



## LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

---

### Planning • Building

#### MEMORANDUM

**TO:** Laramie County Planning Commission

**FROM:** Cate Cundall, Associate Planner

**DATE:** September 11, 2025

**TITLE:** PUBLIC HEARING regarding a Zone Change from MR-Medium Density Residential to MU – Mixed Use for Tract 1 and 2, York Subdivision, 2<sup>nd</sup> Filing, Laramie County, WY.

---

#### EXECUTIVE SUMMARY

Jones Land Surveying, Inc., on behalf of Fox Properties 440S, LLC, submitted an application for a Zone Change for Tracts 1 and 2, York Subdivision, 2<sup>nd</sup> Filing, Laramie County, WY. The application has been submitted to change the zone district from MR- Medium Density Residential to a MU- Mixed Use zone district. The MU zone district will accommodate both business and residential. The subject property is located at 418, 420, and 426 Avenue D, Cheyenne, WY.

A concurrent administrative plat application was also submitted for the York Subdivision, 2<sup>nd</sup> Filing that will consolidate Lots 1, 2, and 3, York Subdivision, 1<sup>st</sup> Filing to create a two lot subdivision. Lot 1 will be used for business and Lot 2 will be used for residential. This Administrative Plat will be approved by the Board of County Commissioners and is included in this report for informational purposes only.

#### BACKGROUND

The subject property is currently used for residence and an accessory structure. Zone districts bordering the subject property are MR and PUD. The area is a mixture of residences with a few businesses.

#### **Pertinent Statutes and Laramie County 2022 Land Use Regulations include:**

Wyoming State Statute: Section 34-12-101 through 34-12-115.

Section 1-2-103 (b) governing zone district amendments.

Section 4-2-111 governing Mixed Use zone districts (MU)

#### DISCUSSION

The Laramie County Comprehensive Plan identifies the area as Urban Rural Interface (URI). These areas are intended to accommodate a mix of more intensive land uses than other areas. PlanCheyenne identifies the area as Mixed Use Residential (MUR).

Agency review comments have been addressed. Public notice was provided per Section 1-2-104 of the Land Use Regulations. No comments were received.

Water and sanitary sewer service is provided by South Cheyenne Water and Sewer District. Access to the parcels will be off Avenue D.

Section 1-2-103 (b) of the Laramie County Land Use Regulations specifies that in order to recommend approval of this zone change, the Planning Commission must find at least one of the following:

- i. That the zoning district map amendments or regulations are consistent with plans and policies of Laramie County; or
- ii. That the original zoning classification given to the property was inappropriate or improper; or
- iii. That there have been changes of an economic, physical, or social nature within the area involved which altered the basic character of such area, and that the amendment will not detrimentally affect the area involved.

Criteria i. and iii. are met by the type of development proposed and by meeting all of Planning's application criteria.

### **RECOMMENDATION and FINDINGS**

**Based on evidence provided, staff 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 meets the criteria of section 4-2-108 of the Laramie County Land Use Regulations.

**and that the Planning Commission may recommend approval to the Laramie County Board of Commissioners with one condition.**

### **PROPOSED MOTION**

**I move to adopt the findings of fact a and b of the staff report and recommend approval of the Zone Change from MR to MU for Tracts 1 and 2, York Subdivision, 2<sup>nd</sup> Filing, Laramie County, WY, to the Laramie County Board of Commissioners with one condition.**

- 1. Zone Change is contingent upon the approval of York Subdivision, 2<sup>nd</sup> Filing Administrative Plat.**

### **ATTACHMENTS**

**Attachment 1: Location Map**

**Attachment 2: Project Narrative**

**Attachment 3: Agency Comment Reports and Applicant Responses**

**Attachment 4: Pre-App Notes**

**Attachment 5: Draft Resolution for Zone Change**

**Attachment 6: Zone Change Exhibit Map**



**PZ-25-00053**

**York  
Subdivision, 2nd  
Filing Zone  
Change**

***418 Avenue D  
420 Avenue D  
426 Avenue D***



6750 Say Kally Rd., Cheyenne, Wyoming 82009

Off. (307) 637-7107

FAX (307) 778-3979

[www.joneslandsurvey.com](http://www.joneslandsurvey.com)

July 14, 2025

Laramie County Planning  
3931 Archer Parkway  
Cheyenne, WY 82009

**RE: York Subdivision, 2<sup>nd</sup> Filing Zone Change**

To whom it may concern,

Jones Land Surveying, Inc., on behalf of Fox Properties 440S, LLC., is seeking a recommendation of approval of the Zone Change for York Subdivision, 2<sup>nd</sup> Filing. It is our intent to submit a Zone Change map for the property which is currently located along Avenue D north of Fox Farm Rd.

The final plat proposes 2 lots, one being a commercial lot and one residential lot varying in size from 9,700 square feet to 19,000 square feet.

Preapplication notes indicate that staff would support the change to MU – Mixed Use which is our preference at this time.

Please feel free to contact my office with any questions regarding this zone change request.

Regards,

A handwritten signature in black ink, appearing to read 'Cotton D. Jones', is written over a light blue horizontal line.

Cotton D. Jones, P.L.S.

# AGENCY REVIEW #1

## Permit Notes

### APPLICANT RESPONSE

Permit Number: PZ-25-00053

Parcel Number: 13660440304100

Submitted: 07/14/2025

Applicant: Jones Land Surveying, Inc  
Owner: FOX PROPERTIES 440S LLC  
Project Description: Zone Change

Site Address: 418 AVENUE D  
Cheyenne, WY 82007

Technically Complete: 07/15/2025  
Approved:  
Issued:

Begin Date	End Date	Permit Area	Subject	Note Type	Note Text	Created By
07/15/2025		Application	PZ-25-00053	GENERAL	Public Hearings will be held on 9.11.25 for Planning Commission and 10.7.25 for BOCC.	CATHERINE.CUNDALL@LARAMIECOUNTY.WY.GOV
07/15/2025		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	No comments on the zone change.	CINDY.KEMIVES@LARAMIECOUNTY.WY.GOV
07/16/2025		Application	PZ-25-00053	GENERAL	Regarding the zone change: PlanCheyenne designates the entire area as "Mixed-use Residential", and the optimal zoning for this designation would be a mixed-use zone; although there is currently little in the way of MU zoning in the surrounding area, the MU zone would be supported by the comprehensive plan.	SETH.LLOYD@LARAMIECOUNTY.WY.GOV
07/21/2025		Application	PZ-25-00053 Commercial shop exists on proposed Lot 1 Civil case detail are unknown.	GENERAL	1. What is the nature of the commercial use? 2. Does owner plan to submit site plan for commercial use? 3. What is the nature and status of the civil case referenced in alert? 4. BOCC must approve zone change.	LARAMIECOUNTY.ATTORNEY@LARAMIECOUNTY.WY.GOV
07/25/2025		Application	PZ-25-00053	GENERAL	Legal ad cost of \$83.34 and mailing fee of \$24.16 was divided between PZ-25-00052 and PZ-25-00053	CATHERINE.CUNDALL@LARAMIECOUNTY.WY.GOV



# 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: 12/19/24 Staff: JA, CC, BH		Property Owner: Wayne Fox	
Project Description: Lot consolidation + Zone Change			
Project Location/Address: Ave D		R #: 0001533, 1534, 1532	
<b>ATTENDEES/AGENTS/PARTIES</b>			
Applicant: Wayne Fox	Phone: 307-286-7705	Email: Waynefox307@gmail.com	
Other:	Phone:	Email:	
Other:	Phone:	Email:	
<b>APPLICATION TYPE(S)</b>			
<input checked="" type="checkbox"/> Administrative Plat (Vacation? Y/N)	<input type="checkbox"/> Site Plan		
<input type="checkbox"/> Appeal	<input type="checkbox"/> Site Plan – Amendment		
<input type="checkbox"/> Board Approval	<input type="checkbox"/> Site Plan – For Records		
<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Subdivision Exemption – Other		
<input type="checkbox"/> Family Exemption	<input type="checkbox"/> Subdivision Permit & Plat		
<input type="checkbox"/> Preliminary Development Plan	<input type="checkbox"/> Variance		
<input type="checkbox"/> Public Hearing – No Approval Required (Xmission lines, O&G)	<input checked="" type="checkbox"/> Zone Change MR to LI or MU		
<b>APPLICATION GUIDANCE</b>			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Application Fees:		
<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	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:		





## LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

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



### 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:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Engineer Review – Paid by Applicant:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Environmental Health Review / Approval: <i>SCWSD</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Environmental and Services Impact Report:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	GESC/Grading, Erosion & Sediment Control Permit:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Floodplain Development Permit:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Letter of Consent	Perimeter Fence Construction per W.S § 18-5-319: <i>admin plat</i>

Public Notice Requirements	General Notes:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Public Notice Sign(s) Required – Posted/Paid by Applicant:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Newspaper Legal Notice Required – Paid by Applicant:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Property Owner Notification Letter Required – Paid by Applicant:



## LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

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



### Pre-Application Meeting Notes

#### Miscellaneous Notes:

- Board Vacation required for Admin plat
- MUR future land use would prefer MU, but Planning could support LI or MU
- Removal of lot lines means no CFF or PSF (3 lots to 2)



# 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.

500  
750  
26  
80  
250 25  
no new lots (Less Density)  
~\$1631 in total County fees (+ surveyor)

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO APPROVE A CHANGE IN ZONE DISTRICT FROM  
MR – MEDIUM DENSITY RESIDENTIAL TO MU – MIXED USE  
FOR YORK SUBDIVISION, 2<sup>ND</sup> FILING, LARAMIE COUNTY, WYOMING.**

**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 adopted the Laramie County Land Use Regulations; and

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

**WHEREAS**, the proposed zone change is in conformance with section 4-2-111 of the Laramie County Land Use Regulation

**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 is in conformance with section 1-2-103(b) of the Laramie County Land Use Regulations for a zone map amendment
- b. This application is in conformance with section 4-2-111 governing the MU – Mixed Use zone district.

**And the Board approves a Zone Change from MR – Medium Density Residential to MU– Mixed Use, as shown on the attached Zone Change Map Exhibit with one condition.**

- 1. Zone Change is contingent upon the approval of York subdivision, 2<sup>nd</sup> Filing Administrative Plat.**

**PRESENTED, READ, AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

LARAMIE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Gunnar Malm, Commission Chairman

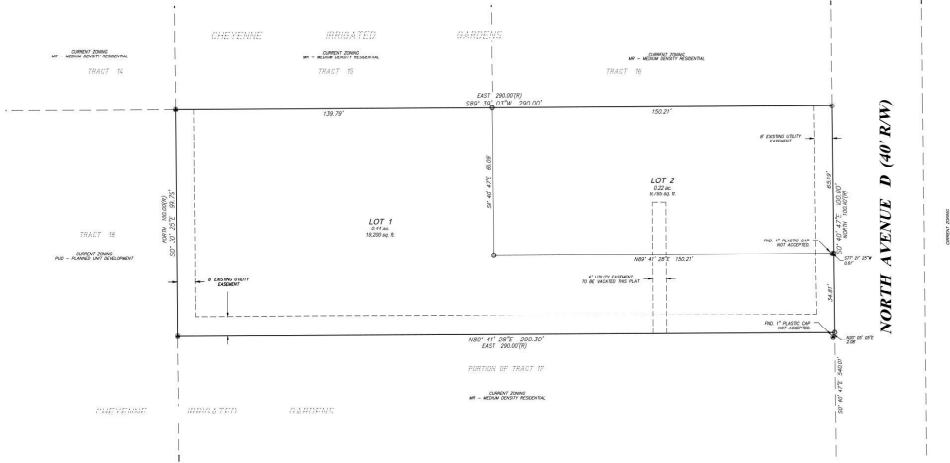
ATTEST:

\_\_\_\_\_  
Debra K. Lee, Laramie County Clerk

Reviewed and approved as to form:

\_\_\_\_\_  
Laramie County Attorney's Office

THE SURFACE ESTATE OF THE LAND TO BE SURVIVINED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE  
WATER AND SEWER SERVICES PROVIDED BY SOUTH CHEYENNE WATER AND SEWER DISTRICT FIRE PROTECTION PROVIDED BY FD-1



#### APPROVALS

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF LARAMIE COUNTY, WYOMING, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

CHARMAN \_\_\_\_\_ ATTEST: \_\_\_\_\_ COUNTY CLERK

#### NOTES

- 1.) BASIS OF BEARINGS AND COORDINATE VALUES ARE BASED ON WYOMING STATE PLANE EAST ZONE NAD83. ALL DISTANCES AS SHOWN ARE U.S. SURVEY FEET GROUND.
- 2.) SUBJECT PROPERTY DOES NOT FALL WITHIN THE SPECIAL 100-YEAR FLOOD HAZARD AREA AS SHOWN ON F.E.M.A. MAP PANEL No. 54021C1357F, DATED JANUARY 17, 2007.
- 3.) ALL LOT AND TRACT CORNERS TO BE MONUMENTED WITH A 1 1/2" ALUMINUM CAP OR #5 X 24" REBAR STAMPED "P.L.S. 5034 AND APPROPRIATE DATA.
- 4.) CURRENT ADDRESS - 418 AVENUE D

#### LEGEND

- FOUND 1 1/2" ALUMINUM CAP
- SET #5 X 24" LONG REBAR WITH 1 1/2" ALUMINUM CAP STAMPED "P.L.S. 5034"
- COMPUTED POSITION ONLY - NOT SET
- FOUND 1" PLASTIC CAP
- (R) INDICATES RECORD DATA PER PLAT OF "YORK SUBDIVISION" ON FILE IN THE LARAMIE COUNTY CLERK'S OFFICE.

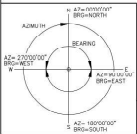
#### ZONING

CURRENT ZONING (M) MEDIUM DENSITY RESIDENTIAL  
PROPOSED ZONING - (RM) MIXED USE

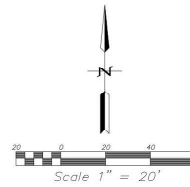
#### VICINITY MAP



#### AZIMUTH



#### FILING RECORD



#### ZONE CHANGE MAP FOR YORK SUBDIVISION, 2ND FILING

A REPLAT OF LOTS 1-3, YORK SUBDIVISION, SITUATE IN A PORTION OF THE SE 1/4, SECTION 4, T. 12 N., R. 66 W., 6TH P.M., LARAMIE COUNTY, WYOMING.

PREPARED MAY 2025

