



City Council Special Meeting Agenda

Date: 1/15/2015
Time: 4:15 p.m.
Location: City Hall Council Chambers

- Mayor Nancy Tia Brown
- Donny Anderson
- Karen Ballinger
- Jerry Fritz
- Landon Greer
- Steve Miller
- Stan Wolz
- City Administrator, Barry Cook
- Administrative Services Officer, Cindy Baker
- City Attorney, Scott Kolpitcke

- Discuss a change in the Boot Scoot'n' Boogie
 - Staff Reference: Cindy Baker, Administrative Services Officer
 - Spokesperson: Doug Nordberg, Boot Scoot'n Boogie

- Review Planning, Zoning and Building Fee Schedule.
 - Staff Reference: Todd Stowell, City Planner

- Review the proposed speed limit increase on 16th Street.
 - Staff Reference: Steve Payne, Public Works Director

- January 20, 2015 agenda questions.

- Staff Updates
- Council Updates

- Meeting Reminders:
 - Tuesday, January 20, 2015 –Regular Council Meeting 7:00 p.m. City Council Chambers
 - Wednesday – Friday, January 21-23, 2015 WAM Winter Work Shop – Cheyenne WY
 - Thursday, January 29, 2015 – Special Work Session 4:15 p.m. City Council Chambers
 - Friday, January 30, 2015 – Annual Retreat 8:30 a.m. Bull Moose Retreat – 23 Bull Moose Trail
 - Tuesday, February 3, 2015 – Regular Council Meeting 7:00 p.m. City Council Chambers

Time Adjourned: _____

MEETING DATE: 1/15/2015

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: CINDY BAKER

PRESENTED BY: CINDY BAKER

AGENDA ITEM SUMMARY REPORT

DOUG NORDBERG AND DOWNTOWN MERCHANTS REQUEST CONSIDERATION FOR CHANGE IN DAY AND TIME OF EVENT FOR THE ANNUAL BOOT SCOOT'N BOOGIE

ACTION TO BE TAKEN:

Doug Nordberg and the Downtown Merchants are asking the Council to consider a request that would change the day of the week the annual Boot Scoot'n Boogie event would be held on for 2015. In the past the Council has sponsored fees associated with the street closure to provide signs for the closure, to provide traffic control and a detour route for the event, and to provide towing of vehicles if necessary and funded out of the lodging tax. If the change in day and time of event is approved, staff would be need to be directed to budget accordingly for FY15-16 to cover additional cost.

SUMMARY OF INFORMATION:

In the past this event has taken place on a Thursday (in September) with closure of the 1100, 1200 and 1300 blocks of Sheridan Ave. from 2 PM to about 9 PM; they have also requested approval of an Open Container Permit for the event; and requests the City of Cody to sponsor the event by assisting with the street closure, to provide signs for the closure, to provide traffic control and a detour route for the event, and to provide towing of vehicles if necessary.

In the past set up of the area will begin at 2 p.m. and the event is scheduled to begin at 3:00 p.m. Tear down will begin at 8:00 p.m. with the street to be opened up by 9:00 p.m.

The Street Crew typically works 7-3:30 (Monday – Friday) at this time of the year some overtime is required to perform setup, monitor, take down the traffic control and sweep the street after the event. Based on last years' cost if unchanged it is estimated that it will cost the City about \$900.00 in labor and equipment costs to assist with the event. Noting that not all of these costs are associated with overtime.

FISCAL IMPACT

A quick review of costs shows that it will cost about \$900.00 in labor and equipment cost for the City to assist in this proposal if the event were to be **unchanged**.

If changed to a Saturday all cost would be at an overtime rate which would increase the costs for the same time frame of (2 p.m. – 8 p.m.) to an approximate expense of \$1,600. If this event were to run from Noon – 8 p.m., as an example, the cost estimate would be \$2,200-\$2,500.

RECOMMENDATIONS

Provide Doug Norberg and the Downtown Businesses with direction on how to proceed with this event, as well as, staff for budgeting purposes in FY2016-2017

AGENDA ITEM NO. _____

AGENDA & SUMMARY REPORT TO:
Doug Nordberg doug@northmountaingallery.com

MEETING DATE:	JANUARY 20, 2015
DEPARTMENT:	CITY PLANNER
PREPARED BY:	TODD STOWELL
CITY ADM. APPROVAL:	_____
PRESENTED BY:	TODD STOWELL

AGENDA ITEM SUMMARY REPORT
A Resolution to Amend Portions of the Planning, Zoning,
and Building Fee Schedule

ACTION TO BE TAKEN

Approve Resolution 2015-01 to amend portions of the Planning, Zoning, and Building Fee Schedule.

SUMMARY

The existing fee schedule for planning, zoning, and building reviews is not complete, in that the City of Cody Code specifies some required applications for Planning and Zoning Board and/or City Council review that are not included in the fee schedule. These reviews are typically not common, but occasionally occur. A resolution has been prepared for the primary purpose of establishing fees for these reviews. In addition, some of the existing fee categories use terminology that does not match the current language of the city code, so you will see some proposed changes in wording as well.

Two existing fees are proposed to be reduced (the conceptual plat review reduced from \$250 to \$150 and special exemptions from numerical standards reduced from \$300 to \$200). Two fees are proposed to be increased (minor subdivisions increased from \$100 to \$150 and fence permits from \$15 to \$25). These changes are intended to more closely reflect the amount of time and resources involved in review.

Lastly, a new "flat fee" is proposed for pre-fabricated storage buildings without foundations. Currently the building permit fee for these is based on valuation. A flat \$50 fee is proposed.

Except as noted above, the fees for the common types of applications and for building permits remain unchanged.

FISCAL IMPACT

Revenue would be collected based on the amended fee schedule. Due to the infrequent nature of the missing categories, overall revenue is not expected to increase by more than a few hundred dollars a year at most.

RECOMMENDATION:

Adopt Resolution 2015-01.

AGENDA ITEM NO. _____

RESOLUTION 2015-01

**A RESOLUTION AMENDING THE
PLANNING, ZONING, AND BUILDING FEE SCHEDULE**

WHEREAS, the Planning, Zoning, and Building Fee Schedule was last revised by Resolution 2011-09;

WHEREAS, the City of Cody Code specifies certain applications and/or review procedures that require review by the Planning and Zoning Board and/or the Governing Body of the City of Cody;

WHEREAS, the following amendments to the fee schedule have been prepared with the primary intent of setting fees for types of applications that require Planning and Zoning Board and/or Governing Body review, and have not previously had a fee specified;

WHEREAS, additional modifications to the fee schedule are proposed for the purpose of coordinating language with that used in the City of Cody Code, reducing the conceptual plat and special exemption permit fees, increasing the minor subdivision and fence permit fees, and creating a flat fee for prefabricated storage buildings (rather than valuation based); and,

WHEREAS, the proposed fees are “in line” with the fees established previously by Resolution 2011-09, and bring more parity to all that submit applications for review by the City.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING:

1. The City of Cody Governing Body hereby adopts the following amendments to the Planning, Zoning, and Building Fee Schedule. The amendments are noted in red, with strikeout and underline formatting. Fees not noted below remain unchanged.

PLANNING & ZONING FEES

<u>Description</u>	<u>Fees Per Submittal</u>
	<i>(A fee will be charged for each re-submittal of a plan)</i>
Landscape, Architecture and Sign Plans.....	\$100.00
Minor Commercial Review (windows, doors, awnings, building access or exterior finish).....	\$50.00
Sign Plans (flush, attached wall, projecting, awning, inflatable, freestanding on existing supports mount w/out electricity)	\$25.00
Sign Plans (electrical, freestanding requiring <u>new</u> base structure, <u>electronic message boards or projecting</u>)	\$50.00
Newspaper Vending Machines/Real Estate Brochures/etc.....	\$25.00
Fence Plans requesting height over 6’	\$25.00
Site Plan Reviews	\$0.05 per bldg sq. ft. \$250.00 minimum
Minor Subdivision (5 lots or less).....	\$100.00 <u>\$150.00</u>
Major Subdivision (more than 5 lots)	
Conceptual Plat	\$250.00 <u>\$150.00</u>
Preliminary Plat	\$250.00
Final Plat	\$225 + \$21 per lot
<u>Amendment to Preliminary Plat Approval.....</u>	<u>\$100.00</u>
<u>Amendment to Final Plat (Minor Subdivision).....</u>	<u>\$100.00</u>
<u>Amendment to Final Plat (Major Subdivision).....</u>	<u>\$200.00</u>
Planned Unit of Development (PUD)	
Conceptual Plan <u>Plat</u>	\$250.00
Preliminary Plan <u>Plat</u>	\$250.00
<u>Minor Adjustment.....</u>	<u>\$100.00</u>
<u>Major Adjustment.....</u>	<u>\$200.00</u>
Final Plan <u>Plat</u>	\$225 + \$21 per lot

Vacation of Land <u>or Right-of-Way</u>	\$250.00
<u>Petition for Rezone or Text Amendment to Zoning Ordinance</u> Zone Change Permit	\$350.00
Special Exemption Permit (<u>Exemption from numerical standards</u>).....	\$300.00 200.00
<u>Special Exemption Permit (Similar use determination)</u>	\$300.00
Conditional Use Permit.....	\$250.00
Boundary Line Adjustment.....	\$100.00
<u>House Moving Review by Planning and Zoning Board</u>	\$100.00
<u>Accessory Dwelling Unit in Residential AA zone</u>	\$150.00
<u>Nonconforming Expansions and Changes requiring review under City Code 10-13-06</u>	\$200.00
<u>Annexation or Deannexation</u>	\$500.00
<u>Mobile Home Park Permit (Chapter 9-06)</u>	\$400.00
Variance	\$250.00

****In extraordinary circumstances a research fee of \$25/hour shall apply.**

BUILDING PERMIT FEES

Building Permit (per 1997 Uniform Building Code) Fees based on Valuation of Improvements unless otherwise indicated below. See Attached Chart

Fence Permit (not over 6' in height)	\$15.00 25.00
<u>Pre-Fabricated Storage Building, without foundation</u>	\$50.00
Moving.....	\$25.00
Demolition Permit.....	\$50.00
Drywall	\$15.00
Stucco/Plaster.....	\$15.00
Acoustical T-Bar	\$15.00
Insulation	\$15.00
Fire Suppression / Sprinkler Systems	\$15.00
Masonry	\$15.00
Concrete	\$15.00
Landscaping / Sprinkler Installation	\$15.00
Glass & Glazing.....	\$15.00
Stove Installation	\$15.00
Steel Fabrication & Erection.....	\$15.00
Water Conditioning.....	\$15.00
Siding	\$15.00
Low Voltage Electrical Installation/Telecommunications.....	\$15.00
Residential Re-roof Permit	\$50.00
Elevator Installation.....	\$15.00
Rebar Installation	\$15.00
Commercial Railing Installation	\$15.00
Sheet Metal Fabrication	\$15.00
Conveyor System Installation	\$15.00
Asbestos Abatement.....	\$15.00
Ground Stabilization/Mud Jacking	\$15.00
Sign/Awning Installation	\$15.00

PASSED, APPROVED AND ADOPTED THE 20th day of January 2015.

Nancy Tia Brown, Mayor

Attest:

Cynthia Baker, Administrative Services Officer

MEETING DATE:	JANUARY 20, 2015
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	STEVE PAYNE
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEVE PAYNE

AGENDA ITEM SUMMARY REPORT

Speed Limit on 16th Street from Bleistein Ave. To The Belfry Highway

ACTION:

Authorize the Mayor to send a letter to the Wyoming Department of Transportation (WYDOT) requesting that they increase the Posted Speed Limit on 16th Street from Bleistein Ave. to the Belfry Highway to 30 MPH while leaving the blinking regulatory lights in place to reduce the Speed Limit from 30 MPH to 20 MPH during the a.m. and p.m. hours when school is opening and dismissing.

BACKGROUND:

The Mayor and Council may recall that during the spring of 2014 the City of Cody, the School District, WYDOT and the Highway Patrol were asked by a local citizen to do more regarding speed enforcement on 16th Street between Bleistein Ave. and the Belfry Highway. Specifically, the citizen felt that the general populace was willingly violating the Posted Speed Limit in this area of the City and the entities listed above were doing little to anything regarding enforcement. Further, it was alleged that the increased speeds that people were traveling was possibly putting school children in jeopardy as they attempted to cross 16th Street.

After several meetings with the citizen to discuss the issues and the challenges, WYDOT did a speed study along 16th Street, in the corridor in question, to determine what speed people were traveling. The speed study determined that the majority of people were violating the posted speed limit both during school times and during the rest of the day. The Study also determined however, that the 85th percentile speed was 30 MPH and that the Posted Speed Limit in the area should be raised from the currently posted 25 MPH to 30 MPH.

It was decided that before any recommendations were made relative to increasing the speed limit, WYDOT would post additional signage, the City Police Department and Highway Patrol would step up enforcement actions and the speed trailer would be placed in the area as an extra measure to remind people of the posted speed limit. Following months of increased law enforcement, new signage and placement of the speed trailer a new speed study was completed. Once again, the speed study indicated that the driving public were exceeding the posted speed limit and once again the 85th percentile speed was 30 MPH. WYDOT once again recommended increasing the speed limit to 30 MPH. The recommendation of WYDOT was forwarded to the City Traffic Committee and to the Park County School District for their input. Both the Traffic Committee and Park County School District support the recommendation WYDOT recommendation (see attached letter from Park County School District No. 6).

Staff thought it might be helpful to the Council to get a little more information about how speed limits are set. Herein following is some information the Council may find helpful in making a decision on this issue.

The Federal Highway Administration indicates that “The management of speed through appropriate speed limits is an essential element of highway safety. Appropriate speed limits are a prerequisite for effective and sustainable speed management. In terms of traffic law, speed limits should reflect the maximum reasonable and safe speed for normal conditions. That is speed limits should be acceptable as reasonable by most drivers and separate high and low risk speed behavior.”

AGENDA ITEM NO. _____

The Manual of Uniform Traffic Control (MUTCD) indicates that the maximum speed limits posted as the result of a study should be based primarily on the 85th percentile speed, when adequate speed samples can be secured. The 85th percentile speed is a value that is used by many states and cities for establishing regulatory speed zones. Wyoming is one of the states that utilizes the 85th percentile speed as guidance for appropriately posting speed limits. The theory regarding the use of the 85th percentile speed is as follows:

- the large majority of drivers:
 - are reasonable and prudent
 - do not want to have a crash
 - desire to reach their destination in the shortest possible time
- a speed at or below which 85 percent of people drive at any given location under good weather and visibility conditions may be considered as the maximum safe speed for that location.

The results of numerous and extensive “before-and-after” studies substantiates the general propriety and value of the 85th percentile criterion.

ALTERNATIVES

1. Approve as presented
2. Leave the current posted Speed Limit unchanged
3. Recommend alternatives.

RECOMMENDATION

Staff recommends the Council authorizes the Mayor to send a letter to the Wyoming Department of Transportation (WYDOT) requesting that they increase the Posted Speed Limit from Bleistein Ave. to the Belfry Highway to 30 MPH while leaving the blinking regulatory lights in place to reduce the Speed Limit from 30 MPH to 20 MPH during the a.m. and p.m. hours when school is opening and dismissing.

ATTACHMENTS

Park Co. School Dist. No. 6 letter dated November 4, 2014

AGENDA & SUMMARY REPORT TO:

N/A



CODY PUBLIC SCHOOLS

Park County School District No. 6
919 Cody Avenue, Cody, WY 82414
PH: 307-587-4283 FAX: 307-527-5762

November 4, 2014

Steve Payne
Director of Public Works
City of Cody
1338 Rumsey Ave.
Cody, WY 82414

Dear Mr. Payne:

The Park County School District No. 6 Board of Trustees received a copy of the traffic study that was conducted on 16th St./Big Horn Ave in Cody. The Board of Trustees has not taken formal action on the study but if the City of Cody and WyDOT are recommending that portion of 16th Street return to a speed limit of 30 mph, my recommendation to the Board of Trustees will be to yield to the expertise of those entities and support the recommendation to change the speed limit. The 20 mph school zone speed limit would remain in effect during a.m. and p.m. hours when school is opening and dismissing.

On another note, the Board of Trustees has discussed the need for a pedestrian crossing at Big Horn Ave., near Freedom Street. We have a number of elementary and middle school students who cross Big Horn Ave. (5 lanes of traffic) on their way to and from Cody Middle School. Although we have advised students to ride school busses to and from their homes, we have no way of enforcing that requirement. In the interest of student safety, we are encouraging the City of Cody to work with WyDOT to implement a system that ensures safe pedestrian crossing.

Thank you for consideration of this request. If you have questions please contact me at (307) 213-0848.

Sincerely,

Ray Schulte, Ed.S.
Supt. of Schools

Park Co. School Dist. No.6