

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, January 2, 2024

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

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

Excused: Commissioner Troy Thompson

Agenda Priority Item

1. Election of a new Chairman and Vice Chairman of the Board of Laramie County Commissioners for calendar year 2024.

[24 - 001](#)

A motion was made by Commissioner Holmes, seconded by Commissioner Malm, that Brian Lovett be elected Chairman of the Commission for calendar year 2024. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes

Excused: Thompson

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, that Gunnar Malm be elected Vice Chairman of the Commission for calendar year 2024. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes

Excused: Thompson

Minutes

2. Consideration of the Minutes of Proceedings for Dec 19, 2023.

[24 - 007](#)

Attachments: [Draft Minutes Dec 19, 2023](#)

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

Aye: Lovett, Malm, Heath, Holmes

Excused: Thompson

Consent Agenda**Approval of the Consent Agenda**

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

Aye: Lovett, Malm, Heath, Holmes

Excused: Thompson

3. Consideration of the following part-time salaries in the amount of \$86,173.71 for Dec 2023: Assessor, \$221.10; Planning, \$7,357.49; Shooting Sports, \$10,594.82; Buildings/Maintenance, \$27,764.33; Sheriff Operations, \$8,344.50; Detention, \$23,865.00; District Court, \$4,555.47; Drug/DUI Courts, \$3,471.00.

[24 - 009](#)

Attachments: [Dec Part-time Salaries 2023](#)

This agenda item was approved.

4. Consideration of the following fees collected by various county entities for Nov 2023: County Clerk, \$104,742.76; Sheriff, \$130,885.00; Clerk of District Court, \$22,839.64; Shooting Sports, \$26,580.09; Planning & Development, \$85,774.02; Circuit Court, \$42,458.00; DUI Court, \$905.00; Drug Court, \$751.00.

[24 - 008](#)

Attachments: [Nov Fees 2023](#)

This agenda item was approved.

Warrants

5. Consideration of warrants in the amount of \$5,106,462.20 for Dec 2023. [24 - 010](#)

Attachments: [Dec Warrants 2023](#)

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, Malm, Heath, Holmes

Excused: Thompson

Report & Public Petitions

6. Consideration of an amendment to the PlanCheyenne Future Land Use Map for land generally located southeast of the intersection of Converse Ave and Storey Blvd from UR (Urban Residential) to CB (Community Business). [24 - 006](#)

Attachments: [Amendment Memo, PlanCheyenne Future Land Use Map](#)

The memo was received and filed.

Grants

7. Consideration of an agreement between Laramie County, WY, and Quality Electric in an amount not to exceed \$330,500 to provide site lighting additions for Public Works and the abandoned motor vehicle lot. [24 - 012](#)

Attachments: [Agreement, Quality Electric](#)

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

Aye: Lovett, Malm, Heath, Holmes

Excused: Thompson

Contract/Agreement/Leases

8. Consideration of an agreement between Laramie County, WY, and Cheyenne Regional Air Service Focus Team (CRAFT) in c/o LEADS. The purpose of the agreement is for the county to pay a portion of the Minimum Revenue Guaranteed funds to CRAFT for payments to SkyWest Airlines to provide scheduled flight service between Cheyenne and Denver. The county shall pay CRAFT up to \$500,000 for FY24. The FY24 agreement shall terminate automatically at the exhaustion of the \$500,000 or June 30, 2024, the end of the 2024 fiscal year, whichever is earlier.

[24 - 011](#)

Attachments: [Agreement, CRAFT, MRG](#)

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

Aye: Lovett, Malm, Heath, Holmes

Excused: Thompson

Resolutions

9. Consideration of a resolution giving public notice of Laramie County's intent to amend the amended 2019 Laramie County Land Use Regulations.

[24 - 002](#)

Attachments: [Notice of Intent to Amend 2019 Laramie County Land Use Regulations](#)
[Resolution, Notice of Intent to Amend 2019 Laramie County Land Use Regulations](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Holmes, to provide the notice of intent to change the Laramie County Land Use Regulations, as required under WS 16-3-103, and set a public hearing date of Feb 20, 2024, to consider adoption of the proposed amendments. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes

Excused: Thompson

Land Use:Variances/Board App./Plats

10. Consideration of a correction of the record for a zone change for Tract 1, Larimore Subdivision, Laramie County, WY.

[24 - 003](#)

Attachments: [Correction, Front Range Leasing, Inc, Zone Change](#)

Bryce Hamilton, Planning, said on Dec 5, 2023, staff presented applications for two zone changes, a vacation, administrative plat approval, and approval of use for an RV storage unit for Toybox Storage. Mr. Hamilton pointed out staff had made an error in the proposed language for the zone change motion which was approved by the board at the Dec 5 meeting. He noted the error in the board's previously approved motion could result in Tract 1 of Larimore Subdivision not receiving one of the two intended zone changes. He said staff wanted to ensure the record of proceedings included the correct language approving the required zone change.

A motion was made by Commissioner Heath, seconded by Commissioner Holmes, to adopt the findings of fact a, b, and c of the staff report and approve the zone change from CB to MU for Tract 1, Larimore Subdivision, Laramie County, WY. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes

Excused: Thompson

11. PUBLIC HEARING regarding a zone change from PUD to PUD for a portion of the SE1/4 of the NW1/4 of Sect 29, T13N, R66W, of the 6th PM, Laramie County, WY.

[24 - 004](#)

Attachments: [Cathcart PUD, Zone Change](#)

Bryce Hamilton, Planning, said Recreational Investment Group, LLP, on behalf of Oh Hail No, LLC, submitted a zone change application for property located at the intersection of Richard Rd and Robert Ave in the Cathcart Planned Unit Development. He said the application asks to rezone the property from PUD to a new PUD designation which would allow the parcel to contain a campground.

Mr. Hamilton said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b with no conditions.

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

A motion was made by Vice Chairman Malm, seconded by Commissioner Holmes, to adopt the findings of fact a and b of the staff report and approve the zone change from PUD to PUD for a portion of the SE1/4 of the NW1/4 of Sect 29, T13N, R66W of the 6th PM, Laramie County, WY, with no conditions. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes

Excused: Thompson

Commissioner Malm announced he had a conflict of interest with agenda item #12.

- 12.** PUBLIC HEARING regarding a subdivision permit and plat for Open View Ranch, situated at the N1/2 of Sect 7, T14N, R63W, of the 6th PM, Laramie County, WY.

[24 - 005](#)

Attachments: [Open View Ranch, Subdivision Permit and Plat](#)

Bryce Hamilton, Planning, said Steil Surveying Services, LLC, on behalf of Whiskey Hill, LLC, submitted a subdivision permit and plat application for property located on the east side of County Rd 142, between County Rds 212 and 213, about one mile south of Hillsdale. He said the submitted application is to subdivide the 397.73-acre property into 22 residential lots of roughly 14.22 acres each. The southeast portion of the property on the S1/2 of Sect 7 would remain unplatted.

Mr. Hamilton said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a and b, and the condition that a non-adverse Chapter 23 recommendation is provided by DEQ prior to recordation.

Chairman Lovett opened the hearing for PUBLIC COMMENT. Melissa Anderson, Laurie Jackson and Wyatt Jackson residents, raised questions and concerns about school capacities, EMT services, postal service, water issues, the board's long-range plan, road maintenance, additional traffic, snow removal, and need for more study of wildlife in the area.

Commissioner Health explained how outside entities, such as school and fire districts, are given the opportunity to comment on the application. If there is no comment, then it is assumed there are no issues. Commissioner Health said EMT services would be through AMR and postal service is not under the board's control. Commissioner Holmes addressed the water issue, stating the AMEC memo recommendation is five acres for the recharge rate of normal household usage. The proposed tracts exceed the recommendation. He noted the state engineer monitors the water table level.

Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, to adopt findings of fact a and b of the staff report and to approve the subdivision permit and plat for Open View Ranch with the one condition as outlined in the staff report. The motion carried by the following vote:

Aye: Lovett, Heath, Holmes

Excused: Thompson

Recused: Malm

The meeting adjourned at 4:24 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, Jan 2, 2024.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Brian Lovett, 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 at least two business days prior to the meeting. Per WS §18-3-516(f), access to county information can be obtained at laramiecountywy.gov.