



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Planning Commission

FROM: Cate Cundall, Associate Planner

DATE: July 9, 2026

TITLE: Review and Action on a Zone Change for the Aspen Valley Subdivision from Urban Residential Low Density (URLD) to a Planned Unit Development (PUD) zone district.

EXECUTIVE SUMMARY

Aspen Valley, LLC, has submitted an application for approval of a zone change for the Aspen Valley Subdivision from urban Residential Low Density (URLD) zone district to a Planned Unit Development (PUD) zone district. This zone change will add campgrounds as a use by right.

BACKGROUND

The subdivision is comprised of 174 single family home lots, originally intended for manufactured homes. The applicant is proposing to allow two (2) RV's to be able to be used on each lot for temporary workforce housing. The project has two (2) phases with 192 RV spaces in the West Phase, and 136 RV spaces in the East Phase for a total of 328 RV spaces. A Community House that will serve as an office, gathering place, and laundry facility is also proposed. The lots are 50' wide and 130' deep.

Pertinent Regulations

Section 2-1-103 of the 2025 Laramie County Land Use Regulations governing the criteria for a zone map amendment.

Section 2-4-111 of the 2025 Laramie County Land Use Regulations governing the PUD – Planned Unit Development 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. PlanCheyenne designates this area as MU-R.

South Cheyenne Water and Sewer District provides water and sanitary sewer service to the subdivision. WYDOT will require an addendum to the approved traffic study that shows the difference in anticipated traffic with RV use. These will be further addressed in the site plan application.

At the time of this report the project is still going through agency reviews, but all pertinent agency comments must be addressed.

Public notice was provided, and no public comments have been received.

Section 2-1-103(e) states that prior to making a recommendation to the County Commissioners about any zoning map amendment, the Planning Commission is required to find:

- i. The zone change request supports and upholds the safety and health of the community; and that it endorses the general welfare of the inhabitants of Laramie County; and that one of the following two (2) is also determined and declared to be a finding:
 - A. The existing zoning classification of the land does not fit the overall development pattern of the area; or
 - B. There have been changes of a physical, economic, or social nature within the area which have prompted the request, and which enable the zone change to better meet community needs.

Criteria i. and B. are met by the type of action proposed and by meeting all of Planning's application criteria.

RECOMMENDATION and FINDINGS

Based on evidence provided, staff recommends that:

- a. This application does meet the criteria for a zone map amendment pursuant to section 2-1-103 of the Laramie County Land Use Regulations
- b. The proposed change in zone district is in conformance with the requirements of section 2-4-111 of the Laramie County Land Use Regulations.

and that the Planning Commission may recommend approval for the Aspen Valley Subdivision Zone Change from Urban Residential Low Density to Planned Unit Development to allow campgrounds as a use by right, with one condition.

1. All agency review comments must be addressed prior to submission of a site plan application.

PROPOSED MOTION

I move to recommend approval for the Aspen Valley Subdivision Zone Change from Urban Residential Low Density to Planned Unit Development to allow campgrounds as a use by right, to the Laramie County Board of Commissioners and adopt the findings of facts a and b of the staff report with one condition.

1. All agency review comments must be addressed prior to submission of a site plan application.

ATTACHMENTS

- Attachment 1: Location Map**
- Attachment 2: Pre-Application Notes**
- Attachment 3: Project Narrative**
- Attachment 4: Agency Review Comments**
- Attachment 5: Draft Resolution**
- Attachment 6: Aspen Valley PUD Rules and Exhibits**



Aspen Valley Subdivision
Planned Unit Development
Zone Change

PZ-26-00046





Laramie County, WY
Laramie County Planning and Development Office

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

PERMIT

PA-26-00068

PRE-APPLICATION MEETINGS

SITE ADDRESS: UNKNOWN LARAMIE COUNTY
PRIMARY PARCEL: 13662022601800
PROJECT NAME: PUD ZONE CHANGE

ISSUED: 05/14/2026
EXPIRES: 11/10/2026

APPLICANT: ASPEN VALLEY MHS LLC
506 SHOSHONI ST
CHEYENNE, WY 82009

OWNER: ASPEN VALLEY MHS LLC
506 SHOSHONI ST
CHEYENNE, WY 82009

Detail Name	Detail Value
Meeting Date	05/14/2026
MEETING AM OR PM	AM
Application Types	Zone Change
Attendees	Online (Teams Meeting)
Property Interest	Owner
Detailed Project Narrative	Zone change for PUD
Staff Attending	JA CC SP DP TM PB CS
Development Action	Zone Change Map
Copy of Pre-App Notes	REQUIRED FOR APPLICATION SUBMITTAL
Project Narrative Letter	Yes
Warranty Deed and/or Lease Agreement	Yes
Traffic Study	Yes
Roadway Maintenance Plan	No
Drainage Study	No
Drainage Plans	No
WY DEQ Chapter 23 Study/Submittal Letter	No
Development Agreement	No
Road/Easement Use Agreement	No
Perimeter Fence Construction per W.S.S. 18-5-319	No
Environmental and Services Impact Report	No
Community Facility Fees Acknowledgement Letter	No



Laramie County, WY

Laramie County Planning and Development Office

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

Public Safety Fees Acknowledgement Letter	No
Application Fees	Yes
Environmental Health Review/Approval	No
Engineer Review - Paid by Applicant	Yes
Newspaper Legal Notice, Paid by Applicant	Yes
Public Notice, Paid by Applicant	Yes
Adjacent Property Owner Letter, Paid by Applicant	Yes
Floodplain Development Permit	No
GESC Permit	No
Right-of-Way Construction Permit	Yes
Miscellaneous Notes	Zone Change process: We can utilize URLD provisions and modify it accordingly for "permitted use" for RV multi family use, two RVs per lot. Modify existing provisions to have this language in the text. Traffic impact via WYDOT: off hour trips are just as important as peak hour trips, this will generate more than 50 trips in an hour, which would need to be evaluated through WYDOT and how the local traffic will impact the entire area. Bill Edwards: Addendum to traffic study will be done, but will not show much difference from existing traffic, however, we will need an engineer to review this proposal and supply the addendum analysis. Bill requested Taylor to consider lowering allowed traffic speeds for S Greeley Hwy. Public showers will be provided for RV dwellers as a "community house" and this language will need to be added to the PUD.



Laramie County, WY

Laramie County Planning and Development Office

3966 Archer Pkwy
Cheyenne, WY 82009
(307) 633-4303

www.laramiecountywy.gov
planning@laramiecountywy.gov

Miscellaneous Notes (2)

Each lot will have parking accommodations, and removed from the roadway. These lots will be tying in to SCWSD. This will require a commercial site plan for the community house/community facilities. Lots are 50' wide and 130' long and could accommodate up to four RV's, but we're only doing two per lot. If you submit by May 27th we could possibly get this before the PC on 7/9 and BOCC on 8/4. Dan Peters: Permitting for each lot would be risers for the water and connections, electrical service for the units.

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.
- * 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.

Aspen Valley RV Use Project Narrative

The Final Plat for the Aspen Valley Subdivision was recorded on May 15, 2025. The site is zoned URLD. The Plat is comprised of 174 single family home lots, originally intended for manufactured homes. The lots are 50' wide x 130' deep (6500 sq/ft). The lots are large in size such that they may be conducive for multiple uses in the future.

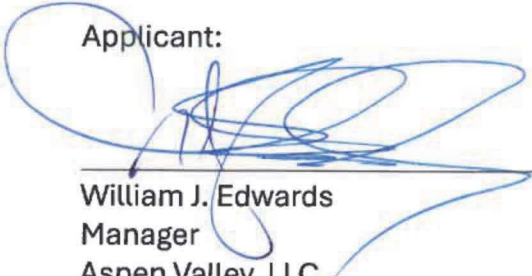
Following an assessment of the pressing need for workforce housing and after meeting with Laramie County Planning staff, Applicant is requesting a "permitted use" under the existing URLD zoning so that two (2) RVs to may be able to be used on each lot for temporary workforce housing. Ample parking and adequate setbacks are included in the site design (attached). The size of the platted lots could potentially accommodate up to four RVs, however, applicant is only requesting the permitted use for two.

The Applicant is further planning on utilizing four (4) of the platted residential lots as a Community House that shall serve the subdivision as an office, gathering space, and laundry facility.

The South Cheyenne Water and Sewer District has agreed to serve the subdivision with this new use as RV spaces in lieu of full size manufactured/mobile homes as previously approved.

WYDOT is requiring an addendum to the approved traffic study that shows the difference in anticipated traffic with work force RV use.

Applicant:



William J. Edwards
Manager
Aspen Valley, LLC

Permit Notes

Permit Number: PZ-26-00046

Parcel Number: 13662022200100

Submitted: 05/15/2026

Applicant: Edwards, Will
Owner: ASPEN VALLEY MHS LLC

Site Address: UNKNOWN
 Laramie County, WY 00000

Technically Complete: 05/15/2026
Approved:
Issued:

Project Description: Permitted use for two (2) RV per manufactured home lot. Inclusion of community house and RV camping ground use.

<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>
05/15/2026		Application	PZ-26-00046	GENERAL	Public Hearing Dates are July 9, 2026 for Planning Commission and August 4, 2026 for BOCC.	CATHERINE.CUNDALL@LARAMIECOUNTY.WY.GOV
05/26/2026		Application	PZ-26-00046	GENERAL	No concerns at this time	CONSERVATIONDISTRICT@LARAMIECOUNTY.WY.GOV
05/26/2026		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	No comments.	CINDY.KEMIVES@LARAMIECOUNTY.WY.GOV
05/26/2026		Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	no comments	TERESA.LEMASTERR@LARAMIECOUNTY.WY.GOV
05/28/2026		Application	PZ-26-00046	GENERAL	No comment.	CHANCE.WALKAM@LARAMIECOUNTY.WY.GOV
05/29/2026		Application	PZ-26-00046	GENERAL	1.Please provide an update letter to the approved traffic study that shows the difference of trips generated between mobile home park and Work Force RV use.	CHRISTOPHER.YANEY@LARAMIECOUNTY.WY.GOV
05/29/2026	05/29/2026	Application	PZ-26-00046	GENERAL	WAPA has no conflicts with this project.	ROGERS@LARAMIECOUNTY.WY.GOV
06/01/2026		Application	PZ-26-00046	GENERAL	Ensure that all access and egress routes into and throughout the planned development accommodate emergency services. If there is restricted access gates by way of lock/code/remote the combinations/codes or remote shall be provided to emergency services.	MATTHEW.BUTLER@LARAMIECOUNTY.WY.GOV
06/01/2026	06/03/2026	Workflow	FIRE DISTRICT REVIEW	DEFICIENCY	No description of access to fire water (fire hydrants) for proposed development. The size of site is significant and access to fire water supply needs to be in accordance with the 2024 IFC. Access roads need to be in accordance with the 2024 IFC to accommodate fire apparatus. Lot addressing needs to be provided in accordance with the 2024 IFC	JEFF.SHAFER@LARAMIECOUNTY.WY.GOV

Permit Notes

06/02/2026	Workflow	ENGINEERS REVIEW	GENERAL	<p>1st Review -</p> <ol style="list-style-type: none"> 1.Per the Regulations all driveways/accesses shall be a minimum of 10' from the property lines, a minimum of 23' between driveways, and a minimum of 12' in width. It appears the current plan does not meet these requirements. 2.All roadways shall be designed and constructed to urban standards (curb & gutter, sidewalk, pavement, etc.) and similar to the previous phase to the south. Construction plans shall be submitted to the County for review and approval. 3.A drainage report will be required and the detention volume may need to increase from the previous design as a result of increased impervious area within each lot (i.e., the approaches, parking spaces, etc.). This can be submitted with the site plan application. 4.An updated Traffic Study showing the new traffic volumes will be required to be submitted. 	SCOTT.LARSON@ LARAMIECOUNTY WY.GOV
06/02/2026	Workflow	ENVIRONMENTAL HEALTH REVIEW	GENERAL	<p>Campgrounds in Laramie County are licensed and inspected by Environmental Health. Campgrounds must meet the Cheyenne Laramie County Campground Regulations. Here is the link: https://clcpublichealth.org/wp-content/uploads/2022/04/2009-Campground-Regs.pdf .</p> <p>The first step to getting a campground license is to complete and submit the Environmental Health Plan Review. Here is the link: https://clcpublichealth.org/wp-content/uploads/2025/07/7.8.2025-Campground-Plan-Review.pdf</p> <p>If there are any questions, contact Environmental Health at (307) 633-4082.</p>	TIFFANY.GAERTNER@LARAMIECOUNTY.WY.GOV
06/03/2026	Workflow	PUBLIC WORKS REVIEW	GENERAL	<ol style="list-style-type: none"> 1. All comments from the review engineer shall be addressed and resolved appropriately. 2. Internal roadways shall be designed and built to meet the private road cross section per 5-6-109(f) of the Laramie County Land Use regulations dated August 5, 2025. 3. Following the resolution of the access location comment, a separate access permit application through Public Works will be required. Please apply for your Public Works access permit on the SmartGov Portal. Call (307-633-4302) or email (permits@laramiecountyyw.gov) Public Works with any questions. 	MOLLY.BENNETT@LARAMIECOUNTY.WY.GOV

Permit Notes

06/04/2026

Workflow

WYDOT REVIEW GENERAL

WYDOT doesn't have any concerns with the zone change but the following some of the comments to expect with to a site plan review: TAYLOR.MCCORT@LARAMIECOUNTY.WY.GOV

1. Developers should be aware that any work or presence in the right of way created by development/construction for this project will need the appropriate permitting or licensing between the utility owner (or appropriate local agency for fence modifications) and WYDOT District 1 Maintenance. Also, the development must maintain historic drainage corridors so that drainage is not diverted to other entry points to the R/W. If drainage is affected in the highway right-of-way, a drainage study needs to demonstrate that post-development discharge rates are metered at or below pre-development rates for 2, 5, 10, 25, 50 and 100 year events and will need to be reviewed by WYDOT Bridge/Hydraulics Program. Please contact Michael Elliot (Michael.Elliott@wyo.gov 307.745.2123) for utility permit information.

2. This size of development will require a traffic impact study.

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A CHANGE IN ZONE DISTRICT FOR THE ASPEN VALLEY SUBDIVISION FROM URBAN RESIDENTIAL LOW DENSITY TO PLANNED UNIT DEVELOPMENT

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 2-1-103 of the Laramie County Land Use Regulations; and

WHEREAS, the proposed zone change is in conformance with the requirements of section 2-4-111 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:

- i. The zone change request supports and upholds the safety and health of the community; and that it endorses the general welfare of the inhabitants of Laramie County; and that one of the following two (2) is also determined and declared to be a finding:
 - A. The existing zoning classification of the land does not fit the overall development pattern of the area; or
 - B. There have been changes of a physical, economic, or social nature within the area which have prompted the request, and which enable the zone change to better meet community needs.

and the Board approves a Zone Change for the Aspen Valley Subdivision from Urban Residential Low Density to Planned Unit Development, as shown on the attached “Exhibit A” and “Exhibit B”, with no conditions.

PRESENTED, READ AND ADOPTED THIS _____ DAY OF _____, 2026.

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

**Aspen Valley Subdivision
Planned Unit Development Rules**

Purpose: The purpose of the Aspen Valley Subdivision (PUD) is to expand allowed uses to meet the need for workforce housing in. The proposed PUD will allow for campgrounds and community facilities. The following provisions specify those section of the 2025 Laramie County land Use Regulations (LCLUR) that are deleted or modified with respect to lands with the Planned unit Development. If not specifically set forth herein, the applicable provisions of the 2025 LCLUR shall apply.

A. Allowable Permitted Uses

- a. The PUD district is intended for a mixture of residential types with supportive land uses. The following uses are permitted within this PUD:

1. Accessory Dwelling Units
2. Accessory structures
3. Campgrounds
4. Churches and other places of worship
5. Community facilities
6. Duplexes
7. Family childcare home Class A – up to 10 children
8. Family childcare center home Class B – 11 to 15 children
9. Manufactured homes
10. Primary and secondary schools
11. Single-family residential
12. Single family residential – assisted living – up to four (4) people served by social assisted loving program
13. Any other uses similar in nature and intensity to those permitted in this PUD.

- B. Uses not listed above, but appropriate to the location and supporting the primary use(s) may be permitted by Conditional Use approval in accordance with LCLUR procedures.

- C. Development Standards (General). The application of 2-4-101 (c) shall be modified as follows:

a. Minimum Lot Size

1. Lots within the PUD shall be no smaller than 6,500 square feet.

b. Setbacks – Principal and Accessory Structures

1. Setbacks will be 10 feet from front, side and rear lot lines.

2. Accessibility appurtenances (stairs, ramps, and stoops) attached and projecting from the foundation are not restricted by the setback requirement. The accessibility appurtenances shall not extend into adjacent properties, easements or rights-of-way.

c. Maximum Lot Coverage

1. The maximum lot coverage includes all structures, accessory buildings, parking and impervious surface measured in square feet.

d. Height Limitations

1. The height maximum for the principal building, accessory structures, or conditional use for principal and accessory structures shall be 35 feet.

e. Height Limitations Exceptions

1. The height limitations of this regulation shall not apply to church spires, belfries, cupolas, domes not intended for human occupancy, flag poles, light poles, monuments, water towers, transmission towers, tower masts, smokestacks, chimneys, derricks, antennas, aerials, and HVAC or other equipment located on a roof, except as otherwise provided for in the regulations.

f. Easement Restrictions

1. No structure is allowed within a utility easement, access easement or drainage easement. Such easements shall not be hindered from carrying out their intended purpose.

g. Required Permits and Approvals

1. An individual, property owner, agent, contractor, consultant or other person shall be required to obtain a permit/approval from Laramie County for the following development action categories which shall be furnished in writing.

2. There shall be no permits or approvals given verbally.

3. Failure to obtain a permit or approval shall constitute a violation of the LCLUR.

4. The following is a list of the types of permits and approvals issued by Laramie County under these rules:

- Access/Approach Permit
- Administrative Adjustment
- Building Permit
- Certificate of Compliance
- Certificate of Review
- Conditional Use Permit
- Floodplain Development Permit

- General Public Works Permit
- Grading, Erosion, and Sediment Control Permit
- Subdivision Permit
- Modest Plat
- Non-traditional Housing Permit
- Rights-of-Way Construction Permit
- Road Construction Permit
- Signage or mailbox Permit
- Subdivision Exemption
- Temporary Use Permit
- Utility Permit
- Variance
- Zone Change

h. Access, Parking and Circulation

1. Access from and egress to public roadways shall meet Laramie County Public Works and/or WYDOT standards as applicable.
2. internal circulation roads shall accommodate emergency vehicle access.

i. Site Plans

1. A site plan or plot plan is required to issuance of any building permit or for any new or change of use, pursuant to the LCLUR.
2. Traffic Study, Final Drainage Report, and landscape Plans required for site plan review may be waived or delayed at the discretion of the Planning Director based on the independent facts of each application.
3. All site plans shall meet the requirements of the then-currently adopted LCLUR and this PUD.

j. Amendments

1. Amendments to these PUD rules shall follow the procedures established in the LCLUR Section 2-4-111(iii). Minor amendments that do not impact use, intensity, or the overall concept of the development or in excess of 30% of the total PUD area, may be approved administratively by the Planning Director. Major amendments shall be process as a Zone Change.

k. Appendix and Exhibits

1. The following exhibit is incorporated by reference and submitted with the PUD.

Exhibit A: PUD Map Exhibit

Exhibit B: Aspen Valley Subdivision Plat