

CITY OF CHEYENNE
PLANNING COMMISSION MINUTES
March 7, 2022
6:00 P.M.

MEMBERS PRESENT: Philip Griggs, Chair; Brian Tyrrell, Vice-Chair; Robert Chamberlin, Secretary; Bob Mathia, Boyd Wiggam

MEMBERS ABSENT: Greg Palmquist, Jeremy Arneson

CITY STAFF PRESENT: Charles W. Bloom, Planning & Development Director; Erin Fagan, Planner I; Valerie Pickard, Planning and Development Office Manager; Seth Lloyd, Planner II; Stephanie Boster, City Attorney, Mark Christensen, Planner II; Connor White, Planner II

OTHERS PRESENT: Kristina Richards, Shane Hansen, Dr. Mark Rinne, Casey Palma, Dan Edeen, Larry Gallagher, Mark Stec

ITEM 1: CALL MEETING TO ORDER / ROLL CALL

Philip Griggs, Chair, called the meeting to order at 6:02 PM

Roll Call was done by Charles Bloom, AICP, Planning & Development Director. There was a quorum with 4 members present (one on Zoom). A 5th member arrived later in the meeting.

ITEM 2: APPROVAL OF MINUTES

Brian Tyrrell made a motion to approve the meeting minutes from February 7, 2022. Bob Mathia seconded the motion. The minutes from the February 7th Planning Commission Meeting were approved unanimously.

ITEM 3: PLANNING PROJECTS

ITEM A: [UDC-21-00451 / Rocking A at Sweetgrass \(Sweetgrass, 10th Filing\) Expedited Plat](#)

Agent: Casey Palma
Case Planner: Connor White, Planner II

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

Casey Palma, agent, presented the item.

Philip Griggs, Chair, asked for questions from the Board.

Brian Tyrrell asked if the HOA is a Wyoming based company.

Mr. Palma stated it would be a Wyoming based company. He stated the owners would all share the open space.

Bob Mathia asked who the property managers would be.

Mr. Palma stated that he did not know and he would defer the question to the other consultant.

Robert Chamberlin and Boyd Wiggam arrived at the meeting at 6:08.

** Minutes are meant to provide a brief summary of the meeting's action items, discussions, and decisions made. For more detailed information, please refer to the audio recording found on the City of Cheyenne's website.*

Dan Edeen, builder, stated a Master HOA would maintain the open space and each phase would have an HOA specific to the development. He stated no Colorado companies would be running the HOA's.

Mr. Palma asked if there was a maintenance contract with an independent provider.

Mr. Edeen stated they are using ATR for snow removal and some clean up. He stated ½ of 1% of all home sales will go to the Master HOA and there will always be money coming in to support the HOA.

Boyd Wiggam asked if a sub-HOA falls apart would the Master HOA step in to take over.

Mr. Palma stated the Master HOA would take on that enforcement.

Mr. Griggs asked for questions from the Board. Hearing none, he asked for the staff report.

Mr. White gave the staff report.

Mr. Griggs asked for questions from the Board.

Mr. Mathia asked where there is proposed parking.

Mr. White stated each lot will have a driveway and garage. He also stated there would be a parking lane on one side of the road.

Mr. Mathia asked if there was extra parking for overflow parking.

Mr. White stated there was not any additional parking.

Mr. Griggs asked for the parking lane to be shown on the map.

Mr. White showed where the parking lane was located.

Mr. Palma stated each unit will have a driveway and garage and there will be an inner lane for on street parking. He stated there was a little bit of extra parking near the mailbox. He stated the subdivision meets the minimum requirements for parking.

Mr. Griggs asked what the size of the garage is for each home.

Mr. Palma stated they are 2 car garages and 2 car driveways.

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

Brian Tyrrell made a motion to move to recommend approval of Rocking A at Sweetgrass Preliminary Plat, noting that the project meets the review criteria for approval, advancing the Final Plat to the Governing Body. Bob Mathia seconded the motion.

Mr. Wiggam stated he was happy to see a high-density housing area to support LCCC.

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

ITEM B: [UDC-22-00025 / Olivet Cemetery, 4th Filing Expedited Plat](#)

Agent: Casey Palma
Case Planner: Seth Lloyd, Planner II

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

Casey Palma, agent, presented the item.

Philip Griggs, Chair, asked for questions from the Board.

Boyd Wiggam asked why they aren't platting the rest of the cemetery at this time. He asked if there was any resistance to the comment staff made about the greenway.

Mr. Palma stated he had not seen the comment, but he knew it had been requested that the greenway be extended.

Mr. Boyd asked if the Greenway plan for the area was acceptable.

Mr. Palma stated they are in support of connecting the greenway. He stated they are only platting a portion at this time to create 423 cemetery plots which should be sufficient for several years and many people are being cremated at this time.

Mr. Griggs asked for questions from the Board. Hearing none, he asked for the staff report.

Mr. Lloyd gave the staff report.

Mr. Griggs asked for questions from the Board. Hearing none, he asked for public comment. Hearing none, he closed the public comment.

Brian Tyrrell made a motion to recommend approval of Olivet Cemetery, 4th Filing, advancing the Final Plat to the Governing Body, with the following conditions: 1. Update the map to reflect the status as a final plat approved by the governing body (instead of an administrative plat). 2. Update the map to remove references to "Mount Olivet Cemetery". Boyd Wiggam seconded the motion.

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

ITEM C: UDC-22-00029 / College & Charles Zone Change

Agent: Mark Stec

Case Planner: Seth Lloyd, Planner II

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

Mark Stec, agent, presented the item.

Philip Griggs, Chair, asked for questions from the Board. Hearing none, he asked for the staff report.

Mr. Lloyd gave the staff report.

Mr. Griggs asked for questions from the Board. Hearing none, he asked for public comment. Hearing none, he closed the public comment.

Brian Tyrrell made a motion to approve the rezoning of the N1/2 of Tracts 7 and 8 (less 8,325 sq ft to St Hwy), Sunnyside Addition, 2nd Filing, to CB Community Business as shown in the attached zone change map, noting that the project meets the review criteria for approval. Bob Mathia seconded the motion.

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

ITEM 4: FOLLOW-UP INFORMATION ON PREVIOUS ACTIONS:

None

** Minutes are meant to provide a brief summary of the meeting's action items, discussions, and decisions made. For more detailed information, please refer to the audio recording found on the City of Cheyenne's website.*

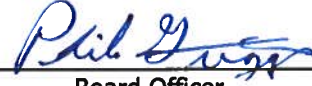
ITEM 5: OTHER BUSINESS/STAFF ANNOUNCEMENTS:

- The City Building is planned to open on April 1, 2022
- There isn't a mid-month Planning commission meeting

ITEM 6: MEETING ADJOURNED: 6:38 PM



Staff Signature



Board Officer