AGENDA
CITY OF SHERIDAN
SEPTEMBER 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 with Summit Nazarene Church.

4. Swear in Junior Council Members and Overview of Junior Council Program - City Clerk Cecilia Good

5. Roll Call of Members

6. Approval of Agenda

7. Public Hearings

   A. Resolution #32-18 Hawks Rest Minor Subdivision - Community Development Director Brian Craig

   B. Approval of the First Reading of Ordinance 2193 - A Request to Rezone Sheridan Memorial Hospital Campus to Medical Arts (MA) Zoning - Community Development Director, Brian Craig

8. Consent Agenda

   A. Approval of Award of Bid for the Utility Maintenance Building Concrete Pavement Project to McClellan and MacQueen of Worland, Wy

   B. Minutes of Regular Council Meeting August 20, 2018

   C. Claims

9. Staff Update

   A. City Employee Recruitment and Retention - Human Resources Director Heather Doke

10. Community Update

    A. YMCA Construction Update - Liz Cassiday, Executive Director Sheridan County YMCA

B. Proclamation in Commemoration of the Chartering of the Alexander Slidell MacKenzie Chapter, U.S.D. 1812 - Tammy Mansfield, Wyoming State Society President

C. Proclamation for Star-Spangled Banner Day - Tammy Mansfield, Wyoming State Society President

OLD BUSINESS

NEW BUSINESS

11. Approval of Resolution #32-18 Hawks Rest Minor Subdivision - Community Development Director Brian Craig

12. Approval of the First Reading of Ordinance 2193 - A Request to Rezone Sheridan Memorial Hospital Campus to Medical Arts (MA) Zoning - Community Development Director Brian Craig

13. Council Comments and Requests for Future Agenda Items

14. Comments from the Public

15. 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: Resolution #32-18 Hawks Rest Minor Subdivision - Community Development Director Brian Craig
From: Brian Craig, Community Development Director
To: Mayor and Council
CC: Mark Collins, City Administrator
Date: 08/14/2018

Recommendation:

Staff recommends the City Council approve Resolution #32-18, the Hawks Rest Minor Subdivision, dividing 2.28 acres into 5 lots, zoned R-1 Residence, located at the northwest corner of Big Horn Ave. and West Brundage Lane subject to the following condition:

1) That the Certificate of Dedication on the Final Plat be modified to reflect the restrictions and obligations contained in the existing private easement agreement.

Potential Findings of Fact:

Potential Findings of Fact:
Prior to approving the final plat, the City Council will need to make the following findings per Sheridan City Code Appendix B §202:

The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.

The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.

Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.

All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.

No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise consider long-range water supply in making any determination.

Background:

This proposed subdivision is an in-fill project for single-family residential. Lot 1 is the smallest lot, but at 9,170 square feet there is adequate area for a single-family home compatible with homes in the immediate area. The three adjacent lots to the north take access via the north portion of this subdivision. A fifty foot access and utility easement is being dedicated across the north 50 feet of the subdivision to preserve the access use and to provide opportunity for legal utility connections.

Direct notification was sent to 15 property owners, in addition to newspaper notification. The Aspen Grove Homeowner's Association is listed as a property owner within 300 feet of this application, but no known address exists for the association and no address is registered with the County Recorder or County Assessor. Exhaustive efforts by both the applicant and staff to track down a proper mailing address yielded no results. However, several individual residents of Aspen Grove Subdivision were included in the notification due to their proximity. In addition to a response letter hand delivered to the commissioners regarding traffic safety, several members of the public, including adjacent neighbors spoke during the Planning Commission public hearing on August 13, 2018. The concerns and questions raised are addressed in the next report section.

Discussion:

This request was tabled from the August 13, 2018 Planning Commission meeting to the August 27, 2018 Planning Commission meeting to allow staff time to research questions presented by the public and Commissioners.

The concerns expressed during the August 13, 2018 Planning Commission public hearing fall into three broad categories: 1) use and maintenance of the fifty foot (50') access easement, 2) availability of direct access to Brundage Lane, and 3) the safety and timing of improvements to the intersection of Brundage Lane and Big Horn Avenue. There is an existing easement agreement from 2007 that specifies the rights and obligations of both the applicant (McWilliams) and the three adjacent properties to the north. The agreement discusses ingress/egress, parking, maintenance and storage among other requirements. The three lots to the north have full access across the fifty foot (50') easement, but are also obligated to maintain the easement; the cost for maintenance is shared among the three adjacent north lots. The proposed plat maintains the same easement area, but also grants the right for utility service in the easement for the benefit of the lots to the adjacent north. Access to Brundage Lane will be allowed for Lots 1, 2, 4, and 5. Staff will require Lots 1 and 2 to share one access point on Brundage Lane and have driveways split off from there. If Lots 4 or 5 choose to use Brundage for access they will also be required to share one access point. Per the attached letter from City Attorney Brendon Kerns, there is no prohibition against Lots 3, 4, or 5 using the easement for primary or secondary access as long as they adhere to the parking and other restrictive terms of the 2007 agreement. The timing of improvements at the intersection of Big Horn Ave. and Brundage Lane will be determined by the average daily traffic counts. The design could be stop lights, a four-way stop, or a round-a-bout; the final design will be developed by the city in consultation with WYDOT as necessary and occur when traffic counts warrant such improvement.

Staff offers the following comments on final plat required findings:

1. *The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.*

This property falls completely within the City limits, so this condition does not apply.

2. *The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.*

Again, not applicable in this case, the property is within the city limits.

3. *Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.*

The proposed lots will allow for adequate setbacks and development for single-family residential uses. There are no variances requested for the lot dimensions.

4. *All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.*

Although near the airport, this subdivision is outside of the Airport influence area.

5. *No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise consider long-range water supply in making any determination.*

Water and sewer service is available in West Brundage Lane, however the sewer line is on the south side of the roadway and a bore is required for each new service tap. The Utilities Department has determined there is adequate water and sewer capacity to serve these new lots; new taps will need to be installed to those lots and associated fees paid.

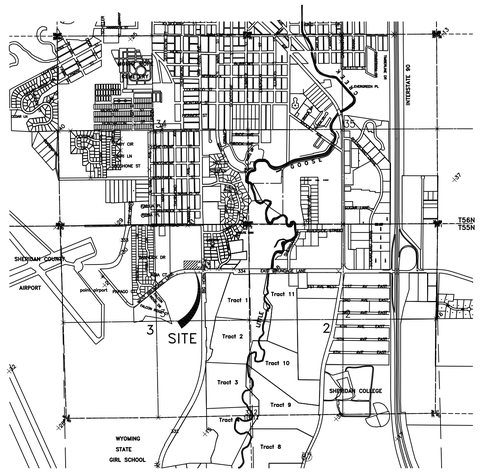
Staff has no further comments at this time.

Attachments

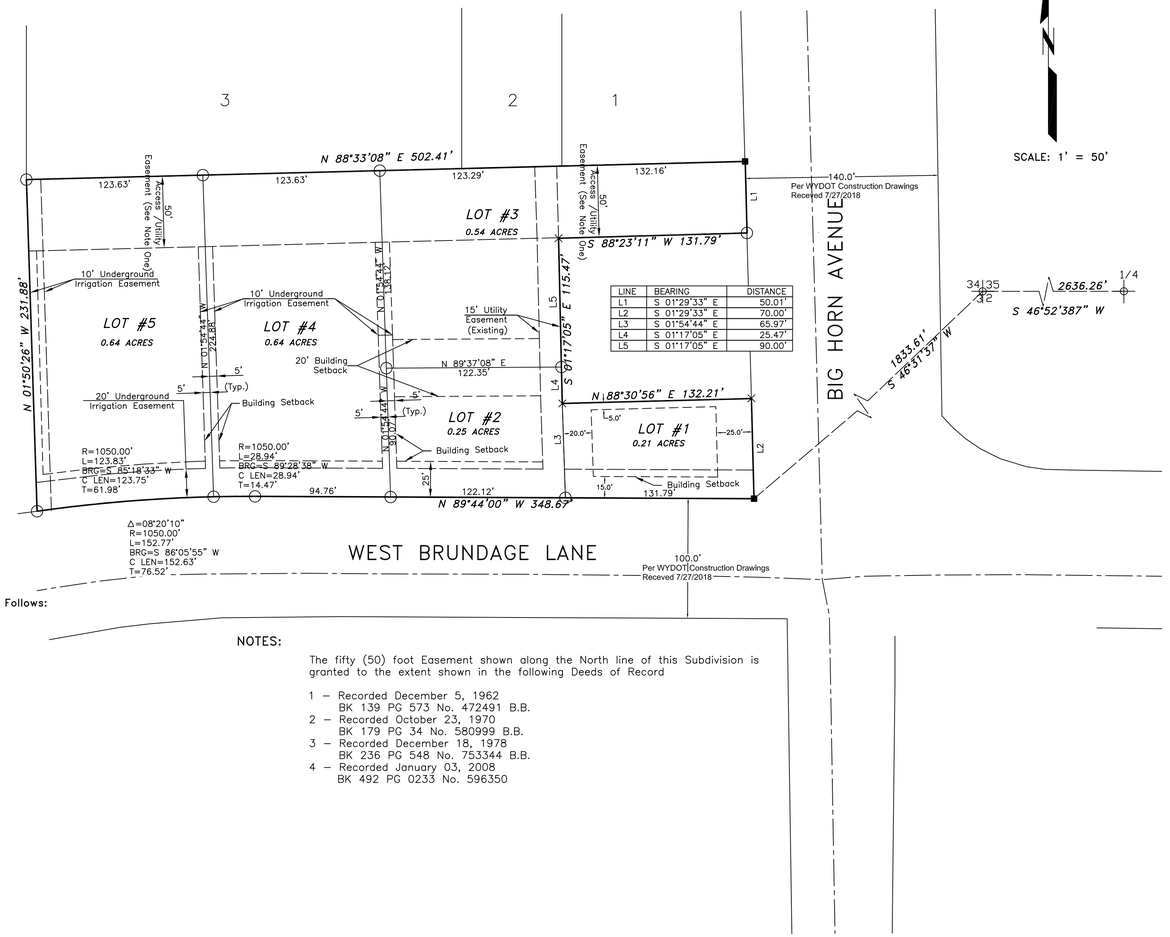
plat
aerial
agreement memo from City attorney
recorded easement agreement
Resolution 32-18

HAWKS REST MINOR SUBDIVISION
FINAL PLAT

2150 BIG HORN AVENUE
THE NW1/4 NE1/4 OF SECTION 3
T55N, R84W, OF THE 6th. P.M.
CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING



LOCATION MAP
Scale 1"=2000'



LINE	BEARING	DISTANCE
L1	S 01°29'33" E	50.01'
L2	S 01°29'33" E	70.00'
L3	S 01°54'44" E	65.97'
L4	S 01°17'05" E	25.47'
L5	S 01°17'05" E	90.00'

SCALE: 1' = 50'

NORTH

SCALE 1" = 50'

Basis Of Bearing
NAD 83 Wyoming East Central Zone
Vertical Datum NAVD 88

LEGAL DESCRIPTION

A TRACT OF LAND LOCATED IN THE NW1/4NE1/4 SECTION 3, T55N, R84W, 6TH PM, SHERIDAN COUNTY WYOMING AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING at a point which is located S46°31'37"W, 1,833.61 feet from the Northeast corner of said Section 3, said point also being located on the East right-of-way of Big Horn Avenue at the intersection of Big Horn Avenue and West Brundage Lane;

Thence along the North right-of-way of West Brundage Lane N89°44'00"W, 348.67 feet to the PC of a curve to the left with a radius of 1,050 feet, an arc length of 152.77 feet, a chord of S86°05'55"W, 152.63 feet to a point;

Thence leaving said right-of-way N01°50'26"W, 231.88 feet to a point;

Thence N88°33'08"E, 502.41 feet to a point, said point being located on the West right-of-way of Big Horn Avenue;

Thence along said right-of-way S01°29'33"E, 50.01 feet to a point;

Thence leaving said right-of-way S88°23'11"W, 131.79 feet to a point;

Thence S01°17'05"E, 115.47 feet to a point;

Thence N88°30'56"E, 132.21 feet to a point, said point being located on the West right-of-way of Big Horn Avenue;

Thence along said right-of-way S01°29'33E, 70.00 feet to the point of BEGINNING containing 2.28 acres, more or less.

CERTIFICATE OF SURVEY

I, William E. Pugh, do hereby certify that I am a Registered Land surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct and complete plat of HAWKS REST MINOR SUBDIVISION as laid out, platted, dedicated and shown hereon, that this plat was made from an accurate survey of said property conducted by me or under my supervision and correctly shows the location and dimensions of all lots,easements and streets of said subdivision in compliance with City of Sheridan regulations governing the subdivision of land.

_____ Land Surveyor
No. 5300

Professional Land Surveyor WILLIAM E. PUGH 5300 Date: WYOMING

UNLESS SIGNED, SEALED AND DATED THIS IS A PRELIMINARY PLAT.

CERTIFICATE DEDICATION

That the undersigned owner(s) of the land shown and described on this plat do hereby dedicate to the City of Sheridan and its licensees for public use the indicated purposes, all streets, alleys, easements and other public lands within the boundary lines of this plat, as indicated, and not already otherwise dedicated for public use.

Utility easements, as designated on this plat, are hereby dedicated to the City of Sheridan and its licensees for public use for the purpose of installing, repairing, reinstalling, replacing and maintaining sewer, water lines, gas lines, electric lines, telephone lines, cable TV lines and other forms and types of public utilities now or hereafter generally utilized by the public.

All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.

Executed this _____ day of _____, 2018 by,

_____
Owner
Helena P. McWilliams

STATE OF WYOMING)
) ss.
SHERIDAN COUNTY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by _____. Witness my hand and official seal.

_____
Notary Public

DIRECTOR OF PUBLIC WORKS CERTIFICATE OF APPROVAL

This plat has been prepared in accordance with the requirements and procedures outlined in the Subdivision Regulations of the City of Sheridan, and certified this _____ day of _____, 2018, by the Director of Public Works of Sheridan, Wyoming.

_____
Director of Public Works

CITY OF SHERIDAN. PLANNING COMMISSION CERTIFICATE OF REVIEW

Reviewed by the City of Sheridan of Planning Commission this ____ day of ____, 2018.

_____
Chairman

_____
Attest: Vice-Chairman

CITY OF SHERIDAN CERTIFICATE OF APPROVAL

Approved by the City Council of the City of Sheridan, Wyoming, this ____ day of _____, 2018.

_____ _____
Attest: City Clerk Mayor

CERTIFICATE OF RECORDER

This plat was filed for record in the Office of the Clerk and Recorder at _____ o'clock _ .m., This ____ day of _____ , 2018. And is duly recorded in Book _____ ____, Page No. _____ .

_____
County Clerk

OWNER
HELENA P. McWILLIAMS
1716 EAST BRUNDAGE LANE
SHERIDAN, WYOMING 82801
(307) 674 7149

NOTE:
Utility Easements
Unless otherwise noted, Utility Easements are reserved as Follows:
15' wide utility easement along the East side line LOT#2
50' wide access/utility easement along North boundary line

Zoning R1
Unless otherwise shown all setbacks are as specified for R1 Zoning.

LAND USE SUMMARY

USE	ACREAGE
LOT #1	0.21 ACRES
LOT #2	0.25 ACRES
LOT #3	0.54 ACRES
LOT #4	0.64 ACRES
LOT #5	0.64 ACRES
TOTAL	2.28 ACRES

BASIS OF BEARING–
WYO. STATE PLANE (EAST CENTRAL ZONE)
NAD 83
EXISTING ZONING: R-1
AVERAGE LOT SIZE=24068.95 SQ. FT.
SETBACKS: RESIDENTIAL BUILDINGS

NOTES:

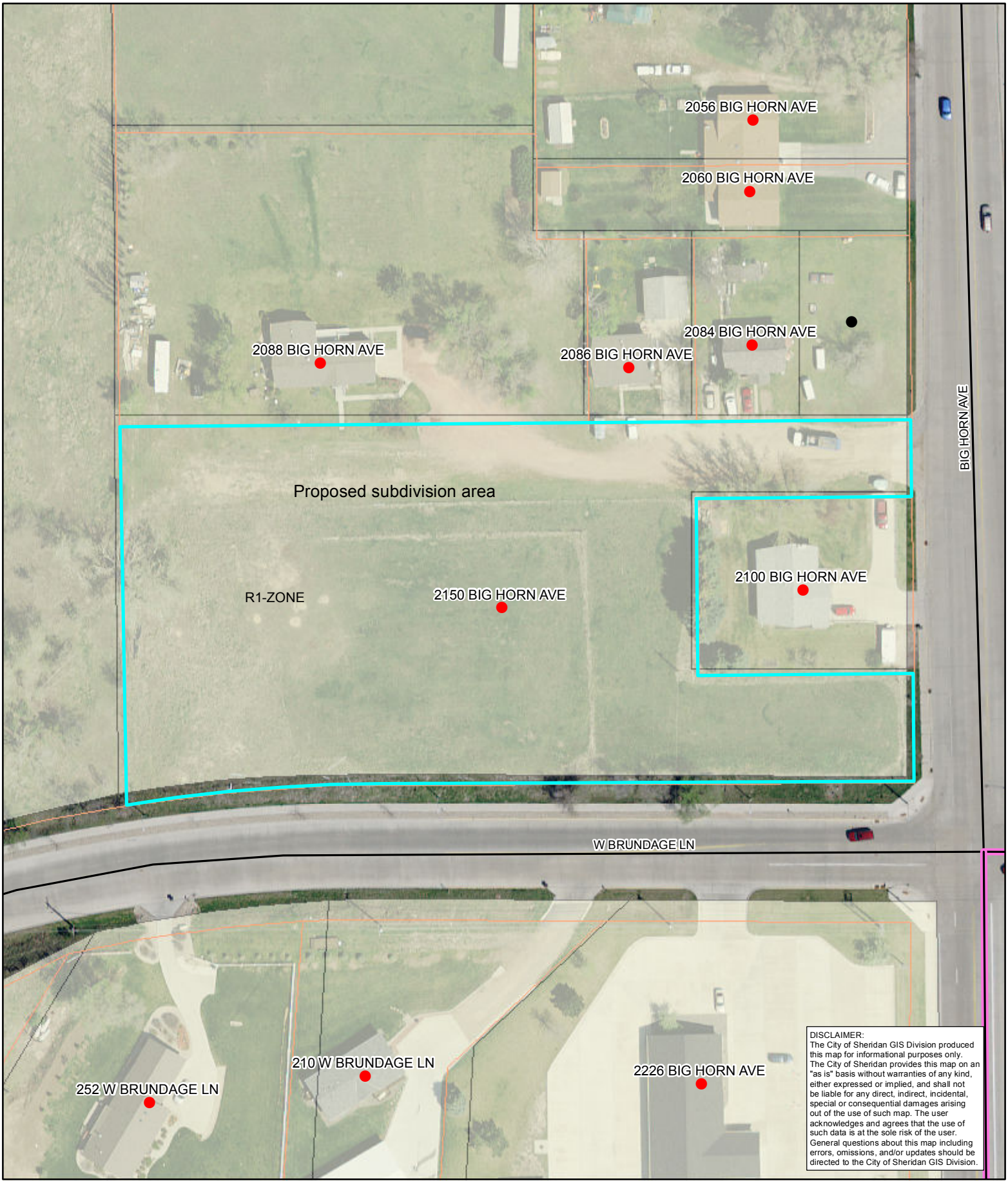
The fifty (50) foot Easement shown along the North line of this Subdivision is granted to the extent shown in the following Deeds of Record

1 – Recorded December 5, 1962
BK 139 PG 573 No. 472491 B.B.
2 – Recorded October 23, 1970
BK 179 PG 34 No. 580999 B.B.
3 – Recorded December 18, 1978
BK 236 PG 548 No. 753344 B.B.
4 – Recorded January 03, 2008
BK 492 PG 0233 No. 596350

LEGEND

THESE STANDARD SYMBOLS WILL BE FOUND IN THE DRAWING.

_____	BOUNDARY
_____	LOT LINE
_____	RIGHT OF WAY
- - - - - -	BUILDING SETBACK LINE
— — — — —	EASEMENT LINE
■	RW–MRKR MONUMENT
○	2" ALUM CAP ON 5/8"ø REBAR (RLS 5300)
×	FENCE CORNER



CITY OF Sheridan WYOMING

Hawks Rest Minor Subdivision

N

0 25 50 100 Feet

Name: sgoodman Date: 05/21/2018

KERNS LAW OFFICE, LLC
30 GRINNELL PLAZA
P.O. BOX 6669
SHERIDAN, WYOMING 82801

BRENDON E. KERNS *

TELEPHONE (307) 655-8600
FACSIMILE (307) 655-8602

**Also admitted in Montana*

August 20, 2018

City of Sheridan Planning Director
Brian Craig
55 E. Grinnell Plaza
Sheridan, WY 82801

RE: Memorandum- Hawks Rest Subdivision

Dear Mr. Craig,

The Hawks Rest Minor Subdivision is owned by Helena P. McWilliams. This proposed final plat intends to establish five (5) lots over an area of approximately 2.3 acres. The subdivision is bordered on the South by West Brundage Lane and on the East by Big Horn Avenue. The North portion of the subdivision consists of a 50' easement which runs the length of the North property line. This easement grants access to three other properties, one of which has the potential for further subdivision in the future. There is no other legal access to those three properties.

The easement was granted by the owner of the McWilliams property to the various other properties beginning in 1962. The terms of the easement state that it is for the purpose of ingress and egress. In 2006, the owners of the three tracks brought a lawsuit against McWilliams and her husband alleging that they were blocking and interfering with the parties' right of ingress and egress.

The matter was resolved by agreement between the parties. The Agreement was filed in the Sheridan County Clerk's Office and is tied to all of the properties. Per the terms of the agreement, there are significant restrictions concerning parking and placing obstructions on the easement. In addition, the agreement states "There will be no further alteration to the topography of the easement. Forry et al are responsible for maintaining the Easement." These restrictions are binding on all heirs, successors and assigns.

There has been some objection to the use of the easement for the purpose of the subdivision. As a general rule, a person cannot create an additional burden on an easement which would alter its original intent or the use by the easement holders. With regards to subdivisions, the Wyoming Supreme Court has stated "The easement granted by the Englemans

provided for unlimited use for ingress and egress. Subdivision, therefore, did not create an additional burden on the easement since the use remained the same" *Mueller v. Hoblyn*, 887 P.2d 500, 505 (Wyo. 1994) citing Restatement of Property, supra, § 488. The McWilliams easement does not restrict ingress and egress. It only restricts parking alteration of topography. Therefore, there does not appear to be any restriction as to the use of the easement for the Hawks Rest Subdivision.

Nonetheless, whether the subdivision creates an additional burden is not for the City to decide. The respective Deeds, the easement and the Agreement do not prohibit the subdivision of the McWilliams property nor deny McWilliams the right to grant others the use of the easement. Any disagreement between the parties as to any possible burden is a civil matter which should not be decided by the City. Therefore, the City should evaluate the sufficiency of using the easement as the access point for the subdivision per the City of Sheridan Ordinances regarding private roads. Staff should also provide additional information regarding whether the easement is sufficient for emergency responders, garbage trucks, etc.

If you have any questions on these matters, please contact me at your convenience.

Best Regards.

Sincerely,
KERNS LAW OFFICE, LLC



Brendon E. Kerns

596350 AGREEMENT
BOOK 492 PAGE 0233
RECORDED 01/03/2008 AT 04:05 PM
AUDREY KOLTISKA, SHERIDAN COUNTY CLERK

AGREEMENT CONCERNING SCOPE OF EASEMENTS AND RIGHTS OF OWNERS

This Agreement is entered into herein by and between **Joyce D. Forry**, Trustee of the Joyce D. Forry Trust, dated December 14, 2004, **Oscar Juroszek** and **Bessie Juroszek**, husband and wife, **Travis Weaver** and **Janet Weaver**, husband and wife, and **Helena P. McWilliams** and **Keith McWilliams**, husband and wife.

RECITALS

Certain differences and difficulties have arisen between the parties to this Agreement concerning the scope of the easements referred to herein below and the respective obligations and rights of the owners of the easements and the respective obligations and rights of the owners of the lands burdened by said easements.

These differences and difficulties have resulted in litigation between the parties in District Court in and for Sheridan County, Wyoming, which case is captioned as follows: *Forry et al. v. McWilliams et al.*, Civil Action No. 2006-318, Fourth Judicial District, Sheridan County, Wyoming. In this case, Joyce D. Forry, Oscar and Bessie Juroszek, and Travis and Janet Weaver (referred to collectively herein as "Forry et al" or "Plaintiffs") are Plaintiffs and Helena P. McWilliams and Keith McWilliams (referred to collectively herein as "McWilliams") are Defendants.

This agreement is intended to resolve the dispute concerning the easements referred to herein below and to clarify the rights and obligations of the respective parties.

NOW THEREFORE, for good and valuable consideration, receipt whereof is hereby acknowledged, the parties stipulate and agree as follows:

1. Joyce D. Forry, Trustee of the Joyce D. Forry Trust, dated December 14, 2005, whose address is 2088 Big Horn Avenue, Sheridan, Wyoming, is the owner of the following described lands and easement:

A tract of land located in the NW¼NE¼ of Section 3, T. 55 N., R. 84 W. 6th P.M., Sheridan County, Wyoming described as follows:

> Beginning at a point located North 450 feet and West 240 feet from the Southeast corner of said NW¼NE¼ thence West 32.5 feet, thence North 68.5 feet, thence West 272 feet, thence South 188.5 feet, thence East 304.5 feet, and thence North 120 feet more or less to the point of beginning.

Together will all improvements thereon, water and water rights, ditches and ditch rights thereunto appertaining, but subject to all reservations, exceptions and restrictions of record.

Together with an easement for ingress and egress fifty (50) feet wide, the center line of which is described as follows:

> Beginning at a point located on the West boundary of the secondary highway, said point also being located North 305 feet and West 30 feet from the Southeast corner of said NW¼NE¼, Section 3, T. 55 N., R. 84 W., 6th P.M., thence West a distance of 514.5 feet.

These lands and easement are referred to herein as the "Forry Parcel" and the "Forry Easement" and are described in the Warranty Deed recorded on December 18, 1978 in Book 236, Page 548 in the Office of the Sheridan County Clerk and in the Warranty Deed recorded on April 29, 2005 in Book 463, Page 151 in the Office of the Sheridan County Clerk. The Forry Easement is for the benefit of, appurtenant to, and runs with the Forry Parcel.

2. Oscar and Bessie Juroszek, husband and wife, whose address is 2084 Big Horn Avenue, P.O. Box 172, Sheridan, Wyoming, are the owners of the following described lands and easement:

> A tract of land situated in the NW¼NE¼ of Section 3, Township 55 North, Range 84 West of the Sixth Principal Meridian, Sheridan County, Wyoming, described as follows:
>
> Beginning at a point 70 feet West of a point on the West line of the Wyoming Secondary Highway (formerly known as the Old Sheridan-Big Horn County Road), said point being West 30 feet and North 450 feet from the Southeast corner of said Section 3, thence South 120 feet to a point, thence West 70 feet to a point, thence North 120 feet to a point, and thence East 70 feet to the point of beginning.
>
> Together with all improvements situate thereon.
>
> Together with the right to use the street which is 50 feet in width and which adjoins the above described tract on the South as a means of ingress and egress and for the installation and maintenance of utilities.

These lands and easement are referred to herein as the "Juroszek Parcel" and the "Juroszek Easement" and are described in the Warranty Deed recorded on May 7, 1962 in Book 136, Page 216 in the Office of the Sheridan County Clerk; in the Warranty Deed recorded on May 7, 1962 in Book 136, Page 211 in the Office of the Sheridan County Clerk; and in the Warranty Deed recorded December 5, 1962 in Book 139, Page 573 in the Office of the Sheridan County Clerk. The Juroszek Easement is for the benefit of, appurtenant to, and runs with the Juroszek Parcel.

3. Travis and Janet Weaver, husband and wife, whose address is 2086 Big Horn Ave., Sheridan, Wyoming, are the owners of the following described lands and easement:

A tract of land situate in the NW¼NE¼ of Section 3, Township 55 North, Range 84 West of the Sixth Principal Meridian, Sheridan County, Wyoming, described as follows: Beginning at a point 140 feet West of a point on the West line of the Wyoming Secondary Highway (formerly known as the Old Sheridan-Big Horn County Road) said point being West 30 feet and North 450 feet from the southeast corner of said Section 3; thence South 120 feet to a point, thence West 70 feet to a point, thence North 120 feet to a point, and thence East 70 feet to the point of beginning.

Together with all improvements situate thereon and all appurtenances thereunto appertaining or belonging.

Together with the right to use the street which is 50 feet in width and which adjoins the above described tract on the South as a means of ingress and egress and for the installation and maintenance of utilities.

These lands and easement are referred to herein as the "Weaver Parcel" and the "Weaver Easement" and are described in the Warranty Deed recorded on May 7, 1962 in Book 136, Page 216 in the Office of the Sheridan County Clerk; in the Warranty Deed recorded on May 7, 1962 in Book 136, Page 217 in the Office of the Sheridan County Clerk; in the Warranty Deed recorded October 23, 1970 in Book 179, Page 34 in the Office of the Sheridan County Clerk; and in the Warranty Deed recorded on November 1, 2005 in Book 468, Page 725 in the Office of the Sheridan County Clerk. The Weaver Easement is for the benefit of, appurtenant to, and runs with the Weaver Parcel.

4. Helena McWilliams, a married person dealing in her sole and separate property, whose address is 1716 East Brundage Lane, Sheridan, Wyoming, 82801, is the owner of the following described lands:

A tract of land situated in the NW¼NE¼ of Section 3, Township 55 North, Range 84 West of the 6th P.M., Sheridan County, Wyoming, described as follows, to wit:

Beginning at a point located South 988.5 feet and West 30 feet from the Northeast corner of said NW¼NE¼ (said point of beginning being on the West right of way line of the State Secondary Highway); thence South a distance of 50 feet along the West right of way line of the State Secondary Highway to a point; thence West a distance of 140 feet to a point; thence South a distance of 115 feet to a point; thence East a distance of 140 feet to a point on the West right of way line of the State Secondary Highway; thence South along said right of way line a distance of 70 feet to a point; thence North 89° 44' West along the North right of way line of the Sheridan County Airport Road a distance of 346.48 feet to a point; thence along a curve to the left with a radius of 1050 feet, delta angle of 9° 05' with a chord distance of 166.22 feet and with a bearing of South 85° 44' West to a point; thence North

0° 28' West a distance of 245.77 feet to a point; and thence East a distance of 514.25 feet to a point of beginning.

Excepting that portion conveyed to the Transportation Commission of Wyoming as evidenced by Warranty Deed recorded June 15, 1993 in Book 359 of Deeds, page 101.

Together will all improvements situate thereon and all appurtenances thereunto appertaining or belonging.

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

These lands are referred to herein as the "McWilliams Parcel" and are described in the Warranty Deed recorded on July 18, 2003 in Book 445, Page 147 in the Office of the Sheridan County Clerk.

5. The Forry Easement, Juroszek Easement and Weaver Easement are situated on the McWilliams Parcel. The McWilliams Parcel is subject to and burdened by said easements. These three easements are all situated along the same parcel of land which is 50 feet in width and 514.5 feet in length and which is adjacent to the South line of the Forry Parcel, Weaver Parcel, and Juroszek Parcel. This parcel of land on which the three easements are located is referred to herein as the "Easement" and is specifically described in that Warranty Deed recorded on December 18, 1978 in Book 236, Page 548 in the Office of the Sheridan County Clerk and in that Warranty Deed recorded on May 7, 1962, in Book 136, Page 216 in the Office of the Sheridan County Clerk.

6. The parties hereto agree that the scope of the Forry Easement, Juroszek Easement, and Weaver Easement and the rights and obligations of the respective owners of the above-described lands and easements include the following:

(a) The Plaintiffs may use the Easement for ingress and egress to and from their respective parcels of land. The Easement may also be used for ingress and egress by the invitees (friends, relatives, and visitors) and licensees of any of the Plaintiffs, including but not limited to garbage services, postal delivery, maintenance or repairmen, newspaper delivery, and other delivery services such as UPS, FedEx, etc.

(b) The following parking is permitted on the Easement:

(i) *Temporary Parking.* The Plaintiffs, McWilliams, and the invitees and licensees of any Plaintiff or McWilliams may park on the Easement for not longer that six (6) consecutive hours;

(ii) *Plaintiffs' Permanent Parking Space.* Joyce Forry, Juroszeks, and Weavers

may each park one vehicle in front of his/her/their respective parcel (i.e. one vehicle per parcel of land) without any limitation. All vehicles of Plaintiffs and their invitees must be licensed and functional and parked within the north ten feet of the Easement.

(iii) *McWilliams Permanent Parking Spaces*. McWilliams may park up to three vehicles within the south ten feet of the Easement without any limitation. McWilliams' invitees must park within the south ten feet of the Easement.

(iv) No other parking on the Easement is permitted.

(c) Except as expressly permitted herein, no objects, structures or debris are allowed on the Easement. There will be no gate placed on the Easement.

(d) There will be no further alteration to the topography of the easement. Forry et al are responsible for maintaining the Easement.

(e) McWilliams will remove the haystack presently existing on the Easement on or before October 15, 2007.

(f) McWilliams may install two "Private Lane" signs at McWilliams' expense, one on the north line of the Easement and one on the south line of the Easement, as close as practical to the Big Horn Avenue right of way.

(g) Garbage containers, mail boxes and the like shall be kept off of the Easement, except garbage containers are permitted during garbage pickup times.

7. The rights and obligations described herein are binding upon and inure to the benefit of the heirs, successors and assigns of each of the parties hereto.

238

THIS AGREEMENT is dated effective the 14th day of November, 2007.

Joyce D. Forry, Trustee of the Joyce D. Forry Trust, dated December 14, 2004

Oscar Juroszek

Bessie Juroszek

Travis Weaver

Janet Weaver

Helena P. McWilliams

Keith McWilliams

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing **AGREEMENT** was acknowledged before me this 16th day of November 2007, by **Joyce D. Forry**, Trustee of the Joyce D. Forry Trust, dated December 14, 2004.

Witness my hand and official seal.

Notary Public
My Commission Expires: 7-28-2008

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing **AGREEMENT** was acknowledged before me this 19th day of November 2007, by Oscar and Bessie Juroszek, husband and wife.

Witness my hand and official seal.

Notary Public
My Commission Expires: 7-28-2008

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing **AGREEMENT** was acknowledged before me this 19th day of NOVEMBER 2007, by Travis and ~~Janet~~ Weaver, husband and wife.

Witness my hand and official seal.

Notary Public
My Commission Expires: 7-28-2008

240

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing **AGREEMENT** was acknowledged before me this 27 day of December 2007, by Keith McWilliams and Helena P. McWilliams, husband and wife.

Witness my hand and official seal.

MICHELLE JOHNSON - NOTARY PUBLIC
County of Sheridan State of Wyoming
My Commission Expires Oct. 19, 2010

Michelle Johnson
Notary Public
My Commission Expires:

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing AGREEMENT was acknowledged before me this 20th day of November, 2007, by Janet Weaver.

Witness my hand and official seal.

Notary Public

My Commission Expires:

CITY OF SHERIDAN
RESOLUTION 32-18

A RESOLUTION approving PL 18-21, the final plat of the Hawks Rest Minor Subdivision, platting a parcel of land into five lots, being in total 2.28 acres, located northwest of Big Horn Ave. and West Brundage Lane.

WHEREAS, the final plat of the Hawks Rest Minor Subdivision has been reviewed for consistency with Appendix B (Subdivision Regulations) and other applicable City code; and

WHEREAS, all applicable requirements for a final plat, have been met and all documents meet the applicable requirements in Appendix B (Subdivision Regulations); and

Now, therefore, be it resolved by the City Council of the City of Sheridan:

That the final plat of the Hawks Rest Minor Subdivision, platting a parcel of land into five lots, being in total 2.28 acres, located northwest of Big Horn Ave. and West Brundage Lane,

Is hereby approved by vote of the City of Sheridan's City Council.

In approving the Hawks Rest Minor Subdivision, the City Council finds the following as required by Sheridan City Code Appendix B §202:

A. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.

B. The lots as platted conform to the requirements of the City Zoning Ordinance with the exception of the variance granted.

C. The subdivision falls outside of the Airport Influence Area.

D. As concluded by City Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

PASSED, APPROVED, AND ADOPTED this 4th day of September 2018.

_____
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:	Approval of the First Reading of Ordinance 2193 - A Request to Rezone Sheridan Memorial Hospital Campus to Medical Arts (MA) Zoning - Community Development Director, Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	07/23/2018

Recommendation:

Staff recommends the City Council approve Ordinance # 2193, a request to rezone approximately 28.05 acres from R-3 Residence to Medical Arts (MA) and to approve the associated Master Plan for the Medical Arts Campus; located primarily at 1401 W. 5th St. and including 1585 W. 5th St., 944 Jackson Ave. and 1435 -1455 Burton St.

Potential Findings of Fact:

Rezone Request:

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:

The Sheridan Memorial Hospital is requesting to rezone seven properties from R-3 Residence District to Medical Arts (MA). The MA zoning district was developed by the City to accommodate the unique needs of medical campus development and in particular the Sheridan Memorial Hospital. Associated with Medical Arts zoning is the requirement to develop a Master Plan that guides future development decisions on the campus. The proposed Master Plan is included with this staff report. Medical Arts uses, setbacks, and other related requirements are contained in the Master Plan and are allowed to deviate from the base requirements of the MA district. Signage for hospitals and medical campuses differs in nature and purpose from a traditional retail district. Signage for the MA district must be contained in the Master Plan and allowances and restrictions are thus dictated by the Master Plan rather than the City's Sign Code, which is an important impetus for the timing of this request to the City.

As much of the Sheridan Memorial Hospital campus is already developed staff asked the applicant to develop the proposed Master Plan to account for existing building types, elevations, landscaping, utility layout, and parking management practices. It is anticipated that all future utility extensions and parking additions will be consistent with the existing patterns and is shown as such in the Master Plan.

The proposed signage elevations are provided and indicate maximum heights of fourteen feet (14') for 5th Street and ten feet (10') for Highland Avenue signs.

A parking study performed in 2015 by a local professional engineer is provided as well.

As part of the request to rezone this property, staff sent notice to the property owners within 300 feet. Staff has received only one positive letter of support to date.

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 a mix of R-1 Residence, R-3 Residence, R-4 Residence, and B-1 Business. The land uses also are mixed with single family homes, multiple family properties, and light business and office uses. The hospital has been an established use in this area since 1952 and is complimented by the abundance of medical and professional offices in the area. The proposed uses in the new MA district are the same as exist today and will not be incompatible with the surrounding uses.

Impacts to Surrounding Properties
The impact to surrounding properties will come primary from the addition of signage. The expansion of medical buildings and parking will be consistent with long-standing hospital growth practices. The signage is proposed to be up to fourteen feet (14') tall along the primary 5th Street frontage. These proposed signs are arguably consistent with hospital directional and informational signage in other mid to large sized communities. Staff would suggest the applicant be directed to minimize any up cast lighting and use internal lighting that is no brighter than necessary to illuminate the panels.

Consistency with the Sheridan Land Use Plan
The Sheridan Land Use Plan identifies this area as commercial for all lots involved and staff agrees that Medical Arts and related office use is compatible with commercial land use.

Infrastructure
Water and sewer infrastructure is available and adequate for future growth of the campus. Most of the area is developed already, but those expansion areas and vacant lot are contiguous to existing infrastructure. Drainage improvements will continue to be in line with approved best practices and City requirements as future growth occurs on this 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

Draft Ord 2193
exhibit
Medical Arts District Master Plan
aerial

ORDINANCE NO 2193

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 R-3 Residence District to MA (Medical Arts) District; also the approval of the MA Master Plan (comprising of attached Exhibits A) for the Sheridan Memorial Hospital Medical Arts Master Plan.

WHEREAS, the owner of the following described land has petitioned the City Council to rezone the same from an R-3 Residence District to MA District, and the owner has also submitted a MA 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-3 Residence District to a MA District, to wit:

LEGAL DESCRIPTION HERE

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

Section 3. That the MA Master Plan be approved as the governing land use document for the property described in Section 1 and shown and described in Exhibit A, 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

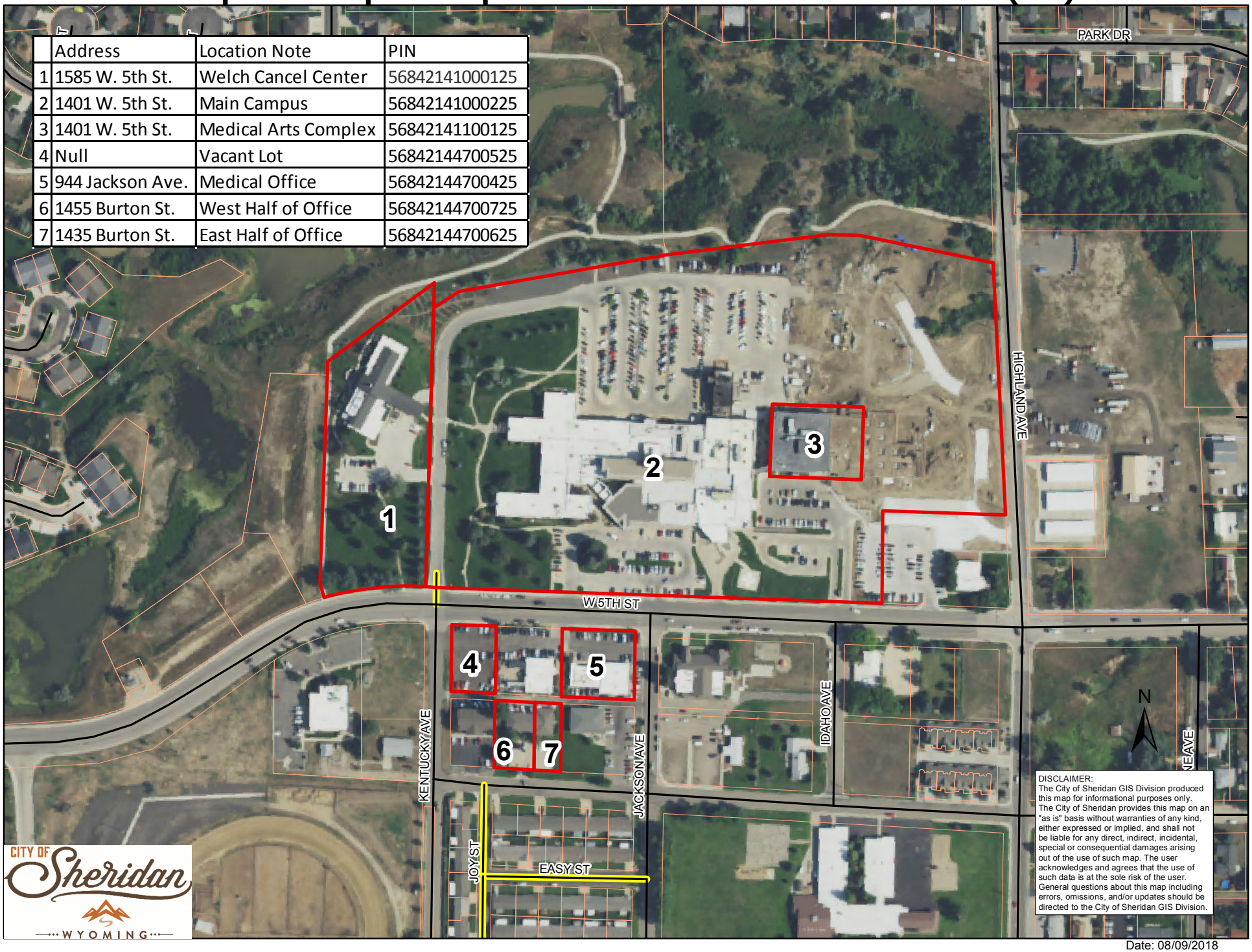
_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

Proposed Hospital Properties to be Rezoned to Medical Arts (MA)

	Address	Location Note	PIN
1	1585 W. 5th St.	Welch Cancel Center	56842141000125
2	1401 W. 5th St.	Main Campus	56842141000225
3	1401 W. 5th St.	Medical Arts Complex	56842141100125
4	Null	Vacant Lot	56842144700525
5	944 Jackson Ave.	Medical Office	56842144700425
6	1455 Burton St.	West Half of Office	56842144700725
7	1435 Burton St.	East Half of Office	56842144700625



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.

Date: 08/09/2018

SHERIDAN
MEMORIAL HOSPITAL

Sheridan Memorial Hospital
Master Plan for Medical Arts District
Submitted to the City of Sheridan
July 2018



Sheridan Memorial Hospital – 1952 (present location)

This master plan is created to comply with the requirements for Sheridan Memorial Hospital campus to become zoned as “Medical Arts District”. The plan includes:

- Executive summary
- CEO approval for zoning change
- Site drawing of proposed land uses
- Exterior building design
- Building setbacks
- Typical Landscaping
- Location of public and private utilities Site drawing of utilities
- Open space, parkland, areas of protected natural habitat
- Drainage plan
- Parking plan
- Conceptual transportation plan, including multi-modal linkages
- Proposed signage



Sheridan Memorial Hospital - 2006

Executive Summary

One of the most important requirements of a community is access to quality healthcare. For over 100 years, Sheridan Memorial Hospital has been serving our community, and fulfilling that requirement. With progressive, state-of-the-art facilities, sophisticated technology and services beyond what one might expect in a hospital this size, patients can take comfort in knowing they are receiving high quality care.

Sheridan Memorial Hospital has been in its present location since 1952. With great forethought, the county leadership placed the hospital in an area that would allow future growth for buildings and parking. This is a luxury that very few hospitals enjoy. The original building was on the outskirts of the City. Since that time the city has expanded and now completely surrounds the Hospital campus.

Converting the campus to a “Medical Arts District” will allow the hospital to provide our patients and visitors important wayfinding signage not allowed in the current R-3 zone. This master plan shows the current health oriented campus, and projected areas to provide facilities for future needs. It is Sheridan Memorial Hospital’s goal to maintain a therapeutic “park-like” setting that is consistent with the existing neighborhood.

Sheridan Memorial Hospital

1401 West 5th Street
Sheridan, WY 82801
(307) 672-1000

www.sheridanhospital.org

July 16, 2018

Brian J. Craig, AICP
City of Sheridan
Community Development Director
55 Grinnell Plaza
Sheridan, WY 82801

Re: Request for zoning change to a Medical Arts District

Dear Mr. Craig,

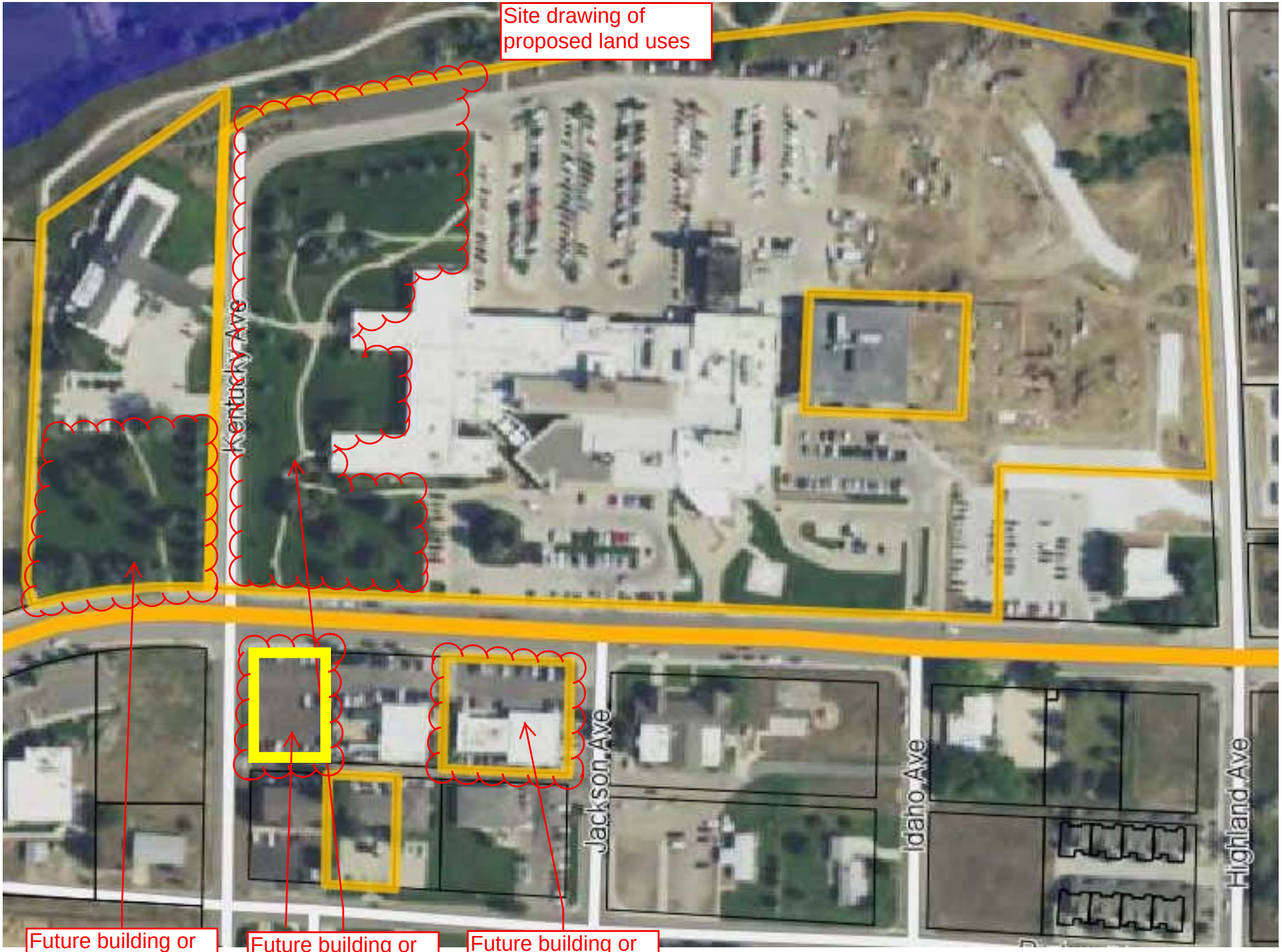
As the Chief Executive Officer for Sheridan Memorial Hospital, I am authorized to request that the hospital campus zoning as defined in the Master Plan submitted with this request, be changed to a Medical Arts District.

Please feel free to contact me at 672-1044 (o) or 752-4555 (c) with any questions concerning this request for a zoning change for the hospital.

Sincerely,

Mike McCafferty, CEO
Sheridan Memorial Hospital

Enclosures


Site drawing of proposed land uses
Kentucky Ave
Jackson Ave
Idaho Ave
Highland Ave
Future building or parking area
Future building or parking area
Future building or parking area

Building Design

Sheridan Memorial Hospital uses a variety of building design styles. The preferred construction method is masonry exterior, store-front windows, and flat roofs. Other construction methods are used as desired, depending upon the purpose of the building or for aesthetics. Future building envelopes will be constructed that are consistent with existing designs, as reflected in attached photos.









Building Setbacks

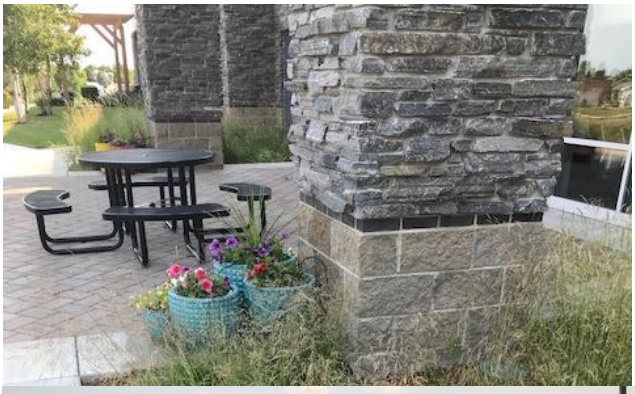
Sheridan Memorial Hospital will use the following setbacks:

Front yard – 5 feet
Rear yard – 5 feet
Side yard – 5 feet

New construction designs will be sensitive to residential neighbors. Whenever possible, building construction will utilize a minimum setback of 25 feet for all directions from property line. In the future, setbacks may have to be the minimum of 5 feet (depending upon the location of parking lots). Setbacks less than 25 feet will be used for buildings less than thirty-five (35) feet in height.

Typical Landscaping

Landscaping will be consistent with existing installations, as reflected below. Whenever possible, plants selected will be non-disease prone, and non-invasive species.















6420-map.tbl 6024-WAT1.dgn
3/28/2017 9:59:43 AM



EX. A

Morrison Maierle
engineers • surveyors • planners • scientists

SHERIDAN MEMORIAL HOSPITAL
WATER SYSTEM BASE MAP
SHERIDAN, WYOMING

UTILITY BASEMAP

Drawn by: KRL
Checked: JMF
Copyright: 2016

Date	Revision Description	By

PROJECT NO: 6024.XXX.XX

DATE: 10/11/2016

Open space, parkland, areas of protected natural habitat

Future construction will always consider open space to be an important part of the design. The parklike setting that the Hospital promotes will continue, with the consideration that a minimum of 10% of the campus will include “park-like” amenities (grass, shrubs, flowers, trees, walking paths, outdoor seating).



Drainage Plan

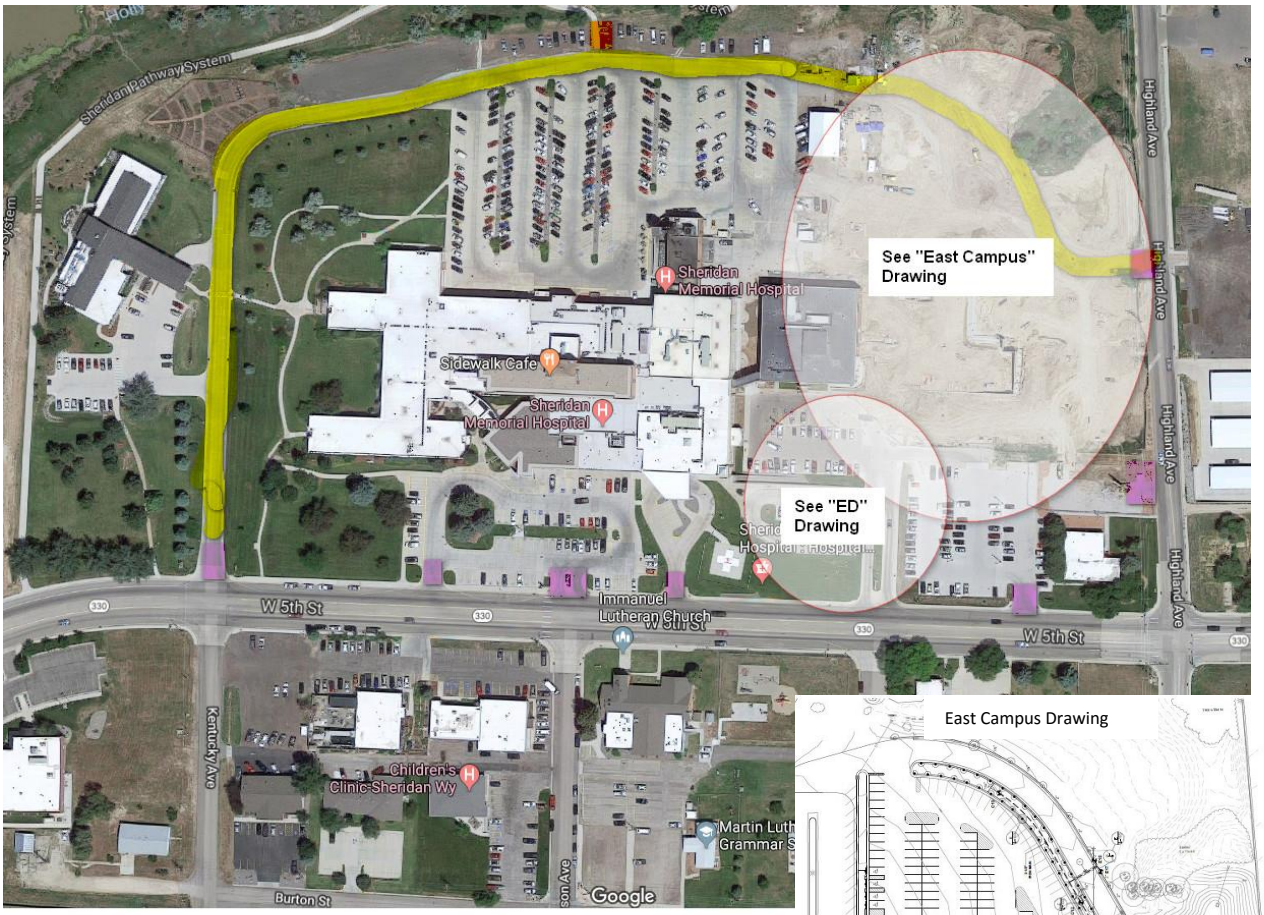
Sheridan Memorial Hospital has an existing drainage system in place, approved by DEQ and City of Sheridan. All future building projects will have drainage systems and stormwater management consistent with existing facilities and will be designed and approved with future building permits.

Parking Plan

See attached parking study

Conceptual Transportation Plan

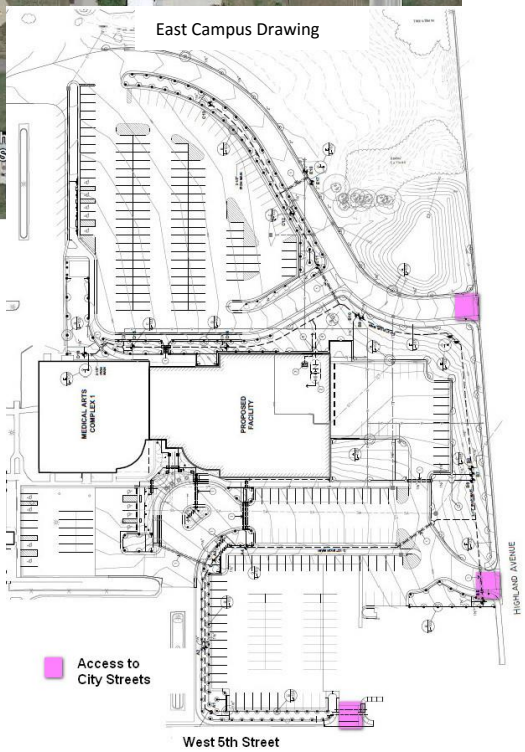
Existing transportation amenities include access points to City streets for vehicular traffic. The access points are well placed for patients, visitors, staff and delivery vehicles to access the desired location on the campus. Non-motorized traffic (i.e. walking, bicycle) linkages are also existing, including sidewalks and direct access to the Sheridan Pathways. Future construction will give consideration to multi-modal linkages.

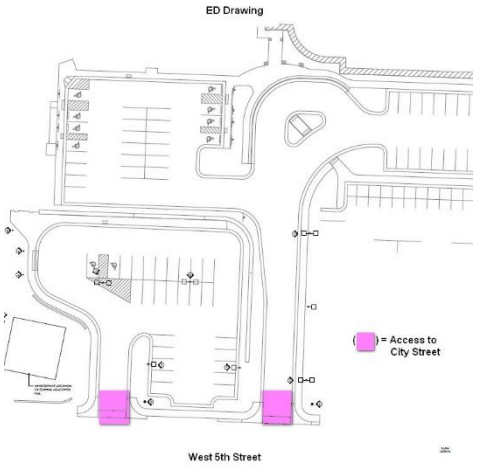


Access points to City Streets

Main Drive

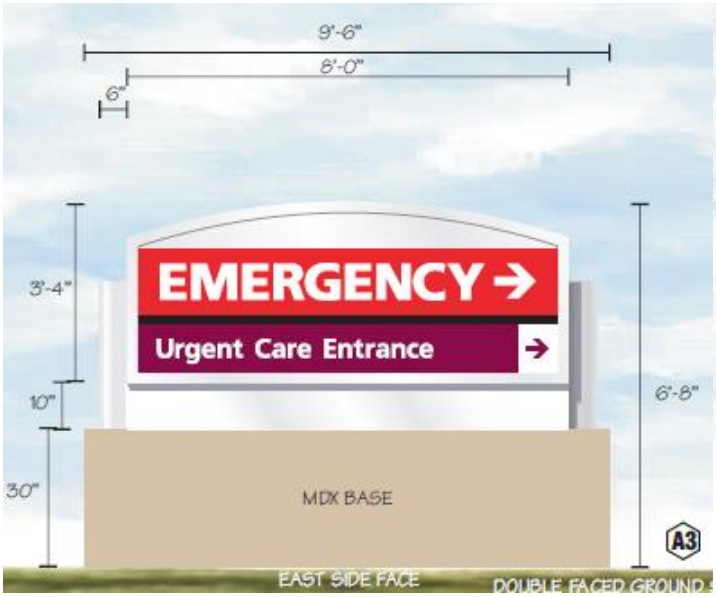
Access point to Pathway



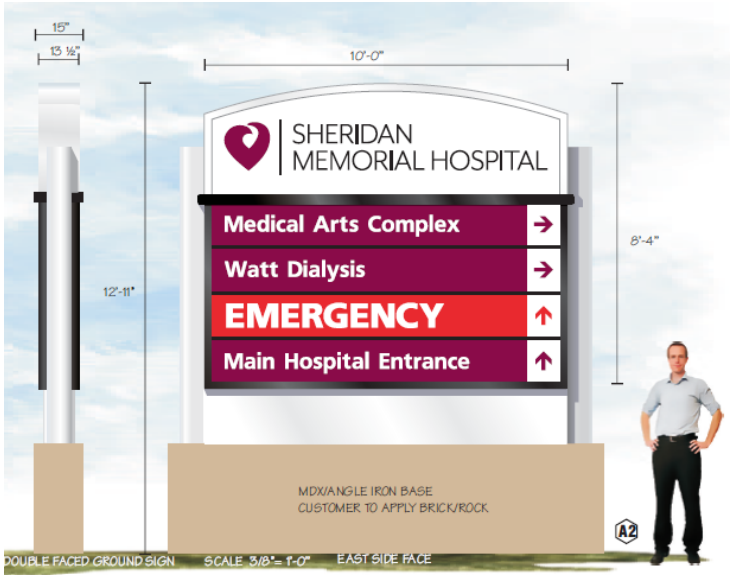


Signage

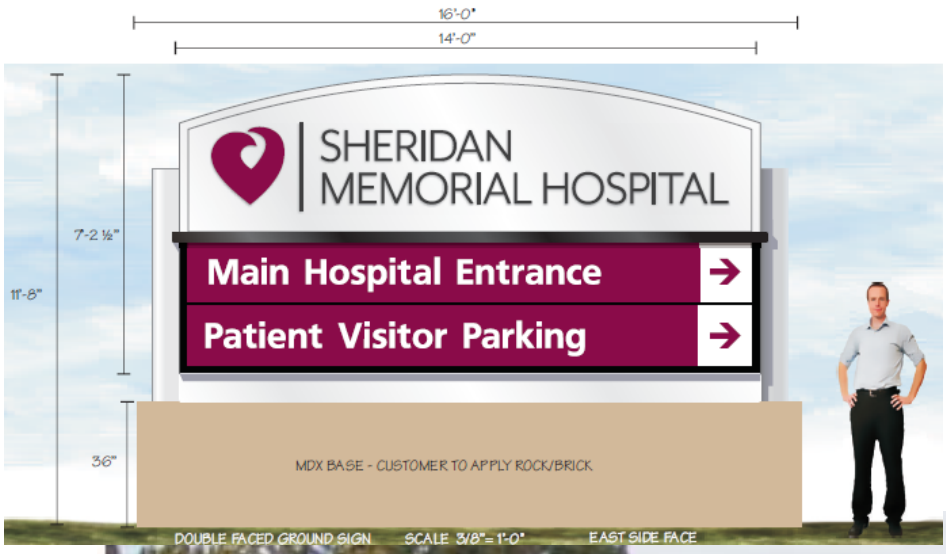
Sheridan Memorial Hospital uses signage for patient and visitor wayfinding. Signs are placed at strategic locations to allow visitors and patients the ability to find their destination and parking areas. Signs are located at access intersections with city streets, driveways, parking lots and building exteriors. Sign sizes are selected to promote wayfinding, as opposed to advertising. Maximum height will be 14 feet on 5th street frontage, 10 feet on Highland Avenue. Signs will be consistent with existing and proposed typical signs below.










16'-0"
14'-0"
SHERIDAN
MEMORIAL HOSPITAL
Main Hospital Entrance
Patient Visitor Parking
7'-2 ½"
11'-8"
36"
MDX BASE - CUSTOMER TO APPLY ROCK/BRICK
DOUBLE FACED GROUND SIGN SCALE: 3/8"= 1'-0" EAST SIDE FACE


5'-0"
SHERIDAN
MEMORIAL HOSPITAL
Medical Arts Complex
29"
3"
24"
SCALE: ½"= 1'-0"
SOUTH FACE


Welch Cancer Center


Wetlands
Open
Open
Highland Avenue
MAC
MOB
ED/ICU
Open
Open
Open
Open
Open
A4
E2
E1
C
A2
A3
H
B
D
F

PARKING STUDY

for

Sheridan Memorial Hospital

Sheridan, Wyoming

VISTA WEST ENGINEERING



October 2015

1470 Sugarland Dr., Ste 3 | Sheridan, WY 82801 | 307.672.9310
123 W. 1st St., Ste 640 | Casper, WY 82601 | 307.577.0450
www.vistawestengr.com

PARKING STUDY

for

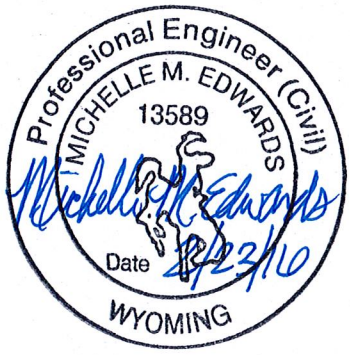
SHERIDAN MEMORIAL HOSPITAL

VISTA WEST ENGINEERING
PROJECT NO. 01152494

Sheridan, Wyoming

CERTIFICATE OF ENGINEER
State of Wyoming)
) ss
County of Sheridan)

I, Michelle M. Edwards, do hereby certify that this Report was prepared by me, or under my direct supervision.



Prepared by:

Vista West Engineering
1470 Sugarland Dr., Ste. 3
Sheridan, Wyoming 82801

October 2015

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1 INTRODUCTION

This report summarizes a parking study conducted for the Sheridan Memorial Hospital campus in Sheridan, Wyoming. Vista West Engineering was retained by Sheridan Memorial Hospital to complete the study. The primary purpose of this study was to address the existing parking needs of Sheridan Memorial Hospital, as well as determine future parking needs as the hospital expands. Having reviewed existing operations, Vista West Engineering completed an analysis of existing conditions, assessed parking rates from the Institute of Transportation Engineers (ITE) Parking Generation Manual and the City of Sheridan Municipal Code, and evaluated parking lot usage, before making recommendations. Recommendations made within this report are based upon nationally accepted standards and the professional traffic engineering judgment of the author.

2 EXISTING CONDITIONS

The Sheridan Memorial Hospital campus is located on West 5th Street in Sheridan, Wyoming. The campus is spread out on the northwest corner of West 5th Street and Highland Avenue. There are multiple access points along West 5th Street and one access point on Highland Ave. There are also some extension office locations on the south side of West 5th Street, on the block between Jackson Street and Kentucky Avenue. See Figure 2-1 for the overall campus map.

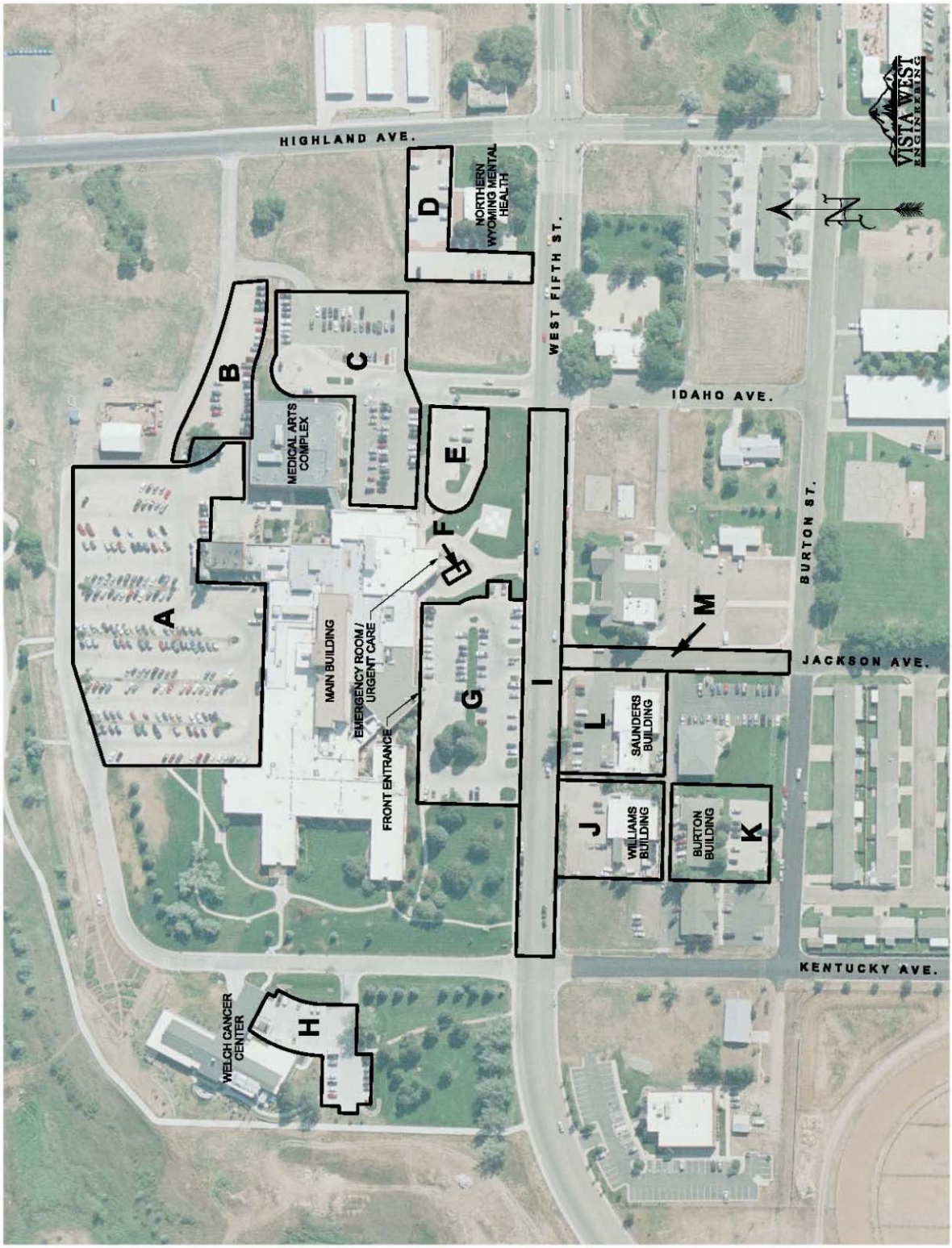


Figure 2-1. Overall Campus Map

There are many buildings on the Sheridan Memorial Hospital campus, labeled in Figure 2-1, that serve different functions. The main building contains the majority of the hospital services, including the Emergency Room, Intensive Care Unit, patient rooms, etc. The Medical Arts Complex (MAC) contains clinical and other services such as Big Horn Heart Center, Sheridan Women's Clinic, Sheridan Radiology, Big Horn Surgical, Strahan & Associates, and Hospital Pharmacy West. The Welch Cancer Center on the far west side of the campus contains cancer-related services. Across West 5th Street from the main hospital building are 3 buildings containing additional patient services. The Williams Building, on West 5th Street, houses billing, patient accounts, and finance services. The Saunders Building, on the corner of West 5th Street and Jackson Avenue, houses Big Horn Ear, Nose, and Throat as well as Big Horn Mountain Medicine. Additional Big Horn Mountain Medicine services are also housed in the Burton Building on Burton Street.

The parking lots are currently classified by letter designations (A, B, C, etc.), as shown in Figure 2-1. Lot A is located north of the main hospital building. This lot is greatly utilized by hospital employees. At the time of this study, additional gravel parking had just been added along the north edge of this lot in preparation for the construction on the Intensive Care Unit. The vehicles that were parked in this gravel parking were counted as a part of the inventory, but the area was not included in the calculation of total spaces. Lot B was designated as the area to the north and east of the MAC building. This is a gravel area that does not have striped spaces, which is utilized by employees. It was assumed that 40 vehicles could be parked in this area and this number was included in the total number of spaces. Lot C serves the MAC Building and access to the Watt Dialysis Center, which is located in the main hospital building. Similar to Lot A, Lot C has some gravel parking along its east and south edges that were not included in the calculation of total spaces. Lot D encompasses the parking lot for the Northern Wyoming Mental Health Center. Lot E contains parking spaces for the Emergency Room and Urgent Care facilities. Lot F designates the few spots for emergency response vehicles. Lot G is the lot in front of the main hospital building, off of West 5th Street. Lot H is the lot serving the Welch Cancer Center. Lot I was identified as the on-street parking allowed along both sides of West 5th Street, between Idaho Ave. and Kentucky Ave. Lot J was identified as

the lot for the Williams Building across West 5th Street from the main hospital building. Lot K serves the Burton Building located on Burton Street, while Lot L serves the Saunders Building located on West 5th Street. For Lots J, K, and L, designation included the spaces located in the alley behind the Williams, Burton, and Saunders Buildings, respectively. Lot M was identified as the on-street parking allowed along both sides of Jackson Avenue, between West 5th Street and Burton St.

There are approximately 388 employees at Sheridan Memorial Hospital, including staff at the extension office locations at the Burton, Saunders, and Williams Buildings. There are currently approximately 675 parking spaces on the Sheridan Memorial Hospital campus. See Table 2-1 for the breakdown of parking spaces by lot.

Table 2-1. Total Parking Spaces

Parking Spaces By Lot			
Lot Designation / Name	**Number of Regular Spaces**	**Number of Handicapped Spaces**	**Number of Miscellaneous Spaces**
Hospital Services			
Lot A / Employee (North of SMH)	237	8	-
Lot E / Emergency Room & Urgent Care	12	2	-
Lot F / Helipad & Emergency Parking	4	0	-
Lot G / Visitor & Main Entrance	54	5	12 (Doctor only)
Lot I / West 5th Street	23	0	-
Lot J / Williams Building	24	1	-
Lot M / Jackson Avenue	17	0	-
Hospital Services Total	**371**	**16**	**12**
Clinic Services			
Lot B / Employee (North of MAC)	40	0	-
Lot C / Medical Arts Complex	83	6	-
Lot D / Northern Wyoming Mental Health	52	1	-
Lot H / Welch Cancer Center	28	2	-
Lot K / Burton Building	24	1	-
Lot L / Saunders Building	35	4	-
Clinic Services Total	**262**	**14**	**-**
Total	**633**	**30**	**12**

Standards have been set forth by the Department of Justice in compliance with the Americans with Disabilities Act (ADA) in regards to the number of handicapped spaces per individual lot. According to the 2010 ADA Standards for Accessible Design, a parking facility with 1 to 25 spaces, requires a minimum of 1 handicapped space, 26 to 50 spaces requires a minimum of 2 handicapped spaces, 51 to 75 spaces requires a minimum of 3 handicapped spaces, 76 to 100 requires a minimum of 4 handicapped spaces, 101 to 150 requires a minimum of 5 handicapped spaces, and a parking facility with 151 to 200 requires a minimum of 6 handicapped spaces.

Disregarding the on-street parking (Lots I and M), and the employee gravel parking (Lot B) because they are not official parking facilities, all lots meet the current ADA standards for minimum number of handicapped spaces with the exception of Lot D, the Northern Wyoming Mental Health Center. Therefore, it is recommended that Lot D be remedied to include the proper number of handicapped parking spaces, which would require adding 2 designated spaces.

2.1 Parking Occupancy Survey

On Tuesday, August 11 and Wednesday, August 12, 2015, parking occupancy surveys were completed. Each parking lot was inventoried for number of vehicles, once an hour, for 13 hours each day. For this survey, there were locations in Lot A, B, and C that are not striped as official parking spaces, but often had vehicles parked in them. These locations were counted as spaces for the purpose of this occupancy survey. For the parking along West 5th Street, it was assumed that there is available parking for vehicles along both sides of the street from Idaho Ave. to Kentucky Ave. with the exception of the "No Parking" areas identified by yellow curb. For the parking along Jackson Ave., it was assumed that there is available parking for vehicles along both sides of the street from West 5th St. to Burton St. Though this on-street parking truly is overflow parking for the hospital's parking lots, it was important to gather information on them to determine how many vehicles are utilizing it. Figure 2-2 shows the results of the parking occupancy survey for the two days for all parking lots.

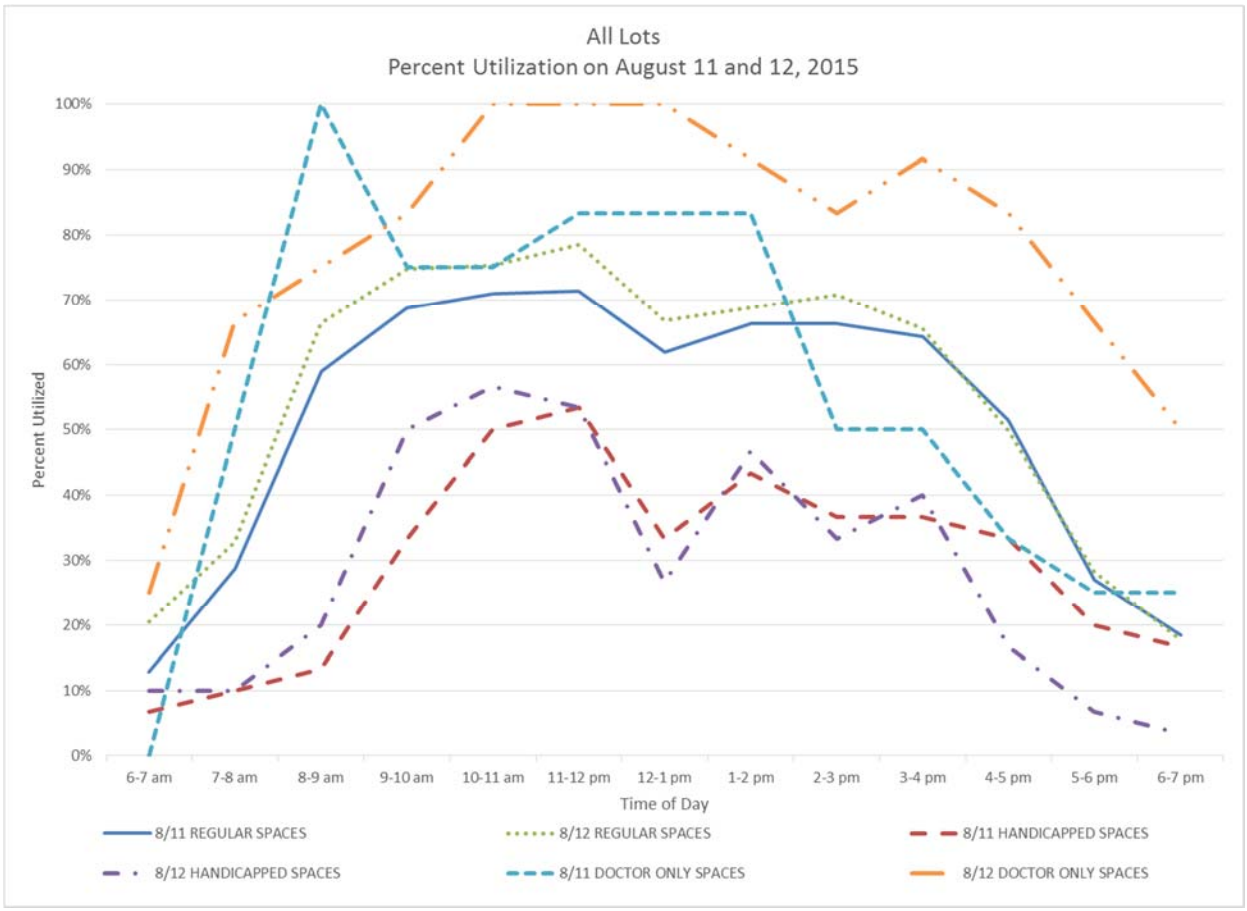


Figure 2-2. Percent Utilization for All Lots

It can be seen that overall, the regular spaces in all of the parking lots were never more than 80% full, but they are at their fullest in the mornings from 9:00 to 12:00, followed by the afternoons from 1:00 to 3:00.

In general, due to variations in parking demand that can occur, critical utilization rates are normally considered to be approximately 85%. At utilization rates exceeding 85% occupancy, conditions can be considered insufficient and more spaces are justified. The percent utilization graphs for each individual lot can be found in Appendix A. Although the overall parking on the campus is not at critical capacity, the graphs of the individual lots show that some areas are. Table 2-2 summarizes the lots that are at or are approaching critical capacity according to the graphs of the individual lots.

Table 2-2. Critical Capacity

Parking areas at or above critical capacity	Lot C - Medical Arts Complex
	Lot E - Emergency Room
	Lot J - Williams Building
Parking areas approaching critical capacity	Lot A - Employee Lot North of Hospital
	Lot G - Visitor & Main Entrance
	Lot H - Welch Cancer Center

While taking inventory of the lots, some observations were made. Lots C and J were not only at capacity through most of the day, but they are both also utilizing overflow-type parking via on-street or gravel parking. As would be expected, the peak times for parking appear to be between the hours of 8 am and 5 pm. Although the hospital provides services and has staff on hand 24 hours a day, the majority of the parking traffic is generated by the services offered between the hours of 8 am to 5 pm.

It should also be noted that Lots I and M are on-street parking areas that serve the hospital, but are located on city-owned street corridors. Ideally, it would be preferable to keep all parking within the campus. Over the two days of collected data, there were an average of 9 vehicles parked on West 5th Street (Lot I) and another 9 vehicles parked on Jackson Avenue (Lot M) during the hours of 8 am to 5 pm. Additional analysis was completed as if the street parking was not available to employees and customers. If this was the case, the percent utilization of the existing parking lots would be increased on average by about 4.5%, as shown in Figure 2-3. With this increase, the overall parking lot utilization does start to reach critical capacity. Therefore, if the on-street parking was ever to be disallowed by the city, the parking lot utilization would be higher.

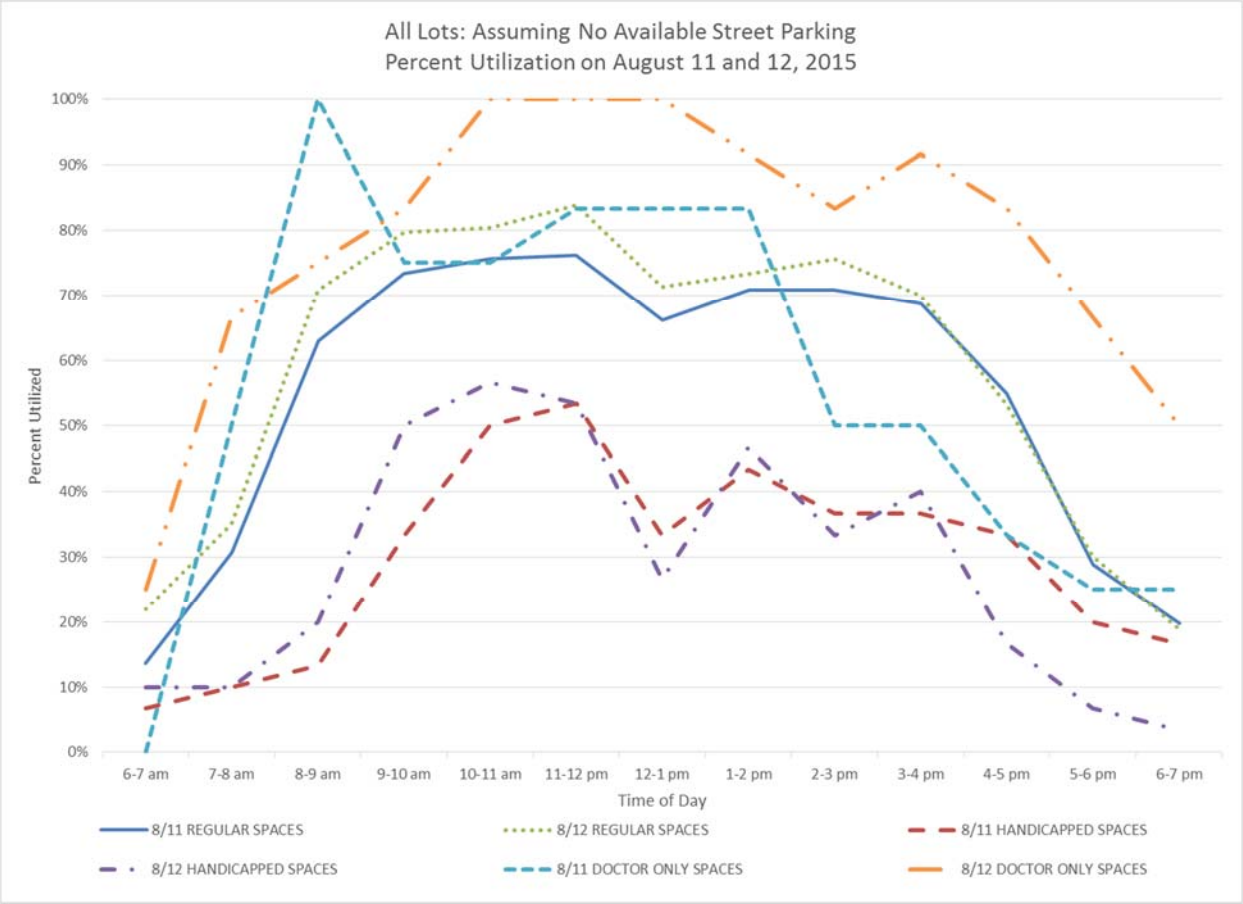


Figure 2-3. Percent Utilization for All Lots, Assuming No Available Street Parking

For the purpose of analyzing parking generation rates later in the report, the Sheridan Memorial Hospital campus was broken into two categories; hospital services and clinic services. These two types of services have different trends when looking at the parking generation rates. Hospital services includes all of the services offered out of the main hospital building, as well as the billing and financial services located in the Williams Building. The remaining services located in the MAC Building, Saunders Building, Welch Cancer Center, and Burton Building were included in the clinic services category. The utilization rates of the hospital services and clinic services can be seen in Figure 2-4 and Figure 2-5, respectively. It can be seen that the parking utilization rates are higher for the hospital services than the clinic services. The hospital services lots are being used at a more constant rate throughout the day, while the clinic services lots have a distinct break in the lunch hour and slightly higher rates during the morning hours compared to the afternoon hours.

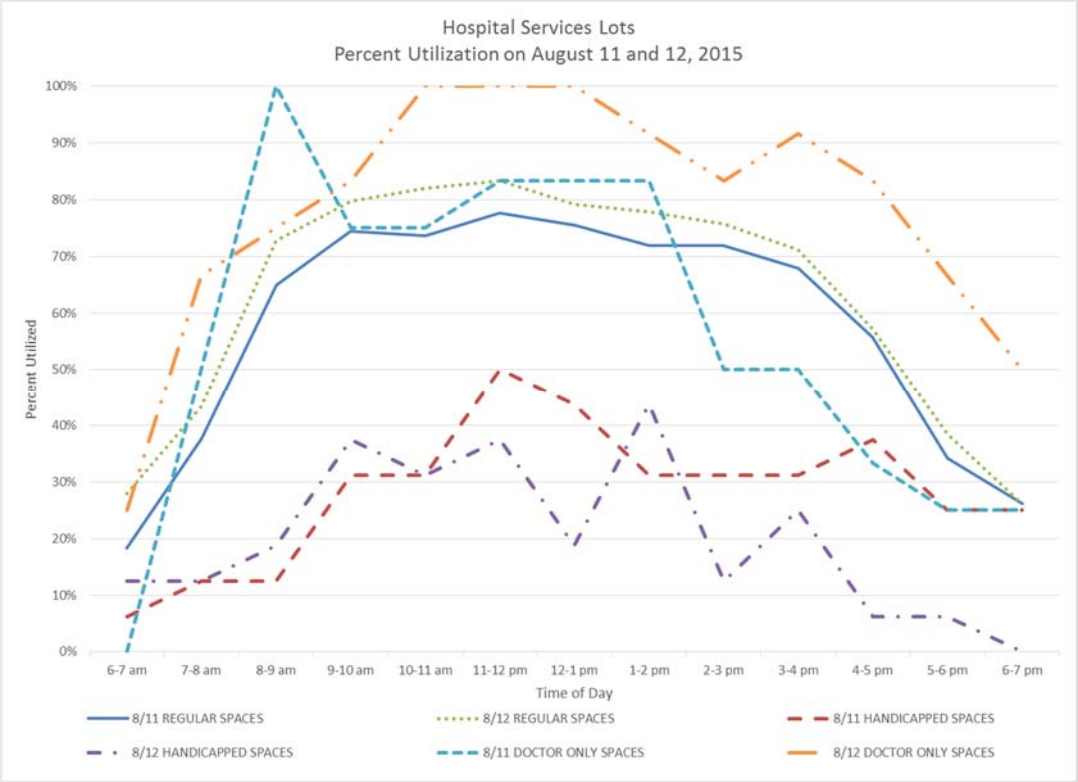


Figure 2-4. Percent Utilization for Hospital Services Lots

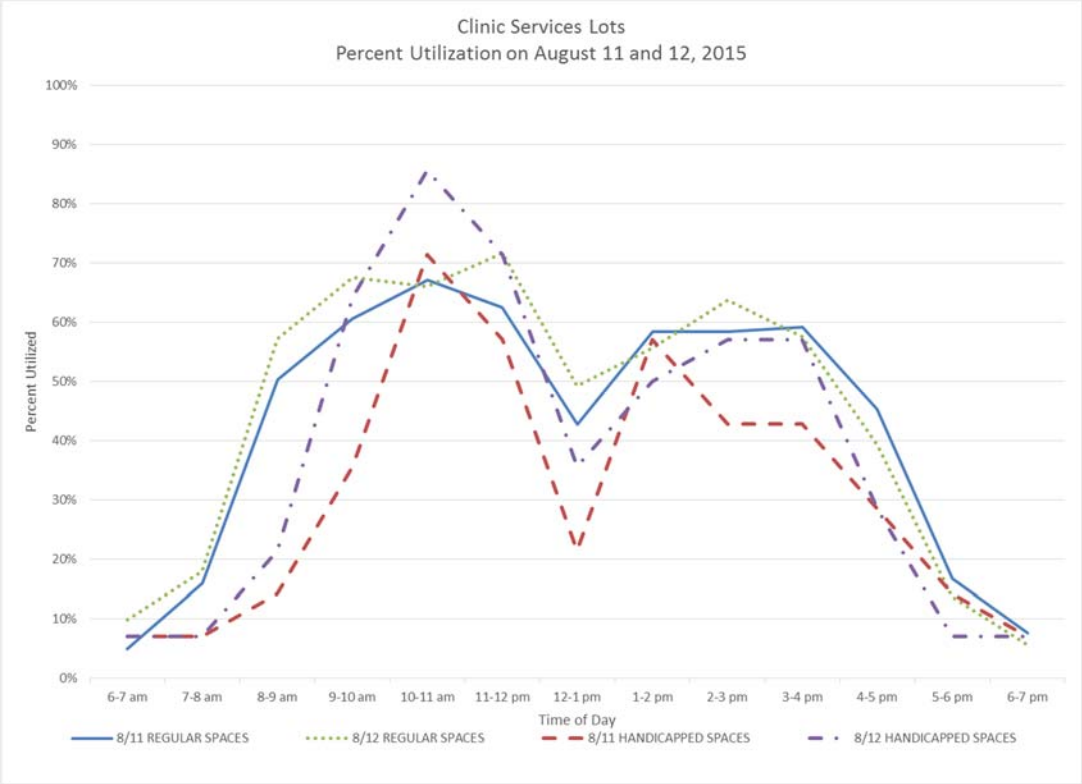


Figure 2-5. Percent Utilization for Clinic Services Lots

2.2 Parking Turnover Rates

While taking vehicle inventory during the occupancy survey, it was observed that most spaces were occupied for more than one hour. Turnover rates were estimated from the hourly occupancy rates. Figure 2-6 shows the turnover rates from one hour to the next from the parking lot inventories. The positive numbers identify times of day where the number of vehicles in all of the lots is increasing. The negative numbers identify times of day where the number of vehicles in all of the lots is decreasing. It can be seen that more vehicles are arriving than are leaving during the morning hours from 6 AM to 11 AM. During the period from 11 AM to 12 PM, more vehicles are leaving than are arriving. It was determined that less than 30% of all the spaces turnover in a one hour period.

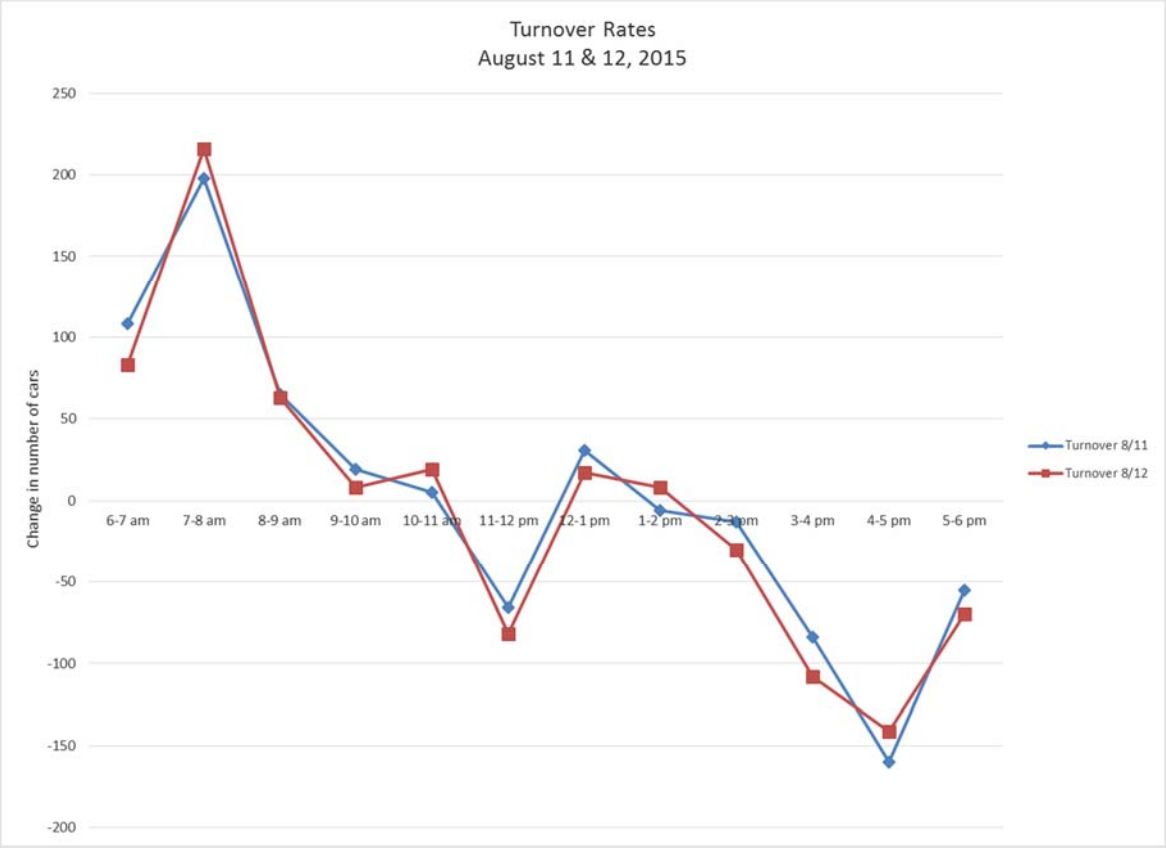


Figure 2-6. Turnover Rates

3 PARKING RATES AND FUTURE EXPANSION

Parking generation rates can be calculated numerous ways. For hospitals and clinics, the rate can be determined based on the number of employees, the square footage of the facility, or number of beds (for hospital services only) utilizing the Institute of Transportation Engineers (ITE) Parking Generation Manual, the City of Sheridan Municipal Code, and the existing rates. Using the existing rates is often the best method for an existing facility, but each of these methods was examined for Sheridan Memorial Hospital. The number of existing employees and square footage, broken out by building, can be seen in Table 3-1.

Table 3-1. Existing Employees and Square Footage By Building

Building Name	Number of Employees	Square Footage
Hospital Services		
Main Hospital	258	237,760
Williams Building	25	5,000
Hospital Services Total	**283**	**242,760**
Clinic Services		
Dialysis Unit	4	5,120
Medical Arts Center	43	34,040
Welch Cancer Center	14	15,400
Saunders Building	28	10,409
Burton Building	16	5,976
Clinic Services Total	**105**	**70,945**
Overall Total	**388**	**313,705**

3.1 Hospital Services

The existing parking rate for hospital services, based on number of employees, is calculated to be 1.41 spaces per employee. The calculated rate may be too high based upon the fact that the overall parking utilization for hospital services was documented to be 80% or less during the study. However, to achieve a rate that would ensure that parking utilization doesn't exceed 85%, it would be prudent not to use a parking rate less than 1.33 spaces per employee for future planning purposes. In comparison to the

national averages, the current edition (4th) of the ITE Parking Generation Manual gives an average peak period parking rate for rural hospitals of 0.76 spaces per employee. These averages were gathered from hospitals with an average of 1400 employees, compared to the 283 hospital services employees at Sheridan Memorial Hospital. Therefore, this rate is difficult to compare to the smaller hospital in Sheridan.

The existing parking rate for hospital services, based on facility square footage, is calculated to be 1.67 spaces per 1000 square feet. As mentioned previously, the calculated rate may be too high based upon the fact that the current utilization is 80% or less. It would be practical not to use a rate lower than 1.58 spaces per 1000 square feet for future planning purposes to prevent exceeding an 85% utilization rate. The ITE Manual gives an average rate of 2.50 spaces per 1000 square feet. However, this data was gathered from hospitals in suburban areas, so it may be unreasonable to compare to the rural location of Sheridan.

The existing parking rate for hospital services, based on number of beds, is calculated to be 4.53 spaces per bed. This was calculated using the 88 beds, the number that Sheridan Memorial Hospital is currently licensed for, though it should be noted that, on average, only 40% of these beds are currently being used. This calculated rate may be higher than necessary since the actual parking utilization rate is 80% or less. It would be practical not to use a rate less than 4.25 spaces per bed for future planning purposes to prevent exceeding an 85% utilization rate. The ITE Manual gives an average rate of 4.08 spaces per bed for rural hospitals, which is comparable. Also, the City of Sheridan Municipal Code requires a minimum of 4 parking spaces per bed, which is also comparable.

Each of these rate methods was analyzed for comparison purposes. Because the City of Sheridan bases hospital parking on number of beds, it is recommended that the rate per bed be used for future planning.

3.2 Clinic Services

The existing parking rate for clinic services, based on number of employees, is calculated to be 2.63 spaces per employee. The calculated rate may be too high based upon the fact that the overall parking utilization for clinic services was documented to be 70% or less during the study. However, to achieve a rate that would ensure that parking utilization doesn't exceed 85%, it would be prudent not to use a parking rate lower than 2.16 spaces per employee for future planning purposes. In comparison to the national averages, the ITE Manual gives an average peak period parking rate for clinics of 1.10 spaces per employee. This data was gathered from clinics consisting of suburban and urban sites, so this rate is most likely unreasonable for the rural location of Sheridan Memorial Hospital.

The existing parking rate for clinic services, based on facility square footage, is calculated to be 3.66 spaces per 1000 square feet. Again, this calculated rate may be higher than necessary since the actual utilization rate is 70% or less. It would be practical not to use a rate lower than 3.02 spaces per 1000 square feet for future planning purposes to prevent exceeding an 85% utilization rate. The ITE Manual gives an average rate of 4.94 spaces per 1000 square feet. However, this data was gathered from clinics consisting of suburban and urban sites, so this rate is most likely unreasonable for the rural location of Sheridan Memorial Hospital. For comparison purposes, the City of Sheridan Municipal Code calls for 3.64 spaces per 1000 square feet of medical, health, or dental clinics. This rate is almost identical to the existing parking rate for clinic services.

Each of these rate methods was analyzed for comparison purposes. Because the City of Sheridan bases clinic parking on square footage, it is recommended that the rate per 1000 square feet be used for future planning.

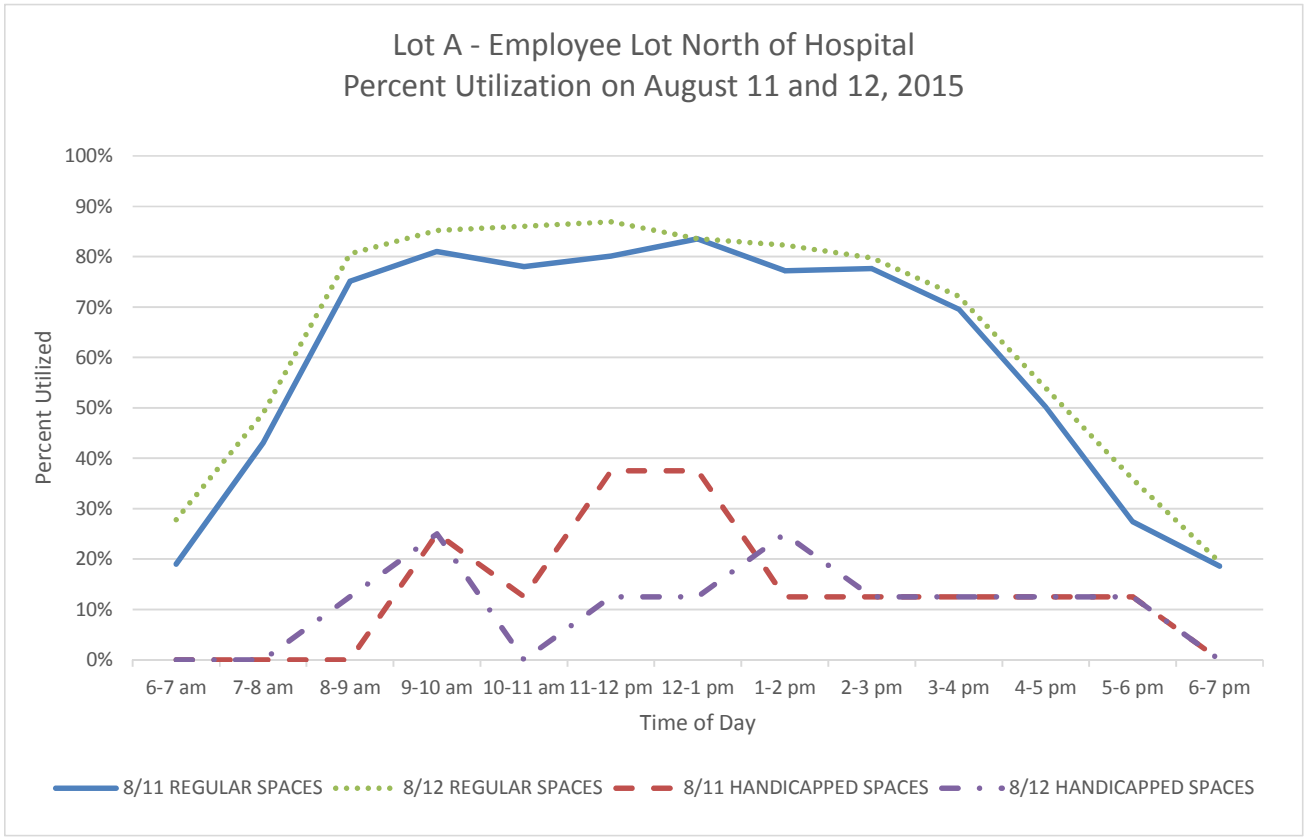
According to Sheridan Memorial Hospital, there is a proposed medical office building that will replace some of the current extension offices, including the Saunders Building and Burton Building. As the hospital moves forward with the expansion of its buildings and services, parking needs to be adequately expanded as well.

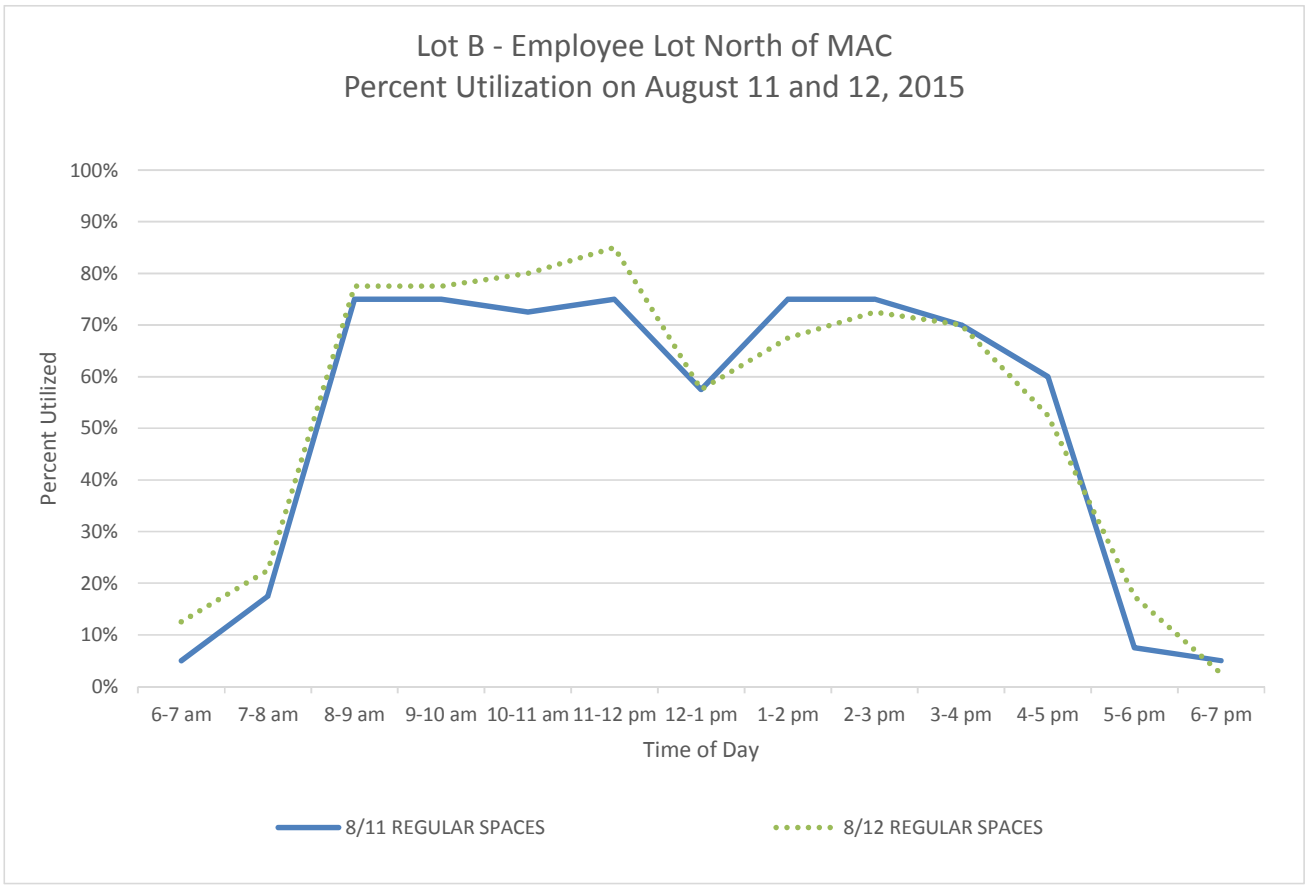
4 CONCLUSIONS AND RECOMMENDATIONS

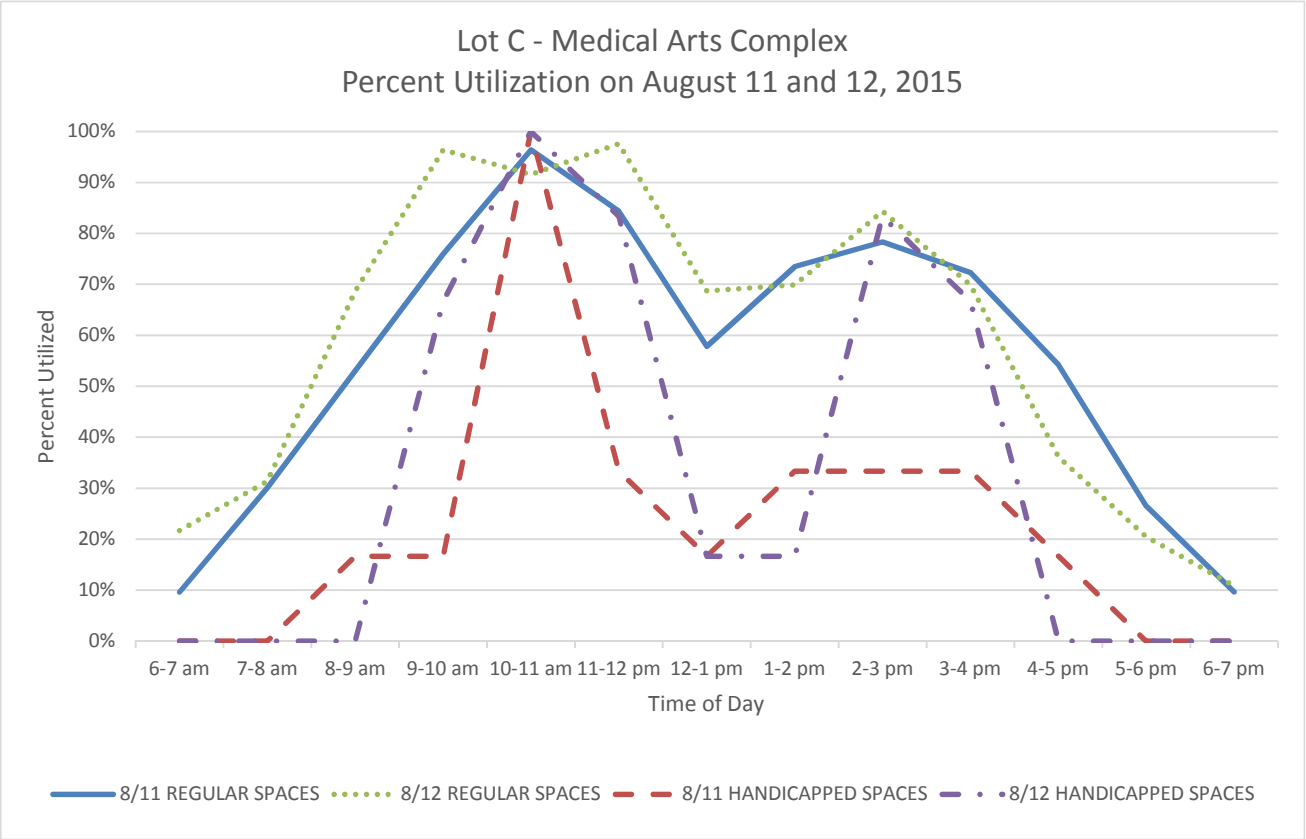
After analyzing existing conditions, the following conclusions and recommendations were reached.

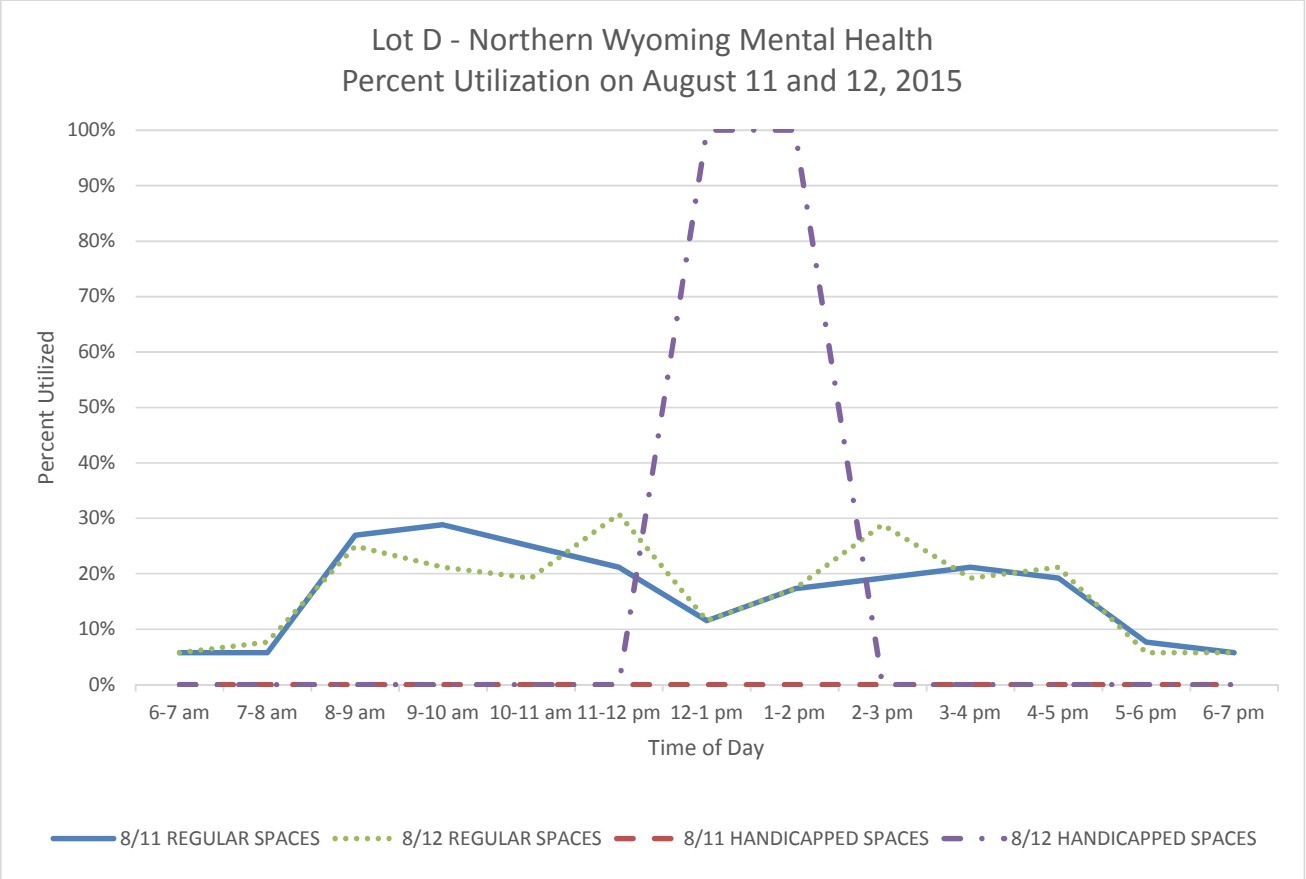
- Overall, the Sheridan Memorial Hospital campus has a sufficient number of parking spaces for the facility. However, the utilization of the parking lots shows that some areas of the campus are in need of additional parking, while others have an excess of parking.
- Separation of patient/customer and employee parking should be considered and signed as such to encourage better utilization of the existing lots. This will open up parking for patients and customers in the areas that they are needed.
- According to the ADA standards, Lot D at the Northern Wyoming Mental Health Building does not comply with the minimum number of handicapped spaces requirements. It is recommended that 2 ADA spaces be added to remedy this.
- Future building projects should consider the need for parking at accessible locations within the hospital campus. Planning of parking in conjunction with individual building projects and in relationship to the hospital's master plan should encompass most convenient pedestrian paths and overall accessibility.
- For hospital services, it is recommended that a future parking rate of 4.25 spaces per bed be utilized to avoid the lots from reaching critical capacity. This rate is higher than the 4.00 spaces per bed rate recommended by the City of Sheridan's Municipal Code.
- For clinic services, it is recommended that a future parking rate of 3.64 spaces per 1000 square feet be utilized. This is the rate recommended by the City of Sheridan's Municipal Code. The existing rate for clinic services is a comparable 3.66 spaces per 1000 square feet.

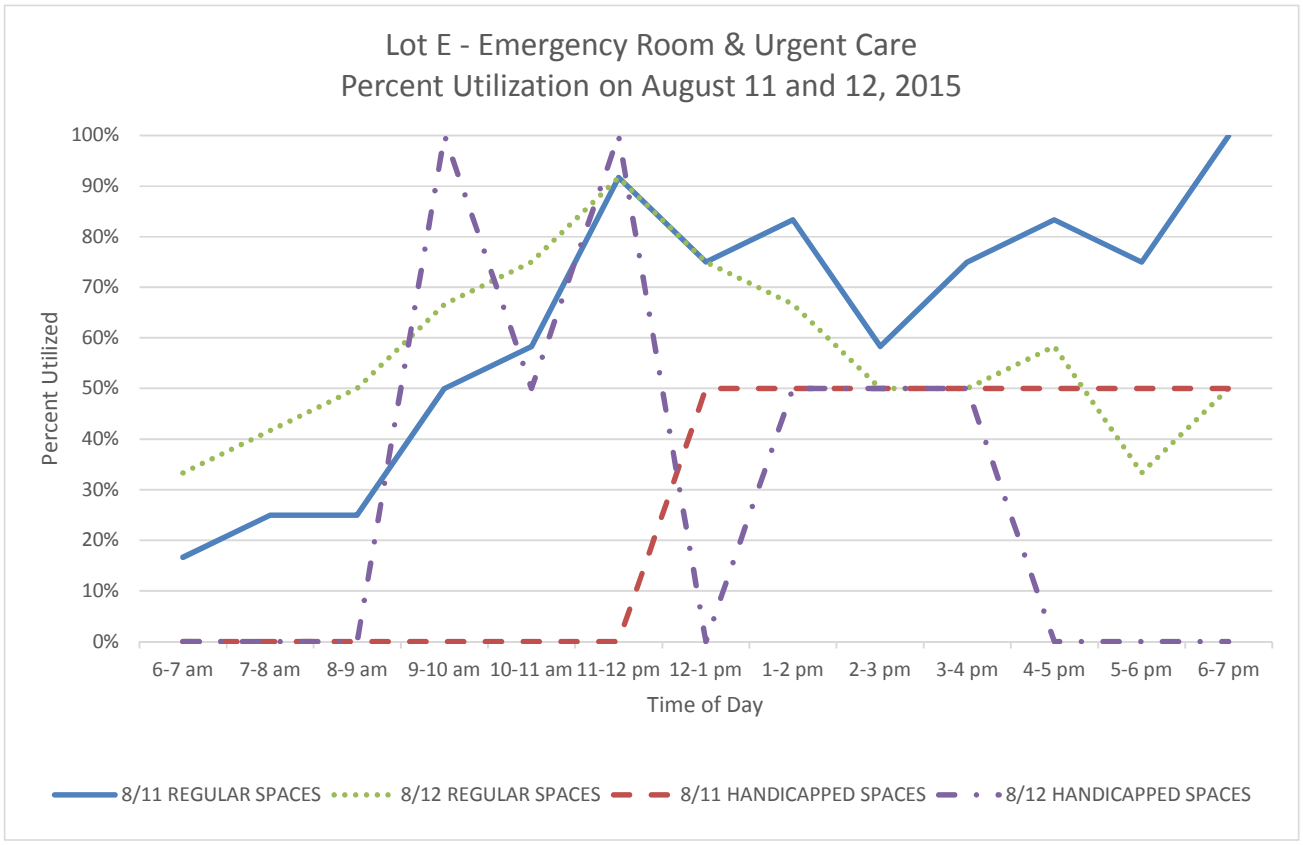
APPENDIX A – PARKING OCCUPANCY SURVEY RESULTS

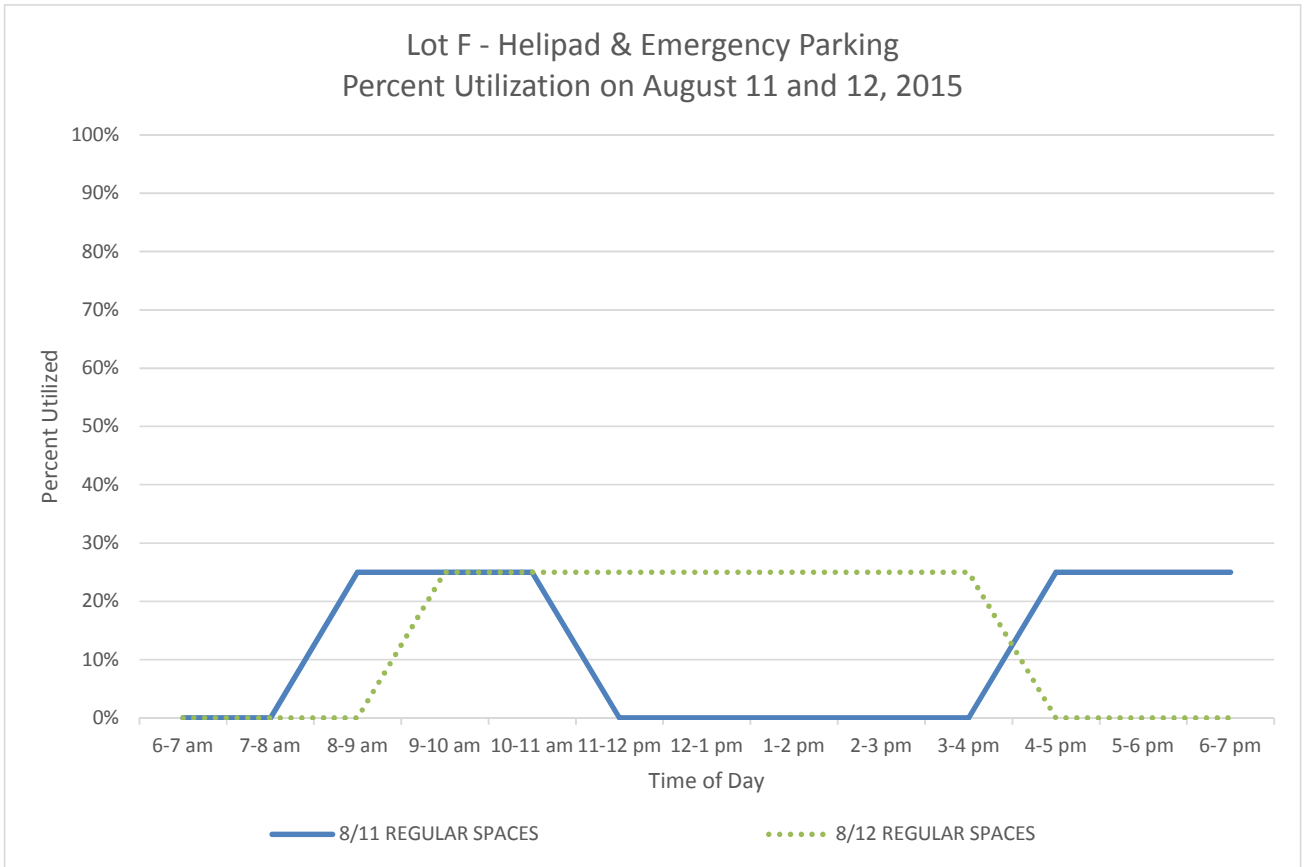

Lot A - Employee Lot North of Hospital
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

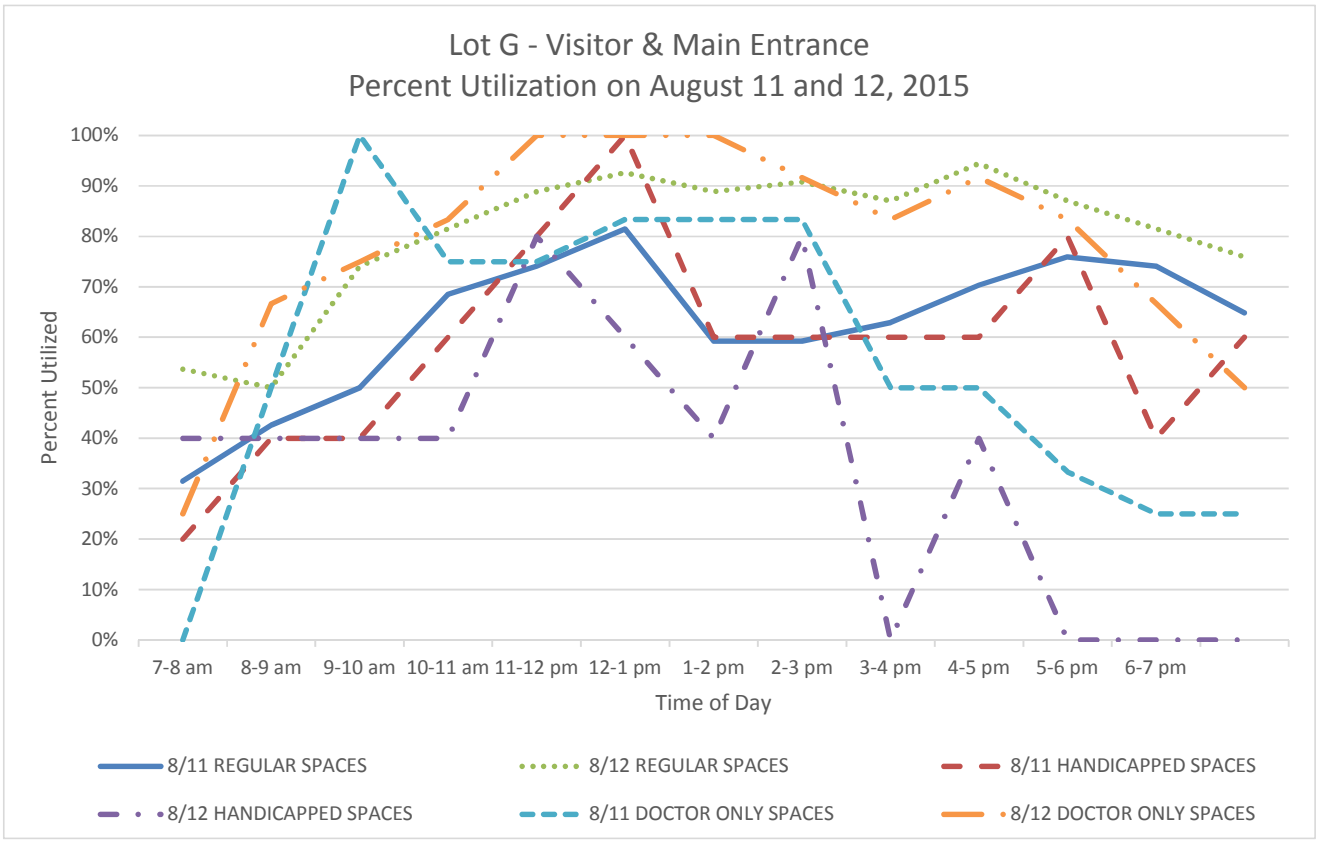

Lot B - Employee Lot North of MAC
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES

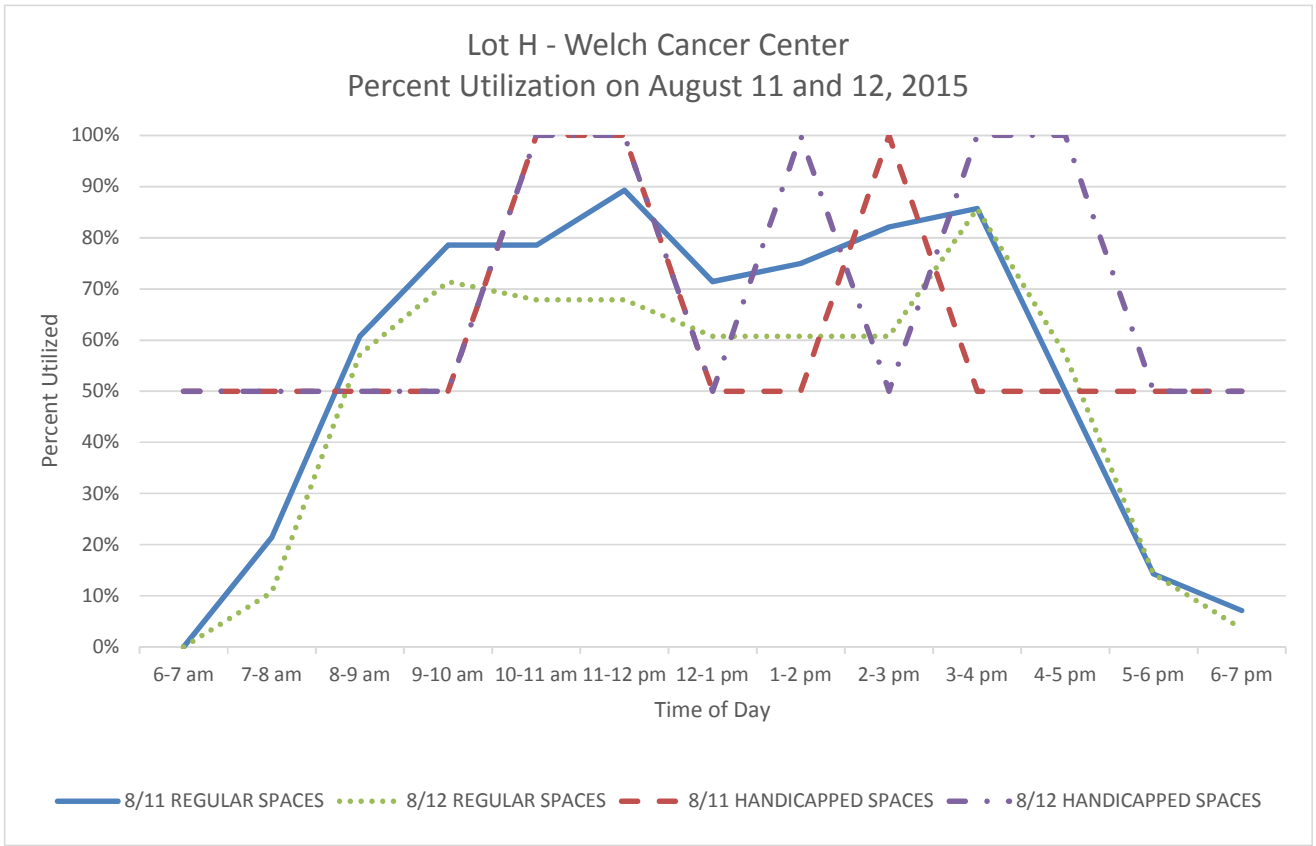

Lot C - Medical Arts Complex
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

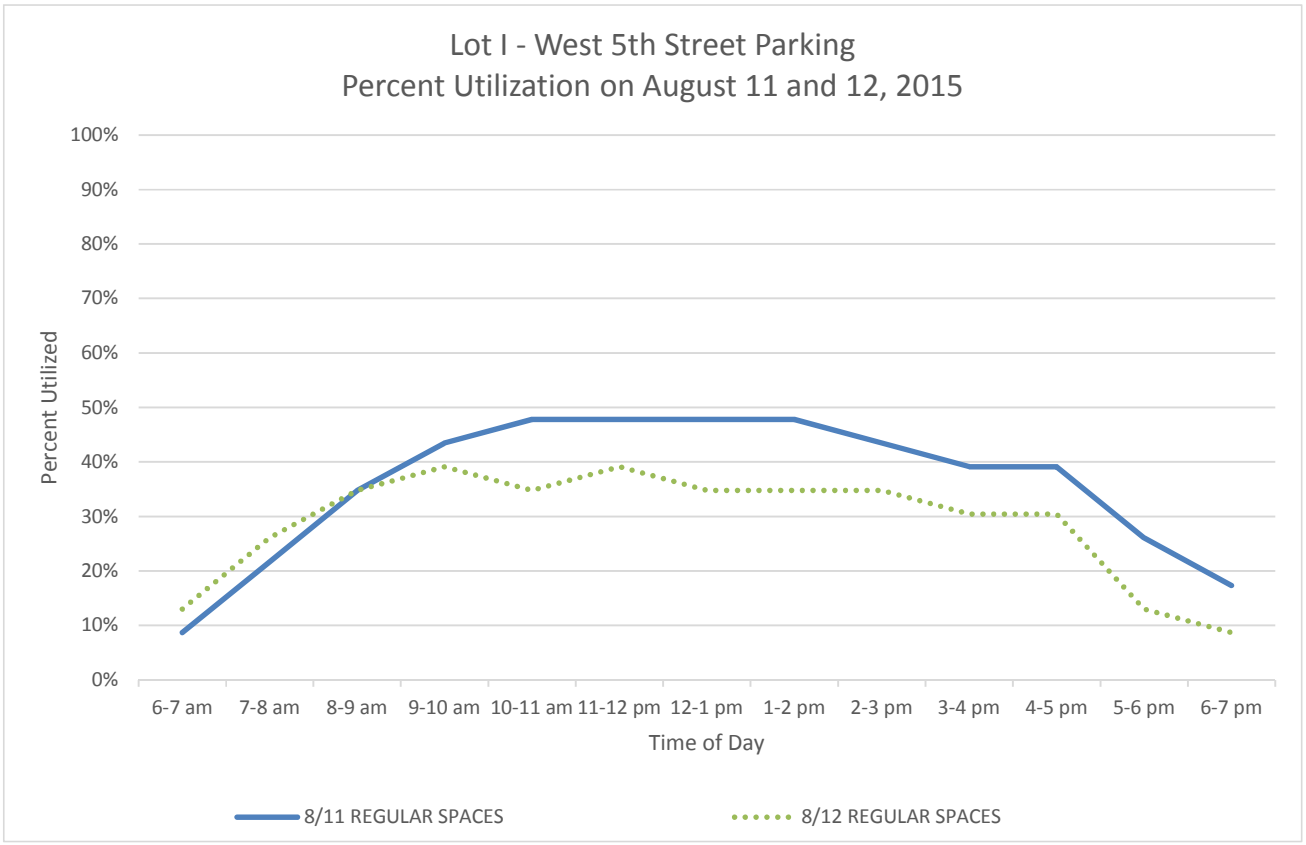

Lot D - Northern Wyoming Mental Health
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

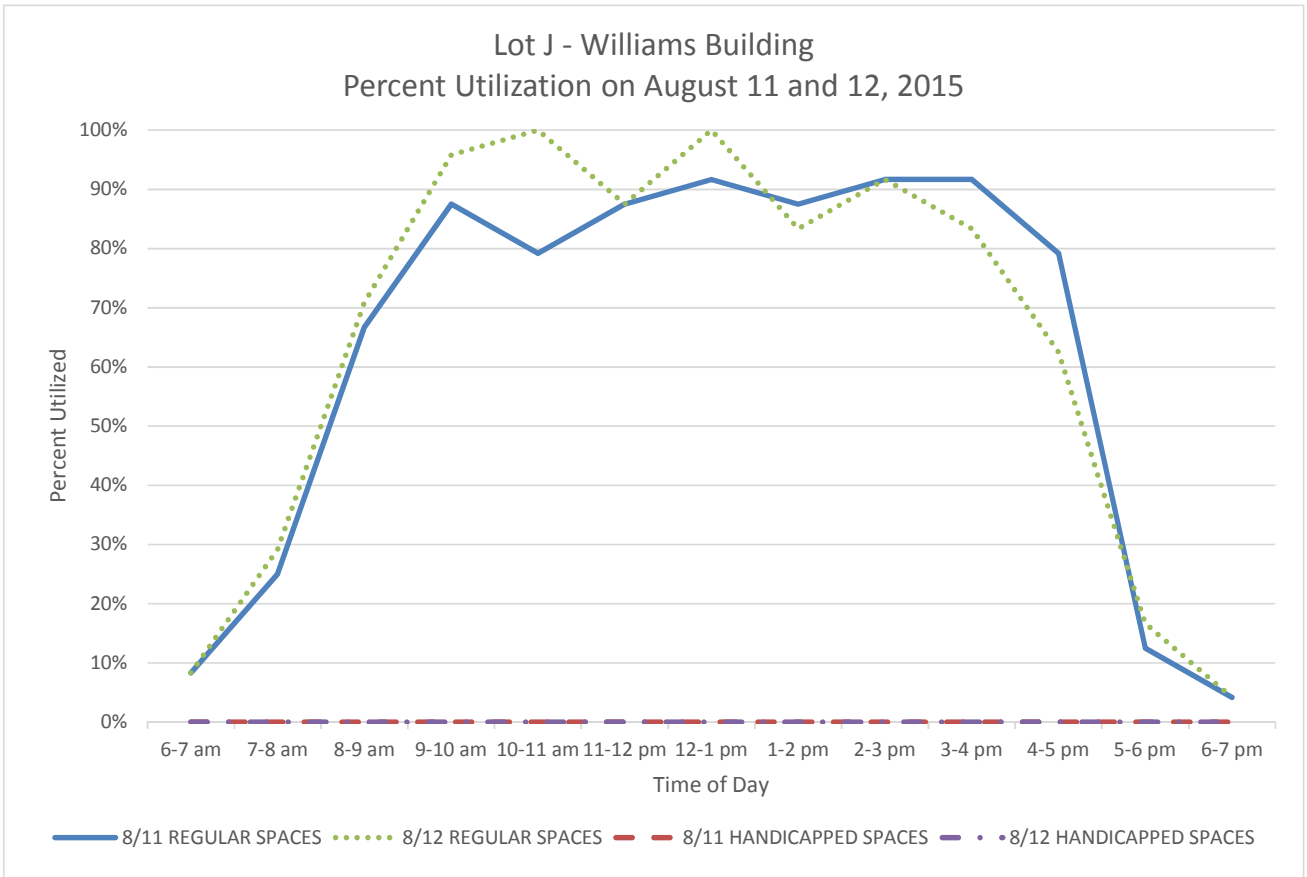

Lot E - Emergency Room & Urgent Care
Percent Utilization on August 11 and 12, 2015
Percent Utilized
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

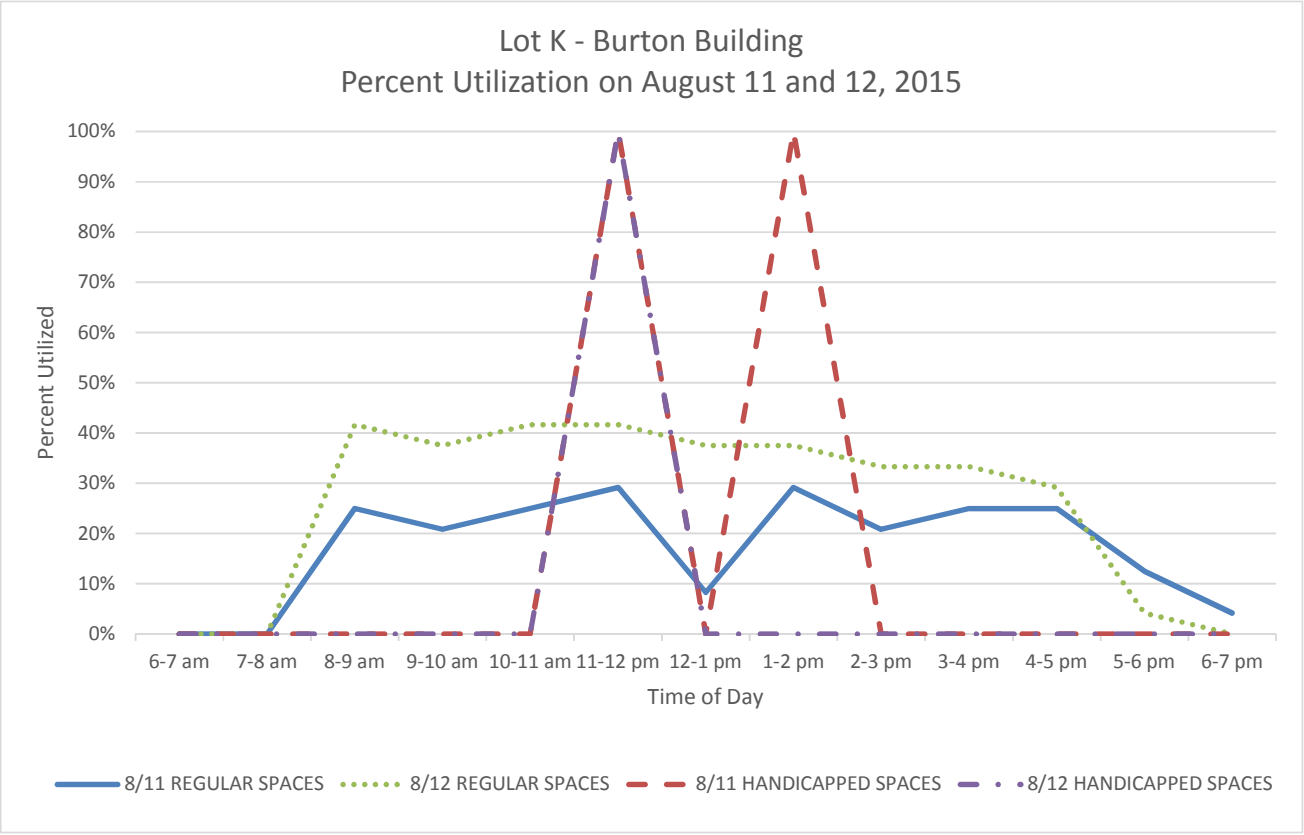

Lot F - Helipad & Emergency Parking
Percent Utilization on August 11 and 12, 2015
Percent Utilized
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES

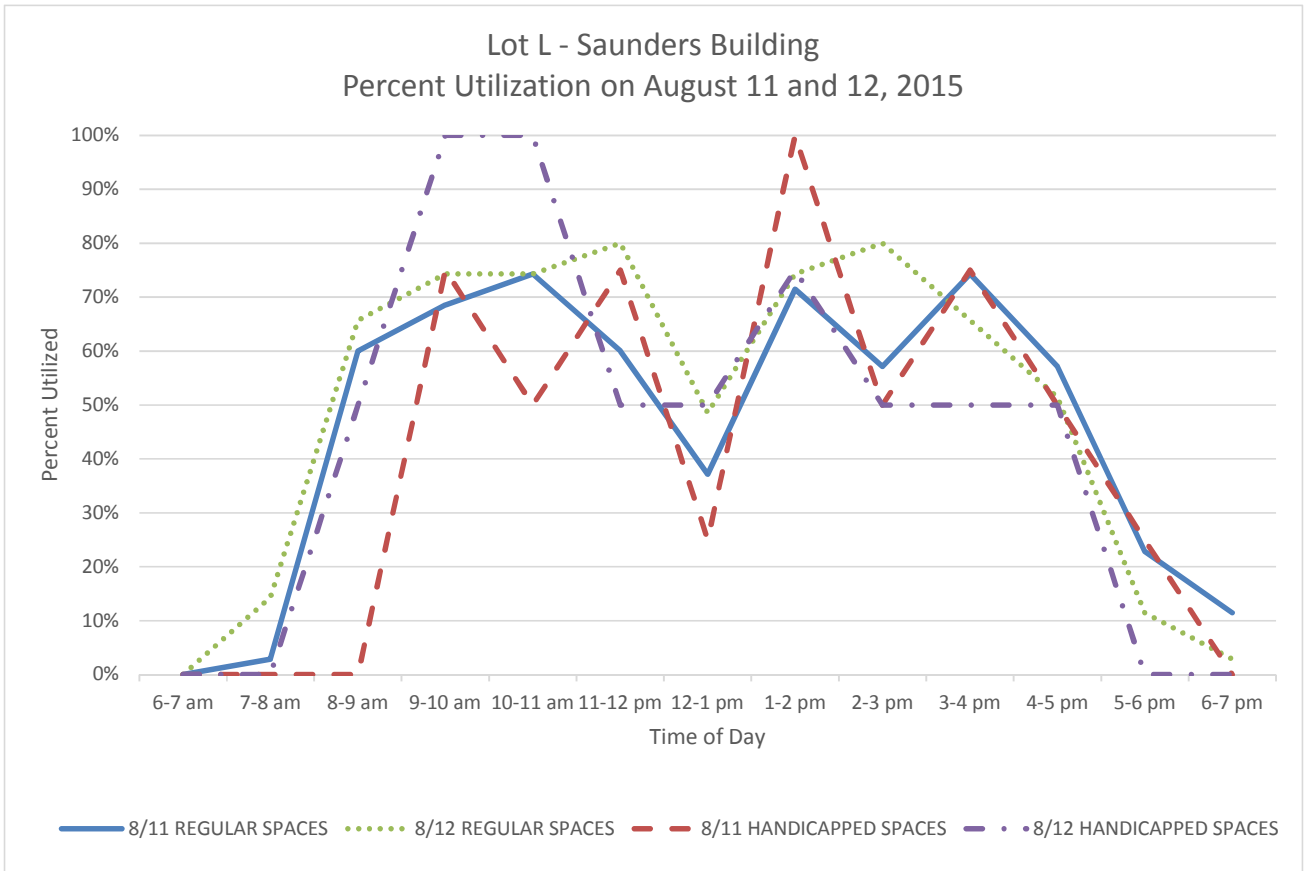

Lot G - Visitor & Main Entrance
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES
8/11 DOCTOR ONLY SPACES
8/12 DOCTOR ONLY SPACES

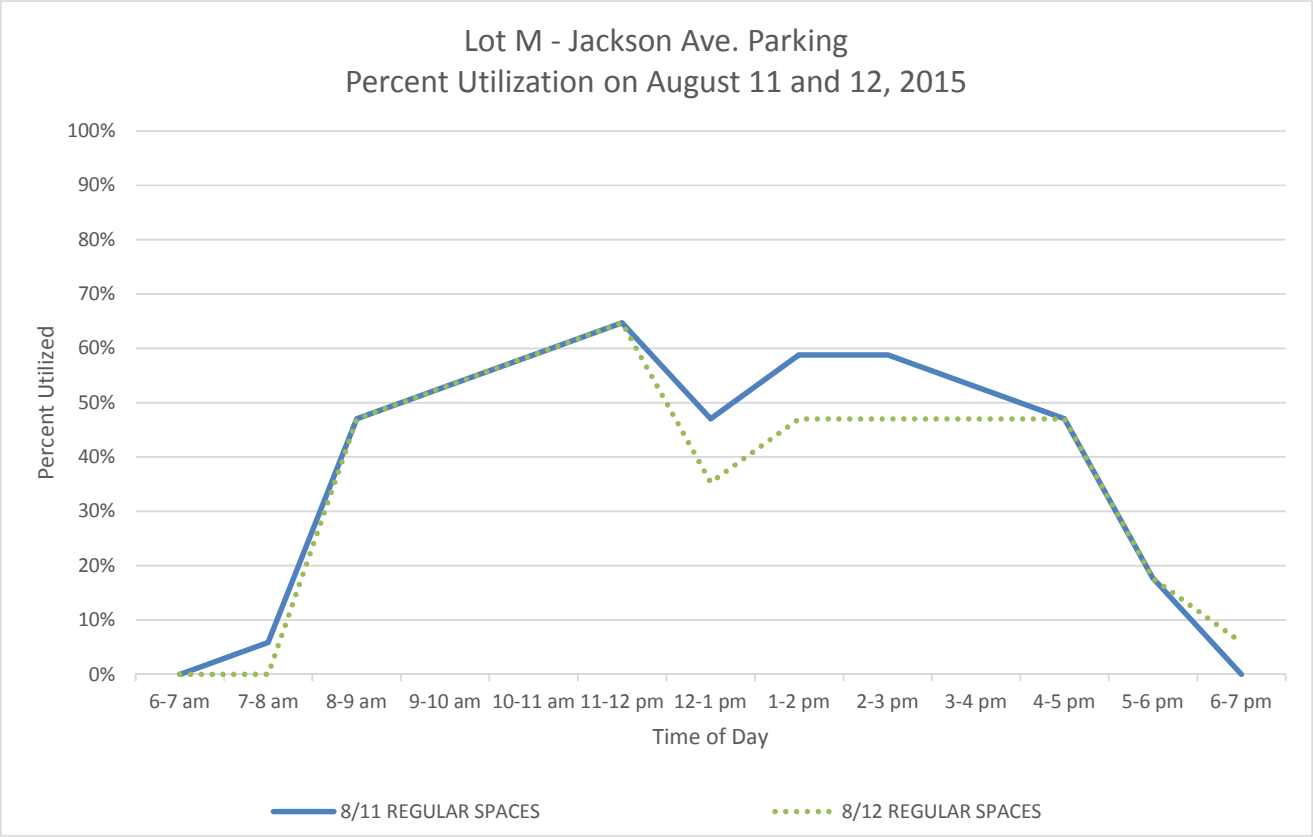

Lot H - Welch Cancer Center
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES


Lot I - West 5th Street Parking
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES


Lot J - Williams Building
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

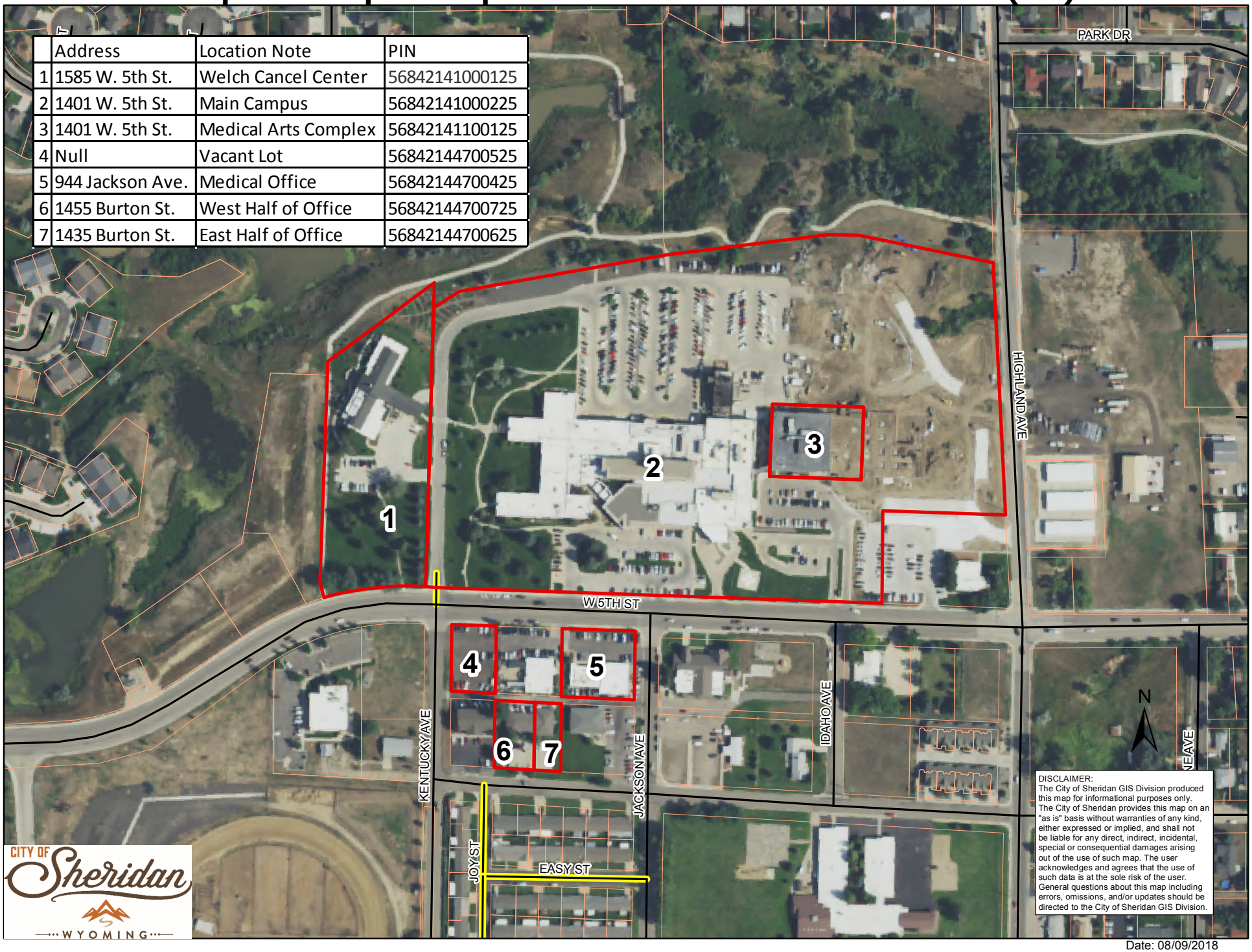

Lot K - Burton Building
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES


Lot L - Saunders Building
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES


Lot M - Jackson Ave. Parking
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES

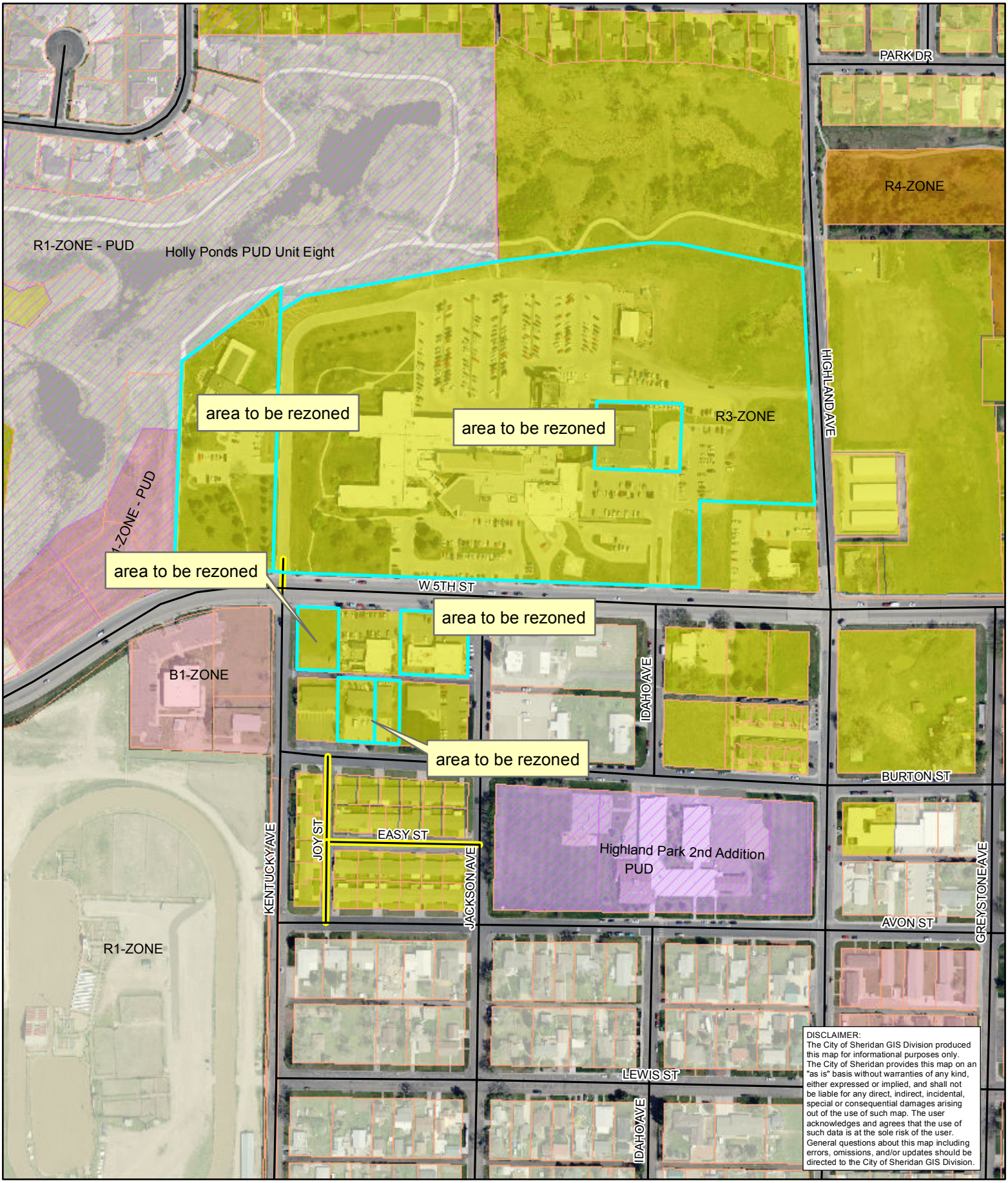
Proposed Hospital Properties to be Rezoned to Medical Arts (MA)

	Address	Location Note	PIN
1	1585 W. 5th St.	Welch Cancel Center	56842141000125
2	1401 W. 5th St.	Main Campus	56842141000225
3	1401 W. 5th St.	Medical Arts Complex	56842141100125
4	Null	Vacant Lot	56842144700525
5	944 Jackson Ave.	Medical Office	56842144700425
6	1455 Burton St.	West Half of Office	56842144700725
7	1435 Burton St.	East Half of Office	56842144700625



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.

Date: 08/09/2018



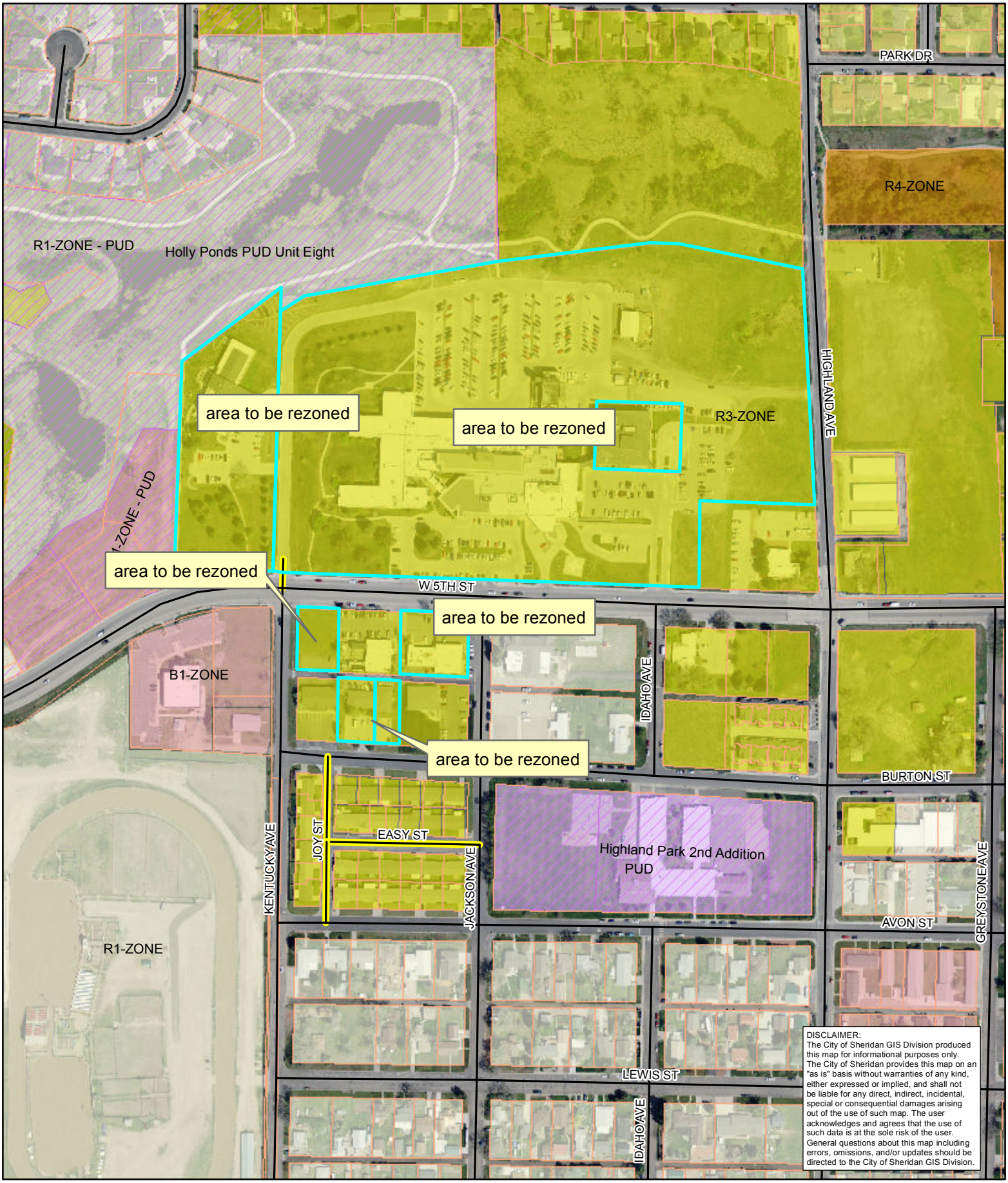
CITY OF Sheridan WYOMING

proposed rezone area

N

0 100 200 400 Feet

Name: sgoodman Date: 08/13/2018



CITY OF Sheridan WYOMING

proposed rezone area

N

0 100 200 400 Feet

Name: sgoodman Date: 08/13/2018

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:	Approval of Award of Bid for the Utility Maintenance Building Concrete Pavement Project to McClellan and MacQueen of Worland, Wy
From:	Nathan Rager, Project Manager
To:	Mayor and Council
CC:	
Date:	08/23/2018

Recommendation:

Staff recommends that Council award to the lowest qualified bid submittal and execute an agreement for the Utility Maintenance Building Concrete Pavement project to McClellan and MacQueen, of Worland, Wyoming for the amount of sixty three thousand nine hundred thirty-seven dollars and sixty cents ($63,937.60).

Background:

The Utility Maintenance Building Concrete Pavement project (see map) will provide a thirty (30) by three hundred and sixty eight (368) foot extension of reinforced concrete at the Utility Maintenance building located at 932 Kroe Ln. The extension of concrete pavement will extend a thirty (30) foot wide lane of travel for the Utility Maintenance vehicles. This will provide paved access to their shop. The extension will cut down on dust, mud and dirt being tracked by vehicles onto the existing pavement and roads.

Advertisement for this project took place 7/27/2018 through 8/9/2018. Bids were opened on August 14th. 3 of bids were received for this project. This bid results are as follows:

McClellan and MacQueen $63,937.60
KXK Construction $70,000.00
GW Construction $86,110.00

Funding:

Capital Outlay Water and Sewer Funds

Attachments

Map



Legend

Roads

N

UM BLDG CONCRETE PAVEMENT

City of Sheridan

Date: July 27, 2018

Location Map

Y:\Projects\2017\201702 - 2017-2018 Pavement Maintenance Project\Drawings\UM Concrete A.mxd Jul 27, 2018 11:16:22 AM User: Ridgepoint LT

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:	Minutes of Regular Council Meeting August 20, 2018
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	City Administrator, Mark Collins
Date:	08/30/2018

Attachments

Minutes 8-20-18

CITY OF SHERIDAN, WYOMING
MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **7:00 P.M.** **August 20th, 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 Gary Kopsa with Volunteers of America.

4. The meeting was called to order with a quorum as follows: Mayor Roger Miller presiding with Rich Bridger, Alex Lee, Patrick Henderson, and Thayer Shafer, with Erin Hanke absent. Members of staff present included City Administrator Mark Collins, Police Chief Rich Adriaens, City Clerk Cecilia Good, Community Development Director Brian Craig, Utilities Director Dan Roberts, Public Works Director Lane Thompson, Human Resources Director Heather Doke and various other City staff.

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

6. Public Hearings

A. Mayor Roger Miller called for a public hearing at 7:02 P.M. for comment regarding the Approval of Big Horn Public House, LLC Application for Microbrewery License # 1. A presentation was provided City Clerk, Cecilia Good. The public hearing was closed at 7:04 P.M.

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

A. Award of a 1/2 Ton Truck for Utility Maintenance to Fremont Motors of Riverton for $29,287.00

B. Award of a 1/2 Ton Truck for the Water Treatment Plant to Fremont Motors of Riverton for $29,287.00

C. Award of a Single Axle 5 Yard Dump Truck with Snow Plow for the Streets Department to Jack's Trucks of Sheridan WY for the amount of one hundred twenty seven thousand eight hundred eighty one dollars ($127,881).

D. Approval of City of Sheridan-Recreation District One Year Operating Agreement

E. Approval of Cost Share with Sheridan County for One Cent Education Program

F. Letter of Support for Submission of WYDOT Planning Grant for Goose Creek Transit Transportation Study

G. Minutes of Regular Council Meeting August 6, 2018

H. Claims

Claims 08-21-18

Vendor Name	Description	Total
ABC Signs & Specialties	Sign for recycling Center	15.00
Absolute Upholstery	Repairs to seat in Unit 3-63	457.17
Ace Hardware-Newkirk	Irrigation project supplies, wasp & hornet killer	379.31
ACRO, Inc.	Move and lower breezeway security cameras	285.00
ACT Communications	Telephone and internet	205.50
Alax Jones	Depsosit Refund/244 W 15th St.	55.83
AlphaGraphics of Wyoming	Business Cards for G. Manry/Social Media Management	1,339.00
Ambiente H2O Inc	Secondary sludge RAS pump parts	3,976.26
American Maid	Cleaning Services	7,200.00
American Welding & Gas, Inc.	Drill bits	59.11
Andrew Bates	Deposit Refund/945 S Thurmond St.	67.18
Antonio Sanchez	Deposit Refund/365 Huntington St.	14.49
Ashley Cleare	Deposit Refund/248 S Jefferson St.	80.77
Asphalt Drum Mixers, Inc.	Input module/AC temp module	931.61
Axis Forensic Toxicology, Inc	Lab Results - 18P005641 and 18P005542	550.00
B&B Leasing Company	Lease payments	490.17
Babcock Laboratories, Inc	UCMR4 Testing 7/2/2018	700.00
Ballard*King and Associates, Ltd.	D D Market Analysis Proforma 8-22 thru 9-23 2017	2,430.50
Big Horn Design	work clothing	204.00

Black Bear Construction	Remove/replace ADA ramp @ Highland Elem School	600.00
Brianna Zaller	Deposit Refund/352 Wyoming Ave.	27.11
Brian's Boot & Shoe	Safety toe boots (I.Pierce/R.Bates)	280.00
Buffalo Bulletin	Fly Sheridan Marketing	570.00
Carquest Auto Parts	Parts for equipment	867.62
Cecilia Good	Employee Reimbursement - per diem	128.50
CED- Consolidated Electrical Distributers Inc.	Electrical supplies-	82.30
CH Diagnostics and Consulting	Crypto and Giardia Analyses 6/19/18, 6/26/18	2,040.00
Charter Communications, Inc.	Monthly Charges	14.82
Chemtrade Chemicals US LLC	1 truckload Alum	6,298.05
Chris Dooley	Deposit Refund/430 W 11th St.	27.86
Christopher Harvey	Deposit Refund/1417 N Gould St.	40.50
Cindy Baker	Deposit Refund/645 E 5th St.	48.52
Clella Collier	Deposit Refund/543 E Loucks St.	28.04
Collection Professionals Inc.	CPI Accts # 1885 & 2799-6/1-6/30/2018	727.56
Confluence Collaborative	Website Maintenance - FY18	233.75
Connie's Glass, Inc.	replacement of metal doors	8,470.35
Courtney Smith	Deposit Refund/507 Jackson Ave.	14.15
Crescent Electric	Conduit and timer for sed basin lights/lamp ugrades City Hall	2,641.01
Dakota Supply Group Inc.	2 inch water meters	2,845.32
Daniel Granger	Depsosit Refund/338 E Burkitt St.	64.35
Dave Loden Construction	Repair of wind damage to canopy roof	198.00
Devils Rope Studio LLC	2018 Honorarium SPAC - for Bugling Elk sculpture	500.00
D-H Technologies, LLC	Service calls/phone repairs	892.50
Dixon Land Management and Consulting Inc	lawn service	550.00
Dodie Bomar	Meals per diem for DBomar-Riverton Travel	127.50
DPC Industries, Inc.	Demrruage/rental fee- 2 chlorine tanks	100.00
EMH Pro Cleaning	July Janitorial	1,450.00
Empathia, Inc	EAP Services August 2018 - October 2018	934.50
Employ, LLC	Temporary Labor	8,474.94
Employers Council	Background Check: Glenn Manry	55.00
Enviro-Clean Intermountain, LLC	Sewer hose	1,050.00
Farmers Co-op Oil Co.	Fuel	28,288.96
Fastenal Industrial Supplies	Recycling Center vending machine - July 2018	715.99
Fort Bend Services, Inc	polymer	3,341.31
Gage Rathkamp	Deposit Refund/815 N Sheridan Ave.	46.10
Grand Teton Recreation. LLC	Balance Refund/1155 N Main ST.	64.92
Hach Company	pH probe	445.75
Hawkins Inc	chemicals	13,942.19
Health Education Design Solutions, Inc	First-Aid-BLS CPR-CPR Classes for July 2018	294.00
Honnen Equipment Co	Push pull cable	328.43
InfoSend, Inc.	Billing Statements & Postage - July 2018	4,648.40
Inter-Mountain Laboratories Inc	TTHM/HAA5s, Bacterias, Madison Well- July 2018	2,085.00
Interstate Power Systems	Filter kit for Unit 3-12	128.10
Jack's Truck & Equipment	RH latch	123.21
Jason Etchechoury	Wellness Participation Reimbursement	200.00
Jessica & Brett Garden	Deposit Refund/721 S Main St.	47.31
John Deere Financial #1111308145	Uniform clothing/ hub/brake kit	2,100.04
Joost Industrial, Inc.	filter ext cover, assy and filter element	1,187.70
Josh Law	July Council meetings Videos	1,200.00
Kayla Cobb	Deposit Refund/1035 Leopard St.	71.49
Keith & Christine Klement	Deposit Refund/440 W Brundage St.	70.97
Ken Kilpatrick	Deposit Refund/1363 Woodworth St.	80.41
Kerns Law Office, LLC	July Legal Services	14,280.00
Kilpatrick Creations Inc.	Department Ball Caps - Krinkee and Johnson	50.00
Kim Ryan	Deposit Refund/935 Emerson St.	76.36
Kinnaird Law Office, PC	Municipal Court Prosecution Fees - July 2018	75.00
Knecht Home Center	Couplings, nipples, elbows, adapters, bushings	46.43

Kois Brothers Equipment, Co.	Repairs Units 3-7 and 3-17 Sanitation	919.71
Lee Kahm	Deposit Refund/1977 Edwards Dr.#C	30.90
LexisNexis Matthew Bender	WY Court Rules 2018 Ed w/CD	168.10
LJS Concrete and Excavating, LLC	WDT Reconstruction Project- #4725	131,066.01
Lomco Inc	Trucking of chip seal oil	5,991.14
Long Building Technologies , Inc.	inspect and repair of filter building ac unit	282.00
Madden Media	SEMC and SEM Co-op May - July	1,875.00
Maggie Onstad	Deposit Refund/466 E 3rd St.	51.76
MAP, LLC	Contractual Services	2,174.63
MCM General Contractors	N Sheridan Interchange Misc #4729	6,022.38
Midwest Laboratories, Inc.	Compost testing	750.00
Mike & Molly Swan	Balance Refund/1414 N. Heights Dr.	538.15
Modern Electric	repairs to electrical system	6,500.00
Molly Mountain	Deposit Refund/964 Bellevue Ave	25.51
Monnit Corp	Cellular data plan for compost monitoring	20.00
Morrison-Maierle, Inc.	NSI -Utilites & Enhancements CA- #4729	59,443.58
Morton Salt, Inc	1 truck (25 tons) salt	5,344.14
Mullinax Concrete Service & Irrigation	Wade gaskets/washed rock	7,103.27
Napa Auto Parts	Parts for repairs	1,218.17
Nicholas Henzel	Deposit Refund/21 Decker Rd #Trl 4	12.44
NMS Labs	Return of specimen - 18P003321	50.00
Norco, Inc	Supplies	386.24
Normont Equipment Co.	Rental of crack sealer(chip seal)	4,000.00
Northern Wyoming Community College	Whitney Center for Arts Grant	10,000.00
Office Shop Inc	Copier Contract-IRAC350P-July 2018	463.03
O'Reilly Auto Parts	Male clamp/air fittings	5.64
Pamela & John Pedroza	Deposit Refund/1047 N Main St.	90.00
Pavement Markings LLC	Safety striping in Recycling Center	250.00
Peak Powersports, LLC	Fan sensor/thermostat	99.99
Penguin Management, Inc	Annual paging and notification service contract	948.00
Peterson Pacific Corporation,	Parts for repairs to grinder at Landfill	586.13
Plainsman Printing & Supply Inc	Council Minutes Book with Fill paper No 16	329.70
Pollardwater	Pitot Blade Dual Gauges for hydrant testing GL	372.04
Porter,Muirhead,Cornia,	Interim Audit Services for FY2018 Audit	20,000.00
Powder River Power Co	Adapter/fittings/hose/bearing/hose assy/washer hos	327.54
R Brooke Holstedt	Deposit Refund/1977 Edwards Dr.#C	90.00
Radwell International, Inc	4 channel analog and pre wired cable	959.76
Rebecca Rimel & James Reeves	Deposit Refund/809 N Custer St.	9.46
ReCollect Systems Inc	Recycling app and Waste Wizard - 1 year renewal	7,230.00
Rhonda M Gould	Apply patches and hem pants for new officers	34.00
Rocky Mountain Ambulance Service LLC	Ambulance Services for September 2018	10,000.00
Schlecht Innovations LLC	Troubleshoot relays w/tech support	79.00
Servall Uniform and Linen, Inc	Rug Service	368.52
Sheridan Commercial Co.	Supplies	620.04
Sheridan County Soccer Association	Snickers Big Horn Soccer Cup Grant	3,000.00
Sheridan Econ-O-Wash	July laundry services - Shop	112.00
Sheridan Lock & Key	Duplicate office keys for IT personnel	16.10
Sheridan Media	Fly Sheridan Marketing	350.00
Sheridan Motor Inc	Replacement Patrol Vehicle/services	26,021.54
Sheridan Newspapers Inc	Advertising	6,302.15
Sheridan Printing Inc	18 Boxes No 10 Env w/ Security	74.00
Shift Calendars Inc	2019 Shift Calendars for Department	356.92
Sierra Gross	Deposit Refund/945 S Thurmond St.	22.86
Source Office & Technology	Supplies	1,141.27
State of WY - Judicial Systems Automation Acct	Court Automation Fund 07.2018	3,425.00
Steve Flack	Deposit Refund/111 W 16th St.	17.38
Steve Kasa	Deposit Refund/730 S Main St.	18.17
Swagit Productions, LLC	Video Streaming Svcs - July 2018	950.00

SWANA	Annual membership dues - Stevens	473.00
Ted's Towing, LLC	Tow vehicle to Hammers	75.00
The Lamar Companies	Billings billboard/Vinyl Production	2,126.00
The Paint Post	Deposit Refund/117 N Main St.	30.98
The Trophy Case	Board Member Plaques	74.00
Thomas J Klepperich	Municipal Court Judge Billing July 2018	2,440.00
Timothy White	Deposit Refund/235 W Brundage St.	23.06
Toni Schoonover	Deposit Refund/507 Jackson Ave.	7.64
Top Office Products Inc	Printer charges	129.55
Transaction Warehouse, Inc	Web Payment Transaction Fee, July 2018	2,847.60
TripaAdvisor LLC	Graphical advertising - July	356.81
Verplanke Drilling	Deposit Refund/Hydrant Meter	494.56
Victim Services	Crime Victims Fund 07.2018	625.00
Visionary Communications	Internet for different departments/some yearly	4,495.58
Visionary Communications, Inc	Depsosit Refund/941 Sugarland Dr.#B	52.14
Visit.Com Inc.	Monthly support fee	300.00
VRM	Repairs to air conditioning - Landfill equipment	483.08
Warehouse Market, Inc	Retirement luncheon (Schwabauer)	103.23
WatchGuard, Inc.	In Car Video System ugrade	133,600.00
Way Oil Inc	Automatic Transmission Fluid/Universal Antifreeze	1,320.31
Wells Fargo Bank-CC	July Credit Card charges	31,594.87
Winsupply of Sheridan Wy Co	Parts and repairs	2,027.77
WWC Engineering, A Division of	Holloway St Reconstruction - Misc #4747	3,750.00
Wyoming Department of Workforce Services	Unemployment Insurance for 2nd Qtr - 2018	1,298.00
Wyoming Dept of Revenue	July 2018 Sales Tax on Asset Sales (Form 43-1)	61.50
Wyoming Machinery Co	Parts	1,981.52
Zowada Plumbing & Heating Inc	Leopard St Waterline Replacement - Misc #4741	139.56
Grand Total:		**653,315.35**

Prepaids 08-02-18

Vendor Name	Description	Total
CenturyLink Communications, LLC	SCADA Lines and Extensions	793.47
Montana Dakota Utilities	Numerous Electric Bills	16,151.68
State of Wyoming	Loan CWSRF-109AR Payment #7	212,899.97
Grand Total:		**229,845.12**

Prepaids 08-09-18

Vendor Name	Description	Total
Chris Scheeler	Redo Lost Check	150.00
Ivan Pierce	Redo Lost Check	120.00
Montana Dakota Utilities	Pump Stations/Numerous electric bills	22,799.18
Roger Miller	Redo Lost check 1028	852.47
Wyoming Bank & Trust	SID #78 Bond Payment	15,381.25
Grand Total:		**39,302.90**

Regular Payroll 08-21-18

Vendor Name	Total
497-874-NCPERS Wyoming	320.00
Aflac	1,521.90

Blue Cross Blue Shield of Wyoming	71,278.43
Child Support-Ohio	196.14
CITCO FCU	4,768.13
Colonial Supplemental Insurance	21.78
First Federal Savings Bank	9,334.12
HealthEquity, Inc.	2,627.12
ICMA Retirement Trust 300698	6,905.30
IRS 941	78,813.80
LOCAL 276, IAFF	750.00
Nationwide	64.52
Optum Bank, Inc.	1,127.10
Orchard Trust	2,170.00
Security State Bank	404.59
Sunlight Federal Credit Union	1,700.60
VSP	1,069.04
Workers' Safety &	10,206.01
Wyo Educator's Benefit Trust	1.25
Wyoming Retirement System	58,421.48
Wyoming State Disbursement Unit	730.32
Grand Total:	**252,431.63**

Councilor Shafer moved, seconded by Councilor Lee, for the approval of the consent agenda. Councilman Bridger recused himself from the vote for Item D. Council approved the motion for approval of the consent agenda: voice vote; unanimous.

8. Staff Update

A. Interim Fire Chief Gary Harnish presented a Fire Department Update.

Old Business:

9. A presentation was provided by Public Works Director Lane Thompson. Councilor Lee moved, seconded by Councilor Henderson, for the Approval of Third Reading of Ordinance #2192 - Prohibiting Engine Brakes Within Sheridan City Limits. Council approved the motion: roll call vote: unanimous.

10. A presentation was provided by City Attorney Brendon Kerns. Councilor Bridger moved, seconded by Councilor Shafer, for the Approval of Second Reading of Ordinance #2191 - Change to Municipal Court Costs. Council approved the motion: roll call vote: unanimous.

New Business:

11. Councilor Bridger moved, seconded by Councilor Henderson, for the Appointment of Thayer Shafer as Proxy for Mayor Miller for the Sheridan Economic and Education Development Authority. Council approved the motion: voice call vote: unanimous.

12. Councilor Bridger moved, seconded by Councilor Henderson, for the Reappointment of Ken Thorpe for a Three Year Term to the Sheridan Economic and Education Development Authority. Council approved the motion: voice call vote: unanimous.

13. A presentation was made by Community Development Director, Brian Craig. Councilor Shafer moved, seconded by Councilor Bridger, for the Approval of Resolution #35-18 Naming a Public Street as Bill Redle Street. Council approved the motion: voice call vote: unanimous.

14. A presentation was made by Utilities Director, Dan Roberts. Councilor Lee moved, seconded by Councilor Henderson, for the Approval of Resolution 38-18 Authorizing Continuation of the Construction and Demolition Disposal Fee Waiver Program. Council approved the motion: voice call vote: unanimous

15. Councilor Bridger moved, seconded by Councilor Lee, for the Big Horn Public House, LLC Application for Microbrewery License #1. Council approved the motion: voice call vote: unanimous

16. Councilor Shafer moved, seconded by Councilor Henderson, for the Appointment of Mayor's Recommendation of Diana Riesen as City Representative to the Sheridan Recreation District Board. Councilman Bridger recused himself from this vote. Council approved the motion: voice call vote: unanimous.

17. A presentation was made by Sheridan College Planning Director, Robert Briggs. Councilor Shafer moved, seconded by Councilor Bridger, for the Approval of Resolution 43-18 Supporting the Submission of a Grant Application to the U.S. Department of Commerce Economic Development Administration. Council approved the motion: voice call vote: unanimous

18. A presentation was made by Sheridan College Planning Director, Robert Briggs. Councilor Henderson moved, seconded by Councilor Shafer, for the Approval of Resolution 45-18 Approving the Amended and Restated Sheridan Economic and Educational Development Authority Joint Powers Board Agreement. Council approved the motion: voice call vote: unanimous

19. Councilor Bridger moved, seconded by Councilor Henderson, for the Approval of Resolution 44-18 Authorizing SEEDA to Apply for a Committed Business Grant and Loan to the Wyoming Business Council in a grant amount not to exceed $3 million and a loan amount not to exceed $3 million; for construction of a facility in the Sheridan Hi-tech Business Park. Council approved the motion: voice call vote: unanimous

20. A presentation was made by Community Development Director, Brian Craig. Councilor Henderson moved, seconded by Councilor Bridger, for the Approval of Resolution #33-18 Scotchman Subdivision Easement Vacation - Community Development Director Brian Craig. Council approved the motion: voice call vote: unanimous.

21. Council Comments and Requests for Future Agenda Items.

A. Councilor Shafer stated that last week, cities and towns in Northeastern Wyoming hosted 14 Congressional staffers from Washington D.C. in fields related to energy and the environment.

B. Councilor Henderson mentioned a discussion held on workforce housing with City employees. Mark Collins stated that the discussion included the prioritization of creating a plan for affordable housing. He mentioned Community Builders Leadership Institute from September 26th through the 28th, and he invited Council to participate. Mayor Roger Miller, Councilor Bridger, and Councilor Henderson expressed interest in attending.

C. Alex Lee discussed future infrastructure needs and requirements, including having the bump truck get data on the quality of streets. He requested that funds be set aside for this project. Workforce housing is a also a great need in the community. Councilor Lee recommended that the leadership team to look at the potential of public/private partnerships.

D. Councilor Bridger stated that City needs to work with partners in the High Tech Business Park, which will need to expand in order to continue to attract businesses. He also discussed that the Railroad District and 5th St needs attention.

22. Comment from the Council and Public:

A. Trevor Jackson discussed fluoride and the belief that it needs to go to the voters. Additionally he discussed the relationship between the Mayor and City Council.

23. Councilor Shafer moved, seconded by Councilor Henderson, to adjourn the meeting at 8:26 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

Treasurer

MEMORANDUM

Project Name:	Claims
From:	
To:	Mayor and Council
CC:	
Date:	08/30/2018

Attachments

Claims
Prepaids
Payroll

City of Sheridan
Claims paid on 09/05/18

Sum of Amount		
Vendor Name	Description	Total
307 Auto Glass LLC	Replacement windshield for #2-75	225.00
A & M Service & Supply Inc.	Fix jam in signer printer	80.00
A Plus Plumbers & Appliance Repair	Basement Womens Bathroom Toilet Repair/pump repairs	596.40
ABC Signs & Specialties	N Sheridan Interchange Misc #4729	530.00
Ace Hardware-Newkirk	Level Line 3 inch Ace & Threadlocker/misc supplies	189.01
AlphaGraphics of Wyoming	Poster 22x28/envelopes/warning books	441.06
Altitude Recycling Equipment, LLC	Rams for recycling baler - emergency repairs	8,540.00
Alyssa Davis	Deposit Refund/333 River St.	90.00
American Planning Assoc	APA membership fees	202.00
Arete Design Group	SPD Remodel Phase 3 & 4-as-builts	1,417.50
Automationdirect.com	Power supply, Filter for PLC`s	239.50
Axis Forensic Toxicology, Inc	Lab Results - 18P005962	275.00
Ayres Associates Inc	Brownfield Assessment thru 8/4/18: from EPA Grant	6,875.94
B&B Leasing Company	UM July copier lease	96.65
Babcock Laboratories, Inc	UCMR4 Testing- 6/20/18 SWTP & BGWTP	1,400.00
Barbara Downing	Deposit Refund/715 Big Horn Ave.	8.13
Bentley Systems	Flowmaster/Water Gems Software	967.50
Big Horn Design	City of Sheridan Uniform Apparel	190.00
Big Horn Logistics, LLC	Safe Rides for May, June and July	277.00
Big Horn Sanitation	Portable Toilets, Emerson, Dog & Mavrakis Park	396.00
Blue 360 Media, LLC	WY Criminal & Traffic Law 2018	147.56
Bluemel Plumbing & Heating	Leopard St Waterline Replacement - Misc #4741	630.00
Brad Viren	Wellness Participation Reimbursement	75.00
Brian's Boot & Shoe	Boots	932.40
Bronc Builders	Weed eating Cemetery & Dog Parks - July	6,225.19
Brooke Lozier	Deposit Refund/419 W Works St.	67.73
Carquest Auto Parts	Parts for repairs	1,673.15
Cecilia Good	Reimbursement - Technical Writing Skills Class	522.31
CED- Consolidated Electrical Distributers Inc.	120 volt photo control	27.76
Cedars Health LLC	July Drug and Alcohol Testing	457.43
CH Diagnostics and Consulting	Crypto and Giardia Analysis 7/11/2018- WSC	520.00
Chemtrade Chemicals US LLC	1 truckload Alum	6,344.88
Christie Edwards	Wellness Participation Reimbursement	200.00
Christina Oien	SPAC Coordinator Position - August 2018	1,000.00
Coca-Cola Bottling Company High Country	Pallet of water - Recycling Center	319.20
Collection Professionals Inc.	CPI Acct #1885-7/1/18-7/31/18	286.72
Compass - Center for Families	Marketing and printing for Justice 3D	450.00
Comtronix	Fire alarm monitoring	105.00
Confluence Collaborative	Fly Sheridan Marketing/website maintenance	688.00
Crescent Electric	Conduit and reducer bushings	21.65
Darla McCloy	Per Diem and mileage reimbursement - WSWRA	362.17
Derek Holwell	Deposit Refund/600 1/2 Huntington St.	89.26
D-H Technologies, LLC	Install cable and hardware for wifi access point	283.10
Direct Electric	New Service at Range	1,529.00
Dixon Land Management and Consulting Inc	Mowing and Trimming 8/6/2018- all facilities	2,590.00
Dominic Miller	Deposit Refund/813 E 7th St. #A	90.00
Dowl	Leopard St West Works St Connection /other projects	21,374.72
Ed Hammer Inc	Replace transmission	3,265.96
Employ, LLC	Temporary Labor	6,346.24
Energy Laboratories, Inc	TOC Analysis 8/8/2018, WO# C18080378	160.00
Entech, Inc.	Loucks St Reconstruction Phase II/other projects	37,195.50
Evergreen Dwellings, LLC	Double Payment of License REFUND	300.00
Farmers Co-op Oil Co.	Fuel	14,730.55
Fastenal Industrial Supplies	Impact screw driver set	34.99
Firewerks Fire Apparatus Repair, Inc	2018 Annual Service-Maintenance on Aerial Truck	1,400.00
Four Seasons Lawn Care, Inc.	3rd Application of Fertilizer, weed control	609.00
George Neeson	Reimb running shoes for GNeeson	127.20
Giorgis Properties, LLC	September Rent - Office Lease - Weatherby	4,791.36
Green Carpet Sod Co	Sod for Parks/Cemetery Project	140.00
Hach Company	Fluoride Adj. powder pillows 100/pk, freight	395.89
Heather Doke	Housing Deposit for SHRM Annual Conference	211.68
High Land Inc.	Sprinkler System Repair at the Cemetery	755.35

Vendor Name	Description	Total
Hot Iron, Inc.	Loucks Phase 2 Construction- #4742	364,729.61
HUB International Mountain States Limited	New Notary Bond Premium	50.00
Index Trading & Mfg, Inc.	Four IP telephones @ CSC	1,147.72
Inter-Mountain Laboratories Inc	E.Coli Analysis 7/24/18, Outfall analysis 7/26/18	698.00
J C Contracting Inc	Leopard St Waterline Replacement - Misc #4741	1,957.00
Jack's Truck & Equipment	Alternator/core - Unit 3-90 ST	394.26
John Deere Financial #1111308145	Pumps, hose, misc. supplies, gloves, rope, tarp-uniforms	1,074.51
Jonathan Snoozy	Police Hat w/name	25.00
Joseph & Natalie Steger	Deposit Refund/1626 N Gould St.	90.00
Josh Bolin	Wellness Participation Reimbursement	150.00
Keystone Utility Systems	Deposit Refund/951 1/2 W 5th St.	34.05
Kholin Harmon	Deposit Refund/803 S. Main St.	27.17
Knecht Home Center	Tool Repair - Stihl Engine Check & Supplies	276.18
Kois Brothers Equipment, Co.	Parts for repairs Unit 3-60 Landfill	115.79
KXK Construction	Concrete Projects for Kendrick Park/repair storm drain	11,824.00
Landon's Greenhouse & Nursery, Inc.	Trees, Bushes & Cedar Bulk for parks new planting	2,950.01
Landscaping Services Inc.	Mowing Parks around Sheridan	125.00
Lannan's Supply	Paint for Locates	180.50
LJS Concrete and Excavating, LLC	WDT Reconstruction Project- #4725	102,385.10
LN Curtis & Sons	Survivor Flashlights-MSA Sample Line-Gas Monitor	680.60
Luke A Goddard	Medical Doctor Coverage for September 2018	500.00
MAP, LLC	Contractual Services	2,174.63
Memorial Hospital of Sheridan County	Medical Supplies for ambulances 7-23-2018	374.35
Michael Brothers Inc	300 gallon trash containers	7,934.32
Michael Sutley	Deposit Refund/216 W Works St.	28.81
Mike's Electric Inc	Troubleshooting sprinkler problem at Cemetery	89.00
Moss Rock Specialties	Loucks Phase II-Misc #4742	12,838.00
Mountain States Lighting	Plant overhead lighting replacements	1,640.10
Mueller Systems	Meter Replacement - CA #4507	119,224.92
Napa Auto Parts	Parts and repairs	777.02
Natalie Hayden	Deposit Refund/304 S Main St. #A	90.00
Norco, Inc	Supplies	1,110.20
Normont Equipment Co.	Durapatcher oil	2,598.75
North Sheridan Trailer & Equipment LLC	UM truck topper	2,819.00
Northern Underground LLC	Holloway St Reconstruction - Misc #4747	877.50
Northwest Pipe Fittings, Inc.	leak repairs, saddle	195.00
Office Shop Inc	Copy counts	656.28
OMP Engineering Inc.	Engineering services for Modbus interface	4,841.43
One-Call of Wyoming	Tickets for July CDC Code CSH	280.50
Park Seal	Park Seal repair Kit - Color Blue	1,400.00
Pat Burke Trucking	Hauling glass to Colorado for recycling	1,800.00
Paul Larson	Per Diem - WSWRA Conference	178.50
Peggy Corbin	Deposit Refund/1461 Omarr Ave #A	58.96
Peterbilt of Wyoming	Thermostat & radiator hose for Unit 3-12	257.27
Plains Tire & Battery	Tires for Sanitation & Recycling trucks	1,677.46
Powder River Power Co	Band clamp/parts	345.65
R. J. Thomas Manufacturing Company, Inc.	Plank Seat 6ft Cedar Rcld Plast	441.00
Raftelis Financial Consultants, Inc.	Water & Sewer Rate Study Financial Plan Update	461.25
Railroad Management Company III, LLC	Railroad leases 306326,306630,306325	1,689.18
Ricoh USA, Inc.	August Copy Charges	479.58
Ridgepoint Consulting, LLC	Meter Replacement - Design/R&O for 2017 Professional Services	32,685.22
Robbi & David Morris	Deposit Refund/607 W 5th St.	65.21
Robert & Terri Mallea	Deposit Refund/1135 N Custer St.	36.42
Rotork Controls Inc	Filter #2 Effluent Actuator Control Modules	2,439.00
RSCI	Upgrades to PLC in Secondary Sludge Bldg.	23,000.00
Salvatore Brown	Reimbursement	1,731.35
Security State Bank	W Loucks St Phase II-Retainage Acct #11193151	22,987.19
Servall Uniform and Linen, Inc	Rug Service	401.33
Shaunessey Reeves	Cleaning Restrooms for Parks & Cemetery	1,100.00
Sheridan Commercial Co.	Supplies	4,391.27
Sheridan Econ-O-Wash	Laundry service	36.00
Sheridan Electric LLC	Install. for poly mix pump, pump house wire swap	1,415.00
Sheridan Media	Chip Seal radio announcements/Mosquito control	1,411.00
Sheridan Motor Inc	Serv/lube/inspection/filters/sensor/alternator/fue	2,330.40
Sheridan Printing Inc	18 Boxes No 10 Env w/ Security	1,139.24
Sheridan Seed Co., Inc.	Garden Supplies for Parks	24.98
Sherwin Williams	5 gallon strainer	79.60
Source Office & Technology	Office Supplies	496.17

Vendor Name	Description	Total
Steve & Tina Vogt	Deposit Refund/508 N Custer St. #A	90.00
Steve's Truck Service Inc	Check AC system/oil level switch	486.63
Ted's Towing, LLC	Towing charges (9 vehicles)	585.00
Thatcher Company	22 bags soda ash	11,052.61
The Country Hospital for Animals	Boarding Colt - 7/27-7/29, exam and abcess treatme	275.00
The Lamar Companies	Billings billboard 8/21 - 9/17	366.00
The Trophy Case	name plates for PC	26.00
Tire Rama	Tire repairs Units 3-63 and 3-15	503.25
Tongue River Valley Community Center	Battle Under the Bighorns Grant	250.00
Top Office Products Inc	August copy counts	570.19
Trihydro Corporation	Monitoring, well sampling/WDT Reconstruction	36,614.97
Triple Creek, LLC	4MG Storage Tank Repair Construction - #4502	45,861.36
TW Enterprises, Inc	Annual servicing of admin-station generators	521.50
UPS	Animal Shelter Shipment	16.14
Van Diest Supply Company	Weed & Pest Supplies	4,547.00
Verizon Wireless	Aircards for MDC`s	578.82
Vertical Door Solutions, Inc.	Garage door repair UM	255.00
Victor Stanley Inc	Green Steel Benches (2) for Parks	3,071.00
VRM	Repairs Unit 3-60 and 2000 hr. service excavator/compost screen repairs	2,160.90
WatchGuard, Inc.	Wife Access Point for in car cameras	265.00
Water Products, Inc	Water	49.00
Way Oil Inc	Havoline 5W-30 oil	2,739.25
Western Emulsions, Inc.	Chip seal oil for Black Tooth Park	15,584.75
Willard E. Cook, Jr. and Sarah F. Cook	September 2018 Rent on Old C&C property	2,500.00
Wilson Bros. Construction, Inc.	West Works Transmission Main Connection #4741	140,211.90
Winsupply of Sheridan Wy Co	Parts	8,122.49
Wireless Advanced Communications, Inc	Upfit for replacement patrol vehicle/Car Video Systems	22,039.10
Wood Group USA, Inc	CityWorks Asset Database Consultation	977.50
World Wide Consultant Group LLC	N Sheridan Interchange Misc #4729	840.00
WWC Engineering, A Division of	Piezometer Install, Monitor for ACOE 1135 Study	850.00
WY Dept of Transportation	N Sheridan Interchange Public Involvement #4729	24,167.97
Wyoming Demolition, Inc.	27 & 29 Decker Road Cleanup #5720	55,170.00
Wyoming DEQ/WQD	WYPDES Permit Renewal fee for #WY0035661	500.00
Wyoming Machinery Co	Parts and repairs - Landfill equipment	4,200.54
Wyoming Signs, LLC	Signs, posts, & custom fabricated monument Parks	3,971.15
Xerox Corporation	Xerox lease and copies	28.31
Grand Total		1,283,083.51

City of Sheridan
Prepaids paid on 08/16/18

Sum of Amount		
Vendor Name	**Description**	Total
Arete Design Group	Weatherby Building CA - #5315	**44,811.32**
Brian James	Reimb PGA dues/Aug Golf Pro Fee	**7,100.00**
Dick Anderson Construction Inc.	Weatherby Building Construction - #5315	**717,332.11**
Law Office of Rex O. Arney	Board meeting, Weatherby, Gateway subdivision	**1,200.00**
Schoeny Inc	reissue lost check 2723	**4,165.00**
Grand Total		**774,608.43**

City of Sheridan
Prepaids paid on 08/23/18

Sum of Amount		
Vendor Name	**Description**	Total
Cael Smith	Redo Lost Check	**18.48**
CenturyLink Communications, LLC	SCADA Lines and Extensions	**953.04**
Eric & Tamarra Crawford	Redo Lost Check	**32.53**
Montana Dakota Utilities	Pump stations/numerous electric bills	**23,861.33**
Todd Watkins or Brett Caiola	Petty Cash Reimbursement 06.27.18 to 08.16.18	**276.36**
Grand Total		**25,141.74**

City of Sheridan
Regular Payroll paid on 08/31/18

Sum of Amount		
Vendor Name	Description	Total
Aflac	Regular Payroll 08.31.18	1,469.22
Blue Cross Blue Shield of Wyoming	Regular Payroll 08.31.18	2,681.81
Child Support-Ohio	Regular Payroll 08.31.18	196.14
CITCO FCU	Regular Payroll 08.31.18	2,567.13
ICMA Retirement Trust 300698	Regular Payroll 08.31.18	6,912.95
IRS 941	Regular Payroll 08.31.18	75,407.01
Orchard Trust	Regular Payroll 08.31.18	2,220.00
VSP	Regular Payroll 08.31.18	44.31
Workers' Safety &	Regular Payroll 08.31.18	9,821.08
Wyoming Retirement System	Regular Payroll 08.31.18	59,756.17
Wyoming State Disbursement Unit	Regular Payroll 08.31.18	569.47
Grand Total		161,645.29

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:	Proclamation in Commemoration of the Chartering of the Alexander Slidell MacKenzie Chapter, U.S.D. 1812 - Tammy Mansfield, Wyoming State Society President
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	City Administrator, Mark Collins
Date:	08/30/2018

Attachments

Alexander Slidell MacKenzie 1812

In Commemoration of the Chartering of the

Alexander Slidell MacKenzie Chapter, U.S.D. 1812

WHEREAS, the Alexander Slidell MacKenzie Chapter of the National Society United States Daughters of 1812 is celebrating its first anniversary on September 9th, 2018 and it will be officially chartered on September 8th 2018 as the second organized chapter of The Wyoming State Society U.S.D. 1812, located in Sheridan, and this occasion provides an ideal opportunity to recognize this esteemed organization; and

WHEREAS, founded in 1892, the U.S.D. of 1812 is a women's service organization dedicated to promoting patriotism, fostering a greater knowledge of American history, and preserving historical documents and relics; members maintain, at their national headquarters in Washington, D.C., a museum and library devoted to the period extending from the close of the American Revolution to the end of the War of 1812; and

WHEREAS, the Alexander Slidell MacKenzie Chapter is named for the grandfather of the namesake of Sheridan's Fort McKenzie who was a soldier in the War of 1812; and at its regular meetings, the group enjoys presentations on a variety of historical topics pertaining to the years from 1784 to 1812; and

WHEREAS, through their unwavering commitment to the mission and goals of their organization, the members of the Alexander Slidell MacKenzie Chapter of the United States Daughters of 1812 are promoting a more general awareness and a deeper appreciation of our shared heritage, and it is indeed fitting to honor them at this time; now, therefore, be it

Be it RESOLVED, that the War of 1812 be commemorated and that The Alexander Slidell MacKenzie Chapter of the United States Daughters of 1812 be recognized on this special occasion of their 1st Anniversary.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of my office on this fourth day of September 2018.



Roger Miller

Mayor

Sheridan, Wyoming

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: Proclamation for Star-Spangled Banner Day - Tammy Mansfield, Wyoming State Society President
From: Cecilia Good, City Clerk
To: Mayor and Council
CC: City Administrator, Mark Collins
Date: 08/30/2018

Attachments

Star Spangled Banner Day

Star-Spangled Banner Day

September 14

WHEREAS, "The Star-Spangled Banner", our National Anthem, was written during the War of 1812; and

WHEREAS, *By the dawn's early light* on September 14, 1814, Francis Scott Key saw the American flag flying over Fort McHenry, signifying an American victory, and was inspired to write the words of "The Star-Spangled Banner"; and

WHEREAS, "The Star-Spangled Banner" became our National Anthem on March 3, 1931 when President Herbert Hoover signed Public Law 823; and
WHEREAS, millions of Americans cherish and respect the words and music of "The Star-Spangled Banner"; and

WHEREAS, sporting and public events begin with the singing or playing of the National Anthem as a reaffirmation of patriotism and love of country; and

WHEREAS, The National Society United States Daughters of Eighteen Hundred and Twelve and the Alexander Slidell MacKenzie Chapter calls for a day to observe the historical significance of "The Star-Spangled Banner" and to celebrate the words that Francis Scott Key penned in 1814:

Now, Therefore we ask that Roger Miller, Mayor of Sheridan in the State of Wyoming do hereby proclaim **September 14th** as "Star-Spangled Banner Day" and urge all citizens to recognize and celebrate the anniversary of the birth of our country's National Anthem.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of my office on this fourth day of September, 2018.

CITY OF SHERIDAN MUNICIPAL SEAL SHERIDAN COUNTY WYOMING

Roger Miller
Mayor

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:	Approval of Resolution #32-18 Hawks Rest Minor Subdivision - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	06/21/2018

Recommendation:

Staff recommends the City Council approve Resolution #32-18, the Hawks Rest Minor Subdivision, dividing 2.28 acres into 5 lots, zoned R-1 Residence, located at the northwest corner of Big Horn Ave. and West Brundage Lane subject to the following condition:

1) That the Certificate of Dedication on the Final Plat be modified to reflect the restrictions and obligations contained in the existing private easement agreement.

Potential Findings of Fact:

Prior to approving the final plat, the City Council will need to make the following findings per Sheridan City Code Appendix B §202:

A. The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.

B. The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.

C. Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.

D. All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.

E. No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the

proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise consider long-range water supply in making any determination.

Background:

This proposed subdivision is an in-fill project for single-family residential. Lot 1 is the smallest lot, but at 9,170 square feet there is adequate area for a single-family home compatible with homes in the immediate area. The three adjacent lots to the north take access via the north portion of this subdivision. A fifty foot access and utility easement is being dedicated across the north 50 feet of the subdivision to preserve the access use and to provide opportunity for legal utility connections.

Direct notification was sent to 15 property owners, in addition to newspaper notification. The Aspen Grove Homeowner's Association is listed as a property owner within 300 feet of this application, but no known address exists for the association and no address is registered with the County Recorder or County Assessor. Exhaustive efforts by both the applicant and staff to track down a proper mailing address yielded no results. However, several individual residents of Aspen Grove Subdivision were included in the notification due to their proximity. In addition to a response letter hand delivered to the commissioners regarding traffic safety, several members of the public, including adjacent neighbors spoke during the Planning Commission public hearing on August 13, 2018. The concerns and questions raised are addressed in the next report section, Staff Comments.

Discussion:

This request was tabled from the August 13, 2018 Planning Commission meeting to the August 27, 2018 Planning Commission meeting to allow staff time to research questions presented by the public and Commissioners.

The concerns expressed during the August 13, 2018 Planning Commission public hearing fall into three broad categories: 1) use and maintenance of the fifty foot (50') access easement, 2) availability of direct access to Brundage Lane, and 3) the safety and timing of improvements to the intersection of Brundage Lane and Big Horn Avenue. There is an existing easement agreement from 2007 that specifies the rights and obligations of both the applicant (McWilliams) and the three adjacent properties to the north. The agreement discusses ingress/egress, parking, maintenance and storage among other requirements. The three lots to the north have full access across the fifty foot (50') easement, but are also obligated to maintain the easement; the cost for maintenance is shared among the three adjacent north lots. The proposed plat maintains the same easement area, but also grants the right for utility service in the easement for the benefit of the lots to the adjacent north. Access to Brundage Lane will be allowed for Lots 1, 2, 4, and 5. Staff will require Lots 1 and 2 to share one access point on Brundage Lane and have driveways split off from there. If Lots 4 or 5 choose to use Brundage for access they will also be required to share one access point. Per the attached letter from City Attorney Brendon Kerns, there is no prohibition against Lots 3, 4, or 5 using the easement for primary or secondary access as long as they adhere to the parking and other restrictive terms of the 2007 agreement. The timing of improvements at the intersection of Big Horn Ave. and Brundage Lane will be determined by the average daily traffic counts. The design could be stop lights, a four-way stop, or a round-a-bout; the final design will be developed by the city in consultation with WYDOT as necessary and occur when traffic counts warrant such improvement.

Staff offers the following comments on final plat required findings:

A. *The City shall not approve any proposed subdivision of land which, by itself, or as a part of a larger tract, is contiguous to or completely surrounded by the boundaries of the City, unless the application is accompanied by a properly-acknowledged petition for annexation to the City.*

This property falls completely within the City limits, so this condition does not apply.

B. *The City shall not approve any proposed subdivision of land which is within one mile of the corporate limits*

of Sheridan but not, at the time of submittal, eligible for annexation, unless the application is accompanied by a properly acknowledged agreement not to contest future annexation proceedings.

Again, not applicable in this case, the property is within the city limits.

C. *Every plat shall conform to the Zoning Ordinance currently adopted at the time of final plat approval.*

The proposed lots will allow for adequate setbacks and development for single-family residential uses. There are no variances requested for the lot dimensions.

D. *All new subdivision developments within the Airport Influence Area within the city limits of the City of Sheridan shall grant an Avigation Easement to the Sheridan County Airport.*

Although near the airport, this subdivision is outside of the Airport influence area.

E. *No subdivision shall be approved within the corporate limits of the City of Sheridan, or one mile thereof, unless City Public Works staff concludes that an adequate long-term water supply exists to support the proposed use and density of the subdivision In accordance with City adopted policy. City elected officials acting as Council representatives on other boards or committees that review development shall likewise consider long-range water supply in making any determination.*

Water and sewer service is available in West Brundage Lane, however the sewer line is on the south side of the roadway and a bore is required for each new service tap. The Utilities Department has determined there is adequate water and sewer capacity to serve these new lots; new taps will need to be installed to those lots and associated fees paid.

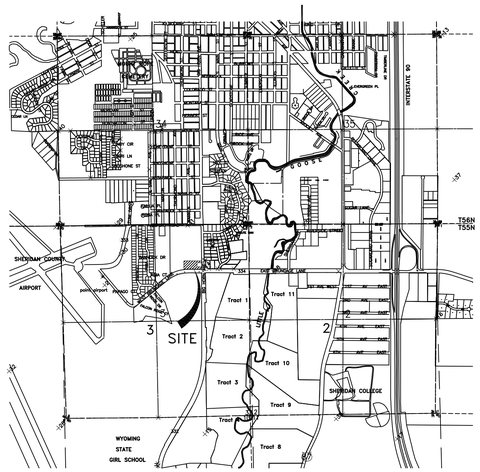
Staff has no further comments at this time.

Attachments

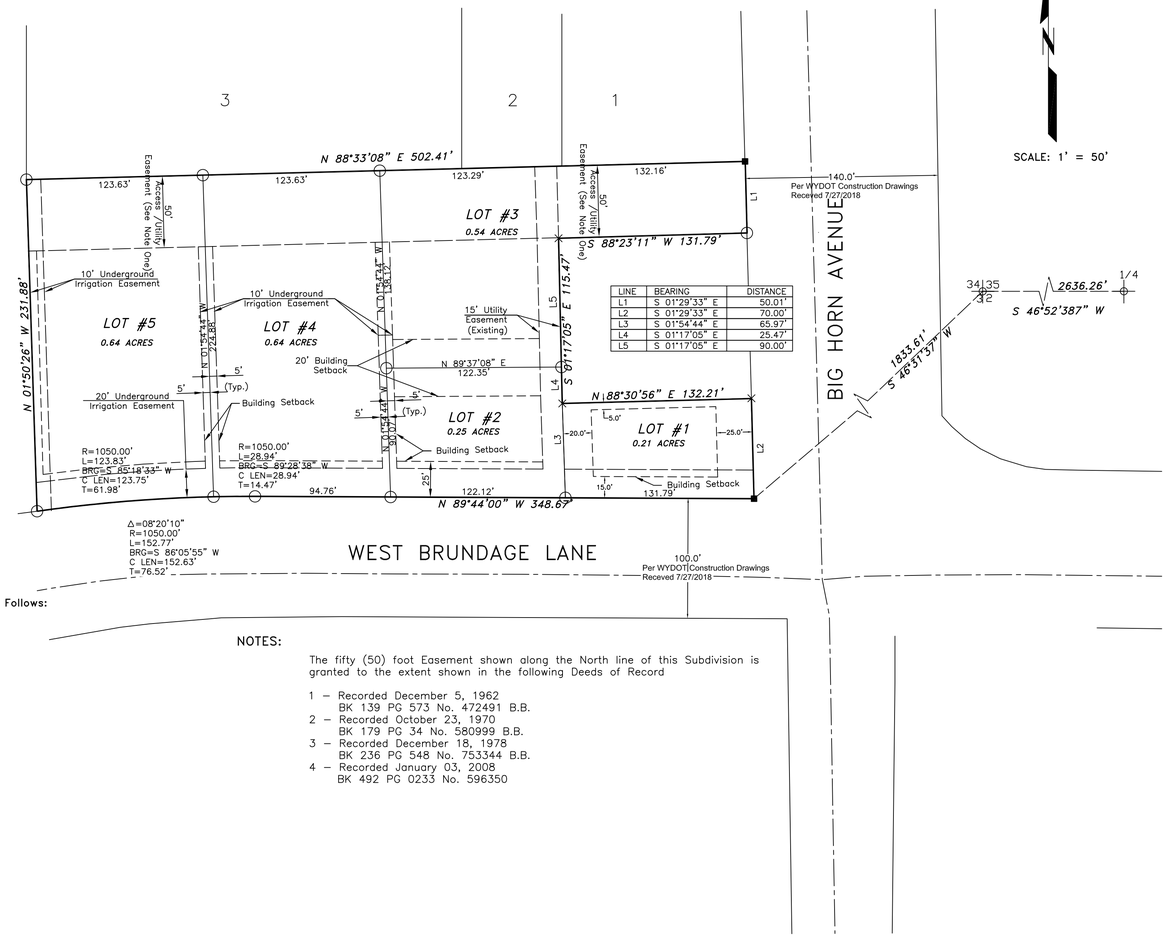
plat
aerial
agreement memo from City attorney
recorded easement agreement
Resolution 32-18

HAWKS REST MINOR SUBDIVISION
FINAL PLAT

2150 BIG HORN AVENUE
THE NW1/4 NE1/4 OF SECTION 3
T55N, R84W, OF THE 6th. P.M.
CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING



LOCATION MAP
Scale 1"=2000'



LINE	BEARING	DISTANCE
L1	S 01°29'33" E	50.01'
L2	S 01°29'33" E	70.00'
L3	S 01°54'44" E	65.97'
L4	S 01°17'05" E	25.47'
L5	S 01°17'05" E	90.00'

SCALE: 1' = 50'

NORTH

SCALE 1" = 50'

Basis Of Bearing
NAD 83 Wyoming East Central Zone
Vertical Datum NAVD 88

LEGAL DESCRIPTION

A TRACT OF LAND LOCATED IN THE NW1/4NE1/4 SECTION 3, T55N, R84W, 6TH PM, SHERIDAN COUNTY WYOMING AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING at a point which is located S46°31'37"W, 1,833.61 feet from the Northeast corner of said Section 3, said point also being located on the East right-of-way of Big Horn Avenue at the intersection of Big Horn Avenue and West Brundage Lane;

Thence along the North right-of-way of West Brundage Lane N89°44'00"W, 348.67 feet to the PC of a curve to the left with a radius of 1,050 feet, an arc length of 152.77 feet, a chord of S86°05'55"W, 152.63 feet to a point;

Thence leaving said right-of-way N01°50'26"W, 231.88 feet to a point;

Thence N88°33'08"E, 502.41 feet to a point, said point being located on the West right-of-way of Big Horn Avenue;

Thence along said right-of-way S01°29'33"E, 50.01 feet to a point;

Thence leaving said right-of-way S88°23'11"W, 131.79 feet to a point;

Thence S01°17'05"E, 115.47 feet to a point;

Thence N88°30'56"E, 132.21 feet to a point, said point being located on the West right-of-way of Big Horn Avenue;

Thence along said right-of-way S01°29'33E, 70.00 feet to the point of BEGINNING containing 2.28 acres, more or less.

CERTIFICATE OF SURVEY

I, William E. Pugh, do hereby certify that I am a Registered Land surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct and complete plat of HAWKS REST MINOR SUBDIVISION as laid out, platted, dedicated and shown hereon, that this plat was made from an accurate survey of said property conducted by me or under my supervision and correctly shows the location and dimensions of all lots,easements and streets of said subdivision in compliance with City of Sheridan regulations governing the subdivision of land.

_____ Land Surveyor
No. 5300

Professional Land Surveyor WILLIAM E. PUGH 5300 Date: WYOMING

UNLESS SIGNED, SEALED AND DATED THIS IS A PRELIMINARY PLAT.

CERTIFICATE DEDICATION

That the undersigned owner(s) of the land shown and described on this plat do hereby dedicate to the City of Sheridan and its licensees for public use the indicated purposes, all streets, alleys, easements and other public lands within the boundary lines of this plat, as indicated, and not already otherwise dedicated for public use.

Utility easements, as designated on this plat, are hereby dedicated to the City of Sheridan and its licensees for public use for the purpose of installing, repairing, reinstalling, replacing and maintaining sewer, water lines, gas lines, electric lines, telephone lines, cable TV lines and other forms and types of public utilities now or hereafter generally utilized by the public.

All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.

Executed this _____ day of _____, 2018 by,

_____
Owner
Helena P. McWilliams

STATE OF WYOMING)
) ss.
SHERIDAN COUNTY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by _____. Witness my hand and official seal.

_____
Notary Public

DIRECTOR OF PUBLIC WORKS CERTIFICATE OF APPROVAL

This plat has been prepared in accordance with the requirements and procedures outlined in the Subdivision Regulations of the City of Sheridan, and certified this _____ day of _____, 2018, by the Director of Public Works of Sheridan, Wyoming.

_____
Director of Public Works

CITY OF SHERIDAN. PLANNING COMMISSION CERTIFICATE OF REVIEW

Reviewed by the City of Sheridan of Planning Commission this ____ day of ____, 2018.

_____
Chairman

_____
Attest: Vice-Chairman

CITY OF SHERIDAN CERTIFICATE OF APPROVAL

Approved by the City Council of the City of Sheridan, Wyoming, this ____ day of _____, 2018.

_____ _____
Attest: City Clerk Mayor

CERTIFICATE OF RECORDER

This plat was filed for record in the Office of the Clerk and Recorder at _____ o'clock _ .m., This ____ day of _____ , 2018. And is duly recorded in Book _____ ____, Page No. _____ .

_____
County Clerk

OWNER
HELENA P. McWILLIAMS
1716 EAST BRUNDAGE LANE
SHERIDAN, WYOMING 82801
(307) 674 7149

NOTE:
Utility Easements
Unless otherwise noted, Utility Easements are reserved as Follows:
15' wide utility easement along the East side line LOT#2
50' wide access/utility easement along North boundary line

Zoning R1
Unless otherwise shown all setbacks are as specified for R1 Zoning.

LAND USE SUMMARY

USE	ACREAGE
LOT #1	0.21 ACRES
LOT #2	0.25 ACRES
LOT #3	0.54 ACRES
LOT #4	0.64 ACRES
LOT #5	0.64 ACRES
TOTAL	2.28 ACRES

BASIS OF BEARING–
WYO. STATE PLANE (EAST CENTRAL ZONE)
NAD 83
EXISTING ZONING: R-1
AVERAGE LOT SIZE=24068.95 SQ. FT.
SETBACKS: RESIDENTIAL BUILDINGS

NOTES:

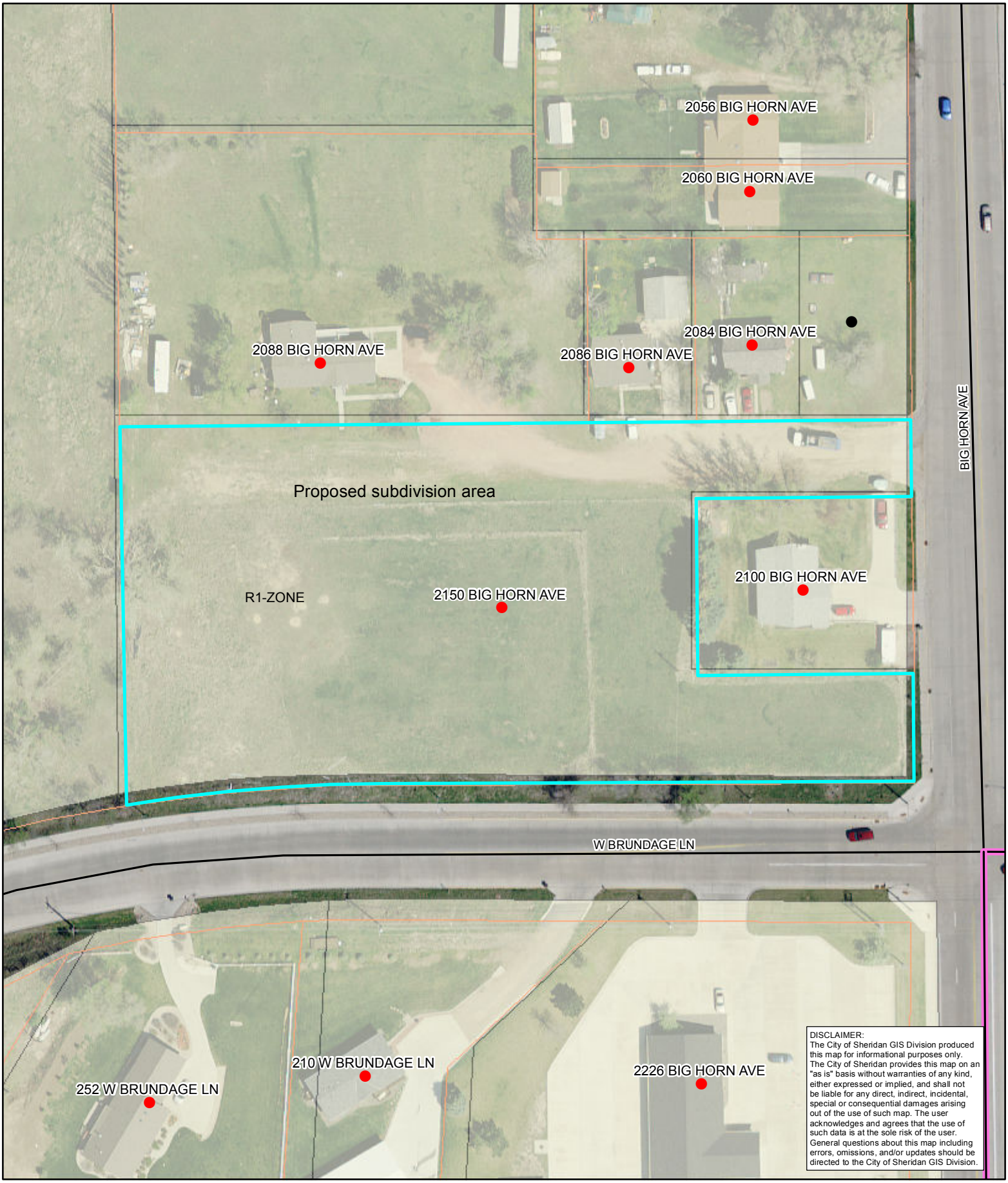
The fifty (50) foot Easement shown along the North line of this Subdivision is granted to the extent shown in the following Deeds of Record

1 – Recorded December 5, 1962
BK 139 PG 573 No. 472491 B.B.
2 – Recorded October 23, 1970
BK 179 PG 34 No. 580999 B.B.
3 – Recorded December 18, 1978
BK 236 PG 548 No. 753344 B.B.
4 – Recorded January 03, 2008
BK 492 PG 0233 No. 596350

LEGEND

THESE STANDARD SYMBOLS WILL BE FOUND IN THE DRAWING.

_____	BOUNDARY
_____	LOT LINE
_____	RIGHT OF WAY
- - - - - -	BUILDING SETBACK LINE
— — — — —	EASEMENT LINE
■	RW–MRKR MONUMENT
○	2" ALUM CAP ON 5/8"ø REBAR (RLS 5300)
×	FENCE CORNER



CITY OF Sheridan WYOMING

Hawks Rest Minor Subdivision

N

0 25 50 100 Feet

Name: sgoodman Date: 05/21/2018

KERNS LAW OFFICE, LLC
30 GRINNELL PLAZA
P.O. BOX 6669
SHERIDAN, WYOMING 82801

BRENDON E. KERNS *

TELEPHONE (307) 655-8600
FACSIMILE (307) 655-8602

**Also admitted in Montana*

August 20, 2018

City of Sheridan Planning Director
Brian Craig
55 E. Grinnell Plaza
Sheridan, WY 82801

RE: Memorandum- Hawks Rest Subdivision

Dear Mr. Craig,

The Hawks Rest Minor Subdivision is owned by Helena P. McWilliams. This proposed final plat intends to establish five (5) lots over an area of approximately 2.3 acres. The subdivision is bordered on the South by West Brundage Lane and on the East by Big Horn Avenue. The North portion of the subdivision consists of a 50' easement which runs the length of the North property line. This easement grants access to three other properties, one of which has the potential for further subdivision in the future. There is no other legal access to those three properties.

The easement was granted by the owner of the McWilliams property to the various other properties beginning in 1962. The terms of the easement state that it is for the purpose of ingress and egress. In 2006, the owners of the three tracks brought a lawsuit against McWilliams and her husband alleging that they were blocking and interfering with the parties' right of ingress and egress.

The matter was resolved by agreement between the parties. The Agreement was filed in the Sheridan County Clerk's Office and is tied to all of the properties. Per the terms of the agreement, there are significant restrictions concerning parking and placing obstructions on the easement. In addition, the agreement states "There will be no further alteration to the topography of the easement. Forry et al are responsible for maintaining the Easement." These restrictions are binding on all heirs, successors and assigns.

There has been some objection to the use of the easement for the purpose of the subdivision. As a general rule, a person cannot create an additional burden on an easement which would alter its original intent or the use by the easement holders. With regards to subdivisions, the Wyoming Supreme Court has stated "The easement granted by the Englemans

provided for unlimited use for ingress and egress. Subdivision, therefore, did not create an additional burden on the easement since the use remained the same" *Mueller v. Hoblyn*, 887 P.2d 500, 505 (Wyo. 1994) citing Restatement of Property, supra, § 488. The McWilliams easement does not restrict ingress and egress. It only restricts parking alteration of topography. Therefore, there does not appear to be any restriction as to the use of the easement for the Hawks Rest Subdivision.

Nonetheless, whether the subdivision creates an additional burden is not for the City to decide. The respective Deeds, the easement and the Agreement do not prohibit the subdivision of the McWilliams property nor deny McWilliams the right to grant others the use of the easement. Any disagreement between the parties as to any possible burden is a civil matter which should not be decided by the City. Therefore, the City should evaluate the sufficiency of using the easement as the access point for the subdivision per the City of Sheridan Ordinances regarding private roads. Staff should also provide additional information regarding whether the easement is sufficient for emergency responders, garbage trucks, etc.

If you have any questions on these matters, please contact me at your convenience.

Best Regards.

Sincerely,
KERNS LAW OFFICE, LLC



Brendon E. Kerns

596350 AGREEMENT
BOOK 492 PAGE 0233
RECORDED 01/03/2008 AT 04:05 PM
AUDREY KOLTISKA, SHERIDAN COUNTY CLERK

AGREEMENT CONCERNING SCOPE OF EASEMENTS AND RIGHTS OF OWNERS

This Agreement is entered into herein by and between **Joyce D. Forry**, Trustee of the Joyce D. Forry Trust, dated December 14, 2004, **Oscar Juroszek** and **Bessie Juroszek**, husband and wife, **Travis Weaver** and **Janet Weaver**, husband and wife, and **Helena P. McWilliams** and **Keith McWilliams**, husband and wife.

RECITALS

Certain differences and difficulties have arisen between the parties to this Agreement concerning the scope of the easements referred to herein below and the respective obligations and rights of the owners of the easements and the respective obligations and rights of the owners of the lands burdened by said easements.

These differences and difficulties have resulted in litigation between the parties in District Court in and for Sheridan County, Wyoming, which case is captioned as follows: *Forry et al. v. McWilliams et al.*, Civil Action No. 2006-318, Fourth Judicial District, Sheridan County, Wyoming. In this case, Joyce D. Forry, Oscar and Bessie Juroszek, and Travis and Janet Weaver (referred to collectively herein as "Forry et al" or "Plaintiffs") are Plaintiffs and Helena P. McWilliams and Keith McWilliams (referred to collectively herein as "McWilliams") are Defendants.

This agreement is intended to resolve the dispute concerning the easements referred to herein below and to clarify the rights and obligations of the respective parties.

NOW THEREFORE, for good and valuable consideration, receipt whereof is hereby acknowledged, the parties stipulate and agree as follows:

1. Joyce D. Forry, Trustee of the Joyce D. Forry Trust, dated December 14, 2005, whose address is 2088 Big Horn Avenue, Sheridan, Wyoming, is the owner of the following described lands and easement:

A tract of land located in the NW¼NE¼ of Section 3, T. 55 N., R. 84 W. 6th P.M., Sheridan County, Wyoming described as follows:

> Beginning at a point located North 450 feet and West 240 feet from the Southeast corner of said NW¼NE¼ thence West 32.5 feet, thence North 68.5 feet, thence West 272 feet, thence South 188.5 feet, thence East 304.5 feet, and thence North 120 feet more or less to the point of beginning.

Together will all improvements thereon, water and water rights, ditches and ditch rights thereunto appertaining, but subject to all reservations, exceptions and restrictions of record.

Together with an easement for ingress and egress fifty (50) feet wide, the center line of which is described as follows:

> Beginning at a point located on the West boundary of the secondary highway, said point also being located North 305 feet and West 30 feet from the Southeast corner of said NW¼NE¼, Section 3, T. 55 N., R. 84 W., 6th P.M., thence West a distance of 514.5 feet.

These lands and easement are referred to herein as the "Forry Parcel" and the "Forry Easement" and are described in the Warranty Deed recorded on December 18, 1978 in Book 236, Page 548 in the Office of the Sheridan County Clerk and in the Warranty Deed recorded on April 29, 2005 in Book 463, Page 151 in the Office of the Sheridan County Clerk. The Forry Easement is for the benefit of, appurtenant to, and runs with the Forry Parcel.

2. Oscar and Bessie Juroszek, husband and wife, whose address is 2084 Big Horn Avenue, P.O. Box 172, Sheridan, Wyoming, are the owners of the following described lands and easement:

> A tract of land situated in the NW¼NE¼ of Section 3, Township 55 North, Range 84 West of the Sixth Principal Meridian, Sheridan County, Wyoming, described as follows:
>
> Beginning at a point 70 feet West of a point on the West line of the Wyoming Secondary Highway (formerly known as the Old Sheridan-Big Horn County Road), said point being West 30 feet and North 450 feet from the Southeast corner of said Section 3, thence South 120 feet to a point, thence West 70 feet to a point, thence North 120 feet to a point, and thence East 70 feet to the point of beginning.
>
> Together with all improvements situate thereon.
>
> Together with the right to use the street which is 50 feet in width and which adjoins the above described tract on the South as a means of ingress and egress and for the installation and maintenance of utilities.

These lands and easement are referred to herein as the "Juroszek Parcel" and the "Juroszek Easement" and are described in the Warranty Deed recorded on May 7, 1962 in Book 136, Page 216 in the Office of the Sheridan County Clerk; in the Warranty Deed recorded on May 7, 1962 in Book 136, Page 211 in the Office of the Sheridan County Clerk; and in the Warranty Deed recorded December 5, 1962 in Book 139, Page 573 in the Office of the Sheridan County Clerk. The Juroszek Easement is for the benefit of, appurtenant to, and runs with the Juroszek Parcel.

3. Travis and Janet Weaver, husband and wife, whose address is 2086 Big Horn Ave., Sheridan, Wyoming, are the owners of the following described lands and easement:

A tract of land situate in the NW¼NE¼ of Section 3, Township 55 North, Range 84 West of the Sixth Principal Meridian, Sheridan County, Wyoming, described as follows: Beginning at a point 140 feet West of a point on the West line of the Wyoming Secondary Highway (formerly known as the Old Sheridan-Big Horn County Road) said point being West 30 feet and North 450 feet from the southeast corner of said Section 3; thence South 120 feet to a point, thence West 70 feet to a point, thence North 120 feet to a point, and thence East 70 feet to the point of beginning.

Together with all improvements situate thereon and all appurtenances thereunto appertaining or belonging.

Together with the right to use the street which is 50 feet in width and which adjoins the above described tract on the South as a means of ingress and egress and for the installation and maintenance of utilities.

These lands and easement are referred to herein as the "Weaver Parcel" and the "Weaver Easement" and are described in the Warranty Deed recorded on May 7, 1962 in Book 136, Page 216 in the Office of the Sheridan County Clerk; in the Warranty Deed recorded on May 7, 1962 in Book 136, Page 217 in the Office of the Sheridan County Clerk; in the Warranty Deed recorded October 23, 1970 in Book 179, Page 34 in the Office of the Sheridan County Clerk; and in the Warranty Deed recorded on November 1, 2005 in Book 468, Page 725 in the Office of the Sheridan County Clerk. The Weaver Easement is for the benefit of, appurtenant to, and runs with the Weaver Parcel.

4. Helena McWilliams, a married person dealing in her sole and separate property, whose address is 1716 East Brundage Lane, Sheridan, Wyoming, 82801, is the owner of the following described lands:

A tract of land situated in the NW¼NE¼ of Section 3, Township 55 North, Range 84 West of the 6th P.M., Sheridan County, Wyoming, described as follows, to wit:

Beginning at a point located South 988.5 feet and West 30 feet from the Northeast corner of said NW¼NE¼ (said point of beginning being on the West right of way line of the State Secondary Highway); thence South a distance of 50 feet along the West right of way line of the State Secondary Highway to a point; thence West a distance of 140 feet to a point; thence South a distance of 115 feet to a point; thence East a distance of 140 feet to a point on the West right of way line of the State Secondary Highway; thence South along said right of way line a distance of 70 feet to a point; thence North 89° 44' West along the North right of way line of the Sheridan County Airport Road a distance of 346.48 feet to a point; thence along a curve to the left with a radius of 1050 feet, delta angle of 9° 05' with a chord distance of 166.22 feet and with a bearing of South 85° 44' West to a point; thence North

0° 28' West a distance of 245.77 feet to a point; and thence East a distance of 514.25 feet to a point of beginning.

Excepting that portion conveyed to the Transportation Commission of Wyoming as evidenced by Warranty Deed recorded June 15, 1993 in Book 359 of Deeds, page 101.

Together will all improvements situate thereon and all appurtenances thereunto appertaining or belonging.

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

These lands are referred to herein as the "McWilliams Parcel" and are described in the Warranty Deed recorded on July 18, 2003 in Book 445, Page 147 in the Office of the Sheridan County Clerk.

5. The Forry Easement, Juroszek Easement and Weaver Easement are situated on the McWilliams Parcel. The McWilliams Parcel is subject to and burdened by said easements. These three easements are all situated along the same parcel of land which is 50 feet in width and 514.5 feet in length and which is adjacent to the South line of the Forry Parcel, Weaver Parcel, and Juroszek Parcel. This parcel of land on which the three easements are located is referred to herein as the "Easement" and is specifically described in that Warranty Deed recorded on December 18, 1978 in Book 236, Page 548 in the Office of the Sheridan County Clerk and in that Warranty Deed recorded on May 7, 1962, in Book 136, Page 216 in the Office of the Sheridan County Clerk.

6. The parties hereto agree that the scope of the Forry Easement, Juroszek Easement, and Weaver Easement and the rights and obligations of the respective owners of the above-described lands and easements include the following:

(a) The Plaintiffs may use the Easement for ingress and egress to and from their respective parcels of land. The Easement may also be used for ingress and egress by the invitees (friends, relatives, and visitors) and licensees of any of the Plaintiffs, including but not limited to garbage services, postal delivery, maintenance or repairmen, newspaper delivery, and other delivery services such as UPS, FedEx, etc.

(b) The following parking is permitted on the Easement:

(i) *Temporary Parking.* The Plaintiffs, McWilliams, and the invitees and licensees of any Plaintiff or McWilliams may park on the Easement for not longer that six (6) consecutive hours;

(ii) *Plaintiffs' Permanent Parking Space.* Joyce Forry, Juroszeks, and Weavers

may each park one vehicle in front of his/her/their respective parcel (i.e. one vehicle per parcel of land) without any limitation. All vehicles of Plaintiffs and their invitees must be licensed and functional and parked within the north ten feet of the Easement.

(iii) *McWilliams Permanent Parking Spaces*. McWilliams may park up to three vehicles within the south ten feet of the Easement without any limitation. McWilliams' invitees must park within the south ten feet of the Easement.

(iv) No other parking on the Easement is permitted.

(c) Except as expressly permitted herein, no objects, structures or debris are allowed on the Easement. There will be no gate placed on the Easement.

(d) There will be no further alteration to the topography of the easement. Forry et al are responsible for maintaining the Easement.

(e) McWilliams will remove the haystack presently existing on the Easement on or before October 15, 2007.

(f) McWilliams may install two "Private Lane" signs at McWilliams' expense, one on the north line of the Easement and one on the south line of the Easement, as close as practical to the Big Horn Avenue right of way.

(g) Garbage containers, mail boxes and the like shall be kept off of the Easement, except garbage containers are permitted during garbage pickup times.

7. The rights and obligations described herein are binding upon and inure to the benefit of the heirs, successors and assigns of each of the parties hereto.

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THIS AGREEMENT is dated effective the 14th day of November, 2007.

Joyce D. Forry, Trustee of the Joyce D. Forry Trust, dated December 14, 2004

Oscar Juroszek

Bessie Juroszek

Travis Weaver

Janet Weaver

Helena P. McWilliams

Keith McWilliams

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing **AGREEMENT** was acknowledged before me this 16th day of November 2007, by **Joyce D. Forry**, Trustee of the Joyce D. Forry Trust, dated December 14, 2004.

Witness my hand and official seal.

Notary Public
My Commission Expires: 7-28-2008

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing **AGREEMENT** was acknowledged before me this 19th day of November 2007, by Oscar and Bessie Juroszek, husband and wife.

Witness my hand and official seal.

Notary Public
My Commission Expires: 7-28-2008

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing **AGREEMENT** was acknowledged before me this 19th day of NOVEMBER 2007, by Travis and ~~Janet~~ Weaver, husband and wife.

Witness my hand and official seal.

Notary Public
My Commission Expires: 7-28-2008

240

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing **AGREEMENT** was acknowledged before me this 27 day of December 2007, by Keith McWilliams and Helena P. McWilliams, husband and wife.

Witness my hand and official seal.

MICHELLE JOHNSON - NOTARY PUBLIC
County of Sheridan State of Wyoming
My Commission Expires Oct. 19, 2010

Michelle Johnson
Notary Public
My Commission Expires:

STATE OF Wyoming)
) ss.
COUNTY OF Sheridan)

The foregoing AGREEMENT was acknowledged before me this 20th day of November, 2007, by Janet Weaver.

Witness my hand and official seal.

Notary Public

My Commission Expires:

CITY OF SHERIDAN
RESOLUTION 32-18

A RESOLUTION approving PL 18-21, the final plat of the Hawks Rest Minor Subdivision, platting a parcel of land into five lots, being in total 2.28 acres, located northwest of Big Horn Ave. and West Brundage Lane.

WHEREAS, the final plat of the Hawks Rest Minor Subdivision has been reviewed for consistency with Appendix B (Subdivision Regulations) and other applicable City code; and

WHEREAS, all applicable requirements for a final plat, have been met and all documents meet the applicable requirements in Appendix B (Subdivision Regulations); and

Now, therefore, be it resolved by the City Council of the City of Sheridan:

That the final plat of the Hawks Rest Minor Subdivision, platting a parcel of land into five lots, being in total 2.28 acres, located northwest of Big Horn Ave. and West Brundage Lane,

Is hereby approved by vote of the City of Sheridan's City Council.

In approving the Hawks Rest Minor Subdivision, the City Council finds the following as required by Sheridan City Code Appendix B §202:

A. The property is already within the corporate limits of the City and requires no further action as pertains to annexation.

B. The lots as platted conform to the requirements of the City Zoning Ordinance with the exception of the variance granted.

C. The subdivision falls outside of the Airport Influence Area.

D. As concluded by City Public Works staff, there is adequate long-term water supply to serve this subdivision as of the time of this resolution.

PASSED, APPROVED, AND ADOPTED this 4th day of September 2018.

_____
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:	Approval of the First Reading of Ordinance 2193 - A Request to Rezone Sheridan Memorial Hospital Campus to Medical Arts (MA) Zoning - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	07/23/2018

Recommendation:

Staff recommends the City Council approve Ordinance # 2193, a request to rezone approximately 28.05 acres from R-3 Residence to Medical Arts (MA) and to approve the associated Master Plan for the Medical Arts Campus; located primarily at 1401 W. 5th St. and including 1585 W. 5th St., 944 Jackson Ave. and 1435 -1455 Burton St.

Potential Findings of Fact:

Rezone Request:

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:

The Sheridan Memorial Hospital is requesting to rezone seven properties from R-3 Residence District to Medical Arts (MA). The MA zoning district was developed by the City to accommodate the unique needs of medical campus development and in particular the Sheridan Memorial Hospital. Associated with Medical Arts zoning is the requirement to develop a Master Plan that guides future development decisions on the campus. The proposed Master Plan is included with this staff report. Medical Arts uses, setbacks, and other related requirements are contained in the Master Plan and are allowed to deviate from the base requirements of the MA district. Signage for hospitals and medical campuses differs in nature and purpose from a traditional retail district. Signage for the MA district must be contained in the Master Plan and allowances and restrictions are thus dictated by the Master Plan rather than the City's Sign Code, which is an important impetus for the timing of this request to the City.

As much of the Sheridan Memorial Hospital campus is already developed staff asked the applicant to develop the proposed Master Plan to account for existing building types, elevations, landscaping, utility layout, and parking management practices. It is anticipated that all future utility extensions and parking additions will be consistent with the existing patterns and is shown as such in the Master Plan.

The proposed signage elevations are provided and indicate maximum heights of fourteen feet (14') for 5th Street and ten feet (10') for Highland Avenue signs.

A parking study performed in 2015 by a local professional engineer is provided as well.

As part of the request to rezone this property, staff sent notice to the property owners within 300 feet. Staff has received one positive response to date.

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 a mix of R-1 Residence, R-3 Residence, R-4 Residence, and B-1 Business. The land uses also are mixed with single family homes, multiple family properties, and light business and office uses. The hospital has been an established use in this area since 1952 and is complimented by the abundance of medical and professional offices in the area. The proposed uses in the new MA district are the same as exist today and will not be incompatible with the surrounding uses.

Impacts to Surrounding Properties
The impact to surrounding properties will come primary from the addition of signage. The expansion of medical buildings and parking will be consistent with long-standing hospital growth practices. The signage is proposed to be up to fourteen feet (14') tall along the primary 5th Street frontage. These proposed signs are arguably consistent with hospital directional and informational signage in other mid to large sized communities. Staff would suggest the applicant be directed to minimize any up cast lighting and use internal lighting that is no brighter than necessary to illuminate the panels.

Consistency with the Sheridan Land Use Plan
The Sheridan Land Use Plan identifies this area as commercial for all lots involved and staff agrees that Medical Arts and related office use is compatible with commercial land use.

Infrastructure
Water and sewer infrastructure is available and adequate for future growth of the campus. Most of the area is developed already, but those expansion areas and vacant lot are contiguous to existing infrastructure. Drainage improvements will continue to be in line with approved best practices and City requirements as future growth occurs on this 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

DRAFT Ord 2193
exhibit
Medical Arts District Master Plan
aerial

ORDINANCE NO 2193

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 R-3 Residence District to MA (Medical Arts) District; also the approval of the MA Master Plan (comprising of attached Exhibits A) for the Sheridan Memorial Hospital Medical Arts Master Plan.

WHEREAS, the owner of the following described land has petitioned the City Council to rezone the same from an R-3 Residence District to MA District, and the owner has also submitted a MA 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-3 Residence District to a MA District, to wit:

LEGAL DESCRIPTION HERE

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

Section 3. That the MA Master Plan be approved as the governing land use document for the property described in Section 1 and shown and described in Exhibit A, 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

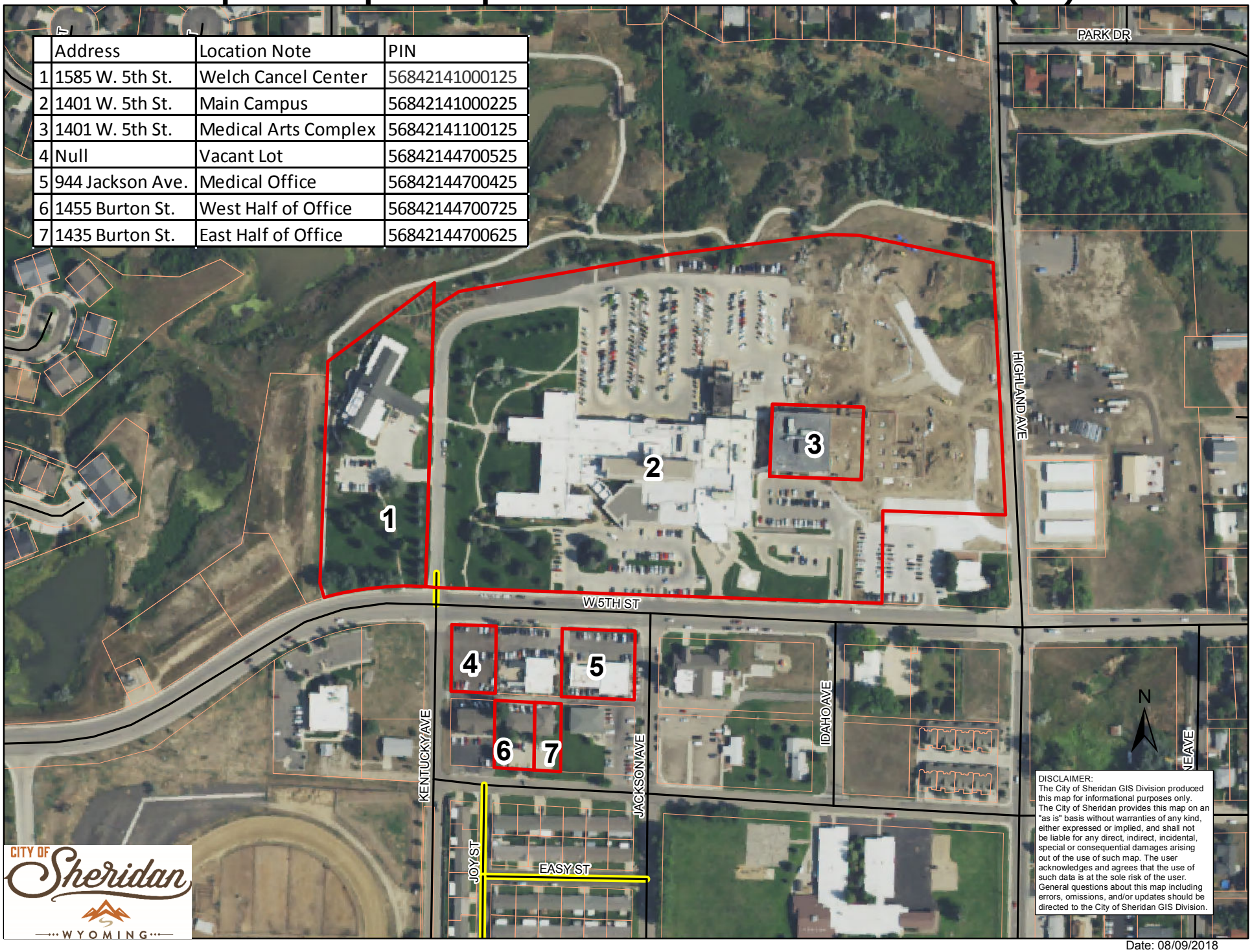
_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

Proposed Hospital Properties to be Rezoned to Medical Arts (MA)

	Address	Location Note	PIN
1	1585 W. 5th St.	Welch Cancel Center	56842141000125
2	1401 W. 5th St.	Main Campus	56842141000225
3	1401 W. 5th St.	Medical Arts Complex	56842141100125
4	Null	Vacant Lot	56842144700525
5	944 Jackson Ave.	Medical Office	56842144700425
6	1455 Burton St.	West Half of Office	56842144700725
7	1435 Burton St.	East Half of Office	56842144700625



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.

Date: 08/09/2018

SHERIDAN
MEMORIAL HOSPITAL

Sheridan Memorial Hospital
Master Plan for Medical Arts District
Submitted to the City of Sheridan
July 2018



Sheridan Memorial Hospital – 1952 (present location)

This master plan is created to comply with the requirements for Sheridan Memorial Hospital campus to become zoned as “Medical Arts District”. The plan includes:

- Executive summary
- CEO approval for zoning change
- Site drawing of proposed land uses
- Exterior building design
- Building setbacks
- Typical Landscaping
- Location of public and private utilities Site drawing of utilities
- Open space, parkland, areas of protected natural habitat
- Drainage plan
- Parking plan
- Conceptual transportation plan, including multi-modal linkages
- Proposed signage



Sheridan Memorial Hospital - 2006

Executive Summary

One of the most important requirements of a community is access to quality healthcare. For over 100 years, Sheridan Memorial Hospital has been serving our community, and fulfilling that requirement. With progressive, state-of-the-art facilities, sophisticated technology and services beyond what one might expect in a hospital this size, patients can take comfort in knowing they are receiving high quality care.

Sheridan Memorial Hospital has been in its present location since 1952. With great forethought, the county leadership placed the hospital in an area that would allow future growth for buildings and parking. This is a luxury that very few hospitals enjoy. The original building was on the outskirts of the City. Since that time the city has expanded and now completely surrounds the Hospital campus.

Converting the campus to a “Medical Arts District” will allow the hospital to provide our patients and visitors important wayfinding signage not allowed in the current R-3 zone. This master plan shows the current health oriented campus, and projected areas to provide facilities for future needs. It is Sheridan Memorial Hospital’s goal to maintain a therapeutic “park-like” setting that is consistent with the existing neighborhood.

Sheridan Memorial Hospital

1401 West 5th Street
Sheridan, WY 82801
(307) 672-1000

www.sheridanhospital.org

July 16, 2018

Brian J. Craig, AICP
City of Sheridan
Community Development Director
55 Grinnell Plaza
Sheridan, WY 82801

Re: Request for zoning change to a Medical Arts District

Dear Mr. Craig,

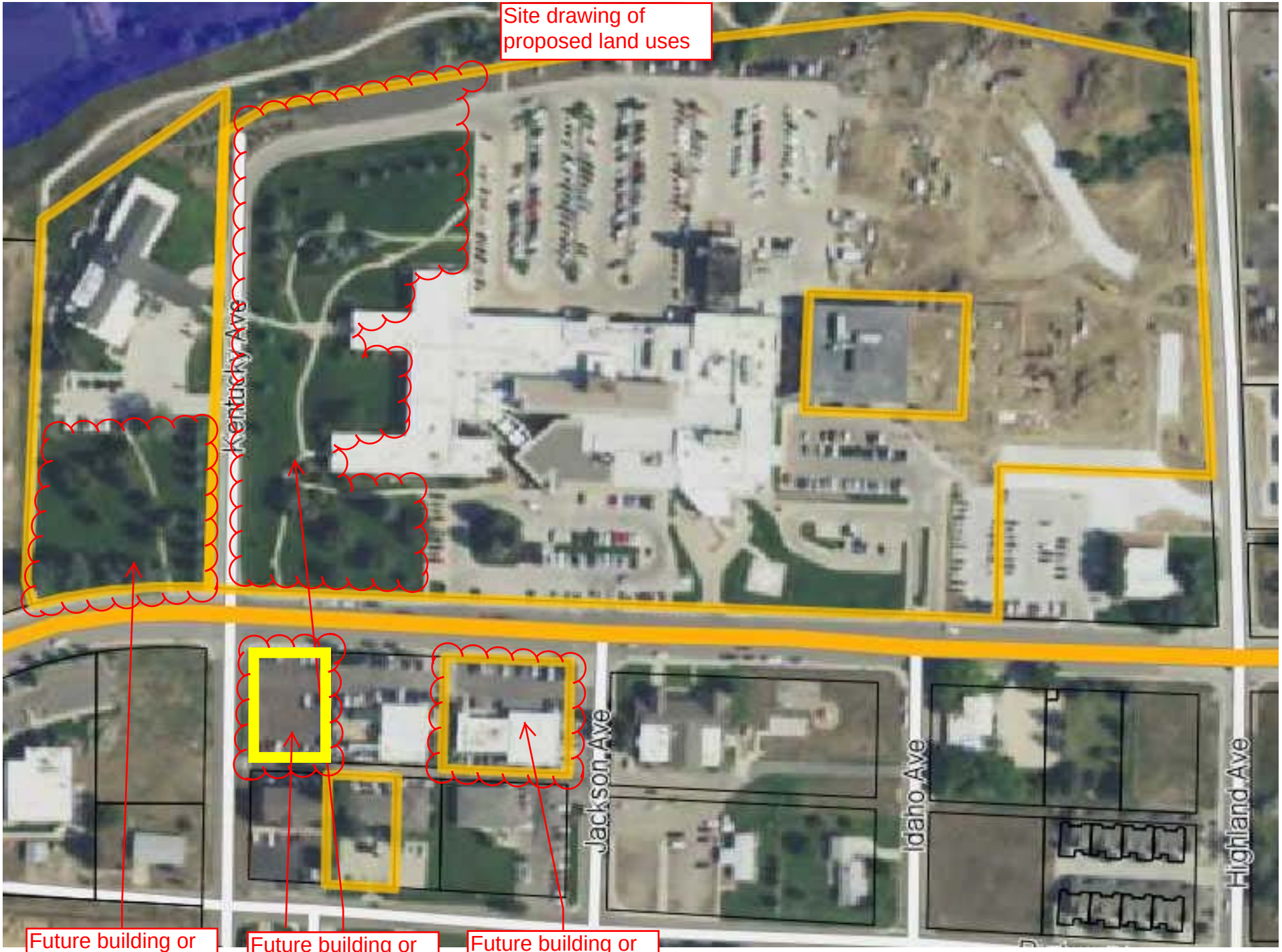
As the Chief Executive Officer for Sheridan Memorial Hospital, I am authorized to request that the hospital campus zoning as defined in the Master Plan submitted with this request, be changed to a Medical Arts District.

Please feel free to contact me at 672-1044 (o) or 752-4555 (c) with any questions concerning this request for a zoning change for the hospital.

Sincerely,

Mike McCafferty, CEO
Sheridan Memorial Hospital

Enclosures


Site drawing of proposed land uses
Kentucky Ave
Jackson Ave
Idaho Ave
Highland Ave
Future building or parking area
Future building or parking area
Future building or parking area

Building Design

Sheridan Memorial Hospital uses a variety of building design styles. The preferred construction method is masonry exterior, store-front windows, and flat roofs. Other construction methods are used as desired, depending upon the purpose of the building or for aesthetics. Future building envelopes will be constructed that are consistent with existing designs, as reflected in attached photos.









Building Setbacks

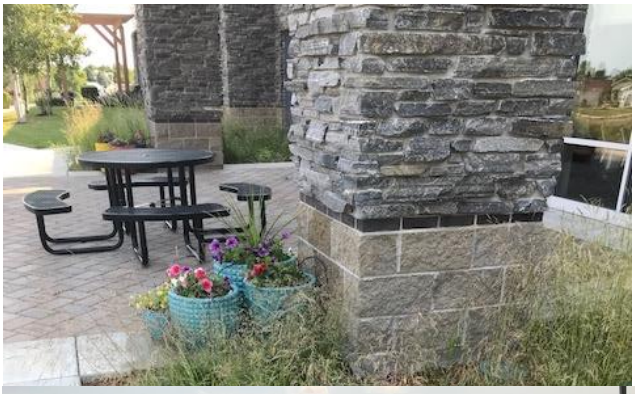
Sheridan Memorial Hospital will use the following setbacks:

Front yard – 5 feet
Rear yard – 5 feet
Side yard – 5 feet

New construction designs will be sensitive to residential neighbors. Whenever possible, building construction will utilize a minimum setback of 25 feet for all directions from property line. In the future, setbacks may have to be the minimum of 5 feet (depending upon the location of parking lots). Setbacks less than 25 feet will be used for buildings less than thirty-five (35) feet in height.

Typical Landscaping

Landscaping will be consistent with existing installations, as reflected below. Whenever possible, plants selected will be non-disease prone, and non-invasive species.















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3/28/2017 9:59:43 AM



EX. A

Morrison Maierle
engineers • surveyors • planners • scientists

SHERIDAN MEMORIAL HOSPITAL
WATER SYSTEM BASE MAP
SHERIDAN, WYOMING

UTILITY BASEMAP

Drawn by: KRL
Checked: JMF
Copyright: 2016

Date	Revision Description	By

PROJECT NO: 6024.XXX.XX

DATE: 10/11/2016

Open space, parkland, areas of protected natural habitat

Future construction will always consider open space to be an important part of the design. The parklike setting that the Hospital promotes will continue, with the consideration that a minimum of 10% of the campus will include “park-like” amenities (grass, shrubs, flowers, trees, walking paths, outdoor seating).



Drainage Plan

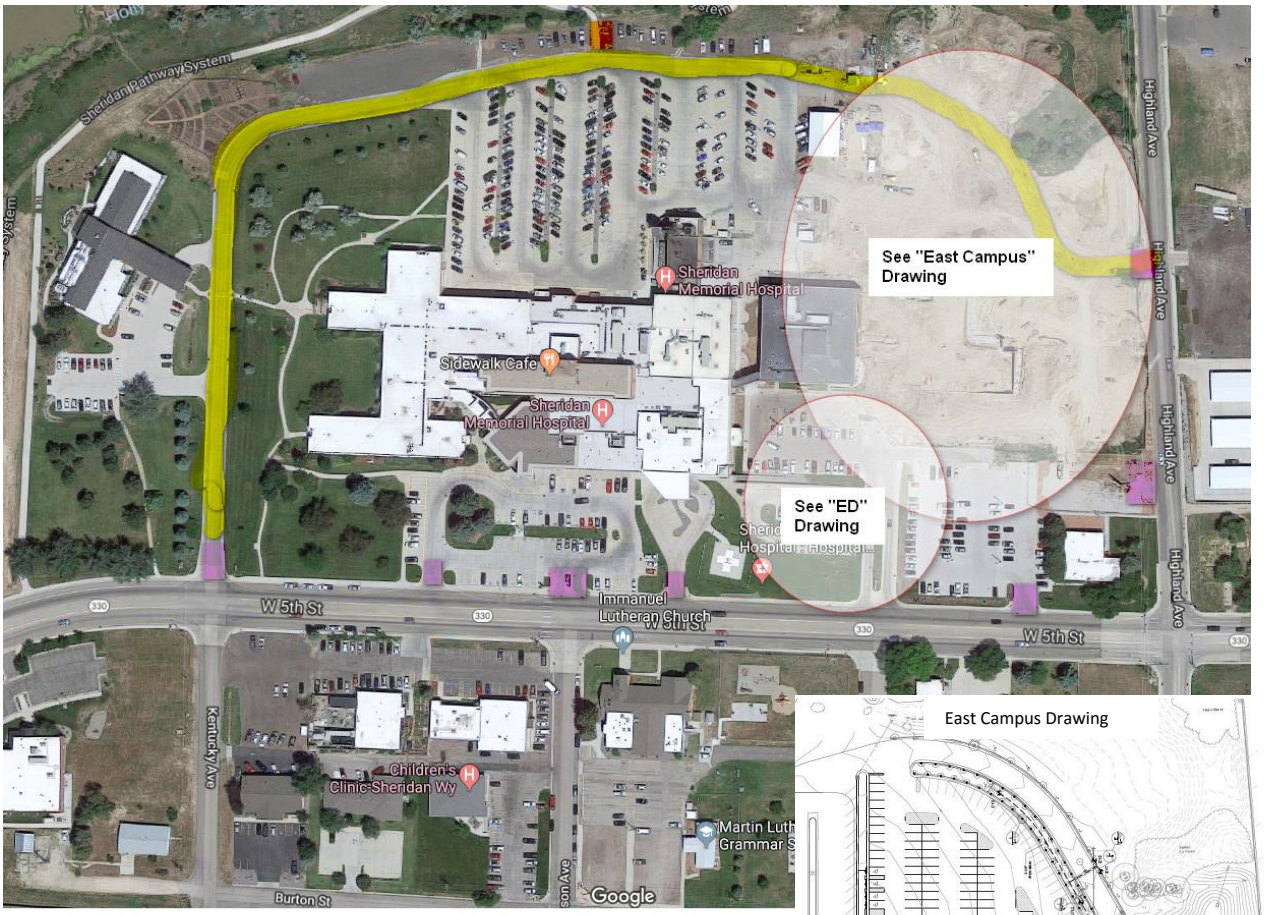
Sheridan Memorial Hospital has an existing drainage system in place, approved by DEQ and City of Sheridan. All future building projects will have drainage systems and stormwater management consistent with existing facilities and will be designed and approved with future building permits.

Parking Plan

See attached parking study

Conceptual Transportation Plan

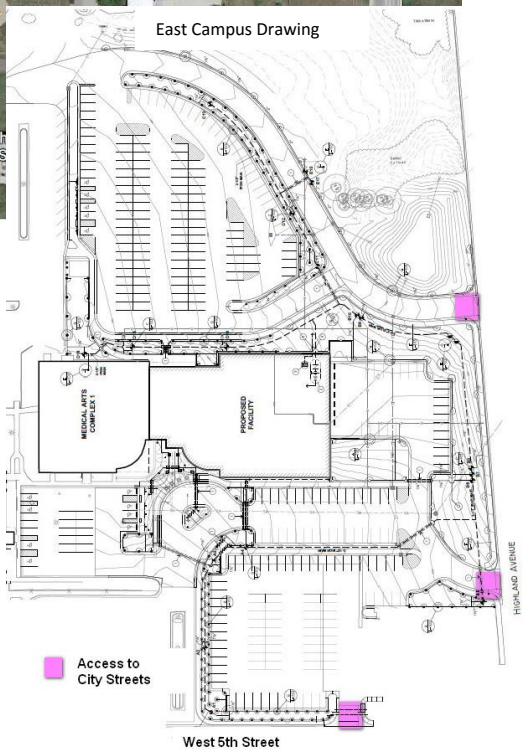
Existing transportation amenities include access points to City streets for vehicular traffic. The access points are well placed for patients, visitors, staff and delivery vehicles to access the desired location on the campus. Non-motorized traffic (i.e. walking, bicycle) linkages are also existing, including sidewalks and direct access to the Sheridan Pathways. Future construction will give consideration to multi-modal linkages.

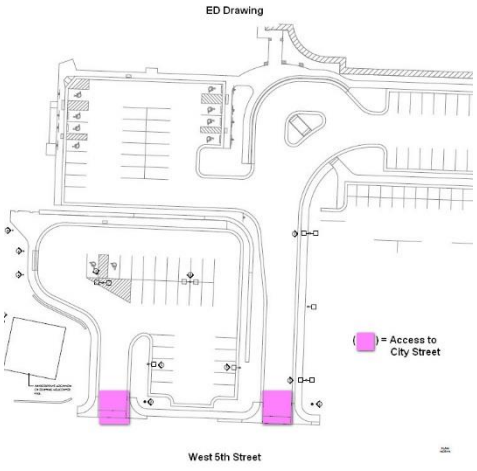


Access points to City Streets

Main Drive

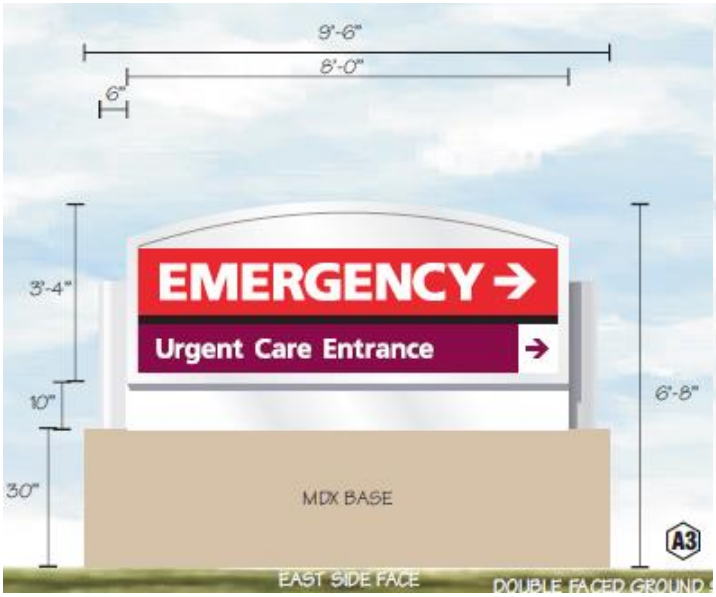
Access point to Pathway



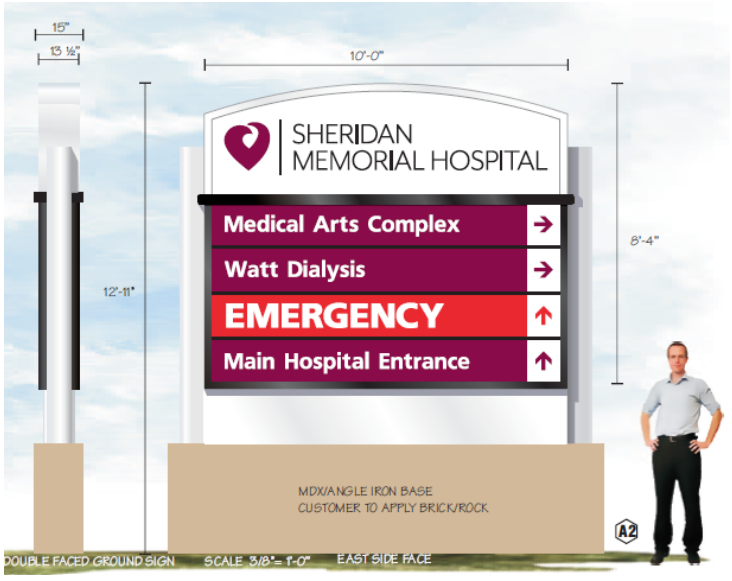


Signage

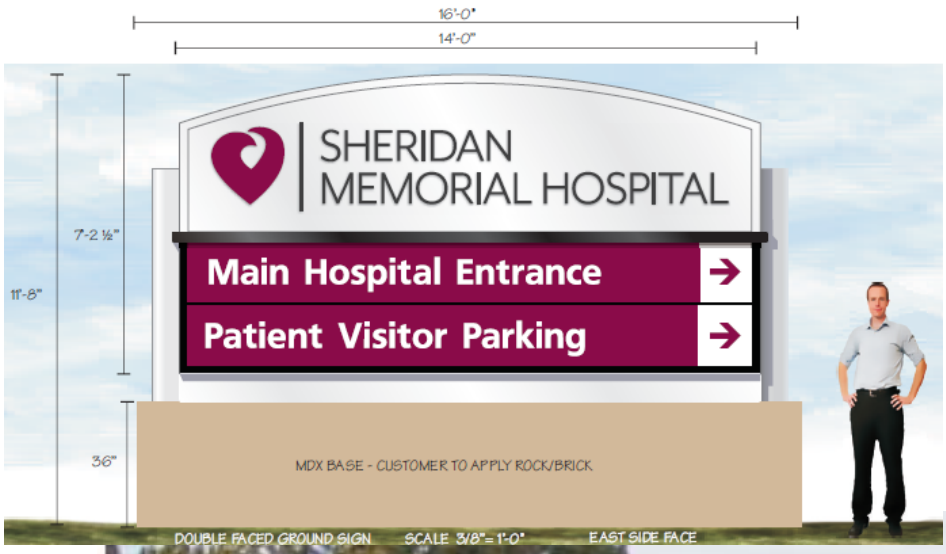
Sheridan Memorial Hospital uses signage for patient and visitor wayfinding. Signs are placed at strategic locations to allow visitors and patients the ability to find their destination and parking areas. Signs are located at access intersections with city streets, driveways, parking lots and building exteriors. Sign sizes are selected to promote wayfinding, as opposed to advertising. Maximum height will be 14 feet on 5th street frontage, 10 feet on Highland Avenue. Signs will be consistent with existing and proposed typical signs below.










16'-0"
14'-0"
SHERIDAN
MEMORIAL HOSPITAL
Main Hospital Entrance
Patient Visitor Parking
7'-2 ½"
11'-8"
36"
MDX BASE - CUSTOMER TO APPLY ROCK/BRICK
DOUBLE FACED GROUND SIGN SCALE: 3/8"= 1'-0" EAST SIDE FACE


5'-0"
SHERIDAN
MEMORIAL HOSPITAL
Medical Arts Complex
29"
3"
24"
SCALE: ½"= 1'-0"
SOUTH FACE


Welch Cancer Center


Wetlands
Open
Open
Highland Avenue
MAC
MOB
ED/ICU
Open
Open
Open
Open
Open
A4
E2
E1
C
A2
A3
H
B
D
F

PARKING STUDY

for

Sheridan Memorial Hospital

Sheridan, Wyoming

VISTA WEST ENGINEERING



October 2015

1470 Sugarland Dr., Ste 3 | Sheridan, WY 82801 | 307.672.9310
123 W. 1st St., Ste 640 | Casper, WY 82601 | 307.577.0450
www.vistawestengr.com

PARKING STUDY

for

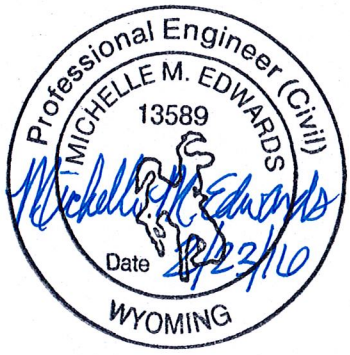
SHERIDAN MEMORIAL HOSPITAL

VISTA WEST ENGINEERING
PROJECT NO. 01152494

Sheridan, Wyoming

CERTIFICATE OF ENGINEER
State of Wyoming)
) ss
County of Sheridan)

I, Michelle M. Edwards, do hereby certify that this Report was prepared by me, or under my direct supervision.



Prepared by:

Vista West Engineering
1470 Sugarland Dr., Ste. 3
Sheridan, Wyoming 82801

October 2015

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1 INTRODUCTION

This report summarizes a parking study conducted for the Sheridan Memorial Hospital campus in Sheridan, Wyoming. Vista West Engineering was retained by Sheridan Memorial Hospital to complete the study. The primary purpose of this study was to address the existing parking needs of Sheridan Memorial Hospital, as well as determine future parking needs as the hospital expands. Having reviewed existing operations, Vista West Engineering completed an analysis of existing conditions, assessed parking rates from the Institute of Transportation Engineers (ITE) Parking Generation Manual and the City of Sheridan Municipal Code, and evaluated parking lot usage, before making recommendations. Recommendations made within this report are based upon nationally accepted standards and the professional traffic engineering judgment of the author.

2 EXISTING CONDITIONS

The Sheridan Memorial Hospital campus is located on West 5th Street in Sheridan, Wyoming. The campus is spread out on the northwest corner of West 5th Street and Highland Avenue. There are multiple access points along West 5th Street and one access point on Highland Ave. There are also some extension office locations on the south side of West 5th Street, on the block between Jackson Street and Kentucky Avenue. See Figure 2-1 for the overall campus map.

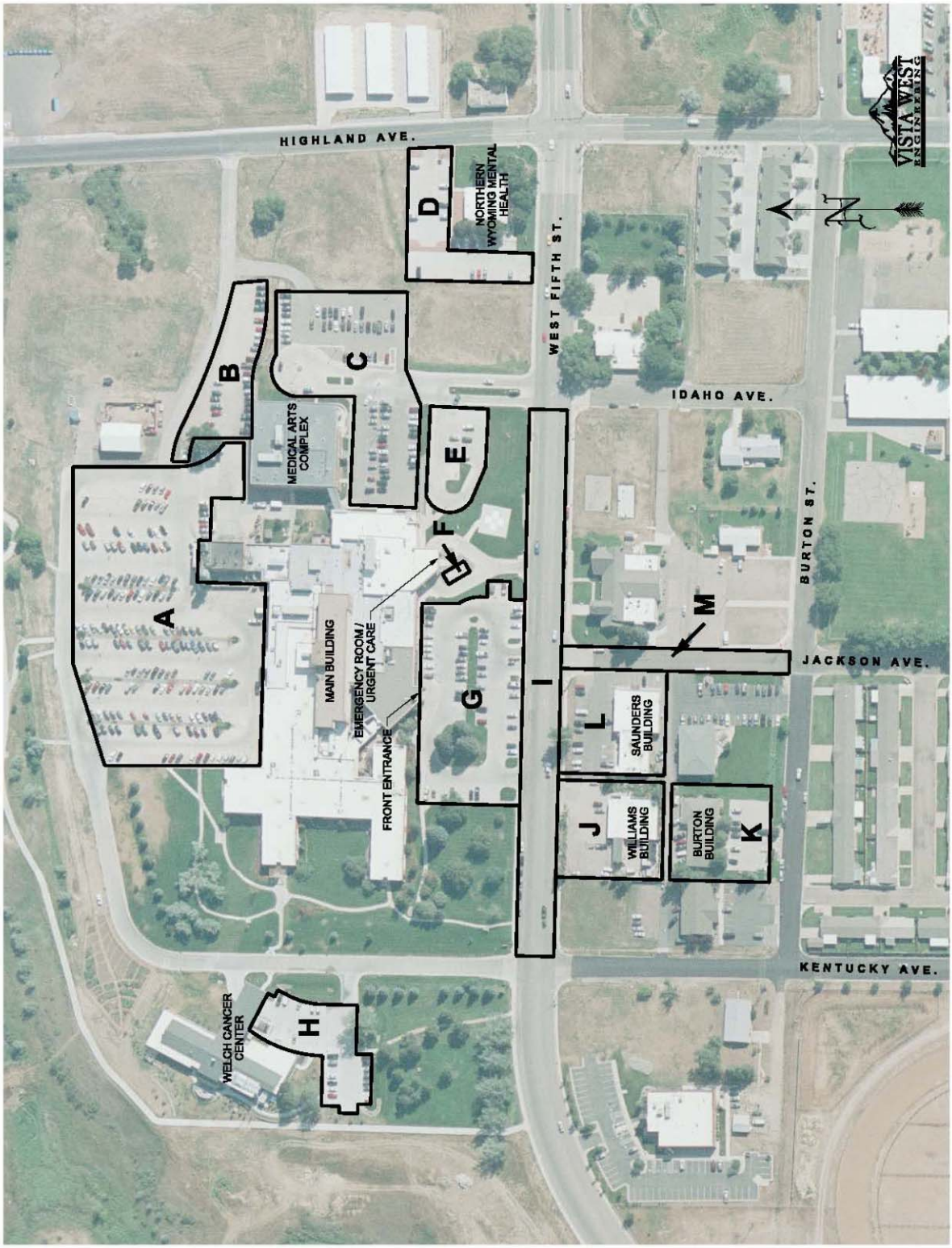


Figure 2-1. Overall Campus Map

There are many buildings on the Sheridan Memorial Hospital campus, labeled in Figure 2-1, that serve different functions. The main building contains the majority of the hospital services, including the Emergency Room, Intensive Care Unit, patient rooms, etc. The Medical Arts Complex (MAC) contains clinical and other services such as Big Horn Heart Center, Sheridan Women's Clinic, Sheridan Radiology, Big Horn Surgical, Strahan & Associates, and Hospital Pharmacy West. The Welch Cancer Center on the far west side of the campus contains cancer-related services. Across West 5th Street from the main hospital building are 3 buildings containing additional patient services. The Williams Building, on West 5th Street, houses billing, patient accounts, and finance services. The Saunders Building, on the corner of West 5th Street and Jackson Avenue, houses Big Horn Ear, Nose, and Throat as well as Big Horn Mountain Medicine. Additional Big Horn Mountain Medicine services are also housed in the Burton Building on Burton Street.

The parking lots are currently classified by letter designations (A, B, C, etc.), as shown in Figure 2-1. Lot A is located north of the main hospital building. This lot is greatly utilized by hospital employees. At the time of this study, additional gravel parking had just been added along the north edge of this lot in preparation for the construction on the Intensive Care Unit. The vehicles that were parked in this gravel parking were counted as a part of the inventory, but the area was not included in the calculation of total spaces. Lot B was designated as the area to the north and east of the MAC building. This is a gravel area that does not have striped spaces, which is utilized by employees. It was assumed that 40 vehicles could be parked in this area and this number was included in the total number of spaces. Lot C serves the MAC Building and access to the Watt Dialysis Center, which is located in the main hospital building. Similar to Lot A, Lot C has some gravel parking along its east and south edges that were not included in the calculation of total spaces. Lot D encompasses the parking lot for the Northern Wyoming Mental Health Center. Lot E contains parking spaces for the Emergency Room and Urgent Care facilities. Lot F designates the few spots for emergency response vehicles. Lot G is the lot in front of the main hospital building, off of West 5th Street. Lot H is the lot serving the Welch Cancer Center. Lot I was identified as the on-street parking allowed along both sides of West 5th Street, between Idaho Ave. and Kentucky Ave. Lot J was identified as

the lot for the Williams Building across West 5th Street from the main hospital building. Lot K serves the Burton Building located on Burton Street, while Lot L serves the Saunders Building located on West 5th Street. For Lots J, K, and L, designation included the spaces located in the alley behind the Williams, Burton, and Saunders Buildings, respectively. Lot M was identified as the on-street parking allowed along both sides of Jackson Avenue, between West 5th Street and Burton St.

There are approximately 388 employees at Sheridan Memorial Hospital, including staff at the extension office locations at the Burton, Saunders, and Williams Buildings. There are currently approximately 675 parking spaces on the Sheridan Memorial Hospital campus. See Table 2-1 for the breakdown of parking spaces by lot.

Table 2-1. Total Parking Spaces

Parking Spaces By Lot			
Lot Designation / Name	**Number of Regular Spaces**	**Number of Handicapped Spaces**	**Number of Miscellaneous Spaces**
Hospital Services			
Lot A / Employee (North of SMH)	237	8	-
Lot E / Emergency Room & Urgent Care	12	2	-
Lot F / Helipad & Emergency Parking	4	0	-
Lot G / Visitor & Main Entrance	54	5	12 (Doctor only)
Lot I / West 5th Street	23	0	-
Lot J / Williams Building	24	1	-
Lot M / Jackson Avenue	17	0	-
Hospital Services Total	**371**	**16**	**12**
Clinic Services			
Lot B / Employee (North of MAC)	40	0	-
Lot C / Medical Arts Complex	83	6	-
Lot D / Northern Wyoming Mental Health	52	1	-
Lot H / Welch Cancer Center	28	2	-
Lot K / Burton Building	24	1	-
Lot L / Saunders Building	35	4	-
Clinic Services Total	**262**	**14**	**-**
Total	**633**	**30**	**12**

Standards have been set forth by the Department of Justice in compliance with the Americans with Disabilities Act (ADA) in regards to the number of handicapped spaces per individual lot. According to the 2010 ADA Standards for Accessible Design, a parking facility with 1 to 25 spaces, requires a minimum of 1 handicapped space, 26 to 50 spaces requires a minimum of 2 handicapped spaces, 51 to 75 spaces requires a minimum of 3 handicapped spaces, 76 to 100 requires a minimum of 4 handicapped spaces, 101 to 150 requires a minimum of 5 handicapped spaces, and a parking facility with 151 to 200 requires a minimum of 6 handicapped spaces.

Disregarding the on-street parking (Lots I and M), and the employee gravel parking (Lot B) because they are not official parking facilities, all lots meet the current ADA standards for minimum number of handicapped spaces with the exception of Lot D, the Northern Wyoming Mental Health Center. Therefore, it is recommended that Lot D be remedied to include the proper number of handicapped parking spaces, which would require adding 2 designated spaces.

2.1 Parking Occupancy Survey

On Tuesday, August 11 and Wednesday, August 12, 2015, parking occupancy surveys were completed. Each parking lot was inventoried for number of vehicles, once an hour, for 13 hours each day. For this survey, there were locations in Lot A, B, and C that are not striped as official parking spaces, but often had vehicles parked in them. These locations were counted as spaces for the purpose of this occupancy survey. For the parking along West 5th Street, it was assumed that there is available parking for vehicles along both sides of the street from Idaho Ave. to Kentucky Ave. with the exception of the "No Parking" areas identified by yellow curb. For the parking along Jackson Ave., it was assumed that there is available parking for vehicles along both sides of the street from West 5th St. to Burton St. Though this on-street parking truly is overflow parking for the hospital's parking lots, it was important to gather information on them to determine how many vehicles are utilizing it. Figure 2-2 shows the results of the parking occupancy survey for the two days for all parking lots.

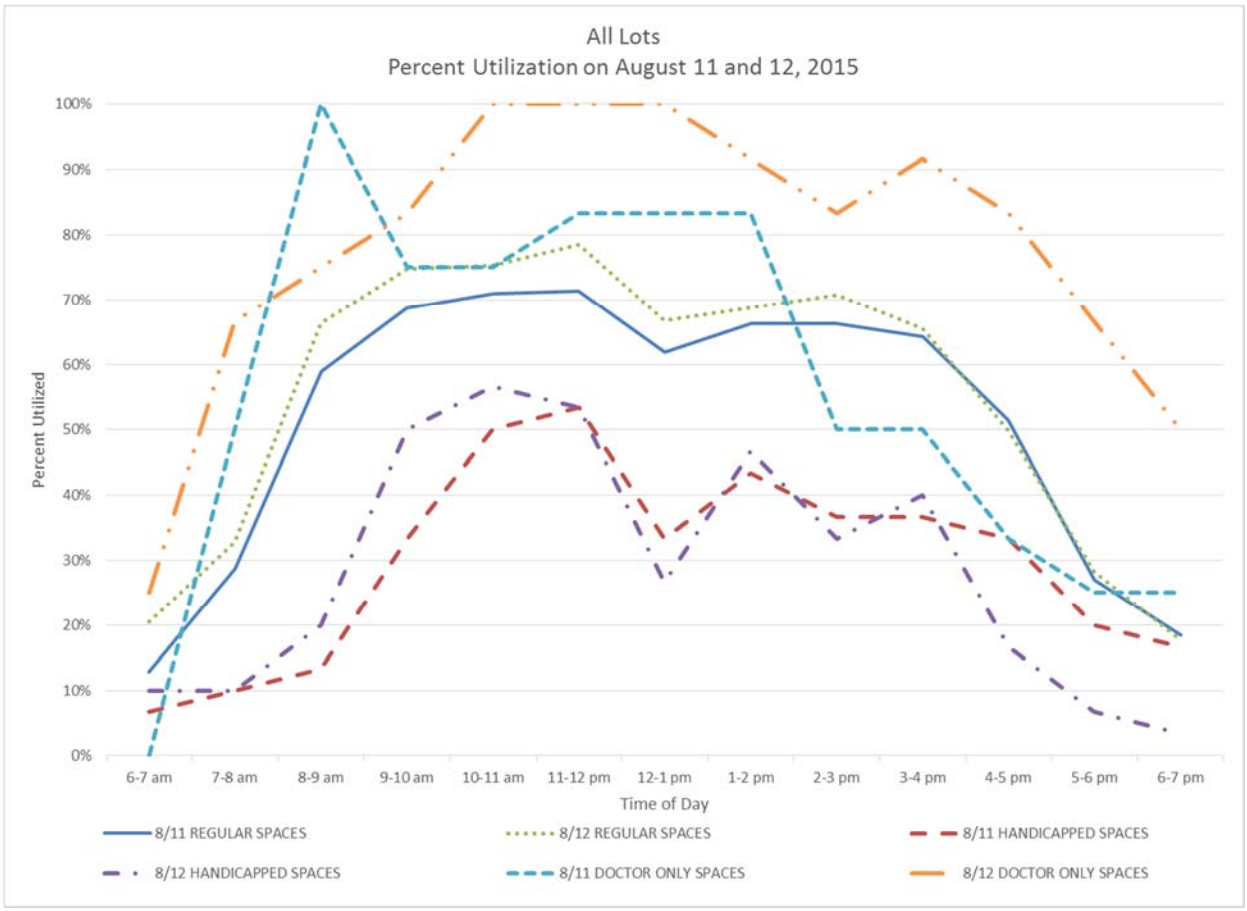


Figure 2-2. Percent Utilization for All Lots

It can be seen that overall, the regular spaces in all of the parking lots were never more than 80% full, but they are at their fullest in the mornings from 9:00 to 12:00, followed by the afternoons from 1:00 to 3:00.

In general, due to variations in parking demand that can occur, critical utilization rates are normally considered to be approximately 85%. At utilization rates exceeding 85% occupancy, conditions can be considered insufficient and more spaces are justified. The percent utilization graphs for each individual lot can be found in Appendix A. Although the overall parking on the campus is not at critical capacity, the graphs of the individual lots show that some areas are. Table 2-2 summarizes the lots that are at or are approaching critical capacity according to the graphs of the individual lots.

Table 2-2. Critical Capacity

Parking areas at or above critical capacity	Lot C - Medical Arts Complex
	Lot E - Emergency Room
	Lot J - Williams Building
Parking areas approaching critical capacity	Lot A - Employee Lot North of Hospital
	Lot G - Visitor & Main Entrance
	Lot H - Welch Cancer Center

While taking inventory of the lots, some observations were made. Lots C and J were not only at capacity through most of the day, but they are both also utilizing overflow-type parking via on-street or gravel parking. As would be expected, the peak times for parking appear to be between the hours of 8 am and 5 pm. Although the hospital provides services and has staff on hand 24 hours a day, the majority of the parking traffic is generated by the services offered between the hours of 8 am to 5 pm.

It should also be noted that Lots I and M are on-street parking areas that serve the hospital, but are located on city-owned street corridors. Ideally, it would be preferable to keep all parking within the campus. Over the two days of collected data, there were an average of 9 vehicles parked on West 5th Street (Lot I) and another 9 vehicles parked on Jackson Avenue (Lot M) during the hours of 8 am to 5 pm. Additional analysis was completed as if the street parking was not available to employees and customers. If this was the case, the percent utilization of the existing parking lots would be increased on average by about 4.5%, as shown in Figure 2-3. With this increase, the overall parking lot utilization does start to reach critical capacity. Therefore, if the on-street parking was ever to be disallowed by the city, the parking lot utilization would be higher.

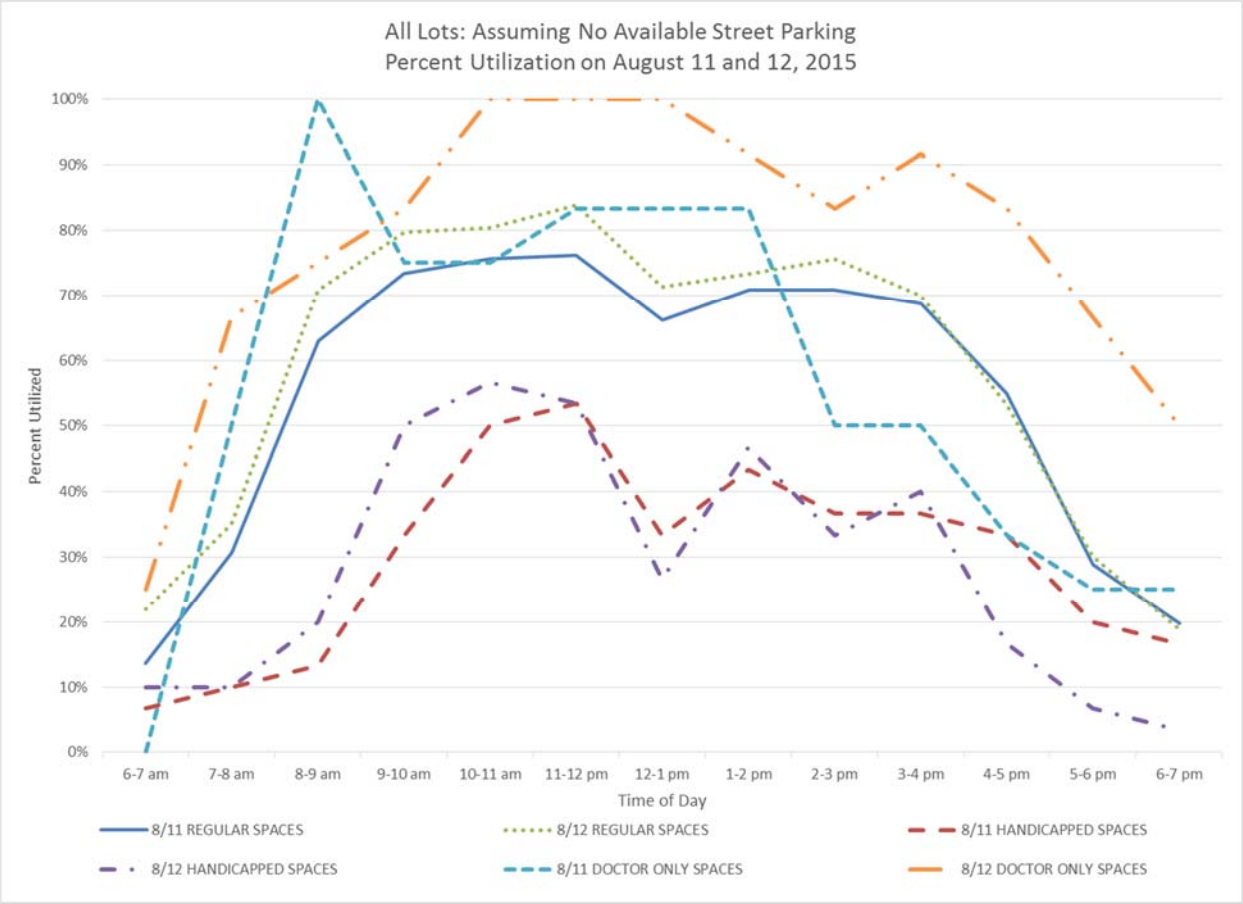


Figure 2-3. Percent Utilization for All Lots, Assuming No Available Street Parking

For the purpose of analyzing parking generation rates later in the report, the Sheridan Memorial Hospital campus was broken into two categories; hospital services and clinic services. These two types of services have different trends when looking at the parking generation rates. Hospital services includes all of the services offered out of the main hospital building, as well as the billing and financial services located in the Williams Building. The remaining services located in the MAC Building, Saunders Building, Welch Cancer Center, and Burton Building were included in the clinic services category. The utilization rates of the hospital services and clinic services can be seen in Figure 2-4 and Figure 2-5, respectively. It can be seen that the parking utilization rates are higher for the hospital services than the clinic services. The hospital services lots are being used at a more constant rate throughout the day, while the clinic services lots have a distinct break in the lunch hour and slightly higher rates during the morning hours compared to the afternoon hours.

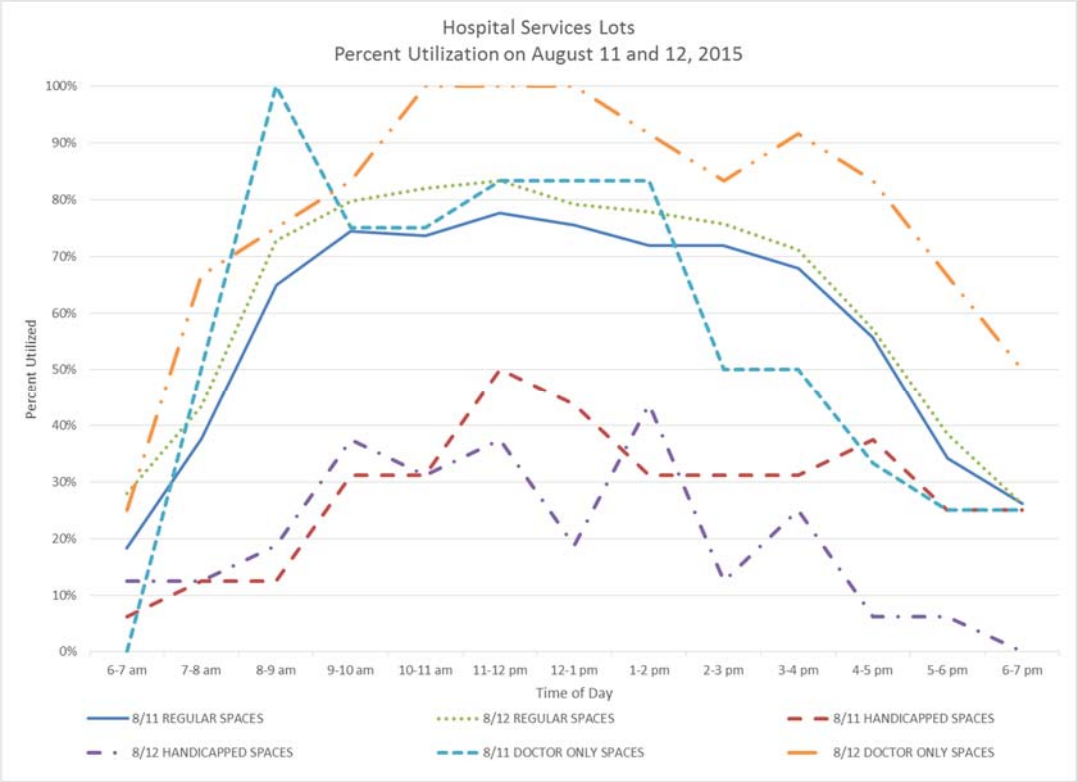


Figure 2-4. Percent Utilization for Hospital Services Lots

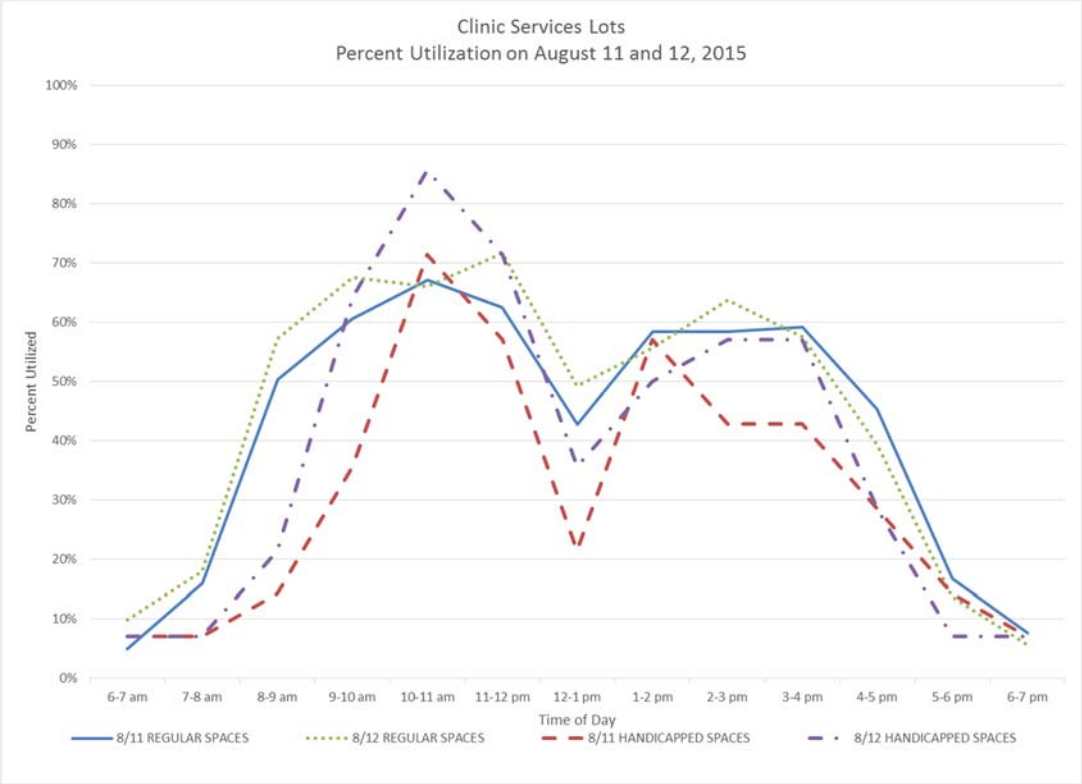


Figure 2-5. Percent Utilization for Clinic Services Lots

2.2 Parking Turnover Rates

While taking vehicle inventory during the occupancy survey, it was observed that most spaces were occupied for more than one hour. Turnover rates were estimated from the hourly occupancy rates. Figure 2-6 shows the turnover rates from one hour to the next from the parking lot inventories. The positive numbers identify times of day where the number of vehicles in all of the lots is increasing. The negative numbers identify times of day where the number of vehicles in all of the lots is decreasing. It can be seen that more vehicles are arriving than are leaving during the morning hours from 6 AM to 11 AM. During the period from 11 AM to 12 PM, more vehicles are leaving than are arriving. It was determined that less than 30% of all the spaces turnover in a one hour period.

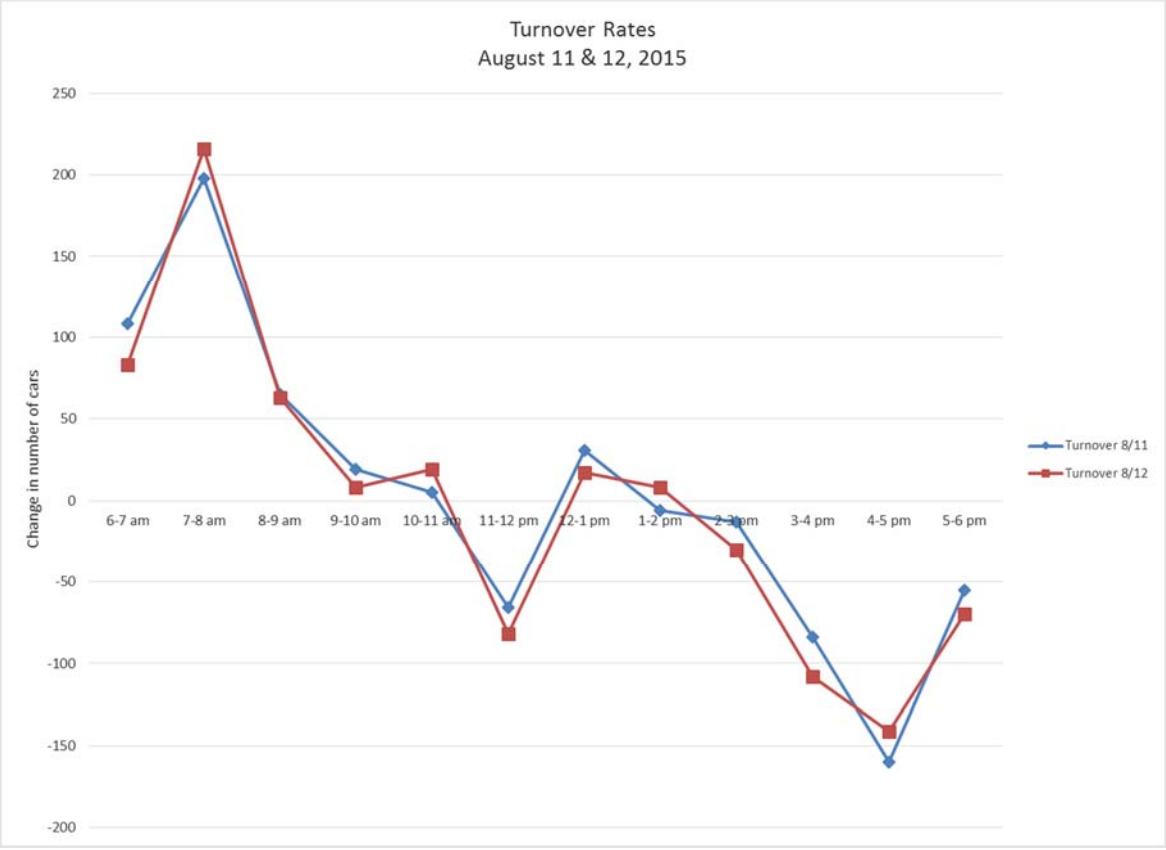


Figure 2-6. Turnover Rates

3 PARKING RATES AND FUTURE EXPANSION

Parking generation rates can be calculated numerous ways. For hospitals and clinics, the rate can be determined based on the number of employees, the square footage of the facility, or number of beds (for hospital services only) utilizing the Institute of Transportation Engineers (ITE) Parking Generation Manual, the City of Sheridan Municipal Code, and the existing rates. Using the existing rates is often the best method for an existing facility, but each of these methods was examined for Sheridan Memorial Hospital. The number of existing employees and square footage, broken out by building, can be seen in Table 3-1.

Table 3-1. Existing Employees and Square Footage By Building

Building Name	Number of Employees	Square Footage
Hospital Services		
Main Hospital	258	237,760
Williams Building	25	5,000
Hospital Services Total	**283**	**242,760**
Clinic Services		
Dialysis Unit	4	5,120
Medical Arts Center	43	34,040
Welch Cancer Center	14	15,400
Saunders Building	28	10,409
Burton Building	16	5,976
Clinic Services Total	**105**	**70,945**
Overall Total	**388**	**313,705**

3.1 Hospital Services

The existing parking rate for hospital services, based on number of employees, is calculated to be 1.41 spaces per employee. The calculated rate may be too high based upon the fact that the overall parking utilization for hospital services was documented to be 80% or less during the study. However, to achieve a rate that would ensure that parking utilization doesn't exceed 85%, it would be prudent not to use a parking rate less than 1.33 spaces per employee for future planning purposes. In comparison to the

national averages, the current edition (4th) of the ITE Parking Generation Manual gives an average peak period parking rate for rural hospitals of 0.76 spaces per employee. These averages were gathered from hospitals with an average of 1400 employees, compared to the 283 hospital services employees at Sheridan Memorial Hospital. Therefore, this rate is difficult to compare to the smaller hospital in Sheridan.

The existing parking rate for hospital services, based on facility square footage, is calculated to be 1.67 spaces per 1000 square feet. As mentioned previously, the calculated rate may be too high based upon the fact that the current utilization is 80% or less. It would be practical not to use a rate lower than 1.58 spaces per 1000 square feet for future planning purposes to prevent exceeding an 85% utilization rate. The ITE Manual gives an average rate of 2.50 spaces per 1000 square feet. However, this data was gathered from hospitals in suburban areas, so it may be unreasonable to compare to the rural location of Sheridan.

The existing parking rate for hospital services, based on number of beds, is calculated to be 4.53 spaces per bed. This was calculated using the 88 beds, the number that Sheridan Memorial Hospital is currently licensed for, though it should be noted that, on average, only 40% of these beds are currently being used. This calculated rate may be higher than necessary since the actual parking utilization rate is 80% or less. It would be practical not to use a rate less than 4.25 spaces per bed for future planning purposes to prevent exceeding an 85% utilization rate. The ITE Manual gives an average rate of 4.08 spaces per bed for rural hospitals, which is comparable. Also, the City of Sheridan Municipal Code requires a minimum of 4 parking spaces per bed, which is also comparable.

Each of these rate methods was analyzed for comparison purposes. Because the City of Sheridan bases hospital parking on number of beds, it is recommended that the rate per bed be used for future planning.

3.2 Clinic Services

The existing parking rate for clinic services, based on number of employees, is calculated to be 2.63 spaces per employee. The calculated rate may be too high based upon the fact that the overall parking utilization for clinic services was documented to be 70% or less during the study. However, to achieve a rate that would ensure that parking utilization doesn't exceed 85%, it would be prudent not to use a parking rate lower than 2.16 spaces per employee for future planning purposes. In comparison to the national averages, the ITE Manual gives an average peak period parking rate for clinics of 1.10 spaces per employee. This data was gathered from clinics consisting of suburban and urban sites, so this rate is most likely unreasonable for the rural location of Sheridan Memorial Hospital.

The existing parking rate for clinic services, based on facility square footage, is calculated to be 3.66 spaces per 1000 square feet. Again, this calculated rate may be higher than necessary since the actual utilization rate is 70% or less. It would be practical not to use a rate lower than 3.02 spaces per 1000 square feet for future planning purposes to prevent exceeding an 85% utilization rate. The ITE Manual gives an average rate of 4.94 spaces per 1000 square feet. However, this data was gathered from clinics consisting of suburban and urban sites, so this rate is most likely unreasonable for the rural location of Sheridan Memorial Hospital. For comparison purposes, the City of Sheridan Municipal Code calls for 3.64 spaces per 1000 square feet of medical, health, or dental clinics. This rate is almost identical to the existing parking rate for clinic services.

Each of these rate methods was analyzed for comparison purposes. Because the City of Sheridan bases clinic parking on square footage, it is recommended that the rate per 1000 square feet be used for future planning.

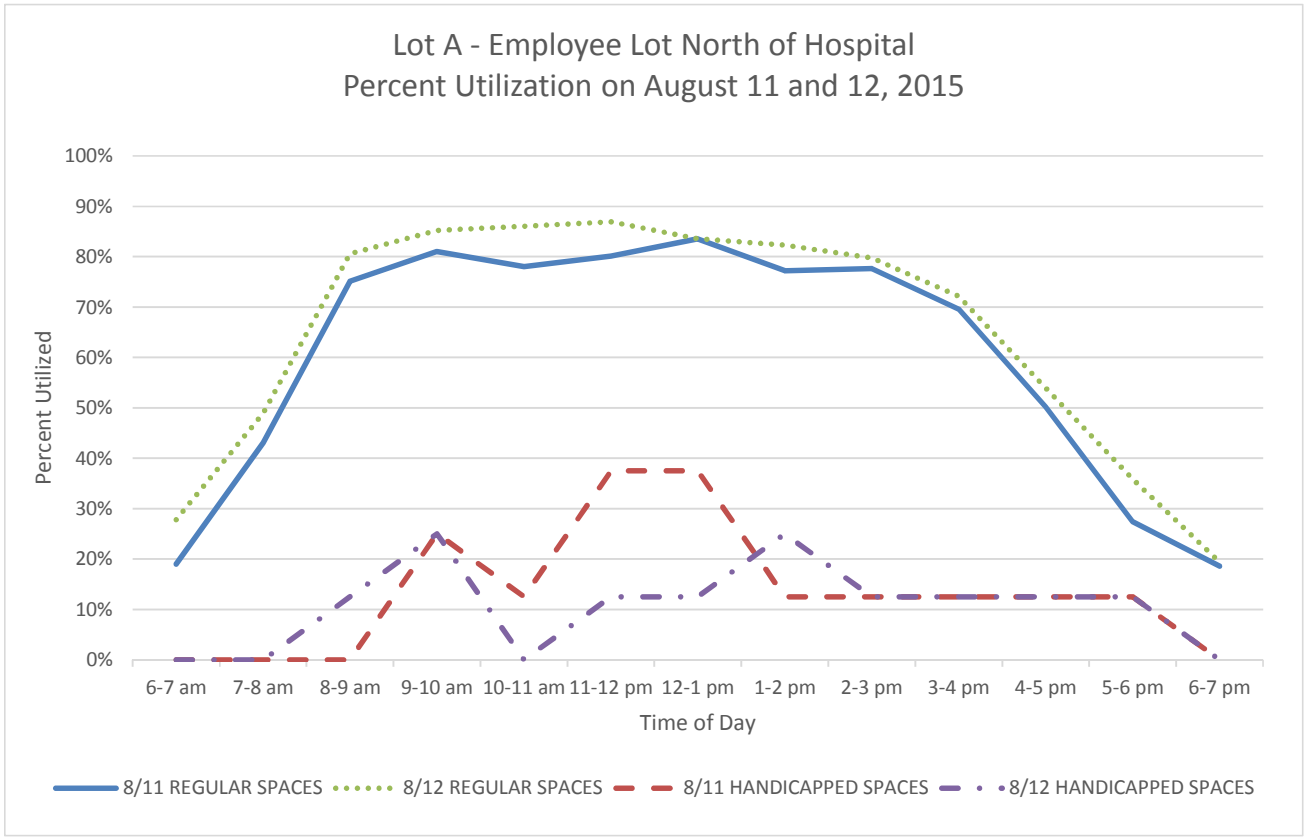
According to Sheridan Memorial Hospital, there is a proposed medical office building that will replace some of the current extension offices, including the Saunders Building and Burton Building. As the hospital moves forward with the expansion of its buildings and services, parking needs to be adequately expanded as well.

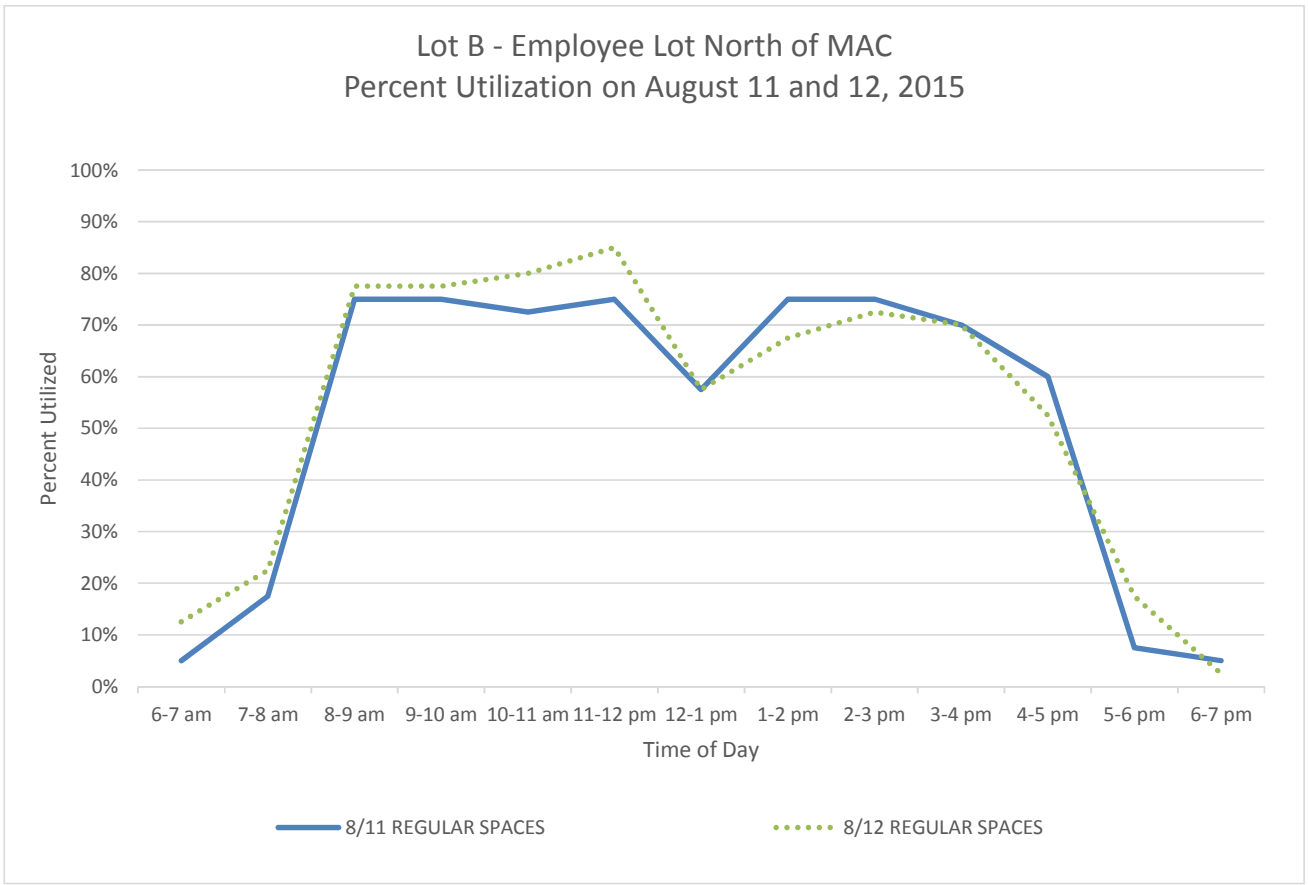
4 CONCLUSIONS AND RECOMMENDATIONS

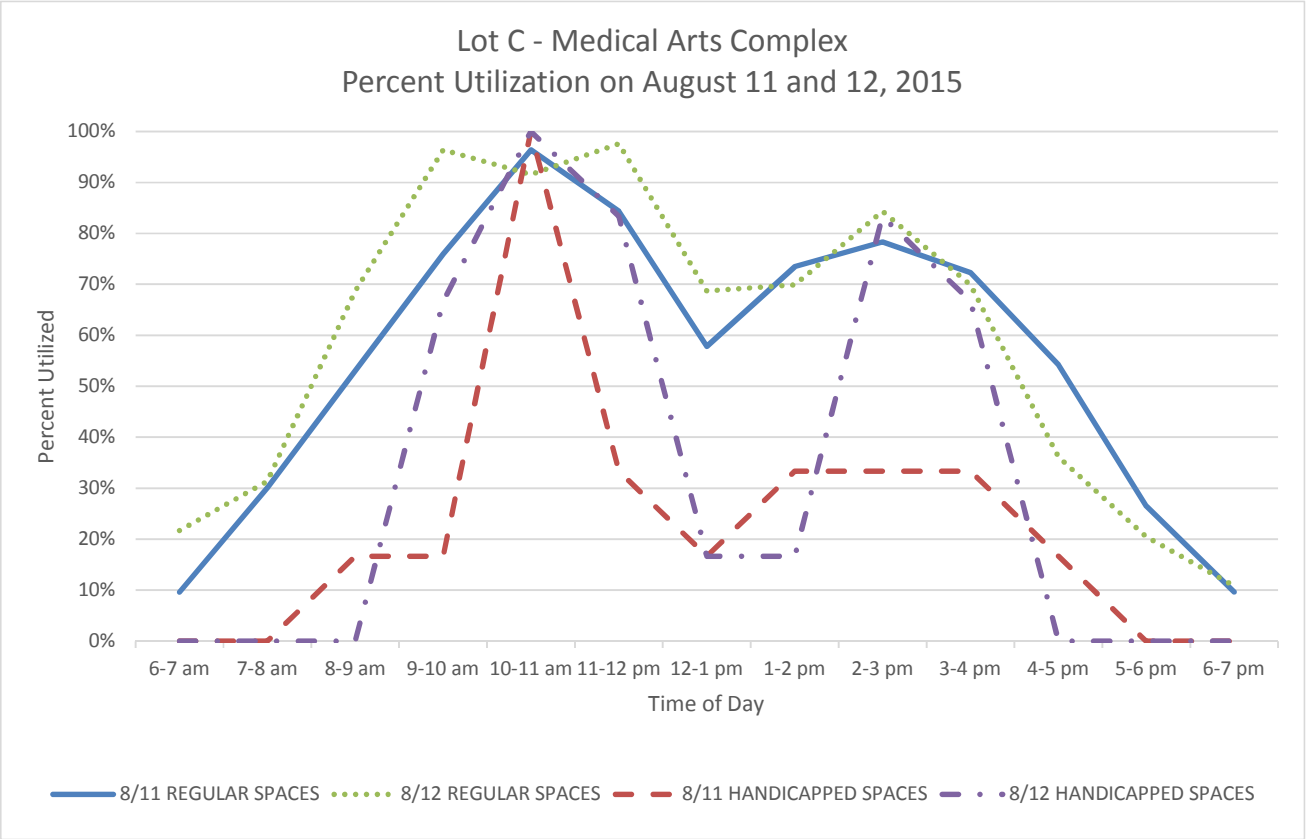
After analyzing existing conditions, the following conclusions and recommendations were reached.

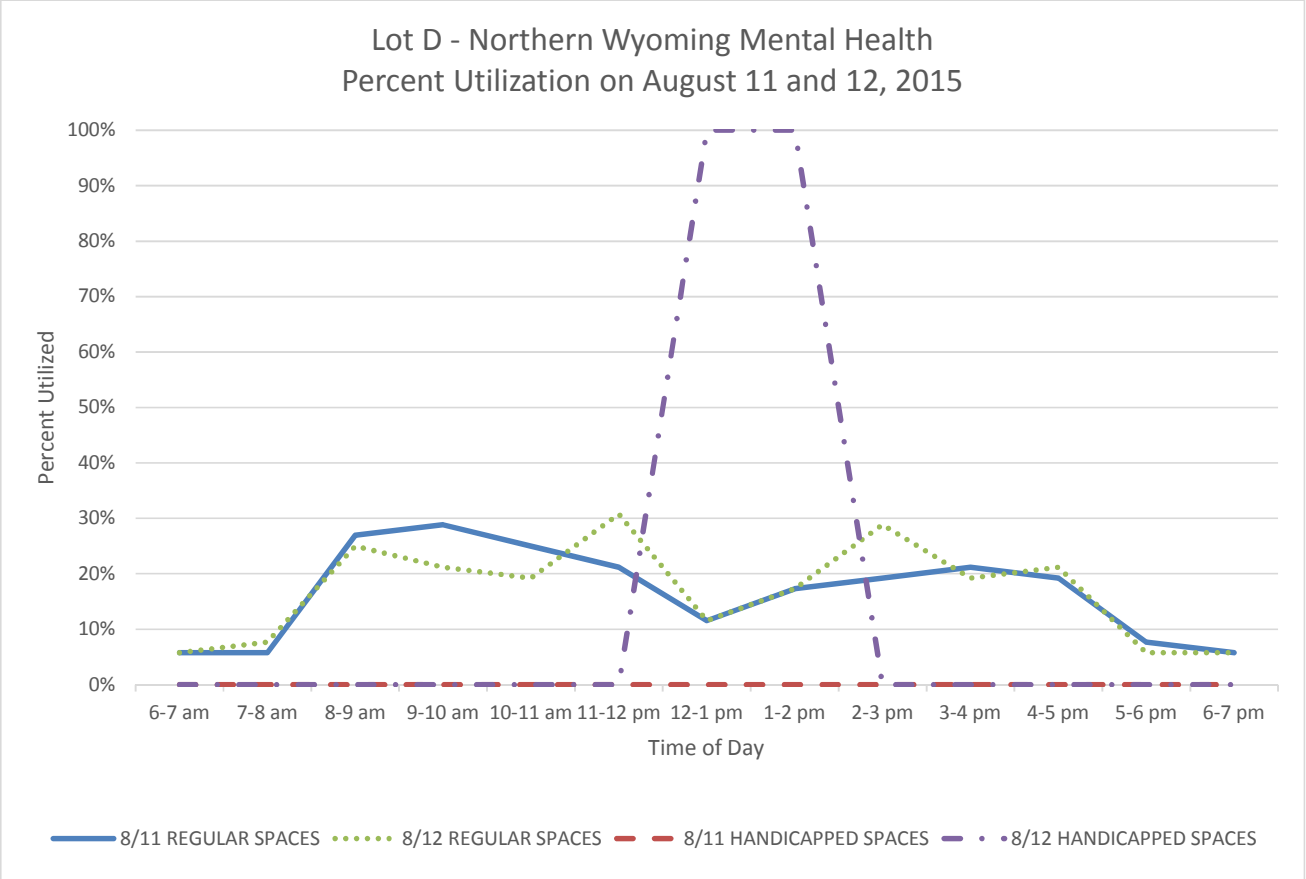
- Overall, the Sheridan Memorial Hospital campus has a sufficient number of parking spaces for the facility. However, the utilization of the parking lots shows that some areas of the campus are in need of additional parking, while others have an excess of parking.
- Separation of patient/customer and employee parking should be considered and signed as such to encourage better utilization of the existing lots. This will open up parking for patients and customers in the areas that they are needed.
- According to the ADA standards, Lot D at the Northern Wyoming Mental Health Building does not comply with the minimum number of handicapped spaces requirements. It is recommended that 2 ADA spaces be added to remedy this.
- Future building projects should consider the need for parking at accessible locations within the hospital campus. Planning of parking in conjunction with individual building projects and in relationship to the hospital's master plan should encompass most convenient pedestrian paths and overall accessibility.
- For hospital services, it is recommended that a future parking rate of 4.25 spaces per bed be utilized to avoid the lots from reaching critical capacity. This rate is higher than the 4.00 spaces per bed rate recommended by the City of Sheridan's Municipal Code.
- For clinic services, it is recommended that a future parking rate of 3.64 spaces per 1000 square feet be utilized. This is the rate recommended by the City of Sheridan's Municipal Code. The existing rate for clinic services is a comparable 3.66 spaces per 1000 square feet.

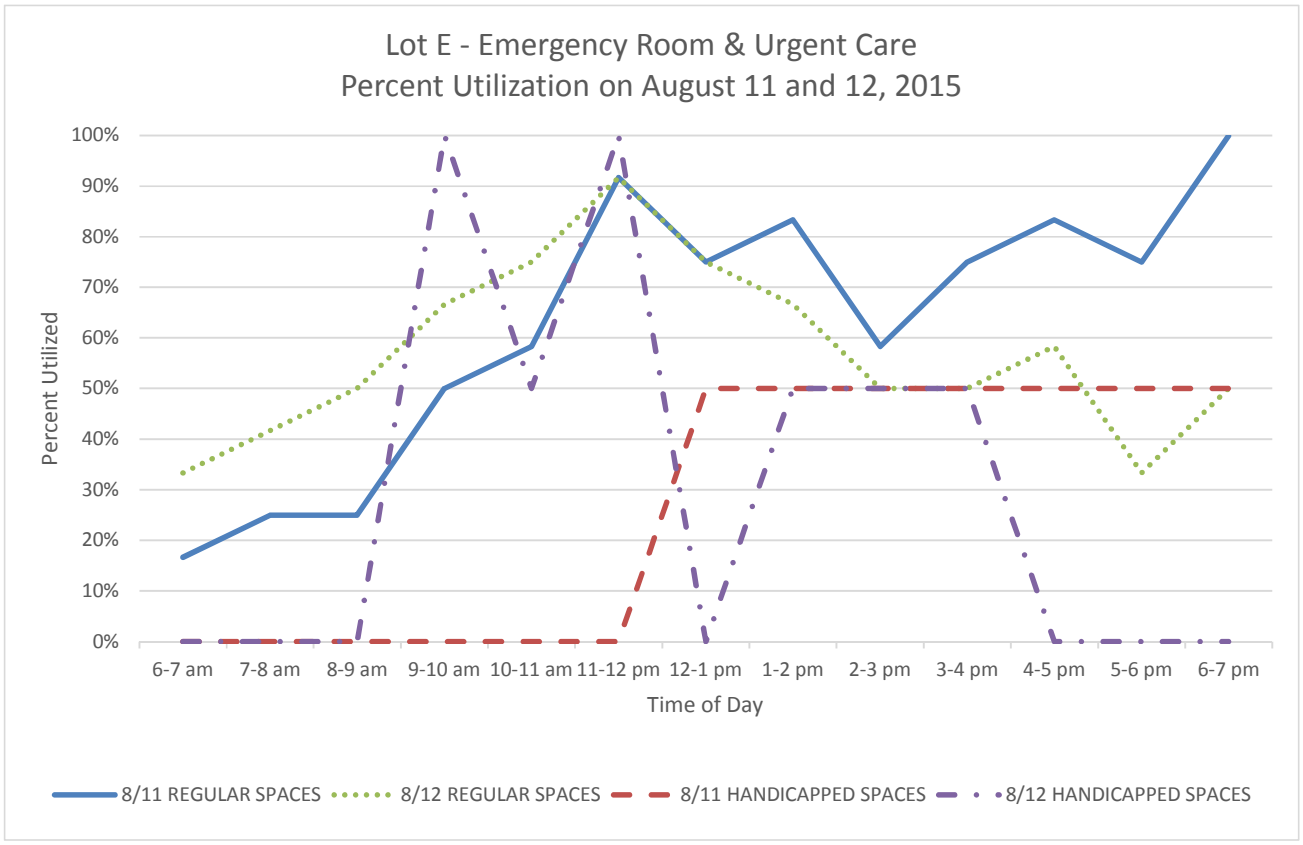
APPENDIX A – PARKING OCCUPANCY SURVEY RESULTS

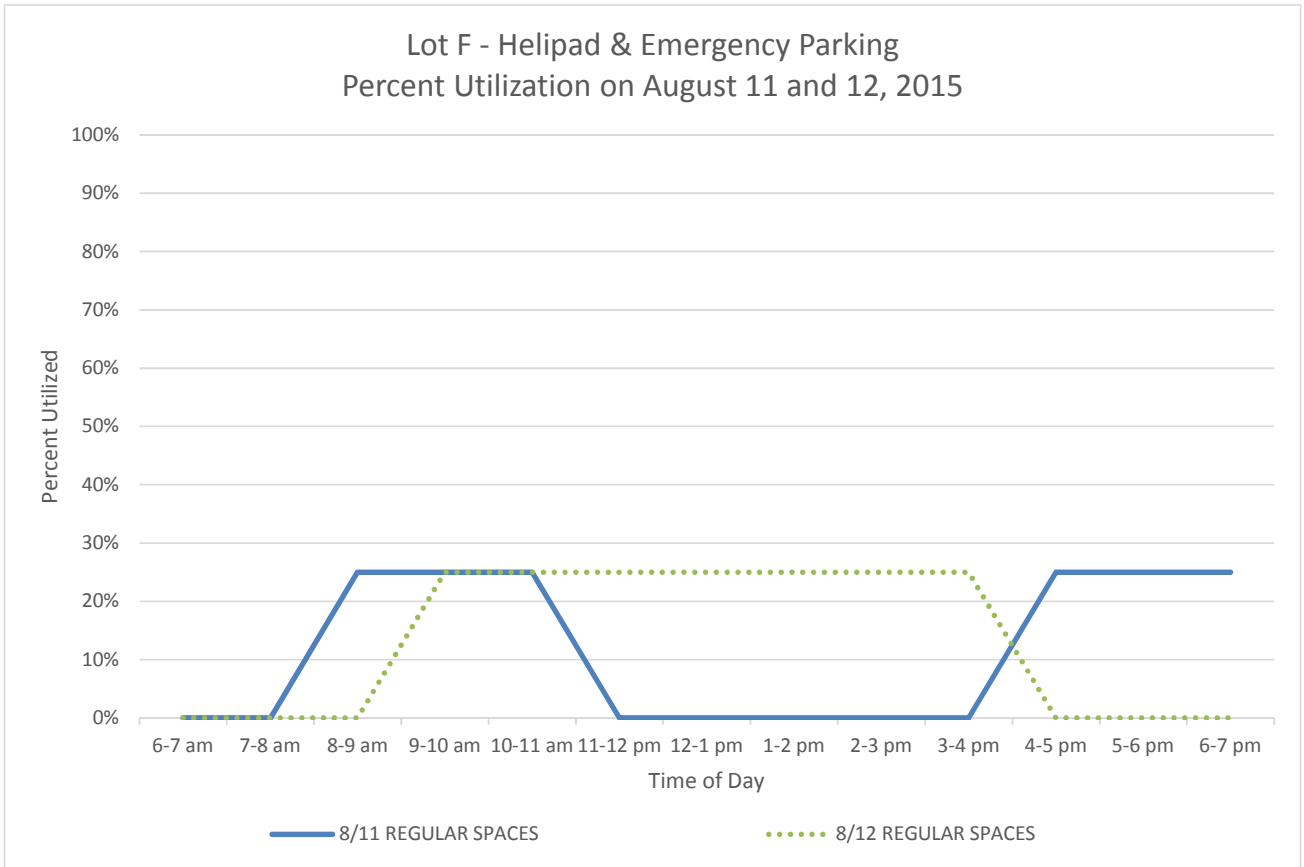

Lot A - Employee Lot North of Hospital
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

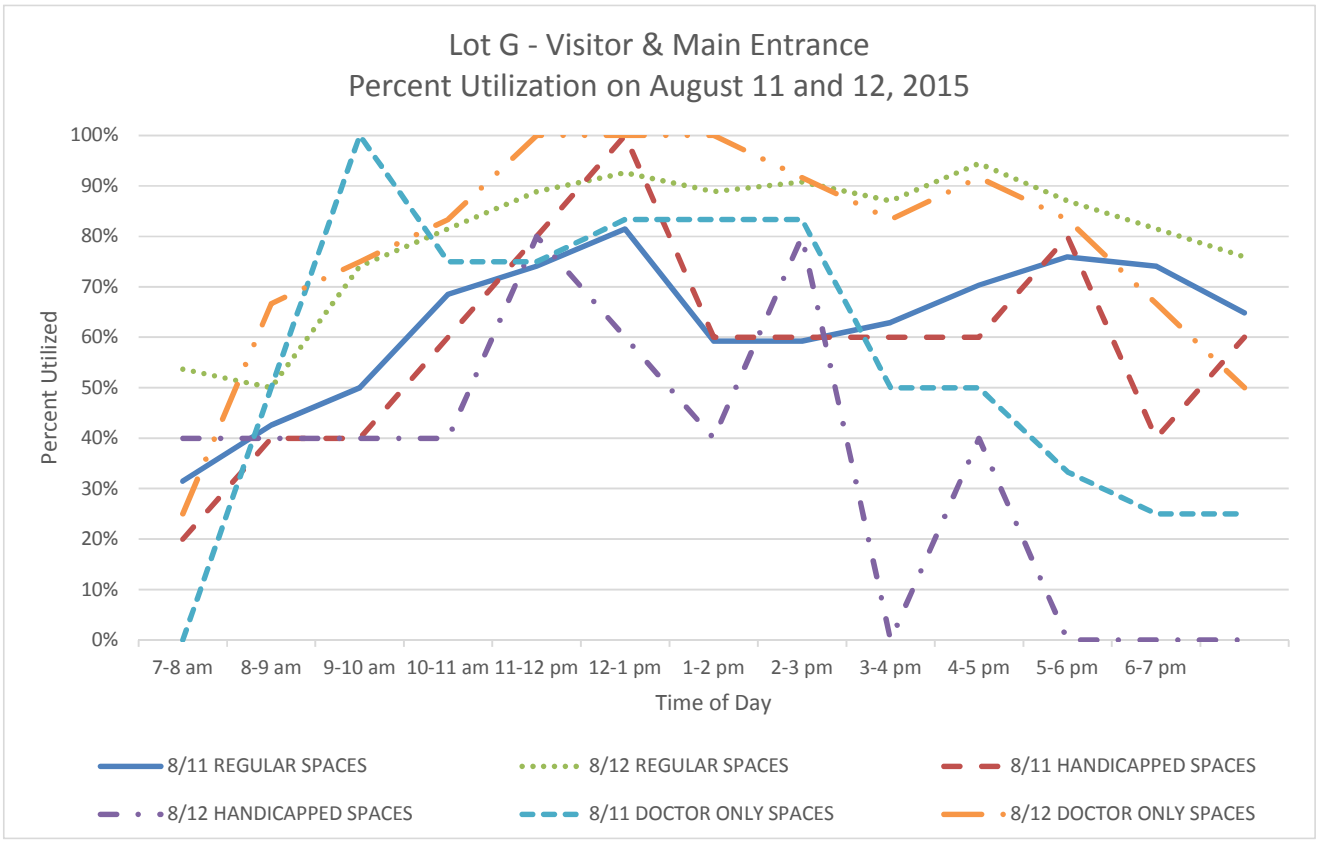

Lot B - Employee Lot North of MAC
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES

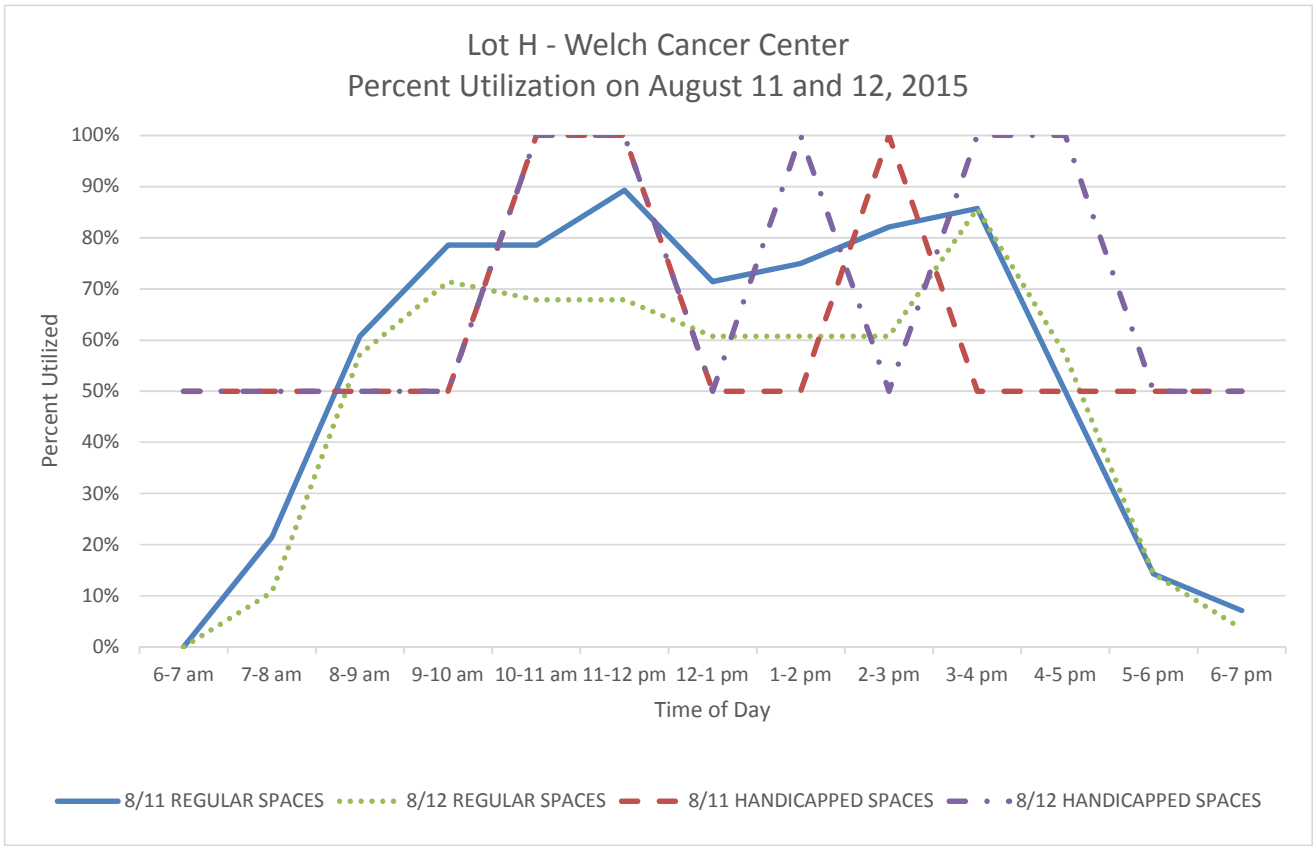

Lot C - Medical Arts Complex
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

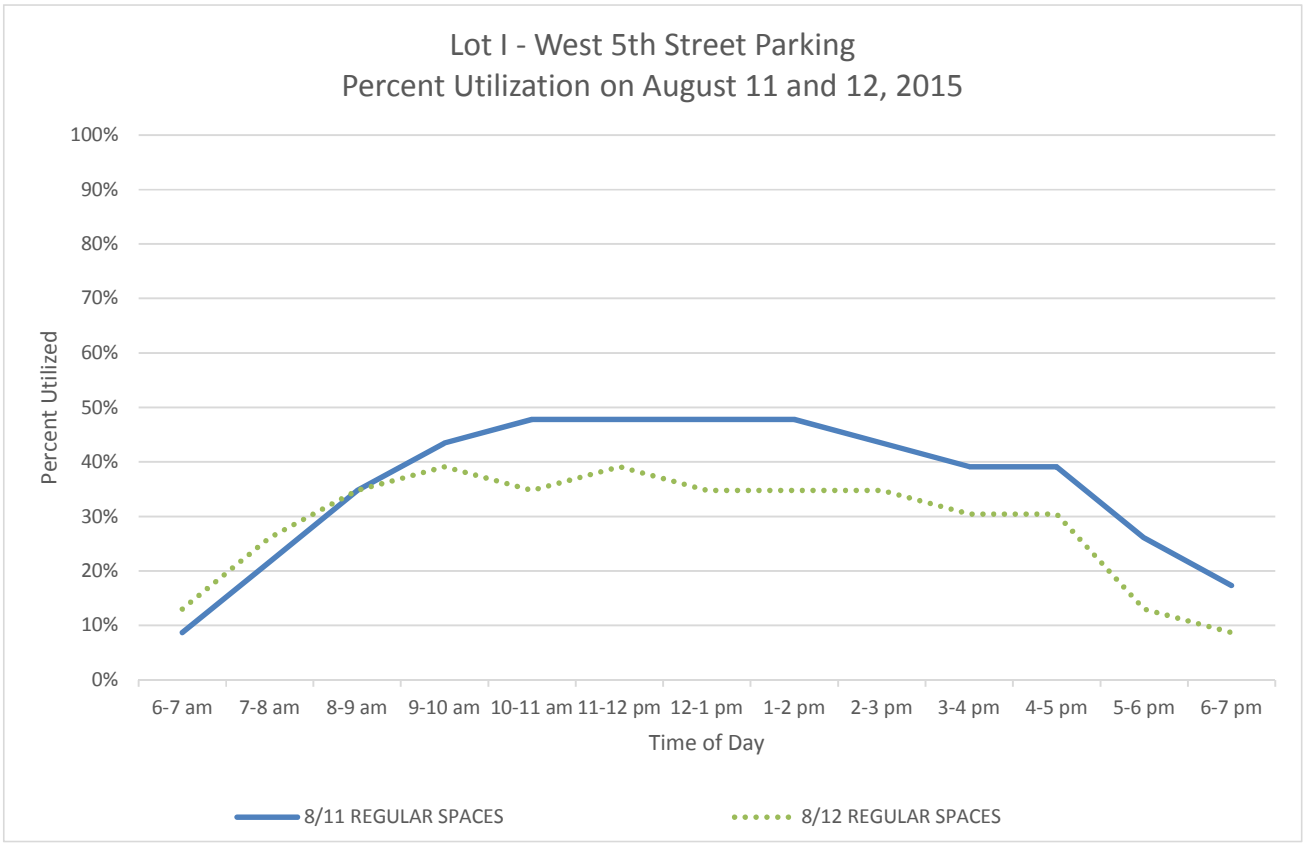

Lot D - Northern Wyoming Mental Health
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

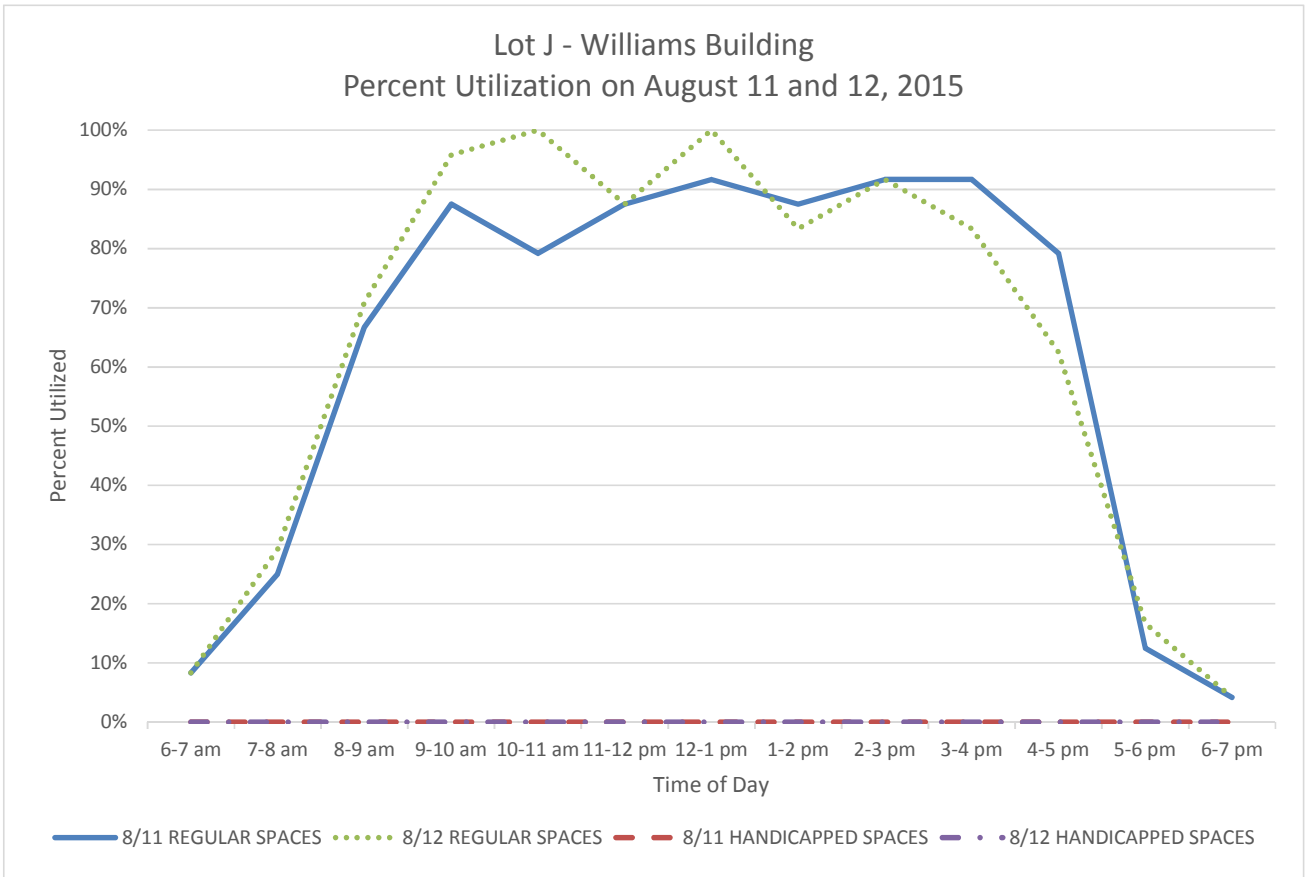

Lot E - Emergency Room & Urgent Care
Percent Utilization on August 11 and 12, 2015
Percent Utilized
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

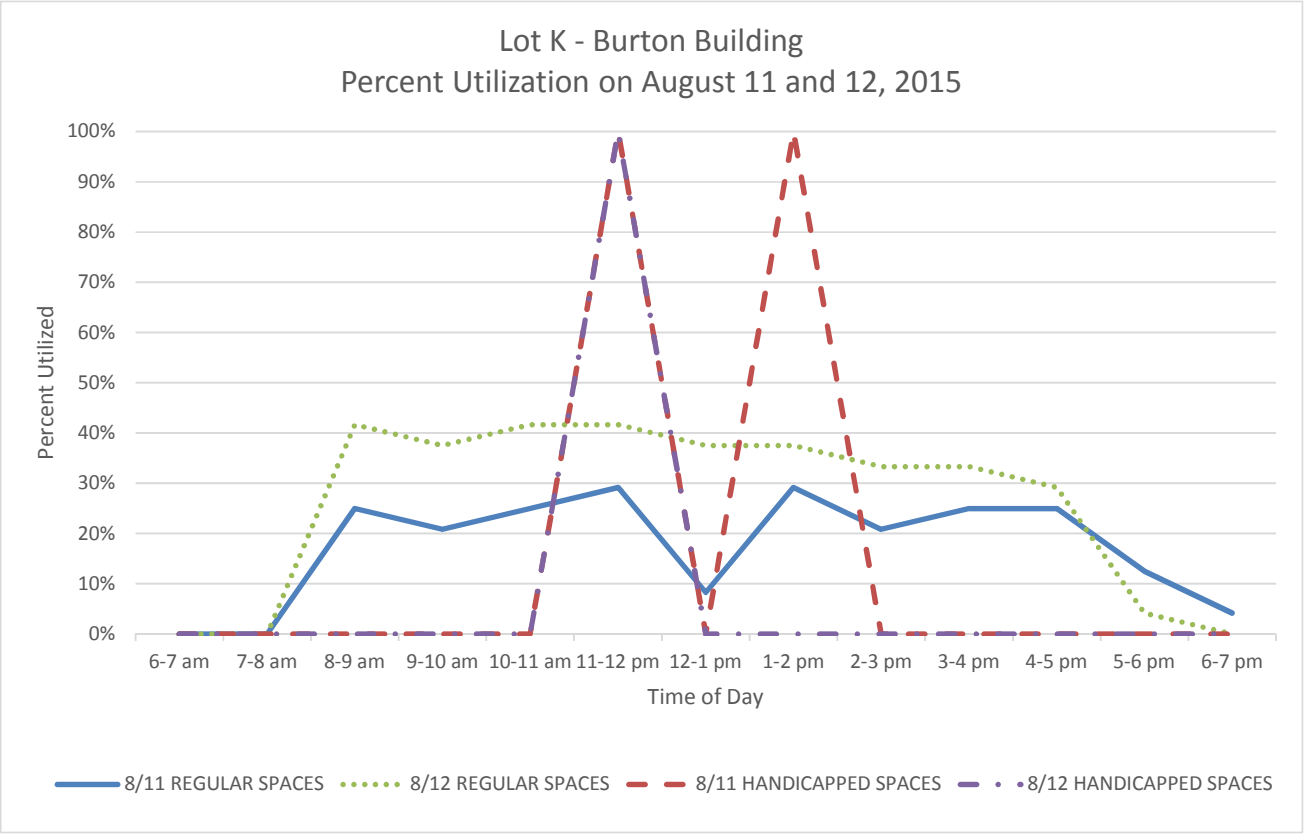

Lot F - Helipad & Emergency Parking
Percent Utilization on August 11 and 12, 2015
Percent Utilized
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES

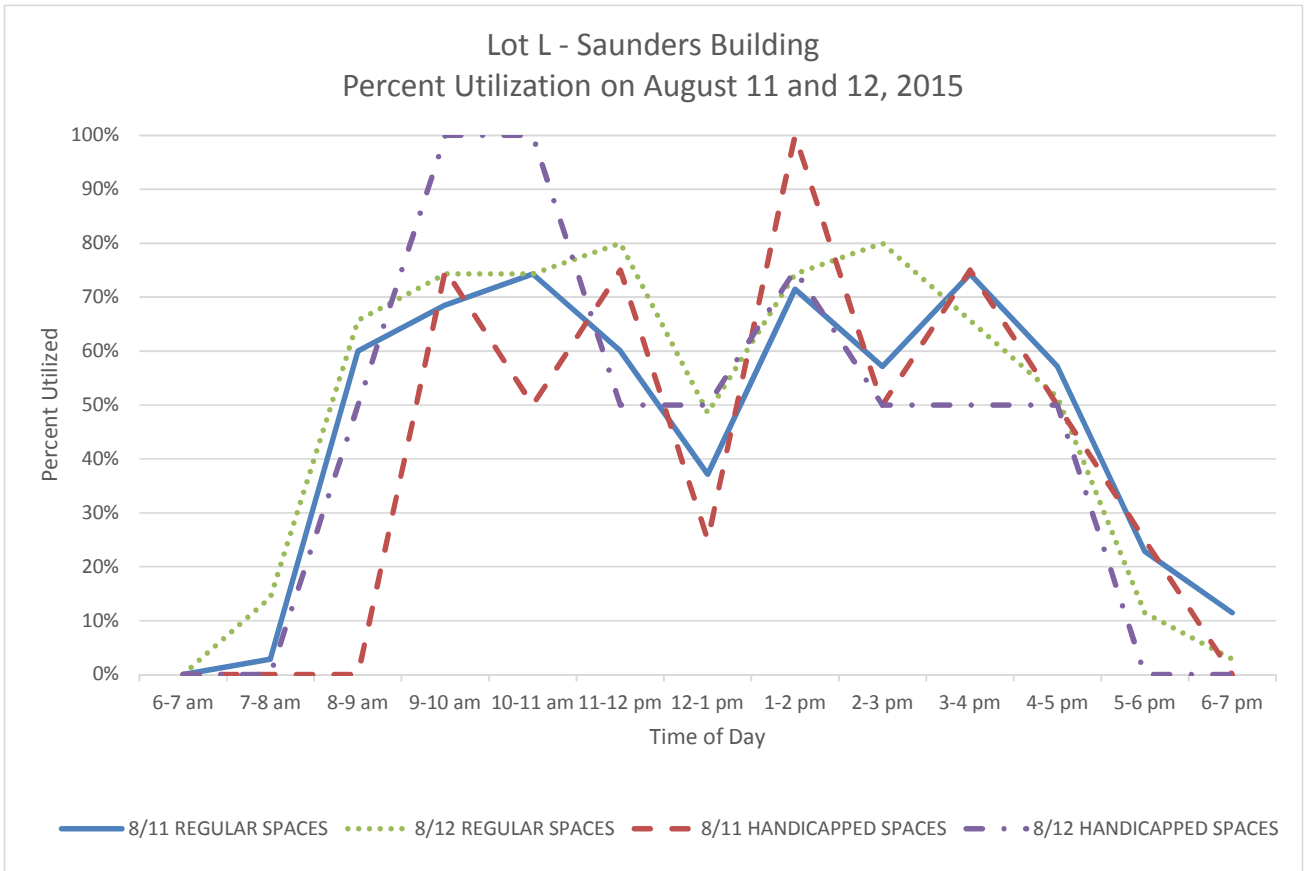

Lot G - Visitor & Main Entrance
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES
8/11 DOCTOR ONLY SPACES
8/12 DOCTOR ONLY SPACES

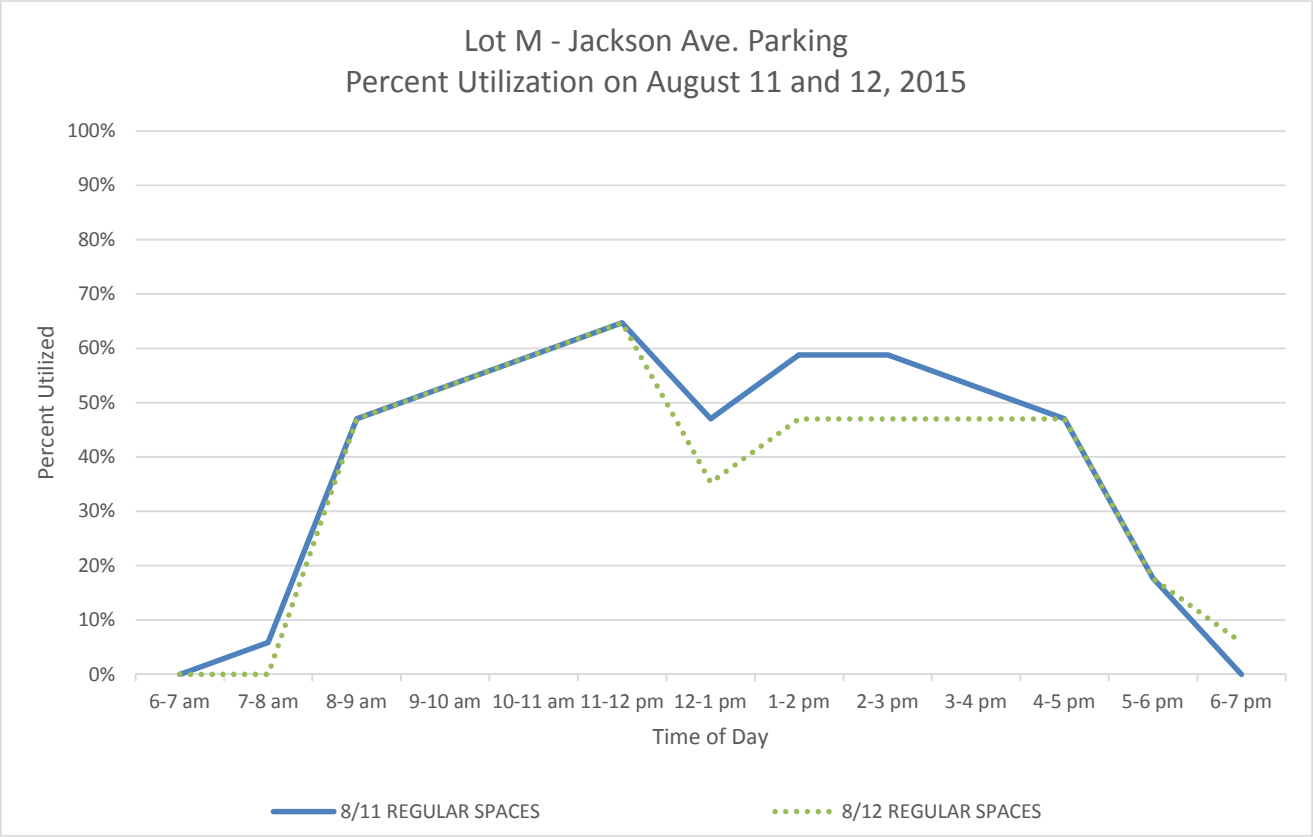

Lot H - Welch Cancer Center
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES


Lot I - West 5th Street Parking
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES


Lot J - Williams Building
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES

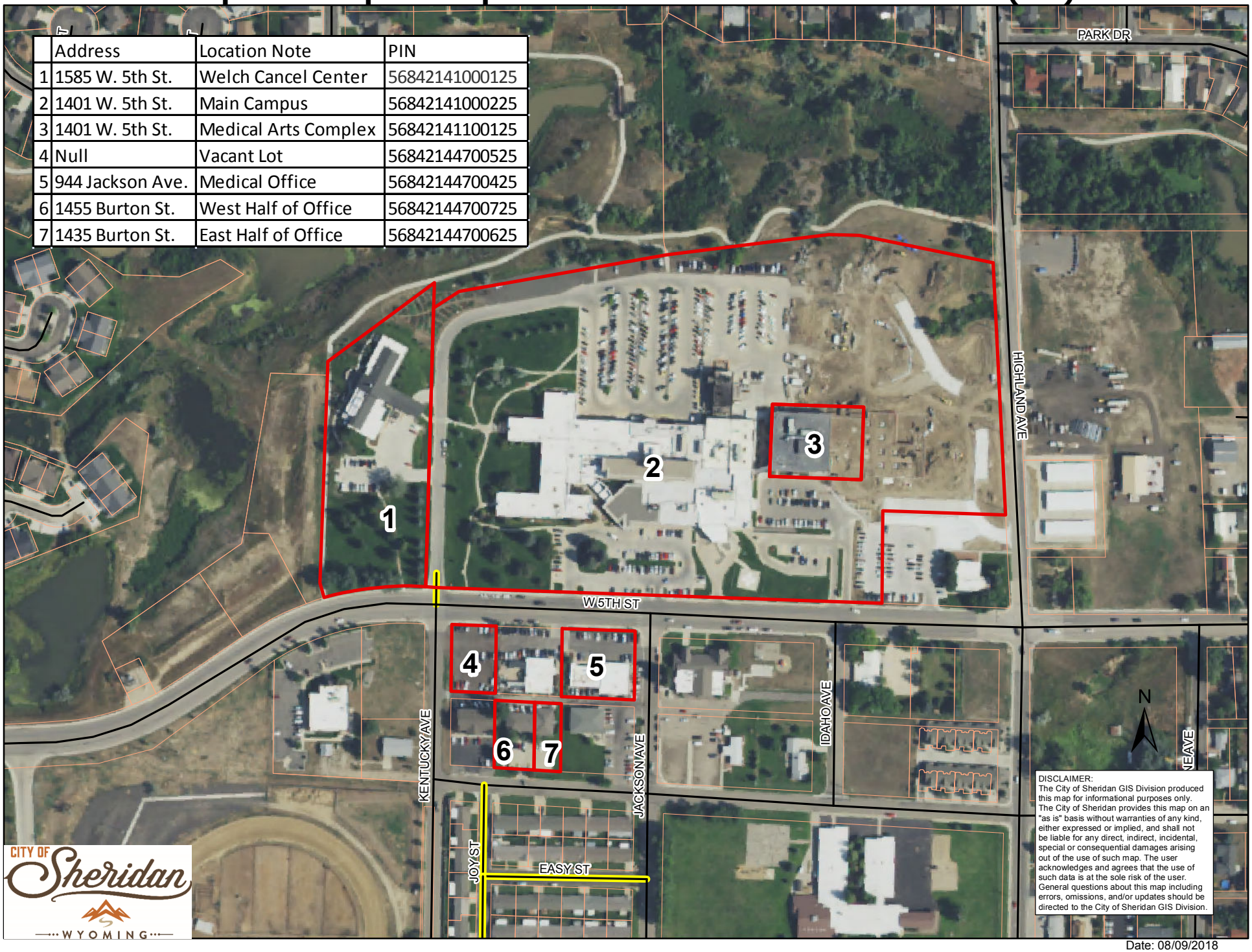

Lot K - Burton Building
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES


Lot L - Saunders Building
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES
8/12 HANDICAPPED SPACES


Lot M - Jackson Ave. Parking
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES

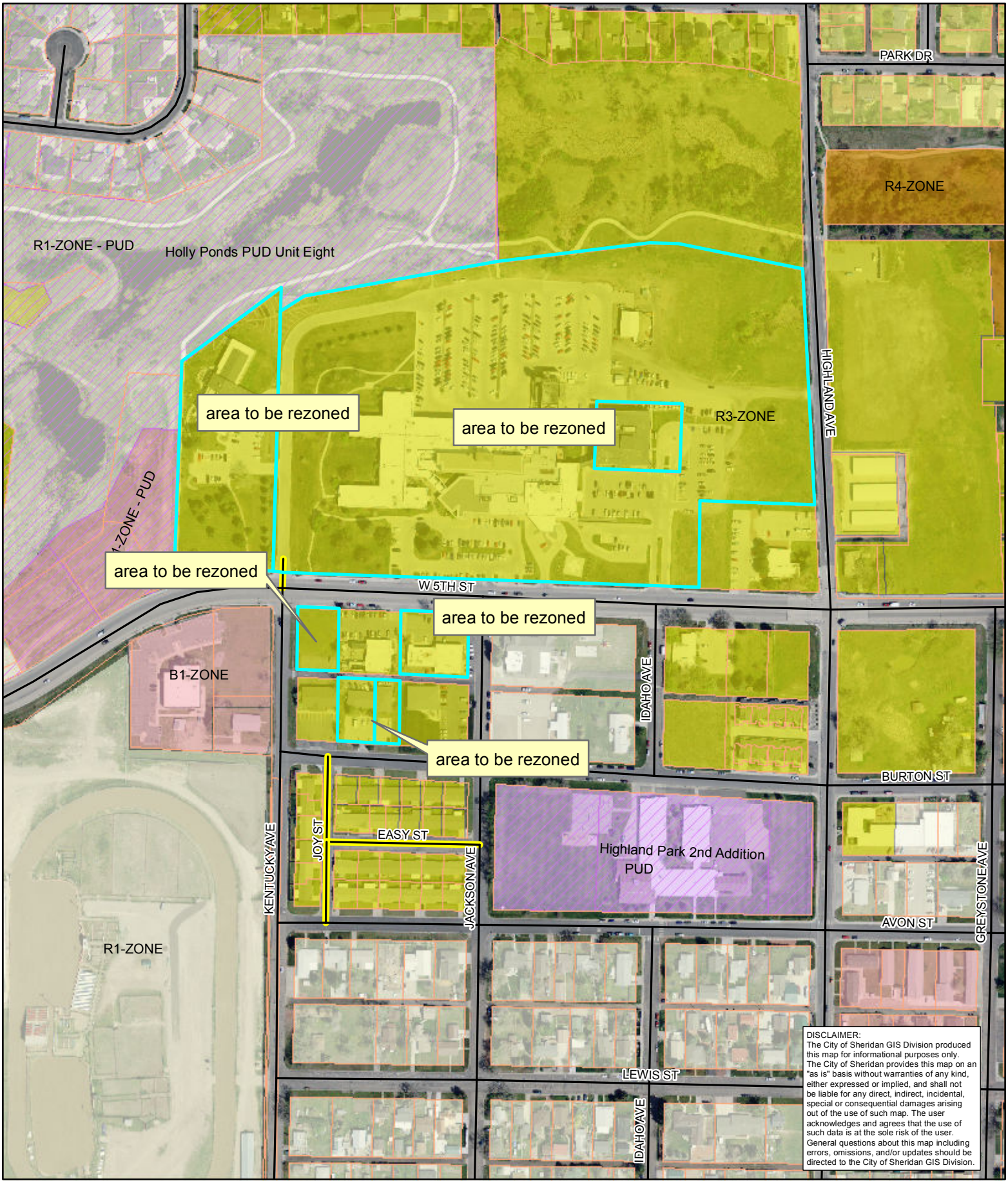
Proposed Hospital Properties to be Rezoned to Medical Arts (MA)

	Address	Location Note	PIN
1	1585 W. 5th St.	Welch Cancel Center	56842141000125
2	1401 W. 5th St.	Main Campus	56842141000225
3	1401 W. 5th St.	Medical Arts Complex	56842141100125
4	Null	Vacant Lot	56842144700525
5	944 Jackson Ave.	Medical Office	56842144700425
6	1455 Burton St.	West Half of Office	56842144700725
7	1435 Burton St.	East Half of Office	56842144700625



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Date: 08/09/2018



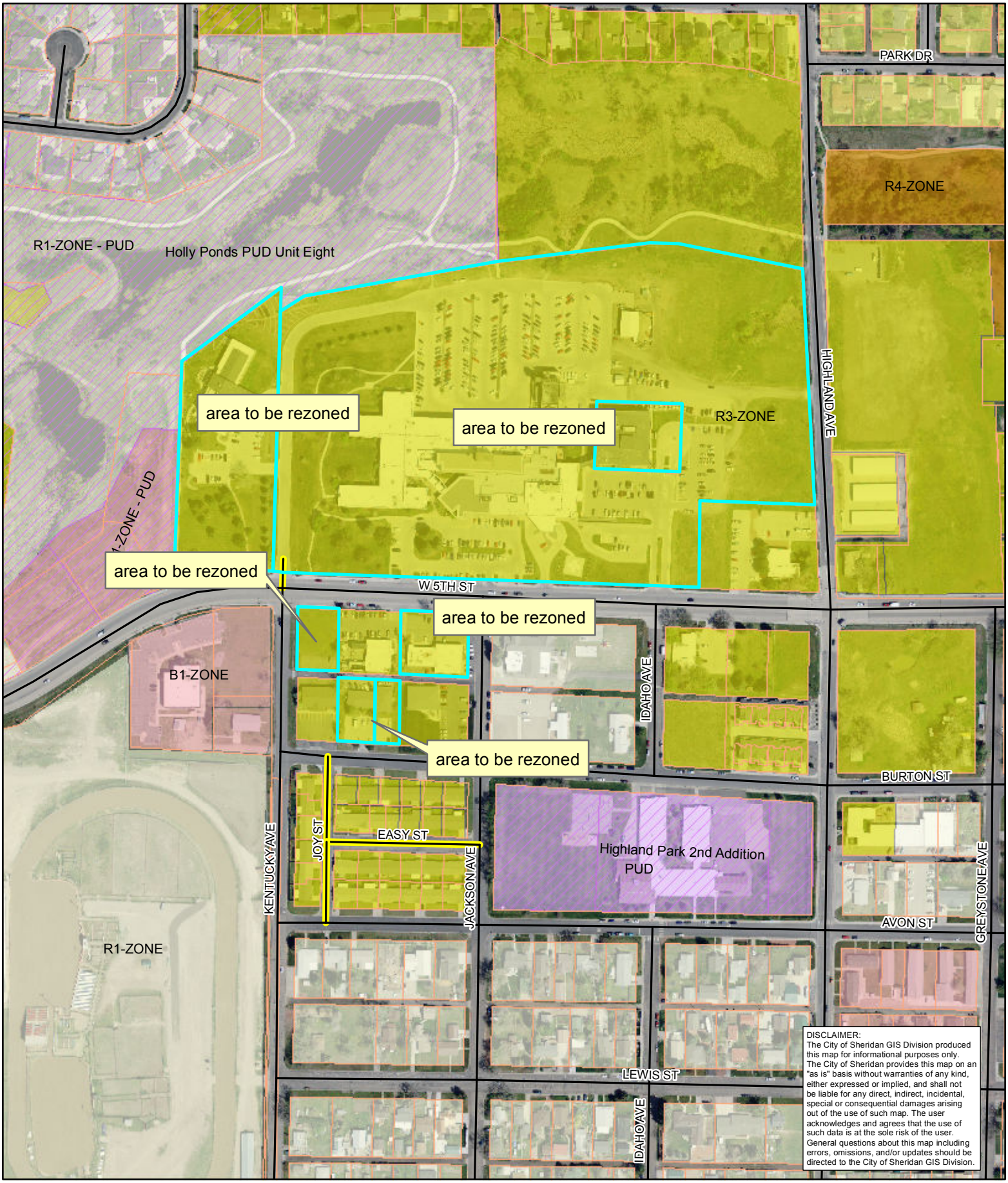
CITY OF Sheridan WYOMING

proposed rezone area

N

0 100 200 400 Feet

Name: sgoodman Date: 08/13/2018



CITY OF Sheridan WYOMING

proposed rezone area

N

0 100 200 400 Feet

Name: sgoodman Date: 08/13/2018