

**Cheyenne Metropolitan Planning Organization**  
Technical Advisory Meeting  
November 20, 2024  
10:00 AM  
Conference Room 208



**Attendance:**

<b>Voting Members:</b>	Charles Bloom	Planning & Development Director
	Juli Monahan	WYDOT Planning
	Vicki Bonds	LCSD #1
	Cassie Pickett	City of Cheyenne, Engineering

<b>Guests:</b>	Ben Weaver	Stantec-Consultant
	Ryan Shields	WYDOT District Construction Engineer
	Brenden Schaefer	WYDOT Systems Planning Engineer
	Daunte Rushton	Cheyenne LEADS
	Vicki Nemecek	City of Cheyenne Public Works

<b>Staff:</b>	Christopher Yaney	MPO Director
	Jennifer Corso	MPO GIS Coordinator

**Call to Order**

**1. Approval of Minutes from 8/24/24**-motion by Vicki Bonds to approve 2<sup>nd</sup> by Juli Monahan-approved.

**2. Safe Routes to School**-Christopher Yaney discussed. Ben Weaver with Stantec-Consultant conducted presentation for this project presented via power point as outlined below:  
Ongoing project management-final plan completion update/draft October 2024. Public engagement 2<sup>nd</sup> round also completed.  
Overview of plan development also discussed identifying process to make sure that students access routes safer is the overall goal. This is an update on plan from 2010.  
SRTS information is on MPO website and can be printable.  
Maps available for all schools with information for improvement. Recommendations as well as entity controlling the infrastructure also included.  
Question if improvements are prioritized and Ben Weaver discussed that yes these are and that the recommendations are also listed along with this. Question was that if the City wanted to see what would be top priority regarding funding if this was broken down that way. Ben Weaver discussed that the City could sort out listing this way but it is school specific.  
Question on how report was laid out due to the Strategy Toolbox being right after the Introduction, questioned the Cold Weather drive and that this information maybe should be moved to end of document instead of being at beginning. Ben Weaver discussed that the report is laid out in typical fashion as you would see possibly in a Federal report from the consultant standpoint on how this information is presented.  
Question as to where the high priority is listed on the report and it was discussed that intersections are listed as high priority on report.

Asked if there were any additional comments for discussion.

Christopher Yaney wanted to add that for item #3 that remaining budget should not be \$127,000 should be \$23,412.64 that is left on the contract.

Charles Bloom had comment on plan. Since contract had been initiated there were changes to some information, wanted to know if something could be added regarding potential closures of schools so that people are aware that those schools may not be included in grant funding. Wanted to know if there could be paragraph added with asterisk that there could be schools added or deleted from plan as information comes up going forward.

Question on if there are any recommendations for crossing guards. Ben Weaver discussed that this is in plan document and Christopher Yaney clarified that there are recommendations for this but that the school districts may have issues getting them due to volunteer status etc.

Charles Bloom brought up that there may be barriers to walking to school, railroad crossing etc., wanted to know if this was addressed in document. Ben Weaver discussed that there are maps that pertain to this and any issues with barriers. Example was Afflerbach and S Greeley Hwy but that this does show where barriers for each school exist.

Charles Bloom wanted to know if there was motion to approve and move forward to policy committee. Motion by Vicki Bonds to approve-2<sup>nd</sup> by Juli Monahan- motion approved.

**3.Laramie County Road Impact Fee-**Christopher Yaney discussed. Hired TischlerBise to complete project for County. Presentation by Colin McAweeney with TischlerBise who went over impact fee overview. One time payment for growth related infrastructure, generally collected at the time building permits are issued, not a tax similar to contractual arrangement to build infrastructure with fee revenue, with three requirements-Need, Benefit and Proportionate.

Eligible Costs discussed: Facilities/improvements required to serve new development.

Excess Capacity in existing facilities.

Non Eligible Costs:

Improvements required to correct existing deficiencies.

Maintenance and Repairs.

Operating Costs.

Transportation Examples.

Impact Fees in Wyoming-City of Rawlins was first in Wyoming

Revenue collected is accounted for in a special revenue fund. Impact fee studies are recommended to be updated every five years. Revenue can be matched with other funding. Capital improvement plan for roadway expansion. Fee revenue spent within 10 years. Cannot charge a fee that is higher than current level of service without other revenues.

Question on how revenue funds are decided. All dollars are considered county wide at this time, not city wide. Discussion if county should be split into separate pieces but this has not been decided yet.

Impact Fee Study Process:

Determine existing development base, Determine existing levels of service and capital needs due to new growth, Determine appropriate indicators of demand, Evaluate methodological alternatives, Evaluate need for credits, Calculate fees, Review and input from stakeholder groups, Adoption process.

Question for example if spec warehouse pays fee and tenant comes in and changes the use, was discussed that there would be a new trip rate that would need to be paid, would need to show up in ordinance for this so that difference could be collected. Depends on community. Asked if opposite would also apply. Discussed that this would not go both ways, would be dependent on record keeping and accounting.

Question asked if equipment could be bought and was discussed that this is potential but at this time just looking at roadway improvements.

Discussed growth projections for incorporated information for Laramie County.

Question on if this was just in planning area or entire county. Discussed that this was for entire county, just Laramie County not small municipalities.

Methodology discussed. Incremental expansion, current LOS is applied to vehicle trip increase to determine 10 year need. Unincorporated analysis-not looking to collect fee within city/town, demand factor is using vehicle trip rates.

Next steps: technical committee, exploring service areas, planning area scenario's, split county scenario, need for roadway Capital Improvement Plan, need for benefit zones

Question-follow up on warehouse example, question on when fee would be collected, discussed that it would be collected when building permit issued, ordinance for tenant improvement and would then be charged additional then.

Discussion regarding this new proposal vs what had been proposed in 2015 report. Discussed that the SF rates had been broken down previously and not now. Discussed that this had been simplified due to the burden on staff. Suggestion to leave as is now and not refer back to 2015 model.

Question if monies not spent within 10 year timeframe, discussed that this can be sent back to property owner. Asked who is going to keep track of this and there was discussion as to how this could be tracked if implemented.

Charles Bloom discussed that there is regulation/legislation pending that doesn't allow government agency to enforce impact fee on any houses less than 2500 sqf or apartment less than 1500 sqf so this may impact any future updates on the fees.

Comments from citizens that before fees would be used that they want County to identify roads that this would apply to.

Motion to approve or deny-No participants from County were in meeting so there wasn't an approved motion. Was discussed that County should be part of discussion and will not move forward until next meeting. Motion to postpone, Vicki Bond motioned, Juli Monahan 2<sup>nd</sup>. Motion to postpone approved.

**4. West Crow Creek Greenway**-Christopher Yaney discussed-No change as this is ongoing project. Section from MLK Park and greenway that will be on S side of Cowboy Dodge has not decided which way they are wanting to go. Contract is with Ayres and had been put on hold for a few months due to project on Missile. Remaining budget \$75,436.13.

**5. Travel Demand Model Update**-Christopher Yaney discussed-Kimley Horn is doing contract and just starting updating model, contract is \$41,407.50. Model expanded to include the expansion of MPO area. Should be completed with model in next three months and will then be for use with LRTP.

**6. Connect 2050**-Christopher Yaney discussed just got signed contract for long range transportation plan update, last one that was done was 5 years ago, Connect 2045. Kimley Horn received contract through selection committee of City, County and WYDOT. Kimley Horn just got notice to approve and not to exceed \$199,841.82. Within another week will be doing kick off meeting with them to discuss how much they can do prior to receiving traffic model demand. Question on deadline and this is anticipated to be completed by December 2025, which should be adopted by governing body by last meeting in December. Should have citizens meeting in October to make sure that they are on track. Question about surveyed center lines and how this works, suggested alignment as this has previously been and the only time that they get a surveyed plan is in corridor study.

**7. Passenger Rail Study Site Selection**-Christopher Yaney discussed that there was October 8<sup>th</sup> open house meeting and also presented to rail coalition group including Mayor Collins. Had high turnout of 40 people at open house and over 150 surveys for the project. Total of 6 site locations and was narrowed down to three and now two, those locations are along Reed Avenue Corridor and the other is Happy Jack location, triangle between Happy Jack, Missile Drive and BNSF rail tracks.

Question on sites, contract originally called for three and wanted to know how this got to six and then back to three. Quandel did matrix off of the 6 locations and it showed that there were three that they suggested to keep and three that were suggested to stop so that is how they had come up with the numbers of the sites chosen. Question on who landowners were on the sites, Happy Jack is City of Cheyenne and Reed Avenue Corridor is privately owned at this time. Reed Avenue would depend on what side of the existing RR line that could be used based on the length of the trains. Quandel is sending out separate interviews to committee members for their thoughts and suggestions.

**8. Public Participation Plan**-Christopher Yaney discussed. Jennifer Corso and Christopher Yaney worked through existing plan and also received input from members on information that needed to be changed. This is a living document that needs to be updated every 3 years to coincide with Title VI update to make sure that they are meeting FDA requirements. Approval for plan, motion to approve suggested by Charles Bloom, Juli Monahan motion to approve and Vicki Bonds 2nd. Motion to move plan forward approved.

**9. Update on Local Construction Projects**-City of Cheyenne Updates- Listing attached in agenda with status for 2024 and 2025 season. Question on Converse round about parking and that was scheduled for date of meeting 11/20/24. Storey Blvd extension still being worked on. Van Buren/Dell Range wrapping up. Discussed other projects on list that were being wrapped up.

Laramie County-skipped over as representative not present. Have listing of current projects on agenda. Archer complex, road 142 and design for Wallick still ongoing.

WDOT-2024 Project-US 30 project is essentially done. Some of the tie ins for Whitney/Dell Range projects are temporary, signal at Whitney is working but corridor is not permanent. If there is any feed back on this please pass along. 2025 Projects-Next section of US 30 designed to be widened to Archer, this will not be completed in 2025 but overlay will be completed instead due to funding, widening will be completed but will be in future. Talked about redoing intersection at College and 12<sup>th</sup>, traffic routed through city as needed. Pedestrian overpass lighting I-25 overpass near McCormick JH and I-80 overpass east of Parsley Blvd.. Need to take off College Drive/Four Mile Rd (Dell Range to Yellowstone (chip seal) will not be on list for completion.

**10. Other Business.** Charles Bloom discussed. Just one item to add for this, asked if heard anything from Cole family and section 20 roadway alignment, asked if there were any updates that could be shared on this. Discussed that there was no consensus on this and that the roadway network that will need to use will be from 2016 study.

Another update from Planning department. Discussed that there is information from EPA building blocks grant for E 15<sup>th</sup> street from Depot down Morrie. Looking at continuing to review land use plan and zoning for this area as this is industrial and community business currently. Trying to get this right sized. Goal to slowly work on this in 2025 and approach MPO hopefully in 2026 to look at corridor study to address some of the issues with parking and everything else. MPO is aware of this information and will work with Planning going forward.

Question on updates for committee participants-membership updates-asked if these memberships are gone through and if there will be further updates for this going forward. Asked who would be voting,

there are three on City, WDOT and County, one member from Leads, discussed that this information is also on MPO website. Asked who can vote on whose behalf and this is also on website.

Next meeting set for February 19, 2025.

Meeting adjourned at 11:48 am.