

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, NOVEMBER 14, 2017
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

1. Call to Order by Steve Miller, Chairman
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the October 10, 2017 regular meeting.

6. NEW BUSINESS:
 - A. Review Draft Residential Infill Subdivision Standards.

7. P&Z Board Matters (announcements, comments, etc.).

8. Council Update:

9. Staff Items:

10. Adjourn

The public is invited to attend all Planning, Zoning and Adjustment Board meetings. If you need special accommodations to participate in the meeting, please call the City office at (307) 527-7511 at least 24 hours in advance of the meeting.

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, October 10, 2017

A meeting of the Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, October 10, 2017 at 12:00 pm.

Present: Steve Miller, Chairman; Heidi Rasmussen; Curt Dansie, Reese Graham, Sandra Kitchen, City Deputy Attorney; Todd Stowell, City Planner; Bernie Butler, Administrative Assistant.

Absent: Buzzy Hassrick, Kayl Mitchell, Richard Jones, and Glenn A. Nielson, Council Liaison

Chairman Steve Miller, called the meeting to order at 12:00 pm, followed by the pledge of allegiance.

Reese Graham made a motion, seconded by Heidi Rasmussen, to approve the agenda for October 10, 2017. Vote on the motion was unanimous, motion carried.

Heidi Rasmussen made a motion, seconded by Reese Graham, to approve the minutes for the September 26, 2017 meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

A. Todd Stowell presented a Downtown Architectural District Sign Review for the VA Clinic, located at 1432 Rumsey Avenue.

Reese Graham made a motion, seconded by Curt Dansie, to approve the sign for the VA Clinic, located at 1432 Rumsey Avenue.

Vote on the motion was unanimous, motion passed.

P & Z Board Matters – none

Council Updates – none

Staff Items – none

Curt Dansie made a motion, seconded by Heidi Rasmussen, to adjourn the meeting. Vote on the motion was unanimous, motion carried.

There being no further business to come before the Board, Chairman Steve Miller adjourned the meeting at 12:05 p.m.

Bernie Butler, Administrative Assistant

Title 11, Chapter 8

City of Cody Residential Infill Subdivision Standards:

(October 24, 2017 Draft)

1. Purpose:

The purpose of this chapter is to establish appropriate subdivision development standards for the infill and redevelopment of underutilized residential properties, so as to allow additional housing opportunities on individual lots in existing neighborhoods. To help minimize development costs and thereby encourage more affordable housing, this chapter is intended to be utilized as a template for qualifying developments without the need for complete engineered plans—relying instead on the standards herein and qualified contractors and tradesmen to complete the subdivision improvements to acceptable standards. Therefore, the scope of this chapter is limited to projects that are relatively straightforward and do not involve construction of any new public streets, public water lines, or public sewer lines. The size limit for applicability of this chapter is meant to separate small infill situations from larger properties that are more appropriately developed with traditional development patterns and improvements.

2. Applicability:

This chapter shall only be applicable to the subdivision of properties that have all of the following characteristics. Qualifying subdivisions are referred to as residential infill subdivisions.

- A. The property is 1.2 acres (52,272 sq. ft.) or less in size (net lot area);
[Note: Consider Minimum size of property requirement? 16,000 square feet net lot area for R-1, R-2 and R-2MH; 10,000 sq. ft. for R-3; and 7,200 for R-4? Or overlay?]
- B. The property is located in a residential zoning district and does not contain any non-conforming commercial or industrial uses;
- C. The property has frontage on and access directly to/from a paved public street;
- D. The property will contain no more than five lots, and no more than five dwelling units (primary and accessory);
- E. The access route to any lot in the proposed subdivision is not more than 350 feet in length, measured from the public street right of way to the middle of the turnaround;
- F. All lots will be served with public sewer, public water, and City electric power;
- G. No sewer or water lines will be shared between lots—individual sewer and water service lines must be run to each lot.

3. Variances to Typical Subdivision Design Standards:

Except as otherwise specified herein, the provisions of Chapters 1, 2, 3, 4, and 5 of Title 11 remain applicable. Variances to the provisions of Chapters 1 through 5 are provided as follows. Residential infill subdivisions that meet the standards of this chapter need not comply with:

- 11-4-2(H), Dead End Streets/Alleys
- 11-4-2(L), Vertical Curve Length
- 11-4-2(P), Alleys
- 11-4-2(Q), Curb, Gutter, Sidewalk, Paved Streets
- 11-4-2(R), Street Cross Section
- 11-5-1(A)(2) (Except as otherwise specified herein, engineered plans are not required for private improvements in infill subdivisions.)
- 11-5-1(C), Curbs, Gutters and Sidewalks

- 11-5-1(D), Street Design, Construction
- 11-5-1(M), Streetlighting
- 11-5-1(P), Certificate of Engineer; As-Constructed Plans

4. Residential Infill Subdivision Design Standards:

The following design standards shall apply to residential infill subdivisions. All applicable required improvements are the responsibility of the subdivider and shall be installed prior to issuance of a building permit for a dwelling within the subdivision, or within two years of final plat approval, whichever occurs first. If the subdivision is to be phased, it must be disclosed with the subdivision application, and improvements may be phased accordingly. The layout of all subdivision improvements shall be shown on the preliminary plat application drawings.

A. Access and Frontage Requirements.

The following access standards have been developed in coordination with the fire marshal, and pursuant to the fire marshal’s authority, when the following standards are met, they supersede any conflicting and more restrictive standards of Appendix D of the International Fire Code.

- i. All lots shall be provided with frontage on a public street or private access easement, in accordance with Table 10-06-2. If a private access easement is used, it may overlay one or more lots in the subdivision, or be located as a separate tract owned in common by the owners of all lots. The connection of the access easement to the public right-of-way shall not be deemed as meeting the frontage requirement for any of the proposed lots—the required frontage shall be provided and measured where the street or access easement runs along the buildable portion of the lot(s).

The dedication of the access easement shall include either access for the general public (public access easement), or, if a private access easement, access for utility providers, emergency service providers, and other public services in addition to the lot owners and their invited guests.

- ii. Minimum dimensions of the access easement and the composition of the access drive shall be in accordance with the following:

# of Dwelling Units on Easement, including unit(s) on front corner lot(s)	Access Easement Width	Width of Driving Surface	Driving Surface Type and Depth	Turnout required?
2	17 feet	12 feet	Gravel (6” base course and 2” crushed top course, compacted depths)	No
3	17 feet	12 feet	3” asphalt over 6” crushed base course (compactd depths)	Only when a turnaround is required per subsection viii and length of

				access drive >150'.
4 to 5	23 feet	18 feet	3" asphalt over 6" crushed base course (compacted depths)	Yes(Same as 3?)

- iii. Asphalt access drives shall be constructed to the following specifications and have engineering testing performed during construction to confirm:
 - a) Suitable sub-base material (native or imported) and compaction (minimum 95% density);
 - b) Proper base course depth and compaction (minimum 95% density);
 - c) Asphalt meeting either "Superpave", Class A, Class B, or Modified Class B specifications; and,
 - d) Proper asphalt depth of 3" or more, and minimum compaction of 98% density.
 Certification by a WY licensed engineer and accompanying test results shall be provided to the City.

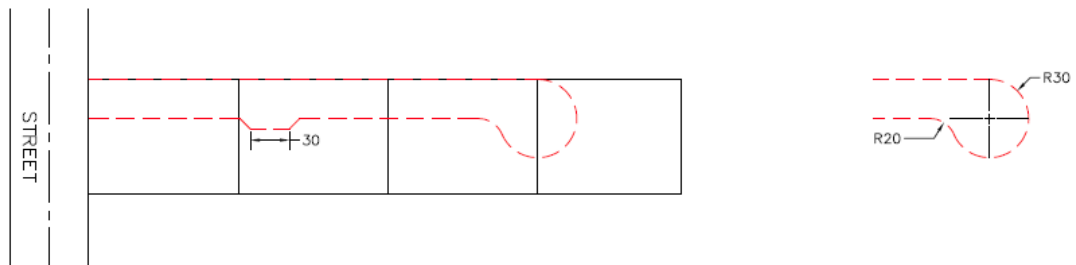
- iv. The cross-section design of the access drive shall be in accordance with the following diagram; provided the reviewing official may consider modifications to the layout that retain the applicable functions of access width, parking backup area, snow storage, storm water control, and any other necessary considerations. Where room allows, underground utilities are to be located out from beneath the access drive in a separate utility easement. When necessary to divert from such alignment due to existing obstructions such as houses and concrete driveways, the utilities may be located under the access drive as needed to avoid the obstruction(s), and a combined access and utility easement shall be provided.

INSERT CROSS SECTION DRAWING (See Attached. Hand drawing will be converted to computer drawing once proposed dimensions are finalized.)

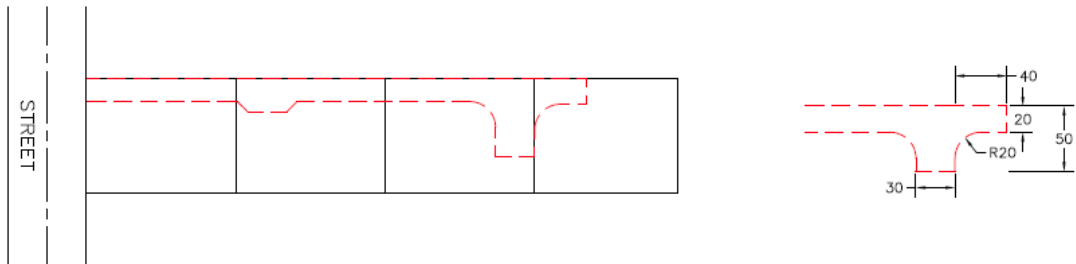
- v. In areas that have curb and gutter along the property frontage, the approach to the public street shall be constructed to the City's alley standard, with curb, gutter, and ADA-compliant sidewalk.
- vi. If the access drive connects to a major collector or arterial, the city engineer may require any existing approach to be removed and all access to occur from the common access drive.
- vii. If the property frontage has curb and gutter, but no sidewalk, the subdivider shall install sidewalk to City standards across the property frontage. If no curb and gutter exist along the property frontage, the property owner shall agree on behalf of the owners of the lots to participate proportionally in any future City project to improve the adjacent street to City standards, which agreement shall be noted on the plat and any document transferring ownership of the lots in the subdivision.
- viii. A turnaround and associated easement shall be provided at the end of the access drive if any of the following conditions will exist. The distances are measured from the edge of the public right-of-way.

- a. The access drive (fire lane) is longer than 150 feet.
 - b. The middle of the furthest residence will be more than 250 feet from the public right-of-way.
 - c. The access drive serves four or more dwelling units, including front corner lot(s).
 - d. The fire marshal or city engineer determine that due to unique circumstances, a turnaround is necessary to prevent a significant traffic or access safety issue.
- ix. All required turnarounds shall be constructed to the minimum dimensions of one of the following turnaround options. (Lot configuration shown as example only.) Construction specifications (e.g. materials, compaction, inspection, etc.) for the turnaround shall be the same as the access drive. A turnaround easement (or access easement) must be provided for the turnaround.

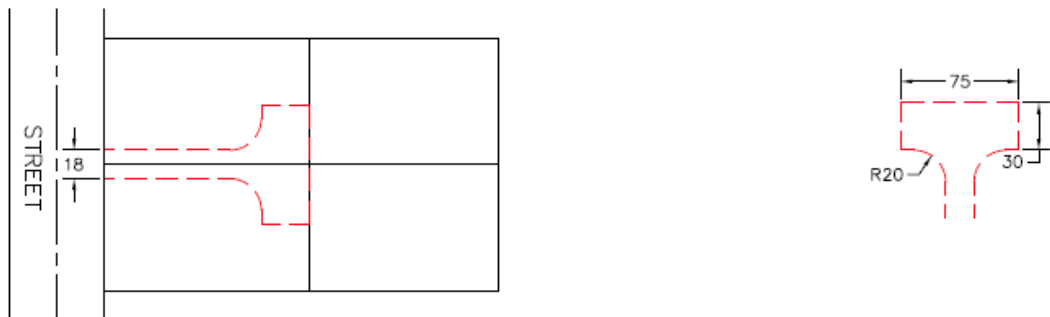
Cul-de-sac Option (Offset style shown—centered bulb also permitted):



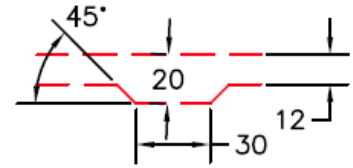
Boot Option:



Hammerhead Option:



- x. When required as identified in the table in 4.A.ii above, a turnout shall be provided approximately mid-point along the access drive by widening the driving surface to a minimum of 20 feet for a length of 30 feet and tapering the ends of the turnout to the access drive at no more than a 45-degree angle. Construction of the turnout shall be to the same specifications as the access drive. Refer to the following figure.



B. Utility Requirements

- i. All lots shall be provided with utility service connections in accordance with the requirements of the utility providers and applicable plumbing and electrical codes. At a minimum, domestic water service, public sewer and city power shall be provided and stubbed to each lot. Natural gas and telecommunication services are highly recommended. Raw water (irrigation) shall be provided to each lot if the property retains its water rights through the subdivision process.
- ii. City power, natural gas, and telecommunications may utilize shared services to the lots. However, domestic water and public sewer services shall be provided by individual service lines to each lot, which services shall be in accordance with the applicable adopted building/plumbing codes, City of Cody Code (see Title 8, Chapters 2 and 3), and WY DEQ standards.
- iii. Utility Design Guidelines. The following utility standards are applicable, in addition to any more specific standards of applicable utility codes and policies.
 - a. The sewer and water services are to be stubbed into each lot to the point that they extend under the dry utility trench and to the building pad side of the utility easement.
 - b. Water service line installations must comply with City of Cody Code 8-2-7.
 - c. Minimum depth of a sewer service line is 3 feet, unless insulated with rigid foamboard per the requirements of the building official.
 - d. Minimum slope for 4" sewer pipe is 1%, although a minimum of 1.5% is recommended.
 - e. Provide a minimum of 12 inches, measured horizontally on center, between sewer service lines.
 - f. Water taps in the city main are to be installed no closer than 18 inches on center. From the taps, the water service lines are to be run directly to the edge of the street right-of-way (perpendicular to main) with a minimum horizontal separation of 12 inches on center. Once within the development (after the curb stops), the water lines may be bundled (no separation) if buried a minimum depth of 5 ½ feet, otherwise the 12-inch separation must be maintained and minimum depth is 5 feet. [Note: Placing at a 5 ½-foot depth allows future replacement at 5 feet without disturbing other water service lines in the bundle. In either case, you may also want to consider throwing an extra pipe or two in the trench for future "replacement" needs.]
 - g. Anywhere a domestic water line is within 12 inches horizontally from a sewer line and either below or less than 18 inches vertically above a sewer line, the water line must be sleeved (i.e. placed in sealed conduit).
 - h. Cleanouts are required in the sewer service lines at intervals not to exceed 100 feet (equal intervals recommended), and at any change in direction greater than 45 degrees.

Any cleanout in a driving surface must be protected with a minimum 5-inch thick concrete collar, measuring at least 12 inches beyond the outside of the pipe.

- i. All utility services are to be provided with either APWA uniform color-coded detectable (metallic) warning tape, or a combination of non-detectable (non-metallic) warning tape and color-coded tracer wire. The warning tape is to be installed one foot directly above the utility service pipe/conduit. If separate tracer wire is used, it is to be copper or copper clad steel, rated for direct bury, measure 12 AWG or larger (smaller number), and be taped to the side of the pipe/conduit.
 - j. The ends of all utility stubs into the lots shall be marked with solid lumber (2x4 or larger) or PVC pipe, that is painted the corresponding APWA color for that utility (e.g. green for sewer, blue for domestic water).
- iv. Authorized Template. The utility layout indicated in template of 4-A-(iv) in cross-section view and below in plan view show an authorized typical layout for utilities in a residential infill subdivision. Alternative layouts that otherwise meet applicable codes and provide acceptable access for the utility providers may be proposed and considered as part of the subdivision review process.

INSERT PLAN VIEW (SEE ATTACHED. Will be converted to computer drawing once dimensions are finalized.)

C. Storm water/Drainage Requirements

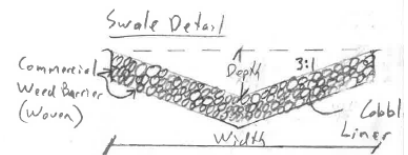
- i. The area of the access easement shall be graded to manage storm water within the subdivision, so that no net increase of runoff or creation of a concentrated discharge point occurs. The use of swales and/or infiltration trenches are recommended methods. The storm water infiltration area is also intended to serve as snow storage area.

Minimum dimensions of infiltration trenches and swales, which extend the full length of the access drive are listed in the table below; provided, if the native soil has a high clay content (e.g. bentonite) or other low-permeability structure (e.g. hardpan), the applicant will need to coordinate storm water management design options with an engineer.

Rock used in the infiltration trenches or to line the swale must be clean and of a single size so as to provide proper void capacity for the storm water. A single size in the range of 1 ½ inches to 3 inches (non-crushed) is recommended.

Coffer dams must be installed along the swales/trenches as needed to prevent lateral flow of storm water down the swale/trench—the swales/trenches must function as infiltration features, not water conveyance features. If infiltration trenches are used, they must be constructed per the design in the City’s storm water policy manual.

Width of Access Drive	12 feet	18 Feet
Swale Option		
Width of swale (open air):	36 inches	42 inches
Depth of swale (open air):	6 inches	7 inches
Depth of Cobble Liner (below swale):	4 inches	5 inches



Infiltration Trench Option		
Width:	24 inches	24 inches
Depth:	16 inches	24 inches

- ii. Any infiltration trench, drywell, or other method of storm water retention that utilizes inground retention (effectively anything other than open swales, ditches, and ponds), must register the infiltration facility as an Type V injection well with the WY Dept. of Environmental Quality, Groundwater Division (application available at deq.wyoming.gov/wqd/underground-injection-control). If any inground retention facility is proposed, a copy of the WY DEQ application must be provided to the City prior to construction of the facility.

D. Signage Requirements

The following signs are to be installed by the subdivider. The size and mounting methods shall comply with the MUTCD manual and/or Appendix D of the International Fire Code.

- i. Address numbers for the dwelling units on the rear lot(s) shall be posted at the intersection of the private access drive with the public road, in accordance with the standards of the building code (e.g. minimum 4" letter height, on contrasting background).
- ii. Install "No Parking / Fire Lane" sign(s) along the access drive, located and spaced as approved by the fire marshal.
- iii. Any required turnout and turnaround must be signed, "No Parking".
- iv. A "Share the Road" sign is required near the entrance to the subdivision if the access drive serves four or more dwelling units, including the front corner lot(s).

E. Fencing Requirements

Where the access drive is located adjacent to a neighboring residentially-zoned property, a minimum 6-foot tall, solid fence shall be installed between the access drive and the neighboring property, except within 15 feet from the public street right-of-way. This requirement may be waived or reduced (e.g. partial fence, shorter fence, non-solid fence) by the reviewing official when the neighboring property owner requests such modification or waiver in writing.

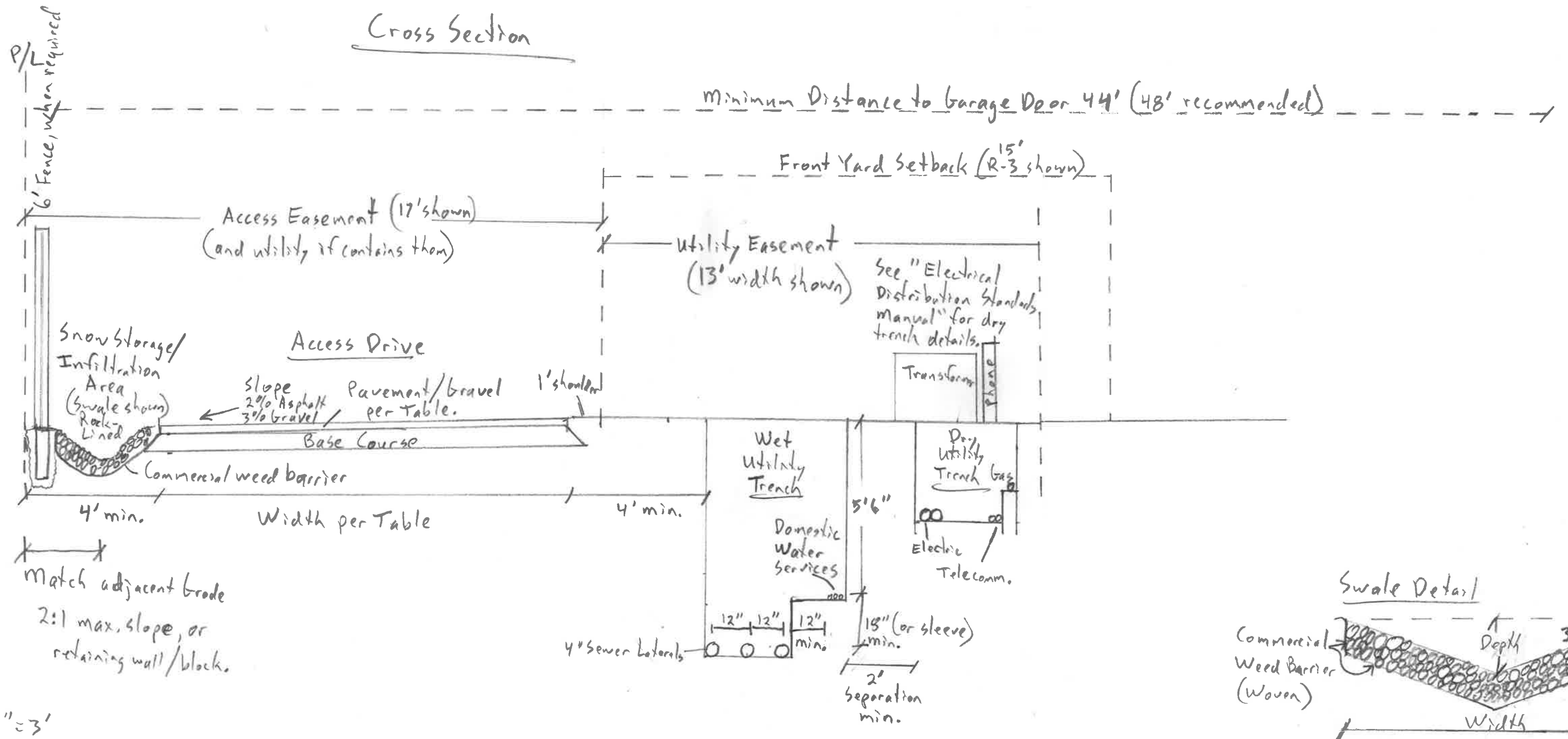
5. Other Requirements:

- A. The number and location of all dwelling units, whether primary dwellings or accessory dwelling units, must be identified in the subdivision process and noted on the plat.
- B. Either the lot, or the turnaround serving it, must be within 600 feet of a functional fire hydrant, measured as the fire hose would lay. If a new fire hydrant is required, engineering and installation is the responsibility of the subdivider and shall be coordinated with Public Works.
- C. Maintenance agreements or covenants must be established to set forth the maintenance responsibilities for the private access drive tract/easement, including maintenance of the access drive, fence, and storm water facility. The agreement must include establishment of a bank account and schedule of payment by the lot owners. The payment levels must be based on anticipated costs for regular recommended maintenance and repair activities, such as snow removal, asphalt crack sealing/recoating, weed control, signage, etc. The maintenance agreement/covenant must be recorded with the plat. The initial minimum payment and schedule shall be determined with the final plat process.
- D. Enforcement of "No Parking" (e.g. towing) shall be by the homeowners, and authority for such included in the maintenance agreement or covenants for the subdivision.

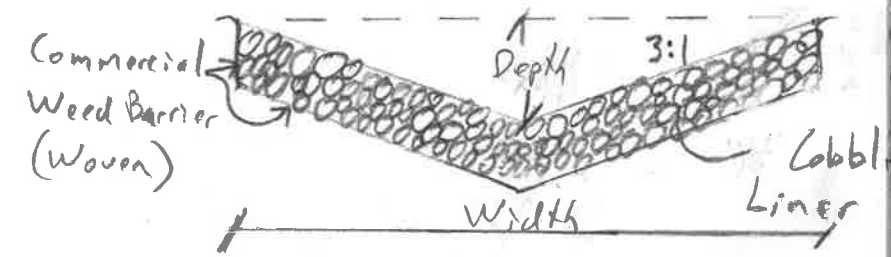
- E. All lots shall utilize a cluster mailbox stand, as specified by the local post office, which mailbox and associated concrete pad shall be installed to USPS specifications by the subdivider.
- F. Garbage collection will occur on or next to the public street near the intersection with the access drive. The applicant will need to coordinate whether a dumpster or roll-outs are to be utilized. If a dumpster is to be utilized, the location, pad design, and any pedestrian bypass around the dumpster that may be needed shall be specified after consultation with Public Works.
- G. Gates or other features that would obstruct vehicle or pedestrian use of the access drive are prohibited.
- H. If the subdivision improvements are not installed prior to recording the final plat, the final plat shall include a note that states that no building permit shall be issued for a dwelling until all required subdivision improvements are completed.

(Reminder: Include ordinance to amend Table 10-6-2 also. Add “, Alley, or Private Access Easement” to “Minimum Side Yard Setback from Neighboring Lot” in Table 10-6-2.)

Cross Section

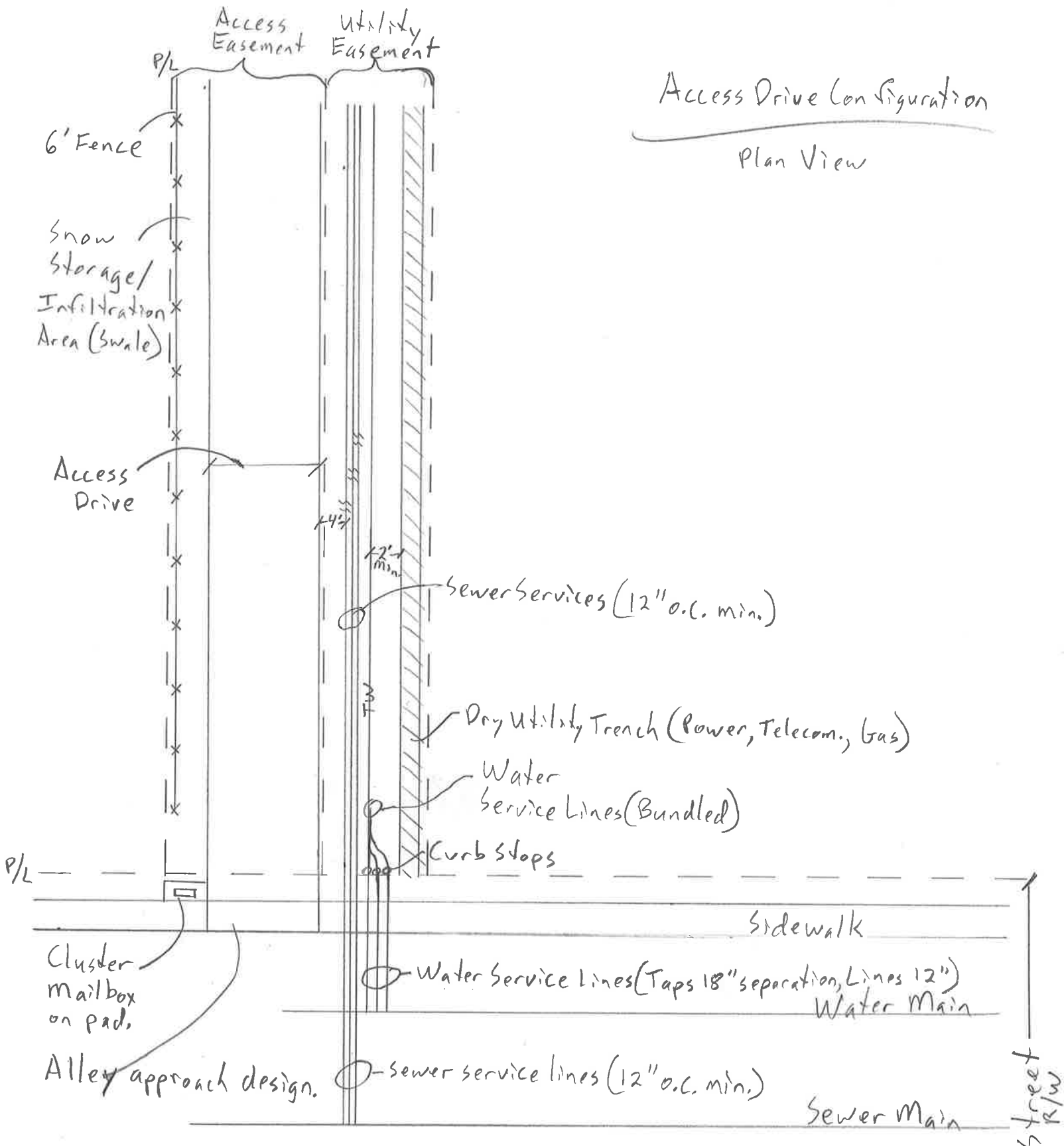


Swale Detail



Access Drive Configuration

Plan View



Not to Scale