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LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Planning Commission

FROM: Sonny M. Pourchot, Associate Planner

DATE: August 14th, 2025

TITLE: PUBLIC HEARING: Subdivision Permit and Plat for Bailey Estates,

Laramie County, WY.

EXECUTIVE SUMMARY

Steil Surveying Services, LLC, on behalf of landowner, Randall Reed, has submitted a Subdivision Permit and Plat application for Bailey Estates, located at Road 216 and Frentheway Road. The application has been submitted for the purpose of subdividing the property into five (5) residential lots, averaging 7.8 acres for each lot.

BACKGROUND

The property consists of thirty-nine (39) acres, is designated LU – Land Use zone district and is currently residential vacant land. The surrounding area consists of further properties zoned LU – Land Use zone district residential, and AR – Agricultural Residential.

Pertinent Laramie County Land Use Regulations or Statutory Provisions include:

Section 2-1-101 (a-e) governing the criteria for a subdivision permit and plat.

Section 4-2-114 of the governing the LU – Land Use zone district.

Section 1-2-104 governing public notice.

DISCUSSION

The Laramie County Comprehensive Plan identifies the area as Rural Ag Interface, (RAI). Rural residential uses are primarily anticipated in these areas with limited commercial service and retail uses being anticipated at major intersections.

Letters requesting waiver of traffic and drainage studies were submitted by the applicant, copies of which are attached. The County Engineer has concurred with these requests based on the

justification provided in the letters. Agency comments pertained to the access to this subdivision being from Morgan Taylor Drive only, not from Road 216, and the plat was adjusted accordingly.

Because this subdivision is five (5) lots or less, a letter from the Wyoming Department of Environmental Quality (DEQ) is not necessary.

According to the adopted AMEC Memo dated January 31, 2014, the property lies within Zone 2 of the study area. The memo states that lots within this zone shall be a minimum of 5 acres in order to sufficiently recharge groundwater after withdrawal from a pumping well. Development design standards contained within Section 2-1-104 of the Land Use Regulations dictate that minimum acreage within Zone 2 be 5.25 acres to accommodate for the impervious surface of residential structures and driveways. The proposal outlines water being provided by individual wells.

Public notice was provided as required. No public comment was received.

RECOMMENDATION and FINDINGS

Based on evidence provided, staff recommend the Planning Commission 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.
- **b.** This application is in conformance with section 4-2-114 governing the LU Land Use zone district.

and the Planning Commission may recommend approval to the Laramie County Board of Commissioners with no conditions.

PROPOSED MOTION

I move to recommend the approval of the Subdivision Permit and Plat for Bailey Estates, Laramie, WY, to the Laramie County Board of Commissioners, and adopt the findings of facts a and b of the staff report with no conditions.

ATTACHMENTS

Attachment 1: Location Map

Attachment 2: Pre-App Meeting Notes

Attachment 3: Project Narrative

Attachment 4: Agency Review Comments and Applicant Responses

Attachment 5: DEQ Acknowledgement

Attachment 6: CFF & PSF Acknowledgement

Attachment 7: Draft Resolution
Attachment 8: Bailey Estates plat





Laramie County Planning and Development Office

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

PERMIT

PA-25-00031 PRE-APPLICATION MEETINGS

SITE ADDRESS: UNKNOWN LARAMIE COUNTY

PRIMARY PARCEL: 15673040000100

EXPIRES: 11/26/2025 PROJECT NAME: SUBDIVIDE INTO FIVE PARCELS

APPLICANT: BAILEY & SONS CONSTRUCTION LLC

10103 VERA LN

CHEYENNE, WY 82009-9822

307-256-7136

OWNER: REED, RANDALL B 1835 ROAD 217

CHEYENNE, WY 82009

Detail Value **Detail Name**

05/28/2025 Meeting Date

MEETING AM OR PM ΡМ

Application Types Subdivision Permit and Plat

Attendees In Person (3966 Archer Pkwy)

Property Interest Owner

Detailed Project Narrative Mr. Bailey would like to discuss

subdividing the parcel into five tracts.

ISSUED:

JA DP SK CC CS RM TG Staff Attending

Application Fees Yes

Copy of Pre-App Notes REQUIRED FOR APPLICATION

SUBMITTAL

Project Narrative Letter Yes

Yes Warranty Deed and/or Lease Agreement Plat

TBD Drainage Plans

Drainage Study Letter of Waiver

Traffic Study Letter of Waiver

Public Safety Fees Acknowledgement Letter Yes

Community Facility Fees Acknowledgement Letter Yes

WY DEQ Chapter 23 Study/Submittal Letter No

Development Agreement No

Roadway Maintenance Plan No

Development Action



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Road/Easement Use Agreement TBD

Right-of-Way Construction Permit Upon Construction

Engineer Review - Paid by Applicant Yes

Environmental Health Review/Approval Yes

Environmental and Services Impact Report No

GESC Permit No

Floodplain Development Permit Yes

Perimeter Fence Construction per W.S.S. 18-5-319

Yes

Public Notice, Paid by Applicant Yes

Newspaper Legal Notice, Paid by Applicant

Yes

Adjacent Property Owner Letter, Paid by Applicant Yes

Miscellaneous Notes

AJ will be purchasing the land to subdivide into five parcels. Per HOA should be maintained by the HOA but it hasn't been. Make sure to delineate 40' of right-of-way on your side of the plat for Road 216, total 80' for right-ofway. Tiffany: As long as its engineered and there's setback from flood plain, property line, leach fields. No preliminary development plan is needed. Property will need to be surveyed and platted. Once that is completed you can apply for the subdivision permit process. It will be reviewed by all internal agencies. Once the review process is completed you will receive an approval letter and you can then record your plat.



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Fees: Subdivision permit \$1200, development action signs \$26, Env. Health review fees \$250, which are all initial fees due up front. After approval; community facility fees \$50 per acre, public safety fees \$1000 per lot. Public Works comments: With this proposed development action, Road 216 and all proposed internal roadways shall be designed and built to the current road standards within the Laramie County Land Use Regulations. A right-of-way/grading permit through Laramie County Public Works will be required. Please apply through the SmartGov portal. Call (307-633-4302) or email (permits@laramiecountywy.gov) Public Works for more information.4b. A separate access permit application through Public Works will be required for each proposed tract/parcel within the subdivision. Please apply for your Public Works access permit on the SmartGov Portal. Call (307-633-4302) or email (permits@laramiecountywy.gov) Public Works with any questions.

1. Any work taking place within the boundaries of the designated floodplain and/or floodway will require an approved Floodplain Development Permit through the Laramie County Planning and Development office. 2. There will be no public maintenance of internal roadways/access easements.3. Road 216 and Frentheway Road are publicly dedicated and not maintained by Laramie County.4. Future infrastructure upgrades may be required with this development. This could include but is not limited to access, right-of-way (road construction), re-vegetation and signage. Permit applications through Public Works will be required at the time of development.4a.

Miscellaneous Notes (2)

Miscellaneous Notes (3)

CONDITIONS



Laramie County Planning and Development Office

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

- * 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.
- * 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.



June 11, 2025

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

InRe: LETTER OF JUSTIFICATION – A SUBDIVISION OF A PORTION OF SECTION 30, T15N, R67W, OF THE 6TH P.M., LARAMIE COUNTY, WYOMING.

Steil Surveying Services, agent for the owner, intends to subdivide the above referenced property.

The overall density of the plat is 39 acres. The proposed plat will consist of FIVE (5) tracts for residential use. The tracts average 7.8 acres each.

Please contact me with any questions or concerns.

Sincerely,

Shane Hansen

Director Planning and Development Steil Surveying Services, LLC shansen@steilsurvey.com

Michael S. Harom

Permit Number: PZ-25-00045 Parcel Number: 15673040000100 Submitted: 06/11/2025

Technically 06/11/2025 Complete: Site Address: UNKNOWN Applicant: HANSEN, MICHEAL SHANE Laramie County, WY 00000

Approved: Issued: Owner: REED, RANDALL B Project Description: 5 TRACT RESIDENTIAL SUBDIVISION

Begin Date 06/13/2025	End Date	Permit Area Workflow	Subject COUNTY ASSESSOR REVIEW	Note Type GENERAL	Note Text no comment	Created By CANDICE.MCCART @LARAMIECOUNT YWY.GOV
06/16/2025		Workflow	BUILDING FIRE CODE REVIEW	GENERAL	Premises identification shall be in accordance with 2024 IFC section 505 and 2024 IRC section 319, and 2024 IBC section 502.1. Fire Apparatus Roads required per 2024 IFC section 503. Fire protection water Supplies required per 2024 IFC section	DANIEL.PETERS@ LARAMIECOUNTY WY.GOV
ACKNOWLE	OGED				507 Building permits shall be required for all new building construction. Laramie County has adopted the 2024 I-codes and the 2023 NEC.	
06/18/2025	06/18/2025	Application	PZ-25-00045	GENERAL	No Comments	MATTHEW.BUTLE R@LARAMIECOUN TYWY.GOV
06/18/2025	06/18/2025	Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	No comments	TERESA.LEMASTE R@LARAMIECOUN TYWY.GOV
06/25/2025 ACKNOWLE	DGED	Workflow	ENVIRONMENTA L HEALTH REVIEW	GENERAL	A Small wastewater permit is required for lot. A small wastewater system must have 50' setback from property lines and intermittent bodies of water i.e. drainages. Provide careful consideration for lot with slope. Septic systems are not allowed on greater than 15 percent slope. Also, keep wastewater systems out of easements. A signed final plat must be submitted to this office prior to application for any permits.	JAMES.JONES@L ARAMIECOUNTYW Y.GOV
06/26/2025		Application	PZ-25-00045	GENERAL	No Comments	LARAMIECOUNTY ATTORNEY@LARA MIECOUNTYWY.G OV
06/26/2025 1. ACKN 2. ADDE	IOWLEDGED :D	Application	PZ-25-00045	GENERAL	1st Review - Engineer Review 1.Morgan Taylor Drive ROW and the north half of Road 216 shall be dedicated to the public (as the label on the plat indicates) and noted so in the Dedication. Refer to surveyor review. 2.There is no signature block in the Approvals for the Planning Commission.	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV

- 3. ADDED
- 4. ACKNOWLEDGED
- 5. ADDED
- 1. added
- 2. corrected

- 3.lt would be helpful if the Tract numbers were labeled for Meadowlark Ridge on the plat drawing.
- 4.I agree that a detailed Drainage Study and Traffic Study is not warranted for this plat.
- 5. Plat shall include note that all Tracts shall use Morgan Taylor Drive for access and no access to a tract will be allowed off Road 216.

Surveyor Review

- 1.The details of the dedication of MORGAN TAYLOR DRIVE and the north 40 of ROAD 216 are not mentioned in the DEDICATION. Are MORGAN TAYLOR DRIVE and the north 40 of ROAD 216 proposed to be dedicated to the public. There are abbreviated notes/labels on the plat, but the road dedication purpose and/or intent should be more clearly defined in the DEDICATION.
- 2.The record length of the east boundary of the subdivision is shown as 1319.52 (R) on the plat, the same as the record length of the west boundary of the subdivision. The legal description in the DEDICATION and the legal description of the deed provided indicate that distance as 1320.63.

06/30/2025 06/30/2025 Application PZ-25-00045 GENERAL No concerns noted CONSERVATIONDI STRICT@LARAMIE COUNTYWY.GOV

Laramie County, WY 00000

Permit Number: PZ-25-00045 Parcel Number: 15673040000100

> Site Address: UNKNOWN

Applicant: HANSEN, MICHEAL SHANE Owner:

REED, RANDALL B

Project Description: 5 TRACT RESIDENTIAL SUBDIVISION

Submitted: 06/11/2025 Technically 06/11/2025 Complete:

Approved: 07/03/2025

Issued:

Begin Date 06/13/2025	End Date	Permit Area Workflow	<u>Subject</u> COUNTY ASSESSOR REVIEW	Note Type GENERAL	Note Text no comment	Created By CANDICE.MCCART @LARAMIECOUNT YWY.GOV
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06/18/2025	06/18/2025	Application	PZ-25-00045	GENERAL	No Comments	MATTHEW.BUTLE R@LARAMIECOUN TYWY.GOV
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- 2.The record length of the east boundary of the subdivision is shown as 1319.52 (R) on the plat, the same as the record length of the west boundary of the subdivision. The legal description in the DEDICATION and the legal description of the deed provided indicate that distance as 1320.63.

06/30/2025	06/30/2025	Application	PZ-25-00045	GENERAL	No concerns noted	CONSERVATIONDI STRICT@LARAMIE COUNTYWY.GOV
07/03/2025		Application	PZ-25-00045	GENERAL	2nd Review - Previous comments have been adequately addressed on the revised/updated plat drawing. No further comments at this time.	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV
07/03/2025		Workflow	PLANNING AND ZONING REVIEW	GENERAL	All agency review comments have been addressed and corrected on the plat. Nothing further.	SONNY.HOOPS@L ARAMIECOUNTYW Y.GOV



June 10, 2025

Laramie County Planning & Development Office 3966 Archer Parkway Cheyenne, WY 82009 (307) 633-4303

InRe: Plat to be known as BAILEY ESTATES, SITUATE IN A PORTION OF SECTION 30, T15N, R67W, OF THE 6TH P.M., LARAMIE COUNTY, WYOMING.

To whom it may concern:

Steil Surveying Services, agent for the owner(s), provides this letter on their behalf, confirming that the owner acknowledges that a non adverse DEQ letter is NOT required.

Sincerely,

Shane Hansen

Director Planning and Development Steil Surveying Services, LLC shansen@steilsurvey.com

Michael S. Harom



June 11, 2025

Laramie County Planning & Development Office 3966 Archer Parkway Cheyenne, WY 82009 (307) 633-4303

InRe: Plat to be known as BAILEY ESTATES, SITUATE IN A PORTION OF SECTION 30, T15N, R67W, OF THE 6TH P.M., LARAMIE COUNTY, WYOMING.

To whom it may concern:

Steil Surveying Services, agent for the owner(s), provides this letter on their behalf, confirming that the owner intends to pay the appropriate Community Facility Fee(s) (CFFs) and the owner intends to pay the appropriate Public Safety Fee(s) (PSFs) at the appropriate time to the proper authority, pursuant to §§1-1-106 of the Laramie County Land Use Regulations.

Sincerely,

Shane Hansen

Director Planning and Development Steil Surveying Services, LLC shansen@steilsurvey.com

Michael S. Harom

A RESOLUTION TO APPROVE A SUBDIVISION PERMIT AND PLAT FOR BAILEY ESTATES, LARAMIE COUNTY, WY, TO BE PLATTED AND KNOWN AS "BAILEY ESTATES".

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, the application is in conformance with the LU – Land Use zone district; and

WHEREAS, this resolution is the subdivision permit for Bailey Estates.

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.
- **b.** This application is in conformance with section 4-2-114 governing the LU Land Use zone district.

And the Board approves the Subdivision Permit and Plat for Bailey Estates, Laramie County, WY, with no conditions.

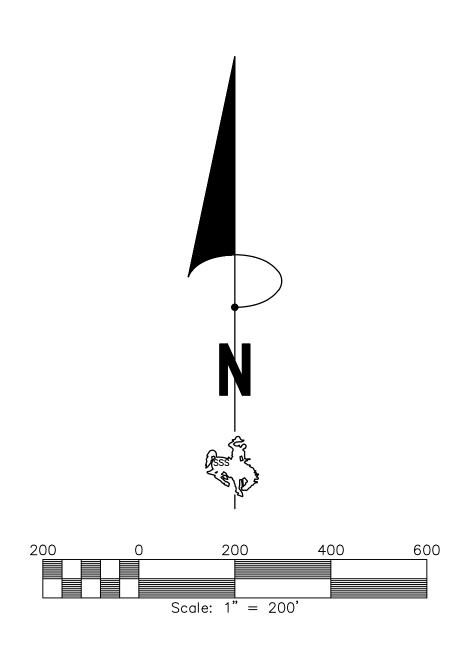
PRESENTED, READ AND ADOPT	ED THIS DAY OF
, 2025.	
	LARAMIE COUNTY BOARD OF COMMISSIONERS
	Gunnar Malm, Chairman
ATTEST:	
Debra K. Lee, Laramie County Clerk	
Reviewed and approved as to form:	
Laramie County Attorney's Office	<u> </u>

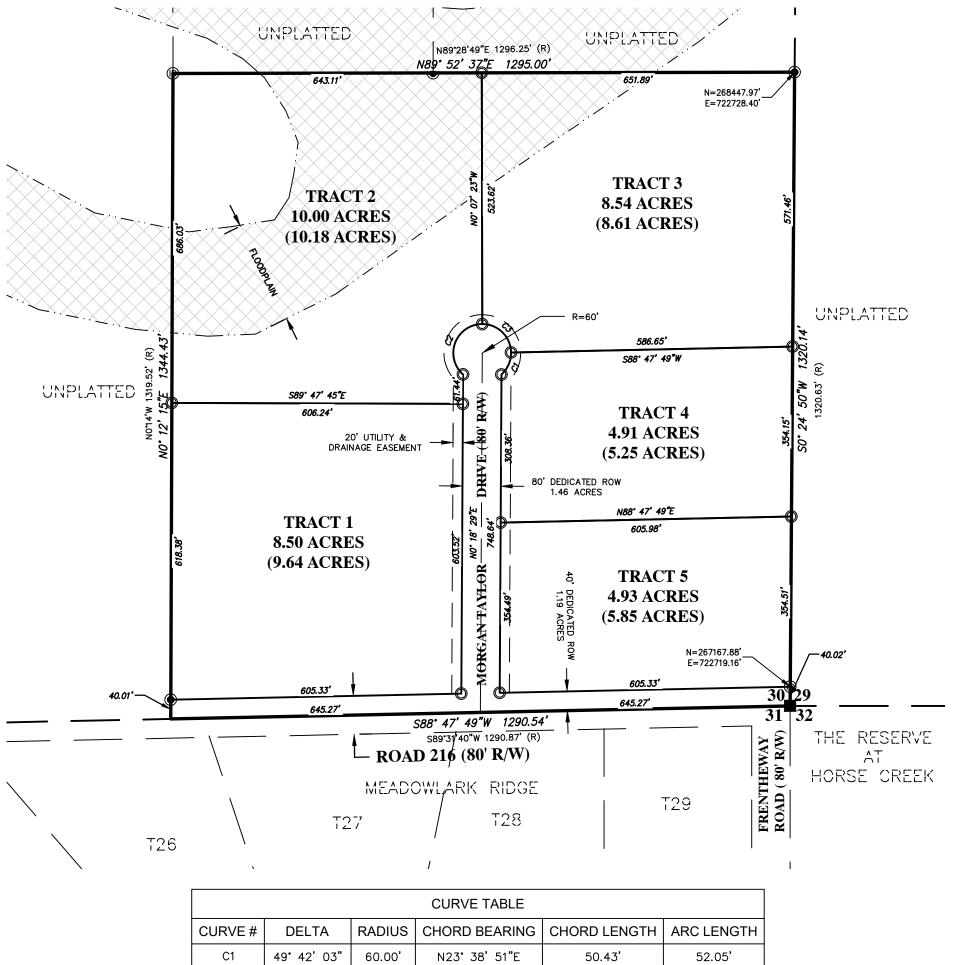
NOTES

- 1. BASIS OF BEARINGS: WYOMING STATE PLANE COORDINATES, EAST ZONE, NAD83-2011, US SURVEY FEET. GRID DISTANCES.
- 2. ALL UNMONUMENTED TRACT CORNERS, ANGLE POINTS AND CURVE POINTS TO BE MONUMENTED WITH A 11/2" ALUMINUM CAP STAMPED "SSS PLS 5910" SET 1/8" x 24"
- 3. A PORTION OF THIS PLAT FALLS WITHIN A FEMA 100-YEAR SFHA PER F.I.R.M PANEL #56021C1060F; DATED 1-17-07.
- 4. CWPP SUBJECT PARCEL FALLS WITHIN THE CWPP MAP PANEL B FUEL LOAD LOW
- 5. NO PUBLIC MAINTENANCE OF INTERNAL ROADS.
- 6. ALL TRACTS WILL BE ACCESSED FROM MORGAN TAYLOR DRIVE.

LEGEND

- SET %" X 24" LONG REBAR WITH 11/2" ALUMINUM CAP STAMPED "SSS P.L.S. 5910"
- FOUND 5/8" IRON REBAR
- FOUND 11/2" ALUMINUM CAP
- FOUND GLO STONE
- DENOTES RECORD DATA





137° 45' 31' N20° 59' 52"E 111.94 144.26' 60.00' 88° 55' 12" 60.00' N45° 39' 47"W 93.12'

VICINITY MAP



FILING RECORD

CERTIFICATE OF SURVEYOR

I, Jeffrey B. Jones, A Professional Land Surveyor in the State of Wyoming, for and on behalf of Steil Surveying Services, LLC, hereby state, to 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.

> REVISED: 7/1/2025 25236 FP.DWG

DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS THAT: Randall B. Reed, owner in fee simple of a portion of Section 30, Township 15 North, Range 67 West, 6th P.M., Laramie County, Wyoming. More particularly described as follows:

Beginning at the Southeast corner of Section 30; thence S.89°31'40"W, a distance of 1290.87 feet; thence N.0°14'W., a distance of 1319.52 feet; thence N.89°28'49"E., a distance of 1296.25 feet; thence South, along the East line of Section 30, a distance of 1320.63 feet, to the point of beginning.

Has caused the same to be surveyed, subdivided and known as: Bailey Ranches, and do hereby declare the subdivision of said land as it appears on this plat, to be their free act and deed and in accordance with their desires and do hereby dedicate the right of ways and easements for the purposes indicated hereon.

Randall B. Reed

OWNER ACKNOWLEDGEMENT

STATE OF WYOMING) COUNTY OF LARAMIE)

The foregoing instrument was acknowledged before me this ____ day of ____, 2025, by Randall B. Reed..

Notary Public, Laramie County, Wyoming

My Commission Expires:

APPROVALS

Approved by the Laramie County Planning Commission, this _

Chairman

Approved by the Board of Laramie County Commissioners of Laramie County, Wyoming, this _____ day of _____, 2025.

ATTEST: Chairman County Clerk

BATLEY ESTATES

A SUBDIVISION OF A PORTION OF SECTION 30, T15N, R67W OF THE 6TH P.M., LARAMIE COUNTY, WYOMING

PREPARED JUNE 2025



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

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

www.SteilSurvey.com o info@SteilSurvey.com