LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: September 5, 2017				
2. AGENDA ITEM: Appointments Bids/Purchases Claims Contracts/Agreements/Leases Grants X Land Use: Board App/Subdivision/ZC Proclamations Public Hearings/Rules & Reg's Reports & Public Petitions Other				
3. DEPARTMENT: Planning & Development Office				
APPLICANT: Coffey Engineering	AGENT: HR Land, Bybee, Hixson			
4. DESCRIPTION:				
Consideration of a Subdivision Permit and Plat for Bybee-Hixson Subdivision, a replat of Tracts 100, 101, and 102, HR Ranch, 3rd Filing, Laramie County, WY. RECEIVED AND APPROVED AS TO FORM ONLY BY THE				
	LARAMIE COUNTY ATTORNEY			
Amount \$From	ı			
5. DOCUMENTATION: 1 Original	inals Copies			
Clerks Use Only:				
Commissioner	Signatures			
Thompson Kailey	Co Atty Asst Co Atty			
Ash	Grants Manager			
Heath Holmes Action	Outside Agency			



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners

FROM: Nancy M. Trimble, Associate Planner

DATE: September 5, 2017

TITLE: Review and action of a Subdivision Permit and Plat for Bybee-Hixson

Subdivision, a replat of Tracts 100, 101, and 102, HR Ranch, 3rd Filing,

Laramie County, WY.

EXECUTIVE SUMMARY

Coffey Engineering & Surveying, on behalf of HR Land Company, Wes M Bybee Et Al, and Michael K Hixson Et Ux, has submitted an application for Subdivision Permit & Plat for "Bybee-Hixson Subdivision", a replat of Tracts 100, 101, and 102, HR Ranch, 3rd Filing. The application has been submitted for the purpose of re-platting three residential lots to create two larger lots for the existing single-family residences.

BACKGROUND

The subject property is located north of the intersection of Stampede Ranch Rd & Palen Rd. The proposed subdivision will allow the property owners of 3532 Stampede Ranch Rd and 3548 Palen Rd to increase the size of their respective properties by obtaining a portion of the vacant residential lot lying between their properties.

Pertinent Regulations

Section 2-1-101 (a-e) of the Laramie County Land Use Regulations governing the criteria for a subdivision permit and plat.

DISCUSSION

The Laramie County Comprehensive Plan (2016) identifies the area as Rural Ag Interface (RAI). Rural residential uses are primarily anticipated in these areas. The subject property is located outside the PlanCheyenne and zoned boundaries.

Public notice was published and neighbor notice letters were sent by certified mail. No public comment was received. Agency comments regarding clerical errors were addressed with the revised plat submitted on July 31, 2017.

The Laramie County Planning Commission held a public hearing of this application on August 10, 2017. No comments were received from the public. Commissioner Patterson questioned the property owners whether the HR Ranch covenants would carry over to this subdivision. The owners responded that approval was received by vote from two-thirds of the HR Ranch property owners, and the lawyer for the homeowners' association had revised the covenants. Commissioner Macy asked why this subdivision was not being named with the next HR Ranch Filing. Staff responded that Mr. Paul Lowham, of HR Land Company, had requested "3rd Filing Amended", but current process no longer facilitated this naming convention, and a preapplication meeting had recently occurred in which Mr. Lowham had already proposed a 4th Filing subdivision. This information was relayed to Coffey Engineering, and the subdivision name of "Bybee-Hixson" was submitted to planning staff. The Planning Commission voted 5 – 0 to recommend approval to the Board with no conditions.

Staff finds the proposed Subdivision Permit and Plat is in conformance with the plans and policies of the Laramie County Comprehensive Plan and the Laramie County Land Use Regulations. The attached resolution shall serve as the Subdivision Permit upon approval by the Board.

RECOMMENDATION and FINDINGS

Based on evidence provided, staff recommends the Laramie County Board of Commissioners find that:

a. 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 Bybee-Hixson Subdivision with no conditions.

PROPOSED MOTION

I move to approve the Subdivision Permit and Plat for Bybee-Hixson Subdivision and adopt the findings of fact a of the staff report.

ATTACHMENTS

Attachment 1: Location Map Attachment 2: Aerial Map

Attachment 3: Comprehensive Plan Map Attachment 4: Agency Review Comments

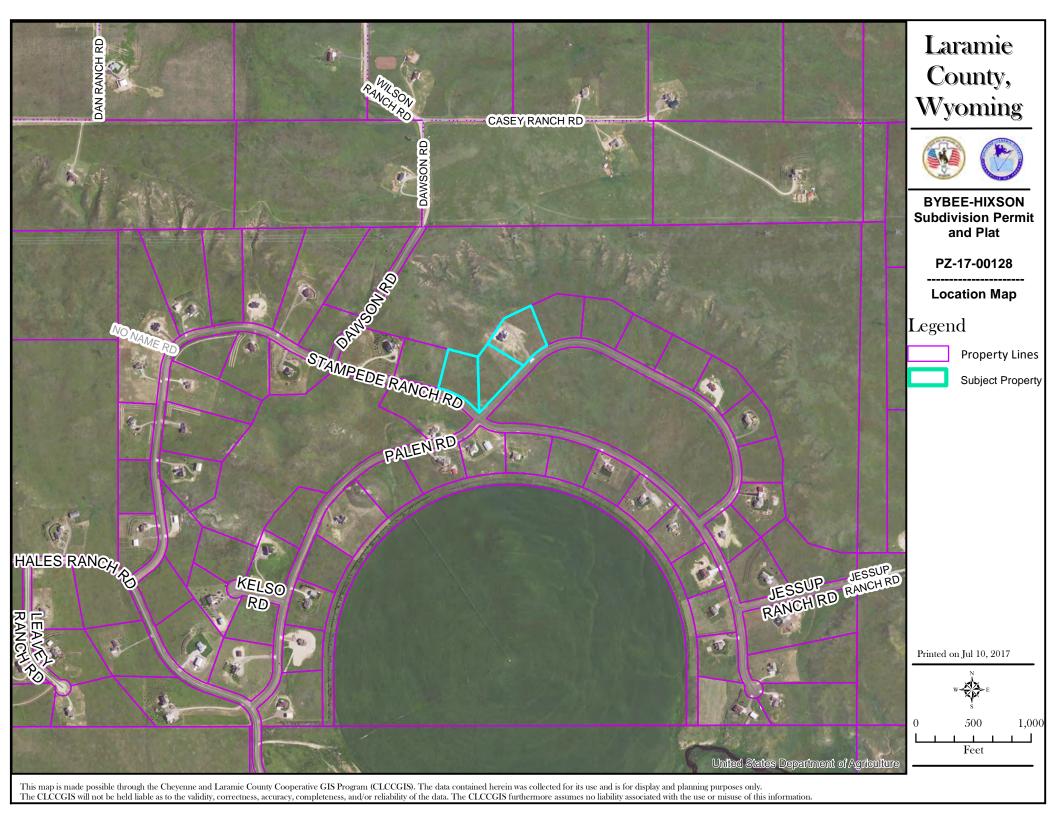
Attachment 5: Applicant Letter

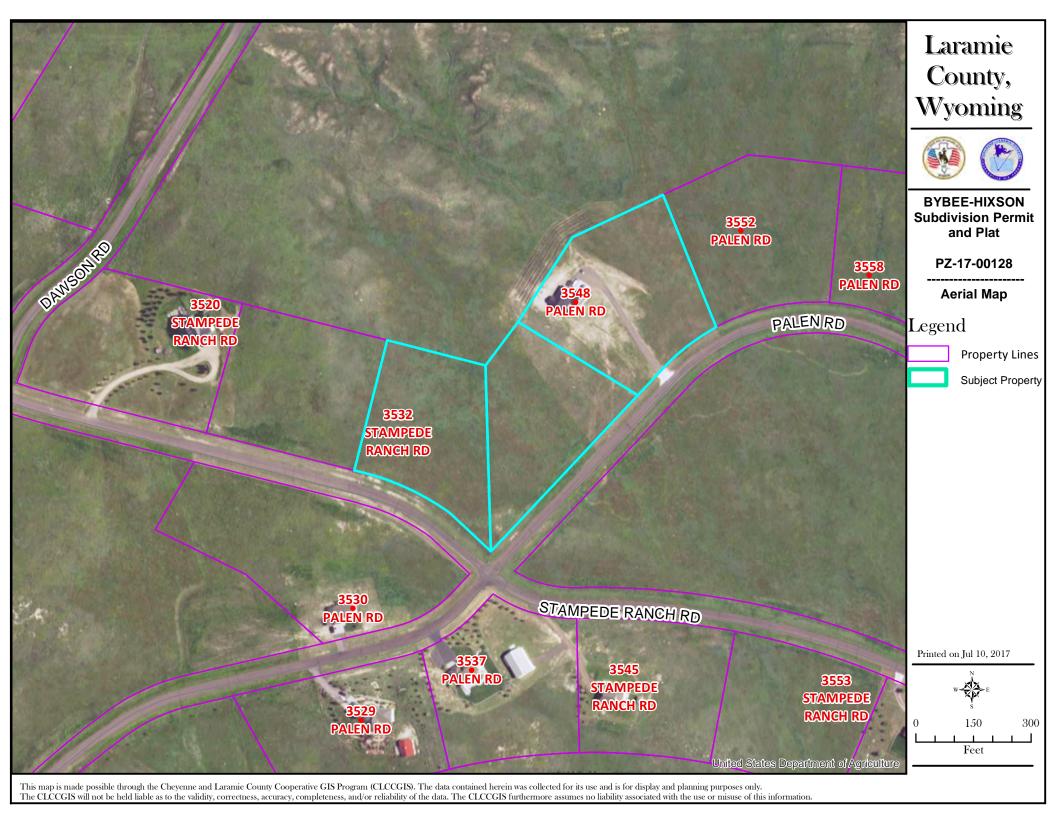
Attachment 6: Planning Commission Meeting Minutes - August 10, 2017

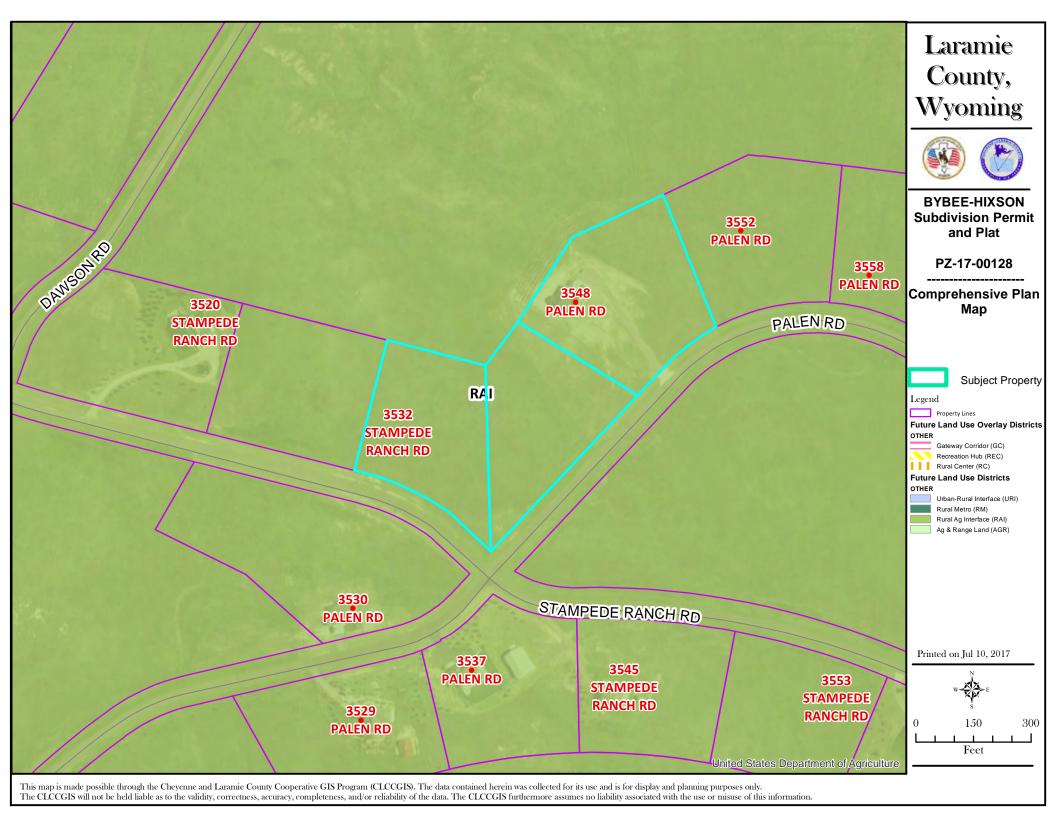
Attachment 7: Existing Conditions Map

Attachment 8: Plat

Attachment 9: Resolution







PZ-17-00128 BYBEE-HIXSON SUBDIVISION PERMIT AND PLAT

<u>County Assessor:</u> Clarice Blanton COMMENTS ATTACHED 07/12/2017 Unless otherwise noted HR Land Company will be listed as joint owner in Tract 100A and Tract 102A.

The Title Block usually appears in the lower right corner. It should read more like:

BYBEE-HIXSON SUBDIVISION A re-plat of Tracts 100, 101 and 102 HR Ranch 3rd Filing NW 1/4, Sec 36, T14N, R65W.....

If the re-plat information is not included Real Estate will most likely not record the plat.

County Real Estate Office: Debbie Valdez-Ortiz COMMENTS ATTACHED 07/11/2017 The title block should be in the lower right corner of the Plat. It needs to have the subdivision name and tracts listed that new Plat comes out of not just the T-R-S that HR Ranch Third Filing came out of. In Notary for Paul Lowham it needs to state HR Land Co. In the Notary for Wes Bybee his last name is spelled as Mybee. And unless all three are going to share ownership of the two lots it should state who is keeping what tract.

<u>County Engineer:</u> Scott Larson COMMENTS ATTACHED 07/20/2017 Engineer Review

- 1. A note regarding whether or not any portion of this plat falls within a FEMA flood hazard area and reference to the FIRM Panel Number needs to be included on the plat drawing.
- 2. A note stating which fire district will serve this subdivision needs to be added to the plat.
- 3. I concur with the request for a waiver of a detailed Traffic Study and Drainage Study since the proposed action will not increase either the traffic or the drainage/runoff. Surveyor Review
- 1. Plat requirements state "name of the subdivision shall be placed in the lower right hand corner of the plat." The name of the subdivision appears in the upper right hand corner and in the side-bar title block. The side-bar type of title block may not be the best solution for subdivision plats.
- 2. In the last line of the first phrase of the legal description, "and the intersection" should be "at the intersection".
- 3. In 14th phrase of the legal description -- bearing stated as "SOUTH 43°13'58" should be "SOUTH 43°13'58" WEST".
- 4. In the last line of the Statement following the legal description, should "THE PURPOSED" be "THE PURPOSE"?
- 5. BYBEE ACKNOWLEDGEMENT "ACKNOWLEDGED BEFORE ME BY WES M. MYBEE (should be BYBEE)"
- 6. LOWHAM ACKNOWLEDGEMENT Is there a reason for the extra blank signature

line preceding 'PAUL LOWHAM'?

- 7. Plats require the date of plat preparation be included. Does the date shown on the side-bar title block (06/26/17) signify the date of plat preparation?
- 8. On the "Approvals", the signature block currently shows "Development Director" but it should be "Chairman of the Planning Commission".
- 9. Plat requirements state that "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." This item ix is not addressed on the Plat.
- 10. Plat requirements state "The Basis of Bearing/Azimuth on which the survey is based shall be noted on the plat". No Bearing Basis Is shown on the plat.
- 11. Statement to Vacate requirements state "If any lot, block, boundary or right-of-way from a previously recorded plat is being vacated by this plat a notation shall be provided, describing the area or boundaries to be vacated under a section titled Statement to Vacate." Although there is discussion of vacating Tracts 100,101, and 102 of HR Ranch 3rd Filing in the dedication, there is no "Statement to Vacate" on the plat.
- 12. Plat layout shall include the following: C. "The location and dimensions, with boundary ties, for all existing and proposed utility, drainage, access, or other easements." The drainage easements are not detailed. F. The Vicinity Map would be easier to read and it would be more useful to the lay public if one were to add some information such as, at a minimum, the Section, Township and Range data with enough detail to indicate the location of the subdivision generally within the Section.
- 13. As a final note, I did not see any mention of irrigation water rights on the subdivision so I assume there aren't any on the subdivision. However, there is a center pivot irrigation system adjacent to this subdivision and it might be a good idea to note that there are no water rights on this subdivision, if there aren't any.

<u>Environmental Health Department:</u> Roy Kroeger COMMENTS ATTACHED 07/17/2017

Laramie County Small Wastewater System Regulations

The changes are in compliance with the Laramie County Small Wastewater system regulations.

Agencies responding with "No comments": County Public Works Dept., Combined Communications Center, Fire District No. 1, Sheriff's Office, County Planner.

Agencies not responding: County Treasurer, US Post Office, Emergency Management.



June 27, 2017

902 S 3rd St * Laramie, WY 82070 F 307-742-7425 F 307-742-7403 W WyoCoffey.com

Nancy Trimble Associate Planner 3966 Archer Pkwy Cheyenne, WY 82009

Project No. 2269.00

RE: Subdivision Permit for the Bybee -Hixson Subdivision.

Dear Mrs. Trimble

On behalf of the owners and the applicant I am submitting the Bybee-Hixson subdivision. This amended plat will consolidate 3 Tracks into 2 Tracks.

The owners of Tracts 100 and 102 wish to purchase Tract 101 and divide it in half to increase the size of their Tracts. The owners have taken all necessary steps of the homeowners association for this consolidation to take place by contacting each owner in the HR Ranch 3rd Filing. This consolidations met with approval of all owners of the subdivision and the home owners association. This consolidation will reduce the number of home sites to the HR Ranch 3rd Filing thereby reducing the impact on the storm water drainage, traffic, and the environment than was originally design in 2005.

A Pre-Application meeting was held on April 7, 2017 to discuss what was needed for this consolidation. Since this is a part of the HR Ranch 3rd Filing the items needed for this consolidation are as follows:

- 1) Subdivision Permit
- 2) Final Plat
- 3) Letter of Waiver for the Drainage Study
- 4) Letter of Waiver for the Traffic Study
- 5) Letter of Waiver fort the Environmental Study
- Exhibit Showing Existing Conditional of the HR Ranch 3rd Filing as Platted in 2005
- 7) Notice of Intent to Subdivide published in 2 separate weeks

The property was surveyed to confirm the locations of the existing property corners. An existing site survey was done to locate the existing structures, wells, septic systems and other items. This was done to ensure that the easements from the original plat were not build or encroached on.

If you have any questions or if you require additional information concerning this Subdivision permit submittal, please contact me at (307) 742-7425.

Sincerely,

Coffey Engineering & Surveying, LLC

Hant I Pole

Flint Polson, P.E. Project Manager

Attachments

Minutes of the Proceedings Laramie County Planning Commission Prepared by the Laramie County Planning & Development Office Laramie County Wyoming

Thursday, August 10, 2017

170810 00 The Laramie County Planning Commission met in regular session on Thursday, August 10, 2017 at 3:30 p.m.

Members in attendance were: Commissioner Jody Clark, Chairwoman; Commissioners Caughey, Moffett, Macy, and Patterson; Dave Bumann, Assistant Director; Nancy Trimble, Associate Planner; Rebekah Puchek, Planning Technician/Recording Secretary.

The meeting register was signed by: Wes Bybee and Stefanie Stock both of 3532 Stampede Ranch Road, Cheyenne, WY; Dave Bumann of 13797 Prairie Center Circle, Cheyenne, WY; and Barbara Sickler and Mike Hixson both of 3548 Palen Road, Cheyenne, WY.

01 Review and action of a Subdivision Permit and Plat for Bybee-Hixson Subdivision, a replat of Tracts 100, 101, and 102, HR Ranch, 3rd Filing, Laramie County, WY.

Nancy Trimble, Associate Planner, introduced the only item and Wes Bybee of 3532 Stampede Ranch Road and Michael Hixson of 3548 Palen Road. They briefly described the re-subdivision of Tracts 100, 101, and 102 of HR Ranch 3rd Filing in order to consolidate three tracts into two tracts.

Ms. Trimble gave an overview of the staff report. Staff found the proposed subdivision permit and plat was in conformance with the plans and policies of the Laramie County Comprehensive Plan and Laramie County Land Use Regulations and recommended approval with no conditions.

Commissioner Patterson asked if there had been any discussion on the name for the new subdivision and if the covenants would still apply. The owners stated they had met the HOA requirements.

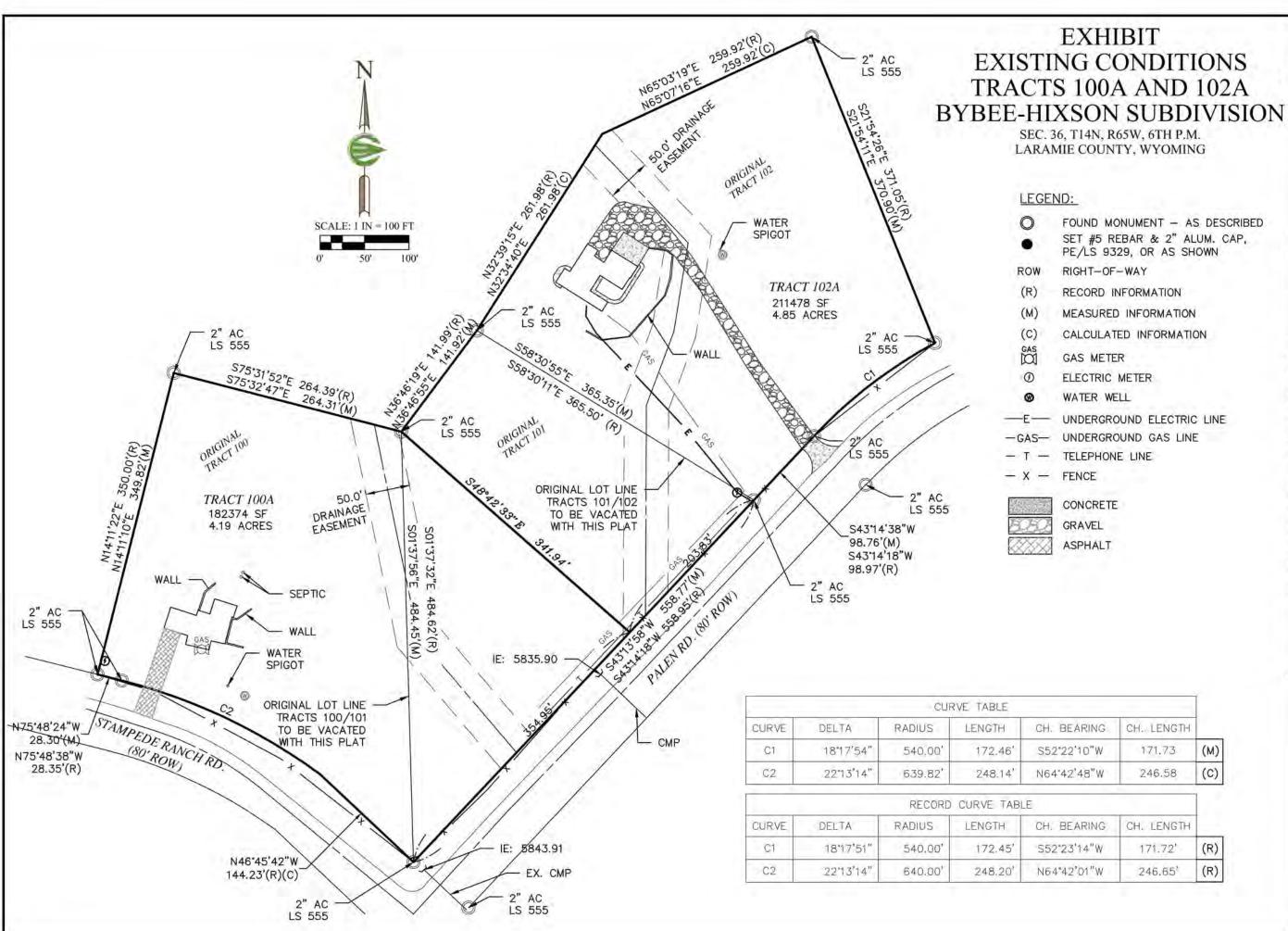
Commissioner Macy questioned about the naming of the subdivision. Ms. Trimble explained how the name came to be chosen.

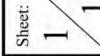
Commissioner Clark opened the hearing to the public. Hearing no comment, the public portion of the hearing was closed.

Commissioner Moffett moved to recommend approval of the application to the Board of County Commissioners. The motion was seconded by Commissioner Caughey and it passed with a vote of 5 - 0.

Meeting adjourned at 3:37 p.m.

Thursday, August 17, 2017 Page 1 of 1





2269.00 EX-COND CGT 6/26/2017

Project:
Drawing:
Drafted By:
Date:
Rev. Date:
Check By:

DRC

BYBEE-HIXSON SUBDIVISION SEC. 36, TIAN, R65W, 6TH P.M. LARAMIE COUNTY, WYOMING **AND 102A** EXISTING CO TRACTS 100A

L



AN ACTUAL SURVEY, MADE UNDER MY DIRECT SUPERVISION, AND THAT THIS MAP CORRECTLY

SHOWS THE RESULTS OF SAID SURVEY, TO THE BEST OF MY KNOWLEDGE.

REQUEST BY ADDRESS COU

Sheet:

RESOLUTION NO.

A RESOLUTION TO APPROVE A SUBDIVISION PERMIT AND PLAT FOR BYBEE-HIXSON SUBDIVISION, A REPLAT OF TRACTS 100, 101, AND 102, HR RANCH, 3RD 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; 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, this resolution is the subdivision permit for Bybee-Hixson Subdivision.

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 is in conformance with section 2-1-101 (a-e) of the Laramie County Land Use Regulations.

and the Board approves the Subdivision Permit and Plat for Bybee-Hixson Subdivision.

PRESENTED, READ ANI	O ADOPTED THIS	DAY OF
, 201	7.	
	LARAMIE COUNTY BOAR	D OF COMMISSIONERS
	Troy Thompson, Chairman	
ATTEST:		,
Debra K. Lee, Laramie Cour	nty Clerk	
Reviewed and approved as to		
Mark/T/Voss, Laramie Cour	nty Attorney	