

LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners

FROM: Cate Cundall, Associate Planner

DATE: November 18, 2025

TITLE: PUBLIC HEARING regarding the Vacation of Lot 2, Block 1, Swan Ranch

Rail Park, 3rd Filing, Laramie County, WY and to approve the Swan Ranch

Rail Park, 19th Filing Subdivision Permit and Plat.

EXECUTIVE SUMMARY

AVI, PC, on behalf of Swan Ranch Properties, LLC, has submitted an application for approval of the Swan Ranch Rail Park, 19th Filing, Subdivision Permit and Plat located at Lot 2, Block 1, Swan Ranch Rail Park, 3rd Filing. The subject property is located at 6355 Clear Creek Parkway, Cheyenne, WY. The proposed subdivision will create two (2) tracts from the 5.42-acre parcel.

BACKGROUND

The subject parcel lies in the Planned Unit Development (PUD) zone district and is commercial property. There is an existing building on the parcel that will be known as Tract 1. Tract 2 is proposed as the future site of Bannister Homes.

Pertinent Statutes and Regulations include:

Wyoming State Statute Section 18-5-201 thru 18-5-208: 18-5-106 to 18-5-315; and 34-12-106 to 34-12-111.

Section 1-3-100 governing legal notice.

Section 1-3-104 governing written notice.

Section 1-3-105 governing posted property notice.

Section 4-1-102 governing vacation of subdivision plat or any part of subdivision plat.

Section 2-4-111 governing the PUD – Planned Unit Development zone district.

Section 4-5-100 (i) governing the criteria for a small subdivision permit and plat containing two to five lots.

DISCUSSION

The Laramie County Comprehensive Plan identifies the area as Urban Rural Interface, (URI) and is intended to accommodate a mix of more intensive land uses than other areas. PlanCheyenne identifies the parcel as MU-E – Mixed Use Employment.

Water and sanitary service will be provided by the Board of Public Utilities with an outside users agreement.

Public notice was completed, and no comments were received. At the time of this report, agency comments were still being reviewed and/or corrected by the applicant.

A small subdivision permit containing two to five lots does not require a recommendation from the Laramie County Planning Commission.

RECOMMENDATION and FINDINGS

Based on evidence provided for the Swan Ranch Rail Park, 19th Filing, staff recommend that the Laramie County Board of County Commissioners find that:

- **a.** This application is in conformance with section 2-4-111 governing the PUD Planned Unit Development zone district.
- **b.** This application meets the criteria for a small subdivision permit and plat containing two (2) to five (5) lots pursuant to section 4-5-100 (i) of the 2025 Laramie County Land Use Regulations.

and the Board may approve the Swan Ranch Rail Park 19th Filing, Subdivision Permit and Plat with the following condition:

1) All agency comments will be addressed and/or corrected prior to recordation.

PROPOSED MOTION

I move to approve a Vacation of Lot 2, Block 1, Swan Ranch Rail Park, 3rd Filing, located in a portion of Sections 27 and 34, Township 13 North, Range 67 West, of the 6th P.M., Laramie County, and approve the Subdivision Permit and Plat for Swan Ranch Rail Park, 19th Filing, with one condition, and adopt the findings of facts a and b of the staff report.

1) All agency comments will be addressed and/or corrected prior to recordation.

ATTACHMENTS

Attachment 1: Location Map

Attachment 2: Pre-App Meeting Notes

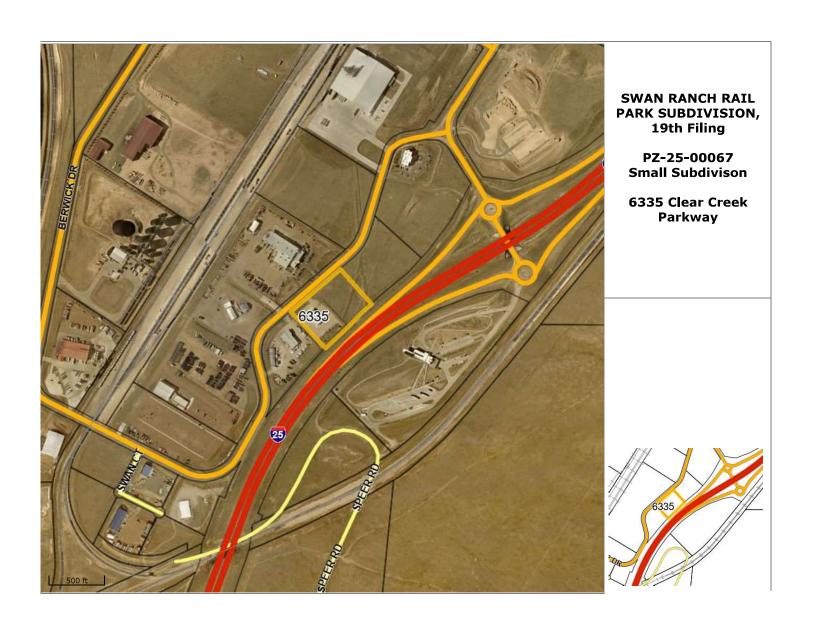
Attachment 3: Project Narrative

Attachment 4: Agency Review Comments

Attachment 5: City of Chevenne Review Correspondence

Attachment 6: Draft Resolution

Attachment 7:	Swan Ranch Rail Park, 19th Filing Plat 10.1.25





Laramie County, WY

Laramie County Planning and Development Office

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

ISSUED: 10/01/2025

PERMIT

PA-25-00086 PRE-APPLICATION MEETINGS

SITE ADDRESS: 6335 BERWICK DR CHEYENNE

PRIMARY PARCEL: 13672840200100

PROJECT NAME: SPLIT LOT INTO TWO PARCELS EXPIRES:

APPLICANT: AVI PC

1103 OLD TOWNE LN STE 101

CHEYENNE, WY 82009

(307) 637-6017

OWNER: UNKNOWN CONTACT UNKNOWN

123 XXX XX, XX 00000

Detail Name Detail Value

Meeting Date 10/01/2025

MEETING AM OR PM AM

Application Types Subdivision Permit and Plat

Attendees In Person (3966 Archer Pkwy)

Property Interest Owner

Detailed Project Narrative Brad would like to discuss splitting this

lot in two.

Staff Attending JA CC SP DP SL

Application Fees Yes

Copy of Pre-App Notes REQUIRED FOR APPLICATION

SUBMITTAL

Project Narrative Letter Yes

Warranty Deed and/or Lease Agreement Yes

Development Action Small Subdivision (2-5 lots)

Drainage Plans TBD

Drainage Study Letter of Waiver

Traffic Study Letter of Waiver

Public Safety Fees Acknowledgement Letter Yes

Community Facility Fees Acknowledgement Letter No

WY DEQ Chapter 23 Study/Submittal Letter No

Development Agreement No

Roadway Maintenance Plan No



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Road/Easement Use Agreement No

Right-of-Way Construction Permit Upon Construction

Engineer Review - Paid by Applicant Yes

Environmental Health Review/Approval No

Environmental and Services Impact Report No

GESC Permit No

Floodplain Development Permit No

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

Public Notice, Paid by Applicant Yes

Newspaper Legal Notice, Paid by Applicant

Yes

Adjacent Property Owner Letter, Paid by Applicant

Yes

Miscellaneous Notes

This will go before the BOCC for a vacate and approval. 6-8 week

process. Will need a new outside user agreement for this process on the site plan. Subdivision fee \$750, public safety fees \$200, no community safety fees because they were already paid in previous platting action, \$26 per development action signs X 2, Legal ad fees, mailers,

engineer review.

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.



Laramie County, WY

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* 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.



Cate Cundall, Associate Planner
Laramie County Planning & Development
3966 Archer Parkway
Cheyenne, WY 82009

October 1, 2025

RE: Swan Ranch Rail Park, 19th Filing - Drainage Study, Traffic Study Waiver Request and Community Facility Fees Acknowledgement

Dear Ms. Cundall,

AVI, P.C., on behalf of Swan Ranch Properties LLC, is submitting a Simple Plat application for the purpose of subdividing Lot 1, Block 1 Swan Ranch Rail Park 3rd Filing a 5.42 acre lot located on Clear Creek Parkway into two lots. Both lots with be used for commercial/industrial purposes.

We would like to request a waiver for providing Drainage and Traffic studies for the plat submittal. At this time it is unknown what development will take place on the new lot and it's potential impacts to drainage and traffic patterns. The Traffic and Drainage studies if needed will be submitted during the site plan process.

The owner is also aware that Community Facility Fees and Public Safety Fees may be assessed on the property.

If you have any questions or would like to discuss this project in greater detail, please contact me directly.

Respectfully Submitted

AVI PROFESSIONAL CORPORATION

Christine R. Johnson, PE

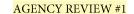
1103 Old Town Lane | Cheyenne, Wyoming 82009 | 307.637.6017

2290 E Prospect Road Suite 5, Fort Collins, Colorado 80524 | 970.420.0086

avi@avipc.com | www.avipc.com

Cc: Swan Ranch Properties LLC, file

h:\swan ranch planning\srrp 19th\4776 narrative, waivers, and cff.docx



Permit Notes

Permit Number: PZ-25-00067 Parcel Number: 13672730100100 Submitted: 10/01/2025 Technically Complete: Approved: Site Address: 6335 CLEAR CREEK PKWY

Applicant: Cheyenne, WY 82007 Owner: SWAN RANCH PROPERTIES LLC . Issued:

Project Description: Lot split of Lot 2 Block 1 Swan Ranch Rail Park 3rd Filing

Begin Date	End Date	Permit Area	<u>Subject</u>	Note Type	Note Text	Created By
10/02/2025		Application	PZ-25-00067	GENERAL	LETTERS SENT 10.7.25, LEGAL AD PUBLISHED 10.8.25, BOCC PUBLIC HEARING 11.18.25.	CATHERINE.CUND ALL@LARAMIECO UNTYWY.GOV
10/03/2025		Application	PZ-25-00067	GENERAL	No concerns noted for the proposal	CONSERVATIONDI STRICT@LARAMIE COUNTYWY.GOV
10/03/2025		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	No comment.	CANDICE.MCCART @LARAMIECOUNT YWY.GOV
10/06/2025		Application	PZ-25-00067	GENERAL	No comments	MATTHEW.BUTLE R@LARAMIECOUN TYWY.GOV
10/14/2025		Application	PZ-25-00067	GENERAL	Official Comment Letter from the City attached (no comments warranting response) Plat will need BOPU water and possibly sewer - a Outside User application may be required. Please confirm status with BOPU and if the Outside User agreement is needed, please apply for one here: https://cheyennewy.portal.opengov.com/categories/1082/record-types/6547	SETH.LLOYD@LA RAMIECOUNTYWY .GOV
10/15/2025		Application	PZ-25-00067	GENERAL	1st Review Engineer Comments 1.A Transportation Worksheet needs to be completed and submitted for this plat. The ITE allows for the use of acreage for commercial/industrial businesses when a building size has not been determined. When the site plan application is submitted, a revised worksheet can be submitted if the results end up being different.	

2.All requirements of the LCLUR under section 5-2-107 shall be met with the site plan application for a Drainage Report. 3. The title block refers this as an Administrative Plat, which is

on longer a thing with the new regulations.

4.Per 4-5-102.c, the plat drawing shall include the following:

14.) Plats that show adjacent or internal existing county roadways and rights-of-way shall indicate on the plat how the roadway was established (i.e., dedicated to the public via plat, petition, declared, etc.). Please indicate/reference the plat that established Clear Creek Parkway ROW. 17.) The location and dimensions, with boundary ties, for all existing and proposed utility, drainage, access, or other easements.

Permit Notes

The location and dimensions, with boundary ties, is not provided for the existing 20' Utility Easement BK 356 PG 370 where it crosses the boundary between Lot 2 Block 1 of this plat and Lot 3 Block 1 of Swan Ranch Rail Park 3rd Filing. 21.) A legend that defines all the various symbols, line types, shading/hatching, etc. used in the drawing. The legend on the plat only includes symbols but does not include the various line types used in the plat drawing. 25. All existing and proposed easements within the platted area shall be shown and labeled as to the type/purpose of the easement. All existing and proposed easements shall be dimensioned and have bearings and distances and curve data. Reference to the book and page of existing easements shall be made but will not be allowed in lieu of showing dimensions, bearings and distances, and curve data, etc. for existing easements. All existing easements adjacent to the platted area shall be shown, dimensioned, and labeled as the type of easement. If there is an existing access or ingress/egress easement within the platted area or adjacent to the platted area, it should be noted as to whom the easement is granted to (i.e., general public, a specific lot or property, etc.). The existing 20' Utility Easement BK 356 PG 370 is not identified with bearings and distances.

Surveyor Comments

1.Per 4-5-102.c, the plat drawing shall include the following: 10.) For subdivisions in the County, survey tie(s) by bearing/azimuth and the distance to the nearest public land survey system monument shall be accurately described on the plat. In addition, for the purposes of enhancing the City and County GIS Program framework, all public land survey corners on or within the subdivision boundary shall have field observation coordinates provided on the plat. These coordinates shall reference Wyoming State Plane Coordinate System, East Zone, U.S. Survey foot, NAD 1983(CORS96). The coordinates shall be observed and verified at the time of the plat survey. There is no survey tie by bearing and distance to the nearest public land survey system monument described on the plat. There are no Wyoming State Plane field observation coordinates provided on the plat. 26.) When an existing right-of-way for a roadway shown on the plat either within the platted area or adjacent to the platted area varies in width, the plat shall include the actual right-of-way width dimensions, at a minimum, at the ends of the platted area and where any proposed roadways tie into the existing right-of-way. The INTERSTATE 25 (ROW VARIES) should include the actual right-of-way width dimensions, at a minimum, at the ends of the platted area.

Permit Notes

10/16/2025	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 507	DANIEL.PETERS@ LARAMIECOUNTY WY.GOV
10/16/2025	Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	No Comments	TERESA LEMASTE R@LARAMIECOUN TYWY GOV
10/17/2025	Application	PZ-25-00067	GENERAL	WAPA has no conflict with this project.	ROGERS@LARAMI ECOUNTYWY.GOV
10/17/2025	Application	PZ-25-00067	GENERAL	1.Please file out a Transportation Worksheet which needs to be submitted with this plat to help us understand possible trips that could be generated from this site. The ITE allows for the use of acreage for commercial/industrial businesses when a building size or business has not been determined.	
10/20/2025	Workflow	PUBLIC WORKS REVIEW	GENERAL	 All comments from the review engineer and surveyor shall be addressed and resolved appropriately. Any internal roadways on the site shall comply with the needs of emergency services. A note shall be added to the plat indicating "There will be no public maintenance of internal roadways/access easements." 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 @LARAMIECOUNT YWY.GOV





PLANNING & DEVELOPMENT

2101 O'Neil Avenue Cheyenne, WY 82001 (307) 637-6282 cheyennecity.org October 14, 2025

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

RE: Swan Ranch Rail Park 19th 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 subdivision referenced above:

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. The City defers timing of design and construction of public improvements to the County.

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

RESOLUTION NO.	
REDUED HON NO.	

A RESOLUTION TO APPROVE A VACATION OF LOT 2, BLOCK 1, SWAN RANCH RAIL PARK, 3RD FILING, LARAMIE COUNTY, WY TO APPROVE THE SUBDIVISION PLAT KNOWN AS "SWAN RANCH RAIL PARK, 19TH FILING".

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 2025 Laramie County Land Use Regulations; and

WHEREAS, the proposed Vacation is in accordance with W.S. §34-12-106 to §34-12-111; and

WHEREAS, the proposed Vacation is in accordance with the Laramie County Land Use Regulations, Section 4-1-102; and

WHEREAS, this resolution shall vacate Lot 2, Block 1, Swan Ranch Rail Park, 3rd Filing; and

WHEREAS, the proposed subdivision and plat is in accordance with section 4-5-100 (i) of the Laramie County Land Use Regulations; and

WHEREAS, the application is in conformance with section 2-4-111 the PUD-Planned Unit Development zone district; and

WHEREAS, this resolution is the subdivision permit for Swan Ranch Rail Park, 19th 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. The application is in conformance with W.S. §34-12-106 to §34-12-111.
- **b.** This application is in conformance with section 4-5-100 (i) of the Laramie County Land Use Regulations.
- **c.** The application is in conformance with Section 4-1-102 of the Laramie County Land Use Regulations.
- d. The vacation has been submitted to create Swan Ranch Rail Park, 19th Filing.
- **e.** This vacation will become effective only upon recording of the Subdivision Plat known as Swan Ranch Rail Park, 19th Filing.
- **f.** This application is in conformance with section 2-4-111 governing the PUD Planned Unit Development zone district.

And the Board approves the Vacation of Lot 2, Block 1, Swan Ranch Rail Park, 3rd Filing to become effective upon the recording of the Subdivision Plat known as Swan Ranch Rail Park, 19th Filing, Laramie County, WY, with one condition.

1. All agency comments will be addressed and/or corrected prior to recordation

PRESENTED, READ AND ADOPT	TED THIS	DAY OF
, 2025.		
	LARAMIE COU	NTY BOARD OF COMMISSIONERS
	Gunnar Malm, C	hairman

ATTEST:	
Debra K. Lee	, Laramie County Clerk
Resolution re	viewed and approved as to form:
Laramie Cour	ty Attorney's Office

