



**AGENDA
CITY OF SHERIDAN
SEPTEMBER 23, 2024
STUDY SESSION COUNCIL MEETING START 5:30 P.M.**

PLEASE BE ADVISED THAT THE CITY HALL ELEVATOR WILL BE INACCESSIBLE UNTIL OCTOBER 7, 2024. PLEASE CONTACT THE CLERK'S OFFICE AT (307) 675-4211 TO MAKE ALTERNATIVE ARRANGEMENTS. TO LIVE STREAM THE MEETING, VISIT WWW.SHERIDANWY.GOV

1. Discussion of Bid Award to Sheridan Motors, Inc. for Three (3) Dodge Durango Police Pursuit AWD Vehicles in the Amount of \$131,889.00 - Fleet Manager Heather Czaplinski
2. Discussion of Bid Award to CMI-Teco for the Purchase of One (1) Tandem Axle Dump Truck in the Amount of \$180,703.00 - Fleet Manager Heather Czaplinski
3. Discussion of a Bid Award to Dan Hart Patrol Service, LLC in the amount of \$5,038,739.52 for the Existing Landfill Excavation Project - Utilities Director Dan Roberts
4. Discussion of PL-24-27, Resolution 35-24, Final Plat of Poll Motor II Minor Subdivision - City Planner Kelly Schroeder
5. Discussion of Ordinance 2287, Adopting M-1 Mixed Use Employment District and M-2 Industrial District - City Planner Kelly Schroeder
6. Discussion of Ordinance 2288, Adopting Downtown Development District Overlay and Downtown Historic District Overlay - City Planner Kelly Schroeder
7. Discussion of New Restaurant Liquor License for Los Tacos, LLC located at 401 Coffeen Avenue - Interim City Clerk Candace Ainslie
8. General Discussion and Potential Future Agenda Items - Fire Chief Gary Harnish
A. Council Request for Future Agenda Items.



CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801

Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

RE: Discussion of Bid Award to Sheridan Motors, Inc. for Three (3) Dodge Durango Police Pursuit AWD Vehicles in the Amount of \$131,889.00 - Fleet Manager Heather Czaplinski

From: Heather Czaplinski, PW Administrative Coordinator

To: City Council

CC:

Date: 08/27/2024

Recommendation:

Staff recommends that the Mayor and City Council approve the purchase of three (3) Dodge Durango Police Pursuit AWD vehicles from Sheridan Motor, Inc. in the amount of \$131,889.00.

Background:

A Request for Bids was advertised on August 27 and September 3, with a bid opening September 11. The City of Sheridan received 2 bids:

- Sheridan Motor Inc., Sheridan, WY \$131,889.00
- John Jones Police Pursuit Vehicles, Salem, IN \$140,972.50

Discussion:

Before going out for Request for Bids, the Fleet Manager sent the specifications to the Chief of Police, Travis Koltiska, to review, edit, and confirm the specifications.

One Durango will be an addition to the fleet which will put the PD fleet at the correct number of vehicles for staffing and two will replace the vehicles below, which will be surplus:

- PD115 - 2014 Dodge Charger, 95,637 miles, with electrical issues
- PD125, 2014 Dodge Charger, 85,174 miles, needs a new transmission

The timeline to receive the new vehicles is estimated at 3–4 months, at which time the vehicles will be outfitted, at an estimated cost of:

- Dana Safety Supply, Inc. \$57,677.40 (for all 3 vehicles for upfit)
- Motorola Solutions \$20,865.60 (for all 3 vehicles for Watchguard camera systems)
- ComTech \$8,013.02 (for 2 vehicles for radios, 1 transferring from PD115)
- Stalker Radar \$2,442.50 (for 1 vehicle for radar unit, the other 2 transferring from PD115 and PD125)

Funding:

The purchase of the Dodge Durangos are being funded with unspent ARPA funds and FY24 rollover.



CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801

Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

RE: Discussion of Bid Award to CMI-Teco for the Purchase of One (1) Tandem Axle Dump Truck in the Amount of \$180,703.00 - Fleet Manager Heather Czaplinski

From: Heather Czaplinski, PW Administrative Coordinator

To: City Council

CC:

Date: 09/10/2024

Recommendation:

Staff recommends that the Mayor and City Council approve the purchase of one (1) Tandem Axle Dump Truck from CMI-Teco in the amount of \$180,703.00 for the Utility Maintenance Division.

Background:

The fleet replacement plan within the Utilities Department identifies the schedule and projected cost for replacing each fleet asset on a prescribed basis. Some of the main criteria which establish an asset's schedule for replacement are utilization, (mechanical hours of use) mileage, age, and maintenance cost. The plan's main goal is to provide City operations with a dependable fleet at the lowest "cost to own" for the City.

The purchase of a tandem axle dump truck was approved in the FY25 budget for the Utility Maintenance Division. Following the Replacement Plan, this new tandem axle dump truck will replace a 2003 Sterling Dump Truck with 41,538 miles and this vehicle will be surplus.

Discussion:

Before going out for Request for Bids, the Fleet Manager went over previously used specifications with the division supervisor, superintendent, shop supervisor, and mechanics to review, edit, and confirm the specifications needed for operations.

The Fleet Manager solicited bids utilizing the Sourcewell Cooperative Purchasing process. Bid pricing was solicited and received from Sourcewell vendors in compliance with Wyoming State Statutes for competitive bidding. Through the process, the City received four (4) bids:

- | | |
|------------------------|---------------------------------|
| ● CMI-Teco | \$180,703.00 (Mack & Colt) |
| ● Peterbilt of Wyoming | \$227,909.00 (Peterbilt & Kois) |
| ● Peterbilt of Wyoming | \$232,614.00 (Peterbilt & Colt) |
| ● Peterbilt of Wyoming | \$234,849.00 (Peterbilt & Atec) |

The fleet manager met with the respective division superintendent to review the bids. The staff follows the same process each time there is a bid opening, or when reviewing Sourcewell bids. The bids were evaluated based on whether the equipment met the minimum bid specifications and on price. In this case, the lowest bid met minimum specifications.

Funding:

The Water Distribution Capital Outlay-Equipment/Machinery/Vehicles Budget for FY25 of \$250,000.00, account 50812-7600-0196D will cover the entirety of the purchase of \$180,703.00.



CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801

Ph (307) 674-6483 Fax (307) 674-2195

Utilities

MEMORANDUM

RE: Discussion of a Bid Award to Dan Hart Patrol Service, LLC in the amount of \$5,038,739.52 for the Existing Landfill Excavation Project - Utilities Director Dan Roberts

From: Dan Roberts, Utilities Director

To: City Council

CC: City Administrator Stuart McRae

Date: 09/18/2024

Recommendation:

Staff recommends that the Mayor and City Council award the City of Sheridan Solid Waste Disposal Facility Existing Landfill Waste Excavation Project to Dan Hart Patrol Service, LLC in the amount of \$5,038,739.52.

Background:

In 2015 the City of Sheridan entered into the State of Wyoming's Landfill Remediation Program (Program). The Program is a partnership between the State of Wyoming and Landfill Operators to assess the impacts "unlined" landfill cells are having on groundwater which is migrating off landfill sites at contamination levels that are above Wyoming's groundwater protection standards. Once the impacts are assessed and confirmed, measures to eliminate these groundwater impacts are to be identified, evaluated, and ultimately the best remedy designed and constructed.

The Landfill Remediation Program provides 75% of the funding to accomplish all this, and requires the Landfill Operator, which in our case is the City, to be responsible for the remaining 25% of the project costs.

The City has three (3) landfill cells/sites which were confirmed to be causing impacts to groundwater and are in need of remediation. The solution, or remedy, for each has them divided into two distinct projects. The first project is to remediate two unlined cells within the existing landfill. One is located along the north side, and directly adjacent to the Administration and Shop Facility; and the second site is along the northeastern boundary of the existing landfill (referred to as historical Cells T1-T6). The best (most economical and highest degree of success) solution to correct their groundwater impacts is to dig the waste up and place it back within a lined cell. The receiving cell for this solution happens to be the newly constructed Phase I of Cell 10. Please see the attached map for their locations.

The second remediation project is at the old landfill, south of the Dog and Cat Shelter. The best solution to remediate this site is to construct dewatering wells and pump the discharge water to an evaporation pond. By pulling any groundwater out of the waste, we will effectively eliminate, or dramatically reduce to below acceptable levels, the impacts of landfill waste on the surrounding groundwater.

The first project mentioned above was just recently bid and is being presented to the City Council for consideration of the bid award.

Discussion:

<u>VENDOR</u>	<u>BID PRICE</u>
Dan Hart Patrol Service, LLC	\$5,038,739.52
Western Municipal Construction	\$9,085,187.75
Earthwork Solutions	\$9,509,817.50
Mountain View Building	\$12,187,559.00

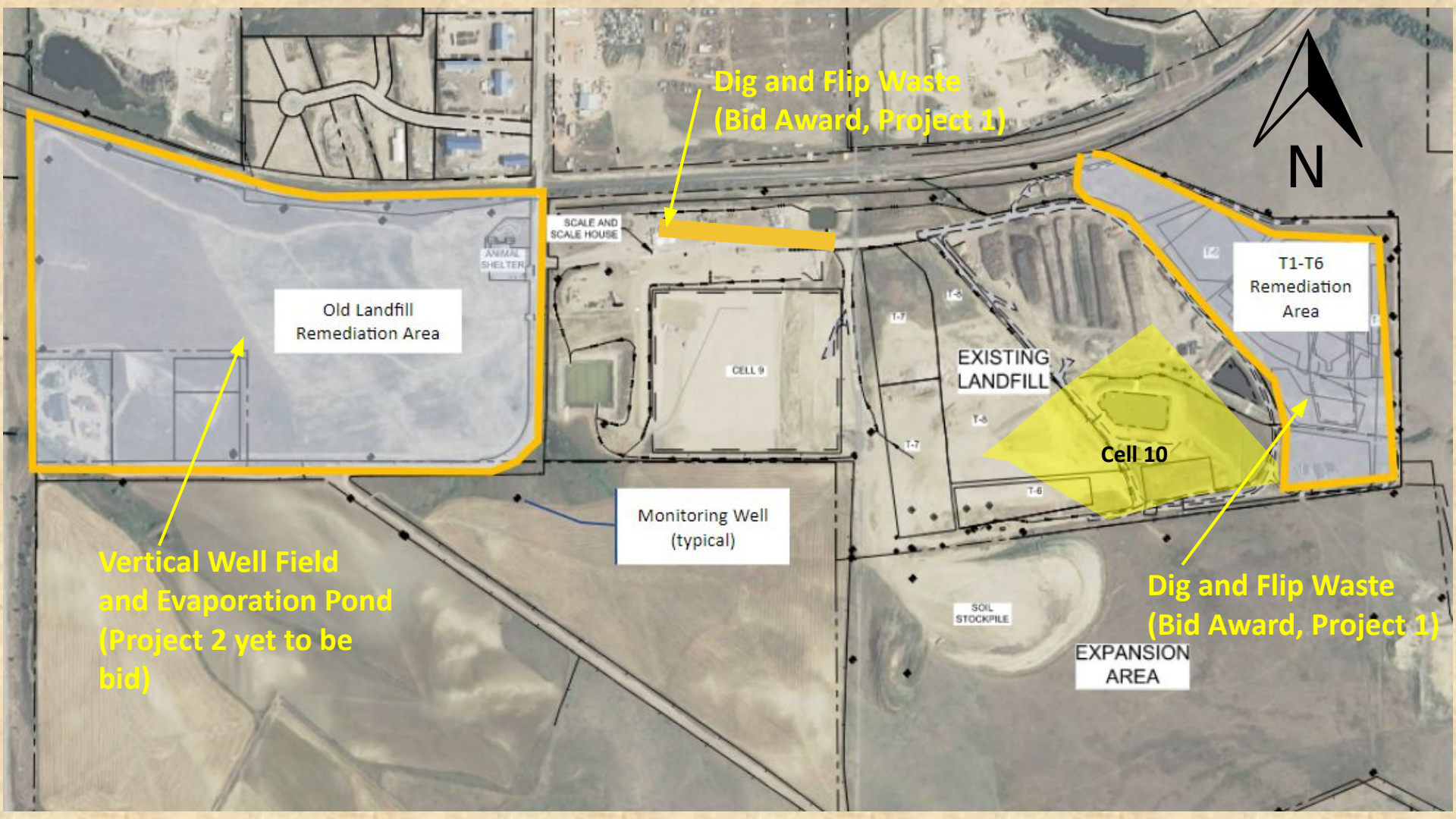
Dan Hart Patrol Service, LLC is a responsive, responsible bidder with a bid that's well within our Engineer's estimate of \$8,930,000 (Meets qualifications, etc.). As such, Dan Hart Patrol Service, LLC lowest bid is recommended for a bid award by the City Council.

Funding:

This project is being funded under the State of Wyoming's Landfill Remediation Program which is being administered by the Wyoming Department of Environmental Quality (WDEQ) Solid and Hazardous Waste Division. By Agreement with the City, WDEQ will pay 75% of the costs of the project and the City will pay 25% of the costs. The City's Solid Waste Enterprise obtained a CWSRF Loan to pay for its \$1,259,684.88 share, which happens to be a cost that's over 50% less than what we anticipated in our loan estimates.

Attachments

Existing Landfill Remediation Sites Map



Dig and Flip Waste
(Bid Award, Project 1)



Old Landfill
Remediation Area

ANIMAL
SHELTER

SCALE AND
SCALE HOUSE

CELL 9

EXISTING
LANDFILL

T1-T6
Remediation
Area

Cell 10

Monitoring Well
(typical)

SOIL
STOCKPILE

EXPANSION
AREA

Vertical Well Field
and Evaporation Pond
(Project 2 yet to be
bid)

Dig and Flip Waste
(Bid Award, Project 1)



CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Planning

MEMORANDUM

RE: Discussion of PL-24-27, Resolution 35-24, Final Plat of Poll Motor II Minor Subdivision - City Planner Kelly Schroeder

From: Kelly Schroeder, Planning Director

To: City Council

CC:

Date: 09/10/2024

Recommendation:

Staff recommends that Planning Commission find that the application PL-24-27 Poll Motor II Minor subdivision is in accordance with the City of Sheridan Municipal Code Appendix B, Section 202A governing subdivision review criteria, and that the Commission recommend approval of the subdivision to City Council.

Background:

MC2 Engineering, on behalf of Lynette Neighbors Living Trust, has submitted an application for Poll Motor II Minor Subdivision, located at 1858 Coffeen Avenue (PIN 56843530005501). The subject property is currently platted as Parcel 1, Poll Motor Subdivision and is zoned M-1. The applicant seeks to divide 2.52 acres into two commercial use lots (zoned M-1) with the following proposed lot sizes:

- Lot 1: 1.53 acres
- Lot 2: 0.98 acres

The subject property is located on Coffeen Avenue, just north of Riverside Street. Adjacent and surrounding properties are all zoned M-1 with various commercial uses.

The proposed subdivision includes a 30-foot wide access and utility easement along the northern property line of proposed Lot 2 which will provide legal access to proposed Lot 1.

Discussion:

The Future Land Use Map identifies this area as appropriate for commercial use. The proposed subdivision aids in achieving this vision by inviting infill development opportunities along Sheridan's primary commercial corridor where access and utilities are already available. Current commercial uses in the area also support this proposal in creating concentrated commercial nodes within the community.

Staff review comments of the subdivision application pertained to minor plat revisions. All staff comments have been adequately addressed at this time. Staff sent out 18 nearest neighbor notifications to property owners within 300 feet as part of this application. In addition, notifications were advertised in the press. No comments have been received to date regarding this application.

The City of Sheridan Municipal Code Appendix B, Section 202A Review of City Subdivision Conditions lists the following criteria for subdivisions of land located within the City. City staff comments regarding the proposed subdivision in relation to these requirements are in italics.

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.

This property falls completely within the city limits, so this condition does not apply.

B. 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.

C. 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.

D. 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 Coffeen Avenue and will be available to both lots.

Attachments

Preliminary Plat

Final Plat

Aerial

Draft Resolution



KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED ???, BEING THE OWNER(S), PROPRIETOR(S) MORTGAGEE (SECURITY STATE BANK) OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY:

COMMENCING AT THE NORTHWEST (NW) CORNER OF SECTION 2, T55N-R84W; THENCE N 82°57'05" E, 2070.80 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 1 AND THE POINT OF BEGINNING OF SUBJECT PARCEL; THENCE N 89°50'11" E, 268.60 FEET ALONG THE NORTH LINE OF SAID PARCEL 1; THENCE S 00°00'12" W, 100.06 FEET ALONG THE EAST LINE OF SAID PARCEL 1; THENCE N 89°45'51" E, 149.96 FEET ALONG THE NORTH LINE OF SAID PARCEL 1; THENCE N 89°49'29" E, 134.60 FEET ALONG THE NORTH LINE OF SAID PARCEL 1 TO THE WEST RIGHT-OF-WAY LINE OF COFFEEN AVENUE; THENCE S 00°19'17" E, 150.09 FEET FOLLOWING SAID RIGHT-OF-WAY LINE TO THE SOUTHEAST CORNER OF SAID PARCEL 1; THENCE S 89°52'11" W, 286.94 FEET ALONG THE SOUTH LINE OF SAID PARCEL 1; THENCE S 89°53'21" W, 265.76 FEET ALONG THE SOUTH LINE OF SAID PARCEL 1 TO THE SOUTHWEST CORNER OF SAID PARCEL 1; THENCE N 00°14'22" W, 116.48 FEET ALONG THE WEST LINE OF SAID PARCEL 1; THENCE N 00°20'46" W, 133.22 FEET ALONG THE WEST LINE OF SAID PARCEL 1 TO THE NORTHWEST CORNER OF SAID PARCEL 1 AND THE POINT OF BEGINNING OF SUBJECT PARCEL, CONTAINING AN AREA OF ±2.52 ACRES.

THAT THE UNDERSIGNED OWNER(S) OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES (DO) HEREBY DEDICATE TO THE CITY OF SHERIDAN AND ITS LICENCEES FOR PUBLIC USE AND 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.

NEIGHBORS, LYNETTE & T C TRUSTEES

NOTARY PUBLIC

[illegible]

NOTARY PUBLIC

(SECURITY STATE BANK)

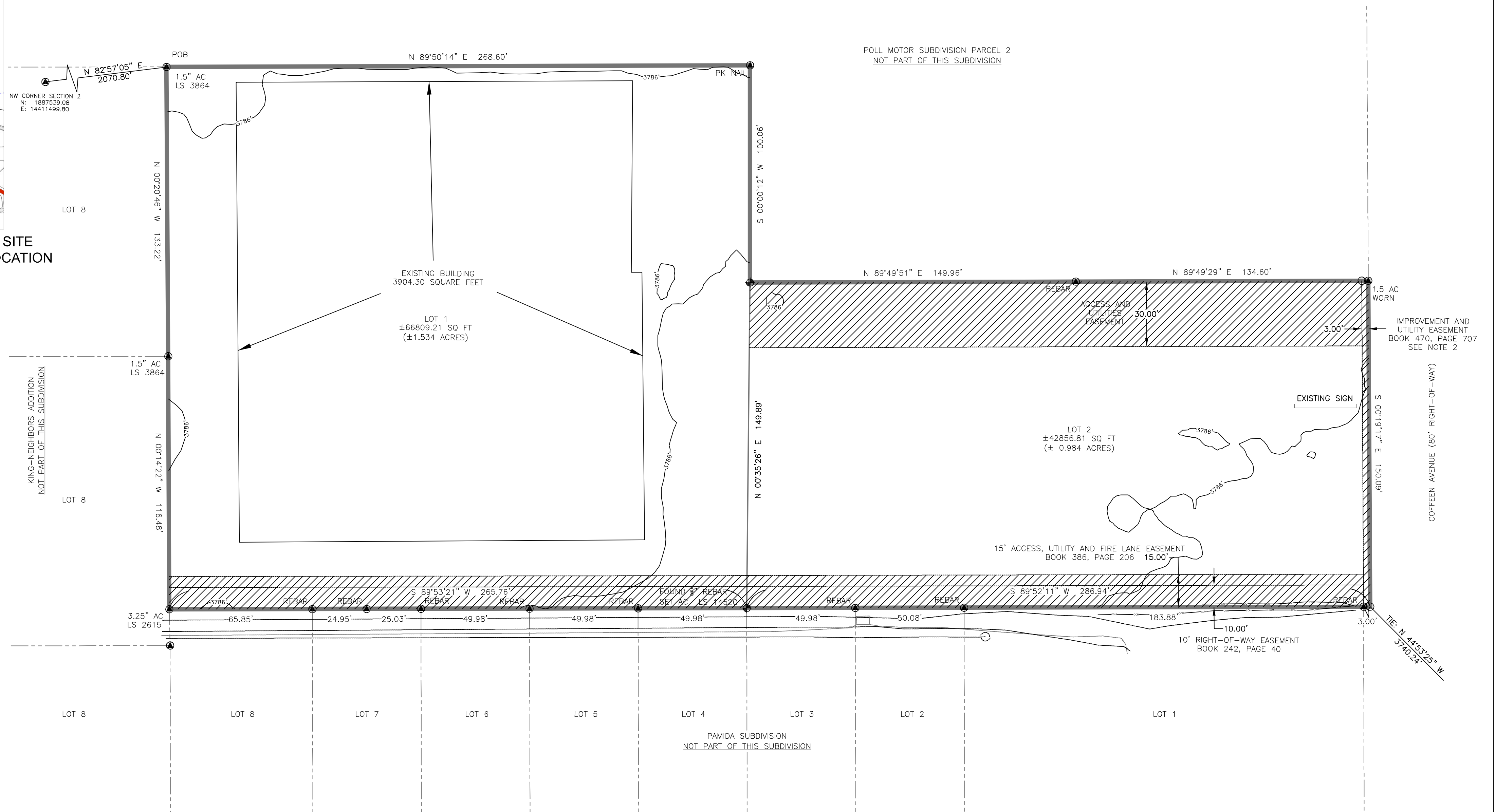
STATE OF WYOMING)
COUNTY OF SHERIDAN):ss

AND IS DULY RECORDED IN PLAT BOOK _____ ON PAGE _____.

COUNTY CLERK

STAMP RECEIVING
NUMBER

BEING A RE-SUBDIVISION OF PARCEL 1, POLL MOTOR SUBDIVISION
TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING
LOCATED IN THE SE $\frac{1}{4}$ SW $\frac{1}{4}$, SECTION 35, T56N, R84W,
6TH P.M., SHERIDAN COUNTY, WYOMING
TOTAL AREA = $\pm$ 2.52 ACRES



THIS PLAT IS THE RE-SUBDIVISION OF A PORTION OF PARCEL 1, POLL MOTOR MINOR SUBDIVISION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY WYOMING, AS RECORDED IN BOOK 572, PAGE 565 IN THE OFFICE OF THE SHERIDAN COUNTY CLERK, ALL EARLIER PLATS OR PORTIONS THEREOF ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED. SUBJECT TO ALL OTHER LEASES, EASEMENTS, RESTRICTIONS, RESERVATIONS, COVENANTS AND ENCUMBRANCES OF RECORD

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING THIS _____ DAY OF _____ 2024.

MAYOR

ATTEST: CITY CLERK

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 _____, 2024, BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

DIRECTOR OF PUBLIC WORKS

REVIEWED BY THE CITY OF SHERIDAN, WYOMING PLANNING COMMISSION THIS _____ DAY OF _____, 2024

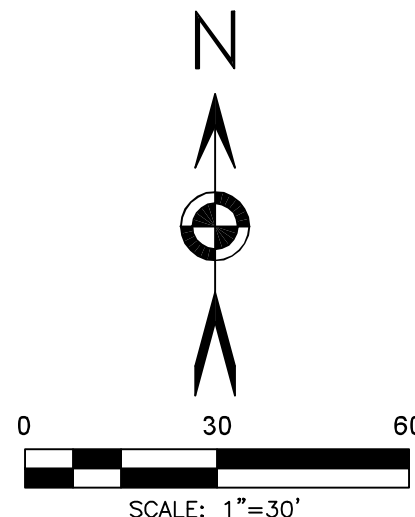
ATTEST: VICE CHAIRMAN

CHAIRMAN

2. THE DEEDS INDICATE A RIGHT-OF-WAY WIDTH OF THIRTY THREE FEET (33') FROM THE ORIGINAL CENTER LINE OF COFFEEN AVENUE, (AKA: US HIGHWAY 87) COUNTY ROAD PLANS, AND RIGHT-OF-WAY MONUMENTS ESTABLISH THE RIGHT OF WAY WIDTH AT THIRTY FEET FROM SAID CENTERLINE ALONG THE WEST LINE OF COFFEEN AVENUE

I, CLAYTON ROSENBLUND, 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 POLL MOTOR II 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 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.

- ## LEGEND
- | | |
|---|---------------------------|
|  | FOUND MONUMENT AS NOTED |
|  | ALUMINUM CAP PER LS 14250 |
|  | CALCULATED CORNER |
| AC | ALUMINUM CAP |
|  | BOUNDARY LINE |
|  | INTERIOR LOT LINE |
|  | ADJOINING LOT LINE |
|  | EASEMENT |



US STATE PLANE, NAD 83
WYOMING EAST CENTRAL ZONE
DISTANCES ARE GROUND
(US SURVEY FEET)
PAF:1.000235

PREPARED FOR: NEIGHBORS, LYNETTE & T C TRUSTEES
SHERIDAN, WYOMING

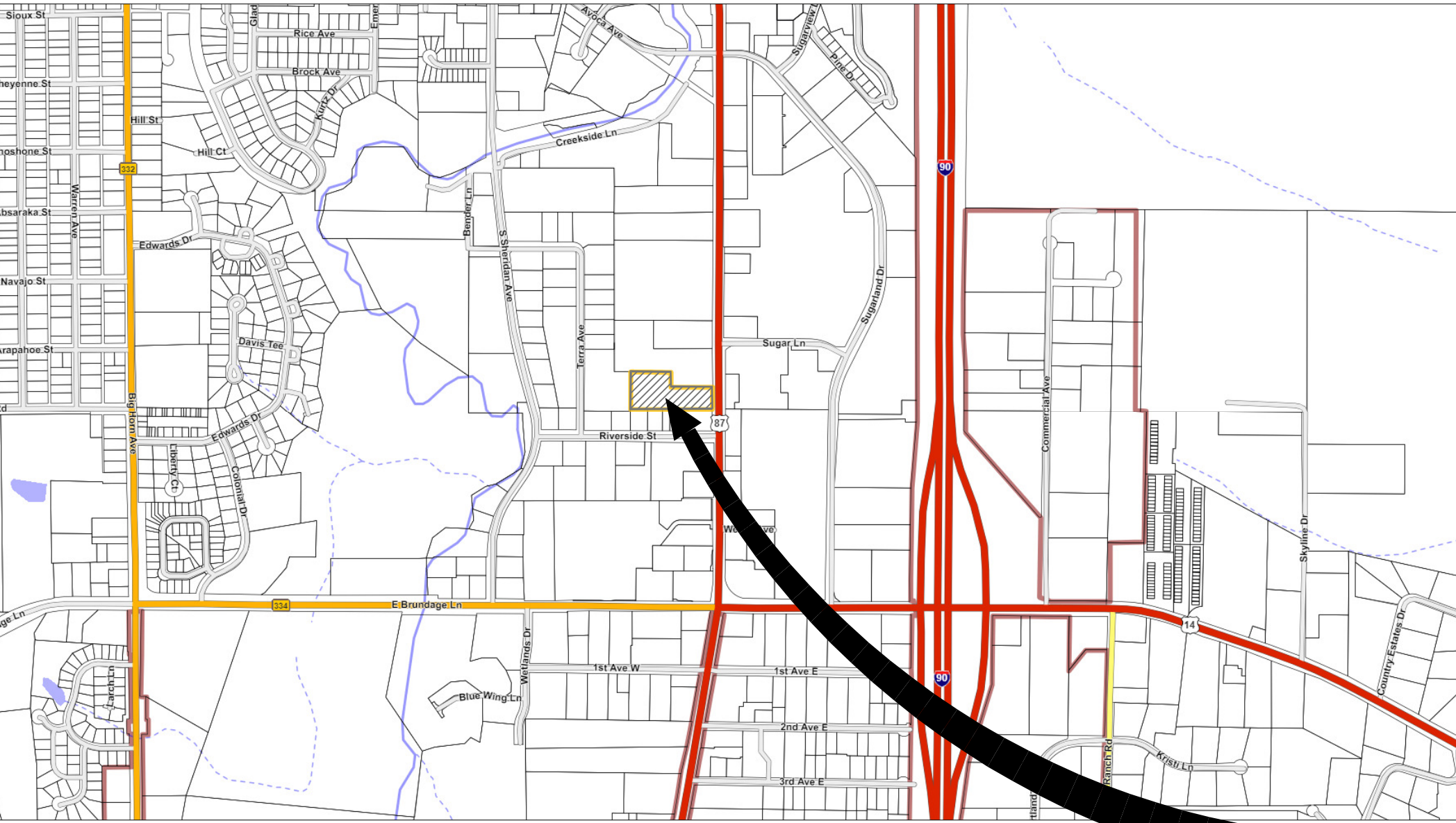


Cannon Consulting LLC
Making every shot count

201 E 5TH ST
SHERIDAN, WYOMING 82801

Prepared by Cannon Consulting LLC / (307) 752-0109

DATE PREPARED: 05/22/24



LOCATION MAP
(NO TRUE SCALE)

SITE
LOCATION

DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED NEIGHBORS, LYNETTE & T C TRUSTEES , BEING THE OWNER(S), PROPRIETOR(S) MORTGAGEE (SECURITY STATE BANK) OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY:

POLL MOTOR II SUBDIVISION BEING A RE-SUBDIVISION OF PARCEL 1, POLL MOTOR SUBDIVISION OF THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING AS RECORDED IN THE RECORDS OF SHERIDAN COUNTY CLERK IN BOOK 572, PAGE 565; SUBJECT PARCEL LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER (SE1/4SW1/4), SECTION 35, T56N, R84W, 6TH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING AND BEING MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE SOUTHWEST (SW) CORNER OF SAID SECTION 35, T56N-R84W; THENCE N 82°57'05" E, 2070.80 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 1 AND THE POINT OF BEGINNING OF SUBJECT PARCEL; ; THENCE N 89°50'14" E, 268.60 FEET ALONG THE NORTH LINE OF SAID PARCEL 1; THENCE S 00°00'12" W, 100.06 FEET ALONG THE EAST LINE OF SAID PARCEL 1; THENCE N 89°49'51" E, 149.96 FEET ALONG THE NORTH LINE OF SAID PARCEL 1; THENCE N 89°49'29" E, 134.60 FEET ALONG THE NORTH LINE OF SAID PARCEL 1 TO THE WEST RIGHT-OF-WAY LINE OF COFFEEN AVENUE; THENCE S 00°19'17" E, 150.09 FEET FOLLOWING SAID RIGHT-OF-WAY LINE TO THE SOUTHEAST CORNER OF SAID PARCEL 1; THENCE S 89°52'11" W, 286.94 FEET ALONG THE SOUTH LINE OF SAID PARCEL 1; THENCE S 89°53'21" W, 265.76 FEET ALONG THE SOUTH LINE OF SAID PARCEL 1 TO THE SOUTHWEST CORNER OF SAID PARCEL 1; THENCE N 00°14'22" W, 116.48 FEET ALONG THE WEST LINE OF SAID PARCEL 1; THENCE N 00°20'46" W, 133.22 FEET ALONG THE WEST LINE OF SAID PARCEL 1 TO THE NORTHWEST CORNER OF SAID PARCEL 1 AND THE POINT OF BEGINNING OF SUBJECT PARCEL, CONTAINING AN AREA OF ±2.52 ACRES.

SUBJECT TO ALL LEASES, EASEMENTS, RESTRICTIONS, RESERVATIONS, COVENANTS AND ENCUMBRANCES OF RECORD, 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, EASEMENTS, AND

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.

THAT THE UNDERSIGNED OWNER(S) OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES (DO) HEREBY DEDICATE TO THE CITY OF SHERIDAN AND ITS LICENCEES FOR PUBLIC USE AND 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.

EXECUTED THIS _____ DAY OF _____, 2024.

NEIGHBORS, LYNETTE & T C TRUSTEES

STATE OF WYOMING)
COUNTY OF SHERIDAN)SS
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME
BY _____ FOR _____ THIS
DAY OF _____, 2024. WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

THE UNDERSIGNED SECURITY STATE BANK, 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, FILED AS
DOCUMENT # 2023-786446, 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.

STATE OF WYOMING)
COUNTY OF SHERIDAN)SS
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME
BY _____ FOR _____ THIS
DAY OF _____, 2024. WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

(SECURITY STATE BANK)

CERTIFICATE OF RECORDER

STATE OF WYOMING)
COUNTY OF SHERIDAN)
I HERBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____ O'CLOCK THIS
_____ DAY OF _____, 2024
AND IS DULY RECORDED IN PLAT BOOK _____ ON PAGE _____.

COUNTY CLERK

STAMP RECEIVING
NUMBER

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RE-SUBDIVISION OF A PORTION OF PARCEL 1, POLL MOTOR MINOR SUBDIVISION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY WYOMING, AS RECORDED IN BOOK 572, PAGE 565 IN THE OFFICE OF THE SHERIDAN COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS THEREOF ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED. SUBJECT TO ALL OTHER LEASES, EASEMENTS, RESTRICTIONS, RESERVATIONS, COVENANTS AND ENCUMBRANCES OF RECORD

CERTIFICATE OF CITY COUNCIL APPROVAL

APPROVED BY THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING THIS _____ DAY OF _____, 2024.

MAYOR

ATTEST: CITY CLERK

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 _____, 2024, BY THE DIRECTOR OF PUBLIC WORKS OF SHERIDAN, WYOMING.

DIRECTOR OF PUBLIC WORKS

CERTIFICATE OF APPROVAL CITY PLANNING COMMISSION

REVIEWED BY THE CITY OF SHERIDAN, WYOMING PLANNING COMMISSION THIS _____ DAY OF _____, 2024.

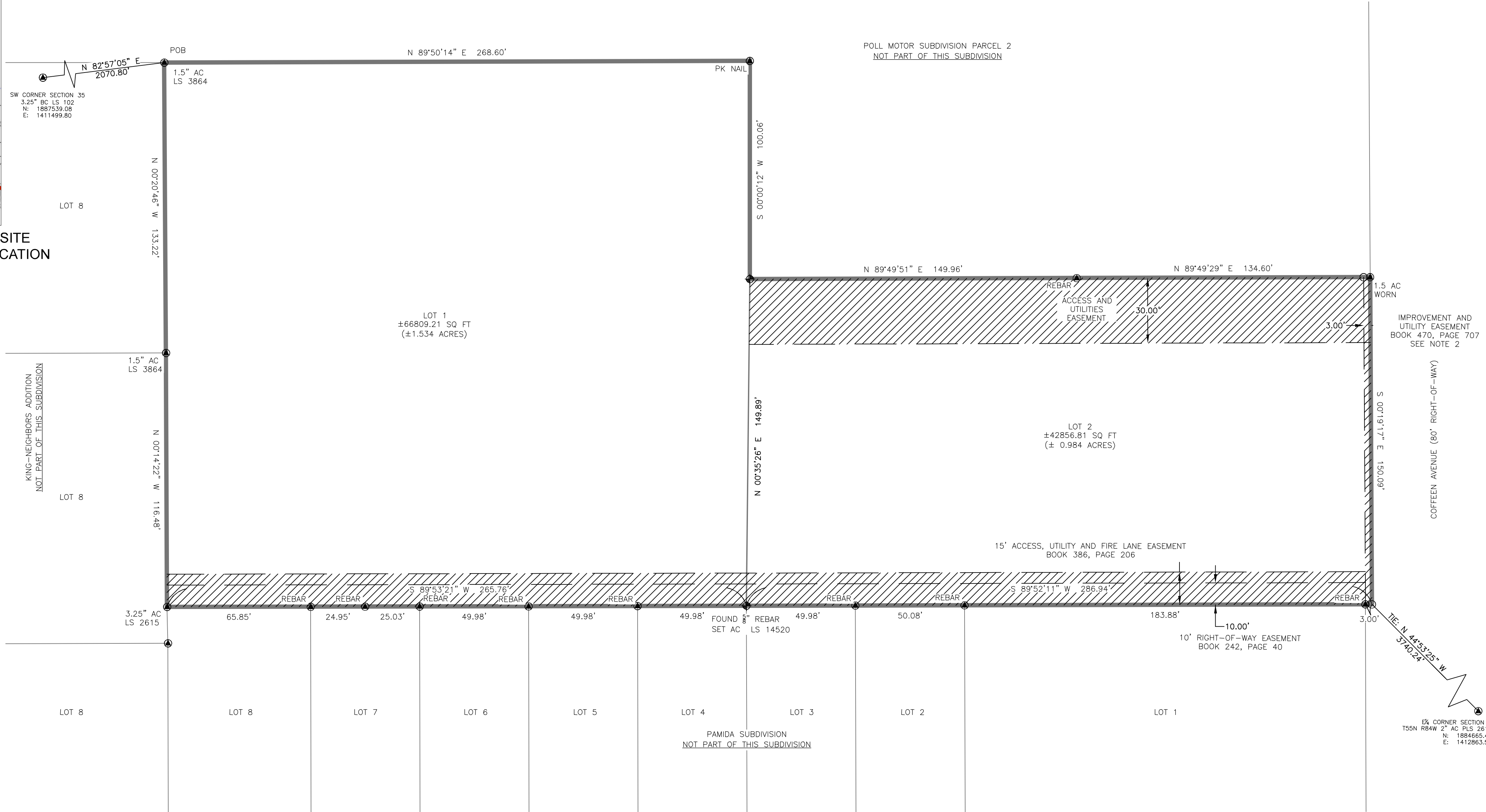
ATTEST: VICE CHAIRMAN

CHAIRMAN

FINAL PLAT OF

POLL MOTOR II MINOR SUBDIVISION

BEING A RE-SUBDIVISION OF PARCEL 1, POLL MOTOR SUBDIVISION
TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING
LOCATED IN THE SE1/4SW1/4, SECTION 35, T56N, R84W,
6TH P.M., SHERIDAN COUNTY, WYOMING
TOTAL AREA = ±2.52 ACRES



LEGEND

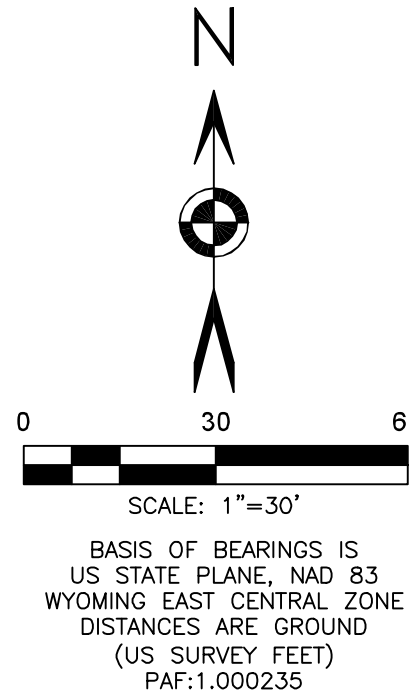
- FOUND MONUMENT AS NOTED
- ALUMINUM CAP PER LS 14250
- CALCULATED CORNER
- ALUMINUM CAP
- BOUNDARY LINE
- INTERIOR LOT LINE
- ADJOINING LOT LINE
- EASEMENT

NOTES

- ALL LOTS ARE IN M-1 ZONE
- THE DEEDS INDICATE A RIGHT-OF-WAY WIDTH OF THIRTY THREE FEET (33') FROM THE ORIGINAL CENTER LINE OF COFFEEN AVENUE. (AKA: US HIGHWAY 87) COUNTY ROAD PLANS, AND RIGHT-OF-WAY MONUMENTS ESTABLISH THE RIGHT OF WAY WIDTH AT THIRTY FEET FROM SAID CENTERLINE ALONG THE WEST LINE OF COFFEEN AVENUE

CERTIFICATE OF SURVEYOR

I, CLAYTON ROSENBLUND, 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 POLL MOTOR II 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 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.



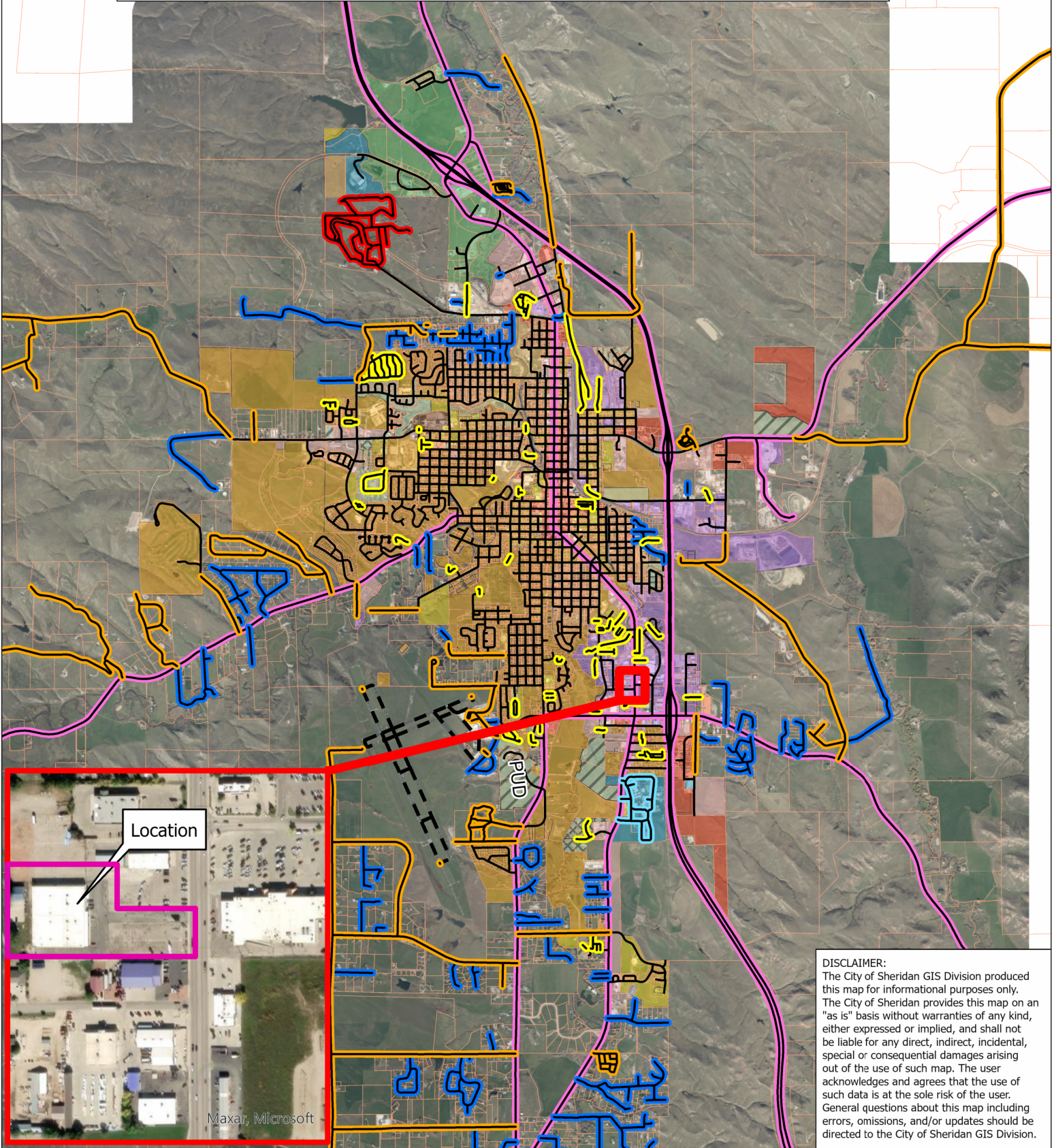
201 E 5TH ST
SHERIDAN, WYOMING 82801

Prepared by Cannon Consulting LLC / (307) 752-0109

PREPARED FOR: NEIGHBORS, LYNETTE & T C TRUSTEES
SHERIDAN, WYOMING

DATE PREPARED: 05/22/24

Poll Motor II Minor Subdivision



**CITY OF SHERIDAN
RESOLUTION 35-24**

A RESOLUTION approving PL-24-27, the final plat of Poll Motor II Minor Subdivision, a re-subdivision of Parcel 1, Poll Motor Subdivision, dividing 2.52 acres into 2 lots. Zoned M-1, located at 1858 Coffeen Avenue. (PIN 56843530005501).

WHEREAS, the final plat of Poll Motor II 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 of Sheridan Governing Body:

That the final plat of Poll Motor II Minor Subdivision, a re-subdivision of Parcel 1, Poll Motor, dividing 2.52 acres into 2 lots. The property is zoned M-1, located at 1858 Coffeen Avenue.

In approving Poll Motor II Minor Subdivision, the City of Sheridan Governing Body 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 7th day of October, 2024.

Richard Bridger, Mayor

ATTEST:

Candace Ainslie, Deputy City Clerk



CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801

Ph (307) 674-6483 Fax (307) 674-2195

Planning

MEMORANDUM

RE: Discussion of Ordinance 2287, Adopting M-1 Mixed Use Employment District and M-2 Industrial District
- City Planner Kelly Schroeder

From: Kelly Schroeder, Planning Director

To: City Council

CC:

Date: 09/13/2024

Background:

In June of 2023, the Sheridan City Council created the M1/M2 Committee with the purpose of evaluating and recommending to the City Governing Body the following:

- 1) Identify uses for an M2-Industrial Zone
- 2) Identify nuisance and nonconforming use issues
- 3) Identify the process necessary for proper public and business outreach, professional assistance, and plan of implementation
- 4) Recommendations for current M-1 properties on Coffeen Ave
- 5) Make a recommendation to the City Council Governing Body on which properties, if any, should be annexed into the City jurisdiction
- 6) Recommend any ordinance changes necessary to the Governing Body

The City hired Ayres Associates to assist with this evaluation, lead community outreach efforts, and recommend the necessary zoning code updates.

Ayres visited the City of Sheridan in December 2023 and toured the M-1 areas of town with members of the Committee. After this initial visit, Ayres assembled an inventory of all M-1 properties to determine the location of specific use types that occur throughout the district. In March 2024, Ayres helped facilitate a community and business outreach event where all M-1 property owners were invited to learn more about the project and share their thoughts on how to move forward with creating a new industrial zone district.

After this meeting, Ayres provided recommendations to the City for amending the M-1 Industrial District and creating a new M-2 Industrial District.

Discussion:

The code updates articulated in the attached draft Ordinance 2287 are summarized here:

1. Adopt M-1 Mixed-Use Employment District.

This district will prohibit heavy industrial uses and limit one-family dwellings to areas directly adjacent to residential zones. Parking regulations include a method for alternative parking plans that applicants may submit in order to satisfy the intent of off-street parking requirements.

2. Repeal the current M-1 Industrial District and adopt new M-2 Industrial District

This district will permit light industrial and employment uses by-right. Heavy industrial uses (as defined), uses that require a permit through Wyoming DEQ, and adult oriented businesses will require additional review and consideration by the Board of Adjustment prior to approval, as outlined in Municipal Code, Appendix A, Section 14.

3. Updates to other sections of code where M-1 was referenced and was changed to M-2.

Attachments

Draft Ordinance

ORDINANCE NO 2287

AN ORDINANCE amending the City of Sheridan Municipal Ordinances, Specifically;

WHEREAS, the City of Sheridan Governing Body has determined that certain zoning code provisions are in need of updating regarding the M-1 Industrial District;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SHERIDAN, WYOMING:

Appendix A Section 8A M-1 Mixed-Use Employment District is hereby adopted to read:

- A. *Use Regulations.* Any use shall be permitted except the following:
- 1. One-family dwellings unless directly adjacent to a residential zone district.
 - 2. Heavy Industrial uses, as defined by these regulations and specified as a Special Exemption Use in Municipal Code Appendix A, Section 9 M-2 Industrial District.
 - 3. Any use that is in conflict with any ordinance of the City of Sheridan.
- B. *Height Regulations.*
- 1. *Maximum Height.* No building shall exceed a height of seventy-five (75) feet.
 - 2. *Exceptions.* Building elements such as elevator projections, steeples, spires, and architectural elements may be allowed to extend an additional twenty-five (25) feet above the maximum height upon review and approval by the Board of Adjustment. The Board of Adjustment shall make their determination based on whether such exceptions impact the public health, safety, or welfare.
- C. *Area Regulations.* The following table includes the minimum criteria for lot area and setbacks within the M-1 district. Supplemental setback criteria are located below the table to reflect specific and unique development patterns.

	Lot Area	Front Yard	Rear Yard	Side Yard
Residential Uses				
One-family (detached)	No minimum	0'	10'	5'
Two-family (duplex)	No minimum	0'	10' / 5'	5' / 0'
Multiple (row house / townhome)	No minimum	0'	10' / 5'	5' / 0'
Multiple (apartment and stacked building style)	No minimum	10' / 15'	10' / 15'	10' / 15'
Non-Residential Uses	n/a	0'	0'	0'

- 1. *Multiple Dwelling Uses.*
 - a. For multiple dwelling uses that are configured into an apartment and/or stacked building style and directly abut another property, the minimum setback required on the abutting front, rear, or side yard shall be increased from ten (10) feet to fifteen (15) feet for any structure over forty (40) feet in height.

2. *Rear Yard.* For a residential dwelling unit (attached or detached) with an alley loaded garage design, the rear yard setback may be reduced to five (5) feet.
3. *Side Yard.* For residential dwelling units that share a wall (party wall) with another unit such as a duplex or townhome product type, the side yard setback on the party wall side of the unit will be zero (0) feet.

D. *Parking Regulations.*

1. *Number of Spaces Required.* All newly erected or constructed structures shall provide upon the same lot, or within three hundred feet thereof, the number of accessible off-street parking spaces required by the use and area parking schedule set forth in subsection 16 of section 10 of this ordinance.
2. *On-Street Parking Credit.* On-street parking spaces that are located adjacent to a project lot or parcel may be credited in a one for one manner, such that one adjacent on-street parking space may count towards one off-street parking space required by this code.
3. *Alternative Parking Plans.* An alternative parking plan may be submitted by an applicant for review and determination by the city as an alternative means to satisfying the minimum off-street parking requirements of these regulations. The alternative parking plan shall demonstrate the following criteria. In no instance shall an alternative parking plan reduce the total number of required parking spaces by more than twenty (20) percent, unless reviewed and approved by the city.
 - a. The plan will minimize and mitigate adverse impacts to surrounding neighborhoods to the maximum extent possible.
 - b. The plan maintains or improves traffic circulation patterns.
 - c. The plan promotes quality design as well as or better than strict compliance with the parking requirements of these regulations.
4. *Parking Restrictions.*
 - a. Parking spaces will not obstruct a required clear vision area or violate any law.
 - b. On-street parking credited for a specific use may not be used exclusively by that use but shall be available for general public use at all times. No signs or action limiting general public use of on-street spaces is permitted unless said use restriction is required by federal, state, or local law.
 - c. An On-street Parking Credit does not apply on designated snow routes or locations where long-term permanent parking is allowed.

Appendix A Section 9 M-1 Industrial District is hereby repealed and replaced with Appendix A Section 9 M-2 Industrial District, which is hereby adopted to read:

A. *Use Regulations.*

1. *Permitted Uses.* The following uses shall be permitted:
 - a. Light Industrial and employment uses, as defined by these regulations, not in conflict with any ordinance of the city of Sheridan.
 - b. A single caretaker unit may be allowed in support of a permitted use.

2. Special Exemption Uses. The following uses shall require additional review and approval by the Board of Adjustment, as outlined in Municipal Code Appendix A, Section 14:
 - a. Uses that require permit approval through the Department of Environmental Quality.
 - b. Heavy Industrial uses, as defined by these regulations, that are not in conflict with any ordinance of the city of Sheridan.
 - c. Adult oriented business: no permit shall be issued unless and until the request conforms to the criteria of section 10, subsection 20 of these regulations.
3. Non-Permitted Uses. The following uses shall not be permitted:
 - a. Residential dwellings as a primary use, with the exception of one (1) caretaker unit per lot.
 - b. Overnight care facilities, such as nursing homes, independent living, group homes, and similar such uses.

B. *Height Regulations.*

1. *Maximum Height.* No building shall exceed a height of seventy-five (75) feet.
2. *Exceptions.* Building elements such as elevator projections, steeples, chimney stacks, spires, and architectural elements may be allowed to extend an additional twenty-five (25) feet above the maximum height upon review and approval by the Board of Adjustment. The Board of Adjustment shall make their determination based on whether such exceptions impact the public health, safety, or welfare.

C. *Area Regulations.*

1. When adjacent to or abutting other M-2 properties, there are no front, side, or rear yard setbacks required for any building.
2. When adjacent to or abutting any other non-residential zone district and developable property, there shall be a minimum of a fifteen (15) foot front, side, or rear yard setback, as applicable, to accommodate a buffer of landscaping, earthen berms, fencing, or similar such devices.
3. When adjacent to or abutting a residential zone district and developable property, there shall be a minimum of a twenty-five (25) foot front, side, or rear yard setback, as applicable, to accommodate a buffer of landscaping, earthen berms, fencing, or similar such devices, and as specified in Appendix B, Article 8, Section 821.
4. All buildings shall adhere to locally adopted building and fire code regulations.

D. *Parking Regulations.* All newly erected or constructed structures shall provide upon the same lot, or within three hundred feet thereof, the number of accessible off-street parking spaces required by the use and area parking schedule set forth in subsection 16 of section 10 of this ordinance.

1. *Parking Restrictions.*
 - a. Parking spaces will not obstruct a required clear vision area or violate any law.

E. *Signage.* Signage is allowed within the M-2 district and shall conform to the requirements of Section 3-13 of Chapter 3, Article 3-II of the Code.

Appendix A Section 2 Definitions is hereby amended as follows:

Heavy Industrial. Heavy industrial means employment uses associated with significant land use impacts such as odor, noise, dust, smoke, vibration, and the potential for fire and explosive hazards. Such uses may include but are not limited to large-scale manufacturing facilities; the storage, processing, refinement, or production of hazardous or toxic substances; raw material extraction and/or processing; animal stockyards; slaughterhouses; incineration facilities; outdoor storage as a primary use; or any use that requires special permitting through the department of environmental quality.

~~*Industrial.* Uses engaged in the processing and manufacturing of materials or products predominately from extracted or raw materials, or a use engaged in storage of, or manufacturing processes using flammable or explosive materials, or storage or manufacturing processes that potentially involved hazardous conditions. Industrial shall also mean those uses engaged in the operation, parking and maintenance of vehicles, cleaning of equipment or work processes involving solvents, solid waste or sanitary waste transfer stations, recycling establishments, and transport terminals (truck terminals, public works yards, container storage).~~

Light Industrial. Light industrial means employment uses associated with consumer-focused goods and services that do not pose significant land use impacts such as odor, noise, dust, smoke, vibration, or the potential for fire and explosive hazards. Such uses may include but are not limited to small-scale manufacturing; machining; small-scale construction and trades shops; assembly and packaging facilities; warehousing and storage; offices; limited outdoor storage in support of a primary business use; and auto and truck repair businesses.

Places of Assembly. Places of assembly means a structure for groups of people to gather for an event or regularly scheduled program. Examples include but are not limited to arenas, theatre, religious institutions, lecture halls, banquet facilities, and similar facilities.

Appendix A Section 3 Districts and Boundaries Thereof is hereby amended to read:

1. The City of Sheridan is hereby divided into districts of which there shall be ten (10), known as:
 - R-O Rural Residence District
 - R-1 Residence District
 - R-2 Residence District
 - R-3 Residence District
 - R-4 Residence District
 - NC-1 Neighborhood Commercial District
 - B-1 Business District
 - B-2 Business District
 - M-1 Mixed-Use Employment District
 - M-2 Industrial District
2. The locations and boundaries of the aforesaid districts are hereby established as shown on the map entitled "Zoning District Map,"* which map accompanies and is hereby declared to be a part of this ordinance.

3. Unless otherwise indicated on the Zoning District Map the district boundaries are the center lines of streets or alleys. In case of uncertainty or disagreement concerning the exact location of a district boundary line, the determination shall lie with the board of adjustment as hereinafter provided.
4. Any territory hereinafter annexed to the City of Sheridan shall be in the R-1 Residence District unless the City Council shall zone it otherwise at the time of annexation.
5. Except as hereinafter provided:
 - a. No building or land shall hereafter be used and no building or part thereof shall be erected, converted, enlarged, reconstructed or altered, except in conformity with the use regulations herein specified for the district in which the building or land is located.
 - b. No building shall be erected or structurally altered to exceed the height limit for the district in which such building is located.
 - c. No lot area shall be so reduced or diminished that the yards or other open spaces shall be smaller than prescribed herein, nor shall the lot area per family be reduced except in conformity with the regulations herein established for the district in which located.
 - d. Manufactured homes may be placed in any established zone within the City limits of the City except in the NC-1 Neighborhood Commercial District or where prohibited by declarations of private standards, treaties, or covenants. Manufactured homes in R-O, R-1, R-2, R-3, B-1, B-2, M-1, and M-2 zones must comply with the following minimum standards:
 - 1) The minimum total width shall be twenty-four (24) feet.
 - 2) Minimum gross area shall be 400 square feet.
 - 3) Roofs shall have a minimum 3/12 pitch.
 - 4) Minimum roof design load shall be: live load—thirty (30) pounds per square foot; dead load—ten (10) pounds per square foot.
 - 5) Manufactured homes shall be placed on a permanent foundation of concrete or masonry, minimum forty-two (42) inches in depth from site grade to bottom of footing, constructed according to the minimum standards of the City. All anchorage must be capable of withstanding an uplift pressure of 150 pounds per lineal foot of foundation wall between the building system and the foundation.
 - 6) Alternate foundation methods must meet the minimum requirements of the manufacturer, or the United States Department of Housing and Urban Development Permanent Foundation Guide for Manufactured Housing.
 - 7) Repealed by Ord. No. 1847, § 1, 12-6-99.
 - 8) Domestic water supply system and drain, waste, and vent system must be leak tested according to minimum City standards prior to connection to City utilities.
 - 9) Manufactured homes must have all tongues, towing devices, and undercarriage support structure used solely for transportation to the site, and wheels, removed from the lot on which the manufactured home is situated. Undercarriage structure providing structural support for floor construction need not be removed from the manufactured home.

Appendix A Section 10 General Provisions and Exceptions, Subsection 17 Fences, walls, and hedges is hereby amended to read:

- a. *Height.* Fence and wall height shall be measured determined by the vertical height of the lowest adjacent grade to the top of the fence material, excluding ornamental projections spaced at least five (5) feet apart. Hedge height shall be determined by the vertical height of the lowest adjacent grade to the top of any plant or foliage making up the hedge. Maximum height shall be as follows:

Rear yard — seventy-two (72) inches.

Side yard — seventy-two (72) inches.

Front yard, including double frontage for corner lots — forty-eight (48) inches.

In the B-2 Business, M-1 Mixed-Use Employment, and M-2 Industrial districts, a security fence that encloses the side and rear yards of a property may have a height of ninety-six (96) inches as long as the fence is made from open material such as chain link or woven wire, and allows for direct vision through the fencing material over ninety (90) percent of its vertical area.

- b. *Placement.* No fence, wall, or hedge shall be erected within three (3) feet of a fire hydrant or between a fire hydrant and an adjacent street. No fence, wall, or hedge shall be erected within five (5) feet of a constructed or proposed curb line. No fence, wall, or hedge shall be erected within the visibility triangle as defined in section 2 of these regulations. Fences, walls, bushes, or hedges erected within the public right-of-way are subject to removal at any time if required.
- c. *Materials.* Fences and walls shall be constructed of wood, metal, masonry, or other materials specifically manufactured and designed for permanent fencing. Fences shall not be constructed of chicken wire, barbed wire, razor wire, corrugated metal, railroad ties, landscaping beams, or utility poles. Fences shall not be electrified. Fences and walls shall not be topped with barbed wire, broken glass, or metal spikes, except in the case of a security fence of at least seventy-two (72) inches in height, in which case a single strand of barbed wire may be used.
- d. *Maintenance.* All fences and walls shall be maintained in good repair. Hedges shall be trimmed to and maintained as to not exceed the maximum allowed height based on their location.

Appendix A Section 10 General Provisions and Exceptions, Subsection 18 is hereby amended to read:

18. All child care facilities as defined herein are required to be licensed by the State of Wyoming and located in the City's land use zones as follows:

- a. Family Child Care Home (FCCH), all zoning districts, excluding the M-2 district.
- b. Family Child Care Center (FCCC), all zoning districts, excluding the M-2 district.
- c. Child Care Center (CCC), R-3, B-1, B-2, M-1 districts.
- d. Multiple Location Facility (MLF/FCCC; MLF/CCC), R-3, B-1, B-2, M-1 districts.
- e. Educational facilities, not including kindergartens or other facilities licensed by the State of Wyoming Department of Education, will be zoned according to the above day care designations based upon the number of children attending (i.e., three (3) but no more than fifteen (15) children, all zoning designations; sixteen (16) or more children, zones R-3, B-1, B-2 and M-1).

Advertising signs for child care facilities in residential districts are limited to one identification sign not more than one square foot in area. Signing in all zoning districts must comply with all applicable sections of the City Code.

One paved off-street parking space must be provided for each non-resident employee of the child day care facility.

Applicant/operator of child care facilities must obtain initial and annual inspection of the facility from the office of the City Fire Marshal.

Chapter 7 Article 7 (7-2) Technical Codes – Adopted, Subsection (b) Amendments to adopted technical codes is hereby amended to read:

(b) *Amendments to adopted technical codes.* The following specific provisions are adopted as amendments and modifications to the above-described Codes, as follows:

(6) The 2021 Edition of the International Fire Code as adopted by the city council shall be amended as follows:

(A) Section 101.1 Title.

These regulations shall be known as the Fire Code of the City of Sheridan.

(B) Section 109.4 Violation penalties.

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than seven hundred fifty dollars or by imprisonment not exceeding 180 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

(C) Section 111.4 Failure to comply.

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall be liable to a fine of not less than fifty dollars or more than seven hundred fifty dollars.

(D) Section 503.2.7 Grade.

The grade of fire apparatus access roads shall be established pursuant to the provisions of Sheridan City Code, Appendix B, Article 5.

(E) Section 506.1 shall be amended to say:

Knox boxes shall be required on all commercial occupancies.

(F) Section 5504.3.1.1 of the International Fire Code in which storage of flammable cryogenic fluids in stationary containers outside of buildings is restricted is hereby established as the corporate limits of the city except for those areas that are zoned M-2, industrial district, and which have been granted approval by the board of adjustments as per Appendix A, Section 9 of the City Code.

(G) Section 5704.2.9.6.1 (Above-ground tanks) of the International Fire Code in which storage of Class I and II liquids in above-ground tanks outside of buildings is restricted is hereby established as the corporate limits of the city except for those areas that are zoned M-2,

industrial district, and which have been granted approval by the board of adjustments as per Appendix A, Section 9 of the City Code.

- (H) Section 5706.2.4.4 (Farms and construction sites) of the International Fire Code in which storage of Class I and II liquids in above-ground tanks outside of buildings is restricted is hereby established as the corporate limits of the city except for those areas that are zoned M-2, industrial district, and which have been granted approval by the board of adjustments as per Appendix A, Section 9 of the City Code.
- (I) Section 6104.2 of the International Fire Code in which storage of liquefied petroleum gas is restricted is hereby established as the corporate limits of the city except for those areas that are zoned M-2, industrial district, and which have been granted approval by the board of adjustments as per Appendix A, Section 9 of the City Code. In other areas of the city of Sheridan, the maximum capacity of above-ground liquefied petroleum tanks shall be one hundred twenty-five gallons. The maximum capacity of under-ground liquefied petroleum tanks shall be five hundred gallons. The maximum capacity of above-ground liquefied petroleum tanks attached to RVs, fifth wheel camping trailers, campers, and similar units shall be a single one hundred gallon tank.
- (J) *Chapter 80 Reference Standards.* This chapter lists the standards that are referenced in various sections of this Code. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and title, and the section or sections of this document that referenced the standard. The “effective date” of the referenced standard shall mean the latest edition of such standard available to the city of Sheridan. The application of the referenced standards shall be as specified in Section 102.7.
- (K) Appendix D, section D103.2 Grade. Fire apparatus access roads shall be at the grades as established pursuant to Sheridan City Code, Appendix B, Article 5.
- (L) Wherever the International Fire Code references the ICC Electrical Code, it shall mean the latest adopted electrical code of the city of Sheridan.
- (M) Wherever the International Fire Code references the International Plumbing Code, it shall mean the latest adopted plumbing code of the city of Sheridan.
- (N) Wherever the International Fire Code references the International Mechanical Code, it shall mean the latest adopted mechanical code of the city of Sheridan.
- (O) The Sheridan City Code, Appendix B, Article 5, section 504, shall be amended by inserting immediately after the table labeled “Street Classification,” the following provision:

As to any particular project, that portion of the Street Classification Table above which specifies maximum grades may be modified with the approval of the Director of Public Works to allow for greater grade, depending upon factors including by way of illustration and not limitation: a lack of structures or access at points off that portion

of the road having an excess grade; design of lower grade areas at the top and bottom of grade to accommodate reasonable and safe traffic flow; absence of intersections in the high grade portions of the road; the grade at which the fire department’s apparatus can reasonably provide fire protection and the difficulties of safety operations on steep grades; the increased costs to the community of street operations and maintenance on steep grades; and other commonly recognized practices or standards for safe and appropriate road design.

(P) With respect to any reference in the International Fire Code relating to the requirement of two separate and approved fire apparatus roads, or similar language including, but limited to, that language used in IFC Appendix D, sections D104, D106 and D107, approval of a project’s secondary access pursuant to and in accord with the city of Sheridan Ordinance 2015 shall be deemed to satisfy the International Fire Code requirements relating to two separate and approved fire apparatus roads.

(Q) Section 903.2.1 Group A, Exception shall be amended to say:

This section shall not apply to a grade level story without a shared Exit or Exit access components.

Chapter 7B Article 7B-II (7B-2-6) Sharing of Towers and Colocation of Facilities, Subsection (d) Placement Provisions is hereby amended to read:

(d) *Placement Provisions - Towers.* Towers shall be located only in those areas described in Table 1, provided that towers that are proposed to be located in a Residence District or within three hundred feet of a Residence District, in the Downtown Development District, the Gateway District or the city’s Entryway Corridor shall be subject to the siting priorities set forth for preferred tower locations in section 7B-2-8.

Table 1 New Tower Criteria

Zone Category	May Be Located in Public Right-of-Way (ROW)	Maximum Tower Height	Stealth Design	Setback from Property Lines (does not apply within ROW)
R1 – R3, PUD	Yes	50’ [1]	Required	See Section 7B-2-7
R4, B1, B2, and HE, MA	Yes	75’ [2]	Optional	See Section 7B-2-7
M-1, M-2	Yes	100’ [3]	Optional	See Section 7B-2-7
GD	Yes	[4]	Required	See Section 7B-2-7

[1] If an applicant wants to construct a tower in a Residence District or within 300 feet of a Residence District, in the Downtown Development District, the Gateway District or the city’s Entryway Corridor, then stealth design is required.

[2] An additional 25 feet in height is allowed if applicant uses stealth design.

[3] An additional 20 feet in height is allowed if applicant uses stealth design.

[4] Residential uses 50 feet, commercial uses 100 feet, and industrial uses 120 feet.

Chapter 11, Article II-II (11-9.3) Limits Established – District Restricting Storage of Class I and II Liquids in Above Ground Storage Tanks, Storage of Flammable Cryogenic Fluids in Stationary Containers, and Storage of Liquefied Petroleum Gases is hereby amended to read:

The limits referred to in sections 5704.2.9.6.1, 5706.2.4.4, 5806.2, and 6104.2 of the International Fire Code in which storage of Class I and II liquids in above ground storage tanks, storage of flammable cryogenic fluids in stationary containers, and storage of liquefied petroleum gas is restricted are hereby established as the corporate limits of the city except for those areas that are zoned M-2, industrial district, and which have been granted approval by the board of adjustments as per Appendix A, Section 9 of this Code.

Chapter 25 Article 25-II (25-10) Location of Recreational Vehicle Parks is hereby amended to read:

Subject to the provisions of this chapter, recreational vehicle parks may be established and maintained only in the B-1 Business and M-1 Mixed-Use Employment districts mentioned in the text and maps of the zoning ordinance* and any amendments thereto.

Appendix B Article 5 507 Park Land and Open Space Dedication Subsection C Open Space Designation is hereby amended to read:

- 1. Subject to the provisions herein, any subdivision of lands within the City which are zoned for residential purposes, when such subdivision is classified as a Major Subdivision as defined in Section 111(E), shall provide for development of parks or open spaces by one of the methods listed below.
 - a. A tract(s) of suitable park land or open space shall be dedicated in accordance with the following table and computed as a percentage of the gross area of the subdivision:

Zone	Percentage Area
R-1	8%
R-2	10%
R-3	10%
R-4	10%

- 2. Except as otherwise provided herein, the plats of all commercial (B) or industrial (M) zoned subdivisions are exempted from parkland or open space dedication. Provided, if fifty percent or more of the use is residential, the corresponding pertinent residential district parkland or open space requirements shall apply.
 - a. Proposed open space or parkland shall be reviewed by the City Public Work’s Director or delegated official. The City Public Work’s Director or delegated official shall recommend to the Planning Commission and City Governing Body, respectively, whether the proposed open space meets the intent of this Article.

Appendix B, Article 8 805.1 Permitted Uses is hereby amended to read:

A PUD district may include any residential, commercial, and industrial use listed as permitted or conditional within the zoning jurisdiction of Sheridan, except for uses requiring Board of Adjustments approval as stated in the provisions of the M-2 Industrial district found in Sheridan City Code Appendix A Section 9. All uses shall be selected,

designed and located to enhance the overall pattern, appearance and function of the PUD, and to provide integration with immediately adjacent areas. The PUD Master Plan shall indicate land-use categories within the district and shall list the uses permitted in each category.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2024

ATTEST:

Richard Bridger, Mayor

Candace Ainslie, Deputy City Clerk

State of Wyoming)

)SS

County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____ day of _____

_____, 2024 by _____.

Notary Public

My commission expires _____.



CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801

Ph (307) 674-6483 Fax (307) 674-2195

Planning

MEMORANDUM

RE: Discussion of Ordinance 2288, Adopting Downtown Development District Overlay and Downtown Historic District Overlay - City Planner Kelly Schroeder

From: Kelly Schroeder, Planning Director

To: City Council

CC:

Date: 09/13/2024

Background:

In June of 2023, the Sheridan City Council created the Sheridan Downtown Business District Zoning Committee with the purpose of identifying and recommending to the City Governing Body, Ordinance changes to address, if desirable, the following:

- 1) Historical and cultural preservation necessary to ensure the long-term economic viability of the Sheridan Downtown
- 2) Suggest what Building Code or Design Standard requirements or changes can be implemented to maintain the look and feel of downtown
- 3) Identify what uses, including gambling, should not occur in the Sheridan Downtown
- 4) Identify the process for proper public outreach, necessary professional assistance and plan of implementation
- 5) Identify whether any ordinance changes would be limited to the Downtown Development District or the Downtown Business District
- 6) Recommend to the City Governing Body ordinance changes

The City hired Ayres Associates to assist with this evaluation, lead community outreach efforts, and recommend the necessary zoning code updates.

Ayres visited the City of Sheridan in December 2023 and hosted a drop-in community outreach event at Java Moon downtown where the community was invited to learn more about the project and share their thoughts on what they wanted to see for downtown. Ayres also toured the downtown area with members of the Committee and met with the Chamber of Commerce to learn more about the businesses and history of downtown. Ayres then put together an initial set of recommendations and visited Sheridan again in March of 2024 to host another community drop-in event at Java Moon where attendees were invited to provide feedback on the direction of the project.

After this second visit, Ayres provided initial recommendations to the City for adopting two overlay districts within the Zoning Ordinance - a Downtown Historic Overlay District and a Downtown Development Overlay District.

Discussion:

The code updates articulated in the attached draft Ordinance 2288 are summarized here:

1. Adopt the Downtown Historic Overlay District

This overlay district applies to the historic core of downtown, including Main Street. Use regulations stipulate that certain uses such as filling stations and vehicle sales shall follow the Special Exemption process and be reviewed by the Board of Adjustment prior to approval. Prohibited uses in the district include establishments containing six or more skill-based amusement games, one-family dwellings, outdoor storage as a primary use, and heavy industrial uses.

Dimensional criteria for this district are intended to create conditions that match the historic look and feel of downtown. This includes no minimum lot sizes, reduced or eliminated setback requirements, and building heights that are compatible with existing district character.

Off-street parking requirements for nonresidential uses do not apply to existing buildings so long as additional square footage is not added. For all other situations, applicants may submit a parking analysis that describes their plans for addressing parking needs.

2. Adopt the Downtown Development Overlay District

This overlay district applies to the transitional areas outside the historic downtown core. Use regulations stipulate that certain uses such as vehicle sales and one-family dwellings shall follow the Special Exemption process and be reviewed by the Board of Adjustment prior to approval. Prohibited uses in the district include establishments containing six or more skill-based amusement games, outdoor storage as a primary use, and heavy industrial uses.

Dimensional criteria for this district are intended to create conditions that provide for a smooth transition away from the historic downtown area. This includes no minimum lot sizes, reduced setback requirements, and building heights that are compatible with existing district character.

Off-street parking requirements for nonresidential uses do not apply to existing buildings so long as additional square footage is not added. For all other situations, applicants may submit a parking analysis that describes their plans for addressing parking needs.

The original set of recommendations for these two overlay districts also included design criteria. After consideration, staff determined it would be better to adopt the design criteria as a separate technical document similar to the Entryway Corridor standards. This will create a more visual resource that will be easier for property owners and prospective developers to use. It will also be easier to update over time. Given that this will require more time to assemble, design criteria for the Downtown Historic District and Downtown Development District are not being considered for adoption at this time.

Attachments

draft Ordinance

ORDINANCE NO 2288

AN ORDINANCE amending the City of Sheridan Municipal Ordinances, Specifically;

WHEREAS, the City of Sheridan Governing Body has determined that certain zoning code provisions are in need of adopting regarding Downtown Sheridan;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SHERIDAN, WYOMING:

Appendix A Section 9E Downtown Business Overlay District is hereby adopted to read:

A. Definition

The Downtown Business District shall be defined as that area bounded by, and including, the bounding portions of the following streets and their intersections: Brooks Street on the west, Dow Street on the north, Scott and Broadway Streets on the east, and Burkitt Street on the south.

B. Purpose

The Downtown Business Overlay District is intended to promote and preserve the vibrant, historic nature of downtown Sheridan. Through flexible dimensional criteria, intentional use restrictions, and smart design guidelines, this overlay district will ensure that the beloved elements of local character are considered in the upkeep of historical structures and creation of compatible styles of development into the future.

C. Applicability

1. General

The uses and criteria outlined in this section governing the Downtown Business Overlay District apply to all properties within the district. In cases where the base zone district criteria differ from Downtown Business Overlay District criteria, the criteria listed in the Downtown Business Overlay District shall apply.

2. Nonconforming Uses and Structures

Within the Downtown Business Overlay District established by these regulations and amendments that may later be adopted, there may exist uses and structures which were lawful before these regulations were adopted, but which would be affected by the terms of these regulations or future amendments. In this case, Municipal Code Appendix A, Section 11 governing Nonconforming Uses shall apply.

D. Dimensional Criteria – Height and Area Regulations

The dimensional criteria outlined in this section are intended to create conditions that match the historic look and feel and existing development of Downtown. Smaller lot sizes, reduced setbacks, and maximum building heights will encourage a diversity of building types that are compatible with the historic nature and existing development of Downtown.

1. Lot Size – There shall be no minimum lot size for any use.

2. Front Setback – There shall be no minimum front setback for any use. A maximum front setback of 10' shall apply to all uses.

3. Rear Setback – There shall be no minimum rear setback for any use.

4. *Side Setback* – There shall be no minimum side setbacks for any use.
5. *Building Height* – A maximum building height of four (4) stories or forty-five (45) feet, whichever is less, shall apply to all buildings and uses. Building elements such as elevator projections, steeples, spires, and architectural elements may be allowed to extend an additional fifteen (15) feet above the maximum height upon review and approval by the Board of Adjustment. The Board of Adjustment shall make their determination based on whether such exceptions impact the public health, safety, or welfare.
6. *Building and Fire Code Requirements* – All structures shall adhere to adopted building and fire code requirements such as fire separation and emergency and accessible ingress and egress.

E. Use Regulations

1. Permitted Uses. The following uses shall be permitted:
 - a. Any use listed in the base zone district, unless otherwise specified in this Section as a Special Exemption Use or Non-Permitted Use.
 - b. Multiple Family Dwelling
2. Special Exemption Uses. The following uses shall require additional review and approval by the Board of Adjustment, as outlined in Municipal Code Appendix A, Section 14:
 - a. Filling station
 - b. Marijuana sales and related uses
 - c. Places of assembly
 - d. Public garage
 - e. Outdoor vehicle storage or sales; or similar use
 - f. Outdoor storage where greater than 5% of the lot is used as storage as a secondary use
 - g. Accessory dwelling units
3. Non-Permitted Uses. The following shall not be permitted:
 - a. Any establishment containing more than six (6) skill-based amusement games as defined at W.S. 11-25-102(a)(xix) or electronic systems or devices as provided for at W.S. 11-25-102(a)(v); or similar uses
 - b. One-family dwelling
 - c. Outdoor storage as a primary/principal use
 - d. Heavy Industrial uses, as defined by these regulations and specified as a Special Exemption Use in Municipal Code Appendix A, Section 9, M-2 Industrial District

F. Parking Regulations

1. Number of Spaces Required:
 - a. Off-street parking requirements for nonresidential uses located within the Downtown Business District shall not apply to existing buildings or reuse of existing buildings that do not result in additional square footage.
 - b. In all other situations or as required by the Public Works Director, the applicant shall provide a parking analysis that includes at a minimum the following information.

- 1) The anticipated number of parking spaces the additional square footage or new structure will require to minimize impacts to existing properties.
 - 2) How the applicant plans to address their parking need either through available on-street spaces, a nearby public parking lot, a shared parking agreement, or a cash-in-lieu payment as enacted by the city for the acquisition and creation of additional downtown parking.
- c. When parking spaces are provided or required, accessible parking shall be provided in compliance with the Americans with Disabilities Act (ADA compliance).
2. On-Street or Public Lot Parking Credit
 - a. Credit for publicly-owned off-street parking spaces must be located within 750 feet of the property.
 - b. Credit for on-street parking spaces must be located within 350 feet of the property. For residential uses, credit may only be given where overnight parking is allowed.
 3. Parking Restrictions

All parking restrictions outlined in the base zone district and in Municipal Code Appendix A, Section 10, Subsection 16 shall apply.

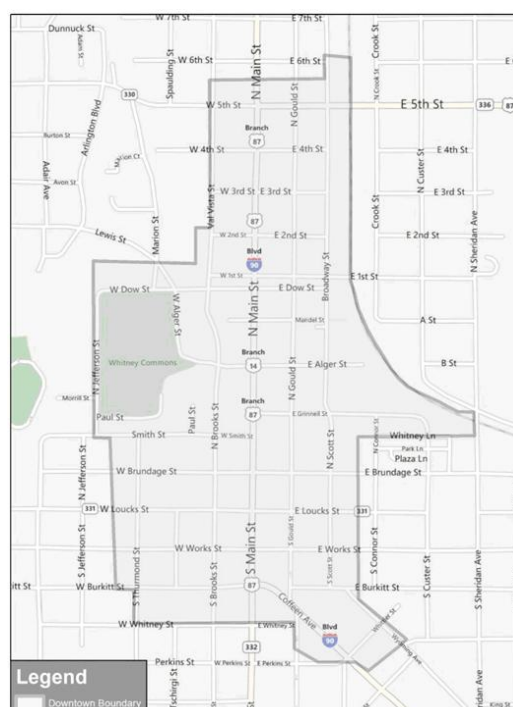
G. Signage

Signage requirements outlined in Chapter 3, Article 3-II, Section 3-14 of the Sheridan Municipal Code shall apply to the Downtown Business Overlay District.

Appendix A Section 9F Downtown Development Overlay District is hereby adopted to read:

A. Definition

The Downtown Development Overlay District shall be defined as the area outlined in the exhibit below:



B. Purpose

The Downtown Development Overlay District is intended to protect the transitional area between the Downtown Business District and the rest of Sheridan. Through flexible dimensional criteria, intentional use restrictions, and smart design guidelines, this overlay district will encourage styles of development that are compatible with the beloved character of Downtown while also enabling a diversity of uses, building types, and design styles within the transitional area.

C. Applicability

1. General

The uses and criteria outlined in this section governing the Downtown Development Overlay District apply to all properties within the district. In cases where the base zone district criteria differ from Downtown Development Overlay District criteria, those criteria listed in the Downtown Development Overlay District shall apply.

2. Nonconforming Uses and Structures

Within the Downtown Development Overlay District established by these regulations and amendments that may later be adopted, there may exist uses and structures which were lawful before these regulations were adopted, but which would be affected by the terms of these regulations or future amendments. In this case, Municipal Code Appendix A, Section 11 governing Nonconforming Uses shall apply.

D. Dimensional Criteria – Height and Area Regulations

The dimensional criteria outlined in this section are intended to create a smoother transition away from the Downtown Business District to the Downtown Development District and beyond. Smaller lot sizes, reduced setbacks, and building heights will encourage a diversity of building types and densities that will balance both old and new.

1. *Lot Size* – There shall be no minimum lot size for any use.
2. *Front Setback* – There shall be no minimum front setback for any use, unless abutting a residential district outside the Downtown Development Overlay District. In this case, a minimum of 5' front setback shall apply. A maximum front setback of 10' shall apply to all uses.
3. *Rear Setback* – There shall be no minimum rear setback for any use, unless abutting a residential district outside the Downtown Development Overlay District. In this case, a minimum 15' rear setback shall apply.
4. *Side Setback* – Side setback requirements shall remain equal to side setback requirements listed in the base zone district.
5. *Building Height* – A maximum building height of four (4) stories or forty-five (45) feet, whichever is less, shall apply to all buildings and uses. Building elements such as elevator projections, steeples, spires, and architectural elements may be allowed to extend an additional fifteen (15) feet above the maximum height upon review and approval by the Board of Adjustment. The Board of Adjustment shall make their determination based on whether such exceptions impact the public health, safety, or welfare.

6. *Building and Fire Code Requirements* – All structures shall adhere to adopted building and fire code requirements such as fire separation and emergency and accessible ingress and egress.

E. Use Regulations

1. Permitted Uses. The following uses shall be permitted:
 - a. Any use listed in the base zone district, unless otherwise specified in this Section as a Special Exemption Use or a Non-Permitted Use.
 - b. Multiple Family Dwelling
2. Special Exemption Uses. The following uses shall require additional review and approval by the Board of Adjustment, as outlined in Municipal Code Appendix A, Section 14.
 - a. Places of assembly
 - b. Outdoor vehicle storage or sales; or similar use
 - c. Outdoor storage where greater than 15% of the lot is used as storage as a secondary use
 - d. One-family dwelling
 - e. Two-family dwelling
 - f. Accessory dwelling units
3. Non-permitted Uses. The following uses shall not be permitted:
 - a. Any establishment containing more than six (6) skill-based amusement games as defined at W.S. 11-25-102(a)(xix) or electronic systems or devices as provided for at W.S. 11-25-102(a)(v); or similar uses
 - b. Outdoor storage as a primary/principal use
 - c. Heavy Industrial uses, as defined by these regulations and specified as a Special Exemption Use in Municipal Code Appendix A, Section 9, M-2 Industrial District

F. Parking Regulations

1. Number of Spaces Required - Nonresidential Uses
 - a. Off-street parking requirements for nonresidential uses located within the Downtown Development District shall not apply to existing buildings or reuse of existing buildings that do not result in additional square footage.
 - b. In all other situations or as required by the Public Works Director, the applicant shall provide a parking analysis that includes at a minimum the following information.
 - 1) The anticipated number of parking spaces the additional square footage or new structure will require to minimize impacts to existing properties.
 - 2) How the applicant plans to address their parking need either through available on-street spaces, a nearby public parking lot, a shared parking agreement, or a cash-in-lieu payment as enacted by the city for the acquisition and creation of additional downtown parking.
 - c. When parking spaces are provided or required, accessible parking shall be provided in compliance with the Americans with Disabilities Act (ADA compliance).
2. On-Street or Public Lot Parking Credit

- a. Credit for publicly-owned off-street parking spaces must be located within 750 feet of the property.
- b. Credit for on-street parking spaces must be located within 350 feet of the property. For residential uses, credit may only be given where overnight parking is allowed.

3. Parking Restrictions

All parking restrictions outlined in the base zone district and in City Ordinance Appendix A, Section 10, Subsection 16 shall apply.

G. Signage

Signage requirements outlined in Chapter 3, Article 3-II, Section 3-14 of the Sheridan Municipal Code shall apply to the Downtown Development Overlay District.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2024

ATTEST:

Richard Bridger, Mayor

Candace Ainslie, Deputy City Clerk
State of Wyoming)
)SS
County of Sheridan)

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 2024 by _____.

Notary Public

My commission expires _____.



CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

RE: Discussion of New Restaurant Liquor License for Los Tacos, LLC located at 401 Coffeen Avenue -
Interim City Clerk Candace Ainslie

From: Candace Ainslie, Deputy Clerk

To: City Council

CC:

Date:

Discussion:

Please see attached application for new restaurant liquor license.

Attachments

Application

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY

Customer #:

Trf from:

Reviewer:

Initials

Date

Agent:

Mgr:

To be completed by City / Town / County Clerk

License

Fees

Annual Fee: \$ 649.38Prorated Fee: \$ 649.38Transfer Fee: \$ 90.00Publishing Fee: \$ 90.00Local License #: 15Date filed with clerk: 9/16/24

Advertising Dates: (2 Consecutive Weeks Prior to Hearing)

9/25/24 & 10/2/24Public Hearing Date: 10/7/24Publishing Fee Direct Billed to Applicant: ☐

License Term:

10 / 8 / 24
Month Day Year

Through

12 / 31 / 24
Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant (Business Name):

Los Tacos LLC

Doing Business As (DBA) / Trade Name:

LOS TACOS

Building to be licensed / Building Address:

401 Coffee Ave

(Address Number, and Suite or Unit Number, and Street or Road Name)

Sheridan WY 82801 Sheridan
City State Zip County

Local Mailing Address:

Same

(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)

City State Zip County

Local Business Telephone Number:

406-595-2346

Fax Number:

Business E-Mail Address:

abdeladim.299299@gmail.com

Business Primary Contact:

Abdeladim

First Name

299299

Last Name

FILING FOR☒ NEW LICENSE☐ TRANSFER OF LOCATION☐ TRANSFER OF OWNERSHIP☐ ASSIGNMENT LETTER MUST BE ATTACHED

FORMERLY HELD BY: _____

FILING IN (CHOOSE ONLY ONE)☒ CITY / TOWN OF:Sheridan WY☐ COUNTY OF:**FILING AS (CHOOSE ONLY ONE)**☐ INDIVIDUAL☐ PARTNERSHIP☐ LP☐ LLP☐ LLLP☒ LLC☐ LC☐ CORPORATION (INC)☐ POLITICAL SUBDIVISION☐ ORGANIZATION☐ OTHER _____**TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)**☐ RETAIL LIQUOR LICENSEPRIMARY BUSINESS TYPE
(CHOOSE ONLY ONE)☐ ON-PREMISE BAR☐ OFF-PREMISE PACKAGE STORE☐ ON & OFF PREMISE BAR &
PACKAGE STORE☒ RESTAURANT LIQUOR LICENSE☐ BAR AND GRILL LIQUOR LICENSE☐ RESORT LIQUOR LICENSE**LIMITED RETAIL LIQUOR LICENSE
(CLUB)**☐ VETERANS CLUB☐ FRATERNAL CLUB☐ GOLF CLUB☐ SOCIAL CLUB☐ MICROBREWERY PERMIT☐ WINERY PERMIT☐ MANUFACTURER SATELLITE PERMIT☐ WINERY SATELLITE PERMIT☐ COUNTY MALT BEVERAGE PERMIT☐ SPECIAL MALT BEVERAGE PERMIT**SPECIAL STATUTORY DESIGNATIONS (CHOOSE ONLY ONE)**☐ COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv))☐ GOLF CLUB (W.S. 12-5-201(f))☐ GUEST RANCH (W.S. 12-5-201(f))☐ RESORT☐ GOLF CLUB-POLIT. SUBDIVISION (W.S. 12-4-301(e) / 12-5-201(f))☐ Other: _____**OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))**☒ FULL TIME

MONTHS OF OPERATION

from _____ to _____

☒ All Year (Jan-Dec)☐ SEASONAL

DAYS OF WEEK OF OPERATION

from _____ to _____

☒ Every Day (Mon-Sun)☐ NON-OPERATIONAL / PARKED

HOURS OF OPERATION

from _____ to _____

☐ 24 Hours a Day**SCANNED**11-midnite

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 3**1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)**

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building.
 (b) The Applicant **LEASES** the licensed building.

☒ YES (own)
☐ YES (lease)

If the building is leased, please submit a copy of the lease and indicate:

- (i) Lease term expiration date; located on page _____ paragraph _____.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit

- (ii) **Sales** provision for alcoholic or malt beverages: located, on page _____ paragraph _____.

Note: The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES**.**2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)**

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building?

☐ YES ☒ NO

- (b) If the answer was **YES** to 2(a) above, explain fully and submit any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403 -

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? ☐ YES ☒ NO
 (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? ☐ YES ☒ NO
 (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO
 (d) If the answer was **YES** to any of the above, explain fully and submit any documents in connection there within.

4. RETAIL LIQUOR LICENSE-COUNTY LOCATIONS ONLY: W.S. 12-4-201(f)(ii)

Is the licensed building within five (5) miles of an incorporated town or city?

☐ YES ☐ NO

5. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted? ☐ YES ☐ NO
 1. If **YES**, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO

6. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached?

☐ YES ☐ NO

7. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-403(b)

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO
 (b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO
 (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO
 (d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO
 (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) ☐ YES ☐ NO
 1. If **YES** to (e), is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO

8. MICROBREWERY PERMIT ONLY: WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

- (a) Will the microbrewery self-distribute its products or distribute through a licensed wholesaler? ☐ YES ☐ NO

If **YES**, a wholesale malt beverage license from the Liquor Division will be required.

9. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

10. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e):

- (a) Does the golf club have more than fifty (50) bona fide members? ☐ YES ☐ NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? ☐ YES ☐ NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? ☐ YES ☐ NO
1. Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) ☐ YES ☐ NO
2. If YES, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b):

- (a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO
- (c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? ☐ YES ☐ NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO
- (g) Is a true copy of the club bylaws attached to this application? ☐ YES ☐ NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) ☐ YES ☐ NO

13. Applicant is Filing As Individual, Partnership, Political Subdivision, Organization or Other:
W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

14. Applicant is Filing As a Corporation, Limited Company, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
1) Abdeladim ZAAZAA				2.5	50%	YES ☐ NO ☒	YES ☐ NO ☒
2) MOUAD ZAAZAA				2.5	50%	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

REQUIRED ATTACHMENTS:

- ☒ A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- ☒ If transferring a license or permit to another Applicant, attach a form of assignment from the current licensee to the new Applicant authorizing the transfer. W.S. 12-4-601(b).
- ☒ A copy of any lease agreements. W.S. 12-4-103(a)(iii)
- ☒ Bar & Grill and Restaurant liquor license Applicants: attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☒ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- ☒ If filing for a Golf Club or Social Club liquor license attach a copy of the club's bylaws W.S. 12-4-301(c)

OATH OR VERIFICATION

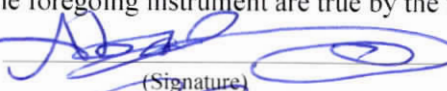
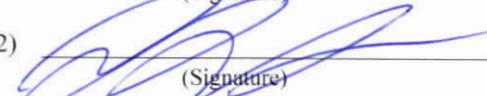
Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers. W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)

COUNTY OF Swanton) SS.

Signed and sworn to before me on this 12th day of September, 2024 that the facts alleged in the foregoing instrument are true by the following:

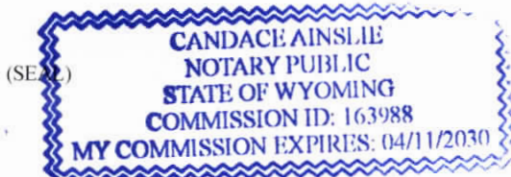
- | | | |
|--|-------------------------|----------------|
| 1)  | <u>Abdeladim ZAAZAA</u> | <u>Partner</u> |
| (Signature) | (Printed Name) | Title |
| 2)  | <u>MOUAD ZAAZAA</u> | <u>Partner</u> |
| (Signature) | (Printed Name) | Title |
| 3) _____ | _____ | _____ |
| (Signature) | (Printed Name) | Title |
| 4) _____ | _____ | _____ |
| (Signature) | (Printed Name) | Title |
| 5) _____ | _____ | _____ |
| (Signature) | (Printed Name) | Title |

Witness my hand and official seal:

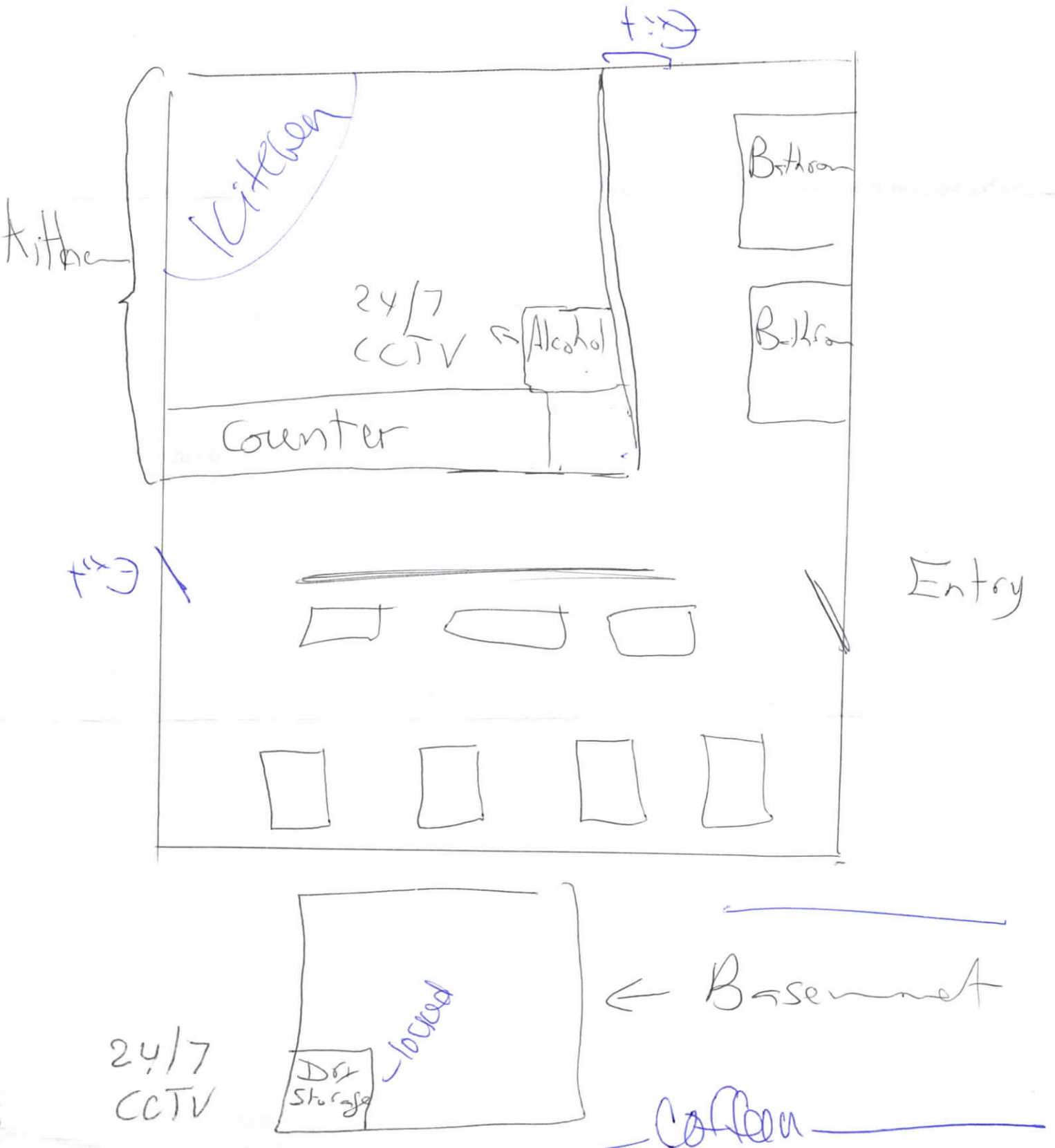


Signature of Notary Public

My commission expires: 11/11/2030



Los Tacos





CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza
Sheridan Wyoming 82801
(307) 675-4211
cgood@sheridanwy.gov

- Provide your dispensing building design referencing alcohol service and storage locations, including outside consumption areas*

Nature of Business:

- ☐ Bar
☒ Restaurant

Regular Events:

- ☐ Happy Hour
☐ Live Entertainment

Special Events:

Other:

Security/ Crowd Control/ Capacity Limits

The official occupancy limit for our business is:

70

In order to comply with our occupancy limits we shall:

Occupancy Management, staying within Occupancy limit.

We shall maintain peace and order in and around our business by (but not limited to):

- ☒ Requiring TIPS Training
☒ Reporting altercations or potential altercations to the Sheridan Police Department
☒ Follow all guidelines established by Chapter Four of Sheridan Municipal Code

Rules of the establishment shall be enforced by:

Management

Alcohol Management



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza
Sheridan Wyoming 82801
(307) 675-4211
cgood@sheridanwy.gov

To comply with Sheridan Municipal Code regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:

We do not have Under age for serving

I acknowledge that the Sheridan Police Department is an agent of the licensing authority and shall have the ability to inspect the licensed premises. Violations of City Code are subject to Section 4-13, resulting in action from Administrative Fees up to license revocation.


Signature of License Holder

09/12/24
Date

MOON ZADZAA
Printed Name

*Outside consumption areas located on public right-of-way require a Sidewalk Use Agreement obtainable from the City Clerk's Office. Any substantial improvements on public right-of-way require a lease agreement.

Issued by:

**WYOMING DEPARTMENT OF AGRICULTURE
CONSUMER HEALTH SERVICES
2219 CAREY AVE
CHEYENNE, WY 82002**

EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES

Retail Food

ACCOUNT # 11986

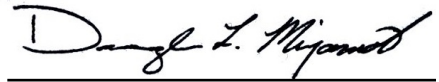
Whereas this party has made application for the licenses listed below in the State of Wyoming according to the law and agrees to comply with all laws, rules and regulations thereto, including the payment of all required fees, there is hereby issued to the applicant this license. This license is not transferable and, unless revoked, shall expire on the date indicated below.

Issued to:

**LOS TACOS, LLC
401 COFFEEN AVE
SHERIDAN, WY 82801**

**EXPIRATION DATE:
9/22/2025**

**MOUAD ZAAZAA
401 COFFEEN AVE
SHERIDAN, WY 82801**



Director of Dept. of Ag

**THIS LICENSE MUST BE CURRENT
AND POSTED CONSPICUOUSLY
AT THE PHYSICAL LOCATION**