



**AGENDA
CITY OF SHERIDAN
TUESDAY MAY 26, 2026
STUDY SESSION COUNCIL MEETING START 5:30 P.M.**

1. Discussion of Bid Award to Wagner Ranch Services for the Old Landfill Corrective Measures Project in the Amount of \$3,166,610.25 - Utilities Director Dan Roberts
2. Discussion of Ordinance No. 2301-26 Addressing Fees within City Code - Ashlee Foster, City Clerk
3. Discussion of Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code - Ashlee Foster, City Clerk
4. Discussion of FY27 Budget; City Council Questions and Comments - City Administrator Stuart McRae
5. General Discussion and Potential Future Agenda Items - City Administrator Stuart J. McRae
A. Council Request for Future Agenda Items.



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Utilities

MEMORANDUM

RE: Discussion of Bid Award to Wagner Ranch Services for the Old Landfill Corrective Measures Project in the Amount of \$3,166,610.25 - Utilities Director Dan Roberts

From: Dan Roberts, Utilities Director

To: City Council

Date: 05/26/2026

Recommendation:

Staff recommends that the Mayor and City Council award the Old Landfill Corrective Measures Project to Wagner Ranch Services, the lowest qualified bidder, in the amount of \$3,166,610.25.

Staff requests that for the Old Landfill Corrective Measures Project, the Mayor and City Council authorize the Utilities Director, Dan Roberts, to act on behalf of the Council and Mayor on all matters related to this project.

Background:

This Project will conduct remediation work (corrective measures) on Sheridan's Old Landfill located west of Eastridge Road and south of the railroad tracks and Dog and Cat Shelter. This is the second and final Project to be completed in order for the City to satisfy its obligations under the State of Wyoming's Landfill Remediation Program, which was established to help landfill owners correct groundwater contamination caused by their old, unlined landfill cells.

The corrective measures chosen to mitigate groundwater contamination from Sheridan's Old Landfill is to remove the groundwater contact with the waste. The scope of the Project to accomplish this, which was bid for construction, and being considered by City Council for Bid Award, consists of constructing two evaporation ponds, four groundwater extraction wells, a force main collection system and performing overall site grading with soil cover material that will minimize surface water contributions to groundwater.

By pumping the groundwater from under the Old Landfill into evaporation ponds, we are avoiding discharging waste contaminated groundwater (leachate) into the City's sanitary sewer system.

Discussion:

This project was advertised in the Sheridan Press on April 2, 11, and 20, 2026. A pre-bid conference was held on April 17th with bids received on May 6, 2026, with the following results (bid tabulation attached):

- Wagner Ranch Services \$3,166,610.25
- LJS Concrete & Excavating LLC \$3,523,995.79
- Prospect Construction, Inc. \$3,706,458.45
- Mountain View Building \$3,745,894.00
- DRM \$3,791,934.35
- Excel Wyoming \$3,975,973.00
- Earthwork Solutions \$4,290,480.75

The Engineer's Estimate at the time of bidding was \$3,372,992.73

Funding:

This project is funded through the State of Wyoming's Landfill Remediation Program (Program), administered by the Wyoming Department of Environmental Quality Solid and Hazardous Waste Division (WDEQ). The Program will pay 75% of the project costs with the City responsible for the remaining 25%. The City's project costs will be funded through a CWSRF Loan obtained for our landfill remediation projects.

Attachments

Recommendation of Award Letter and Bid Tabulation



May 8, 2026

Mr. Nathan Rager
City of Sheridan
55 Grinnell Plaza
Sheridan, WY 82801

Re: Bid Evaluation for the Old Landfill Corrective Measures Project

Dear Mr. Rager:

The City of Sheridan conducted the public bid opening for the Sheridan Old Landfill Corrective Measures project at 1:00 PM on May 6, 2026, in the Council Chambers on the 3rd floor of the City of Sheridan City Hall. The following bids were received for this project:

Bidder	Bid Price	WY Resident
Wagner Ranch Services, LLC	\$3,166,610.25	Yes
LJS Concrete & Excavating, LLC	\$3,523,995.79 (bidder total) \$3,524,272.05 (Trihydro calculated)	Yes
DRM, Inc.	\$3,791,934.35	Yes
Mountain View Building, Inc.	\$3,745,894	Yes
Excel Wyoming	\$3,975,973 (bidder total) \$3,974,633 (Trihydro calculated)	Yes
Earth Work Solutions, Inc.	\$4,290,480.75	Yes
Prospect Construction, Inc.	\$3,706,458.45	Yes

The tabulated bids received for the project are provided as Attachment A. The apparent low bidder is Wagner Ranch Services, LLC with a unit price bid of \$3,166,610.25. The difference between the low bid and the high bid is \$1,123,871. The bid submitted by Wagner Ranch Services, LLC is \$206,382.48 below the Engineer's Estimate for the project.

Trihydro Corporation (Trihydro) has evaluated all bids for responsiveness to the required and optional items set forth in the Instructions to Bidders and in the Bid Form. A summary of each bid's responsiveness is provided as Attachment B. Considering the responsiveness evaluation and the unit bid price tabulation, Trihydro found the bid submitted by the apparent low bidder, Wagner Ranch Services, LLC, to be adequate.

Trihydro recommends that the City of Sheridan award the project to Wagner Ranch Services, LLC for the Old Landfill Corrective Measures Project and initiate execution of an Agreement and Notice of Award. The Contract Price as part of the Agreement between the City of Sheridan and Wagner Ranch Services,



Mr. Nathan Rager
May 8, 2026
Page 2

LLC will be for the bid price amount of \$3,166,610.25. Trihydro also recommends that the City of Sheridan request a detailed project schedule from Wanger Ranch Services, LLC in advance of issuing Notice of Award for project planning purposes.

We look forward to continuing to support the City of Sheridan and working with Wagner Ranch Services, LLC on this project. If you have any questions or wish to discuss this evaluation, please feel free to contact me by phone at (307) 745-7474, or by email at tevans@trihydro.com.

Sincerely,
Trihydro Corporation

Travis Evans, P.E.
Project Manager

00931-003-0010

Attachments

ATTACHMENT A

BID TABULATION

ATTACHMENT A. OLD LANDFILL CORRECTIVE MEASURES
BID TABULATION
CITY OF SHERIDAN, WYOMING

Bid Items				Opinion of Probable Cost		Wagner Ranch Services, LLC	
				Trihydro Corporation		Sheridan, WY	
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extension	Unit Price	Extension
00810.1	Force Account	LS	1	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
01050.11	Construction Layout and Surveying	LS	1	\$70,000.00	\$70,000.00	\$15,000.00	\$15,000.00
01560.01	Temporary Controls	LS	1	\$20,000.00	\$20,000.00	\$26,000.00	\$26,000.00
02000.01	Mobilization	LS	1	\$306,635.68	\$306,635.68	\$56,000.00	\$56,000.00
02060.01	Temporary Traffic Control	LS	1	\$20,000.00	\$20,000.00	\$3,500.00	\$3,500.00
02221.02	Imported Trench Backfill Material	CY	730	\$10.00	\$7,300.00	\$5.00	\$3,650.00
02221.50	Municipal Solid Waste Excavation	CY	1,400	\$15.00	\$21,000.00	\$16.00	\$22,400.00
02221.51	Dry Utility Trenching - Type A	LF	400	\$15.00	\$6,000.00	\$13.00	\$5,200.00
02221.52	Dry Utility Trenching - Type B	LF	2,690	\$10.00	\$26,900.00	\$11.50	\$30,935.00
02440.02	Well Abandonment	VF	108	\$60.00	\$6,480.00	\$17.00	\$1,836.00
02440.03	Settlement Monument and Protective Casing Removal	LS	1	\$10,000.00	\$10,000.00	\$1,800.00	\$1,800.00
02440.15	Asphalt Removal	SY	1,240	\$9.00	\$11,160.00	\$1.75	\$2,170.00
02450.01	General Fill	CY	21,000	\$4.00	\$84,000.00	\$3.00	\$63,000.00
02450.02	Embankment Fill	CY	61,800	\$10.00	\$618,000.00	\$8.90	\$550,020.00
02450.03	Subgrade Preparation	SY	37,222	\$2.00	\$74,444.00	\$0.50	\$18,611.00
02450.04	Anchor Trench	LF	3,350	\$8.00	\$26,800.00	\$9.00	\$30,150.00
02460.01	Topsoil Stripping and Stockpiling	SY	157,400	\$0.33	\$51,600.00	\$0.50	\$78,700.00
02460.02	Topsoil - Placing	SY	157,400	\$0.44	\$68,800.00	\$0.60	\$94,440.00
02480.02	Seeding	ACRE	38	\$3,000.00	\$114,000.00	\$1,600.00	\$60,800.00
02519.10	Crushed Aggregate Base Course - 6"	SY	4,840	\$9.92	\$48,012.80	\$11.00	\$53,240.00
02525.10	Hot Plant Mix Bituminous Pavement - 3"	SY	1,800	\$18.00	\$32,400.00	\$40.50	\$72,900.00
02600.01	Utility Markout and Coordination	LS	1	\$5,000.00	\$5,000.00	\$1,300.00	\$1,300.00
02641.01	2" HDPE Ball Valve	EA	10	\$500.00	\$5,000.00	\$500.00	\$5,000.00
02641.02	1" ARV Assembly	EA	2	\$3,500.00	\$7,000.00	\$3,500.00	\$7,000.00
02712.21	2" One-Way Sanitary Sewer Cleanout	EA	14	\$500.00	\$7,000.00	\$250.00	\$3,500.00
02712.22	2" Two-Way Sanitary Sewer Cleanout	EA	4	\$750.00	\$3,000.00	\$550.00	\$2,200.00
02712.31	Connect to Existing Sanitary Sewer Manhole	LS	1	\$3,000.00	\$3,000.00	\$1,300.00	\$1,300.00
02712.41	2" SDR 11 HDPE Force Main	LF	2,860	\$25.00	\$71,500.00	\$33.50	\$95,810.00
02712.51	Meter Pit	EA	6	\$3,000.00	\$18,000.00	\$3,700.00	\$22,200.00
02800.01	18" CMP Culvert	LF	44	\$45.00	\$1,980.00	\$78.00	\$3,432.00
02895.01	Engineering Fabric	SY	6,010	\$3.00	\$18,030.00	\$1.80	\$10,818.00
013529.01	Safety and Emergency Response Requirements	LS	1	\$10,000.00	\$10,000.00	\$35,000.00	\$35,000.00
013543.01	Temporary Special and Hazardous Waste Storage and Handling Area	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
027000.01	12-inch Borehole	VF	153	\$175.00	\$26,775.00	\$105.00	\$16,065.00
027000.02	6-inch Screen	VF	110	\$125.00	\$13,750.00	\$280.00	\$30,800.00
027000.03	6-inch Casing	VF	43	\$75.00	\$3,225.00	\$270.00	\$11,610.00
027000.04	Borehole Abandonment	VF	50	\$50.00	\$2,500.00	\$45.00	\$2,250.00
027000.05	Surface Completion	EA	6	\$1,500.00	\$9,000.00	\$1,000.00	\$6,000.00
027000.06	Pitless Adapter- Existing Well	EA	2	\$1,500.00	\$3,000.00	\$1,400.00	\$2,800.00
320519.16.01	60-Mil LLDPE Primary Liner	SF	335,000	\$0.67	\$224,450.00	\$1.12	\$375,200.00
320519.16.02	60-Mil LLDPE Secondary Liner and Drainage System	SF	335,000	\$1.00	\$335,000.00	\$1.50	\$502,500.00
320519.16.03	Ballast Tubes	LF	5,225	\$22.00	\$114,950.00	\$32.72	\$170,962.00
320519.18.01	Geocomposite	SF	335,000	\$1.20	\$402,000.00	\$0.81	\$271,350.00
323156.01	Wildlife Fence	LF	3,065	\$20.00	\$61,300.00	\$23.25	\$71,261.25
325000.01	Leak Detection Gravel	CY	30	\$100.00	\$3,000.00	\$290.00	\$8,700.00
330533.01	18" Side Slope Riser Assembly	EA	2	\$7,500.00	\$15,000.00	\$11,000.00	\$22,000.00
331136.01	Submersible Pumps	EA	6	\$5,500.00	\$33,000.00	\$7,200.00	\$43,200.00
331136.02	Flow Meter	EA	6	\$3,000.00	\$18,000.00	\$3,000.00	\$18,000.00
0260010.10	Electrical Work	LS	1	\$230,000.00	\$230,000.00	\$131,000.00	\$131,000.00
TOTAL BID					\$3,372,992.48		\$3,166,610.25
TOTAL BID (CALCULATED)							\$3,166,610.25
DIFFERENCE BETWEEN REVIEWED VS CALCULATED							\$0.00

Note:

Highlighted cells represent math error in bid form.

ATTACHMENT A. OLD LANDFILL CORRECTIVE MEASURES
BID TABULATION
CITY OF SHERIDAN, WYOMING

Bid Items				LJS Concrete & Excavating, LLC		DRM, Inc.	
				Sheridan, Wyoming		Sheridan, Wyoming	
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extension	Unit Price	Extension
00810.1	Force Account	LS	1	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
01050.11	Construction Layout and Surveying	LS	1	\$27,060.00	\$27,060.00	\$15,446.98	\$15,446.98
01560.01	Temporary Controls	LS	1	\$46,649.00	\$46,649.00	\$10,940.87	\$10,940.87
02000.01	Mobilization	LS	1	\$160,000.00	\$160,000.00	\$529,455.86	\$529,455.86
02060.01	Temporary Traffic Control	LS	1	\$17,500.00	\$17,500.00	\$32,696.19	\$32,696.19
02221.02	Imported Trench Backfill Material	CY	730	\$40.00	\$29,200.00	\$61.61	\$44,975.30
02221.50	Municipal Solid Waste Excavation	CY	1,400	\$18.00	\$25,200.00	\$34.39	\$48,146.00
02221.51	Dry Utility Trenching - Type A	LF	400	\$14.00	\$5,600.00	\$21.45	\$8,580.00
02221.52	Dry Utility Trenching - Type B	LF	2,690	\$12.00	\$32,280.00	\$16.95	\$45,595.50
02440.02	Well Abandonment	VF	108	\$76.00	\$8,208.00	\$48.27	\$5,213.16
02440.03	Settlement Monument and Protective Casing Removal	LS	1	\$4,500.00	\$4,500.00	\$3,794.16	\$3,794.16
02440.15	Asphalt Removal	SY	1,240	\$4.00	\$4,960.00	\$3.69	\$4,575.60
02450.01	General Fill	CY	21,000	\$5.75	\$120,750.00	\$2.70	\$56,700.00
02450.02	Embankment Fill	CY	61,800	\$6.50	\$401,700.00	\$8.55	\$528,390.00
02450.03	Subgrade Preparation	SY	37,222	\$2.50	\$93,055.00	\$0.70	\$26,055.40
02450.04	Anchor Trench	LF	3,350	\$15.00	\$50,250.00	\$11.76	\$39,396.00
02460.01	Topsoil Stripping and Stockpiling	SY	157,400	\$1.25	\$196,750.00	\$0.15	\$23,610.00
02460.02	Topsoil - Placing	SY	157,400	\$1.25	\$196,750.00	\$0.23	\$36,202.00
02480.02	Seeding	ACRE	38	\$1,620.00	\$61,560.00	\$1,594.04	\$60,573.52
02519.10	Crushed Aggregate Base Course - 6"	SY	4,840	\$15.00	\$72,600.00	\$19.40	\$93,896.00
02525.10	Hot Plant Mix Bituminous Pavement - 3"	SY	1,800	\$34.97	\$62,946.00	\$42.16	\$75,888.00
02600.01	Utility Markout and Coordination	LS	1	\$3,200.00	\$3,200.00	\$4,503.91	\$4,503.91
02641.01	2" HDPE Ball Valve	EA	10	\$1,000.00	\$10,000.00	\$795.06	\$7,950.60
02641.02	1" ARV Assembly	EA	2	\$4,555.00	\$9,110.00	\$4,266.59	\$8,533.18
02712.21	2" One-Way Sanitary Sewer Cleanout	EA	14	\$400.00	\$5,600.00	\$574.95	\$8,049.30
02712.22	2" Two-Way Sanitary Sewer Cleanout	EA	4	\$800.00	\$3,200.00	\$770.11	\$3,080.44
02712.31	Connect to Existing Sanitary Sewer Manhole	LS	1	\$3,200.00	\$3,200.00	\$2,260.89	\$2,260.89
02712.41	2" SDR 11 HDPE Force Main	LF	2,860	\$27.00	\$77,220.00	\$40.78	\$116,630.80
02712.51	Meter Pit	EA	6	\$5,530.00	\$33,180.00	\$5,378.92	\$32,273.52
02800.01	18" CMP Culvert	LF	44	\$135.00	\$5,940.00	\$112.27	\$4,939.88
02895.01	Engineering Fabric	SY	6,010	\$5.25	\$31,552.50	\$2.16	\$12,981.60
013529.01	Safety and Emergency Response Requirements	LS	1	\$52,500.00	\$52,500.00	\$47,609.62	\$47,609.62
013543.01	Temporary Special and Hazardous Waste Storage and Handling Area	LS	1	\$7,300.00	\$7,300.00	\$28,455.66	\$28,455.66
027000.01	12-inch Borehole	VF	153	\$107.00	\$16,371.00	\$911.80	\$139,505.40
027000.02	6-inch Screen	VF	110	\$220.00	\$24,200.00	\$302.03	\$33,223.30
027000.03	6-inch Casing	VF	43	\$210.00	\$9,030.00	\$253.48	\$10,899.64
027000.04	Borehole Abandonment	VF	50	\$50.00	\$2,500.00	\$85.82	\$4,291.00
027000.05	Surface Completion	EA	6	\$700.00	\$4,200.00	\$1,072.71	\$6,436.26
027000.06	Pitless Adapter- Existing Well	EA	2	\$13,750.00	\$27,500.00	\$536.36	\$1,072.72
320519.16.01	60-Mil LLDPE Primary Liner	SF	335,000	\$0.89	\$298,150.00	\$0.91	\$304,850.00
320519.16.02	60-Mil LLDPE Secondary Liner and Drainage System	SF	335,000	\$1.21	\$405,350.00	\$1.24	\$415,400.00
320519.16.03	Ballast Tubes	LF	5,225	\$25.96	\$135,641.00	\$26.53	\$138,619.25
320519.18.01	Geocomposite	SF	335,000	\$0.96	\$321,600.00	\$0.98	\$328,300.00
323156.01	Wildlife Fence	LF	3,065	\$24.87	\$76,226.55	\$25.41	\$77,881.65
325000.01	Leak Detection Gravel	CY	30	\$160.00	\$4,800.00	\$108.73	\$3,261.90
330533.01	18" Side Slope Riser Assembly	EA	2	\$16,300.00	\$32,600.00	\$15,021.66	\$30,043.32
331136.01	Submersible Pumps	EA	6	\$9,780.50	\$58,683.00	\$12,711.58	\$76,269.48
331136.02	Flow Meter	EA	6	\$4,000.00	\$24,000.00	\$4,650.18	\$27,901.08
0260010.10	Electrical Work	LS	1	\$123,900.00	\$123,900.00	\$126,579.41	\$126,579.41
TOTAL BID					\$3,524,272.05		\$3,791,934.35
TOTAL BID (CALCULATED)					\$3,523,995.79		\$3,791,934.35
DIFFERENCE BETWEEN REVIEWED VS CALCULATED					\$276.26		\$0.00

Note:

Highlighted cells represent math error in bid form.

ATTACHMENT A. OLD LANDFILL CORRECTIVE MEASURES
BID TABULATION
CITY OF SHERIDAN, WYOMING

Bid Items				Mountain View Building, Inc.		Excel Wyoming	
				Sheridan, Wyoming		Sheridan, Wyoming	
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extension	Unit Price	Extension
00810.1	Force Account	LS	1	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
01050.11	Construction Layout and Surveying	LS	1	\$28,000.00	\$28,000.00	\$20,000.00	\$20,000.00
01560.01	Temporary Controls	LS	1	\$29,716.00	\$29,716.00	\$50,000.00	\$50,000.00
02000.01	Mobilization	LS	1	\$281,550.00	\$281,550.00	\$500,000.00	\$500,000.00
02060.01	Temporary Traffic Control	LS	1	\$63,216.00	\$63,216.00	\$200,000.00	\$200,000.00
02221.02	Imported Trench Backfill Material	CY	730	\$5.00	\$3,650.00	\$1.00	\$730.00
02221.50	Municipal Solid Waste Excavation	CY	1,400	\$9.00	\$12,600.00	\$20.00	\$28,000.00
02221.51	Dry Utility Trenching - Type A	LF	400	\$12.50	\$5,000.00	\$20.00	\$8,000.00
02221.52	Dry Utility Trenching - Type B	LF	2,690	\$10.00	\$26,900.00	\$17.00	\$45,730.00
02440.02	Well Abandonment	VF	108	\$60.00	\$6,480.00	\$60.00	\$6,480.00
02440.03	Settlement Monument and Protective Casing Removal	LS	1	\$8,988.00	\$8,988.00	\$5,000.00	\$5,000.00
02440.15	Asphalt Removal	SY	1,240	\$10.00	\$12,400.00	\$8.00	\$9,920.00
02450.01	General Fill	CY	21,000	\$7.50	\$157,500.00	\$9.00	\$189,000.00
02450.02	Embankment Fill	CY	61,800	\$10.60	\$655,080.00	\$10.00	\$618,000.00
02450.03	Subgrade Preparation	SY	37,222	\$5.00	\$186,110.00	\$1.00	\$37,222.00
02450.04	Anchor Trench	LF	3,350	\$4.00	\$13,400.00	\$6.00	\$20,100.00
02460.01	Topsoil Stripping and Stockpiling	SY	157,400	\$0.20	\$31,480.00	\$0.40	\$62,960.00
02460.02	Topsoil - Placing	SY	157,400	\$0.20	\$31,480.00	\$0.40	\$62,960.00
02480.02	Seeding	ACRE	38	\$1,664.00	\$63,232.00	\$1,400.00	\$53,200.00
02519.10	Crushed Aggregate Base Course - 6"	SY	4,840	\$18.00	\$87,120.00	\$20.00	\$96,800.00
02525.10	Hot Plant Mix Bituminous Pavement - 3"	SY	1,800	\$45.00	\$81,000.00	\$41.00	\$73,800.00
02600.01	Utility Markout and Coordination	LS	1	\$7,686.00	\$7,686.00	\$5,000.00	\$5,000.00
02641.01	2" HDPE Ball Valve	EA	10	\$916.00	\$9,160.00	\$1,000.00	\$10,000.00
02641.02	1" ARV Assembly	EA	2	\$4,047.00	\$8,094.00	\$6,000.00	\$12,000.00
02712.21	2" One-Way Sanitary Sewer Cleanout	EA	14	\$1,020.00	\$14,280.00	\$1,000.00	\$14,000.00
02712.22	2" Two-Way Sanitary Sewer Cleanout	EA	4	\$1,884.00	\$7,536.00	\$1,000.00	\$4,000.00
02712.31	Connect to Existing Sanitary Sewer Manhole	LS	1	\$7,181.00	\$7,181.00	\$6,000.00	\$6,000.00
02712.41	2" SDR 11 HDPE Force Main	LF	2,860	\$29.00	\$82,940.00	\$21.00	\$60,060.00
02712.51	Meter Pit	EA	6	\$4,849.00	\$29,094.00	\$5,000.00	\$30,000.00
02800.01	18" CMP Culvert	LF	44	\$49.00	\$2,156.00	\$104.00	\$4,576.00
02895.01	Engineering Fabric	SY	6,010	\$6.50	\$39,065.00	\$3.00	\$18,030.00
013529.01	Safety and Emergency Response Requirements	LS	1	\$26,000.00	\$26,000.00	\$10,000.00	\$10,000.00
013543.01	Temporary Special and Hazardous Waste Storage and Handling Area	LS	1	\$9,859.00	\$9,859.00	\$10,000.00	\$10,000.00
027000.01	12-inch Borehole	VF	153	\$112.00	\$17,136.00	\$270.00	\$41,310.00
027000.02	6-inch Screen	VF	110	\$95.00	\$10,450.00	\$220.00	\$24,200.00
027000.03	6-inch Casing	VF	43	\$84.00	\$3,612.00	\$180.00	\$7,740.00
027000.04	Borehole Abandonment	VF	50	\$50.00	\$2,500.00	\$100.00	\$5,000.00
027000.05	Surface Completion	EA	6	\$335.00	\$2,010.00	\$800.00	\$4,800.00
027000.06	Pitless Adapter- Existing Well	EA	2	\$2,240.00	\$4,480.00	\$1,300.00	\$2,600.00
320519.16.01	60-Mil LLDPE Primary Liner	SF	335,000	\$0.95	\$318,250.00	\$0.95	\$318,250.00
320519.16.02	60-Mil LLDPE Secondary Liner and Drainage System	SF	335,000	\$1.30	\$435,500.00	\$1.37	\$458,950.00
320519.16.03	Ballast Tubes	LF	5,225	\$27.00	\$141,075.00	\$25.40	\$132,715.00
320519.18.01	Geocomposite	SF	335,000	\$1.02	\$341,700.00	\$0.92	\$308,200.00
323156.01	Wildlife Fence	LF	3,065	\$22.00	\$67,430.00	\$20.00	\$61,300.00
325000.01	Leak Detection Gravel	CY	30	\$78.00	\$2,340.00	\$100.00	\$3,000.00
330533.01	18" Side Slope Riser Assembly	EA	2	\$15,712.00	\$31,424.00	\$18,000.00	\$36,000.00
331136.01	Submersible Pumps	EA	6	\$13,253.00	\$79,518.00	\$6,500.00	\$39,000.00
331136.02	Flow Meter	EA	6	\$4,726.00	\$28,356.00	\$5,000.00	\$30,000.00
0260010.10	Electrical Work	LS	1	\$132,160.00	\$132,160.00	\$130,000.00	\$130,000.00
TOTAL BID					\$3,745,894.00		\$3,974,633.00
TOTAL BID (CALCULATED)					\$3,745,894.00		\$3,975,973.00
DIFFERENCE BETWEEN REVIEWED VS CALCULATED					\$0.00		-\$1,340.00

Note:

Highlighted cells represent math error in bid form.

ATTACHMENT A. OLD LANDFILL CORRECTIVE MEASURES
BID TABULATION
CITY OF SHERIDAN, WYOMING

Bid Items				Earth Work Solutions, Inc.		Prospect Construction, Inc.	
				Gillette, Wyoming		Sheridan, Wyoming	
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extension	Unit Price	Extension
00810.1	Force Account	LS	1	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
01050.11	Construction Layout and Surveying	LS	1	\$60,000.00	\$60,000.00	\$25,935.00	\$25,935.00
01560.01	Temporary Controls	LS	1	\$76,600.00	\$76,600.00	\$38,960.00	\$38,960.00
02000.01	Mobilization	LS	1	\$325,000.00	\$325,000.00	\$164,350.00	\$164,350.00
02060.01	Temporary Traffic Control	LS	1	\$28,500.00	\$28,500.00	\$87,000.00	\$87,000.00
02221.02	Imported Trench Backfill Material	CY	730	\$69.75	\$50,917.50	\$30.75	\$22,447.50
02221.50	Municipal Solid Waste Excavation	CY	1,400	\$30.75	\$43,050.00	\$14.65	\$20,510.00
02221.51	Dry Utility Trenching - Type A	LF	400	\$15.00	\$6,000.00	\$16.00	\$6,400.00
02221.52	Dry Utility Trenching - Type B	LF	2,690	\$22.00	\$59,180.00	\$19.90	\$53,531.00
02440.02	Well Abandonment	VF	108	\$110.00	\$11,880.00	\$145.00	\$15,660.00
02440.03	Settlement Monument and Protective Casing Removal	LS	1	\$6,875.00	\$6,875.00	\$15,400.00	\$15,400.00
02440.15	Asphalt Removal	SY	1,240	\$33.00	\$40,920.00	\$6.45	\$7,998.00
02450.01	General Fill	CY	21,000	\$6.00	\$126,000.00	\$6.25	\$131,250.00
02450.02	Embankment Fill	CY	61,800	\$7.50	\$463,500.00	\$10.32	\$637,776.00
02450.03	Subgrade Preparation	SY	37,222	\$2.75	\$102,360.50	\$0.60	\$22,333.20
02450.04	Anchor Trench	LF	3,350	\$5.50	\$18,425.00	\$10.50	\$35,175.00
02460.01	Topsoil Stripping and Stockpiling	SY	157,400	\$0.60	\$94,440.00	\$0.72	\$113,328.00
02460.02	Topsoil - Placing	SY	157,400	\$0.65	\$102,310.00	\$0.10	\$15,740.00
02480.02	Seeding	ACRE	38	\$1,565.00	\$59,470.00	\$1,290.00	\$49,020.00
02519.10	Crushed Aggregate Base Course - 6"	SY	4,840	\$30.00	\$145,200.00	\$22.90	\$110,836.00
02525.10	Hot Plant Mix Bituminous Pavement - 3"	SY	1,800	\$61.93	\$111,474.00	\$38.20	\$68,760.00
02600.01	Utility Markout and Coordination	LS	1	\$55,000.00	\$55,000.00	\$15,500.00	\$15,500.00
02641.01	2" HDPE Ball Valve	EA	10	\$1,227.00	\$12,270.00	\$1,875.00	\$18,750.00
02641.02	1" ARV Assembly	EA	2	\$10,215.00	\$20,430.00	\$9,110.00	\$18,220.00
02712.21	2" One-Way Sanitary Sewer Cleanout	EA	14	\$975.00	\$13,650.00	\$1,850.00	\$25,900.00
02712.22	2" Two-Way Sanitary Sewer Cleanout	EA	4	\$1,800.00	\$7,200.00	\$2,260.00	\$9,040.00
02712.31	Connect to Existing Sanitary Sewer Manhole	LS	1	\$14,750.00	\$14,750.00	\$8,500.00	\$8,500.00
02712.41	2" SDR 11 HDPE Force Main	LF	2,860	\$29.50	\$84,370.00	\$28.50	\$81,510.00
02712.51	Meter Pit	EA	6	\$12,745.00	\$76,470.00	\$6,980.00	\$41,880.00
02800.01	18" CMP Culvert	LF	44	\$118.00	\$5,192.00	\$125.00	\$5,500.00
02895.01	Engineering Fabric	SY	6,010	\$3.75	\$22,537.50	\$4.00	\$24,040.00
013529.01	Safety and Emergency Response Requirements	LS	1	\$25,000.00	\$25,000.00	\$65,000.00	\$65,000.00
013543.01	Temporary Special and Hazardous Waste Storage and Handling Area	LS	1	\$13,850.00	\$13,850.00	\$8,000.00	\$8,000.00
027000.01	12-inch Borehole	VF	153	\$250.00	\$38,250.00	\$130.00	\$19,890.00
027000.02	6-inch Screen	VF	110	\$142.00	\$15,620.00	\$234.75	\$25,822.50
027000.03	6-inch Casing	VF	43	\$363.00	\$15,609.00	\$240.00	\$10,320.00
027000.04	Borehole Abandonment	VF	50	\$148.00	\$7,400.00	\$80.00	\$4,000.00
027000.05	Surface Completion	EA	6	\$1,270.00	\$7,620.00	\$2,588.50	\$15,531.00
027000.06	Pitless Adapter- Existing Well	EA	2	\$4,500.00	\$9,000.00	\$1,000.00	\$2,000.00
320519.16.01	60-Mil LLDPE Primary Liner	SF	335,000	\$1.16	\$388,600.00	\$1.03	\$345,050.00
320519.16.02	60-Mil LLDPE Secondary Liner and Drainage System	SF	335,000	\$1.62	\$542,700.00	\$1.38	\$462,300.00
320519.16.03	Ballast Tubes	LF	5,225	\$14.39	\$75,187.75	\$24.05	\$125,661.25
320519.18.01	Geocomposite	SF	335,000	\$1.12	\$375,200.00	\$0.90	\$301,500.00
323156.01	Wildlife Fence	LF	3,065	\$28.00	\$85,820.00	\$27.00	\$82,755.00
325000.01	Leak Detection Gravel	CY	30	\$102.75	\$3,082.50	\$590.00	\$17,700.00
330533.01	18" Side Slope Riser Assembly	EA	2	\$16,330.00	\$32,660.00	\$21,000.00	\$42,000.00
331136.01	Submersible Pumps	EA	6	\$3,950.00	\$23,700.00	\$5,350.00	\$32,100.00
331136.02	Flow Meter	EA	6	\$1,035.00	\$6,210.00	\$5,846.50	\$35,079.00
0260010.10	Electrical Work	LS	1	\$281,000.00	\$281,000.00	\$120,500.00	\$120,500.00
TOTAL BID					\$4,290,480.75		\$3,706,458.45
TOTAL BID (CALCULATED)					\$4,290,480.75		\$3,706,458.45
DIFFERENCE BETWEEN REVIEWED VS CALCULATED					\$0.00		\$0.00

Note:

Highlighted cells represent math error in bid form.

ATTACHMENT B
RESPONSIVENESS SUMMARY

ATTACHMENT B. RESPONSIVENESS SUMMARY

Required Bid Items	Wagner Ranch Services, LLC	LJS Concrete & Excavating, LLC	DRM, Inc.	Mountain View Building, Inc.	Excel Wyoming	Earth Work Solutions, Inc.	Prospect Construction, Inc.
Acknowledge Addendums 1 & 2	x	x	x	x	x	x	x
Bid Security	x	x	x	x	x	x	x
Signed and Executed Bid Form	x	x	x	x	x	x	x
Evidence of Authority to Sign	N/A	N/A	x				x
Equipment List and Rates	x	x	x	x	x	x	x
Labor Rates	x	x		x	x	x	x
Proof of SAM Registration	x	x	x	x			
Certification Regarding Lobbying	x	x	x	x	x		x
Wyoming Resident Contractor	x	x	x	x	x	x	x
Subcontractor List	x	x	x	x	x	x	x
Optional Bid Items	Wagner Ranch Services, LLC	LJS Concrete & Excavating, LLC	DRM, Inc.	Mountain View Building, Inc.	Excel Wyoming	Earth Work Solutions, Inc.	Prospect Construction, Inc.
Contractors Qualifications	x	x	x	x		x	x
Construction Schedule							
City Contractor's License			x	x			



CITY OF SHERIDAN, WYOMING
55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Discussion of Ordinance No. 2301-26 Addressing Fees within City Code - Ashlee Foster, City Clerk

From: Ashlee Foster, City Clerk

To: City Council

Date: 05/26/2026

Recommendation:

Staff recommends approval of Ordinance No. 2301-26 amending various sections of the Sheridan Municipal Code to clarify and standardize fee references in alignment with the City's Master Fee Schedule.

Background:

During the development of the pending FY27 City's Master Fee Schedule, staff identified numerous sections throughout City Code that reference fees using inconsistent language and approval methods. Several sections currently reference fees being established "by the governing body," "by resolution," or other outdated language that does not align with the City's centralized Master Fee Schedule process.

Ordinance No. 2301-26 amends various sections of Chapters 2, 3, 6, 7, 7B, 12, 16, 20, 23, 26, and Appendix B of the Sheridan Municipal Code to standardize fee references and clarify that applicable fees are established within the City's Master Fee Schedule.

The proposed amendments are administrative in nature and are intended to improve consistency, clarity, and ease of future fee administration throughout City Code.

Discussion:

The FY27 Master Fee Schedule is scheduled to be presented to Council for study at the June 22 Study Session and is anticipated to be brought forward for approval at the July 6 Regular Meeting. Ordinance No. 2301-26 is also scheduled for third and final reading at the July 6 Regular Meeting, which will allow the FY27 Master Fee Schedule to be considered following approval of the associated code amendments to ensure consistency with adopted City Code.

Additionally, Ordinance No. 2301-26 includes repeal of two sections of City Code.

Chapter 16 (16-34) relates to permitted downtown parking. The existing code section authorized a permit system intended to allow downtown business owners and employees to utilize designated day-long parking spaces. However, neither the permit system or fees were ever implemented and staff do not believe there is a need to pursue implementation at this time. The proposed repeal has been reviewed and supported by Public Works, the Police Department, and Administration. Downtown parking remains limited, and the current parking approach encourages business owners and employees to utilize rear parking lots and other long-term parking options, helping preserve convenient downtown parking availability for customers and visitors.

The second repeal relates to Chapter 20-3 regarding pawnbroker and secondhand dealer permits and associated fees. Similar to the downtown parking permit system, these permits and fees were never implemented. The Police

Department has indicated that the required State licensing process is sufficient to verify eligibility and authorization for operation of these businesses. The Police Department works closely with local pawnshops and secondhand dealers and supports repeal of this section as it relates to current operational practices.

Attachments

Red-Lined Ordinance 2301-26

**CITY OF SHERIDAN
ORDINANCE NO. 2301-26**

AN ORDINANCE AMENDING CHAPTERS 2, 3, 6, 7, 7B, 12, 16, 20, 23, 26, AND APPENDIX B OF THE SHERIDAN MUNICIPAL CODE TO CLARIFY AND STANDARDIZE THE PROCESS FOR APPROVAL OF FEES IN ALIGNMENT WITH THE CITY OF SHERIDAN MASTER FEE SCHEDULE.

WHEREAS, City staff have identified the need to amend various sections of the City Code to accurately reflect the process for approval of fees and to ensure consistency with the City of Sheridan Master Fee Schedule

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

Chapter 2 – Administration is hereby amended to read as follows:

Article 2-IX Fee Schedule

2-94 - Fee Schedule

~~The City can charge fees for providing services including, but not limited to, those services required by City Code and Wyoming Statute. The Master Fee Schedule establishes fees for services provided by the City. The Master Fee Schedule is approved and amended by the City Governing Body. shall approve a fee schedule with each budget establishing the fees charged for city services.~~ No fee may exceed the maximum allowed by Wyoming Statute.

Chapter 3 – Advertising is hereby amended to read as follows:

Article 3-II Signs and Billboards | 310 – Administration and Enforcement

(c)(2) Upon receiving all of the required documents the building official, or designated representative, shall determine if the proposed sign meets the requirements of Sheridan City Code, and the currently adopted International Building Code and National Electrical Code. After this determination has been made a permit will be issued. ~~The required sign permit fee~~ Sign permit fees, as established in the City's Master Fee Schedule, shall be paid prior to the issuance of any sign permit.

Chapter 6 – Animals and Fowl is hereby amended to read as follows:

6-8 Hogs Prohibited in City

(b) The keeping or maintaining of Vietnamese Potbellied pigs (V.P.B.P) within the city shall be permitted on the following conditions:

- (8) ~~One V.P.B.P. per household, with permit on such pig renewed annually upon payment of the fee assessed by the governing body.~~ No more than one (1) permitted V.P.B.P shall be allowed per household. The permit shall be subject to an annual fee as established in the City's Master Fee Schedule.

6-11 Impoundment and Seizure

(f) *Costs and restitution.* Every citation issued per Chapter 6 of the City of Sheridan Code, in addition to assessed fines and restitution, shall be subject to an animal shelter surcharge fee ~~as established in the City's Master Fee Schedule set by the city governing body.~~ The surcharge fee shall be paid to the ~~city~~ City of Sheridan and delivered to the animal shelter by the ~~city~~ City ~~treasurer.~~

6-17 Fees

The cost of a dog license shall be ~~set by the city governing body as established in the City's Master Fee and Schedule and~~ payable to the dog and cat shelter for each dog over the age of six months. ~~neutered male or spayed female; provided, that proof is furnished to the representative of the dog and cat shelter that such dog is neutered or spayed, and for each un-neutered male or un-spayed female over the age of six months.~~

Chapter 7 – Buildings and Building Regulations is hereby amended to read as follows:

7-14.1 Plumbing License Classification

(a) There shall be an annual fee as established in the City's Master Fee Schedule ~~set by the city governing body~~ for all individual trade licenses.

7-20 Electrical Work Generally—Permits, Permit Fee, Inspection, Plans and Specification

.... For other than electrical services, typical replacement components in existing equipment such as lamps, ballasts, timers, relays, small motors, snap switches and receptacles shall not be subject to permit requirements where the same do not alter or effect the original layout.

~~The permit fee shall be derived from the current fee resolution.~~ The permit fee shall be as established in the City's Master Fee Schedule.

7-21 Owner Remodel and Construction Work

(b)(2)(F) Each trade/discipline involved in every project will be allowed two inspections per phase of work included in the permit at no additional cost. A reinspection fee shall be ~~set by resolution of the city governing body as established in the City's Master Fee Schedule.~~

Chapter 7B – Cable and Telecommunication is hereby amended to read as follows:

7B-2-22 Application Fees

In connection with the filing of an application, the applicant shall pay all applicable application fees; ~~according to the city's fee schedule.~~ as established in the City's Master Fee Schedule.

Chapter 12– Garbage and Refuse Disposal is hereby amended to read as follows:

12-2-6 - License, Issuance, Fee

- (a) The ~~City city clerk~~ shall, in accordance with the applicable sections of this code, issue licenses for hauling garbage providing the applicant shall conform to all applicable sections of this article and other ordinances necessary to ensure and protect the public health and safety of the city and to avoid the creation of a public nuisance.
- (c) The annual fee for such a license shall be as ~~set by the city governing body.~~ established in the City's Master Fee Schedule.

Chapter 16 – Motor Vehicles and Traffic is hereby amended to read as follows:

16-34 Permitted Parking

Repealed by City Ordinance

~~The authorized city official is authorized to designate permitted parking spaces within the public parking lots, for which permits to park their vehicles may be issued to downtown merchants and employees, and others with day long downtown occupations, for terms of one year upon payment of an annual fee as may be set by the city governing body.~~

Chapter 20 – Pawnbrokers and Secondhand Dealers is hereby amended to read as follows:

20-3 Issuance; Fee; Term

Repealed by City Ordinance

~~The license required by the preceding section shall be issued to any person who shall apply therefor, upon such person paying to the city a fee in the amount set by the city governing body. No license shall be issued for a less period than one year.~~

Chapter 23 – Streets and Sidewalks is hereby amended to read as follows:

23-2 Fee

No permit required by the preceding section shall be issued by the city engineer until the fee, as established in the City's Master Fee Schedule ~~as established by the city governing body,~~ has been paid to the city.

Chapter 26 – Trees, Plants and Shrubs is hereby amended to read as follows:

26-15 License and Bond

- (b) A tree pruner's license fee shall be ~~set by city governing body.~~ as established in the City's Master Fee Schedule.

Appendix B – Subdivision Regulations is hereby amended to read as follows:

Article 1 – General Provisions

109B – Definitions

Project submittal, final. Consists of final plans for drainage, water and sewer, and traffic; construction plans for infrastructure improvements; the final plat; proof of title; ~~review fees~~ applicable fees as established in the City's Master Fee Schedule, and other supporting documents requested by the Director of Public Works.

Project submittal, preliminary. Consists of the required number of copies of the preliminary storm water drainage, water, sewer, and traffic plans; the preliminary plat; evidence of owner authorization; ~~review fees~~ applicable fees as established in the City's Master Fee Schedule; and other supporting documents requested by the Director of Public Works.

Article 3 – Application Procedures and Approval Process

303– Preliminary Project Submittal

(A)(2) ~~A-p~~ Preliminary plat review fees as established in the City's Master Fee Schedule

304 – Final Project Submittal

(A)(2) ~~A-final plat review fee~~ Final plat review fees as established in the City's Master Fee Schedule as prescribed by Resolution of the City Council

306 – Process for Administrative Replat

(B)(b) ~~A-final plat review fee~~ Final plat review fees as established in the City's Master Fee Schedule as prescribed by Resolution of the City Council

Article 8 – Planned Unit Development

806.6– Fees and Advertisement

On submission of a PUD application, the applicant shall pay ~~a fees established by Council, for the for cost of advertising the public Hearing and the review of the application~~ all applicable fees as established in the City's Master Fee Schedule.

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2026.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

County of Sheridan) SS

This instrument entitled Ordinance No. 2301-26 was signed and sworn (or affirmed) before me on this ____ day of _____ 20__ by _____.

Signature of Notary

(Seal)

My commission expires _____

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Published: _____

EFFECTIVE DATE: This Ordinance, Ordinance No. 2301-26 shall be in full force and effect on the date of publication, as listed above, according to law.



CITY OF SHERIDAN, WYOMING

55 Grinnell Plaza, Sheridan, Wyoming 82801
Ph (307) 674-6483

Clerk

MEMORANDUM

RE: Discussion of Ordinance No. 2302-26 Revising Chapters 4, 8 and 18 of City Code - Ashlee Foster, City Clerk

From: Ashlee Foster, City Clerk

To: City Council

Date: 05/26/2026

Recommendation:

Staff recommends approval of Ordinance No. 2302-26 amending Chapters 4, 8, and 18 of the Sheridan Municipal Code related to Special Event Permits, alcohol permitting procedures, liquor license administrative processes, and associated Master Fee Schedule references.

Background:

Special Event Permits have historically been issued by the City; however, the process, requirements, and expectations have not been formally established through a comprehensive policy. This has resulted in inconsistent application and interpretation, as well as limited ability to enforce permit requirements.

To provide greater clarity and consistency, staff have developed a Special Events Policy intended to define expectations for applicants, improve interdepartmental coordination, and provide more consistent administration and enforcement related to special events. Fees associated with these permits are included in the pending FY27 Master Fee Schedule.

Ordinance No. 2302-26 establishes the related code framework necessary to support implementation of the policy, including permit references, alcohol-related permitting procedures, administrative updates to liquor licensing provisions, and a related reference update within Chapter 18.

Yellow highlights with red text indicate newly drafted code language, while red track changes indicate revisions to existing code.

Discussion:

The proposed ordinance is intended to establish the overarching regulatory structure within City Code while allowing operational procedures and administrative requirements to remain within the City's Special Events Policy. This approach allows the City to adapt procedures and operational requirements over time without requiring continual amendments to City Code.

The draft Special Events Policy has been in development for over a year and reflects coordination between multiple departments involved in event review, permitting, operations, and enforcement. The policy is intended to formalize existing practices while improving consistency and enforceability moving forward.

While revising Chapter 4, staff also reviewed existing liquor licensing language and proposed administrative revisions intended to improve clarity, consistency, and alignment with current City practices and procedures.

A draft Special Events Policy is being provided as reference material in relation to the proposed code revisions only. The policy itself remains in draft form and is anticipated to be reviewed during the June 22 Study Session and presented for approval at the July 6 Regular Meeting concurrent with the third and final reading of Ordinance No. 2302-26.

Attachments

Red-Lined Ordinance 2302-26

DRAFT - For Review Only - Special Events Policy

**CITY OF SHERIDAN
ORDINANCE NO. 2302-26**

AN ORDINANCE AMENDING CHAPTERS 4, 8 AND 18 OF THE SHERIDAN MUNICIPAL CODE TO ESTABLISH AND STANDARDIZE PROCEDURES FOR SPECIAL EVENTS AND SPECIAL EVENT PERMITS, UPDATE AND CLARIFY ALCOHOL PERMIT PROCESSES, AND REVISE CERTAIN CODE REFERENCES.

WHEREAS, City staff have identified the need to establish and standardize procedures for Special Events and Special Event Permits, including the adoption of a formal policy to be referenced within City Code; and

WHEREAS, City staff have identified the need to update and clarify alcohol permit procedures to more accurately reflect current administrative processes and practices; and

WHEREAS, The City further desires to revise certain liquor license code references for consistency and clarity within the Sheridan Municipal Code.

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

Chapter 4 – Alcoholic Beverages is hereby amended to read as follows:

4-8 Catering, Malt Beverage, Open Container Permits

- (a) *Applications.* Applications for catering permits, malt beverage permits and open container permits shall be made on a form approved and provided by the city clerk as follows:
- (1) Applications shall be submitted no less than three weeks prior to the event. Applications may be submitted up to one week before the event provided that a ~~service~~ late fee is paid by the applicant. Expedited applications shall be reviewed, approved, denied or appealed per subsection (c) of this section. The late fee shall be as established in the City's Master Fee Schedule. The service fee shall be set by the governing body;
 - (2) The applicant's name, address and phone number along with the name, date, time and location of the event; Applicants for malt beverage permits and open container permits shall provide valid government-issued photo identification for age verification. This requirement shall not apply to catering permit applications submitted by a valid liquor license holder.
 - (3) ~~An operation plan for the event including a short summary of the reason for the request and the activities proposed for the event; A brief summary describing the purpose of the request, proposed event activities, and any relevant operational details;~~
 - (4) A description or drawing of the area(s) in which the possession and consumption of alcoholic beverages will occur and what safeguards will be in place at the desired location to ensure that minors will not possess or consume alcoholic or malt beverages;
 - (5) ~~The names and ages of the qualified persons, who are known by the applicant at the time of application, who are planned to dispense malt beverages or liquor; The names and ages of all persons proposed to dispense malt beverages or liquor at the event shall be provided at the time of application;~~
 - (6) In addition, if the applicant is not the owner of the location where the event is proposed to take place, the applicant shall attach a signed written statement from the ~~landowner~~ property owner permitting the proposed activity, including the possession, consumption, and/or sales of alcoholic beverages or malt beverages on the property. on the property, and possession of alcoholic or malt beverages.
- (b) *Catering permits.* Catering permits can only be issued to retail and resort liquor license holders in good standing; ~~licensees~~; the applicant(s) name for each catering permit shall be the licensee's name as set forth on the retail or resort liquor license.
- (c) *City considerations.* ~~Applications for catering permits, malt beverage permits and open container will be reviewed by and approved or denied by the city administrator or designee in consultation with the chief of police or the chief's designee. Applications for catering permits, malt beverage permits, and open container permits shall be reviewed and approved or denied by the City Administrator or designee, in consultation with such city departments, officials, or public safety agencies as deemed necessary for review of the application.~~

- (1) *Catering/malt beverage permit considerations.* ~~For catering permits, or malt beverage permits, information supplied by the applicant will be reviewed by the city administrator or designee, in consultation with the chief of police, within one week of the application submission, to determine if the proposed event/activity will cause a material adverse impact beyond the area described in the application. If no material adverse impact is identified, then the permit will be issued by the city clerk. Applications for catering permits and malt beverage permits shall be reviewed to determine whether the proposed event or activity may create a material adverse impact beyond the area identified in the application.~~
- (A) ~~A proposed event/activity material adverse impact beyond the area described in the application may include an inability of adjacent businesses to operate, overcrowding which will impact adjacent properties, unreasonable noise and/or traffic disruption (by way of illustration only, an outdoor dance, band(s) or amplified sound or music using loudspeakers or a P.A. system, parking or vehicle traffic beyond existing capacity, or the closure of a public street). Upon a determination of a material impact beyond the area proposed in the permit, the permit application will be promptly presented to the city governing body for review and approval or denial at the next scheduled regular city council meeting. A material adverse impact may include, but is not limited to, unreasonable noise, traffic disruption, overcrowding, impacts to adjacent properties or businesses, parking demands exceeding available capacity, the use of amplified sound, or the closure or obstruction of public streets or rights-of-way.~~
- (B) ~~If a material adverse impact is identified, the City Administrator or designee may impose conditions, deny the application, or refer the application to the Governing Body for consideration at a regular or special meeting of the Governing Body, taking into consideration applicable event timelines and scheduling constraints.~~
- (2) *Open container permit considerations.* Open container permits may be required to allow for the possession and consumption of alcoholic or malt beverages at events on public property or events requiring City services where these beverages are not being sold. Applications for open container permits shall include the applicant's name, address, phone number, event date, event time(s) and event location. ~~of the event.~~ The application shall also include a brief summary describing the purpose of the permit and proposed activities. ~~short summary of the reason for the permit and the proposed activities. Open container permits may be issued to allow the possession and consumption of alcoholic or malt beverages on public property. An open container permit for certain public property may include additional permits like a park permit or street closure permit.~~
- (A) ~~Applications will be reviewed by the chief of police or designee and the city clerk or designee. Upon approval, the applicant shall post an open container sign at the event.~~
- (B) Depending on the nature, size, location, or impacts of the proposed event, additional permits, including park permits or street closure permits, may also be required, and the event may separately qualify as a Special Event under Chapter 8 of this Code.
- (3) *Appeals.* ~~The city administrator may submit an application for a catering permit, malt beverage permit or open container permit to the city governing body for consideration or any application which is denied may be appealed to the city governing body by the applicant. Appeals shall be set for the next regularly scheduled city council meeting. Any application denied by the City Administrator or designee may be appealed to the Governing Body. Appeals shall be scheduled as reasonably practicable, taking into consideration applicable event timelines and meeting schedules.~~
- (d) *Fees.* The catering permit, open container permit, and malt beverage permit fees shall be as established in the City's Master Fee Schedule. Catering, open container, and malt beverage permit fees shall be set by the city governing body.
- (e) *Scope of Permit Authorization.* A catering, malt beverage, or open container permit shall authorize the possession and consumption of alcoholic beverages or malt beverages in open containers only within the approved area, during the approved dates and times, and in accordance with the approved permit application. ~~for the specific time period and within the area described in the permit application and operational place.~~
- (f) *Suspension/revocation.* ~~The chief of police or designee may suspend or revoke any catering, malt beverage or open container permit when the licensee, permittee, or person in charge is~~

~~convicted of having violated section 4-5, or is shown by clear and convincing evidence to have knowingly failed to follow the operation plan as outlined in the permit application, or creates an emergency which constitutes an actual and immediate threat to the peace, bodily security and/or property of any member of the general public, or fails to follow orders of the Wyoming Department of Health. The Chief of Police or designee may suspend or revoke a catering permit, malt beverage permit, or open container permit when the licensee, permittee, or person in charge is convicted of violating Section 4-5 or any applicable federal, state, or local law; is shown by clear and convincing evidence to have knowingly failed to comply with the approved permit application, permit conditions, or representations made as part of the application process; creates or contributes to an actual and immediate threat to public health, safety, peace, or property; or fails to comply with lawful orders or directives issued by the Wyoming Department of Health or other governmental authority having jurisdiction.~~

4-8.1 Special Malt Beverage Permit

- (a) Special malt beverage permits shall follow the same application, renewal, transfer and new license issuance procedure and regulations as a retail liquor license and be subject to the following:
- (1) ~~Fees for a special malt beverage permit shall be set by the governing body.~~ Special malt beverage permit fees shall be as established in the City's Master Fee Schedule.

4-9 Microbrewery, Winery and Distillery Permits; Authorized

- (c) *Microbrewery permit—Required.* It is unlawful for any person to brew a malt beverage or otherwise operate a microbrewery within the city of Sheridan without first obtaining a permit to do so and paying the license fees. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.~~
- (1) A microbrewery may have more than one location. The second location will only be allowed to be operational upon the approval of an operating plan, permit and satisfaction of all Wyoming ~~S~~tatute and ~~C~~city ordinances. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.~~
- (2) A microbrewery may, upon approval of its operational plan, conduct any of the activities set forth in W.S. Section 12-4-415(b). ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.~~
- (d) *Winery permit—Required.* A winery permit is required ~~to~~ authorize a permit holder to manufacture wine and dispense the manufactured wine for on-premises and limited off-premises personal consumption. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.~~
- (1) *Satellite winery permit.* A holder of a winery permit may sell its manufactured wine at up to three satellite locations within Wyoming, separate from its licensed manufacturing site. Application shall be made to the ~~C~~city of Sheridan on a form furnished by the municipal clerk. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.~~
- (e) *Distillery permit—Issuance.* Any person desiring a permit authorized by W.S. ~~S~~ection 12-2-203 for the manufacture and rectifying of alcoholic liquor shall apply to the ~~e~~City of Sheridan. The application shall be made under oath upon a form to be furnished by the clerk and shall be filed in the office of the clerk. The permit shall be subject to the restrictions in W.S. ~~S~~ection 12-4-203(a) through (f). ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.~~
- (1) *Satellite distillery permit.* A holder of a manufacturer's permit may sell its product at one satellite location within Wyoming, separate from its licensed manufacturing site, in accord

with W.S. ~~Section~~ 12-4-203(f). Application shall be made to the ~~Ceity~~ City of Sheridan on a form furnished by the clerk. ~~The annual permit fee shall be set per Wyoming Statute. If Wyoming Statute has not set a fee, then the city governing body shall set the fee. Annual fees shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.~~

4-12 Plan of Operation

- (d) *Downtown Business District.* A licensee in the Downton Business District, defined by City Ordinance 3-14, who desires to use public sidewalks, streets or alleys for the sale or consumption of alcoholic beverages, shall be required to ~~enter into an apply for a Sidewalk Use a~~ Agreement with the City, ~~approved by the City Governing Body. The licensee shall pay a fee in the amount approved by the City Governing Body.~~ The agreement shall be incorporated into the Licensee's Plan of Operation for review and approval by the City Governing Body.

4-14 Liquor License Renewals, Transfers and Original Issuance

- b) *Renewals.* ~~All applications to renew licenses shall be submitted to the City Clerk's office no later than November first. Any application which the City Clerk or the Wyoming Liquor Division designates as incomplete may be amended, corrected or updated provided such correction, amendment or update is submitted to the City Clerk no later than November fifteenth. No application for renewal may be submitted to the City Governing Body until certified as complete by the City Clerk. Any license which has not been approved by the Governing Body by December first of each year shall not be renewed. Applications for renewal of licenses shall be submitted to the City Clerk by the deadline established annually by the City Clerk in accordance with applicable state law and the meeting schedule of the Governing Body. The City Clerk may establish administrative deadlines necessary to allow sufficient time for review, notice, and Governing Body consideration prior to expiration of the license term. Any application designated by the City Clerk or the Wyoming Liquor Division as incomplete may be amended, corrected, or supplemented, provided such information is submitted by the deadline established by the City Clerk for completion of renewal applications. No renewal application shall be submitted to the Governing Body until certified as complete by the City Clerk. Failure to meet established deadlines may result in the application being deferred, denied, or otherwise not considered for renewal for the upcoming licensing period.~~

4-17 Schedule of Fees

The annual fees established for the application and renewal of liquor licenses, not otherwise referenced in the ~~eCity eCode~~, shall be as follows:

- (a) Restaurant liquor licenses shall be as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
~~set by the city governing body and paid annually.~~
- (b) Bar and grill licenses shall be ~~set by the city governing body and paid annually.~~ as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (c) Limited retail liquor licenses (club) shall be ~~set by the city governing body and paid annually.~~ as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (d) Resort licenses shall be ~~set by the city governing body and paid annually.~~ as established by Wyoming Statute or, where not specified, in the City's Master Fee Schedule.
- (e) Retail licenses shall be as established by Wyoming Statute, or, where not specified, in the City's Master Fee Schedule**
- ~~(f)e~~ The fee for the transfer of a transferrable license shall be ~~set by the governing body.~~ as established in the City's Master Fee Schedule.
- ~~(g)f~~—The fee shall not be a sum greater than the amount authorized by applicable statutes of the State of Wyoming. Fees are due at the time of application or renewal.

Chapter 8 – Canvassers, Peddlers and Transient Merchants and Manufacturers is hereby amended to read as follows:

Chapter 8 - ~~Canvassers, Peddlers and Transient Merchants and Manufacturers~~ Mobile Vending, Special Events and Solicitation Activities

Article 8-1 Mobile Vending

8-1 Definitions

Special eEvent. ~~As defined in Section 8-15 of this Chapter. A special event as used by this chapter is defined as an event, parade, farmers market, expo, parade, celebration, protest, rodeo, fair, or similar type activity where a permit is obtained under other chapters of the City of Sheridan Municipal Code which allow for the activity to occur.~~

8-2 Mobile Vending Permit

(c) *Additional permits.*

- (1) A permit granted by this ~~Article~~chapter shall not constitute or allow the sale of alcoholic beverages.
- (2) A permit granted by this ~~Article~~chapter shall not grant or authorize the blockage of any public right-of-way unless specifically authorized by the City of Sheridan.

(3) A permit granted by this Articlechapter shall not grant or authorize the occurrence of a special event.

- (c) ~~The city may waive the requirement for a mobile vending permit if the mobile vendor is to be a participant in a special event in which a special use permit has been approved. The Ceity may waive the requirement for a mobile vending permit if the mobile vendor is participating in a special event for which a special event permit has been approved. To qualify for this waiver, the mobile vendor must be listed by name in the approved Special Event pPermit. The Special Event Permit Applicant shall assume all liability for the use of an unpermitted vendor.~~
- (f) *Permit fees.* All permit fees shall be as established by resolution of the city council in the City's Master Fee Schedule.

8-3 Mobile Vending Court Permit

- (a) A permit shall be required to operate or establish a mobile vending court.

- (1) The applicant shall provide information as required by the City of Sheridan as indicated on the permit application form. In addition to those requirements, the applicant shall provide the following additional information:

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

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

(C) Site plan and/or traffic flow approval from the Wyoming Department of Transportation (WYDOT), if applicable.

(D) Any additional information, plans, approvals, or documentation reasonably deemed necessary by the City based on the proposed location, site conditions, traffic impacts, public safety considerations, utility usage, or the nature and scope of the mobile vending court.

- (2) Applicants shall be responsible for ensuring that each mobile vendor can satisfy and meet the requirements of Section ~~2(b)(i-iii)~~ 8-2(b)(1)(A-I). Additional permits shall not be required for mobile vendors ~~located in the~~operating solely within an approved mobile vending court.

(A) The mobile vending court permit holder shall maintain accurate records identifying each mobile vendor operating within the court, including the dates and duration of operation on site, and documentation demonstrating each vendor's compliance with applicable requirements of this Article including, but not limited to, licenses, approved food permits, vehicle registrations and tax documentation.

(B) Such records shall be maintained in a form acceptable to the City and submitted to the City annually, or upon request, to demonstrate compliance with this Article. For mobile vendors already holding a valid City of Sheridan mobile vending permit, the required documentation may be limited to tracking the dates and duration of operation within the court. Failure to maintain or provide accurate and sufficient records may result in enforcement action, including denial of permit renewal.

- (3) A mobile vending court permit shall not be applicable to or usable by mobile vending units not located within the court.
- (b) *Permit fees.* All permit fees shall be as established ~~by resolution of the city council in the City's Master Fee Schedule.~~

8-11 Enforcement

- (a) In addition to the provisions of this ~~Article~~chapter, mobile vendors must comply with all other applicable local, state and federal laws, including, but not limited to, motor vehicle licensing laws, motor vehicle dimension standards pursuant to state law, health department permitting requirements, fire and safety regulations, and the Sheridan Municipal Code.
- (b) A permit may be revoked for violation of any provision of City Code or local, state or federal laws. ~~this chapter, state law, or federal law upon order of the court.~~ Upon revocation, the permit shall be immediately surrendered, and the vendor and its associated companies, partners, owners, or shareholders shall be prohibited from operating a mobile vending unit within the City for the remainder of the calendar year in which the revocation occurred. ~~until reinstatement by court order.~~
- (1) A revoked permit shall not be reinstated during the same calendar year. Beginning the following calendar year, the vendor may submit a new application for consideration. Any such application shall be subject to review and approval by the Governing Body prior to issuance of a new permit.
- (c) Any violation of this ~~Article~~chapter shall be considered a misdemeanor subject to the sentencing provisions of Section 9-1 of the Sheridan Municipal Code.

Article 8-II ~~Canvassers, Peddlers and Transient Merchants and Manufacturers~~ Special Events

8-152 Definitions

Special Event. Any organized activity, gathering, or event, whether public or private, that occurs on City-owned property, dedicated public property, within the public right-of-way, involves street or lane closures, or requires City review, coordination, permitting, or authorization due to impacts on public safety, public access, traffic, operations, or the use of public spaces. For additional details, examples, and operational criteria pertaining to Special Events, refer to the City of Sheridan Special Events Policy.

8-163 Special Event Permits

- (a) Prior to hosting a Special Event within the City of Sheridan, an approved Special Event Permit must be obtained. Special Event Permits involving alcohol sales or consumption must be obtained at least 60 calendar days prior to the event. Special Event Permits not involving alcohol must be obtained at least 21 calendar days prior to the event. Permit fees and late fees apply, as established in the City's Master Fee Schedule.
- (b) For all details, policies and procedures pertaining to special events and Special Event Permits, please refer to the City of Sheridan Special Events Policy as approved and amended by the Governing Body.
- (c) *Permit Application Requirements.*
- (1) At minimum, for a Special Event Permit to be considered complete and accepted for review, the Applicant shall provide:
- (A) Completed permit application form
 - (B) Basic restroom facilities plan
 - (C) Basic waste management plan
 - (D) Basic parking management considerations
 - (E) Site plan identifying event layout, exits, and alcohol service areas, if applicable
 - (F) Route map, if the event includes movement
 - (G) Current and valid government-issued photo ID for age verification for any application involving alcohol
 - (H) General liability insurance if required by policy

(2) A copy of the Special Event Authorization and all applicable permits must be kept on site and made available upon request by City officials. Copies may be maintained in either physical or electronic format, provided they are readily accessible, legible, and can be immediately produced upon request at all times during the event.

(3) Depending on the scope of the event, the City may require additional conditions for authorization as outlined in the Special Event Policy. These conditions will be communicated prior to fee payment and permit issuance to ensure the applicant is able to review, agree to, and comply with the conditions.

(d) Additional Permits.

(1) A Special Event Permit shall not constitute or allow the sale or consumption of alcoholic beverages unless specifically authorized by the City of Sheridan through the permitting process.

(2) A Special Event Permit shall not grant or authorize the blockage of any public right-of-way unless specifically authorized by the City of Sheridan through the permitting process.

(3) A Special Event Permit shall not constitute or authorize approval from any agency or authority other than the City of Sheridan. The applicant shall be responsible for obtaining any additional approvals or permits required by applicable authorities, including WYDOT, for events impacting state highways or WYDOT-controlled roadways.

(e) Permit Fees. All permit fees shall be as established in the Master Fee Schedule.

8-174 Enforcement

(a) In addition to the requirements of this Article, permitted events shall comply with all applicable City policies, procedures, permit conditions, and operational requirements established by the City.

(b) The City may suspend, modify, revoke, deny, or terminate a permit before or during an event if the event is not operating in compliance with this Article; the City of Sheridan Special Events Policy; the approved event plan; approved permit conditions; or applicable federal, state, or local laws. Additionally, the City may suspend, modify, revoke, deny, or terminate a permit before or during an event when circumstances arise that create a public health, safety, or welfare concern or exceed the City's available personnel, equipment, or operational capacity necessary to adequately support the event.

(c) In addition to any other remedy authorized by law, violations may result in denial of future permit applications, recovery of costs incurred by the City, municipal court action, or other enforcement measures authorized by applicable law.

Article 8-III - ~~Canvassers, Peddlers and Transient Merchants and Manufacturers Solicitation~~ Activities

8-2115 Entering Private Premises or Residences Without Invitation Declared a Nuisance

The practice of entering upon the premises of private residences in the ~~C~~city, by solicitors, peddlers, hawkers, itinerant merchants and transient vendors of merchandise, not having been requested or invited so to do by the owner or occupant of such private residences, for the purpose of soliciting orders for the sale of goods, wares and merchandise or for the purpose of selling, peddling or hawking the same, is hereby declared to be a nuisance.

* For provisions specifically designating the violation of this section as a nuisance, see ~~s~~Section 18-2 of this Code.

8-2215.1 Enforcement

It shall be the duty of the chief of police ~~or designee~~ to enforce the provisions of this ~~Article~~chapter.

Chapter 18 – Nuisances Generally is hereby amended to read as follows:

18-2 - Nuisance Violation

Violation of any of the following provisions is hereby declared to be a nuisance, and shall be subject to all the provisions of this chapter:

(b)All things, acts, and conditions which are specifically declared to be a nuisance by any section of this Code or other ordinances of the city, including any nuisances enumerated in this chapter and the following sections of this Code:

(10)8-~~15~~21 [Entering private residence by solicitors without invitation];

PASSED, APPROVED AND ADOPTED this _____ day of _____ 20__.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk

State of Wyoming)
) SS
County of Sheridan)

Signed and sworn (or affirmed) before me on this _____ day of _____ 20__
by _____

Notary Public

My commission expires _____

1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Published: _____

EFFECTIVE DATE: This Ordinance shall be in full force and effect on the date of publication, as listed above, according to law.



City of Sheridan Special Events Policy

Policy No. CLK-002

DATE APPROVED

Table of Contents	
Section 1: Purpose & Scope	2
A. Purpose	2
B. Scope	2
C. Events Not Subject To This Policy	2
D. City Discretion	2
E. References	3
F. Definitions	3
Section 2: Determination of Required Permit(s)	6
A. Permit Required	6
B. Voluntary Special Event Permit Requests	6
C. Events on Non-City Owned Property	7
D. Permit Eligibility	7
E. General Notes	7
F. Permit Types and Requirements	8
Section 2.1: Common Location Guidance	9
Section 2.2: Additional Requirements (If Applicable)	10
Section 3: Submission Timelines and Scheduled Fees	11
Section 4: Application Review, Approval & Compliance	11
Section 5: Conditions and/or Denials	11
A. Conditions	12
B. Denials	13
Section 5.1: Appeals of Denial or Conditions	14
Section 6: Insurance Specifications	15
Section 7: Public Notification Plan	16
Section 8: WYDOT Coordination	16
Section 9: Procedure: Application Process Overview	16
Section 10: Policy Enforcement	18
Section 11: Administrative Authority	19

SPECIAL EVENTS POLICY

SECTION 1: PURPOSE & SCOPE

- A. PURPOSE:** The purpose of this Special Events Policy is to establish a consistent, transparent, and practical process for coordinating organized events within the City of Sheridan. This policy is intended to support community events while prioritizing public safety, responsible use of City resources, and the continued accessibility of public spaces.

This policy provides clear expectations for event organizers and City staff by outlining when permits are required, what level of coordination is necessary, and how events are reviewed. It is designed to promote well-planned events that enhance the community while minimizing disruption to residents, businesses, and normal City operations.

- B. SCOPE:** This policy applies to organized events that occur on City of Sheridan property, within a public right-of-way, or that otherwise require City services or authorization.

This includes, but is not limited to:

- Use of public streets, sidewalks, parks, trails, or other City-managed spaces;
- Events that require traffic control, impact normal traffic flow, or involve organized movement through public areas (e.g., races, walks, parades);
- Events that require City services, coordination, or public safety involvement; and
- Events involving alcohol that require a City-issued permit.

If any element of the event held on Non-City-Owned property extends into City-Owned Property and/or public space, requires City services, or includes regulated activities such as alcohol service, applicable permits and requirements outlined in this policy will apply.

Events may be subject to this policy regardless of whether a full street closure is required, if the activity creates a measurable impact to public access, infrastructure, traffic, or safety.

- C. EVENTS NOT SUBJECT TO THIS POLICY:** Events are generally not subject to this policy when they:

- Occur entirely on Non-City-Owned property;
- Do not impact a public right-of-way or City infrastructure;
- Do not require City services or coordination; and
- Do not involve alcohol requiring a City-issued permit.

Events not subject to this policy may still be required to comply with other applicable regulations, permits, or approvals as outlined in Section 2.2.

This policy does not apply to routine or operational uses of public property or right-of-way that do not constitute an organized event, such as temporary parking restrictions, loading zones, construction-related closures, or similar activities. Such requests may require separate authorization, permits, or coordination through the

appropriate City department. These activities are not considered Special Events under this policy.

- D. CITY DISCRETION:** The City of Sheridan retains the authority to determine whether an activity qualifies as a Special Event based on its size, location, anticipated attendance, and potential impact to public safety, City resources, and surrounding areas.

E. REFERENCES:

- a. Any references to Catering Permits, Malt Beverage Permits or Open Container Permits can be found in *City of Sheridan Code, Chapter 4, Section 8.*
- b. Wyoming Statutes relating to alcoholic beverages can be found in State Statute *Title 12 - Alcoholic Beverages.*
- c. Any references to Mobile Vending and Mobile Vending Permit can be found in *City of Sheridan Code, Chapter 8, Article 8-I.*

F. DEFINITIONS AS IT PERTAINS TO THIS POLICY:

ALCOHOLIC LIQUOR: Any spirituous or fermented fluid, substance, or compound other than a malt beverage containing at least 0.5% alcohol by volume. This includes wine and distilled spirits such as vodka, whiskey, rum, tequila, and similar products.

ALCOHOL SALES (OR SALE OF ALCOHOL): For purposes of this policy, a “sale” of alcohol means providing alcoholic liquor or malt beverages in exchange for money, goods, services, admission, donations, or any other form of value. Any transfer of alcohol that is not purely free or given as a gift is considered a sale.

This includes, but is not limited to, selling drinks, charging admission that includes alcohol, requiring tickets or tokens for alcohol, exchanging alcohol for goods or services, or providing alcohol in connection with any form of payment or consideration.

This definition is consistent with Wyoming Statute Title 12, which defines “sell” or “sale” to include offering for sale, bartering, delivering, dispensing, or exchanging alcohol for value in any form.

APPLICANT: Any person or organization seeking a permit from the City to conduct or sponsor a special event. Applicants for special events involving the sale or consumption of alcohol must be at least twenty-one (21) years of age.

CATERING PERMIT (ALCOHOL): A permit available only to a person holding a retail liquor license or resort liquor license, authorizing the off-premises sale of alcoholic and malt beverages at an event. Each catering permit is valid for a period not to exceed twenty-four (24) hours. Events occurring over multiple days may require consecutive catering permits. Catering permits shall not be used to operate a continuing business pursuant to W.S. § 12-4-502(b). For additional considerations, see City of Sheridan Code, Chapter 4, Section 8.

CITY-OWNED PROPERTY: Any property the City of Sheridan owns, leases, maintains, or otherwise has a legal interest in, including property dedicated for public use. This includes, but is not limited to, land, buildings, facilities, streets, alleys, sidewalks, parks,

trails, parking lots, a right-of-way, and easements that are owned, operated, or maintained by the City and open for public use.

CITY SERVICES: Services, resources, personnel, or equipment provided or performed by the City of Sheridan to support, manage, or accommodate an event or activity. This may include, but is not limited to, traffic control, barricade placement, street or sidewalk closures, vehicle removal, public safety staffing, setup or removal of City equipment, or additional maintenance or waste services.

Routine communication with City departments for general guidance, clarification, or safety review—without the provision of City services, resources, personnel, or equipment—does not constitute City Services and does not, by itself, require a permit.

EVENT CLASSIFICATION DETERMINATION: In situations where the classification of an event as public or private is unclear, the City may consider factors including, but not limited to, how the event is advertised, whether attendance is reasonably accessible to the general public, and the level of access control implemented by the organizer.

Events that are advertised to the public or allow general public access—regardless of ticketing, membership, or stated intent—may be classified as public events at the City’s discretion for permitting and regulatory purposes.

MALT BEVERAGES: Any fluid, substance, or compound intended for drinking purposes that is manufactured either wholly or in part from malt or a substitute for malt and contains at least 0.5% alcohol by volume. This generally includes beer, ale, lager, and similar malt-based beverages.

MALT BEVERAGE PERMITS: A permit authorizing the sale of malt beverages only by a responsible person or organization. Each permit is valid for a period not to exceed twenty-four (24) hours. Events occurring over multiple days may require consecutive permits. For additional considerations, see City of Sheridan Code, Chapter 4, Section 8.

MEASURABLE IMPACT: Any noticeable effect on public access, traffic, infrastructure, or safety that requires City awareness, coordination, or response, as determined by the City.

MOBILE VENDING UNIT: A motorized vehicle, as defined by W.S. Section 31-1-101(a)(xv), from which a vendor offers for sale or sells goods, products, services or food to the public, or a trailer that is pulled by a motorized vehicle and has no power to move on its own from which a mobile vendor offers for sale or sells goods, products, services or food to the public.

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

NON-CITY-OWNED PROPERTY: Any property not owned, leased, or maintained by the City of Sheridan, including property owned or operated by private entities, institutions, or other governmental jurisdictions. This includes privately owned land, buildings, venues, and parking lots, as well as property owned or operated by other jurisdictions or institutions, such as Sheridan County facilities (e.g., Fairgrounds), educational institutions (e.g., Sheridan College), or privately owned venues (e.g., Whitney Park).

OPEN CONTAINER PERMIT: A permit authorizing the possession and consumption of alcoholic or malt beverages on public property (e.g., within or upon a street, alley, sidewalk, public building, public park, or parking lot open to unrestricted public use). For additional considerations, see City of Sheridan Code, Chapter 4, Section 8.

PRIVATE EVENT: An event that is not open to the general public and restricts attendance to a defined group. Private events limit access through invitation, membership, pre-registration, or other controlled entry measures, and are not broadly advertised for public participation.

Private events typically include guest lists or check-in processes and do not allow general public attendance, regardless of whether a fee is charged.

PUBLIC EVENT: An event that is open to the general public, regardless of whether admission is free or requires a fee. Public events allow individuals to attend or participate without restriction and are typically advertised or promoted broadly to the community.

An event shall be considered public if attendance is not limited by invitation, membership, or controlled access, and members of the public are generally able to enter and participate upon arrival (subject to capacity or payment of admission, if applicable).

PUBLIC RIGHT-OF-WAY: Any area dedicated for public travel or access, including streets, alleys, sidewalks, trails, and easements, whether for vehicles, pedestrians, or bicycles. Public right-of-way may exist within or adjacent to both public and Non-City-Owned property. Certain public right-of-way corridors are owned or maintained by external agencies, including the Wyoming Department of Transportation (WYDOT).

SPECIAL EVENT: Any organized activity, gathering, or celebration—whether public or private—that occurs on City-Owned property, within the public right-of-way, or that requires City services due to its impact on public spaces, safety, or operations.

A Special Event generally includes, but is not limited to:

- Events held on public streets, sidewalks, parks, trails, parking lots or other City-managed spaces;
- Events that involve street closures, lane restrictions, or traffic control measures—whether stationary or moving—for purposes other than construction or maintenance;
- Organized races, walks, parades, or similar activities that utilize or interact with a public right-of-way, even if roads remain open;
- Events that require coordination with City departments (e.g., Police, Fire, Public Works, Utilities, etc.) resulting in the provision of city services, including but not limited to traffic control, barricade placement, street or sidewalk closures, public safety staffing, or provision of City equipment or services;
- Events involving alcohol service or sales requiring a City-issued permit; or
- Events that, due to size, location, or nature, are reasonably anticipated to impact public safety, access, or the normal use of public spaces, even if not otherwise listed above.

Private gatherings are not considered Special Events when they:

- Occur entirely on Non-City-Owned property;
- Do not impact public spaces or infrastructure;
- Do not require City services; and
- Do not involve regulated activities requiring City permits (e.g., alcohol).

The City of Sheridan retains sole discretion to determine whether an activity qualifies as a Special Event.

SPECIAL USE PERMIT: An umbrella term used to collectively refer to various permit types (e.g., special event, alcohol, vending, street, or closure permits). The term does not represent a single permit type or a unified set of requirements.

STREET CLOSURE (NON-CONSTRUCTION): A temporary restriction or closure of a public street, lane, or right-of-way for purposes other than construction or maintenance.

A Street Closure Permit may be issued when the closure is limited in scope and does not involve an organized event, gathering, or activity that impacts public spaces, requires City services beyond the closure itself, or otherwise meets the definition of a Special Event.

Street closures associated with an organized event will be reviewed under the Special Event Permit and do not require a separate Street Closure Permit.

TRAFFIC CONTROL AND IMPACT: Any measure used to manage, direct, or regulate vehicular or pedestrian movement in public areas, including signage, barricades, flaggers, or law enforcement presence, as well as activities or events that impact, alter, or interfere with normal traffic flow or patterns, whether or not formal control measures are in place.

SECTION 2: DETERMINATION OF REQUIRED PERMIT(S)

A. PERMIT REQUIRED: A permit is required when an event meets the definition of a Special Event, including but not limited to events that meet one or more of the following criteria, or as otherwise determined by the City:

- Occur on City-Owned property or within the public right-of-way;
- Require traffic control, street closures, or involve interaction with vehicular or pedestrian traffic;
- Involve street closures associated with an organized activity;
- Require City-provided services or operational support; and/or
- Involve alcohol requiring a City-issued permit.

Events may require a permit regardless of whether a full street closure occurs, if the activity creates a measurable impact.

B. VOLUNTARY SPECIAL EVENT PERMIT REQUESTS: Events occurring entirely on Non-City-Owned property that would not otherwise require a permit under this policy may voluntarily apply for a Special Event Permit for purposes including, but not limited to, coordination of temporary mobile vendors associated with the event.

Approval of a voluntary permit request may authorize temporary mobile vending activity associated with the event, subject to any conditions, limitations, or operational requirements imposed by the City.

Approval of a voluntary permit request remains at the sole discretion of the City. Submission of a voluntary application subjects the event to all applicable submission requirements, timelines, fees, conditions, operational reviews, and permit provisions outlined in this policy.

C. EVENTS ON NON-CITY-OWNED PROPERTY: Events occurring entirely on Non-City-Owned property are not subject to this policy unless one or more of the following apply:

- The event impacts public right-of-way or City infrastructure;
- The event creates a measurable impact to surrounding public areas, including traffic, parking, pedestrian access, or public safety;
- The event requires City services; or
- The event requires a City-issued alcohol permit.

If none of the above conditions apply, a Special Event Permit is generally not required; however, final determination remains at the discretion of the City.

D. PERMIT ELIGIBILITY: Any individual, business, or organization may apply for a 24-Hour Open Container Permit, Malt Beverage Permit, or City Park Use Permit (with or without alcohol). However, only Retail and Resort Liquor License holders are eligible to apply for a 24-Hour Alcohol Catering Permit. *All applicants must meet the requirements outlined in the Applicant definition.*

E. GENERAL NOTES:

- All permits are issued for a 24-hour period. Consecutive permits may be required for multi-day events.
- If a Special Event includes alcohol service requiring a Catering Permit, the Event Organizer must submit a Special Event Permit and the Retail/Resort Liquor License Holder must submit the Catering Permit.
- If an applicant is unsure where an event falls, they are encouraged to contact City staff prior to submitting an application.
- Use of City-Owned utilities, including but not limited to electricity and water, is not permitted unless expressly approved by the City. Approval may be subject to availability and operational considerations.
- Public events involving beer or malt beverages may require a Malt Beverage Permit regardless of whether the beverages are sold, furnished, hosted, donated, or otherwise provided as part of the event.
- Open Container Permits may be considered for public events involving limited bring-your-own beverage (BYOB) consumption where alcohol is not sold, distributed, furnished, or included as part of admission, fundraising, or event promotion. Approval remains at the sole discretion of the City based on the nature, scale, location, and operational impacts of the event.

- Events such as races, walks, or parades may require a Special Event Permit even if streets are not fully closed, when the event involves traffic interaction, use of public right-of-way, or public safety coordination.

F. PERMIT TYPES AND REQUIREMENTS: The following table outlines common event types and the associated permits required. These examples are not all-inclusive. The City reserves the right to require additional permits or impose conditions based on the nature, size, and impact of the event.

Use the following table as a general guide. Final determination is based on the event's location, public impact, and operational needs as determined by the City.

EVENTS ON NON-CITY-OWNED PROPERTY WITH NO PUBLIC IMPACT* <i>*(No street closures, no traffic control required, no City services required, etc.)</i>				
Event Type	No Alcohol Involved	BYOB	Beer or Malt Beverages	Wine or Hard Liquor (Catered Only)
PRIVATE Event - Invite Only <i>Event stays on Non-City-Owned property for the entire event. Examples: Weddings, graduations, birthday parties, employee appreciation parties, etc.</i>	No City Permit Required	No City Permit Required	Malt Beverage Permit Required for Sales	Catering Permit: Retail/Resort Liquor Licensee Applies
PUBLIC Event - Open to General Public <i>Event stays on Non-City-Owned property for the entire event. Examples: Awareness events, fundraisers, art shows, worship events, movie nights, etc.</i>	No City Permit Required	Not Permitted**	Malt Beverage Permit Required	Catering Permit: Retail/Resort Liquor Licensee Applies

***Open Container Permits for public BYOB activity are uncommon and may only be considered on a limited case-by-case basis*

EVENTS IN CITY PARKS				
Event Type	No Alcohol Involved	BYOB	Beer or Malt Beverages	Wine or Hard Liquor (Catered Only)
PRIVATE Event - Invite Only <i>Event stays in City Park for the entire event. Examples: Weddings, graduations, birthday parties, employee appreciation parties/company picnics, etc.</i>	City Park Use Permit/Shelter Reservation (No Fee)	City Park Use Permit w/ Alcohol (includes park reservation & open container permit)	Malt Beverage Permit Required for Sales - Sales by active liquor license holders only	City Park Use Permit w/ Alcohol Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies
PUBLIC Event - Restricted Participation <i>Event, at minimum, begins and ends at the City Park. Held in public spaces but limited to registered or ticketed participants; walk-up participation is not permitted. Examples: Organized athletic events (5k, Bike Races, etc.), tournaments/competitions (pickleball, volleyball, fitness, etc.), Skill-based clinics, or similarly structured activities.</i>	Special Event Permit - Non Alcohol food vendors allowed	Not allowed in City Parks during Public Events	Special Event w/ Alcohol Sales by active liquor license holders only	Special Event w/ Alcohol Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies
PUBLIC Event - Open Access <i>Event stays in the City Park for the entire event. Open to the general public to attend and participate without advance registration. Examples: Concerts in the park, Fundraising Events, Rallies, etc.</i>	No vendors: Park Use Permit (Shelter Reservation) Vendors: Special Event Permit - Non Alcohol	Not allowed in City Parks during Open Access Events	Not allowed in City Parks during Open Access Events	Not allowed in City Parks during Open Access Events

EVENTS ON CITY-OWNED PROPERTY OR RIGHT-OF-WAY (Including streets, sidewalks, trails, parking lots, pathways, moving races, parades, etc.)				
Event Type	No Alcohol Involved	BYOB	Beer or Malt Beverages	Wine or Hard Liquor (Catered Only)
PUBLIC Event <i>Examples: Races (5k, 10k etc.), Wine Fest, Third Thursdays, Fundraising Events, Rodeo, Parades, etc.</i>	Special Event Permit - Non Alcohol Required	Not allowed during Public Events	Special Event Permit w/ Alcohol - Sales by active liquor license holders only	Special Event w/ Alcohol Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies
PRIVATE Event - Invite Only <i>Private, invite-only events held on City-Owned property (e.g., streets, plazas, pathways, or other public spaces).</i>	No Alcohol, No Vendors - Street Closure Permit Only (No Fee)	Open Container Permit	Special Event w/ Alcohol - Sales by active liquor license holders only	Street Closure Permit Applicant Applies AND Catering Permit: Retail/Resort Liquor Licensee Applies

NOTE: Street Closure Permits are intended for limited private use of right-of-way that does not involve vendors, organized commercial activity, alcohol service, or other operational impacts that would elevate the activity to a Special Event.

SECTION 2.1: COMMON LOCATION GUIDANCE (for clarification purposes only)

- A. EXAMPLES:** The following examples are provided to clarify how this policy is applied to commonly used event locations within the community. These examples are illustrative only and do not replace the general requirements of this policy.

Events held at Sheridan County Fairgrounds, Sheridan College, Whitney Park, or other Non-City-Owned properties are not subject to this policy unless one or more of the following conditions apply:

- The event utilizes City-Owned property in any capacity (e.g. parking areas, staging areas or vendor setup);
- The event impacts public streets, sidewalks, traffic flow, pedestrian access, or public parking, including overflow parking on City streets or in City-managed lots;
- The event requires traffic control or public safety coordination; and/or
- The event involves alcohol requiring a City-issued permit.

Examples Requiring a Permit

Examples include, but are not limited to:

- Races, walks, or events that begin or end at these locations but utilize public streets, require street closures, or involve traffic coordination;
- Vendor setup associated with Whitney Park events that occurs on the Hub on Smith parking lot (City-Owned property).

Examples Not Requiring a Permit (See Section 2.2 for additional requirements)

Examples include, but are not limited to:

- Events fully contained within the property that do not impact public infrastructure, traffic, or public parking;
- Events that do not require City Services; and
- Events that do not involve alcohol requiring a City-issued permit.

NOTE: Portions of the area commonly associated with private venues may be City-Owned. For example, while Whitney Park is privately owned, the adjacent Hub on Smith parking lot is City-Owned property. Use of this parking lot for event activities—including vendor setup, staging, or event operations—requires applicable permitting.

SECTION 2.2: ADDITIONAL REQUIREMENTS (IF APPLICABLE)

- A. ADDITIONAL REGULATIONS:** A determination that a Special Event Permit is not required under this policy does not exempt an event from compliance with other applicable regulations.

Events occurring within City limits may require review or approval by the Sheridan Fire Department or any other applicable authority, even if a Special Event Permit is not required. This includes events held on Non-City-Owned property. Examples include events involving:

Such approvals may be required for events that include:

- Temporary structures such as tents (membrane structures), stages, or similar installations;
- Large gatherings or assembly-type events (generally 150 or more attendees);
- Fire or life safety considerations, including occupancy, egress, and emergency access;
- Generators, significant electrical usage, or temporary power setups;
- Open flames, fireworks, or temporary cooking equipment (e.g., grills, fryers, smokers, or propane-fueled devices) outside of permitted mobile vending units or established commercial kitchen operations; and/or
- Activities or equipment requiring life-safety measures (e.g., fire extinguishers, sprinkler systems, rescue equipment, or similar protections).

The event organizer is responsible for coordinating with any applicable authority, which may include the Sheridan Fire Department or other agencies depending on the event location (e.g., Sheridan County or other jurisdictions).

WYDOT Coordination – Events that impact state highways or WYDOT-controlled roadways may require additional review or permitting. See Section 8.

SECTION 3: SUBMISSION TIMELINES & SCHEDULED FEES

A. SUBMISSION TIMELINES: Special Event permit applications must be submitted in accordance with the timelines outlined in the table below. The required timelines include both processing and interdepartmental review.

- Any Special Event application submitted within seven (7) business days of the scheduled event may not be considered or approved by the City.
- For applications that have been submitted but not yet finalized, if City approval and/or payment of all required fees has not been completed at least seven (7) calendar days prior to the scheduled event, the event may not be authorized to proceed.

B. SCHEDULED FEES: All applicable permit fees are established in the **City of Sheridan Master Fee Schedule**. Applicants are responsible for reviewing the current fee schedule prior to submitting an application. All applicable fees must be paid in full before a permit will be issued. Late fees may apply to applications submitted after the required deadline as outlined below.

Type of Permit	Application Deadline	Fee Required	Late Fee Applicable
City Park Use Permit - Non Alcohol	N/A	No	No
City Park Use Permit - With Alcohol	N/A	Yes	No
Open Container Permit	21 days prior to event	Yes	Yes
Malt Beverage and/or Catering Permit	21 days prior to event	Yes	Yes
Special Event - Non Alcohol	21 days prior to event	Yes	Yes
Special Event - With Alcohol	60 days prior to event	Yes	Yes

- *Refund Policy: All permit fees are non-refundable*

SECTION 4: APPLICATION REVIEW, APPROVAL & COMPLIANCE

An application is not considered submitted until the City has confirmed it is complete and all required documentation has been received.

A. REVIEW AND DETERMINATION: After review, the City will issue one of the following determinations:

Determination	Explanation
Approved No Conditions	Authorization is granted without additional conditions. The permit will be issued after the applicant has signed the permit and all applicable fees have been paid in full.

Approved Subject to Conditions	Authorization is granted subject to conditions deemed reasonable and necessary by the City. The applicant will be notified of all required conditions and provided the opportunity to review them. Following notification of required conditions, continuation of the permit process shall constitute acceptance of all permit terms and conditions. All applicable fees must be paid in full prior to permit issuance. Upon receipt of payment, the permit will be issued and provided to the applicant. <i>If the applicant does not wish to or cannot adhere to the imposed conditions, they may withdraw their application prior to signing without incurring any fees.</i>
Denied	Authorization is denied, with an explanation provided for the reason(s). If time allows and remedies exist to address the cause(s) of denial, the applicant may be given the opportunity to revise and resubmit the application for further consideration.

B. COMPLIANCE REQUIREMENTS: All permitted Special Events must comply with the requirements outlined in this policy as well as any additional conditions set by the City. Failure to comply with permit terms, safety requirements, or applicable laws may result in suspension or cancellation of the event, either prior to the event or while it is in progress.

Violations may also result in fines, denial of future applications, and/or recovery of costs incurred by the City due to noncompliance or damages. The City of Sheridan reserves the right to revoke event authorization if public safety is at risk or if the event significantly deviates from the approved plan.

SECTION 5: CONDITIONS AND/OR DENIALS

A. CONDITIONS: Depending on the scope of the event, the City may require additional conditions for authorization. These conditions will be communicated prior to fee payment and permit issuance to ensure the applicant is able to review, agree to, and comply with the conditions.

All conditions are at the discretion of the City and are final unless modified through the appeal process outlined in Section 5.1. For any/all conditions, applicants may be required to provide documentation verifying any rented or contracted equipment, facilities, or services prior to permit approval.

Conditions may include but are not limited to the following:

- **Additional Restroom Facilities Requirements** – Additional portable restroom facilities may be required based on event size, duration, and availability of existing facilities.
- **Additional Waste Management Requirements** – Additional cleanup requirements may be imposed if the proposed plan is deemed insufficient.

- **Additional Public Notification Requirements** – Additional public notifications may be required to ensure adequate community awareness and communication.
- **Barricade Placement and Traffic Control/Safety Plan** – Additional requirements may be imposed if the proposed plan does not adequately address barricade placement, traffic control, or safety. Plans deemed insufficient may require revision or supplemental measures prior to approval.
- **Security Staffing Plan** – May be required for events with large attendance and/or alcohol service. The plan must outline staffing levels, training, crowd management, and coordination with law enforcement.
- **Additional Law Enforcement Requirements** - May be required based on the type and scope of the event.
- **Vendor List** – Must include all vendors providing goods, services, or food.
- **Parking Management Plan** – May be required based on event size, location, and anticipated attendance. The plan shall identify designated parking areas, overflow parking, traffic circulation, and measures to prevent congestion or disruption to public streets, sidewalks, and adjacent properties.
- **Letter of Good Standing** – Required for any liquor license holder licensed outside the City of Sheridan. The letter must be submitted directly by the issuing licensing authority and is required for approval of an Alcohol Permit.
- **Property Owner Authorization Letter** – Required for events held on Non-City-Owned property involving alcohol sales or service. The letter must be submitted by the legal property owner of record. Authorization from tenants or lessees is not sufficient without written approval from the property owner.
- **Emergency Access Provisions** – Must ensure fire lanes and emergency vehicle access remain clear at all times.
- **Noise Control Measures** – Must include compliance with applicable sound ordinances, including limits on amplified sound and event hours.
- **Additional Liability Insurance** – May be required based on the type and scope of the event.
- **Other Conditions** – Any additional requirements deemed necessary by the City to protect public health, safety, and welfare, and to minimize community disruption.

B. DENIALS: A permit may be denied if the City determines that the proposed event poses a risk to public health, safety, or general welfare. Denial may also be based on one or more of the following:

- The application is incomplete or missing required forms or documentation;
- Required application fees have not been paid;
- Required insurance has not been obtained or verified;

- The anticipated cost of City services is unreasonable;
- Required permit conditions cannot be met;
- The applicant has outstanding invoices or unpaid damages from prior events;
- The proposed event conflicts with previously scheduled events, programs, or facility reservations, or would overextend available City resources;
- Necessary City resources are unavailable at the proposed time (the applicant may be given an opportunity to revise the schedule if feasible);
- The applicant is not authorized to act on behalf of the organization;
- The applicant or organization has a history of noncompliance with permit conditions, City policies, or applicable laws;
- Prior events organized by the applicant resulted in significant disruption, property damage, or safety concerns;
- The event is reasonably expected to cause undue harm or inconvenience to participants, the community, or surrounding neighborhoods;
- The application contains false or misleading information;
- The applicant or organization has previously made material misrepresentations regarding an event or permitted activity; or
- Any other condition related to the proposed event raises substantial concerns that cannot be reasonably addressed through conditions or modifications.

SECTION 5.1 APPEALS OF DENIAL OR CONDITIONS

If an application for a Special Event Permit is denied, or approved with conditions, the applicant may appeal the decision as outlined below.

A written notice of appeal must be submitted to the City Clerk within three (3) business days of receipt of the notice of denial or conditions. The notice of appeal must clearly state the grounds for the appeal. Failure to timely submit a notice of appeal shall constitute acceptance of the decision.

NOTE: Appeals are subject to established submission timelines. Applications submitted outside required deadlines may not allow sufficient time for appeal prior to the event date.

Appeal of Conditions: Appeals of conditions imposed on an approved permit shall be reviewed by the City Administrator or designee. The City Administrator or designee may affirm, modify, or remove the conditions. The decision of the City Administrator or designee shall be final.

Appeal of Denial: In accordance with Charter Ordinance 2202, appeals of a denied application may be considered by the Governing Body at the discretion of the Mayor. Upon receipt of a complete appeal, the City will coordinate with the Mayor to schedule the appeal for consideration at the next regularly scheduled City Council meeting or at a special meeting, as appropriate.

The City will make reasonable efforts to schedule the appeal prior to the proposed event date; however, scheduling is not guaranteed. If an appeal cannot be heard prior to the proposed event date, the denial shall remain in effect.

The Governing Body may affirm, modify, or overturn the denial. The decision of the Governing Body shall be final.

SECTION 6: INSURANCE SPECIFICATIONS

- A. GENERAL REQUIREMENT:** Commercial General Liability Insurance is required for Special Events when the event presents increased risk or potential liability to the City, as determined by the conditions outlined below.
- B. EVENTS REQUIRING INSURANCE:** Insurance is required as outlined in Section 6D for any Special Event requiring a City-issued Special Event permit that includes one or more of the following:
- Use of City-Owned property, public right-of-way, or City facilities;
 - Street closures, lane restrictions, traffic control, or moving events (e.g., races, walks, parades);
 - Use of City Services, including equipment, personnel, or operational support related to traffic control, public infrastructure, or event operations;
 - Alcohol service or sales requiring a City-issued permit;
 - Events with large attendance or increased public safety considerations; or
 - Installation of temporary structures (e.g., tents, stages, equipment).

The City reserves the right to require insurance or waive the requirement for any event, regardless of the criteria listed above, based on its assessment of risk.

Events occurring entirely on Non-City-Owned property that do not require a City-issued Special Event permit and do not impact public infrastructure, right-of-way, traffic, or public parking; do not involve alcohol requiring a City-issued permit; and do not require City services are not subject to City insurance requirements under this policy. Insurance for such events, if required, is determined by the property owner or applicable jurisdiction.

- C. INSURANCE DOCUMENTATION REQUIREMENTS:** When insurance is required, the applicant must provide a Certificate of Liability Insurance with the application. If the event involves the use of City-Owned property, the City of Sheridan must be named as an additional insured, and this must be reflected on the Certificate of Liability Insurance before the event will be approved.
- D. MINIMUM COVERAGE REQUIREMENTS:** When required, insurance coverage must meet or exceed the following minimums:

- | |
|---|
| <ul style="list-style-type: none">• Commercial General Liability Insurance: \$1,000,000.00 per occurrence / \$2,000,000.00 aggregate• Medical Expense: \$5,000.00 per person |
|---|

- Damage to Rented Premises: \$100,000.00 per occurrence
- Products and Completed Operations: \$2,000,000.00
- Personal and Advertising Injury: \$1,000,000.00
- Liquor Liability (when alcohol is being served or sold): \$1,000,000.00 per occurrence / \$2,000,000.00 aggregate

E. INDEMNIFICATION: By completing the permit process, including payment, the applicant agrees to release, defend, indemnify, and hold harmless the City of Sheridan and its employees, agents, officers, and representatives from any and all claims of injury to persons or damage to property arising out of or related to the event. The applicant further agrees to be responsible for any damage to City-Owned property resulting from the event.

SECTION 7: PUBLIC NOTIFICATIONS

Applicants are required to provide notification to affected businesses, residents, and other parties regarding the event and its impacts, including impacts to public access, traffic, parking, surrounding areas, noise, or lighting.

Notifications must be reasonably sufficient to inform those impacted and include, at a minimum, the nature of the event, anticipated impacts, and relevant dates and times.

The City may require additional notification measures and/or verification that notifications have been completed.

SECTION 8: WY DEPT OF TRANSPORTATION (WYDOT) COORDINATION

Certain roadways within the City of Sheridan are owned and maintained by the Wyoming Department of Transportation (WYDOT), including portions of state highways and interstate corridors (e.g., Business Loop I-90).

Events that propose to use, impact, or affect a WYDOT-controlled roadway—including lane closures, traffic control, signage, or access restrictions—may require review, approval, or permitting by WYDOT.

The applicant is responsible for coordinating directly with WYDOT and obtaining any required approvals. Documentation of WYDOT coordination and approval may be required prior to City permit approval.

Approval by the City of Sheridan does not constitute approval by WYDOT.

SECTION 9: PROCEDURE: APPLICATION PROCESS OVERVIEW

Step 1: Submit Application - The applicant must complete and submit the required application form to initiate the process. Applications are available on the City of Sheridan

website. The application must be fully completed and include all required information and supporting documentation.

Incomplete applications may be deemed void if no contact or progress is made within seven (7) business days. Applicants may reapply; however, any resubmitted application will be treated as a new application, and all applicable deadlines, review timelines, and fees, including late fees, will apply.

Step 2: Submit Supporting Documents - Following application submission, the applicant must provide all required supporting documents as outlined in the application. Failure to provide required documentation may delay or prevent application review. *Additional documents or requirements may apply depending on the type and scope of the event.*

At a minimum, all Special Event applications must include:

- Completed permit application form
- Basic restroom facilities plan
- Basic waste management plan
- Basic parking management considerations
- Site plan identifying event layout, exits, and alcohol service areas (if applicable)
- Route map, if the event involves movement
- Current and valid government-issued photo ID for age verification for any application involving alcohol
- General liability insurance, if required (see Section 6)

Step 3: Departmental Review - Once all required materials have been received, the application will be routed to appropriate City departments for review. City staff may request clarification or additional information as needed.

Step 4: Conditions or Clarification – Notice to Applicant – If additional conditions are required or potential issues are identified, the City will notify the applicant and provide the opportunity to revise the application or proceed subject to conditions.

If the applicant does not respond within ten (10) calendar days, or if applicable deadlines have passed, the application will be considered inactive and closed.

Step 5: Determination - Following review, the City will provide the applicant with one of the following determinations (see Section 5 for details): Approved, No Conditions; Approved, Subject to Conditions; or Denied. If a permit is denied, and if time allows, the applicant may revise and resubmit the application or pursue an appeal in accordance with Section 5.1.

Step 6: Acknowledgment and Payment – Following notification of any required conditions, the applicant's continuation of the permit process, including payment of applicable fees, shall constitute acceptance of all permit terms and conditions. All applicable fees must be paid in full prior to permit issuance.

Step 7: Day of the Event - A copy of the Special Event Authorization and all applicable permits must be kept on site and made available upon request by City officials. Copies may be maintained in either physical or electronic format, provided they are readily accessible, legible, and can be immediately produced upon request at all times during the event.

Step 8: After the Event, If Applicable - The applicant is responsible for any fees or charges associated with non-compliance with permit conditions, as well as any costs incurred by the City for unapproved or additional services or damage to public property. Such fees and costs will be invoiced and are due within thirty (30) days of invoice issuance.

SECTION 10: POLICY ENFORCEMENT

This policy is enforceable under applicable City ordinances and the general powers granted to municipalities under Wyoming Statutes, including but not limited to **W.S. 15-1-103, 15-1-501, and 15-1-511**, as well as **Wyoming Statutes Title 12 – Alcoholic Beverages**, which authorize the City to regulate public spaces, alcoholic beverage service, and activities impacting public health, safety, and welfare, and to enforce compliance with local regulations.

- A. Application and Permit Compliance** – Designated City staff are responsible for reviewing applications, verifying completeness, applying conditions, collecting fees, and ensuring all required documentation is received prior to authorization.
- B. Event Monitoring and Safety Compliance** – The Police Department, Fire Department, Public Works Department, Utilities Department, and other relevant City departments may monitor permitted events, as appropriate, to ensure compliance with permit conditions and public safety requirements.
- C. Authority to Modify or Terminate Events** – The City reserves the right to suspend, modify, or terminate an event if:
 - Public health, safety, or welfare is at risk;
 - Permit conditions are not being followed;
 - Required City resources are insufficient to support the event;
 - The event significantly deviates from the approved plan; or
 - Any other circumstance arises that threatens public safety.
- D. Consequences of Permit Noncompliance** – Failure to comply with permit conditions, City policies, or applicable laws may result in:
 - Suspension or cancellation of event, either prior to its start or while in progress;
 - Denial of future event applications;
 - Recovery of costs incurred by the City; and/or
 - Fines or other legal action, as applicable.

- E. Compliance with Laws** – All events must comply with all applicable local ordinances, state statutes, and federal laws. Any violation of such laws may result in enforcement action under this policy, in addition to any penalties provided by law.
- F. Controlled Substances Prohibited** – Any possession, use, sale, or distribution of controlled substances in violation of applicable law is prohibited at permitted events. Such activity may result in immediate enforcement action, including event suspension or termination, and referral to law enforcement.

SECTION 11: ADMINISTRATIVE AUTHORITY

The City Clerk, or designee, is authorized to make administrative updates to forms, procedures, and operational requirements as necessary to implement this policy, provided such updates do not materially alter the intent of the policy or create additional substantive requirements for applicants.

For purposes of this section, a “material change” includes, but is not limited to, the creation of new restrictions, changes to eligibility, modification of permit classifications, or changes that significantly impact public access or participation.

Administrative updates shall not include the establishment or modification of any fees. All fees shall be as established in the City’s Master Fee Schedule.

This Policy shall become effective upon approval by the Governing Body and shall remain in effect, including any amendments, until repealed. This Policy applies to all applications submitted on or after the effective date.

APPROVED AND ADOPTED this _____ day of _____ 20____.

City of Sheridan

Richard Bridger, Mayor

ATTEST:

Ashlee Foster, City Clerk