

GUIDANCE: CONDITIONAL USE: CLASSES A, B and C

A Conditional use is land development meant to be beneficial to the permitted uses within a zoning district with conditions; or it requires conditions to mitigate impacts it may have on the surrounding area to uphold public health, safety, and general welfare. Every listed land use which is a conditional use has probable impacts and is required to meet all conditions shown within the land use regulations.

There are several separate, but interconnected parts of the land use regulations which are to work together for a conditional use application.

See Section 2-3-102 to learn more about conditional uses.

See Title 3, Development Standards for the specific conditional use.

Also check the zoning district standards: 2-4-101 through 2-4-116 to see if the use you want to develop is listed, along with a review of standards for the district.

See the site plan requirements in 3-1-109, for which a guidance document is available for your use. Familiarize yourself with Title 5, Infrastructure requirements.

Public notice requirements apply, see 1-2-103 Public Notice Requirements, Public Hearings and Decision-Making.

Decision-making for conditional uses may be carried out administratively for Class A types, by the Planning Commission for Class B types, and all Class C types require a decision by the County Commissioners.

When you need assistance contact Planning: 307-633-4303 or send an email:

Planning@laramiecounty.gov.wy or Public Works at 307-633-4302 or by e-mail:

pubwrks@laramiecounty.gov.wy

FURTHER INFORMATION:

1. Section 3-1-109, Parts A through M show the standards for conditional use site plan.
2. Title 3, Development Standards show standards for particular conditional use applications.
3. A Wyoming Registered Land Development Professional: Engineer, Landscape Architect or Surveyor or a combination, is required to complete a site plan.
4. A traffic study may be required as part of the application package.
5. A drainage study may be required.
6. A grading plan will be required.
7. There is a pre-application meeting requirement where guidance is provided.
8. Only complete applications are accepted, incomplete applications will not be accepted.
9. Public notice requirements apply.
10. A project narrative is required to be part of an application.
11. Check out the standards for a concept plan associated with Class C conditional Use.

12. All Class B conditional uses require a public hearing with the Planning Commission.
13. All Class C conditional uses require a separate public hearing with the Planning Commission as well as with the County Commissioners.

PROCESS FOR ALL CONDITIONAL USE APPLICATIONS

CLASSES →	CLASS A	CLASS B	CLASS C
PROCESS ↓			
Pre-application meeting with Planning	Yes	Yes	Yes
Complete application received and accepted	Yes	Yes	Yes
Legal notice in newspaper	Yes		
Property posting	Yes	Yes	Yes
Notice letters sent out	Yes	Yes	Yes
Intra agency review	Yes	Yes	Yes
Decision making-no public hearing	Yes		
Decision-making – Planning Commission public hearing		Yes	
Decision-making – Review and recommendation by Planning Commission with separate hearing by County Commissioners			Yes

DECISION-MAKING FOR ALL CONDITIONAL USE APPLICATIONS

Conditional Use Type →	Class A – Administrative Decision with Approval Limits	Class B – Planning Commission Decision with Approval Limits	Class C – With Planning Commission Recommendation	Class C – County Commissioners Decision with Approval Limits
Public Hearing →	No	Yes	Yes	Yes
Public Notice Requirements: Legal Notice in Newspaper, Property Posting and Notice Letter to area property owners.	Yes	Yes	Yes	Yes

→				
By Zoning District				
↓				
RR				
RRH	Bed and breakfast	Animal clinic, commercial kennel, show barn and stable, landscape and nursery		
URLD	Bed and breakfast	Manufactured home park		
URMD	Bed and breakfast Office – 1 story up to 3,000 square feet, single user	Manufactured home park, assisted living facility, childcare center: 16 to 29 and childcare center 30 or more		
URHD	Bed and breakfast Office- 1 story up to 3,000 square feet, single user	Manufactured home park, assisted living facility, childcare center: 16 to 29 and childcare center 30 or more		
LU	Bed and breakfast,	Animal clinic,	Adult entertainment, CAFO, fireworks stand, bar, lounge, liquor store, junk yard, scrap yard, landfill, shooting sports range, quarry, transfer facility, wind farm, solar farm, racetrack, recycling facility, transportation facility	Adult entertainment, CAFO, fireworks stand, bar, lounge, liquor store, junk yard, scrap yard, landfill, shooting sports range, quarry, transfer facility, wind farm, solar farm, racetrack, recycling facility, transportation facility
CB			Bar, lounge, liquor store, fireworks stand, transportation facility, mixed commercial/residential development	Bar, lounge, liquor store, fireworks stand, transportation facility, mixed commercial/residential development
NB		Childcare center 16 to 29 children,	Bar, lounge, liquor store, mixed	Bar, lounge, liquor store, mixed

		childcare center more than 30 children	commercial/residential development	commercial/residential development
LI				
HI			Junk yard, scarp yard, recycling facility, transfer station	Junk yard, scarp yard, recycling facility, transfer station
P			Bar, lounge, liquor store	Bar, lounge, liquor store
MU		Childcare center 16 to 29 children and 30 children or more		
PUD				

GUIDANCE - PUBLIC NOTICE REQUIREMENTS

Conditional Use Class	Legal Notice in Paper	Property Posting	Letter to Property Owners	Public Hearing	Decision Making
A	Yes	Yes	Yes	NO	Planning Director
Conditional Use Class	Legal Notice In paper	Property Posting	Letter to Property Owners	Public Hearing	Decision Making
B	Yes	Yes	Yes	Yes	Planning Commission
C	Yes	Yes	Yes	Yes - With Planning Commission and with County Commissioners	County Commissioners

IMPORTANT POINTS ABOUT PUBLIC NOTICE

1. Legal notice in the newspaper must occur 30 days prior to a decision for Class A and Class B conditional use.
2. Class C conditional uses require two (2) public notices. One that is 30 days prior to the Planning Commission and one that is 30 days prior to the County Commissioners public hearing.
3. Property posting is to occur on all roads which are a boundary for the property and have to be posted at least 30 days prior to an administrative decision; or a hearing before the Planning Commission or County Commissioners.
4. Letters to area property owners are sent first-class. The mailing list depends upon the class of conditional use and whether it is located within the rural or urbanized area. All Class C conditional uses require a one-mile coverage area regardless of being in a rural or urbanized area.