



Planning and Development Department

2101 O'Neil Avenue, Suite 202, Cheyenne WY 82001

(Phone) 307-637-6282 (Fax) 307-637-6366

A COMMUNITY OF CHOICE

2018 Planning and Development Annual Report

Mission: The mission of the Planning and Development Department is to manage growth and change and support economic development in a way that preserves and enhances the qualities that make Cheyenne a Community of Choice; and to facilitate the development review process by providing quality, effective and efficient professional planning services.

Organizational Structure

The Planning and Development Department is generally organized into two divisions comprised of nine staff members (one vacancy). The Department also serves as the fiscal agent for the Metropolitan Planning Association (MPO) which is comprised of five employees. The MPO is also funded by the Wyoming Department of Transportation and subsidized by Laramie County and the City of Cheyenne.

Development Division (Current Planning)

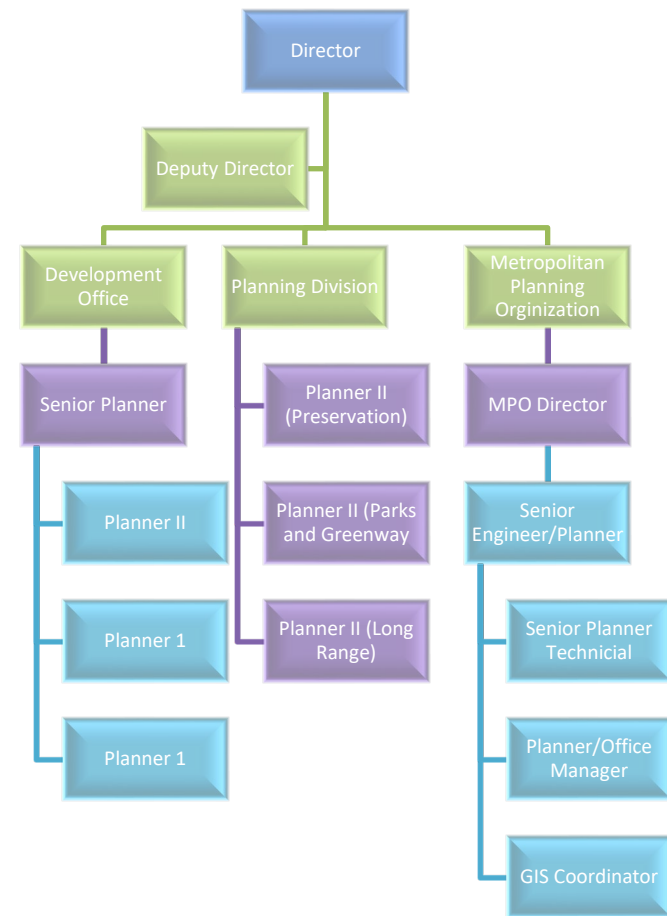
The Development Division works with developers, consultants, residents and the public to ensure that development complies with applicable plans, policies, and codes. This includes review of rezoning applications, planned unit developments (PUDs) subdivision plats, annexations, site plan review, conditional uses, variances, sign permits, and zoning enforcement. The Division provides the staff support for the Cheyenne Planning Commission and Board of Adjustment.

Planning Division (Long Range Planning and Historic Preservation)

The Planning Division provides long range planning services, reviews development proposals within the City's nine historic districts, implements and manages the greenway system, coordinates future park planning, prepares long range planning documents, manages the Brownfield Revolving Loan Fund, and provides technical planning support to the City. The Division is comprised of one Planner II and one Greenway and Parks Planner. The Division provides staff support to the Planning Commission, Historic Preservation Board and the Brownfields Revolving Loan Committee.

Metropolitan Planning Organization (MPO)

The MPO facilitates the planning for transportation needs in the City and County. The MPO is funded by the City, Wyoming Department of Transportation and Laramie County.





Board / Commission Support

Board of Adjustment

The Board of Adjustment is the appointed body of the City responsible for appeals and quasi-judicial decisions under the zoning regulations. In general, the Board of Adjustment hears appeals of decisions rendered by staff, decides on applications by landowners to permit buildings which vary from the zoning regulations, and approves Conditional Uses.

Brownfields Revolving Loan Committee

The Brownfields Revolving Loan Committee oversees grant and loan requests related to the U.S. Environmental Protection Agency's (EPA) Brownfields Program. Requests can be for brownfield inventories, planning, environmental assessments, community outreach and property cleanup.

Greenway Advisory Committee

The Greenway Advisory Committee provides community representation and specialized expertise to support the Greenway Project. They direct, set priorities, and make recommendations for decisions and suggest solutions to conflicts and problems that may arise. The Committee solicits financial support for the Project through a variety of ways, including, but not limited to personal donations, corporate donations, fund raising campaigns, sales tax ballot initiatives, or grant applications. The members serve as liaisons between their group or agency and the Greenway Project.

Historic Preservation Board

The Historic Preservation Board works in cooperation with city officials and property owners to promote the educational, cultural, economic, and general welfare of the public through the preservation and the protection of buildings, sites, places, and districts of historic interest. They also make recommendations regarding the State's Certified Local Government (CLG) grants.

MPO Citizen's Advisory Committee

The purpose of the MPO Citizen's Advisory Committee is to give input on the MPO's plans, products and project priorities, make recommendations regarding MPO plans or products to the MPO Policy Committee, communicate the goals and proposals of the Cheyenne MPO to the general public, and serve as liaison between the Cheyenne MPO and the residents of the urbanized area.

Planning Commission

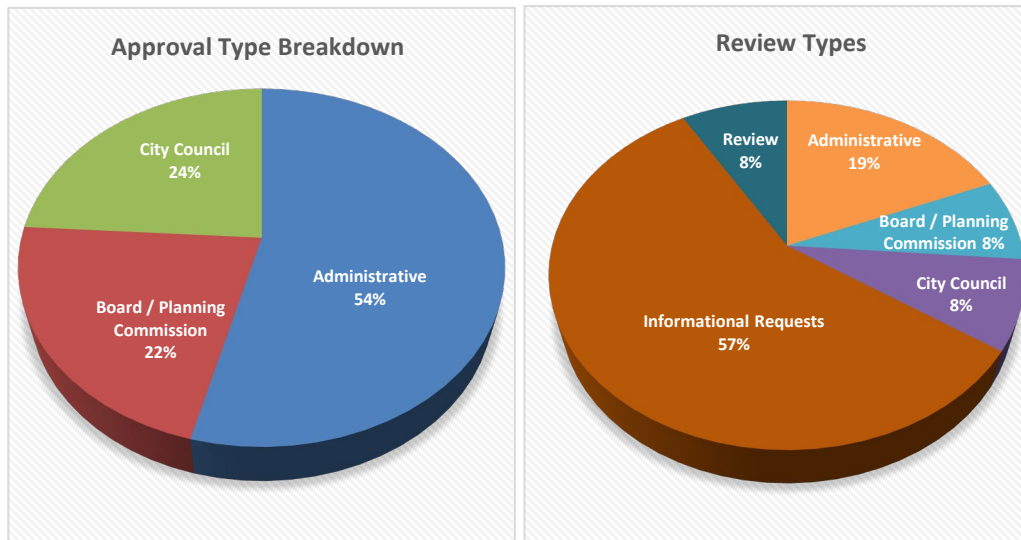
The Planning Commission is a committee made up of seven members to review and act on matters related to planning and development. The Planning Commission's primary purpose is to review and make recommendations based on applicable codes and plans of the City Council regarding development actions such as subdivisions, rezonings, and amendments to the Unified Development Code (UDC). The Planning Commission's relies on the Unified Development Code (UDC), Plan Cheyenne, and other area plans to make informed recommendations.

Workload Snapshot

In 2018 Planning and Development Department Staff were involved in **579 actionable items** regarding the development process that were logged in Innoprise, the City's permit tracking software. Actionable items such as inquiries can range from telephone conversations and creating appropriate documentation to annexations which can take 3-4 months of review. Typical pre-application meetings require a minimum 30-minute research to prepare for the meeting, a one-hour pre-application meeting, and another one hour to prepare and send a summary of the meeting to all meeting attendees. Overall this remained consistent with the number of actionable items from 2017.

The actionable items in the list are generally distributed amongst the Development Division which is comprised of one Senior Planner, one Planner II, and two Planner I's positions and generally worked on during the 250 working days (M-F, excluding holidays) of the year.

Projects in the Planning Division; including historic preservation, long range and parks and trails planning; are not included in these calculations.



2018 Planning Related Actionable Items

Type	Number	Percentage
Accessory Dwelling Unit	2	0.3%
Administrative Plat/Replat	12	2.1%
Administrative Use Approval	8	1.4%
Annexation	4	0.7%
Appeal of Administrative Decision	2	0.3%
Board Approval (Conditional Use)	7	1.2%
Child Care In-Home Minor (3-10)	9	1.6%
Demolition of Contributing Historic Structure	2	0.3%
Engineering Plan Review	49	8.5%
Development Agreement	2	0.3%
Final Plat/Replat	16	2.8%
Financial Surety (Bond, Escrow, Etc.)	12	2.1%
Home Occupation	13	2.2%
Inquiry	273	47.2%
Planning - UDC Text Amendment	0	0.0%
Pre-application Meeting	40	6.9%
Preliminary Plat	10	1.7%
PUD	2	0.3%
Site Plan	36	6.2%
Site Plan Adjustment	8	1.4%
Subdivision Standards Waiver	5	0.9%
Temporary Use	3	0.5%
Vacation of Right-of-way	1	0.2%
Variance	29	5.0%
Wireless Telecom	4	0.7%
Zone Change	13	2.2%
Zoning Verification Letter	17	2.9%

Note: The row colors above correspond to the "Review Types" pie chart at left.

2020 Strategic Goals and Objectives

- Continue to oversee the implementation of adopted plans such as Plan Cheyenne and West Edge Initiative, and the Reed Avenue Rail Corridor Master Plan.
- Improve transparency regarding the development process through improvement of the Department's website, revising applications, and improving stakeholder communication between departments and outside agencies.
- Revise development regulations to provide clarity in development expectations, reflect best development practices, and streamline the development process.
- Review Planning and Development related fees and financial security requirements to determine if they serve the best interests of the City, adequately represent development review costs, or create an unreasonable fiscal burden on the City.
- Complete targeted updates to Plan Cheyenne, specifically the Transportation, Parks and Recreation, and Land Use elements.
- Continue to explore options for permit/project tracking software.
- Continue to explore opportunities to increase market competitiveness of staff salaries to aid in attracting and retaining Planning and Development Staff.
- Adopt a Department document retention policy and archive past projects.
- Enhance educational opportunities, including training for licenses and certifications, that aide in employee performance.