



**AGENDA
CITY OF SHERIDAN
NOVEMBER 10, 2025
STUDY SESSION COUNCIL MEETING START 5:30 P.M.**

1. Discussion of Bid Award to Dave Loden Construction, Inc., for the City Hall Roof Replacement Project in the Amount of \$133,885.00 - Public Works Director Hanns Mercer
2. Discussion of PL-25-29, Resolution 29-25, Casa De Labranza Subdivision Final Plat - City Planner Kelly Schroeder
3. General Discussion and Potential Future Agenda Items - City Administrator Stuart J. McRae
A. Council Request for Future Agenda Items.



CITY OF SHERIDAN, WYOMING

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

Public Works

MEMORANDUM

RE: Discussion of Bid Award to Dave Loden Construction, Inc., for the City Hall Roof Replacement Project in the Amount of \$133,885.00 - Public Works Director Hanns Mercer

From: David Ford, Project Engineer

To: City Council

CC:

Date: 09/17/2025

Recommendation:

Staff recommends that the Mayor and City Council award the City Hall Roof Replacement Project to Dave Loden Construction, Inc., the lowest-qualified bidder, in the amount of \$133,885.00.

Staff requests that for the City Hall Roof Replacement 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:

A hail storm occurred on September 12, 2024, at 3:02 pm, causing damage to vehicles and buildings. Insurance adjusters provided quotes and replacement values to cover damage to City property.

This project was advertised in the Sheridan Press on September 13, 18, and 24, and the bid opening was held on October 14. A pre-bid walkthrough was held on September 23.

Bids Received:

- | | |
|---|---------------------|
| ● Dave Loden Construction, Inc., Buffalo, WY | \$133,885.00 |
| ● Ferguson Roofing, Powell, WY | \$231,780.00 |

Funding:

This project is funded by insurance claim funds.



CITY OF SHERIDAN, WYOMING

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Planning

MEMORANDUM

RE: Discussion of PL-25-29, Resolution 29-25, Casa De Labranza Subdivision Final Plat - City Planner Kelly Schroeder

From: Kelly Schroeder, Planning Director

To: City Council

CC:

Date: 10/27/2025

Background:

FDL Consulting, on behalf of the property owner, Oracion De San Francisco, LLC., has submitted a final plat application for the following location: 3490 Big Horn Ave., Sheridan, WY 82801

Attachments

Staff Report

Final Plat

Aerial

Draft Resolution



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan Wyoming 82801

Planning & Zoning Department

MEMORANDUM

From: Kelly Schroeder, City Planner
To: City of Sheridan City Council
Date: November 10, 2025

Re: PL-25-29, Resolution 29-25, Casa De Labranza Subdivision Staff Report

Background

FDL Consulting, on behalf of the property owner, Oracion De San Francisco, LLC., has submitted a final plat application for the following location:

Address: 3490 Big Horn Ave., Sheridan, WY 82801
Legal: Unplatted – a tract of land situated in the SW1/4 SE1/4 of Section 3 and in the NW1/4 NE1/4 Section 10, Township 55 North, Range 84 West, 6th P.M., Sheridan County, Wyoming
PIN: 55840340001033

This subdivision is located within the County and falls within one-mile of city limits. The applicant is proposing to subdivide 7.26 acres into 2 residential use lots.

Discussion

Subdivision Details

The proposed Casa De Labranza Subdivision is located in the UR-Urban Residential zone district within Sheridan County. Proposed Lot 1 is 5.73 acres in size and is intended for future residential development. Proposed Lot 2 is 1.53 acres in size and has an existing single-family dwelling with associated outbuildings.

The proposed subdivision is adjacent to City limits both to the north and east. Adjacent City zoning is R-1 Residential to the east and PUD to the north, which is the Morrison Ranch PUD. Should the proposed subdivision ever be annexed into the City of Sheridan, R-1 Residential would be the recommended zoning. The proposed layout and intended use of the lots are in conformance with the requirements of the City R-1 Residential zone district.

Access, Utilities, and Easements

The proposed subdivision does not have any internal roads planned at this time. Lot 1 will be accessed from Big Horn Avenue pending WYDOT approval of the access permit. Lot 2 currently utilizes an existing access off Girls School Road.

Both proposed lots will be served by individual Sheridan Area Water Supply (SAWS) taps. Lot 2 is currently served by a central sewer service tap. Lot 1 could potentially be served by City sewer in its current configuration, but a longer than typical sewer service line would be required. If the actual building site is more than 400 feet from a sewer main, there will be the option to install a septic system per the 201 intergovernmental agreement with the County. If future development on Lot 1 includes further subdivision, then municipal water and sewer main extensions will likely be required.

Both City and County subdivision regulations require new subdivision developments within the Airport Influence Area grant an avigation easement to the Sheridan County Airport. A majority of this subdivision lies within this Influence Area, and as such, an avigation easement is required. A draft of this easement was submitted to the County for review with the subdivision application. The County Public Works Department recommends approval of this subdivision with the condition that the avigation easement be executed and recorded prior to or coterminous with the execution of the final plat by the Board of County Commissioners.

Joint Land Use Plan

The Future Land Use Map of the Joint Planning Area identifies this area as appropriate for urban residential use. This category generally recommends densities of 1 unit per 2 acres or higher. While this subdivision will be less dense than the recommended UR density, City staff can support the subdivision as it is increasing the existing density and there is potential for further subdivision in the future.

Staff Review Comments

Staff comments during the internal review of this subdivision application were related to future utility servicing requirements, fire hydrant location, and minor clarifications on the plat. All staff comments have been adequately addressed at this time.

Public Notice

Staff sent notices to 7 surrounding property owners and published a legal ad in the Sheridan Press with information about the project and the public hearing schedule. A sign was also posted on the property. To date, staff have received no comments or questions from the public regarding the application.

Memorandum of Understanding

The Memorandum of Understanding Between Sheridan County and the City of Sheridan Regarding the Subdivision of Land within One Mile of the Contiguous Corporate Limits, dated April 27, 2022, outlines the responsibilities of the two jurisdictions in reviewing and taking action on development proposals within the Joint Planning Area. The MOU stipulates that City staff and the City Governing Body shall have the opportunity to make comments and suggestions on development plans in the area.

Staff Recommendation

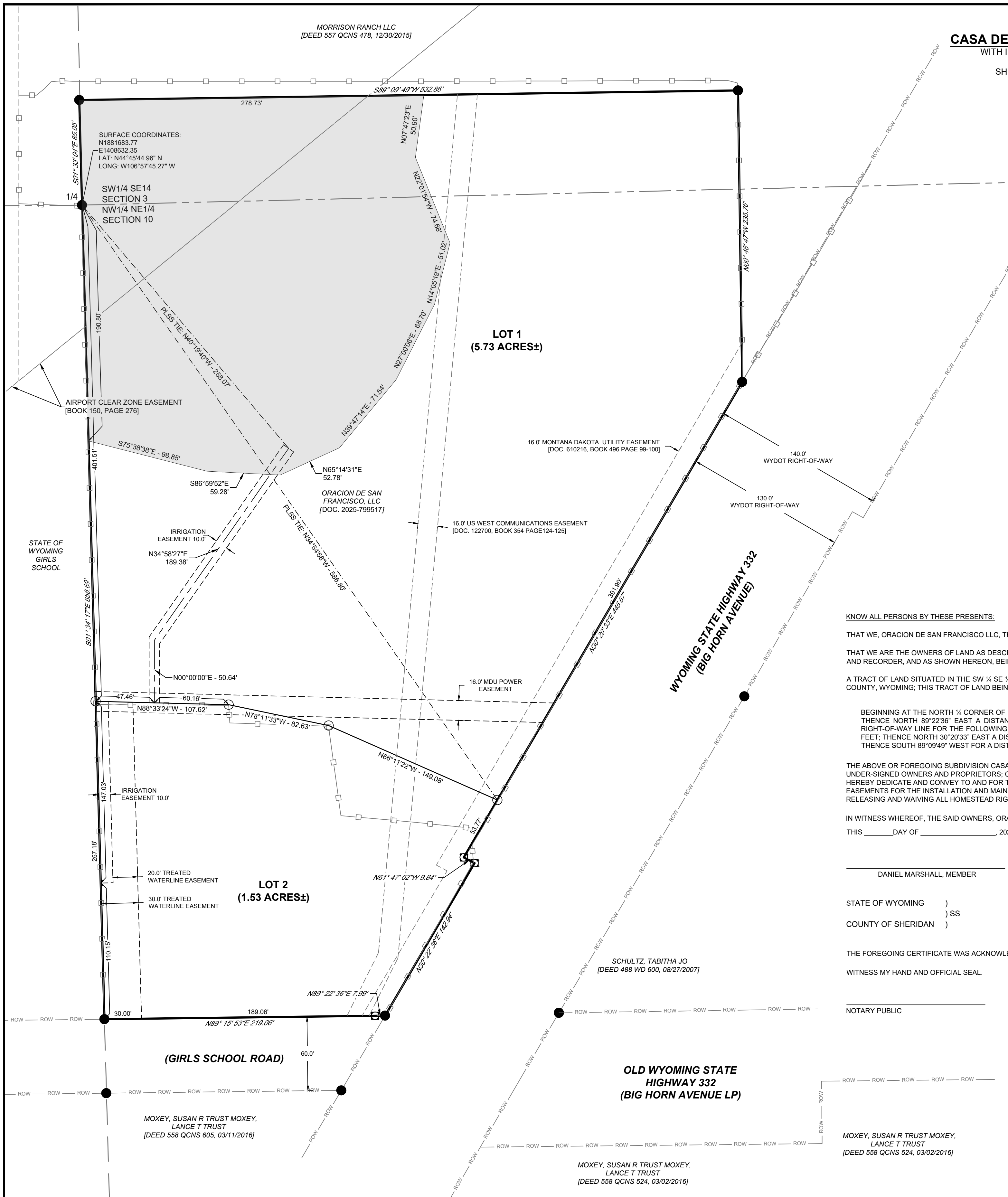
Staff recommends that the Governing Body certify that PL-25-29 Casa De Labranza Subdivision is in conformance with all rules and regulations governing the Joint Planning Area between City and County, and is in agreement with the Future Land Use Plan for the area.

Anticipated City Meeting Schedule

Monday, November 10, 2025, 5:30pm - City Council Study Session

Monday, November 17, 2025, 5:30pm – City Council Public Hearing and Consideration

All meetings are held in the City Council Chambers on the 3rd Floor of City Hall. Located at 55 Grinnell Plaza, Sheridan, WY 82801.



CERTIFICATE OF OWNER

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WE, ORACION DE SAN FRANCISCO LLC, THE UNDERSIGNED HEREBY CERTIFY:

THAT WE ARE THE OWNERS OF LAND AS DESCRIBED IN THE WARRANTY DEED RECORDED IN DOCUMENT NO. 2025-799517 OF THE RECORDS OF THE SHERIDAN COUNTY (WYOMING) CLERK AND RECORDER, AND AS SHOWN HEREON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A TRACT OF LAND SITUATED IN THE SW ¼ SE ¼ OF SECTION 3 AND IN THE NW ¼ NE ¼ OF SECTION 10, ALL IN TOWNSHIP 55 NORTH, RANGE 84 WEST, SIXTH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING; THIS TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH ¼ CORNER OF SAID SECTION 10; THENCE SOUTH 01°34'17" EAST A DISTANCE OF 658.69 FEET; THENCE NORTH 89°15'53" EAST A DISTANCE OF 219.06 FEET; THENCE NORTH 89°22'36" EAST A DISTANCE OF 7.99 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF WYOMING STATE HIGHWAY NO. 332; THENCE ALONG SAID RIGHT-OF-WAY LINE FOR THE FOLLOWING COURSES AND DISTANCES: NORTH 30°22'36" EAST A DISTANCE OF 142.94 FEET; THENCE NORTH 61°47'02" WEST FOR A DISTANCE OF 9.84 FEET; THENCE NORTH 30°20'33" EAST A DISTANCE OF 445.67 FEET; THENCE LEAVING SAID RIGHT-OF-WAY LINE ON A BEARING OF NORTH 00°49'47" WEST A DISTANCE OF 235.76 FEET; THENCE SOUTH 89°09'49" WEST FOR A DISTANCE OF 532.86 FEET; THENCE SOUTH 01°33'04" EAST FOR A DISTANCE OF 85.05 FEET POINT OF BEGINNING (POB).

THE ABOVE OR FOREGOING SUBDIVISION CASA DE LABRANZA SUBDIVISION AS APPEARS ON THIS PLAT, IS WITH FREE CONSENT, AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS, CONTAINING 7.26 ACRES MORE OR LESS, HAVE BY THESE PRESENT LAID OUT, AND SURVEYED AS CASA DE LABRANZA SUBDIVISION, AND DO HEREBY DEDICATE AND CONVEY TO AND FOR THE PUBLIC USE FOREVER HEREAFTER THE STREETS AS ARE LAID OUT AND DESIGNATED ON THIS PLAT; AND DO ALSO RESERVE PERPETUAL EASEMENTS FOR THE INSTALLATION AND MAINTENANCE OF UTILITIES AND FOR IRRIGATION AND DRAINAGE FACILITIES AS ARE LAID OUT AND DESIGNATED ON THIS PLAT HERE BY RELEASING AND WAIVING ALL HOMESTEAD RIGHTS.

IN WITNESS WHEREOF, THE SAID OWNERS, ORACION DE SAN FRANCISCO LLC (DANIEL MARSHALL, MEMBER) CAUSED THEIR NAMES TO BE HEREON SUBSCRIBED

THIS ____ DAY OF ____, 2025 A.D.

DANIEL MARSHALL, MEMBER

STATE OF WYOMING)
COUNTY OF SHERIDAN) SS

THE FOREGOING CERTIFICATE WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF ____, 2025 A.D. BY ORACION DE SAN FRANCISCO LLC (DANIEL MARSHALL, MEMBER).

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

CERTIFICATE OF MORTGAGE

THE UNDERSIGNED _____, HEREINAFTER MORTGAGEE, HOLDS A MORTGAGE IN AND TO THE PROPERTY EMBRACED BY THIS SUBDIVISION PLAT, WHICH MORTGAGE WAS FILED WITH THE CLERK OF SHERIDAN COUNTY AND EX-OFFICIO RECORDER OF DEEDS IN BOOK ____ OF MORTGAGES, AT PAGE ____, MORTGAGEE, BY SIGNATURE ON THIS PLAT, CONSENTS TO THE DEDICATIONS MADE HEREIN AND SPECIFICALLY RELEASES ALL STREETS, ALLEYS, PARKS, EASEMENTS, OPEN SPACES AND OTHER AREAS DEDICATED TO THE PUBLIC, AS LISTED ON THIS PLAT, FROM THE AFOREMENTIONED MORTGAGE.

AUTHORIZED OFFICER TITLE

MORTGAGEE

STATE OF WYOMING)
COUNTY OF SHERIDAN) SS

THE FOREGOING CERTIFICATE WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF ____, 2025 A.D. BY

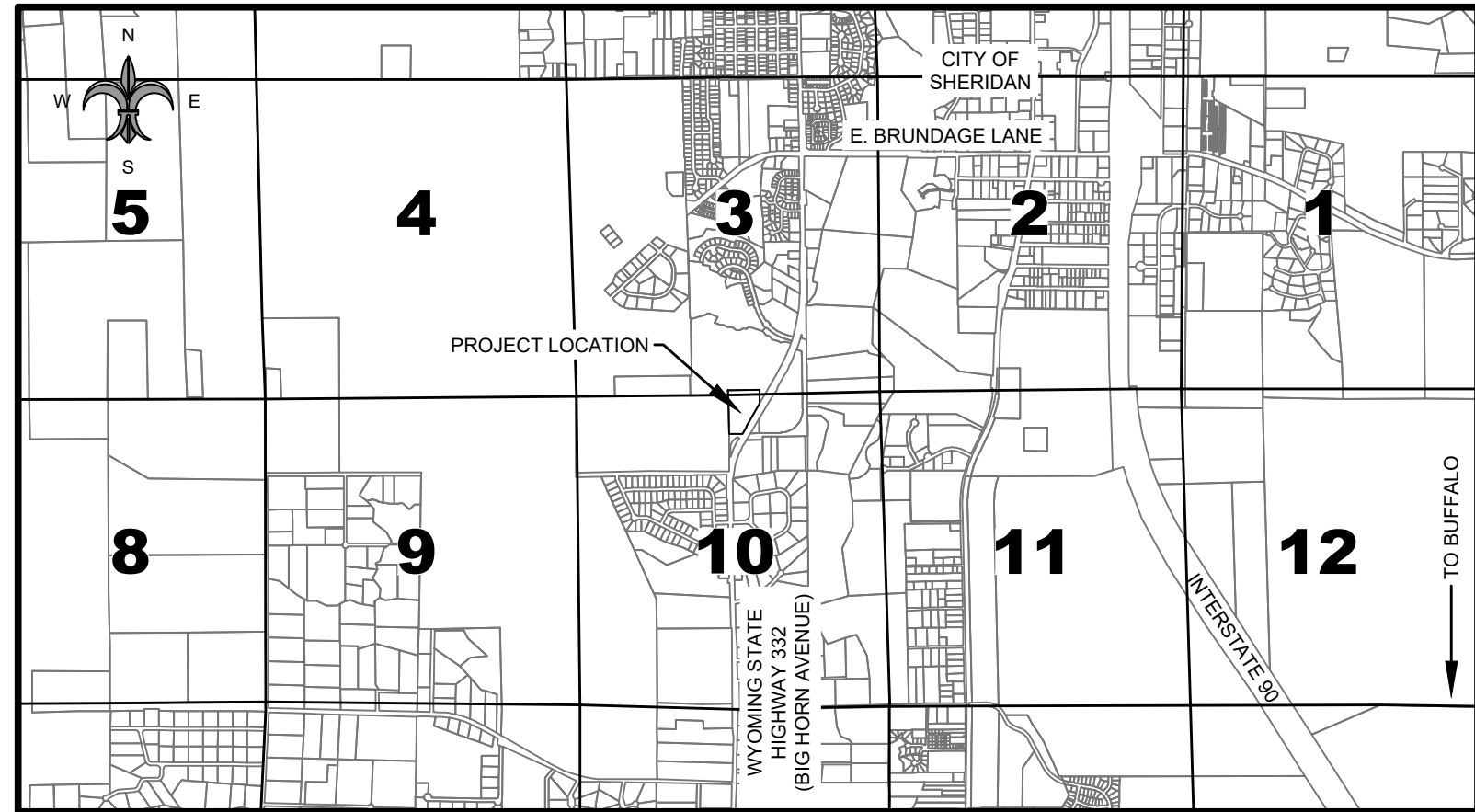
WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

LEGEND

- FOUND HIGHWAY MONUMENT
- FOUND ALUMINUM CAP ON REBAR
- SET 2.5" ALUMINUM CAP ON 5/8"x24" REBAR
- CALCULATED POSITION (NOTHING FOUND/SET)
- EXISTING PROPERTY LINES
- PROPOSED LOT LINES
- WYDOT RIGHT-OF-WAY
- EXISTING FENCE
- PARENT PARCEL PROPERTY LINES
- SECTION LINE
- 1/4 SECTION LINE
- 1/16TH SECTION LINE
- PLSS TIE
- WETLAND AREA - BUILDING PROHIBITED

A PORTION OF SHERIDAN COUNTY, WYOMING T.55 N., R.84 W., 6TH PRINCIPAL MERIDIAN



VICINITY MAP

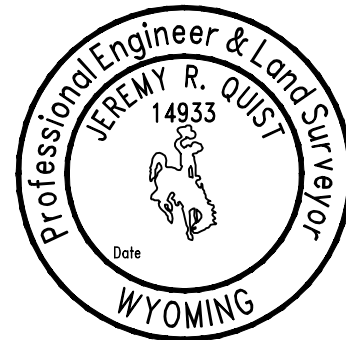
SCALE: 1" = 3000'

CERTIFICATE OF SURVEYOR

STATE OF WYOMING)
COUNTY OF SHERIDAN) SS

I, JEREMY R. QUIST, A DULY REGISTERED PROFESSIONAL ENGINEER AND LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF CASA DE LABRANZA, AS LAID OUT PLATTED, DEDICATED, AND SHOWN HEREON, THAT THIS PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY CONDUCTED BY ME OR UNDER MY DIRECT SUPERVISION AND CORRECTLY SHOWS THE LOCATION AND DIMENSIONS OF ALL LOTS, EASEMENTS, AND PRIVATE ACCESS ROADS OF SAID SUBDIVISION IN COMPLIANCE WITH THE COUNTY OF SHERIDAN REGULATION GOVERNING THE SUBDIVISION OF LAND.

IN WITNESS WHEREOF I HAVE SET MY HAND AND SEAL THIS ____ DAY OF ____, 2025 A.D.



JEREMY R. QUIST
FOR FDL CONSULTING, LLC
"PLAT IS VALID ONLY IF PRINT HAS ORIGINAL SIGNATURE SIGNED AND DATED"

CERTIFICATE OF BOARD OF COUNTY COMMISSIONERS

PLAT APPROVED AND SUBDIVISION PERMIT ISSUED BY THE BOARD OF COUNTY COMMISSIONERS OF SHERIDAN COUNTY, WYOMING

THIS ____ DAY OF ____, 2025 A.D. AND IS DULY RECORDED IN PLAT BOOK ____, PAGE ____.

ATTEST:

COUNTY CLERK CHAIRMAN

RECORDERS ACCEPTANCE

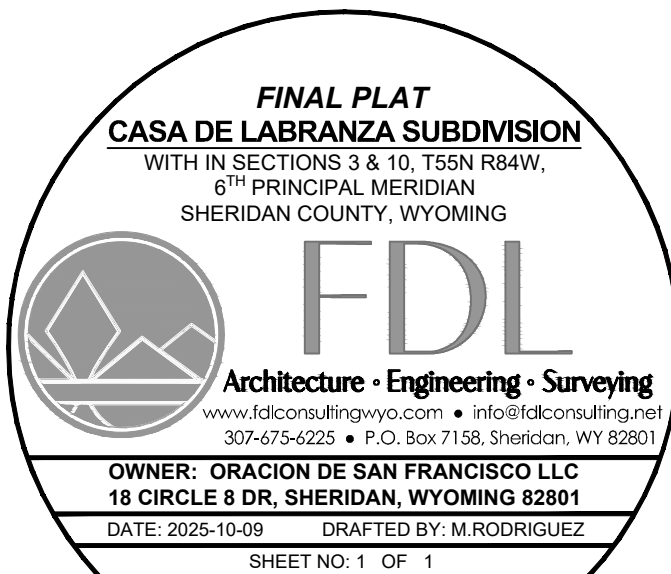
STATE OF WYOMING)
COUNTY OF SHERIDAN) SS

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT ____ O'CLOCK ____ M.

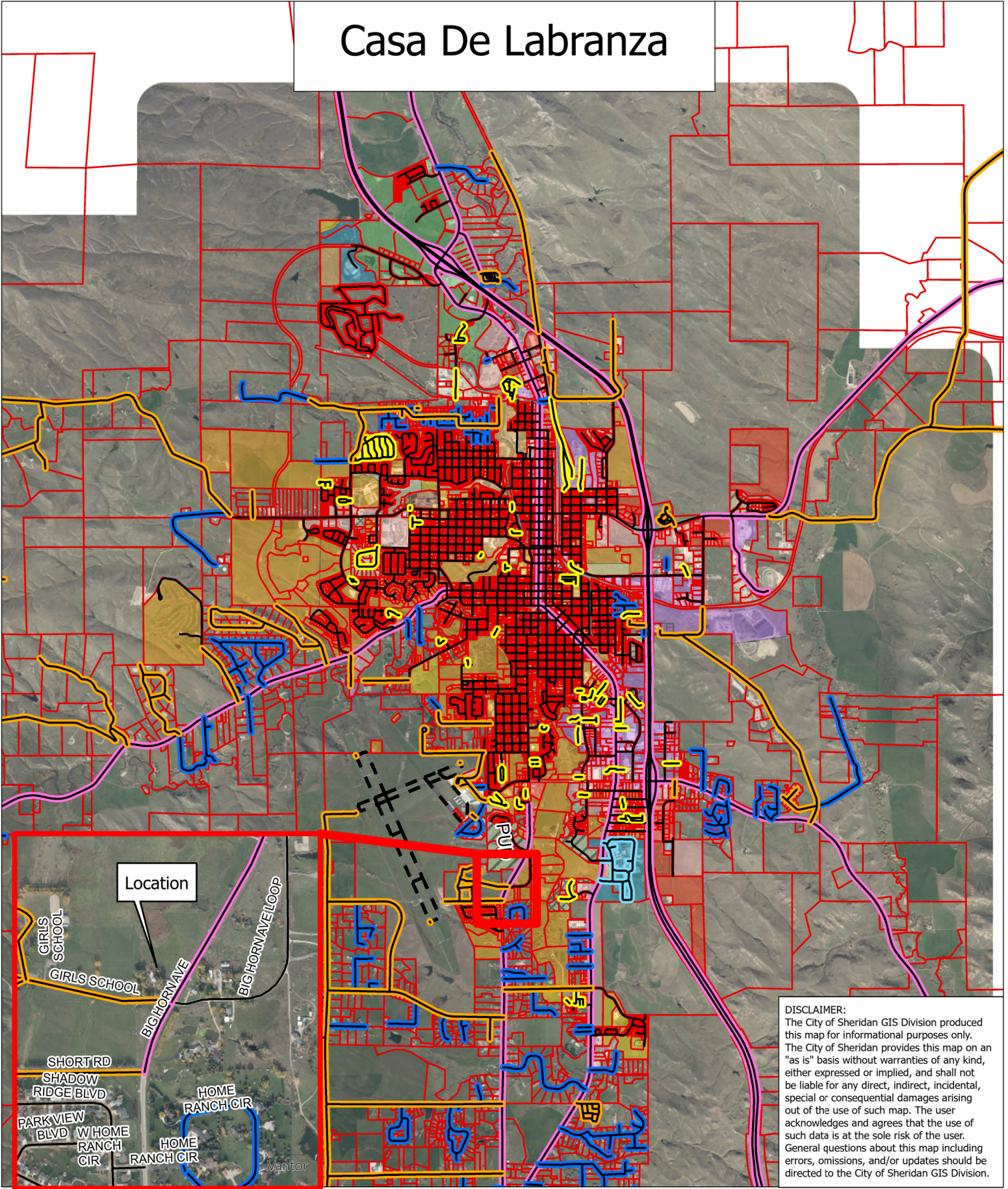
THIS ____ DAY OF ____, 2025 A.D. AND IS DULY RECORDED IN PLAT BOOK ____, PAGE ____.

(OR RECEIVING NUMBER ____)

COUNTY CLERK STAMP RECEIVING NUMBER



Casa De Labranza



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
RESOLUTION 29-25**

A RESOLUTION CERTIFYING PL-25-29, THE FINAL PLAT OF CASA DE LABRANZA SUBDIVISION, IS IN ACCORDANCE WITH THE SHERIDAN JOINT PLANNING AREA LAND USE PLAN APPENDIX ADOPTED IN 2017, AND THE MEMORANDUM OF UNDERSTANDING BETWEEN SHERIDAN COUNTY AND THE CITY OF SHERIDAN REGARDING EXTRA-TERRITORIAL JURISDICTION WITHIN ONE MILE OF THE CONTIGUOUS CORPORATE LIMITS DATED APRIL 27, 2022.

WHEREAS, Sheridan County has jurisdiction and final approval of the proposed Casa De Labranza Subdivision; and

WHEREAS, the final plat of the Casa De Labranza Subdivision has been reviewed for consistency with Appendix B (Subdivision Regulations) and other applicable City code; and

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

WHEREAS, the Casa De Labranza Subdivision is a joint City-County subdivision due to its location within one mile of City limits requiring Council approval.

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

The City certifies that a review has been completed of the final plat of Casa De Labranza, a joint City-County subdivision, dividing 7.26 acres into 2 residential use lots, located at 3490 Big Horn Ave., Sheridan, WY.

In certifying the Casa De Labranza Subdivision, the City of Sheridan Governing Body finds the following as required by Sheridan City Code Appendix B §202A:

1. The property is not completely surrounded by City limits, therefore a signed pre-annexation agreement is not required.
2. The lots as platted conform to the requirements of the City Zoning Ordinance.
3. The subdivision falls inside the Airport Influence Area and the required Avigation Easement to the Sheridan County Airport will be required prior to, or coterminous with execution of the final plat by the Board of County Commissioners.
4. As concluded by Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

PASSED, CERTIFIED AND ADOPTED this ____ day of _____ 2025.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk