



## **LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT**

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**Planning • Building**

### **MEMORANDUM**

**TO:** Laramie County Planning Commission

**FROM:** Michael Surface, Senior Planner

**DATE:** June 9, 2022

**TITLE:** PUBLIC HEARING regarding a Subdivision Permit and Plat for North Range Business Park, 13<sup>th</sup> Filing, being a replat of Lots 1 and 2, Block 14, North Range Business Park, 7<sup>th</sup> Filing, Laramie County, WY

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### **EXECUTIVE SUMMARY**

AVI, on behalf of Cheyenne LEADS and the North Range Business Park Commercial Owners Association has submitted a Subdivision Permit and Plat application for North Range Business Park, 13<sup>th</sup> Filing. The property fronts Happy Jack Road, and is bound by Logistics Drive on the east, and Bruns Way to the west. The application has been submitted for the purpose of subdividing the property into three (3) lots. The property is zoned Planned Unit Development – PUD.

### **BACKGROUND**

Two (2) tracts with one structure on the north parcel make up the property. The parcels are zoned Planned Unit Development – PUD, like most of the North Range Business Park. Property to the south is owned by the University Corporation for Atmospheric Research. Properties to the east and west are vacant currently. Other uses within the business park include commercial/light industrial such as Microsoft and the Walmart Distribution Center. Property on the north side of Happy Jack Road, and north of the western portion of the proposed subdivision is vacant and zoned Agricultural – A2. An adjacent tract of five (5) acres is situated north of Happy Jack Road. It is north of the eastern part of the proposed subdivision and is zoned High Density Residential – HR, with one (1) dwelling on the property.

### **Pertinent Regulations**

**Section 1-2-104** – of the Laramie County Land Use Regulations governing the requirements of public notice.

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

**Section 4-2-112** of the Laramie County Land Use Regulations governing Planned Unit Development.

## **DISCUSSION**

This project was tabled at the May 26, 2022, Planning Commission meeting until today's date. It was tabled due to not meeting public notice requirements. The public notice requirements now been met. Public notice signs were posted on May 4, 2022. Certified mail notifying adjacent property owners were mailed May 5, 2022. The legal ad for the public hearing appeared May 7, 2022, in the daily Cheyenne newspaper. One (1) phone call from an adjacent property owner was received. The neighbor asked questions about potential future uses but did not object to the project.

The Laramie County Comprehensive Plan places the property within the Urban Rural Interface category. These areas have a higher level of vehicular access, community services with preferred more intense employment centers.

Plan Cheyenne does not have any future use for this property, with its boundary being located two (2) miles to the east.

The property is served by central water and sewer. At the time of a site plan application, the Cheyenne Board of Public Utilities will be included in the review process.

A letter requesting waiver of traffic and drainage studies was provided as part of the application. The County Engineer has concurred with this request based on the justification provided. Agency comments pertained to the recordation process, acknowledgements as well corrections to the survey. The agency comments have been given to the applicant for review and correction.

Per both resolutions governing the proposed North Range Business Park, 13<sup>th</sup> Filing as a Planned Unit Development – PUD, there is substantial conformance with the approved Master Final Plat with appropriate access being provided.

## **FINDINGS AND RECOMMENDATION**

**Based on evidence provided, staff recommends the Planning Commission find that:**

1. The subdivision meets the requirements of Section 2-1-101 (a-e) of the Laramie County Land Use Regulations governing the criteria for a subdivision permit and plat.
2. The subdivision meets the requirements of Section 4-2-112 of the Laramie County Land Use Regulations governing Planned Unit Development.
3. The subdivision meets the requirements of Section 1-2-104 of the Laramie County Land use Regulations governing public notice.

**Staff recommends that the Planning Commission recommend approval to the Board of County Commissioners of the Subdivision Permit and Plat for North Range Business Park, 13<sup>th</sup> Filing with the following condition.**

1. **Correct all acknowledgement issues and survey errors prior to recording the plat.**

### **PROPOSED MOTION**

**I move to recommend approval to the Board of County Commissioners to approve the Subdivision Permit and Plat for North Range Business Park, 13<sup>th</sup> Filing, Laramie County, WY. and adopt the three findings of fact and one condition as part of the recommendation.**

### **ATTACHMENTS**

- Attachment 1: Aerial Map**
- Attachment 2: County Comprehensive Plan Map**
- Attachment 3: PUD Zoning map**
- Attachment 4: Applicant Traffic and Drainage Study Waiver request**
- Attachment 5: Public Agency Comments Report May 18, 2022**
- Attachment 6: Plat – May 3, 2022**
- Attachment 7: DRAFT Resolution**





Subdivision Permit

&  
Plat  
North  
Range  
Business  
Park  
13th Filing

PUD Zoning District

PZ-22-00169

Legend for Aerial View

Property Lines

Streets

Classification

Arterial

Collector

Local



0 125 250  
Feet

HAPPY JACK RD

BRUNS WAY

LOGISTICS DR

VETA DR

VETA County GIS Cooperative  
Cheyenne and Laramie County



Laramie  
County,  
Wyoming



Subdivision Permit  
&

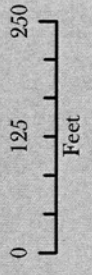
Plat  
North  
Range  
Business  
Park  
13th Filing

County  
Comprehensive  
Plan  
URI District

PZ-22-00169

Legend

- Property Lines
- Streets
- Classification
  - Arterial
  - Collector
  - Local



HAPPY JACK RD

BRUNS WAY

URI

LOGISTICS DR

VETA DR

VETA  
Cheyenne and Laramie County GIS Cooperative





Subdivision Permit  
&  
Plat  
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PZ-22-00169

Legend for Aerial View

- Property Lines  
Streets  
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Local



0 125 250  
Feet

HAPPY JACK RD

BRUNS WAY

LOGISTICS DR

VETA DR

VETA  
Cheyenne and Laramie County GIS Cooperative





April 26, 2022  
2-4592

Laramie County Planning and Development  
3966 Archer Parkway  
Cheyenne, WY 82009

**RE: North Range Business Park, 13<sup>th</sup> Filing Subdivision Permit & Plat - Drainage Study and Traffic Waiver Request; Community Facility Fee Acknowledgement**

To Whom It May Concern,

We would like to request a waiver for providing Drainage and Traffic studies at this time for the above-mentioned project. The proposed development consists of 3 lots, two of which will be commercial in use and one of which will remain dedicated open space. Impacts to the existing terrain, roadways and traffic patterns will be minimal, with most of the grading to occur for future commercial structures.

The developer is exempt from paying Community Facility Fees pursuant to section 1-1-106.v.A of the Laramie County Land Use Regulations as this replat will not add additional land or building area to the development.

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

Respectfully Submitted,

Kelly Schroeder, Planner

**A.V.I. PROFESSIONAL CORPORATION**

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**PZ-22-00169**  
**Subdivision Permit**

**Black Hills Energy:** Black Hills Energy, Eric Underhill No Comments

**Combined Communications Center:** Combined Communications Center, Chuck Trimble No Comments

**County Assessor:** County Assessor, Kaycee Eisele Comments Attached 05/05/2022  
Our office requests sequential deeds be recorded to convey the property that was a part of the lot line adjustment. As a plat does not determine ownership and the recorded records of when owners took title are now defunct legal descriptions, there needs to be clear recordation of ownership on the new legal descriptions. In many cases, lot line adjustments for re-plats there will be multiple ownership names on the new platted parcels. For example, Lot 3 will have ownership of BOTH Cheyenne Leads and North Range Business Park Comm Owners Assoc. until recorded deed work is done.

**County Attorney:** County Attorney, Joe Chenchar No Comments

**County Engineer:** County Engineer, Scott Larson Comments  
Engineer Review

1. I concur with the request for a waiver of a detailed Drainage Study and Traffic Study at this time. When Lot 2 and 3 are developed, a site plan with a drainage study and traffic study will be required at that time.
2. There is no Basis of Bearing noted on the Plat.

Surveyor Review

1. In the second line of the main body of the LEGAL DESCRIPTION, "S0°00'00" should be "S0°00'00E".
2. There is no survey tie by bearing and distance to the nearest public land survey system monument.
3. The Wyoming State Plane field observation coordinates are very small and not legible.
4. The LEGEND indicates MEASURED DATA (M) and RECORD DATA (R). There are some measurements symbolized with (R) and several measurements that are not identified with an (R) or an (M). Are the measurements that are not symbolized MEASURED DATA (M)?
5. Is the north boundary of LOT 1, Block 1, the south boundary of STATE HIGHWAY 210/HAPPY JACK ROAD?
6. Does the right-of-way width of STATE HIGHWAY 210/HAPPY JACK ROAD vary?



**County Public Works Department:** County Public Works Department, Molly Bennett  
No Comments

**County Real Estate Office:** County Real Estate Office, Laura Pate Comments  
If the commissioners and the clerk sign, their signatures do not need to be notarized...  
Only if it is an Administrative Plat does Planning and Public works sign and their  
signatures are notarized. Please remove notary acknowledgement, unless this is an  
Administrative plat then make changes to signatures.

**County Treasurer:** County Treasurer, Trudy Eisele No Comments

**Emergency Management:** Emergency Management, Matt Butler No Comments

**Environmental Health:** Environmental Health Department, Tiffany Gaertner  
No Comments

**Fire District No 2:** Fire District No. 2, Jason Caughey No Comments

**Intraoffice:** Planners, Cambia McCollom No Comments

**Planners:** Planners, Michael Surface Comments Attached 05/09/2022  
This subdivision permit and plat creates three lots from two within a PUD Zoning  
District.

**Sheriff's Office:** Sheriff's Office, Amber Shroyer No Comments

**WYDOT:** WYDOT, Taylor McCort No Comments





RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO APPROVE A SUBDIVISION PERMIT AND PLAT FOR  
LOTS 1 AND 2, BLOCK 14, NORTH RANGE BUSINESS PARK, 7<sup>TH</sup> FILING,  
LARAMIE COUNTY, WYOMING, TO BE PLATTED AND KNOWN AS  
“NORTH RANGE BUSINESS PARK, 13<sup>TH</sup> FILING”**

**WHEREAS**, Wyoming State Statutes §18-5-201 to 18-5-208; §18-5-301 to 18-5-315 authorize Laramie County, in promoting the public health, safety, morals and general welfare of the county, to regulate the use of land through zoning in unincorporated Laramie County; and

**WHEREAS**, the Laramie County Board of Commissioners adopted the 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**, the proposed subdivision and plat is in accordance with section 4-2-112 of the Laramie County land Use regulations governing the Planned Unit Development – PUD zoning district; and

**WHEREAS**, this resolution is the subdivision permit for North Range Business Park, 13<sup>th</sup> 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. 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 North Range Business Park, 13<sup>th</sup> Filing, being a replat of Lots 1 and 2, Block 14, North Range Business Park, 7<sup>th</sup> Filing, Laramie County, WY with the following condition:**

1. Correct all acknowledgement issues and survey errors prior to recording the plat.

**PRESENTED, READ AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

LARAMIE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Troy Thompson, Chairman

ATTEST:

\_\_\_\_\_  
Deputy Clerk