



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners

FROM: Cate Cundall, Associate Planner

DATE: June 2, 2026 – Postponed from May 19, 2026

TITLE: PUBLIC HEARING for the approval of the Vacation of Tracts 17, 18, and 19, Allison Tracts Subdivision and the approval of the Small Subdivision Permit and Plat for Allison Tracts, 13th Filing, Laramie County, WY.

EXECUTIVE SUMMARY

AVI, PC, on behalf of Maurice W. Brown Shopping Center and Land Development, LLC, has submitted a Small Subdivision Permit and Plat application for Allison Tracts Subdivision, 13th Filing, located at Tracts 17, 18, and 19, Allison Tracts Laramie County, WY. The subject property is located at 514 South Greeley Highway, Cheyenne, WY. The subdivision reconfigures the existing four (4) parcels into three (3) parcels to allow for the transfer of the vacant land for future transfer. There is no development considered at this time nor new development on the existing developed parcels.

BACKGROUND

The subject property is currently assessed as commercial land and located in the CB – Community Business zone district. The surrounding area consists of Community Business (CB) zone district and bordered by commercial uses. Lot sizes are consistent with the surrounding area.

Pertinent Statutes and 2025 Laramie County Land Use Regulations Include:

Wyoming Statutes 34-12-101 thru 34-12-15.

Section 2-4-105 governing the CB – Community Business Zone District.

Section 4-5-100(i) governing Subdivision Permit and Plat Requirements.

Section 4-5-102(c) governing Small Subdivision.

DISCUSSION

The Laramie County Comprehensive Plan identifies the area as Urban Rural Interface (URI), which accommodates a mixture of more intensive land uses. The parcel lies within the Plan Cheyenne Mixed Use Commercial (MU-C) area.

South Cheyenne Water and Sewer District provides and water and sanitary service to the parcel.

Public notice was completed per section 1-2-104 and no comments were received. Agency reviews were completed and all comments addressed.

RECOMMENDATION and FINDINGS

Based on evidence provided, staff finds that:

- a. This applications meets the criteria for a Small Subdivision Permit and Plat pursuant to Section 4-5-102(c) of the 2025 Laramie County Land Use Regulations.
- b. This application is in conformance with section 4-1-102 governing Subdivision Plat vacation.
- c. This application is in conformance with section 2-4-105 governing the CB – Community Business zone district.

and the Board of County Commissioners may approve the Vacation of Tracts 17, 18, and 19, Allison Tracts and approve the Small Subdivision Permit and Plat for Allison Tracts, 13th Filing and adopt the finding of facts a, b, and c of the staff report.

PROPOSED MOTION- VACATE

I move to approve the Vacation of Tracts 17, 18, and 19, Allison Tracts, and approve the Small Subdivision Permit and Plat for Allison Tracts, 13th Filing Subdivision, and adopt the findings of facts a, b, and c of the staff report.

PROPOSED MOTION-SUBDIVISION APPROVAL

I move to approve the Vacation of Tracts 17, 18, and 19, Allison Tracts, and approve the Small Subdivision Permit and Plat for Allison Tracts, 13th Filing Subdivision, and adopt the findings of facts a, b, and c of the staff report.

ATTACHMENTS

- Attachment 1: Location Map**
- Attachment 2: Project Narrative**
- Attachment 3: Pre-Application Meeting Notes**
- Attachment 4: Agency Review Comments and Applicant Response**
- Attachment 5: Transportation Worksheet**
- Attachment 8: CFF & PSF Acknowledgement**
- Attachment 9: Resolution**
- Attachment 10: Allison Tracts, 13th Filing Plat Revised 5.5.26**



**Allison Tracts,
13th Filing
Subdivision**

**514 South Greeley
Highway
Cheyenne, Wyoming**

PZ-26-00032

**Community Business
Zone District**





Laramie County Planning and Development
3966 Archer Parkway
Cheyenne, WY 82009

April 1, 2026
5067

RE: North Range Business Park 15th Filing Project Narrative, Traffic Waiver, Drainage Waiver and Fee Waiver request/acknowledgment

Dear Director Justin Arnold

AVI P.C., on behalf of Maurice W. Brown Shopping Center and Land Development, LLC, is submitting a Simple Subdivision to combine and split 4 existing parcels into 3 parcels to allow for the transfer of the vacant land for future transfer.

Due to the fact that no development is considered at this time, and a site plan will be required for any development the applicant is requesting waivers of the drainage study and traffic study until such time of development of the property. There is no new development currently for the existing developed parcels.

The applicant is requesting a waiver of the community facility and public safety fees that will be required prior to signatures being placed on the map due to the fact that there is no additional land area or impacts that could be developed with this action that couldn't already be developed on the parcels.

If you have any questions or require additional information, please feel free to contact me directly.

Respectfully Submitted
AVI PROFESSIONAL CORPORATION

A handwritten signature in blue ink that reads 'Brad Emmons'.

Brad Emmons, AICP
1103 Old Town Lane | Cheyenne, Wyoming 82009 | 307.637.6017
2290 E Prospect Road Suite 5, Fort Collins, Colorado 80524 | 970.420.0086
avi@avipc.com | www.avipc.com



Laramie County, WY
Laramie County Planning and Development Office

3966 Archer Pkwy
 Cheyenne, WY 82009
 (307) 633-4303
 www.laramiecountywy.gov
 planning@laramiecountywy.gov

PERMIT

PA-25-00102

PRE-APPLICATION MEETINGS

SITE ADDRESS: 614 S GREELEY HWY CHEYENNE
PRIMARY PARCEL: 13660820400700
PROJECT NAME: SMALL SUBDIVISION, CREATING TWO LOTS

ISSUED: 10/29/2025
EXPIRES: 04/27/2026

APPLICANT: AVI PC
 1103 OLD TOWNE LN STE 101
 CHEYENNE, WY 82009
 (307) 637-6017

OWNER: MAURICE W BROWN SHOPPING CTR LLC
 614 S GREELEY HWY
 CHEYENNE, WY 82007

Detail Name	Detail Value
Meeting Date	10/29/2025
MEETING AM OR PM	AM
Application Types	Subdivision Permit and Plat
Attendees	In Person (3966 Archer Pkwy)
Property Interest	Owner
Detailed Project Narrative	APPLICANT WOULD LIKE TO PARCEL OFF THE BACK PORTION OF THIS TRACK OF LAND.
Staff Attending	JA DP SP CC SS SL TM
Development Action	Small Subdivision (2-5 lots)
Copy of Pre-App Notes	REQUIRED FOR APPLICATION SUBMITTAL
Project Narrative Letter	Yes
Warranty Deed and/or Lease Agreement	Yes
Traffic Study	Letter of Waiver
Roadway Maintenance Plan	No
Drainage Study	Letter of Waiver
Drainage Plans	TBD
WY DEQ Chapter 23 Study/Submittal Letter	No
Development Agreement	No
Road/Easement Use Agreement	TBD
Perimeter Fence Construction per W.S.S. 18-5-319	No



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Environmental and Services Impact Report	No
Community Facility Fees Acknowledgement Letter	Yes
Public Safety Fees Acknowledgement Letter	Yes
Application Fees	Yes
Environmental Health Review/Approval	Yes
Engineer Review - Paid by Applicant	Yes
Newspaper Legal Notice, Paid by Applicant	Yes
Public Notice, Paid by Applicant	Yes
Adjacent Property Owner Letter, Paid by Applicant	Yes
Floodplain Development Permit	No
GESC Permit	TBD
Right-of-Way Construction Permit	Upon Construction
Miscellaneous Notes	Option 1: Do a single lot split of the back acreage of 614. This will be a small subdivision action and the fees would be applied to both lots. Option 2: Combine 614 and 514 S Greeley as some small subdivision of 3 or 4 lots. Whether you do two lots on 614 or four lots combined with 514 it will still bypass the Planning Commission and go before the BOCC. Work with WYDOT for any further access points and easements. Costs: Small Subdivision \$750, development action signs \$26 x 2. legal ad TBD, Engineer review fees TBD, adjacent mailers TBD as first class mail, Env. Health review fees \$200, CSF \$500 per acre, PSF \$200 per lot. SCWSD 307-635-5608, Scott Sprakties.

CONDITIONS

* Disclaimer: These 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 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.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.

* 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.



Laramie County, WY

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* 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.

* A waiver or alternative to the required landscaping may be presented to the Planning and Development Director for review. The Director shall approve the proposed alternative landscape plan based on the following criteria: A. the proposed alternative meets or exceeds the intent of this regulation, and B. the proposed alternative is well-integrated with the surrounding landscaping and land uses, and C. the proposed alternative meets the goals of Laramie County Comprehensive Plan and; D. the purpose of the required site plan is to legalize an existing use and the impact or benefits of the landscape plan on the property would be minimal; or E. the landscaping as required would prohibit reasonable use of the property.

Permit Notes

Permit Number: PZ-26-00032

Parcel Number: 13660820400200

Submitted: 04/01/2026

Applicant: AVI PC
Owner: LEGACY UNKNOWN

Site Address: UNKNOWN
Laramie County, WY 00000

Technically Complete: 04/07/2026
Approved:
Issued:

Project Description: Consolidation of parcels and to allow the transfer of Lot 3

<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>
04/07/2026		Application	PZ-26-00032	GENERAL	BOCC Public Hearing 5,19,26, letter 4.9,26, legal ad 4,15,26, Application is missing the Transportation Assessment Worksheet.	CATHERINE.CUNDALL@LARAMIECOUNTY.WY.GOV
04/09/2026		Application	PZ-26-00032	GENERAL	Transportation worksheet received and project scheduled for reviews.	CATHERINE.CUNDALL@LARAMIECOUNTY.WY.GOV
04/09/2026		Application	PZ-26-00032	GENERAL	No concerns noted	CONSERVATIONDISTRICT@LARAMIECOUNTY.WY.GOV
04/09/2026	04/24/2026	Workflow	COUNTY REAL ESTATE OFFICE REVIEW	DEFICIENCY	Maurice W Brown Shopping Center, LLC and Maurice W Brown Land Development, LLC are the owners of the land. I don't see anywhere that shows Maury Brown Trust owns anything.	TERESA.LEMASTERR@LARAMIECOUNTY.WY.GOV
04/10/2026		Workflow	WYDOT REVIEW	GENERAL	No comments for this review.	TAYLOR.MCCORT@LARAMIECOUNTY.WY.GOV
04/13/2026		Application	PZ-26-00032	GENERAL	Primary documents	SONNY.HOOPS@LARAMIECOUNTY.WY.GOV
04/13/2026		Application	PZ-26-00032	GENERAL	Property shown is with in South Cheyenne Water and Sewer District. There is a District Sewer Main that is in the access easement on the southern end of lot 3 as displayed on plat map.	SCOTT.SPRAKTIES@LARAMIECOUNTY.WY.GOV
04/13/2026	04/24/2026	Workflow	COUNTY ASSESSOR REVIEW	DEFICIENCY	Dedication is executed by Russell Brown, Authorized Representative of Maury Brown Trust, but parent parcels appear under different ownership in assessment records. Please provide record title evidence confirming the dedicating party has legal authority over all parent parcels. Supporting parcels: PIDN 13660820400200: Maurice W Brown Land Dev LLC PIDN 13660820400500: Brown, Maurice W Land Dev LLC PIDN 13660820403200: Maurice W Brown Shopping Ctr LLC PIDN 13660820400700: Maurice W Brown Shopping Ctr LLC	CINDY.KEMIVES@LARAMIECOUNTY.WY.GOV
04/14/2026		Application	PZ-26-00032	GENERAL	No comments	MATTHEW.BUTLER@LARAMIECOUNTY.WY.GOV

Permit Notes

04/15/2026	Application	PZ-26-00032	GENERAL	No Comment	CHRISTOPHER.YA NEY@LARAMIECO UNTYWY.GOV
04/15/2026	Application	PZ-26-00032	GENERAL	WAPA has no conflict with this project	ROGERS@LARAMI ECOUNTYWY.GOV
04/21/2026	Workflow	ENGINEERS REVIEW	GENERAL	<p>1st Review - Engineer Comments:</p> <ol style="list-style-type: none"> 1.The title block is labeled "Allison Tracks", but based on the legal description and deeds, it should be "Allison Tracts". 2.The label for the "Notes" covers the County Clerk label. 3.Note 4 indicates fire protection will be provided by Laramie County Fire Authority, but I believe it should be Laramie County Fire District No. 1. 4.Note 2 indicates the property is located in the South Cheyenne water and Sewer District, however, notes 5 and 6 indicate water and sewer are to be provided by BOPU. 5.In the first line of Note 10 it indicates "...EASEMENT OS DEDICATED..." and I believe it should read "...EASEMENT IS DEDICATED...". 6.In the 3rd line of the Basis of Bearings, it states "...WITH ALL BEARINGS BERIN..." and I believe "BERIN" should be "HEREIN". 7.All the line types used are not identified in the Legend. 8.Within the Legend, there is nothing shown for the "Recorded Info". 9.The requirement for a Traffic Impact Study and a Drainage Report can be deferred until there is a Site Plan submittal. At that time, one or both may be required. <p>Surveyor Comments:</p> <ol style="list-style-type: none"> 1.There is no survey tie by bearing and distance to the nearest public land survey system monument shown on the plat. 2.To whom is the "12.00 ACCESS EASEMENT BOOK330 PAGE 162" granted? 3.I assume it is the intent of the "15.00' RIGHT-OF-WAY-DEDICATION 0.25 AC" to be dedicated to the Public. 	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV
04/22/2026	Application	PZ-26-00032	GENERAL	<ol style="list-style-type: none"> 1. Our records indicate P96580.0W, P96581.0W, and P96582.0W fall within the proposed subdivision. The project proponent is advised to determine the status of these wells and, if necessary, plug and abandon these wells in accordance with SEO and DEQ procedures. 2. The proposed subdivision is located within the Conservation Area identified under the 2015 State Engineers Order for the Laramie County Control Area. Well spacing requirements will be assessed on any well permit applications received by our office as defined within the Order. 3. An approved permit from the State Engineers Office is required prior to the drilling of any water well. The procurement of the necessary and appropriate State 	SUE.KINSLEY@LA RAMIECOUNTYWY .GOV

Permit Notes

Engineer water right permit allows the applicant to attempt to develop a water supply adequate to meet their proposed needs, and is no guarantee that any water will be physically available.

4. If any new wells are proposed, they must be constructed in accordance with the State Engineers Office Rules and Regulations, Part III, Water Well Minimum Construction Standards.

5. With few exceptions, new wells must be constructed by a Wyoming licensed water well drilling contractor, and pumps must be installed by a Wyoming licensed pump installation contractor.

6. Any well not to be used must be properly plugged and abandoned as outlined in the above referenced rules and regulations.

7. Any wells developed for uses that do NOT fall within the definition of domestic or stock use require adjudication by the Board of Control.

See complete Review Letter attached.

04/22/2026	Workflow	PUBLIC WORKS REVIEW	GENERAL	<p>1. All comments from the review engineer and surveyor shall be acknowledged and/or addressed.</p> <p>2. 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.</p>	MOLLY.BENNETT@LARAMIECOUNTY.WY.GOV
04/23/2026	Application	PZ-26-00032	GENERAL	<p>1. Official City comment letter attached (no comments warranting response).</p> <p>2 Recommendation: The previous plats are "Allison Tracts" not "Allison Tracks". Recommend changing title accordingly.</p> <p>3. Recommendation: Typically, if parcels are labeled as "lots" a block is included. Recommend adding a block number or changing parcel label to 'tracts'.</p> <p>4. Note: Jefferson Road is annexed to the City. Development along this road will be required to meet City right-of-way standards (or applicable City relief processes).</p>	SETH.LLOYD@LARAMIECOUNTY.WY.GOV
04/23/2026	Application	PZ-26-00032	GENERAL	<p>1. Official City Comment Letter attached (no comments warranting response).</p> <p>2. Recommend adding a 'block' if parcels are labeled as 'lots'.</p> <p>3. Recommend changing 'Tracks' to 'Tracts'.</p> <p>4. Note; Jefferson is annexed to the City abutting these parcels. Future development will be required to meet City standards for right-of-way improvements (or applicable relief processes).</p>	SETH.LLOYD@LARAMIECOUNTY.WY.GOV
04/23/2026	Workflow	SHERIFF'S OFFICE REVIEW	GENERAL	No objections to 2-5 home subdivision	AARON.VELDHEER@LARAMIECOUNTY.WY.GOV

AGENCY REVIEW #2

Permit Notes

Permit Number: PZ-26-00032

Parcel Number: 13660820400200

Submitted: 04/01/2026

Applicant: AVI PC
Owner: LEGACY UNKNOWN

Site Address: UNKNOWN
Laramie County, WY 00000

Technically Complete: 04/07/2026

Approved:
Issued:

Project Description: Consolidation of parcels and to allow the transfer of Lot 3

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Permit Notes

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Permit Notes

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5. With few exceptions, new wells must be constructed by a Wyoming licensed water well drilling contractor, and pumps must be installed by a Wyoming licensed pump installation contractor.

6. Any well not to be used must be properly plugged and abandoned as outlined in the above referenced rules and regulations.

7. Any wells developed for uses that do NOT fall within the definition of domestic or stock use require adjudication by the Board of Control.

See complete Review Letter attached.

04/22/2026	Workflow	PUBLIC WORKS REVIEW	GENERAL	<p>1. All comments from the review engineer and surveyor shall be acknowledged and/or addressed.</p> <p>2. 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.</p>	MOLLY.BENNETT@LARAMIECOUNTY.WY.GOV
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04/23/2026	Workflow	SHERIFF'S OFFICE REVIEW	GENERAL	No objections to 2-5 home subdivision	AARON.VELDHEER@LARAMIECOUNTY.WY.GOV

Permit Notes

05/05/2026	05/05/2026	Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	Changes look good!	TERESA.LEMASTERR@LARAMIECOUNTY.WY.GOV
05/06/2026	05/06/2026	Workflow	COUNTY ASSESSOR REVIEW	GENERAL	2nd Review: Previous notes addressed; no further comments.	CINDY.KEMIVES@LARAMIECOUNTY.WY.GOV
05/07/2026		Workflow	ENGINEERS REVIEW	GENERAL	2nd Review - Previous comments have been adequately addressed on the revised/updated plat drawing. No further comments at this time.	SCOTT.LARSON@LARAMIECOUNTY.WY.GOV

Catherine Cundall-Associate Planner
Laramie County Planning & Development
3966 Archer Parkway
Cheyenne, WY 82009

May 5, 2026
2-5067.25

RE: RESPONSE SITE PLAN FOR PERMIT NUMBER PZ-26-00032 CONSOLIDATION OF PARCELS AND TO ALLOW THE TRANSFER OF LOT 3

Dear Catherine,

Attached for your review and approval is a resubmittal for the project referenced above. The plans have been revised per County review comments received on April 24, 2026. The comments are listed below with the design team's response or proposed resolution in *red*.

Catherine Cundall

catherine.cundall@laramiecountywy.gov

1. BOCC Public Hearing 5.19.26, letter 4.9.26, legal ad 4.15.26. Application is missing the Transportation Assessment Worksheet. *TAW has been submitted.*
2. Transportation worksheet received and project scheduled for reviews. *Noted.*

Conservation District

conservationdistrict@Laramiecountywy.gov

1. No concerns noted. *Noted.*

Teresa Lemaster-County Real Estate Office Review

teresa.lemaster@laramiecountywy.gov

1. Maurice W Brown Shopping Center, LLC and Maurice W. Brown Land Development, LLC are the owners of the land. I don't see anywhere that shows Maury Brown Trust owns anything. *Ownership revised*

Taylor McCort-WYDOT Review

taylor.mccort@laramiecountywy.gov

1. No comments for this review. *Noted.*

Sonny Hoops

sonny.hoops@laramiecountywy.gov

1. Primary documents. *Noted.*

Scott Sprakties

scott.sprakties@laramiecountywy.gov

1. Property shown is with in South Cheyenne Water and Sewer District. *Noted.*

2. There is a District Sewer Main that is in the access easement on the southern end of lot 3 as displayed on plat map. *Noted. 20' ROW easement [BK 690 PG 531] is shown. See note 9. A 20' ROW easement is proposed to accommodate the N-S sanitary sewer.*

Cindy Kemives-County Assessor Review

cindy.kemives@laramiecounwy.gov

1. Dedications executed by Russell Brown, Authorized Representation of Maury Brown Trust, but parent parcels appear under different ownership in assessment records. *Ownership revised and name of signer will be added once we know which member will be signing*
2. Please provide record title evidence confirming the dedicating party has legal authority over all parent parcels. *Revised*

Supporting parcels:

- a. PION 13660820400200:Maurice W Brown Land Dev LLC
- b. PION 13660820400500:Brown, Maurice W Land Dev LLC
- c. PION 13660820403200:Maurice W Brown Shopping Ctr LLC
- d. PION 13660820400700:Maurice W Brown Shopping Ctr LLC

Matthew Butler

matthew.butler@laramiecountywy.gov

1. No comments. *Noted.*

Christopher Vaney

christopher.vaney@laramiecountywy.gov

1. No comments. *Noted.*

Rogers-WAPA

rogers@laramiecountywy.gov

1. WAPA has no conflict with this project. *Noted.*

Scott Larson-Engineers Review

scott.larson@laramiecountywy.gov

1st Review - Engineer Comments:

1. The title block is labeled "Allison Tracks", but based on the legal description and deeds, it should be "Allison Tracts". *The title block has been corrected.*
2. The label for the "Notes" covers the County Clerk label. *The text position has been corrected.*
3. Note 4 indicates fire protection will be provided by Laramie County Fire Authority, but I believe it should be Laramie County Fire District No.1. *Noted. It has been revised to read Laramie County Fire District No. 1.*

4. Note 2 indicates the property is located in the South Cheyenne water and Sewer District, however, notes 5 and 6 indicate water and sewer are to be provided by BOPU. *BOPU has been removed from the notes. A note has been added to read "Public water or waste water systems to connect to existing south Cheyenne water and sewer systems."*
5. In the first line of Note 10 it indicates "...EASEMENT OS DEDICATED..." and I believe it should read "...EASEMENT IS DEDICATED...". *Noted. It has been corrected.*
6. In the 3rd line of the Basis of Bearings, it states "...WITH ALL BEARINGS BERIN..." and I believe "BERIN" should be "HEREIN". *Noted. It has been corrected.*
7. All the line types used are not identified in the Legend. *The legend has been revised to include all line types.*
8. Within the Legend, there is nothing shown for the "Recorded Info". *Recorded info style has been reflected in the legend.*
9. The requirement for a Traffic Impact Study and a Drainage Report can be deferred until there is a Site Plan submittal. At that time, one or both may be required. *Noted.*

Surveyor Comments:

1. 1. There is no survey tie by bearing and distance to the nearest public land survey system monument shown on the plat. *Two points have been gathered and ties have been shown.*
2. To whom is the "12.00 ACCESS EASEMENT BOOK 330 PAGE 162" granted? *The 12' access easement is intended to provide access to Track 17.*
3. I assume it is the intent of the "15.00' RIGHT-OF-WAY-DEDICATION 0.25 AC" to be dedicated to the Public. *Correct. The 15' ROW is dedicated to the public and has been noted in the dedication.*

Sue Kinsley

sue.kinsley@laramiecountywy.gov

1. Our records indicate P96580.0W, P96581.0W, and P96582.0W fall within the proposed subdivision. The project proponent is advised to determine the status of these wells and, if necessary, plug and abandon these wells in accordance with SEQ and DEQ procedures. *Currently no change to the existing wells is contemplated.*
2. The proposed subdivision is located within the Conservation Area identified under the 2015 State Engineers Order for the Laramie County Control Area. Well spacing requirements will be assessed on any well permit applications received by our office as defined within the Order. *Noted.*
3. An approved permit from the State Engineers Office is required prior to the drilling of any water well. The procurement of the necessary and appropriate State Engineer water right permit allows the applicant to attempt to develop a water supply adequate to meet their proposed needs, and is no guarantee that any water will be physically available. *Noted.*
4. If any new wells are proposed, they must be constructed in accordance with the State Engineers Office Rules and Regulations, Part III, Water Well Minimum Construction Standards. *Noted.*

5. With few exceptions, new wells must be constructed by a Wyoming licensed water well drilling contractor, and pumps must be installed by a Wyoming licensed pump installation contractor. *Noted.*
6. Any well not to be used must be properly plugged and abandoned as outlined in the above referenced rules and regulations. *Noted.*
7. Any wells developed for uses that do NOT fall within the definition of domestic or stock use require adjudication by the Board of Control. *Noted.*
8. See complete Review Letter attached. *Review letter acknowledged. Responses are above.*

Molly Bennet-Public Works Review

molly.bennett@laramiecountywy.gov

1. All comments from the review engineer and surveyor shall be acknowledged and/or addressed. *Noted.*
2. 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. *Noted.*

Seth Lloyd

seth.lloyd@laramiecountywy.gov

1. Official City Comment Letter attached (no comments warranting response). *Noted.*
2. Recommend adding a 'block' if parcels are labeled as 'lots'. GOV. *Block added.*
3. Recommend changing 'Tracks' to 'Tracts'. *Revised*
4. Note; Jefferson is annexed to the City abutting these parcels. Future development will be required to meet City standards for right-of-way improvements (or applicable relief processes). *Noted*

Aaron Veldheer-Sheriff's Office Review

aaron.veldheer@laramiecountywy.gov

1. No objections to 2-5 home subdivision. *Noted*

If you have any questions or require additional information, please feel free to contact me directly.

Respectfully Submitted

AVI PROFESSIONAL CORPORATION



Brad Emmons, AICP

avi@avipc.com | www.avipc.com

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LARAMIE COUNTY LAND USE REGULATIONS

Transportation Assessment Worksheet

The following transportation assessment worksheet shall be completed in association with 5-6-103

Project: Allison Tracts 13th Filing By: Brad Emmons

Date: 4-92026 Contact:

Owner/Developer: Maurice W. Brown Phone: 307-637-6017

Property Address or Legal Description (lot, block, subdivision): 514,516,518,614 S. Greeley Hwy

Legal Description: Portions of Allison Tracts 01

Existing Zoning: CB Change to:

Existing Land Use: Retail/Office and Vacant Proposed: Same

Above changes if applicable.

Applicant email: emmons@avipc.com

All Developments

Provide the following information, to the best of your knowledge, for all projects:

1. Provide existing Land Use and Proposed Land Use for this site.
 - a. Traffic counts need to be included in here... if not existing developer must provide current traffic counts on adjacent public roadways.
 - b. Description of existing Land Use: (If none, use Vacant) If using Peak Hours, multiply by a Rate of 7.44

Type	ITE Code	Land Use	Unit	Time Period	Rate	Size	Trips/Day
Office/Retail/Vacant							3,679

Total:

- c. Description of proposed Land Use: (If none, use Vacant) If using Peak Hours, multiply by a Rate of 7.44

Type	ITE Code	Land Use	Unit	Time Period	Rate	Size	Trips/Day
	899	Retail					3538
		Office					141
		Vacant					0

Total.

New Land Use: Trips/Day

1. Traffic Impact Study - Criteria I		Increase (+)/Decrease (-): <u>0</u>
2. Traffic Impact Study - Criteria II		
3. Traffic Impact Study - Criteria III		
4. Traffic Impact Study - Criteria IV		
5. No Traffic Impact Study Required		

b. Standards for TIS

Traffic impact studies shall utilize the Institute of Transportation Engineers (ITE) trip generation rates unless better information is available and approved by the County. If there is no available current data regarding existing traffic counts on existing roadways, traffic counts will be required to be obtained when a TIS is required.



Laramie County Planning and Development
3966 Archer Parkway
Cheyenne, WY 82009

April 1, 2026
5067

RE: North Range Business Park 15th Filing Project Narrative, Traffic Waiver, Drainage Waiver and Fee Waiver request/acknowledgment

Dear Director Justin Arnold

AVI P.C., on behalf of Maurice W. Brown Shopping Center and Land Development, LLC, is submitting a Simple Subdivision to combine and split 4 existing parcels into 3 parcels to allow for the transfer of the vacant land for future transfer.

Due to the fact that no development is considered at this time, and a site plan will be required for any development the applicant is requesting waivers of the drainage study and traffic study until such time of development of the property. There is no new development currently for the existing developed parcels.

The applicant is requesting a waiver of the community facility and public safety fees that will be required prior to signatures being placed on the map due to the fact that there is no additional land area or impacts that could be developed with this action that couldn't already be developed on the parcels.

If you have any questions or require additional information, please feel free to contact me directly.

Respectfully Submitted
AVI PROFESSIONAL CORPORATION

A handwritten signature in blue ink that reads 'Brad Emmons'.

Brad Emmons, AICP
1103 Old Town Lane | Cheyenne, Wyoming 82009 | 307.637.6017
2290 E Prospect Road Suite 5, Fort Collins, Colorado 80524 | 970.420.0086
avi@avipc.com | www.avipc.com

RESOLUTION # _____

A RESOLUTION TO APPROVE THE VACATION OF TRACT 17, 18, AND 19, ALLISON TRACTS SUBDIVISION, LARAMIE COUNTY, WY, AND APPROVE THE SUBDIVISION PERMIT AND PLAT FOR ALLISON TRACTS, 13TH FILING, 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 adopted the 2025 Laramie County Land Use Regulations; and

WHEREAS, the proposed subdivision and plat is in accordance with section 4-5-100 of the Laramie County Land Use Regulations; and

WHEREAS, the application is in conformance with section 2-4-105 governing the CB – Community Business zone district; and

WHEREAS, this resolution is the subdivision permit for Allison Tracts Subdivision, 13th 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. This application is in conformance with section 4-5-100 of the Laramie County Land Use Regulations.
- b. This application is in conformance with section 2-4-105 governing the CB – Community Business zone district.

And the Board approves the Vacation of Tract 17, 18, and 19, Allison Tracts Subdivision, Laramie County, and approves the Subdivision Permit and Plat for Allison Tracts Subdivision, 13th Filing, Laramie County, WY.

PRESENTED, READ, AND ADOPTED this _____ day of _____, 2026.

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

