

PUBLIC SERVICES COMMITTEE MINUTES

A meeting of the Public Services Committee was held on Tuesday, June 8, 2021, in Committee Room 104 and via an electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Dr. Mark Rinne, Chairman; Bryan Cook, Pete Laybourn and Tom Segrave.

CITY STAFF: Michael O'Donnell, City Attorney; Alessandra McCoy-Fakelman, Deputy City Attorney; Charles Bloom, Planning & Development Director; Tom Cobb, City Engineer; Mark Christensen, Planning & Development Department; Seth Lloyd, Planning & Development Department and Cheyenne Public Employee Association (CPEA) Board Member; Chief John Kopper and Division Chief Byron Matthews, Fire & Rescue Department; Kris Jones, City Clerk; Tom Mason, Metropolitan Planning Organization (MPO) Director; Mark Christensen, Planning & Development Department; Darrin Hass, Human Resources Director; Jennifer McClelland, Executive Assistant to the City Council; and Lara White, City Attorney's Office Manager.

OTHERS PRESENT: Mayor Patrick Collins; Brad Emmons, AVI Engineering; Patti Riesland, Mayor's Council for People with Disabilities; John Sayers, WJE, LLC; Bruce Perryman; Betsey Hale, Cheyenne LEADS Chief Executive Director; Rachelle Zimmerman, Cheyenne LEADS Director of Marketing; Amber Ash, Downtown Development Authority (DDA) Director; Amber Trevizo, and Dan Dorsch, Habitat for Humanity.

AGENDA ITEMS

14. **ORDINANCE –3rd READING –** Repealing Chapter 2.52, Personnel Commission, and creating a new Chapter 2.52, Personnel System, of Title 2, Administration and Personnel, of the Code of the City of Cheyenne, Wyoming.

Dr. Rinne joined the meeting at 12:02 p.m. during discussion of this item and prior to a motion however, he did not vote on this item. Mr. Cook, following the vote on this item, relinquished the chair to Dr. Rinne.

Mr. Segrave moved to approve on 3rd and final reading, seconded by Mr. Laybourn. Mr. Segrave moved to amend by substitute dated June 2, 2021, seconded by Mr. Laybourn. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: Mike O'Donnell, City Attorney, provided a staff report and advised a minor change has been submitted via substitute to not allow adoption of the ordinance until the new personnel rules are in place. Seth Lloyd, CPEA, voiced support for the changes. Upon inquiry, Mr. O'Donnell advised the rules should be in effect by the end of the summer 2021.

15. ORDINANCE –3rd READING – Repealing Chapter 2.92, Personnel System, and creating a new Chapter 2.92, Administrative Hearing Procedure, of Title 2, Administration and Personnel, of the Code of the City of Cheyenne, Wyoming.

Mr. Segrave moved to approve on 3rd and final reading, seconded by Mr. Laybourn. Mr. Segrave moved to amend by substitute dated June 2, 2021. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: Michael O'Donnell, City Attorney, provided a staff report and advised this new chapter will incorporate the new administrative hearing procedure including the appointment of two hearing officers. Upon inquiry, Mr. O'Donnell advised currently a local attorney is conducting hearings but will not be appointed as one of the hearing officers until the ordinance is approved. Seth Lloyd, CPEA, voiced support for the changes.

17. ORDINANCE –3rd READING – Amending the Unified Development Code (UDC) to align the UDC fee schedule with the fee adoption practices of the City.

Mr. Segrave moved to approve on 3rd and final reading, seconded by Mr. Cook. Motion carried by unanimous voice vote.

DISCUSSION: Charles Bloom, Planning & Development Director, provided a staff report and advised that no additional information has been provided since approval on second reading at the May 24, 2021 meeting of the Governing Body and staff continues to support approval.

18. ORDINANCE –3rd READING – Annexing to the City of Cheyenne, Wyoming, land located north of Pershing Boulevard, west of Christensen Road.

Mr. Cook moved to approve on 3rd and final reading, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Seth Lloyd, Planning & Development Department, provided a staff report and advised and advised that no additional information has been provided since approval on second reading at the May 24, 2021 meeting of the Governing Body and staff continues to support approval.

19. ORDINANCE – 3rd READING – Amending the Official Zoning Map of the City of Cheyenne changing the zoning classification from County A-1 Agricultural and Rural Residential to MR Medium-Density Residential for land located north of Pershing Boulevard, west of Christensen Road.

Mr. Segrave moved to approve on 3rd and final reading, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Seth Lloyd, Planning & Development Department, provided a staff report and advised that no additional information has been provided since approval on second reading at the May 24, 2021 meeting of the Governing Body and staff continues to support approval.

20. ORDINANCE –3rd READING – Annexing to the City of Cheyenne, Wyoming, land located east of and including South Greeley Highway (US 85), north of Chalk Bluff Road

Mr. Segrave moved to approve on 3rd and final reading, seconded by Mr. Laybourn. Mr. Segrave moved to amend by substitute dated June 3, 2021, seconded by Mr. Laybourn. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: Seth Lloyd, Planning & Development Department, provided a staff report and advised a substitute map has been submitted. Brad Emmons, AVI Engineering, requested confirmation of changes made in the substitute map.

21. ORDINANCE – 3rd READING – Amending the Official Zoning Map of the City of Cheyenne changing the zoning classification from County A-2 Agricultural to AG Agricultural, LI Light Industrial, and HI Heavy Industrial for land located east of South Greeley Highway (US 85), north of Chalk Bluff Road.

Mr. Segrave moved to approve on 3rd and final reading, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Seth Lloyd, Planning & Development Department, provided a staff report and advised that no additional information has been provided since approval on second reading at the May 24, 2021 meeting of the Governing Body and staff continues to support approval. Brad Emmons, AVI Engineering, provided clarification to the zoning on the map.

22. ORDINANCE –3rd READING – Annexing to the City of Cheyenne, Wyoming, land located southwest of the intersection of Braehill Road, Parkhill Road, and Panorama Drive.

Mr. Segrave moved to approve on 3rd and final reading, seconded by Mr. Cook. Mr. Segrave moved to postpone to the June 28, 2021 meeting of the governing body, seconded by Mr. Cook. Motion to postpone carried by unanimous voice vote.

DISCUSSION: Seth Lloyd, Planning & Development Department, provided a staff report and advised the City is still waiting for the County to approve a lot line adjustment and requested postponement. Bruce Perryman explained the delay and advised the County Attorney's office is reviewing the issue.

23. ORDINANCE – 3rd READING – Amending the Official Zoning Map of the City of Cheyenne changing the zoning classification from County AR Agricultural Residential to MR Medium-Density Residential for land located southwest of the intersection of Braehill Road, Parkhill Road, and Panorama Drive.

Mr. Segrave moved to approve on 3rd and final reading, seconded by Mr. Cook. Mr. Segrave moved to postpone to the June 28, 2021 meeting of the governing body, seconded by Mr. Cook. Motion to postpone carried by unanimous voice vote.

DISCUSSION: Seth Lloyd, Planning & Development Department, provided a staff report and requested postponement. Bruce Perryman explained the future use of the property and voiced support of the postponement.

26. ORDINANCE –2nd READING – Creating a new Chapter 2.80, Urban Renewal Authority, of Title 2, Administration and Personnel, of the Code of the City of Cheyenne, Wyoming. (SPONSOR – MR. SEGRAVE)

Mr. Segrave moved to approve on 2nd reading, seconded by Mr. Cook. Motion carried by unanimous voice vote.

DISCUSSION: Mark Christensen, Planning & Development Department, provided a staff report and advised the proposed new chapter is already in state statute and this will add it to City code. Michael O'Donnell, City Attorney, expressed this ordinance will allow the City to move forward with vacation and abandonment of properties. Tom Segrave, City Councilman Ward II, voiced support for the ordinance.

27. ORDINANCE –2nd READING – Amending the Unified Development Code (UDC) to create the Urban Use Overlay District. (SPONSOR – DR. MARK RINNE)

Mr. Segrave moved to approve on 2nd reading, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Mark Christensen, Planning & Development Department, provided a staff report and advised this is the first step to rezoning the West Edge noting, no parking minimum was inserted to encourage development in the West Edge area. Dan Dorsch, Habitat for Humanity, voiced support for the ordinance.

34. RESOLUTION – Authorizing the Mayor and the City Clerk to sign a final plat for Saddle Ridge, 16th Filing, a plat of a portion of Section 25, Township 14 North, Range 66 West, of the 6th P.M., Cheyenne, Laramie County, Wyoming (located north of Pershing Boulevard, west of Christensen Road). (SPONSOR – DR. RINNE)

Mr. Segrave moved to adopt, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Seth Lloyd, Planning & Development Department, provided a staff report and advised the applicant is requesting to create 26 lots on 4.6 acres of land, noting agenda item # 19 is the affiliated zone change request. Charles Bloom, Planning & Development Director advised agenda item # 36(a) is a condition to moving forward with the final plat.

35. RESOLUTION – Authorizing the Mayor and the City Clerk to sign a final plat for Bison Business Park, 2nd Filing, a plat of a portion of Sections 32 and 33, Township 13 North, Range 66 West, of the 6th P.M., Cheyenne, Laramie County, Wyoming (located east of South Greeley Highway [US 85], north of Chalk Bluff Road). (SPONSOR – DR. RINNE)

Mr. Segrave moved to adopt, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Seth Lloyd, Planning & Development Department, provided a staff report and advised the final plat establishes the rights-of way.

36. LEASES/CONTRACTS/LEGAL:

- d) Agreement between the City of Cheyenne and WJE, LLC, Cheyenne, WY, for development fees for Saddle Ridge 16th Filing, final plat.

Mr. Segrave moved to approve in an amount of \$20,641.14, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Charles Bloom, Planning & Development Director, provided a staff report and advised this is affiliated with agenda item #34 and requires public safety fees associated with Saddles Ridge 16th Filing final plat. John Sayers, WJE, LLC, is working with staff to resolve and understands the need going forward. Upon inquiry, Mr. Bloom, advised the funds will be put into a dedicated public safety account.

There being no further items for the agenda to come before the Public Services Committee, the meeting was adjourned at 1:01 p.m.

Submitted by,



Mary Salas

Administrative Assistant to the Cheyenne City Council