



CITY OF LANDER
BOARD OF ADJUSTMENT & PLANNING COMMISSION MEETING
- AMENDED

Thursday, September 17, 2026 at 6:00 PM
City Council Chambers, 240 Lincoln Street

MINUTES

Attendance: Chair Zach Mahlum, Members, Mary Greene, Jonathan Rensch, and Joe Henry. Kara Colhoff was on travel. City Attorney Adam Phillips, Council Liaison Dan Hahn and Chad Cassady, Assistant Public Works Director Hunter Roseberry, Recording Secretary RaJean Strube Fossen

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

This meeting is being recorded electronically. All petitioners to the Board of Adjustments will receive a written decision and order within thirty (30) days of this hearing. The decision will be clearly stated with findings of fact and conclusions of law. Anyone wishing to appeal against a decision and order may do so through District Court.

Anyone wishing to speak tonight, must first be recognized, come to the podium, take the oath, and state your name prior to speaking.

2. APPROVAL OF MINUTES

A. PLANNING COMMISSION MINUTES of August 20, 2026

Joe moved to approve the minutes. Seconded by Jonathan. RaJean noted liaison Cassady has some questions. After discussion was held, Joe modified his motion to Table the minutes until the next meeting. Jonathan seconded. Motion passed

3. BOARD OF ADJUSTMENT - NEW BUSINESS

All application fees have been paid in full. If applicants receive a bill for further review and inspections please send the City a copy of the email and report the email to your email provider as a scam.

A. CU 26.12, STR 737 S 3rd Street, Jonas (address corrected)

Alana Jonas, owner took the oath and explained that the agenda has the wrong address in the agenda and it should read 737 S 3rd Street. The application is for a seasonal operation during tourist season with a maximum of 3 guests, no pets and quiet hours. The rental is a self contained garage studio apartment and they live on the premises.

Zach asked if there was off street parking. The owner replied that they can park in the alley or driveway. Zach verified if there would be one single reservation.

Joe asked if it is currently rented. No and she lives on the property.

There was no Public comment

RaJean read the City Letter recommending the approval of CU 26.12 contingent on the owner showing proof of fire inspection and collection of WY state Lodging Tax.

Joe verified what a kitchenette means. The owner replied that there is a sink, frig and and air fryer.

Joe moved to approve subject to City recommendations. Jonathan seconded. Motion passed.

RaJean notified the owner that they will receive a Decision and order within 30 days and she will email the owner with the fire inspection information.

B. CU 26.13 Childcare, 737 Cliff, Mullen

Darcy Mullen, owner took the oath and explained the applications for a child care for up to 15 children. She has applied with the DFS. She and her husband will be the owner-operators with no employees.

Zach verified that they have applied with DFS. The owner reported that they have passed the fire inspection and have a few minor safety changes and the online training to complete with DFS. Zach asked about capacity. They have 2 children of their own and they will have two additional children at first. They will advertise for up to 6 more full time and offer some times for emergency care. If they have infants they will be restricted to 8 children per DFS rules.

Mary verified further the amount and ages of children per adult which the owner explained to the board's satisfaction.

Joe verified that the 1000 sq ft home will meet the DFS requirements.

RaJean read the City Letter recommending the approval of CU 26.13 contingent on the owner showing proof of fire inspection and receiving the WDH certificate.

Sarah Schlosser, neighbor, said she has spoken to neighbors and they are in favor of this operation in the neighborhood.

Jonathan moved to approve CU 26.13 conditional on fire inspections and WDH certification. Mary seconded. Motion passed.

RaJean explained the 30 days for a decision and order. Once the order is received and DFS has notified RaJean of the certification they will be ready to take clients.

C. CU 26.14, STR 762 S 3rd, DelMonte

Martin and Karie Del Monte (virtual), owners, took the oath and explained the applications for a continued operation during with a maximum of 6 guests, no pets and quiet hours. This is a family heritage house but the mother has left the area. The basement and garage are locked to residents, but they can park in the 2-car driveway.

Joe asked if the place is rented. Owner replied that there are none at the moment ad they will be using it this weekend. Joe verified that they will only allow a single reservation at any one rental.

Mary asked about a local manager. They have a local manager.

Jonathan asked if the managers name would be displayed for the neighborhood. The owners replied that it is posted inside the home for renters and the neighbors are already aware of her contact.

Mary asked if they have talked to any neighbors. Yes, they have talked to quite a few when they were in town last January. There was no ill will from those neighbors at that time. Mary asked what the long term plans are. They would like to keep in the family but that remains in question. They prefer short term so that they can use the home when they are in town.

RaJean read the City Letter recommending the approval of CU 26.14 contingent on the owner showing proof of fire inspection and collection of WY state Lodging Tax.

Michelle Escudero took the oath and lives across the street. Michelle did not hear of this. She loved Mrs. Del Monte and would love this to stay in the family. RaJean verified that she got a post card and she said she got two.

Jonathan moved to approve conditional on fire inspection and the proof of capacity to collect lodging tax. Joe seconded. Mary will vote yes with hesitation because there are more than one in the neighborhood. She is disturbed that some neighbors did not know about it. The owner picked the Quiet hours based on recommendation from Airbnb. Mary made an amendment to set a condition of quiet hours being increased to be 9PM to 8AM. Joe seconded the amendment. Amendment passed unanimously. Motion to approve passed as amended.

RaJean will meet with the owner on Monday. A decision and order is due in 30 days.

4. PLANNING COMMISSION - NEW BUSINESS

A. S 26.05 Orig Town, Blk 29, Lots 4-10 replat, Baker/Schultejann

Kevin Baker and Dan Schultejann took the oath and described the proposed lot line change to add 6 feet to Baker's lot from his adjacent neighbor. Both owners are willing to sign the plat.

Joe asked if the existing buildings meet all the city requirements. RaJean replied that they do, however this lot line adjustment will necessarily require an adjustment in the zoning map as Mr. Baker's lot is zoned commercial and Mr. Schultejann's lot is R-5. The zoning will need to be adjusted to follow the new lot lines.

RaJean read the City Letter recommending the approval of S26.05 with no contingencies.

Joe moved to approve, Mary seconded. Motion passed.

RaJean stated that this recommendation to approve the plat will be forwarded to City Council on October 13th. If passed, the owners can come in and sign the plat and deeds to record the transaction.

B. S 26.07 Capitol Holl Addition Blk 126, Lots 1-4, 17-20 Replat, Jacks

Representative, Cody Jacks took the oath and explained the family trust plan to turn 3 homes into 5 lots (3 existing and two new vacant lots).

RaJean reported that the staff comments required a homeowners association with covenants for the private drive. After talking with the owners legal counsel, City staff may accept recorded permanent easements that codify the long-term maintenance of the drive.

City Staff recommends approval upon receipt of a plat showing a 26-foot-wide private drive with either the proper Homeowners documents or legal perpetual easements that can be recorded with the plat. Sidewalk, Curb and gutter Must be completed before an occupancy permit is issued. Final water and sewer taps and service line locations must be approved by the City Engineer prior to recording the plat.

The owner talked about the possibility of deeding the portion of the vacated alley shown on lot 3A to the neighbor. RaJean noted that cannot be done as a simple lot line adjustment and the adjacent neighbor must sign the plat. The owner does not want to slow down the process.

Joe moved to approve S 26.07 subject to Attorney and City agreeing on the legal private drive. Jonathan asked for a friendly amendment to read approve S 26.07 pending an established plan for accepted legal access to all lots. Mary seconded the amendment. Amendment passed. Johnathan then seconded original motion. Motion passed with Zach recusing himself from the vote.

The owner brought revised plans showing a 26-foot-wide access drive. This matter could be on the October 13th Council agenda if all easement documents are received ad approved as discussed tonight.

C. Finalize proposed changes to Title 4 District Zoning Sections R-3 to end

Members discussed changes to the Aug 20th minutes. RaJean will revise and put on the next agenda for approval.

Liaison Cassady felt that there are changes in the redline document that are above and beyond administrative changes. Zach and members discussed the tendency for mission creep when modifying a document. RaJean has a spreadsheet regarding two years worth of discussions that she will share with the group that can be discussed at the next meeting.

RaJean agreed to remove the redline language from all "Minimum Lot Width" sections regarding private drive needed a variance and confer with Adam to get it in the proper section or application.

Discussions were held on whether standard like quiet hours was consistent with setting conditions specific to each request. Further discussion is warranted.

Although the STR software verifies active listings for which the vendors collect Wy Lodging taxes, further discussion may be warranted for tracking and enforcement purposes.

5. ADJOURNMENT

Adjournment at 8:15