



**Sheridan City Planning Commission
Meeting Agenda
November 24, 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 October 13, 2025 meeting.

Motion by:

Second:

Vote:

Old Business

New Business

4. Consideration of PL-25-30, RES 30-25. Final Plat for Elmwood Estates. The applicant, Khanstruction, LLC is requesting to subdivide 31.85 acres of unplatted land into 4 lots. Zoned 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 October 13, 2025 meeting.

Motion by:

Second:

Vote:

Attachments

minutes

CITY OF SHERIDAN
MINUTES OF PLANNING COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
OCTOBER 13, 2025

1. Commission Chair Daniel Krebs called the meeting to order at 7:00 PM with a quorum as follows: Ryan Franklin, Tod Windsor, Jeff Pedersen, Brandy Campbell and Margaret Morneau. Lorraine Lehman was absent. Staff present included City Planner Kelly Schroeder and other City staff.
2. Approval of Agenda.
Commissioner Campbell moved, Commissioner Windsor seconded approval of the agenda; Agenda was approved by unanimous consent.
3. Approval of the Minutes of September 8, 2025 meeting.
The Chair asked for any changes or additions to the minutes of September 8 2025, none were offered. Commissioner Windsor moved, seconded by Commissioner Campbell to approve the minutes. Voice vote to approve the minutes, unanimous.
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.

City Planner Kelly Schroeder gave a presentation outlining the application. The applicant was available for questions.

The applicant is asking for a rezone of a 1 acre lot that would accommodate multi-family units. The lot sits amid other B-1 zone areas and the intended use of the rezone fits within the Future Land Use Plan.

The Planning Department sent 22 notices to surrounding property owners, posted a sign on the property and published a legal ad in the Sheridan Press. A minor error on the rezone petition has been rectified; no other comments have been received.

City Planning Staff recommended approval of the rezone to be sent to City Council.

Chairman Kerbs asked if there was any public comment, there was none.
There was no questions or comments from the Planning Commission members.

Commissioner Franklin moved, seconded by Commissioner Windsor to send a positive recommendation to City Council regarding PL-25-31, Ordinance 2299.

Voice vote, unanimous.

5. Comments from commissioners and staff.

No comments or questions from Commissioners or staff.

6. The meeting was adjourned at 7:08 pm.

Daniel Krebs, Planning Commission Chair

Attest: _____
Candace Ainslie, Deputy City Clerk



MEMO

TO: Planning Commission

FROM: Kelly Schroeder, Planning Director

RE: Consideration of PL-25-30, RES 30-25. Final Plat for Elmwood Estates. The applicant, Khanstruction, LLC is requesting to subdivide 31.85 acres of unplatted land into 4 lots. Zoned B-1 Business District. Located in the 900 block of E 5th St. PIN 56842330000633.

Attachments

Final Plat

Staff Report

Draft Resolution

Variance Request Letter

aerial

ABLEY CIR.

LOTS 7 AND 8
MOUNTAIN VIEW
BUSINESS PARK

DEDICATION

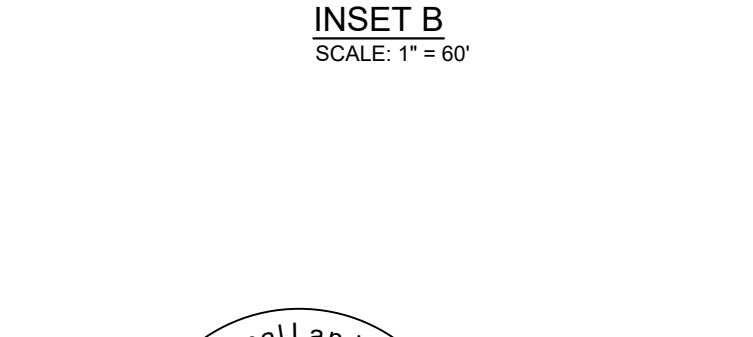
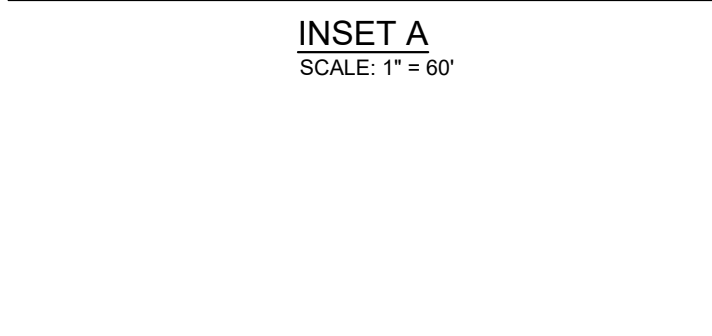
KNOW ALL MEN BY THESE PRESENTS: THAT KHANSTRUNCTION, LLC, OWNER IN FEE SIMPLE OF THE LAND EMBRACED IN THIS PLAT OF ELMWOOD ESTATES, DOES HEREBY DECLARE THAT THE SUBDIVISION OF SAID LAND IS WITH THEIR FREE ACT AND DEED AND IN ACCORDANCE WITH THEIR DESIRES, AND GRANTS THE RIGHT OF WAY AND EASEMENTS SHOWN HEREON FOR THE PURPOSES INDICATED ON THIS PLAT.

THAT THIS SUBDIVISION, AS IT IS DESCRIBED AND AS IT APPEARS ON THIS PLAT, IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S) AND PROPRIETOR(S); AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS.

THAT THE UNDERSIGNED OWNER(S) OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES (DO) HEREBY DEDICATE TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE INDICATED PURPOSES, ALL STREETS, ALLEYS, EASEMENTS AND OTHER PUBLIC LANDS WITHIN THE BOUNDARY LINES OF THE PLAT, AS INDICATED, AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE.

UTILITY EASEMENTS, AS DESIGNATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE PURPOSE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING, AND MAINTAINING WATER LINES, SEWER LINES, STORM SEWER LINES, AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY USED BY THE PUBLIC.

ZAYD ROAD AND HISHAM DRIVE, AS DESIGNATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF SHERIDAN AND ITS LICENSEES FOR PUBLIC USE FOR THE PURPOSE OF REPAIRING AND MAINTAINING.



CERTIFICATE OF CITY PLANNING COMMISSION

THIS PLAT REVIEWED BY THE CITY OF SHERIDAN PLANNING COMMISSION THIS ____ DAY OF _____ 2025.

ATTEST: VICE-CHAIRMAN _____ CHAIRMAN _____

FINAL PLAT FOR ELMWOOD ESTATES BEING SITUATED IN THE SE1/4SW1/4 OF SECTION 23, T56N

 		PROJECT: ELMWOOD ESTATES SUBDIVISION		PREPARED FOR: WASEEM KHAN, KHANSTRUCTION LLC 765 E 7TH ST SHERIDAN, WY 82801	
ENGINEERING • PLANNING • SURVEYING 1103 OLD TOWN LANE, SUITE 101 CHEYENNE, WY 82009 AVI@AVIPC.COM		DRAWING TITLE: ELMWOOD ESTATES FINAL PLAT			
DATE PLOTTED: Nov 19, 2025					
DRAWN BY:		ZP			
DESIGNED BY:		BC/ZP			
CHECKED BY:		BC			
JOB NO.:		4840			
DWG NO.		1 OF 1			



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan Wyoming 82801

Planning Division

MEMORANDUM

From: Kelly Schroeder, City Planner
To: City of Sheridan City Council
Date: November 24, 2025

Re: PL-25-30, Resolution 30-25 Elmwood Estates Final Plat Staff Report

Background

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

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

The applicant is proposing to divide 31.85 acres into four mixed-use lots, one of which is a large remainder lot intended for further subdivision in the future. The proposed subdivision will also establish two new public streets, which will be built to City standard and provide access and utilities to the subdivision

Discussion

Subdivision Details

The proposed Elmwood Estates subdivision is located in the B-1 Business District following a recently approved rezone request by the applicant. Proposed lot sizes within the subdivision are as follows:

- Lot 1, Block 1: 1.52 acres
- Lot 2, Block 1: 24.74 acres
- Lot 1, Block 2: 2.42 acres
- Lot 2, Block 2: 2.60 acres

There are no minimum lot size or density requirements for the B-1 Business District. Setback, height, and parking requirements will be addressed at the time of a building permit application for any of the lots. The property is also located in the Entryway Corridor, which contains certain architectural and landscaping requirements that will also be addressed at the time of a building permit. No open space is required as part of this subdivision as it is not located within a residential zone district.

The applicant intends to develop Lot 2, Block 2 in the immediate future with multi-family residential. Future development on the remaining lots may include additional multi-family residential or commercial uses.

Engineering

A traffic report submitted with this application estimates a daily vehicle trip count of 1,572, with 93 trips occurring during the morning peak hour and 119 trips occurring during the afternoon peak hour. This is based on the intended build out of 233 multi-family units on Lots 1 and 2, Block 2 of the subdivision. Based on this information, internal roads will need to be built to a Minor Collector street standard.

There are two proposed internal roadways in the subdivision with access off of E. 5th Street (WY HWY 336). The proposed Zayd Road will be 293 linear feet, have a 60-foot right-of-way, be a 39-foot-wide road, have a boulevard and sidewalk on both sides, and will terminate in a hammerhead configuration located in an access easement in accordance with International Fire Code. This hammerhead will connect to an access easement traversing Lot 1, Block 2 that will be constructed as a gravel road and serve as the secondary access to the subdivision and proposed building site on Lot 2, Block 2.

The proposed Hisham Drive will line up with Sibley Circle and be 387 linear feet, have a 60-foot right-of-way, be a 39-foot road, have a boulevard and sidewalk on both sides, and will also terminate in a hammerhead configuration with a continuation of the right-of-way located in an access easement to serve future development.

WYDOT has requested that the proposed road tie ins to East 5th Street (WY HWY 336) meet all WYDOT standards. WYDOT has reviewed and approved of the access permits for both proposed roads.

There is an existing pond easement in the center of the property that primarily functions as a stormwater storage facility for runoff from Interstate 90 and surrounding land. This easement will remain in place and development of this property is required to maintain historic drainage flows. A final drainage report was submitted with the Final Plat application and demonstrates that the proposed project and infrastructure do not have any negative downstream impacts.

Utilities

Municipal utility services, including water and sewer, are available to serve the Elmwood Estates subdivision. A comprehensive review of water and sewer infrastructure will be conducted during the Permit to Construct phase. Preliminary analysis of flow data by the applicant's design and engineering team indicates sufficient sewer capacity for this development. The Utilities Department issued a "Will Serve" letter to the applicant in March 2025.

The developer is proposing to utilize a lift station instead of a gravity sewer line for Lot 2, Block 2. This requires a Wyoming DEQ permit for construction and operation, as WDEQ is the permitting authority for this type of facility. The lift station and its appurtenances, like typical gravity sewer service lines, are to be owned and maintained by the property owner. The exact location of the lift station is to be determined during the WDEQ permit to construct process. WDEQ requires that

this facility be operated by a certified wastewater operator. The developer or owner would be responsible for securing this service in perpetuity.

Although not the preferred option, alternative design methods, such as a lift station, may be considered if they meet the City's adopted standards and achieve the intended objectives. If this alternative is implemented, care will be taken to ensure it fulfills the same functional requirements.

If plans are modified to include a gravity sewer service line to Lot 2 of Block 2, additional easements will likely be required but may be considered a minor modification to the plat.

Future Land Use

The Future Land Use Map from 2017 indicates that this area is appropriate for residential use. The proposed development of this area includes multi-family residential, which is consistent with the future vision for this area.

The B-1 Business District 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.

Staff Review Comments

Staff comments during the internal review of this rezone application were related to minor errors on the plat, necessary coordination between WYDOT, WDEQ, and City staff on proposed roadways and utility infrastructure, and other concerns related to the future development of Lot 2, Block 2 such as grading and drainage.

Revised documents have been submitted, and 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.

Staff Recommendation

Staff recommends that Planning Commission recommend approval of PL-25-30, Resolution 30-25 Elmwood Estates Final Plat to the Governing Body.

Sample Motions

1. Positive Recommendation

"I motion to recommend approval of PL-25-30, Resolution 30-25 Elmwood Estates Final Plat to the Governing Body"

2. Positive Recommendation with Conditions

"I motion to recommend approval of PL-25-30, Resolution 30-25 Elmwood Estates Final Plat to the Governing Body with the following conditions: [state conditions]"

3. Negative Recommendation

"I motion to recommend denial of PL-25-30, Resolution 30-25 Elmwood Estates Final Plat to the Governing Body for the following reasons [state reasons]"

Anticipated Meeting Schedule

Monday, November 24, 2025, 5:30pm - City Council Study Session

Monday, November 24, 2025, 7:00pm - Planning Commission Public Hearing and Consideration

Monday, December 1, 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.

**CITY OF SHERIDAN
RESOLUTION 30-25**

A RESOLUTION APPROVING PL-25-30, THE FINAL PLAT OF ELMWOOD ESTATES, DIVIDING 31.85 ACRES OF UNPLATTED LAND, INTO 4 LOTS WITH A MAJOR SUBDIVISION. ZONED B-1 BUSINESS DISTRICT. LOCATED AT 900 E. 5TH STREET (PIN 56842330000633).

WHEREAS, The final plat of Elmwood Estates 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 applicable requirements in Appendix B (Subdivision Regulations).

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

The city approves the final plat of Elmwood Estates subdivision, dividing 31.85 acres of unplatted land into 4 lots.

In approving the Elmwood Estates subdivision, the City of Sheridan Governing Body finds the following as required by Sheridan City Code Appendix B §202A:

1. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.
2. The lots as platted conform to the requirements of the City Zoning Ordinance.
3. The subdivision falls outside the Airport Influence Area.
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, APPROVED AND ADOPTED this ____ day of _____ 2025.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

Tom Marneau – City Engineer

2101 O’Neil Ave, Suite 202
Cheyenne, WY 82001

November 7, 2025

4984.25

RE: Variance Request Letter for Elmwood Estates/Sheridan Apartments Project

Dear Mr. Marneau,

AVI, P.C., on behalf of the proposed Elmwood Estates Subdivision and the Sheridan Apartments Project, would like to request a variance for section 504(A) in the City of Sheridan subdivision code. Hisham Drive ROW does not consistently maintain 60 feet in width. It is to our understanding that once the transfer of ROW from WYDOT to the City of Sheridan takes place, the full 60 feet of ROW would be established. Correspondence with the City and WYDOT has been made concerning this area. An encroachment permit will be required by WYDOT in order to construct Hisham Drive through the “triangle portion”.

Additionally, this letter requests a variance from Section 505(E)(9) of the City of Sheridan Subdivision Code. The proposed dead-end designs for Hisham Drive and Zayd Road utilize a “hammerhead” configuration in accordance with the International Fire Code (IFC). Given the steep grades and the potential impact on drainage conveyance to the reservoir, the proposed configurations represent a more suitable and practical design solution versus the standard cul-de-sac turnaround.

If you have any questions or require additional information, please feel free to contact me directly.

Respectfully Submitted

AVI PROFESSIONAL CORPORATION



Blane Cowley, PE

1103 Old Town Lane | Cheyenne, Wyoming 82009 | 307.637.6017
2290 E Prospect Road Suite 5, Fort Collins, Colorado 80524 | 970.420.0086
avi@avipc.com | www.avipc.com

h:\4984_stencil sheridan apts\submittals\4th major subdivision submittal\4984 variance letter - hisham row.docx

Elmwood Estates

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.

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.