



**Sheridan City Planning Commission
Meeting Agenda
March 24, 2025
7:00 PM, City Council Chamber, City Hall**

1. Call to Order and Roll Call of Members

2. Election of Chairman

Nominations:

Vote:

3. Election of Vice-Chairman

Nominations:

Vote:

4. Approval of Agenda as Presented

Motion by:

Second:

Vote:

5. Review, correction, and approval of minutes of the March 10, 2025 meeting.

Motion by:

Second:

Vote:

Old Business

New Business

6. Comments from commissioners and staff.

7. Adjourn



MEMO

TO: Planning Commission
FROM: Kelly Schroeder, Planning Director
RE: Review, correction, and approval of minutes of the March 10, 2025 meeting.

Motion by:

Second:

Vote:

Attachments

minutes

CITY OF SHERIDAN
MINUTES OF PLANNING COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
MARCH 10, 2025

1. Commission Chair Tod Windsor called the meeting to order at 7:00 PM with a quorum as follows: Margaret Morneau, Ryan Franklin, Brandy Campbell and Lorraine Lehman. Commissioner Daniel Kerbs was absent. Staff present included City Planner Kelly Schroeder and various other City staff. New Commission member Jeff Pederson was seated at the dais.
2. Commissioner Campbell moved, seconded by Commissioner Franklin to approve the agenda. The motion was approved.
3. The Chair asked for any changes or additions to the minutes of February 24, none were offered. Voice vote to approve the minutes, unanimous.
4. Comments from commissioners and staff.
City Planner Kelly Schroeder welcomed new Commissioner Jeff Pederson and announced the Commission will hold elections for Chair and Vice Chair during the March 24 meeting.
5. Training Session
City Planner Kelly Schroeder began the session by sharing the Rules and Procedures of Planning Commission, which will need to be updated at a future meeting. Ms. Schroeder also shared the location of the City code on the City website as well as the Future Land Use Plan.
Subjects covered in the training:
 - Role of a Planning Commissioner
 - Municipal Code and Land Use Plan
 - Types of Development Applications
 - Planning Commission meetings
 - procedure and voting
 - length of terms, absences, etc.
6. The meeting was adjourned at 8:18 p.m. PM.

Tod Windsor, Planning Commission Chairperson

Attest: _____
Candace Ainslie, Deputy City Clerk