



**Sheridan City Planning Commission
Meeting Agenda
September 8, 2025
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. Review, correction, and approval of minutes of the August 25, 2025 meeting.

Motion by:

Second:

Vote:

Old Business

New Business

4. Consideration of PL-25-24, Ordinance 2298. The applicant, Khanstruction, LLC, is requesting to zone 31.82 acres from R-1 Residence District to B-1 Business District. Located in the 900 block of E 5th St. PIN 56842330000633.

Motion by:

Second:

Vote:

5. Comments from commissioners and staff.

6. Adjourn



MEMO

TO: Planning Commission
FROM: Kelly Schroeder, Planning Director
RE: Review, correction, and approval of minutes of the August 25, 2025 meeting.

Motion by:

Second:

Vote:

Attachments

minutes

CITY OF SHERIDAN
MINUTES OF PLANNING COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS

AUGUST 25, 2025

1. Commission Chair Daniel Kerbs called the meeting to order at 7:00 PM with a quorum as follows: Tod Windsor, Ryan Franklin, Margaret Morneau, Jeff Pedersen and Brandy Campbell. Commissioner Lorraine Lehman was absent. Staff present included City Planner Kelly Schroeder and other City staff.
2. Approval of Agenda.
Commissioner Windsor moved, Commissioner Morneau seconded approval of the agenda; Agenda was approved by unanimous consent.
3. Approval of the Minutes of July 28, 2025 meeting.
The Chair asked for any changes or additions to the minutes of July 28, 2025, none were offered. Commissioner Franklin moved, seconded by Commissioner Campbell to approve the minutes. Voice vote to approve the minutes, unanimous.
4. Consideration of PL-25-22, Ordinance 2296. The applicants: Larry G Hoover Family Trust and the Geraldine T Hoover Family Trust are requesting to rezone 1.78 acres from B-1 Business District to M-1 Industrial District. Located at 1140 Coffeen Ave. PIN 56843524700125.

City Planner Kelly Schroeder gave a presentation outlining the application.

The applicant, WWC Engineering was available for questions.

The purpose of the rezone is to allow a gambling use on the property. The rezone is also in line with the Future Land Use Plan. City Planner Schroeder shared that her office has received one inquiry from a neighbor, with no additional follow-up questions.

There were no comments or questions from the public. Chairman Kerbs closed public comment period at 7:08 pm.

Commissioner Windsor moved, seconded by Commissioner Morneau, to send a positive recommendation to City Council regarding PL-25-22, Ordinance 2296. Voice vote, unanimous.

5. Consideration of PL-25-21, Ordinance 2295. Sheridan Heights Ranch, LLC, is requesting to de-annex 3.64 acres. Said land is located adjacent to the Kendrick Municipal Golf Course. PIN 56843524700125.
6. Consideration of PL-25-26, Ordinance 2297. An annexation of 4.15 acres that is solely owned by the City of Sheridan and adjacent to Kendrick Golf Course. PIN 56843524700125.

City Planner Kelly Schroeder presented the above applications concurrently.

These actions follow a boundary line adjustment that happened in December 2024 and resulted in the property boundary not matching the municipal boundary. A de-annexation report was approved by the Board of County Commissioners. There are no expected impacts to services or

revenue in the County or the City. Following both actions, there will be an ½ acre gain of land to the corporate limits of the City of Sheridan.

City Planner Schroeder asked the Commissioners to provide two motions on these actions – one to approve the de-annexation and one to approve the annexation.

There was no public comment. The public comment period was closed at 7:17 pm.

Commissioner Franklin moved to send a positive recommendation to City Council for PL-25-21, Ordinance 2295, de-annexation of 3.64 acres adjacent to Kendrick Golf Course, seconded by Commissioner Windsor. Voice vote, unanimous.

Commissioner Franklin also moved to send a positive recommendation to City Council for PL-25-26, Ordinance 2297, annexation of 4.15 acres adjacent to Kendrick Golf Course, seconded by Commissioner Campbell.

No further discussion, voice vote, unanimous.

7. Comments from commissioners and staff.
City Planner Schroeder reminded the Commission that we will have a meeting in two weeks, on September 8.
8. The meeting was adjourned at 7:20 pm.

Daniel Kerbs, Planning Commission Chair

Attest: _____
Candace Ainslie, Deputy City Clerk



MEMO

TO: Planning Commission

FROM: Kelly Schroeder, Planning Director

RE: Consideration of PL-25-24, Ordinance 2298. The applicant, Khanstruction, LLC, is requesting to zone 31.82 acres from R-1 Residence District to B-1 Business District. Located in the 900 block of E 5th St. PIN 56842330000633.

Staff Comments

See attachments for full staff report.

Attachments

Staff Report
ORD 2298
rezone exhibit
rezone exhibit
aerial



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan Wyoming 82801

Planning & Zoning Department

MEMORANDUM

From: Kelly Schroeder, City Planner
To: City of Sheridan Planning Commission
Date: September 8, 2025

Re: PL-25-24, Ordinance 2298 Elmwood Rezone Staff Report

Background

AVI, P.C., on behalf of the property owner, Khanstruction, LLC, has submitted a rezone application for the following location:

Address: 900 Block of W. 5th Street, Sheridan, WY 82801
Legal: Unplatted – Portions of Sections 23 and 26, T56N, R84W
PIN: 56842330000633

The applicant is requesting a rezone from R-1 Residence District to B-1 Business District to allow for multi-family residential use and potential future commercial use on the property. A subdivision application has also been submitted for the property, the Preliminary Plat of which was approved by Planning Commission on July 28, 2025. The applicant recently submitted a Final Plat of the subdivision which is currently under review. Staff anticipates that the Final Plat will be scheduled for Planning Commission and City Council consideration in the coming weeks.

Discussion

Location & Zoning

The subject property is currently 31.82 acres of unplatted land zoned R-1 Residence district. It lies just west of Interstate 90 on W. 5th Street. If approved, a rezone to B-1 would allow the following uses on the property (see Municipal Code, Appendix A, Section 7):

1. Any use permitted in the R-3 Residence District and the R-4 Residence District;
2. Any retail business;
3. Public garage or filling station;
4. Tourist court;
5. Offices, theater, bank, or restaurant;
6. Shoe shop, tailor shop, barbershop, or beauty parlor;
7. Business or commercial school or studio;
8. Bakery not employing more than five (5) persons in preparing and baking its products;

9. Laundry or dry-cleaning establishment employing not more than five (5) persons engaged in laundry or dry-cleaning work;
10. Accessory buildings and uses customarily incidental to any of the above uses.
11. Adult-oriented businesses that conform to the criteria of Appendix A, Section 10, Subsection 21.

Adjacent properties are zoned B-2 Business to the north, B-1 Business to the east and west, and R-1 Residence to the south. Nearby land uses include an RV park, hotels, and restaurants.

Future Land Use

The Future Land Use Map from 2017 indicates that this area is appropriate for residential use. The proposed rezone to B-1 Business district is intended to allow for multi-family development on the property, which is consistent with the future vision for this area.

A rezone to B-1 would also allow commercial use on the property. Although not necessarily aligned with the Future Land Use Plan, the location along major transportation routes (Interstate 90 and E. 5th Street) is ideal for commercial development. With an initial development plan to build multi-family residential, the B-1 zoning designation would allow future commercial development to support residential use, such as restaurants or grocery stores.

Staff Review Comments

Staff comments during the internal review of this rezone application were related to minor errors on the rezone exhibit. All staff comments have been adequately addressed at this time.

Public Notice

Staff sent notices to 19 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.

Findings of Fact

Neither state statute nor municipal 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 Planning Commission and City Council should be aware of:

W.S. 15-1-601(d) states that 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, or 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 of 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, "[promote] the health, safety, morals and general welfare of the inhabitants of the City of Sheridan by lessening the 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, sewage, schools, parks, and other public requirements; and by other means in accordance with a comprehensive plan".

Staff Recommendation

Staff recommends that Planning Commission recommend approval regarding PL-25-24, Ordinance 2298 Elmwood Rezone from R-1 Residential to B-1 Business to the Governing Body.

Sample Motions

1. Positive Recommendation
"I motion to recommend approval of PL-25-24, Ordinance 2298 Elmwood Rezone to the Governing Body"
2. Positive Recommendation with Conditions
"I motion to recommend approval of PL-25-24, Ordinance 2298 Elmwood Rezone to the Governing Body with the following conditions: [state conditions]"
3. Negative Recommendation
"I motion to recommend denial of PL-25-24, Ordinance 2298 Elmwood Rezone to the Governing Body for the following reasons [state reasons]"

Anticipated Meeting Schedule

Monday, September 8, 2025, 5:30pm - City Council Study Session

Monday, September 8, 2025, 7:00pm - Planning Commission Public Hearing and Consideration

Monday, September 15, 2025, 5:30pm - City Council Public Hearing and 1st Reading

Monday, October 6, 2025, 5:30pm - City Council 2nd Reading

Monday, October 20, 2025, 5:30pm - City Council 3rd Reading

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

**CITY OF SHERIDAN
ORDINANCE NO. 2298**

AN ORDINANCE, AMENDING ORDINANCE NO. 826, THE ZONING ORDINANCE OF THE CITY OF SHERIDAN, TO ZONE THE ENTIRETY OF THE LAND MORE PARTICULARLY DESCRIBED BELOW AND SHOWN ON THE ATTACHED EXHIBIT, FROM R-1 RESIDENCE DISTRICT TO B-1 BUSINESS DISTRICT; FOR PROPERTY LOCATED AT 900 E. 5TH STREET, SHERIDAN, WY.

WHEREAS, The owners of the following described lands have petitioned the City Council to rezone the same from R-1 Residence District to B-1 Business District; and

WHEREAS, a public hearing has been held thereon by the City Council.

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

1. The following described land is hereby rezoned from R-1 Residence District to B-1 Business District:

A TRACT OF LAND SITUATED IN THE NE1/4SW1/4 OF SECTION 23 AND THE W1/2NE1/4 & E1/2NW1/4 OF SECTION 26, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING, (SEE RECORD OF SURVEY FILED IN DRAWER "A" IN THE SHERIDAN COUNTY COURTHOUSE), ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF; SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 26 (MONUMENTED WITH A 3/4"ALUMINUM CAP PER PLS 2615); THENCE S61°13'21"W, 1750.50 FEET TO THE POINT OF BEGINNING OF SAID TRACT, SAID POINT LYING ON THE WESTERLY RIGHT-OF-WAY LINE OF INTERSTATE 90; THENCE S00°26'02 "E, 370.39 FEET ALONG SAID WESTERLY RIGHT-OF-LINE OF SAID INTERSTATE 90 TO A POINT; THENCE N89°25'24"E, 118.43 FEET ALONG SAID WESTERLY RIGHT-OF-LINE TO A POINT; THENCE S00°37'55"E, 161.78 FEET WESTERLY LIGHT-OF-LINE TO A POINT, SAID POINT LYING ON THE NORTH LINE OF A TRACT OF LAND DESCRIBED IN BOOK 553 OF DEEDS, PAGE 402; THENCE S89°00'26"W, 1012.80 FEET ALONG SAID NORTH LINE OF SAID TRACT DESCRIBED IN BOOK 553 OF DEEDS, PAGE 402 TO A POINT (MONUMENTED WITH A 2" ALUMINUM CAP PER PLS 6812) SAID POINT LYING ON THE EAST LINE OF A TRACT OF LAND DESCRIBED IN BOOK 40 OF DEEDS, PAGE 445; THENCE N00°28'24"W, 28.69 FEET ALONG SAID EAST LINE OF A TRACT DESCRIBED IN BOOK 40 OF DEEDS, PAGE 445 TO A POINT, SAID POINT BEING THE NORTHEAST CORNER OF SAID TRACT OF LAND DESCRIBED IN BOOK 40 OF DEEDS, PAGE 445; THENCE S87°56'32"W, 228.39 FEET ALONG THE NORTH LINE OF SAID TRACT OF LAND DESCRIBED IN BOOK 40 OF DEEDS, PAGE 445 TO A POINT, SAID POINT BEING THE NORTHWEST COMER OF SAID TRACT DESCRIBED IN BOOK 40 OF DEEDS, PAGE 445; THENCE S00°43'05"E, 24.34 FEET ALONG THE WEST LINE OF SAID TRACT DESCRIBED IN BOOK 40 OF DEEDS, PAGE 445 TO A POINT, SAID POINT LYING ON SAID NORTH LINE OF A TRACT DESCRIBED IN BOOK 553 OF DEEDS, PAGE 402; THENCE S89°05'03"W, 275.91 FEET ALONG SAID NORTH LINE OF A TRACT DESCRIBED IN BOOK 553 OF DEEDS, PAGE 402 TO A POINT, SAID POINT BEING THE SOUTHEAST COMER OF DEED RECEPTION NUMBER: 2020-760504; THENCE N00°31'03"W, 1428.28 FEET ALONG THE EAST LINE OF SAID DEED RECEPTION NUMBER: 2020-760504 TO A POINT, SAID POINT LYING ON THE SOUTHERLY RIGHT-OF-WAY LINE OF FIFTH STREET; THENCE, THROUGH A NON-TANGENT CURVE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF SAID FIFTH STREET, HAVING A CENTRAL ANGLE OF 19°40'35" A RADIUS OF 1197.91 FEET, AN ARC LENGTH OF 411.38 FEET, A CHORD BEARING OF S66°17'34"E, AND A CHORD LENGTH OF 409.36 FEET TO POINT; THENCE S55°49'44 "E, 45.94 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO A POINT; THENCE

S33°56'52"W, 36.82 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO A POINT; THENCE S56°13'31"E, 608.90 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO A POINT; THENCE S32°13'43"W, 14.33 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO A POINT; THENCE, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE THROUGH A SPIRAL CURVE TO THE LEFT (SEE RECORD OF SURVEY FILED IN DRAWER "A", PLAT NO 201 IN THE SHERIDAN COUNTY COURTHOUSE), BEING ONE HUNDRED AND THIRTY (130) FEET SOUTH OF AND PARALLEL TO THE CENTERLINE OF SAID SPIRAL CURVE A SOUTHERLY RIGHT-OF-WAY SPIRAL CURVE CHORD BEARING OF S59°37'10"E, AND A CHORD LENGTH OF 261.45 FEET TO A POINT (SEE RECORD OF SURVEY FILED IN DRAWER "A", PLAT NO. 201); THENCE, THROUGH A NON-TANGENT CURVE ALONG SAID SOUTH RIGHT-OF-WAY LINE, HAVING A CENTRAL ANGLE OF 02°21 '04" A RADIUS OF 849.11FEET, AN ARC LENGTH OF 34.84 FEET, A CHORD BEARING OF S70°09'13"E, AND A CHORD LENGTH OF 34.84 FEET TO A POINT; THENCE S21 °50'13"W, 96.87 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO A POINT; THENCE, THROUGH A NON-TANGENT CURVE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, HAVING A CENTRAL ANGLE OF 13°03'34" A RADIUS OF 942.28 FEET, AN ARC LENGTH OF 214.78 FEET, A CHORD BEARING OF S74°45'12"E, AND A CHORD LENGTH OF 214.31 FEET TO POINT; THENCE, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE THROUGH A SPIRAL CURVE TO THE LEFT (SEE RECORD OF SURVEY FILED IN DRAWER "A", PLAT NO 201 IN THE SHERIDAN COUNTY COURTHOUSE), BEING TWO HUNDRED AND TWENTY-FIVE (225) FEET SOUTH OF AND PARALLEL TO THE CENTERLINE OF SAID SPIRAL CURVE A SOUTHERLY RIGHT-OF-WAY SPIRAL CURVE CHORD BEARING OF S83°42'47"E, AND A CHORD LENGTH OF 87.28 FEET TO A POINT (SEE RECORD OF SURVEY FILED IN DRAWER "A", PLAT NO. 201) TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 31.82 ACRES MORE OR LESS.

- 2. Ordinance No. 826, the Zoning Ordinance of the City of Sheridan is hereby amended to conform herewith.
- 3. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.
- 4. 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.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

State of Wyoming)
) SS

County of Sheridan)

Signed and sworn (or affirmed) before me on this ____ day of _____ 20__

by _____

Notary Public

My commission expires _____

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Published: _____

EFFECTIVE DATE: This Ordinance shall be in full force and effect on (publication date), after the required approval and publication, according to law

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:

T56N R84W SEC 23 -PT SESW; SEC
26 PT NWNE, PT NENW (FULL LEGAL ON MAP)

2. KHANSTRUCTION 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
B1.

Therefore, Petitioners pray said parcel(s) be rezoned B1, pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

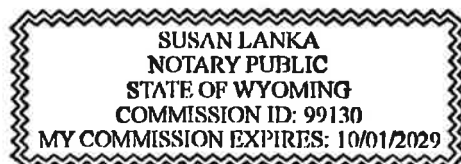
Dated this 28 day of July, 2025.

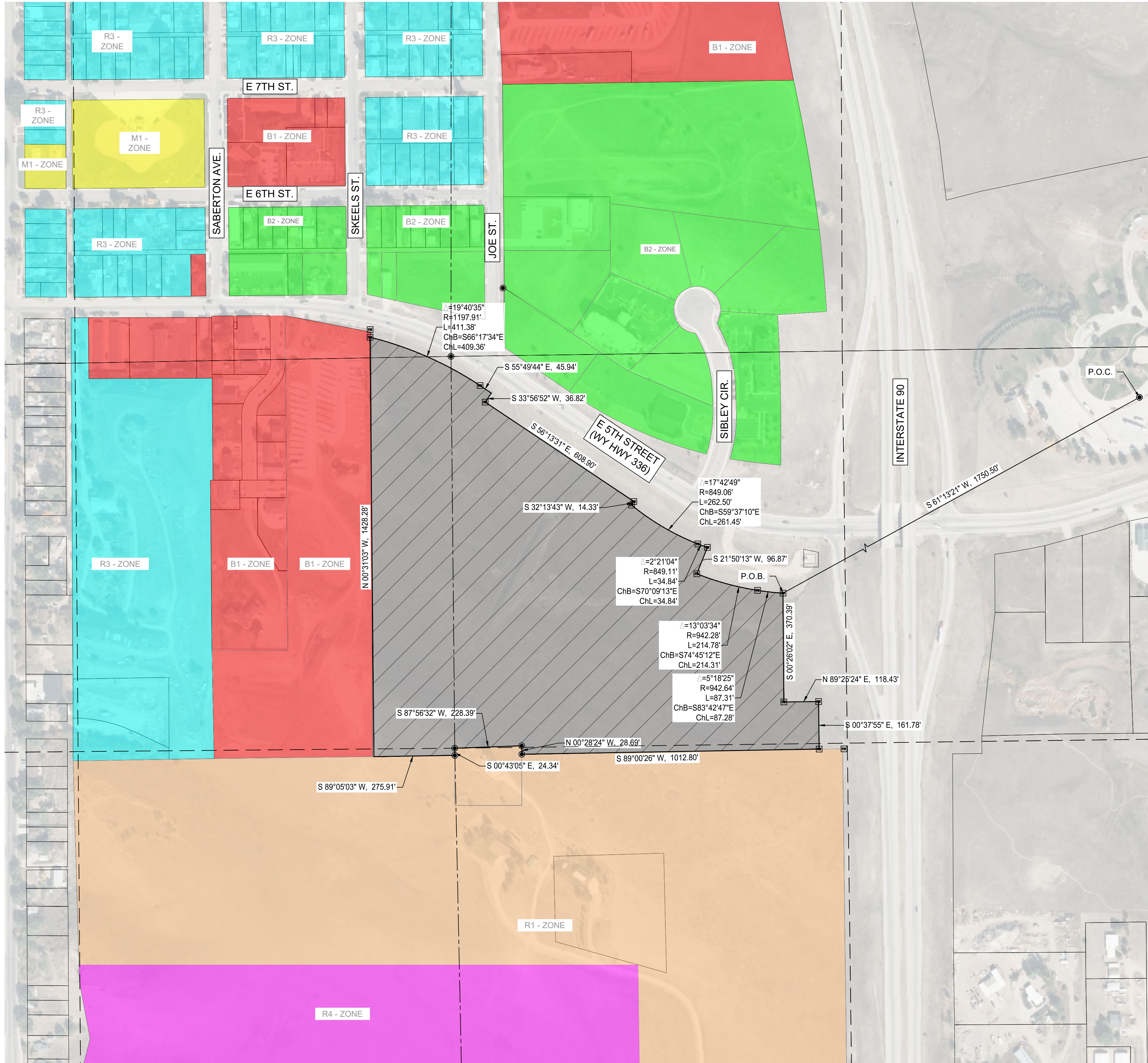
Signed by the Petitioners:

Mohammed Naseem Khan

Subscribed and Sworn before me this 28 day of July, 2025

Susan Lanka
Notary Public





BASIS OF BEARING

BASIS OF BEARING IS WYOMING STATE PLAN (EAST CENTRAL ZONE) (NAD83), GROUND DISTANCES. VERTICAL DATUM IS NAVD88 GEOID 18.

LEGAL DESCRIPTION

A TRACT OF LAND SITUATED IN THE NE1/4SW1/4 OF SECTION 23 AND THE W1/2NE1/4 & E1/2NW1/4 OF SECTION 26, TOWNSHIP 56 NORTH, RANGE 84 WEST, 6TH PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING, (SEE RECORD OF SURVEY FILED IN DRAWER "A" IN THE SHERIDAN COUNTY COURTHOUSE), ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF, SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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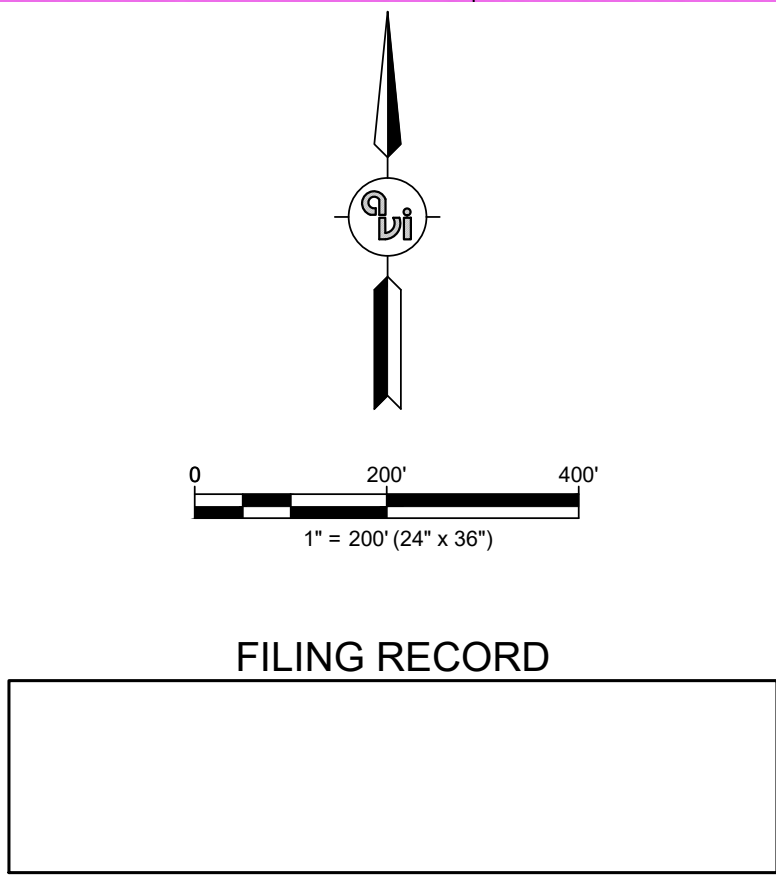
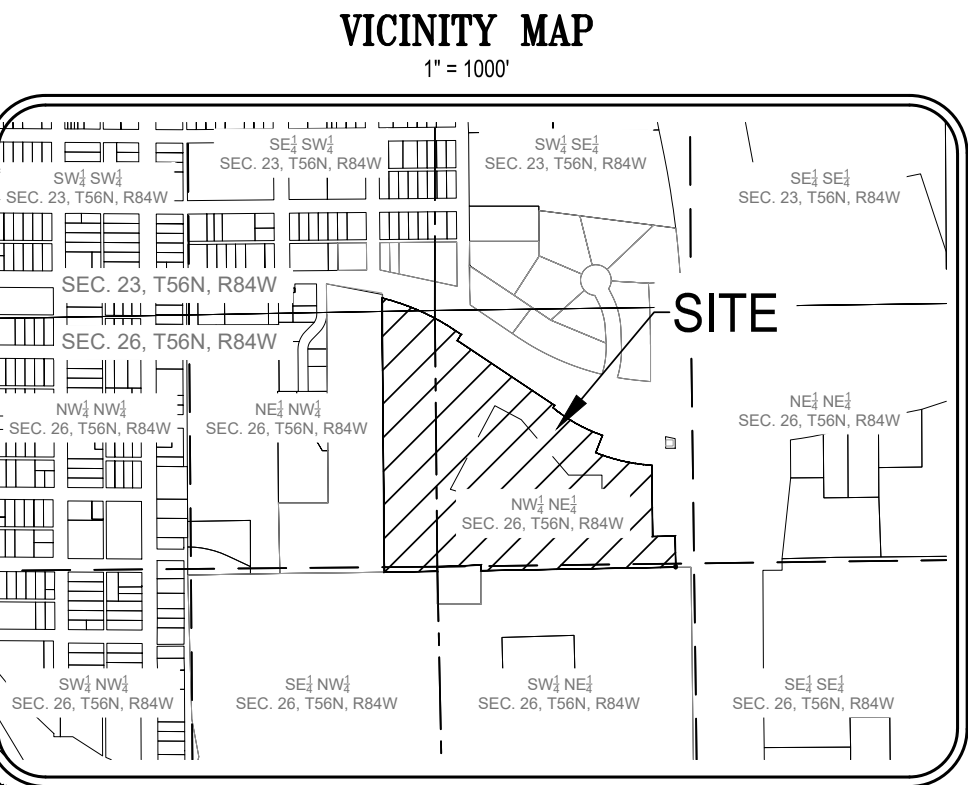
SAID TRACT CONTAINS 31.82 ACRES MORE OR LESS.

ZONING

CURRENT ZONING: R1
PROPOSED ZONING: B1

LEGEND

- FOUND RIGHT-OF-WAY MARKER
- FOUND ALUMINUM CAP
- ZONE CHANGE BOUNDARY
- QUARTER SECTION LINES
- TOWNSHIP BOUNDARY
- EXISTING B1 - ZONE
- EXISTING B2 - ZONE
- EXISTING M1 - ZONE
- EXISTING R1 - ZONE
- EXISTING R3 - ZONE
- EXISTING R4 - ZONE
- PROPOSED ZONE CHANGE AREA



CERTIFICATE OF SURVEYOR

I, _____, A PROFESSIONAL LAND SURVEYOR LICENSED IN THE STATE OF WYOMING DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM THE RECORDS AND FIELD NOTES OF A SURVEY CONDUCTED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**ZONE CHANGE FOR
ELMWOOD ESTATES**
BEING SITUATED IN A PORTION OF SECTION 23, T56N,
R84W AND A PORTION OF SECTION 26, T56N, R84W
OF THE 6TH PRINCIPAL MERIDIAN,
SHERIDAN COUNTY, WYOMING
PREPARED AUGUST 2025

DATE

REVISION

NO.

PREPARED FOR:

PROJECT:

DRAWING TITLE:

WASEEM KHAN, KHANSTRUCTION LLC
765 E 7TH ST
SHERIDAN, WY 82801

ELMWOOD ESTATES SUBDIVISION
ELMWOOD ESTATES ZONE CHANGE

307.637.6017
1103 OLD TOWN LANE, SUITE 101
CHEYENNE, WY 82009
AVI@AVIPC.COM

DATE PLOTTED:
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DRAWN BY:
ZP

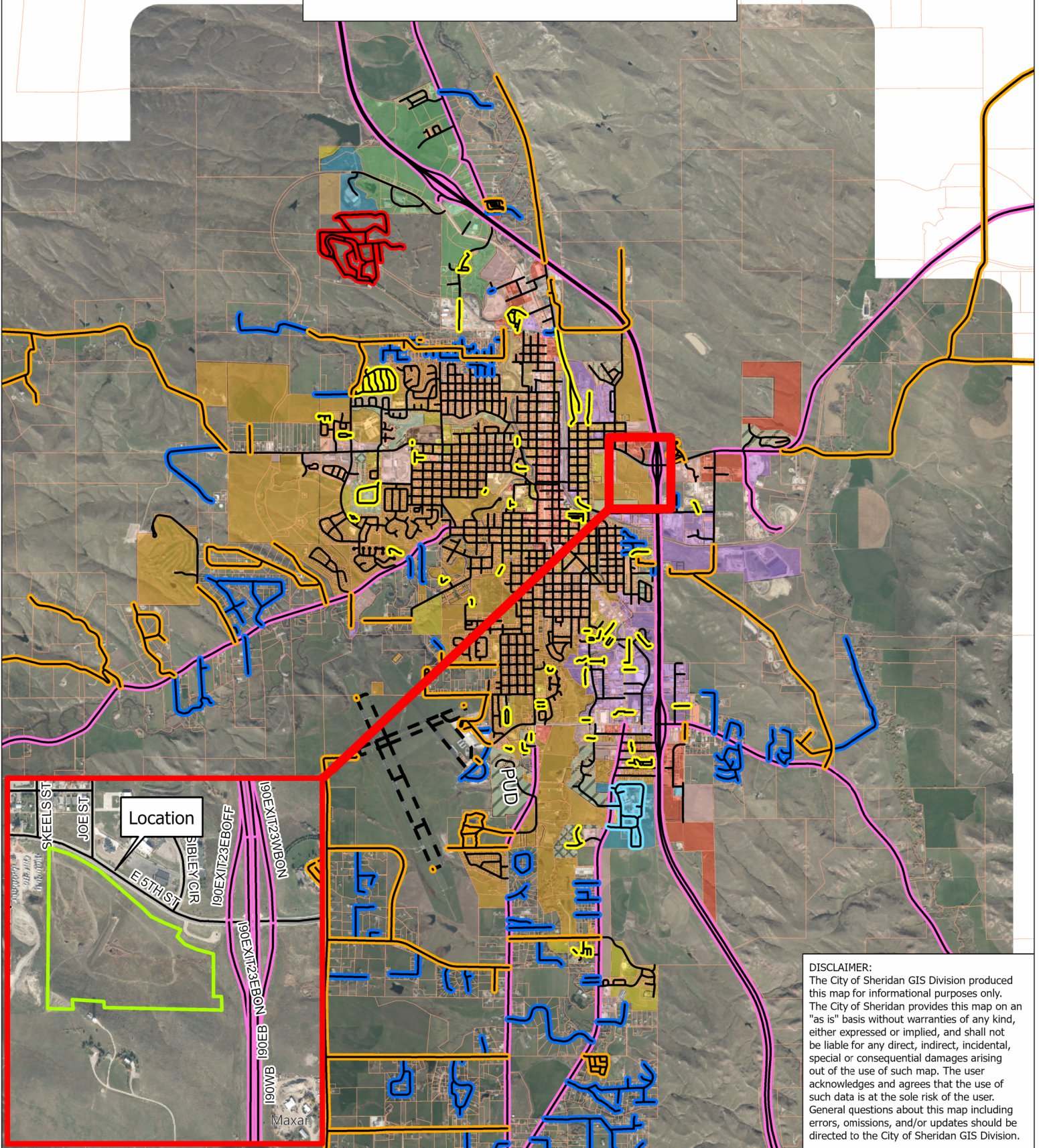
DESIGNED BY:

CHECKED BY:
MC

JOB NO.:
4840

DWG NO. 1 OF 1

E 5th rezone



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