

Planning • Building

MEMORANDUM

то:	Laramie County Planning Commission
FROM:	Cate Cundall, Associate Planner
DATE:	June 26, 2025
TITLE:	PUBLIC HEARING regarding a review and recommendation of the Archer Estates, 12 th Filing Subdivision Permit and Plat located at Tract 1, Archer Estates, 9 th Filing, Laramie County, WY.

EXECUTIVE SUMMARY

Jones Land Surveying, Inc., on behalf of Carl L. and Debra K. Smith, has submitted an application for approval of the Archer Estates, 12th Filing Subdivision Permit and Plat located at Tract 1, Archer Estates, 9th Filing. The address is 7655 Westedt Road, Cheyenne, WY. The proposed subdivision will create two (2) residential tracts from the 13.00-acre parcel.

BACKGROUND

The subject parcel lies in the Agricultural and Rural Residential (A-1) zone district and is residential land with one residence. The existing residence will be located on the 9.19 acre Tract 1 with Tract 2 being a vacant 5.25 acres residential tract

Pertinent Statutes and Regulations include:

Wyoming State Statute Section 18-5-301 thru 18-5-306 and 34-12-101 thru 34-12-115. Section 2-1-101 governing the requirements for submittal of a Subdivision Permit and Plat. Section 4-2-101 governing the Agricultural and Rural Residential zone district (A-1).

DISCUSSION

The Laramie County Comprehensive Plan identifies the area as Rural Metro (RM). These areas are located generally outside the Urban Interface of Cheyenne and include the areas within the Metropolitan Planning Organization (MPO) boundaries. Properties within this area are likely to develop on private, or small shared water and septic systems. The subject property lies within the Rural Residential (RR)Plan Cheyenne boundary.

The subdivision will be accessed via Westedt Road for Tract 1 and East Four Mile Road for Tract 2. Traffic and drainage study waivers were approved by the engineer since impacts will be minimal.

The property lies within Zone 2 of the Amec Memo study area. Development design standards contained within the Land Use Regulations dictate that minimum acreage within Zone 4 be 5.25 acres to accommodate for the impervious surface of residential structures and driveways. The proposal outlines water being provided by individual wells. Individual septic systems will prove sanitary services.

Agency comments have been addressed and corrections made to the plat. Public notice was completed per section 1-2-104 and no comments were received.

RECOMMENDATION and FINDINGS

Based on evidence provided for the Archer Estates, 12th Filing Subdivision Permit and Plat, staff recommend the Planning Commission find that:

- a. This application meets the criteria for a subdivision permit and plat pursuant to section 2-1-101 (a-e) 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 Planning Commission may recommend approval to the Laramie County Board of Commissioners.

PROPOSED MOTION

I move to recommend the approval of the Subdivision Permit and Plat for Archer Estates, 12th Filing Subdivision located at Tract 1, Archer Estates, 9th Filing, Laramie County, WY, to the Laramie County Board of Commissioners with no conditions, and adopt the findings of fact a, and b of the staff report.

ATTACHMENTS

Attachment 1:	Location Map
Attachment 2:	Project Narrative
Attachment 3:	Pre-App Meeting Notes
Attachment 4:	Agency Comment Reports and Applicant Responses
Attachment 5:	CFF & PSF & DEQ Acknowledgement, Drainage & Traffic Waiver
Attachment 6:	Perimeter Fence
Attachment 7:	Draft Resolution
Attachment 8:	Archer Estates, 12th Filing Subdivision Plat
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Off. (307) 637-7107

FAX (307) 778-3979

www.joneslandsurvey.com

April 25, 2025

Laramie County Planning 3931 Archer Parkway Cheyenne, WY 82009

<u>RE</u>: Archer Estates, 12th Filing

To whom it may concern,

Jones Land Surveying, Inc. on behalf of the Mr. Smith is seeking a recommendation of approval for the Administrative Plat of Archer Estates, 12th Filing. It is our intent to submit a Subdivision Permit and Plat for the property which is currently located northeast of Cheyenne along Westedt Road and consists of 14.44 acres of residential and vacant agricultural land.

The final plat is proposing 2 tracts, Tract 1 being 9.19 acres and Tract 2 being 5.25 acres.

We are required to meet the minimum acreage of 5.25 gross acres per tract which is reflected in a total acreage of each on the proposed plat. Access to the tracts will be from Westedt Road and East Four Mile Road.

Please feel free to contact my office with any questions regarding the Final Plat Application.

Regards,

Cotton D. Jones, P.L.S.

Phone (Pre-A) Disclaimer: These notes are intended as guidance only, during review periods are not always anticipated at the Public Records Act: This document and any documents 16-4-201 et seq. Applicants are advised not to divulge a	3966 Arc WY 82009 plat 307) 633-4303 oplication Fee calculation pre-application provided by th	her Pkwy nning@laramiecounty.com Fax (307) 633-4616 n Meeting Notes ons are determined at the time o a stage. he applicant to Planning may co	f application, and issues that arise	
Date: 03/00/25 Staff: JA BH SK	n an	Property	Owner: Carl Smith	
Project Description:				
Project Location/Address:			R#: 0065692	
ATTENDEES/AGENTS/PARTIES	<u>elen anderen</u>	<u></u>		(60.14
Applicant (arl Smith	Phone	307-220-9321	Email C2 rope 500 iclose	1. (011)
Other Cotton Jones.	Phone)	Email	
Other	Phone)	Email	
Yes □ No X Yes □ No Yes □ No Yes □ No	n I kG) oplication F opy of Pre- roject Narra	Site Pla Subdivis Subdivis Yariance Zone C	in - Amendment in - For Records sion Exemption - Other sion Permit & Plat ise hange Hyou wait New regs area will b LU & a zu tes: Change Not	fegs for this ocome necc.
Yes □ No		Map / Zone Change M	of Survey / Preliminary Dev. ap:	
□ Yes □ No 文 Letter of Waiver	Drainage St			¥.
□ Yes □ No y Letter of Waiver		1		

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Cheyen Pho	LANNING & DEVELOPMENT DEPARTMENT 3966 Archer Pkwy ne, WY 82009 planning@laramiecounty.com ne (307) 633-4303 Fax (307) 633-4616 -Application Meeting Notes
	Operation it is Facility Faces Asknowledgement Letter
Ves 🗙 No	already paid w/ last platting action
≯ Yes □ No ??	need to verify If paid.
🗆 Yes 🗴 No 🗆 TBD	WY DEQ Chapter 23 Study/Submittel 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: For New lot.
X Yes □ No	Engineer Review – Paid by Applicant: Actual COSCI
(© Yes □ No □ TBD	Environmental Health Review / Approval:
□ Yes \$ No □ TBD	Environmental and Services Impact Report:
□ Yes Y⊉No □ TBD	GESC/Grading, Erosion & Sediment Control Permit:
🗆 Yes 🖌 No 🗆 TBD	Floodplain Development Permit:
□ Yes □ No p 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: ACHUAL COST
p% 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 Miscellaneous Notes:** - break of 5.25 + acres from least side of Current parcel, - Env. Hearth - verify where septic tank/teach field are So there's proper setback from new property line. PC 5/8 BOCC 6/3 if you submit before 3/21.

EXHIBIT A

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Applicat	tion and sign fe	es shall be pa	aid at the time of a billed to the applic	pplication submittal	
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
ow 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
/ariance	\$600.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
emporary 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)	\$1,200.08	\$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	\$200,00 with	00)	2016年1月1日日日日日 - 1916年1月1日 1月1日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日日	0 per lot without put	
Community Facility Fees	to the poore	et 1 acre Mil	nimum \$250.00	d by a district: \$500 public water/sewer s	Carton Manager & State of the
Community Facility	A REAL AND A	ad to the neer	act 1 acre Minim	or serviced by a put	Service and the service of the service of the
Public Safety Fees	ho accesse	d a \$200.00 bi	er lot public sately		·····································
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%.

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 walver 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.

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Permit Notes

Permit Number: PZ-25-00031

Applicant: Jones Land Surveying, Inc Owner: SMITH, CARL L ET UX Project Description: Subdivision Replat

 Parcel Number:
 14651620300100

 Site Address:
 7655 WESTEDT RD

 Cheyenne, WY 82009

Submitted: 04/25/2025 Technically 04/25/2025 Complete: Approved: 05/21/2025 Issued:

<u>Begin Date</u>	End Date	Permit Area	Subject	Note Type	<u>Note Text</u>	Created By
04/28/2025		Application	PZ-25-00031	GENERAL	No Comments	MATTHEW BUTLE R@LARAMIECOUN TYWY GOV
04/28/2025		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	Ownership and parcel data appears in order.	CINDY.KEMIVES@ LARAMIECOUNTY WY.GOV
04/28/2025		Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	No Comments	TERESA.LEMASTE R@LARAMIECOUN TYWY.GOV
05/06/2025		Application	PZ-25-00031	GENERAL	No comments	MANUEL.MUZQUIZ @LARAMIECOUNT YWY.GOV
05/06/2025		Workflow	PLAN REVIEW BY BUILDING	GENERAL	Premises identification shall be in accordance with 2024 IFC section 505 and 2024 IRC section 319, and 2024 IBC section 502.1. Fire Apparatus Roads required per 2024 IFC section 503. Building permits shall be required for all new building construction. Laramie County has adopted the 2024 I-codes and the 2023 NEC.	DANIEL.PETERS@ LARAMIECOUNTY WY.GOV
05/06/2025		Workflow	PLAN REVIEW BY ENVIRONMENTA L HEALTH	GENERAL	A Small wastewater permit is required for tract 2 when developed. Keep property lines at least 50' from current septic system and at least 100' from all neighboring wells. Small wastewater system must have 50' setback from property lines and intermittent bodies of water i.e. drainages. Provide careful consideration for lot with slope. Septic systems are not allowed on greater than 15 percent slope. Also, keep wastewater systems out of easements. A signed final plat must be submitted to this office prior to application for any permits.	JAMES.JONES@L ARAMIECOUNTYW Y.GOV
05/09/2025		Application	PZ-25-00031	GENERAL	Engineer Review 1.1 agree that a detailed Drainage Study and Traffic Study is not warranted for this plat. 2.In Note No. 2, the word NO should be NOT. Surveyor Review 1.No comments.	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV

LARAMIECOUNTY ATTORNEY@LARA MIECOUNTYWY.G OV	MOLLY.BENNETT @LARAMIECOUNT YWY.GOV	ROGERS@LARAMI ECOUNTYWY.GOV	CATHERINE.CUND ALL@LARAMIECO UNTYWY.GOV
1st review [JB] No comments.	PW Review #1 MOLLY BENNETT 1. A separate access permit application through Public Works @LARAMIECOUNT will be required for Tract 2. Any changes or upgrades to the YWY.GOV access for Tract 1 will require a permit application. Please apply for your Public Works access permit on the SmartGov Portal. Call (307-633-4302) or email (permits@laramiecountywy.gov) Public Works with any questions. MOLLY BENNETT 2. Any internal roadways on the site shall comply with the needs of emergency services. 3. All comments from the review engineer and surveyor shall be addressed and resolved appropriately.	WAPA has no conflict with this project.	All agency comments must be addressed. Public hearing CATHERINE.CUND dates are Planning Commission on June 26, 2025 and BOCC ALL@LARAMIECO on July 15, 2025. UNTYWY GOV
GENERAL	NERAL	GENERAL	GENERAL
PZ-25-00031 GEI	PUBLIC WORKS GENERAL REVIEW	PZ-25-00031 GEI	PZ-25-00031 GEI
Application	Workflow	Application	Application
05/09/2025	05/12/2025	05/14/2025	05/21/2025

Permit Notes

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Permit Number: PZ-25-00031

 Applicant:
 Jones Land Surveying, Inc

 Owner:
 SMITH, CARL L ET UX

 Project Description:
 Subdivision Replat

AGENCY REVIEW #1

Permit Notes

 Parcel Number:
 14651620300100

 Site Address:
 7655 WESTEDT RD

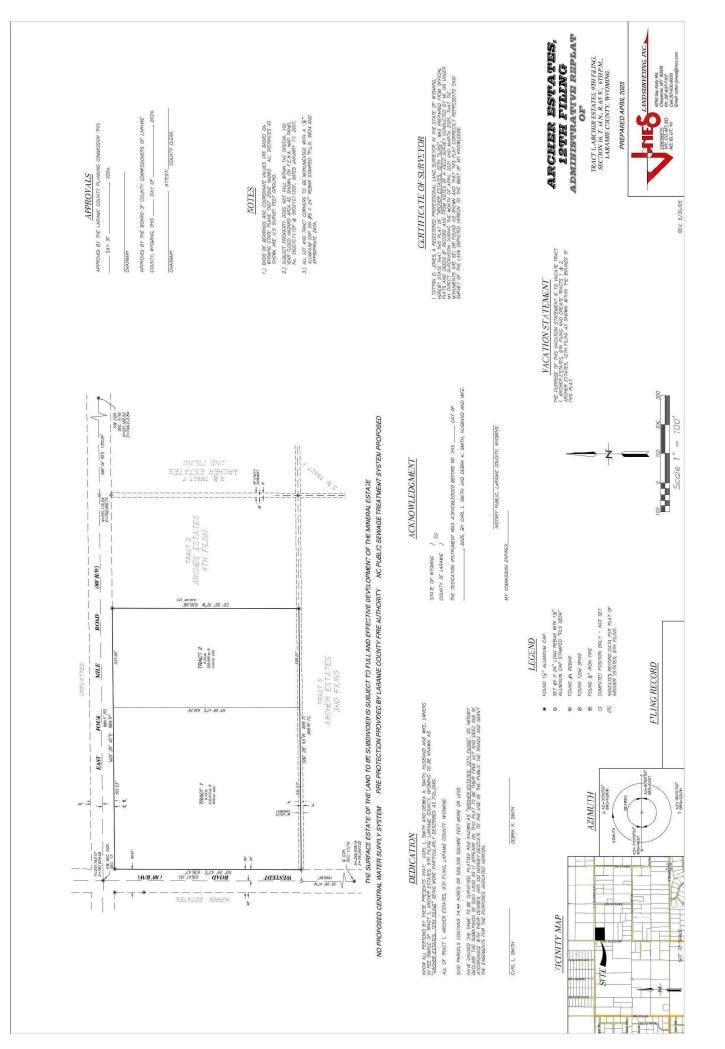
 Cheyenne, WY 82009

Submitted: 04/25/2025 Technically 04/25/2025 Complete: Approved: 05/21/2025 Issued:

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05/09/2025		Application Corrected	PZ-25-00031	GENERAL Corrected	Engineer Review 1.I agree that a detailed Drainage Study and Traffic Study is not warranted for this plat. 2.In Note No. 2, the word NO should be NOT.	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV
					Surveyor Review 1.No comments.	

LARAMIECOUNTY ATTORNEY@LARA MIECOUNTYWY.G OV	MOLLY.BENNETT ©LARAMIECOUNT YWY.GOV	ROGERS@LARAMI ECOUNTYWY.GOV	CATHERINE.CUND ALL@LARAMIECO UNTYWY.GOV
1st review [JB] No comments.	PW Review #1MOLLY BENNETT1. A separate access permit application through Public Works @LARAMIECOUNT will be required for Tract 2. Any changes or upgrades to the access for Tract 1 will require a permit application. Please apply for your Public Works access permit on the SmartGov Portal. Call (307-633-4302) or email (permits@laramiecountywy.gov) Public Works with any questions.MOLLY BENNETT MOLLY BENNETT WY.GOV2. Any internal roadways on the site shall comply with the needs of emergency services.3. All comments from the review engineer and surveyor shall be addressed and resolved appropriately.	WAPA has no conflict with this project.	All agency comments must be addressed. Public hearing CATHERINE.CUND dates are Planning Commission on June 26, 2025 and BOCC ALL@LARAMIECO on July 15, 2025.
GENERAL	ERAL	GENERAL	GENERAL
GEN	GENERAL	GEN	GEN
PZ-25-00031	PUBLIC WORKS REVIEW	PZ-25-00031	PZ-25-00031
Application	Workflow	Application	Application
05/09/2025	05/12/2025	05/14/2025	05/21/2025

Permit Notes





Off. (307) 637-7107

FAX (307) 778-3979

www.joneslandsurvey.com

April 24, 2025

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

<u>RE</u>: Archer Estates, 12th Filing

To Whom It May Concern,

The owners and applicants acknowledge that community facility fees are not required as part of this platting process as they were paid as part of the Archer Estates, 9th Filing process.

If you have any questions or would like to discuss this project in greater detail, please contact our office.

Cotton D. Jones, P.L.S., President



Off. (307) 637-7107

FAX (307) 778-3979

www.joneslandsurvey.com

April 25, 2025

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

<u>RE</u>: Archer Estates, 12th Filing

To Whom It May Concern,

The owner and applicant acknowledge that Public Safety Fees will be due prior to recording of the proposed subdivision.

If you have any questions or would like to discuss this project in greater detail, please contact our office.

Cotton D. Jones, P.L.S., President



Off. (307) 637-7107

FAX (307) 778-3979

www.joneslandsurvey.com

April 25, 2025

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

<u>RE</u>: Archer Estates, 12th Filing

To Whom It May Concern,

A DEQ Chapter 23 Study is not required as part of the application since the parcel is only being split into 2 tracts.

If you have any questions or would like to discuss this project in greater detail, please contact our office.

Cotton D. Jones, P.L.S., President



Off. (307) 637-7107

FAX (307) 778-3979

www.joneslandsurvey.com

April 25, 2025

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

<u>RE</u>: Archer Estates, 12th Filing – Perimeter Fence Construction

To Whom It May Concern,

The owner and applicant acknowledge the Perimeter Fence Construction per W.S. § 18-5-319 requiring fencing or consent from the adjacent owners not to build. The parcel being replatted is entirely fenced at the time of this letter.

If you have any questions or would like to discuss this project in greater detail, please contact our office.

Cotton D. Jones, P.L.S., President

RESOLUTION NO.

A RESOLUTION TO APPROVE A SUBDIVISION PERMIT AND PLAT FOR TRACT 1, ARCHER ESTATES, 9TH FILING LARAMIE COUNTY, WYOMING, TO BE PLATTED AND KNOWN AS "ARCHER ESTATES, 12TH FILING SUBDIVISION"

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 subdivision and plat is in accordance with section 2-1-101 (ae) of the Laramie County Land Use Regulations; and

WHEREAS, the application is in conformance with the A-1 – Agricultural and Rural Residential zone districts; and

WHEREAS, this resolution is the subdivision permit for Archer Estates, 12th Filing Subdivision..

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 2-1-101 (a-e) of the Laramie County Land Use Regulations governing Subdivision.
- **b.** This application is in conformance with section 4-2-101 governing the A-1 Agricultural and Rural Residential zone district.

And the Board approves the Subdivision Permit and Plat for Archer Estates, 12th Filing Subdivision, Laramie County, WY.

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

