this act and any provision of title 6, the provisions of this act shall not apply and the provisions of title 6 shall apply.

## **WYOMING PUBLIC RECORDS ACT**

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### **16-4-201. Definitions.**

(a) As used in this act:

(i) "Custodian" means the official custodian or any authorized person having personal custody and control of the public records in question;

(ii) "Official custodian" means any officer or employee of the state or any agency, institution or political subdivision thereof, who is responsible for the maintenance, care and keeping of public records, regardless of whether the records are in his actual personal custody and control;

(iii) "Person in interest" means the person who is the subject of a record or any representative designated by the person, except if the subject of the record is under legal disability or is the dependent high school student of his parents, "person in interest" means the parent or duly appointed legal representative;

(iv) "Political subdivision" means every county, city and county, city, incorporated and unincorporated town, school district and special district within the state;

(v) "Public records" when not otherwise specified includes any information in a physical form created, accepted, or obtained by the state or any agency, institution or political subdivision of the state in furtherance of its official function and transaction of public business which is not privileged or confidential by law. Without limiting the foregoing, the term "public records" includes any written communication or other information, whether in paper, electronic, or other physical form, received by the state or any agency, institution or political subdivision of the state in furtherance of the transaction of public business of the state or agency,

institution or political subdivision of the state, whether at a meeting or outside a meeting;

(vi) Public records shall be classified as follows:

(A) "Official public records" includes all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state or any agency or subdivision thereof is a party; all fidelity, surety and performance bonds; all claims filed against the state or any agency or subdivision thereof; all records or documents required by law to be filed with or kept by any agency or the state of Wyoming; and all other documents or records determined by the records committee to be official public records;

(B) "Office files and memoranda" includes all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not defined and classified in subparagraph (A) of this subsection as official public records; all duplicate copies of official public records filed with any agency of the state or subdivision thereof; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with the office; and all other documents or records, determined by the records committee to be office files and memoranda.

(vii) "Writings" means all books, papers, maps, photographs, cards, tapes, recordings or other documentary materials, regardless of physical form or characteristics;

(viii) "This act" means W.S. 16-4-201 through 16-4-205.

(ix) "Application" means a written request for a public record. However, a custodian may in his discretion deem a verbal request to be an application;

(x) "Information" means opinions, facts, or data of any kind and in whatever physical form kept or maintained, including, but not limited to, written, aural, visual, electronic or other physical form.

#### **16-4-202. Right of inspection; rules and regulations; unavailability.**

(a) All public records shall be open for inspection by any person at reasonable times, during business hours of the state entity or political subdivision, except as provided in this act or as otherwise provided by law, but the official custodian of any public records may make rules and regulations with reference to the inspection of the records as is reasonably necessary for the protection of the records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or his office.

(b) If the public records requested are not in the custody or control of the person to whom application is made, the custodian or authorized person having personal custody and control of the public records shall notify the applicant within seven (7) business days from the date of acknowledged receipt of the request of the unavailability of the records sought, unless good cause exists preventing a response within such time period. In the event the applicant is not satisfied that good cause exists, the applicant may petition the district court for a determination as to whether the custodian has demonstrated good cause existed.

(c) If the public records requested are in the custody and control of the person to whom application is made but are in active use or in storage, and therefore not available at the time an applicant asks to examine them, the custodian or authorized person having personal custody and control of the public records shall notify the applicant of this situation within seven (7) business days from the date of acknowledged receipt of the request, unless good cause exists preventing a response within such time period. In the event the applicant is not satisfied that good cause exists, the applicant may petition the district court for a determination as to whether the custodian has demonstrated good cause existed. If a public record is readily available, it shall be released immediately to the applicant so long as the release does not impair or impede the agency's ability to discharge its other duties.

(d) If a public record exists primarily or solely in an electronic format, the custodian of the record shall so

inform the requester. Electronic record inspection and copying shall be subject to the following:

- (i) The reasonable costs of producing a copy of the public record shall be borne by the party making the request. The costs may include the cost of producing a copy of the public record and the cost of constructing the record, including the cost of programming and computer services;
- (ii) An agency shall provide an electronic record in alternative formats unless doing so is impractical or impossible;
- (iii) An agency shall not be required to compile data, extract data or create a new document to comply with an electronic record request if doing so would impair the agency's ability to discharge its duties;
- (iv) An agency shall not be required to allow inspection or copying of a record in its electronic format if doing so would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained;
- (v) Nothing in this section shall prohibit the on-line government commission from enacting any rules pursuant to its authority under W.S. 9-2-2501.

16-4-203. Right of inspection; grounds for denial; access of news media; order permitting or restricting disclosure; exceptions.

- (a) The custodian of any public records shall allow any person the right of inspection of the records or any portion thereof except on one (1) or more of the following grounds or as provided in subsection (b) or (d) of this section:
  - (i) The inspection would be contrary to any state statute;
  - (ii) The inspection would be contrary to any federal statute or regulation issued thereunder having the force and effect of law; or
  - (iii) The inspection is prohibited by rules promulgated by the supreme court or by the order of any court of record.

(b) The custodian may deny the right of inspection of the following records, unless otherwise provided by law, on the ground that disclosure to the applicant would be contrary to the public interest:

- (i) Records of investigations conducted by, or of intelligence information or security procedures of, any sheriff, county attorney, city attorney, the attorney general, the state auditor, police department or any investigatory files compiled for any other law enforcement or prosecution purposes;
- (ii) Test questions, scoring keys and other examination data pertaining to administration of a licensing examination and examination for employment or academic examination. Written promotional examinations and the scores or results thereof shall be available for inspection, but not copying or reproduction, by the person in interest after the examination has been conducted and graded;
- (iii) The specific details of bona fide research projects being conducted by a state institution;
- (iv) Except as otherwise provided by Wyoming statutes or for the owner of the property, the contents of real estate appraisals made for the state or a political subdivision thereof, relative to the acquisition of property or any interest in property for public use, until such time as title of the property or property interest has passed to the state or political subdivision. The contents of the appraisal shall be available to the owner of the property or property interest at any time;
- (v) Interagency or intraagency memoranda or letters which would not be available by law to a private party in litigation with the agency;
- (vi) To the extent that the inspection would jeopardize the security of any structure owned, leased or operated by the state or any of its political subdivisions, facilitate the planning of a terrorist attack or endanger the life or physical safety of an individual, including:
  - (A) Vulnerability assessments, specific tactics, emergency procedures or security procedures contained in plans or procedures designed to prevent

or respond to terrorist attacks or other security threats;

(B) Building plans, blueprints, schematic drawings, diagrams, operational manuals or other records that reveal the building's or structure's internal layout, specific location, life and safety and support systems, structural elements, surveillance techniques, alarms, security systems or technologies, operational and transportation plans or protocols, personnel deployments for airports and other mass transit facilities, bridges, tunnels, emergency response facilities or structures, buildings where hazardous materials are stored, arenas, stadiums and waste and water systems;

(C) Records of any other building or structure owned, leased or operated by the state or any of its political subdivisions that reveal the building's or structure's life and safety systems, surveillance techniques, alarm or security systems or technologies, operational and evacuation plans or protocols or personnel deployments; and

(D) Records prepared to prevent or respond to terrorist attacks or other security threats identifying or describing the name, location, pharmaceutical cache, contents, capacity, equipment, physical features, or capabilities of individual medical facilities, storage facilities or laboratories established, maintained, or regulated by the state or any of its political subdivisions.

(c) If the right of inspection of any record falling within any of the classifications listed in this section is allowed to any officer or employee of any newspaper, radio station, television station or other person or agency in the business of public dissemination of news or current events, it may be allowed to all news media.

(d) The custodian shall deny the right of inspection of the following records, unless otherwise provided by law:

(i) Medical, psychological and sociological data on individual persons, exclusive of coroners' autopsy reports;

(ii) Adoption records or welfare records on individual persons;

(iii) Personnel files except those files shall be available to the duly elected and appointed officials who supervise the work of the person in interest. Applications, performance ratings and scholastic achievement data shall be available only to the person in interest and to the duly elected and appointed officials who supervise his work. Employment contracts, working agreements or other documents setting forth the terms and conditions of employment of public officials and employees are not considered part of a personnel file and shall be available for public inspection;

(iv) Letters of reference;

(v) Trade secrets, privileged information and confidential commercial, financial, geological or geophysical data furnished by or obtained from any person;

(vi) Library, archives and museum material contributed by private persons, to the extent of any limitations placed thereon as conditions of the contributions;

(vii) Hospital records relating to medical administration, medical staff, personnel, medical care and other medical information, whether on individual persons or groups, or whether of a general or specific classification;

(viii) School district records containing information relating to the biography, family, physiology, religion, academic achievement and physical or mental ability of any student except to the person in interest or to the officials duly elected and appointed to supervise him;

(ix) Library circulation and registration records except as required for administration of the library or except as requested by a custodial parent or guardian to inspect the records of his minor child;

(x) Information obtained through a 911 emergency telephone system except to law enforcement personnel or public agencies for the purpose of conducting official business, to the person in interest, or pursuant to a court order;

(xi) Records or information compiled solely for purposes of investigating violations of, and enforcing, internal personnel rules or personnel policies the disclosure of which would constitute a clearly unwarranted invasion of personal privacy; and

(xii) Information regarding the design, elements and components, and location of state information technology security systems and physical security systems;

(xiii) Records or information relating to individual diagnoses of contagious, infectious, communicable, toxic and genetic diseases maintained or collected by the Wyoming state veterinary laboratory as provided in W.S. 21-17-308(e);

(xiv) Information concerning an agricultural operation, farming or conservation practice, or the land itself, if the information was provided by an agricultural producer or owner of agricultural land in order to participate in a program of the state or any agency, institution or political subdivision of the state. The custodian shall also deny the right of inspection to geospatial information maintained about the agricultural land or operations. Provided, however, that if otherwise permitted by law, the inspection of the information described in this paragraph shall be allowed in accordance with the following:

(A) The custodian may allow the right of inspection when responding to a disease or pest threat to agricultural operations, if the custodian determines that a threat to agricultural operations exists and the disclosure of information is necessary to assist in responding to the disease or pest threat as authorized by law;

B) The custodian shall allow the right of inspection of payment information under a program of the state or of any agency, institution or political subdivision of the state, including the names and addresses of recipients of payments;

(C) The custodian shall allow the right of inspection if the information has been transformed into a statistical or aggregate form without naming:

(I) Any individual owner, operator or producer; or

(II) A specific data gathering site.

(D) The custodian shall allow the right of inspection if the disclosure of information is pursuant to the consent of the agricultural producer or owner of the agricultural land;

(E) As used in this paragraph:

(I) "Agricultural operation" means the production and marketing of agricultural products or livestock;

(II) "Agricultural producer" means any producer of livestock, crops or dairy products from an agricultural operation.

(xv) Within any record held by an agency, any income tax return or any individual information derived by the agency from an income tax return, however information derived from these documents may be released if sufficiently aggregated or redacted so that the persons or entities involved cannot be identified individually;

(xvi) Except as required in a contested case hearing, any individual records involved in any workers' compensation claim, however information derived from these documents may be released if sufficiently aggregated or redacted so that the persons or entities involved cannot be identified individually.

(e) If the custodian denies access to any public record, the applicant may request a written statement of the grounds for the denial. The statement shall cite the law or regulation under which access is denied and shall be furnished to the applicant.

(f) Any person denied the right to inspect any record covered by this act may apply to the district court of the district wherein the record is found for any order directing the custodian of the record to show cause why he should not permit the inspection of the record.

(g) If, in the opinion of the official custodian of any public record, disclosure of the contents of the record would do substantial injury to the public interest, notwithstanding the fact that the record might otherwise be available to public inspection, he may apply to the district court of the district in which the record is located for an order permitting him to

restrict disclosure. After hearing, the court may issue an order upon a finding that disclosure would cause substantial injury to the public interest. The person seeking permission to examine the record shall have notice of the hearing served upon him in the manner provided for service of process by the Wyoming Rules of Civil Procedure and has the right to appear and be heard.

(h) Notwithstanding any other provision of this section, the following applies to the Wyoming natural diversity database located at the University of Wyoming and any report prepared by the custodian from that database:

(i) The custodian may charge a reasonable fee for searching the database and preparing a report from that database information. The interpretation of the database in a report shall not contain recommendations for restrictions on any public or private land use;

(ii) The custodian shall allow the inspection of all records in the database at a level of spatial precision equal to the township, but at no more precise level;

(iii) Research reports prepared by the custodian funded completely from nonstate sources are subject to paragraph (b)(iii) of this section;

(iv) Any record contained in the database pertaining to private land shall not be released by the University of Wyoming without the prior written consent of the landowner. Nothing in this paragraph prohibits the release of any information which would otherwise be available from any other information source available to the public if the original source is cited.

**16-4-204. Right of inspection; copies, printouts or photographs; fees.**

(a) In all cases in which a person has the right to inspect and copy any public records he may request that he be furnished copies, printouts or photographs for a reasonable fee to be set by the official custodian. Where fees for certified copies or other copies, printouts or photographs of the record are specifically prescribed by law, the specific fees shall apply. Nothing in this section shall be construed as

authorizing a fee to be charged as a condition of making a public record available for inspection.

(b) If the custodian does not have the facilities for making copies, printouts or photographs of records which the applicant has the right to inspect, then the applicant shall be granted access to the records for the purpose of making copies, printouts or photographs. The copies, printouts or photographs shall be made while the records are in the possession, custody and control of the custodian thereof and are subject to the supervision of the custodian. When practical the copy work shall be made in the place where the records are kept, but if it is impractical to do so, the custodian may allow arrangements to be made for this purpose. If other facilities are necessary the cost of providing them shall be paid by the person desiring a copy, printout or photograph of the records. The official custodian may establish a reasonable schedule of time for making copies, printouts or photographs and may charge a reasonable fee for the services rendered by him or his deputy in supervising the copying, printing out or photographing as he may charge for furnishing copies under this section.

(c) After July 1, 2003, any fees or charges assessed by a custodian of a public record shall first be authorized by duly enacted or adopted statute, rule, resolution, ordinance, executive order or other like authority.

(d) All state agencies may adopt rules and regulations pursuant to the Wyoming Administrative Procedure Act establishing reasonable fees and charges that may be assessed for the costs and services set forth in this section.

**16-4-205. Civil penalty.**

Any person who knowingly or intentionally violates the provisions of this act is liable for a penalty not to exceed seven hundred fifty dollars (\$750.00). The penalty may be recovered in a civil action and damages shall be assessed by the court. Any action pursuant to this section shall be initiated by the attorney general or the appropriate county attorney.

BOARDS & COMMISSIONS – CITY OF LARAMIE, WYOMING

**Wyoming Public Records  
and the Open Meetings Acts of Wyoming**

revised and presented by  
Paula J. Wilson-Cazier  
Executive Assistant to the City of Laramie Manager  
and Manager of Boards and Commissions

Prepared 2012 by  
David C. Clark, former City of Laramie Attorney

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**Board Member's Power**

- In your voluntary yet uncompensated capacity, all boards and commissions members serve the City as part of an important decision-making structure, and have official contact with the public
- Display professionalism, appropriate demeanor, and exercise sound judgment

DC\_PJWC/CM0/2016

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**Board Speaks As One**

- However, individual board members cannot speak for the Board or Commission - except in specific, limited, *and* predetermined cases.
- Do not speak board business on an individual basis.
- Do not offer individual opinions.

DC\_PJWC/CM0/2016

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### Open Meetings Act

- § requires all meetings be open to public. (*serve in an advisory capacity; final results enacted by a Resolution of Council – to conduct public business*)
- “Open” – notice of place, location, and set agenda
- Public in attendance isn’t required to state name or sign in, as they do in City Council meetings
- However, it is recommended chair of board require speaker to state name and affiliation
- Must keep minutes of proceedings

DC\_PJWC/CM0/2016

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### Open Meetings Act (continued)

- “Meeting” definition by §
  - an assembly of at least a quorum of the Board
  - which has been called by proper authority of the Board
  - for the purpose(s) of
    - discussion
    - deliberation
    - presentation of information, or
    - taking action regarding public business;

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### Open Meetings Act (continued)

- “Action” definition by §
  - Any transaction of official business of the board or commission, including:
    - a collective decision of the Board,
    - a collective commitment or promise by the Board
    - making a (*positive or negative*) decision, or
    - an actual vote by the Board upon a motion, proposal, resolution, regulation, rule, order or ordinance;

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### Open Meetings Act: *(continued)*

- AG ruling: A series of emails falls under definition of “sequential communications” *(a series of individual communications)*
- *Not Recommended* – to prevent the possible circumvention of the intent of the open meetings statute.
- *Includes:* social events, emails, texting, or social media and the like.

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### Violations

- knowingly and intentionally violates the § section
- Any member of a Board who attends or remains at a meeting where an action is taken, knowing that the action is in violation, can be found liable.
  - *EXCEPTION: unless minutes were taken during the meeting and the member's objections are recorded and made public, or at the next regular public meeting the member objects to the meeting where the violation occurred.*
- Civil Penalty - punishable upon conviction by a fine of not more than seven hundred fifty dollars (\$750.00).

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### Conflicts of Interest

> The following are questions you may want to pose to yourself whenever you perceive you may have a potential conflict.

If you respond “yes” to *any* of these questions, it may be advisable to abstain from voting on the matter.

1. Is your interest direct and immediate, as opposed to speculative and remote?
2. Does your interest provide you a greater benefit or a lesser detriment, than it does for a large or substantial group or class of persons who are similarly situated?

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**Conflicts of Interest** *(continued)*

3. Does your interest give any potential appearance of impropriety?

*Although it may not be necessary to consider the appearance of impropriety in determining an actual conflict of interest, the WY AG suggests this be considered to maintain the public's confidence in the integrity of lawmakers.*

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**Immunity from Legal Liability**

- Qualified Immunity – actions while acting within scope of duties  
*Provides for defense if acting within scope of duties*
- Erode Immunity – unethical actions or wrongful purpose could lead to exposure to liability *(intentionally violating due-process rights, equal protection, or acting contrary to legal advice)*

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**Public Records Act**

- Record – § definition: any physical or electronic form of information or communication
- Open to public for inspection by holder of record – generally staff
- Fee to provide duplication/recordings, etc. is set by City Council
- Civil Penalty – punishable by a penalty of not more than seven hundred fifty dollars *(\$750.00)*

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**Parliamentary Procedure**

- All Boards and Commissions meetings are conducted according to Robert's Rules of Order

[www.robertsrules.org](http://www.robertsrules.org)

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**The Open Meetings Act (§16.4.401-408) and Public Records Act (§16.4.201-205) exist to**

**PROVIDE TRANSPARENCY**

- ❖ Transparency = Integrity
- ❖ Transparency = Accountability
- ❖ Transparency = Credibility
- ❖ Transparency = Confidence

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# TELEPHONE OR ELECTRONIC ASSEMBLIES & THE WYOMING OPEN MEETINGS LAW

**D**uring the 2012 Session of the Wyoming Legislature, amendments to the Wyoming Open Meetings Act were adopted. Specifically, Wyo. Stat. § 16-4-402 was amended to reflect changes to the definitions of a “meeting” and added the definition of an “assembly”.

Under the Act, as amended and effective July 1, 2012, a “meeting” is now defined as an “assembly of at least a quorum of a governing body of the agency which has been called by proper authority of the agency for the expressed purpose of discussion, deliberation, presentation of information or taking action regarding public business.”

Also, a definition of the term “assembly” was added which specifically provides that an “assembly” means “communicating in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously.”

Further, the Legislature adopted amendments to Wyo. Stat. § 16-4-403 that requires that when a meeting is conducted by electronic means, the form of communication must permit the public to hear, read or otherwise discern the meeting discussion contemporaneously with the body – in our case city or town councils.

Since adoption of the amendments, questions have been asked of WAM’s staff regarding telephone or electronic communications and the Open Meetings Law.

## ***Can a council conduct a meeting by some or all members appearing telephonically or electronically?***

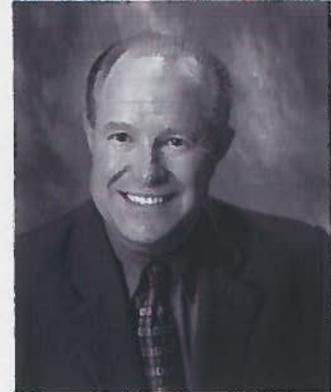
The answer is yes. The changes to the law specifically define an “assembly” as communicating in person or by means of telephone or electronic communication.

## ***What is included in the terms “electronic communication” as a form of meeting?***

The statute does not define specific types of electronic communication that would be considered valid. However, it would be permissible under the statute to conduct a meeting of a council by video conference using an internet or other video medium or to conduct a meeting by using other internet electronic communication devices such as Go To Meetings, Facebook, Skype or other forms of internet communication, if certain provisions are met.

## ***Are there conditions on the use of telephone or electronic communications that serve as a meeting?***

Yes. First, it is essential that all participating members of the governing body be able communicate with each other and to do so contemporaneously (at the same time). Second, any individual in attendance at the meeting, including members of the public and staff, must be able to hear, read or otherwise discern the meeting discussion at the same time as the participants. Thus, if a meeting was conducted by some of the council members appearing telephonically or by other electronic means, the members of the council physically present, those present telephonically or electronically, the staff and



*Mark Harris, WAM  
General Counsel*

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the public must all be able to hear, read or otherwise discern the discussion of all participants at the time it occurs. In the case of a telephonic appearance or meeting, this would entail at a minimum a speaker phone so that the attendees on the telephone can hear the other members of the council, staff and the public at any point in the meeting and the individuals physically present can hear the telephone attendee at the same time. For electronic meeting such as Go To Meetings or Skype, it would be essential that the individual physically present at a location be able to see and hear the individual attending via electronic medium and the individual attending via electronic medium to be able to see the individual making the presentation or speaking at any one particular time and hear the discussion at all times. In other words, only one person may appear on screen at a time, but everyone attending needs to be able to hear and discern all the discussion.

***Does the law require that a meeting be entirely electronic or telephonic or can some members attend telephonically and others attend in person?***

The law does not require that a meeting be held exclusively via telephone, electronic means or in person. Thus, some or all of the members would be permitted to attend via telephone or other electronic means provided the above conditions are complied with.

***Who determines how a meeting will be conducted and whether a member may appear telephonically or electronically?***

In the absence of any rule or resolution adopted concerning alternate forms for attendance at meetings, the mayor would have the authority to determine the ability of a member to appear telephonically or electronically if that member were not able to physically be present at a meeting. It is certainly within the power of the policy making entity (the council) to adopt regulations pertaining to the use of telephone or electronic appearances by members or staff at meetings. The council could set forth regulations on how appearances are to be requested and conducted provided the same complied with the specific language of the statute and do not conflict with that language.

***Should members of the council be permitted to attend a meeting telephonically or electronically?***

The decision is a policy decision committed to the council. As with all policy considerations, the benefit and detriment of requiring individuals to physically attend a meeting to discuss and vote must be weighed against the public's right to representation and action that is taken to the fullest extent possible by the entire governing body. There are pros and cons to both sides of the issue and one which is left up to each council as to the direction they want their community to take.

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# Robert's Rules of Order

[www.robertsrules.org](http://www.robertsrules.org)

Roberts Rules, full text (1915 version)

Introduction to Robert's Rules

Quick Chart of Motions

Chart of Motions in Arabic

## Robert's Rules of Order - Summary Version

### For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!  
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

# Robert's Rules of Order Motions Chart

RobertsRules.org

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

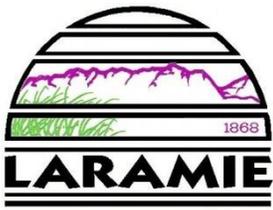
**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3

§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

**Part 3, Motions That Bring a Question Again Before the Assembly.**  
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority



## City of Laramie

Planning Division  
P.O. Box C  
Laramie, WY 82073

Telephone: (307) 721-5207  
Fax: (307) 721-5248

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# MEMORANDUM

**Date:** January 9, 2017

**To:** Laramie City Planning Commission

**From:** Derek T. Teini, AICP, Planning Division

**Subject:** Laramie Planning Commission Rules of Procedure (By-Laws)

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Following a Planning Commission work session on December 12, 2016, staff has made additional changes to the "Rules of Procedure" reviewed at that meeting. Based on these changes and input from the Planning Commission, staff believes these "Rules of Procedure" are ready for adoption.

Staff has provided the Planning Commission 4 items related to the Rules of Procedure:

- This Memo
- Rules of Procedures with staff Edits
- Rules of Procedure (Clean Copy – all edits included)
- Memo from City Attorney, Robert Southard regarding conflicts of interest

The City Attorney, Bob Southard has reviewed the recommended staff changes.

## LARAMIE PLANNING COMMISSION RULES OF PROCEDURE

These Rules of Procedure are promulgated pursuant to Laramie Municipal Code (LMC) Section 2.36.040 which states "The members of the planning commission shall elect from their number a president, shall create their own rules of procedure and shall designate their own times and places of meeting".

### **I. Name**

In accordance with LMC Section 2.36.010, the name of this commission is the City of Laramie City Planning Commission ~~of the City of Laramie, Wyoming~~ (hereafter referred to as the Planning Commission).

### **II. Establishment and membership**

The Planning Commission has been established as allowed by Wyoming Statute 15-1-502. In accordance with the provisions of Enrolled Ordinance No. 122 and 1522 of the City of Laramie, Wyoming, the Commission shall consist of ~~nine-seven (97)~~ members, five (5) who shall be qualified electors of the City of Laramie and two (2) whom may be a qualified elector of the City, or may be a resident of Albany County residing within five miles of the city limits, appointed by the Mayor with the consent of the City Council. Each member must be a resident of the ~~e~~City. In making its appointments, the Laramie City Council should attempt to have represented the different geographic areas within the city and a variety of professional and civic backgrounds or concerns.

### **III. Staff Attendance at Meetings**

The City Planning Manager, or his designee, should attend all meetings of the Commission in order to provide necessary administrative liaison and assistance as required by the Planning Commission. The City Engineer, or his designee, is requested to be available for all meetings of the Planning Commission when a checklist or report prepared by the City Engineer is to be considered by the Planning Commission, and upon request from the Planning Commission.

### **IV. Term of Appointment**

In accordance with LMC Section 2.36.020, members of the Planning Commission shall serve terms of three (3) years or until their successors have been appointed. Members may serve an indefinite number of terms, subject to reappointment by the Mayor.

### **V. Appointment of Members**

In case of vacancy on the Commission for any reason, appointment should be made for the unexpired term of office in the same manner as prescribed by LMC Section 2.36.050.

If a vacancy occurs or is scheduled to occur among the members of the Planning Commission, the Planning Commission shall notify the City Council of the vacancy.

**VI. Removal of Planning Commission Members**

The City Council may remove members from the Planning Commission. The Planning Commission may recommend the removal for cause. Reasons for removal of a member may include: failure to attend three (3) consecutive, regular meetings; or failing to abide by the rules of conduct of members. A member of the Planning Commission may also be recommended for removal if, because of personal, business, or professional ties, the member has been rendered ineffective as a member because the member is unable to participate in the decisions on a substantial share of the matters before the Commission.

**VII. Officers**

In accordance with LMC Section 2.36.040 the officers of the Planning Commission are a Chair (President) and a Vice-Chair (Vice President).

**VIII. Election of Officers**

The Planning Commission shall elect a Chair and a Vice-Chair every two years, in odd-numbered years, at the regular meeting in July by majority vote of the entire membership. The Chair and Vice-Chair shall serve a two (2) year term and may be reelected for additional terms.

**IX. Duties of Officers**

**A. Chair**

The Chair shall preside at all regular and special meetings unless incapacitated or unable to attend. The Chair may move, second and debate from the chair subject only to limitations placed on all members and shall not be deprived of rights and privileges of a member.

**B. Vice-Chair**

The Vice-Chair shall perform the duties or responsibilities of the Chair in the absence or disability of the Chair.

**C. Temporary Chair**

In the absence of the Chair and Vice-Chair, if a quorum is present it shall elect a Temporary Chair to serve until the Chair or Vice-Chair appears. The Temporary Chair shall perform the duties of the Chair in the absence or disability of the Chair and Vice-Chair.

**X. Scheduling of Meetings**

The commission shall hold a regular meeting ~~once~~ twice each month at 4:00-30 p.m. ~~and a work session once each month at 4:00 p.m.~~ on a schedule set by the Commission from

time to time. Work sessions may will be held after regular meeting sessions and on an ad hoc basis. The regular meeting time and place may be changed by the Commission. Generally, the Planning Commission will meet on the ~~first-second~~ and ~~third-fourth~~ Mondays of each month ~~at 4:0030 PM.~~ A regular meeting may be canceled if no business is scheduled for discussion. ~~The Planning Commission reserves the work session meeting for long term planning and will only consider cases when approved by the Chair.~~ Work sessions may be held in place of regular meetings when no agenda items are presented for the Commission's consideration. Special meetings or work sessions may be called by either the Chair, by the Planning Division, or by a majority of the Planning Commission, as necessary, with reasonable notice to all commission members and the public. All meetings of the Planning Commission shall be open to the public.

Any meeting date which falls on a holiday, or any meeting canceled because of lack of a quorum shall be rescheduled by the Planning Division on behalf of the Planning Commission. A regular meeting ~~mayshall~~ be canceled if no business is scheduled for discussion. The Planning Division shall notify the Planning Commission members if a meeting is to be canceled.

#### **XI. Formation of Committees**

Upon grant of specific authority from the Laramie City Council, the Planning Commission may form citizen committees from time to time, in order to assist the Planning Commission in examining public policy issues related to planning and regulatory measures affecting the city, conduct research requested by the Planning Commission, and develop recommendations to present to the Planning Commission. Work requested of any committee shall be performed by its members, and shall not involve support from city staff unless the Laramie City Council approves such support.

#### **XII. Quorum and Vote**

A majority of the members of the Planning Commission shall constitute a quorum for the conduct of business. All members must be physically present to count towards a quorum. Action may be taken by a majority of the voting members present, provided, however, ~~that~~ no action may be taken with less than three affirmative votes. ~~and~~ A adoption of a master or comprehensive plan, or any element thereof, shall require the affirmative vote of a majority of the entire membership.

Proxies cannot be used for any purpose. When a member absents ~~herself-themselves~~ from consideration of an item before the Planning Commission because of conflict of interest, the member shall be considered present for purposes of maintaining a quorum. The record of voting on such items shall indicate the affected member who abstained.

A member may not vote on approval of minutes for a meeting ~~she-they~~ did not attend. A

member may not vote on a project, which has been heard at more than one meeting, unless the member was present at all meetings in which the project was considered or the member has listened to the tape recording of the meeting(s).

### **XIII. Notice and Minutes of Meetings**

In addition to any specific notice for individual items required by applicable statute, ordinance, resolution, or regulation, the Planning Commission shall publish the agenda of its regular meetings by posting a copy of the agenda ~~on a bulletin board in their a~~ public place within the Planning Division offices.

The Planning Commission may keep a ~~tape~~-recording and shall keep written minutes for each of its regular meetings and any special meetings. The minutes shall be prepared by ~~Planning Department~~Division Staff or designee ~~the Secretary of the Commission~~, and presented to the Planning Commission for approval. The ~~tape~~-recordings and approved minutes shall be maintained as public records in the Planning Division Office.

### **XIV. Site Visits**

Site visits may be scheduled after a project has been submitted for review but before the Planning Commission's meeting. The Planning Division, not the applicant, is responsible for scheduling site visits for the Planning Commission. Individual members may visit sites on their own with or without the Planning Manager present provided no applicant or other representatives of the applicant are present. If any relevant information is obtained and considered by members as a result of any site visit, the information shall be disclosed before the vote on any decision so that all participants at the meeting may be informed of the facts that influence the disposition of the case, and have an opportunity to respond.

### **XVI. Work Sessions**

Work sessions provide an opportunity for project proponents to obtain informal comments on a proposal, or for the Planning Commission to discuss policy issues. No formal action is taken at work sessions. Since these sessions are for discussion purposes and not for decision-making, no formal notice is required. Work sessions may be included on a regular meeting agenda or a special meeting may be called. The Planning Commission shall include a written statement of the items discussed and any direction given in the minutes if the work session is a part of a regular meeting, or in a summary to be filed with the agenda if the work session is held as a special meeting.

### **XVII. Conduct of Meeting**

The business of all regular meetings shall be transacted in the following order unless by vote of majority of the members present the rules are suspended and the order changed:

1. Call to Order/Roll Call

- 2. Approval of Agenda/Minutes
  - 2.A Changes And Approval of Agenda
  - 2.B Planning Commission Meeting Minutes
- 3. Citizen Comments - ~~{Non Agenda Related Topics – No Action Can Be Taken}~~
- 4. Planning Commission And Staff Reports And Comments
- 45. Disclosures – Ex-Parte Communications; Potential Conflicts Of Interest
- 56. Current Planning Projects
  - 6.A Old Business
  - 6.B New Business
- 67. Long Range Planning Projects
- 78. Announcements Variances
- 879. Adjournment

### **XVIII. Conduct of Meetings and Review of Current Planning Projects**

Where an individual has filed an application to be acted upon by the Planning Commission, the application shall be considered at a public meeting. The procedures that follow shall be used. Members of the Planning Commission shall be recognized by the Chair before asking questions of the applicant, public, staff, or other Planning Commission members.

#### **A. Opening of the Meeting**

The Chair shall open the meeting. The Chair shall ~~e~~ explain the procedure that will be used to conduct the meeting.

#### **B. Presentation of Staff Report**

The Planning Division staff shall have an opportunity to explain the nature of the project and present the staff report. Planning Commission members may direct questions concerning the report or project to staff.

#### **C. Presentation of Applicant's Case**

The applicant shall have an opportunity to present evidence in support of the application and to rebut any issues or conditions identified in the staff report. Planning Commission members may direct questions concerning the report or project to the applicant.

#### **D. Public Comments**

The Chair shall invite comments from the public in attendance at the hearing. Planning Commission members may direct questions concerning the comments to the applicant or public.

#### **E. Deliberations by the Planning Commission**

The Planning Commission may close the public meeting and take action or take the matter under advisement to be decided at a subsequent meeting. The Planning Commission may continue the meeting to receive additional comment. The Planning Commission may re-open the meeting at a later time to receive more comment. ~~The public meeting shall be closed by motion and majority vote of the Planning Commission.~~ After closing the meeting the Chair shall ask for a motion concerning the application or matter before the Planning Commission. The Planning Commission may only deliberate a matter after the public meeting has been closed and a motion concerning the disposition of the application or matter has been made and seconded. During deliberations, the Planning Commission may direct questions to the applicant, staff, or public to clarify issues of concern to the Planning Commission after being recognized by the Chair.

**F. Decision by the Planning Commission**

After deliberations, the Chair shall ask for a vote of the members present. Every member present shall vote either "aye" or "no" or abstain from voting. All action taken shall conform to applicable statutory provisions on open meetings and shall be by motion.

**XIX. Conduct of Members**

Planning Commission members shall abide by the rules of conduct set forth below.

**A. Conflict of Interest:**

Members have the right and the obligation to vote on all questions before them and to participate in the business of the Planning Commission except when a conflict of interest exists, or if there is a perception of a conflict of interest.

**(1) Notification of conflict of interest:**

Whenever the Planning Commission is considering, or may consider ~~considering~~ a matter that raises a question of conflict of interest for a particular member, the member shall inform the Planning Division before the meeting. If, in the staff's opinion, there may be a conflict of interest, staff may ask City Attorney for an opinion. Members are responsible for determining when a conflict of interest exists. Members are also responsible for alerting the Chair before the meeting.

**(2) Conduct at meetings where a member has a conflict of interest:**

If any member has a conflict of interest with any particular item, the member shall notify the Planning Commission and the public in

attendance of the conflict of interest. The member shall not participate in consideration of that item.

**B. Ex parte Contacts**

Ex parte contacts are contacts between individuals seeking to influence a decision on a Planning Commission matter outside the meeting forum. Such contacts include visits to sites proposed for development by one (1) or more members and the applicant or applicant's representative unaccompanied by planning staff, meeting with the applicant or applicant's representative separate from a Planning Commission meeting, or telephone calls or letters which attempt to influence a member's opinion on a matter which will be subject to the member's vote.

It is understood that all ex parte communications cannot be avoided. Members shall attempt to avoid ex parte conversations and communications concerning site-specific any possible proposals such as rezonings, special use permits, annexations, and conditional use permits which may be heard by the board. Should any such ex parte contacts occur where relevant information is obtained and considered by a member, the ex parte contact and information obtained shall be disclosed at the public hearing or meeting so that participants at such hearing or meeting may be confronted with all facts that influence the disposition of the case and have an opportunity to respond.

~~In the case of legislative proceedings, (such as general zoning and re-zoning and elements of the comprehensive plan) contacts and communications with citizens are encouraged.~~

**XX. Open Meetings**

Meetings of the Planning Commission including site visits shall be open to the public except as provided by law.

**XXI. Open Records**

Information presented to the Planning Commission in carrying out its responsibilities, records of meetings, and any other material resulting from the conduct of its activities shall be kept on file in the City of Laramie's Planning Division Office, and shall be available for inspection by the public upon reasonable request except as provided by law.

**XXII. Amendments to the Rules of Procedure**

Any member of the Planning Commission or the Planning Division may propose amendments to the rules of procedure. An amendment must be approved by a majority of the entire membership after due notice and filed with the County Clerk to become effective.

**XXIII. Other Rules of Procedure**

The most recent edition of "Robert's Rules of Order" shall be the parliamentary rules of the Commission as required and shall be supplemental to and included as part of these rules.

**XXIV. Hearings**

Whenever the Commission is authorized or required by statute or ordinance to hold a hearing, the hearing shall be conducted in the manner specified in Section XVIII above, substituting "hearing" for "meeting" and "testimony" for "comments." Any procedural matters not covered by Section XVIII shall be in accord with Chapter 1.20 of the Laramie Municipal Code.

Adopted \_\_\_\_\_, ~~2003~~2005~~2017~~.

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary

## **LARAMIE PLANNING COMMISSION RULES OF PROCEDURE**

These Rules of Procedure are promulgated pursuant to Laramie Municipal Code (LMC) Section 2.36.040 which states "The members of the planning commission shall elect from their number a president, shall create their own rules of procedure and shall designate their own times and places of meeting".

### **I. Name**

In accordance with LMC Section 2.36.010, the name of this commission is the City of Laramie Planning Commission (hereafter referred to as the Planning Commission).

### **II. Establishment and membership**

The Planning Commission has been established as allowed by Wyoming Statute 15-1-502. In accordance with the provisions of Enrolled Ordinance No. 122 and 1522 of the City of Laramie, Wyoming, the Commission shall consist of seven (7) members, five (5) who shall be qualified electors of the City of Laramie and two (2) whom may be a qualified elector of the City, or may be a resident of Albany County residing within five miles of the city limits, appointed by the Mayor with the consent of the City Council. Each member must be a resident of the City. In making its appointments, the Laramie City Council should attempt to have represented the different geographic areas within the city and a variety of professional and civic backgrounds or concerns.

### **III. Staff Attendance at Meetings**

The City Planning Manager, or his designee, should attend all meetings of the Commission in order to provide necessary administrative liaison and assistance as required by the Planning Commission. The City Engineer, or his designee, is requested to be available for all meetings of the Planning Commission when a checklist or report prepared by the City Engineer is to be considered by the Planning Commission, and upon request from the Planning Commission.

### **IV. Term of Appointment**

In accordance with LMC Section 2.36.020, members of the Planning Commission shall serve terms of three (3) years or until their successors have been appointed. Members may serve an indefinite number of terms, subject to reappointment by the Mayor.

### **V. Appointment of Members**

In case of vacancy on the Commission for any reason, appointment should be made for the unexpired term of office in the same manner as prescribed by LMC Section 2.36.050. If a vacancy occurs or is scheduled to occur among the members of the Planning Commission, the Planning Commission shall notify the City Council of the vacancy.

**VI. Removal of Planning Commission Members**

The City Council may remove members from the Planning Commission. The Planning Commission may recommend the removal for cause. Reasons for removal of a member may include: failure to attend three (3) consecutive, regular meetings; or failing to abide by the rules of conduct of members. A member of the Planning Commission may also be recommended for removal if, because of personal, business, or professional ties, the member has been rendered ineffective as a member because the member is unable to participate in the decisions on a substantial share of the matters before the Commission.

**VII. Officers**

In accordance with LMC Section 2.36.040 the officers of the Planning Commission are a Chair (President) and a Vice-Chair (Vice President).

**VIII. Election of Officers**

The Planning Commission shall elect a Chair and a Vice-Chair every two years, in odd-numbered years, at the regular meeting in July by majority vote of the entire membership. The Chair and Vice-Chair shall serve a two (2) year term and may be reelected for additional terms.

**IX. Duties of Officers**

**A. Chair**

The Chair shall preside at all regular and special meetings unless incapacitated or unable to attend. The Chair may move, second and debate from the chair subject only to limitations placed on all members and shall not be deprived of rights and privileges of a member.

**B. Vice-Chair**

The Vice-Chair shall perform the duties or responsibilities of the Chair in the absence or disability of the Chair.

**C. Temporary Chair**

In the absence of the Chair and Vice-Chair, if a quorum is present it shall elect a Temporary Chair to serve until the Chair or Vice-Chair appears. The Temporary Chair shall perform the duties of the Chair in the absence or disability of the Chair and Vice-Chair.

**X. Scheduling of Meetings**

The commission shall hold a regular meeting twice each month at 4:30 p.m. on a schedule set by the Commission from time to time. Work sessions may be held after regular meeting sessions and on an ad hoc basis. The regular meeting time and place may be changed by the Commission. Generally, the Planning Commission will meet on

the second and fourth Mondays of each month at 4:30 PM. A regular meeting may be canceled if no business is scheduled for discussion. Work sessions may be held in place of regular meetings when no agenda items are presented for the Commission's consideration. Special meetings or work sessions may be called by either the Chair, by the Planning Division, or by a majority of the Planning Commission, as necessary, with reasonable notice to all commission members and the public. All meetings of the Planning Commission shall be open to the public.

Any meeting date which falls on a holiday, or any meeting canceled because of lack of a quorum shall be rescheduled by the Planning Division on behalf of the Planning Commission. A regular meeting may be canceled if no business is scheduled for discussion. The Planning Division shall notify the Planning Commission members if a meeting is to be canceled.

**XI. Formation of Committees**

Upon grant of specific authority from the Laramie City Council, the Planning Commission may form citizen committees from time to time, in order to assist the Planning Commission in examining public policy issues related to planning and regulatory measures affecting the city, conduct research requested by the Planning Commission, and develop recommendations to present to the Planning Commission. Work requested of any committee shall be performed by its members, and shall not involve support from city staff unless the Laramie City Council approves such support.

**XII. Quorum and Vote**

A majority of the members of the Planning Commission shall constitute a quorum for the conduct of business. All members must be physically present to count towards a quorum. Action may be taken by a majority of the voting members present, provided, however, no action may be taken with less than three affirmative votes. Adoption of a master or comprehensive plan, or any element thereof, shall require the affirmative vote of a majority of the entire membership.

Proxies cannot be used for any purpose. When a member absents themselves from consideration of an item before the Planning Commission because of conflict of interest, the member shall be considered present for purposes of maintaining a quorum. The record of voting on such items shall indicate the affected member who abstained.

A member may not vote on approval of minutes for a meeting they did not attend. A member may not vote on a project, which has been heard at more than one meeting, unless the member was present at all meetings in which the project was considered or the member has listened to the tape recording of the meeting(s).

### **XIII. Notice and Minutes of Meetings**

In addition to any specific notice for individual items required by applicable statute, ordinance, resolution, or regulation, the Planning Commission shall publish the agenda of its regular meetings by posting a copy of the agenda in a public place within the Planning Division offices.

The Planning Commission may keep a recording and shall keep written minutes for each of its regular meetings and any special meetings. The minutes shall be prepared by Planning Division Staff or designee, and presented to the Planning Commission for approval. The recordings and approved minutes shall be maintained as public records in the Planning Division Office.

### **XIV. Site Visits**

Site visits may be scheduled after a project has been submitted for review but before the Planning Commission's meeting. The Planning Division, not the applicant, is responsible for scheduling site visits for the Planning Commission. Individual members may visit sites on their own with or without the Planning Manager present provided no applicant or other representatives of the applicant are present. If any relevant information is obtained and considered by members as a result of any site visit, the information shall be disclosed before the vote on any decision so that all participants at the meeting may be informed of the facts that influence the disposition of the case, and have an opportunity to respond.

### **XVI. Work Sessions**

Work sessions provide an opportunity for project proponents to obtain informal comments on a proposal, or for the Planning Commission to discuss policy issues. No formal action is taken at work sessions. Since these sessions are for discussion purposes and not for decision-making, no formal notice is required. Work sessions may be included on a regular meeting agenda or a special meeting may be called. The Planning Commission shall include a written statement of the items discussed and any direction given in the minutes if the work session is a part of a regular meeting, or in a summary to be filed with the agenda if the work session is held as a special meeting.

### **XVII. Conduct of Meeting**

The business of all regular meetings shall be transacted in the following order unless by vote of majority of the members present the rules are suspended and the order changed:

1. Call to Order/Roll Call
2. Approval of Agenda/Minutes
  - 2.A Changes And Approval of Agenda
  - 2.B Planning Commission Meeting Minutes
3. Citizen Comments - Non Agenda Related Topics – No Action Can Be Taken

4. Planning Commission And Staff Reports And Comments
5. Disclosures – Ex-Parte Communications; Potential Conflicts Of Interest
6. Current Planning Projects
  - 6.A Old Business
  - 6.B New Business
7. Long Range Planning Projects
8. Variances
9. Adjournment

#### **XVIII. Conduct of Meetings and Review of Current Planning Projects**

Where an individual has filed an application to be acted upon by the Planning Commission, the application shall be considered at a public meeting. The procedures that follow shall be used. Members of the Planning Commission shall be recognized by the Chair before asking questions of the applicant, public, staff, or other Planning Commission members.

##### **A. Opening of the Meeting**

The Chair shall open the meeting. The Chair shall explain the procedure that will be used to conduct the meeting.

##### **B. Presentation of Staff Report**

The Planning Division staff shall have an opportunity to explain the nature of the project and present the staff report. Planning Commission members may direct questions concerning the report or project to staff.

##### **C. Presentation of Applicant's Case**

The applicant shall have an opportunity to present evidence in support of the application and to rebut any issues or conditions identified in the staff report. Planning Commission members may direct questions concerning the report or project to the applicant.

##### **D. Public Comments**

The Chair shall invite comments from the public in attendance at the hearing. Planning Commission members may direct questions concerning the comments to the applicant or public.

##### **E. Deliberations by the Planning Commission**

The Planning Commission may close the public meeting and take action or take the matter under advisement to be decided at a subsequent meeting. The Planning Commission may continue the meeting to receive additional comment. The Planning Commission may re-open the meeting at a later time to receive

more comment. After closing the meeting the Chair shall ask for a motion concerning the application or matter before the Planning Commission. The Planning Commission may only deliberate a matter after the public meeting has been closed and a motion concerning the disposition of the application or matter has been made and seconded. During deliberations, the Planning Commission may direct questions to the applicant, staff, or public to clarify issues of concern to the Planning Commission after being recognized by the Chair.

**F. Decision by the Planning Commission**

After deliberations, the Chair shall ask for a vote of the members present. Every member present shall vote either "aye" or "no" or abstain from voting. All action taken shall conform to applicable statutory provisions on open meetings and shall be by motion.

**XIX. Conduct of Members**

Planning Commission members shall abide by the rules of conduct set forth below.

**A. Conflict of Interest:**

Members have the right and the obligation to vote on all questions before them and to participate in the business of the Planning Commission except when a conflict of interest exists, or if there is a perception of a conflict of interest.

**(1) Notification of conflict of interest:**

Whenever the Planning Commission is considering, or may consider a matter that raises a question of conflict of interest for a particular member, the member shall inform the Planning Division before the meeting. If, in the staff's opinion, there may be a conflict of interest, staff may ask City Attorney for an opinion. Members are responsible for determining when a conflict of interest exists. Members are also responsible for alerting the Chair before the meeting.

**(2) Conduct at meetings where a member has a conflict of interest:**

If any member has a conflict of interest with any particular item, the member shall notify the Planning Commission and the public in attendance of the conflict of interest. The member shall not participate in consideration of that item.

**B. Ex parte Contacts**

Ex parte contacts are contacts between individuals seeking to influence a decision on a Planning Commission matter outside the meeting forum. Such contacts include visits to sites proposed for development by one (1) or more members and the applicant or applicant's representative unaccompanied by planning staff, meeting with the applicant or applicant's representative separate from a Planning Commission meeting, or telephone calls or letters which attempt to influence a member's opinion on a matter which will be subject to the member's vote.

It is understood that all ex parte communications cannot be avoided. Members shall attempt to avoid ex parte conversations and communications concerning any possible proposal which may be heard by the board. Should any such ex parte contacts occur where relevant information is obtained and considered by a member, the ex parte contact and information obtained shall be disclosed at the public hearing or meeting so that participants at such hearing or meeting may be confronted with all facts that influence the disposition of the case and have an opportunity to respond.

**XX. Open Meetings**

Meetings of the Planning Commission including site visits shall be open to the public except as provided by law.

**XXI. Open Records**

Information presented to the Planning Commission in carrying out its responsibilities, records of meetings, and any other material resulting from the conduct of its activities shall be kept on file in the City of Laramie's Planning Division Office, and shall be available for inspection by the public upon reasonable request except as provided by law.

**XXII. Amendments to the Rules of Procedure**

Any member of the Planning Commission or the Planning Division may propose amendments to the rules of procedure. An amendment must be approved by a majority of the entire membership after due notice and filed with the County Clerk to become effective.

**XXIII. Other Rules of Procedure**

The most recent edition of "Robert's Rules of Order" shall be the parliamentary rules of the Commission as required and shall be supplemental to and included as part of these rules.

**XXIV. Hearings**

Whenever the Commission is authorized or required by statute or ordinance to hold a hearing, the hearing shall be conducted in the manner specified in Section XVIII above, substituting “hearing” for “meeting” and “testimony” for “comments.” Any procedural matters not covered by Section XVIII shall be in accord with Chapter 1.20 of the Laramie Municipal Code.

Adopted \_\_\_\_\_, 2017.

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary

## MEMORANDUM

**To:** Derek Teini

**From:** Robert Southard

**Date:** 1/3/2017

**Re:** Planning Commission Bylaws

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You asked me to review the proposed changes to the Planning Commission bylaws, and I found them acceptable. We also had a conversation about the notion of a general conflict of interest (for lack of a better term) when City staff analyzes/comes before the PC on issues involving City-owned property. Here are my thoughts:

It is not a conflict of interest in any sense that would disqualify City staff from performing their normal job of reviewing or making recommendations. It is absolutely standard that staff (not just Planning staff, and not just in proceedings before the PC) handle, review and make recommendations about City property. That property can be an object (vehicles, equipment, real estate) or money. Staff (from the City Manager on down) regularly go before boards and commissions, and in front of City Council, with results of their reviews, and express their recommendations, regarding what to do with City property. Staff does not, however, make the decisions. It is the role of the elected officials and their appointees (like the members of the PC) to review what staff says, ask questions, ask for more information, etc., and then determine the policy/result they wish to impose. Staff complies. It is routine (at least in my experience before Council) that staff recommendations do not rule the day. In short: all staff are charged with making a professional analysis, expect to be questioned about that analysis, and then await the decision of elected officials or their appointees. This is not a conflict of interest. It is the way the system properly operates.

Let me know if you have any questions.

# **Planning Division**

**Submittal Schedules Sheets 1-3**

**Prepared for 2017 Calendar Year**

**Internal and external calendars**

**CITY OF LARAMIE**  
**Planning Division**  
**2017 Application Submittal Schedule**

Subject to revision; please check with staff.

Applications are accepted by appointment only, please call 307-721-5207 to schedule.

**Sheet 1**

CPA - Comprehensive Plan Amendment  
 FP - Final Plat  
 PP - Preliminary Plat

Submittal Schedule for:  
 CPA - Comprehensive Plan Amendment  
 PP - Preliminary Plat  
 FP - Final Plat

Staff Review and Referral		
Date Completed Application Submitted By:	Departmental Review Completion Date	Project Review Committee Meeting
12-Jan-17	1-Feb-17	2-Feb-17
26-Jan-17	15-Feb-17	16-Feb-17
9-Feb-17	1-Mar-17	2-Mar-17
23-Feb-17	15-Mar-17	16-Mar-17
9-Mar-17	29-Mar-17	30-Mar-17
23-Mar-17	12-Apr-17	13-Apr-17
13-Apr-17	3-May-17	4-May-17
27-Apr-17	17-May-17	18-May-17
11-May-17	31-May-17	1-Jun-17
25-May-17	14-Jun-17	15-Jun-17
8-Jun-17	28-Jun-17	29-Jun-17
22-Jun-17	12-Jul-17	13-Jul-17
13-Jul-17	2-Aug-17	3-Aug-17
27-Jul-17	16-Aug-17	17-Aug-17
10-Aug-17	30-Aug-17	31-Aug-17
24-Aug-17	13-Sep-17	14-Sep-17
14-Sep-17	4-Oct-17	5-Oct-17
28-Sep-17	18-Oct-17	19-Oct-17
12-Oct-17	1-Nov-17	2-Nov-17
26-Oct-17	15-Nov-17	16-Nov-17
9-Nov-17	29-Nov-17	30-Nov-17
22-Nov-17	13-Dec-17	14-Dec-17
7-Dec-17	27-Dec-17	28-Dec-17
21-Dec-17	10-Jan-18	11-Jan-18
11-Jan-18	31-Jan-18	1-Feb-18
25-Jan-18	14-Feb-18	15-Feb-18
8-Feb-18	28-Feb-18	1-Mar-18
22-Feb-18	14-Mar-18	15-Mar-18
8-Mar-18	28-Mar-18	29-Mar-18
22-Mar-18	11-Apr-18	12-Apr-18
5-Apr-18	25-Apr-18	26-Apr-18
19-Apr-18	9-May-18	10-May-18

Upon satisfactory review by staff and applicable outside agencies, the application will follow the "Approval Process." If it is determined by staff that significant errors exist or that additional information is necessary to make a staff recommendation, the application may be subject to a new "Staff Review and Referral" period prior to proceeding to the "Approval Process."

Approval Process			
Letters and Publications	Planning Commission/ Public Hearing	Letters and Publications	City Council Meeting
9-Feb-17	27-Feb-17	2-Mar-17	21-Mar-17
23-Feb-17	13-Mar-17	16-Mar-17	4-Apr-17
9-Mar-17	27-Mar-17	30-Mar-17	18-Apr-17
23-Mar-17	10-Apr-17	13-Apr-17	2-May-17
6-Apr-17	24-Apr-17	27-Apr-17	16-May-17
20-Apr-17	8-May-17	18-May-17	6-Jun-17
4-May-17	22-May-17	1-Jun-17	20-Jun-17
25-May-17	12-Jun-17	15-Jun-17	5-Jul-17
8-Jun-17	26-Jun-17	29-Jun-17	18-Jul-17
22-Jun-17	10-Jul-17	13-Jul-17	1-Aug-17
6-Jul-17	24-Jul-17	27-Jul-17	15-Aug-17
27-Jul-17	14-Aug-17	17-Aug-17	5-Sep-17
10-Aug-17	28-Aug-17	31-Aug-17	19-Sep-17
24-Aug-17	11-Sep-17	14-Sep-17	3-Oct-17
7-Sep-17	25-Sep-17	28-Sep-17	17-Oct-17
21-Sep-17	9-Oct-17	19-Oct-17	7-Nov-17
5-Oct-17	23-Oct-17	2-Nov-17	21-Nov-17
26-Oct-17	13-Nov-17	16-Nov-17	5-Dec-17
9-Nov-17	27-Nov-17	30-Nov-17	19-Dec-17
23-Nov-17	11-Dec-17	14-Dec-17	2-Jan-18
21-Dec-17	8-Jan-18	18-Jan-18	6-Feb-18
21-Dec-17	8-Jan-18	18-Jan-18	6-Feb-18
4-Jan-18	22-Jan-18	1-Feb-18	20-Feb-18
25-Jan-18	12-Feb-18	15-Feb-18	6-Mar-18
8-Feb-18	26-Feb-18	1-Mar-18	20-Mar-18
22-Feb-18	12-Mar-18	15-Mar-18	3-Apr-18
8-Mar-18	26-Mar-18	29-Mar-18	17-Apr-18
22-Mar-18	9-Apr-18	12-Apr-18	1-May-18
5-Apr-18	23-Apr-18	3-May-18	22-May-18
26-Apr-18	14-May-18	17-May-18	5-Jun-18
3-May-18	21-May-18	31-May-18	19-Jun-18
17-May-18	4-Jun-18	15-Jun-18	4-Jul-18

**Please Note:**

- Incomplete applications will not be accepted. The above schedule is tentative.
- The Planning Commission and the City Council may choose to postpone projects to address issues identified during the meetings.
- If revisions to the project are requested or if it is determined that additional information is required, at staff's discretion, the application may repeat the "Staff Review and Referral" period, prior to scheduling the Planning Commission Public Hearing.
- Please contact staff to determine any possible changes near holidays.

Dates that are in red print do not follow the usual schedule due to City holidays.  
 All meetings noted in the "Approval Process" should have representation by the applicant or his or her agent. Items may be recommended for postponement if no representative is present at the meeting.

# CITY OF LARAMIE

## Planning Division

### 2017 Application Submittal Schedule

Subject to revision; please check with staff.

Applications are accepted by appointment only, please call 307-721-5207 to schedule.

CUP - Conditional Use Permit

VAR - Variance

Administrative Appeal

Submittal Schedule for:  
CUP - Conditional Use Permit  
VAR - Variance  
Administrative Appeal

Staff Review and Referral		
Date Completed Application Submitted By:	Departmental Review Completion Date	Project Review Committee Meeting
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13-Apr-17	3-May-17	4-May-17
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25-May-17	14-Jun-17	15-Jun-17
8-Jun-17	28-Jun-17	29-Jun-17
22-Jun-17	12-Jul-17	13-Jul-17
13-Jul-17	2-Aug-17	3-Aug-17
27-Jul-17	16-Aug-17	17-Aug-17
10-Aug-17	30-Aug-17	31-Aug-17
24-Aug-17	13-Sep-17	14-Sep-17
14-Sep-17	4-Oct-17	5-Oct-17
28-Sep-17	18-Oct-17	19-Oct-17
12-Oct-17	1-Nov-17	2-Nov-17
26-Oct-17	15-Nov-17	16-Nov-17
9-Nov-17	29-Nov-17	30-Nov-17
22-Nov-17	13-Dec-17	14-Dec-17
7-Dec-17	27-Dec-17	28-Dec-17
21-Dec-17	10-Jan-18	11-Jan-18
11-Jan-18	31-Jan-18	1-Feb-18
25-Jan-18	14-Feb-18	15-Feb-18
8-Feb-18	28-Feb-18	1-Mar-18
22-Feb-18	14-Mar-18	15-Mar-18
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Approval Process	
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23-Feb-17	13-Mar-17
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23-Mar-17	10-Apr-17
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20-Apr-17	8-May-17
4-May-17	22-May-17
25-May-17	12-Jun-17
8-Jun-17	26-Jun-17
22-Jun-17	10-Jul-17
6-Jul-17	24-Jul-17
27-Jul-17	14-Aug-17
10-Aug-17	28-Aug-17
24-Aug-17	11-Sep-17
7-Sep-17	25-Sep-17
21-Sep-17	9-Oct-17
5-Oct-17	23-Oct-17
26-Oct-17	13-Nov-17
9-Nov-17	27-Nov-17
23-Nov-17	11-Dec-17
21-Dec-17	8-Jan-18
21-Dec-17	8-Jan-18
4-Jan-18	22-Jan-18
25-Jan-18	12-Feb-18
8-Feb-18	26-Feb-18
22-Feb-18	12-Mar-18
8-Mar-18	26-Mar-18
22-Mar-18	9-Apr-18
5-Apr-18	23-Apr-18
26-Apr-18	14-May-18
3-May-18	21-May-18
19-Mar-18	6-Apr-18

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Dates that are in **red** print do not follow the usual schedule due to City holidays.  
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# CITY OF LARAMIE

## Planning Division

### 2017 Application Submittal Schedule

Subject to revision; please check with staff.

Applications are accepted by appointment only, please call 307-721-5207 to schedule.

# Sheet 3

PPUD - Preliminary Planned Unit Development

TA - Text Amendment

VAC - Vacation of Public Way

Z - Rezoning

A - Annexation

Submittal Schedule for:  
 PPUD - Preliminary Planned Unit Development  
 VAC - Vacation of Public Way  
 TA - Text Amendment  
 Z - Rezoning  
 A - Annexation

Staff Review and Referral		
Date Completed Application Submitted By:	Departmental Review Completion Date	Project Review Committee Meeting
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26-Jan-17	15-Feb-17	16-Feb-17
9-Feb-17	1-Mar-17	2-Mar-17
23-Feb-17	15-Mar-17	16-Mar-17
9-Mar-17	29-Mar-17	30-Mar-17
23-Mar-17	12-Apr-17	13-Apr-17
13-Apr-17	3-May-17	4-May-17
27-Apr-17	17-May-17	18-May-17
11-May-17	31-May-17	1-Jun-17
25-May-17	14-Jun-17	15-Jun-17
8-Jun-17	28-Jun-17	29-Jun-17
22-Jun-17	12-Jul-17	13-Jul-17
13-Jul-17	2-Aug-17	3-Aug-17
27-Jul-17	16-Aug-17	17-Aug-17
10-Aug-17	30-Aug-17	31-Aug-17
24-Aug-17	13-Sep-17	14-Sep-17
14-Sep-17	4-Oct-17	5-Oct-17
28-Sep-17	18-Oct-17	19-Oct-17
12-Oct-17	1-Nov-17	2-Nov-17
26-Oct-17	15-Nov-17	16-Nov-17
9-Nov-17	29-Nov-17	30-Nov-17
22-Nov-17	13-Dec-17	14-Dec-17
7-Dec-17	27-Dec-17	28-Dec-17
21-Dec-17	10-Jan-18	11-Jan-18
11-Jan-18	31-Jan-18	1-Feb-18
25-Jan-18	14-Feb-18	15-Feb-18
8-Feb-18	28-Feb-18	1-Mar-18
22-Feb-18	14-Mar-18	15-Mar-18
8-Mar-18	28-Mar-18	29-Mar-18
22-Mar-18	11-Apr-18	12-Apr-18
5-Apr-18	25-Apr-18	26-Apr-18
19-Apr-18	9-May-18	10-May-18

Upon satisfactory review by staff and applicable outside agencies, the application will follow the "Approval Process." If it is determined by staff that significant errors exist or that additional information is necessary to make a staff recommendation, the application may be subject to a new "Staff Review and Referral" period prior to proceeding to the "Approval Process."

Approval Process						
Letters and Publications	Planning Commission/Public Hearing	Newspaper Publications	City Council Meeting 1st Reading	City Council Public Hearing	City Council Meeting 2nd Reading	City Council Meeting 3rd/Final Reading
9-Feb-17	27-Feb-17	16-Mar-17	21-Mar-17	4-Apr-17	4-Apr-17	18-Apr-17
23-Feb-17	13-Mar-17	30-Mar-17	4-Apr-17	18-Apr-17	18-Apr-17	2-May-17
9-Mar-17	27-Mar-17	13-Apr-17	18-Apr-17	2-May-17	2-May-17	16-May-17
23-Mar-17	10-Apr-17	27-Apr-17	2-May-17	16-May-17	16-May-17	6-Jun-17
6-Apr-17	24-Apr-17	18-May-17	16-May-17	6-Jun-17	6-Jun-17	20-Jun-17
20-Apr-17	8-May-17	1-Jun-17	6-Jun-17	20-Jun-17	20-Jun-17	5-Jul-17
4-May-17	22-May-17	16-Jun-17	20-Jun-17	5-Jul-17	5-Jul-17	19-Jul-17
25-May-17	12-Jun-17	29-Jun-17	5-Jul-17	18-Jul-17	18-Jul-17	1-Aug-17
8-Jun-17	26-Jun-17	13-Jul-17	18-Jul-17	1-Aug-17	1-Aug-17	15-Aug-17
22-Jun-17	10-Jul-17	27-Jul-17	1-Aug-17	15-Aug-17	15-Aug-17	5-Sep-17
6-Jul-17	24-Jul-17	17-Aug-17	15-Aug-17	5-Sep-17	5-Sep-17	19-Sep-17
27-Jul-17	14-Aug-17	31-Aug-17	5-Sep-17	19-Sep-17	19-Sep-17	3-Oct-17
10-Aug-17	28-Aug-17	14-Sep-17	19-Sep-17	3-Oct-17	3-Oct-17	17-Oct-17
24-Aug-17	11-Sep-17	28-Sep-17	3-Oct-17	17-Oct-17	17-Oct-17	7-Nov-17
7-Sep-17	25-Sep-17	19-Oct-17	17-Oct-17	7-Nov-17	7-Nov-17	21-Nov-17
21-Sep-17	9-Oct-17	2-Nov-17	7-Nov-17	21-Nov-17	21-Nov-17	5-Dec-17
5-Oct-17	23-Oct-17	16-Nov-17	21-Nov-17	5-Dec-17	5-Dec-17	19-Dec-17
26-Oct-17	13-Nov-17	30-Nov-17	5-Dec-17	19-Dec-17	19-Dec-17	2-Jan-18
9-Nov-17	27-Nov-17	14-Dec-17	19-Dec-17	2-Jan-18	2-Jan-18	16-Jan-18
23-Nov-17	11-Dec-17	28-Dec-17	2-Jan-18	16-Jan-18	16-Jan-18	6-Feb-18
21-Dec-17	8-Jan-18	1-Feb-18	6-Feb-18	20-Feb-18	20-Feb-18	6-Mar-18
21-Dec-17	8-Jan-18	1-Feb-18	6-Feb-18	20-Feb-18	20-Feb-18	6-Mar-18
4-Jan-18	22-Jan-18	15-Feb-18	20-Feb-18	6-Mar-18	6-Mar-18	20-Mar-18
25-Jan-18	12-Feb-18	1-Mar-18	6-Mar-18	20-Mar-18	20-Mar-18	3-Apr-18
8-Feb-18	26-Feb-18	15-Mar-18	20-Mar-18	3-Apr-18	3-Apr-18	17-Apr-18
22-Feb-18	12-Mar-18	29-Mar-18	3-Apr-18	17-Apr-18	17-Apr-18	1-May-18
8-Mar-18	26-Mar-18	12-Apr-18	17-Apr-18	1-May-18	1-May-18	15-May-18
22-Mar-18	9-Apr-18	26-Apr-18	1-May-18	15-May-18	15-May-18	5-Jun-18
5-Apr-18	23-Apr-18	17-May-18	22-May-18	5-Jun-18	5-Jun-18	19-Jun-18
26-Apr-18	14-May-18	31-May-18	5-Jun-18	19-Jun-18	19-Jun-18	3-Jul-18
3-May-18	21-May-18	14-Jun-18	16-May-18	3-Jul-18	3-Jul-18	17-Jul-18
17-May-18	4-Jun-18	28-Jun-18	19-Jun-18	17-Jul-18	17-Jul-18	7-Aug-18

**Please Note:**

- Incomplete applications will not be accepted. The above schedule is tentative.
- The Planning Commission and the City Council may choose to postpone projects to address issues identified during the meetings.
- If revisions to the project are requested or if it is determined that additional information is required, at staff's discretion, the application may repeat the "Staff Review and Referral" period, prior to scheduling the Planning Commission Public Hearing.
- Please contact staff to determine any possible changes near holidays.

Dates that are in red print do not follow the usual schedule due to City holidays. All meetings noted in the "Approval Process" should have representation by the applicant or his or her agent. Items may be recommended for postponement if no representative is present at the meeting.