



**Sheridan City Planning Commission
Meeting Agenda
October 13, 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 September 8, 2025 meeting.

Motion by:

Second:

Vote:

Old Business

New Business

4. Consideration of PL-25-31, Ordinance 2299. The applicant, Q Construction, LLC is requesting to rezone 1 acre from R-1 Residence District to B-1 Business District. Located at 1039 2nd Ave E. PIN 55840211100225.

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 September 8, 2025 meeting.

Motion by:

Second:

Vote:

Attachments

minutes

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

SEPTEMBER 8, 2025

1. Commission Vice-Chair Ryan Franklin called the meeting to order at 7:00 PM with a quorum as follows: Tod Windsor, Jeff Pedersen, Brandy Campbell and Lorraine Lehman joining virtually. Margaret Morneau and Daniel Kerbs were absent. Staff present included City Planner Kelly Schroeder and other City staff.
2. Approval of Agenda.
Commissioner Windsor moved, Commissioner Campbell seconded approval of the agenda; Agenda was approved by unanimous consent.
3. Approval of the Minutes of August 25, 2025 meeting.
The Chair asked for any changes or additions to the minutes of August 25, 2025, none were offered. Commissioner Windsor moved, seconded by Commissioner Pedersen to approve the minutes. Voice vote to approve the minutes, unanimous.
4. Consideration of PL-25-24, Ordinance 2298. The applicant, Khanstruction, LLC, is requesting to rezone 31.82 acres from R-1 Residence District to B-1 Business District. Located in the 900 block of E 5th St. PIN 56842330000633.

City Planner Kelly Schroeder gave a presentation outlining the application.
There are some errors in the legal description in the exhibit, those will be corrected before the application moves forward and would be included as recommendations to City Council.

The area is currently unplatted and would change from the current zoning of R-1 to B-1 to allow for multi-family development, which is the intended use for this property. A major subdivision has been submitted for this property and will be scheduled for consideration soon.

Adjacent zoning is compatible with the requested zoning change.
The Planning Department sent notices to 19 surrounding property owners, published a legal ad and posted a sign on the property; one inquiry was received for more information.

The applicant joined virtually and gave his assurance that errors in the legal description and exhibit would be remedied.

There were no public comments.

Commissioner Windsor moved, seconded by Commissioner Campbell to send a positive recommendation to City Council regarding PL-25-24, Ordinance 2298, with the conditions that the applicant revise and resubmit the legal description and exhibit with the stamp of a licensed surveyor prior to final approval.

Voice vote, unanimous.

5. Comments from commissioners and staff.
City Planner Schroeder shared that the Wyoming Planning Association is meeting in Sheridan next week, September 17-19, in conjunction with the WyGEO Conference. The Commissioners are welcome to attend, just let Kelly know. Meetings are taking place at Sheridan College.
6. The meeting was adjourned at 7:25 pm.

Ryan Franklin, Planning Commission Vice Chair

Attest: _____
Candace Ainslie, Deputy City Clerk



MEMO

TO: Planning Commission

FROM: Kelly Schroeder, Planning Director

RE: Consideration of PL-25-31, Ordinance 2299. The applicant, Q Construction, LLC is requesting to rezone 1 acre from R-1 Residence District to B-1 Business District. Located at 1039 2nd Ave E. PIN 55840211100225.

Attachments

Staff Report

ORD 2299

Petition

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: October 13, 2025

Re: PL-25-31, Ordinance 2299 1039 2nd Ave Rezone Staff Report

Background

Q Construction, LLC, has submitted a rezone application for the following location:

Address: 1039 2nd Ave East, Sheridan, WY 82801
Legal: Tract 28, Brundage Place
PIN: 55840211100225

The applicant is requesting a rezone from R-1 Residence District to B-1 Business District to allow for multi-family residential use on the property.

Discussion

Location & Zoning

The subject property is currently 1 acre in size zoned R-1 Residence district. It is located on 2nd Avenue East in the area south of Brundage Lane between Coffeen Avenue and Interstate 90.

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 M-1 Industrial to the north, R-1 Residence to the east, B-2 Business to the south, and B-1 Business to the west. Nearby land uses include single-family residential, multi-family residential, auto sales, restaurants, and a hotel.

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.

Although not the intent of this rezone, it is worth noting that a rezone to B-1 would also allow commercial use on the property. While commercial uses are not contemplated for this particular property as part of the Future Land Use Map, it is adjacent to properties to the north and west that are designated as commercial areas. If this property ever were to include commercial uses in the future, it would be a reasonable location for commercial uses given its location.

Staff Review Comments

Staff comments during the internal review of this rezone application were related to a minor error on the rezone petition. At this time, all staff comments have been adequately addressed.

Public Notice

Staff sent notices to 22 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, questions, or concerns from the public.

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 the Governing Body approve PL-25-31, Ordinance 2299 1039 2nd Ave East Rezone from R-1 Residential to B-1 Business.

Sample Motions

1. Positive Recommendation
"I motion to recommend approval of PL-25-31, Ordinance 2299 1039 2nd Ave East Rezone to the Governing Body"
2. Positive Recommendation with Conditions
"I motion to recommend approval of PL-25-31, Ordinance 2299 1039 2nd Ave East Rezone to the Governing Body with the following conditions: [state conditions]"
3. Negative Recommendation
"I motion to recommend denial of PL-25-31, Ordinance 2299 1039 2nd Ave East Rezone to the Governing Body for the following reasons [state reasons]"

Anticipated Meeting Schedule

Monday, October 13, 2025, 5:30pm – City Council Study Session

Monday, October 13, 2025, 7:00pm – Planning Commission Public Hearing and Consideration

Monday, October 20, 2025, 5:30pm - City Council Public Hearing and 1st Reading

Monday, November 3, 2025, 5:30pm - City Council 2nd Reading

Monday, November 17, 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. 2299

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 1039 2ND AVE EAST, 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:

Tract 28, Brundage Place, a Subdivision in Sheridan County, Wyoming
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:

TRACT 28, Brundage Place Addition

2. Q Construction 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 3RD day of September, 2025

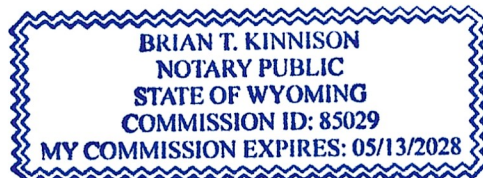
Signed by the Petitioners:

J. Amfano - Sole Member

Subscribed and Sworn before me this 3rd day of September, 2025

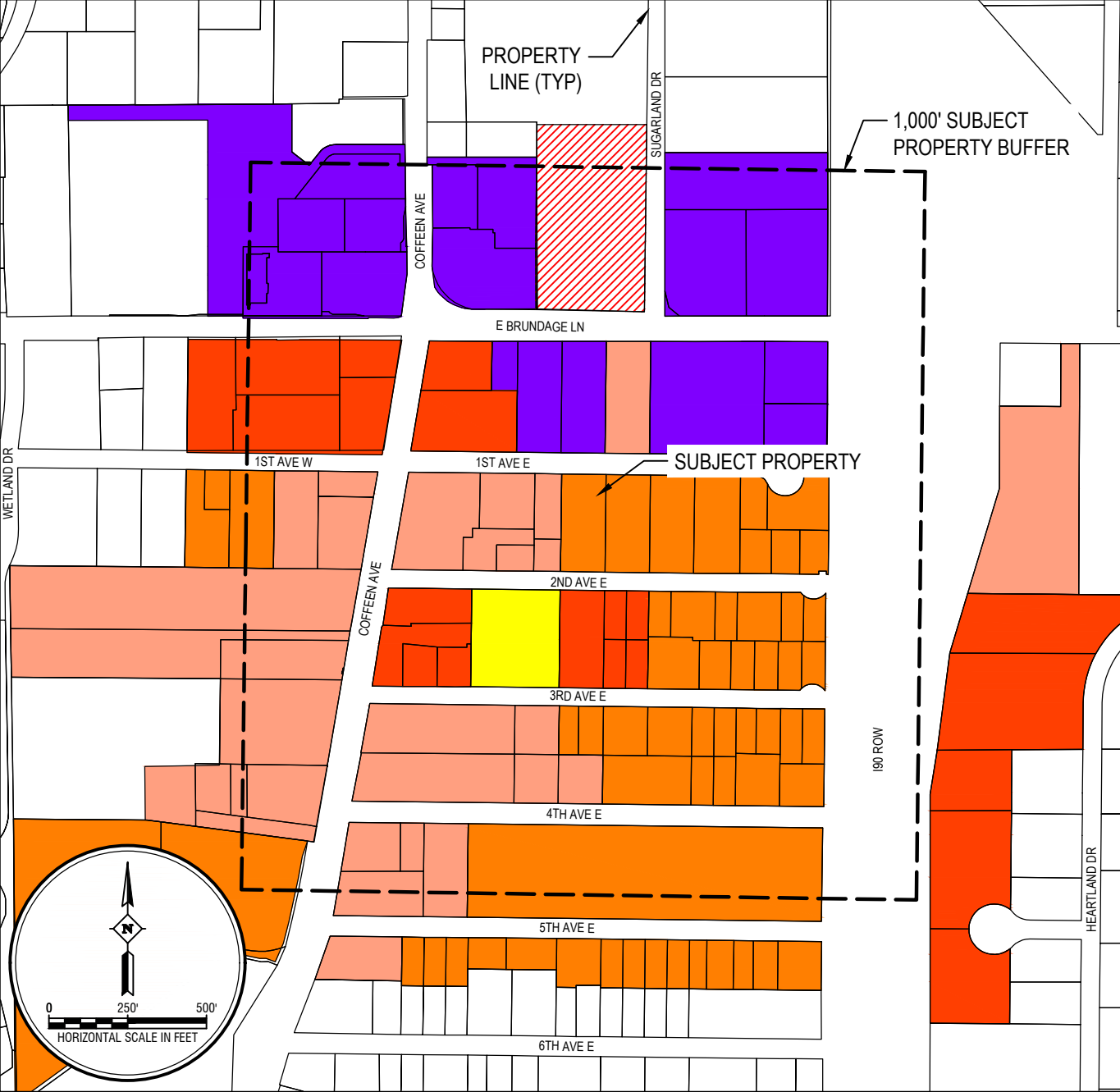
[Signature]

Notary Public



EXISTING ZONING WITHIN 1,000 FEET

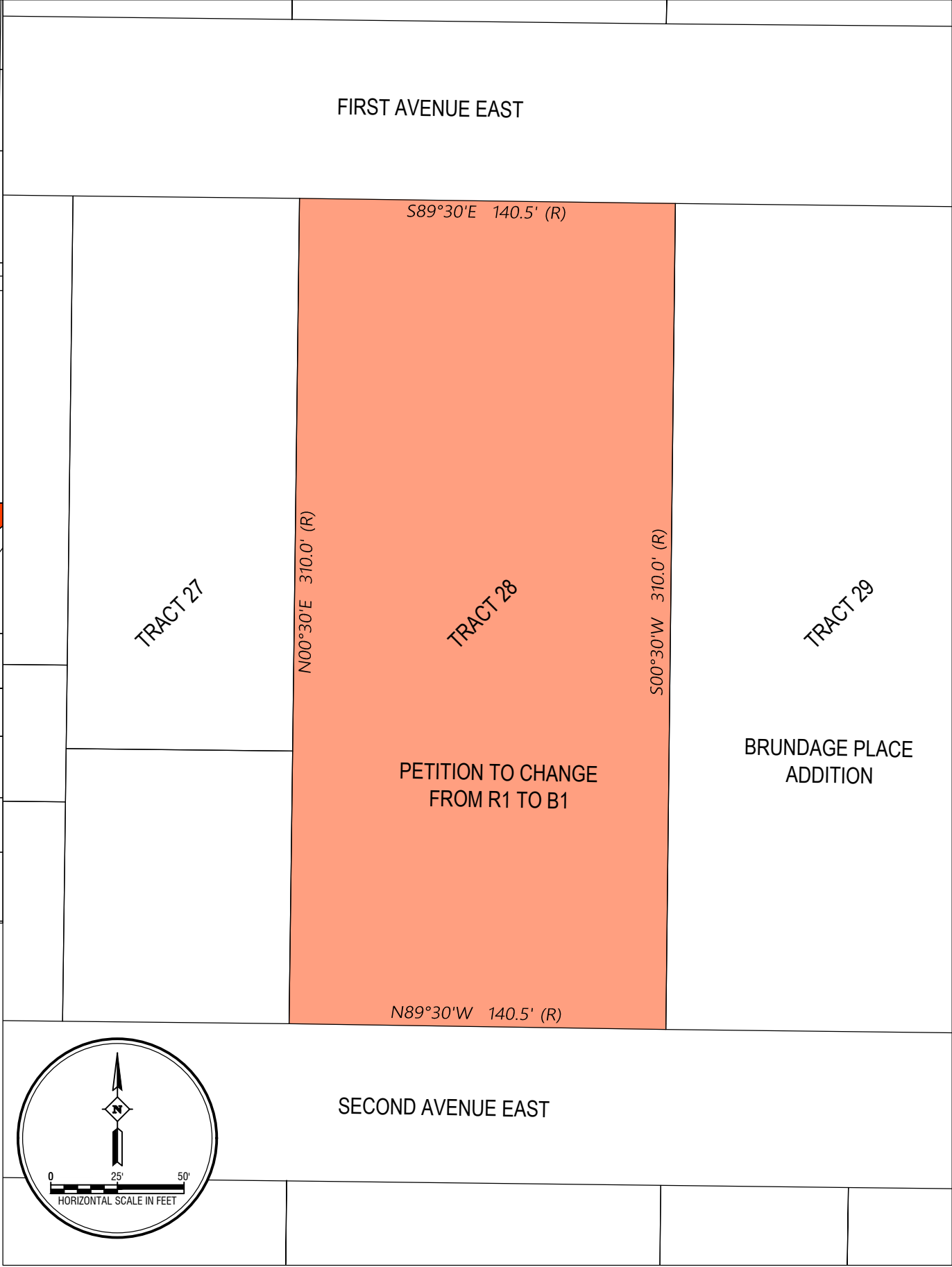
PROPOSED ZONING



ZONING DISTRICT LEGEND			
	B1		R1
	B2		R3
	M1		USE CONTROL AREA

LEGAL DESCRIPTION:
TRACT 28, BRUNDAGE
PLACE ADDITION

PETITIONERS:
Q CONSTRUCTION LLC
22 TIMM PLACE
SHERIDAN, WY 82801



REV	NO	DATE	BY	DESCRIPTION

Q PROPERTIES REZONE Q PROPERTIES SHERIDAN, WY			
REZONE EXHIBIT			
DRAWN BY: MDR	SURVEYED BY: ZRM	PROJECT NO: WR2504162	DATE: 08/21/2025
CHECKED BY: ZRM	DESIGNED BY: ZRM		

Interstate Engineering
915 West Feltman Street, Suite 2
Buffalo, WY 82834
(307) 278-0284
www.interstateeng.com

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SECTION
P
SHEET NO.
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