AGENDA
CITY OF SHERIDAN
JANUARY 13, 2025
STUDY SESSION COUNCIL MEETING START 5:30 P.M.

1. Discussion of Bid Award to Excel Wyoming for the Northeast Transmission Main Project in the Amount of $1,833,000.00 - Project Manager David Ford

2. Discussion of PL-24-35, Ordinance 2291, Wyoming Downs Rezone B-1 to M-1 - City Planner Kelly Schroeder

3. Discussion of PL-24-36, Resolution 01-25, Vacate Utility Easement at 1297 Birch St. - City Planner Kelly Schroeder

4. Discussion of Resolution 02-25 Authorizing the Submission of a RAISE Planning Grant Application - Public Works Director Hanns Mercer

5. Discussion of new Restaurant Liquor License for La Herradura located at 437 N. Main - City Clerk Ashlee Foster

6. General Discussion and Potential Future Agenda Items - City Administrator Stuart J. McRae
   A. Upcoming Pending Items
   B. 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 Excel Wyoming for the Northeast Transmission Main Project in the Amount of $1,833,000.00 - Project Manager David Ford

From: David Ford, Project Engineer

To: City Council

CC:

Date: 11/18/2024

Recommendation:

Staff recommends that the Mayor and City Council award the Northeast Transmission Main Project to Excel Wyoming, the lowest qualified bidder, for $1,833,000.00.

Staff request that for the Northeast Transmission Main Project, the Mayor and City Council authorize the Public Works Director, Hanns Mercer, to act on behalf of the Council and Mayor on all matters related to this project.

Background:

The Northeast Transmission Main Project includes the installation of approximately 10,800 LF of 16-inch-diameter water mains and associated appurtenances northeast of Sheridan, Wyoming.

This project was advertised in the Sheridan Press on November 12, 19, and December 7, 2024, and bids were due on December 12. A pre-bid conference was held on November 19 and the City received 11 bids.

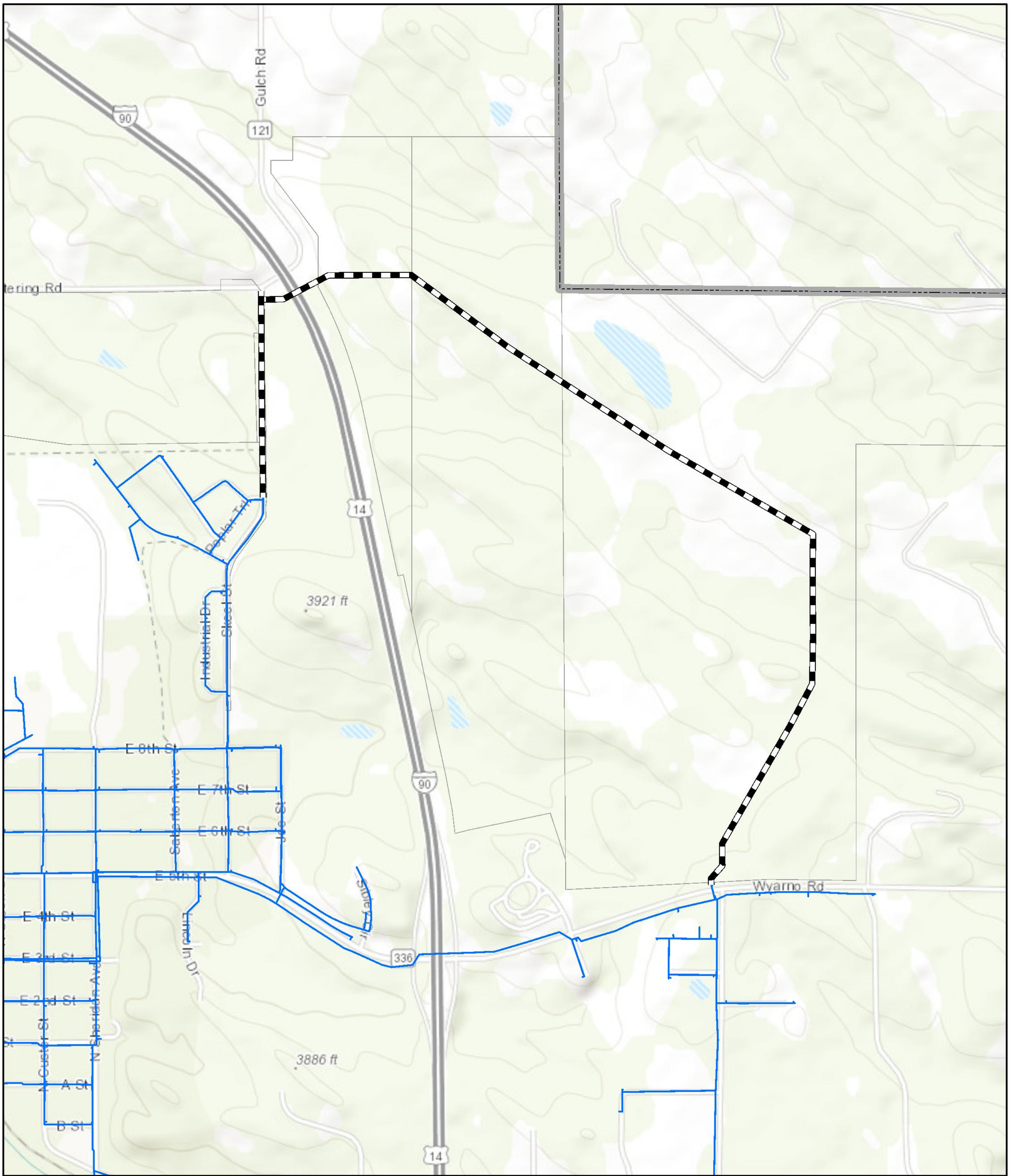
- Excell Wyoming $1,833,000.00
- Northern Underground $1,985,754.00
- Mountain View Building $2,082,380.00
- Hot Iron $2,050,956.89
- Wagner Ranch $2,308,409.00
- LJS Concrete & Excavating $2,330,903.00
- Western Municipal $2,345,380.00
- Wyo DAK $2,424,520.00
- Oftedal Construction $2,592,050.00
- Prospect $2,704,740.00
- COP Construction $2,792,828.00

Funding:

Water Enterprise Funds, a WWDC Grant, and a Drinking Water SRF Loan fund this project.

Attachments

Map



Area Map w/ water service boundary

Sheridan NE Transmission Main

DOWL

Date: February 05, 2024

Transmission Main

\\dowl.com\j\Projects\63\28019-01\60GIS\Carto\NorthEastTransmission.aprx Feb 05, 2024 10:40 AM User: jrosenlund

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-24-35, Ordinance 2291, Wyoming Downs Rezone B-1 to M-1 - City Planner Kelly Schroeder

From: Kelly Schroeder, Planning Director

To: City Council

CC:

Date: 12/04/2024

Recommendation:

Staff recommends that Planning Commission recommend approval of PL-24-35, Ordinance 2291 Wyoming Downs Rezone to City Council. The applicant, Wyoming Downs OTB4, LLC, is requesting to rezone 42,663 sq feet from B-1 Business District to M-1 Industrial District. Located at 927 Coffeen Ave., Lot 1 of the ACRT Subdivision, (PIN 56843526500125).

Background:

WWC Engineering, on behalf of Wyoming Downs OTB4, LLC, has submitted a rezone application for Lot 1, ACRT Subdivision, located at 927 Coffeen Avenue (PIN 56843526500125). The applicant is requesting to rezone 0.98 acres from B-1 Business District to M-1 Industrial District.

The City approved a liquor license in the fall of 2023 for Wyoming Downs for the addition of alcoholic beverages to be consumed while gambling at this location. A building permit for renovations to the property was then submitted in the fall of 2024. At this time, staff had concerns about whether gambling was an allowable use in the B-1 district. The applicant disagreed with staff's interpretation, however, they agreed to submit a rezone application to cooperate with the City on a solution that benefits both parties.

Discussion:

The subject property is currently zoned B-1, and is surrounded by other B-1 properties to the north, south, and west. The property to the east, Lot 2 of Coffeen Plaza II, is split zoned between M-1 and B-1. This property was originally two separate lots with separate zoning, but the zoning was not corrected at the time these two lots were replatted as one in 2006. For this reason, staff considers the subject property to be adjacent to M-1. Adjacent land uses include Legacy Pregnancy Center, Eye Care of the Big Horns, State Farm, and Scooter's Coffee.

The Future Land Use Map indicates that this area is appropriate for commercial use. Many of the properties in the area are zoned M-1 Industrial but are commercial in nature. A rezone of the subject property to M-1 would allow for a wider variety of commercial uses in the area that are compatible with surrounding zoning and land uses.

Staff sent notices to 16 surrounding property owners and published a legal ad in the Sheridan Press with

information about the project and the public hearing. To date, staff has received one inquiry regarding the proposed rezone from an area business looking for more details. Staff also received one letter from an adjacent property owner, Legacy Pregnancy Center, opposing the rezone. The letter is attached to this staff report.

Neither state statute nor city code contains required findings that must be made in changing a property's zoning designation. State statute does provide some requirements for zoning regulations in general, which the Planning Commission and City Council should be aware of:

WS §15-1-601(d)

d) All regulations shall be made:

i. In accordance with a comprehensive plan and designed to:

A. Lessen congestion in the streets;
B. Secure safety from fire, panic and other dangers;
C. Promote health and general welfare;
D. Provide adequate light and air;
E. Prevent the overcrowding of land;
F. Avoid undue concentration of population; and
G. Facilitate adequate provisions for transportation, water, sewage, schools, parks and other public requirements.

ii. With reasonable consideration, among other things, of the character of the district and its peculiar suitability for particular uses;

iii. With a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the city or town; and

iv. With consideration given to the historic integrity of certain neighborhoods or districts and a view to preserving, rehabilitating and maintaining historic properties and encouraging compatible uses within the neighborhoods or districts, but no regulation made to carry out the purposes of this paragraph is valid to the extent it constitutes an unconstitutional taking without compensation.

The Preamble of the City's Zoning Ordinance (Appendix A) states that the purpose of the zoning ordinance is to, "promoting the health, safety, morals and general welfare of the inhabitants of the City of Sheridan by lessening congestion in the streets; securing safety from fire, panic and other dangers providing adequate light and air; preventing the overcrowding of land; avoiding the undue concentration of population, facilitating the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements."

Attachments

Aerial

Rezone Petition

Rezone Exhibit

Legacy Pregnancy Center Letter

Draft Ordinance

927 Coffeen Ave



PUD

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

Legend

- County Road
- Private Road
- PUBLIC ROAD
- City of Sheridan Road
- Sheridan College Road
- Sheridan County Airport
- State of Wyoming Road
- VA Road
- Parcels
- PUD
- PUD - B1 ZONE
- PUD - R1 ZONE
- PUD - R2 ZONE
- PUD - R3 ZONE

Zoning City

- MA - Medical Arts District
- R1 - Residence District
- R2 - Residence District

N

Miles 0 0.45 0.9

Date: 11/13/2024 12:53 PMUser: sgoodman

PETITION FOR REZONING

TO THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING:

Pursuant to the provisions of W.S. 15-1-601, 15-1-602, 15-1-603 et. seq., and other applicable statutes, and Appendix A, Sec. 16 of the Sheridan City Code, the undersigned landowner(s) respectfully petition and show the City Council as follows:

1. This is a petition for the rezoning of parcels of land within the city limits of Sheridan, Wyoming, having a legal description as follows:

   Lot 1 of the ACRT Subdivision to the City of Sheridan, Sheridan County, Wyoming.

2. Wyoming Downs OTB4 LLC are the owners or authorized agents of said described land proposed to be rezoned.

3. A map of the area sought to be rezoned is attached hereto and made a part hereof.

4. Petitioners hereby request that said lands be zoned M-1.

Therefore, Petitioners pray said parcel(s) be rezoned M-1, pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

Dated this 30th day of October, 2024

Signed by the Petitioners:

Subscribed and Sworn before me this 30th day of October, 2024

Iliana Godoy
Notary Public

ILIANA KAHIWAHIWAAKEAKUA GODOY
Notary Public, State of Nevada
Appointment No. 22-2195-01
My Appt. Expires Aug 16, 2026

My commission expires: Aug 16, 2026

K:\Sheridan\Wyoming Downs OTB4 LLC\2024436 Coffeen Property Rezone\05CAD\Sheets\24436-BNDY-REZONE.dwg EXHIBIT 10/30/2024 9:01:17 AM

LEGAL DESCRIPTION:

LOT 1 OF THE ACRT SUBDIVISION TO THE CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING.

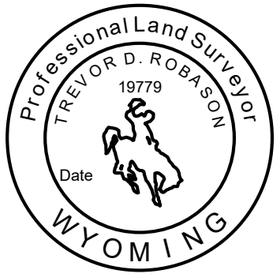
TOGETHER WITH ALL IMPROVEMENTS, HEREDITAMENTS AND APPURTENANCES THEREUNTO BELONGING TO OR APPERTAINING THERETO;

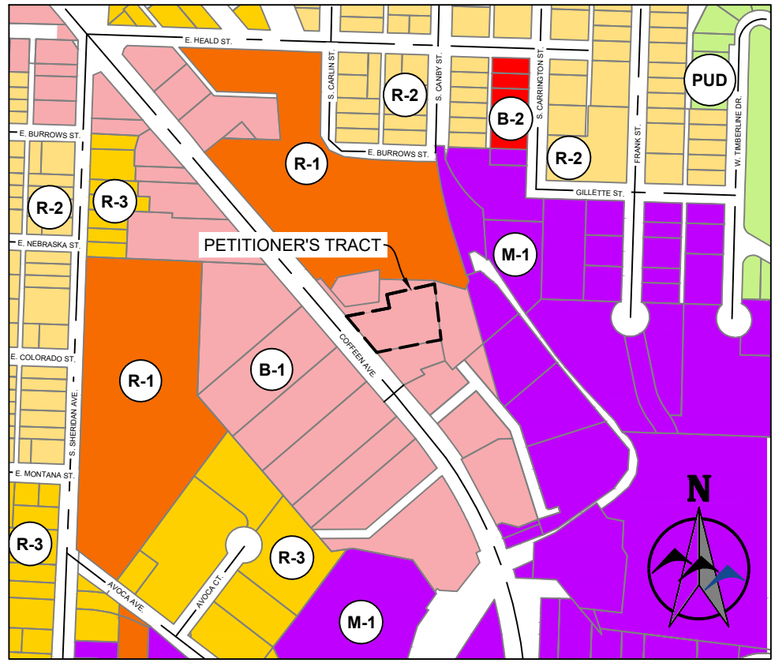
SUBJECT TO ALL EXCEPTIONS, RESERVATIONS, RIGHTS-OF-WAY, EASEMENTS, COVENANTS RESTRICTIONS, AND RIGHTS OF RECORD AND SUBJECT OF ANY STATE OF FACTS WHICH WOULD BE DISCLOSED BY AN ACCURATE SURVEY OR PHYSICAL INSPECTION OF THE PREMISES AND SUBJECT TO BUILDING AND ZONING REGULATIONS AND CITY, STATE AND COUNTY SUBDIVISION LAWS.

CURRENT ZONING: B-1
PROPOSED ZONING: M-1

CERTIFICATE OF SURVEYOR:

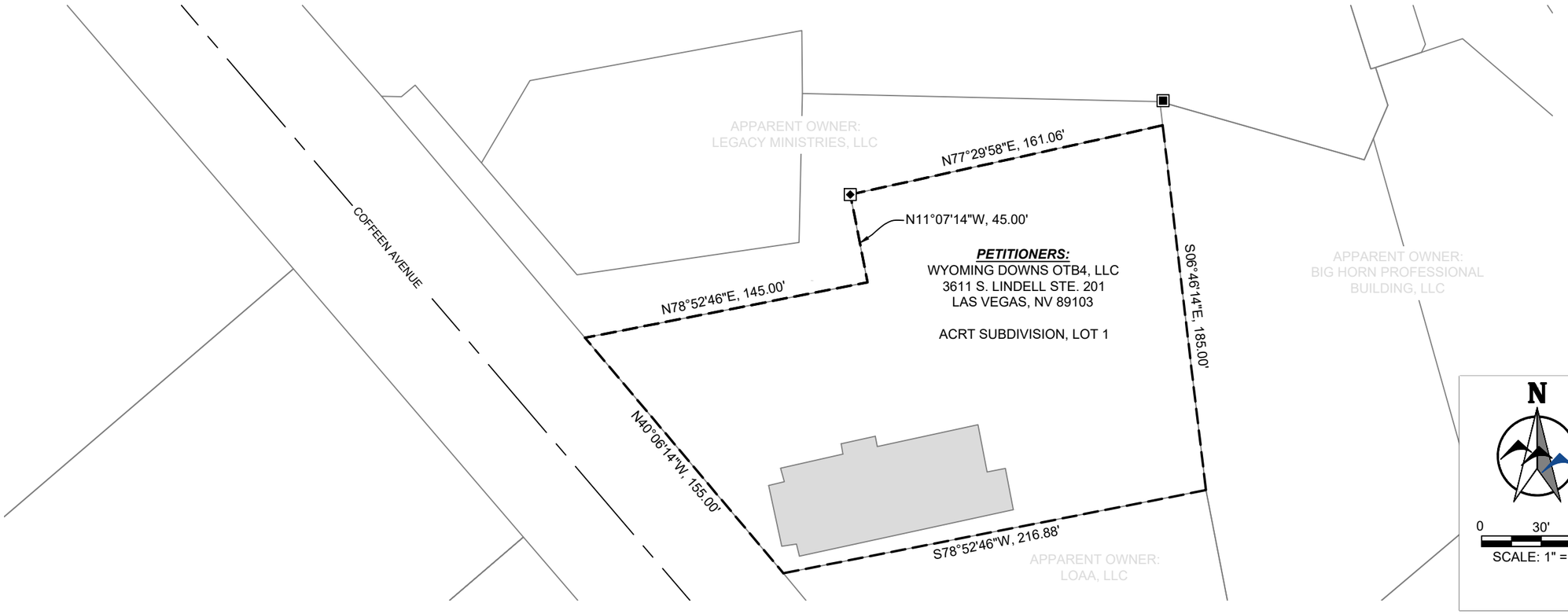
I, TREVOR ROBASON, A PROFESSIONAL LAND SURVEYOR LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, HEREBY CERTIFY THAT PLAT HEREON WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION FROM A SURVEY COMPLETED IN OCTOBER 2024 AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.





CURRENT ZONING WITHIN 1000' OF PETITIONER'S TRACT
1"= 500'

FOUND REBAR
ALUMINUM CAP (LS 5300)
EXISTING BUILDING
PETITIONER'S TRACT
ROAD CENTERLINE
PROPERTY LINE



NO.	REVISION	BY	DATE

PROJECT NO. 2024436

PREPARED BY
WWC ENGINEERING
1849 TERRA AVE.
SHERIDAN, WY 82801
(307) 672-0761
www.wwcengineering.com

WYOMING DOWNS OTB4, LLC
LOT 1 ACRT SUBDIVISION REZONE

REZONE APPLICATION EXHIBIT

SHERIDAN COUNTY, WYOMING

DESIGNED BY: TDR
DRAWN BY: SMC
CHECKED BY: TDR
DATE: 10/30/2024

SHEET
1

Legacy Pregnancy Center
847 Coffeen Avenue
Sheridan, WY 82801

January 8, 2024

Dear Members of the Planning Committee and City Council,

We, the governing Board of Legacy Pregnancy Center, write to express our concerns regarding the proposed rezoning of the property adjacent to our facility, located at 927 Coffeen Avenue, from a B-1 Business District to an M-1 Industrial District. Legacy Pregnancy Center is a faith-based nonprofit organization, organized exclusively for religious, educational, and charitable purposes. (*See* attached Nonprofit Corporation Articles of Amendment). Legacy Pregnancy Center serves as a vital spiritual and educational resource for women and families in Sheridan.

Our center's mission is to provide a safe, welcoming, and supportive environment for those in need during pregnancy and beyond. Under the current B-1 zoning, gambling establishments are prohibited, which is consistent with the values of our organization and the needs of the community members we serve. However, the proposed M-1 zoning would permit gambling establishments and industrial businesses, introducing potential risks to the family-oriented and supportive nature of our operations.

We respectfully draw your attention to City Ordinance, Appendix A, Section 10, Subsection 20(a), which prohibits the establishment of adult-oriented businesses within 1,000 feet of certain properties, including churches and schools. As our center is organized exclusively for religious, educational, and charitable purposes, we believe we meet the location restriction criteria, or at a minimum the spirit of why the location restrictions were instituted. Furthermore, as the specified purpose of zoning within the City of Sheridan, according to City Ordinance, Appendix A, is, "for the purpose of promoting the health, safety, morals and general welfare of the inhabitants of the City of Sheridan…" we disagree that rezoning the property adjacent to our facility would promote the health, safety, morals and general welfare of the clientele we serve. We ask that our services, as defined in our Nonprofit Corporation Articles of Amendment, be considered in your evaluation of this proposal.

We are concerned a rezoning from B-1 to M-1 zoning may compromise the environment we strive to maintain. The introduction of a gambling establishment or any other industrial use could deter families and individuals seeking our services and fundamentally alter the character of the surrounding area.

While we understand the need for thoughtful development in our community, we urge the planning committee and city council to consider the broader impacts this rezoning could have on our neighborhood and the families we serve. Protecting the integrity of our immediate environment is critical to fulfilling our mission and upholding the values that guide the work we do with a vulnerable community of women and families.

Legacy Pregnancy Center had never considered the need for a barrier or fence and added security measures due to the current B-1 zoning, but with the proposed rezoning to M-1, we now feel such measures may be necessary—an unanticipated cost not accounted for in our budget.

We appreciate your careful consideration of these concerns and would welcome the opportunity to discuss this matter further or provide additional information to support your decision-making process.

Sincerely,

Legacy Pregnancy Center Governing Board
Maureen Metcalf, President, Sierra Mullinax, Chair, Elizabeth Moore, Secretary, Nicole Burgess, Treasurer, Alex Loftus, Member, Ross Elliot, Member, Alison Meacham, Member

Wyoming Secretary of State
State Capitol Building, Room 110
200 West 24th Street
Cheyenne, WY 82002-0020
Ph. 307.777.7311
Fax 307.777.5339
Email: business@state.wy.us

Max Maxfield, WY Secretary of State
FILED: 04/30/2010 03:54 PM
Original ID: 2009-000566143
Amendment ID: 2010-000852573

Nonprofit Corporation
Articles of Amendment

1. Corporation name:

Legacy Ministries, Inc.

2. Article(s) 3 Purposes is amended as follows:
(Attach a separate sheet if more room is needed.)

See attached

3. The amendment was adopted on 04/19/2010 by the board of directors.
(Date – mm/dd/yyyy)

OR

The amendment was adopted on _____ by the directors and members.
(Date – mm/dd/yyyy)

4. If approval by the members was not required, or if the corporation has no members, make that statement in this section and state that approval was obtained by a sufficient vote of the board of directors or incorporators:

5. If approval by the members was required, complete this section.

a. The number of memberships outstanding and entitled to vote on the amendment: 2/3

b. The number of votes cast for and against the amendment: 2 unanimous

RECEIVED
SECRETARY OF STATE
WYOMING

Received
APR 23 2010
Secretary of State
Wyoming

"The Corporation is faith-based and organized exclusively for charitable, religious and educational purposes within the meaning of 501 (c)(3) of the Internal Revenue Code, including but not limited to: the development and administration of programs designed to assist women and families in confronting and dealing with the physical, spiritual, emotional, economic and social problems associated with pregnancy; and the development and administration of programs designed to assist pregnant women who desire to carry their unborn child to term."

6. If approval of the amendment was required by some person or persons other than the members, the board of directors, or the incorporators, make a statement in this section that approval was obtained.

Date: _____
(mm/dd/yyyy)

Signature: Maureen Metcalf
(May be executed by the Chairman of the Board, President or another of its officers.)

Print Name: Maureen Metcalf

Title: CEO/President

Contact Person: Maureen Metcalf

Daytime Phone Number: 307-673-4757

Checklist

- [x] ***Filing Fee: $3.00*** Make check or money order payable to Wyoming Secretary of State.
- [ ] Please submit one **originally signed** document and one exact photocopy of the filing.

ORDINANCE NO 2291

AN ORDINANCE amending Ordinance No. 826, the Zoning Ordinance of the City of Sheridan, to zone the entirety of the land more particularly described in Appendix A Section 1., and shown on the attached Exhibit, from a B-1 Business District to an M-1 Industrial District; for the property located at 927 Coffeen Avenue.

WHEREAS, the owner of the following described land has petitioned the City Council to rezone the same from a B-1 Business District to an M-1 Industrial District, and a public hearing having been held thereon by the City Council; THEREFORE

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

Section 1.
The following described land is hereby rezoned from a B-1 Business District to the M-1 Industrial District, to wit:

Lot 1, ACRT Subdivision in the City of Sheridan, Sheridan County, Wyoming.

Section 2.
That Ordinance No. 826, The Zoning Ordinance of the City of Sheridan is hereby amended to conform herewith.

Section 3.
If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, than all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 4.
That this ordinance shall be in full force and effect immediately upon its passage and publication as provided by law.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2025

ATTEST: _____
Richard Bridger, Mayor

_____
Ashlee Foster, City Clerk
State of Wyoming)
)SS
County of Sheridan)

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

_____, 2025 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 PL-24-36, Resolution 01-25, Vacate Utility Easement at 1297 Birch St. - City Planner Kelly Schroeder

From: Kelly Schroeder, Planning Director

To: City Council

CC:

Date: 12/23/2024

Recommendation:

Staff recommends approval of PL-24-36, Resolution 01-25. The applicant, Austin Opitz, is requesting to vacate a 10-foot by 54.25-foot wide utility easement on Lot 3 of the Huntington-Birch Addition. Located at 1297 Birch St. Sheridan, WY (PIN 56843425900325).

Background:

The applicant, Austin Opitz, is requesting to vacate a 10 foot by 54.25 foot utility easement on Lot 3 of the Huntington-Birch Addition, located at 1297 Birch Street (PIN 56843425900325). The purpose of this easement vacation is so the applicant can build a detached shop at the rear of the property.

Discussion:

The subject property is zoned R-1 Residence District and is surrounded by properties of the same zoning. It is considered an interior lot with alley access from the south side, so the following setback requirements would apply to a detached shop or garage:

- 5’ from main building
- 5’ from the alley
- 3’ from the rear and north lot line

The existing utility easement considered for vacation runs north-south 10’ from the rear property line. Buildings may not be constructed in easements, even if the setback requirements are less restrictive.

As required by Municipal Code Appendix B, Section 205(C), public and private utility companies have been notified twice by certified mail 30 days prior to the meeting, an ad was placed 7 days prior to the meeting, and a sign was posted on the property. Staff also sent notification to 38 neighbors within 300’ by regular mail. Montana-Dakota Utilities Company confirmed that they have no facilities in the easement area and future use would not be required. No other utility companies or members of the public stated concerns with the request to vacate the easement.

Attachments

Vacation Exhibit
Draft Resolution
Utility Responses
Aerial
Petition to Vacate

EXHIBIT "A"
LEGAL DESCRIPTION

Record Owner: *Austin J. Opitz*
November 11, 2024

Re: Easement Vacation

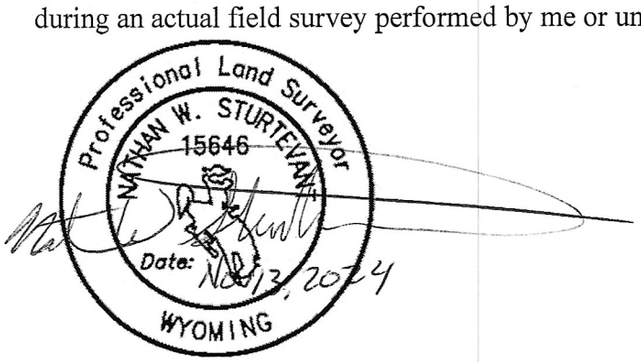
Vacation of the following utility easement being a strip of land ten (10.0) foot wide situated in Lot 3, Huntington-Birch Addition, City of Sheridan, Wyoming, as shown on **EXHIBIT "B"** attached hereto and by this reference made a part hereof; the easterly line of said strip being the east line of said Lot 3, said easterly line being more particularly described as follows:

BEGINNING at the southeast corner of said easement vacation, said point being the southeast corner of said Lot 3; thence N00°47'21"W, 54.25 feet along said east line of said strip to the **POINT OF TERMINUS** of said easement, said point being the northeast corner of said Lot 3.

Said vacated utility easement contains 542 square feet of land, more or less.
Bearings are Based on the Wyoming Coordinate System, NAD 1983, East Central Zone.
DAF:1.000235

SURVEYOR'S STATEMENT

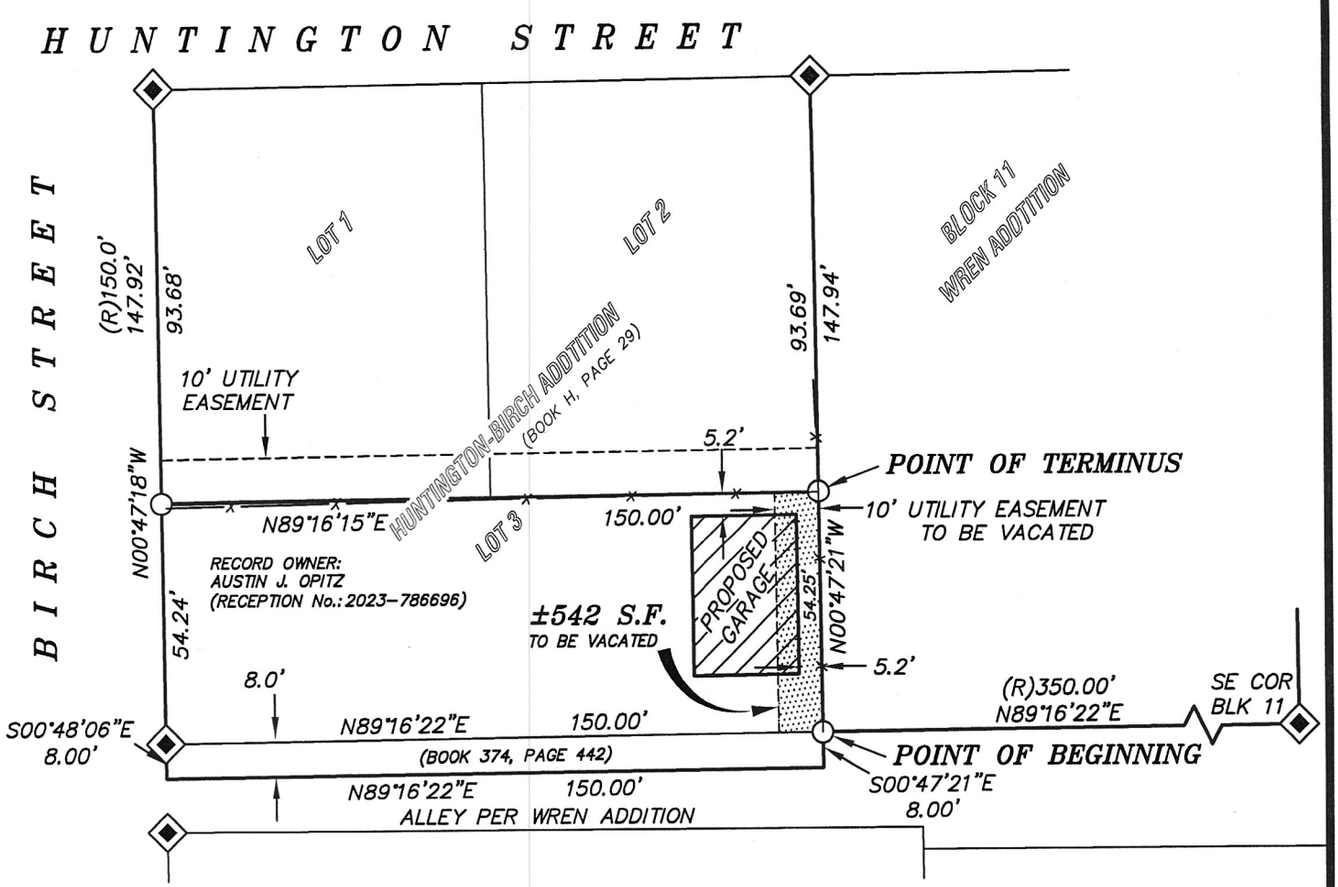
I, Nathan W. Sturtevant, do hereby state that this legal description was prepared from notes taken during an actual field survey performed by me or under my direct supervision.



Modification in any way of the above or foregoing legal description terminates liability of the surveyor.

H:\Job File\2024-048 Opitz Huntington\2024-048 Vacation.docx

EXHIBIT "B"



LEGEND:

- FOUND 2" ALUMINUM CAP PER PLS 6812
- SET 2" ALUMINUM CAP PER PLS 15646
- FOUND 5/8" REBAR
- CALCULATED: NOTHING FOUND/NOTHING SET
- (R) RECORD
- PROPERTY LINE
- FENCE LINE (2024)
- EASEMENT LINE
- ±542 S.F. 10.0' OF A UTILITY EASEMENT TO BE VACATED

N
W WYOMING NORTHERN SURVEYS
S

SCALE: 1"=40'

BEARINGS ARE BASED ON THE WYOMING COORDINATE SYSTEM, EAST CENTRAL ZONE
DATUM: NAD 83(2011), NAVD 88
DAF: 1.000235
DISTANCES ARE SURFACE

SURVEYOR'S CERTIFICATE

STATE OF WYOMING
COUNTY OF SHERIDAN :ss

I, NATHAN W. STURTEVANT, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY STATE THAT THIS PLAT REPRESENTS THE RESULTS OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION.

Professional Land Surveyor
NATHAN W. STURTEVANT
15646
Date:
WYOMING

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

EXHIBIT "B"
EASEMENT VACATION

CLIENT: AUSTIN OPITZ
1297 BIRCH ST.
SHERIDAN, WY 82801

LOCATION: LOT 3, HUNTINGTON-BIRCH ADDDITION
ALSO A PORTION OF THE VACATED ALLEY, WREN ADDITION, CITY OF SHERIDAN, WY

N
W WYOMING NORTHERN SURVEYS
S

555 W. BURKITT ST.
SHERIDAN, WY 82801

AC: 2024-048
DN: 2020-048 OH
NOVEMBER 13, 2024

CITY OF SHERIDAN
RESOLUTION 01-25

A RESOLUTION vacating a 542 square foot utility easement within the City Limits of Sheridan, Wyoming, located at 1297 Birch Street, a.k.a. Lot 3, Huntington-Birch Addition, City of Sheridan, WY. Zoned R-1 Residential District.

WHEREAS, the property owner has petitioned the City Governing Body requesting that the utility easement be vacated; and

WHEREAS, utility companies with potential interest in said easement were notified twice in writing and none stated any objection to the proposed vacation; and

WHEREAS, this request for an access and utility easement vacation meets the requirements of Sheridan City Code Appendix B, §205.

Be it resolved by the City of Sheridan Governing Body :

That the 542 square foot utility easement located along the east property line of Lot 3, Huntington-Birch Addition, City of Sheridan, WY, is hereby vacated.

PASSED, APPROVED, AND ADOPTED this_____of _____ 2025.

_____

Richard Bridger, Mayor

ATTEST:

_____

Ashlee Foster, City Clerk

State of Wyoming
SS
County of Sheridan

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

_____, 2025 by _____.

_____
Notary Public
My commission expires _____.

Sue Goodman <sgoodman@sheridanwy.gov>

Utility easement vacation request for 1297 Birch St

8 messages

Sue Goodman <sgoodman@sheridanwy.gov> Fri, Nov 8, 2024 at 9:30 AM
Bcc: R Corbin <rcorbin@visionarybroadband.com>, "Lawler, Christopher" <Christopher.Lawler@mdu.com>, Bridget France <bridget.france@charter.com>, zjon.may@range.net, Tracy Jones <tracyj@precorp.coop>, Michael Corbett <Michael.Corbett@mybluepeak.com>, Dan Coughlin <dcoughlin@sheridancounty.com>, Jessica Epley <jessica.epley@ziply.com>, Chris Karn <chris.karn@mybluepeak.com>, Carson Steinhorst <Carson.Steinhorst@mdu.com>, DG Elections <elections@sheridancountywy.gov>, Lynn Hartje <lynn.hartje@mdu.com>, Nathan Pierson <Nathan.Pierson@charter.com>, Charlene White <Charlene.White@upnfiber.com>, J Mikkelson <jmikkelson@visionarybroadband.com>, "Allen, Shelby" <Shelby.Allen@lumen.com>

Good morning,
We have received a request to vacate a utility easement.
Please see the attached and respond to Kelly or me.
Thanks

Sue Goodman
Planning Technician
City of Sheridan
307.675.4226

Birch util easement notification NN letter.pdf
11227K

Allen, Shelby <Shelby.Allen@lumen.com> Fri, Nov 8, 2024 at 9:38 AM
To: Sue Goodman <sgoodman@sheridanwy.gov>

CenturyLink/Lumen has no opposition to the requested vacation. No existing or future facilities planned for the location beyond the existing alley.

Mr. Shelby Allen

OSP Engineering

Gillette Wyoming

Ph: 307-682-7241

Cell: 307-299-8468

From: Sue Goodman <sgoodman@sheridanwy.gov>
Sent: Friday, November 8, 2024 9:31 AM
Subject: Utility easement vacation request for 1297 Birch St

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White, Charlene <Charlene.White@segra.com> Fri, Nov 8, 2024 at 9:56 AM
To: "Epley, Jessica" <jessica.epley@ziply.com>, "Schultz, Mark" <mark.schultz@ziply.com>
Cc: "sgoodman@sheridanwy.gov" <sgoodman@sheridanwy.gov>, "Ross, Tamika" <Tamika.Ross@segra.com>

Hi Jessica and Mark,

Can you please make sure your team takes a look at this and provides feedback to Sue? Apologies if you were already on the distribution list.

Thank you,

Charlene White

Vice President & Assistant General Counsel

Real Estate, Mergers & Acquisitions

816.591.5095

120 W 12th Street, 11th Floor

Kansas City, MO 64105

SEGRA

BUSINESS USE

From: Sue Goodman <sgoodman@sheridanwy.gov>
Sent: Friday, November 8, 2024 10:31 AM
Subject: Utility easement vacation request for 1297 Birch St

Good morning,

[Quoted text hidden]

Birch util easement notification NN letter.pdf
11227K

Epley, Jessica <jessica.epley@ziply.com> Fri, Nov 8, 2024 at 10:07 AM
To: "White, Charlene" <Charlene.White@segra.com>, "Schultz, Mark" <mark.schultz@ziply.com>
Cc: "sgoodman@sheridanwy.gov" <sgoodman@sheridanwy.gov>, "Ross, Tamika" <Tamika.Ross@segra.com>

Already working with Sue on it.

Sincerely,

Jessica Epley

VP – Regulatory & External Affairs

(M) – (503) 431-0458 | jessica.epley@ziply.com

ziply fiber

www.ziplyfiber.com

From: White, Charlene <Charlene.White@segra.com>
Sent: Friday, November 8, 2024 8:56 AM

To: Epley, Jessica <jessica.epley@ziply.com>; Schultz, Mark <mark.schultz@ziply.com>
Cc: sgoodman@sheridanwy.gov; Ross, Tamika <Tamika.Ross@segra.com>
Subject: FW: Utility easement vacation request for 1297 Birch St

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Hi Jessica and Mark,

Can you please make sure your team takes a look at this and provides feedback to Sue? Apologies if you were already on the distribution list.

Thank you,

Charlene White

Vice President & Assistant General Counsel

Real Estate, Mergers & Acquisitions

816.591.5095

120 W 12th Street, 11th Floor

Kansas City, MO 64105



BUSINESS USE

From: Sue Goodman <sgoodman@sheridanwy.gov>
Sent: Friday, November 8, 2024 10:31 AM
Subject: Utility easement vacation request for 1297 Birch St

Good morning,

[Quoted text hidden]

Chris Karn <chris.karn@mybluepeak.com> Fri, Nov 8, 2024 at 10:30 AM
To: Sue Goodman <sgoodman@sheridanwy.gov>

Good morning,

Bluepeak has no issues with this easement vacation.

Thank you,

Chris Karn

Regional Director of Operations

P 605-721-2052

M 308-380-4646

E chris.karn@mybluepeak.com



Say hello to the future.
hellobluepeak.com

From: Sue Goodman <sgoodman@sheridanwy.gov>
Sent: Friday, November 8, 2024 9:31 AM
Subject: Utility easement vacation request for 1297 Birch St

Good morning,

[Quoted text hidden]

Pierson, Nathan A <Nathan.Pierson@charter.com> Tue, Nov 12, 2024 at 10:47 AM
To: Sue Goodman <sgoodman@sheridanwy.gov>

Charter/Spectrum has no issues with the easement vacation at 1297 Birch St.

Spectrum

Nathan Pierson | Construction Coordinator |

307-752-8900 | 140 E Loucks St |

Sheridan, WY 82801

From: Sue Goodman <sgoodman@sheridanwy.gov>
Sent: Friday, November 8, 2024 9:31 AM
Subject: [EXTERNAL] Utility easement vacation request for 1297 Birch St

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Johney Mikkelson <jmikkelson@visionarybroadband.com> Wed, Nov 13, 2024 at 1:13 PM
To: Sue Goodman <sgoodman@sheridanwy.gov>

Hello,

I have checked with our engineering team and confirmed that we do not have any facilities in this area.

Regards,

Johney Mikkelson
Project Assistant

VISIONARY BROADBAND

From: Sue Goodman <sgoodman@sheridanwy.gov>
Sent: Friday, November 8, 2024 9:30 AM
Subject: Utility easement vacation request for 1297 Birch St

EXTERNAL

[Quoted text hidden]

Lawler, Christopher <Christopher.Lawler@mdu.com> Mon, Nov 18, 2024 at 11:52 AM
To: Sue Goodman <sgoodman@sheridanwy.gov>, Kelly Schroeder <kschroeder@sheridanwy.gov>
Cc: "Hartje, Lynn" <lynn.hartje@mdu.com>

Sue/ Kelly

Regarding the request to vacate the north-south 10 foot wide, 542 square foot easement, located on lot 3 of the Huntington- Birch Addition to the City of Sheridan. MDU Gas and Electric currently have no facilities in the “platted utility easement” and that future use would not be required, Montana-Dakota Utilities Co has no objection to the proposed vacation.

Thank you,

Chris Lawler

District Manager III

Montana-Dakota Utilities Co.

2324 Dry Ranch Rd

Sheridan, WY 82801

(307)674-3545 Office

(307)751-4608 Cell

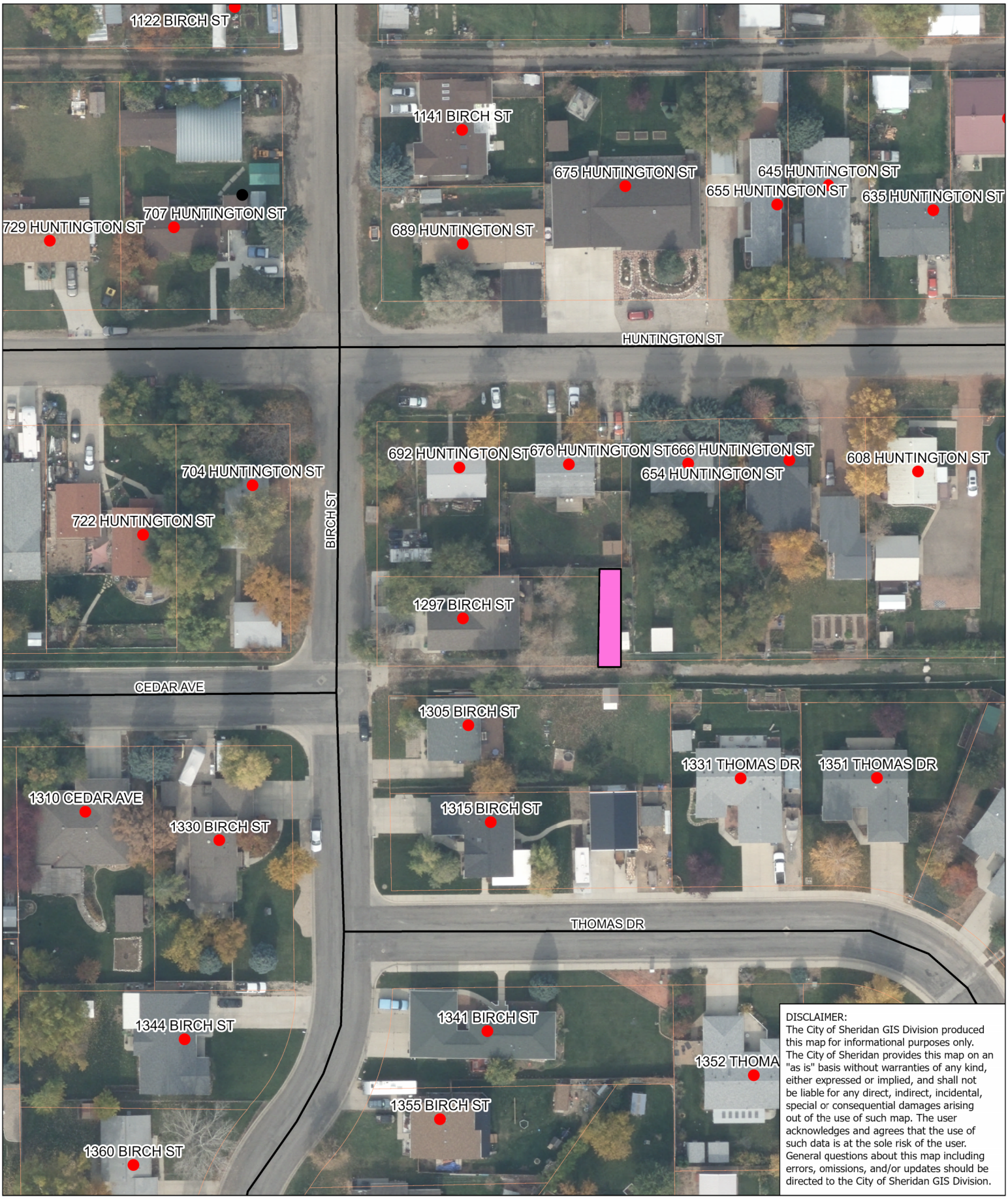
From: Sue Goodman <sgoodman@sheridanwy.gov>
Sent: Friday, November 8, 2024 9:31 AM
Subject: Utility easement vacation request for 1297 Birch St

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from this email. **

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CITY OF Sheridan WYOMING

1297 Birch St

N

Miles 0 0.01 0.02

Date: 11/7/2024 10:50 AM User: sgoodman

PETITION FOR EASEMENT VACATION

TO THE CITY COUNCIL OF THE CITY OF SHERIDAN, WYOMING:

Pursuant to the provisions of Sheridan City Code Appendix B§ 205, and applicable state statutes, the undersigned landowner(s) respectfully petition and show the City Council as follows:

1. This is a petition for the vacation of a public easement within the city limits of Sheridan, Wyoming, having a legal description as follows:

2. Austin Opitz are the owners of property encumbered by this public easement who have signed this petition for vacation.

3. A survey of the area sought to be vacated is attached hereto and made a part hereof.

4. Petitioners hereby request that said public easement be vacated for the following reason(s):
In order to construct a 24 X 36 shop and still maximize backyard green space.

Therefore, Petitioners pray said public easement be vacated pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

Dated this 25 day of October, 2024

Signed by the Petitioners (attach more sheets as necessary:

Austin Opitz

JURAT

MICHELLE HOPE
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 169615
MY COMMISSION EXPIRES: 03/04/2030

STATE OF Wyoming)
) ss

State of Wyoming
County of Sheridan

Subscribed and sworn/affirmed to before me this 25 day of Oct 2024, by Austin Opitz

Michelle Hope
Notary Public

My Commission Expires: 03/04/2030

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 Resolution 02-25 Authorizing the Submission of a RAISE Planning Grant Application - Public Works Director Hanns Mercer

From: Hanns Mercer, Public Works Director

To: City Council

CC:

Date: 12/17/2024

Recommendation:

Staff recommends that the Mayor and City Council approve Resolution 02-25, authorizing the submission of an application to the United States Department of Transportation for a "Rebuilding American Infrastructure with Sustainability and Equity" (RAISE) Planning Grant to fund the West Corridor Expansion Project.

Background:

The West Corridor project has been in the planning and development stages as early as 1965. Since then, numerous studies and planning documents have been developed which have included the West Corridor. In 2008, the City developed strategic goals and initial estimates for construction costs to provide a new transportation corridor along the west side of town and alleviate traffic congestion and safety concerns in downtown and pass-through neighborhoods. This corridor would provide more direct access from Big Goose Highway/Loucks and the Interstate to W. 5th Street where the Sheridan Memorial Hospital, County Fairgrounds, Sheridan High School, along with other businesses are located. This corridor would also help serve industrial equipment and heavy machinery to avoid utilizing the downtown area and adjacent neighborhoods to reach the Interstate.

Discussion:

The Planning Grant would Include: Comprehensive Surveys, geotechnical and soil stability investigations, communinty engagement, safety assessments, updated traffic studies, economic and feasibility analysis (Benefit-Cost), and explore the overall constructibility of the project based on the location and right-of-way that has been acquired and defined in previous planning documents.

Funding:

The RAISE Planning Grant would require a local match of 20% that would be funded by GPET and Franchise Fees

Attachments

Res 02-25

CITY OF SHERIDAN
RESOLUTION 02-25

A RESOLUTION OF THE GOBERNING BODY OF THE CITY OF SHERIDAN, WYOMING, SUPPORTING THE FEDERAL GRANT PROPOSAL FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND EQUITY (RAISE) PROGRAM TO IMPROVE THE CONNECTIVITY TO THE WEST SIDE OF SHERIDAN

WHEREAS, the City of Sheridan, like many rural communities, has critical infrastructure in need of repair that connects rural communities to vital services including hospitals, schools, places of worship; and

WHEREAS, rural communities face adverse conditions that further deteriorate materials and significantly shortens the lifespan of service; and

WHEREAS, the downtown business corridor has increasing numbers of vehicles traversing on the main roads impacting the long-term sustainability of the roadway; and

WHEREAS, the addition of a new roadway will further connect and improve the quality of life for residents by alleviating traffic and providing an alternate route to go about their activities of daily living; and

WHEREAS, the City of Sheridan recognizes the long-term risks associated with increased vehicular traffic traveling along one main roadway and the acknowledges the long-term impacts of increased traffic on a singular roadway.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SHERIDAN, WYOMING:

SECTION 1. The above recitals are true, correct, and adopted hereby as findings, purpose, and intent of the City Council.

SECTION 2. The City of Sheridan supports the application to the U.S. Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity to plan and study building a new roadway connecting West 5th St. to I-90, a project that will improve connectivity and long-term road resiliency and sustainability.

SECTION 3. The City of Sheridan will commit to a match of 20% if awarded (INSERT $) by approval of this document.

SECTION 4. The City of Sheridan is committed to working towards the goal of improved infrastructure in the City.

BE IT FURTHER RESOLVED:

That Hanns Mercer, PE, Public Works Director for the City, is hereby designated as the authorized representative of the City of Sheridan, Wyoming to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED this 20th day of January 2025.

City of Sheridan

_____

Richard Bridger, Mayor

ATTEST:

_____

Ashlee Foster, City Clerk

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 La Herradura located at 437 N. Main - City Clerk Ashlee Foster

From: Ashlee Foster, City Clerk

To: City Council

CC: City Administrator Stuart McRae

Date: 01/02/2025

Recommendation:

Staff Recommends that City Council approve the new Restaurant Liquor License for La Herradura, located at 437 N. Main ST.

Background:

La Herradura has been operating in Sheridan WY since 2019. They received their first liquor license in May 2019 and have annually renewed their license since that time. During the 2025 renewal season, the Wyoming State Liquor Division (State) learned that La Herradura had dissolved their LLC in 2024 and restructured their business as a partnership. After restructuring the company, the liquor license would have required an immediate transfer of ownership. Unfortunately, the business owners did not notify the State or the City of Sheridan in order to pursue this transfer. Upon this discovery, the State informed the restaurant that they are not seeking any sort of penalties, but that alcohol sales must cease immediately. They are not permitted to sell any alcohol until a new license is issued.

As the LLC has been fully dissolved, a transfer of ownership is no longer a viable option. Since the liquor license is a restaurant license (unlimited quantities, not governed under the population formula), the State recommended that the owners withdraw their 2025 renewal request and apply for a new license in order to get back into compliance with alcohol sales and service.

The City and State are both in support of considering this new application for a new 2025 restaurant liquor license.

Attachments

Application

(7/23)

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 Local License #: 9

License Fees

Annual Fee: $ 500.- ✓ Date filed with clerk: 12 / 16 / 24

Prorated Fee: $ _____ Advertising Dates: (2 Consecutive Weeks Prior to Hearing)

Transfer Fee: $ _____ Jan. 8, 2025 & Jan. 15, 2025

Publishing Fee: $ 90 ✓ Public Hearing Date: 1 / 20 / 25

Publishing Fee Direct Billed to Applicant: ☐

License Term: 1 (Month) / 20 (Day) / 25 (Year) Through 12 (Month) / 31 (Day) / 25 (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): La Herradura

Doing Business As (DBA) / Trade Name: La Herradura

Building to be licensed / Building Address: 437 N Main St
(Address Number, and Suite or Unit Number, and Street or Road Name)
Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Local Mailing Address: 58 W 4th St
(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)
Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Local Business Telephone Number: 307-655-8090 Fax Number: _____

Business E-Mail Address: alepe.schmit@hotmail.com

Business Primary Contact: Amy (First Name) Lepe Schmit (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
- ☒ COUNTY OF: Sheridan

FILING AS (CHOOSE ONLY ONE)

- ☐ INDIVIDUAL
- ☒ PARTNERSHIP
  - ☐ LP ☐ LLP ☐ LLLP
  - ☐ LLC ☐ LC
- ☐ CORPORATION (INC)
- ☐ POLITICAL SUDIVISION
- ☐ ORGANIZATION
- ☐ OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

- ☐ **RETAIL LIQUOR LICENSE**
  - PRIMARY 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 (W.S. 12-4-401(iv) / 12-5-201(f))
- ☐ 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
- ☐ SEASONAL
- ☐ NON-OPERATIONAL / PARKED

MONTHS OF OPERATION from Jan to Dec ☒ All Year (Jan-Dec)

DAYS OF WEEK OF OPERATION from Mon to Sun ☒ Every Day (Mon-Sun)

HOURS OF OPERATION from 11am to 9pm ☐ 24 Hours a Day

(7/23)

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. ☐ YES (own)
(b) The Applicant **LEASES** the licensed building. ☒ YES (lease)

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

(i) Lease term expiration date; located on page 10 paragraph 2.

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 10 paragraph 2.

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?	Have you been convicted within the previous 10 years of: any Violation Relating to Alcoholic Liquor or Malt Beverages?
Jose Lepe Sanchez	5/13/78	1530 W 4th St Sheridan	307-763-2905	YES ☒ NO ☐	YES ☒ NO ☐	YES ☐ NO ☐
Rayminlo Lepe Sanchez	6/6/77	2019 Quail Ct Sheridan	(402) 499 9793	YES ☒ NO ☐	YES ☐ NO ☒	YES ☐ NO ☒
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(7/23)

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 *DO NOT LIST PO BOXES*	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?	Have you been convicted within the previous 10 years of: any Violation Relating to Alcoholic Liquor or Malt Beverages?
Jose Lepe Sanchez	[redacted]						
Raymundo Lepe Sanchez							
						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)
) ***SS.***
COUNTY OF Sheridan)

Signed and sworn to before me on this 16 day of December, 2024 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	JOSE LEPE	Jose Lepe Sanchez	Owner
2)	JOSE Raymundo Lepe S	Raymundo Lepe Sanchez	owner
3)			
4)			
5)			

MARLA OTTERBY
Notary Public
State of Wyoming
Commission ID: 94533
My Commission Expires: Nov. 19, 2030

(SEAL)

Witness my hand and official seal: Marla Otterby
Signature of Notary Public

My commission expires: November 19, 2030

First Interstate Bank

Member FDIC. Equal Housing Lender.

La Herradura
Jose T Lepe Sanchez
Jose Raymundo Lepe Sanchez
437 N. Main St.
Sheridan, WY 82801

RE: Letter of good standing

To whom it may concern,

La Herradura is a current business customer since 2018 and is in good standing with First Interstate Bank.

Janette Richards
FSR I
O: 307-672-1400
janette.richards@fib.com

First Interstate Bank

4 South Main St.
Sheridan, WY 82801
firstinterstate.com

LA HERRADURA

Business plan

437 N MAIN ST SHERIDAN WY 82801
307-655-8090

I. EXECUTIVE SUMMARY

La Herradura (reffered to from hereon in as the "Company") was established as a Partnership at 437 N Main St, Sheridan Wyoming 82801 with the expectation of rapid expansion in the Authentic Mexican Restaurant industry.

BUSINESS DESCRIPTION

The company is a fast paced, friendly service atmosphere that serves Authentic Mexican Food and beverages.

NEW PRODUCT

After a period of thorough trial and error, the Company is prepared to introduce the following product to the market.

Mexican Food, Beverages, Mixed Drinks: (Malt Beverages, wines, liquors to customers of legal age)

II. BUSINESS SUMMARY

INDUSTRY OVERVIEW

In the United State, the authentic Mexican restaurant industry presently makes $60,000-$100,000 pending on month and seasons.

Research shows that consumers in the industry primarily focus on the following factors when making purchasing decisions:

BUSINESS GOALS AND OBJECTIVES

Short Term:
Fast friendly service and provide entertainment for all ages. A live singer on Friday and Saturday nights for 2 hours during the dinner rush so families can enjoy listening to Mexican and American music while enjoying their food and drinks.

Long Term:
Provide fast efficient service to the community for dining experience; a place for everyone to relax and enjoy their food.

III. MARKETING SUMMARY

Target Market
Customers of all ages and stages in life. From children to adults. Provide a family friendly fine dining experience.

Pricing Strategy
The company has completed a thorough analysis of its competitors pricing. Keeping in mind our competitions pricing and costs of customer acquisition, we have decided on the following pricing strategy.

To keep it affordable for the average customer.

Distribution Strategy

To allow customers to order food to eat at the restaurant or order takeout and pick the food up to consume at their office or home.

Promotional Strategy
The company will promote sales using the following methods.
Phone, customers can call a order in and pick up their order, come in to the restaurant and sit at a table and be served.

Service
First-rate service is intended to be the focus of the Company. All customers will receive conscientious, one-one, timely service in all capacities, be they transactions, conflicts or complaints. All is to be handled fast and effectively. This is expected to create a exceptional atmosphere for repetitive customers.

Staffing
Company has 9 fulltime employees and 3 part-time including owners. 3 servers to take customer orders and serve the beverages and food. 2 bussers to take away dirty dishes and clean/sanitize tables for next customers, 1 dishwasher to thoroughly clean and sanitize the dishes. 3 line cooks to thoroughly prepare the meals in a timely fashion. And a hostess to greet and guide customers to their tables and cash customers out when they finish their meals.

- **Provide your dispensing building design referencing alcohol service and storage locations, including outside consumption areas*** Serve alcoholic beverages in glass dishware so consumers don't try taking off property

Nature of Business:	Regular Events:	Special Events:	Other:
• Bar	• Happy Hour		
• Restaurant	• Live Entertainment		

Security/ Crowd Control/ Capacity Limits

The official occupancy limit for our business is: 64 inside
64 outside

In order to comply with our occupancy limits we shall: let customers know of wait times if occupancy is full

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:

everyone

Alcohol Management

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:

have servers 21 years /older serve ~~alcohol~~ liquor beverages for the 18-20 year old servers.

I acknowledge that the Sheridan Police Department is an agent of the licensing authority and shall have the ability to inspect the

Issued by:

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

EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES

Retail Food

ACCOUNT # 9064

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:

LA HERRADURA
437 N MAIN ST
SHERIDAN, WY 82801

EXPIRATION DATE:
2/11/2025

LA HERRADURA
JOSE LEPE SANCHEZ AND JRAYMUNDO LEPE SANCHEZ
158 W 4TH ST
SHERIDAN, WY 82801

Director of Dept. of Ag

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

CITY OF SHERIDAN, WYOMING

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

BAR & GRILL/RESTAURANT
LIQUOR LICENSE OPERATION PLAN

Name as it appears on license:	La Herradura
Common Name (doing business as):	La Herradura
Street Address:	437 N main St
Phone #:	307-655-8090

Hours of Operation

Our planned hours of operation are: 11am-9pm mon-Sat 11am-8pm Sun.

Monday:	11 am - 9pm
Tuesday:	11 am - 9pm
Wednesday:	11 am - 9pm
Thursday:	11 am - 9pm
Friday:	11am - 9pm
Saturday:	11 am - 9pm
Sunday:	11 am - 8pm

Last call will be 30 **minutes before closing and last service will be** 30 **minutes before closing.**

Use of License

Please describe the characteristics of your operations, including any entertainment that will contribute to the 60% food sales/entertainment requirement if applying for a Bar & Grill license:

Have a Live Singer come in on the weekends for a couple hours During Dinner rush

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

Nature of Business:	Regular Events:	Special Events:	Other:
• Bar	• Happy Hour		
• Restaurant	• Live Entertainment		

Security/ Crowd Control/ Capacity Limits

The official occupancy limit for our business is: 64 inside
64 outside

In order to comply with our occupancy limits we shall: let customers know of how long it will Be

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: everyone

Alcohol Management

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:

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.

Jose Lepe

Signature of License Holder

Date 12/16/24

Jose Lepe Sanchez

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.

12/16/2024

To Whom it may concern;

La Herradura LLC Relinquishes the liquor license.

Jose Lopez