CITY OF DOUGLAS WYOMING

REGULAR CITY COUNCIL MEETING
August 26, 2024 – 4:00 PM

Thank you for your cooperation in facilitating the public meeting process! **Reasonable accommodations for persons with disabilities who wish to participate in this public meeting shall be made upon request to the City Manager, City of Douglas, at 307-358-3462**
Council meetings are broadcast live on Cable Channel 9

1. **Call to Order, Roll Call, and Pledge of Allegiance**
2. **Disclosures by City Council Members**
3. **Approval of General Agenda (Corrections or Additions)**
4. **Public Comments**
5. **Presentations**
   a. **Introduction: Landfill Operator Mike Coleman**
   b. **Promotion: Sergeant Willie Knight**
   c. **Promotion: Corporal Tommy Jones**
   d. **Fire Department Update: Trevor Panasuk**
6. **Discussion Items**
7. **Approval of Consent Docket**
   a. **Minutes**
      City Council Regular Meeting: August 12, 2024
   b. **Bills & Claims**

c. **Other – Consent**

8. **Public Hearing**

a. **Resolution 2024-24 A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO LEVI GROHS FOR THE INSTALLATION OF AN ELECTRONIC MESSAGE BOARD SIGN IN AN I INDUSTRIAL ZONE AT 221 BROWNFIELDROAD (ELKHORN SUBDIVISION, LOT 7).**

b. **Resolution 2024-29 A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT FOR DIVINE MERCY ACADEMY TO OPERATE A PRIVATE SCHOOL IN AN R-1 NEIGHBORHOOD RESIDENTIAL ZONE AT 302 S. 5TH STREET (ORIGINAL TOWN OF DOUGLAS, BLOCK 26, LOTS 1, 2)**

c. **Resolution 2024-31 A RESOLUTION CHANGING THE ZONING OF WEST PLAINS DEVELOPMENT, BLOCK 1, LOT 27, FROM R-3 LIMITED MIXED RESIDENTIAL TO R-2 MEDIUM DENSITY RESIDENTIAL.**

d. **Resolution 2024-32 A RESOLUTION AUTHORIZING THE CITY OF DOUGLAS TO PROCEED WITH A TYPE B DEVELOPMENT FOR RENOVATIONS OF THE DOUGLAS MUNICIPAL POOL IN A GRN GREENSPACE ZONE AT 701 EAST CENTER STREET (A PORTION OF THE NW1/4 NE1/4 SW1/4, S9, T32N R71W)**

9. **Council Action Items**

a. **Ordinance 1044: An Ordinance Amending Sections 16.5.7.1(N)(ii)(C), 16.5.7.1(N)(vi)(g), and 16.5.7.1(N)(viii) Pertaining to Floodplain Construction Standards. Third Reading.**

b. **Ordinance 1045: An Ordinance Amending Sections 16.2.2, 16.6.31.2, and 16.6.31.3(a) Pertaining to Short-Term Rentals. Second reading.**

c. **Ordinance 1046: An Ordinance Amending Sections 2.64.010, 2.64.030, 2.64.040, 5.36.010, and 5.36.100 Pertaining to the Licensing of Contractors. Second Reading.**

d. **Resolution 2024-30: A Resolution Designating Authorized Signers for all City of Douglas Banking and Investment Accounts**

e. **Bid Award: Douglas City Street Slurry Seal Project for 2024-25**

f. **Police Department: Policy PAT 58 - PTZ Cameras**

g. **Community Service Funding Agreements: The Gathering Inc. DBA The Gathering Place; Laramie Peak Humane Society; Douglas Youth Hockey Association; Community Action Partnership of Natrona County.**

h. **City App: Naming**

10. **Public Comments**

11. **Tabled Items**

    a. **WAM Voting Delegates: Winter Workshop**

12. **Council Information**

    a. **Converse County Tourism Promotion Board Minutes: June and July 2024**

    b. **Planning & Zoning Commission Minutes: 20240819**

13. **City Manager's Report**

14. **Good People Doing Good Things**

15. **Community Update**

    a. **Event Calendar**

16. **Executive Session**

17. **Adjourn**

City Council Regular Meeting Minutes
August 12, 2024

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Mayor Kim Pexton called the meeting to order at approximately 4:00 p.m. Roll call was taken with the following City Council members present: Councilperson Ron McNare; Councilperson Perry Hershberger; Councilperson Matt Schmidt; Councilperson John Bartling; and Mayor Kim Pexton. City Clerk Sonya Ortega led the assembly in the Pledge of Allegiance.

Also present: JD Cox, City Manager; Mike Armstrong, City Attorney; Clara Chaffin, Community Development Director; Sonya Ortega, City Clerk; Todd Byerly, Chief of Police; John Harbarger, Public Works Director; Mary Nicol, Administrative Services Director/Treasurer; and Kendal Detwiler, Human Resources Director.

Disclosures by City Council Members:
Councilperson McNare declared conflict on item 8l.

General Agenda (Corrections/Additions): Councilperson McNare moved to approve the general agenda as presented. Councilperson Schmidt seconded. Motion carried 5-0.

Public Comments: None.

Presentations: City Manager Cox introduced Sonya Ortega as City Clerk and Mayor Kim Pexton performed swearing in. City Manager Cox introduced Luca Dowd as the new Corporal of Douglas Police Department.

Discussion Items: Legislation & NEWY (North East Wyoming), Fence Permitting and Code.

Consent Docket: Minutes: City Council Meeting: July 22, 2024; **City Council Special Meeting:** August 2, 2024; **Warrant Register:** July 2024. Councilperson McNare requested Warrant Register 4IMPRINT INC. be removed from here and added into Action Item 8m. Councilperson Schmidt moved to approve the Consent Docket as modified. Councilperson Hershberger seconded. Motion carried 5-0.

Public Hearing:
None.

Council Action Items:
Board Appointment: Arts & Culture Board of Trustees. Councilperson McNare moved to reappoint Amanda Smylie to the Arts & Culture Board of Trustees for the term ending June 30, 2027. Councilperson Schmidt seconded. Motion carried 5-0.

Ordinance 1044: An Ordinance Amending Sections 16.5.7.1(N)(ii)(C), 16.5.7.1(N)(vi)(g), and 16.5.7.1(N)(viii) Pertaining to Floodplain Construction Standards. Community Development Director Chaffin provided an overview. Following discussion, Councilperson Bartling moved to approve Ordinance 1044 on second reading. Councilperson Hershberger seconded. Motion carried 5-0.

Ordinance 1045: An Ordinance Amending Sections 16.2.2, 16.6.31.2, and 16.6.31.3(a) Pertaining to Short-Term Rentals. Community Development Director Chaffin provided an overview. Following discussion, Councilperson McNare moved to approve Ordinance 1045 on first reading. Councilperson Schmidt seconded. Motion carried 5-0.

Ordinance 1046: An Ordinance Amending Sections 2.64.010, 2.64.030, 2.64.040, 5.36.010, and 5.36.100 Pertaining to the Licensing of Contractors. Community Development Director Chaffin provided an overview. Councilperson McNare moved to approve Ordinance 1046 on first reading. Councilperson Hershberger seconded. Motion carried 5-0.

Bid Approval: Sanitation Truck. Public Works Director Harbarger provided overview. Councilperson Hershberger moved to accept the bid from Jack's Truck Center, Option 1 for a Freightliner with Sec Champion 27-yard Refuse Body in the amount of $249,994.00. Councilperson Schmidt seconded. Motion carried 5-0.

Bid Approval: Truck: Over the Road. Public Works Director Harbarger provided overview. Councilperson Bartling moved to accept the bid from Jack's Truck Center for a 2025 Western Star 49X in the amount of $186,949.00. Councilperson McNare seconded. Motion carried 5-0.

Bid Approval: Asphalt Heater. Public Works Director Harbarger provided overview. Councilperson Schmidt moved to accept the bid from Ray-Tech Infrared for a 2025 Infrared Asphalt Heater and Reclaimer in the amount of $124,995.00. Councilperson Bartling seconded. Motion carried 4-1.

Bid Approval: Unit #6 Service Truck. Public Works Director Harbarger provided overview. Councilperson McNare moved to accept the bid from Greiner Ford of Casper for a 2024 F-450 Super Cab XL in the amount of $70,377.00. Councilperson Hershberger seconded. Motion carried 5-0.

Purchase Authorization: Vactor Truck. Public Works Director Harbarger provided overview. Councilperson Bartling moved to authorize the purchase of a Vactor 2100i from Joe Johnson Equipment in the amount of $509,059.00 and authorize the City Manager to sign all associated documents. Councilperson McNare seconded. Motion Carried 4-1. Councilperson Schmidt abstained.

WAM Voting Delegates: Winter Workshop. City Manager provided overview. Mayor Pexton request to hold off on motion until after the elections. Motion carried 5-0.

Community Service Funding Agreements: Boys & Girls Club of Douglas; Cando dba The Enterprise; Converse County School District #1, Recreation Board; Children's Advocacy Project, Inc.; Converse Hope Center; High Country Behavioral Health; Wyoming Child and Family Development, Inc.; Youth Development Services. Administrative Services Director/Treasurer Nicole provided overview. Councilperson Hershberger moved to approve the Community Service funding agreements as presented. Councilperson Schmidt seconded. Motion carried 5-0.

Warrant Register: K&R Construction: July 2024. Administrative Services Director/Treasurer Nicole provided overview. Councilperson Schmidt moved to approve the warrant register for K&R Construction as presented. Councilperson Bartling seconded. Motion Carried 4-1. Councilperson McNare abstained.

Warrant Register: 4IMPRINT INC. City Manager Cox provided overview. Discussion had amongst councilmembers. Mayor Pexton moved to entertain the motion. Councilperson McNare and Bartling seconded. Motion Carried 4-1.

Public Comments: C. Werner presented questions of wording on Ordinance 1045.

Council Information:
Community Service Quarterly Reports: Cando dba The Enterprise; Converse County School District; Douglas Community Club & Golf Course; Douglas Youth Hockey Association; Laramie Peak Humane Society; Wyoming Child and Family Development; Youth Development Services.
Financial Report: June 2024
Department Report: Community Development
Department Report: Police Department
Department Report: Public Works Department

City Manager's Report:
City Manager Cox provided an update on multiple recent and current items.

Good People Doing Good Things:
Chief Byerly was recently appointed for 3 more years.

Community Update: Wyoming State Fair and Parade, Sheepherder's Rendezvous, Farmers Market, and a thank you for the City BBQ

Adjourn:
Councilperson McNare moved to adjourn the Regular City Council Meeting of August 12, 2024. Councilperson Schmidt seconded. Motion carried 5-0. Meeting adjourned at approximately 6:03 pm.

_____
Kim Pexton, Mayor

ATTEST:

_____
Sonya Ortega, City Clerk
Published: August 21, 2024

Agenda Item Report
City Council – August 26, 2024

Item
Resolution 2024-24 A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO LEVI GROHS FOR THE INSTALLATION OF AN ELECTRONIC MESSAGE BOARD SIGN IN AN I INDUSTRIAL ZONE AT
221 BROWNFIELDROAD (ELKHORN SUBDIVISION, LOT 7).

Responsible Staff Contact
Clara Chaffin

Recommendation
Approval of Resolution 2024-27 to issue a Conditional Use Permit to install an Electronic Message Display sign at 221 Brownfield Road.

Executive Summary
Levi Grohs has submitted an application to install an Electronic Message Display sign in an I Industrial Zone at 221 Brownfield Road, Elkhorn Subdivision, Lot 7.

Background
There are several mitigating issues in the Douglas Municipal Code to consider in reviewing this application.

Total signage in an I Industrial Zone is limited to a maximum area of seven hundred (700) square feet, unless otherwise allowed by the City Council. The electronic message unit is approximately nine (9) square feet.

Electronic Message displays are required to meet all of the conditions enumerated in the staff recommendation.

The proposed location of the message sign is on the southwest corner of the property, providing good visibility to area pedestrian and vehicle traffic on Brownfield Road.

The sign will be within the zone setbacks (10 feet from the property line).

Alignment to Strategic Doing (SD) and/or Other Plans
n/a

Budget/Fiscal Impact
n/a

Action Requested/Recommended Motion

I move to approve Resolution 2024-27 as presented.

Attachments

1. CNCL StaffReport_CUP 02-24_Levi EMD
2. Resolution 2024-27 Levi Grohs EMD
3. 20240826 Narrative - CUP 02-24_Levi EMD

CITY COUNCIL
STAFF REPORT
AUGUST 26, 2024

221 BROWNFIELD ROAD
ELECTRONIC MESSAGE DISPLAY SIGN – CONDITIONAL USE PERMIT

CASE NUMBER: CUP 002-24

PREPARED BY: Heidi McCullough, Planning Technician

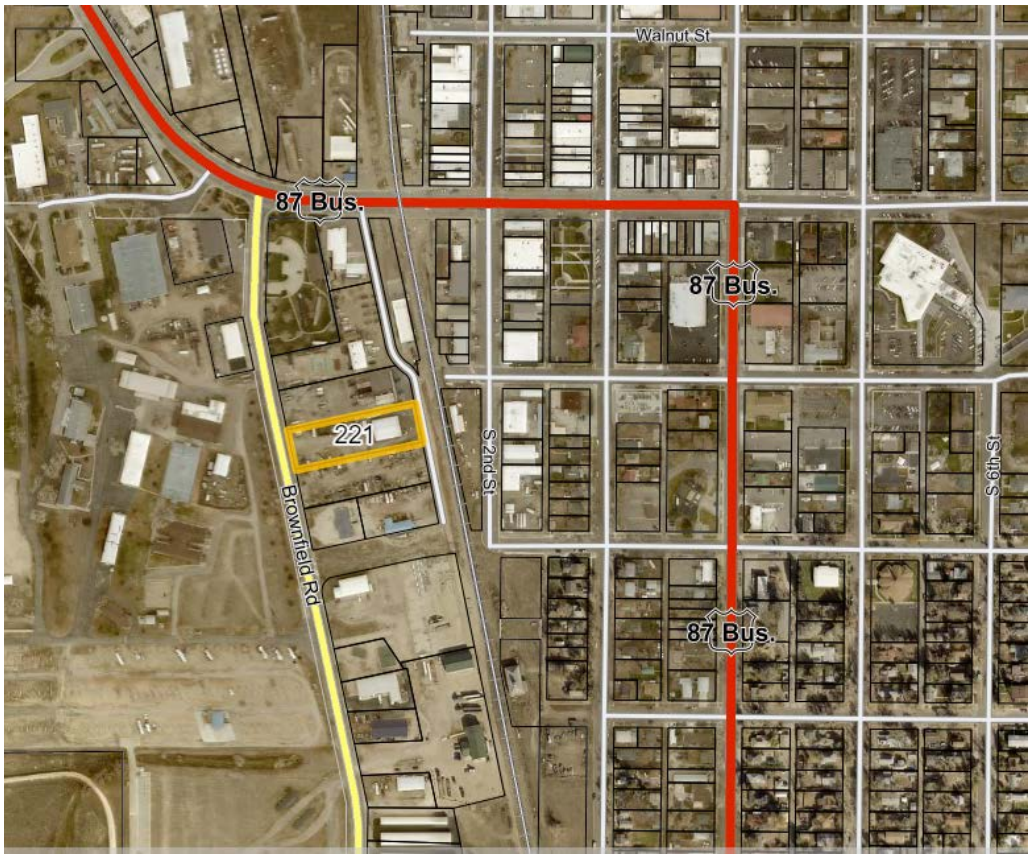
MEETING DATES: August 19, 2024 – Planning Commission
August 26, 2024 – City Council

REQUEST: Conditional Use Permit, I Industrial Zone

PURPOSE: To install an electronic message display sign.

RECOMMENDATION: The Community Development Department recommends approval of this conditional use permit to allow for the installation of an electronic message board sign in a I Industrial Zone at 221 Brownfield Road with staff recommendations.

VICINITY MAP:



OWNER: Levi Grohs
221 Brownfield Road
Douglas, WY 82633

LOCATION:

(1) Legal Description: Elkhorn Subdivision, Lot 6

(2) General Location: The proposed site is located on the east side of Brownfield Road between Center Street and Elm Street (undeveloped).

(3) Address: 221 Brownfield Road, Douglas, WY

SIZE: 1.06 Acres

ZONING: I Industrial Zone

ZONING DATA: The property is currently zoned I Industrial Zoning District. This district is "*intended to provide for wholesale trade, storage and warehousing, trucking and transportation terminals, light and heavy manufacturing uses and similar activities.*"

Council approval of a conditional use permit for this type of sign is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties or as a distraction to vehicle traffic.

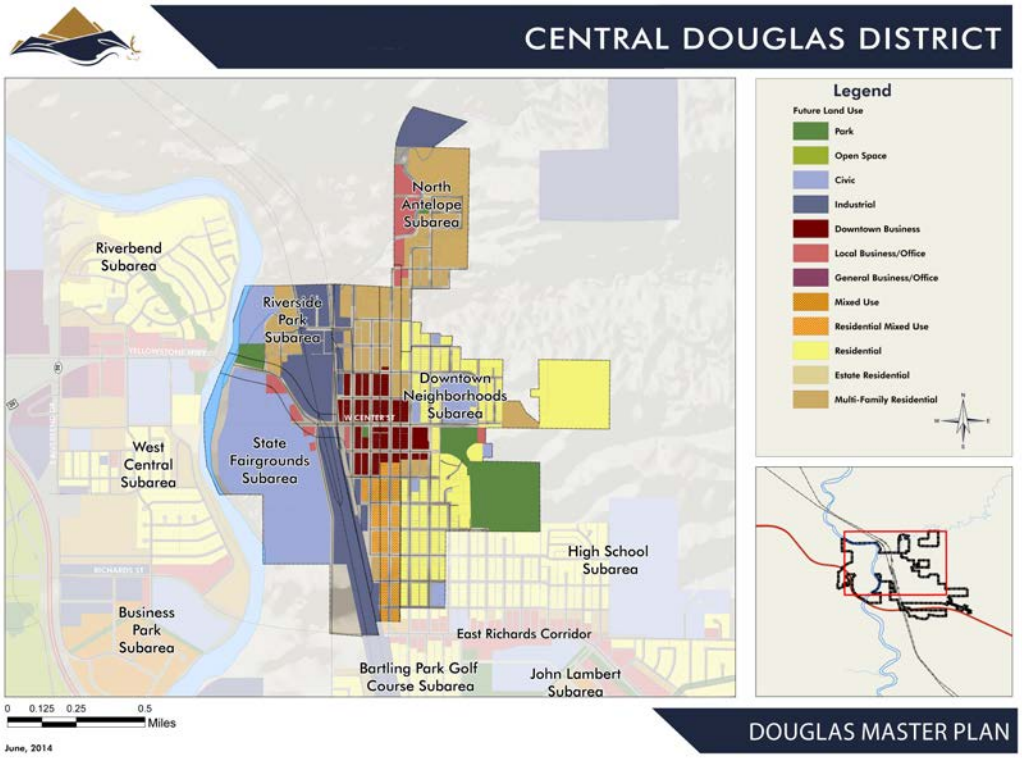
EXISTING LAND USE: Commercial/Industrial

PROPOSED USE: Same

SURROUNDING LAND USE:		**ZONING**	**ANNEXATION STATUS**
North:	Industrial	I	City
South:	Industrial	I	City
East:	Industrial	I	City
West:	Fairgrounds	A	City

DESCRIPTION OF SITE: The property is used as industrial service and commercial retail.

2014 MASTER PLAN: The property is designated as part of State Fairgrounds Subarea of the Central Douglas District.



Per the Master Plan, *the State Fairgrounds, and the Pioneer Memorial Museum provide a complementary tourist destination. The desired future condition for this area includes improved branding and wayfinding from West Yellowstone Corridor."*

The proposed use of this property conforms to the future land use designation.

FY2025 STRATEGIC DOING: Electronic message signs are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF ANALYSIS: The proposed message board must meet the conditions attached to signs of this type as defined by the Unified Land Development Code and enumerated in the staff recommendation, per written confirmation from the sign contractor.

There are several mitigating issues in the Douglas Municipal Code to consider in reviewing this application.

1. Total signage in an I Industrial Zone is limited to a maximum area of seven hundred (700) square feet, unless otherwise allowed by the City Council. The electronic message unit is approximately thirty-two (32) square feet.
2. Electronic Message displays are required to meet all of the conditions enumerated in the staff recommendation.

The proposed location of the message sign is on the southwest corner of the property, providing good visibility to area pedestrian and vehicle traffic on Brownfield Road.

The sign will be within the zone setbacks (10 feet from the property line).

STAFF RECOMMENDATION: The Community Development Department recommends approval of the request for a conditional use permit to allow the installation of an electronic message board sign at the subject property with the following conditions:

1. The sign may not exceed the proposed thirty-two (32) square feet for the electronic message display.
2. Each message on an electronic message display shall be displayed for at least four (4) to eight (8) seconds.
3. The transition between messages display shall be instantaneous. Transitional effects shall be limited to instant (slideshow), fade, dissolve, circle out, diamond out, jaws, zoom, wipe left, wipe right, scroll, and travel.
4. The electronic message display shall be equipped with technology that automatically dims the electronic message displays according to ambient light conditions to a luminance or nighttime brightness level of up to five hundred (500) NIT, which will result in a reduction of display brightness between five (5) percent and twenty-five (25) percent, depending on the resolution of the sign. Documentation shall be provided from the sign manufacturer which verifies compliance with auto dimming and brightness requirements.
5. The electronic message display shall be equipped with the ability to be shut off within twenty-four (24) hours of malfunctioning. Signs under repair shall be shut off.

PLANNING & ZONING COMMISSION RECOMMENDATION: At their regular meeting on August 19, 2024, the Douglas Planning & Zoning commission unanimously voted to recommend approval of the conditional use permit to allow an Electronic Message Display sign at 221 Brownfield Road with the following conditions.

1. The sign may not exceed the proposed thirty-two (32) square feet for the electronic message display.
2. Each message on an electronic message display shall be displayed for at least four (4) to eight (8) seconds.
3. The transition between messages display shall be instantaneous. Transitional effects shall be limited to instant (slideshow), fade, dissolve, circle out, diamond out, jaws, zoom, wipe left, wipe right, scroll, and travel.
4. The electronic message display shall be equipped with technology that automatically dims the electronic message displays according to ambient light conditions to a luminance or nighttime brightness level of up to five hundred (500) NIT, which will result in a reduction of display brightness between five (5) percent and twenty-five (25) percent, depending on the resolution of the sign. Documentation shall be provided from the sign manufacturer which verifies compliance with auto dimming and brightness requirements.
5. The electronic message display shall be equipped with the ability to be shut off within twenty-four (24) hours of malfunctioning. Signs under repair shall be shut off.

STATE OF WYOMING **CITY OF DOUGLAS** **CONVERSE COUNTY**

RESOLUTION NO. 2024-27

A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT TO LEVI GROHS FOR THE INSTALLATION OF AN ELECTRONIC MESSAGE BOARD SIGN IN AN I INDUSTRIAL ZONE AT 221 BROWNFIELDROAD (ELKHORN SUBDIVISION, LOT 7).

WHEREAS, Levi Grohs wishes to install an electronic message board sign at 221 Brownfield Road; and

WHEREAS, the message board sign would be utilized to provide information regarding products and services provided by Levi Grohs; and

WHEREAS, the proposed use adheres to the Douglas Municipal Code, pertaining to the allowance of conditional use permits in a I Industrial Zone for electronic message board signs; and

WHEREAS, the Douglas Municipal Code requires the proposed use obtain prior approval by the City Council as part of the conditional use permit review and approval process; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact on the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on August 19, 2024, where there was no public opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council; and

WHEREAS, the following conditions are recommended by City staff and the Planning and Zoning Commission, as stated in the Unified Land Development Code of the Douglas Municipal Code:

1. The sign may not exceed the proposed thirty-two (32) square feet for the electronic message display.
2. Each message on an electronic message display shall be displayed for at least four (4) to eight (8) seconds.
3. The transition between messages display shall be instantaneous. Transitional effects shall be limited to instant (slideshow), fade, dissolve, circle out, diamond out, jaws, zoom, wipe left, wipe right, scroll, and travel.
4. The electronic message display shall be equipped with technology that automatically dims the electronic message displays according to ambient light conditions to a luminance or nighttime brightness level of up to five hundred (500) NIT, which will result in a reduction of display brightness between five (5) percent and twenty-five (25) percent, depending on the resolution of the sign. Documentation shall be provided from the sign manufacturer which verifies compliance with auto dimming and brightness requirements.
5. The electronic message display shall be equipped with the ability to be shut off within twenty-four (24) hours of malfunctioning. Signs under repair shall be shut off.

WHEREAS, Municipal Code requires that all conditional use permits be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that Levi Grohs is granted a conditional use permit to allow for the installation of an electronic message board sign in an I Industrial Zone At 221 Brownfield Road (Elkhorn Subdivision, Lot 7).

PASSED, APPROVED, AND ADOPTED this 26th day of August 2024.

_____
Kim Pexton, Mayor

Attest:

_____
Sonya Ortega, City Clerk

Item

Approval of a Conditional Use Permit to install an Electronic Message Display sign at 221 Brownfield Road.

Responsible Staff Contact

Clara Chaffin

Recommendation

Approval of Resolution 2024-27 to issue a Conditional Use Permit to install an Electronic Message Display sign at 221 Brownfield Road.

Executive Summary

Levi Grohs has submitted an application to install an Electronic Message Display sign in an I Industrial Zone at 221 Brownfield Road, Elkhorn Subdivision, Lot 7.

Background

There are several mitigating issues in the Douglas Municipal Code to consider in reviewing this application.

Total signage in an I Industrial Zone is limited to a maximum area of seven hundred (700) square feet, unless otherwise allowed by the City Council. The electronic message unit is approximately nine (9) square feet.

Electronic Message displays are required to meet all of the conditions enumerated in the staff recommendation.

The proposed location of the message sign is on the southwest corner of the property, providing good visibility to area pedestrian and vehicle traffic on Brownfield Road.

The sign will be within the zone setbacks (10 feet from the property line).

Alignment to Strategic Doing (SD) and/or Other Plans

SD25 Outcome	n/a
SD25 Strategy	n/a
SD25 KPI	n/a
2014 Master Plan	n/a
2015 Downtown Master Plan	n/a

Budget/Fiscal Impact

Fund/Department	n/a
Project/Line Item(s)	n/a
Budgeted Amount	n/a
Anticipated Amount	n/a

Action Requested/Recommended Motion

I move to approve Resolution 2024-27 as presented.

Reviewed/Approved

- ☒ **Community Development**
- ☐ **Law Enforcement**
- ☐ **City Administrator**
- ☐ **City Clerk**
- ☐ **Public Works**
- ☐ **Legal**
- ☐ **Finance**

Agenda Item Report
City Council – August 26, 2024

Item
Resolution 2024-29 A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT FOR DIVINE MERCY ACADEMY TO OPERATE A PRIVATE SCHOOL IN AN R-1 NEIGHBORHOOD RESIDENTIAL ZONE AT 302 S. 5TH STREET (ORIGINAL TOWN OF DOUGLAS, BLOCK 26, LOTS 1, 2)

Responsible Staff Contact
Clara Chaffin

Recommendation
Approval of Resolution 2024-29 To issue a Conditional Use Permit to operate a Private School at 302 S. 5th Street.

Executive Summary
Divine Mercy Academy has submitted an application to operate a Private School in an R-1 Neighborhood Residential Zone at 302 S. 5th Street, Original Town of Douglas.

Background
This property is owned by Saint James Catholic Church and has been predominantly utilized for educational purposes. It includes a large fenced and landscaped play area in addition to the classroom building. Pre-schools have been operating simultaneously in different sections of the location for the past twelve years with no difficulties and no complaints from neighboring property owners.

Alignment to Strategic Doing (SD) and/or Other Plans
n/a

Budget/Fiscal Impact
n/a

Action Requested/Recommended Motion
I move to approve Resolution 2024-29 as presented.

Attachments
1. CNCL StaffReport_CUP 03-24_Divine Mercy Academy
2. Resolution #2024-29
3. 20240819 Narrative CUP 03-24 Divine Mercy Academy

CITY COUNCIL
STAFF REPORT
AUGUST 26, 2024

302 S. 5TH STREET
PRIVATE SCHOOL – CONDITIONAL USE PERMIT

CASE NUMBER: CUP 03-24

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: August 19, 2024 – Planning Commission
August 26, 2024 – City Council

REQUEST: Conditional Use Permit, R-1 Residential zone

PURPOSE: To operate a private school.

RECOMMENDATION: The Community Development Department recommends approval, with conditions, of this Conditional Use Permit to allow Divine Mercy Academy to operate a private school in an R-1 Neighborhood Residential Zone at 302 S. 5th Street.

VICINITY MAP:

OWNER: Church of Saint James
302 S. 5th Street
Douglas, WY 82633

APPLICANT: Divine Mercy Academy
302 S. 5th Street
Douglas, WY 82633

LOCATION:

(1) Legal Description: Original Town of Douglas, Lots 1, 2: Block 26

(2) General Location: The subject property is located on the southwest corner of South 5th Street and Elm Street.

LOT SIZE: 0.39 acres

ZONING: R-1 Neighborhood Residential Zoning District.

ZONING DATA: R-1 Neighborhood Residential Zoning District. This zone is *intended to provide for low-density, single-family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.*

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties and to vehicle traffic.

EXISTING LAND USE: Preschool (existing CUP)

PROPOSED USE: Preschool and Private School

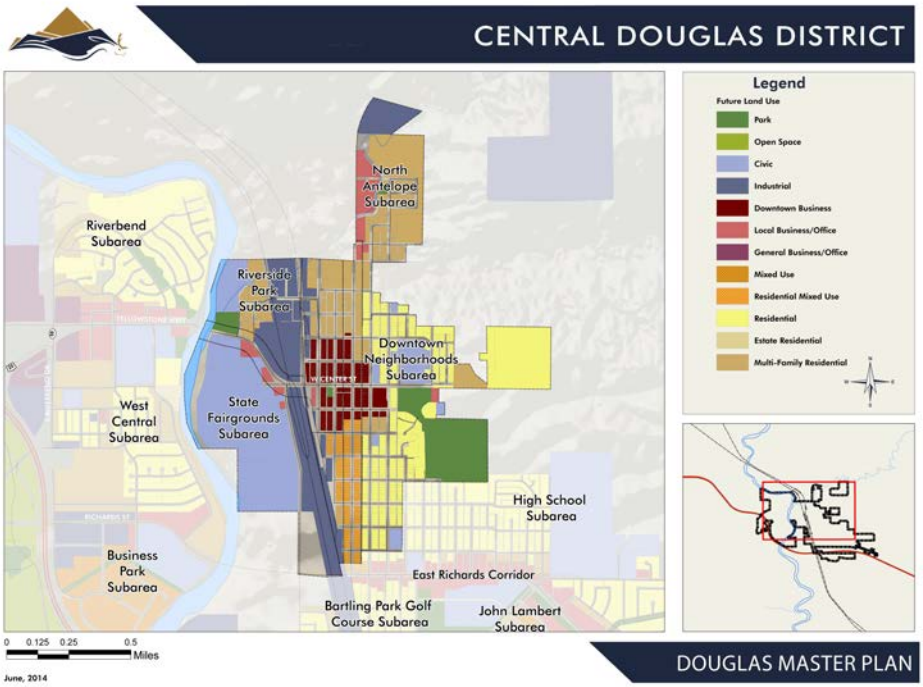
SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Residential	R-3	City
South:	Residential	R-1	City
East:	Church	R-1	City
West:	Commercial	B-1	City

DESCRIPTION OF SITE AND SURROUNDINGS: The surrounding land uses are noted above. The subject property is surrounded by a mix of residential uses and commercial sites.

HISTORY: This property is owned by Saint James Catholic Church and has been predominantly utilized for educational purposes. It includes a large fenced and landscaped play area in addition to the classroom building**.** Pre-schools have been operating simultaneously in different sections of the location for the past twelve years with no difficulties and no complaints from neighboring property owners.

SPECIFICS OF THE PROPOSED USE: The applicant's stated hours of operation would be Monday-Thursday, from 8:00 AM to 3:00 PM, with a capacity for 15 children. Currently there are plans for one class of kindergarten students aged five to six years old, supervised by one teacher. The location has a parking lot for additional off-street parking spaces.

DOUGLAS MASTER PLAN: The Douglas Master Plan, adopted June 23, 2014, designates this property as Mixed Use Residential in the Downtown Neighborhoods Subarea of the Central Douglas District. Per the Master Plan "*This area can be considered an extension of Downtown. Its future desired condition combines the preservation of adjacent historic neighborhoods with new medical facilities.*"



The proposed use of this property conforms to the future land use designation.

STAFF RECOMMENDATION: The Community Development Department recommends approval of the request for a conditional use permit to allow for a private school in an R-1 Neighborhood Residential zone at 302 S. 5th Street with the following conditions:

1. The conditional use permit to operate a private school is specific to Devine Mercy Academy. If this applicant, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit will be null and void for the subject property.
2. The applicant shall adhere to the required State regulations pertaining to a private school facility.

PLANNING & ZONING COMMISSION RECOMMENDATION: At their regular meeting on August 19, 2024, the Douglas Planning & Zoning commission voted unanimously to recommend approval of the request for a conditional use permit to allow for a private school in an R-1 Neighborhood Residential zone at 302 S. 5th Street with the following conditions:

3. The conditional use permit to operate a private school is specific to Devine Mercy Academy. If this applicant, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit will be null and void for the subject property.
4. The applicant shall adhere to the required State regulations pertaining to a private school facility.

STATE OF WYOMING **CITY OF DOUGLAS** **CONVERSE COUNTY**

RESOLUTION NO. 2024-29

A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT FOR DIVINE MERCY ACADEMY TO OPERATE A PRIVATE SCHOOL IN AN R-1 NEIGHBORHOOD RESIDENTIAL ZONE AT 302 S. 5TH STREET (ORIGINAL TOWN OF DOUGLAS, BLOCK 26, LOTS 1, 2)

WHEREAS, Divine Mercy Academy wishes to operate a private school in an R-1 Neighborhood Residential Zone; and

WHEREAS, private schools are an allowed use in an R-1 Residential Zone with a Conditional Use Permit; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on August 19, 2024, where there was no public opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council.

WHEREAS, the following are recommended by City staff and the Planning and Zoning Commission:

1. The conditional use permit to operate a private school is specific to Devine Mercy Academy. If this applicant, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit will be null and void for the subject property.
2. The applicant shall adhere to the required State regulations pertaining to a private school facility.

WHEREAS, Municipal Code requires that all conditional use permits be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that Divine Mercy Academy is granted a conditional use permit to operate a private school in an R-1 Neighborhood Residential Zone at 302 S. 5th Street (Original Town of Douglas, Block 26, Lots 1,2).

PASSED, APPROVED, AND ADOPTED this 26th day of August 2024.

_____
Kim Pexton, Mayor

Attest:

_____
Sonya Ortega, City Clerk

CITY OF DOUGLAS WYOMING
HOME OF THE JACKALOPE.

Agenda Item Report
City Council – August 26, 2024

Item

Approval of a Conditional Use Permit to operate a Private School at 302 S. 5th Street.

Responsible Staff Contact

Clara Chaffin

Recommendation

Approval of Resolution 2024-29 To issue a Conditional Use Permit to operate a Private School at 302 S. 5th Street.

Executive Summary

Divine Mercy Academy has submitted an application to operate a Private School in an R-1 Neighborhood Residential Zone at 302 S. 5th Street, Original Town of Douglas.

Background

This property is owned by Saint James Catholic Church and has been predominantly utilized for educational purposes. It includes a large fenced and landscaped play area in addition to the classroom building**.** Pre-schools have been operating simultaneously in different sections of the location for the past twelve years with no difficulties and no complaints from neighboring property owners.

Alignment to Strategic Doing (SD) and/or Other Plans

SD25 Outcome	n/a
SD25 Strategy	n/a
SD25 KPI	n/a
2014 Master Plan	n/a
2015 Downtown Master Plan	n/a

Budget/Fiscal Impact

Fund/Department	n/a
Project/Line Item(s)	n/a
Budgeted Amount	n/a
Anticipated Amount	n/a

Action Requested/Recommended Motion

I move to approve Resolution 2024-29 as presented.

Reviewed/Approved

☒ **Community Development**
☐ **Law Enforcement**
☐ **City Manager**
☐ **Public Works**
☐ **Legal**
☐ **Finance**
☐ **HR**
☐ **City Clerk**

Agenda Item Report
City Council – August 26, 2024

Item
Resolution 2024-31 A RESOLUTION CHANGING THE ZONING OF WEST PLAINS DEVELOPMENT, BLOCK 1, LOT 27, FROM R-3 LIMITED MIXED RESIDENTIAL TO R-2 MEDIUM DENSITY RESIDENTIAL.

Responsible Staff Contact
Clara Chaffin

Recommendation
Approval of Resolution 2024-31 to rezone West Plains Development, Block 1, Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

Executive Summary
Paige Garcia and Miquel Garcia Rodriguez have submitted an application to rezone West Plains Development, Block 1, Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

Background
The subject property was annexed to the City of Douglas as part of the Brownfield Hamilton Tracts in 1979. Later that year it was platted as part of the West Plains Development. In 2007 a replat was filed creating the current lot, and vacating part of Hatchet Drive. The applicants would like to rezone in order to be able to combine Lots 26 & 27 for future development.

Alignment to Strategic Doing (SD) and/or Other Plans
n/a

Budget/Fiscal Impact
n/a

Action Requested/Recommended Motion
I move to approve Resolution 2024-31 as presented

Attachments
1. CNCL Staff Report ZON 01-24 Garcia
2. Resolution 2024-31 Garcia Rezone
3. Resolution 2024-31 Garcia Rezone Narrative

DOUGLAS CITY COUNCIL
STAFF REPORT
AUGUST 26, 2024

REZONE
1133 HATCHET DRIVE

CASE NUMBERS: ZON 001-24

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: August 19, 2024 – Planning & Zoning Commission
August 26, 2024 – City Council

REQUEST: Rezone of 1133 Hatchet Drive (West Plains Development, Block 1: Lot 27) from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

PURPOSE: The owners wish to rezone the lot to allow Lots 26 and 27 to be combined in order to further develop the property.

RECOMMENDATION: The Community Development Department recommends approval of the request to rezone West Plains Development, Block 1: Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

VICINITY MAP:

OWNER: Garcia Living Trust
1133 Hatchet Drive
Douglas, WY 82633

LOCATION:

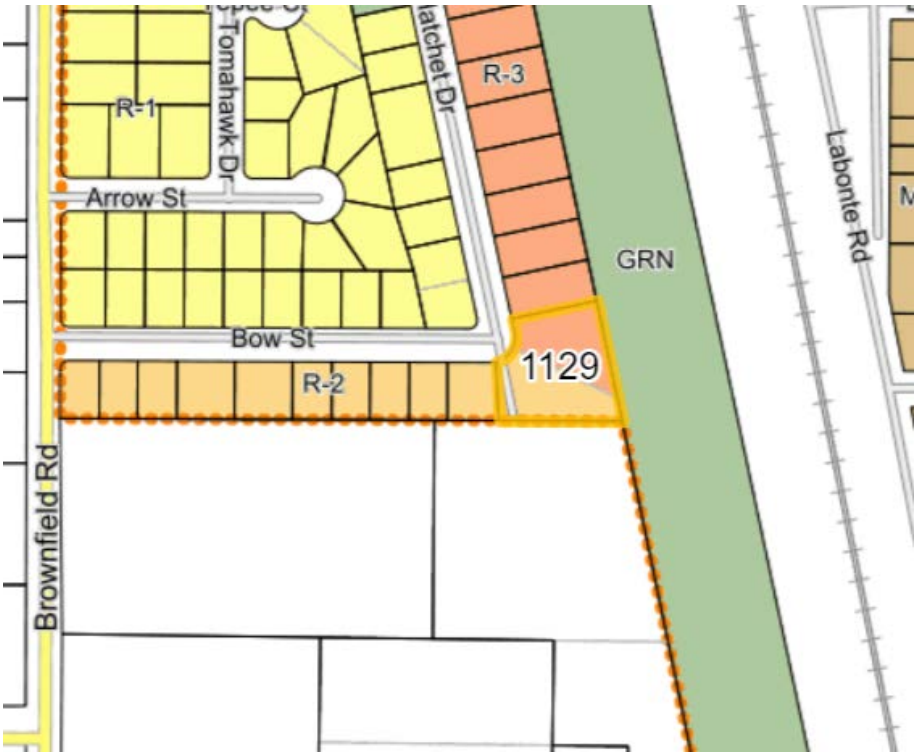
(1) Legal Description: West Plains Development, Block 1: Lot 27

(2) General Location: The subject property is located at the intersection of Hatchet Drive and Bow Street.

(3) Addresses: 1133 Hatchet Drive

SIZE: 0.31 acres

ZONING: The described property is currently zoned both R-2 Medium Density Residential and R-3 Limited Mixed Residential.



ZONING DATA: The described property is currently zoned both R-2 Medium Density Residential and R-3 Limited Mixed Residential. The applicant desires to rezone to R-2 Medium Density Zoning District which is "*intended to provide for the development of single-family and duplex or townhouse dwellings.*"

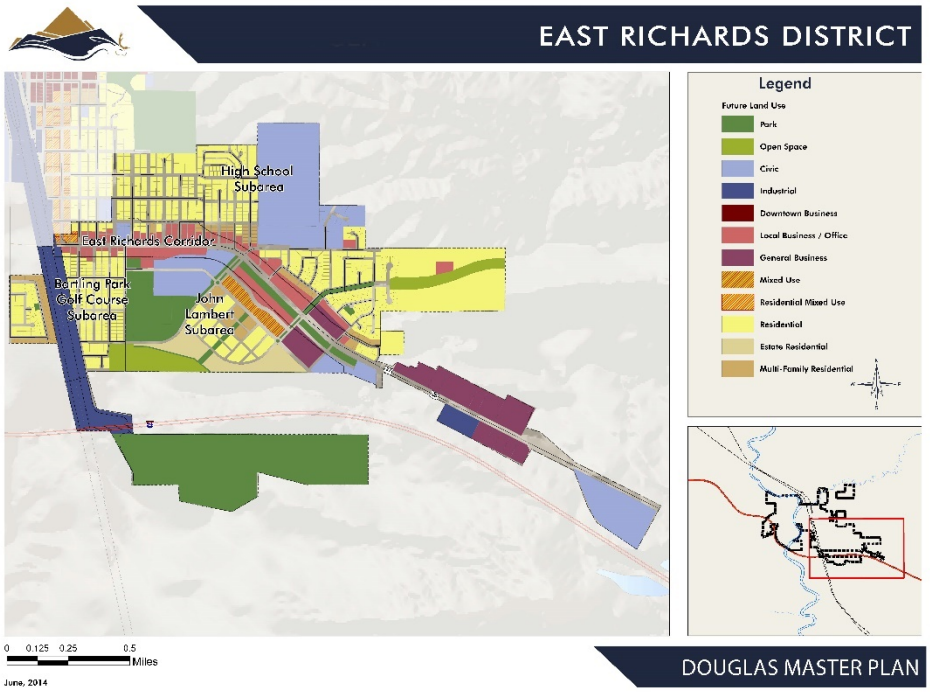
SURROUNDING LAND USE		ZONING	ANNEXATION STATUS
North:	Single Family Residence	R-3 Residential	City
South:	Vacant	None	County
East:	Greenspace	GRN	City
West:	Single Family Residential	R-2 Residential	City

EXISTING LAND USE: Single Family Home.

MASTER PLAN:
The Douglas Master Plan designates this property as residential in the Brownfield Subarea of the East Richards District.

Per the Master Plan: "*This area contains stable single-family residential homes but has the potential for residential infill and expansion and development of new neighborhood amenities.*"

The proposed changes would be in keeping with the goals stated in the Douglas Master Plan.



HISTORY: The subject property was annexed to the City of Douglas as part of the Brownfield Hamilton Tracts in 1979. Later that year it was platted as part of the West Plains Development. In 2007 a replat was filed creating the current lot, and vacating part of Hatchet Drive.

The zoning change would allow new development to maintain the current residential use.

STAFF RECOMMENDATION: Staff recommends approval of the of the request to rezone West Plains Development, Block 1: Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

PLANNING & ZONING COMMISSION RECOMMENDATION: At their regular meeting on August 19, 2024, the Douglas Planning & Zoning Commission voted unanimously to recommend approval of the of the request to rezone West Plains Development, Block 1: Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

RESOLUTION NO. 2024-31

A RESOLUTION CHANGING THE ZONING OF WEST PLAINS DEVELOPMENT, BLOCK 1, LOT 27, FROM R-3 LIMITED MIXED RESIDENTIAL TO R-2 MEDIUM DENSITY RESIDENTIAL.

WHEREAS, Paige Garcia and Miguel Garcia Rodriguez, as owners of the property, have made application to change the zoning of said property; and

WHEREAS, the purpose of the rezone is to allow the lot to be combined with the adjacent lot to allow future development; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on August 19, 2024, where there was no public opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of changing the zoning of West Plains Development, Block 1, Lot 27, from R-3 Limited Mixed Residential to R-2 Medium Density Residential; and

WHEREAS, this application was presented to and approved by the Douglas City Council at a public hearing held on August 26, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that the zoning classification of the parcel of land platted as West Plains Development, Block 1: Lot 27, City of Douglas, Converse County, Wyoming is hereby adopted as follows:

Section 1: The zoning of property legally described as tracts of land platted as West Plains Development, Block 1: Lot 27, shall be rezoned from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

Section 2: The City District Zoning Map shall be amended to reflect the rezoning of said property described herein.

PASSED, APPROVED, AND ADOPTED this 26th day of August 2024.

_____
Kim Pexton, Mayor

Attest:

_____
Sonya Ortega, City Clerk

CITY OF DOUGLAS WYOMING
HOME OF THE JACKALOPE.

Agenda Item Report
City Council – August 26, 2024

Item

Approval of a change to the zoning of West Plains Development, Block 1, Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

Responsible Staff Contact

Clara Chaffin

Recommendation

Approval of Resolution 2024-31 to rezone West Plains Development, Block 1, Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

Executive Summary

Paige Garcia and Miquel Garcia Rodriguez have submitted an application to rezone West Plains Development, Block 1, Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

Background

The subject property was annexed to the City of Douglas as part of the Brownfield Hamilton Tracts in 1979. Later that year it was platted as part of the West Plains Development. In 2007 a replat was filed creating the current lot, and vacating part of Hatchet Drive. The applicants would like to rezone in order to be able to combine Lots 26 & 27 for future development.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome	n/a
SD24 Strategy	n/a
SD24 KPI	n/a
2014 Master Plan	n/a
2015 Downtown Master Plan	n/a

Budget/Fiscal Impact

Fund/Department	n/a
Project/Line Item(s)	n/a
Budgeted Amount	n/a
Anticipated Amount	n/a

Action Requested/Recommended Motion

I move to approve Resolution 2024-31 as presented

Reviewed/Approved

- ☒ **Community Development**
- ☐ **Law Enforcement**
- ☐ **City Manager**
- ☐ **Public Works**
- ☐ **Legal**
- ☐ **Finance**
- ☐ **HR**
- ☐ **City Clerk**

Agenda Item Report
City Council – August 26, 2024

Item
Resolution 2024-32 A RESOLUTION AUTHORIZING THE CITY OF DOUGLAS TO PROCEED WITH A TYPE B DEVELOPMENT FOR RENOVATIONS OF THE DOUGLAS MUNICIPAL POOL IN A GRN GREENSPACE ZONE AT 701 EAST CENTER STREET (A PORTION OF THE NW1/4 NE1/4 SW1/4, S9, T32N R71W)

Responsible Staff Contact
Clara Chaffin

Recommendation
Approval of Resolution 2024-32 approving a Type B Development for the renovation of the Douglas Municipal Pool at 701 East Center Street.

Executive Summary
The City of Douglas has submitted an application to make improvements and repairs at the Douglas Municipal Pool, replacing many of the systems and making upgrades to some of the features.

Background
Washington Park (Originally “George Washington Memorial Park”) was created between 1932 and 1934 as part of the two-hundred-year anniversary of the 1732 birth of George Washington. Congress established a program to commemorate the bicentennial, each state then developing plans to assure observance in the nation's towns and cities. In Wyoming the state plan was for the creation in virtually every community of a living memorial to Washington by the creation of George Washington Memorial Parks. In 1931, the state bicentennial committee appointed a landscape architect to work with the communities and the University of Wyoming Agricultural Extension provided nursery stock for the parks with reimbursement at cost. The original construction date of the Douglas Municipal Pool was unknown at the time of this report.

Alignment to Strategic Doing (SD) and/or Other Plans
Strategic Doing 2425
Fun, Uplifting, Neat & Tidy Community
S1 - City leads by example in maintenance and beautification of Parks & City Facilities (C.F.).
FUN-08 - Pool: Renovate Municipal Swimming Pool.

2014 Master Plan

A. Parks, Recreation, and Trails. Douglas will offer a full range of recreational areas and facilities accessible to all segments of the community.

Budget/Fiscal Impact
Fund: 55-5550-2153 & 55-5550-6544
Project Line: Architect/Engineering/Survey & Improvements other than Building
Budgeted Amount: 100,000 & 3,750,000

Action Requested/Recommended Motion
I move to approve Resolution 2024-32 as presented.

Attachments
1. Resolution 2024-32 Municipal Pool
2. CNCL Staff Report-DEV 02-24_Douglas Municipal Pool
3. Narrative Resolution 2024-32 Municipal Pool

RESOLUTION NO. 2024-32

A RESOLUTION AUTHORIZING THE CITY OF DOUGLAS TO PROCEED WITH A TYPE B DEVELOPMENT FOR RENOVATIONS OF THE DOUGLAS MUNICIPAL POOL IN A GRN GREENSPACE ZONE AT 701 EAST CENTER STREET (A PORTION OF THE NW1/4 NE1/4 SW1/4, S9, T32N R71W)

WHEREAS, The City of Douglas has submitted a Type B Development plan for the renovations of the Douglas Municipal Pool in a GRN Greenspace Zone at 701 East Center Street, and has met the development requirements of the Douglas Municipal Code; and

WHEREAS, recreational facilities are a needed service for Douglas and Converse County, and the development proposed by the City of Douglas would contribute to addressing that need and providing activities to those living and working in the community; and

WHEREAS, the staff and the Douglas Planning and Zoning Commission have reviewed the proposed development to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, the proposed development is in keeping, by proximity, with the goals of the 2014 Douglas Master Plan by responding to the community's needs; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on August 19, 2024, where there was no public opposition to the development; and the Planning and Zoning Commission voted unanimously to recommend approval of the development to the Douglas City Council; and

WHEREAS, Municipal Code requires that all Type B Developments be approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that The City of Douglas be approved to move forward with the Type B Development for renovations of the Douglas Municipal Pool in a GRN Greenspace Zone at 701 East Center (A portion of the NW1/4 NE1/4 SW1/4, S9, T32N R71W).

PASSED, APPROVED, AND ADOPTED this 26th day of August, 2024.

_____
Kim Pexton, Mayor

Attest:

_____
Sonya Ortega, City Clerk

DOUGLAS CITY COUNCIL
STAFF REPORT
AUGUST 26, 2024

701 EAST CENTER STREET
TYPE B DEVELOPMENT – DOUGLAS MUNICIPAL POOL

CASE NUMBER: DEV 02-24

PREPARED BY: Heidi McCullough – Planning Technician

MEETING DATES: August 19, 2024 – Planning Commission
August 26, 2024 – City Council

REQUEST: Type B Development Proposal

PURPOSE: Renovations to the Douglas Municipal Pool

RECOMMENDATION: The Community Development Department recommends approval of the development plan for improvements at to the Douglas Municipal Pool at 701 East Center Street.

VICINITY MAP:

OWNER: City of Douglas
P.O. Box 1030
Douglas, WY 82633

LOCATION:

(1) Legal Description: A portion of the NW1/4 NE1/4 SW1/4, S9, T32N R71W.

(2) General Location: The subject property is on the south side East Center Street, within Washington Park, between Bearkit Street and North 8th Street.

(3) Address: 701 East Center Street

SIZE: approximately 1 acre

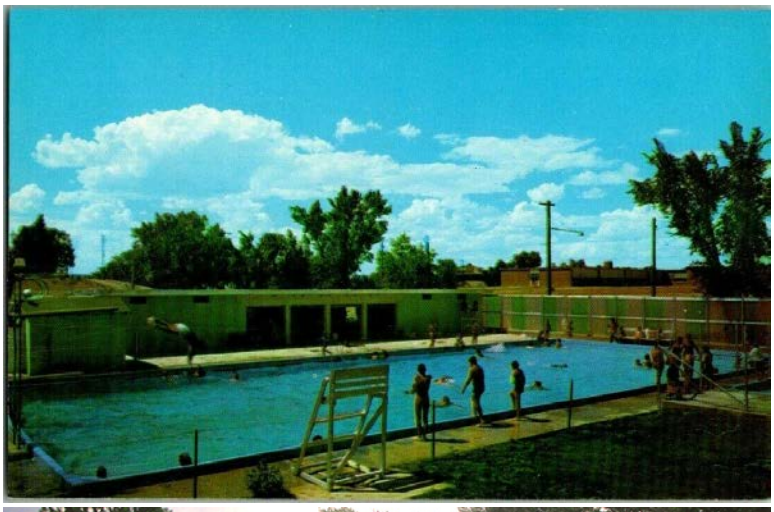
EXISTING LAND USE: Douglas Municipal Pool

ZONING: The property is currently zoned GRN Greenspace Zoning District, which is intended to *"intended to promote open vegetated areas capable of maintaining natural wildlife habitat and to protect the scenic and ecological qualities of environmentally sensitive areas. The district is commonly applied to publicly owned property or property for which scenic or greenspace easements have been dedicated or purchased for the use and/or enjoyment of the public."* Swimming pools are an allowed use in the GRN Greenspace Zone.

	SURROUNDING LAND USE:	ZONING	ANNEXATION STATUS
North:	Medical Office & Maintenance Shop	R-1/R-3	City
South:	Washington Park	GRN	City
West:	Washington Park	GRN	City
East:	Washington Park	GRN	City

DESCRIPTION OF SITE AND SURROUNDINGS: The property is surrounded by Greenspace and various uses as indicated above.

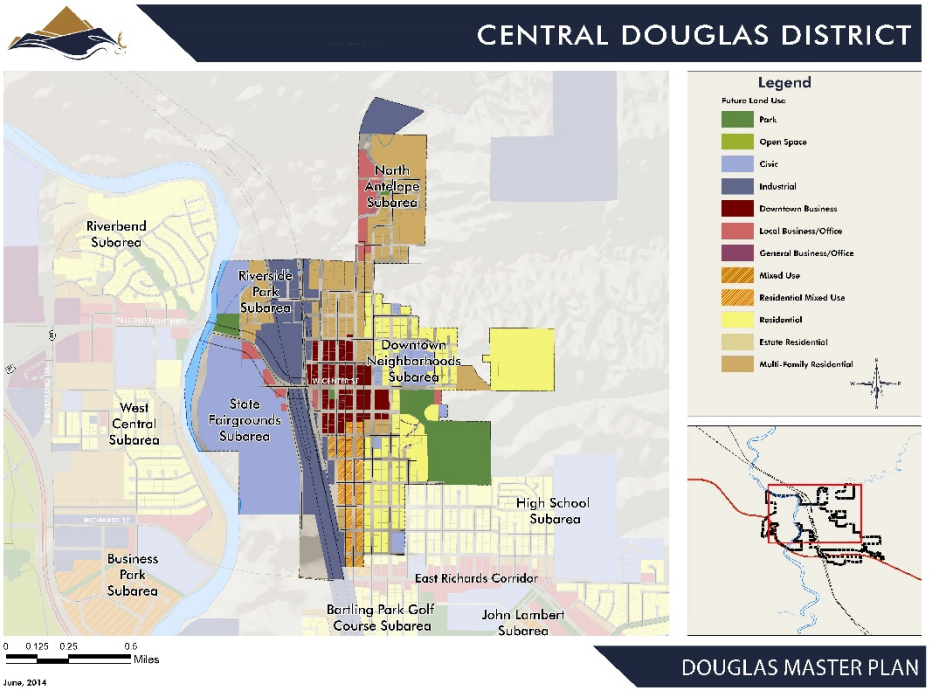
HISTORY: Washington Park (Originally "George Washington Memorial Park") was created between 1932 and 1934 as part of the two-hundred-year anniversary of the 1732 birth of George Washington. Congress established a program to commemorate the bicentennial, each state then developing plans to assure observance in the nation's towns and cities. In Wyoming the state plan was for the creation in virtually every community of a living memorial to Washington by the creation of George Washington Memorial Parks. In 1931, the state bicentennial committee appointed a landscape architect to work with the communities and the University of Wyoming Agricultural Extension provided nursery stock for the parks with reimbursement at cost. The original construction date of the Douglas Municipal Pool was unknown at the time of this report. The following picture was from the 1970s. The current pool was built in 1995 (also pictured below).



DOUGLAS MASTER PLAN: The subject property is part of the Downtown Neighborhoods Subarea of the Central Douglas District.

This area can be considered an extension of Downtown. Its future desired condition combines the preservation of adjacent historic neighborhoods with new medical facilities.

The renovations of the Douglas Municipal Pool supports the surrounding residential properties with recreational opportunities.



DEVELOPMENT STANDARDS: This Development Plan conforms to the minimum Standards and Policies as described in City Code.

THE PROPOSED PROJECT DETAILS:

Lot Size	Approximately 1 Acre
Building Size	n/a
North Set Back	n/a
South Set Back	n/a
East Set Back	n/a
West Set Back	n/a
Building Height	n/a
Parking	No change necessary.
Landscaping	No change necessary.
Drainage	No change necessary.
Lighting Plan	No change necessary.
Elevations	Images attached.
Floodplain	The proposed development is out of the floodplain.

ADDITIONAL INFRASTRUCTURE REQUIRED: No additional infrastructure required.

REVIEWING AGENCIES AND COMMENTS:

Wyoming Department of Transportation:
n/a

City Engineer:
No comments.

Public Works:
In favor.

Douglas Police Department:
No comments.

Douglas Fire Department:
No comments.

Public Comments:
No comments.

STAFF RECOMMENDATION: The Community Development Department recommends approval of this development plan for renovations to the Douglas Municipal Pool at 701 East Center Street.

PLANNING & ZONING COMMISSION RECOMMENDATION: At their regular meeting on August 19, 2024, the Douglas Planning & Zoning Commission unanimously voted torecommend approval of this development plan for renovations to the Douglas Municipal Pool at 701 East Center Street.

1 SP1.0 AQUATIC SITE PLAN
SCALE: 3/32" = 1'-0"

LANDMARK AQUATIC
505 VIOLET STREET, GOLDEN, CO 80401
303-887-0709 | LANDMARKAQUATIC.COM

DOUGLAS CITY POOL
723-799 CENTER STREET
DOUGLAS, WY 82633

SEAL

PERMIT RELEASE
DATE: 07-26-24 BY: VPM

CONSTRUCTION RELEASE
DATE: BY:

REV	DATE:	COMMENT:

AQUATIC SITE PLAN

SHEET: SP1.0

THE DESIGN AND DETAILS SHOWN ON THIS PAGE ARE THE PROPERTY OF WESTPORT POOLS AND MAY NOT BE USED WITHOUT THE EXPRESSED WRITTEN CONSENT OF WESTPORT POOLS, INC.

Agenda Item Report
City Council – August 26, 2024

Item

Type B Development for the renovations to the Douglas Municipal Pool at 701 East Center Street.

Responsible Staff Contact

Clara Chaffin

Recommendation

Approval of Resolution 2024-32 approving a Type B Development for the renovation of the Douglas Municipal Pool at 701 East Center Street.

Executive Summary

The City of Douglas has submitted an application to make improvements and repairs at the Douglas Municipal Pool, replacing many of the systems and making upgrades to some of the features.

Background

Washington Park (Originally "George Washington Memorial Park") was created between 1932 and 1934 as part of the two-hundred-year anniversary of the 1732 birth of George Washington. Congress established a program to commemorate the bicentennial, each state then developing plans to assure observance in the nation's towns and cities. In Wyoming the state plan was for the creation in virtually every community of a living memorial to Washington by the creation of George Washington Memorial Parks. In 1931, the state bicentennial committee appointed a landscape architect to work with the communities and the University of Wyoming Agricultural Extension provided nursery stock for the parks with reimbursement at cost. The original construction date of the Douglas Municipal Pool was unknown at the time of this report.

Alignment to Strategic Doing (SD) and/or Other Plans

SD25 Outcome	Fun, Uplifting, Neat & Tidy Community
SD25 Strategy	S1
SD25 KPI	FUN-08
2014 Master Plan	**A. Parks, Recreation, and Trails**. Douglas will offer a full range of recreational areas and facilities accessible to all segments of the community.
2015 Downtown Master Plan	n/a

Budget/Fiscal Impact

Fund/Department	55-5550-2153/55-5550-6544
Project/Line Item(s)	Architect/Engineering/Survey/Improvements other than Building
Budgeted Amount	100,000/3,750,000
Anticipated Amount	

Action Requested/Recommended Motion

I move to approve Resolution 2024-32 as presented.

Reviewed/Approved

Agenda Item Report
City Council – August 26, 2024

☒ **Community Development**
☐ **Law Enforcement**
☐ **City Manager**
☐ **Public Works**
☐ **Legal**
☐ **Finance**
☐ **HR**
☐ **City Clerk**

Agenda Item Report
City Council – August 26, 2024

Item
Ordinance 1044: An Ordinance Amending Sections 16.5.7.1(N)(ii)(C), 16.5.7.1(N)(vi)(g), and 16.5.7.1(N)(viii) Pertaining to Floodplain Construction Standards. Third Reading.

Responsible Staff Contact
Clara Chaffin

Recommendation
Approve Ordinance 1044 on third reading.

Executive Summary
The City of Douglas participates in FEMA's National Flood Insurance Program (NFIP) and has held a Class 8 in the Community Rating System (CRS) for over a decade. A Class 8 rating provides a 10% premium reduction on mandatory flood insurance for individuals within the City limits. Every year, the City is evaluated on a number of Activities from the CRS Coordinators Manual verifying that the City is continuing to perform activities to meet NFIP. Every 5 years, the City undergoes a more strenuous CRS Cycle Visit where a CRS Coordinator takes a deep dive into the work that the City does and measures it against the latest CRS Coordinators Manual.

This year, the City submitted over 100 documents on four different Activities (see Background). Of over 100 documents submitted, only 5 required resubmittals.

The latest CRS Coordinators Manual (2017 Edition with 2021 Addendum) was edited to require adopted municipal codes to specifically state that all equipment be a minimum of 12-inches above the Base Flood Elevation. Ordinance 1044 makes this edit in three sections including Construction Materials and Methods, Residential Construction and Standards for Manufacturing Housing.

Approval of this Ordinance is necessary to qualify for Activity 430 Higher Regulator Standards FRB Freeboard.

Background
The **Community Rating System** (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). Over 1,500 communities participate nationwide.

In CRS communities, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community's efforts that address the three goals of the program:

1. Reduce and avoid flood damage to insurable property.
2. Strengthen and support the insurance aspects of the National Flood Insurance Program.
3. Foster comprehensive floodplain management.

Discounts on Flood Insurance Premiums for CRS Communities: Flood insurance premium discounts in CRS communities range from 5% to 45% and are discounted in increments of 5%. A Class 10 community is not participating in the CRS and receives no discount. A Class 9 community receives a 5% discount for all policies, a Class 8 community receives a 10% discount, and so on 5% incrementally all the way to a Class 1 community, which receives a 45% premium discount.

Classifications are based on the community's CRS credit points obtained in 19 creditable activities. The CRS activities are organized in four categories:

1. Public Information
2. Mapping and Regulations
3. Flood Damage Reduction
4. Warning and Response

Under the National Flood Insurance Program's pricing approach, the CRS discount is applied to the full-risk premium for all NFIP policies in the Regular Program in a participating community, including policies outside of the Special Flood Hazard Area (SFHA).

The table below shows the credit points earned, classification awarded and premium reductions.

CRS Credit Points, Classes and Premium Discounts

CRS Credit Points	CRS Class	CRS Discount (Premium Reduction)
4,500+	1	45%
4,000 – 4,499	2	40%
3,500 – 3,999	3	35%
3,000 – 3,499	4	30%
2,500 – 2,999	5	25%
2,000 – 2,499	6	20%
1,500 – 1,999	7	15%
1,000 – 1,499	8	10%
500 – 999	9	5%
0 – 499	10	0

Activities the City participates in include:

Activity 200 Procedures

- 211 Program Prerequisites
- 230 Verification & Program Data Table

Activity 300 Public Information Activities

- 310 Elevation Certificates
    1. CCMP Construction certificate management procedures
    2. ECPO Maintaining Elevation Certificates for post-FIRM buildings
    3. ECPR Maintaining Elevation Certificates for pre-FIRM b
- 320 Map Information Services
    1. MI1 Basic FIRM information
    2. MI2 Additional FIRM information
    3. MI3 Problems not shown on FIRM
    4. MI5 Special flood-related hazards
    5. MI6 Historical flood information
    6. MI7 Natural floodplain functions
- 330 Outreach Projects
    1. OP Outreach projects
    2. FRP Flood response preparations

- 350 Flood Protection Information
    1. LIB Flood protection library
    2. LPD Locally pertinent documents
    3. WEB Flood protection website

Activity 400 Mapping & Regulations

- 420 Open Space Preservation
    1. Activity Ordinances
    2. Activity Maps
    3. OSP Open space preservation
    4. NFOS Natural functions open space
    5. OSI Open space incentives
    6. LZ Low-density zoning
- 430 Higher Regulator Standards
    1. Activity Ordinances
    2. Activity Maps
    3. DL Development limitations
    4. FRB Freeboard
    5. FDN Foundation protection
    6. LSI Lower substantial improvements threshold
    7. PCF Protection of critical facilities
    8. BC Building code
    9. LDP Local drainage protection
    10. MHP Manufactured home parks
    11. SHR Special flood-related hazards regulations
    12. OHS Other higher standards

Activity 500 Flood Damage Reduction

- 510 Floodplain Management Planning
    1. FMP Floodplain management planning
- 540 Drainage System Maintenance
    1. CDR Channel debris removal
    2. PSM Problem site maintenance
    3. CIP Capital improvement program
    4. SDR Stream dumping regulations
    5. SBM Storage basin maintenance

Alignment to Strategic Doing (SD) and/or Other Plans

SD25 Commitment n/a
SD25 Outcome Preserve Natural Pristine Resources for All Generations (PNPR)
SD25 Strategy n/a

SD25 KPI n/a
2014 Master Plan **Goal B4.** Plan for and mitigate natural hazards.
Policy B4-1. Minimize public and private losses due to flood conditions through zoning, building codes, and other regulations and floodplain management strategies. The flood hazard areas of the community are subject to periodic inundation, which can result in loss of life and property, health and safety hazards, disruption of commerce and governmental services.
Policy B4-2. Regulate areas subject to natural hazards, such as flood zones, according to City, State, and Federal law. The City will administer and enforce flood plain regulations under the direction of the Federal Emergency Management Association.
Policy B4-3. Continue to make every effort to provide adequate and interlocking floodway and greenspace corridors through the utilization of utility easements, topographical elements and zoning regulations.
2015 Downtown Master Plan n/a

Budget/Fiscal Impact

Fund/Department	10-5100-2115
Project/Line Item(s)	Publishing/Advertising
Budgeted Amount	$40,000
Anticipated Amount	$500

Action Requested/Recommended Motion
Motion: I move to approve Ordinance 1044 as presented on third reading.

Attachments
1. Ordinance 1044 Floodplain Development Standards
2. ORD 1044 Narrative

ORDINANCE NO. 1044

AN ORDINANCE AMENDING SECTIONS 16.5.7.1(N)(ii)(c), 16.5.7.1(N)(vi)(g), AND 16.5.7.1(N)(viii) PERTAINING TO FLOODPLAIN CONSTRUCTION STANDARDS

WHEREAS, the City of Douglas (City) Council finds and determines that the following changes and clarifications need to be made in regard to the City of Douglas Municipal Code; and

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

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

Section 1. Section 16.5.7.1(N)(ii)(c) of the Douglas Municipal Code is hereby amended to read as follows:

16.5.7.1 Floodplains
N. Construction Standards
ii. Construction Materials and Methods

c. All new construction and substantial improvements shall be constructed with all equipment, including but not limited to, electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding, or shall be floodproofed when required by other parts of this chapter, and shall be a minimum of twelve (12) inches above base flood elevation ("freeboard").

Section 2. Section 16.5.7.1(N)(vi)(g) of the Douglas Municipal Code is hereby amended to read as follows:

16.5.7.1 Floodplains
N. Construction Standards
vi. Residential Construction

g. Be constructed with all equipment, including but not limited to, electrical heating, ventilation, plumbing, and air conditioning equipment and other service facilities designed and/or located to prevent water from entering or accumulating within the components during conditions of flooding and shall be a minimum of twelve (12) inches above base flood elevation ("freeboard").

Section 3. Section 16.5.7.1(N)(viii) of the Douglas Municipal Code is hereby amended to read as follows:

16.5.7.1 Floodplains
N. Construction Standards
viii. Standards for Manufactured Homes

Any request to locate, place, or otherwise establish a manufactured home on a lot or parcel shall meet the following criteria:

a. All manufactured homes to be placed or those to be substantially improved shall be elevated on a permanent foundation such that the lowest floor of the manufactured home (including basement or crawlspace) and all equipment, including but not limited to, electrical heating, ventilation, plumbing, and air conditioning equipment and other service facilities designed and/or located to prevent water from entering or accumulating within the components during conditions of flood shall be ~~is~~ a minimum of twelve (12) inches above the base flood elevation (freeboard) and is securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.
b. Manufactured homes located in areas designated in this Code as mobile home park zones (MH-2), or that have been grandfathered to allow manufactured (mobile) home use, shall be elevated so that the bottom of the structural frame or the lowest point of the manufactured home and all equipment, including but not limited to, electrical heating, ventilation, plumbing, and air conditioning equipment and other service facilities designed and/or located to prevent water from entering or accumulating within the components during conditions of flood shall will ~~will~~ be a minimum of twelve (12) inches above base flood elevation (freeboard), or at least three (3) feet

above highest adjacent grade when no base flood elevation is available, and be securely anchored to resist flotation, collapse, and lateral movement. Methods of anchoring may include, but are not limited to, reinforced piers or other foundation elements of at least equivalent strength, over-the-top or frame ties to ground anchors. (See FEMA publication "Manufactured Home Installation In Flood Hazard Areas.") This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.

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

PASSED AND APPROVED ON FIRST READING this 22nd day of July, 2024.

PASSED AND APPROVED ON SECOND READING this 12th day of August, 2024.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 2024.

_____
Kim Pexton, Mayor

Attest:

_____
Sonya Ortega, City Clerk

Published: _____

ATTESTATION

I, Sonya Ortega, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

_____
Sonya Ortega, City Clerk

Item

Ordinance 1044 Floodplain Development Standards

Responsible Staff Contact

Clara Chaffin

Recommendation

Approve Ordinance 1044 on third reading.

Executive Summary

The City of Douglas participates in FEMA's National Flood Insurance Program (NFIP) and has held a Class 8 in the Community Rating System (CRS) for over a decade. A Class 8 rating provides a 10% premium reduction on mandatory flood insurance for individuals within the City limits. Every year, the City is evaluated on a number of Activities from the CRS Coordinators Manual verifying that the City is continuing to perform activities to meet NFIP. Every 5 years, the City undergoes a more strenuous CRS Cycle Visit where a CRS Coordinator takes a deep dive into the work that the City does and measures it against the latest CRS Coordinators Manual.

This year, the City submitted over 100 documents on four different Activities (see Background). Of over 100 documents submitted, only 5 required resubmittals.

The latest CRS Coordinators Manual (2017 Edition with 2021 Addendum) was edited to require adopted municipal codes to specifically state that all equipment be a minimum of 12-inches above the Base Flood Elevation. Ordinance 1044 makes this edit in three sections including Construction Materials and Methods, Residential Construction and Standards for Manufacturing Housing.

Approval of this Ordinance is necessary to qualify for Activity 430 Higher Regulator Standards FRB Freeboard.

Background

The **Community Rating System** (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). Over 1,500 communities participate nationwide.

In CRS communities, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community's efforts that address the three goals of the program:

1. Reduce and avoid flood damage to insurable property.
2. Strengthen and support the insurance aspects of the National Flood Insurance Program.
3. Foster comprehensive floodplain management.

Discounts on Flood Insurance Premiums for CRS Communities: Flood insurance premium discounts in CRS communities range from 5% to 45% and are discounted in increments of 5%. A Class 10 community is not participating in the CRS and receives no discount. A Class 9 community receives a

5% discount for all policies, a Class 8 community receives a 10% discount, and so on 5% incrementally all the way to a Class 1 community, which receives a 45% premium discount.

Classifications are based on the community's CRS credit points obtained in 19 creditable activities. The CRS activities are organized in four categories:

1. Public Information
2. Mapping and Regulations
3. Flood Damage Reduction
4. Warning and Response

Under the National Flood Insurance Program's pricing approach, the CRS discount is applied to the full-risk premium for all NFIP policies in the Regular Program in a participating community, including policies outside of the Special Flood Hazard Area (SFHA).

The table below shows the credit points earned, classification awarded and premium reductions.

CRS Credit Points, Classes and Premium Discounts

CRS Credit Points	CRS Class	CRS Discount (Premium Reduction)
4,500+	1	45%
4,000 – 4,499	2	40%
3,500 – 3,999	3	35%
3,000 – 3,499	4	30%
2,500 – 2,999	5	25%
2,000 – 2,499	6	20%
1,500 – 1,999	7	15%
1,000 – 1,499	8	10%
500 – 999	9	5%
0 – 499	10	0

Activities the City participates in include:

Activity 200 Procedures
- 211 Program Prerequisites
- 230 Verification & Program Data Table

Activity 300 Public Information Activities
- 310 Elevation Certificates
  - CCMP Construction certificate management procedures
  - ECPO Maintaining Elevation Certificates for post-FIRM buildings
  - ECPR Maintaining Elevation Certificates for pre-FIRM b
- 320 Map Information Services
  - MI1 Basic FIRM information
  - MI2 Additional FIRM information
  - MI3 Problems not shown on FIRM
  - MI5 Special flood-related hazards
  - MI6 Historical flood information
  - MI7 Natural floodplain functions
- 330 Outreach Projects
  - OP Outreach projects
  - FRP Flood response preparations
- 350 Flood Protection Information
  - LIB Flood protection library
  - LPD Locally pertinent documents
  - WEB Flood protection website

Activity 400 Mapping & Regulations
- 420 Open Space Preservation
  - Activity Ordinances
  - Activity Maps
  - OSP Open space preservation
  - NFOS Natural functions open space
  - OSI Open space incentives
  - LZ Low-density zoning
- 430 Higher Regulator Standards
  - Activity Ordinances
  - Activity Maps
  - DL Development limitations
  - FRB Freeboard
  - FDN Foundation protection
  - LSI Lower substantial improvements threshold
  - PCF Protection of critical facilities
  - BC Building code
  - LDP Local drainage protection
  - MHP Manufactured home parks
  - SHR Special flood-related hazards regulations
  - OHS Other higher standards

Activity 500 Flood Damage Reduction
- 510 Floodplain Management Planning
  - FMP Floodplain management planning
- 540 Drainage System Maintenance
  - CDR Channel debris removal
  - PSM Problem site maintenance
  - CIP Capital improvement program
  - SDR Stream dumping regulations
  - SBM Storage basin maintenance

Alignment to Strategic Doing (SD) and/or Other Plans

SD25 Commitment	n/a
SD25 Outcome	Preserve Natural Pristine Resources for All Generations (PNPR)
SD25 Strategy	n/a
SD25 KPI	n/a
2014 Master Plan	**Goal B4.** Plan for and mitigate natural hazards. **Policy B4-1.** Minimize public and private losses due to flood conditions through zoning, building codes, and other regulations and floodplain management strategies. The flood hazard areas of the community are subject to periodic inundation, which can result in loss of life and property, health and safety hazards, disruption of commerce and governmental services. **Policy B4-2.** Regulate areas subject to natural hazards, such as flood zones, according to City, State, and Federal law. The City will administer and enforce flood plain regulations under the direction of the Federal Emergency Management Association. **Policy B4-3.** Continue to make every effort to provide adequate and interlocking floodway and greenspace corridors through the utilization of utility easements, topographical elements and zoning regulations.
2015 Downtown Master Plan	n/a

Budget/Fiscal Impact

Fund/Department	10-5100-2115
Project/Line Item(s)	Publishing/Advertising
Budgeted Amount	$40,000
Anticipated Amount	$500

Action Requested/Recommended Motion

I move to approve Ordinance 1044 as presented on third reading.

Reviewed/Approved

- ☒ **Community Development**
- ☒ **Law Enforcement**
- ☒ **City Manager**
- ☒ **Public Works**
- ☒ **Legal**
- ☒ **Finance**
- ☒ **HR**
- ☐ **City Clerk**

Agenda Item Report
City Council – August 26, 2024

Item
Ordinance 1045: An Ordinance Amending Sections 16.2.2, 16.6.31.2, and 16.6.31.3(a) Pertaining to Short-Term Rentals. Second reading.

Responsible Staff Contact
Clara Chaffin

Recommendation
Approve Ordinance 1045 on second reading.

Executive Summary

Ordinance 1045 addresses concerns brought up by a citizen regarding obtaining a Conditional Use Permit (CUP) for a Short-Term Rental (STR) within the 1,000-foot school property buffer. Per the discussion at the July 22, 2024, City Council meeting, Council requested Staff and the City Attorney review the current code and provide options.

Ordinance 1045 clarifies the definition of a Short-Term Rental and provides an exception for City Council to approve a STR within the buffer zone and add conditions to the CUP ensuring health and safety of the community.

Per the conversation at the August 12, 2024, Council meeting, the appropriate conditions have been clarified as follows:

- Property must be owner occupied.
- Rental of the unit must require names of all persons occupying the unit and ~~all persons must agree to background checks~~property manager must check names against the Sex Offender Registry.
- Owner must submit documentation showing compliance with conditions placed on the CUP upon request (perhaps CityWorks can automate a monthly report requirement? Will check with Chris.).
- Property ~~cannot be rented consecutively for more than 3 or 4 consecutive days~~must require a minimum stay of three (3) days.

Background
Ordinance 1011 (published December 22, 2021) created the Short-Term Rental Code.

Ordinance 1013 (published September 7, 2022) amended the Short-Term Rental Code

adding in the 1,000-foot buffer from CCSD#1 schools.

Ordinance 1015 (published December 28, 2022) amended the Short-Term Rental Code adding an additional map with a 1,000-foot buffer around the CCSD#1 Administration property.

Alignment to Strategic Doing (SD) and/or Other Plans
N/A

Budget/Fiscal Impact

Fund/Department	General Fund/Non-Departmental
Project/Line Item(s)	Publishing/Advertising
Budgeted Amount	$40,000
Anticipated Amount	$200.00

Action Requested/Recommended Motion
Motion: I move to approve Ordinance Number 1045 as presented on second reading.

Attachments
1. Ordinance 1045 Short-Term Rental Update - 2nd Reading - Track Changes
2. Ordinance 1045 STR Narrative - 2nd Reading

STATE OF WYOMING **CITY OF DOUGLAS** **CONVERSE COUNTY**

ORDINANCE NO. 1045

AN ORDINANCE AMENDING SECTIONS 16.2.2, 16.6.31.2, and 16.6.31.3(a) PERTAINING TO SHORT-TERM RENTALS

WHEREAS, the City of Douglas (City) Council finds and determines that the following changes and clarifications need to be made in regard to the City of Douglas Municipal Code; and

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

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

Section 1. Section 16.2.2 of the Douglas Municipal Code is hereby amended to read as follows:

16.2.2 Definitions.

Rental, Short-Term

"Short-~~term~~ Term ~~rental~~ Rental" means a furnished residential home unit or residential accessory building ~~the provision of a room or space~~ that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, ~~but no provided meal,~~ for a period of fewer than thirty (30) consecutive days, in exchange for a charge for the occupancy.

Section 2. Section 16.6.31.2 of the Douglas Municipal Code is hereby amended to read as follows:

16.3.31.2 Definitions.

"Short-Term Rental" means a furnished residential home unit or residential accessory building ~~the provision of a room or space~~ that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, ~~but no provided meal,~~ for a period of fewer than thirty (30) consecutive days, in exchange for a charge for the occupancy.

Section 3. Section 16.6.31.3(a) of the Douglas Municipal Code is hereby amended to read as follows:

16.6.31.3 Prohibitions.

a. No short-term rental shall be permitted within one thousand (1,000) feet, including public right-of-way, of a school building in which children attend classes, measured from the center point of ~~the school campus~~each school building (Douglas Primary School, Douglas Intermediate School, Douglas Upper Elementary School, Douglas Middle School, Douglas High School, and the Douglas Administration Building) per Maps 6.31-1 unless authorized by City Council who may place additional Conditions on the Conditional Use Permit for the purposes of ensuring health a safety. The City Council may adopt proposed additional conditions for these short-term rentals via resolution.

PASSED AND APPROVED ON FIRST READING this 12th day of August, 2024.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 2024.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 2024.

_____

Kim Pexton, Mayor

Attest:

_____
Mary Nicol, City Clerk

Published: _____

ATTESTATION

I, Mary Nicol, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

_____
Mary Nicol, City Clerk

Agenda Item Report
City Council – August 26, 2024

Item

Ordinance 1045 Short-Term Rental Code Update

Responsible Staff Contact

Clara Chaffin

Recommendation

Approve Ordinance 1045 on second reading.

Executive Summary

Ordinance 1045 addresses concerns brought up by a citizen regarding obtaining a Conditional Use Permit (CUP) for a Short-Term Rental (STR) within the 1,000-foot school property buffer. Per the discussion at the July 22, 2024, City Council meeting, Council requested Saff and the City Attorney review the current code and provide options.

Ordinance 1045 clarifies the definition of a Short-Term Rental and provides an exception for City Council to approve a STR within the buffer zone and add conditions to the CUP ensuring health and safety of the community.

Per the conversation at the August 12, 2024, Council meeting, the appropriate conditions have been clarified as follows:

- Property must be owner occupied.
- Rental of the unit must require names of all persons occupying the unit and ~~all persons must agree to background checks~~property manager must check names against the Sex Offender Registry.
- Owner must submit documentation showing compliance with conditions placed on the CUP upon request (perhaps CityWorks can automate a monthly report requirement? Will check with Chris.).
- Property ~~cannot be rented consecutively for more than 3 or 4 consecutive days~~must require a minimum stay of three (3) days.

Background

Ordinance 1011 (published December 22, 2021) created the Short-Term Rental Code.

Ordinance 1013 (published September 7, 2022) amended the Short-Term Rental Code adding in the 1,000-foot buffer from CCSD#1 schools.

Ordinance 1015 (published December 28, 2022) amended the Short-Term Rental Code adding an additional map with a 1,000-foot buffer around the CCSD#1 Administration property.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome	n/a
SD24 Strategy	n/a
SD24 KPI	n/a
2014 Master Plan	n/a
2015 Downtown Master Plan	n/a

Budget/Fiscal Impact

Fund/Department	General Fund/Non-Departmental
Project/Line Item(s)	Publishing/Advertising
Budgeted Amount	$40,000
Anticipated Amount	$200.00

Action Requested/Recommended Motion

Move to approve Ordinance 1045 on second reading.

Reviewed/Approved

- ☒ **Community Development**
- ☐ **Law Enforcement**
- ☐ **City Manager**
- ☐ **Public Works**
- ☐ **Legal**
- ☐ **Finance**
- ☒ **HR**
- ☐ **City Clerk**

Agenda Item Report
City Council – August 26, 2024

Item
Ordinance 1046: An Ordinance Amending Sections 2.64.010, 2.64.030, 2.64.040, 5.36.010, and 5.36.100 Pertaining to the Licensing of Contractors. Second Reading.

Responsible Staff Contact
Clara Chaffin, Steve McBride

Recommendation
Approve Ordinance 1046 on second reading.

Executive Summary
Ordinance 1046 addresses two items regarding licensing contractors: 1) the ability to suspend or revoke a contractor's license, and 2) bringing the contractor licensing code into compliance with Senate File 114 creating Wyoming State Statute 16-6-1101.

August 26 Update: The City of Casper has adopted an update to their code including the following language pertaining to equivalency:

15.12.030 - License—Required—Contents.
A. No person shall perform work as a contractor, or be issued a permit to do work within the city for which a permit is required, who has not met the qualifications for licensing and is found to be competent by a city provided examination or an International Code Council equivalent to perform the duties of the trade for which he has applied, and received a license so to act.

Background
Suspension/Revocation: While the City has not had to address many contractors operating outside the bounds of the Municipal Code, this does occasionally occur. In recent years, Staff has noted that the Municipal Code regarding the suspension or revocation of a contractor's license was not clear enough. The proposed amendments provide a clear process for transparency to both contractors and City Staff.

Senate File 114: In March 2024, State Legislature passed Senate File 114 pertaining to reciprocity of contractor licenses with the primary goal of making the licensing process easier across the State. The law became active on July 1, 2024. The update to the Municipal Code brings the City into compliance with Senate File 114.

Alignment to Strategic Doing (SD) and/or Other Plans
N/A

Budget/Fiscal Impact

Fund/Department	General Fund/Non-Departmental
Project/Line Item(s)	Publishing/Advertising
Budgeted Amount	$40,000
Anticipated Amount	$200.00

Action Requested/Recommended Motion

Motion: I move to approve Ordinance 1046 as presented on second reading.

Attachments

1. Ordinance 1046 Contractor Code Update - 2nd Reading - Track Changes
2. Ordinance 1046 Contractor Code Update Narrative - 2nd Reading

STATE OF WYOMING **CITY OF DOUGLAS** **CONVERSE COUNTY**

ORDINANCE NO. 1046

AN ORDINANCE AMENDING SECTIONS 2.64.010, 2.64.030, 2.64.040, 5.36.030, 5.36.010, AND 5.36.100 PERTAINING TO THE LICENSING OF CONTRACTORS

WHEREAS, the City of Douglas (City) Council finds and determines that the following changes and clarifications need to be made in regard to the City of Douglas Municipal Code; and

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

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

Section 1. Section 2.64.010 of the Douglas Municipal Code is hereby amended to read as follows:

2.64.010 Created - Purpose.

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the adopted building codes and the revocation or suspension of contractor's licenses, there shall be and is hereby created a board of appeals. The building official shall be an ex officio member of said board but shall have no vote on any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure and shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

Section 2. Section 2.64.030 of the Douglas Municipal Code is hereby amended to read as follows:

2.64.030 Appeal Process.

An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code.

The board of appeals shall meet and act on the written notice of appeal within thirty (30) days and provide their decision in writing within five (5) days after they have met.

Appeals proceeding under Section 5.36.100 will be subject to the procedure outlined therein.

Section 3. Section 2.64.040 of the Douglas Municipal Code is hereby amended to read as follows:

2.64.040 Appeal Process.

The chairman, or in his absence, the acting chairman, may administer oaths for testimony at board hearings and compel the attendance of witnesses. All meetings of the board are open to the public. The board may meet virtually. The board shall keep minutes of its proceedings showing the vote of each member. The decision of the board of appeals shall be governed by a majority vote. No member of the board shall vote in regard to any matter in which he has an interest. The board shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official. The building official shall take immediate action in accordance with the decision of the board.

Appeals proceeding under Section 5.36.100 will be subject to the procedure outlined therein.

Any aggrieved person shall have the right of appeal to the district court for the county.

Section 4. Section 5.36.030 of the Douglas Municipal Code is hereby amended to read as follows:

5.36.030 Appeal of license denial.

Any applicant who is refused a contractor's license by the administrative authority may appeal to the Board of Appeals ~~city council~~ within thirty (30) days after the date of refusal.

Section 5. Section 5.36.010 of the Douglas Municipal Code is hereby amended to read as follows:

5.36.010 – License required.

A. Any person engaged in any of the trades, businesses or occupations listed in this chapter, or in any construction work, shall be licensed as a contractor as required in this chapter and such license shall not be transferable.
B. Any person or entity who undertakes to perform any of the operations controlled by this chapter, shall be considered a contractor.
C. Exceptions:
   1. Any person employed for compensation under the direction and control of another person or entity who is either appropriately licensed or who is an owner performing work on his or her private residence, shall not be considered to be a contractor provided the property is not for immediate resale.
   2. Any person who is an owner of the property (whether residential or otherwise) and any employee of said owner, whether compensated or volunteer, may perform the following operations/tasks on said property without a contractor's license:
      a. Yard maintenance and landscaping not requiring attachment to any public utility or service line;
      b. Fence installation and maintenance (per Section 16.5.4 Fences and Walls);
      c. Concrete flatwork, tree trimming and removal, interior and exterior finish work and painting; and
      d. Any activity for which no national or international testing is available and required for the issuance of a contractor's license.
   3. Any person who is an owner of the property ~~(whether residential or otherwise)~~ may, personally, perform all building repairs and maintenance, including those requiring physical installation, modification, or alteration of electrical, plumbing, HVAC, fuel gas, or structural elements of the property without a contractor's license provided the property is not for immediate resale and provided the work does not exceed fifty percent (50%) of the existing building area. The Building Official may require licensed contractors for new construction and additions to existing structures based on the type of construction and life and safety.
D. Owners/landlords performing work as described in Section 5.36.010 remain subject to state, local and municipal codes, and shall obtain building permits and are subject to inspections and all other regulations as required under Title15 and elsewhere in this code.
E. A contractor who is licensed by any other county, city, town or other State of Wyoming government entity may apply to have his/her license recognized by the City by providing the following information:
   1. A certificate of good standing from the issuing jurisdiction indicating that the license is still active; and
   2. Proof of the successful completion of the international code council examination for contractors, plumbing, mechanical or another appropriate examination, or an equivalent; and
   3. Proof of financial assurance required by the City under Section § 5.36.050.

Section 6. Section 5.36.100 of the Douglas Municipal Code is hereby amended to read as follows:

5.36.100 – Suspension or revocation of license.

~~A. Suspension. The building official may suspend a contractor's license if the contractor commits any of the following acts or omissions:~~
   ~~1. Failure to pay, within a reasonable amount of time, any city fees generated from the contractor's business. License shall be suspended until such time as fees and any penalties have been paid to the city clerk;~~
   ~~2. Any licensed contractor, whose liability insurance or bond is suspended for any reason, shall automatically have his/her contractor's license suspended. Once the city has been notified of lapse in coverage, the building official shall then notify the contractor in writing of the suspension;~~

3. ~~Any wilful, intentional or continuing violation(s) of municipal and/or construction codes. In any such instance, the license will be:~~
    a. ~~Reinstated upon proof of compliance to the satisfaction of the building official, or~~
    b. ~~Subject to revocation according to the revocation procedures of this section;~~
4. ~~A twenty-five dollar ($25.00) reinstatement fee shall be assessed, and the license reinstated when proof of current documentation for license has been provided to the building official.~~

B. ~~Revocation. The building official may recommend to the city council the revocation of a license when the licensee commits one (1) or more of the following acts or omissions:~~
1. ~~Failure to comply with any of the licensee's responsibilities as outlined in Section 5.36.040 of this chapter;~~
2. ~~Knowingly combining or conspiring with any person by permitting one's license to be used by such a person;~~
3. ~~By acting as agent, partner, associate or in any other capacity with any persons to evade the provisions of the adopted construction codes, or municipal code;~~
4. ~~Wilful, intentional or continuing violations of municipal or construction codes.~~

C. ~~When any of the acts or omissions as enumerated in this section are committed by a licensee and the building official deems that such license should be revoked, the procedure shall be as follows:~~
1. ~~The licensee shall be notified, in writing, by certified mail, at least seven (7) days prior to the city council meeting;~~
2. ~~When a hearing is requested by the building official, the licensee will be notified of the time, date and place;~~
3. ~~When a hearing is conducted, the licensee and other interested parties may be in attendance;~~
4. ~~Upon completion of the hearing, the council will take all evidence admitted under advisement and shall notify the licensee of their findings and ruling in writing by certified mail. The hearing shall be conducted as required by the Wyoming Administrative Procedures Act.~~

A. Grounds: The Building Official may suspend or revoke any license issued under the provisions of this chapter when the licensee or an employee of the licensee commits one or more of the following acts or omissions:
1. Improperly obtaining a license and/or a building permit through nondisclosure, misstatement or misrepresentation of a material fact;
2. Performing a form of construction contracting work for which they are not licensed;
3. Accepting and performing work clearly beyond their level of proficiency and skill, which work does not meet code requirements;
4. Failure to comply with any of the requirements of this chapter;
5. Combining or conspiring with any unlicensed person to evade the provisions of this chapter by permitting one's license to be used by such person;
6. Acting as agent, partner, associate or in any other capacity with any unlicensed person, to evade the provisions of this chapter; and,
7. Violating any provisions of the City ordinances pertaining to construction activities, including but not limited to failure to obtain required permits in a timely manner.; and,
8. Conviction of any misdemeanor or felony involving dishonesty or fraud that relates to licensees work under his/her license.

B. Procedure: When the Building Official believes that a contractor's license should be suspended, revoked, limited, or reclassified based on a violation of one or more of the items listed in subsection A of this section, the building official shall notify the licensee that the building official will recommend to the Board of Appeals that the licensee's license be suspended or revoked. The building official shall give written notice either in person or by certified mail to the licensee of the facts and circumstances giving rise to the recommendation, including reference to the applicable sections of this Code which the licensee has violated. The notice shall state the requirement that the licensee shall have ten (10) days to request a hearing before the Board of Appeals, and that if the licensee fails to request such a hearing, the Board shall act on the building official's recommendation at its next meeting. The notice shall state the place, date and time of the meeting where the Board will hear the building official's recommendation.
1. Upon receipt of notice, the licensee may request a hearing before the Board. Such request shall be in writing to the Board within ten (10) days of receipt of notice. Failure by the licensee to request the hearing shall be deemed a waiver of any right to a hearing on the matter and the order of suspension or revocation shall become final.
2. At such hearing, the licensee shall be given an opportunity to show compliance with all lawful requirements for the retention of the license. The licensee shall be given the opportunity to present testimony, oral and/or written, and shall have the right of cross examination. All testimony shall be under oath. The Board shall have the power to administer oaths, issue

subpoenas and compel the attendance of witnesses. The decision of the Board shall be based upon the evidence produced at the hearing and made a part of the record thereof. The hearing shall be conducted in compliance with the procedures promulgated in accordance with the Wyoming Administrative Procedures Act.

C. Effects: A person whose license has been revoked or suspended shall not be entitled to file a new application for licensure by the establishment of a new legal entity, or otherwise, during the length of such revocation or suspension. A person whose license has been revoked or suspended shall not be entitled to recognition of a license the contractor obtained in another jurisdiction.

PASSED AND APPROVED ON FIRST READING this 12th day of August, 2024.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 2024.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 2024.

_____
Kim Pexton, Mayor

Attest:

_____
Mary Nicol, City Clerk

Published: _____

ATTESTATION

I, Mary Nicol, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

_____
Mary Nicol, City Clerk

Agenda Item Report
City Council – August 26, 2024

Item

Ordinance 1046 Contractor Code Update

Responsible Staff Contact

Clara Chaffin
Steve McBride

Recommendation

Approve Ordinance 1046 on second reading.

Executive Summary

Ordinance 1046 addresses two items regarding licensing contractors: 1) the ability to suspend or revoke a contractor's license, and 2) bringing the contractor licensing code into compliance with Senate File 114 creating Wyoming State Statute 16-6-1101.

August 26 Update: The City of Casper has adopted an update to their code including the following language pertaining to equivalency:

15.12.030 - License—Required—Contents.
A. No person shall perform work as a contractor, or be issued a permit to do work within the city for which a permit is required, who has not met the qualifications for licensing and is found to be competent by a city provided examination or an International Code Council equivalent to perform the duties of the trade for which he has applied, and received a license so to act.

Background

Suspension/Revocation: While the City has not had to address many contractors operating outside the bounds of the Municipal Code, this does occasionally occur. In recent years, Staff has noted that the Municipal Code regarding the suspension or revocation of a contractor's license was not clear enough. The proposed amendments provide a clear process for transparency to both contractors and City Staff.

Senate File 114: In March 2024, State Legislature passed Senate File 114 pertaining to reciprocity of contractor licenses with the primary goal of making the licensing process easier across the State. The law became active on July 1, 2024. The update to the Municipal Code brings the City into compliance with Senate File 114.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome	n/a
SD24 Strategy	n/a
SD24 KPI	n/a
2014 Master Plan	n/a
2015 Downtown Master Plan	n/a

Budget/Fiscal Impact

Fund/Department	General Fund/Non-Departmental
Project/Line Item(s)	Publishing/Advertising
Budgeted Amount	$40,000
Anticipated Amount	$200.00

Action Requested/Recommended Motion

Move to approve Ordinance 1046 on second reading.

Reviewed/Approved

- ☒ **Community Development**
- ☒ **Law Enforcement**
- ☒ **City Manager**
- ☐ **Public Works**
- ☐ **Legal**
- ☒ **Finance**
- ☒ **HR**
- ☐ **City Clerk**

Agenda Item Report
City Council – August 26, 2024

Item
Resolution 2024-30: A Resolution Designating Authorized Signers for all City of Douglas Banking and Investment Accounts

Responsible Staff Contact
Mary Nicol

Recommendation
Approve Resolution 2024-30 as presented.

Executive Summary

Background

Alignment to Strategic Doing (SD) and/or Other Plans

Budget/Fiscal Impact

Action Requested/Recommended Motion
Move to approve resolution 2024-30 as presented

Attachments
1. Authorized Signors August 2024

STATE OF WYOMING **CITY OF DOUGLAS** **CONVERSE COUNTY**

RESOLUTION NO. 2024-30

A RESOLUTION DESIGNATING AUTHORIZED SIGNERS FOR ALL CITY OF DOUGLAS BANKING AND INVESTMENT ACCOUNTS

WHEREAS, the City of Douglas designates individuals as authorized signers for all banking and investment accounts; and

WHEREAS, changes in staff dictates designating a new authorized signer.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that the following individuals are designated signators on all checking, savings, and investment accounts for the City of Douglas.

Mayor, Kim Pexton
City Administrator, J.D. Cox
City Clerk, Sonya Ortega
Council President, Ron McNare
Administrative Services Director/Treasurer, Mary Nicol

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

_____
Kim Pexton, Mayor

Attest:

_____
Sonya Ortega, City Clerk

Agenda Item Report
City Council – August 26, 2024

Item
Bid Award: Douglas City Street Slurry Seal Project for 2024-25

Responsible Staff Contact
John Harbarger, Blake Palmer

Recommendation
Recommend accepting the bid from Asphalt Preservation, LLC. In the amount of $296,446.^{00} for the Douglas City Street Slurry Seal Project.

Executive Summary
This proposed project consists of slurry sealing over 99,980 square yards of city streets. The slurry seal project aims to achieve several critical objectives to enhance the quality, functionality, and longevity of our community's road infrastructure. By implementing this project, we intend to:

1. **Extend Pavement Life**: The primary goal of the slurry seal project is to extend the life of our road surfaces.

2. **Preserve Road Surface**: The project aims to preserve the existing road surface, preventing further deterioration and the need for more costly repairs or reconstruction. This proactive approach helps to avoid major disruptions to the community and reduces long-term maintenance expenses.

3. **Improve Surface Friction**: The application of slurry seal enhances the road's skid resistance and friction, contributing to safer driving conditions.

4. **Seal and Protect Cracks**: Slurry sealing fills in existing cracks and prevents the formation of new ones. By effectively sealing these openings, we prevent water infiltration that can lead to further pavement degradation, such as potholes and structural issues.

5. **Enhance Appearance**: The project will significantly improve the esthetics of our roadways.

6. **Environmentally Friendly**: Slurry sealing uses materials that are environmentally friendly and have a low impact on ecosystems.

The estimated timeline for the project is 3 weeks, with a total budget of $296,446.^{00}. Overall, this project will deliver safer and more sustainable streets throughout the city.

Project Proposal Adjustment
We have received a bid for **106,691 square yards** with a budgeted amount of **$300,000.^{00}**. To keep the project within the allocated budget, we propose excluding Riverview Drive, which accounts for **6,711 square yards**.
By removing Riverview Drive from the project scope, the revised area covered will be **99,980 square yards**, bringing the total project cost to **$296,446.^{00}**.
This adjustment ensures that the project remains under budget while still covering a significant portion of the original scope.

One bid was received: Asphalt Preservation, LLC - $314,565.^{70}

The bidder met the bidding requirements.

Background
Street sealing, also known as slurry sealing, is a preventive maintenance technique used to protect and extend the lifespan of road surfaces. It involves applying a specially formulated mixture of asphalt emulsion, fine aggregate, mineral filler, and additives to the existing road pavement. This thin layer creates a protective barrier that seals cracks, enhances skid resistance, and restores the road's appearance, all while providing a cost-effective alternative to more extensive rehabilitation methods.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome	WCC
SD24 Strategy	#3
SD24 KPI	WCC-12
2014 Master Plan	Transportation & Infrastructure
2015 Downtown Master Plan	N/A

Budget/Fiscal Impact

Fund/Department	Street Improvements
Project/Line Item(s)	Improvements other than building/56-5560-6544
Budgeted Amount	$ 300,000.^{00}
Anticipated Amount	$ 296,446.^{00}

Action Requested/Recommended Motion
Accept the unit price of $2.70 for the quantity 99,980 square yards for the total cost of $296,446.00 from Asphalt Preservation LLC for the Street Slurry Seal Project and authorize the City Manager to sign all associated documents.

Attachments

1. Slurry bid 24-25
2. Slurry streets 2425

BID FORMS

PROJECT IDENTIFICATION: Slurry Seal City Streets,

THIS BID SUBMITTED TO: City Clerk
City of Douglas
101 North 4th Street
P.O. Box 1030
Douglas, WY 82633

FAX: 307-358-6447

1) The following documents are attached to and made a condition of this Bid:

a) **Bid Schedule of Prices**

The unit price bid must be shown in the space provided. Show unit prices in both words and figures.

b) **Bidder Signature Sheet**

To be filled in and signed by the bidder.

c) **Non-collusion Affidavit**

Must be subscribed to and sworn before a Notary Public.

d) **Bond Accompanying Bid**

This form is to be executed by the bidder and the Surety company unless the bid is accompanied by a certified check. The amount of this bond shall be no less than five percent (5%) of the total amount bid and may be shown in dollars or on a percentage basis.

2) The undersigned Bidder agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form similar to that included in the Contract Documents and to complete all Work as specified or indicated in the Contract Documents for the Contract Price within the contract time specified in the Instructions to Bidder.

3) Bidder accepts all the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including those dealing with the disposition of Bid Security. This Bid will remain open for thirty (30) days after the day of Bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Contract Documents within fifteen (15) days after the date of Owner's Notice of Award.

4) In submitting this Bid, the Bidder represents, as more fully set forth in the Agreement, the Bidder has examined copies of all Bidding Documents and of the following addenda (receipt of which is hereby acknowledged).

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

5) Bidder has examined the site and locality where the work is to be performed, the federal, state, and local laws and regulations, and the conditions affecting cost, progress, or performance of the work and has made such independent investigations as Bidder deems necessary.

6) Bidder accepts the provisions of the Agreement as to liquidate damages in the event of failure to complete the work on time, unless otherwise stated as provided below. The bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.

7) Communications concerning this Bid shall be addressed to Bidder's Representative: (Please Print)

Name Kenneth Kladden, General Manager
Address 3490 W 3300 S, Bldg A, Unit 4
West Haven, UT 84401
Phone (385) 368-5278
Fax _____

8) The following forms, samples of which are included in this Project Manual, are to be executed after the contract is awarded:

a) **Contract**

This agreement is to be executed by the successful bidder.

b) **Performance/Contractor's Bond**

To be executed by the successful bidder and his Surety company.

(c) **Appropriate City of Douglas contractor's license**

To be executed by the successful bidder after award and before project s startup.

SCHEDULE OF PRICES

Unit prices for all items, all extensions and total amount of bid must be shown. Show unit prices in both words and figures and where conflict occurs, the written or typed words shall prevail, and the bid shall be adjusted accordingly. If the bid quantity amount does not equal the budgeted dollar amount, the sq. yds. Will be adjusted upwards or downwards by the City of Douglas to compensate.

Item No.	Approx. Quantity	Item with Unit Price to be Written in Words	Unit Price Dollars/Cents	Total Price Dollars/Cents
1.	106,691 sq. yds.	Slurry Sealing - Type III, CQS-1HLM 2%	$2.70	$288,065.70
2.		Traffic Control	$6,500.00	$6,500.00
3.		Mobilizing	$20,000.00	$20,000.00
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Total Bid Price (In numbers and words): $314,565.70

Three hundred fourteen thousand, five hundred sixty five dollars and seventy cents.

Submitted on: August 14th, 2024.

Bidder: Asphalt Preservation

IF BIDDER IS:

AN INDIVIDUAL

By: _____ doing business as: _____
(Name)

Address: _____ Phone: _____

_____

A PARTNERSHIP

By: Asphalt Preservation, LLC (seal)
(Firm Name)

Fernando Ramos
(General Partner)

Business Address: 3490 W 3300 S, Bldg A, Unit 4 Phone: (385) 389-2927

West Haven, UT 84401

A CORPORATION

By: _____ of _____
(Corporation Name) (State of Incorporation)

By: _____ _____
(Signature) (Title)

ATTEST: _____ (Corporate Seal)

Business Address: _____ Phone: _____

_____

A JOINT VENTURE

By: _____ Address: _____

_____

By: _____ Address: _____

_____

(Each member of the joint venture must sign; attach additional sheet if necessary.)

NON-COLLUSION AFFIDAVIT - CONSTRUCTION

STATE OF ~~WYOMING~~ Utah)
)
) ss. NON-COLLUSION AFFIDAVIT
)
COUNTY OF Weber)

Kenneth Kladden, being first duly sworn, in his oath says that the bid above submitted is a genuine and not a sham or collusive bid or made in the interest or on behalf of any person not therein named; and he further says that the said bidder has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure to self an advantage over any other bidder or bidders.

CONTRACTOR: Ken Kladden

Subscribed and sworn to before me this 6 day of August, 2024.

TAMI HICKS
NOTARY PUBLIC ● STATE of UTAH
COMMISSION NO. 736745
COMM. EXP. 04-21-2028

Tami Hicks
Notary Public in and for the State of ~~Wyoming~~ Utah, residing at Weber County, Utah

BID BOND - CONSTRUCTION

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Asphalt Preservation LLC _____, as Principal, and Employers Mutual Casualty Company _____, as Surety, are hereby held and firmly bound unto the City of Douglas, Wyoming, as **OWNER**, in the penal sum of Five percent of amount bid _____, for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our successors and assigns.

Signed, this 14th day of August, 2024.

The condition of the above obligation is such that whereas the Principal has submitted to the City of Douglas, Wyoming, a certain BID, attached hereto and hereby made a part hereof, to enter into a contract in writing for the Slurry Sealing City Streets,

NOW, THEREFORE,

(a) If said BID shall be rejected, or

(b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a Performance/Contractor's BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith and shall in all respects perform the agreement created by the acceptance of said BID, then this obligation shall be void. Otherwise, the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates, and agrees that the obligations of said Surety and its BOND shall in no way be impaired or affected by any extension of the time within which the **OWNER** may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

PRINCIPAL: Asphalt Preservation LLC

By: _____ (seal)

SURETY: Employers Mutual Casualty Company

By: _____ (seal)

EMPLOYERS MUTUAL CASUALTY CO. CORPORATE SEAL DES MOINES, IOWA

IMPORTANT: Surety companies executing BONDS must appear in the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Wyoming.

P.O. Box 712 • Des Moines, Iowa 50306-0712

EMC INSURANCE

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

KNOW ALL MEN BY THESE PRESENTS, that:

1. Employers Mutual Casualty Company, an Iowa Corporation
2. EMCASCO Insurance Company, an Iowa Corporation
3. Union Insurance Company of Providence, an Iowa Corporation
4. Illinois EMCASCO Insurance Company, an Iowa Corporation
5. Dakota Fire Insurance Company, a North Dakota Corporation
6. EMC Property & Casualty Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

STACIE HANSON

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the Bid Bond

Any and All Bonds

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

RESOLVED: The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 30th day of March, 2020.

Seals

ILLINOIS EMCASCO INSURANCE COMPANY CORPORATE SEAL IOWA

UNION INSURANCE COMPANY OF PROVIDENCE INCORPORATED 1863 IOWA

EMC PROPERTY & CASUALTY CO. INCORPORATED 1953 IOWA

EMCASCO INSURANCE COMPANY CORPORATE SEAL IOWA

DAKOTA FIRE INSURANCE COMPANY CORPORATE SEAL NORTH DAKOTA

EMPLOYERS MUTUAL CASUALTY CO. CORPORATE SEAL DES MOINES, IOWA

Scott R. Jean, President & CEO of Company 1; Chairman, President & CEO of Companies 2, 3, 4, 5 & 6

Todd Strother, Executive Vice President Chief Legal Officer & Secretary of Companies 1, 2, 3, 4, 5 & 6

KATHY LOVERIDGE
Commission Number 780769
My Commission Expires
October 10, 2022

On this 30th day of March, 2020 before me a Notary Public in and for the State of Iowa, personally appeared Scott R. Jean and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President, Executive Vice President, Chief Legal Officer and/or Secretary, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Scott R. Jean and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2022.

Kathy Loveridge

Notary Public in and for the State of Iowa

CERTIFICATE

I, James D. Clough, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 30th day of March, 2020, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 14th day of August, 2024.

Vice President

STATE OF UTAH
DEPARTMENT OF COMMERCE
ACTIVE LICENSE

Asphalt Preservation, LLC
3507 S 2700 W
WEST HAVEN UT 84401

EFFECTIVE **11/30/2019**
EXPIRATION **11/30/2025**

REFERENCE NUMBER(S), CLASSIFICATION(S) & DETAIL(S)

10455610-5501 **Contractor With LRF**

B100, E100, S260, S330

DBAs: None Associated

IMPORTANT LICENSURE REMINDERS:

- Your license is valid until the expiration date listed on this form.
- Please note the address listed below. This is your public address of record for the division, and all future correspondence from the division will be mailed to this address. If you move, it is your responsibility to notify us directly of the change. Maintaining your current address with us is the easiest way to ensure continuous licensure.
- This license has been issued to the business entity. Any change in the license's original entity structure requires a new license (i.e. DBA to a Corporation, etc.). Please contact the division before you make such changes.

ASPHALT PRESERVATION, LLC
3507 S 2700 W
WEST HAVEN UT 84401

Please visit our web site at www.dopl.utah.gov should you have any questions in the future.

STATE OF UTAH
DEPARTMENT OF COMMERCE
DIVISION OF PROFESSIONAL LICENSING

ACTIVE LICENSE

EFFECTIVE DATE: **11/30/2019**

EXPIRATION DATE: **11/30/2025**

ISSUED TO: **Asphalt Preservation, LLC**
3507 S 2700 W
WEST HAVEN UT 84401

REFERENCE NUMBER(S), CLASSIFICATION(S) & DETAIL(S)

10455610-5501 **Contractor With LRF** **DBAs:** None Associated

B100, E100, S260, S330

ASPHALT PRESERVATION, LLC

Update this Business

Entity Number: 9061012-0160
Company Type: LLC - Domestic
Address: 3507 S 2700 W WEST HAVEN, UT 84401
State of Origin:
Registered Agent: TIFFANY GAMA
Registered Agent Address:
3507 S 2700 W
West Haven, UT 84401

View Management Team

Status: Active

Purchase Certificate of Existence

Status: Active *as of 02/21/2024*
Renew By: 06/30/2025
Status Description: License Issuance
Employment Verification: Not Registered with Verify Utah

History

View Filed Documents

Registration Date: 06/02/2014
Last Renewed: N/A

Additional Information

NAICS Code: 2389 **NAICS Title:** 2389-Other Specialty Trade Contractors

Doing Business As

ASPHALT ENTERPRISES, LLC

Former Business Names

ASPHALT PRESERVATION
ASPHALT PRESERVATION LLP

<< Back to Search Results

Give Feedback

Business Name:

Registered Principals

Name	Type	City	Status
ASPHALT PRESERVATION, LLC	Limited Liability Company	WEST HAVEN	Active

Position	Name	Address	
Manager	FERNANDO GAMA	5932 S 4300 W	HOOPER UT 84315
Manager	TIFFANY GAMA	3507 S 2700 W	West Haven UT 84401
Registered Agent	TIFFANY GAMA	3507 S 2700 W	West Haven UT 84401

If you believe there may be more principals, click here to View Filed Documents

Business Name:

Give Feedback

Slurry Seal 24/25

Flicker street from person to south Windriver drive 1,080’ x 40’ = 4,800 sq. yds.
Cedar Street from N 4th Street to East Antelope Road 2,178’ x 40’ = 9,680 sq, yds.
Cheyenne Street, 2,940’ x 40’ = 13,067 sq yds.
Durango Drive from Park Drive to Mesa Drive, 1,209’ x 40’ = 5,373 sq yds.
S. 5th from Ash Street to Richards Street 1,958’ x 40’ = 8,702 sq, yds.
S. 5th from Richards Street to End 1,702’ x 40’ = 7,564 sq, yds.
Riverbend Dr from West Yellowstone to Shoshone Drive, 614’ x 40’ =2,850 sq, yds.
Bighorn Drive from Sweetwater Road to Riverbend Drive, 1,180’ x 38’ = 4,982 sq, yds.
Green River Rd, 1,190’ x 38’ = 5,025 sq yds.
Northfork Drive, 1,252’ x 38’ = 2,400 sq, yds.
Green river court, 255’ x 40’ = 1,131 sq, yds.
Bighorn Drive from Riverbend Drive, 1,915’ x 38’ = 8,086 sq, yds.
N. Shoshone Drive from Riverbend Drive to Big Horn Drive, 2,412’ x 40’ = 10,720 sq, yds.
Meadowlark Drive, 1,275’ x 40’ = 5,667 sq, yds.
Eagle Drive.1,365’ x 40’ = 6,067 sq, yds.
Badger Court, 390’ x 40’ = 1,733 sq, yds.
Riverview Court, 480’ x 40’ = 2,133 sq, yds.
Total: ~~106,691 sq, yds.~~ 99,980 sq, yds

Set for next year - Riverview Drive. 1,510’ x 40’ = 6,711 sq, yds.

Agenda Item Report
City Council – August 26, 2024

Item
Police Department: Policy PAT 58 - PTZ Cameras

Responsible Staff Contact
Todd Byerly

Recommendation
Approve Douglas Police Department Police PAT 58 – PTZ Cameras

Executive Summary

Background
On September 11, 2023, City Council approved Resolution 2023-26, authorizing the Douglas Police Department to accept an additional $15,000 from the Rural Violent Crime Reduction Program Grant for the addition of strategically placed Pan Tilt Zoom (PTZ) cameras within the city limits of Douglas for the purpose of investigation and solvency of crimes. The camera systems and locations have been identified. This policy has been reviewed by legal counsel.

Alignment to Strategic Doing (SD) and/or Other Plans
SD24 Outcome Appealing and Safe Communities
SD24 Strategy
SD25 KPI
2025 Master Plan

Budget/Fiscal Impact
Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount - None

Action Requested/Recommended Motion
Approve Douglas Police Department Policy PAT – 58, PTZ Cameras.

Attachments
1. PAT58 - PTZ Cameras

Title: Pat 58 – PTZ Cameras		**Effective:**
C.O.P. Signature:	**Revised:**	**Next Review:** 2 Years

Purpose

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through Pan-Tilt-Zoom (PTZ) technology.

Policy

It is the policy of the Douglas Police Department to utilize PTZ Cameras to capture and store digital license plate data and associated images, potentially including the vehicle and driver, while recognizing the established privacy rights of the public.

All data and images gathered by the PTZ Camera are for the official use of this department.

Definitions

A. "Pan-Tilt-Zoom Camera" (PTZ) – a camera built with mechanical parts allowing it to swivel, tilt, and zoom. The camera operates in a 360-degree view, can move its lens, and refocus when needed.
B. "SkyShield Core Artificial Intelligence" (AI) – software built into the PTZ camera allowing automated real-time searching of identifying features with vehicles, license plates, and people. The software also utilizes AI to search previously recorded events for expeditious video review.
C. "**Agency Administrator" -** individual(s) designated with administrative oversight of the PTZ system deployment, operations, and maintenance.

Administration

PTZ technology, also known as Pan-Tilt-Zoom (PTZ), allows for detecting license plates, vehicles, and persons specific to an official police investigation. The PTZ camera will enable DPD to submit identifying details, including license plate numbers, clothing, and vehicle details, to the PTZ camera for analysis. Utilizing artificial intelligence, the PTZ camera scans in real-time and previously recorded video for submitted details.

All installation and maintenance of PTZ equipment, as well as data retention and access, shall be managed by the Agency Administrator. The Agency Administrator will administer or assign members under their command to administer the day-to-day operation of the PTZ equipment and data.

Data Collection and Collection

PTZ data captured using department-owned PTZ cameras shall be properly stored, protected, disseminated, and destroyed pursuant to W.S. 9-2-410 and W.S. 9-2-405 through 9-2-413.

Any department-owned PTZ data shall be purged following the set retention schedules unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. Retention periods for PTZ data collected by commercial providers and/or other law enforcement agencies and made available to this department are set by those providers.

Accountability

All data will be closely safeguarded and protected by both procedural and technological means. The Douglas Police Department will observe the following safeguards regarding access to and use of stored data:

(a) All PTZ data downloaded to any workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all information accessed by name, date, and time.

(b) Members approved to access PTZ data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.

(c) PTZ system audits should be conducted regularly.

Agency Administrator

The Agency Administrator shall be responsible for developing the guidelines and procedures for the following:

a) Training requirements for authorized users.
b) A description of how the PTZ system will be monitored to ensure information security and compliance with applicable privacy laws.
c) Procedures for system operators to maintain records of access in compliance with Wyoming State Law.
d) The title and name of any law enforcement professional with access to the PTZ system or its data.
e) The retention and destruction of PTZ data.
f) Ensuring this policy and related procedures are reviewed per the policy review schedule.

Operations

Department members shall not use or allow others to use the equipment or database records for any unauthorized purpose. The use of a PTZ system is restricted to the purposes outlined below:

a) A PTZ shall only be used for official law enforcement business.
b) A PTZ may be used with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using a PTZ system.
c) Department members shall only operate PTZ equipment or access PTZ data if they complete department-approved training.
d) If practicable, officers should verify a PTZ response through dispatch using NCIC before taking enforcement action based solely on a PTZ alert.

Releasing PTZ DATA

The PTZ data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law using the following procedures:

a) The agency makes a written request for the PTZ data that includes:
    1 The name of the agency.
    2 The name of the person requesting; and
    3 The intended purpose of obtaining the information.

b) The request is reviewed by the Agency Administrator or the authorized designee and approved before the request is fulfilled.
c) The approved request is retained on file.

Requests for PTZ data by non-law enforcement or non-prosecutorial agencies will be processed according to Wyoming State law.

Training

The Agency Administrator shall ensure that all members accessing the PTZ system receive department-approved training before being granted access, and the Agency Administrator shall retain all training documentation.

CONVERSE COUNTY TOURISM PROMOTION BOARD
REGULAR MEETING

Board members: Jane Garber (6/2026, At Large - Chair
Carl Kosters (6/2024, County) – Vice Chair
Robin Cross (6/2024, Douglas) - Treasurer
Vacant (County)
Vacant (County)
Zach Martinez (6/2024, Douglas)
Vacant (6/2026,Glenrock)
Candace Benedetta (11/2025, Glenrock) Acting Secretary
J.D. Cox (6/2026, Douglas)

Date: June 18, 2024

Attendance Sheet:

Board Members	**Guests**
Jane Garber	Courtny Conkle (via phone), State Fair
Robin Cross	Kota Provence, State Fair
Carl Kosters	Jarred Robles, State Fair
J.D. Cox	Jennifer Goodwin, Main Street Douglas
Candace Benedetta	Jenn Rasmussen, RR Museum
	Laurie Boner
Excused Absence: Zach Martinez	Kris Mitchell
	Jen Womack, Sagebrush Marketing
	Morryah McCurdy (via phone), The Enterprise

Call to order: Jane Garber called the meeting to order @ 5:00 p.m. and noted that a quorum was present.
Location: Town Square Meeting Room – Glenrock

Grants:

- **The Enterprise** is requesting $65,723 for staffing and utilities for the DRRM and the Visitors Center. After much discussion about the hours of the DRRM, mission, funding sources, partners and history of funding, the Board agreed that funding staffing and utilities is not in alignment with our By-laws and goals. The lodging tax is primary to be used to promotion and advertising to bring visitors to Converse County. A motion was made to deny this request and have The Enterprise reevaluate their other funding sources and resubmit a grant request that is in alignment with the Boards goals.
  Motion: Robin Cross Seconded: Carl Kosters Abstain: J.D. Cox Motion: Carried
- **The Converse County Fair Board** is requesting $5,300 for advertising the Converse County Fair which takes place in mid-July. The Board discussed that the grant application must be submitted by a non-profit to receive the funds. The Converse County 4H is a partner for this event – so the request should come from the CC4H. A motion was made to approve the request contingent on the application being revised to the CC4H. Jane will call the applicant
  Motion: J.D. Cox Seconded: Candace Benedetta Motion: Carried
- **Glenrock Main Street** is requesting $2,027 for advertising the Rock the Glen Summer Concert Series at the Glenrock Town Square. A motion was made to approve the request.
  Motion: Carl Kosters Seconded: J.D. Cox Abstain: Candace Benedetta Motion: Carried
- **Douglas Main Street** is requesting $8.701.50 for advertising several events in Douglas including the Farmer's Market, Fire on Main, and Mingle and Jingle. These events are included in the Marketing Plan – so if the Board approved the marketing plan tonight – the finding is approved.

State *Fair Report:*

- Jarred Robles discussed the Horse Show at the State Fair grounds this past weekend and discussed the Jackalope MOU. Kota discussed intern positions for the summer and that they are obtaining estimates for new Fair signage.

Sagebrush Marketing Report:

- Jen Womack discussed the State Destination Development Grant. She attended a work session and learned the criteria and amount for CC. The FY25-26 amount is expected to be $100,000. The grant has new measurement criteria and guidelines. Application is due in July to the State. Need to reach out to partners (many in the room) to request list of potential projects. Request to be in by July 12. Any project request must have the ability to be completed by June 30, 2026.

Glenrock Main Street – present examples of the Historical Sign Project and gave an update on the project.

Previous Month's Minutes: Minutes from May 2024 presented. One type-o correction.

Motion: Robin Cross Seconded: J.D. Cox Motion: Carried

Financial Report: Invoices paid in the amount of $41, 981.61 -need to amend check to CCFair Board to CC4H

Motion as corrected: J.D. Cox Seconded: Candace Benedetta Motion: Carried

Budget:

- There is a need to encumber funds to clean-up the marketing plan and budget for the FY end. A motion was made to encumber $357.50 for Douglas table tents and $240.75 for Townsquare Media

  Motion: Robin Cross Seconded: J.D. Cox Motion: Carried
- Adopt FY25 Budget – A motion was made to adopt the FY25 budget with a change to adjust the state destination development funding from $130,000 to $100,000.

  Motion: Carl Kosters Seconded: Robin Cross Motion: Carried
- Marketing Plan – The Marketing Plan as presented needs to be amended remove the funding allocated The Enterprise. A motion was made to approve the FY25 Marketing Plan as amended.

  Motion: Robin Cross Seconded: Carl Kosters Motion: Carried

Old Business:

- Insurance for Jackalope Statues – received a bid for an annual insurance coverage in the amount of $1,025. Discussed need to obtain a second bid. Jen Womack will obtain a second bid. Item is tabled to next meeting to gather more info.
- Executive Director Position – Received 1 resume for the position. Interview committee will meet next week.
- Need to locate 2nd post office box key.
- May need to update Strategic Plan in next FY

New Business:

- Thank you to our outgoing Board Members: Zach Martinez, Carl Kosters and Robin Cross for your years of service to the Board.
- Next month – new Board member begin their terms.
- Jane and Candace have prepared a packet with Board information for new Board Members for the July meeting

Public Comments: None

Adjournment: There being no further business, the meeting was adjourned @ 7:10 pm.

Next Meeting:

July 16 at the Ruthe James Conference Center in Douglas at 5pm

Submitted to file by: Candace Benedetta, acting Secretary.

CONVERSE COUNTY TOURISM PROMOTION BOARD
REGULAR MEETING

Board members: Jane Garber (6/2026, At Large) (1st full term)
J.D. Cox (6/2026, Douglas) (1st full term)
Candace Benedetta (11/2025, Glenrock) (partial)
Jenn Rasmussen (6/2027, Douglas) (1st full term)
Vacant (6/2025, County) (1st full term)
Vacant (County)
John Rabun (6/2027, Douglas) (1st full term)
Laurie Boner (6/2027, Glenrock) (1st full term)
Kris Mitchell (6/2027, County) (1st full term)

Date: July 16, 2024

Attendance Sheet:

Board Members
Jane Garber
Candace Benedetta
J.D. Cox
John Rabun
Jenn Rasmussen
Kris Mitchell
John Rabun
Laurie Boner

Guests
Courtny Conkle State Fair
Kota Provence, State Fair – via phone
Jarred Robles, State Fair
Taylor McGill, State Fair
Jennifer Goodwin, Main Street Douglas
Morryah McCurdy - The Enterprise
Jen Womack, Sagebrush Marketing -via zoom
Kim Martin - Elevate Glenrock
Anna Gray - Wy Pioneer Association

Budget Hearing called to order at 5:01 p.m. open for public comments:

PROPOSED BUDGET CONVERSE COUNTY TOURISM PROMOTION BOARD
FISCAL YEAR 2024-2025

REVENUE:	
Receipts from lodging tax collection:	$548,615.61
Cash carryover from prior year:	$650,417.68
Destination Development Grant:	$100,000.00
TOTAL:	$1,299,033.29
EXPENDITURES:	
Administrative:	$75,960.28
WY State Fair:	$123,438.51
Douglas:	$172,813.92
Glenrock:	$98,750.81
CCTPB Discretionary:	$728,069.77
Destination Development Grant	$100,000.00
TOTAL:	$1,299,033.29

– hearing no public comments – the Budget Hearing was adjourned at 5:04 p.m.

Regular Monthly Meeting - Call to order: Jane Garber called the meeting to order @ 5:05 p.m. and noted that a quorum was present. ***Location:*** Ruthe James Conference Center Douglas

Grants:

- **The Enterprise** is requesting $45,012 / $3,750 per month as broken down in the submitted proposal. Discussion of the line items and how the request aligns with the By-laws and guidelines set forth by the Wyoming State Tourism Board ensued. A motion was made and seconded to vote on each item by line. Passing line items are as follows: Destination Platform $4,500; DRRM Activity Guide $1,500; Update Train Tour $5,500; Exhibit Updates $1,500; Visitor Experience $2,250; Event Sundries $550; Prospect Request Postage $600; Utilities (⅓ of the cost for public WIFI and phone) $600, for a total approval of **$17,000**. The remaining requested items will be evaluated for alignment with the By-laws and guidelines and voted on in the future.
  Motion: Candace Benedetta Seconded: John Rabun Abstain: J.D. Cox, Jenn Rasmussen
  Motion: Carried

- **Wyoming Pioneer Association** is requesting $1,315 for advertising of their 97th annual meeting which will be held Thursday, August 15, 2024 at the Ruthe James Williams Building during the Wyoming State Fair. Meeting attendees will be served lunch, enjoy music and a book signing with Janelle Molony, author of "Platte River Raids". A motion was made to approve the request.
  Motion: John Rabun Seconded: Laurie Boner Abstain: Jane Garber Motion: Carried

State *Fair Report:*

- Courtny Conkle discussed the overlap of the WQHA horse show, Wyoming State 4-H Shoot and the Converse County Fair; the staff and volunteers were able to flip the Ford Livestock Pavilion overnight in order to accommodate the overlap of events. Representatives from the Florida State Fair will be visiting during the WSF. The Silver Arena project was recently presented and passed to move forward. Ms. Conkle also reported the Jackalope MOU is being reviewed by the attorney. Taylor McGill discussed intern positions for the summer and showed mockups of the updated WSF gate signage. The last volunteer day will be July 27th, 9 a.m. - 3 p.m.

Sagebrush Marketing Report:

- Jen Womack discussed the State Destination Development Grant; the application must be submitted by mid-August. Request have been received from:
  - Wyoming State Fair - entryway signage updates $8,500
  - Glenrock Veterans Bronze $40,000
  - Deer Creek Days Glenrock Games Revival $15,000
  - Glenrock Outdoor Expo $10,000
  - Matching installation of the Jackalope at the State Fair entryway $25,000

  Total of the above projects is $98,500

A motion was made to approve and apply for the Destination Development Grant as presented by Jen.
Motion: John Rabun Seconded: Kris Mitchell Abstain: Candace Benedetta Motion: Carried

Previous Month's Minutes: Minutes from June 2024 presented. Motion to table approval of June 2024 minutes was made so that new board members may review the minutes.
Motion: Candace Benedetta Seconded: Kris Mitchell Motion: Carried

Financial Report: Invoices paid in the amount of $37,382.91. Motion to approve.
Motion: J.D. Cox Seconded: Laurie Boner Motion: Carried

Old Business:

- Insurance for Jackalope Statues - waiting on second bid. Item is tabled until bid is received.
- Draft of MOU CCTPB/WSF is with the WSF attorney for review.

New Business:

- Review packet for incoming board members.

- **Elect of Officers:**
  Chairman: Jane Garber: Motion: Laurie Boner, Second: Candace Benedetta. Motion: Carried.
  Vice Chair: J.D. Cox: Motion: Candace Benedetta, Second: Laurie Boner. Motion: Carried.
  Secretary: Kris Mitchell: Motion: Candace Benedetta, Second: John Rabun. Motion: Carried.
  Treasurer: Candace Benedetta: Motion: J.D. Cox Second: Laurie Boner Motion: Carried

Public Comments: No public comments.

Adjournment: There being no further business, the meeting was adjourned @ 6:55 pm.

Next Meeting:

Wednesday, August 7th at the Ruthe James Conference Center in Douglas at 5pm

Submitted to file by: Kris Mitchell, Secretary.

Douglas Planning and Zoning Commission

August 19, 2024
City of Douglas – Council Chambers
101 North 4th Street
Douglas, Wyoming 82633

Call to Order

Chairman Hancock called the Douglas Planning and Zoning Commission to order at 5:30 p.m. and led the assembly in the Pledge of Allegiance. In response to the Chairman's request for roll call, the following were found present:

Members Present: Jay Hancock
Robin Velasquez
Dave Patterson
Scott Bauman
Becky Renstrom

Members Absent: None

City Staff Present: Clara Chaffin, Community Development Director
Heidi McCullough, Planning Technician

Agenda

Chairman Hancock introduced the agenda. Commissioner Renstrom moved to accept the agenda, Commissioner Velasquez seconded the motion, and the motion was carried unanimously.

Minutes

Chairman Hancock introduced the minutes of the June 17, 2024, meeting. Commissioner Patterson made a motion to accept the minutes. Commissioner Velazquez seconded. The motion carried unanimously.

Planning & Zoning Matters

A. CUP 02-24: Application by Levi Grohs for installation of an Electronic Message Display Sign at 221 Brownfield Road.

Chairman Hancock opened the public hearing at 5:31 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. The applicant, Levi Grohs, was on hand to answer any questions, there were no public comments. Chairman Hancock closed the public hearing at 5:35pm. Commissioner Bauman moved to

recommend approval with staff recommendations, Commissioner Velasquez seconded the motion, there was no discussion and Chairman Hancock called for the vote; the motion passed unanimously.

B. CUP 03-24: Application by Divine Mercy Academy for operation of a private school at 302 S. 5th Street.

Chairman Hancock opened the public hearing at 5:36 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. Brian Boner was on hand to answer to represent the applicant and answer any questions, there were no public comments. Chairman Hancock closed the public hearing at 5:40pm. Commissioner Renstrom moved to recommend approval with staff recommendations, Commissioner Velasquez seconded the motion, there was no discussion and Chairman Hancock called for the vote; the motion passed unanimously.

C. ZON 01-24: Application by Paige Garcia and Miguel Garcia Rodriquez to rezone West Plains Development, Block 1, Lot 27.

Chairman Hancock opened the public hearing at 5:41 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. The applicants, Mr. and Mrs. Garcia, were on hand to answer any questions, there were no public comments. Chairman Hancock closed the public hearing at 5:44pm. Commissioner Renstrom moved to recommend approval with staff recommendations, Commissioner Patterson seconded the motion, there was no discussion and Chairman Hancock called for the vote; the motion passed unanimously.

D. DEV 02-24: Application by the City of Douglas for renovations to the Douglas Municipal Pool at 701 E. Center Street.

Chairman Hancock opened the public hearing at 5:45 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. Director Chaffin represented the City, and was available to answer any questions, there were no public comments. Chairman Hancock closed the public hearing at 5:52pm. Commissioner Velasquez moved to recommend approval with staff recommendations, Commissioner Patterson seconded the motion, there was no discussion and Chairman Hancock called for the vote; the motion passed unanimously.

Code Considerations

Director Chaffin discussed an ordinance updating our Flood Code in order to be in compliance with current FEMA guidelines. After the State legislature passed a new law regarding contractor licensing, we are updating our code to adopt the new guidelines regarding reciprocal licensing and testing. Finally, the is another update to the Short-Term Rental code being considered. It clarifies the definition of a Short-Term Rental, and allows for City Council to make exceptions to the 1000 ft buffer rule.

Staff Report – City Council Action on Forwarded Items

A. SUB 01-24: Application by Unity Christian Fellowship for Major Final Plat Amendment at 821 & 831 Van Buren Street.

Director Chaffin reported that the City Council had voted to approve the Major Plat Amendment.

Adjournment

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Patterson and seconded by Commissioner Renstrom. With a unanimous vote Chairman Hancock adjourned the meeting at 5:57 p.m.

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Chairman, Planning & Zoning Commission

_____

Secretary, Planning & Zoning Commission