

# Board of County Commissioners

## Minutes of the Proceedings - Final

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, February 15, 2022**

**3:30 PM**

**Commissioners Board Room**

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### Roll Call/Call to Order

**Present:** Vice Chairman Brian Lovett, Commissioner  
Linda Heath, Commissioner K. N. Buck Holmes,  
Commissioner Gunnar Malm  
**Excused:** Chairman Troy Thompson

### Minutes

1. Consideration of the Minutes of Proceedings for Feb 1, 2022.

[22 - 065](#)

**Attachments:** [Draft Minutes Feb 1, 2022](#)

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

**Aye:** Lovett, Heath, Holmes, Malm

**Excused:** Thompson

### Consent Agenda

#### Approval of the Consent Agenda

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, to approve the Consent Agenda. The motion carried by the following vote:

**Aye:** Lovett, Heath, Holmes, Malm

**Excused:** Thompson

2. Consideration of the ratification of a food and beverage services agreement between Laramie County, WY, and The Crooked Cup to provide food and beverage services in the atrium.

[22 - 057](#)

**Attachments:** [Agreement, Crooked Cup](#)

This agenda item was approved.

3. Consideration of an agreement between Laramie County, WY, and Kauffman Contracting LLC in the amount of \$800 to transport two poly tanks from Evans, CO, to the Public Works Dept. [22 - 058](#)

**Attachments:** [Agreement, Kauffman Contracting LLC](#)

This agenda item was approved.

4. Consideration of an addendum between Laramie County, WY, and Action Target, Inc to transport and recycle the lead and brass from the indoor shooting range at the Sheriff's Dept. Action Target, Inc will give credit from recycling for the Sheriff's Dept to purchase supplies to be used on the range. [22 - 059](#)

**Attachments:** [Addendum, Action Target, Inc](#)

This agenda item was approved.

5. Consideration of the deletion from the Sheriff's fixed assets inventory of a 2011 Ford Expedition, 2013 Ford Taurus and 2014 Ford Taurus as trade-ins to KGA-Chey, LLC towards purchase of a new vehicle, and deletion of a 2009 GMC Savanna to be sold at county auction. [22 - 068](#)

**Attachments:** [Asset Deletion, Sheriff, 2011, 2013 and 2014 Fords and 2009 GMC](#)

This agenda item was approved.

6. Consideration of amendment number two to the contingency and development agreement between Laramie County, WY, and VMAccel to clarify language associated with the terms of employee wages and capital equipment purchases. [22 - 060](#)

**Attachments:** [Amendment Number Two, VMAccel](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and Four Tier Software, LLC for electronic recordings in the Recording Dept. [22 - 056](#)

**Attachments:** [Agreement, Four Tier Software, LLC](#)

This agenda item was approved.

8. Consideration of the ratification of a three-day malt beverage permit submitted by The Knotty Pine Saloon for an event on Feb 11 - 13, 2022 at the Archer Complex. [22 - 075](#)

**Attachments:** [24-Hour Permit, The Knotty Pine Saloon, Feb 11-13, 2022](#)

This agenda item was approved.

9. Consideration of an agreement between Laramie County, WY, and Specialty Counseling and Consulting, LLC to provide substance abuse and mental health treatment, medication management, drug testing, and other treatment-related services for DUI Court program participants in an amount not to exceed \$100,000.

[22 - 076](#)

**Attachments:** [Agreement, Specialty Counseling and Consulting, LLC](#)

This agenda item was approved.

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

10. Consideration of a memorandum of understanding between Laramie County, WY, and the University of WY for the Laramie County 4-H Program to participate in the Laramie County Fair and conduct 4-H division shows during fair.

[22 - 069](#)

**Attachments:** [MOU, UW 4-H Program](#)

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

**Aye:** Lovett, Heath, Holmes, Malm

**Excused:** Thompson

11. Consideration of an agreement between Laramie County, WY, and the Cheyenne Animal Shelter to provide animal shelter services in an amount not to exceed \$272,000. The term of this agreement shall be Sept 1, 2021, through June 30, 2022.

[22 - 077](#)

**Attachments:** [Agreement, Cheyenne Animal Shelter](#)

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

**Aye:** Lovett, Heath, Holmes, Malm

**Excused:** Thompson

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

- 12.** PUBLIC HEARING regarding a Zone Change from A1 - Agricultural and Rural Residential to PUD - Planned Unit Development for the SW1/4 of Tract 13, Crestmoor Addition (except that portion of Hwy 212 R/W), Laramie County, WY.

**22 - 070**

**Attachments:**     [Inman PUD, Zone Change](#)

Kelly Schroeder, Planning, said Palma Land Planning, on behalf of Inman Roofing, Inc, submitted a Zone Change application for the SW1/4 of Tract 13, Crestmoor Addition (except that portion of Hwy 212 R/W), located at 4014 Welchester Dr. The application is to change the zone district from A1 - Agricultural and Rural Residential to PUD - Planned Unit Development to allow the existing commercial and residential uses to remain.

The staff report recommended approval based on evidence provided for the zone change with the adoption of findings of fact a and b.

Acting Chairman Lovett opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Commissioner Lovett closed the hearing.

A motion was made by Commissioner Malm, seconded by Commissioner Heath, to approve a Zone Change A1 – Agricultural and Rural Residential to PUD – Planned Unit Development for the SW1/4 of Tract 13, Crestmoor Addition (except that portion of Hwy 212 R/W), Laramie County, WY, and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

**Aye:**                      Lovett, Heath, Holmes, Malm

**Excused:**              Thompson

- 13.** PUBLIC HEARING regarding a Subdivision Permit and Plat for Meadowlark Ridge Estates, 2nd Filing, with two parcels located in the SW1/4 SE1/4 Sect 31, and a parcel located in the SW1/4 SE1/4 and the W1/2 NE1/4 Sect 31, T15N, R67W, of the 6th PM, Laramie County, WY.

**22 - 071**

**Attachments:**     [Meadowlark Ridge Estates, 2nd Filing, Subdivision Permit & Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Triple Dot Development, LLC, submitted a Subdivision Permit and Plat application for Meadowlark Ridge Estates, 2nd Filing, located northeast of the intersection of Rd 118A and Horse Creek Rd. The application was submitted to subdivide 85.04 acres into 16 residential tracts.

Mr. Arnold said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a with three conditions: 1) All remaining errors on the plat regarding owners name, approval years, mailbox location, and minor clerical items missing from the plat shall be addressed prior to recordation, 2) All proposed roads shall be updated to meet LCLUR road design standards prior to recordation, and 3) The applicant shall be required to bring Road 118A up to County standards from Horse Creek Rd to Rd 216 prior to the development of each tract.

Commissioner Malm asked how much work would the developer have to do to bring the county-owned road up to standards. Molly Bennett, Public Works, said the county is still discussing the matter with the developer and applicant. Casey Palma, agent for the applicant, said the applicant is agreeable to the condition.

Acting Chairman Lovett opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Commissioner Lovett closed the hearing.

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, to approve the Subdivision Permit and Plat for Meadowlark Ridge Estates, 2nd Filing, with three conditions and adopt the findings of fact a of the staff report. The motion carried by the following vote:

**Aye:** Lovett, Heath, Holmes, Malm

**Excused:** Thompson

- 14. PUBLIC HEARING** regarding a Zone Change from A2 - Agricultural to AR - Agricultural Residential and a Subdivision Permit & Plat for Eastern Heights for a portion of the S1/2 NE1/4 Sect 30, T14N, R65W, of the 6th PM, Laramie County, WY.

**[22 - 072](#)**

**Attachments:** [Eastern Heights, Zone Change and Subdivision Permit & Plat](#)

Justin Arnold, Planning, said AVI PC, on behalf of Ramona Niland of Cheyenne, WY, submitted Zone Change and Subdivision Permit & Plat applications for Eastern Heights, consisting of one lot located directly south of the intersection of Red Mesa Rd and E Pershing Blvd. The applications were submitted to request a zone change from A2 to AR and replat the 15-acre property into three residential-use tracts.

Mr. Arnold said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b with one condition: Comments regarding the two clerical errors on the zone change map shall be addressed prior to the February 15, 2022 BOCC public hearing. Based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings

of fact a and b with one condition: Comments regarding the minor clerical errors on the plat shall be addressed prior to the February 15, 2022 BOCC public hearing.

Acting Chairman Lovett opened the hearing for PUBLIC COMMENT. Seth Lloyd, City of Cheyenne Planning, spoke about limited access to the property to the south and connections to public lands. Hearing no further PUBLIC COMMENT, Commissioner Lovett closed the hearing.

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, to approve the Zone Change from A2 to AR for a portion of the S1/2 NE1/4 Sect 30, T14N, R65W, of the 6th PM, Laramie County, WY, with one condition, and adopt the findings of fact a and b for the zone change, as shown in the staff report. The motion carried by the following vote:

**Aye:** Lovett, Heath, Holmes, Malm

**Excused:** Thompson

A motion was made by Commissioner Malm, seconded by Commissioner Heath, to approve the Subdivision Permit and Plat for Eastern Heights with one condition and adopt the findings of fact a and b for the subdivision permit & plat, as shown in the staff report. The motion carried by the following vote:

**Aye:** Lovett, Heath, Holmes, Malm

**Excused:** Thompson

- 15.** PUBLIC HEARING regarding a Zone Change from CB - Community Business to LI - Light Industrial for the east 200 feet of the South 1/2 of Tract 9, Artesian Tracts and a Zone Change from MU - Mixed Use to LI - Light Industrial for Tracts 1 and 2, High Altitude Subdivision, Tract 12, Artesian Tracts, and Tracts 12 and 13, Stundon Tracts, Laramie County, WY.

**[22 - 073](#)**

**Attachments:** [High Altitude Development Zone Change](#)

Michael Surface, Planning, said Russ Fleetwood and Kody Malmberg, applying together as separate property owners, submitted a Zone Change application from MU - Mixed Use to LI - Light Industrial for the properties referenced in the title. Mr. Surface said the action allows affirmation of existing land uses that are legal within the Light Industrial zoning district and sets the stage for other uses. The application also proposes a zone change for one tract from CB - Community Business to LI - Light Industrial for the same reason.

Mr. Surface said based on evidence provided, staff recommends approval of the zone

change with the adoption of findings of fact a and b.

Acting Chairman Lovett opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Commissioner Lovett closed the hearing.

A motion was made by Commissioner Holmes, seconded by Commissioner Malm, to approve a Zone Change from CB - Community Business to LI - Light Industrial for the east 200 feet of the SI/2 Tract 9, Artesian Tracts, and a Zone Change from MU - Mixed Use to LI - Light Industrial for Tracts 1 and 2, High Altitude Subdivision, Tract 12, Artesian Tracts, and Tracts 12 and 13, Stundon Tracts, Laramie County, WY, and adopt the findings of fact a and b of the staff report as shown on the attached Exhibit 'A' - Zone Change Map. The motion carried by the following vote:

**Aye:** Lovett, Heath, Holmes, Malm

**Excused:** Thompson

- 16.** PUBLIC HEARING regarding a Zone Change from PUD - Planned Unit Development to MR - Medium Density Residential for Tract 1, Saint Brendan's Court, Laramie County, WY.

[22 - 074](#)

**Attachments:** [All Saints Anglican Church Zone Change](#)

Michael Surface, Planning, said All Saints Anglican Church as the property owner, authorized Patrick and Julie Formby to act as agents for a zone change to Tract 1, St Brendan's Ct. The church is situated on a two (2) acre tract on the northside of Terry Ranch Rd.

Mr. Surface said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b.

Acting Chairman Lovett opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Commissioner Lovett closed the hearing.

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, to approve a Zone Change from PUD - Planned Unit Development to MR - Medium Density Residential for Tract 1, St Brendan's Ct, Laramie County, WY, and adopt the findings of fact a and b of the staff report as shown on the attached Exhibit 'A' - Zone Change Map. The motion carried by the following vote:

**Aye:** Lovett, Heath, Holmes, Malm

**Excused:** Thompson

**The meeting adjourned at 4:39 pm.**

**CERTIFICATION**

I, Debra K. Lee, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, Feb 15, 2022.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Troy Thompson, Chairman,  
Board of County Commissioners

**Reasonable Accommodations**

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources at (307) 633-4355 or [lchr320@laramiecounty.com](mailto:lchr320@laramiecounty.com) at least two business days prior to the meeting.