

Planning • Building

MEMORANDUM

TO:	Laramie County Board of Commissioners
FROM:	Bryan Nicholas, Associate Planner
DATE:	May 21, 2019
TITLE:	Review and action on a Zone Change and a Subdivision Permit & Plat for Merrill Estates, 1 st Filing, for portions of land located in the SW1/4, Section 30, T.14N., R. 65W., of the 6 th P.M., Laramie County WY.

EXECUTIVE SUMMARY

Chauncy J. Merrill of 3419 Christensen Road, and Jennifer Merrill of 3423 Christensen Road, President of Merrill Incorporated, have submitted Zone Change and Subdivision Permit & Plat applications for Merrill Estates, 1st Filing, consisting of three tracts sharing one access from Christensen Road. The applications have been submitted to request a zone change from A2 -Agricultural to AR - Agricultural Residential, and to reconfigure the three tracts into two larger tracts.

Both applications have been combined into one staff report for ease of presentation and discussion, with separate motions required on the two actions.

BACKGROUND

Currently the three existing tracts share one access by a 40-foot road and utility easement from Christensen Road, traversing through the property owned by John J Lafond. The construction of the Christensen Overpass, and the expansion to US Hwy 30, will cause the access to be closed. As shown on the proposed Plat, a 40-foot access easement (Bk. 1403, Pg. 551) overlaid on a new 50-foot access easement will serve as the new source of access. A mixture of residential and commercial land use occupies the tracts, with septic and water systems in place.

A Board Approval application was submitted along with the aforementioned applications to the Planning Department, seeking the approval of a 24-hour dog day care and training facility. This project will be presented to this Board today, and will be dependent on the approval of the proposed Zone Change to Agricultural Residential – AR.

The applicant will be required to submit a Site Plan Application, showing the layout of the operation, in which all proposed accesses, structures, parking, drainage, etc., will need to meet all pertinent Land Use Regulations, and the regulations of any reviewing County Agency.

Pertinent Regulations

- Section 1-2-103(b) of the Laramie County Land Use Regulations governing the criteria for a zone map amendment.
- **Section 4-2-100** of the Laramie County Land Use Regulations governing the AR Agricultural Residential Zone District.
- 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 Urban Rural Interface (URI), which is intended to accommodate a mix of more intensive land uses than other areas. These areas may have public water and sewer services, a higher level of vehicular access and a greater overall level of community services. Higher density residential, intensive commercial, employment centers and industrial uses are preferred in these areas.

PlanCheyenne designates this area as urban Residential (UR), which emphasizes a variety of residential uses including single-family residences, duplexes, patio homes, townhomes, condominiums and apartments. Additional uses subordinate in nature include open spaces, recreation, schools, places of worship, and public or civic uses. Integration of these uses should be supportive or complementary to the existing neighborhoods.

The subject property is zoned Agricultural – A2. This district lists a mixture of agricultural, residential and commercial uses, in which commercial stables, arenas, kennels, bird farms, and shown barns are uses by right. The intended Zone District of Agriculture Residential – AR has similar land uses designated as Uses by Right, being more agricultural in nature, yet lists commercial kennels as a use required Board approval.

Section 1-2-103 (b) of the Laramie County Land Use Regulations specifies that in order to recommend approval of this zone change, the Planning Commission must find at least one of the following:

- i. That the zoning district map amendments or regulations are consistent with plans and policies of Laramie County; or
- ii. That the original zoning classification given to the property was inappropriate or improper; or
- iii. That there have been changes of an economic, physical or social nature within the area involved which altered the basic character of such area, and that the amendment will not detrimentally affect the area involved.

Criteria i and iii are met by conformance with the Laramie County Comprehensive Plan and PlanCheyenne with the type of development.

Agency review comments were received regarding corrections to the zone change and plat maps, existing water and sewer services, and requirements for the site plan application submittal. Revised zone change and plat maps were submitted to County Planning on April 17, 2019 and May 1st, 2019 and have resolved a majority of the agency comments. Both maps are currently under a second review, and will be revised accordingly prior to recordation of the plat. Comments regarding site plan requirements shall be addressed through the Site Plan application, which is to be submitted to the Planning Staff if the use is approved by this Board.

On May 9th, the Planning Commission held a public hearing for this project, and received no comments from the public, voting (3-0) to approve the Zone Change and Subdivision with conditions.

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

Staff finds the applications are consistent with the plans and policies of Laramie County.

RECOMMENDATION and FINDINGS

Based on evidence provided for the *zone change* request, staff recommends the Board find that:

- a. This application meets the criteria for a zone map amendment pursuant to section 1-2-103 (b) of the Laramie County Land Use Regulations.
- **b.** The proposed change in zone district is in conformance with the requirements of section 4-2-100 of the Laramie County Land Use Regulations.

and that the Board approve the Zone Change from A2 to AR for the portions of land located in the SW1/4, Section 30, T.14N., R. 65W., of the 6th P.M., Laramie County WY, with the following condition:

1. Any remaining revisions, per County or City comments, shall be addressed prior to recordation of the Zone Change Map as shown as 'Exhibit A'.

Based on evidence provided for the *subdivision permit & plat*, 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 Board approve the Subdivision Permit and Plat for Merrill Estates, 1st Filing with the following condition:

1. Any remaining revisions, per County or City comments, shall be addressed prior to recordation of the plat.

PROPOSED MOTION – ZONE CHANGE

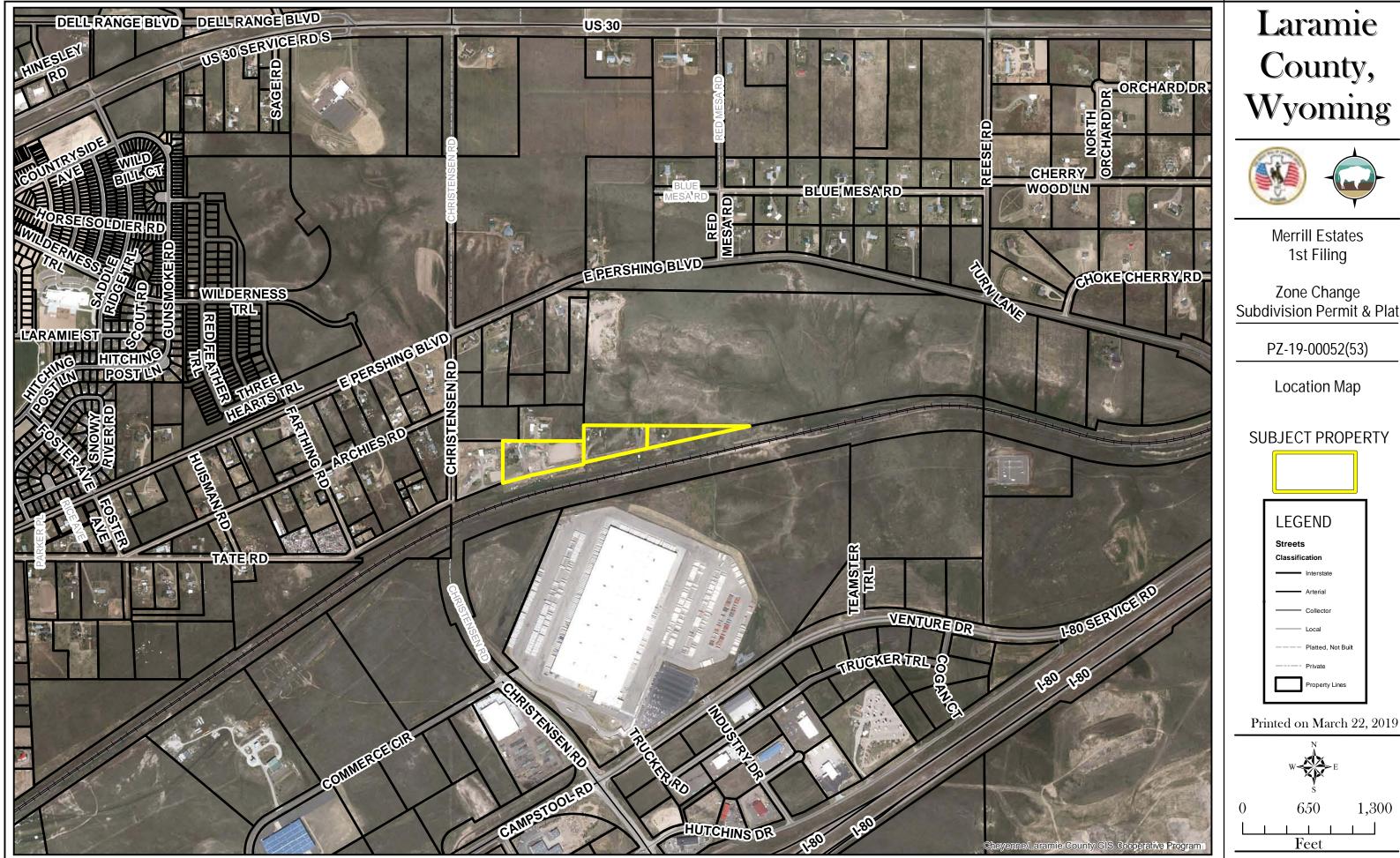
I move to approve the Zone Change from A2 to AR for the portions of land located in the SW1/4, Section 30, T.14N., R. 65W., of the 6th P.M., Laramie County WY, with condition 1, and adopt the findings of facts a and b for the *zone change*, as shown in the staff report.

PROPOSED MOTION – SUBDIVISION PERMIT & PLAT

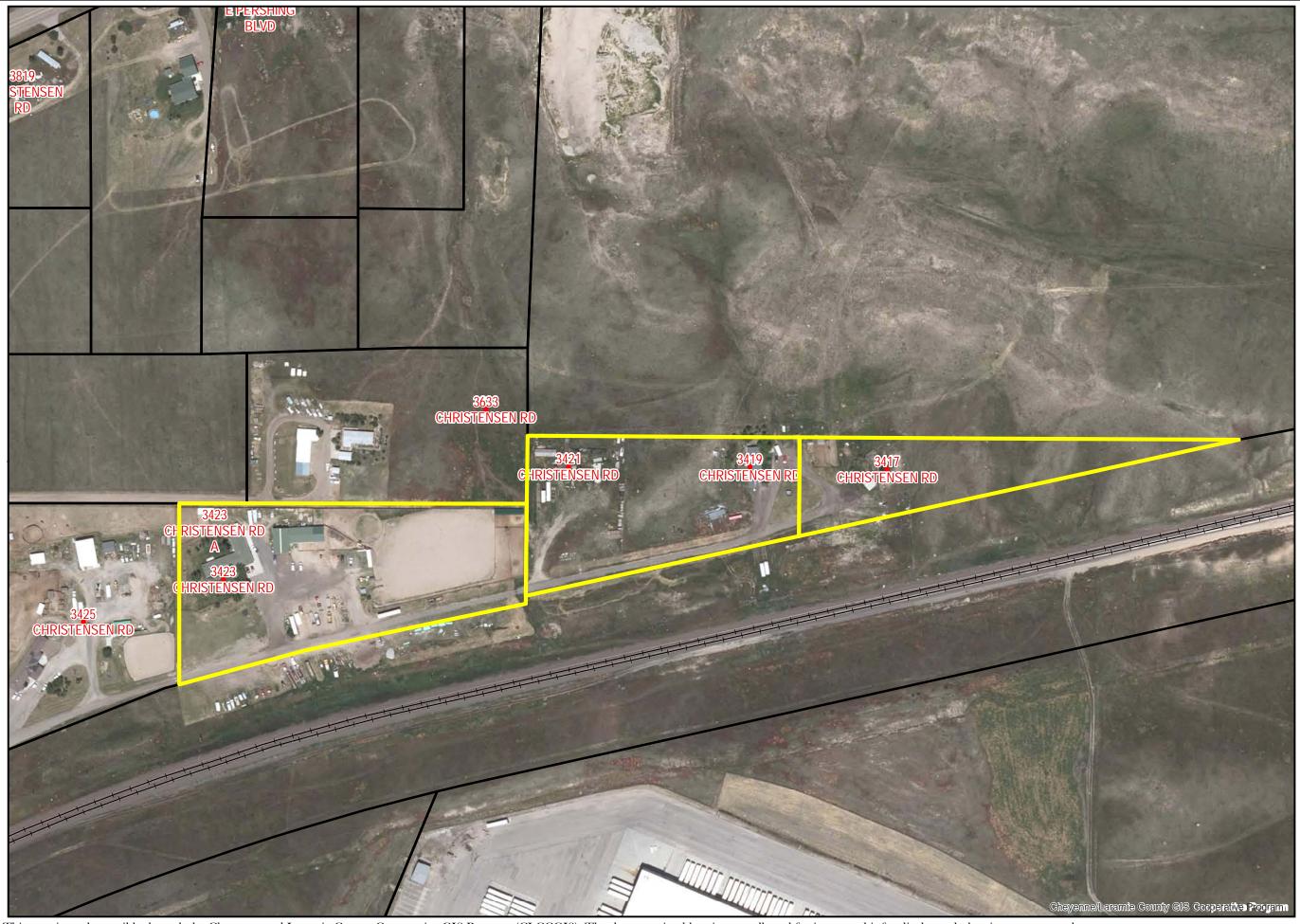
I move to approve the Subdivision Permit and Plat for Merrill Estates, 1st Filing with condition 1, and adopt the findings of fact a for the *subdivision permit & plat*, as shown in the staff report.

ATTACHMENTS

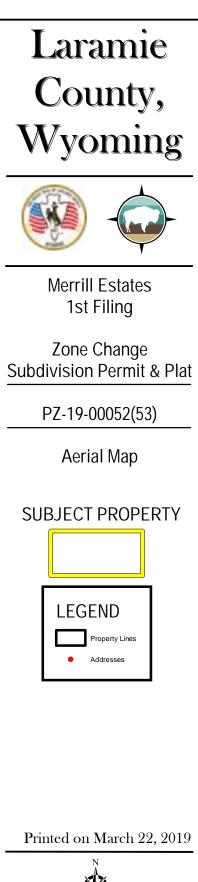
- Attachment 1: Location Map
- Attachment 2: Aerial Map
- Attachment 3: Comprehensive Plan Map
- Attachment 4: PlanCheyenne Map
- Attachment 5: Current Zoning Map
- Attachment 6: Combined Agency Comments Report
- Attachment 7: Traffic and Drainage Waiver Request Letter
- Attachment 8: Plat Revised May 1, 2019
- Attachment 9: Resolution Zone Change
- Attachment 10: Resolution 'Exhibit A' Zone Change Map (Revised April 17, 2019)
- Attachment 11: Resolution Subdivision Permit & Plat

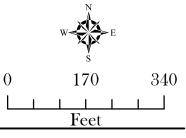


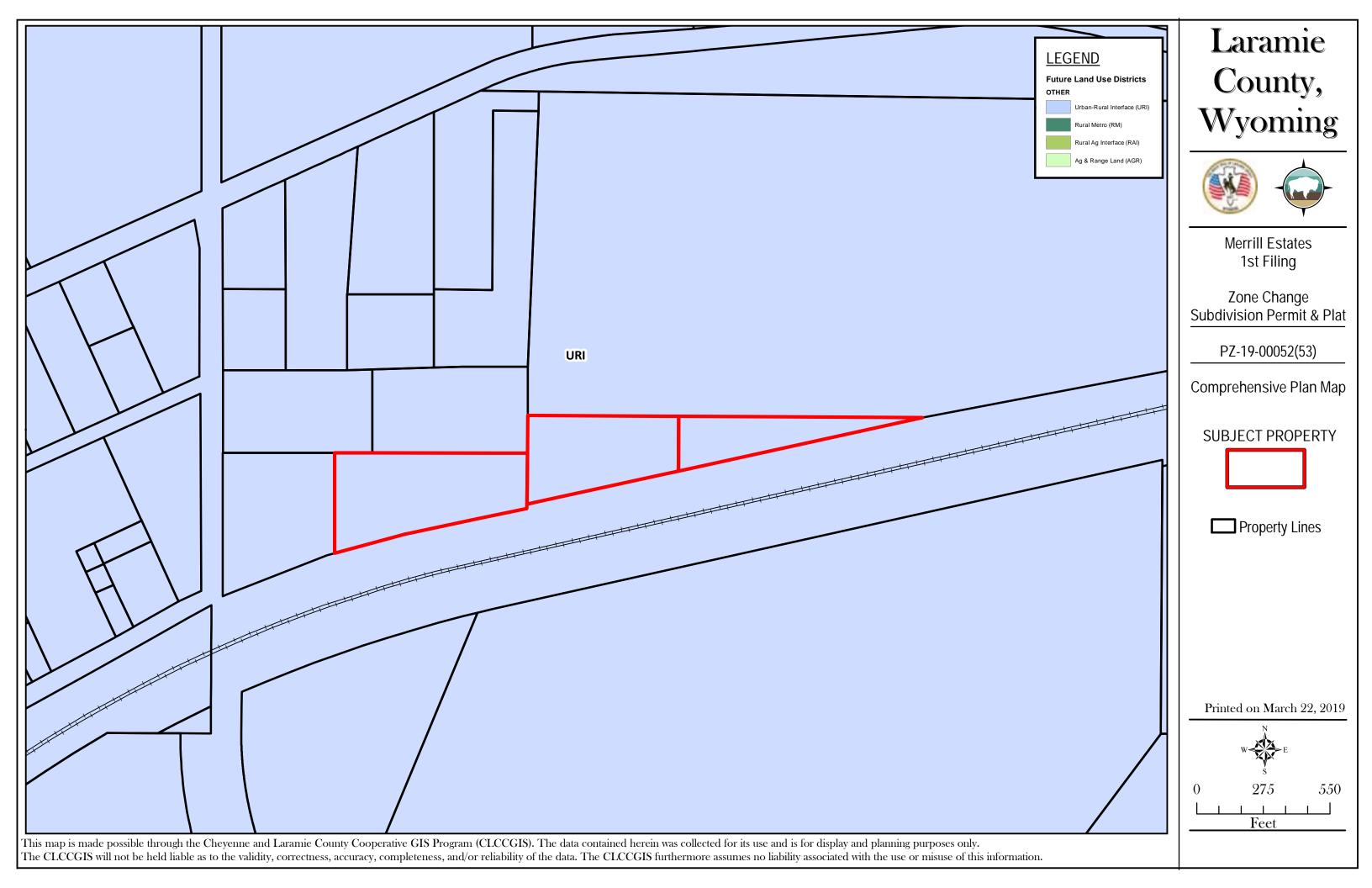
This map is made possible through the Cheyenne and Laramie County Cooperative GIS Program (CLCCGIS). The data contained herein was collected for its use and is for display and planning purposes only. The CLCCGIS will not be held liable as to the validity, correctness, accuracy, completeness, and/or reliability of the data. The CLCCGIS furthermore assumes no liability associated with the use or misuse of this information.

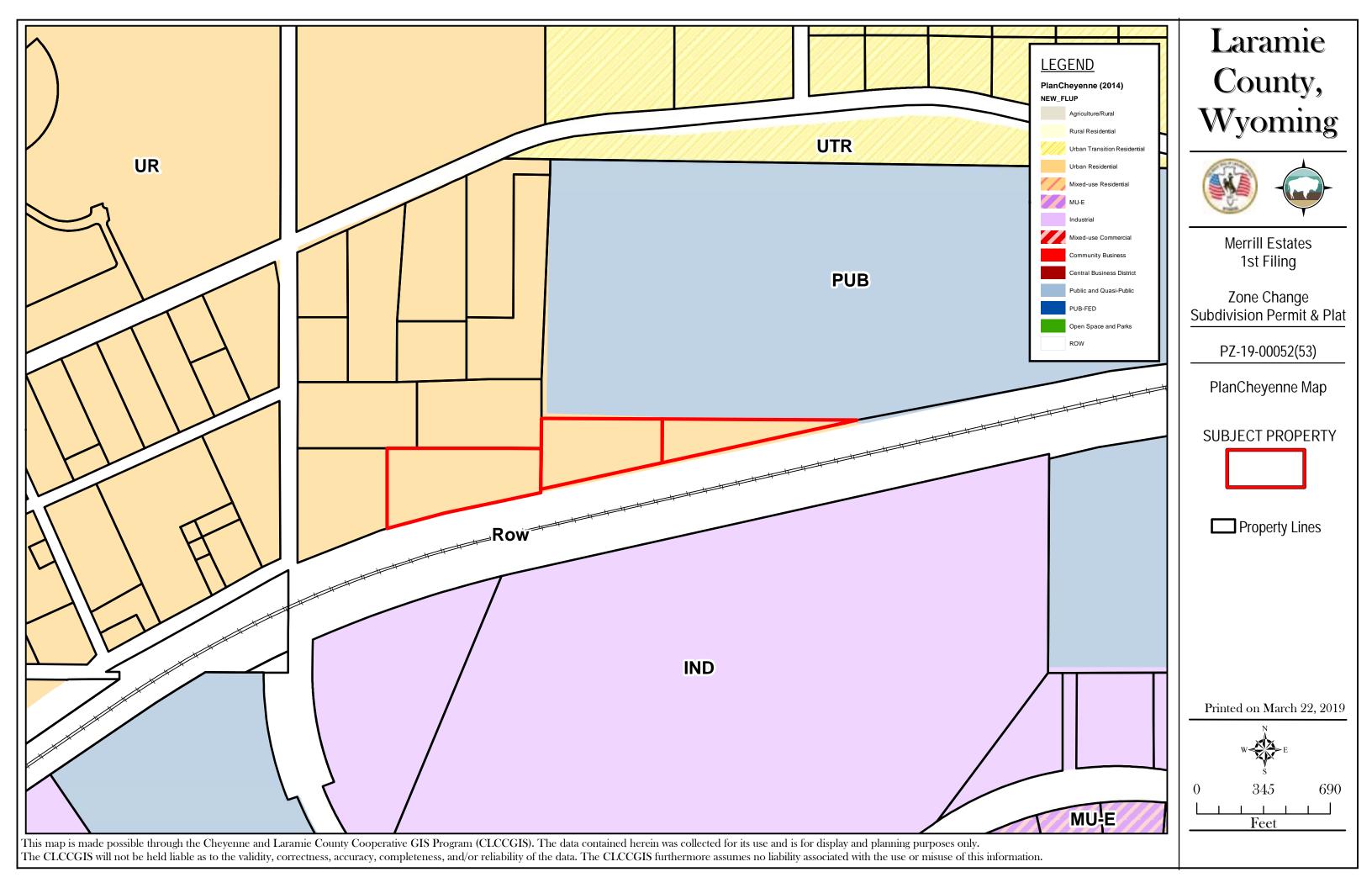


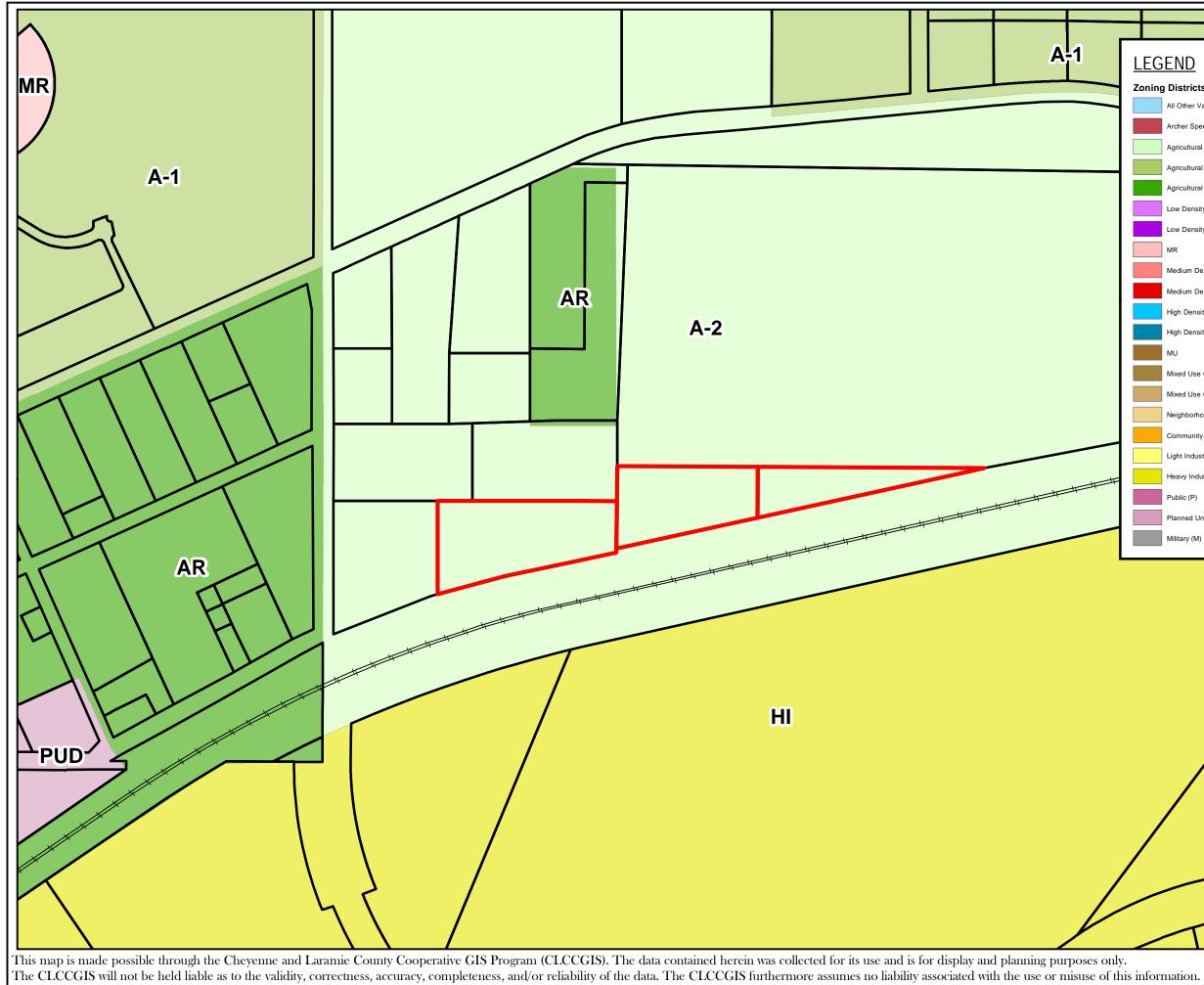
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	Laramie
GEND ng Districts	County,
All Other Values Archer Special Use District (ASU)	Wyoming
Agricultural (A-2) Agricultural and Rural Residental (A-1) Agricultural Residentail (AR) Low Density Residential - Established (LR-1) Low Density Residential - Developing (LR-2)	
MR Medium Density Residential - Established (MR-1) Medium Density Residential - Developing (MR-2)	Merrill Estates 1st Filing
High Density Residential - Established (HR-1) High Density Residentiial - Developing (HR-2) MU	Zone Change Subdivision Permit & Plat
Mixed Use with Residential Emphasis (MUR) Mixed Use with Business Emphasis (MUB)	PZ-19-00052(53)
Neighborhood Business Community Business (CB) Light Industrial (LI)	Current Zoning Map
Heavy Industrial (HI) Public (P)	SUBJECT PROPERTY
Planned Unit Development (PUD) Military (M)	
	Property Lines
	Printed on March 22, 2019
	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$

Environmental Health Department: Jennifer Escobedo COMMENTS ATTACHED

04/02/2019

Standards & Regulations:

Laramie County Small Wastewater System Regulations Wyoming Water Well Minimum Construction Standards

Staff Comments:

Dog daycare septic system for office space will be considered commercial and will require an engineer to design the system. If system is less than 2000 gallons per day domestic waste, a permit will be required from the Cheyenne-Laramie County Environmental Health office. If system is larger than 2000 gallons per day of domestic waste, a permit must be obtained from Wyoming Department of Environmental Quality (DEQ). If waste from dog kennels is captured in an underground septic tank, it is considered non-domestic waste and all requirements and permitting must be completed through DEQ. If waste is hosed out of kennels on top of the ground and raked/cleaned up and disposed of as trash, no septic system is required. If both systems are tied together into one septic system, the system must be designed by an engineer and permitting and any other requirements must be completed through DEQ. Additionally, ensure that septic systems are not being divided off of properties when completing this subdivision. If sharing a well(s), a well share agreement is recommended.

Planners: Bryan Nicholas COMMENTS ATTACHED 04/08/2019

1. The Zone Change Map needs to include Tract 2, in order to meet the minimum required area density for AR. This will be required before any action for the Subdivision Application.

2. The surrounding properties, current zoning, and current uses should be shown on the Zone Change Map.

3. The current zoning for the properties should also be shown.

4. If approved, the Applicant is required to submit a Board Approval and Site Plan application for the proposed use of a Dog Kennel and Training Facility.

<u>Chevenne Development Services:</u> Seth Lloyd COMMENTS ATTACHED 04/04/2019 No Comments

[Attachment is Official Comments on the associated Plat]

Uncertain of the purpose of the zone change request:

There is no need for a zone change to establish the new use, as it appears the A-2 zone allows kennels by right, while AR allows kennels by Board Approval.
 It appears the zone change map only applies to the proposed Tract 1, if the zone change is required due to minimum lot size, then both Tracts 1 and 2 should be included - as the proposed Tract 2 is also well under 20 acres.

WY State Lands & Investments: Holly Dyer COMMENTS ATTACHED 04/08/19

See Attachment

AGENCIES WITH NO COMMENTS:

Cheyenne MPO County Assessor County Engineer County Public Works Department

AGENCIES WITH NO RESPONSE:

Cheyenne Development Services County Attorney County Real Estate Office County Treasurer Wyoming State Engineer's Office Wyoming DEQ US Post Office Combined Communications Center Emergency Management Fire District No. 2 Sheriff's Office Black Hills Energy High West Energy CenturyLink Laramie County Weed & Pest



Planning and Development Department 2101 O'Neil Avenue, Suite 202, Cheyenne WY 82001 (Phone) 307-637-6282 (Fax) 307-637-6366

A COMMUNITY OF CHOICE

April 4, 2019

Board of County Commissioners 310 W 19th St #320 Cheyenne, WY 82001

RE: Merrill Estates, 1st Filing City Comments

Board of County Commissioners,

In compliance with W.S. 34-12-103 (b) the City hereby submits the following comments regarding the Niobrara Subdivision:

- 1. Future annexation of the property will prompt review by the City. Concurrent with annexation by petition, public improvements to streets may be required; driveway accesses will be reviewed for conformance with City standards and may require modification; and Community Facility Fees will be required to be paid to the City.
- 2. Tract 2 only has access to a public right-of-way via the 40' wide access easement paralleling and immediately north of the Union Pacific right-of-way. This access easement connects to Christensen Road at Tate Road. The access at this location is scheduled to be closed with the development of Christensen Road. Such closure would leave Tract 2 with no legal access. On the construction documents for Christensen Road, the northern access easement (Book 1403, Page 551) is to be developed to access these parcels. The construction documents show a developed access roughly following the 25' wide drainage and utility easement (Book 2441, Page 1102) which crosses the southwest corner of this plat. As this access will become the only legal access to Tract 2, the City strongly recommends an access easement be added to the plat map at the location of this future access. The City does not require a response to this item.

I do not believe that there are any items of disagreement that warrant a response by the Board of County Commissioners pursuant to W.S. 34-12-103-(b).

Thank you,

Charles W. Bloom, AICP Planning and Development Director

WYOMING OFFICE OF STATE LANDS AND INVESTMENTS

122 West 25th Street Cheyenne, WY 82002 Phone: 307-777-7331 Fax: 307-777-2980 slfmail@wyo.gov



MARK GORDON Governor

JENIFER SCOGGIN Director

April 8, 2019

Laramie County Planning & Development Department 3966 Archer Parkway Cheyenne, Wyoming 82009

RE: PZ-18-00052(53) OSLI Comment

Dear Laramie County Planning & Development Department,

The Office of State Lands and Investments is in receipt of your memo dated March 22, 2019 regarding Merrill, Inc. and Chauncy Jay Merrill proposed zone change and subdivision permit application.

Based on the information provided, the site's location (portion of the S1/4 of Sec. 30, T14N, R65W of the 6th P.M., Laramie County) is near or adjacent to approximately 160 acres of state-owned land. We note any access across or work **performed on state lands will require prior authorization from the state.** Apart from this, we have no further comment as the activities are not proposed for lands owned by the state.

As always, do not hesitate to contact me with further questions.

Sincerely,

Holly Dyer Commercial Leasing Manager

EFFECTIVELY MANAGING NATURAL RESOURCES AND FUNDS FOR CURRENT AND FUTURE GENERATIONS

<u>County Assessor:</u> Clarice Blanton COMMENTS ATTACHED 03/25/2019 Merrill Inc and Chauncy Jay Merrill will be shown as joint

owners of Tract 1 unless, after plat recordation, a deed is recorded transferring ownership to one of the parties.

County Engineer: Scott Larson COMMENTS ATTACHED 04/03/2019

Engineer Review

1. I concur with the request for a detailed drainage study at this time. There may need to be one submitted with the site plan application.

2. I concur with the request for a detailed traffic study at this time. One may be required when a site plan application is submitted.

Surveyor Review

1. The DEDICATION indicates that there are two owners as identified in the first paragraph of the DEDICATION and there are also two owner's signatures in the ACKNOWLEDGEMENTS. The grammar related to the number of owners in the last paragraph is inconsistent.

2. There are no survey ties to the City of Cheyenne's Horizontal Control Network monuments shown on the Plat.

3. With respect to the 40' Easement running east-west along the northwest corner of Tract 1, there is no dimension shown indicating how far east the easement extends along the northwest boundary.

4. The Vicinity Map would be easier to read and it would be more useful to the 'lay public' if one were to add some information such as, at a minimum, the Section, Township and Range data with enough detail to indicate the location of the subdivision within the Section.

Environmental Health Department: Jennifer Escobedo COMMENTS ATTACHED 04/02/2019

Standards & Regulations:

Laramie County Small Wastewater System Regulations

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Staff Comments:

Dog daycare septic system for office space will be considered commercial and will require an engineer to design the system. If system is less than 2000 gallons per day domestic waste, a permit will be required from the Cheyenne-Laramie County Environmental Health office. If system is larger than 2000 gallons per day of domestic waste, a permit must be obtained from Wyoming Department of Environmental Quality (DEQ). If waste from dog kennels is captured in an underground septic tank, it is considered non-domestic waste and all requirements and permitting must be completed through DEQ. If waste is hosed out of kennels on top of the ground and raked/cleaned up and disposed of as trash, no septic system is required. If both systems are tied together into one septic system, the system must be designed by an engineer and

permitting and any other requirements must be completed through DEQ. Additionally, ensure that septic systems are not being divided off of properties when completing this subdivision. If sharing a well(s), a well share agreement is recommended.

Planners: Bryan Nicholas COMMENTS ATTACHED 04/05/2019

1. Tract 2 does not meet the minimum area density of 5.25 per Section 2-1-103(c)(i), based on the AMEC Memo.

2. The gray dashed line denoting the existing property line should be removed from the Plat.

3. In the dedication, it states, "said parcel contains 39.83 acres more or less". This does not reflect the stated size of the proposed subdivision.

<u>Chevenne Development Services:</u> Seth Lloyd COMMENTS ATTACHED 04/04/2019 See official comments.

WY State Lands & Investments: Holly Dyer COMMENTS ATTACHED 04/08/19 See Attachment

AGENCIES WITH NO COMMENTS:

Cheyenne MPO County Real Estate Office County Public Works Department Black Hills Energy

AGENCIES WITH NO RESPONSE:

Cheyenne Development Services County Attorney County Treasurer Wyoming State Engineer's Office Wyoming DEQ US Post Office Combined Communications Center Emergency Management Fire District No. 2 Sheriff's Office High West Energy CenturyLink Laramie County Weed & Pest



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I do not believe that there are any items of disagreement that warrant a response by the Board of County Commissioners pursuant to W.S. 34-12-103-(b).

Thank you,

Charles W. Bloom, AICP Planning and Development Director

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April 8, 2019

Laramie County Planning & Development Department 3966 Archer Parkway Cheyenne, Wyoming 82009

RE: PZ-18-00052(53) OSLI Comment

Dear Laramie County Planning & Development Department,

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Based on the information provided, the site's location (portion of the S1/4 of Sec. 30, T14N, R65W of the 6th P.M., Laramie County) is near or adjacent to approximately 160 acres of state-owned land. We note any access across or work **performed on state lands will require prior authorization from the state.** Apart from this, we have no further comment as the activities are not proposed for lands owned by the state.

As always, do not hesitate to contact me with further questions.

Sincerely,

Holly Dyer Commercial Leasing Manager

EFFECTIVELY MANAGING NATURAL RESOURCES AND FUNDS FOR CURRENT AND FUTURE GENERATIONS



Merrill, Inc is an Equal Opportunity Employer, a DBE with the WY-DOT, and a certified Economically Disadvantaged Woman-Owned Business

MERRILL, INC.

P.O. Box 20519 Cheyenne, WY 82003 Phone (307) 634-8365 Fax (307) 634-7381

March 15, 2019

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

RE: Waiver of Traffic and Drainage Study

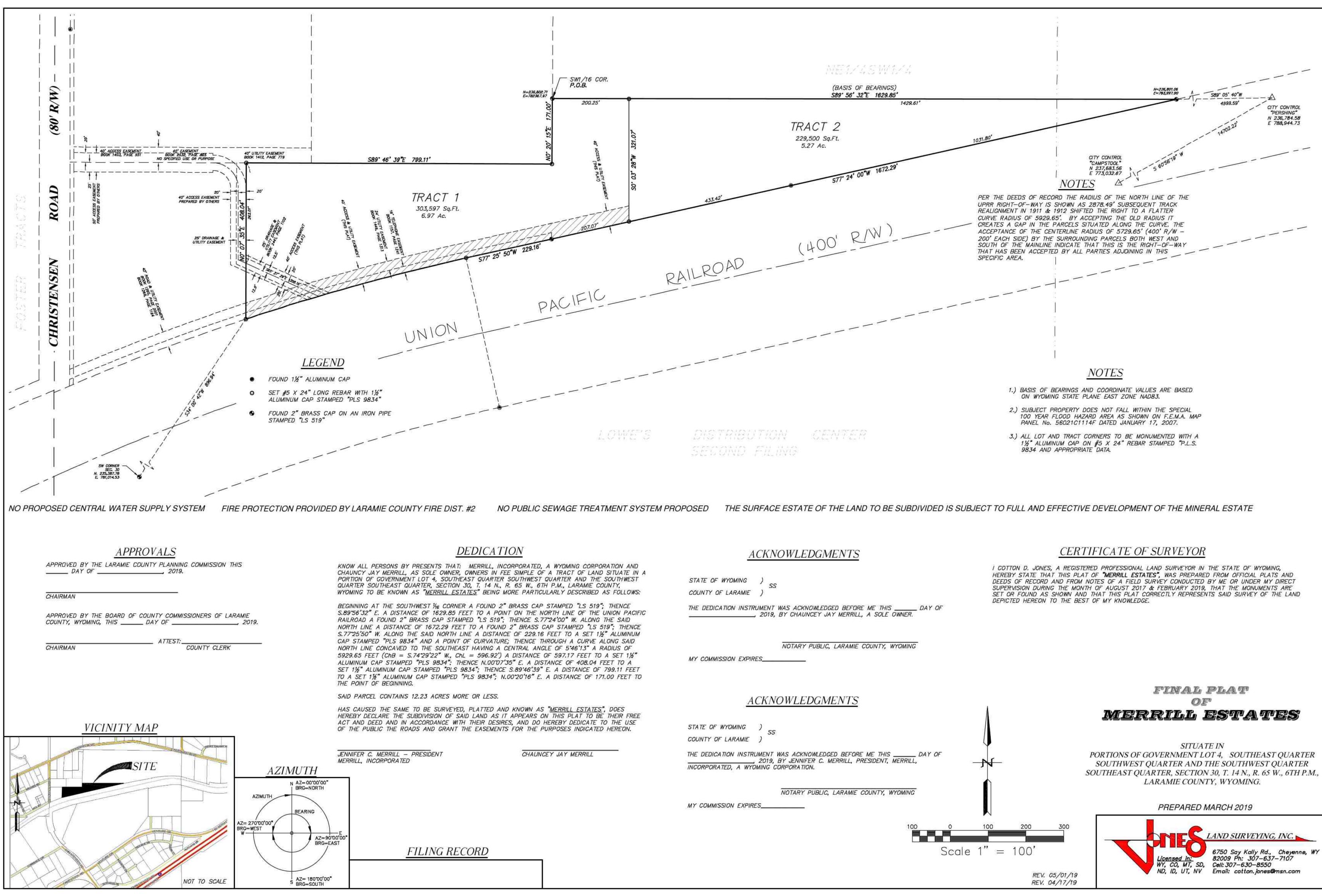
To Whom It May Concern:

Merrill, Inc. and Chauncy Jay Merrill hereby request a waiver of the Traffic study due to the fact that we are actually reducing the number lots in our subdivision from three to two and Merrill, Inc. will be covering this issue when we complete our site plan review with the County for The Hound Haven Resort and Training Facility.

Merrill, Inc. and Chauncy Jay Merrill hereby request a waiver of the Drainage study due to the fact that Merrill, Inc. will be covering that issue when we complete our site plan review with the County for The Hound Haven Resort and Training Facility.

Thank you for your consideration.

Jennifer Merrill, President Merrill, Inc.



RESOLUTION NO.

A RESOLUTION TO APPROVE A CHANGE IN ZONE DISTRICT FROM A2 – AGRICULTURAL TO AR – AGRICULTURAL RESIDENTIAL FOR PORTIONS OF LAND LOCATED IN THE SW1/4, SECTION 30, T.14N., R. 65W., OF THE 6TH P.M., 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 zone change is in conformance with the requirements of section 4-2-100 of the Laramie County Land Use Regulations; and,

WHEREAS, the application meets the criteria for a zone map amendment pursuant to section 1-2-103(b) of the Laramie County Land Use Regulations; and,

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING, as follows:

The Laramie County Board of Commissioners finds that:

- **a.** The proposed change in zone district is in conformance with the requirements of section 4-2-100 of the Laramie County Land Use Regulations.
- **b.** This application meets the criteria for a zone map amendment pursuant to section 1-2-103 (b) of the Laramie County Land Use Regulations.

And the Board approves a Zone Change from A2 – Agricultural to AR – Agricultural Residential for portions of land located in the SW1/4, Section 30, T.14N., R. 65W., of the 6th P.M., Laramie County, WY, as shown on the attached 'Exhibit A' – Zone Change Map with the following condition:

1. Any remaining revisions, per County or City comments, shall be addressed prior to recordation of the Zone Change Map as shown as 'Exhibit A'.

PRESENTED, READ AND ADOPTED THIS _____ DAY OF

_____, 2019.

LARAMIE COUNTY BOARD OF COMMISSIONERS

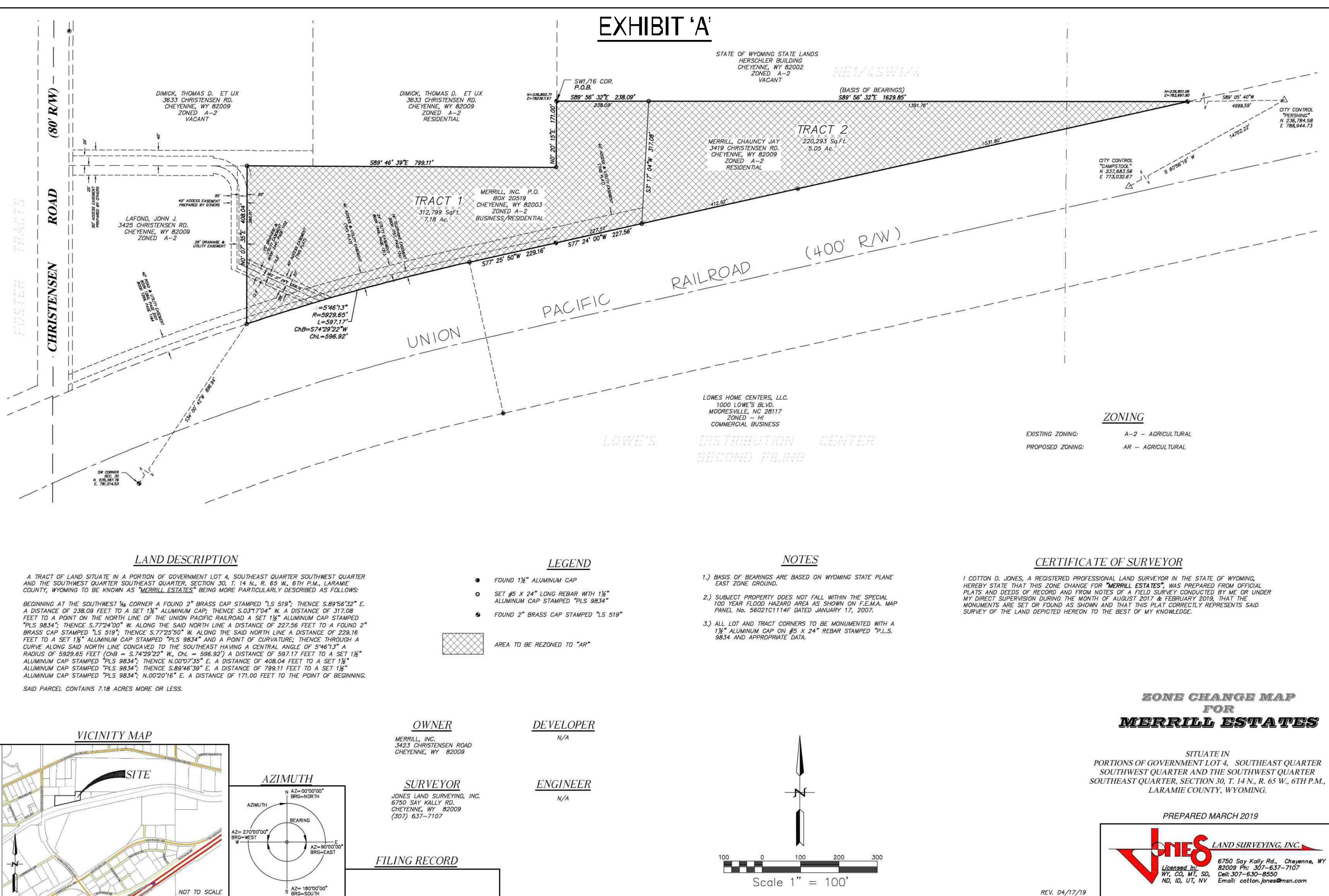
Linda Heath, Chairman

ATTEST:

Debra K. Lee, Laramie County Clerk

Reviewed and approved as to form:

Mark T. Voss, Laramie County Attorney



REV. 04/17/19

RESOLUTION NO.

A RESOLUTION TO APPROVE A SUBDIVISION PERMIT AND PLAT FOR MERRILL ESTATES, 1ST FILING, FOR PORTIONS OF LAND LOCATED IN THE SW1/4, SECTION 30, T.14N., R. 65W., OF THE 6TH P.M., 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 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 Merrill Estates, 1st 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-e) of the Laramie County Land Use Regulations.

And the Board approves the Subdivision Permit and Plat for Merrill Estates, 1st Filing with the following condition:

1. Any remaining revisions, per County or City comments, shall be addressed prior to recordation of the plat.

PRESENTED, READ AND ADOPTED THIS _____ DAY OF

_____, 2019.

LARAMIE COUNTY BOARD OF COMMISSIONERS

Linda Heath, Chairman

ATTEST:

Debra K. Lee, Laramie County Clerk

Reviewed and approved as to form:

Mark T. Koss, Laramie County Attorney