

Urban Renewal Authority Meeting

April 7, 2022

Called to order at 10:00 a.m.

Present: Katy Ames (President), Rob Graham (Vice President), Ken Dugas, Ryan Whitehead, Chet Halverson

Not Present:

Non-Committee members present: Charles Bloom, Mark Christensen, Sam Crowley, Robert Chamberlain, Renee Smith, Stefanie Boster, Stephanie White

Minutes from last meeting approved: The minutes from the March 3, 2022 meeting were approved.

Audience Business: none

Old Business: none

New Business:

Note: It was determined that Rob Graham would act as temporary Chair, as Katy Ames would join the meeting later.

- a) **Urban Renewal Authority Application Guidelines:** Mr. Christensen gave a staff report. Mr. Graham, temporary Chair, asked for questions. None. Mr. Christensen let the Board know that the next steps are working with the City Attorney to adopt the proposed review criteria and when they are adopted, they will be covered on all future applications. Applications submitted before the review criteria have already been grandfathered in. Mr. Dugas asked if it would be helpful to define "redevelopment team". Mr. Christensen said he does think it would be helpful and staff could add a definition section to the Urban Renewal Code under the City Code or Rules of Practice. Mr. Graham asked for other questions. None.
- b) **Hitching Post Plaza Development Agreement – Phase II (POSTPONED):** Mr. Christensen gave a staff report. Mr. Chamberlain said they have been working closely with the City to get the first round comments and he is open for any questions. Mr. Graham asked for questions from the Board. None.

Motion: Mr. Halvorson moved to postpone the Hitching Post Phase II Development Agreement and instruct staff to bring the development agreement before the Board when it is complete. Mr. Dugas seconded. Motion passed unanimously.

- c) **Hitching Post Plaza Asbestos Abatement Overages TIF Application:** Mr. Christensen gave a staff report. Mr. Graham asked for comments from the Board. None. He asked for public comment. None.

Motion: Mr. Whitehead moved to accept the Hitching Post Plaza tax increment financing assistance application as complete, declare the overages for asbestos abatement and building removal as eligible for tax increment financing reimbursement in an amount not to exceed

\$460,000, noting the application meets the intent of the plan and project area, and move to accept the development agreement as an agenda item to go before the Urban Renewal Authority Board and the Governing Body for final approval. Mr. Halvorson seconded. Motion passed unanimously.

- d) Hitching Post Plaza Asbestos Abatement Overages Development Agreement:** Mr. Christensen gave a staff report. Mr. Dugas asked if staff can give the Board an update on the timing of the project and if it is moving forward as expected. Mr. Christensen answered that from staff's perspective the project is moving forward as expected. The Engineering Plan Review (EPR) is still in review and the applicant has submitted for an administrative plat in anticipation of selling some lots. Mr. Bloom added that the administrative plat was approved last week. Mr. Chamberlain said they are on track for development and are just waiting for approval on the EPR to work on the infrastructure portion. He said they hope to have final elements in place in the next month. Mr. Graham asked for other questions. None. He asked for public comment. None.

Motion: Mr. Dugas moved to recommend approval to the Governing Body of the Development Agreement between the City of Cheyenne, Swagger Construction, LLC, and Banner Capital Bank for additional Tax Increment Financing for Hitching Post Plaza, noting the agreement conforms to the Hitching Post Urban Renewal Plan. Mr. Whitehead seconded. Passed unanimously.

- e) 15th St Blight Study:** Mr. Christensen let the Board know that Ms. Ames has joined. Mr. Bloom said she may take over her role as Chair. Mr. Christensen gave a staff report on the 15th St. Corridor Blight Study. Ms. Ames asked for questions. Mr. Whitehead asked if there were any environmental costs determined yet. Mr. Christensen answered that several Phase I assessments have been completed in the area, but the survey was completed based on the assumption of ages and past uses of buildings. Mr. Bloom added that Phase I assessments are only valid for 6 months, so staff expects additional assessments if there are any potential environmental issues in the area.

Ms. Ames asked for other questions. Mr. Dugas declared a conflict of interest due to his relationship with MHP as they have announced a pursuit of purchasing property in this area. Mr. Halvorson also announced that he has a possible conflict of interest, but he has no ownership interest at this time. Mr. Bloom did not see an issue with conflict with Mr. Halvorson. Mr. Halvorson added that if a sale proceeds and he becomes an owner of that property he would bring it to the Board as a conflict of interest. Mr. Christensen also said that staff has sent out a letter to property owners and will be holding a public meeting before the governing body hears this item for public comment. Ms. Ames asked for other comments from the Board. None. She asked for comments from the public. None.

Motion: Mr. Whitehead moved to recommend the Governing Body adopt the 15th Street Corridor Blight Study as proposed by staff designating the area as appropriate for an Urban Renewal Plan and Project pursuant to Wyoming State Statutes § 15-9-107, noting the area meets the conditions of blight as outlined in Wyoming State Statutes § 15-9-103. Mr. Graham seconded. Passed unanimously.

f) **Executive Session:** Ms. Ames announced that seeing there is no other business before the Urban Renewal Authority, pursuant to Wyo. Stat. § 16-4-405(a)(vii) the Board will now go into Executive Session to consider the purchase of real estate. The Board does not intend to make a decision following Executive Session. Once the Board returns from Executive Session, it will close the meeting.

Other Business: Mr. Christensen told the Board staff is still working with property owners on a larger blight study and there may be more blight studies coming forward as they do outreach to property owners on Urban Renewal. She asked for other comments. None. She asked for comments from the public. None. After the executive session, Mr. Bloom let the Board know that meetings will start in person at the municipal building.

Ms. Ames made a motion to adjourn. Mr. Halvorson seconded. All in favor. Meeting adjourned at 10:59 a.m.

Minutes respectfully submitted:

Sam Crowley, Planner I, Planning & Development Department