Sheridan City Board of Adjustment
Meeting Agenda
January 8, 2026
7:00 PM, City Council Chamber, City Hall

1. Call to Order and Roll Call of Members

2. Approval of Agenda as Presented

   Motion by:

   Second:

   Vote:

3. Proof of Notice of Meeting

   Motion by:

   Second:

   Vote:

4. Review, correction, and approval of minutes of the October 9, 2025 meeting.

   Motion by:

   Second:

   Vote:

5. Board Updates

   Old Business

   New Business

5. Consideration of PL-25-34; 1467 Lewis St. The applicant, Mary Roberts Alderson Revocable Family Trust, is requesting a special exemption listed in the R-1 Residence District to allow an office and storage building. Zoned R-1 Residence District. PIN 56842810400525.

   Motion by:

   Second:

   Vote:

6. Consideration of PL-25-36; 1455 Victoria St. The applicants, Robert McDowell Trust, are requesting a variance from the 25 foot front yard setback in an R-1 Residence District to allow an addition to be 21.34 feet from the front property line. PIN 56842811300825.

   Motion by:

   Second:

   Vote:

7. Comments from commissioners and staff.

8. Adjourn

MEMO

TO: Board of Adjustment
FROM: Kelly Schroeder, Planning Director
RE: Proof of Notice of Meeting

Attachments

proof of ad

Public Notice
Board of Adjustment

The Board of Adjustment of the City of Sheridan, Wyoming, will meet in the City Council Chambers at City Hall, 55 Grinnell Plaza, Sheridan WY, at 7:00 P.M. on January 8, 2026 to consider the following items:

1. Consideration of PL-25-34; 1467 Lewis St. The applicant, Mary Roberts Alderson Revocable Family Trust, is requesting a special exemption listed in the R-1 Residence District to allow an office and storage building. Zoned R-1 Residence District. PIN 56842810400525.

2. Consideration of PL-25-36; 1455 Victoria St. The applicants, Robert McDowell and Judith E. McDowell Trust, are requesting a variance from the 25' front yard setback in an R-1 Residence District to allow an addition to be 21.34' from the front property line. PIN 56842811300825.

Ashlee Foster, City Clerk
Publish: December 29, 2025, and January 5, 2026

LEGALS

Public Notice
Board of Adjustment

The Board of Adjustment of the City of Sheridan, Wyoming, will meet in the City Council Chambers at City Hall, 55 Grinnell Plaza, Sheridan, WY, at 7:00 P.M. on January 8, 2026, to consider the following items:

1. Consideration of PL-25-34; 1467 Lewis St. The applicant, Mary Roberts Alderson Revocable Family Trust, is requesting a special exemption listed in the R-1 Residence District to allow an office and storage building. Zoned R-1 Residence District. PIN 56842810400525.

2. Consideration of PL-25-36; 1455 Victoria St. The applicants, Robert McDowell and Judith E. McDowell Trust, are requesting a variance from the 25' front yard setback in an R-1 Residence District to allow an addition to be 21.34' from the front property line. PIN 56842811300825.

Publish Dates: December 29, 2025 & January 5, 2026
COL-701026

MEMO

TO: Board of Adjustment
FROM:
RE: Review, correction, and approval of minutes of the October 9, 2025 meeting.

Motion by:

Second:

Vote:

Attachments

minutes

CITY OF SHERIDAN BOARD OF ADJUSTMENT
MEETING MINUTES
THURSDAY, OCTOBER 9, 2025
7:00 PM, CITY COUNCIL CHAMBERS,
3RD FLOOR CITY HALL

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1. Chairperson Crump called the meeting to order at 7:00 P.M.

   The meeting was called to order with the following Board of Adjustment members present: Chairman Joe Crump, Members Nancy Drummond and Jack Livingston. Members Cathy Reichert and Ken Pendergraft were absent. City of Sheridan staff members present included City Planner Kelly Schroeder, and Deputy City Clerk Candace Ainslie.

2. Approval of Agenda . Board Member Nancy Drummond moved, Seconded by Jack Livingston to approve the agenda.

3. Proof of Notice of Meeting was given.

4. Review, correction and approval on minutes of July 10, 2025 meeting.

   Board Member Nancy Drummond moved, seconded by Jack Livingston to approve the minutes from July 10, 2025. Minutes approved.

Chairperson Crump	Approved
Nancy Drummond	Approved
Cathy Reichert	Absent
Jack Livingston	Approved
Ken Pendergraft	Absent

Old Business
No Old Business

New Business
No New Business

5. Comments from the Board Members and Staff.

   Since this was the last meeting that Member Jack Livingston will attend, Chair Joe Crump thanked Jack for his time on the Board and his years of service to the Community. He will be missed.

Chairman Crump adjourned the meeting at 7:04 pm.

Date approved by Board of Adjustment: _____, 2025.

APPROVED:

_____

Joe Crump, Board of Adjustment Chairperson

ATTEST:

_____

Candace Ainslie, Deputy City Clerk

MEMO

TO: Board of Adjustment

FROM: Kelly Schroeder, Planning Director

RE: Consideration of PL-25-34; 1467 Lewis St. The applicant, Mary Roberts Alderson Revocable Family Trust, is requesting a special exemption listed in the R-1 Residence District to allow an office and storage building. Zoned R-1 Residence District. PIN 56842810400525.

Attachments

Staff Report
application
responses
Additional info letter
survey
site plan
aerial
neighbor letters
Draft Final Order

CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan Wyoming 82801
Planning & Zoning Department

MEMORANDUM

From: Kelly Schroeder, City Planner
To: City of Sheridan Board of Adjustment
Date: January 8, 2026

Re: PL-25-34 1467 Lewis Street Special Exemption Staff Report

Background

Megan Crow of MC2 Engineering, on behalf of the WYO Rodeo Board and Mary Roberts Alderson Revocable Family Trust, has submitted a special exemption request for the following location:

Address:	1467 Lewis St., Sheridan, WY 82801
Legal:	Lots 9, 10, 11 & 12, Block 4, Highland Park Second Addition
PIN:	56842810400525

The applicant is requesting a special exemption in the R-1 Residence District to allow for a professional office use on the property.

Location & Zoning

The subject property is currently four separately platted lots totaling 0.65 acres in size zoned R-1 Residence district. It is located on the corner of Lewis Street and Kentucky Avenue.

All adjacent properties to the north, east, and south are zoned R-1 Residence District and are single-family residential in use. The adjacent property to the west is zoned B-1 Business District and houses the Sheridan County Fairgrounds.

Special Exemption Request

The applicant is requesting a special exemption to allow for a professional office space for the WYO Rodeo Board Executive Director on the subject property. The applicant is proposing a prefabricated building with professional office space and an attached garage that will be utilized for storage of WYO Rodeo Board items. More information can be found in the attached application documents.

Relevant Ordinances

Municipal Code Appendix A, Section 4.1 R-1 Residence District

D. Special Exemptions allowed within an R-1 Residence District:
1. Bed and breakfast
2. Funeral home or mortuary.
3. Hospital, sanitarium, or clinic, not including animal hospitals.
4. Home for the children or aged.
5. Offices offering professional services.

Municipal Code Appendix A, Section 2 Definitions

Professional office. The office of a member of a recognized profession maintained for the conduct of that profession. A profession is a vocation, calling, occupation or employment requiring training in the liberal arts or sciences, or combination thereof, requiring advanced study in a specialized field; any occupation requiring licensing by the state and maintenance of professional standards applicable to the field.

Staff Comments

During the application review period, City staff made the following general comments on the proposed special exemption use:

1. Staff do not believe that the proposed use meets the definition of professional office but will allow the application to move forward to be considered by the Board of Adjustment.
2. Parking area should be a private lot for the site and not be used as event or overflow parking.
3. Buildings will not be permitted to cross lot lines. An administrative replat may be required.
4. Recommended site improvements include sidewalks, landscaping, and screening.

Findings of Fact

Municipal Code Appendix A, Section 14.2 states that in granting special exemptions, the Board shall find the following:

1. The exemption requested is listed as an allowed special exemption within the zoning district in which the property is located.
2. The use is consistent with the goals, policies, and recommended future land use of the adopted master plan.
3. The granting of the exemption is in harmony with the general purposes and intent of the ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

The attached responses submitted by the applicant detail how they believe the proposed use meets these required findings of fact.

PL-25-34

Special Exemption
Status: Active
Submitted On: 10/23/2025

Primary Location

1467 LEWIS ST
SHERIDAN, WY 82801

Owner

ALDERSON, MARY ROBERTS REVOCABLE FAMILY TRUST/TRUSTEE
PO BOX 487 BIRNEY, MT 59102

Applicant

Megan Crow
+1 307-673-7350
mcrow@mc2engineering.com
850 N MAIN ST
SHERIDAN, WY 82801

Additional Applicant Info

Applicant Type

Agent

Permit Info

Project Name*

1467 Lewis Special Exemption

Occupancy Type*

Commercial

Building Type

–

Subdivision Name

Highland Park Second Addition

Lot(s)

9, 10, 11, 12

Block(s)

4

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

Present Zoning*

R-1

Present Use of Property*

Residential

Flood Zone Category*

N/A

Brief Description of the Special Exemption:*

Sheridan WYO Board is requesting a special exemption to house their Executive Director's Professiona Office on the property located at 1467 Lewis Street

Special Exemption Information

Is the exemption requested an allowed special exemption in the zoning district the property is located?*

Yes

Is the use consistent with the goals, policies, and recommended land use of an adopted master plan?*

Yes

Per Sheridan City Code Appendix A §14.2, special exemptions must be, "in harmony with the general purposes and intent" of the zoning ordinance and not be "injurious to the neighborhood or otherwise detrimental to the public welfare." Please explain below how the proposed special exemption in harmony with the purposes of the zoning ordinance, and not be injurious to the neighborhood or detrimental to public welfare. Detail any proposed mitigations which will offset neighborhood impact (building appearance, parking, traffic circulation, landscaping, etc.). Use additional sheets if necessary.*

See Attached for expanded answers on all three questions.

Parcels Included in Project

Street Address

1467 Lewis Street

MBL / Parcel ID

Engineer Information

Company Name

MC2 Engineering

Engineer Name

MC2 Engineering

Address

850 N main st

City

SHERIDAN

State

WY

Zip

82801

Phone

3076737350

Email

mcrow@mc2engineering.com

Surveyor Information

Company Name

Cannon Consulting

Surveyor Name

Clayton Rosenlund

Address

City

State

Zip

Phone

(307) 752-0109

Email

Applicant Certification

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

Megan Crow
Oct 23, 2025

Is the request an allowed special exemption within the zoning district in which the property is located?

This request qualifies as an allowed special exemption within the R-1 zoning district, as it falls within the defined use of a professional office.

The proposed use of the property—located across from the Sheridan County Fairgrounds—is to serve as the administrative office for the Executive Director of the Sheridan WYO Rodeo Board, a nonprofit organization. This use aligns with the zoning code's definition of a profession as "a vocation, calling, occupation or employment requiring training in the liberal arts or sciences."

The role of an executive director is inherently professional and requires expertise in areas such as nonprofit management, event coordination, public relations, fundraising, and community engagement. These competencies are typically developed through training in the liberal arts or sciences, including fields like communications, public administration, business, and organizational leadership. The work of the executive director is strategic and administrative in nature, including oversight of operations, coordination with civic entities, donor and sponsor engagement, and execution of long-term organizational goals—all of which are standard functions within a professional office setting.

The office will be used exclusively for administrative and professional purposes and will not involve retail operations, public foot traffic, or commercial signage. As such, it will not negatively impact the residential neighborhood surrounding the property. The traffic generated will be minimal, limited primarily to the executive director and occasional scheduled visitors such as board members. No events or large gatherings will be held at this office.

Given the property's proximity to the Fairgrounds and the direct connection to one of Sheridan's largest and most recognized events, this use also supports the public interest by allowing efficient coordination and management of a significant cultural and economic asset to the community.

This proposed use meets the definition of a professional office and satisfies the requirements of the zoning code, qualifying as an appropriate and permitted special exemption within the zoning district.

Is the use consistent with the goals, policies, and recommended future land use of the adopted master plan?

The proposed use of the property—to serve as the professional office for the Executive Director of the Sheridan WYO Rodeo Board—is consistent with the goals, policies, and recommended future land use outlined in the City of Sheridan Master Plan.

1. Consistency with Planning Goals and Policies

The City of Sheridan's Planning Division emphasizes sustainability, responsible development, and support for community services as core values guiding land use decisions. The proposed use reflects these goals in the following ways:

- It supports a recognized nonprofit organization that contributes significantly to Sheridan's cultural identity, economic vitality, and civic life.
- The office is non-retail, administrative in nature, and involves minimal daily traffic, making it well suited to a transitional or low-intensity residential area.
- Because traffic will be minimal and neighborhood disturbance will be negligible the use advances goals of maintaining neighborhood character, minimizing external impacts, and ensuring efficient uses of existing properties rather than triggering major new infrastructure or disruptive uses.
- It advances the goal of preserving neighborhood character while allowing for compatible community-serving uses which furthers the public interest in stewardship of community assets.

2. Compatibility with Recommended Future Land Use

The parcel is located in an area that includes residential uses, community facilities, and public gathering spaces—including, the Sheridan County Fairgrounds directly across the street.

- The proposed office is a low-impact, professional use that complements adjacent land uses and is consistent with land use patterns that cluster community, institutional, and civic functions.
- It does not introduce high-density or commercial traffic, signage, or noise, and as such, aligns with master plan policies that promote orderly growth, neighborhood compatibility, and efficient use of existing infrastructure.
- The office supports an existing community-event asset located directly across the street from the neighborhood rather than creating a new disruptive use, which aligns with "responsible development" rather than speculative commercial intensification.

3. Support for Community Assets and Public Benefit

The Sheridan WYO Rodeo is a significant cultural and economic event for the community. Locating its executive office near the fairgrounds strengthens the organization's ability to coordinate event logistics and community engagement efficiently. In this way, the proposed use

directly supports a key community asset, consistent with the master plan's broader objective of enhancing quality of life through strategic land use.

Is granting of the exemption in harmony with the general purpose and intent of the ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare?

The granting of the exemption is in full harmony with the general purpose and intent of the zoning ordinance and will not be injurious to the surrounding neighborhood nor detrimental to the public welfare.

The proposed use of the property is for a professional office to serve as the administrative headquarters for the Executive Director of the Sheridan WYO Rodeo Board, a long-standing, community-based nonprofit organization. As defined in the ordinance, a professional office includes occupations requiring training in the liberal arts or sciences—criteria that the Executive Director position clearly satisfies, given its administrative, leadership, and community engagement responsibilities.

This use aligns with the ordinance's intent to ensure that development and land use are compatible with surrounding areas, support orderly growth, and maintain neighborhood character. The proposed office will:

- Be limited to administrative use only;
- Operate within normal business hours;
- Generate minimal traffic, limited primarily to one staff member and occasional scheduled visitors;
- Involve no retail activity, public events, or signage that would alter the residential appearance of the property.

The proposed building will be similar in design to a residential home, preserving the visual and residential character of the neighborhood. Landscaping, fencing and a residential type façade will assist in blending the professional office in with the adjacent residential structures.

The proposed use is a low-impact, community-oriented professional office that directly supports a vital local organization. It is consistent with the spirit and purpose of the ordinance, will not negatively impact neighboring properties.

Additional Information:

This application includes Lots 9, 10, 11 and 12 of Block 4 of the Highland Park Second Addition. The proposed structure will be placed on Lots 9 and 10, with the remaining area being landscaped and enclosed with fencing as required. An administrative replat will be prepared to vacant any lot lines that the proposed structure will straddle.

The proposed structure will be a prefabricated building with professional office space and an attached garage that will be utilized for storage. Aesthetically the building will be designed with features to mimic more of a residential structure than commercial.

No public parking will be allowed onsite.

Is the request an allowed special exemption within the zoning district in which the property is located?

This request qualifies as an allowed special exemption within the R-1 zoning district, as it falls within the defined use of a professional office**.**

The proposed use of the property—located across from the Sheridan County Fairgrounds—is to serve as the administrative office for the Executive Director of the Sheridan WYO Rodeo Board, a nonprofit organization and utilize the attached garage area for storage space. This use aligns with the zoning code's definition of a profession as "a vocation, calling, occupation or employment requiring training in the liberal arts or sciences."

The role of an executive director is inherently professional and requires expertise in areas such as nonprofit management, event coordination, public relations, fundraising, and community engagement. These competencies are typically developed through training in the liberal arts or sciences, including fields like communications, public administration, business, and organizational leadership. The work of the executive director is strategic and administrative in nature, including oversight of operations, coordination with civic entities, donor and sponsor engagement, and execution of long-term organizational goals—all of which are standard functions within a professional office setting**.**

The office will be used exclusively for administrative and professional purposes and the storage of WYO Rodeo Board items within the attached garage of the structure and will not involve retail operations, public foot traffic, or commercial signage**.** As such, it will not negatively impact the residential neighborhood surrounding the property. The traffic generated will be minimal**,** limited primarily to the executive director and occasional scheduled visitors such as board members. No events or large gatherings will be held at this office.

Given the property's proximity to the Fairgrounds and the direct connection to one of Sheridan's largest and most recognized events, this use also supports the public interest by allowing efficient coordination and management of a significant cultural and economic asset to the community.

This proposed use meets the definition of a professional office and satisfies the requirements of the zoning code, qualifying as an appropriate and permitted special exemption within the zoning district. Any storage on the property will be contained within the structure and will not affect aesthetic of the external property or surrounding neighbors.

Is the use consistent with the goals, policies, and recommended future land use of the adopted master plan?

The proposed use of the property—to serve as the professional office for the Executive Director of the Sheridan WYO Rodeo Board and the storage of Rodeo related items within the structure —is consistent with the goals, policies, and recommended future land use outlined in the City of Sheridan Master Plan.

1. Consistency with Planning Goals and Policies

The City of Sheridan's Planning Division emphasizes sustainability, responsible development, and support for community services as core values guiding land use decisions. The proposed use reflects these goals in the following ways:

- It supports a recognized nonprofit organization that contributes significantly to Sheridan's cultural identity, economic vitality, and civic life.
- The office is non-retail, administrative in nature, and involves minimal daily traffic, making it well suited to a transitional or low-intensity residential area.
- Because traffic will be minimal and neighborhood disturbance will be negligible the use advances goals of maintaining neighborhood character, minimizing external impacts, and ensuring efficient uses of existing properties rather than triggering major new infrastructure or disruptive uses.
- It advances the goal of preserving neighborhood character while allowing for compatible community-serving uses which furthers the public interest in stewardship of community assets.

2. Compatibility with Recommended Future Land Use

The parcel is located in an area that includes residential uses, community facilities, and public gathering spaces—including, the Sheridan County Fairgrounds directly across the street.

- The proposed office and storage is a low-impact, professional use that complements adjacent land uses and is consistent with land use patterns that cluster community, institutional, and civic functions.
- It does not introduce high-density or commercial traffic, signage, or noise, and as such, aligns with master plan policies that promote orderly growth, neighborhood compatibility, and efficient use of existing infrastructure.
- The office supports an existing community-event asset located directly across the street from the neighborhood rather than creating a new disruptive use, which aligns with "responsible development" rather than speculative commercial intensification.

3. Support for Community Assets and Public Benefit

The Sheridan WYO Rodeo is a significant cultural and economic event for the community. Locating its executive office near the fairgrounds strengthens the organization's ability to coordinate event logistics and community engagement efficiently. In this way, the proposed use directly supports a key community asset, consistent with the master plan's broader objective of enhancing quality of life through strategic land use.

Is granting of the exemption in harmony with the general purpose and intent of the ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare?

The granting of the exemption is in full harmony with the general purpose and intent of the zoning ordinance and will not be injurious to the surrounding neighborhood nor detrimental to the public welfare.

The proposed use of the property is for a professional office and internal storage to serve as the administrative headquarters for the Executive Director of the Sheridan WYO Rodeo Board, a long-standing, community-based nonprofit organization. As defined in the ordinance, a professional office includes occupations requiring training in the liberal arts or sciences—criteria that the Executive Director position clearly satisfies, given its administrative, leadership, and community engagement responsibilities.

This use aligns with the ordinance's intent to ensure that development and land use are compatible with surrounding areas, support orderly growth, and maintain neighborhood character. The proposed office will:

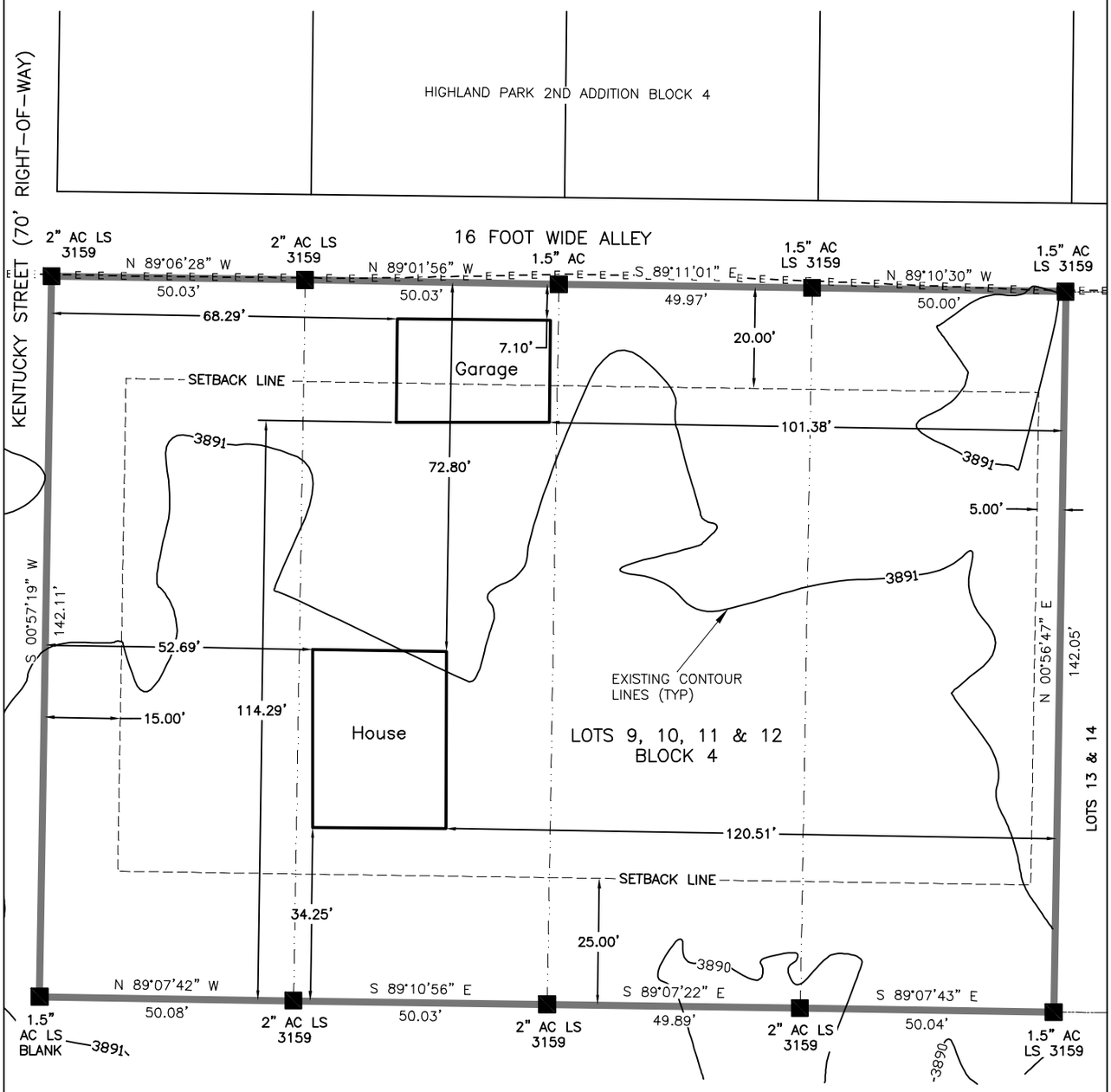
- Be limited to administrative use only;
- Operate within normal business hours;
- Generate minimal traffic, limited primarily to one staff member and occasional scheduled visitors;
- Involve no retail activity, public events, or signage that would alter the residential appearance of the property.

The proposed building will be similar in design to a residential home, preserving the visual and residential character of the neighborhood. The storage portion of the structure will also resemble a residential attached garage and will blend with the adjacent properties. Landscaping, fencing and a residential type façade will assist in blending the professional office in with the adjacent residential structures.

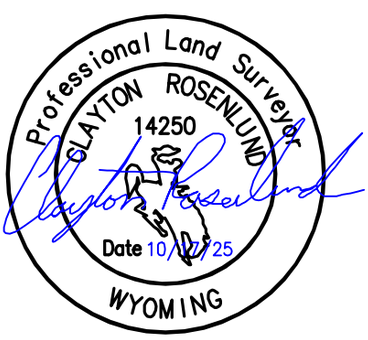
The proposed use is a low-impact, community-oriented professional office that directly supports a vital local organization. It is consistent with the spirit and purpose of the ordinance, will not negatively impact neighboring properties.

EXHIBIT OF SURVEY

OF LOTS 9, 10, 11 AND 12, BLOCK 4, HIGHLAND PARK SECOND ADDITION TO THE TOWN, NOW CITY OF SHERIDAN, LOCATED IN NORTHEAST QUARTER OF THE NORTHEAST QUARTER (NE¼NE¼), SECTION 28, TOWNSHIP 56 NORTH, RANGE 84 WEST 6TH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING. CONTAINING AN AREA OF ±28412 SQUARE FEET (±0.65 ACRES)



SURVEYOR'S CERTIFICATE:
I, CLAYTON P. ROSENLUND DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM AN ACTUAL FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT CORRECTLY SHOWS THE LOCATION TO THE BEST OF MY KNOWLEDGE.



N

SCALE: 1"=30'

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

LEGEND

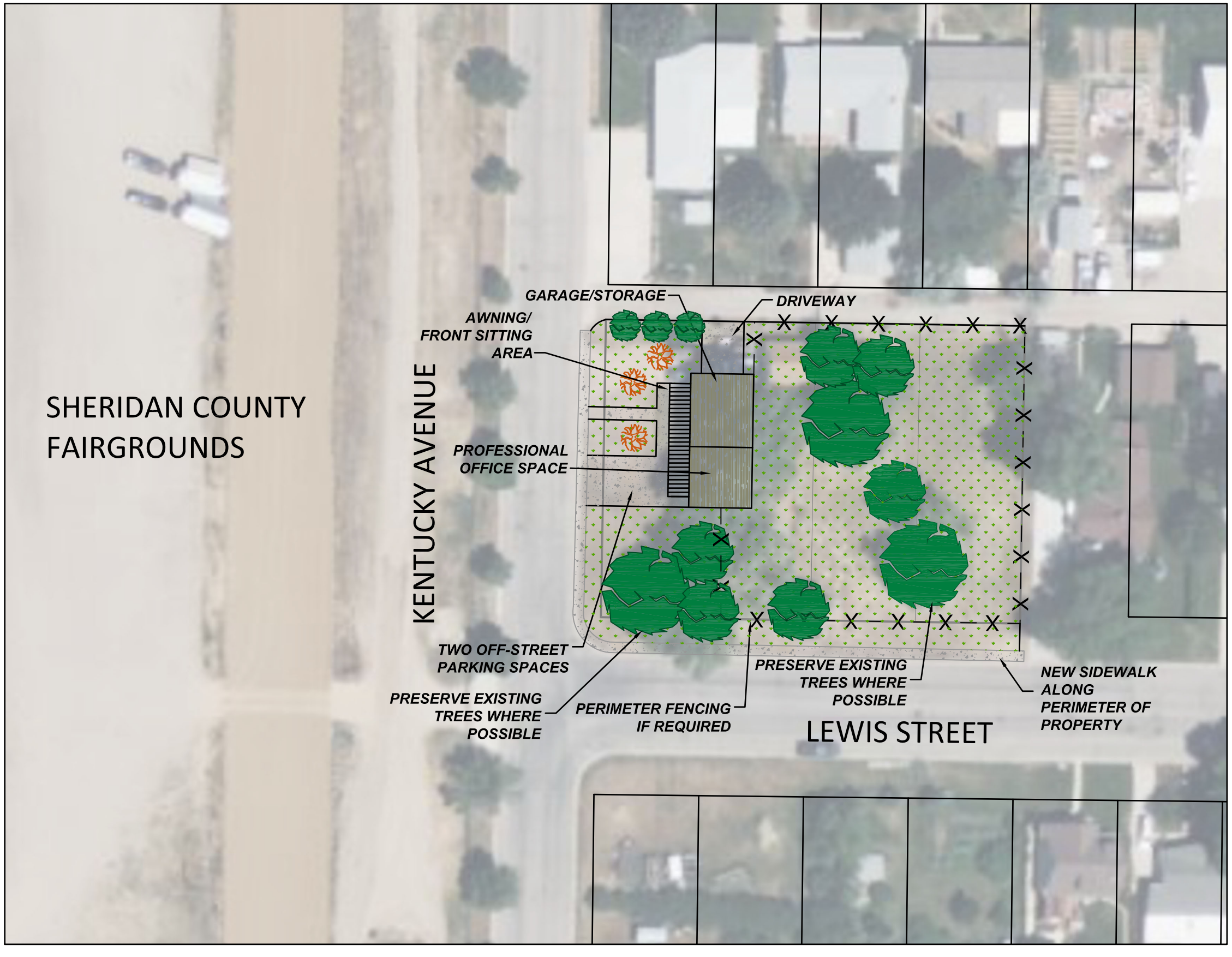
- FOUND CORNER AS NOTED
- SET 1.5" AC PER LS 14250
- AC ALUMINUM CAP
- LOT LINE
- SETBACK LINE
- ORIGINAL LOT LINES
- ADJOINING LOT LINE
- OVERHEAD POWER

PREPARED BY: Cannon Consulting LLC — Making every shot count

Cannon Consulting LLC (307) 752-0109

FOR:
MARY ALDERSON
BIG HORN, WY 82833

Date: 10/15/2025



0 50 100 Feet

NO.	AMENDMENT	DATE	INT.

DESIGN:
CHECK:
DATE:

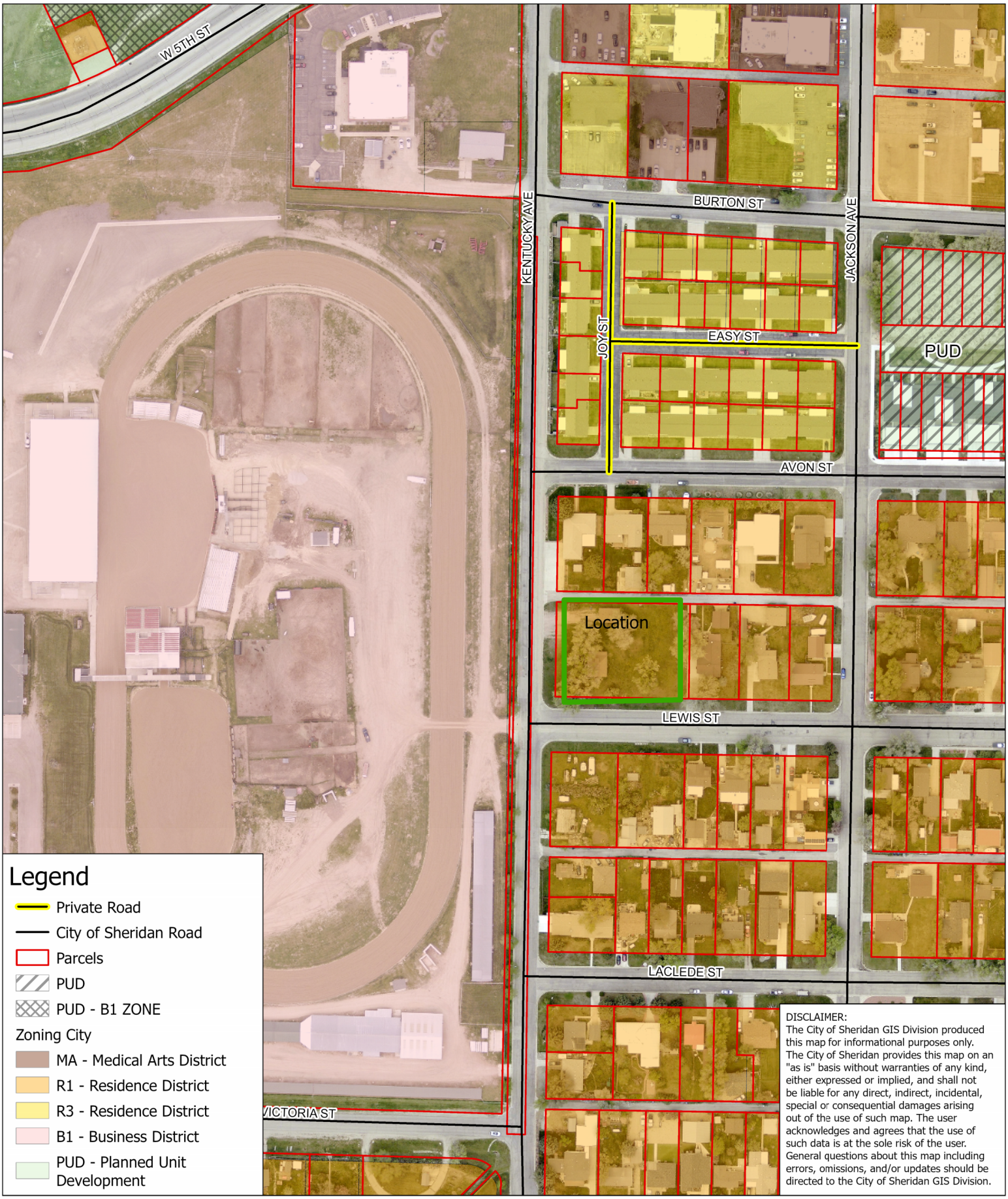
1467 LEWIS STREET

PROPOSED SITE PLAN

902 North Main Street
Sheridan, WY 82801
Office: 307.673.7350
www.mc2engineering.com

MC2 ENGINEERING+ CONSTRUCTION

SHEET C-1



CITY OF Sheridan WYOMING

1467 Lewis St.

N

Miles 0 0.025 0.05

Date: 12/31/2025 9:49 AM User: sgoodman

10/9/25

Planning Dept.
55 Grinnell Plaza
Sheridan, WY 82801

I live at 1407 Avion. I just drove to find 1467 Lewis.

I believe an nice office + storage would look better than the tattered old house presently at 1467 Lewis!

No objections!

Carolee Davis

Sue Goodman <sgoodman@sheridanwy.gov>

Fwd: 1467 Lewis zoning exemption

1 message

Kelly Schroeder <kschroeder@sheridanwy.gov> Mon, Nov 17, 2025 at 9:48 AM
To: Sue Goodman <sgoodman@sheridanwy.gov>

Kelly Schroeder, AICP
City Planner
P (307) 675-4248

---------- Forwarded message ---------
From: **jo forbes** <joforbeswy@gmail.com>
Date: Thu, Nov 13, 2025 at 4:28 PM
Subject: 1467 Lewis zoning exemption
To: <kschroeder@sheridanwy.gov>

My comments for the zoning change:
I've heard it was going to be an office for Rodeo.
- What about the rest of the property
-is the house staying?
-Is this going to be a rental or will the property be sold once exemption is passed?
- what parameters can you enforce… hours, number of cars spaces, noise, use of remaining property?
- what stops the next property owner from changing their zoning?
- Does the exemption revert back if the use changes
-If the property sells does the zoning change back to original R-1?
- Will it look like an office with parking lot?
- Signage allowed?
I am not in favor of the exemption because of all these issues and what future property owners will do.
Thank you,
J Forbes
1467 Avon
Sent from my iPhone

BOARD OF ADJUSTMENT
FINAL ORDER &
SPECIAL EXEMPTION FOR R-1 RESIDENCE DISTRICT

Date of Meeting: January 8, 2026

Item Topic: PL-25-34; 1467 Lewis Street; a Special Exemption to allow the construction of a professional office in the R-1 Residence District

Applicant: MC2 Engineering on behalf of WYO Rodeo Board and Mary Roberts Alderson Revocable Family Trust

Property Address: 1467 Lewis Street, Sheridan, Wyoming, 82801.

Property Legal Description: Lots 9, 10, 11, and 12, Block 4, Highland Park Second Addition to the City of Sheridan, Sheridan County, Wyoming (the "Property").

Requested Special Exemption: Sheridan WYO Board is requesting a special exemption to house their Executive Director's Professional Office on the Property (the "Requested Special Exemption").

Legal Reference: This matter was brought before the Board of Adjustments in accordance with W.S. 15-1-608(b)(i) and City of Sheridan Ordinance Appendix A(14)(2). A special exemption can only be granted if allowed by Ordinance.

Relevant Ordinances:

Municipal Code Appendix A, Section 4.1 R-1 Residence District

D. Special Exemptions allowed within an R-1 Residence District:

1. Bed and breakfast
2. Funeral home or mortuary.
3. Hospital, sanitarium, or clinic, not including animal hospitals.
4. Home for the children or aged.
5. Offices offering professional services.

Municipal Code Appendix A, Section 2 Definitions

Professional office. The office of a member of a recognized profession maintained for the conduct of that profession. A profession is a vocation, calling, occupation or employment requiring training in the liberal arts or sciences, or combination thereof, requiring advanced study in a specialized field; any occupation requiring licensing by the state and maintenance of professional standards applicable to the field.

Findings of Fact:

Pursuant to Sheridan Municipal Code Appendix A, Section 14.2, the Board of Adjustment finds as follows:

DRAFT

1. The Property is located within the R-1 Residence District.

2. The Requested Special Exemption **is/is not** listed as an allowed special exemption within the R-1 Zoning District. *(If the proposed use is found not to be a listed special exemption, then there should be a "because" added to this sentence. If it is found that it is a listed exemption, then it does not need a "because.")*

3. The Requested Special Exemption use is consistent with the goals, policies, and recommended future land use plan of the adopted master plan as follows:

   a. *(List all findings as to why this use is consistent with the goals, policies, and future land use plan)*

4. The granting of the Requested Special Exemption **is/is not** in harmony with the general purposes and intent of the applicable ordinance and **will/will not** be injurious to the neighborhood or otherwise detrimental to the public welfare.

THEREFORE, the Board of Adjustment hereby **grants/denies** the Requested Special Exemption for the reasons stated above and as may appear within the Board approved minutes.

Add the below section if the Special Exemption is granted:

SPECIAL EXEMPTION

NOW, THEREFORE, the Board of Adjustments hereby approves and grants the below described Special Exemption Use for the Property situate in Sheridan County, Wyoming.

Special Exemption Use: office for a professional service.

This Special Exemption shall run with the land so long as the Property remains within the boundaries of the R-1 Residence District, as defined by the City of Sheridan. If the above-described real estate is rezoned to a district other than the R-1 Residence District, then this Special Exemption for r-1 Residence District shall terminate and revoke in its entirety.

Furthermore, failure to abide by this Final Order & Special Exemption or any violation of City of Sheridan Code may result in legal action authorized by W.S. 15-1-610, reversal of this Final Order & Special Exemption, and/or termination and revocation of this Special Exemption.

DATED this _____ day of _____ 2026.

_____

DRAFT

Board of Adjustment Chairman

ATTEST:

_____
Board of Adjustment Secretary

STATE OF WYOMING)
) §§
COUNTY OF SHERIDAN)

The foregoing Final Order of the Board of Adjustments was acknowledged before me by _____, **CHAIRMAN FOR THE BOARD OF ADJUSTMENT** this _____ day of _____, 2026.

WITNESS my hand and official seal.

_____
Notary Public

My commission expires: _____

DRAFT

MEMO

TO: Board of Adjustment

FROM: Kelly Schroeder, Planning Director

RE: Consideration of PL-25-36; 1455 Victoria St. The applicants, Robert McDowell Trust, are requesting a variance from the 25 foot front yard setback in an R-1 Residence District to allow an addition to be 21.34 feet from the front property line. PIN 56842811300825.

Attachments

Staff Report
application
survey
aerial
Draft Final Order

CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan Wyoming 82801
Planning & Zoning Department

MEMORANDUM

From: Kelly Schroeder, City Planner
To: City of Sheridan Board of Adjustment
Date: January 8, 2026

Re: PL-25-36 1455 Victoria Street Variance Staff Report

Background

In-Yarak Construction, Inc., on behalf of property owners Robert and Judith McDowell, has submitted a zoning variance request for the following location:

Address:	1455 Victoria St., Sheridan, WY 82801
Legal:	East 20' of Lot 10 and all of Lot 11, Block 10, Highland Park Second Addition
PIN:	56842811300825

The applicant is requesting a variance to the R-1 Residence District front yard setback requirement of 25 feet to allow the addition of a mudroom on the front of the home. The variance requested is for a 21-foot front yard setback.

Location & Zoning

The subject property is 9,779 square feet in size zoned R-1 Residence district. It is located on Victoria Street between Kentucky Avenue and Jackson Avenue. There is an existing single-family home with a detached garage on the property. All adjacent properties to the north, east, south, and west are zoned R-1 Residence District and have single-family residential uses.

Relevant Ordinances

Municipal Code Appendix A, Section 4.1 R-1 Residence District

C. *Area Regulations*

Front Yard. The minimum front yard shall be twenty-five (25) feet. In the case of a corner lot, the primary front yard shall be the yard in which the principal entrance to the building faces, the depth shall be at least twenty-five (25) feet. The other yard between the adjacent street line and the line of the building shall be at least 15 feet in depth.

Staff Comments

During the application review period, City staff had no comments on the variance application.

Findings of Fact

Municipal Code Appendix A, Section 14.4 states that the Board of Adjustment may authorize a variance from the terms of the zoning ordinance in specific cases such that:

1. The variance will not be contrary to the public interest, and
2. There is a special circumstance in which the literal enforcement of the ordinance will result in unnecessary hardship, and
3. The spirit of the applicable ordinance will be observed, and substantial justice will be done by granting the modification.

Furthermore, Wyoming Statute 15-1-608(b)(ii) states that the Board of Adjustment may vary or adjust the strict application of any of the requirements of the adopted zoning ordinance in the case of any physical condition applying to a lot or building if the strict application would deprive the owner of the reasonable use of the land or building involved. No adjustment in the strict application of the zoning ordinance may be granted unless:

A. There are special circumstances or conditions, fully described in the Board's findings, which are peculiar to the land or building for which the adjustment is sought and do not apply generally to the land or buildings in the neighborhood, and have not resulted from any act of the applicant subsequent to the adoption of the ordinance.
B. The circumstances or conditions are such that the strict application of the provisions of the ordinance would deprive the applicant of reasonable use of the land or building, the granting of the adjustment is necessary for the reasonable use thereof and the adjustment as granted is the minimum adjustment that will accomplish this purpose.
C. The granting of the adjustment is in harmony with the general purposes and intent of the ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

The attached responses submitted by the applicant detail how they believe the proposed variance meets these required findings of fact.

PL-25-36

Variance Application
Status: Active
Submitted On: 10/24/2025

Primary Location

1455 VICTORIA ST
SHERIDAN, WY 82801

Owner

MCDOWELL, ROBERT M & JUDITH E
1005 VICTORIA ST
SHERIDAN, WY 82801-3448

Applicant

In-Yarak Construction, Inc.
307-675-1295
office@in-yarak.com
2657 Aero Loop
Sheridan, Wyoming 82801

Additional Applicant Info

Applicant Type

Contractor

Permit Info

Project Name*

1455 Victoria Mudroom Addition

Occupancy Type*

Residential

Building Type

101 - Single Family Detached

Subdivision Name

highland park 2nd addition

Lot(s)

E20' of lot 10 and all lot 11

Block(s)

block 10

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

9779 sf

Present Zoning*

R1

Flood Zone Category*

none

Present Use of Property*

residential

Garage in Back Half?*

Yes

In depth description of the purpose of the Variance Request*

Reduce the building setback requirement of this property from 25 feet to 21 feet to allow the addition of a mudroom on the fron tof the home. There are other homes on this street that have buildings that encroach this setback already.

Please select the situation that applies to your variance request (Sheridan City Code Appendix A §14.4):

Variance to allow the extension of a preexisting nonconforming building (constructed prior to May 1948).

Per Sheridan City Code Appendix A §14.4, variances may be granted when they "will not be contrary to the public interest ..." Please explain below how it will not be contrary to the public interest.*

There are other homes on this block that encroach on the 25' setback and this addition to the home would not negatively effect other neighbors.

What is the special circumstance in which literal enforcement of the ordinance will result in unnecessary hardship? Attach additional pages if necessary.*

simply does not allow this owner the ability to make the desired changes to their home, when other homes have had that opportunity.

Explain how the spirit of the applicable ordinance is observed and substantial just ice is done by granting the modification..*

again, allows this owner to have the same lot/building improvement rights as others on same block.

What is the unnecessary hardship? Hardships should be related to unique features of the property or historical conditions. Attach Additional pages if necessary*

The lot line is very far up on the 'perceived' property and the addition of the home would therefore violate the intended setback.

There are special circumstances or conditions, fully described below, which are peculiar to the land or building for which the adjustment is sought and do not apply generally to land or buildings for which the adjustment is sought and do not apply generally apply to land or buildings in the neighborhood, and have not resulted from any act by the applicant.*

Other owners on the same block enjoy the same 'setback violation' as being requested.

The circumstances or conditions are such that the strict application of provisions of the ordinance would deprive the applicant of the reasonable use of the land or building, and the adjustment is the minimum adjustment necessary to accomplish this purpose. 1) Circumstances which strict application deprives reasonable use. 2) How the adjustment is necessary for reasonable use. 3) Describe why the adjustment is minimum adjustment?*

Strick application removes the ability for this owner to increase their home size; the home is small and additional square footage would 1) increase value and 2) make more usable.

Describe how the adjustment is in harmony with the general purposes and intent of the ordinance and will not be injurious to the neighborgood or otherwise detrimental to the public welfare.*

This adjustment will not have affect on the neighboring homes as other homes in the block have similar additions.

Parcels Included in Project

Street Address	MBL / Parcel ID
1455 victoria street	

Setbacks

Front Yard Required	Front Yard Requested
–	20
Back Yard Required	**Back Yard Requested**
–	20
Left Side Yard Required	**Left Side Yard Requested**
–	5
Right Side Yard Required	**Right Side Yard Requested**
–	5

Engineer Information

Company Name

Engineer Name

Address

City

State

Zip

Phone

Email

Surveyor Information

Company Name

Cannon Consulting

Surveyor Name

Clayton Rosenlund

Address

City

State

Zip

Phone

(307) 752-0109

Email

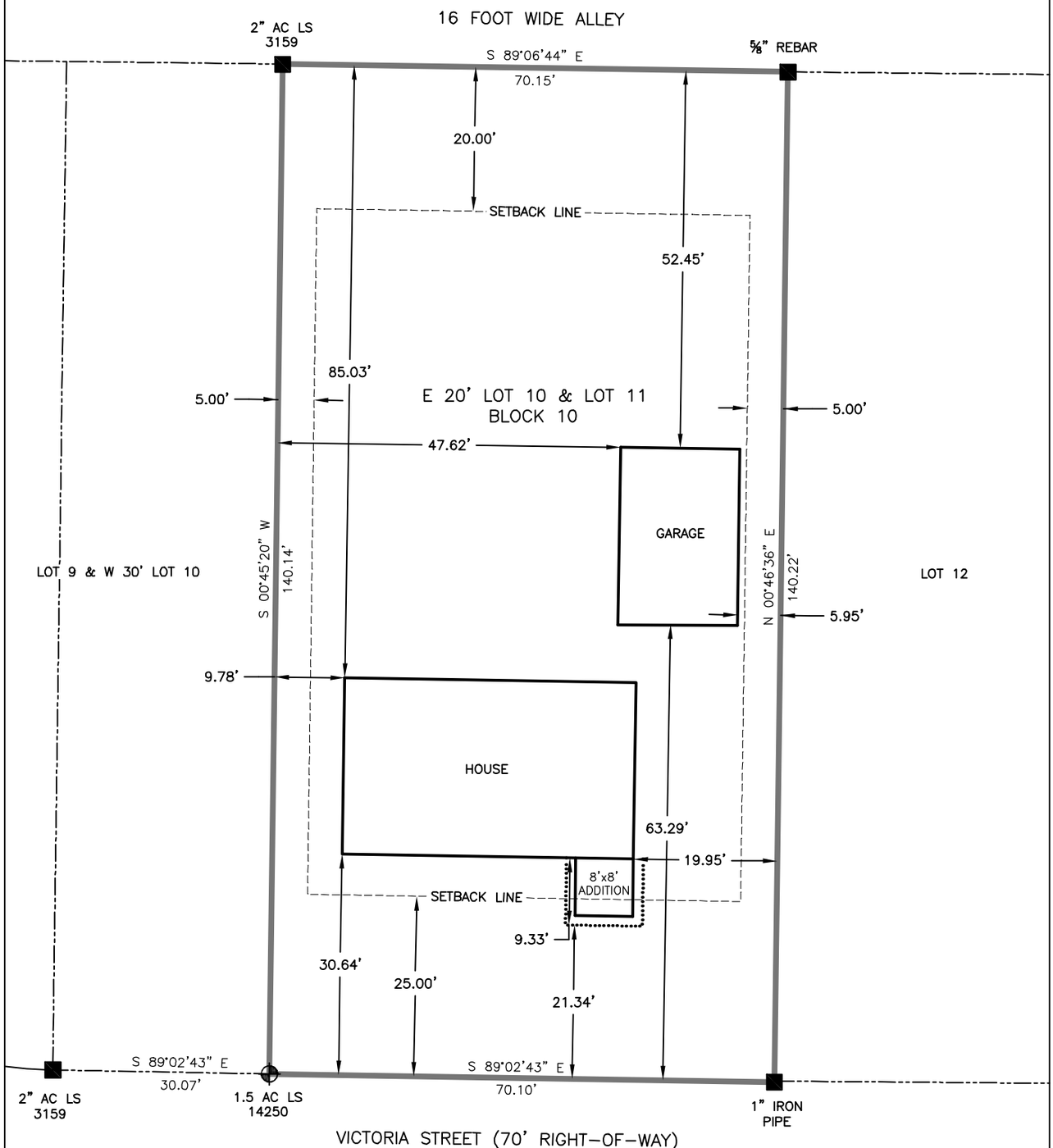
Applicant Certification

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

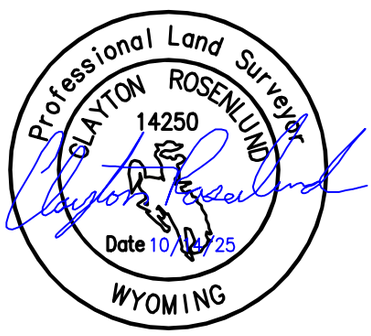
Tyler Baltz
Oct 17, 2025

EXHIBIT OF SURVEY

OF THE EAST 20' OF LOT 10 AND LOT 11, BLOCK 10, HIGHLAND PARK SECOND ADDITION TO THE TOWN, NOW CITY OF SHERIDAN, LOCATED IN NORTHEAST QUARTER OF THE NORTHEAST QUARTER (NE¼NE¼) AND THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER (SE¼NE¼), SECTION 28, TOWNSHIP 56 NORTH, RANGE 84 WEST 6TH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING. CONTAINING AN AREA OF ±9830 SQUARE FEET (±0.23 ACRES)



SURVEYOR'S CERTIFICATE:
I, CLAYTON P. ROSENLUND DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM AN ACTUAL FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT CORRECTLY SHOWS THE LOCATION TO THE BEST OF MY KNOWLEDGE.



N

SCALE: 1"=20'

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

LEGEND

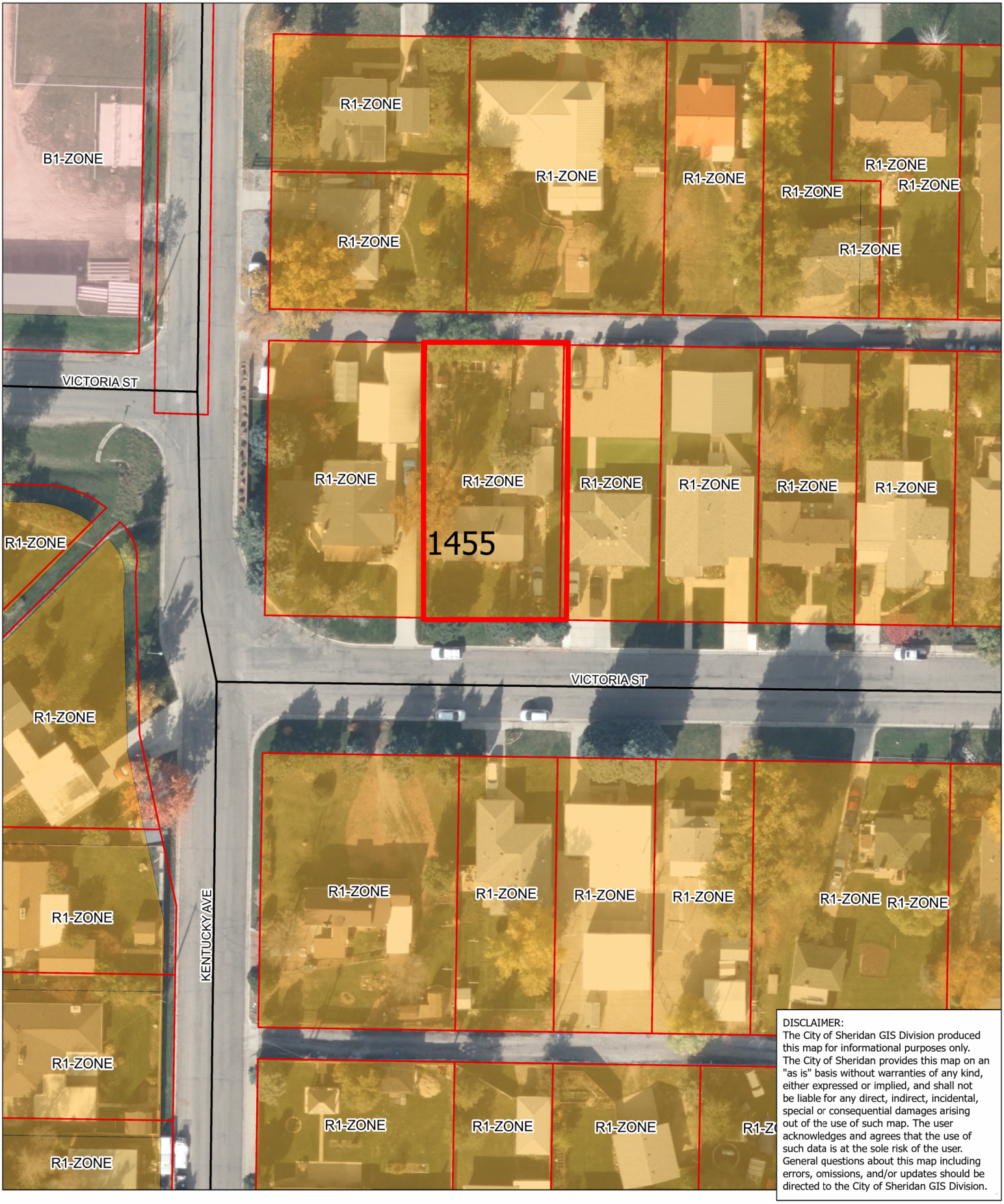
- FOUND CORNER AS NOTED
- SET 1.5" AC PER LS 14250
- AC ALUMINUM CAP
- LOT LINE
- SETBACK LINE
- ADJOINING LOT LINE

PREPARED BY: Cannon Consulting LLC — Making every shot count

Cannon Consulting LLC (307) 752-0109

FOR: ROBERT & JUDITH MCDOWELL
SHERIDAN, WY

Date: 10/13/2025



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

CITY OF Sheridan WYOMING

1455 Victoria St

N

Miles 0 0.008 0.016

Date: 10/27/2025 12:59 PM User: sgoodman

BOARD OF ADJUSTMENT
FINAL ORDER &
VARIANCE FOR R-1 RESIDENCE DISTRICT

Date of Meeting: January 8, 2026

Item Topic: PL-25-36; 1455 Victoria Street; a variance request to allow a 21-foot front yard setback in the R-1 Residence District

Applicant: In-Yarak Construction, Inc. on behalf of Robert and Judith McDowell

Property Address: 1455 Victoria St., Sheridan, Wyoming, 82801.

Property Legal Description: Lot 11 and the East 20 feet of Lot 10, Block 10, Highland Park Second Addition to the City of Sheridan, Sheridan County, Wyoming (the "Property").

Requested Variance: Robert and Judith McDowell are requesting to reduce the building setback requirement of the property from 25 feet to 21 feet to allow the addition of a mudroom on the front of the home (the "Requested Variance").

Legal Reference: This matter was brought before the Board of Adjustments in accordance with W.S. 15-1-608(b)(ii) and City of Sheridan Ordinance Appendix A(14).

Relevant Ordinances:

Municipal Code Appendix A, Section 4.1 R-1 Residence District

C. *Area Regulations*

Front Yard. The minimum front yard shall be twenty-five (25) feet. In the case of a corner lot, the primary front yard shall be the yard in which the principal entrance to the building faces, the depth shall be at least twenty-five (25) feet. The other yard between the adjacent street line and the line of the building shall be at least 15 feet in depth.

Findings of Fact:

Pursuant to Sheridan Municipal Code Appendix A, Section 14.4 and W.S. 15-1-608(b)(ii), the Board of Adjustment finds as follows:

1. The Requested Variance **is/is not** contrary to the public interest *(If the proposed variance is found to be contrary, then there should be a "because" added to this sentence. If it is found that it is not contrary, then it does not need a "because.")*

2. There **is/is not** a special circumstance in which the literal enforcement of the ordinance will result in depriving the applicant of the reasonable use of the land or building or result in unnecessary hardship as supported by the following:

a. (List all of the findings as to what the special circumstance is)

3. The Requested Variance **is/is not** necessary for the reasonable use of the Property, and the Requested Variance **is/is not** the minimum adjustment that will accomplish the applicant's purpose.

4. The spirit of the applicable ordinance **will/will not** be observed and substantial justice **will/will not** be done by granting the modification. *(If the proposed variance is not found to observe the spirit, then there should be a "because" added to this sentence. If it is found that does observe the spirit, then it does not need a "because.")*

THEREFORE, the Board of Adjustment hereby **grants/denies** the Requested Variance for the reasons stated above and as may appear within the Board approved minutes.

Add the below section if the Variance is granted:

VARIANCE

NOW, THEREFORE, the Board of Adjustments hereby approves and grants the below described Variance for the Property situate in Sheridan County, Wyoming.

Variance: front yard setback of 21 feet

Failure to abide by this Final Order & Variance or any violation of City of Sheridan Code may result in legal action authorized by W.S. 15-1-610, reversal of this Final Order & Variance, and/or termination and revocation of this Variance.

DATED this _____ day of _____ 2026.

_____
Board of Adjustment Chairman

ATTEST:

_____
Board of Adjustment Secretary

STATE OF WYOMING)
) §§
COUNTY OF SHERIDAN)

The foregoing Final Order of the Board of Adjustment was acknowledged before me by _____, **CHAIRMAN FOR THE BOARD OF ADJUSTMENT**, this _____ day of _____ 2026.

WITNESS my hand and official seal.

DRAFT

_____

Notary Public

My commission expires: _____

DRAFT