AGENDA
CITY OF SHERIDAN
SEPTEMBER 17, 2018
REGULAR COUNCIL MEETING START 7:00 P.M.

1. Call to Order

2. Pledge of Allegiance

3. Invocation to be given by Tony Forman with Cornerstone Church.

4. Roll Call of Members

5. Approval of Agenda

6. Public Hearings

   A. Proposed Transfer of Retail License #11 - No. 10, LLC to 548 Mydland Rd - City Clerk Cecilia Good - 5 Minutes

   B. Resolution #34-18 Broderick Minor Subdivision - Community Development Director Brian Craig

7. Consent Agenda

   A. Approval of Computer Replacements Bid Award - Utilities Director Dan Roberts - 5 Minutes

   B. Proposed Approval of Resolution 46-18 Sheridan Public Arts Committee By Laws - City Attorney Brendon Kerns - 2 Mins

   C. Minutes of Regular Council Meeting September 4, 2018

   D. Minutes of Special Council Meeting September 10, 2018

   E. Claims

8. Staff Update

   A. Sales and Use Tax Update - City Administrator Mark Collins

   B. 5th Street Corridor Overview - Public Works Director Lane Thompson

9. Community Update

A. Proclamation recognizing the month of September as Pulmonary Fibrosis Awareness Month - Susan Bigelow

OLD BUSINESS

10. Third and Final Reading: Approval of Ordinance 2193 - A Request to Rezone Sheridan Memorial Hospital Campus to Medical Arts (MA) Zoning - Community Development Director Brian Craig

NEW BUSINESS

11. Recreation Board Proposal to Amend the Number of Members to Seven - City Attorney Brendon Kerns -2 Minutes

12. Proposed Transfer of Retail License #11 - No. 10, LLC to 548 Mydland Rd - City Clerk Cecilia Good - 5 Minutes

13. Approval of Resolution #34-18 Broderick Minor Subdivision - Community Development Director Brian Craig

14. Approval of Resolution #41-18 Washington Street Mobile Home Addition - Community Development Director Brian Craig

15. Council Comments and Requests for Future Agenda Items

16. Comments from the Public

17. Executive Session for Employment/Personnel Matters - per W.S. 16-4-405(a)(ii) - To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing.

18. Adjournment

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:	Proposed Transfer of Retail License #11 - No. 10, LLC to 548 Mydland Rd - City Clerk Cecilia Good - 5 Minutes
From:	
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	

Recommendation:

Staff recommends the approval of Retail License #11 from 342 Whitney Lane to 548 Mydland Rd.

Background:

3/5ths of the building will be used for retail liquor sales and 2/ths of the building will be used for bar/restaurant operations. The anticipated hours of operation for the facility are 10 am through 10 pm Monday through Sunday.

Please see the attached application for site plan details.

Attachments

Application for Transfer
Approval Memo from PD

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 11

License Fees
Annual Fee: $ 100.00
Prorated Fee: $.
Transfer Fee: $.
Publishing Fee: $ 90.00

Date filed with clerk: 08 / 10 / 2018

Advertising Dates: (2 Weeks)
09/05/2018 & 09/12/2018

Hearing Date: 09 / 17 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 09 (Month) / 17 (Day) / 2018 (Year) Through 12 (Month) / 31 (Day) / 2018 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: No. 10 LLC

Trade/Business Name (dba): TBD

Building to be licensed/Building Address: 548 Mydland Road
(Number & Street)

Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Mailing Address: PO Box 6387
(Number & Street or P.O. Box)

Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307)674-1770 Fax Number: ( )

E-Mail Address: matt@cypressmgmt.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a)(vi)

Lot 3, Cloud Peak Ranch 19th filing, Zone B-1

FILING FOR
- ☐ NEW LICENSE
- ☒ TRANSFER OF LOCATION
- ☐ TRANSFER OWNERSHIP
- ☐ ASSIGNMENT LETTER ATTACHED

FORMERLY HELD BY:

FILING IN (CHOOSE ONLY ONE)
- ☒ CITY OF: Sheridan
- ☐ COUNTY OF:

FILING AS (CHOOSE ONLY ONE)
- ☐ INDIVIDUAL
- ☐ PARTNERSHIP
- ☐ LP/LLP
- ☒ LLC
- ☐ CORPORATION
- ☐ LTD PARTNERSHIP
- ☐ ORGANIZATION
- ☐ OTHER

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
- ☐ ON-PREMISE ONLY (BAR)
- ☐ OFF-PREMISE ONLY (PACKAGE STORE)
- ☒ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

- ☐ RESTAURANT LIQUOR LICENSE
- ☐ RESORT LIQUOR LICENSE
- ☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
- ☐ VETERANS CLUB
- ☐ FRATERNAL CLUB
- ☐ GOLF CLUB
- ☐ SOCIAL CLUB

- ☐ MICROBREWERY
- ☐ WINERY
- ☐ DISTILLERY SATELLITE
- ☐ WINERY SATELLITE
- ☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
- ☐ CONVENTION FACILITY
- ☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
- ☐ GOLF CLUB
- ☐ GUEST RANCH
- ☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

- ☒ FULL TIME (e.g. Jan through Dec)
- ☐ SEASONAL/PART-TIME
- ☐ NON-OPERATIONAL/PARKED

(specify months of operation) AFTER CONSTRUCTION COMPLETE
from Jan 1st to Dec 31st

DAYS OF WEEK (e.g. Mon through Sat)
from _____ to _____

HOURS OF OPERATION (e.g. 10a - 2a)
from UNTIL CONSTRUCTION to COMPLETE

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a)(iii)

(1) **OWN** the licensed building? ☒ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☐ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page_____paragraph_____of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page_____paragraph_____of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
						☐	☐

WLD-31 (4/17)

William B. Ebzery	5.5.50	2351 W. 11th St. Sheridan, WY 82801	307-752-6207	10	10%	YES NO X	YES NO X
Matthew M. Ebzery	3.21.82	2277 W 11th St. Sheridan, WY 82801	307-752-6209	10	40%	YES NO X	YES NO X
Katherine E. Parker	2.16.84	1722 Sawyer Ave. Chicago, IL 60647	312-833-2525	10	40%	YES NO X	YES NO X
E. Ebzery Trust	1.18.52	PO Box 6387	307-674-1770	10	10%	YES NO ☒	YES NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b)
(e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☒ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☑ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☑ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

NA ☐ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

NA ☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF SHERIDAN)

Signed and sworn to before me on this 10th day of August, 2018 that the facts alleged in the foregoing instrument are true by the following:

1) Matthew M. Ebzery — Matthew M. Ebzery — Member
(Signature) (Printed Name) Title

Matt Ebzery

Witness my hand and official seal:

Kristin Herbst
Signature of Notary Public

(SEAL)

My commission expires: 10/02/2021

KRISTIN HERBST - NOTARY PUBLIC
COUNTY OF SHERIDAN STATE OF WYOMING
MY COMMISSION EXPIRES 10/02/2021

#10 LLC
Balance Sheet
June 30, 2018

Current Assets			
	Cash		$30,010
Fixed Assets			
	Land	$272,573	
	Liquor License	150,000	
	Total Fixed Assets		422,573
	Total Assets		$452,583
Liabilities and Stockholders Equity			
	Note Payable – Bank		$275,766
	Stockholders Equity		176,817
	Total Liabilities & Stockholder Equity		**$452,583**



PROPOSED BUILDING, LOT 3, CLOUD PEAK RANCH

MYDLAND PROJECT

SHERIDAN, WYOMING -82801-

DESIGN DOCUMENTS

06/05/2018

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

COVER SHEET

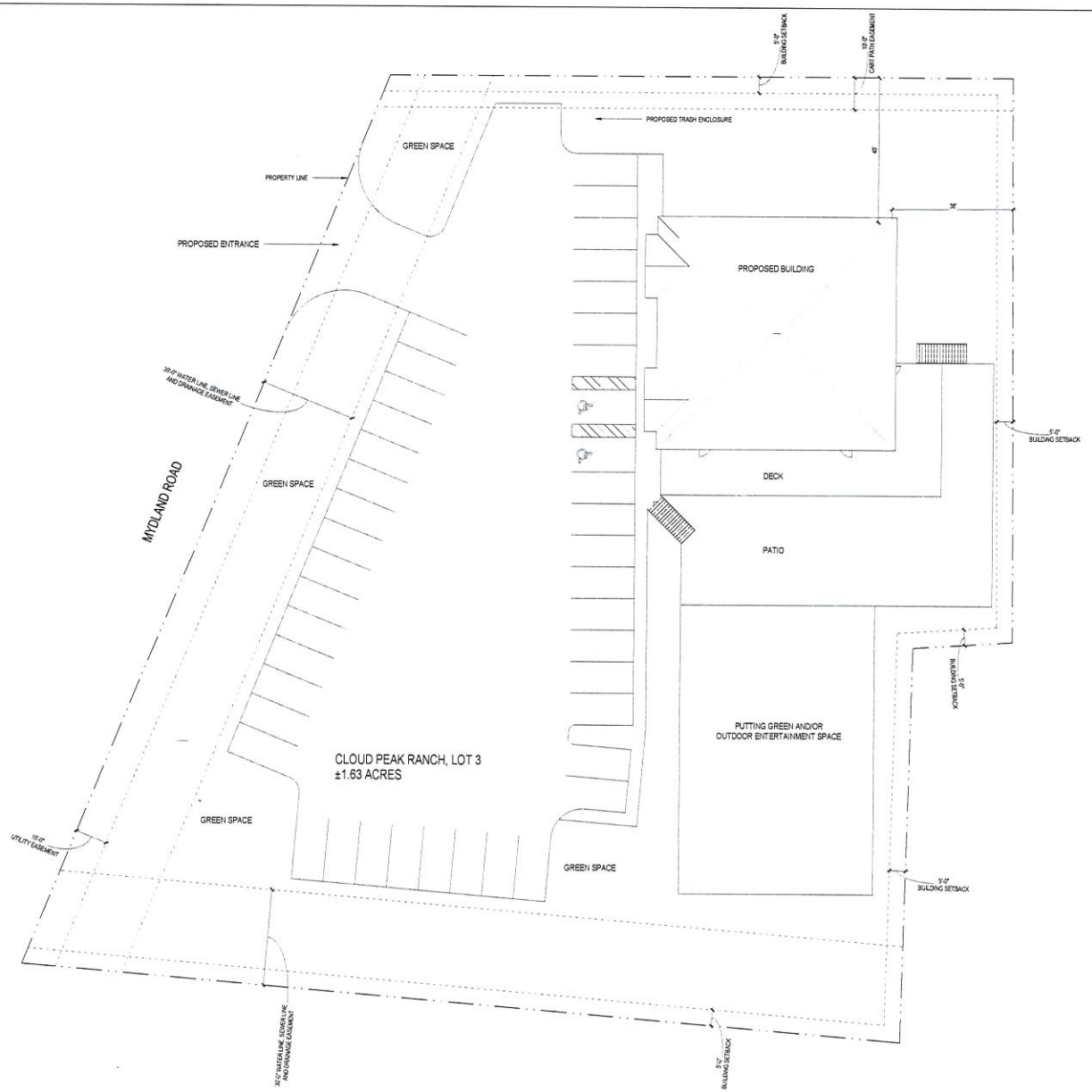
Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB
Scale	

G-100

ORIGINAL 30X36 FORMAT

DESIGN DOCUMENTS

7/6/2018 2:41:13 PM



1 **SITE PLAN**
SCALE 1/16" = 1'-0"

TRUE NORTH

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

SITE PLAN

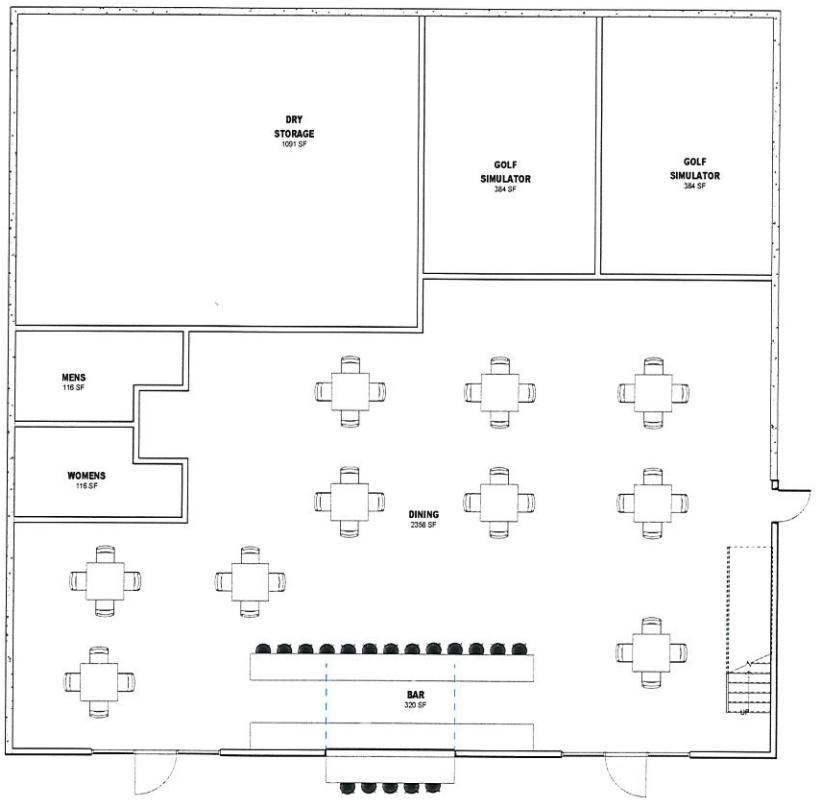
Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB
Scale	1/16" = 1'-0"

C-100

ORIGINAL SIZE: FORMAT

DESIGN DOCUMENTS

7/6/2018 2:40:43 PM



1 BASEMENT LEVEL FLOOR PLAN
SCALE: 3/16" = 1'-0"

TRUE NORTH

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

BASEMENT LEVEL - FLOOR PLAN

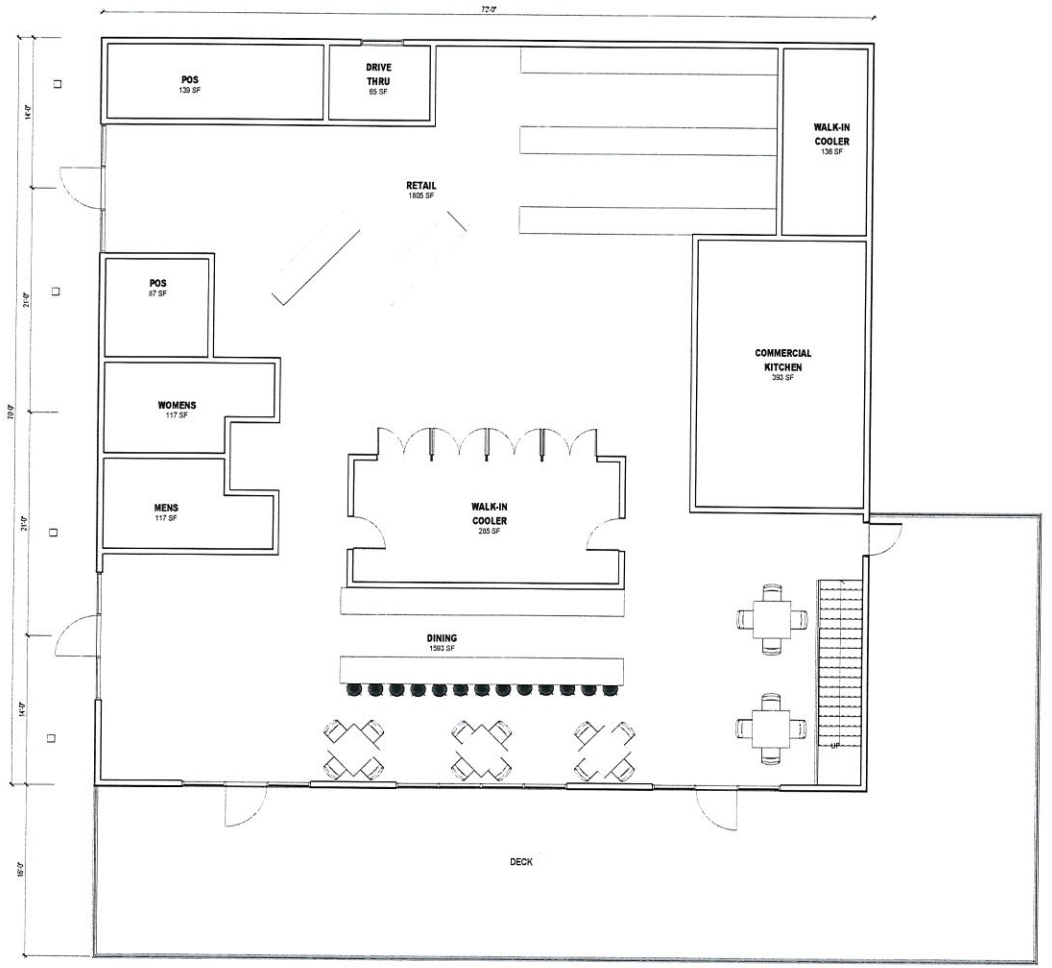
Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB
Scale	3/16" = 1'-0"

A-100

ORIGINAL SHEET FORMAT

DESIGN DOCUMENTS

7/6/2018 2:38:01 PM



1 FIRST LEVEL FLOOR PLAN
SCALE: 3/16" = 1'-0"

TRUE NORTH

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

FIRST LEVEL - FLOOR PLAN

Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB

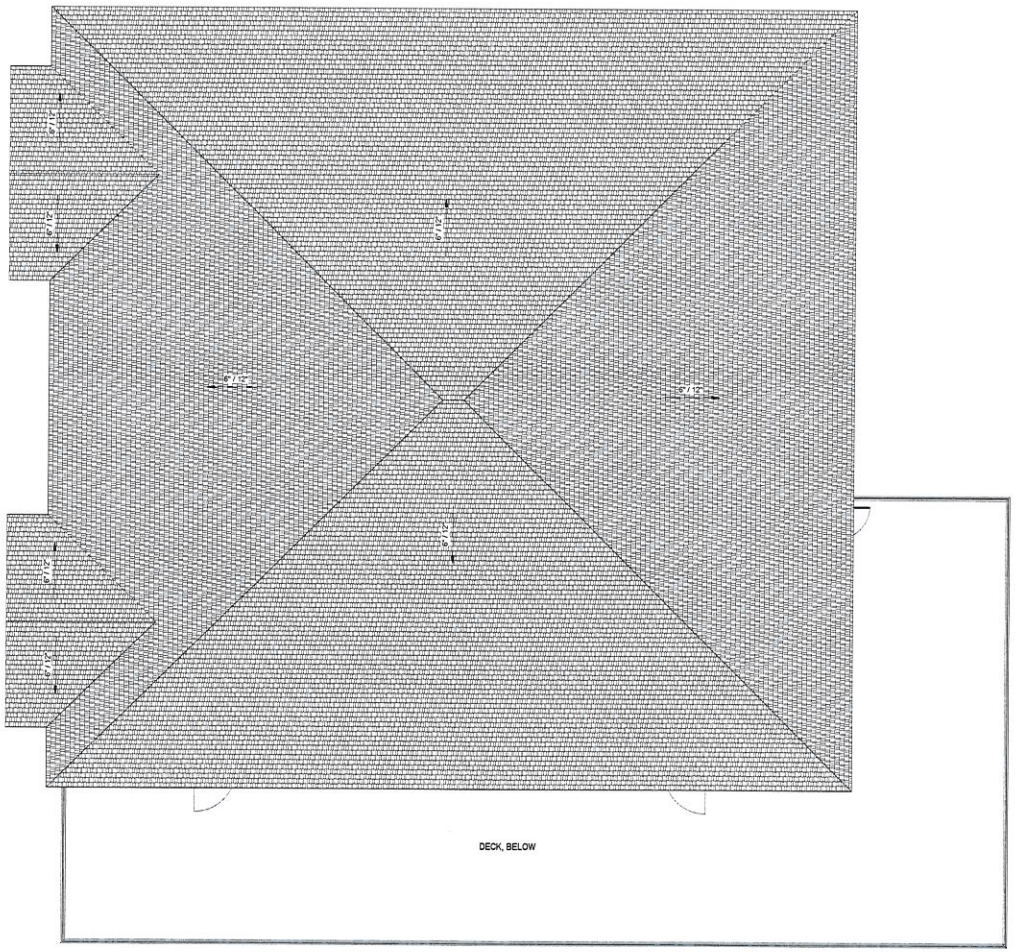
A-101

Scale 3/16" = 1'-0"

ORIGINAL 24X36 FORMAT

DESIGN DOCUMENTS

7/6/2018 2:38:04 PM



1 ROOF PLAN
SCALE 3/16" = 1'-0"

TRUE NORTH

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

ROOF PLAN

Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB

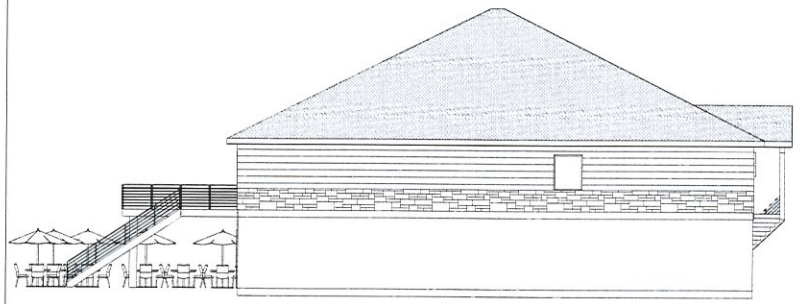
A-105

Scale 3/16" = 1'-0"

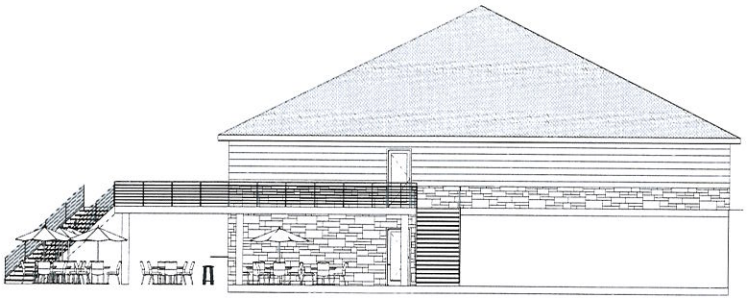
ORIGINAL SHEET FORMAT

DESIGN DOCUMENTS

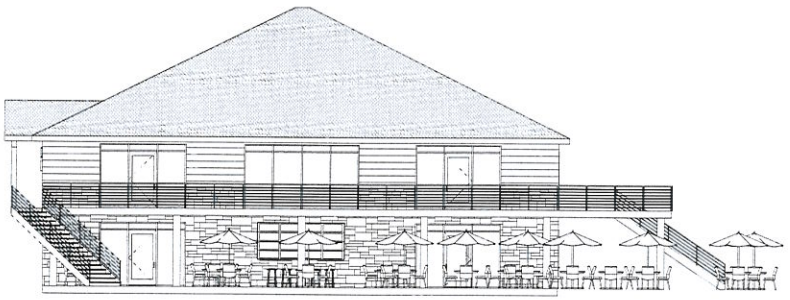
7/6/2018 2:36:17 PM



NORTH ELEVATION
SCALE: 1/8" = 1'-0"



EAST ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



WEST ELEVATION
SCALE: 1/8" = 1'-0"

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

ELEVATIONS

Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB

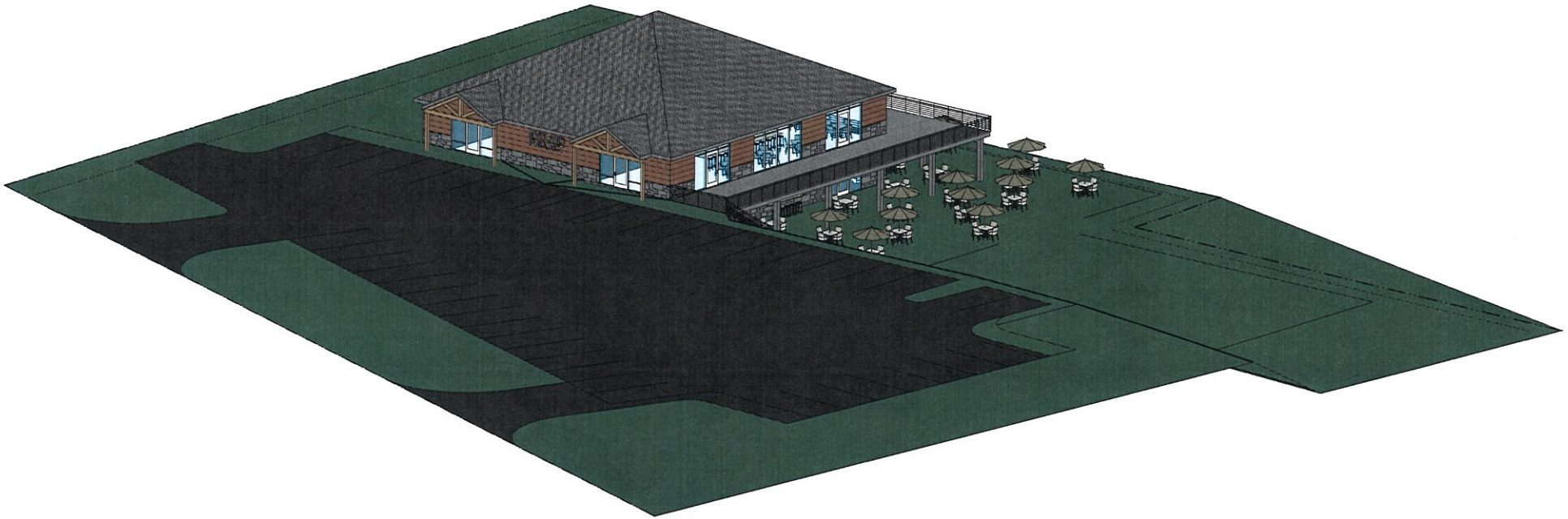
A-200

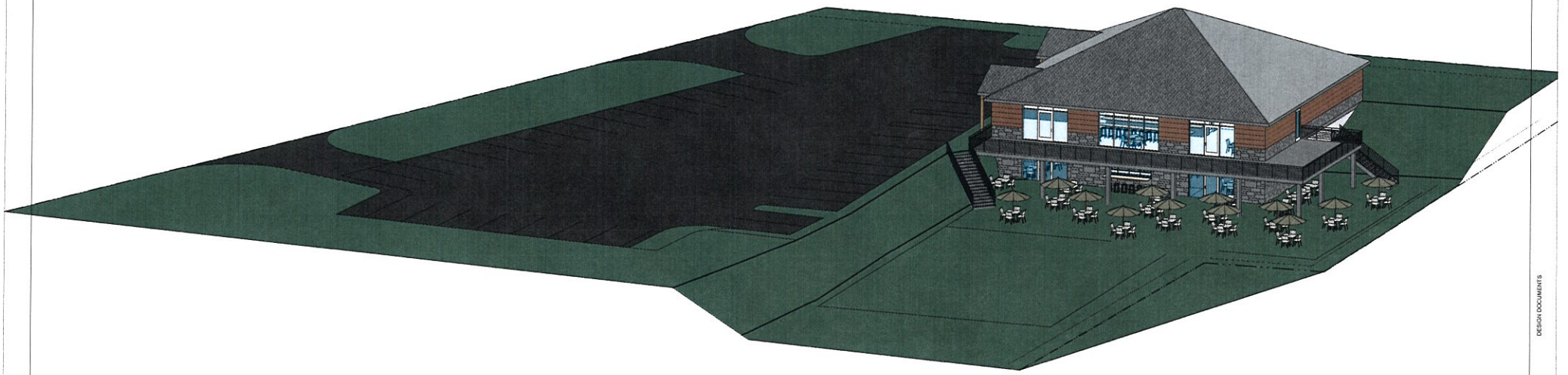
Scale: 1/8" = 1'-0"

ORIGINAL 24X36 FORMAT

DESIGN DOCUMENTS

7/6/2018 2:43:03 PM





ORIGINAL 30X36 FORMAT

DESIGN DOCUMENTS

7/6/2018 2:40:36 PM

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

3D VIEWS

Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB
Scale	

A-900

NO. 10 LLC
312 WHITNEY LN
SHERIDAN WY 82801-6367

1083
93-168/929

8-10-18
Date

Pay to the Order of City of Sheridan $ 190.00

One Hundred Ninety and no/100 Dollars

Security Features Details on Back.

First Interstate Bank
888-752-3336
firstinterstate.com

For

MP

⑆092901683⑆ 10172061311 1083

CITY OF SHERIDAN, WYOMING

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

Clerk's Office

MEMORANDUM

Re:	**Application for the Transfer of Retail License #11 (No. 10 LLC) to 548 Mydland Rd**
From:	**Cecilia Good, City Clerk**
To:	**Richard Adriaens, Chief of Police**
Advertising:	**9/05/2018 and 9/12/2018**

The following applicant has applied for a transfer to 548 Mydland Rd for Retail License #11: **No. 10 LLC**

I have no objection to the application for the new Restaurant License Application:

RDA

_____
Richard Adriaens, Chief of Police

I object to the above application. _____

Reason:

_____

_____

_____

_____

_____
Richard Adriaens, Chief of Police

END OF MEMO

HELLOSIGN

Audit Trail

TITLE	No. 10 LLC Transfer Memo to PD
FILE NAME	No. 10 LLC Transfer Memo to PD
DOCUMENT ID	195f29e7b01672f4b6c6ab46eb3078577c583299
STATUS	Completed

This document was requested from script.google.com

Document History

SENT	**08/30/2018** 16:38:40 UTC	Sent for signature to Richard Adriaens (radriaens@sheridanpolice.com) from cgood@sheridanwy.net IP: 72.36.51.170
VIEWED	**08/30/2018** 17:29:55 UTC	Viewed by Richard Adriaens (radriaens@sheridanpolice.com) IP: 72.36.51.177
SIGNED	**08/30/2018** 17:30:26 UTC	Signed by Richard Adriaens (radriaens@sheridanpolice.com) IP: 72.36.51.177
COMPLETED	**08/30/2018** 17:30:26 UTC	The document has been completed.

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 #34-18 Broderick 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 #34-18, the Broderick Minor Subdivision, dividing 2 lots of a total of 0.32 acres into 3 lots, zoned R-3 Residence, located at 65, 65 ½, and 87 E. 8th St. and 1218 N. Gould St.

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 application seeks to reconfigure two lots each containing two existing houses, into 3 total lots wherein only one lot will contain two existing houses. The proposal also seeks to clear up encroachment issues and alleviate some of the lot size deficiencies. The existing non-conforming lots and houses predate existing code standards. The resulting lots will yield conforming properties for Lots 1 and 2 with a shared use and access agreement for a garage that straddles the lot line. Additionally, Lot 3, while not compliant on minimum lot size will clear up setback and encroachment issues. No additional development is anticipated at this time.

Direct notification was sent to 45 property owners, in addition to newspaper notification. To date, the only response received was of verbal approval by the adjacent neighbor to the west during the Planning Commission public hearing.

Discussion:
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 applicant is requesting two variances with this plat application. All three proposed lots will deviate from the 2.5: 1 depth to front ratio required by the Subdivision Ordinance. Additionally, proposed Lot 3 is 5,981 square feet whereas the Zoning Ordinance requires 8,000 square feet. As this plat contains existing non-conforming structures and no additional vacant land for construction, staff supports the requested variances. Depth to front ratio variances are common in the older, more historic areas of the community as lots were designed and constructed as long, linear home sites. Further, the applicant is proposing to make Lots 1 and 2 conform to the minimum lot size of 4,000 square feet per residence and is preserving as much area as possible for the remain two houses on Lot 3. The existing arrangement of 4 homes on a total of 14,000 square feet is considered existing, legal non-conforming; the homes and their arrangement predate our current standards.

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.*

This proposed 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.*

These lots are currently served by water and sewer at an adequate capacity. No further development is intended at this time, nor would any additional detached residential units be allowed under the current layout.

Staff has no further comments at this time.

Attachments

Resolution 34-18
plat
Variance letter
aerial

CITY OF SHERIDAN
RESOLUTION 34-18

A RESOLUTION approving PL 18-27, the final plat of the Broderick Minor Subdivision, dividing 2 lots of a total of 0.32 acres into 3 lots, zoned R-3 Residence District, located at 65, 65 ½, and 87 E. 8th St. and 1218 N. Gould St.

WHEREAS, the final plat of the Broderick 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) with the exception of the variance from Sheridan City Code Appendix B §505(C)(1) requiring; the depth-to-front ratio of lots shall not exceed 2.5 to 1; and Appendix A §5(C) Lot area per family requirement of not less than eight thousand (8,000) square feet for two families to allow lot 3 to be 5,981 square feet.

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

That the final plat of the Broderick Minor Subdivision, dividing 2 lots of a total of 0.32 acres into 3 lots, located at 65, 65 ½, and 87 E. 8th St. and 1218 N. Gould St.,

Is hereby approved by vote of the City of Sheridan's City Council with the following variances:

1. A variance from Sheridan City Code Appendix B §505(C)(1) requiring; the depth-to-front ratio of lots shall not exceed 2.5 to 1;
2. A variance from Appendix A §5(C) Lot area per family requirement of not less than eight thousand (8,000) square feet for two families to allow lot 3 to be 5,981 square feet.

In approving the variance from the depth to frontage ratio requirements and area variance, the City Council finds the following in accordance with SCC Appendix B §204(A).

1. The granting of the variance will not be detrimental to the public safety, health or welfare, or be injurious to other property;

2. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property in the area; or because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;

3. The variance is necessary for reasonable development of the property in question and will alleviate a clearly demonstrable hardship.

In approving the Broderick 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 variances 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 17th day of September 2018.

_____
Roger Miller, Mayor

Attest:

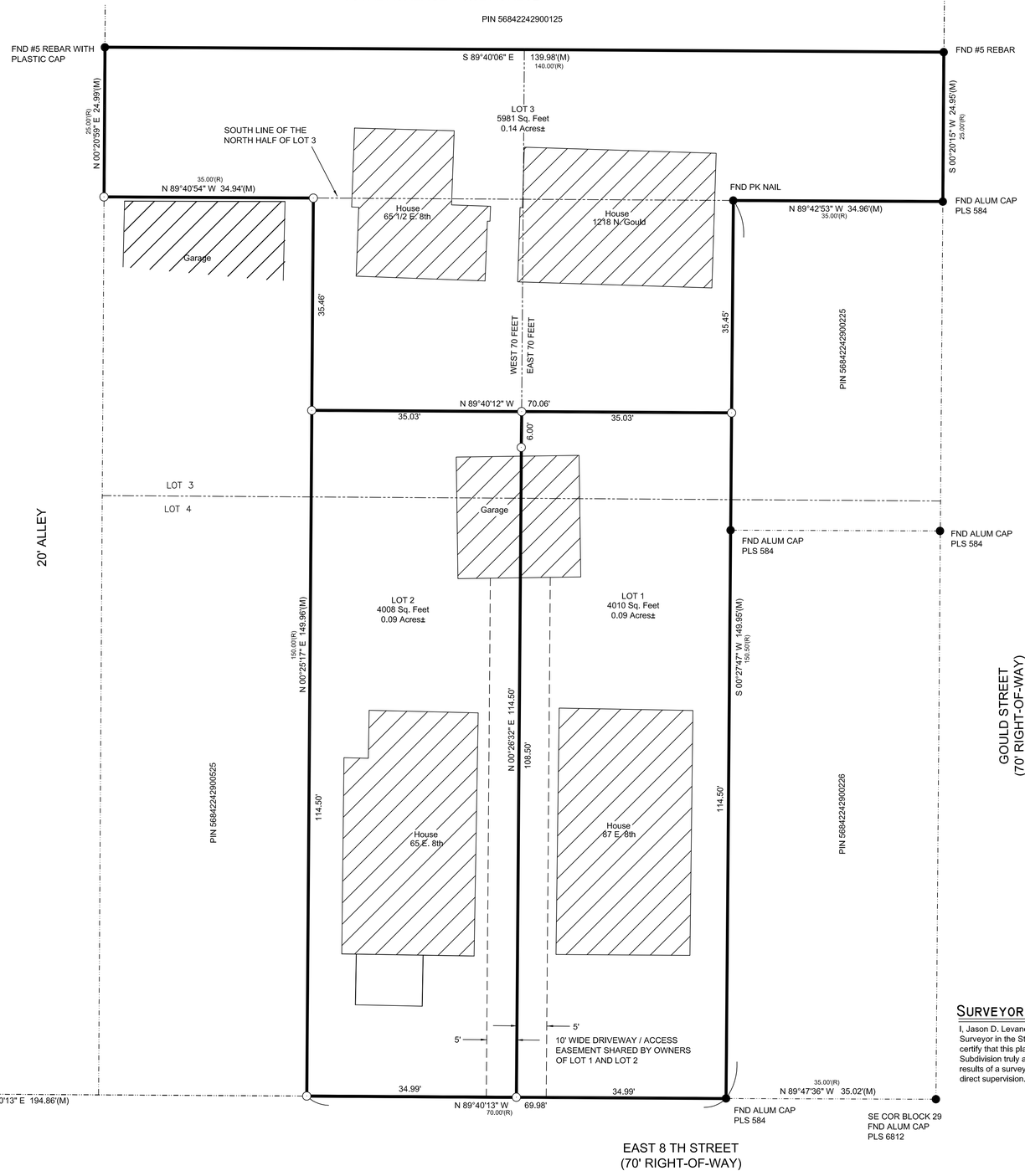
_____
Cecilia Good, City Clerk

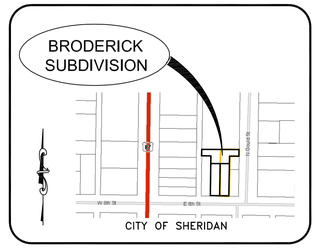
PLAT OF

BRODERICK SUBDIVISION

A REPLAT OF PART OF LOTS 3 AND 4, BLOCK 29 OF THE SHERIDAN LAND COMPANY'S SECOND AMENDED ADDITION TO THE TOWN, NOW CITY, OF SHERIDAN

BEING PART OF THE SE1/4 OF SECTION 22, TOWNSHIP 56 NORTH, RANGE 84 WEST, OF THE 6TH PRINCIPAL MERIDIAN,
CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING
TOTAL ACREAGE = 0.32 ACRES±





LOCATION MAP
NOT TO SCALE

0' 10' 20' 30'

SCALE: 1" = 10'

BASIS OF BEARINGS IS NAD83, WYOMING STATE PLANE, EAST CENTRAL ZONE, AS DERIVED FROM GPS OBSERVATION WITH OPUS SOLUTION

ALL DISTANCES ARE MEASURED UNLESS SPECIFIED

LEGEND:

- ○ - *SET 1.5" ALUM CAP PER PLS#10287*
- ● - *FOUND MONUMENT AS NOTED*
- *(M) - MEASURED*
- *(R) - RECORD*

DECLARATION VACATING PREVIOUS PLATTING

This plat is a replat of Part of Lots 3 and 4, Block 29 of the Sheridan Land Company's Second Amended Addition to the Town, now City, of Sheridan, being part of the SE¼ of Section 22, Township 56 North, Range 84 West of the 6th Principal Meridian, City of Sheridan, Sheridan County, Wyoming, as recorded in Drawer "S", Plat No. 15, of the Records of the Sheridan County Clerk. All earlier plats or portions thereof encompassed by the boundaries of this plat are hereby vacated.

CITY OF SHERIDAN CITY COUNCIL CERTIFICATE OF APPROVAL

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

Attest: City Clerk

Mayor

CITY OF SHERIDAN PLANNING COMMISSION CERTIFICATE OF APPROVAL

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

Attest: Vice-Chairman

Chairman

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, Wyoming, and certified this ____ day of _____, 2018, by the Director of Public Works of Sheridan, Wyoming.

Director of Public Works

CERTIFICATE OF OWNER

Know all men by these presents that the undersigned, Broderick Properties, LLC., being the owner, proprietor, or party of interest in the land shown on this plat, does hereby certify:

That the foregoing plat is designated as Broderick Subdivision, being a Replat of Part of Lots 3 and 4, Block 29, of the Sheridan Land Company's Second Amended Addition, and more particularly described as follows:

(PER WARRANTY DEED IN BOOK 566, AT PAGE 600) (87 E. 8th Street)
THE WEST 35 FEET OF THE EAST 70 FEET OF LOT FOUR (4), THE WEST 35 FEET OF THE EAST 70 FEET OF THE SOUTH HALF OF LOT THREE (3), AND THE SOUTH 25 FEET OF THE EAST 70 FEET OF THE NORTH HALF OF SAID LOT THREE (3), IN BLOCK TWENTY-NINE (29), OF SHERIDAN LAND COMPANY'S SECOND AMENDED ADDITION TO THE TOWN, NOW CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

ALSO

(PER WARRANTY DEED IN BOOK 572 AT PAGE 546) (65 & 65 1/2 E. 8th Street)
THE EAST 35 FEET OF THE WEST 70 FEET OF LOT 4; THE EAST 35 FEET OF THE WEST 70 FEET OF THE SOUTH ONE-HALF OF LOT 3; AND THE SOUTH 25 FEET OF THE WEST 70 FEET TO THE NORTH ONE-HALF OF LOT 3,ALL IN BLOCK 29, OF SHERIDAN LAND COMPANY'S SECOND ADDITION TO THE TOWN, NOW CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

That this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct plat of the area as it is divided into lots, blocks, streets and easements; and

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

Utility easements, as designated on this plat, are hereby dedicated to the City of Sheridan and its licensees for public use for the purpose of installing, repairing, reinstalling, replacing and maintaining sewers, water lines, gas lines, electric lines, telephone lines, cable television 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:

Duane Charlson

_____

STATE OF WYOMING }
COUNTY OF SHERIDAN } SS:

On this, the _____ day of _____, 2018, before me, the undersigned officer, personally appeared Duane Charlson, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purpose described herein.

In witness hereof, I set my hand and official seal.

_____
Notary Public

The Undersigned First Federal Bank & Trust, hereinafter MORTGAGEE, holds a mortgage in and to the property embraced by this subdivision plat, which mortgage was filed with the Clerk of Sheridan County and Ex-Officio Recorder of Deeds in Book 974 of Mortgages, at Page 51 (as to 65 & 65 1/2 E. 8th Street) and Book 974 of Mortgages, at Page 42 (as to 87 E. 8th Street). MORTGAGEE, by signature on this plat, consents to the dedications made herein and specifically releases all streets, alleys, parks, easements, open spaces and other areas dedicated to the City of Sheridan for public use, as listed and described on this plat, from the aforementioned mortgage.

Executed this _____ day of _____, 2018 by:

_____

STATE OF WYOMING }
COUNTY OF SHERIDAN } SS:

On this, the _____ day of _____, 2018, before me, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purpose described herein.

In witness hereof, I set my hand and official seal.

_____
Notary Public

CERTIFICATE OF RECORDER

STATE OF WYOMING

COUNTY OF SHERIDAN

This plat was filed for record in the Office of the Clerk and Recorder at _____o'clock this ____ day of _____, 2018, and is duly recorded in Book _____ Page _____.

_____
County Clerk

SURVEYOR'S CERTIFICATE

I, Jason D. Levanen, a duly registered Land Surveyor in the State of Wyoming, do hereby certify that this plat of the Broderick Subdivision truly and correctly represents the results of a survey made by me or under my direct supervision.

Professional Land Surveyor
JASON D. LEVANEN
LS 10287
Date
WYOMING

Prepared for:
BRODERICK PROPERTIES, LLC
480 UPPER RD
SHERIDAN, WYOMING 82801

Prepared by:
Arrow Survey Group, Inc.
Sheridan, WY 82801 (307)751-7543

Date: 8/24/2018

Sheet No. 1 of 1

June 12, 2018

Public Works Director

55 Grinnell Plaza

Sheridan, Wyoming 82801

RE: Request for variance on depth to front ration on 2 lots, and request for variance on total lot size of one lot located at: 87 East 8th Street, 1218 North Gould, 65 East 8th St, and 65 ½ East 8th Street.

I own the above mentioned property and I am requesting a variance on the lots that will have house number 87 East 8th and 65 East 8th. These two properties/lots are only 35 feet wide so they will not meet the depth to front ratio.

I am also requesting a variance on the lot that will have house numbers 1218 North Gould and 65 ½ East 8th Street. This lot will be smaller than the 8000 square foot required for 2 homes. Do to the size of the existing lots this is not possible.

Thank you for your consideration,

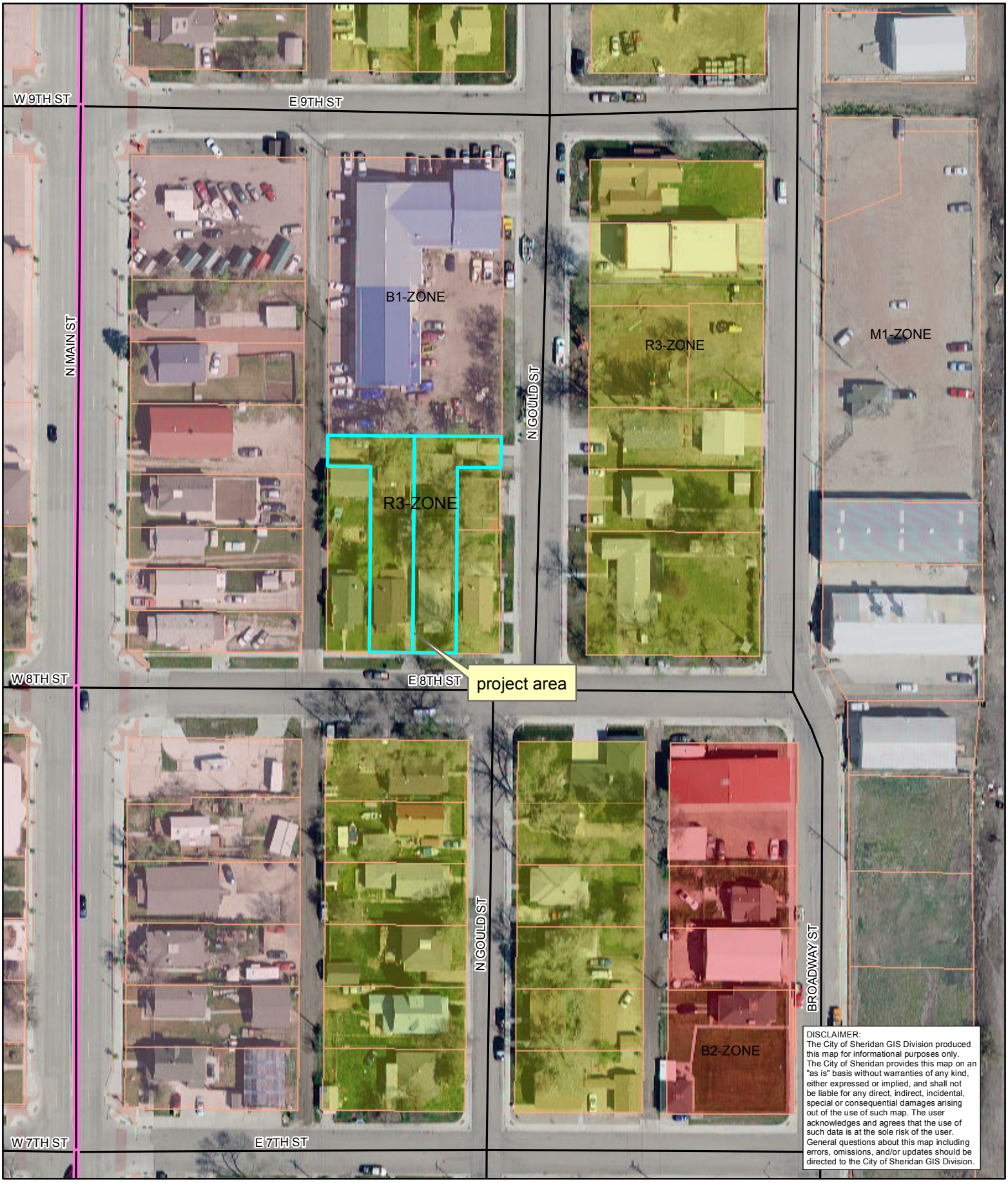
Duane Charlson

480 Upper Road

Sheridan, WY 82801

upr480@yahoo.com

(307)752-6470



DISCLAIMER:
The City of Sheridan GIS Division produced this map for informational purposes only. The City of Sheridan provides this map on an "as is" basis without warranties of any kind, either expressed or implied, and shall not be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of such map. The user acknowledges and agrees that the use of such data is at the sole risk of the user. General questions about this map including errors, omissions, and/or updates should be directed to the City of Sheridan GIS Division.

CITY OF Sheridan WYOMING

proposed subdivison area

N

0 30 60 120 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

Utilities

MEMORANDUM

Project Name:	Approval of Computer Replacements Bid Award - Utilities Director Dan Roberts - 5 Minutes
From:	Dan Roberts, Utilities Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	09/17/2018

Recommendation:

Staff recommends that the Mayor and City Council approve the Computer Replacements award to Buffalo Computer Consulting, LLC in the amount of $25,600.00 for the City of Sheridan's FY 2019 scheduled replacements.

Background:

The computer replacement plan was initially established and approved in FY14 as part of a 4-year replacement schedule. This replacement schedule was reassessed by the IT Committee in FY17; and, extended to a 5-year replacement plan.

The primary goal of the computer replacement plan is to assess, maintain, and replace City employee's workstations within a 5-year rotating replacement schedule. Industry standards indicate that computers have a life span of approximately five (5) years. Service requests, and outdated hardware provide the necessary information in which replacement needs are identified and added to the schedule.

The FY19 Computer Replacements award presented for City Council's consideration incorporate the needs of each department within the City. These replacements span across thirteen (13) City Departments, and funds have been apportioned in each of these budgets for replacement in this current fiscal year.

The City sought proposals through a request for proposals solicitation that was advertised locally with the Chamber of Commerce, The Sheridan Press, and Facebook. This solicitation was also distributed to past bid participants, as well as, local vendors. For consistency and effectiveness with the hardware that is being purchased, a minimum specification for each piece of equipment was developed by the IT Department Manager. All specifications were included in the request for proposals document, so that all vendors would submit proposals with the same minimum specifications.

The number of computers in the solicitation are as follows:

Desktops - 27
Laptops - 3
Chromebox - 1
Server - 1

A request for proposals was advertised and solicited on August 13th and August 20th, and due to the City on or

before August 29th at 2:00 p.m. (MST). The City received proposals within the stated time frame, and selected the lowest qualified proposal based upon the specifications outlined in the RFP. The participants are as follows:

- The Horus Group, LLC - $23,885.36
- Buffalo Computer Consulting, LLC - $25,600.00
- Bustech Inc. - $28,055.99
- Ptolemy Data Systems - $32,001.90

The Horus Group, LLC did not meet minimum specifications with all computer specs. They were offering older generation processors on the desktops contributing to their lower overall cost. As such, staff recommends an award to Buffalo Computer Consulting, LLC, in the amount of $25,600, based on having the lowest proposed bid, meeting the minimum required specifications and offering an overall better value in price to performance than any other proposal.

Funding:

Each department that is scheduled for FY19 Computer Replacements has available funds from each of their respective budget line items “6324 Computer Hardware”. The total budgeted from these accounts for computer replacements is $31,150.00. With this bid award, no individual account will exceed its FY19 budgeted allocations.

Thank you for your consideration.

Attachments

Bid Tabulation FY2019 Computer Replacements

Bid Tabulation FY2019 Computer Replacements

Item	Qty	Buffalo Computer Consulting, LLC		The Horus Group, LLC		Bustech Inc.		Ptolemy Data Systems	
		$/Unit	Total Cost	$/Unit	Total Cost	$/Unit	Total Cost	$/Unit	Total Cost
Server Basic	1	1,150.00	1,150.00	1,538.50	1,538.50	2,300.00	2,300.00	2,149.00	2,149.00
Desktop Basic	13	730.00	9,490.00	639.47	8,313.11	791.00	10,283.00	720.31	9,364.03
Desktop Advanced	14	820.00	11,480.00	792.48	11,094.72	899.00	12,586.00	1,227.61	17,186.54
Laptop Basic	3	1,050.00	3,150.00	823.70	2,471.10	829.00	2,487.00	1,021.11	3,063.33
Chromebox	1	330.00	330.00	467.85	467.85	399.99	399.99	239.00	239.00
Total Proposed Costs			**25,600.00**		**23,885.28**		**28,055.99**		**32,001.90**
***Total with WY 5% Preference**			**25,600.00**		**25,079.54**		**28,055.99**		**32,001.90**

***Note: A 5% WY preference is added to out of state vendors for low bid evaluation purposes only. The Horus Group was the only out of state vendor.**

Proposal Evaluation Criteria	Buffalo Computer Consulting, LLC	The Horus Group, LLC	Bustech Inc.	Ptolemy Data Systems
Proposal Requirements Met	Yes	Yes	Yes	Yes
Mathematically Sound	Yes	$.08 diff in calcuation shown on proposal	Yes	Yes
Specifications Met?	Yes; new generation processors offered which are faster and providing a better overall value	No (Better i3 Chromebox); older generation processors offered, providing slower processors at a lower $ but less overall value	Yes (Better i3 Chromebox)	Yes (i7 Advanced DT/LT, more $$$)
Substitutions Sufficient	N/A	Yes (i7 slower than other offered i5s)	NA	Yes (i7 significantly more expensive)
5% State of Wyo Preference	Yes	No	Yes	Yes
Delivery Date	Upon approval 2 weeks (Quickest Delivery)	30 days or better from the PO	3 to 4 weeks from bid being granted	3-4 weeks from date of order

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:	Proposed Approval of Resolution 46-18 Sheridan Public Arts Committee By Laws - City Attorney Brendon Kerns - 2 Mins
From:	
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	09/06/2018

Attachments

Memo
Res 46-18

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*

September 6, 2018

City Council
55 E. Grinnell Plaza
Sheridan, WY 82801

RE: Memorandum – Resolution 46-18

Dear Mayor and Council,

City of Sheridan Art in Public Places program was established July 17, 2000. The Resolution establishing the Committee (SPAC) was limited in scope. The program has been a tremendous success and an enhancement to Sheridan.

It was requested by the Mayor that I review the SPAC founding resolution and update it. Presented to you is an updated Resolution which replaces the prior Resolution. Attached are two copies of the proposed Resolution with one showing the additions and subtractions. The most significant changes include the establishment of committee seats, terms and officer appointments. These issues were not addressed by the prior Resolution. Additional changes include a requirement to provide the City with a list of assets and estimated value, clarify the methods of obtaining artwork and requiring all artwork be accompanied by a written agreement or bill of sale.

This Resolution has been presented to the SPAC and approved. It is recommended that the Resolution be passed in its current form.

Best Regards.

Sincerely,
KERNS LAW OFFICE, LLC

Brendon Kerns

Resolution

46-18

A Resolution clarifying City of Sheridan Resolution 24-00 and providing the framework for the administration of the City's Art in Public Places program and the City of Sheridan Public Art Committee.

WHEREAS, it is the desire of the City Council to provide a framework for the administration of the City's Art in Public Places program;

WHEREAS, City of Sheridan Resolution 24-00 is to be repealed and replaced by this resolution and its terms.

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

I. Definitions

A. **"Art in Public Places"** shall mean any visual work of art displayed for six months or longer in an outdoor City-owned area, on the exterior of any City-owned facility, inside any City-owned facility in areas open to the public, or on non-City property open to the public if the work of art is financed, either wholly or in part, with City funds or grants procured by the City.

B. **"Work of art"** shall mean and include, but is not limited to, a sculpture, mural, fresco, relief, painting, fountain, banner, mosaic, ceramic, weaving, carving and stained glass. "Work of art" shall not include landscaping, paving, architectural ornamentation or signs, except when commissioned from an artist selected by the City.

C. **"Public Arts Committee"**: those persons selected by the Mayor and confirmed by the City Council to serve on the Committee (PAC).

II. Purpose

The City of Sheridan recognizes that art is vitally important to the quality of life of the citizens of the City. This resolution is intended to encourage and enhance artistic expression and appreciation and to add value to the community through acquiring, exhibiting and maintaining public art.

III. Goals

Principal goals of the Art in Public Places Program are:

A. To enrich the public environment for both residents and visitors through the visual arts.

B. To increase public access to works of art and to promote understanding, education and awareness of the visual arts in the public environment.

C. To promote a variety of artistic expression in the community.

D. To contribute to the community's civic pride, heritage and its cultural diversity.

E. To support visual art.

IV. Process to be used to select works of Art and Artists

A. Art may be acquired by PAC in any lawful manner, including but not limited to, direct purchase, donations, leases and loans.

B. Annual on Loan Program. An open competition will be held in which entries will be solicited from artists. The PAC will select a number of pieces from the submission based upon the needs of the program at that time. Interim additions may be selected on a case by case basis. The on loan pieces are expected to be displayed for one year, but may be held over by mutual agreement between the artist and the PAC. A goal of the Public Arts Committee will be to subsequently purchase one or more of the On Loan sculptures.

C. Direct Purchase. This method will be used when PAC decides it is interest in adding a specific piece of art to the City collection.

D. Donations. It is recognized that donations shall be party of the PAC program. It is also recognized that donations will be presented in a variety of forms and that each donation proposal is unique. The PAC shall be responsible for evaluating each proposed donation and then determining whether or not the proposed donation would further the objectives of the Art in Public Places program.

E. Other. Artwork may be acquired in other manners not specified by this resolution.

F. Any Art which is leased or loaned to the City of Sheridan shall be per the terms of a written agreement.

G. Any Art purchased by PAC shall require at minimum a bill of sale.

H. Any Art donated shall require a statement of donation or other document demonstrating the transfer of ownership.

I. Any Art acquired by any means shall be subject to the City's Deaccession policy.

V. Selection Criteria

The PAC shall select and/or make recommendations for the selection of works of art, artists, and/or sites for placement of works of art by using the following selection criteria.

A. Artwork Selection Criteria
   1. Conceptual compatibility of the design with the immediate environment of the site
   2. Appropriateness of the design to the function of the site
   3. Preservation and integration of natural features for the project
   4. Appropriateness of the materials and design (texture, color, line, shape and value) to the expression of the artist's concept
   5. Representation of a broad variety of tastes within the community and the provision of a balanced inventory of Art in Public Places to insure a variety of style, design and media throughout the community
   6. Permanence of structural and surface components
   7. Art as a communicative function

B. Artistic Criteria (For use when artists will be selected to work with architects/engineers) The selection of an artist for a PAC project shall be based on artistic excellence and technical competence of works by the artist to be reviewed from accurate representations of such works in slides, photographs, videos, etc.

C. Placement Criteria

The following criteria shall be used by the PAC in the placement of works of art. It is the role of the PAC to determine the relative importance of each of the criteria listed below for a given proposal. (The following are not listed in order of importance)

   1. Relationship of artwork to the physical dimensions, social dynamics, local character and surrounding context of the site, existing or planned
   2. Visibility of the site by the general public
   3. Public safety and maintenance consideration
   4. Interior and exterior vehicular and pedestrian traffic patterns
   5. Site design including landscaping, drainage, grading, lighting and seating considerations
   6. Relationship of proposed artwork to existing artworks within the site vicinity
   7. Environmental impact such as noise, sound, light and color
   8. Public accessibility to the art work, including access by persons with disabilities

9. Impact on adjacent property owners (views, etc.)
10. Impact on operational functions (snow plowing, etc.) of the City
11. Possibility of vandalism
12. Cost of development/installation
13. Compatibility of the design and location with the historical character of the site

VI. Installation

At the time of lease or acquisition, whether by donation, purchase, or otherwise, the project budget must cover costs of installation which may include:

A. Pedestal or other display components
B. Site development/installation
C. Identification plaque

VII. Committee

A. The Sheridan Public Art's Committee ("PAC") shall be appointed by the Mayor with Consent of the City Council.

B. The Committee shall consist of up to fifteen (15) members.

C. Each Committee member's term shall be for a period of three (3) years.

VIII. Officers

A. The PAC shall have a Chairman, Vice-Chairman, Treasurer and Secretary and such other officers as the PAC deems necessary. The Treasurer shall be the City Clerk Treasurer, and the Secretary shall be the Executive Director of the Committee.

B. Officer terms shall be one (1) year.

IX. Vacancies

A vacancy on the PAC committee or its officers may be declared by the Chair of PAC at any time should a committee member fail to attend more than three unexcused meetings within a one year period, member death, or notice of resignation from the member.

X. Employees

A. PAC may hire or contract with any person, company or organization to perform certain services on its behalf. Should PAC elect to hire any person as an employee, the hiring of said individual shall be performed per the City of Sheridan Employee Handbook and as directed by the City of Sheridan's Human Resources Director.

XI. Accounting of Assets

A. In addition to other accounting requirement s and request of the City of Sheridan, PAC shall provide the City of Sheridan a list of all assets and estimated value.
    a. Assets reported to the City of Sheridan shall describe the artwork with some sufficiency, its location, and describe its ownership.
    b. Value estimations shall not require an appraisal unless requested by the City of Sheridan.

XII. Compensation

A. Committee Members shall not be paid for their service.

B. Expenses which a Committee Member incurs on behalf of the Committee may be reimbursed upon a receipt provided to the City Clerk Treasurer. The Committee shall not be under any obligation to compensate any Committee Member for expenses incurred.

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

_____
Roger Miller, Mayor

ATTEST:

_____
City Clerk

CITY OF SHERIDAN, WYOMING

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

Clerk

MEMORANDUM

Project Name:	Minutes of Regular Council Meeting September 4, 2018
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	City Administrator Mark Collins
Date:	09/13/2018

Attachments

Minutes

CITY OF SHERIDAN, WYOMING
MINUTES OF REGULAR COUNCIL MEETING

COUNCIL CHAMBERS **7:00 P.M.** **September 4th, 2018**

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

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

3. The invocation was given by Councilor Alex Lee.

4. Swear in Junior Council Members

5. The meeting was called to order with a quorum as follows: Councilor Erin Hanke presiding with Alex Lee, Patrick Henderson, Roger Miller present by phone, and Thayer Shafer with Councilor Rich Bridger absent. Junior Council included Wesley Bakken, Cameron Brown, and Jessica Westkott. 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, Interim Fire Chief Gary Harnish and various other City staff.

6. Councilor Lee 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.

7. Public Hearings

A. Council Vice President Hanke called for a public hearing at 7:06 P.M. for comment regarding the Resolution #32-18 Hawks Rest Minor Subdivision. A presentation was provided by Community Development Director, Brian Craig. The public hearing was closed at 7:12 P.M.

B. Council Vice President Hanke called for a public hearing at 7:13 P.M. for comment regarding the First Reading of Ordinance 2193 - A Request to Rezone Sheridan Memorial Hospital Campus to Medical Arts (MA) Zoning. A presentation was provided by Community Development Director, Brian Craig. Susan Caulkins with Highland Storage asked questions regarding whether the rezoning would just impact the signage, which Mr. Craig clarified by explaining what the zoning would allow. Councilor Shafer asked if there would be electronic signs, and if they will be lighted. There will not be any electronic message boards, and the lighted signage that would be installed will be under an approved lumen count. The public hearing was closed at 7:20 P.M.

8. Council Vice President Hanke then read aloud the consent items:

A. Award 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

Claims paid 09-05-18

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 Women's 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

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
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**

Prepaids 08-16-18

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**

Prepaids 08-23-18

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**

Regular Payroll 08-31-18

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

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

9. Staff Update

A. Human Resources Director Heather Doke gave an update on City Employee Recruitment and Retention.

10. Community Update

A. Liz Cassiday, Executive Director Sheridan County YMCA, gave an update on the construction on the YMCA facility.

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

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

Old Business:

There was no Old Business to discuss at this meeting.

New Business:

11. Councilor Lee moved, seconded by Councilor Shafer, for the Approval of Resolution #32-18 Hawks Rest Minor Subdivision. Council approved the motion: voice call vote: unanimous.

14. Councilor Henderson moved, seconded by Councilor Shafer, for the Approval of the First Reading of Ordinance 2193 - A Request to Rezone Sheridan Memorial Hospital Campus to Medical Arts (MA) Zoning. Council approved the motion: voice call vote: unanimous

14. Council Comments and Requests for Future Agenda Items.

A. Councilor Shafer wondered if the Daughters of the War of 1812 would be educating the public on the additional verses and history behind the Star Spangled Banner. There will be an informational gathering at the Hub to go through the history of the Star Spangled Banner on Friday, September 14th at 10 am.

15. Comment from the Council and Public:

A. Steve and Connie Bachel had comments regarding the City of Sheridan Sign Ordinance. They have posted signage around the community for last 7 to 8 years related to their produce sales. A police officer recently threatened to cite them due to their signage. Community Development Director Brian Craig stated the definition of offsite signage, which is prohibited, and includes advertising anything not occurring on the property. The enforcement of the Sign Code is often complaint driven. Furniture Finders signage received complaints, and additional signs were reported. Brian Criag stated that the goal is to maintain equity in enforcement. A discussion ensued regarding offsite signage around the community. Councilor Lee asked Mr. Craig how a business can advertise their product off site. A business has the ability to petition Council for a waiver on the sign ordinance. Chief Adriaens discussed the citations occurring with the signage. Councilor Hanke expressed interest in ensuring that the application of City Code is uniform.

16. Councilor Lee moved, seconded by Councilor Shafer, to adjourn the meeting at 8:20 P.M. Council approved the motion: voice vote: unanimous.

APPROVED:

_____

Roger Miller, Mayor

ATTEST:

_____

City Clerk, Cecilia Good

CITY OF SHERIDAN, WYOMING

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

Clerk

MEMORANDUM

Project Name:	Minutes of Special Council Meeting September 10, 2018
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	City Administrator Mark Collins
Date:	09/13/2018

Attachments

Minutes

CITY OF SHERIDAN, WYOMING
MINUTES OF SPECIAL COUNCIL MEETING

COUNCIL CHAMBERS **5:30 P.M.** **September 10th, 2018**

1. Mayor Roger Miller called the meeting to order at 5:30 P.M.

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

3. The meeting was called to order with a quorum as follows: Mayor Roger Miller presiding with Councilors Thayer Shafer, Erin Hanke and Patrick Henderson with Councilors Lee and Bridger absent. Members of staff present included Police Chief Rich Adriaens, City Clerk Cecilia Good, Public Works Director Lane Thompson, Utilities Director Dan Roberts, and various other members of City Staff.

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

OLD BUSINESS

5. Councilor Shafer moved, seconded by Councilor Hanke, for the Approval of the Second Reading of Ordinance 2193 - A Request to Rezone Sheridan Memorial Hospital Campus to Medical Arts (MA) Zoning. Council approved the motion: voice call vote: unanimous

6. Councilor Henderson moved, seconded by the Shafer, to adjourn the meeting at 5:33 P.M. Council approved the motion; voice vote: unanimous.

APPROVED:

_____
Roger Miller, Mayor

ATTEST:

_____
Cecilia Good, City Clerk

CITY OF SHERIDAN, WYOMING

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

Treasurer

MEMORANDUM

Project Name:	Claims
From:	Todd Watkins, Assistant Treasurer
To:	Mayor and Council
CC:	City Administrator Mark Collins
Date:	09/13/2018

Attachments

Claims
Payroll
Prepaids

City of Sheridan
Claims paid on 09/18/18

Sum of Amount		
Vendor Name	Description	Total
Ace Hardware-Newkirk	Protectant Armorall/filters, hose shut off	98.34
ACT Communications	Telephone and internet	210.95
Advocacy & Resource Ctr	1st Quarter Payment - FY19 One Cent Funding	1,666.00
AlphaGraphics of Wyoming	Social Media Services for August 2018	1,445.58
Ameri -Tech Equipment Company	Suspension band-Unit 4-30	319.32
American Maid	UM August cleaning/CSC August cleaning services	850.00
American Welding & Gas, Inc.	welding safety supplies	47.96
AmeriGas Propane	Propane for Hot Plant	311.49
April L Bocek	Van Driver for Rodeo	280.00
Arete Design Group	Consult on New Blinds& Carpet-City Hall	130.00
Associated Supply Company	Parts to repair Kendrick Pool splash/kiddy Pool	1,928.94
Association of State Dam Safety Officals	Annual Membership Renewal- Tom Manolis	55.00
Automationdirect.com	electrical repair parts	332.25
B&B Leasing Company	Copier leases	490.17
Barnhart Press a Division of Wright Printing Co	Sheridan Travel Guide	6,347.27
Big Horn Home Builders Association	Membership Dues	368.00
Brian's Boot & Shoe	Steel toe boots	335.45
Carolyn A. Byrd	Planning Commission secretary	300.00
Carquest Auto Parts	Supplies	625.35
Carroll Realty	Balance Refund/22 Country Estate Dr.	51.30
Caterpillar Financial	CAT 314CLCR Excavator UM Payment #3	19,734.11
CED- Consolidated Electrical Distributers Inc.	Splice connections	60.00
Charter Communications, Inc.	Monthly Fee	14.82
Child Development Center	1st Quarter Payment - FY19 One Cent Funding	1,666.00
Christopher Rettinghouse	Deposit Refund/1385 Cove Ct	14.43
Clella Collier	Balance Refund/543 E Loucks St.	54.48
Communication Technologies	Programming forest service freq	103.00
Compass - Center for Families	1st Quarter Payment - FY19 One Cent Funding	1,666.00
Craftco Metals Services, Inc	Welding of Bronze birds to Rhino sculpture	283.85
Crescent Electric	Hubbell STR male	97.15
Dana Kepner Company	Meter spud fittings	756.00
D-H Technologies, LLC	Reprogram Ext 232 For Ashley in Engineering	100.00
Dive Rescue International, Inc.	Ice Rescue Trainer Recertification for GLuhman	50.00
Dixon Land Management and Consulting Inc	Mowing various parks around town	2,580.00
Dodie Bomar	Meals Per Diem-Casper, WY 8-27-29-2018 DBomar	127.50
Dog and Cat Shelter	1st Qtr Pmt - One Cent Funding FY19	17,750.00
Doug Robertson	Balance Refund/455 Burton St.	66.21
Dowl	Sheridan N End Water & Sewer-and other projects	59,683.21
Downtown Sheridan Assoc	1st Quarter Payment - FY19 One Cent Funding	6,666.00
EMH Pro Cleaning	August Janitorial Services	1,450.00
Employ, LLC	Temporary Labor	12,487.19
Entech, Inc.	Kendrick Park Road/Loucks St	37,727.50
Evergreen Inn, LLC	Balance Refund/883 E 5th St.	189.45
Farmers Co-op Oil Co.	Fuel	26,671.96
Fastenal Industrial Supplies	Supplies - Landfill & Recycling Ctr. August 2018	741.23
Fedex Freight West Inc	Shipping cost for sending vest for adjustments	14.22
Forward Sheridan, Inc	1st Quarter Payment - FY19 One Cent Funding	4,443.00
Fremont Motor Sheridan	UM repairs 2-5	613.87
Galls, LLC	Uniforms for Jensen and Board	362.13
Greg & Jalie Meinecke	Balance Refund/1991 Sparrow Hawk Rd.	180.53
Habitat for Humanity	1st Quarter Payment - FY19 One Cent Funding	2,223.00
Hach Company	equipment service agreement	6,113.00
Hawkins Inc	chemicals	9,203.00
Health Education Design Solutions, Inc	FA-BLS CPR-CPR Classes for August 2018	386.00
Heather Doke	Registration for Online SHRM Study Program	1,045.00
Heidi Maxwell	Deposit Refund/944 W 11th St.	13.49
High Land Inc.	N Sheridan Interchange Misc #4729	6,915.00
Hubert Prado	Refund of Overpayment SID 77.1008	200.00
I/O Solutions	PS3 Integrity Inventory	57.00
Jack's Truck & Equipment	Parts for repairs to Unit 3-10 Sanitation truck	5,629.85
James Hill	Per Diem and Lodging for training in Riverton	783.83
John Deere Financial #1111308145	Uniforms	857.97

Vendor Name	Description	Total
Jonathan P Syring	Wellness Participation Reimbursement	29.25
Josh Law	Video Streaming Services	1,200.00
KCoe Isom, LLP	Sheridan Renewable Energy Assessment- #5313	11,085.00
Ken Kilpatrick	Balance Refund/1363 Woodworth St.	105.84
Keri Mulholland	Balance Refund/736 Emerson St.	71.47
Kerns Law Office, LLC	City Attorney August - Handbook/SEEDA/Rec District/August Legal Services	10,518.75
Kinnaird Law Office, PC	Muni Court Prosecution Fee, Aug 2018	645.00
KXK Construction	Concrete Replacement Curb & Drain	13,050.00
L J Wright Ironworks & Design, Inc.	Straighten bracket on Unit 4-86 Loader	180.00
Lily Bliss	Balance Refund/5 Moore Ln.	23.17
LJS Concrete and Excavating, LLC	Kendrick Park Road CA Imp #5710	40,892.32
MAP, LLC	Contractual Services	2,174.63
Mark Galloway	Wellness Participation Reimbursement	200.00
Matt Smith	Balance Refund/78 HWY 335	64.37
MD Materials Co	border and supplies plus shipping	1,716.25
Michelle R. Rhoades	Drive van for Rodeo	280.00
Money Land Surveying, LLC	N Sheridan Interchange Misc #4729	4,452.50
Montana Dakota Utilities	elk pasture irrigation meter/N Sheridan Interchange	174.70
Morrison-Maierle, Inc.	NSI -Utilites & Enhancements/Mydland Rd Dome	52,250.23
Motor Power Equipment Co	Headlight for Unit 3-62 Recycling	410.33
Mullinax Concrete Service & Irrigation	Washed rock (durapatcher aggegate)	287.70
Naomi J Taylor	Balance Refund/220 S Badger St.	54.10
Napa Auto Parts	Parts and Supplies	883.48
Nevada Krinkee	32 GB jump drives	122.45
Norco, Inc	Propane	292.04
Normont Equipment Co.	Durapatcher oil (2 totes)	1,732.50
North Main Association	1st Quarter Payment - FY19 One Cent Funding	11,111.00
North Park Transportation	transport cost sending blower out for repairs	138.73
Northern Wyoming Community College	SEEDA Administrator Contribution - July 2018	5,271.16
Northern Wyoming Mental Health Center, Inc	1st Quarter Payment - FY19 One Cent Funding	1,111.00
Office Shop Inc	IRAC350P Printer Usage August 2018	120.88
Office Shop Leasing	Lease Pymts	277.71
Olson's Pest Technicians	BGWTP & Intake: Monthly services	210.00
Paul & Ellen Treide	Balance Refund/201 N Main St.	79.87
Pepsi of Gillette/Sheridan	Pallet of water	194.00
Peterbilt of Wyoming	Parts for Unit 3-12 Sanitation truck	(174.01)
Plains Tire & Battery	Tires	4,702.44
PO News	Council Strategic Planning Session - Dinner	176.41
Polish Linings Inc	UM seat covers 2-73	320.00
Powder River Heating & Air Conditioning, Inc	City Hall Fan Troubleshoot	165.00
Powder River Power Co	Parts and supplies	174.35
Proforce Law Enforcement	Glock	409.00
Propet Distributors	Supplies for Dog Parks	2,306.25
Ptolemy Group, Inc.	1 year domain public renewal	20.00
Radwell International, Inc	prewired cable for analog modules	231.76
Randall Engineering Surveys	Maps of landfill boundary and Railroad right of wa	255.00
Rebecca Johnson	Balance Refund/671 Sheri Ln.	118.37
Regan Haswell	Balance Refund/352 Whitney Ln #101	26.31
Rhonda M Gould	Alterations on uniforms for new officers	160.00
Ridgepoint Consulting, LLC	Meter Replacement - Design & Consulting/R&O for 2017	20,297.50
Rita Taylor	Balance Refund/1533 N Main St.	43.40
Rocky Mountain Information Network	Yearly membership	100.00
Sam Spade	Balance Refund/26 Cox Valley Rd	29.58
Scott Friedrick	Balance Refund/1366 Hillpond Dr.	87.95
Senior Citizens Council	1st Quarter Payment - FY19 One Cent Funding	20,000.00
Servall Uniform and Linen, Inc	Rug Services	664.35
Shaunessey Reeves	Cleaning various restrooms for parks and cemetery	1,100.00
Shawna Moos	Deposit Refund/1381 Ridgeway Ave.	35.42
Shaye Livingston	Refund/1387 Cove Ct.	51.68
Sheridan College Booster Club	Holiday Inn Men's & Womens Bball Tournament	1,500.00
Sheridan Commercial Co.	Supplies	1,627.92
Sheridan Community Land Trust	1st Quarter Payment - FY19 One Cent Funding	3,334.00
Sheridan County Chamber of Commerce	1st Quarter Payment - FY19 One Cent Funding-FY 2018 Sick Leave Awards	6,614.50
Sheridan County Conservation District	Public Education for Stormwater Runoff	3,624.14
Sheridan County Historical Society and Museum	1st Quarter Payment - FY19 One Cent Funding	4,889.00
Sheridan County Juvenile Justice	1st Quarter Payment - FY19 One Cent Funding	28,889.00
Sheridan County Public Health	1st Quarter Payment - FY19 One Cent Funding	1,111.00
Sheridan County School Dist #2	Hoop Jam Grant	2,500.00

Vendor Name	Description	Total
Sheridan Econ-O-Wash	August Laundry Services - Shop	148.00
Sheridan Health Center	1st Quarter Payment - One Cent Funding FY19	889.00
Sheridan Motor Inc	Serv/lube/battery/PS pump/wiper assy	1,828.25
Sheridan Newspapers Inc	Fly Sheridan Marketing	695.00
Sheridan Printing Inc	Business cards/Envelopes	530.00
Sheridan Transportation Taxi	Safe Rides - July	1,719.00
Source Office & Technology	Supplies	1,585.89
SSR Construction Inc	W 5th St-Mydland to End of Pavement Misc #4750	3,100.00
State of WY - Judicial Systems Automation Acct	Court Automation Fund 08.2018	2,935.00
Swagit Productions, LLC	Video Streaming Svcs, Aug 2018	950.00
Swechard Construction	Balance Refund/29 Club House Dr.	525.27
The Dead Swede Hundo, LLC	Dead Swede Hundo Grant	1,500.00
The Lamar Companies	Billboards	2,543.00
Thomas J Klepperich	Municipal Court Judge Billing August 2018	1,580.00
Timothy White	Balance Refund/235 W Brundage St.	59.51
Tire Rama	Tires/tube/tire repair	493.90
Titan Machinery Inc.	Spray nozzles	188.69
Transaction Warehouse, Inc	Web Payment Transaction Fee, Aug 2018	2,706.30
Triple Creek, LLC	4MG Storage Tank Repair Construction - #4502	41,170.77
TW Enterprises, Inc	Annual Generator Maint. Agreements	4,164.83
University of Wyoming	Flagger Training-ST	975.00
Vertical Door Solutions, Inc.	Replace vertical track on door at Recycling Center	241.66
Victim Services	Crime Victims Fund 08.2018	900.00
Visionary Communications	Intake and BGWTP- Internet Service: 9/1-10/1/2018	401.82
Volunteers of America	1st Quarter Payment - FY19 One Cent Funding	1,111.00
VRM	1000 Hr. service on Unit 4-84 Loader	720.00
Way Oil Inc	replacement oil for equipment/oil	3,169.19
WellRight, LLC	Annual Deferred Revenue	3,000.00
Wells Fargo Bank-CC	August CC Charges	26,723.34
Western Emulsions, Inc.	Chip seal oil	55,228.25
Winsupply of Sheridan Wy Co	Manhole rings, back flow device fittings	2,168.75
Wood Group USA, Inc	New PLC programing/GIS professional services	6,629.50
World Wide Consultant Group LLC	N Sheridan Interchange Misc #4729	210.00
WYO Theater Inc.	Reimburse for Roof Screws-O'Dell overcharge	1,300.00
Wyoming Department of Health	Lab Results 18P002679	9.00
Wyoming Law Enforcement Academy	Training	2,295.00
Wyoming Machinery Co	Parts and repairs	5,476.88
Xerox Corporation	Xerox lease and copies - July	173.46
YMCA	Contribution to Living Our Cause Aquatic Campaign	250,000.00
Zowada Plumbing & Heating Inc	Estimated labor for installing valve and actuator/repair boiler	2,250.50
Grand Total		945,070.86

City of Sheridan
Regular Payroll paid on 09/13/18

Sum of Amount		
Vendor Name	Description	Total
497-874-NCPERS Wyoming	Regular Payroll 09.13.18	304.00
Aflac	Regular Payroll 09.13.18	1,494.24
Blue Cross Blue Shield of Wyoming	Regular Payroll 09.13.18	81,323.20
Child Support-Ohio	Regular Payroll 09.13.18	196.14
CITCO FCU	Regular Payroll 09.13.18	4,253.63
First Federal Savings Bank	Regular Payroll 09.13.18	9,386.21
HealthEquity, Inc.	Regular Payroll 09.13.18	2,627.12
ICMA Retirement Trust 300698	Regular Payroll 09.13.18	6,343.73
IRS 941	Regular Payroll 09.13.18	28,798.07
LegalShield	Regular Payroll 09.13.18	45.85
LOCAL 276, IAFF	Regular Payroll 09.13.18	750.00
Nationwide	Regular Payroll 09.13.18	64.52
Optum Bank, Inc.	Regular Payroll 09.13.18	1,127.10
Orchard Trust	Regular Payroll 09.13.18	2,220.00
Police Protective Assoc.	Regular Payroll 09.13.18	60.00
Security State Bank	Regular Payroll 09.13.18	404.59
Sunlight Federal Credit Union	Regular Payroll 09.13.18	1,684.60
VSP	Regular Payroll 09.13.18	1,034.96
Workers' Safety &	Regular Payroll 09.13.18	5,042.96
Wyo Educator's Benefit Trust	Regular Payroll 09.13.18	1,108.33
Wyoming Retirement System	Regular Payroll 09.13.18	31,978.67
Wyoming State Disbursement Unit	Regular Payroll 09.13.18	944.47
Grand Total		181,192.39

City of Sheridan
Regular Payroll paid on 09/14/18

Sum of Amount		
Vendor Name	Description	Total
IRS 941	Regular Payroll 09.14.18	30,469.82
Workers' Safety &	Regular Payroll 09.14.18	4,266.09
Wyo Educator's Benefit Trust	Regular Payroll 09.14.18	5.63
Wyoming Retirement System	Regular Payroll 09.14.18	26,987.46
Grand Total		61,729.00

City of Sheridan
Prepaids paid on 08/30/18

Sum of Amount		
Vendor Name	**Description**	Total
Carsen Mowry & Brooke Konst	Redo Lost Check 126281	**29.52**
First Interstate Bank	Vacutech Retainage Acct#100764562	**9,152.00**
Montana Dakota Utilities	Pump Stations, UM Shop/Numerous Electric Bills	**16,263.94**
O'Dell Construction Inc.	Vacutech Design - #5314	**82,368.00**
Pitney Bowes Inc	July Postage for City Hall	**1,220.99**
State of Wyoming	Loan DWSRF-135 Payment #5	**25,381.50**
Ty Vickers	Reissue Lost Check 120588	**27.39**
U.S. Bancorp Government Leasing & Finance	Peterson 4710B Grinder Payment #13	**44,992.32**
Grand Total		**179,435.66**

City of Sheridan
Prepaids paid on 09/13/18

Sum of Amount		
Vendor Name	**Description**	Total
CenturyLink Communications, LLC	SCADA Lines and Extensions	**1,322.22**
Montana Dakota Utilities	Pump Stations/Numerous electric bills	**20,737.89**
Grand Total		**22,060.11**

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 recognizing the month of September as Pulmonary Fibrosis Awareness Month - Susan Bigelow
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	City Administrator Mark Collins
Date:	09/13/2018

Attachments

Proclamation

GLOBAL PULMONARY FIBROSIS AWARENESS MONTH

September

WHEREAS, Pulmonary Fibrosis is a serious disease that creates scarring (fibrosis) in the delicate lung tissue of affected patients causing progressive, incurable lung disease; and

WHEREAS, Pulmonary Fibrosis progresses quickly, often causing limited quality of life, disability and/or death within a few short years; and

WHEREAS, in many cases there is no identified cause of Pulmonary Fibrosis, which is referred to as idiopathic Pulmonary Fibrosis(IPF), and about 200,000 people in the United States are estimated to be affected by IPF; and

WHEREAS, Pulmonary Fibrosis is often misdiagnosed and under diagnosed, and a need has been identified to increase wide-ranging awareness and detection of this imperceptible disorder; and

WHEREAS, John Bigelow, former President of the City Council of Sheridan and current resident of this city, was diagnosed with Pulmonary Fibrosis in April 2017 and has asked the City Council to adopt this proclamation; and

WHEREAS, the Pulmonary Fibrosis Foundation will unify patients, caregivers, medical professionals, and the general public, by sharing and providing the latest information about advancements alongside all of the work still to be done within the global Pulmonary Fibrosis community; and

WHEREAS, established in 2000, the Pulmonary Fibrosis Foundation is a nonprofit organization that maintains a global mission to serve as the trusted resource for the Pulmonary Fibrosis community by raising awareness, providing disease education, and funding research. The Foundation works diligently to foster conversations and collaboration between everyone affected by pulmonary fibrosis, including those living with the disease, caregivers, the medical and research community, and the pharmaceutical industry.

Now, Therefore we ask that Roger Miller, Mayor of the City of Sheridan, in the State of Wyoming do hereby proclaim September 2018 to be GLOBAL PULMONARY FIBROSIS AWARENESS MONTH in Sheridan, WY, and urge all community members to become informed and involved in the fight to eradicate this serious disease.

Dated this _____th day of September 2018.



_____

Roger Miller, Mayor
City of Sheridan, WY

CITY OF SHERIDAN, WYOMING

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

Public Works

MEMORANDUM

Project Name:	Third and Final Reading: Approval 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:

1. *In accordance with a comprehensive plan and designed to:*

1. *Lessen congestion in the streets;*
2. *Secure safety from fire, panic and other dangers;*
3. *Promote health and general welfare;*
4. *Provide adequate light and air;*
5. *Prevent the overcrowding of land;*
6. *Avoid undue concentration of population; and*
7. *Facilitate adequate provisions for transportation, water, sewerage, schools, parks and other public requirements.*

2. *With reasonable consideration, among other things, of the character of the district and its peculiar suitability for particular uses;*

3. *With a view to conserving the value of buildings and encouraging the most appropriate use of land*

throughout the city or town; and

4. *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:

n 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

Ordinance 2193

Medical Arts District Master Plan

exhibit

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:

Sheridan Memorial Hospital Main Campus (1401 W. 5th Street): Lot 2, Welch Subdivision to the City of Sheridan, Sheridan County, Wyoming

Medical Arts Complex: Lot 1 of the Medical Arts Complex I Subdivision, being a subdivision in the City of Sheridan, Sheridan County, Wyoming, Recorded April 25, 2006 in Drawer M, Plat #64

Welch Cancer Center (1585 W. 5th Street):
Lots 1, 2, 3, 4, 5, 6 and 7, and Lot 1 Parking, Lot 2 Parking, Lot 3 Parking, and Lot 4 Parking, Partridge Plaza Subdivision, a subdivision in the City of Sheridan, Sheridan County, Wyoming as recorded in Book 1 of Plats, Page 291.

AND

A tract of land located between the north right-or-way line of State Highway No. 330 and the south line of Partridge Plaza Subdivision in the SE¼ of Section 21, T56N, R84W, of the 6th P.M. in the City of Sheridan, Sheridan County, Wyoming, being more particularly described as follows:

BEGINNING at a point which bears N71° 01' 08"E, 1144.54 feet from the S ¼ Corner of said Section 21, said point also being on the south line of said Partridge Plaza Subdivision;
Thence along said south line S87° 55' 11"E, 240.33 feet to the southeast corner of said Partridge Plaza Subdivision;
Thence leaving said south line and following the northerly line of said highway being 40 feet offset north from a spiral curve to the left having a centerline length of 100.48 feet, a centerline chord bearing of S89° 28' 15"W and centerline chord distance of 100.44 feet, with an offset chord bearing of S89°17'53"W and offset chord distance of 104.68 feet to a point;
Thence continuing along said line through a curve to the left having a radius of 612.96 feet, a length of 128.27 feet, a chord bearing of S79° 47' 50"W and a chord distance of 128.04 feet to a point;
Thence leaving said line N16° 10' 51"W, 34.04 feet to the POINT OF BEGINNING.
Said tract containing 2409 Square Feet, more or less.

AND

A tract of land located on the north side of Partridge Plaza Subdivision in the SE¼ of Section 21, T56N, R84W, of the 6th P.M. , in the City of Sheridan, Sheridan County, Wyoming, being more particularly described as follows:

BEGINNING at a point which bears N51° 34' 47"E, 1405.80 feet from the S ¼ Corner of said Section 21;
Thence N53° 17' 37"E, 299.81 feet to a point on the west right-of-way line of Kentucky Avenue;
Thence following said west line S1° 35' 25"W, 96.39 feet to a point at the northeast corner of said subdivision;
Thence following along the north line of said subdivision S53° 17' 37"W, 217.85 feet to a point;
Thence continuing along the said north line S22° 50' 24"W, 183.63 feet to a point;
Thence leaving said line N2° 10' 53"E, 216.76 feet to the POINT OF BEGINNING.
Said tract containing 26,602 Square Feet, more or less.

EXCEPTING THEREFROM a portion of Lot 1, Lot 1 Parking, Lot 2 Parking, and Lot 3 of Partridge Plaza Subdivision located in the SW ¼ SE ¼ of Section 21, T56N, R84W, of the 6th P.M., in the City of Sheridan, Sheridan County, Wyoming, being more particularly described as follows:

BEGINNING at a point which bears N71° 01' 08"E, 1144.54 feet from the S¼ Corner of said Section 21, said point also being on the south line of said Partridge Plaza Subdivision;
Thence along said south line N87° 55' 11"W, 43.60 feet and N89° 24' 08"W, 64.56 feet to the southwest corner of said Partridge Plaza Subdivision;
Thence along the westerly line of said subdivision N22° 50' 24"E, 306.51 feet to a point;
Thence leaving said westerly line S2° 10' 53"W, 284.94 feet to the POINT OF BEGINNING. Said tract containing 15,369 Square Feet, more or less.

1435 Burton Street – A tract of land being Lot 4, Block 3, Mead Addition and a part of Lot 5, Block 3, Mead Addition to the City of Sheridan, Sheridan County, Wyoming, more particularly described as follows:

BEGINNING at an existing rebar and cap being the Southeast corner of Lot 4, Block 3, Mead Addition to the City of Sheridan, said corner being located on the North right-of-way of Burton Street; thence along said right-of-way N89°59'53"W, 61.64 feet to a rebar and cap; thence leaving said right-of-way N00° 00' 16"W, 153.18 feet to a rebar and cap, said point being located on the South right-of-way of a 16 foot alley; thence along said right-of-way N89° 24' 51" E, 58.98 feet to a rebar and cap, said point being the Northeast corner of Lot 4, Block 3, Mead Addition to the City of Sheridan; thence along the East line of said Lot 4, S00° 59' 50"E, 153.81 Feet to the point of BEGINNING.

1455 Burton Street – A TRACT OF LAND BEING A PART OF LOT 5, BLOCK 3, MEAD ADDITION TO THE CITY OF SHERIDAN AND ALL OF LOT 6, BLOCK 3, MEAD ADDITION TO THE CITY OF SHERIDAN,

BEGINNING at rebar and cap located on the North right-of-way Burton Street, said point being located 89° 59' 53" West 61.64 feet from the Southeast corner of Lot 4, Block 3, Mead addition to the City of Sheridan;
Thence along said right-of-way North 89° 59' 53" West 88.37 feet to a rebar and cap, said point being the Southwest corner of Lot 6, Block 3, Mead Addition to the City of Sheridan;
Thence along the West line of said Lot 6, North 00°, 59' 50" West 152.25 feet to rebar and cap, said point being located on the South right-of-way of a 16 foot alley;
Thence along said right-of-way North 89° 24' 51" East 91.01 feet to a rebar and cap;
Thence South 00° 00' 16" East 153.18 feet to the point of BEGINNING, containing 0.314 acres, more or less.

Corner lot at 5th and Kentucky -
Lots 9 and 10, Block 3, Mead Addition to the Town, now City of Sheridan, Sheridan County, Wyoming.

Saunders Building at 1416 W. 5th Street
Lots 14, 15 and 16, Block 3 of Mead Addition to the City of Sheridan, Sheridan County, Wyoming,

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

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,

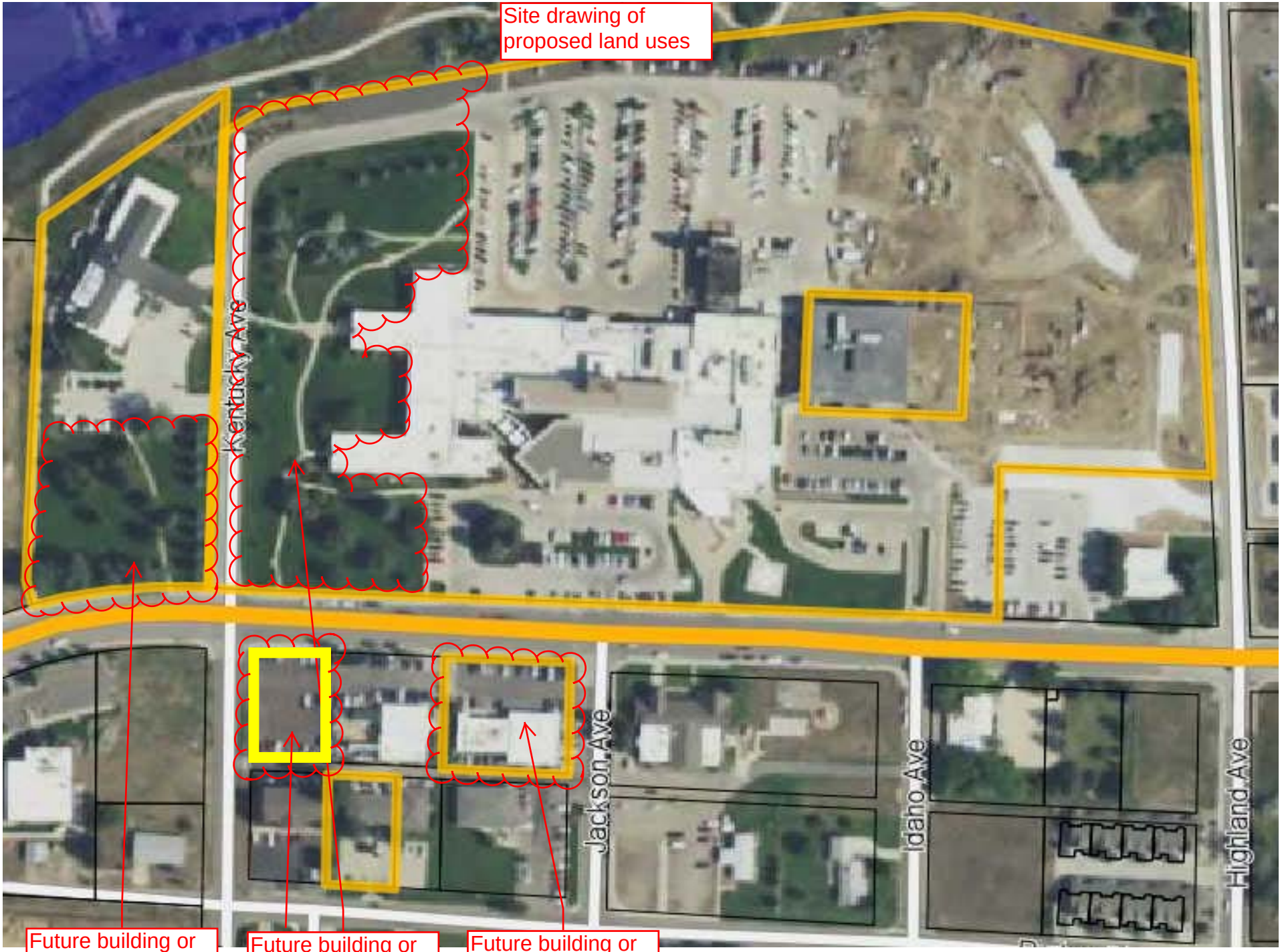
As the Chief Executive Officer for Sheridan Memorial Hospital, I am authorized to request that the hospital campus zoning as defined in the Master Plan submitted with this request, be changed to a Medical Arts District.

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

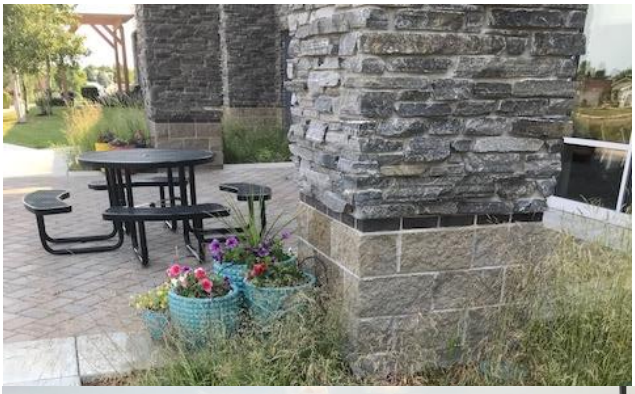
Sheridan Memorial Hospital will use the following setbacks:

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

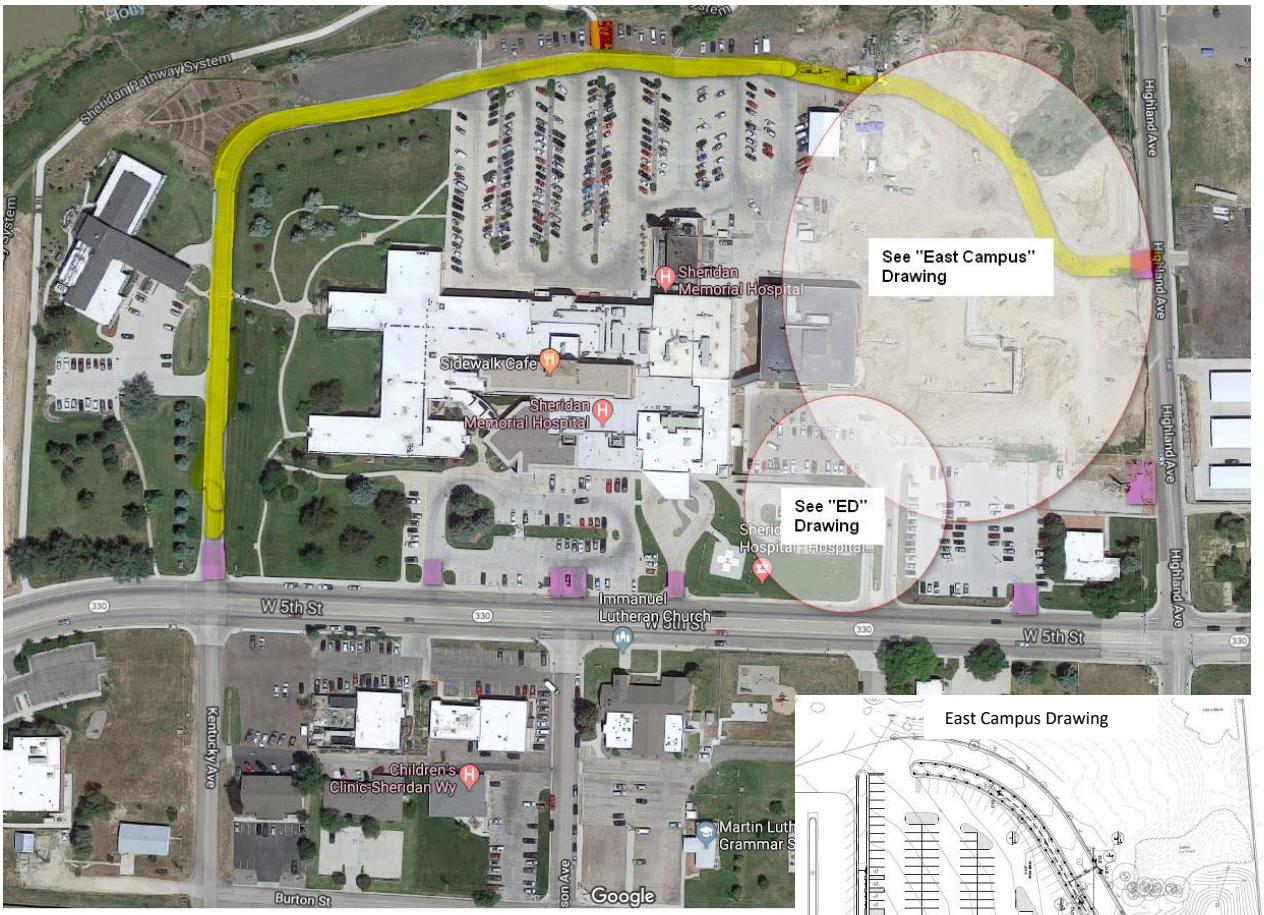
Sheridan Memorial Hospital has an existing drainage system in place, approved by DEQ and City of Sheridan. All future building projects will have drainage systems and stormwater management consistent with existing facilities and will be designed and approved with future building permits.

Parking Plan

See attached parking study

Conceptual Transportation Plan

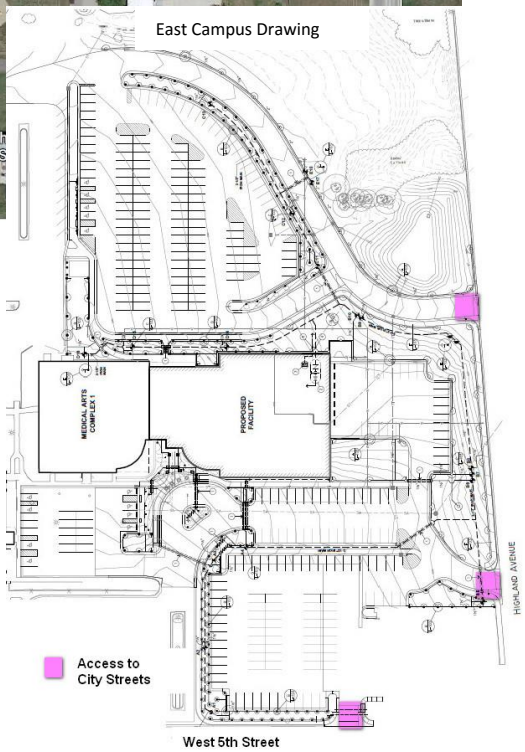
Existing transportation amenities include access points to City streets for vehicular traffic. The access points are well placed for patients, visitors, staff and delivery vehicles to access the desired location on the campus. Non-motorized traffic (i.e. walking, bicycle) linkages are also existing,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

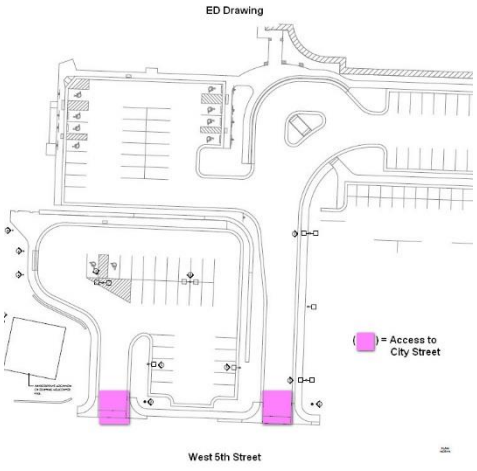


Access points to City Streets

Main Drive

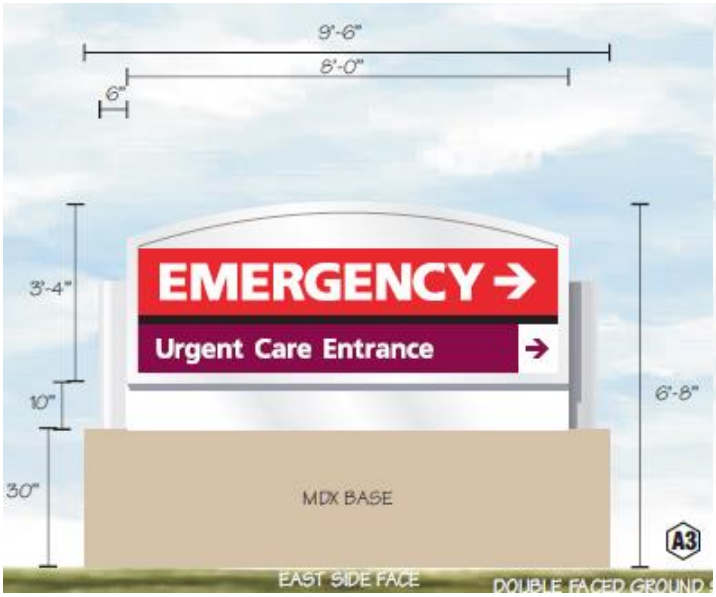
Access point to Pathway



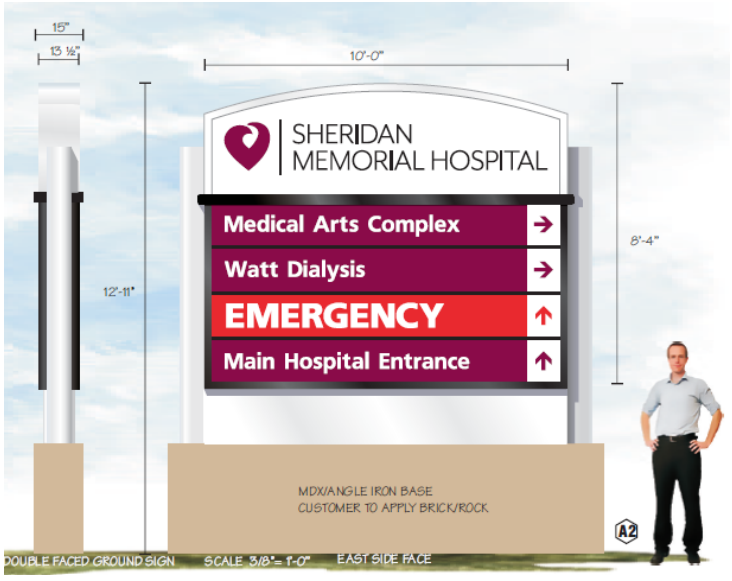


Signage

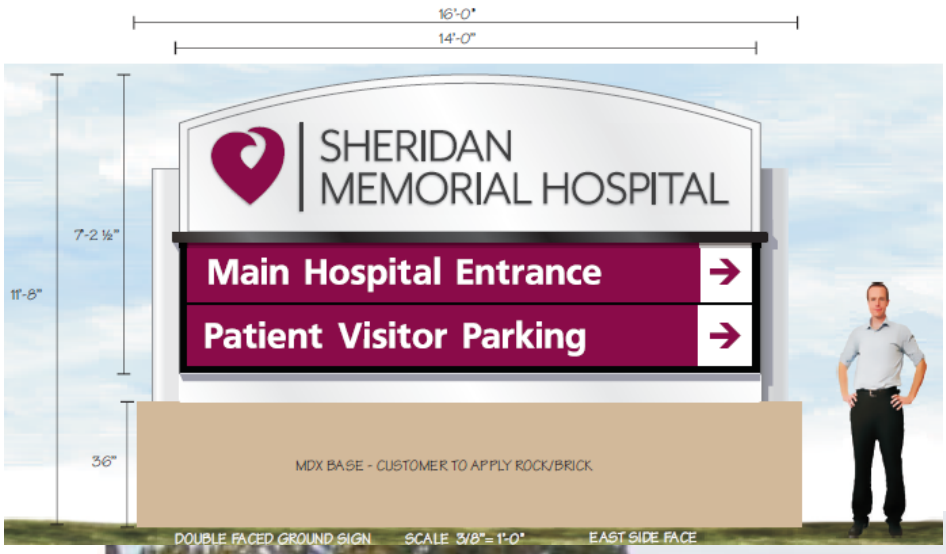
Sheridan Memorial Hospital uses signage for patient and visitor wayfinding. Signs are placed at strategic locations to allow visitors and patients the ability to find their destination and parking areas. Signs are located at access intersections with city streets, driveways, parking lots and building 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

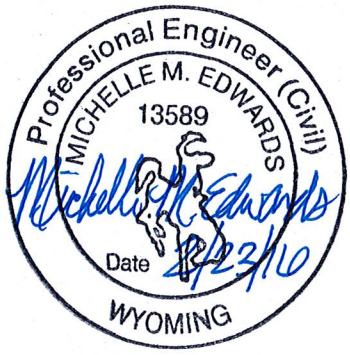
SHERIDAN MEMORIAL HOSPITAL

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

Table of Contents

1 INTRODUCTION 1

2 EXISTING CONDITIONS 1

2.1 Parking Occupancy Survey 5

2.2 Parking Turnover Rates 10

3 PARKING RATES AND FUTURE EXPANSION 11

3.1 Hospital Services 11

3.2 Clinic Services 13

4 CONCLUSIONS AND RECOMMENDATIONS 14

APPENDIX A – PARKING OCCUPANCY SURVEY RESULTS

Table of Figures

Figure 2-1. Overall Campus Map 2

Figure 2-2. Percent Utilization for All Lots 6

Figure 2-3. Percent Utilization for All Lots, Assuming No Available Street Parking 8

Figure 2-4. Percent Utilization for Hospital Services Lots 9

Figure 2-5. Percent Utilization for Clinic Services Lots 9

Figure 2-6. Turnover Rates 10

Table of Tables

Table 2-1. Total Parking Spaces 4

Table 2-2. Critical Capacity 7

Table 3-1. Existing Employees and Square Footage By Building 11

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.

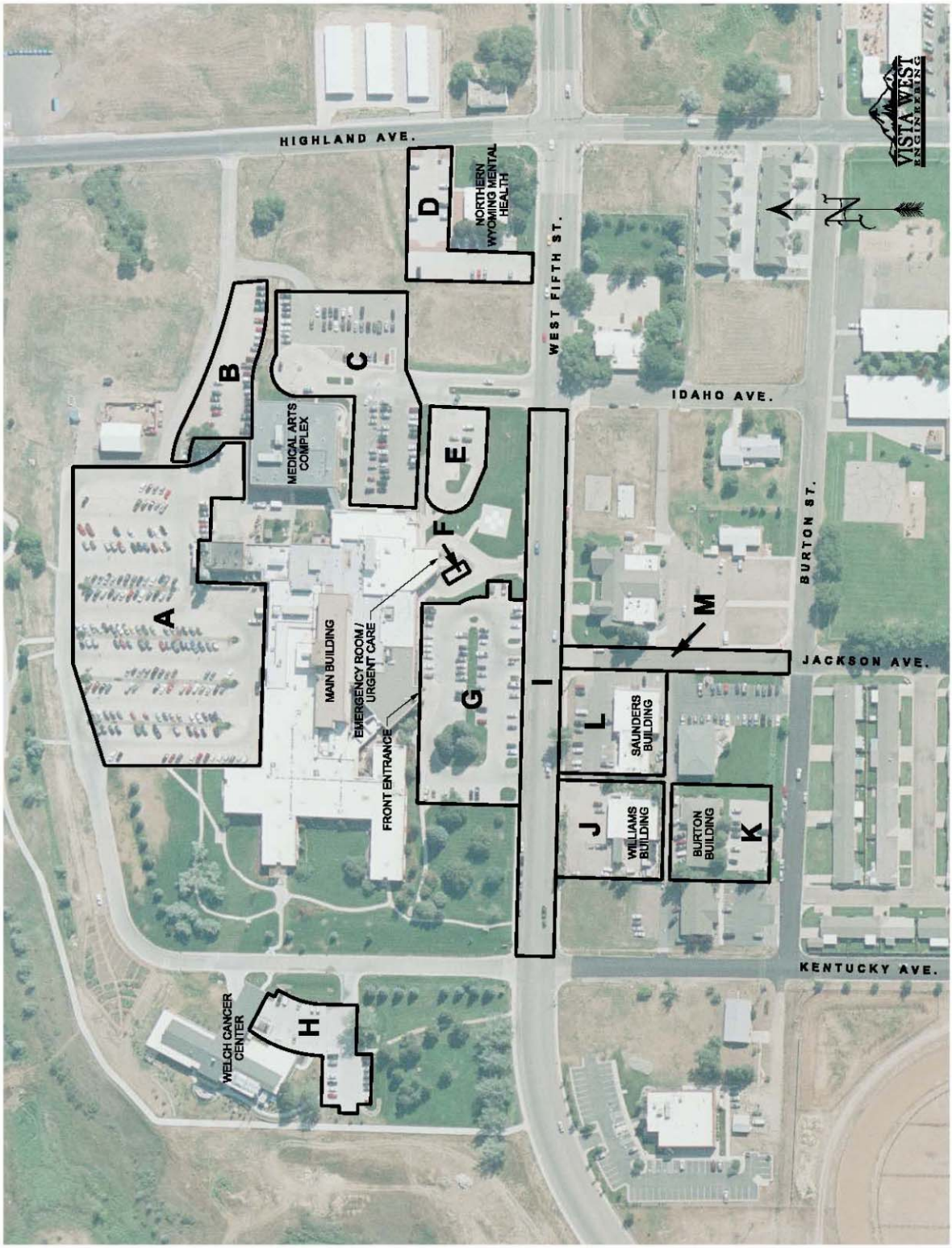


Figure 2-1. Overall Campus Map

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.

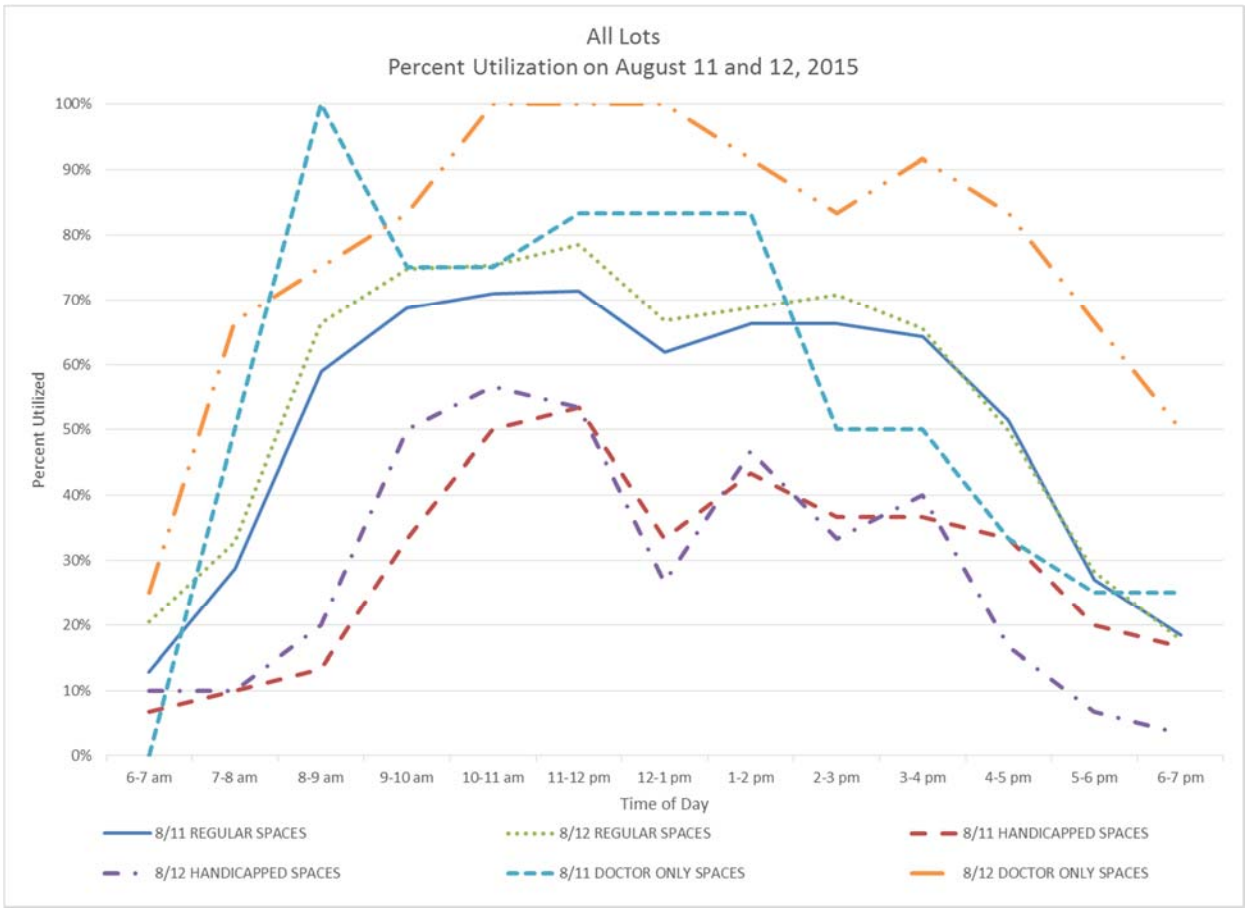


Figure 2-2. Percent Utilization for All Lots

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.

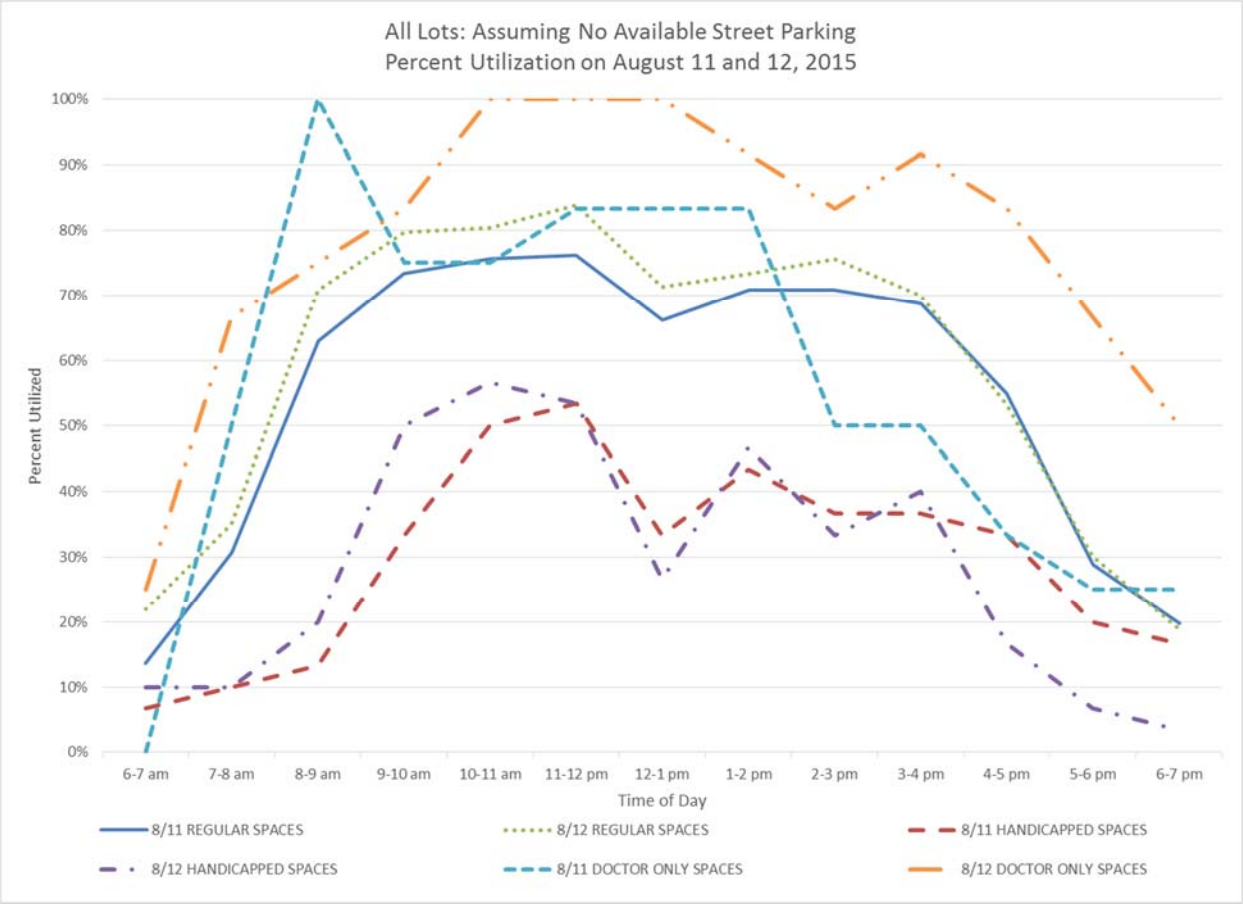


Figure 2-3. Percent Utilization for All Lots, Assuming No Available Street Parking

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.

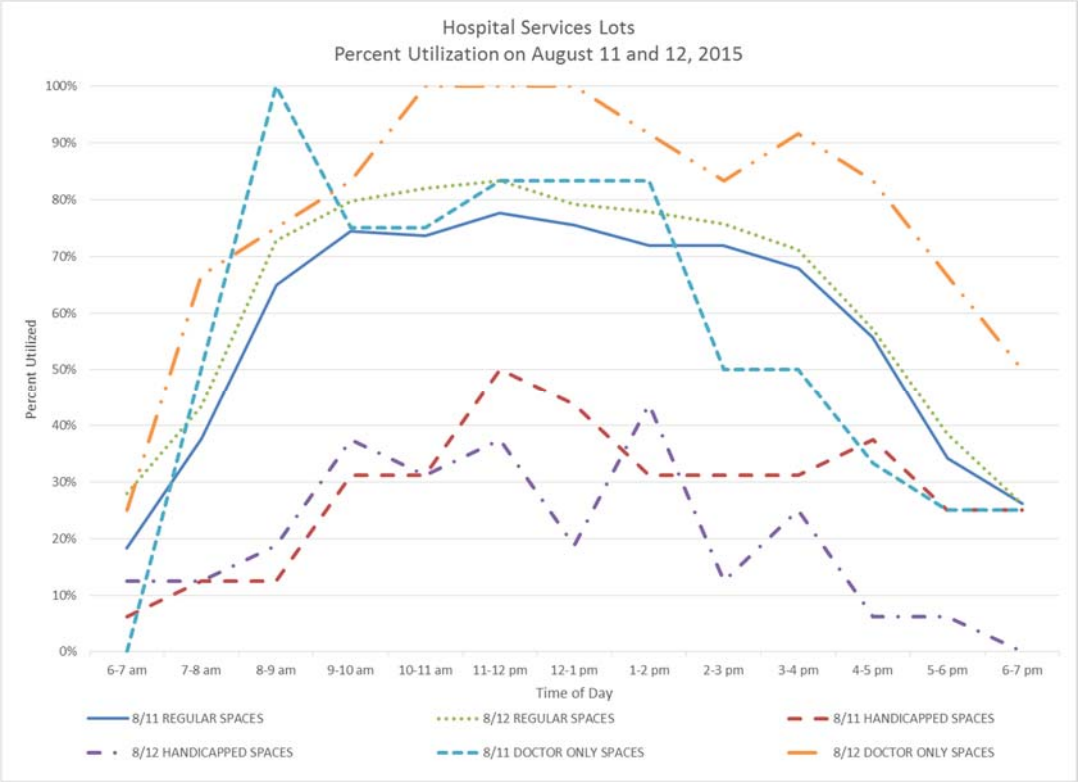


Figure 2-4. Percent Utilization for Hospital Services Lots

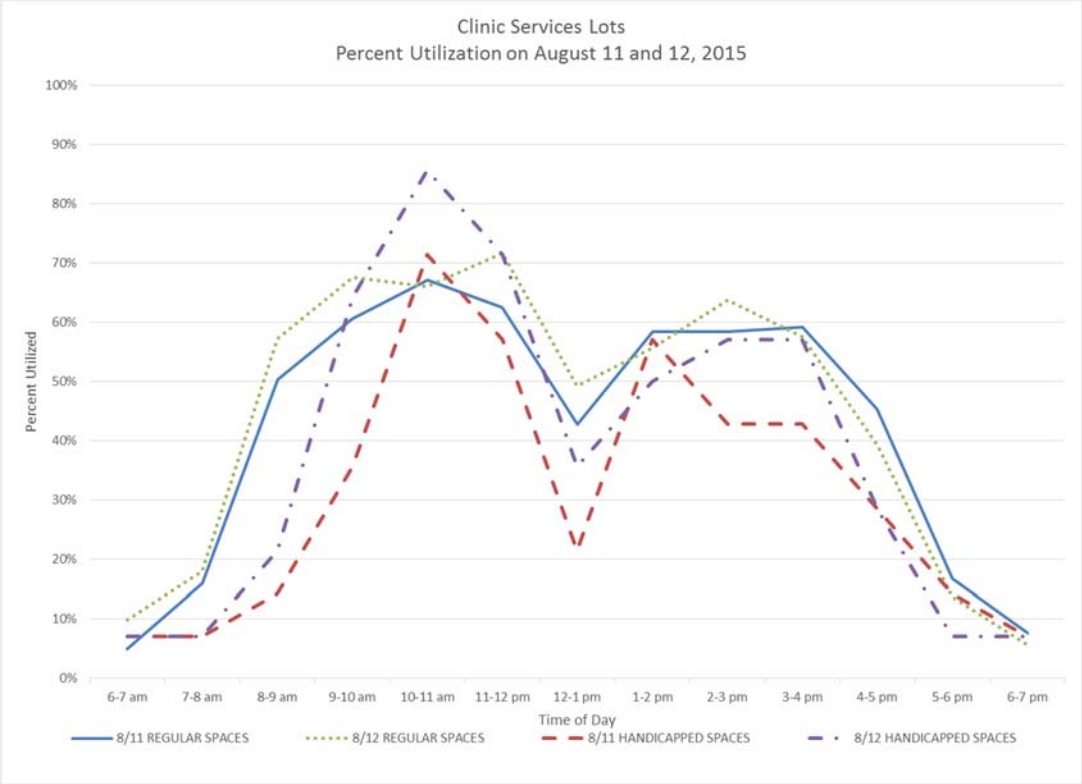


Figure 2-5. Percent Utilization for Clinic Services Lots

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.

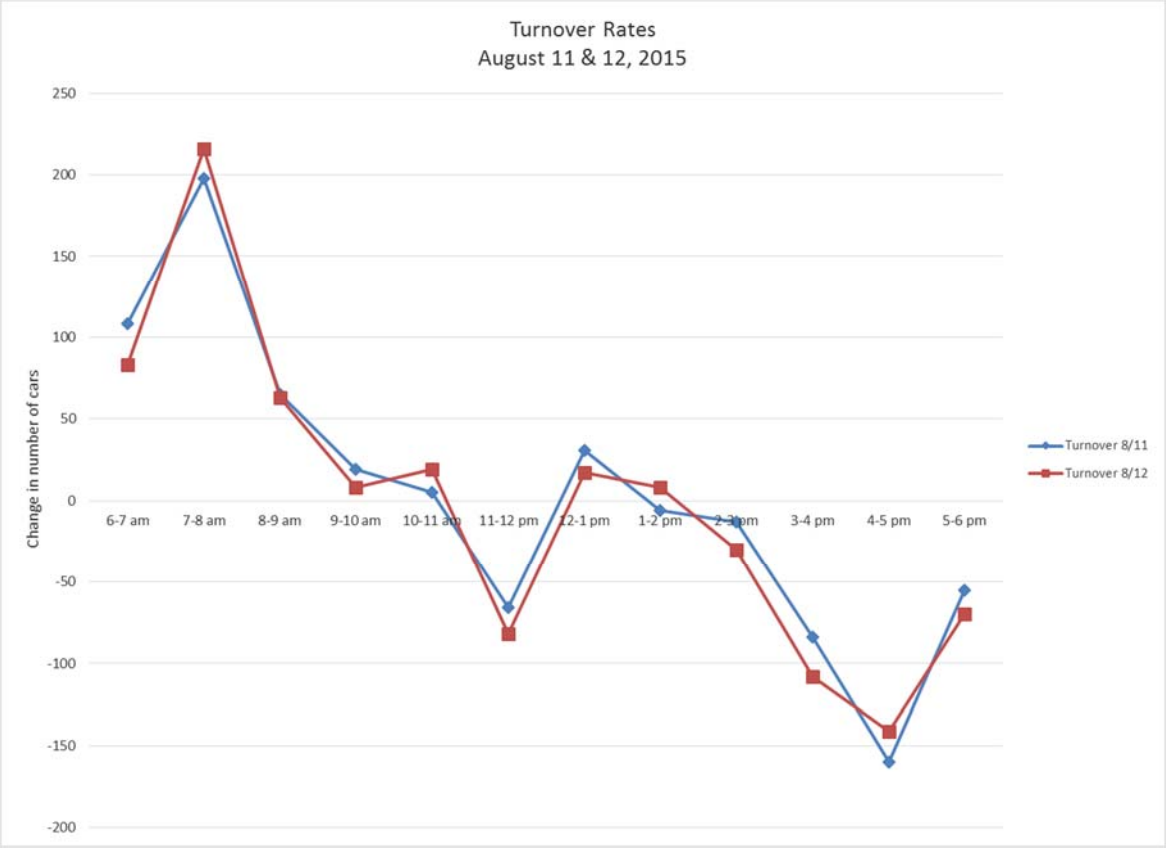


Figure 2-6. Turnover Rates

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.

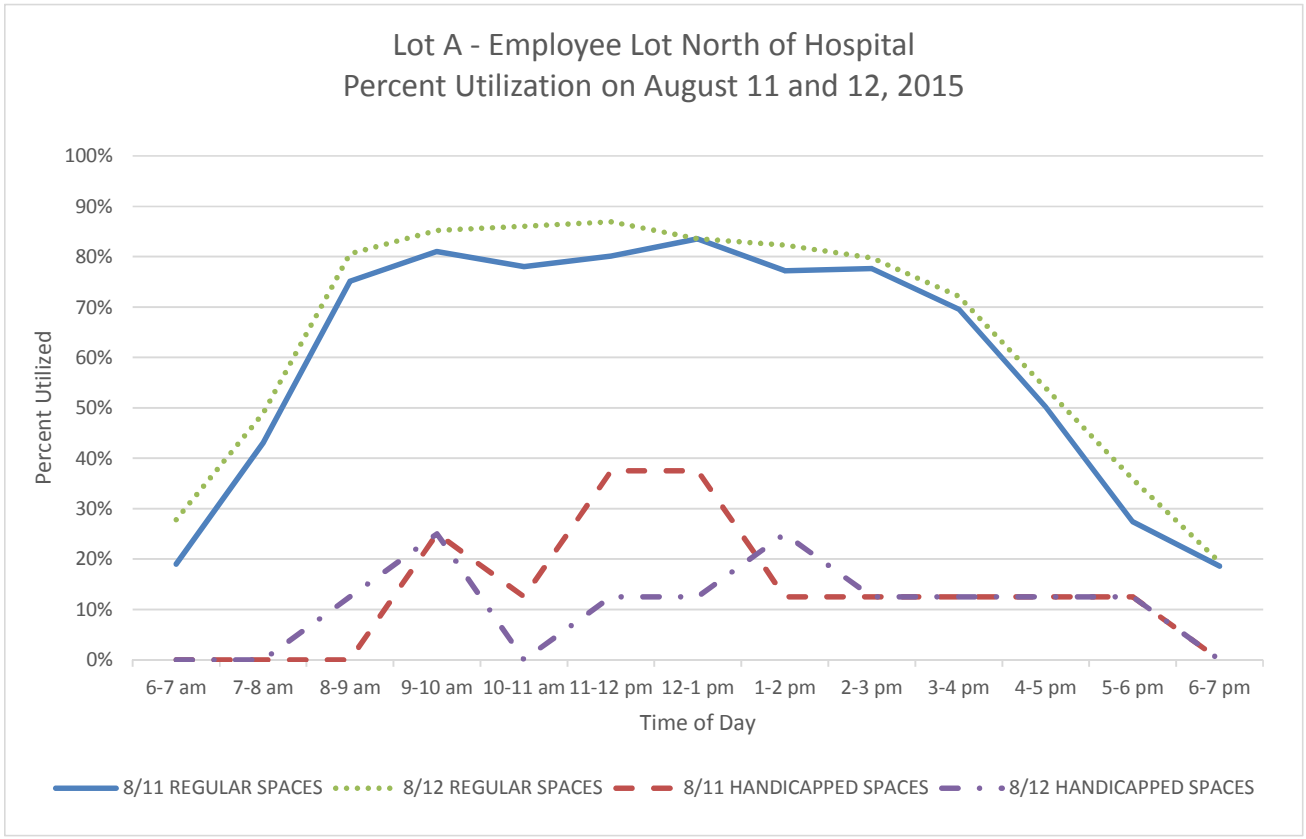
According to Sheridan Memorial Hospital, there is a proposed medical office building that will replace some of the current extension offices, including the Saunders Building and Burton Building. As the hospital moves forward with the expansion of its buildings and services, parking needs to be adequately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

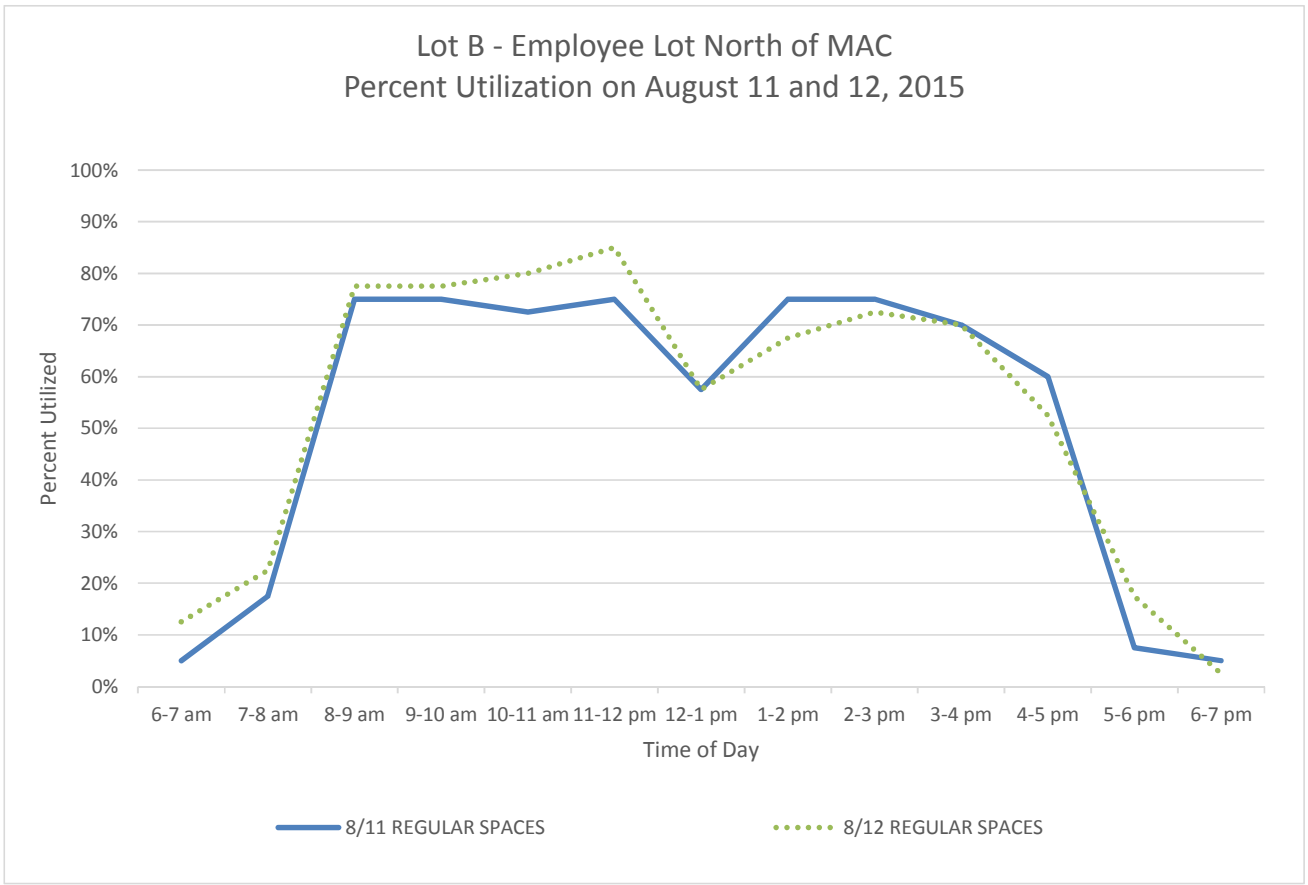
4 CONCLUSIONS AND RECOMMENDATIONS

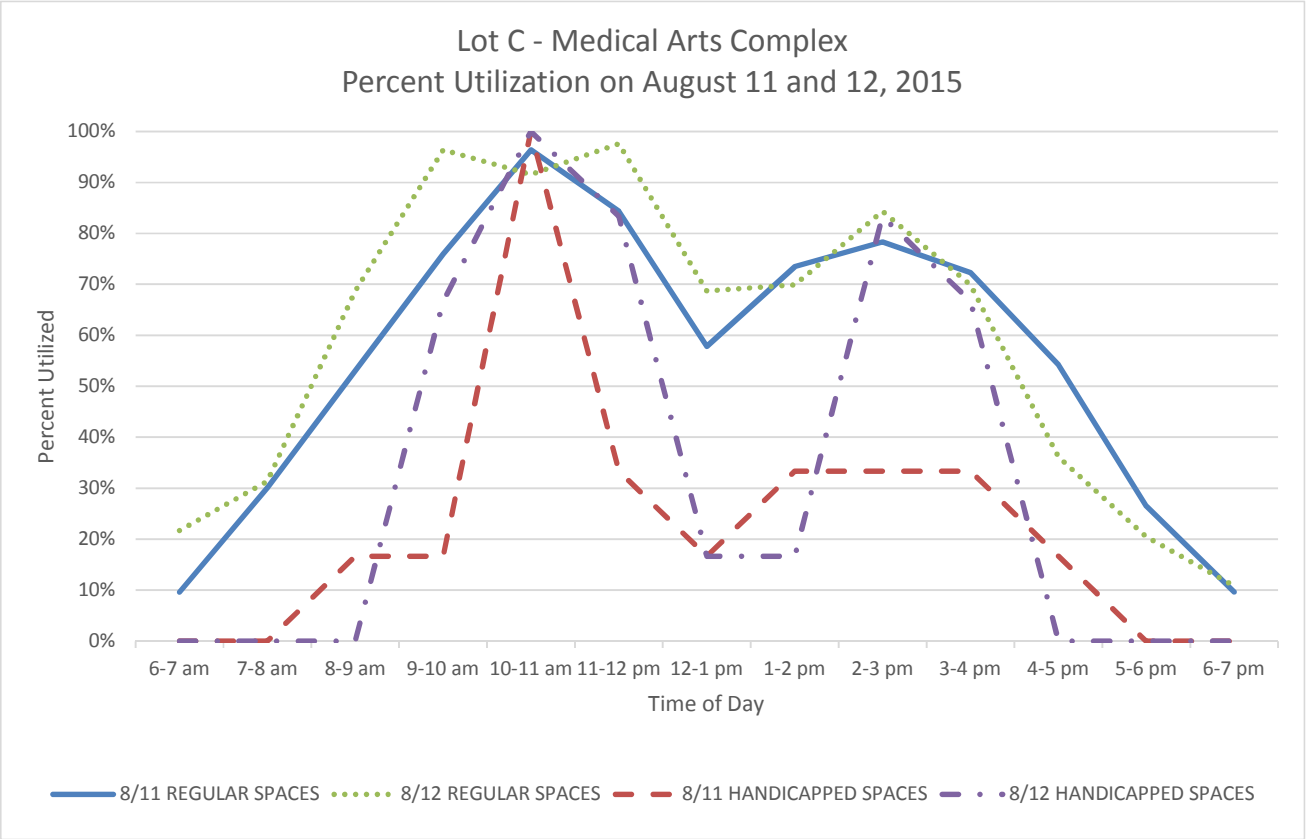
After analyzing existing conditions, the following conclusions and recommendations were reached.

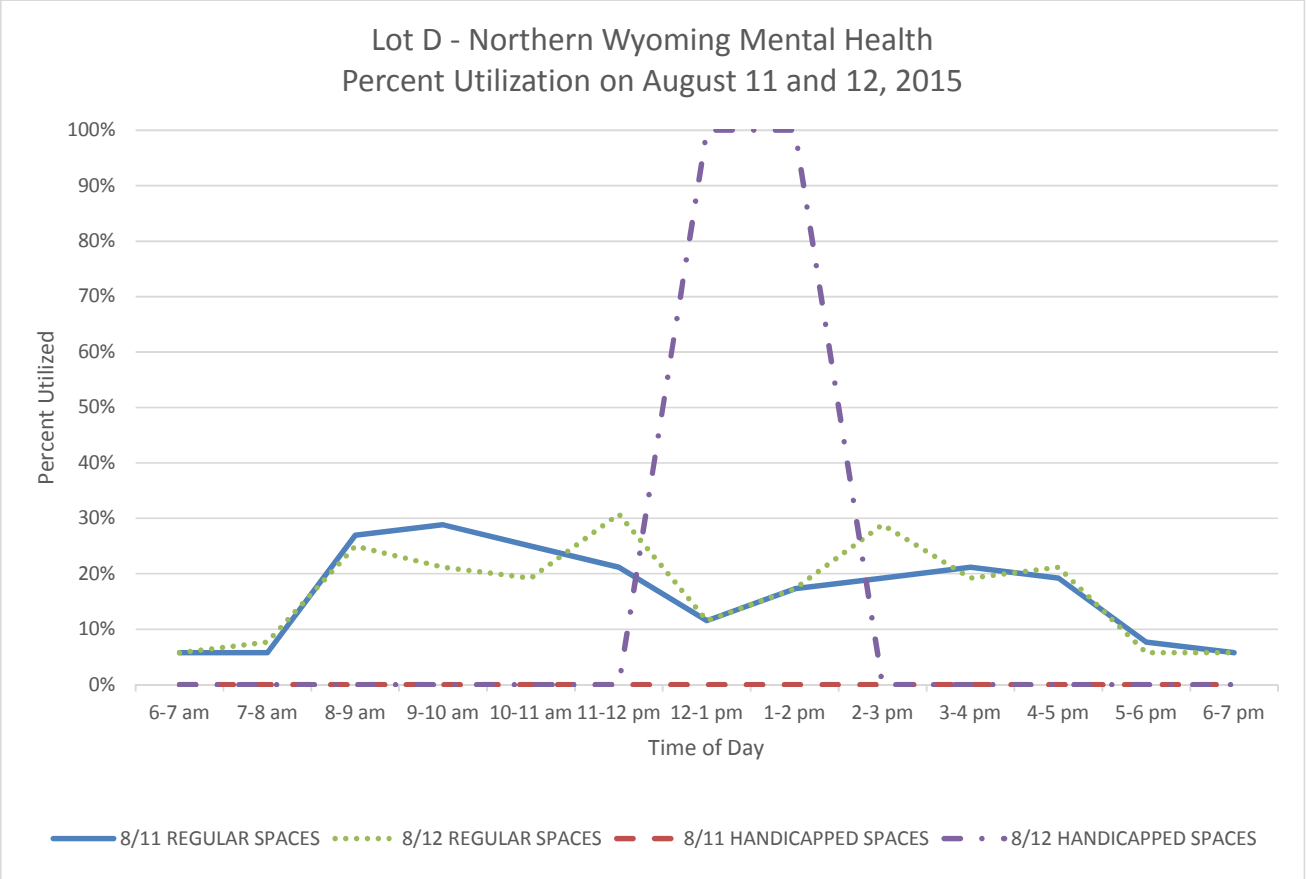
- Overall, the Sheridan Memorial Hospital campus has a sufficient number of parking spaces for the facility. However, the utilization of the parking lots shows that some areas of the campus are in need of additional parking, while others have an excess of parking.
- Separation of patient/customer and 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.

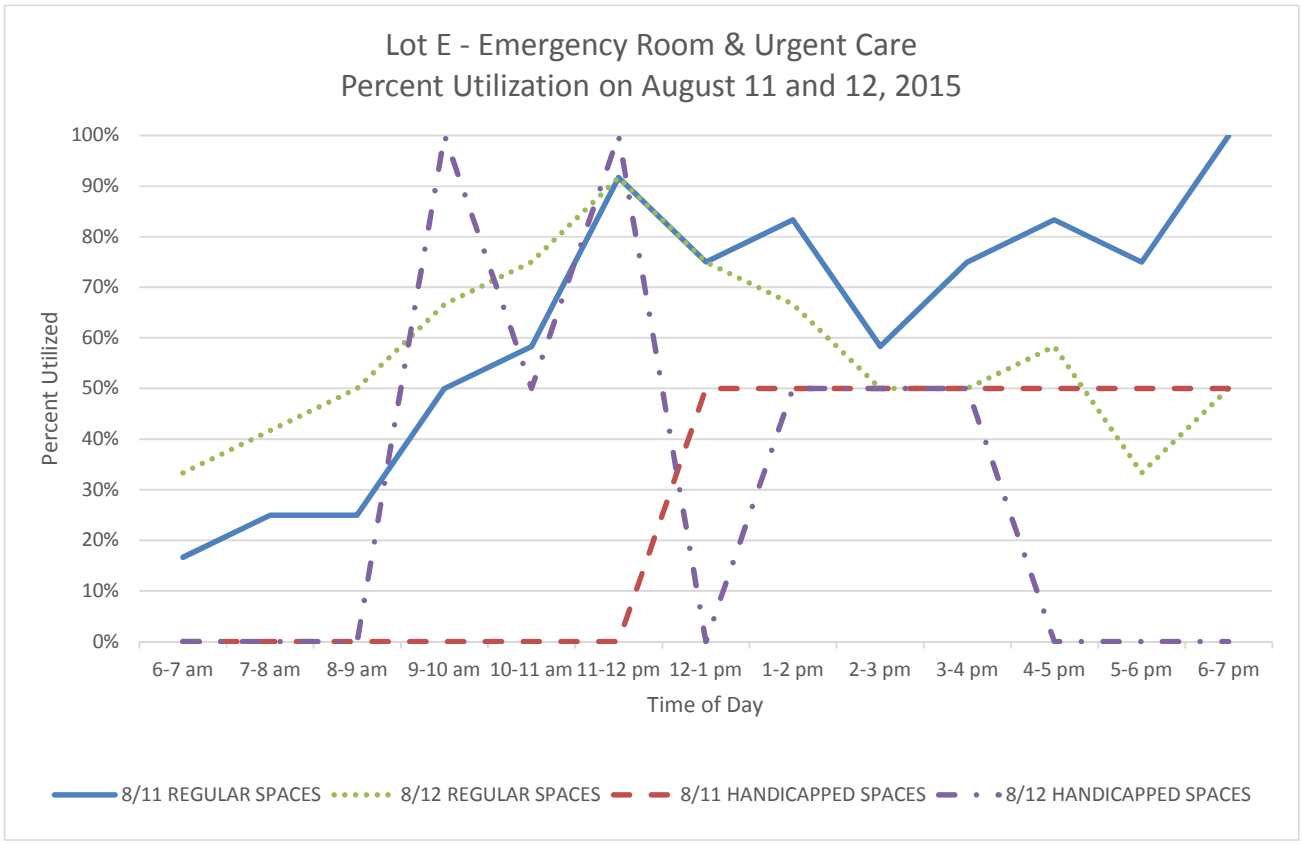
APPENDIX A – PARKING OCCUPANCY SURVEY RESULTS

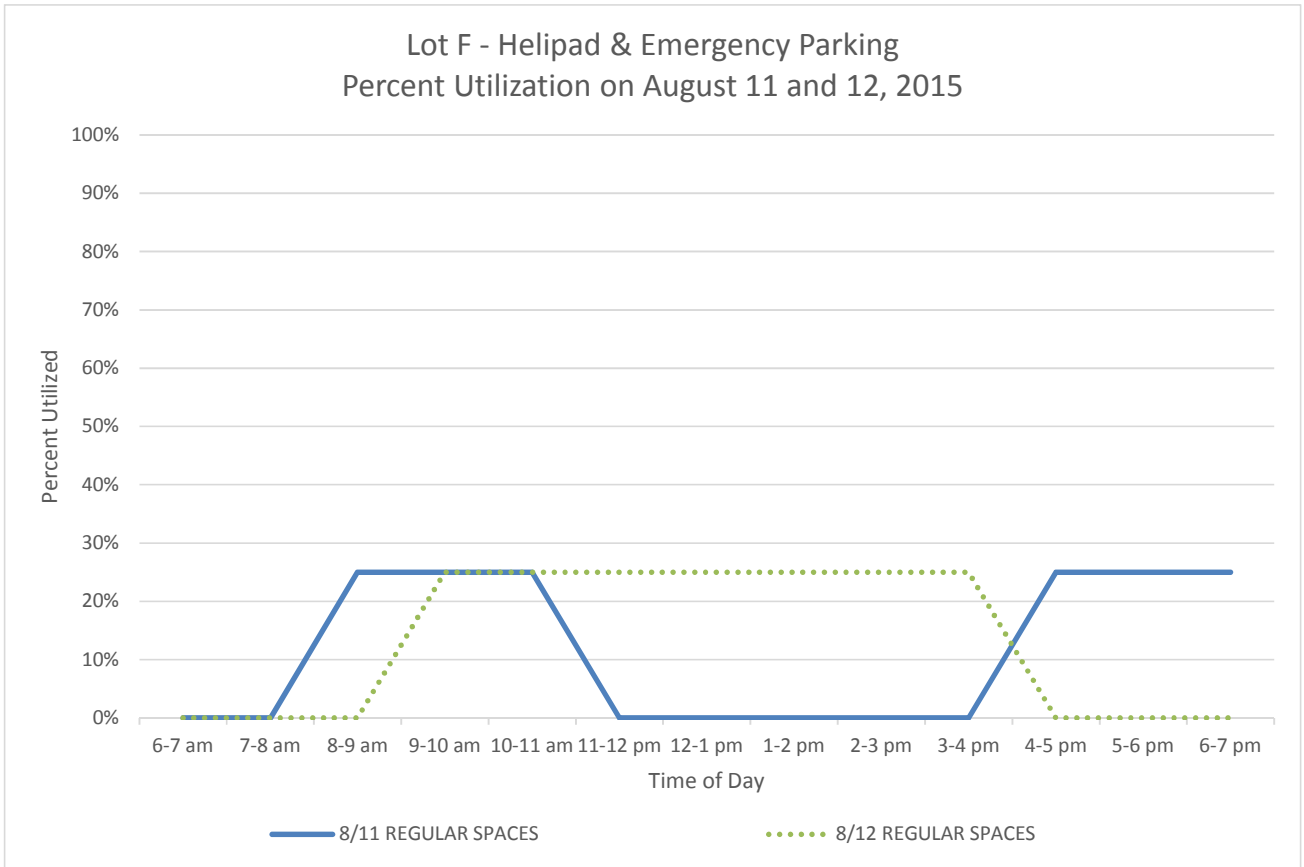

Lot A - Employee Lot North of Hospital
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED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

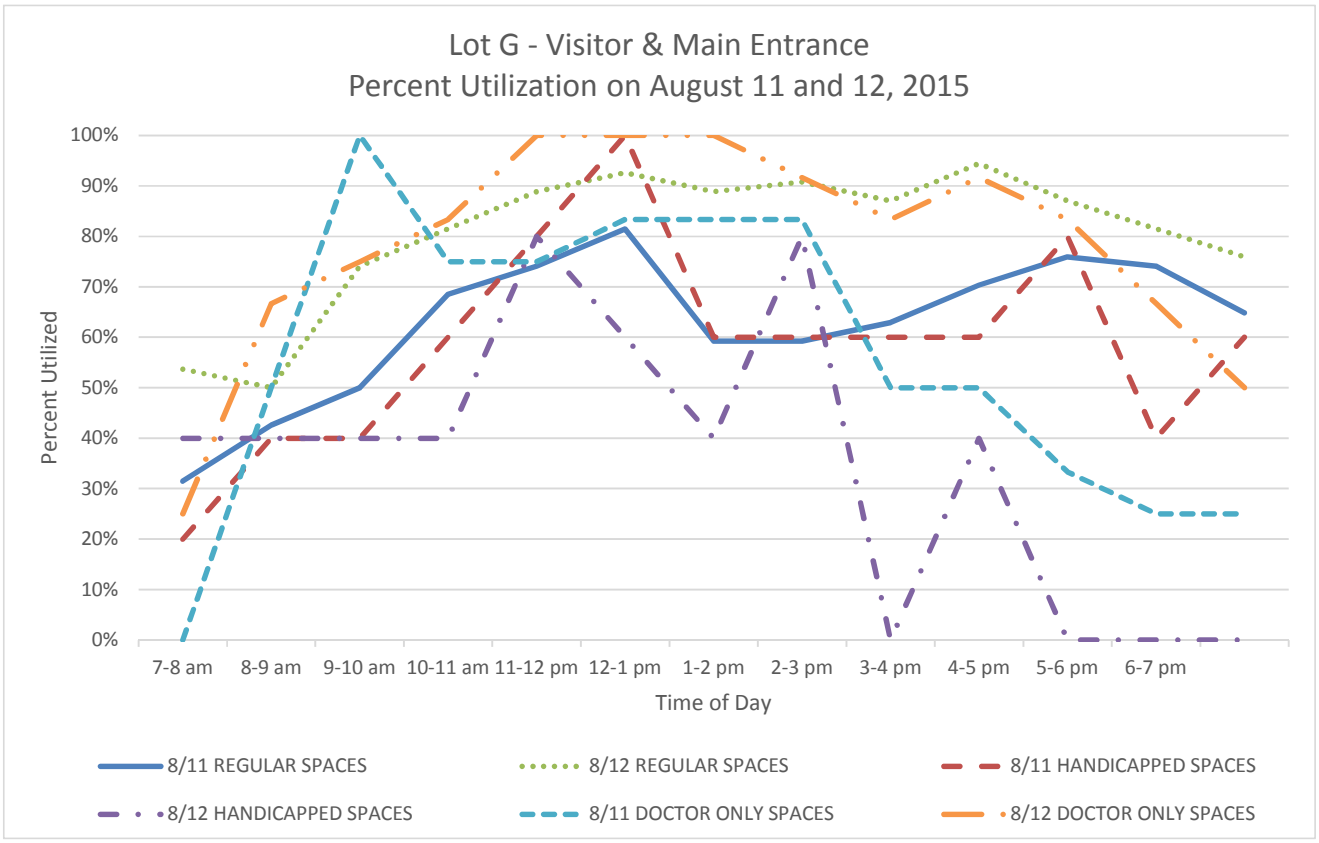

Lot B - Employee Lot North of MAC
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES

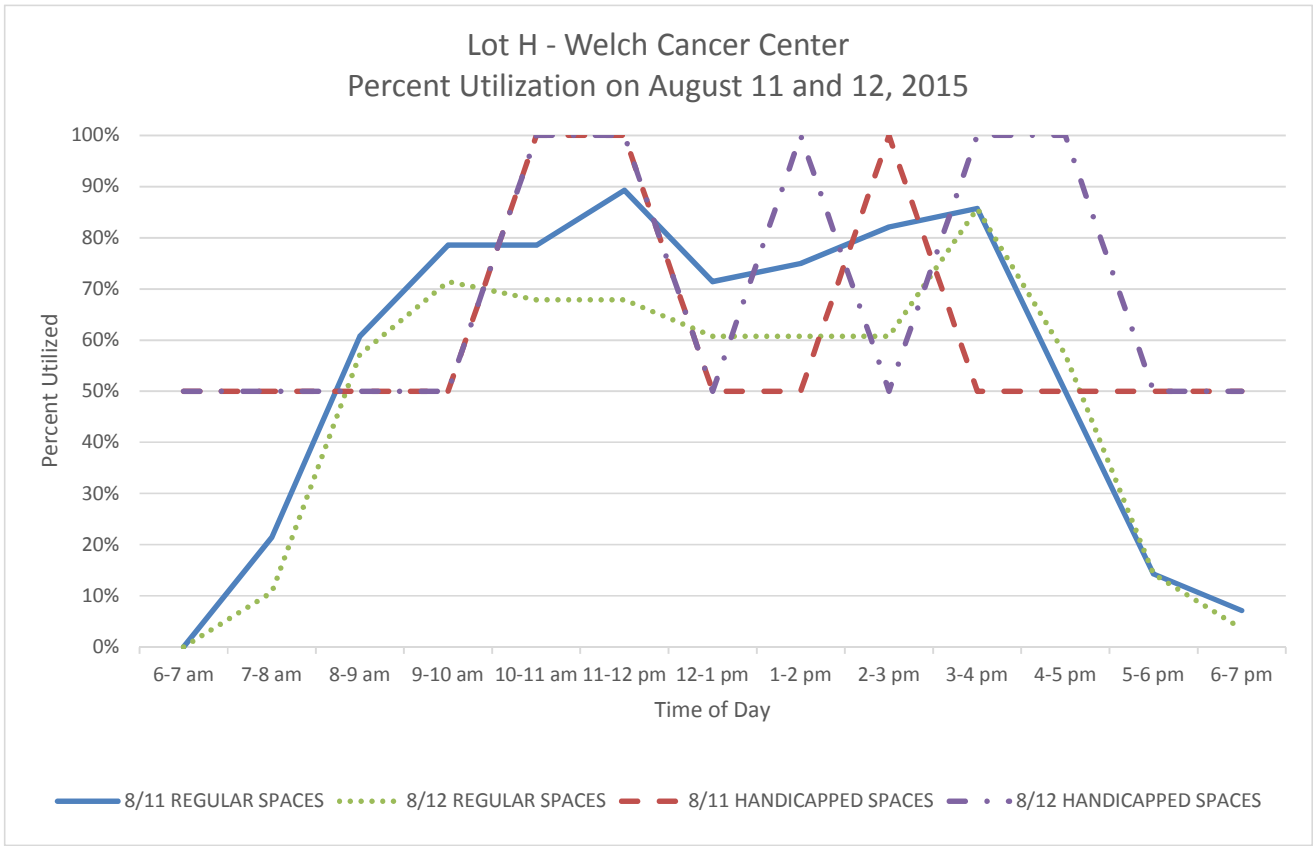

Lot C - Medical Arts Complex
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED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

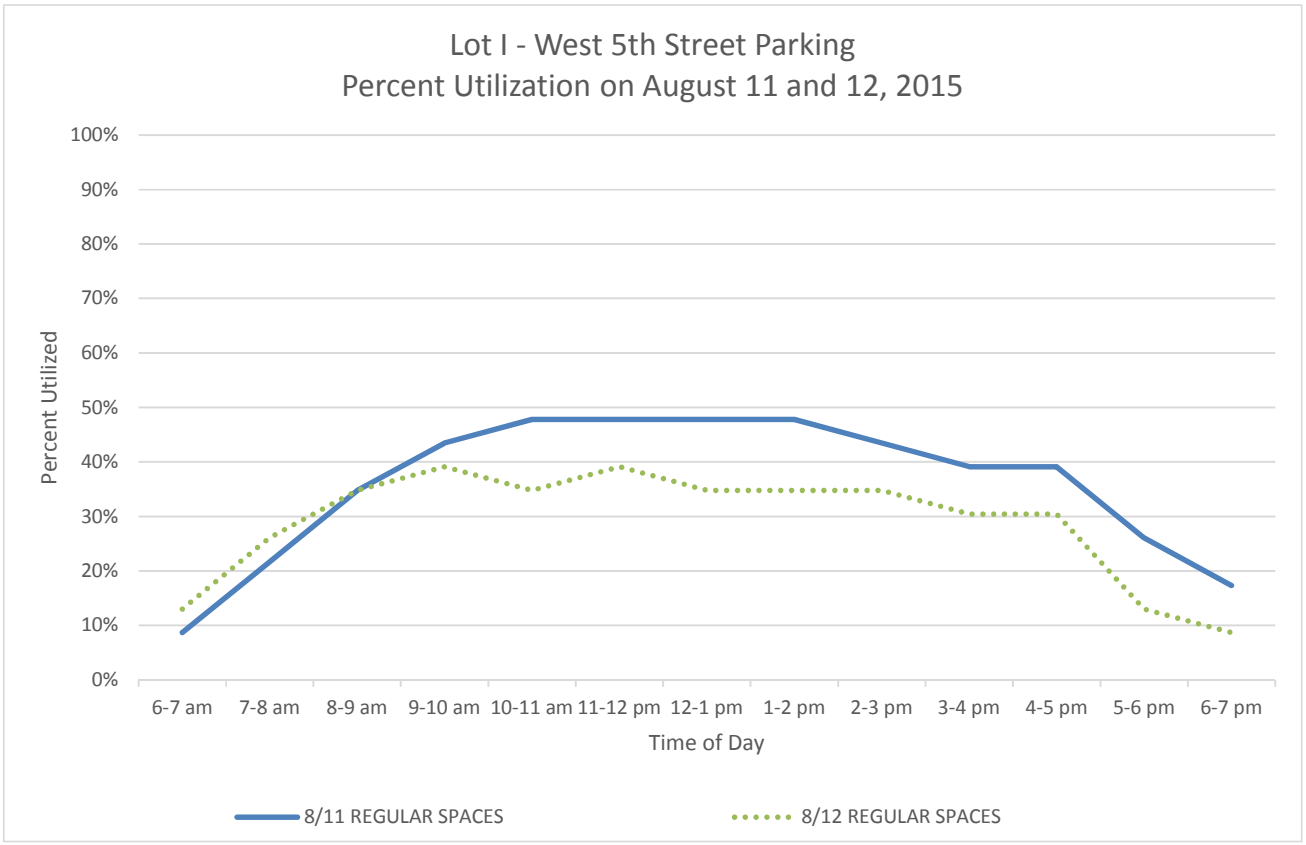

Lot D - Northern Wyoming Mental Health
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED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

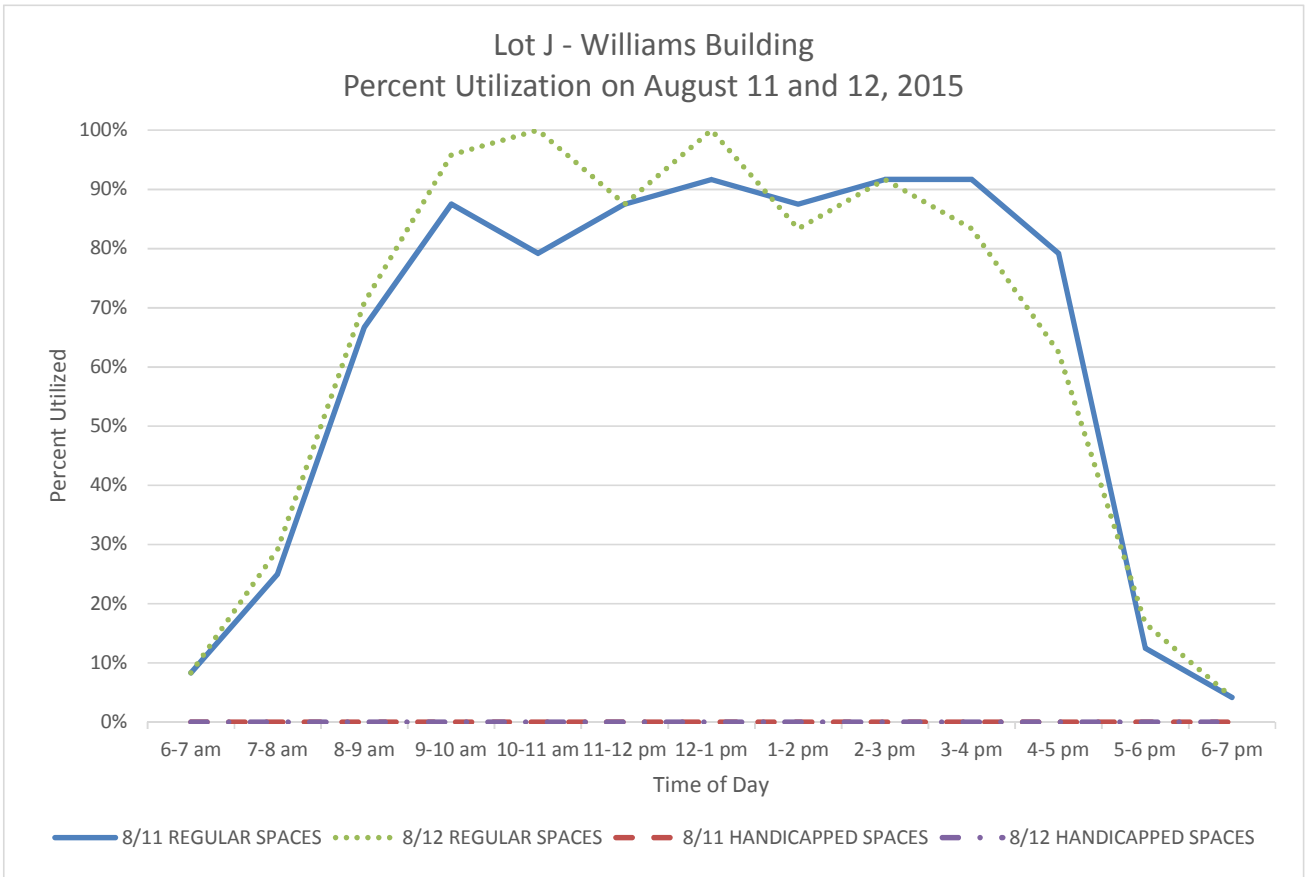

Lot E - Emergency Room & Urgent Care
Percent Utilization on August 11 and 12, 2015
Percent Utilized
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED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

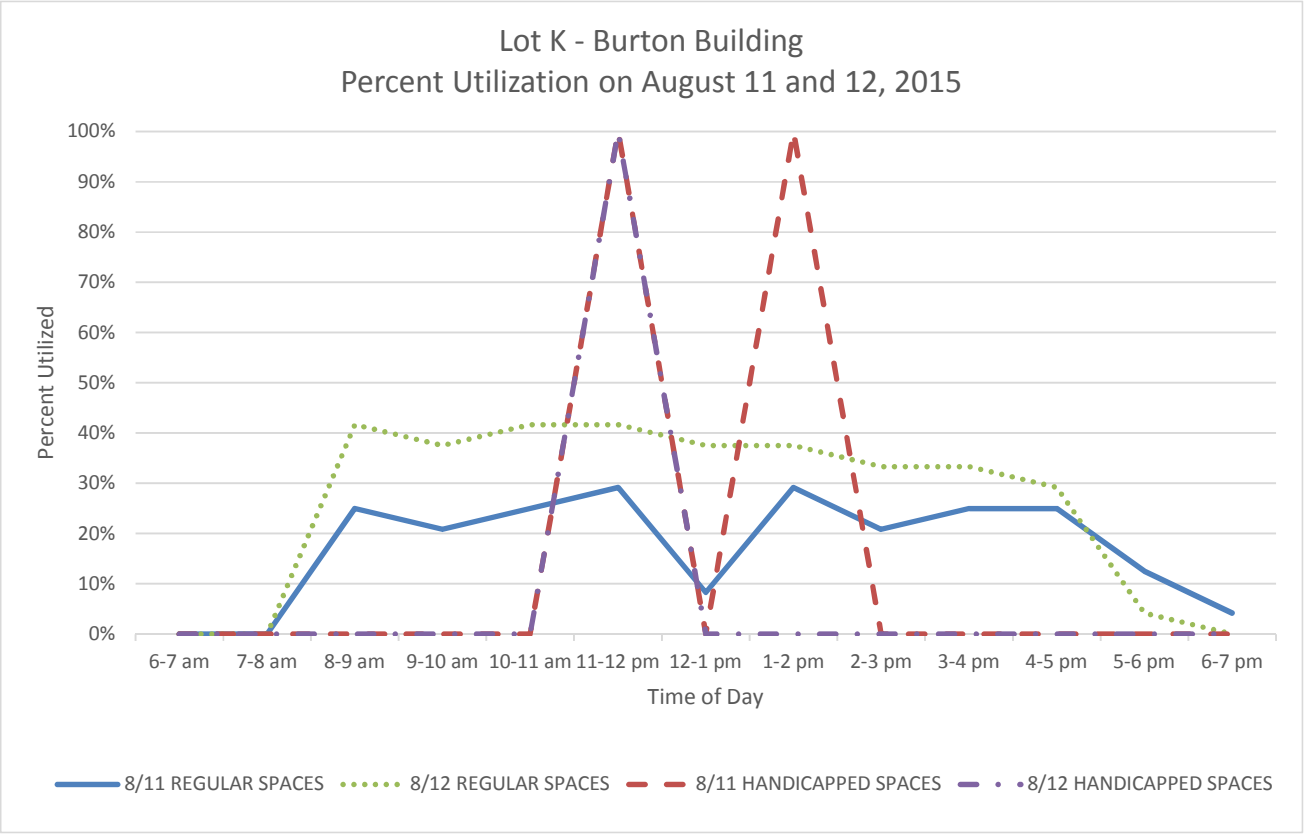

Lot F - Helipad & Emergency Parking
Percent Utilization on August 11 and 12, 2015
Percent Utilized
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES

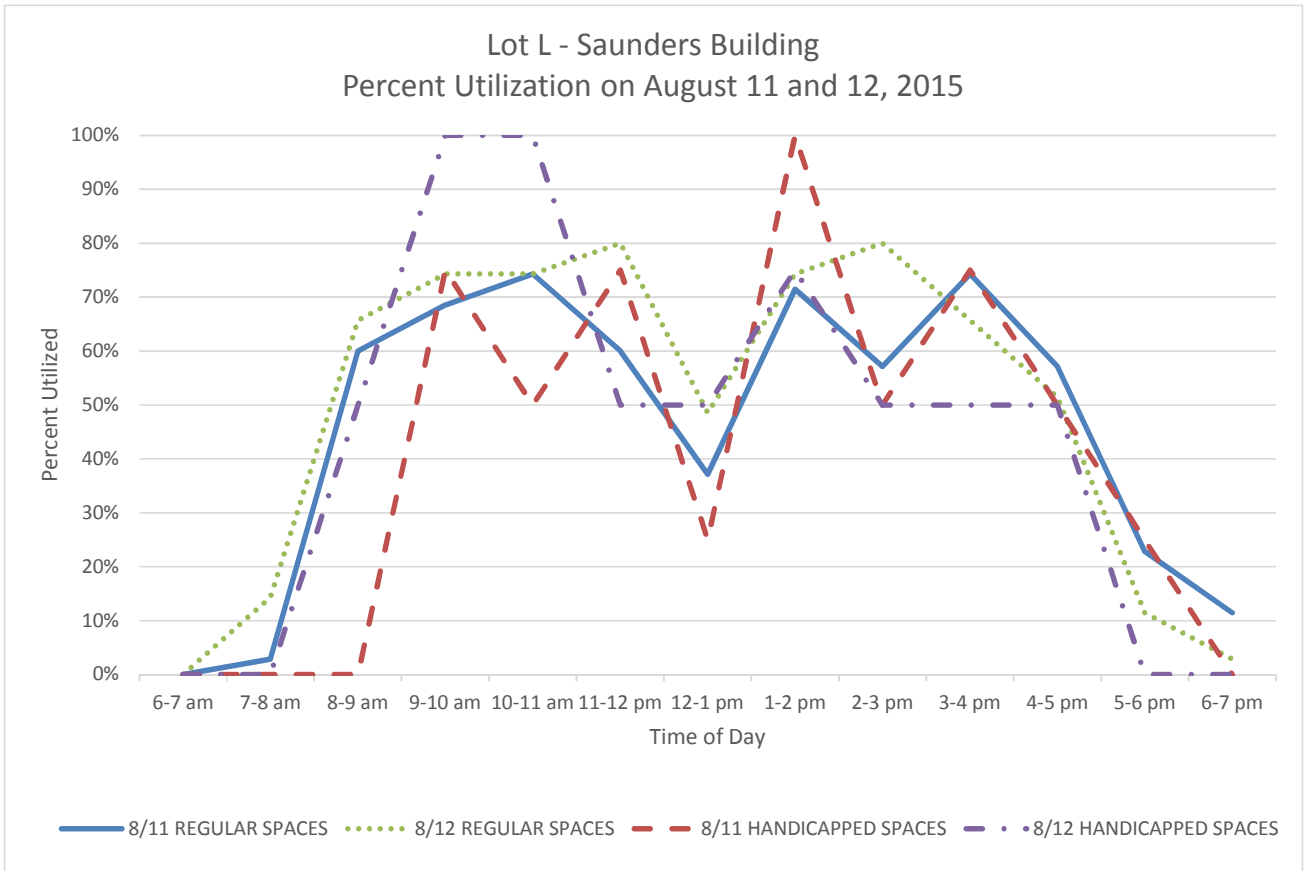

Lot G - Visitor & Main Entrance
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES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

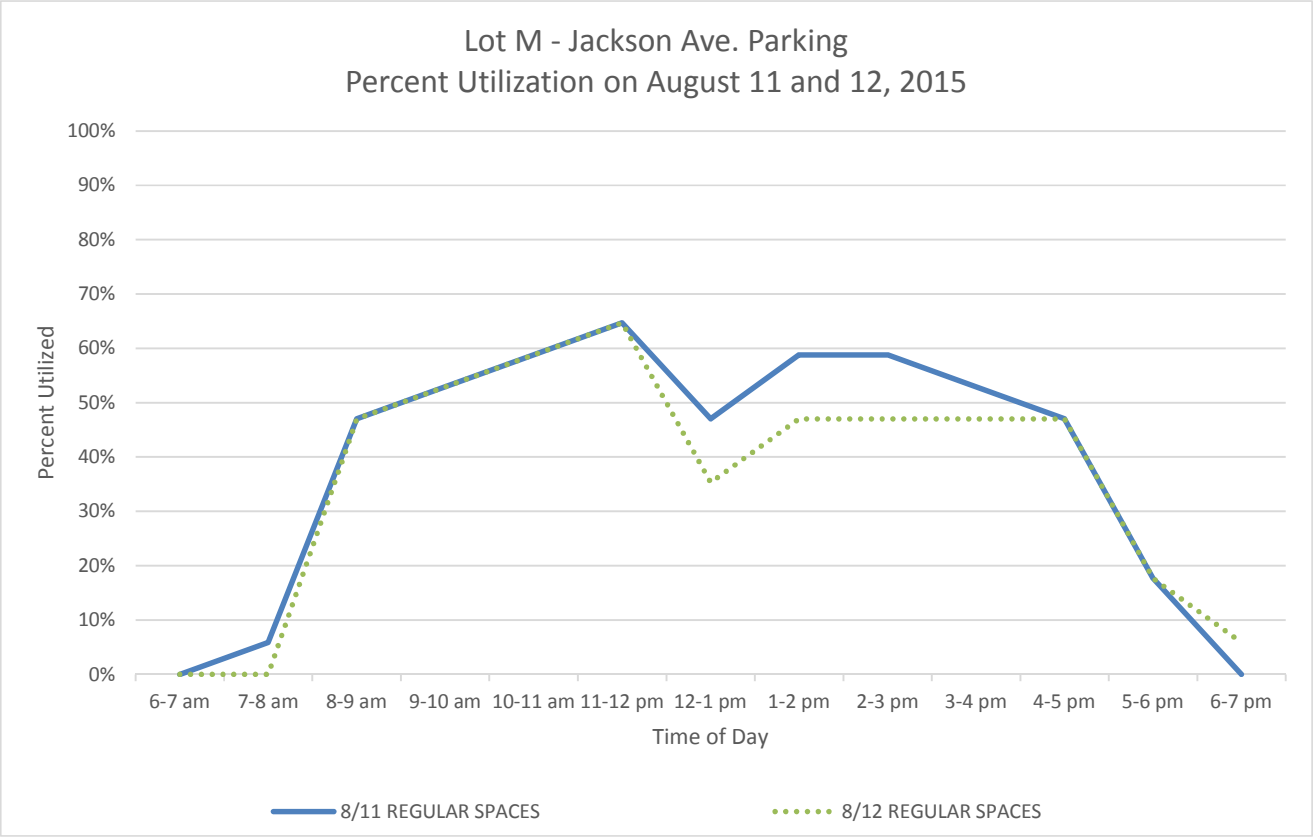

Lot H - Welch Cancer Center
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED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

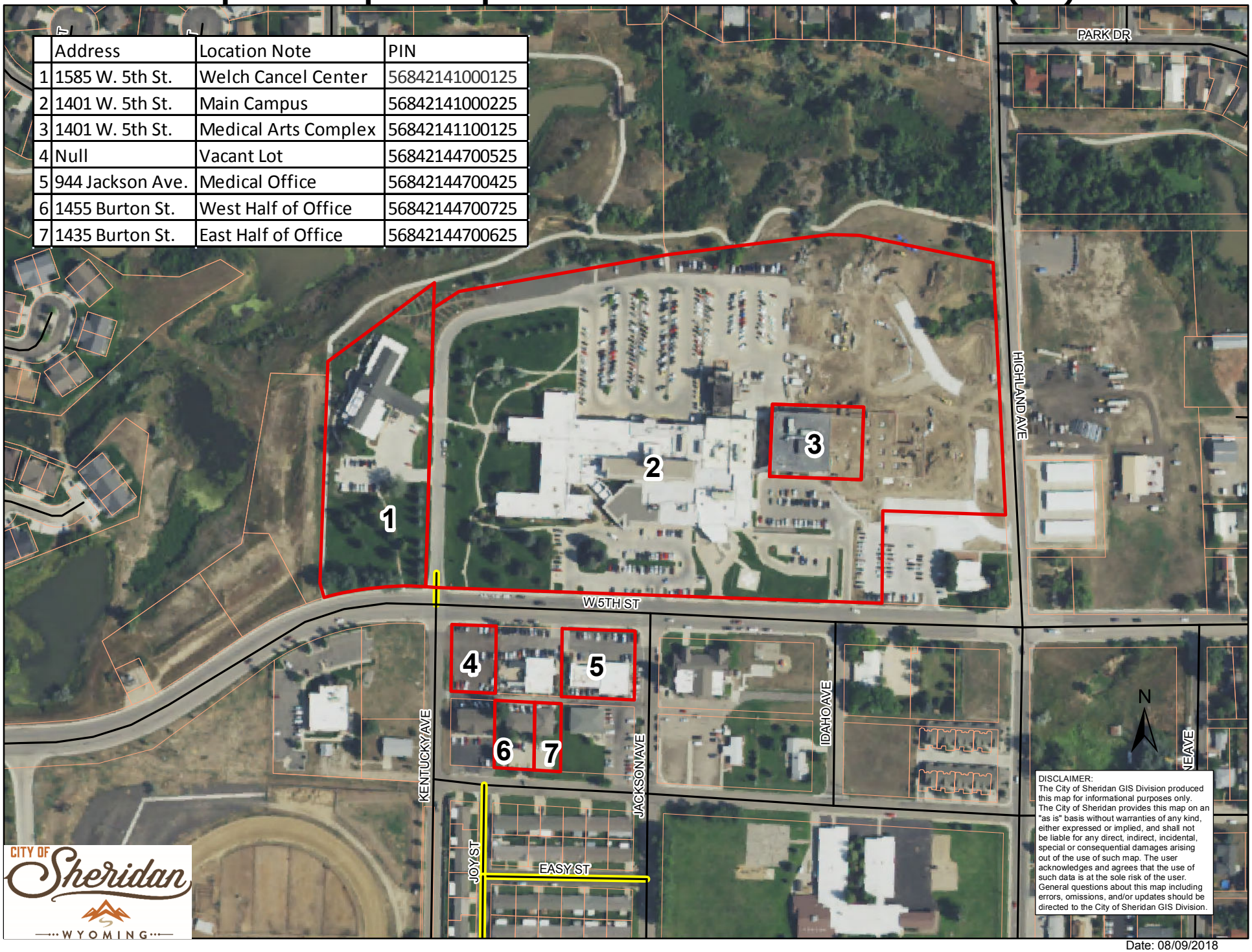

Lot K - Burton Building
Percent Utilization on August 11 and 12, 2015
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent Utilized
6-7 am
7-8 am
8-9 am
9-10 am
10-11 am
11-12 pm
12-1 pm
1-2 pm
2-3 pm
3-4 pm
4-5 pm
5-6 pm
6-7 pm
Time of Day
8/11 REGULAR SPACES
8/12 REGULAR SPACES
8/11 HANDICAPPED SPACES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

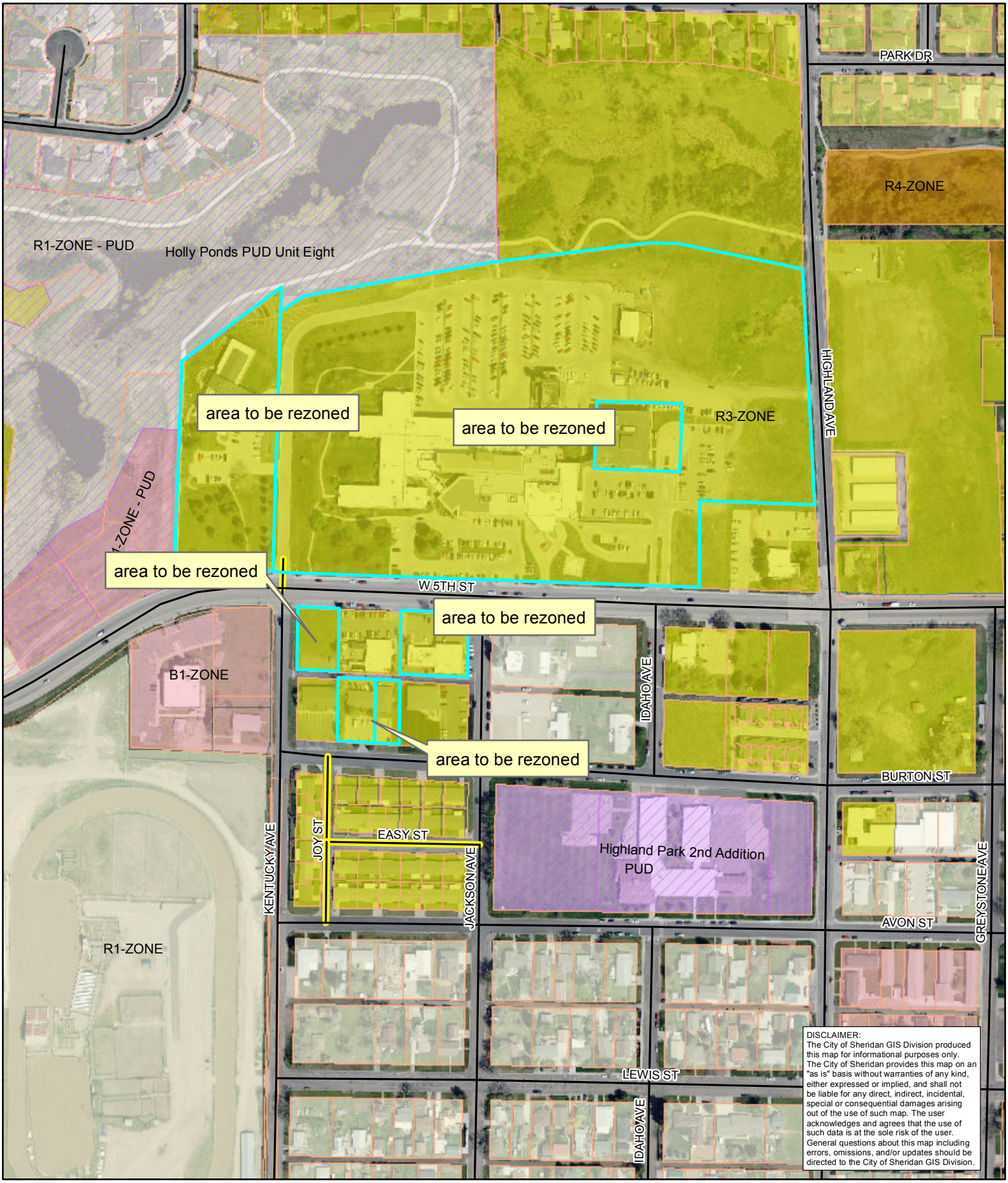
Proposed Hospital Properties to be Rezoned to Medical Arts (MA)

	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

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

Attorney

MEMORANDUM

Project Name:	Recreation Board Proposal to Amend the Number of Members to Seven - City Attorney Brendon Kerns -2 Minutes
From:	Brendon Kerns, City Attorney
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	09/06/2018

Attachments

Memo
2018 Amendment to Agreement

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*

September 6, 2018

City Council
55 E. Grinnell Plaza
Sheridan, WY 82801

RE: Memorandum – 2018 Amendment to Increase Sheridan Recreation District Board Members to 7.

Dear Mayor and Council,

The Sheridan Recreation District was created by an Agreement between the City of Sheridan and Sheridan County School District #2. Earlier this year, the City Council approved a one year continuation of that Agreement. The City of Sheridan also has an Agreement with the Recreation District regarding how it operates and uses City facilities. This Agreement was also approved earlier this year for a one year period.

After the two agreements were approved, the Recreation District requested that their board be increased from five (5) members to seven (7) members. It is my understanding that the Recreation District believes the additional Board Members will allow the District to better serve the community and obtain its goals.

The 2018 Amendment to increase the Board Members to seven will amend the agreement between the City of Sheridan and the School District. It is my understanding that the School District has no objection to the increase in Board Members. Next spring, all of the agreements concerning the Recreation District will be revamped.

Therefore, I would recommend the approval of this amendment. Any additional issues or concerns regarding the various agreements can be addressed next spring.

Best Regards.

Sincerely,
KERNS LAW OFFICE, LLC

Brendon Kerns

2018 AMENDMENT TO
AGREEMENT TO ESTABLISH
AND MAINTAIN THE SHERIDAN RECREATION DISTRICT
(Increasing Number of Board Members to 7)

This amendment is made and entered into by and between the **City of Sheridan, Wyoming**, a Wyoming municipal corporation, whose address is 55 Grinnell St., Sheridan, WY 82801 (referred to herein as "City of Sheridan") and **Sheridan County School District No. 2,** State of Wyoming, whose address is 201 North Connor St., Suite 100, Sheridan, WY 82801 (referred to herein as the "School District").

Recitals

A. The City of Sheridan and the School District entered into a *Modified Agreement to Establish and Maintain the Sheridan Recreation District and Its Board of Directors*, dated June 23, 1998, which established the Sheridan Recreation District (referred to herein as the "Agreement"). A copy of the Agreement is attached hereto.

B. The Agreement provided for an initial five (5) year term. The City of Sheridan and the School District entered into subsequent agreements extending the Agreement for subsequent five year terms in 2003, 2008, and 2013. In 2018, the City of Sheridan and the School District entered into an extension agreement extending the Agreement through June 30, 2019 (referred to herein as the "2018 Extension Agreement").

C. The City of Sheridan and the School District desire to amend the Agreement and the 2018 Extension Agreement to modify the number of board members.

Now, therefore, in consideration of the mutual covenants, promises and agreements of the parties, to be kept and maintained by them, it is hereby agreed as follows:

1. The provisions of the Agreement with respect to District Board Appointments for the Board of Trustees of the Sheridan Recreation District are hereby amended to provide as follows:

Sheridan Recreation District Board of Trustees

The Board of Trustees of the Sheridan Recreation District shall be comprised of seven (7) members with staggered terms and an alternating majority. Trustees shall serve three (3) year terms. No appointee shall serve more than nine (9) years in succession. The City and the School District shall exchange the majority each year. Upon the expiration of a trustee's term, the School District and the City shall consult as to which entity shall appoint the new trustee in order to maintain the alternating majority. If a vacancy occurs prior to the end of a trustee's term, the entity that made the original appointment shall reappoint a person to fill the remainder of the term. All trustees shall comply with the Sheridan Recreation District Rules and Regulations. As required by Wyo. Stat. Ann. § 18-9-202(a), the City shall have at least one (1) member from the city council and the School District shall each have at least one (1) member from its board of trustees. Trustees shall be of legal age and shall reside within the boundary of the appointing entity.

Board members presently existing shall continue in office for the remainder of their term. The School District and the City shall consult as to which entity shall appoint the 2 new trustees created by this amendment so as to maintain the current majority. The two new board members shall be considered to have been appointed as of July 1, 2018.

2. The parties acknowledge and agree that the Agreement may be subsequently extended, modified, and/or amended from time to time as needed upon mutual consent of the City of Sheridan and the School District.

Dated effective August 1, 2018.

City of Sheridan, Wyoming

By:_____

Title:_____

Sheridan County School District No. 2, State of Wyoming

By: Ann M. Perkins

Title: Chairperson, Board of Trustees

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:	Proposed Transfer of Retail License #11 - No. 10, LLC to 548 Mydland Rd - City Clerk Cecilia Good - 5 Minutes
From:	
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	

Recommendation:

Staff recommends the approval of Retail License #11 from 342 Whitney Lane to 548 Mydland Rd.

Background:

3/5ths of the building will be used for retail liquor sales and 2/ths of the building will be used for bar/restaurant operations. The anticipated hours of operation for the facility are 10 am through 10 pm Monday through Sunday.

Please see the attached application for site plan details.

Attachments

Application for Transfer
Approval Memo from PD

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: 11

License Fees
Annual Fee: $ 100.00
Prorated Fee: $.
Transfer Fee: $.
Publishing Fee: $ 90.00

Date filed with clerk: 08 / 10 / 2018

Advertising Dates: (2 Weeks)
09/05/2018 & 09/12/2018

Hearing Date: 09 / 17 / 2018

Publishing Fee Direct Billed to Applicant: ☐

License Term: 09 (Month) / 17 (Day) / 2018 (Year) Through 12 (Month) / 31 (Day) / 2018 (Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: No. 10 LLC

Trade/Business Name (dba): TBD

Building to be licensed/Building Address: 548 Mydland Road (Number & Street)

Sheridan (City) WY (State) 82801 (Zip) Sheridan (County)

Mailing Address: PO Box 6387 (Number & Street or P.O. Box)

Sheridan (City) WY (State) 82801 (Zip)

Business Telephone Number: (307)674-1770 Fax Number: ( )

E-Mail Address: matt@cypressmgmt.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a)(vi)

Lot 3, Cloud Peak Ranch 19th filing, Zone B-1

FILING FOR
- ☐ NEW LICENSE
- ☒ TRANSFER OF LOCATION
- ☐ TRANSFER OWNERSHIP
- ☐ ASSIGNMENT LETTER ATTACHED

FORMERLY HELD BY:

FILING IN (CHOOSE ONLY ONE)
- ☒ CITY OF: Sheridan
- ☐ COUNTY OF:

FILING AS (CHOOSE ONLY ONE)
- ☐ INDIVIDUAL
- ☐ PARTNERSHIP
- ☐ LP/LLP
- ☒ LLC
- ☐ CORPORATION
- ☐ LTD PARTNERSHIP
- ☐ ORGANIZATION
- ☐ OTHER

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
- ☐ ON-PREMISE ONLY (BAR)
- ☐ OFF-PREMISE ONLY (PACKAGE STORE)
- ☒ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

- ☐ RESTAURANT LIQUOR LICENSE
- ☐ RESORT LIQUOR LICENSE
- ☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
- ☐ VETERANS CLUB
- ☐ FRATERNAL CLUB
- ☐ GOLF CLUB
- ☐ SOCIAL CLUB

- ☐ MICROBREWERY
- ☐ WINERY
- ☐ DISTILLERY SATELLITE
- ☐ WINERY SATELLITE
- ☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
- ☐ CONVENTION FACILITY
- ☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
- ☐ GOLF CLUB
- ☐ GUEST RANCH
- ☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

- ☒ FULL TIME (e.g. Jan through Dec)
- ☐ SEASONAL/PART-TIME
- ☐ NON-OPERATIONAL/PARKED

(specify months of operation) AFTER CONSTRUCTION COMPLETE DAYS OF WEEK (e.g. Mon through Sat) HOURS OF OPERATION (e.g. 10a - 2a)

from Jan 1st to Dec 31st from _____ to _____ from UNTIL CONSTRUCTION COMPLETE to _____

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a)(iii)

(1) **OWN** the licensed building? ☒ YES (own)

(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☐ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page_____paragraph_____of lease.

(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page_____paragraph_____of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer**, **and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
						☐	☐

WLD-31 (4/17)

William B. Ebzery	5.5.50	2351 W. 11th St. Sheridan, WY 82801	307-752-6207	10	10%	YES NO X	YES NO X
Matthew M. Ebzery	3.21.82	2277 W 11th St. Sheridan, WY 82801	307-752-6209	10	40%	YES NO X	YES NO X
Katherine E. Parker	2.16.84	1722 Sawyer Ave. Chicago, IL 60647	312-833-2525	10	40%	YES NO X	YES NO X
E. Ebzery Trust	1.18.52	PO Box 6387	307-674-1770	10	10%	YES NO ☒	YES NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b)
(e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☒ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☑ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☑ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

NA ☐ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

NA ☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) SS.
COUNTY OF SHERIDAN)

Signed and sworn to before me on this 10th day of August, 2018 that the facts alleged in the foregoing instrument are true by the following:

1) Matthew M. Ebzery — Matthew M. Ebzery — Member
(Signature) (Printed Name) Title

Matt Ebzery

Witness my hand and official seal:

Kristin Herbst
Signature of Notary Public

(SEAL)

My commission expires: 10/02/2021

KRISTIN HERBST - NOTARY PUBLIC
COUNTY OF SHERIDAN STATE OF WYOMING
MY COMMISSION EXPIRES 10/02/2021

#10 LLC
Balance Sheet
June 30, 2018

Current Assets			
	Cash		$30,010
Fixed Assets			
	Land	$272,573	
	Liquor License	150,000	
	Total Fixed Assets		422,573
	Total Assets		$452,583
Liabilities and Stockholders Equity			
	Note Payable – Bank		$275,766
	Stockholders Equity		176,817
	Total Liabilities & Stockholder Equity		**$452,583**



PROPOSED BUILDING, LOT 3, CLOUD PEAK RANCH

MYDLAND PROJECT

SHERIDAN, WYOMING -82801-

DESIGN DOCUMENTS

06/05/2018

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

COVER SHEET

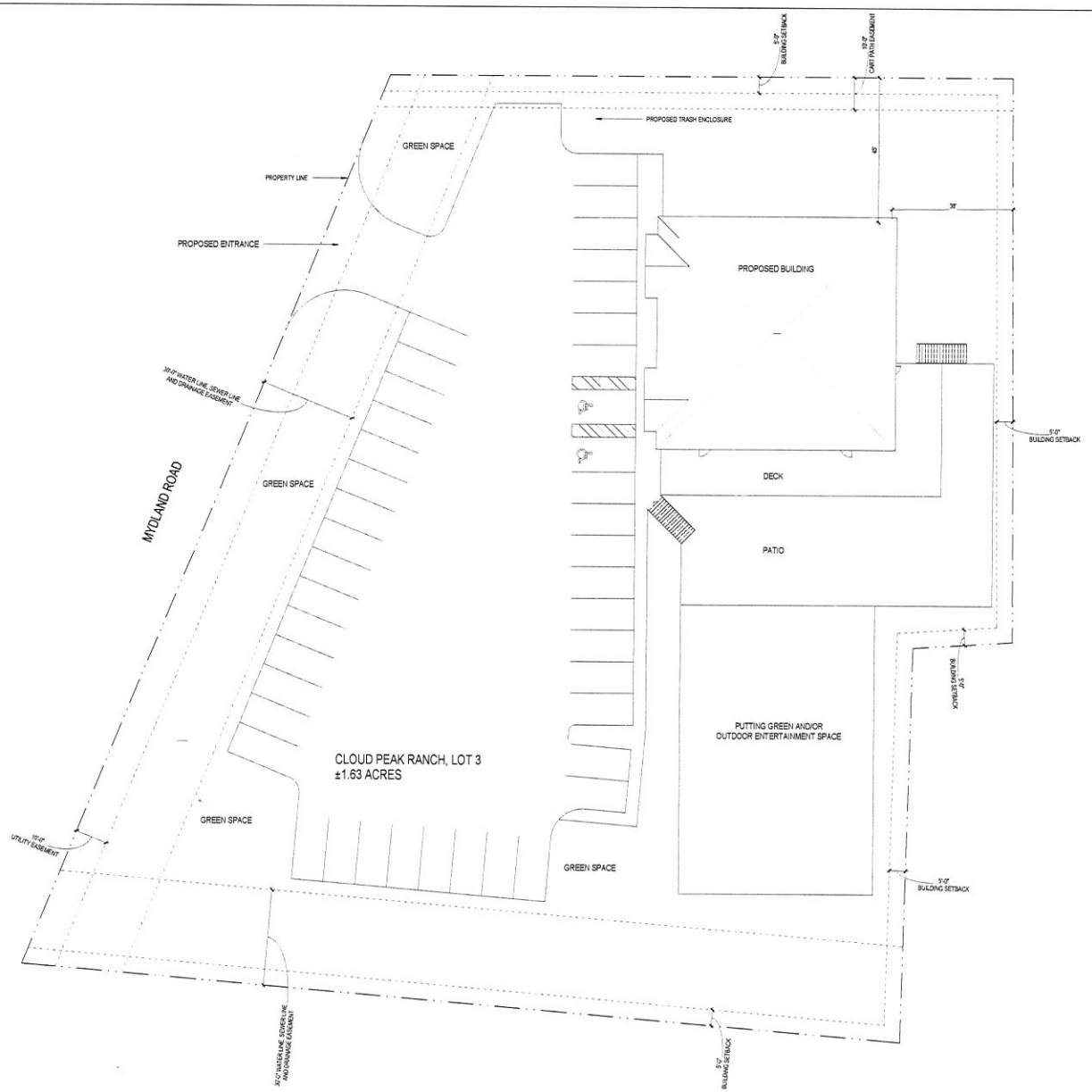
Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB
Scale	

G-100

ORIGINAL 30X36 FORMAT

DESIGN DOCUMENTS

7/6/2018 2:41:13 PM



1 **SITE PLAN**
SCALE 1/16" = 1'-0"

TRUE NORTH

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

SITE PLAN

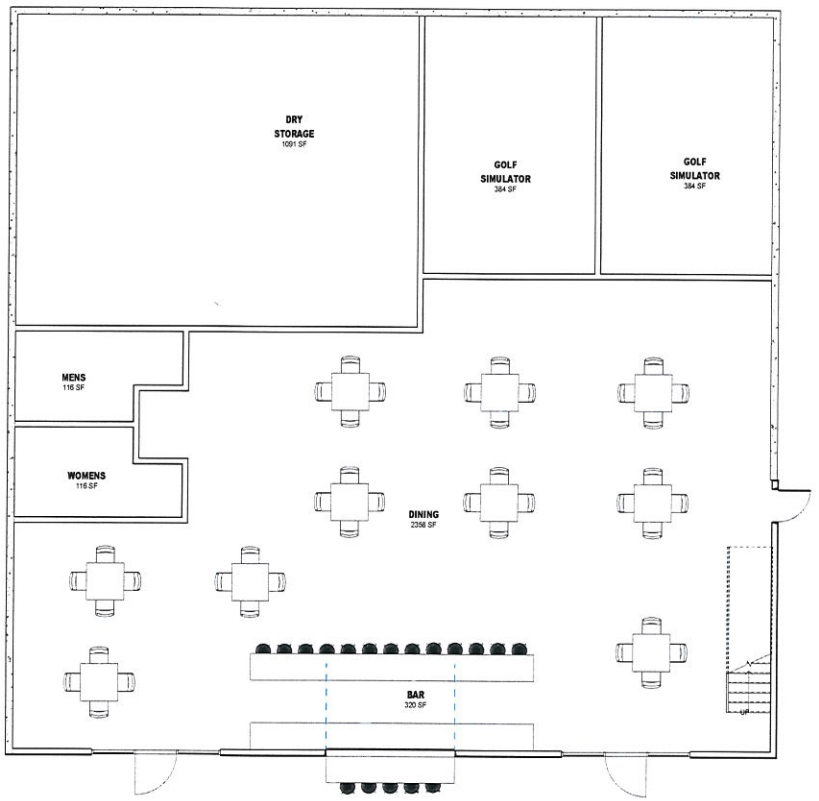
Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB
Scale	1/16" = 1'-0"

C-100

ORIGINAL SIZE: FORMAT

DESIGN DOCUMENTS

7/6/2018 2:40:43 PM



1 BASEMENT LEVEL FLOOR PLAN
SCALE: 3/16" = 1'-0"

TRUE NORTH

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

BASEMENT LEVEL - FLOOR PLAN

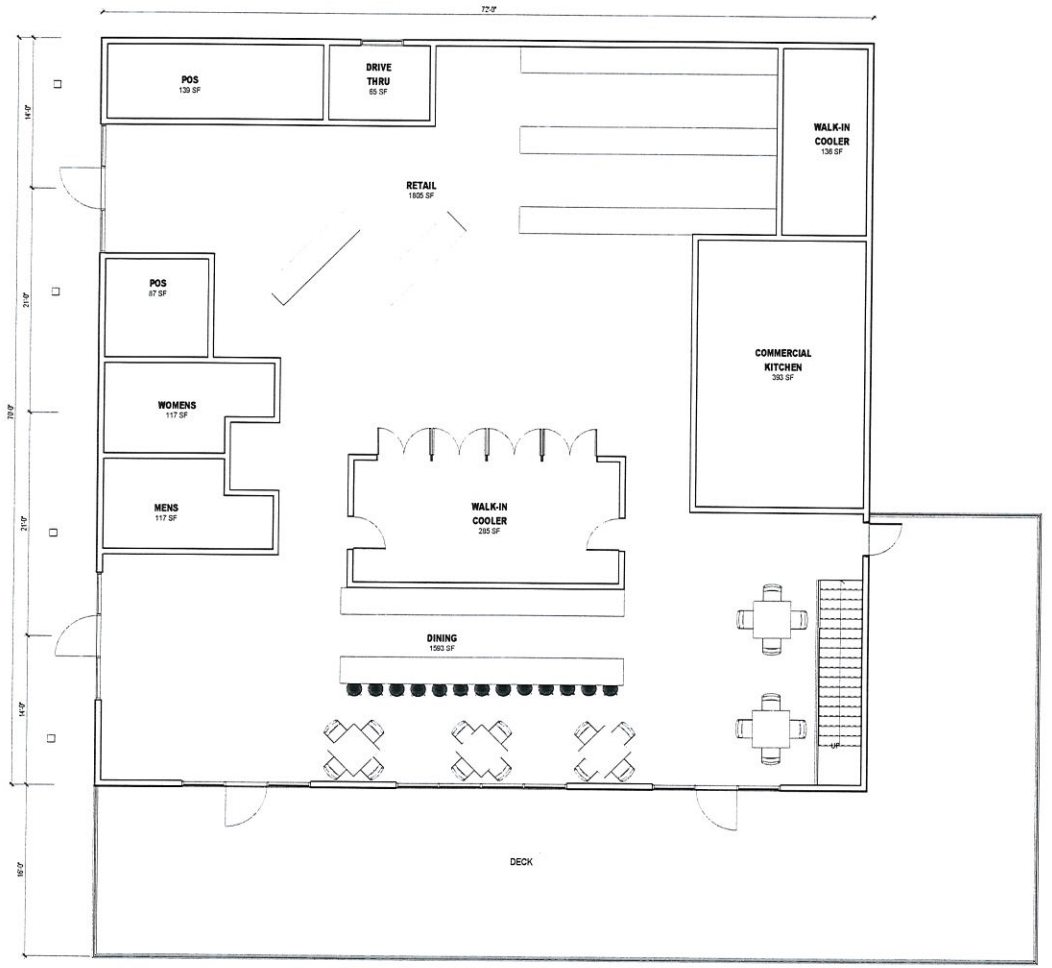
Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB
Scale	3/16" = 1'-0"

A-100

ORIGINAL SHEET FORMAT

DESIGN DOCUMENTS

7/6/2018 2:38:01 PM



1 FIRST LEVEL FLOOR PLAN
SCALE: 3/16" = 1'-0"

TRUE NORTH

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

FIRST LEVEL - FLOOR PLAN

Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB

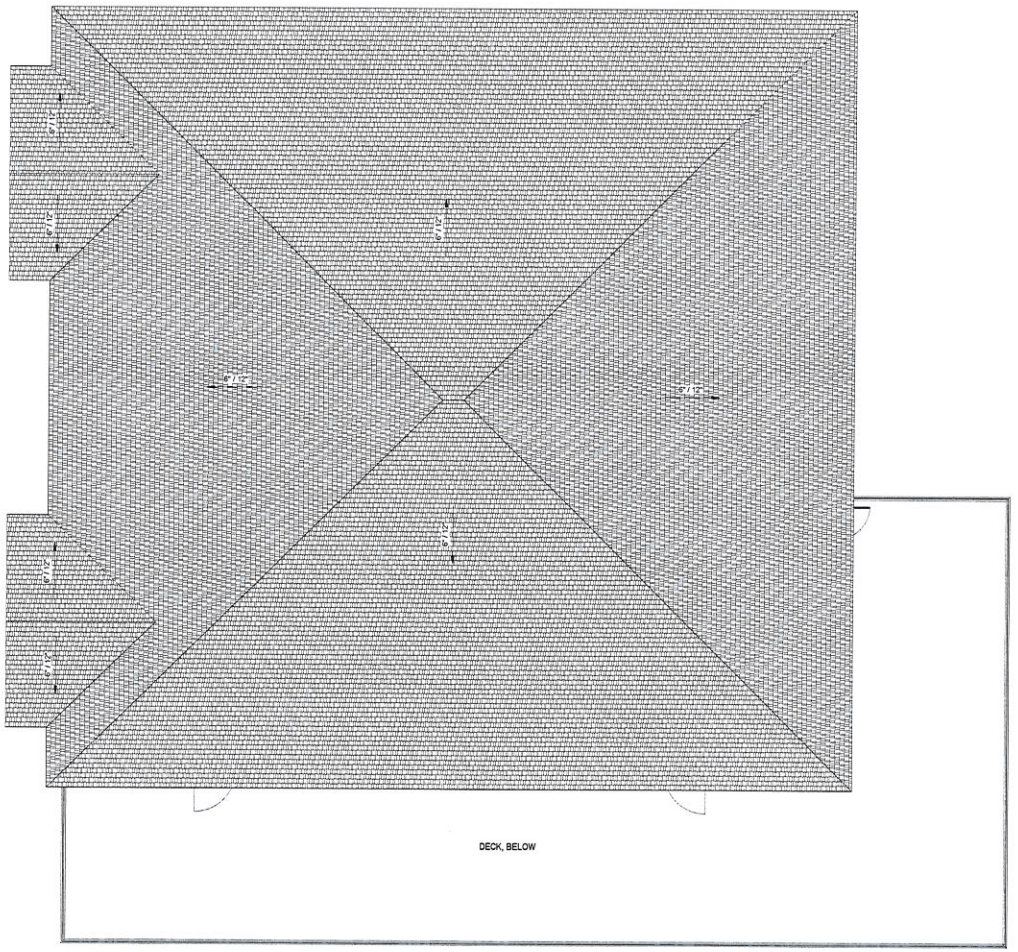
A-101

Scale 3/16" = 1'-0"

ORIGINAL 24X36 FORMAT

DESIGN DOCUMENTS

7/6/2018 2:38:04 PM



1 ROOF PLAN
SCALE 3/16" = 1'-0"

TRUE NORTH

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

ROOF PLAN

Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB

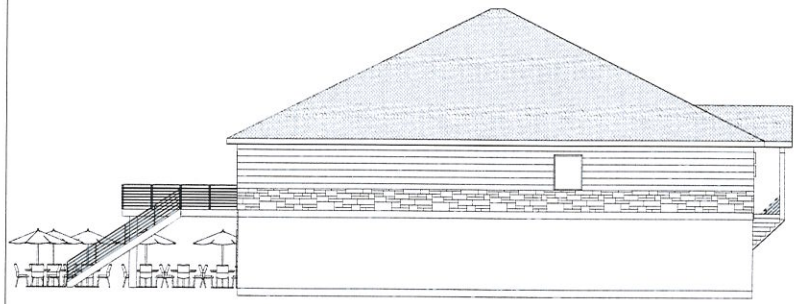
A-105

Scale 3/16" = 1'-0"

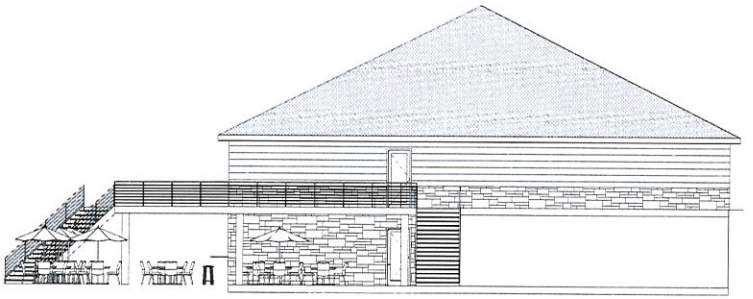
ORIGINAL SHEET FORMAT

DESIGN DOCUMENTS

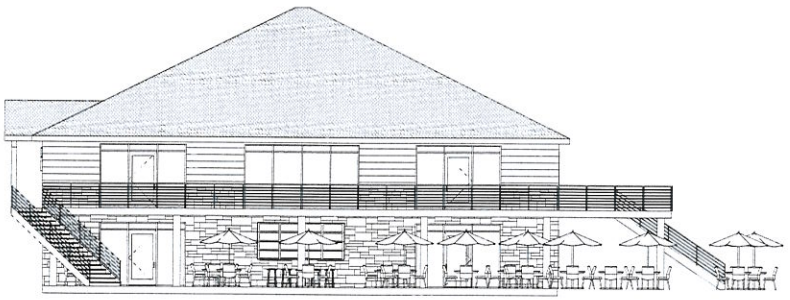
7/6/2018 2:36:17 PM



NORTH ELEVATION
SCALE: 1/8" = 1'-0"



EAST ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



WEST ELEVATION
SCALE: 1/8" = 1'-0"

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

ELEVATIONS

Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB

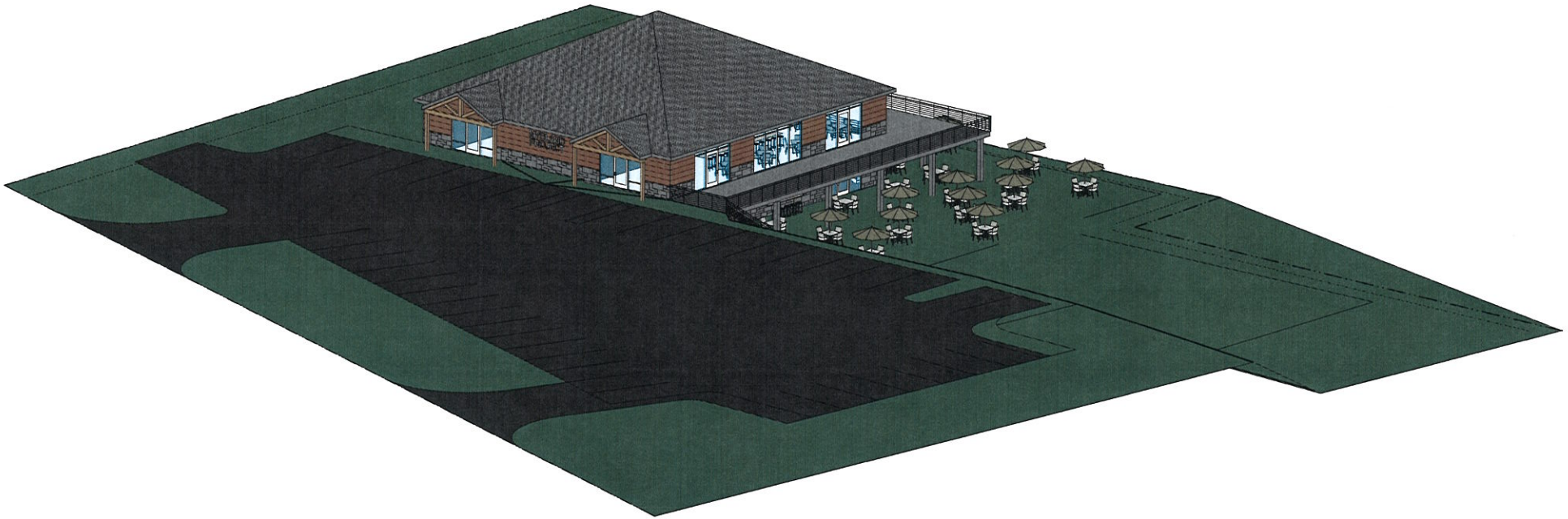
A-200

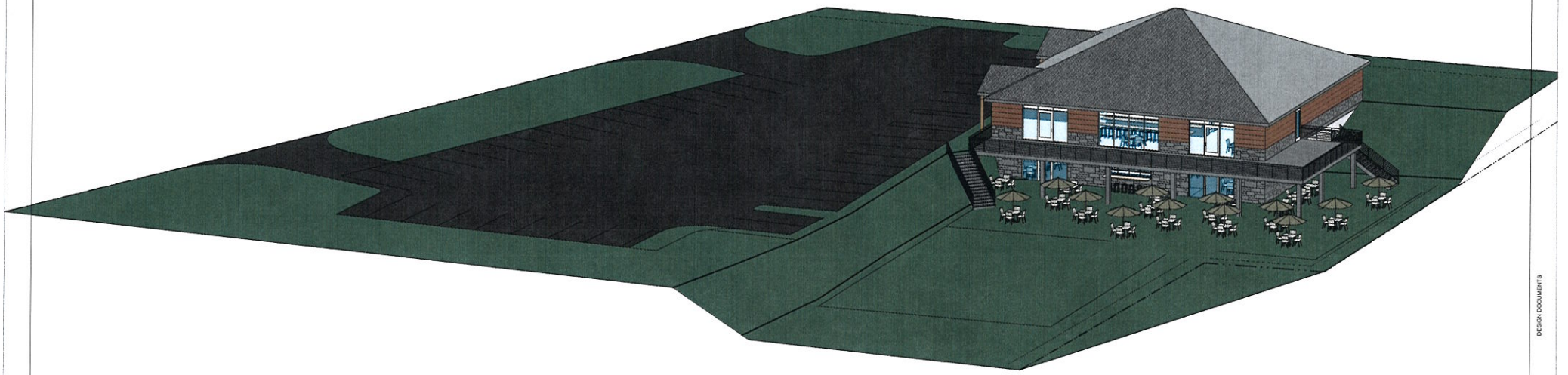
Scale: 1/8" = 1'-0"

ORIGINAL 24X36 FORMAT

DESIGN DOCUMENTS

7/6/2018 2:43:03 PM





ORIGINAL 30X36 FORMAT

DESIGN DOCUMENTS

7/6/2018 2:40:36 PM

PROPOSED BUILDING, LOT 3,
CLOUD PEAK RANCH

MYDLAND PROJECT

No.	Description	Date

3D VIEWS

Project number	MYDLANDDEV
Date	06/05/2018
Drawn by	GETTYB
Checked by	GETTYB
Scale	

A-900

NO. 10 LLC
312 WHITNEY LN
SHERIDAN WY 82801-6367

1083
93-168/929

8-10-18
Date

Pay to the Order of City of Sheridan $ 190.00

One Hundred Ninety and no/100 Dollars

Security Features Details on Back.

First Interstate Bank
888-752-3336
firstinterstate.com

For

MP

⑆092901683⑆ 10172061311 1083

CITY OF SHERIDAN, WYOMING

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

Clerk's Office

MEMORANDUM

Re:	**Application for the Transfer of Retail License #11 (No. 10 LLC) to 548 Mydland Rd**
From:	**Cecilia Good, City Clerk**
To:	**Richard Adriaens, Chief of Police**
Advertising:	**9/05/2018 and 9/12/2018**

The following applicant has applied for a transfer to 548 Mydland Rd for Retail License #11: **No. 10 LLC**

I have no objection to the application for the new Restaurant License Application:

RDA

_____
Richard Adriaens, Chief of Police

I object to the above application. _____

Reason:

_____

_____

_____

_____

_____
Richard Adriaens, Chief of Police

END OF MEMO

HELLOSIGN

Audit Trail

TITLE	No. 10 LLC Transfer Memo to PD
FILE NAME	No. 10 LLC Transfer Memo to PD
DOCUMENT ID	195f29e7b01672f4b6c6ab46eb3078577c583299
STATUS	Completed

This document was requested from script.google.com

Document History

SENT	**08/30/2018** 16:38:40 UTC	Sent for signature to Richard Adriaens (radriaens@sheridanpolice.com) from cgood@sheridanwy.net IP: 72.36.51.170
VIEWED	**08/30/2018** 17:29:55 UTC	Viewed by Richard Adriaens (radriaens@sheridanpolice.com) IP: 72.36.51.177
SIGNED	**08/30/2018** 17:30:26 UTC	Signed by Richard Adriaens (radriaens@sheridanpolice.com) IP: 72.36.51.177
COMPLETED	**08/30/2018** 17:30:26 UTC	The document has been completed.

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 #34-18 Broderick 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 #34-18, the Broderick Minor Subdivision, dividing 2 lots of a total of 0.32 acres into 3 lots, zoned R-3 Residence, located at 65, 65 ½, and 87 E. 8th St. and 1218 N. Gould St.

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 application seeks to reconfigure two lots each containing two existing houses, into 3 total lots wherein only one lot will contain two existing houses. The proposal also seeks to clear up encroachment issues and alleviate some of the lot size deficiencies. The existing non-conforming lots and houses predate existing code standards. The resulting lots will yield conforming properties for Lots 1 and 2 with a shared use and access agreement for a garage that straddles the lot line. Additionally, Lot 3, while not compliant on minimum lot size will clear up setback and encroachment issues. No additional development is anticipated at this time.

Direct notification was sent to 45 property owners, in addition to newspaper notification. To date, the only response received was of verbal approval by the adjacent neighbor to the west during the Planning Commission public hearing.

Discussion:
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 applicant is requesting two variances with this plat application. All three proposed lots will deviate from the 2.5: 1 depth to front ratio required by the Subdivision Ordinance. Additionally, proposed Lot 3 is 5,981 square feet whereas the Zoning Ordinance requires 8,000 square feet. As this plat contains existing non-conforming structures and no additional vacant land for construction, staff supports the requested variances. Depth to front ratio variances are common in the older, more historic areas of the community as lots were designed and constructed as long, linear home sites. Further, the applicant is proposing to make Lots 1 and 2 conform to the minimum lot size of 4,000 square feet per residence and is preserving as much area as possible for the remain two houses on Lot 3. The existing arrangement of 4 homes on a total of 14,000 square feet is considered existing, legal non-conforming; the homes and their arrangement predate our current standards.

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.*

This proposed 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.*

These lots are currently served by water and sewer at an adequate capacity. No further development is intended at this time, nor would any additional detached residential units be allowed under the current layout.

Staff has no further comments at this time.

Attachments

Resolution 34-18
plat
Variance request letter
aerial

CITY OF SHERIDAN
RESOLUTION 34-18

A RESOLUTION approving PL 18-27, the final plat of the Broderick Minor Subdivision, dividing 2 lots of a total of 0.32 acres into 3 lots, zoned R-3 Residence District, located at 65, 65 ½, and 87 E. 8th St. and 1218 N. Gould St.

WHEREAS, the final plat of the Broderick 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) with the exception of the variance from Sheridan City Code Appendix B §505(C)(1) requiring; the depth-to-front ratio of lots shall not exceed 2.5 to 1; and Appendix A §5(C) Lot area per family requirement of not less than eight thousand (8,000) square feet for two families to allow lot 3 to be 5,981 square feet.

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

That the final plat of the Broderick Minor Subdivision, dividing 2 lots of a total of 0.32 acres into 3 lots, located at 65, 65 ½, and 87 E. 8th St. and 1218 N. Gould St.,

Is hereby approved by vote of the City of Sheridan's City Council with the following variances:

1. A variance from Sheridan City Code Appendix B §505(C)(1) requiring; the depth-to-front ratio of lots shall not exceed 2.5 to 1;
2. A variance from Appendix A §5(C) Lot area per family requirement of not less than eight thousand (8,000) square feet for two families to allow lot 3 to be 5,981 square feet.

In approving the variance from the depth to frontage ratio requirements and area variance, the City Council finds the following in accordance with SCC Appendix B §204(A).

1. The granting of the variance will not be detrimental to the public safety, health or welfare, or be injurious to other property;

2. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property in the area; or because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;

3. The variance is necessary for reasonable development of the property in question and will alleviate a clearly demonstrable hardship.

In approving the Broderick 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 variances 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 17th day of September 2018.

_____
Roger Miller, Mayor

Attest:

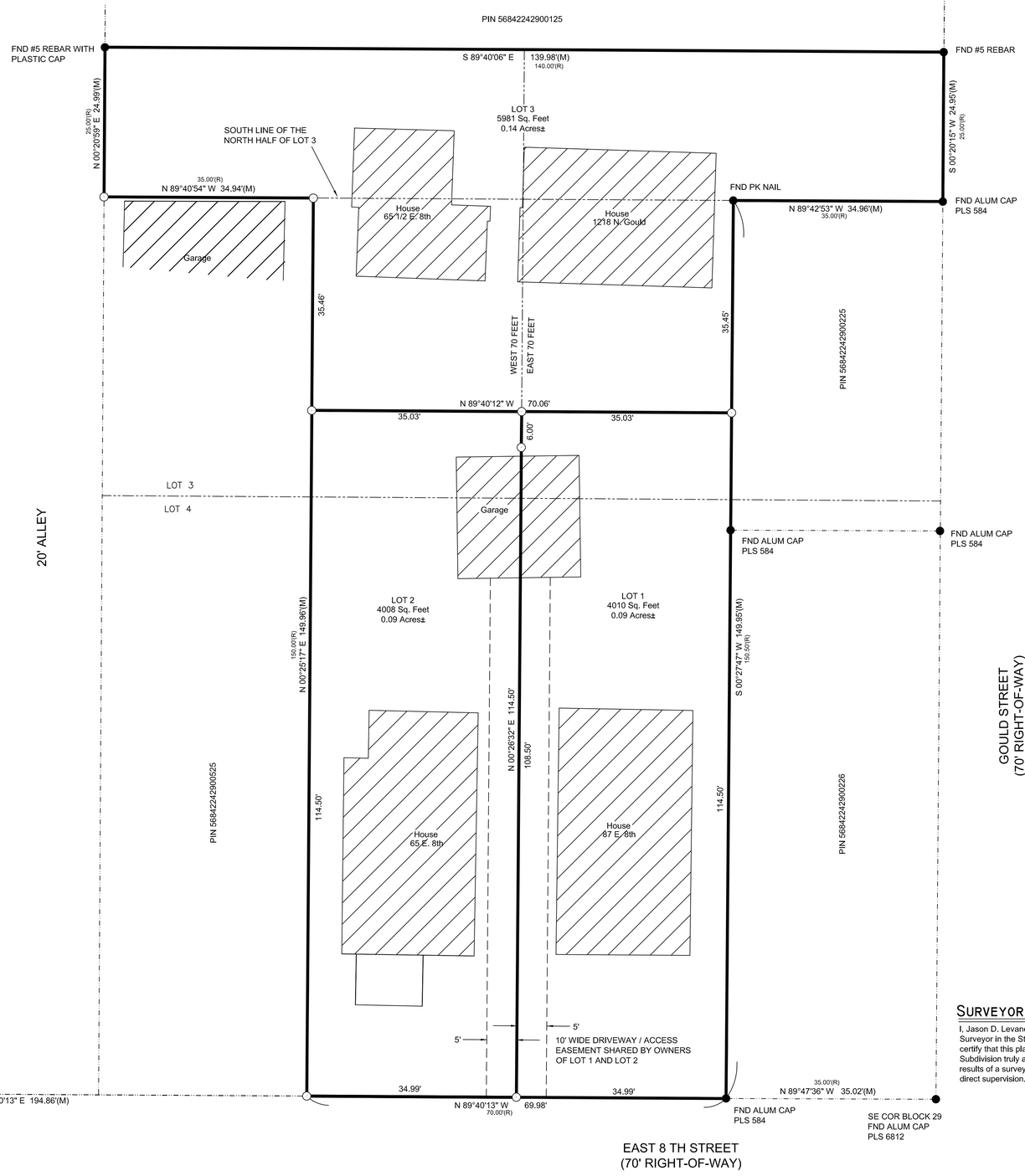
_____
Cecilia Good, City Clerk

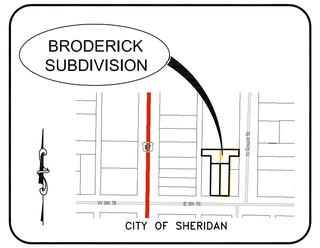
PLAT OF

BRODERICK SUBDIVISION

A REPLAT OF PART OF LOTS 3 AND 4, BLOCK 29 OF THE SHERIDAN LAND COMPANY'S SECOND AMENDED ADDITION TO THE TOWN, NOW CITY, OF SHERIDAN

BEING PART OF THE SE1/4 OF SECTION 22, TOWNSHIP 56 NORTH, RANGE 84 WEST, OF THE 6TH PRINCIPAL MERIDIAN,
CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING
TOTAL ACREAGE = 0.32 ACRES±





LOCATION MAP
NOT TO SCALE

0' 10' 20' 30'

SCALE: 1" = 10'

BASIS OF BEARINGS IS NAD83, WYOMING STATE PLANE, EAST CENTRAL ZONE, AS DERIVED FROM GPS OBSERVATION WITH OPUS SOLUTION

ALL DISTANCES ARE MEASURED UNLESS SPECIFIED

LEGEND:

- ○ - *SET 1.5" ALUM CAP PER PLS#10287*
- ● - *FOUND MONUMENT AS NOTED*
- *(M) - MEASURED*
- *(R) - RECORD*

DECLARATION VACATING PREVIOUS PLATTING

This plat is a replat of Part of Lots 3 and 4, Block 29 of the Sheridan Land Company's Second Amended Addition to the Town, now City, of Sheridan, being part of the SE¼ of Section 22, Township 56 North, Range 84 West of the 6th Principal Meridian, City of Sheridan, Sheridan County, Wyoming, as recorded in Drawer "S", Plat No. 15, of the Records of the Sheridan County Clerk. All earlier plats or portions thereof encompassed by the boundaries of this plat are hereby vacated.

CITY OF SHERIDAN CITY COUNCIL CERTIFICATE OF APPROVAL

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

Attest: City Clerk

Mayor

CITY OF SHERIDAN PLANNING COMMISSION CERTIFICATE OF APPROVAL

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

Attest: Vice-Chairman

Chairman

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, Wyoming, and certified this ____ day of _____, 2018, by the Director of Public Works of Sheridan, Wyoming.

Director of Public Works

CERTIFICATE OF OWNER

Know all men by these presents that the undersigned, Broderick Properties, LLC., being the owner, proprietor, or party of interest in the land shown on this plat, does hereby certify:

That the foregoing plat is designated as Broderick Subdivision, being a Replat of Part of Lots 3 and 4, Block 29, of the Sheridan Land Company's Second Amended Addition, and more particularly described as follows:

(PER WARRANTY DEED IN BOOK 566, AT PAGE 600) (87 E. 8th Street)
THE WEST 35 FEET OF THE EAST 70 FEET OF LOT FOUR (4), THE WEST 35 FEET OF THE EAST 70 FEET OF THE SOUTH HALF OF LOT THREE (3), AND THE SOUTH 25 FEET OF THE EAST 70 FEET OF THE NORTH HALF OF SAID LOT THREE (3), IN BLOCK TWENTY-NINE (29), OF SHERIDAN LAND COMPANY'S SECOND AMENDED ADDITION TO THE TOWN, NOW CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

ALSO

(PER WARRANTY DEED IN BOOK 572 AT PAGE 546) (65 & 65 1/2 E. 8th Street)
THE EAST 35 FEET OF THE WEST 70 FEET OF LOT 4; THE EAST 35 FEET OF THE WEST 70 FEET OF THE SOUTH ONE-HALF OF LOT 3; AND THE SOUTH 25 FEET OF THE WEST 70 FEET TO THE NORTH ONE-HALF OF LOT 3,ALL IN BLOCK 29, OF SHERIDAN LAND COMPANY'S SECOND ADDITION TO THE TOWN, NOW CITY OF SHERIDAN, SHERIDAN COUNTY, WYOMING

That this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct plat of the area as it is divided into lots, blocks, streets and easements; and

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

Utility easements, as designated on this plat, are hereby dedicated to the City of Sheridan and its licensees for public use for the purpose of installing, repairing, reinstalling, replacing and maintaining sewers, water lines, gas lines, electric lines, telephone lines, cable television 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:

Duane Charlson

_____

STATE OF WYOMING }
COUNTY OF SHERIDAN } SS:

On this, the _____ day of _____, 2018, before me, the undersigned officer, personally appeared Duane Charlson, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purpose described herein.

In witness hereof, I set my hand and official seal.

_____
Notary Public

The Undersigned First Federal Bank & Trust, hereinafter MORTGAGEE, holds a mortgage in and to the property embraced by this subdivision plat, which mortgage was filed with the Clerk of Sheridan County and Ex-Officio Recorder of Deeds in Book 974 of Mortgages, at Page 51 (as to 65 & 65 1/2 E. 8th Street) and Book 974 of Mortgages, at Page 42 (as to 87 E. 8th Street). MORTGAGEE, by signature on this plat, consents to the dedications made herein and specifically releases all streets, alleys, parks, easements, open spaces and other areas dedicated to the City of Sheridan for public use, as listed and described on this plat, from the aforementioned mortgage.

Executed this _____ day of _____, 2018 by:

_____

STATE OF WYOMING }
COUNTY OF SHERIDAN } SS:

On this, the _____ day of _____, 2018, before me, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purpose described herein.

In witness hereof, I set my hand and official seal.

_____
Notary Public

CERTIFICATE OF RECORDER

STATE OF WYOMING

COUNTY OF SHERIDAN

This plat was filed for record in the Office of the Clerk and Recorder at _____o'clock this ____ day of _____, 2018, and is duly recorded in Book _____ Page _____.

_____
County Clerk

SURVEYOR'S CERTIFICATE

I, Jason D. Levanen, a duly registered Land Surveyor in the State of Wyoming, do hereby certify that this plat of the Broderick Subdivision truly and correctly represents the results of a survey made by me or under my direct supervision.

Professional Land Surveyor
JASON D. LEVANEN
LS 10287
Date
WYOMING

Prepared for:
BRODERICK PROPERTIES, LLC
480 UPPER RD
SHERIDAN, WYOMING 82801

Prepared by:
Arrow Survey Group, Inc.
Sheridan, WY 82801 (307)751-7543

Date: 8/24/2018

Sheet No. 1 of 1

June 12, 2018

Public Works Director

55 Grinnell Plaza

Sheridan, Wyoming 82801

RE: Request for variance on depth to front ration on 2 lots, and request for variance on total lot size of one lot located at: 87 East 8th Street, 1218 North Gould, 65 East 8th St, and 65 ½ East 8th Street.

I own the above mentioned property and I am requesting a variance on the lots that will have house number 87 East 8th and 65 East 8th. These two properties/lots are only 35 feet wide so they will not meet the depth to front ratio.

I am also requesting a variance on the lot that will have house numbers 1218 North Gould and 65 ½ East 8th Street. This lot will be smaller than the 8000 square foot required for 2 homes. Do to the size of the existing lots this is not possible.

Thank you for your consideration,

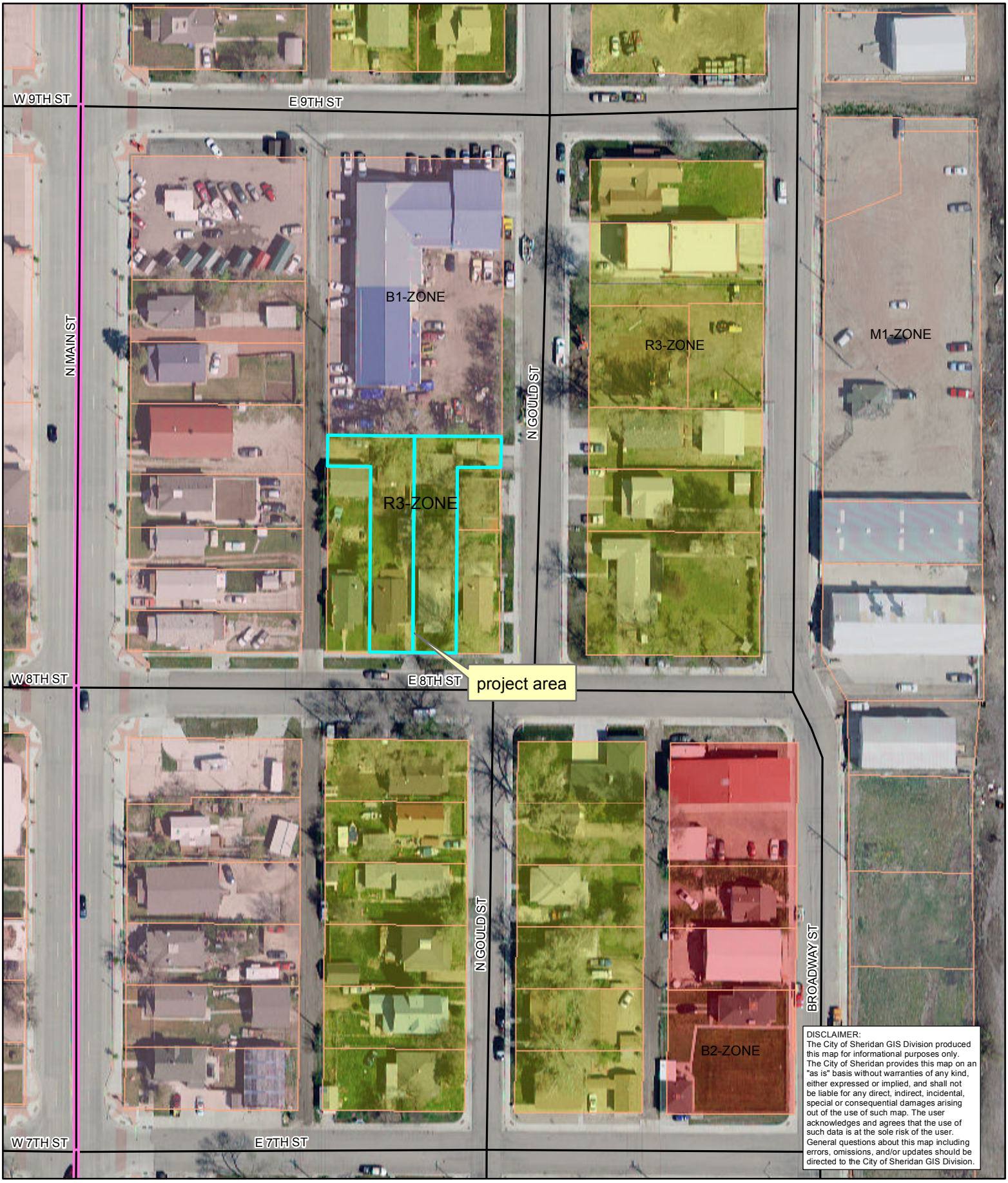
Duane Charlson

480 Upper Road

Sheridan, WY 82801

upr480@yahoo.com

(307)752-6470



DISCLAIMER:
The City of Sheridan GIS Division produced this map for informational purposes only. The City of Sheridan provides this map on an "as is" basis without warranties of any kind, either expressed or implied, and shall not be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of such map. The user acknowledges and agrees that the use of such data is at the sole risk of the user. General questions about this map including errors, omissions, and/or updates should be directed to the City of Sheridan GIS Division.

CITY OF Sheridan WYOMING

proposed subdivison area

N

0 30 60 120 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 Resolution #41-18 Washington Street Mobile Home Addition - Community Development Director Brian Craig
From:	Brian Craig, Community Development Director
To:	Mayor and Council
CC:	Mark Collins, City Administrator
Date:	08/13/2018

Recommendation:

Staff recommends the City Council approve Resolution #41-18, the expansion of the Sayer East Side Country Park by 39, 204 square feet including the following variance:

1). A variance from the required twenty-five foot (25') setback along the Washington Street frontage to allow a mobile home to be located 6.6 feet from the east property line.

Potential Findings of Fact:

Other than that the application should be in compliance with Sheridan City Code Appendix C Mobile and Manufactured Home Parks, city code requires no particular findings be made in granting approval for a mobile home park or mobile home park expansion.

Background:

The applicant, SSR Construction is the owner and operator of the East Country Park mobile home community. Original approval for this park was granted in 2007. In 2014, the park was expanded by the installation of three additional mobile home pads instead of a previously approved storage building. Across College Avenue from the East Country Park is a 0.90 acre parcel of land with existing R-4 Residence Zoning. R-4 zoning is intended for the use of mobile and manufactured home parks. The applicant is proposing to construct six (6) new mobile home units on this parcel as an extension of the larger community to the south. The new mobile homes will have access to the required common area and playground.

Staff has received no comments from the neighborhood positive, or negative in response to this project.

Discussion:

Sheridan City Code Appendix C has a number of site configuration requirements for mobile home pads in terms of mobile home setback, pad design, and park amenities. The proposed six (6) additional pads meet all of the dimensional and amenity requirements for mobile home sites within a park with the exception of the request setback variance from the east property line from twenty-five feet (25') to six and six thenths of a foot (6.6'). There is a requirement that new mobile home parks be a minimum of two (2) acres, however, as this parcel already has the appropriate zoning for mobile home use and is considered and extension of and an addition to the larger mobile home park to the south under the same ownership.

The proposed units are an appropriate use of the R-4 zoned lot and in fact, are the only intended use for such district.

Staff has no further comments at this time.

Attachments

Resolution 41-18
Site plan
aerial

CITY OF SHERIDAN
RESOLUTION 41-18

A RESOLUTION approving PL 18-33, a request to expand the Sayer East Side Country Park by 39,204 square feet to include an additional six (6) mobile home sites on the northwest corner of E. College Ave. and Washington St.

WHEREAS, the site plan proposed for the Sayer East Side Country Park Addition has been reviewed for consistency with Appendix C (Mobile and Manufactured Home Parks) of Sheridan City Code; and

WHEREAS, all applicable requirements have been met and all documents meet the applicable requirements in Appendix C (Mobile and Manufactured Home Parks) of the Sheridan City Code; and

WHEREAS, the Planning Commission recommended the approval of the proposed mobile home park addition; and

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

That the proposed Sayer East Side Country Park Addition is hereby authorized to proceed to permitting and construction upon issuance of an approved building permit and other necessary permits for construction with the following variance:

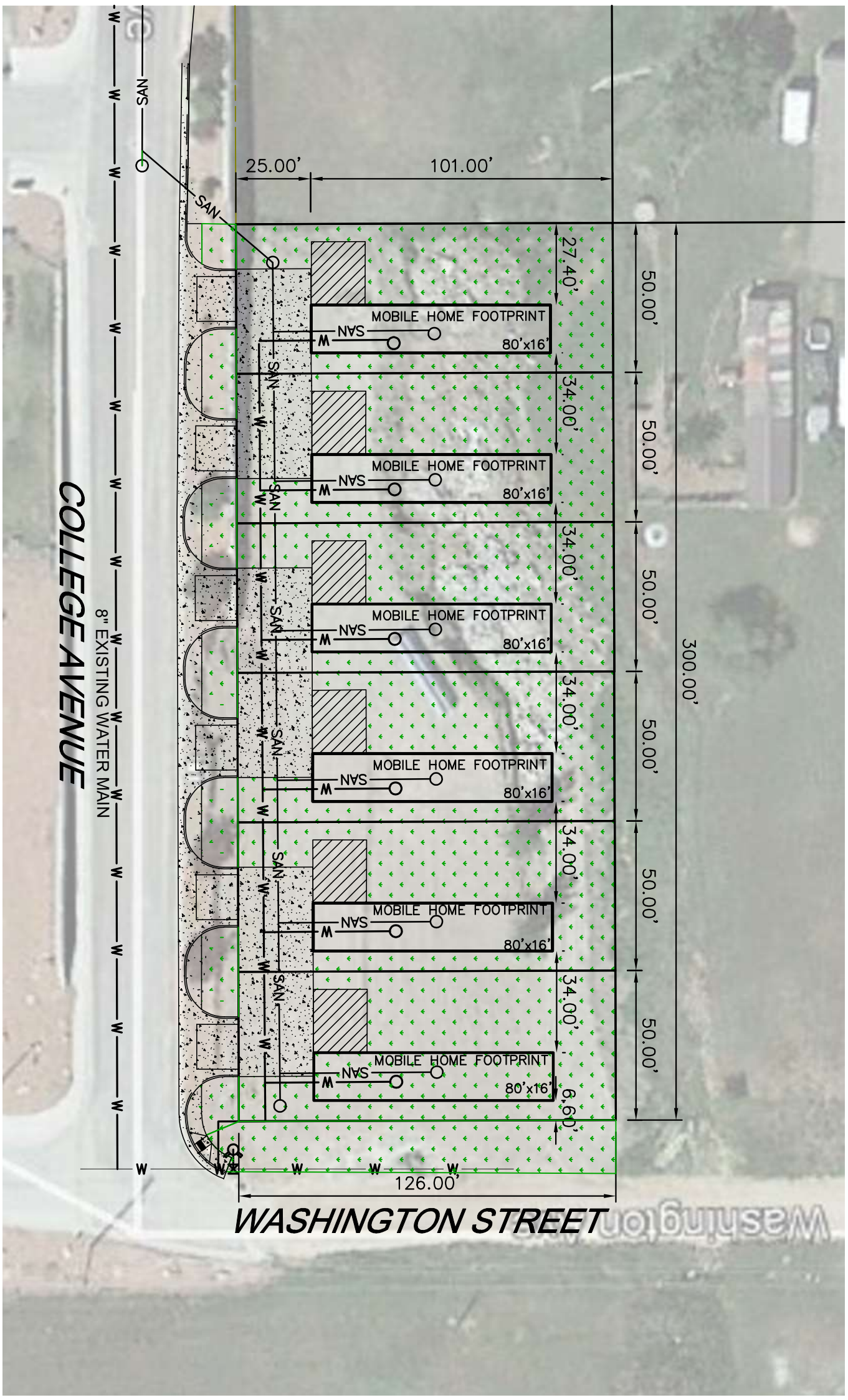
1. A variance from the required twenty-five foot (25') setback along the Washington Street frontage to allow a mobile home to be located 6.6 feet from the east property line.

PASSED, APPROVED, AND ADOPTED this 17th day of September 2018.

_____
Roger Miller, Mayor

Attest:

_____
Cecilia Good, City Clerk



LEGEND

380 SF PATIO

LAWN GRASSES/ LANSCAPE

CONCRETE PARKING AREA

PLAN SCALE:
1"=40' HORIZ

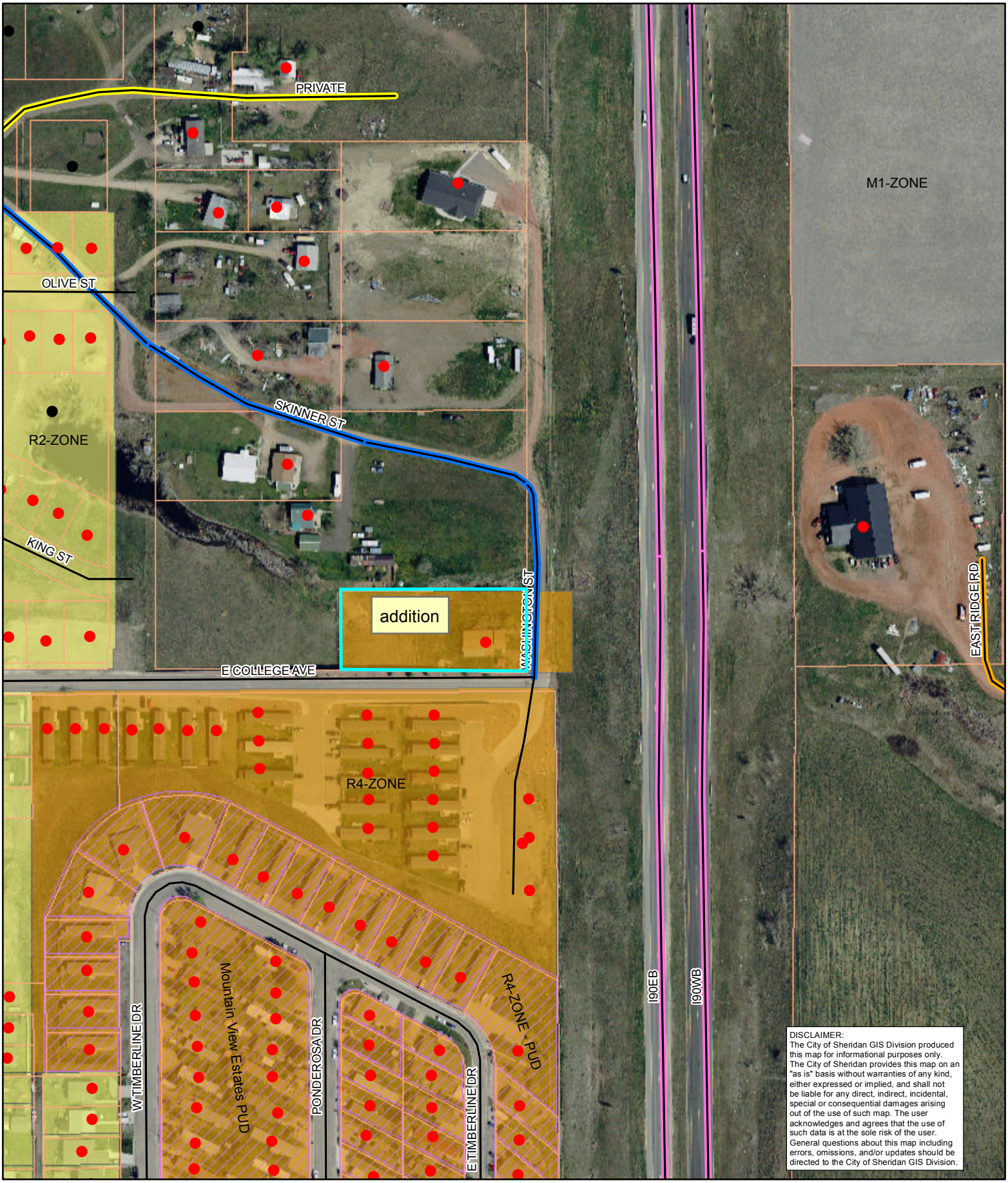
CP1

MC² ENGINEERING, P.C.
811 North Main Street
Sheridan, Wyoming 82801
Office: 307.673.7350 Fax: 307.673.5156
www.mc2engineering.com

WASHINGTON STREET
MOBILE HOME ADDITION
SITE PLAN

DESIGN: TME
CHECK: MLC
DATE: 4/27/16

NO.	AMENDMENT	DATE	INT.



CITY OF Sheridan WYOMING

Mobile Home Park addition

N

0 0.0125 0.025 0.05 Miles

Name: sgoodman Date: 09/06/2018