Sheridan City Planning Commission
Meeting Agenda
December 10, 2018
7:00 PM, City Council Chamber, City Hall

1. Call to Order and Roll Call of Members

2. Approval of Agenda as Presented

   Motion by:

   Second:

   Vote:

3. Review, correction, and approval of minutes of the November 13, 2018 meeting.

   Motion by:

   Second:

   Vote:

   Old Business

   New Business

4. Consideration of PL-18-46;, Resolution 56-18, final plat of TOM Subdivision. A request to subdivide one lot and unplatted land into 4 lots, on 8.74 acres, zoned GD Gateway District. Located at 1201 Yellowtail Drive, northwest of the interstate interchange.

   Motion by:

   Second:

   Vote:

5. Consideration of Resolution #57-18; E Brundage Lane Annexation Report. Contains all of the facts and information as required per W.S.§ 15-1-402(c). Proposed annexation located at the northeast corner of East Brundage Lane and Commercial Ave.

   Motion by:

   Second:

   Vote:

6. Comments from commissioners and staff. The December 24th Planning Commission meeting is cancelled.

7. Adjourn

MEMO

TO: Planning Commission

FROM:

RE: Review, correction, and approval of minutes of the November 13, 2018 meeting.

Motion by:

Second:

Vote:

Attachments

PC 11-13-2018 minutes

DRAFT

CITY OF SHERIDAN PLANNING COMMISSION
MINUTES OF MEETING

COUNCIL CHAMBERS 7:03 P.M. November 13, 2018

Planning Commission members present: Chairman Mike Giorgis, Clint Beaver, Jon Oman and Tod Windsor. City of Sheridan staff members present: Community Development Director, Brian J. Craig, AICP and Planning Commission Secretary, Carolyn Byrd.

Item #1: Call to Order and Roll Call of Members.

Present: Clint Beaver, Mike Giorgis, Jon Oman, and Tod Windsor.

Absent: Ryan Franklin, Mike Mellgren and Paula Whitworth.

Item #2: Approval of Agenda as presented.

Jon Oman moved the Planning Commission approve the Agenda. Tod Windsor seconded the motion. Unanimous voice vote in favor of the motion.

Item #3: Review, correction, and approval of Minutes of the October 22, 2018 meeting.

Clint Beaver questioned if a PUD should be considered a zoning district rather than the current subdivision heading.

Brian Craig said this has been the long standing practice, however it could be changed to zoning rather than a subdivision heading. He said staff will work with the City Attorney on that change and that it won't need a motion.

Mr. Beaver noted Page 2, Paragraph 1, Line 1 "is" should be corrected to "are" and Line 3 "this is an appropriate use" should be corrected to "this is appropriate zoning".

Clint Beaver moved the minutes be approved as corrected. Tod Windsor seconded the motion. Unanimous voice vote in favor of the motion.

Old Business

None.

New Business

Item #4: Consideration of **PL-18-41, Q Subdivision**, a request to subdivide 8899 square feet into 2 lots, zoned R-3 Residence District. Located at 246 South Sheridan Avenue.

Brian Craig said this proposed subdivision application seeks to create two lots. Lot 1 has an area of 4899 sq. ft. with the potential of multifamily housing. Lot 2 has an existing house on it. No variances will be needed with this approval. The stated intent of the applicant is to construct a triplex unit on the new vacant lot similar to the structures across the alley to the north on Sheridan Avenue that provides more moderate cost housing for the community. Water and sewer is readily available for the proposed lot.

Tod Windsor asked what the zoning is for the adjacent property.

Mr. Craig said all surrounding properties are zoned R-3.

The developer, Julio Quintana, said he hasn't decided yet on a future plan regarding a triplex or fourplex, depending on what the zoning will allow.

Mr. Windsor asked if he is just requesting splitting the lot in two.

Mr. Quintana said yes and this will be their final project in that area.

Mike Giorgis asked if the other units in that area belong to Mr. Quintana.

Mr. Quintana said they are his also.

Jon Oman moved the Planning Commission recommend to City Council approval of PL-18-41, Q Subdivision, a request to subdivide 8899 square feet into 2 lots, zoned R-3 Residence District, located at 246 South Sheridan Avenue. Tod Windsor seconded the motion. Unanimous voice vote in favor of the motion.

Item 5: Consideration of PL-18-42, preliminary plat of TOM Subdivision. A request to subdivide one lot into four, on 8.14 acres, zoned GD Gateway District. Located at 1201 Yellowtail Drive, northwest of the interstate interchange.

Mr. Craig said the proposed preliminary plat is a replatting of Lot 5, Wrench Ranch Properties Third Development Phase One, and unplatted land. The proposal is to plat 4 lots for commercial use. It is located in the Gateway District and falls under the Wrench Ranch properties Master Plan – Phase Two. The master plan designates this area to be a commercial hub for the north end of Sheridan. The master plan requirements are tied to the building permit process. He said the access location will be determined by WYDOT.

Lots along the Interstate include a 50 foot buffer as required in the Entryway Corridor and Gateway District design standards, which doubles as what the applicant is calling common area. Two variances have been requested, one for the secondary access and also the paved width of Kinnison Way. The secondary access requirement is limited by the

controlled access and spacing requirement of WYDOT, but proper fire department apparatus turn-a-rounds will be provided with the private property development.

Clint Beaver asked about the 39' minimum for Kinnison Way.

Mr. Craig said the width of Kinnison Way is set by the WYDOT North Interchange project at 55' of paving and will grow to 60' with the addition of curb and gutter. This is beyond the allowed 39' proposed in the Subdivision Regulations for local commercial streets. Both of these requests are largely dictated by design requirements associate with WYDOT construction projects.

Mike Giorgis asked about parking on that right-of-way.

Mr. Craig said the lots will have the minimum off-street parking requirements required by the zoning ordinance.

Mr. Giorgis asked if the road will be adequate.

Mr. Craig said when types of businesses are identified it will be further revisited.

Mr. Windsor asked by do they want 2 acre parcels and asked about drainage.

Mr. Craig said Wood Group can address the parcel size and they will file drainage reports.

Mr. Craig asked Mr. Pugh if it was fair to identify uses of the parcels.

Bill Pugh of Wood Group said a motel is a possibility.

Mr. Windsor asked if 2 acres would be sufficient for a motel.

Mr. Pugh said it would.

Jim Bob Myers of Wood Group said the development by Hi-Tech has a detention pond and they will divert water from this property to that pond.

Tod Windsor moved the Planning Commission approve a preliminary plat for PL-18-42, preliminary plat of TOM Subdivision. A request to subdivide one lot into four, on 8.14 acres, zoned GD Gateway District, located at 1201 Yellowtail Drive, northwest of the interstate interchange, with the following variances to be considered by the Council at the final plat stage:

1. **A variance from the secondary access requirement found in Sheridan City Code Appendix B Sec.504E(1).**

2. **A variance from the developed width requirement to allow the developed width of Kinnison Way to be 55'. Appendix B Sec. 504(D).**

Clint Beaver seconded the motion. Unanimous voice vote in favor of the motion.

Item #6: Comments from commissioners and staff.

Mr. Craig said they have been meeting with groups in the community to determine what obstacles exist for building development. He said they will hold a listening session November 28, 2018 from 1-3 P.M. at the hospital conference building at 61 South Gould Street. It will be facilitated by a representative of the Wyoming Business Council to get input to help spur development. They have talked about several aspects of different types of housing and they know our zoning codes need to be updated.

Mr. Craig congratulated Mr. Beaver on his election to City Council. He said Mr. Beaver will have to submit his resignation from the Planning Commission to transition to his position on City Council.

Mr. Craig said he will be the speaker at the Chamber luncheon tomorrow.

Mr. Craig said the Commission will have the first meeting in December, however the second meeting will be cancelled.

Item #7: Adjourn

Meeting adjourned at 7:27 P.M.

Date approved by Planning Commission: _____

Recorded by: _____

MEMO

TO: Planning Commission
FROM: Brian Craig, Community Development Director
RE: Consideration of PL-18-46, Final Plat of TOM Subdivision.

Staff Recommendation

Staff recommends the Planning Commission provide a recommendation of approval to the Sheridan City Council for PL-18-46, the final plat of TOM Subdivision, a request to subdivide one lot and unplatted land into 4 lots, on ±8.74 acres, zoned GD Gateway District. Located at 1201 Yellowtail Dr., northwest of the interstate interchange, with the following variances to be considered by the Council:

1. A variance from the secondary access requirement found in Sheridan City Code Appendix B §504(E)(1).
2. A variance from the developed width requirement to allow the developed width of Kinnison Way to be 55'. Appendix B §504(D).

Findings of Fact

The following findings related to approval of a final plat need to be made by the City Council as found in Sheridan City Code Appendix B§202:

A. The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.

B. The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.

C. Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.

D. All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.

E. No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile

thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise consider long-range water supply in making any determination.

The following findings are required in granting any variance from the subdivision regulations in accordance with SCC Appendix B §204(A):

1. The granting of the variance will not be detrimental to the public safety, health or welfare, or be injurious to other property;

2. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property in the area; or because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;

3. The variance is necessary for reasonable development of the property in question and will alleviate a clearly demonstrable hardship.

Background

The proposed final plat before the Planning Commission is a replatting of Lot 5, Wrench Ranch Properties Third Development Phase One, and unplatted land. The proposal is to plat 4 lots for commercial use. This property is located in the Gateway District and falls under the Wrench Ranch Properties Master Plan – Phase Two. The master plan designates this area to be a commercial hub for the north end of Sheridan. The master plan requirements are tied to the building permit process.

As part of the application requirements, staff contacted 6 nearby property owners. Staff has heard neither positive nor negative comments in response to the mailings or press publication.

Staff Comments

Staff offers the following comments on final plat required findings:

1. *The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.*

As this property is entirely within the city limits, the condition does not apply.

2. *The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.*

Not applicable in this case, the property is within the city limits.

3. *Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.*

The property is zoned GD-Gateway. A detailed analysis follows below, but the proposed lots meet the minimum standards for the Gateway District and do not appear to conflict with the adopted master plan. Lots along the Interstate include a 50 foot buffer as required in the Entryway Corridor and Gateway District design standards. Two variances have been requested, one for the secondary access and also the paved width of Kinnison Way. As the attached variance request letter outlines the secondary access requirement is limited by the controlled access and spacing requirement of WYDOT, but proper fire department apparatus turn-a-rounds will be provided with the private property development. Further, the width of Kinnison Way is set by the WYDOT North Interchange project at fifty-five feet (55') of paving and will grow to sixty feet (60') with the addition of curb and gutter. This is beyond the allowed thirty-nine feet (39') proposed in the Subdivision Regulations for local commercial streets. Staff supports both these requests as they are largely dictated by design requirements associated with WYDOT construction projects.

4. *All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.*

The proposed subdivision falls outside the Airport Influence Area, so this requirement would not apply.

5. *No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise consider long-range water supply in making any determination.*

This property was evaluated for water capacity at the time it was annexed into the City of Sheridan. At that time it was determined that general water capacity existed to serve the proposed annexation area.

The following are a summary of staff's comments on the overall subdivision design:

Lot Layout and Setback
The tracts are configured in a cul-de-sac that back up to the Interstate-90 right-of-way. The lots range in size from 1.68 acres to 2.32 acres. The applicant has requested a variance from the secondary access requirement.

Open Space
Gateway Zoning requires a dedication of 17% open space. The applicant has satisfied the open space requirement for much of the Wrench Ranch area with the two sizeable donations of 47.93 acres in the initial Wrench Ranch Plan and the Doubleday Baseball complex area, which was 42.13 acres.

Water and Sewer
There is adequate capacity and no foreseeable flaws with the water and sewer plans for this project.

Drainage
The preliminary drainage report has been reviewed by staff and only minor changes have been requested. Staff will review the final drainage report and provide recommendations prior to the consideration of the building permits on this property. There are no concerns with this project moving through the final plat requirement at this time.

Traffic
A revised final traffic report is currently being reviewed by both the City Engineering Staff and the WYDOT local engineers. The applicant has been advised to consider the impact created by the new

activity at the Hi Tech Park and the Sheridan College Ag facility. Traffic control signs and equipment will be determined by Staff and WYDOT as the lot uses are identified and construction plans are provided for future projects.

Staff believes that the applicant has either demonstrated that the final plat meets the city's subdivision regulations, and those of the approved master plan, and has requested appropriate variances. Staff has no further comments at this time.

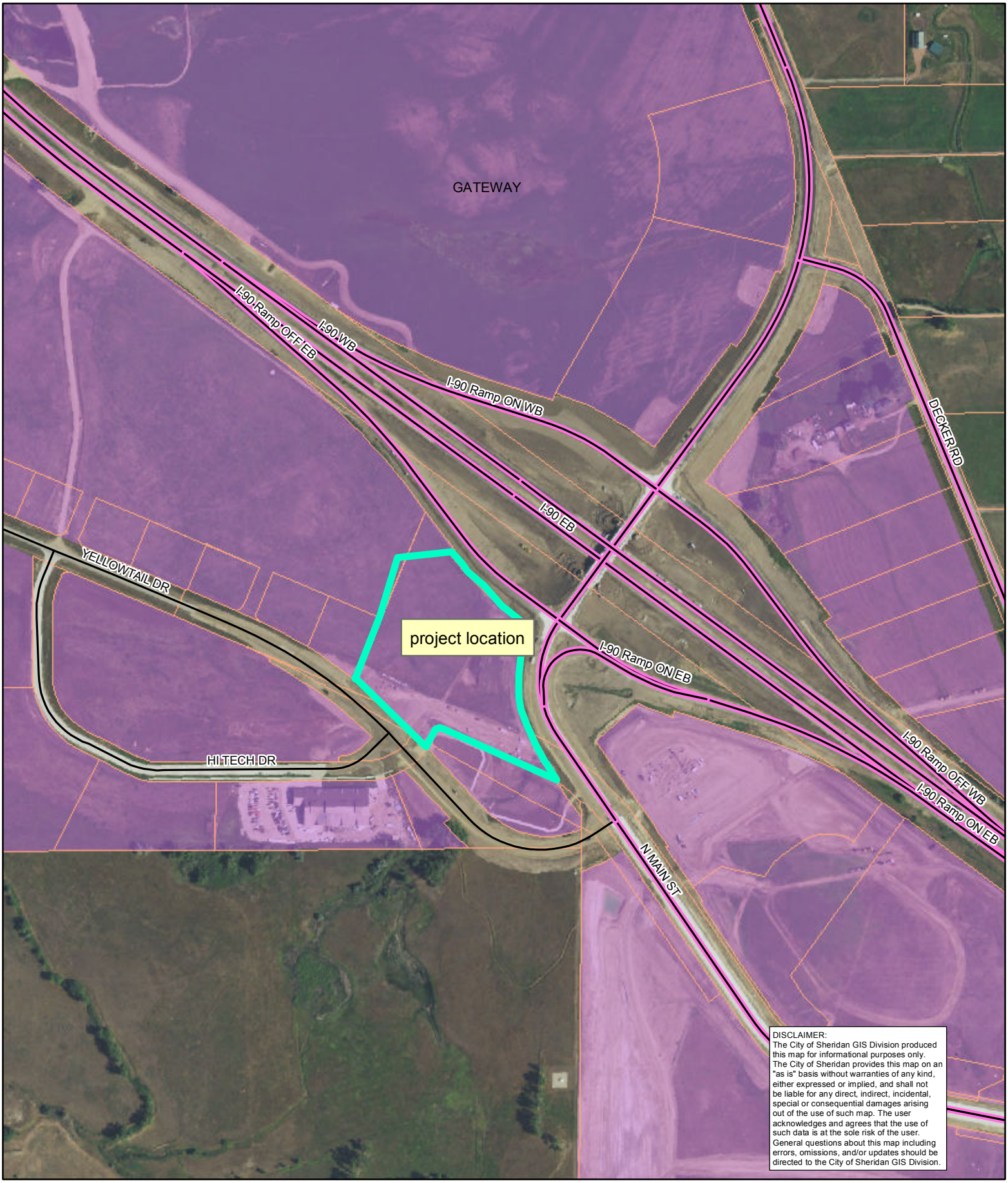
Attachments

aerial

plat

lot 2 potential layout

Variance request letter



CITY OF Sheridan WYOMING

Tom Subdivision

N

0 185 370 740 Feet

Name: sgoodman Date: 12/04/2018

FINAL PLAT
TOM Subdivision
LOCATED IN A PART OF THE
SE1/4SE1/4 Section 9,
Township 56 North, Range 84 West
6 TH. PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING
The Replat Of A Portion Of Lot 5 And Unplatted Land, Wrench Ranch Properties Third Development Phase One

CERTIFICATE OF OWNER

A TRACT OF LAND LOCATED IN A PART OF THE SE1/4SE1/4, SECTION 9, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING At A Point Which Is Located North 20°09'14" West, A Distance Of 286.87 Feet from the Southeast Corner of Section 9, Township 56 North, Range 84 West, 6th P.M., Sheridan County, Wyoming, Said Point Being On The West Right Of Way Of North Main Street;
Thence With A Non-tangent Curve Turning To The Left With An Arc Length Of 185.27 Feet, A Radius Of 940.00 Feet, A Chord Bearing Of North 61°30'31" West, A Chord Length Of 184.97 Feet;
Thence North 67°07'39" West, A Distance Of 317.19 Feet To A Point;
Thence With A Non-tangent Curve Turning To The Left With An Arc Length Of 47.12 Feet, A Radius Of 30.00 Feet, A Chord Bearing Of South 67°51'52" West, A Chord Length Of 42.42 Feet;
Thence South 22°52'21" West, A Distance Of 65.95 Feet To A Point On The North Right Of Way Of Yellowtail Drive;
Thence With Said Right Of Way North 43°00'51" West, A Distance Of 81.48 Feet To A Point;
Thence Continuing With Said Right Of Way With A Non-tangent Curve Turning To The Left With An Arc Length Of 322.54 Feet, A Radius Of 2060.00 Feet, A Chord Bearing Of North 47°18'47" West, A Chord Length Of 322.21 Feet;
Thence Leaving Said Said Right Of Way North 22°08'49" East, A Distance Of 273.49 Feet To A Point;
Thence North 13°47'16" East, A Distance Of 163.25 Feet To A Point;
Thence North 68°13'18" East, A Distance Of 257.32 Feet To A Point On The South Right Of Way Of Interstate 90;
Thence With Said Right Of Way With A Non-tangent Curve Turning To The Left With An Arc Length Of 319.37 Feet, A Radius Of 1100.00 Feet, A Chord Bearing Of South 45°24'30" East, A Chord Length Of 318.25 Feet;
Thence South 53°43'33" East, A Distance Of 110.02 Feet To A Point On The West Right Of Way Of North Main Street;
Thence With Said Right Of Way With A Non-tangent Curve Turning To The Left With An Arc Length Of 548.87 Feet, A Radius Of 525.00 Feet, A Chord Bearing Of South 04°29'48" East, A Chord Length Of 524.21 Feet;
Thence South 34°26'49" East, A Distance Of 132.20 Feet To A Point To The Point Of BEGINNING,
Having An Area Of 380,770.70 Square Feet, 8.74 Acres more or less.

And that this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with the desires of the undersigned owner(s) and proprietor(s); and that this is a correct plat of the area as it is divided into lots, blocks, streets and easements, and

That the undersigned owner(s) of the land shown and described on this plat do hereby dedicate to the City of Sheridan and its licensees for public use the indicated purposes, all streets, alleys, easements and other public lands within the boundary lines of this plat, as indicated, and not already otherwise dedicated for public use.

Utility easements, as designated on this plat, are hereby dedicated to the City of Sheridan and its licensees for public use for the purpose of installing, repairing, reinstalling, replacing and maintaining sewer, water lines, gas lines, electric lines, telephone lines, cable TV lines and other forms and types of public utilities now or hereafter generally utilized by the public.

All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.

Executed this ____ day of _____, 2018 by,

_____
Owner, John E. Rice & Sons, Inc.

STATE OF WYOMING)
) ss.
SHERIDAN COUNTY)

The Foregoing Instrument Was Acknowledged Before Me On This ____, Day Of _____, 2018, By

_____,
Witness My Hand And Official Seal

_____
Notary Public

DECLARATION VACATING PREVIOUS PLATTING

This plat is the re-subdivision of LOT FIVE, Wrench Ranch Properties Third Development Phase One as recorded in Book W of Plats, Page No. 72, of the records of the Sheridan County Clerk. All earlier plats or portions thereof encompassed by the boundaries of this plat are hereby vacated.

CERTIFICATE OF SURVEY

I, William E. Pugh, do hereby certify that I am a Registered Land surveyor, licensed under the laws of the State of Wyoming, that this plat is a true , correct and complete plat of TOM Subdivision, a replat of Lot 5, WRENCH RANCH PROPERTIES THIRD DEVELOPMENT, PHASE ONE as laid out, platted, dedicated and shown hereon, that this plat was made from an accurate survey of said property conducted by me or under my supervision and correctly shows the location and dimensions of all lots,easements and streets of said subdivision in compliance with City of Sheridan regulations governing the subdivision of land.

_____ Land Surveyor
No. 5300

Professional Land Surveyor
WILLIAM E. PUGH
5300
Date:
WYOMING

UNLESS SIGNED, SEALED AND DATED THIS IS A PRELIMINARY PLAT.

DIRECTOR OF PUBLIC WORKS CERTIFICATE OF APPROVAL

This plat has been prepared in accordance with the requirements and procedures outlined in the Subdivision Regulations of the City of Sheridan, and certified this _____ day of _____, 2018, by the Director of Public Works of Sheridan, Wyoming.

_____
Director of Public Works

CITY OF SHERIDAN CERTIFICATE OF APPROVAL

Approved by the City of Sheridan, Wyoming, this _____ day of _____, 2018.

_____ _____
Attest: City Clerk Mayor

CITY OF SHERIDAN PLANNING COMMISSION CERTIFICATE OF REVIEW

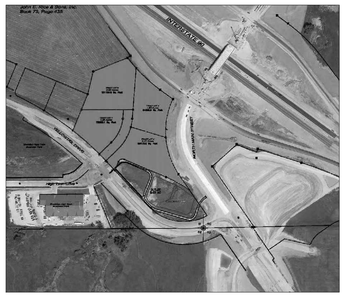
Reviewed by the City of Sheridan Planning Commission this _____ day of _____, 2018.

_____ _____
Attest:Vice-Chairman Chairman

CERTIFICATE OF RECORDER

This plat was filed for record in the Office of the Clerk and Recorder at _____ o'clock ___.m., This _____ day of _____, 2018. And is duly recorded in Book _____, Page No. _____.

_____
County Clerk



LOCATION MAP
Scale 1"=500'

SCALE 1" = 100'
0 100 200 300
If this does not measure 1" scale is not correct.
Basis of Bearing: NAD 83
Wyoming State East Central Zone

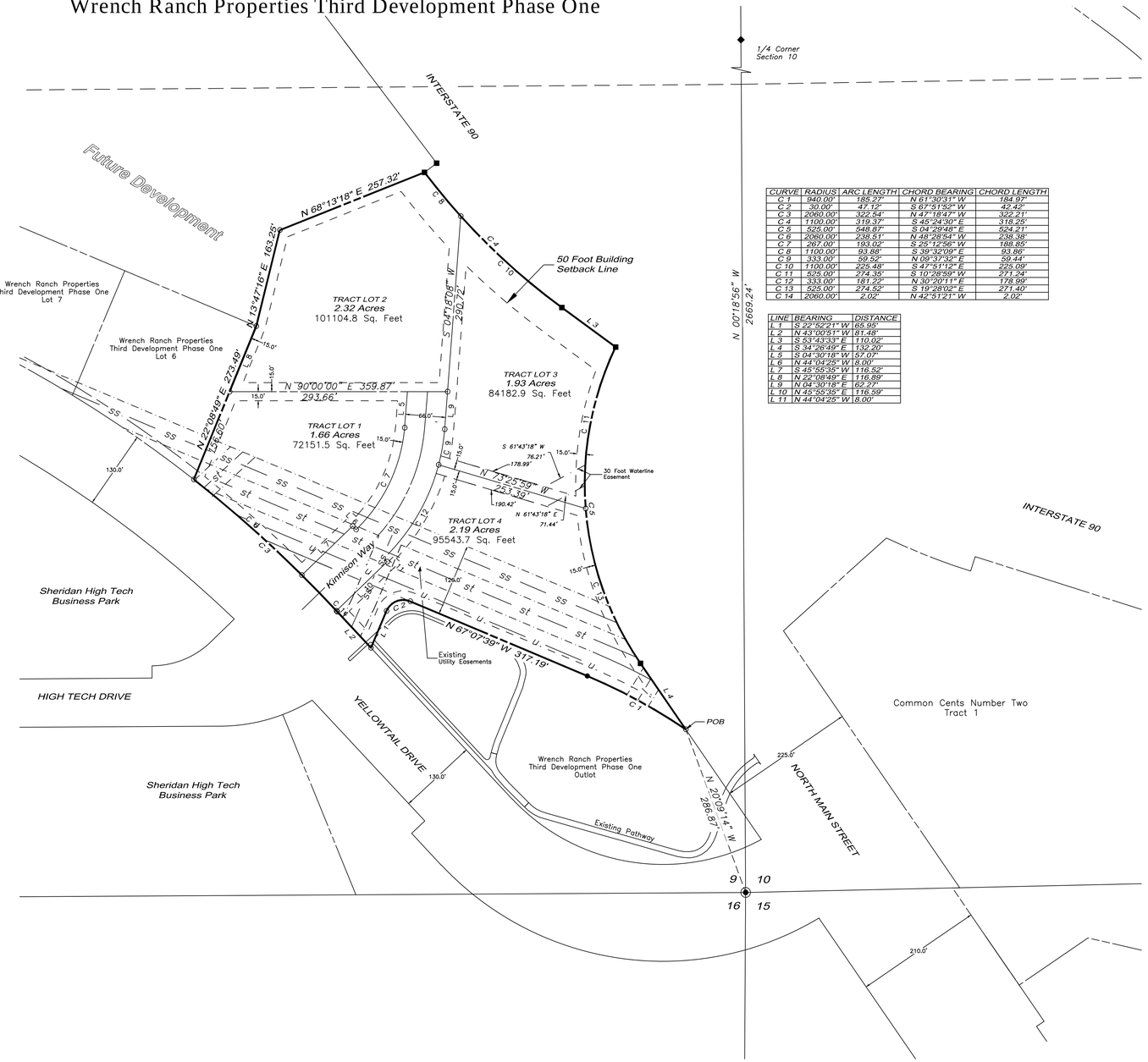
LEGEND

These standard symbols will be found in the drawing.

- 3.25" Aluminum Cap RLS 5300
- Section Corner
- 2" Alum Cap PLS 6812
- WYDOT Monument
- 1/4 Corner
- Subdivision Boundary
- Lot Line
- Setback Line
- Section Line
- 1/4 Section Line
- 1/16 Section Line
- Utility/Drainage Easement Line
- Irrigation Easement Centerline
- Storm Water Easement Centerline
- Sewer Easement Centerline
- Utility Easement Centerline

NOTE:

All Lots In TOM Subdivision Will Require A Site Specific Geotech And Drainage Study Prior To The Start Of Any Construction.

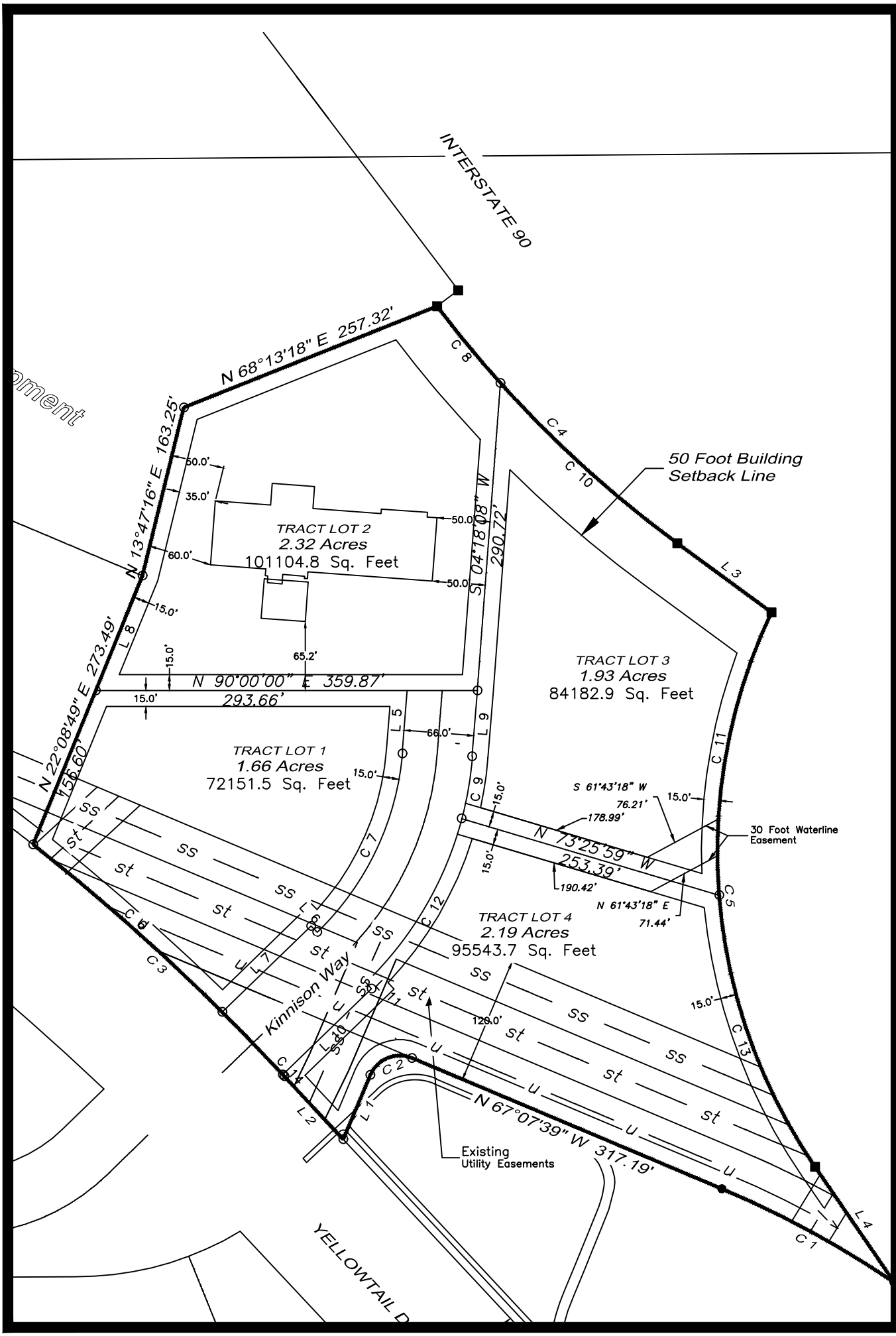


CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C 1	940.00'	185.27'	N 61°30'31" W	184.97'
C 2	30.00'	47.12'	S 67°51'52" W	42.42'
C 3	2060.00'	322.54'	N 47°18'47" W	322.21'
C 4	1100.00'	319.37'	S 45°24'30" E	318.25'
C 5	525.00'	548.87'	S 04°29'48" E	524.21'
C 6	2060.00'	238.51'	N 48°28'54" W	238.39'
C 7	267.00'	193.02'	S 25°12'56" W	188.85'
C 8	1100.00'	93.88'	S 39°32'09" E	93.86'
C 9	333.00'	59.52'	N 09°37'32" E	59.44'
C 10	1100.00'	225.48'	S 47°51'12" E	225.09'
C 11	525.00'	274.35'	S 10°28'59" W	271.24'
C 12	333.00'	181.25'	N 30°20'11" E	178.99'
C 13	525.00'	274.52'	S 19°28'02" E	271.40'
C 14	2060.00'	2.02'	N 42°51'21" W	2.02'

LINE	BEARING	DISTANCE
L 1	S 22°52'21" W	65.95'
L 2	N 43°00'51" W	81.48'
L 3	S 53°43'33" E	110.02'
L 4	S 34°26'49" E	132.20'
L 5	S 04°30'18" W	57.07'
L 6	N 44°04'25" W	8.00'
L 7	S 45°55'35" W	116.52'
L 8	N 22°08'49" E	116.89'
L 9	N 04°30'18" E	62.27'
L 10	N 45°55'35" E	116.59'
L 11	N 44°04'25" W	8.00'

wood.
Wood Group USA
2615 Aviation Drive, Sheridan, WY 82801
(307) 675-6400 www.woodplc.com

C:\Engineering\City Of Sheridan\WENCK\BANK\BANK TWO\Wrench Ranch Phase Two\Prep Subdivision Final Plat\Plat Dan Revised 6 to 3 DWG\Subdivision Final Plat.dwg, 12/4/2018 11:18:24 AM



Prepared By:
wood.
Wood Group
2615 Aviation Dr. Sheridan, WY 82801
(307) 675-6400
www.woodplc.com

DATE: 12-04-2018
SCALE: 1" = 120'
DRAWN BY: JRM
CHK'D:
APP'D:
REVISIONS: LAYOUT

WRENCH RANCH PROPERTIES
THIRD DEVELOPMENT PHASE ONE
TOM SUBDIVISION POTENTIAL BUILDING LAYOUT

PROJECT NO.
P741376

SHEET NO.
Layout

Wood Group USA, Inc.
2615 Aviation Dr.
Sheridan, WY 82801
United States
T: +1 3076756400
www.woodplc.com

Mr. Lane Thompson, PE
Director of Public Works
City of Sheridan
55 Grinnell Plaza
Sheridan, WY 82801

November 7, 2018

RE: Tom Subdivision Variances

Dear Mr. Thompson,

We request that two variances be considered and approved by the City of Sheridan Planning Commission for Tom subdivision.

Variance #1:

This variance request pertains to Sheridan Municipal Code Appendix B Subdivision, Article 5, Section 504, Subsection E, Subsubsection 1, to the primary and secondary entrance requirement for major subdivision.

With Exit 20 Ramp A of Interstate 90 to the north of the subdivision and North Main Street to the east of the subdivision (see WYDOT Plan Sheet No. 22), both of which are controlled access routes by WYDOT. WYDOT is not going to allow a new approach onto either as it violates their access policy with regards to the access control and access spacing.

We already have an access off the new Yellowtail Drive alignment, the abandon section of Yellowtail Drive is slated for demolition of the existing pavement, and the existing Outlot along the southeast corner having a wetland designation under the WYDOT North Interchange Project (see WYDOT Plan Sheets No. 51 & 52).

The utilities within the original Yellowtail Drive corridor were not relocated to the new Yellowtail Drive alignment and establish a 120' wide easement across the fronts of Lots 1 and 4.

So, all these limits us to the west, where there are no approved dedicated public streets or trying to tie back into Yellowtail Drive which would destroy the marketability of this subdivision. We can also insure that all the lots provide for 360° access around their buildings so that fire crews and equipment have unlimited access.

We don't believe that granting of this variance will be detrimental in any way to the public safety, health, welfare, or be injurious to the adjacent properties for the given reasons.

Variance #2:

This variance request pertains to Sheridan Municipal Code Appendix B Subdivision, Article 5, Section 504, Subsection D, to the developed width of Kinnison Way. The width of the Kinnison Way was set under the WYDOT North Interchange project to a paved width of 55' (see WYDOT Plan Sheet No. 51,52, ID12, and RS9) and we merely add the City of Sheridan curb and gutter section to provide the developed width of 60'. This will also save on unnecessary removal of the existing asphalt and time delays to the completing the construction.

We don't believe that granting of this variance will be detrimental in any way to the public safety, health, welfare, or be injurious to the adjacent properties for the given reasons.

Sincerely,

James R. Myers, PE & LSIT
Civil Engineering Manager

MEMO

TO: Planning Commission
FROM: Brian Craig, Community Development Director
RE: Consideration of Resolution #57-18; E. Brundage Lane Annexation Report.

Staff Recommendation

Staff recommends the Planning Commission provide a recommendation of approval to the City Council for Resolution #57-18 affirming that they E. Brundage Lane Annexation Report contains all of the facts and information as required per W.S.§ 15-1-402(c).

Findings of Fact

Prior to proceeding with proposed annexation considerations, the City Council must confirm that staff has prepared and provided the required findings per W.S. § 15-1-402(c), which together can be called the Annexation Report. Once the City Council confirms the report is acceptable and approves the elements by resolution, staff can proceed with the regular annexation approval process through the City Planning Commission and City Council. The required elements of W.S. § 15-1-402(c) are as follows:

(1) A map of the property, including landmarks and boundaries which, as a result of the annexation, will be brought within 1⁄2 mile of the town boundaries

(2) The total estimated cost of infrastructure improvements related to the annexation, required of all landowners by the annexing municipality

(3) A list of basic and other services customarily available to residents of the City and a timetable of when those services would be available

(4) The projected annual fee or service cost of those services

(5) The current and projected tax mill levies imposed by the municipality

(6) The cost of infrastructure improvements required within the current City boundary in order to accommodate the annexation

Background

The property owner, Northwest Distributing Co., Inc., has formally petitioned for the annexation of 3.84 acres of unplatted land located at the northeast corner of the intersection of Brundage Lane and Commercial Avenue. The owner is working to dedicate the adjacent 50 feet of of private property to the south to WYDOT and as such that 0.45 acres is not included with this annexation request.

This property is currently vacant land at the entrance to the Sheridan Commerical Park. City staff is recommending M-1 Industrial Zoning for this property once annexed into the City in keeping with the remaining Sheridan Commerical Park. At this time, the applicant has not suggested an intended use or submitted an application for subdividing the land. This parcel is adjacent to City limits on the west, north, and partially to the south.

Prior to considering the annexation, the City Planning Commission must recommend and the City Council must certify the completeness of an Annexation Report pursuant to W.S. §15-1-402(c). Neither the Planning Commission nor City Council make findings as to the merits of the annexation request at this time, but rather they are confirming that staff has adequately prepared the basic information required of the Annexation Report.

Staff Comments

The City Council must confirm the following items from WS §15-1-402(c) are provided in order to authorize staff to proceed with the annexation request.

(1) A map of the property, including landmarks and boundaries which, as a result of the annexation, will be brought within 1⁄2 mile of the town boundaries

A map of the property boundary and the adjacent county properties within 1/2 mile of the subject property is attached to this report.

(2) The total estimated cost of infrastructure improvements related to the annexation, required of all landowners by the annexing municipality

Other than the new service taps discussed below, no new infrastructure extensions are needed to serve this property, thus no cost will be incurred by landowners other than those necessary to create new water and sewer service taps.

(3) A list of basic and other services customarily available to residents of the City and a timetable of when those services would be available

Water, sewer, and road infrastructure to serve this annexation area are in place to serve this property already. No further public improvements will be necessary to provide additional municipal services. The service cost for future public utilities connections will be dependent on ultimate use and configuration; however, for new construction, minimum costs of water and sewer connections would be $3,380 for water service when lines are stubbed out to the lot currently, $3,570 for new taps, and $3,050 for sewer service connections beyond those already purchased for the property. Solid waste collection rates will be as per Resolution 48-11. The adjacent Brundage Lane right-of-way is WYDOT controlled street right-of-way.

(4) The projected annual fee or service cost of those services

Any new construction will be subject to one-time user fees for City taps of at least $3570 for water and $3050 for sewer for sewer service connections beyond those already purchased for the property. Minimum ongoing user fees are estimated at $226.56 for water and $156.60 for sewer per customer per year, and minimum residential solid waste collection fees are $237 per year.

(5) The current and projected tax mill levies imposed by the municipality

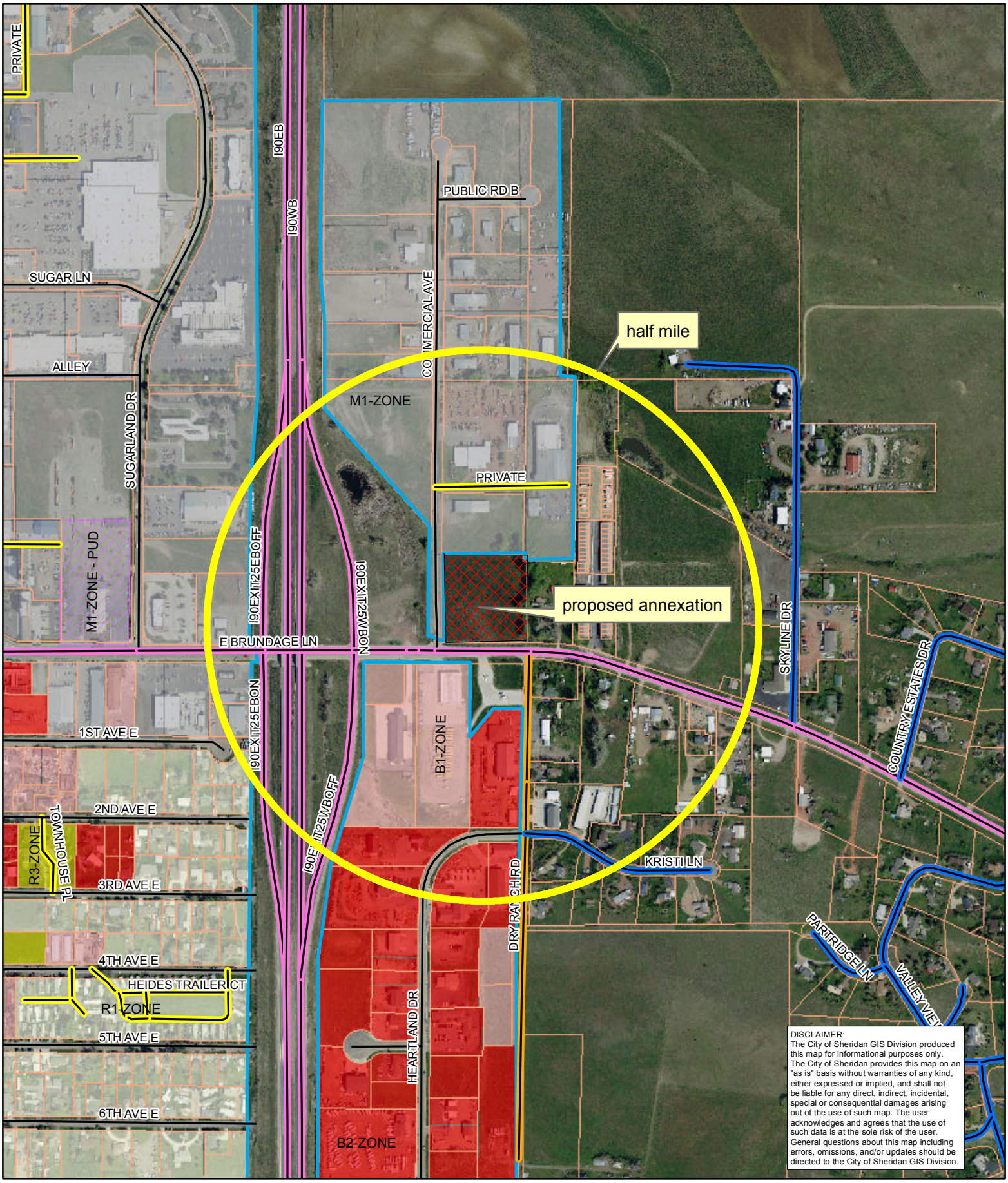
The City of Sheridan presently has an 8 mil property tax levy based on assessed value.

(6) The cost of infrastructure improvements required within the current City boundary in order to accommodate the annexation

As the utility and road infrastructure are already in place to serve this property, no new costs will be incurred for infrastructure improvements.

Attachments

aerial
Applicants Annexation summary
application
petition
annexation exhibit
Annexation Report



CITY OF Sheridan WYOMING

Annexation map

N

0 0.025 0.05 0.1 Miles

Name: sgoodman Date: 11/27/2018

ANNEXATION REPORT
for
NORTHWEST DISTRIBUTING COMPANY, INC

Prepared for:
Northwest Distributing Company, Inc.
2161 Coffeen Avenue, Suite 503
Sheridan, WY 82801

Prepared by:
Randall Engineering Surveys
722 Monte Vista
Sheridan, WY 82801

November 29, 2018

Location:

A tract of land situated in the NE¼NE¼ (Lot 1) of Section 2, Township 55 North, Range 84 West of the 6th Principal Meridian, Sheridan County, Wyoming; more particularly described as follows:

Beginning at a point which bears S 26°01'51" W a distance of 944.96 feet from the Northeast Corner of said Section 2; thence N 89°55'12" E a distance of 399.29 feet; thence S 1°02'53" W a distance of 29.64 feet; thence s 89°33'07" E a distance of 0.82 feet; thence S 0°59'14" W a distance of 392.18 feet; thence N 89°57'24" W a distance of 121.54 feet; thence N 89°51'15" W a distance of 272.75 feet; thence N 0°12'09" E a distance of 420.42 feet to the point of beginning.

Said tract contains 3.84 Acres.

Proposed Zoning: M-1 (Consistent with adjacent City Zoning)

Areas

Commercial Acreage:	3.84 Acres
Commercial Square Footage:	167,256 Square Feet
Estimated Number of Commercial Lots:	2
Estimated Net Residential Acreage:	0
Estimated Residential Density:	0
Estimated Number of Residential Lots:	0
Estimated Park Land and Open Space:	0

Streets and Utilities:

Commercial Lane and Brundage Lane are already developed. All water and sewer infrastructure has been built during the build-out of Sheridan Commercial Park and are located in Commercial Lane. Private water and sewer infrastructure are unknown but will be built by private companies at the time they propose to build.

Estimated Construction Costs for Public Improvements:

Right-of-way grading estimate	None
Sanitary Sewer On-Site	None
Sanitary Sewer Off-Site	None
Water Lines On-Site	None
Water Lines Off-Site	None
Storm Drain Estimated Costs	None
Curb/Gutter/Sidewalks	None
Paving Estimate	None

Planning Department
P.O. Box 848
55 Grinnell Plaza
Sheridan, WY 82801

CITY OF Sheridan WYOMING

Phone: 307.675.4226
Fax: 307.674-2195
Sheridanwy.net

ANNEXATION APPLICATION

APPLICANT INFORMATION

Property Owner*: Northwest Distributing Co.	Agent:
Property Owner:	Address:
Address: 2161 Coffeen Avenue, Suite 503	City/State/Zip:
City/State/Zip: Sheridan, WY 82801	Phone:
Phone: 752-3231	Fax:
Email: KAREN M. MOODY @ YMAIL.COM	Email:
Surveyor: Randall Engineering Surveys	Engineer: Randall Engineering Surveys
Address: 722 Monte Vista	Address: 722 Monte Vista
City/State/Zip: Sheridan, WY 82801	City/State/Zip: Sheridan, WY 82801
Phone: 307-672-6003	Phone: 307-672-6003
Fax: 307-672-6003	Fax: 307-672-6003
Email: randalles@vcn.com	Email: randalles@vcn.com

* If necessary, please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner.

PROPERTY INFORMATION

Address or Property Location: Part of NE¼NE¼ (Lot 1) of Section 2, Township 55 North, Range 84 West - Located at Northeast Corner of Brundage Lane and Commercial Avenue

Subdivision Name (If applicable): N/A

Lot(s): N/A Block(s): N/A

Total Property Area (to nearest 1/10th of an acre or sq. ft.): 4.29 Acres

Present County Zoning: Agricultural Present Use of Property: Vacant

Requested City Zoning: M-1

Is the property within the Urban Service Area: ☑ Yes ☐ No

Is the property contiguous to the present City limits: ☑ Yes ☐ No

Is the property currently part of a County improvement district: ☐ Yes ☑ No

If yes, which one: _____

Is a subdivision plat being filed with the annexation: ☐ Yes ☑ No

(If yes, please make sure to complete a major subdivision application and checklist)

SIGNATURE

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

Tony Mady — Oct 9, 2018

(Signature of Property Owner) (Date)

(Signature of Property Owner) (Date)

APPLICATION INFORMATION

Pre-application Conference

Pre-application conferences are required prior to submittal of all annexation requests. The purpose of these meetings is to discuss the proposed annexation and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City's Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the annexation request. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by e-mail at sgoodman@sheridanwy.net.

Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The annexation checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only**. The applicable checklist must be submitted with this application. Incomplete application submissions will not be accepted, and will be returned to the applicant.

Public Hearings and Notice

Annexation is governed by state law and requires significant legal notice, as well as the preparation of an annexation report. This process requires one hearing before the Planning Commission and three readings before the City Council. Public hearings require notice through both newspaper legal notice, and certified nearby property mailings, subject to requirements of state statute. This involves notifying all county property owners within ½ mile, at least 20 business days prior to City Council meeting and a legal notice appearing in the paper at least 15 business days prior to the City Council meeting.

The City Planning Division will submit the ad for the paper and notify nearby property owners. Due to press publishing requirements and certified mailing preparation, legal notification must be prepared approximately 25 working days prior to the public hearing. No public hearing will be scheduled until the application has been deemed complete, staff review comments have been addressed, and the annexation report has been completed. Staff preparation of the annexation report requires approximately 15 working days from receipt of a complete application to finalize.

Annexation Submittal Checklist*

***Description: Annexation refers to the process of bringing land into the corporate limits of the City.* Annexation is subject to the requirements of state law.**

Submittal Items:

- ☐ A completed Annexation Application.
- ☐ A completed Annexation submittal checklist.
- ☐ An executed (signed and notarized) petition for annexation
- ☐ An application review fee.

The applicant shall also submit the following item in electronic format.

- ☐ Certificate of Title or other documentation specifically verifying ownership or enforceable proprietary interest in the site.
- ☐ An electronic file listing the names and addresses of all property owners of unincorporated land within ½ mile of the boundary of the property proposed to be annexed, as well as owners of incorporated property adjacent to the property (List must be obtained from the County Clerk's Office and be no more than 14 days old at the time of submittal).
- ☐ Other documents that may be determined as part of the pre-application meeting, or staff review.
- ☐ Any corrected materials for the public meetings.

The following documents in electronic format and two hard copies:

- ☐ An annexation plat prepared by a licensed surveyor showing the following information:
    1. A written legal description
    2. Boundaries of the property, drawn to scale, and showing all bearings and distances
    3. Existing zoning and adjacent zoning within 1,000 feet
    4. Existing structures
    5. Title, scale, scale bar, north arrow, name and address of petitioners, name and address of preparer along with surveyor's signature and seal (licensed within the State of Wyoming)
- ☐ A report prepared by a licensed engineer, with supporting documentation, detailing the following for the annexation report:
    6. estimated commercial acreage
    7. estimated commercial square footage
    8. estimated net residential acreage
    9. estimated residential density

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* All applicants must attend a pre-application meeting prior to submitting a rezone application.

10. estimated number of residential lots
11. estimated park land and open space
12. estimated acreage for other services such as schools, etc.
13. estimated cost of public improvements as follows: estimated linear foot and cost/linear foot for right-of-way grading, sanitary sewer for both onsite and offsite, water lines for both onsite and offsite, curb/gutter/sidewalks, storm drains and paving.

Packet material:

☐ An additional 10 copies of the annexation plat for Planning Commission packets, and 4 copies of the exhibit for City Council. These copies should be submitted independently of each other to allow the applicant to make revisions if necessary in between public meetings.

Post Approval/Plat Filing Items:

☐ Mylar of annexation plat.

PETITION FOR ANNEXATION

TO THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING:

Pursuant to the provision of W.S. 15-1-403 et. seq. and other applicable statutes, the undersigned landowner respectfully petitions and shows the City Council as follows:

1. This is a petition for the annexation of eligible territory as determined by W.S. 15-1-402 adjacent to the City of Sheridan, Wyoming with the legal description as follows:

A tract of land situated in the NE¼NE¼ (Lot 1) of Section 2, Township 55 North, Range 84 West of the Sixth Principal Meridian, Sheridan County, Wyoming; more particularly described as follows:

Beginning at a point which bears S 26°01'51" W a distance of 944.96 feet from the Northeast corner of said Section 2; thence N 89°55'12" E for a distance of 399.29 feet; thence S 1°02'53" W for a distance of 29.64 feet; thence S 89°33'07" E for a distance of 0.82 feet; thence S 0°59'14" W for a distance of 392.18 feet to a point; thence N 89°57'24" W for a distance of 121.54 feet; thence N 89°51'15" W a distance of 272.75 feet; thence N 0°12'09" E for a distance of 420.42 feet to the point of beginning.

Said tract of land contains 3.84 Acres.

2. Northwest Distributing Co., Inc., a Wyoming corporation, is the sole owner of said described property proposed to be annexed, and therefore constitutes a majority of the landowners owning a majority of the area sought to be annexed.

3. A map of the area sought to be annexed is attached hereto, marked for exhibit, and made a part hereof.

4. Petitioner hereby requests that said land be zoned M-1 upon annexation.

WHEREFORE, petitioner prays that said territory be annexed into the City of Sheridan, Wyoming, pursuant to, and in accordance with the applicable Wyoming Statutes, and that said lands be zoned M-1.

Dated this 30th day of November, 2018.

Executed by:
Northwest Distributing Co., Inc, a Wyoming corporation
by Torrey Moody - Pres.

State of Wyoming)
) ss
County of Sheridan)

On this 30th day of November, 2018, before me personally appeared, Torrey W. Moody, to me personally known who, being duly sworn, did say that he is the President of Northwest Distributing Co., Inc, a Wyoming corporation, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said, Torrey W. Moody, acknowledged said instrument to be the free act and deed of said corporation.

Given under my notarial seal this 30th day of November, 2018.

BRITTANI DEWEY
Wyoming
Notary Public, County of Sheridan
My Commission Expires
October 13, 2019

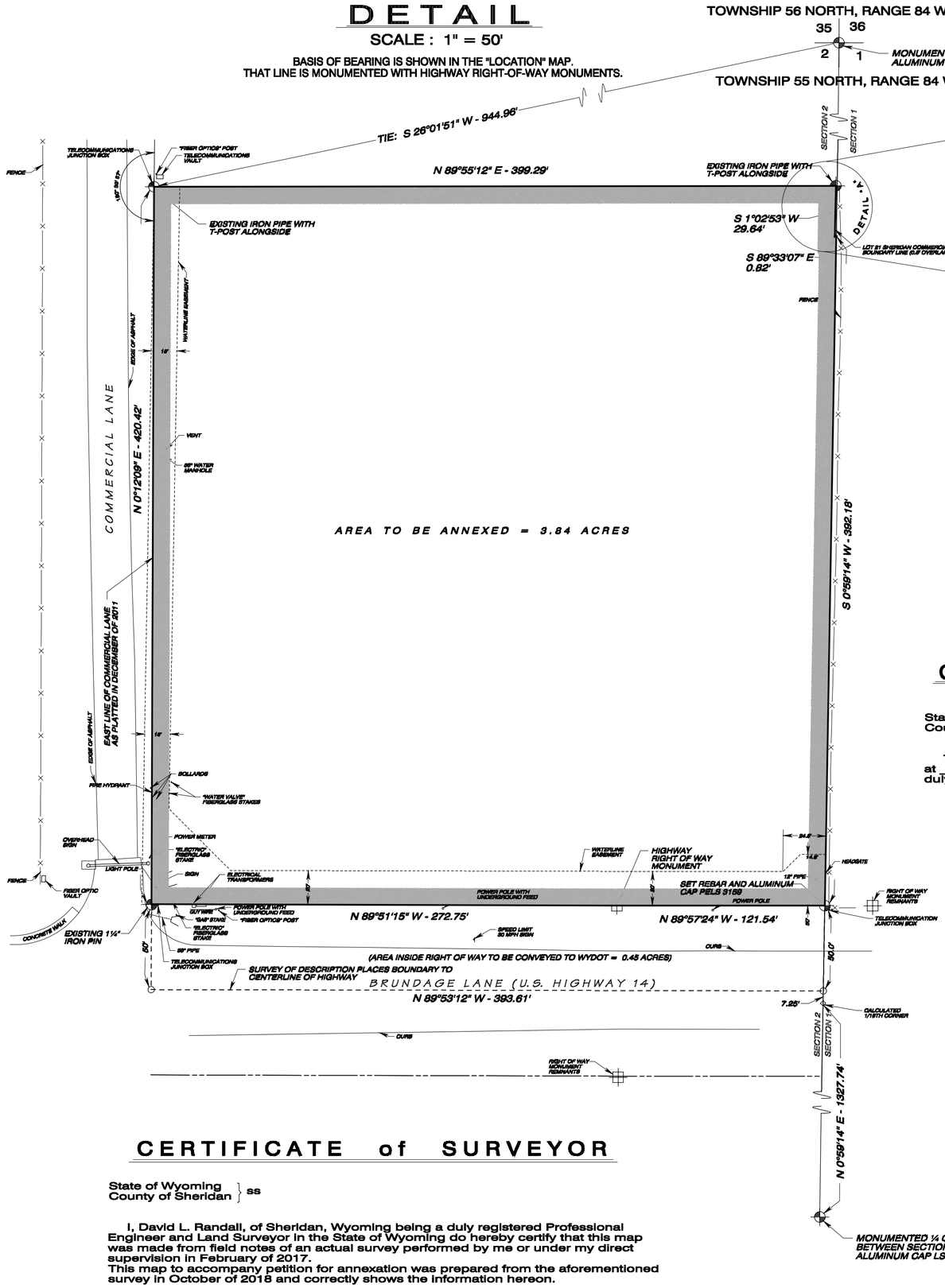
Brittani Dewey
Notary Public

My Commission Expires: 10/13/2019

DETAIL

SCALE : 1" = 50'

BASIS OF BEARING IS SHOWN IN THE "LOCATION" MAP.
THAT LINE IS MONUMENTED WITH HIGHWAY RIGHT-OF-WAY MONUMENTS.

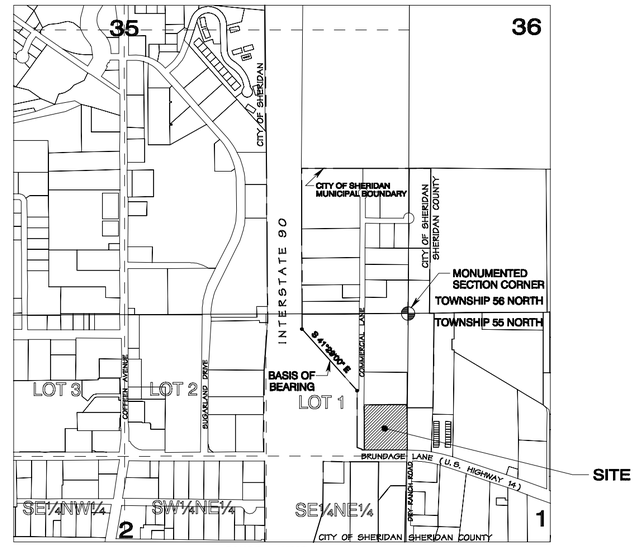


DETAIL "A"

SCALE : 1" = 20'

LOCATION

SCALE : 1" = 1000'



CERTIFICATE of RECORDER

State of Wyoming } ss
County of Sheridan }

This plat was filed for record in the Office of the Clerk and Recorder at _____ O'Clock ___ M., this _____ day of _____ , 2018, and is duly recorded in Book _____, Page No. ___ .

COUNTY CLERK

CERTIFICATE of SURVEYOR

State of Wyoming } ss
County of Sheridan }

I, David L. Randall, of Sheridan, Wyoming being a duly registered Professional Engineer and Land Surveyor in the State of Wyoming do hereby certify that this map was made from field notes of an actual survey performed by me or under my direct supervision in February of 2017.
This map to accompany petition for annexation was prepared from the aforementioned survey in October of 2018 and correctly shows the information hereon.

Registration No. 3159 PE & LS

CIVIL ENGINEER and LAND SURVEYOR

N

MAP

to accompany

PETITION for ANNEXATION

of a

TRACT of LAND

situated in the

NE¼NE¼ (LOT 1) of SECTION 2 TOWNSHIP 55 NORTH, RANGE 84 WEST

of the

SIXTH PRINCIPAL MERIDIAN SHERIDAN COUNTY, WYOMING

for

NORTHWEST DISTRIBUTING COMPANY, INC

2161 COFFEEN AVENUE, SUITE 503
SHERIDAN, WY 82801

DRAWN BY REX RANDALL - NOVEMBER 29, 2018
RANDALL ENGINEERING SURVEYS - SHERIDAN, WYOMING

E. Brundage Lane Annexation Report
Prepared 12/6/2018

The following items were prepared in order to satisfy the requirement in Wyoming Statute contained in §15-1-402(c) that must precede the processing of an annexation request.

Applicant: **Northwest Distributing Co.**
Annexation Petition Date: **11/30/2018**

Legal Description of Proposed Annexation Area:

> **A tract of land situated in the NE¼NE¼ (Lot 1) of Section 2, Township 55 North, Range 84 West of the Sixth Principal Meridian, Sheridan County, Wyoming; more particularly described as follows:**
>
> **Beginning at a point which bears S 26°01'51" W a distance of 944.96 feet from the Northeast corner of said Section 2; thence N 89°55'12" E for a distance of 399.29 feet; thence S 1°02'53" W for a distance of 29.64 feet; thence S 89°33'07" E for a distance of 0.82 feet; thence S 0°59'14" W for a distance of 392.18 feet to a point; thence N 89°57'24" W for a distance of 121.54 feet; thence N 89°51'15" W a distance of 272.75 feet; thence N 0°12'09" E for a distance of 420.42 feet to the point of beginning.**
>
> **Said tract of land contains 3.84 Acres.**

(1) A map of the property, including landmarks and boundaries which, as a result of the annexation, will be brought within 1⁄2 mile of the town boundaries
A map of the property boundary and the adjacent county properties within 1/2 mile of the subject property is attached to this report as Exhibit A.

(2) The total estimated cost of infrastructure improvements related to the annexation, required of all landowners by the annexing municipality
Other than the new service taps discussed below, no new infrastructure extensions are needed to serve this property, thus no cost will be incurred by landowners other than those necessary to create new water and sewer service taps.

(3) A list of basic and other services customarily available to residents of the City and a timetable of when those services would be available
Water, sewer, and road infrastructure to serve this annexation area are in place to serve this property already. No further public improvements will be necessary to provide additional municipal services. The service cost for future public utilities connections will be dependent on ultimate use and configuration; however, for new construction, minimum costs of water and sewer connections would be $3,380 for water service when lines are stubbed out to the lot currently, $3,570 for new taps, and $3,050 for sewer service connections beyond those already purchased for the property. Solid waste collection rates will be as per Resolution 48-11. The adjacent Brundage Lane right-of-way is WYDOT controlled street right-of-way.

(4) The projected annual fee or service cost of those services
Any new construction will be subject to one-time user fees for City taps of at least $3570 for water and $3050 for sewer for sewer service connections beyond those already purchased for the property. Minimum ongoing user fees are estimated at $226.56 for water and $156.60 for sewer per customer per year, and minimum residential solid waste collection fees are $237 per year.

(5) The current and projected tax mill levies imposed by the municipality
The City of Sheridan presently has an 8 mil property tax levy based on assessed value.

(6) The cost of infrastructure improvements required within the current City boundary in order to accommodate the annexation
As the utility and road infrastructure are already in place to serve this property, no new costs will be incurred for infrastructure improvements.