

**CITY OF CHEYENNE**  
**PLANNING COMMISSION MINUTES**  
**April 1, 2024**  
**6:00 P.M.**

**MEMBERS PRESENT:** Bob Mathia, Chair; Boyd Wiggam, Vice-Chair; Tony Laird, Darrell Hibbens, Meghan Connor, Secretary, Bryan Thomas

**MEMBERS ABSENT:** Amy Hernandez

**CITY STAFF PRESENT:** Stephanie Boster, City Attorney; Seth Llyod, Senior Planner; Charles Bloom, AICP, Planning and Development Director; Valerie Pickard, Planning & Development Office Manager; Sophia Maes, Planner I; Connor White, Planner II; Athen Mores, Planner I, Jeanie Shrednik, Parks & Greenway Planner

**OTHERS PRESENT:** Brad Emmons, Mark Christensen, Brandon Swain, Casey Palma, Cotton Jones, Rica Redella, Cody Bruso

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

Bob Mathia, Chair, called the meeting to order at 6:00 PM

Roll Call was done by Connor White, Planner II. There was a quorum with 6 members present.

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

Mr. Thomas made a motion to approve the March 4<sup>th</sup> meeting minutes. Ms. Connor seconded the motion. The minutes were approved unanimously.

**ITEM 3: DISCLOSURES**

None

**ITEM 4: PLANNING PROJECTS**

**ITEM A:** PUDC-24-6 / Centennial Heritage, 3<sup>rd</sup> Filing, Expedited Plat  
Agent: Casey Palma, Palma Land Planning  
Case Planner: Sophia Maes, Planner I

Connor White, Planner II, read the item into the record.

Casey Palma, agent, presented the item.

Sophia Maes, Planner I, presented the staff report.

Mr. Mathia asked if the Board had any questions for Ms. Maes. There was none.

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

Mr. Wiggam made a motion to postpone this item to the May 6<sup>th</sup>, 2024 Planning Commission meeting to allow applicants time to respond to Staff comments. Ms. Connor seconded the motion.

Roll Call: Motion to approve the item was passed unanimously by a vote of 6-0.

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**ITEM B:**        [PUDC-24-28 / 4204 Dell Range Blvd, Assigned Zoning](#)  
Case Planner: Athen Mores, Planner I

Connor White, Planner II, read the item into the record.

Athen Mores, Planner I, gave the staff report. He stated this project is currently County MR, the assigned City zoning would be MR.

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

Mr. Thomas made a motion to recommend the Governing Body approve the assigned zoning for land at 4204 Dell Range Blvd to City MR Medium Density Residential as shown in the attached zone change map, noting that the project meets the review criteria for approval. Mr. Laird seconded the motion.

Roll Call: The motion to approve the item passed unanimously by a vote of 6-0.

**ITEM C:**        [PUDC-24-29 / Laramie Street, Assigned Zoning](#)  
Case Planner: Connor White, Planner II

Connor White, Planner II, read the item into the record.

Mr. White gave the staff report. He stated this process is complementary to annexation processes, when a parcel enters the city, a zone must be assigned. The item is land to be annexed on Laramie Street (along with Laramie Street itself, which will not receive a zone). The County zone is AR Agricultural Residential, and the most analogous City zone will be AR Agricultural Residential. Staff recommends approval.

Mr. Mathia asked for questions from the commission. Mr. Wiggam asked if the map shows a manufactured housing park. Mr. White stated that it did, and if it was still a manufactured housing park it would be allowed to continue use, but the applicant's intention is to redevelop the parcel.

Mr. Wiggam asked if the applicant would have to get a conditional use to have manufactured houses. Mr. White stated that if the use was licensed via the County, it would be allowed. If any changes occurred, the owner would need to go through the conditional use process.

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

Mr. Laird made a motion to recommend the Governing Body approve the assigned zoning for land east of Saratoga St. and south of and adjacent to Laramie Street to AR Agricultural Residential as shown in the attached zone change map, noting that the project meets the review criteria for approval. Mr. Thomas seconded the motion.

Roll Call: The motion to approve the item passed by a vote of 6-0.

**ITEM D:**        [PUDC-24-30 / Sunrise Hills North Subdivision, 3<sup>rd</sup> Filing, Expedited Plat](#)  
Agent: AVI PC  
Case Planner: Athen Mores, Planner I

Connor White, Planner II, read the item into the record.

Mark Christensen, agent, presented the project. Item is a replat of 7 SF home lots to 12 SF home lots for duplex development.

Mr. Laird asked what the plan was for drainage. Mr. Christensen stated there was some existing drainage from Thomas Heights development across Ridge Rd, as well as another drainage easement that would cross Thomas Road.

Athen Mores, Planner I, gave the staff report. The project is located at the corner of Thomas Rd and Ridge Rd, and the future zoned will be Medium-density Residential. Staff recommends approval with exception to maximum block size.

Mr. Mathia asked the Commission for questions for Staff. Hearing none, Mr. Mathia asked for public comment.

Rebecca Murchie voiced concern about putting so many homes on the plat, stating she was worried about drainage and the number of lots. She stated there is currently water coming into her property that shouldn't be there and is worried about the capacity of that property for drainage.

Mr. Wiggam stated a member of the public was concerned there was water buildup located to the west, but the applicant will provide drainage to the east. Mr. Christensen stated that drainage would be designed to flow to the east. Mr. Wiggam asked why the property to the west is being affected by flooding. Mr. Christensen stated that after the grading is done this issue should be mitigated.

Mr. Laird stated that a pipeline which was updated a few years ago may have caused drainage issues, as well as how low lying this area is. He had concerns about the grading that was done to ensure proper drainage.

Mr. Mathia asked if the property will be re-graded. Mr. Christensen confirmed it would be re-graded.

Mr. Wiggam asked if there were any concerns about the 48' width lots, wondering if buildings would fit on such narrow lots. Mr. White stated the DD7 is the smallest lot with 40' frontage and would be possible to fit single family homes on all lots.

Mr. Wiggam made a motion to approve the Sunrise Hills North Subdivision 3<sup>rd</sup> Filing Expedited Plat, advancing the Final Plat to the Governing Body with staff recommended exception. Ms. Connor seconded the motion.

Roll Call: The motion to approve the item passed unanimously by a vote of 6-0.

**ITEM E:**        PUDC-24-32 / Carey Cottages, Expedited Plat  
Agent: Brandon Swain  
Case Planner: Connor White, Planner II

Connor White, Planner II, read the item into the record.

Brandon Swain, agent, presented the item. He stated he had a pre-app meeting to understand the highest and best use of this property, and stated the text amendment removing minimum lot sizes has made the project possible. The project would be platted into four townhomes, with on-site parking. He will be pursuing an administrative reduction in rear setback for parking (2 spaces per unit). He stated the driveways will be abutted together to preserve on street parking and minimize impact. He stated there was no path in the UDC for single lane, abutted driveways. He stated the portion of Grove along the sidewalk would be paved, or he would likely provide Cash-in-lieu or landscaping the roundabout nearby. He stated the units will use minimal water due to the tap size and will limit the amount of turf as well as native landscaping. He stated the property has been on the market for over a year and this is the best use for it but needs relief.

Mr. Laird asked how the project was designed to meet the height and architecture of the area, yet the other buildings are single-family, one-story homes. Mr. Swain stated he was comparing this design to the architecture of Carey Jr High, as well as the low-income duplexes. He stated the roof type and side setback would be more like the surrounding buildings. Mr. Laird clarified if Mr. Swain was referring to the houses directly south. Mr. Swain said yes.

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Ms. Connor brought up concerns about traffic, as there is a crosswalk directly across that could put young drivers and pedestrians at risk. Mr. Swain stated that there is a property directly north that has a similar issue and believes the garage parking option would be safer than adding to on-street parking, noting City Engineering did grant the exception to rear loading.

Ms. Connor stated she previously lived nearby and was concerned about how many kids would be at risk for traffic issues.

Mr. Wiggam asked if there was any examination of trying to handle parking off Grove vs Cheyenne St (as drivers exit the roundabout), referring to the roundabout at Converse, 19<sup>th</sup>, and Pershing where adjacent properties were rendered unusable because of the traffic. Mr. Swain stated that it is a valid concern, but City Engineering has approved it, and the Pershing roundabout has much more traffic as a boulevard.

Mr. Wiggam stated that Cheyenne St is the only good way to get to Carey from the north, and there is a heavy degree of traffic during school drop off and pick up. He wished that access would be off Grove instead of Cheyenne St.

Mr. White gave the staff report. The project is at corner of Cheyenne St and Grove Dr. The property is Urban Residential on Future Land Use Map and is zoned Medium-density Residential. He stated the subdivision into four townhouse lots would meet the requirements for the AD1 lot type (allowed in the MR Zone). He stated that townhomes are not allowed front-loading access because their width is less than 36' wide, for which a subdivision standards waiver was approved from City Engineering. He stated that if the Commission and Governing Body approved the design, then Staff would be in support of the administrative adjustment for reducing the rear setback. He stated Staff requested the smaller 15' foot setback from the front so the driveway would have enough space in the driveway. Mr. White stated that all residential properties require 2 parking spaces. He stated that these lots are buildable, parking is a different story, but with all setbacks required this property is buildable even without the requested relief. He stated staff recommends approval with conditions and acknowledgements of relief.

Charles Bloom stated the City departments reviewed this project many times and did not find any issues. Cheyenne St is a local road on the Major Street Plan (where access is most lenient and most often granted). He stated the access points and spacing do meet local zoning code (per pg. 4-19 in the UDC).

Mr. Wiggam asked who the grantee of the easement is along Cheyenne St to the south of the lot. Mr. White stated the utility easement will be granted to any utility (not just BOPU). Mr. Wiggam asked if that easement was acceptable. Mr. Swain stated it was. He stated a water main would be brought along Grove St and would run water lines along the north setback and was happy with the 10' easement requirement.

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

Mr. Wiggam stated he appreciated the applicant's creativity and seeing more density within Cheyenne.

Mr. Wiggam made a motion to approve the Carey Cottages Preliminary Plat, advancing the Final Plat to the Governing Body with staff recommended conditions and acknowledgements. Mr. Thomas seconded the motion.

Mr. Laird was not favorably inclined to this because it seemed too dense for this neighborhood, based on Criteria 6 specifically because of the front-loading issue, however felt better that there were no public objections. Mr. Wiggam stated that just because there wasn't any public comment doesn't mean there were no public objections. Mr. Mathia asked if Public Notice signs were posted. Mr. White confirmed.

Roll Call: The motion to approve the item passed unanimously by a vote of 6-0.

**ITEM F:**        PUDC-24-33 / Foxcrest, 4<sup>th</sup> Filing, Expedited Plat  
Agent: Shane Hansen, Steil Surveying  
Case Planner: Sophia Maes, Planner I

Connor White, Planner II, read the item into the record.

Sophia Maes, Planner I, gave the staff report. She stated the applicant requested to postpone this item until the May 6<sup>th</sup>, 2024 meeting.

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

Mr. Wiggam made a motion to postpone this item to the May 6, 2024 Planning Commission meeting. Ms. Connor seconded the motion.

Roll Call: The motion to approve the item passed unanimously by a vote of 6-0.

**ITEM G:**        PUDC-24-36 / Cheyenne Ice and Events Center, Zoning Map Amendment  
Agent: Jeanie Shrednik, Parks and Greenway Planner  
Case Planner: Athen Mores, Planner I

Connor White, Planner II, read the item into the record.

Jeanie Shrednik, agent, presented the item. She stated the zone change for the Ice and Events Center, as they are combining this property with the Gymnastics Center property. She stated the reason for that was to push as much to the east so in the future they may fit as much as possible to the west, as well as extinguish a drainage easement for the Gymnastics building. They combined the lots, which created two differently zoned buildings on the same lot. This item is to have both buildings zoned P.

Mr. Mathia asked for Commission questions. Hearing none, Mr. Mathia asked for Staff Report.

Athen Mores, Planner I, gave the staff report. The project is located in the west of town. The item is to match the zoning of the gymnastics facility parcel. The zone would change from CB Community Business to P Public District. Staff recommends approval.

Mr. Mathia asked for Commission questions. Hearing none, Mr. Mathia asked for public comment. Hearing none, he closed the public comment.

Mr. Thomas made a motion to approve the rezoning of Lot 1 Cheyenne Ice and Event Center 2nd Filing from CB Community Business to P Public District, noting that the project meets the review criteria for approval. Ms. Connor seconded the motion.

Roll Call: The motion to approve the item passed unanimously by a vote of 6-0.

**ITEM H:**        PUDC-24-51 / 3421 Gregg Way, Zoning Map Amendment  
Agent: Casey Palma, Palma Land Planning  
Case Planner: Athen Mores, Planner I

Connor White, Planner II, read the item into the record.

Casey Palma, agent, presented the item, stating it is a relatively straight forward zoning application. He stated he and the owner agree with the determinations of the Staff Report. His client would like to develop this lot with CB zoning for a Brakes Plus shop.

Mr. Wiggam asked if there could be a neighbor effort to change the overall zoning of this area to CB to avoid spot zoning. Mr. Palma stated there isn't a lot of interest of neighbors to change to CB, stating that the surrounding MUB zoned lots limit the amount of landscape buffering needed from the applicant.

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Seth Lloyd, Senior Planner, gave the staff report. He stated the applicant wanted the uses of CB. He stated when the UDC was adopted in 2012, staff raised concern that there were properties that were "mis-zoned" (properties had same uses and companies, but different zones). He stated it was determined there were not resources to correct this at the time, and staff decided to correct zoning as needed. He stated that any Business zoning would likely be relevant and acceptable in this area, as well as high-density residential zoning.

Ms. Connor had concerns about the narrowness of the adjacent corridor and potential traffic issues. Mr. Lloyd stated that was private access, which City Engineering likely wouldn't have requirements. He stated the applicant would have to submit a site plan, which if there were any traffic measures for public streets we would make recommendations.

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

Mr. Palma stated that there is not much that can be done about the internal access point Ms. Connor was concerned with. He stated there are no sidewalks on the south side of that drive, however a pedestrian sidewalk will be provided, and will approach a desirable right of way.

Mr. Laird made a motion to approve the rezoning of Lot 2, Block 1, Q-B Subdivision to CB Community Business, noting that the project meets the review criteria for approval. Mr. Wiggam seconded the motion.

Mr. Wiggam stated he was happy a more appropriate zoning was occurring for this area, but a more comprehensive zoning change needs to occur and therefore will vote no.

Roll Call: The motion to approve the item passed by a vote of 5-1.

**ITEM 5: OTHER BUSINESS/STAFF ANNOUNCEMENTS**

- Mr. Bloom informed the Planning Commission about the DDA outreach events on 4/4/2024 at Westby Brewing from 5:30-7pm, as well as at the Winter Farmer's Market from 9am-12pm on 4/6/2024. He suggested the Commission attend to give feedback to the consultants working on the DDA plan.
- Mr. Bloom stated the mid-month Planning Commission will occur. Mr. White stated there will be three text amendments at that meeting. Mr. Wiggam asked if there was a way to bring the text amendments earlier than typically sent. Mr. White stated one may be, but the other two are more complex. The one that we know of is changing residential story allowances from 2.5 stories to 3 stories. He stated the other amendments concerned larger sign allowance on interstates and redefining detached buildings and adding additional clarification about accessory buildings. Mr. Lloyd stated the Planning Department gives a heads-up about the general substance of a text amendment but cannot promise specific details before the final staff report.
- Mr. Laird stated that in his research about spot zoning, he found a very interesting article. He stated one of the key things that occur in litigation was matter of whether proposed zoning was in compliance with the Comprehensive Plan.
- Mr. Bloom stated the website was linked in the Planning Commission 101 for open meetings for Citizen Planners.

**ITEM 6: MEETING ADJOURNED 7:19 PM**



Staff Signature



Board Officer

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