LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1.	DATE OF PROPOSED ACTION: January 7, 2014				
2. [AGENDA ITEM: Appointments Bids/Purchases Claims Contracts/Agreements/Leases Grants X Land Use: Variances/Board App/Plats Proclamations Public Hearings/Rules & Reg's Reports & Public Petitions Other				
3.	3. DEPARTMENT: Planning & Development Office				
APPLICANT: Butch Parks for Lani Malmberg AGENT: Steil Surveying Services					
	DESCRIPTION:				
Consideration of a Subdivision Permit and Plat for Benz Subdivision First Filing, located in Tract 13 and a portion of Tract 14, The Prosser Tracts, Laramie County, Wyoming. RECEIVED AND APPROVED AS TO FORM ONLY BY THE LARAMIE COUNTY APTORNEY					
Amount \$From					
5.	DOCUMENTATION: 1 Originals 0 Copies				
<u>Clerks Use Only:</u>					
	<u>Commissioner</u> <u>Signatures</u>				
	Humphrey Co Atty Thompson Asst Co Atty				
	Holmes Grants Manager Ash				
	Hasenauer Outside Agency				



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners

FROM: Dan Cooley, Interim Planning and Development Director

DATE: January 7, 2014

TITLE: Review and action of a Subdivision Permit and Plat for Benz Subdivision

First Filing, located in Tract 13 and a portion of Tract 14, The Prosser

Tracts, Laramie County, Wyoming.

EXECUTIVE SUMMARY

Steil Surveying Services, LLC, on behalf of Lani Malmberg (Butch Parks, Agent), has submitted a Subdivision Permit application and Plat for Benz Subdivision First Filing to the Laramie County Planning and Development Office for the following location: Tract 13 and the South 186.91' of Tract 14, The Prosser Tracts, Laramie County, WY, located northeast of the intersection of Avenue C-1 and Reiner Court.

This application has been submitted to subdivide two existing lots, containing approximately 2.91 acres, into five lots and dedicated road right-of-way. The Preliminary Development Plan requirement was waived for this application. The attached resolution shall serve as the official subdivision permit for this project, upon approval by the Laramie County Board of Commissioners. The Laramie County Planning Commission heard this application on December 12, 2013, and voted (3-0) to recommend approval with conditions.

BACKGROUND

The Prosser Tracts plat was dedicated in 1930, along the route of the Denver Pacific Railway south of Fox Farm Road and east of Avenue C. There is an existing home and accessory building on the property, which will remain on proposed Lot 2. The property is zoned MR—Medium Density Residential and is located within one mile of the City of Cheyenne.

The Applicant initially requested a Drainage Report Waiver, which was not granted due to the floodplain located on the property. In order to allow the applicant time to address drainage concerns, the application was continued at the Planning Commission meeting on October 24, 2013, and at the Board of County Commissioners meeting on November 19, 2013. Additional

drainage information was provided to Planning Staff on December 2, 2013, with a revised Land Analysis Map.

Pertinent Regulations

- **Section 2-1-100** (b) of the Laramie County Land Use Regulations governing the criteria for a waiver of a preliminary development plan review.
- **Section 2-1-101** (a-d) of the Laramie County Land Use Regulations governing the criteria for a subdivision permit.
- **Section 2-1-101** (e) of the Laramie County Land Use Regulations governing the criteria for a plat.

AGENCY REVIEW

Cheyenne Development Services

This subdivision is occurring within a mile of the City and requires Governing Body review (W.S. 18-5-308(b)).

Cheyenne Urban Planning Office

Subdivision within a mile of the City require City approval per state statute. As of 9/23 nothing has been turned in. The agent has made preliminary contact and been informed that a plat process will be required. [Approved by City Council 11/25/2013]

Cheyenne MPO

Reiner Court adjacent to this subdivision/plat is 50'. Laramie County Land Use Regulations page 228 state Urban Local Street needs a minimum right of way of 52'. There is also a 4' wide minimum landscaped parkway required.

The existing Safe Routes to School pathway/Greenway runs along the southern border of Lot 5. All access to Lot 5 needs to be from Avenue C-1 to avoid school children and Greenway users (pedestrians and cyclists) conflicts with motorized vehicles.

PlanCheyenne describes this area as best suited for Urban Residential. Therefore, this plat /subdivision permit is in compliance.

County Engineer

- 1. Floodplain development permit will most likely be required for Lot 5 due to existing floodplain that crosses lot.
- 2. I concur with the request for a waiver of a detailed traffic study and drainage study. However, this does not waive need to provide proper and adequate drainage of all lots.
- 3. All lots shall access Avenue C-1. Access for Lot 4 shall be in alignment with Steege Drive. Access for Lot 2 shall be in alignment with Hinkley Drive or be located along the southern lot line to provide the greatest distance from the intersection of Hinkley Drive.
- 4. The plat drawing shows a "12' Drainage & Utility Easement" and a "8' Drainage &

Utility Easement". Does Note 5 on the plat drawing preclude drainage from the easements? Does Note 5 need to be modified to ensure the easements can be used for drainage as well?

Second Engineer Review Comments (November 7, 2013)

- 5. I concur with the comments from Mike Vinson at the City indicating that all finished floor elevations shall be a minimum of one foot above the centerline elevation of Avenue C-1.
- 6. I also agree that adding curb and gutter and sidewalk only along these lots may create other issues since the remainder of Avenue C-1 does not have curb and gutter, etc.
- 7. Looking at the Land Analysis Map, it would appear that there are numerous existing trees located within the drainage/utility easements along the lots. I assume the intent would be to preserve as many trees as possible and, if so, how will drainage ditches and utilities be installed? My concern would be that the trees/vegetation may prohibit the proper installation of drainage ditches to insure the drainage can easily move from one lot to the next and through each lot. As a result, I would recommend that
 - i. plot plans be submitted for each lot showing the house and how the drainage will work for each lot, and
 - ii. that upon completion of construction, a licensed surveyor or licensed engineer provide a grading verification indicating each lot has the proper drainage features (i.e., drainage ditches, etc.) and that each lot drains properly from one to the next.

County Public Works Department (November 18, 2013)

Right-of-way on south end needs to be dedicated consistent with western pt of Reiner [65']. All entrances shall be located on C-1. All approaches shall be reconstructed at time of lot development.

Drainage is carried in a hardened shallow ditch on west side of development. Special design required at these locations.

Southern lot contains floodplain. Special attention for development of this lot for buildability required. A floodplain development permit required.

Second County Public Works Comments

Within existing Ave C-1 ROW, must install hardened ditch structure (ie concrete valley pan) between property line and existing pavement, OR curb and gutter at an elevation consistent to drain to existing conveyance at SW corner of property.

Laramie County School District No. 1

General:

The residential development is within the South Triad and more specifically: student's home schools for attendance would be Arp Elementary, Johnson Junior High and South High Schools. Students living in this development would be within the walk distance for elementary school and would be eligible for bussing for secondary schools -- Junior and Senior High.

School Enrollments:

As of the latest enrollment reports, Arp Elementary is at or above capacity with no space available in any grade, Johnson is below capacity with space available in both grades, South is also below capacity with space available in all grades. We do expect that if homes are built on these lots that they would have sidewalks along Avenue C-1 which would improve the access and safety for all those students walking to or from Arp.

SunCor Energy USA Pipeline

Attached provisions for use/reference in any possible future development. [Pipeline on adjacent property to the east]

Agencies Responding with No Comments: County Assessor, County Real Estate Office, Greater Cheyenne Greenway, Combined Communications Center, County Conservation District, Environmental Health Dept.

Agencies Not Responding: Sheriff's Office, County Treasurer, Emergency Management, Fire District No. 1, US Post Office, Cheyenne Light Fuel & Power, CenturyLink, Optimum Cable Services, South Cheyenne Water & Sewer, South Cheyenne Community Development Association

DISCUSSION

Benz Subdivision will create five (5) new lots ranging from 16,972 square feet to 36,870 square feet, and dedicate an additional 15' of public right-of way on Reiner Court. The dedication for Reiner Court is shown as "Lot 6" on the proposed plat. Staff recommends this be changed to a standard ROW dedication to avoid future confusion. The existing home and detached garage on Tract 13 were built in 1936. The property is adjacent to Avenue C-1 and Reiner Court, which are both paved, generally with a rural profile. There are existing single-family residences located north of the property, vacant residential lots to the west, a mobile home park to the south, Arp Elementary School to the southeast, and industrial development (including Niobrara Energy Park) to the east and northeast.

PlanCheyenne describes this area as best suited for Urban Residential uses, while property to the northeast is designated for Mixed-Use Employment and to the southeast for Public use (Arp Elementary). The Urban Residential designation provides for a broad variety of residential types and supporting and complementary uses. It is not the intent of the plan to change existing stable single-family residential neighborhoods, except where redevelopment is desirable. Residential densities of 4-6 dwelling units per acre (DU) are encouraged as a transition between neighborhoods. Streets and sidewalks should provide safe and convenient connections for residents. PlanCheyenne also states that development should be limited in potential natural hazard areas, including floodplains (Policy 5.3.d). The proposed lot sizes are above the density (roughly 1.8 DU), though closer to the planned density than current conditions. Staff would recommend sidewalks be installed along this property adjacent to Avenue C-1. With these

stipulations, staff finds the proposed subdivision to be in general conformance with the plans and policies of PlanCheyenne.

This area is within the MR—Medium Density Residential zone district. Property to the northeast is zoned LI—Light Industrial and Arp Elementary is zoned P—Public. Uses by right in the MR zone include single-family, duplex, townhouse, and multi-family residential, small offices, family child care, churches, schools and accessory uses. Uses allowed with Board Approval include bed and breakfast, group dwellings, and offices, among others. There is not a specific minimum lot size; instead, minimum property area is designated at 6,000 square feet per single-family unit, 3,000 square feet per duplex/townhouse unit, and 2,000 square feet per other multifamily unit. The area is served by South Cheyenne Sewer & Water District. Best Management Practices for storm water management are also encouraged. The proposed lot sizes meet the minimum property area standards and allow for a variety of future housing options. In April 2013, FEMA approved a Letter of Map Revision (LOMR) significantly reducing the regulatory 100-year (1% annual chance) and 500-year (.02%) floodplain along Allison Draw, which included this property. The updated 100-year floodplain is shown on the attached plat. Staff finds the proposed subdivision in conformance with the Laramie County Land Use Regulations requirements for the MR zone district.

Notice was published in the paper and mailed to adjacent property owners as required. With additional information required to complete the application, the public hearing was opened and continued at the Planning Commission meeting on October 24, 2013, and at the Board of County Commissioners meeting on November 19, 2013. As the property is located within one mile of an incorporated city, review has been coordinated with the City of Cheyenne. The requirement for a Preliminary Development Plan for this subdivision was waived pursuant to Section 2-1-100 (b) of the Laramie County Land Use Regulations. This section allows for the waiver of the Preliminary Development Plan when the proposed subdivision will not require DEQ/ Conservation District review, will create five (5) or fewer lots, will require no new public right of way, is in conformance with all requirements of the Laramie County Land Use Regulations, and is consistent with the Laramie County Comprehensive Plan (PlanCheyenne).

In lieu of a full Drainage Report, Applicant completed a Land Analysis Map (revised 12/02/13). The Land Analysis Map located existing structures and trees on the property, indicated the extent of the FEMA 100-year floodplain, and topographic features for drainage, addressing initial comments from the County Engineer, Public Works, and City of Cheyenne. This Analysis assumed single-family development; future multi-family or non-residential uses would require complete site plan review. Concerns with drainage focused on two issues: protecting future development from flood inundation, and protecting future development from overland drainage to the drain at Reiner Court and Avenue C-1. The Land Analysis map shows that Lot 5 has approximately 9,377 square feet of buildable area outside of the regulatory 1% floodplain; however, there is still substantial area within the 0.2% (500-year) floodplain (See FIRM Panel detail). A Grading, Erosion and Soil Control (GESC) will be required to confirm site work conforms to planned on-site drainage systems.

Chapter 5 of the Laramie County Land Use Regulations sets forth street design standards. Laramie County Public Works requested consistent right-of-way on Reiner Court leading to Arp Elementary, which has been provided. Avenue C-1 is currently a 65' right-of-way, paved in a rural profile with a hardened shallow ditch on part of this frontage. Given the nearly flat site, floodplain encroachment and existing drainage elevation at Reiner Court, Public Works requested continuing a hardened ditch, or installation of curb and gutter, within the existing right-of-way at the developer's option. Access permits will be required prior to construction.

Comments were received from Laramie County School District No.1 requesting sidewalks to be constructed on Avenue C-1, and SunCor Pipeline alerting property owners to special concerns regarding the pipeline located east of this property. The County Engineer expressed concern with limiting utility easements to specific companies. Review of the Land Analysis Map and Plat also found a discrepancy between the 1930 plat, existing Assessor's Office records and the survey. Historical records show a total of 2.8 acres between the two parcels. The new survey measured a total of 2.91 acres on-site.

Staff finds the Subdivision Permit and Plat for Benz Subdivision First Filing to be in conformance with Section 2-1-101 of the Laramie County Land Use Regulations governing subdivisions, with conditions proposed.

On December 12, 2013, the Laramie County Planning Commission held a public hearing and voted (3-0) to recommend approval with six conditions. 1. A hardened ditch structure, or curb and gutter, shall be constructed on Avenue C-1, prior to plat recordation. 2. Sidewalks shall be constructed on Avenue C-1 prior to issuance of a Certificate of Occupancy on new residential structures. 3. A site plan and grading permit will be required for each lot prior to development. 4. All finished floor elevations shall be a minimum of one foot above the centerline elevation of Avenue C-1. 5. A plot plan prepared by a Wyoming licensed surveyor or engineer must be submitted with any building permit application showing compliance with the grading permit. A Final Elevation Certificate will be required prior to issuance of a Certificate of Occupancy on new residential structures. 6. "Lot 6" shown on the plat shall be re-labeled as Right of Way dedication instead of a subdivision lot, prior to recordation.

RECOMMENDATION and FINDINGS

Based on evidence provided, staff recommends the Board find that:

- **a.** This application meets the criteria for a subdivision permit pursuant to Section 2-1-101 (a-d) of the Laramie County Land Use Regulations.
- **b.** This application meets the criteria for a plat pursuant to Section 2-1-101 (e) of the Laramie County Land Use Regulations.

And that the Board approve the Subdivision Permit and Plat for Benz Subdivision First Filing with the following conditions:

- 1. A hardened ditch structure, or curb and gutter, shall be constructed on Avenue C-1, prior to plat recordation.
- **2.** Sidewalks shall be constructed on Avenue C-1 prior to issuance of a Certificate of Occupancy for new principle structures.
- **3.** An approved Grading, Erosion and Sediment Control (GESC) permit will be required for the subdivision prior to development.
- **4.** All finished floor elevations shall be a minimum of one foot above the centerline elevation of Avenue C-1.
- **5.** A plot plan prepared by a Wyoming licensed surveyor or engineer must be submitted with any building permit application for new principle structures showing compliance with the GESC permit. As-built documentation will be required prior to issuance of a Certificate of Occupancy.
- **6.** "Lot 6" shown on the plat shall be re-labeled as Right of Way dedication instead of a subdivision lot, prior to recordation.

PROPOSED MOTION

I move to approve the Subdivision Permit and Plat for Benz Subdivision First Filing with conditions 1-6 and adopt the findings of facts a and b of the staff report.

ATTACHMENTS

Attachment 1: Aerial Map

Attachment 2: PlanCheyenne Map

Attachment 3: Zoning Map

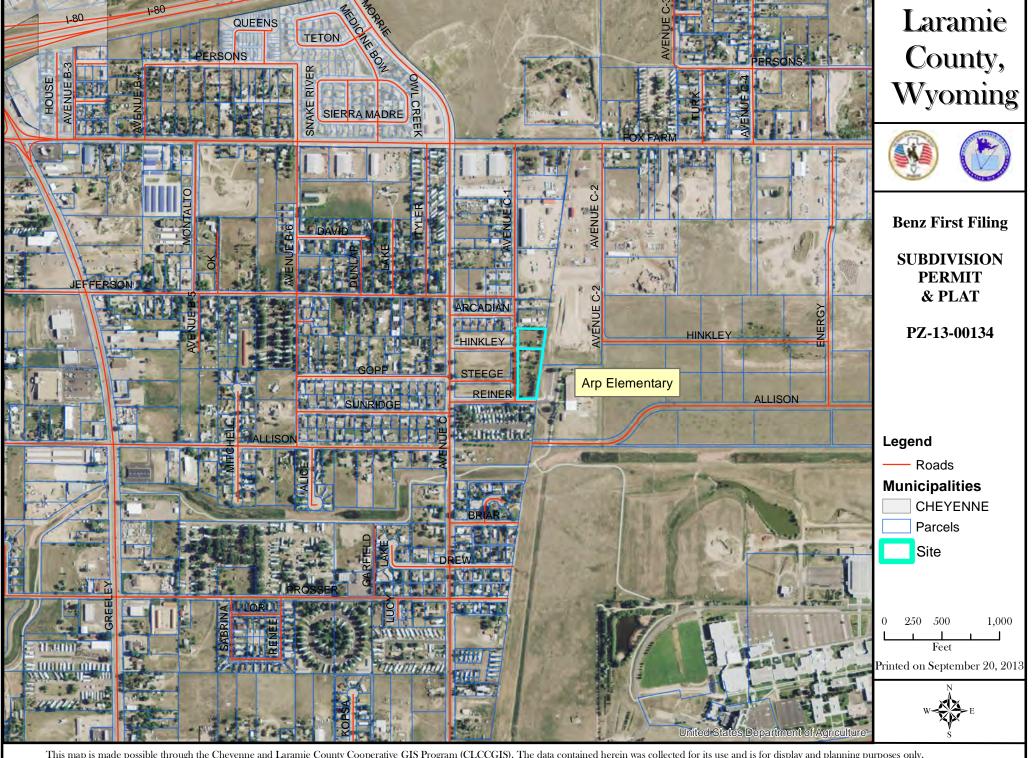
Attachment 4: FIRM Panel detail

Attachment 5: Planning Commission December 12, 2013, Meeting Minutes

Attachment 6: Land Analysis Map – Revised 12/02/2013

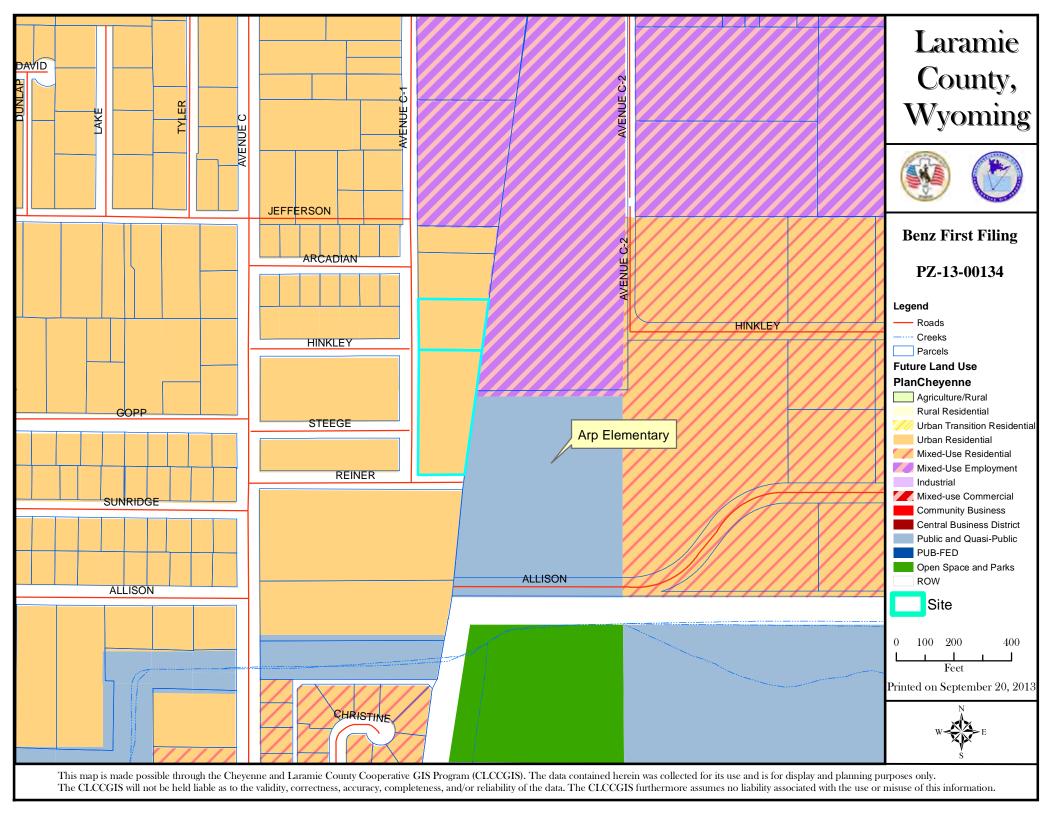
Attachment 7: Plat - Revised 12/02/2013

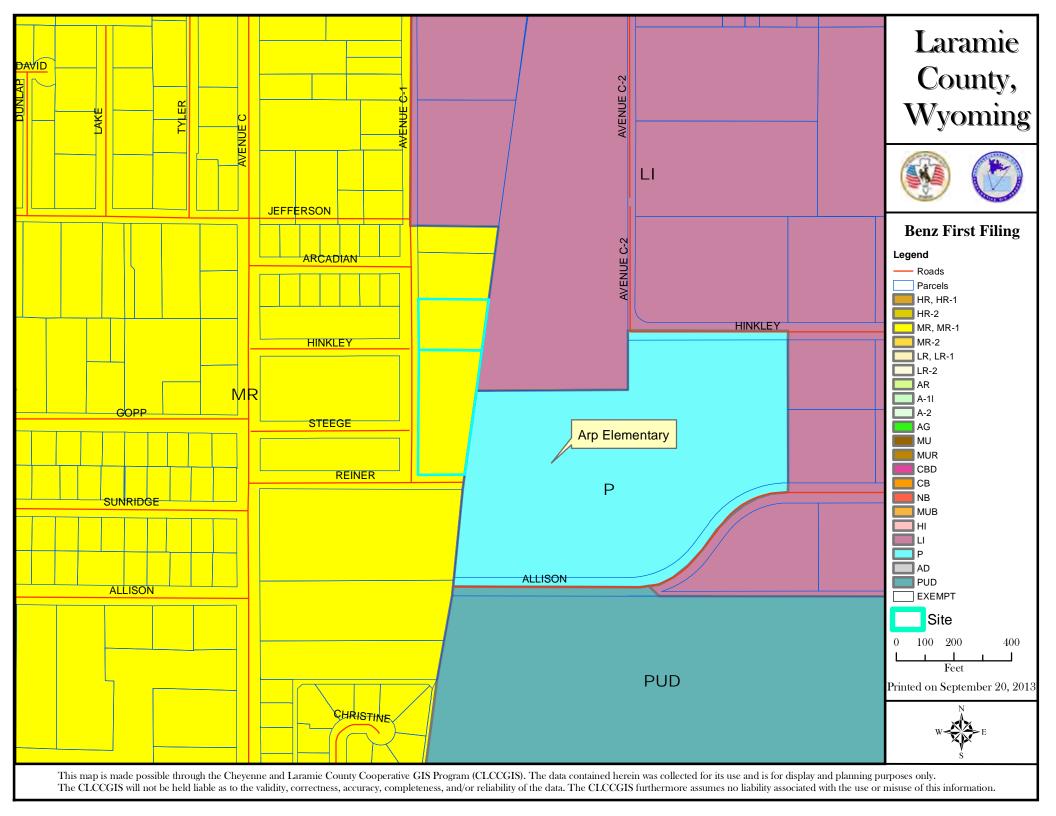
Attachment 8: Resolution



This map is made possible through the Cheyenne and Laramie County Cooperative GIS Program (CLCCGIS). The data contained herein was collected for its use and is for display and planning purposes only.

The CLCCGIS will not be held liable as to the validity, correctness, accuracy, completeness, and/or reliability of the data. The CLCCGIS furthermore assumes no liability associated with the use or misuse of this information.





NOTES TO USERS

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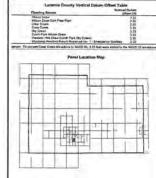
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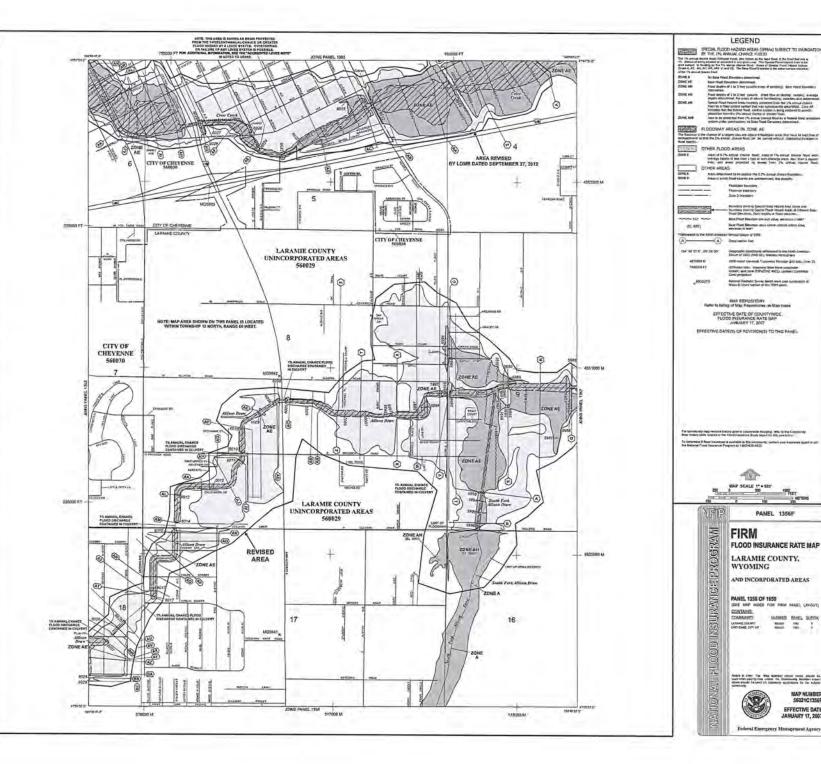


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MAP SCALE 1* - 500'

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CONTAINS

PANEL 1356F

FLOOD INSURANCE RATE MAP

PANEL 1355 OF 1850

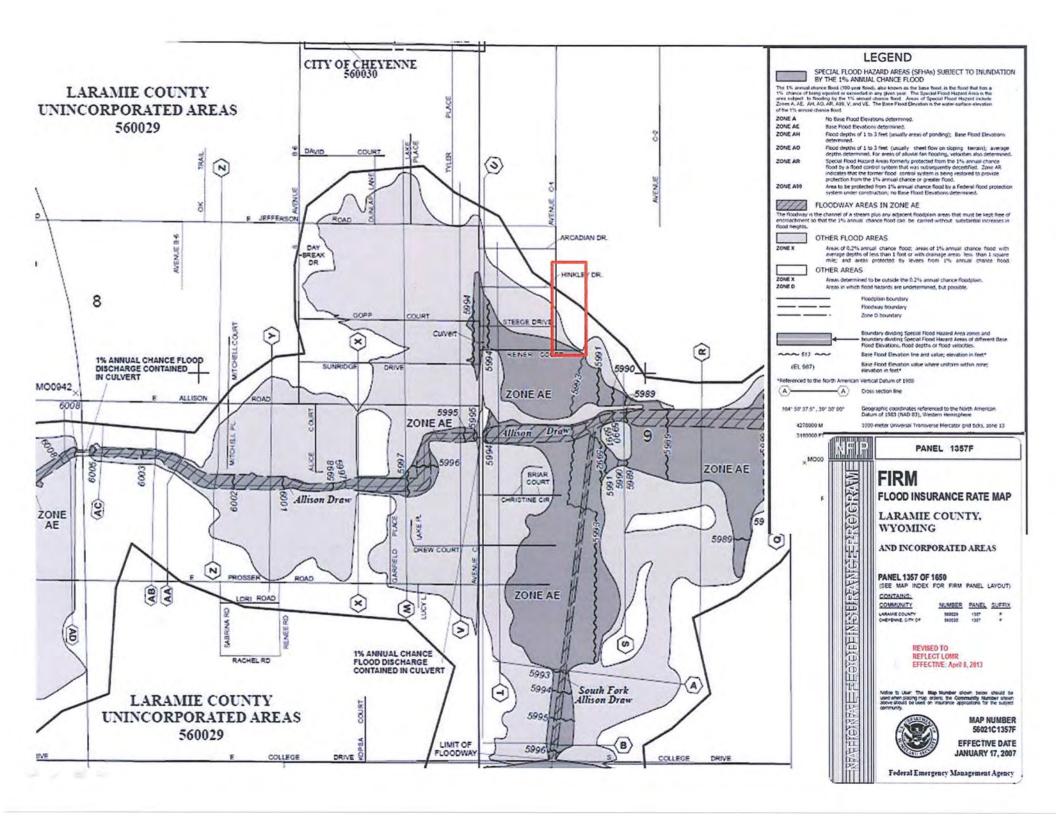
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LARAMIE COUNTY,

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Minutes of the Proceedings Benz Subdivision Laramie County Planning Commission Prepared by the Laramie County Planning & Development Office Laramie County Wyoming

Thursday, December 12, 2013

131212 00 The Laramie County Planning Commission met in regular session on Thursday, December 12, 2013 at 3:30 p.m.

Members in attendance were: Commissioner Jim Ward (as acting Chairman); Commissioners Frank Cole and Bert Macy; John Shepard, Senior Planner; Barbara Kloth, Associate Planner; Nancy Trimble, Recording Secretary.

The meeting register was signed by: Phil Griggs, 5219 Danielle Court, Cheyenne, WY; J.E. Elias, 2101 O'Neil, Cheyenne, WY; Joe Dougherty, 322 West Lincolnway, Cheyenne, WY; Linda Heath, 4031 Winterset, Burns, WY; Dan Cooley, 3966 Archer Pkwy, Cheyenne, WY; Nancy Olson, 2101 O'Neil, Cheyenne, WY; Jeff Jones, 1102 W. 19th St., Cheyenne, WY; Tom Mason, 2101 O'Neil, Cheyenne, WY.

02 Review and action of a Subdivision Permit and Plat for Benz Subdivision First Filing, located in Tract 13 and a portion of Tract 14, The Prosser Tracts, Laramie County, Wyoming.

Jeff Jones presented as agent for the applicant. This application was to replat a portion of Tract 13 and 14 of The Prosser Tracts, in order to combine the lots to create 5 separate lots of varying sizes.

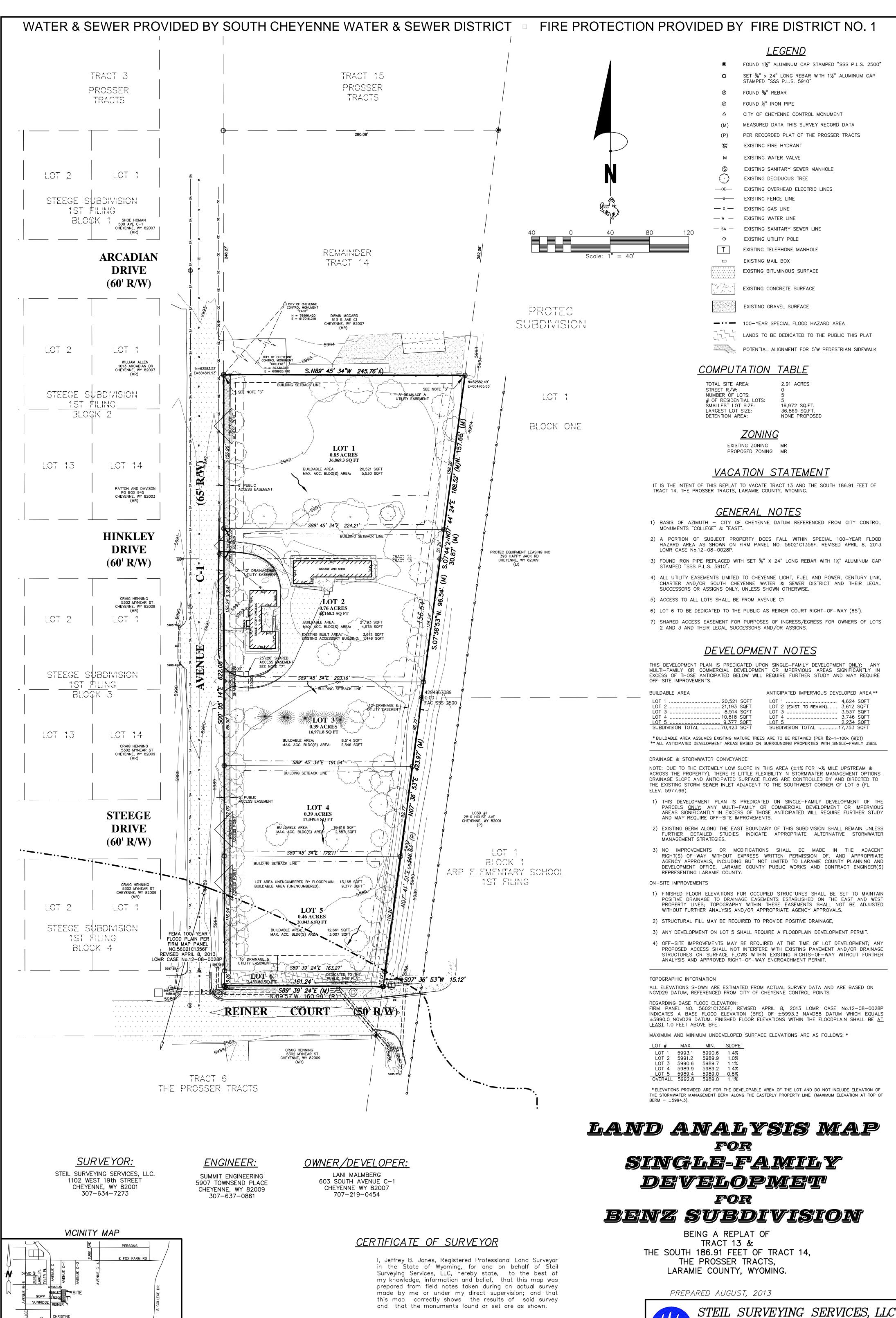
John Shepard, Senior Planner, gave an overview of the staff report. The existing home and garage on the property was to remain. Due to the proximity of the City's jurisdiction, the application was also reviewed by the City of Cheyenne, and approved by City Council on November 25, 2013. comments were received regarding drainage on the property. A land analysis map was prepared in lieu of a full drainage study. Comments were received regarding restrictive access points, sidewalks, and drainage improvements along Avenue C-1. A Letter of Map Revision (LOMR) was approved by FEMA in April, 2013, which significantly reduced the regulatory 100 and 500-year floodplain along Allison Draw, which included this property. The primary floodplain impact was located on lot 5 of the proposed subdivision. A revised plat was submitted to County staff on December 2, 2013, which reflected Cityrecommended changes. Laramie County School District No. 1 requested sidewalks on Avenue C-1 to accommodate student foot traffic going to/from Arp Elementary School. Staff recommended approval with the five conditions, as listed in the staff report.

Commissioner Cole stated condition 1, which required sidewalks be constructed prior to plat recordation, was not reasonable. The sidewalks would not hold up if installed prior to individual lot development. He added that site plans for each house before recordation was also unreasonable, as they don't know where the structure would be located before the plat was recorded.

Commissioner Ward opened the hearing to the public. Hearing no comment, the public portion was closed.

Commissioner Cole moved to recommend approval with the following conditions: condition 1 should be changed to require the pre-recordation construction of the drainage channel only; condition 2 should require the sidewalks be constructed before a Certificate of Occupancy would be issued for a residential structure; condition 3 should require a site plan and grading permit prior to construction of each individual house (not prior to plat recordation); conditions 4 and 5 should remain as written in the staff report; and, condition 6 should require the dedication of the right-of-way, shown on the current plat version as lot 6. Mr. Shepard stated Public Works had approved access points for the driveways, which were accepted by the applicant.

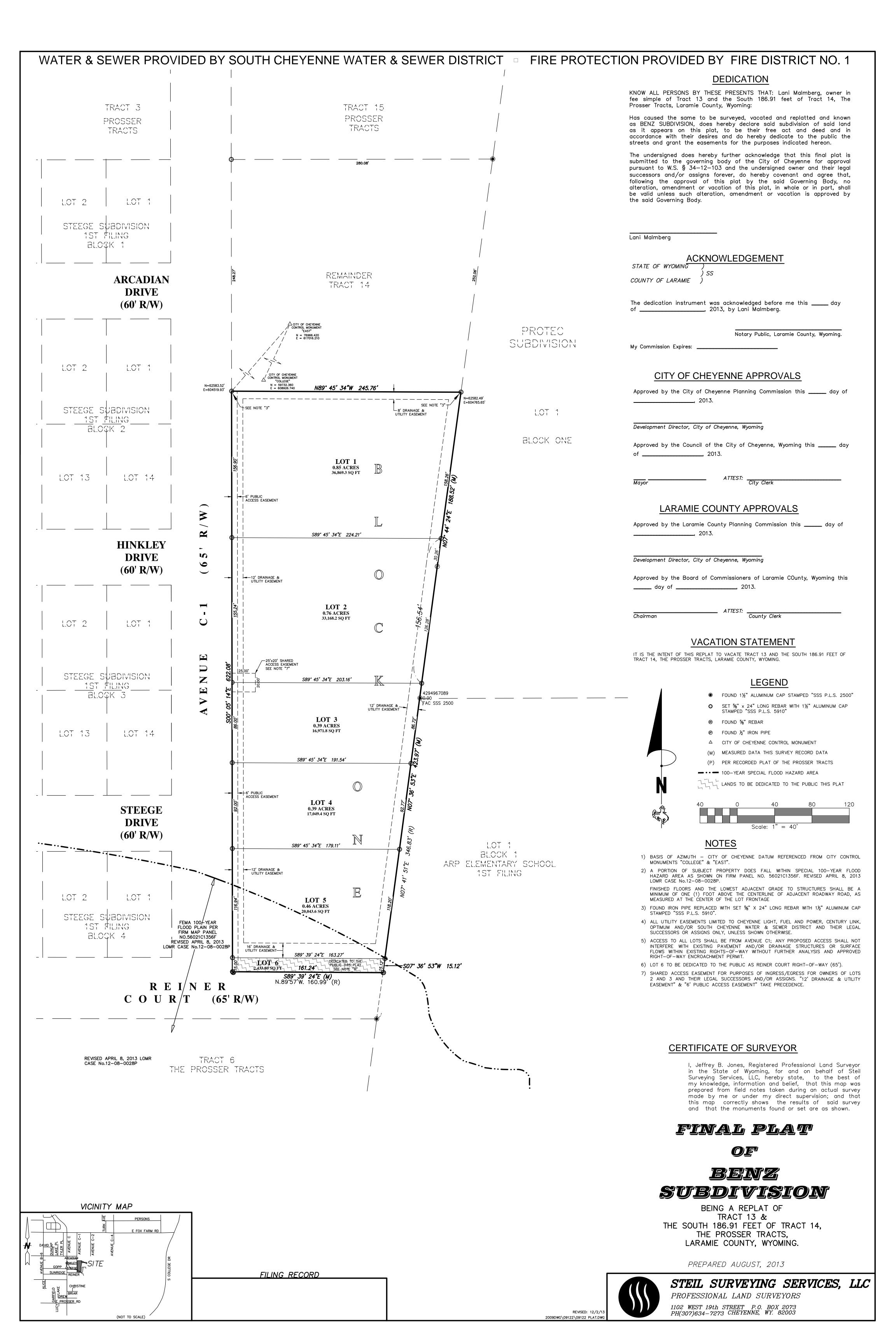
Commissioner Macy seconded the motion, and it passed with a vote of 3-0.



PROSSER RD

(NOT TO SCALE)

REVISED: 12/2/13 2013DWG\13311\13311 PRELIM BENZ SUB 9-12-13.DWG 756 GILCHRIST ST. WHEATLAND, WY. 82201 o (307) 322 - 9789



ILBOLUTION NO.	RESOLUTION NO.	
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ENTITLED: A RESOLUTION TO APPROVE A SUBDIVISION PERMIT AND PLAT FOR BENZ SUBDIVISION, FIRST FILING, LOCATED IN TRACT 13 AND A PORTION OF TRACT 14, THE PROSSER TRACTS, 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 Laramie County Land Use Regulations; and

WHEREAS, the proposed subdivision is in accordance with section 2-1-101 (a-d) of the Laramie County Land Use Regulations; and

WHEREAS, the proposed plat is in accordance with section 2-1-101 (e) of the Laramie County Land Use Regulations; and

WHEREAS, this resolution is the subdivision permit for the Benz Subdivision, First 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 2-1-101 (a-d) of the Laramie County Land Use Regulations.
- **b.** This application is in conformance with section 2-1-101 (e) of the Laramie County Land Use Regulations.

And that the Board approves the Subdivision Permit and Plat for Benz Subdivision First Filing with the following conditions:

- 1. A hardened ditch structure, or curb and gutter, shall be constructed on Avenue C-1, prior to plat recordation.
- 2. Sidewalks shall be constructed on Avenue C-1 prior to issuance of a Certificate of Occupancy for new principle structures.
- 3. An approved Grading, Erosion and Sediment Control (GESC) permit will be required for the subdivision prior to development.
- **4.** All finished floor elevations shall be a minimum of one foot above the centerline elevation of Avenue C-1.
- 5. A plot plan prepared by a Wyoming licensed surveyor or engineer must be submitted with any building permit application for new principle structures showing compliance with the GESC permit. As-built documentation will be required prior to issuance of a Certificate of Occupancy.
- **6.** "Lot 6" shown on the plat shall be re-labeled as Right of Way dedication instead of a subdivision lot, prior to recordation.

PRESENTED, READ AND ADOPTED THIS DAY OF				
, 2014.				
	LARAMIE COUNT	Y BOARD OF COMMISSIONERS		
ATTEST:	Diane Humphrey, C	Chairman		
Debra K. Lathrop, Laramie County Clerk				
Reviewed and approved as to form:	_			
Mark T. Woss, Laramie County Attorne				