

# WORK SESSION AGENDA



**Casper City Council**  
**City Hall, Council Chambers**  
**Tuesday, February 9, 2021, 4:30 p.m.**

**COVID-19 precautions are in effect at Council meetings. All Council meetings including Work Sessions are held in Chambers. Entrance to the meetings is the east door off David Street. Upon entry you will be asked to sign-in for contact tracing purposes. Face coverings are required. Seating has been gridded into six feet distances. Seating capacity for the public is fifteen seats. Media will be given priority for seating. Public input via email is encouraged: [CouncilComments@casperwv.gov](mailto:CouncilComments@casperwv.gov)**

| <b>Work Session Meeting Agenda</b>   |  | Recommendation      | Allotted Time | Beginning Time |
|--|--|---------------------|---------------|----------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested |  |                     |               |                |
| 1.   | Council Meeting Follow-up <ul style="list-style-type: none"> <li>Prostitution Ordinance Amendment</li> </ul> |                     | 5 min         | 4:30           |
| 2.   | Police Building  | Information Only    | 30 min        | 4:35           |
| 3.   | Annexation of East Robertson Road Addition Update  | Information Only    | 40 min        | 5:05           |
| 4.   | Utility Rate Model Review  | Direction Requested | 20 min        | 5:45           |
| 5.   | Liquor License Renewal & Police Report Discussion  | Information Only    | 20 min        | 6:05           |
| 6.   | Agenda Review  |                     | 20 min        | 6:25           |
| 7.   | Legislative Review   |                     | 20 min        | 6:45           |
| 8.   | Council Around the Table   |                     | 10 min        | 7:05           |
| Approximate End Time:  |  |                     |               | 7:15           |

*\*Please silence cell phones during the meeting\**

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

February 1, 2021

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Keith McPheeters, Chief of Police *KMP 307*  
Shane Chaney, Police Captain *SC*  
SUBJECT: Casper Police Department Proposed New Police Building

**Meeting Type & Date**

Council Work Session  
February 9, 2021

**Action type**

Information only

**Recommendation**

That Council, review the information provided regarding the feasibility and needs assessment completed for the Casper Police Department, Municipal Court and Public Safety Communications, and provide direction to the staff.

**Summary**

The Casper Police Department has outgrown its current facility at the Hall of Justice. Currently, police services and employees are scattered in different locations across the city, including the City Center Building, the Nerd Gas Building, and the Market Street Garage (Marathon Building). The City of Casper rents space for its two most critical public safety operations at the Hall of Justice and at the Nerd Gas Building. Currently, operational efficiency is hampered by staff being dispersed across multiple buildings, the cramped conditions inside the Hall of Justice, and the use of spaces not designed for public safety purposes. Currently, storage closets and janitorial spaces have been converted into office spaces. Offices meant to hold one workspace now have three people juggling to use the limited space. Existing facilities have no capacity to accommodate future growth.

In October 2018, an RFP was commissioned for a feasibility study and space needs assessment for the Police Department. Police Facility Design Group, PA, represented by James Estes, a nationally recognized industry expert in police facilities, was the consultant selected to complete the assessment. Mr. Estes assessed the physical conditions and operational efficiency of our facility and evaluated the feasibility of our current facilities for future growth. Additionally, thorough research was conducted to determine the future space and operational needs for the Police Department, Municipal Court, and Public Safety Communications. The results of the needs assessment confirmed that, *today*, rather than the 40,000 ft<sup>2</sup> which we currently use, (comprised of oftentimes unusable or inappropriate space), the Casper Police Department should have 74,000 ft<sup>2</sup> just to maintain operational efficiency. By 2039, those needs would expand to be more than 85,000 ft<sup>2</sup>.

Not just focusing on new construction, Mr. Estes' research also provided several different options to include renovating the Hall of Justice and other vacant buildings in town.

**Financial Considerations**

Funding for this project will come from Capital One Cent funds

**Oversight/Project Responsibility**

Keith McPheeters, Police Chief  
Shane Chaney, Police Captain

**Attachments**

**Executive Summary & Presentation**

**INTRODUCTION**

The scope of service as stated in the RFP issued on October 10, 2018 is as follows:

The Scope of Services required includes evaluating the current conditions and anticipated needs of both the Police Department and the Fire-EMS Administration and Station No. 1. Consultants are to ultimately provide the assessment and practicality for potential options for both departments. The options to be studied and presented for each department are: 1) remain in the municipal campus setting and provide additions/remodels to current locations; 2) relocate the departments to new sites within proximities appropriate for the utmost functionality; and 3) a combination of one department or the other remaining within the municipal campus while relocating one department or the other to a new location.

The study report document is provided in two volumes 1 - contained herein – covers the entirety of the work scope involving the Police Department and Courts. Volume 2 covers the entirety of the work scope pertains to the Fire Department and EMS.

**Primary activities and objectives of the Needs Study are as follows:**

- Define current personnel, activities, and support functions.
- Document projected staffing increases.
- Determine current and future facility space requirements.
- Determine operational relationships of the personnel, activity, and support spaces.
- Develop site requirements.
- Determine the minimum site requirements necessary to develop a new facility
- Analyze sites that have been identified for possible project development.

- Perform an evaluation of the existing facility's capacity to meet current and future needs of the Police and Courts.
- Perform an evaluation of other properties with existing building structures for development to meet the needs of the Police and Courts.
- Estimate building and site development construction costs for identified development scenarios and compare and contrast both, strengths and weaknesses of each development scenario and project costs.

**STUDY PROCESS**

The study process began with on-site meetings on April 9<sup>th</sup> – 11<sup>th</sup>, 2019 with James Estes and JoLaina Greenhagen of Police Facility Design Group, and managers and personnel of the Casper Police Department and Courts. Information-gathering meetings provided an understanding of present and future department functions. Discussions with department representatives focused on how they currently operate, and how they could operate more efficiently without consideration for the way they currently operate under the constraints imposed by their existing building. To assist the architects in developing a facility program, one aspect of the meetings catalogued current budgeted personnel, and looked at the accessory support space they need to conduct routine operations. A tour of the existing facilities was conducted to support documentation of deficient conditions and typical usage of current space.

**The following outlines the details of the process, which resulted in the final outcome documented in this report:**

- Meetings were conducted in group interview format. This provided the insight into what makes these specific departments unique, and how the law enforcement in the region is evolving. This is followed by a similar discussion

**CASPER POLICE AND COURTS  
CASPER, WYOMING**

pertaining to each department and how the issues they face are impacted by their facility. Department personnel are asked to think beyond the envelope of how they currently operate, focusing on how they should operate if not for the constraints of deficient space. Understanding these factors, blended with the understanding of traditional law enforcement space needs, allows the development of a building program specifically tailored to the needs of Casper Police Department and Court personnel.

- Development of a list of optimal functional elements for current needs, through meetings and/or surveys with department administrators, provided a breakdown of the proposed building into each distinct element. (Functional elements are comprised of personnel, activities, and accessory support space. The list includes each distinct function, which in the design phase will become a room or space). Utilizing department personnel input, these elements are increased where necessary to meet the anticipated future needs.
- Utilizing PFDG's database developed from nearly 300 similar facilities around the country, space is established for each functional element based upon space standards necessary to accommodate specific operations. This method brings credibility to the establishment of the building size (which directly affects construction costs), and provides the highest level of assurance that the facilities will be useful at building occupancy, and for an acceptable time period in the future.
- Optimal internal adjacencies, or spatial relationships, between personnel, activities, and corresponding support functions are developed with the assistance of department

personnel and reflected in the preliminary plan layout. Input to the architects through this process allows Casper personnel the opportunity to influence how the building will ultimately be designed to meet their department's specific operational needs.

- Develop alternative building configurations to establish probable building footprints. Establish parking and other site use elements. Develop site density usage to determine the minimum and maximum site area requirement for building development.
- Identify the various scenarios for developing facilities that will support the programmatic requirements. These include; new facility construction, modification and reuse of the existing facilities, and potential use of existing buildings on identified properties.
- Estimate construction costs to develop facilities for each scenario. Estimates are derived by applying current square footage and unit costs for police and court facilities built around the country, adjusted to the Casper region. PFDG maintains a cost database compiled from new facilities planned by PFDG and buildings planned by others. Utilizing typical square footage costs ensures that the building construction budget is sufficient without being overly ambitious.

**Personnel Growth Accommodation**

While well designed public safety buildings can be renovated to support future growth of the occupying department, the fortified nature of the building's construction, along with the distributed placement of future staff throughout the building, makes renovation and expansion of the building to accommodate personnel growth in a department extremely costly. Like public safety departments all over the country, Casper elected to plan for a building that will support 20-years of staff growth. This 20-year planning period reflects the point at which the building would – theoretically – be a perfect fit for the Casper Police Department, though the building may effectively support the department's space needs for many years after that period without significant expansion, based on how the City of Casper and the Department actually grow.

Given that the number of personnel in the department is the primary determinant of the space requirement, a properly sized building requires projecting the appropriate number of personnel who will occupy the building. Architects worked with public safety managers in ascertaining likely personnel growth in the department over the next 20-years. These discussions were informed by current City of Casper population estimates, US census information and historical population increase rates over the last several decades. Current personnel counts were adjusted to reflect understood increases in staffing that should occur in the short term. The department personnel increase forecasted to the future reflects an understanding that the level of service to the citizens of Casper should be maintained.

| <b>DEPARTMENT DIVISION</b>     | <b>2019<br/>PERSONNEL</b> | <b>2039<br/>PERSONNEL</b> |
|--------------------------------|---------------------------|---------------------------|
| Administration                 | 6                         | 9                         |
| Support Services               | 13                        | 22                        |
| Evidence & Property            | 3                         | 4                         |
| Communications                 | 21                        | 27                        |
| Investigations                 | 17                        | 25                        |
| Patrol                         | 91                        | 118                       |
| <b>POLICE PERSONNEL TOTALS</b> | <b>151</b>                | <b>205</b>                |
| Court                          | 10                        | 18                        |

**National Space Standards**

Once all personnel, activities, and support functions were identified through group meetings, square footage was assigned to each element. A determination of space for each element can be very subjective. Therefore, accurately assigning the appropriate amount of space is based upon area derived from a database of previously designed facilities and tailored to fit the way the Casper Police Department and Court needs to operate. One component factored into the determination of space assigned to a specific Functional Element is the use of planning standards for public safety facilities. This can come in many forms but is primarily related to the size of a workstation, seating, or table requirement to perform a task, or multiple tasks within the functional element. It can also be a standard for a room size based on the area required to perform a known set of tasks. Application of space standards protects against overbuilding or premature obsolescence from providing a space of insufficient size.

## SPACE NEEDS PROGRAMMING

A summary of the space needs requirements for the Casper Police Department and Court is listed in the table below.

| <b>DIVISION</b>                    | <b>2019<br/>SPACE</b> | <b>2039<br/>SPACE</b> |
|------------------------------------|-----------------------|-----------------------|
| Administration                     | 1,790                 | 2,340                 |
| Support Services                   | 6,395                 | 7,540                 |
| Evidence & Property                | 3,405                 | 3,860                 |
| Communications                     | 2,850                 | 3,855                 |
| Investigations Division            | 4,890                 | 5,740                 |
| Patrol Division                    | 4,070                 | 4,740                 |
| Detainee Intv./ Interrog.          | 2,270                 | 2,270                 |
| General Building Support           | 10,880                | 12,881                |
| <b>Subtotal (Net Area)</b>         | <b>36,550</b>         | <b>43,226</b>         |
| Accessory Space                    | 1,097                 | 1,297                 |
| Circulation Space                  | 10,165                | 12,021                |
| Walls & Unusable Space             | 4,303                 | 5,089                 |
| <b>Police Building Total</b>       | <b>52,114</b>         | <b>61,633</b>         |
| Court                              | 6,015                 | 7,365                 |
| Accessory Space                    | 180                   | 221                   |
| Circulation Space                  | 1,549                 | 1,896                 |
| Walls & Unusable Space             | 697                   | 853                   |
| <b>Court Building Total</b>        | <b>8,441</b>          | <b>10,336</b>         |
| Fleet Garage                       | 6,050                 | 6,050                 |
| Range/ Training                    | 6,345                 | 6,345                 |
| Walls & Unusable Space             | 1,116                 | 1,116                 |
| <b>Fleet Garage &amp; Training</b> | <b>13,511</b>         | <b>13,511</b>         |
| <b>TOTAL</b>                       | <b>74,066</b>         | <b>85,479</b>         |

## CASPER POLICE AND COURTS CASPER, WYOMING

## SITE DEVELOPMENT SCENARIOS

With the establishment of the space need program above, the focus of the report turns to identifying and evaluating development scenarios that provide the best outcome for designing and constructing facilities that meet the programmed space and provide the best long-term value.

Four development scenarios were identified. They include, 1) Reuse of the existing Hall of Justice by renovating existing space and expanding the floor space by constructing a new addition, attached to, and/or immediately adjacent the current structure; 2) a building of new construction on a clean site to be identified; 3) renovate and expand the former Sears space in the East Ridge Mall; and, 4) renovate and expand the former Star-Tribune building.

*The cost estimates associated with each development scenario reflect building and site construction cost today for comparison. Other project costs for design and engineering, FF&E, and future escalation require consideration.*

**Option 1, Hall of Justice.** Evaluating the Hall of Justice also included consideration of Police use space in other structures in close proximity to the Hall of Justice. These “other” buildings are the City Center Building and the Market Street Garage and Storage Building. Public safety departments the size of Casper recognize that dispersing staff across multiple buildings is operationally inefficient. The remedy for addressing this deficiency is, typically, to construct buildings that house all staff under a single roof. This is especially true for the Administrative, Support Services, and Investigations Divisions, including all storage needs these divisions require. For this reason, a long-term solution that includes the continuing use of the Hall of Justice necessitates the abandonment of the City Center and Market Street buildings, and

moving their functions into the renovated Hall of Justice. Any renovation and expansion to the Hall of Justice assumes that the County would agree to the plan. Casper Police currently occupy about 22,000 square feet of space that could reliably be considered for their continued use. Given this relatively small percentage of the area requirement of the programmed space need, a new construction addition would make up a significant portion of the overall project.

Construction of any attached structure to an existing structure carries additional risk with regard to construction conditions that are difficult to predict prior to the occurrence of actual construction. This means costs can be harder to estimate early and the risk of Change Orders increases. Minimizing the impact on ongoing operations in the existing building while construction occurs immediately adjacent is also challenging to both operations and construction. How contractors react in their pricing to this added complexity is also difficult to predict in preliminary estimates.

Opting to advance the Hall of Justice development scenario carries with it many hurdles to bringing the existing space up to meet the requirements of current codes and ADA requirements. Yet the greatest challenge with Option 1 involves the identification of sufficient site area immediately adjacent that will support the required footprint addition. After considering the potential for street closures to accommodate the added footprint and determining the undesirable nature of this, combined with extensive costs associated with utility relocation, our evaluation determined that if an expansion to the Hall of Justice was the preferred development scenario to advance, the most reasonable option to put forth would be the placement of it on the current County parking lot to the immediate south of the Hall of Justice.

The proposal developed under this option would be the

**CASPER POLICE AND COURTS  
CASPER, WYOMING**

development of a basement level parking garage with two floors built over it. This garage would replace County parking lost to the building footprint built upon it. The two floors of Police and Courts space built above the basement garage would meet the programmed space need.

The only probable solution to this option, when paired with the basement garage parking to replace the existing County parking results in new construction of square footage nearly identical to that of a new building on an unidentified site, in addition to the renovated space in the existing Hall of Justice.

Even with the County parking lot, the site area is less than two acres and relies on the current parking lot across the street for police vehicles. Even with a new building addition, the current parking situation is not addressed and remains inadequate.

**Hall of Justice Cost:**

|                                |                     |
|--------------------------------|---------------------|
| Renovated Space                | \$ 5,387,520        |
| New Addition                   | \$28,806,163        |
| Site Development               | <u>\$ 962,000</u>   |
| <b>Total Construction Cost</b> | <b>\$35,155,683</b> |

|                  |      |
|------------------|------|
| Acquisition Cost | \$ 0 |
|------------------|------|

**Option 2, new construction on an unidentified site.** New facilities are the most predictable with regard to meeting an expected outcome while maintaining an established budget. Starting with a clean slate is the best way to ensure that all planning objectives can be met as there are few if any existing impediments to impact the goals. Our planning for new facilities is based on planning standards for police facilities built around the Country, tailored to Casper's specific needs. This ensures credible planning solutions with regard to space, quality, and cost.

While our planning proposal for new construction is based on an

actual site centrally located in Casper, this option could be developed on most any desired property of approximately eight acres in Casper. Our planning for new construction on eight acres affords design flexibility of the building structure, sufficient parking with designated and secure parking for Police fleet vehicles, and room for expansion beyond the needs of the 20-year planning period. New construction on a sufficient site will serve not only the Casper Community today, but for the next generation to come.

**New Construction:**

|                                |                     |
|--------------------------------|---------------------|
| Renovated Space                | \$ 0                |
| New Space                      | \$33,007,175        |
| Site Development               | \$ 2,478,920        |
| <b>Total Construction Cost</b> | <b>\$35,486,095</b> |

Acquisition Cost (Undetermined)

**Option 3, former Sears space, East Ridge Mall.** The former Sears space consists of approximately 70,000 square feet of enclosed space on one level. The interior is relatively open and unobstructed which would minimize demolition cost prior to renovating the interior. The requirement for new expanded space is relatively small at about 15,000 square feet. The site area the shopping center will commit to dedicating to the City project is relatively undetermined, but the potential for space is more than sufficient to meet the programmed requirement. Most of this site area is currently constructed as parking and most of it would be used for parking in the public safety project.

While our evaluation has determined that there is an opportunity for construction cost savings versus new construction there are serious concerns. Chief among these concerns is the party wall the Police Department would share with an unknown neighbor in the adjacent mall space. Additionally, the mall is designed as retail space and is intended to move large numbers of both pedestrians

**CASPER POLICE AND COURTS  
CASPER, WYOMING**

and vehicles through it and around it. Sound security planning for public safety facilities intends to control and minimize traffic around the building and is in opposition to this style of planning use.

The design of this space to serve a large retail tenant results in a high floor to deck ratio when compared to most public safety buildings. At approximately 22 feet for the former Sears space, this compares to a height of about 14 feet for most police buildings. The taller space results in a much greater volume of space within the building insulation envelop and would result in substantially higher energy costs year after year.

As stated prior, our evaluation concludes that there is an opportunity to see construction cost savings in renovating and expanding this space. But this savings may be decreased or even eliminated depending on a final agreed upon sales price.

**East Ridge Mall:**

|                                |                     |
|--------------------------------|---------------------|
| Renovated Space                | \$19,663,920        |
| New Addition                   | \$ 5,047,830        |
| Site Development               | \$ 2,642,000        |
| <b>Total Construction Cost</b> | <b>\$27,353,750</b> |

Acquisition Cost (TBD, Est. 3-8 million)

**Option 4, Star-Tribune Building.** The existing building structure consists of approximately 47,000 square feet and will require a new building addition of 38,000 square feet to meet the programmed need. The building itself is complex and cut up in its massing and may create difficulties in efficiently using space. The new addition to the existing building would be required to be a two-story space and, again, does not lend itself to working well with the odd shaping of the existing structure.



The current star-Tribune site area is just over 4 acres. The existing programmed space requirement including building and parking fit on the existing site but are extremely tight. The railroad tracks and potential for a hazardous chemical spill merely feet behind the building represent a threat to a 24/7 critical use building operation such as that of a police building. Additionally, the building sits at an undesirable location for a public safety building being at the end of a dead-end road.

When the acquisition cost of the property is factored in along with the prudent long-term need to acquire some additional acreage for future needs, the final project costs are similar to that of new construction.

**Star-Tribune Building:**

|                                |                     |
|--------------------------------|---------------------|
| Renovated Space                | \$15,261,439        |
| New Addition                   | \$15,017,220        |
| Site Development               | <u>\$ 1,642,000</u> |
| <b>Total Construction Cost</b> | <b>\$31,920,659</b> |

Acquisition Cost (TBD, Est. 2.8 million)\*

\*Does not include additional adjacent properties desired

**SUMMARY CONCLUSION**

Deficiencies in the current facilities are readily apparent with the most obvious being a severe shortage of space to conduct routine public safety operations. The Department currently occupies approximately 40,000 square feet of space in three different buildings, plus space on a long-term lease for Communications. This is just over one-half of the space the Department needs today, and less than half the space (46%) they will need in 20-years. Given the space is not in one single building makes the space shortage

**CASPER POLICE AND COURTS  
CASPER, WYOMING**

and operational efficiencies even worse.

Further issues relate to the age and condition of the existing facilities, ADA and code deficiencies, and security weaknesses. The existing facility and site do not appear to be a viable candidate for long-term police department and court usage as it cannot support parking needs and long-term future growth. The expense, as well as the impact to ongoing law enforcement operations, to correct deferred maintenance issues and to marginally address space issues does not appear to be a prudent investment of public funds. These issues are further complicated due to a lack of total control over the building environment given County ownership of the building.

Making a determination as to the feasibility for renovating any building assumes the building to be renovated can be made to perform functionally on par with that of a new building, and how the cost to do so compares to that of new construction. Each of the three identified renovation scenarios can be compared to the scenario involving new construction for comparison.

Without designing final plan layouts for each renovation scenario, we did develop detailed cost estimates for each based on our extensive experience with this building type. Given our attention to ensuring that we adequately covered all costs we would anticipate, it must be acknowledged that renovation projects are, and will, always be riskier to predict what construction costs will actually be when contractors bid the work. This is because they have to assess the cost risks they face when performing work on and around ongoing business operations of the police department, delays associated with phased projects, and uncovering unforeseen conditions once they “tear” into the project.

Given the greater uncertainty of predicting costs associated with

renovation projects, the lower predictability with regard to maximizing the functional outcome of same due to the impact of existing facility constraints on the design, we believe new facility construction is likely to result in the best long-term value and would recommend it as the best investment if constructed on a site of eight or more acres.


Of the renovation/ expansion scenarios, the East Ridge Mall represents the best opportunity for success of these. It presents a building envelop configuration that would appear to readily support the placement of the programmed space in an efficient manner. We can predict with a good degree of accuracy what systems will need to be replaced and their cost. And our best detailed estimates reflect a significant enough savings that even if we encounter construction conditions that require unforeseen expenditures, the overall project will still result in cost savings. But this savings does come with a security compromise given the party wall, surrounding traffic, and open access all around the building exterior.

We believe the Star-Tribune Building is not a good candidate for consideration. While we like its overall location in the community, the railroad tracks and dead-end street give us cause for concern. Making a substantial investment in such a small site that will not support future expansions, requires the acquisition of neighboring properties to be viable for long-term value. And we think the existing building configuration and structure lends difficulty towards achieving a successful design outcome.

We do not believe the existing Hall of Justice is worthy of further consideration for continuing use for police operations. The existing space is poor and would be expensive to bring up to standard. The separate buildings concept should be abandoned. The resulting development of this option would be the equivalent of building a totally new building in an area where the land to

support it is not available, and the location is difficult to construct upon.

**CASPER POLICE AND COURTS  
CASPER, WYOMING**



**PHASE 1 - SPACE NEED ASSESSMENT  
& FEASIBILITY STUDY  
Police Headquarters and Courts  
CASPER, WYOMING**



**POLICE  
FACILITY  
DESIGN  
GROUP**

**January 30, 2020**





# THE STUDY PROCESS

DEVELOP PROGRAM

ESTABLISH EXISTING  
FACILITY DEFICIENCY

IDENTIFY & EVALUATE  
DEVELOPMENT SCENARIOS

DEVELOP COST

COMPARE SCENARIOS

# PROGRAMMING

Interactive with Staff

Experienced Guidance

National Standards

Planned Growth

Tailored to Casper PD





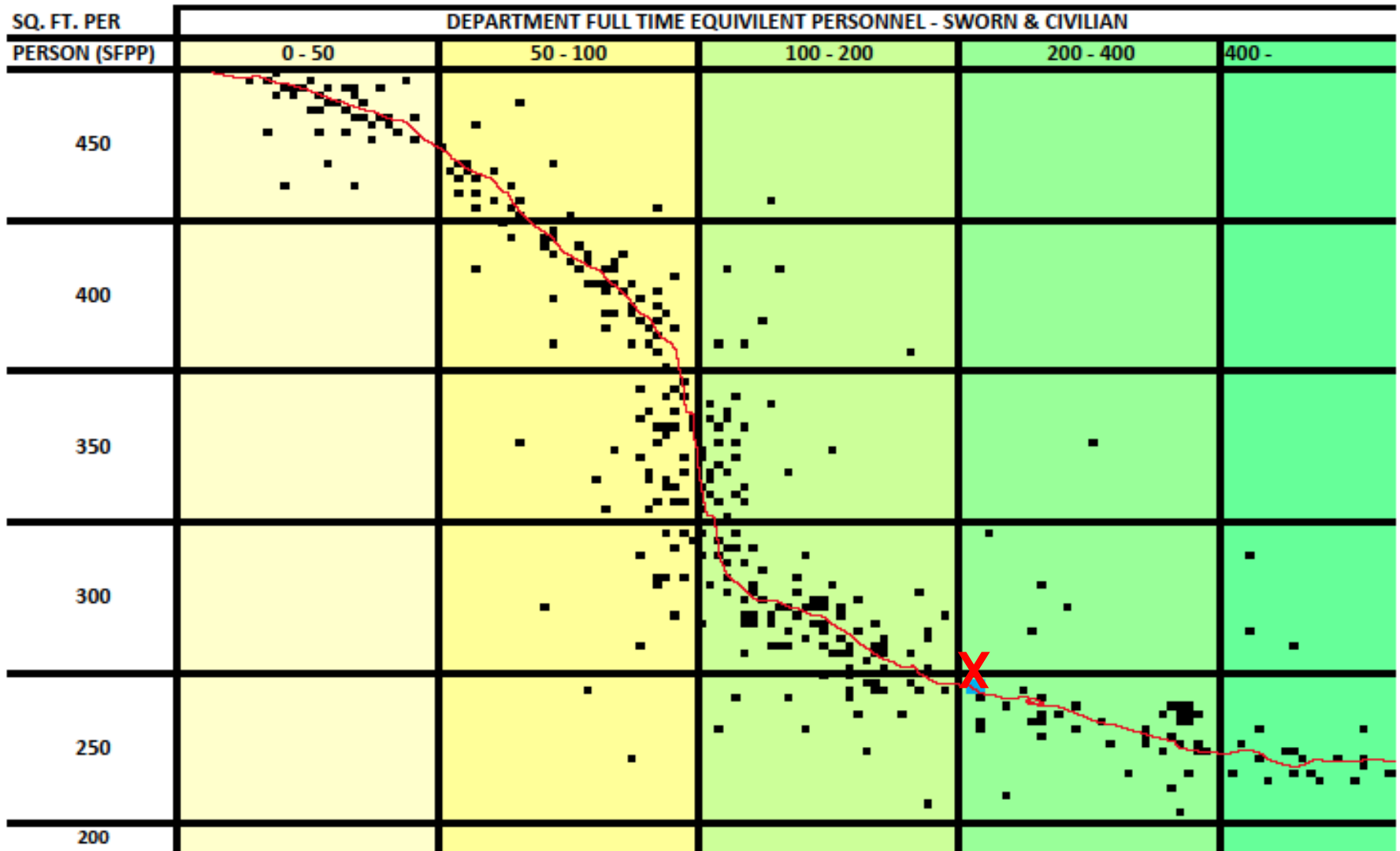
# SPACE NEEDS

## POLICE BUILDING:

|                                      |            |               |            |               |
|--------------------------------------|------------|---------------|------------|---------------|
| ADMINISTRATION                       | 6          | 1,790         | 9          | 2,340         |
| SUPPORT SERVICES                     | 13         | 6,395         | 22         | 7,540         |
| EVIDENCE and PROPERTY COMMUNICATIONS | 3          | 3,405         | 4          | 3,860         |
| INVESTIGATIONS DIVISION              | 21         | 2,850         | 27         | 3,855         |
| PATROL DIVISION                      | 17         | 4,890         | 25         | 5,740         |
| DETAINEE INTERROGATION               | 91         | 4,070         | 118        | 4,740         |
| GENERAL BUILDING SUPPORT             | 0          | 2,270         | 0          | 2,270         |
|                                      | 0          | 10,880        | 0          | 12,881        |
| <b>SUBTOTAL (Net Area)</b>           | <b>151</b> | <b>36,550</b> | <b>205</b> | <b>43,226</b> |
| <b>POLICE BUILDING TOTAL</b>         |            | <b>52,114</b> |            | <b>61,633</b> |
| <br>                                 |            |               |            |               |
| COURTS                               | 10         | 6,015         | 18         | 7,365         |
| COURTS TOTAL                         |            | 8,441         |            | 10,336        |
| <br>                                 |            |               |            |               |
| GARAGE BUILDING SUBTOTAL             |            | 6,595         |            | 6,595         |
| <br>                                 |            |               |            |               |
| FIRING RANGE BUILDING SUBTOTAL       |            | 6,916         |            | 6,916         |
| <br>                                 |            |               |            |               |
| <b>BUILDING GRAND TOTAL</b>          |            | <b>74,066</b> |            | <b>85,480</b> |

# CURRENT SPACE SUMMARY

|                             |                   |     |
|-----------------------------|-------------------|-----|
| EXISTING POLICE             | 46,260 SF         |     |
| TODAY'S NEED                | 65,625 SF         | 70% |
| FUTURE NEED                 | 75,143 SF         | 62% |
| LEASED (COMM.)              | - 6,500 SF        |     |
| POOR (MSG)                  | <u>- 5,000 SF</u> |     |
| SERVICEABLE                 | 34,760 SF         |     |
| TODAY'S NEED ADJUSTED SHORT |                   | 53% |
| FUTURE NEED ADJUSTED SHORT  |                   | 46% |

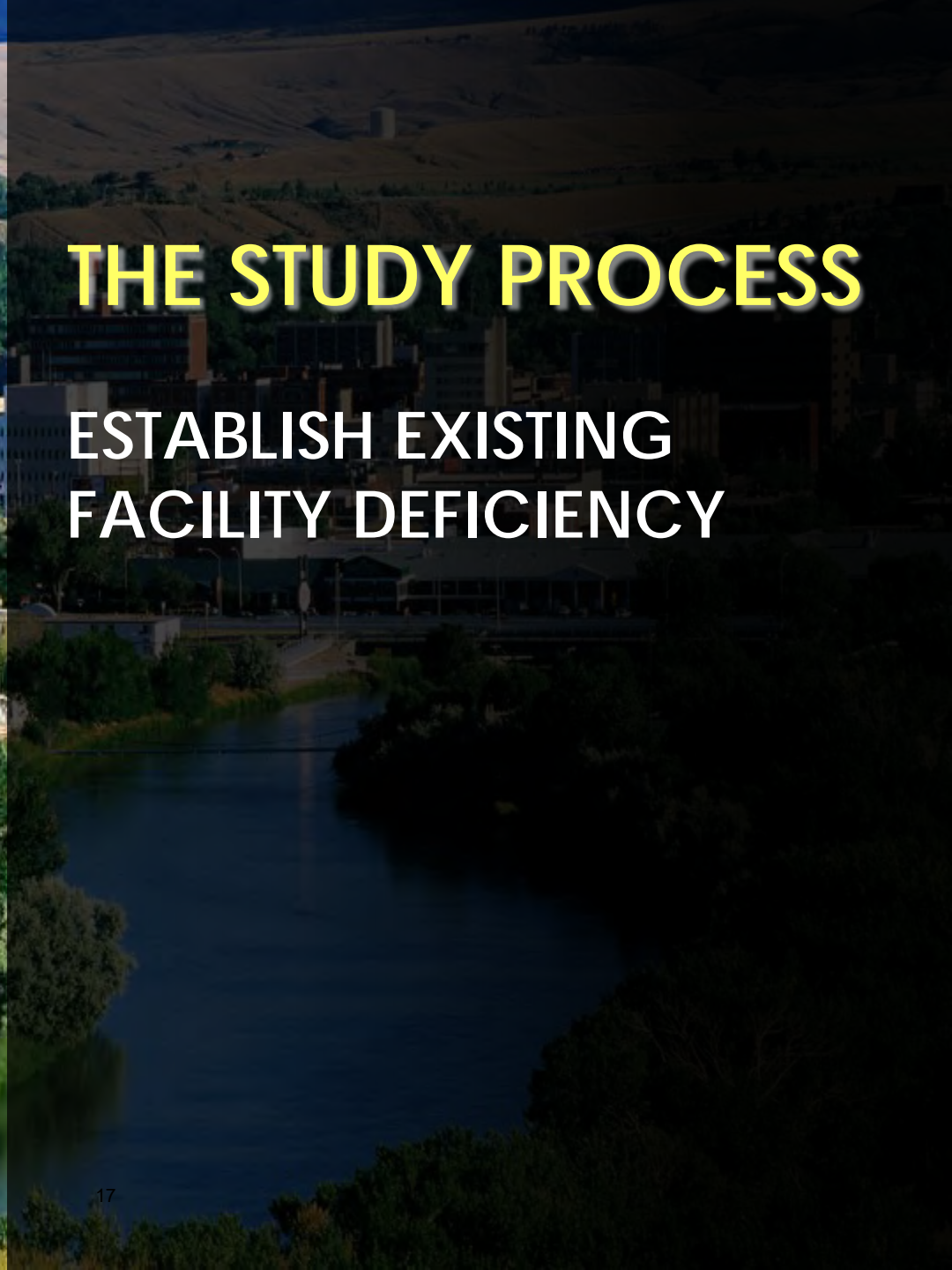




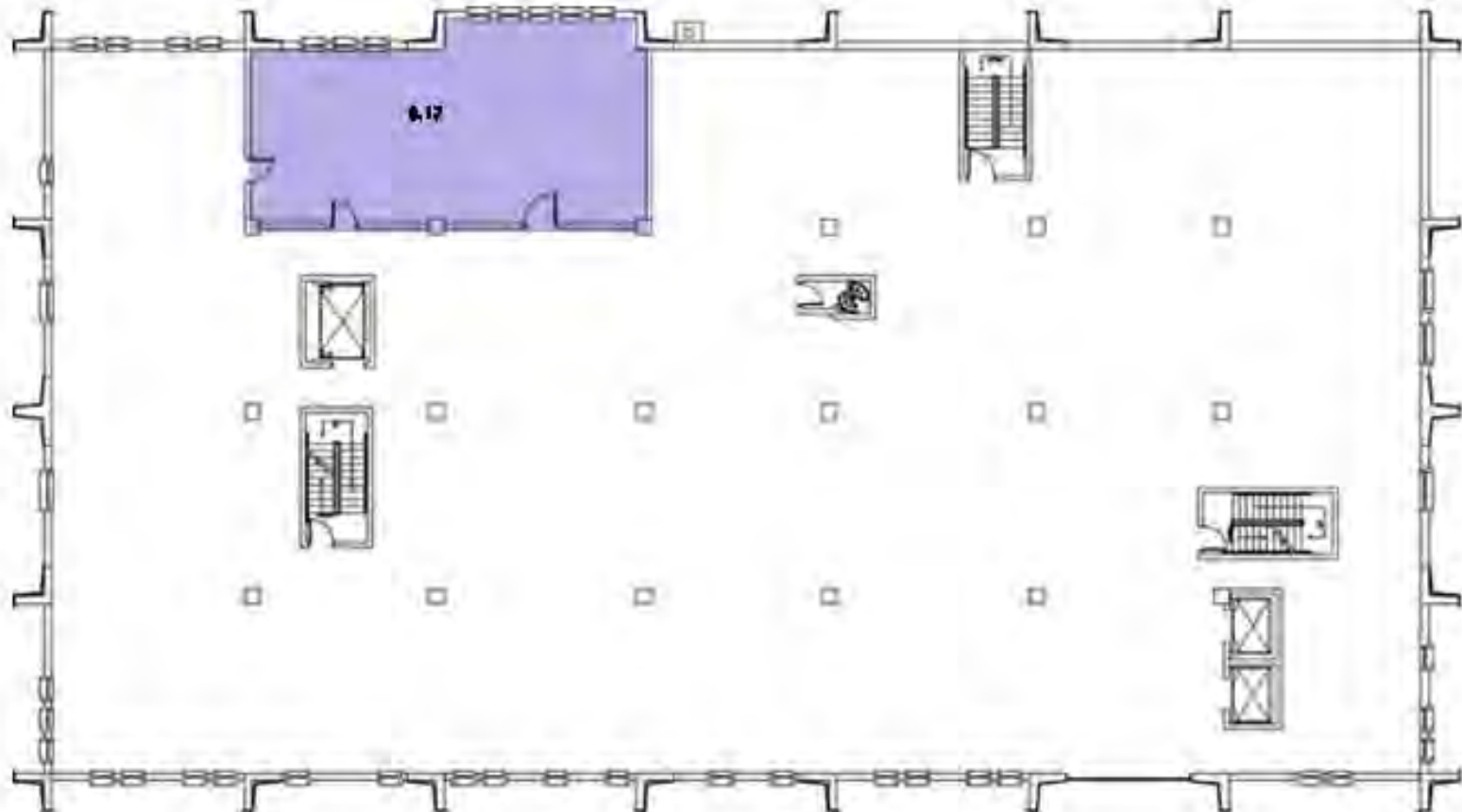


# THE STUDY PROCESS

ESTABLISH EXISTING  
FACILITY DEFICIENCY



# EXISTING SPACE USAGE



## LEGEND

- 1. Administration
- 2. Support Services
- 3. Evidence & Property
- 4. Dispatch
- 5. Investigations
- 6. Patrol

Second Floor Plan

# HALL OF JUSTICE

# EXISTING SPACE USAGE



**City Center Basement**



**City Center Level 1**

## LEGEND

1. Administration
2. Support Services
3. Evidence & Property
4. Dispatch
5. Investigations

# CITY CENTER BUILDING

# EXISTING SPACE USAGE



**Marathon Second Floor**

## MARKET STREET GARAGE



# OPTION 1: HALL OF JUSTICE

## CASPER POLICE HQ

Write a description for your map.

### Legend

-  Casper
-  Casper Fire
-  Feature 1
-  Head Start
-  Macy & Associates LLC
-  Natrona County Courthouse

3 STORY  
ADDITION WITH  
BASEMENT  
PARKING

EXISTING  
BUILDING





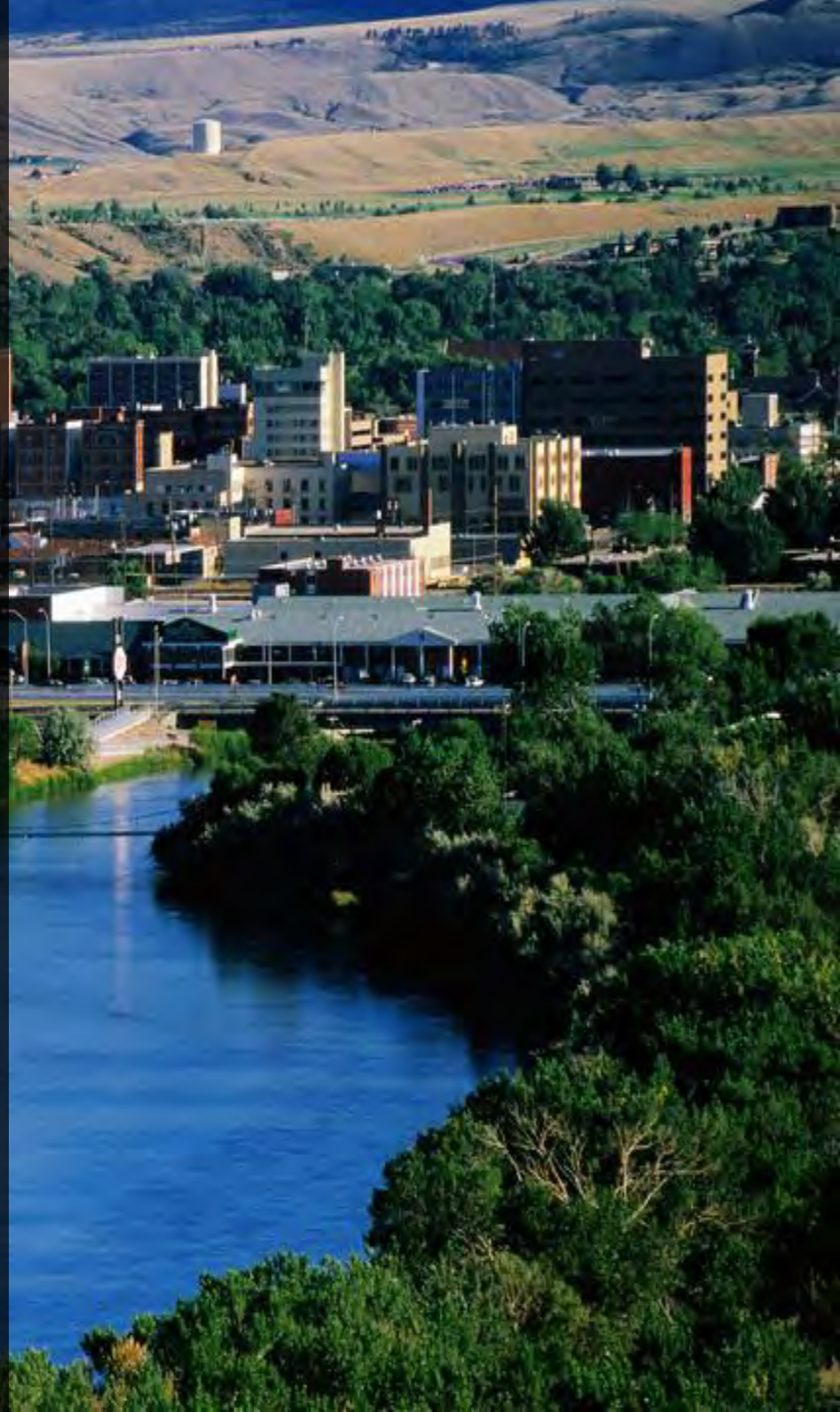
# NEXT STEPS

SITE SELECTION

PUBLIC INPUT

CONCEPTUAL DESIGN

EDUCATING & INFORMING





# SITE LOCATION MAP

CASPER POLICE

Sites

Legend

Hall of Justice, Existing

Star Tribune Site

Superfund Site

Sears, Eastridge Mall



Curtis St



# OPTION 1: HALL OF JUSTICE

## CASPER POLICE HQ

Write a description for your map.

### Legend

-  Casper
-  Casper Fire
-  Feature 1
-  Head Start
-  Macy & Associates LLC
-  Natrona County Courthouse

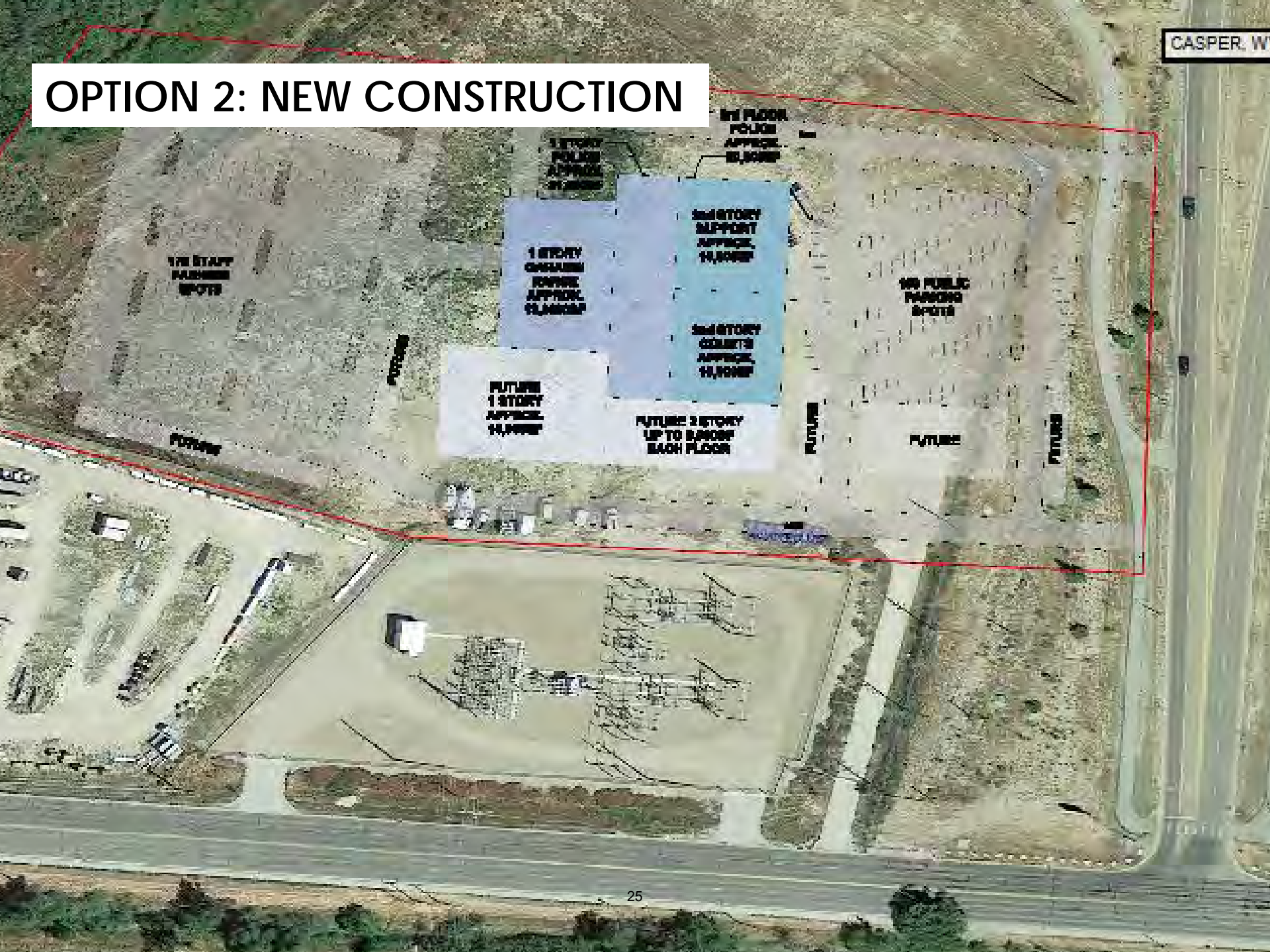
3 STORY  
ADDITION WITH  
BASEMENT  
PARKING

EXISTING  
BUILDING





# OPTION 2: NEW CONSTRUCTION



178 STAFF PARKING SPOTS

1ST STORY POLICE APPROACH 21,000SF

1ST FLOOR POLICE APPROACH 22,000SF

1ST STORY CRIMINAL JUSTICE APPROACH 21,000SF

3RD STORY SUPPORT APPROACH 14,000SF

3RD STORY COURT'S APPROACH 14,000SF

100 PUBLIC PARKING SPOTS

FUTURE 1 STORY APPROACH 14,000SF

FUTURE 3 STORY UP TO 5,000SF EACH FLOOR

FUTURE

FUTURE

FUTURE

FUTURE

# OPTION 3: EAST RIDGE MALL



PUBLIC PARKING

ADDITION  
15,000sf

GATE

GATE

PUBLIC PARKING

SECURE STAFF PARKING

26

## CASPER POLICE HQ

Eastridge Mall Site, Former Sears Location





# OPTION 4: STAR-TRIBUNE



170 STAFF PARKING SPOTS

170 Star Ln

2 STORY ADDITION  
(APPROX 19,000)  
SQ/FT/FLR



100 PUBLIC PARKING SPOTS

**EARLY PRELIMINARY STATEMENT OF COST**

**CASPER POLICE AND COURTS FACILITY**

|                              | 2039<br>SQ FT |   | 2019<br>SF COST | = | CONSTRUCTION<br>COST | x | SOFT<br>COST % | = | PROJECT<br>TOTAL |
|------------------------------|---------------|---|-----------------|---|----------------------|---|----------------|---|------------------|
| Police Building:             | 61,633        | x | \$425           | = | \$26,194,025         | x | 1.20           | = | \$31,432,830     |
| Courts Component:            | 10,336        | x | \$425           | = | \$4,392,800          | x | 1.20           | = | \$5,271,360      |
| Garage/ Outbuilding:         | 6,595         | x | \$250           | = | \$1,648,750          | x | 1.20           | = | \$1,978,500      |
| Firing Range, (Incl. Equip): | 6,916         | x | \$470           | = | \$3,250,520          | x | 1.20           | = | \$3,900,624      |
|                              |               |   |                 |   | \$35,486,095         |   |                |   | \$42,583,314     |
| Escalation 2020 (5%)         |               |   |                 |   | \$37,260,400         |   |                |   | \$44,712,480     |
| Escalation 2021 (5%)         |               |   |                 |   | \$39,123,420         |   |                |   | \$46,948,104     |

February 5, 2021

MEMO TO: J. Carter Napier, City Manager   
FROM: Liz Becher, Community Development Director   
Craig Collins, AICP, City Planner  
SUBJECT: Annexation Update – South Robertson Road Addition

Meeting Type & Date:

Council Work Session, February 9, 2021

Action Type:

Information only, no action required

Summary:

Prior to the approval of any annexation the City is required, by State law, to complete an annexation report/study of the area to determine potential costs to the City as well as the residents of the area, and to ensure that City-provided public services are available to the area. The annexation report/study is typically reviewed, and findings are made, by resolution concurrent with the third reading of the ordinance approving the annexation. The annexation report/study is sent to affected property owners, as well as all utility companies, approximately a month before the final hearing.

By law, the report/study must contain certain information and details, including:

- (i) A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which, as a result of the annexation, will then be brought within one-half (1/2) mile of the new corporate limits of the City, if it has exercised the authority granted under W.S. 15-3-202(b)(ii).
- (ii) The total estimated cost of infrastructure improvements required of all landowners by the annexing municipality related to the annexation.
- (iii) A list of basic and other services customarily available to residents of the city or town and a timetable when those services will reasonably be available to the area proposed to be annexed.
- (iv) A projected annual fee or service cost for services described in paragraph (iii) of this subsection.
- (v) The current and projected property tax mill levies imposed by the municipality.
- (vi) The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed annexation.

The attached annexation report/study goes into detail to provide all the required information. In this case, the report/study concludes that the City can provide all customary City-services to the area, and will not incur any additional costs. When reviewing annexation proposals and development proposals in general, the City Council should recognize that there are significant differences in the cost/benefit balance depending on whether the growth/development is financially sustainable. Location is usually the most important factor when considering whether development is financially, in the best interest of the City. Infill development, in proximity to existing City properties, is always less costly to service than new development areas on the outskirts. Location, in this context, relates to proximity to existing public services, adequate transportation infrastructure, utility availability and overall density.

Community Development staff held two (2) neighborhood meetings at the Oregon Trail School over the past twelve (12) months in order to answer questions from the property owners in the area. In preparation for the neighborhood meetings, and based on questions that staff received, two (2) FAQ (Frequently Asked Question) sheets were created, and distributed to property owners, and have been attached for informational purposes.

Financial Considerations:

None at this time

Oversight/Project Responsibility:

Craig Collins, City Planner - Community Development Department

Attachments:

Final Annexation Report/Study

Informational Materials Presented to Property Owners

# South Robertson Road Addition

2021 ANNEXATION REPORT

PREPARED BY:

CITY OF CASPER  
COMMUNITY DEVELOPMENT DEPARTMENT

## PURPOSE

This report, a statutory requirement of annexations, is in general terms, a cost/benefit analysis meant to provide the City and affected property owners a clear picture of the financial consequences of annexing properties into the City of Casper.

## BACKGROUND INFORMATION / DESCRIPTION OF AREA

The City Council initiated an annexation of fifteen (15) unplatted parcels, generally located east of Robertson Road, and north of the Robertson Road river crossing, on December 15, 2020. Several property owners in the area are already connected to City utilities; however, many of the properties currently use wells and septic systems. The subject area is surrounded on all four (4) sides by the City limits, is located within the City of Casper's Urban Growth Boundary, and is therefore, appropriate for annexation, and the provision of City services. The area is approximately 28.5-acres in total size, and consists of both developed and undeveloped properties. The proposed zoning of the area is AG (Urban Agriculture), and the existing and future land use will be low-density residential. The minimum lot size in the AG (Urban Agriculture) zoning district is one (1) acre, when water and sewer are available; therefore, the area can support up to twenty-eight (28) dwelling units at full buildout. There are currently twelve (12) dwelling units in the area; therefore, the area can potentially support the development of sixteen (16) additional dwelling units, under current AG (Urban Agriculture) zoning regulations.

For the purpose of analysis within this report, the following assumptions/calculations have been utilized: *All valuations and tax information were derived from public information available on the Natrona County Assessor's website.*

|  |  |
|--|--|
| ▪ Estimated Population increase (full buildout)    | 69 (2.45 persons per household x 28 DU's)      |
| ▪ Yearly sales tax revenue for City                | \$39,054 (\$566 x 69 persons at full buildout) |
| ▪ Yearly property tax revenue (@ 8 mills)          | \$4,256 (28 DU's @ \$200K average prop val)    |
| ▪ Area within designated Growth Boundary           | Yes  |
| ▪ Potential building permit revenue (16 new homes) | \$26,896 (\$1,681 x 16 new \$200K homes)       |
| ▪ Surveying  | \$10,000 (Paid by City)                        |
| ▪ Transit/Bus                                      | Area is not currently served                   |
| ▪ Municipal Code Compliance                        | Existing land uses are compliant               |
| ▪ Proposed zoning classification                   | AG (Urban Agriculture)                         |
| ▪ Maximum Density at full buildout                 | 28 Dwelling Units                              |
| ▪ Existing Density                                 | 12 Dwelling Units                              |

## DEVELOPMENT COSTS

There will not be any City-borne infrastructure development costs as a result of this annexation. Access to the property exists from Robertson Road, which is a fully constructed and operational, County-owned and City-maintained road. In that, the subject property is located in an infill location, all water, sewer and dry utilities necessary to serve the existing properties, as well as future growth, are presently in place.



## STATUTORY REQUIREMENTS

Wyoming Statute 15-1-402 sets specific requirements with regard to the annexation process and the supporting documentation. Subsection (c) requires that an annexing municipality prepare an annexation report, which shall, at a minimum, contain:

- (i) A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which, as a result of the annexation, will then be brought within one-half (1/2) mile of the new corporate limits of the City, if it has exercised the authority granted under W.S. 15-3-202(b)(ii); *(See appendix for map).*
- (ii) The total estimated cost of infrastructure improvements required of all landowners by the annexing municipality related to the annexation; *(See "Development Costs" section above).*
- (iii) A list of basic and other services customarily available to residents of the city or town and a timetable when those services will reasonably be available to the area proposed to be annexed; *(See individual City Department or Division sections below, all services will be available immediately upon annexation).*
- (iv) A projected annual fee or service cost for services described in paragraph (iii) of this subsection; *(See individual City Department or Division sections below).*
- (v) The current and projected property tax mill levies imposed by the municipality; and, *(See "Economics and Sources of Revenue" section below for tax information).*
- (vi) The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed annexation. *(See "Development Costs" section above).*

## COMPLIANCE WITH W.S. 15-1-402.

The annexation of the subject property meets the requirements of W.S. 15-1-402 for the following specific reasons:

1. The annexation of the area is for the protection of health, safety, and welfare of the persons residing in the area and in the City because public utilities, including water and/or sewer, are available to the property, as are all other City services, including, but not limited to Emergency Services.
2. The urban development of the area will constitute a natural, geographical, economical, and social part of the City because the area is directly adjacent to current City properties. The area is not isolated by any natural or man-made features and is a natural extension of the City limits.
3. The annexation of the area is a logical and feasible addition to the City and the provision of basic and other services customarily available to the residents of the

City can reasonably be furnished to the area because the area is surrounded by, and immediately adjacent to, properties currently being served by the City. The area can be serviced without the need for additional City-funded infrastructure such as water trunk lines, booster stations, or storage tanks. The City of Casper will not have to expend capital dollars on emergency response or public works equipment, nor hire additional personnel to serve this area for the foreseeable future.

4. The annexation of the area is contiguous with, and adjacent to, the City limits.
5. The City does not operate its own electric utility. Rocky Mountain Power will provide electric service for the area, as they do for the balance of the City of Casper.
6. All of the conditions required and set forth in Wyoming State Statute 15-1-402(c) exist and the required procedures for the annexation of the area have been met. This annexation report was prepared pursuant to Wyoming State Statute 15-1-402(c) and will be disseminated to affected landowners and utility companies according to Wyoming Law.
7. The time and place for the public hearing to determine whether or not the proposed annexation complies with Wyoming State Statute 15-1-402 will be published in the Casper Star-Tribune twice; a minimum of 15-days prior to the final public hearing, and notice will be given as provided by Wyoming State Statute 15-1-405.

#### **SERVICES TO BE PROVIDED BY THE CITY OF CASPER AND ESTIMATED COSTS.**

Properties located within the City of Casper benefit from all the programs and services of local government. For purposes of this study, the eight (8) departments or divisions that provide direct, basic City services to incorporated properties have been considered to gain a relative measure of service costs. In addition, the report considers the possible effects to the City's transit system, overseen by the Metropolitan Planning Organization (MPO), which is funded in large part by the federal government.

The relative service costs for City services that are attributable to each property within the City of Casper municipal limits were derived by dividing each department's FY 2021 budget by the number of "properties" or "accounts" in the City of Casper (obtained from Public Utility Billing). According to the Public Utilities Division, there are approximately 20,559 residential properties/accounts and 1,874 commercial properties/accounts, for an approximate total of 22,433 properties/accounts in Casper. This analysis is intended to meet the Wyoming State Statutes' requirement to provide estimated service "costs" associated with the annexation. The analysis as presented does not suggest ACTUAL costs that are being incurred by the City, unless specifically noted as such, but attempts to measure the relative impact of the annexation, based on existing budgets and the number of lots/properties served. As is the case with all annexation reports, a second method of estimating costs has also been included, which is based on population rather than the number of properties/accounts in Casper. It is acknowledged that neither method is an

ideal way to determine ACTUAL costs, but instead, both are useful to illustrate the relative financial effects of growth on the organization.

Although the costs provided within this report can, in most cases, be considered theoretical, and are only a consideration of immediate costs/benefits today, it is important for decision-makers to note that in general, whenever the City grows through annexations, and new streets are constructed/improved, or new utilities are constructed, the City also acquires long-term maintenance costs associated with that new infrastructure, even if the improvements are initially paid for by a developer, as is the case with most voluntary annexations. In addition, over the long-term, the incremental expansion of the City requires that City services such as fire, police, sanitation, snow plowing, transit, etc. must also expand, typically, with an inadequate increase in City funding/revenue necessary to cover the yearly provision of those services. It is, more often than not, a misconception that the increased tax revenue that the City receives as a result of annexations will adequately cover the actual long-term costs involved, especially if life-cycle/maintenance costs, and service costs are considered. Incrementally, these continuing costs, over time, can have a negative impact on City finances. For this reason, carefully managing growth to be located in appropriate (infill) areas, and also managing the eventual land uses and densities associated with growth, is a financially conservative strategy that the City must consider to remain solvent over the long term.

*Below are some examples of general development/maintenance costs for public streets:*

- \$500-\$600 per lineal foot – Cost to build a standard City (local) street. Equates to \$2,640,000 - \$3,168,000 per mile, and includes curb, gutter, sidewalk, streetlights, asphalt, etc. (Source: CEPI – Civil Engineering Professionals Inc.)
- \$300,000 - \$591,000 per mile – Cost to maintain a local City Street (not collector or arterial) over a 20-year life-cycle. (Source: City Engineering Division)

➤ Expected routine maintenance includes:

- Year 2 – Crack Sealing
- Year 5 – Chip Seal and Crack Seal
- Year 7 – Crack Sealing
- Year 10 – Major Repair/Patching
- Year 13 – Crack Seal
- Year 15 – Chip Seal and Crack Seal
- Year 20 – Reconstruction

## **POLICE DEPARTMENT COST OF PROVIDING SERVICE:**

The Casper Police Department provides law enforcement services, which consist of answering calls for service, and patrolling the proposed addition. Based on the total budget for the Police Department, and the 22,433 properties served in the City of Casper, it is estimated that the fraction of the Police Department budget that is apportioned to each property/account in the City is \$677 (*\$15,196,734 current Police Department budget, divided by 22,433 properties/accounts in the City*). Based on the potential addition of twenty-eight (28) new lots at full buildout, the total estimated cost would be \$18,956 (*28 lots x \$677*). Because each property/account is unique, and requires different levels of City

resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on total population rather than the number of lots, the analysis would look similar. The addition of sixty-nine (69) persons at full buildout would comprise a 0.11% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated Police Department service cost (*portion of the total Police Department budget*) that would be attributable to this annexation would be \$16,716 per year ( $\$15,196,734 \times 0.0011$ ) if based on the expected population increase.

The Casper Police Department will not have to make any departmental changes in terms of personnel, equipment or vehicles that involve actual costs to the City as a result of this annexation. Police services will be available immediately upon the completion of the annexation.

#### **FIRE DEPARTMENT COST OF PROVIDING SERVICE:**

The Casper Fire Department provides fire / EMS services, which consist primarily of answering calls for emergency services. Based on the total budget for the Fire Department, and the 22,433 properties served in the City of Casper, it is estimated that the fraction of the Fire Department budget that is apportioned to each property/account in the City is \$418 ( $\$9,366,568$  current Fire Department budget, divided by 22,433 properties). Based on the addition of twenty-eight (28) new lots at full buildout, the total estimated cost would be \$11,704 ( $28 \text{ lots} \times \$418$ ). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on total population rather than the number of lots, the analysis would look similar. The addition of sixty-nine (69) persons at full buildout would comprise a 0.11% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated Fire Department service cost (*portion of the total Fire Department budget*) that would be attributable to this annexation would be \$10,303 per year ( $\$9,366,568 \times 0.0011$ ) if based on the expected population increase.

The Casper Fire Department will not have to make any departmental changes in terms of personnel, equipment or vehicles that involve actual costs to the City as a result of this annexation. Fire service will be available immediately upon the completion of the annexation.

#### **STREETS AND TRAFFIC DIVISIONS COST OF PROVIDING SERVICE:**

The Casper Street Division provides services such as road maintenance, snow-plowing and snow removal. The Traffic Division provides services such as traffic sign installation, streetlight repair, and traffic signal maintenance. Based on the combined total budget for the Street and Traffic Divisions, and the 22,433 properties served in the City of Casper, it is estimated that the fraction of the Street and Traffic budget that is apportioned to each property/account in the City is \$164 ( $\$3,684,159$  current Street/Traffic budget, divided by 22,433 properties). Based on the addition of twenty-eight (28) new lots at full buildout,

the total estimated cost would be \$4,592 (28 lots x \$164). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on total population rather than the number of lots, the analysis would look similar. The addition of sixty-nine (69) persons at full buildout would comprise a 0.11% population increase (*U.S. Census, 2017-estimated population of Casper - 57,814*); therefore, the estimated Streets/Traffic Division service cost (*portion of the total budget*) that would be attributable to this annexation would be \$4,052 per year ( $\$3,684,159 \times 0.0011$ ) if based on the expected population increase.

The Streets/Traffic Division will not incur additional capital costs as a result of this annexation, and will not need to hire additional personnel or purchase additional equipment to service this property. Streets/Traffic Division service will be available immediately upon the completion of the annexation.

#### **PUBLIC UTILITIES DIVISION (WATER AND SEWER) COST OF PROVIDING SERVICE:**

The Public Utilities Division provides services such as water and sewer service, main maintenance, meter reading, hydrant flushing, meter replacement, and service line installation. The Public Utilities Division is an Enterprise Account and is totally self-funded through various fees.

The City will not incur any capital costs associated with providing water or sewer service to the area because the annexation is located in an infill area, adjacent to existing utility lines. All City costs to provide water and sewer service to the area should be equal to revenues generated by the properties.

#### **SANITATION DIVISION COST OF PROVIDING SERVICE:**

The Sanitation Division provides weekly garbage collection and disposal services. The Sanitation Division is an Enterprise account, which means that the service is entirely paid for by user fees and is not funded out of the City general fund. All sanitation costs should equal the revenues generated by the users. Sanitation service will be available immediately upon the completion of the annexation of the area, should the property owner choose to utilize City Sanitation Division services.

#### **PARKS DIVISION COST OF PROVIDING SERVICE:**

The Parks Division builds and maintains parks, landscaping, sports facilities, open space and trails throughout the City, for the benefit of Casper residents. Based on the total budget for the Parks Division, and the 22,433 properties served in the City of Casper, it is estimated that the fraction of the Parks Division budget that is apportioned to each property/account in the City is \$85 ( $\$1,915,838$  current Parks Division budget, divided by 22,433 properties). Based on the addition of twenty-eight (28) new lots at full buildout, the total estimated cost would be \$2,380 (28 lots x \$85). Because each property/account is unique,

and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on total population rather than the number of lots, the analysis would look similar. The addition of sixty-nine (69) persons at full buildout would comprise a 0.11% population increase (*U.S. Census, 2017-estimated population of Casper - 57,814*); therefore, the estimated Parks Division service cost (*portion of the total budget*) that would be attributable to this annexation would be \$2,107 per year ( $\$1,915,838 \times 0.0011$ ) if based on the expected population increase.

The Parks Division will not have to make any departmental changes in terms of personnel, equipment, vehicles or new parks that involve actual costs to the City as a result of this annexation. Parks Division service will be available immediately upon the completion of the annexation.

#### **COMMUNITY DEVELOPMENT DEPARTMENT COST OF PROVIDING SERVICE:**

The Planning, Building/Code Enforcement Divisions provide services related to the inspection of structures as they are constructed, response to citizen complaints regarding violations of the Municipal Zoning Code, permitting and licensing contractors, and future land-use planning for the City. Based on the total budget for the Community Development Department, and the 22,433 properties served in the City of Casper, it is estimated that the fraction of the Community Development budget that is apportioned to each property/account in the City is \$65 ( $\$1,465,552$  *current Planning/Code Enforcement budget, divided by 22,433 properties*). Based on the addition of twenty-eight (28) new lots at full buildout, the total estimated cost would be \$1,820 ( $28 \text{ lots} \times \$65$ ). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on total population rather than the number of lots, the analysis would look similar. The addition of sixty-nine (69) persons at full buildout would comprise a 0.11% population increase (*U.S. Census, 2017-estimated population of Casper - 57,814*); therefore, the estimated Community Development Department service cost (*portion of the total budget*) that would be attributable to this annexation would be \$1,612 per year ( $\$1,465,552 \times 0.0011$ ) if based on the expected population increase.

The Community Development Department will not need to make any changes that will involve additional costs to the City, as a result of the annexation of the area. Community Development Department service will be available immediately upon the completion of the annexation.

#### **ENGINEERING DIVISION COST OF PROVIDING SERVICE:**

The Engineering Division provides services such as the permitting of curb cuts, public utility locating, investigating drainage concerns, surveying, and oversight of capital

construction projects. Based on the total budget for the Engineering Division, and the 22,433 properties served in the City of Casper, it is that the fraction of the Community Development budget that is apportioned to each property/account in the City is \$39 (*\$885,657 current Engineering Division budget, divided by 22,433 properties*). Based on the addition of twenty-eight (28) new lots at full buildout, the total estimated cost would be \$1,092 (*28 lots x \$39*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on total population rather than the number of lots, the analysis would look similar. The addition of sixty-nine (69) persons at full buildout would comprise a 0.11% population increase (*U.S. Census, 2017-estimated population of Casper - 57,814*); therefore, the estimated Engineering Division service cost (*portion of the total budget*) that would be attributable to this annexation would be \$974 per year (*\$885,657 x 0.0011*) if based on the expected population increase.

Current Engineering Division staff levels and equipment are adequate, and there will be no actual cost increase to the Engineering Division as a result of the annexation of the area. Engineering Division service will be available immediately upon the completion of the annexation.

#### **TRANSIT COST OF PROVIDING SERVICE:**

The City of Casper, along with surrounding towns, contracts with the Casper Area Transportation Coalition (CATC), a non-profit group, for transit service. The present contractor, CATC, is a private, non-profit organization governed by a Board of Directors that also oversees CATC's operations. CATC oversees two services:

1. The eponymously named CATC, which is a door-to-door paratransit service, providing transportation for the Casper area's handicapped and elderly populations;
2. The Bus, which is a fixed-route bus transit system.

Casper Area Transit (CAT) is financed through a combination of sources including the City of Casper One-Cent and General Fund, and Federal Transit Administration (FTA) Section 5307 and Section 5316 funds. It is estimated that the fraction of the Transit budget that is apportioned to each property/account in the City of Casper to provide transit service is \$101 (*\$2,270,000 is current Transit Casper and Federal-sourced budget, divided by 22,433 properties*). Based on the addition of twenty-eight (28) new lots at full buildout, the total estimated cost would be \$2,828 (*28 lots x \$101*). Because each property/account is unique, and requires different levels of City resources based on a multitude of factors, such as density, land use, etc., this method of determining cost may not always be an accurate assessment. In this case, if estimated cost were based on total population rather than the number of lots, the analysis would look similar. The addition of sixty-nine (69) persons at full buildout would comprise a 0.11% population increase (*U.S. Census, 2017 estimated population of Casper - 57,814*); therefore, the estimated Transit service cost (*portion of the*

*total budget*) that would be attributable to this annexation would be \$2,497 per year ( $\$2,270,00 \times 0.0011$ ) if based on the expected population increase.

There will be no immediate budgetary impact to Transit, as a result of this annexation. Fixed route transit service is located in proximity to the property, in that the subject property is in an infill location.

## **ECONOMICS AND SOURCES OF REVENUE**

City services are funded through a number of sources, including taxes and service/user fees. As indicated above, the enterprise fund services (water, sewer, and sanitation) are paid for one hundred percent (100%) by service/user fees collected, and do not impact the City's general fund. The remaining City services, which are funded out of the general fund, are supported, in large part, by various taxes and fees for services. The four (4) largest sources of projected general fund revenues for the City in FY21 are "Intergovernmental" (*Sales Taxes, Mineral Royalties, Gasoline Tax, Severance Tax, Gaming Revenue, Automobile Tax, and Direct Distributions*) - (\$27,949,549), "Property Taxes" - (\$4,403,676), "Charges for Goods and Services" - (\$4,307,330) and "License/Permit Fees" - (\$5,939,395).

In general, as properties are developed, license/permit fees will be paid to the City in the form of building permits. Once developed, these areas generate revenues in the form of franchise fees for utilities such as cable, telephone, electricity and natural gas, in addition to ongoing property taxes. With residential annexations, the City typically sees a corresponding increase in sales tax revenue, because in Wyoming, population is used as the basis for determining tax distributions. A cost/benefit analysis is usually more favorable for the City when annexations/growth occur in infill areas, where few, if any, public infrastructure and improvements are needed to service the area, and where adjacent properties are already receiving City services.

Secondary impacts of annexation/development are not easily quantifiable, but are no less important to the community as a whole. With all development, comes construction jobs, sale of construction materials, furniture, furnishings, and numerous direct and indirect support to existing local businesses. In addition to direct employment generated in the construction industry, other employment sectors likely benefit as well, such as, but not limited to, real estate, engineers, environmental testing, architects and utility companies, all of which positively contribute to the overall local economy. The decision as to whether an annexation is appropriate or not is akin to an investment decision, in that the City, and ultimately the citizens, should only invest in development that will pay for itself over time, and ultimately result in a stronger financial position in the future.

## **CONCLUSION**

Assuming the City Council ultimately annexes the property in question; the property owners will receive the same City services that all other properties within the incorporated



City receive. As illustrated throughout this report, the City of Casper can provide these services without incurring any immediate costs related to a need for additional staff, equipment or publicly funded facility expansion or infrastructure. The property is surrounded by, and located directly adjacent to, properties that are already receiving City services; therefore, the proposed annexation can be absorbed into the City of Casper without any noticeable financial or operational effect.

**Summary of Yearly Service Costs by Department/Division**

| General Fund Dept./Div. | Estimated Property-Based Cost | Estimated Population-Based Cost |
|-------------------------|-------------------------------|---------------------------------|
| Police                  | \$18,956                      | \$16,716                        |
| Fire                    | \$11,704                      | \$10,303                        |
| Streets/Traffic         | \$4,592                       | \$4,052                         |
| Parks                   | \$2,380                       | \$2,107                         |
| Community Development   | \$1,820                       | \$1,612                         |
| Engineering             | \$1,092                       | \$974                           |
| Transit                 | \$2,828                       | \$2,497                         |

|                    |           |           |
|--------------------|-----------|-----------|
| Total Yearly Cost  | \$43,372  | \$38,261  |
| Total 20-Year Cost | \$867,440 | \$765,220 |

**Summary of Yearly Revenues (at full buildout)**

| Source of Revenue                  | Estimated Amount                |
|------------------------------------|---------------------------------|
| Sales Tax                          | \$39,054                        |
| Property Tax                       | \$4,526                         |
| Building Permits <i>(one time)</i> | \$26,896 <i>(one time only)</i> |

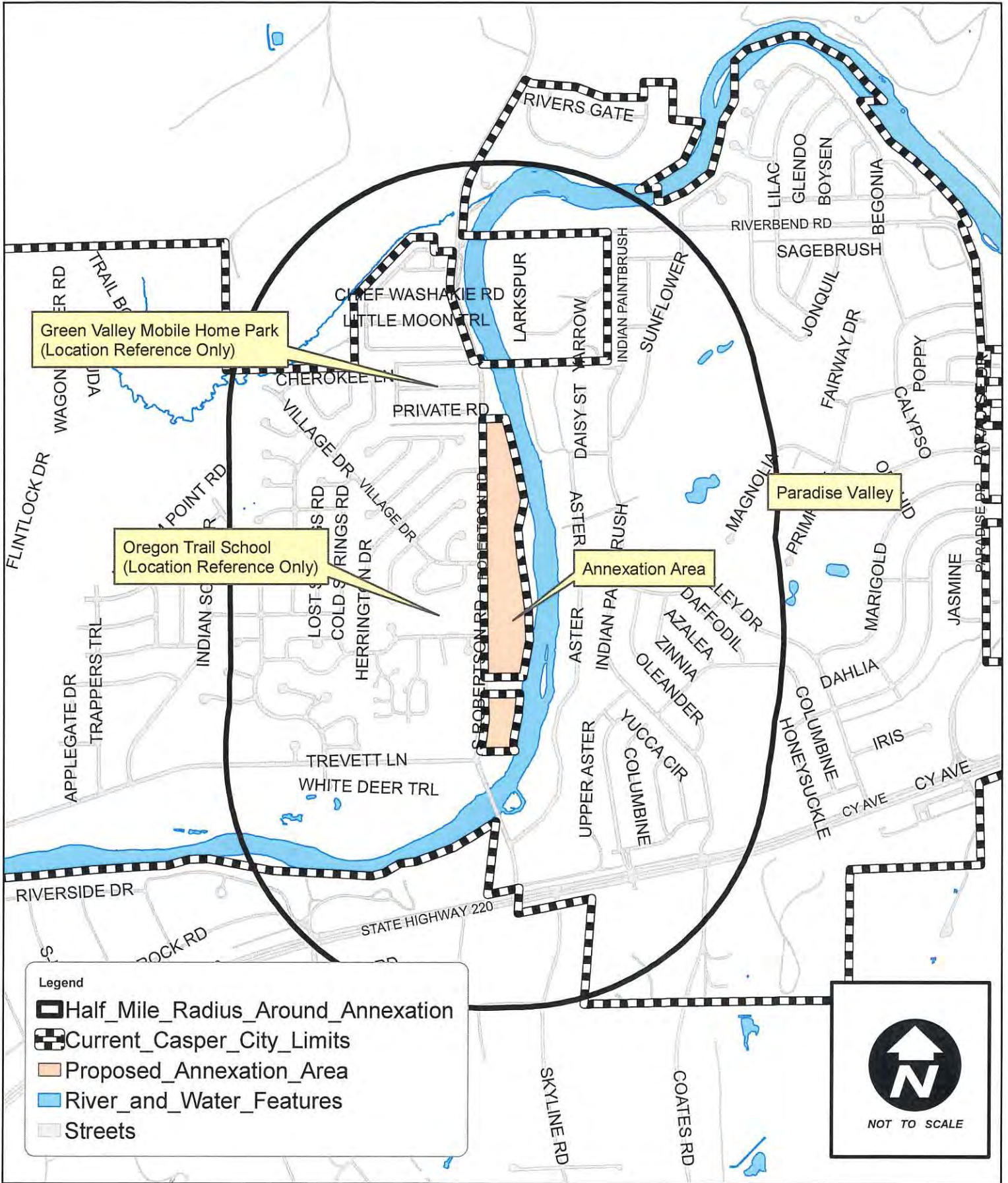
|   |           |
|---|-----------|
| <b>Total Yearly Revenue</b> <i>(doesn't include building permits)</i> | \$43,580  |
| <b>Total 20-Year Revenue</b> <i>(yearly revenue x 20 + one time)</i>  | \$898,496 |

|                         |                            |                             |
|-------------------------|----------------------------|-----------------------------|
| Projected 20-year yield | \$31,056 <i>(positive)</i> | \$133,276 <i>(positive)</i> |
|-------------------------|----------------------------|-----------------------------|

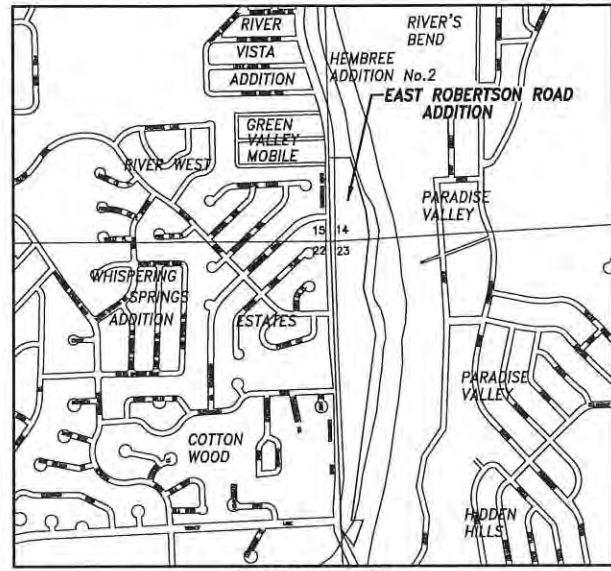
# APPENDIX

1. VICINITY MAP OF AREA TO BE ANNEXED.
2. ANNEXATION EXHIBIT (SURVEY)
3. MOST RECENT PUBLISHED MILL LEVIES FOR NATRONA COUNTY.
4. UTILITY COMPANY ADDRESSES.

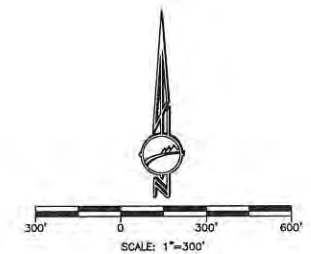
# Location of Proposed Annexation Area "East Robertson Road Addition"







LOCATION & VICINITY MAP  
SCALE: 1"=800'



PLAT CLOSURE RATIO; EXCEEDS: PARCEL 1 - 1:1,194,972  
PARCEL 2 - 1:272,141

DATUM:  
GROUND DISTANCE - U.S. FOOT  
BASIS OF BEARING - GEODETIC BASED ON GPS  
COORDINATES REFER TO CITY OF CASPER GIS DATUM,  
WYOMING STATE PLANE COORDINATES, EAST CENTRAL ZONE, NAD83/86.  
ELEVATIONS ARE FOR REFERENCE ONLY AND NOT FOR USE AS A BENCHMARK

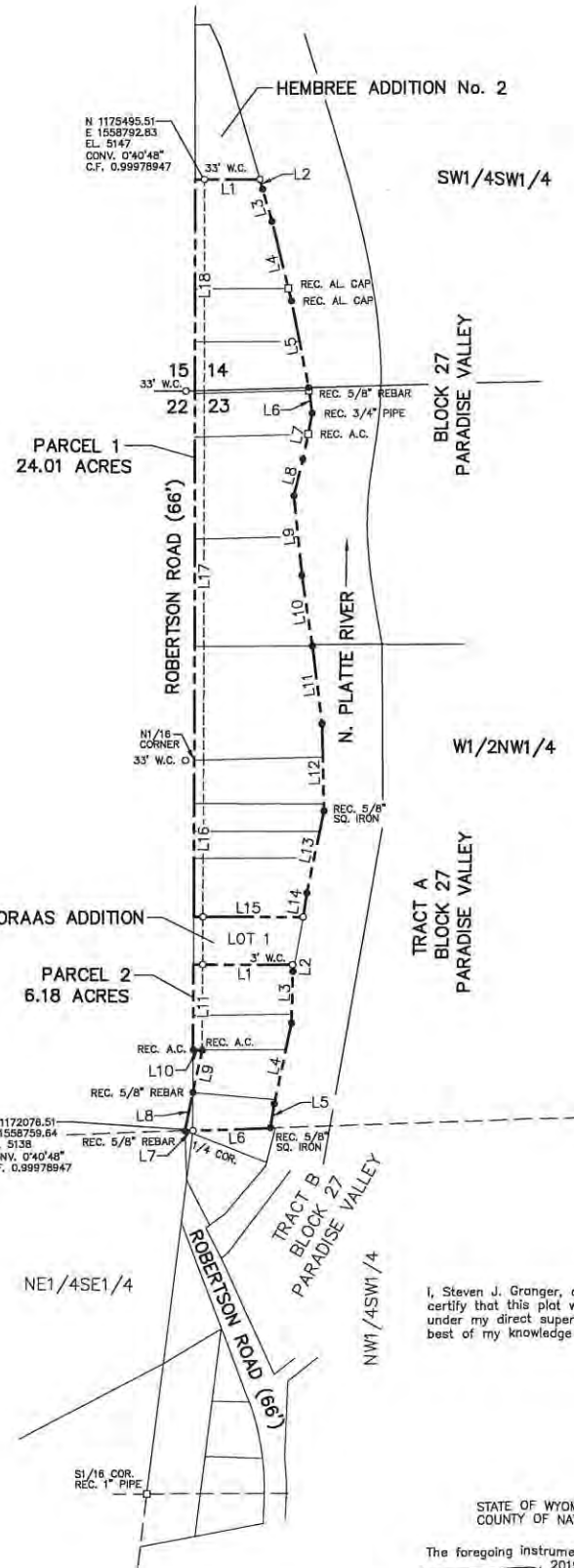
**LEGEND**

- RECOVERED BRASS CAP
- RECOVERED CORNER (AS NOTED)
- SET BRASS CAP
- W.C. WITNESS CORNER
- SUBDIVISION BOUNDARY
- - - EASEMENT

N.64°32'30"E, 469.86'  
(N89°01'42"E, 392.18') MEASURED BEARING & DISTANCE  
RECORD BEARING & DISTANCE



200 PRONGHORN, CASPER, WY. 82601  
W.D. NO. 14694-03 DATE: 9-17-19 FILE NAME: REVISED ROBERTSON RD ANNEX PLAT 14694-03



Parcel 1 - Line Table

| Line # | Direction   | Length   |
|--------|-------------|----------|
| L1     | S89°58'57"E | 232.67'  |
| L2     | S16°01'14"E | 37.00'   |
| L3     | S16°20'22"E | 120.58'  |
| L4     | S13°48'37"E | 294.60'  |
| L5     | S11°10'23"E | 317.30'  |
| L6     | S7°57'23"E  | 94.64'   |
| L7     | S11°42'58"W | 167.42'  |
| L8     | S14°08'58"W | 135.44'  |
| L9     | S5°40'02"E  | 287.52'  |
| L10    | S8°39'02"E  | 257.09'  |
| L11    | S6°53'02"E  | 282.01'  |
| L12    | S11°7'02"E  | 314.39'  |
| L13    | S11°57'03"W | 300.37'  |
| L14    | S9°02'27"W  | 87.87'   |
| L15    | N89°42'01"W | 395.50'  |
| L16    | N0°15'44"E  | 562.35'  |
| L17    | N0°10'26"E  | 1328.68' |
| L18    | N0°10'37"E  | 759.63'  |

Parcel 2 - Line Table

| Line # | Direction   | Length  |
|--------|-------------|---------|
| L1     | S89°42'01"E | 364.80' |
| L2     | S13°25'47"W | 24.60'  |
| L3     | S1°30'33"W  | 185.54' |
| L4     | S12°10'33"W | 296.31' |
| L5     | S8°59'33"W  | 88.91'  |
| L6     | S88°16'44"W | 280.82' |
| L7     | N88°38'49"W | 28.17'  |
| L8     | N11°33'35"E | 139.78' |
| L9     | N12°47'38"E | 156.07' |
| L10    | N89°24'30"W | 32.93'  |
| L11    | N0°15'44"E  | 307.06' |

## AN ANNEXATION PLAT OF THE EAST ROBERTSON ROAD ADDITION

A SUBDIVISION OF PORTIONS OF THE SW1/4SW1/4, SECTION 14,  
THE W1/2NW1/4 AND NW1/4SW1/4, SECTION 23 AND THE  
NE1/4SE1/4 AND SE1/4NE1/4, SECTION 22,  
TOWNSHIP 33 NORTH, RANGE 80 WEST  
SIXTH PRINCIPAL MERIDIAN  
NATRONA COUNTY, WYOMING  
TO THE CITY OF CASPER, WYOMING

SCALE: 1"=300'

**CERTIFICATE OF ANNEXATION AND DEDICATION**

The City of Casper, Natrona County, Wyoming, through its Mayor, hereby certifies that the foregoing lands located in and being portions of the SW1/4SW1/4, Section 14, the NE1/4SE1/4 and SE1/4NE1/4, Section 22 and the W1/2NW1/4 and NW1/4SW1/4, Section 23, Township 33 North, Range 80 West of The Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

**Parcel 1**

Beginning at the northwesterly corner of the Parcel being described, the southwesterly corner of Hembree Addition No. 2 to the City of Casper, Wyoming, and a point in the westerly line of said SW1/4SW1/4, Section 14; thence from said Point of Beginning and along the northerly line of said Parcel and the southerly line of said Hembree Addition No. 2, into said SW1/4SW1/4, Section 14, S.89°58'57"E., 232.67 feet to the northeasterly corner of said Parcel, the southeasterly corner of said Hembree Addition No. 2 and a point in the westerly line of Block 27, Paradise Valley to the City of Casper, Wyoming; thence along the easterly line of said Parcel and the westerly line of said Block 27, Paradise Valley, into said W1/2NW1/4, Section 23, the following courses: S.16°01'14"E., 37.00 feet to a point; thence S.16°20'22"E., 120.58 feet to a point; thence S.13°48'37"E., 294.60 feet to a point; thence S.11°10'23"E., 317.30 to a point; thence S.7°57'23"E., 94.64 feet to a point; thence S.11°42'58"W., 167.42 feet to a point; thence S.14°08'58"W., 135.44 feet to a point; thence S.5°40'02"E., 287.52 feet to a point; thence S.8°39'02"E., 257.09 feet to a point; thence S.6°53'02"E., 282.01 feet to a point; thence S.11°7'02"E., 314.39 feet to a point; thence S.11°57'03"W., 300.37 feet to a point; thence S.9°02'27"W., 87.87 feet to the southeasterly corner of said Parcel and the northerly corner of Loraas Addition to the City of Casper, Wyoming; thence along the southerly line of said Parcel and the northerly line of said Loraas Addition, N.89°42'01"W., 395.50 feet to the southwesterly corner of said Parcel, the northwesterly corner of said Loraas Addition and a point in the westerly line of said W1/2NW1/4, Section 23; thence along the westerly line of said Parcel and the westerly line of said W1/2NW1/4, Section 23, N.0°15'44"E., 562.35 feet to a point; thence along the westerly line of said Parcel and the westerly line of said W1/2NW1/4, Section 23, N.0°10'26"E., 1328.68 feet to the southwesterly corner of said SW1/4SW1/4, Section 14; thence along the westerly line of said Parcel and the westerly line of said SW1/4SW1/4, Section 14, N.0°10'37"E., 759.63 feet to the Point of Beginning and containing 24.01 acres, more or less.

**Parcel 2**

Beginning at the northwesterly corner of the Parcel being described, the southwesterly corner of Loraas Addition to the City of Casper, Wyoming and a point in the westerly line of said W1/2NW1/4, Section 23; thence along the northerly line of said Parcel and the southerly line of said Loraas Addition, into said W1/2NW1/4, Section 23, N.89°42'01"E., 364.80 feet to the northeasterly corner of said Parcel, the southeasterly corner of said Loraas Addition and a point in the westerly line of Block 27, Paradise Valley, to the City of Casper, Wyoming; thence along the easterly line of said Parcel and the westerly line of said Block 27, Paradise Valley the following courses: S.13°25'47"W., 24.60 feet to a point; thence S.1°30'33"W., 185.54 feet to a point; thence S.12°10'33"W., 296.31 feet to a point; thence S.8°59'33"W., 88.91 feet to the southeasterly corner of said Parcel and a point in the southerly line of said W1/2NW1/4, Section 23; thence along the southerly line of said Parcel and the southerly line of said W1/2NW1/4, Section 23, S.88°16'44"W., 280.82 feet to the southeasterly corner of said SE1/4NE1/4, Section 22; thence along the southerly line of said Parcel and the southerly line of said SE1/4NE1/4, Section 22, N.88°38'49"W., 28.17 feet to the southwesterly corner of said Parcel and a point in the easterly line of Robertson Road; thence along the westerly line of said Parcel and easterly line of said Robertson Road, across said SE1/4NE1/4, Section 22, N.11°33'35"E., 139.78 feet to a point in the westerly line of said W1/2NW1/4, Section 23; thence along the westerly line of said Parcel and the easterly line of said Robertson Road, into said W1/2NW1/4, Section 23, N.12°47'38"E., 156.07 feet to a point; thence along the westerly line of said Parcel, N.89°24'30"W., 32.93 feet to a point in the westerly line of said W1/2NW1/4, Section 23; thence along the westerly line of said Parcel and the westerly line of said W1/2NW1/4, Section 23, N.0°15'44"E., 307.06 feet to the Point of Beginning and containing 4.45 acres, more or less.

The lands as appears on this Plat was duly annexed into the corporate boundaries of the City of Casper, Natrona County, Wyoming pursuant to the land owners petition under the provisions of Section 15-1-401 et. seq. of the Wyoming State Statutes, 1977, as amended and after Notice and Public Hearing. City Ordinance Number \_\_\_\_\_ was passed and adopted on final reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, accordingly the land described is annexed to the City of Casper, Wyoming. The annexation as named above and Robertson Road as shown on the Plat has previously been dedicated as a public road.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

CITY OF CASPER, NATRONA COUNTY, WYOMING  
200 N. DAVID STREET  
CASPER, WYOMING 82601

**CERTIFICATE OF SURVEYOR**

I, Steven J. Granger, a registered professional land surveyor, License No. 15092, do hereby certify that this plat was made from notes taken during actual surveys made by me or under my direct supervision during the month of August, 2019 and that this plat, to the best of my knowledge and belief, correctly and accurately represents said surveys.



STATE OF WYOMING )  
COUNTY OF NATRONA ) ss  
The foregoing instrument was acknowledged before me by Steven J. Granger this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Witness my hand and official seal.  
My commission expires: \_\_\_\_\_ Notary Public

Attest: \_\_\_\_\_ Mayor  
City Clerk

**APPROVALS**  
APPROVED: City Council of the City of Casper, Wyoming this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Attest: \_\_\_\_\_ Mayor  
Town Clerk

INSPECTED AND APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

City Engineer

INSPECTED AND APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

City Surveyor

## 2019 TAX LEVIES FOR NATRONA COUNTY

|  | TAXING DISTRICTS |               |               |               |               |               |               |                 |               |
|--|------------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|---------------|
|  | District         | CASPER        | EDGERTON      | EVANSVILLE    | MIDWEST       | MILLS         | BAR NUNN      | CASPER MOUNTAIN | SD #1         |
|  | Dist #           | 150           | 151           | 152           | 153           | 154           | 155           | 121             | 120           |
| <b>State School Foundation Program</b> |                  | 12,000        | 12,000        | 12,000        | 12,000        | 12,000        | 12,000        | 12,000          | 12,000        |
| <b>School District # 1</b>             |                  |               |               |               |               |               |               |                 |               |
| 6 mill school levy                     |                  | 6,000         | 6,000         | 6,000         | 6,000         | 6,000         | 6,000         | 6,000           | 6,000         |
| Operating Levy                         |                  | 25,000        | 25,000        | 25,000        | 25,000        | 25,000        | 25,000        | 25,000          | 25,000        |
| Recreation Levy                        |                  | 1,000         | 1,000         | 1,000         | 1,000         | 1,000         | 1,000         | 1,000           | 1,000         |
| BOCES                                  |                  | 0.500         | 0.500         | 0.500         | 0.500         | 0.500         | 0.500         | 0.500           | 0.500         |
| Bond & Interest                        |                  | 0.000         | 0.000         | 0.000         | 0.000         | 0.000         | 0.000         | 0.000           | 0.000         |
| <b>TOTAL SCHOOL DISTRICT</b>           |                  | <b>32,500</b> | <b>32,500</b> | <b>32,500</b> | <b>32,500</b> | <b>32,500</b> | <b>32,500</b> | <b>32,500</b>   | <b>32,500</b> |
| <b>Community College</b>               |                  |               |               |               |               |               |               |                 |               |
| Operating Levy                         |                  | 4,000         | 4,000         | 4,000         | 4,000         | 4,000         | 4,000         | 4,000           | 4,000         |
| Additional Operating Levy              |                  | 1,000         | 1,000         | 1,000         | 1,000         | 1,000         | 1,000         | 1,000           | 1,000         |
| BOCES                                  |                  | 0.500         | 0.500         | 0.500         | 0.500         | 0.500         | 0.500         | 0.500           | 0.500         |
| Bonds & Interest                       |                  | 1,890         | 1,890         | 1,890         | 1,890         | 1,890         | 1,890         | 1,890           | 1,890         |
| <b>TOTAL COMMUNITY COLLEGE</b>         |                  | <b>7,390</b>  | <b>7,390</b>  | <b>7,390</b>  | <b>7,390</b>  | <b>7,390</b>  | <b>7,390</b>  | <b>7,390</b>    | <b>7,390</b>  |
| <b>Natrona County</b>                  |                  |               |               |               |               |               |               |                 |               |
| General Fund                           |                  | 12,000        | 12,000        | 12,000        | 12,000        | 12,000        | 12,000        | 12,000          | 12,000        |
| <b>TOTAL NATRONA COUNTY</b>            |                  | <b>12,000</b> | <b>12,000</b> | <b>12,000</b> | <b>12,000</b> | <b>12,000</b> | <b>12,000</b> | <b>12,000</b>   | <b>12,000</b> |
| <b>County Weed &amp; Pest</b>          |                  | 1,000         | 1,000         | 1,000         | 1,000         | 1,000         | 1,000         | 1,000           | 1,000         |
| <b>Municipal Levies</b>                |                  | 8,000         | 8,000         | 8,000         | 8,000         | 8,000         | 8,000         | 8,000           | 8,000         |
| <b>Sewer, Water, &amp; Fire Bonds</b>  |                  |               |               |               |               |               |               |                 |               |
| <b>Fire Protection</b>                 |                  |               |               |               |               |               | 3,000         | 3,000           |               |
| <b>TOTAL LEVY FOR DISTRICT</b>         |                  | <b>72,890</b> | <b>72,890</b> | <b>72,890</b> | <b>72,890</b> | <b>72,890</b> | <b>72,890</b> | <b>67,890</b>   | <b>67,890</b> |

### 2019 SPECIAL DISTRICTS

| TAX DISTRICT                                       | MILL LEVY                | TAXING ENTITIES         | MILL LEVY |
|--|--------------------------|-------------------------|-----------|
| 0120 CASPER MTN FIRE                               | 3,000                    | STATE SCHOOL FOUNDATION | 12,00     |
| 0156 DOWNTOWN DEV AUTHORITY                        | 16,00                    | SCHOOL DISTRICT #1      | 32,50     |
| 0122 PIONEER WATER & SEWER                         | 8,000                    | CASPER COLLEGE          | 7,390     |
| 0128 WARDWELL WATER & SEWER                        | 8,000                    | COUNTY WEED & PEST      | 1,000     |
| 0134 MILLS/WARDWELL                                | 8,000                    | MUNICIPAL LEVIES        | 8,000     |
|  |                          | COUNTY FIRE PROTECTION  | 3,000     |
|  |                          | CASPER MOUNTAIN FIRE    | 3,000     |
|  |                          | NATRONA COUNTY          | 12,00     |
| <b>IMPROVEMENT &amp; SPECIAL SERVICE DISTRICTS</b> | <b>REQUESTED DOLLARS</b> |                         |           |
| 0123 PURSEL LANDS                                  | \$100.00/LOT             |                         |           |
| 0124 LAKEVIEW                                      | \$530.00                 |                         |           |
| 0126 WESTLAND PARK                                 | \$250.00                 |                         |           |
| 0127 RED BUTTE                                     | \$225.00                 |                         |           |
| 0132 SKYLINE RANCHES                               | VARIES                   |                         |           |
| 0136 VISTA WEST/WESTGATE PARK                      | \$986.00                 |                         |           |
| 0137 WEBB CREEK                                    | \$700.00                 |                         |           |
| 0139 SANDY LAKE ESTATES                            | \$100.00                 |                         |           |
| 0140 SUNLIGHT                                      | \$100.00                 |                         |           |
| 0141 INDIAN SPRINGS                                | VARIES                   |                         |           |
| 0142 THE ASPENS                                    | \$250.00                 |                         |           |
| 0143 PARK EAST RANCHETTES                          | \$40.00                  |                         |           |
| 0144 POISON SPIDER                                 | \$625.00                 |                         |           |
| 0146 SKYVIEW/COLMAN                                | \$200.00/LOT             |                         |           |
| 0149 BRANDT-GOTHBERG                               | VARIES                   |                         |           |
| 0148 CLEAR FORK                                    | \$600.00                 |                         |           |
| 0160 GARDEN CREEK HEIGHTS                          | \$150/\$300              |                         |           |
| 0162 BROOKHURST                                    | \$120.00                 |                         |           |
| 0163 EAST HENRIE ROADWAY                           | \$264.00                 |                         |           |
| 0164 BIG RIVER ESTATES                             | \$250/OWNER              |                         |           |
| 0167 NORTH MOUNTAIN VIEW                           | \$295/LOT OR \$20 ADM    |                         |           |
| 0169 MILE HIGH                                     | \$175/TAP                |                         |           |
| CATTLE TRAIL ACRES                                 |                          |                         |           |
| WEEK CREEK   | \$750.00                 |                         |           |
| 0170 SCHLAGER I & S                                |                          |                         |           |
| 0171 SIX MILE DRAW                                 |                          |                         |           |
| 0172 HORSE RANCH ACRES I & S                       |                          |                         |           |
| 0173 CATLE TRAIL ACRES I & S                       |                          |                         |           |

## UTILITIES

Rocky Mountain Power

Rocky Mountain Power  
2840 East Yellowstone Hwy  
Casper, WY 82609

Century Link

Century Link  
103 North Durbin Street  
Casper, WY 82601

Charter

Charter  
451 South Durbin Street  
Casper, WY 82601

Black Hills Energy

Black Hills Energy  
1535 East Yellowstone  
Casper, WY 82601

Mountain West Telephone

Mountain West Telephone  
123 West 1<sup>st</sup> Street, Suite C-95  
Casper, WY 82601

## Craig Collins

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**From:** Craig Collins  
**Sent:** Wednesday, November 25, 2020 9:48 AM  
**Subject:** Robertson Road Annexation  
**Attachments:** AG zoning regulations.doc; Robertson Road Annexation questions rev.docx; REVISED ROBERTSON RD ANNEX PLAT.pdf

Dear Robertson Road property owner:

Good morning! You should be getting a notice of an upcoming neighborhood meeting to discuss the City's desire to annex your area. In anticipation of the City's public meeting on December 2<sup>nd</sup> at Oregon Trail School (5:30 PM), I wanted to send out some information so that you have a chance to look at it ahead of time. The information I am providing is based on our discussion about a year ago, when we first discussed the annexation of the area. The first item I've attached to this Email is the zoning regulations for the Urban Agriculture zoning district. As you recall, the residents in the area asked the City to consider Urban Agriculture zoning rather than R-1 or R-2. We are agreeable to recommending Urban Agriculture zoning for your area, given the semi-rural character.

The second item that I've attached is a list of questions/answers that we put together after listening to you all at the January 29<sup>th</sup> meeting. Some of the answers note that they will be addressed at the upcoming meeting. We expect that the City Manager, Public Utilities Manager, Police Chief, Community Development Director, and City Council Reps will all be in attendance on December 2<sup>nd</sup>, and will be available to address your questions. You are also more than welcome to respond to this Email to ask me questions prior to the meeting if you'd like.

As of now, the preliminary timeline for the annexation is as follows:

December 15<sup>th</sup> – City Council initiates the annexation, by Resolution  
January 19<sup>th</sup> – Public Hearing and 1<sup>st</sup> reading on Ordinance  
February 2<sup>nd</sup> – 2<sup>nd</sup> reading on Ordinance  
February 16<sup>th</sup> – 3<sup>rd</sup> reading on ordinance, and public hearing on a resolution accepting the annexation report/study  
March 17<sup>th</sup> – annexation becomes effective

Finally, I have attached the survey that was completed for the annexation area. The survey ONLY describes the outside boundary of the area, and DID NOT look at your interior lot boundaries/lines, property corners, etc.

We hope to see you at the meeting, and if you have any comments or questions in the interim, please let me know.

Best,

Craig Collins, AICP  
City Planner  
City of Casper



# AG (Urban Agriculture) Zoning District Regulations

## Chapter 17.24 - AG URBAN AGRICULTURE

### **17.24.010 - Purpose.**

The purpose of the AG district is to establish and preserve areas for semi-rural, low density residential, and related or compatible uses. It is also the intent to provide within this zone, an adequate amount of space for livestock and poultry, as is essential to meet appropriate health standards.

### **17.24.020 - Permitted uses.**

In an AG district, no building, structure, or other land use shall be permitted or used except for the following:

1. The keeping and raising of food animals and pleasure animals; and the cultivation of gardens, orchards, and crops;
2. Conventional site-built single-family dwellings and manufactured homes with siding material consisting of wood or wood products, stucco, brick, rock, or horizontal lap wood, steel or vinyl siding;
3. Bed and breakfast;
4. Day-care, adult;
5. Family child care center - zoning review;
6. Family child care home;
7. Family child care home - zoning review;
8. Greenhouses and nurseries;
9. Reserved;
10. Parks, playgrounds, historical sites, golf courses, and other recreational facilities;
11. Tree farms, commercial;
12. Neighborhood assembly uses;
13. Group home;
14. Church.

### **17.24.030 - Conditional uses.**

The following shall be permitted as conditional uses within an AG district:

- A. Mortuaries;
- B. Reserved;
- C. Kennels;
- D. Lighted recreational facilities;
- E. Personal service shops;

- F. Public utility and public service installations and facilities, excluding business offices and repair and storage facilities;
- G. Riding academies;
- H. Stables;
- I. Other agricultural and nonagricultural uses compatible with this district and as approved by the commission, with the exception of gaming/gambling uses as defined in this title;
- J. Branch community facilities.

**17.24.040 - Minimum standards.**

- A. Lot Area.
  - 1. Single-family dwellings, where public water and sewer are not provided, two acres;
  - 2. Single-family dwellings, where public water and sewer are provided, one acre;
- B. Yard requirements.
  - 1. Front and rear yard, thirty feet;
  - 2. Side yard, thirty feet;
- C. Space Requirements for Livestock. The following tables are the minimum standards for dry lot confinement and pasture for various classifications of livestock:
  - 1. Beef cattle: soil surfaced open shed floor area (dirt floor preferred), three hundred square feet for each cow or steer,
  - 2. Horses, soil surfaced open shed floor area, dirt floor, three hundred square feet for each horse,
  - 3. Chickens, controlled environment, two and one-half square feet for each chicken,
  - 4. Sheep, lot soil, twenty-five square feet of open lot for each sheep,
  - 5. Hogs, unsurfaced lot, one hundred square feet for each hog.

# ANNEXATION

## Frequently Asked Questions *(previously presented at the January 2020 neighborhood meeting)*

1. **Will we have to switch to City sanitation?** – The City will not force existing residents of the area to use City sanitation service. Now that the area will be part of the City of Casper, you may find our rates and services to be very competitive with the private waste haulers. Every resident that has City sanitation service is entitled to a “no-extra-charge” extra pickup and a “dump coupon” every month, as a part of the service.
2. **Will we be forced to abandon our septic systems and connect to the City’s sewer system?** – No, not as a result of annexation into the City. The City/County Health Department and the DEQ license septic systems, and it is up to them if and when you are required to connect to municipal sewer service, regardless of whether the property is in the City or not.
3. **Will we be required to connect to City water if we currently have a well?** – No, existing residents will not be required to abandon their well and connect to City water as a result of annexation into the City. The State Engineer’s Office regulates water wells in Wyoming, and any questions that you have regarding wells should be directed to them. Any new construction that needs water after annexation will be required to connect to City utilities. City residents’ enjoy water and sewer rates that are significantly less than County residents’ rates for the same service.
4. **Will our property taxes increase?** – Property taxes typically increase slightly (8 mills) as a result of an annexation into the City. Taxes are collected by the Natrona County Assessor, so any questions should be directed to that office, (307)-235-9497.
5. **Who will provide police and fire protection?** – The City will become the primary agency to provide emergency services. However, as with all areas, there are mutual aid agreements in place that allow the City and County to “cross lines” and provide services in emergencies. As a resident of the City, you are also still considered to be a Natrona County resident, and don’t lose any of those rights or benefits.
6. **Will my homeowner’s Insurance rates change?** - Possibly. Insurance rates depend on jurisdiction, and its ISO (Insurance Services Office) rating. You should call your insurance

company to let them know of the change. The City of Casper enjoys a very good ISO rating, resulting in the best possible insurance rates for our residents.

7. **Why is Casper considering the annexation of these properties?** – The area being considered for annexation is surrounded entirely, on all sides, by the City of Casper. The Casper City Council has directed staff to look for these types of areas, and to investigate the feasibility of annexation. The City has not yet determined whether the annexation of the area would be in the best interest of the City and/or the property owners. Further study during the annexation process over the coming months will look at the infrastructure needs of the area, if any, and will conduct a detailed cost/benefit analysis that will be used by the City Council to make their final decision on annexation.
8. **How will Zoning and Code Enforcement change?** The City and the County are very similar with regard to Zoning and Code Enforcement, however, there may be some slight differences in regulations. The City realizes that this may be considered to be a significant change for property owners, and will focus initially on education and outreach, rather than heavy-handed, strict enforcement if/when issues arise.
9. **Can we keep our horses/chickens/goats, etc. after we are annexed?** It depends on the zoning classification of the area. Most zoning districts in Casper do not allow livestock, although chickens are allowed in all residential areas.
10. **When and where are the City Council public hearings related to this annexation if we'd like to attend?** – The annexation process is lengthy, and typically takes approximately 4-6 months to complete all the steps required. City Council will provide multiple opportunities for public comment during the annexation process; however, the exact dates have not yet been determined. Prior to the first public hearing, you will receive a postcard in the mail notifying you of the date, time and place. You will also receive an annexation report/study from City staff, once completed, as is required by State law.
11. **What will be the zoning classification of our properties once annexed?** – Nothing is set in stone, but preliminarily, the City is looking at single-family residential (R-2). There are already three properties along the east side of Robertson Road that were annexed previously, and they are zoned R-2 (One Unit Residential). The City's zoning regulations can be found on the City's website at [casperwy.gov](http://casperwy.gov). The City would like to hear from the property owners in the annexation area as to what their long-term vision is for the development of the properties before finalizing a recommended zoning classification for the area.
12. **What about voting?** - As a City resident, you would be able to vote in City elections, and would also be eligible to serve as either elected or appointed City of Casper officials if you

wish. Upon annexation, the City notifies the County that the area is now included in the Casper City limits, so no action is required on your part.

**13. Who can I contact for more information, or to discuss my concerns?**

- Craig Collins – City Planner – (307)-235-8241 or [ccollins@casperwy.gov](mailto:ccollins@casperwy.gov)
- Charles Powell, Ward II Councilperson – (307)-577-6042 or [cpowell@casperwy.gov](mailto:cpowell@casperwy.gov)
- Shawn Johnson, Ward II Councilperson – (307)-337-5057 or (307)-277-7377 – [shjohnson@casperwy.gov](mailto:shjohnson@casperwy.gov)
- Kenneth Bates – Ward II Councilperson – (307)-473-1247 – [kbates@casperwy.gov](mailto:kbates@casperwy.gov)


**Robertson Road Annexation**  
**Neighborhood Comments/Questions from Public Meeting**  
**January 29, 2020**

- 1. How will annexation benefit the residents?**
  - a. Availability of City services (Fire, Police, etc.)
  - b. Water/sewer rates are lower in the City.
  - c. Homeowner's insurance rates are typically lower because of excellent ISO (Insurance Services Office) rating, 4-minute Fire Department response time, etc.
- 2. What triggers annexation with utility hook-ups?**
  - a. Current City policy is to require annexation when utilities are requested by a property owner, and the property is eligible for annexation (contiguous with current City limits).
- 3. Residents originally bought homes with purpose of being in the County.**
  - a. *Fears: Their property will be taken when Robertson Road is widened. The State has tried to take their property in the past.*
  - b. Currently, Robertson Road is constructed on private properties, within an easement. That means that residents own, and are likely paying property taxes on unusable ground. In the City, we require dedicated right-of-way rather than road easements, which means that the property that is under Robertson Road would be dedicated as a public street. The benefit for the property owners is that you would no longer be paying taxes on unusable property.
- 4. The residents have chickens. Can the zoning be Urban Agriculture?**
  - a. Yes, Urban Agriculture Zoning would be acceptable in this area.
- 5. GIS maps have changed? Why? Has the County been making changes?**
  - a. Assume that this is the same issue discussed above, regarding the difference between Robertson Road being within an easement, vs. dedicated right-of-way.
- 6. If annexation occurs, will residents be able to have open burning?**
  - a. Casper Fire-EMS requires a permit for any open burning, other than recreational burning, such as approved fire pits. There are specific requirements that have to be met for a permit to be issued, and not all permits that are requested are issued. Red flag warnings & high wind warnings will affect whether or not burning permits are issued.
- 7. What are benefits to the City of Casper?**
  - a. Receiving the proportionate amount of sales tax dollars.
  - b. Clean up an island of County properties that are totally surrounded by City.
- 8. Will shooting be allowed on their property?**
  - a. Police Chief to address this issue at the meeting.
- 9. Residents would like commercial truck use on Robertson Road enforced?**
  - a. Police Chief to address this issue at the meeting.
- 10. When the City put the sewer line down Robertson Road, their wells were de-watered/contaminated?**
  - a. Public Utilities to address this issue at the meeting.

- 11. Will the City pay to put water lines and taps to their homes? What is the typical cost - \$10K?**
  - a. City Manager & Public Utilities Manager to address this issue at the meeting.
- 12. Their water has low pressure, and they have to limit their usage. The City promised 60 psi; that is not the case.**
  - a. Public Utilities Manager to address this issue at the meeting.



February 3, 2021

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew B. Beamer, P.E., Public Services Director  
Cynthia M. Langston, Solid Waste Manager  
Bruce Martin, Public Utilities Manager

SUBJECT: Public Utilities and Solid Waste Rate Model Update.

Meeting Type & Date:

Council Work Session

February 9, 2021

Action Type:


Information Only

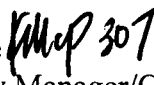
Summary:

City of Casper considers rates for water, sewer, and solid waste every other year. Rate resolutions were last adopted in 2019, so City Council will again consider new rate resolutions later this year.

An update on each utility pro-forma will be provided at the work session, showing how each fund is performing against expectations. The assumptions with each pro-forma will be discussed, including estimated revenues and expenses, capital outlays, and estimates concerning rate of inflation and population growth.

January 20, 2021

TO: J. Carter Napier, City Manager 

FROM: Keith McPheeters, Chief of Police   
Fleur Tremel, Assistant to the City Manager/City Clerk  
Carla Mills-Laatsch, Licensing Specialist

SUBJECT: Annual City of Casper Liquor License Review and Report

**Meeting Type & Date**

Work Session, February 9, 2021

**Recommendation**

Information only.

**Summary**

**Annual City of Casper Liquor License Review**

Attached is the annual City of Casper Liquor License Review for the 2020 calendar year. No licensed establishments created an overwhelming, inordinate police response.

During the calendar year, in accordance with State of Wyoming grant funding, multiple compliance operations were conducted. Twelve (12) businesses failed the compliance check. There were no repeat failures. This is down from thirteen (13) failures last year.

In August of 2019, the newly revised City of Casper Ordinances involving the sale of alcohol took effect. These new ordinances primarily instituted an expectation of mandatory server training. The Department saw positive indications in the last months of 2019 that the mandatory server training was generating less alcohol related crashes.

Unfortunately, the advent of COVID-19 has made any valid statistical comparison of alcohol related crimes occurring in 2020 difficult to observe or track. The impact of COVID-19 related restaurant and bar restrictions and closures will only be apparent with time. Nonetheless, the direct enforcement (arrests) of alcohol related crimes decreased significantly in 2020: -7.9% fewer DUI arrests (257 in 2020 versus 279 in 2019) and a -36.4% reduction in Public Intoxication arrests (276 in 2020 versus 434 in 2019).

In 2020, alcohol related crashes increased by 3.0% (67 in 2020 versus 65 in 2019) and average BAC at the time of arrest for DUI also showed a 6.7% increase (0.176 in 2020 versus 0.165 in 2019).

Due to the anomalies of the pandemic's impact on our economy and community, the Department has no recommendations for any adjustments to enforcement changes or for Council driven policy or ordinance changes.

### **Liquor License Renewal Due Date**

Recently, City Council amended the liquor ordinances and set the due date every year for liquor licenses as the 2<sup>nd</sup> Monday of December. This year that fell on December 14, 2020. The ordinance also included language that provided that applications received 1-5 days late would incur a late fee of \$250, and 6-10 days late would result in a late fee of \$500, and on day 11 the license would be considered abandoned. This year Staff sent out letters and followed up with emails and several calls to applicants to ensure that the new deadlines and fees were understood.

The following liquor license renewal applicants acknowledged that their applications would be late and paid the late fee of \$250:

- Smith's Food & Drugs Centers, INC d/b/a Smith Food & Drugs #185 – Retail Liquor License
- Sam's West Inc d/b/a Sam's Club #6425 – Retail Liquor License
- Walmart Inc, d/b/a Walmart Supercenter #3778 – Retail Liquor License
- Highend Hotel Group of America d/b/a Oyo Townhouse Casper

Additionally, a few liquor license holders informed Staff that they did not intend to renew and acknowledged that their licenses would be considered abandoned. They are as follows:

- Adega d/b/a Qdoba Mexican Eat – Bar and Grill liquor license
- Edg d/b/a Qdoba Mexican Eat – Bar and Grill liquor license
- Koto Casper d/b/a Koto Restaurant – Restaurant liquor license
- Yang & Zhang d/b/a Lime Leaf Bistro – Restaurant liquor license

Finally, one license holder, Ludovico did not renew their license at the 3095 Talon address. Instead, they are in the process of obtaining a new liquor license at their new address at 1301 Wilkins and will renew at that address, if the new license is approved by City Council.

### **Liquor License Follow-up**

Retail Liquor License No. 5 was transferred to Lucky 95, LLC in January of 2016 and remained non-operational until December of 2017. At this time it was transferred into Travis Taylor d/b/a Cocktails located at 134 North Center and was non-operational. City Council addressed the issue of this license being non-operational for two years and potentially for another year. It was requested at this time that he provide an update on his plans for this license at the yearly renewal meeting being held in February.

On February 17, 2018, Travis Taylor spoke to city council and stated he had a plan and was looking for land. On April 10, 2018 the council requested an update from Travis Taylor on the progress of his liquor license. Mr. Taylor communicated he was in the process of getting appraisals so he could move forward with a new project and site. He also communicated that with the limited time line he would have to move into an existing building as he does not have enough time to build with

the time frame he has. It was stated at that time that he needed to make substantial progress on making this license active if he wanted to ask for the additional year. On December 4, 2018, this license was transferred to a new location at 138 North Kimball and this license then became active. This license has made minimal liquor purchases since opening.

**Financial Considerations**

City received \$122,000 in renewal fees and an additional \$1000 in late fees.

**Project Oversight**

Carla Mills-Laatsch, Licensing Specialist  
Casper Police Department

**Attachments**

2020 City of Casper Liquor License Review

2020

# City of Casper Liquor License Review



CITY OF CASPER  
POLICE DEPARTMENT



Table of Contents

Memo from the Chief ..... 2  
Alcohol Compliance Summary ..... 3  
Calls for Service Summary ..... 4  
City Ordinances ..... 38

January 20, 2021

TO: J. Carter Napier, City Manager  
FROM: Keith McPheeters, Chief of Police *KMP 307*  
SUBJECT: Annual City of Casper Liquor License Review and Report

Meeting Type & Date  
Work Session, February 9, 2021

Recommendation  
Information only.

Summary

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Attachments  
2020 City of Casper Liquor License Review

## 2020 Alcohol Compliance Summary

| <b>Retailer</b>         | <b>Inc Number</b> | <b>Date</b> | <b>Violation</b> | <b>Sited for<br/>C5.08.360 – Right of<br/>Entry Inspection. Selling<br/>Liquor To A Minor</b> | <b>Disposition</b>              |
|-------------------------|-------------------|-------------|------------------|---|---------------------------------|
| Walmart West            | 20-004455         | 1/20/2020   | Sell to Minor    | Yes   | Guilty/ No Contest<br>3/3/2020  |
| PARTY TIME LIQUORS      | 20-070352         | 11/14/2020  | Sell to Minor    | Yes   | Guilty<br>1/5/2021              |
| C85 Liquor              | 20-070359         | 11/14/2020  | Sell to Minor    | Yes   | Guilty<br>1/7/2021              |
| LIQUOR SHED             | 20-073211         | 11/30/2020  | Sell to Minor    | Yes   | Guilty<br>1/5/2021              |
| SANFORDS GRUB AND PUB   | 20-073212         | 11/30/2020  | Sell to Minor    | Yes   | Failed to appear<br>Warrant     |
| PIZZA RANCH             | 20-073213         | 11/30/2020  | Sell to Minor    | Yes   | Warning Juvenile<br>Offender    |
| Casper Horse Palace     | 20-073353         | 12/1/2020   | Sell to Minor    | Yes   | Arraignment<br>1/25/2021 9:00AM |
| Ramkota                 | 20-074241         | 12/5/2020   | Sell to Minor    | Yes   | Guilty<br>12/15/2020            |
| Outlet Liquor & Tobacco | 20-074249         | 12/5/2020   | Sell to Minor    | Yes   | Guilty<br>12/15/2020            |
| 4155 LEGION LN          | 20-075701         | 12/12/2020  | Sell to Minor    | Yes   | Guilty/ No Contest<br>1/7/2021  |
| SILVER FOX LOUNGE       | 20-077276         | 12/21/2020  | Sell to Minor    | Yes   | Arraignment<br>2/2/2021 9:00AM  |
| PARTY TIME LIQUORS      | 20-077277         | 12/21/2020  | Sell to Minor    | Yes   | Arraignment<br>2/02/2021 9:00AM |
|                         |                   |             |                  |   |                                 |
|                         |                   |             |                  |   |                                 |
|                         |                   |             |                  |   |                                 |

2020 City of Casper Liquor License Review

90 - On Premise Locations

666 Restaurant, Inc  
House of Sushi  
*License Type: Restaurant*  
*Address: 260 S CENTER ST*  
*Total Calls: 2*

71 SE WYOMING BLVD LLC  
HORSE PALACE (THE)  
*License Type: Bar & Grill*  
*Address: 71 SE WYOMING BLVD*  
*Total Calls: 17*

|                 |   |
|-----------------|---|
| Burglary Auto   | 3 |
| Alarm Security  | 2 |
| Reddi           | 2 |
| Wanted Person   | 2 |
| 911-Welfare     | 1 |
| Alcohol Offense | 1 |
| Citizen Comp    | 1 |
| COVID           | 1 |
| Fraud           | 1 |
| Missing Person  | 1 |
| Suspicious      | 1 |

Adega LLC  
*Qdoba Eats*  
*License Type: Bar & Grill*  
*Address: 5030 E 2<sup>nd</sup> ST*  
*Total Calls: 10*

|                |   |
|----------------|---|
| Alarm Security | 4 |
| Accident PI    | 2 |
| 911-Welfare    | 1 |
| EMS Assist     | 1 |
| Hit and Run    | 1 |
| Telephone Ord  | 1 |

ALBERTSONS LIQUORS INC

ALBERTSONS LIQUORS #60

License Type: Package Store

Address: 1076 CY AVE

Total Calls: 73

|                 |    |
|-----------------|----|
| Traffic Stop    | 23 |
| Shoplifting     | 8  |
| 911-Welfare     | 6  |
| Hit and Run     | 5  |
| Welfare Check   | 5  |
| Suspicious      | 4  |
| Theft           | 3  |
| Attempt-Locate  | 2  |
| Drugs           | 2  |
| Fraud           | 2  |
| Property Damage | 2  |
| Property Found  | 2  |
| Reddi           | 2  |
| Accident PD     | 1  |
| Accident PI     | 1  |
| Citizen Assist  | 1  |
| Disturbance     | 1  |
| Juvenile Prob   | 1  |
| Motorist Assist | 1  |
| Property Lost   | 1  |

ALBERTSONS LLC

ALBERTSONS #62

License Type: Package Store

Address: 2625 EAST 2ND ST

Total Calls: 97

|                |    |
|----------------|----|
| Traffic Stop   | 21 |
| Theft          | 8  |
| 911-Welfare    | 6  |
| Accident PD    | 6  |
| Public Intox   | 6  |
| Reddi          | 6  |
| Suspicious     | 6  |
| Hit and Run    | 5  |
| Welfare Check  | 5  |
| Citizen Assist | 4  |
| Citizen Comp   | 3  |
| Disturbance    | 3  |
| FVPA Violation | 3  |
| Assault        | 2  |
| Attempt-Locate | 2  |
| EMS Assist     | 2  |
| Shoplifting    | 2  |
| Wanted Person  | 2  |
| Accident PI    | 1  |
| Fraud          | 1  |
| Property Found | 1  |
| Traffic Hazard | 1  |

## ALEJANDRO ROSALES

### TACOS MEXICO

License Type: Restaurant

Address: 2117 E 12TH ST

Total Calls: 5

|                |   |
|----------------|---|
| Suspicious     | 2 |
| Business Order | 1 |
| Citizen Assist | 1 |
| Fight          | 1 |

## Alibi Bar & Lounge

*License Type:* Combo Bar & Package Store

*Address:* 1740 E YELLOWSTONE HWY

*Total Calls:* 29

|                 |   |
|-----------------|---|
| Traffic Stop    | 7 |
| Accident PD     | 4 |
| Assault         | 3 |
| Reddi           | 3 |
| 911-Welfare     | 1 |
| Agency Assist   | 1 |
| Attempt-Locate  | 1 |
| Disturbance     | 1 |
| Fraud           | 1 |
| Hit and Run     | 1 |
| Property Damage | 1 |
| Public Intox    | 1 |
| Structure FIRE  | 1 |
| Suicidal Subj   | 1 |
| Vehicle Theft   | 1 |
| Welfare Check   | 1 |

## ALROG INC

### MOONLIGHT LIQUORS

*License Type:* Combo Bar & Package Store

*Address:* 2305 E 12TH ST

*Total Calls:* 23

|                 |   |
|-----------------|---|
| 911-Welfare     | 5 |
| Suspicious      | 5 |
| Theft           | 2 |
| Vehicle Theft   | 2 |
| Alarm Security  | 1 |
| Attempt-Locate  | 1 |
| Burglary Busine | 1 |
| Citizen Assist  | 1 |
| Extra Patrol    | 1 |



|               |   |
|---------------|---|
| Family Fight  | 1 |
| Traffic Stop  | 1 |
| Wanted Person | 1 |
| Welfare Check | 1 |

**AMOCO REUSE AGREEMENT JOINT POWERS BOARD  
THREE CROWNS GOLF CLUB**

*License Type:* Bar  
*Address:* 1601 KING BLVD  
*Total Calls:* 7

|                 |   |
|-----------------|---|
| 911-Welfare     | 2 |
| Attempt-Locate  | 1 |
| Property Damage | 1 |
| Theft           | 1 |
| Unconsciousness | 1 |
| Welfare Check   | 1 |

**Armor's Restaurant**  
*License Type:* Retail  
*Address:* 3422 S ENERGY LANE  
*Total Calls:* 9

|                 |   |
|-----------------|---|
| 911-Welfare     | 5 |
| Alcohol Offense | 2 |
| Traffic Stop    | 1 |
| Welfare Check   | 1 |

**BACKWARDS DISTILLING COMPANY LLC  
BACKWARDS DISTILLING COMPANY SATELLITE**

*License Type:* Combo Bar & Package Store  
*Address:* 214 S WOLCOTT  
*Total Calls:* 0

**Bosco's**  
*License Type:* Restaurant  
*Address:* 847 E A ST  
*Total Calls:* 4

|              |   |
|--------------|---|
| Traffic Stop | 4 |
|--------------|---|

**BPO ELKS #1353  
ELKS LODGE #1353**  
*License Type:* Bar  
*Address:* 108 E 7TH ST  
*Total Calls:* 6

|                |   |
|----------------|---|
| Alarm Security | 3 |
| Citizen Assist | 1 |
| Reddi          | 1 |
| Suspicious     | 1 |

**BRENTON PROPERTIES LLC  
FRANKS BUTCHER SHOP & LIQUOR**

*License Type:* Package Store

*Address:* 2024 CY AVE

*Total Calls:* 0

**BREWSTORY LLC  
FRONTIER BREWING COMPANY**

*License Type:* Combo Bar & Package Store

*Address:* 117 E 2ND ST

*Total Calls:* 1

|               |   |
|---------------|---|
| Welfare Check | 1 |
|---------------|---|

**CABIN CREEK GOLF LLC  
PARADISE VALLEY COUNTRY CLUB**

*License Type:* Bar

*Address:* 70 MAGNOLIA

*Total Calls:* 10

|             |   |
|-------------|---|
| 911-Welfare | 8 |
| Accident PD | 1 |
| Fight       | 1 |

**CASPER CHOP HOUSE LLC  
WYOMING RIB & CHOP HOUSE**

*License Type:* Bar

*Address:* 256 S CENTER ST

*Total Calls:* 16

|                |   |
|----------------|---|
| Alarm Security | 9 |
| 911-Welfare    | 2 |
| Accident PD    | 1 |
| Assault-Knife  | 1 |
| Public Intox   | 1 |
| Wanted Person  | 1 |
| Welfare Check  | 1 |

CASPER DAVES LLC  
WYOMING ALE WORKS  
*License Type:* Bar & Grill  
*Address:* 5900 EAST 2ND ST  
*Total Calls:* 20

|                |   |
|----------------|---|
| Traffic Stop   | 8 |
| Alarm Security | 4 |
| Reddi          | 3 |
| 911-Welfare    | 2 |
| Burglary Auto  | 2 |
| Fight          | 1 |

CASPER HOSPITALITY LLC  
COURTYARD BY MARRIOTT  
*License Type:* Bar  
*Address:* 4260 HOSPITALITY LN  
*Total Calls:* 29

|                 |   |
|-----------------|---|
| Welfare Check   | 5 |
| Suspicious      | 4 |
| 911-Welfare     | 3 |
| Citizen Comp    | 3 |
| Citizen Assist  | 2 |
| Theft           | 2 |
| Wanted Person   | 2 |
| Burglary Auto   | 1 |
| Citizen Dispute | 1 |
| Disturbance     | 1 |
| Extra Patrol    | 1 |
| Property Lost   | 1 |
| Trespassing     | 1 |
| Unconsciousness | 1 |
| Weapon Offense  | 1 |

CASPER INN LLC  
HOLIDAY INN  
*License Type:* Bar  
*Address:* 721 GRANITE PEAK DR  
*Total Calls:* 16

|                |   |
|----------------|---|
| 911-Welfare    | 8 |
| Welfare Check  | 4 |
| Citizen Assist | 1 |

|                 |   |
|-----------------|---|
| Overdose        | 1 |
| Suicidal Subj   | 1 |
| Unconsciousness | 1 |

### CASPER MUSTANG POST VFW 10677

VFW POST 10677

*License Type:* Bar

*Address:* 420 N ELK

*Total Calls:* 2

|               |   |
|---------------|---|
| Welfare Check | 1 |
| Wanted Person | 1 |

### CASPER SHRINE CLUB

SHRINE CLUB

*License Type:* Bar

*Address:* 1501 W 39TH AVE

*Total Calls:* 0

### CASPER VFW MEMORIAL POST 9439

CASPER VFW MEMORIAL POST 9439

*License Type:* Bar

*Address:* 1800 BRYAN STOCK TRL

*Total Calls:* 0

### CHARGER HOLDINGS LLC

YELLOWSTONE GARAGE

*License Type:* Bar

*Address:* 355 W YELLOWSTONE

*Total Calls:* 17

|                |   |
|----------------|---|
| Traffic Stop   | 8 |
| 911-Welfare    | 2 |
| Alarm Security | 1 |
| Assault        | 1 |
| Business Order | 1 |
| Fight          | 1 |
| FVPA Violation | 1 |
| Public Intox   | 1 |
| Suspicious     | 1 |

### CHILDS CORP

LA COCINA MEXICAN RESTAURANT

*License Type:* Restaurant

*Address: 321 EAST E ST*  
*Total Calls: 11*

|                |   |
|----------------|---|
| Alarm Security | 3 |
| Accident PD    | 1 |
| Assault        | 1 |
| Suspicious     | 1 |
| Theft          | 1 |
| Traffic Stop   | 1 |
| Welfare Check  | 1 |

**CITY OF CASPER**  
**HOGADON BASIN SKI AREA**  
*License Type: Bar*  
*Address: 2500 W HOGADON RD*  
*Total Calls: 0*

**CITY OF CASPER WYOMING**  
**19TH HOLE (THE)**  
*License Type: Bar*  
*Address: 2120 ALLENDALE BLVD*  
*Total Calls: 24*

|                |    |
|----------------|----|
| Alarm Security | 11 |
| 911-Welfare    | 8  |
| Burglary Auto  | 2  |
| Citizen Comp   | 1  |
| Shots Fired    | 1  |
| Vehicle Aband. | 1  |
| Alarm Security | 11 |

**DORSEY VAN GALLOWAY**  
**GALLOWAYS IRISH PUB**  
*License Type: Bar*  
*Address: 2800 CY AVE*  
*Total Calls: 50*

|               |    |
|---------------|----|
| Traffic Stop  | 12 |
| Reddi         | 5  |
| Wanted Person | 5  |
| 911-Welfare   | 3  |
| Disturbance   | 3  |
| Drugs         | 3  |

|                |   |
|----------------|---|
| Accident PD    | 2 |
| Citizen Comp   | 2 |
| Defraud Inn    | 2 |
| EMS Assist     | 2 |
| Fight          | 2 |
| Theft          | 2 |
| Assault        | 1 |
| Attempt-Locate | 1 |
| Citizen Assist | 1 |
| Civil Standby  | 1 |
| Fraud          | 1 |
| Suspicious     | 1 |
| Welfare Check  | 1 |

**DOUBLE C HOSPITALITY LLC**  
**C85 @ GALLES LIQUOR MART**  
*License Type: Package Store*  
*Address: 748 E YELLOWSTONE*  
*Total Calls: 24*

|                 |   |
|-----------------|---|
| Suspicious      | 4 |
| Traffic Stop    | 4 |
| Shoplifting     | 3 |
| Assault         | 2 |
| Public Intox    | 2 |
| Alarm Security  | 1 |
| Alcohol Offense | 1 |
| Citizen Assist  | 1 |
| Citizen Comp    | 1 |
| Fraud           | 1 |
| Motorist Assist | 1 |
| Theft           | 1 |
| Unconsciousness | 1 |

**EDG LLC**  
*Qdoba Eats*  
*License Type: Bar & Grill*  
*Address: 4009 CY Ave*  
*Total Calls: 8*

|                |   |
|----------------|---|
| Alarm Security | 4 |
| Alarm Security | 3 |
| Alarm Holdup   | 1 |

**EL BURRO LOCO LLC**



BURRO LOCO

*License Type:* Restaurant

*Address:* 2333 E YELLOWSTONE HWY

*Total Calls:* 2

|             |   |
|-------------|---|
| 911-Welfare | 1 |
| Suspicious  | 1 |

FIRE ROCK HOSPITALITY GROUP LLC

FIRE ROCK STEAKHOUSE

*License Type:* Bar

*Address:* 6100 E 2ND ST

*Total Calls:* 7

|                |   |
|----------------|---|
| Alarm Security | 3 |
| 911-Welfare    | 2 |
| Burglary Auto  | 1 |
| Hit and Run    | 1 |

FIREHOUSE PIZZA WOOD FIRED

FIREHOUSE PIZZA WOOD FIRED

*License Type:* Restaurant

*Address:* 395 NEWPORT STE 1

*Total Calls:* 2

|             |   |
|-------------|---|
| 911-Welfare | 1 |
| Reddi       | 1 |

FRATERNAL ORDER OF EAGLES #306

EAGLES LODGE

*License Type:* Bar

*Address:* 306 N DURBIN

*Total Calls:* 18

|                |   |
|----------------|---|
| 911-Welfare    | 6 |
| Alarm Security | 6 |
| Citizen Assist | 1 |
| Disturbance    | 1 |
| Fight          | 1 |
| Property Found | 1 |
| Reddi          | 1 |
| Welfare Check  | 1 |

FROSTY BEV LLC

**FROSTY LOUNGE**

*License Type: Bar*

*Address: 520 S CENTER*

*Total Calls: 12*

|                |   |
|----------------|---|
| Traffic Stop   | 5 |
| 911-Welfare    | 2 |
| Theft          | 2 |
| Citizen Assist | 1 |
| Theft          | 2 |
| Citizen Assist | 1 |

**GLOBAL SPECTRUM LP**

**CASPER EVENTS CENTER**

*License Type: Bar*

*Address: 1 EVENTS DR*

*Total Calls: 20*

|                |   |
|----------------|---|
| 911-Welfare    | 8 |
| Accident PD    | 2 |
| Theft          | 2 |
| Agency Assist  | 1 |
| Attempt-Locate | 1 |
| Disturbance    | 1 |
| Lockout        | 1 |
| Suspicious     | 1 |
| Traffic Stop   | 1 |
| Traumatic Inj  | 1 |
| VIN Inspection | 1 |

**GOLD CROWN LLC**

**PARADISE VALLEY LIQUORS**

*License Type: Package Store*

*Address: 401 VALLEY DR*

*Total Calls: 9*

|                |   |
|----------------|---|
| Alarm Security | 2 |
| Reddi          | 2 |
| Agency Assist  | 1 |
| Attempt-Locate | 1 |
| DUI            | 1 |
| Shoplifting    | 1 |
| Traffic Stop   | 1 |

**GOOD 2 GO STORES LLC**

**GOOD 2 GO #216**

*License Type: Package Store*

*Address: 1968 E YELLOWSTONE HWY*

*Total Calls: 16*

|                 |   |
|-----------------|---|
| Hit and Run     | 4 |
| Citizen Assist  | 3 |
| Alarm Security  | 2 |
| Reddi           | 2 |
| Citizen Comp    | 1 |
| Shoplifting     | 1 |
| Tobacco Ordinan | 1 |
| Traffic Stop    | 1 |
| Welfare Check   | 1 |

**GRUNER BROTHERS BREWING**  
**GRUNER BROTHERS BREWING**  
*License Type:* Combo Bar & Package Store  
*Address:* 1301 WILKINS CIR  
*Total Calls:* 4

|                |   |
|----------------|---|
| Alarm Security | 3 |
| 911-Welfare    | 1 |

**HIGHEND HOTEL GROUP OF AMERICA LLC**  
**RAMADA PLAZA RIVERSIDE & CONVENTION CTR CASP**  
*License Type:* Bar  
*Address:* 300 W F ST  
*Total Calls:* 120

|                 |    |
|-----------------|----|
| Welfare Check   | 16 |
| Drugs           | 13 |
| Traffic Stop    | 11 |
| 911-Welfare     | 8  |
| Public Intox    | 8  |
| Citizen Assist  | 7  |
| Theft           | 7  |
| Disturbance     | 6  |
| Property Damage | 6  |
| Shots Fired     | 5  |
| Citizen Comp    | 4  |
| Suspicious      | 4  |
| Fight           | 3  |
| Wanted Person   | 3  |
| Burglary Busine | 2  |
| Defraud Inn     | 2  |
| Suicidal Subj   | 2  |
| Accident PD     | 1  |
| Agency Assist   | 1  |
| Alcohol Offense | 1  |
| Drowning        | 1  |
| Fall            | 1  |
| Family Fight    | 1  |
| Fraud           | 1  |
| Property Found  | 1  |

|                 |   |
|-----------------|---|
| Reddi           | 1 |
| Search Warrant  | 1 |
| Trespassing     | 1 |
| Unconsciousness | 1 |
| Vehicle Theft   | 1 |

**HIMALAYAN CUISINE LLC**

HIMALAYAN CUISINE

*License Type: Restaurant*

*Address: 232 E 2ND ST #100B*

*Total Calls: 7*

|                |   |
|----------------|---|
| Suspicious     | 4 |
| 911-Welfare    | 1 |
| Citizen Comp   | 1 |
| Missing Person | 1 |

**JJM CW HOSPITALITY INC**

DENNYS DINNER

*License Type: Restaurant*

*Address: 4220 HOSPITALITY LN*

*Total Calls: 6*

|                 |   |
|-----------------|---|
| Attempt-Locate  | 2 |
| 911-Welfare     | 1 |
| Citizen Comp    | 1 |
| Property Damage | 1 |
| Welfare Check   | 1 |

**JOHNNY JS BAR & GRILL LLC**

JS PUB & GRILL

*License Type: Bar & Grill*

*Address: 3201 SW WYOMING BLVD*

*Total Calls: 12*

|                |   |
|----------------|---|
| Alarm Security | 4 |
| 911-Welfare    | 3 |
| Accident PD    | 1 |
| EMS Assist     | 1 |
| Fraud          | 1 |
| Traffic Stop   | 1 |
| Welfare Check  | 1 |

**JOHNSON RESTAURANT GROUP INC**

CY DISCOUNT LIQUOR

*License Type: Combo Bar & Package Store*

*Address: 840 CY AVE*

*Total Calls: 49*

|                 |   |
|-----------------|---|
| Hit and Run     | 8 |
| Reddi           | 6 |
| Alarm Security  | 5 |
| Shoplifting     | 5 |
| Suspicious      | 5 |
| 911-Welfare     | 3 |
| Accident PD     | 3 |
| Assault         | 3 |
| Traffic Stop    | 3 |
| Welfare Check   | 2 |
| Citizen Comp    | 1 |
| Extra Patrol    | 1 |
| Harassment      | 1 |
| Power Line Down | 1 |
| Telephone Ord   | 1 |
| Unconsciousness | 1 |

## JUAN ROSALES

DON JUANS MEXICAN RESTAURANT

*License Type:* Restaurant

*Address:* 144 S CENTER

*Total Calls: 2*

|                |   |
|----------------|---|
| Citizen Assist | 1 |
| Traffic Stop   | 1 |

## KEG & CORK INC

KEG & CORK (THE)

*License Type:* Combo Bar & Package Store

*Address:* 5371 BLACKMORE RD

*Total Calls: 11*

|                 |   |
|-----------------|---|
| Reddi           | 3 |
| Unsecure Premis | 2 |
| Burglary Auto   | 1 |
| Disturbance     | 1 |
| Extra Patrol    | 1 |
| Fight           | 1 |
| Hit and Run     | 1 |
| Unconsciousness | 1 |

## KET LLC

EGGINGTONS

*License Type:* Restaurant

*Address:* 229 E 2ND ST

*Total Calls: 12*

|                |   |
|----------------|---|
| Alarm Security | 4 |
| Hit and Run    | 3 |
| 911-Welfare    | 2 |
| Accident PD    | 2 |
| Citizen Comp   | 1 |

## KOTO CASPER INC

### KOTO RESTAURANT

*License Type: Restaurant*

*Address: 5091 E 2ND ST*

*Total Calls: 1*

|                 |   |
|-----------------|---|
| Unconsciousness | 1 |
|-----------------|---|

## LIQUORS INC

### LIQUOR SHED

*License Type: Package Store*

*Address: 4241 E 2ND ST*

*Total Calls: 53*

|                       |    |
|-----------------------|----|
| Traffic Stop Count    | 23 |
| Shoplifting Count     | 11 |
| Fraud Count           | 4  |
| Welfare Check Count   | 4  |
| Accident PD Count     | 2  |
| Citizen Assist Count  | 2  |
| 911-Welfare Count     | 1  |
| Alarm Security Count  | 1  |
| Alcohol Offense Count | 1  |
| Assault Count         | 1  |
| Citizen Comp Count    | 1  |
| Public Intox Count    | 1  |
| Reddi Count           | 1  |

## LOS ESPINOS INC

### LA COSTA MEXICAN RESTAURANT

*License Type: Restaurant*

*Address: 1600 EAST 2ND ST*

*Total Calls: 4*

|                      |   |
|----------------------|---|
| Alarm Security Count | 2 |
| 911-Welfare Count    | 1 |
| Traffic Stop Count   | 1 |

## LUDOVICO

### LUDOVICO



*License Type:* Restaurant  
*Address:* 3095 TALON DR STE 1  
*Total Calls:* 9

|                |   |
|----------------|---|
| Alarm Security | 4 |
| 911-Welfare    | 2 |
| Accident PD    | 1 |
| Property Found | 1 |
| Suspicious     | 1 |

**MARCOS COAL FIRED PIZZA CASPER LLC  
RACCAS PIZZERIA NAPOLETANA**

*License Type:* Bar & Grill  
*Address:* 430 S ASH ST  
*Total Calls:* 4

|               |   |
|---------------|---|
| 911-Welfare   | 2 |
| Property Lost | 1 |
| Traffic Stop  | 1 |

**MODERN ELECTRIC COMPANY  
WYOMING BOOTLEGGER LIQUOR**

*License Type:* Package Store  
*Address:* 100 N ASH  
*Total Calls:* 1

|              |   |
|--------------|---|
| Traffic Stop | 1 |
|--------------|---|

**MORENO AND MORENO LLC  
GUADALAJARA FAMILY MEXICAN RESTAURANT**

*License Type:* Bar & Grill  
*Address:* 3350 CY AVE  
*Total Calls:* 3

|             |   |
|-------------|---|
| 911-Welfare | 1 |
| Disturbance | 1 |
| Theft       | 1 |

**MOUNTAIN HOPS BREWHOUSE LLC  
MOUNTAIN HOPS BREWHOUSE**

*License Type:* Combo Bar & Package Store  
*Address:* 612 N BEVERLY ST  
*Total Calls:* 0

**MOYLE PETROLEUM COMPANY  
OUTLET LIQUOR & TOBACCO**

*License Type:* Package Store  
*Address:* 627 N POPLAR  
*Total Calls:* 27

|                 |   |
|-----------------|---|
| Reddi           | 5 |
| Shoplifting     | 4 |
| Alarm Security  | 3 |
| Traffic Stop    | 3 |
| Unconsciousness | 2 |
| Accident PD     | 1 |
| Accident PI     | 1 |
| Alcohol Offense | 1 |
| Attempt-Locate  | 1 |
| Burglary Busine | 1 |
| Citizen Assist  | 1 |
| Citizen Comp    | 1 |
| Property Lost   | 1 |
| Public Intox    | 1 |
| Tobacco Ordinan | 1 |

**NEW CHOPSTIX ASIAN BISTRO CASPER INC**  
**CHOPSTIX ASIAN BISTRO**

*License Type:* Restaurant  
*Address:* 1937 E 2ND ST  
*Total Calls:* 2

|              |   |
|--------------|---|
| 911-Welfare  | 1 |
| Traffic Stop | 1 |

**OC CASPER LLC**  
**OLD CHICAGO**

*License Type:* Bar  
*Address:* 3580 E 2ND ST  
*Total Calls:* 12

|                |   |
|----------------|---|
| 911-Welfare    | 5 |
| Traffic Stop   | 3 |
| Accident PD    | 1 |
| Alarm Security | 1 |
| Disturbance    | 1 |
| Hit and Run    | 1 |

**OCCASIONS BY CORY LLC**  
**OCCASIONS ENTERTAINMENT GROUP**

*License Type:* Restaurant

Address: 303 S WOLCOTT

Total Calls: 5

|                |   |
|----------------|---|
| Alarm Security | 2 |
| Disturbance    | 1 |
| Drugs          | 1 |
| Welfare Check  | 1 |

## OFFICE BAR AND GRILL INC (THE)

OFFICE BAR AND GRILL (THE)

License Type: Bar

Address: 520 S ASH ST

Total Calls: 20

|                 |   |
|-----------------|---|
| Disturbance     | 3 |
| Family Fight    | 3 |
| Hit and Run     | 2 |
| Property Damage | 2 |
| 911-Welfare     | 1 |
| Citizen Assist  | 1 |
| Citizen Comp    | 1 |
| Defraud Inn     | 1 |
| Fight           | 1 |
| Motorist Assist | 1 |
| Property Lost   | 1 |
| Public Intox    | 1 |
| Suspicious      | 1 |
| Traffic Stop    | 1 |

## OG OF CASPER INC

OLIVE GARDEN ITALIAN RESTAURANT #1828

License Type: Bar & Grill

Address: 5070 E 2ND ST

Total Calls: 15

|                |   |
|----------------|---|
| Alarm Security | 3 |
| Traffic Stop   | 3 |
| 911-Welfare    | 1 |
| Accident PD    | 1 |
| Attempt-Locate | 1 |
| Citizen Assist | 1 |
| Citizen Comp   | 1 |
| Hit and Run    | 1 |
| Property Lost  | 1 |
| Reddi          | 1 |
| Suspicious     | 1 |

OIL CITY BEER COMPANY LLC  
OIL CITY BEER COMPANY  
*License Type:* Combo Bar & Package Store  
*Address:* 4155 LEGION LN UNIT 4 & 6  
*Total Calls:* 6

|                 |   |
|-----------------|---|
| 911-Welfare     | 3 |
| Alarm Security  | 1 |
| Alcohol Offense | 1 |
| Vehicle Theft   | 1 |

ONE TWO NINE HOSPITALITY LLC  
C85 THE BRANDING IRON  
*License Type:* Bar  
*Address:* 129 W 2ND ST  
*Total Calls:* 10

|                |   |
|----------------|---|
| Alarm Security | 5 |
| Business Order | 1 |
| Disturbance    | 1 |
| Hit and Run    | 1 |
| Wanted Person  | 1 |
| Business Order | 1 |

PARTYTIME INC  
PARTYTIME LIQUORS  
*License Type:* Package Store  
*Address:* 1335 S MCKINLEY  
*Total Calls:* 10

|                 |   |
|-----------------|---|
| Alcohol Offense | 2 |
| Shoplifting     | 2 |
| Agency Assist   | 1 |
| Attempt-Locate  | 1 |
| Hit and Run     | 1 |
| Tobacco Ordinan | 1 |

PROPPER MANAGEMENT LLC  
307 SUNRISE (THE)  
*License Type:* Combo Bar & Package Store  
*Address:* 4370 S POPLAR ST  
*Total Calls:* 18

|                |    |
|----------------|----|
| Alarm Security | 16 |
| 911-Welfare    | 1  |
| Assault        | 1  |

**R & M BEVERAGE CO INC**  
**RAMKOTA HOTEL**  
*License Type: Bar*  
*Address: 800 N POPLAR*  
*Total Calls: 68*

|                 |   |
|-----------------|---|
| Citizen Assist  | 9 |
| 911-Welfare     | 6 |
| Welfare Check   | 5 |
| Disturbance     | 4 |
| Theft           | 4 |
| Accident PI     | 3 |
| Citizen Comp    | 3 |
| Fight           | 3 |
| Property Damage | 3 |
| Suspicious      | 3 |
| DUI             | 2 |
| EMS Assist      | 2 |
| Hit and Run     | 2 |
| Property Lost   | 2 |
| Vehicle Aband.  | 2 |
| Agency Assist   | 1 |
| Alarm Misc      | 1 |
| Alcohol Offense | 1 |
| Burglary Auto   | 1 |
| Burglary Busine | 1 |
| Drugs           | 1 |
| Fall            | 1 |
| Family Fight    | 1 |
| Fraud           | 1 |
| K9 Demo         | 1 |
| Public Intox    | 1 |
| Suicidal Subj   | 1 |
| Threatening     | 1 |
| Unconsciousness | 1 |
| Vehicle Theft   | 1 |

**RED LOBSTER HOSPITALITY LLC**  
**RED LOBSTER #6374**  
*License Type: Bar*  
*Address: 5010 EAST 2ND ST*  
*Total Calls: 9*

|                |   |
|----------------|---|
| 911-Welfare    | 5 |
| Alarm Security | 2 |
| Defraud Inn    | 1 |
| Suspicious     | 1 |

**RIDLEYS FAMILY MARKETS INC**

**RIDLEYS FAMILY MARKETS**

*License Type: Package Store*

*Address: 3035 CY AVE*

*Total Calls: 7*

|              |   |
|--------------|---|
| Reddi        | 2 |
| Shoplifting  | 2 |
| Traffic Stop | 3 |

**ROARING 22 LLC**

**GASLIGHT SOCIAL (THE)**

*License Type: Bar*

*Address: 314 WEST MIDWEST AVE*

*Total Calls: 63*

|                 |    |
|-----------------|----|
| Disturbance     | 11 |
| Fight           | 9  |
| 911-Welfare     | 6  |
| Assault         | 5  |
| Unconsciousness | 5  |
| Drugs           | 3  |
| Reddi           | 3  |
| Wanted Person   | 3  |
| Citizen Assist  | 2  |
| Citizen Comp    | 2  |
| Indecent Exp    | 2  |
| Traffic Stop    | 2  |
| Burglary Res    | 1  |
| DUI             | 1  |
| Fall            | 1  |
| Fraud           | 1  |
| Hit and Run     | 1  |
| Suicidal Subj   | 1  |
| Suspicious      | 1  |
| Theft           | 1  |
| Vehicle Theft   | 1  |

**SAMS WEST INC**

**SAMS CLUB #6425**

*License Type: Package Store*

*Address: 4600 E 2ND ST*

*Total Calls: 55*

|                |    |
|----------------|----|
| 911-Welfare    | 12 |
| Alarm Security | 6  |



|                 |   |
|-----------------|---|
| Hit and Run     | 5 |
| Traffic Stop    | 4 |
| Citizen Assist  | 3 |
| Suspicious      | 3 |
| Accident PD     | 2 |
| Accident PI     | 2 |
| Alarm Holdup    | 2 |
| Attempt-Locate  | 2 |
| Shoplifting     | 2 |
| Theft           | 2 |
| Burglary Auto   | 1 |
| Disturbance     | 1 |
| FVPA Violation  | 1 |
| Harassment      | 1 |
| Information     | 1 |
| Property Damage | 1 |
| Public Intox    | 1 |
| Reddi           | 1 |
| Unsecure Premis | 1 |
| Vehicle Theft   | 1 |

## SCREAMIN HOT WYOMING LLC

### Buffalo Wild Wings

*License Type:* Bar & Grill

*Address:* 5071 E 2ND ST

*Total Calls:* 27

|                 |    |
|-----------------|----|
| Traffic Stop    | 13 |
| Reddi           | 4  |
| Accident PI     | 2  |
| Attempt-Locate  | 1  |
| Citizen Assist  | 1  |
| Defraud Inn     | 1  |
| Disturbance     | 1  |
| Juvenile Prob   | 1  |
| Property Damage | 1  |
| Property Found  | 1  |
| Suspicious      | 1  |

## SHOGUN RESTAURANT MANAGEMENT INC

### SHOGUN RESTAURANT

*License Type:* Restaurant

*Address:* 3095 TALON DR #400

*Total Calls:* 11

|                |   |
|----------------|---|
| Alarm Security | 4 |
| 911-Welfare    | 3 |

|                |   |
|----------------|---|
| Accident PD    | 1 |
| Property Found | 1 |
| Suspicious     | 1 |
| Traffic Stop   | 1 |

**SKULL TREE BREWING LLC**

**SKULL TREE BREWING**

*License Type:* Combo Bar & Package Store

*Address:* 1530 BURLINGTON AVE

*Total Calls:* 0

**SMITHS FOOD & DRUG CENTERS INC**

**SMITHS FOOD & DRUG #185**

*License Type:* Package Store

*Address:* 2405 CY AVE

*Total Calls:* 85

|                  |    |
|------------------|----|
| Traffic Stop     | 15 |
| 911-Welfare      | 10 |
| Accident PD      | 7  |
| Reddi            | 6  |
| Shoplifting      | 6  |
| Hit and Run      | 5  |
| Theft            | 5  |
| Welfare Check    | 5  |
| Suspicious       | 4  |
| Attempt-Locate   | 2  |
| Burglary Auto    | 2  |
| Citizen Assist   | 2  |
| Citizen Comp     | 2  |
| Clear The Lot    | 2  |
| EMS Assist       | 2  |
| Fraud            | 2  |
| Public Intox     | 2  |
| Alcohol Offense  | 1  |
| Drugs            | 1  |
| Property Damage  | 1  |
| Runaway Juvenile | 1  |
| Structure FIRE   | 1  |
| Unconsciousness  | 1  |

**SRIPHAIBOON LLC**

**DSASUMO**

*License Type:* Bar & Grill

*Address:* 320 W FIRST ST

*Total Calls:* 1

|             |   |
|-------------|---|
| 911 Welfare | 1 |
|-------------|---|

**TABLE MOUNTAIN VINEYARDS LLC**

TABLE MOUNTAIN VINEYARDS SATELLITE

*License Type:* Combo Bar & Package Store

*Address:* 731 E 2ND ST

*Total Calls:* 3

|               |   |
|---------------|---|
| Vehicle Theft | 2 |
| Suspicious    | 1 |

THAI KITCHEN CASPER LLC

THAI KITCHEN

*License Type:* Restaurant

*Address:* 1120 E 12TH ST

*Total Calls:* 0

THW INC

JS CHINESE RESTAURANT

*License Type:* Restaurant

*Address:* 116 W 2ND ST

*Total Calls:* 2

|               |   |
|---------------|---|
| Vehicle Theft | 1 |
| Public Intox  | 1 |

TIN SHACK LLC

POPLAR WINES & SPIRITS

*License Type:* Combo Bar & Package Store

*Address:* 1016 S POPLAR

*Total Calls:* 7

|                |   |
|----------------|---|
| 911-Welfare    | 1 |
| Assault        | 1 |
| Citizen Assist | 1 |
| Property Lost  | 1 |
| Suspicious     | 1 |
| Traffic Stop   | 1 |
| Welfare Check  | 1 |

TRAVIS TAYLOR

COCKTAILS

*License Type:* Package Store

*Address:* 138 S KIMBALL

*Total Calls:* 7

|                |   |
|----------------|---|
| Wanted Person  | 2 |
| 911-Welfare    | 1 |
| Citizen Assist | 1 |

|                 |   |
|-----------------|---|
| Citizen Comp    | 1 |
| Property Damage | 1 |
| Vehicle Aband.  | 1 |

**TRIGILD INC**  
**HILTON GARDEN INN**  
*License Type: Bar*  
*Address: 1150 N POPLAR ST*  
*Total Calls: 27*

|                  |   |
|------------------|---|
| 911-Welfare      | 7 |
| Accident PD      | 4 |
| Accident PI      | 3 |
| Welfare Check    | 2 |
| Burglary Auto    | 1 |
| Child Abuse      | 1 |
| Hit and Run      | 1 |
| Property Found   | 1 |
| Public Intox     | 1 |
| Runaway Juvenile | 1 |
| Suspicious       | 1 |
| Threatening      | 1 |
| Traffic Hazard   | 1 |
| Traffic Stop     | 1 |
| Wanted Person    | 1 |

**TRIPLE C FOOD & BEVERAGE LLC**  
**C85 @ THE PUMP ROOM**  
*License Type: Bar*  
*Address: 739 N CENTER ST*  
*Total Calls: 15*

|                 |   |
|-----------------|---|
| Alarm Security  | 3 |
| Shoplifting     | 3 |
| Suspicious      | 2 |
| Citizen Assist  | 1 |
| Disturbance     | 1 |
| Drugs           | 1 |
| Loud Music      | 1 |
| Property Damage | 1 |
| Public Intox    | 1 |
| Wanted Person   | 1 |
| Alarm Security  | 3 |

UJVARY ENTERPRISES LLC  
FORT SALOON N EATERY (THE)

*License Type:* Bar & Grill

*Address:* 500 WEST F ST

*Total Calls:* 20

|                |   |
|----------------|---|
| Alarm Security | 9 |
| 911-Welfare    | 5 |
| Fight          | 4 |
| Citizen Comp   | 2 |
| Traffic Stop   | 2 |
| Assault        | 1 |
| Attempt-Locate | 1 |
| Disturbance    | 1 |
| Hit and Run    | 1 |
| Missing Person | 1 |
| Public Intox   | 1 |
| Suicidal Subj  | 1 |

UNCLE FREDDIES OF WYOMING INC  
SANFORDS GRUB & PUB

*License Type:* Restaurant

*Address:* 61 SE WYOMING BLVD

*Total Calls:* 38

|                 |    |
|-----------------|----|
| Alarm Security  | 21 |
| Defraud Inn     | 5  |
| Suspicious      | 2  |
| 911-Welfare     | 1  |
| Accident PD     | 1  |
| Alcohol Offense | 1  |
| Citizen Assist  | 1  |
| Citizen Comp    | 1  |
| Public Intox    | 1  |
| Telephone Ord   | 1  |
| Theft           | 1  |
| Trespassing     | 1  |
| Wanted Person   | 1  |

URBAN MARKET WINES LLC  
URBAN BOTTLE

*License Type:* Package Store

*Address:* 410 S ASH

*Total Calls:* 2

|                |   |
|----------------|---|
| Alarm Security | 1 |
| Reddi          | 1 |



## WAGONS WEST MANAGEMENT LLC

PIZZA RANCH CASPER

*License Type:* Restaurant

*Address:* 5011 E 2ND ST

*Total Calls:* 19

|                 |    |
|-----------------|----|
| Traffic Stop    | 13 |
| Accident PI     | 2  |
| 911-Welfare     | 1  |
| Alcohol Offense | 1  |
| Fraud           | 1  |
| Suspicious      | 1  |

## WALMART INC

WALMART SUPERCENTER #3778

*License Type:* Package Store

*Address:* 4255 CY AVE

*Total Calls:* 385

|                 |    |
|-----------------|----|
| Shoplifting     | 90 |
| Traffic Stop    | 43 |
| 911-Welfare     | 35 |
| Hit and Run     | 23 |
| Accident PD     | 22 |
| Theft           | 19 |
| Welfare Check   | 17 |
| Citizen Comp    | 14 |
| Disturbance     | 13 |
| Attempt-Locate  | 11 |
| Reddi           | 11 |
| Drugs           | 9  |
| Suspicious      | 6  |
| Wanted Person   | 6  |
| Fight           | 5  |
| Threatening     | 5  |
| Assault         | 4  |
| Fraud           | 4  |
| Harassment      | 4  |
| Property Damage | 4  |
| Property Lost   | 4  |
| Public Intox    | 4  |
| Unconsciousness | 4  |
| Accident PI     | 3  |
| Bomb Incident   | 3  |
| Suicidal Subj   | 3  |
| Agency Assist   | 2  |
| Burglary Auto   | 2  |
| Citizen Assist  | 2  |
| Property Found  | 2  |
| Vehicle Theft   | 2  |
| Alcohol Offense | 1  |

|                |   |
|----------------|---|
| Child Abuse    | 1 |
| EMS Assist     | 1 |
| FVPA Violation | 1 |
| Information    | 1 |
| Juvenile Prob  | 1 |
| Lockout        | 1 |
| Missing Person | 1 |
| Solicit No Lic | 1 |

**WEST CENTER HOSPITALITY OPS LLC**

**CLARION INN PLATTE RIVER SALOON**

*License Type: Bar*

*Address: 123 WEST E ST*

*Total Calls: 65*

|                 |   |
|-----------------|---|
| Citizen Assist  | 8 |
| Suspicious      | 6 |
| Welfare Check   | 6 |
| Citizen Comp    | 5 |
| Drugs           | 4 |
| Public Intox    | 4 |
| Wanted Person   | 3 |
| Accident PI     | 2 |
| Agency Assist   | 2 |
| Attempt-Locate  | 2 |
| Extra Patrol    | 2 |
| Property Found  | 2 |
| Theft           | 2 |
| Traffic Stop    | 2 |
| 911-Welfare     | 1 |
| Alarm Security  | 1 |
| Assault         | 1 |
| Burglary Auto   | 1 |
| Burglary Res    | 1 |
| Defraud Inn     | 1 |
| Disturbance     | 1 |
| EMS Assist      | 1 |
| Fight           | 1 |
| Indecent Exp    | 1 |
| Littering       | 1 |
| Missing Person  | 1 |
| Suicidal Subj   | 1 |
| Trespassing     | 1 |
| Unconsciousness | 1 |

**WYOMING NOVELTY COMPANY**

**TJS BAR & GRILL**

*License Type:* Bar  
*Address:* 2024 CY AVE  
*Total Calls:* 1

Alarm Security 1

**WYOMING SPIRITS INC**  
2ND STREET LIQUOR & WINE  
*License Type:* Package Store  
*Address:* 939 E 2ND ST STE 400 & 500  
*Total Calls:* 66

|                 |   |
|-----------------|---|
| Shoplifting     | 7 |
| Public Intox    | 6 |
| Traffic Stop    | 6 |
| Citizen Assist  | 5 |
| Welfare Check   | 5 |
| Accident PD     | 4 |
| Fraud           | 4 |
| Reddi           | 4 |
| Attempt-Locate  | 3 |
| Disturbance     | 3 |
| Hit and Run     | 3 |
| Alarm Holdup    | 2 |
| Alarm Security  | 2 |
| EMS Assist      | 2 |
| Fight           | 2 |
| Drugs           | 1 |
| Motorist Assist | 1 |
| Shots Fired     | 1 |
| Stalking        | 1 |
| Theft           | 1 |
| Unconsciousness | 1 |
| Vandalism       | 1 |
| Wanted Person   | 1 |

**YANG & ZHANG INC**  
LIME LEAF BISTRO  
*License Type:* Restaurant  
*Address:* 845 E 2ND ST  
*Total Calls:* 8

|              |   |
|--------------|---|
| Traffic Stop | 3 |
| Citizen Comp | 1 |
| Disturbance  | 1 |
| Hit and Run  | 1 |
| Threatening  | 1 |

## Chapter 5.08 - ALCOHOLIC BEVERAGES<sup>(1)</sup>

### Footnotes:

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**Editor's note**— Ord. No. 2-19, adopted Mar. 5, 2019, repealed the former Ch. 5.08, §§ 5.08.010, 5.08.020, 5.08.025, 5.08.030, 5.08.035, 5.08.040—5.08.180, 5.08.185, 5.08.190, 5.08.195, 5.08.200—5.08.280, 5.08.290, 5.08.295, 5.08.300—5.08.470, and enacted a new Ch. 5.08 as set out herein. The former Ch. 5.08 pertained to similar subject matter. The historical notations of the former Ch. 5.08 have been preserved for reference purposes.

### 5.08.010 - Definitions.

As used in this chapter:

1. "Alcoholic liquor" means any spirituous or fermented fluid, substance or compound other than malt beverage, intended for beverage purposes, which contains more than one-half of one percent of alcohol by volume.
2. "Bar and grill liquor license" means the authority under which a licensee is permitted to sell alcoholic liquor or malt beverages for consumption on the premises owned or leased by the licensee, and is subject to the limitations hereinafter provided.
3. "Barrel" is a unit of liquid measure equal to thirty-one U.S. gallons.
4. "Building" means a roofed and walled structure built or set in place for permanent use.
5. "Club" means any of the following organizations:
  - a. A post, charter, camp or other local unit composed only of veterans and its duly organized auxiliary, chartered by the Congress of the United States for patriotic, fraternal or benevolent purposes and, as the owner, lessee or occupant, operates an establishment for these purposes within the state;
  - b. A chapter, lodge or other local unit of an American national fraternal organization and, as the owner, lessee or occupant, operates an establishment for fraternal purposes within the state. As used in this subdivision, an American fraternal organization means an organization actively operating in not less than thirty-six states or having been in active continuous existence for not less than twenty years, but does not mean a college fraternity;

- c. A hall or building association of a local unit specified in subdivisions a and b of this subsection, of which all of the capital stock is owned by the local unit or its members, operating clubroom facilities for the local unit;
  - d. A golf club having more than fifty bona fide members and owning, maintaining or operating a bona fide golf course together with a clubhouse;
  - e. A social club with more than one hundred bona fide members who are residents of the county in which it is located, owning, maintaining or operating club quarters, incorporated and operating solely as a nonprofit corporation under the laws of this state and qualified as a tax exempt organization under the Internal Revenue Service Code and having been continuously operating for a period of not less than one year. The club shall have had during this one-year period a bona fide membership paying dues of at least twenty-five dollars per year as recorded by the secretary of the club, quarterly meetings, and an actively engaged membership carrying out the objects of the club. A social club shall, upon applying for a license, file with the licensing authority and the commission a true copy of its bylaws and shall further, upon applying for a renewal of its license, file with the licensing authority and the commission a detailed statement of its activities during the preceding year which were undertaken or furthered in pursuit of the objects of the club together with an itemized statement of amounts expended for such activities. Club members, at the time of application for a limited retail liquor license pursuant to this chapter, shall be in good standing by having paid at least one full year in dues;
  - f. Club does not mean college fraternities or labor unions.
6. "Conviction" shall mean a finding of guilty, the entry of a guilty or no contest plea, or the entry of a guilty or no contest plea as part of a deferred sentence in any court.
  7. "Division" means the Wyoming Liquor Division.
  8. "Drugstore" means space in a building maintained, advertised and held out to the public as a place where drugs and medicines are sold and prescriptions compounded and where a registered pharmacist is regularly employed.
  9. "Industry representative" means and includes all wholesalers, manufacturers, rectifiers, distillers and breweries dealing in alcoholic liquor or malt beverage, and proscriptions under their conduct includes conduct by a subsidiary, affiliate, officer, director, employee, agent, broker or any firm member of such entity.
  10. "Intoxicating liquor," "alcoholic liquor," "alcoholic beverage" and "spirituous liquor" are construed as synonymous in meaning and definition.
  11. "Licensee" means a person holding a:
    - a. Retail liquor license;
    - b. Limited retail liquor license;
    - c. Resort liquor license;
    - d. Malt beverage permit;
    - e. Restaurant liquor license;
    - f. Catering permit;
    - g. Special malt beverage permit; or
    - h. Bar and grill liquor license;
    - i. Manufacturer's license-granted by the Wyoming Liquor Division and a city issued satellite manufacturer's permit.
  12. "Limited retail liquor license" means a license issued as hereinafter provided to a bona fide fraternal club.
  13. "Malt beverage" means any fluid, substance or compound intended for beverage purposes manufactured from malt, wholly or in part, or from any substitute therefor, containing at least one-half of one percent of alcohol by volume.



14. "Malt beverage permit" means the authority under which the licensee is permitted to sell malt beverages only.
15. "Manufacture" or "manufactures" means distilling or rectifying and bottling or packaging any spirituous fluid, substance or compound intended for beverage purposes which contains at least one-half of one percent alcohol by volume;
16. "Microbrewery" is a commercial enterprise as defined by Wyoming Statutes Section 12-1-101(a)(ixx).
17. "Operational" means offering for sale to the general public alcoholic liquor and malt beverages as authorized under a license or permit issued under this title for not less than three consecutive months during any calendar year.
18. "Original package" means any receptacle or container used or labeled by the manufacturer of the substance, containing any alcoholic liquors or malt beverages.
19. "Person" includes an individual person, partnership, corporation, limited liability company or association.
20. "Resident" means a domiciled resident and citizen of Wyoming for a period of not less than one year who has not claimed residency elsewhere for any purpose within a one-year period immediately preceding the date of application for any license or permit authorized under this chapter.
21. "Restaurant" means space in a building maintained, advertised and held out to the public as a place where individually priced meals are prepared and served primarily for on-premises consumption and where the primary source of revenue from the operation is from the sale of food and not from the sale of alcoholic or malt beverages. The building shall have a dining room or rooms, a kitchen and the number and kinds of employees necessary for the preparing, cooking and serving of meals in order to satisfy the licensing authority that the space is intended for use as a full-service restaurant. The service of only fry orders or such food and victuals as sandwiches, hamburgers or salads shall not be deemed a restaurant for the purposes of this section.
22. "Restaurant liquor license" means the authority under which a licensee is permitted to sell alcoholic liquor and malt beverages for consumption on the premises owned or leased by the licensee, and is subject to the limitations hereinafter provided.
23. "Retail liquor license" means the authority under which a licensee is permitted to sell alcoholic liquor or malt beverages for use or consumption, but not for resale.
24. "Room" means an enclosed and partitioned space within a building, large enough for a person. Partitions may contain windows and doorways, but any partition shall extend from floor to ceiling.
25. "Sell" or "sale" includes offering for sale, trafficking in, bartering, delivery, or dispensing and pouring for value, exchanging for goods, services or patronage, or an exchange in any way other than purely gratuitously. Every delivery of any alcoholic liquor or malt beverage made otherwise than by gift constitutes a sale.
26. "Special malt beverage permit" means the authority under which a licensee is permitted to sell malt beverages at public auditoriums, civic centers or events centers, meeting the qualifications hereinafter provided.
27. "Wholesaler" means any person, except the commission, who sells any alcoholic or malt beverage to a retailer for resale.
28. "Winery" means a commercial enterprise manufacturing wine at a single location in Wyoming in quantities not to exceed ten thousand gallons per year.

(Ord. 33-06, §§ 1, 2, 2006; Ord. 24-96, § 1, 1996; Ord. 22-93, § 1, 1993; Ord. 8-88, § 1, 1988; Ord. 25-86 (part), 1986: prior code § 3-1)

(Ord. No. 34-15, § 1, 12-15-2015; Ord. No. 2-19, 3-5-2019)

5.08.020 - Authorization—Rules and regulations.

- A. The City of Casper may issue liquor licenses of the types, and in the manner, and subject to fees and regulations allowed by the State Liquor Code, Wyoming State Statutes 12-1- 101 et seq. as these statutes may be amended from time to time.
- B. The city council is authorized to license, regulate and prohibit the retail sale of alcoholic liquors and malt beverages under this chapter. The city council may, from time to time, make rules and regulations as it deems necessary to carry out the provisions of this chapter; provided that said rules and regulations are consistent with the provisions contained in this chapter and the applicable state statutes.

(Ord. 25-86 (part), 1986: prior code § 3-45)

(Ord. No. 2-19, 3-5-2019)

5.08.030 - Compliance with requirements.

All liquor license applicants and holders and their employees and agents shall comply with all relevant provisions of Wyoming Statutes Section 12-1-101 et. seq. and any applicable city ordinances, resolutions, rules, and regulations as they may be amended from time to time.

Any violation of this chapter occurring on a licensed premise or in relation to any other license or permit shall be attributable to the license or permit holder for purposes of licensure oversight and the public health and safety and peace. The acts or omissions of employees or agents of the licensee or permit holder are the responsibility of the licensee or permit holder.

(Ord. No. 2-19, 3-5-2019)

5.08.040 - License—Required.

It is unlawful for any person to manufacture, brew, vint, or distill, or possess for sale, sell or dispense for any pecuniary advantage or give away to the public, as an inducement to the public to patronize any business, place or person within the city, any alcoholic liquor or malt beverage as defined in this chapter, or to operate a microbrewery, winery, or manufacturing operation within the city without first obtaining a license to do so and paying the license fees therefor, and for a distiller, a satellite manufacturer's permit.

(Ord. 22-93 § 2, 1993: Ord. 25-86 (part), 1986: prior code § 3-9)

(Ord. No. 2-19, 3-5-2019)

5.08.050 - License application—Contents and fees.

Any person desiring a license or permit, including a satellite manufacturer's permit, under the provisions of this chapter, if alcoholic beverage sales thereunder are to take place within the city, shall apply to the city council for the same upon a form of application prepared by the attorney general of the state and furnished to the city. It shall be sworn to by the applicant, filed in the office of the city clerk and be accompanied by the sum of fifteen dollars in the event that it is submitted as an application for annual renewal to become effective on the annual renewal date of April 1st, and in the sum of thirty dollars for an application submitted at any other time or for any other purpose. The set amount is intended to defray the expense of publishing notice of such application as required by law. Such application shall contain the following information:

- A. The location and description of the licensed building in which the applicant will sell under the license, if the building is in existence at the time of application. If the building is not in existence, the location and an architect's drawing or suitable plan of the licensed building and premises to be licensed;
- B. The age and residence of the applicant, and of each applicant or partner if the application is made by more than one individual or by a partnership;

- C. A disclosure of any criminal record of the applicant or any partner equal to a felony conviction under Wyoming law and any conviction for a violation of Wyoming law relating to the sale or manufacture of alcoholic or malt beverages within ten years prior to the filing of the application;
- D. If the applicant is a corporation:
  - 1. The name, age and residence of each officer, director and stockholder holding, either jointly or severally, ten percent or more of the outstanding and issued capital stock of the corporation, and
  - 2. Whether any officer, director or stockholder with ten percent or more ownership has been convicted of a violation of law as provided in subsection C of this section;
- E. A statement indicating the financial condition and financial stability of a new applicant;
- F. The site and the zoning of the site where the applicant will sell under the license;
- G. If the applicant is a limited liability company:
  - 1. The name, age and residence of each officer, manager and member holding, either jointly or severally, ten percent or more of the outstanding ownership of the limited liability company, and
  - 2. If any officer, manager or member with ten percent or more ownership has been convicted of a violation of law as provided under subsection C of this section;
- H. No person or partner shall have any interest, directly or indirectly, in a license or permit unless he signs and verifies the application for the license or permit. No corporation shall be granted a license or permit unless two or more of the officers or directors sign and verify the application on behalf of the corporation and also verify upon their oath as individuals that the statements and provisions contained therein are true, except that if all the stock of the corporation is owned by one individual then that individual may sign and verify the application and verify upon his oath that the statements and provisions contained therein are true. No limited liability company shall be granted a license or permit unless at least one of the officers, managers, or if there are no officers or managers, at least one of the members who is duly authorized to act on behalf of the limited liability company signs and verifies the application on behalf of the company and also verifies upon his oath that the statements and provisions contained therein are true.

(Ord. No. 9-17, § 2, 6-20-2017; Ord. 40-07 § 1, 2007; Ord. 24-96 § 4, 1996; Ord. 26-89, 1989; Ord. 2-87 § 1, 1987; Ord. 25-86 (part), 1986: prior code § 3-10)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.060 - License application—Change of ownership and other information.

- A. Corporate and limited liability company licensees and permittees shall advise the city council within thirty days in writing of any change in the information in any application required under this chapter. The city shall provide the commission a copy of a notification of change.
- B. Whenever an interest of more than ten percent of the whole interest in any corporation, association or organization holding a retail liquor license is sought to be sold, assigned or otherwise transferred, a new application shall first be filed with the city clerk and no such sale, assignment or transfer shall be made without the prior approval of the city council.
- C. Whenever ownership of a license or permit is proposed to be transferred, or a retail or limited retail liquor license moved to a different location, or a licensed or permitted facility is proposed to be expanded, a new application shall first be filed with the city clerk, and no such transfer, move or expansion shall be made without the prior approval of the city council as set forth herein.

(Ord. 24-96 § 5, 1996; Ord. 25-86 (part), 1986: prior code § 3-13)

(Ord. No. 2-19, 3-5-2019)

5.08.070 - License application—Affidavits required.

In addition to the application form, each applicant shall furnish the city an affidavit in duplicate, setting forth the names and addresses of all stockholders and their respective stockholdings if the applicant is a corporation, and the names and addresses of all members if the applicant is an association or organization. Such affidavit shall also state whether or not any relative by blood or marriage of an individual applicant, partner, stockholder of a corporation or a member of an association or organization making application has any interest in any retail liquor license issued by the city and, if so, the name and address of each such person; such affidavit shall also state whether or not any person, other than the applicant, has any interest, whether direct or indirect, in the license and, if so, the nature of the interest.

(Ord. 2-87 § 2,1987: Ord. 25-86 (part), 1986: prior code § 3-14)

(Ord. No. 2-19, 3-5-2019)

5.08.080 - License application—Notice, hearing and appeals procedure.

- A. When an application for a license, special malt beverage permit, satellite manufacturer's permit, or renewal, or a transfer of location or ownership thereof has been filed with the city clerk, the clerk shall promptly prepare a notice of application, place the notice conspicuously upon the premises shown by the application as the proposed place of sale, and publish the notice in a newspaper of local circulation once a week for two consecutive weeks. The notice shall state that a named applicant has applied for a license, special malt beverage permit, renewal, expansion or transfer thereof, and that protests against the issuance, renewal, expansion or transfer of the license or special malt beverage permit will be heard at a designated meeting of the city council. Each applicant shall, at the time of filing his application, pay the clerk an amount sufficient to cover the costs of publishing notice. Notices may be substantially in the following form:

NOTICE OF APPLICATION FOR A \_\_\_\_\_

Notice is hereby given that on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_, (name of applicant) filed an application for a license (permit), in the office of the Clerk of the City of Casper for the following building (insert address) and protests, if any there be, against the issuance (transfer or renewal) of the license (permit) will be heard at the hour of \_\_\_\_m. on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_, in the (meeting place of the governing body).

\_\_\_\_\_  
Dated \_\_\_\_\_

Signed  
City Clerk

- B. Any license or other permit authorized under this chapter shall not be issued, renewed, expanded or transferred until on or after the date set in the notice for hearing protests. If a renewal or transfer hearing, the hearing shall be held no later than thirty days preceding the expiration date of the license or special malt beverage permit. A license or special malt beverage permit shall not be issued, renewed, expanded or transferred if the city council finds from evidence presented at the hearing:

1. The welfare of the people residing in the vicinity of the proposed license or permit premises is adversely and seriously affected;
2. The purpose of this chapter shall not be carried out by the issuance, renewal, expansion or transfer of the license or permit;
3. The number, type and location of existing licenses or special malt beverage permits meet the needs of the vicinity under consideration;
4. The desires of the residents of the city will not be met or satisfied by the issuance, renewal or transfer of the license or special malt beverage permit; or

5. Any other reasonable restrictions or standards which may be imposed by the city council shall not be carried out by the issuance, renewal, expansion or transfer of the license or permit.
- C. When any application is filed with the city council, the city clerk shall immediately forward a copy of the application to the division. The city council shall not approve or deny an application until the division has certified the application is complete pursuant to this subsection. All applications shall be deemed to be certified unless objection is made by the division within ten working days after receipt of the application. Upon approval or denial of an application, the city council shall promptly notify the division.
- D. An applicant for a renewal license or special malt beverage permit may appeal to the district court from an adverse decision by the city council. No applicant for a new license or permit shall have a right of appeal from the decision of the city council denying an application.
- E. Upon an appeal, the person applying for a license and claiming renewal preference shall be named as plaintiff, with the city council named as defendant. During the pendency of an appeal, a renewal license denied by the city council shall not be granted to any other applicant. Upon notice of appeal the city clerk shall transmit to the clerk of the district court a certified copy of the application, of each protest, if any, and of the minutes recording the decision appealed from. The appeal shall be heard as a trial de novo with evidence taken and other proceedings had as in the trial of civil actions. The court may accept and consider as part of the record certified documents forwarded to the court by the city clerk. The case shall be heard promptly and the procedure shall conform to the Wyoming Rules of Civil Procedure unless other procedures are provided for or required.
- F. The date the renewal application is due to the city clerk's office for renewal will be set by the city clerk. Renewal applications received after this date will be assessed a late fee. Late fee will be one hundred dollars and must be paid before the city clerk will accept the renewal application. Late applications more than three weeks late may not be renewed.

(Ord. No. 9-17, § 3, 6-20-2017; Ord. 24-96 §§ 6, 1996; Ord. 25-86 (part), 1986: prior code § 3-15)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.090 - Suspension of license by licensing authorities for failure to pay sales tax.

The city council may suspend any license issued under this title if the licensee fails to pay sales taxes and the division has ceased sales of alcoholic liquor to the licensee. The licensee may appeal license suspension to the district court in the manner specified under Wyoming Statutes Section 12-4-104 and the appeal proceedings shall be in accordance with the Wyoming Rules of Appellate Procedure. The suspension shall remain in effect pending a decision by the appellate court.

(Ord. 24-96 § 3, 1996)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.100 - Microbrewery and winery permits—Authorized—Conditions—Dual permits and licenses—Fees—Satellite winery permits.

- A. Subject to restrictions imposed under Wyoming Statutes Section 12-4-103 excluding Wyoming Statutes Section 12-4-103(a)(vi), the city council may issue:
  1. a. A microbrewery permit authorizing a permit holder to brew a malt beverage and dispense the brewed malt beverage for on-premises and limited off-premises personal consumption;
  - b. A satellite manufacturer's permit authorizes the permittee to sell the permittee's product at the satellite location consistent with the manufacturer's license.



2. A winery permit authorizing a permit holder to manufacture wine and dispense the manufactured wine for on-premises and limited off-premises personal consumption.
  3. Satellite winery permits, authorizing a winery permit holder to sell its manufactured wine at the number of satellite locations as specified by Wyoming Statutes Section 12-4-412(d), as it may, from time to time be amended, from its licensed manufacturing site under the original permit. Satellite winery permits will be issued on application to the city clerk for each location following approval of the city council after a public hearing for consideration of the permit application. Satellite winery permits shall be subject to the applicable terms and conditions of this chapter.
  4. Every applicant for a satellite winery permit shall file with the city clerk, at the time of application for the initial permit, and any subsequent permit or renewal thereof, an affidavit in a form approved by the city clerk attesting that the applicant does not have more than the number of satellite locations within the state as specified by Wyoming Statutes Section 12-4-412(d), as it may, from time to time be amended.
  5. No satellite winery permit shall be eligible for renewal in the event the applicant thereof has more than the number of satellite locations within the state as specified by Wyoming Statutes Section 12-4-412(d), as it may, from time to time be amended.
- B. The city council:
1. May allow the sale of other malt beverages under a microbrewery permit for on-premises consumption when obtained through licensed wholesale malt beverage distributors;
  2. May allow the sale of other wines under a winery permit for on-premises consumption when obtained from the commission;
  3. May approve the dual holding of a microbrewery permit or winery permit and one of the following:
    - a. A retail liquor license;
    - b. Subject to subsection C of this section, a restaurant license;
    - c. A resort license;
    - d. A microbrewery permit;
    - e. A winery permit; or
    - f. A bar and grill liquor license. Provided, however, the provisions of this chapter shall apply to any person holding a microbrewery or winery permit and a bar and grill liquor license, except the dual holder:
      - i. May sell the brewed malt beverage or manufactured wine for limited off-premise personal consumption.
      - ii. May upon cessation of full service restaurant operations serve a limited menu and continue to serve malt beverages authorized under the microbrewery permit or wines authorized under the winery permit.
      - iii. Shall not include sales of malt beverages or wines authorized under the microbrewery or winery permit, or sales other than food service and alcoholic beverages, in the annual gross sales report.
  4. May allow the microbrewery to sell on-site its brewed product for off- premises personal consumption, not for retail sale, in packaging of bottles, cans or packs of an aggregate volume not to exceed two thousand ounces per sale;
    - a. All microbrewery products for off-premises personal consumption shall be packaged in a sealed container prior to leaving the premises. Such seal shall be of such a nature as to indicate whether the container has been opened subsequent to the most recent purchase of a beverage in that container.
  5. May allow the winery to sell its manufactured wine on site for off-premises personal consumption, not for retail sale, in packaging of bottles of an aggregate volume not to exceed two thousand twenty-eight ounces per sale;

- a. All winery products for off-premises personal consumption shall be packaged in a sealed container prior to leaving the premises. Such seal shall be of such a nature as to indicate whether the container has been opened subsequent to the most recent purchase of a beverage in that container.
- 6. Shall limit the number of microbreweries or the number of wineries to no more than those allowed in Wyoming Statutes Section 12-4-201(d) for each permit;
- 7. May allow the transfer of a microbrewery or winery permit to another location and ownership of the microbrewery or winery may be transferred upon approval by the local licensing authority; and
- 8. Shall assess a fee of not less than three hundred dollars nor more than five hundred dollars payable annually in advance for each microbrewery or winery permit; shall assess a fee of one hundred dollars annually for up to three satellite winery permits issued within the city to the same applicant. When dual ownership of a microbrewery or winery permit and a liquor license exists, no additional fee shall be assessed other than the retail, restaurant or resort license fee.
- C. Restaurant license restrictions of this chapter shall apply to any person holding a microbrewery or winery permit and a restaurant liquor license pursuant to subsection (B)(3)(b) of this section, except the dual holder:
  - 1. May sell the brewed malt beverage or manufactured wine for limited off- premises personal consumption pursuant to subsections (B)(4) and (5) of this section;
  - 2. May upon cessation of full service restaurant operations, serve a limited menu and continue to serve malt beverages authorized under the microbrewery permit or wines authorized under the winery permit; and
  - 3. Shall not include sales of malt beverages or wines authorized under the microbrewery or winery permit, or sales other than food service and alcoholic beverages in the annual gross sales report required under this chapter.

(Ord. No. 9-17, § 1,6-20-2017; Ord. No. 11-14, § 1, 6-3-2014; Ord. 33-06 § 3,2006; Ord. 24-96 § 2,1996; Ord. 22-93 § 3,1993)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.105 - Manufacturing and rectifying.

- A. A holder of a manufacturer's license who is a federally licensed distiller or rectifier may dispense free of charge at the site identified on the manufacturer's license samples in quantities not to exceed one and one-half ounces of their product manufactured at the site identified on the manufacturer's license and no more than three ounces of samples per consumer per day. The dispensing of samples shall be subject to the schedule of operating hours set pursuant to Wyoming Statutes Section 12-5-101 and the licensed building provisions provided in Wyoming Statutes Section 12-5-201.
- B. The local licensing authority may issue to the holder of a manufacturer's license granted under subsection A of this section who is a federally licensed distiller or rectifier, a satellite manufacturer's permit which allows the permittee to sell product manufactured at the site identified on the manufacturer's license at not more than one satellite location within Wyoming separate from its manufacturing site under the original permit. All products sold at a manufacturer's satellite location shall be obtained through the division. The satellite manufacturer's permit may be issued on application to the appropriate licensing authority. The local licensing authority may require a public hearing and the payment of an additional permit fee not to exceed one hundred dollars. The satellite manufacturer's permit shall be subject to the terms and conditions of Wyoming Statutes Section 12-4-106, the schedule of operating hours set pursuant to Wyoming Statutes Section 12-5-101 and the licensed building provisions pursuant to Wyoming Statutes Section 12-5-201.
- C. For purposes of this section:
  - 1. "Distiller" includes any person who:
    - a. Produces distilled spirits from any source or substance;

- b. Brews or makes mash, wort or wash fit for distillation or for the production of distilled spirits, other than the making or using of mash, wort or wash in the authorized production of wine or beer, or the production of vinegar by fermentation;
  - c. By any process separates alcoholic spirits from any fermented substance; or
  - d. Making or keeping mash, wort or wash, has a still in operation at the site identified on the manufacturer's license.
2. "In operation" means is currently being operated or has been operated in the preceding twelve months with all necessary permits;
  3. "Manufacture" or "manufactured" means distilling or rectifying and bottling or packaging any spirituous fluid, substance or compound intended for beverage purposes which contains at least one-half of one percent alcohol by volume;
  4. "Rectifier" includes any person who colors, flavors or otherwise processes distilled spirits by distillation, blending, percolating or other processes.

(Ord. No. 2-19, 3-5-2019)

5.08.110 - Reserved.

5.08.120 - Evidence of sale—Persons and alcoholic beverages on premises.

The presence of any person in any unlicensed structure, room or place, other than the person maintaining the place, such person having upon any table, bench, bar or other article any container wherein there is any alcoholic liquor or malt beverage and in near proximity to where any such person is standing or sitting is prima facie evidence that the person maintaining the premises is maintaining a nuisance.

(Ord. No. 2-19, 3-5-2019)

5.08.130 - Special malt beverage permit.

- A. Public auditoriums, civic centers and events centers meeting the qualifications of subsection B of this section may be licensed by the city council under a special malt beverage permit.
- B. To qualify for a special malt beverage permit an applicant must meet the following requirements:
  1. The applicant must be a responsible person or organization;
  2. The public auditorium, civic center or events center shall be an enclosed building owned by the city or the county, containing meeting rooms, kitchen facilities and at least one auditorium which has a seating capacity for no less than five thousand persons and is used for public gatherings;
  3. The person or organization applying for the permit must hold a written agreement with the owner of the public auditorium, civic center or events center, giving said applicant the right to sell concessions within the building for the period for which the license will be effective.
- C. No person or organization holding a special malt beverage permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold for consumption off the premises authorized by the permit. It shall be the duty and obligation of the holder of the permit to see that no sales are made to any person under the age of twenty-one years.
- D. The permits authorized by this section shall be issued after a hearing on the application, and the license fee shall be one thousand five hundred dollars, payable annually in advance.
- E. The permit shall be subject to such rules and regulations as are established by the city council for the following:

1. The hours and days of operation of the licensed building.

(Ord. No. 9-17, § 4, 6-20-2017; Ord. 8-88 § 3, 1988; Ord. 25-86 (part), 1986: prior code § 3-22)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.140 - Malt beverage and catering permits for public events.

- A. 1. A malt beverage permit, authorizing the sale of malt beverages only, may be issued by the city manager or his or her designee to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit. Privately owned or leased premises shall be subject to the restrictions set forth in subsections G and H.
2. Any person selling or dispensing a malt beverage pursuant to this subsection shall have completed successfully an alcohol server training program as approved by Wyoming Statutes Section 12-2-402.

The penalty for a violation of this subsection shall be one hundred fifty dollars, and shall be paid by the person and the organization which requested and were issued the malt beverage permit.

- B. A catering permit authorizing the sale of alcoholic liquor and malt beverages may be issued by the city manager or his or her designee to any person holding a retail liquor license authorizing the off-premises sale of both alcoholic and malt beverages, for sales at meetings, conventions, private parties and dinners, or at other similar gatherings not capable of being held within the licensee's licensed premises. No licensee holding a catering permit shall sell or permit consumption of any alcoholic liquor or malt beverage off the premises described in the permit.
- C. The permits authorized by this section shall be issued for one twenty-four-hour period, subject to the schedule of operating hours provided by this chapter. No person or organization shall receive more than a total of twelve malt beverage and thirty-six catering permits for sales at the same premises in any one year. In no event shall more than twenty-four malt beverage permits be issued for any given premises in any one year.
- D. The malt beverage permit and the catering permit shall be issued on application to the city manager or his or her designee without public notice or hearing. An application for a malt beverage permit or catering permit under this section shall be accompanied by a designation of the event for which the application is sought specifying the type of event and the name of the sponsor. Any applicant applying for a permit authorized by this section and having licensed premises located within a jurisdiction other than that jurisdiction to which application is made shall secure the written approval of the licensing authority of that jurisdiction in which the licensed premises are located prior to filing an application for a permit.
- E. The fee for the malt beverage permit and the catering permit shall be fifty dollars per twenty-four-hour period, payable to the city.
- F. Applications shall be submitted on a form approved by the city manager or his or her designee.
- G. Applications for malt beverage permits shall be denied due to any of the following conditions:
  1. Conviction of the following individuals and entities for one or more of the following offenses related to a similar event or location within the preceding five years prior to the date of the application as follows:
    - a. Applicant or applicant's entity principals, employees, agents, or representatives while travelling to or from the event or at the event:
      - i. Driving while under the influence;
      - ii. Public intoxication;
      - iii. Disturbing the peace/noise offense;
      - iv. Serving after hours at location;

- v. Controlled substances offenses;
  - vi. Serving to a minor;
  - vii. Selling alcohol without a license;
  - viii. Violation of any provision of this chapter.
2. Convictions of any patron, guest, attendee, employee, owner, applicant, or principal resulting from four or more of any of the following offenses occurring at, or stemming from, an event location for which a permit is being applied for, within three hundred sixty-five days prior to the date of the application as follows:
    - a. Minor in possession;
    - b. Disturbing the peace/noise offense;
    - c. Selling alcohol without a license;
    - d. Furnishing alcohol to minor;
    - e. Driving while under the influence;
    - f. Controlled substances offense.
  3. Applicant's business entity is not in good standing with the State of Wyoming Secretary of State.
  4. Applicant lack of valid Wyoming sales tax permit.
  5. Applicant nonresident of Wyoming.
  6. Applicant not obtaining other required permits, including, but not limited to, open container, street closure, and food service permits.

Any denial by the city manager or his designee may be appealed to the city council by the applicant filing a written notice of appeal with the city manager within ten days of the denial. The appeal will be considered within thirty days of the written notice of appeal being filed. Council's decision is final.

Upon denial, or final denial of any malt beverage permit for any of the reasons listed in this section, applicant may apply for future malt beverage permits after the expiration of three hundred sixty-five days from the date of any such denial.

The provisions of this section shall become applicable for any license applied for or any conviction of the listed offenses occurring after the effective date of the ordinance from which this chapter is derived.

H. Any permit issued under this section may be revoked at any time on the discretion of the city manager, or his or her designee, or the chief of police, or his or her designee, if the event poses a risk to public safety or welfare. Upon revocation, all sales and consumption of alcohol shall cease.

(Ord. 11-05 § 1, 2005; Ord. 30-04 §§ 1 (part), 2, 2004; Ord. 33-02 § 1, 2002; Ord. 17-02 § 1, 2002; Ord. 2-91, 1991; Ord. 69-87 § 1, 1987; Ord. 25-86 (part), 1986: prior code § 3-28)

(Ord. No. 33-11, §§ 1—3, 12-20-2011; Ord. No. 2-19, 3-5-2019)

#### 5.08.150 - License holder restrictions.

- A. A license or permit authorized by this chapter shall not be held by, issued or transferred to:
  1. Any party who does not own the licensed building or hold a written lease for a period for which the license will be effective, containing an agreement by the lessor that alcoholic liquor or malt beverages may be sold upon the leased premises, except as provided by subdivision 2 of this subsection;
  2. Any licensee who fails to demonstrate that his licensed alcoholic or malt beverage enterprise will be operational in a planned but not physically functional building within one year after a license or permit

has been issued or transferred, or if holding a license, fails to open his business in a functional building within one year after license issuance or transfer. Upon a showing of good cause by the licensee and for an additional period of not to exceed one year, the local licensing authority may extend the time period in which the business or enterprise of the licensee is required to become operational or open for business pursuant to this subsection. Any license or permit in violation of this subsection shall not be renewed by the city council;

3. Any licensee who does not annually purchase at least two hundred fifty dollars of alcoholic liquors or malt beverages from the commission or any authorized malt beverage wholesaler, except any licensee having a planned building not in existence or operational pursuant to subdivision 2 of this subsection;
  4. A manufacturer of alcoholic beverages or wholesaler of malt beverages; provided, however, this prohibition is not intended to prevent the manufacture or sale of malt beverages under a microbrewery license issued pursuant to this chapter;
  5. A person under twenty-one years of age;
  6. A college fraternity or organization created by one or more college fraternities;
  7. A chamber of commerce;
  8. A corporation or a limited liability company which has not qualified to do business in Wyoming;
  9. An individual who is not a resident; or
  10. Any partnership or group of two or more persons unless each individual interested, directly or indirectly, is a resident.
  11. Except as provided in subsection 12 of this section, a license or permit authorized by this chapter shall not be renewed if the licensee or permittee did not, during the previous one year term of the license or permit, purchase at least two hundred fifty dollars of alcoholic or malt beverages from the commission or any authorized malt beverage wholesaler. A retail liquor license shall not be renewed if the licensee did not, during the previous one year term of the license, purchase at least two thousand dollars of alcoholic beverages from the commission, excluding malt beverage purchases;
  12. Subsection 11 of this section shall not apply to:
    - a. Any licensee or permittee having a planned but not physically functional building pursuant to subsection 4 of this section;
    - b. Holders of special permits issued under Sections 5.08.130 and 5.08.140 of this code.
- B. No more than one license or permit shall be issued to any one person, except for malt beverage or catering permits, or in conjunction with a microbrewery license as hereinafter provided.

(Ord. No. 9-17, § 5,6-20-2017; Ord. 24-96 § 7, 1996; Ord. 22-93 § 6, 1993; Ord. 8-88 § 2, 1988; Ord. 25-86 (part), 1986: prior code § 3-12)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.160 - License interest restrictions.

No person or partner shall have any interest, directly or indirectly, in a license or permit unless he signs and verifies the application for the license or permit and no corporation shall be granted a license or permit unless two or more of the officers or directors sign and verify the application on behalf of the corporation and also verify upon their oath as individuals that the statements and provisions are true.

(Ord. 25-86 (part), 1986: prior code § 3-11)

(Ord. No. 2-19, 3-5-2019)

5.08.170 - Retail, resort and restaurant license fees.

Every person holding a retail, resort or restaurant license authorized by the provisions of this chapter shall pay annually in advance, for a license hereunder, the sum of one thousand five hundred dollars. The license fee shall be paid to the clerk of the city before the license is issued.

(Ord. 25-86 (part), 1986: prior code § 3-18)

(Ord. No. 2-19, 3-5-2019)

5.08.180 - Fee disposition—Refunds prohibited.

All fees for licenses and permits issued by the city council paid under this chapter shall be deposited into the city treasury. No refund of all or any part of a license or permit fee shall be made at any time following issuance.

(Ord. 25-86 (part), 1986: prior code § 3-16)

(Ord. No. 2-19, 3-5-2019)

5.08.190 - License and permit term.

- A. A license or permit is considered a personal privilege to the holder and the term of the license or permit is for one year unless sooner revoked, except for twenty-four-hour catering and malt beverage permits. When a valid license or permit is determined to be part of the estate of a deceased holder, the administrator or executor of the estate may exercise the privilege of the deceased under the license or permit until the expiration of the license or permit.
- B. The term of a license or special malt beverage permit may be less than one year if specified by the city council to coincide with the annual date or dates set by the authority for consideration of license and permit issuance, renewals and transfers. In the event that the city council issues a license or permit for a term less than one year, it shall prorate the fee accordingly. Any licensee not attempting to renew a newly issued prorated license or permit valid for a term of less than one year shall not be eligible for any license or permit authorized under this chapter for a period of two years after the expiration date of the prorated license or permit.

(Ord. 25-86 (part), 1986: prior code § 3-17)

(Ord. No. 2-19, 3-5-2019)

5.08.200 - Number of licenses allowed—Council authority.

The city council may issue less than the total number of allowable liquor licenses allowed by state statutes and may issue any license or permit authorized by this chapter.

(Ord. 25-86 (part), 1986: prior code § 3-46)

(Ord. No. 2-19, 3-5-2019)

5.08.210 - License—Display required.

Each licensee shall display his license in a conspicuous place in the licensed building.



(Ord. No. 9-17, § 6, 6-20-2017; Ord. 25-86 (part), 1986: prior code § 3-36)

(Ord. No. 2-19, 3-5-2019)

5.08.220 - License—Transfer conditions and procedures.

- A. Except as otherwise provided, after public hearing and subject to the approval of the city council, a license or permit may be transferred to or renewed on different premises on the same basis as the original application or a licensed or permitted facility may be expanded. An additional license fee of not more than one hundred dollars, as specified by city council resolution, is required for the remaining term of the license or permit. A transferred license or permit shall expire on the same day as the original license or permit.
- B. A licensee, or the executor or administrator of the estate of a deceased licensee, may assign or transfer the license or permit by a sale made in good faith. The assignment and transfer shall first have the approval of the city council, which consideration shall be based in part upon a public hearing and an application filed under oath by the assignee or transferee showing the person or entity to be qualified to hold a license or permit under Wyoming law. The approval of the transfer shall not be given by the city council if proceedings, including an action to collect delinquent sales tax payments pursuant to Wyoming Statutes Section 12-2-306, are pending to suspend, revoke or otherwise penalize the original license or permit holder. A transfer of a license or permit shall require the payment of an additional license fee to the city of not more than one hundred dollars for the transfer, and upon assignment the assignee may exercise the privilege of continuing the business authorized by the license or permit.

(Ord. 24-96 § 8, 1996: Ord. 25-86 (part), 1986: prior code § 3-42)

(Ord. No. 2-19, 3-5-2019)

5.08.230 - Transfer, sale or attachment restrictions.

No license or permit shall be transferred or sold, or licensed or permitted facility expanded except as provided by this chapter, nor used for any place not described in the license or permit at the time of issuance, nor shall any license be subject to attachment, garnishment or execution.

(Ord. 25-86 (part), 1986: prior code § 3-43)

(Ord. No. 2-19, 3-5-2019)

5.08.240 - Liquor license application information.

All applicants for liquor licenses shall provide accurate information in conjunction with their applications. Providing false information is declared to be violation of law and may be penalized accordingly.

(Ord. 1-95 § 1, 1994)

(Ord. No. 2-19, 3-5-2019)

5.08.250 - Sales by clubs—Petition—Duties and restrictions.

- A. Bona fide clubs, as defined in Section 5.08.010(5), shall be licensed under a limited retail liquor license for which they shall pay a license fee of one hundred dollars annually in advance, which license fee shall be paid to the city.

- B. At least fifty-one percent of the membership of a social club as defined by Section 5.08.010(5)(e), shall sign a petition indicating a desire to secure a limited retail liquor license. The form of the petition shall be prescribed by the commission and shall include the residence address of each member signing the petition. The petition shall be submitted with the initial application for a limited retail liquor license.
- C. A club holding a limited retail liquor license shall not sell alcoholic or malt beverages for consumption anywhere except within the licensed premises and for consumption by its members and their accompanied guests only. It shall be the duty and obligation of the club to check and regulate sales to members and their accompanied guests to ensure that all alcoholic or malt beverages sold are consumed within the building, space or premises.
- D. Any golf club as defined by Section 5.08.010(5) which holds a club limited retail liquor license may dispense alcoholic beverages from any location within the boundaries of the golf club premises. The premises shall be a single property within a contiguous boundary upon which the golf club is located and which shall be identified in the license. Any location on the golf club premises where alcoholic beverages are dispensed as approved by the licensing authority shall comply with applicable sanitation and fire hazard requirements and other applicable laws.

(Amended during Supp. No. 26, 1-07; Ord. 9-05 § 2, 2005: Ord. 25-86 (part), 1986: prior code § 3-19)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.260 - Use of drive-in areas—Restrictions.

Upon approval of the city council, a drive-in area adjacent or contiguous to the licensed room may be used by the holder of a retail liquor license for taking orders, making delivery of and receiving payment for alcoholic liquors or malt beverages under the following conditions:

- A. The holder of the retail liquor license shall own the area or hold a written lease for the period for which the license was issued;
- B. Repealed;
- C. The area shall be well lighted and subject to inspection by the city council or its designees at any and all times;
- D. No walls or screens shall interfere with observing and checking the part of the area used for orders, delivery and payment;
- E. No order shall be received from, nor delivery made to, a person under twenty-one years of age or an intoxicated person in the area;
- F. No part of a publicly owned sidewalk, highway, street or alley shall be used for taking orders or conducting sales;
- G. Alcoholic liquor or malt beverages shall be sold and delivered in the drive-in area only in the original, unopened package, and consumption of alcoholic liquor or malt beverages in the drive-in area shall not be permitted; and
- H. No retail liquor license may be renewed, granted or transferred for any establishment having what is commonly known as a "drive-up" window, door or other service area intended to allow the purchase of alcohol from a motor vehicle. However, nothing in this section shall prohibit the renewal or transfer of a license for an existing establishment having a "drive-up" window in operation prior to the effective date of the ordinance codified in this section at its current location or on adjacent and abutting real property. Should the license be transferred to a new location which is not on adjacent and abutting real property, a "drive-up" window shall not be allowed.

(Ord. No. 9-17, § 7, 6-20-2017; Ord. 20-06 § 1, 2006; Ord. 8-88 § 4, 1988; Ord. 25-86 (part), 1986: prior code § 3-34)

(Ord. No. 2-19, 3-5-2019)

5.08.270 - Use of drive-in areas—Council authority.

The agents and officers of the city administering the liquor licenses shall determine whether traffic conditions or physical circumstances hindering law enforcement should require a decision forbidding or restricting sales or delivery in any drive-in area, recommending appropriate action to the city council. If by resolution of the city council the right of a licensee to use certain drive-in areas is forbidden or restricted, that resolution shall be complied with by the licensee.

(Ord. 25-86 (part), 1986: prior code § 3-35)

(Ord. No. 2-19, 3-5-2019)

5.08.280 - Sales by drugstores.

All sales of alcoholic liquor or malt beverages by drugstores holding a retail liquor license under the provisions of this chapter shall be made only in the container received by the druggist in the original package. No such container or original package shall be opened upon the premises where the same is sold, or in any room or building in connection with the drugstore. Any such sale shall be made by a licensed pharmacist or by an adult clerk. The drugstore shall be limited in its sales to the amount provided in this chapter that may be sold by holders of other retail licenses.

(Ord. 25-86 (part), 1986: prior code § 3-20)

(Ord. No. 2-19, 3-5-2019)

5.08.290 - Resort retail license.

The city council may issue resort retail liquor licenses to applicants who meet the requirements of Wyoming Statutes Section 12-4-401. All applicants for issuance or renewal of a resort liquor license shall comply with all applicable state statutes as they may be amended from time to time.

(Ord. 25-86 (part), 1986: prior code § 3-21)

(Ord. No. 17-17, § 1, 11-7-2017; Ord. No. 2-19, 3-5-2019)

5.08.300 - Restaurant license issuance—Council authority.

- A. Subject to availability, restaurants may be licensed by the city council under a restaurant liquor license. In addition to the application requirements required by this chapter, the license applicant shall submit a valid food service permit issued by the state of Wyoming upon application.
- B. Any person holding a limited retail liquor license and otherwise qualified for a restaurant liquor license under Sections 5.08.010 and 5.08.300 through 5.08.330, may be issued a restaurant liquor license by the city council.

(Ord. 33-06 § 4, 2006; Ord. 25-86 (part), 1986: prior code § 3-24)

(Ord. No. 2-19, 3-5-2019)

5.08.310 - Restaurant license—Food service requirements.

- A. An applicant for a restaurant liquor license shall satisfy the city council that the primary source of revenue from the operation of the restaurant to be licensed will be derived from food services and not from the sale of alcoholic liquor or malt beverages.
- B. When renewing a restaurant liquor license, the city council shall condition renewal upon a requirement that not less than sixty percent of gross sales from the preceding twelve months' operation of a licensed restaurant be derived from food services.
- C. Upon application for license renewal, a license holder shall submit an annual report to the city council on the sales of the licensed restaurant. The report shall contain the annual gross sales figures of the restaurant and shall separate the gross sales figures into two categories:
  - 1. Food service sales; and
  - 2. Alcoholic liquor and malt beverage sales.
- D. The annual report shall be submitted upon a form approved by the city council.

(Ord. 25-86 (part), 1986: prior code § 3-25)

(Ord. No. 2-19, 3-5-2019)

5.08.320 - Restaurant licenses—Transfer.

No restaurant liquor license shall be transferred to another location. License ownership may be transferred to a purchaser or lessee of the licensed premises with the approval of the city council.

(Ord. 33-06 § 5, 2006; Ord. 22-93 § 4, 1993: Ord. 25-86 (part), 1986: prior code § 3-26)

(Ord. No. 2-19, 3-5-2019)

5.08.330 - Restaurant license—Sale and consumption conditions.

- A. Except as provided in subsection F of this section, restaurant liquor licensees shall not sell alcoholic liquor or malt beverages for consumption off the premises owned or leased by the licensee. Except as provided in subsections B and F of this section, alcoholic or malt beverages shall be served for on-premises consumption only, in dining areas which are adequately staffed and equipped for all food services offered by the restaurant.
- B. Alcoholic liquor and malt beverages shall be dispensed and prepared for consumption in one room, and one additional room if authorized by the city council upon the licensed premises separated from the dining area in which alcoholic liquor and malt beverages may be served, and in the case of a golf course upon which a restaurant liquor license is operational, at dispensing areas on the premises of the golf course as provided by subsection E hereof. No consumption of alcoholic liquor or malt beverages shall be permitted within the dispensing room or rooms, nor shall any person other than employees who are at least eighteen years of age be permitted to enter a dispensing room. If a restaurant has a dispensing room separate from the dining area which is licensed prior to February 1, 1979, for purposes of alcoholic liquor or beverage sales and consumption, the restaurant may dispense alcoholic liquor or malt beverages in the separate dispensing room under a restaurant liquor license, and any person who is at least eighteen years of age is permitted to enter the separate dispensing room.
- C. No alcoholic liquor or malt beverages shall be served to an individual person unless served in conjunction with meals served to, and eaten by, the individual person. However, nothing herein provided shall prohibit the sale

of alcoholic liquor or malt beverages to any person whom the licensee, his agents or employees, reasonably believe has the intention of ordering and eating a meal.

- D. All sales of alcoholic or malt beverages authorized by a restaurant liquor license shall cease at the time food sales and services cease, or at the hours specified by Section 5.08.390, if food sales and services extend beyond the hours specified therein.
- E. With the approval and on the conditions imposed by the city council, any restaurant liquor licensee operating on a golf course may dispense alcoholic beverages from any location on the premises of the golf course, and such holders shall comply with all applicable sanitation and fire hazard requirements, and other applicable laws.
- F. A restaurant liquor licensee may permit a patron to remove one unsealed bottle of wine for off-premises consumption provided that the patron has purchased a full course meal and consumed a portion of the bottle of wine with the meal on the restaurant premises. For purposes of this subsection the term "full course meal" shall mean a diversified selection of food which is ordinarily consumed with the use of tableware and cannot conveniently be consumed while standing or walking. A partially consumed bottle of wine that is to be removed from the premises pursuant to this subsection shall be securely sealed by the licensee or an agent of the licensee and placed in a tamper-proof transparent bag which shall also be securely sealed prior to removal from the premises, so that it is visibly apparent that the resealed bottle of wine has not been tampered with. The licensee or agent of the licensee shall provide a dated receipt for the bottle of wine to the patron. Wine which is resealed in accordance with the provisions of this subsection shall not be deemed an open container for purposes of Section 5.08.480.
- G. No restaurant liquor licensee shall promote the restaurant as a bar and/or lounge nor shall the licensee compete with a retail liquor licensee in activities other than dinner functions, including, but not limited to, dances, receptions, and other social gatherings.

(Ord. No. 9-17, § 8, 6-20-2017; Ord. 33-06 § 6, 2006; Ord. 11-05 §§ 2, 3, 2005; Ord. 9-05 § 1, 2005; Ord. 25-86 (part), 1986; prior code § 3-27)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.340 - Bar and grill liquor license issuance, council authority, criteria and restrictions.

- A. Subject to availability, restaurants, as defined by subsection 19 of Section 5.08.010 of this chapter, may be licensed by the city council under a bar and grill liquor license. In addition to the application requirements required by this chapter, the license applicant shall submit a valid food service permit issued by the state of Wyoming upon application. Criteria that may be considered by the city council in determining to whom any such license may be issued may include, but is not limited to the following:
  - 1. The location of the proposed business is in an area:
    - a. In need of redevelopment;
    - b. Officially designated as an urban renewal area; or
    - c. That has been identified as being under served by food and beverage services.
  - 2. The issuance of the license will contribute to economic development goals or purposes of the city.
  - 3. Whether the applicant will be investing in the construction of a new structure or will otherwise be materially and substantially updating a current building.
  - 4. If the applicant's business is a new business, the number of new jobs reasonably estimated to be created, or if an existing business, the number of new or additional jobs that will reasonably be created by use of the bar and grill liquor license.
- B. Bar and grill licenses shall be subject to the provisions of Sections 5.08.310 and 5.08.330(D) of this chapter to the same extent that those provisions are applicable to restaurant liquor licenses. Bar and grill liquor licensees

shall not sell alcoholic or malt beverages for consumption off the premises owned or leased by the licensee except as allowed under Section 5.08.330(F) of this chapter.

- C. Every person holding a bar and grill liquor license authorized by the provisions of this chapter shall pay annually, in advance, a license fee for such license the sum of ten thousand five hundred dollars for the first license year; and, three thousand dollars for each year thereafter that such license is granted, in addition to any other fees due from such person otherwise holding a microbrewery or winery permit. The license fee shall be paid to the clerk of the city before the license is issued.
- D. Bar and grill liquor licenses shall not be sold, transferred, or assigned by the holder.

(Ord. 33-06 § 7,2006)

(Ord. No. 1-09, § 1,2-17-2009; Ord. No. 32-12, § 1, 12-4-2012; Ord. No. 2-19, 3-5-2019)

#### 5.08.350 - Location—General conditions.

- A. The principal place in which alcoholic liquor and malt beverages are sold under a retail liquor license shall be located in one building upon the premises for which the retail liquor license is issued and as approved by the licensing authority.
- B. Alcoholic beverages secured in the licensed building by a server may be served only in the licensed building, and in an immediately adjacent fenced or enclosed area as approved by the city council. This area shall not be in another building.
- C. The retail licensee may separate the facility for the sale of alcoholic liquor and malt beverages for off-premises consumption from the facility used to serve customers for on-premises consumption.
- D. A separated facility for making sales for off-premises consumption shall be separated by a glass or other suitable partition when a connection doorway exists to permit persons to pass freely between the two facilities.
- E. The licensee, an employee, or a licensed operator is to be present in the licensed building used for the selling or dispensing of malt beverages or alcoholic liquors at all times during hours of operation.
- F. All licensees, other than resort licensees and limited retail licensees, are required to post signage on all exits from the licensed building stating:

"No alcohol beyond this point per City of Casper Ordinance."

All licensees of limited retail or resort liquor licenses shall post signage on all driveway and pathway exits from the legal boundary of the lot or lots under the ownership or lease by the licensee stating:

"No alcohol beyond this point per City of Casper Ordinance."

- G. No person under the age of twenty-one shall enter or remain in an establishment that is primarily for off-premise sales of alcoholic liquor or malt beverages unless accompanied by a parent, spouse or legal guardian who is twenty-one years of age or older.

(Ord. No. 9-17, §§ 9, 10, 6-20-2017; Ord. No. 3-14, § 1, 2-4-2014; Ord. 19-95 § 1, 1995; Ord. 25-86 (part), 1986: prior code § 3-30(A))

(Ord. No. 2-19, 3-5-2019)

#### 5.08.360 - Right of entry—Inspection.

- A. In addition to all other rights of inspection which the city may now or hereafter possess, the public safety director or the designee(s) of the public safety director are empowered to enter and inspect every place of

business which is licensed or permitted by the city to sell malt or alcoholic beverages or where malt or alcoholic beverages are sold, stored or kept for the purpose of sale pursuant to a city liquor license or city-issued permit.

- B. Entry for purposes of inspection pursuant to this section is authorized only during open business hours unless it is in the presence of the licensee or his agent, employee or representative, or unless the person making entry does so under court order, or the person making entry has reasonable grounds to believe that evidence of a violation of this chapter is within the place to be entered and emergency or exigent circumstances exist such that a warrantless search is allowed by law.
- C. Reserved.

(Ord. 19-95 § 2, 1995)

(Ord. No. 9-12, § 1, 3-6-2012; Ord. No. 32-12, § 2, 12-4-2012; Ord. No. 2-19, 3-5-2019)

#### 5.08.370 - Convention facilities.

If a licensee is engaged in a business operation with convention facilities, the licensee may maintain more than one additional dispensing room under the same license fee. For purposes of this section, a convention facility shall have and maintain all of the following:

- A. Motel or hotel sleeping room accommodations;
- B. Restaurant facilities; and
- C. Conference facilities.

(Ord. 25-86 (part), 1986: prior code § 3-30(B))

(Ord. No. 2-19, 3-5-2019)

#### 5.08.380 - Reserved.

(Ord. No. 2-19, 3-5-2019)

#### 5.08.390 - Hours of sale generally—Exceptions—Designation of dates for unrestricted operation.

- A. All licensees except club licensees and satellite manufacturer's permit holding liquor licenses shall be controlled by the following schedule for operating hours:
  - 1. A licensee may commence the selling, serving, or dispensing of alcoholic liquors or malt beverages at six a.m. and shall cease the sale of both alcoholic liquor and malt beverages promptly at the hour of two a.m. the following day. Any portion of any building used by the licensee for the selling, serving, dispensing, or consumption of alcoholic liquors or malt beverages shall be cleared of all persons other than employees by two-thirty a.m. The licensee shall ensure that all consumption of alcoholic liquors or malt beverages has ceased by two-thirty a.m. within all areas of the licensed building, or in the case of resort licensees, within the boundary of the lot or lots under the ownership or lease by the licensee, other than in private hotel or motel rooms;
  - 2. Clubs holding a limited retail liquor license may commence the selling, serving, or dispensing of alcoholic liquors or malt beverages each day at nine a.m. and shall cease sales of alcoholic liquor and malt beverages promptly at the hour of two a.m. of the following day and shall clear the licensed building of all persons other than employees by two-thirty a.m. Clubs holding a limited retail liquor license may remain open past two a.m. on the morning of January 1st.



3. The hours of operating designated in subsection A of this section may be modified on no more than four days each calendar year by a resolution of the city council, designating those dates during city or county fairs, rodeos, pageants, jubilees, special holidays or similar public gatherings when all licensees may continuously operate their licensed building, or licensed resort or club premises for a period of twenty-four hours beginning at six a.m.

(Ord. No. 9-17, § 12, 6-20-2017; Ord. 43-00 § 1, 2000; Ord. 24-96 § 11, 1996; Ord. 25-86 (part), 1986: prior code § 3-29)

(Ord. No. 2-19, 3-5-2019)

#### 55.08.400 - Off-premises storage prohibited—Exception.

A licensee shall not store alcoholic liquor or malt beverages outside of the licensed premises unless he files with the commission and the city council a written statement that he stores liquor or malt beverages in a place other than his place of business and states the exact location of the storage place.

(Ord. 25-86 (part), 1986: prior code § 3-31)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.410 - Prostitution, public indecency, gambling and obscenity prohibited.

- A. No licensee or agent or employee thereof shall knowingly permit prostitution, under Wyoming Statutes Section 6-4-101, public indecency under Wyoming Statutes Section 6-4-201, or shall promote obscenity under Wyoming Statutes Section 6-4-302, within any licensed building or licensed premises under this chapter.
- B. Any licensee, permittee or agent or employee thereof violating subsection A of this section, or aiding, abetting or inciting any violation thereof is, in addition to other penalties provided by law, subject to the suspension or revocation of his license or permit, and the violation, aiding, abetting or inciting a violation is sufficient cause for the suspension or revocation of the license or permit.

(Ord. No. 9-17, § 13, 6-20-2017; Ord. 25-86 (part), 1986: prior code § 3-33)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.420 - Sale or gift to minors prohibited.

- A. It is declared to be illegal and a violation of this chapter for any person to sell, furnish, give or cause to be sold, furnished or given, any alcoholic liquor or malt beverage to any person under the age of twenty-one years, unless such person is his or her legal ward, medical patient or member of his or her own immediate family.
- B. For the purpose of establishing the age of any person proposing to buy alcoholic liquor or malt beverages, all licensees shall demand presentation of identification as provided for in Section 5.08.440.

(Ord. 8-88 § 5, 1988; Ord. 25-86 (part), 1986: prior code § 3-37)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.430 - Minors—Possession of alcohol or public intoxication.

- A. For the purpose of this section "possess" includes the consumption of, or the actual possession of alcoholic liquor or malt beverages.
- B. It is declared to be illegal and a violation of this chapter for any person under the age of twenty-one years to have alcoholic liquor or malt beverages in his or her possession, or to be drunk or under the influence of alcoholic liquor or malt beverages on any street or highway or in any public place. Provided, however, this subsection does not apply to possession of alcoholic liquor or malt beverages by a person under the age of twenty-one years:
  - 1. When making delivery of alcoholic or malt beverages pursuant to his lawful employment;
  - 2. Who is in the physical presence of his or her parents or legal guardian;
  - 3. Is a licensee under this title; or
  - 4. When serving alcoholic or malt beverages pursuant to his or her employment if the person is at least eighteen years of age.
- C. It is declared to be illegal for any person to attempt to commit any offense under this section. Any person convicted of such attempt is subject to fine or jail or both, which punishment may not exceed the maximum punishment prescribed for illegally possessing alcoholic liquor or malt beverages under this section.

(Ord. No. 9-17, § 15, 6-20-2017; Ord. 2-95 § 1, 1994; Ord. 12-90 § 1, 1990; Ord. 8-88 § 6, 1988; Ord. 25-86 (part), 1986: prior code § 3-38)

(Ord. No. 2-19, 3-5-2019)

5.08.440 - Minors—Proof of age.

In order to safeguard against violations of this chapter, any licensee or his agent or employee may refuse to sell or serve alcoholic liquor or malt beverages to any person who is unable to produce bona fide evidence of his or her majority and identity. Bona fide evidence of majority and identity of a person is:

A motor vehicle driver's license or valid picture identification card issued by any state, territory or possession of the United States, the District of Columbia or the Commonwealth of Puerto Rico, a permanent resident card issued by the United States citizenship and immigration services, a valid picture identification card issued to a member of the armed forces or an internationally accepted passport document with a discernible date of birth and photograph is prima facie evidence of the age and identity of a person.

(Ord. 24-96 § 13, 1996: Ord. 25-86 (part), 1986: prior code § 3-39)

(Ord. No. 2-19, 3-5-2019)

5.08.450 - Minors—False proof of age.

Any person under the age of twenty-one years who attempts in any manner to purchase alcoholic or malt beverages or who falsifies any identification or uses any false identification in order to obtain alcoholic or malt beverages is guilty of a misdemeanor.

(Ord. 24-96 § 14, 1996: Ord. 8-88 § 8, 1988: Ord. 25-86 (part), 1986: prior code § 3-41)

(Ord. No. 2-19, 3-5-2019)

5.08.460 - Minors—Age violation—Defense to prosecution.

Proof that a licensee or his employee or agent has demanded, was shown and acted in reliance upon such bona fide evidence as required in this chapter in any transaction, employment, use or permission forbidden herein is a defense to any criminal prosecution for the sale of alcoholic or malt beverages or liquor to a person under the age of twenty-one years or to any proceedings for the suspension or revocation of any liquor license based thereon.

(Ord. No. 2-19, 3-5-2019)

5.08.470 - Bottle clubs prohibited.

- A. A "bottle club" is an operation or enterprise whereby space is given or rented to any person or persons upon the premises of such operation or enterprise for the keeping or storage of alcoholic or malt beverages for consumption upon such premises or in other rooms nearby, used for consumption by the owner of the beverages or guests, the income, profits or fees of the operator of the bottle club being secured from sales or furnishing mixes, ice, food or glasses or from dues, charges, contributions, membership cards or assessments.
- B. It is unlawful to operate a bottle club in the city, and any person who operates a bottle club shall be deemed guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than one hundred dollars for each offense. Each day of operation shall be deemed a separate offense. This subsection shall not apply to any person lawfully licensed under the liquor laws of the state or the city and operating in compliance with the law.

(Ord. 25-86 (part), 1986: prior code §§ 3-6, 3-7)

(Ord. No. 2-19, 3-5-2019)

5.08.480 - Open container restrictions.

- A. It is unlawful:
  - 1. For any person to sell or dispense alcoholic liquor or malt beverages in open containers from the licensed facilities used to serve customers for off-premises consumption, commonly referred to as a "drive-up window";
  - 2. To operate a motor vehicle in which alcoholic liquor or malt beverages are present in an open container, unless the opened container is in the trunk, an outside compartment, or an inside compartment of a vehicle without a trunk; provided, the inside compartment is not accessible to the driver or any other person in such vehicle, i.e., the cargo area behind the rear most seat in a passenger van or station wagon when no passenger occupies the rear most seat;
  - 3. To possess or consume alcoholic liquor or malt beverages from an open container in a motor vehicle;
  - 4. To possess or dispense alcoholic liquor or malt beverages in an open container in any open space and certain structures in the city unless a license or permit authorizing same has been issued by the city manager or his or her designee. However, nothing in this chapter shall be interpreted as authorizing the possession of open containers of alcoholic liquor or malt beverages in or on motor vehicles;
  - 5. For any person or lessee of an unlicensed restaurant to permit any person to possess or consume alcoholic liquor or malt beverages from an open container within the restaurant.
  - 6. Notwithstanding this section, a resealed bottle of wine may be transported as provided in the Restaurant License section.
- B. Definitions.
  - 1. "Certain structures" means any city owned, operated or leased offices, public safety or maintenance facility and any building or structure used primarily for public entertainment, i.e., theaters, amusement centers, restaurants and the like, excluding, however, structures duly licensed to sell or dispense alcoholic liquor or malt beverages.

2. "Open container" means any glass, cup, bottle, can or other receptacle used for drinking, other than the beverage's original unopened package or container, the seal of which has not been broken and from which the original cap, cork or other means of closure has not been removed.
3. "Open space" means any street, alley, public way, sidewalk, public or private parking lot set aside for business use, and any other unenclosed public property. However, any golf course within the city limits shall not be considered open space.

(Ord. 11-05 § 4, 2005; Ord. 30-04 § 1 (part), 2004; Ord. 25-99 § 1, 1999; Ord. 25-86 (part), 1986: prior code §§ 3-5, 3-8)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.490 - Public intoxication prohibited.

Every person within the limits of the city who is under the influence of alcohol or any drug is guilty of a misdemeanor if they are found:

- A. Upon any city street, alley, or thoroughfare, or in any public or semi-public place within the city where the public has the liberty to enter and exit, or in any vehicle on public or semi-public property within the city, in such a condition that he or she is unable to exercise care for his or her own safety or the safety of others; or
- B. Interfering with, obstructing, or preventing the free use of any street, sidewalk, or other public way; or
- C. Sleeping or unconscious in that condition in any public or semi-public place within the city; or
- D. Intruding upon any private premises without the consent of the owner or occupant therefore; or
- E. Turbulent, violent, menacing or disorderly to such an extent as to jeopardize persons or property or to such an extent as to menace the public peace and safety.

(Ord. 25-86 (part), 1986: prior code § 3-2)

(Ord. No. 5-15, § 1, 6-2-2015; Ord. No. 2-19, 3-5-2019)

#### 5.08.500 - Unlicensed structures declared a nuisance.

Any building, house, structure, room or place, except as such is used exclusively as a dwelling, where alcoholic, spirituous, fermented, malt liquor beverage is offered for sale, exchanged for goods or in any way delivered otherwise than in consummation of a gift, which house, building, structure, room or place is not licensed under the provisions of this chapter is declared to be a nuisance. It is unlawful to maintain a nuisance as defined herein and any person who maintains such nuisance is guilty of a misdemeanor and may, upon conviction, be punished as provided by Chapter 1.28 of this code or any amendments thereto.

(Ord. 25-86 (part), 1986: prior code § 3-4)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.510 - Beer keg regulations.

- A. All licensees operating within the city who sell keg beer or party balls for consumption off licensed premises shall positively identify the purchaser by name, address, date of birth and shall maintain a state form on file for use of local authorities, if necessary.

- B. Anyone selling keg beer or party balls for off-premises consumption who fails to require the signing of a receipt at the time of sale is guilty of a misdemeanor.
- C. Any purchaser of keg beer or party balls who knowingly provides false information on the receipt required by subsection A above shall be guilty of a misdemeanor. Such person shall be punished by a fine of not less than three hundred fifty dollars nor more than seven hundred fifty dollars for the first conviction of this section. For a second conviction of this section within twelve months, such person shall be punished by a fine of not less than five hundred dollars nor more than seven hundred fifty dollars.
- D. As used in this section, "keg" means any brewery-sealed, individual container of beer having a liquid capacity of seven and one-half gallons or more. "Party ball" means any brewery-sealed container of beer having a liquid capacity of five and one-quarter gallons.

(Ord. 22-92, 1992)

(Ord. No. 2-19, 3-5-2019)

#### 5.08.520 - Over-serving and intoxicated agents.

- A. All employees and agents of any business operating with a city issued liquor license, who are engaged in the selling (including door person, ID checkers and bouncers) or serving of alcoholic or malt beverages or the managing thereof, hereinafter "alcohol server staff," shall successfully complete an alcohol server training program as approved by Wyoming Statutes Section 12-2-402, within ninety days of the start of their employment. All alcohol server staff shall complete any additional or further training to maintain their server training certification. Every license holder shall maintain a server training record for all alcohol server staff, including their date of hire, and proof that each has successfully completed the alcohol server training required by this section, and any additional or further training to maintain their server training certification. The city shall furnish an appropriate server training record log to maintain the records required in this section. In addition, every license holder shall keep their server training records available for review by police officials, at any time when the premises is open for business, to ensure compliance with the server training requirements of this section.

Violations of this section are subject to a graduated fine schedule, based on a calendar year. For the first violation a fine of up to one hundred fifty dollars shall be imposed; for violation two a fine of up to two hundred dollars shall be imposed; for violation three a fine of up to two hundred fifty dollars shall be imposed. All violations thereafter in that same calendar year shall result in a fine of two hundred fifty dollars. All violations after the first two in each calendar year shall require a representative of the licensee/permittee to appear at a regular meeting of the city council. After the third violation in a calendar year (fourth violation and each one thereafter) shall result in a seven-day suspension of the license/permit in question; the suspension may be imposed in either the calendar year of the violations and depending upon the timing of the violations (some may not get to court or be decided during the year of violation) in the subsequent calendar year. No more than one violation per licensee/permittee may be issued per inspection and not more than one failed inspection can be conducted per week per licensee/permittee.

- B. It shall be unlawful for any employee or agent of a licensed establishment, other than stated herein, to be present on the licensed premises while intoxicated and while acting in any capacity, or purporting to act, as an agent of the licensee or permit holder; an employee or agent for purposes of this section shall not mean or include: a proprietor, a general partnership's partners, a corporation's president, a limited liability company's member(s) or a limited general partner.

(Ord. No. 2-19, 3-5-2019)

#### 5.08.530 - Violation/enforcement.

Violations of this chapter may be enforced in the municipal court of the city as misdemeanor offenses punishable by up to a seven hundred fifty dollar fine for each offense, in the manner authorized and described in Wyoming Statutes Section 12-1-101 et. seq. as they may be amended from time to time. Appeals of any of these

actions may be taken as allowed and in the manner specified by applicable state statutes. Any law enforcement agency issuing a citation or other charging document for a violation of this chapter shall notify the city clerk of said charge within five business days of its issuance.

(Ord. No. 2-19, 3-5-2019)

#### 5.08.535 - Licensure considerations and administrative fees.

Violations of this code and/or Wyoming Statutes may also be factors in the consideration of suspensions, revocations, nonrenewals or conditional renewals of licenses and permits.

In recognition of the fact that license holders who repeatedly violate the provisions of this code create an undue burden of the city in administering liquor licenses, in addition to any other penalties or remedies, licensees shall be subject to administrative fees of one thousand dollars for the third violation of this chapter within any consecutive twenty-four month period, and five thousand dollars for a fifth or subsequent violation within a consecutive twenty-four month period. Any violation relating to the license holder or licensed premises shall apply to this subsection, regardless of whether separate individual employees or agents of the licensee committed the individual violations. The violations need not be of the same section or subsection of this chapter to be counted in this total.

A notice to pay said fee shall be issued by the city clerk to the licensee upon notification by the court of licensee's convictions for the relevant offenses. The time frame for accumulation of the violations shall be the date of violations, not the dates of conviction. If such fee is not paid, or an appeal hearing before council requested in writing to the city clerk and accompanied by a bond in the amount of the fee at issue within ten days of the notice being given by the clerk, the license shall be suspended until such time as the fee is paid to the city clerk. If an appeal hearing is requested, it shall be in council's sole discretion, after hearing all the relevant facts in the matter, whether to suspend part or all of the fee. The hearing shall not be a contested case hearing, and the Wyoming Administrative Procedure Act shall not apply to such hearing.

(Ord. No. 2-19, 3-5-2019)

#### 5.08.540 - Council hearing and appeal of suspension or revocation.

If it appears to the city council that there are concerns that a suspension or revocation of a license may be appropriate, the licensee shall be afforded an opportunity for hearing before the city council. The purpose of such hearing is to allow the licensee to provide information demonstrating that such action is not warranted. Notice of such hearing shall precede consideration of the matter by at least ten days, shall be served personally or by mail to the address of the licensee listed on the licensee's most recent liquor license application to the city, and shall include a statement:

1. That it appears to the city council that there are concerns that a suspension and/or revocation of the licensee's license may be appropriate;
  2. Summarizing the nature and date(s) of the incidents resulting in the concern(s);
  3. That a hearing on the subject has been scheduled before the city council, and further informing the licensee of the time and place of the hearing; and
  4. That the purpose of the hearing is to allow the licensee to offer corrections and/or contest the information before council which has given rise to the concern(s).
- A. At a hearing, a licensee may appear in person or through counsel. A licensee will be given an opportunity to present evidence and argument on the relevant issue. Evidence relied on shall consist of information commonly relied upon by reasonably prudent people in the conduct of their serious affairs. Irrelevant, immaterial or unduly repetitious evidence shall be excluded. A record shall be made of the proceeding and shall include the following:
1. All notices and intermediate rulings;

2. Evidence received or considered by the city council including information officially noticed and received from the municipal court;
  3. Questions and offers of proof, objections and rulings thereon;
  4. Any proposed findings and exceptions thereto; and
  5. Any opinion, findings, decision or order of the city council and any report by any hearing officer.
- B. Nothing shall preclude the city council from appointing one or more hearing examiners or officers to conduct any hearing called for by this section for the purpose of assembling a record for subsequent consideration by the city council. If a hearing examiner is appointed, the council shall direct the examiner to forward the record of the hearing to the council either with or without proposed findings of fact and conclusions of law, and with or without the opinion/recommendation of the examiner.
- C. Following the hearing described in this section, and based upon the information considered and received at such hearing, and the sanctions described, the city council shall:
1. Order the suspension of the license in question;
  2. Authorize the city attorney to prepare and file with the district court a petition to revoke the licensee's license; or
  3. Find that suspension or revocation is not required by the terms of this section;
  4. Place conditions upon the license and licensee which shall address concerns of the council which exist after the hearing.

City council decisions shall be in writing, shall be supported by findings of fact and conclusions of law, and shall be delivered to the licensee in interest either personally or by mail at the address listed on the licensee's most recent liquor license application to the city.

- D. The city council's action suspending a licensee shall be subject to review in the district court in accordance with the procedural rules heretofore or hereinafter adopted by the Wyoming Supreme Court concerning the review of administrative actions. Filing an appeal as provided in such rules, stays enforcement of the suspension decision pending final order on the appeal. The city council's action may be set aside by the district court if it finds the action to be:
1. Arbitrary, capricious, or otherwise not in accordance with law;
  2. Without observance of the procedure required by law; or
  3. Unsupported by substantial evidence.
- E. If a license is revoked, except as provided in Wyoming Statutes Section 12-7-201(d) concerning the expiration of a licensee while a revocation order is under appeal, the holder of such revoked license shall not be eligible to apply for a new license for a period of twelve months from the date of revocation.

(Ord. No. 2-19, 3-5-2019)

## Chapter 5.38 - ITINERANT MERCHANTS/UNSOLICITED SALESMEN

### 5.38.010 - Definitions.

- A. "Itinerant merchant" or "itinerant business," as used in this chapter, shall include all persons not having a permanent place of business in the city, engaged in selling or offering for sale, any goods, services, carnival rides or merchandise of whatever nature, in any open space, from a temporary stand, under tents, canopies, or membrane structures, from a vehicle on property not owned by such person, or in any other manner from any place which is not located in a building which meets building code requirements and which has been approved for occupancy.



- B. "Permanent place of business" means a building meeting building code requirements and approved for occupancy by the city. Such building shall be on a properly zoned lot for the particular business conducted.
- C. "Prohibition sign" means any and all signs or notices in the English language of legible size, designed and apparently intended to serve notice or convey the meaning that any person coming upon the property where the same is posted as an unsolicited salesman is unwelcome and is not to call upon the occupant or tenant of the property.
- D. "Residential property" means any and all homes, houses, basements, apartments, trailers, tents, hotels and other buildings or structures or portions thereof used or occupied by any person as a home or place of abode located within the city.
- E. "Temporary stand" means any structure which does not meet building codes required for human occupancy.
- F. "Tents, canopies and temporary membrane structures" means structures used for a temporary purpose as defined by the Uniform Fire Code, including but not limited to air-inflated structures, air supported structures and tents.
- G. "Unsolicited salesman" means any person who sells, offers for sale, takes or solicits orders for, gives away, delivers or promises to deliver in the future or displays any goods, wares or merchandise or other personal property of any kind whatsoever, who sells, offers for sale, offers to, solicits or takes orders for the performance of or distributes literature or other information of any and all types of services including securities, policies of insurance, reading material or entertainment at or upon any residential property other than such residential property as is owned or occupied by such person without invitation of the owner or occupant. However, any person operating a business from their home within the city, and who conducts activities covered by this chapter in conducting that business, shall be exempt from the provisions of this chapter. Unsolicited salesmen shall not include an itinerant merchant.

(Ord. 48-00 § 1 (part), 2000: Ord. 5-97 § 1 (part), 1997: Ord. 8-79 § 1, 1979)

#### 5.38.020 - License—Required—Term—Exemptions.

- A. No person shall carry on the trade or occupation of itinerant merchant or unsolicited salesman within the city until such person shall have obtained an annual license, under the provisions of Section 5.04.010 of this title, and paid a fee, which shall be established by resolution of the city council.
- B. No person may carry on business as an itinerant merchant for more than ten total days in any one year. Any person carrying on business as an itinerant merchant for any longer than ten days in any one calendar year shall obtain a permanent place of business in the city from which to operate; however, vendors of fresh produce and/or Christmas trees may apply to the city manager or his designee for one ninety-day exemption to this chapter per year.

Following the ninety-day exemption period, vendors of Christmas trees and/or fresh produce may apply to the city manager or his designee for one thirty-day extension of the exemption for a reasonable business need.

Any denial by the city manager or his designee may be appealed to the city council or its designated hearing examiner under Section 2.22.020 of this code by filing a written notice of appeal with the city manager within ten days of the denial.

- C. Any participants in an event recognized by the city manager or his designee, such as a craft fair, festival, bazaar or similar activity shall be exempt from the provisions of this chapter.
- D. Charitable organizations and all persons representing them are exempt from the provisions of this chapter, provided that the charitable organization shall secure from the city manager a letter of exemption which shall be issued to such charities as the city manager shall find to have lawful charitable purposes. The city manager's letter of exemption shall be available at all times on the premises for inspection by any police officer or any other officer authorized to inspect for licenses or letters of exemption.

(Ord. 39-07 § 2, 2007; Ord. 48-00 § 1 (part), 2000; Ord. 5-97 § 1 (part), 1977; Ord. 8-79 § 2, 1979)

(Ord. No. 4-11, §§ 1, 2, 2-15-2011)

#### 5.38.030 - License—Application.

Every person shall procure a license to engage in the trade or occupation of itinerant merchant or unsolicited salesman and shall fill out, sign and deposit with the city clerk a petition or application for a license, which shall state:

- A. The name of the person desiring the license;
- B. The residence, and in case of a corporation, the name of the president; and if a partnership, the names of the partners;
- C. The location where the trade or occupation will be conducted;
- D. The applicant's Wyoming sales tax license number;
- E. Such other information as may be required by the city manager or by the provisions of this title.

(Ord. 39-07 § 3, 2007; Ord. 48-00 § 1 (part), 2000)

#### 5.38.040 - Location.

All itinerant businesses must be in a location which shall not create a traffic hazard, shall provide approved paved off-street parking, and shall provide temporary sanitary facilities or obtain written permission to utilize permanent sanitary facilities within four hundred feet of the proposed location.

(Ord. 48-00 § 1 (part), 2000)

#### 5.38.050 - Unlawful acts designated.

It is unlawful for an itinerant merchant or unsolicited salesman to:

- A. Carry on the business or calling of an itinerant merchant or unsolicited salesman without a license as required by this chapter;
- B. Enter upon any residential property which is posted with a prohibition sign;
- C. Refuse to leave or continue solicitation on residential property after being advised by the occupant or tenant that he or she does not wish the product solicited or does not wish the solicitation to continue.

(Ord. 48-00 § 1 (part), 2000)

#### 5.38.060 - Violation—Penalty.

Any person found to be violating this chapter shall be guilty of a misdemeanor punishable by a fine no less than one hundred dollars and no more than seven hundred fifty dollars. Each day of violation of this chapter shall be considered a separate and distinct violation of this chapter.