



A COMMUNITY OF CHOICE

Planning and Development Department
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2019 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.

Report on 2019 Strategic Goals and Objectives

With the fiscal year 2019 budget, 2019 goals were set. A summary of goals and their status is below.

Goal	Status
Oversee the implementation of adopted plans such as PlanCheyenne, West Edge Initiative, and the Reed Avenue Rail Corridor Master Plan.	Engineering took the lead on the Reed Rail Project to create 35% design plans for the corridor. A Planner II for long range planning was hired in November of 2019 allowing for departmental focus on the West Edge initiative and other Code amendments to implement PlanCheyenne.
Continue to improve transparency regarding the development process through continued improvement of the Department's website, revising applications, and improving stakeholder communication between departments and outside agencies.	Weekly Project Advisory Teams (PAT) meetings amongst City departments and agency partners were implemented. Internally within the Department weekly Development planner team meetings were created to assign, discuss and clarify projects and project expectations.

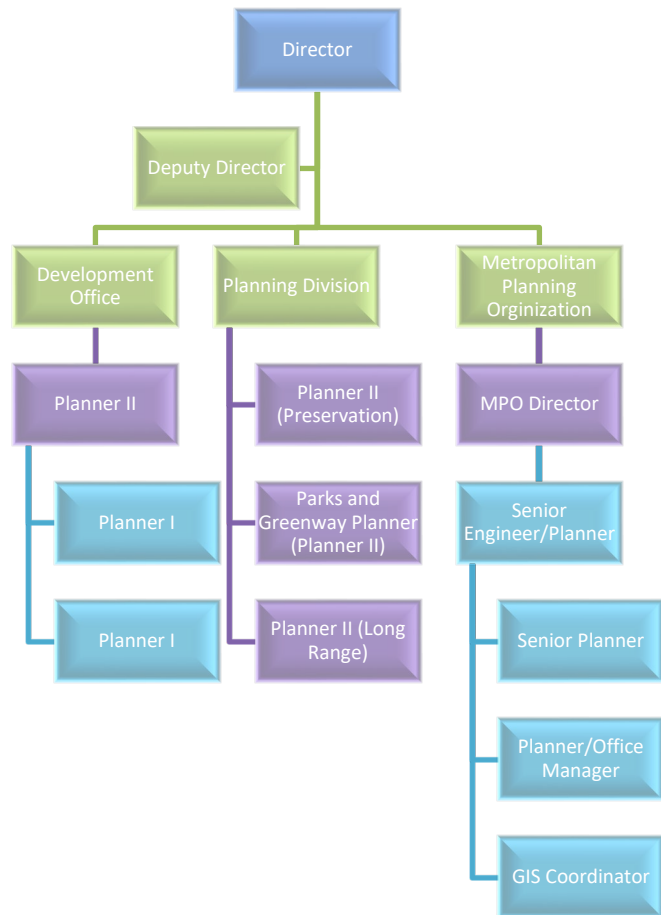
Utilize current and upcoming technology to aide in development review and facilitating meetings.	New department policies were put in place to ask for additional information with development applications and pre-application meetings to ensure that staff was presented clear and accurate information. Staff began utilizing Skype for Business and ultimately transitioned to Teams and One Drive for document sharing and some internal communication.
Revise development regulations to provide clarity in development expectations, reflect best practices and streamline the development process.	The following subject areas were amended as part of Unified Development Code updates in 2019: Wireless telecommunication services, electronic message center/drive-through menu boards, entertainment uses, and maximum parking flexibility (2018 application). Additionally, the Governing Body passed an ordinance authorizing the Planning and Development Director to comment on final plats in response to 2018 legislative action limiting the City's involvement in subdivisions with one mile of the City.
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.	An internal fee study was started in 2019 and was still in process at the end of the year. Results are forthcoming in 2020.
Complete targeted updates to Plan Cheyenne, specifically the Transportation, Parks and Recreation, and Land Use elements.	Connect 2045 was initiated in June of 2019. As part of the update, the City committed to a Land Use Plan Map Amendment. Funding was not available for the 2006 Parks and Recreation Master Plan Update.
Continue to explore options for permit/project tracking software.	2019 primarily focused on continued cross training and encouragement of staff utilization of existing technology. Continued discussion is anticipated in 2020. With the onset of Covid-19, staff explored new permit/project software programs. Additional coordination and between other City Departments is necessary and will continue in 2021.
Adopt a Department document retention policy and archive past projects.	Staff continues to work towards digitization of all applications through scanning, software, and utilization of digital review. Staff will continue to evaluate document and projects to identify necessary retention needs.

Organizational Structure

The Planning and Development Department is organized into three divisions comprised of thirteen staff members. The Department serves as the fiscal agent for the Metropolitan Planning Association (MPO). 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. Staff also reviews all residential and commercial development permits for compliance with the Unified Development Code (UDC). The Division provides the staff support for the 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 two Planner IIs and one Greenway and Parks Planner (Planner II). 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 and is comprised of five employees a Director, Senior Engineer/Planner. Senior Planner, Office Manager, and GIS Coordinator.

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 requesting relief to the requirements of the Unified Development Code, 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 an appointed committee comprised 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 2019 staff were involved in **1,502 actionable items** regarding development up from 602 in 2018. This increase is partly because building and sign permit data was not included in 2018 counts and has been included in 2019 counts. Without the permit data (537 items), **actionable items increased by 65.5% to 958**. Actionable items can range from quick inquiries to projects requiring 3-4 months of technical review. Typical pre-application meetings require a minimum 30-minute research to prepare for the meeting, a one-hour pre-application meeting, and another hour to prepare and send a summary of the meeting to all meeting attendees.

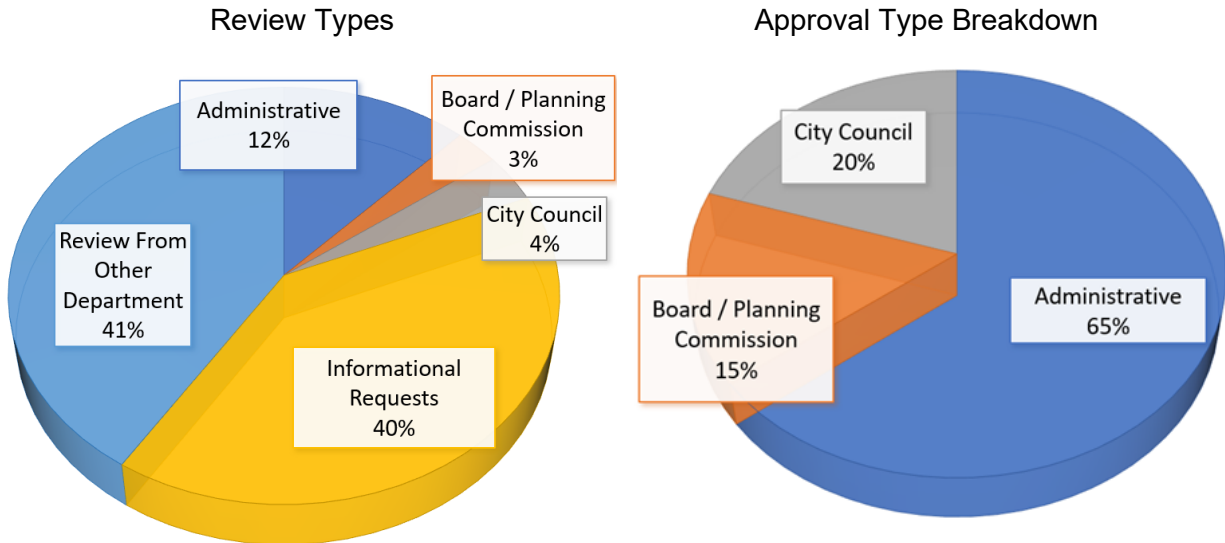
The actionable items are generally distributed amongst the Development Division which in 2019 was comprised of one Senior Planner, one Planner II, and two Planner I positions. Projects were generally worked on during the 250 working days (M-F, excluding holidays) of the year. Until another planning position is funded and available, actionable items will be distributed to one Planner II, two Planner I positions, and others in absence of the Senior Planner.

Building permits were added as trackable data this year as they require quick review and any problems identified must be addressed by Development staff promptly. Review entails permit compliance with approved site plans, zoning, and Unified Development Code requirements. Building Permit review types are broken down on the following page.

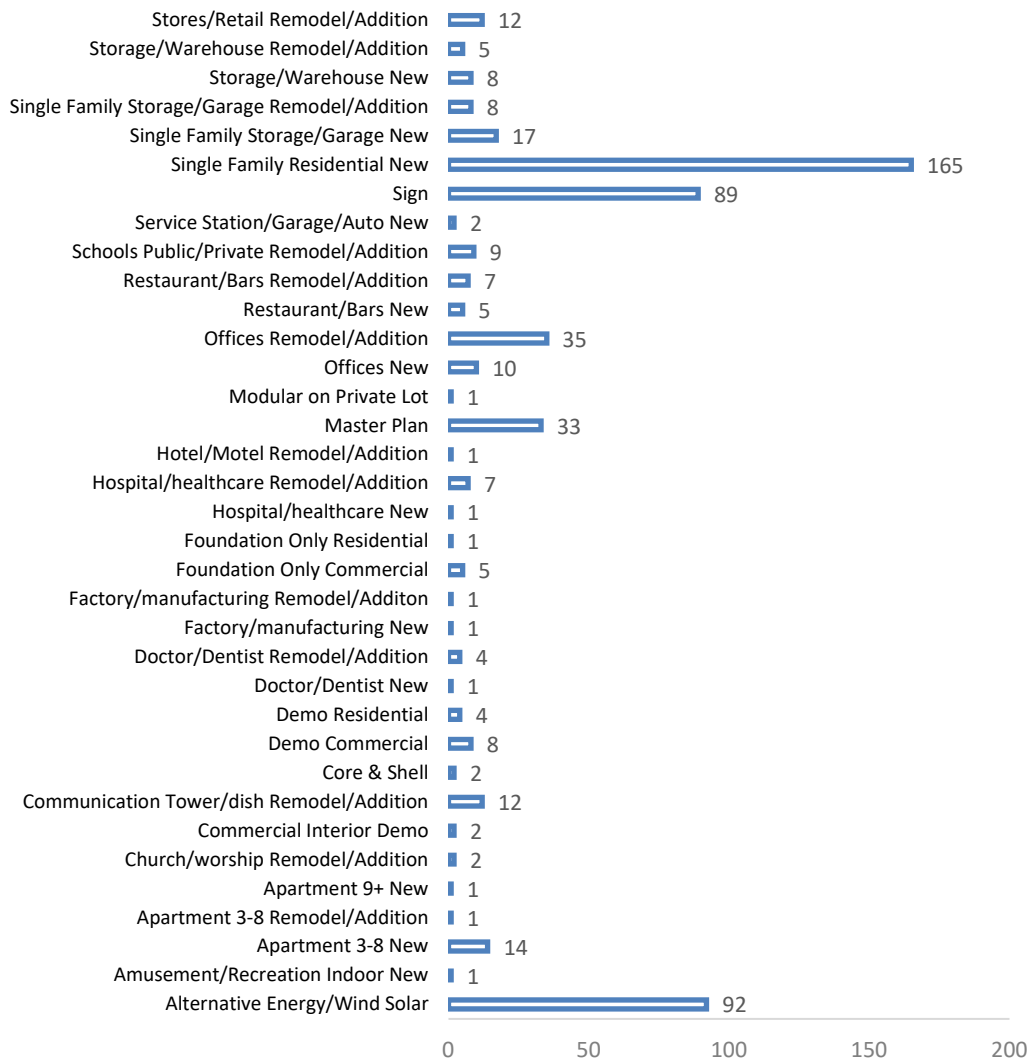
Type	2019	Percent	2018	Change
Accessory Dwelling Unit	0	0.0%	2	-100.0%
Administrative Adjustment	36	2.4%	21	71.4%
Administrative Plat/Replat	22	1.5%	12	83.3%
Administrative Use Approval	7	0.5%	8	-12.5%
Annexation	6	0.4%	4	50.0%
Appeal of Admin Decision	3	0.2%	2	50.0%
Building Permit Review	478	31.8%	N/A	None
Child Care In-Home Minor (3-10)	8	0.5%	9	-11.1%
Conditional Use Approval	15	1.0%	7	114.3%
Demo of Contributing Historic Structure	0	0.0%	2	-100.0%
Engineering Plan Review	47	3.1%	49	-4.1%
Development Agreement	2	0.1%	2	None
Final Plat/Replat	21	1.4%	16	31.3%
Financial Surety	11	0.7%	12	-8.3%
Home Occupation	19	1.3%	13	46.2%
Inquiry	475	31.6%	273	74.0%
Planning - UDC Text Amendment	4	0.0%	2	100.0%
Pre-application Meeting	98	6.5%	40	145.0%
Preliminary Plat	10	0.7%	10	None
PUD	6	0.4%	2	200.0%
Sign Permits	89	5.9%	N/A	N/A
Site Plan	54	3.6%	36	50.0%
Site Plan Adjustment	5	0.3%	8	-37.5%
Subdivision Standards Waiver	13	0.9%	5	160.0%
Temporary Use	5	0.3%	3	66.7%
Vacation	3	0.2%	1	200.0%
Variance	22	1.5%	29	-24.1%
Wireless Telecom	3	0.2%	4	-25.0%
Zone Change	8	0.5%	13	-38.5%
Zoning Letter	35	2.3%	17	105.9%
Total	1501	100.0%	602	

Note: The row colors above correspond to the "Review Types" pie chart on the following page.

Workload Snapshot (cont.)



Number and Type of Building Permit Reviewed



Workload Snapshot (*cont.*)

Notable Parks and Greenways Projects:

- Ongoing design and coordination of multiple Greenway connector projects to include Dey Avenue, Downtown Connector, South Park and Crow Creek Revival areas.
- Coordination of Sweetgrass underpass, Sweetgrass Greenway and enhanced landscape maintenance agreements.
- Completion of priority Wayfinding signage plan set for bid package.
- Assistance with development review and coordination of Greenway and Parks improvements associated with new developments.
- Management of the Adopt-a-Spot Greenway maintenance program.
- Coordination of bid package, bidding and Council approval for Henderson Ditch Greenway project.
- Coordination of design for the new East Cheyenne Community Park including initiation of zone change, preparation of a site plan, and signage.
- Construction and opening of the new Powderhouse Connector closing a missing link in the Greenway network.



The future site of East Park, southwest of Pershing Boulevard and Whitney Road.

Notable Preservation Projects:

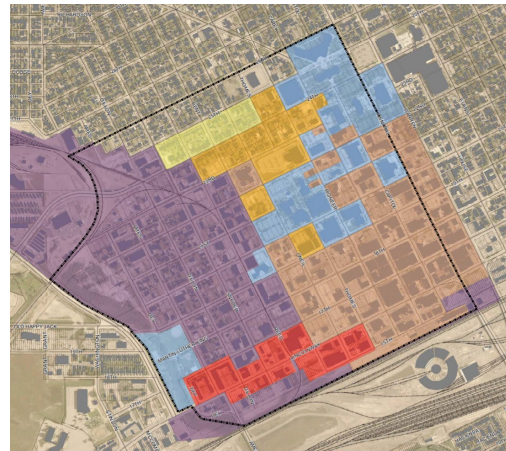
- Historic Airport Fountain restoration commenced. First Phase of restoration is expected to be complete in July 2020 (CLG Grant and Cultural Trust Fund Grant).
- Design assistance for the Facade Improvement Program (CLG Grant).
- Hosted the annual Tour the Legend historic building tour.
- The Historic Preservation Board worked with the municipal courthouse design team for the to incorporate old photographs to recognize the historic Carey Building which once stood at that site.
- Launched an annual ornament program (State Capitol ornament) to assist in historic airport fountain awareness.
- Awarded the LeClercq Jones award in November 2019 to The Metropolitan Downtown for their work to in preserving the commercial history of Cheyenne.
- Updated the strategic plan to serve as a guide for the Historic Preservation Board.
- Began investigating and drafting a demolition by neglect ordinance.



The historic airport fountain located at East 8th and Warren Avenues.

Notable Long-Range Planning Projects:

- West Edge Zoning implementation began
 - West Edge stakeholder meetings were held with area property owners and individuals/organizations that have participated in earlier planning efforts.
 - A West Edge virtual community meeting was held in lieu of a community open house due to the pandemic.
- Phase I assistance with EPA Brownfields assessments were performed at several properties at no financial cost to the City or property owner to assist in reinvestment in potentially contaminated sites.
- Brownfields Revolving Loan Fund Program
 - Bell Building remediation began and has neared completion.
 - Program management continues and includes entering projects into the ACRES tracking site, preparing quarterly reports, and documenting the City's match tracking for the revolving loan fund grant.
- Coordination with the Crow Creek Revival effort, including annexation and rezoning of City property for project purposes.
- Future Land Use Map assessment resulting in targeted updates and corrections to the Future Land Use Plan.



Cheyenne's West Edge District is located west of downtown, and north of the Union Pacific Railroad.

Revenue

In FY 2019 the Development Division brought in \$25,565 in revenue for development-related applications. The fee schedule is shown below and is presently being evaluated by staff to more accurately reflect costs associated with development review.

City of Cheyenne - Development Review Fee Schedule

Payment of application fees shall not deem the application complete. Staff reserves the right to return incomplete applications. All fees are non-refundable.

Application Type	Fee	Application Type	Fee
Divisions of Land		Other Applications	
Administrative Plat:	\$125	In-Home Child Care / Preschool: 10-15 Children	\$125
Preliminary Plat:	\$175	Commercial Child Care / Preschool:	\$100
Final Plat:	\$125	Wireless Telecommunication, New Site:	\$1,500
Environmental Health Fee (one time w/plat):	\$100	Wireless Telecommunication, Site Modification (Including Antennas):	\$125
Street Vacation:	\$125	Special Use Approval:	\$1,500
Zoning		Temporary Use Approval:	\$0
Zoning Map Amendment:	\$125	Outside User Agreement Application Review:	\$0
Planned Unit Development:	\$125	201 Exception Application:	\$0
Regulating Plan:	\$125	Accessory Dwelling Unit Approval	\$125
Site Plan (New/Adjustment):	\$100	Other Fees	
Conditional Use Approval:	\$125	Zoning Certification (up to one hour research):	\$10/hr
Administrative Use Approval:	\$125	Other Research (each additional hour):	\$10/hr
Appeals and Relief		Photocopies up to 11"x17" (per copy):	\$0.20/copy
Zoning Variance:	\$75	Photocopies Oversized (larger than 11"x17") (per copy):	\$3/copy
Administrative Adjustment:	\$100	Staff time to research & handle (per hour):	\$10.00/hr
Annexation			
Annexation:	\$150		

2020 Strategic Goals and Objectives

Below is a summary of goals and initiatives for the Planning and Development Department to pursue in 2020.

- 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.