AGENDA
CITY OF SHERIDAN
JUNE 4, 2018
REGULAR COUNCIL MEETING START 7:00 P.M.

1. Call to Order

2. Pledge of Allegiance

3. Invocation to be given by Alex Williams, Summit Nazarene

4. Roll Call of Members

5. Approval of Agenda

6. Public Hearings

   A. Public Hearing for Ordinance #2190 - Rezoning Blocks 5, 6, 7, 8, and 9 of Suburban Home Company Addition to B2 - Community Development Director Brian Craig

7. Consent Agenda

   A. Claims

   B. Regular City Council Minutes from 5/21/2018

   C. Special City Council Minutes from 5/21/2018

8. Staff Update

   A. Hillside Stabilization Project-Contract Update - Public Works Director, Lane Thompson

OLD BUSINESS

9. Third and Final Reading of Ordinance #2188 - Highland Park Planned Unit Development (PUD) and Master Plan - Community Development Director Brian Craig

10. Third and Final Reading of Ordinance #2185, the Adoption of Mobile Vending Ordinance - Community Development Director Brian Craig

NEW BUSINESS

11. Approval of Fiscal Year 2019 Contract between City of Sheridan and IAFF Local #276.

12. First Reading of Ordinance #2190 - Rezoning Blocks 5, 6, 7, 8 and 9 of Suburban Home Company Addition to B2 - Community Development Director Brian Craig

13. Approval of Resolution 11-18- 1% Optional Sales and Use Tax for Fiscal Year 2019 - City Clerk Cecilia Good

14. Approval of One Cent Funding Requests for Sheridan Public Arts Committee Coordinator Position and SEEDA Position - City Clerk Cecilia Good

15. Approval of Appointment of Interim Fire Chief for Sheridan Fire and Rescue - City Administrator Mark Collins

16. Comment from the Council and the Public

17. Adjournment

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Public Hearing for Ordinance #2190 - Rezoning Blocks 5, 6, 7, 8, and 9 of Suburban Home Company Addition to B2 - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/29/2018

Recommendation:

Staff recommends the City Council approve Ordinance #2190, Suburban Homes Subdivision Rezone, a request to rezone 9.03 acres including portions of Blocks 5, 6, 7, 8, and 9, and vacated streets and alleys, from a B-1 Business District to a B-2 Business District, located at 2571 N. Main St.

Planning Commission Action: The Planning Commission recommended approval of Ordinance #2190 at their May 14, 2018 regular meeting.

Potential Findings of Fact:

Neither state statute nor city 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 the Planning Commission should be aware of:

WS §15-1-601(d)

d) 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 and 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, sewerage, 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 or 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, "*promoting the health, safety, morals and general welfare of the inhabitants of the City of Sheridan by lessening 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, sewerage, schools, parks, and other public requirements.* "

Background:

This site is the former K-mart property. The K-mart building is currently vacant, but has recently been purchased by the applicant for the purpose of reuse as a light manufacturing and corporate office facility for Emit Technologies. The applicant has expressed a desire to add buildings in the future and turn this site into a corporate campus centralizing most of their operations. The current B-1 zoning does not allow light manufacturing and thus the applicant is seeking to rezone to B-2, which would allow light manufacturing and other uses associated with the Emit occupation of the property. Light manufacturing has become a prominent activity in the North Main area of our community. Appendix A of City Code lists the allowed and prohibited uses for zoning districts. The B-2 district allows for enclosed light industry uses and related office, shipping, and receiving. Appendix A lists a string of uses that are prohibited in B-2, which include heavy industry, unenclosed processing, and many uses that create noise, dust, and other external nuisances.

As part of the request to rezone this property, staff sent notice to the 9 property owners within 300 feet. Staff has no negative responses to this proposal. A letter of support has been provided by the North Main Association and is attached to this report.

Discussion:

In reviewing any zoning proposal, Staff considers the following factors; which are aligned with addressing state statutory mandates regarding zoning preserving the character, health, and safety of neighborhoods:

- The zoning of surrounding parcels.
- The actual land use of surrounding parcels.
- Impacts to surrounding properties.
- Consistency with adopted planning documents.
- The ability of existing infrastructure to handle the potential uses

Zoning and Land Use

Zoning in this area is primary B-1 Business District to the southwest and west and County zoned Commercial 1 to the south and east. Land use in the area includes restaurant, commercial, and industrial. Additionally, the property is buffered by the interstate to the north and a rail line along the east.

Impacts to Surrounding Properties

The proposed light manufacturing use will be occurring internal to the structure. As the campus expands and additional buildings are added, the property will also be enhanced with landscaping and other elements required in the entryway corridor. The use will also create daytime employment which could benefit the nearby restaurants and commercial/retail centers.

Consistency with the Sheridan Land Use Plan

The Sheridan Land Use Plan identifies this area as commercial, which is the same land use designation for the Hi-Tech Park where Vacutech and the future Weatherby facility are located. The Land Use Plan states that industrial areas should be located where they have good access to public utilities, railroad lines, I-90, and existing infrastructure. This property fits the bill for light manufacturing use and is compatible with the surrounding uses and the budding light industry on this end of the community.

Infrastructure

Water, sewer, and street infrastructure are available to the property adequately sized for the proposed reuse of the building and future growth of the corporate campus.

Given the above, staff does not believe the rezoning request is inappropriate or incompatible with existing conditions. Staff has no further comments at this time.

Attachments

Ordinance 2190

Rezoning Petition

Aerial Image of Project

Letter of Support from North Main Assoc.

ORDINANCE NO 2190

AN ORDINANCE amending Ordinance No. 826, the Zoning Ordinance of the City of Sheridan, to zone the entirety of the land more particularly described in Section 1., and shown on the attached **Exhibit A**, from a B-1 Business District to a B-2 Business District.

WHEREAS, the owner of the following described land has petitioned the City Council to rezone the same from a B-1 Business District to a B-2 Business District, and a public hearing having been held thereon by the City Council; THEREFORE

BE IT ORDAINED BY THE CITY COUNCIL OF SHERIDAN, WYOMING:

Section 1. The following described land is hereby rezoned from a B-1 Business District to a B-2 Business District, to wit:

A tract of land situated in Blocks 5, 6, 7, 8, and 9, and including the vacated alleys, Stevens and Lonabough Avenues and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Wyoming, as shown on **EXHIBIT "B"** attached hereto and by this reference made a part hereof; said tract of land being more particularly described as follows:

BEGINNING at the southeast corner of Lot 1, Block 6, Suburban Homes Company Addition (Before Streets were Vacated) and lying on the east line of a tract of land described in Book 489 of Deeds, Page 662, Parcel 2, (Monumented with a 1" Iron Pipe); thence S08°40'02"E, 288.13 feet along the east line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the southeast corner of said tract described in Book 489 of Deeds, Page 662, Parcel 2; thence S67°13'34"W, 66.74 feet along the southerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the southeast corner of a tract of land described in Book 489 of Deeds, Page 665; thence S67°12'39"W, 524.53 feet along the southerly line of said tract described in Book 489 of Deeds, Page 665 to a point, said point being the southwest corner of said tract described in Book 489 of Deeds, Page 665 (Monumented with a 1½" Aluminum Cap, unmarked); thence N23°13'55"W, 179.87 feet along the westerly line of said tract described in Book 489 of Deeds, Page 665 to a point, said point being the southeast corner of a tract of land described in Book 559 of Deeds, Page 561, Parcel No. 39B; thence, N22°13'17"W, 141.07 feet along the east line of said tract described in Book 559 of Deeds, Page 561, Parcel No. 39B to a point, said point being the northeast corner of said tract described in Book 559 of Deeds, Page 561, Parcel No. 39B and lying on the westerly line of said tract described in Book 489 of Deeds, Page 665; thence N01°07'13"E, 189.60 feet along said westerly line of said tract described in Book 489 of Deeds, Page 665 and the westerly line of a tract of land described in Book 489 of Deeds, Page 662, Parcel 1 to a point (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence N26°24'57"E, 251.93 feet along said westerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 1 to a point (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence, along the northerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 1 and Parcel 2 through a non-tangent curve to the right, having a central angle of 104°55'28", a radius of 180.00 feet, an arc length of 329.63 feet, a chord bearing of N70°59'44"E, and a chord length of 285.46 feet to a point, said point lying on the southwesterly right-of-way line of Interstate 90 (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence S53°46'02"E, 273.65 feet along said southwesterly right-of-way line of Interstate 90 and the northerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the northeast corner of said tract described in Book 489 of Deeds, Page 662, Parcel 2 (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence S08°40'02"E, 129.92 feet along said east line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to the **POINT OF BEGINNING** of said tract.

Said tract contains 9.03 acres of land, more or less.

Section 2. That Ordinance No. 826, The Zoning Ordinance of the City of Sheridan is hereby amended to conform herewith.

Section 3. That this ordinance shall be in full force and effect immediately upon its passage and publication as by law provided.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2018

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

Planning Department
P.O. Box 848
55 Grinnell Plaza
Sheridan, WY 82801

Phone: 307.675.4226
Fax: 307.674•2195
Sheridanwy.net

REZONING APPLICATION

Property Owner*: Seven Pillars Resources Limited Liability Company Address: PO Box 2091 City/State/Zip: Sheridan, WY 82801 Phone: 307.751.7512 Fax: 307.673.0886 Email: osborns@sevenpillarsresources.com	Agent: Address: City/State/Zip: Phone: Fax: Email:
Surveyor: Prestfeldt Surveying Address: 2340 Wetlands Drive City/State/Zip: Sheridan, WY 82801 Phone: 307.672.7415 Fax: Email: Thomas@prestfeldt.com	Engineer: Address: City/State/Zip: Phone: Fax: Email:

* If necessary, please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner.

PROPERTY INFORMATION

Address or Property Location: 2571 N. Main Street, Sheridan, WY 82801

Subdivision Name: Suburban Homes Company Addition

Lot(s): Lots 1-15; Lots 1-6; Lots 1-5 Block(s): Block 5; Block 6; Block 7

Total Property Area (to nearest 1/10th of an acre or sq. ft.): 9.1 acres

Present Zoning: B1 Present Use of Property: Vacant Commercial Building and Parking Lot

Adjacent Land Uses

North: Interstate South: County/Junkyard

East: Interstate/Railroad West: Commercial

Requested Zoning: B2

Justification for Rezone Request (Use existing adopted community planning documents if possible): To utilize existing building for light manufacturing facility desiring to assist in the revitalization of North Main Street.

SIGNATURE

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

Seven Pellets Resources Limited Liability Company — 4-24-18
(Signature of Property Owner) Susan Osborn Authorized Member — (Date)

(Signature of Property Owner) — (Date)

APPLICATION INFORMATION

Pre-application Conference

Pre-application conferences are required prior to submittal of all rezone requests. The purpose of these meetings is to discuss the proposed rezone and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City's Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the rezone request. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by email at sgoodman@sheridanwy.net.

Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The rezone checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only**. The applicable checklist must be submitted with this application. Incomplete application submissions will not be accepted, and will be returned to the applicant.

Public Hearings and Notice

Amendments to zoning designations require passage of an ordinance. This process requires one hearing before the Planning Commission and three readings before the City Council. Public hearings require notice through both newspaper legal notice, and nearby property mailings, subject to requirements of state statute. This involves notifying all property owners within 140 feet, and a legal notice appearing at least 15 days prior to a public hearing.

The City Planning Division will submit the ad for the paper and notify nearby property owners. Due to press publishing requirements, legal notification must be placed approximately 20 days prior to the public hearing. No public hearing will be scheduled until the application has been deemed complete, and staff review comments have been addressed.

Rezone Submittal Checklist*

Description: A rezone application is a request to change the zoning designation for a parcel of property and amend the city's zoning map.

Submittal Items:

- ☐ A completed Rezone application.
- ☐ A completed Rezone submittal checklist.
- ☐ An executed (signed and notarized) petition for rezoning.
- ☐ An application review fee.

The applicant shall also submit the following items in electronic format.

- ☐ An electronic file listing the names and addresses of all property owners within three hundred feet from the boundary of the proposed rezone (List must be obtained from the Sheridan County Planning Office and be no more than 14 days old at the time of submittal).
- ☐ A rezone exhibit showing the following information:
  A written legal description, boundaries of the property drawn to scale and showing all bearings and distances, existing zoning and adjacent zoning within 1000 feet, existing structures, title, scale, scale bar, north arrow, name and address of the petitioners, name and address of the preparer along with surveyor's signature and seal (licensed within the State of Wyoming).
- ☐ Certificate of Title or other documentation specifically verifying ownership or enforceable proprietary interest in the site.
- ☐ Other documents that may be determined as part of the pre-application meeting, or staff review.

Packet material:

- ☐ An additional 10 copies for Planning Commission packets and 2 copies for City Council. These copies should be submitted independently of the staff review copies to allow the applicant to make revisions if necessary.

Post Approval/Plat Filing Items:

- ☐ Mylar of Rezone Exhibit

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* All applicants must attend a pre-application meeting prior to submitting a rezone application.
Last Revised: 12-10-2015

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:
   See Exhibit A.

2. Seven Pillars Resources Limited Liability Company 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 B2.

Therefore, Petitioners pray said parcel(s) be rezoned B2, pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

Dated this 24th day of April, 2018

Signed by the Petitioners:

Seven Pillars Resources Limited Liability Company
Susan Osborn Authorized Member

Subscribed and Sworn before me this 24 day of April, 2018

Erin J. Weekly
Notary Public

ERIN J. WEEKLY - NOTARY PUBLIC
COUNTY OF SHERIDAN
STATE OF WYOMING
MY COMMISSION EXPIRES MAY 1, 2021

My commission expires: May 1, 2021

LEGAL DESCRIPTION
EXHIBIT "A"

Record Owner: ***SEVEN PILLARS RESOURCES, LLC***
April 24, 2018

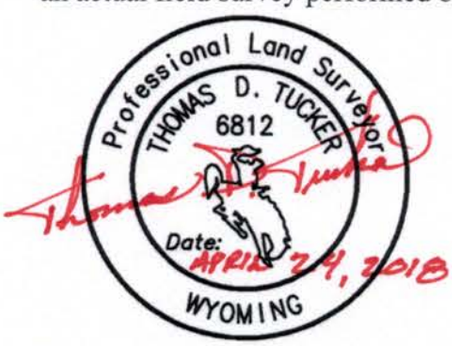
RE: ***ZONING CHANGE FROM*** **B-1** ***TO*** **B-2**

A tract of land situated in Blocks 5, 6, 7, 8 and 9, including the vacated alleys, Stevens and Lonabaugh Avenues and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Wyoming, as shown on **EXHIBIT "B"** attached hereto and by this reference made a part hereof; said tract of land being more particularly described as follows:

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Said tract contains 9.03 acres of land, more or less.
Bearings are Based on the Wyoming Coordinate System, NAD 1983, East Central Zone.

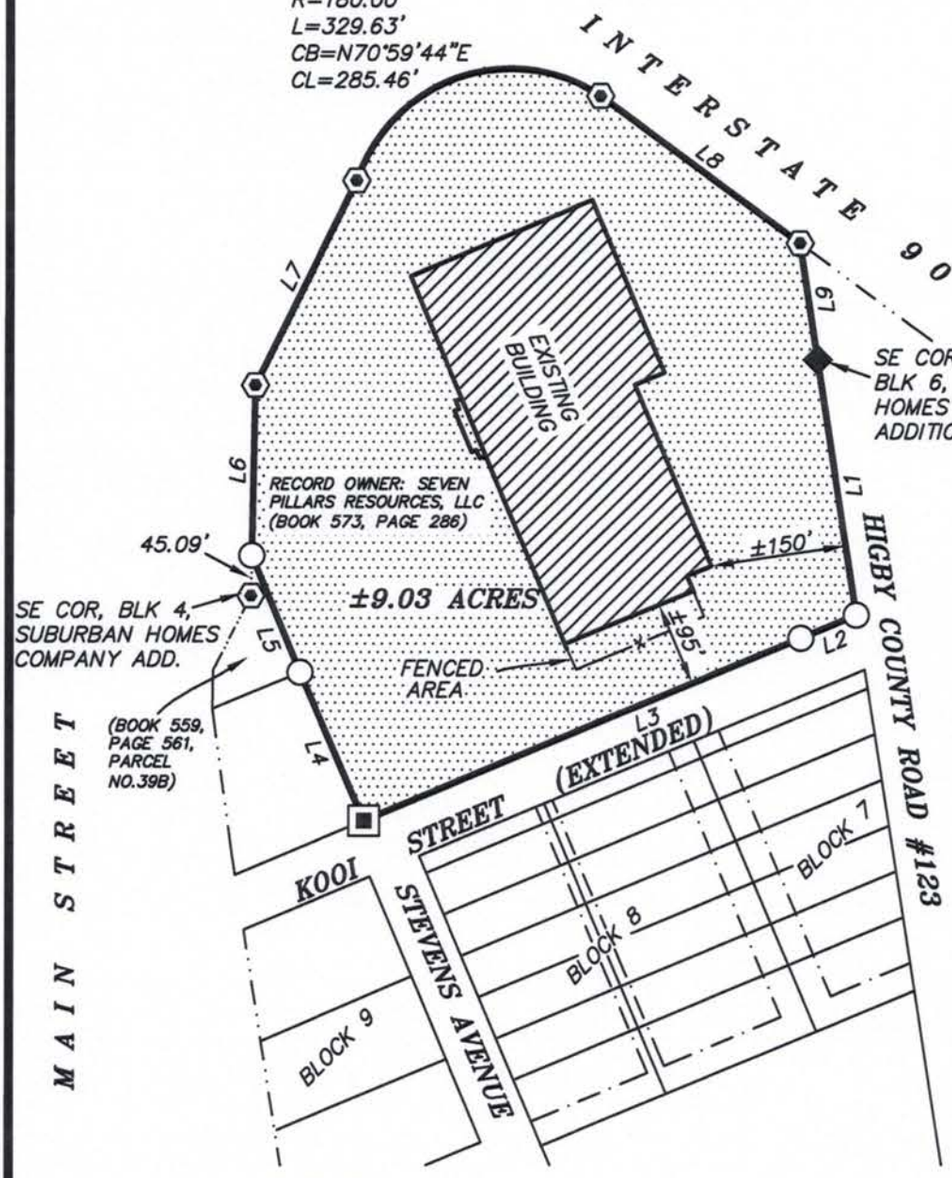
SURVEYOR'S STATEMENT
I, Thomas D, Tucker, do hereby state that this legal description was prepared from notes taken during an actual field survey performed by me or under my direct supervision.



Modification in any way of the above or foregoing legal description terminates liability of the surveyor.

H:\WP\LD\CITY\2018\2018-030-RZ.rtf

EXHIBIT "B"



NOTE:

THIS IS NOT A BOUNDARY SURVEY, WHILE THIS SURVEY DOES INCORPORATED FOUND MONUMENTATION AND DEEDS OF RECORD, THE BOUNDARY MAY CHANGE SLIGHTLY IF A RETRACEMENT SURVEY IS PERFORMED.

LINE TABLE		
LINE	BEARING	LENGTH
L1	S08°40'02"E	288.13
L2	S67°13'34"W	66.74
L3	S67°12'39"W	524.53
L4	N23°13'55"W	179.87
L5	N22°13'17"W	141.07
L6	N01°07'13"E	189.60
L7	N26°24'57"E	251.93
L8	S53°46'02"E	273.65
L9	S08°40'02"E	129.92

LEGEND:

- HIGHWAY RIGHT-OF-WAY MONUMENT
- 1" IRON PIPE (PREVIOUS SURVEY)
- 1-1/2" ALUMINUM CAP (UNMARKED)
- CALCULATED: NOTHING FOUND/NOTHING SET
- PROPERTY/LOT/BLOCK LINE
- BOUNDARY LINE
- HIGHWAY RIGHT-OF-WAY LINE
- VACATED STREET/ALLEY LINE

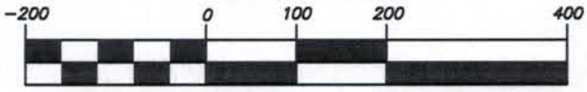
ZONING CHANGE

ZONING CHANGED FROM B-1 TO B-2
±9.03 ACRES



SCALE: 1"=200'

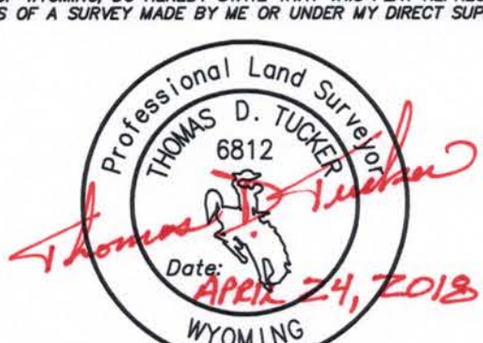
BEARINGS ARE BASED ON THE WYOMING COORDINATE SYSTEM NAD 1983, EAST CENTRAL ZONE
DATUM: NAD 83(1993), NAVD 88 (U.S. SURVEY FEET)
DAF: 1.000235
DISTANCES ARE SURFACE



SURVEYOR'S CERTIFICATE

STATE OF WYOMING :ss
COUNTY OF SHERIDAN

I, THOMAS D. TUCKER, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY STATE THAT THIS PLAT REPRESENTS THE RESULTS OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION.



"PLAT IS VALID ONLY IF PRINT HAS ORIGINAL SIGNATURE OF SURVEYOR SIGNED AND DATED"

EXHIBIT "B"

ZONING CHANGE FROM B-1 TO B-2

CLIENT & PETITIONER: SEVEN PILLARS RESOURCES, LLC
P.O. BOX 2091, SHERIDAN, WY 82801

LOCATION: BLOCKS 5,6,7,8 & 9, AND PORTIONS OF VACATED STREETS, STEVENS AND LONABOUGH AVENUES, CANFIELD STREET, AND PORTIONS OF VACATED ALLEYS, SUBURBAN HOMES COMPANY ADDITION, CITY OF SHERIDAN, WYOMING

PRESTFELDT SURVEYING
2340 WETLANDS DR., SUITE 100
PO BOX 3082
SHERIDAN, WY 82801
307-672-7415

JN: 2018-030
DN: 2018-030D
TAB: RE-ZONE
PF: T2018-030
APRIL 24, 2018
REVISED: OWNER

2018-741790 4/20/2018 3:59 PM PAGE: 1 OF 2
BOOK: 573 PAGE: 286 FEES: $15.00 HM WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK

WARRANTY DEED

North Fork Partners LLC, a Wyoming limited liability company, GRANTOR, for and in consideration of Ten Dollars ($10.00) and other good and valuable consideration, in hand paid, receipt whereof is hereby acknowledged, CONVEYS AND WARRANTS to **Seven Pillars Resources, Limited Liability Company**, a Wyoming limited liability company, whose address is PO Box 2091, Sheridan, WY 82801, GRANTEES, the following described real estate situate in the County of Sheridan, State of Wyoming, to-wit:

All that portion of Blocks 5, 6, 7, 8 and 9, including vacated alleys, Stevens and Lonabaugh Avenues and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, described as follows:

Beginning at the southeast corner of Block 4 of said Suburban Homes Company Addition, said corner being marked with a highway right of way brass cap set in concrete; thence N. 0°39'26" E., 58.96 feet to an iron pin; thence N. 66°41'00" E., 519.06 feet to an iron pin; thence S. 23°19'00"E., 333.66 feet to an iron pin; thence S. 66°41'00" W., 524.59 feet to a point; thence N. 23°45'34" W., 179.87 feet to a point; thence S. 66°41'00" W., 103.00 feet to a point; thence N. 7°20'43" W., 41.61 feet to a highway right of way brass cap set in concrete; thence N. 27°52'13" E., 95.62 feet to the point of beginning.

AND

All that portion of Blocks 5 and 6, including alleys, Stevens and Lonabaugh Avenues, Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, described as follows:

Beginning at a point located N 0°39'26" E., 58.96 feet from the southeast corner of Block 4 of said Suburban Homes Company Addition, said corner being marked with a highway right of way brass cap set in concrete; thence N 0°30'26" E., 175.55 feet to a highway right of way brass cap set in concrete; thence N 25°45'11" E., 252.20 feet to a highway right of way brass cap set in concrete; thence through a curve to the right having a central angle of 90°59'17" and a radius of 80.00 feet for a curve length of 285.85 feet, the chord of which bears N 63°19'39" E., 257.64 feet to an iron pin; thence S 23°19'00" E., 340.72 feet to an iron pin; thence S 66°41'00" W., 519.06 feet to the point of beginning.

AND

All that portion of Blocks 6 and 7, Lonabaugh Avenue and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, described as follows:

Beginning at an iron pin which is located N 0°39'26" E., 58.96 feet and N 66°41'00" E., 519.06 feet from the southeast corner of Block 4, of said Suburban Homes Company Addition, said corner being a highway right of way brass cap set in concrete; thence N 23°19'00" W., 340.72 feet to a point on the highway right of way curve, said point being an iron pin; thence along the highway right of way curve through a central angle of 14°8'36" and a radius of 180 feet for a curve length of 44.43 feet, the chord of which bears S 62°31'30" E., 44.32 feet to a highway right of way brass cap set in concrete; thence S 54°25'45" E., 273.30 feet to a highway right of way brass cap set in concrete; thence S 9°35'00" E., 418.00 feet along the west edge of a county road to an iron pipe; thence S66°41'00" W., 70 feet to an iron pin; thence N 23°19'00" W., 333.66 feet to the point of beginning.

EXCEPTING THEREFROM that certain parcel of land as contained in Warranty Deed conveyed to The City of Sheridan, recorded May 5, 2016, Book 559, Page 561.

TOGETHER with all improvements situate thereon, and all appurtenances and

2018-741790 4/20/2018 3:59 PM PAGE: 2 OF 2
BOOK: 573 PAGE: 287 FEES: $15.00 HM WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK

hereditaments appertaining thereto.

SUBJECT to all exceptions, reservations, rights-of-way, easements, covenants, restrictions and rights of record.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

DATED this 20th day of April, 2018.

North Fork Partners LLC

By: Paul R Del Rossi

Title: MANAGING MEMBER

STATE OF WYOMING)
) ss.
County of Sheridan)

The foregoing instrument was acknowledged before me this 20th day of April, 2018, by Paul R. Del Rossi as Managing Member of **North Fork Partners LLC.**

WITNESS my hand and official seal.

Notary Public

My Commission Expires: 5-13-18.

BRIAN T. KINNISON
NOTARY PUBLIC
My Commission Expires May 13, 2018
SHERIDAN COUNTY, WYOMING

NO. 2018-741790 WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK
WILCOX AGENCY
SHERIDAN WY 82801



CITY OF Sheridan WYOMING

rezone project

N

0 0.0175 0.035 0.07 Miles

Name: sgoodman Date: 05/03/2018

May 11, 2018

Planning and Zoning Commission
City Hall
55 East Grinnell Plaza
Sheridan, WY 82801

Dear Commission Members:

Please accept this letter as our utmost support for the rezoning of the former Kmart area from a B-1 Business District to B-2.

EMIT Technologies, Inc. has long been a vested member of Sheridan's business community and we welcome their expansion into North Main. Allowing them to repurpose the vacant Kmart building while adding two more structures is the very expression of economic development that North Main Association has been championing for the last 10 years.

EMIT will be the most recent business along the North Main corridor to bring added employment opportunities to Sheridan. Taken in consideration with the VA, North Main is becoming the hub for the best paying jobs in the county. EMIT employees will number over 100, Vacutech is approaching 175, Weatherby and Ramaco together will be adding another 150-200 positions. These increases will generate additional tax revenue, a boost to the entry level real estate market and expanded general sales. This is a cornerstone of the NMA strategic vision and another key to sustainable economic growth, not only along North Main but throughout our city.

And finally, we can be assured that EMIT will bring a superior design aesthetic to their new campus that will greatly complement the wonderful new I-90 interchange project that is at the core of the City's plans for the future.

Thank you for the opportunity to weigh in on this opportunity to bring new construction, employment and tax dollars into Sheridan.

Sincerely,

North Main Association
David Kinskey, Board President
Nancy Silla, Board Treasurer
Nancy Drummond, Board Secretary
Kathy Arnold
Jesse Bennick
Curtiss Johnson
Bob Utter

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name:	Claims
From:	Todd Watkins, Assistant Treasurer
To:	Mayor and Council
CC:	
Date:	05/30/2018

Attachments

Claims
Prepaids
Payroll

City of Sheridan
Claims paid on 06/05/18

Sum of Amount		
Vendor Name	Description	Total
A & M Service & Supply Inc.	Repair to Records Printer-transfer belt	517.25
A Plus Plumbers & Appliance Repair	Replace shower valves in station Inv 8-1195	845.00
Ace Hardware-Newkirk	supplies	146.34
Advance Fence	Pool Fence Materials	260.07
Alex Nero	Deposit Refund/167 W 4th St	35.90
A-Line Roofing & Exteriors	Gutters for cabin and generator building	1,740.00
AlphaGraphics of Wyoming	Park 2 Park Event, 4 Banners/social media	2,490.09
American Maid	CSC - May cleaning services	400.00
American Welding & Gas, Inc.	Drill bit	191.77
Andrew Fried	Meals per diem-Loveland-CO May 18-20-2018	122.25
Anna Forister	Deposit Refund/137 Swan St.	18.16
Annalisa Jones	Replacement patrol boots	93.84
Axis Forensic Toxicology, Inc	Case #18P003194	275.00
B&B Leasing Company	Monthly Copier Lease for June 2018	155.43
Back Country Bicycles	Replacement Bike, repairs & clothing for bike patr	2,150.66
Big Horn Design	uniform shirts	888.50
Blake Barnhill	Deposit Refund/765 Absaraka St.	68.59
BVK	WOT Sticker Program	4,880.00
C & K Equipment	Back up camera for Unit 3-10 Sanitation	379.02
Carla Rossi	Deposit Refund/938 Highland Ave. #A	12.38
Carquest Auto Parts	parts and supplies	684.02
Caterpillar Financial	Compactor Landfill Payment #4/ Motor Grader payment #3	126,672.03
CED- Consolidated Electrical Distributers Inc.	Polymer mixer parts	42.74
Cedars Health LLC	Drug Testing - April - Multiple Invoices	571.64
Collection Professionals Inc.	CPI Acct #2799 & 1885-4/1/18-4/30/18	486.53
Communication Technologies	Kussmaul auto pump AC/switch	731.48
Confluence Collaborative	STT Website Maintenance/Fly Sheridan Website	754.25
Craftco Metals Services, Inc	Repairs to Unit 3-13 Sanitation truck	7,812.05
Crescent Electric	Fuses	23.15
D.J. & Elizabeth Dearcorn	Deposit Refund/633 Avon St.	12.05
Dana Kepner Company	WDT Reconstruction Project- Misc #4725	3,269.90
Desert Mountain Corporation	Ice slicer chemical	12,581.05
Dixon Land Management and Consulting Inc	Mowing	2,270.00
Dodie Bomar or Terry Lenhart	Petty Cash Receipts from August-October-May	24.00
Ed Hammer Inc	Stop switch/check codes/rechrg battery/serv/inspec	343.51
Employ, LLC	Temporary Labor	9,023.67
Energy Laboratories, Inc	TOC Analysis 5/9/2018, WO# C18050476	160.00
Farmers Co-op Oil Co.	Fuel	17,577.09
Fastenal Industrial Supplies	Parts and supplies	405.47
First Interstate Bank	Retainage FBO O'Dell Const-100764562	1,264.00
Four Seasons Lawn Care, Inc.	Weed inspection and spraying at Landfill	1,000.00
Full Moon Design	Set Cemetery Sign Rock	250.00
Government Finance Officers Association	Renew Membership #300170049-Brett L Caiola	190.00
Grainger, Inc.	fan -12vDC/bulbs	80.18
Hach Company	Misc. lab chemicals and supplies, freight	3,569.92
Heather Ross	Deposit Refund/356 W Burkitt St.	69.82
High Land Inc.	Kendrick Park Irrigation Improvement - #5710	31,900.63
Hot Iron, Inc.	W Loucks St Reconstruction Phase II #4742	480,597.80
InfoSend, Inc.	Billing Statements & Postage - April 2018	4,477.65
Irene Winker	Balance Refund/409 Adkins St.	15.77
J.Marcos Almaraz	Deposit Refund/5118 Coffeen Ave.	41.56
Jack Cremer	2018 WARWS Spring Conference Per Diem	193.50
Jack's Truck & Equipment	Parts and repairs	1,952.00
John Deere Financial #1111308145	supplies	849.89
Justin Rawley	Balance Refund/914 W 10th St.	36.38
Ken Hirschman	Reimburement for trip to Cheyenne	58.00
Kilpatrick Creations Inc.	Park 2 Park Headgear, 149 White/Blk logo	1,395.75
Kismet Schadwill	Refund/1748 Yonkee Ave.	178.94
Kiwi Katering	Catering for long budget meeting	220.00
LJS Concrete & Excavating, LLC	Truck rentals	1,785.00
LJS Concrete and Excavating, LLC	Kendrick Park Road CA Imp #5710	33,364.49
LN Curtis & Sons	Replace 24 foot aluminum extension ladder CB	1,035.08

Vendor Name	Description	Total
Luke A Goddard	Medical Doctor Coverage for June 2018	500.00
Lyle Signs, Inc.	Flagger paddles/signs	412.46
Madden Media	Spring Insert Campaign	7,409.50
MAP, LLC	Contractual Services	2,174.63
Mattie Fowler	Deposit Refund/327 S Tschirgi St.	6.20
McGrath Consulting Group, Inc.	Comprehensive Audit of Fire-EMS Services-Start	4,350.00
Memorial Hospital of Sheridan County	Case #18P003166	550.00
Mitchell S Godwin	2018 WARWS Spring Conference Per Diem	189.50
Moore Medical	Additional EMS Supplies for ambulances	72.32
Mullinax Concrete Service & Irrigation	Pea Gravel for the Parks Dept.	412.47
Napa Auto Parts	Supplies/Parts	614.45
Nathan Rager	Nathan Rager- Travel Expenses-RMAC- Denver, CO	580.50
New Environment, Inc.	Materials for 40 hour Hazwoper class	339.00
Norco, Inc	Supplies	175.24
Normont Equipment Co.	Router bits/spacers/carbide tips/traffic cones	1,799.15
O'Dell Construction Inc.	PR13&16 #3-Finishing 2nd & 3rd Floor WYO-Hallmark	11,376.00
Office Shop Inc	Engineering Copy count for 04/25 - 5/24/18	166.86
Olson's Pest Technicians	Monthly service- Intake & BGWTP	210.00
Pat Burke Trucking	Hauling glass to Denver for recycling	1,200.00
Peak Consulting	Harassment/Discrimination Training	700.00
Peterbilt of Wyoming	Steering gear for Unit 3-12 Sanitation	1,237.64
Powder River Power Co	Parts for Unit 3-10 Sanitation	15.08
Premier Design Properties	Deposit Refund/1371 Omarr Ave.	90.00
Public Engines, Inc.	Command Central Annual Subscription	3,588.00
Quentin Baccari	Deposit Refund/755 Harrison St.	8.94
Ramie Roadifer	Refund/326 Kilbourne St.	127.83
Randall Engineering Surveys	Survey leachate wells, settlement points - Landfil	3,558.50
Rhomar Industries, Inc.	Metal sealer/applicators	807.70
Ricoh USA, Inc.	May Copier Charges	479.58
Rita Lund	Deposit Refund/957 Emerson St.	13.44
Robert Ford Matsudaira IV	Magazine Ad Illustration	450.00
Rocky Mountain Ambulance Service LLC	Ambulance Services for June 2018	10,000.00
Secure Shred	Shredding - Invoice #13-1957	418.08
Security State Bank	W Loucks St Recon Phase II-Retanaige# 11193151	53,399.76
Servall Uniform and Linen, Inc	Rug Services	367.95
Shaunessey Reeves	Clean 4 Restrooms - May 7th -18th 2018	800.00
Sheridan Amateur Hockey Assoc	2018 PW A&B & HS State Hockey Tourn Grant	1,500.00
Sheridan Commercial Co.	Supplies	1,207.80
Sheridan Electric LLC	Install lighting in the Recycling Center for safet	4,425.00
Sheridan Media	Radio ads for Community Clean-up	560.00
Sheridan Motor Inc	Repair suspension/repair shift linkage	3,442.73
Sheridan Newspapers Inc	Weatherby Ad	490.00
Sheridan Seed Co., Inc.	Grass seed	100.00
Sound Water Services, Inc.	Streaming current monitor repairs	1,670.00
Source Office & Technology	supplies	659.57
Steve's Truck Service Inc	Parts for Unit 3-10 Sanitation	18.09
Stormy Redman	Deposit Refund/1446 S Main St.	39.57
Team Laboratory	Road patch	1,695.00
Tile Tech Inc	Replace shower tile and grout in mens-womens	13,322.00
Tire Rama	Tire purchase	65.43
Top Office Products Inc	Copy charges	434.05
TripaAdvisor LLC	Graphical advertising - April	2,382.43
Turn-Key Technologies, LLC	Voice mail services	157.99
Tyler Arndt	Tobacco Decoy - May 2018	250.00
U.S. Armor Corporation	Replacement Vest-Hartman, Hawkins, Phillips, Roger	3,200.00
Uline Shipping Supplies	Supplies for HHW facility	804.62
United Uniform Company, Inc.	Uniform Shirts & Pants for Kmett	315.00
UPS	Delivery of bat to state lab for testing	15.59
Verizon Wireless	Aircards for MDCs	578.94
Visionary Communications	Wireless Internet Dec 2017-May 2018	2,121.38
VRM	500 & 1000 hr. services to Units 4-86, 4-84	1,340.00
Water Products, Inc	Water	63.00
Way Oil Inc	Diesel exhaust fluid	668.80
Wilbur-Ellis LLC	Fertilizer/seed/insecticide/CREDIT	3,851.80
Winsupply of Sheridan Wy Co	Supplies	2,674.80
Wireless Advanced Communications, Inc	Charger Stalker II Can/VSS Cable `11	120.00
Wood Group USA, Inc	SCADA Programing, Neel Dhodapkar	12,270.00
WY Dept of Transportation	Administration fee for billboards	30.00

Vendor Name	Description	Total
Wyoming Machinery Co	Parts for repair/maintenance Units 4-84 & 4-86 LF	1,048.18
Grand Total		933,763.79

City of Sheridan
Prepaids paid on 05/18/18

Sum of Amount		
Vendor Name	**Description**	Total
Willard E. Cook, Jr. and Sarah F. Cook	earnest money	**1,000.00**
Grand Total		**1,000.00**

City of Sheridan
Prepaids paid on 05/24/18

Sum of Amount		
Vendor Name	**Description**	Total
Montana Dakota Utilities	Pump stations	**1,486.96**
Grand Total		**1,486.96**

City of Sheridan
Regular Payroll paid on 05/25/18

Sum of Amount		
Vendor Name	Description	Total
497-874-NCPERS Wyoming	Regular Payroll 05.25.18	320.00
Aflac	Regular Payroll 05.25.18	1,419.54
Blue Cross Blue Shield of Wyoming	Regular Payroll 05.25.18	70,652.03
Child Support-Ohio	Regular Payroll 05.25.18	196.14
CITCO FCU	Regular Payroll 05.25.18	4,972.13
Collection Professionals Inc.	Regular Payroll 05.25.18	161.54
Colonial Supplemental Insurance	Regular Payroll 05.25.18	21.78
First Federal Savings Bank	Regular Payroll 05.25.18	9,808.72
HealthEquity, Inc.	Regular Payroll 05.25.18	2,627.12
ICMA Retirement Trust 300698	Regular Payroll 05.25.18	6,510.77
IRS 941	Regular Payroll 05.25.18	67,228.96
LOCAL 276, IAFF	Regular Payroll 05.25.18	800.00
Nationwide	Regular Payroll 05.25.18	52.13
Optum Bank, Inc.	Regular Payroll 05.25.18	1,131.27
Orchard Trust	Regular Payroll 05.25.18	2,240.00
Security State Bank	Regular Payroll 05.25.18	508.76
Sheridan County District Court	Regular Payroll 05.25.18	297.22
Sunlight Federal Credit Union	Regular Payroll 05.25.18	1,623.51
VSP	Regular Payroll 05.25.18	1,138.09
Workers' Safety &	Regular Payroll 05.25.18	9,361.29
Wyoming Retirement System	Regular Payroll 05.25.18	58,567.41
Wyoming State Disbursement Unit	Regular Payroll 05.25.18	730.32
Grand Total		240,368.73

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Regular City Council Minutes from 5/21/2018
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	

Attachments

5/21/2018 Regular Council Minutes

CITY OF SHERIDAN, WYOMING
MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **7:00 P.M.** **May 21st, 2018**

1. Mayor Roger Miller called the meeting to order at 7:00 P.M.

2. The Pledge of Allegiance to the Flag was led by Mayor Roger Miller.

3. The invocation was given by Tony Forman, Cornerstone Church.

4. The meeting was called to order with a quorum as follows: Mayor Roger Miller presiding with Councilors Thayer Shafer, Alex Lee, Rich Bridger, Kelly Gooch, Erin Hanke and Patrick Henderson. Members of staff present included Police Chief Rich Adriaens, Human Resources Director Heather Doke, Community Development Director Brian Craig, Fire Chief Terry Lenhart, Public Works Director Lane Thompson and various other City staff.

5. Mayor Roger Miller called for a public hearing at7:02P.M. for comment regarding the Transfer of Ownership for Retail License #19 for Main Street Tavern. A brief description of the transfer was given by Police Chief Rich Adriaens. With no further public comment, the public hearing was closed at 7:03P.M.

6. Mayor Roger Miller called for a public hearing at 7:03 P.M. for comment regarding the Transfer of Ownership for Resort License #2 for Best Western Sheridan Center. A brief description of the transfer was given by Police Chief Rich Adriaens. With no further public comment, the public hearing was closed at 7:04P.M.

7. Councilor Henderson motioned to approve the agenda and Councilor Shafer seconded approval of the agenda. Council approved the motion for approving the agenda: voice vote; unanimous.

8. Mayor Roger Miller then read aloud the consent items:

A. Minutes of Special Council Meeting May 7, 2018

B. Minutes of Regular Council Meeting May 7, 2018

C. Claims

D. Approval of the Transfer of Ownership for Retail License #19 for Main Street Tavern

E. Approval of the Transfer of Ownership for Resort License #2 for Best Western Sheridan Center

F. Approval of Bid Award to Fremont Motor of Lander, WY in the amount of $28,172.00 for the Service Center Shop Truck

Claims 05/22/18

Vendor Name	Description	Total
Ace Hardware-Newkirk	Reciprocating saw blade, PVC parts, v-belts	67.57
ACRO, Inc.	electric lock east door city hall & new software	1,180.00
ACT Communications	Telephone and internet	195.16
AlphaGraphics of Wyoming	handouts/business cards/posters/banners/Social Media	2,470.21
American Maid	April cleaning	850.00
American Welding & Gas, Inc.	Chuck key holder/shanks	83.47
Arete Design Group	Hallmark Bldg Renovation - Oversight	1,680.88
Asia Stockwell	Deposit Refund/911 Emerson St.	30.14
Association of State Floodplain Managers	association dues	80.00
Axis Forensic Toxicology, Inc	Case #18P002819 Case #18P002548	550.00
Ayres Associates Inc	Brownfield Assessment thru 4-28-2018	2,243.27
B&B Leasing Company	Lease payments	586.82
Bentley Systems	Flowmaster/Water Gems	967.50
Big Horn Logistics, LLC	March and April 2018 Invoice	120.00
Blane, Canada Ltd.	annual Prime user fees	2,200.00
Bloedorn Lumber	Lumber/plywood/screws	92.85
Brian James	June Golf Pro Fees	6,700.00
Brian's Boot & Shoe	Uniform work boots - Rex E. Sanitation Div.	170.95
Buffalo Bulletin	Fly Sheridan Marketing	450.00
Carolyn A. Byrd	PC and BOA secretary	300.00
Carquest Auto Parts	supplies	1,747.25
Casco, LLC	Rural water conference	1,860.00

Cedars Health LLC	Drug and Alcohol Testing - Multiple Invoices	414.00
CH Diagnostics and Consulting	sample analyses	1,040.00
Chad W Brutlag	Meals per diem 4-30-5-3-2018 Northglenn-CO CB	178.50
Chemtrade Chemicals US LLC	1 truckload Alum	6,335.85
Circle S Sanitation	Empty dumpster at BGWTP 5/10/2018	80.00
CNA Surety	notary bond	50.00
Coca-Cola Bottling Company High Country	Pallet of water - Landfill	319.20
Collection Professionals Inc.	CPI Acct# 2799-3/1/18-3/31/18	606.36
Comtronix	Alarm monitoring	599.25
Connie J. Robinson	Four (4) oil Paintings for the park	1,200.00
Country Bounty	Fly Sheridan Marketing	817.50
Craftco Metals Services, Inc	1 New Pedestal 48 by 18 inches Satin Black	1,973.32
Crescent Electric	cable ties.switch	529.83
Crossroads Health	Deposit Refund/1156 N Main St.	90.00
David Kilworth	Deposit Refund/1533 N Main St.	12.97
Debbie Gentry	Deposit Refund/1987 Edwards Dr. #D	48.71
Desert Mountain Corporation	Ice slicer chemical	22,698.37
Dixon Land Management and Consulting Inc	Mowing for the City Parks Dept	1,790.00
Dowl	Leopard St Waterline/N End Infrastructure Extension	37,443.77
DPC Industries, Inc.	Demurrage/Rental fee for 2 chlorine tanks	100.00
DXP Enterprises, Inc.	Annual servicing of air compressor	899.00
EMH Pro Cleaning	April Janitorial	1,250.00
Emily Kremers	Deposit Refund/461 W 5th St.	8.09
Employ, LLC	Temporary Labor	10,968.66
Employers Council	Background checks	545.00
Entech, Inc.	Kendrick Park Road Imp: Des, Adv, & Bidding #5710	840.00
Enviro-Clean Intermountain, LLC	Hydraulic filter - 4-19	410.08
Farmers Co-op Oil Co.	Fuel	11,642.15
Fastenal Industrial Supplies	supplies	717.19
First Interstate Bank	Retainage FBO O'Dell Const to FIB	203.50
Foremost Promotions	Firefighter Hats with chin strap for children	388.40
Guardian Tracking, LLC	Annual Subscription Guardian Tracking	1,175.00
Hawkins Inc	chemicals	2,932.50
HDR Engineering, Inc	Hydropower Project #4552	4,030.26
Inter-Mountain Laboratories Inc	Sample testing	1,510.00
Jack's Truck & Equipment	Parts for repairs to Unit 3-17 Sanitation	1,028.57
Jenifer Shassetz	Supplies for Smith Retirement	31.99
Jerold Smiley	Welding n Repair to The Great Escape horse scupl.	75.00
Jessica Barnes	Refund for overcharges at Landfill	42.47
Joe Schoen	SLIB Meeting/Hillslides-Joe Per Diem, Gas	287.64
John Deere Financial #1111308145	supplies	298.59
John Korp	Deposit Refund/1529 N Main St.	29.80
Johnstone Supply	Parts / supplies	95.04
Josh Law	City Council Mtg Video 4/2, 4/9, 4/16, 4/23	1,200.00
Judy Hendricks	Deposit Refund/461 W 5th St.	64.31
Kaitlin Bildau	Deposit Refund/550 Highland Ave	19.36
Katie Kraft	Deposit Refund/107 Swan St.	68.21
Kerns Law Office, LLC	April Legal Services	4,185.00
Kilpatrick Creations Inc.	Uniforms	1,379.67
Kisling Law LLC	Public Defender for Keoke	150.00
Klay Condos	Reimb helmet light-running shoes for Condos	125.89
Kois Brothers Equipment, Co.	Parts for repairs	1,132.45
Kris Walker	Uniform pants for CSO Walker	50.03
Krissy Hunter	Balance Refund/13 Deer Haven Dr.	24.61
KXK Concrete	Concrete repair for leak	1,800.00
Landon's Greenhouse & Nursery, Inc.	Sun Combo 20	600.00
Lane Thompson	APWA Conf- Lane Per Diem Meals 4/15 - 19, 2018	145.50
Lannan's Supply	Safety vests/display rack	162.50
Leather Crafters & Saddlers Journal	FP Ad Spring Issue	1,325.00
Lee & Sharon Briseno	Deposit Refund/640 Marion St #3	47.82
LJS Concrete & Excavating, LLC	Refund/Bulk Water #536	101.60
Local Govt Liability Pool	Deductible for Claim - Invoice #11677	1,000.00
Lyle Signs, Inc.	Replacement signs/crosspiece/credits	161.40
Mac's Moving Acquisition, Inc	Move weight equipment	200.00
Mallory Siewell	Deposit Refund/1731 North Hieghts Ter.	41.48

MAP, LLC	Contractual Services	2,174.63
Mark Bolvin	Deposit Refund/30 N Elk St.	73.60
Mary Carroll	Refund of Unapplied E-Box Payment 4.10.2018	100.00
Matt Egging	Deposit Refund/630 Gladstone St.	52.88
Matt Misslin	Per Diem TIP Training - PMO will reimburse	127.50
MC2 Engineering	Cottonwood Subd. Drainage Evaluation	1,550.00
Midwest Laboratories, Inc.	Compost testing	375.00
Monnit Corp	Cellular data for compost monitoring	20.00
Montana Dakota Utilities	N Sheridan Interchange Misc #4729	1,083.38
Montana-Wyoming CSI Conferences	Keller Reg Wyoming Forensic Conference 2018	200.00
Moore Medical	Restock EMS Supplies for ambulances	485.03
Mueller Systems	Meter Replacement - CA #4507	382,503.03
Mullinax Concrete Service & Irrigation	Epoxy adhesive/washed rock/legos/credit	1,589.61
Municipal Treatment Equipment	Check valve	342.92
Napa Auto Parts	supplies/parts	847.72
Nicholas Kaminski	Per Diem TIPS Training - PMO will reimburse	127.50
Norco, Inc	Supplies	1,039.37
Normont Equipment Co.	Blower filters/nozzle weldment/durapatcher oil	4,480.35
O'Dell Construction Inc.	PR#8 & PR#9 2nd Floor & Grand Staircase	1,831.50
Office Shop Inc	Copier Contract	525.27
Office Shop Leasing	Lease Payment 13 of 60 #338	185.14
Olivia & Peter Hogue	Deposit Refund/645 Sumner St.	53.84
One-Call of Wyoming	Tickets for April CDC Code CSH	240.00
Pat Burke Trucking	Hauling glass to Denver/tires to Montana	1,800.00
Paul M Juergens	Reimb Meal Ticket and Parking Fee for PJuergens	246.22
PC House Call, LLC	Contractual Services May	8,000.00
Peterbilt of Wyoming	Repairs to Unit 3-12 Sanitation	799.40
Peterson Pacific Corporation,	Air filters for grinder - Landfill	878.98
Plains Tire & Battery	Trailer tires/new tires and brake repair	1,886.87
PO News	public meeting expense	477.78
Powder River Power Co	Parts	258.39
Public Safety Center, Inc.	Lab supplies	458.04
Quinn Anderson	Deposit Refund/1265 Illinois St.	62.82
Rachel Laird	Deposit Refund/753 S Sheridan Ave.	17.71
Ramada Plaza Riverside	UM training	260.00
Ramkota Hotel & Conference Center-Casper, WY	WARWS Conference Hotel Rooms- Cremer, Godwin, Burt	800.00
Randall Engineering Surveys	Consulting on Easements - Dominick Property	777.50
RCS Construction	refund landscape bond	43,780.00
Ridgepoint Consulting, LLC	Meter Replacement - Design & Consulting #4507	30,722.50
RoadSafe Traffic Systems, Inc.	Yellow-white paint/beads	4,333.85
Robert Lapier	Deposit Refund/1241 Spaulding St.	32.68
Roll 'N' Rite Doors Inc	emergency replacement of filter bldg overhead door	5,666.02
Russell & Mills Studios	N Sheridan Interchange Misc #4729	3,682.50
Secretary of State	renew notary Susan Goodman/Hersman Notary Bond	60.00
Secure Shred	Schredding	210.84
Servall Uniform and Linen, Inc	Rug Cleaning	313.93
Shaunessey Reeves	Clean 4 Restrooms - April 16th -May 4th, 2018	900.00
Sheridan Commercial Co.	supplies	1,519.23
Sheridan Econ-O-Wash	April laundry service (Bates/Pierce)	126.00
Sheridan Media	Advertising	1,446.25
Sheridan Motor Inc	Services/Repairs	1,872.76
Sheridan Newspapers Inc	Ads	6,803.16
Sheridan Printing Inc	Letterhead Envelopes for PD	377.00
Sheridan Seed Co., Inc.	5# Perinial Rye Grass Seed	20.13
Sheridan Transportation Taxi	Safe Ride March 2018	2,078.00
Source Office & Technology	supplies	1,447.08
SPX Flow US, LLC	Mixer for polymer tank	4,852.54
State of WY - Judicial Systems Automation Acct	Court Automation Fund 04.2018	2,885.00
Steve's Truck Service Inc	Repairs to Unit 3-12 Sanitation/replace transmission	6,976.24
Swagit Productions, LLC	Video Streaming Services April 2018	950.00
Ted's Towing, LLC	Towing trash truck 3-12 4/19/18	250.00
Teresa Young	Deposit Refund/1953 Demple St.	15.52
The Lamar Companies	Billings billboard/South Dakota Billboards	1,198.00
The Trophy Case	plaque for PC board	64.95

Thomas J Klepperich	Municipal Court Judge Billing April 2018	3,000.00
Tire Rama	Tire repairs	626.54
Tires for Reclamation, Inc.	Tire disposal	1,163.75
Titan Machinery Inc.	Curtains/drag shoes/deflectors	2,586.74
Top Office Products Inc	Office supplies/key cabinet	257.11
Total Comfort Heating &	Cooling evidence storage	1,565.00
Transaction Warehouse, Inc	Web Payment Transaction fee April 2018	2,168.10
Tri State Truck & Equipment, Inc	Parts for Unit 4-32 Recycling	90.69
Trudy Godwin/BAYOU Stanleys LLC	Deposit Refund/1155 N Main St.	54.57
Vanessa Hastings	Deposit Refund/348 Wyoming Ave.	62.59
VeriPic	Yearly maintenance Veripic	3,150.00
Victim Services	Crime Victims Fund 04.2018	100.00
VRM	Emergency repairs to compost screen	2,342.03
WAM	WAM Summer Conference 2018	455.00
Water Products, Inc	water for Admin office	21.00
Way Oil Inc	URSA EC 15W-40 product	1,355.00
Wells Fargo Bank-CC	April Credit card charges	37,418.59
Wood Group USA, Inc	GIS Professional Services - April 2018	4,293.75
WY Dept of Agriculture	Annual scale license fee renewal - Recycling Ctr.	25.00
Wyoming Demolition, Inc.	Water line break repair	7,164.00
Wyoming Machinery Co	Repairs	2,623.90
Xerox Corporation	Xerox lease and copies - April	162.96
Zowada Recycling & Steel, LLC	metal for walk platform	44.90
Grand Total:		**764,394.84**

Prepaids 05/03/18

Vendor Name	Description	Total
CenturyLink Communications, LLC	SCADA Lines and Extensions	790.87
Giorgis Properties, LLC	May Rent - Office Lease - Weatherby	4,791.36
Montana Dakota Utilities	Numerous Electric Bills/pump stations	19,609.67
Grand Total:		**25,191.90**

Prepaids 05/10/18

Vendor Name	Description	Total
Montana Dakota Utilities	Numerous Electric Bills	18,613.59
Wilcox Abstract & Title	Donated Land, WBC Loan Fee & Settlement Charges	3,529.78
Grand Total:		**22,143.37**

Prepaids 05/17/18

Vendor Name	Description	Total
CenturyLink Communications, LLC	SCADA Lines and Extensions	804.67
Montana Dakota Utilities	Pump stations/Numerous Electric Bills	23,030.86
Todd Watkins or Brett Caiola	Replenish Petty Cash April to May 2018	282.00
Wyoming Department of Workforce Services	Unemployement Insurance for 1st Qtr - 2018	3,488.97
Grand Total:		**27,606.50**

Regular Payroll 05/11/18

Vendor Name	Total
497-874-NCPERS Wyoming	320.00
Aflac	1,419.54
Blue Cross Blue Shield of Wyoming	83,098.26
Child Support-Ohio	196.14
CITCO FCU	4,972.13
Collection Professionals Inc.	161.54
Colonial Supplemental Insurance	21.78
First Federal Savings Bank	9,621.21
HealthEquity, Inc.	2,627.12
ICMA Retirement Trust 300698	6,540.54
IRS 941	66,636.63
LegalShield	45.85
LOCAL 276, IAFF	800.00
Nationwide	52.13
Optum Bank, Inc.	1,131.27
Orchard Trust	2,240.00
Police Protective Assoc.	75.00
Security State Bank	487.92
Sheridan County District Court	297.22
Sunlight Federal Credit Union	1,519.34
VSP	1,127.81
Workers' Safety &	9,189.22
Wyo Educator's Benefit Trust	1,120.84
Wyoming Retirement System	57,931.26
Wyoming State Disbursement Unit	730.32
Grand Total:	**252,363.07**

Councilor Henderson moved, seconded by Councilor Gooch, for the approval of the consent agenda. Council approved the motion for approval of the consent agenda: voice vote; unanimous.

9. Staff Update

A. Utilities Director Dan Roberts presented a recap of Trees for Trash & Community Clean-up and recognized the volunteers that participated in the program.

B. Mayor Roger Miller recognized staff and WYDOT for the award received from the Wyoming Engineering Society for the 5th St Underpass Project.

C. City Administrator Mark Collins gave a report on Sales and Use Tax.

10. Community Update

A. City Administrator Mark Collins introduced Executive Director Scot Rendall with the Sheridan Wyoming Technology Business Center. Mr. Rendall made a few remarks about upcoming projects with the WTBC.

Old Business:

11. Staff presentation was provided by Community Development Director Brian Craig. Members of the public provided input and suggestions. Councilor Lee moved, seconded by Councilor Shafer, to table Ordinance #2185, Adoption of Mobile Vending Ordinance to the next regularly scheduled Council Meeting (6/4/18). Council approved the motion: voice vote: unanimous.

12. Staff presentation was provided by Community Development Director Brian Craig. Members of the public provided input and suggestions. Councilor Bridger moved, seconded by Councilor Hanke to amend and approve Resolution 16-18, Approving Mobile Vending Fees, by changing the Mobile Vending Annual fee to $200.00 and the Mobile Vending Court Annual fee to $400.00 pending approval of Ordinance #2185 on Third Reading . Council approved the motion: voice vote: 6-1 (Councilor Henderson dissenting vote).

13. Councilor Lee moved, seconded by Councilor Bridger, to approve the Second Reading of Ordinance #2188 - Block 1 and 2, Highland Park 2nd Addition Planned Unit Development (PUD). Staff presentation was provided by Community Development Director Brian Craig. Council approved the motion: roll call vote: unanimous.

New Business:

14. Councilor Bridger moved, seconded by Councilor Hanke, for the Approval of Smith Street Alley License Agreement. Staff presentation was provided by Community Development Director Brian Craig. Council approved the motion: voice vote: unanimous.

15. Councilor Bridger moved, seconded by Councilor Henderson, for the Approval of Resolution 18-18, Sheridan East Business Park Minor Subdivision. A presentation was provided by Community Development Director Brian Craig. Council approved the motion: voice vote: unanimous.

16 & 17. Councilor Lee moved, seconded by Councilor Gooch, for the Acceptance of Waterline Easement from Wrench Ranch to the City of Sheridan and for the Approval of Resolution 14-18 Vacation of Waterline Easement in Wrench Ranch for the North End Utilities Project. A presentation was provided by Public Works Director Lane Thompson. Council approved the motion: voice vote: unanimous.

18. Councilor Gooch moved, seconded by Councilor Lee for the Approval of Resolution 13-18, North End Utilities Project, WWDC Funding Agreement. A presentation was provided by Utilities Director Dan Roberts. Council approved the motion: voice vote: unanimous.

19. Comment from the Council and Public:

A. John Fafoutakis made comments about flouride.

20. Councilor Shafer moved, seconded by Councilor Lee, to adjourn the meeting at 9:16 P.M. Council approved the motion: voice vote: unanimous.

APPROVED:

_____

Roger Miller, Mayor

ATTEST:

_____

City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Special City Council Minutes from 5/21/2018
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	

Attachments

Special Council Minutes from 5/21/2018

CITY OF SHERIDAN, WYOMING
MINUTES OF SPECIAL COUNCIL MEETING

COUNCIL CHAMBERS **6:00 P.M.** **May 21st, 2018**

1. Mayor Roger Miller called the meeting to order at 6:00 P.M.

2. The Pledge of Allegiance to the Flag was led by Mayor Roger Miller.

3. Council Attendance: Mayor Roger Miller, Councilor Alex Lee, Councilor Thayer Shafer, Councilor Patrick Henderson, Councilor Erin Hanke, and Council President Kelly Gooch; with Council Vice President Rich Bridger absent.

4. Others in Attendance: IAFF Local #276 President Andy Fried; IAFF Local #276 member Chad Brutlag; City Attorney Brendon Kerns; City Administrator Mark Collins; Human Resources Generalist Nicole Hamilton; Chief of Police Rich Adriaens; and Fire and Emergency Services Director Terry Lenhart.

5. Mayor Miller opened by stating that the City has accepted the IAFF Local #276 proposal, which includes what the City proposed with one exception – a one-time additional 5 step increase for the most recently hired firefighter, adjusting his step and grade to F1 step G for the 2018-2019 contract. The red-lined contract was given to Andy Fried, who looked it over and stated the numbers do match and everything looks good. The Mayor commented that this should address any compression issues, and Council was in agreement. The IAFF has until this Friday, May 25, 2018, to return the signed agreement. Andy Fried commented that the IAFF appreciates this year's process, and that bargaining was very constructive. Additionally, a moment was taken to thank Terry Lenhart for his years of service and to congratulate him on his retirement on June 1, 2018.

6. Councilor Lee moved, seconded by the Mayor, to adjourn the meeting at 6:05 P.M. Council approved the motion; voice vote: unanimous.

APPROVED:

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Third and Final Reading of Ordinance #2188 - Highland Park Planned Unit Development (PUD) and Master Plan - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/29/2018

Recommendation:

Staff recommends the City Council approve Ordinance 2188 Block 1 and 2, Highland Park 2nd Addition Rezone and Master Plan, a request to rezone 5.07 acres from R-1 Residence to Planned Unit Development (PUD) District, located at 1301 Avon St. on third reading.

Planning Commission Action:

The Planning Commission considered Block 1 and 2, Highland Park 2nd Addition Rezone and PUD Master Plan at a Special Meeting on May 7, 2018 at 6:00 PM and recommended approval to the City Council.

Potential Findings of Fact:

Neither state statute nor city 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 the City Council should be aware of:

WS §15-1-601(d)

d) 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 and 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, sewerage, 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 or 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, "*promoting the health, safety, morals and general welfare of the inhabitants of the City of Sheridan by lessening 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, sewerage, schools, parks, and other public requirements.* "

Background:

At the direction of City Council and staff, the applicant has prepared a rezoning proposal to Planned Unit Development (PUD) in lieu of the previously denied rezoning request to R-3 for the property. A PUD zoning and required accompanying master plan govern the land use and development on the property. No significant deviations from the PUD Master Plan or Design Report are allowed without proceeding through the public hearing process with both Planning Commission and City Council. A minor change may be approved by the Public Works Director. A minor change includes reconfiguring the residential portion of the proposal in a manner that does not increase the quantity of units. A minor change may also include changing materials for like quality materials. A significant change includes increasing the density of units, increasing the area of commercial use, adding uses to the allowed uses, increasing the height above the height maximum declared in the plan, and demolishing the existing school facility to construct a new structure in its place.

The site is the location of the former Highland Park Elementary school. After completion of the new Highland Park school, this building continued to be used by other schools during their new construction phases. Later the building was used by the Sheridan Recreation District and Headstart Program. The new owners are requesting a zoning change to PUD to allow the reuse of the former school building for multiple-family residential. The current proposal is for fourteen (14) two-bedroom unit apartments and eight (8) condo units in the old school building. A subdivision plat is anticipated to follow this rezoning request to allow for further development east and west of the existing building on the site. The property is presently zoned R-1 Residence, which is primarily a single family housing zone, but does allow for some public and private institutional uses such as schools and churches.

As part of the revised request to rezone this property to a PUD district, staff sent certified notice to the 68 property owners within 300 feet. With the initial R-3 rezoning request staff received a few comments, some positive and some negative in response to this request. Seventeen (17) individuals spoke during the initial Planning Commission public hearing regarding the R-3 request; all but 3 were primarily opposed to this request. Those opposed to the request were generally concerned with perceived increased in traffic, density, and noise. Many in attendance spoke of their desire to see low density single-family residences on this site and to have some certainty in what happens with the site because R-3 could yield large apartments at some point in the future.

Discussion:

In reviewing any zoning proposal, Staff considers the following findings of facts; which are aligned with addressing state statutory mandates regarding zoning preserving the character, health, and safety of neighborhoods:

- The zoning of surrounding parcels.
- The actual land use of surrounding parcels.
- Impacts to surrounding properties.
- Consistency with adopted planning documents.
- The ability of existing infrastructure to handle the potential uses

Zoning and Land Use
Zoning in this area is mostly a mixture of R-3 (west and north east) and R-1 (northwest and south) with the exception of B-1 Business block located across the intersection on the south east side. Land use in the area includes single family homes, attached single family homes and to the east a medical office and daycare.

Impacts to Surrounding Properties
The impact to surrounding properties will come principally from the density and traffic associated with a typical mixed residential neighborhood. The previous use as a school had heavy traffic primarily before and after school and minimal traffic in the off hours, weekends and summer. As described in the Traffic Study the proposed multiple-family and condo uses are anticipated to generate roughly 1/3 of the overall daily trips that the school use generated.

Consistency with the Sheridan Land Use Plan
The Sheridan Land Use Plan identifies this area as residential. The guiding principles in the plan focus on efficiency of systems, transportation, open space, commercial nodes, housing mix, and industrial locations. Water and sewer is available in this location, the streets are built, open space is at about 25% of the overall property with the current proposal. The Land Use Plan states the best infill projects are those that blend into the existing neighborhood in scale and use. The use of an existing facility for multiple-family residential is an appropriate use for the area and fulfills the goal of providing a range of housing options in our residence districts. This lot is adjacent to a large employer in the hospital and adjacent medical complex and acts as a transition from the single-family residential to the business and office uses in the area.

Infrastructure
Adequate water and sewer utilities are available to the property, and the adjacent street network is adequate to handle the traffic volumes associated with the proposed reuse of the school. A revised Traffic Study will be required for future platting and with the development of Phases II and III as described in the Master Plan.

Staff believes the rezoning request is consistent with the adopted Land Use Plan and compatible with existing uses and available infrastructure. The PUD Master Plan gives the community and City staff security that the project will be developed as presented or will be fully vetted by the community and city staff if changes are desired at a future time. Staff has no further comments at this time.

Attachments

Ordinance 2188
PUD Rezone Petition
PUD Master Plan
Site Aerial Photo

ORDINANCE NO 2188

AN ORDINANCE amending Ordinance No. 826, the Zoning Ordinance of the City of Sheridan, to zone the entirety of the land more particularly described in Section 1., and shown on the attached Exhibit A, (PUD Layout Plan) from an R-1 Residence District to a PUD (Planned Unit Development) District; also the approval of the PUD Master Plan (comprising of attached Exhibits A and B) for the Highland Park Planned Unit Development.

WHEREAS, the owner of the following described land has petitioned the City Council to rezone the same from an R-1 Residence District to PUD District, and the owner has also submitted a PUD Master Plan for consideration, and a public hearing having been held thereon by the City Council; THEREFORE

BE IT ORDAINED BY THE CITY COUNCIL OF SHERIDAN, WYOMING:

Section 1. The following described land is hereby rezoned from an R-1 Residence District to a PUD District, to wit:

Beginning at the northeast corner of said Lot 1, Block 1 of the Highland Park Second Addition to the City of Sheridan, said Point being a distance of 70.13 feet at a bearing of N. 86°28'22" W. from the northwest corner of Block 5 of Highland Park Addition being the POINT OF BEGINNING, thence S. 0°50'25" W., 129.09 feet; thence, N. 87°54'46" W., 100.02 feet; thence S. 0°50'25"W., 16.00 feet; thence S. 87°64'46" E., 102.00 feet; thence S. 0°50'25" W., 127.98 feet; thence N. 89°07'37" W., 769.56 feet; thence N. 0°48'16"E., 304.84 feet; thence S. 86°45'50" E., 770.42 feet to the POINT OF BEGINNING. Said tract contains 5.07 acres more or less.

Section 2. That Ordinance No. 826, The Zoning Ordinance of the City of Sheridan is hereby amended to conform herewith.

Section 3. That the PUD Master be approved as the governing land use document for the property described in Section 1 and shown on Exhibit A and described in Exhibit B, and shall be duly recorded with the office of the Sheridan County Clerk.

Section 4. That this ordinance shall be in full force and effect immediately upon its passage and publication as by law provided.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2018

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

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:

   BEING LOTS 1-14, BLOCK ONE AND LOTS 1-14, BLOCK TWO,
   HIGHLAND PARK 2ND ADDITION

2. JFL LAND COMPANY, 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 Planned Unit Development.

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

Dated this 1 day of MAY, 2018.

Signed by the Petitioners:

JFL LAND CO LLC.

JIM BEDI

MANAGING PARTNER

Subscribed and Sworn before me this 1ST day of May, 2018

Notary Public

ANGIE GILBERT - NOTARY PUBLIC
COUNTY OF SHERIDAN STATE OF WYOMING
My Commission Expires 11-04-2019

My commission expires: 11-04-2019

PLANNED UNIT DEVELOPMENT DESIGN REPORT

FOR

HIGHLAND PARK 2ND ADDITION

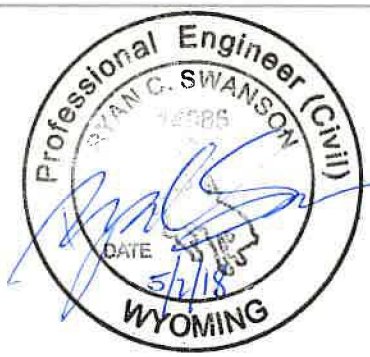
BLOCKS 1 & 2

May 2, 2018

Project #: 56V-002-001

SUBMITTED BY: Trihydro Corporation

371 Coffeen Avenue, Sheridan, WY 82801



ENGINEERING SOLUTIONS. ADVANCING BUSINESS.

Home Office | 1252 Commerce Drive | Laramie, WY 82070 | phone 307/745.7474 | fax 307/745.7729 | www.trihydro.com

Table of Contents

1.0 PROJECT SUMMARY 1-1

1.1 Project Summary 1-1
1.2 Objectives 1-1
1.3 Responsible Party 1-1
1.4 Compatibility with Neighborhood 1-1
1.5 Open Space 1-2
1.6 Traffic Impact 1-2
1.7 Schedule 1-2

2.0 LAND USES 2-1

2.1 Allowed Uses 2-1
2.2 Prohibited Uses 2-1
2.3 Setbacks and Other Restrictions 2-1
2.4 Density 2-2

3.0 IMPROVEMENTS 3-1

3.1 Municipal Water System 3-1
3.2 Municipal Sewer System 3-1
3.3 Soil Conditions, Groundwater, and Geotechnical Investigation 3-1
3.4 Off-street Parking 3-1
3.5 Stormwater and Drainage 3-1

List of Figures

1. Existing Conditions and Zoning
2. Phasing Plan and Allowable Uses
3. Proposed Floor Plan for Existing Building
4. Layout Plan

List of Appendices

A. PHASE I TRAFFIC ANALYSIS

B. ARCHITECTURAL PLAN

C. LANDSCAPING PLAN

1.0 PROJECT SUMMARY

1.1 PROJECT SUMMARY

JFL Land Company, LLC (Developer) is seeking to create a planned unit development (PUD) at the old Highland Park Elementary School. The legal description of the property is generally described as Block 1 Lots 1-12, Block 2 lots 1-14 of the Highland Park 2nd Addition Subdivision located in the NE¼ of Section 28, Township 56 North, Range 84 West of the 6th Principle Meridian. The entire project area is located between Burton and Avon Streets to the north and south, respectively; and Jackson and Highland Avenues to the west and east, respectively. The project is located within the city limits of the City of Sheridan (City).

The proposed PUD consists of converting the vacated school building to apartments and condominiums (Phase I); constructing new multi-family homes (Phase II) and creating two commercial lots (Phase III).

1.2 OBJECTIVES

The developer's goal for this project to construct an infill development and, consistent with existing land use, provide the city and the neighborhood a welcomed addition consisting of open space, well-kept multi-family apartments, condominium units, townhouses, and commercial buildings that match the surrounding neighborhood. To maintain current pedestrian traffic through the proposed site, the developer has planned a pathway which crosses the site to allow pass-through pedestrian traffic. Additionally, the developer intends to construct sidewalks around the entire property perimeter. Finally, the developer is seeking to maintain open space area within Phase II.

1.3 RESPONSIBLE PARTY

The developer, JFL Land Company, LLC will be responsible for and will implement the operation and maintenance of all common areas and facilities. For leased space, the developer will continue to manage this responsibility and will do so in conjunction with a community association established by the owners of property to be sold within the PUD after 70 percent of properties within the PUD are sold. The legal instrument that will serve as the maintenance agreement between the developer and the City will be prepared and approved by the City as required when the PUD plat is recorded.

1.4 COMPATIBILITY WITH NEIGHBORHOOD

The surrounding neighborhood consists of a mixture of R-1, R-3, and B-1 zoning (See Figure 1: Existing Conditions and Zoning). The developer is proposing a project consistent with the existing building currently on the property as

well as the surrounding homes and businesses. It is the developer's intention that the project will enhance the neighborhood by creating an infill residential development to the west, with future professional office structures only allowed along Highland Avenue where other businesses and appropriate zoning already exists. Maintaining the existing historical Highland Park school will allow this infill project to seem as if it always existed. The developer's plan is to best fit the development into the neighborhood while providing additional housing options for our City's residents.

1.5 OPEN SPACE

The proposed development will provide approximately 1.2 acres of open space, or 25% of the development, which exceeds the 20% open space requirement.

1.6 TRAFFIC IMPACT

Historic traffic for the project area while the school was active, consisted of an elementary school with an estimated 300 students. Post-development traffic projections were estimated using the Institute of Traffic Engineers 9th Edition trip generation rates. Estimated traffic during morning commutes does increase; but it does not warrant additional traffic controls for the nearby collector roadways (Appendix A). Development of Phases II and III will require additional traffic studies.

1.7 SCHEDULE

The developer wishes to commence construction of Phase I in Summer of 2018 with an estimated completion date of 2022. Phase II, if warranted by housing inventory, the economy, and other factors, may begin as early as 2019. The schedule for Phase III would be based on demand for office space which meets the uses identified in the PUD – no schedule for Phase III construction can accurately be estimated.

2.0 LAND USES

2.1 ALLOWED USES

Figure 2 identifies the proposed phased development of the PUD.

Phase I consists of converting the existing school building to apartments and condominiums. Phase I also includes constructing office space, resident storage, maintenance, resident laundry, and resident use facilities (see Figure 3) within the existing building.

Phase II consists of seven townhomes, which equates to a total of 17 dwelling units (Figure 4). Units will consist of 2 or 3-unit attached residential structures. Elevations M-1, M-2, and M-3 (Appendix B) depict the architectural features and materials of the proposed structures.

Phase III consists of two proposed professional office buildings, which uses are defined by the City Municipal Code. Structures located in Phase III (Lots 19 and 20, Figure 4) may not exceed 50% of each lot's area, with 25% of the lot area to be open space. Elevation P-1 (Appendix B) depict the architectural features and materials of the proposed structures.

2.2 PROHIBITED USES

Uses not in accordance with the proposed intention of the PUD or specifically called out in Section 2.1 above, are prohibited. Retail and other high-volume use of future structures in Phase III is not allowed outside of use described as professional offices.

2.3 SETBACKS AND OTHER RESTRICTIONS

The proposed Phases have the following setbacks (Figure 4):

- Phase I: No setbacks are proposed, as the existing structure footprint will not be modified during renovations.
- Phase II: Front and rear setbacks shall be 15 feet, with a minimum side setback of 5 feet on non-corner lots, 10 feet on corner lots, except for townhouses which share common lot lines. Heights shall not exceed two stories and 35 feet.
- Phase III: Setbacks shall be 15 feet on front, back, and corner sides. Setback shall be 5 feet between lots. Heights shall not exceed two stories and 35 feet.

2.4 DENSITY

The entire PUD area consists of 5.1 acres. Full build-out will consist of 17 townhome units, 8 condominiums, and 14 apartments - for a total of 39 dwelling units within Phase I and II. The resulting density consists of 0.12 units per acre. 20% or more of the PUD will consist of open space as discussed in previous sections of this report.

3.0 IMPROVEMENTS

3.1 MUNICIPAL WATER SYSTEM

Phase I currently has a 2-inch water service tap to the City water system. This service is adequate for the proposed uses of this Phase, and no additional water service is requested for Phase I. Water usage for future Phases II and III will be analyzed at the time of their development. Existing water mains are located in adjacent roadways.

3.2 MUNICIPAL SEWER SYSTEM

Phase I currently has a 6-inch sewer service tap to the City sanitary sewer system. This service is adequate for the proposed uses of this Phase, and no additional service is requested for Phase I. The existing sanitary sewer capacity will be evaluated prior to Phases II and III being developed. Existing sanitary sewer mains exist in City streets to the west and south of the property, with a possible connection to the northeast (Figure 1).

3.3 SOIL CONDITIONS, GROUNDWATER, AND GEOTECHNICAL INVESTIGATION

Site soils primarily consist of Urban Platsher-Wolfvar complex. This soil has moderate permeability and is well drained. Depth to water table is more than 80 inches as reported in the area per the NRCS Soil Survey. With Phase I consisting of renovations of a structurally sound existing structure, no further investigation is warranted. Future phases will require geotechnical investigation prior to development.

3.4 OFF-STREET PARKING

Per City Municipal Code, multi-family structures are required to have 1.5 off-street parking spaces per dwelling unit. Phase I consists of 22 dwelling units. Phase I will provide off-street parking consisting of 21 carports, and 8 two-car garages for a total of 37 off-street parking areas. Phase II consists of 17 dwelling units. Each unit includes a single-car garage and a driveway space which equates to 34 off-street parking spaces, or 2 parking spaces per dwelling unit. While Phase III does not have a defined layout, off-street parking of 1 space per 350 square feet of floor area will be required to be identified prior to development of Phase III.

3.5 STORMWATER AND DRAINAGE

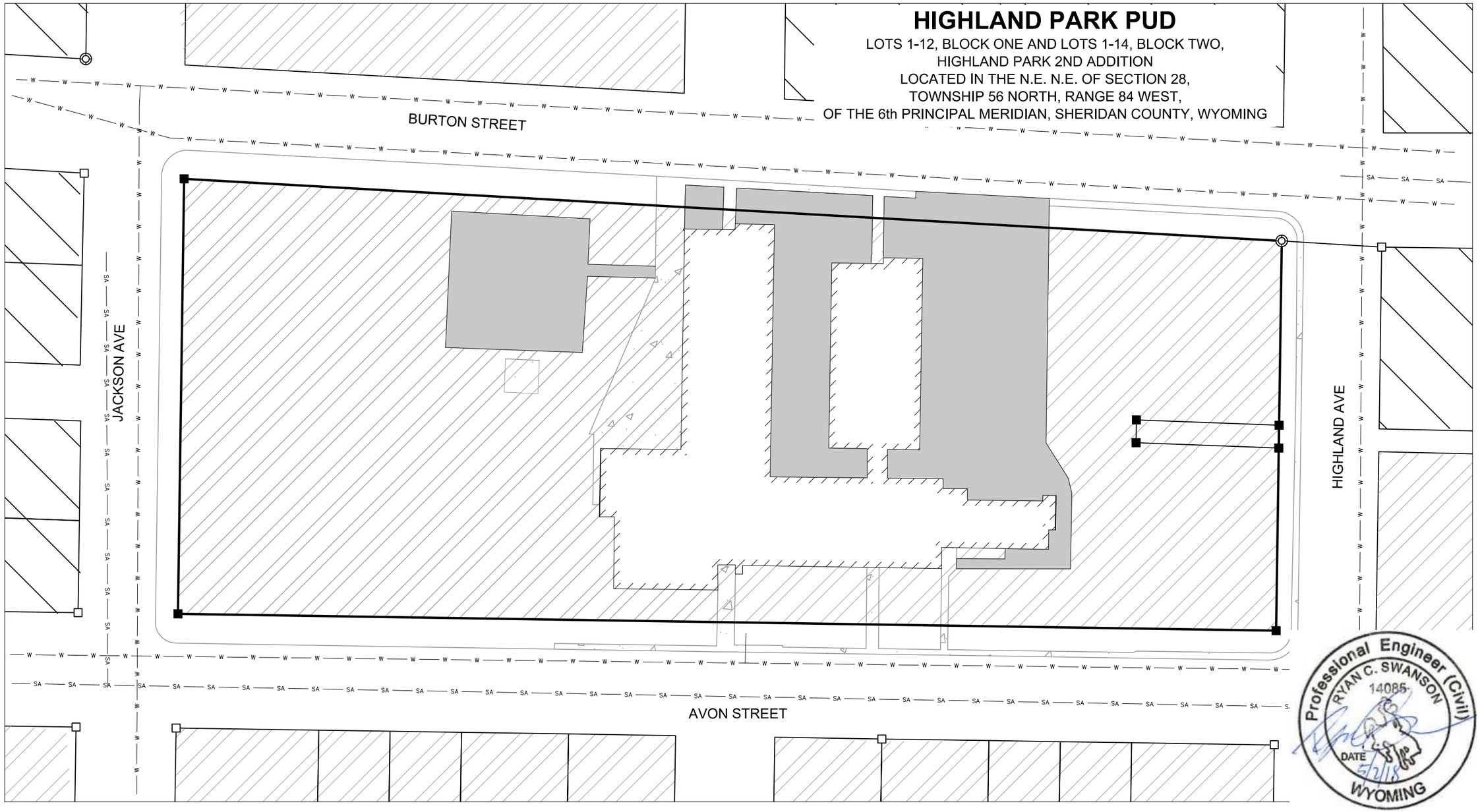
Physical inspection of existing structures and drainage patterns for the existing building indicate no drainage problems or issues are present at the site. However, as shown in the Landscaping Plan (Appendix C), a proposed rock garden/retention area located in Phase I is proposed to the west of the existing structure to help mitigate any additional

flows. Further investigation and analysis of stormwater runoff and drainage of the development will be required for future phases prior to approval.

FIGURES

HIGHLAND PARK PUD

LOTS 1-12, BLOCK ONE AND LOTS 1-14, BLOCK TWO,
HIGHLAND PARK 2ND ADDITION
LOCATED IN THE N.E. N.E. OF SECTION 28,
TOWNSHIP 56 NORTH, RANGE 84 WEST,
OF THE 6th PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING



LEGEND

- R1 - ZONE
- R3 - ZONE
- B1- ZONE
- SET ALUMINUM CAP
- FOUND ALUMINUM CAP
- FOUND IRON PIPE
- PARCEL BOUNDARY
- SUBJECT PROPERTY LINE
- EXISTING WATER MAIN
- EXISTING SANITARY MAIN
- EXISTING CONCRETE SURFACE
- EXISTING ASPHALT SURFACE

N

0 70'

Rev.	Date	Description	By	Chk'd
REVISIONS				

Drawn By: RS | Checked By: TE | Scale: 1"=70'

Trihydro CORPORATION
1252 Commerce Drive
Laramie, Wyoming 82070
www.trihydro.com
(P) 307/745.7474 (F) 307/745.7729

Date: 4/26/2018

FIGURE 1

EXISTING CONDITIONS AND ZONING

HIGHLAND PARK
PLANNED UNIT DEVELOPMENT

File: 170086_HP LOT LAYOUT | Rev: 1

Professional Engineer (Civil) RYAN C. SWANSON 14085 DATE 5/2/18 WYOMING

Z:_ACTIVE_170086_JBD_HIGHLAND PARK REZONE\DRAWINGS_WORKING\170086_HP LOT LAYOUT

HIGHLAND PARK PUD

LOTS 1-12, BLOCK ONE AND LOTS 1-14, BLOCK TWO,
HIGHLAND PARK 2ND ADDITION
LOCATED IN THE N.E. N.E. OF SECTION 28,
TOWNSHIP 56 NORTH, RANGE 84 WEST,
OF THE 6th PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING

BURTON STREET

JACKSON AVE

HIGHLAND AVE

PHASE II
MULTI-FAMILY RESIDENTIAL

ALLOWED USES:
2 OR 3 FAMILY TOWNHOMES, MAXIMUM 2 STORIES HEIGHT

SETBACKS:
15' FRONT AND BACK
5' SIDE

PHASE I
MULTI-FAMILY RESIDENTIAL

ALLOWED USES:
APARTMENTS, CONDOMINIUMS, AND THEIR ASSOCIATED PARKING IMPROVEMENTS

SETBACKS:
NONE

PHASE III
COMMERCIAL

ALLOWED USES:
PROFESSIONAL OR MEDICAL OFFICES

SETBACKS:
15' FRONT AND BACK
5' SIDE

OTHER
BUILDINGS MAY NOT ENCOMPASS MORE THAN 50% LOT SQUARE FOOTAGE AND 25% OPEN SPACE PER LOT

AVON STREET

Professional Engineer (Civil)
RYAN C. SWANSON
14085
DATE 4/2/18
WYOMING

LEGEND

- PHASE I
- PHASE II
- PHASE III
- SET ALUMINUM CAP
- FOUND ALUMINUM CAP
- FOUND IRON PIPE
- PARCEL BOUNDARY
- SUBJECT PROPERTY LINE

N

0 70'

Rev.	Date	Description	By	Chk'd
REVISIONS				

Drawn By: RS | Checked By: TE | Scale: 1"=70'

Trihydro CORPORATION
1252 Commerce Drive
Laramie, Wyoming 82070
www.trihydro.com
(P) 307/745.7474 (F) 307/745.7729

Date: 4/30/2018

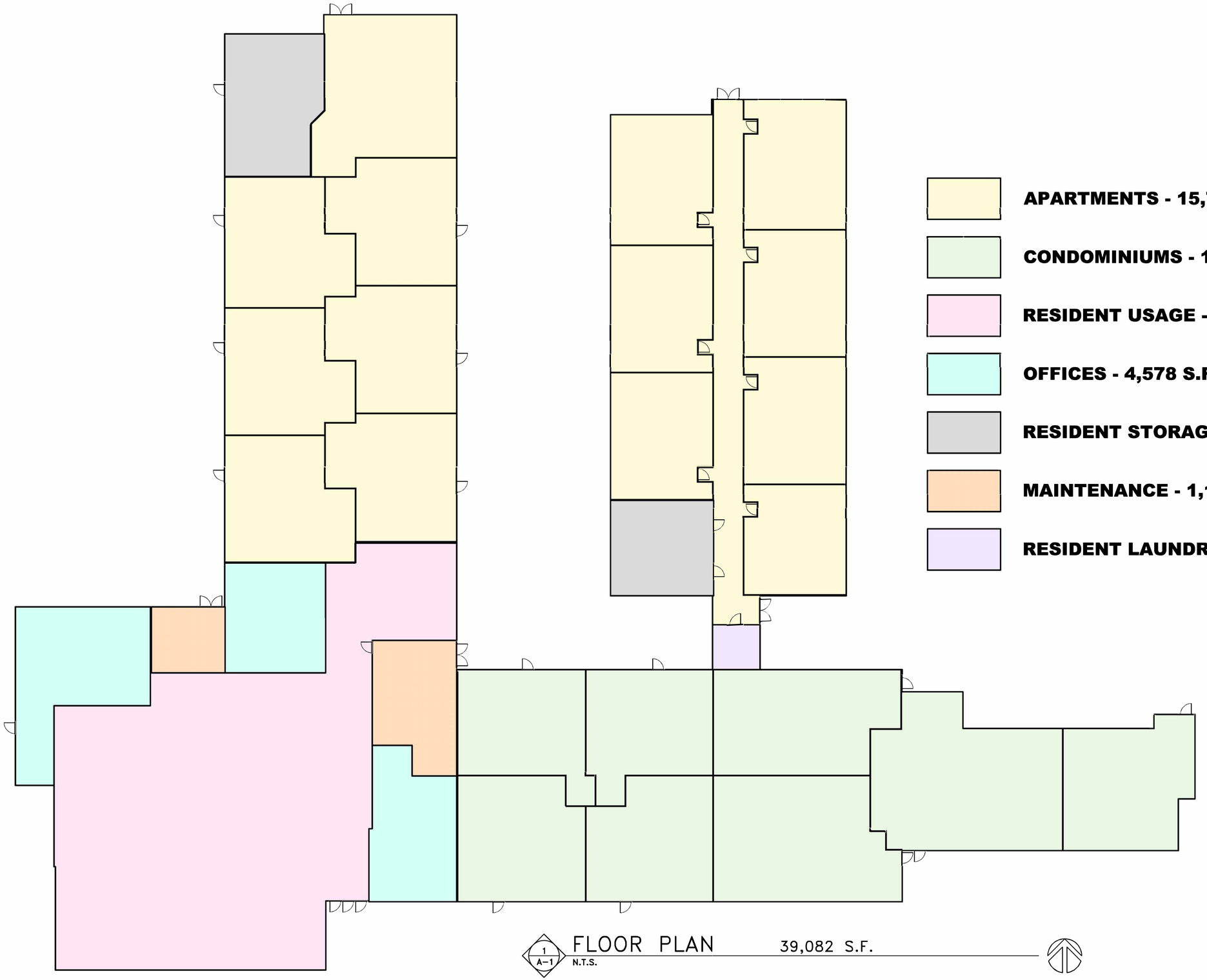
FIGURE 2

PHASING PLAN AND ALLOWABLE USES

HIGHLAND PARK PLANNED UNIT DEVELOPMENT

File: 170086_HP LOT LAYOUT | Rev: 1

Z:_ACTIVE_170086_JRD_HIGHLAND PARK REZONE\DRAWINGS_WORKING\170086_HP LOT LAYOUT



APARTMENTS - 15,777 S.F.

CONDOMINIUMS - 10,409 S.F.

RESIDENT USAGE - 5,331 S.F.

OFFICES - 4,578 S.F.

RESIDENT STORAGE - 1,725 S.F.

MAINTENANCE - 1,108 S.F.

RESIDENT LAUNDRY - 154 S.F.

1 A-1 FLOOR PLAN 39,082 S.F.
N.T.S.

1656 South Sheridan Avenue
PO Box 7136
Sheridan, Wyoming 82801
PHONE (307) 672-5444
FAX (307) 672-0504

DESIGN JMB
DRAWN JAS
CHECKED JMB
JOB No.
DATE 04.24.18

PROJECT: HIGHLAND PARK PUD
SHERIDAN WYOMING

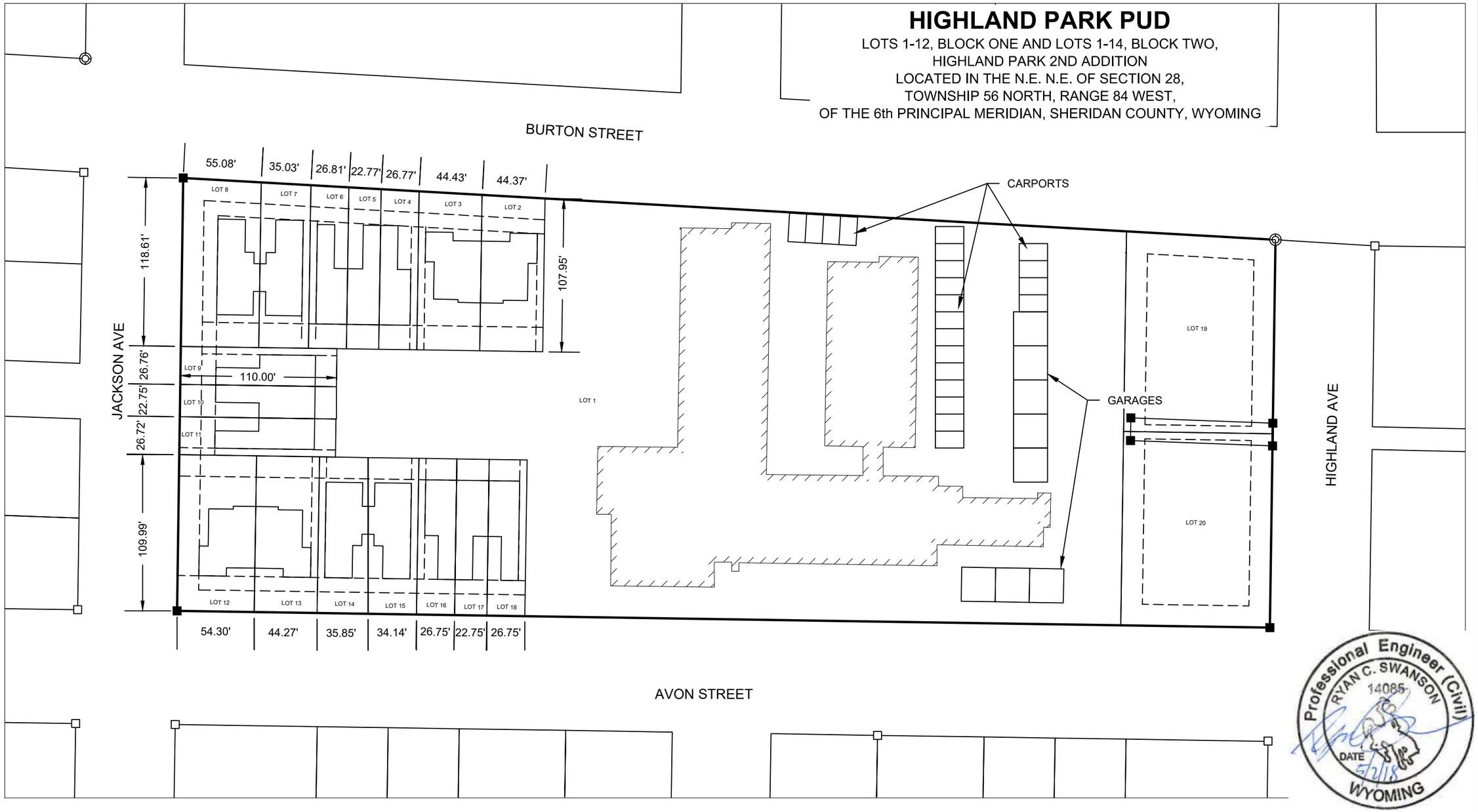
SHEET TITLE:
PROPOSED FLOOR PLAN FOR EXISTING BUILDING

REVISIONS

SHEET:
FIG 3

HIGHLAND PARK PUD

LOTS 1-12, BLOCK ONE AND LOTS 1-14, BLOCK TWO,
HIGHLAND PARK 2ND ADDITION
LOCATED IN THE N.E. N.E. OF SECTION 28,
TOWNSHIP 56 NORTH, RANGE 84 WEST,
OF THE 6th PRINCIPAL MERIDIAN, SHERIDAN COUNTY, WYOMING



Professional Engineer (Civil)
RYAN C. SWANSON
14085
DATE 6/1/18
WYOMING

LEGEND

- SET ALUMINUM CAP
- FOUND ALUMINUM CAP
- FOUND IRON PIPE
- PARCEL BOUNDARY
- SUBJECT PROPERTY LINE

N

0 70'

Rev.	Date	Description	By	Chk'd
REVISIONS				

Drawn By: RS | Checked By: TE | Scale: 1"=70'

Trihydro CORPORATION
1252 Commerce Drive
Laramie, Wyoming 82070
www.trihydro.com
(P) 307/745.7474 (F) 307/745.7729

Date: 4/26/2018

FIGURE 4

LAYOUT PLAN

HIGHLAND PARK
PLANNED UNIT DEVELOPMENT

File: 170086_HP LOT LAYOUT | Rev: 1

Z:_ACTIVE_170086_JRD_HIGHLAND PARK REZONE\DRAWINGS_WORKING\170086_HP LOT LAYOUT

APPENDIX A

PHASE I TRAFFIC ANALYSIS

May 2, 2018

Mr. Lane Thompson, P.E.
City of Sheridan
55 Grinnell Plaza
Sheridan, WY 82801

RE: Highland Park Planned Unit Development Phase I Traffic Plan

Dear Mr. Thompson:

JFL Land Company, LLC, (and partners) of Sheridan, Wyoming have recently purchased the property known as the former Highland Park Elementary school, or Lots 1-14 of Block 1 and Lots 1-14 of Block 2 of the Highland Park 2nd Addition Subdivision. Burton Street borders the property to the north, Avon Street to the south, Jackson Avenue to the west, and Highland Avenue to the east. Currently, the building and surrounding property are vacant.

The property previously served as an elementary school where the majority of the traffic was generated by traffic to and from the school. With an estimated 300 students enrolled at Highland Park Elementary, daily trip counts were approximately 387 trips per day. Historic peak morning hour trip generation was negligible, while evening peak hour trip generation was estimated at 47 trips.

The developer wishes to rezone the property and construct fourteen (14) 2-bedroom apartments and eight (8) condominiums within the existing building. Eight (8) two-car garages and twenty-one (21) carports **(See Figure 1)** would be constructed in the paved areas located east of the existing building. These garages and carports are to be built at approximately the same location as existing asphalt pavement as visible on aerial imagery shown in **Figure 2**.

The existing approach on the north side of the school is approximately 250 feet in length and was previously used for commercial needs of the school building when it was in service. The proposed construction shown in Figure 1 shows only part of this paved area remaining after development, with an approximate 30-foot approach to the northern street of Burton Street. The parking area for the garages and carports is designed to serve as parking for the residents of this development, with no on-street parking required.

Traffic from four (4) existing multi-family units, and one exit from the parking area of Martin Luther Grammar School access Burton Street in addition to traffic from this proposed development. Other traffic from the nearby pediatric/medical facilities are likely to travel along Jackson Avenue to 5th Street thus not adding significant trips to Burton Street.

Using the Institute for Traffic Engineers (ITE) Trip Generation Manual, 9th Edition (see **Table 1**, below), the number of trips generated by existing businesses and residences adjacent to the property is approximately 44 trips per day, while historical trip generation would be nearly 431 trips per day (if Highland Park School was still active). The addition of the 14 proposed apartments and 8 proposed condominiums would generate approximately 146 additional trips per day for a total estimated average daily trip generation of 190 trips per day on Burton Street.

For peak values, the existing AM peak hour rate is estimated to be approximately 2 trips per hour, with a PM peak hour rate of 2.08 trips per hour. If the school was still active, the PM peak hour rate would exceed 47 trips per hour. The addition of the proposed apartments adds 10 trips to the AM peak hour trip generation, and 13 trips to the PM peak hour trip generation.

TABLE 1. TRIP GENERATION RATES

Land Use	ITE Code	Unit	Daily	AM Peak Hour	PM Peak Hour
Apartments	220	Dwelling Unit	6.65	0.51	0.62
Townhomes	230	Dwelling Unit	5.81	0.44	0.52
School	520	Students	1.29	n/a	0.15

TABLE 2. ESTIMATED TRIP GENERATION SUMMARY

	Historic Trip Generation	Current Trip Generation	Post-Development Trip Generation
Average Daily Trips	431	44	190
Peak Hour (AM) (trips/hour)	1.76	1.76	12.9
Peak Hour (PM) (trips/hour)	47.08	2.08	15.7

The trips generated resulting from the proposed development is 45% of the historical trip generation while the property was an active elementary school. The increased traffic at the intersection of Highland Avenue and Burton Street should not significantly impact traffic flows as sight distances are adequate at this intersection.

In summary, while the development of this property into apartments will increase existing traffic on Burton Street, it is not a significant impact warranting additional signals or controls in the area.

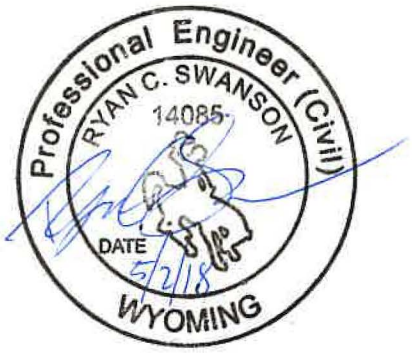
Please do not hesitate to contact us with any questions or comments at (307) 675-1919.

Sincerely,
Trihydro Corporation

Ryan Swanson, PE
Professional Engineer

56V-002-001

Attachment



FIGURES

FIGURE 1. CONCEPTUAL GARAGE & CARPORT LOCATIONS

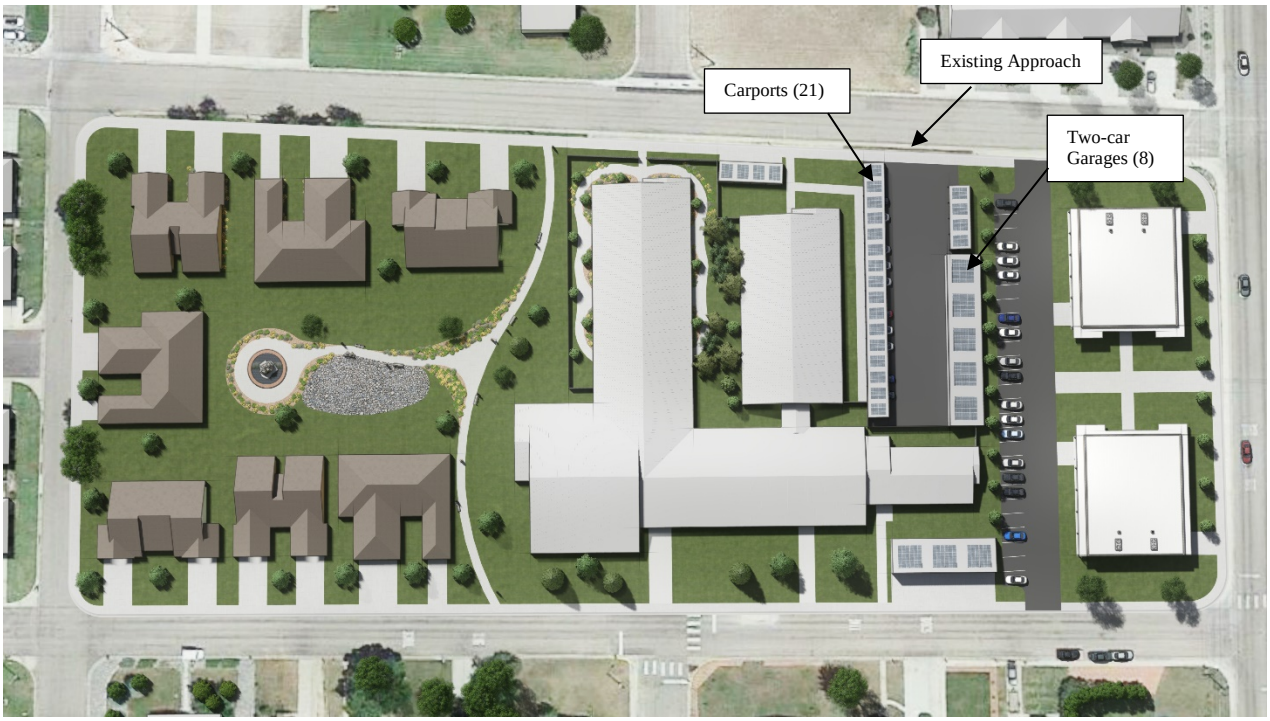
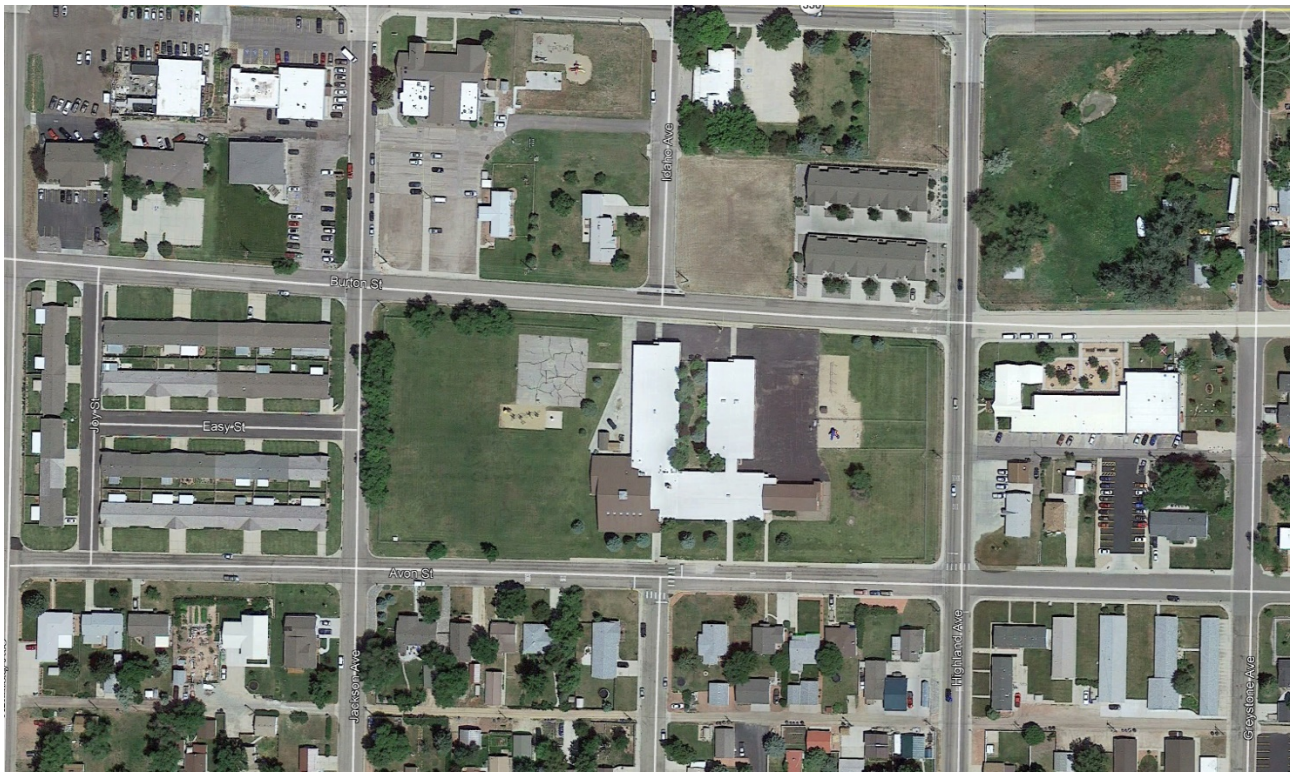


FIGURE 2. AERIAL IMAGERY

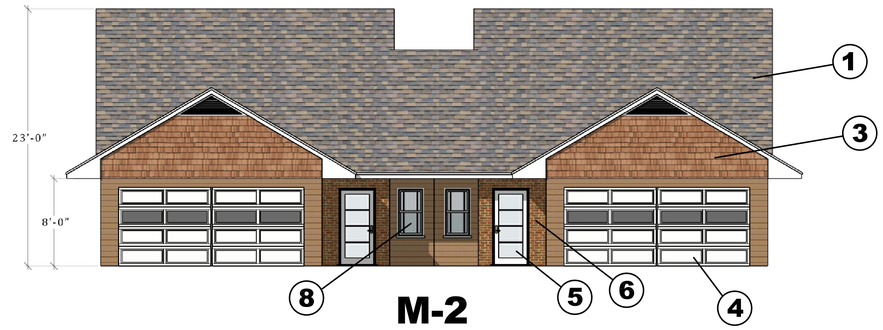


APPENDIX B

ARCHITECTURAL PLAN



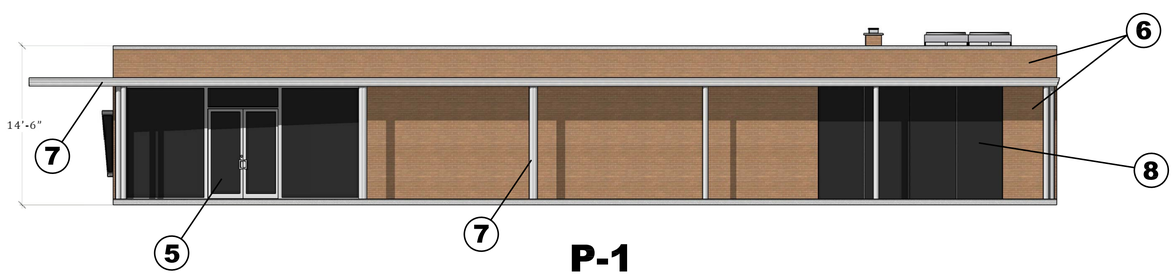
M-1



M-2



M-3



P-1

KEY PLAN

1 ROOFING: ARCHITECTURAL GRADE ASPHALT SHINGLES, EARTH TONE; METAL ROOFING: STANDING SEAM, EARTH TONE

2 SIDING: CEMENT BOARD SIDING, METAL SIDING, EARTH TONES, TRIMS OF LIKE MATERIAL

3 GABLE ENDS : WOOD SHINGLES, CEMENT AND METAL SIDING MATERIAL, EARTH TONE

4 OVERHEAD DOOR: METAL SECTIONAL DOOR, EARTH TONE, 20% GLAZING

5 ENTRY DOOR: WOOD, METAL, FIBERGLASS; GLAZING 20%; PROFESSIONAL SPACE ENTRY: STORE FRONT FRAMES, CLEAR TO LOW SOLAR GAIN GLASS, 80% GLAZING

6 MASONRY: BRICK, EARTH TONES; STONE, EARTH TONES; CULTURED STONE, EARTH TONES

7 METAL STRUCTURES: WEATHERED STEEL

8 GLAZING: RESIDENTIAL, METAL CLAD CASEMENT OR DOUBLE HUNG, LOW E GLASS; PROFESSIONAL STORE FRONT FRAMES, CLEAR TO LOW SOLAR GAIN, INSULATED GLASS, 80% GLAZING

9 E.F.I.S. (EXTERIOR FINISH & INSULATION SYSTEM): EARTH TONES

1656 South Sheridan Avenue
PO Box 7136
Sheridan, Wyoming 82801
PHONE (307) 672-5444
FAX (307) 672-0504

DESIGN JMB
DRAWN JAS
CHECKED JMB
JOB No.
DATE 04.24.18

PROJECT:
HIGHLAND PARK PUD
SHERIDAN WYOMING

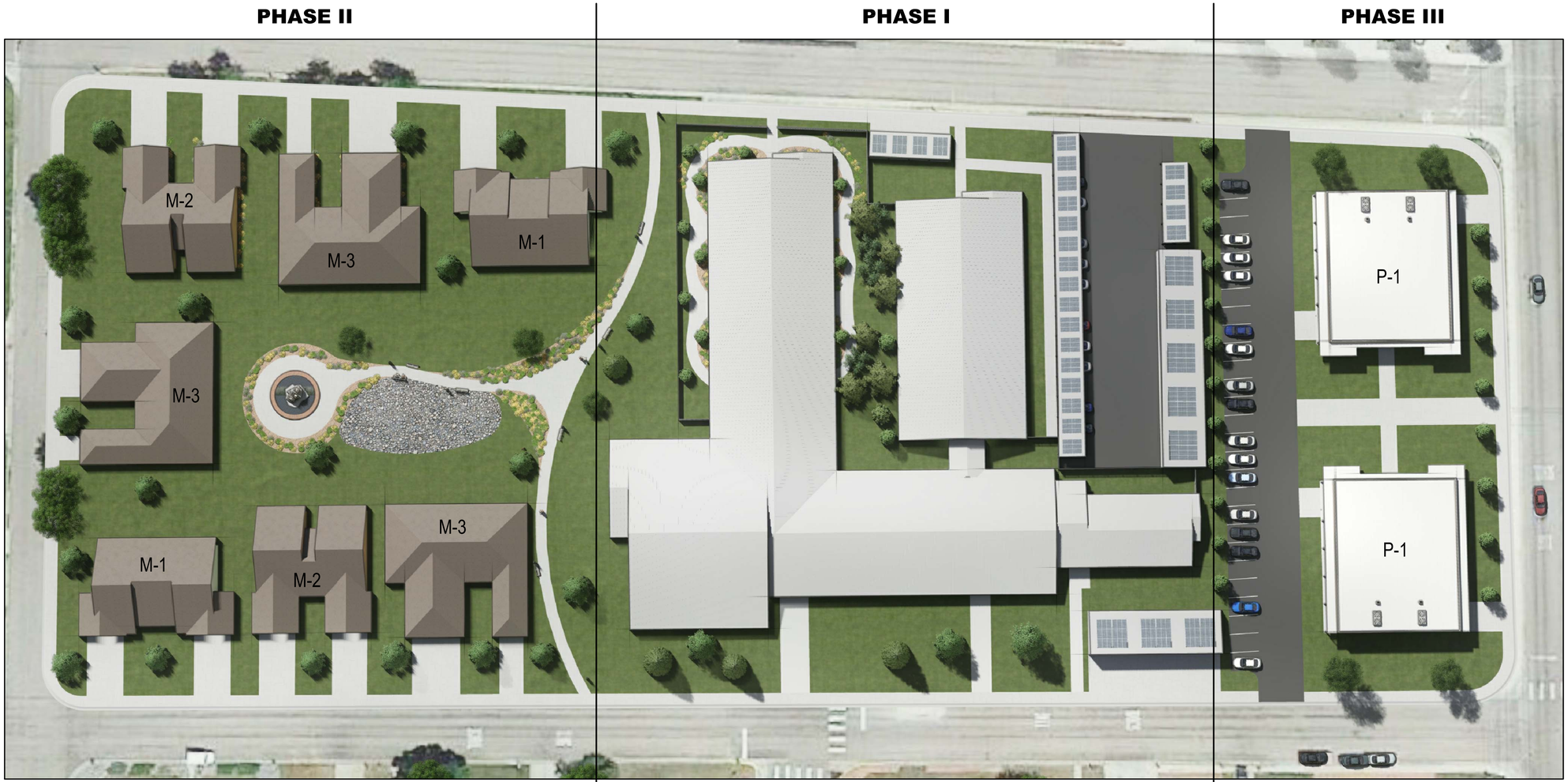
SHEET TITLE:
ELEVATIONS AND MATERIALS

REVISIONS

SHEET:
A-2

APPENDIX C

LANDSCAPE PLAN



TREES

PHASE I: CONIFERS 35%, BLUE SPRUCE — DECIDUOUS 65% COTTONWOOD, ASPEN, ASH

PHASE II: CONIFERS 35%, BLUE SPRUCE, PONDEROSA PINE — DECIDUOUS 65% LYNDEN, ASH, ASPEN

PHASE III: DECIDUOUS 100% ASH, ASPEN

LANDSCAPING

PHASE I: GRASSES & VARIOUS SHRUBS

PHASE II: GRASSES - KENTUCKY BLUE GRASS, XERISCAPE ROCK & STONE, DROUGHT RESISTANT PLANTINGS

PHASE III: GRASSES - KENTUCKY BLUE GRASS, XERISCAPE ROCK & STONE, DROUGHT RESISTANT PLANTINGS

FENCING

PHASE I: METAL & WOOD, MEDIUM TO HIGH QUALITY MATERIAL

PHASE II: METAL & WOOD, MEDIUM TO HIGH QUALITY MATERIAL

PHASE III: METAL & WOOD, MEDIUM TO HIGH QUALITY MATERIAL

LIGHTING

PHASE I: DOWN-CASTING LED LIGHTING

PHASE II: DOWN-CASTING LED LIGHTING

PHASE III: DOWN-CASTING LED LIGHTING

1656 South Sheridan Avenue
PO Box 7136
Sheridan, Wyoming 82801
PHONE (307) 672-5444
FAX (307) 672-0504

DESIGN JMB
DRAWN JAS
CHECKED JMB
JOB No.
DATE 05.01.18

PROJECT: HIGHLAND PARK PUD SHERIDAN WYOMING

SHEET TITLE: SITE PLAN

REVISIONS

SHEET: A-3



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.

CITY OF Sheridan WYOMING

Highland Park 2nd Addition rezone

N

0 0.0125 0.025 0.05 Miles

Name: sgoodman Date: 03/13/2018

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Third and Final Reading of Ordinance #2185, the Adoption of Mobile Vending Ordinance - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/29/2018

Recommendation:

Staff recommends City Council approval of Ordinance 2185, introducing Mobile Vending Regulations to the City of Sheridan City Code Chapter 8.

Planning Commission Action:

The Planning Commission recommended approval of this Ordinance during their April 9, 2018 meeting.

Background:

The purpose of Ordinance 2185 is to create basic regulations for mobile vending operations in the City of Sheridan to ensure the public health, safety and welfare of the city residents and visitors. Staff has endeavored to balance the perceived impact to existing brick and mortar businesses and the desire to provide business opportunities for local entrepreneurs. The City recognizes that mobile vending contributes to the diversity of food and retail options and expands economic activity in our community. The draft ordinance covers vending on the street, sidewalk, and private property locations.

Currently mobile vending is regulated only for mobile food concessions through a Various Use Permit (VUP). Applicants provide proof of food license permit, liability insurance, and sales tax ID number. The application asks for primary location information, but does not address many of the things this proposed ordinance seeks to do. The current VUP costs $30 per day or $120 for an annual permit. VUPs are administratively approved by Department Heads.

The proposed ordinance will create an annual permitting process for mobile vending activities. Applicants will obtain a permit to be granted legal permission to vend on public and private properties within the City. Applicants will provide necessary documentation including in most cases a valid Wyoming sales tax ID, proof of $1,000,000 in liability insurance, and applicable food service permit if necessary. Vendors will be required to have properly licensed and insured vehicles and equipment in accordance with City Ordinance.

In addition to the Mobile Vending Permit, a Mobile Vending Court Permit is designed to allow for the operation of multiple mobile food and retail vendors in one place. The Mobile Vending Court Permit applicant will provide an overall plan for parking, seating, restrooms, trash and safety. Mobile Vending Caterers are exempt from the permitting requirements.

Some limitations on operations are contained in the draft ordinance. Staff is proposing mobile vendors maintain a 200 foot separation from primary schools. Additionally, vendors operating within 200 feet of a residentially zoned area have reduced operating hours. Generally all vendors shall end operation and sales by 2:00 a.m. on public property. Vendors operating near residential zoning are limited to 10:00 p.m. Sunday through Thursday and 12:00 a.m. on Friday and Saturday. Vendors should not park or open for business in public areas prior to 6:00 a.m.

Locations for vending are guided by the document as well. Mobile vending units and associated equipment shall maintain a 25 foot setback from intersections and maintain 10 foot separation from fire hydrants. Vending units should be positioned and oriented such that all sales occur toward the sidewalk or away from the designated traffic way.

A handful of other proposed regulations are addressed in the draft ordinance. Mobile vendors serving food or otherwise disposable items shall provide 50 gallons in trash containment. Mobile vendors are subject to all noise, lighting, and signage regulations of the City of Sheridan. Mobile vendors may use exterior outlets on buildings or other electrical service for operation so long as they have the owner's permission and secure the cabling to avoid a tripping hazard.

Discussion:

Mobile food truck vendors and other mobile vendors are increasingly popular in communities. Mobile vending offers a potentially easier entry into entrepreneurship and allows new businesses to build a following and a customer base as they weigh options of moving to a permanent brick and mortar location. Mobile vendors are also increasingly popular among residents and visitors and they tend to contribute to the overall excitement and atmosphere of a business district. Staff's goal in the development of this ordinance was to balance the desire to provide some basic rules for operating mobile vending in the City without overburdening mobile vendors. Staff is recommending that mobile vendors that are currently operating with a valid VUP will not be required to acquire an additional Mobile Vending Permit until the expiration of their VUP.

Understanding the concerns and soliciting the ideas of mobile vending operators, local businesses, and community members was an important step in drafting the regulations. Staff worked with the Downtown Sheridan Association (DSA), Chamber of Commerce, and specific mobile vending operators throughout the process. Public outreach regarding the proposed Mobile Vending regulations included a series of initial open houses, sharing of draft regulations and subsequent work sessions on the proposed regulations. A summary of the public outreach events are listed below.

8/9/2017 Public Open House (DSA)
8/22/2017 & 8/29/2017 Public Meetings (Chamber of Commerce)
2/8/2017 Email of Draft Regulations to Stakeholders
2/22/2018 Chamber BRE Committee Work Session on the Draft Regulations
3/8/2018 Public Pulse Discussion
3/15/2018 & 3/20/2018 Email Invites and Updated Draft Regulations to Stakeholders
4/4/2018 Public Open House

Attachments

Tracked Changes Ord 2185
Ord 2185 Clean

ORDINANCE NO.2185

AN ORDINANCE adopting provisions concerning mobile vending for Chapter 8 SPECIFICALLY:

WHEREAS, The City of Sheridan recognizes that mobile vending contributes to the diversity of food and retail options, provides business opportunities for local entrepreneurs, and encourages economic activity in our community.

WHEREAS, The purpose of these guidelines is to provide regulation of street, sidewalk, and private property vending activities in Sheridan to ensure the public health, safety, and welfare of city residents and visitors while making certain these activities are courteous to existing local businesses.

WHEREAS, this Ordinance shall be located and Titled under Chapter 8 of the City of Sheridan Ordinances.

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

That the following Sections shall be adopted as follows:

Title: Mobile Vending

1. Definitions

Mobile Catering/Caterer: A Mobile Vendor invited as a guest to a property to provide food, drink or other products intended to be consumed at an event, picnic, bazaar, fair, rodeo, special holiday, activity or similar private gathering where the attendees or patrons do not pay additional individual costs.

Mobile Vendor: Any person that sells or offers for sale goods, products, services or food from a mobile vending unit within the city, excluding raw agricultural fruit, vegetables, and grains sold by the individual(s) growing the product.

Mobile Vending Court: A group of two or more Mobile Vendors renting, leasing or using private property for the purpose of providing a location for Mobile Vendors to make sales.

Mobile Vending Units:

a. A motorized vehicle, as defined by W.S. § 31-1-101(a)(xv), from which a vendor offers for sale or sells goods, products, services or food to the public; or

b. A trailer that is pulled by a motorized vehicle and has no power to move on its own from which a Mobile Vendor offers for sale or sells goods, products, services or food to the public.

c. A Mobile Vending Unit includes tables and other means of product display provided the goods are transported or delivered to the sale location by a mobile vending unit.

Neighborhood Mobile Vendor: A vendor operating on streets, sidewalks, alleys or other areas generally accessible to the public in residential zoning districts which provides a retail sale or service of only ready-to-eat or packaged food in individual servings from a mobile vehicle or pushcart licensed for such use.

Special Event: A Special Event as used by this Chapter is defined as an event, parade, farmers market, expo, parade, celebration, protest, rodeo, fair, or similar type activity where a permit is obtained under other chapters of the City of Sheridan Ordinances which allow for the activity to occur.

2. Mobile Vending Permit

a. Prior to operating, Mobile Vendors within the City of Sheridan must obtain a mobile vending permit. Permits shall be obtained at least five (5) business days prior to the first day of the sale of goods. A separate permit shall be required for each mobile vending unit except as allowed by this Chapter. Neighborhood Mobile Vendors shall obtain a Mobile Vending Permit to operate. Mobile Vending Caterers are exempt from this permit requirement.

b. Permit Application Requirements:
   i. Applicant shall provide:
      A. Name, address and contact information of the Owner of the Unit(s).
      B. Proposed days and hours of operation.
      C. Type of items, services or goods to be sold.
      D. Proof of current and valid driver license.
      E. Sales tax ID certificate
      F. A current Wyoming Department of Agriculture License (food service permit) if applicable.
      G. Proof of current and valid certificate of liability insurance in the amount of $1,000,000 or greater.
      H. Current and valid vehicle insurance as required by City of Sheridan Ordinance 16-14.6.
      I. Current and valid Vehicle Registration

   ii. Permits shall be displayed at all times in a conspicuous place on the mobile vending unit where they can be read by the general public.

iii. The City of Sheridan may create a standard form for applications which may require additional information not required by this Ordinance.

c. Additional Permits:

i. A permit granted by this Chapter shall not constitute or allow the sale of alcoholic beverages.

ii. A permit granted by this Chapter shall not grant or authorize the blockage of any public right of way unless specifically authorized by the City of Sheridan.

d. Permit Revocation and Expiration:

i. Annual permits expire on December 31st of each year, and shall be renewed annually.

ii. Weekly permits expire seven (7) days after the first day of operation or sales.

e. The City may waive the requirement of having a Mobile Vending Permit if the mobile vendor is to be a participant in a special event in which a special use permit has been approved.

f. Permit Fees: All permit fees shall be established by Resolution of the City Council.

3. Mobile Vending Court Permit

a. A permit shall be required to operate or establish a Mobile Vending Court.

i. The applicant shall provide information as required by the City of Sheridan as indicated on the Permit Application Form. In addition to those requirements, the applicant shall provide the additional information.

(A) A plan describing the waste disposal, public seating, public parking, and restroom facilities.

(B) A drawing of the facility layout showing location of vendors, access points for public and emergency vehicles.

ii. Applicants shall be responsible for ensuring that each mobile vendor can satisfy and meet the requirements of Section 2(b)(i-iii). Additional

permits shall not be required for Mobile Vendors located in the Mobile Vending Court.

iii. A Mobile Vending Court permit shall not be applicable to or usable by mobile vending units not located within the Court.

b. Permit Fees: All permit fees shall be established by Resolution of the City Council.

4. Locations on Private Property

a. This Chapter shall apply to any Mobile Vendor located on private property.

b. Any Mobile Vendor located on private property shall have permission from the owner to conduct sales and business from the location.

5. Locations on Public Property

a. Mobile Vendors and Neighborhood Mobile Vendors shall not operate within a 200 ft. radius of a primary school, measured from the property boundary lines of the property where sales occur, unless, as granted by the school for a special event.

b. Mobile vendors shall only be permitted to make sales on Main Street or other Wyoming Department of Transportation (WYDOT) controlled rights-of-way during special events and may remain at the location only for the duration of the event. WYDOT approval shall be required with the special event.

c. Mobile Vendors shall not operate on public property in residential zones. This prohibition shall not apply to Mobile Catering Vendors or Neighborhood Mobile Vendors who are selling while in transit.

d. Mobile Vendors and Neighborhood Mobile Vendors shall be allowed within a public park only when permitted during special events and may remain at the location only for the duration of the event. The mobile vending unit must be located so as to avoid creating conflicts with pedestrian or motor vehicle traffic or creating other safety problems.

6. Hours of Operation

a. Mobile Vendors may operate on public property in nonresidential zones from 6:00 a.m. - 2:00 a.m. All mobile vending vehicles and equipment must be removed from public

property by 2:00 a.m. each day and shall not return prior to 6:00 a.m. unless otherwise approved with a special event permit.

b. Mobile Vendors within 200 feet of a residential zoning must cease operation by 10:00 p.m. Sunday - Thursday and by 12:00 a.m. on Friday and Saturday unless approved otherwise with a special event.

c. Neighborhood Mobile Vendors operating within a residential zone must cease operation by 8:00 p.m. unless otherwise approved with a special event

7. Operation and Sales

a. The mobile vending unit shall be properly secured and open flames extinguished when the unit is unoccupied.

b. Mobile Vendors serving food or related items with disposable material shall provide waste containers that can hold a minimum of fifty (50) gallons. All trash shall be properly disposed of off-site at the end of the sales day.

c. Customers shall not be permitted to receive goods from the street side of the vehicle. All sales and service shall occur on the sidewalk or away from designated traffic ways..

8. Parking and Pedestrian Access

a. Mobile vending units are subject to and must comply with all applicable City of Sheridan parking regulations including ADA parking and accessibility requirements and may not operate in a manner that impedes vehicular traffic.

b. Mobile Vendors must operate their mobile vending unit in a manner that does not impede pedestrian access along a sidewalk or public right-of-way. The vendor must maintain a clear pedestrian pathway along the public sidewalks at all times.

c. The mobile vending vehicle and associated equipment shall not encroach into a vision clearance triangle formed by lines extending twenty-five (25) feet from the corner in each direction from the intersection.

d. Mobile vending vehicles and associated equipment shall be a minimum of ten (10) feet from fire hydrants.

9. Noise, Lighting, Signage, and Fire Prevention

a. Mobile Vendors shall adhere to all ordinances of the Sheridan Municipal Code including but not limited to those regarding noise, lighting, signage and fire prevention standards,

and may be inspected by the Fire Marshall or other City Officials to ensure Municipal Code compliance for the health, safety, and general welfare of the public.

b. A sign proposal shall be submitted with the vendor application, which indicates size and use of each proposed sign. Signs shall not impede or obscure the visibility for pedestrian or vehicular traffic.

10. Public Utilities

a. The mobile vending unit must be self-contained and may not connect to City of Sheridan water during operation while located on the public right-of-way. Mobile vending units may take power from a private property outlet with permission of the owner; connections and cords must be properly sized for the intended use. Cabling and other devices or equipment must be properly secured and marked across pedestrian ways to avoid tripping and other hazards to the public.

b. Mobile vending units may receive pre-approval from the City Administrator or designee to connect to City owned power sources in public parks or other public areas of the City of Sheridan.

11. Enforcement

a. In addition to the provisions of this Chapter, Mobile Vendors must comply with all other applicable local, State and Federal Laws, including but not limited to motor vehicle licensing laws, motor vehicle dimension standards pursuant to State Law, health department permitting requirements, fire and safety regulations, and the Sheridan Municipal Code.

b. A permit may be revoked for violation of any provision of this Chapter, State Law, or Federal Law upon order of the Court. Upon revocation, the permit shall be immediately surrendered, and the vendor and its associated companies, partners, owners, or shareholders shall be prohibited from operating a mobile vending unit until reinstatement by Court Order.

c. Any violation of this Chapter shall be considered a misdemeanor subject to the sentencing provisions of City of Sheridan Ordinance 9-1.

ORDINANCE NO.2185

AN ORDINANCE adopting provisions concerning mobile vending for Chapter 8 SPECIFICALLY:

WHEREAS, The City of Sheridan recognizes that mobile vending contributes to the diversity of food and retail options, provides business opportunities for local entrepreneurs, and encourages economic activity in our community.

WHEREAS, The purpose of these guidelines is to provide regulation of street, sidewalk, and private property vending activities in Sheridan to ensure the public health, safety, and welfare of city residents and visitors while making certain these activities are courteous to existing local businesses.

WHEREAS, this Ordinance shall be located and Titled under Chapter 8 of the City of Sheridan Ordinances.

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

That the following Sections shall be adopted as follows:

Title: Mobile Vending

1. Definitions

Mobile Catering/Caterer: A Mobile Vendor invited as a guest to a property to provide food, drink or other products intended to be consumed at an event, picnic, bazaar, fair, rodeo, special holiday, activity or similar private gathering where the attendees or patrons do not pay additional individual costs.

Mobile Vendor: Any person that sells or offers for sale goods, products, services or food from a mobile vending unit within the city, excluding raw agricultural fruit, vegetables, and grains sold by the individual(s) growing the product.

Mobile Vending Court: A group of two or more Mobile Vendors renting, leasing or using private property for the purpose of providing a location for Mobile Vendors to make sales.

Mobile Vending Units:

a. A motorized vehicle, as defined by W.S. § 31-1-101(a)(xv), from which a vendor offers for sale or sells goods, products, services or food to the public; or

b. A trailer that is pulled by a motorized vehicle and has no power to move on its own from which a Mobile Vendor offers for sale or sells goods, products, services or food to the public.

c. A Mobile Vending Unit includes tables and other means of product display provided the goods are transported or delivered to the sale location by a mobile vending unit.

Neighborhood Mobile Vendor: A vendor operating on streets, sidewalks, alleys or other areas generally accessible to the public in residential zoning districts which provides a retail sale or service of only ready-to-eat or packaged food in individual servings from a mobile vehicle or pushcart licensed for such use.

Special Event: A Special Event as used by this Chapter is defined as an event, parade, farmers market, expo, parade, celebration, protest, rodeo, fair, or similar type activity where a permit is obtained under other chapters of the City of Sheridan Ordinances which allow for the activity to occur.

2. Mobile Vending Permit

a. Prior to operating, Mobile Vendors within the City of Sheridan must obtain a mobile vending permit. Permits shall be obtained at least five (5) business days prior to the first day of the sale of goods. A separate permit shall be required for each mobile vending unit except as allowed by this Chapter. Neighborhood Mobile Vendors shall obtain a Mobile Vending Permit to operate. Mobile Vending Caterers are exempt from this permit requirement.

b. Permit Application Requirements:
   i. Applicant shall provide:
      A. Name, address and contact information of the Owner of the Unit(s).
      B. Proposed days and hours of operation.
      C. Type of items, services or goods to be sold.
      D. Proof of current and valid driver license.
      E. Sales tax ID certificate
      F. A current Wyoming Department of Agriculture License (food service permit) if applicable.
      G. Proof of current and valid certificate of liability insurance in the amount of $1,000,000 or greater.
      H. Current and valid vehicle insurance as required by City of Sheridan Ordinance 16-14.6.
      I. Current and valid Vehicle Registration

   ii. Permits shall be displayed at all times in a conspicuous place on the mobile vending unit where they can be read by the general public.

iii. The City of Sheridan may create a standard form for applications which may require additional information not required by this Ordinance.

c. Additional Permits:

i. A permit granted by this Chapter shall not constitute or allow the sale of alcoholic beverages.

ii. A permit granted by this Chapter shall not grant or authorize the blockage of any public right of way unless specifically authorized by the City of Sheridan.

d. Permit Revocation and Expiration:

i. Annual permits expire on December 31st of each year, and shall be renewed annually.

ii. Weekly permits expire seven (7) days after the first day of operation or sales.

e. The City may waive the requirement of having a Mobile Vending Permit if the mobile vendor is to be a participant in a special event in which a special use permit has been approved.

f. Permit Fees: All permit fees shall be established by Resolution of the City Council.

3. Mobile Vending Court Permit

a. A permit shall be required to operate or establish a Mobile Vending Court.

i. The applicant shall provide information as required by the City of Sheridan as indicated on the Permit Application Form. In addition to those requirements, the applicant shall provide the additional information.

(A) A plan describing the waste disposal, public seating, public parking, and restroom facilities.

(B) A drawing of the facility layout showing location of vendors, access points for public and emergency vehicles.

ii. Applicants shall be responsible for ensuring that each mobile vendor can satisfy and meet the requirements of Section 2(b)(i-iii). Additional

permits shall not be required for Mobile Vendors located in the Mobile Vending Court.

iii. A Mobile Vending Court permit shall not be applicable to or usable by mobile vending units not located within the Court.

b. Permit Fees: All permit fees shall be established by Resolution of the City Council.

4. Locations on Private Property

a. This Chapter shall apply to any Mobile Vendor located on private property.

b. Any Mobile Vendor located on private property shall have permission from the owner to conduct sales and business from the location.

5. Locations on Public Property

a. Mobile Vendors and Neighborhood Mobile Vendors shall not operate within a 200 ft. radius of a primary school, measured from the property boundary lines of the property where sales occur, unless, as granted by the school for a special event.

b. Mobile vendors shall only be permitted to make sales on Main Street or other Wyoming Department of Transportation (WYDOT) controlled rights-of-way during special events and may remain at the location only for the duration of the event. WYDOT approval shall be required with the special event.

c. Mobile Vendors shall not operate on public property in residential zones. This prohibition shall not apply to Mobile Catering Vendors or Neighborhood Mobile Vendors who are selling while in transit.

d. Mobile Vendors and Neighborhood Mobile Vendors shall be allowed within a public park only when permitted during special events and may remain at the location only for the duration of the event. The mobile vending unit must be located so as to avoid creating conflicts with pedestrian or motor vehicle traffic or creating other safety problems.

6. Hours of Operation

a. Mobile Vendors may operate on public property in nonresidential zones from 6:00 a.m. - 2:00 a.m. All mobile vending vehicles and equipment must be removed from public

property by 2:00 a.m. each day and shall not return prior to 6:00 a.m. unless otherwise approved with a special event permit.

b. Mobile Vendors within 200 feet of a residential zoning must cease operation by 10:00 p.m. Sunday - Thursday and by 12:00 a.m. on Friday and Saturday unless approved otherwise with a special event.

c. Neighborhood Mobile Vendors operating within a residential zone must cease operation by 8:00 p.m. unless otherwise approved with a special event

7. Operation and Sales

a. The mobile vending unit shall be properly secured and open flames extinguished when the unit is unoccupied.

b. Mobile Vendors serving food or related items with disposable material shall provide waste containers that can hold a minimum of fifty (50) gallons. All trash shall be properly disposed of off-site at the end of the sales day.

c. Customers shall not be permitted to receive goods from the street side of the vehicle. All sales and service shall occur on the sidewalk or away from designated traffic ways..

8. Parking and Pedestrian Access

a. Mobile vending units are subject to and must comply with all applicable City of Sheridan parking regulations including ADA parking and accessibility requirements and may not operate in a manner that impedes vehicular traffic.

b. Mobile Vendors must operate their mobile vending unit in a manner that does not impede pedestrian access along a sidewalk or public right-of-way. The vendor must maintain a clear pedestrian pathway along the public sidewalks at all times.

c. The mobile vending vehicle and associated equipment shall not encroach into a vision clearance triangle formed by lines extending twenty-five (25) feet from the corner in each direction from the intersection.

d. Mobile vending vehicles and associated equipment shall be a minimum of ten (10) feet from fire hydrants.

9. Noise, Lighting, Signage, and Fire Prevention

a. Mobile Vendors shall adhere to all ordinances of the Sheridan Municipal Code including but not limited to those regarding noise, lighting, signage and fire prevention standards,

and may be inspected by the Fire Marshall or other City Officials to ensure Municipal Code compliance for the health, safety, and general welfare of the public.

b. A sign proposal shall be submitted with the vendor application, which indicates size and use of each proposed sign. Signs shall not impede or obscure the visibility for pedestrian or vehicular traffic.

10. Public Utilities

a. The mobile vending unit must be self-contained and may not connect to City of Sheridan water during operation while located on the public right-of-way. Mobile vending units may take power from a private property outlet with permission of the owner; connections and cords must be properly sized for the intended use. Cabling and other devices or equipment must be properly secured and marked across pedestrian ways to avoid tripping and other hazards to the public.

b. Mobile vending units may receive pre-approval from the City Administrator or designee to connect to City owned power sources in public parks or other public areas of the City of Sheridan.

11. Enforcement

a. In addition to the provisions of this Chapter, Mobile Vendors must comply with all other applicable local, State and Federal Laws, including but not limited to motor vehicle licensing laws, motor vehicle dimension standards pursuant to State Law, health department permitting requirements, fire and safety regulations, and the Sheridan Municipal Code.

b. A permit may be revoked for violation of any provision of this Chapter, State Law, or Federal Law upon order of the Court. Upon revocation, the permit shall be immediately surrendered, and the vendor and its associated companies, partners, owners, or shareholders shall be prohibited from operating a mobile vending unit until reinstatement by Court Order.

c. Any violation of this Chapter shall be considered a misdemeanor subject to the sentencing provisions of City of Sheridan Ordinance 9-1.

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Human Resources

MEMORANDUM

Project Name:	Approval of Fiscal Year 2019 Contract between City of Sheridan and IAFF Local #276.
From:	Heather Doke, Human Resources Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/29/2018

Recommendation:

Staff recommends City Council approve the attached Contract with IAFF Local #276 for the 2018-2019 fiscal year.

Background:

The attached redlined draft contract incorporates the changes agreed to by the City and IAFF Local #276 during the negotiation process this year. This includes the adoption of the updated Condrey Pay scale and how employees will be placed into the pay scale. It is a one year contract. Please contact me if you have any questions.

Funding:

These changes to the Contract represent a $33,151.32 increase to the payroll budget over last year and is included in the 2018-2019 proposed budget.

Attachments

Fire Contract 2018-2019 - Redlined

CONTRACT

This Agreement, made and entered into this ___ day of _____, 2018~~7~~ by and between the CITY OF SHERIDAN (City), a municipal corporation, and Sheridan Fire Fighters, IAFF Local 276 (Local 276).

WITNESSETH

The paid members of the Sheridan Fire-Rescue Department, the regularly constituted fire department of the city of Sheridan, Wyoming, by a majority have selected Local 276 as their exclusive bargaining agent.

Representatives of Local 276 have asked the corporate authorities for collective bargaining to negotiate a written contract as to wages and working conditions of employment by said paid firefighters and non-fire uniformed EMS personnel in accordance with Wyoming Statutes 27-10-101 through 27-10-109.

DEFINITIONS

Firefighter: Either an employee of the City of Sheridan Fire-Rescue Department who as a minimum is certified by the State of Wyoming as a Level II Firefighter according to the National Fire Protection Association Standard 1001, or a probationary firefighter who shall be working toward meeting these standards.

Shift Personnel: Those employees who, as a regular assignment, work scheduled twenty-four (24) hour shifts in a regulated work period.

Forty (40) hour personnel: Those employees who, as a regular assignment, work scheduled eight (8) hour shifts in a forty (40) hour work period.

Exempt Personnel (or Exempt Employee): Means the Division Chief-Operations of the Sheridan Fire-Rescue Department.

THE PARTIES AGREE AS FOLLOWS:

ARTICLE I
EXPIRATION DATE

This CONTRACT shall begin effective on 12:01 a.m. July 1, 2018~~7~~, and all terms, conditions, understandings and agreements of the parties, whether expressed herein or implied by the parties' conduct, practices or otherwise, shall terminate on June 30, 2018~~7~~ at 12:00 midnight.

The City and Local 276 shall negotiate and bargain for a new contract each year hereafter in accord with Wyoming law. If this CONTRACT terminates on June 30, 2018~~7~~, and the City and Local 276 have not yet signed a new contract for the following year, the parties agree that the status quo shall remain during the short period when the statutory arbitration hearing is held to resolve any unresolved issues or until the City and Local 276 enter into a new contract, whichever occurs first.

ARTICLE II
SCOPE

Section A

This COLLECTIVE LABOR AGREEMENT shall apply to all full-time firefighters, and exempt personnel of the Sheridan Fire-Rescue Department.

Section B

All regular full-time firefighters shall conform to the Civil Service Rules and Regulations, applicable State and Federal laws, the City of Sheridan Employee Handbook and the City's Drug & Alcohol Plan. In the event any City established policy conflicts with the terms of this CONTRACT, the CONTRACT terms shall prevail.

ARTICLE III
STRIKES

The members of Local 276 agree not to engage in any form of strike, work stoppage, mass walkout, or work slowdown against the City.

ARTICLE IV
HOURS OF WORK

Section A

Unless modified by the City pursuant to Section E of this Article IV, the work schedule shall consist of twenty-four (24) hour shifts on a three platoon basis in a twenty-eight (28) day work period. The firefighters will be paid a biweekly average pay check. All worked, worked but unscheduled, sick, vacation, holiday, and overtime hours will be reconciled and paid at the end of each work period.

The regular work period for 40 hour personnel shall be forty (40) hours in a seven (7) day period, beginning on Sunday.

Section B

Recalled firefighters shall be paid straight time for recall hours at a minimum of one (1) hour with half (1/2) hour increments. Firefighters called in on emergency recall shall be compensated at their overtime rate of pay at a minimum of one (1) hour with half (1/2) hour increments. Any compensable hours in excess of two hundred twelve (212) hours in the 28-day work period shall be compensated at one and one-half times the employee's rate of pay. For purposes of calculating overtime pay, the hourly rate for overtime shall be calculated by taking the annual pay set forth in Article X, and dividing the total by 2758 hours.

Section C

All forty (40) hour per week personnel will be paid one and one half times their regular rate of pay for time worked in excess of forty hours per week.

Exempt personnel are exempt from overtime.

Section D

Personnel, who are recalled from a vacation or holiday shift**,** before or within one hour after their regularly scheduled shift begins, shall not be charged for the vacation or holiday. Personnel who are recalled in excess of one hour after their regularly scheduled shift begins will be compensated at one and one-half (1-1/2) times the employee's regular rate of pay.

Section E

The City may change the work period consistent with FLSA guidelines no more than once in each 6 months with sixty (60) days prior notice to Local 276. Work schedules may be adjusted by the City upon thirty (30) days prior notice to Local 276, provided that the annual compensation as set forth in Article X shall remain unchanged.

ARTICLE V
HEALTH AND SAFETY

In order to protect the health and safety of personnel, a minimum of four (4) firefighters shall be dispatched as initial response for each alarm or emergency and a minimum of two (2) personnel for each medical alarm or emergency. Shift officers shall determine the responses for service calls.

ARTICLE VI
VACATIONS

Section A

The annual vacation season shall begin not earlier than January 1st and shall terminate January 2nd of the following year. Vacation time shall not be carried over unless circumstances warrant extension. Extension shall be granted by the Fire Chief and time carried over must be used by April 30th if circumstances allow. Vacations shall be granted on a seniority basis with Officers having the first choice and other members having next choice, according to seniority on the Department and placement within the employees' vacation sign-up list. One vacation cycle per year, per member, may be designated as guaranteed; meaning the employee shall not be subject to involuntary recall from vacation except under emergency conditions. Vacations may be extended by taking more than one vacation cycle consecutively.

Section B

Shift personnel who have been regularly appointed and have served for one (1) year through four (4) years shall be entitled to six (6) working shifts vacation with pay.

Shift personnel having served five (5) years through fourteen (14) years shall receive nine (9) working shifts vacation.

Shift personnel having served fifteen (15) years through twenty-four (24) years shall receive twelve (12) working shifts vacation.

Shift personnel have served twenty-five (25) years or more shall receive fifteen (15) working shifts vacation.

Vacations, for shift personnel, shall be started on the first shift of an on-duty cycle and end on the first regularly scheduled work day of his shift after three (3) working shifts. Thus, a vacation cycle consists of nine consecutive calendar days.

Section C

Forty hour personnel and exempt personnel, who have been regularly appointed and having served for one (1) year through four (4) years shall be entitled to ten (10) working shifts vacation with pay.

Forty hour personnel and exempt personnel having served five (5) years through nine (9) years shall receive fifteen (15) working shifts vacation.

Forty hour personnel and exempt personnel having served ten (10) years through fourteen (14) years shall receive twenty (20) working shifts vacation.

Forty hour personnel and exempt personnel having served fifteen (15) years through twenty-four (24) years shall receive twenty-five (25) working shifts vacation.

Forty hour personnel and exempt personnel having served twenty-five (25) years or more shall receive thirty (30) working shifts vacation.

Section D

Personnel who are terminating, resigning, or retiring and have accrued vacation shall be paid for those hours at their regular rate of pay.

Personnel on temporary assignment who are terminating, resigning, or retiring and have accrued vacation shall be transferred back to their shift position and shall be paid for those hours at their 56-hour/week rate of pay.

If a regular, full-time employee with one year or more of satisfactory service dies and has unused annual leave, the salary equivalent of such unused accrued leave shall be payable as directed by the employee's beneficiary statement or to the decedent's estate.

Section E

If an employee transfers from a shift position to a forty hour position or a forty hour position to a shift position, all accrued vacation time shall be transferred on an hour for hour basis.

ARTICLE VII
SICK LEAVE

Section A

Shift personnel shall accrue sixteen (16) hours of sick leave for each month of service and may accumulate a total of one thousand four hundred forty (1,440) hours.

Forty hour personnel and exempt personnel shall accrue eight (8) hours of sick leave per month and may accumulate a total of nine hundred sixty (960) hours.

Section B

Sick leave shall be charged hour for hour for shift personnel.

Sick leave shall be charged hour for hour for forty (40) hour personnel.

Section C

Upon separation or termination, employees shall be eligible to convert three (3) hours of accumulated sick leave into one (1) hour of pay.

Personnel on temporary assignment who are terminating, resigning, or retiring and have accrued sick leave shall be transferred back to their shift position and shall be paid for these hours as set forth within this section.

If a regular full-time employee dies and has unused sick leave, the salary equivalent of one third (1/3) the sick leave shall be payable as directed by the employee's beneficiary statement or to the decedent's estate.

Section D

Employees who are permanently transferred between a shift position and a forty hour position shall have their accumulated sick leave hours converted by the following formulas:

Shift to forty hour: Accrued hours in excess of 960, shall be bought out at the rate of three (3) hours equaling one (1) hour of pay.

Forty hour to Shift: Hour for hour.

ARTICLE VIII
LEAVE OF ABSENCE

Section A

Leave of absence with pay may be granted by the Fire Chief to permit employees to attend professional meetings or training conferences in the interest of the City.

Section B

Leave of absence without pay and other benefits may be granted by the Fire Chief when requested by an employee if such leave of absence is not in conflict with the best interest of the City.

Section C

All full-time employees shall be granted three (3) working days with pay when a death occurs in the employee's immediate family. If the circumstances necessitate additional time off,

such additional time off shall be charged to sick leave with the approval of the Fire Chief.

Section D

Emergency leaves with pay may be granted by the Fire Chief for other causes, provided that the employee shall have such leave charged to either his sick leave or annual leave, and that such leave of absence is not in conflict with the best interest of the City.

ARTICLE IX
HOLIDAYS

Section A

Fire-Rescue Department personnel shall be granted one (1) working shift off for each of the following holidays:

1. New Year's Day
2. President's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas Day
10. Personal Day

The Fire Chief shall determine when this time may be taken.

Section B

Personnel who are terminating, resigning or retiring and have accrued holidays shall be paid for those hours.

Personnel on temporary assignment who are terminating, resigning, or retiring and have accrued holidays shall be transferred back to their shift position and shall be paid for those hours at their 56-hour/week rate of pay.

If a regular, full-time employee dies and has unused holidays, the salary equivalent of such unused holidays shall be payable as directed by the employee's beneficiary statement or to the decedent's estate.

Section C

If an employee permanently transfers from a shift position to a forty hour position**,** all accrued holiday time shall be bought out prior to the transfer.

Personnel on temporary assignment from a shift position to a forty hour position, will retain and use holiday time hour for hour.

ARTICLE X
WAGES

Section A

The following annual scale of wages shall apply on July 1, 2018~~7~~:

Certified Fire Personnel

Grade	A	B	C	D	E	F	G
F1	39,429.58	39,922.45	40,421.48	40,926.74	41,438.33	41,956.31	42,480.76
F2	41,425.70	41,943.52	42,467.81	42,998.66	43,536.14	44,080.35	44,631.35
F3	43,522.87	44,066.91	44,617.75	45,175.47	45,740.16	46,311.91	46,890.81
F4	58,533.43	59,265.10	60,005.91	60,755.98	61,515.43	62,284.38	63,062.93
F5	67,880.83	68,729.34	69,588.46	70,458.31	71,339.04	72,230.78	73,133.67

Grade	H	I	J	K	L	M	N
F1	43,011.77	43,549.42	44,093.79	44,644.96	45,203.02	45,768.06	46,340.16
F2	45,189.24	45,754.11	46,326.03	46,905.11	47,491.42	48,085.07	48,686.13
F3	47,476.95	48,070.41	48,671.29	49,279.68	49,895.68	50,519.37	51,150.87
F4	63,851.22	64,649.36	65,457.47	66,275.69	67,104.14	67,942.94	68,792.23
F5	74,047.84	74,973.43	75,910.60	76,859.48	77,820.23	78,792.98	79,777.89

Grade	O	P	Q	R	S	T	U
F1	46,919.41	47,505.90	48,099.73	48,700.97	49,309.74	49,926.11	50,550.18
F2	49,294.71	49,910.89	50,534.78	51,166.46	51,806.04	52,453.62	53,109.29
F3	51,790.25	52,437.63	53,093.10	53,756.76	54,428.72	55,109.08	55,797.95
F4	69,652.13	70,522.78	71,404.32	72,296.87	73,200.58	74,115.59	75,042.03
F5	80,775.12	81,784.81	82,807.12	83,842.20	84,890.23	85,951.36	87,025.75

Grade	V	W	X	Y	Z	AA	AB
F1	51,182.06	51,821.84	52,469.61	53,125.48	53,789.55	54,461.92	55,142.69
F2	53,773.15	54,445.32	55,125.88	55,814.96	56,512.65	57,219.05	57,934.29
F3	56,495.42	57,201.61	57,916.63	58,640.59	59,373.60	60,115.77	60,867.22
F4	75,980.06	76,929.81	77,891.43	78,865.08	79,850.89	80,849.02	81,859.64
F5	88,133.57	89,214.99	90,330.18	91,459.31	92,602.55	93,760.08	94,932.08

Grade	AC	AD	AE	AF	AG	AH	AI
F1	55,831.98	56,529.88	57,236.50	57,951.96	58,676.36	59,409.81	60,152.43
F2	58,658.47	59,391.70	60,134.10	60,885.77	61,646.85	62,417.43	63,197.65
F3	61,628.06	62,398.41	63,178.39	63,968.12	64,767.72	65,577.31	66,397.03
F4	82,882.88	83,918.92	84,967.91	86,030.00	87,105.38	88,194.20	89,296.62
F5	96,118.73	97,320.22	98,536.72	99,768.43	101,015.53	102,278.23	103,556.71

Certified Fire Personnel

Grade	A	B	C	D	E	F	G
F1	42,644.10	43,177.15	43,716.87	44,263.33	44,816.62	45,376.83	45,944.04
F2	44,802.96	45,363.00	45,930.03	46,504.16	47,085.46	47,674.03	48,269.95
F3	47,071.11	47,659.50	48,255.24	48,848.43	49,469.16	50,087.53	50,713.62
F4	60,255.00	61,008.19	61,770.79	62,542.92	63,324.71	64,116.27	64,917.72

Grade	H	I	J	K	L	M	N
F1	46,518.34	47,099.82	47,688.57	48,284.67	48,888.23	49,499.33	50,118.08
F2	48,873.33	49,484.25	50,102.80	50,729.08	51,363.20	52,005.24	52,655.30
F3	51,347.54	51,989.39	52,639.25	53,297.24	53,963.46	54,638.00	55,320.98
F4	65,729.19	66,550.81	67,382.69	68,224.98	69,077.79	69,941.26	70,815.53

Grade	O	P	Q	R	S	T	U
F1	50,744.55	51,378.86	52,021.09	52,671.36	53,329.75	53,996.37	54,671.33
F2	53,313.49	53,979.91	54,654.66	55,337.84	56,029.57	56,729.94	57,439.06
F3	56,012.49	56,712.65	57,421.55	58,139.32	58,866.06	59,601.89	60,346.91
F4	71,700.72	72,596.98	73,504.44	74,423.25	75,353.54	76,295.46	77,249.15

Grade	V	W	X	Y	Z	AA	AB
F1	55,354.72	54,046.65	56,747.23	57,456.57	58,174.78	58,901.97	59,638.24
F2	58,157.05	58,884.01	59,620.06	60,365.31	61,119.88	61,883.88	62,657.43
F3	61,101.25	61,865.02	62,638.33	63,421.31	64,214.07	65,016.75	65,829.46
F4	78,214.77	79,192.45	80,182.36	81,184.64	82,199.44	83,226.94	84,267.27

Grade	AC	AD	AE	AF	AG	AH	AI
F1	60,383.72	61,138.52	61,902.75	62,676.53	63,459.99	64,253.24	65,056.40
F2	63,440.65	64,233.65	65,036.57	65,849.53	66,672.65	67,506.06	68,349.88
F3	66,652.33	67,485.48	68,329.05	69,183.16	70,047.95	70,923.55	71,810.10
F4	85,320.61	86,387.12	87,466.96	88,560.30	89,667.30	90,788.14	91,923.00

This scale is Table III-B from the Condrey & Associates, Inc. Job Classification and Compensation Plan dated April 2018. Firefighters will be moved into this pay scale by moving them to the next higher step above their current pay. All firefighters with 1-3 years of service as of 7/1/18 will move up 1 additional step on the scale. All firefighters with 4 or more years of service as of 7/1/18 will move up an additional 2 steps on the pay scale. The only exception to this will be a one-time additional 5 step increase for the most recently hired firefighter, adjusting his step to a grade F1, step G for the 2018-2019 contract.

The positions covered under this contract are:

Firefighter I/EMT B	grade F1
Firefighter I/EMT-I	grade F2

Firefighter I/EMT-P	grade F3
Firefighter II	grade F3
Captain	grade F4

When an employee reclassifies to a dual role Firefighter/ALS position or an employee is re-graded, their pay increase shall be equivalent to five percent (5%) within the new grade with no change in their anniversary date. Increases shall be effective upon the certification of the employee or utilization within the classification.

Newly hired firefighters shall receive certification increases, equivalent to 3 steps each year on the current grade and step scale, effective on the employee's anniversary date, during their first 3 years of employment based on successful completion of the schedule of certifications listed in the Fire Department Policy Manual and outlined in the job description.

Management reserves the right to modify job descriptions as it deems necessary. In the event that the duties of a job classification are substantially revised either party may request negotiations of compensation for that classification within two (2) weeks of formal notification of the revision. All applicable job descriptions are attached as reference to the end of the contract.

Section B

The firefighter shall contribute 9.245% to the Fire Pension Fund Plan B.

The City will contribute 12% to Fire Pension Fund Plan B as required by Wyo. Stat. Ann. §15-4-421.

ARTICLE XI
UNIFORM AND CLOTHING ALLOWANCE

The annual uniform and clothing allowance shall be allowed to each member for the purpose of purchasing uniforms, work clothes, and their maintenance. The amount payable to each employee shall be up to five hundred dollars ($500.00). The exact amount to be reimbursed with receipt for purchase or via City purchase order system.

In lieu of the $500.00 clothing allowance, the City will purchase the following items for firefighters in their first year of employment:

2 pair of Nomex pants
1 short sleeve Nomex uniform shirt
1 long sleeve Nomex uniform shirt
6 cotton t-shirts, long or short sleeve
1 sweatshirt
1-3 season jacket
1 black 2” uniform belt
1 pair of black uniform foot wear
Name tag and collar brass
2 pair of workout shorts
1 pair of running shoes

The City will also purchase a Class A uniform at the end of the first year of employment.

ARTICLE XII
GRIEVANCES

Local 276 shall form a Grievance Committee. This Committee shall acquaint itself with the grievance which any firefighter or medical personnel, governed by this CONTRACT, desires to submit to it. Furthermore, this Committee can present grievances in all cases of non-observance of this contract by the City.

If the grievance involves an alleged violation of the rules of the civil service commission, it shall be processed through the procedures set forth in those rules. If the grievance involves an alleged violation of the personnel rules of the City, it may be pursued through this procedure or the grievance procedure established in those personnel rules, but not both, at the option of the Union/grievant.

The method of settlement of grievances shall be as follows:

1. The grievance must be stated in writing and presented to the Grievance Committee.

2. The Grievance Committee shall present the grievance to the Fire Chief of the Sheridan Fire-Rescue Department, who shall set a hearing for the representatives of the Grievance Committee within five (5) business days after such presentation. The Fire Chief shall render a decision in writing five (5) business days after said hearing.

3. If the decision of the Fire Chief should prove unacceptable, the Grievance Committee, upon demand of the aggrieved, or on its own decision, may appeal to the Human Resources Director and Mayor within ten (10) business days from receipt of the written decision of the Chief. The Human Resources Director shall set a hearing date within five (5) business days after receiving an appeal from the Grievance Committee. After the hearing, the Human Resources Director shall have five (5) business days to render a decision in writing.

4. If the decision is not acceptable, the Mayor upon written request of the Grievant or Grievance Committee shall refer the grievance to the Governing Body of the City of Sheridan within five (5) business days.

5. The Governing Body shall conduct a hearing within twenty (20) business days. This Executive Session shall be closed to the public and consist of a quorum of the Governing Body. At the Executive Session, the City and Grievance Committee shall have the right to call all witnesses and documents necessary to present the facts. The Governing Body shall render their decision in writing to the Mayor and Grievance Committee within five (5) business days. The decision of the Governing Body is final and will terminate the grievance unless the Grievant or Grievance Committee chooses to seek judicial recourse in District Court in and for Sheridan County, Wyoming pertaining to any decision reached in this step of

the grievance process.

The time limits and/or steps listed in this Article may be extended or waived at any step of the procedure by written, mutual agreement of the parties or their designated representatives.

ARTICLE XIII
RULES AND REGULATIONS

Section A

The Fire Civil Service Rules and Regulations as adopted by the City of Sheridan shall be adopted by reference.

Section B

Local 276 shall be given a vocal consideration of any rules and regulation changes made by the Civil Service Commission.

ARTICLE XIV
RESIDENCE

Fire-Rescue Department personnel shall be allowed to live anywhere within a fifteen mile radius of the fire station.

ARTICLE XV
MEDICAL

Section A

Fire fighters shall have the option of participating in any of the City health insurance plans. The city shall contribute 80% of the highest deductible plan premium for employee and dependent coverage toward the cost of whichever plan is selected.

Health Savings Accounts shall be funded at $2,500.00 spouse/family and $1,250.00 for a single individual prorated over 24 pay periods. The amount of the HSA contribution is limited to this contract period.

The City agrees to pay 100% of employee and dependant dental insurance premium based on the plan and coverage in effect 7/1/15, or a plan that is comparable or better.

Section B

The City shall continue to pay premium cost for medical insurance for the spouse and/or dependents until age nineteen (19) of any employee who dies while in the performance of his/her duties. These payments shall continue provided:

1. The spouse of such deceased employee does not remarry;

2. The spouse and/or dependents of such deceased employee does not obtain medical insurance/benefit coverage from an employer or any other source;

3. The spouse and/or dependents of such deceased employee does not qualify for medical insurance/benefit coverage as may be provided by a state or the federal government, including but not limited to Social Security and Medicare/Medicaid.

The City Attorney shall be available to assist the spouse or administrator or executor of an employee's estate, in legal services and counseling regarding available insurance and benefits in any case in which an employee dies in the line of duty.

ARTICLE XVI
MANAGEMENT RIGHTS

Subject to the terms of this Agreement and any applicable laws, rules and/or regulations, the City retains and maintains all of its statutory and inherent rights, including but not limited to: the right to reprimand, suspend, discharge or otherwise discipline any employee for cause, to determine the number of employees to be hired and to hire those employees, to determine the qualifications of employees, to assign and direct the work of employees, to promote, demote, layoff and recall employees, to determine the services to be rendered, the methods of delivering the services, and the standards for the delivery of those services, to set the starting and quitting times for employees, to regulate and control the use of machinery, vehicles, equipment and property of the City, to issue and amend rules and policies, and to take any other actions necessary to effect the mission of the City and The Sheridan Fire/Rescue Department.

ARTICLE XVII
SEVERABILITY

If any provision of this Agreement is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or new legislation, such decision shall not affect the validity of the remainder of this Agreement.

This CONTRACT contains the entire understanding of the parties hereto and may be amended, modified, supplemented or altered only by a writing duly executed by the City Council and Local 276. All prior agreements or understandings, whether oral or written, and any prior practices and courses of conduct of either party are entirely superseded by the express terms of this written CONTRACT.

LOCAL 276

_____

ATTEST. President, Local 276

_____

Secretary/Treasurer, Local 276

CITY OF SHERIDAN

ATTEST. _____

Mayor

_____

City Clerk

Firefighter I – EMT - B

FD/7

Fire Department

In an effort to create organizational clarity, and to empower its employees, the City of Sheridan has identified its core values. These values are fundamental to meeting the mission of the City. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.

JOB SUMMARY

This position is responsible for providing firefighting and emergency medical services in response to emergency and non-emergency calls.

MAJOR DUTIES

- Responds to medical emergencies; makes determination of patient condition; administers basic emergency medical treatment; transports ill and injured patients in ambulance vehicles.
- Drives and operates equipment in response to medical, rescue, fire, hazardous materials, and other emergency situations.
- Suppresses wild land and structure fires.
- Provides specialized high angle, low angle, confined space, swift water, and ice rescues.
- Performs vehicle extractions.
- Maintains equipment in a constant state of readiness.
- Presents public education programs.
- Conducts fire inspections and pre-planning activities.
- Participates in training to maintain proficiency in all requisite duties.
- Completes paperwork to record duties performed, to comply with HIPAA regulations, and to provide billing information.
- Maintains and re-supplies emergency medical care equipment.
- Performs preventive maintenance of building and apparatus.

- Maintains apparatus and equipment in constant state of readiness.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern emergency medical techniques and equipment.
- Knowledge of modern firefighting techniques and equipment.
- Knowledge of laws and regulations relating to the control and prevention of fires.
- Knowledge of department and city policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of the boundaries and geography of the city and county.
- Knowledge of hazardous materials identification and incident mitigation standards.
- Knowledge of computers and job-related software programs.
- Knowledge of the capabilities and uses of emergency vehicles and equipment.
- Skill in operating emergency vehicles and equipment.
- Skill in the use of radio/communications equipment.
- Skill in planning, organization, and decision making.
- Skill in public speaking and public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fire Captain assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department standard operating procedures, city ordinances and policies, mutual aid agreements, NFPA standards, state EMS guidelines, the state building and fire code, International Fire, Building, and Mechanical Codes, and federal, state, and local laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied emergency medical and firefighting duties. The necessity of participating in work performed in life-threatening situations contributes to the complexity of the work.

- The purpose of this position is to participate in the effective delivery of fire and emergency medical services to the public. Successful performance helps ensure the provision of fire department services to protect the safety of life and property.

CONTACTS

- Contacts are typically with other emergency services organizations, law enforcement personnel, media representatives, business owners, elected and appointed officials, and the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color**. The employee must be able to drive an assigned vehicle.**

- The work is typically performed in an office and at emergency scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors and occasionally in cold or inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- No experience requirements.

- Possession of a valid class B driver's license issued by the State of Wyoming.

- Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Wyoming State Fire Marshal's Office.

CERTIFICATION MAINTENANCE REQUIREMENTS

- Firefighter I's shall maintain current certificates for Wyoming Firefighter II; Wyoming EMS Basic Emergency Care; Defensive Driving; Wyoming Fire Apparatus Operator, pumper and Aerial; Wyoming Fire Service Instructor I; Wyoming Fire Inspector I; ~~Wyoming Public Fire and Life Safety Educator I~~; Wyoming Hazardous Materials Responder-Operational; ICC Fire Inspector I; Wildland Engine Operator Red Card.
- Employees hired after July 1, 1994, are required to maintain certification as a Wyoming State Emergency Medical Technician-Basic.

All the terms, conditions and benefits of employment with the City are subject to change at any time, except insofar as such may be covered by a legally binding collective bargaining agreement or Civil Service statutes.

Firefighter I – EMT - I

FD/6

Fire Department

In an effort to create organizational clarity, and to empower its employees, the City of Sheridan has identified its core values. These values are fundamental to meeting the mission of the City. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.

JOB SUMMARY

This position is responsible for providing firefighting and emergency medical services in response to emergency and non-emergency calls.

MAJOR DUTIES

- Responds to medical emergencies; makes determination of patient condition; administers basic and intermediate emergency medical treatment; transports ill and injured patients in ambulance vehicles.
- Drives and operates equipment in response to medical, rescue, fire, hazardous materials, and other emergency situations.
- Suppresses wild land and structure fires.
- Provides specialized high angle, low angle, confined space, swift water, and ice rescues.
- Performs vehicle extractions.
- Maintains equipment in a constant state of readiness.
- Presents public education programs.
- Conducts fire inspections and pre-planning activities.
- Participates in training to maintain proficiency in all requisite duties.
- Completes paperwork to record duties performed, to comply with HIPAA regulations, and to provide billing information.
- Maintains and re-supplies emergency medical care equipment.
- Performs preventive maintenance of building and apparatus.

- Maintains apparatus and equipment in constant state of readiness.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern emergency medical techniques and equipment.
- Knowledge of modern firefighting techniques and equipment.
- Knowledge of laws and regulations relating to the control and prevention of fires.
- Knowledge of department and city policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of the boundaries and geography of the city and county.
- Knowledge of hazardous materials identification and incident mitigation standards.
- Knowledge of computers and job-related software programs.
- Knowledge of the capabilities and uses of emergency vehicles and equipment.
- Skill in operating emergency vehicles and equipment.
- Skill in the use of radio/communications equipment.
- Skill in planning, organization, and decision making.
- Skill in public speaking and public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fire Captain assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department standard operating procedures, city ordinances and policies, mutual aid agreements, NFPA standards, state EMS guidelines, the state building and fire code, International Fire, Building, and Mechanical Codes, and federal, state, and local laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied emergency medical and firefighting duties. The necessity of participating in work performed in life-threatening situations contributes to the complexity of the work.

- The purpose of this position is to participate in the effective delivery of fire and emergency medical services to the public. Successful performance helps ensure the provision of fire department services to protect the safety of life and property.

CONTACTS

- Contacts are typically with other emergency services organizations, law enforcement personnel, media representatives, business owners, elected and appointed officials, and the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color**. The employee must be able to drive an assigned vehicle.**

- The work is typically performed in an office and at emergency scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors and occasionally in cold or inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of a valid Class B driver's license issued by the State of Wyoming.

- Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Wyoming State Fire Marshal's Office.

CERTIFICATION MAINTENANCE REQUIREMENTS

- Firefighter I – EMT I's shall maintain current certificates for EMT Intermediate; Advanced Cardiac Life Support; Pediatric Advanced Life Support; CPR Instructor; Wyoming Firefighter II; Defensive Driving; Wyoming Fire Apparatus Operator, Pumper and Aerial; Wyoming Fire Service Instructor I; Wyoming Fire Inspector I; Wyoming Hazardous Materials Responder-Operational; ICC Fire Inspector I; Wildland Engine Operator Red Card.

All the terms, conditions and benefits of employment with the City are subject to change at any time, except insofar as such may be covered by a legally binding collective bargaining agreement or Civil Service statutes.

Firefighter I - Paramedic

FD/5

Fire Department

In an effort to create organizational clarity, and to empower its employees, the City of Sheridan has identified its core values. These values are fundamental to meeting the mission of the City. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.

JOB SUMMARY

This position is responsible for providing firefighting and paramedical services in response to emergency and non-emergency calls.

MAJOR DUTIES

- Responds to medical emergencies; makes determination of patient condition; administers basic and advanced emergency medical treatment; transports ill and injured patients in ambulance vehicles.
- Drives and operates equipment in response to medical, rescue, fire, hazardous materials, and other emergency situations.
- Suppresses wild land and structure fires.
- Provides specialized high angle, low angle, confined space, swift water, and ice rescues.
- Performs vehicle extractions.
- Maintains equipment in a constant state of readiness.
- Presents public education programs.
- Conducts fire inspections and pre-planning activities.
- Participates in training to maintain proficiency in all requisite duties.
- Completes paperwork to record duties performed, to comply with HIPAA regulations, and to provide billing information.
- Maintains and re-supplies emergency medical care equipment.
- Performs preventive maintenance of building and apparatus.

- Maintains apparatus and equipment in constant state of readiness.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern emergency medical techniques and equipment.
- Knowledge of modern firefighting techniques and equipment.
- Knowledge of laws and regulations relating to the control and prevention of fires.
- Knowledge of department and city policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of the boundaries and geography of the city and county.
- Knowledge of hazardous materials identification and incident mitigation standards.
- Knowledge of computers and job-related software programs.
- Knowledge of the capabilities and uses of emergency vehicles and equipment.
- Skill in operating emergency vehicles and equipment.
- Skill in the use of radio/communications equipment.
- Skill in planning, organization, and decision making.
- Skill in public speaking and public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fire Captain assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department standard operating procedures, city ordinances and policies, mutual aid agreements, NFPA standards, state EMS guidelines, the state building and fire code, International Fire, Building, and Mechanical Codes, and federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied emergency medical and firefighting duties. The necessity of participating in work performed in life-threatening situations contributes to the complexity of the work.

- The purpose of this position is to participate in the effective delivery of fire and emergency medical services to the public. Successful performance helps ensure the provision of fire department services to protect the safety of life and property.

CONTACTS

- Contacts are typically with other emergency services organizations, law enforcement personnel, media representatives, business owners, elected and appointed officials, and the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color**. The employee must be able to drive an assigned vehicle.**

- The work is typically performed in an office and at emergency scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors and occasionally in cold or inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

- Possession of a valid class B driver's license issued by the State of Wyoming.

- Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Wyoming State Fire Marshal's Office.

CERTIFICATION MAINTENANCE REQUIREMENTS

- Firefighter I - Paramedic's shall maintain current certificates for EMT Paramedic; Advanced Cardiac Life Support; Pediatric Advanced Life Support; CPR Instructor; Wyoming Firefighter II; Defensive Driving; Wyoming Fire Apparatus Operator, Pumper and Aerial; Wyoming Fire Service Instructor I; Wyoming Fire Inspector I; Hazardous Materials Responder-Operational; ICC Fire Inspector I; Wildland Engine Operator Red Card.

All the terms, conditions and benefits of employment with the City are subject to change at any time, except insofar as such may be covered by a legally binding collective bargaining agreement or Civil Service statutes.

Firefighter II

FD/4

Fire Department

In an effort to create organizational clarity, and to empower its employees, the City of Sheridan has identified its core values. These values are fundamental to meeting the mission of the City. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.

JOB SUMMARY

This position is responsible for the provision of emergency medical, firefighting, fire suppression, rescue, public education, and inspection services to protect life, property, and the environment.

MAJOR DUTIES

- Responds to fire, rescue, hazardous materials, and other emergency incidents in an effort to protect life and property.
- Delivers life support in emergency situations.
- Assists with supervising line personnel with daily organization, task assignments, and all other shift duties.
- Participates in line commands with incidents involving fire, rescue, hazardous materials, emergency medical service, and all other emergency incidents.
- Participates in, develops, and instructs training programs in fire, rescue, hazardous materials, and emergency medical services.
- Drives and operates apparatus and equipment in response to fire, rescue, hazardous materials, and EMS incidents.
- Maintains apparatus and equipment in a constant state of readiness.
- Presents fire and life safety education programs for schools and for other groups.
- Conducts commercial and residential fire code inspections in the City of Sheridan.
- Assists with supervising and participates in the health and fitness programs; performs health and fitness assignments to support department programs.

- Assists with preparing daily shift reports, training records, and equipment logs.
- Participates in various committees.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern firefighting techniques and equipment.
- Knowledge of modern EMS techniques and equipment.
- Knowledge of laws and regulations relating to the control and prevention of fires.
- Knowledge of department and city policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of the boundaries and geography of the city and county.
- Knowledge of hazardous materials identification and incident mitigation standards.
- Knowledge of computers and job-related software programs.
- Knowledge of the capabilities and uses of emergency vehicles and equipment.
- Skill in operating emergency vehicles and equipment.
- Skill in the use of radio/communications equipment.
- Skill in planning, organization, and decision making.
- Skill in public speaking and public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fire Captain assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department standard operating procedures, city ordinances and policies, mutual aid agreements, NFPA standards, the state building and fire code, International Fire, Building, and Mechanical Codes, and federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and technical duties. The necessity of supervising and participating in work performed in life-threatening situations contributes to the complexity of the work.

- The purpose of this position is to participate in the effective delivery of fire and emergency response services to the public. Successful performance helps ensure the provision of fire department services to protect the safety of life and property.

CONTACTS

- Contacts are typically with other emergency services organizations, law enforcement personnel, media representatives, business owners, elected and appointed officials, and the general public.

- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate personnel.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color**. The employee must be able to drive an assigned vehicle.**

- The work is typically performed in an office and at emergency scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors and occasionally in cold or inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The position has functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

- Possession of a valid class B driver's license issued by the State of Wyoming.

- Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Wyoming State Fire Marshal's Office.

CERTIFICATION MAINTENANCE REQUIREMENTS

- Firefighter II's shall maintain current certificates for Wyoming Firefighter II; Wyoming EMS Basic Emergency Care; Defensive Driving; Wyoming Fire Apparatus Operator, Pumper and Aerial with 2 years applied driving experience; Wyoming Fire Service Instructor I; Wyoming Fire Inspector I; ~~Wyoming Public Fire and Life Safety Educator I~~; Wyoming Hazardous Materials Responder-Operational; Wyoming Fire Officer I; ICC Fire Inspector I; Wildland Engine Operator Red Card; NFA Command & Control; NFA Strategic Organizational Issues in Fire and EMS or Communications for Emergency Services Success or equivalent.

- Employees hired after July 1, 1994, are required to maintain certification as a Wyoming State Emergency Medical Technician-Basic.

All the terms, conditions and benefits of employment with the City are subject to change at any time, except insofar as such may be covered by a legally binding collective bargaining agreement or Civil Service statutes.

Fire Captain

FD/3

Fire Department

In an effort to create organizational clarity, and to empower its employees, the City of Sheridan has identified its core values. These values are fundamental to meeting the mission of the City. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.

JOB SUMMARY

This position is responsible for supervising an assigned shift of personnel for the provision of hazmat control, emergency medical, firefighting, fire suppression, rescue, public education, and inspection services to protect life, property, and the environment.

MAJOR DUTIES

- Directs, supervises, and reviews the activities of firefighting personnel on an assigned shift performing hazmat control, rescue, first aid, public education, fire inspection, fire prevention, and firefighting functions.
- Assumes responsibility for firefighting, training or maintenance as assigned by the Fire Chief.
- Provides presentations and training for community groups in fire prevention, safety, first aid, CPR, and related subjects; serves as Safety Officer or Public Information Officer as assigned.
- Supervises the testing, maintenance repair of department vehicles, apparatus and equipment.
- Inspects quarters, personnel and equipment; evaluates the performance of subordinates.
- Participates in and directs in-service training programs; attends and conducts training sessions and drills; supervises and participates in daily physical fitness program.
- Conducts fire inspections; performs pre-fire planning and maintains related records.
- Supervises and performs building maintenance.
- Responds to emergency calls for assistance; conducts size-up and incident command duties; operates all fire and emergency equipment and components; directs firefighting activities until relieved by a superior officer.

- Conducts fire investigations.
- Makes recommendations to the Chief in matters related to personnel, apparatus, equipment, rules and regulations.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern firefighting techniques and equipment.
- Knowledge of modern EMS techniques and equipment.
- Knowledge of laws and regulations relating to the control and prevention of fires.
- Knowledge of department and city policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of the boundaries and geography of the city and county.
- Knowledge of hazardous materials identification and incident mitigation standards.
- Knowledge of computers and job-related software programs.
- Knowledge of the capabilities and uses of emergency vehicles and equipment.
- Skill in operating emergency vehicles and equipment.
- Skill in the supervision of personnel.
- Skill in the use of radio/communications equipment.
- Skill in planning, organization, and decision making.
- Skill in public speaking and public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fire Chief assigns work in terms of department goals and objectives and reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include department standard operating procedures, city ordinances and policies, mutual aid agreements, NFPA standards, the state building and fire code, International Fire,

Building, and Mechanical Codes, and federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and technical duties. The necessity of supervising and participating in work performed in life-threatening situations contributes to the complexity of the work.

- The purpose of this position is to supervise the effective delivery of fire and emergency response services to the public. Successful performance helps ensure the provision of fire department services to protect the safety of life and property.

CONTACTS

- Contacts are typically with other emergency services organizations, law enforcement personnel, media representatives, business owners, elected and appointed officials, and the general public.

- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate personnel.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color**. The employee must be able to drive an assigned vehicle.**

- The work is typically performed in an office and at emergency scenes. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors and occasionally in cold or inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The position has direct supervision over an assigned shift of personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an associate's degree in a course of study related to the occupational field.

- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within

the division/department, usually interpreted to require three to five years of related experience

- Possession of a valid class B driver's license issued by the State of Wyoming.

- Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Wyoming State Fire Marshal's Office.

CERTIFICATION MAINTENANCE REQUIREMENTS

- Fire Captain's shall maintain current certificates for Wyoming Firefighter II; Wyoming EMS Basic Emergency Care; Defensive Driving; Wyoming Fire Apparatus Operator, Pumper and Aerial with 2 years applied driving experience; Wyoming Fire Service Instructor II; Wyoming Fire Inspector II; ~~Wyoming Public Fire and Life Safety Educator I~~; Wyoming Hazardous Materials Responder-Operational; Wyoming Fire Officer II; ICC Fire Inspector II; Wildland Engine Operator Red Card.

- Employees hired after July 1, 1994, are required to maintain certification as a Wyoming State Emergency Medical Technician-Basic.

All the terms, conditions and benefits of employment with the City are subject to change at any time, except insofar as such may be covered by a legally binding collective bargaining agreement or Civil Service statutes.

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	First Reading of Ordinance #2190 - Rezoning Blocks 5, 6, 7, 8 and 9 of Suburban Home Company Addition to B2 - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/29/2018

Recommendation:

Staff recommends the City Council approve Ordinance #2190, Suburban Homes Subdivision Rezone, a request to rezone 9.03 acres including portions of Blocks 5, 6, 7, 8, and 9, and vacated streets and alleys, from a B-1 Business District to a B-2 Business District, located at 2571 N. Main St.

Planning Commission: The Planning Commission Recommended approval of the Ordinance #2190 during their May 14, 2018 meeting.

Potential Findings of Fact:

Neither state statute nor city 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 the Planning Commission should be aware of:

WS §15-1-601(d)

d) 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 and 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, sewerage, 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 or 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, "*promoting the health, safety, morals and general welfare of the inhabitants of the City of Sheridan by lessening 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, sewerage, schools, parks, and other public requirements.* "

Background:

This site is the former K-mart property. The K-mart building is currently vacant, but has recently been purchased by the applicant for the purpose of reuse as a light manufacturing and corporate office facility for Emit Technologies. The applicant has expressed a desire to add buildings in the future and turn this site into a corporate campus centralizing most of their operations. The current B-1 zoning does not allow light manufacturing and thus the applicant is seeking to rezone to B-2, which would allow light manufacturing and other uses associated with the Emit occupation of the property. Light manufacturing has become a prominent activity in the North Main area of our community. Appendix A of City Code lists the allowed and prohibited uses for zoning districts. The B-2 district allows for enclosed light industry uses and related office, shipping, and receiving. Appendix A lists a string of uses that are prohibited in B-2, which include heavy industry, unenclosed processing, and many uses that create noise, dust, and other external nuisances.

As part of the request to rezone this property, staff sent notice to the 9 property owners within 300 feet. Staff has received a letter of support from the North Main Association, which is attached to this packet.

Discussion:

In reviewing any zoning proposal, Staff considers the following factors; which are aligned with addressing state statutory mandates regarding zoning preserving the character, health, and safety of neighborhoods:

- The zoning of surrounding parcels.
- The actual land use of surrounding parcels.
- Impacts to surrounding properties.
- Consistency with adopted planning documents.
- The ability of existing infrastructure to handle the potential uses

Zoning and Land Use

Zoning in this area is primary B-1 Business District to the southwest and west and County zoned Commercial 1 to the south and east. Land use in the area includes restaurant, commercial, and industrial. Additionally, the property is buffered by the interstate to the north and a rail line along the east.

Impacts to Surrounding Properties

The proposed light manufacturing use will be occurring internal to the structure. As the campus expands and additional buildings are added, the property will also be enhanced with landscaping and other elements required in the entryway corridor. The use will also create daytime employment which could benefit the nearby restaurants and commercial/retail centers.

Consistency with the Sheridan Land Use Plan
The Sheridan Land Use Plan identifies this area as commercial, which is the same land use designation for the Hi-Tech Park where Vacutech and the future Weatherby facility are located. The Land Use Plan states that industrial areas should be located where they have good access to public utilities, railroad lines, I-90, and existing infrastructure. This property fits the bill for light manufacturing use and is compatible with the surrounding uses and the budding light industry on this end of the community.

Infrastructure
Water, sewer, and street infrastructure are available to the property adequately sized for the proposed reuse of the building and future growth of the corporate campus.

Given the above, staff does not believe the rezoning request is inappropriate or incompatible with existing conditions.

Attachments

Ordinance 2190
Rezoning Petition
Aerial of Project
North Main Support Ltr

ORDINANCE NO 2190

AN ORDINANCE amending Ordinance No. 826, the Zoning Ordinance of the City of Sheridan, to zone the entirety of the land more particularly described in Section 1., and shown on the attached **Exhibit A**, from a B-1 Business District to a B-2 Business District.

WHEREAS, the owner of the following described land has petitioned the City Council to rezone the same from a B-1 Business District to a B-2 Business District, and a public hearing having been held thereon by the City Council; THEREFORE

BE IT ORDAINED BY THE CITY COUNCIL OF SHERIDAN, WYOMING:

Section 1. The following described land is hereby rezoned from a B-1 Business District to a B-2 Business District, to wit:

A tract of land situated in Blocks 5, 6, 7, 8, and 9, and including the vacated alleys, Stevens and Lonabough Avenues and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Wyoming, as shown on **EXHIBIT "B"** attached hereto and by this reference made a part hereof; said tract of land being more particularly described as follows:

BEGINNING at the southeast corner of Lot 1, Block 6, Suburban Homes Company Addition (Before Streets were Vacated) and lying on the east line of a tract of land described in Book 489 of Deeds, Page 662, Parcel 2, (Monumented with a 1" Iron Pipe); thence S08°40'02"E, 288.13 feet along the east line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the southeast corner of said tract described in Book 489 of Deeds, Page 662, Parcel 2; thence S67°13'34"W, 66.74 feet along the southerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the southeast corner of a tract of land described in Book 489 of Deeds, Page 665; thence S67°12'39"W, 524.53 feet along the southerly line of said tract described in Book 489 of Deeds, Page 665 to a point, said point being the southwest corner of said tract described in Book 489 of Deeds, Page 665 (Monumented with a 1½" Aluminum Cap, unmarked); thence N23°13'55"W, 179.87 feet along the westerly line of said tract described in Book 489 of Deeds, Page 665 to a point, said point being the southeast corner of a tract of land described in Book 559 of Deeds, Page 561, Parcel No. 39B; thence, N22°13'17"W, 141.07 feet along the east line of said tract described in Book 559 of Deeds, Page 561, Parcel No. 39B to a point, said point being the northeast corner of said tract described in Book 559 of Deeds, Page 561, Parcel No. 39B and lying on the westerly line of said tract described in Book 489 of Deeds, Page 665; thence N01°07'13"E, 189.60 feet along said westerly line of said tract described in Book 489 of Deeds, Page 665 and the westerly line of a tract of land described in Book 489 of Deeds, Page 662, Parcel 1 to a point (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence N26°24'57"E, 251.93 feet along said westerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 1 to a point (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence, along the northerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 1 and Parcel 2 through a non-tangent curve to the right, having a central angle of 104°55'28", a radius of 180.00 feet, an arc length of 329.63 feet, a chord bearing of N70°59'44"E, and a chord length of 285.46 feet to a point, said point lying on the southwesterly right-of-way line of Interstate 90 (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence S53°46'02"E, 273.65 feet along said southwesterly right-of-way line of Interstate 90 and the northerly line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to a point, said point being the northeast corner of said tract described in Book 489 of Deeds, Page 662, Parcel 2 (Monumented with a Brass Cap Concrete Right-of-Way Monument); thence S08°40'02"E, 129.92 feet along said east line of said tract described in Book 489 of Deeds, Page 662, Parcel 2 to the **POINT OF BEGINNING** of said tract.

Said tract contains 9.03 acres of land, more or less.

Section 2. That Ordinance No. 826, The Zoning Ordinance of the City of Sheridan is hereby amended to conform herewith.

Section 3. That this ordinance shall be in full force and effect immediately upon its passage and publication as by law provided.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2018

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

Planning Department
P.O. Box 848
55 Grinnell Plaza
Sheridan, WY 82801

Phone: 307.675.4226
Fax: 307.674•2195
Sheridanwy.net

REZONING APPLICATION

Property Owner*: Seven Pillars Resources Limited Liability Company Address: PO Box 2091 City/State/Zip: Sheridan, WY 82801 Phone: 307.751.7512 Fax: 307.673.0886 Email: osborns@sevenpillarsresources.com	Agent: Address: City/State/Zip: Phone: Fax: Email:
Surveyor: Prestfeldt Surveying Address: 2340 Wetlands Drive City/State/Zip: Sheridan, WY 82801 Phone: 307.672.7415 Fax: Email: Thomas@prestfeldt.com	Engineer: Address: City/State/Zip: Phone: Fax: Email:

* If necessary, please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner.

PROPERTY INFORMATION

Address or Property Location: 2571 N. Main Street, Sheridan, WY 82801

Subdivision Name: Suburban Homes Company Addition

Lot(s): Lots 1-15; Lots 1-6; Lots 1-5 Block(s): Block 5; Block 6; Block 7

Total Property Area (to nearest 1/10th of an acre or sq. ft.): 9.1 acres

Present Zoning: B1 Present Use of Property: Vacant Commercial Building and Parking Lot

Adjacent Land Uses

North: Interstate South: County/Junkyard

East: Interstate/Railroad West: Commercial

Requested Zoning: B2

Justification for Rezone Request (Use existing adopted community planning documents if possible): To utilize existing building for light manufacturing facility desiring to assist in the revitalization of North Main Street.

SIGNATURE

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

Seven Pellets Resources Limited Liability Company — 4-24-18
(Signature of Property Owner) Susan Osborn Authorized Member — (Date)

(Signature of Property Owner) — (Date)

APPLICATION INFORMATION

Pre-application Conference

Pre-application conferences are required prior to submittal of all rezone requests. The purpose of these meetings is to discuss the proposed rezone and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City's Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the rezone request. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by email at sgoodman@sheridanwy.net.

Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The rezone checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only**. The applicable checklist must be submitted with this application. Incomplete application submissions will not be accepted, and will be returned to the applicant.

Public Hearings and Notice

Amendments to zoning designations require passage of an ordinance. This process requires one hearing before the Planning Commission and three readings before the City Council. Public hearings require notice through both newspaper legal notice, and nearby property mailings, subject to requirements of state statute. This involves notifying all property owners within 140 feet, and a legal notice appearing at least 15 days prior to a public hearing.

The City Planning Division will submit the ad for the paper and notify nearby property owners. Due to press publishing requirements, legal notification must be placed approximately 20 days prior to the public hearing. No public hearing will be scheduled until the application has been deemed complete, and staff review comments have been addressed.

Rezone Submittal Checklist*

Description: A rezone application is a request to change the zoning designation for a parcel of property and amend the city's zoning map.

Submittal Items:

- ☐ A completed Rezone application.
- ☐ A completed Rezone submittal checklist.
- ☐ An executed (signed and notarized) petition for rezoning.
- ☐ An application review fee.

The applicant shall also submit the following items in electronic format.

- ☐ An electronic file listing the names and addresses of all property owners within three hundred feet from the boundary of the proposed rezone (List must be obtained from the Sheridan County Planning Office and be no more than 14 days old at the time of submittal).
- ☐ A rezone exhibit showing the following information:
  A written legal description, boundaries of the property drawn to scale and showing all bearings and distances, existing zoning and adjacent zoning within 1000 feet, existing structures, title, scale, scale bar, north arrow, name and address of the petitioners, name and address of the preparer along with surveyor's signature and seal (licensed within the State of Wyoming).
- ☐ Certificate of Title or other documentation specifically verifying ownership or enforceable proprietary interest in the site.
- ☐ Other documents that may be determined as part of the pre-application meeting, or staff review.

Packet material:

- ☐ An additional 10 copies for Planning Commission packets and 2 copies for City Council. These copies should be submitted independently of the staff review copies to allow the applicant to make revisions if necessary.

Post Approval/Plat Filing Items:

- ☐ Mylar of Rezone Exhibit

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* All applicants must attend a pre-application meeting prior to submitting a rezone application.
Last Revised: 12-10-2015

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:
   See Exhibit A.

2. Seven Pillars Resources Limited Liability Company 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 B2.

Therefore, Petitioners pray said parcel(s) be rezoned B2, pursuant to and in accordance with the applicable Wyoming Statutes and City Ordinances after proper notice and public hearing.

Dated this 24th day of April, 2018

Signed by the Petitioners:

Seven Pillars Resources Limited Liability Company
Susan Osborn Authorized Member

Subscribed and Sworn before me this 24 day of April, 2018

Erin J. Weekly
Notary Public

ERIN J. WEEKLY - NOTARY PUBLIC
COUNTY OF SHERIDAN
STATE OF WYOMING
MY COMMISSION EXPIRES MAY 1, 2021

My commission expires: May 1, 2021

LEGAL DESCRIPTION
EXHIBIT "A"

Record Owner: ***SEVEN PILLARS RESOURCES, LLC***
April 24, 2018

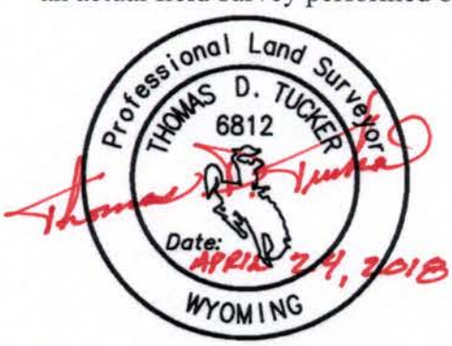
RE: ***ZONING CHANGE FROM*** **B-1** ***TO*** **B-2**

A tract of land situated in Blocks 5, 6, 7, 8 and 9, including the vacated alleys, Stevens and Lonabaugh Avenues and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Wyoming, as shown on **EXHIBIT "B"** attached hereto and by this reference made a part hereof; said tract of land being more particularly described as follows:

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Said tract contains 9.03 acres of land, more or less.
Bearings are Based on the Wyoming Coordinate System, NAD 1983, East Central Zone.

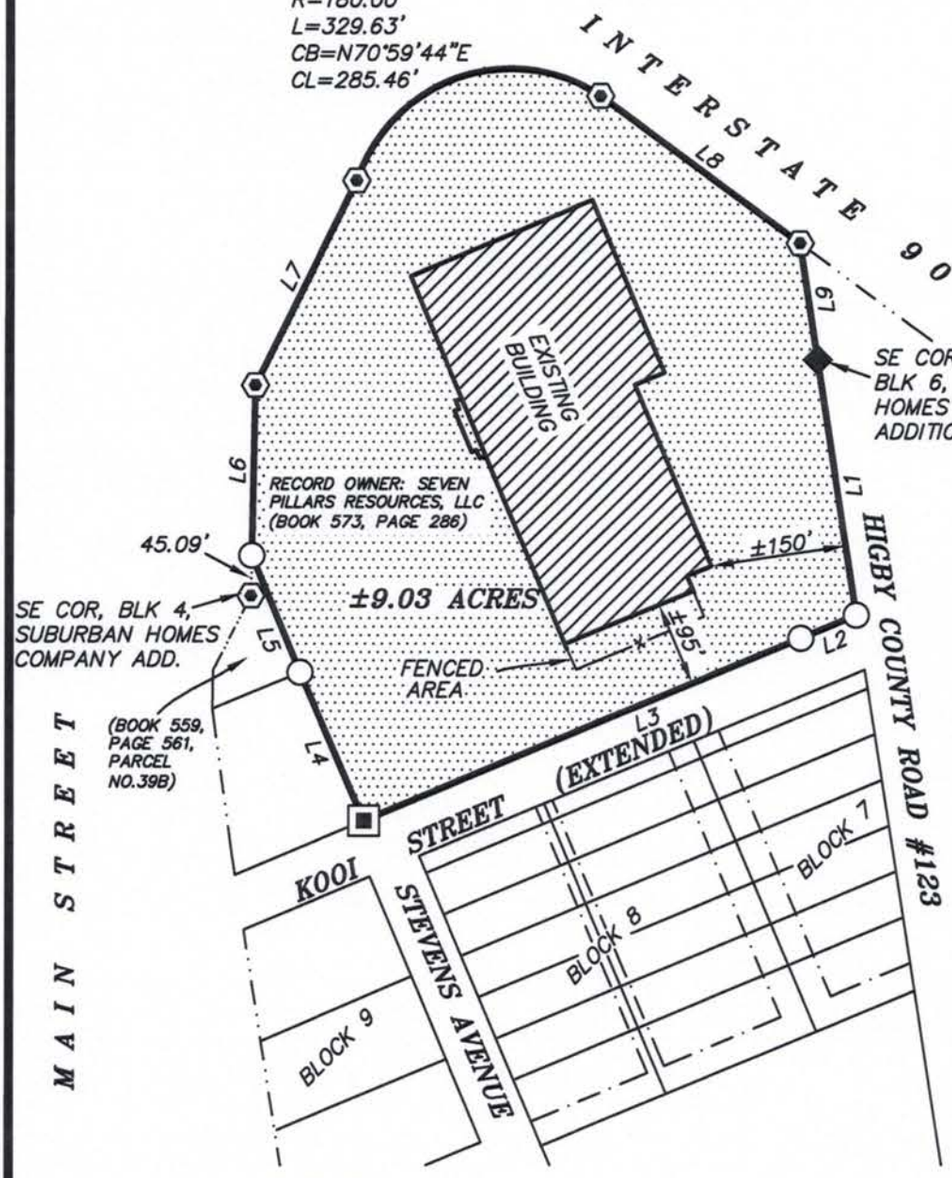
SURVEYOR'S STATEMENT
I, Thomas D, Tucker, do hereby state that this legal description was prepared from notes taken during an actual field survey performed by me or under my direct supervision.



Modification in any way of the above or foregoing legal description terminates liability of the surveyor.

H:\WP\LD\CITY\2018\2018-030-RZ.rtf

EXHIBIT "B"



NOTE:

THIS IS NOT A BOUNDARY SURVEY, WHILE THIS SURVEY DOES INCORPORATED FOUND MONUMENTATION AND DEEDS OF RECORD, THE BOUNDARY MAY CHANGE SLIGHTLY IF A RETRACEMENT SURVEY IS PERFORMED.

LINE TABLE		
LINE	BEARING	LENGTH
L1	S08°40'02"E	288.13
L2	S67°13'34"W	66.74
L3	S67°12'39"W	524.53
L4	N23°13'55"W	179.87
L5	N22°13'17"W	141.07
L6	N01°07'13"E	189.60
L7	N26°24'57"E	251.93
L8	S53°46'02"E	273.65
L9	S08°40'02"E	129.92

LEGEND:

- HIGHWAY RIGHT-OF-WAY MONUMENT
- 1" IRON PIPE (PREVIOUS SURVEY)
- 1-1/2" ALUMINUM CAP (UNMARKED)
- CALCULATED: NOTHING FOUND/NOTHING SET
- PROPERTY/LOT/BLOCK LINE
- BOUNDARY LINE
- HIGHWAY RIGHT-OF-WAY LINE
- VACATED STREET/ALLEY LINE

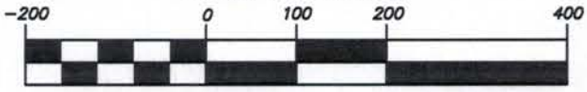
ZONING CHANGE

ZONING CHANGED FROM B-1 TO B-2
±9.03 ACRES



SCALE: 1"=200'

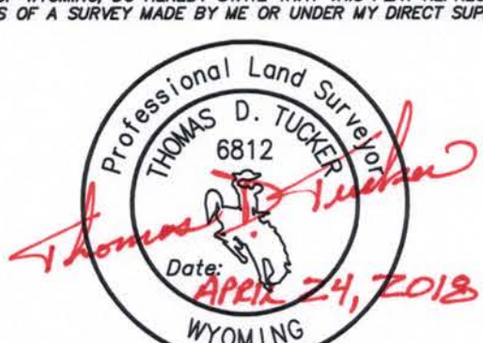
BEARINGS ARE BASED ON THE WYOMING COORDINATE SYSTEM NAD 1983, EAST CENTRAL ZONE
DATUM: NAD 83(1993), NAVD 88 (U.S. SURVEY FEET)
DAF: 1.000235
DISTANCES ARE SURFACE



SURVEYOR'S CERTIFICATE

STATE OF WYOMING :ss
COUNTY OF SHERIDAN

I, THOMAS D. TUCKER, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY STATE THAT THIS PLAT REPRESENTS THE RESULTS OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION.



"PLAT IS VALID ONLY IF PRINT HAS ORIGINAL SIGNATURE OF SURVEYOR SIGNED AND DATED"

EXHIBIT "B"

ZONING CHANGE FROM B-1 TO B-2

CLIENT & PETITIONER: SEVEN PILLARS RESOURCES, LLC
P.O. BOX 2091, SHERIDAN, WY 82801

LOCATION: BLOCKS 5,6,7,8 & 9, AND PORTIONS OF VACATED STREETS, STEVENS AND LONABOUGH AVENUES, CANFIELD STREET, AND PORTIONS OF VACATED ALLEYS, SUBURBAN HOMES COMPANY ADDITION, CITY OF SHERIDAN, WYOMING

PRESTFELDT SURVEYING
2340 WETLANDS DR., SUITE 100
PO BOX 3082
SHERIDAN, WY 82801
307-672-7415

JN: 2018-030
DN: 2018-030D
TAB: RE-ZONE
PF: T2018-030
APRIL 24, 2018
REVISED: OWNER

2018-741790 4/20/2018 3:59 PM PAGE: 1 OF 2
BOOK: 573 PAGE: 286 FEES: $15.00 HM WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK

WARRANTY DEED

North Fork Partners LLC, a Wyoming limited liability company, GRANTOR, for and in consideration of Ten Dollars ($10.00) and other good and valuable consideration, in hand paid, receipt whereof is hereby acknowledged, CONVEYS AND WARRANTS to **Seven Pillars Resources, Limited Liability Company**, a Wyoming limited liability company, whose address is PO Box 2091, Sheridan, WY 82801, GRANTEES, the following described real estate situate in the County of Sheridan, State of Wyoming, to-wit:

All that portion of Blocks 5, 6, 7, 8 and 9, including vacated alleys, Stevens and Lonabaugh Avenues and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, described as follows:

Beginning at the southeast corner of Block 4 of said Suburban Homes Company Addition, said corner being marked with a highway right of way brass cap set in concrete; thence N. 0°39'26" E., 58.96 feet to an iron pin; thence N. 66°41'00" E., 519.06 feet to an iron pin; thence S. 23°19'00"E., 333.66 feet to an iron pin; thence S. 66°41'00" W., 524.59 feet to a point; thence N. 23°45'34" W., 179.87 feet to a point; thence S. 66°41'00" W., 103.00 feet to a point; thence N. 7°20'43" W., 41.61 feet to a highway right of way brass cap set in concrete; thence N. 27°52'13" E., 95.62 feet to the point of beginning.

AND

All that portion of Blocks 5 and 6, including alleys, Stevens and Lonabaugh Avenues, Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, described as follows:

Beginning at a point located N 0°39'26" E., 58.96 feet from the southeast corner of Block 4 of said Suburban Homes Company Addition, said corner being marked with a highway right of way brass cap set in concrete; thence N 0°30'26" E., 175.55 feet to a highway right of way brass cap set in concrete; thence N 25°45'11" E., 252.20 feet to a highway right of way brass cap set in concrete; thence through a curve to the right having a central angle of 90°59'17" and a radius of 80.00 feet for a curve length of 285.85 feet, the chord of which bears N 63°19'39" E., 257.64 feet to an iron pin; thence S 23°19'00" E., 340.72 feet to an iron pin; thence S 66°41'00" W., 519.06 feet to the point of beginning.

AND

All that portion of Blocks 6 and 7, Lonabaugh Avenue and Canfield Street, Suburban Homes Company Addition to the City of Sheridan, Sheridan County, Wyoming, described as follows:

Beginning at an iron pin which is located N 0°39'26" E., 58.96 feet and N 66°41'00" E., 519.06 feet from the southeast corner of Block 4, of said Suburban Homes Company Addition, said corner being a highway right of way brass cap set in concrete; thence N 23°19'00" W., 340.72 feet to a point on the highway right of way curve, said point being an iron pin; thence along the highway right of way curve through a central angle of 14°8'36" and a radius of 180 feet for a curve length of 44.43 feet, the chord of which bears S 62°31'30" E., 44.32 feet to a highway right of way brass cap set in concrete; thence S 54°25'45" E., 273.30 feet to a highway right of way brass cap set in concrete; thence S 9°35'00" E., 418.00 feet along the west edge of a county road to an iron pipe; thence S66°41'00" W., 70 feet to an iron pin; thence N 23°19'00" W., 333.66 feet to the point of beginning.

EXCEPTING THEREFROM that certain parcel of land as contained in Warranty Deed conveyed to The City of Sheridan, recorded May 5, 2016, Book 559, Page 561.

TOGETHER with all improvements situate thereon, and all appurtenances and

2018-741790 4/20/2018 3:59 PM PAGE: 2 OF 2
BOOK: 573 PAGE: 287 FEES: $15.00 HM WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK

hereditaments appertaining thereto.

SUBJECT to all exceptions, reservations, rights-of-way, easements, covenants, restrictions and rights of record.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

DATED this 20th day of April, 2018.

North Fork Partners LLC

By: Paul R Del Rossi

Title: MANAGING MEMBER

STATE OF WYOMING)
) ss.
County of Sheridan)

The foregoing instrument was acknowledged before me this 20th day of April, 2018, by Paul R. Del Rossi as Managing Member of **North Fork Partners LLC.**

WITNESS my hand and official seal.

Notary Public

My Commission Expires: 5-13-18.

BRIAN T. KINNISON
NOTARY PUBLIC
My Commission Expires May 13, 2018
SHERIDAN COUNTY, WYOMING

NO. 2018-741790 WARRANTY DEED
EDA SCHUNK THOMPSON, SHERIDAN COUNTY CLERK
WILCOX AGENCY
SHERIDAN WY 82801



CITY OF Sheridan WYOMING

rezone project

N

0 0.0175 0.035 0.07 Miles

Name: sgoodman Date: 05/03/2018

May 11, 2018

Planning and Zoning Commission
City Hall
55 East Grinnell Plaza
Sheridan, WY 82801

Dear Commission Members:

Please accept this letter as our utmost support for the rezoning of the former Kmart area from a B-1 Business District to B-2.

EMIT Technologies, Inc. has long been a vested member of Sheridan's business community and we welcome their expansion into North Main. Allowing them to repurpose the vacant Kmart building while adding two more structures is the very expression of economic development that North Main Association has been championing for the last 10 years.

EMIT will be the most recent business along the North Main corridor to bring added employment opportunities to Sheridan. Taken in consideration with the VA, North Main is becoming the hub for the best paying jobs in the county. EMIT employees will number over 100, Vacutech is approaching 175, Weatherby and Ramaco together will be adding another 150-200 positions. These increases will generate additional tax revenue, a boost to the entry level real estate market and expanded general sales. This is a cornerstone of the NMA strategic vision and another key to sustainable economic growth, not only along North Main but throughout our city.

And finally, we can be assured that EMIT will bring a superior design aesthetic to their new campus that will greatly complement the wonderful new I-90 interchange project that is at the core of the City's plans for the future.

Thank you for the opportunity to weigh in on this opportunity to bring new construction, employment and tax dollars into Sheridan.

Sincerely,

North Main Association
David Kinskey, Board President
Nancy Silla, Board Treasurer
Nancy Drummond, Board Secretary
Kathy Arnold
Jesse Bennick
Curtiss Johnson
Bob Utter

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Approval of Resolution 11-18- 1% Optional Sales and Use Tax for Fiscal Year 2019 - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	05/07/2018

Recommendation:

Staff recommends that the Mayor and City Council approve Resolution #11-18 for 1% Optional Sales and Use Tax for Fiscal Year 2019.

Background:

The following Resolution approves the allocations of 1% Optional Sales and Use Tax for Fiscal Year 2019. Resolution 40-14 originally established the allocations for anticipated 1% funding in 2014. The projected revenue at this time was $3,600,000. Actual revenue from the tax in the years following did not meet this initial projection, resulting in the redistribution of 1% allocations from Resolution 19-16 in 2016. The attached Resolution reflects the redistributed totals from Resolution 19-16, and also outlines the contingency fund commitments.

Attachments

Resolution 11-18

RESOLUTION 11-18

A RESOLUTION updating the distribution of the City of Sheridan Optional One Percent County Sales and Use Tax for fiscal year 2019.

WHEREAS the electorate of Sheridan County, Wyoming did approve the imposition and distribution of the Optional One Percent Sales and Use Tax in November 2014; and

WHEREAS the original estimated annual amount of Optional One Percent funds was $3,600,000, as defined within Resolution 40-14, for the City of Sheridan and is not the amount that is projected for fiscal year 2019; and

WHEREAS the recipients have acknowledged in their written agreements with the City that they understand the amounts they receive quarterly may be adjusted downward if revenues are insufficient; and

WHEREAS City Treasurer Department is projecting the annual estimated amount of sale and use tax received from the Optional One Percent Tax in Fiscal Year 2019 to be $3,400,000; and

WHEREAS the City of Sheridan has determined the best way to adjust for the projected revenue is to continue allocations based on Resolution 19-16; and

NOW THEREFORE BE IT RESOLVED that the one percent optional sales and use estimate for fiscal year ending June 30, 2019 be modified to $3,400,000 and that the distribution amounts in Resolution 40-14 be adjusted proportionally and that the estimated amounts shall be as follows:

	Original Amounts Res. 40-14	Adjusted Amounts $3,400,000
Public Safety		
Public Safety	$437,000	$424,889
Public Safety- Contingency	41,000	
Subtotal	478,000	424,889
Seniors and Family		
Senior Center	90,000	80,000
Contingency	15,000	
Subtotal	105,000	80,000
Water Quality/Open Space/Pathways & Recreation	260,000	231,111
Facilities and Infrastructure	2,000,000	1,777,778
Economic & Community Development		
Chamber of Commerce	20,000	17,778
Downtown Sheridan Association	30,000	26,667
Habitat for Humanity	10,000	8,889

Forward Sheridan	20,000	17,778
North Main Revitalization Initiative	50,000	44,444
Homeless Shelter	5,000	4,444
Arts Council	1,500	1,333
Sheridan Public Arts Committee	20,000	17,778
Contingency	135,000	
Subtotal	291,500	139,111
Public Health & Community Programs		
Advocacy and Resource Center	7,500	6,667
Animal Shelter	100,000	88,889
CASA	7,500	6,667
Child Development Center	7,500	6,667
Sheridan Health Center (Free Clinic)	4,000	3,556
Programs for "At Risk" Youth	130,000	115,556
Sheridan County Public Health	5,000	4,444
Northern WY Mental Health	5,000	4,444
Contingency	15,000	
Subtotal	281,500	236,890
Heritage and History		
Sheridan Community Land Trust	15,000	13,333
Sheridan County Historical Society (Museum)	22,000	19,556
Subtotal	37,000	32,889
Contingency		
Repayment WY Dept of Revenue	47,000	
Critical Air Service Team		250,000
North East Wyoming Growth Alliance		46,000
Wyoming Technology Business Center		80,000
Contingency	100,000	101,332
Subtotal	147,000	377,332
Total	***$3,600,000***	***$3,400,000***

Any further adjustments shall be made administratively with notifications to the City Council and the recipients.

PASSED, APPROVED AND ADOPTED this 21st day of May, 2018.

City of Sheridan

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Approval of One Cent Funding Requests for Sheridan Public Arts Committee Coordinator Position and SEEDA Position - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/04/2018

Recommendation:

Staff recommends that Mayor and Council approve the Sheridan Public Arts Committee's request for additional funding for a coordinator position and SEEDA's request for funding for a position.

The Sheridan Public Art Committee is requesting $12,000 to fund a coordinator position. This position's details are outlined in the attached job description.

In collaboration with SEEDA and the college, funding is requested for a SEEDA position. This position will serve as a liaison for NEWGA, as support for SEEDA, and as a planner for the College.

Funding:

The Sheridan Public Arts Committee is requesting $12,000 to fund the coordinator position.

The funding request is for $38,000 from the City, with $77,000 provided by SEEDA and $37,000 provided by the College.

Attachments

Request Letter

Coordinator Job Description



SPAC
Sheridan Public Arts Committee

April 25, 2018

City of Sheridan
Mayor Roger Miller
P.O. Box 848
Sheridan, WY 82801

Dear Mayor:

The Sheridan Public Arts Committee (SPAC) would like to request an extension of the funding for the administrative help we've had for the last several years. Our request is for $12,000 per year which is the level at which Mayor Kinskey originally funded us. Funding for this help is essential for the continuation of the operations of he Public Arts Committee in its present form, in that as a totally unpaid, volunteer committee, no one has the time to follow up on the numerous jobs it takes to make the committee function.

Thank you for your consideration.

Sincerely,

W. K. Love

Kim Love
Chair, Sheridan Public Arts Committee

Committee Members

Kim Love
Chair

Roger Miller
Mayor of Sheridan

Erin Hanke
City Counsel

Dan Roberts

John Dick

Kate Harrington

Terri Hayden

Beth Holsinger

Greg Luhman

Edre Maier

Gary Miller

Micah Trampe

Public Arts Committee Job Description

Averages 40 hours per month
Salary and expenses up to $12,000 per year
2 year commitment

Maintains Data files

- Sculpture artist contact information
- On loan sculptures and locations
- Permanent Acquisitions and locations
- Donations
- Web Site

Prepares and mails letters of solicitation to artist in December for on loan program

Receives on Loan applications

Prepares applications for Public Arts Committee selection process

Communicates with artists and City concerning the drop off and pick up of sculptures

Arranges for artists rooms for community presentation at Big West Arts Festival

Arranges and Works with sculpture cleaning consultant

Submits necessary E-reqs to City for committee purchases

Prepares layout for On Loan brochure/posters

Fundraising- prepares letter of solicitation.
With Committee approval, mails and sends donors thank you letters

Contacts Members regarding monthly meetings

Prepares the meeting agenda

Keeps minutes of Committee meetings

Update Committee on Budget-expenses, revenue, and capital plans from City and One Cents Funds

Works with Committee to place permanent art pieces on North Main

In charge of all Publicity-media releases and public relations

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Executive

MEMORANDUM

Project Name:	Approval of Appointment of Interim Fire Chief for Sheridan Fire and Rescue - City Administrator Mark Collins
From:	Mark Collins, City Administrator
To:	Mayor and Council
CC:	
Date:	

Recommendation:

Staff recommends that Mayor and Council appoint Gary Harnish as Interim Fire Chief for Sheridan Fire and Rescue.

Background:

Captain Harnish was the unanimous choice of the interview team that included the Mayor, HR Director, City Administrator and a representative of the Fire Civil Service Commission. Gary has an impressive record of 21 years of service with the Department, 6 years of senior level experience as a Fire Captain and excellent academic/training credentials. Gary will serve in the interim capacity beginning Sunday, June 3rd.

Attachments

Gary Harnish Resume

PO Box 167
Ranchester, WY 82839

May 24, 2018

Chief Terry Lenhart
Fire Chief
Sheridan Fire-Rescue
151 South Scott
Sheridan, WY 82801

Dear Chief Lenhart;

I am interested in being considered for the interim Fire Chief position. My education at the University of Wyoming and experience as a Fire Captain has provided me the knowledge, skills, and abilities to excel in this position.

The path of my coursework emphasized both business and communications classes. Courses such as Business Ethics, Human Resource Management, and Technical Communications have prepared me to be an asset in the interim position. National Fire Academy courses such as; Interpersonal Dynamics, Business Communications, Organizational Theory, and others have further developed my skills.

For the past 20 years I have been employed by the City of Sheridan Fire-Rescue Department. I have advanced through four different positions within the department, each with increasing responsibilities. As my responsibilities increased I recognized and put to use various relationships with other departments to provide for the efficient and effective operations of my department. I supervise up to 14 firefighters. I manage all activities performed by my shift personnel. I am responsible for many forms of written and oral communications; from memos to strategic planning, public education classes for preschoolers to presentations to the City Council. I have honed my decision making skills in a variety of situations; from planning daily work schedules to commanding emergency scenes. Over the course of my career I have had experience in 2 paid fire departments, 2 volunteer fire departments, and 3 EMS agencies. I am the only officer at Sheridan Fire-Rescue that holds an Advanced Life Support certificate which gives me a unique supervisory perspective in EMS operations.

The enclosed resume provides an overview of my relevant skills, knowledge, and abilities that I believe have prepared me for this position. I look forward to meeting with you to discuss my qualifications in greater detail. I can be contacted in writing at the above address, by telephone at (307)751-0906, or by email at gharnish@sheridanwy.net.

Yours truly;

Gary M. Harnish

Gary M. Harnish
Captain
Sheridan Fire-Rescue

Enclosure (1)

Gary M. Harnish

PO Box 167
Ranchester, WY 82839

(307)751-0906
garyharnish@gmail.com

Education

Bachelor of Applied Science in Organizational Leadership — **May 2016**
University of Wyoming, Laramie, WY

Associate of Applied Science in Fire Science — **December 2013**
Casper College, Casper, WY

Skills

Oral and written communication

- Prepare written reports (using a wide range of software packages)
- Command emergency scenes (rapid decision making in a dynamic environment)
- Deliver work assignments
- Teach classes (both in-house and to the public)
- Deliver various presentations (from pre-school to city administration)
- Act as a Public Information Officer for press releases
- Grant Writing

Building partnerships

- Develop strong working relationships with various city departments and private services providers
- Assist with training outside agencies (member of Ranchester Volunteer Fire Department)
- Served on the Public Education Committee since 1997
- Served on the Employee Relations Committee
- Served on the City Wide Safety Committee

Management and problem solving

- Develop strategy and tactics to mitigate developing emergency scenes
- Adapt to the ever changing roles, responsibilities, and innovations in emergency services
- Serving on the FIre Service Study Committee
- Served on apparatus specification committees for engines, ladder truck, and ambulances
- Served on the new hire testing interview committee for the past 10 years
- Worked with Human Resources to refine new hire interview questions
- Managed Hazardous Materials Program prior to promotion to Captain

Knowledge

Modern Emergency Services

- Knowledge of modern firefighting techniques and equipment
- Knowledge of modern Emergency Medical Services and equipment
- Knowledge of modern Special Operations Programs
- Knowledge of laws relating to emergency services
- Knowledge of current supervisory skills and practices
- Knowledge of city and department policies and procedures
- Knowledge of applicable computer systems and software
- knowledge of department communication systems

Employment Experience

Fire Captain **March 2012-present**

Sheridan Fire-Rescue, City of Sheridan, WY

- Direct and supervise department personnel in daily and emergency operations
- Provides for operational readiness through training, maintenance, inspections and pre-planning
- Review reports to ensure both operations and reporting fall within standard operating guidelines
- Plan daily, weekly, monthly, and yearly activities to comply with applicable requirements
- Provide daily updates to all applicable record keeping systems
- Perform duties consistently, dependably, and accurately

Firefighter II/EMT-Intermediate **2004-2012**

Sheridan Fire-Rescue, City of Sheridan, WY

- Served as shift supervisor in the absence of the Captain
- Used both Basic and Advanced Life Support skills to assist in Emergency Medical Services
- Used training in multi-hazard emergency situations to mitigate hazards, conserve property, and preserve life at emergency scenes under supervision of officers
- Drove and operated emergency equipment
- Performed maintenance of apparatus, equipment, and facilities
- Performed inspections and pre-plans

Firefighter/EMT-Intermediate **2001-2004**

Sheridan Fire-Rescue, City of Sheridan, WY

- Used both Basic and Advanced Life Support skills to assist in Emergency Medical Services
- Used training in multi-hazard emergency situations to mitigate hazards, conserve property, and preserve life at emergency scenes under supervision of officers
- Drove and operated emergency equipment
- Performed maintenance of apparatus, equipment, and facilities
- Performed inspections and pre-plans

Firefighter/EMT Basic **1997-2001**

Sheridan Fire-Rescue, City of Sheridan, WY

- Used both Basic Life Support skills to assist in Emergency Medical Services
- Used training in multi-hazard emergency situations to mitigate hazards, conserve property, and preserve life at emergency scenes under supervision of officers
- Drove and operated emergency equipment
- Performed maintenance of apparatus, equipment, and facilities
- Performed inspections and pre-plans

Other Activities

- Current member of Ranchester Volunteer Fire Department (I assist with training)
- Member of the Race Director Team for the Bighorn Mountain Wild and Scenic Trail Run
- Assisting in developing an outdoor education program through the Sheridan Sports Stop

References

- Brian Songer, Retired Fire Marshall, Sheridan Fire-Rescue, 1535 Big Horn Avenue, Sheridan, WY 82801, (307)672-7191
- Thomas Neibauer, Wyoming Life Flight Base Supervisor, 1142 Waterford, Casper, WY 82608, (307)797-1939
- Michelle Powers Maneval, Race Director, Bighorn Mountain Trail Run,General Manager Sports Stop LTD, 208 North Main, Sheridan, WY 82801, (307)672-5356