

**Sheridan City Planning Commission
Meeting Agenda
July 10, 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 June 12 and 26, 2023 meeting.

Motion by:

Second:

Vote:

Old Business

New Business

4. Consideration of PL-23-27; Resolution 38-23, Rising Ground Minor Subdivision. The applicants, Gateway Partners LLC, are requesting to subdivide 33.51 acres from 1 tract into 2 tracts. Zoned MP - Master Plan/Gateway. Located at 3200 N Main St. PIN 56841520000102.

Motion by:

Second:

Vote:

5. Comments from commissioners and staff.

6. Adjourn



MEMO

TO: Planning Commission
FROM: Thomas Morneau, City Engineer
RE: Review, correction, and approval of minutes of the June 12 and 26, 2023 meeting.

Motion by:

Second:

Vote:

Attachments

June 12th minutes
June 26th minutes

CITY OF SHERIDAN
MINUTES OF PLANNING COMMISSION MEETING
7:00 PM – CITY HALL COUNCIL CHAMBERS
JUNE 6, 2023

1. Commissioner Chair Tod Windsor called the meeting to order at 7:02 PM with a quorum as follows: Evelyn Gernaat, James Schrodt, Daniel Kerbs, and Bev Leichtnam. Commissioner Ryan Franklin was absent.
2. Commissioner Leichtnam moved, seconded by Commissioner Schrodt, to approve the agenda as presented. Voice vote: unanimous.
3. Commissioner Kerbs moved, seconded by Commissioner Gernaat, to approve the minutes of the May 22nd meeting. Voice vote: unanimous. Commissioner Windsor and Leichtnam abstained from voting as they were not present at the previous meeting.
4. **Consideration of PL-22-16; Resolution 24-23, Adkins Valley II Minor Subdivision.**
The applicants, Steve and Tracy Bush, are requesting to subdivide 2.71 acres from 1 tract into 4 tracts. Zoned R-1 Residence District. Located at 7 Woodland Park Rd, PIN 55841130700125.

Public Works Director Hanns Mercer presented information regarding the project.

Nic Bateson with Impact Properties, a consultant working with the developer, stated that it was straightforward.

The Chair called for a motion for consideration of PL-22-16; Resolution 24-23, Adkins Valley II Minor Subdivision. Commissioner Gernaat moved, seconded by Commissioner Schrodt, to approve PL-22-16; Resolution 24-23, Adkins Valley II Minor Subdivision.

Voice Vote: Unanimous approval to provide a positive recommendation for the subdivision.

5. **Consideration of PL-23-18, Resolution 31-23.**
The applicant, Citco Federal Credit Union, requests approval for an Electronic Message Center sign within 300 feet of a single-family residence. Located at 502 N Main St. Zoned B-1 Business District. PIN 56842713800425.

Public Works Director Hanns Mercer presented information regarding the project.

Tony Duncan, representing the sign company installing the sign, stated that the ambient light and other requirements are set by the manufacturer at the factory. The change to the message on the sign is the only factor controlled by the sign owner.

The Chair called for a motion for consideration of PL-23-18, Resolution 31-23. Commissioner Kerbs moved, seconded by Commissioner Leichtnam, to approve PL-23-18, Resolution 31-23.

Voice Vote: Unanimous approval to provide a positive recommendation for the electronic message center sign.

6. Comments from Commissioners and Staff
 - A. Tod Windsor asked if Cove Court would be considered at another meeting. City Engineer Thomas Morneau explained that a special Board of Adjustment meeting would be held next week, and Cove Court would be brought to the Planning Commission afterward.
 - B. Nancy Drummond, chair of the Board of Adjustment, was present to see what Planning Commission said regarding Cove Court.
 - C. A resident in the Woodland Park area stated that residents signed a petition not to allow a subdivision to be developed in the adjacent area. She asked where regulations could be found. Public Works Director Hanns Mercer stated that City Code is available online.
7. Commissioner Schrodtt moved, seconded by Commissioner Leichtnam, to adjourn the meeting. Unanimous approval. The meeting was adjourned at 7:46 PM.

Tod Windsor, Planning Commission Chairperson

Attest: _____
City Clerk Cecilia Good

CITY OF SHERIDAN
MINUTES OF PLANNING COMMISSION MEETING
7:00 PM – CITY HALL COUNCIL CHAMBERS
JUNE 26, 2023

1. Commissioner Chair Tod Windsor called the meeting to order at 7:02 PM with a quorum as follows: Evelyn Gernaat, James Schrodt, Daniel Kerbs, Ryan Franklin, Bev Leichtnam, and Margaret Morneau.
2. Commissioner Leichtnam, moved, seconded by Commissioner Gernaat, to approve the agenda as presented. Voice vote: unanimous.
3. The minutes from the June 12th meeting were not attached to the agenda packet. They will be considered at the next Planning Commission meeting.
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.

Public Works Director Hanns Mercer presented information regarding the project.

Ed Fessler, residing at 1373 Hillpond, expressed concerns regarding the congestion of parking, the affordability of the housing, encroachment on his property, and the impact on other properties in the area.

The Chair called for a motion for consideration of PL-23-13, Resolution 32-23, Cove Court Manor I Subdivision with a variance for the required maximum 2.5 to 1 depth to front ratio and secondly the required 25 feet of frontage. Commissioner Franklin moved, seconded by Commissioner Kerbs, to approve PL-23-13, Resolution 32-23, Cove Court Manor I Subdivision.

Voice Vote: six ayes and one nay. The Commission approved a positive recommendation for the subdivision. Commissioner Schrodt voted nay.

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

Public Works Director Hanns Mercer presented information regarding the project. Commissioner Franklin explained the project further.

Dave Randall, with Randall Engineering, completed the plat for the property. There are water rights on that acreage. They have petitioned the State Board of Control to do an authorized attachment of water rights. They are waiting for the decision from the state.

Dr. Sarah Schreiber, the owner of Moxey Schreiber Veterinary Hospital, is concerned about a dwelling that may cause issues with the management of animals at the veterinary clinic and water drainage. Public Works Director Hanns Mercer explained City requirements regarding drainage.

The Chair called for a motion for consideration of PL-23-21, Resolution 35-23, RRL&C 3 Subdivision. Commissioner Gernaat moved, seconded by Commissioner Schrodt, to approve PL-23-21, Resolution 35-23, RRL&C 3 Subdivision.

Voice Vote: Commissioner Franklin abstained from the vote as he represents the buyer. Unanimous approval to provide a positive recommendation for the subdivision.

6. Comments from commissioners and staff.

A. There were no comments.

7. Commissioner Leichtnam moved, seconded by Commissioner Schrodt to adjourn the meeting. Unanimous approval. The meeting was adjourned at 7:50 PM.

Tod Windsor, Planning Commission Chairperson

Attest: _____
City Clerk Cecilia Good



MEMO

TO: Planning Commission

FROM: Thomas Morneau, City Engineer

RE: Consideration of PL-23-27; Resolution 38-23, Rising Ground Minor Subdivision. The applicants, Gateway Partners, LLC, are requesting to subdivide 33.51 acres from 1 tract into 2 tracts. Zoned MP Master Plan/Gateway District. Located at 3200 N Main St. PIN 56841520000102.

Staff Recommendation

Staff recommends the Planning Commission provide a recommendation of approval to the City Council for PL-23-27; Resolution 38-23, Rising Ground Minor Subdivision. The applicants, Gateway Partners, LLC, are requesting to subdivide 33.51 acres from 1 tract into 2 tracts. Zoned MP - Master Plan/Gateway. Located at 3200 N Main St. (PIN 56841520000102).

Background

The applicants, Gateway Partners, LLC, are requesting to subdivide 33.51 acres from 1 tract into 2 tracts. Zoned MP - Master Plan/Gateway. Located at 3200 N Main St. (PIN 56841520000102).

The property is listed as Tract 1, The Headquarters.

Tract B will have access from Russell Drive via Real Bird Way and from N. Main Street using an existing WYDOT approach. Tract A will have access via a 60 foot access easement via N. Main Street using the same existing WYDOT approach as Tract B.

The surrounding properties are properties zoned MP - Master Plan/Gateway. The applicant is proposing to subdivide Tract 1 of the Headquarters subdivision into 2 tracts. The applicant is proposing the following commercial lot sizes:

- Tract A – 4.95 acres
- Tract B – 28.56 acres

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 Russell Drive via Real Bird Way and N. Main Street and will be available to all the tracts.

Staff sent out 11 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.

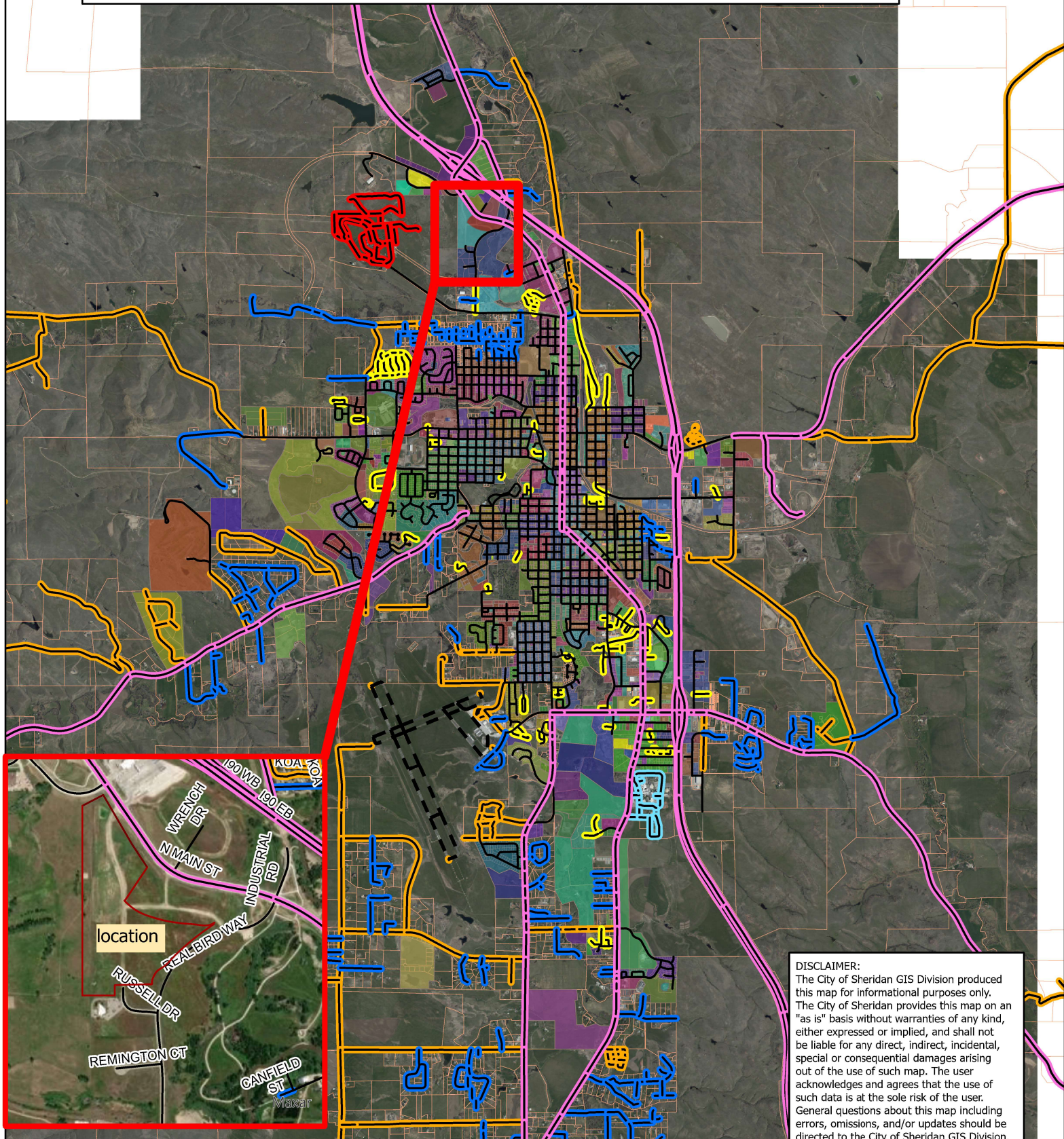
Attachments

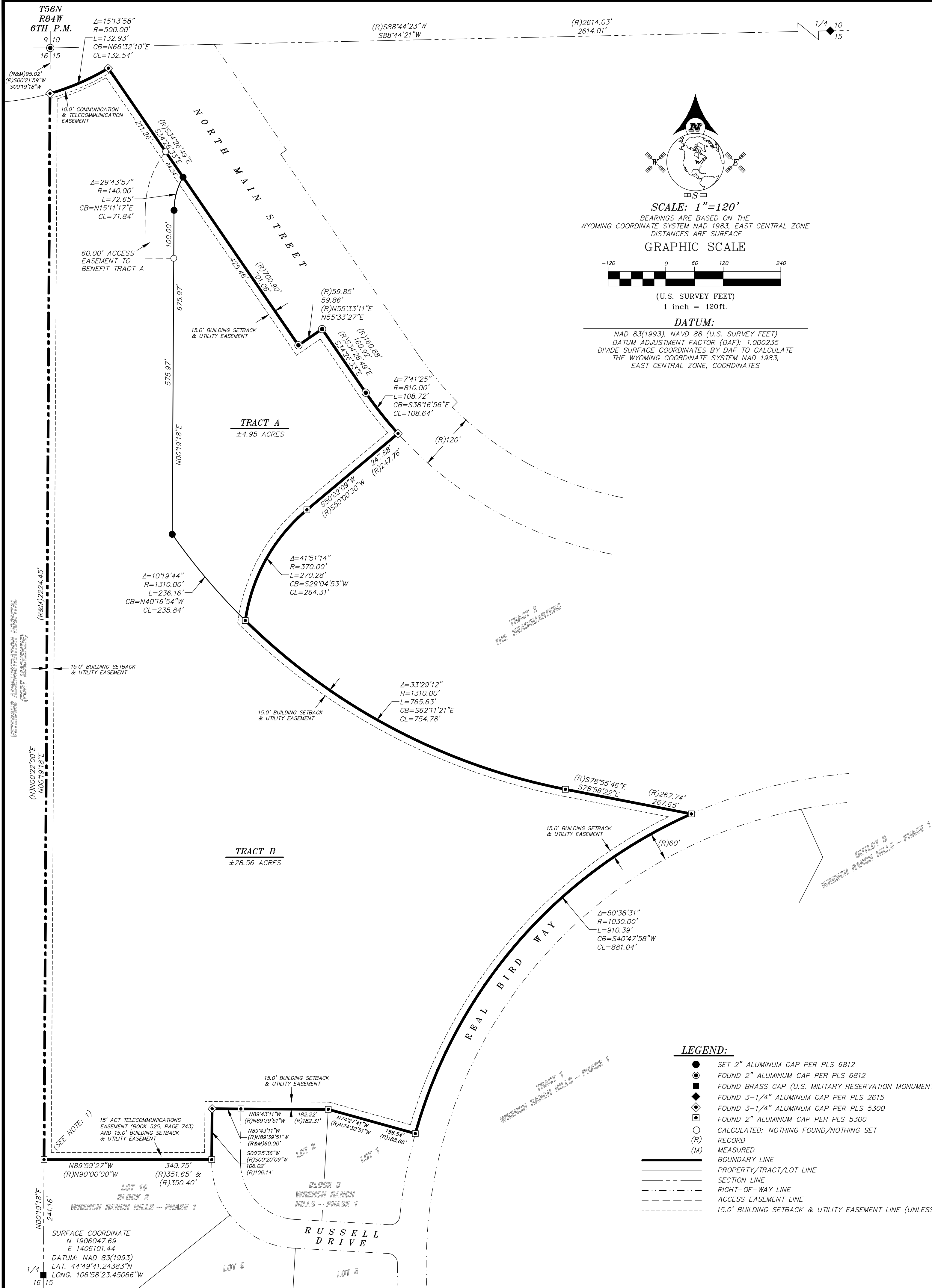
aerial

final plat

RES 38-23

Rising Ground Minor Subdivision





FINAL PLAT
RIISING GROUND MINOR SUBDIVISION

RE-SUBDIVISION OF TRACT 1, THE HEADQUARTERS,
TO THE CITY OF SHERIDAN, WYOMING
AREA OF 2 TRACTS: ±33.51 ACRES
TOTAL = (M)±33.51 ACRES (R)33.56 ACRES
ZONED: MP-MASTER PLAN "GATEWAY"

CERTIFICATE OF DEDICATION

KNOWN ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED GATEWAY PARTNERS, LLC, BEING THE OWNER(S), PROPRIETOR(S) OR PARTY OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DOES HEREBY STATE: THAT THE FOREGOING PLAT DESIGNATED AS **RIISING GROUND MINOR SUBDIVISION** BEING A RE-SUBDIVISION OF TRACT 1, THE HEADQUARTERS, TO THE CITY OF SHERIDAN, WYOMING;

SAID RIISING GROUND MINOR SUBDIVISION CONTAINS ±33.51 ACRES OF LAND, MORE OR LESS.

THE **RIISING GROUND MINOR 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 AND EASEMENTS AS SHOWN.

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 OF ALL EASEMENTS WITHIN THE BOUNDARY LINES AS DESIGNATED ON THIS PLAT AND 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, WATERLINES, 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.

IN TESTIMONY WHEREOF:

ALL RIGHTS UNDER AND BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY WAIVED AND RELEASED.

THE UNDERSIGNED HAVE CAUSED THESE PRESENTS TO BE SIGNED THIS _____ DAY OF _____, _____.

GATEWAY PARTNERS, LLC

BY: DOUG CARLTON, MANAGING MEMBER

STATE OF WYOMING
COUNTY OF SHERIDAN : ss

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BY DOUG CARLTON BEFORE ME THIS _____ DAY OF _____, _____.

WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES _____

NOTARY PUBLIC

STATE OF WYOMING
COUNTY OF SHERIDAN : ss

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BY JIM SPELL BEFORE ME THIS _____ DAY OF _____, _____.

WITNESS MY HAND AND OFFICIAL SEAL. MY COMMISSION EXPIRES _____

NOTARY PUBLIC

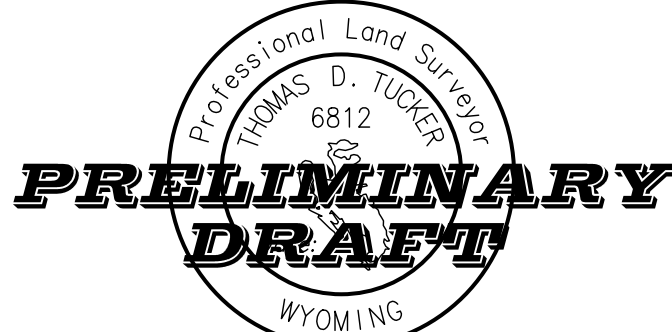
DECLARATION EXTINGUISHING A PORTION OF PREVIOUS PLAT

1) THIS PLAT IS THE RE-SUBDIVISION OF TRACT 1, THE HEADQUARTERS, TO THE CITY OF SHERIDAN, WYOMING, SAID PLAT IS FILED AT THE SHERIDAN COUNTY CLERK AND RECORDER OFFICE, SHERIDAN COUNTY COURTHOUSE, SHERIDAN, WYOMING; RECORDED IN DRAWER "H", PLAT NUMBER "68", DATED FEBRUARY 24TH, 2023. EASEMENTS THEREOF ENCOMPASSED BY THE BOUNDARY OF THIS PLAT ARE HEREBY PERPETUATED.

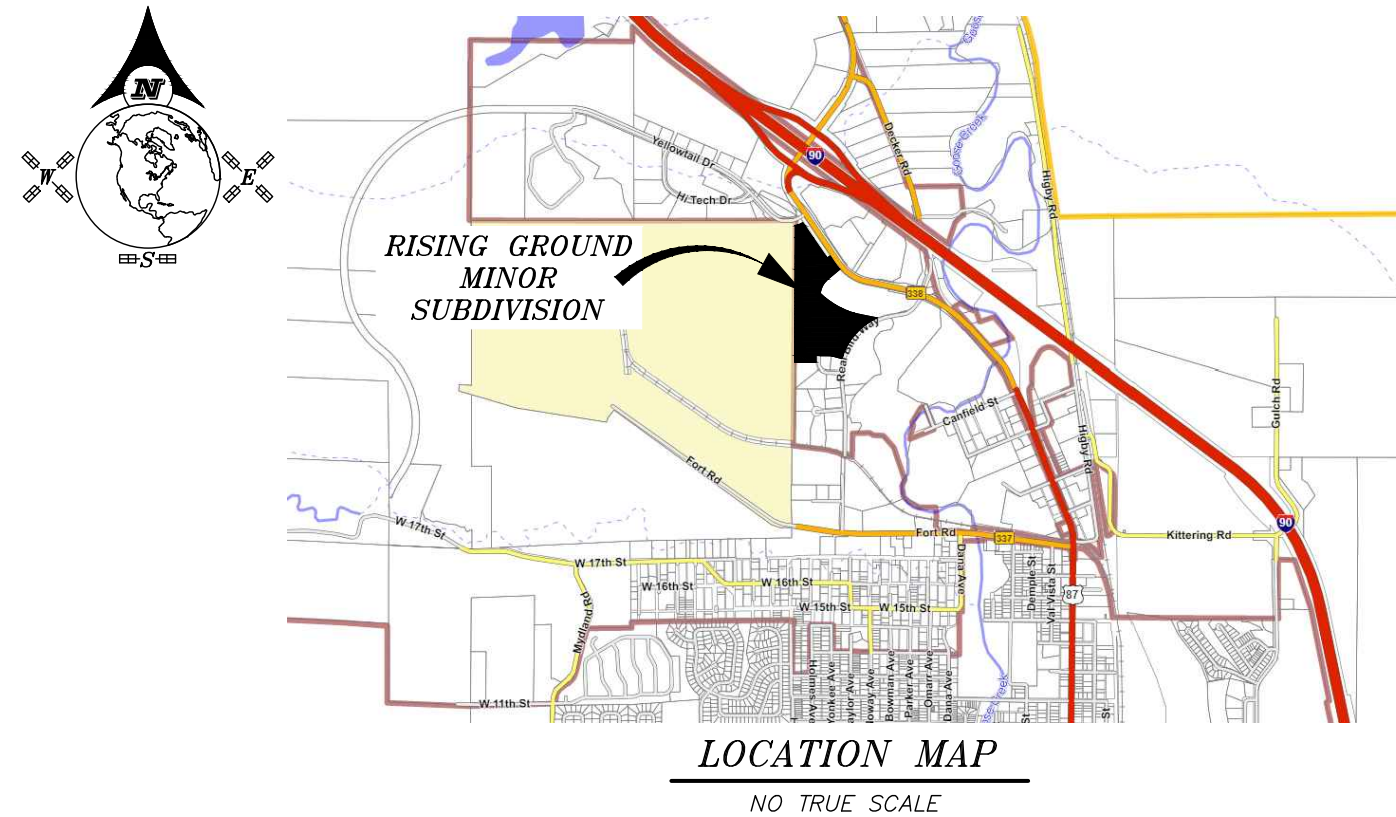
SURVEYOR'S CERTIFICATE

STATE OF WYOMING
COUNTY OF SHERIDAN : ss

I, THOMAS D. TUCKER 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 **RIISING GROUND MINOR SUBDIVISION** 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 DIRECT SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL EASEMENTS, AND TRACTS OF SAID SUBDIVISION IN COMPLIANCE WITH THE CITY OF SHERIDAN REGULATIONS GOVERNING THE SUBDIVISION OF LAND.



"PLAT IS VALID ONLY IF PRINT HAS ORIGINAL SIGNATURE OF SURVEYOR SIGNED AND DATED"



NOTES:

- 1) THE MONUMENT AT THE SOUTHWEST CORNER OF TRACT 1, THE HEADQUARTERS, TO THE CITY OF SHERIDAN, RECORDED IN DRAWER "H", PLAT NUMBER "68", WAS ADJUSTED BY PLS 5300 AND IS NO LONGER WEST OF THE WEST LINE OF SECTION 15. SAID MONUMENT AS SHOWN ON THE HEADQUARTERS PLAT AND WRENCH RANCH HILLS ~ PHASE 1 TO THE CITY OF SHERIDAN, RECORDED IN DRAWER "W", PLAT NUMBER "64" WAS NEVER INTENDED TO ENCUMBER THE PROPERTY TO THE WEST OF SAID SECTION LINE.
- 2) THE RECORD (R) ACREAGE OF TRACT 1, THE HEADQUARTERS IS 33.56 ACRES. DUE TO THE CORRECTION OF THE SOUTHWEST CORNER OF SAID TRACT 1, THE HEADQUARTERS ALSO BEING THE NORTHWEST CORNER OF LOT 10, BLOCK 2, WRENCH RANCH HILLS ~ PHASE 1, AND EXISTING MONUMENTATION THE MEASURED (M) ACREAGE OF TRACT 1, THE HEADQUARTERS IS ±33.51 ACRES.
- 3) EXISTING UTILITIES PLACED IN PREVIOUS RECORDED EASEMENTS HAVE SENIOR RIGHTS AND ARE PROTECTED BY EASEMENTS SHOWN ON THIS PLAT.

CITY OF SHERIDAN CERTIFICATES OF APPROVAL

REVIEWED BY THE CITY OF SHERIDAN PLANNING COMMISSION THIS _____ DAY OF _____, _____.

ATTEST: VICE-CHAIRMAN

CHAIRMAN

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 _____, _____ BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

DIRECTOR OF PUBLIC WORKS

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING, THIS _____ DAY OF _____, _____.

ATTEST: CITY CLERK

MAYOR

CERTIFICATE OF RECORDER

STATE OF WYOMING
COUNTY OF SHERIDAN : ss

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____ O'CLOCK ____M., THIS _____, DAY OF _____, 20____, AND IS RECORDED IN PLAT BOOK _____, PAGE _____

COUNTY CLERK

STAMP RECEIVING NUMBER

FINAL PLAT
RIISING GROUND MINOR SUBDIVISION

RE-SUBDIVISION OF TRACT 1, THE HEADQUARTERS,
TO THE CITY OF SHERIDAN, WYOMING

RESTFELDT
SURVEYING
2340 WETLANDS DR., SUITE 100
SHERIDAN, WY 82801
307-672-7415

CLIENT: SHERIDAN HILLS, LLC
ATTN: DOUG CARLTON
P.O. BOX 708
BIG HORN, WY 82833

JN: 2022-062 S.t.8
DN: 2022-062-RG
TAB: SUBD
PF: 12022-062
DRAWN BY: TD
CHECKED BY: CT
JUNE 29, 2023

**CITY OF SHERIDAN
RESOLUTION 38-23**

A RESOLUTION approving PL-23-27, the minor plat of the Rising Ground Minor Subdivision, dividing 33.51 acres from 1 tract to 2 tracts. Zoned GD Gateway District. Located at 3200 N Main St.

WHEREAS, the minor plat of the Rising Ground Minor 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 Rising Ground Minor Subdivision, 33.51 acres from 1 tract to 2 tracts on the property located at 3200 N Main St.

In approving the Rising Ground Minor 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 17th of July 2023.

Richard Bridger, Mayor

ATTEST:

Cecilia Good, City Clerk