

LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners

FROM: Cate Cundall, Associate Planner

DATE: December 17, 2024

TITLE: PUBLIC HEARING regarding a Vacation and Administrative Plat for Archer Estates, 11th

Filing, located on the North ½ of Tract 9, Archer Estates, 3rd Filing, Laramie County, WY.

EXECUTIVE SUMMARY

Steil Surveying Services, LLC, on behalf of Triple Dot Capital Investments, LLC, has submitted an Administrative Plat application for Archer Estates, 11th Filing, situated in a portion of the NE1/4 of the SE1/4 of Section 16, Township 14 North, Range 65 West, 6th P.M., Laramie County, WY. The subject property lies at 12611 Glencoe Drive, Cheyenne, WY. The purpose of the application is to divide the 10.77 gross acre tract into two (2) residential tracts. Tract 1 will include the existing residence.

At the Board of County Commissioners meeting on December 3, 2024, action was tabled until a full board was present. Vote 2-1.

BACKGROUND

The subject property is in the A-1-Agricultural and Rural Residential zone district. The surrounding area consists of subdivisions ranging in lot sizes from five to ten acres.

Pertinent Statutes and Laramie County Land Use Regulations Include:

Section 2-1-102 governing the criteria for an Administrative Plat.

Section 4-2-101 governing the A-1 – Agricultural and Rural Residential zone district.

DISCUSSION

The Laramie County Comprehensive Plan identifies the area as Rural Metro (RM). This area is located generally outside the Urban Interface of Cheyenne and includes the areas within the MPO boundaries. Where possible, shared systems and denser residential uses should be encouraged.

According to the adopted AMEC Memo dated January 31, 2014, the property lies within Zone 2 of the study area. Development design standards contained within Section 2-1-104 of the Land Use Regulations dictate that minimum acreage within Zone 2 be 5.25 acres to accommodate for the

impervious surface of residential structures and driveways. The tracts will meet this minimum size requirement.

Water and sanitary sewer will be provided by individual wells and septic systems.

The subdivision will be accessed via Glencoe Drive. Traffic and drainage study waivers were approved by the engineer since impacts will be minimal.

Agency review comments have been addressed and corrections made to the final plat. Public notice was completed per section 1-2-104 and comments in opposition were received.

RECOMMENDATION and FINDINGS

Based on evidence provided, staff finds that:

- **a.** This application meets the criteria for an administrative plat pursuant to section 2-1-102 of the Laramie County Land Use Regulations.
- **b.** This application is in conformance with section 4-2-101 governing the A-1 -Agricultural and Rural Residential zone district.

and the Board of County Commissioners may approve the Administrative Plat for Archer Estates, 11th Filing, with no conditions, and to adopt the finding of facts a and b of the staff report.

PROPOSED MOTION

I move to approve the Administrative Plat for Archer Estates, 11th Filing, located in a portion of the NE1/4 of the SE1/4 of Section 16, T14N, R65W, of the 6th P.M., 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: Project Narrative

Attachment 3: Pre-Application Meeting Notes
Attachment 4: CFF & PSF Acknowledgement

Attachment 5: Drainage & Traffic Study Waiver Request

Attachment 4: Agency Comments and Applicant Response Report

Attachment 5: Public Comments

Attachment 6: Resolution

Attachment 7: Plat Revised 10.28.24







October 10, 2024

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

InRe: LETTER OF JUSTIFICATION – ARCHER ESTATES 11TH FILING

Steil Surveying Services, agent for the owner, intends to subdivide the N½ of Tract 9, Archer Estates, 3rd Filing, situate in a portion of Section 16, T14N, R65W, of the 6th P.M., Laramie County, Wyoming, into two (2) tracts for residential use.

The overall density of the subdivision is 9.56 acres. The Proposed subdivision will consist of two (2) tracts using half of the adjacent right of way to meet and exceed the minimum requirements as set forth by Laramie County.

Please contact me with any questions or concerns.

Sincerely,

Shane Hansen

Director Planning and Development Steil Surveying Services, LLC

Michael S. Harrom

shansen@steilsurvey.com



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 <u>only</u>. 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: 10/8/24 Staff: JA CC, BH, CL	-		Property	Owner: State	
Project Description: Lot Solit					
Project Location/Address: 12611 Glacon R#: 0010220					
ATTENDEES/AGENTS/PARTIES					
Applicant Share Harsen	Phone	634-7	173	Email Shangen Steilsvory. co	
Other	Phone			Email	
Other /	Phone	Ĩ		Email	
APPLICATION TYPE(S)					
Administrative Plat (Vacation?	N)		Site Pla	an e	
Appeal			Site Pla	n – Amendment	
Board Approval			Site Pla	an – For Records	
Home Occupation			Subdivi	sion Exemption – Other	
Family Exemption			Subdivi	sion Permit & Plat	
Preliminary Development Plan			Variand	e	
Public Hearing – No Approval			Zone C	hange	
Required (Xmission lines, O&G)					
APPLICATION GUIDANCE Application Fees:					
✓ Yes □ No	ation				
☐ Yes ☐ No	of Pre-A	Application M	leeting No	tes:	
☑ Yes □ No	ct Narra	tive Letter/Ju	stification	Letter:	
✓ Yes □ No	anty De	ed/Lease Agr	eement:		
Plat /	Site Pla	n / Plot Plan	/ Record	of Survey / Preliminary Dev.	
		Map / Zone (
☐ Yes ☑ No ☐ TBD	age Pla	ns:			
SEAS IN SECURI SOLICE SECURI S					
☐ Yes ☐ No ☑ Letter of Waiver ☐ Draina	age Stu	dy:			
	c Study:				
☐ Yes ☐ No ☑ Letter of Waiver					



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT 3966 Archer Pkwy Cheyenne, WY 82009 planning@laramiecounty.com Phone (307) 633-4303 Fax (307) 633-4616

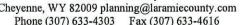


Pre-Application Meeting Notes

☑ Yes □ No	Community Facility Fees Acknowledgement Letter:
☑ Yes □ No	Public Safety Fees Acknowledgement Letter:
□ Yes ☑ No □ TBD	WY DEQ Chapter 23 Study/Submittal Letter:
□ Yes ☑ No □ TBD	Development Agreement:
□ Yes ☑ No □ TBD	Roadway Maintenance Plan:
□ Yes ☑ No . TBD	Road/Easement Use Agreement:
□ Yes □ No ☑ TBD	ROW Construction Permit:
Tes I No M IBD	If new access
☑ Yes □ No	Engineer Review – Paid by Applicant:
☑ Yes □ No □ TBD	Environmental Health Review / Approval:
□ Yes ☑ No □ TBD	Environmental and Services Impact Report:
□ Yes ☑ No □ TBD	GESC/Grading, Erosion & Sediment Control Permit:
□ Yes ☑ No □ TBD	Floodplain Development Permit:
☐ Yes ☑ No ☐ Letter of Consent	Perimeter Fence Construction per W.S § 18-5-319:
Public Notice Requirements	General Notes:
☑ Yes □ No	Public Notice Sign(s) Required – Posted/Paid by Applicant:
☑ Yes □ No	Newspaper Legal Notice Required – Paid by Applicant:
☐ Yes ☐ No	Property Owner Notification Letter Required – Paid by Applicant:



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

Misc	ellaneous Notes:		i	
	- Board	Jacution		
>	- Access	permit for any	Num Leess	
10				
			¥	¥
		3		



October 10, 2024

Laramie County Planning & Development Office 3966 Archer Parkway Cheyenne, WY 82009 (307) 633-4303

InRe: Plat to be known as ARCHER ESTATES 11TH FILING, a replat of the N½ of Tract 9, Archer Tracts, 3rd Filing, Laramie County, Wyoming.

To whom it may concern:

Steil Surveying Services, agent for the owner(s), provides this letter on their behalf, confirming that the owner intends to pay the appropriate Community Facility Fee(s) (CFFs) and to pay the Public Safety Fee(s) (PSFs) at the appropriate time to the proper authority, pursuant to §§1-1-106 of the Laramie County Land Use Regulations.

Sincerely,

Shane Hansen

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

Michael S. Harom



October 10, 2024

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

InRe: Request for waiver of the Traffic Study and Drainage Study requirements for a Subdivision, to be known as Archer Estates 11th Filing, situate in a portion of Section 16, T14N, R65W, of the 6th P.M., Laramie County, WY (±10 acres)

Steil Surveying Services, agent for the owner, intends to subdivide the above-noted property/tract of land; a Zone Change is not required.

Following the pre-application meeting, this letter is submitted, on behalf of the owner, requesting a waiver from the requirements for a Traffic Study and Drainage Study pursuant to Sections 2-1-100.b, 3-1-105, 3-5-105 of the Laramie County Land Use Regulations.

The overall density of the subdivision is 10 acres. The Proposed subdivision will consist of two (2) tracts of 5.25 acres or greater.

Given limited surface runoff increases, and/or potential of significant traffic generation or alternative transportation network connections, we respectfully submit this waiver request on behalf of the owner.

Please contact me with any questions or concerns.

Sincerely,

Shane Hansen

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

Michael S. Harom

APPLICANT RESPONSE

AGENCY REVIEW #1 AGENCY REVIEW #2 Permit Notes

Permit Number: PZ-24-00089

Parcel Number: 14651640300100

Site Address: 12611 GLENCOE DR

Cheyenne, WY 82009

Submitted: 10/10/2024 Technically Complete: 10/10/2024 Approved:

. Issued:

HANSEN, MICHEAL SHANE MC PHERSON, DAVID S ET UX Applicant: Owner: MC PHERSON, DAVID S ET UX
Project Description: RESIDENTIAL SUBDIVISION

Begin Date	End Date	Permit Area	Subject	Note Type	Note Text	Created By
10/10/2024		Application	PZ-24-00089	GENERAL	BOCC Public Hearing 12/3/2024.	CATHERINE.CUND ALL@LARAMIECO UNTYWY.GOV
10/10/2024		Application	PZ-24-00089	GENERAL	BOCC Public Hearing 12/3/2024.	CATHERINE.CUND ALL@LARAMIECO UNTYWY.GOV
10/11/2024		Application	PZ-24-00089	GENERAL	No comments	MANUEL.MUZQUIZ @LARAMIECOUNT YWY.GOV
10/11/2024		Application	PZ-24-00089	GENERAL	No comments	MANUEL.MUZQUIZ @LARAMIECOUNT YWY.GOV
10/15/2024		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	No comment at this time	CANDICE.MCCART @LARAMIECOUNT YWY.GOV
10/15/2024		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	No comment at this time	CANDICE.MCCART @LARAMIECOUNT YWY.GOV
10/16/2024		Application	PZ-24-00089	GENERAL	No comments	MATTHEW.BUTLE R@LARAMIECOUN TYWY.GOV
10/16/2024		Application	PZ-24-00089	GENERAL	No comments	MATTHEW.BUTLE R@LARAMIECOUN TYWY.GOV
10/17/2024		Application	PZ-24-00089	GENERAL	no comment	CONSERVATIONDI STRICT@LARAMIE COUNTYWY.GOV
10/17/2024		Application	PZ-24-00089	GENERAL	no comment	CONSERVATIONDI STRICT@LARAMIE COUNTYWY.GOV
10/18/2024		Application	PZ-24-00089	GENERAL	WAPA has no conflict with this project.	ROGERS@LARAMI ECOUNTYWY.GOV
10/18/2024		Application	PZ-24-00089	GENERAL	WAPA has no conflict with this project.	ROGERS@LARAMI ECOUNTYWY.GOV

Permit Notes

10/18/2024 CORRECTED	Workflow	GIS REVIEW	GENERAL	There is some overlapping text on that plat that should be cleaned up.	CAMBIA.MCCOLLO M@LARAMIECOU NTYWY.GOV
10/18/2024	Workflow	GIS REVIEW	GENERAL	There is some overlapping text on that plat that should be cleaned up.	CAMBIA.MCCOLLO M@LARAMIECOU NTYWY.GOV
10/21/2024 1. Ack 2. BECOMES ACC TRACT 3 WILL 3. CORRECTED 4. CORRECTED 1. CORRECTED 2. ENLARGED	GET A NEW		GENERAL	Engineer Review 1.I agree a Drainage Study and Traffic study are not warranted for this plat. 2.The existing residence will be in Tract 1, however, the existing access off Glencoe Drive appears to be located within Tract 2. Will this be a shared access that requires an easement? Or will this become the access for Tract 2 and Tract 1 will get a new access? 3.The title for Approvals overlaps the last line of the Owner Acknowledgement. 4.In the last line of the Vacation Statement, the word Remin should be Remain. Surveyor Review 1.In the DEDICATION it indicates that this subdivision is situated in Township 15 North, however in the title block and the VICINITY MAP it states that the subdivision is situated in Township 14 North. 2.The bearing differences shown on the plat are very small and difficult to read, especially the recorded ones.	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV
10/21/2024	Application	PZ-24-00089	GENERAL	Engineer Review 1.I agree a Drainage Study and Traffic study are not warranted for this plat. 2.The existing residence will be in Tract 1, however, the existing access off Glencoe Drive appears to be located within Tract 2. Will this be a shared access that requires an easement? Or will this become the access for Tract 2 and Tract 1 will get a new access? 3.The title for Approvals overlaps the last line of the Owner Acknowledgement. 4.In the last line of the Vacation Statement, the word Remin should be Remain. Surveyor Review 1.In the DEDICATION it indicates that this subdivision is situated in Township 15 North, however in the title block and the VICINITY MAP it states that the subdivision is situated in Township 14 North. 2.The bearing differences shown on the plat are very small and difficult to read, especially the recorded ones.	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV
10/21/2024	Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	No comments	TERESA.LEMASTE R@LARAMIECOUN TYWY.GOV

Permit Notes

10/21/2024	Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	No comments	TERESA.LEMASTE R@LARAMIECOUN TYWY.GOV
10/23/2024 ACK	Workflow	PLAN REVIEW BY ENVIRONMENTA L HEALTH	GENERAL	New lot will require small wastewater permit. Setbacks are 50 ft from property lines, and 100 ft from wells. Drain fields must be protected from driveways. Signed final plat must be submitted to Environmental Health prior to wastewater permit application.	TIFFANY.GAERTN ER@LARAMIECOU NTYWY.GOV
10/23/2024	Workflow	PLAN REVIEW BY ENVIRONMENTA L HEALTH	GENERAL	New lot will require small wastewater permit. Setbacks are 50 ft from property lines, and 100 ft from wells. Drain fields must be protected from driveways. Signed final plat must be submitted to Environmental Health prior to wastewater permit application.	TIFFANY.GAERTN ER@LARAMIECOU NTYWY.GOV
10/24/2024 CORRECTED	Application	PZ-24-00089	GENERAL	No comment other than to clean up the plat layout to prevent overlap of "Approvals" with signature line	LARAMIECOUNTY ATTORNEY@LARA MIECOUNTYWY.G OV
10/24/2024	Application	PZ-24-00089	GENERAL	No comment other than to clean up the plat layout to prevent overlap of "Approvals" with signature line	LARAMIECOUNTY ATTORNEY@LARA MIECOUNTYWY.G OV
1. ACK 2. ACK 3. 2A. ACK 4. ACK	Workflow	PUBLIC WORKS REVIEW	GENERAL	1. All comments from the review engineer and surveyor shall be addressed. 2. Access permit applications through Public Works will be required for new access points and any adjustments to existing access points for each tract. Call (307-633-4302) or email (permits@laramiecountywy.gov) Public Works for more information. 2a. Per the LCLUR, one access point is allowed per tract. Tract 2 will be allowed access from either Glencoe Drive OR Grace Road. 3. Future infrastructure upgrades may be required with this development. This could include but is not limited to access, right-of-way (road construction), re-vegetation and signage. Permit applications through Public Works will be required at the time of development.	MOLLY.BENNETT @LARAMIECOUNT YWY.GOV

Permit Notes

10/24/2024	Workflow	PUBLIC WORKS REVIEW	GENERAL	1. All comments from the review engineer and surveyor shall be addressed. 2. Access permit applications through Public Works will be required for new access points and any adjustments to existing access points for each tract. Call (307-633-4302) or email (permits@laramiecountywy.gov) Public Works for more information. 2a. Per the LCLUR, one access point is allowed per tract. Tract 2 will be allowed access from either Glencoe Drive OR Grace Road. 3. Future infrastructure upgrades may be required with this development. This could include but is not limited to access, right-of-way (road construction), re-vegetation and signage. Permit applications through Public Works will be required at the time of development.	@LARAMIECOUNT YWY.GOV
10/25/2024	Application	PZ-24-00089	GENERAL	All agency comments need addressed.	CATHERINE.CUND ALL@LARAMIECO UNTYWY.GOV
10/25/2024	Application	PZ-24-00089	GENERAL	All agency comments need addressed.	CATHERINE.CUND ALL@LARAMIECO UNTYWY.GOV
10/30/2024	Application	PZ-24-00089	GENERAL	2nd Review - Previous comments have been adequately addressed on the revised plat drawing. No further comments at this time.	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV
10/30/2024	Application	PZ-24-00089	GENERAL	2nd Review - Previous comments have been adequately addressed on the revised plat drawing. No further comments at this time.	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV
10/30/2024	Workflow	PUBLIC WORKS REVIEW	GENERAL	 All previous comments have been acknowledged and/or addressed. No further comments. 	MOLLY.BENNETT @LARAMIECOUNT YWY.GOV
10/30/2024	Workflow	PUBLIC WORKS REVIEW	GENERAL	All previous comments have been acknowledged and/or addressed. No further comments.	MOLLY.BENNETT @LARAMIECOUNT YWY.GOV
11/01/2024	Workflow	ENVIRONMENTA L HEALTH REVIEW	GENERAL	No additional comments.	TIFFANY.GAERTN ER@LARAMIECOU NTYWY.GOV
11/01/2024	Workflow	ENVIRONMENTA L HEALTH REVIEW	GENERAL	No additional comments.	TIFFANY.GAERTN ER@LARAMIECOU NTYWY.GOV

Catherine Cundall

From: Ann Smith <chey1952@aol.com>

Sent: Friday, November 8, 2024 12:16 PM

To: Planning

Subject: Project PZ-24-00089

Attention: This email message is from an external(non-County) email address. Please exercise caution and/or verify authenticity before opening the email/attachments/links from an email you aren't expecting.

Laramie County Commissioners:

I am writing to advise you of my opposition to the proposed division of the residential plat located at 12611 Glencoe Drive.

My property is located directly north at 7138 Grace Rd. I have been living here for over 37 years. My husband and I bought this

property in 1987 because we wanted to take advantage of what rural life has to offer. Specifically, having horses, a few cattle, several

dogs, barn cats and a large garden that you can't have in the city. Most importantly, not having neighbors in close proximity.

All the residential plats in my area are at at minimum of 9 acres. I have concerns about drilling more water wells and what that would

do to the water table. I also have concerns with more noise pollution. I have a problem with developers trying to gobble up any

vacant land they can find and build as many houses as they can just to make money. Especially when they don't even live in

the area.

I'm not sure what criteria you use to approve an application like this but if my input is of any value I would urge you to deny this application.

1

Sincerely, Ann Smith 7138 Grace Rd Cheyenne, WY 82009 chey1952@aol.com

••••

Dear Planning + Development Dept.

NO to PZ-24-00089

Iown the 10A on Stewart Rd.

There are already to many houses in this area now. That is why I bought this place.

Sincerely, Carolyn A Freier Carolyn A Freier 1160 Pine Bluff St. Cheyenne, wy 82009 307-634-6706

North 12 of Tract 9
Ar cher Estates, 3rd Filing
X 12611 Glencoe Drive To whom it may concern, NO, you Shouldn't spill the 10 Acres into two 5 acre parcels. The water study that you are basingthis on is over ten years old. AFMEC dated Jan: 2014

Also the newer development across I-80 required a minimum of 35 acres parcels, per house. Archer estate

Thank you, Jessica Parker Jesuca R Partez 6744 Grace Rd 307 - 433-8575

Project # PZ-24-00089

Nou 6, 2024

Dear Cate Cundall, I don't want the land seperated into two houses.

NO to PZ-24-00089

As you can see the first snow Storm we had is today.

Thank you, Renneth L. Parker Kenneth Farker, 6744 Grace Rd Cheyenne, wy 82009 307-631-6993

NO to PZ 24 00089

I own Lot # T43. I am Very worried about the water table.

There are so many house in this area now. The wheat field was turned in to housing.

The Archer estate has a min of 35A. This was made after our estate area.

Thanks Charles A Freier 1160 Pine Bluff St. Cheyenne, Wy 82009 307-634-6706

Charles A Freier

RESOLUTION NO	
---------------	--

RESOLUTION TO APPROVE THE VACATION OF THE NORTH 1/2 OF TRACT 9, ARCHER ESTATES, 3RD FILING, LOCATED IN A PORTION OF THE NW1/4 OF THE SE1/4 OF SECTION 16, TOWNSHIP 14 NORTH, RANGE 65 WEST, OF THE 6TH P.M., LARAMIE COUNTY, WY, TO BE PLATTED AND KNOWN AS "ARCHER ESTATES, 11TH FILING"

WHEREAS, W.S. §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 adopted the Laramie County Land Use Regulations; and

WHEREAS, the proposed administrative plat is in accordance with section 2-1-102 of the Laramie County Land Use Regulations; and

WHEREAS, this resolution is the subdivision permit for Archer Estates, 11th Filing.

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

The Laramie County Board of Commissioners finds that:

- **a.** The application meets the criteria for an administrative plat pursuant to Section 2-1-102 of the Laramie County Land Use Regulations.
- **b.** The application is in conformance with Section 4-2-101 governing the A-1 Agricultural and Rural Residential zone district.

And the Board approves the Vacation for the North 1/2 of Tract 9, Archer Estates, 3rd Filing, located in a portion of the NW1/4 of the SE1/4 of Section 16, T14N, R65W, of the 6th P.M., Laramie County, WY in order to create the Administrative Plat known as "Archer Estates, 11th Filing" with no conditions.

PRESENTED, READ AND ADOPTED T	HIS DAY OF
, 2024.	LARAMIE COUNTY BOARD OF COMMISSIONERS
	Brian Lovett, Chairman
ATTEST:	
Debra K. Lee, Laramie County Clerk	
Reviewed and approved as to form:	

