

**Minutes of the Proceedings**  
**Laramie County Planning Commission**  
**Prepared by the Laramie County Planning & Development Office**  
**Laramie County Wyoming**

Thursday, December 12, 2013

- 131212 00** The Laramie County Planning Commission met in regular session on Thursday, December 12, 2013 at 3:30 p.m.

Members in attendance were: Commissioner Jim Ward (as acting Chairman); Commissioners Frank Cole and Bert Macy; John Shepard, Senior Planner; Barbara Kloth, Associate Planner; Nancy Trimble, Recording Secretary.

The meeting register was signed by: Phil Griggs, 5219 Danielle Court, Cheyenne, WY; J.E. Elias, 2101 O'Neil, Cheyenne, WY; Joe Dougherty, 322 West Lincolnway, Cheyenne, WY; Linda Heath, 4031 Winterset, Burns, WY; Dan Cooley, 3966 Archer Pkwy, Cheyenne, WY; Nancy Olson, 2101 O'Neil, Cheyenne, WY; Jeff Jones, 1102 W. 19th St., Cheyenne, WY; Tom Mason, 2101 O'Neil, Cheyenne, WY.

- 01** Review and action of a Subdivision Permit and Plat for Blessed Hope First Filing located within a portion of the SW1/4 of Section 29, plus a portion of Section 32, T. 15 N, R. 62 W, of the 6th P.M., Laramie County, WY.

Jeff Jones, Steil Surveying, came forward as agent for the applicant. He explained the subject property was located north of Burns, and the proposed subdivision was to establish a single 10-acre parcel for a new church facility. The lot size was changed to 10 acres from 5 acres, to meet the water well requirements from the State Engineer's Office.

Barbara Kloth, Associate Planner, gave a summary of the staff report. Due to a lack of motion at the September 26, 2013 Planning Commission public hearing, which resulted in a recommendation for denial, the proposed lot size was revised to 10 acres to return to the Planning Commission today for a recommendation for approval. A second review was performed on the 10-acre plat by Environmental Health and the State Engineer's Office. Environmental Health's review resulted in no additional comments. A letter was received from the State Engineer's Office on December 9, 2013, copies of which were hand-carried to today's meeting due to time constraint. Providing the requirements noted in the letter were met, the State Engineer's Office was generally supportive of approval of the development of the subdivision. Staff found the application to be in conformance with the plans and policies of the Laramie County Comprehensive Plan and the Laramie County Land Use Regulations, and recommended approval with the one condition listed in the staff report.

Commissioner Cole commented that the State's letter should have been addressed to the agent or applicant, and copied to the Planning office.

Commissioner Ward opened the hearing to the public. Linda Heath, 4031 Winterset, Burns, WY, came forward to support the application. The church had been in the Burns area for a short time, and had outgrown their rented space. She expressed the church was a wonderful addition to the area, and had participated in a project to help needy families in the Burns area. She endorsed approval on the expansion and relocation of the church.

Hearing no further comment, the public portion of the hearing was closed.

Commissioner Cole moved to recommend approval of the application to the Board with condition 1; Commissioner Macy seconded the motion, and it passed with a vote of 3 – 0.

**02** Review and action of a Subdivision Permit and Plat for Benz Subdivision First Filing, located in Tract 13 and a portion of Tract 14, The Prosser Tracts, Laramie County, Wyoming.

Jeff Jones presented as agent for the applicant. This application was to replat a portion of Tract 13 and 14 of The Prosser Tracts, in order to combine the lots to create 5 separate lots of varying sizes.

John Shepard, Senior Planner, gave an overview of the staff report. The existing home and garage on the property was to remain. Due to the proximity of the City's jurisdiction, the application was also reviewed by the City of Cheyenne, and approved by City Council on November 25, 2013. Review comments were received regarding drainage on the property. A land analysis map was prepared in lieu of a full drainage study. Comments were received regarding restrictive access points, sidewalks, and drainage improvements along Avenue C-1. A Letter of Map Revision (LOMR) was approved by FEMA in April, 2013, which significantly reduced the regulatory 100 and 500-year floodplain along Allison Draw, which included this property. The primary floodplain impact was located on lot 5 of the proposed subdivision. A revised plat was submitted to County staff on December 2, 2013, which reflected City-recommended changes. Laramie County School District No. 1 requested sidewalks on Avenue C-1 to accommodate student foot traffic going to/from Arp Elementary School. Staff recommended approval with the five conditions, as listed in the staff report.

Commissioner Cole stated condition 1, which required sidewalks be constructed prior to plat recordation, was not reasonable. The sidewalks would not hold up if installed prior to individual lot development. He added that site plans for each house before recordation was also unreasonable, as they don't know where the structure would be located before the plat was recorded.

Commissioner Ward opened the hearing to the public. Hearing no comment, the public portion was closed.

Commissioner Cole moved to recommend approval with the following conditions: condition 1 should be changed to require the pre-recording construction of the drainage channel only; condition 2 should require the sidewalks be constructed before a Certificate of Occupancy would be issued for a residential structure; condition 3 should require a site plan and grading permit prior to construction of each individual house (not prior to plat recordation); conditions 4 and 5 should remain as written in the staff report; and, condition 6 should require the dedication of the right-of-way, shown on the current plat version as lot 6. Mr. Shepard stated Public Works had approved access points for the driveways, which were accepted by the applicant.

Commissioner Macy seconded the motion, and it passed with a vote of 3 – 0.

### **03 Review and action on the Cheyenne Transit Program Development Plan.**

Nancy Olson, Cheyenne MPO, came forward to introduce the plan. Evaluation of the plan was traditionally done every 5 years, to ensure the program was working properly. Input was solicited from all stakeholders: drivers and transit staff, transit advisory board, passengers, and agencies relying on transit. The goal was to improve the efficiency as was possible with the amount of funding available. Joe Dougherty, director of the Cheyenne Transit Program, introduced members of the Transit Advisory Board, consisting of Phil Griggs, Jim Elias, Tom Mason, and Nancy Olson. The program had been operating for twenty years, with half of the route time spent in the south area of the county.

Ms. Olson stated the transit consultants, Transit Plus, had conducted the research and surveys. She went through the slide presentation, which reflected census blocks, current routes, financial statistics, ridership profiles, performance standards, and recommended changes to routes.

Commissioner Cole expressed that advertising benches along the transit routes should be removed when there is already a shelter in place. He was opposed to bench advertisements in the public right-of-way, where other means of advertisement were not allowed. Commissioner Ward agreed - the bus system should not advertise in public r.o.w., when no one else can. Mr. Dougherty stated the Transit Program did not contract with the vendors placing benches – the contract was with the City of Cheyenne. As long as the benches did not conflict with the bus shelters, and the maneuverability of the buses, there was not much he could do. He stated he would pass the concerns on when the next renegotiation of the bench contract took place. Commissioner Cole stated if benches were needed, the bus system should provide them, without the ads. He also thought an annual usage survey should be performed, to refine the usage and cost of the shelters/benches, and determine underutilized stops. Mr. Dougherty responded the system was in place and should help achieve some of these goals.

Commissioner Cole expressed concern that on the route plan, the Saddle

Ridge single-family residential area was covered with curb-to-curb service; however, a new retirement facility at Powderhouse and Four Mile Road, which would be opening soon, was not included in the curb-to-curb scenario. Mr. Dougherty responded that Four Mile Road was the boundary, and stated - if to the north of Four Mile Road - the location was not served by the route system, but was served by curb-to-curb.

Commissioner Ward asked what was required of the Planning Commission on this item. Mr. Shepard responded the plan needed a motion with recommendations to the Board.

Commissioner Cole motioned to recommend approval with the expressed concerns about the benches with signage, and the curb-to-curb service on Four Mile Road, being taken into consideration by the Board; Commissioner Macy seconded the motion, and it passed with a vote of 3 – 0.

Commissioner Ward adjourned the meeting at 4:28 p.m.