

**CITY OF CHEYENNE**  
**PLANNING COMMISSION MINUTES**  
**November 20, 2023**  
**6:00 P.M.**

**MEMBERS PRESENT:** Brian Tyrrell, Chair; Amy Hernandez, Brian Thomas, Boyd Wiggam, Meghan Connor

**MEMBERS ABSENT:** Robert Chamberlin, Secretary; Bob Mathia, Vice-Chair

**CITY STAFF PRESENT:** Stephanie Boster, City Attorney; Seth Llyod, Senior Planner; Charles Bloom, AICP, Planning and Development Director; Valerie Pickard, Planning & Development Office Manager; Erin Fagan, Planner II; Sophia Maes, Planner I; Lonnie Olson, AICP Candidate, Planner II; Connor White, Planner II

**OTHERS PRESENT:** Kristy Richardson, Richard Johnson, Landyn Medina, Dan Dorsch, Brenda Birkle, Wendy Volk, Melissa Ruth, Pete Laybourn, Patti Riesland, Cameron Gloss, Ashley Fyffe, Glen Garrett, Jeff White, Jason Stephen, Noah Zahy, Bryan Thomas, Brian Bau

**ITEM 1: CALL MEETING TO ORDER / ROLL CALL**

Brian Tyrrell, Chair, called the meeting to order at 6:00 PM

Roll Call was done by Seth Lloyd, Senior Planner. There was a quorum with 5 members present.

**ITEM 2: APPROVAL OF AGENDA AND MINUTES**

Boyd Wiggam made a motion to approve the October 16<sup>th</sup> meeting minutes. Brian Thomas seconded the motion. The minutes were approved unanimously.

**ITEM 3: DISCLOSURES**

None

**ITEM 4: PLANNING PROJECTS**

**ITEM A:** Postponed from 10/16/2023  
[PLTA-23-2 / Window Requirements, Text Amendment](#)  
Case Planner: Seth Lloyd, Senior Planner

Seth Lloyd, Senior Planner, read the item into the record and presented the item.

Brian Tyrrell, Chair, asked for public comment.

Dan Dorsch stated he supported the amendment due to delays in multi-family projects.

Brenda Birkle stated she was in support of the amendment due to increased costs for multi-family projects.

Mr. Tyrrell asked for further public comment. Hearing none, he closed the public comment.

Brian Thomas recused himself from the discussion due to a conflict of interest.

Boyd Wiggam made a motion to recommend to the Governing Body to approve text amendments to the Unified Development Code subsection 6.7.5.b as outlined in this staff report and recommend by staff, nothing the request meets the review criteria of UDC 2.4.1.d. Amy Hernandez seconded the motion.

Roll Call: Motion to approve the item was passed unanimously by a vote of 3-0.

**ITEM B:**        [PLTA-23-3 / Removal of Residential Lot area requirements, Text Amendment](#)  
Case Planner: Connor White, Planner II

Seth Lloyd, Senior Planner, read the item into the record and presented the item.

Brian Tyrrell, Chair, asked what the size difference would do to cottage lots.

Mr. Lloyd stated the cottage lot section can still be used even with the text amendment.

Boyd Wiggam asked if it would be helpful to remove the reference to this section within the Cottage Lot Section.

Mr. Lloyd stated it would not be necessary at this time.

Mr. Tyrrell asked for public comment.

Dan Dorsch stated he supported the amendment due to the lack of housing in Cheyenne and this amendment would make it easier for developers to build more homes.

Mr. Tyrrell asked for further public comment. Hearing none, he closed the public comment.

Mr. Wiggam stated this is a superior approach to density.

Mr. Wiggam made a motion to recommend the Governing Body approve text amendments to the Unified Development Code Section 5.1.5 as outlined in this staff report and recommended by staff, noting the requests meet the review criteria of UDC 2.4.1.d. Amy Hernandez seconded the motion.

Roll Call: The motion to approve the item passed unanimously by a vote of 4-0.

**ITEM C:**        [PLTA-23-4 / Multi-family Density and Parking requirements, Text Amendment](#)  
Case Planner: Connor White, Planner II

Seth Lloyd, Senior Planner, read the item into the record and presented the item.

Brian Tyrrell, Chair, asked for public comment.

Kristy Richrdson asked if the amendment would affect ADA parking requirements.

Mr. Lloyd stated ADA parking spaces are determined based on the total amount of parking spaces provided.

Dan Dorsch stated he was in support of the amendment as it would help with affordable housing.

Mr. Tyrrell asked for further public comment. Hearing none, he closed the public comment.

Brian Thomas made a motion to recommend the Governing Body approve text amendments to the Unified Development Code Section 5.1.5.d as outlined in this staff report and recommended by staff, noting the request meets the review criteria of UDC 2.4.1.d. Boyd Wiggam seconded the motion.

Roll Call: The motion to approve the item was passed unanimously by a vote of 4-0.

Brian Thomas made a motion to recommend the Governing Body approve text amendments to the Unified Development Code Section 6.2.4.a, Table 6-2 as outlined in this staff report and recommended by staff, noting the request meets the review criteria of UDC 2.4.1.d. Amy Hernandez seconded the motion.

Roll Call: The motion to approve the item was passed unanimously by a vote of 4-0.

Charles Bloom, AICP, Planning and Development Director stated Item 5 was a work session for the DDA and Planning Commission.

**MEETING ADJOURNED 6:25 PM**

**ITEM 5: WORK SESSION**

Brian Tyrrell, Chair of the Planning Commission, called the Call meeting to order 6:27pm. Wendy Volk, Chair of the DDA, called the meeting to order at 6:27pm.

Roll Call for the Planning Commission was done by Seth Lloyd, Senior Planner. There was a quorum with 5 members present for the Planning Commission.

**MEMBERS PRESENT:** Brian Tyrrell, Chair; Amy Hernandez, Brian Thomas, Boyd Wiggam, Meghan Connor

**MEMBERS ABSENT:** Robert Chamberlin, Secretary; Bob Mathia, Vice-Chair

Roll Call was done by Lonnie Olson, Planner II, for the Downtown Development Authority. There were 4 members present but not a quorum for the DDA.

**MEMBERS PRESENT:** Wendy Volk, President; Landyn Medina, Brian Bau, Pete Laybourn

**MEMBERS ABSENT:** Janelle Rose, Vice President; Danica Mrozinsky, Secretary; Amber Nuse, Dave Teubner, Stephanie Reece, Jamie Winters

Charles Bloom, AICP, Planning and Development Director stated this will be a review of the Plan and Project update for the Downtown Development Authority. He stated the two Boards have an interest in the downtown plan of development. He stated the downtown plan of development is a planning guide created by the DDA and reviewed by the Planning Commission to make recommendations passed on to the Governing Body. He stated there have been many versions of the plan of development through the years. He stated Logan Simpson will be going over what we have done in the past and what we should change in the future for downtown. He stated members of the Governing Body were present to observe.

Cameron Gloss presented the summary of the downtown plan and project. He asked what past downtown initiatives have been most successful.

Wendy Volk stated the 17<sup>th</sup> Street Lights, Depot Plaza, the spray park, Laramie County Library, Bronze Sculptures, Lincoln Theater, Atlas Theater, New Years Eve Ball Drop, Old West Holiday, Christmas Parade, Open Container Ordinance, Santa 0.5K, and additional parking provided have all been successful. She stated aligning with the past plans has brought success.

Boyd Wiggam stated the bulb out efforts along Capitol Avenue have made it more pedestrian friendly. He stated the Depot Plaza and the covered parking garage have been successful.

Brian Bau stated Friday Nights on the Plaza has been successful.

*\* Minutes are meant to provide a brief summary of the meeting's action items, discussions, and decisions made. For more detailed information, please request a recording from the Planning & Development Staff.*

Landyn Medina stated the events downtown held at the Lincoln Theater, Atlas Theater, Depot and Cheyenne Civic Center have all been successful.

Brian Thomas stated he would like to hear more about youth initiatives to encourage youth or families to be downtown.

Mrs. Volk stated family friendly events are EdgeFest, Fridays on the Plaza and indoor events at The Depot.

Amy Hernandez stated the Bronze project and the 17<sup>th</sup> Street Lights have been successful.

Mrs. Volk stated the Civic Center has a year round draw.

Mr. Wiggam asked where the northern boundary is for the DDA.

Mr. Bloom stated the north boundary line is 22<sup>nd</sup> Street, the west boundary is Snyder Avenue, the east boundary is House Avenue, the southern boundary is the railroad tracks but also one block on the south side.

Mrs. Volk stated south of the hospital and down to Anong's.

Mr. Wiggam stated the boots have been a successful project.

Mrs. Volk stated train fans have an interest in trains here in Cheyenne and a successful project is when they can go to the train roundhouse. She stated Visit Cheyenne has a 3D projection onto buildings.

Mr. Gloss asked about roundhouse access and if the railroad provides access.

Mrs. Volk stated the railroad is the gate keeper to the roundhouse.

Ms. Hernandez stated the roundhouse access is during Depart Days in June or July.

Brian Tyrrell stated the ball drop is a big deal for Cheyenne and the ball drop brings people from all over the region.

Mrs. Volk stated Glen Garrett had started the ball drop on the Hynds Building. She stated sometimes there is an earlier ball drop at 6:00pm and one at midnight. She stated fireworks are shot off as well.

Mr. Gloss stated Glen was instrumental in making downtown happen. He stated Melissa Ruth was online to discuss the results of the menti poll.

Pete Laybourn stated it is important to look at implementation and funding. He stated the downtown property owners just passed a mill levy that will help with projects. He stated there has been 6 million dollars from the last election that had been used to fund downtown projects. He stated there was a past plan done by BenchMark Engineers concerning curb, gutter and sidewalk in the downtown area. He stated they need to look at trip hazards, pedestrian walking and ADA safety downtown. He stated there are maintenance issues that need to be dealt with now. He stated snow management has been improved.

Mr. Gloss stated maintenance is necessary for an aging downtown.

Jeff White stated the Brownfield Grant for the Bell Building, breweries, 89% building front occupancy, building permit reimbursement, Aces Range, indoor baseball next to 2 Doors Down, TIF Funding, façade

improvement grants have all been successful. He stated the façade improvement grant was used at Alexis Drake.

Mrs. Volk stated Z's Home furnishing was renovated into the City Court House.

Mr. Medina stated it is important to connect businesses and customers.

Mr. Laybourn stated the greenway path connection that is planned for the Reed Avenue Corridor and 15<sup>th</sup> Street is important for citizens to get downtown. He stated there is a change in desire to want to live downtown. He stated there are many 2<sup>nd</sup> and 3<sup>rd</sup> floors that could be residential.

Mrs. Volk stated the City and County relationship has helped the downtown be successful.

Mr. Gloss stated Melissa Ruth would go through the menti poll results.

Melissa Ruth stated the downtown successes have been the 1991 Downtown Master Plan, murals, breweries, streetscape and landscaping, ball drop, Old West Holiday, Christmas Parade, open container law, 17<sup>th</sup> Street lights, Edge Fest, flower planters, festivals, Winter Farmers Market and bronze sculptures.

Mr. Gloss asked for projects or ideas that missed the mark.

Mr. Wiggam stated the parking garage and safety, street landscaping and planters with keeping plantings alive and lack of pedestrians.

Richard Johnson stated trees and streetscape have been taken over by Forestry and there has been great improvements. He stated some of the reasons projects didn't work out were because there have been too many past plans that conflict, the budget for them, having too many people with different opinions and high staff and board turnover. He stated some of the projects that haven't worked as well are the splash pad, alley projects, Reride program and The Hynds and the Hole. He stated they need more pet friendly apartments. He stated the art scene has increased in the downtown area and Arts of Cheyenne is leasing at 17<sup>th</sup> and Thomes. He stated he would like to see the revitalization of the steam plant. He stated once they can get the Reed Avenue corridor project going they will see more improvements in that area.

Mrs. Volk stated they have done a good job in educating private citizens on 6<sup>th</sup> penny projects but they also could improve upon it. She stated she would like to get State Statute changed to support grants for structural issues on buildings.

Mr. Gloss asked if there had been recent changes to grants to include more than just public facades and may include improvements on public property.

Mr. Bloom stated the DDA has gone through many transitions and there were loans that involved private property improvements but those have been scaled back. He stated improvements on public property are related to large public benefit.

Mr. Gloss asked if there were responses on the menti poll for projects that have missed the mark.

Ms. Ruth stated there were comments about the Reride program, homeless and concerns of safety and murals.

Mr. Wiggam stated many traditional downtown business have moved out of downtown. He stated past plans encouraged getting professionals downtown and that hasn't happened. He stated ground floor should be occupied by retail and professionals should occupy upper floors of buildings.

Mrs. Volk stated every street and every tree should be lit up downtown all year.

Mr. Medina stated the homeless situation is growing and affects pedestrians downtown.

Mrs. Volk stated the Children's Museum has been an improvement to the area.

Brian Bau stated the weather affects the winter months for pedestrians and customers.

Mr. Wiggam stated we have more winter than summer.

Mr. Gloss asked why other downtowns in proximity are thriving in the winter and what makes it different in Cheyenne.

Mr. Wiggam stated we have worse weather than the other communities even though they are in proximity. He stated a few of the other communities are also college towns.

Mr. Gloss stated that he would add Sheridan as a similar town.

Mr. Wiggam stated the wind is the issue and surface parking lots do not provide windbreaks. He stated we have a much larger downtown footprint than designed for our population.

Mr. Tyrrell stated there are anchor retail stores in the downtowns that are thriving. He stated we need a substantial retail outlet in our downtown.

Mr. Gloss stated an anchor store is needed.

Mrs. Volk stated we have Alexis Drake and Wyoming Home but there is not a major retailer.

Mr. Wiggam stated we have the Wrangler but it's not a significant draw.

Mr. Tyrrell stated people go to the Wrangler on Dell Range more often due to them having a parking lot. He stated Cody has a large museum.

Mr. Medina stated many of our main establishments are spread out in the large footprint of our downtown. He stated most people will park to go to a business and then move their car to go to another business within the downtown area.

Mrs. Volk stated that when shows get out from the Lincoln Theater there aren't places open for people to go afterwards.

Mr. Wiggam stated there are no coffee shops open late downtown.

Mr. Medina stated many businesses are not open when it's convenient for working people.

Mrs. Volk stated a lot of museums and businesses are closed on Sundays.

Mr. Laybourn stated we are a college town but we need to attract those students and staff. He stated they are working on the 15<sup>th</sup> Street project and the Reed Avenue Corridor project which would create a more walkable area and would attract more people. He stated code enforcement needs to be on top of snow removal as people clear the snow from the sidewalks into the gutter. He stated this winter should be better for snow removal. He stated there is an issue with grease in alleys and on sidewalks.

Mr. Wiggam asked if there was leverage for the DDA and snow removal and programming.

Mr. Gloss stated there are partnership opportunities between the DDA and the City in many areas. He stated that successful downtowns are well managed.

Ms. Ruth stated some of the needs listed on the menti poll are residential uses, day cares, culinary school, technical or vocational trade schools.

Mr. Gloss asked what success looks like for the plan.

Mr. Laybourn stated there needs to be reviews after the plans are established. He stated there are many good ideas that never went anywhere on previous plans.

Mr. Gloss stated it is common to include monitoring in a plan. He stated the many different plans should be rolled into one document to get on the same page.

Mr. Bau stated something that draws investment is needed. He stated they need something that draws businesses downtown. He stated they need to have something that is attainable. He stated they need a vision of where they are trying to go and some wins they can create.

Mr. Gloss asked the panel what a great downtown plan and process looks like.

Mr. Wiggam stated a good measure of process is stakeholder identification and stakeholder involvement. He stated they need feedback from the common people or private citizens. He stated the point is to drive year-round pedestrians who will spend money.

Mr. Thomas stated a big outcome would be lots of small businesses that families want to go to.

Mr. Bau stated they should talk to current retail owners.

Mr. Gloss asked for further comments from the menti poll.

Ms. Ruth stated a successful plan will incorporate bicycles, business co-ops, pedestrian corridors, a sense of community, sustainability, no chain stores, local buy-ins, no chain restaurants, no parking on the street and hire homeless to clean streets.

Mrs. Volk stated they need EV charging stations in the parking garage.

Mr. Wiggam asked if they could measure a net decrease in surface parking usage. He stated they need lodging or a goal for additional rooms downtown.

Mr. Gloss stated the previous plans request building a hotel. He stated they do have the Plains Hotel but historic hotels have a large investment.

Mrs. Volk stated the Plains Hotel is for sale.

Mr. Johnson stated parking violations are extremely high around the parking garage. He stated Captain Janas has the numbers for surface parking usage. He stated more presence of people usually pushes the homeless population out.

Mr. Medina asked if there are signs in the parking garage to call the police if anything is suspicious.

Mr. Laybourn stated the entire site has an extensive CCTV system in and around the parking garage. He stated a call center should be installed within the parking garage. He stated the clean and safe crew are there very early in the morning and it has helped. He stated he would like to have a police substation at the parking garage. He stated they plan to remodel the bathrooms at the parking garage. He stated the top floor of the garage could host activities.

Mr. Gloss discussed naming options for the plan. He stated the Wyoming Statute requires the DDA to adopt a "Plan of Development".

Mr. Wiggam favored putting 2024 in the name. He stated in liked 1. Cheyenne DDA Plan of Development but wanted the year within it.

Mr. Medina stated it should be called the Peoples Plan if the community is involved more with this plan.

Mrs. Volk stated it could be named The Downtown Plan – Cheyenne, Wyoming – 2024. She stated acronyms should be avoided.

Mr. Bau stated it should include Cheyenne in the name since it is for the whole community.

Ms. Hernandez stated she liked option 2 with the year.

Ms. Ruth stated the top choice is the DDA Downtown Plan of Development and the Cheyenne DDA Plan of Development 2024.

Mr. Tyrrell asked for public comment.

Kristy Richardson proposed the Central Cheyenne District Plan.

Mr. Tyrrell asked for further public comment. Hearing none, he closed the public comment.

Mr. Wiggam asked if they should use option 2 without the DDA.

Mr. Gloss stated that would be a good option.

Mr. Bloom stated they could put together names and make a poll.

Mr. Gloss thanked everyone for their comments and time.

**ITEM 6: OTHER BUSINESS/STAFF ANNOUCEMENTS**

- None

**ITEM 7: MEETING ADJOURNED 8:26 PM**



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Staff Signature

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Board Officer