

**CITY OF CHEYENNE
PLANNING COMMISSION MINUTES
DECEMBER 2, 2024
6:00 P.M.**

MEMBERS PRESENT: Bob Mathia, Tony Laird, Lonnie Olson, Boyd Wiggam, (Amy Hernandez arrived at 6:05pm)

MEMBERS ABSENT: Megan Connor, Darrell Hibbens

CITY STAFF PRESENT: Charles W. Bloom, Planning & Development Director; Seth Lloyd, Senior Planner; Stephanie Boster, City Attorney; Connor White, Planner II; Brandon Gilchrist, Planner I

OTHERS PRESENT: Shane Hansen, Brandon Swain, John Sayers

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 4 members present.

ITEM 2: APPROVAL OF MINUTES

Lonnie Olson made a motion to approve the meeting minutes from November 4, 2024. Tony Laird seconded the motion.

Mr. Mathia asked for any discussion on the minutes.

Mr. Wiggam stated that there were various typos in the minutes and requested they be corrected.

Charles Bloom asked Mr. Wiggam to send the corrections to the Development Department for correction of the minutes.

The minutes from the November 4th Planning Commission Meeting were approved unanimously.

ITEM 3: PLANNING PROJECTS

ITEM A: [PUDC-24-89 / Lot 1, Block 1, North Range Substation, Assigned Zoning](#)

Case Planner: Seth Lloyd, Senior Planner

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

Seth Lloyd, City Staff representative, presented the item and gave the Staff report.

Mr. Mathia asked for questions from the Board.

Mr. Wiggam asked if the current use of the property was an allowed use in the City AG zone.

Mr. Lloyd stated that the current use of the property was a utility facility, and that such facilities are allowed in all City zone districts.

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

Amy Hernandez joined the meeting at 6:05pm.

Tony Laird made a motion to recommend approval of the assigned zoning for land being annexed (as shown in the attached annexation map) located northwest of the intersection of Roundtop Road and I-80 to AG Agricultural for land currently zoned County A-2 Agricultural, noting that the project meets the review criteria for approval. Lonnie Olson seconded the motion.

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

ITEM B: [PUDC-24-198 / 3410 Ridge Road, Assigned Zoning](#)

Case Planner: Connor White, Planner II

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

Connor White, City Staff representative, presented the item and gave the Staff report.

Mr. Mathia asked if the applicant (for the annexation) was present and wished to speak.

Shane Hansen stated he was present and available for questions.

Mr. Mathia asked if any commissioners had questions for the applicant.

Mr. Wiggam asked if the applicant had any concerns about nonconforming use on the subject property with the assigned zone.

Mr. Hansen stated that he had no concerns about nonconforming uses.

Mr. Mathia asked for questions from the Board.

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

Boyd Wiggam made a motion to recommend approval of the assigned zoning for Lot 10, Ridge Homes to MR Medium-Density Residential as shown in the attached zone change map, noting that the project meets the review criteria for approval. Lonnie Olson seconded the motion.

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

ITEM C: [PUDC-24-200 / 5th Street Towns, 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.

Bob Mathia, Chair, asked for questions from the Board.

Hearing none, he asked for the staff report.

Mr. White gave the staff report.

Mr. Mathia asked for questions from the Board.

Mr. Mathia asked if Staff reviewed the current parking situation in the area.

Mr. White stated that Staff did not see issues regarding parking in the area.

Hearing none, he asked for public comment.

Mr. Swain stated that the property to the east was once owned by him, and that there was not parking issues when he was working on that property. When he visited the site recently, he has not seen any vehicles parked around the subject property.

Mr. Mathia closed the public comment.

Mr. Mathia asked for any further questions from the Commission.

Mr. Wiggam asked about whether the northern frontage could have on street parking.

Mr. White answered the corner lot would have the two spaces due to the western and northern property lines, but the other three you would only be able to fit the one space.

** 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.*

Lonnie Olson made a motion to approve the 5th Street Towns Preliminary Plat, advancing the Final Plat to the Governing Body with staff recommended conditions and acknowledgements. Tony Laird seconded the motion.

Mr. Mathia asked for any further questions from the Commissioners.

Mr. Laird asked if the Staff report's suggested motion was preferred or the slide show motion

Mr. White stated that the motion on screen was preferred, and that the staff report contained an erroneous reference to 'conditions'.

Mr. Laird made a motion that was read by Mr. Mathia due to the difference in wording on the staff report vs the power point.

Mr. Olson second the motion.

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

ITEM D: [PUDC-24-202 / Edgar Subdivision, Final Plat](#)

Agent: Brooke Bulgrin

Case Planner: Athen Mores, Planner I

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

Brooke Bulgrin, agent, presented the item.

Bob Mathia, Chair, asked for questions from the Board.

Mr. Wiggam asked for a detailed explanation as to how we got to this point.

Ms. Bulgrin gave the explanation

Mr. Mathia asked about drainage issues.

Ms. Bulgrin stated that submittals were going through

Mr. Olson asked about water service to lot 41

Ms. Bulgrin stated that the water pressure and service was under review

Mr. Wiggam asked if we could approve a final plat that is going to require all lots to be buildable when there is no engineering sign off especially knowing that this site is an engineering issue.

Mr. Lloyd stated it is not uncommon for minor adjustments to be made to plats after final plat approval to clear up some engineering issues.

Mr. Bloom stated that Staff would not allow a plat to be recorded if it was unable to meet engineering standards through the engineering review

Hearing none, he asked for the staff report.

Mr. Mathia asked for questions from the Board.

Mr. Lloyd gave the staff report.

Mr. Laird asked if the Commission could consider some of the concerns of the preliminary plat

Mr. Lloyd stated that the project's preliminary plat review criteria were considered met by the Governing Body, and that the item in front of the Commissioners was a final plat, and the Commission should review the item based on the final plat review criteria.

Mr. Laird asked for a clarification of the concerns they had before on if the lots are buildable, and if in this stage if they are considering if the lots are buildable or not.

Mr. Lloyd answered correct that the buildability is not up for discussion at this meeting.

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

Mr. Wiggam made a motion to recommend approval of the Edgar Subdivision Final Plat with staff's conditions.

Lonnie Olson seconded the motion.

Mr. Mathia asked for discussion on the item from the Commissioners

Mr. Laird stated that he reviewed the City Council process, and was concerned that the neighboring landowners did not appear to speak on the item.
Mr. Wiggam agreed with Mr. Laird and asked what notice requirements were for final plats.
Mr. Bloom stated that notice for the final plat is identical to the preliminary plat notification (posted notice and legal notice).
Mr. Laid asked more about the notice requirements.
Mr. Bloom answered there are no additional notice requirements.
Mr. Wiggam asked if notice was removed and re-installed.
Mr. Bloom answered we cannot verify if it was reposted.
Mr. Lloyd stated that the timelines are close enough together that even if notice were removed and replaced, it might not be noticeable to neighboring properties
Mr. Wiggam asked if a new public notice could be made if a postponement was made
Mr. Bloom stated that it would not be fair to the item to instill a different burden of notice to this project compared to other projects.
Mr. Mathia asked for further comments and questions. There were none.

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

ITEM E: [PUDC-24-216 / Allison Pointe, Zoning Map Amendment](#)

Agent: John Sayers
Case Planner: Connor White, Planner II

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

John Sayers, agent, presented the item.

Bob Mathia, Chair, asked for questions from the Board. Hearing none, he asked for the staff report.
Mr. Wiggam asked if this is a lot within the City that does not have City regulation
Mr. Sayers deferred to City Staff on this question
Mr. Mathia asked about sewer provision for this use
Mr. Sayers sanitary sewer would be provided via a water/sewer provider – and water service would also be provided.
Mr. Mathia asked about if services would be provided to each space
Mr. Sayers said they would, except that natural gas would not be run to the individual sites
Mr. Wiggam asked about the anticipated population of the work camp
Mr. Sayers said they could accommodate roughly 200 units, and a great majority would only have 1 person.
Mr. Mathia asked about how long the facility would be in use
Mr. Sayers stated that duration would be up to the contract with the City
Ms. Hernandez asked about paving and other improvements
Mr. Sayers stated that a site plan would be in place, and improvements would be 'locked in'
Ms. Hernandez asked if there would be any buildings
Mr. Sayers stated that a laundry building and other site improvements would be on the site
Mr. Laird asked about the steps that need to be taken – Regarding 5.1.4
Mr. White stated that table 5.1.4 does not have the use, but that 5.7.10 specifically allows board approval for work camps in the AG zone. The historical zoning in place prior to the UDC allow the work camp use as a conditional use in agricultural area. Staff determined that the work camp could proceed as a conditional use.

Mr. White gave the staff report.

Mr. Mathia asked for questions from the Board.
Mr. Mathia asked if this camp was a "Roughneck camp".
Mr. White answered yes think of a man camp similar to il workers.
Mr. Mathia asked if screening was required

Mr. White stated that conditional use approval and the City Contract could add various conditions, including screening.

Mr. Wiggam asked if we could include other nearby A-1 parcels in the amendment

Mr. Lloyd answered the parcels, and region was zoned in the county during the 1980's, however in the 90's it was ruled in the city limits. It is a very unusual scenario. This is landowner initiated as opposed to city initiated.

Mr. Mathia asked for public comment.

Lee Filer stated he understood the scope of the request and accepted it. He was under the impression the land the was zoned for high-density residential already. He expressed that he was concerned that the 'employer' was not in the owner of the property. He expressed concerns that the use would be permanent, not temporary. He stated that current RV parks have space and that this RV park was not needed.

Mr. Wiggam asked what the specific definition of 'work camp' was and where it was found in the UDC.

Mr. Lloyd stated that the definition of Work Camp in the UDC is in 1.4.4.h and specifically states that the 'work camp' does include the statement that the UDC also requires staff to try to find the 'closest use' to the UDC this is in place to come up with the most applicable use so there is not changes in the future, This is open to the contractor and not the public.

Mr. Filer stated he forgot one item for discussion: he was concerned about traffic at this location during school peak traffic.

Maeke Ermarth expressed that the RV's would likely stay in place but would use an accessory car to travel. She stated that these workers should use hotel spaces instead of work camps. She stated she was against the work camp, because it was not needed yet, but if it was truly needed that she'd be more amenable to the request. She accepts the zone change.

Donna Adnuin stated she was concerned about the potential inhabitants of a work camp.

Vicky stated she was concerned about the proximity of the work camp to schools and other child services. She was concerned about traffic in the area.

Mr. Laird asked that speakers address the zone change request.

Wendy Wall asked about the notification radius requirement. She stated that the distance should be increased. She accepted the zone change but was against the potential use of work camp. She asked if the school district was contacted regarding the proposed use.

Mr. White stated that minimum requirement for mailed notice is 300' or less. He stated the school district had been in contact and that the district.

Mr. Wiggam asked for clarification if 350 ft notice comes from state statute.

Mr. White answered no, it specifically comes from our zoning code.

Mr. Mathia re-iterated that the use would be heard at the Board of Adjustment, not the Planning Commission.

Unidentified man asked about Walterscheid's snow removal process, and expressed concerns that added traffic would exacerbate the issue.

Mr. Mathia closed the public comment.

Mr. Olson asked about the Board of Adjustment process.

Mr. White explained the process for the board of Adjustment.

Mr. Sayers stated that their would be similar issues with apartments as with work camps. He stated that he had been contacted the school district. He also stated that notice has been posted. He stated that as a business, they had an interest in filling the property and would not pursue it without a need anticipated. This meeting is specifically for the zoning designation

Mr. Wiggam made a motion to recommend approval of the rezoning of 14.47 acres of land northwest of the intersection of W Allison Road and Waltersheid Boulevard to AG Agricultural 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: Motion to approve the item was passed unanimously by a vote of 4-0.

ITEM F: [PUDC-24-219 / Harmony Valley East, Zoning Map Amendment](#)

Agent: John Sayers

Case Planner: Brandon Gilchrist, Planner I

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

John Sayers, agent, presented the item to the commission.

Bob Mathia, Chair, asked for questions from the Board.

Mr. Laird asked about how the zone change would modify the PUD.

Mr. Sayers stated that over time, the PUD became more restrictive than the city code (as City code became less restrictive.

Mr. Laird asked about the trades made by PUD versus typical zoning code. He expressed concerns that some elements of the PUD may be dropped by the current code.

Mr. Sayers stated that the UDC still requires open space areas. He stated he wanted to work with products that were different than those originally proposed.

Mr. Bloom stated that PUDs do sometimes set density, but UDC-allowed PUDs are not required to set density.

Mr. Wiggam asked the applicant what restrictions the applicant is looking for relief from by moving from MDR (PUD) to NR-3.

Mr. Sayers stated they wanted narrower lots, and rear-loaded houses.

Mr. Mathia asked for the staff report.

Brandon Gilchrist, Planner I gave the staff report.

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

Mr. Swain expressed support of the application. He requested decorum in public meeting and lack of side comments in public hearings.

Mr. Mathia closed the public comment.

Tony Laird made a motion to recommend approval of the rezoning of 44.16 acres of land northwest of the North of W College Dr, South of W Allison Rd in between York Ave and Concerto Ln to NR-3 Neighborhood Residential - High Density as shown in the attached zone change map, noting that the project meets the review criteria for approval. Lonnie Olson seconded the motion.

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

ITEM 5: OTHER BUSINESS/STAFF ANNOUNCEMENTS:

- There isn't a mid-month Planning commission meeting
- Staff solicits public comment on the UDC during this time of year
- Commission training in January

ITEM 6: MEETING ADJOURNED: 7:53 PM



Staff Signature



Board Officer

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