

INFORMATION PACKET

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Friday, December 11, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

December 15, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Robert's Rules Orientation (beginning 25 minutes before Pre-meeting)					
Pre-meeting: Fiscal Year 2022 Budget Calendar					
Pre-meeting: Baseball Fields Update - Rental & Lease Agreements					
Pre-Meeting Conwell Park Background					
Pre-Meeting: CEC Fire Alarm System Change Order					
Approval of Dec. 1 Executive Session Minutes					
Establish Public Hearing - Prostitution Ordinance	C				
Establish Public Hearing - Downtown Speed Limit Changes	C				
Massage Therapy License and Permit Ordinance - 3rd Reading			N		
Zone Change of Lots 3 and 4, Hembree Addition No. 2, from Zoning Classification R-2 (One Unit Residential) to C-2 (General Business), located east of Robertson Road, and Directly north of 2671 South Robertson Road. 3rd reading			N		
Vacate and Replat Mesa Del Sol III Addition, to Create Mesa Del Sol IV Addition, Generally Located at the Intersection of Jordan and Central Drive. 3rd reading			N		
Plat a Portion of SE1/4NW1/4, Section 3, T33N, R79W, 6th P.M., Natrona County, Wyoming, to Create the Kinco Addition No. 2, Located at 813 North Elma Street, and Comprising 0.77-acres, more or less. 3rd reading			N		
Amending Ordinance No. 11-11 an Ordinance Granting to SourceGas Distribution, LLC, a Franchise Agreement. 3rd reading			N		
Changing the Name of Conwell Park to Healing Park on Conwell.				C	
Authorizing Amendment No. 1 to the Contract for Professional Services with Geosyntec Consultants, Inc., in the Amount of \$52,010 for the Casper Regional Landfill Lifetime Permit Annual Reporting and Monitoring Project.				C	
Initiating the Annexation of 24.01-Acres, More or Less, Described as the East Robertson Road Addition.				C	
Authorizing the Mayor to sign the FY20 Casper Historic Preservation Commission Annual Report.				C	
Authorizing a Ratification Agreement between Wold Bros., Inc. and the City of Casper for a Long-Term Lease in the City Parking Garage.				C	
Approval of the Creation of a Coronavirus Aid, Relief, and Economic Security (CARES) Act Fund.					C
Authorize the reappointment of Mark Pepper to the Economic Development Joint Powers Board (EDJPB).					C
Authorize the reappointment of Charles Moore to the Hall of Justice/Detention Center Joint Powers Board.					C

The Grid

A working draft of Council Meeting Agendas

December 15, 2020 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Appoint Ronald Shosh, Jr. AIA, as the Architect to the Old Yellowstone District Architectural Design Review Committee.					C
Appointment of Property Owners to the Old Yellowstone District Advisory Committee.					C
Appointment of Vickery Hall, Michael McIntosh, and Ken Bates to the Casper Planning and Zoning Commission.					C
Executive Session - Personnel					

January 5, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Robert's Rules Orientation (beginning 25 minutes before Pre-meeting)					
Swearing in of new Councilmembers					
Council Leadership Election					
Establish Public Hearing - Repealing Ordinance for Tobacco	N				
Public Hearing & 1st Reading - Prostitution Ordinance		N	N		
Public Hearing & 1st Reading - Downtown Speed Limits		N	N		
CEC Fire Alarm System Change Order				C	
Designating the Casper Journal and the Casper Star-Tribune as the City's Official Newspaper for the Calendar Year 2021.					C
Designating the Official Depositories of City of Casper Funds for Calendar Year 2021.					C
Appointment of members to the regional water board.					C
Amoco Reuse Agreement Joint Powers Board (ARJPB) Appointments					C

January 12, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Council Committee Assignments			
Casper 311 Demo	Information Only	20 min	4:35
Casper's Council for People with Disabilities: Transportation-Related Initiatives	Direction Requested	30 min	4:55
			5:25
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
Approximate Ending Time:			

Future Agenda Items

Council Items

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Meadowlark Park			Spring 2021
Formation of Additional Advisory Committees			
Follow-up: Mike Lansing Field Proposals			
Follow-up: Government Access Cable Channel			
Relief for Liquor Establishments During COVID Crisis			

Staff Items

Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			
Utility Rate Model Review			January 26, 2021
Council Goals Status Update			January 26, 2021
Capital Budget Review			March 9, 2021
Community Promotion Funding (Part 1)			March 9, 2021
Community Promotion Funding (Part 2)			March 23, 2021
Budget Review			May 17 & 19, 2021

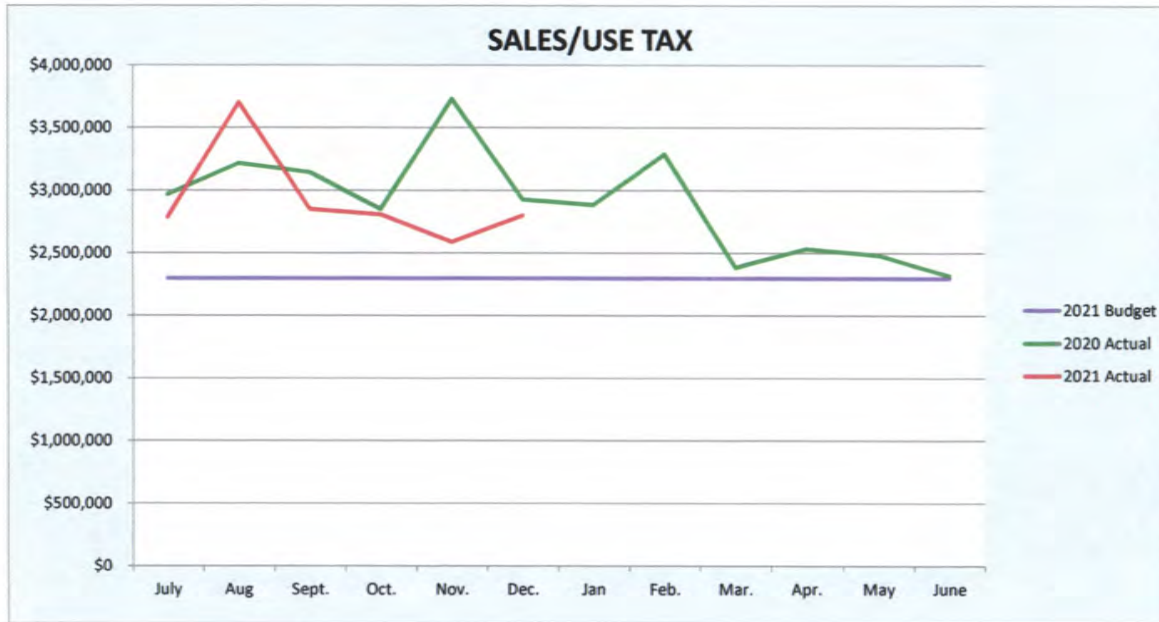
Future Regular Council Meeting Items

Public Hearing Date: Liquor License Renewals for Licensing Period April 1, 2021 through March 31,			Feb. 16, 2021
Tentative Budget to Council (to be published in minutes)			May 11, 2021
Summary of Proposed Budget Submitted to Council (published in minutes)			June 1, 2021
Establish Public Hearing for City Budget for 6/15/21			June 1, 2021
Public Hearing: FY22 Budget Adoption/Action on Resolution/Publication			June 15, 2021

Retreat Items

Economic Development and City Building Strategy			
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Includes Both Gen'l + 1% Optional



	FY 2020 ACTUAL	FY 2021 ACTUAL	% CHANGE
July	\$2,966,225	\$2,787,393	-6.03%
Aug	\$3,216,753	\$3,703,873	15.14%
Sept.	\$3,143,830	\$2,851,493	-9.30%
Oct.	\$2,850,505	\$2,808,982	-1.46%
Nov.	\$3,730,230	\$2,588,574	-30.61%
Dec.	\$2,928,440	\$2,800,933	-4.35%
Jan	\$2,884,351		#REF!
Feb.	\$3,288,352		#REF!
Mar.	\$2,385,278		#REF!
Apr.	\$2,535,627		#REF!
May	\$2,483,030		#REF!
June	\$2,317,801		#REF!
TOTAL	\$34,730,422		#REF!

\$18,835,983 \$17,541,248 -6.87%

Change from FY'20 to FY'21
 $\langle \$1,294,735 \rangle$

YEAR TO DATE SALES TAX RECEIPTS (Dec):

FY 2019	FY 2020	FY 2021
\$17,453,849	\$18,835,983	\$17,541,248

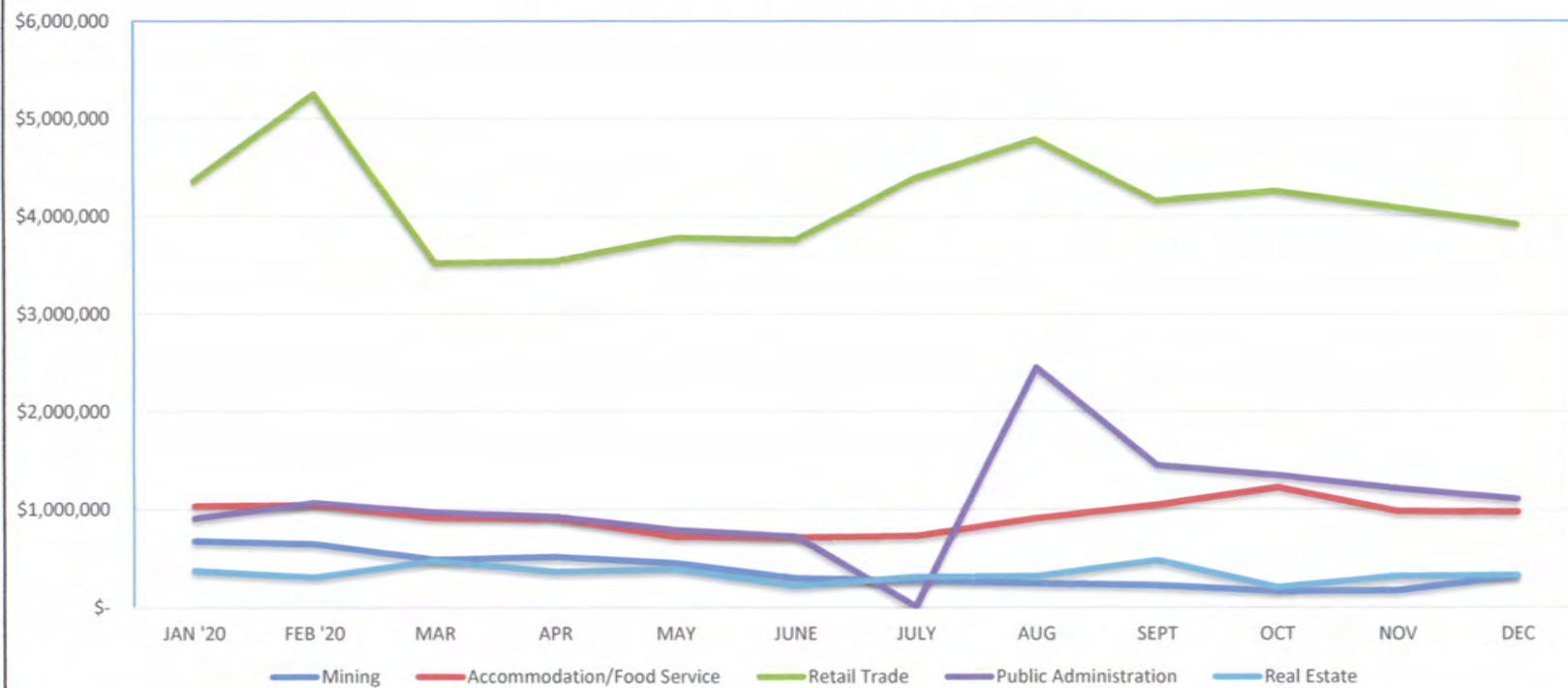
YTD BUDGET
\$13,774,760

% Over/(Under) Budget: **27.34%**

actual

Budget Reflects approx. 20% anticipated reduction

TOP FOUR MAJOR INDUSTRY CLASS



TOTAL SALES/USE	2019 Actual	2020 Actual	2021 Actual	2021 Budget	YTD BUDGET		
July	\$2,510,783	\$2,966,225	\$2,787,393	\$2,295,793			
Aug	\$3,120,621	\$3,216,753	\$3,703,873	\$2,295,793			
Sept.	\$2,784,746	\$3,143,830	\$2,851,493	\$2,295,793			
Oct.	\$2,258,416	\$2,850,505	\$2,808,982	\$2,295,793			
Nov.	\$3,620,309	\$3,730,230	\$2,588,574	\$2,295,793			
Dec.	\$3,158,974	\$2,928,440	\$2,800,933	\$2,295,793			
Jan	\$3,069,700	\$2,884,351	\$0	\$2,295,793			
Feb.	\$3,434,992	\$3,288,352	\$0	\$2,295,793			
Mar.	\$2,600,383	\$2,385,278	\$0	\$2,295,793			
Apr.	\$2,429,839	\$2,535,627	\$0	\$2,295,793			
May	\$2,951,537	\$2,483,030	\$0	\$2,295,793			
June	\$2,830,890	\$2,317,801	\$0	\$2,295,793			
	\$34,771,190	\$34,730,422	\$17,541,248	\$27,549,519	\$13,774,760		\$3,766,488



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

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Ordinance's

The City of Casper Municipal Code contains amendments to the codes for addition or deletion of code sections or wording to adopt to the City of Casper's environment and specific construction practices.

Buildings and Construction Ordinances are found in Title 15 of Municipal Code. (Attached) Interpretations:

- 15.02.040 Residential Ord., no building permit will be issued until streets are completed and accepted by the City. This is for typically new subdivisions.
- 15.02.050 One story detached accessory building under 200 square feet are exempt from requiring a permit.
- 15.04.020 Building Ord., A. All un-platted property shall be approved by City Council before a building permit may be issued. B. A site plan must be approved prior to building permit.
- 15.04.030 Building Ord., if a structure of more than 5,000 square feet or serves more than 50 people of the general public it requires stamped engineered drawings be approved prior to issuing a building permit.
- 15.08.010 Building permits, gives guidelines for issuing building permits and occupancy permits with alternatives for footing/foundation permits and landscaping during winter months.
- 15.18.060 Fuel Gas Ord., any work on a fuel/gas system requires a permit.
- 15.18.080 Fuel/Gas Ord., A permit may be issued to an owner of a property that is a single dwelling and the primary living structure. That person must perform all the work and the property cannot be for resale.
- 15.20.030 Mechanical Ord., Paragraph B, no permit will be issued to any person unless they hold a mechanical license, except to the owner of a primary residence not for resale.
- 15.24.060 Plumbing Ord., any work on plumbing, gas or drainage piping including fixtures and water heaters requires a permit.
- 15.24.080 Plumbing Ord., repairing of leaks, unclogging drains or removing and resetting a toilet do not require a permit.
- 15.24.090 Plumbing Ord., You must have a contractor's license or be the owner of the single-family dwelling unit, not for resale to acquire a permit.
- 15.28.050 Electrical Ord., All companies, firms, partnerships, corporations, individuals or entities who work on or install electrical systems in buildings or property shall acquire a permit.
- 18.28.090 Electrical Ord., Private work: A person performing electrical work in his own residential home may acquire a permit.

15.02.040 - Building permit issuance.

No building permit shall be issued for a building on any unplatted property in the city except upon written application with complete plans showing in detail all proper approaches to street, alleys, and upon deeding such streets and alleys and approaches to the city, and after acceptance of streets, alleys and approaches, by vote of the city council.

(Ord. 12-04 § 1 (part), 2004)

15.02.050 - Work exempt from permit.

One-story detached accessory building under two hundred square feet in area as measured at the maximum exterior wall dimension.

(Ord. 12-04 § 1 (part), 2004)

(Ord. No. 19-12, § 3, 7-2-2012; Ord. No. 9-18, § 2, 7-17-2018)

15.04.020 - Building permit issuance.

- A. No building permits shall be issued for a building on any unplatted property in the city except upon written application with complete plans showing in detail all proper approaches to streets, alleys and upon deeding such streets and alleys and approaches to the city, and, after acceptance of streets and alleys and approaches, by vote of the city council.
- B. No building permit will be issued except when a site plan has been submitted and approved in accordance with requirements of Title 17, zoning, of this code; except that, in lieu of site plan approval, the city engineer may, upon written request of the applicant, waive the site plan requirement based on a determination by the city engineer that all necessary site improvements are existing and will not be altered by the proposed construction. Consideration of site improvements will include drainage control, traffic control, driveways, curb and gutter, sidewalks and street features. In the event a site plan is not required, the city engineer will issue a letter waiving the site plan requirement.
- C. Financial surety must be provided for any off-site improvements, on-site drainage improvements and other improvements required in accordance with the approved site plan provided under subsection B of this section. Financial surety shall be as required under Section 16.28.070, financial surety. No building permit may be issued prior to receipt by the city of any required financial surety.

(Ord. 18-00 § 1, 2000; Ord. 17-95 § 1 (part), 1995)

15.04.030 - Signature of registered engineer or architect required.

No building permit will be issued or plan review undertaken for a building or structure or addition thereto that provides for the employment, housing, or assembly of fifty or more persons, or covers more than five thousand square feet of floor area, including basement, if any, intended for use by the general public, unless the plans and specifications for such building or structure bear the signature of a registered engineer or architect licensed by the state of Wyoming to practice as such.

(Ord. 17-95 § 1 (part), 1995)

15.08.010 - Purpose of chapter provisions.

The purpose of the provisions set out in this chapter is to regulate and control the issuance of building permits within the city, and to require final inspections prior to the issuance of occupancy permits for all structures.

(Ord. 18-83 § 1, 1983)

15.08.020 - Definitions.

The following words and phrases, when used in this chapter, shall for the purpose of this article have the meanings respectively ascribed as follows:

- A. "All-weather roadway" means a standard street section constructed in accordance with city ordinances and standards for construction of streets, excluding the required asphalt surfacing.
- B. "City" means the city of Casper, Wyoming.
- C. "City engineer" means the city engineer or his designated representative.
- D. "Construction phase" means a particular area of construction activity, or planned construction activity, within a platted subdivision.
- E. "CPU" means Casper public utilities.
- F. "Curb stop" means a valve or other device located on individual water service connections to a publicly owned water main for the purpose of regulating the flow of water from the main to the individual customer.
- G. "Final plumbing inspection" means the final inspection of plumbing in a structure, required by city ordinances regulating construction and inspection of plumbing.
- H. "Foundation permit" means a permit issued by the engineering director for the construction of a building foundation only.
- I. "Off-site improvements" means all public improvements required by city ordinances to be constructed upon publicly dedicated streets and rights-of-way, including but not limited to streets, sanitary sewers, water mains, storm sewers, curbs, gutters and sidewalks.
- J. "Person" means any individual person, partnership, corporation, association, governmental agency, estate, trust, or two or more individual persons having a joint or common interest in property.
- K. "Subdivision" means an area of land within the city divided into lots, tracts or parcels, and for which a subdivision plat has been approved by the city in accordance with city ordinances, and recorded in the office of the Natrona County clerk.
- L. "Subdivision agreement" means an agreement between the person or persons who own land comprising a subdivision and the city, the purpose of which is to insure completion of public

15.18.060 - Permits required.

It shall be unlawful for any person to install, remove, alter, repair, or replace, or cause to be installed, removed, altered, repaired, or replaced any fuel gas or fuel gas appliances in a building or premises without first obtaining a permit to do such work from the Code Official.

A separate permit shall be obtained for each building or structure.

No person shall allow any other person to do or cause to be done, any work under a permit secured by a permittee, except persons in his employ.

(Ord. 16-06 § 1 (part), 2006)

15.18.070 - Validity of permits.

The issuance or granting of a permit, or approval of plans and specifications, shall not be deemed or construed to be a permit for, or an approval of any violation of any of the provisions of this Code. If any permit is issued, and the issuance results in the violation of the provisions of the Code, that permit shall be amended, and the violation abated within thirty (30) days of the date of notice sent to the permit holder by Certified Mail, return receipt required.

The issuance or granting of a permit, or approval of plans, shall not prevent the Code Official from thereafter requiring the correction of errors in said plans and specifications, or from preventing construction operations being carried on thereunder when in violation of this Code or of any ordinance, or from revoking any certificate of approval when issued in error. Violation shall be abated within thirty (30) days of the date of notice sent to the permit holder by Certified Mail, return receipt required.

Every permit issued by the Code Official under the provisions of this Code shall expire by limitation and become null and void if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one hundred and twenty (120) days. Before such work can be recommenced, a new permit shall be first obtained.

(Ord. 16-06 § 1 (part), 2006)

15.18.080 - To whom permits may be issued.

No permit shall be issued to any person to do or cause to be done any work regulated by this Code, except to a person holding a valid contractor's license as required by Chapter 15.12, Casper Municipal Code for the type of work to be done, unless otherwise hereinafter provided in this section.

15.20.030 - Amendments, additions and deletions.

The International Mechanical Code, 2018 Edition, is amended and changed in the following respects:

A. IMC subparagraph 103.1 is repealed and amended to read:

Subparagraph 103.1 General - The City Manager, or his duly authorized representative, is hereby authorized and directed to enforce all provisions of the Code.

B. After subparagraph 106.1, Section 106, of the 2006 International Mechanical Code, add the following section:

106.1.1 No permit shall be issued to any person to do or cause to be done any work regulated by this Code, except to a person holding a valid, unexpired, and unrevoked mechanical contractor's license for the type of work to be done, unless otherwise hereinafter provided in this section.

Any permit required by this Code may be issued to any person to do any work regulated by this Code in a one-family dwelling used exclusively for his/her living purposes, including the usual accessory buildings in connection with such building, and such person is the bona fide owner of any such dwelling and accessory buildings.

C. IMC Subparagraph 106.5.2, fee schedule is repealed and amended to read:

Subparagraph 106.5.2, Mechanical Permit Fees-Fees shall be established by resolution of the City Council of the City of Casper, Wyoming.

(Ord. 28-07 § 1 (part), 2007; Ord. 13-04 § 2 (part), 2004; Ord. 9-98 (part), 1998; Ord. 18-95 § 1 (part), 1995; Ord. 2-92 § 2 (part), 1992)

(Ord. No. 20-12, §§ 1, 2, 7-2-2012; Ord. No. 30-15, § 1, 11-17-2015; Ord. No. 10-18, § 1, 7-17-2018)

15.24.060 - Permits required.

It shall be unlawful for any person to install, remove, alter, repair, or replace, or cause to be installed, removed, altered, repaired, or replaced any plumbing, gas, or drainage piping work, or any fixture, water heating, or treatment equipment in a building or premises without first obtaining a permit to do such work from the Code Official.

A separate permit shall be obtained for each building or structure.

No person shall allow any other person to do or cause to be done, any work under a permit secured by a permittee, except persons in his employ.

(Ord. 17-06 § 1 (part), 2006)

15.24.070 - Validity of permits.

The issuance or granting of a permit, or approval of plans and specifications, shall not be deemed or construed to be a permit for, or an approval of any violation of any of the provisions of this Code. If any permit is issued, and the issuance results in the violation of the provisions of the Code, that permit shall be amended, and the violation abated within thirty (30) days of the date of notice sent to the permit holder by Certified Mail, return receipt required.

The issuance or granting of a permit, or approval of plans, shall not prevent the Code Official from thereafter requiring the correction of errors in said plans and specifications, or from preventing construction operations being carried on thereunder when in violation of this Code or of any other ordinance, or from revoking any certificate of approval when issued in error. Violation shall be abated within thirty (30) days of the date of notice sent to the permit holder by Certified Mail, return receipt required.

Every permit issued by the Code Official under the provisions of this Code shall expire by limitation and become null and void if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one hundred and twenty (120) days. Before such work can be recommenced, a new permit shall be first obtained.

(Ord. 17-06 § 1 (part), 2006)

15.24.080 - Work not requiring permit.

No permit shall be required in the case of any repair work as follows: The stopping of leaks in drains, soil, waste, or vent pipe, provided, however, that should any trap, drainpipe, soil, waste, or vent pipe be or become defective and it becomes necessary to remove and replace the same with new material in any part or parts, the same shall be considered as such new work and a permit shall be procured and inspection made as herein before provided. No permit shall be required

15.28.050 - Permit—Required.

- A. All companies, firms, partnerships, corporations, individuals or entities who do electrical wiring for electric signs, electric fixtures, appliances or utilization equipment installed in or on any buildings or property, or removed from the interior or exterior on any building or property (except as allowed by Section 15.28.080(A), exceptions 2, 3 and 4), shall procure a permit from the city electrical inspector. Permits shall only be issued to a contractor holding a valid, unexpired or unrevoked contractor's license of the proper category, as covered in Section 15.28.080, or an individual for private work, as covered in Section 15.28.090. Permits may also be issued for all work requiring a permit, where the person doing said work is exempted from the licensing requirements provided in Section 15.28.080.
- B. It is unlawful for all contractors, workmen or individuals to in any way interfere with any electric wiring, except as allowed by Section 15.28.080(A)(2),(3) and (4), in or on any building or property, in any manner whatsoever, without first having secured a permit therefore. Failure to obtain a permit prior to the start of the work shall result in the applicable permit fees being doubled. Permits shall expire by limitations, and become null and void if the work authorized by such permit is not commenced within one hundred eighty days and completed within one year from the date of the permit, unless an extension is granted by the building/code enforcement manager or his authorized representative. Before such work can be recommenced, a renewal permit shall be obtained, and the fee therefore shall be one-half the amount of the original permit; provided work is recommenced within thirty days of the ending of the original permit. A permit for private work is defined in Section 15.28.090.
- C. Changes in Building Occupancy. Electrical systems and equipment which are a part of any building or structure undergoing a change in use or occupancy, as defined in the building code, shall comply with the requirements of this code which are applicable to the new use or occupancy.
- D. Moved Building. Electrical systems and equipment which are a part of buildings or structures moved into or within this jurisdiction shall comply with the provisions of this code for new installations.
- E. Maintenance.
1. All electrical systems and equipment, both existing and new, and all parts thereof shall be maintained in a proper operating condition in accordance with the original design and in a safe and hazard-free condition. All devices or safeguards which are required by this code shall be maintained in conformance with this code. The owner shall be responsible for the maintenance of the electrical system. To determine compliance with this subsection, the electrical inspector may cause any electrical system to be reinspected.
 2. Persons other than the building owner shall have the proper electrical license for the type of electrical system being repaired or maintained.

15.28.020 - Limited contractor's license.

A limited contractor's license shall be obtained for the following purposes:

- A. The installation of sound systems, fire alarms, burglar alarms, satellite TV antennas and other low voltage systems of under ninety volts;
- B. The installation of electrical signs, not to extend past the load side of the sign disconnect, within sight of and attached to the sign;
- C. The installation of elevator wiring, not to extend past the load side of the elevator disconnect, within sight of the controllers; and
- D. The installation of electrical wiring for water wells and irrigation systems, not to extend past the load side of the disconnect, within sight of the controllers for the well or systems.

(Ord. 87-87 § 1 (part), 1987: prior code § 11-4 (part))

15.28.080 - License or registration required when—Fees to be set by ordinance.

- A. A valid master's or journeyman's license of the proper category, or proper registration as an apprentice electrician, shall be required of any and all persons employed by an electrical contractor performing any electric wiring as defined in this chapter within the city limits, except as provided for in Sections 15.28.100 and 15.28.160. A further exception from the licensing requirements are provided for:
 - 1. Installation by persons on their own property, if the property is not for immediate resale, and is allowed under Section 15.28.090;
 - 2. Oilfield operations, railroads, petroleum refineries, mines and their appurtenant facilities;
 - 3. A gas, electric or communication facility in the exercise of its function as a public utility, except as provided in subsections D and F of Section 15.28.040 and Section 15.28.110; and
 - 4. Cable TV, AM or FM radio stations, television stations and related service, but not including premises wiring systems.
- B. Subdivisions 1 through 4 of subsection A of this section shall not apply to anyone who contracts or subcontracts to or for any exempt person, partnership or corporation.
- C. Licenses and fees are as required by the current licensing ordinance.

(Ord. 14-05 § 1 (part), 2005; Ord. 4-93 § 1 (part), 1993; Ord. 87-87 § 1 (part), 1987; prior code § 11-12)

15.28.090 - Private work.

- A. A permit to perform electrical work in or about his own residential property may be issued to the owner provided:
 - 1. It is not a public place;
 - 2. It is not a place of business;
 - 3. It is not a place of worship; and
 - 4. That all work therein shall be done with his own hands.
- B. A permit is not required under this section for normal maintenance work required on any building, structure or residence. Normal maintenance shall mean the routine, reoccurring work required to keep a facility in such a condition that it may be utilized at its original or designed capacity and efficiency for its installed purpose. Any extensions to, or modification of, existing electrical circuitry shall require a permit.

(Ord. 7-90 § 1(7) 1990; Ord. 87-87 § 1 (part), 1987; prior code § 11-13)



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

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Codes

- The City of Casper has currently adopted the 2018 International Building, Residential, Plumbing, Mechanical, Fuel Gas, Existing Building, Fire and 2020 National Electrical codes.
- The International Codes are created by the International Code Council known as the "ICC" and updated every 3 years.
- Each code has a section for Scope and Administration, in that section permitting requirements are specifically identified. Which work requires a permit and which work does not require a permit. Since these codes are created by the same council for each trade, there are no conflicts from one code reference to another for a specific circumstance.
- The Building Code (Commercial and Multi-Family) has the most comprehensive list of permitting requirements and exceptions and overlaps with the other codes so I will begin with this code and add as needed the other codes for reference.
- IBC Section 105 Permits:
 - [A] 105.1 Permits Required: (attached) Interpretation: Any owner or approved contractor who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of the building or structure, or erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system will require a permit.
- IBC [A] 105.2 Work exempt from permits: (Attached) Building, there are 13, Electrical 3, Gas 2, Mechanical 7, Plumbing 2, defined circumstances where permits are not required in the building code.
- IRC R105: (One- and two-family dwellings) The requirement for permits is the same as the IBC above.
 - R105.2 Work exempt from permit: Building there are 10, Electrical 5, Gas 3, Mechanical 8, Plumbing 2 defined circumstances where permits are not required.
- IEBC 105 (Existing Buildings) Permits required are the same as above.
- IEBC 105.2 Work exempt from permit: Building 6, Electrical 3, Gas 2, Mechanical 2, Plumbing 2 defined circumstances where permits are not required.
- The IPC (Plumbing Code) has 2, IFGC (Fuel Gas Code) has 2 and the IMC (Mechanical Code) has 8 circumstances where permits are not required.
- The NEC (National Electrical Code) which is created by the National Fire Protection Agency, does not define permit requirements, only the installation pertaining to electrical systems and equipment.

official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, *fire resistance*, durability and safety. Where the alternative material, design or method of construction is not *approved*, the *building official* shall respond in writing, stating the reasons why the alternative was not *approved*.

[A] **104.11.1 Research reports.** Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

[A] **104.11.2 Tests.** Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the *building official* shall have the authority to require tests as evidence of compliance to be made without expense to the jurisdiction. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *building official* shall approve the testing procedures. Tests shall be performed by an *approved agency*. Reports of such tests shall be retained by the *building official* for the period required for retention of public records.

SECTION 105 PERMITS

[A] **105.1 Required.** Any *owner* or owner's authorized agent who intends to construct, enlarge, alter, *repair*, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, *repair*, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the *building official* and obtain the required *permit*.

[A] **105.1.1 Annual permit.** Instead of an individual *permit* for each *alteration* to an already *approved* electrical, gas, mechanical or plumbing installation, the *building official* is authorized to issue an annual *permit* upon application therefor to any person, firm or corporation regularly employing one or more qualified tradespersons in the building, structure or on the premises owned or operated by the applicant for the *permit*.

[A] **105.1.2 Annual permit records.** The person to whom an annual *permit* is issued shall keep a detailed record of *alterations* made under such annual *permit*. The *building official* shall have access to such records at all times or such records shall be filed with the *building official* as designated.

[A] **105.2 Work exempt from permit.** Exemptions from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordi-

nances of this jurisdiction. *Permits* shall not be required for the following:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided that the floor area is not greater than 120 square feet (11 m²).
2. Fences not over 7 feet (2134 mm) high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or *story* below and are not part of an *accessible route*.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated *swimming pools* accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family *dwellings*.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the *exterior wall* and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

Electrical:

1. **Repairs and maintenance:** Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles.
2. **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
3. **Temporary testing systems:** A *permit* shall not be required for the installation of any temporary system

required for the testing or servicing of electrical equipment or apparatus.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kW) or less.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

[A] 105.2.1 **Emergency repairs.** Where equipment replacements and repairs must be performed in an emergency situation, the *permit* application shall be submitted within the next working business day to the *building official*.

[A] 105.2.2 **Public service agencies.** A *permit* shall not be required for the installation, alteration or repair of generation, transmission, distribution or metering or other related equipment that is under the ownership and control of public service agencies by established right.

[A] 105.3 **Application for permit.** To obtain a *permit*, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. Identify and describe the work to be covered by the *permit* for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.

3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by *construction documents* and other information as required in Section 107.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the *building official*.

[A] 105.3.1 **Action on application.** The *building official* shall examine or cause to be examined applications for *permits* and amendments thereto within a reasonable time after filing. If the application or the *construction documents* do not conform to the requirements of pertinent laws, the *building official* shall reject such application in writing, stating the reasons therefor. If the *building official* is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the *building official* shall issue a *permit* therefor as soon as practicable.

[A] 105.3.2 **Time limitation of application.** An application for a *permit* for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a *permit* has been issued; except that the *building official* is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[A] 105.4 **Validity of permit.** The issuance or granting of a *permit* shall not be construed to be a *permit* for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. *Permits* presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a *permit* based on *construction documents* and other data shall not prevent the *building official* from requiring the correction of errors in the *construction documents* and other data. The *building official* is authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.

[A] 105.5 **Expiration.** Every *permit* issued shall become invalid unless the work on the site authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized on the site by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced. The *building official* is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[A] 105.6 **Suspension or revocation.** The *building official* is authorized to suspend or revoke a *permit* issued under the provisions of this code wherever the *permit* is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

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until the final termination of the proceedings. The *building official* or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

R104.9 Approved materials and equipment. Materials, equipment and devices approved by the *building official* shall be constructed and installed in accordance with such approval.

R104.9.1 Used materials and equipment. Used materials, equipment and devices shall not be reused unless approved by the *building official*.

R104.10 Modifications. Where there are practical difficulties involved in carrying out the provisions of this code, the *building official* shall have the authority to grant modifications for individual cases, provided the *building official* shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the department of building safety.

R104.10.1 Flood hazard areas. The *building official* shall not grant modifications to any provisions required in flood hazard areas as established by Table R301.2(1) unless a determination has been made that:

1. There is good and sufficient cause showing that the unique characteristics of the size, configuration or topography of the site render the elevation standards of Section R322 inappropriate.
2. Failure to grant the modification would result in exceptional hardship by rendering the lot undevelopable.
3. The granting of modification will not result in increased flood heights, additional threats to public safety, extraordinary public expense, cause fraud on or victimization of the public, or conflict with existing laws or ordinances.
4. The modification is the minimum necessary to afford relief, considering the flood hazard.
5. Written notice specifying the difference between the design flood elevation and the elevation to which the building is to be built, stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation and stating that construction below the design flood elevation increases risks to life and property, has been submitted to the applicant.

R104.11 Alternative materials, design and methods of construction and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code. The *building official* shall have the authority to approve an alternative material, design or method of construction upon application of the owner or the owner's authorized agent. The *building official* shall first find that the proposed design is satisfactory and complies with the

intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. Compliance with the specific performance-based provisions of the International Codes shall be an alternative to the specific requirements of this code. Where the alternative material, design or method of construction is not approved, the *building official* shall respond in writing, stating the reasons why the alternative was not approved.

R104.11.1 Tests. Where there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the *building official* shall have the authority to require tests as evidence of compliance to be made at no expense to the *jurisdiction*. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *building official* shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be retained by the *building official* for the period required for retention of public records.

SECTION R105 PERMITS

R105.1 Required. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the *building official* and obtain the required permit.

R105.2 Work exempt from permit. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this *jurisdiction*. Permits shall not be required for the following:

Building:

1. One-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 m²).
2. Fences not over 7 feet (2134 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways.

6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above *grade* at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.

Electrical:

1. *Listed* cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, *appliances*, apparatus or *equipment* operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical *equipment* to *approved* permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying *appliances*.
2. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
3. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating *appliances*.
2. Portable ventilation *appliances*.
3. Portable cooling units.
4. Steam, hot- or chilled-water piping within any heating or cooling *equipment* regulated by this code.
5. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.

8. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

R105.2.1 Emergency repairs. Where *equipment* replacements and repairs must be performed in an emergency situation, the *permit* application shall be submitted within the next working business day to the *building official*.

R105.2.2 Repairs. Application or notice to the *building official* is not required for ordinary repairs to structures, replacement of lamps or the connection of *approved* portable electrical *equipment* to *approved* permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include *addition* to, *alteration* of, replacement or relocation of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

R105.2.3 Public service agencies. A *permit* shall not be required for the installation, *alteration* or repair of generation, transmission, distribution, metering or other related *equipment* that is under the ownership and control of public service agencies by established right.

R105.3 Application for permit. To obtain a *permit*, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. Identify and describe the work to be covered by the *permit* for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by *construction documents* and other information as required in Section R106.1.
5. State the valuation of the proposed work.

EXISTING BUILDING

[A] **104.8 Liability.** The *code official*, member of the Board of Appeals, or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered civilly or criminally liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.

[A] **104.8.1 Legal defense.** Any suit or criminal complaint instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by legal representatives of the jurisdiction until the final termination of the proceedings. The *code official* or any subordinate shall not be liable for cost in any action, suit, or proceeding that is instituted in pursuance of the provisions of this code.

[A] **104.9 Approved materials and equipment.** Materials, equipment, and devices *approved* by the *code official* shall be constructed and installed in accordance with such approval.

[A] **104.9.1 Used materials and equipment.** The use of used materials that meet the requirements of this code for new materials is permitted. Used equipment and devices shall be permitted to be reused subject to the approval of the *code official*.

[A] **104.10 Modifications.** Wherever there are practical difficulties involved in carrying out the provisions of this code, the *code official* shall have the authority to grant modifications for individual cases on application of the owner or owner's authorized representative, provided that the *code official* shall first find that special individual reason makes the strict letter of this code impractical, the modification is in compliance with the intent and purpose of this code and such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the Department of Building Safety.

[A] **104.10.1 Flood hazard areas.** For *existing buildings* located in *flood hazard areas* for which *repairs, alterations* and *additions* constitute *substantial improvement*, the *code official* shall not grant modifications to provisions related to flood resistance unless a determination is made that:

1. The applicant has presented good and sufficient cause that the unique characteristics of the size, configuration or topography of the site render compliance with the flood-resistant construction provisions inappropriate.
2. Failure to grant the modification would result in exceptional hardship.
3. The granting of the modification will not result in increased flood heights, additional threats to public safety, extraordinary public expense nor create nuisances, cause fraud on or victimization of the public or conflict with existing laws or ordinances.

4. The modification is the minimum necessary to afford relief, considering the flood hazard.

5. A written notice will be provided to the applicant specifying, if applicable, the difference between the design flood elevation and the elevation to which the building is to be built, stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation and that construction below the design flood elevation increases risks to life and property.

[A] **104.11 Alternative materials, design and methods of construction, and equipment.** The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material, design, or method of construction shall be *approved* where the *code official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method, or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. Where the alternative material, design or method of construction is not *approved*, the *code official* shall respond in writing, stating the reasons why the alternative was not *approved*.

[A] **104.11.1 Research reports.** Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

[A] **104.11.2 Tests.** Where there is insufficient evidence of compliance with the provisions of this code or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the *code official* shall have the authority to require tests as evidence of compliance to be made without expense to the jurisdiction. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *code official* shall approve the testing procedures. Tests shall be performed by an *approved* agency. Reports of such tests shall be retained by the *code official* for the period required for retention.

SECTION 105 PERMITS

[A] **105.1 Required.** Any owner or owner's authorized agent who intends to repair, add to, alter, relocate, demolish, or change the occupancy of a building or to repair, install, add, alter, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the *code official* and obtain the required permit.

[A] **105.1.1 Annual permit.** Instead of an individual permit for each *alteration* to an already *approved* electrical,

gas, mechanical, or plumbing installation, the *code official* is authorized to issue an annual permit on application therefor to any person, firm, or corporation regularly employing one or more qualified trade persons in the building, structure, or on the premises owned or operated by the applicant for the permit.

[A] **105.1.2 Annual permit records.** The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The *code official* shall have access to such records at all times, or such records shall be filed with the *code official* as designated.

[A] **105.2 Work exempt from permit.** Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Building:

1. Sidewalks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below and that are not part of an accessible route.
2. Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
3. Temporary motion picture, television, and theater stage sets and scenery.
4. Shade cloth structures constructed for nursery or agricultural purposes, and not including service systems.
5. Window awnings supported by an exterior wall of Group R-3 or Group U occupancies.
6. Movable cases, counters, and partitions not over 69 inches (1753 mm) in height.

Electrical:

1. **Repairs and maintenance:** Minor *repair* work, including the replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles.
2. **Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for power supply, the installations of towers, and antennas.
3. **Temporary testing systems:** A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.

3. Portable cooling unit.
4. Steam, hot, or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste, or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work, and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, provided that such *repairs* do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.

[A] **105.2.1 Emergency repairs.** Where equipment replacements and *repairs* must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the *code official*.

[A] **105.2.2 Repairs.** Application or notice to the *code official* is not required for *repairs* to structures and items listed in Section 105.2 provided that such *repairs* do not include any of the following:

1. The cutting away of any wall, partition, or portion thereof.
2. The removal or cutting of any structural beam or load-bearing support.
3. The removal or change of any required means of egress or rearrangement of parts of a structure affecting the egress requirements.
4. Any *addition to, alteration of, replacement or relocation of* any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent, or similar piping, or electric wiring.
5. Mechanical or other work affecting public health or general safety.

[A] **105.2.3 Public service agencies.** A permit shall not be required for the installation, *alteration*, or *repair* of generation, transmission, distribution, or metering or other related equipment that is under the ownership and control of public service agencies by established right.

[A] **105.3 Application for permit.** To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the Department of Building Safety for that purpose. Such application shall:

1. Identify and describe the work in accordance with Chapter 3 to be covered by the permit for which application is made.

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ically prescribed by this code, provided that any such alternative has been *approved*. An alternative material, design or method of construction shall be *approved* where the code official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. Where the alternative material, design or method of construction is not *approved*, the *code official* shall respond in writing, stating the reasons why the alternative was not *approved*.

[A] **105.2.1 Research reports.** Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

[A] **105.3 Required testing.** Where there is insufficient evidence of compliance with the provisions of this code or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the code official shall have the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction.

[A] **105.3.1 Test methods.** Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the code official shall approve the testing procedures.

[A] **105.3.2 Testing agency.** Tests shall be performed by an *approved* agency.

[A] **105.3.3 Test reports.** Reports of tests shall be retained by the code official for the period required for retention of public records.

[A] **105.4 Used material, appliances and equipment.** The use of used materials that meet the requirements of this code for new materials is permitted. Used appliances, *equipment* and devices shall not be reused unless such elements have been reconditioned, tested and placed in good and proper working condition, and *approved* by the code official.

[A] **105.5 Approved materials and equipment.** Materials, *equipment* and devices *approved* by the code official shall be constructed and installed in accordance with such approval.

SECTION 106 (IFGC) PERMITS

[A] **106.1 Where required.** An owner, owner's authorized agent or contractor who desires to erect, install, enlarge, alter, repair, remove, convert or replace an installation regulated by this code, or to cause such work to be performed, shall first make application to the code official and obtain the required permit for the work.

Exception: Where *appliance* and *equipment* replacements and repairs are required to be performed in an emergency situation, the permit application shall be submitted within the next working business day of the Department of Inspection.

[A] **106.1.1 Annual permit.** Instead of an individual construction permit for each alteration to an already *approved* system or *equipment* installation, the code official is authorized to issue an annual permit upon application therefor to any person, firm or corporation regularly employing one or more qualified tradespersons in the building, structure or on the premises owned or operated by the applicant for the permit.

[A] **106.1.2 Annual permit records.** The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The code official shall have access to such records at all times or such records shall be filed with the code official as designated.

[A] **106.2 Permits not required.** Permits shall not be required for the following:

1. Portable heating *appliances*.
2. Replacement of any minor component of an *appliance* or *equipment* that does not alter approval of such *appliance* or *equipment* or make such *appliance* or *equipment* unsafe.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for work to be done in violation of the provisions of this code or of other laws or ordinances of this jurisdiction.

[A] **106.3 Application for permit.** Each application for a permit, with the required fee, shall be filed with the code official on a form furnished for that purpose and shall contain a general description of the proposed work and its location. The application shall be signed by the owner or an owner's authorized agent. The permit application shall indicate the proposed *occupancy* of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure and shall contain such other information required by the code official.

[A] **106.3.1 Construction documents.** *Construction documents*, engineering calculations, diagrams and other data shall be submitted in two or more sets with each application for a permit. The code official shall require *construction documents*, computations and specifications to be prepared and designed by a registered design professional where required by state law. *Construction documents* shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work conforms to the provisions of this code. *Construction documents* for buildings more than two stories in height shall indicate where penetrations will be made for installations and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.

Exception: The code official shall have the authority to waive the submission of *construction documents*, calculations or other data if the nature of the work applied for is such that reviewing of *construction documents* is not necessary to determine compliance with this code.

[A] **106.3.2 Time limitation of application.** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a

PLUMBING CODE

tions of this code that make the building or premises unsafe, insanitary, dangerous or hazardous, the code official shall have the authority to enter the building or premises at all reasonable times to inspect or to perform the duties imposed upon the code official by this code. If such building or premises is occupied, the code official shall present credentials to the occupant and request entry. If such building or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner, the owner's authorized agent or other person having charge or control of the building or premises and request entry. If entry is refused, the code official shall have recourse to every remedy provided by law to secure entry.

Where the code official shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, the owner, owner's authorized agent, occupant or person having charge, care or control of any building or premises shall not fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the code official for the purpose of inspection and examination pursuant to this code.

[A] 104.5 Identification. The code official shall carry proper identification when inspecting structures or premises in the performance of duties under this code.

[A] 104.6 Notices and orders. The code official shall issue all necessary notices or orders to ensure compliance with this code.

[A] 104.7 Department records. The code official shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records shall be retained in the official records for the period required for the retention of public records.

SECTION 105 APPROVAL

[A] 105.1 Modifications. Where there are practical difficulties involved in carrying out the provisions of this code, the code official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's authorized agent, provided that the code official shall first find that special individual reason makes the strict letter of this code impractical and the modification conforms to the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the files of the plumbing inspection department.

[A] 105.2 Alternative materials, design and methods of construction and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material or method of construction shall be *approved* where the code official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality,

strength, effectiveness, fire resistance, durability and safety. Where the alternative material, design or method of construction is not *approved*, the code official shall respond in writing, stating the reasons why the alternative was not *approved*.

[A] 105.2.1 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

[A] 105.3 Required testing. Where there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternate materials or methods, the code official shall have the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction.

[A] 105.3.1 Test methods. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the code official shall approve the testing procedures.

[A] 105.3.2 Testing agency. Tests shall be performed by an *approved* agency.

[A] 105.3.3 Test reports. Reports of tests shall be retained by the code official for the period required for retention of public records.

[A] 105.4 Approved materials and equipment. Materials, equipment and devices *approved* by the code official shall be constructed and installed in accordance with such approval.

[A] 105.4.1 Material and equipment reuse. Materials, equipment and devices shall not be reused unless such elements have been reconditioned, tested, placed in good and proper working condition and *approved*.

SECTION 106 PERMITS

[A] 106.1 Where required. Any owner, owner's authorized agent or contractor who desires to construct, enlarge, alter, repair, move, demolish or change the *occupancy* of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the code official and obtain the required permit for the work.

[A] 106.1.1 Annual permit. Instead of an individual construction permit for each alteration to an already *approved* system or equipment or appliance installation, the code official is authorized to issue an annual permit upon application therefor to any person, firm or corporation regularly employing one or more qualified tradespersons in the building, structure or on the premises owned or operated by the applicant for the permit.

[A] 106.1.2 Annual permit records. The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The code official shall have access to such records at all times or such records shall be filed with the code official as designated.

[A] **106.2 Exempt work.** The following work shall be exempt from the requirement for a permit:

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

[A] **106.3 Application for permit.** Each application for a permit, with the required fee, shall be filed with the code official on a form furnished for that purpose and shall contain a general description of the proposed work and its location. The application shall be signed by the owner or owner's authorized agent. The permit application shall indicate the proposed *occupancy* of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure and shall contain such other information required by the code official.

[A] **106.3.1 Construction documents.** Construction documents, engineering calculations, diagrams and other such data shall be submitted in two or more sets with each application for a permit. The code official shall require construction documents, computations and specifications to be prepared and designed by a registered design professional where required by state law. Construction documents shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work conforms to the provisions of this code. Construction documents for buildings more than two stories in height shall indicate where penetrations will be made for pipes, fittings and components and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.

Exception: The code official shall have the authority to waive the submission of construction documents, calculations or other data if the nature of the work applied for is such that reviewing of construction documents is not necessary to determine compliance with this code.

[A] **106.3.2 Preliminary inspection.** Before a permit is issued, the code official shall be authorized to inspect and evaluate the systems, equipment, buildings, devices, premises and spaces or areas to be used.

[A] **106.3.3 Time limitation of application.** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the code official shall

have the authority to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[A] **106.4 By whom application is made.** Application for a permit shall be made by the person or agent to install all or part of any plumbing system. The applicant shall meet all qualifications established by statute, or by rules promulgated by this code, or by ordinance or by resolution. The full name and address of the applicant shall be stated in the application.

[A] **106.5 Permit issuance.** The application, construction documents and other data filed by an applicant for permit shall be reviewed by the code official. If the code official finds that the proposed work conforms to the requirements of this code and all laws and ordinances applicable thereto, and that the fees specified in Section 106.6 have been paid, a permit shall be issued to the applicant.

[A] **106.5.1 Approved construction documents.** When the code official issues the permit where construction documents are required, the construction documents shall be endorsed in writing and stamped "APPROVED." Such *approved* construction documents shall not be changed, modified or altered without authorization from the code official. Work shall be done in accordance with the *approved* construction documents.

The code official shall have the authority to issue a permit for the construction of a part of a plumbing system before the entire construction documents for the whole system have been submitted or *approved*, provided that adequate information and detailed statements have been filed complying with all pertinent requirements of this code. The holders of such permit shall proceed at their own risk without assurance that the permit for the entire plumbing system will be granted.

[A] **106.5.2 Validity.** The issuance of a permit or approval of construction documents shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or any other ordinance of the jurisdiction. A permit presuming to give authority to violate or cancel the provisions of this code shall not be valid.

The issuance of a permit based on construction documents and other data shall not prevent the code official from thereafter requiring the correction of errors in said construction documents and other data or from preventing building operations being carried on thereunder where in violation of this code or of other ordinances of this jurisdiction.

[A] **106.5.3 Expiration.** Every permit issued by the code official under the provisions of this code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained and the fee therefor shall be one-half the amount required for a new permit for such work, provided that changes have not been made and will not be made in the

itary, dangerous or hazardous, the code official shall have the authority to enter the building or premises at all reasonable times to inspect or to perform the duties imposed on the code official by this code. If such building or premises is occupied, the code official shall present credentials to the occupant and request entry. If such building or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner, the owner's authorized agent or other person having charge or control of the building or premises and request entry. If entry is refused, the code official has recourse to every remedy provided by law to secure entry.

Where the code official has first obtained a proper inspection warrant or other remedy provided by law to secure entry, the owner, owner's authorized agent or occupant or person having charge, care or control of the building or premises shall not fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the code official for the purpose of inspection and examination pursuant to this code.

[A] 104.5 Identification. The code official shall carry proper identification when inspecting structures or premises in the performance of duties under this code.

[A] 104.6 Notices and orders. The code official shall issue all necessary notices or orders to ensure compliance with this code.

[A] 104.7 Department records. The code official shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records shall be retained in the official records for the period required for retention of public records.

SECTION 105 APPROVAL

[A] 105.1 Modifications. Where there are practical difficulties involved in carrying out the provisions of this code, the code official shall have the authority to grant modifications for individual cases upon application of the owner or owner's authorized agent, provided that the code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the files of the mechanical inspection department.

[A] 105.2 Alternative materials, design and methods of construction and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material, design or method of construction shall be *approved* where the code official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, not less than the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety. Where the alternative material, design or

method of construction is not *approved*, the *code official* shall respond in writing, stating the reasons why the alternative was not *approved*.

[A] 105.2.1 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

[A] 105.3 Required testing. Where there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the code official shall have the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction.

[A] 105.3.1 Test methods. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the code official shall approve the testing procedures.

[A] 105.3.2 Testing agency. Tests shall be performed by an *approved* agency.

[A] 105.3.3 Test reports. Reports of tests shall be retained by the code official for the period required for retention of public records.

[A] 105.4 Approved materials and equipment. Materials, *equipment* and devices *approved* by the code official shall be constructed and installed in accordance with such approval.

[A] 105.5 Material, equipment and appliance reuse. Materials, *equipment*, appliances and devices shall not be reused unless such elements have been reconditioned, tested and placed in good and proper working condition and *approved*.

SECTION 106 PERMITS

[A] 106.1 Where required. An owner, owner's authorized agent or contractor who desires to erect, install, enlarge, alter, repair, remove, convert or replace a mechanical system, the installation of which is regulated by this code, or to cause such work to be performed, shall first make application to the code official and obtain the required permit for the work.

Exception: Where *equipment* and *appliance* replacements or repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day of the department of mechanical inspection.

[A] 106.1.1 Annual permit. Instead of an individual construction permit for each alteration to an already *approved* system or equipment or application installation, the code official is authorized to issue an annual permit upon application therefor to any person, firm or corporation regularly employing one or more qualified tradespersons in the building, structure or on the premises owned or operated by the applicant for the permit.

[A] 106.1.2 Annual permit records. The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The code offi-

cial shall have access to such records at all times or such records shall be filed with the code official as designated.

[A] 106.2 Permits not required. Permits shall not be required for the following:

1. Portable heating appliances.
2. Portable ventilation appliances and *equipment*.
3. Portable cooling units.
4. Steam, hot water or chilled water piping within any heating or cooling *equipment* or appliances regulated by this code.
5. The replacement of any minor part that does not alter the approval of *equipment* or an *appliance* or make such *equipment* or *appliance* unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems that contain 10 pounds (4.5 kg) or less of refrigerant, or that are actuated by motors of 1 horsepower (0.75 kW) or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for work to be done in violation of the provisions of this code or other laws or ordinances of this jurisdiction.

[A] 106.3 Application for permit. Each application for a permit, with the required fee, shall be filed with the code official on a form furnished for that purpose and shall contain a general description of the proposed work and its location. The application shall be signed by the owner or the owner's authorized agent. The permit application shall indicate the proposed *occupancy* of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure and shall contain such other information required by the code official.

[A] 106.3.1 Construction documents. *Construction documents*, engineering calculations, diagrams and other data shall be submitted in two or more sets with each application for a permit. The code official shall require *construction documents*, computations and specifications to be prepared and designed by a *registered design professional* where required by state law. Where special conditions exist, the code official is authorized to require additional *construction documents* to be prepared by a *registered design professional*. *Construction documents* shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work conforms to the provisions of this code. *Construction documents* for buildings more than two stories in height shall indicate where penetrations will be made for mechanical systems, and the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.

Exception: The code official shall have the authority to waive the submission of *construction documents*, calculations or other data if the nature of the work applied for is such that reviewing of *construction documents* is not necessary to determine compliance with this code.

[A] 106.3.2 Preliminary inspection. Before a permit is issued, the code official is authorized to inspect and evaluate the systems, *equipment*, buildings, devices, premises and spaces or areas to be used.

[A] 106.3.3 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the code official shall have the authority to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

[A] 106.4 Permit issuance. The application, *construction documents* and other data filed by an applicant for a permit shall be reviewed by the code official. If the code official finds that the proposed work conforms to the requirements of this code and all laws and ordinances applicable thereto, and that the fees specified in Section 106.5 have been paid, a permit shall be issued to the applicant.

[A] 106.4.1 Approved construction documents. When the code official issues the permit where *construction documents* are required, the *construction documents* shall be endorsed in writing and stamped "APPROVED." Such *approved construction documents* shall not be changed, modified or altered without authorization from the code official. Work shall be done in accordance with the *approved construction documents*.

The code official shall have the authority to issue a permit for the construction of part of a mechanical system before the *construction documents* for the entire system have been submitted or *approved*, provided that adequate information and detailed statements have been filed complying with all pertinent requirements of this code. The holder of such permit shall proceed at his or her own risk without assurance that the permit for the entire mechanical system will be granted.

[A] 106.4.2 Validity. The issuance of a permit or approval of *construction documents* shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of other ordinances of the jurisdiction. A permit presuming to give authority to violate or cancel the provisions of this code shall be invalid.

The issuance of a permit based on *construction documents* and other data shall not prevent the code official from thereafter requiring the correction of errors in said *construction documents* and other data or from preventing building operations from being carried on thereunder where in violation of this code or of other ordinances of this jurisdiction.

[A] 106.4.3 Expiration. Every permit issued by the code official under the provisions of this code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work recommences, a new permit shall be first obtained

Summary:

In response to questions from citizens, City Council has requested an update from City staff concerning building permits and inspections.

Codes

- The City of Casper has currently adopted the 2018 International Building, Residential, Plumbing, Mechanical, Fuel Gas, Existing Building, Fire and 2020 National Electrical codes.
- The International Codes are created by the International Code Council known as the “ICC” and updated every 3 years.
- Each code has a section for Scope and Administration, in that section permitting requirements are specifically identified. Which work requires a permit and which work does not require a permit. Since these codes are created by the same council for each trade, there are no conflicts from one code reference to another for a specific circumstance.
- The Building Code (Commercial and Multi-Family) has the most comprehensive list of permitting requirements and exceptions and overlaps with the other codes so I will begin with this code and add as needed the other codes for reference.
- IBC Section 105 Permits:
[A] 105.1 Permits Required: (attached) Interpretation: Any owner or approved contractor who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of the building or structure, or erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system will require a permit.
- IBC [A] 105.2 Work exempt from permits: (Attached) Building, there are 13, Electrical 3, Gas 2, Mechanical 7, Plumbing 2, defined circumstances where permits are not required in the building code.
- IRC R105: (One- and two-family dwellings) The requirement for permits is the same as the IBC above.
- R105.2 Work exempt from permit: Building there are 10, Electrical 5, Gas 3, Mechanical 8, Plumbing 2 defined circumstances where permits are not required.
- IEBC 105 (Existing Buildings) Permits required are the same as above.
- IEBC 105.2 Work exempt from permit: Building 6, Electrical 3, Gas 2, Mechanical 2, Plumbing 2 defined circumstances where permits are not required.
- The IPC (Plumbing Code) has 2, IFGC (Fuel Gas Code) has 2 and the IMC (Mechanical Code) has 8 circumstances where permits are not required.
- The NEC (National Electrical Code) which is created by the National Fire Protection Agency, does not define permit requirements, only the installation pertaining to electrical systems and equipment.

Summary

As you can see by the above codes and ordinances, permits are not simple to determine if they are required. The Building code authorizes the Building Official to render interpretations of the code and enforce those interpretations. The Building Official and team of inspectors are ICC Certified Inspectors and all hold contractors' licenses that are held by the City during employment. There are common occurrences where the requirement for a permit is decided by the Building Official or one of the inspection team. Those decisions are discussed continuously and enforced without deviation to all contractors or citizens. Some of those decisions are determined by, if the work is maintenance which does not require a permit or alteration/repair which does require a permit.

Examples:

- Replacing a window is maintenance, replacing numerous windows is repair.
- Changing an electrical outlet is maintenance, replacing numerous outlets is repair.
- Changing countertops does not require a permit, changing cabinetry and layout requires permits for affected trades.
- If a Building permit is required per the IRC the smoke detector system must be brought to current code.
- Work remodeling a basement will require permits for affected trades and require egress windows in basement bedrooms.
- Replacing drywall on a portion of a wall is maintenance, replacing all the drywall in a room is repair.

Access for Permit Requirements and Permitting Questions

Each project is unique and permit requirements can be confusing for citizens, the Building Division performs no cost consults for contractors and citizens. A consult can be requested by calling the Community Development Dept. and scheduling the preferred date for a jobsite consultation. The Building division has completed 217 consultations from January 1st to October 30th this year. By calling our office they can ask questions by phone, or they can email questions to the Building Official or a particular inspector. The inspectors are in the office for phone calls from 8:00 to 9:00 and 4:00 to 5:00 daily to take calls and respond to questions.

The 3 permit technicians are informed of permitting requirements and answer calls daily concerning permitting projects. The City of Casper has supplied the Public Library with a copy of all adopted code books for public review. City Ordinances are located on the City of Casper website for review as well.

The City of Casper has issued 1,209 Building, 1,130 Electrical, 866 Mechanical and 1083 Plumbing permits for a total of 4,288 permits this year. Since it is not tracked, I would assume less than 50 permits have been contested.



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David Street, Phone: (307) 235-8264

Building Department

November 2020 Report



Type of Permit	Number of Permits	Fees	Valuations
Rep-Res Misc	3	\$1,107.00	\$93,000.00
Rep-Re-Roof	30	\$4,875.00	\$228,308.55
Rem-Commercial	6	\$5,711.02	\$474,551.00
Rem-Residential	4	\$982.00	\$73,280.00
Dem-Residential	6	\$400.00	\$0.00
New-4-Plex	1	\$4,806.45	\$470,000.00
Add-Deck	1	\$130.00	\$4,500.00
Rem-Kitchen	4	\$1,258.00	\$99,000.00
Add-Commercial	2	\$74,487.65	\$8,003,000.00
Add-Garage	1	\$353.00	\$25,000.00
Rem-Bathroom	5	\$950.00	\$50,850.00
Add-Other	2	\$721.00	\$62,500.00
New-Residential	8	\$21,383.20	\$3,015,155.00
Rem-Basement	4	\$417.00	\$12,500.00
New-Commercial	1	\$1,581.69	\$121,000.00
Add-Enclosed Patio	1	\$130.00	\$4,600.00
New-Fence	1	\$70.00	\$800.00
New-Twin Home	4	\$5,973.60	\$663,750.00
Rem-Multi Family	1	\$462.00	\$38,000.00
	85	\$125,798.61	\$13,439,794.55

Electrical Permits Issued	Fees Invoiced
95	\$13,483.00

Mechanical Permits Issued	Fees Invoiced
81	\$13,343.00

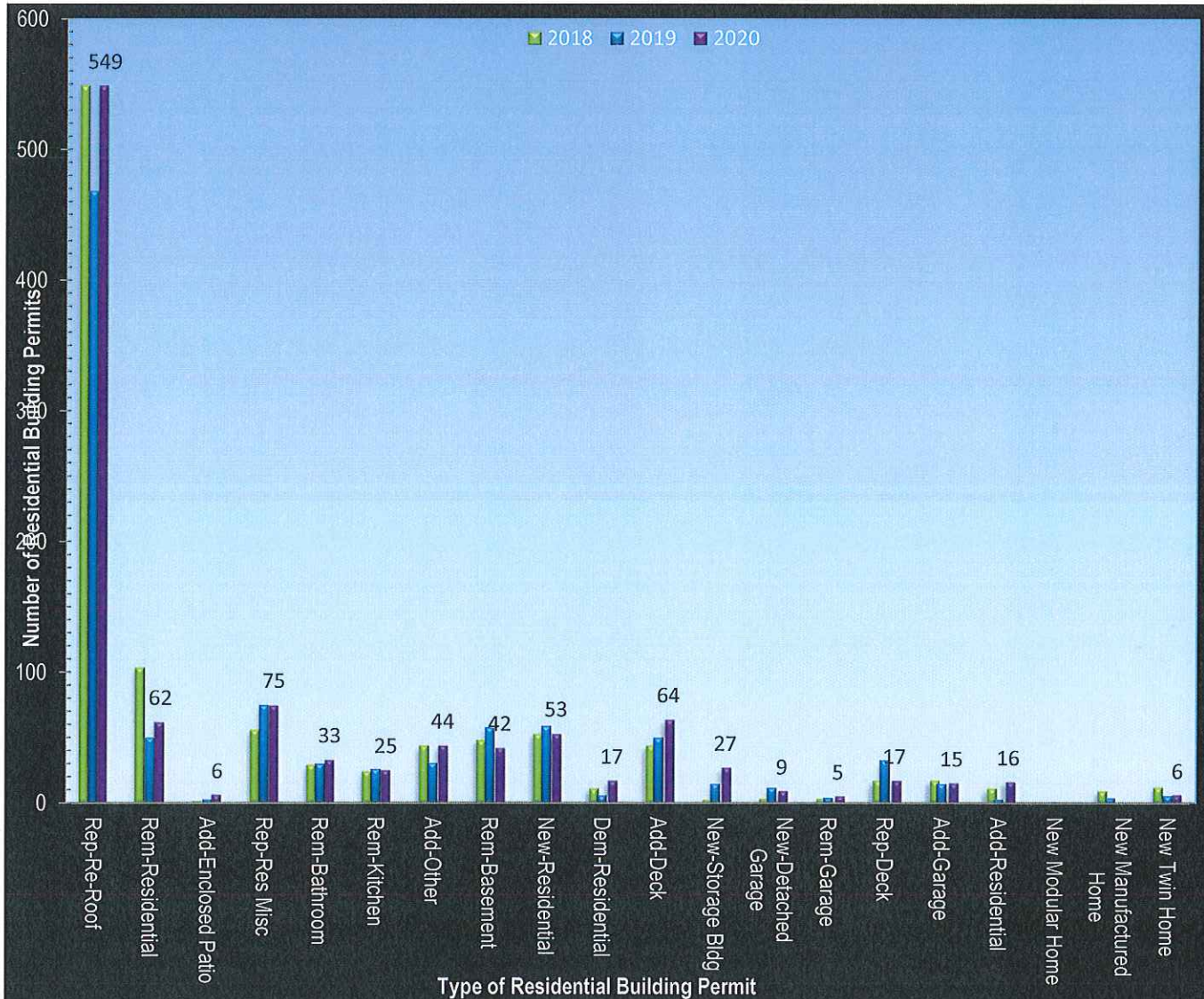
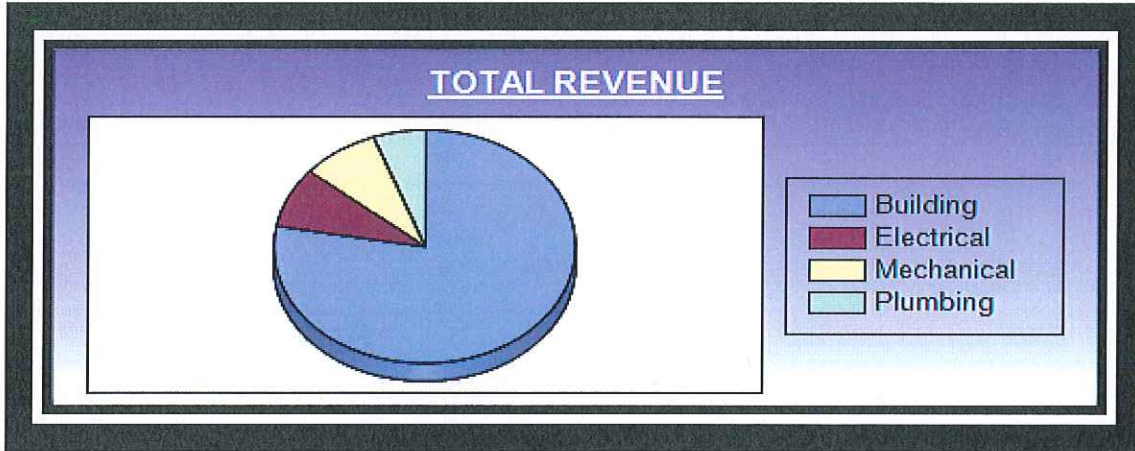
Plumbing Permits Issued	Fees Invoiced
100	\$9,011.00

Single Family Houses YTD			November Single Family Houses		
2019		59		2019	5
2020		53		2020	8



COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David St Phone: (307) 235-8264
Building Department
November 2020 Report





COMMUNITY DEVELOPMENT
DEPARTMENT

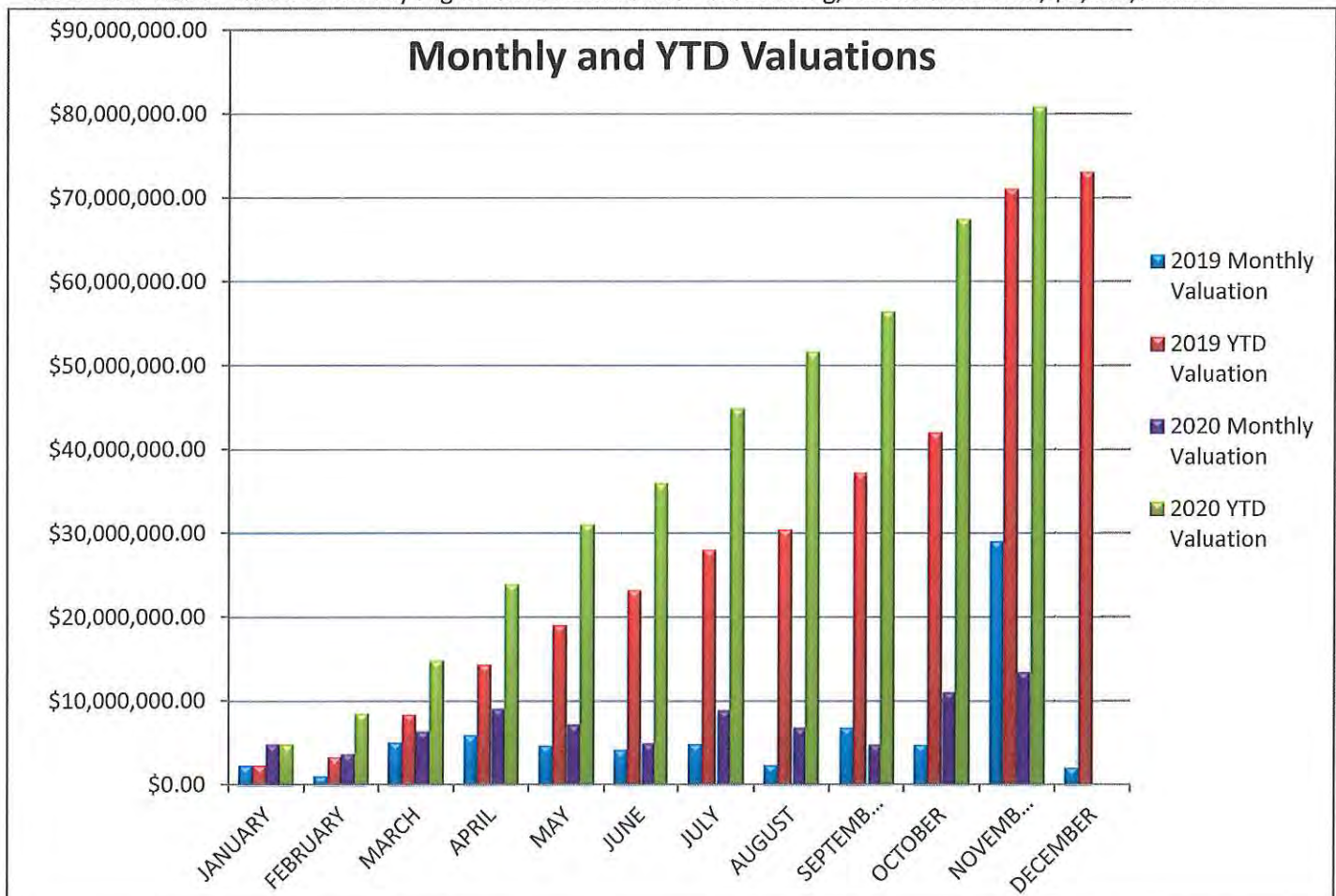
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November 2020 Report



MONTH	2019 Monthly Valuation	2019 YTD Valuation	2020 Monthly Valuation	2020 YTD Valuation
JANUARY	\$2,282,162.88	\$2,282,162.88	\$4,816,153.00	\$4,816,153.00
FEBRUARY	\$1,036,308.48	\$3,318,471.36	\$3,662,654.68	\$8,478,807.68
MARCH	\$5,072,606.25	\$8,391,077.61	\$6,335,044.95	\$14,813,852.63
APRIL	\$5,929,187.11	\$14,320,264.72	\$9,080,830.76	\$23,894,683.39
MAY	\$4,696,267.67	\$19,016,532.39	\$7,155,704.08	\$31,050,387.47
JUNE	\$4,152,642.58	\$23,169,174.97	\$4,914,024.14	\$35,964,411.61
JULY	\$4,876,893.38	\$28,046,068.35	\$8,881,976.97	\$44,846,388.58
AUGUST	\$2,348,883.06	\$30,394,951.41	\$6,772,177.06	\$51,618,565.64
SEPTEMBER	\$6,790,186.21	\$37,185,137.62	\$4,784,846.18	\$56,403,411.82
OCTOBER	\$4,799,859.60	\$41,984,997.22	\$11,035,218.95	\$67,438,630.77
NOVEMBER	\$29,047,317.40	\$71,032,314.62	\$13,439,794.55	\$80,878,425.32
DECEMBER	\$2,049,925.00	\$73,082,239.62		
	<u>\$73,082,239.62</u>	<u>\$73,082,239.62</u>	<u>\$80,878,425.32</u>	<u>\$80,878,425.32</u>

LARGE VALUATIONS:

November 2020 - Natrona County High School Natatorium Pool Building, 930 S. Elm Street, \$8,000,000.00





City of Casper

Building Department

Fees Collected

November 2020 Report



Totals:	\$ 157,050.16
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CONSULTS	PLAN REVIEW
223	333

2020 Monthly Inspections
November 2020

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Consults, Gray Slips, Miscellan eous	Total Inspections and Plan Reviews
Lonnie Genoff	0	0	110	42	0	0	152
Justin Scott	123	0	0	0	22	0	145
Shawn Barrett	1	48	0	0	1	0	50
Dan Elston	36	0	31	6	8	6	87
Russ Lutz	2	114	0	0	3	0	119
							0
Monthly Total	162	162	141	48	34	6	553
YTD Totals	1943	2022	1714	587	333	223	6822



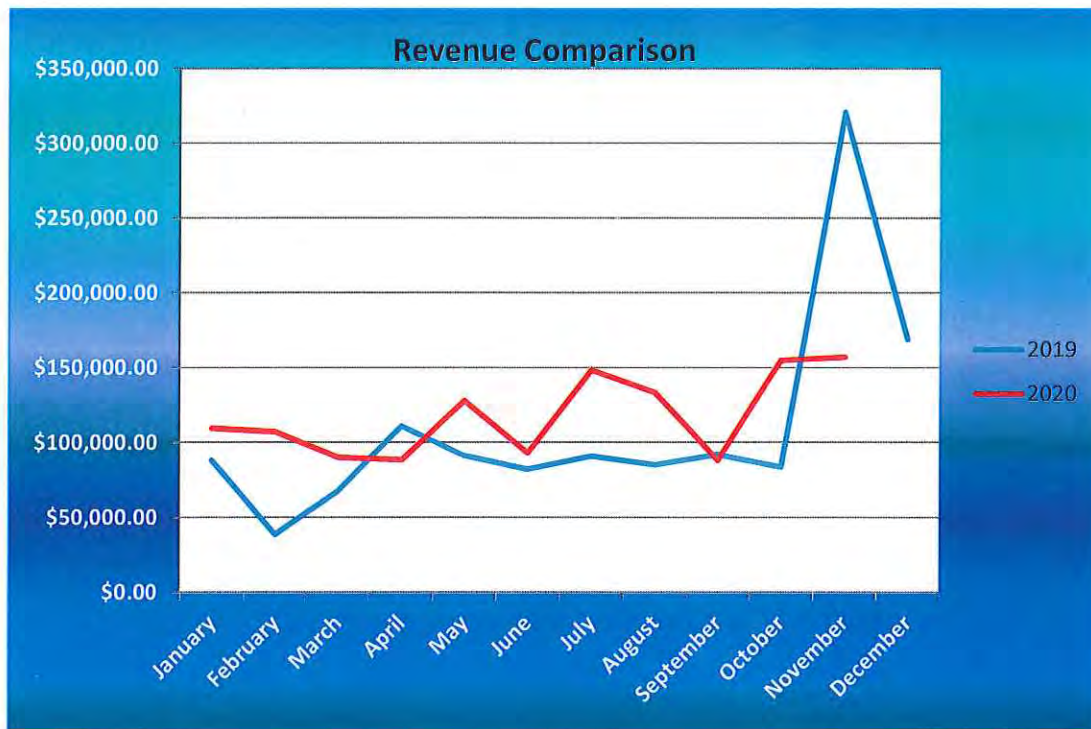
COMMUNITY DEVELOPMENT
DEPARTMENT

State of Wyoming
City of Casper
200 N David St Phone: (307) 235-8264



Building Department
Revenue Collected
November 2020 Report

Month	TOTAL REVENUE FOR 2019	TOTAL REVENUE FOR 2020
January	\$88,267.32	\$109,416.68
February	\$38,690.00	\$107,177.97
March	\$67,734.89	\$90,004.50
April	\$111,120.24	\$88,497.80
May	\$91,425.56	\$128,060.26
June	\$82,163.47	\$93,064.71
July	\$91,126.33	\$148,329.84
August	\$85,385.10	\$133,261.75
September	\$92,043.97	\$88,036.55
October	\$83,846.10	\$154,948.22
November	\$320,732.50	\$157,050.16
December	\$169,110.25	
	\$1,321,645.73	\$1,297,848.44



Dan Elston: Building Official



COMMUNITY DEVELOPMENT
DEPARTMENT

CITY OF CASPER

200 North David Street
Casper, WY 82601-1862
Phone: (307) 235-8241
Fax: (307) 235-8362
www.casperwy.gov

Memo to: Liz Becher; Community Development Director

From: Dan Elston, City Building Official *DE*
Craig Collins, AICP, City Planner *CC*

Subject: November 2020, Commercial Development Report

Date: 12- 10 -2020

Permitting Update:

For the month of November, 8 building permits for single family homes were issued. To date, 53 building permits have been issued for single family homes compared to 59 for the same period last year. 1 new 4 plex permit was issued to bring apartment dwelling units to 65 for the year to date. Apartment dwelling units have not been included in this report previously and will be in the future. The Building Division issued 85 building, 95 Electrical, 81 Mechanical and 100 Plumbing permits with fees totaling \$157,050.16. This is up \$145,312.96 for the calendar year. Overall, the Building Division's value of construction for November was \$13,439,794.55 which is down \$15,607,522.85 for the same period last year and up \$9,846,110.70 for the year-to-date total for the value of construction.

Inspection Update:

The Building Division completed 162 building, 162 electrical, 141 plumbing, 48 mechanical, 6 grey slip/consult inspections, and 34 plan reviews for the month of November.

Commercial Construction Update:

Below is a breakdown of the 16 major commercial projects that are in progress:

- State Office Building (444 West Collins) Interior framing is 95% complete, mechanical, electrical and plumbing rough-ins are complete in areas C and B, continuing in area A. Penthouse mechanical piping is in process. Drywall is in process in areas B and C and approximately 50% complete. Exterior brick/masonry is 90% complete. Estimated completion date is December of 2021. This project is on schedule at this time.
- Boyd Ave. Church Gym (2225 CY Ave.) final interior finishes in process.
- Smile Doctors (5271 E. 2nd ST.) Final finish in process.

- Retina Center remodel (307 S. Jackson) Final finishes in process.
- Meadowlark Senior Affordable housing (Coffman and Outer Drive) Roofing complete, exterior finishes in process, interior mechanical, electrical and plumbing in process.
- First Interstate Bank (4901 E. 2nd St.) corner of 2nd St. and Landmark Lane, final finishes in process.
- Wells Fargo Bank (N. Wolcott) Interior drywall complete, final finish's in process, site work in process
- NCHS Natatorium (930 S. Elm) Basement floors and backfill in process, estimated completion date is fall of 2021.
- Fuzzies Tacos (Plaza Dr.) site work in process, foundation caissons complete. Plumbing underground in crawlspace complete.
- Rocky Mountain Carwash (Tranquility Way) Sitework and utilities in process.
- Rescue Mission Discipleship housing (600 E. A St.) footing/foundation in process for Men's Building.
- YMCA Natatorium (1611 Casper Mtn. Road) Caissons in process. Estimated completion is Winter of 2021/2022
- Franks Butcher Shop & Liquor (CY Ave. Old T-J's Bar) Footing and foundation in process.
- Wells Fargo Bank Remodel (3500 CY Ave.) Final finishes in process.
- Wyoming Medical Center Triage Remodel (1233 E. 2nd St.) Small project at emergency entry, demolition in process.
- Sam's Club remodel (E 2nd St.) In process.

Projects Completed:

- Metro Coffee (4130 Centennial Hills)
- Wyoming Work Warehouse (5050 E. 2nd St.)

New Plans Submitted for approval:

- Rescue Mission Discipleship Housing (600 E. A St.) Partial plan review completed, waiting for complete drawings. Footing/foundation permit approved, waiting for site plan approval prior to Building permit.
- Spring Hill Apartment Upgrades (650 S. Walsh dr.) \$4,000,000.00
- NCHS Elevated Walkway (930 S. Elm) From Natatorium to School (\$750,000.00)



City of Casper
POLICE DEPARTMENT

Date: 12/4/2020

Memorandum

TO: PD Command Staff

FROM: Animal Protection Supervisor Scott Schell

SUBJECT: Metro Animal Control MSI (Weekly)

For the week of: 11/28/2020-12/4/2020

- One Kennel Technician Tested for Covid on Monday 11/30/2020, Results came back positive. Was ordered to be quarantined 10 days from the date of the test. FFRCA paperwork for Paid Sick request has been turned into HR. Bev notified of the positive results. Symptom reported was a low-grade fever.
- Kennel Staff Shorthanded Wed (12/2/20)-Sat (12/5/2020), due to kennel tech on quarantine. One kennel technician on duty all 4 days. Maintained appointment times, but not always available to answer phones due to cleaning the animals, in between appointments. Should be back to normal the following week with one staff member returning from quarantine.
- Animal Problem at 3437 Plateau St/ CR20-074017- Investigation led APO to discover dogs that were under weight, frozen water and excessive animal waste. APO put dog owner on schedule to follow for putting weight on dogs, cleaning yard. Dog owners already had heated water bowls on order. APO will be doing further follow up to ensure compliance.
- Animal noise at 664 CY #24 / CR20-073811- Investigation found 2 small puppies tied to a wooden support. Dogs could barely move, laying in their own waste, no water or food bowls present. Witness placed the dogs there from approx. 1200 to 1800 hours. APO attempted to contact the possible owner with no success. Animals were impounded for their safety, due to the cold temperatures and no shelter, water or food. APO to files charges for neglect to dog owner.
- 3 Animal Bites and 1 Vicious Animal call reports this week
- At 1700 hours on 12/4/2020 the kennel inventory at the Metro Animal Shelter is:
 - 1 Chicken
 - 60 Cats
 - 30 Dogs
- At 1700 hours on 12/4/2020 the Kennel Statistics for Metro Animal Shelter for the week are:
 - Intakes
 - 16 Dog's
 - 15 Cat's
 - Outcomes
 - 11 Adoptions (3 dogs and 8 Cats)
 - 12 Returned back to the Owner (11 Dogs and 1 Cat)
 - 9 Transferred to a rescue group (9 Cats)
- 1 cat euthanized: Reason-Bite Cat (2 documented bites)

**EIGHTEENTH CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC
HEALTH ORDER REGARDING BARS, RESTAURANTS, THEATERS,
GYMNASIUMS, CHILD CARE FACILITIES, K-12 SCHOOLS, COLLEGES,
UNIVERSITIES, AND TRADE SCHOOLS**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by modifying and continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders and entering a new statewide public health order, "Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order also continues to authorize the businesses outlined in this Order to operate under generally the same conditions outlined in the previous statewide public health order (Seventeenth Continuation), except that certain businesses (bars, restaurants, cafes, etc.) are prohibited from providing services for on-premises consumption from 10:00 p.m. to 5:00 a.m. Additionally, the number of persons that may sit together as a group at certain businesses (bars, restaurants, cafes, movie theaters, performance theaters, etc.) are reduced from 8 individuals to 6 individuals (with an exception). Last, group workout classes in gymnasiums are reduced from 25 participants to 10 participants.

This Order is effective on December 9, 2020, and shall remain in effect through January 8, 2021, unless the Wyoming Department of Health revokes or extends this Order before January 8, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 31,561 confirmed cases of COVID-19 in Wyoming as of December 6, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 257 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.

3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 ("the virus") was first detected in Wuhan, Hubei Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation's communities threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States."
5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; to close theaters, schools, and other public places; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. As used in this order "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.

2. Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv), beginning on December 9, 2020, and continuing through January 8, 2021, unless revoked or extended by the Wyoming Department of Health before January 8, 2021, restaurants, food courts, cafes, coffeehouses, bars, taverns, brew pubs, breweries, microbreweries, distillery pubs, wineries, tasting rooms, special licensees, clubs, cigar bars, and other places of public accommodation offering food, beverages, or alcoholic beverages for on-premises consumption may provide services (indoors and outdoors) under the following restrictions, to be enforced by the business owner:
- a. All patrons shall be seated at tables or booths;
 - b. Tables and booths must be limited to groups of 6, however, a business may make exceptions for groups greater than 6 if the group is solely comprised of members from the same household;
 - c. Tables with patrons must be positioned such that patrons at different tables are at least 6 feet apart on all sides when seated; the requirement for patrons at different tables to be seated 6 feet apart does not apply to booths;
 - d. Signage must be positioned on premises reminding separate parties to stand at least 6 feet apart; designated waiting areas must have floor markers to indicate proper spacing;
 - e. Physical distancing guidelines must be maintained while customers enter and remain on premises;
 - f. Staff that come within 6 feet of customers or other staff shall wear Face Coverings; staff shall perform hand hygiene between interactions with each table;
 - g. The business shall not operate without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
 - h. Hand sanitizer shall be available at the business entrance and immediately adjacent to all bathrooms;
 - i. Cleaning and disinfecting shall be performed in the morning, afternoon, and evening; all tables, chairs, door handles, floors, and bathrooms, and any high-touch surfaces must be cleaned and disinfected;
 - j. No self-serve food service or buffet options shall be available unless food is pre-packaged; drink refills are not allowed in the same containers;
 - k. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer;

1. The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options and food containers;
 - m. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - n. Playgrounds at the business shall remain closed;
 - o. Dances or karaoke shall not take place at the business;
 - p. The business shall place signage at the business entrance to remind customers not to enter the business if they have symptoms of COVID-19;
 - q. The business shall close operations for on-premises consumption from 10:00 p.m. to 5:00 a.m.; and
 - r. The business may continue to provide take-out and delivery options, if authorized by law, from 10:00 p.m. to 5:00 a.m.
3. Gymnasiums may operate in a limited capacity, only under the following restrictions, to be enforced by the owner of the facility:
 - a. Staff that come within 6 feet of customers or other staff shall wear Face Coverings;
 - b. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity shall be kept and made available for inspection by the local health officer;
 - c. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - d. Locker rooms may be open, provided that lockers are assigned by patron and are disinfected by staff after each use; showers may be open, provided that proper cleaning is performed; at all times, physical distancing must be maintained in locker rooms;
 - e. Workout equipment must be no less than 6 feet apart (and preferably 10 feet apart), enforced by staff during operation;

- f. Workout equipment shall be cleaned by staff or patrons in between each patron use;
 - g. Handwashing stations, or hand sanitizer, shall be readily available for all patrons;
 - h. Group workout classes shall be limited to 10 participants;
 - i. Overall number of patrons in the entire facility must not exceed 1 person per 120 square feet, and patrons must maintain physical distancing during their workout;
 - j. Swimming pools may open so long as there is not more than 1 person per 120 square feet in the pool area;
 - k. Spas, steam rooms, and saunas may open so long as appropriate physical distancing measures are maintained between patrons that are not of the same household;
 - l. The business shall not operate without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies; and
 - m. Signage must be displayed reminding customers not to enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance.
4. Movie theaters, performance theaters, opera houses, concert halls, and music halls may operate in a limited capacity, under the following restrictions to be enforced by the owner of the facility:
- a. Groups of patrons seated together must be limited to 6, however, a business may make exceptions for groups greater than 6 if the group is solely comprised of members from the same household;
 - b. A 6-foot distance must be maintained between individual groups at all times, including in waiting areas and while seated in the facility;
 - c. Close contact between members of different groups is prohibited before, during, and after each performance;
 - d. Signage must remind patrons to remain at least 6 feet apart from other groups of people; waiting areas must have floor markers to indicate proper spacing;
 - e. Staff shall perform hand hygiene between interactions with each customer or party;
 - f. Staff that come within 6 feet of customers or other staff shall wear a Face Covering;
 - g. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous

14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer;

- h. The business shall not operate without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
- i. Hand sanitizer shall be available at the entrance to the facility and immediately adjacent to the bathrooms;
- j. The facility shall be thoroughly cleaned and disinfected prior to and after each performance; all countertops, seating, armrests, door handles, floors, bathrooms, and any high-touch surfaces must be cleaned and disinfected according to CDC guidelines for cleaning;
- k. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
- l. The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options;
- m. The business shall place signage at the business entrance to remind customers not to enter the business if they have symptoms of COVID-19; and
- n. Food service must follow the provisions for restaurants in paragraph 2 above.

5. For clarity, this Order does not apply to any of the following:

- a. Places of public accommodation that offer food and beverage not for on-premises consumption, including grocery stores, markets, retail stores that offer food, convenience stores, pharmacies, drug stores, and food pantries;
- b. Room service in hotels;
- c. Health care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities;
- d. Crisis shelters or similar institutions;
- e. Airport concessionaires;
- f. Any emergency facilities necessary for the response to the events surrounding the public health emergency and state of emergency caused by COVID-19; and


- g. Restaurants in travel centers or truck stops.**
- 6. In order to help protect the health and safety of children, child care centers or home daycares may operate only under the following conditions:**
- a. The child care provider shall ensure that all people (children and providers) wash hands with soap and water upon arrival to the facility;**
 - b. The child care provider shall ensure that staff and children are screened for symptoms of COVID-19 at the beginning of the day on arrival and may not allow any symptomatic individuals to enter the facility; logs of the employee screening activity must be kept and made available for inspection by the local health officer;**
 - c. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;**
 - d. In the event of a confirmed case of COVID-19 within the facility, the provider shall consult with health officials on next steps; the provider shall close the facility if determined necessary by health officials;**
 - e. The child care provider shall require individuals dropping off or picking up children to stay 6 feet away from children that the individual is not dropping off or picking up; and**
 - f. The child care provider shall ensure that surfaces and areas that are used and touched often are cleaned and sanitized after each use (e.g. shared toys, keyboards, desks, remote controls) or at least twice a day (e.g. doorknobs, light switches, toilet handles, sink handles, countertops).**
- 7. In addition to the measures noted above, child care centers or home daycares are required to follow all health guidelines from the CDC and Wyoming Department of Health for limiting the risk of transmission of COVID-19, to the extent possible when caring for children.**
- 8. As child care is a critical part of the infrastructure of Wyoming, allowing essential systems to function, in the event a County Health Officer closes a child care facility under the direction and supervision of the State Health Officer, the County Health Officer shall work with local child care providers to make available limited child care services.**
- 9. K-12 schools, colleges, universities, and trade schools may provide on-site instruction to students and allow other use of their facilities under the following conditions:**
- a. Groups of students and teachers shall be limited to 50 in each separate room, however, 6 feet of separation between individuals should be maintained as much as possible;**

- b. Up to 250 people may be allowed in rooms where 6 feet of separation between individuals can be maintained (including, by way of example, cafeterias, auditoriums, large classrooms);
- c. Students, teachers, and school staff shall wear Face Coverings both indoors and outdoors where 6 feet of separation between individuals cannot be maintained;
- d. The following are excepted from the requirement to wear a Face Covering:
 - 1. Children who are younger than three years of age;
 - 2. Individuals with a medical condition, mental health condition, or disability that prevents wearing a Face Covering, including an individual with a medical condition for whom wearing a Face Covering could cause harm or dangerously obstruct breathing; K-12 schools shall require documentation from the student's parent/guardian, or the student's medical provider, that the student meets this exception;
 - 3. Individuals who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance;
 - 4. Individuals who are deaf or hard of hearing while communicating with others, or individuals who are communicating with an individual who is deaf or hard of hearing, where the ability to see the mouth is essential for communication, in which case it is recommended that a face shield or alternative protection such as a plexiglass barrier be used (a face shield is a personal protective equipment device which protects the person's entire face from potentially infectious materials);
 - 5. Individuals who have an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act, 20 U.S.C. § 1414, or an accommodation under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, that would necessitate exempting the individual from wearing a Face Covering;
 - 6. Children for whom a Face Covering may interfere with the ability to effectively participate in educational activities or may increase the risk of disease transmission because of increased hand to face contact; or
 - 7. Individuals engaged in athletic activities.
- e. Six foot spacing of students during transportation to and from the facility shall be maintained as much as practicable; Face Coverings shall be worn during transportation when six feet of separation cannot be maintained, with the exceptions listed in paragraph d above;

- f. Outdoor and indoor events attended by non-students (e.g., parents, families, or members of the public), must comply with the provisions of the "Eighteenth Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Ten (10) People";
 - g. Hand hygiene must be performed frequently within the facility; and
 - h. Individuals with symptoms of COVID-19, or exposure to an individual with COVID-19 within the last 14 days, may not attend the institution unless otherwise directed by public health officials.
10. Specific exceptions to the restrictions in this Order may be granted, at the discretion of the County Health Officer under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that effective cleaning and safety measures are implemented. Any specific exception under this paragraph must be approved in writing by the State Health Officer and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
11. Countywide variances to the restrictions in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive or more restrictive than the measures imposed in this Order.
12. This Order is entered in conjunction with statewide public health orders titled "Eighteenth Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Ten (10) People", entered December 7, 2020, "Eighteenth Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services", entered December 7, 2020, and "Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", entered December 7, 2020.
13. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. See Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 7 DAY OF December, 2020.



Alexia Harist
Wyoming State Health Officer

**EIGHTEENTH CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC
HEALTH ORDER #2: REGARDING GATHERINGS
OF MORE THAN TEN (10) PEOPLE**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by modifying and continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders and entering a new statewide public health order, "Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order also limits certain gatherings, described below, to ten (10) individuals, as compared to the twenty-five (25) person limit described in the previous statewide public health order (Seventeenth Continuation). Further, this Order specifies that participants in organized sporting events and artistic performances shall not congregate in groups larger than 12 individuals. Last, groups of attendees seated or standing together at an event are limited to 6 individuals (with an exception).

This Order is effective on December 9, 2020, and shall remain in effect through January 8, 2021 unless the Wyoming Department of Health revokes or extends this Order before January 8, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 31,561 confirmed cases of COVID-19 in Wyoming as of December 6, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 257 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.

4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in “December 2019 a novel (new) coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”
5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. As used in this order “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.

2. Gatherings of more than ten (10) people are prohibited in order to help stop the spread of COVID-19 and protect the health of the public.
3. "Gatherings" are any planned or spontaneous event, public or private, bringing together, or likely bringing together, more than ten (10) people in a single room or a single confined space (whether indoor or outdoor) at the same time.
4. If a business or other entity (child care facility, K-12 school, college, university, and trade school) is governed by statewide public health order #1 or #3, the restrictions in those orders govern those businesses or entities unless otherwise specifically noted herein.
5. Gatherings at the following are exempted from this Order:
 - a. Hotels and motels for lodging purposes;
 - b. Livestock auctions;
 - c. Groups of workers being transported to a location for their jobs;
 - d. Government business, military and National Guard facilities, law enforcement, jails, secure treatment centers, and correctional facilities, including any facility operated by the Wyoming Department of Corrections, and any facility used to respond to natural disasters or public health emergencies;
 - e. Federal, State, and local government facilities, including government service centers;
 - f. Relief facilities, including food pantries and shelter facilities;
 - g. Residential buildings, excluding individual household residences;
 - h. Grocery stores, markets, convenience stores, pharmacies, drug stores;
 - i. Truck stops, gas stations, and auto-repair facilities;
 - j. Retail or business establishments, where more than ten (10) people may be present but are generally not within six (6) feet of one another;
 - k. Healthcare facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, adult family homes, mental health centers, and pharmacies;
 - l. Alcohol and drug treatment centers;
 - m. Long-term care and assisted living facilities, including nursing homes and assisted living facilities, as long as the facility complies with guidance and directives from the CDC, the Wyoming Department of Health, and appropriate licensing and regulatory agencies;
 - n. Religious or faith based organizations and funeral homes; and

- o. Parades.**
- 6. Events not specifically identified by name or type within this Order may allow indoor gatherings of more than 10 people but no more than 25% of venue capacity with a maximum of 100 people. Events not specifically identified by name or type within this Order may allow outdoor gatherings of more than 10 people but no more than 50% of venue capacity with a maximum of 250 people. Events allowed under this paragraph are subject to the following conditions, to be enforced by the host or organizer of the event. These events include by way of example but are not limited to rodeos, speedway motor races, concerts, organized sporting events, fairs, track and field races, farmer's markets, fireworks shows, weddings, and any other event of a similar nature.**
 - a. Groups of attendees seated or standing together must be limited to 6, however, an event may make exceptions for groups greater than 6 if the group is solely comprised of members from the same household;**
 - b. A 6-foot distance must be maintained between individual groups at all times, including but not limited to entrances, exits, concessions, ticket booths, and restrooms;**
 - c. Prior to the event, staff, hosts/organizers of the event, and event participants (not event attendees) must be screened for symptoms of COVID-19, or exposure to a person with COVID-19 during the previous 14 days. Staff, hosts, organizers, or event participants with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not participate in the event; logs of the screening activity shall be kept and made available for inspection by the local health officer;**
 - d. The entire event facility, to the extent there are facilities, shall be cleaned thoroughly, including all high touch areas before and after each event, according to CDC guidelines for cleaning;**
 - e. Staff who come within 6 feet of event attendees or other staff must wear a Face Covering;**
 - f. In the event the required 6 feet of distance between individual groups cannot be maintained, Face Coverings must be worn during the event, to the greatest extent possible, unless wearing a Face Covering is specifically required by Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions;**
 - g. The event shall not take place without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;**
 - h. The event shall encourage contactless and non-signature payment, as applicable; if not possible for the attendee, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options;**

- i. Signage must remind attendees not to enter if they have symptoms of COVID-19, and the signage must be displayed at the entrance of the event; signage must also be positioned on event premises reminding separate parties to stand at least 6 feet apart;
 - j. Food and beverage service shall follow the provisions for restaurants in the Eighteenth Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools;
 - k. Participants in organized sporting events and artistic performances shall not congregate in groups larger than 12 individuals;
 - l. The event should follow the public health recommendations of the Centers for Disease Control and the Wyoming Department of Health, including washing hands often with soap and water, practicing social distancing by avoiding close contact with others, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and wearing a Face Covering when in public; and
 - m. For clarity, the person limit in paragraph 6 (page 4) is not calculated by adding participants and spectators/attendees together.
7. Additional specific gathering exceptions to the restrictions in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that people at the gathering will maintain at least six (6) feet of space between one another, and that effective sanitation will be performed before and after the gathering. Any specific exception under this paragraph must be approved in writing by the State Health Officer, and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
 8. Countywide variances to the prohibitions mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
 9. This Order is entered in conjunction with the statewide public health orders titled "Eighteenth Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered December 7, 2020, "Eighteenth Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services", entered December 7, 2020, and "Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", entered December 7, 2020.
 10. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 7 DAY OF December, 2020.



Alexia Harrist
Wyoming State Health Officer

EIGHTEENTH CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC HEALTH ORDER #3 REGARDING NAIL SALONS, HAIR SALONS, BARBER SHOPS, MASSAGE THERAPY SERVICES, TATTOO, BODY ART AND PIERCING SHOPS, AND COSMETOLOGY, ELECTROLOGY, AND ESTHETIC SERVICES

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders and entering a new statewide public health order, "Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order also continues to authorize the businesses outlined in this Order to operate under the same conditions outlined in the previous statewide public health order (Seventeenth Continuation).

This Order is effective on December 9, 2020, and shall remain in effect through January 8, 2021 unless the Wyoming Department of Health revokes or extends this Order before January 8, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 31,561 confirmed cases of COVID-19 in Wyoming as of December 6, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 257 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new)

coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; to close certain public places; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. As used in this order “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv), beginning on December 9, 2020, and continuing through January 8, 2021, unless revoked or extended by the Wyoming Department of Health before January 8, 2021, nail salons, hair salons, barber shops, cosmetology, electrology, and esthetic services, massage therapy services (excluding massages


performed for medical purposes which are exempt from this Order) and tattoo, body art, and piercing shops may operate only under the following conditions:

- a. Patrons shall only receive services at stations with at least 6 feet of separation on all sides from other stations serving patrons;
 - b. Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity shall be kept and made available for inspection by the local health officer;
 - c. All staff must wear Face Coverings when within 6 feet of customers or other staff;
 - d. The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use;
 - e. Patrons in waiting areas shall remain 6 feet apart; waiting areas must have floor markers to indicate proper spacing;
 - f. Cleaning and sanitizing shall be completed after each patron is served, including hand washing and surface sanitation;
 - g. The business shall not operate without appropriate protective equipment for staff (Face Coverings, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
 - h. The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options; and
 - i. Signage must remind customers to not enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance.
3. The restrictions imposed by this Order do not prohibit owners, employees, contractors, vendors, or suppliers of the services listed above from entering, exiting, or occupying that place of business in their professional capacity.
 4. Specific service provider exceptions to the restrictions within this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that effective cleaning and safety measures are implemented by the service provider. Any specific exception under this paragraph shall be approved in writing by the State Health Officer and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.

5. Countywide variances to the restrictions in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
6. This Order is entered in conjunction with the statewide public health orders titled "Eighteenth Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered December 7, 2020, "Eighteenth Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Ten (10) People", entered December 7, 2020, and "Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", entered December 7, 2020.
7. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 7 DAY OF December, 2020.



Alexia Harrist
Wyoming State Health Officer

STATEWIDE PUBLIC HEALTH ORDER #4: REQUIRING FACE COVERINGS IN CERTAIN PLACES, WITH EXCEPTIONS

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by issuing this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders and entering this new Order through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order specifically requires individuals to wear Face Coverings in certain places, with exceptions.

This Order is effective on December 9, 2020, and shall remain in effect through January 8, 2021, unless the Wyoming Department of Health revokes or extends this Order before January 8, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 31,561 confirmed cases of COVID-19 in Wyoming as of December 6, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 257 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 ("the virus") was first detected in Wuhan, Hubei Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation's

communities threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States."

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of the healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Respiratory droplets from infected individuals are a major mode of COVID-19 transmission. This understanding is the basis of the recommendations for physical distancing, and of the PPE guidance for healthcare workers. Droplets do not only come from coughing or sneezing; in a-/pre-symptomatic individuals, droplets are generated via talking and breathing.
10. Face Coverings reduce droplet dispersal and cloth-coverings reduce emission of particles by variable amounts.
11. Evidence indicates that wearing Face Coverings reduce the transmissibility per contact by reducing transmission of infected droplets.
12. The most comprehensive, systematic review of meta-analysis of Face Coverings published to date has found that Face Coverings reduce risk of transmission of COVID-19 by an expected 85%.
13. Guidelines published by the CDC on April 3, 2020, recommend that all people wear cloth Face Coverings in public settings where other physical distancing measures may be difficult to maintain. The CDC also advises the use of a simple Face Covering to slow the spread of the virus and help people who may have the virus and do not know from transmitting it to others.
14. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease, including by requiring that Face Coverings be worn in certain places.

15. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a Face Covering when in public.

ORDER

1. As used in this order "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv), beginning on December 9, 2020, and continuing through January 8, 2021, unless revoked or extended by the Wyoming Department of Health before January 8, 2021, individuals within the State of Wyoming shall wear a Face Covering in certain places as further described below.
3. "Business" means any business entity (retail or commercial) that employs or engages workers or volunteers.
4. Except as specifically exempted below, all members of the public must wear a Face Covering outside their home or other place of residence in the following situations:
 - a. When any person is inside, or in line to enter, any business, or any government facility open to the general public, including state, county, and municipal buildings but excluding federal buildings; or
 - b. When any person is obtaining services at, or visiting healthcare operations, including, but not limited to, hospitals, clinics, and walk-in health facilities, dentists, pharmacies, blood banks, other healthcare facilities, behavioral health providers, and facilities providing veterinary and similar healthcare services for animals; or
 - c. When any person is waiting for or riding on public transportation or paratransit, or while they are riding in a taxi, private car service, shuttle, tour, or ride-sharing vehicle. The driver shall also wear a Face Covering when passengers are in the vehicle.
5. All businesses must post notices, in a clearly visible location at or near the entrance of the business, stating that Face Coverings are required.
6. All government facilities open to the public, including state, county, and municipal buildings, but excluding federal buildings, must post notices, in a clearly visible location at or near the entrance of the building, that Face Coverings are required.
7. All employees, owners, and volunteers of businesses and employees and volunteers of government facilities open to the public, including state, county, and municipal buildings but

excluding federal buildings, shall wear Face Coverings at their business or government facility when they are within 6 feet of customers, clients, other staff/workers, or volunteers. They must also wear a Face Covering when working or volunteering in a space that could be visited by members of the public, such as by way of example, but not limited to: reception areas, hallways, grocery store aisles, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces that could be used by members of the public.

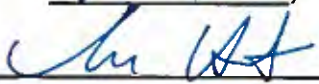
8. A Face Covering is not required under the following circumstances:

- a. When a person is in a personal office (a single room) where others outside of that person's household are not present as long as the public does not regularly visit the room, but that individual must put on a Face Covering when they are within 6 feet of a client, customer, volunteer, worker, or other member of the public.
- b. Children who are under 12 years of age. However, children 3 to 11 years of age are encouraged to wear Face Coverings.
- c. When a person is seated at a table of a restaurant or other food service venue, the person is separated by at least 6 feet from other patrons at other tables, and no more than 6 people in total are seated at the table. If more than 6 individuals are seated at the table, but all individuals are members of the same household, this exception applies. This exception also applies if a person is seated at a booth. However, individuals shall wear a Face Covering while entering, exiting, or otherwise moving about the establishment.
- d. When a person is inside or obtaining services at a location engaged primarily in providing congregate care, residential health care, or shelter care, and the individual is engaged in activities not conducive to wearing a Face Covering, such as eating or drinking, or the individual is in an area of that facility that is not designed for community gathering, such as a sleeping area.
- e. If a person has a medical condition, mental health condition, or disability that prevents him or her from wearing a Face Covering. This includes, by way of example, but is not limited to, persons with a medical condition for whom wearing a Face Covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance. A person is not required to provide any documentation demonstrating that the person cannot wear a Face Covering for any medical condition, mental health condition, or disability.
- f. Individuals who are hearing impaired, or communicating with an individual who is hearing impaired, where the ability to see the mouth is essential for communication.
- g. Individuals for whom wearing a Face Covering would create a risk to the individual related to their work, as determined by local, state, or federal workplace safety guidelines.

- h. Individuals who are obtaining a service involving the nose or face for which temporary removal of the Face Covering is necessary to perform the service.
 - i. Individuals who are purchasing a product or receiving a service that requires identification may briefly remove a Face Covering as necessary, so that the retailer or service provider can verify identity.
 - j. When actively exercising in a gym in accordance with the Statewide Public Health Orders, as amended.
 - k. When law enforcement asks an individual to remove a Face Covering for identification purposes.
9. Countywide variances to the restrictions in this Order may be granted in the form of a Countywide Variance Order if approved in writing and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive or more restrictive than the measures imposed in this Order.
10. This Order is entered in conjunction with the statewide public health orders titled "Eighteenth Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered December 7, 2020, "Eighteenth Continuation, and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More Than Ten (10) People", entered December 7, 2020, and "Eighteenth Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services", entered December 7, 2020.
11. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.
12. The Wyoming State Health Officer may grant exceptions to this Order, on a case-by-case basis after evaluating the request.
13. This Order supersedes all individual county health orders requiring Face Coverings.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 7 DAY OF December, 2020.



Alexia Harrist
Wyoming State Health Officer

From: Justin Schilling <jschilling@wyomuni.org>
Sent: Wednesday, December 9, 2020 10:58 AM
Subject: Postponement of WAM Winter Conference

Good Morning WAM!

Based on your membership survey feedback, and in light of the current direness of the COVID-19 situation and more restrictive health orders in the state, the decision has been made to postpone the 2021 WAM Winter Conference from its original dates of January 20-22. More than 80-percent of you indicated that you didn't think we should hold an in-person event in January. That will, combined with the fact that the legislature is now planning on postponing their work until later in the Spring, made this decision obvious. We will not know the exact dates of the delayed session until the Legislature briefly gavel in the week of January 11th. Once we have those dates, we will begin to plan an event to coincide with the delayed session. We also obviously hope that given the imminent release and distribution of several effective COVID-19 vaccines that the pandemic situation will have hopefully turned a significant corner by later in the Spring, and that the prospect of safely holding an in-person event will be much improved.

We will still be holding our "Newly Elected's Bootcamp" program virtually over a series of Fridays starting on January 22nd. Details for this event and online registration for the program will be available next week on the WAM website. We're excited for this opportunity to connect with newly elected leaders from across the state, and we hope you'll encourage the fresh faces on your councils to participate.

Thank you all for your patience and grace as we continue to work in your service during this pandemic. It has been a once-in-a-lifetime challenge on so many fronts for all of us, and there are still difficult times ahead, but it is good to finally have some hope that there is light at the end of the tunnel. Stay hopeful, stay diligent, stay healthy.

Warm regards,
Justin Schilling
Member Services Manager
Wyoming Association of Municipalities
[315 West 27th Street](mailto:jschilling@wyomuni.org)
[Cheyenne, WY 82001](mailto:jschilling@wyomuni.org)
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AMOCO REUSE AGREEMENT JOINT POWERS BOARD

2435 King Blvd, Suite 249
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AMOCO REUSE AGREEMENT JOINT POWERS BOARD MEETING MINUTES

6:00 pm Wednesday, November 11, 2020
2435 King Blvd, Big Horn Conference Room, Casper, WY 82604
And via teleconference due to Covid-19

Present: Bob Chynoweth, Doug Follick, Jim Belcher, Terry Lane, and Bob Hopkins

Teleconference: *Ben Schrader, Reed Merschat, Brook Kaufman, and *Rob Hurless (*via teleconference)

Excused Absences: None

Others Present: Matt Reams (Three Crowns) and Renee Hahn (Executive Director, ARAJPB).

With a quorum in attendance, the meeting was called to order at 6:00 p.m. by Chairman Chynoweth. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. Approval of Audit Report

Ms. Skogen presented and explained the 2020 Draft Audit Report, "It is the first combined audit with Three Crowns". The substantial points of discussion were as follows:

- The monthly financial reports prepared by Lenhart-Mason & Associates for ARAJPB and Landscapes Unlimited for Three Crowns is valuable both for preparation of the audit and providing accurate financial information to the Board.
- She informed the Board there was one adjusting entry made on the Combined Audit this year but no additional recommendations. The journal entry was due to the Operational Lease between ARAJPB and Three Crowns for the golf carts. The asset will remain on Three Crowns Financials until the lease is fully paid in 72 months. Once the final lease payment is completed, the asset will then move to ARAJPB's Financial Statements.
- Restricted Funds has been reviewed and approved. Economic Development Restricted Funds total \$1,260,961 and Building and Facilities Restricted Funds total \$2,781,495. Unrestricted Net Assets total \$10,545,248.

A motion was made by Mr. Follick and seconded by Mr. Hopkins to approve and accept the Draft Audit Report since there will be no additional changes made to the final audit.

There being no further discussions, the Board members in attendance proceeded to vote. The motion passed with all members present voting aye. (Copy of Audit on file).

2. Minutes of the October 14, 2020 Regular Meeting

A motion was made by Mr. Merschat and seconded by Mr. Follick to approve the October 14th Meeting Minutes.

The Board proceeded to vote. The motion carried with all members in attendance voting aye. (Copy of Minutes on file.)

3. Treasurer's Report

Details on the investment accounts, checking account and various vouchers listed on the Treasurer's Report as of November 11, 2020 were presented by Mr. Lane. He reviewed the financial report from Lenhart Mason.

A motion was made by Mr. Follick and seconded by Mr. Belcher to approve the reports and authorize payment of all vouchers listed on the report. There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting aye. (Copy on file.)

4. Committee Reports

- Architectural Review - Nothing to report.
- Investment & Financial - Mr. Lane reported that the YTD income on the Davidson Fund was \$125,800. Mr. Lane informed the Board that Investment Peak came and met with Mr. Chynoweth, Ms. Hahn, and himself, through a recommendation by Natrona County Commissioners. Troy Hunsucker from Peaks Investment informed us of a possible savings on fees of approximately \$12,000 per year. Mr. Lane stated "We continue to do our due diligence on the firm." Mr. Merschat inquired if there were additional investment firms to be reviewed. Ms. Kaufman stated "The County has just sent out a Request for Proposal (RFP) to review all other options". Ms. Hahn asked if the County would be willing to share the results. Ms. Kaufman stated "Yes, that would be no problem". The Financial Committee will continue to review different governmental investment firms and their options.

- PRC – Mr. Hopkins reported that he saw a broken lamp along the pathway near the bridge that had been vandalized. Ms. Hahn will follow-up. Ms. Hahn reported that signage has been added to the PRC that unauthorized vehicles are not allowed. BP provided the signage per Ms. Hahn's request.

- Refined Properties – Mr. Schrader informed the Board that our Attorney, Kyle Ridgeway has been working to assist in the closing on the property sale in Salt Creek Heights. "Our attorney and the County now agree that it is a PUD issue and we are now waiting for a date to be put on the Planning and Zoning docket." Ms. Kaufman inquired if she could help in anyway. Mr. Schrader stated "I will follow-up with Refined Properties and then get back to you."

Mr. Schrader stated "We are still waiting for a reply from our counter offer on the 8 Acres in the PRC".

Mr. Schrader also informed the Board that both erosion issues have been resolved.

- Three Crowns - A motion was made by Mr. Follick and seconded by Mr. Chynoweth to approve the Amoco Reuse Agreement Joint Powers Board 2021 Liquor License for Three Crowns LLC. Mr. Lane inquired if he was personally liable by signing this agreement. Mr. Follick informed him "He was not". There being no further discussion, the Board proceeded to vote. The motion carried with all members in attendance voting aye.

Mr. Follick updated the Board on the Three Crowns 2019 Audit. "The audit letter has been revised and accepted". Mr. Follick announced that Three Crowns had the best year in history. The total number of rounds now stands at 19,634. He congratulated Mr. Reams and his staff on the successful season. Mr. Reams updated the Board on the Capital Improvement work. "The \$30,000 that was designated to go towards the development of the pavilion is now being split between two different projects with the Three Crowns Committee approval". He informed the Board that \$7,000 was spent with American Tech on conceptional drawings for the pavilion. He explained the cost estimates for enlarging the instructional building will be \$16,500. The low cost projected is due to community involvement donating their services. Mr. Hopkins requested a breakdown of all services being donated. "I am so happy to see our Three Crowns Golfing Community getting involved".

Executive Committee – Mr. Chynoweth discussed the two applicants that applied for the Board openings. Ms. Hahn has scheduled interviews with each of them in the Big Horn Conference Room on November 17th beginning at 3:00 pm. Ms. Hahn reviewed future meetings.

5. **Interaction with City and County Representatives – Specific Issues and Concerns**

City Representative Hopkins informed the Board the City is reviewing a new pathway between Burlington Railroad and the KTWO trail. The work is estimated at \$1.7 million dollars though most would be completed by grants. This could also include a new boat ramp.

County Commissioner Kaufman reported that the new temporary Nordic Lodge is coming from Montana and will arrive soon. She also informed the Board that the Commissioners are now in the process of reviewing property tax grievances for the next 90 days.

6. **Other**

Mr. Hopkins requested the Board write a resolution to require masks to be worn during Covid-19 in public places. This resolution would be addressed to the following people: City Mayor, City Manager, and the Governor.

A motion was made by Mr. Belcher and seconded by Mr. Follick to approve a resolution to require masks in all indoor public areas.

The Board proceeded to vote. The motion carried with all members in attendance voting aye but Ms. Kaufman abstained.

7. **Future Meetings/Agenda**

November 19th - Three Crowns Committee Meeting 7:30 am, located in the Big Horn Conference Room.

December 9th - Regular Board Meeting 5:00 pm, 2435 King Blvd., Big Horn Conference Room.

December 17th - Three Crowns Committee Meeting at 7:30 am, located in the Big Horn Conference Room.

8. **Public Comment**

There was no public comment.

9. **Good of the Order**

None.

10. **Adjournment**

There being no further action by the Board, a motion was made by Mr. Follick and seconded by Mr. Lane to adjourn the meeting at 7:23 p.m. The motion carried with all members in attendance voting aye.

12/9/20

Date

12/9/20

Date

Board Officer

Presiding Officer

Youth Council Agenda

Sunday, 12.06.2020

Officers

Kenzie Martini, *Chair*
Bryce, *Vice Chair*
Brooklyn, *Secretary*
Jimmy, *Treasurer*

Agenda

1. 4:30

- a. Call Meeting to Order
- b. Roll Call
- c. Review of Minutes

2. 4:30-5:00

- a. Welcome Carter Napier
 - i. His position, title, and years of service
 - ii. Key areas of responsibility (what a day is like as the city manager)
 - iii. How City Council contributes city/state operations
 - iv. Things Carter Napier enjoys most about his position, and challenges with this position
 - v. His personal leadership (impact/influence) philosophy
 - vi. Questions from CYC

3. 5:00-5:30

- a. New Business:
 - i. Update: City Council meeting (12/1) -Kenzie, Brooklyn
 - ii. Tobacco Ordinance Discussion
 - iii. Student Forum- Brooklyn

-
- iv. Health Department Poll- Elissa
 - v. Good of the Order (new ideas/suggestions from each member)
 - vi. Record attendance for December City Council meetings (new faces)

4. 5:30

- a. Adjourn

Reminder: next meeting will be 1/3/21 where we will welcome Chief Keith McPheeters

CASPER YOUTH COUNCIL MINUTES

Casper Chamber of Commerce

December 6, 2020

1. ROLL CALL

Casper Youth Council met in regular session at 4:32 p.m., Sunday, December 2020.

Present: Officers Kenzie Martini, Bryce Hebert, and Brooklyn Wistisen. Council Members: Taylor Duty, Gabby Haigler, Audrey Roberts, and Brendolyn Wistisen. Advisors: Elissa Ruckle and Michael Howe. Absent: Jimmy Ruble and Ari Burback

Guests Presenter: City Manager Carter Napier

2. PRESENTATION FROM GUESTS PRESENT

City Manager Carter Napier applauded Youth Council for being the first Youth Council in Casper. He also praised members of the Youth Council for stepping up and being leaders in our community. Napier talked about his years before he became City Manager. He graduated from Brigham Young University, became an Assistant City Manager for the City of Casper, and has been in the city management field for 22 years. He has been City Manager of Casper for three and a half years. His responsibility as City Manager is to manage the City of Casper's employees. Napier told Youth Council his usual day is full of meetings and visiting with people. His favorite part of being a City Manager is getting to meet with a wide range of citizens. Being City Manager, his role in contributing to state operations is to communicate thoroughly on what policy and procedures are happening on the city level. Youth Council proposed the idea of a forum panel and a survey that would be sent to high school students on whether they feel safe in going to school, Mr. Napier strongly supported both ideas.

3. NEW BUSINESS

New business was discussed with Mr. Napier during his allotted time.

4. ADJOURNMENT

At 5:36 p.m. Chair, Kenzie Martini entertained the motion Adjourn Youth Councils' regular session meeting. Secretary Brooklyn moved the motion, and the motion was seconded by council member Gabby. Motion passed.

5. January

January meeting will be held on Sunday the 3rd with guest presenter Chief Keith McPheeters.

Casper's Council of People with Disabilities (CCPD) - AGENDA

Thursday, December 17, 2020 at 11:30 AM

Participation via Microsoft Teams ONLY due to COVID-19 Precautions

1. Roll call & introductions of guests
2. Review of the previous month's minutes & approval of minutes – November 19, 2020 Meeting Minutes
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD.
4. Question & Answer (Q&A) with the City Council Representative.
5. Old Business:
 - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
 - QOL Committee – Zulima Lopez, Chairperson
 - Update on Transportation Priorities
 - Public Relations (PR) Committee – John Wall, Chairperson
 - Updates on CCPD Facebook page and City of Casper website
 - Events Committee – Nikki Green, Chairperson
 - Update regarding Resource List & Logo
 - Fundraising Committee – Linda Jones, Chairperson
 - Updates on calendar fundraising project
6. New Business:
 - Financial Report – Presented by the Treasurer
 - Update from any members who attended the City's Transportation Study Stakeholder Workshop on December 10th.
 - Update from any members who attended the Platte River 1st Street Gateway Park Phase I Open House on December 14th.
 - Any other new business or public comment
7. The next scheduled meeting is Thursday, January 28, 2021 at 11:30 AM.

From: Katie Hogarty, Climb Wyoming <katie@climbwyoming.org>

Sent: Friday, December 11, 2020 7:23 AM

To: Renee Jordan-Smith <rjordansmith@casperwy.gov>

Subject: A Home for the Holidays



(Photo Above: Climb grad Lindsay stands with her daughter Lily outside the home she bought in 2016.)

Dear Renee,

Having a safe, stable home for the holidays has never felt more important, especially with all the uncertainty going on beyond our own walls.

This year, Climb grad Lindsay is especially proud of the cozy home she returns to each evening.

"Buying a house is something I never saw happening," she says of her life 10 years ago when she had no idea how she was going to support a new baby alone. "When you're a single mom beat up every day by the world, you need a life preserver. For me, that was Climb."

"When you're a single mom beat up every day by the world, you need a life preserver. For me, that was Climb."

- Lindsay, 2010 Climb Wyoming Graduate

Besides being a homeowner, Lindsay is also extremely proud of the career she has built at Premier Bone & Joint, her Climb job placement 10 years ago. Since then, she has held both medical and business positions, at one point flying with doctors around the state to treat patients.

THANK YOU for all you have done this year to ensure moms like Lindsay have the financial stability to build a better home and future for their families.



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1001 West 31st St., Cheyenne, WY 82001

TROOPERS RETURN IN 2021



Since the start of the Pandemic, we have taken every step possible to protect our organization and help stop the spread of COVID-19. That included the unprecedented cancellation of our 2020 season and

the temporary closure of our bingo hall in Casper.

Over summer, we launched new online avenues to engage with our fans including the debut of the Troopers Vault, which gave access to over 30 hours of Troopers historical content. We also transitioned our educational model to virtual learning and continued to work with our contracted members. In September, we opened up a new way to audition for the corps in an all-virtual environment. Now, those that are interested in joining will have a streamlined way to train, interact, and audition without ever having to leave home. Over the last month, we added nearly 100 training videos to the



Troopers Vault, offered master classes, and one on one lessons for those seeking an opportunity to become a Trooper.

With the news of a COVID-19 vaccine on the way, we are thrilled to look toward the future with growing optimism. While we are not back to

normal yet and have much left to overcome, we are very excited to announce that **the Troopers Drum & Bugle Corps will return to the field in the summer of 2021.** While details on the season are still in the works, we are

preparing an incredible experience that meets all safety guidelines needed to protect our members, staff, and volunteers.

While this season will undoubtedly be different than what we might normally see, this is an exciting step toward restoring the drum corps activity.

For details relating to the 2021 DCI event series slated for Indy in August, visit dci.org.

If you are looking to get back into the swing of the marching arts, you can join the Troopers through our virtual audition program at TroopersDrumCorps.org

It's time to **RISE ABOVE!** The Troopers are coming!