

CITY OF LARAMIE
PARKS & RECREATION DEPARTMENT
P.O. Box C
Laramie, WY 82073

Parks Division: (307) 721-5264
Fax (307) 721-5256
Recreation Division: (307) 721-5269
Fax: (307) 721-5284
Facilities Mgmt Division: (307) 721-3585
TDD (307) 721-5295

PARKS, TREE & RECREATION ADVISORY BOARD AGENDA

September 14, 2016

6:30PM

Recreation Center, 920 Boulder Dr.

Consent Agenda:

1. To approve the minutes from the July 20, 2016 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, [pages 2-3](#))
2. To approve resolution 2016- authorizing co-sponsorship the Friends of Community Recreation 2016 Skateboard Competition to be held on September 24, 2016 at the LaBonte Skate Park. (Feezer, [pages 4-5](#))
3. To approve placement of a memorial boulder and plaque in remembrance of Kim Sullivan at the base of the stairs on the east side of the foot bridge. (Overstreet, [pages 6-10](#))

Motion: by _____, seconded by _____, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. (Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed above. There will be no separate discussion of these items unless a Board Member or citizen so requests, in which case the item will be removed from the consent agenda to the regular agenda.)

Regular Agenda:

1. Introduction of new board member Nick Carlson to fulfill the position vacated by Jacque Stonum, term expires December 2018. (Feezer, [pages 11-18](#))
2. Election of Board Chair and Vice Chair for remainder of 2016. (Feezer, [pages 19](#))
3. Presentation of the concept for the development of a full pipe addition to the LaBonte Skate Park (Kaffer, [pages 20-24](#))
4. Discussion regarding Original Ordinance No. 1949 amending Title 15 of Laramie Municipal Code for the purpose of amending the Landscaping Requirements. (Bloom, [pages 25-54](#))
5. Consideration of Memorandum of Understanding between Albany County School District Number One and City of Laramie outlining the use, care and expenses related to community use of the "original" Deti Stadium. (Feezer, [pages 55-58](#))
6. To discuss an Administrative Policy and Procedure for Naming/Renaming City of Laramie, Parks & Recreation Department Parks and/or Facilities and forward to City Council for acknowledgement. (Feezer, [pages 59-62](#))

Staff Reports FYI

1. Monthly Managers Report ([pages 63-73](#)) - Facilities Division Staff Report, Parks Division Staff Report, Recreation Division Staff Report, Administration Report

Advisory Board Open Item

1. No Pending Items

Upcoming Items:

1. No Upcoming Items.

Other business: Public Comments

Next Regular Meeting Date: Wednesday, October 12, 2016 at 6:30 pm
"A Place for All!"

CITY OF LARAMIE
PARKS, TREE & RECREATION ADVISORY BOARD
July 20, 2016
Minutes of Meeting

MEMBERS PRESENT: Amy Williamson, Jacque Stonum, Larry Foianini, Helen Coates, Chris Dixon, Dave Hammond, Steve Ropp, Marius Favret, Dylan Esquivel

MEMBERS NOT PRESENT:

COUNCIL LIASON: Paul Weaver

GUESTS: Raj Patel

CITY STAFF PRESENT: Todd Feezer, Director; Randy Overstreet, City Arborist; Inez Wildenborg, Administrative Coordinator

The regular meeting was called to order by Madam Chair Stonum at 6:37 pm.

Consent Agenda:

1. To approve the minutes from the June 8, 2016 regular meeting of the Parks, Tree and Recreation Advisory Board. (Feezer, pages 2-3)
2. To approve continuation of the American Red Cross Shelter Agreement and to authorize the completion of the agreement. (Feezer, pages 4-7)

Motion by Williamson, seconded by Hammond, that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated within the staff reports. Motion carried 9-0.

Regular Agenda:

1. Introduction of new board member Dylan Esquivel to fulfill position vacated by Jamie Le Jambre, term expires December 2016. (Feezer, pages 8-14)

Director Feezer introduced new Parks, Tree, and Recreation Advisory Board Member, Dylan Esquivel. Esquivel gave a brief introduction of his background.

2. Presentation of Raj Patel's donation for trees in honor of his grandparents to be planted on Boulder Drive medians adjacent to the new Laramie High School. (Overstreet, pages 15-17)

This beautification project progressed rapidly early this summer by an offer from Mr. Raj Patel to donate funds for planting trees in a city maintained and highly visible location, on Boulder Drive medians adjacent to the new Laramie High School, in honor of his Grandparents. Soon after Mr. Patel presented his offer, a group project opportunity was made known by University of Wyoming RA's who wanted to participate in a community service project. The tree planting will take place on August 22, 2016.

3. To discuss an Administrative Policy and Procedure for Naming/Renaming City of Laramie, Parks & Recreation Department Parks and/or Facilities and forward to City Council for acknowledgment. (Feezer, pages 18-21)

Motion by Williamson, seconded by Foianini, that the Parks, Tree & Recreation Advisory Board approve the Administrative Policy and Procedure for naming City of Laramie, Parks & Recreation Department Parks and Facilities and forward to City Council for acknowledgement of the adopted policy. Motion tabled.

There was a continued discussion related to an administrative policy and procedure for naming City of Laramie, Parks & Recreation Department Parks and Facilities. This was a second reading and discussion of this proposed policy.

Motion by Williamson, seconded by Foianini, to recommend further open discussion and postponement to future meetings in order to accomplish a renaming policy. Motion carried 9-0.

Staff Reports FYI:

- Director Feezer presented Manager's Report

Upcoming Items:

None at this time.

Other Business:

Hammond thanked Madam Chair Stonum for her dedicated service to the Parks, Tree, and Recreation Advisory Board.

Advisory Board Open Items:

1. Administrative Policy and Procedure for Naming/Renaming City of Laramie, Parks & Recreation Department Parks and/or Facilities.

*Next Regular Meeting Date: Wednesday, August 10, 2016 at 6:30pm

Public Comments:

None

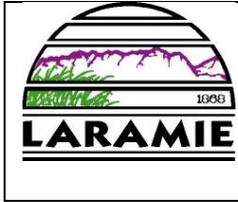
Meeting adjourned at 7:37pm.

Respectfully Submitted,



Inez Wildenborg
Administrative Coordinator
Parks and Recreation, City of Laramie

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING September 14, 2016



Agenda Item: Administration

Resolution

Title: Sponsorship of the Friends of Community Recreation Grand Reopening Skate Park Competition Event

Recommended Board MOTION:

I Move to recommend Resolution 2016- to the Laramie City Council, authorizing co-sponsorship of the Friends of Community Recreation Grand Reopening Skate Park Event and allowing for the use of associated shelters and facilities for this fundraising event.

Administrative or Policy Goal:

Municipal Code 2.28.070: The board shall review and make recommendations to the city council for fees and charges for parks and recreation programs and facility uses.

Background:

The Friends of Community Recreation is a non-profit organization established in 1988 to support the construction of a recreation center for the Laramie Community. When the Laramie Community Recreation Center was complete in 2004, the "Friends" became an organization focused on raising funds to help organizations and citizens access the recreation center no matter what their financial circumstance. The money raised by this group is a great help to our community by providing activity scholarships to local underprivileged children.

This year, the Friends are organizing Grand Reopening Skate Park Competition to be held on September 24, 2016. They have requested that the City consider co-sponsoring this activity by authorizing the use of associated facilities at no charge. Funds raised by this event will be used for future skate park additions.

These events have goals that are complimentary to the efforts of the Laramie Community Recreation Center and the Parks and Recreation Department in general and staff recommends approval.

Responsible Staff:

Todd Feezer, Director, Parks & Recreation Department – 721-5260, tfeezer@cityoflaramie.org

Choose an item.

Attachments: Resolution for Council

RESOLUTION NO. 2016- ____

**A RESOLUTION AUTHORIZING SPONSORSHIP OF THE FRIENDS OF
COMMUNITY RECREATION GRAND REOPENING SKATE PARK EVENT
TO BE HELD ON SEPTEMBER 24, 2016 AND ALLOWING FOR THE USE
OF ASSOCIATED FACILITIES DURING THE EVENT**

WHEREAS, fees for park shelters throughout the City are set by ordinance and authorized by City Council, and;

WHEREAS, the City has received a request to authorize the use of facilities for an event by the Friends of Community Recreation, and;

WHEREAS, the Friends of Community Recreation is a non-profit organization that raises funds to provide scholarship funds for economically challenged members of the community to access recreation facilities in the City of Laramie, and;

WHEREAS, the Grand Reopening Skate Park Competition is a fundraising effort that will use the LaBonte Park shelters and the skate park as a home base for the event, with participants using the skate park for the event, and;

WHEREAS, City sponsorship of Grand Reopening Skate Park Competition will also enable the “Friends” to utilize Wyoming Association of Risk Management to insure the event;

NOW THEREFORE, THE CITY COUNCIL OF LARAMIE, WYOMING RESOLVES:

Section 1: That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2: That the City Council hereby approves the Resolution authorizing the sponsorship of the Friends of Community Recreation event to be held on September 24, 2016.

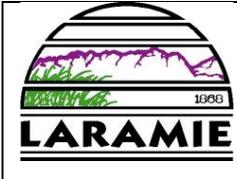
PASSED AND APPROVED this ____ Day of _____, 2016.

David A. Paulekas, Mayor and President
City of Laramie, City Council

Attest:

Angie Johnson, City Clerk

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING September 14, 2016



Agenda Item: Parks

Presentation

Title: Memorial Boulder and Tribute Plaque Donation

Recommended Board MOTION:

Presentation

Administrative or Policy Goal:

The Board will encourage and support continuing grants for Parks and Recreation programs and operations.

The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

Background:

John Sullivan representing “Friends of Kim Campbell” would like to donate a large boulder (approximately 1.5 tons) to be placed south of the bottom of the Garfield Street pedestrian bridge stairway on the east side of the rail road tracks. Lynn Erickson also representing “Friends of Kim Campbell” would like to have a tribute plaque made which will be glued to the rock by City of Laramie, Parks personnel.

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:

EXPENSE

Project	Amount	Funds
Project Cost	\$0.00	
Grants for Project	\$0.00	
City's Amount	\$30.00	Time & Glue to attach supplied plaque to the rock.
Total Amount	\$30.00	

Responsible Staff:

Scott Hunter, Parks Supervisor, 721-5257, shunter@cityoflaramie.org
 Keith Wardlaw, Mosquito and Urban Forestry Supervisor, 721-5258, kwardlaw@cityoflaramie.org
 Randy Overstreet, City Arborist, 721-5338, roverstreet@cityoflaramie.org

Attachments: Photos of location and Written request for the Rock and Plaque

Randy Overstreet

From: wyolynn@yahoo.com
Sent: Tuesday, August 23, 2016 8:09 AM
To: Randy Overstreet
Subject: Kim Campbell rock

Follow Up Flag: Follow up
Flag Status: Flagged

Randy, thank you for meeting us to discuss the rock for Kim. You wanted me to send you the quote that we would like to have on the Rock so here it is.

Dedicated to Kim Campbell owner of Home Bakery 1973 - 2010. "Mate" to all. Always a wave and a smile to share.
Donated by friends of Kim Campbell.

Please let me know if there's anything else I need to do. Thanks Lynn Erickson
Sent from my Verizon LG Smartphone

ALL CITY OF LARAMIE ELECTRONIC CORRESPONDENCE AND ATTACHMENTS MAY BE TREATED AS PUBLIC RECORDS AND
SUBJECT TO PUBLIC DISCLOSURE



8

Boulder here.





Dedicated to Kim Campbell owner
of Home Bakery 1973-2010
"Mate" to all.
Always a wave and a smile
to Share.
Donated by friends of Kim Campbell

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING September 14, 2016



Agenda Item: Administration

Discussion Item

Title: Appointment of Nick Carlson to the Parks, Tree & Recreation Advisory Board.

Recommended Board MOTION:

N/A

Administrative or Policy Goal:

N/A

Background:

In June of 2016 Jaque Stonum resigned from the Parks, Tree & Recreation Advisory Board. The City advertised to fill this position and through a round of application hosted by Councilor Weaver Mr. Carlson was selected to fulfill Mrs. Stonum's position through December of 2018.

Please take this time to welcome Mr. Carlson to the board.

Legal/Statutory Authority:

Municipal Code Chapter 2.28 – Parks, Tree & Recreation Advisory Board

Budget/Fiscal Information:

Revenue:

N/A

Expense:

N/A

Responsible Staff:

Choose an item.

Todd Feezer, Director, Parks & Recreation Department – (307) 721-5260/tfeezer@cityoflaramie.org

Attachments: Letter of Appointment, Resolution 2016-62, PTR Advisory Board Roster, 2016 PTR Advisory Board Goals, Municipal Code Chapter 2.28



City of Laramie
City Manager's Office
P.O. Box C
Laramie, WY 82073

(307) 721-5226
fax (307) 721-5211
TDD (307) 721-5295

September 12, 2016

Nick Carlson
4419 E. Comanche Drive
Laramie, WY 82072

Dear Nick,

I am pleased to write and congratulate you on your appointment to the Parks, Tree & Recreation Advisory Board. The City Council approved your appointment with Resolution #2106-62 the evening of September 6, 2016, to this valuable Advisory Board, for a term ending December 31st, 2018.

People such as yourself, who volunteer for those often time-consuming and occasionally difficult committee assignments, are the backbone of our community. On behalf of the City Council, thank you for your dedication and continued willingness to serve the Laramie community.

Sincerely,

Dave Paulekas, Mayor
City Hall, 406 Iverson Street
Post Office Box C
Laramie, Wyoming 82003

RESOLUTION 2016-62

A RESOLUTION APPOINTING ONE MEMBER TO THE PARKS, TREE AND RECREATION ADVISORY BOARD FOR THE CITY OF LARAMIE, WYOMING

WHEREAS, City Council for the City of Laramie, Wyoming (hereinafter referred to as "City") created the Parks, Tree and Recreation Advisory Board (Board) pursuant to Section 2.28.020 of the Laramie Municipal Code to consist of nine (9) members who are appointed by the City Council for a term of three (3) years;

WHEREAS, the term of one (1) board member, Jacque Stonum was vacated via written resignation on June 6, 2016;

WHEREAS, the term of the vacated position that shall expire on December 31, 2018;

WHEREAS, one (1) vacancy exists on the Board and the City Council shall fill the vacancies pursuant to Section 2.28.020 of the Laramie Municipal Code;

WHEREAS, the city staff solicited for volunteers to serve on the Parks, Tree and Recreation Advisory Board from July 7th through July 22nd with two (2) volunteer applications received;

WHEREAS, both applicants were interviewed by Councilor Weaver.

NOW THEREFORE THE CITY COUNCIL OF LARAMIE, WYOMING, RESOLVES:

SECTION 1. That the foregoing recitals are incorporated in and made part of this resolution by this reference.

SECTION 2. That the City Council declares that one vacancy exists on the Parks, Tree and Recreation Advisory Board and that Nick Carlson be appointed to fill the vacancy on the Parks, Tree and Recreation Advisory Board for term expiring on December 31, 2018 and authorize the Mayor and Clerk to sign.

PASSED AND APPROVED this 6th Day of September, 2016.


David A. Paulekas, Mayor and President
City of Laramie, City Council

ATTEST:


Angie Johnson, City Clerk
City of Laramie

2016 Parks, Tree & Recreation Advisory Board

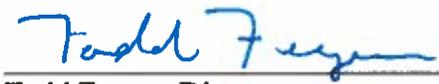
Annual Goals

1. Revisit the Parks and Recreation Master Plan in the course of board activities and use it as a roadmap when making decisions.
2. Look for ways to connect the various greenbelt trails and encourage development of the trail system in Laramie.
3. Prioritize the maintenance and upkeep of the Laramie Community Recreation Center in order recognize its value to the community and the investment the citizens have already made.
4. Encourage the further development of dog parks and off leash areas.
5. Be cognizant of staff resources in project design and idea development so that the workload remains reasonable and the existing amenities can be properly cared for.
6. Increase communication between the advisory board and City Council and send a representative to council meetings where relevant topics are being considered or discussed to ensure a voice in the decision making process.
7. Further educate board members about the department through staff presentations, amenity tours, sub-committees, and early participation in projects so that we can be ambassadors in the community. Promote opportunities to educate the public about parks, recreation, and trees.
8. Maintain the department mission around accessibility and affordability.
9. Encourage the beautification of community entryways.
10. Develop a sub-committee of the advisory board to work in conjunction with the Monolith Ranch Advisory entity for the creation of a formal community recreation plan that includes robust citizen input.

Adopted and passed this 7th Day of June, 2016.


Jacquie Stonum, Chair
Parks, Tree & Recreation Advisory Board

Attest:


Todd Feezer, Director
City of Laramie Parks & Recreation Department

Parks, Tree and Recreation Advisory Board Roster **September 2016**

Chris Dixon

1931 N. Garfield St.
Laramie, WY 82070
520-820-4517
grnknight13@gmail.com
Term Expires: 2017

Marius Favret

1759 Inca Drive
Laramie, WY 82072
307-343-3959
suemar729@gmail.com
Term Expires: 2017

Larry Foianini, Vice Chair

2336 Skyview Ln.
Laramie, WY 82070
742-8880
larryfoi@bresnan.net
Term Expires: 2016

Dave Hammond

510 E. Kearney
Laramie, WY 82070
742-2772
dhamms@wyoming.com
Term Expires: 2017

Helen Coates

1214 W. Hill Road
Laramie, WY 82072
307-399-1065
free2hike09@yahoo.com
Term Expires: 2016

Dylan Esquivel

610 Russell
Laramie, WY 82070
307-660-0532
dylanesquivel09@gmail.com
Term Expires: 2016

Stephen Ropp

530 Beaufort, Unit 123
Laramie, WY 82072
745-4066
sropp@uwyo.edu
Term Expires: 2018

Nick Carlson

4419 E. Comanche Drive
Laramie, WY 82072
847-636-8884
carlson56@gmail.com
Term Expires: 2018

Amy Williamson

1306 Ivinson
Laramie, WY 82070
745-4586
akwwy@hotmail.com
Term Expires: 2018

City Council Liaison

Paul Weaver

*All terms expire in December of the year noted.

2016 Meeting Schedule

Meetings begin at 6:30pm

January 13th
January 20th (*)
February 10th
March 9th
April 13th
May 11th
June 8th
July 13th
August 10th
September 14th
October 12th
November 9th
December 14th

CODE COMPARATIVE TABLE AND DISPOSITION LIST modified

< 2.24.105 - Name change.

Chapter 2.30 - BOARD OF EXAMINERS >

Chapter 2.28 - PARKS/TREE AND RECREATION ADVISORY BOARD^[1] ⋮

Sections:

2.28.010 - Generally. ⋮

There is created a parks/tree and recreation advisory board, which shall consist of nine persons who shall serve without compensation.

(Ord. 1232 § 1, 1998)

2.28.020 - Appointment and terms of members. ⋮

The members of the parks/tree and recreation advisory board shall be appointed by the city council for a term of three years. Initially, three members shall be appointed for one year, three members for two years, and three members for three years. Members may serve successive terms upon reappointment by the city council.

(Ord. 1232 § 2, 1998)

2.28.030 - Election of chairman and vice-chairman. ⋮

Within thirty days after the initial and each annual appointment, the parks/tree and recreation advisory board shall elect a chairman and a vice-chairman.

(Ord. 1232 § 3, 1998)

2.28.040 - Secretary. ⋮

The parks and recreation director shall serve as secretary of the board and shall serve the board in an advisory capacity. The staff representative shall record minutes of meetings and shall circulate the minutes to the board, city manager, and city council.

(Ord. 1232 § 4, 1998)

2.28.050 - Meetings. ⋮

The parks/tree and recreation advisory board shall meet at least six times each year upon the call of the chairman, the vice-chairman or city manager or the city manager's designated representative, and shall meet at a time and place to be designated by the person calling the meeting. The board may establish a regular meeting time and place.

(Ord. 1232 § 5, 1998)

2.28.060 - Removal of members—Filling vacancies.

⋮

The city council may, by majority vote, remove any member of the parks/tree and recreation advisory board whenever it appears that removal would be in the best interests of the city, as determined by the city council, and shall fill the vacancy created by the resignation, death or removal of any member for the unexpired portion of the member's term. The board may make recommendations to the city council for removal of members.

(Ord. 1232 § 6, 1998)

2.28.070 - Duties—Generally.

⋮

The parks/tree and recreation advisory board shall have the following duties:

- A. The board shall study, investigate, develop and update a comprehensive written plan for current and future parks recreation and open space development. The comprehensive plan shall be presented to the city council and upon the city council's acceptance shall constitute the parks and recreation development master plan.
- B. The board shall advise the city council with respect to the acquisition, promotion and development of parks and recreation facilities.
- C. The board shall advise the city council with respect to planning and development standards for all parks recreation and open space areas.
- D. The board shall draft rules and regulations relating to the orderly use of parks recreation and open space and related facilities by the public. The rules and regulations are effective when adopted by the city council by minute action.
- E. The board shall promote public education on tree planting and proper management of trees within the community.
- F. The board shall study, investigate, counsel and develop written standards, rules, and regulations for the care, preservation, pruning, planting, replanting, removal or disposition of trees in parks, along street right-of-way, and in other public areas. Such standards will be presented to the city council and upon their acceptance and approval, shall constitute the official tree plan for the city of Laramie.

G.

When requested by the city council, the board shall consider, investigate, make findings, report and recommend upon any special parks trees, street trees, and other public open space matter or question regarding trees coming within the scope of its work.

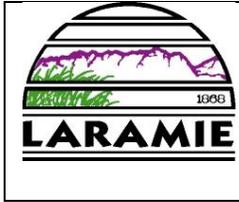
- H. The board shall develop and maintain a list of desirable trees for planting as street trees with suggested spacing and planting distances from curbs, sidewalks, and foundations. Lists of trees not suitable for planting as street trees shall also be created and maintained by the board.
- I. The board shall review and make recommendations to the city council for fees and charges for parks and recreation programs and facility uses.
- J. The board shall evaluate, advise and make recommendations to the parks and recreation director concerning existing parks and recreation policies, programs and activities.
- K. The board shall consider, investigate, report and recommend on any special parks recreation and open space matter coming within the scope of its work.

(Ord. 1232 § 7, 1998)

< 2.24.105 - Name change.

Chapter 2.30 - BOARD OF EXAMINERS >

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING September 14, 2016



Agenda Item: Administration

Discussion Item

Title: Election of Chair and Vice Chair of the Parks, Tree & Recreation Advisory Board for the remainder of 2016.

Recommended Board MOTION:

2.28.030 - Election of chairman and vice-chairman. Within thirty days after the initial and each annual appointment, the parks/tree and recreation advisory board shall elect a chairman and a vice-chairman.

Administrative or Policy Goal:

Background:

With the resignation of Jacque Stonum, PTR Advisory Board Chair, the board will need to choose one of the following options:

1. Ask Larry Foianini, current Vice-Chair if he wishes to operate as Chair for the remainder of the year and appoint a new Vice-Chair to fulfill the requirements of the position through December 2016.
2. Ask for nominations for a new Chair to fulfill the requirements of the position through December 2016.

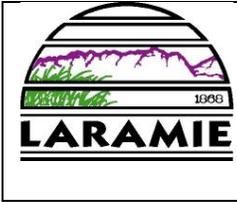
Responsible Staff:

Todd Feezer, Director, Parks & Recreation Department – (307) 721-5260/tfeezer@cityoflaramie.org

Choose an item.

Attachments: N/A

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING September 14, 2016



Agenda Item: Administration

Presentation

Title: Presentation of the concept for the development of a full pipe addition to the LaBonte Skate Park.

Recommended Board MOTION:

N/A

Administrative or Policy Goal:

The Board will encourage and support continuing grants for Parks and Recreation programs and operations.

The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

Background:

Skate Pipe Project - The Friends of Laramie Skate Park has been offered the gift of a large steel drainage pipe. In collaboration with the amazing business owners at AAA recycling, Custom Fabrication and Loveday Crane Service, we now have a plan and materials to fix, move, place, and secure the pipe at LSP. We would like approval to begin the ground work and bring this exciting new element to the skate park.

Design and Placement - The pipe is 23.5 ft. long and has a diameter of nearly 14 ft. It is currently crushed down 3 ft. feet on one end. Colter Floy at Custom Fabrication has developed a plan and offered to donate labor to correct and secure these issues before transportation. Our dream is to place the pipe at the northeastern corner of the skate park between the shallow section deck and the large tree. The pipe will be seated into the hill in a bed of road base topped with sand to ensure drainage away from the steel. The interior of the pipe will drain Northwest with its lowest point three ft. below the park deck. The pipe will be secured between 4 posts of 6x6 square tubing at the corners, each sunken 4ft below ground and embedded in a 2' diameter concrete footing. The tops of the tubing will be welded to a cross beam that will in turn support a lateral 6x6 tube bolted across the top of the pipe. The side facing the tree will have a concrete retaining wall which will help minimize sound.

Timing - With the approval of the Laramie City Council, and with guidance from the Parks and Rec department, the Friends of LSP volunteer crew is ready to begin the groundwork needed. Chip at AAA recycling, is donating the pipe and the 6x6 square tubing and has arranged for a low trailer, loading and transportation of the pipe to the skate park. Randy at Loveday Crane Service has volunteered his crane and his time to place the pipe. With great appreciation for the in-kind donations offered, and excitement to see this wonderful element made safe and accessible to our athletes, we hope to place it as soon as possible. After approval and the initial call before you dig assessment, we should be able to complete the site work within 6 weeks pending funding of material costs.

Material Costs - Our hope is that the Parks crew could provide: Fill dirt, Road base and Sand, as well as equipment and operator time to help volunteers cut sod, dig footings and place vertical posts. Our estimated cost on all materials is \$3000. This includes concrete, rebar, form wood, and equipment rentals that were not donated.

Future - The addition of this pipe fits nicely into the expansion plan for the skate park. While it will be a stand-alone element once placed, its placement also means it will be easily incorporate into expansion plans.

Background - Friends of Community Recreation's subcommittee "Friends of the Laramie Skate Park" has been working for the past 3 years to improve the park community and infrastructure. In addition to formally adopting the park, we host monthly learn to skate sessions, volunteer for maintenance days, worked closely with Parks and Rec to develop a successful plan to manage graffiti, take down the fence and add new elements to encourage more athletes to use this great park. Last summer we worked with Dreamland Skate parks to come up with a park expansion design. This grand plan addresses the main shortcomings of the original design, making the park a safer, more inclusive park that meets the needs of a wider variety of local athletes and even attracts a few travelers. Adapting to Wyoming's budget issues and working closely with the Parks department, we have broken the grand plan into more attainable phases that have already yielded a high return. This May, Parks took down most of the 6ft fence around the park, opening the park to many more visitors and spectators, helping the athletes feel both safe and welcome. In June, Our volunteers constructed 9 small elements from the expansion plan, giving beginners a starting point and advanced riders new challenges.

Legal/Statutory Authority:

N/A

Budget/Fiscal Information:

Revenue:

N/A

Expense:

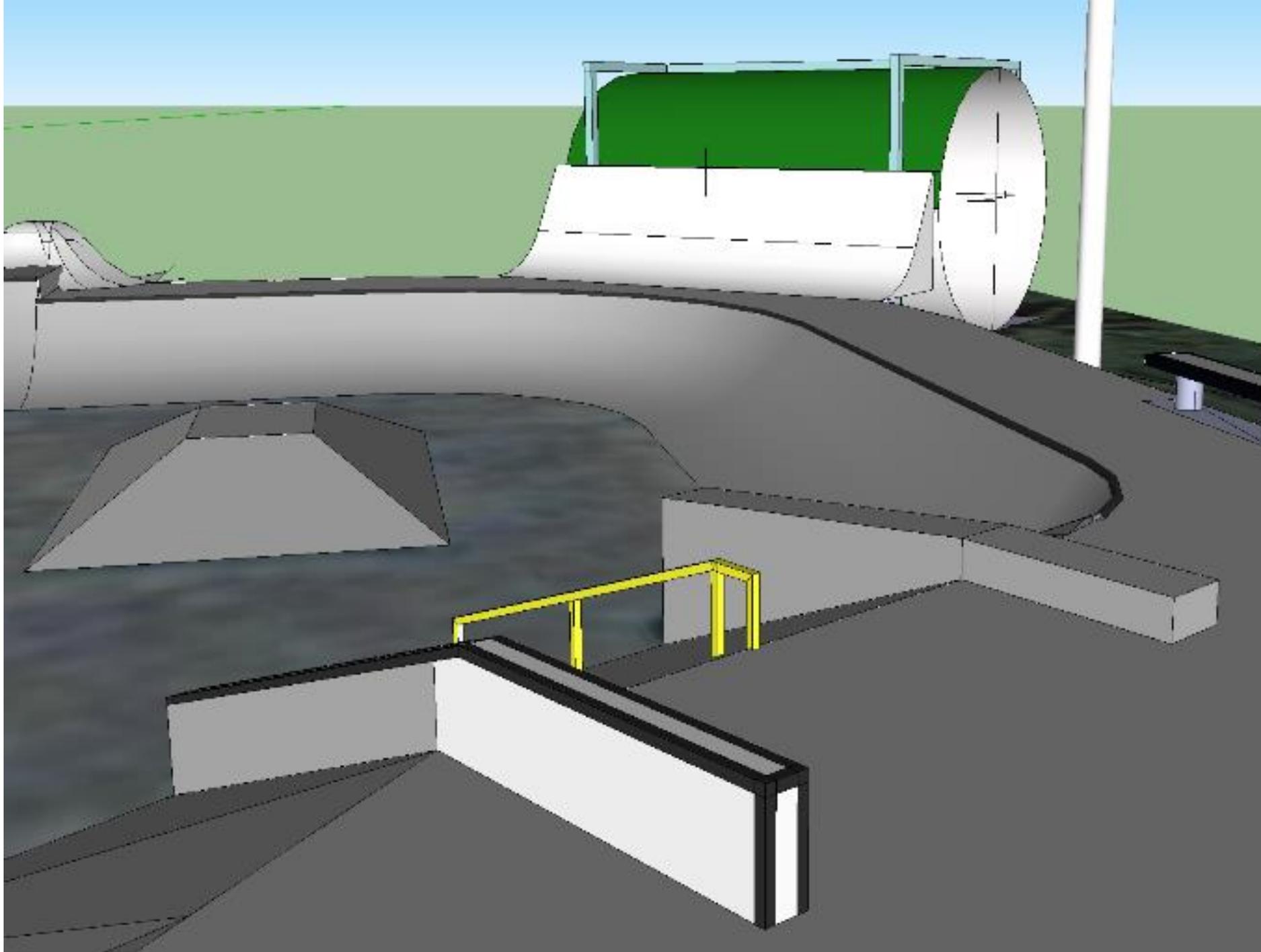
Potentially - \$3,000.00

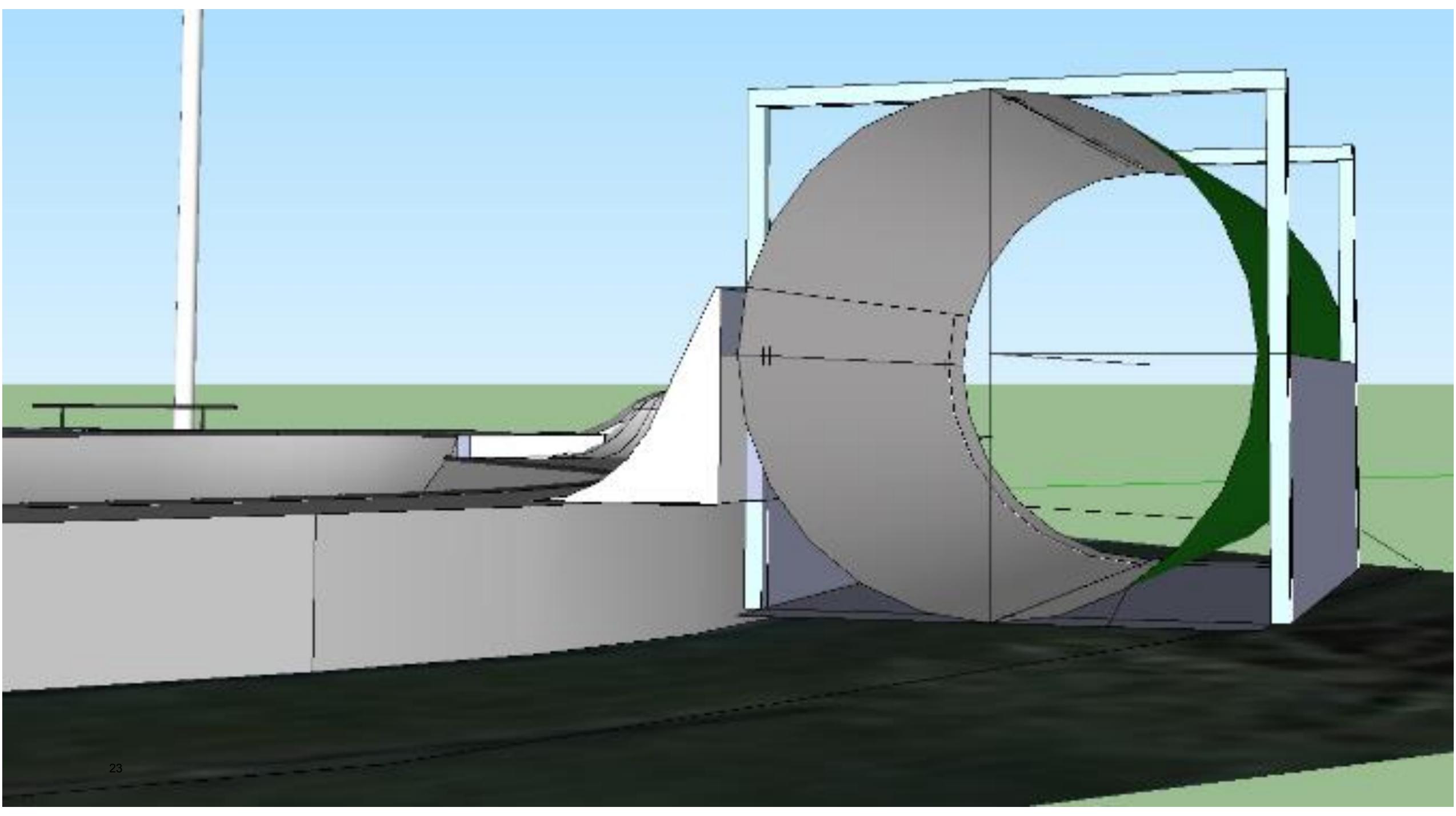
Responsible Staff:

Choose an item.

Todd Feezer, Director, Parks & Recreation Department – (307) 721-5260/tfeezer@cityoflaramie.org

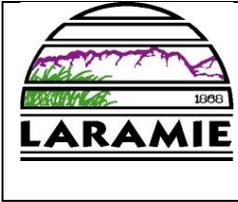
Attachments:







PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING September 14, 2016



Agenda Item: Administration

Discussion Item

Title: Review and Comment on Original Ordinance 1949 amending Title 15 of Laramie Municipal Code for the purpose of amending the Landscaping Requirements.

Recommended Board MOTION:

N/A

Administrative or Policy Goal:

NA

Background:

At the September 6, 2016 City Council Meeting the 3rd and Final Reading of Original Ordinance 1949 amending Title 15 of Laramie Municipal Code for the purpose of amending the Landscaping Requirements was postponed. During comments related to the postponement Councilor Summerville asked that the Parks, Tree and Recreation Advisory Board be allowed the opportunity to review the proposed changes and provide comments related to this amendment. The City Manager has also requested input from the Parks, Tree & Recreation Advisory Board related to this amendment.

Attached are the items that were presented on September 6, 2016. Randy Overstreet, City Arborist and the Beautification Committee have also been asked to provide comments related to this amendment.

Charles Bloom, Principal Planner is unable to attend our regular meeting and has requested that comments from the Parks, Tree & Recreation Advisory board be compiled and submitted no later than September 30, 2016.

Legal/Statutory Authority:

N/A

Budget/Fiscal Information:

Revenue:

N/A

Expense:

N/A

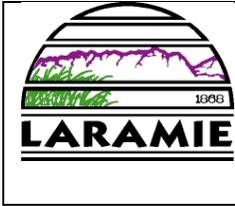
Responsible Staff:

Choose an item.

Todd Feezer, Director, Parks & Recreation Department – (307) 721-5260/tfeezer@cityoflaramie.org

Attachments: Council Packet – 28 Pages

CITY OF LARAMIE COUNCIL REGULAR MEETING September 6, 2016



Agenda Item: Original Ordinance - 3rd Reading

Title: Original Ordinance No. 1949 amending Title 15 of Laramie Municipal Code for the purpose of amending the Landscaping Requirements

Recommended Council MOTION:

Move to **approve** Original Ordinance No. 1949 on third and final reading amending LMC 15.14.050, Landscaping and Screening Standards, based on findings of fact and conclusions and authorize the Mayor and Clerk to sign the Ordinance.

Administrative or Policy Goal:

“... this code should be regularly reviewed, evaluated and amended, if necessary, based on private and city economic conditions, vision for the community, changing planning and zoning principles, frequent difficulty in implementing or enforcing any specific standard(s), or changes in the state, federal or case law. All city or citizen initiated amendments must be adequately vetted through the public hearing processes identified in the code.” (Sec. 15.02.050, LMC)

September 6, 2016 Update:

At the August 15, 2016 City Council meeting the Council approved this Ordinance (4 yes, 3 no, 2 absent). At the meeting several Council members expressed concern with the sliding scale and point allowances for public art. Since the meeting, Council members and members of the CDLC have asked that staff look into additional points for greenscape to encourage the use of grass instead of rock mulch.

Staff has drafted motions for several amendments related requested by Councilors below. In the event amendments are desired, please use the following motions:

Sliding Scale:

To delete the site perimeter landscaping sliding scale the following motion is appropriate:

1. Move to delete LMC 15.14.050.F.3.b as shown in Attachment A of Original Ordinance No. 1949 in its entirety.

Public Art and Landscaping Table Amendments:

The following amendment would establish predictable point values for certain public art elements and would also increase the point allocation for areas landscaped with sod. Additional clarification is provided in the table indicating that living ground cover is required to be irrigated via the new footnote [1] being included. Footnote [2] designates that approval in accordance with the Public Art Plan is required.

1. Move to amend Table 15.14.050-4 (Landscape Units Awarded) as shown in Attachment A of Original Ordinance No. 1949 to read as shown in Attachment 2 of this packet.

At the June 21, 2016 City Council meeting the Council delayed second reading of this Ordinance to August 2, 2016 (8 yes, 0 no, 1 absent) and requested staff provide more information and schedule several site visits to allow Council members to see real life examples of the proposed changes. Please see the attached memorandum detailing sites visited. Note: Second reading of the Ordinance occurred on August 15, 2016 due to the fact that this item was not introduced at the August 2, 2016 meeting due to expiration of meeting time.

Previous Correspondence / Background:

The present amendment is initiated by the City of Laramie as part of the continual effort to keep the Unified Development Code (UDC) accurate, correct concerns, and remove potential avenues of confusion. All prior revisions to LMC Chapter 15 (Unified Development Code) can be found online at www.cityoflarmie.org/UDC.

Staff frequently receives complaints regarding our landscaping requirements- specifically that they are perceived as too burdensome and too costly for development to install and maintain. Staff analyzed the existing landscaping requirements and propose several amendments to address problems that frequently arise.

Notable changes are as follows:

- A reduction in the overall required landscaping from 20% of a development area (excluding building(s) or use footprint) to 15% of a lot or parcel area (excluding building(s) or use footprint). This effectively reduces landscaping you would see internal to the site and along the perimeter. (LMC 15.14.050.C.1)
- Addition of a Xeriscape/Water Conserving Landscaping option to allow for a low water use landscaping option in nonresidential development applications. (LMC 15.14.050.C.4)
- A reduction in the amount of required "living landscaping materials from 75% to 65% of the ground cover. This will result in less living landscape such as grass, bushes and shrubs and more hardscape such as rock, bark and decorative pavers. (LMC 15.14.050.C.5)
- Modification to the size requirements of plantings to reflect industry standards (LMC 15.14.050.D.2)
- Change the way perimeter lengths are calculated for required landscape units to exclude measurement for driveways and pedestrian connections. This results in less required planting and landscape units along a property line with a driveway or pedestrian connection. (LMC.15.14.050.F.3.a – page 8)
- Reduction in Site Perimeter landscaping units required based on development project size. The larger the development, the less landscape units required. (LMC.15.14.050.F.3.b – page 9)

- Reduction in bufferyard requirements, L2, L3 and L4 bufferyard widths and reduction in required landscape units for all bufferyards. (LMC Tables 15.14.050 2 and 3 – pages 9 and 10)

The above mentioned changes will ultimately have a reduction in the amount of required landscaping within and on the perimeter of development sites. The reduction in landscaping requirements and introduction of a Commercial xeriscape option will also result in lower irrigation costs for development.

The Planning Commission heard this item on June 13, 2016. Citizen comments were made at the meeting expressing concern that the sliding scale site perimeter landscaping requirements were unfair since they only benefitted larger developments. Additionally, a comment was received requesting that development targeting low income housing should be granted flexibility to have reduced landscaping standards.

At the meeting a motion to remove the sliding scale perimeter landscaping requirements for larger developments (proposed LMC 15.14.050.F3.b on page 9 of the Ordinance) failed due to a tie vote (3-3) vote. Ultimately, the Planning Commission recommend that the City Council approve the text amendment as recommended by staff (5 yes, 1 no, 1 absent).

The Planning Commission staff report is included. The attachment, the proposed Ordinance, has been removed because it is attached separately. Otherwise, no changes have been made.

Legal/Statutory Authority:

- Laramie Municipal Code: Title 15 (Unified Development Code)
- Wyoming State Statutes: Title 15, Chapter 4, Article 3: Property, Financial Affairs, Contracts, Streets, Subdivisions and Utilities

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Fees/Charges for Service	\$0.00	Application Fee
Grants for Projects		
Loans on Project		
Total	\$0.00	

Responsible Staff:

Future dates are subject to change

David Derragon, Assistant City
 Manager, 721-5304
 Charles W. Bloom, AICP, Principal
 Planner, 721-5232

Work Session	
Advertised	
Public Hearing Held	July 5, 2016
Pub. Hearing Advertised	June 18, 2016
Introduction/1 st Reading	June 21, 2016
2 nd Reading	August 15, 2016
3 rd Reading	September 6, 2016

Attachments:

1. Proposed Ordinance
2. Proposed Amendment Table
15.14.050-4 (Landscape Units Awarded)
3. August 16, 2016 Memorandum
4. June 13, 2016 Planning Commission Staff Report

ORIGINAL ORDINANCE NO.: 1949
ENROLLED ORDINANCE NO.: _____

INTRODUCED BY: Pearce

AN ORDINANCE AMENDING TITLE 15 OF LARAMIE MUNICIPAL CODE FOR THE PURPOSE OF AMENDING THE LANDSCAPING REQUIREMENTS

WHEREAS, on August 21, 2007, the City Council adopted the Laramie Comprehensive Plan which lists as one of its recommendations to create a unified development code that would combine the zoning and subdivision ordinances into a single, unified document consisting of multiple parts or sections, including administrative procedures, zoning, subdivision regulations and improvement standards.

WHEREAS, on June 22, 2009 the Laramie Planning Commission affirmatively voted to recommend to the Laramie City Council adoption of the Unified Development Code subject to modifications;

WHEREAS, on March 2, 2010, the City Council adopted the unified development code with an effective date of July 1, 2010.

WHEREAS, 15.02.050 of the Laramie Municipal Code (LMC) calls for the Unified Development Code to be amended from time to time so as to become or remain consistent the Comprehensive Plan, and should be regularly reviewed, evaluated and amended, if necessary, based on private and city economic conditions, vision for the community, changing planning and zoning principles, frequent difficulty in implementing or enforcing any specific standard(s), or changes in the state, federal or case law.

WHEREAS, on June 13, 2016 the Laramie Planning Commission affirmatively voted to recommend to the Laramie City Council adoption of amendments to the Unified Development Code as shown in this ordinance;

WHEREAS, the Laramie City Council ~~shall hold~~ **HELD** a public hearing on July 5, 2016 to take and consider public comments;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LARAMIE:

Section 1. That LMC 15.14.050.A-F be **amended** as shown in Attachment A which is attached hereto and incorporated herein;

Section 2. That if any section, subsection, sentence, clause, phrase, graphic, or portion of this ordinance is for any reason held invalid or deemed unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision and such holding shall be deemed a separate and distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this ordinance; and

Section 3. That this ordinance shall become effective after its passage, approval and its publication.

Passed and approved this _____ day of _____, 2016.

David A. Paulekas, Mayor and President of the
City Council

Attest: _____
Angie Johnson
City Clerk

First Reading: June 21, 2016
Public Hearing: July 5, 2016
Second Reading: August 15, 2016
Third Reading and Final Action: August September 6, 2016

Duly published in the *Laramie Boomerang* this _____ day of _____, 2016

15.14.050.A. Purpose

The purpose of this chapter is to provide landscaping standards which: enhance and promote an improved image for the Laramie area; ensure that landscaping is an integral part of the site design and development process. This chapter’s purpose also includes protecting the public health, safety and welfare by: improving parking lot traffic safety by guiding the circulation of cars and people and lowering traffic speeds; minimizing noise, air, water and visual pollution; increasing screening and buffering between incompatible land uses; reducing the amount of reflected glare and heat absorbed in and around developments; breaking up large expanses of parking lots; preserving residential neighborhoods by lessening the impacts of potentially incompatible uses; and providing screening from the wind.

15.14.050.B. Applicability

1. General Applicability

The provisions of this section are applicable to the following development types:

	Single Family, Two Family and Multifamily Developments (Less than four dwelling units)	Multifamily (four or more dwelling units) and Mixed Use	Commercial, Institutional and Industrial
Landscape Area (15.14.050.C)		✓	✓
Landscape Material (15.14.050.D)		✓	✓
Residential Front-Yard Landscaping (15.14.050.E)	✓		
Site Perimeter Landscaping (15.14.050.F)		✓	✓
Off-Street Parking Lot (15.14.050.G)		✓	✓
Screening (15.14.050.H)		✓	✓
Off-Street Utility Dumpster, Recycling, Trash Handling and Recycling Facilities (15.14.050.I)		✓	✓

(Ord. 1596 § 50, 2011)

2. Alternative Equivalent Compliance – Landscaping and Screening Applicability

Alternative Equivalent Compliance provisions in subsection 15.06.060.K shall be available to satisfy landscaping standard requirements, provided that in addition to the requirements and criteria of subsection 15.06.060.K, the following specific procedures are followed:

- a. Any and all plans and documents submitted shall be approved by a professional specialist with demonstrable expertise in landscaping, such as a landscape architect or landscape contractor. Such approval shall be in written form and shall state that the specialist has reviewed and approved the specific plans and documents presented.
- b. In order to grant a request for alternative equivalent compliance, the decision-making entity shall find, in addition to the criteria in subsection 15.06.060.K.6, that the following criteria are met:
 - (i) The proposed alternative landscape design will conserve water and/or reduce long-term maintenance costs; and
 - (ii) The proposed alternative landscape design is compatible with the character and ambiance of vegetation and environmental design traditional to Wyoming and interior Western communities.

15.14.050.C. General Provisions for Multifamily (Four or more Dwelling Units), Commercial, Institutional and Industrial Uses

1. Landscaping Area Requirements

As identified in subsection 15.14.050.B, Applicability, most development sites, excluding single family, two family and multifamily developments (less than four dwelling units), shall be required to be landscaped pursuant to this subsection. A minimum of ~~20~~ 15 percent of the lot or parcel area, excluding the building(s) or use footprint, shall be landscaped in accordance with the requirements of this chapter (Equation: Landscaped area = ~~.1520~~ .15 × (lot area - primary building and use footprint)). For the purposes of this section, use footprint shall include any outdoor storage or display areas. At least 50 percent of the required landscape area shall be placed so that it abuts the adjoining public street rights-of-way, excluding alleys.

2. Landscaping Treatments Not Counted

No area required to be landscaped shall include any artificial trees, plants, or turf, impervious surfacing, or any carpeting designed as a visual substitute for lawn or other groundcover. Areas devoted to pasture, farm crops or undeveloped areas of a lot or parcel shall not be considered landscaped for the purpose of fulfilling any landscape requirements.

3. Water-Conserving Landscaping

Low-water, drought-tolerant plants shall be used for all new landscaping. Plant materials shall be selected from the plant list maintained by the city. The city plant list may be found in the Administrative Manual. Materials not on the list may be approved if it is determined that they are equally suitable for local soil conditions and climate and would provide the same level of visual benefits and have the desired growth habits.

4. Xeriscape/Water Conserving Landscaping Option

Xeriscaping improves aesthetic appearance and mitigates water usage. A xeriscape option is set forth as an alternative to conventional landscaping requirements. A Xeriscape plan shall include the following:

- a. Low-water, drought-tolerant plant materials shall make up 85% of all plant materials used and shall be selected from the Recommended Trees and Shrubs for Laramie, Wyoming list maintained by the city. Alternative plant materials may be approved if it is determined through Alternative Equivalent Compliance (LMC 15.06.060.K) that the alternative plan satisfactorily meets the intent of this chapter, that proposed plantings are equally suitable for local soil conditions and climate, would provide the same level of visual benefits and have the same desired growth habits.
- b. Shall be prepared and signed/sealed by a licensed Landscape Architect.
- c. All required landscaped areas shall contain a minimum of 45% living organic landscape material and no more than 25% planted turf grass.

4.5. Cover in Landscaped Areas

All required landscaped areas shall contain:

- a. ~~a~~ A minimum of ~~75~~65 percent living organic landscaping material, with a maximum of ~~25~~35 percent nonliving landscaping materials.
- b. All required landscaping, living and non-living, shall be calculated cumulative for the whole site, unless landscaped in accordance with section 4 above.
- c. At a minimum, 25% of the required living landscaping shall be planted adjacent to each street frontage associated with the site. ~~The use of a mix of coniferous and deciduous trees is encouraged. Where low water use and drought-tolerant landscaping is proposed, the department may reduce the percentage of required organic landscape material. No more than 50 percent of the landscaped area shall be planted in turf grass.~~

5.6. Irrigation Systems for Landscaped Areas

All required landscaping and landscape areas shall include a permanently installed irrigation system unless the department determines that the planting and maintenance plan is not dependent on a permanent system. [Such alternative determination shall be specifically approved by the department.](#) Applicable irrigation plans shall be submitted with the site plan as required by subsection 15.06.060.O (Ord. 1671 § 21, 2014).

6.7. Maintenance

The responsibility for the maintenance of landscaping shall lie with the property owner, his/her successor and/or their agents. All landscaping elements shall be permanently maintained in good growing condition and, whenever necessary, replaced with new plant materials to ensure continued compliance with these standards. All required landscaped areas shall be kept free of weeds, debris, and litter. In addition, all walls and fences shall be maintained in good condition, and when necessary, be repaired or replaced. Any required landscape material, including any tree, grass or shrubs, that dies shall be replaced by [July-October 31](#) of each year. All required landscaping shall be cleared of all unplanned vegetation including weeds at least once each year prior to [July-October 31](#).

7.8. Landscaping Plan Preparation

For all multifamily (four or more units), commercial, institutional and industrial uses [requiring Site Plan review and approval](#), a professional horticulturist, nurseryman, or design professional shall be consulted to determine the proper time to move and install all plant materials, so that stress to the plants will be minimized. All nursery stock shall generally conform to the ANSI standard for nursery stock.

8.9. Installation and Final Inspection

The planting of the required landscaping may be delayed for a period up to twelve (12) months after issuance of the [temporary](#) certificate of occupancy. Unless all such landscaping is installed, inspected and approved prior to issuance of the [temporary](#) certificate of occupancy, a financial security for one hundred twenty five (125) percent of the landscaping materials and labor costs shall be required to be posted by the developer to ensure the placement of the required landscaping. [All landscaping for multifamily, commercial, institutional and industrial uses requiring Site Plan review and approval shall be installed, inspected and approved by the department prior to certificate of occupancy issuance, per Chapter 15.18 \(Improvements\) and other applicable section of this Title.](#)

9.10. Sight-Obscuring Fence

Chain link [Byzantine Antimachia Castle](#) or wire fencing shall be prohibited where a sight-obscuring fence is required in a bufferyard or landscaped area. [\(Byzantine Antimachia Castle 15.14.100, Fences and Walls.](#)

~~10.11.~~ Utilities

All utilities within the exterior property lines of the site shall be installed underground. Freestanding utility boxes shall be integrated into the landscaping as much as possible and screened from view pursuant to 15.14.050.H Screening Standards.

~~11.12.~~ Location of Landscaping and Measurement

All landscaping shall be located so that it does not interfere with utilities, easements, street lighting, or fire hydrants. The placement and design of the landscaping shall be generally at the discretion of the developer, but shall be approved by the department, ~~which may require design changes as reasonably necessary to meet the standards established in this code or in keeping with the Laramie comprehensive plan.~~ The landscape area width is measured from the property line inward, ~~unless alternatively approved pursuant to LMC 15.14.050.F.2.d. specifically provided elsewhere in this Chapter and approved by the department.~~

~~12.13.~~ Retention / Detention Ponds

Retention and Detention ponds shall be landscaped and approved by the applicable decision making body. Landscaping shall ensure aesthetic appearance and screening of the facility, provide suitable grass mixes or plantings (ground cover) within the pond, provide suitable ground cover outside the pond as needed to ensure long-term stability of the structure, and shall prevent invasive plant species from growing with the retention / detention pond. Native species of shrubs and trees indigenous to Laramie shall be preferred over exotic plant species. ~~Drought tolerant plant species shall be preferred over species requiring irrigation for survival in all landscaping areas.~~

15.14.050.D. Landscaping Material Standards

1. Plants to Conform

Plants shall conform to the measurements specified in the plant schedule submitted with the landscaping plan. ~~(see plan requirements in the Laramie Administrative Manual).~~

2. Size of Required Landscape Materials

Required landscaping materials shall comply with the following minimum size standards at the time of planting, with caliper measurements taken ~~12-6~~ inches above grade.

~~a.~~ ~~Minimum height for deciduous trees shall be eight feet.~~

~~b.a.~~ Minimum size for deciduous trees shall be a 1 ½ inch caliper.

~~c.b.~~ Minimum size for evergreen trees shall be ~~five-four~~ feet in height.

~~d.c.~~ Minimum size for shrubs shall be 1 gallon ~~or #1~~ container for low and medium shrubs and 5 gallon ~~or #5~~ container for tall shrubs.

~~e-d.~~ Minimum sizes may be reduced at the discretion of the department where a developer proposes a reasonable alternative planting size and/or more landscaping or plantings than are required. ~~Generally, street frontage landscaping should not be reduced in size in commercial, institutional, or industrial developments.~~

3. Trees

A mixture of canopy and ornamental trees shall be permitted. Generally, street frontage trees shall be canopy trees unless impractical and other tree types are approved by the department.

15.14.050.E. Residential Front Yard Landscaping

1. Applicability

The front-yard areas between the building and back of curb within all new developments containing three or fewer dwelling units on lots or parcels less than 16,000 square feet in size shall be landscaped pursuant to this subsection. The landscaping shall be located within the entirety of the front yard between the front plane of the building or front fence(s), whichever is greater, and the roadway. For the purposes of calculating landscape area, driveways and sidewalks shall not be included (Ord. 1596 § 46, 2011).

2. Landscape Plan

A landscape plan shall be submitted with an application for a building permit and become part of the building permit. The landscape plan shall be approved prior to installation of the landscaping. Any modifications to the approved plan shall be reviewed and approved by the department. The plan shall include a calculation of landscaped areas and a list of proposed plant species. An underground irrigation system is recommended.

3. Installation and Final Inspection

The landscaping shall be completed by the developer, builder or property owner and inspected by the department prior to the issuance of a certificate of occupancy. The planting of the required landscaping may be delayed for up to 12 months past the certificate of occupancy. Failure to install the required landscaping within twelve months of issuance of a certificate of occupancy may result in a citation and fine issued by the city.

4. Gardenscape Option

- a. The required landscaping shall consist of at least 75% living ground cover. Up to 50% of the living ground cover area may be used for flower or garden beds, shrubbery planters or other similar accent features. At least two trees shall be planted in the front yard area. Trees may be a combination of evergreen and/or deciduous. At planting time evergreen trees shall be at least ~~five~~~~four~~ feet tall. Deciduous trees shall be at least 1.5 inches caliper at breast height. Tree wells of 5-foot diameter or less may be excluded from calculating the 75% living groundcover requirement. It is recommended that tree wells and other exposed planter areas be covered with organic

material such as bark or mulch.

- b. In order to reduce dust and soil erosion, any remaining area not covered by living groundcover shall be covered by materials such as bark, decorative rock or mulch.

5. Xeriscape Option

As an alternative to the gardenscape option identified above, xeriscape landscaping is permissible and shall be in compliance with the city’s xeriscape guidelines. The design may include a mix of decorative rock, mulch, plants, and native grasses. A maximum of 50% of the front yard area may be without plants, but shall be covered with materials such as decorative rock, bark, or mulch. Plants species used shall be of appropriate variety to tolerate low watering and high altitude climate.

6. Modifications After Initial Installation

Landscaping may be modified by the property owner after initial installation without approval by the department, provided that the front-yard area remains landscaped, meets the purpose of this chapter and does not violate the provisions of Laramie municipal code chapter 8.28.

15.14.050.F. Site Perimeter Landscaping

1. Applicability

Site perimeter landscaping shall be provided along the perimeter property line of all multifamily (four or more dwelling units), commercial, institutional and industrial development sites except for approved points of pedestrian or vehicle access, in accordance with Table 15.14.050-2 (see Figure 15.14.050-1). Site perimeter landscaping ~~is not~~ shall not be defined as parking lot perimeter landscaping, which is provided for in subsection 15.14.050.G.



Figure 15.14.050-1: Site perimeter landscaping is required on site perimeter of any commercial, institutional, industrial or multifamily development exceeding three dwelling units.

2. Exceptions

- ~~a.~~ Site perimeter requirements for ~~lots and parcels~~ development in the DC (Downtown Commercial) District shall be required pursuant to subsection 15.08.030.E.2.c, Development Standards.
- ~~a.b.~~ Site perimeter requirements for ~~lots and parcels~~ development in the TO (Technology and Office) District shall be required pursuant to subsection 15.08.030.L.2.d, Landscaping and Screening.
- ~~b.c.~~ Site perimeter requirements may be reduced up to 100 percent for projects on lots and parcels allowing setbacks less than the required site perimeter yard width through the Alternative Equivalent Compliance requirements of subsection 15.06.060.K. Reductions shall only apply to lots and parcels where ~~the primary~~ any given building setback is less than the specific required perimeter landscaping width as shown in Table 15.14.050.A. Reductions shall only apply to specific required site perimeter areas between the property line and proposed principal building. ~~A zero side setback requirement shall not be construed to allow a reduced rear yard setback.~~
- ~~c.d.~~ ~~As part of alternative equivalent compliance review,~~†The city may consider landscaping in the adjacent public right-of-way as a substitution for some or all of the required onsite street frontage landscaping, where in the ~~opinion-judgment~~ of the department the proposed public right-of-way landscaping meets the intent of this chapter. Any property owner requesting to landscape the public right-of-way as an alternative shall be required to maintain the landscaping into perpetuity unless the landscaped area is accepted for maintenance by the city. ~~Such acceptance shall be reviewed and approved pursuant to LMC 15.06.060.K, Alternative Equivalent Compliance.~~ In addition to substituting for street frontage landscaping, public right-of-way landscaping may be substituted for other required landscaping if approved by the department. This may include the landscaping of public right-of-way or public lands within the city on a separate unrelated site in some cases where in the ~~opinion-judgment~~ of the department the public landscaping proposed will have significantly greater community benefit.

3. Specifications for Site Perimeter Landscaping

- a.** In any area where site perimeter landscaping is required according to Table 15.14.050-2, the planting requirements in Table 15.14.050-3 shall apply. The amount of landscaping required in Table 15.14.050-3 shall be measured per linear foot of property line or street frontage. Access driveways ~~and walkways~~ pedestrian connections shall ~~not~~ be subtracted from the linear frontage in calculations of the amount of landscaping required. ~~If there are driveways along the frontage or property line, required landscaping shall be condensed into the remaining site perimeter landscaping area.~~
- b.** In any area where site perimeter landscaping is required according to Table 15.14.050-2, the planting requirements in Table 15.14.050-3 shall apply. The amount of required landscaping units required in Table 15.14.050-3 shall be reduced on each perimeter length as follows:
- (i) 15% reduction in required units for sites 2-5 acres in size.
 - (ii) 20% reduction in required units for sites 5-10 acres in size.
 - (iii) 25% reduction in required units for sites 10 acres in size or greater

TABLE 15.14.050-2: APPLICABILITY OF SITE PERIMETER LANDSCAPING									
District of Proposed Development	Required Level of Site Perimeter Landscaping (Level 1, 2 or 3) Adjacent to the Following Zoning Districts or Streets:								
	AG, RR, O	LR, R1, R2, R2M	R3	NB, B1, B2	DC, C2	LM, IP, I1, AV AE	I2	Freeway	Collector, Arterial, Expressway
AG, RR, O	N/A	L 1 ₂	L 1 ₂	L3	L4	L 2 ₃	L4	L4	L2
LR, R1, R2, R2M	L 1 ₂	L1	L1	L 2 ₊	L2	L3	L4	L4	L2
R3	L3	L2	L1	L1	L 1 ₂	L3	L4	L 3 ₄	L2
NB, B1, B2	L3	L 2 ₃	L 2 ₃	L1	L1	L 2 ₃	L 3 ₄	L 2 ₄	L2
DC, C2	L3	L3	L 2 ₃	L 2 ₃	L1	L2	L 3 ₄	L 2 ₄	L2
LM, IP, I1, AV, AE	L3	L3	L3	L 2 ₃	L2	L1	L 1 ₂	L 2 ₄	L2
I2	L4	L4	L4	L 3 ₄	L 3 ₄	L2	L 1 ₂	L 2 ₄	L2
Non-residential use in R zone	L3	L2	L 1 ₂	L 1 ₂	L 1 ₂	L 2 ₃	L 3 ₄	L 2 ₄	L2

TABLE 15.14.050-3: SPECIFICATIONS FOR SITE PERIMETER LANDSCAPING

Requirement	L1 Edge Treatment	L2 Buffer	L3 Separation	L4 Screening [2]
Planting Area Width (minimum average) [1]	3_ft	8-5 ft	15-10 ft	30-20 ft.
Planting Area Width (minimum at any point) [1]	3_ft	8-5 ft	12-8 ft	20-15 ft
Total Landscape Units[4] Required per linear foot of property line or street frontage	0-300.20 units per linear foot	0-400.30 units per linear foot	0-60.40 units per linear foot	1-0-0.65 units per linear foot
Minimum number of landscape units that shall be trees	none	25% of the total required units,	35% of the total required units,	40% of the total required units,
Minimum number of landscape units that shall be evergreen trees	none	none	20% of the total required units,	30% of the total required units,
Minimum number of landscape units that shall be shrubs	20% of the total required units, either hedge or fence	5% of the total required units,	10% of the total required units,	10% of the total required units,

Additional Standards:

[1] Minimum width of planting area shall be measured as the width of the planting beds between the back of edge curbing. Where there will be vehicle overhang along any curb edge, add two feet to the required minimum width.

[2] Existing natural vegetation in any required L4 Screening perimeter landscaping area shall not be disturbed, provided that, if that vegetation does not meet the standards for L4 Screening, screening landscaping shall be planted. Existing vegetation cannot be disturbed to achieve the screening standard through supplemental plantings. If disturbed, it shall be restored.

[3] Landscape units are identified in Table 15.14.050-4 Landscape Units Awarded. (Ord. 1625 § 26, 2012; Ord. 1622, § 4, 2012; Ord. 1596 § 51, 2011).

4. Landscape Units Awarded

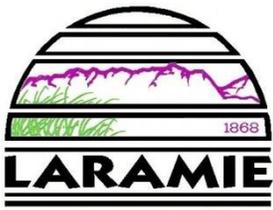
To provide for flexibility, allow design creativity, encourage use of larger trees, and retention of natural vegetation, the required amount of planting material for site enhancement, site perimeter, parking lot or tree retention landscaping shall be based on a “landscape units” point system. The number of units awarded to each landscaping element shall be as follows:

TABLE 15.14.050-4: LANDSCAPE UNITS AWARDED		
Landscape Material	Landscape Units Awarded	
	Newly Installed	Existing Retained [1]
Landmark or Signature Tree	n/a	16.0
Evergreen Tree, >10 ft high	8.0	14.0
Evergreen Tree, >8 – 10 ft high	8.0	11.0
Evergreen Tree, 6 – 8 ft high	6.0	9.0
Deciduous Tree, > 8” caliper	n/a	14.0
Deciduous Tree, >4 – 8” caliper	n/a	11.0
Deciduous Tree, >2.5 – 4” caliper	7.0	7.0
Deciduous Tree, 1.5” – 2.5” caliper or multi-stem	4.0	4.0
Shrubs, 36” high	1.0	1.2
Shrubs, 24” high	0.8	0.9
Shrubs, 18” high	0.5	0.6
Perennials/ground cover	1 per 400 sq ft	
Annual flower bed	1 per 400 sq ft	
Lawn Grass	1 per 800 sq ft	
Flower Basket Support	0.2 per basket	
Earthen Berm, minimum 18” high	0.05 per linear foot	
Hardscape Material	Units Awarded	
Decorative (Ornamental) Fence	0.2 per linear foot	
Screening (Opaque) Fence (6 ft high or greater)	0.4 per linear foot	
Shredded bark or 3”+ rock mulch such as river rock	1.0 per 500 sq ft	
Ornamental pavers/ Decorative Concrete	1.0 per 250 sq ft	
Landscape Boulders, 3’ or greater in height	1.0 per boulder	
Seating	0.4 per linear foot	
Landscape lighting, sculpture, art, water feature, and/or sheltering structure/landmark	As determined by department	
Retained Existing Vegetation Mass [1]	Bonus Landscaping Units Awarded	
300+ square feet with a minimum of 3 deciduous trees (4” caliper or greater), 3 evergreen trees (minimum six feet high) or any combination thereof	15%	
500+ square feet with a minimum of 5 deciduous trees (4” caliper or greater), 5 evergreen trees (minimum six feet high) or any combination thereof	20%	
800+ square feet with a minimum of 8 deciduous trees (4” caliper or greater), 8 evergreen trees (minimum six feet high) or any combination thereof	25%	

[1] Points may only be applied in the buffer area along the same lot line or street frontage where the vegetation is found.

TABLE 15.14.050-4: LANDSCAPE UNITS AWARDED

Landscape Material	Landscape Units Awarded	
	Newly Installed	Existing Retained ^[+3]
Landmark or Signature Tree	n/a	16.0
Evergreen Tree, >10 ft high	8 10.0	14.0
Evergreen Tree, >8 – 10 ft high	8.0	11.0
Evergreen Tree, 6 – 8 ft high	6.0	9.0
Deciduous Tree, > 8” caliper	n/a	14.0
Deciduous Tree, >4 – 8” caliper	n/a	11.0
Deciduous Tree, >2.5 – 4” caliper	7.0	7.0
Deciduous Tree, 1.5” – 2.5” caliper or multi-stem	4.0	4.0
Shrubs, 36” high	1.0	1.2
Shrubs, 24” high	0.8	0.9
Shrubs, 18” high	0.5	0.6
Perennials/ <u>living ground cover</u> ^[1]	1 per 400 sq ft	
Annual flower bed ^[1]	1 per 400 sq ft	
Lawn Grass ^[1]	1 per 800 200 sq ft	
Flower Basket Support	0.2 per basket	
Earthen Berm, minimum 18” high	0.05 per linear foot	
Hardscape Material	Units Awarded	
Decorative (Ornamental) Fence	0.2 per linear foot	
Screening (Opaque) Fence (6 ft high or greater)	0.4 per linear foot	
Shredded bark or 3”+ rock mulch such as river rock	1.0 per 500 sq ft	
Ornamental pavers/ <u>Decorative Concrete</u>	1.0 per 250 sq ft	
Landscape Boulders, 3’ or greater in height	1.0 per boulder	
Seating	0.4 per linear foot	
Landscape lighting, sculpture, art, water feature, and/or sheltering structure/landmark	As determined by department	
<u>Sculpture -2’ to 3’ tall</u> ^[2]	<u>1.0 per foot height</u>	
<u>Sculpture -greater than 3’ and up to 6’ tall</u> ^[2]	<u>2.0 per foot height</u>	
<u>Sculpture -greater than 6’ tall</u> ^[2]	<u>3.0 per foot height</u>	
<u>Mural</u> ^[2]	<u>0.25 pts per sq ft</u>	
<u>Water feature</u> ^[2]	<u>0.25 points per square foot covered area</u>	
<u>Sheltering structure / Gazebo</u>	<u>0.50 points per square foot fountain area</u>	
<u>Other art</u> ^[2]	<u>As determined by department</u>	
Retained Existing Vegetation Mass ^[1]	Bonus Landscaping Units Awarded	
300+ square feet with a minimum of 3 deciduous trees (4” caliper or greater), 3 evergreen trees (minimum six feet high) or any combination thereof	15%	
500+ square feet with a minimum of 5 deciduous trees (4” caliper or greater), 5 evergreen trees (minimum six feet high) or any combination thereof	20%	
800+ square feet with a minimum of 8 deciduous trees (4” caliper or greater), 8 evergreen trees (minimum six feet high) or any combination thereof	25%	
^[1] <u>Landscaped area shall be irrigated.</u> ^[2] <u>Shall require review and approval in accordance with the Laramie Public Art Plan.</u> ^[+3] Points may only be applied in the buffer area along the same lot line or street frontage where the vegetation is found.		



City of Laramie

Planning Division
P.O. Box C
Laramie, WY 82073

Telephone: (307) 721-5207

Fax: (307) 721-5248

MEMORANDUM

Date: August 15, 2016

To: City Council

From: Charles Bloom, AICP, Principal Planner

Subject: Proposed Landscaping Changes

General Information:

How is Perimeter Landscaping Calculated?

Landscaping is calculated by assigning a unit value based calculated based on street frontages. Special provisions exist for parking areas adjacent to residential zone districts / uses or streets. Table 15.14.050-3 shows how these “edge” treatments are calculated. Table 15.14.050-4 provides a “menu” of plantings/materials that can be used to satisfy required units.

Tour of Representative Sites

Staff’s guided tour on Thursday July 28th toured several sites that that demonstrate compliance with the City’s landscaping standards. This included: Laramie High School (1710 Boulder Drive) and Laramie Church of Christ (720 Regency Drive) and Regal Fox Theater (520 20th Street). Incorporated in the high school’s approval was a 10% reduction that was approved through the Minor Administrative Modification process.

In evaluating existing landscaping and potential reductions, staff has essentially made a “best educated guess” as to what a developer would utilize to minimize costs. For example, if the proposed changes allowed for a reduction in units that are required for trees, staff has assumed that trees will be removed. If removal of trees results in additional units being required, staff has assumed that the developer will make up any required units by using shrubs/bushes due to their lower cost.

Evaluation of Select Sites:

Staff has chosen to compare elements of several existing sites to help citizens and Councilors better understand what is presently required, what is actually planted on the ground, what landscaping would entail under the proposed changes, and what landscaping would entail provided that the “sliding scale” provision was removed. In the analysis it indicates that certain bufferyards may be able to be reduced in based on lesser unit requirements. In this case staff has used trees as the chosen reduction from the bufferyard although reductions could come from other elements found in Table 15.14.050-3. Below is a summary of those site elements.

Regal Fox Theater Bufferyard (1900 Block of Rainbow Street)

The Regal Fox Theater has been included to demonstrate a newly planted bufferyard conforming to City bufferyard standards. The Wallace Theater Group recently completed landscaping improvements in conjunction with a significant addition to the existing building. Since the theater's addition was greater than 20% of the building's previous footprint full compliance with the Unified Development Code's development standards was required. Through the Alternative Equivalent Compliance process alternative design was incorporated in reducing landscaping in the north, east and west bufferyards. This alternative resulted in additional landscaping in the south bufferyard, installation of the mural and installation of new movie themed bicycle racks which will be located near the entrance to the theater.

For the purposes of this memo, staff will be reviewing only the 8'-wide Rainbow Street bufferyard. This bufferyard is composed of approximately 16 deciduous trees, 22 shrubs/grasses, 2,543 sq. ft. of river rock mulch, 60 sq. ft. of ornamental pavers and 27 boulders.

- *Current Code*- This L3 bufferyard generally meets the present landscaping requirements. It exceeds the required tree plantings by 2 trees and its width is deficient by 4'.
- *Proposed Amendment*- As proposed the bufferyard width is acceptable and trees would be reduced by 10 and bushes / shrubs could be increased by 2.
- *Proposed Amendment without Sliding Scale*- This site would not be eligible for the sliding scale since it is less than 2 acres.
- *Other Note*- The groundcover provided here would generally satisfy the proposed reduction in L4 standards if an additional 7' of bufferyard width was provided.



Reynolds Crossing (15th and Reynolds)

The Reynolds Crossing Development, which consists of Snowy's Convenience Store, UniWyo FCU, Peak Wellness, Acre Company and a variety of professional offices; was constructed at the southeast corner of 15th and Reynolds Streets in the early 2000s. Enrolled Ordinance No. 1323 created a new zoning district, the Neighborhood Business (NB) District which had increased landscaping standards to ensure businesses located within the development would be compatible with neighboring uses. Ultimately, the landscaping requirements of the NB District were considered the basis to today's landscaping requirements found in the Unified Development Code. Development pads still exist within the complex and new development has occurred as recently as 2014.

For the purposes of this memo, staff has evaluated the entirety of the site which is surrounded by residential uses on 3 sides and an institutional use (old high school) on the west. This project features mature landscaping that has been established for over a decade and landscaping elements that are found in today's plans. This site is approximately 13 acres in size and qualifies for the proposed 25% reduction in perimeter landscaping. Only included in the calculations are landscaped areas.

Reynolds Street Bufferyard

This bufferyard is composed of approximately 12 deciduous trees, 28 shrubs/grasses, 1,932 sq. ft. of grass and 3,860 sq. ft. of river rock mulch.

- *Current Code*- This L3 bufferyard is deficient based on current requirements. The developer would have to make up approximately 146 units to satisfy the unit requirements. Approximately 22 more trees (one additional tree per 19') could be used to satisfy the deficiency. Alternative other materials would be needed.
- *Proposed Amendment*- As proposed the bufferyard width is acceptable and approximately 55 units would not be required. This could result in a reduction of 5-6 trees, approximately 18 shrubs or any other combination of landscape units per Table 15.14.050-3.
- *Proposed Amendment without Sliding Scale*- Without the sliding scale, the landscaping would be deficient by approximately 70 units which could be satisfied by the planting of approximately 7 trees or any other combination of landscape units per Table 15.14.050-3.



19th Street Bufferyard

This bufferyard is composed of approximately 16 deciduous trees, 8 pine trees, 55 shrubs/grasses, 11,040 sq. ft. of grass and 1,520 sq. ft. of river rock mulch.

- *Current Code*- This L3 bufferyard is deficient based on current requirements. The developer would have to make up approximately 185 units to satisfy the unit requirements. Approximately 28 more trees (one additional tree per 28') could be used to satisfy the deficiency. Alternative other materials would be needed.
- *Proposed Amendment*- As proposed the bufferyard width is acceptable and approximately 159 units would not be required. This could result in a reduction of 5-6 trees, approximately 18 shrubs or any other combination of landscape units per Table 15.14.050-3.
- *Proposed Amendment without Sliding Scale*- Without the sliding scale, the landscaping would be deficient by approximately 47 units. Approximately 7 trees or any other combination of landscape units per Table 15.14.050-3 could satisfy this deficiency.



Shield Street Bufferyard

This bufferyard is composed of approximately 16 deciduous trees, 5 pine trees, 36 shrubs/grasses, 3,510 sq. ft. of grass and 2,430 sq. ft. of river rock mulch.

- *Current Code*- This L3 bufferyard is deficient based on current requirements. The developer would have to make up approximately 31 units to satisfy the unit requirements. With 2.5" caliper deciduous trees satisfying 7 units and 6-8' pines satisfying 6 units; approximately 5 more trees would be necessary or any other combination of landscape units per Table 15.14.050-3. Alternative other materials would be needed.
- *Proposed Amendment*- As proposed the bufferyard width is acceptable an approximately 104 units would not be required. This would result in a reduction of 13-15 trees, approximately 46 shrubs or any other combination of landscape units per Table 15.14.050-3.
- Without the sliding scale, the landscaping would exceed the requirements by 23 units.



15th Street Bufferyard

This bufferyard is composed of approximately 7 deciduous trees, 3 pine trees, 23 shrubs and 9,675 sq. ft. of grass.

- *Current Code*- This L3 bufferyard is deficient based on current requirements. The developer would have to make up approximately 31 units to satisfy the unit requirements. Approximately 5 additional trees or any other combination of landscape units per Table 15.14.050-3 could be used to satisfy the deficiency trees.
- *Proposed Amendment*- As proposed the bufferyard width is acceptable and approximately 75 units would not be required. This could result in a reduction of 9 trees, approximately 20 shrubs or any other combination of landscape units per Table 15.14.050-3.
- *Proposed Amendment without Sliding Scale*- Without the sliding scale, the landscaping would exceed the requirements by 11 units.



Development Cost

At the June 21st meeting it was stated that past leadership once had indicated that allocating 2% of a project cost to landscaping was viewed as an acceptable standard Staff has evaluated this percent-requirement and has not found any specific nationally set recommendations for overall percent landscaping. Although not specifically identified as a national standard, the percentage of a development cost to landscaping is a relative percentage that can change over time due to ever changing development costs. Ultimately the percentage breakdown is based on costs, and judging by existing landscape requirements fall between 1 and 3% for Laramie.

Costs associated with development can vary from community to community due to numerous factors including supply and demand and availability of skilled workers to complete projects. In Laramie developers have indicated development costs are significantly higher than surrounding communities such as Ft. Collins and Cheyenne due to limited supply, materials and increased costs to mobilize crews.

Staff has put together the table below which highlights total project costs (as provided on the building permit) with known landscaping quantities (either through financial security or applicant statement). Staff notes that the higher percentage value for the Regal / Fox Theater is due to the fact that their addition triggered full site compliance.

Development	Total Cost	Landscaping Cost	Percent of Overall Cost
Laramie High School	\$87,000,000	\$1,100,000	1.26%
Regal / Fox Theater Addition	\$1,130,000	\$35,000	2.69%
Laramie Church of Christ	\$1,940,450	\$57,000	2.94%
UL Building	\$3,417,040	\$35,884	1.05%
Tungsten	\$2,935,924	\$66,589	2.27%

Overall, landscaping cost vary from project to project. Staff cannot necessarily pinpoint an ideal percentage of landscaping as part of an overall project cost because project valuation can value immensely based on the level of technical elements in a building. Construction costs for a high school have a higher level cost per square foot as compared to that of an office building.

Summary

In summary staff believes that changes to the landscaping requirements are warranted. Staff is cognizant of the introduction of a sliding scale does introduce a perceived inequality by treating larger developments differently than smaller developments. If the Council desires to remove the sliding scale elements from the proposed changes a simple amendment deleting proposed LMC subsection LMC 15.14.050.F.3.b.

Staff reminds the Council that all developments are eligible for Minor Administrative Modifications which can administratively grant up to a 20% reduction in required landscape units provided the requested deviation is necessary to address some practical difficulty or some unusual aspect of the site of the proposed development not shared by landowners in general; or accommodate an

alternative or innovative design practice that achieves to the same or better degree the objective of the existing standard to be modified.

**LARAMIE PLANNING COMMISSION
JUNE 13, 2016
STAFF REPORT**

FILE: TA-16-05 Amending LMC 15.14.050, Landscaping and Screening Standards

REQUEST: An amendment to LMC Sections 15.14.050 Landscaping and Screening Standards

APPLICANT: City of Laramie

PURPOSE: To reduce specific landscaping standards associated with development

PREPARED BY: Charles W. Bloom, AICP, Principal Planner

RECOMMENDED MOTION:

Move to recommend that the City Council **approve** amendments to LMC 15.14.050 (Landscaping and Screening Standards) for the purposes of reducing landscaping requirements associated with development as recommended by staff.

APPLICABLE CODE SECTION(S):

Text Amendments must be reviewed by the Planning Commission and City Council. Planning Commission action is forwarded to the City Council as a recommendation.

- Laramie Municipal Code Title 15, Unified Development Code
- Wyoming State Statutes Title 15 Cities and Towns, Article 5 Planning
- Wyoming State Statutes Title 15 Cities and Towns, Article 6 Zoning
- Laramie Comprehensive Plan

BACKGROUND AND SUMMARY:

The present amendment is initiated by the City of Laramie as part of the continual effort to keep the Unified Development Code (UDC) accurate, correct concerns, and remove potential avenues of confusion. All prior revisions to LMC Chapter 15 (Unified Development Code) can be found online at www.cityoflarmie.org/UDC.

Beginning in early 2015 City staff began what has been dubbed the “Laramie Economic Initiative” (LEI) with the intent to address perceptions that elements of Laramie Municipal Code’s Unified Development Code (Title 15) were prohibiting development due to development costs. In response, City staff has been working on three components of the

LEI. Component 1 involved modifications to the fee schedule which was presented to the Planning Commission on May 9, 2016 and at the drafting of this staff report, is set for City Council consideration on June 7, 2016. Components 2 and 3 involved modifications to the “Landscaping and Screening” standards (LMC 15.14.050 and “Parking and Off-Street Loading” standards (LMC 15.14.040). This amendment focuses on Component 2, “Landscaping and Screening Standards”.

The proposed amendments have been presented to the Laramie Chamber Business Alliance’s Community Development Liaison Committee (CDLC) for review. The CDLC has indicated support of the reduction in landscaping requirements.

Proposed Landscaping Revisions:

Staff frequently receives complaints regarding our landscaping requirements. Specifically that they are perceived as too burdensome and too costly for development to install and maintain. Staff analyzed the existing landscaping requirements and propose several amendments to address problems that frequently arise.

Notable changes are as follows:

- A reduction in the overall required landscaping from 20% of a development area (excluding building(s) or use footprint) to 15% of a lot or parcel area (excluding building(s) or use footprint). This effectively reduces landscaping you would see internal to the site and along the perimeter. (LMC 15.14.050.C.1)
- Addition of a Xeriscape/Water Conserving Landscaping option to allow for a low water use landscaping option in nonresidential development applications. (LMC 15.14.050.C.4)
- A reduction in the amount of required “living landscaping materials from 75% to 65% of the ground cover. This will result in less living landscape such as grass, bushes and shrubs and more hardscape such as rock, bark and decorative pavers. (LMC 15.14.050.C.5)
- Modification to the size requirements of plantings to reflect industry standards (LMC 15.14.050.D.2)
- Change the way perimeter lengths are calculated for required landscape units to exclude measurement for driveways and pedestrian connections. This results in less required planting and landscape units along a property line with a driveway or pedestrian connection. (LMC.15.14.050.F.3.a – page 8)
- Reduction in Site Perimeter landscaping units required based on development project size. The larger the development, the less landscape units required. (LMC.15.14.050.F.3.b – page 9)
- Reduction in bufferyard requirements, L2, L3 and L4 bufferyard widths and reduction in required landscape units for all bufferyards. (LMC Tables 15.14.050 2 and 3 – pages 9 and 10)

The above mentioned changes will ultimately have a reduction in the amount of required landscaping within and on the perimeter of development sites. The reduction in landscaping requirements and introduction of a Commercial xeriscape option will also result in lower irrigation costs for development.

Note: The attached Ordinance only shows subsection of the LMC 15.14.050, Landscaping and Screening Standards that are proposed for modification (subsections A-F). LMC 15.14.050 subsections G-I are not included because they remain unchanged.

PUBLIC COMMENTS:

This amendment was legally advertised in the Laramie Boomerang on May 28, 2016. Staff has received no comments regarding this proposed amendment to Laramie Municipal Code.

FINDINGS OF FACT:

The amendment is found to be in accordance with substantive and procedural requirements and necessities in City of Laramie code and best planning practice.

CONCLUSIONS OF LAW:

The amendment is proceeding in accordance with applicable law, including LMC Title 15.

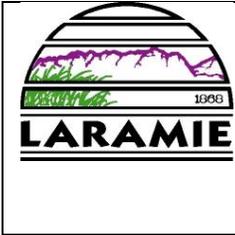
STAFF RECOMMENDATION:

Staff recommends that the Planning Commission recommend that the City Council **approve** amendments to LMC 15.14.050 (Landscaping and Screening Standards) for the purposes of reducing landscaping requirements associated with development as shown in Attachment A.

ATTACHMENTS:

- ~~1. Attachment A – Proposed Ordinance (See Ordinance)~~

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING September 14, 2016



Agenda Item: Administration

Memorandum of Understanding

Title: Consideration of Memorandum of Understanding between Albany County School District Number One and the City of Laramie outlining use, care and expenses related to community use of the “original” Deti Stadium and surrounding areas.

Recommended Board MOTION:

I move that the Parks, Tree & Recreation Board approve the Memorandum of Understanding between Albany County School District Number One and the City of Laramie outlining use, care and expenses related to community use of the “original” Deti Stadium and surrounding areas and forward it to City Council for consideration.

Administrative or Policy Goal:

The Board will review annually the condition and status of all City parks and support the enhancement of existing park amenities.

Background:

With the new Laramie High School opening in the fall of 2016 the School District has approached the City with the intent to make the “original” Deti Stadium available for use by the community. The School District recently made significant improvements to the facility and wants to see those improvements utilized. The responsibilities of the City related to the MOU are turf maintenance (mowing, trimming, aerating, herbicide and fertilization), scheduling use through the City’s system and cleaning the bleachers after Community activities. The responsibilities of the District related to the MOU are irrigation of the turf, paying all utility costs and cleaning the bleachers and restrooms after District activities. The intent of the Parks & Recreation Department is to utilize these facilities to alleviate pressure in the parks system. Staff has reviewed the MOU and is in support of this opportunity to provide more fields to their customers.

Legal/Statutory Authority:

N/A

Budget/Fiscal Information:

Revenue:

N/A

Expense:

N/A

Responsible Staff:

Choose an item.

Todd Feezer, Director, Parks & Recreation Department – (307) 721-5260/tfeezer@cityoflaramie.org

Attachments: “Original” Deti MOU

**Albany County School District One
Original Deti Stadium
Memorandum of Understanding**

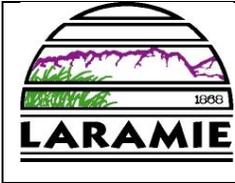
- 1. Parties.** This Memorandum of Understanding (hereinafter “MOU”) is made and entered into by and between the City of Laramie whose address is PO Box C, Laramie Wyoming 82073 (hereinafter “City”) and Albany County School District Number One whose address is 1948 East Grand Avenue, Laramie WY 82070 (hereinafter “District”).
- 2. Purpose.** To have an underlying agreement for the City use and scheduling for the original Deti Stadium at 15th and Reynolds street which is property of the District.
- 3. Term.** This MOU shall commence upon August 11, 2016 and shall remain in full force until modified or terminated. This MOU may be terminated by either party with 30 days’ written notice to the other party at the address stated above or immediately with cause by the District.
- 4. Responsibilities of the City.** The City shall be responsible for:
 - A.** Scheduling use of the facility. The District will have first right for scheduling with at least 2 weeks advance notice for student athletics and activities.
 - B.** Cleaning of the restrooms and stands after City Scheduled events.
 - C.** Turf maintenance of the Original Deti Stadium field, perimeter areas and the practice field to the south of the Stadium.
- 5. Responsibilities of the District:** The District will retain ownership of the stadium and shall be responsible for:
 - A.** Irrigating the turf areas.
 - B.** All utility costs including water, gas and electric.
 - C.** Cleaning of the restrooms and stands after District scheduled events.
 - D.** Storage within the stadium buildings will remain under District control.

6. General Provisions

- A. Amendments.** Either party may request changes in this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon shall be incorporated by written instrument, executed and signed by all parties to this MOU.
- B. Applicable Laws.** Both parties shall fully adhere to all applicable local, state and federal law, including equal employment opportunity. The District’s policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, gender, color, religion, national origin, disability, age, veteran status, or other status protected by state and federal statutes.

- C. Assignment.** Without prior written consent of the other party, neither party may assign this MOU. This MOU shall inure to the benefit of, and be binding upon, permitted successors and assigns of the parties.
- D. Entirety of MOU.** This MOU represents the entire and integrated MOU between the parties and supersedes all prior negotiations, representations and MOUs, whether written or oral.
- E. Governmental Claims.** Any actions or claims against the Booster Club and/or the District under this MOU must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.
- F. Independent Contractor.** District is acting as an independent contractor. This MOU does not commit the Booster Club to the traditional role of employer. The Booster Club is not responsible for the payment of withholding taxes, unemployment insurance, workers' compensation insurance, social security, pensions, retirement fees, licenses or other fees. Such costs are the responsibility of the District.
- G. Interpretation.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Second Judicial District, Albany County, Wyoming.
- H. Prior Approval.** This MOU shall not be binding upon either party unless this MOU has been reduced to writing and signed by both parties before performance begins as described under the terms of this MOU.
- I. Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect.
- J. Sovereign Immunity.** The Booster Club and the District do not waive their sovereign or governmental immunity by entering into this MOU, and fully retain all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.
- K. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING August 10, 2016



Agenda Item: Administration

Policy Direction

Title: Administrative Policy and Procedure for naming City of Laramie, Parks & Recreation Department Parks and Facilities (3rd Reading)

Recommended Board Motion:

I move that the Parks, Tree & Recreation Advisory Board approve the Administrative Policy and Procedure for naming City of Laramie, Parks & Recreation Department Parks and Facilities and forward to City Council for acknowledgement of the adopted policy.

Administrative or Policy Goal:

Background:

Continued discussion related to an administrative policy and procedure for naming City of Laramie, Parks & Recreation Department Parks and Facilities. This is a second reading and discussion of this proposed policy.

Staff recommends open discussion at the August meeting followed by a possible movement to gain City Council approval or postponement to future meetings in order to accomplish this task.

Legal/Statutory Authority:

N/A

Responsible Staff:

Todd Feezer, Director, Parks & Recreation, 721-5260, tfeezer@cityoflaramie.org

Attachments: Administrative Policy and Procedure for naming City of Laramie, Parks & Recreation Department Parks and Facilities Draft (Redlined from June/July Meeting)

**ADMINISTRATIVE POLICY AND PROCEDURE FOR NAMING CITY OF LARAMIE,
PARKS & RECREATION DEPARTMENT PARKS AND FACILITIES**

General: Park and facility names are often as enduring as the property itself; therefore, the selection of a proper name is, and should be, a serious matter. Selections should attempt to induce a dynamic community impact, add credibility to the park or facility, create a cohesive theme, express appreciation, create lasting public relations, promote education, lift the mind and bond our heritage and very being to the land.

1. Authority to Name or Rename:

- a. Any entire park or portion of any park, parkway, recreation building, swimming pool, ball field or any other facility owned, managed and controlled by the City of Laramie, Parks & Recreation Department hereinafter called park and/or facility, shall be named or renamed only by the Parks, Tree and Recreation Advisory Board on an affirmative vote of 2/3 majority of the Parks, Tree & Recreation Advisory Board.
- b. The name shall then be forwarded to the City of Laramie, City Council for certification of the name approved by the Parks, Tree & Recreation Advisory Board. The name shall become official upon approval of the City of Laramie, City Council.
- c. If the recommended name is not certified by the City of Laramie, City Council, the item shall be remanded back to the Parks, Tree and Recreation Advisory Board for further review.

2. Naming Proposals:

- a. Proposals to name any park and/or facility may be initiated by any citizen of the City of Laramie, the Director of Parks & Recreation or by any Parks, Tree & Recreation Advisory Board member in writing at any regular meeting of the board.
- b. Proposals must include reasons for the proposed name and as much community support as possible in the form of letters, petitions and/or personal appearance at a regular meeting of the board.
- c. The Parks, Tree & Recreation Advisory Board through the Parks & Recreation Department may, but is not required to, solicit names from the general public for park and/or facility naming, may set parameters for specific sites and may set time limits for soliciting park names.

3. Naming Guidelines:

- a. All proposed names shall meet one or more of the following guidelines. However, the Parks, Tree & Recreation Advisory Board may waive any or all of these guidelines upon a motion approved by an affirmative vote of 2/3 majority of the Parks, Tree & Recreation Advisory Board.
- b. A park and/or facility may be named for:
 - i. *An event*; provided such event directly affected, affects or would be meaningful to the citizens of Laramie, Wyoming.
 - ii. *A deceased person*; provided that person has been known to be of good character, known to have never convicted a felony, and has contributed to the

betterment of Laramie, Wyoming in some greater than average manner or who was of historic significance to the City, County, State or Nation.

- iii. *A donor or group of donors;* of land, considerable property, endowment, or money provided such donation was large and significant or represented considerable sacrifice by the donor or donors.
- iv. *A place name;* such as the neighborhood where located or a geographical or manmade feature; provided this name tends to identify the location or character of the park and/or facility.

4. Unacceptable Name Guidelines:

- a. Generally, no park and/or facility may be named for any of the following guidelines. However, the Parks, Tree & Recreation Advisory Board may waive any or all of these guidelines upon a motion approved by an affirmative vote of 2/3 majority of the Parks, Tree & Recreation Advisory Board.
 - i. *Any living person;*
 - ii. *Any church or religious group;*
 - iii. *Any political organization;*
 - iv. *Any service club, fraternity or sorority organization or any other organized group;*

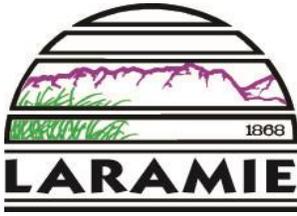
Any businesses or commercial enterprise.

5. Renaming Guidelines:

- a. The renaming of parks and/or facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Renaming or a change in name will be considered for the following reasons. However, the Parks, Tree & Recreation Advisory Board may waive any or all of these guidelines upon a motion approved by an affirmative vote of 2/3 majority of the Parks, Tree & Recreation Advisory Board.
 - i. Only parks and/or facilities named for a place name shall be considered for renaming.
 - ii. Parks and/or facilities named after a deceased person shall never be changed unless it is found that the individual's personal character is or was such that continued use of the name for a park and/or facility would not be in the best interested of the citizens of Laramie, Wyoming.
- b. Renaming of parks and/or facilities requires a minimum of two public notices detailing the intent, date, time and location of a minimum of one public hearing hosted by the Parks, Tree & Recreation Advisory Board.

This policy and procedure shall become effective and binding upon the City of Laramie, Parks & Recreation Department and the Parks, Tree & Recreation Advisory Board as soon as it has been formally adopted by 2/3 majority of the Parks, Tree & Recreation Advisory Board present, and an affirmative vote of the City of Laramie, City Council. The policy shall have no effect on exiting park and/or facility names. This policy and procedure shall continue in effect regardless of member changes of the board, but may be amended,

done away with, or re-written at any time by a 2/3 majority of the Parks, Tree & Recreation Advisory Board present, and an affirmative vote of the City of Laramie, City Council.



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To: City Manager; City Council Members
Fr: Todd Feezer, Parks & Recreation
Date: May 2, 2016
Re: April/May 2016 Activities

Parks & Cemetery – Administration Report

- Community Beautification Day at the Boulder Dr. Medians was by all accounts very successful. Approximately 40 volunteers helped spread out cobble and bark mulch. It was great community event.
- LDS Seminary Institute hosted a volunteer event on August 30th. Over 90 volunteers placed cobble at the Ice & Event Center, picked up trash along Grand Ave. and raked up EWF that was choking native grasses around the Laramie Community Recreation Center.
- 1st Street Parking Lot a working group of owners and interested parties is developing a plan to address and correct issues in this area. Striping, beautification, pothole repair and lighting repair are areas that we are looking at addressing.
- Imperial Heights Park has progressed very well. September 15 is the date for substantial completion with the most notable feature, the bridge, being installed on September 8.
- Completion of the sidewalk on the north side of Grand Ave. from City Springs to the Laramie Dental Clinic will be completed by Simon in time for the first UW Football game. Staff will be working with Rocky Mt. Reclamation on seeding the area.
- West Laramie/Snowy Range Road Pedestrian/Bicycle Feasibility Study's first public meeting is scheduled for September 21, 2016 at Linford School from 5:30pm to 8:00pm. There should be presentation on four different options, beautification and economic development along that corridor.

Parks & Recreation Parks Report:

- Parks staff has begun refurbishing existing wooden park signs. This consists of sanding them down and re-staining the signs or repainting the lettering. New playground mulch had been added to Undine, Washington Main and Labonte West playgrounds this year.
- The trail and horticulture crews have finished the turf aeration of all parks turf. Fall fertilization is expected to begin after the Laramie area starts seeing a heavy frost in the mornings. Fertilization will be completed by mid-October.
- The irrigation crew has finished the testing of 30 irrigation backflows in the parks system and repaired 12 backflows that did not meet current regulations.
- Athletics crew cleaned all hardscapes around softball fields and reset bleachers. They are currently rebuilding pitching mounds and reseeding weak turf areas around the pitching mounds at the Little League Complex. They continue to prepare for the fall sports season including the UW intermural, UW Club Sports, LSA and Blizzard Soccer.
- All crews are beginning to lose their summer provisional help as they return to winter classes. This will impact fall operations including mowing, trash pickup and shelter cleaning. Full Time Staff will adjust daily work duties to help out where needed.

Parks & Cemetery – Cemetery Report

- The cemetery main road was chip sealed as part of the UW Steam Line agreement from the summer of 2015.
- The cemetery Crew completed the turf aeration of the Cemetery grounds in late August. With the help of the Utilities Division, new soil was added to the Cemetery reclaim pile. This soil is used for backfill of graves, newly planted tree rings and top soil for beautification areas. Compost will be brought in from the landfill to mix with the

dirt pile as time allows. The Cemetery staff will begin grading the cemetery dirt roads to get ready for the winter season in early to mid-September.

Mosquito & Urban Forestry – Forestry Report

- A citizen donation from Raj Patel to purchase trees as a living memorial for his grandparents was the major focus of Forestry during August. This donation was re-directed into the annual Community Service Day event for 2016. Planning the planting palette, Site layout, acquiring nursery stock, and coordinating volunteers with UW Residence Hall Assistants and Wyoming Conservation Corps.
- Forestry staff has received multiple citizen requests for evaluation of trees.
- Cooler weather will bring several opportunities for planned tree installation with Shawver Tree Fund cooperators.

Mosquito & Urban Forestry – IPM Report

- Bare ground applications to control unwanted vegetation is ongoing at all parks locations. Broadleaf herbicide applications to clean up trouble spots is ongoing at all parks locations. Rodent control to prevent damage to tree plantings is ongoing especially at the beautification entrances and in the Greenhill Cemetery Community Gardens. Multiple Bare ground treatments at the Grand Avenue medians have been conducted to control invasive species and broadleaf weeds
- IPM staff assisted with the Community Service day project throughout August providing additional labor and equipment operation skills.
- Fall projects include: pre-emergent herbicide applications and noxious weed applications.

Mosquito & Urban Forestry – Mosquito Report

- Adult surveillance operations currently trapping mosquitoes at 25 sites, and processing samples from 9 rural sites for partner programs located in the Town of Rock River, the Big Laramie Mosquito Control District and the Little Laramie Mosquito Control District.
- 52 pools of *Culex tarsalis* female mosquitoes have been tested with RAMP for West Nile virus. One pool was reported positive for WNV on July 21st. Three American Crows have tested positive in August. A total of five non-human samples have been positive for WNV in Albany County including a bird tested by Wyoming State Vet Lab. On August 28th the Wyoming Dept. of Health reported a human neuro-invasive infection in Albany County. Weekly evaluations of *Culex tarsalis* and collected dead birds will be ongoing through the remainder of the season.
- Fogging to control adult mosquitoes has been suspended in residential neighborhoods of the City as trap counts have dropped below the threshold for treatment. Fogging is continuing in rural areas adjacent to the City where counts are higher. “
- Targeted treatment of permanent water sites to control vector mosquito larvae with *Bacillus sphaericus* as needed is ongoing.
- Mosquito Control staff assisted in preparation for Boulder Median beautification project.
- Live capture and transport of mosquitoes to CDC laboratory in Ft. Collins to determine pesticide resistance
- In the Laramie Basin has concluded for the season. Testing revealed no indication of pesticide resistance in local mosquito populations. This study is scheduled to continue in summer 2017.
- September plans include continued surveillance of mosquito population for WNV, and the preparation of shared equipment for fertilizer application and snow removal.

Facilities Management Division:

- After further investigation of the cause of the cracks in the City Hall Annex building walls, staff has determined that the cause is most likely from the normal settling of a wooden beam, and that lifting and stabilizing the footer under the support column, is not only unnecessary, but risks further damage to the building. The wall where the damage has occurred will be repaired and an expansion joint will be installed to prevent any further damage.
- Requests for Qualifications for the Laramie City Hall Annex Roof and Cornice Design Services will be advertised in September with proposals due on October 14th. The staff hopes to select a design firm in October and have a professional services agreement for Council consideration in November.
- Requests for Qualifications for the Facilities Equipment Preventive Maintenance and Service will be advertised in October with proposals due on November 4th. The facilities staff anticipates having a professional services agreement for Council consideration in January.
- The facilities staff will begin the process of winterizing the Recreation Center outdoor pool, the Washington Park Wading Pool, and the Splash Pad at Undine Park this month.

- The flat roof at the Washington Park Band Shell is scheduled to be replaced in September.
- The rough mowing of the Recreation Campus and the Turner Tract area is ongoing and will continue through September.
- Staff will continue the process of making ice at the Ice and Event Center for the September 17th opening date.

Recreation Division:

- Training is taking place in both the fitness and aquatics areas to implement the new pay code system for classes. This change should help streamline time tracking for payroll in these areas and minimize confusion over payment for classes.
- The new fall fitness Schedule begins September 6th and is now available on the City website.
- The program guide was delivered through the mail on August 20th and is now available on-line and at the Laramie Community Recreation Center. League registration is now available on-line, as well as many of our free events and activities. Individuals may now purchase punch passes through the on-line system also.
- Staff are working to streamline the customer service area at the Recreation Center by separating functions and directing patrons to appropriate computers. A station will be set up for members who are just checking in using a current membership, one for those wishing to fill out paperwork for a facility reservation or membership and one for concessions or day pass purchases. Signage and traffic management tools should be in place in approximately 2 months.
- Early September will mark the completion of landscaping improvements at the Ice & Event Center. With funding not used on the band-shell improvements, new cobble, concrete and plant material have been installed in the parking lot landscape areas. On the 30th, a group of volunteers assisted with the final installation of cobble, as well as clean up and work on the Recreation Center landscaping.
- SACC began on August 27th and is off to a good start with a total of 54 registered children. 41-47 are registered to participate each day. This is up approximately 6-10 children over last year for this time of year. Another 15 or so are anticipated to register through the end of the year as fall activities wrap-up.
- Swim lessons begin in September with classes on Tuesdays and Thursdays from 5-6pm. This is a more limited number of sessions from past seasons, which should alleviate complaints about the lack of public swimming time in the leisure pool. Classes will be evaluated as the season continues to determine if any schedule changes should be made for upcoming sessions.
- The 8 lane pool should see significantly more public availability due to changes with the Laramie Swim Club. They are currently scheduled to use the pool from 5-6pm and plan to hold practices at the High School. This will open the lap lanes and diving board to more public use for the season.
- Registration is currently underway for adult volleyball and adult basketball, both of which have a discount for early registration and are available through on-line registration. The Junior Cowboys Basketball program is also open for registration with practices beginning January 9th.
- The 27th Annual Youth Basketball tournament has been scheduled for March 31-April 2.
- Batting cages have been ordered for Cowboy Field and should be delivered by the end of September. These are thanks to the generosity of the Albany County Recreation Board and will make a very nice improvement to the fields. In conjunction with the locker room improvements made by UW Club Sports, the investments in this field are really becoming apparent.

PARKS, TREE & RECREATION ADVISORY BOARD REGULAR MEETING September 14, 2016



Agenda Item: Facilities

FYI Letter

Title: Laramie Community Recreation Center annual maintenance down week report

Recommended Board MOTION: Acknowledge receipt of the Laramie Community Recreation Center annual maintenance down week report and check list

Administrative or Policy Goal: N/A

Background:

The annual maintenance down week at the Recreation Center was recently completed. The number one priority this year was replacing the counter tops in the men's locker room with a solid surface material. Repairing and replacing mechanical infrastructure components for all of our pools, was completed, including replacing several butterfly valves, replacing all of the 8-lane pool bottom outlet grates, repairing the leisure pool blanket, and repairing pool flow meters. The repairs we performed required the pools to be temporarily out of service. In addition to the mechanical infrastructure maintenance, both indoor pools were drained, power washed, subjected to necessary surface and drain repairs, and refilled. The under track lights were replaced with energy saving LED lighting. Windows were re-sealed and drywall repairs were completed throughout the building. The carpets were shampooed, and deep cleaning was performed throughout the building. Various other annual tasks (see attached list) were all successfully completed during the week of 7/30 – 8/5, 2016.

Legal/Statutory Authority: N/A

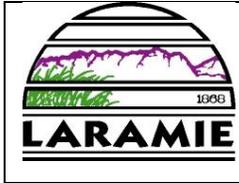
Responsible Staff:

Scott Stevenson, Facilities Maintenance Manager, 721-3585, sstevenson@cityoflaramie.org

Down Week Check List 2016

Tasks

- Post signs to empty locker contents by 7/29/16
- Deep clean the track area. (Ceiling to floor)
- Move cardio equipment to center of track.
- Drain the Leisure Pool
- Drain the the 8-lane pool
- Remove vanity mirrors in men's locker room
- Remove lavatories in men's locker room
- Remove Counter tops in men's locker room
- Install new counter tops in men's locker room (Legacy Countertops)
- Clean rust stains on slide tower components
- Prep and paint rusted areas at the base of Indoor pool slide tower.
- Power wash the leisure pool
- Power wash colors play structure
- Repaint brick wall around spa
- Power wash the 8-lane pool
- Power wash pool decks
- Replace broken floor tiles in grand hall
- Fix leaks in water circulation line, backflow preventer on pools (Plumbing Co.)
- Replace bad butterfly valves on sand filters
- Replace Gym under track lights (Fremont Electric)
- Repaint Family Locker Room Showers
- Deep Clean Family locker rooms
- Repair diamondbright in leisure pool
- Replace missing/broken tile around 8-lane pool
- Repair drywall cracks in pool natatoriums
- Reseal all clerestory windows above lobby and circuit area
- Replace main drain covers in 8-lane pool
- Repaint all drywall repair areas
- Deep clean circuit area
- Deep Clean cardio area-vents/poles/lights/etc.
- Deep clean track area and upstairs restroom
- Refill Leisure pool and 8-lane pool
- Clean out all deck drains
- Clean high windows in pool natatoriums
- Grout tile at all repaired areas
- Sand and paint all drywall repairs
- Deep clean child care room
- Deep clean front conference room and kitchen
- Deep clean multi-purpose rooms and wax the floor
- Deep clean storage rooms
- Replace all damaged and corroded bathroom partition bases and any broken hardware
- Deep clean pool decks
- Deep clean stainless steel at pool areas including hose bibs
- Deep clean all glass at pool areas
- Clean diving board surface
- Wax the slide tower surface
- Deep clean slide tower stair treads
- Deep clean all bleachers, aluminum and stadium
- Deep Clean Laundry room
- Indoor Leisure Pool Flow meter
- Repair Indoor Leisure Pool Center blanket cable
- Caulk and Paint Gym wall cracks
- Install cove base around grooming stations
- Paint touch ups building complete
- Sand and re-varnish ledge above staircase
- Sand and re-varnish lockroom benches as needed
- Deep clean behind front desk counter and small conference
- Carpet cleaning (Cowboy Jones Carpet Cleaning)
- Move all cardio equipment back to cardio area
- Clean and detail pump pit
- Clean and disinfect all lockers
- Deep clean Grand Hall
- Replace all broken trench and deck drain covers in 8-lane
- Any outstanding items from earlier in the week



Agenda Item: Recreation

Discussion Item

Title: Recreation Center and Ice & Event Center Cost Recovery Analysis

Recommended Board MOTION:

I MOVE to acknowledge receipt of the Recreation Center and Ice & Event Center Cost Recovery Analysis.

Administrative or Policy Goal:

4) The Board will review annually and provide recommendations on fees and policies for the Recreation Center and Ice and Event Center based on the operating pro-forma.

Background:

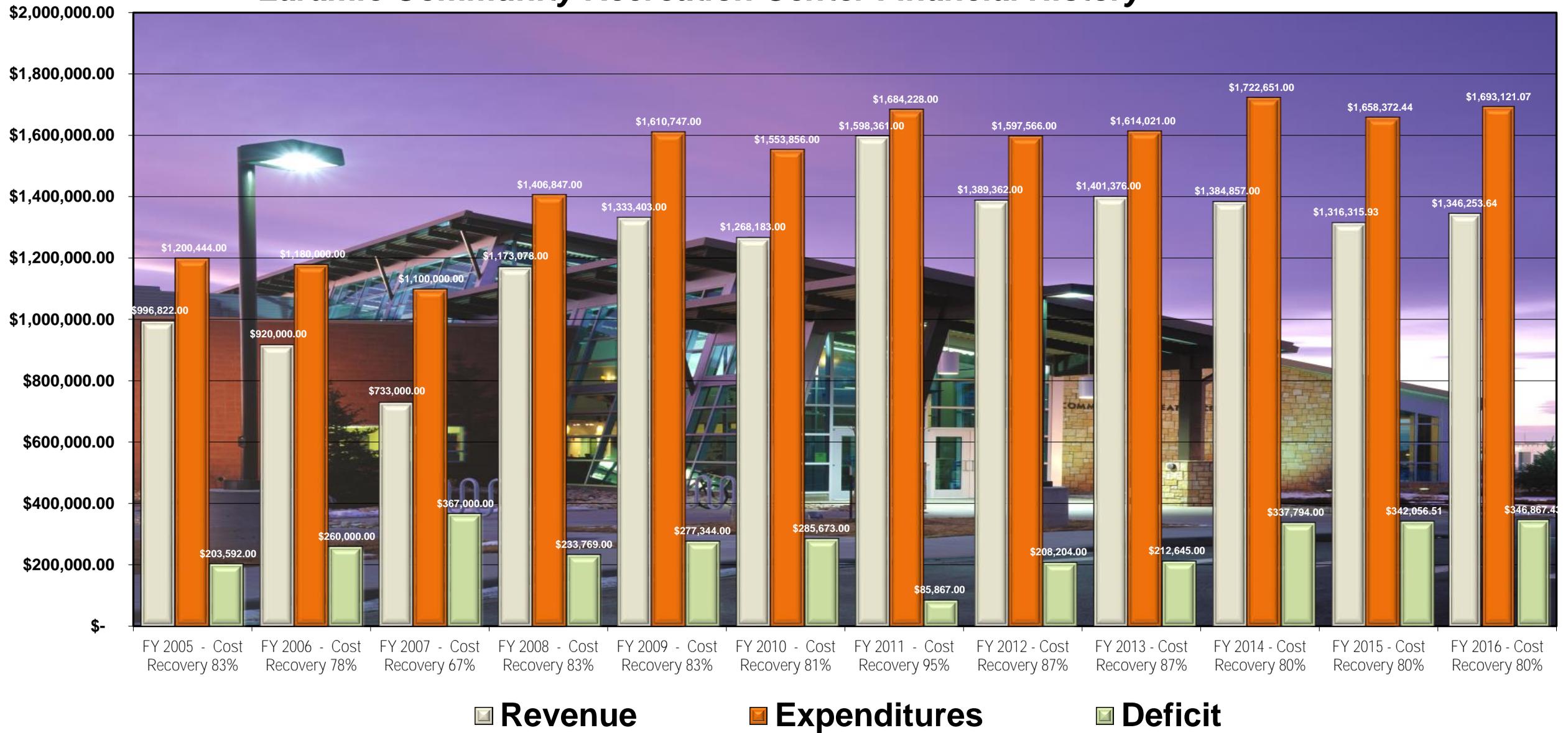
When the Recreation Center plans were being developed a financial pro-forma was also created to establish a cost recovery plan that could be appropriately paid for with a combination of user fees and general fund dollars. The analysis indicated that for the first few years the City could expect to recover approximately 75% of expenses and that after that time we should expect a declining recovery rate.

The City's annual analysis has been very encouraging with recovery rates only dropping below 75% one year in 2007. This year the cost recovery at the Recreation Center is at 80% which is the same as last year. This year the Admissions Revenues were very strong, although facility rentals were not as strong. Additionally, anticipating reduced funding over the next few years, we took stock of aging equipment and repairs and made as many as budget would allow. Overall, the trends at the Recreation Center are on a good path.

Cost recovery at the Ice & Event Center was not originally contemplated since this cost center is entirely in the general fund. Recreation staff have established a goal for the I&E to reach a 70-75% cost recovery although our high point to date is from 2012 when we reached a 65% recovery rate, due largely to an increase in revenue over previous years. In 2016, revenue was very similar to last year, although expenses were slightly higher. This is also due to efforts to repair and replace any equipment that was in need during this budget year. The Recovery rate for 2016 ended up at 51%, and I anticipate that the expanded weeks of ice season and new concessions equipment will help improve our recovery rate in the future.

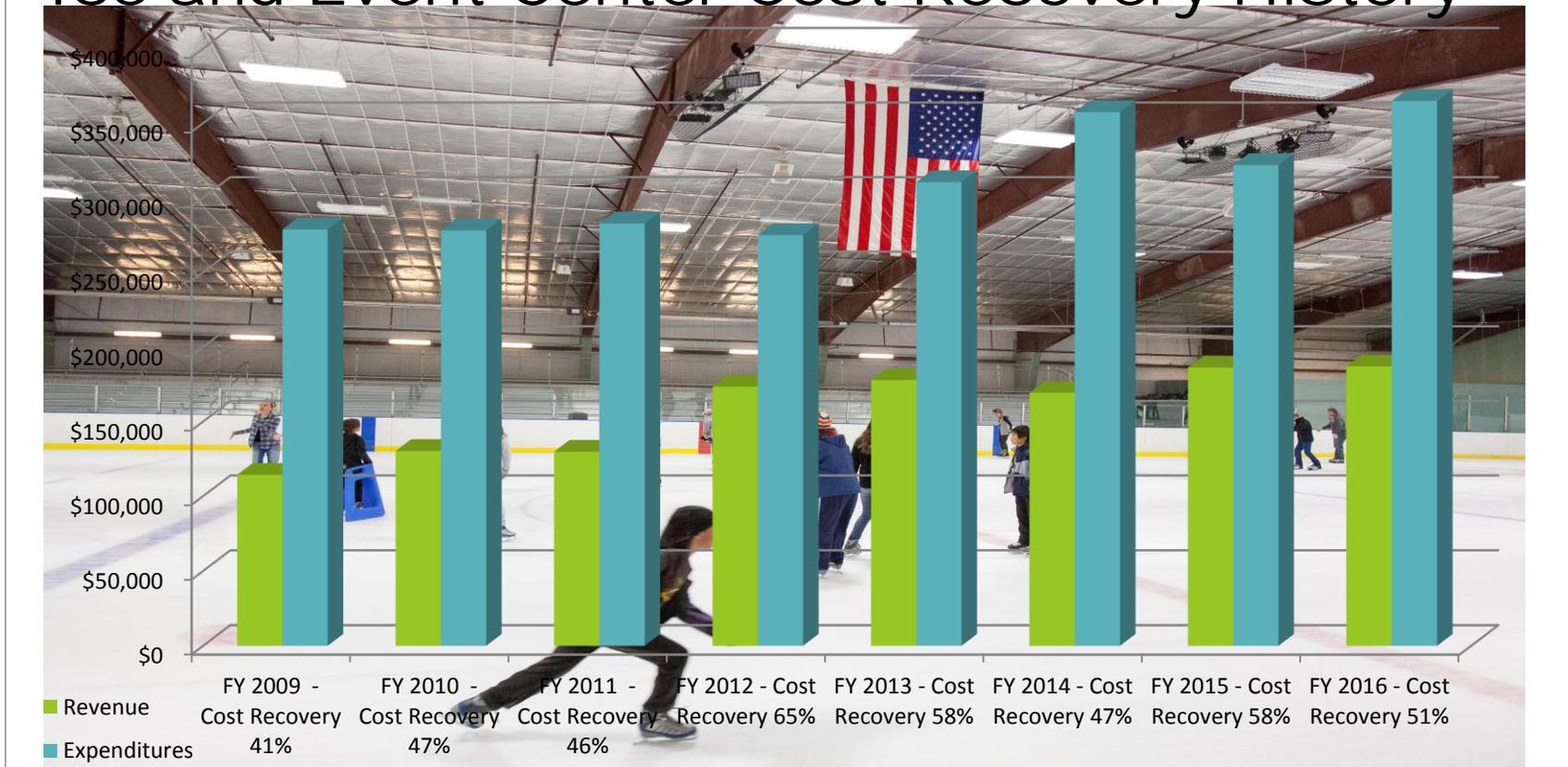
Legal/Statutory Authority: N/A

Laramie Community Recreation Center Financial History



	Revenue	Expenditures	Deficit
FY 2009 - Cost Recovery 41%	\$114,216	\$278,686	\$164,470
FY 2010 - Cost Recovery 47%	\$130,177	\$277,977	\$147,800
FY 2011 - Cost Recovery 46%	\$129,666	\$282,741	\$153,074
FY 2012 - Cost Recovery 65%	\$173,331	\$274,907	\$101,576
FY 2013 - Cost Recovery 58%	\$177,719	\$310,368	\$132,649
FY 2014 - Cost Recovery 47%	\$169,178	\$357,335	\$188,157
FY 2015 - Cost Recovery 58%	\$186,153	\$321,785	\$135,632
FY 2016 - Cost Recovery 51%	\$186,939	\$364,720	\$177,781

Ice and Event Center Cost Recovery History





CITY OF LARAMIE
PARKS & RECREATION DEPARTMENT
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Date: August 31, 2016

To: Parks & Recreation Advisory Board
From: Cindy R. Stoffers, Recreation Program Coordinator

Re: Freedom Has a Birthday

The Laramie community really stepped up for the 2016 Freedom Has a Birthday event with a record-setting 109 information/activity booths, and 16 food concessionaires. The soccer fields on the east end of the park, which typically stand vacant, were filled with JBow archery tag, LHS Boys soccer skills obstacle course, All Points West human hamster ball races and laser shooting gallery, American Legion baseball mechanical bull rides, and Rock Laramie's human foosball.

New food options included tacos and quesadillas from Andale Rapido, prime rib French dip sandwiches from the Cavalryman Steakhouse, and fish & chips from On the Hook. With the ever-present committee concern of keeping thousands of participants hydrated, the Albany County Democrat organization provided free ice cold tap water all day long.

Welcome additions to the planning committee were Rachel Potter of Poppy's Flowers, providing staff to decorate the band shell and 2 other entertainment stages; and Beth Bear, community member, heading up the Children's Parade. Returning planning committee members included Cindy Stoffers- Chair (Parks & Recreation); Jacque Stonum- Sponsorships, Cassidy Biggs- Marketing, and Jencee Reardon- Volunteer Coordinator (Cathedral Home); Dave Rickard- entertainment & sound (D & L Music); Natalia Johnson- Children's Activities (Abundance Creative Arts Center), and Kim Dickinson- Bookkeeping/Financials (Hospice of Laramie).

A big shout out to Parks, Recreation, & Facility, full-time and provisional staff, for giving of holiday time to support this community event each year!

BUDGET/FISCAL INFORMATION**REVENUE**

Source	Amount	Type
2016 Ice Revenue	\$ 186,939.00	
2016 LCRC Revenue	\$ 1,301,253.64	
Total	\$ 1,488,192.64	

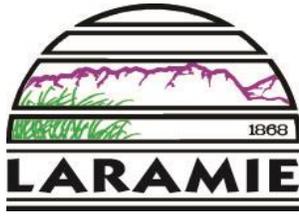
EXPENSE

Proposed Project Cost.

2016 Ice Expense	\$ 364,720.19	
2016 LCRC Expense	\$ 1,693,121.07	
Total Amount	\$ 2,057,841.26	

Responsible Staff:Jodi Guerin, Recreation Manager, 721-5259, jguerin@cityoflaramie.org**Attachments:**

Cost Recovery Graphs



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Movie Night at the ODL Pool

Expenses:

Payroll- \$147.04
Pizza- \$ 85.00
Popcorn-\$36.00
Movie- \$375.00

\$643.04

Revenue:

Sponsorship- \$500.00
Pizza Sales- \$ 74.00
Paid Patrons- \$ 429.00

\$1013.00

1. We opened the pool area for patrons at 7:45pm, the movie began at 8:40pm.
2. Thanks to the sponsorship from Interstate Bank and the ability to borrow the movie screen from the City of Cheyenne we were able to make this a very financially successful event.
3. We had 58 paid patrons 23 adults and 35 youth as well as 20 comp. tickets (for sponsor First Interstate Bank).

Next year, staff anticipate opening the doors slightly earlier to allow for some advance time for people to have some pizza, use the pool facilities and settle in for the movie. This will be in conjunction with marketing about food being available at the event and potentially finding additional sponsorships to allow the activity prices to be lowered.