Sheridan City Planning Commission
Meeting Agenda
August 12, 2019
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 July 22, 2019 meeting.

   Motion by:

   Second:

   Vote:

   Old Business

   New Business

4. Consideration of PL-19-19, TJS Subdivision. A request to subdivide .23 acres, from 1 lot into 2 lots, zoned R-3 Residence District. Located at 1115 N Custer St.

   Motion by:

   Second:

   Vote:

5. Comments from commissioners and staff.

6. Adjourn

MEMO

TO: Planning Commission

FROM:

RE: Review, correction, and approval of minutes of the July 22, 2019 meeting.

Motion by:

Second:

Vote:

Attachments

minutes

DRAFT

CITY OF SHERIDAN PLANNING COMMISSION
MINUTES OF MEETING

COUNCIL CHAMBERS 7:04 P.M. July 22, 2019

Planning Commission members present: Vice-Chairman Tod Windsor, Jason Boucher, Ryan Franklin, Mike Mellgren and Paula Whitworth. City of Sheridan staff member present: Community Development Director, Brian J. Craig, AICP.

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

Present: Jason Boucher, Ryan Franklin, Mike Mellgren, Tod Windsor and Paula Whitworth.

Absent: Mike Giorgis and Jon Oman.

Item #2: Approval of Agenda as Presented.

Ryan Franklin moved the Agenda be approved as presented. Mike Mellgren seconded the motion. Unanimous voice vote in favor of the motion.

Item #3: Review, correction, and approval of Minutes of the June 10, 2019 meeting.

Paula Whitworth moved the minutes be approved as presented. Mike Mellgren seconded the motion. Unanimous voice vote in favor of the motion.

Old Business

None.

New Business

Item #4: Consideration of PL-19-18, Cloud Peak Ranch 21st Filing, preliminary plat. A request to subdivide ±21.84 acres into 42 lots and 3 outlots, zoned R-1 Residence District. Located east of Dome Drive, south of Sheridan Links Planned Unit Development (PUD) subdivision.

Brian Craig said the Commission is to consider a preliminary plat. If it is approved it would go to the final plat application. It is in the Cloud Peak Subdivision and is south of the Sheridan Links PUD at the intersection of Mydland Road and Dome Drive. The proposal is for 42 new lots and 3 outlots. It is consistent with adjacent lots, would be zoned R-1 with single family use. The home site is in Cloud Peak Ranch and there is a continuation of the existing pathway for bikes and pedestrians. It is inside the City limits

and is adequately supplied for water and sewer. The size of lots is consistent with lots in the area so could have normal size homes and adequate setbacks. The pathway continuation and excess open space is being provided. Adequate park space was dedicated by the developer in the form of Blacktooth Park previously. The applicant has additional undeveloped land north of West 5th Street and is planning to provide park and open space in that area with future development proposals and has been determined adequate for that area.

Tod Windsor asked if the streets will be City streets.

Mr. Craig said they will be dedicated public streets.

Mr. Craig said there is an existing drainage unit that will be used and they will get a drainage report during the final plat stage. He said staff deemed the 2012 traffic study is adequate. He said this report has met and demonstrated required elements for preliminary plat approval.

Tod Windsor asked if the streets are City streets.

Mr. Craig said they will be dedicated public streets.

Mr. Windsor asked if there is any separation or physical barrier between these lots and the existing lots in the Scott Addition.

Mr. Craig said there is a pathway on the south side and on the north side there are the general setbacks.

Jeff Feck of Morrison Maierle Engineering represented System Land LLC represented by Don Roberts.

Mike Mellgren asked if they are planning on traffic going to Loucks Street or 5th Street. He said 5th Street won't work.

Mr. Feck said they don't have any control over the flow of traffic. He said in 2003 the City encouraged this area be connected through the Scott Addition.

Mr. Craig said the final plat application could require further consideration by the traffic engineer. Daily traffic counts are looked at in key evaluations and major arterials. He will ask staff about the impact to the east. He said when the Scott Addition was developed this probably wasn't in the picture; however the street was stubbed out. It would be a City project if and when that development occurs. He said any opening that would create problems for existing streets would be taken care of by the City in a progressive manner.

Mr. Windsor asked if someone will do a traffic study.

Mr. Craig said if the Commission requests a traffic report update considering the connection to the east it could be required.

Mike Lansing, resident at 31 Scott Circle, was concerned for his 5 children who use the pathway to Highland Park School. At the end of Geneva Lane, if it is not developed, he would like a barrier as a plat requirement because he was concerned cars could drive through and it would not be safe for kids and property could be damaged. He has already seen ATV tracks through there. Any type of barrier would be appreciated with a small gate for pedestrians. In the mornings there are probably 45 to 50 kids using it to go to school, especially in the fall. He thought a traffic study is needed because when he dropped his kids off at Highland Park School and then drove down the hill to Loucks, he would sometimes wait 15 minutes to get onto Loucks Street and he would request a traffic light going both directions and would also suggest a study for a light onto 5th Street. He asked if there is adequate space for emergency services.

Mr. Craig said the Engineering Department didn't indicate any problems.

Mr. Lansing asked if this street is added would there be room for a sidewalk.

Mr. Craig said sidewalks would be required.

Ms. Rae Marie McReynolds asked whether Outlot B would be greenspace/detention pond and who maintains it.

Mr. Feck said the HOA, same association for all of Cloud Peak Ranch.

Ms. McReynolds asked if it is the same HOA in all of Cloud Peak.

Mr. Feck said yes, that was his understanding.

Ms. McReynolds asked who is responsible for mosquito spraying.

Mr. Craig said mosquito spraying has a department and it is paid through a tax on your property tax bill. The department has a hot line if there is a problem.

Ms. McReynolds asked how they would get to Outlot B.

Mr. Craig said there is access off from Pheasant Draw. He said the south end of this plat contains pathways.

Ms. McReynolds asked about the extension of the pathways at the south end of the plat.

Mr. Craig said yes, it is called Outlot C.

Ms. McReynolds asked when the pathways would be built.

Mr. Feck said the developer constructs the sidewalks and he gives locations for the pathways and the City builds them.

Mr. Craig said after grading the City looks at the budget to build the pathways and they start as soon as they can.

Ms. McReynolds asked when construction of the subdivision might begin.

Mr. Feck said System Land LLC develops the land with larger than required lots so it will be similar to adjacent additions. Then they sell it to another developer or developers who will construct houses.

Mr. Lansing wondered about requiring a stronger barrier along the pathway to discourage kids from playing on the big dirt piles where there is large heavy equipment.

Ryan Franklin moved the Planning Commission approve the preliminary plat for PL-19-18, Cloud Peak Ranch 21st Filing Subdivision, subdividing ±21.84 acres into 42 lots and 3 outlots, zoned R-1 Residence District, located east of Dome Drive, south of Sheridan Links Planned Unit Development (PUD) subdivision. Mike Mellgren seconded the motion. Jason Boucher amended the motion requiring staff to provide information on an expanded traffic study and the safety issues discussed, prior to final approval of the plat.

Unanimous voice vote in favor of the motion.

Item #5: Comments from commissioners and staff.

Mr. Craig said ongoing items of a code audit; park and open space masterplan are nearing completion and will be ready early next week. He said copies will be sent to Commissioners and they can send any suggestions to Mr. Craig or any City Councilor members.

On August 5, from 4:00 PM to 5:30 PM a public workshop will be held at the band shell. He said City Council intends to take a vote at their meeting later that night.

Ryan Franklin said a citizen watching the Planning Commission video requested the Commissioners please use the microphones and to please speak up.

Item #6: Adjourn

Meeting adjourned at 7:23 P.M.

Date approved by Planning Commission: _____

Recorded by: _____

MEMO

TO: Planning Commission

FROM: Brian Craig, Community Development Director

RE: Consideration of PL-19-19, TJS Subdivision. A request to subdivide .23 acres, from 1 lot into 2 lots, zoned R-3 Residence District. Located at 1115 N Custer St.

Staff Recommendation

Staff recommends the Planning Commission provide a recommendation of approval to the City Council for PL-19-19, TJS Minor Subdivision, a request to subdivide.23 acres from 1 lot into 2 lots, zoned R-3 Residence District, located at 1115 N. Custer Street.

Findings of Fact

Prior to approving the final plat, the Planning Commission and City Council will need to make the following findings per Sheridan City Code Appendix B §202:

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.

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.

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

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.

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.

Background

This proposed subdivision application seeks to create two new lots from an 0.23 acre tract of land. Lot 2 will retain the existing single-family home whereas proposed Lot 1 currently contains a detached garage that will be removed from the lot soon. The anticipated development of Lot 1 may include multifamily residential, which would be allowed subject to the rules of R-3 zoning.

Direct notification was sent to 41 property owners, in addition to newspaper notification. To date, no formal responses have been received, but a few inquires have been made; some indication of opposition was made during those inquires. Staff expects some neighbors may be present during the hearing or may provide written concerns regarding the proposal.

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.*

This property falls completely within the City limits, so this 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.*

Again, 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.*

Proposed Lots 1and 2 will comply with the Zoning and Subdivision regulations. Future development will be goverened by the current zoning setbacks and associated rules in the Zoning Ordinance.

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.*

This proposed subdivision is outside of the Airport influence area.

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.*

Water and sewer is readily available to both the lots.

Staff has no further comments at this time.

Attachments

final plat
aerial

PLAT OF

TJS SUBDIVISION

A REPLAT OF LOT 1 OF THE TK SUBDIVISION,BEING PART OF THE SW¼ OF SECTION 23, TOWNSHIP 56 NORTH, RANGE 84 WEST OF THE 6TH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING
TOTAL ACREAGE = 0.23 ACRES±

DECLARATION VACATING PREVIOUS PLATTING

This plat is a replat of Lot 1 of the TK Subdivision,being part of the SW¼ of Section 23, Township 56 North, Range 84 West of the 6th Principal Meridian, Sheridan County, Wyoming, as recorded in Drawer "T", Plat No. 18, Instrument No. 939308 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 OWNER

Know all men by these presents that the undersigned, Joe Stegar, being the owner, proprietor, or party of interest in the land shown on this plat, does hereby certify:

That the foregoing plat is designated as TJS Subdivision, being a Replat of Lot 1 of the TK Subdivision,being part of the SW¼ of Section 23, Township 56 North, Range 84 West of the 6th Principal Meridian, Sheridan County, Wyoming.

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 owners and proprietors, and that this is a correct plat of the area as it is divided into lots, blocks, streets and easements; and

That the undersigned owners of the land shown and described on this plat do hereby dedicate to the City of Sheridan and its licensees for public use for the indicated purposes all streets, alleys, easements and other public lands within the boundary lines of the 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 sewers, water lines, gas lines, electric lines, telephone lines, cable television 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 _____, 2019 by:

_____
Joe Stegar

STATE OF WYOMING
COUNTY OF SHERIDAN } SS:

On this, the _____ day of _____, 2019, before me, the undersigned officer, personally appeared Joe Stegar, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purpose described herein.

In witness hereof, I set my hand and official seal.

_____
Notary Public

The Undersigned _____, hereinafter MORTGAGEE, holds a mortgage in and to the property embraced by this subdivision plat, which mortgage was filed with the Clerk of Sheridan County and Ex-Officio Recorder of Deeds in Book _____ of Mortgages, at Page _____. MORTGAGEE, by signature on this plat, consents to the dedications made herein and specifically releases all streets, alleys, parks, easements, open spaces and other areas dedicated to the City of Sheridan for public use, as listed and described on this plat, from the aforementioned mortgage.

Executed this _____ day of _____, 2019 by:

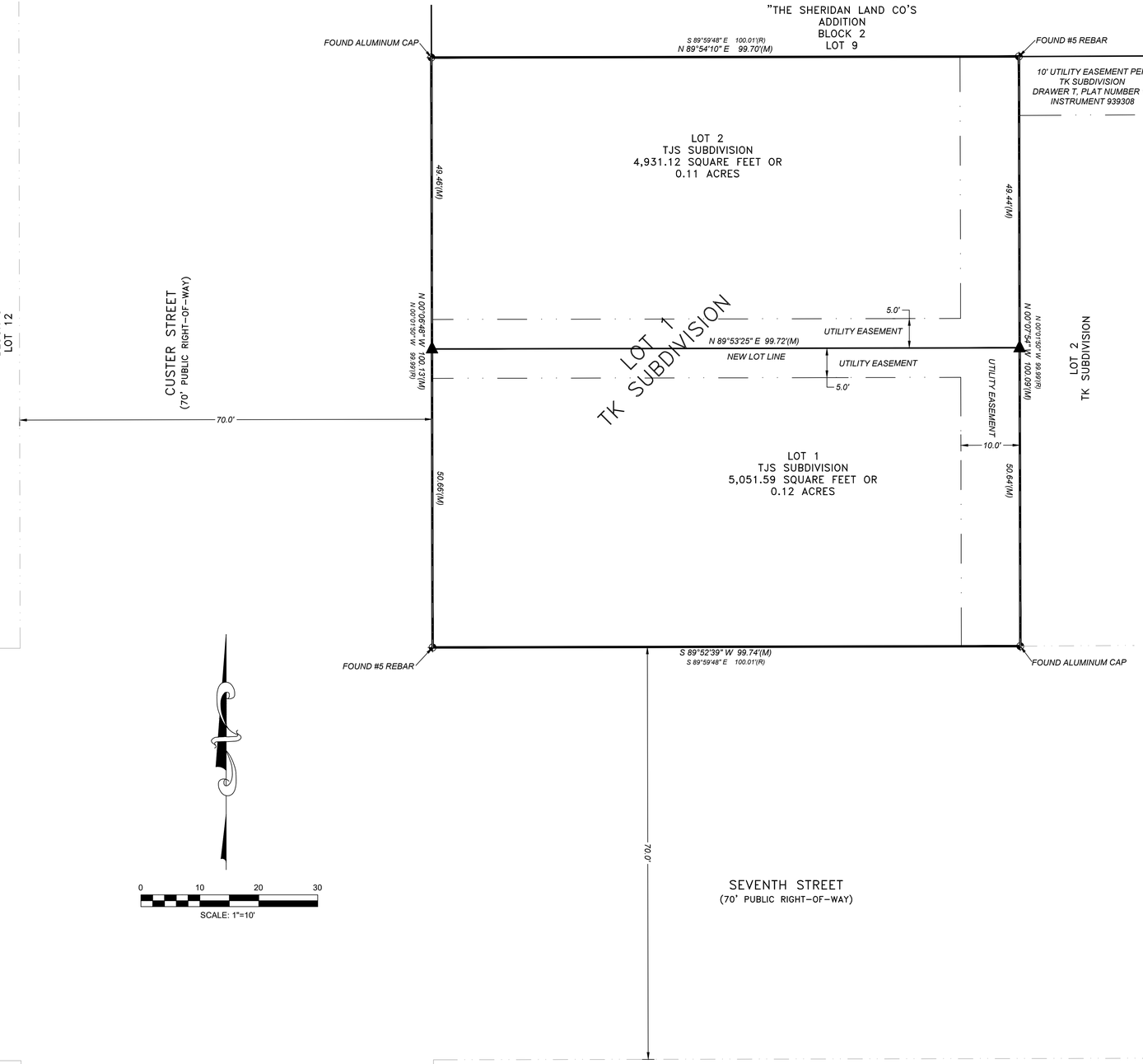
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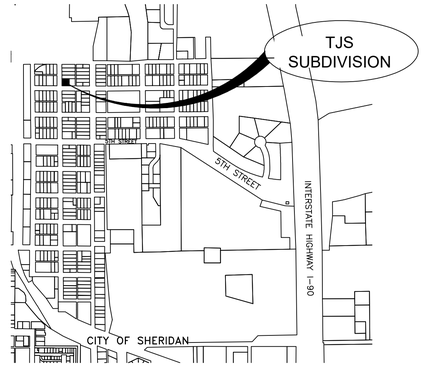
STATE OF WYOMING
COUNTY OF SHERIDAN } SS:

On this, the _____ day of _____, 2019, before me, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purpose described herein.

In witness hereof, I set my hand and official seal.

_____
Notary Public





LOCATION MAP
SCALE: 1"=1000'

CITY OF SHERIDAN CITY COUNCIL CERTIFICATE OF APPROVAL

Approved by the City Council of the City of Sheridan this ____ day of _____, 2019.

_____ _____
Attest: City Clerk Mayor

CITY OF SHERIDAN PLANNING COMMISSION CERTIFICATE OF APPROVAL

Reviewed by the City of Sheridan Planning Commission this ____ day of _____, 2019.

_____ _____
Attest: Vice-Chairman Chairman

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, Wyoming, and certified this ____ day of _____, 2019, by the Director of Public Works of Sheridan, Wyoming.

_____
Director of Public Works

CERTIFICATE OF RECORDER

STATE OF WYOMING

COUNTY OF SHERIDAN

This plat was filed for record in the Office of the Clerk and Recorder at _____o'clock this ____ day of _____, 2019, and is duly recorded in Book _____ Page _____.

_____
County Clerk

LEGEND:

- ◆ - *FOUND MONUMENT AS NOTED*
- ▲ - *SET #5 REBAR WITH 1 ½" ALUMINUM CAP, LS 10287*
- *(M) - MEASURED*
- *(R) - RECORD*

SURVEYOR'S CERTIFICATE

I, Jason D. Levanen, a duly registered Land Surveyor in the State of Wyoming, do hereby certify that this plat of the TJS Subdivision truly and correctly represents the results of a survey made by me or under my direct supervision.

Professional Land Surveyor
JASON D. LEVANEN
LS 10287
Date
WYOMING

NOTES

BASIS OF BEARINGS IS WYOMING STATE PLANE, EAST CENTRAL ZONE, NAD 83

SEWER WILL BE SERVED FROM SEVENTH STREET

WATER WILL BE SERVICED FROM CUSTER STREET

DISTANCES ARE GROUND (PROJECT ADJUSTMENT FACTOR: 1.000228)

Prepared for:
JOE STEGAR

SHERIDAN, WY 82801

Prepared by:
Arrow Survey Group, Inc.
Sheridan, WY 82801 (307)751-7543

DP: C:\ARROW\...18-039 Replat | Date: 7/16/2019
Rev: | Sheet 1 of 1



DISCLAIMER:
The City of Sheridan GIS Division produced this map for informational purposes only. The City of Sheridan provides this map on an "as is" basis without warranties of any kind, either expressed or implied, and shall not be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of such map. The user acknowledges and agrees that the use of such data is at the sole risk of the user. General questions about this map including errors, omissions, and/or updates should be directed to the City of Sheridan GIS Division.

CITY OF Sheridan WYOMING

TJS Subdivision

N

0 25 50 100 Feet

Name: sgoodman Date: 07/30/2019