

**Sheridan City Planning Commission
Meeting Agenda
June 26, 2023
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 meeting.

Motion by:

Second:

Vote:

Old Business

New Business

4. Consideration of PL-23-13, Resolution 32-23, Cove Court Manor I Subdivision. The applicant, Ronald Elliott, is requesting to subdivide .39 acres from 2 lots into 4 lots, Zoned R-3 Residence District. Located at 1368-1386 Cove Ct. PIN 56842140100601, and 56842140100600.

Motion by:

Second:

Vote:

5. Consideration of PL-23-21, Resolution 35-23, RRL&C 3 Subdivision. The applicant, The Mountain States Telephone and Telegraph Company, is requesting to subdivide 3.07 acres, from 1 lot into 2 lots. Zoned M-1 Industrial. Located at 1692 Commercial Ave. PIN 56843545800525

Motion by:

Second:

Vote:

6. Comments from commissioners and staff.

7. Adjourn



MEMO

TO: Planning Commission

FROM: Thomas Morneau, City Engineer

RE: Consideration of PL-23-13, Resolution 32-23, Cove Court Manor I Subdivision. The applicant, Ronald Elliott, is requesting to subdivide .39 acres from 2 lots into 4 lots, Zoned R-3 Residence District. Located at 1368-1386 Cove Ct. PIN 56842140100601, and 56842140100600.

Staff Recommendation

Staff recommends the Planning Commission provide a recommendation of approval to the City Council for PL-23-13; Resolution 32-23, Cove Court Manor I Subdivision. The applicant, Ronald Elliott, is requesting to subdivide .39 acres from 2 lots into 4 lots. Zoned R-3 Residence District. Located at 1368-1386 Cove Ct. PIN 56842140100601, and 56842140100600.

Background

The applicant, Ronald Elliott, is requesting to subdivide .39 acres from 2 lots into 4 lots. Zoned R-3 Residence District. Located at 1368-1386 Cove Ct. (PIN 56842140100601, and 56842140100600)

The property is listed as Lots 6 and 7, Block 1 of the Hill Pond Subdivision. The zoning is R-3 Residence District.

Variances being requested for the following:

- Depth to front ratio shall not exceed 2.5 to 1 per City Code - Appendix B - Article 5 - 505(C)(1)
 - Lot 1 - 5.2 to 1
 - Lot 2 - 7 to 1
 - Lot 3 - 7.2 to 1
 - Lot 4 - 5.2 to 1
- Access to a publicly dedicated street shall consist of frontage of at least 25 feet per City Code - Appendix B- Article 5 - 505(C)(5)
 - Lot 1 - 18.44'
 - Lot 2 - 19.04'
 - Lot 3 - 20.19'
 - Lot 4 - 21.28'

The surrounding properties are single-family homes zoned R-3 per City zoning, but from the Hill Pond Subdivision plat single family residences are required to meet R-1. The properties to the north are vacant properties zoned R-1 regulations. The applicant is proposing to subdivide Lots 6 and 7 into 4 lots. The applicant is proposing the following residential lot sizes:

- Lot 1 – 3023 square feet
- Lot 2 – 4697 square feet

- Lot 3 – 4758 square feet
- Lot 4 – 4431 square feet

Prior to approving the final plat, the City Council will need to make the following findings per Sheridan City Code Appendix B §202, staff offers the following comments on the required findings:

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.

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.

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

The proposed subdivision conforms to the Zoning Ordinance with the requested variances.

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 the Airport influence area.

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 lines already exist in the Cove Court right-of-way. Future water and sewer connections will tap into these lines.

Staff sent out 56 nearest neighbor notifications to property owners within 300 feet as part of this application. In addition, notifications were advertised in the press.

Staff has no further comments at this time.

Attachments

final plat
Variance request
aerial
resolution
BOA decision



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	60.00'	43.31'	42.38'	S 19°57'01" W	41°21'39"
C2	60.00'	18.44'	18.37'	S 09°32'01" E	17°36'26"
C3	60.00'	19.04'	18.96'	N 27°25'45" W	18°11'03"
C4	60.00'	20.19'	20.10'	S 46°09'48" E	19°17'02"
C5	60.00'	21.28'	21.17'	N 56°58'01" W	20°19'24"
C6	60.00'	18.12'	17.71'	S 66°34'25" W	74°35'44"

2.) TOTAL ACREAGE FOR DISCLAIM OF INTEREST = ±.39 ACRES

Cannon Consulting
51 Coffeen Ave Suite 002
Sheridan Wyoming 82801
Phone (307) 752-0109

5/10/23

Sue Goodman, Planning Division
City of Sheridan
East Grinnell
Sheridan Wyoming 82801

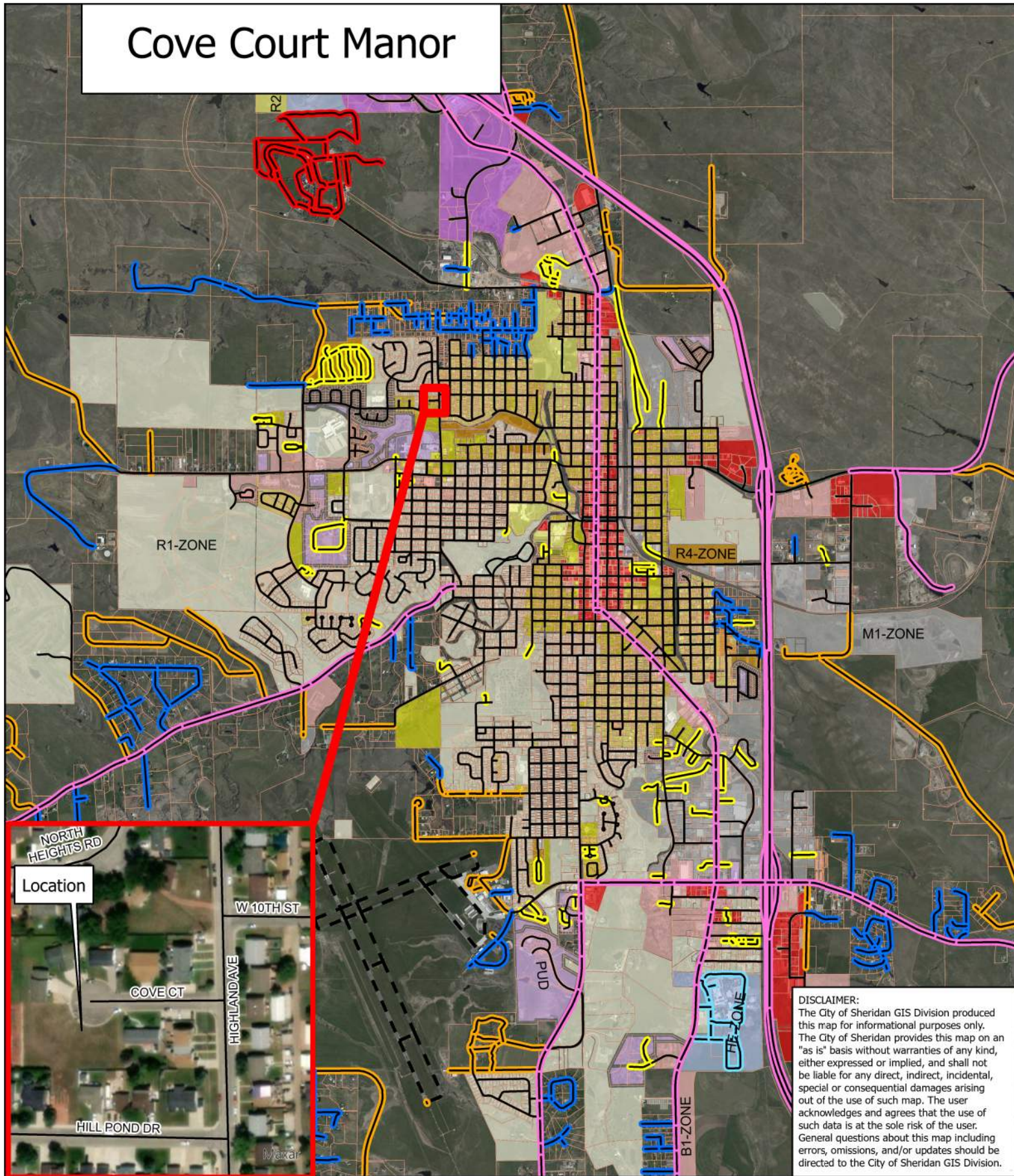
RE: Variance request to accompany the Cove Court Manor Subdivision submittal.

This letter is to serve as a request for two variances, The first one being the required maximum 2.5 to 1 depth to front ratio and secondly the required 25 feet of frontage. We respectfully request these variances for a few different reasons. First one being that the proposed buildings will be a single family attached dwellings and will have a shared firewall effectively cutting the lots in half this combined with having the access to these lots is on a cul-de-sac makes the frontage narrower than usual. As you go toward the back of the lot it widens out to a usable area. This type of structure/use is not unusual in the area as there is a similar townhome on the north side of this cul-de-sac (Welcome Home Subdivision). I am writing this on behalf of Ronald Elliot and am acting as his agent regarding the submittal of this subdivision plat.

Respectfully,

Daniel Kopman
Cannon Consulting LLC

Cove Court Manor



**CITY OF SHERIDAN
RESOLUTION 32-23**

A RESOLUTION approving PL-23-13, the minor plat of the Cove Court Manor I Subdivision, dividing .39 acres from 2 lots into 4 lots. Zoned R-3 Residence District. Located at 1368-1386 Cove Ct.

WHEREAS, the minor plat of the Cove Court Manor I Subdivision, has been reviewed for consistency with Appendix B (Subdivision Regulations) and other applicable City code; and

WHEREAS, all applicable requirements for a final plat, have been met and all documents meet the applicable requirements in Appendix B (Subdivision Regulations).

Be it resolved by the City Council of the City of Sheridan:

That the final plat of the Cove Court Manor I Subdivision, dividing .39 acres from 2 lots into 4 lots on the property located at 1368-1386 Cove Ct.

In approving the Cove Court Manor I Subdivision, the City Council finds the following as required by Sheridan City Code Appendix B §202:

- A. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.
- B. The lots as platted conform to the requirements of the City Zoning Ordinance with the exception of the variances granted.
- C. The subdivision falls outside of the Airport Influence Area.
- D. As concluded by City Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

In addition to approving the Cove Court Manor I Subdivision, the City Council is also approving a depth-to-front ratio variance and a variance for the frontage. The depth-to-front ratio for Lot 1 of 5.2 to 1, Lot 2 of 7 to 1, Lot 3 of 7.2 to 1, and for Lot 4 of 5.2 to 1. The dedicated street frontage for Lot 1 will be 18.44 feet, Lot 2 will be 19.04 feet, Lot 3 will be 20.19 feet, and Lot 4 will be 21.28 feet.

PASSED, APPROVED, AND ADOPTED this 5th of July 2023.

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk

**Sheridan City Board of Adjustment
Variance Decision**

On May 11, 2023 at 7:00PM, the City of Sheridan Board of Adjustment ("Board") held a meeting to consider the granting of a variance to Cove Court Manor LLC, as record owner of 1368 and 1386 Cove Ct.; Lots 6 and 7, Block 1, Hill Pond Subdivision Subdivision, to the City of Sheridan, Sheridan County, Wyoming (herein the "Property"). Said variance consisted of the following request made by the owner:

Consideration of PL-23-15; 1368 and 1386 Cove Ct., a variance request from the Hill Pond Subdivision plat requirement of a 5 foot side yard setback requirement to allow two twin homes to share a common wall and a variance from the plat requirement rear yard setback of 20 feet to allow new duplexes to be built 15 feet from the rear property line. PIN 56842140100601 and 568442140100600

The Board of Adjustment convened an advertised public hearing and voted on the matter of the variance by a quorum of members.

Persons in attendance and heard at the public meeting on the matter were:

- Ronald Elliott – owner

The property owner, as part of his application to the Board, submitted a packet of materials that included an application, proposed subdivision plat, and a letter of request.

Mr. Elliott testified at the public hearing that he hopes to build four units, 2 apartments and 2 studios. It is on a snow route so wants to have off street parking.

City Staff submitted a staff report for the October 13th hearing, which was considered by the Board of Adjustment in their review of the matter. The contents of the staff report and all other submittals referenced above, are incorporated herein by reference.

The request was for a variance request from the Hill Pond Subdivision plat requirement of a 5 foot side yard setback requirement to allow two twin homes to share a common wall and a variance from the plat requirement rear yard setback of 20 feet to allow new duplexes to be built 15 feet from the rear property line, and after full consideration of the evidence presented at the hearing, and the staff report, the application for a variance was denied.

In order for a variance to be granted by the Board, the following factors must be met (Sheridan City Code Appendix A §14.4):

1. Does the variance meet the criteria of variances the Board of Adjustments may grant?
2. The granting of the variance will not be contrary to the public interest.
3. The need for a variance is owing to special conditions and a literal enforcement of the Code will result in unnecessary hardship, and
4. The spirit of the Code is still observed and substantial justice done.

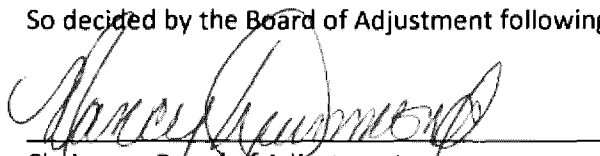
Conclusions of Law:

1. The request was in accordance with and met the criteria of the Sheridan City Code, Appendix A, Section 14 and with Wyoming Statutes, 15-1-606 and 15-1-608.
2. The public hearing for this request was held in accordance with the requirements of Sheridan City Code, Appendix A, Section 14 and 15-1-606, Wyoming Statutes.

THEREFORE, the Board of Adjustment hereby denies the application for a variance as described in Planning Case File PL-22-15, 1368 and 1386 Cove Ct.



So decided by the Board of Adjustment following the hearing date of May 11, 2023:

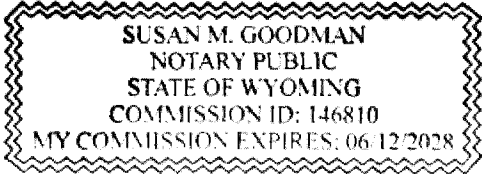

Chairman, Board of Adjustment

STATE OF WYOMING
SS
COUNTY OF SHERIDAN

Signed before me on 19th day of June, 2023 by Nancy Drummond.

Witness my hand and official seal.


Notary public
My commission expires 06/12/2028.





MEMO

TO: Planning Commission
FROM: Thomas Morneau, City Engineer
RE: Consideration of PL-23-21, Resolution 35-23, RRL&C 3 Subdivision. The applicant, The Mountain States Telephone and Telegraph Company, is requesting to subdivide 3.07 acres, from 1 lot into 2 lots. Zoned M-1 Industrial. Located at 1692 Commercial Ave. PIN 56843545800525

Staff Recommendation

Staff recommends the Planning Commission provide a recommendation of approval to the City Council for PL-23-21, Resolution 35-23, RRL&C 3 Subdivision. The applicant, The Mountain States Telephone and Telegraph Company, is requesting to subdivide 3.07 acres, from 1 lot into 2 lots. Zoned M-1 Industrial. Located at 1692 Commercial Ave. PIN 56843545800525

Background

The applicant, The Mountain States Telephone and Telegraph Company, is requesting to subdivide 3.07 acres from 1 lot into 2 lots. Zoned M-1 Industrial District. Located at 1692 Commercial Ave. (PIN 56843545800525).

The property is listed as Lot 5 Sheridan Commercial Park.

Access to the properties will be from the paved surface via Commercial Lane.

The surrounding properties are commercial properties zoned M-1 Industrial. The applicant is proposing to subdivide lot 5 into 2 lots. The applicant is proposing the following commercial lot sizes:

- Lot 1 – 1.02 acres
- Lot 2 – 2.05 acres

Staff Comments

Discussion:

Prior to approving the final plat, the City Council will need to make the following findings per Sheridan City Code Appendix B §202, staff offers the following comments on the required findings:

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.

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.

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

The proposed subdivision conforms to the Zoning Ordinance.

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 the Airport influence area.

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 .

Future water and sewer will be connected to existing utilities in Commercial Ave and will be available to all the lots.

Staff sent out 12 nearest neighbor notifications to property owners within 300 feet as part of this application. In addition, notifications were advertised in the press. Staff has not received any inquiries.

Staff has no further comments at this time.

Attachments

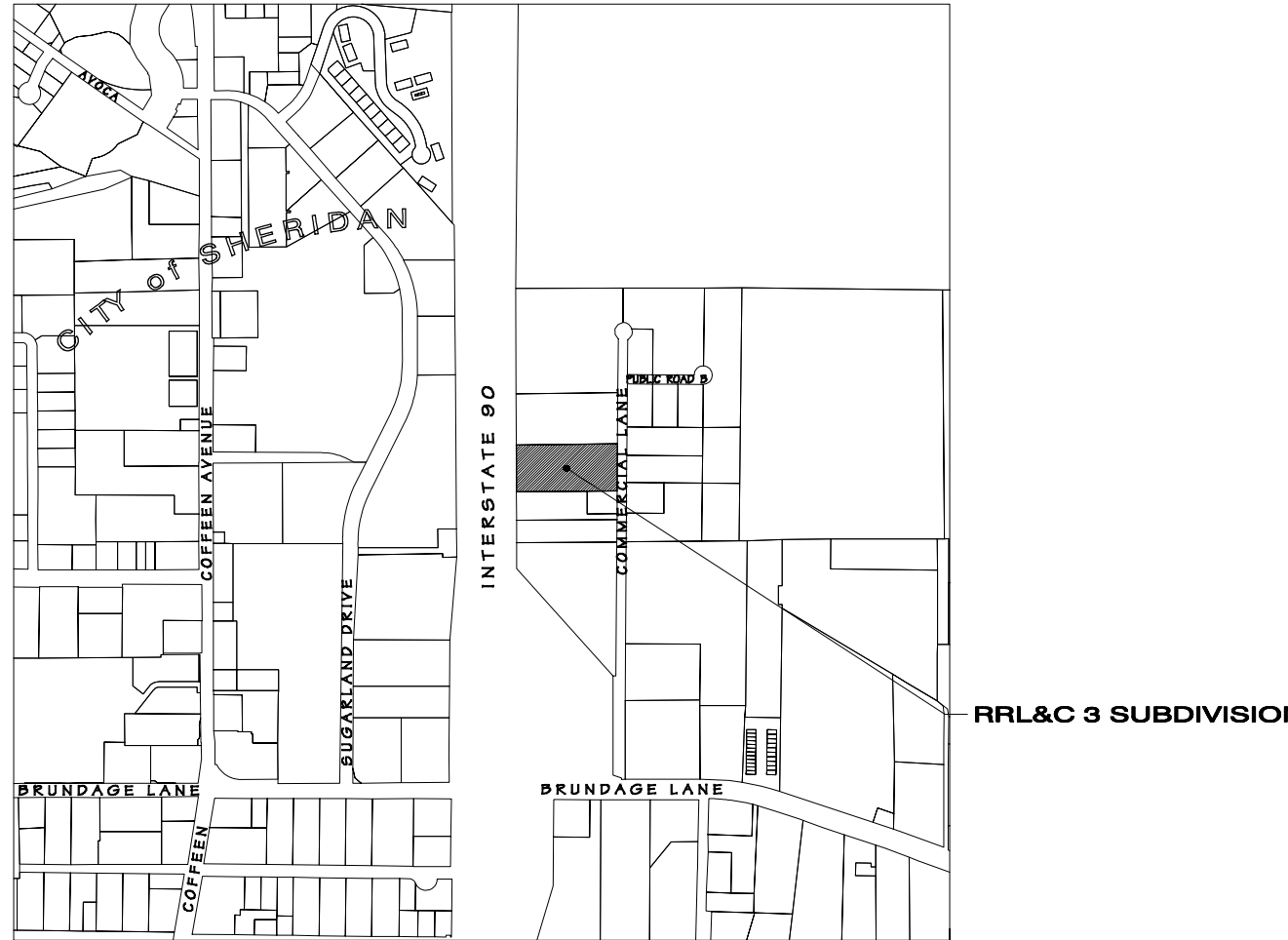
final plat
aerial
resolution

FINAL PLAT
of the
RRL&C 3 SUBDIVISION

TRACT CONSISTS OF 3.07 ACRES

BEING A REPLAT OF LOT 5, SHERIDAN COMMERCIAL PARK
a subdivision of a tract of land located in the NW¼NW¼ of Section 1 and NE¼NE¼ of Section 2,
Township 55 North, Range 84 West, SE¼SE¼ and SW¼SW¼ of Section 36, Township 56 North,
Range 84 West, of the Sixth Principal Meridian, Sheridan County, Wyoming.

LOCATION
SCALE: 1" = 1000'



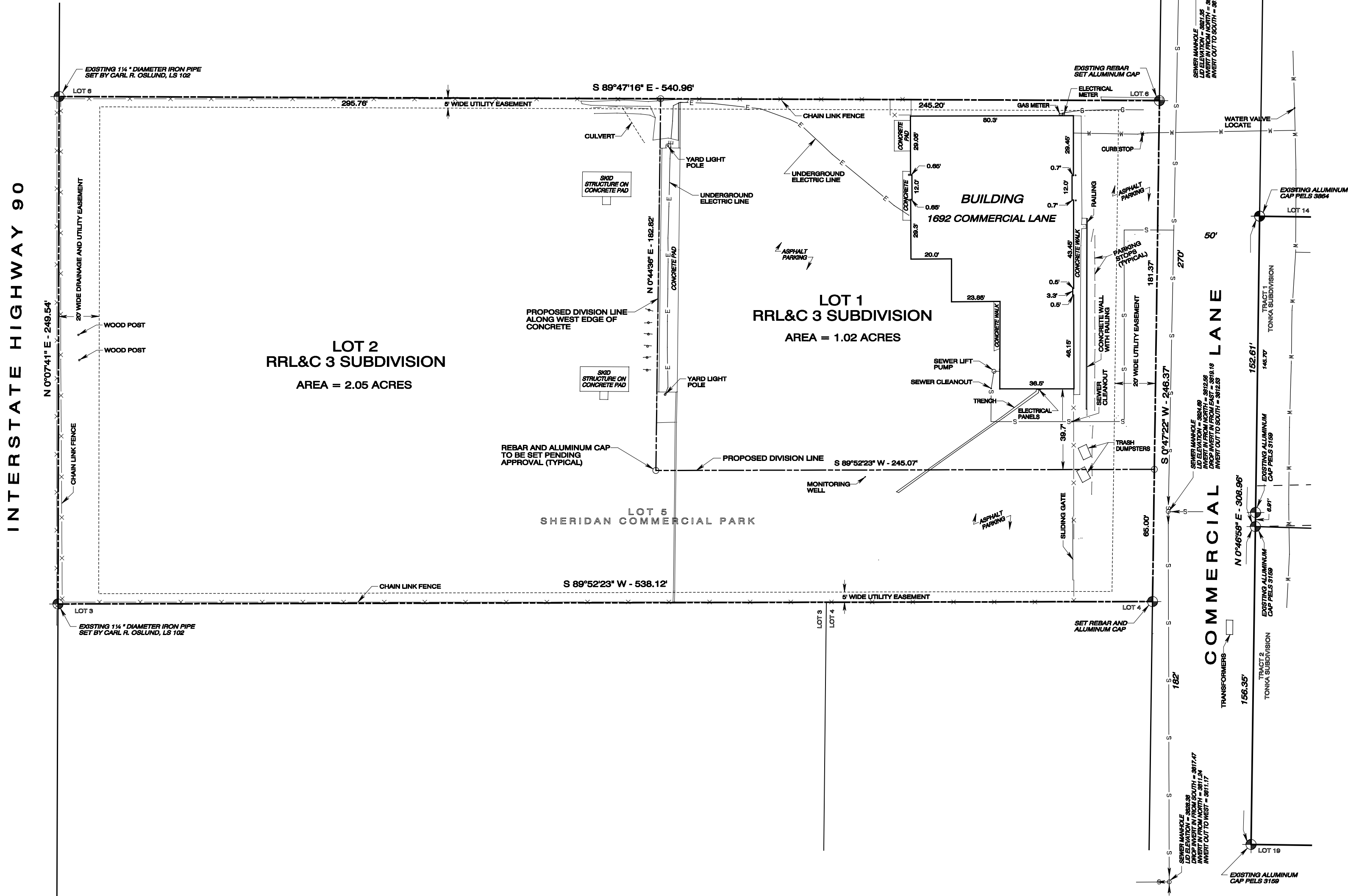
DETAIL

SCALE: 1" = 40'



BASIS OF BEARING IS SOUTHWESTERLY LINE OF LOT 1, SHERIDAN COMMERCIAL PARK,
THAT BEING S 41°29'00" E, BETWEEN TWO EXISTING HIGHWAY RIGHT OF WAY MONUMENTS.
(SEE LOCATION MAP). ROTATE PLAT BEARINGS COUNTERCLOCKWISE 0°12'51" FOR STATE
PLANE BEARINGS.

PROPERTY IS ZONED M - 1.



CERTIFICATE of OWNERS

Know all men by these presents that the undersigned, QWEST Corporation, a Colorado Corporation, being the owner of interest in the land shown on this plat, does hereby certify:
That the foregoing plat designated as RRL&C 3 Subdivision, being a Replat of Lot 5 of Sheridan Commercial Park in the City of Sheridan, 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 owner and proprietor; 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 of the land shown and described on this plat does 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 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 _____, 2023, by:

QWEST Corporation, a Colorado Corporation (Owner)

by _____.

State of Colorado } ss

County of _____

On this _____ day of _____, 2023, before me personally appeared _____ of QWEST Corporation, a Colorado Corporation, and that (s)he does hereby acknowledge said instrument to be the free act and deed of said QWEST Corporation, a Colorado Corporation.

My commission expires: _____.

NOTARY PUBLIC

N



DECLARATION VACATING PREVIOUS PLATTING

This plat is a Replat of Lot 5 of Sheridan Commercial Park in the City of Sheridan, Wyoming, as recorded in Drawer "S" of Plats, Map No. 140, of the Records of the Sheridan County Clerk. All earlier plats or portions thereof encompassed by the boundary of this plat are hereby vacated.

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 _____, 2023 by the Director of Public Works of Sheridan, Wyoming.

DIRECTOR of PUBLIC WORKS

CITY of SHERIDAN
CERTIFICATE of APPROVAL

Approved by the City Council of the City of Sheridan, Wyoming, this _____ day of _____, 2023.

ALICE CITY CLERK

MAYOR

CERTIFICATE of SURVEYOR

State of Wyoming } ss
County of Sheridan

I, David L. Randall, of Sheridan, Wyoming do hereby certify that I am a duly registered Professional Engineer and Land Surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct and complete plat of RRL&C 3 Subdivision as laid out, platted, dedicated and shown hereon, that this plat was made from an accurate survey of said property conducted by me in April and May of 2023 and that this plat correctly shows the location and dimensions of all lots, easements and streets of said subdivision in compliance with the City of Sheridan regulations governing the subdivision of land.

CERTIFICATE of the
CITY of SHERIDAN
PLANNING COMMISSION

Reviewed by the City of Sheridan Planning Commission this _____ day of _____, 2023.

ALICE VICE CHAIRMAN

CHAIRMAN

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 _____, 2023, and is duly recorded in Book _____, Page No. _____, and is duly recorded in Book _____, Page No. _____, and is duly recorded in Book _____, Page No. _____.

COUNTY CLERK

FINAL PLAT
of the
RRL&C 3 SUBDIVISION

being a REPLAT of

LOT 5

of

SHERIDAN COMMERCIAL PARK

in the

CITY of SHERIDAN
SHERIDAN COUNTY, WYOMING

addressed as

1692 COMMERCIAL LANE

for

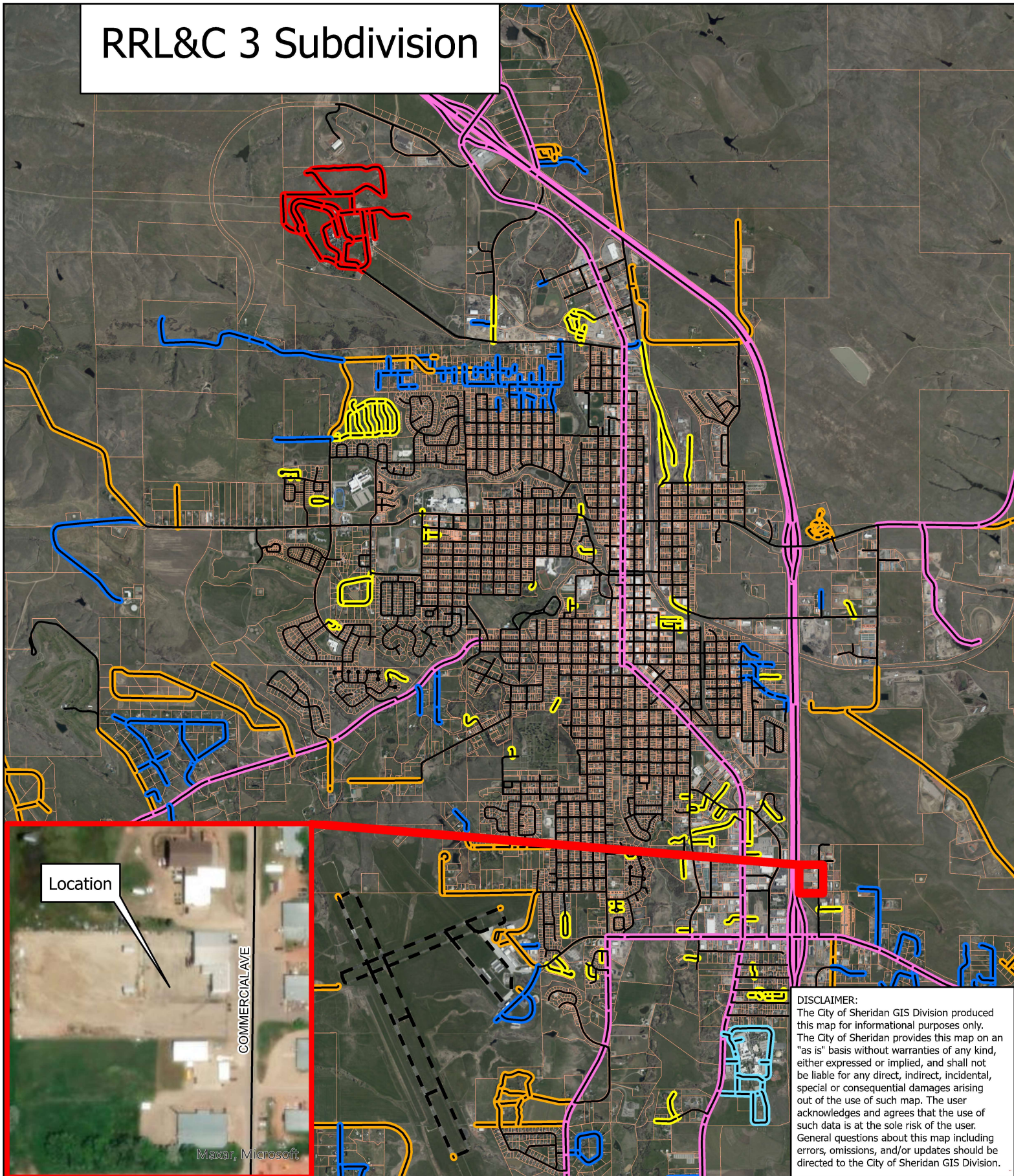
QWEST CORPORATION, a COLORADO CORPORATION
C/O KIMBERLY SWEATT, DIRECTOR of REAL
ESTATE TRANSACTIONS and ANALYSIS

931 14TH STREET, SUITE 103
DENVER, COLORADO 80202

Registration No. 3159 PE & LS

CIVIL ENGINEER and LAND SURVEYOR

RRL&C 3 Subdivision



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.



Legend

Roads

- County Road
- Forest Service Road
- Private Road
- PUBLIC ROAD
- City of Sheridan Road

- Sheridan College Road
- Sheridan County Airport
- State of Wyoming Road
- VA Road
- Parcels

City of Sheridan Imagery 2019

- Red: Band_1
- Green: Band_2
- Blue: Band_3



Miles 0 1/2 1

Date: 6/2/2023 8:53 AM User: sgoodman

**CITY OF SHERIDAN
RESOLUTION 35-23**

A RESOLUTION approving PL-23-21, the minor plat of the RRL&C 3 Subdivision, dividing 3.07 acres from 1 lots into 2 lots. Zoned M-1 Industrial District. Located at 1692 Commercial Ave. PIN 56843545800525.

WHEREAS, the minor plat of the RRL&C 3 Subdivision, has been reviewed for consistency with Appendix B (Subdivision Regulations) and other applicable City code; and

WHEREAS, all applicable requirements for a final plat, have been met and all documents meet the applicable requirements in Appendix B (Subdivision Regulations).

Be it resolved by the City Council of the City of Sheridan:

That the final plat of the RRL&C 3 Subdivision, dividing 3.07 acres from 1 lots into 2 lots on the property located at 1692 Commercial Ave.

In approving the RRL&C 3 Subdivision, the City Council finds the following as required by Sheridan City Code Appendix B §202:

- A. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.
- B. The lots as platted conform to the requirements of the City Zoning Ordinance with the exception of the variances granted.
- C. The subdivision falls outside of the Airport Influence Area.
- D. As concluded by City Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

PASSED, APPROVED, AND ADOPTED this 5th day of July 2023.

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk