

APPLICATION FOR ADMINISTRATIVE ADJUSTMENT

Pursuant to UDC Section 2.3.4 — City of Cheyenne, Wyoming 50% Reduction of Required Minimum Property Line Setback

Submitted to: Director of Cheyenne city Planning and Development

Also addressed to: City Council and Mayor of Cheyenne

Note: While the Director of Cheyenne city Planning and Development is the formal decision authority for this Administrative Adjustment under UDC Section 2.3.4, this document is also respectfully addressed to the City Council and Mayor of Cheyenne for broader awareness and transparency.

I. Applicant and Project Information

Applicant	Laramie County Master Gardeners (LCMG)
Project Name	LCMG Demonstration Garden — Geodesic Greenhouse Complex
Property Address	West of Airport Parkway, South of Airport Court, Cheyenne, WY
Legal Description	Lot 1 and 2, Block 1, Morrie Avenue Parkway
Lot Dimensions	99.55 ft (East–West) × 100.03 ft (North–South) = 9,958 sq ft (±)
Zoning District	Airport District
Governing Authority	UDC Section 2.3.4 — Administrative Adjustment
Relief Requested	50% reduction of required minimum setback from all property lines: from 25 ft to 12.5 ft
Contact Person	Kormakur Hognason, Vice-President, LCMG
Related Application	Site Plan Application — [Number to be assigned]
Date Submitted	[03/19/2026]

II. Specific Relief Requested

The Laramie County Master Gardeners (LCMG) respectfully requests an Administrative Adjustment pursuant to UDC Section 2.3.4 to reduce the required minimum property line setback from all four property lines by fifty percent (50%), from the applicable standard of twenty-five feet (25 ft) to twelve and one-half feet (12.5 ft), for the proposed five-dome geodesic greenhouse cluster at the LCMG Demonstration Garden.

Standard Setback: 25 ft | 50% Relief Requested | Setback Requested: 12.5 ft | Reduction: 12.5 ft from all property lines

UDC Sections from which Adjustment is Requested

1. UDC §5.1.5 — Principal Building Setback Standards: front setback minimums and side and rear setback minimums applicable to the lot type
2. UDC §5.3 — Residential Neighborhood Districts Standards: minimum principal building setbacks applicable to the governing zone district
3. UDC §5.4 — Commercial and Mixed-Use Districts Standards: minimum setback standards if applicable to this site
4. UDC §5.8 — Supplemental Provisions: any supplemental setback requirements applicable to the specific use and district

Nature of adjustment: Reduction of the required minimum setback from all four property lines by 50%, from 25 ft to 12.5 ft, for the five-dome greenhouse cluster as a whole. The cluster is positioned at the geometric center of the lot, producing the maximum achievable uniform clearance between the outermost edge of the cluster and each property line given the physical dimensions of the lot and the cluster.

III. Governing Authority — UDC Section 2.3.4

An Administrative Adjustment is defined in the Cheyenne Unified Development Code as the process “intended to provide flexibility for application of specific standards to sites where it is clear that an alternative approach with minor or de minimis modifications of the standards will equally or better meet the purpose, intent, or design objectives of these regulations” (UDC §2.3.4).

Administrative Adjustments are reviewed and decided by the Planning Services Director pursuant to UDC §1.2.2.a.2.e. The decision may be appealed to the Board of Adjustment pursuant to UDC §1.2.5.d.4. No public hearing is required.

This application addresses all eight review criteria set forth in UDC §2.3.4.d, as required for approval. Each criterion is addressed individually in Section V below.

IV. Site Geometry and Basis for 50% Setback Relief

The need for this administrative adjustment is not a matter of preference or convenience. It is a direct, mathematically unavoidable consequence of the physical relationship between the geodesic dome cluster’s outer envelope and the surveyed dimensions of the lot. The complete geometric analysis is presented in the table below.

Parameter	Value	Notes
Lot dimension — East–West	99.55 ft	Measured property line to property line
Lot dimension — North–South	100.03 ft	Measured property line to property line
Lot area (approximate)	9,958 sq ft	99.55×100.03
Lot half-width (E–W) — controlling	49.775 ft	Center of lot to East or West property line
Lot half-depth (N–S)	50.015 ft	Center of lot to North or South property line

Parameter	Value	Notes
Dome diameter (shell only)	22.0 ft	Per dome; five identical domes
Raised bed width (each side)	3.0 ft	Continuous perimeter bed; doubles as ballast
Effective dome diameter (with beds)	28.0 ft	$22 + 3 + 3$ ft
Dome center ring radius	≈ 27.25 ft	Centers of all 5 domes on this ring radius
Cluster outer radius (center to edge)	41.25 ft	Ring radius + half effective dome diameter
Cluster outer diameter	82.50 ft	Full envelope of dome cluster including beds
Per-side clearance — E/W lines (cluster centred)	8.53 ft	$49.775 - 41.25 = 8.525$ ft ≈ 8.53 ft per side
Per-side clearance — N/S lines (cluster centred)	8.77 ft	$50.015 - 41.25 = 8.77$ ft per side
Per-side clearance (nominal — each side)	8.75 ft	$100 - 82.5 = 17.5$ ft $\div 2 = 8.75$ ft per side (nominal)
Standard required setback	25 ft	Applicable minimum; all four property lines
50% relief — setback requested	12.5 ft	$25 \times 50\% = 12.5$ ft
Setback reduction amount	12.5 ft	Exactly 50% of standard; minimum necessary

4.1 Dome Cluster Configuration

Five geodesic greenhouse domes, each 22 feet in diameter, are surrounded by continuous 3-foot-wide raised planting beds that serve simultaneously as growing medium and as removable soil ballast for wind resistance (see Exhibit D). The effective diameter of each dome unit, including its raised bed, is therefore 28 feet. The five dome units are arranged with their centers on a ring of approximately 27.25 feet radius, producing the following spacing:

1. Center-to-center distance between adjacent dome units (standard 3 ft gap between bed edges): 31 ft — four dome pairs
2. Center-to-center distance between the access-gap dome pair (8 ft gap between bed edges): 36 ft — one dome pair, providing pedestrian and service access to the cluster interior
3. Outer radius of cluster (from cluster center to outermost dome-bed edge): 41.25 ft
4. Total outer diameter of cluster: 82.50 ft

4.2 Dimensional Analysis on the Surveyed Lot

The lot measures 99.55 feet in the East–West direction and 100.03 feet in the North–South direction. <https://maps.laramiecounty.com/Plats/MAPK01.pdf> These are the actual surveyed dimensions, not the

nominal 100 × 100 ft approximation. The asymmetry of the lot — 0.48 feet shorter in the E–W direction — is the controlling constraint on achievable per-side clearance.

When the cluster is centered on the lot, the achievable clearances are:

- 1. East and West property lines: 49.775 ft (half of 99.55 ft) – 41.25 ft (cluster outer radius) = 8.525 ft ≈ 8.53 ft per side
- 2. North and South property lines: 50.015 ft (half of 100.03 ft) – 41.25 ft (cluster outer radius) = 8.765 ft ≈ 8.77 ft per side

Using nominal round numbers: 100 ft lot – 82.5 ft cluster = 17.5 ft of total remaining space, which divides to 8.75 ft of per-side clearance on each property line when the cluster is centred. With the actual surveyed dimensions, the achievable per-side clearances are 8.53 ft on the East and West sides and 8.77 ft on the North and South sides. The East–West sides are the controlling constraint because the lot is 0.48 ft narrower in that direction. These clearances are below the 12.5 ft target produced by 50% relief from the 25 ft standard, which is why this Administrative Adjustment is required.

4.3 Why 50% Relief and 12.5 ft

The applicant is requesting a 50% reduction from the required 25 ft setback, producing a requested setback of 12.5 feet. This figure has been selected for three reasons:

- 1. It represents the minimum relief increment (50%) that corresponds to a clean, administratively recognizable standard — half the required distance — rather than an arbitrary fraction.
- 2. It corresponds closely to the actual achievable per-side clearance when the cluster is centred on the lot: 8.53 ft (E–W) and 8.77 ft (N–S), or 8.75 ft using nominal round numbers. The 12.5 ft requested setback is the best clean administrative expression of the geometric reality — exactly 50% of the standard.
- 3. It provides meaningful separation from all property lines while representing the minimum relief necessary to accommodate this cluster on this lot. The applicant is not requesting the physical minimum (8.53 ft); requesting 12.5 ft reflects a commitment to centre the cluster at the geometric centre of the lot, which maximises the per-side clearance uniformly on all four sides simultaneously.

V. Response to UDC §2.3.4.d — All Eight Review Criteria

The Administrative Adjustment process requires the Planning Services Director to find that all eight criteria of UDC §2.3.4.d are satisfied. The applicant’s response to each criterion is provided in the table below.

UDC §2.3.4.d Criterion	Applicant Response
§§2.3.4.d.1 Compatibility with character of surrounding area: building scale, form, landscape, and site design.	The five geodesic greenhouse domes are open, transparent-membrane structures set within landscaped raised beds and bioswales. Their circular, low-profile form is architecturally distinctive and visually open. The reduced setback of 12.5 ft from all property lines — achieved by centering the cluster on the lot — is consistent with the civic and educational character of the Airport Parkway corridor. No adverse visual, screening, or scale impact is imposed on adjacent properties or the public right-of-way. The open, transparent

UDC §2.3.4.d Criterion	Applicant Response
	nature of the structures means that reduced setback creates no sense of enclosure or mass from any neighboring perspective.
§§2.3.4.d.2 Supports Intent and Applicability of the zoning district; meets Design Objectives.	The LCMG Demonstration Garden is a civic educational use that directly supports the intent of the Airport District through community-serving programming, public agricultural education, and governmental land stewardship. The dome cluster, centered symmetrically on the lot with a uniform 12.5 ft setback, satisfies the design objective of an identifiable, publicly accessible demonstration facility. The reduced setback, while representing 50% of the standard, preserves meaningful physical separation from all property lines and maintains unobstructed pedestrian access around the entire perimeter of the cluster.
§§2.3.4.d.3 Based on sound planning or urban design principles consistent with the Comprehensive Plan.	PlanCheyenne's Foundations Pillar specifically calls for resource stewardship, water-wise landscaping, and community educational programming. Siting the cluster at the geometric centre of the lot — the only position that maximises per-side clearance symmetry given the cluster's 82.5 ft outer diameter on a 99.55 ft × 100.03 ft lot — reflects a sound, symmetric site design principle. This approach is consistent with PlanCheyenne goals and the City's stormwater and urban resilience objectives. No alternative siting of the cluster produces a larger minimum setback.
§§2.3.4.d.4 Based on context of the property; not solely for convenience; not generally applicable to other sites.	The need for relief is a direct, unavoidable consequence of the cluster's geometry relative to this specific lot. Five 28-foot geodesic domes (including raised beds) arranged in a circular configuration produce an outer diameter of 82.5 ft. On a lot measuring 99.55 ft × 100.03 ft, this leaves 8.53 ft (E–W) and 8.77 ft (N–S) of per-side clearance when the cluster is centred — equivalent to 8.75 ft per side using nominal round numbers ($100\text{ ft} - 82.5\text{ ft} = 17.5\text{ ft} \div 2 = 8.75\text{ ft}$). This condition is unique to this specific structure type and lot size. This relief is not a matter of convenience; it is mathematically compelled by the relationship between the cluster's physical footprint and the actual surveyed lot dimensions.
§§2.3.4.d.5 Minimum necessary to meet the Intent of the zoning district and the Administrative Adjustment process.	The relief requested — reduction from 25 ft to 12.5 ft (50%) — is the minimum necessary to accommodate the dome cluster on this lot. No lesser amount of relief allows the cluster to be centered and balanced. The achievable per-side clearances when the cluster is centered are 8.53 ft (E/W) and 8.77 ft (N/S) — 8.75 ft using nominal round numbers — which are the geometrically compelled result of this cluster on this lot. The 12.5 ft requested setback is the minimum clean administrative standard that encompasses this geometric reality. No relief is requested beyond what the lot's surveyed geometry compels.
§§2.3.4.d.6 Does not alter the general concept of any preliminary development plan or regulating plan.	No PUD, regulating plan, or preliminary development plan governs this property. This criterion is not applicable. The adjustment does not alter any approved master plan for the site.
§§2.3.4.d.7 Within bounds of discretion granted; results in only minor modification; no perceived impact on abutting property.	An 12.5 ft setback maintains meaningful physical separation from all four property lines. The cluster is composed of transparent, open-membrane structures with no solid walls, no mechanical noise sources, and no visual obstruction. Abutting property owners will experience no loss of light, air, view, or access as a result of this

UDC §2.3.4.d Criterion	Applicant Response
	setback adjustment. The modification is minor relative to the civic benefit provided and is consistent with the open, community-serving nature of the agricultural educational use.
§§2.3.4.d.8 Review and recommendations of other reviewing bodies support these findings.	This application is submitted in conjunction with the site plan review process. Reviews by the City Engineering Department, BOPU, the Stormwater Division, and other applicable reviewing bodies are requested as part of the overall project submittal. The applicant welcomes any conditions of approval consistent with the above findings and commits to full cooperation with all reviewing agencies.

VI. Consistency with PlanCheyenne and UDC Purposes

Approval of this administrative adjustment is consistent with PlanCheyenne and the stated purposes of the UDC (§1.1.3). The table below identifies the specific plan and code provisions that the LCMG Demonstration Garden directly supports.

Plan / Code Reference	Policy Objective	LCMG Implementation
Foundations Pillar — Resource Stewardship	Encourage water conservation, xeriscaping, and community educational programming	Demonstrates rainwater harvesting, bioswale LID, and sustainable horticulture at a publicly accessible Airport Parkway site
UDC §1.1.3(a) — Health, safety, and general welfare	Promote community health and well-being	Supports youth education, food production demonstration, and community green space
UDC §1.1.3(b) — Implement the Comprehensive Plan	Directly implement PlanCheyenne water conservation and resilience goals	Aligns with City's 2026 Stormwater Management Fee mandate; provides model LID facility
UDC §1.1.3(c) — Safe and attractive environments	Create safe, attractive, publicly accessible environments	Transparent dome structures surrounded by landscaped bioswales and raised beds; open and inviting
UDC §1.1.3(e) — Economic vitality	Promote efficient use of land and public resources	Leverages grant funding, BOPU rebates, and volunteer maintenance; scalable low-cost community model

VII. Requested Action

The applicant respectfully requests that the director of Cheyenne city Planning and Development approve an Administrative Adjustment pursuant to UDC Section 2.3.4 to allow the five-dome geodesic greenhouse cluster to be located with a minimum setback of twelve and one-half feet (12.5 ft) from all property lines, representing a 50% reduction from the required minimum setback of twenty-five feet (25 ft) otherwise required by the applicable standards of UDC Article 5.

This relief is grounded in the physical geometry of the approved demonstration garden design on the surveyed lot dimensions (99.55 ft E–W × 100.03 ft N–S). The nominal calculation — 100 ft lot – 82.5 ft cluster = 17.5 ft ÷ 2 = 8.75 ft per side — confirms that the achievable per-side clearance falls below the 12.5 ft requested standard. This application satisfies all eight criteria of UDC §2.3.4.d and is consistent with PlanCheyenne and the purposes of the UDC. The cluster will be centred at the geometric centre of the lot to maximise uniform per-side clearance on all four property lines.

The applicant welcomes any conditions of approval the Director deems appropriate and commits to cooperating fully with all City reviewing departments.

VIII. Certification

I/We hereby certify that the information contained in this application is true and accurate to the best of our knowledge, and that the project as described will be constructed and operated in accordance with all applicable City of Cheyenne standards and conditions of approval.

Applicant Signature:

Printed Name: Kormakur Hognason

Date: 03/19/2026

Title / Organization: Laramie County Master Gardeners (LCMG)

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UDC references are to the Cheyenne Unified Development Code, last amended February 24, 2026. Applicant should confirm the applicable lot type, zoning district, and current setback standard with Planning staff prior to final submission.