

**LARAMIE COUNTY CLERK  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM PROCESSING FORM**

**1. DATE OF PROPOSED ACTION:** January 20, 2015

**2. AGENDA ITEM:**    ☐ Appointments    ☐ Bids/Purchases    ☐ Claims  
  
☐ Contracts/agreements/leases    ☐ Grants    ☐ Land Use: Variances/Board App/Plats  
  
☐ Proclamations    ☐ Public Hearings/Rules & Reg's    ☐ Reports & Public Petitions  
  
☐ Resolutions    ☐ Other

**3. DEPARTMENT:** County Clerk

**APPLICANT:**

**AGENT:** Debbye Lathrop

**4. DESCRIPTION:** Consideration of the Minutes of Proceedings for January 6, 2015.

Amount \$

From

To

**5. DOCUMENTATION:**

Originals

Clerks Use Only:

Commissioner

Signatures

Heath\_\_\_\_\_

Co Attny \_\_\_\_\_

Holmes\_\_\_\_\_

Assist Co Attny \_\_\_\_\_

Thompson\_\_\_\_\_

Ash\_\_\_\_\_

Kailey\_\_\_\_\_

Grants Manager\_\_\_\_\_

Action \_\_\_\_\_

Outside Agency\_\_\_\_\_

Postponed/Tabled\_\_\_\_\_

**Minutes of the Proceedings  
Board of County Commissioners  
Prepared by the Office of the Clerk of Laramie County  
Laramie County Wyoming**

Tuesday, January 06, 2015

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- 150106 00** The Laramie County Commissioners met in regular session Tuesday, January 6, 2015 at 3:30 p.m. Those in attendance were Commissioner Amber Ash, Chairman; Commissioner K.N. Buck Holmes, Vice-Chairman; Commissioner Troy Thompson; Commissioner Linda Heath; Commissioner Ron Kailey; Count Attorney Mark Voss; County Clerk Debbye Lathrop and Deputy County Clerk Rhonda Bush.

Those signing the register were Scott Johnson; Bob Geringer; Don Beard, Benchmark Engineer; Brian Sherar; Seth Misner, J & H Towing; Benny Rios; Sandra Newland, Laramie County Grants; Casey Palma, Steil Surveying Services; Derrek Jerred, Cheyenne LEADS; Kim Porter, Wyoming Rule Development Council; Glen Crumpton, Combined Communications; Bonnie Reider, SCCD; Anja Bendel, Cheyenne LEADS; Daniel Ramirez, Little America; Scott French, Little America, Lorraine Grigsby.

- 01** Commissioner Thompson moved to nominate Commissioner Ash to serve as Chairman and Buck Holmes to serve as Vice Chairman of the Laramie County Board of Commissioners for 2015. Commissioner Heath seconded the motion, which passed unanimously.
- 02** Commissioner Thompson moved to approve the Minutes of Proceedings for December 16, 2014. Commissioner Holmes seconded the motion, which passed unanimously.
- 03** Commissioner Holmes moved to approve the following part-time salaries in the amount of \$33,789.57 for December 2014: Planning, \$380.00; Shooting Sports Complex, \$3,720.76; Buildings/Grounds, \$13,524.74; Sheriff Operations, \$1,300.00; Detention Operations, \$8,767.15; District Court, \$4,250.00; Coroner, \$1,100.00; Drug Court, \$746.92. Commissioner Thompson seconded the motion, which passed unanimously.
- 04** Commissioner Holmes moved to approve the following fees collected by various County entities for November 2014: Sheriff's Department, \$154,712.13; County Clerk, \$142,363.91; Planning and Development, \$63,242.76; Drug Court, \$340.00; DUI Court, \$275.00; Shooting Sports Complex, \$14,132.08; Clerk of District Court, \$27,512.04; Circuit Court, \$52,659.00. Commissioner Thompson seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 05** Commissioner Holmes moved to approve the warrants in the amount of \$1,515,564.69 for December 2014. Commissioner Thompson seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.

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- 06** Commissioner Holmes moved to approve the sign off of landowner statement of satisfactory reclamation for Laramie County pit. (Table Mountain Ranch) Commissioner Thompson seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
  - 07** Commissioner Holmes moved to approve an agreement for Juvenile Compliance and Diversion Officer Services among Laramie County, the City of Cheyenne, and the Laramie County Community Juvenile Services Joint Powers Board to be paid from Office of Juvenile Justice Detention Prevention grant funds from the period of October 1, 2014 through September 30, 2015 in the amount of \$78,651 with no matching funds. Commissioner Thompson seconded the motion, which passed unanimously. The agreement is filed in central files with the County Clerk.
  - 08** Commissioner Thompson moved to postpone the Presentation of the Laramie County Library 2014 annual report until the end of the meeting. Commissioner Holmes seconded the motion, which passed unanimously. It was noted that The Laramie County Library System requested that the report be made in February.
  - 09** Commissioner Thompson moved to approve a resolution providing authority for the execution of an equipment lease-purchase agreement for the new 800 MHz site and MHz site expansion. Commissioner Holmes seconded the motion, which passed unanimously. The resolution is filed in central files with the County Clerk.
  - 10** Commissioner Heath moved to approve a cooperative agreement between Laramie County and the Wyoming Department of Transportation for improvement of County Road 162 (La Grange Road) from the intersection of highways 215 and 216 to the Goshen County line under the Commission Road Improvement Program (CRIP) in the amount of \$1,800,000 from WY-DOT. This will require approximately \$1,800,000 additional funds to come from the county road fund, Fund 238. Commissioner Thompson seconded the motion, which passed unanimously. After obtaining all signatures, the agreement is to be filed in central files with the County Clerk.
  - 11** Commissioner Thompson moved to approve Agreements in the amount of \$100 per month per user computer between Laramie County and Town Square Title, Laramie County Abstract and Title Company, Summit Title Services, First American Title of Laramie County, and Powell Title and Escrow, Inc. for remote access to the Document Pro recording software utilized by the Laramie County Clerk's Recording Office. Commissioner Kailey seconded the motion, which passed unanimously. The agreements are filed in central files with the County Clerk.
  - 12** Commissioner Thompson moved to appoint the following to the Laramie County Weed and Pest Control District: Guy Landers, Area 1; Norm Soden, Area 2; Bill Bonham, Area 4 and David Trostle, Area 6. Commissioner Holmes seconded the motion, which passed unanimously. After obtaining all signatures, the resolutions are to be filed in central files with the County Clerk.

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- 13** Brett Walker, County Planning Department, presented a PUD Amendment (Zone Change) for the Mountain View Homes PUD for Tract 4, Mountain View Homes, Laramie County, Wyoming. (located adjacent to Southwest Drive, between Lindblom Court and Woodenshoe Drive) There has been no public comment in response to the public notice, but there was comment at the Planning Commission meeting. The PUD is to allow for outside storage of U-Haul trucks and trailers. The recommendation is to approve with the following condition: 1) Screening of the outdoor storage related to rental vehicles and/or equipment shall be designed to reflect the residential character of the area, as well as conform to the requirements for outdoor screening contained in the Laramie County Land Use Regulations, as amended, and adopt findings of fact a and b. Scott Johnson, applicant, stated he agreed to the condition of screening. Chairman Ash opened the meeting as PUBLIC HEARING. Hearing no comment, the Chairman closed the PUBLIC HEARING. Commissioner Thompson moved to approve with condition number 1 and adopt findings of fact a and b. Commissioner Holmes seconded the motion, which passed unanimously with Commissioner Kailey recusing himself. The resolution is to be recorded in the Recording Department.
- 14** Brett Walker, Planning Department, provided the staff reports for items 14, 15, and 16. The intent of the change in zone is to allow for expansion of the North Range Business Park by changing the zone district from A-2 (Agricultural) and PUD (Planned Unit Development) to PUD (Planned Unit Development) for Lot 3, Block 1, North Range Business Park, 6th Filing (subdivision/plat in process, Lots 1 & 2, Block 6, Lot 1, Block 7, Lots 1 & 2 Block 8, Lots 1 through 6, Block 10, Lots 1 & 2, Block 11, North Range Business Park, 3rd Filing; Lots 1 & 2, Block 12, North Range Business Park, 4th Filing; Lots 2 & 3, Block 1, North Range Business Park, 5th Filing, Laramie County, Wyoming. The recommendation is to approve with the following conditions: 1) The PUD document shall include a section regarding access to state (at a minimum) that "ingress/egress access for commercial lots shall be allowed via private access with review and approval by the Laramie County Planning and Development Department sufficiency." 2) The Block numbers from previous filings shall continue in sequence for the 6th Filing, and be reflected on the associated zone change exhibit map and adopt findings of fact a and b. Agent for the applicant, Brad Emmons, stated the applicant is in agreement with the conditions. Chairman Ash opened the meeting as a PUBLIC HEARING. Hearing no public comment, the Chairman closed the PUBLIC HEARING. Commissioner Holmes moved to approve the zone district change with conditions 1 and 2 and adopt findings of fact a and b. Commissioner Thompson seconded the motion, which passed unanimously. The resolution is to be recorded in the Recording Department.
- 15** Brett Walker, Planning Department, presented the staff report regarding a Subdivision Permit and Plat for North Range Business Park, 6th Filing, a replat of Lots 1 and 2, Block 1, North Range Business Park, 5th Filing; a portion of Lot 2, Block 6, North Range Business Park, 3rd Filing; and a

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portion of the E1/2 of Section 5, T.13N., R.67W., of the 6th P.M., Laramie County, Wyoming; located southwest of the intersection of Veta Drive and Logistics Drive. The recommendation is to approve with the following condition: 1) The Block numbers from previous filings shall continue in sequence for the 6th filings and adopt findings of fact a and b. PUBLIC HEARING was satisfied with the previous item. Commissioner Thompson moved to approve with condition 1 and adopt findings of fact a and b. Commissioner Kailey seconded the motion, which passed unanimously. The resolution is to be recorded in the Recording Department.

- 16** Brett Walker, Planning Department, presented the staff report regarding a Subdivision Permit and Plat for North Range Business Park, 7th Filing, a replat of Lot 1, Block 7, North Range Business Park, 3rd Filing, and Lot 1, Block 12, North Range Business Park, 4th filing, Laramie County, Wyoming. The recommendation is to approve with one condition: 1) The Block numbers from previous filings shall continue in sequence for the 7th Filing and finding of fact a -c. PUBLIC HEARING was satisfied with the previous item. Commissioner Thompson moved to approve with condition one and adopt findings of fact a -c. Commissioner Holmes seconded the motion, which passed unanimously. The resolution is to be recorded in the Recording Department.
- 17** Brett Walker, Planning Department, presented a request for a Board Approval for the partial vacation of All-America Subdivision, 1st Filing, Lots 11-13, Block 3, Laramie County, Wyoming. The applicant is requesting the vacation in order to construct a garage on the property. The recommendation is to approve and adopt findings of fact a and b. Chairman Ash opened the meeting as a PUBLIC HEARING. Hearing no public comment, the Chairman closed the PUBLIC HEARING. Commissioner Holmes moved to approve and adopt findings of fact a and b. Commissioner Kailey seconded the motion, which passed unanimously. The resolution is to be recorded in the Recording Department.
- 18** Karen Bryant, Planning Department, presented a request for a Board Approval for Sherar Tow Yard and outdoor storage in the CB (Community Business) zone district, located in Sherar Subdivision: Lot 1, Block 1, Laramie County, Wyoming. (2502 South Greeley Highway) The recommendation is to approve with the following conditions: 1) A Subdivision Permit and Plat to separate the two residences and the commercial building into three parcels, shall be applied for and approved prior to new or continued operations on site; 2) A Zoning Change Request to change the two residential properties to a zone district, which allow residential uses shall be applied for and approved prior to new or continued operations on site; 3) A Site Plan for the non-residential portion of the property shall be applied for and approved prior to new or continued operations on site. Brian Sherar, applicant, stated he is trying to bring everything into compliance and in response to a question from Commissioner Thompson, indicated that he and the business owner, Seth Misner, are agreeable to a limit of 32 vehicles, if that is the determination of the Planning Department after review of the site plan. In response to a

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question from Commissioner Holmes, the property owner stated there will also be a body repair shop at the location, but it will not be equipped with a paint booth. Chairman Ash opened the meeting as a PUBLIC HEARING. Bonnie Reider, SCCDA, stated the association is not opposed to the project, but requests that the zoning not be changed from CB, nor that a subdivision be required. Hearing no further comment, the Chairman closed the PUBLIC HEARING. Ms. Bryant, stated that in order to bring the property into a conforming use, the zone change and subdivision are required. Commissioner Thompson asked if the variance could be approved for the east half of the property without requiring a subdivision. County Attorney Mark Voss responded that unless the mobile homes and the accessory building are grandfathered, the only way to legalize the use would be to split the lot through the subdivision process. Commissioner Thompson then requested the "grandfather" date of the mobile homes and the accessory building. Mr. Voss stated there would need to be some research to determine that. Commissioner Thompson moved to approve the board approval with conditions one through three, modifying conditions one and two by adding the words "if required" and adopt findings of fact a and b. Commissioner Holmes seconded the motion, which passed unanimously. The resolution is to be recorded in the Recording Department.

- 19** Commissioner Thompson moved to approve letters of support regarding the Wyoming Rural Development Council partnering with the Laramie County Planning and Development Office and US Housing and Urban Development to conduct two (2) separate assessments; one being a Community and Housing assessment within Laramie County, Wyoming at no cost to Laramie County and the second being just a Community assessment at an estimated cost to Laramie County of \$5,000. Commissioner Holmes seconded the motion, which passed unanimously.

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**CERTIFICATION**

I, Debra K Lathrop, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, January 06, 2015

**SEAL**

Approved by : \_\_\_\_\_

Debra K. Lathrop  
County Clerk

Reviewed by : \_\_\_\_\_

Amber Ash, Chairman  
Board of County Commissioners

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources, 310 West 19th Street, Cheyenne, WY 82001, (307)633-4355 within a reasonable time.