



**Sheridan City Planning Commission
Meeting Agenda
January 26, 2026
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 January 12, 2026 meeting.

Motion by:

Second:

Vote:

Old Business

New Business

4. Consideration of PL-25-38; Preliminary plat for the Hight Tech Business Park Phase II Subdivision. The applicant, SEEDA, Sheridan Economic & Educational Development Authority Joint Powers Board, is requesting to subdivide 45.29 acres into 7 lots and 1 outlot. Zoned Gateway District. Located at 4200 Yellowtail Dr. PIN 56840910000112.

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 January 12, 2026 meeting.

Motion by:

Second:

Vote:

Attachments

minutes

CITY OF SHERIDAN
MINUTES OF PLANNING COMMISSION MEETING
CITY HALL COUNCIL CHAMBERS
JANUARY 12, 2026

1. Commission Chair Daniel Kerbs called the meeting to order at 7:00 PM with a quorum as follows: Tod Windsor, Brandy Campbell, Ryan Franklin, Lorraine Lehman, Jeff Pederson and Margaret Morneau. Staff present included City Planner Kelly Schroeder.
2. **Approval of Agenda**
Commissioner Windsor moved, seconded by Commissioner Campbell to approve the agenda as presented. The agenda was approved by unanimous consent.
3. **Approval of the Minutes of November 24, 2025 meeting**
The Chair asked for any changes or additions to the minutes of November 24, 2025. No changes or additions were noted. Commissioner Pederson moved, seconded by Commissioner Windsor to approve the minutes. Minutes were approved by unanimous consent.
4. **Consideration of PL-25-37, Ordinance 2300-26.** The applicant, FP Little Goose LLC, is requesting a major amendment to the Master Plan of the Teal Spring Subdivision, PUD Phase 1, 64.99 acres. Located between Wetlands Dr and Coffeen Ave.

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

The applicant is requesting the following revisions to the PUD Master Plan:

PUD Design Report – Section 7.1 Type and Size of Dwelling Units

1. In the first sentence of the first paragraph, revise as follows:
“Homes built within the single-family residential lots will be up to two-story structures sized between 2,500 square feet to 4,000 square feet of living space”.
To:
“Homes built within the single-family residential lots will be up to two-story structures with a minimum of 1,800 square feet of living space”.
2. Remove the following sentence from the first paragraph: “Homes will be slab-on-grade construction with no basements planned” and add the following sentence:
“A geotechnical investigation and report will be required for each lot within the subdivision.”

City Planner Schroeder also explained the requested changes come from the developer's hopes to address the current market demands for smaller homes and flexible foundation types. The property is no longer in the flood plain per the Federal Letter of Map Revision-Based on Fill (LOMR-F) process. City Planner Schroeder shared all property owners have signed and acknowledged the authorization to bring these proposed changes forward for consideration. Planning sent out 23 notifications to the surrounding properties and have not received any comments or concerns to date.

No Public Comments

Commissioner Discussion:

- A. Commissioner Franklin asked if the PUD has any covenants attached, expressing concerns that the covenants may contradict the proposed changes. Morrison and Maierle Representative Tyson Markham, P.E. shared that the covenants already reflect an 1,800 sq ft home so rather than contradicting the covenants, it will actually help them align.
- B. Commissioner Morneau asked if basements are feasible with the high flood plain. Mr. Markham shared that is why they will require geotech reports for every lot. It will be handled on a case by case basis for each lot. Several of the lots are well above ground level so it offers flexibility for crawlspaces and basements.

City Planning Staff recommended approval of PL-25-37, Ordinance 2300-26, FP Little Goose LLC Major Amendment to the Master Plan of the Teal Spring Subdivision PUD Phase 1, 64.99 acres to the Governing Body.

Chairman Kerbs asked for a motion relating to the issue. Commissioner Franklin moved, seconded by Commissioner Campbell to send a positive recommendation with requested variances to City Council regarding PL-25-37, Ord No. 2300-26.

No further discussion.

Voice vote, unanimous. Motion passes

5. Comments from commissioners and staff.

- A. City Planner Kelly Schroeder reminded the commissioners there would be a meeting on January 26th, 2026.

6. The meeting adjourned at 7:10 pm.

APPROVED:

Daniel Kerbs, Planning Commission Chair

ATTEST:

Ashlee Foster, City Clerk



MEMO

TO: Planning Commission

FROM: Kelly Schroeder, Planning Director

RE: Consideration of PL-25-38; Preliminary plat for the Hight Tech Business Park Phase II Subdivision. The applicant, SEEDA, Sheridan Economic & Educational Development Authority Joint Powers Board, is requesting to subdivide 45.29 acres into 7 lots and 1 outlot. Zoned Gateway District. Located at 4200 Yellowtail Dr. PIN 56840910000112.

Attachments

Staff Report
preliminary plat
aerial
Variance request



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan Wyoming 82801

Planning Division

MEMORANDUM

From: Kelly Schroeder, City Planner
To: City of Sheridan Planning Commission
Date: January 26, 2026

Re: PL-25-38 High Tech Business Park Phase II Preliminary Plat Staff Report

Background

DOWL Engineering, on behalf of the property owner, Sheridan Economic & Education Development Authority Joint Powers Board (SEEDA), has submitted a preliminary plat application for the following location:

Address: 4200 Yellowtail Dr., Sheridan, WY 82801
Legal: Lot 2, Eagle View Subdivision
PIN: 56840910000112

The applicant is proposing to divide 45.29 acres into seven light industrial use lots and one outlot to be known as High Tech Business Park Phase II. The proposed subdivision will also establish two new public streets to be built to City standard which will provide access and utilities to the subdivision.

Discussion

Subdivision Details

The proposed High Tech Business Park Phase II subdivision is located in the Gateway Zone District and is governed by the Light Industrial area of the Wrench Ranch Phase II Master Plan. Proposed lot sizes within the subdivision are as follows:

- Lot 1: 1.3 acres
- Lot 2: 6.7 acres
- Lot 3: 6.8 acres
- Lot 4: 3.5 acres
- Lot 5: 5.6 acres
- Lot 6: 10.7 acres
- Lot 7: 5.5 acres
- Outlot A: 2.2 acres

There are no minimum lot size or density requirements for the Gateway District. Setback, height, and parking requirements will be addressed at the time of a building permit application for any of the lots. The Wrench Ranch Phase II Master Plan also contains certain architectural and landscaping requirements that will be addressed at the time of a building permit. No open space is required as part of this subdivision.

The Wrench Ranch Master Plan Phase II shows conceptual pathway alignments along Yellowtail Drive and connecting through the subject property to other conceptual pathways on the north side of Interstate 90. While the exact alignments shown are not required, some form of pathway connection with this development is required.

The applicant has proposed construction of a 10-foot pathway extension along Yellowtail Drive as part of this development, with the remaining internal network being a combination of pathway and sidewalk segments to be constructed by the individual lot developers. Staff would prefer that the design be revised to provide a continuous 10-foot pathway from Yellowtail Drive to the future pathway connection point at Interstate 90. Staff would also prefer the internal pathway segments be constructed with this development, or alternatively, that the remaining pathway improvements be included in a development agreement and bonded for construction at a later date. Discussions regarding these options are ongoing and can be finalized with the final plat.

Engineering

Two internal roadways are proposed within the subdivision, Alliance Drive and Enterprise Drive, both providing access from Yellowtail Drive. The two new intersections along Yellowtail Drive will be spaced approximately 1,000 feet apart.

A traffic report submitted with the application estimates an average daily traffic (ADT) of 1,026 vehicles per day, which includes full build-out for High Tech Business Park Phase II and the traffic associated with an undeveloped portion of property to the east (Lot 3, Eagle View Subdivision). Because these internal roadways will primarily serve lots within the subdivision, they are designed to local street classification standards. Alliance Drive and Enterprise Drive are proposed as 60-foot rights-of-way with 39-foot-wide roadways and attached sidewalks on both sides.

The internal roadways will require a variance to reduce the minimum centerline curve radius from 300 feet to 150 feet. Even though the road is going to be classified as a local road, the estimated ADT requires a 300-foot centerline radius per the City of Sheridan Public Infrastructure Design Standards. The standard 300-foot radius would significantly reduce developable area within the subdivision and is not necessary given that these streets are internal in nature and serve low-speed, localized traffic between Yellowtail Drive and the Interstate.

Enterprise Drive is planned to allow for a future roadway connection to the adjacent property to the east to support future development.

Yellowtail Drive will be improved by the addition of 5-foot gravel shoulders on both sides of the roadway. The improvements will retain the existing 30-foot paved section and add gravel shoulders to enhance roadway safety and bring the corridor closer to current roadway standards.

Drainage for the subdivision will be conveyed through a storm sewer system and directed to a proposed detention pond located on Outlot A.

Utilities

The subdivision will be served by municipal water and sewer. A new 8-inch water main will connect to existing mains in Yellowtail Drive and Alliance Drive. A new 8-inch sanitary sewer main will traverse through a 30-foot utility easement on the vacant lot to the east (Lot 3, Eagle View Subdivision) and connect to an existing 15-inch main.

Staff is working with the developer on the off-site sewer manhole locations and the need for reliable, year-round access for City maintenance equipment. This includes confirming that utility easements serving off-street manholes are constructed to standards that allow access by vacuum trucks and sewer camera vehicles. In addition, staff are coordinating with the developer to ensure appropriate valving is provided at the hydrant and water main connection along Yellowtail Drive to support proper system operation and testing. These items will be addressed prior to approval of the final plat.

Future Land Use

The Future Land Use Map from 2017 indicates that this area is appropriate for agricultural use. This designation was given around the time the Sheridan College AgriPark was built on the other side of Yellowtail Drive, so it is likely that this area was envisioned to encompass supporting agricultural uses.

Since that time, however, much of the surrounding area has been built out to include commercial and light industrial uses. Furthermore, the subject property was first platted as part of the Eagle View Subdivision and incorporated into the Light Industrial area of the Wrench Ranch Master Plan in September 2023. For these reasons, staff can support a different development proposal for this property than what the Future Land Use Map initially contemplated.

Staff Review Comments

Staff comments during the internal review of this preliminary plat application were related to pathway requirements, general infrastructure design, and minor revisions to the plat.

Revised documents have been submitted, and staff comments have been adequately addressed for the preliminary plat. Discussions with the applicant about pathway design and sanitary sewer design are ongoing and will be resolved with the final plat.

Public Notice

Staff sent notices to 10 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

The City of Sheridan Municipal Code Appendix B, Section 303C Preliminary Project Submittal states that the Planning Commission shall consider both staff and public comments and

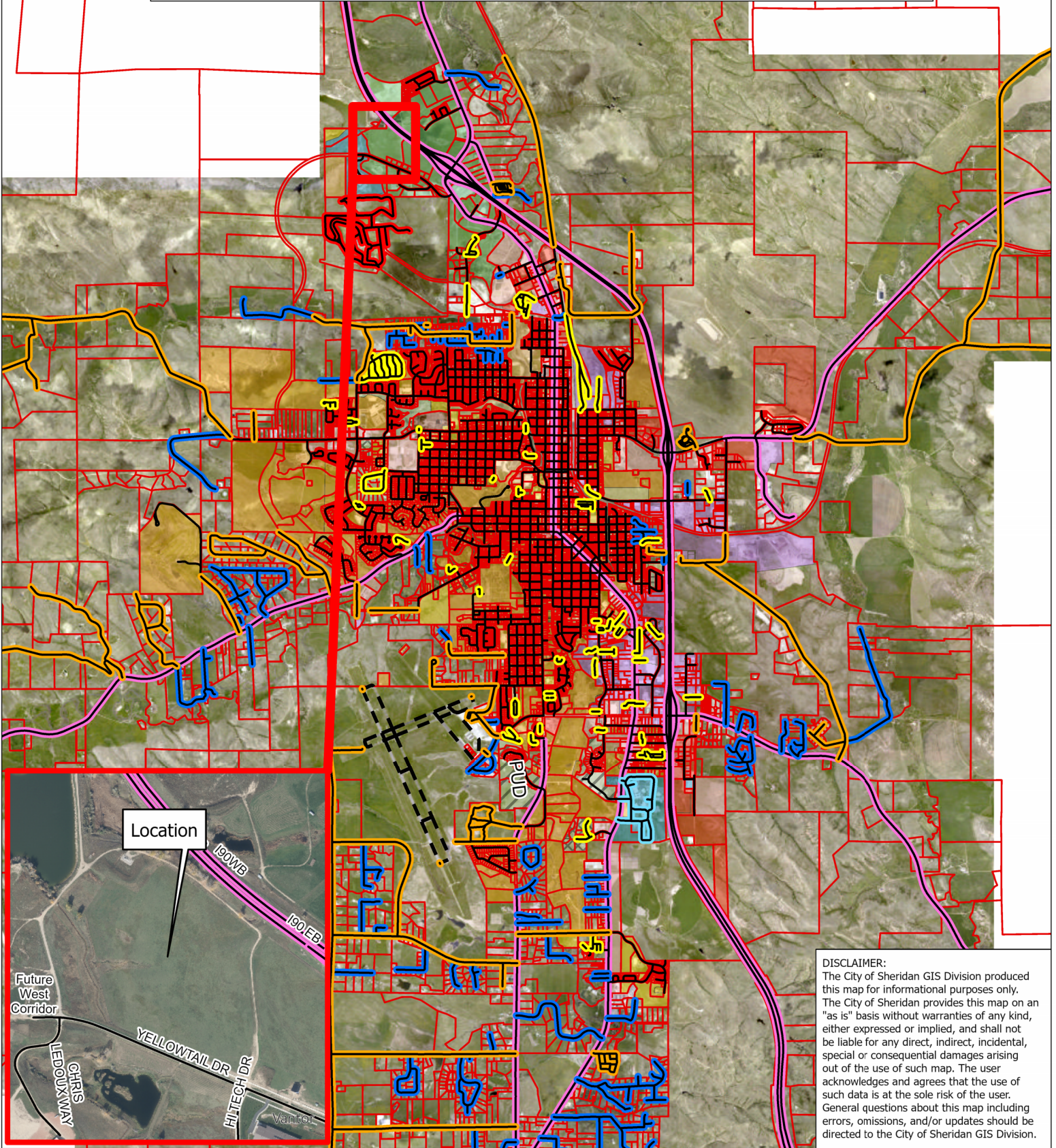
determine whether the information and data in the preliminary project submittal indicates that the proposed development will be consistent with and promote the planning and policy objectives set forth in the Master Plan (Sheridan Land Use Plan) and the requirements for development set forth in the Ordinances of the City. The Planning Commission shall approve, conditionally approve, or disapprove the preliminary project submittal.

Staff recommends that Planning Commission find that the preliminary plat for High Tech Business Park Phase II demonstrates that the project will be consistent with the Future Land Use Plan and the Ordinances of the City of Sheridan, and that they **approve** the preliminary plat. This action will allow the applicant to move forward with submitting a Final Plat application, which will again come before Planning Commission to review and make a recommendation on prior to consideration by the Governing Body.

Sample Motions

1. Positive Recommendation
"I motion to approve PL-25-38 High Tech Business Park Phase II Preliminary Plat"
2. Positive Recommendation with Conditions
"I motion to approve PL-25-38 High Tech Business Park Phase II Preliminary Plat with the following conditions: [state conditions]"
3. Negative Recommendation
"I motion to deny PL-25-38 High Tech Business Park Phase II Preliminary Plat for the following reasons [state reasons]"

High Tech Business Park Phase II





December 16, 2025

City of Sheridan Engineering Department
55 Grinnell Plaza
Sheridan, WY 82801

Subject: High Tech Business Park Phase II Subdivision – Streets Centerline Radii

Dear City of Sheridan Engineering Department:

This letter formally requests a variance to have 150-foot centerline radii for the new streets proposed in the High Tech Business Park Phase II Subdivision.

Sincerely,
DOWL

Drew Homola, PE
Project Manager