



# LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

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## Planning • Building

### MEMORANDUM

**TO:** Laramie County Board of Commissioners

**FROM:** Marissa Pomerleau, Associate Planner

**DATE:** July 19, 2022

**TITLE:** PUBLIC HEARING regarding a Subdivision Permit and Plat for Sleepy Hollow, located in a portion of the NW1/4 Section 20, T.15N., R.66W., of the 6<sup>th</sup> P.M., Laramie County, WY.

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### EXECUTIVE SUMMARY

Steil Surveying Services, LLC, on behalf of G & G Enterprises, LLC, has submitted a Subdivision Permit and Plat application for Sleepy Hollow, located southeast of the intersection of North View Road and Road 218. The application has been submitted to subdivide the property into five residential-use tracts.

### BACKGROUND

The subject property currently has one small outbuilding located on it, but is undeveloped other than this. The surrounding area consists of rural residential and agricultural properties of varying acreage.

### Pertinent Regulations

**Section 2-1-101 (a-e)** of the Laramie County Land Use Regulations governing the criteria for a subdivision permit and plat.

### DISCUSSION

The Laramie County Comprehensive Plan identifies the area as Rural Metro (RM). Within this area, properties are likely to develop on private or small shared water and septic and/or sewer systems. Where possible, shared systems and denser residential uses should be encouraged. The subject property is located outside the PlanCheyenne and zoned boundaries and therefore is not impacted by these regulations.

According to the Order of the State Engineer for the Laramie County Control Area dated April 1, 2015, this property lies within the Conservation Area in which the well spacing requirements for new permits are indicated at one (1) well for domestic use per each lawfully subdivided lot or one (1) per each ten (10) acres of any other legal parcel of land.

According to the AMEC Memo dated January 31, 2014, the property lies within Zone 2 of the study area. Development standards dictate that lots within this zone shall be a minimum of 5.25 acres in order to sufficiently recharge groundwater after withdraws from a pumping well.

A letter requesting waiver of traffic and drainage studies was submitted by the applicant, a copy of which is attached. The County Engineer has concurred with this request based on the justification provided in the letter. Agency comments pertained to fire protection errors, missing information, clerical errors on the plat, and the required grading and rights-of-way permits.

Public notice was provided per Section 1-2-104 of the Land Use Regulations. No public comment was received.

This application was heard by the Planning Commission on May 26, 2022 and was recommended for approval 3 – 0 with one condition. Public comment was heard at the meeting regarding concerns for the proposed tract sizes, water availability and access. On June 21<sup>st</sup> the applicant requested that the BOCC postpone the application to the July 19<sup>th</sup> meeting because they wanted change the location of the access point to the opposite side of the subdivision. A revised plat showing this new access point was submitted by the applicant on June 22<sup>nd</sup> that was found to meet county standards and address all review comments.

Staff finds this application is in conformance with the plans and policies of Laramie County. The attached resolution shall serve as the subdivision permit upon approval by the Board.

### **RECOMMENDATION and FINDINGS**

**Based on evidence provided, the Planning Commission with staff recommends the Board 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.

**And that the Board approve the Subdivision Permit and Plat for Sleepy Hollow, located in a portion of the NW1/4 Section 20, T.15N., R.66W., of the 6<sup>th</sup> P.M., Laramie County, WY with no conditions.**

### **PROPOSED MOTION**

**I move to approve the Subdivision Permit and Plat for Sleepy Hollow, located in a portion of the NW1/4 Section 20, T.15N., R.66W., of the 6<sup>th</sup> P.M., Laramie County, WY and adopt the finding of fact a of the staff report.**

### **ATTACHMENTS**

- Attachment 1: Location and Jurisdiction Map**
- Attachment 2: Project Narrative Letter**
- Attachment 3: Agency Comments Report**
- Attachment 4: Plat – Revised 6/22/2022**
- Attachment 5: Resolution**





Laramie County Wyoming  
MapServer

Sleep Hollow, Subdivision Permit & Plat

AMEC MEMO Area Map: Zone 2

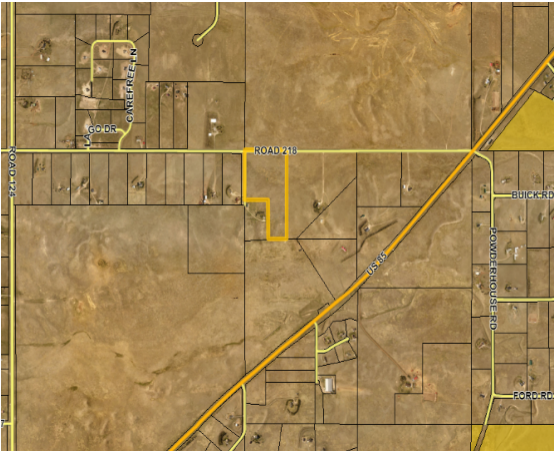
Comprehensive Plan Map: RM - Rural Metro

State Engineer's Office Control Area:  
Within jurisdiction

Fire District: Laramie County Fire Authority

Zone District: Unzoned

PlanCheyenne: Outside jurisdiction



- Interstate
- Major Road
- State Land
- Curt Gowdy State Park
- BLM Land



This map/data is made possible through the Cheyenne and Laramie County Cooperative GIS (CLCCGIS) Program and is for display purposes only. The CLCCGIS invokes its sovereign and governmental immunity in allowing access to or use of this data, and makes no warranties as to the validity, and





April 4, 2022

Laramie County Planning & Development Office  
3966 Archer Parkway  
Cheyenne, WY 82007  
(307) 633-4303

**InRe: LETTER OF JUSTIFICATION – SLEEPY HOLLOW**

Steil Surveying Services, agent for the owner, intends to subdivide a portion of the NW ¼, Section 20, T15N, R66W, into five (5) tracts of greater than 5.25 acres. Creating five (5) buildable lots for residential development by G & G ENTERPRISES of WYOMING, LLC.

The overall density of the subdivision is 30 acres. The Proposed subdivision will consist of five (5) tracts of greater than 5.25 acres.

Please contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Michael L. Hansen". The signature is written in a cursive style with a large, stylized "M" and "H".

Shane Hansen

Director Planning and Development  
Steil Surveying Services, LLC  
[shansen@steilsurvey.com](mailto:shansen@steilsurvey.com)

**County Engineer:** County Engineer, Scott Larson Comments Attached 05/09/2022  
Engineer Review

1. I concur with the request for a waiver of a detailed Drainage Study and Traffic Study since this development will have negligible impact on both.
2. The first paragraph of the Dedication indicates "T12N" which should be "T15N".
3. The County Acknowledgement should be placed below the Approvals since the Acknowledgement states "The foregoing instrument was acknowledged...".

Surveyor Review

1. Adding dimension labels/arrows to CR218 would clarify that that it's right-of-way is centered on section line.
2. The 20' UTILITY EASEMENTS are clearly labeled, however there are a few UTILITY EASEMENTS around the boundary that are probably 10', but not dimensioned. It would be a good idea to dimension those as 10', label them as 10' UTILITY EASEMENTS or create a distinctly different line type and include that information in the LEGEND. The LEGEND with clearly different line types would also help differentiate the utility easement boundaries and the road right-of-way boundaries.
3. The text in the Vicinity Map for the road identification labels is very small and difficult to read.

**County Real Estate Office:** County Real Estate Office, Laura Pate Comments  
Attached 04/27/2022

Could you please put the County Acknowledgement below the County Approvals (signature) area. The notary acknowledgement needs to always come after the signatures.

Thank you

**Environmental Health:** Environmental Health Department, Tiffany Gaertner Comments  
Attached 05/09/2022

Comments:

Regulations:

#### LARAMIE COUNTY SMALL WASTEWATER SYSTEMS REGULATIONS

Comments:

Wastewater permits are required for each lot. All small wastewater systems must have a 50' setback from all property lines and intermittent bodies of water i.e. floodplains. Large portions of Tracts 1 and 2 are in a floodplain and Tracts 3 and 4 also need to have careful planning. Keep septic systems out of easements also. Signed final plat must be submitted to Environmental Health Office prior to application for permits.

**Intraoffice:** Planners, Cambia McCollom Comments Attached 05/05/2022  
Road 218 was established 1/9/1925 and again 12/17/1968 as an 80' right of way

**Planners:** Planners, Marissa Pomerleau Comments Attached 05/17/2022

1. As a note, the certificate of surveyor must be stamped on the final version of the plat/mylars.
2. All language stating that this plat is an administrative plat must be updated to be just a regular subdivision plat.
3. The approval signatures must be changed to the planning commission and board of county commissioners with their respective chairman signature lines. Provide a space for the County Clerk to attest. No county acknowledgment is required with this type of plat.
4. The approval year should be 2022.
5. The township in the first paragraph of the dedication is incorrect.
6. Road 218 and the North View Subdivision, 2nd Filing names are not legible and partly covered in the vicinity map.
7. The legend should include identifiers for property lines, proposed property lines, existing/proposed easements etc.
8. Please change Tract 12, North View Sub to Lot 12 North View Subdivision.
9. CR 218 should be identified as just Road 218.
10. A not must be added stating that proposed Goa Way will be dedicated to the public and privately maintained.
11. Fire protection is under the Laramie County Fire Authority.
12. While there is a note stating how the subdivision is not to be serviced, there is no notes stating how it will be serviced. Please add.
13. It is not clear if Road 218's southern boundary is within the subdivision. please make this clear with width arrows and/or utilizing the legend to help indicate where exactly the ROW is.
14. As a note, ROW and grading permits will be required prior to construction.

**AGENCIES WITH NO COMMENT**

Building Dept., County Assessor, County Attorney, WYDOT

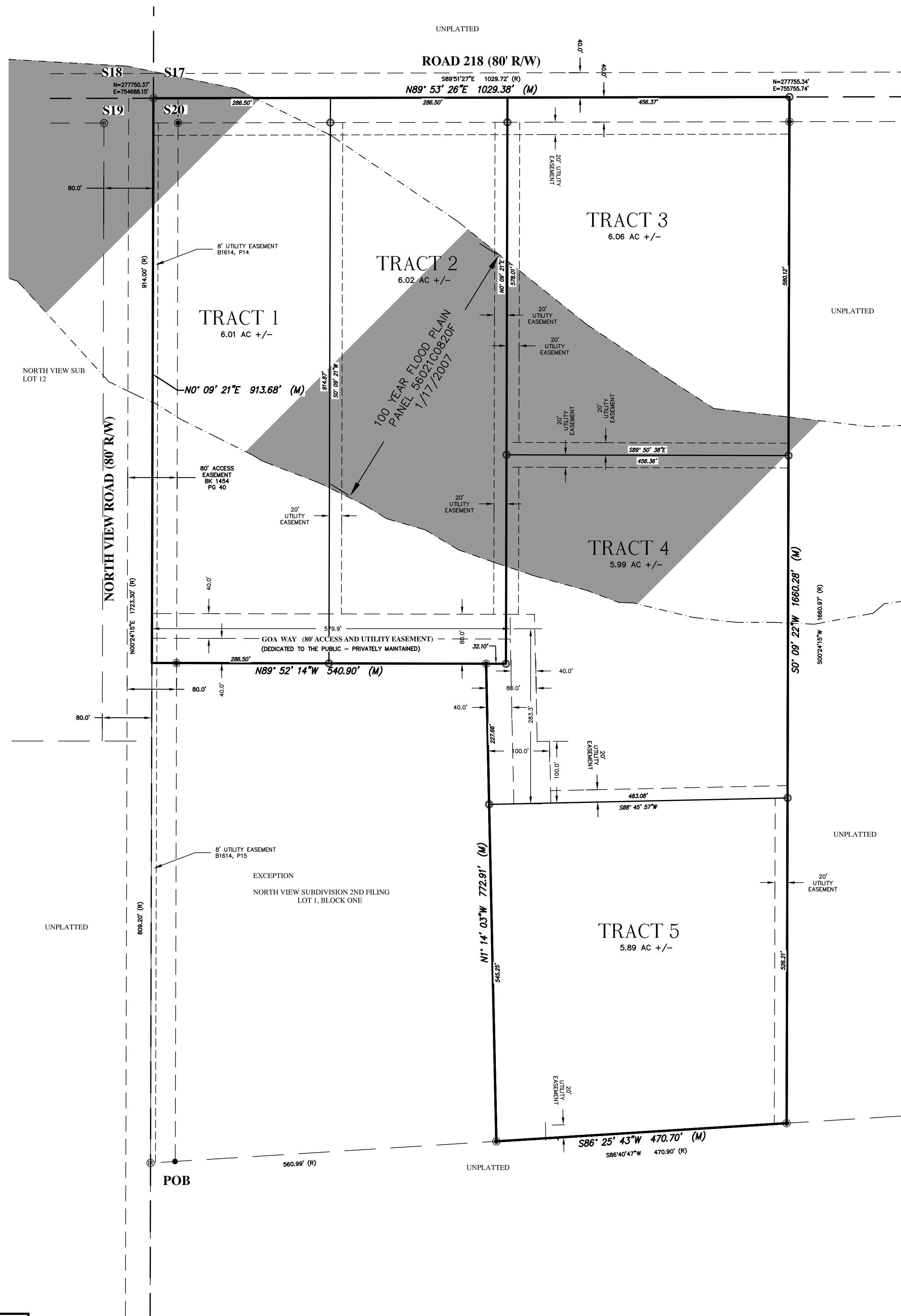
**AGENCIES WITH NO RESPONSE**

Black Hills Energy, CenturyLink, Combined Communications Center, County Clerk, County Conservation District, County Public Works Department, County Treasurer, Emergency Management, Laramie County Fire Authority, Laramie County Weed & Pest, US Post Office, WY State Engineer's Office, Wyoming Game & Fish Dept

A vertical diagram of a flagpole. At the top is a black flag. Below the flag is a compass rose with a dot in the center and a curved line indicating the cardinal directions. Below the compass rose is a large, bold, black letter 'N'. At the bottom of the flagpole is a small, stylized figure of a person. Below the flagpole is a scale bar with markings at 100, 0, 100, 200, and 300. The scale bar is divided into segments with different patterns: alternating black and white squares for the first 100 units, solid black for the next 100 units, and solid white for the last 100 units. Below the scale bar is the text "Scale: 1" = 100'".

- SET 1½" ALUMINUM CAP STAMPED "SSS P.L.S. 5910"  
ON ⅝" x 24" REBAR
- FOUND 1½" ALUMINUM CAP STAMPED "SSS P.L.S. 5910"
- ⊗ FOUND ⅝" REBAR
- ⊙ FOUND ½" IRON PIPE
- FOUND 1½" ALUMINUM CAP

1. BASIS OF BEARINGS: WYOMING STATE PLANE COORDINATES, EAST ZONE, NAD83-2011, US SURVEY FEET. GRID DISTANCES. COMBINATION FACTOR = 0.999658317
2. ALL UNMUNUMENTED TRACT CORNERS, ANGLE POINTS AND CURVE POINTS TO BE MUNUMENTED WITH A 1 1/2" ALUMINUM CAP STAMPED "SSS PLG 5910" SET 3/4" x 24" REBAR.
3. CWPP NOTE - THE SUBJECT PARCEL FALLS IN THE CWPP. LOW - CWPP FUEL LOGS MAP B
4. ALL WELLS AND SEPTIC SYSTEMS SHALL COMPLY WITH ALL APPLICABLE ORDINANCE(S), RULES AND REGULATIONS.



A parcel of land situated in the NW1/4 of Section 20, Township 15 North, Range 66 West of the 6th P.M. Laramie County, Wyoming, being more particularly described as follows: Beginning at a point on the west line of said Section 20 from which the West quarter corner thereof bears S.00°24'15"W, a distance of 920.58 feet; thence N.00°24'15"E, along said west line, a distance of 1723.30 feet to the northwest corner of said Section 20; thence S.89°51'27"E, along the north line of said Section 20, a distance of 1029.72 feet; thence S.00°24'15"W, a distance of 1660.97 feet; thence S.86°40'47"W, a distance of 1031.89 feet to the point of beginning, EXCEPT that portion platted to North View Subdivision 2nd Filing.

G & G Enterprises of Wyoming LLC, Victoria N. Ganskow, Manager

STATE OF WYOMING )  
 ) SS  
COUNTY OF LARAMIE )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022 by Victoria N. Ganskow, Manager, G & G Enterprises of Wyoming, LLC, a Wyoming limited liability company

\_\_\_\_\_  
Notary Public, Laramie County, Wyoming

My Commission Expires: \_\_\_\_\_

Approved by the Laramie County Planning Commission this  
 \_\_\_\_ day of \_\_\_\_\_, 2022.

Chairman

Approved by the Board of Commissioners of Laramie County,  
Wyoming this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Chairman

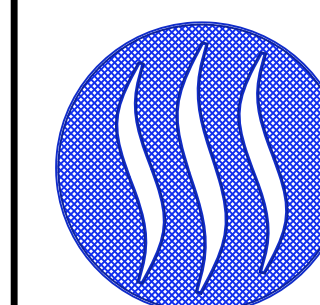
ATTEST: \_\_\_\_\_  
County Clerk

I, Jeffrey B. Jones, A Professional Land Surveyor in the State of Wyoming, for and on behalf of Stell Surveying Services, LLC, hereby certify that the best of my knowledge, information and belief, that this map was prepared from field notes taken during an actual survey made by me or under my direct supervision; and that this map correctly shows the results of said survey and that the monuments found or set are as shown.

# SLEEPY HOLLOW

AN SUBDIVISION OF  
A PORTION OF  
NW $\frac{1}{4}$ , SECTION 20,  
T15N, R66W, 6TH P.M.,  
LARAMIE COUNTY, WYOMING

PREPARED APRIL 2022



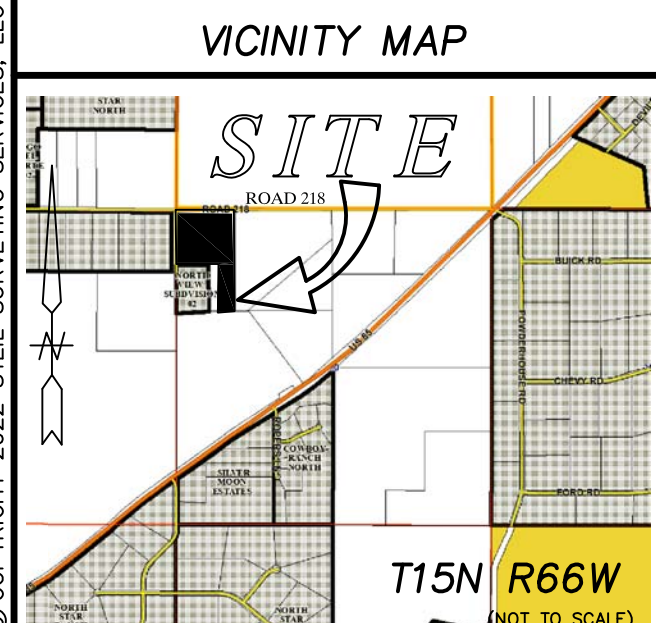
**STEIL SURVEYING SERVICES, LLC**  
PROFESSIONAL LAND SURVEYORS  
PLANNING & DEVELOPMENT SPECIALISTS

1102 WEST 19th ST. CHEYENNE, WY. 82001 ○ (307) 634-7273  
756 GILCHRIST ST. WHEATLAND, WY. 82201 ○ (307) 322-9789

[www.SteilsSurvey.com](http://www.SteilsSurvey.com)    [info@SteilsSurvey.com](mailto:info@SteilsSurvey.com)

REVISED: 6/22/2022  
22135 S20-12-66.DWG

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FILING RECORD



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

**A RESOLUTION TO APPROVE A SUBDIVISION PERMIT AND PLAT FOR  
A PORTION OF THE NW1/4 SECTION 20, T.15N., R.66W.,  
OF THE 6<sup>TH</sup> P.M., LARAMIE COUNTY, WY,  
TO BE PLATTED AND KNOWN AS "SLEEPY HOLLOW".**

**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 (a-e) of the Laramie County Land Use Regulations; and

**WHEREAS**, this resolution is the subdivision permit for Sleepy Hollow.

**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.

**And the Board approves the Subdivision Permit and Plat for Sleepy Hollow, located in a portion of the NW1/4 Section 20, T.15N., R.66W., of the 6<sup>th</sup> P.M., Laramie County, WY.**

**PRESENTED, READ AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

LARAMIE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Troy Thompson, Chairman

ATTEST:

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

Reviewed and approved as to form:

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