



Town of Wheatland Planning and Zoning Commission

Minutes – January 2nd, 2025

Call to Order – Roll Call – Pledge of Allegiance

The meeting was called to order at 6:00 p.m. in the Town Hall Council Chambers by Acting Chairman Randy Chesser.

Members Present:

- Acting Chairman Randy Chesser
- Member Mike Holst
- Member Pat Mitchell
- Member Jarvis Windom

Members Absent:

- Member LaRon Eller

Staff Present:

- Planner Douglas Dumont

The Pledge of Allegiance was recited by all present.

Citizen Comments

No citizen comments were made.

Declaration of Conflicts of Interest

Acting Chairman Chesser asked if any members had conflicts of interest regarding the evening's agenda items. No conflicts were declared.

Administrative Discussion: Robert's Rules of Order

Planner Douglas Dumont provided an overview of Robert's Rules of Order to ensure clarity in voting and decision-making processes for the upcoming year.

Key Points Discussed:

1. **Quorum Requirements:**
 - A quorum is the minimum number of members (4) needed to conduct business.
2. **Voting and Abstentions:**
 - Dumont clarified that abstentions do not count as "no" votes.
 - For motions to pass, only a majority of votes cast is required.

- Example: If one member votes "yes" and the others abstain, the motion passes with the affirmative vote.

3. **Abstentions:**

- Members are encouraged to state their intention to abstain prior to a vote, particularly if a conflict of interest is involved.

4. **Future Training:**

- Planner Dumont noted that more detailed training would be offered at the February meeting, particularly for new members.
- A simplified reference guide or "cheat sheet" summarizing key motions and procedures will be provided.

Member Feedback:

- Member Windom suggested adding a summary document for new members.
 - Acting Chairman Chesser emphasized the importance of ensuring everyone fully understands procedural rules to avoid confusion during votes.
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New Business

Special Use Permit Request – Thane and Keri Ashenhurst

Location: 52 16th Street, Wheatland, WY

Proposal: Convert the former Country Club Living property into a combined restaurant and short-term lodging facility.

Summary of Proposal:

Planner Dumont provided an overview of the application, noting the proposed restaurant would initially seat 30-40 patrons with plans to expand to 60. The property's 23 small apartments would serve as short-term lodging for traveling nurses, contractors, and other temporary residents.

Key Issues Discussed:

1. **Parking:**

- The property currently has 16 parking spaces.
- The applicant plans to increase this to 35 spaces by repurposing lawn and landscaped areas, although a shortfall of two spaces compared to code requirements may necessitate a variance.

2. **Utility Considerations:**

- The Town's Electrical Superintendent, Preston Meier, requested a review of the blueprints to assess whether any upgrades would be required.

3. **Applicant Presentation:**

- Thane Ashenhurst detailed plans for both the lodging and restaurant components.
- Restaurant opening projected for late March or early April 2025.

Motion:

A motion to approve the special use permit, subject to the condition that blueprints are reviewed by the Electrical Superintendent prior to construction, was made by Member Windom and seconded by Member Mitchell.

Vote: Motion carried unanimously.

2025 Fee Schedule

Planner Dumont presented the 2025 fee schedule, noting no changes from the previous year. While Connex container permits were discussed, members agreed to maintain the current pricing structure.

Motion:

A motion to approve the 2025 fee schedule as presented was made by Member Mitchell and seconded by Member Holst.

Vote: Motion carried unanimously.

2025 By-Laws

Planner Dumont reviewed the commission's by-laws, which govern the roles and responsibilities of commission members. No changes were proposed for 2025.

Discussion Highlights:

- Membership requirements were clarified: members must reside in Wheatland or own property within town limits.
- Members briefly discussed the importance of ensuring new members understand Robert's Rules of Order to facilitate efficient meetings.

Motion:

A motion to approve the by-laws as presented was made by Member Holst and seconded by Member Mitchell.

Vote: Motion carried unanimously.

Election of Officers

Chairman: Acting Chairman Chesser agreed to continue in his role temporarily until February, when all members are expected to be present.

Vice Chairman: The election was postponed to February.

Motions:

1. A motion to appoint Randy Chesser as Acting Chairman was made by Member Windom and seconded by Member Holst.
 - **Vote:** Motion carried unanimously.
2. A motion to postpone the election of Vice Chairman was made by Member Windom and seconded by Member Holst.

- **Vote:** Motion carried unanimously.

Approval of Minutes

November 7, 2024, Meeting Minutes:

Planner Dumont presented the minutes from the November 7, 2024, meeting for approval.

Motion:

A motion to approve the minutes as presented was made by Member Holst and seconded by Member Mitchell.

Vote: Motion carried unanimously.

Commission Discussion

Meeting Times:

The commission agreed to retain the first Thursday of each month at 6:00 PM for 2025.

Robert's Rules of Order Training:

Planner Dumont proposed a short training session at the February meeting to familiarize members with key parliamentary procedures, including motions, abstentions, and tabling items.

Long-Term Planning:

Members discussed the need to balance business growth with community preservation, with a focus on attracting new industries and retaining existing businesses.

Adjournment

Motion:

A motion to adjourn was made by Member Mitchell and seconded by Member Holst.

Vote: Motion carried unanimously.

The meeting was adjourned at 6:58 PM.

Approve:

Attest:

Planning & Zoning Commission Chairman

Town Planner