

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, February 18, 2025**

**3:30 PM**

**Commissioners Board Room**

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### Roll Call/Call to Order

**Present:** Chairman Gunnar Malm, Vice Chairman Troy Thompson, Commissioner Linda Heath, Commissioner Don Hollingshead, Commissioner Ty Zwonitzer

### Minutes

1. Consideration of the Minutes of Proceedings for Feb 4, 2025.

**[25 - 078](#)**

**Attachments:** [Draft Minutes Feb 4, 2025](#)

A motion was made by Commissioner Heath, seconded by Commissioner Zwonitzer, that this agenda item be approved. The motion carried by the following vote:

**Aye:** Malm, Thompson, Heath, Hollingshead, Zwonitzer

### Consent Agenda

#### Approval of the Consent Agenda

A motion was made by Vice Chairman Thompson, seconded by Commissioner Hollingshead, to approve the Consent Agenda. The motion carried by the following vote:

**Aye:** Malm, Thompson, Heath, Hollingshead, Zwonitzer

2. Consideration of the ratification of a cooperative agreement for the Laramie County Adult Diversion Program to run through Jan 2028.

**[25 - 068](#)**

**Attachments:** [Cooperative Agreement, LC Adult Diversion Program](#)

This agenda item was approved.

3. Consideration of a cooperative agreement between Laramie County, WY, and the State of WY, Office of State Lands and Investments, Forestry Division, for a subaward of the 2024 Community Wildfire Defense grant in the amount of \$175,000 with a match of \$17,554 to run through Sept 15, 2029.

**[25 - 069](#)**

**Attachments:** [Cooperative Agreement, State of WY, Community Wildfire Defense Grant](#)

This agenda item was approved.

4. Consideration of a resolution authorizing submission of a FFY26 grant application to the WY Dept of Transportation, Highway Safety Behavioral Grants Program, for an Advanced Impaired Driving Detection Training and Coordination Program Grant (DRE) for the Sheriff's office in the amount of \$546,689.58. [25 - 074](#)

**Attachments:** [FFY26 Grant Application, WYDOT, DRE](#)

This agenda item was approved.

5. Consideration of the deletion from the Sheriff's fixed asset inventory of a 2013 and 2015 Ford Expedition and Taurus to be sold at public auction. [25 - 077](#)

**Attachments:** [Asset Deletion, Sheriff, 2013 Ford](#)  
[Asset Deletion, Sheriff, 2015 Ford](#)

This agenda item was approved.

6. Consideration of three FY25 annual compensation agreements between Laramie County, WY, and the University of Wyoming. [25 - 076](#)

**Attachments:** [FY25 Annual Compensation Agreements, UW Extension](#)

This agenda item was approved.

### **Contract/Agreement/Leases**

7. Consideration of an outside user sanitary sewer agreement between Cheyenne Board of Public Utilities and Laramie County, WY, creating terms and conditions for the Archer Complex to connect to the Cheyenne wastewater treatment infrastructure and provide sanitary sewer service. [25 - 081](#)

**Attachments:** [Agreement, Board of Public Utilities](#)

A motion was made by Vice Chairman Thompson, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

**Aye:** Malm, Thompson, Heath, Hollingshead,  
Zwonitzer

**Resolutions**

8. Consideration of a resolution giving public notice of Laramie County's intent to adopt the 2024 International Fire Code. [25 - 070](#)

**Attachments:** [Resolution, Public Notice to adopt the 2024 Int'l Fire Code](#)

A motion was made by Commissioner Heath, seconded by Commissioner Hollingshead, that this agenda item be approved. The motion carried by the following vote:

**Aye:** Malm, Thompson, Heath, Hollingshead,  
Zwonitzer

9. Consideration of a resolution to place regulatory parking signs along the eastern boundary of First St north of Monroe Ave, extending to the end of the existing right-of-way in Carpenter, WY. [25 - 079](#)

**Attachments:** [Resolution, Regulatory Signs, First St, Carpenter](#)

A motion was made by Vice Chairman Thompson, seconded by Commissioner Hollingshead, that this agenda item be approved. The motion carried by the following vote:

**Aye:** Malm, Thompson, Heath, Hollingshead,  
Zwonitzer

**Grants**

10. Announcement of a public notice for release of a grant application for Laramie County organizations to apply for opioid settlement funds. (No action required) [25 - 073](#)

**Attachments:** [Public Notice, Opioid Settlement](#)

The notice was received and filed.

11. Consideration of an agreement between Laramie County, WY, and Civilworx, LLC, in an amount not to exceed \$300,000 to provide services to Public Works to assist with developing a capital improvement plan. [25 - 075](#)

**Attachments:** [Agreement, Civilworx, LLC](#)

A motion was made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, that this agenda item be approved. The motion carried by the following vote:

**Aye:** Malm, Thompson, Heath, Hollingshead, Zwonitzer

**Land Use:Variances/Board App./Plats**

- 12. Consideration of a corrected motion to attach PUD documents as exhibit B to the resolution (240319-26) adopted on March 19, 2024, approving a zone change from LU - Land Use to PUD - Planned Unit Development for Tracts 1 through 4, Terry Ranch Business Park, and Lot 1, Block 1, Terry Park, Laramie County, WY. [25 - 071](#)

**Attachments:** [Terry Ranch Business Park PUD, Zone Change](#)

Justin Arnold, Planning, said the board approved resolution 240319-26 on March 19, 2024. However, the PUD rules document was not attached as an exhibit. He said another motion is necessary to correct the oversight and add the PUD rules document to the zone change resolution.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Heath, to approve the "Terry Ranch Business Park PUD", for Tracts 1 to 4, Terry Ranch Business Park, and Lot 1, Block 1, Terry Park, as shown on exhibit "B" attached. The motion carried by the following vote:

**Aye:** Malm, Thompson, Heath, Hollingshead, Zwonitzer

- 13. PUBLIC HEARING regarding a site plan for the Eberle RV Stalls located at Tract 40, Triple Crown Estates, 2nd Filing, Laramie County, WY. [25 - 072](#)

**Attachments:** [Eberle RV Stalls Site Plan](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of the Terry J and Katherine R Eberle Revocable Trust, submitted a site plan application for the Eberle RV Stalls at 3552 Rd 212. He said the application's purpose is to bring the use into compliance with Laramie County Land Use Regulations. Arnold said the business has three RV stalls with full service and one with electrical and water service only.

Arnold said based on evidence provided, staff recommends approval of the site plan with the adoption of findings of fact a and b, and the condition that the applicant is required to obtain a WY sales/use tax license from the WY Dept of Revenue.

Chairman Malm opened the hearing for PUBLIC COMMENT.

Scott Montgomery, Joan Franklin, and Alex Radich, residents, expressed concerns regarding water, septic system, electricity, security, safety, overgrazing, disregard for

community values, protection of land and resources, home values, protective covenants, failure to register as a commercial enterprise, and need for privacy fencing,

Mary Martin and Scott Wyley, residents, spoke in favor of the application. They said they have not seen any issues with the RV stalls or their tenants.

Jennifer Escobedo, Cheyenne-Laramie County Environmental Health, answered questions about approval of the septic system. She said based on the engineer's evaluation, it would support the current usage, including the home and RV stalls.

Terry Eberle, applicant, spoke in favor of the application. He said the RV stalls are needed.

Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, to approve the Eberle RV Stalls Site Plan located at Tract 30, Triple Crown Estates, 2nd Filing, Laramie County, WY, with one condition, and adopt the findings of fact a and b of the staff report.

Commissioner Hollingshead explained why he was going to vote no on the site plan. He said he had previously issued citations to people living in RVs without permission and felt it would be hypocritical to vote in favor of the site plan.

Commissioner Zwonitzer expressed concerns about expanding the RV stalls and noted that approval of another site plan would be needed.

Commissioner Heath spoke about a good neighbor policy and said she was inclined to vote no because she would have liked to have seen more communication with neighbors.

Commissioner Thompson said there are two issues: 1) the site plan and 2) an issue with running a business in a residential area. He said he does not favor this business in a residential area. He stated he feels it is a use by right under 4-2-114 and the campground site plan is allowed under the county's land use rules. He shared concerns about the approval of a septic tank for a 1835 sq ft house with four travel trailers. Commissioner Thompson proposed that approval of the site plan be conditioned on ownership by the Eberles. Arnold said there is precedent for the condition.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, to amend the motion to add condition 2) This site plan is based on ownership of the lot by the Eberles; if that ownership

changes, whether to an individual or sort of business, then another site plan would have to be approved by the commission.

Chairman Malm agreed the site plan must be moved forward, and county land use rules must be followed. He expressed concern about conditioning approval on ownership should makeup of the household could change.

Commissioner Zwonitzer asked if there should be an occupancy limit on the houses or travel trailers. Chairman Malm said he did not know how that would be monitored or enforced.

The amendment carried by the following vote:

**Aye:** Malm, Thompson, Heath, Hollingshead, Zwonitzer

The original motion as amended carried by the following vote:

**Aye:** Malm, Thompson, Heath, Zwonitzer

**Nay:** Hollingshead

- 14. PUBLIC HEARING regarding a subdivision permit & plat for Pee-Wee Ponderosa Subdivision, located in a portion of the NW1/4 of Sect 29, T15N, R63W, of the 6th PM, Laramie County, WY.

[25 - 080](#)

**Attachments:** [Pee-Wee Ponderosa, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Mary Lee Sutherland, submitted a subdivision permit and plat application for a portion of 80-acre property at 1679 Rd 143, Hillsdale, located in the NW1/4 of Sect 29, T15N, R63W of the 6th PM, Laramie County, WY. He said the application proposes to subdivide 40 acres into four residential lots, leaving an unplatted 40-acre parcel to the east.

Shane Hansen, the applicant's agent, requested the two proposed conditions be removed. He said he was not made aware of the conditions until they received the board report. He said condition #1 would require a person selling a lot with approximately 1320 ft of road to spend \$180,000 to upgrade a road for access to one tract. He also objected to condition #2, stating there was no flood plain in the area, and there was an approved drainage waiver from the county engineer. He noted the owner has agreed to put a culvert under the existing 80 ft easement to mitigate any flood drainage issues.

Commissioner Thompson spoke about conditioning construction of the road to the access point of Tract 4. He asked if that was an acceptable condition. Hansen referred to previously approved administrative plats, and said those roads were not required to be built to county standards. He said the condition was unfair to the landowners who had already given 40 feet of easement access to their neighbors.

Arnold presented the staff report and said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a and b with two conditions: 1) The existing easement servicing Lot 4 and the remainder parcel shall be brought to applicable county standards for the roadway classification and 2) Due to drainage concerns, all requests for access permits shall be evaluated by and receive approval from an engineer licensed by the State of Wyoming.

Commissioners discussed access roads and drainage issues. Molly Bennett, Public Works, responded to questions. Bennett said the applicant's agreement to put in a culvert would alleviate residents' concerns, but she recommends a condition to ensure the work gets done, even if ownership changes. Bennett said the road is a private dedicated easement, which would be 20-ft wide for emergency services.

Chairman Malm opened the hearing for PUBLIC COMMENT. Brad Waufle and Casey Epler, residents, expressed concerns about drainage. Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, to approve the subdivision permit and plat for Pee-Wee Ponderosa Subdivision with one condition: That a culvert will be placed in the appropriate low spot along the access road along the south and that the culvert shall be engineered to the appropriate size, and adopt findings of fact a and b of the staff report.

The motion carried by the following vote:

**Aye:** Malm, Thompson, Heath, Hollingshead,  
Zwonitzer

**The meeting adjourned at 5:37 pm.**

### **Reasonable Accommodations**

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources at (307) 633-4355 or [humanresources@laramiecountywy.gov](mailto:humanresources@laramiecountywy.gov) at least two business days prior to the meeting. Per WS §18-3-516(f), access to county information can be obtained at [laramiecountywy.gov](http://laramiecountywy.gov).