



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners

FROM: Sonny M. Keen, Associate Planner

DATE: June 17th, 2025

TITLE: PUBLIC HEARING regarding a Zone Change from A-1 – Agricultural and Rural Residential to CB – Community Business for Tract 2, Winco Subdivision, and the remaining 1.83-acre parcel situated in the Southeast quarter of Section 20, T14N, R66W, Laramie County, WY.

EXECUTIVE SUMMARY

Steil Surveying Services LLC, on behalf of the landowner, Section 20 LLC, has submitted a Zone Change application for the parcels of land located northwest of E. Carlson Street and Converse Avenue. The purpose of the application is to change the zone district to a district that conforms to the local area and proposed future development prior to annexation by the City of Cheyenne.

At the time of this report, this project was going back before the Planning Commission on June 12th, 2025, for reconsideration to add Tract 2, Winco Subdivision to the Zone Change process. For the timeliness of this staff report, it will be uploaded before the reconsideration can be heard, however, Planning has no issues with adding Tract 2, Winco Subdivision, to this process. The original report was heard on May 22nd, 2025, by the Planning Commission with a vote of (4-0) for approval of the zone change.

BACKGROUND

The remaining 1.83-acre parcel, as denoted on the Zone Change map – Exhibit A – is currently zoned A-1 and does not conform to Laramie County's A-1 designation standards. The minimum lot size for this zoning designation is ten (10) acres. Tract 2, Winco Subdivision, is conforming to the A-1 standards however, rezoning both parcels to CB – Community Business will allow for easier transition once annexed by the City of Cheyenne to their zoning standards and bring the 1.83-acre parcel into conformance while awaiting annexation. Both parcels are surrounded by further A-1 residential lots, City of Cheyenne N-3 – Neighborhood Residential High Density, and CB – Community Business.

Pertinent Regulations

Section 1-2-103(b) of the Laramie County Land Use Regulations governing the criteria for a zone map amendment.

Section 4-2-107 of the Laramie County Land Use Regulations governing the CB – Community Business zone district.

DISCUSSION

The Laramie County Comprehensive Plan designates this area as URI (Urban Rural Interface), intended to accommodate a mix of more intensive land uses than other areas. These areas may have public water and sewer services, a higher level of vehicular access, and a greater overall level of community services. Future Land Use designates this area as MU-C – Mixed Use Commercial which the proposed action complies with. Both plans are in general agreement for neighborhood commercial businesses.

These properties will eventually tie into the City of Cheyenne's Board of Public Utilities water/sewer district and future development prior to annexation will need to be reviewed accordingly.

Public notice was published, and neighbor notice letters were sent by certified mail. Staff received no written comments from adjacent landowners. Agency comments were addressed.

RECOMMENDATION and FINDINGS

Based on evidence provided, staff recommends the Board find that:

- a. This application does meet the criteria for a zone map amendment pursuant to section 1-2-103(b) of the Laramie County Land Use Regulations
- b. The proposed change in zone district is in conformance with the requirements of section 4-2-107 of the Laramie County Land Use Regulations.

and that the Board approves a Zone Change from A-1 – Agricultural and Rural Residential to CB – Community Business Tract 2, Winco Subdivision, and the remaining 1.83-acre parcel situated in the Southeast quarter of Section 20, T14N, R66W, Laramie County, WY, with no conditions.

PROPOSED MOTION

I move to approve a Zone Change from A-1 – Agricultural and Rural Residential to CB – Community Business for Tract 2, Winco Subdivision, and the remaining 1.83-acre parcel situated in the Southeast quarter of Section 20, T14N, R66W, Laramie County, WY with no conditions and adopt the findings of facts a and b of the staff report.

ATTACHMENTS

Attachment 1: Location Map

Attachment 2: Pre-Application Notes

Attachment 3: Project Narrative

Attachment 4: Agency Review Comments

Attachment 5: Current Zoning Map

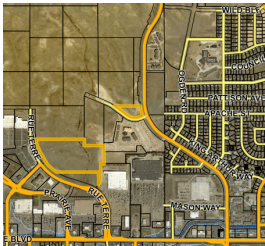
Attachment 6: Draft Resolution

Attachment 7: Resolution Exhibit A – Zone Change Map



**Laramie County
Wyoming MapServer**

PZ-25-00022
ZONE CHANGE FROM A-1 TO CB
LCFA
LCSD 1
BOPU WATER/SEWER SERVICES



This map/data is made possible through the Cheyenne and Laramie County Cooperative GIS (CLCCGIS) Program and is for display purposes only. The CLCCGIS invokes its sovereign and governmental immunity in allowing access to or use of this data, and makes no warranties as to the validity, and assumes no liability associated with the use or misuse of this information, printed 5/13/2025



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

3966 Archer Pkwy
Cheyenne, WY 82009 planning@laramiecounty.com
Phone (307) 633-4303 Fax (307) 633-4616



Pre-Application Meeting Notes

Disclaimer: These notes are intended as guidance only. Fee calculations are determined at the time of application, and issues that arise during review periods are not always anticipated at the pre-application stage.
Public Records Act: This document and any documents provided by the applicant to Planning may constitute a public record under W.S. § 16-4-201 et seq. Applicants are advised not to divulge any information at a pre-application meeting with Planning that they do not yet desire to be public information.

Date: 3/22/25 Staff: JA BH CC SETH		Property Owner: SECTION 20, LUC	
Project Description: CREATE 3 TRACTS			
Project Location/Address: UNPLATTED		R#: 0067857 0067858 0047348 0047326	
ATTENDEES/AGENTS/PARTIES			
Applicant: SHADE HANSEN	Phone: STEEL SURVEY	Email:	
Other: JEFF JONES	Phone: STEEL SURVEY	Email:	
Other: DANNY ZIMMERMAN BRANDON JOHNSON	Phone: W2VCO	Email:	
APPLICATION TYPE(S)			
<input checked="" type="checkbox"/> Administrative Plat (Vacation? Y/N) <input type="checkbox"/> Appeal <input type="checkbox"/> Board Approval <input type="checkbox"/> Home Occupation <input type="checkbox"/> Family Exemption <input type="checkbox"/> Preliminary Development Plan <input type="checkbox"/> Public Hearing – No Approval Required (Xmission lines, O&G)		<input type="checkbox"/> Site Plan <input type="checkbox"/> Site Plan – Amendment <input type="checkbox"/> Site Plan – For Records <input type="checkbox"/> Subdivision Exemption – Other <input type="checkbox"/> Subdivision Permit & Plat <input type="checkbox"/> Variance <input checked="" type="checkbox"/> Zone Change	
APPLICATION GUIDANCE			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Application Fees: Zone Change - \$500 Admin - \$750	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Copy of Pre-Application Meeting Notes:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Project Narrative Letter/Justification Letter:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Warranty Deed/Lease Agreement:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Plat / Site Plan / Plot Plan / Record of Survey / Preliminary Dev. Plan / Route Map / Zone Change Map	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD		Drainage Plans:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Letter of Waiver		Drainage Study:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Letter of Waiver		Traffic Study:	



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Pre-Application Meeting Notes

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Community Facility Fees Acknowledgement Letter:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Public Safety Fees Acknowledgement Letter:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	WY DEQ Chapter 23 Study/Submittal Letter:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Development Agreement:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Roadway Maintenance Plan:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Road/Easement Use Agreement:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	ROW Construction Permit: <i>UPON CONSTRUCTION</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Engineer Review – Paid by Applicant: <i>ACTUAL COST</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Environmental Health Review / Approval:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Environmental and Services Impact Report:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	GESC/Grading, Erosion & Sediment Control Permit: <i>UPON CONSTRUCTION</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	Floodplain Development Permit: <i>UPON CONSTRUCTION IF APPLICABLE</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Letter of Consent	Perimeter Fence Construction per W.S § 18-5-319:

Public Notice Requirements	General Notes:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Public Notice Sign(s) Required – Posted/Paid by Applicant: <i>\$26.00 EACH X 3 = \$78.00</i>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Newspaper Legal Notice Required – Paid by Applicant: <i>ACTUAL COST</i>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Property Owner Notification Letter Required – Paid by Applicant: <i>ACTUAL COST</i>



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Pre-Application Meeting Notes

Miscellaneous Notes:

COMBINING 4 PARCELS TO CREATE
3 TRACTS. SMALL PIECE BY CARLSON WILL BE
A TRACT.
WYNCO - TAKING PART COLE'S - KEEPING REST

ADMIN. PLAT WILL BE APPROVED ADMINISTRATIVELY.
ZONE CHANGE APPROVED BY PC & BOCC.

CREATE LOT 1 INCLUDING R.O.W REQUESTED
BY CITY THEN IT WILL BE ANNEXED
TO CITY

ZONE CHANGE TO CB FOR SMALL PARCEL ONLY

SETH LLOYD - PLAT ROAD ON PROPOSED PLAT
BUILT OUT OF THE STREET WILL BE AFTER
ANNEXING. (FRONTIER MAN DRIVE EXTENSION)

PLAT NEEDS NOTE ADDED THAT THE SMALL
TRACT MUST BE ANNEXED OR HAVE AN
OUA BEFORE DEVELOPMENT.

EXHIBIT A

Laramie County Planning and Development Fee Schedule					
Application and sign fees shall be paid at the time of application submittal. Other fees will be billed to the applicant.					
Application	Fee	Sign (per sign)	Legal Ad (per ad)	Engineer Review	Mailing
Preliminary Development Plan	\$1000.00	\$26.00	N/A	Actual Cost	Actual Cost
Low Impact GESC	\$250.00	N/A	N/A	Actual Cost	N/A
Standard GESC	\$500.00	N/A	N/A	Actual Cost	N/A
Board Approval	\$500.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Variance	\$600.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Temporary Use	\$100.00	N/A	N/A	N/A	N/A
Address – New Oil & Gas Facility	\$200.00	N/A	N/A	N/A	N/A
Address – Existing Oil & Gas Facility	\$100.00	N/A	N/A	N/A	N/A
Floodplain Development Permit	\$200.00	N/A	N/A	Actual Cost	N/A
Site Plan, New and Major Amendments	\$750.00	\$26.00	Actual Cost – if applicable	Actual Cost	Actual Cost
Site Plan, Minor Amendments	\$250.00	\$26.00	N/A	Actual Cost	Actual Cost
Zone Change	\$500.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Wireless Tower	\$250.00	\$26.00 - if applicable	Actual Cost – if applicable	Actual Cost	Actual Cost
Family Child Care Home	\$100.00	N/A	N/A	N/A	N/A
Subdivision Permit (25 lots or less)	\$1,200.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Subdivision Permit (26 lots or more)	\$1,800.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Administrative Plat	\$750.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Road/Easement Naming	\$200.00	\$26.00	N/A	N/A	Actual Cost
Environmental Health Fee **See Note**	\$200.00 with public sewer. \$200 plus \$10.00 per lot without public sewer (not to exceed \$500.00)				
Community Facility Fees	Land within a water/sewer district or serviced by a district: \$500.00 per acre, rounded to the nearest .1 acre. Minimum \$250.00				
Community Facility Fees	Land outside a water/sewer district with no public water/sewer services: \$50.00 per acre, rounded to the nearest .1 acre. Minimum \$25.00				
Public Safety Fees	Land within any water and/or sewer district or serviced by a public water system shall be assessed a \$200.00 per lot public safety fee				
Public Safety Fees	Land outside of a water and/or sewer district shall be assessed a \$1,000.00 per lot public safety fee				

****Note:** Health Dept. fee increase relating to subdivision permit/plat process approved by Laramie County Board of Commissioners on June 2, 2015, and Board of Health on June 16, 2015.

Traffic Study Waiver Request Criteria

3-5-105a. Requirements

A traffic study may be required for any site plan, subdivision permit, or access request for any development and shall be required for any project or development that will generate 100 or more trips during any hour or over 200 trips per day. Traffic studies shall be prepared by a qualified civil engineer licensed by the Wyoming State Board of Registration for Professional Engineers and Professional Land Surveyors to practice engineering in Wyoming. The applicant and the engineer shall meet with the County prior to preparation of the traffic study to discuss specific issues or concerns. The Director of Planning and Development may waive a traffic study based on estimated ADT, and peak hour trips, or existing road or site conditions, including adequate pedestrian access.

Drainage Study Waiver Request Criteria

3-1-105 Drainage Report Waiver

Requests for waivers for drainage impact studies shall be made in writing to the Laramie County Public Works Department. The County shall review the request and approve the grant for a waiver or identify the level of study required for the proposed development action. Laramie County Public Works may waive the requirement for drainage study based on the following:

- a. Information is provided to substantiate there are no potential drainage problems at the site or downstream of the site (including impacts to downstream floodplains).
- b. The development or redevelopment will not result in an increase in the historic impervious area.
- c. The development or redevelopment of an area is immediately adjacent to a major drainageway that is capable of conveying the fully developed basin 100-year flood without impact to the base flood elevation.
- d. The development or redevelopment is unlikely to create drainage problems.



April 2, 2025

Laramie County Planning & Development Office
3966 Archer Parkway
Cheyenne, WY 82007
(307) 633-4303

InRe: LETTER OF JUSTIFICATION – WINCO SUBDIVISION - SITUATE IN -the Southeast Quarter of Section 20, Township 14 North, Range 66 West, 6th P.M., Laramie County Wyoming.

Steil Surveying Services, agent for the owner, intends to subdivide a portion of the Southeast Quarter of Section 20, Township 14 North, Range 66 West, 6th P.M., Laramie County Wyoming Laramie County, Wyoming. A zone change for Tract 3 is required.

Once subdivided, Tract 1 will remain in the County, Tracts 2 and 3 will be annexed to the City of Cheyenne. Appropriate Zone Changes will be accomplished during this action as well. Tract 3, is non-contiguous. It is was left behind during a separate action and is non conforming. It will be brought into conformance with the annexation and zone change action.

The overall density of the plat is 36.22 acres. The proposed plat will consist of three (3) tracts. Use TBD.

Please contact me with any questions or concerns.

A handwritten signature in blue ink that reads "Michael L. Hansen".

Shane Hansen

Director Planning and Development
Steil Surveying Services, LLC
shansen@steilsurvey.com

1102 WEST 19TH STREET • P.O. BOX 2073 • CHEYENNE, WYOMING 82003 • 307/634-7273

Permit Notes

Permit Number: PZ-25-00022

Parcel Number: 14662040001800

Submitted: 04/02/2025

Site Address: UNKNOWN

Technically Complete: 04/03/2025

Applicant: HANSEN, MICHEAL SHANE

Laramie County, WY 00000

Owner: SECTION 20 LLC ET AL

Approved:

Project Description: CHANGE ZONE OF NON CONFORMING TRACT AND THEN ANNEXING IT.

Issued:

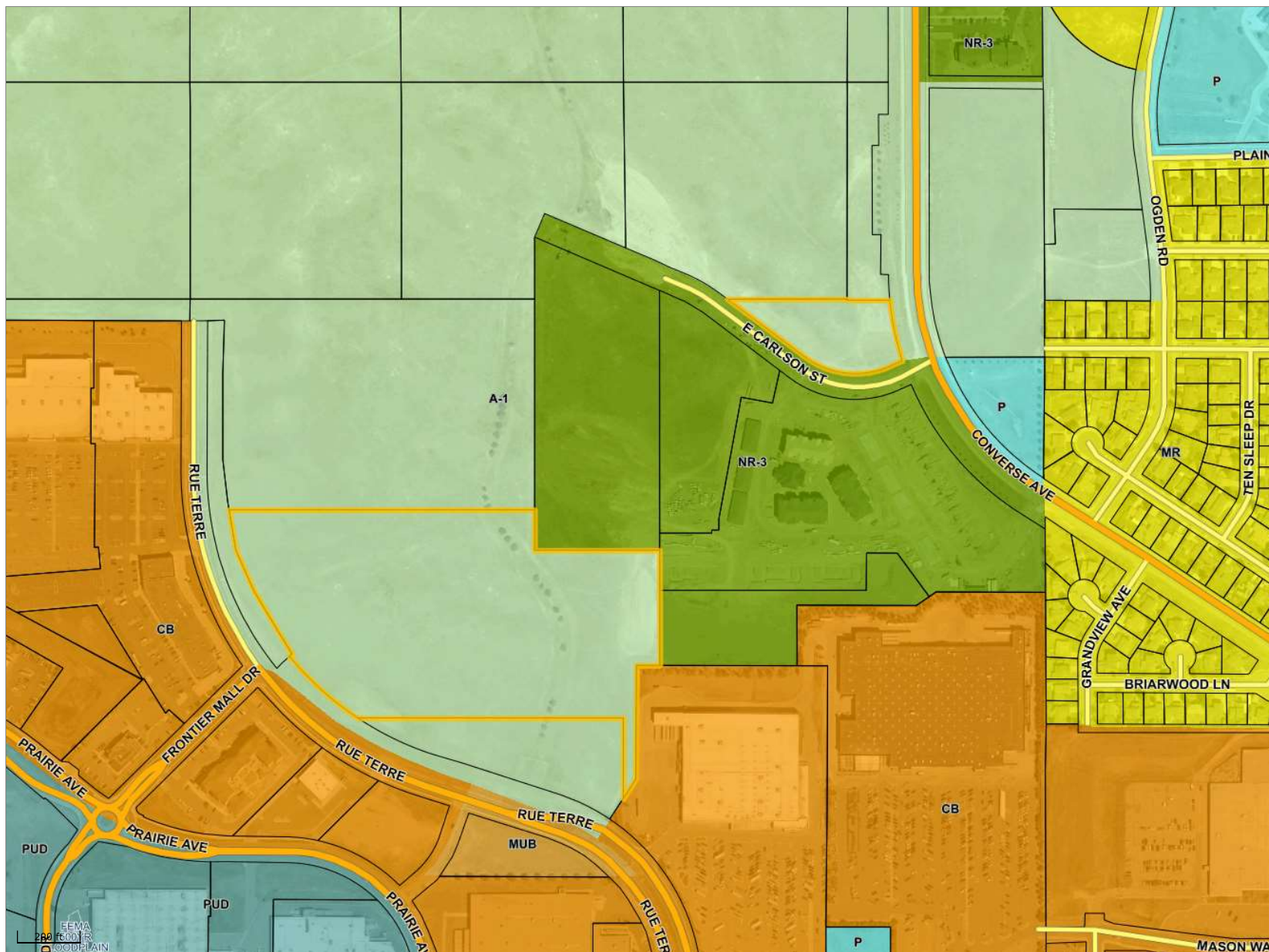
<u>Begin Date</u>	<u>End Date</u>	<u>Permit Area</u>	<u>Subject</u>	<u>Note Type</u>	<u>Note Text</u>	<u>Created By</u>
04/08/2025	04/08/2025	Workflow	COUNTY ASSESSOR REVIEW	GENERAL	No comment on the zone change.	CINDY.KEMIVES@LARAMIECOUNTY.WY.GOV
04/09/2025		Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	no comments	TERESA.LEMASTER@LARAMIECOUNTY.WY.GOV
04/16/2025		Application	PZ-25-00022	GENERAL	No Comments.	LARAMIECOUNTY.ATTORNEY@LARAMIECOUNTY.WY.GOV
04/16/2025	04/16/2025	Workflow	PUBLIC WORKS REVIEW	GENERAL	Public Works (PW) Review #1 1. No comments on the zone change. 2. All comments related to the administrative plat (PZ-25-00021) shall be addressed and resolved appropriately.	MOLLY.BENNETT@LARAMIECOUNTY.WY.GOV

1. ack
2. ack

Laramie County Wyoming MapServer

PZ-25-00022

ZONE CHANGE FROM CURRENT
A-1 , AGRICULTURAL AND RURAL
RESIDENTIAL ZONE DISTRICT TO
CB, COMMUNITY BUSINESS
ZONE DISTRICT.



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validity, and assumes no liability associated with the
use or misuse of this information,
printed 5/13/2025

RESOLUTION NO. _____

**A RESOLUTION TO APPROVE A CHANGE IN ZONE DISTRICT
FROM A-1 – AGRICULTURAL AND RURAL RESIDENTIAL TO CB – COMMUNITY
BUSINESS FOR TRACT 2, WINCO SUBDIVISION, AND THE REMAINING 1.83-
ACRE PARCEL SITUATED IN THE SOUTHEAST QUARTER OF SECTION 20,
T14N, R66W, LARAMIE COUNTY, WY.**

WHEREAS, Wyoming State Statutes §18-5-201 to 18-5-208; §18-5-301 to 18-5-315 authorize Laramie County, in promoting the public health, safety, morals and general welfare of the county, to regulate the use of land through zoning in unincorporated Laramie County; and

WHEREAS, the Laramie County Board of Commissioners previously adopted the Laramie County Land Use Regulations; and

WHEREAS, the proposed zone change is in conformance with the requirements of section 1-2-103(b) of the Laramie County Land Use Regulations; and

WHEREAS, the proposed zone change is in conformance with the requirements of section 4-2-107 of the Laramie County Land Use Regulations.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING, as follows:

The Laramie County Board of Commissioners finds that:

- a. This application meets the criteria for a zone map amendment pursuant to section 1-2-103 (b) of the Laramie County Land Use Regulations.
- b. The proposed change in zone district is in conformance with the requirements of section 4-2-107 of the Laramie County Land Use Regulations.

And the Board approves a Zone Change from A-1 – Agricultural and Rural Residential to CB – Community Business for Tract 2, Winco Subdivision, and the remaining 1.83-acre parcel situated in the Southeast quarter of Section 20, T14N, R66W, Laramie County, WY, as shown on the attached ‘Exhibit A’ – Zone Change Map.

PRESENTED, READ AND ADOPTED THIS _____ DAY OF _____, 2025.

LARAMIE COUNTY BOARD OF COMMISSIONERS

Gunnar Malm, Chairman

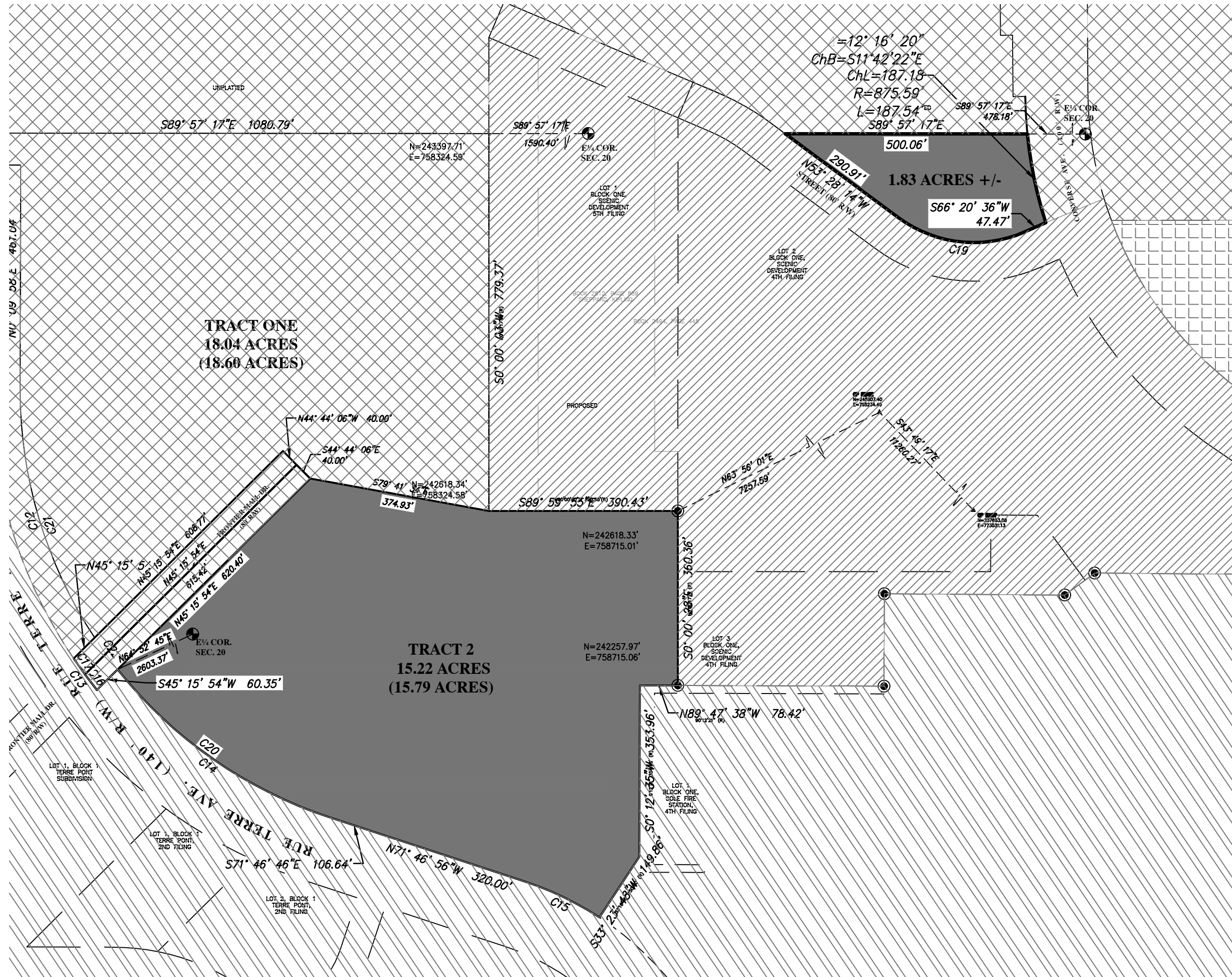
ATTEST:

Debra K. Lee, Laramie County Clerk

Reviewed and approved as to form:

Laramie County Attorney’s Office

EXHIBIT A



LEGEND

- SET 3/8" X 24" LONG REBAR WITH 1 1/2" ALUMINUM CAP STAMPED "SSS P.L.S. 5910"
- FOUND 1 1/2" ALUMINUM CAP STAMPED "P.L.S. 12708"
- FOUND 1 1/2" ALUMINUM CAP STAMPED "P.L.S. 16571"

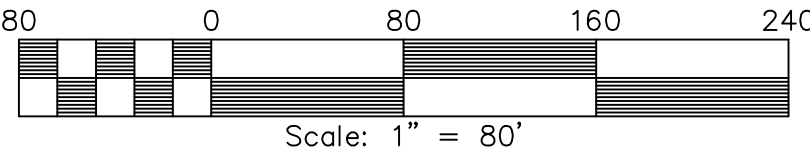
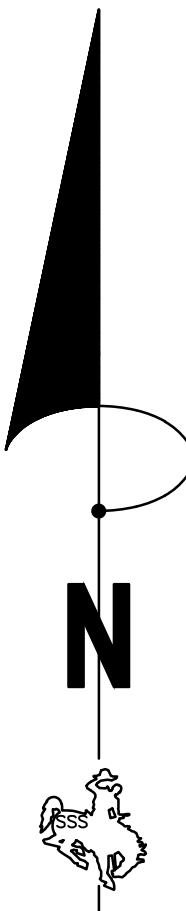
BASIS OF BEARINGS:
WYOMING STATE PLANE COORDINATES,
EAST ZONE, NAD83-2011,
US SURVEY FEET, DISTANCES ARE GRID
DISTANCES.
ELEVATIONS:
NAVD88, BASED ON BENCHMARK C-90.

ZONE CHANGE DESCRIPTION

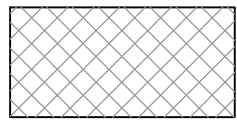
Tract 2, WINCO SUBDIVISION, situate in the Southeast quarter of Section 20, Township 14 North, Range 66 West, 6th P.M., Laramie County Wyoming.

AND

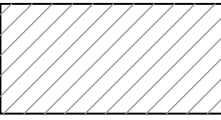
Beginning at a point on the West right of way line of Converse Avenue, also being a point on the North line of said Southeast Quarter, from which the East Quarter Corner of said Section 20 bears; S89°57'17"E, a distance of 478.18 feet; thence along a non-tangential curve, said curve turning to the left through an angle of 12° 16' 20", having a radius of 875.59 feet, and whose long chord bears S11° 42' 22"E, a distance of 187.18 feet, along said West right of way line, to a point of intersection with a non-tangential line, said intersection being the Northwest intersection of said Converse Avenue and East Carlson Street; thence along the North right of way line of East Carlson Street for the next three courses, S66° 20' 36"W, a distance of 47.47 feet to the beginning of a non-tangential curve, said curve turning to the right through an angle of 60° 07' 14", having a radius of 262.00 feet, and whose long chord bears N83° 31' 50"W for a distance of 262.48 feet; thence N53° 28' 14"W , a distance of 290.91 feet to the North line of said Southeast Quarter; thence, S89° 57' 17"E, a distance of 500.06 feet to the point of beginning. Containing 1.83 acres more or less.



ZONING



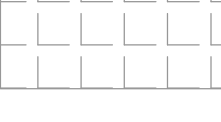
EXISTING ZONING A-1
(COUNTY)



EXISTING ZONING NR-3
(CITY)



EXISTING ZONING CB
(CITY)



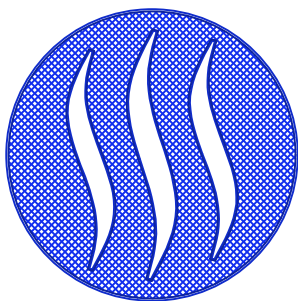
EXISTING ZONING P
(CITY)

EXISTING ZONING - A-I (COUNTY)
PROPOSED ZONING - CB (CITY)

ZONE CHANGE
EXHIBIT

FOR A PORTION OF THE WEST 1/2 SOUTHEAST 1/4
OF SECTION 20, TOWNSHIP 14 NORTH,
RANGE 66 WEST OF THE 6TH P.M.,
LARAMIE COUNTY, WYOMING.

PREPARED May, 2025



STEIL SURVEYING SERVICES, LLC
PROFESSIONAL LAND SURVEYORS
PLANNING & DEVELOPMENT SPECIALISTS
1102 WEST 19th ST. CHEYENNE, WY. 82001 ○ (307) 634-7273
756 GILCHRIST ST. WHEATLAND, WY. 82201 ○ (307) 322-9789
www.SteilSurvey.com ○ info@SteilSurvey.com

