



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners

FROM: Bryce Hamilton, Associate Planner

DATE: January 7th, 2025

TITLE: PUBLIC HEARING regarding a Subdivision Permit & Plat for Allison Tracts, 12th Filing, A Vacation and Replat of Lot 2, Block 1, Allison Tracts 8th Filing, Laramie County, WY.

EXECUTIVE SUMMARY

Steil Surveying, on behalf of Maurice W Brown Shopping Ctr LLC, has submitted a Subdivision Permit and Plat application to replat this property currently known as Allison Tracts 8th Filing, Lot 2, Block 1, Laramie County, WY. The application has been submitted to further subdivide the parcel into two lots. The approved site plan for the Take 5 Oil Change does not utilize the western portion of the lot, which is proposed to be split and sold separately.

BACKGROUND

The current use of the property is vacant commercial land and is situated in the CB – Community Business Zone District. The current parcel is accessed from southbound South Greeley Highway. Under the proposed plat, Tract 1 would continue to be accessed from South Greeley Highway, while Tract 2 would be accessed from the reciprocal access and utility easement from the original plat. The commercial footprint of the Take 5 Oil Change is small and does not utilize the entire western portion of the existing lot.

Pertinent Statutes and Regulations include:

W.S. § 18-5-301 thru 18-5-306.

W.S. § 34-12-106 thru 34-12-111.

LCLUR Section 2-1-102(m), governing criteria for vacation of a subdivision plat.

LCLUR Section 2-1-101(a) thru (e), governing criteria for a Subdivision Permit and Plat.

LCLUR Section 4-2-107, governing the CB – Community Business Zone District.

DISCUSSION

The subject property is located within the CB – Community Business Zone District. The applicant’s intent is to create two (2) commercial lots of approximately three quarters (.75) acre each. The overall subdivision would be serviced by South Greeley Highway for access, while the western lot would be served by a reciprocal access easement created in the previous filing. The proposed sewage and water system for the subdivision is the South Cheyenne Water and Sewer District.

The Laramie County Comprehensive Plan identifies the area as URI – Urban Rural Interface. This designation is 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. The proposed plat is commercial in nature and is to be built upon existing rights of way and connect to existing water and sewer services, making it comport well with the Plan.

The PlanCheyenne Future Land Use Plan denotes the area as Community Business. The Community Business category emphasizes a range of retail and office uses to serve neighborhoods and the community and region, and some align with designated Commercial/Regional Activity Centers. Many of the Community Business areas are already established and thriving, while others are in need of future reinvestment or redevelopment to retain their role as important destinations for commercial activities. This subdivision proposes to create more commercial lots for the area, comporting well with the PlanCheyenne plans.

Certified letters were mailed to neighboring property owners, and a legal ad was printed in the Wyoming Tribune Eagle. Staff received no public comments regarding the proposed subdivision. Agency review comments received have addressed minor plat corrections. At its December 12th, 2024 meeting, the Laramie County Planning Commission recommended approval of the proposed subdivision with no conditions by a vote of 3-0.

RECOMMENDATION AND FINDINGS

Based on evidence provided, staff recommends the Board find that:

- a. This application is in conformance with section 4-2-107 governing the CB – Community Business zone district.
- b. This application meets the criteria for a vacation of a subdivision pursuant to section 2-1-102(m) of the Laramie County Land Use Regulations.
- c. 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.

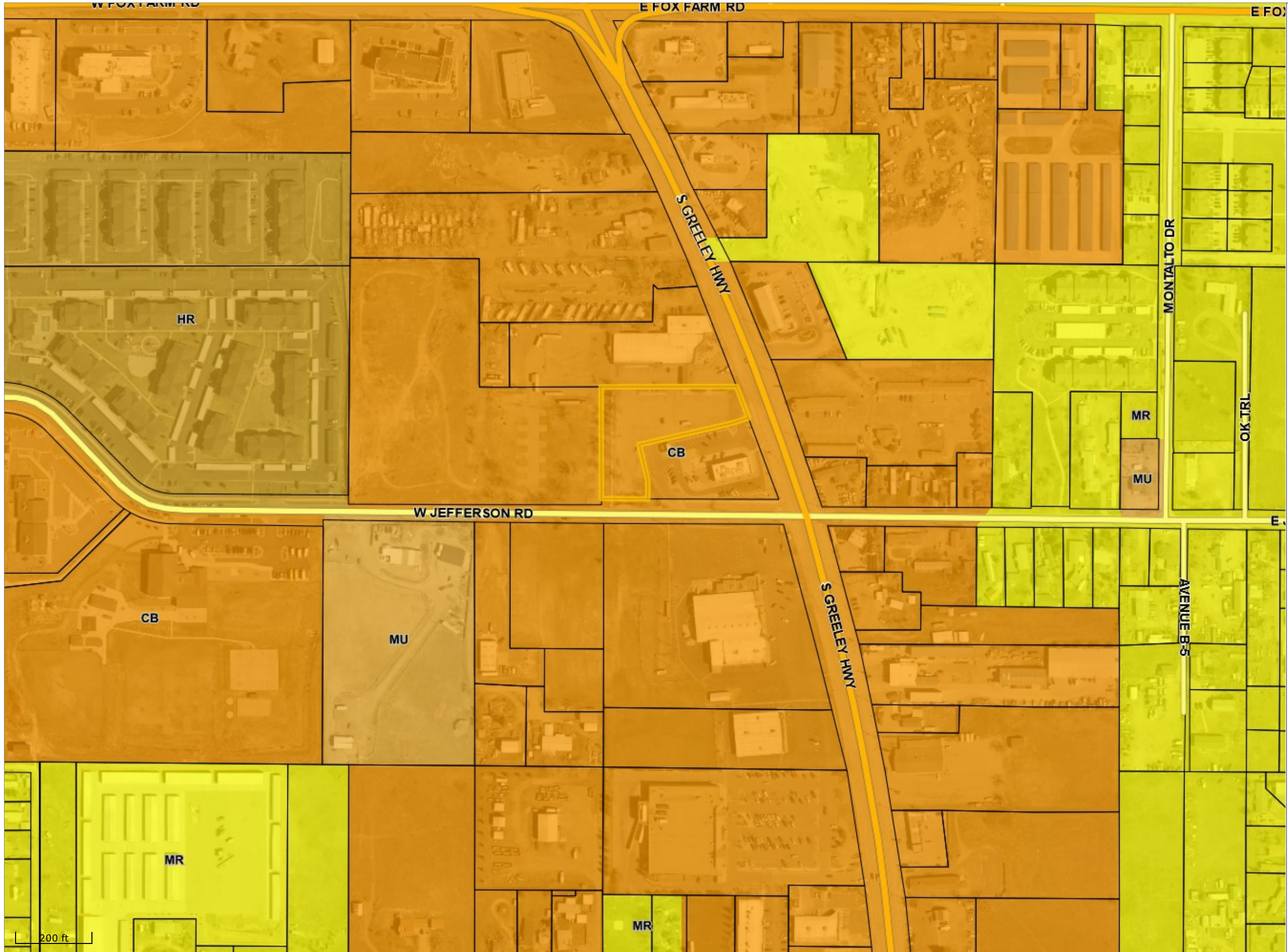
and that the Board approve the Subdivision Permit and Plat for Allison Tracts, 12th Filing with no conditions.

PROPOSED MOTION

I move to adopt findings of fact a, b, and c of the staff report and to approve the Subdivision Permit and Plat for Allison Tracts, 12th Filing.

ATTACHMENTS

- Attachment 1: Project Map**
- Attachment 2: Applicant Narrative**
- Attachment 3: Agency Review Comments With Applicant Responses**
- Attachment 4: Allison Tracts, 12th Filing, plat revised 10.30.24**
- Attachment 5: COR & Approved Site Plan for Take 5 Oil Change**
- Attachment 5: Proposed Resolution**



Laramie County Wyoming MapServer

PZ-24-00088
 Allison Tracts, 12th Filing
 Subdivision Permit - 2 Lots in CB District

 Fire District #1
 County Comprehensive Plan URI - Urban Rural Interface
 PlanCheyenne CB - Community Business

- City/Cnty 100YR Floodplain
- FEMA 100YR Floodplain
- FEMA 500YR Floodplain
- FEMA Floodway
- Interstate
- Major Road
- imps only
- HR
- MR
- LR
- NR-2
- NR-3
- AR
- A-1
- A-2
- AG
- MUR
- CBD
- CB
- NB
- MU
- MUB
- MUE
- HI
- LI
- P
- AD
- PUD
- X



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. printed 12/5/2024



October 1, 2024

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

InRe: LETTER OF JUSTIFICATION – ALLISON TRACTS 12TH FILING

Steil Surveying Services, agent for the owner, intends to SUBDIVIDE a Tract 2, Block One, Allison Tracts 8th Filing, situate in a portion of Section 8, Township 13 North, Range 66 West of the 6th P.M., Laramie County, Wyoming. A zone change is not required.

The overall density of the plat is 1.44 acres. The proposed plat will consist of TWO (2) tracts for business use.

Please contact me with any questions or concerns.

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

Shane Hansen

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

Permit Notes

Permit Number: PZ-24-00088

Parcel Number: 13660821000200

Submitted: 10/01/2024

Site Address: 614 S GREELEY HWY

Technically Complete: 10/01/2024

Applicant: HANSEN, MICHEAL SHANE
Owner: MAURICE W BROWN SHOPPING CTR LLC

Cheyenne, WY 82007

Approved:
Issued:

Project Description: LOT SPLIT FOR BUSINESS 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>
10/03/2024		Application	PZ-24-00088	GENERAL	LCPC 12/12, BOCC 1/7/25	BRYCE.HAMILTON@LARAMIECOUNTY.WY.GOV
10/03/2024		Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	No Comments	LAURA.PATE@LARAMIECOUNTY.WY.GOV
10/03/2024		Workflow	COUNTY REAL ESTATE OFFICE REVIEW	GENERAL	Ownership looks good according to deed recorded 7/30/24 in Book 2889 Page 1773	LAURA.PATE@LARAMIECOUNTY.WY.GOV
10/07/2024		Application	PZ-24-00088	GENERAL	1.No Comment on plat. 2.When developing site, there will be no new accesses onto West Jefferson Rd.	CHRISTOPHER.YA NEY@LARAMIECOUNTY.WY.GOV
10/07/2024		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	Update dedication: Lot 2, Block 1, Allison Tracts 8th Filing. Owner of record (RECP #878034 BK 2889 PG 1773) and parcel boundary data appear to be in order. No further comments for this plat drawing.	CINDY.KEMIVES@LARAMIECOUNTY.WY.GOV
10/07/2024		Workflow	WYDOT REVIEW	GENERAL	No comments.	TAYLOR.MCCORT@LARAMIECOUNTY.WY.GOV
10/08/2024		Workflow	PUBLIC WORKS REVIEW	GENERAL	1. A note shall be added to the plat indicating "All Tracts are to be accessed off existing access point(s) from South Greeley Highway and E. Jefferson Road." 2. At time of review by Public Works, the review engineer comments had not been submitted. If the comments need further conversation and/or clarification, please do not hesitate to reach out to Public Works. 3. All comments from the review engineer and/or surveyor shall be addressed.	MOLLY.BENNETT@LARAMIECOUNTY.WY.GOV
10/09/2024		Application	PZ-24-00088	GENERAL	Meet the Intent of IFC 2021 Chapter 5 Fire Service Features Section 503 Fire Apparatus Access Roads, All Appendix D Fire Apparatus Access Roads, Section D102 Access and Loading, loads of 75,000 pounds.	DARRICK.MITTLES TADT@LARAMIECOUNTY.WY.GOV
10/14/2024		Application	PZ-24-00088	GENERAL	Engineer Review 1.A Drainage Study and Traffic Study are not needed currently. However, both will be required with a site plan	SCOTT.LARSON@LARAMIECOUNTY.WY.GOV

2. ACKNOWLEDGED

corrected

- 1. ADDED
- 2. ACK.
- 3. ACK

Permit Notes

- 1. ACK
- 2. ADDED
- 3. ADDED
- 4. ACK
- 5. SHOWN

- 1. CORRECTED
- 2. ADDED
- 3. ALL RELEVANT DATA IS SHOWN ON THE PLAT

- submittal.
- 2. There are no notes on the plat indicating the domestic water and sanitary sewer source. Also, the fire district that serves this area needs to be indicated.
- 3. The required note regarding the surface estate of the land to be subdivided is subject to full and effective development of the mineral estate needs to be included on the plat.
- 4. No new access shall be allowed off West Jefferson Road or South Greeley Highway. Existing accesses shall be used for these two Tracts.
- 5. The east right-of-way line for South Greeley Highway needs to be shown.

- Surveyor Review
- 1. In the legal description of the DEDICATION the property being subdivided is described Tract 2, Allison Tracts 8th Filing. In the title block of this plat, the WARRANTY DEED (BK 2889, PG 1773) and on the Allison Tracts 8th Filing plat, the property is described as Lot 2, Block 1, Allison Tracts 8th Filing.
 - 2. In the DEDICATION it does state that the land included in this subdivision is being vacated, however there is no Statement to Vacate on the plat.
 - 3. The locations of points of curvatures and intersections are not all shown on this plat.

10/15/2024		Application	PZ-24-00088	GENERAL	<ul style="list-style-type: none"> 1. Official comment letter attached (no comments warranting response). 2. No other comments. 	SETH.LLOYD@LARAMIECOUNTYWY.GOV
10/15/2024		Application	PZ-24-00088	GENERAL	Access, and easements, as suggested by other departments, should be addressed on plat. No comment otherwise. Thank you.	LARAMIECOUNTYATTORNEY@LARAMIECOUNTYWY.GOV
10/16/2024		Workflow	PLAN REVIEW BY BUILDING	GENERAL	<p>Premises identification shall be in accordance with 2021 IFC section 505 and 2021 IRC section 319, and 2021 IBC section 502.1.</p> <p>Building permits shall be required for all new building construction.</p> <p>Laramie County has adopted the 2021 I-codes and the 2023 NEC.</p>	DANIEL.PETERS@LARAMIECOUNTYWY.GOV
10/16/2024	10/16/2024	Application	PZ-24-00088	GENERAL	Ensure that access and egress for emergency service vehicles is accounted for. Proper width and turning radii.	MATTHEW.BUTLER@LARAMIECOUNTYWY.GOV
10/17/2024		Workflow	PLAN REVIEW BY PLANNING AND ZONING	GENERAL	<p>Planning review 1:</p> <ul style="list-style-type: none"> 1. Please address all agency commentary. 2. A traditional Steil Surveying picture shall be added to the plat. 	BRYCE.HAMILTON@LARAMIECOUNTYWY.GOV

Permit Notes

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Approved: 10/29/2024
Issued:

Project Description: LOT SPLIT FOR BUSINESS USE

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Permit Notes

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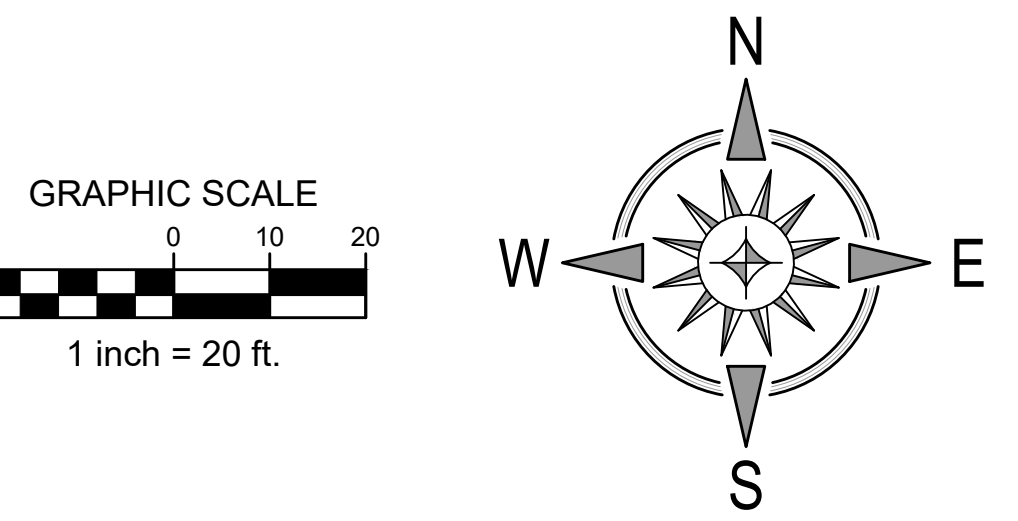
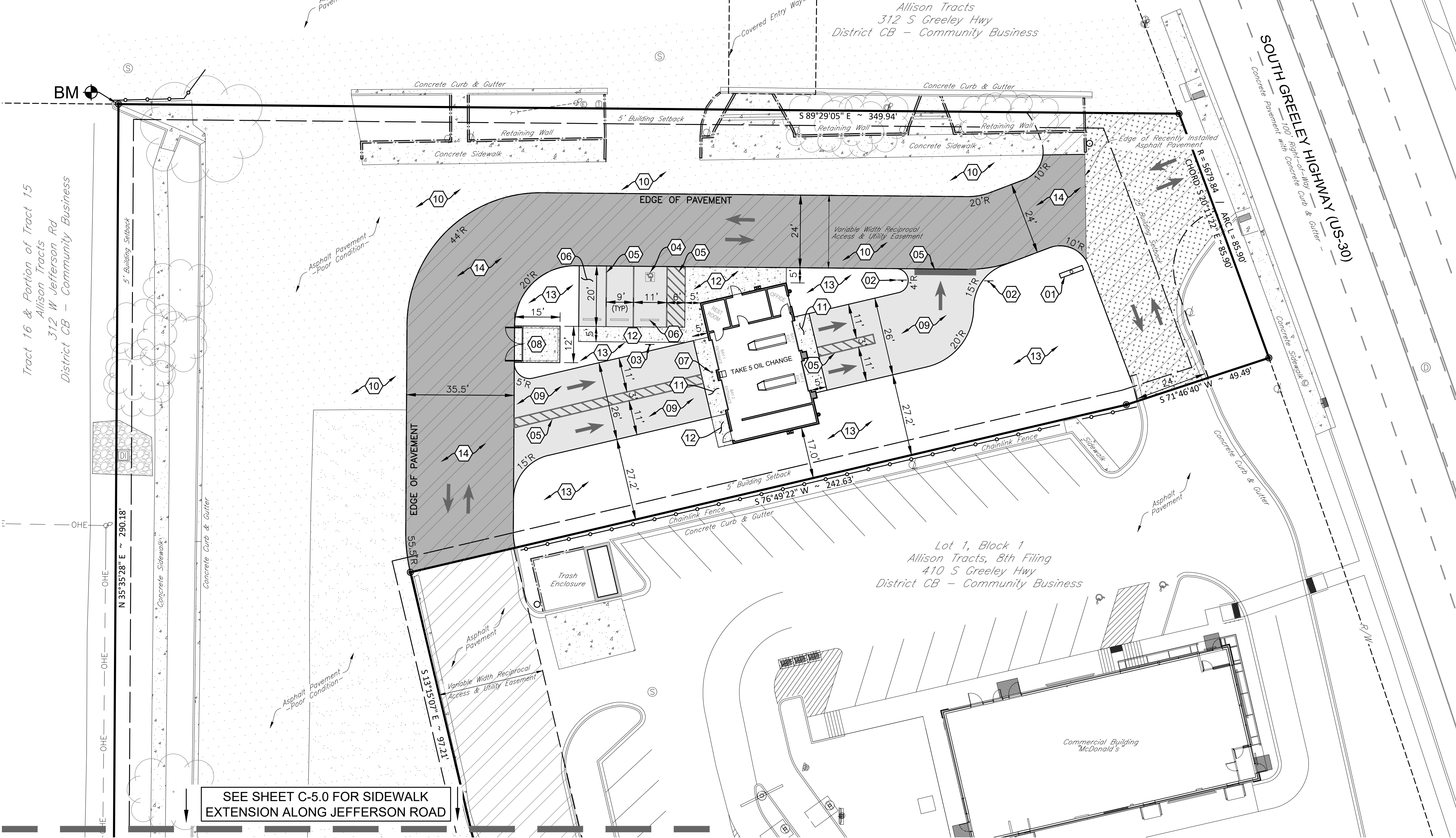
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Permit Notes

10/18/2024		Workflow	PLAN REVIEW BY ENVIRONMENTAL HEALTH	GENERAL	If commercial businesses on these new lots offer daycare, body art, massage, or food sales or service, contact Environmental Health for requirements (307) 633-4090.	TIFFANY.GAERTNER@LARAMIECOUNTY.WY.GOV
10/18/2024	10/18/2024	Workflow	COUNTY ASSESSOR REVIEW	GENERAL	2nd Review: Previous comments have been adequately addressed. No further comments .	CINDY.KEMIVES@LARAMIECOUNTY.WY.GOV
10/21/2024 CORRECTED	10/21/2024	Application	PZ-24-00088	GENERAL	2nd Review - Since this platted area is currently within the South Cheyenne Water & Sewer District, the water and sewer note should be changed to reflect this.	SCOTT.LARSON@LARAMIECOUNTY.WY.GOV
10/24/2024		Workflow	PUBLIC WORKS REVIEW	GENERAL	1. All comments from the review engineer shall be addressed. 2. All previous comments provided by Public Works have been acknowledged and/or addressed. No further comments.	MOLLY.BENNETT@LARAMIECOUNTY.WY.GOV
10/29/2024		Workflow	PLAN REVIEW BY PLANNING AND ZONING	GENERAL	Planning review 2: 1. Please address remaining agency commentary.	BRYCE.HAMILTON@LARAMIECOUNTY.WY.GOV

VERTICAL & HORIZONTAL CONTROL:
 Reference - ALTA / NSPS Land Survey of the subject property prepared by Steel Surveying Services LLC, dated, April 30th, 2024.
 BM: Description: Nail with Washer "PLS 11268"
 Elevation: 6044.48 (N:223945.57 / E: 756273.91)

TAKE CAUTION DURING EXCAVATION:
 THERE ARE UNDERGROUND UTILITY LINES IN THE CONSTRUCTION AREA WHICH MAY NOT HAVE BEEN LOCATED ACCURATELY BY THE SURVEYOR / UTILITY OWNERS. NOTIFY "911" IN ADVANCE OF DIGGING TO HAVE LINES MARKED.



SITE KEYNOTES

- 01 NEW SINGLE TENANT SIGN
- COORDINATE SIZE, LOCATION, AND PERMITTING WITH TAKE 5 OIL CHANGE PROJECT MANAGER.
- CODE REQUIREMENTS (2-2-129 SIGNS):
- SHALL MEET ZONE DISTRICT SETBACK REQUIREMENTS.
- MAX SIZE = 100 SQ-FT
- 02 TRAFFIC CIRCULATION SIGNAGE "DO NOT ENTER"
- PER DETAIL / SHEET C-5.0
- 03 ADA PARKING SIGNAGE
- PER DETAIL / SHEET C-5.0
- 04 ADA PARKING SYMBOL
- PER DETAIL / SHEET C-5.0
- 05 PARKING STRIPE / HATCH
- 4" WIDE PAINTED STRIPES / 24" FOR STOP BAR.
- HATCHING TO BE AT 45 DEGREE AND 2'-0" O.C.
- STRIPING ON ASPHALT PAVEMENT TO BE PAINTED WHITE.
- 06 CONCRETE WHEEL STOP
- PER DETAIL / SHEET C-5.0
- 07 PIPE BOLLARD - BUILDING PROTECTION AT ENTRANCE DOORS
- SEE ARCHITECTURAL PLANS FOR LAYOUT & DETAILS.
- 08 CONCRETE DUMPSTER PAD & APRON
- PAD TO BE CONSTRUCTED OF MIN. 8 IN. THICK 3500 PSI CONCRETE REINFORCED WITH MIN. #4 REBARS @ 12 IN. O.C. IN EACH DIRECTION LOCATED IN THE UPPER THIRD OF SLAB.
- PROVIDE ONE (1) DUMPSTER.
- SEE ARCHITECTURAL PLANS FOR TRASH ENCLOSURE DETAILS AND PIPE BOLLARD LAYOUT.
- 09 ASPHALT PAVEMENT - STANDARD DUTY
- PER PAVEMENT SECTION / SHEET C-5.0
- 10 ASPHALT PAVEMENT - RESURFACE
- CONTRACTOR TO COORDINATE WITH OWNER ON EXTENT OF MILL, SURFACE COURSE AND SEAL INSTALLATION.
- 11 CONCRETE PAVEMENT - TRAFFIC
- PER PAVEMENT SECTION / SHEET C-5.0
- 12 CONCRETE SIDEWALK
- PER DETAILS / SHEET C-5.0
- 13 LANDSCAPE AREA
- SEE SHEET L-1.0 FOR INSTALLATION DETAILS.
- 14 ASPHALT PAVEMENT - HEAVY DUTY
- PER PAVEMENT SECTION / SHEET C-5.0

SEE SHEET C-5.0 FOR SIDEWALK EXTENSION ALONG JEFFERSON ROAD

PLANNING AND ZONING REQUIREMENTS
 Reference: The Laramie County Land Use Regulations - 2022 Edition
 Zone: District CB - Community Business
 Proposed Use: Drive up Facilities (Use by Right)

SITE AND PAVEMENT LEGEND	
(TYP)	TYPICAL PARKING STALL WIDTH
	CONCRETE WHEEL STOP
	ADA PARKING SYMBOL
	PROPOSED LIGHT POLE
	DIRECTIONAL PARKING LOT ARROW
	CONCRETE PAVEMENT / SIDEWALK
	ASPHALT PAVEMENT - STANDARD DUTY
	ASPHALT PAVEMENT - HEAVY DUTY

PERMITTING CONTACT INFORMATION:
PLANNING AND ZONING
 Laramie County Planning and Development
 Contact: Justin Arnold
 Telephone: 307.633.4523
 Email: justin.arnold@laramiecountywy.gov

BUILDING
 Laramie County Planning and Development
 Contact: Dan Peters
 Telephone: 307.755.7462
 Email: daniel.peters@laramiecountywy.gov

ROADS, ACCESS, & RIGHT-OF-WAY
 Wyoming Department of Transportation
 Contact: Tylor McCort
 Telephone: 307.745.2117
 Email: taylor.mccort1@wyo.gov

UTILITY CONTACT INFORMATION:
WATER / SANITARY SEWER
 South Cheyenne Water and Sewer
 Contact: Linda Gunter
 Telephone: 307.637.6497
 Email: lgunter@cheyennecity.com

STORM WATER
 City Engineer
 Contact: Gene MacDonald
 Telephone: 307.214.7065
 Email: gene@gimdesigngroup.com

GAS / ELECTRIC
 Black Hills Energy
 Telephone: 307.638.3361

- GENERAL SITE NOTES**
- Building dimensions shown on the Civil Engineering Plans are for reference purposes only. The Contractor shall use the Architectural and Structural Plans for exact building dimensions.
 - All site and radii dimensions are referenced to the face of curbs or edge of paving unless otherwise noted.
 - All dimensions to the building are referenced to the outside face of the structure's facade.
 - All sidewalks, curb and gutter, street paving, curb cuts, driveway approaches, handicap ramps, etc. constructed outside the property line in the right-of-way shall conform to all Local and/or State specifications and requirements.
 - All proposed handicap ramps, parking areas, and accessible routes shall strictly comply with current Local, State, and Federal regulations, including but not necessarily limited to the ADA Accessibility Guidelines (ADAAG).
 Curbing: 10'-0" (max) spacing.
 Sidewalks: 5'-0" (max) spacing.
 Vehicular Traffic Areas: 24 x Concrete Pavement Thickness (feet), 15'-0" (max) spacing.
 - All ADA accessible routes shall have detectable warnings installed as required by the ADAAG. Detectable warnings shall consist of raised truncated domes which contrast visually with the adjoining surfaces, either light-on-dark, or dark-on-light.
 - Contractor shall sawcut existing pavement to provide a clean, straight joint where new pavement meets existing pavement and ensure positive drainage. Sawcut line at no point to fall within vehicle wheel path.
 - All concrete pavement shall have joints in accordance with ACI 330R-08, Section 3.7 and Appendix C. Contraction joints shall be 1/4 of the slab thickness. Isolation joints shall be placed between pavement and foundations, inlets, and other fixed structures. Contraction joints shall be tool finished and spaced as follows:
 Curbing: 10'-0" (max) spacing.
 Sidewalks: 5'-0" (max) spacing.
 Vehicular Traffic Areas: 24 x Concrete Pavement Thickness (feet), 15'-0" (max) spacing.

Date	Description
07/24/24	Rev 1 - Revised per County & City Comments

SITE DEVELOPMENT PLANS FOR
TAKE 5 OIL CHANGE
 NORTHWEST OF THE INTERSECTION BETWEEN
 S. GREELEY HWY & W. JEFFERSON RD
 LARAMIE COUNTY, WYOMING



Design: MKS	Proj: 24-129
Draw: MKS	Dwg: 24-129.dwg
Check: RJM	Tab: C2.0-SP
Scale: 1" = 20'	
Date: 06.10.2024	
Sheet: SITE PLAN	
Sheet No.: C-2.0	



RESOLUTION NO. _____

A RESOLUTION TO APPROVE A VACATION AND SUBDIVISION PERMIT AND PLAT FOR “ALLISON TRACTS, 12TH FILING,” A VACATION AND REPLAT OF LOT 2, BLOCK 1, ALLISON TRACTS, 8TH FILING, 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 adopted the Laramie County Land Use Regulations (LCLUR); 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 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 2-1-102 (m); and

WHEREAS, the application is in conformance with the CB – Community Business zone district; and

WHEREAS, this resolution shall constitute the subdivision permit application for Allison Tracts, 12th 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 proposed Vacation is in conformance with W.S. §34-12-106 to §34-12-111.
- b. The proposed Vacation is in conformance with Section 2-1-102(m) of the Laramie County Land Use Regulations.
- c. The application is in conformance with section 2-1-101 (a-e) governing the criteria for a subdivision permit & plat.
- d. The application is in conformance with section 4-2-107 governing the CB – Community Business Zone District.

And the Board approves the Vacation of Lot 2, Block 2, Allison Tracts, 8th Filing, and approves the Subdivision Permit and Plat for Allison Tracts, 12th Filing with no conditions.

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

LARAMIE COUNTY BOARD OF COMMISSIONERS

Chairman

ATTEST:

Debra K. Lee, Laramie County Clerk

Reviewed and approved as to form:

Laramie County Attorney’s Office