



## Cheyenne Downtown Development Authority

(307) 433-9730 • [www.downtowncheyenne.com](http://www.downtowncheyenne.com) • 2101 O'Neil Ave., Room 302, Cheyenne, WY 82001

### MEMO

To: Downtown Development Authority Board of Directors  
From: Sophia Maes, DDA Executive Director  
Date: October 15, 2026  
Subject: 2026-2027 DDA Planter Winter Displays-Cost Approval

---

#### Recommended Motion:

Move to authorize the expenditure of up to \$9,999.99 for materials for the 2026-2027 Pilot Winter Planter Displays.

#### Background:

At the March 19, 2026 Board meeting, the DDA approved the 2026 planter program to include year-round planter maintenance and visual interest. The contract with the vendor contract included winter maintenance and installation of DDA-provided winter displays. As the DDA has not provided winter displays in recent years (if ever), the winter displays will be a pilot program to see the community's response and the durability this winter. If successful, DDA and CRE will expand in winter 2027.

The DDA, in partnership with CRE and Cheyenne Presents, is currently in the discovery process for faux evergreen options, mixed & supplemented with real trimmings throughout the season.

Staff is planning to include:

- Faux topiary displays
- Fresh seasonal trimmings from Urban Forestry (replaced throughout the season)
- Solar powered lights

The approval of a budget of up to \$9,999.99 for 2026-2027 winter planter displays will allow staff (in partnership with the CRE Department) to maximize the quality and quantity of the displays; ideally filling up to 56 planters in high-traffic downtown areas.

#### Staff Recommendation:

Staff recommends the Board authorize the expenditure of up to \$9,999.99 for materials for the 2026-2027 Pilot Winter Planter Displays.

#### Attachments:

1. DDA Winter Display Ideas



## **Cheyenne Downtown Development Authority**

(307) 433-9730 • [www.downtowncheyenne.com](http://www.downtowncheyenne.com) • 2101 O'Neil Ave., Room 302, Cheyenne, WY 82001

### **WINTER DISPLAY IDEAS 2026**

Date: October 15, 2026

Subject: Potential Winter Display Ideas 2026

For 2026, fifty-six (56) planters are proposed to feature winter displays as part of a pilot program to evaluate cost, benefit, and overall return on investment (ROI).

Budget: \$9,999.99

Budget/Planter: \$178.57

DDA Vendor will install during summer planter cleanup.

Options: Fake plants, tree trimmings from Forestry, lights.

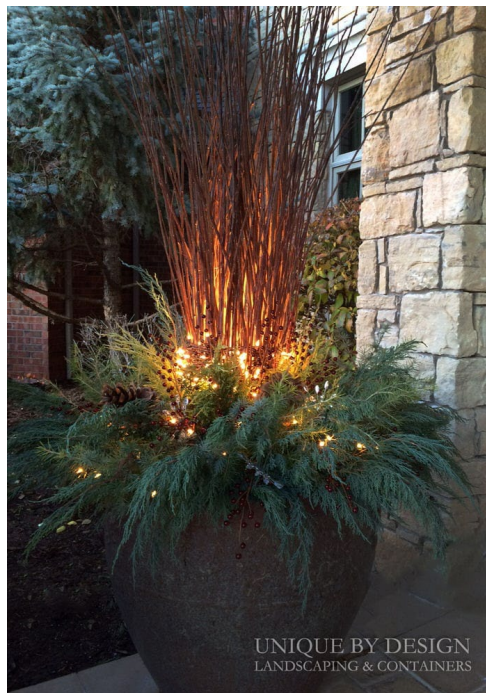
Requirements: Wind-resistant, last from 10/31/2026 – 3/15/2027 (at least, ideally reuseable), on-theme for downtown, round/rectangular designs, theft/vandalism resistant, magical.





## Cheyenne Downtown Development Authority

(307) 433-9730 • [www.downtowncheyenne.com](http://www.downtowncheyenne.com) • 2101 O'Neil Ave., Room 302, Cheyenne, WY 82001





## Cheyenne Downtown Development Authority

(307) 433-9730 • [www.downtowncheyenne.com](http://www.downtowncheyenne.com) • 2101 O'Neil Ave., Room 302, Cheyenne, WY 82001



2FT Artificial Cedar Topiary Tree



## Cheyenne Downtown Development Authority

(307) 433-9730 • [www.downtowncheyenne.com](http://www.downtowncheyenne.com) • 2101 O'Neil Ave., Room 302, Cheyenne, WY 82001

