

**CITY OF CHEYENNE
PLANNING COMMISSION MINUTES
October 16, 2023
6:00 P.M.**

MEMBERS PRESENT: Brian Tyrrell, Vice-Chair; Bob Mathia, Boyd Wiggam, Amy Hernandez, Brian Thomas, Meghan Connor

MEMBERS ABSENT: Robert Chamberlin, Secretary

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; Cassie Pickett, Staff Engineer

OTHERS PRESENT: Shane Hansen, Dr. Mark Rinne, Clayton Howell, Ethan Mansfield, Liberty Blaine, Ansley Mouw, Matthew Gasper, Shane Hansen, Elizabeth Gallegos, Tristin Cordier

ITEM 1: CALL MEETING TO ORDER / ROLL CALL

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

Roll Call was done by Seth Lloyd, Senior Planner. There was a quorum with 6 members present.

ITEM 2: ELECTION OF OFFICERS

CHAIR: Brian Tyrrell

VICE-CHAIR: Bob Mathia

Boyd Wiggam made a motion to nominate Brian Tyrrell as Chair. Bob Mathia seconded the motion. The motion was passed unanimously by a vote of 5-0.

Mr. Wiggam made a motion to nominate Bob Mathia as Vice-Chair. Mr. Tyrrell seconded the motion. The motion was passed unanimously by a vote of 5-0.

ITEM 3: APPROVAL OF AGENDA AND MINUTES

Bob Mathia made a motion to approve the August 21st meeting minutes. Boyd Wiggam seconded the motion. The minutes were approved unanimously.

Mr. Mathia made a motion to approve the September 5th meeting minutes. Meghan Connor seconded the motion. The minutes were approved unanimously.

ITEM 4: DISCLOSURES

Boyd Wiggam stated he may have a conflict with the expedited plat for Alliance Addition, 5th Filing.

Charles Bloom, AICP, Planning and Development Director, stated he did not believe it was a conflict of interest.

ITEM 5: PLANNING PROJECTS

ITEM A: **POSTPONED FROM 10/02/2023**
PUDC-23-106 / Alliance Addition, 5th Filing, Expedited Plat
Agent: John Lopeman, Ethos Three Architecture

Case Planner: Erin Fagan, Planner II

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

Liberty Blaine, agent, presented the project.

Brian Tyrrell, Chair, asked for the staff report.

Erin Fagan, Planner II, gave the staff report.

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

Meghan Connor made a motion to approve the Alliance Addition, 5th Filing, Expedited Preliminary Plat, advancing the Final Plat to the Governing Body with the staff recommended exception and condition. Brian Thomas seconded the motion.

Roll Call: Motion to approve the item was passed unanimously by a vote of 5-0.

ITEM B: **POSTPONED FROM 10/02/2023**
PUDC-23-120 / Sunnyside Addition, 13th Filing, Zoning Map Amendment
Agent: Shane Hansen, Steil Surveying
Case Planner: Seth Lloyd, Senior Planner

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

Brian Tyrrell, Chair, asked the applicant to present the item.

The applicant was not present.

Mr. Tyrrell asked for the staff report.

Mr. Lloyd gave the staff report.

Bob Mathia asked if there would be any buffering or screening required between the storage units and the residential townhomes.

Mr. Lloyd stated a site plan had not been submitted so it was unknown if there would be a buffer. Mr. Lloyd stated there is a setback required in the CB zone which would require the building to be setback at least 25-feet from the street. He stated there is no required screening.

Boyd Wiggam stated he also had the same concern for the existing residential townhomes. He stated he would like to hear from the applicant.

Charles Bloom, AICP, Planning and Development Director, stated the agent was in the process of getting on Zoom.

Mr. Lloyd stated staff recommended the item be postponed until after item C.

Mr. Wiggam moved to postpone the item to after Item C. Meghan Connor seconded the motion.

Roll Call: The motion to postpone the item passed unanimously.

ITEM C: PLTA-23-2 / Material Requirements, Text Amendment
Case Planner: Seth Lloyd, Senior Planner

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

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Brian Tyrrell, Chair, asked the applicant to present the item.

Mr. Lloyd, agent, presented the item and staff report.

Mr. Tyrrell stated Cheyenne is currently short on affordable housing and was in support of the text amendment.

Amy Hernandez asked who was surveyed and how many people were surveyed.

Mr. Lloyd stated staff had gone to a retail store and there were 12 people surveyed. He stated it was a small sample size but it was a random and the sample reflected the community.

Meghan Connor asked if the current code's intent was longevity or aesthetics.

Mr. Lloyd stated he was told that it was for longevity but many of the buildings have veneer brick and would not necessarily be for longevity. He stated it is more of an aesthetic issue at this point.

Boyd Wiggam stated when the UDC was created the requirements focused on aesthetics. He asked if people surveyed could see there were different building materials or was the public more interested in the different colors.

Mr. Lloyd stated there was a large poster board with pictures shown to the public. He stated staff did not tell the participants what the reasons were for the survey.

Mr. Wiggam asked if there was a structural reason for the requirements. He asked if they could require multicolor buildings instead of materials.

Mr. Lloyd stated the Planning Commission could change the amendment for colors, but it was easy to change colors after approval.

Mr. Tyrrell asked for public comment.

Matthew Gasper, Gateway Homes, stated he was in support of removing the requirements for brick and stone. He stated they were in support of the amendment due to cost. He stated he would like to see the requirement for primary materials removed for single family homes.

Ansly Mouw, Winters Griffith, stated she was in support of the text amendment. She stated she was not in support of requiring materials based off a percentage. She stated the UDC dictates design requirements to make all neighborhoods the same. She stated the percentage of materials should not be dictated on each side. She stated the UDC should focus on setbacks, lot coverage and glazing requirements. She stated requirements should be based on facades and the placement of the facades. She stated that the percentage requirement limits architects design and architectural style.

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

Mr. Wiggam thanked the public for coming to the meeting. He stated the UDC imposes a City wide PUD design. He stated he would like to know where the survey was taken. He stated he didn't believe they needed to dictate building materials. He stated they should require color changes and not building materials.

Mr. Lloyd stated they are amendable to changing the recommendation and can remove building material requirements.

Meghan Connor stated a challenge they may have is buildings looking cheap and she was unsure of how to balance that issue.

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Mr. Tyrrell stated they could make a motion to include no less than two building materials and not require a percentage.

Mr. Lloyd stated they aren't opposed but there needs to be a percentage amount.

Mr. Tyrrell asked if the Commission felt there is a need for two materials.

Mr. Wiggam stated he didn't think they needed materials but rather multiple colors.

Brian Thomas stated he agreed with two materials.

Ms. Connor stated she would like more time to review the information.

Mr. Lloyd stated the Planning Commission could postpone the item.

Charles Bloom, AICP, Planning & Development Director, stated a postponement would allow the Planning Commission to review the information provided at the meeting from the public and come back with a direction for staff to go with the amendment.

Mr. Wiggam stated they could move to adopt and discuss the following topics: multiple materials, multiple colors and percentage requirements. He stated they should not be limiting architect creativity. He asked if they should discuss the window issue.

Mr. Tyrrell stated the amendment wasn't about windows at this time.

Mr. Wiggam stated they could exclude the windows at this time, but they need to include the carports in the discussion.

Mr. Tyrrell stated he was opposed to the carports having building materials. He stated in our climate it is important to make sure the carports are strong enough to withstand the wind.

Mr. Lloyd stated it would be best to distinguish between carports, other buildings and windows.

Mr. Wiggam made a motion to divide the proposal into three categories: carports, windows and building materials. Mr. Thomas seconded the motion.

Roll Call: The motion was approved unanimously by a vote of 5-0.

Mr. Wiggam moved to postpone the window discussion to the next mid-month meeting.

Mr. Lloyd stated they were planning to have a mid-month meeting in November. He gave a staff report on window requirements.

Mr. Wiggam stated you would need to have 60% visibility into the interior of an office space. He stated he did not want the windows required.

Mr. Lloyd stated an office would be required to have the windows. He stated for the purposes of this amendment they are focused on residential.

Mr. Wiggam stated the information supports his motion to postpone the window discussion. He stated he would like to see non-retail spaces be exempt from the window requirement. Ms. Connor seconded the motion.

Roll Call: The motion to postpone the window section of the text amendment passed unanimously by a vote of 5-0.

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Mr. Wiggam moved to approve the text amendment for exterior materials. Mr. Thomas seconded the motion.

Mr. Wiggam moved to amend the term materials to the term colors. Mr. Thomas seconded the motion.

Roll Call: The motion to amend passed by a vote of 4-1.

Mr. Wiggam stated he was in support of amending the building material percentages.

Ms. Connor stated she felt there wasn't enough information to support a motion tonight on percentages.

Mr. Wiggam stated he was willing to postpone the percentage issue.

Mr. Tyrrell stated he would like to see a motion and that 10% primary materials was sufficient.

Mr. Lloyd stated the motion was on colors and not materials.

Mr. Wiggam asked if the architect would speak on an appropriate amount of color.

Ansley Mouw stated she was opposed to a percentage requirement for colors.

Mr. Wiggam asked if the farmhouse style was in reference to single family homes, commercial, mixed-use buildings or multifamily.

Ms. Mouw stated she was referring to multifamily 4-plexess. She stated they would like to see changes in the small-scale mixed-use design standards. She encouraged the Commissioners to review surrounding communities design standards.

Mr. Thomas asked about guard rails in regard to colors.

Mr. Lloyd stated they need to require a minimum percentage for enforcement reasons. He stated if the Planning Commission felt they didn't need to require building materials or colors they could change the recommendation. He stated they have other sections of code that require horizontal and vertical massing change which dictate how a building is designed. He stated they have opening requirements that influence designing a building.

Mr. Wiggam stated the survey indicated the public wants interesting buildings. He stated he didn't think material changes are needed. He stated architects can make an attractive building by changing colors and not materials. He stated if staff needs a percentage he would support that requirement.

Mr. Wiggam moved to amend to strike the percentage requirements. Amy Hernandez seconded the motion.

Roll Call: Motion to approve the item was passed by a vote of 3-2.

Mr. Tyrrell stated they were on the main motion.

Mr. Wiggam moved to approve as amended. Mr. Thomas seconded the motion.

Mr. Lloyd stated they have amended the main motion two times and they are now striking all references to materials. He stated they are requiring two colors but not requiring a percentage.

Roll Call: Motion to approve the motion was passed by a vote of 3-2.

Mr. Lloyd stated now they are discussing carports and it has been discussed that they require a minimum of two colors and one of them being at least 30% of one color.

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Mr. Tyrrell stated he would recuse himself for the carport discussion.

Mr. Wiggam made a motion to refer to staff's recommendation for the carports. Ms. Connor seconded the motion.

Roll Call: The motion to approve the item was passed by a vote of 3-1.

Mr. Lloyd stated two recommendations would be forwarded to City Council. He stated one recommendation would be postponed to the November mid-month meeting.

ITEM B: **POSTPONED FROM BEFORE ITEM C**
[PUDC-23-120 / Sunnyside Addition, 13th Filing, Zoning Map Amendment](#)
Agent: Shane Hansen, Steil Surveying
Case Planner: Seth Lloyd, Senior Planner

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

Brian Tyrrell, Chair, asked the applicant to present the item.

Shane Hasen, agent, presented the item.

Boyd Wiggam asked if the applicant has had any discussion with the townhome owners.

Mr. Hansen stated he had one phone call from a neighbor and she was satisfied with the information provided.

Mr. Tyrrell asked if there was any screening planned.

Mr. Hansen stated they planned on having a screening fence around the property.

Mr. Wiggam asked if there was any concern for spot zoning.

Mr. Lloyd stated there is CB zoning across the US 30 right-of-way. He stated it is consistent with the Land Use Plan and there are no concerns about spot zoning.

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

Mr. Wiggam made a motion to approve the zoning of Lot 2, Block 1, Sunnyside Addition, 10th Filing, Cheyenne, Wyoming to CB Community Business District, as shown in the attached zone change map, noting that the project meets the review criteria for approval. Brian Thomas seconded the motion.

Roll Call: Motion to approve the item was passed unanimously by a vote of 5-0.

Mr. Tyrrell called a recess until 7:40pm.

Mr. Tyrrell called the meeting back to order at 7:40pm.

ITEM D: Powderhouse Road Corridor Study
Case Planner: Jeffrey Noffsinger, MPO Director

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

Tristan Cordier, AVI pc, presented the item.

Boyd Wiggam asked about the 10-year event and if there isn't room to do large culverts would it be possible to do smaller culverts.

Mr. Cordier stated a consultant may look at that but there are multiple things to consider when designing and sizing culverts.

Mr. Wiggam stated that he thought building Powderhouse through to 85 would have more impacts on traffic on Yellowstone Road. He asked what the advantage is of building the north county sections as the goal was to eliminate traffic on Yellowstone.

Brian Tyrrell stated fixing the Four Mile Road intersection would be a goal at this point.

Mr. Cordier stated the scope of the project is to connect Powderhouse to US 85 and what it will look like when it is completed. He stated it is to be determined if the connections will be made.

Bob Mathia asked if population density would increase along Powderhouse Road.

Mr. Cordier stated the areas are already developed and they looked at growth volume projections. He stated the growth is not that significant.

Mr. Wiggam asked if an action and public comment would be needed.

Charles Bloom, AICP, Planning & Development Director, stated public comment was needed and the formal approval would be a resolution. He stated the resolution would be forwarded to the City Council.

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

Brian Thomas made a motion to approve the resolution as submitted. Mr. Mathia seconded the motion.

Roll Call: Motion to approve the item was passed unanimously by a vote of 5-0.

ITEM E: Van Buren Road Corridor Study
Case Planner: Jeffrey Noffsinger, MPO Director

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

Elizabeth Gallegos, Y2 Consulting, presented the item.

Brian Thomas asked how much of a cost savings would the retro fit intersection be instead of the roundabout.

Ms. Gallegos said she would need to get the numbers to provided that information.

Mr. Thomas asked if it would be worth the discussion.

Ms. Gallegos stated it would be something to consider.

Boyd Wiggam stated he had concerns about the traffic islands and young children crossing.

Ms. Gallegos stated they would need to educated the children on how to cross at the intersection or they could have staff help the students cross.

Mr. Wiggam asked the applicant to have follow up information ready for when it moves forward to City Council.

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

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Mr. Wiggam made a motion to adopt the resolution and recommend adoption of the Plan to the City Council. Bob Mathia seconded the motion.

Roll Call: Motion to approve the item was passed unanimously by a vote of 5-0.

ITEM 6: OTHER BUSINESS/STAFF ANNOUNCEMENTS:

- County Pocket Annexation #2
- Leadership Cheyenne – Downtown Park creating a xeriscaping demonstration

ITEM 7: MEETING ADJOURNED: 8:31 PM



Staff Signature



Board Officer