



**Planning Commission Agenda**  
February 27, 2024 at 4:30 PM  
Ranchester Town Hall

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Approval of Current Agenda**

**Approval of Prior Meeting Minutes**

**Public Hearing/Guest**

- [1.](#) JA2 Annexation

**Old Business**

**New Business**

2. Recommendations to Council on JA2 Annexation
- [3.](#) Set-back Variance For 1462 Stoneridge Phase III
4. Ordinances

**Future Agenda**

**Adjournment**

**Future Planning Commission Meetings** March 26 & April 30, 2024 @ 4:30PM

**PETITION FOR ANNEXATION**

TO: THE TOWN COUNCIL OF THE TOWN OF RANCHESTER, WYOMING

Pursuant to the provision of W.S. 15-1-403 et. seq. and other applicable statutes, the undersigned land owner(s) respectfully petition and show the City Council as follows:

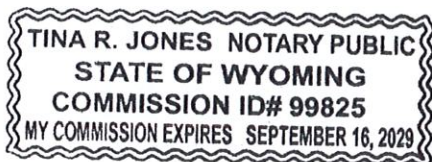
1. This is a petition for the annexation of eligible territory as determined by W.S. 15-1-402 adjacent to the Town of Rancheater, Wyoming with the legal description as follows: See attached
2. Bob & Michelle M Longhini is/are the sold owner(s) of said described property proposed to be annexed, and therefore constitute a majority of the landowners owning a majority of the area sought to be annexed.
3. A map of the area sought to be annexed is attached hereto, marked for exhibit, and made a part hereof.
4. Petitioners hereby request that said land be zoned B-1, R-3 upon annexation.

WHEREFORE, petitioners pray that said territory be annexed into the Town of Rancheater, Wyoming, pursuant to, and in accordance with the applicable Wyoming Statutes, and that said lands be zoned B-1, R-3.

Date this 20<sup>TH</sup> day of DECEMBER, 2023

Robert Longhini Michelle M. Longhini

Subscribed and sworn before me this 20<sup>TH</sup> day of DECEMBER, 2023



Tina R. Jones  
Notary Public

My Commission Expires 9-16-2029

**LEGAL DESCRIPTION OF PARCEL A**  
LOCATED WITHIN SECTION 24 OF T. 57 N., R 86 W. AND  
SECTION 19 OF T. 57 N., R. 85 W. OF THE 6<sup>TH</sup> P.M.  
SHERIDAN COUNTY, WYOMING

A Parcel of Land (PARCEL A) being a portion of the LONGHINI BOB & MICHELE M property as described in Deed 479, WD 668, under reception number 558686 of the records of the Sheridan County (Wyoming) Clerk and Recorder's Office, more particularly described as follows:

Beginning at a point (POB) which bears N04°28'50"E a distance of 633.95 feet from the southwest corner of the SENE of said Section 24, said point lying on the east boundary of the Wyoming Log Home Estates Subdivision as recorded in Drawer W, Plat number 57, under Instrument number 563288 of the records of the Sheridan County (Wyoming) Clerk and Recorder; thence along the east line of said subdivision N00°27'48"E a distance of 738.56 feet to a point on the south Right of Way line of U.S. Highway 14; thence along said Right of Way line N75°01'52"E a distance of 155.63 feet; thence continuing along said Right of Way line N66°26'23"E a distance of 1014.92 feet to a point being the northwest corner of Lot 11, Block 3 of the Tongue River Estates (Replat) subdivision as recorded in Plat Book Number 1 on page 302 under reception number 793314 of the records of the Sheridan County (Wyoming) Clerk and Recorder; thence departing from said Right of Way line and running along the boundary of said Tongue River Estates (Replat) subdivision the following courses:

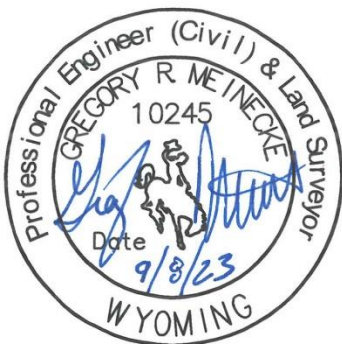
- S27°37'12"E a distance of 513.31 feet;
- thence S24°26'42"E a distance of 144.74 feet;
- thence S08°24'39"E a distance of 298.38 feet;
- thence departing from the boundary of said subdivision N87°04'14"W a distance of 216.20 feet;
- thence S81°57'02"W a distance of 86.31 feet;
- thence S70°51'49"W a distance of 270.74 feet;
- thence N88°40'50"W a distance of 304.84 feet;
- thence S73°51'11"W a distance of 148.68 feet;
- thence S61°04'43"W a distance of 163.88 feet;
- thence S37°29'55"W a distance of 126.74 feet;
- thence N89°38'30"W a distance of 202.83 feet to the POINT OF BEGINNING.

Said Parcel A contains 23.87 acres and is as graphically shown on the attached "EXHIBIT A" which by this mention is made a part hereof.

Any modification of the above legal description terminates all liability of the surveyor who prepared the description.

I, Gregory R Meinecke, Registered Professional Engineer and Land Surveyor, do hereby certify that this legal description was prepared by me from surveys under my supervision and correctly represents Parcel A to the best of my knowledge.

Gregory R Meinecke  
WY PE/LS #10245





# EXHIBIT A

## PARCEL A & PARCEL B

SEC 24, T57N, R86W, SEC 19, T57N, R85W  
SHERIDAN COUNTY, WY

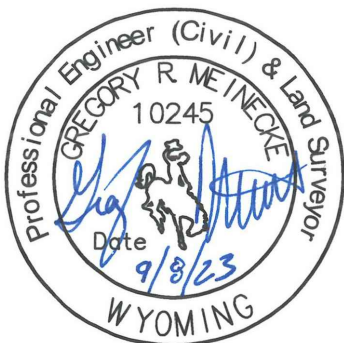
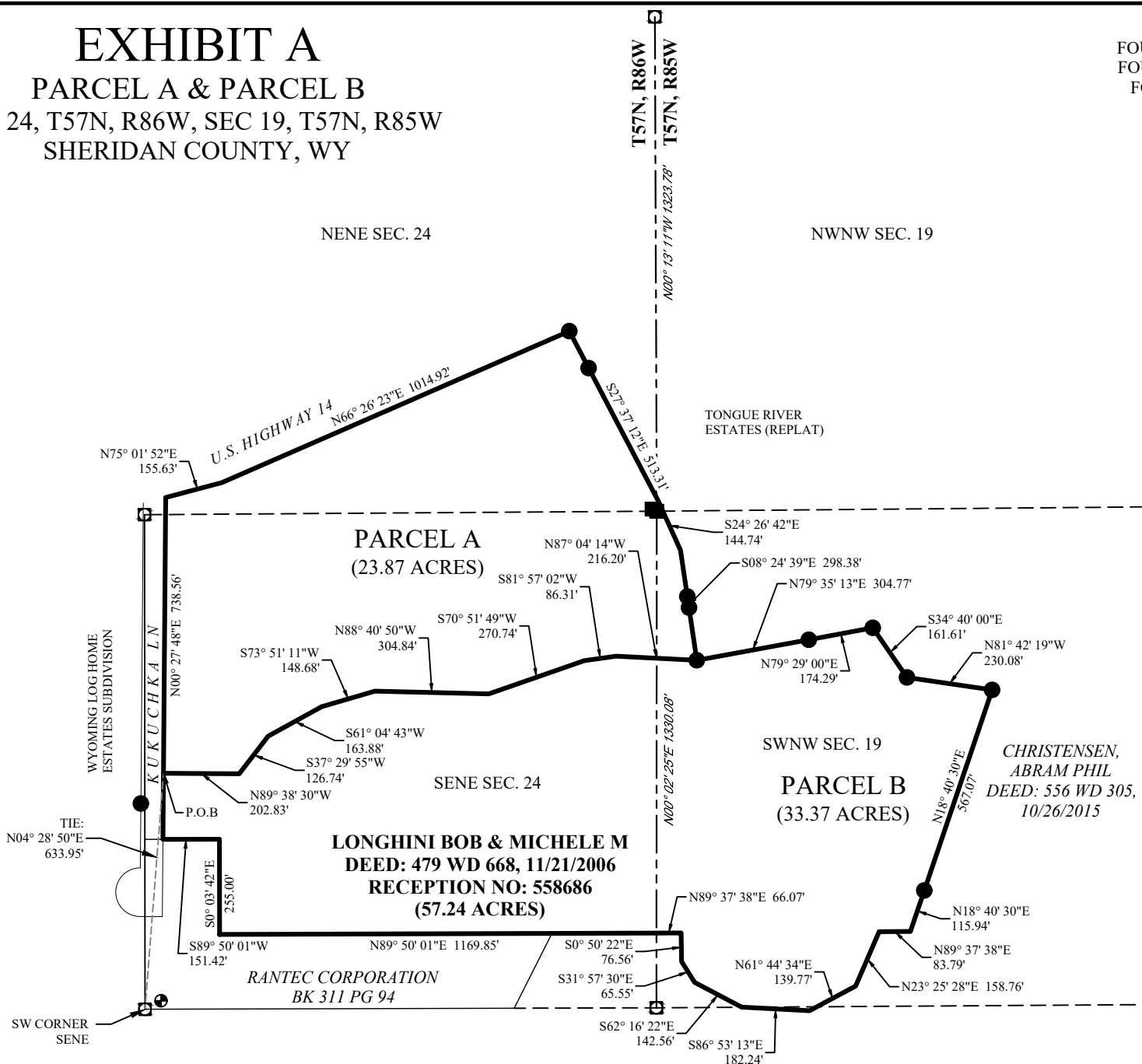
LEGEND:	
FOUND PROPERTY CORNER AC	●
FOUND PROPERTY CORNER BC	■
FOUND PRIVATE MONUMENT	□
FOUND IRON PIPE	⊙
PROPERTY BOUNDARY	—
SECTION LINE	- - -
1/16TH SECTION LINE	- · - · -
ADJACENT LANDOWNER	---

0 150 300  
SCALE: 1" = 300'

**NOTES:**

1. Bearings and distances shown are measured unless otherwise noted.

State Plane Coordinate System: NAD 1983 (Conus)  
Zone: Wyoming East Central 4902  
Vertical Datum: NAVD 88 (GEOID18 - Conus)  
Ground Scale Factor - US Survey Foot: 1.0002439426



				 <b>WWC ENGINEERING</b> 5810 E. 2nd Street, STE 200 Casper, WY 82609 TEL: (307) 473-2707		Longhini, Bob & Michele M P.O. Box 185 Ranchester, WY 82839		<b>EXHIBIT A</b> SEC 24, T57N, R86W, SEC 19, T57N, R85W SHERIDAN COUNTY, WY							
Rev.	Date	Description	By	Proj. Engr.	Checked	Rev. Request	Land Agent: ---	Project #: 113119	---	Drawn: KME	Checked: GRM	Approval: ---	Date: 9/8/2023	Sheet: 2 OF 2	Rev: A

# JA2 ANNEXATION FAQ

JA2 is a partnership between two local people. The owner of the parcel is seeking to annex a parcel of property to become part of the Town.

## Q&A

### Question: What does annexing this parcel mean for the Town?

Answer: Annexing a parcel means that the town is extending its boundaries to include that piece of land, allowing the town to exert control, provide services (namely water, sanitary sewer, roads and sanitation), and enhance its overall growth and revenue. Revenue is generated in the form of rates and fees for services provided and taxes which are assessed to the annexed parcel. Annexation only aims to incorporate lands within a municipal boundary. The development of lands within a municipal boundary are governed by state statutes and municipal code and part of a different public process.

### Wyoming State Statute 15-1-401 “findings required”

15-1-402. Annexing territories; findings required; when contiguity not deemed affected; annexation report.

(a) Before any territory is eligible for annexation, the governing body of any city or town at a hearing as provided in W.S. 15-1-405 shall find that:

(i) An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;

(ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;

(iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;

(iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;

(v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and

(vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory and by first class mail to any persons owning property that is adjacent to or within three hundred (300) feet of the territory proposed to be annexed, regardless of whether the property is inside or outside the corporate limits of the annexing city or town and regardless of whether the city or town is exercising authority under W.S. 15-3-202(b)(ii), a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

(b) Contiguity will not be adversely affected by the existence of a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way, a lake, stream, reservoir or other natural or artificial waterway located between the annexing city or town and the land sought to be annexed.

(c) An annexing municipality shall prepare a proposed annexation report as specified in this subsection. The report shall, at a minimum, contain:

(i) A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation then be brought within one-half (1/2) mile of the new corporate limits of the city, if it has exercised the authority granted under W.S. 15-3-202(b)(ii);

(ii) The total estimated cost of infrastructure improvements required of all landowners by the annexing municipality related to the annexation;

(iii) A list of basic and other services customarily available to residents of the city or town and a timetable when those services will reasonably be available to the area proposed to be annexed;

(iv) A projected annual fee or service cost for services described in paragraph (iii) of this subsection;

(v) The current and projected property tax mill levies imposed by the municipality; and

(vi) The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed annexation.

(d) For annexations initiated under W.S. 15-1-403, the city or town may collect the cost of preparing the proposed annexation report from the petitioning landowners.

(e) Before any territory is eligible for annexation the governing body shall prepare for each landowner and affected public utility so requesting in writing, the estimated cost of infrastructure improvements required of the landowner and affected public utility related to the annexation. The request shall be made to the clerk of the annexing municipality not less than ten (10) days prior to the public hearing required by W.S. 15-1-405(a). The estimate shall be provided to the landowner and affected public utility prior to the hearing.

## Q&A

### Question: How is that section of land not considered Federally protected wetlands?

Answer: Delineation of a wetland follows a 3-step process:

- **Feature Identification:** A wetland is identified using various sources like color infrared photography and this information is available on the National Wetlands inventory Map <https://fwsprimary.wim.usgs.gov/wetlands/apps/wetlands-mapper/>

- **Classification:** Wetlands are categorized based on their characteristics. In the case of the annexed parcel two wetlands were identified and the following classifications were made:

- a) **PEMIC:** Palustrine emergent persistent wetland, seasonally flooded. Fresh or interior marsh, persistent vegetation, topographically low

- b) **PEM1F:** Emergent wetland, former river channel

- **Field Investigation and Verification:** A professional will visit the site and based on soils, vegetation, and hydrology the professional will map and delineate the actual wetland that has previously been mapped and classified. This step has not been completed and is not required as part of annexation.

# JA2 ANNEXATION FAQ

JA2 is a partnership between two local people. The owner of the parcel is seeking to annex a parcel of property to become part of the Town.

Wetlands and their preservation, restoration and/or enhancement are addressed during the subdivision and platting process, a uniquely separate public process from annexation. The annexation of the proposed parcel of land has no effect on the wetland.

## Q&A

**Question: Doesn't this property flood?**

**Answer:** The Federal Emergency Management Agency (FEMA) commissioned the Flood Insurance Study (FIS) number 56033CV00A with an effective date of January 16, 2014. This study identifies flood hazard zones that are used to establish flood insurance rates. Furthermore, information in this study provides Sheridan County and the Town sufficient data to update and create regulations to promote sound land use and floodplain development.

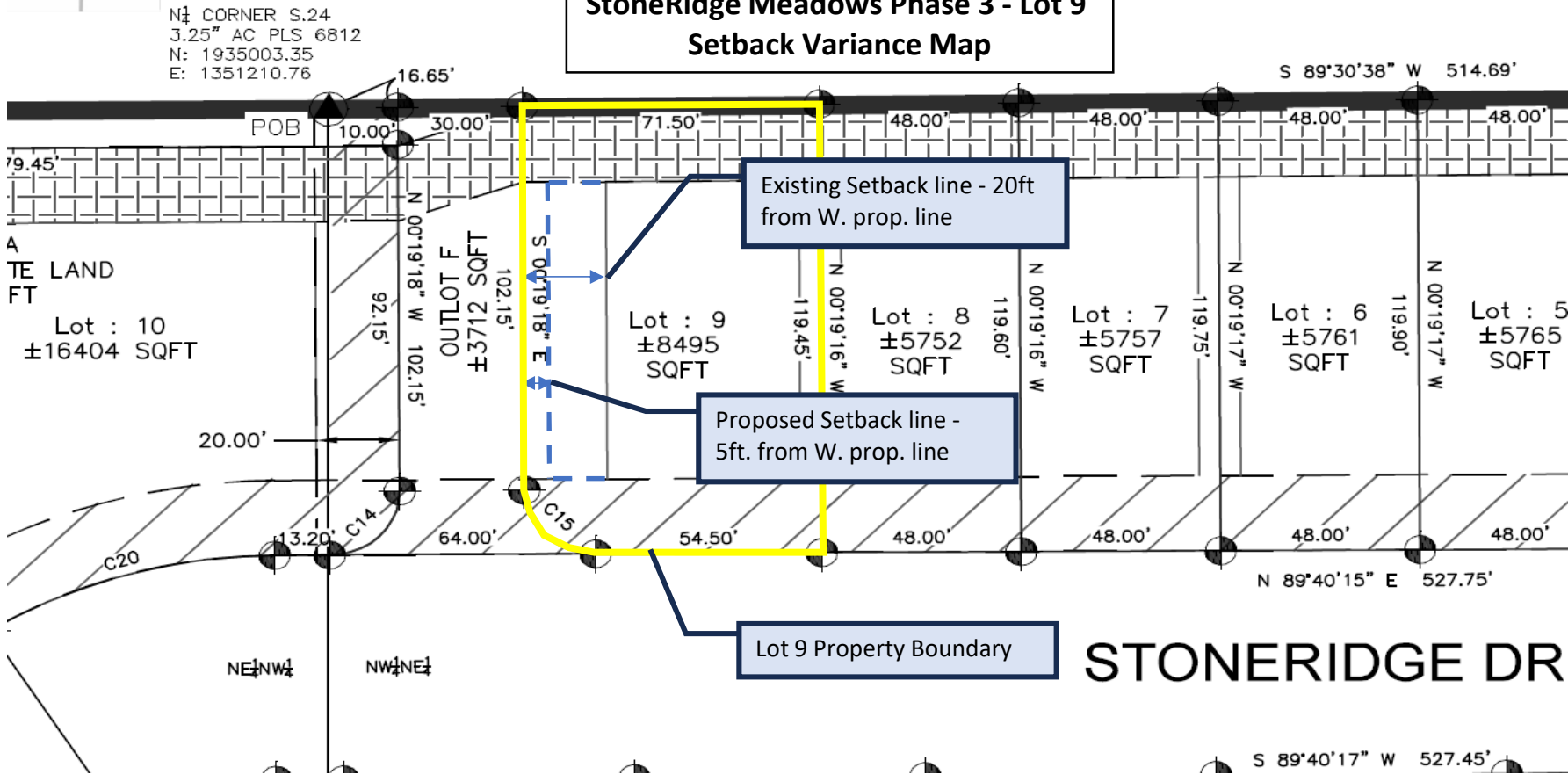
The property slated for annexation encompasses a segment of Zone AE, which designates the flood insurance rate zone corresponding to 100-year floodplains identified in the Flood Insurance Study through meticulous methods. The term "100-year flood" denotes a flood event with a 1% probability of occurrence in any given year. Comprehensive hydraulic analyses yield whole-foot Base Flood Elevations (BFEs), strategically presented at selected intervals within this zone. In the western section of the intended annexed parcel, the 100-year BFE within Zone AE is recorded as 3772, while the eastern portion indicates a BFE of 3770. For further reference, the FEMA Firmette can be accessed here <https://msc.fema.gov/portal/search?AddressQuery=ranchester%20wyoming>. Cross-section K from the FIS report is also depicted at Elevation 3769.8. The annexation of the proposed parcel of land has no effect on the flood mapping nor the Base Flood Elevation.

## Q&A

**Question: If this land gets built on, it seems like other properties will have more of a flooding issue.**



### StoneRidge Meadows Phase 3 - Lot 9 Setback Variance Map



N 1/4 CORNER S.24  
3.25" AC PLS 6812  
N: 1935003.35  
E: 1351210.76

S 89°30'38" W 514.69'

Existing Setback line - 20ft  
from W. prop. line

Proposed Setback line -  
5ft. from W. prop. line

Lot 9 Property Boundary

STONERIDGE DR

S 89°40'17" W 527.45'