



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Planning Commission

FROM: Sonny M. Keen

DATE: January 9th, 2025

TITLE: Review and action on a Zone Change from LI – Light Industrial to MU – Mixed Use for Cheyenne Irrigated Gardens, 3rd Filing, of the South 440 Feet of Tract 17, Cheyenne Irrigated Gardens.

EXECUTIVE SUMMARY

Steil Surveying Services, LLC, has submitted applications for an Administrative Plat and Zone Change for above referenced parcel, located at the northwest corner of Avenue D and Persons Rd. The purpose of the applications are to separate the residence from the remainder of the existing towing business which would establish the need to change the residential zoning from LI – Light Industrial to MU – Mixed Use. The business will remain as LI – Light Industrial.

BACKGROUND

The subject property considering the zone change is 0.36 acres and zone districts surrounding it include PUD – Planned Unit Development, MR – Medium Density Residential, and City of Cheyenne AG - Agricultural.

Pertinent Regulations

Section 1-2-103(b) of the Laramie County Land Use Regulations governing the criteria for a zone map amendment.

Section 4-2-111 of the Laramie County Land Use Regulations governing the MU – Mixed Use zone district.

DISCUSSION

The Laramie County Comprehensive Plan designates this area as URI (Urban Rural Interface), 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.

Public notice was published, and neighbor notice letters were sent by certified mail. Staff received no written comments from adjacent landowners. Agency comments were addressed sufficiently.

Section 1-2-103 (b) states that in order for the Planning Commission to recommend approval, one of the following must be found:

- 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. is met by the type of development proposed and by meeting all of Planning's application criteria.

RECOMMENDATION and FINDINGS

Based on evidence provided, staff finds that:

- a. This application does meet 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 4-2-111 of the Laramie County Land Use Regulations.

and that the Planning Commission may recommend approval of a Zone Change from LI – Light Industrial to MU – Mixed Use to the Laramie County Board of Commissioners with no conditions.

PROPOSED MOTION

I move to adopt the findings of fact a and b of the staff report and recommend approval of a Zone Change from LI – Light Industrial to MU – Mixed Use for Cheyenne Irrigated Gardens, 3rd Filing, of the South 440 feet of Tract 17, Cheyenne Irrigated Gardens, to the Laramie County Board of Commissioners with no conditions.

ATTACHMENTS

Attachment 1: Location Map

Attachment 2: Project Narrative

Attachment 3: Preliminary Application Notes

Attachment 4: Agency Review Comments, Applicant Responses

Attachment 5: Draft Resolution

Attachment 6: Resolution Exhibit A – Zone Change Map



Laramie County Wyoming MapServer

CHEYENNE IRRIGATED GARDENS, 3RD FILING, OF THE SOUTH 440 FEET OF TRACT 17, CHEYENNE IRRIGATED GARDENS, SITUATED IN THE SE ¼ OF SECTION 4, T13N, R66W, OF THE 6TH P.M., LARAMIE COUNTY, WY.

Cheyenne Irrigated Gardens, 3rd Filing

Zone Change PZ-24-00097

Administrative Plat PZ-24-00096

Laramie County Fire District #1

Laramie County School District #1

AMEC Zone 2



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 assumes no liability associated with the use or misuse of this information.



November 6, 2024

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

InRe: LETTER OF JUSTIFICATION – Trefren Zone Change

Steil Surveying Services, agent for the owner, intends to do a Zone Change on a portion of the south 440 feet of Tract 17, Cheyenne Irrigated Gardens. The owner wishes to break the existing residence off from the rest of the property. A zone change for that portion is require. Current zoning LI, requested zoning MU.

Please contact me with any questions or concerns.

A handwritten signature in blue ink that reads "Michael S. Hansen". The signature is written in a cursive style with a large, prominent initial "M".

Shane Hansen

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



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

3966 Archer Pkwy
Cheyenne, WY 82009 planning@laramiecounty.com
Phone (307) 633-4303 Fax (307) 633-4616



Pre-Application Meeting Notes

Disclaimer: These notes 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 the 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. § 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.

Date: <u>10-30-24</u> Staff: <u>SETH LLOYD, JA. BHCC, DPCL, TG</u> Property Owner: <u>TRE FREN</u>	
Project Description: <u>ADMIN. PLAT - BREAK OFF HOUSE - ZONE CHANGE TO MU</u>	
Project Location/Address: <u>2414 PERSONS RD</u> R #: <u>0001521</u>	
ATTENDEES/AGENTS/PARTIES	
Applicant <u>SHANE HANSEN</u>	Phone <u>307-634-7273</u> Email
Other	Phone Email
Other	Phone Email
APPLICATION TYPE(S)	
<input checked="" type="checkbox"/> Administrative Plat (Vacation) <u>Y</u> <input type="checkbox"/> Appeal <input type="checkbox"/> Board Approval <input type="checkbox"/> Home Occupation <input type="checkbox"/> Family Exemption <input type="checkbox"/> Preliminary Development Plan <input type="checkbox"/> Public Hearing – No Approval Required (Xmission lines, O&G)	<input type="checkbox"/> Site Plan <input type="checkbox"/> Site Plan – Amendment <input type="checkbox"/> Site Plan – For Records <input type="checkbox"/> Subdivision Exemption – Other <input type="checkbox"/> Subdivision Permit & Plat <input type="checkbox"/> Variance <input checked="" type="checkbox"/> Zone Change - <u>BCC APPROVAL</u>
APPLICATION GUIDANCE	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Application Fees: <u>\$750.00 Admin Plat \$500.00 Zone Change</u>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Pre-Application Meeting Notes:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Project Narrative Letter/Justification Letter:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Warranty Deed/Lease Agreement:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Plat / Site Plan / Plot Plan / Record of Survey / Preliminary Dev. Plan / Route Map / Zone Change Map:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Drainage Plans:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Letter of Waiver	Drainage Study:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Letter of Waiver	Traffic Study:



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

3966 Archer Pkwy
Cheyenne, WY 82009 planning@laramiecounty.com
Phone (307) 633-4303 Fax (307) 633-4616



Pre-Application Meeting Notes

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Community Facility Fees Acknowledgement Letter:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Public Safety Fees Acknowledgement Letter:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	WY DEQ Chapter 23 Study/Submittal Letter:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Development Agreement:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Roadway Maintenance Plan:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Road/Easement Use Agreement:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	ROW Construction Permit:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Engineer Review – Paid by Applicant: <i>ACTUAL COST</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Environmental Health Review / Approval: <i>SOUTH CHEYENNE W.S</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Environmental and Services Impact Report:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	GESC/Grading, Erosion & Sediment Control Permit:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Floodplain Development Permit:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Letter of Consent	Perimeter Fence Construction per W.S § 18-5-319: <i>1</i>

Public Notice Requirements	General Notes:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Public Notice Sign(s) Required – Posted/Paid by Applicant: <i>\$2600 EACH X 2</i>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Newspaper Legal Notice Required – Paid by Applicant: <i>FIRE ZONE CHANGES</i>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Property Owner Notification Letter Required – Paid by Applicant: <i>ACTUAL COST (EST. 600 EACH)</i>



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

3966 Archer Pkwy
Cheyenne, WY 82009 planning@laramiecounty.com
Phone (307) 633-4303 Fax (307) 633-4616



Pre-Application Meeting Notes

Miscellaneous Notes:

ZONE CHANGE TO MU - ONE PARCEL WITH THE HOUSE. REMAINDER LEFT LI.

ZONE CHANGE - NEEDS DOCC APPROVAL.

ADMIN PLAN - ADMINISTRATIVE APPROVAL.

CHEYENNE WATER! SEWER PROVIDES SERVICE.

CITY OF CHEYENNE - PEARSONS ROAD NOT SUFFICIENT R.O.W WOULD LIKE ADDITIONAL R.O.W OR EASEMENT.

MU ZONE DISTRICT IS APPROPRIATE

1971 REQUEST TO ANNEX BY PROPERTY OWNER.
BK 921 PG 6

EXHIBIT A

Laramie County Planning and Development Fee Schedule					
Application and sign fees shall be paid at the time of application submittal. Other fees will be billed to the applicant.					
Application	Fee	Sign (per sign)	Legal Ad (per ad)	Engineer Review	Mailing
Preliminary Development Plan	\$1000.00	\$26.00	N/A	Actual Cost	Actual Cost
Low Impact GESC	\$250.00	N/A	N/A	Actual Cost	N/A
Standard GESC	\$500.00	N/A	N/A	Actual Cost	N/A
Board Approval	\$500.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Variance	\$600.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Temporary Use	\$100.00	N/A	N/A	N/A	N/A
Address – New Oil & Gas Facility	\$200.00	N/A	N/A	N/A	N/A
Address – Existing Oil & Gas Facility	\$100.00	N/A	N/A	N/A	N/A
Floodplain Development Permit	\$200.00	N/A	N/A	Actual Cost	N/A
Site Plan, New and Major Amendments	\$750.00	\$26.00	Actual Cost – if applicable	Actual Cost	Actual Cost
Site Plan, Minor Amendments	\$250.00	\$26.00	N/A	Actual Cost	Actual Cost
Zone Change	\$500.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Wireless Tower	\$250.00	\$26.00 - if applicable	Actual Cost – if applicable	Actual Cost	Actual Cost
Family Child Care Home	\$100.00	N/A	N/A	N/A	N/A
Subdivision Permit (25 lots or less)	\$1,200.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Subdivision Permit (26 lots or more)	\$1,800.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Administrative Plat	\$750.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Road/Easement Naming	\$200.00	\$26.00	N/A	N/A	Actual Cost
Environmental Health Fee **See Note**	\$200.00 with public sewer. \$200 plus \$10.00 per lot without public sewer (not to exceed \$500.00)				
Community Facility Fees	Land within a water/sewer district or serviced by a district: \$500.00 per acre, rounded to the nearest .1 acre. Minimum \$250.00				
Community Facility Fees	Land outside a water/sewer district with no public water/sewer services: \$50.00 per acre, rounded to the nearest .1 acre. Minimum \$25.00				
Public Safety Fees	Land within any water and/or sewer district or serviced by a public water system shall be assessed a \$200.00 per lot public safety fee				
Public Safety Fees	Land outside of a water and/or sewer district shall be assessed a \$1,000.00 per lot public safety fee				

****Note:** Health Dept. fee increase relating to subdivision permit/plat process approved by Laramie County Board of Commissioners on June 2, 2015, and Board of Health on June 16, 2015.

Traffic Study Waiver Request Criteria

3-5-105a. Requirements

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.

Drainage Study Waiver Request Criteria

3-1-105 Drainage Report Waiver

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.

Permit Notes

Permit Number: PZ-24-00097

Parcel Number: 13660440302600

Submitted: 11/06/2024

Site Address: 2414 PERSONS RD

Technically Complete: 11/06/2024

Applicant: HANSEN, MICHEAL SHANE
Owner: TREFREN, DAVID W REV TR

Cheyenne, WY 82007

Approved:
Issued:

Project Description: ZONE CHANGE ON BROKEN OFF PARCEL

<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>
11/07/2024	11/07/2024	Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	No comment	LAURA.PATE@LARAMIECOUNTYWY.GOV
11/08/2024		Application	PZ-24-00097	GENERAL	1. I do not believe the County has an 'MUR' zone. I assume the request is for the 'MU', please revise or justify. 2. Comment not warranting response from the applicant: The area is designated 'mixed-use residential' on the future land use map. The County MU zone is one of the optimal County zoning districts for that future land use designation.	SETH.LLOYD@LARAMIECOUNTYWY.GOV
11/08/2024		Application	PZ-24-00097	GENERAL	No Comment to the Zone Change	CHRISTOPHER.YA NEY@LARAMIECOUNTYWY.GOV
11/12/2024		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	No comment on Zone Change	CANDICE.MCCART@LARAMIECOUNTYWY.GOV
11/14/2024		Application	PZ-24-00097	GENERAL	No Comment	DARRICK.MITTLES TADT@LARAMIECOUNTYWY.GOV
11/15/2024		Application	PZ-24-00097	GENERAL	no comment	SCOTT.SPRAKTIE S@LARAMIECOUNTYWY.GOV
11/20/2024		Application	PZ-24-00097	GENERAL	This will need a separate resolution for a zone change in addition to vacating the entirety of the existing parcel zoned as LI for the admin plat, if it hasnt already been divided by admin plat previously. When did this get zoned as LI? How does this zone change meet the criteria for the proposed zone change and fit with the goals and recommendations on land use and development in section 5.2 of the Comprehensive Plan. Presents a possible question on strengthening the comprehensive plan and consideration on what the best plan for this area is, whether it should be light industrial or residential.	LARAMIECOUNTY ATTORNEY@LARAMIECOUNTYWY.GOV

Permit Notes

11/21/2024		Workflow	PUBLIC WORKS GENERAL REVIEW		<ol style="list-style-type: none"> 1. All comments from the review engineer and LC Attorney's Office shall be acknowledged and/or addressed. 2. The administrative plat shall be signed and approved prior to the zone change taking effect. 3. No comments from Public Works related to the zone change. 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. 	MOLLY.BENNETT@LARAMIECOUNTWY.GOV
11/21/2024	11/21/2024	Application	PZ-24-00097	GENERAL	<ol style="list-style-type: none"> 1. It is difficult to tell just from the Zone Change Exhibit alone what area is being changed. The Exhibit shows the existing zoning for future Tract 1 and surrounding properties, however, there is nothing shown for future Tract 2 for existing or proposed zone. Is only future Tract 2 being changed to MUR and the shading didn't plot? It needs to be clarified on the Exhibit as to the existing and proposed zoning for future Tract 2 assuming that is the area that is being changed. 2. The Zone Change Exhibit needs to show/identify the zoning for the property to the north as MR. The Exhibit shows a cross hatching that is not identified or called out in the Legend. In addition, the GIS mapping shows part of the property to the east as AG, but the Exhibit shows it all as LI. 3. Currently the County has an MU zone but not an MUR. I am assuming the intent is to change the zone to MU and not MUR. Please modify the Exhibit to reflect the correct zone designation. 	SCOTT.LARSON@LARAMIECOUNTY.WY.GOV
11/25/2024	11/25/2024	Application	PZ-24-00097	GENERAL	<p>2nd Review -</p> <ol style="list-style-type: none"> 1. Based on the scale of the Zone Change Map, the majority of the 80' ROW for Avenue D is shown (approximately 76' - .79' is shown) It would be best if the entire 80' ROW is shown because the GIS shows half of the ROW for Avenue D changes to a AG zone and is not an LI zone as shown/indicated on the Zone Change map. In addition, the Zone Change map is required to show existing zoning for surrounding properties, which would also include the property on the east side of Avenue D just as it was shown for the property on the south side of Persons Road. 2. The Zone Change map is required to show existing land uses for surrounding properties. 3. The Zone Change map is required to show existing entrances and parking areas. 	SCOTT.LARSON@LARAMIECOUNTY.WY.GOV
					<ol style="list-style-type: none"> 1. ADDED 2. ADDED 3. NEVER BEEN SHOWN ON ANY ZONE CHANGE - IRRELEVANT. 	

RESOLUTION NO. _____

**A RESOLUTION TO APPROVE A CHANGE IN ZONE DISTRICT
FROM LI – LIGHT INDUSTRIAL TO MU – MIXED USE
FOR CHEYENNE IRRIGATED GARDENS, 3RD FILING, OF THE SOUTH 440 FEET
OF TRACT 17, CHEYENNE IRRIGATED GARDENS, 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 previously adopted the Laramie County Land Use Regulations; and

WHEREAS, the proposed zone change is in conformance with the requirements of section 1-2-103(b) of the Laramie County Land Use Regulations; and

WHEREAS, the proposed zone change is in conformance with the requirements of section 4-2-111 of the Laramie County Land Use Regulations.

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 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 4-2-111 of the Laramie County Land Use Regulations.

And the Board approves a Zone Change from LI – Light Industrial to MU – Mixed Use for Cheyenne Irrigated Gardens, 3rd Filing, of the South 440 Feet of Tract 17, Cheyenne Irrigated Gardens, Laramie County, WY, as shown on the attached ‘Exhibit A’ – Zone Change Map.

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

LARAMIE COUNTY BOARD OF COMMISSIONERS

Gunnar Malm, Chairman

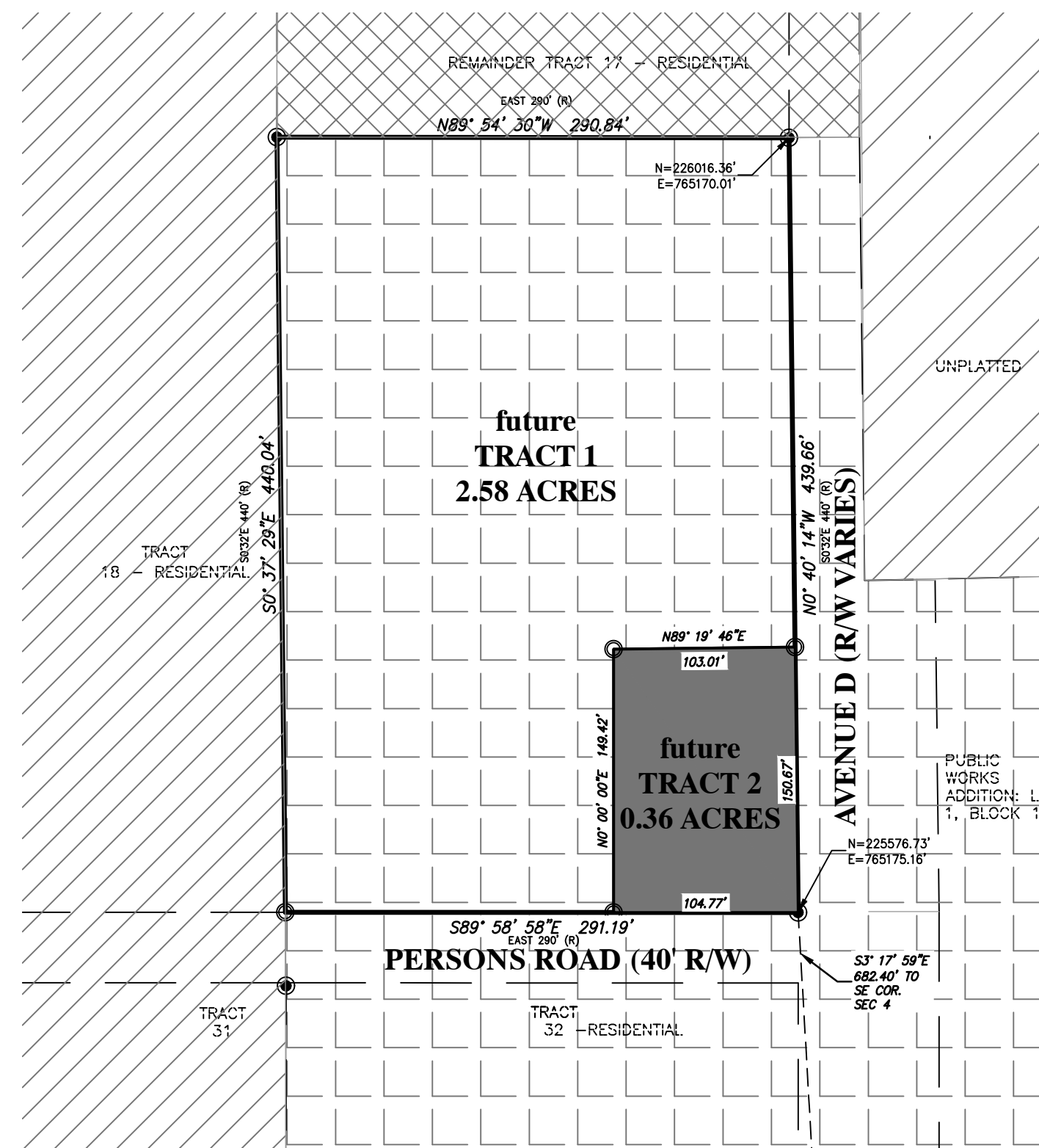
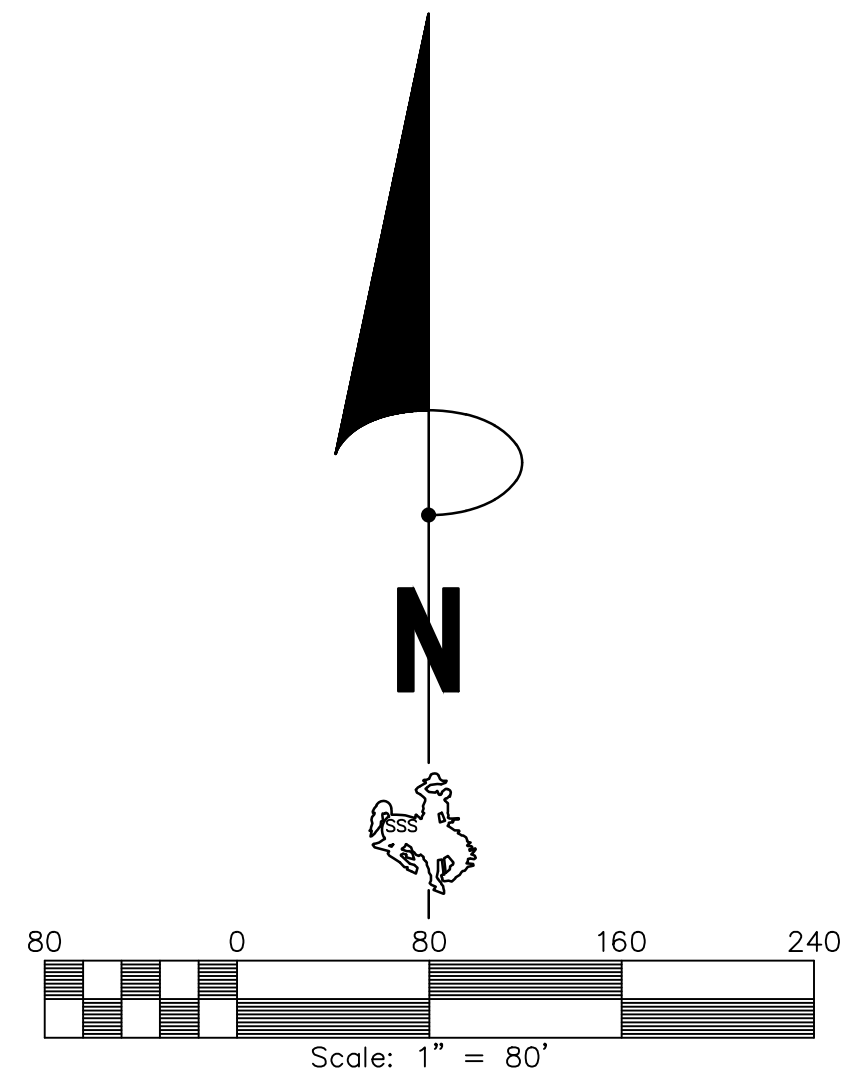
ATTEST:

Debra K. Lee, Laramie County Clerk

Reviewed and approved as to form:

Mark T. Voss, Laramie County Attorney

EXHIBIT A

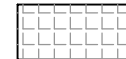


ZONE CHANGE EXHIBIT

FOR A PORTION OF THE SOUTH 440 FEET OF TRACT 17, CHEYENNE IRRIGATED GARDENS, SITUATE IN THE SE 1/4 OF SECTION 4, T13N, R66W, OF THE 6TH P.M., LARAMIE COUNTY, WYOMING

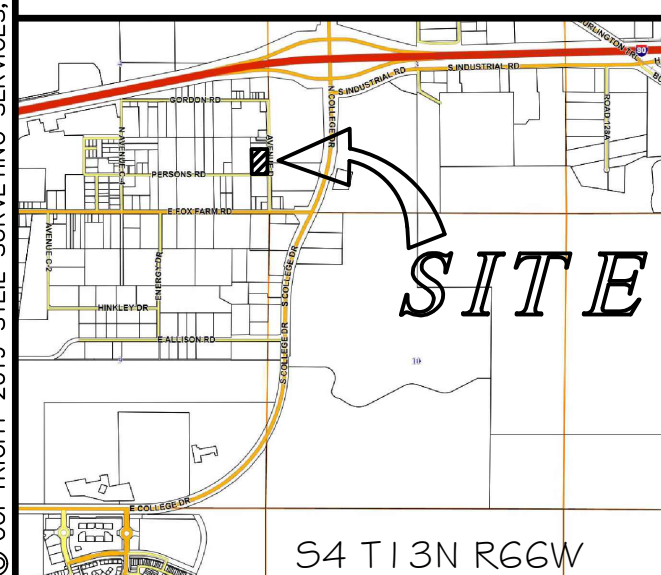
PREPARED NOVEMBER, 2024

LEGEND

-  EXISTING ZONING PUD
-  EXISTING ZONING LI
-  EXISTING ZONING MR
-  PROPOSED ZONING MU
-  EXISTING ZONING AG

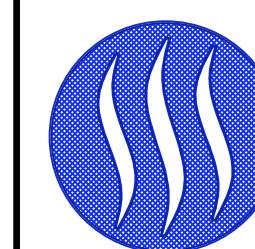
EXISTING ZONING - LI
PROPOSED ZONING - MU

VICINITY MAP



FILING RECORD

REVISED: 11/26/2024
24368 ZC.DWG



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.SteilSurvey.com • info@SteilSurvey.com