



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners

FROM: Cate Cundall, Associate Planner

DATE: November 18, 2025

TITLE: PUBLIC HEARING regarding a Vacation of Tracts 21 and 22, Bell Pasture Subdivision, 2nd Filing and approval of a Modest Plat for Bell Pasture Subdivision, 3rd Filing, Laramie County, WY.

EXECUTIVE SUMMARY

AVI, PC, on behalf of Warren Livestock, LLC, has submitted a Modest Plat application for Bell Pasture, 3rd Filing for a replat of Tracts 21 and 22, Bell Pasture Subdivision, 2nd Filing, situated in a portion of Section 36, T15N, R67W, Laramie County, WY. The subject property is located at 1501 and 1603 Wineglass Road, Cheyenne, WY. The purpose of the application is to change the internal lot line common to Tracts 21 and Tract 22 so that both lots will have property abutting the parcel to the south currently owned by the State of Wyoming.

BACKGROUND

The subject property is currently assessed as residential land and located in the LU-Land Use zone district. Residences are currently under construction on both parcels. The surrounding area consists of Land Use (LU) zone districts. The Bell Pasture, 2nd Filing Plat was approved on September 21, 2021, and the BOCC must approve the vacation of that portion of the plat for this Modest Plat to be approved.

Pertinent Statutes and 2025 Laramie County Land Use Regulations Include:

Wyoming Statutes § 18-5-301 thru 1-5-306 and 34-12-101 thru 34-12-115.

Section 4-2-103 governing Modest Plats with lot line adjustments within recorded subdivisions.

Section 2-4-104 governing the LU – Land Use Zone District.

DISCUSSION

The Laramie County Comprehensive Plan identifies the area as Rural Metro (RM) which includes similarly developing properties near the MPO district. The parcel lies in the PlanCheyenne Rural Residential (RR) district.

Individual wells and septic systems provide water and sanitary services to the parcels.

At the time of this report the project is still going through agency reviews, but all agency comments will be addressed prior to recordation.

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

RECOMMENDATION and FINDINGS

Based on evidence provided, staff finds that:

- a. This applications meets the criteria for a modest plat with lot line adjustments within recorded subdivisions pursuant to Section 4-2-103 of the 2025 Laramie County Land Use Regulations.
- b. This application is in conformance with section 2-4-104 governing the LU – Land Use zone district.

and the Board of County Commissioners may approve the Vacation of Tract 21 and 22, Bell Pasture Subdivision, 2nd Filing, to become effective upon recordation of the Modest Plat known as Bell Pasture Subdivision, 3rd Filing with two conditions and to adopt the finding of facts a and b of the staff report.

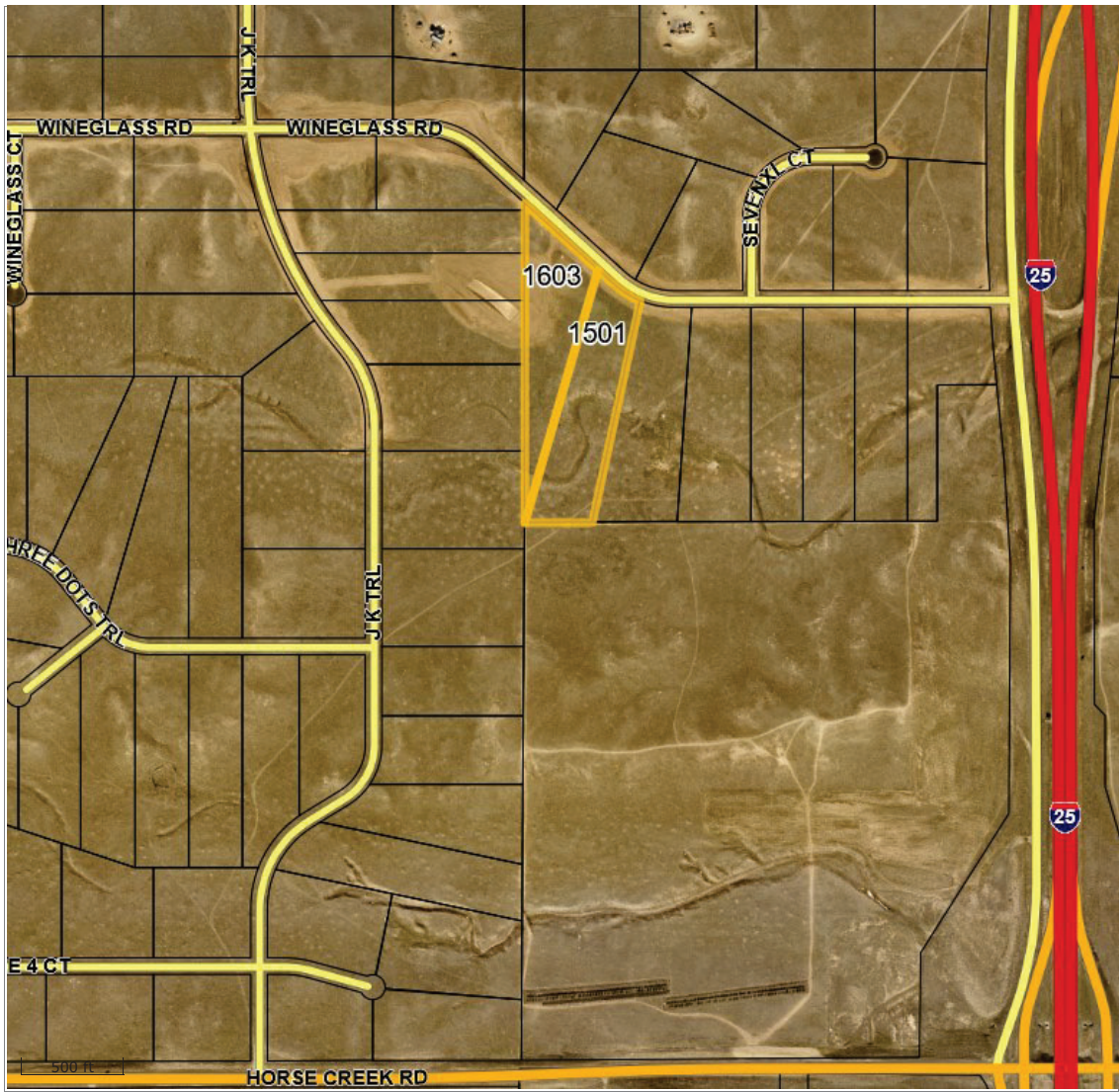
1. All agency review comments must be addressed prior to recordation of Bell Pasture.
2. The Vacation of Tracts 21 and 22, Bell Pasture Subdivision, 2nd Filing will become effective upon the recordation of Bell Pasture, Subdivision, 3rd Filing.

PROPOSED MOTION

I move to approve a Vacation of Tracts 21 and 22, Bell Pasture Subdivision, 2nd Filing, located in a portion of Section 36, T15N, R67W, of the 6th P.M., Laramie County, and approve the Modest Plat for Bell Pasture, 3rd Filing with two conditions and adopt the findings of facts a and b of the staff report.

ATTACHMENTS

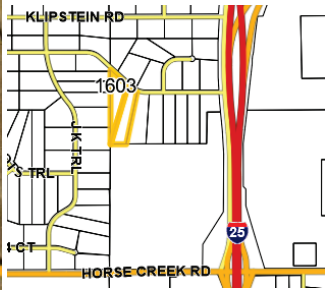
- Attachment 1: Location Map**
- Attachment 2: Project Narrative**
- Attachment 3: Pre-Application Meeting Notes**
- Attachment 4: Perimeter Fence Acknowledgement**
- Attachment 5: Waiver Request**
- Attachment 4: Combined Agency Comments**
- Attachment 5: Draft Resolution**
- Attachment 6: Modest Plat Rev. 10.3.25**



**BELL PASTURE
SUBDIVISION, 3RD
FILING**

**PZ-25-00068
Modest Plat**

**1501 WINEGLASS ROAD
& 1603 Wineglass Road**



Justin Arnold, Planning and Development Program Manager
Laramie County Planning & Development
3966 Archer Parkway
Cheyenne, WY 82009

October 3, 2025
4717

RE: Bell Pasture, 3rd Filing – Narrative, Drainage Study, Traffic Study Waiver Request and Community Facility Fees Acknowledgement

Dear Mr. Arnold

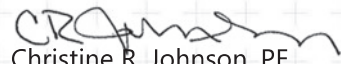
AVI, P.C., on behalf of Sunset Homes, is submitting a Modest Plat application for the purpose of changing the internal lot line common to Tracts 21 and 22 of Bell Pasture, 2nd Filing. The lot line adjustment is being done so that both lots will have property abutting the parcel to the South currently owned by the State of Wyoming.

We would like to request a waiver for providing Drainage and Traffic studies with this project. The internal lot line is being modified, no additional tracts are being created with this plat.

The owner is also aware that Community Facility Fees and Public Safety Fees may be assessed on the property.

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

Respectfully Submitted
AVI PROFESSIONAL CORPORATION



Christine R. Johnson, PE
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
Cc: Sunset Homes, file

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Laramie County, WY
Laramie County Planning and Development Office

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

PERMIT

PA-25-00065

PRE-APPLICATION MEETINGS

SITE ADDRESS: UNKNOWN LARAMIE COUNTY
PRIMARY PARCEL: 15673620102100
PROJECT NAME: LOT LINE ADJUSTMENT

ISSUED: 08/21/2025

EXPIRES: 02/17/2026

APPLICANT: JOHNSON, CHRISTINE
7203 ELIZABETH RD
CHEYENNE, WY 82009
307-256-4952

OWNER: UNKNOWN CONTACT UNKNOWN
123 XXX
XX, XX 00000

Detail Name	Detail Value
Meeting Date	08/21/2025
MEETING AM OR PM	AM
Application Types	Modest Plat Lot Line Adjustment
Attendees	In Person (3966 Archer Pkwy)
Property Interest	Owner
Detailed Project Narrative	Christine would like to meet to discuss a lot line adjustment between these two lots with the common line between them.
Staff Attending	JA DP MC SP CC CS TG
Application Fees	Yes
Copy of Pre-App Notes	REQUIRED FOR APPLICATION SUBMITTAL
Project Narrative Letter	Yes
Warranty Deed and/or Lease Agreement	Yes
Development Action New Regs	Modest Plat Lot Line Adjustment
Development Action	Modest Plat Lot Line Adjustment
Drainage Plans	No
Drainage Study	Letter of Waiver
Traffic Study	Letter of Waiver
Public Safety Fees Acknowledgement Letter	No
Community Facility Fees Acknowledgement Letter	No
WY DEQ Chapter 23 Study/Submittal Letter	No



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Development Agreement	No
Roadway Maintenance Plan	No
Road/Easement Use Agreement	No
Right-of-Way Construction Permit	No
Engineer Review - Paid by Applicant	Yes
Environmental Health Review/Approval	No
Environmental and Services Impact Report	No
GESC Permit	No
Floodplain Development Permit	No
Perimeter Fence Construction per W.S.S. 18-5-319	No
Public Notice, Paid by Applicant	Yes
Newspaper Legal Notice, Paid by Applicant	Yes
Adjacent Property Owner Letter, Paid by Applicant	Yes
Miscellaneous Notes	Per Env. Health: We would not have any issues with the split as long as both lots are over the 5 acres, and septic systems are kept at least 50 ft from the property lines. Public Works: There is no adjustment to access points. This will go before BOCC for the vacate and approval of the adjustment. Modest plat fees \$500, action development sign \$26, legal TBD, Engineer fees TBD.

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.

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

October 10, 2025
4717

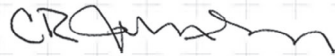
RE: Bell Pasture 3rd Filing – Fence Acknowledgement

Dear Ms. Cundall,

The owner of the lots being subdivided understands that if a fence is required by an adjacent landowner they will install or the future homeowner will be responsible. The adjacent parcels do not have livestock on them.

Respectfully Submitted

AVI PROFESSIONAL CORPORATION



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Cc: Sunset Homes, file

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Justin Arnold, Planning and Development Program Manager
Laramie County Planning & Development
3966 Archer Parkway
Cheyenne, WY 82009

October 3, 2025
4717

RE: Bell Pasture, 3rd Filing – Narrative, Drainage Study, Traffic Study Waiver Request and Community Facility Fees Acknowledgement

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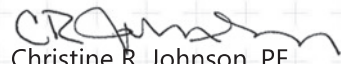
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AGENCY REVIEW #1

Permit Notes

Permit Number: PZ-25-00068

Parcel Number: 15673620102200

Submitted: 10/06/2025

Applicant: AVI PC
Owner: WARREN LIVESTOCK LLC

Site Address: 1603 WINEGLASS RD
Cheyenne, WY 82009

Technically Complete: 10/07/2025
Approved:
Issued:

Project Description: Lot Line Adjustment on the lot line common to Tracts 21 and 22 of Bell Pasture 2nd Filing

<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>
10/07/2025		Application	PZ-25-00068	GENERAL	Letters sent 10.7.25, legal ad 10.10.25, BOCC hearing 11.18.25	CATHERINE.CUNDALL@LARAMIECOUNTY.WY.GOV
10/17/2025		Workflow	COUNTY ASSESSOR REVIEW	DEFICIENCY	CORRECT TITLE BOX TO: "REPLAT OF TRACTS 21 AND 22 BELL PASTURE 2ND FILING"	CANDICE.MCCART@LARAMIECOUNTY.WY.GOV
10/21/2025		Application	PZ-25-00068	GENERAL	1st Review Engineer Comments - 1.The Drainage Study and Traffic Study submitted with the original subdivision platting is adequate and no new studies are required since no additional lots are being created. 2.The plat is labeled as an Administrative Plat which no longer exists with the new regulations. It falls under the Modest Plat requirements in the new regulations. 3.In the 5th line of the title block, it states, "A replat of Tracts 21 and 22 Bell Pasture 3rd Filing", which should actually be "Bell Pasture 2nd Filing". 4.Per section 4-5-102.b, the plat drawing needs to include: 17.) The location and dimensions, with boundary ties, for all existing and proposed utility, drainage, access, or other easements. The location of the 80' Drainage Easement is not clearly defined with bearings and distances, and it does not have boundary ties. 5.Per section 4-5-102.b, the plat drawing needs to include: 21.) A legend that defines all the various symbols, line types, shading/hatching, etc. used in the drawing. Line types are not included in the legend. 6.The last note on the plat indicates fire protection will be provided by LCFD No. 2, but it should state it will be provided by LCFA. 7.Per section 4-5-102.b, the plat drawing needs to include: 28.) A note indicating, The surface estate of the land to be subdivided is subject to full and effective development of the mineral estate". Surveyor Comments - 1.Per section 4-5-102.b, the plat drawing needs to include: 10.) For subdivisions in the County, survey tie(s) by bearing/azimuth and the distance to the nearest public land survey system monument shall be accurately described on the plat. In addition, for the purposes of enhancing the City	SCOTT.LARSON@LARAMIECOUNTY.WY.GOV

Permit Notes

and County GIS Program framework, all public land survey corners on or within the subdivision boundary shall have field observation coordinates provided on the plat. These coordinates shall reference Wyoming State Plane Coordinate System, East Zone, U.S. Survey foot, NAD 1983(CORS96). The coordinates shall be observed and verified at the time of the plat survey. There is no survey tie by bearing and distance to the nearest public land survey system monument shown on the plat. There are no Wyoming State Plane field observation coordinates provided on the plat.

2.Per section 4-5-102.b, the plat drawing needs to include:

13.) If any lot, block, boundary or right-of-way from a previously recorded plat is being vacated by this plat a notation shall be provided, describing the area or boundaries to be vacated under a section titled Vacation Statement. It appears that this plat is a MODEST PLAT with a lot line adjustment. According to Section 4-2-103 MODEST PLAT: LOT LINE ADJUSTMENTS WITHIN RECORDED SUBDIVISIONS (page 123 of the regulations) shall adhere to Wyoming Statutes 34-12-106 and 18-5-304. Therefore, a Vacation Statement should be provided.

3.Per section 4-5-102.b, the plat drawing needs to include:

25.) All existing and proposed easements within the platted area shall be shown and labeled as to the type/purpose of the easement. All existing and proposed easements shall be dimensioned and have bearings and distances and curve data. Reference to the book and page of existing easements shall be made but will not be allowed in lieu of showing dimensions, bearings and distances, and curve data, etc. for existing easements. All existing easements adjacent to the platted area shall be shown, dimensioned, and labeled as the type of easement. If there is an existing access or ingress/egress easement within the platted area or adjacent to the platted area, it should be noted as to whom the easement is granted to (i.e., general public, a specific lot or property, etc.). There is an easement shown adjacent to the west boundary of TRACT 1 that is not dimensioned or labeled as to type of use.

10/22/2025	Workflow	SHERIFF'S OFFICE REVIEW	GENERAL	No issues or concerns	AARON.VELDHEE R@LARAMIECOUN TYWY.GOV
11/07/2025	Workflow	COUNTY REAL ESTATE OFFICE REVIEW	DEFICIENCY	the legal description in the title block has the plat coming out of the same plat you are creating. It should be changed to match the legal description on the top of the plat, Bell Pasture 2nd Filing.	TERESA.LEMASTE R@LARAMIECOUN TYWY.GOV
11/10/2025	Workflow	PUBLIC WORKS REVIEW	GENERAL	1. All comments from the review engineer and surveyor shall be addressed and resolved appropriately. 2. Please ensure the Right-of-way permit through Public Works is also updated once this permit is completed.	MOLLY.BENNETT @LARAMIECOUNT YWY.GOV

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A VACATE FOR TRACTS 21 AND 22, BELL PASTURE, 2ND FILING SUBDIVISION, LARAMIE COUNTY, WYOMING, TO BE PLATTED AND KNOWN AS "BELL PASTURE SUBDIVISION, 3RD FILING"

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 modest plat is in accordance with section 4-2-103 of the 2025 Laramie County Land Use Regulations; and

WHEREAS, the application is in conformance section 2-4-104 with the LU – Land Use zone district; and

WHEREAS, this resolution is the subdivision permit for Bell Pasture Subdivision, 3rd 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 4-2-103 of the 2025 Laramie County Land Use Regulations governing Modest Plats with lot line adjustments within recorded subdivisions.
- b. This application is in conformance with section 2-4-104 governing the LU – Land use zone district.

And the Board approves the Vacation of Tracts 21 and 22, Bell Pasture Subdivision, 2nd Filing, located in a portion of Section 36, Township 15 North, Range 67 West, Laramie County, WY, and approve the Modest Plat for Bell Pasture Subdivision, 3rd Filing with two conditions.

1. All agency review comments must be addressed prior to recordation of Bell Pasture Subdivision, 3rd Filing.
2. The Vacation of Tracts 21 and 22, Bell Pasture Subdivision, 2nd Filing will become effective upon the recordation of Bell Pasture Subdivision, 3rd Filing.

PRESENTED, READ, AND ADOPTED THIS _____ DAY OF _____, 2025.

LARAMIE COUNTY BOARD OF COMMISSIONERS

Gunnar Malm, Chairman

ATTEST:

Debra K. Lee, Laramie County Clerk

Resolution reviewed and approved as to form:



Laramie County Attorney's Office