Proposed Convention Center for the City of Cody
Cody, Wyoming

Planning & Preliminary Design Concept
December 2002
Planning and Preliminary Design Concept
for a
Proposed Cody Convention Center

Prepared For
The City of Cody
Cody, Wyoming

Prepared By
JGA Architects-Engineers-Planners
Billings, Montana

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ACKNOWLEDGEMENTS

The City of Cody and the Cody community should be proud of the dedication and time commitment made by approximately 25 citizens over a seven-month period to prepare this convention center master plan. Participation from a dedicated steering committee, the residents from the local neighborhood, Cody businesses, city representatives, and individuals from around the Cody community in this planning process have made a big difference. Ideas, comments, and opinions with many hours of open and frank discussion have clearly defined and clarified the issues and needs that are critical to assure a successful new convention center complex, that in working in partnership with the Cody Quad, will be adequate and appropriate to serve the varied needs of the local Cody community, all of Park County, and its regional service area.

JGA also would like to acknowledge the assistance of the following entities for their valuable contributions to the development of this plan.

- **The Steering Committee** for their dedication and ongoing participation throughout the planning process. Their knowledgeable guidance has made the preparation of a realistic master plan for a convention center for Cody a success.

- **The Neighborhood** for participating and sharing their ideas, insights, and concerns regarding locating a convention center in their neighborhood.

- **The Cody City Council** for having the vision to authorize the funding of this project.

- **The City of Cody Public Works and Recreation Departments** for their continuous support and information provided throughout the planning process.

- **The City of Cody Administration** for their ongoing participation, leadership, and serving as a contact point for distribution of information and communications.

- **The Cody Auditorium and Club Room** for making this facility available for some of the meetings held during the planning process.

This master plan is a product of teamwork, reflecting the insights and contributions from the Cody community to provide clear direction and meaningful guidance that has produced a realistic and workable plan for the development of a convention center facility in Cody.

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THE PLANNING PROCESS

In May of 2002, JGA Architects-Engineers-Planners of Billings, Montana was selected to facilitate a community based planning process to develop a concept and preliminary designs for a convention center facility. The planning and design team worked closely with a Steering Committee within a four-month required time schedule to develop a workable and appropriate concept. The initial assumption to initiate the planning process was to review and evaluate the feasibility of expanding the Cody Auditorium and Club Room into an appropriate convention center facility.

The philosophy guiding the planning process leading to the recommended preliminary design concept for a convention center followed these criteria.

- **Visionary** – To provide guidelines for realization of the goals for a convention center.
- **Flexible** – To respond to changing needs and opportunities.
- **Dynamic** – To utilize current and reliable information for decision-making.
- **Achievable** – To present a clear and realistic concept for the desired size, location, configuration, and character of a convention center.

Draft planning goals were developed with the Steering Committee and validated with information from a neighborhood meeting. A neighborhood meeting was attended with 25 residents and business owners from the local area and throughout the Cody community. Functional and programmatic data was gathered about specific aspects of the existing Cody Auditorium operation and needs of a potential convention center. Information was also gathered regarding the physical infrastructure and conditions of the area by components to determine inherent constraints and opportunities. This information and the previously prepared “Estimated Market and Financial Performance for the Proposed Expanded Meeting Facilities, Cody, Wyoming” (prepared by Arthur Anderson Hospitality Consulting Group for the Cody Chamber of Commerce and the City of Cody, May 2000) served as the starting point for this planning work.

A detailed and comprehensive evaluation of the Cody Auditorium and Club Room building and site was performed to determine its condition, code compliance, and suitability for rehabilitation and expansion to enable it to adequately serve as a convention center. With evaluation of architectural, structural, electrical, mechanical, and site components, costs were estimated to update the facility to current code requirements and address any identified health and safety issues.

Following the data analysis, five site development options for a convention center were explored for convention center development and two options for providing off-street parking. Pros and cons were reviewed for each option and thoroughly discussed by the Steering Committee. The five options were narrowed down to two that were further refined and discussed. These were the renovation and expansion of the Cody Auditorium facility and acquiring the surrounding block of land for parking and the construction of a new convention center building and parking garage with a walkway and skyway connection to the Reilly Ice Arena.

The review draft of the Convention Center Master Plan was completed in September 2002. The plan includes documentation of process, goals, and needs. Presented in the plan are two specific concepts, each would result in an adequate convention center facility. A recommended design concept is presented with data supporting the Steering Committees findings and
recommendation. The recommended concept would provide a more workable and efficient facility to both operate and maintain, would require less land acquisition, would not involve significant time delays and the unknowns of acquiring many parcels of privately owned land, would work well with the Reilly Arena, and would result in a more cost effective facility to serve the Cody community.

In early October 2002, JGA was directed to evaluate an unoccupied building on the west strip area of Cody that was originally constructed as a Wal-Mart store. Using the same methodology and team of architects and engineers, JGA performed an evaluation of the building and site to determine the suitability and cost to convert the old Wal-Mart building into a convention center facility.

The following pages illustrate the overall planning process, list the planning goals, summarize community input, illustrate analysis data, review alternative solutions, and present the recommended concept and cost to develop a new Cody Convention Center, both at the Cody Auditorium site and the old Wal-Mart site.
SITE SELECTION

"Where is the best location for the new convention center"? This is a question discussed and debated during much of this planning process. The Arthur Anderson study prepared for the City of Cody presented considerable analysis of three sites; the Stampede Grounds, the Cody Auditorium, and the vacant Wal-Mart building. This material is summarized below.

The Stampede Grounds
Pros:
1. City owned land large enough for a new convention center and parking.
2. Potential for enhancing the West Strip area.

Cons:
1. Potential for drawing business out of the downtown area.
2. Could force demolition of the Cody Auditorium, as the City cannot maintain two such facilities.
3. Excessive distance from the downtown area or the Buffalo Bill museum complex.
4. Lack of close lodging suitable for convention participants.
5. Limited convention support such as dining and shopping.
6. Rodeo is a questionable neighbor to a convention center because of odors, dust, noise, and parking conflicts.
7. Doesn't support the Quad.

The Cody Auditorium
Pros:
1. City owned facility.
2. Convenient location for convention participants, located approximately midway between the museum complex, downtown shopping, and the Quad.
3. Situated as to support and work in partnership with the Quad, especially the Reilly Arena.
4. Close to dining and shopping.
5. Reasonably close to lodging suitable for convention participants.
6. The downtown area can also utilize any parking developed.

Cons:
1. Additional land required for parking.

Conversion of the Vacant Wal-Mart
Pros:
1. An existing vacant building with more than adequate parking.
2. Potential for enhancing the West Strip area.
3. Building is available.

Cons:
1. The building will cost about $2 million to purchase and will require between over $3 million to renovate the interior spaces; a total cost of approximately $5 million to convert the vacant Wal-Mart building into a convention center. Additional significant funding is required to remodel the exterior walls to a character more appropriate to a Cody Convention Center. These costs are based on what was experienced by the City of
Riverton, Wyoming to renovate a vacant, very similarly sized K-Mart store into a city hall facility.

2. Even with the expenditure of about $5 million, the facility will be a very large box-like building with no "western character".

3. The building is 75,000 square feet, more than 2.5 times the 26,000 square feet needed. What to do with the excess area remains a significant question. If the total interior area is renovated the cost will be approximately $8.25 million.

4. Could force demolition of the Cody Auditorium, as the City cannot maintain two such facilities.

5. Potential for drawing business out of the downtown area.

6. Limited dining and shopping opportunities for convention participants.

7. Distance from many hotels.

8. Doesn't support the Quad.

Recommended Site

The Arthur Anderson study and also the Convention Center Steering Committee highly recommend the Cody Auditorium site for the convention center. This was also the majority opinion at the neighborhood meeting held to discuss the convention center. Other sites such as the Marathon Oil property were proposed but eliminated because of excessive purchase and renovation costs.

Major considerations leading to the selection of the Cody Auditorium site over the Wal-Mart building are:

1. It is unlikely that with out extreme costs, the Wal-Mart building will resemble a box-like Wal-Mart building. The desired convention center is a well-designed facility that reflects Cody's western culture, that is cost effective and efficient to operate and maintain, and that defines Cody's character to regional and national convention attendees.

2. If the Wal-Mart building can be restored to a retail business many jobs can be created and property tax revenues will be created; a convention center occupancy cannot do.

3. The city owns the Cody Auditorium and must purchase the Wal-Mart building.

4. The Wal-Mart building is 2.5 times the area needed for a convention center requiring excessive renovation, maintenance, and ongoing operational costs.

5. It is important for the convention center to support the Quad and the downtown area; the Wal-Mart location cannot do this.

6. It thought that a long-term big-picture vision for a convention center is to the greatest benefit of the Cody community. A facility centrally located between the museum complex, the downtown area, and the Quad will be the most desirable for attracting conventions and to support their participants.
INPUT PROCESS

Four Steering Committee meetings were held, a neighborhood meeting was held, and a previously completed feasibility study was incorporated. Discussion groups were encouraged to openly express their ideas, concerns, and insights as related to the convention center planning goals established by the Steering Committee. These sessions provided insight into the location, space needs, local neighborhood issues, and character of a potential convention center in Cody. By conducting these meetings, the planning team was able to integrate a wide variety of opinions and ideas, discuss pros and cons, discuss priorities, and to better understand all the issues and challenges of developing a convention center.

Steering Committee
The Steering Committee, comprised of 14 Cody business owners, residents, City officials, and a representative from Powell, provided their personal insights and ideas regarding the established goals for the project. They provided ongoing review of all planning and design concepts developed by JGA and gave specific direction and input into the plans final recommendations.

- **Meeting number one** established planning goals and reviewed the findings of the Cody Auditorium and Club Room building evaluation completed by JGA.

- **Meeting number two** reviewed and evaluated the issues, ideas, and concerns that were discussed at the neighborhood meeting. There was also an in-depth discussion of the pros and cons of five different site development concepts presented by JGA:

  A. Renovation and expansion of the existing Cody Auditorium, $5.5 - $6 million.
  B. Construct new convention center in place of existing auditorium, $4 million.
  C. Construct new convention center south of auditorium at base of hill south of Alger, provide off-street parking on any City owned land, $4 million plus parking.
  D. Renovation and addition of existing auditorium, purchase entire block (also land south of Alger between 12th and 13th if possible) for parking, $8 million.
  E. Construct new convention center in place of existing auditorium, purchase entire block (also land south of Alger between 12th and 13th if possible) for a parking garage adjacent to building, $6 million.

JGA was given direction to further refine concepts "C" and "D". Concept "D" was also to include space for Visitor's Bureau offices, a parking structure, and a walkway/skyway connecting to the Reilly Arena.

- **Meeting number three** reviewed the refined site development concepts and cost estimates. Additional direction was given to JGA by the Steering Committee to enable further refinement of the accepted development concept.

- **Meeting number four** was an in-depth discussion of the final concept for a convention center. Final direction was given to JGA for inclusion into the final report.

Neighborhood Meeting
25 local residents, business owners, and residents of Cody attended a neighborhood meeting where participants were given a general overview of the planning process that was being undertaken to develop the most desirable concept for a convention center and to solicit their
ideas and concerns regarding the development of a convention center facility in their neighborhood.

General comments included:
- Adequate off-street parking (participants, vendors, RV's, etc.) is a requirement for a convention center.
- Beck Avenue is and will continue as a commercial street.
- Alger is now and will continue as a good, stable residential street.
- The proposed convention center located on Beck Avenue will not adversely affect the residential character of Alger.
- The proposed convention center is considered an asset to the vitality of the commercial character of Beck and adjacent downtown commercial areas.
- The Cody Auditorium site is a good location for a convention center as it is mid-way between the Quad, the Buffalo Bill Historical Center, and downtown businesses.
- The tie to the downtown is a priority with the Quad serving as a support or overflow area to a convention center.
- All cost estimates should include all development related costs.
- Purchase all land between Beck and the hill to the south between 12th and 13th.
- Preserve "western culture" in design.
- Plan for future horizontal and vertical building expansion.
- Minimize travel issues between Quad and convention center.

Feasibility Study
In May 2000 the City of Cody and the Cody Chamber of Commerce commissioned Arthur Anderson's Hospitality Consulting Group to evaluate the market and economic feasibility of developing a convention center in Cody. In addition to considerable economic and market analysis, potential sites were also analyzed for convention center suitability from which it was recommended that the Cody Auditorium site was the most desirable and appropriate in achieving the goals of the convention center. The report included many facts that are useful in developing a convention center concept including:

1. The facility should:
   - Accommodate groups of 300 to 500 people.
   - Accommodate general sessions, breakout sessions, banquets, and exhibit space.
   - Accommodate larger local events and banquets of up to 1,000 persons.

2. Accomplish this by:
   - Expand the Cody Auditorium.
   - Partner with the Quad Ice Arena for largest events.
   - Provide an appropriate kitchen and support spaces.
PLANNING GOALS AND KEY ISSUES

These goals and issues relating to a convention center were developed through discussions with the Steering Committee and further discussion at the neighborhood meeting. Additions and modifications were made to the initial list of goals, issues were refined and expanded on, and a finalized list was agreed to.

GOAL 1: DEVELOP A CONVENTION CENTER AS A COMMUNITY RESOURCE.
- Provide meeting and banquet facilities for small and large groups.
- Provide an event center for community and regional shows of all sizes.
- Acquire adequate land and design for expansion to accommodate future needs.
- This facility should convey to building users and the local community Cody's "western culture".

GOAL 2: DEVELOP A CONVENTION CENTER AS A REGIONAL RESOURCE.
- Design to accommodate regional conventions and trade shows
- Conventions held in this facility can serve as a trade incubator.
- This facility can enhance regional and national community visibility.

GOAL 3: PROVIDE CONVENIENT AND ADEQUATE OFF-STREET PARKING.
- Acquire suitable land for adequate off-street convention center parking.
- Evaluate the feasibility of a convention center parking garage that could serve convention center needs and the needs of local businesses.
- Identify and resolve any negative impacts on the local neighborhood resulting from a convention center.
- Analyze all options for providing adequate parking including off-site parking lots, parking shuttles, converting existing parking lots to parking decks, utilizing existing parking at the Quad, etc.
- Provide adequate parking for vendors and oversize vehicles.

GOAL 4: PROVIDE EFFICIENT AND SAFE PEDESTRIAN AND VEHICULAR CIRCULATION AND TRAFFIC FLOW.
- Devise an optimal means of circulation between the Convention Center and Quad for events that utilize both facilities.
- Enhance the visual and physical connection between the Convention Center, the local business community, and attractions such as the Buffalo Bill Historical Center and others.

GOAL 5: DEFINE AND STRENGTHEN THE LOCAL NEIGHBORHOOD.
- Enhance neighborhood character through the development of an architecturally compatible convention center that provides adequate off-street parking.
- Preserve and enhance commercial character of Beck Ave.
- Preserve residential land use on Alger east and west of convention center site.
GOAL 6: ENHANCE TIES TO THE CONVENTION CENTER, CODY BUSINESSES, AND ATTRACTIONS.

- Develop convention center at the Cody Auditorium site, centrally located between the Buffalo Bill Historical Center, businesses, and the Quad.
- Define visual and aesthetic connection between convention center and downtown with streetscape improvements.
- Extend downtown streetscape improvements to convention center site on Beck.
- Develop a defined streetscape and pathway route connecting the convention center with the Quad, downtown businesses, and the Buffalo Bill Historical Center.

GOAL 7: DEFINE THE FUNCTIONAL PARTNERSHIP BETWEEN THE CONVENTION CENTER AND QUAD.

- Define functional role of each facility in providing services relating to convention center activities.
- Maximize utilization of both facilities.
CONVENTION CENTER FRAMEWORK

This section examines the neighborhood and community around the proposed convention center site. The purpose of developing a Convention Center Framework is to discover and fully understand the assets and limitations of the Cody Auditorium and Club Room building and site and to identify opportunities and constraints for building renovation, site expansion, and overall improvements required to develop a desired convention center facility. Studies were completed in the areas of site-city context; neighborhood character and land use, vehicular and pedestrian circulation, parking, recent Cody Auditorium and Club Room utilization, and an architectural and engineering evaluation of the Cody Auditorium and Club Room facility.

SITE - CITY CONTEXT

The initial property under consideration for a convention center comprises a 34,650 square foot parcel owned by the City of Cody at the southwest corner of Beck Avenue and 13th Streets, approximately one block south of downtown Cody and one-quarter mile north of the Quad. There exists a direct visual and physical connection to the site and the business district. A similar connection also exists with the Quad although to a lesser extent because of the approximate 50-foot or greater elevation difference between the site and Quad.

The City of Cody owns only the land occupied by the Cody Auditorium and Club Room west to the old municipal swimming pool. Any building expansion or off-street parking areas will require the purchase of additional land. The full block between Beck and Alger Avenues and between 12th and 13th Streets is considered the minimum land requirement for a convention center with surface parking. The land south of Alger Avenue between 12th and 13th Streets is also considered an acquisition goal for parking. Less land would be required with construction of a parking structure.

Development of a well-designed convention center with adequate off-street parking is considered by local residents and business owners to be compatible with the existing and anticipated future character of the area.

NEIGHBORHOOD CHARACTERISTICS, LAND USE, AND ZONING

The site is situated within an area designated in the Cody Master Plan as “Business Transition Area” and adjacent to the designated “Central Business District”. The area is characterized by both commercial and residential uses.

Beck Avenue Area
Land use along Beck Avenue in the vicinity of the site is characterized by:
- Small local service businesses between 14th Street to the Buffalo Bill Historical Center;
- Existing housing converting to businesses;
- Mixed commercial and residential uses occurring east of 14th Street;
- A wide collector street that carries considerable through traffic.

Alger Avenue Area
Land use along Alger Avenue in the vicinity of the site is characterized by:
- A stable residential area;
- Some locally historic residences;
- No commercial land uses;
- A lesser traveled residential street.

13th Street Area
Land use along 13th Street in the vicinity of the site is characterized by:
- A heavily traveled vehicular and pedestrian connection between the downtown shopping area, the site, and the Quad;
- Should be improved with expansion of streetscape improvements to the site and possibly to the Quad;
- A fully commercial area from downtown except for residential uses on Alger Avenue.
- A steep slope bank (south of Alger) that is traversed by 13th Street to the Quad area presenting a substantial hillside backdrop to any convention center concept.

12 Street Area
Land use along 12th Street in the vicinity of the site is characterized by:
- A lesser traveled local street;
- A less direct, secondary connection from the site to downtown businesses;
- Commercial land uses from downtown except for residential uses on Alger Avenue.

ZONING
The existing zoning of the Cody Auditorium site and the entire block bounded by Beck and Alger Avenues and 12th and 13th Streets is "D-2 General Business". This commercial zone classification allows general retail, offices, motels, restaurants, assembly halls, residential, etc.

The zoning of all neighboring blocks is also D-2 except for the south half of the blocks to the east and west; they are zoned "B" Residential. This residential zone classification allows all types of residential uses but does not allow any commercial uses. An existing zoning map is located in appendix.

Recommended Changes To Existing Zoning
The D-2 zone allows all convention center and related uses. The area north of the site and including the downtown is also D-2, all anticipated land uses can occur with the current zoning. This zoning classification is appropriate for a convention center and no changes are recommended.

Should the land at the southeast corner of 12th Street and Alger Avenue be acquired for future parking or some other use related to the convention center, the existing "B" Residential Zone should be changed to the appropriate D-2 zone.
CODY MASTER PLAN
The 1997 Cody Master Plan identified the convention center site and surrounding area as a Business Transition Area, "Intended to provide a future transitional area from residential to selected commercial uses to expand the Central Business District. A new Business Transition Zone classification should specify allowed uses, and other requirements and conditions to minimize disruption to remaining residential uses." The North side of Beck Avenue is the South boundary of the designated Central Business District.

The proposed convention center is consistent with the vision and recommendations of the Cody Master Plan.

CIRCULATION
The site is centrally located between many local businesses and attractions most prominent being the Buffalo Bill Historical Center, downtown Cody, and the Quad. Convenient and safe movement between these areas is important for the overall economic success of the convention center and local business alike.

Pedestrian Circulation
Walking throughout the area of the site is limited to the existing street sidewalk system. Considerable streetscape improvements consisting of special sidewalk texture and coloring, intersection "bulbing", benches, flower planters, information kiosks, and special street lighting are in place within a block north of the site.

Another critical circulation element is the walking distance from parking areas to the convention center. Currently there is no off-street parking at the site. One block to the northeast is a small municipal parking lot that is inadequate for all convention center parking needs. Additional land must be acquired for parking (parking structure or surface lot) if the goal of providing adequate off-street parking is to be realized.

Walking to the Quad from the convention center site during functions using both venues is difficult due to the steep grade on 13th Street. Pedestrian access is limited to a newer sidewalk on the east side of 13th Street. A potentially hazardous street crossing of 13th Street at Alger Avenue is required.

Vehicular Circulation
Collector and local streets bound the convention center on all sides. Beck Avenue and 13th Street are collector streets carrying significant amounts of traffic and serve as major north-south and east-west corridors. 13th Street connects the downtown area with the convention center site and extends up a significant grade to the Quad. Any access onto 13th Street should be carefully designed to eliminate any potential traffic hazards associated with limited sight distances with the curved street configuration immediately south of the site. Beck Avenue connects the Buffalo Bill Historical Center area to the convention center and onto the 16th Street arterial highway. Alger Avenue and 12th Street are lesser-traveled local streets. Alger is a residential street serving the local neighborhood and 12th Street is a north-south connector to Sheridan Avenue.

Circulation Recommendations
Through Steering Committee and careful analysis of the issues and opportunities presented with the site and its very central and visible location in the community, initial recommendations have been prepared.
1. **Develop A Strong Convention Center Front Door** – Design a well-defined front door to the facility off of 13th Street that is directly accessible to parking. This will allow direct access from the downtown area and also be convenient for convention participants to travel to activities occurring at the Quad. Have well designed signage that is compatible with the building.

2. **Develop A Secondary Convention Center Entrance** - Design a secondary entrance from Beck Avenue to allow two points of access in the event of two functions occurring simultaneously.

3. **Extend Streetscape Improvements** - To visually and aesthetically connect the convention center to other attractions and to provide a safer and consistent pedestrian environment, the downtown areas streetscape improvements should be extended to the convention center complex. As the Quad is utilized as a support area for trade shows and larger convention center events, there will be occasional pedestrian movements between the convention center and the Quad. It is recommended that the streetscape improvements should be continued up 13th Street to the Quad.

4. **Eliminate West Alger Avenue Access To 13th Street** – Development of a convention center along a 13th Street frontage to the hillside south of Alger would provide ideal street frontage access to the facility and minimize inherent traffic hazards at the Alger – 13th intersection at the base of the 13th Street hill. Until all land on Alger is acquired, an appropriate cul-de-sac must be provided on Alger.

5. **Develop A Safe And Convenient Walkway From The Convention Center To The Quad** – To minimize difficulties and hazards in walking from the site to the Quad, it is recommended to develop a handicapped accessible walkway from the convention center, traversing the west side of 13th Street with an elevated “Skyway” across 13th Street to the Quad.

**PARKING**

The provision of adequate off-street parking is a planning goal for the convention center project; however, the convention center site has no off-street parking. The City of Cody Parking Study completed March 1999 states that there is a need for 116 parking spaces in the immediate block of the site with only 81 spaces available (all on-street), a deficit of 35 spaces. In a larger five-block area between 10th and 15th Streets on Beck Avenue, there is a documented need for 303 spaces with 438 available, a surplus of 135 spaces. This does not take into consideration the development of a convention center.

The City of Cody has no standards for the number of required parking spaces for a convention center facility. In looking into what some other communities in the region require for assembly buildings without fixed seats we find requirements ranging from as high as one parking space for every 65 square feet (Billings, MT) to as low as one space for every 200 square feet of assembly space (Sheridan, WY). In researching comparable convention centers in other parts of the country it is concluded that ballroom or large assembly rooms for 1,000 or more people typically have a significantly higher automobile occupancy for those types of events than experienced for trade shows or conferences.

It is considered that given the fairly rural location and lack of any public transportation, most people will be driving in their individual vehicle to the convention center. Ideally parking should
be located no farther than a five-minute walk or ¼ mile from the destination. Parking within a
two or three minute walk of the destination will be in the highest demand. The only existing
public off-street parking considered to be within a reasonable walk to the site is the 61-space
City parking lot on Beck Avenue between 13th and 14th Streets. Any parking developed for the
convention center could potentially also be shared by local businesses but the site may be
considered too far from Sheridan Avenue businesses to be considered convenient and
accessible to the local shops.

It is beyond the scope and budget of this study to perform an in-depth parking analysis but we
have conferred with a national firm working on a very comparable new convention center in
Columbia, South Carolina. This facility is expecting statewide conferences and political
functions very similar to what is planned for in Cody, in the range of 300 to 500 people. They
will have a ballroom than can seat up to 2,000 compared to Cody's 1,000 seats, but they
anticipate significantly higher auto occupancies for those types of events. For shows, (expected
to be under 500 people) parking demand was analyzed for six different types of events: three
different trade shows (national, regional, state), a public show, a corporate or political meeting,
and an entertainment event. Hourly parking estimates were calculated for each. The peak
parking demand is estimated at about 260 cars for the state trade show; all the others were
somewhat lower. It is anticipated that what will be experienced in Cody will be somewhat higher
because of the low density in this market area. Employees and event staff must be added to
these numbers.

Parking Recommendations
All existing on and off-street parking should be available at all times to existing business needs
and the convention center facility must provide adequate off-street parking to reasonably satisfy
its operational needs. It is recommended that a minimum of 300 parking spaces should be
provided for the Cody Convention Center.

CODY AUDITORIUM AND CLUB ROOM UTILIZATION
The Cody Auditorium and Club Room is the facility under consideration for renovation and
expansion to serve as a convention center. This building, constructed in 1941 with the Club
Room addition in 1958 and a remodeling project in 1963, accommodates a wide variety of
events every year ranging from wedding receptions and birthdays to large pageants and
concerts.

Facility Utilization
The Cody Auditorium and Club Room are heavily utilized. Records since 1999 indicate that:
• There have been 90 to 120 events per year lasting one to five days;
• The average event has about 270 attendees totaling approximately 27,000 people
  annually;
• Group size ranges from six to over 1,000 people;
• Shows, auctions and community events range from 350 to over 2,800 people;
• Three local service clubs use the Cody Club Room weekly throughout the year;
• The Tiny Tots Pre-School meets daily in the basement from September through May;
• The total annual building use exceeds 49,000 people.

The following activities or events used the Auditorium and Club Room between 1999
and 2001. A number of the organizations used the facilities many times throughout the
year on a weekly or monthly basis, and many events occurred over a multi-day period.
Community Use:

Service Organization Use:
Cody Club, Rotary Club, Lions Club, Soroptimist Club, Optimist Club, Eagles Lodge State Convention, Knights of Columbus, Boys and Girls Club Halloween Party.

Business Use:

Private Use:
Nelson/Simms Wedding Reception, Katie Rose Birthday Party, Schmidt Wedding Reception, Paul James Anniversary Dinner, Jackie Johnson Funeral Reception, Cline Wedding Reception, Thorp Anniversary, Johnson Wedding Reception, Flowers 50th Anniversary, Buckmaster/Fry Wedding Reception, Stewart/Canfield Wedding

Source: Cody Recreation Department
Summarized by JGA
CODY AUDITORIUM AND CLUB ROOM EVALUATION

In the spring of 2002, JGA Architects-Engineers-Planners conducted a review and evaluation of the building and site to determine current deficiencies and related costs to upgrade the facility to current code and other standards for consideration in decisions regarding its suitability as the basis for a convention center.

The evaluation found that the Cody Auditorium has been well maintained but is showing the signs of age and deterioration consistent with a heavily used building that is over 60 years old. The facility was constructed of durable materials but many of its systems are simply worn out and past their expected useful life. The Cody Auditorium was not designed for the needs of a regional convention center but rather a community center intended for smaller local events. The auditorium section of the building contains significant structural deficiencies relating to seismic and wind resistance and the overall facility contains building code violations, and life safety concerns. The building is not reasonably accessible to those who cannot negotiate stairs and is non-compliant with numerous requirements of the Americans With Disabilities Act (ADA).

There is a significant concern for the building's ability to resist seismic and wind loads. If the City of Cody determines that it is necessary to satisfy current seismic and wind design code requirements, costly building superstructure reconstruction and other structural reinforcements will be necessary to stabilize the building and eliminate life safety hazards. To upgrade the building to current structural codes in addition to other needed building improvements may exceed the cost of an entirely new facility. More detailed structural investigations beyond the scope of this general building evaluation are recommended.

In addition to aging building systems and structural deficiencies, space inadequacies have been identified related to the requirements of a convention center. Additional spaces needed include:

- A larger kitchen;
- Additional restroom facilities;
- Convention center office and storage areas;
- An adequate and appropriate foyer;
- A new main entrance for the convention center;
- Additional space for a large meeting and exhibition room;
- Parking for participants and vendors.

It is concluded that the current cost to renovate the Cody Auditorium and Club Room, without the addition of any new space, should fall between $2,400,000 and $2,800,000. The full facility evaluation report follows.

The full facility evaluation report including a floor plan and site plan of the Cody Auditorium is located in the appendix of this report.
CONVENTION CENTER OPTIONS AND RECOMMENDATIONS

OVERVIEW
The planning for a new convention center facility for the City of Cody has revealed a vision for the most desirable and appropriate concept for a facility that can accommodate both the needs of the local Cody community and also enable Cody to attract and accommodate conventions, shows, and a variety of conferences. Site development and design options for a convention center have been prepared and discussed by the Steering Committee. Each option was carefully reviewed as to how it could address the goals established for a convention center. A recommended preliminary design concept resulted from Steering Committee and community meeting input.

Preliminary cost estimates have been prepared for each option. These cost estimates must be considered very conceptual as the building concepts are preliminary and many questions still remain as to specific materials and finishes to be used. Even though they are conceptual, the cost estimates are considered total project costs for preliminary budget discussions and include allowances for land acquisition, construction costs (in 2002 dollars), site preparation and demolition, professional service fees, other fees and permits, and a contingency allowance for unknowns. The cost estimates include an allowance for equipment and furnishings, but no operating costs. Actual costs may increase or decrease depending on the cost of purchasing each parcel of land or the actual materials or equipment selected.

OPTIONS CONSIDERED
Five site development options were devised by JGA and discussed at length by the Steering Committee during meetings held in August 2002.

Option A: Renovation of the existing Cody Auditorium for compliance to all applicable building and life safety codes, handicapped access needs, remodeling, and the addition of approximately 21,000 square feet of new space to accommodate all identified needs. No land acquisition for parking is included.

Cost: $5,400,000

Pros:
• Existing building to work with. (Loss of use for 6-8 mo. during construction)
• Some latitude as to the level of renovation work to be performed. Minimal vs. complete renovation is considered with related range of costs.

Cons:
• Building requires significant upgrades and has structural deficiencies that are costly to resolve to achieve compliance with building and life safety codes.
• 21,000 square feet of additional space is still needed to accommodate convention center needs.
• Existing building was not designed as a convention center. It is awkward and inefficient resulting in a larger building area than required. This renovation and addition is more costly than building new and results in a less than ideal solution.
• Existing on street parking only is provided.
• No direct pedestrian connection to ice arena.
Option B: Construct an all-new 26,000 square foot convention center facility on the site of the Cody Auditorium. The existing auditorium would be removed. No land acquisition for parking.

Cost: $4,000,000

Pros:
- New facility designed to accommodate all identified needs.
- Minimal or no land acquisition required.
- Some potential parking between new convention center and the Elks Club.

Cons:
- Demolition of existing auditorium to allow for new construction means loss of a community use building for at least one year.
- Existing on street parking and minimal additional parking is provided.
- No direct pedestrian connection to ice arena.
- No vendor parking provided.
Option C: Construct a new convention center facility at the base of the hill south of Alger Avenue. After construction of new building, remove existing auditorium and swimming pool and construct a parking lot. Utilize the Beck Avenue municipal parking lot for additional convention parking.

Cost: $5,029,000

Pros:
- New facility designed to accommodate all identified needs.
- Location allows use of existing building during construction.
- Provides some on-site parking.

Cons:
- Site concept does not take advantage of addressing the prominent corner location and presents parking lot as the prominent feature.
- Provides inadequate parking.
- Land acquisition and partial closure of Alger Avenue required.
- No direct pedestrian connection to ice arena. (Connection possible)
- No vendor parking near service entry without additional land acquisition to the south of Alger.
Option D: Renovation of the existing auditorium as in Option A and purchase the entire block of land between Beck Avenue, 12th Street, 13th Street, and Alger Avenue for parking. (For additional parking, also consider the purchase of land south of Alger Avenue when feasible.)

Cost: $7,350,000

Pros:
- Existing building to work with.
- Some latitude as to the level of renovation work to be performed. Minimal vs. complete renovation can be considered with related range of costs.
- Provides approximately 250 parking spaces. (If all land between Beck Avenue and base of hill south of Alger Avenue is acquired, approximately 380 parking spaces can be provided.)

Cons:
- Building requires significant upgrades and has structural deficiencies that are costly to resolve to achieve compliance with building and life safety codes.
- In addition to a costly renovation of the existing building, 21,000 square feet of additional space is still needed to accommodate convention center needs.
- Utilizes considerable land to provide the needed 300 parking spaces. Adequate parking can be obtained but requires purchase of all land south of Beck Avenue and all land south of Alger Avenue to base of hill. Existing on street parking must also be utilized to provide 300 spaces.
- Existing building was not designed as a convention center. It is awkward and inefficient resulting in a larger building area than required. This renovation and addition is more costly than building new and results in a less than ideal solution.
- Full renovation and expansion is costly and results in a less than ideal and inefficient solution.
- Requires a street closure and extensive land acquisition that is reliant on many parcels of land and including the Elks Club and private residences to be available within a practical time frame to allow development of a convention center facility with required parking.
- Less than desirable neighborhood aesthetics related to the development of a significant land area into a large parking lot.
- High cost associated with land acquisition.
- No direct pedestrian connection to ice arena.
Option E: Construct a new convention center facility on the site of the Cody Auditorium. The existing auditorium would be removed. Purchase the entire block of land for parking as in Option D.

Cost: $5,750,000

Pros:
- New facility designed to efficiently accommodate all identified needs.
- Provides approximately 300 parking spaces (plus existing on street), adequate for a convention center. (If all land between Beck Avenue and base of hill south of Alger Avenue is acquired, approximately 425 parking spaces can be provided.)
- Provides needed vendor parking and delivery at appropriate locations.
- Allows for future building addition to the west.

Cons:
- Demolition of existing auditorium to allow new construction means loss of a community use building for one year.
- Land acquisition and partial closure of Alger Avenue required.
- No direct pedestrian connection to ice arena.
PARKING OPTIONS CONSIDERED
The provision of adequate off-street parking is considered a key component for any proposed 
convention center facility. It is concluded that a minimum of 300 parking spaces are required for 
the needs of this convention center.

Options for parking that have been evaluated are:

Option 1: A Surface Parking Lot - Evaluation of land acquisition requirements conclude that 
the entire block as described in Option D (with all land to base of hill) and E above would be 
enough land to provide the needed 300 parking spaces (only with the construction of a new 
builting). The concerns associated with a surface parking lot include the questionable 
aesthetics of locating a large parking lot adjacent to a residential neighborhood, high land 
purchase costs, the uncertainty of the availability of the entire block, and the likely long time 
frame needed to actually assemble the block of land.

Cost: $1,450,000 or more depending on land acquisition cost, lighting, and 
landscaping selected.

Option 2: A Parking Structure – A three-level parking structure can be designed as a 
compatible component that is physically attached to the convention center and provides the 
needed 300 parking spaces. A parking structure would require less land area to acquire from 
multiple owners and would minimize the availability uncertainties and associated time and cost 
issues of land purchase.

Cost: $2,400,000 depending on actual land acquisition costs, design and 
materials selected.
RECOMMENDED CONCEPT
After considerable discussion and analysis, the Steering Committee narrowed the most desirable choices to Option D and a new Option F, really a modified Option C. Option D was eliminated as not cost effective, requiring excessive land purchase, and not able to realistically provide adequate parking. It is recommended to develop an Option F, a new building as described in Option C with further refinement and some significant modifications including a parking structure for 300 cars and a pedestrian walkway and skybridge connecting the facility to the ice arena at the Quad. Initial land acquisition would be limited to only those parcels necessary for the construction of the proposed new facility.

ESTIMATED DEVELOPMENT COST COMPARISON

<table>
<thead>
<tr>
<th>Option D:</th>
<th>$7,350,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remodel of Cody Auditorium</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Convention Center Addition (21,000 SF)</td>
<td>$3,400,000</td>
</tr>
<tr>
<td>Land Acquisition, Demolition, Parking Lots</td>
<td>$1,950,000</td>
</tr>
<tr>
<td><strong>TOTAL REMODELED &amp; EXPANDED FACILITY</strong></td>
<td><strong>$7,350,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option F:</th>
<th>$7,225,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention Center (26,000 SF)</td>
<td>$3,800,000</td>
</tr>
<tr>
<td>Land Acquisition, Demolition, Parking Structure</td>
<td>$3,425,000</td>
</tr>
<tr>
<td><strong>TOTAL NEW FACILITY</strong></td>
<td><strong>$7,225,000</strong></td>
</tr>
</tbody>
</table>

**Elevated Walkway and Skyway (Option)**
- Elevated Walkway $615,000
- Skyway Over Heart Mountain Road $325,000
- Land Acquisition $0

**TOTAL WALKWAY AND SKYWAY** $940,000

**TOTAL NEW FACILITY WITH OPTIONAL WALKWAY** $8,165,000

The recommended concept for a convention center is Option F:

1. Construct a new building designed to incorporate all space needs identified for a convention center. The design should reflect Cody’s western culture.
2. Construct in conjunction with the new convention center building a parking structure that can provide a minimum of 300 parking spaces.
3. Acquire land needed to develop the proposed convention center and parking structure. To anticipate eventual convention center expansion needs, a long-term goal of acquiring all the land with the block is also recommended.
4. Locate the new facility along 13th Street with the parking structure constructed into the base of the hill south of Alger Avenue. The convention center building and the parking structure should in effect be one facility with the parking structure both aesthetically and functionally incorporated into the design of the convention center. The convention center should have entrances both on Beck Avenue and on 13th Street. The parking garage access should be from 13th Street, exiting to Alger Avenue.
5. As an option to enhance the pedestrian connection between the convention center and QUAD complex construct a pedestrian walkway from the upper level of the parking structure along approximately the mid-level of the hillside to a point across Heart Mountain Road (13th Street) from the ice arena. An enclosed skyway should be
**RECOMMENDED CONCEPT**
After considerable discussion and analysis, the Steering Committee narrowed the most desirable choices to Option D and a new Option F, really a modified Option C. Option D was eliminated as not cost effective, requiring excessive land purchase, and not able to realistically provide adequate parking. It is recommended to develop an Option F, a new building as described in Option C with further refinement and some significant modifications including a parking structure for 300 cars and a pedestrian walkway and skybridge connecting the facility to the ice arena at the Quad. Initial land acquisition would be limited to only those parcels necessary for the construction of the proposed new facility.

**ESTIMATED DEVELOPMENT COST COMPARISON**

| Option D: |  |
| --- |  |
| Remodel of Cody Auditorium | $2,000,000 |
| Convention Center Addition (21,000 SF) | $3,400,000 |
| Land Acquisition, Demolition, Parking Lots | $1,950,000 |
| **TOTAL REMODELED & EXPANDED FACILITY** | **$7,350,000** |

| Option F: |  |
| --- |  |
| Convention Center (26,000 SF) | $3,800,000 |
| Land Acquisition, Demolition, Parking Structure | $3,425,000 |
| **TOTAL NEW FACILITY** | **$7,225,000** |

- Elevated Walkway and Skyway (Option)
  - Elevated Walkway | $615,000 |
  - Skyway Over Heart Mountain Road | $325,000 |
  - Land Acquisition | $0 |
  - **TOTAL WALKWAY AND SKYWAY** | **$940,000** |

- **TOTAL OPTION F - NEW FACILITY WITH OPTIONAL WALKWAY** | **$8,165,000**

The recommended concept for a convention center is Option F:

1. Construct a new building designed to incorporate all space needs identified for a convention center. The design should reflect Cody's western culture.
2. Construct in conjunction with the new convention center building a parking structure that can provide a minimum of 300 parking spaces.
3. Acquire land needed to develop the proposed convention center and parking structure. To anticipate eventual convention center expansion needs, a long-term goal of acquiring all the land with the block is also recommended.
4. Locate the new facility along 13th Street with the parking structure constructed into the base of the hill south of Alger Avenue. The convention center building and the parking structure should in effect be one facility with the parking structure both aesthetically and functionally incorporated into the design of the convention center. The convention center should have entrances both on Beck Avenue and on 13th Street. The parking garage access should be from 13th Street, exiting to Alger Avenue.
5. As an option to enhance the pedestrian connection between the convention center and Quad complex construct a pedestrian walkway from the upper level of the parking structure along approximately the mid-level of the hillside to a point across Heart
• **Priority Three** – To fully define a convention center “campus” and to provide the potential for additional convention center development, it is recommended that the land west of the proposed parking structure, south of Alger Avenue be obtained.
WAL-MART EVALUATION

In September of 2002, JGA Architects-Engineers-Planners conducted a review and evaluation of the Wal-Mart building and site to determine current deficiencies and related costs to upgrade the facility to current code and other standards for consideration in decisions regarding its suitability as the basis for a convention center.

The evaluation found that the Cody Auditorium has been well maintained and could be reasonable suitable for conversion to a convention center. With a total of 71,000 ground level square feet, the building is over double the needed area for a convention center. The building envelope is in good serviceable condition but general upgrading, expansion of plumbing, mechanical, and electrical systems, and considerable structural modifications are needed to satisfy the needs of a convention center use.

Remodeling upgrades have been identified related to the established requirements of a convention center. Remodeled space requirements and upgrades needed include:

- Minimal building envelope energy efficiency upgrades,
- An appropriate large serving kitchen,
- Appropriate restroom facilities,
- Convention center office and storage areas,
- Adequate and appropriate foyer/lobby area,
- Upgraded main entrance,
- Higher open space for a large meeting and banquet room,
- Accommodations for day-lighting in appropriate areas,
- Plumbing infrastructure and HVAC upgrades,
- Electrical, lighting, sound system, and technology upgrades.

It is concluded that the current cost to renovate the old Wal-Mart building is approximately $3,060,000. This is renovation cost only. To determine a total project cost of converting the Wal-Mart building to a convention center the following additional costs must be included:

- Property acquisition ($1,900,000),
- Demolition of existing Cody Auditorium and Pool and construction of a surface parking lot on Cody Auditorium site ($550,000, only if property is not sold).

It is estimated that a realistic total cost of utilizing the Wal-Mart building as a convention center is approximately $5,510,000.

The full facility evaluation report is located in the appendix of this report.
Two options for developing a convention center facility have been presented in this report. The first option is to remove the existing Cody Auditorium, acquire additional land, and construct a new building that includes 300 parking spaces in an attached parking structure. The second option is to purchase the vacant Wal-Mart building and perform renovation and remodeling work required to convert the building to an appropriate convention center facility. It is considered unfeasible for the City of Cody to operate and maintain both a convention center and the Cody Auditorium. As a realistic component of the total cost to the City of converting the Wal-Mart building, the existing auditorium should be sold or removed. For planning purposes, the costs associated with a “worst-case” scenario of demolition and construction of a new surface parking lot is included below.

### Project Cost Comparison

<table>
<thead>
<tr>
<th>Options</th>
<th>Remodel</th>
<th>Addition</th>
<th>New Building</th>
<th>Acquisition Demolition Parking</th>
<th>Total Cost</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cody auditorium with surface parking lot</td>
<td>$2,000,000</td>
<td>$3,400,000</td>
<td>$1,950,000</td>
<td>$7,350,000</td>
<td>Acquire all land south of Algor, build 130 parking spaces. $900,000 +/-</td>
<td></td>
</tr>
<tr>
<td>New building with parking structure</td>
<td></td>
<td></td>
<td>$3,800,000</td>
<td>$3,425,000</td>
<td>$7,225,000</td>
<td>Elevated walkway &amp; skyway to Quad. $940,000 +/-</td>
</tr>
<tr>
<td>Wal-Mart building</td>
<td>$3,080,000</td>
<td></td>
<td>$1,900,000</td>
<td>$4,960,000</td>
<td>Remove Cody Auditorium, built surface parking lot. $650,000 +/-</td>
<td></td>
</tr>
</tbody>
</table>

- Remodeling and expanding the Cody Auditorium and providing surface parking is considered the most costly option and is contingent on the ability to acquire land.

- Construction of a new convention center and parking structure on the site on the Cody Auditorium is estimated to be approximately $125,000 less expensive than remodeling the Cody Auditorium and does not require as much land acquisition.

- Renovation and remodeling of the Wal-Mart building is the least costly but it requires the purchase of the building and would likely require the demolition of the Cody Auditorium if that building could not be sold. The total probably cost of this option is approximately $2,265,000 less than a new facility. Including removal of the Cody Auditorium is approximately $1,715,000 less than a new facility.
APPENDIX

The following documents and maps are included as important supporting material to the conclusions and recommendations in this report.

The Appendix includes:

- The Cody Auditorium and Club Room Facility Evaluation report.
- Cody Auditorium floor plan.
- Cody Auditorium existing site development plan.
- Steering Committee meeting summaries.
- Neighborhood meeting summary.
- Wal-Mart facility evaluation report.
FACILITY EVALUATION
CODY AUDITORIUM AND CLUB ROOM
CODY, WYOMING

Prepared For
The City Of Cody
June 27, 2002

By
JGA Architects-Engineers-Planners
Billings, Montana
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Site Evaluation 16

Appendix
- Site Plan
- Floor Plan
- Existing Land Use
- Parking Demand
- Parking Improvements
EVALUATION OF THE CODY AUDITORIUM AND CLUB ROOM

PROJECT OVERVIEW
In the spring of 2002, the City of Cody selected JGA Architects-Engineers-Planners to perform a facility planning process that would culminate in the determination of the most desirable, and feasible approach to renovation and expansion of the Cody Auditorium and Club Room into a Cody Convention Center.

To develop a workable and realistic plan for transforming the existing building into a viable convention center, it is necessary to first understand the status and condition of the facility as well as the status and adequacy of the site and site infrastructure. To accomplish this JGA Architects-Engineers-Planners has inspected and evaluated both the Auditorium and Club Room to determine:

- Significant building code violations
- Significant structural deficiencies
- Life safety concerns
- Areas of non-compliance with the Americans With Disabilities Act (ADA)
- Building systems deficiencies (electrical, mechanical, plumbing)
- The adequacy of the facility to continue in service as a public building and serve as an appropriate environment for a convention center.
- Costs associated with correcting identified deficiencies and to renovate and upgrade the building and site to adequately serve the needs of convention uses.

This data resource will serve as an informational baseline for understanding the facility, determining facility needs and the preparation of specific recommendations for building and site improvements.

PROJECT SCOPE
During June of 2002, JGA completed a review and evaluation of the building and site. On-site inspections, discussions with maintenance staff and other City staff, review of previous engineering studies, review of the construction plans, and review of all building records as maintained by the City of Cody were performed during this evaluation.

Data collected includes an investigation of the building's envelope from both an architectural (building and life safety codes and structural condition), handicapped accessibility, and building (electrical and mechanical) systems perspective. The report also reviews the adequacy of the site, with emphasis on access, parking, and utility service issues. As a result of this building investigation, a computerized composite plan of each facility has been developed. This resource is available to allow for the creation of accurate and quick cost estimates for any type of potential building improvements. Where specific deficiencies were identified, recommendations and costs to correct the identified problems were developed.
For the purpose of this report, the JGA facility evaluation team has made the following assumptions:

- Current life safety codes should be met.
- Unsafe conditions should be addressed.
- Undesirable or hazardous structural conditions should be identified and corrective measures identified.
- The building should be in reasonable compliance with the Americans With Disabilities Act (ADA).
- Measures to achieve a reasonable level of energy efficiency should be recommended.
- An appropriate and comfortable environment for convention groups of up to 500 people and banquet groups of up to 1,000 people should be provided.

A review and evaluation of the Cody Auditorium and Cody Club Room has been completed within these general categories:

- Site issues.
- Structural issues.
- Mechanical, plumbing, and ventilation systems issues.
- Electrical power, lighting, data transmission, communications, temperature control and special systems issues.
- General architectural issues relating to building use by large groups.
- Plant maintainability issues.
- Safety and security issues.

DEFINITIONS

For the purpose of this building evaluation, the following definitions will apply:

- **Life Safety** – Building deficiencies that may hinder building occupants' ability to safely and quickly exit a building.

- **Structural Adequacy** – It is recognized that an older building such as the Cody Auditorium will probably not satisfy many of the requirements of the current structural and other building codes. What is evaluated is the structure's ability to survive an earthquake or other movement to the degree that the building occupants will survive and to determine the general structural integrity and stability of the building.

- **Handicapped Access** – It is recognized that an older building such as the Cody Auditorium will not be in compliance to many of the requirements of ADA. What is evaluated is the reasonable accommodation of those with disabilities to access each area within the facility, to be provided with adequate restroom facilities, and for the building to have adequate emergency systems.

- **Systems Adequacy** – To identify those building systems or components that should be provided or will need updating, upgrading, or replacement to enable the facility to provide a quality environment for conventions.

- **Facility Adequacy** - To identify those building spaces that are inadequate, too small, or non-existent within the Cody Auditorium or site to enable the facility to provide a quality environment for conventions.
OVERVIEW OF FINDINGS
The Cody Auditorium has been well maintained but is showing the signs of age and deterioration consistent with a heavily used building that is over 60 years old. The facility was constructed of durable materials but many of its systems are simply worn out and past their expected useful life expectancy. The Cody Auditorium was not designed for the needs of a regional convention center but rather a community center intended for smaller local events. The auditorium section of the building contains significant structural deficiencies relating to seismic and wind resistance and the overall facility contains building code violations, and life safety concerns. The building is not reasonably accessible to those who cannot negotiate stairs and is non-compliant with numerous requirements of the Americans With Disabilities Act (ADA).

There is a significant concern for the building’s ability to resist seismic and wind loads. If the City of Cody determines that it is necessary to satisfy current seismic and wind design code requirements, costly building superstructure reconstruction and other structural reinforcements will be necessary to stabilize the building and eliminate any life safety hazards. To upgrade the building to current structural codes in addition to other needed building improvements may exceed the cost of an entirely new facility. More detailed structural investigations beyond the scope of this general building evaluation are recommended.

In addition to aging building systems and structural deficiencies, space inadequacies have been identified related to the requirements of a convention center. Additional spaces needed include:

- A larger kitchen
- Additional restroom facilities
- Convention center office and storage areas
- An adequate and appropriate foyer
- A new main entrance for the convention center
- Additional space for a large meeting and exhibition room

COST ESTIMATES
Estimates of the cost of completing the various building and site improvements are included. At this early stage with no design work completed, these cost estimates must be considered very preliminary and conceptual.

The Summary Of Renovation Costs section presents a listing of identified issues and the estimated cost for each item. The total of costs for renovation includes, in 2002 dollars, contractor overhead and profit, allowances for a contingency to accommodate the many unknowns at this very early stage, and an allowance for architectural/engineering costs that will be incurred as the project progresses.
SUMMARY OF RENOVATION COSTS
(Renovation costs only, does not include any additional space)

### Architectural Issues
- A001 Egress: $71,500
- A002 Fire Suppression System (see mech.): $0
- A003 Insulated Windows: $38,500
- A004 Building Insulation: $104,500
- A005 Roofing System: $11,000
- A006 Main Entry Access: $33,000
- A007 Vertical Transportation (elevator): $104,500
- A008 ADA Compliant Toilets: $33,000
- A009 Interior Finish Upgrades: $192,500
- A010 Remodel Basement: $104,500
- A011 Space Needs: $To be determined

**Total Architectural Issues:** $693,000

### Structural Issues
- S001 Foundation: $44,000
- S002 Walls: $27,500
- S003 Floor Framing: $0
- S004 Roof Framing: $79,200
- S005 Wind and Seismic Restraint: $490,000 to $770,000

(Optional Investigation: $7,800)

**Total Structural Issues:** $640,700 to $920,700

### Electrical System Issues
- E001 Main Electrical Service: $27,500
- E002 Power Distribution: $38,500
- E003 Lighting: $44,000
- E004 Fire Alarm or Detection System: $16,500
- E005 Sound System: $16,500
- E006 Telephone and Data Infrastructure: $11,000
- E007 Television Infrastructure: $600

**Total Electrical Issues:** $154,600

### Mechanical System Issues
- M001 Ventilation System: $240,900
- M002 Plumbing Systems: $45,650
- M003 Fire Sprinkler Systems: $47,950

**Total Mechanical Issues:** $334,500

### Site Issues
- S001 Treated Water Service: $0
- S002 Sanitary Sewer: $To be determined
- S003 Storm Sewer: $To be determined
- S003 Curb, Gutter, Sidewalk: $0
- S004 Parking: $To be determined
- S005 Outdoor Swimming Pool: $16,500

**Total Site Issues:** $16,500

**RENOVATION COST SUB TOTAL:** $1,839,300 to $2,119,300

- Contingency @ 15%: $275,898 to $317,895
- Fees/Review/Permit/Etc. @15%: $317,279 to $365,579

**TOTAL RENOVATION COST:** $2,432,477 to $2,802,774

The current cost to renovate the Cody Auditorium and Cody Club Room, without the addition of any new space, should fall between $2,400,000 and $2,800,000.
ARCHITECTURAL EVALUATION

CODE REVIEW

1. Original Construction – 1941 auditorium
   1958 remodel and Club Room Addition
   1963 remodel

   A. Use: Community center and general meetings.
   B. Area: 18,304 SF on 3 levels (see Area Recap).
   C. Condition: Serviceable.
      - Use Classification: - A-2.1
      - Allowable Construction Type: Type II-N
        Allowable Area: 13,500 SF
      - Exits: Compliance issues occur in basement area
      - ADA: Significant accessibility compliance issues occur

Area Recap
1. Basement 4,361 SF
2. Lower Level
   A. Auditorium 9,894 SF
   B. Club Room 2,811 SF
   Lower Level Total Area 12,705 SF
3. Upper Level 1,238 SF

   Total Gross Area 18,304 SF
   Net Usable Area 9,200 SF (includes 1,200 SF in basement)

Building Occupancy
1. Present Staff 0
2. Anticipated Additional Staff 1
   Staff Total 1
3. Anticipated convention size up to 500
4. Anticipated banquet events up to 1,000

Occupant Load Calculations (9,238 SF)
A. 15 SF/person – exhibit and conference rooms 9,200
   \[
   \frac{15}{15} = 613 \text{ persons}
   \]
B. 100 SF/person – Office
   \[
   \frac{165}{100} = 1 \text{ to } 2 \text{ persons}
   \]
C. 200 SF/person – Kitchen
   \[
   \frac{540}{200} = 2 \text{ to } 3 \text{ persons}
   \]
   Total Code Allowed Occupants +/- 618 persons
**Plumbing Fixture Requirements Per Building Code**

Water Closets Male: One per 125 persons (50% of Men’s WC can be substituted to urinals.)

Water Closets Female: One water closet per 75 persons.

Lavatory: One per 2 water closets

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Men’s minimum code required

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Women’s minimum code required

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Fixtures are not compliant with ADA requirements; some fixtures are not available for the general public. The total fixtures called for by code may, in light of actual operational needs of larger events or banquets, be inadequate and additional fixtures can be justified.

**Occupancy and Egress**

Code compliance is marginal for the occupancy and type of building construction. The current building code allows only Type II Non-Combustible Construction for Type A2 Occupancy. The facility is generally of wood (Type V combustible) construction. Installation of a fire sprinklering system throughout the entire building would likely be required as a minimum exception to full code compliance.

Egress from the basement and the second level rooms above the entry foyer does not comply with current building code. Substantial remodeling would need to occur from an egress standpoint in order to utilize these spaces for anything other than storage. ADA compliance requires the installation of an elevator; see A007 - Vertical Transportation.

Upgrading of doors, egress hardware, and stair railings would also need to occur throughout the building. Some doors meet code but the hardware is old and should be replaced.

**Building Envelope**

The exterior wall construction of the Auditorium and Club Room is comprised of standard brick masonry and various cast concrete masonry elements. The wall construction appears to be full thick masonry with an exterior face veneer of brick. The interior finish is brick faced with painted plaster and other added material. In general, the exterior masonry of the building was observed to be in relatively good condition with the exception of the deteriorated mortar, which is addressed in the structural review.

The exterior masonry walls are accented with multiple window openings. It was observed that windows, original or not, have not been retrofitted with thermo pane glazing. Most doors appear to have been replaced with metal doors that also do not appear to be insulated. Most of the exterior doors do not meet egress code requirements and are recommended for replacement with insulated egress compliant doors and hardware.

The roof is a low slope, single ply membrane system of relatively recent installation and in good repair. The roof drainage is handled via piped drainage systems, with thru-the-wall scuppers for overflow. There are some potential problems with the current means of drainage at the Southwest corner of the building.
The exterior wall insulation was observed to be minimal or non-existent. The buildings' roof framing is constructed of standard wood joists. The re-roof of the building with the newer single ply membrane may have added insulation to the top of the roof deck under the new membrane, however, the exact type and R-value is unknown.

**ARCHITECTURAL EVALUATION**

**A001 – Egress**
Egress from the main level of the building is generally code compliant but requires updates to stair railings, doors, and hardware. The rooms above the entry foyer would require a new code compliant replacement stair and a second means of egress. A portion of the basement (±1,200 SF) could be utilized for meeting space but substantial remodeling would need to occur.

**Recommendation**
Provide necessary upgrades to the main level of the building via stair railings, doors, and hardware. Remodel portions of basement area to gain approximately 1,200 SF of usable space. The cost of a lift or an elevator would add to this cost but might also be used for access to the Banquet Room. (See A007 - Vertical Transportation)

Conceptual Cost: $38,500 (main level)
Conceptual Cost: $33,000 (basement level)

**A002 - Fire Suppression System**
Minimal code compliance with an exception for the type of construction would likely be required for continued use of the building under the desired occupancy

**Recommendation:**
Provide fire sprinkler system for the entire building.

Conceptual Cost: See Mechanical Systems Evaluation, Item M003.

**A003 - Insulated Windows**
The existing windows are outdated and energy inefficient wood and metal framed single pane windows.

**Recommendation:**
All windows should be replaced with an updated thermally broken aluminum or clad wood frame and insulated glass. (Approximately 750 SF of window opening)

Conceptual Cost: $38,500

**A004 - Building Insulation**
Existing wall and roof insulation systems are likely not in conformance with the State Model Energy Codes. However, due to the historic nature of the existing masonry mass walls, additional insulation systems applied on the building exterior are not appropriate aesthetically. Should the interior of the facility be extensively renovated, some consideration should be given to wall furring systems to allow insulation to be added. This type of renovation may also allow for concealing some surface mounted electrical wiring.

**Recommendation:**
Consider more insulation if major renovation is being done. (Approximately 12,500 SF of wall)

Conceptual Cost: $104,500.
A005 - Roofing System
The roofing system is in good condition; the amount of insulation should be verified. Some potential problems exist due to roof drain down spout locations

Recommendation:
Reroute or relocate downspouts to avoid future problems at grade.

Conceptual Cost: $10,000

A006 - Main Entry Access
The slope up to the main entry doors is about 1" in 12" and is technically a ramp without a required landing in front of the main doors.

Recommendation:
If a new more appropriate entry is constructed the slab should be lowered and one existing set of doors utilized as a means of egress only. If this were to remain as a main entrance, an ADA compliant ramp and steps should be provided.

Conceptual Cost: $33,000

A007 - Vertical Transportation
Currently the basement, stage, and banquet room are not accessible to those that cannot negotiate stairs. These areas are not compliant to ADA requirements for building access. A combination of ramps and lifts or an elevator would be needed to provide accessibility to all of these areas.

Recommendation:
If the basement is not utilized for convention or meeting space, two ramps (or one ramp and a lift) could be utilized. If the basement is to be utilized for convention or meeting uses, an elevator and a ramp is recommended.

Conceptual Cost: $104,000

A008 - ADA Compliant Toilets
If new toilet facilities were not provided as part of a building addition, additional toilet facilities would be required given the nature of the occupancy. All toilet rooms should be made accessible in compliance with ADA regulations.

Recommendation:
Provide additional space for toilets and modify existing facilities to be ADA compliant.
This cost would be combined with Mechanical Evaluation Item M002 – Plumbing Systems.

Conceptual Cost: $33,000

Item A009 - Interior Finish Upgrades
The interior finishes of the entire building are worn and in need of updating for the intended convention center use. A complete update of the interior finishes should is recommended.

Recommendation:
Provide new floor, ceiling, and wall finishes throughout.

Conceptual Cost: $192,500
Item A010 - Remodel Basement
About 1,200 SF of space could be utilized for meetings and convention uses in the basement if the egress upgrades noted in item A001 were completed.

Recommendation:
Remodel usable basement space for meeting room and convention space.

Conceptual Cost: $104,500

STRUCTURAL SYSTEMS EVALUATION

BASIS
The structural assessment is based on the 1997 UBC and engineering judgment. The following design criteria are required for new construction in the City of Cody: Snow Load 30 PSF, Wind Zone 90 MPH. Seismic Zone 2B.

The scope of the evaluation was to make visual observation and comment on the general structural condition of the building. No special measures were taken to expose structural members not available for review. Detailed structural analysis of any of the structural members for the purpose of determining structural adequacy was not performed.

Dates of Construction: Main auditorium reported about 1941; the Cody Clubroom was added on a few years later. Similar construction materials and techniques as the auditorium were used.

STRUCTURAL SYSTEM DESCRIPTION AND CONDITION ASSESSMENT

SO01 - Foundation
Concrete walls and pilasters on spread footings. Bearing soils observed would be classified as sandy gravel. The Auditorium had a crawlspace below while the stage and clubroom area had a basement below. No foundation settlement was observed.
Condition - Rated as Fair. Basement walls exhibited extensive paint blistering and moderate concrete deterioration from infiltrating water along the exterior walls. Poor drainage away from the building is the most likely source of the water infiltration along the basement walls. Intermittent concrete surface spalling was observed in exterior concrete stairs and slabs.

Recommendation: Observed deterioration to the basement walls did not yet appear to be detrimental to the structural integrity of the walls. Improvement of site drainage away from the building and continued monitoring for water infiltration is recommended.

Conceptual Cost: $44,000

SO02 - Walls
Multiwvthe common building brick with unreinforced brick veneer.
Condition – Rated as Fair. Mortar deterioration and mortar pop outs were observed throughout the exterior brick.

Recommendation: Re-pointing of deteriorated brick joints.

Conceptual Cost: $27,500

SO03 - Floor Framing
1x decking over wood joists supported on solid sawn wood beams. Condition Rated as Good. The floor framing observed in the crawlspace below the auditorium was calculated to have a load capacity
near 100 PSF. The 1997 UBC requires areas for public assembly to be designed for a live load of 100 PSF.

**Recommendation:** No improvements recommended.

**S004 - Roof Framing**

1x decking over wood joists supported on curved laminated wood Tudor arches in the auditorium and tied laminated wood arches in the clubroom. In a few areas the wood decking and joists exhibited signs of water infiltration, but no deterioration in the members was noted. **Condition Rated as Fair.** The roof joists observed in the roof above the mezzanine calculated to have a capacity of 45 PSF, which is acceptable for Cody. Drainage off the roof structure is very awkward. The multiple radial roofs converging with the high perimeter parapets may trap pockets of water and snow. Roof structure over-load from potential snow drifting or water ponding may be a problem.

**Recommendation:** We advise further evaluation of the wood aches for structural adequacy when subjected to code required snow loads and drifting effects.

**Conceptual Cost:** $79,200

**S005 - Wind and Seismic Restraint**

The lateral force resisting system consisted of 1x wood sheathed diaphragms and unreinforced masonry walls. **Condition – Rated as Poor.** A number of problems were observed with the building's lateral system and the building would not meet current code requirements for wind and seismic design with out extensive renovation work. Areas identified as problems are as follows:

- Unreinforced masonry: Tall unreinforced masonry walls up to 36 feet high occurred around the building and unreinforced parapet walls extended up to 6 feet high. The main problem with the unreinforced masonry is its brittle nature and tendency to crack at low deformations. Once cracked, the wall has little strength when required to continue carrying lateral load.
- Lack of connections to provide a complete lateral load path to the foundation: Connections between the roof, floors, and walls are critical to "tie" the building together.
- Possible lack of adequate shear walls: Although a lateral analysis is beyond project scope, it appeared that with the large window openings the masonry walls may be inadequate to take design level earthquake and wind forces.
- Probable lack of floor and roof diaphragm: Buildings constructed in this time period typically used 1x boards as the floor and roof sheathing. Under current code this is not allowed because it does not provide adequate diaphragm strength to support masonry.

**Recommendation:** We advise further evaluation of the building superstructure for adequacy to resist wind and seismic forces and to determine order of magnitude of costs for necessary structural reinforcements. The City of Cody must determine if this facility must be upgraded to comply with 1997 UBC for structural design at the time of any renovation and expansion construction.

**Conceptual Cost:** Detailed structural investigation $7,800

Structural upgrade may require $490,000 to $770,000 depending on the findings of a detailed structural investigation.
ELECTRICAL SYSTEMS EVALUATION

E001 - Main Electrical Service
The electrical service to the building is comprised of at least 3 multiple feeders, with associated meters and disconnect switches located in the alley. We were unable to clearly define which services serve which equipment, or if all of the services are currently active. The primary service appears to be a 120/240-volt single-phase service to a newer 400-amp panelboard in the basement. There was a three-phase service to the kitchen, but we understand this service has been disconnected, since the new gas range was installed. There are 2 other services that were difficult to trace.

In order for the building to function adequately as a convention center, the electrical service will have to be upgraded. This will allow the consolidation of the multiple services, as well as provide for greater electrical capacity for the building, to accommodate new loads like air conditioning and kitchen equipment. The existing service is 120/240-volt single-phase power. The new service would likely be 120/208-volt three-phase power, for better efficiency in power distribution and to allow the installation of three phase mechanical equipment.

A new main distribution panel would serve the new mechanical equipment and would backfeed any equipment that was identified for reuse. It would also serve any new panelboards located within the building.

**Recommendation:** Install new service, main distribution panel, and feeder sized to handle existing and anticipated electrical demands.

**Conceptual Cost:** $27,500

E002 - Power Distribution
Most of the panelboards within the existing building are very old and require replacement. Some are in disrepair and difficult to find breakers for. Many are not labeled with manufacturers information, making maintenance difficult, and reuse nearly impossible due to the lack of necessary information such as short circuit withstand capability, and bus ampacity. The existing panels do not allow for new loads to be added. The existing kitchen panelboard is in good condition and could probably be reused.

The main gym area, and the adjacent meeting room do not have much flexibility in the power outlets available. That is, they currently each have a few duplex receptacles. Any power requirements above the standard 20-amp receptacle needs have to be met with long extension cords and specialty plug sets. There are currently a few 50-amp outlets on one side of the stage that serves this function. The extension cords get plugged into the outlets on the side of the stage and extended to wherever the need is. This is not adequate for current convention center uses.

**Recommendation:** Provide multiple “plug-in” points for various services, including 20 amp/208 volt/single phase; 30 amp/208 volt/single phase; 30 amp/208 volt three phase; and 50 amp 208 volt/3 phase. This arrangement would allow the flexibility to support various functions within the space. This would lead to the need for additional panelboards located within the existing building to serve the new outlets. New power distribution will be required to serve new mechanical equipment, any new kitchen equipment, and other miscellaneous items. Provide new outlets, panelboards, and feeders.

**Conceptual Cost:** $38,500

E003 - Lighting
Lighting throughout the public spaces in the existing building should be replaced and updated. Many of the fixtures in the gymnasium have yellowed lenses. There are some uplights in the gym to provide
a different look, but many are in poor condition, and they do not provide much light. The fixtures in the meeting room are bare bulb strips, which are not appropriate for modern convention centers. The actual use of the spaces will dictate the type of lighting required, but most of it requires updating. Fluorescent lighting can be used, but should utilize current technology to maximize energy efficiency, such as T8 lamps and electronic ballasts. Metal halide indirect lighting could be used in the gym to provide a softer light for some functions. There are numerous solutions, and many options can be explored.

Switching throughout the large gym area and the adjacent meeting room should be revised in order to allow a lot more flexibility. Currently, the lights in the gym are switched from the electrical panel on the stage, which would not be the preferred location. These lights are switched by “circuit”, therefore large banks of lights are controlled by one breaker switch. This does not easily allow for various lighting levels within the space. Similarly, there are only 2 switches for the lights in the meeting room; each switch controls a row of lights. For practical purposes in these spaces, the lights are either “on” or “off”, with little flexibility in between the two. Switching locations in other individual rooms and corridors are adequate for the most part.

Exterior lighting fixtures should be replaced with new fixtures. These should be selected to enhance the architecture, while providing adequate lighting for circulation at the exterior of the building, especially along pathways. Much of this can probably be accomplished from fixtures mounted on the building. Bollards or low height (10 to 12 foot) pole fixtures might be appropriate.

New switching and lighting should allow for flexibility and ease of control and maintenance. The new lighting should be energy efficient, and use long life lamps. The fixtures should have easy access for cleaning and re-lamping. The types of lamps should be kept to a minimum to limit inventory of spare lamps.

**Recommendation:** Replace and update interior and exterior lighting and lighting controls.

**Conceptual Cost:** $44,000

E004 - Fire Alarm
The existing facility does not have a fire alarm or detection system, which will be required when remodeling occurs. The occupancy classification and the number of people that may gather at one time will dictate the exact fire alarm system requirements. ADA compliant horns and strobes will be required throughout.

**Recommendation:** Install ADA compliant fire alarm and detection system.

**Conceptual Cost:** $15,000

E005 - Sound
The existing sound system is located on the stage, and has a pair of speakers located in the gym area. There is a jack in the adjacent meeting room that will allow the addition of speakers in that area. The existing system will only allow microphone inputs at the sound equipment itself, located at the stage. The system is old and should be replaced.

**Recommendation:** Install a more flexible sound system that will allow various inputs, as well as provide speaker coverage throughout the meeting rooms. Multiple input jacks should be located throughout the building, to allow users to hook up a microphone or tape deck or CD, whatever they require. A means to separate system inputs will be required, so that one area can be doing something different than another. Depending on the arrangement of the spaces, this may be better accommodated by separate systems, each with multiple inputs and outputs.

**Conceptual Cost:** $16,500
E006 - Telephone and Data Infrastructure

Telephone: The existing telephone system is comprised of a number of telephone jacks all located in one area at the side of the existing stage. These jacks can be connected to provide up to 12 lines of service for users. This system approach is appropriate, but the jacks should be distributed. The phone system can be combined with a new data system distribution. The need for phone lines have reduced in recent years due to the widespread use of cellular phones, but the need for data connections has increased significantly.

Data: There currently is not any data infrastructure available within the building, for Internet connections, or for data distribution (such as video projectors). Some level of connectivity should be provided for the building. There is a wide range of options available. We do not believe a complex system is required, but some availability of high-speed Internet connection should be explored, combined with telephone distribution.

Recommendation: Install updated telephone system and data infrastructure for Internet or data distribution.

Conceptual Cost (telephone and data): $11,000

E007 - Television

There is currently one (maybe two) jack in the building for cable television. Although this is not a common need, it would be advisable to add a couple more jacks for flexibility. The current cable is exposed and should be concealed during the renovation.

Recommendation: Install additional cable television jacks.

Conceptual Cost: $600
MECHANICAL SYSTEMS EVALUATION

M001 - HVAC System
Heating System: A low-pressure steam boiler provides heat for the facility. The steam boiler is new (installed in 1998) and in good condition. Much of the steam and condensate piping was also replaced in 1998 when the new boiler was installed. The steam heating system is in good condition and no immediate upgrades are required.

Ventilation and Cooling System: The main assembly room is currently served by a Heating and Ventilating Unit (HVU) located on a mezzanine adjacent to the stage. The unit is original and has outlived its predicted service life. Swamp coolers provide cooling for the assembly room and the clubroom. The swamp coolers provide some relief from summer heat when ambient conditions allow, but when ambient conditions are both hot and humid the swamp cooler are rendered ineffective.

Recommendations: The existing HVU should be replaced with a new Heating Ventilating and Air Conditioning (HVAC) Unit. The new unit should be equipped with both heating and cooling coils. A new ductwork air distribution system should be installed to provide airflow throughout the building. An air-cooled condensing unit should be added to provide cooling throughout the facility via a refrigerant cooling coil in the HVAC unit. The system should incorporate steam reheat coils, or Variable Air Volume (VAV) reheat boxes to provide zoning. A VAV box functions by reducing the airflow volume to a particular room or zone, during periods of other than peak cooling. During heating operation the airflow is reduced to approximately 1/2 of the total cooling airflow, saving fan energy and reducing the overall heating load for the building.

If a large addition to the facility were built, a centralized chilled water-cooling system would most likely be incorporated into the mechanical design. In this scenario, cooling for the existing building would be provided by the centralized chilled water system and the air-cooled condensing unit mentioned above would not be required.

Conceptual Cost for HVAC System: $240,900

M002 - Plumbing Systems
The existing plumbing fixtures are in poor condition, non-ADA compliant, and in need of replacement.

Recommendation: All existing plumbing fixtures should be replaced and the toilet rooms should be completely remodeled to meet ADA requirements. The remodeled toilet rooms should also be equipped with a mechanical exhaust system.

Conceptual Cost: $45,650

M003 - Fire Sprinkler Systems
The existing building does not have a fire sprinkler system. To meet current codes a fire sprinkler system must be added.

Recommendation: Install code compliant fire sprinkler system.

Conceptual Cost: $47,950
SITE EVALUATION

S001 – Treated Water Service
There is an existing 8" water main in Beck Avenue and a 10" water main in 13th Street. Providing treated water to the proposed convention center facility is not expected to exceed the existing system capacity.

**Recommendation:**
No treated water infrastructure improvements are needed.

S002 – Sanitary Sewer
Sanitary sewer service is provided from a 10" main in the alley between Beck and Alger Avenue. This alley runs on the South side of the existing auditorium. The City of Cody is conducting an inventory and analysis study of the existing sanitary sewer collection system throughout Cody and the results of the study are to be available on July 1, 2002.

**Recommendation:**
After the sanitary sewer study is made available by the City of Cody (on or about July 1, 2002) a preliminary determination can be made if there is adequate capacity in the existing lines to accommodate a convention center facility.

Conceptual Cost: To be determined

S003 – Storm Sewer
Storm sewer is available in the vicinity, however, is undersized for the drainage area. Upgrading the storm sewer would be a task the City of Cody would be sponsoring. City of Cody development regulations require that until a storm sewer upgrade has been constructed, excess surface drainage from the proposed convention center must be retained on site.

**Recommendation:**
No storm sewer work is required for the existing facility. However, at the time a convention center addition is constructed, an on-site storm water retention mechanism is required. If the City of Cody were to upgrade the local storm sewer system by the time the convention center is constructed the on-site retention would not be necessary.

Conceptual Cost: To be determined.

S004 – Curb, Gutter, Sidewalk
The City has improved curb, gutter and sidewalk in the vicinity of the Cody Auditorium. It is not expected that there will be any additional costs to upgrade the existing curb, gutter and sidewalk along Beck Avenue or along 13th Street north of the alley.

**Recommendation:**
No curb, gutter, or sidewalk improvements are needed.
S005 – Parking
There is currently no off-street parking dedicated to the Cody Auditorium. The City of Cody Parking Study completed March 1999 states that there is a need from all land uses for 116 parking spaces in the Cody Auditorium block between 12th and 13th Streets on Beck with only 81 spaces available, a deficit of 35 spaces. In a larger five block area between 10th and 15th Streets on Beck, there is a documented need for 303 parking spaces with 438 spaces available, a surplus of 135 spaces.

If the Cody Auditorium were to be constructed today, current City regulations would require the provision of approximately 200 off-street parking spaces. Since this is an existing facility, no additional parking is required. However, any additional space will be required to address parking.

Recommendation:
The City Engineer recommends researching how and what quantity parking has been provided at other convention centers around the state and region and determines a reasonable approach for Cody. Exact numbers of spaces required will be the result of the facility design, square footage, anticipated usage, and negotiations with the City Public Works Department.

Short-term solutions may be to implement appropriate recommendations of the City Parking Study, specifically,

- “Establish a joint use agreement for sharing bank parking lots”
- “Establish tram service between a remote parking facility (such as the Cody Quad) and the site”

If parking near the convention center is determined to be an absolute requirement, the existing municipal parking lot on Beck between 13th and 14th Streets could become a two level parking deck that could provide an additional 60 or more spaces.

Conceptual Cost: To be determined

S005 - Outdoor Swimming Pool
The outdoor pool is no longer in use and poses a potential hazard.

Recommendation:
Remove pool and fill for future use of site.

Conceptual Cost: $16,500
MEETING SUMMARY
Cody Convention Center
Planning Committee No. 1

The following is a brief summary of the meeting held in the Cody Club Room at 2:00 PM, June 27, 2002.

In Attendance:
Marv Allerheiligen, Pinnacle Bank
Jim Sulgrove, First National Bank of Powell
George Mongon, Buffalo Bill Historical Center
Dave Reetz, First National Bank of Powell
Laurie Kadrich, City of Cody
Jerry Kincade, AAA Storage
Claudia Wade, Cody Country Chamber of Commerce
Mike Glassing, JGA Architects-Engineers-Planners
John Eisen, JGA Architects-Engineers-Planners

Meeting Overview:
1. Introductions were made and John Eisen gave an overview of the project. An article on current trends with convention centers in smaller cities was passed out.

2. A schedule of meetings and events for the entire project was passed out. The committee recommended adding a community-wide meeting for August 6 at 6:00 PM in the Club Room. Laurie asked that all future committee meetings be held in the council chambers at the city hall and the committee agreed.

3. Proposed goals to be achieved by the project were presented and the committee expressed a number of suggested revisions to the goals.

4. JGA gave a brief overview of the recently completed evaluation of the Cody Auditorium and Cody Club Room. Copies of the report were distributed. Considerable discussion followed regarding the scope of the investigation, cost estimates for renovation, and structural concerns. JGA stressed that the report gave a complete listing of all building deficiencies. Some of these are required building code issues (seismic, fire suppression, egress, etc.), some are needed but not required ADA issues (rest rooms, access, etc.), and some are aesthetic and comfort issues that may be appropriate with the upgrading of the building to a convention center (lighting replacement, air conditioning, interior finishes, etc.) Full renovation is between $2.4 and $2.8 million; actual recommended upgrades may be less than this. This does not include any additional space.

5. The committee observed that if all renovation issues are addressed and additional space is added to the existing facility as recommended by the May 2000 Arthur Anderson report, it may likely be less expensive to construct a new facility.
6. Parking and land acquisition costs are unknowns and need to be addressed in a final recommendation. Parking is considered a key issue. Options discussed briefly were a shuttle to the Quad, land acquisition on the Auditorium block for parking, add a deck on the Beck Street city parking lot. It was observed that having convention attendees walking from off-site parking areas passing by shopping opportunities was a good idea. Not providing parking was not considered an option.

7. Three conceptual options surfaced in this very preliminary discussion of possible solutions. All of these options imply the potential acquisition of as much of the block as possible for parking.
   a. Renovate existing building and add additional space
   b. Construct a new facility on the existing site
   c. Construct a new facility tight against the hill, close Alger Street, acquire the land north and south side of Alger and as much of the block, with completion of a new building, remove existing building to develop parking.

8. It was observed by the committee that a new facility is likely to be less costly than a complete renovation of the existing building and adding additional space.
MEETING SUMMARY
Cody Convention Center
Planning Committee No. 2

The following is a brief summary of the meeting held in the Cody City Hall at 2:00 PM, July 11, 2002.

1. John Eisen presented a written and verbal overview of the July 9 neighborhood meeting.

2. Suggestions committee has received from individuals are to "raise $10 million and use $1 million to buy old post office" and use old Walmart building. Both ideas were discussed and rejected.

3. It was suggested that we consider purchasing the old house and apartment building to the east on 13th for "green space" or potential parking.

4. Other ideas discussed:
   a. Add on to the ice arena
   b. Build a parking garage at the arena
   c. Buy land in the auditorium block
   d. Buy land to the east
   e. Buy old post office
   f. Put a deck on city parking lot
   g. Buy Elks Club
   h. Use Elks Club for Cody Club functions during any construction projects.

5. Anticipated cost of purchasing the auditorium block is +/- $1.25 million.

6. A 300 space parking garage would cost +/- $2 million and the cost of 300 spaces of surface parking lot with land acquisition is also +/- $2 million but could take many years to actually acquire land.

7. The following site development options were reviewed and discussed at length:
   A. Remodel and expansion of existing auditorium. (option A, cost $5.5 - $6 million)
   B. Construct new convention center in place of existing auditorium. (option B, cost $4 million)
   C. Construct new convention center south of auditorium at base of hill south of Alger, provide parking any city owned land. (option C, cost $4 million + any parking)
   D. Remodel and addition of existing auditorium, purchase entire block (also land south of Alger between 12th and 13th if possible) for parking. (option D, cost $8 million)
   E. Construct new facility in place of existing auditorium, purchase entire block (also land south of Alger between 12th and 13th if possible) for parking. (option E, cost $6 million)

8. After discussion it was agreed that JGA was to do further work to refine options A and E for an August 1 committee meeting.
   A. Remodel and expand existing auditorium, develop parking on entire block. A parking garage could be an option. Space for a 3,000 sf Visitor's Bureau is to be included.
   B. Construct a new convention center facility at northeast corner with a parking garage located at the southeast corner. This concept could be one structure consisting of a parking garage at the base of the hill south of Alger that continues north as a convention center. Space for a 3,000 sf Visitor's Bureau is to be included. It is desired that a means to walk from the upper parking garage level to the ice arena should be devised. This could include a skyway over 13th to the ice arena.

JGA Architects-Engineers-Planners
MEETING SUMMARY
(Revised as per committee comments received August 22, 2002)
Cody Convention Center
Planning Committee No. 3

The following is a brief summary of the meeting held in the Cody City Hall at 2:00 PM, August 1, 2002.

1. John Eisen presented a brief overview of the July 11 committee meeting and stated that the purpose of today's meeting was to review and discuss the two convention center options agreed to at the last meeting; to renovate and expand the auditorium with a surface parking lot and to construct a new convention center with a parking garage.

2. Mike Glassing from JGA presented concepts for floor plans and site plans with associated cost estimates for a renovated and expanded auditorium (23,000 SF) with the adjacent block developed into +/- 200 parking spaces. This option would cost from $6.4 to $9 million depending on what level of renovation and code compliance was performed. The other option discussed was a new convention center building with an attached parking garage of 300 spaces. This option also included a walkway from the top of the parking garage to a point across from the Quad and an enclosed skyway over 13th Street to the Quad. Costs would be from $6.8 to $9.8 million total: $6.1 to $8.75 for the building and 300 space parking garage, $700,000 to $1 million for the walkway and skyway.

3. After considerable discussion, all committee members were asked to give their personal observations and opinions and to state which option they preferred. The vote was 8 for a new building as opposed to remodeling, 1 — "no preference, just get it done".

4. General comments offered by the committee:
   - Visitor center may not be located in new convention center but keep the 3,000 SF available in the building for some unidentified entity.
   - It is not a good idea to add onto the ice arena with meeting rooms as suggested by arena people.
   - Parking should be developed at convention center site rather than at arena so it can serve downtown as well.
   - Discussions need to occur with arena people to assure ways to eliminate competition between convention center and arena. This relationship must be solidified.
   - Arena should be a trade/exhibit hall venue and convention center a more finished banquet/meeting type facility. Arena would be a less expensive venue. Each facility will attract a different client and very much compliment each other.
   - Facility front door should be on 13th Street side with an entry also on Beck Avenue.
   - Save old artifacts of Cody Auditorium for use in new facility.
   - Public perception may be that a remodel/addition is less expensive.
   - Get options, etc. on land ASAP.

5. A discussion of "What is western?" Comments were:
   - Rock
   - Landscape
   - Logs
   - "Natural" elements
6. Other design comments:
   - Use brick to tie into the downtown
   - Use correct signage
   - Main entry must be inviting, stately, somewhat formal
   - Watch a parking garage to building roof access – security issue.
   - Can there be some type of visual tie to Quad building?
   - Consider maintenance and longevity issues of wood.

6. After discussion on funding resources and realities, it was agreed that JGA was to do further work to final refinements of the two concepts for the August 22nd committee meeting.

JGA Architects-Engineers-Planners
The following is a brief summary of the meeting held in the Cody City Hall at 2:00 PM, August 22, 2002.

1. John Eisen presented a brief overview of the August 1st committee meeting and stated that the purpose of today's meeting was to review and discuss the two convention center options agreed to at the last meeting; to renovate and expand the auditorium with a surface parking lot and to construct a new convention center with a parking garage.

2. Mike Glassing from JGA presented concepts for floor plans and site plans with associated cost estimates for a renovated and expanded auditorium (23,000 SF) with the adjacent block developed into park. This option would cost from $6.0 to $8.7 million depending what level of renovation and code compliance was performed. This cost includes remodeling, new addition, land acquisition, parking lot, and demolition of existing buildings on the block. The other option discussed was an all-new convention center building (26,000 SF) with an attached parking garage of 300 spaces. This option also included a walkway from the top of the parking garage to a point across from the ice arena and an enclosed skyway over Heart Mountain Road (13th Street) to the Quad. Costs for the new building and attached parking garage would be from $5.9 to $8.6 million. The walkway and skyway bridge will cost between $700,000 to $1.2 million for the walkway and skyway. A total cost for a new facility and walkway/skybridge is $6.8 to $9.8 million.

3. After discussion, the committee agreed that the most cost effective option is to develop a new building and parking structure as generally depicted as Option B. There were changes to each option:

   Option A:
   - Expand the parking lot to the east and eliminate parking on 13th Street.

   Option B:
   - Provide vehicular access to the parking garage from the west and east sides.
   - Provide a second elevator and large double stair to allow easy large crowd access from the convention center to the parking garage.
   - Stairway from the convention center into the parking garage must be a nice, grand stairway, not a service stair.
   - Have enough toilets to accommodate large crowds and breaks during a convention session.
   - Provide a toilet group at opposite corners of the building.
   - Use a metal roof.
   - Enter garage off of 13th and exit to Alger Avenue.
   - Show the walkway/skyway as an option.
   - Present cost per parking space and cost per square foot.

4. A drawing depicting two concepts for the exterior of a new convention center was presented. One of the options was quickly selected as the most desirable and most "western" feeling.

5. It was decided that 10 copies of a review draft of the report is to be submitted to the city by September 11th. The committee will have a meeting with "key" people to "test the waters" and start the process of community understanding of the proposed convention center. A presentation to the city council is set for the October 21st regular council meeting.

JGA Architects-Engineers-Planners
SUMMARY OF NEIGHBORHOOD MEETING
Cody Convention Center Planning
July 9, 2002

JGA has prepared the following summation of comments received from the 22 attendees of the neighborhood meeting held on July 9, 2002 at 7:00 PM in the Cody Club Room.

1. Beck Ave. is now and will continue into the future as a commercial street with very few residential uses. Alger is now and will continue into the future as a good, stable residential area containing some historic homes. The proposed convention center located on Beck will not adversely affect the residential character of Alger and is considered an asset to the vitality of the commercial character of Beck and adjacent downtown commercial areas.

2. Additional sites were proposed:
   A. Consideration should be given to the Marathon Oil Building for a convention center as it is adjacent to the Quad and would maximize a joint-use relationship, provide ample parking, and provide ample land for future expansion. It was stated that the building and 20 or more acres of land was for sale for $9.3 million. This was considered a very high cost and did not include any renovation, remodeling, or addition costs.
   B. Webster Motors. Plenty of land for a building and parking, very well situated near motels and downtown with excellent access. Was not considered feasible by most of the group.

3. The Cody Auditorium site is considered to be a good location for the convention center as it is midway between the Quad and the Buffalo Bill Historical Center.
   A. Helps tie the Quad and BBHC and downtown together.
   B. The tie to the downtown is a priority with the Quad actually a support or overflow area to a convention center.

4. All future concepts and related costs should include all costs including land for parking and future expansion, demolition, etc.

5. Costs should be developed for the purchase of the property between Beck and the hill South of Alger, between 12th and 13th Streets. This should be the “site” for the convention center.

6. Parking:
   A. Off-street parking must be provided for the convention center.
   B. Local business is adversely affected by lack of parking.
   C. Parking is the BIG issue regarding a convention center.
   D. Venders and RV’s with oversize vehicles need parking.
   E. Include parking and related land costs in total cost estimate.

7. Design Issues:
   A. Preserve “Western Culture” with use of materials and character of facility.
   B. Design for vertical and horizontal expansion so that in 20 years the facility is not obsolete.
   C. Three options were presented with no overwhelming comment for any particular site plan other than go with the most cost effective solution that can provide the most parking.
   D. The building should be on the corner of Beck and 13th with remainder of site used for parking.
   E. Devise the best way to minimize travel between center and Quad.

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