



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

Planning • Building

MEMORANDUM

TO: Laramie County Planning Commission

FROM: Pepper McClenahan, AICP, Planning Manager

DATE: January 12, 2017

TITLE: Review and postponement of a Preliminary Development Plan for a portion of the W1/2 of Section 10, Township 14 North, Range 67 West of the 6th P.M., Laramie County, Wyoming; LESS the W1/2 of the SW1/4SW1/4SW1/4 of said Section 10.

EXECUTIVE SUMMARY

Casey Palma, Steil Surveying Services, on behalf of Bonnie R. Hunnicutt, Don R. Hunnicutt, and Dan J. Hunnicutt, has submitted an application for a Preliminary Development Plan (PDP) to subdivide 169.55 acres into 31 single-family residential lots. The development will be known as Hunnicutt Hill Estates and is located east of Roundtop Road, west of F.E. Warren Air Force Base and across from the former BOPU water treatment plant.

The original development plan application was submitted for consideration at the January 12, 2017 Planning Commission meeting, however, the application was not signed by the owners of record as required. Section 2-1-100(g) states the owner or agent may request, in writing, a postponement of the public hearing. In an email dated December 29, 2016, the agent on the project requested postponement of the item until the January 26, 2017 Planning Commission meeting to allow time to acquire the signatures of the owners of record, as required on the PDP application form.

PROPOSED MOTION

I move to postpone action for a Preliminary Development Plan on the W1/2 of Section 10, Township 14 North, Range 67 West of the 6th P.M., Laramie County, Wyoming; LESS the W1/2 of the SW1/4SW1/4SW1/4 of said Section 10, until the January 26, 2017 public hearing, to allow time to acquire the required property owner signatures on the application.

ATTACHMENTS

Attachment 1: Applicant Postponement Request Email
Attachment 2: Aerial Map

Pepper McClenahan

From: Casey Palma <cpalma@steilsurvey.com>
Sent: Thursday, December 29, 2016 9:37 AM
To: bowhunter@millect.com; Pepper McClenahan
Cc: dhunnicut1950@frontier.com; Dan Cooley
Subject: re: Hunnicutt Hill Estates Preliminary Development Plan

Pepper, thank you for the summary and for following up with was has been a bit of a strenuous application process.

We appreciate your patience and your willingness to understand what has turned out to be a rather convoluted pre-application period for several reasons. I have spent several hours on the phone with Mr. Hunnicutt (most recently this past Tuesday 12/27) and despite those conversations, some confusion has persisted.

- To the family's credit, they are a bit gun-shy as they have had some negative past experiences working with developers in other jurisdictions.

My client, the applicant and potential buyers, had a long conversation with both Don & Dan Hunnicutt yesterday and have agreed to "reset" and provide a more clear and concise understanding of the applications and signatures required and to mail a new application packet to all owners. Additionally, clarifying the owner's responsibilities as it pertains to moving the application process forward and to the contract currently in place between the two parties.

I can tell you with relative certainty that if the Hunnicutt Hills plat, more or less as submitted, is approved by the Commissioners, my client is prepared to purchase the entirety of the property in question; of course this will mean that the signatures on the mylars will be disparate from the application signatures (verified by a recorded deed).

In closing, and in response to your 12/27 email, I would like to clarify that **we are hereby requesting further postponement of the PDP application** pending our efforts to ensure that the property owner is comfortable with the process and the applications being submitted (on their behalf as a requisite part of my client's due diligence period).

We have assembled an informational memo to the owners and clearly delineated revised application packets to be delivered to each owner with a return label which we anticipate turning in to your office on or before the January 12 Planning Commission submittal deadline. If that goes according to plan, is our expectation that the PDP will be heard at the February 23 Public Hearing.

I would also like to discuss with you further about having the Final Plat and Zone Change appear on the March 23 Planning Commission agenda in order to accommodate the current scheduled contract closing date and as we will have amended the PDP and addressed agency comments on the same by the second week in February.

As you know, every project is unique, and this one is no exception; there is no blame to be placed directly for the current status of this project & paperwork, but it is our belief that postponement until January will allow everyone (including your department) to regroup and "get on the same page".

Again, thank you for your efforts in moving this forward for my clients - unfortunately the hiccups appear to have been too large to disregard. Please let me know if you have any questions or require additional information.

Best regards,
~Casey

Casey L. Palma, AICP | Development Director
STEIL SURVEYING SERVICES, LLC
LAND | CONSTRUCTION | ALTA | SITE PLANNING

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From: "Pepper McClenahan" <pmcclenahan@laramiecounty.com>
Sent: Tuesday, December 27, 2016 4:38 PM
To: "bowhunter@millec.com" <bowhunter@millec.com>, "cpalma@steilsurvey.com" <cpalma@steilsurvey.com>
Cc: "dhunnicutt1950@frontier.com" <dhunnicutt1950@frontier.com>, "Dan Cooley" <dcooley@laramiecounty.com>
Subject: Hunnicutt Hill Estates Preliminary Development Plan

Casey and Marc,

On December 2nd, County Planning and Development received an application for a Preliminary Development Plan (PDP) on 169.55 acres in the W1/2 of Section 10, T34N, R67W for property owned by Bonnie R Hunnicutt ET AL. The application was an incomplete submittal due to the following missing items: Environmental and Services Impact Report, electronic Land Analysis Map, and an application signed by the owners of record. Planning received the Environmental and Services Impact Report and electronic Land Analysis Map file, however, the application with signatures of the owners of records has not yet been received.

On December 19th, I notified Casey Palma that we were moving forward with processing the application, however, staff would recommend postponement of the item if the application with the owners' signatures were not received by December 30th, 2016.

Today, I received a phone call from Don Hunnicutt wanting a status update on the preliminary development plan submitted on property. I explained to Mr. Hunnicutt my agreement with Mr. Palma that the application has been placed on the January 12th Planning Commission agenda pending receipt of an application signed by the property owners.

In speaking with Mr. Hunnicutt, there seems to be confusion about the phasing of the subdivision. Mr. Hunnicutt's question was why the Planning Commission was requiring their property to be developed in phases. I explained that neither the County nor the Planning Commission determines how an application is submitted to the County for a PDP or subdivision process. We process the paperwork that is brought to us subject to submission requirements. Mr. Hunnicutt indicated that he has not signed the application and did not understand that it was required to be signed by all three property owners. He understood from communication with ReMAX that only Bonnie Hunnicutt's signature was required. He indicated it was unlikely that signatures would be obtained on the application and submitted to the County by the 12/30/16 deadline.

I explained the processes to Mr. Hunnicutt and the timelines for the PDP and the subsequent submittal of a permit and plat for 169.55 acres under consideration. Again, there seemed to be much confusion about subdividing the entire 315 acres or submitting applications in phases. It is my understanding that Mr. Hunnicutt is planning follow-up calls with Steil and ReMAX to discuss the PDP submission. I wanted to clarify what the Planning Department needs to proceed with the original timeline for the PDP for the 169.55 acres:

- Signatures of all owners of record (Bonnie, Don and Dan Hunnicutt) by 12/30/16; OR
- One signature of an owner of record with accompanying notarized legal document such as a limited power of attorney stating that owner has the legal authority to sign on behalf of all property owners by 12/30/16; OR
- Another acceptable form of legal signature(s) for the owners of record by 12/30/16.

Please let me know if you have questions.

Thank you.

Pepper D. McClenahan, AICP

Planning Manager

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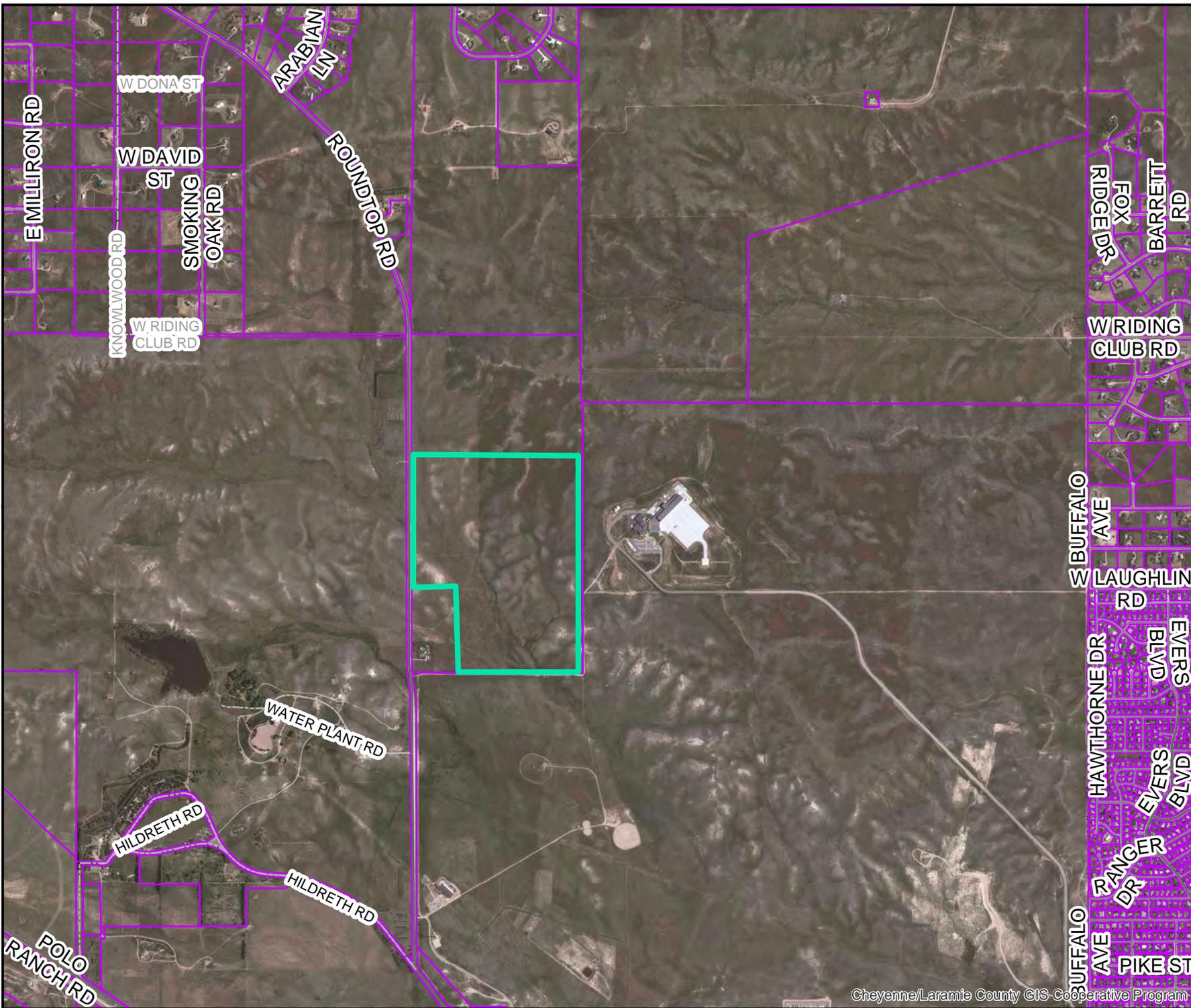
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Laramie County, Wyoming

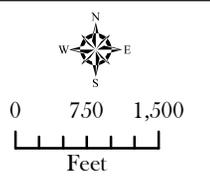


Hunnicut Hill Estates Subdivision PZ-16-00238

 Approximate Subject Property



Printed on Nov 10, 2016



Cheyenne/Laramie County GIS Cooperative Program

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