Planning • Building

MEMORANDUM

TO: Laramie County Board of Commissioners
FROM: Marissa Pomerleau, Planning Technician
DATE: September 1st, 2020
TITLE: PUBLIC HEARING regarding a Subdivision Permit & Plat for Green Subdivision, 3rd Filing, located on Lots 4 and 5, Green Subdivision and a Zone Change from MU – Mixed Use to MR – Medium Density Residential, for Tract 23, Green Subdivision, 3rd Filing, Laramie County, WY.

EXECUTIVE SUMMARY

Steil Surveying Services, LLC, on behalf of SJT, LLC of 3410 Green Court, has submitted Zone Change and Subdivision Permit & Plat applications for Green Subdivision, 3rd Filing, consisting of four tracts located approximately 880 feet northeast of the intersection of Dell Range Blvd and Ridge Rd, at 3410 Green Ct. These applications have been submitted to request a Subdivision Permit & Plat to divide the two parcels into four and a Zone Change for proposed Tract 23 from MU to MR.

As the zone change is only for the proposed Tract 23, it will be dependent upon the approval of the Subdivision Permit & Plat.

Both applications have been combined into one staff report for ease of presentation and discussion, with separate motions required for each.

BACKGROUND

The tract currently identified as Lot 5 has a residence and small, accessory structure on it. Lot 4 is currently undeveloped with no structures. The land is assessed as one tract, but is in fact two, separate tracts.

Pertinent Regulations

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

Section 4-2-104 of the Laramie County Land Use Regulations governing the MR – Medium Density Residential Zone District.

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 identifies the area as Urban Rural Interface (URI). Properties with uses directed towards community services are encouraged here. The URI land use designation is designed to allow for more intensive land uses as well as a higher level of vehicular access.

PlanCheyenne designates the west parcel as Mixed-use Commercial (MU-C) and the east parcel as Urban Residential (UR). The MU-C designation emphasizes commercial activities and public and residential uses. The UR designation emphasizes a large variety of residential types with secondary uses including schools, open space and recreation, and places of worship.

Currently, Tract 5 is zoned MU – Mixed Use and Tract 4 is zoned MR – Medium Density Residential. The properties are surrounded by both the MR and MU zone districts, with uses ranging from single and multi-family residential to small, commercial/retail businesses. Both the MR and MU zone districts require a minimum tract size of 6,000 sq. ft. The proposed subdivision's smallest tract is 6,010 sq. ft., therefore the minimum lot size requirements are met.

Section 1-2-103 (b) of the Laramie County Land Use Regulations specifies that in order to recommend approval of this zone change, the Planning Commission must find at least one of the following:

- i. That the zoning district map amendments or regulations are consistent with plans and policies of Laramie County; or
- ii. That the original zoning classification given to the property was inappropriate or improper; or
- iii. That there have been changes of an economic, physical or social nature within the area involved which altered the basic character of such area, and that the amendment will not detrimentally affect the area involved.

Criteria i. is met by conformance with the Laramie County Comprehensive Plan and PlanCheyenne with the type of development.

Agency review comments were received regarding corrections to the zone change and plat maps. Revised plat was submitted to County Planning on July 31st, 2020 and have addressed all agency comments.

Public notice was provided per Section 1-2-104 of the Land Use Regulations. No public comment was received.

These applications were heard at the June 25th, 2020 Planning Commission and the July 21st BOCC public hearings and subsequently postponed so that more information could be gathered for both the pending BOPU Outside User's Agreement and the proposed drainage solutions. It has since been determined that the Outside User's Agreement will be approved once the subdivision is approved. A note has been included on the Plat regarding this requirement. A drainage plan has also been submitted for your review. On June 10th, 2020 the County Engineer concurred with the request for the waiver of a drainage study. Therefore, a drainage study is not required for this development.

On August 13th, 2020 these applications were once again heard before the Planning Commission. No public comment was received and the applications were recommended for approval with one condition each. These conditions have since been addressed.

Staff finds the applications are consistent with the plans and policies of Laramie County.

RECOMMENDATION and FINDINGS

Based on evidence provided for the *subdivision permit & plat*, staff recommends the Board 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 Green Subdivision, 3rd Filing.

Based on evidence provided for the *zone change* request, staff recommends the Board find 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 4-2-104 of the Laramie County Land Use Regulations.

and that the Board approve a Zone Change from MU to MR for Tract 23, Green Subdivision, 3rd Filing.

PROPOSED MOTION – SUBDIVISION PERMIT & PLAT

I move to approve the Subdivision Permit and Plat for Green Subdivision, 3rd Filing and adopt the findings of fact a for the *subdivision permit & plat*, as shown in the staff report.

PROPOSED MOTION – ZONE CHANGE

I move to approve the Zone Change from MU to MR for Tract 23, Green Subdivision, 3rd Filing and adopt the findings of facts a and b for the *zone change*, as shown in the staff report.

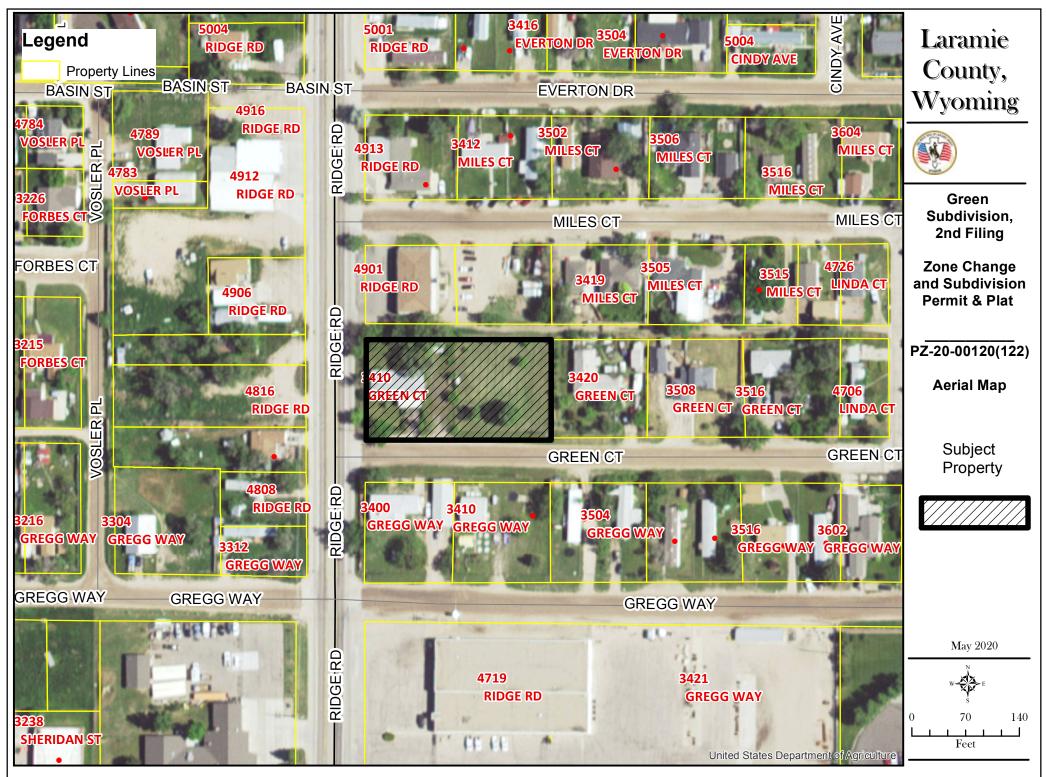
ATTACHMENTS

| Attachment 1: | Location Map |
|---------------|---------------------|
|---------------|---------------------|

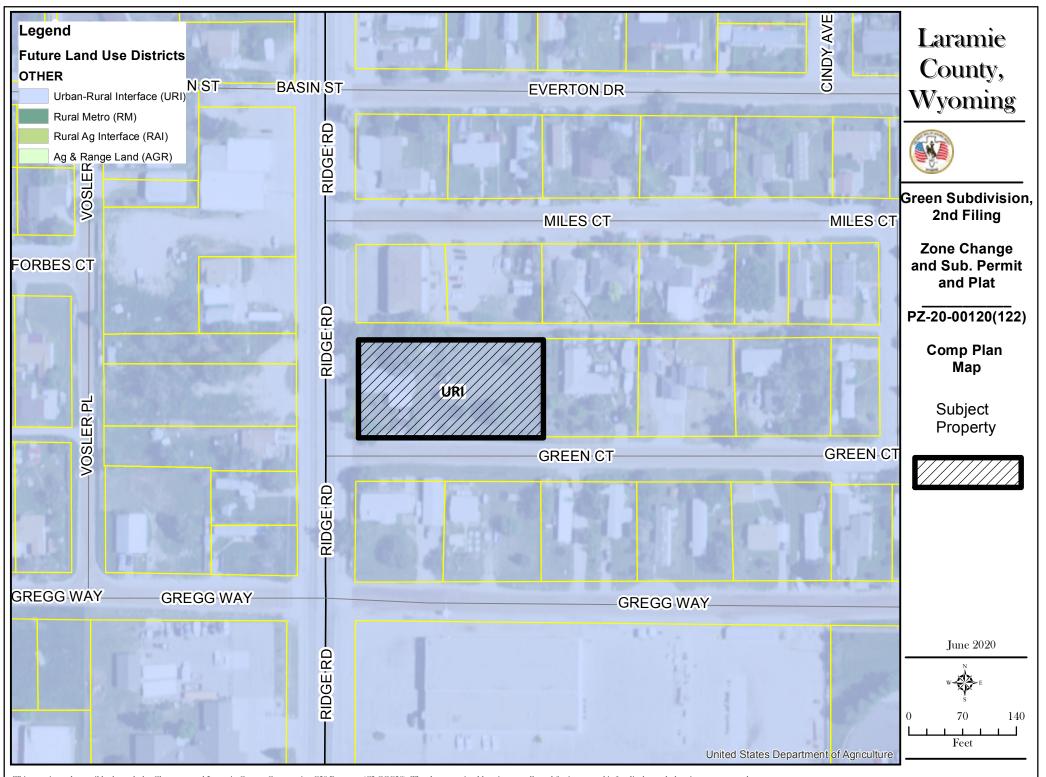
- Attachment 2: Aerial Map
- Attachment 3: Comprehensive Plan Map
- Attachment 4: PlanCheyenne Map
- Attachment 5: Current Zoning Map
- Attachment 6: Combined Agency Comments Report
- Attachment 7: Drainage Plan
- Attachment 8: Existing Conditions Map Revised June 16, 2020
- Attachment 9: Resolution Subdivision Permit & Plat
- Attachment 10: Plat Revised July 31st, 2020
- Attachment 11: Resolution Zone Change
- Attachment 12: Resolution 'Exhibit A' Zone Change Map



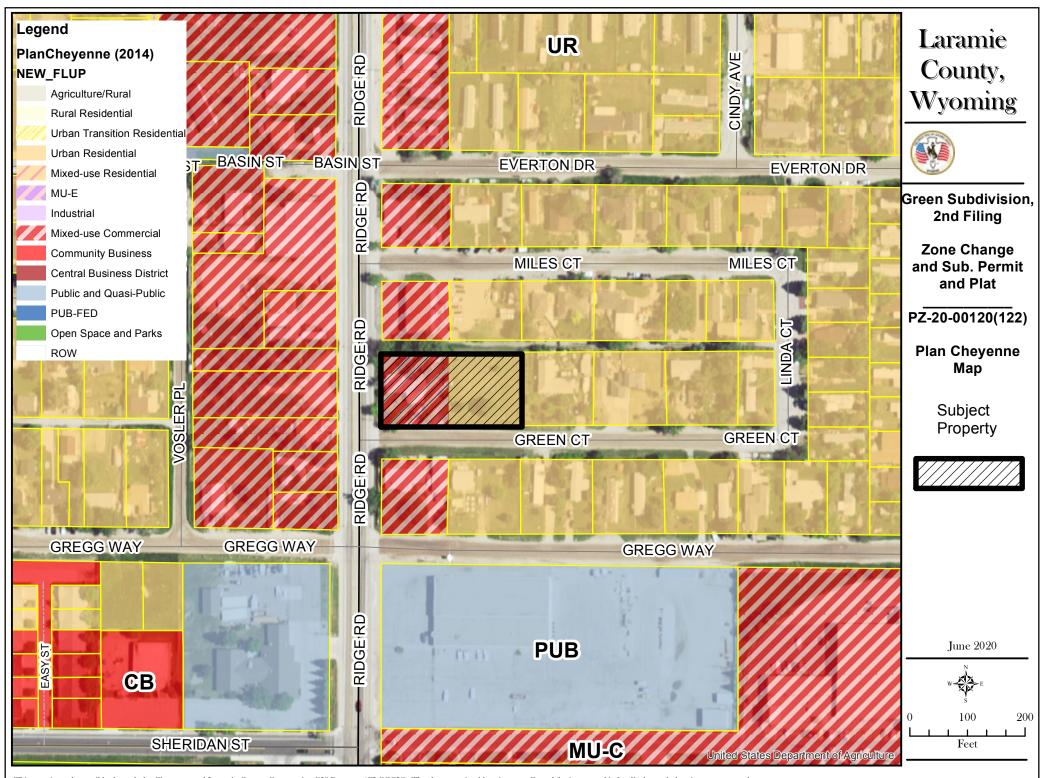
This map is made possible through the Cheyenne and Laramie County Cooperative GIS Program (CLCCGIS). The data contained herein was collected for its use and is for display and planning purposes only.



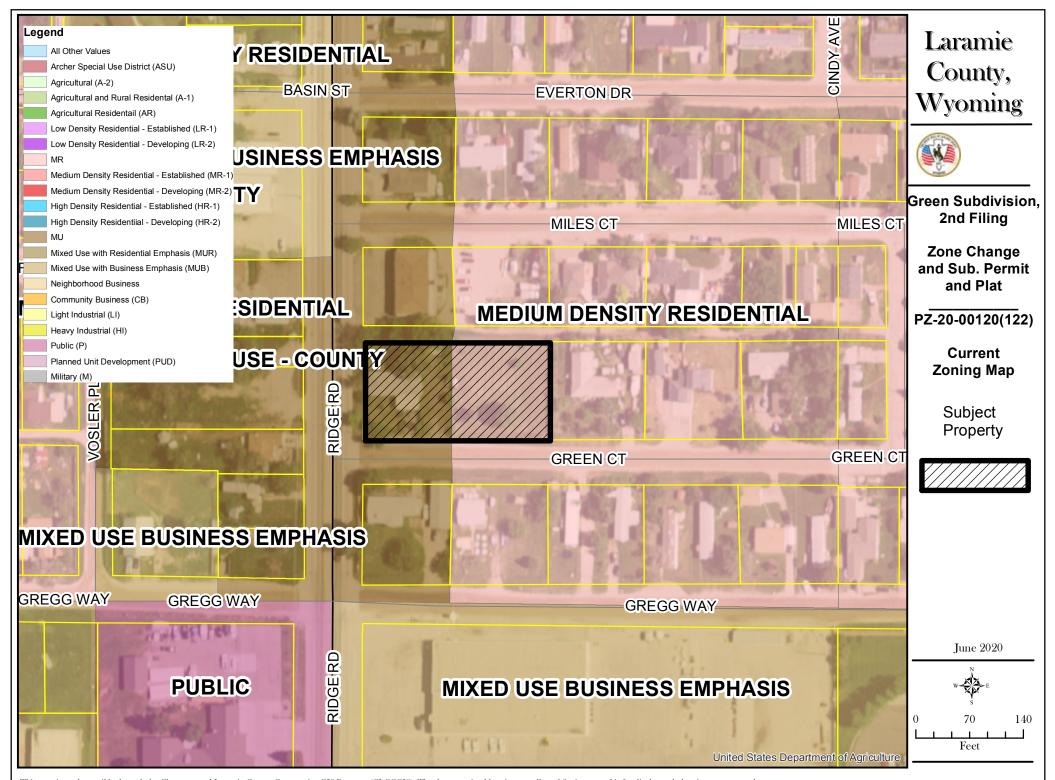
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Intraoffice: Planners, Marissa Pomerleau Comments Attached 06/12/2020

1. The existing conditions such as vegetation and the existing house should be removed from the map.

2. The General Notes and Legend shown on this map should also be included on the Plat.

3. Please see comments from Plat review (PZ-20-00122).

<u>Chevenne Planning:</u> Chevenne Development Services, Seth Lloyd Comments Attached 06/08/2020

Zone change appears to be proposed to adjust the existing zoning to match proposed plat. Such an adjustment to zoning should not be approved unless plat is approved.

Intraoffice: Planners, Cambia McCollom Comments Attached 05/28/2020 Review notes regarding name and tract numbers associated with Subdivision Permit.

AGENCIES WITH NO COMMENTS:

County Assessor County Public Works Department

AGENCIES WITH NO RESPONSES:

Cheyenne Urban Planning Office Cheyenne Development Services County Attorney County Real Estate Office <u>Cheyenne Development Services:</u> Cheyenne Development Services, Seth Lloyd Comments Attached 06/09/2020

Consolidated comments from City agency review:

Plat states that BOPU would provide water and sewer to these properties. BOPU water and sewer provision requires an outside user agreement or annexation to the City. The existing structure may have an approved outside user agreement, but that does not automatically mean the newly-proposed lots would be approved for the same.
 If an outside user agreement is proposed, the outside user agreements for the 3 new lots should be approved prior to the subdivision of the property. No such approval is in place. BOPU water and sewer would only be available after an Outside Users Water and Sewer Agreement is approved by the BOPU and the City Governing Body. Requests for outside user agreements would likely be denied because this is in conflict with the policies of the comprehensive plan, is intensification of a County pocket, and increases confusion and burden on City, County, and District Emergency Services.
 If annexation is proposed, the property should be annexed prior to subdividing. It is noted that this property is not eligible for a stand-alone annexation, but other development actions have had neighbors join an annexation to obtain contiguity and allow development to proceed.

2. If divided in the County prior to annexation, City Community Facility Fees would be due upon annexation.

3. It is staff's understanding that utilities were extended to these residents to address sewage issues.

4. Provide a copy of the title commitment for the property to see if any encumbrances or agreements are in place.

5. The proposed plat lies in the MR-Medium Residential District of the County and is considered an urban area as defined in the LCLUR: Urban - Areas characterized by medium to high density residential development, a high concentration of commercial and industrial uses, and the public services to support such development.

LCLUR 3-5-112 a-c states that "as a minimum, sidewalks shall be provided in urban areas"

Good pedestrian access will be important as this County pocket develops and increases in density. Developer should be required to build sidewalks along Green Ct. adjacent to the proposed properties as well as reconstruct Ridge Road sidewalk adjacent to this proposed plat pursuant to LCLUR 3-5-109 Standards for Geometric Design of Roads ad Streets. According to County regulations, it appears the Green Ct. should be based on Figure 9 and have a min. 5' detached sidewalk and 4' landscape area and along Ridge Road (minor arterial) sidewalk should be reconstructed to meet the requirement found in Figure 7 which requires an 8' detached sidewalk with 8' landscape area between curb and sidewalk.

6. The three new lots meet the standards of the DD7 Lot Type, which is an allowed lot type in the City MR zone

Official Comment Letter saved as an attached pdf.

County Assessor: County Assessor, Kaycee Eisele Comments Attached 06/09/2020 In the Dedication of Plat, the re-platted subdivision is referred to as "Green Subdivision, 3rd Filing" however, it is a replat of just Lots 4 and 5 of "Green Subdivision". No filing is to be here.

In the Title Block of plat, it states that it is an administrative replat of "TRACTS" 4 & 5. Green Subdivision refers to all parcels as "LOTS". Should read "An administrative replat of all of LOTS 4 & 5"

For Assessment purposes, there is no need for the "South Half" to be referred to in either the dedication and vacation statement.

<u>County Engineer:</u> County Engineer, Scott Larson Comments Attached 06/10/2020 Engineer Review

1. I concur with the request for a waiver of a detailed Drainage Study and Traffic Study since this development will have a negligible impact on both.

2. The Notes from the "Existing Conditions Map" seems appropriate to put on the Plat map since there is no mention of the FEMA floodplain, basis of bearing, etc. that needs to be on the plat map.

3. The title of the Plat indicates "Green Subdivision, 2nd Filing", however, the Dedication indicates "Green Subdivision, 3rd Filing".

Surveyor Review

- 1. There are no State Plane Coordinates shown on this plat.
- 2. The Basis of Bearing/Azimuth is not shown on the subdivision plat.

Environmental Health: Environmental Health Department, Roy Kroeger Comments Attached 05/29/2020

Laramie County Small Wastewater System Regulations State of Wyoming Standards for Water Wells

Any septic system found shall be properly abandoned and an inspection by Environmental Health Shall be completed.

If any well is to be abandoned it shall be done in accordance with WY State Groundwater Engineers standards.

Intraoffice: Planners, Marissa Pomerleau Comments Attached 06/12/2020

1. Please remove all Administrative Replat/Plat language from the Plat.

2. As the tracts are the first of Green Subdivision, 2nd Filing, they should be titles Tracts 1-4 rather than 17-20.

- 3. The section, township, and range are missing from the title.
- 4. The dashed line indicating the current property line and the "Lot 4" and "Lot 5" should

be removed.

5. If the property is not located within the FEMA floodplain it should be a note on the plat.

6. The Dedication states Green Subdivision, 3rd Filing rather than 2nd Filing.

7. The property directly south of the subdivision should be identifies as Lot 3, Green

Subdivision rather than just Lot 3. Please do the same for Lots 6, 7, 14 and 15.

8. The Dedication states "South Half, Laramie County, Wyoming". What does the south half refer to?

9. The General Notes from the Zone Change Map should be included on the Plat.

Building Dept.: Building Dept., Antony Pomerleau Comments Attached 06/09/2020 All fire apparatus access shall be maintained and/or achieved for existing and future structures in accordance with the 2018 IFC section 5.

Building permits shall be required for all new construction.

Laramie County has adopted the 2018 I-codes and the 2017 NEC.

Intraoffice: Planners, Cambia McCollom Comments Attached 05/28/2020 Green Subdivision (South 1/2 of Tract 19 of Dell Range Addition) was recorded in 1954 and contains Tracts 1-10. (Subcode GRES01) Green Subdivision (North 1/2 of Tract 19 of Dell Range Addition) was recorded in 1959 and contains Tracts 11-20. (Subcode GREN01)

The naming and identification of proposed subdivision needs to be reviewed more closely. I would recommend calling it Green Subdivision Third Filing (to designate it beyond the 2 established in the 1950s). The Tracts would be numbered 21-24.

AGENCIES WITH NO COMMENTS:

County Public Works Department Combined Communications Center Fire District No 2

AGENCIES WITH NO RESPONSE:

Board of Public Utilities Cheyenne MPO Cheyenne Urban Planning Office Emergency Management Sheriff's Office Black Hills Energy CenturyLink Laramie County Weed & Pest County Attorney County Real Estate Office County Treasurer Cheyenne Engineering Services



Planning and Development Department

2101 O'Neil Avenue, Suite 202, Cheyenne WY 82001 (Phone) 307-637-6282 (Fax) 307-637-6366

A COMMUNITY OF CHOICE

June 9, 2020

Board of County Commissioners 310 W 19th St #320 Cheyenne, WY 82001

RE: Green Subdivision, 2nd Filing Comments

Board of County Commissioners,

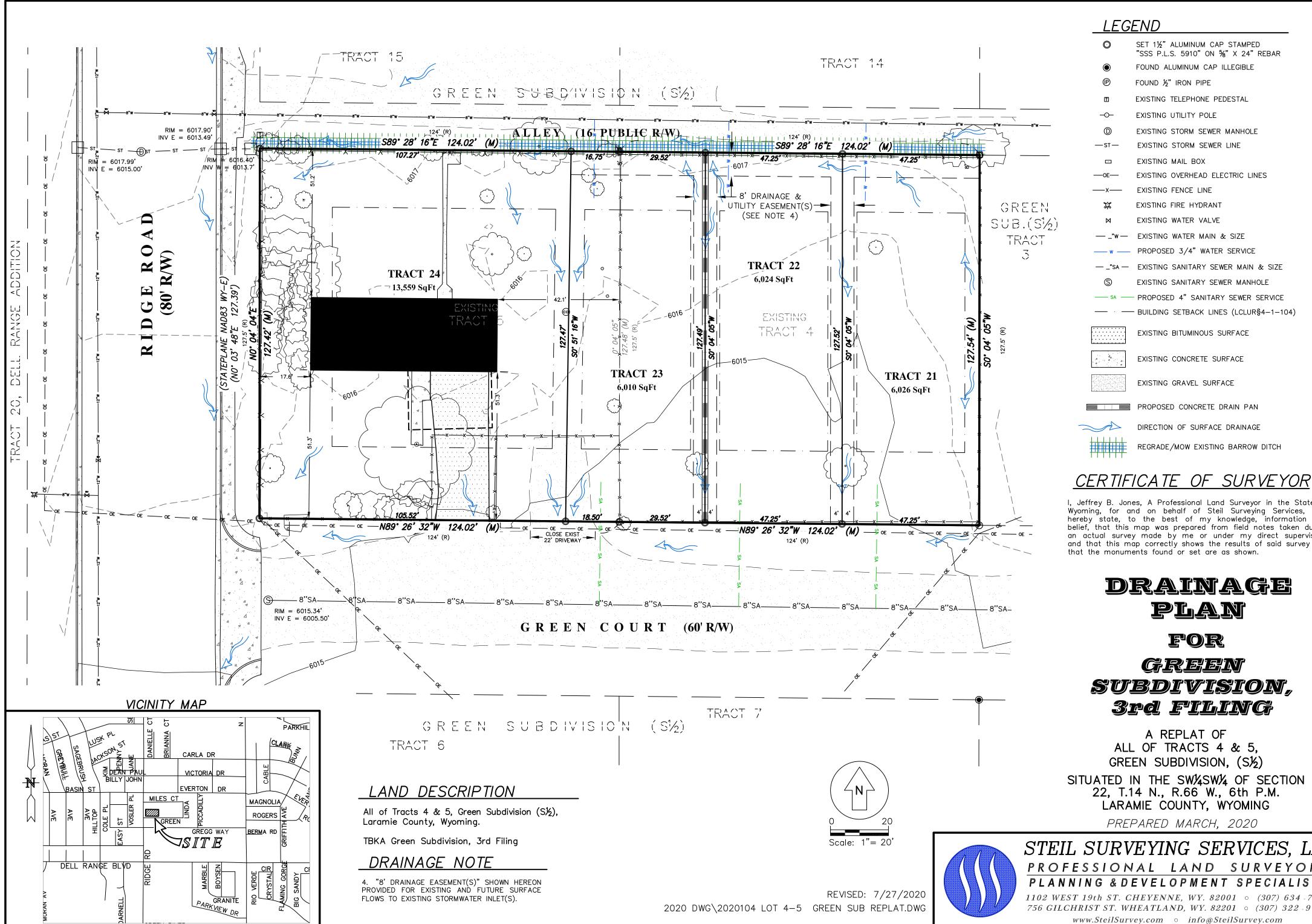
In compliance with W.S. 34-12-103 (b) the City hereby submits the following comments regarding the Green Subdivision, 2nd Filing Plat:

- 1. The Subdivision conflicts with the goals of the City's Comprehensive Plan Policy 1.2.C [County Enclaves] (pg. 61); Policy 7.2.B [Timing of Facilities] (page 80); Policy 7.4.A [Funding and Standards for Essential Services] (page 81) regarding County pockets. Property should be annexed or have approved outside user agreements in place for the new lots prior to subdivision approval. An outside user agreement requires BOPU and City of Cheyenne governing body approval.
- 2. Future annexation of the property will prompt review by the City. Concurrent with annexation by petition, public improvements to streets may be required; driveway accesses will be reviewed for conformance with City standards and may require modification; and Community Facility Fees will be required to be paid to the City. The City defers timing of design and construction of public improvements to the County.

If item one (1) listed above is not resolved, the City requests a formal response by the **Board of County Commissioners pursuant to W.S. 34-12-103-(b).** I do not believe that there are any other items of disagreement that warrant a response by the Board of County Commissioners pursuant to W.S. 34-12-103-(b).

Thank you,

Charles W. Bloom, AICP Planning and Development Director

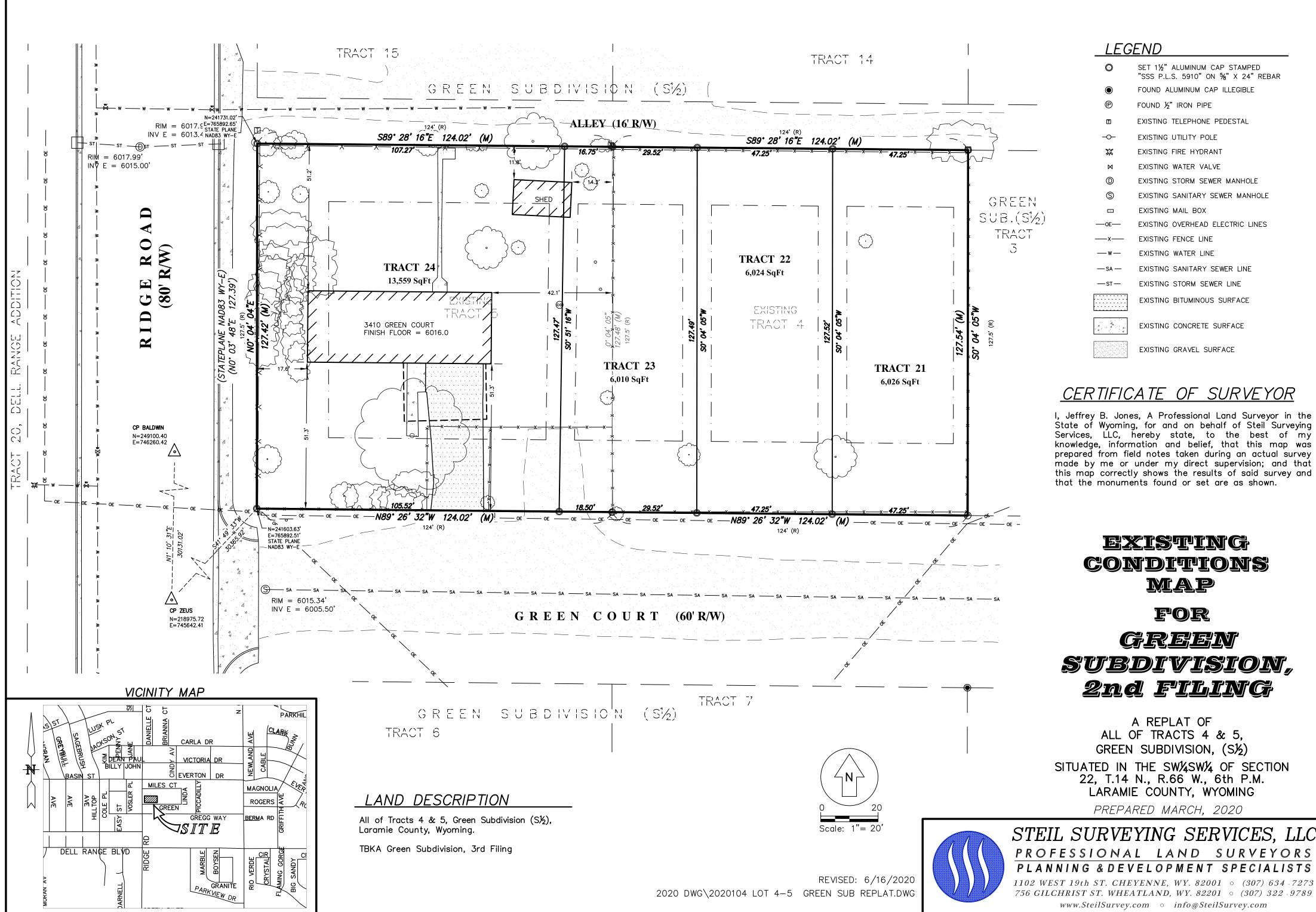


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| | PROPOSED CONCRETE DRAIN PAN |
| A | DIRECTION OF SURFACE DRAINAGE |
| | REGRADE/MOW EXISTING BARROW DITCH |
| | |

I, Jeffrey B. Jones, A Professional Land Surveyor in the State of Wyoming, for and on behalf of Steil Surveying Services, LLC, hereby state, to the best of my knowledge, information and belief, that this map was prepared from field notes taken during an actual survey made by me or under my direct supervision; and that this map correctly shows the results of said survey and

SITUATED IN THE SW4SW4 OF SECTION

STEIL SURVEYING SERVICES, LLC PROFESSIONAL LAND SURVEYORS PLANNING & DEVELOPMENT SPECIALISTS 1102 WEST 19th ST. CHEYENNE, WY. 82001 o (307) 634 - 7273 756 GILCHRIST ST. WHEATLAND, WY. 82201 o (307) 322 - 9789 www.SteilSurvey.com o info@SteilSurvey.com



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| | EXISTING GRAVEL SURFACE |

CERTIFICATE OF SURVEYOR

STEIL SURVEYING SERVICES, LLC PROFESSIONAL LAND SURVEYORS PLANNING & DEVELOPMENT SPECIALISTS 1102 WEST 19th ST. CHEYENNE, WY. 82001 o (307) 634 - 7273 756 GILCHRIST ST. WHEATLAND, WY. 82201 o (307) 322 - 9789

A RESOLUTION TO APPROVE A SUBDIVISION PERMIT AND PLAT FOR TRACTS 4 AND 5, GREEN SUBDIVISION, LARAMIE COUNTY, WY, TO BE PLATTED AND KNOWN AS 'GREEN SUBDIVISION, 3RD 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 previously 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 Green Subdivision, 3rd 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 Green Subdivision, 3rd Filing.

PRESENTED, READ AND ADOPTED THIS _____ DAY OF

_____, 2020.

LARAMIE COUNTY BOARD OF COMMISSIONERS

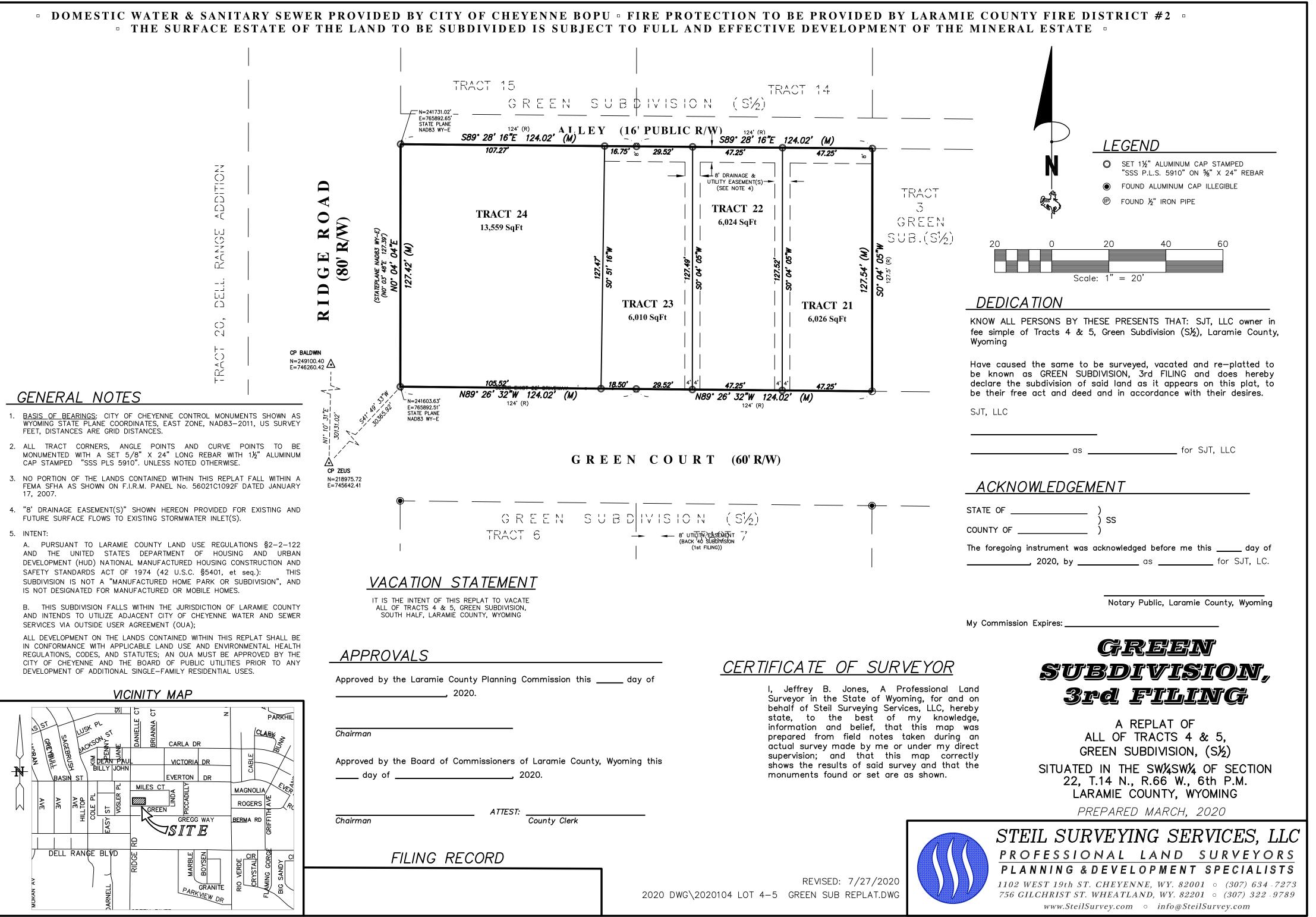
Gunnar Malm, Chairman

ATTEST:

Debra K. Lee, Laramie County Clerk

Reviewed and approved as to form:

Laramie County Attorney's Office



A RESOLUTION TO APPROVE A CHANGE IN ZONE DISTRICT FROM MU – MIXED USE TO MR - MEDIUM DENSITY RESIDENTIAL FOR TRACT 23, GREEN SUBDIVISION, 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 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 4-2-104 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 4-2-104 of the Laramie County Land Use Regulations.

And the Board approves a Zone Change from MU – Mixed Use to MR – Medium Density Residential for Tract 23, Green Subdivision, 3rd Filing, Laramie County, WY, as shown on the attached 'Exhibit A' – Zone Change Map.

PRESENTED, READ AND ADOPTED THIS _____ DAY OF

_____, 2020.

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

Exhibit 'A'

