



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners

FROM: Sonny M. Keen, Associate Planner

DATE: June 3rd, 2025

TITLE: PUBLIC HEARING: Board Approval for use and Zone Change from MR – Medium Density Residential to PUD – Planned Unit Development for Cowboy Brew Subdivision, 1st Filing, Tract 2, and BT II First Subdivision, Lot 2, Block 1, Laramie County, WY.

EXECUTIVE SUMMARY

Deanne Roon of DeRoon Consulting, LLC, on behalf of BT II, LLC, has submitted Zone Change and Board Approval applications for the above-mentioned property, which is located at 227 S. Greeley Hwy, Cheyenne, WY. The purpose of the application is to change the zone district from MR – Medium Density Residential to PUD – Planned Unit Development and to seek approval under the Laramie County Land Use Regulations to construct a permanent campground.

BACKGROUND

The subject properties total 4.7 acres, currently zoned MR – Medium Density Residential and are adjacent to residential and multi-use to the east, and CB – Community Business lots to the south, west, north, and northeast.

Pertinent Regulations

Section 1-2-103(b) of the Laramie County Land Use Regulations governing the criteria for a zone map amendment.

Section 4-2-112 of the Laramie County Land Use Regulations governing the PUD – Planned Unit Development zone district.

DISCUSSION

The Laramie County Comprehensive Plan designates this area as URI (Urban Rural Interface), 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. PlanCheyenne designates this area as CB – Community Business, which supports a range of commercial activities and MU-C Mixed Use Commercial, which also supports a range of mixed use of commercial activity. The proposed action complies with both plans.

This property is part of the South Cheyenne Water Sewer District, and future use of water/sewer services will need to be reviewed by this district and meet the City of Cheyenne and Board of Public Utilities specifications.

Public notice was published, and neighbor notice letters were sent by certified mail. Staff received no written comments from adjacent landowners. Agency comments addressed the fact that the original zoning district that was intended for this modification was CB – Community Business, however per the Laramie County Attorney’s Office, they did not believe that even with Board Approval, this would be a permissible use for CB, therefore a PUD zone district was suggested, which would allow for the intended use to be addressed and potentially approved in the Board Approval process.

On May 8th, 2025, the Laramie County Planning Commission held a public hearing on this application and voted (4-0) to recommend approval of the zone change.

RECOMMENDATION and FINDINGS

Based on evidence provided for the *Zone Change*, staff recommends the Board find that:

- a. This application does meet the criteria for a zone map amendment pursuant to section 1-2-103(b) of the Laramie County Land Use Regulations.
- b. The proposed change in zone district is in conformance with the requirements of section 4-2-112 of the Laramie County Land Use Regulations.

and that the Board approves the Zone Change from MR – Medium Density Residential to PUD – Planned Unit Development for Cowboy Brew Subdivision, 1st Filing, Tract 2, and BT II First Subdivision, Lot 2, Block 1, Laramie County, WY with no conditions.

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

- a. This application meets the criteria for Board approval pursuant to section 1-2-100 of the Laramie County Land Use Regulations.
- b. This application meets the criteria for Board approval pursuant to section 4-2-112(e)(iii)(B) of the Laramie County Land Use Regulations.

and that the Board approves the use for a permanent RV park and campground with no conditions.

PROPOSED MOTION ZONE CHANGE

I move to recommend approval of a Zone Change from MR - Medium Density Residential to PUD – Planned Unit Development for Cowboy Brew Subdivision, 1st Filing, Tract 2, and BT II First Subdivision, Lot 2, Block 1, Laramie County, WY and adopt the findings of facts a and b of the staff report with no conditions.

PROPOSED MOTION FOR BOARD APPROVAL

I move to adopt the findings of fact a and b of the staff report and approve the use for a permanent RV park and campground with no conditions.

ATTACHMENTS

- Attachment 1: Location Map**
- Attachment 2: Pre-Application Notes**
- Attachment 3: Project Narrative**
- Attachment 4: Agency Review Comments and Applicants Responses**
- Attachment 5: Current Zoning Map**
- Attachment 6: Resolution, Board Approval**
- Attachment 7: Resolution, Zone Change**
- Attachment 8: Resolution Exhibit A – Zone Change Map**
- Attachment 9: Resolution Exhibit B – PUD Zone District Rules**
- Attachment 10: Exhibit C – Sage Outdoor Advisory Letter for Feasibility**
- Attachment 11: Exhibit D – Contiga Campground Consulting Letter of Support**
- Attachment 12: Exhibit E – Concept Site Plan**



Laramie County Wyoming MapServer

PZ-25-00007

ZONE CHANGE FROM MR -
MEDIUM DENSITY RESIDENTIAL TO
CB - COMMUNITY BUSINESS

LCFD #1

LCSD #1

SCWSD



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 4/29/2025



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

3966 Archer Pkwy
Cheyenne, WY 82009 planning@laramiecounty.com
Phone (307) 633-4303 Fax (307) 633-4616



Pre-Application Meeting Notes

Disclaimer: These notes 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 the 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. § 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.

Date: <u>2-3-20</u> Staff: <u>JA, SK, CC, DP, SP</u> Property Owner: <u>BT II, LLC</u>	
Project Description: <u>DV PARK</u>	
Project Location/Address: <u>227 S. GARDEN</u> R #: <u>0066624-20063170</u>	
ATTENDEES/AGENTS/PARTIES	
Applicant <u>DEANNE ROON</u> <u>ARCHITECT</u>	Phone <u>970-534-9095</u> Email <u>deanne@deeronconsulting.com</u>
Other <u>JASON CLAEYS</u> <u>OWNER</u>	Phone <u>270-674-2570</u> Email <u>jclaeys@highlandts.com</u>
Other <u>JOHN ANEW OWNER</u>	Phone <u></u> Email <u>john@brazethrucaswash.com</u>
APPLICATION TYPE(S)	
<input type="checkbox"/> Administrative Plat (Vacation? Y/N)	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Appeal	<input type="checkbox"/> Site Plan - Amendment
<input checked="" type="checkbox"/> Board Approval	<input type="checkbox"/> Site Plan - For Records
<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Subdivision Exemption - Other
<input type="checkbox"/> Family Exemption	<input type="checkbox"/> Subdivision Permit & Plat
<input type="checkbox"/> Preliminary Development Plan	<input type="checkbox"/> Variance
<input type="checkbox"/> Public Hearing - No Approval Required (Xmission lines, O&G)	<input type="checkbox"/> Zone Change
APPLICATION GUIDANCE	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Application Fees: <u>\$500.00 - BOARD APPROVAL</u>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Pre-Application Meeting Notes:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Project Narrative Letter/Justification Letter:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Warranty Deed/Lease Agreement:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Plat / Site Plan / Plot Plan / Record of Survey / Preliminary Dev. Plan / Route Map / Zone Change Map: <u>EXHIBIT</u>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> TBD	Drainage Plans:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Letter of Waiver	Drainage Study: <u>FOR SITE PLAN APPLICATION</u>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Letter of Waiver	Traffic Study: <u>FOR SITE PLAN APPLICATION</u>



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Pre-Application Meeting Notes

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Community Facility Fees Acknowledgement Letter:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Public Safety Fees Acknowledgement Letter:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	WY DEQ Chapter 23 Study/Submittal Letter:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Development Agreement:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Roadway Maintenance Plan:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Road/Easement Use Agreement:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	ROW Construction Permit: <i>WYDOT PERMIT</i>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Engineer Review – Paid by Applicant: <i>ACTUAL COST - JUST FOR SITE PLAN</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Environmental Health Review / Approval: <i>FOR SITE PLAN</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Environmental and Services Impact Report:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	GESC/Grading, Erosion & Sediment Control Permit: <i>UPON CONSTRUCTION</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> TBD	Floodplain Development Permit: <i>FOR SITE PLAN APPLICATION</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Letter of Consent	Perimeter Fence Construction per W.S § 18-5-319: <i>N/A</i>

Public Notice Requirements	General Notes:
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Public Notice Sign(s) Required – Posted/Paid by Applicant: <i>\$26.00 EACH * 1</i>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Newspaper Legal Notice Required – Paid by Applicant: <i>ACTUAL COST</i>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Property Owner Notification Letter Required – Paid by Applicant: <i>ACTUAL COST</i>



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Pre-Application Meeting Notes

Miscellaneous Notes:

CHANGE PROJECT FROM MULTI-FAMILY TO RV PARK. WOULD HAVE LAUNDRY/OFFICE SPACE. NO STORAGE IS PART OF PROPOSED PROJECT.

ZONE DISTRICT COULD WORK WITH MR. BUT WOULD NEED APPROVAL BY BOCC TO SEE IF USE WOULD BE ALLOWED.

STAFF SUGGESTED TO GET BOARD APPROVAL PRIOR TO SITE PLAN SUBMITTAL. EST. 6 WEEK APPROVAL TIME FOR BOARD APPROVAL.

SITE PLAN APPLICATION CAN BE SUBMITTED CONCURRENTLY, BUT AT APPLICANTS RISK

SOUTH CHEYENNE WATER/SEWER - DOESN'T SEE MUCH DIFFERENCE IN LOADING THAN WHAT WAS ORIGINALLY PROPOSED. WOULD REQUIRE UPDATED DEMAND SHEET. PLAN ON ONE TAP WITH INDIVIDUAL HYDRANTS FOR EACH SPACE.

WYDOT - APPROACHES WERE APPROVED BY WYDOT FOR PRIOR SITE PLAN BUT THIS CHANGE COULD REQUIRE UPDATING ACCESS APPLICATION AND PROCEED THRU APPROVAL PROCESS AGAIN, BUT WITHOUT ~~THE~~ USUAL ENSURE INTERIOR CIRCULATION SO TRAILERS AREN'T BACKED OUT ONTO S. GLENEY.

LARAMIE COUNTY ENVIRONMENTAL HEALTH - 307-633-4090

WYDOT - TAYLOR MCCART - 307-745-2117

SCOTT SPRAGGLES - SOUTH CHEYENNE WATER/SEWER 307-635-5608

EXHIBIT A

Laramie County Planning and Development Fee Schedule					
Application and sign fees shall be paid at the time of application submittal. Other fees will be billed to the applicant.					
Application	Fee	Sign (per sign)	Legal Ad (per ad)	Engineer Review	Mailing
Preliminary Development Plan	\$1000.00	\$26.00	N/A	Actual Cost	Actual Cost
Low Impact GESC	\$250.00	N/A	N/A	Actual Cost	N/A
Standard GESC	\$500.00	N/A	N/A	Actual Cost	N/A
Board Approval	\$500.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Variance	\$600.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Temporary Use	\$100.00	N/A	N/A	N/A	N/A
Address – New Oil & Gas Facility	\$200.00	N/A	N/A	N/A	N/A
Address – Existing Oil & Gas Facility	\$100.00	N/A	N/A	N/A	N/A
Floodplain Development Permit	\$200.00	N/A	N/A	Actual Cost	N/A
Site Plan, New and Major Amendments	\$750.00	\$26.00	Actual Cost – if applicable	Actual Cost	Actual Cost
Site Plan, Minor Amendments	\$250.00	\$26.00	N/A	Actual Cost	Actual Cost
Zone Change	\$500.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Wireless Tower	\$250.00	\$26.00 - if applicable	Actual Cost – if applicable	Actual Cost	Actual Cost
Family Child Care Home	\$100.00	N/A	N/A	N/A	N/A
Subdivision Permit (25 lots or less)	\$1,200.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Subdivision Permit (26 lots or more)	\$1,800.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Administrative Plat	\$750.00	\$26.00	Actual Cost	Actual Cost	Actual Cost
Road/Easement Naming	\$200.00	\$26.00	N/A	N/A	Actual Cost
Environmental Health Fee **See Note**	\$200.00 with public sewer. \$200 plus \$10.00 per lot without public sewer (not to exceed \$500.00)				
Community Facility Fees	Land within a water/sewer district or serviced by a district: \$500.00 per acre, rounded to the nearest .1 acre. Minimum \$250.00				
Community Facility Fees	Land outside a water/sewer district with no public water/sewer services: \$50.00 per acre, rounded to the nearest .1 acre. Minimum \$25.00				
Public Safety Fees	Land within any water and/or sewer district or serviced by a public water system shall be assessed a \$200.00 per lot public safety fee				
Public Safety Fees	Land outside of a water and/or sewer district shall be assessed a \$1,000.00 per lot public safety fee				

****Note:** Health Dept. fee increase relating to subdivision permit/plat process approved by Laramie County Board of Commissioners on June 2, 2015, and Board of Health on June 16, 2015.

Traffic Study Waiver Request Criteria

3-5-105a. Requirements

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.

Drainage Study Waiver Request Criteria

3-1-105 Drainage Report Waiver

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.

February 19, 2025
Revised March 21, 2025

Laramie County Planning Commission and
Board of Commissioners
C/O Bryce Hamilton, Associate Planner
Laramie County Planning & Development
3966 Archer Pkwy
Cheyenne, WY 82009

RE: Application for a change of zone from RM to CB, with Campground land use

Project Name: BT Campground
227 S Greeley Highway, Cheyenne.

Legal Description: Tract 2 Cowboy Brew Sub., First Filing, and BTII First Sub., Lot 2. Block 1
Acres 4.7 acres

Zoning: RM (Medium Density Residential) – rezone request to CB (Community Business)

Project Background:

The Owner of the subject property submitted a change of zone and site development plan application for a multi-family residential development in 2024. The application included a change of zone application from CG (Community Business) to RM (Medium Density Residential). The Change of zone was approved, and civil construction documents and supporting documents were submitted for an apartment complex development. The development plan featured 9 buildings including (7) 8-Plex apartment buildings, one (1) multi-purpose building consisting of a clubhouse/leasing office along with 6 units, and a maintenance building. The total density of the project was 62 apartments. Supporting documents included traffic impacts, storm water management, sewer and water design, loading and modeling. The project was reviewed and refined by staff and referral agencies.

Unfortunately, the developer determined the project was not fiscally viable and decided not to move forward with construction. Instead, the development proposal for the site is for an RV Campground. It is understood the MR Zoning District will not allow an RV Campground. The Owner/Developer seeks approval to rezone the property back to CB Zoning District, with a proposed land use for a Campground, with the consideration a Campground is considered a use similar to those permitted in the district.

Project Proposal:

The proposal includes a total of 47 RV Spaces of varying sizes, an Office/Laundry facility and dog park. The RV spaces are arranged along 2 looped drives utilizing 2 access points along the South Greeley Highway. The RV spaces will be equipped with sewer, water, and electrical services. A concept plan is included with this application to demonstrate site design and design intent.

Community Impacts: The land use proposal will have no negative impacts to the Community. Demands on utilities (sewer and water) will be much less than the previously proposed multi-family development. Traffic Impacts will be much less as well. The developer believes there is a demand for RV Campgrounds in this area, and the proposal will serve the public by providing a clean, well-managed location for short term RV users.

Thank you for your consideration of this request.

Sincerely,

Deanne Roon, RLA
DeRoon Consulting, LLC
(970) 534-9095

Attachments:

1. Application Form
2. Conceptual Site Design
3. Warranty Deed
4. \$500 Application Fee

Permit Notes

Permit Number: PZ-25-00007

Parcel Number: 13660821100200

Submitted: 02/11/2025

Site Address: 227 S GREELEY HWY

Technically Complete: 02/11/2025

Applicant: Roon, Deanne
Owner: BT II LLC

Cheyenne, WY 82007

Approved:
Issued:

Project Description: Seeking BOCC approval for use as an RV Campground in an MR Zoning District

<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>
02/24/2025		Application	PZ-25-00007	GENERAL	<p>No comments on the use.</p> <p>Please note that the project's water supply will be ultimately from BOPU (via SCWSD) and that BOPU will be treating the sewer (via SCWSD). Coordination with BOPU recommended.</p> <p>Comments on specific site development will be deferred to the higher level of detail of the official site plan submittal.</p>	SETH.LLOYD@LARAMIECOUNTY.WY.GOV
02/24/2025		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	No comments.	CINDY.KEMIVES@LARAMIECOUNTY.WY.GOV
02/25/2025		Workflow	WYDOT REVIEW	GENERAL	No comment.	TAYLOR.MCCORT@LARAMIECOUNTY.WY.GOV
03/07/2025		Workflow	PUBLIC WORKS REVIEW	GENERAL	<p>1. No comments related to board approval.</p> <p>2. Further development actions related to this parcel will trigger further and more in-depth review by Laramie County Public Works.</p>	MOLLY.BENNETT@LARAMIECOUNTY.WY.GOV
03/10/2025		Application	PZ-25-00007	GENERAL	<p>The proposed use (a 47 space RV Park) is prohibited by current regulation and is not a use subject to Board approval in an MR district. It is the advice of the legal department that the matter not be submitted to the BOCC, as it is not eligible for Board approval.</p> <p>An RV Park is not a lawful use under LCLUR 2-2-117, which states:</p> <p>TRAVEL TRAILERS AND RECREATIONAL VEHICLES</p> <p>Travel trailers and recreational vehicles shall not be installed or used as a dwelling unit. Travel trailers and recreational vehicles may be used as a temporary residence for a period of up to eighteen (18) months during construction of a residence on the same site for which the County Planning and Development office has issued a building permit. The use must be approved by the Planning and Development Director and the Cheyenne- Laramie County Division of Environmental Health at the time of application for the building permit.</p> <p>This provision appears in Chapter 2 (of Title 2) of the Laramie County land use regulations. That chapter is titled Standards Pertaining to all Laramie County.</p> <p>Also, an RV Park is not a use by right in an MR district. LCLUR 4-2-104(a). According to the pre-application meeting</p>	LARAMIECOUNTY.ATTORNEY@LARAMIECOUNTY.WY.GOV

Permit Notes

notes, staff suggested the applicant seek Board approval prior to site plan submittal. However, LCLUR 4-2-104(b) does not list an RV Park as a use subject to Board approval. Apparently, staff is referring to 4-2-104(b)(vii), which requires Board approval for other uses similar to those permitted in this district. Manufactured housing parks are arguably a similar use allowed with Board approval in an MR district. However, under the LCLUR definitions, there is both a physical and definitional distinction between a recreational vehicle (RV) and a manufactured home.

Manufactured Home - A factory built, single-family structure that is manufactured under the authority of 42 U.S.C. Section 5401, the National Manufactured Home Construction and Safety Standards Act OF 1974, is transportable in one or more sections, is built on a permanent chassis, and meets the Federal Building Code (HUD) standards. (If factory built prior to June 15, 1976, also known as Mobile Home in these regulations.)

Recreational Vehicle - A vehicle which is:

- a. built on a single chassis;
- b. 400 square feet or less when measured at the largest horizontal projections;
- c. designed to be self-propelled or permanently towable by a light duty truck and;
- d. designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Finally, the RV Park is also referred to as an RV Campground in some submittals. A campground is likewise not a use by right or by Board approval in an MR district. In addition, it is not clear whether the use matches the definition of campground in the LCLUR or under the regulations issued by the Health Department.

Campground A commercial operation of land occupied, or intended for temporary occupancy, by any of the following: tent, tent trailer, pickup and camper, travel trailer or motor home or similar type recreational vehicle. Campgrounds of six (6) or more spaces shall be permitted through the Environmental Health Dept.

It is unclear whether the RV presence/uses in this campground are to be temporary (not more than 180 days), long-term, or permanent dwelling places. The fact the RV Park is a substituted use for a previously considered apartment complex suggests the RV Park is intended to provide non-temporary or long-term occupancy. This would place it outside the scope of the definition of campground. Clarification is needed on whether the RVs are intended for temporary or long-term use, to determine if the RV Park meets the definition of a campground. Has the applicant submitted information or a request for approval of the campground to the Health Department?

Permit Notes

03/10/2025	Application	PZ-25-00007	GENERAL	No comments at this time based off current comments by the Attorneys Office and Public Works Department	MATTHEW.BUTLER@LARAMIECOUNTY.WY.GOV
03/10/2025	Workflow	PLAN REVIEW BY ENVIRONMENTAL HEALTH	GENERAL	Campgrounds are licensed by the Cheyenne Laramie County Public Health Division of Environmental Health. Service building and RV park layout must meet all requirements established in the Cheyenne-Laramie County Campground Regulations. A completed campground plan review must be submitted to Environmental Health for approval prior to licensing. An opening inspection is required once plans are approved and construction is complete. Campgrounds are inspected annually. For questions, contact Environmental Health at (307) 633-4087.	TIFFANY.GAERTNER@LARAMIECOUNTY.WY.GOV
03/12/2025	Workflow	PLAN REVIEW BY PLANNING AND ZONING	GENERAL	Planning review 1: 1. Please address all agency comments. Planning approval contingent upon all commentary being addressed and/or acknowledged.	BRYCE.HAMILTON@LARAMIECOUNTY.WY.GOV

Permit Notes

Permit Number: PZ-25-00007

Parcel Number: 13660821100200

Submitted: 02/11/2025

Site Address: 227 S GREELEY HWY

Technically Complete: 02/11/2025

Applicant: Roon, Deanne
Owner: BT II LLC

Cheyenne, WY 82007

Approved:
Issued:
Project Description: Rezone from MR to CB and requesting Board Approval for use as a campground

<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>
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Permit Notes

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- a. built on a single chassis;
- b. 400 square feet or less when measured at the largest horizontal projections;
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Permit Notes

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Campgrounds are to be temporary (not more than 180 days) dwelling places. (See LCLUR definition of Temporary).

3. Finally, it is the advice of this office that the applicant work with the Planning and Development Office to submit an application for a Planned Unit Development (PUD) under LCLUR 4-2-112.

04/10/2025	Workflow	PUBLIC WORKS REVIEW	GENERAL	<p>1. No comments related to board approval.</p> <p>2. Further development actions related to this parcel will trigger further and more in-depth review by Laramie County Public Works.</p> <p>2a. 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.</p> <p>2b. Access for this lot is off of a road under the jurisdiction of WYDOT. Any access changes shall be coordinated through WYDOT.</p> <p>2c. Any internal roadways on the site shall comply with the needs of emergency services.</p>	MOLLY.BENNETT @LARAMIECOUNTY WY.GOV
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Permit Notes

04/10/2025	04/10/2025	Workflow	BOARD OF PUBLIC UTILITIES REVIEW	GENERAL	<p>1. Further engineering assessment, design, and customer requirements will dictate improvements and easements required to serve the site. Water and sewer capacity analysis for specific development will need to be assessed prior to approval of proposed development.</p> <p>2. Contact ipp@cheyennebopu.org to discuss industrial pretreatment requirements for the proposed development.</p> <p>3. See attached markups for rv concept.</p>	DAVID.MANN@LARAMIECOUNTY.WY.GOV
04/11/2025		Workflow	PLAN REVIEW BY ENVIRONMENTAL HEALTH	GENERAL	Campgrounds are licensed by the Cheyenne Laramie County Public Health Division of Environmental Health. Service building and RV park layout must meet all requirements established in the Cheyenne-Laramie County Campground Regulations. A completed campground plan review must be submitted to Environmental Health for approval prior to licensing. An opening inspection is required once plans are approved and construction is complete. Campgrounds are inspected annually. For questions, contact Environmental Health at (307) 633-4087.	JAMES.JONES@LARAMIECOUNTY.WY.GOV
04/14/2025	04/14/2025	Application	PZ-25-00007	GENERAL	All improvements must meet City of Cheyenne and BOPU specs. Permits and fees will need to be paid at the SCWSD Office.	SCOTT.SPRAKTIES@LARAMIECOUNTY.WY.GOV
04/15/2025	04/15/2025	Application	PZ-25-00007	GENERAL	Address comments from fire district, building department	MATTHEW.BUTLER@LARAMIECOUNTY.WY.GOV
04/16/2025		Fees	ZONE CHANGE	ADJUST AMOUNT	Adjusted Amount - ADD IN ZONE CHANGE FEES	SONNY.HOOPS@LARAMIECOUNTY.WY.GOV

April 22, 2025

Sonny M. Keen
Associate Planner
Laramie County Planning & Development
3966 Archer Parkway
Cheyenne, WY 82009

RE: Response to Agency Review Comments #1 and #2
PZ-25-00007
BT Campground

Dear Ms. Keen,
Follows are responses to the Agency Review Comments received on 2.24.25 and on 3.10.25.

Date (2025)	Reviewer	Response to Comment
2.24	Seth Lloyd	The owner/ applicant understands the project water supply will be ultimately from BOPU (via SCWDS) and will coordinate with BOPU in preparation of the Site Plan.
2.24	Cindy Kemives Assessor	No comment – no response
2.25	Taylor.McCort WyDoT	No comment – no response
3.07	Molly.bennett Public Works	The owner/applicant understands further review will occur with the submittal of a more detailed site plan submittal.
3.10	Laramie County Attorney	After multiple discussions with staff, it is understood a change of zone to PUD will be required to satisfy land use and zoning codes. The intended use is for a Campground, for short term use (180-days or less). The only camping spots provided will have sewer and water hookups. No tent camping is expected.
3.10	Tiffany Gaertin Environmental Health	The owner/applicant has discussed the project with Environmental Health, is in receipt of the most current regulations, and will meet requirements for plan review and for inspections prior to opening.
3.12	Bryce Hamilton Planning	Agency comments are addressed for submittal 1 and submittal 2 herein.
3.28	Bryce Hamilton Planning	Project has been shifted from Board Approval to change of zone to CB Zoning District, and most recently PUD.
4.1	Taylor McCort WyDoT	No comment – no response
4.02	Seth Lloyd	Surrounding properties are CB, but it appears PUD zoning will be required for this development to better meet zoning code compliance.

4.4	Taylor McCort WyDoT	No comment. No response
4.7	Christipher Yaney	No comment. No response
4.10	Derick Mittlestadt	Fire code references noted. Project Site Development Plan will conform to all fire codes as specified.
4.10	Laramie County Attorney	After multiple discussions with staff, it is understood a change of zone to PUD will be required to satisfy land use and zoning codes. The intended use is for a Campground, for short term use (180-days or less). The only camping spots provided will have sewer and water hookups. No tent camping is expected. This has been initially discussed with Environmental Health. The owner applicant is aware of the codes and requirements for a Campground and will comply.
4.10	Molly Bennett Public Works	The Owner/Applicant will submit more detailed plans for review by all agencies. It is understood future infrastructure upgrades may be required with this development. The Development Plan will include planned vegetation, road construction, and signage.
4.10	David Mann BOPU	The Owner/Applicant will submit more detailed site development plans to identify requirements for improvements and easements for the site. Water and sewer capacity analysis will be provided. Redline comments were not received at this point – please advise.
4.11	James Jones Environmental Health	Owner/Applicant will submit a complete site development plan in compliance with the Cheyenne-Laramie County Campground Regulations. It is understood inspections will be conducted at the time of licensing and yearly.
4.14	Scott Sprakties	Improvements will meet City of Cheyenne and BOPU specs. Permits and fees will be paid at the SCWSD office.
4.15	Matthew Butler	All comments made by referral agencies are addressed herein.
4.16	Sonny Hoops Planning	Please advise what additional fees are required for the current application.

I hope this information is helpful. Please let me know if you need additional information or clarification.

Kind regards,

Deanne Roon, RLA
DeRoon Consulting, LLC
(970) 534-9095

Permit Notes

Permit Number: PZ-25-00007

Parcel Number: 13660821100200

Submitted: 02/11/2025

Site Address: 227 S GREELEY HWY

Technically Complete: 02/11/2025

Applicant: Roon, Deanne
Owner: BT II LLC

Cheyenne, WY 82007

Approved:
Issued:

Project Description: Rezone from MR to PUD and requesting Board Approval for use as a campground

<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>
02/24/2025		Application	PZ-25-00007	GENERAL	<p>No comments on the use.</p> <p>Please note that the project's water supply will be ultimately from BOPU (via SCWSD) and that BOPU will be treating the sewer (via SCWSD). Coordination with BOPU recommended.</p> <p>Comments on specific site development will be deferred to the higher level of detail of the official site plan submittal.</p>	SETH.LLOYD@LARAMIECOUNTY.WY.GOV
02/24/2025		Workflow	COUNTY ASSESSOR REVIEW	GENERAL	No comments.	CINDY.KEMIVES@LARAMIECOUNTY.WY.GOV
02/25/2025		Workflow	WYDOT REVIEW	GENERAL	No comment.	TAYLOR.MCCORT@LARAMIECOUNTY.WY.GOV
03/07/2025		Workflow	PUBLIC WORKS REVIEW	GENERAL	<p>1. No comments related to board approval.</p> <p>2. Further development actions related to this parcel will trigger further and more in-depth review by Laramie County Public Works.</p>	MOLLY.BENNETT@LARAMIECOUNTY.WY.GOV
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Permit Notes

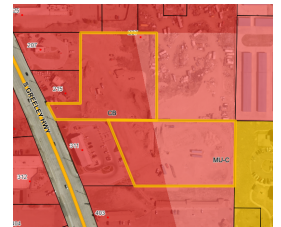
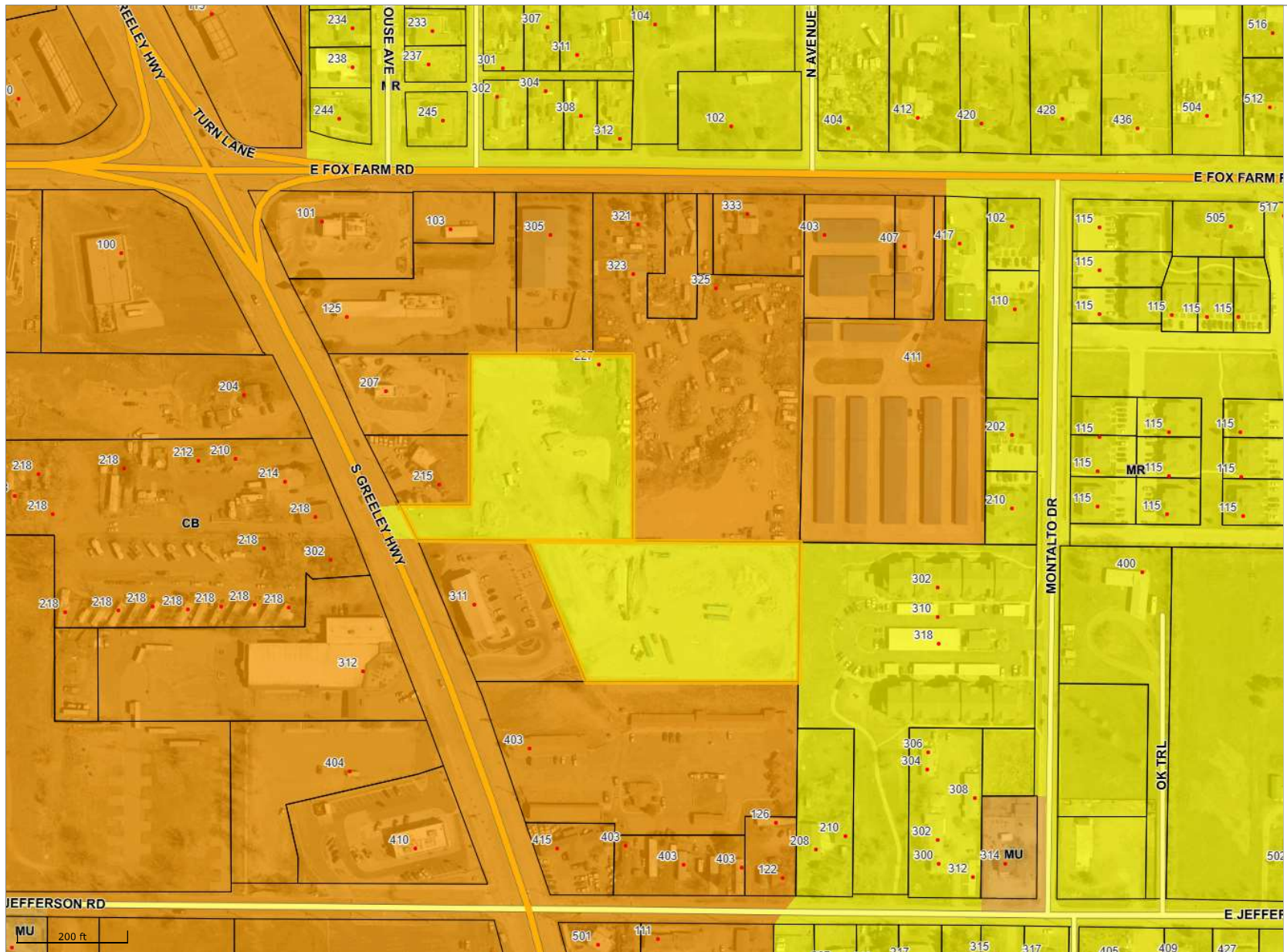
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04/15/2025	04/15/2025	Application	PZ-25-00007	GENERAL	Address comments from fire district, building department	MATTHEW.BUTLER@LARAMIECOUNTY.WY.GOV
04/18/2025		Workflow	PLAN REVIEW BY ENVIRONMENTAL HEALTH	GENERAL	Submit plan review to Environmental Health once complete. It is in progress.	TIFFANY.GAERTNER@LARAMIECOUNTY.WY.GOV
04/23/2025		Workflow	PLAN REVIEW BY PLANNING AND ZONING	GENERAL	At this point, comments are being closed as the majority of these comments can be addressed in the site plan process. For this application, all comments have been addressed and corrected accordingly.	SONNY.HOOPS@LARAMIECOUNTY.WY.GOV

Laramie County Wyoming MapServer

PZ-25-00007

CURRENT ZONE MR - MEDIUM
DENSITY RESIDENTIAL

INSET SHOWS FUTURE PLAN
CHEYENNE USE



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 4/29/2025

RESOLUTION NO. _____

A RESOLUTION FOR BOARD APPROVAL OF A PERMANENT RV PARK AND CAMPGROUND FOR COWBOY BREW SUBDIVISION, 1ST FILING, TRACT 2, AND BT II FIRST SUBDIVISION, LOT 2, BLOCK 1, 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 previously adopted the Laramie County Land Use Regulations; and

WHEREAS, this application meets the criteria for a Board Approval pursuant to section 1-2-100 of the Laramie County Land Use Regulations; and

WHEREAS, the proposed Board Approval is in conformance with the requirements of section 4-2-112(e)(iii)(B) of the Laramie County Land Use Regulations.

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 meets the criteria for Board approval pursuant to section 1-2-100 of the Laramie County Land Use Regulations.
- b. This application meets the criteria for Board approval pursuant to section 4-2-112(e)(iii)(B) of the Laramie County Land Use Regulations.

And the Board approves the permanent RV park and campground for Cowboy Brew Subdivision, 1st Filing, Tract 2 and BT II First Subdivision, Lot 2, Block 1, Laramie County, WY, and adopt the findings of fact a and b of the staff report.

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

LARAMIE COUNTY BOARD OF COMMISSIONERS

Gunnar Malm, Chairman

ATTEST:

Debra K. Lee, Laramie County Clerk

Reviewed and approved as to form:



Laramie County Attorney's Office

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A CHANGE IN ZONE DISTRICT FROM MR – MEDIUM DENSITY RESIDENTIAL TO PUD – PLANNED UNIT DEVELOPMENT FOR COWBOY BREW SUBDIVISION, 1ST FILING, TRACT 2, AND BT II FIRST SUBDIVISION, LOT 2, BLOCK 1, 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 previously adopted the Laramie County Land Use Regulations; and

WHEREAS, the proposed zone change is in conformance with the requirements of section 1-2-103(b) of the Laramie County Land Use Regulations; and

WHEREAS, the proposed zone change is in conformance with the requirements of section 4-2-112 of the Laramie County Land Use Regulations.

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 meets the criteria for a zone map amendment pursuant to section 1-2-103 (b) of the Laramie County Land Use Regulations.
- b. The proposed change in zone district is in conformance with the requirements of section 4-2-112 of the Laramie County Land Use Regulations.

And the Board approves a Zone Change from MR – Medium Density Residential to PUD – Planned Unit Development for Cowboy Brew Subdivision, 1st Filing, Tract 2 and BT II First Subdivision, Lot 2, Block 1, Laramie County, WY, and adopt the findings of fact a and b of the staff report as well as the attached ‘Exhibit A’ – Zone Change Map, and ‘Exhibit B,’ the Specific Regulations for the Planned Unit Development – PUD.

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

LARAMIE COUNTY BOARD OF COMMISSIONERS

Gunnar Malm, Chairman

ATTEST:

Debra K. Lee, Laramie County Clerk

Reviewed and approved as to form:

Laramie County Attorney's Office

4.9 ac

MR TO CB
ZONE
CHANGE

TURN LANE

E FOX FARM RD

S GREELEY HWY

W JEFFERSON RD

MONTALTO DR

OK TRL

PROPOSED ZONE CHANGE TO CB
- COMMUNITY BUSINESS



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 4/29/2025

EXHIBIT B

PLANNED UNIT DEVELOPMENT

COWBOY BREW SUBDIVISION, 1ST FILING: TRACT 2 &

BT II FIRST SUBDIVISION: LOT 2, BLOCK 1

- a. Uses by Right
 - i. Child care facilities
 - ii. Drive-up facilities
 - iii. Entertainment and recreation facilities and uses
 - iv. Food service facilities
 - v. Hotels and motels
 - vi. Offices
 - vii. Retail and wholesale establishments
 - viii. Churches, temples or other places of worship
 - ix. Any fabrication or processing use which does not emit noxious noise, smoke, odor, or dust beyond the confines of the property, does not emit pollutants to the soil and where all sales and storage of supplies and equipment are conducted within a building.
 - x. Personal storage units within an existing building
 - xi. Adult entertainment establishments operated in accordance with these regulations
 - xii. Small Wind Energy Systems. (Setbacks shall be equal or greater to the total height of the small wind energy system.)

- b. Uses Requiring Board Approval

The following uses may be permitted by the Board:

- i. Bars, cocktail lounges, and liquor stores
- ii. Storage facilities

- iii. Transportation facilities
- iv. Mixed-use residential developments
- v. Employee living quarters
- vi. Fireworks stands
- vii. Campgrounds
- viii. Other uses similar to those permitted in this district

c. Maximum Property Coverage

Total building, parking, and outdoor storage area shall not exceed 85 percent of the property area. Best Management Practices for storm water management and open space design is encouraged. Characteristics such as community open space and pocket parks and connectivity to regional trails, including the Greater Cheyenne Greenway, are encouraged.

d. Setbacks

- i. All principal structures shall be set back twenty-five (25) feet from all front property lines.
- ii. All outdoor display areas shall be set back fifteen (15) feet from all property lines.
- iii. All outdoor storage areas shall be set back twenty-five (25) feet from all property lines.
- iv. Accessory structures shall conform to section 2-2-118 of this regulation.

e. Height

- i. Buildings shall be limited to seventy-five (75) feet in height.
- ii. Board Approval is required for buildings over seventy-five (75) feet in height.

f. Site Design

All areas, including areas from right-of-way line to property line that are not covered by buildings, sidewalks, and parking area, shall be landscaped.

g. Parking

Parking requirements shall be in conformance with these regulations.

h. Site Plan

A County-approved site plan shall be required in accordance with section 2-2-133 of these regulations. Screening is required in conformance with site plan requirements for outdoor storage areas of items and equipment which are not for immediate use, sale or lease. Screening for outdoor storage areas shall be located behind the setback line.

EXHIBIT C



5113 South Harper, Suite 2C
Chicago, Illinois 60615
p: 312.291.1921
www.sageoutdooradvisory.com

April 1, 2025

Laramie County Commissioners
Laramie County
310 W. 19th Street, Suite 300
Cheyenne Wyoming 82001

Re: Proposed RV Campground
227 S. Greeley Highway
Cheyenne, WY 82007

Dear Honorable Members of the Board:

Sage Outdoor Advisory has been retained by Mr. John Agnew to evaluate the feasibility of a proposed RV campground at 227 S. Greeley Highway in Cheyenne, Wyoming.

My firm has completed over 300 feasibility studies across the United States, including projects involving RV resorts and parks, glamping resorts, and tiny home developments. Based on the plans and specifications provided to us, it is our professional opinion that this project is feasible.

In addition to meeting a demonstrated market need, the proposed development is expected to have a positive impact on the local economy through increased tax revenue and by helping to alleviate the shortage of temporary housing for workers employed on major construction projects throughout the county.

Respectfully submitted,

SAGE OUTDOOR ADVISORY
A DIVISION OF SAGE COMMERCIAL ADVISORY LLC

A handwritten signature in blue ink that reads 'Shari L. Heilala'.

Shari L. Heilala, MAI
President
Phone: 312.291.1921
Email: heilala@sageoutdooradvisory.com

EXHIBIT D



Greg Emmert
Principal Consultant, Cotinga Campground Consulting
3024 N Bender Ave
Akron, OH 44319
3/28/2025

Laramie County Board of Commissioners
310 W 19th St, Suite 300
Cheyenne, WY 82001

Subject: Letter in Support of Proposed Campground at 227 S. Greeley Highway, Cheyenne, WY

Dear Commissioners:

I am writing in my capacity as a consultant overseeing the development and eventual operation of a proposed campground on approximately 4.70 acres at 227 S. Greeley Highway in Cheyenne. This letter is to express my support for the project and to highlight the findings of the Sage Outdoor Advisory Feasibility Study (File No. 25-109A-25), which indicates a strong market demand for an updated, year-round lodging option in Laramie County.

Feasibility & Economic Impact

- **Campground Feasibility:** According to the Sage Outdoor Advisory report, a 47-site campground with modern amenities including a central office building, dog-friendly areas, and reliable utility infrastructure could achieve a projected 16.4% internal rate of return (IRR) over ten years. This positive IRR suggests that the project is financially viable under current assumptions.



- **Local Demand:** According to the Sage Outdoor Advisory report, Cheyenne’s position at the intersection of major highways (I-80 and I-25) and its year-round events—like Cheyenne Frontier Days—continues to attract a high volume of short-term visitors. Whether passing through on their way to Yellowstone and Rocky Mountain National Park or making Cheyenne their primary destination, many travelers seek flexible, short-term lodging options. The proposed campground, with its modern amenities and convenient location, will help satisfy this transient lodging demand, enhancing Wyoming’s tourism industry and bringing additional spending to local businesses.
- **Tourism & Spending:** Cheyenne enjoys a steady influx of visitors thanks to events like Cheyenne Frontier Days and local rodeos, as well as nearby attractions such as Rocky Mountain National Park and Curt Gowdy State Park. Positioned near major travel corridors (I-80 and I-25), the new campground would accommodate these short-term guests, who contribute valuable tourism dollars to local businesses—particularly dining, retail, and service providers. By welcoming travelers seeking short, comfortable stays, this campground can further stimulate Laramie County’s economy and support ongoing community growth.
- **Tax Revenue & Job Creation:** An updated lodging facility could increase tax revenue through occupancy taxes and property taxes, while also creating onsite management roles and support staff positions. In turn, these roles foster career growth in hospitality—a plus for the local workforce.

Project Context & My Background

- **My Role:** As a consultant with experience in similar developments throughout the country, my goal is to ensure this project aligns with best practices both in layout and in operational strategy.
- **Operational Guidance:** Once approved, I will assist the client in establishing effective management policies, utility arrangements, and marketing plans to attract and retain visitors.



Disclaimer

While the referenced feasibility study and my professional experience both suggest a favorable outlook, all projections are subject to market variables such as construction costs, macroeconomic conditions, and potential regulatory shifts. My support here does not constitute any guarantee of performance. I simply attest, based on my expert analysis, that the proposed campground has a high likelihood of success and should positively impact Laramie County's economic landscape if approved.

Closing

Thank you for considering this letter of support. I firmly believe this campground will be a valuable addition to the Cheyenne community—providing much-needed lodging for construction workers and travelers, generating new tax revenues, and showcasing Wyoming's hospitality.

Should you have any questions about the Sage Outdoor Advisory report or the project details, please feel free to contact me. I appreciate your time and look forward to the possibility of bringing this development to fruition.

Sincerely,

Greg Emmert
Principal Consultant, Cotinga Campground Consulting
330-416-2755
cotingaconsulting@gmail.com

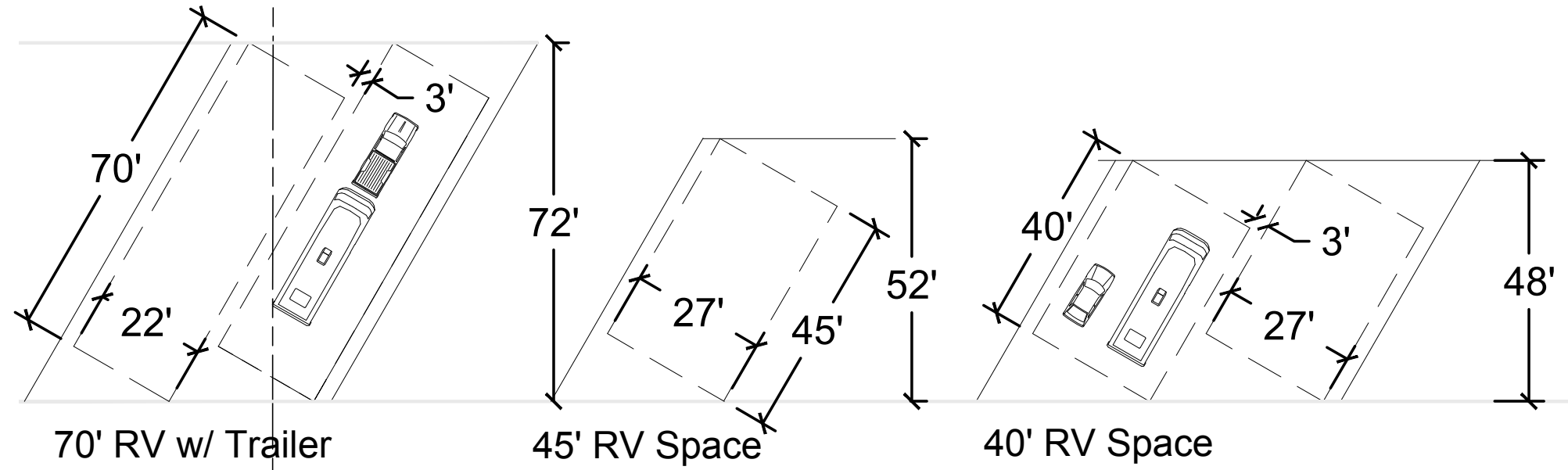
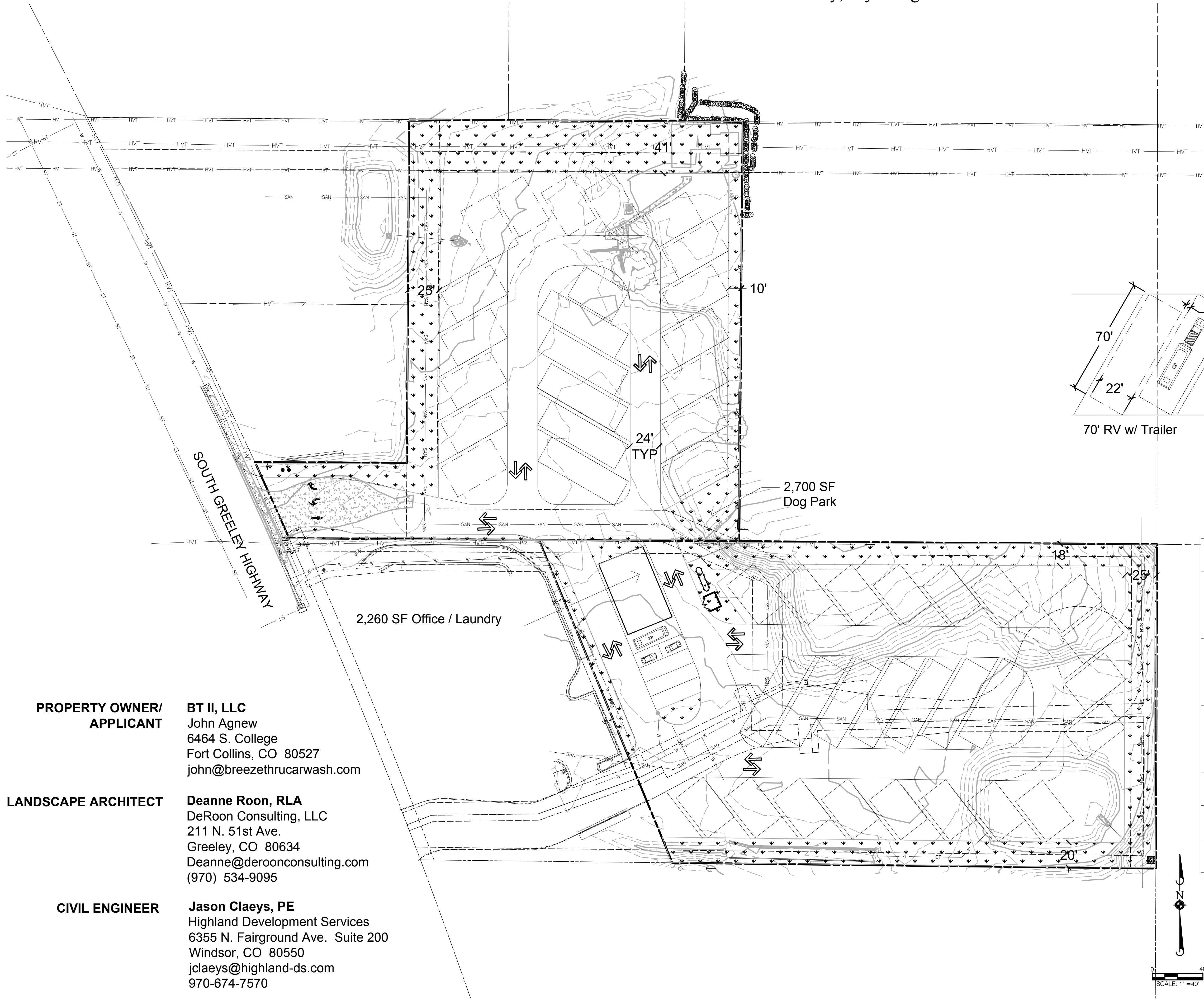
Enclosure: Excerpts from the Sage Outdoor Advisory Feasibility Study (File No. 25-109A-25)

EXHIBIT E

BT RV Campground

Concept Plan

Being a portion on the NW 1/4 Section 8, Township 13N. Range 66W
Laramie County, Wyoming



SITE DATA TABLE		
Ex. Zoning	RM	Med. Residential
Prop. Zoning	CB	C. Business
Total Site Area	4.7 Ac	
40' RV Spaces	19	40 x 27
45' RV Spaces	16	45 x 27
70' RV w/ Trailer Spaces	12	70 X 22
Total Spaces	47	
All-Weather surface (road base)		
Landscape area	↓ ↓ ↓ ↓	47,609 SF

PROPERTY OWNER/
APPLICANT

BT II, LLC
John Agnew
6464 S. College
Fort Collins, CO 80527
john@breezethrucarwash.com

LANDSCAPE ARCHITECT

Deanne Roon, RLA
DeRoon Consulting, LLC
211 N. 51st Ave.
Greeley, CO 80634
Deanne@deroonconsulting.com
(970) 534-9095

CIVIL ENGINEER

Jason Claeys, PE
Highland Development Services
6355 N. Fairground Ave. Suite 200
Windsor, CO 80550
jclaeys@highland-ds.com
970-674-7570

DRAWN BY:
JG

DATE: September 30, 2024

REVISIONS:

R1				
R2				
R3				
R4				
R5				

DeRoon Consulting, LLC
211 N. 51ST AVE. GREELEY, CO 80634
deanne@deroonconsulting.com (970) 534-9095

FOR
APPROVAL
ONLY

BT RV Campground

Concept Plan

227 S. Greeley Hwy, Cheyenne, WY

SHEET:

SP-1