

City of Cody
Planning, Zoning, and Adjustment
Board Meeting January 14, 2020

A meeting of the City of Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, January 14, 2020 at 12:00 pm.

Present: Chairman Kayl Mitchell; Erynne Selk; Richard Jones; Sandi Fisher; Rodney Laib; Wade McMillin; City Attorney Scott Kolpitcke; City Planner Todd Stowell; Council Liaison Glenn Nielson; Administrative Coordinator Bernie Butler.

Absent: Klay Nelson

Kayl Mitchell called the meeting to order at 12:00 pm, followed by the pledge of allegiance.

The Board welcomed new Board Members Rodney Laib, Wade McMillin, and reappointed Kayl Mitchell.

Elect a Chairman and Vice Chairman for the year. Richard Jones nominated Kayl Mitchell for Chairman and Erynne Selk for Vice Chairman. The nomination was seconded by Sandi Fisher. Vote on the motion was unanimous, motion carried.

Wade McMillin made a motion, seconded by Sandi Fisher to approve the minutes from the December 17, 2019 meeting. Vote on the motion was unanimous, motion carried.

Tabled Item: Erynne Selk made a motion, seconded by Sandi Fisher to remove the site plan review for the Park County School District #6 off the table. Vote was unanimous.

Todd Stowell reviewed the site plan for Park County District #6 for the Transportation Facility, located at 3825 Big Horn Avenue. He stated that the updated site plan included the items the Board needed more information on.

Richard Jones made a motion, seconded by Erynne Selk to approve the site plan for the School District transportation facility, with staff recommendations 1-8. Vote on the motion was unanimous, motion passed.

NEW BUSINESS:

A. Todd Stowell reviewed a Downtown Architectural sign for the Dude Rancher's Association, located at 1122 12th Street.

Richard Jones made a motion, seconded by Erynne Selk to approve the sign for the Dude Rancher's Association. Vote on the motion was unanimous, motion carried.

B. Todd Stowell reviewed an architectural plan for an enclosed porch on an existing building at 3202 Big Horn Avenue.

Erynne Selk made a motion, seconded by Richard Jones to approve the enclosed porch with recommendations 1-2 in the staff report. Vote on the motion was unanimous, motion carried.

C. Todd Stowell reviewed the preliminary plat for the minor subdivision for lots 10 and 12 of the Rocky Mountain Business Park. He went over the subdivision regulations, including the development and improvement standards for construction.

Richard Jones made a motion, seconded by Rodney Laib to recommend to City Council the approval of the preliminary plat for lots 10 and 12 of the Rocky Mountain Business Park.

Vote on the motion was unanimous, motion passed.

D. Todd Stowell reviewed a landscape plan revision for 2706 Big Horn Avenue. It was recommended that the applicant meet with the City Planner and discuss some options.

Richard Jones made a motion, seconded by Richard Jones to table this item. Vote on the motion was unanimous, motion passed.

E. A public hearing opened at 12:40 pm, for a special exemption request from 19 Pioneers, LLC located at 620 19th Street, to eliminate a 15 ft. buffer zone next to the residential zoning to the east. Citizen Glenn Nielson commented that this project would be an improvement to the property, and was in favor of the special exemption. With no further comment, the public hearing was closed at 12:43 pm.

F. Todd Stowell reviewed the special exemption request from 19 Pioneers, LLC, located at 620 19th Street, to eliminate the 15 ft. buffer zone next to the residential zoning to the east. He went over the criteria needed to allow a special exemption. This request has met the criteria set by the City of Cody Code.

Wade McMillin made a motion, seconded by Sandi Fisher to approve the special exemption request with staff recommendations 1-4. Vote on the motion was unanimous, motion passed.

F. Todd Stowell reviewed a site plan for Basin Vision Center, located at 620 19th Street.

Johnathan Hartley of 19 Pioneers, LLC spoke to the Board on landscaping, buffer zone, and storm water drainage for the project.

Board member Richard Jones discussed recommendation #4 in the staff report regarding the signage. The Board agreed that backlighting of the sign(s) "is" permitted.

Erynne Selk made a motion, seconded by Wade McMillin to approve the site plan for Basin Vision Center, at 620 19th Street, with recommendations 1-8 in the staff report. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Erynne Selk to adjourn the meeting. Vote on the motion was unanimous, motion carried.

Mayor Matt Hall welcomed new Board members Wade McMillin and Rodnet Laib. He congratulated Kayl Mitchell on his reappointment to the Board.

Erynne Selk made a motion, seconded by Richard Jones to adjourn the meeting. Vote on the motion was unanimous.

There being no further business to come before the Board, Chairman Kayl Mitchell adjourned the meeting at 1:28 pm.

Bernie Butler, Administrative Coordinator

**CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
STAFF REPORT**

MEETING DATE:	JANUARY 28, 2020	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	MODIFY THE LANDSCAPING PLAN FOR 2706 BIG HORN AVENUE.	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

NOTE: This item is continued from the January 14, 2020 meeting.

PROJECT DESCRIPTION

The owner of 2706 Big Horn Avenue originally submitted the attached letter, which requested permission to remove the river rock in the front landscaping on the property and replace it with concrete. Sandstone boulders would have been placed on top of the concrete slab. The owner has since concluded that staff had a good idea—instead of putting it all in concrete, leave some areas to plant juniper bushes, to match the landscaping around the sign. That is the current request, which staff has sketched out on the site plan on page 2 of this report.

Existing Conditions:



REVIEW CRITERIA:

Section 10-10C-5 of the zoning ordinance is applicable and includes the following language: "...landscaping plans shall be submitted to the Planning and Zoning Commission for approval. Architectural and landscaping details shall be maintained as shown by the approved plans."

The request would change the approved landscaping plan, with Board permission.

STAFF COMMENTS:

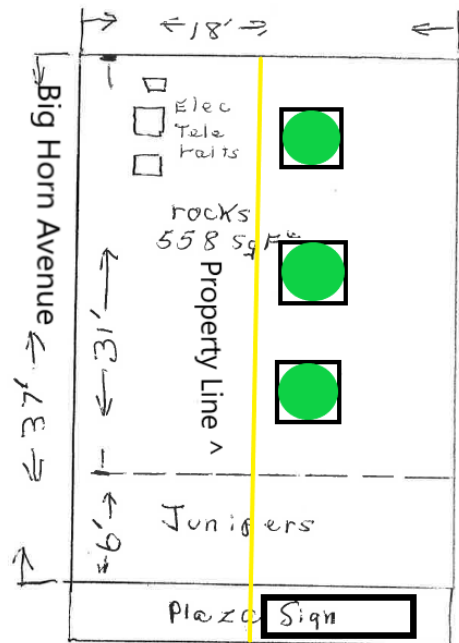
As noted in the January 14, 2020 staff report, the property is already below the 5% landscaping requirement of the entry corridor zone, which situation is legally nonconforming. With the proposed additional juniper plantings, the area will have the appearance of a landscaped area and maintain the current level of non-conformity, as needed to avoid the special exemption process.

The openings in the concrete slab where the juniper bushes will be planted are within the property and outside of any utility easements. As such they should not be disturbed by any utility work in the Big Horn Avenue right-of-way and with proper care should live for several years.

The pouring of the concrete slab in the Big Horn Avenue right-of-way will require a permit from WYDOT. It sounds like that will not be an issue. Public Works does request that the concrete be kept back at least six inches from the transformers and utility boxes.

RECOMMENDATION:

Authorize the revised landscape plan to allow the area to be placed in concrete, with the cutouts for the juniper plantings, provided the concrete is kept at least six inches from the utility boxes and an encroachment license is obtained from WYDOT for the improvements within the Big Horn Avenue right-of-way. The junipers must be planted once the weather allows.



**CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
STAFF REPORT**

MEETING DATE:	JANUARY 28, 2020	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	SPECIAL EXEMPTION PUBLIC HEARING: FREESTANDING SIGN FOR COMFORT INN. SUP 2020-01	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Blair Hotels (Quin Blair Enterprises, LLC) has submitted a Special Exemption application to install a 35 square foot, illuminated, freestanding sign for the Comfort Inn at 1601 Sheridan Avenue. The special exemption is necessary to authorize the sign, as the total amount of freestanding signage on the property already exceeds current sign code standards. There is approximately 835 square feet of freestanding signage on the property, and the maximum permitted under the current sign code is 300 square feet. The existing signage is legally nonconforming, in that it predates the City sign code. To offset the addition of the new 35 square foot freestanding sign, the applicant proposes to remove a 72 square foot roof sign.

There is also a 29 square foot wall sign that is part of the proposed sign package, but it does not require Planning and Zoning Board review because applicable sign standards are met for installation of that sign. (Wall signage is calculated separately from freestanding signage.)

The public hearing for the request was advertised by U.S. mail to neighboring properties within 140 feet, and by publication in the newspaper.

REVIEW CRITERIA:

Pursuant to Section 10-14-2(B) of the City of Cody Code, the Planning and Zoning Board may consider special exemptions to the City's sign standards. The



**PROPOSED SIGNAGE
CR-50**

**PYLON SIGN DETAIL
SCALE: 1/8" = 1'-0"**

standards for approval of a special exemption are as follows, with staff comments provided.

No special exemption shall be approved unless the planning and zoning board finds:

- a. *The special exemption will not produce an undesirable change in the character of the neighborhood or a detriment to nearby properties;*

Staff Comment: Twenty-three neighboring property owners were notified of the proposal and at the time of this staff report seven letters of support and no letters of objection have been received. The lack of negative responses is interpreted as evidence that there is no undesirable change or detriment to neighboring properties from this proposal.

- b. *The special exemption is designed to be compatible with adjacent land uses and the area or neighborhood;*

Staff Comment: Due to the proposed removal of the 72 square foot roof sign, the result will actually be a reduction in the total amount of signage. In addition, roof signs are not permitted by the current sign code, while freestanding signs are permitted. Therefore, the overall effect of this proposal is that the property will be closer to compliance with the sign code than currently. The proposed freestanding sign is of professional design and has an appearance typical to a commercial area.

- c. *The special exemption is the minimum deviation from the specifications of the zoning ordinance necessary and adequate for the proposed activity, structure or use;*

Staff Comment: Without some amount of exemption, they would not be able to install a freestanding sign for the Comfort Inn. The size of the sign at only 35 square feet is much smaller than the 150 square foot maximum for an individual sign in the D-2 zone. The exemption is necessary because of the total limitation of 300 square feet.

- d. *The benefit sought by the applicant cannot be achieved by some other method, feasible for the applicant to pursue other than a special exemption;*

Staff Comment: No other feasible options have been identified that would achieve the requested result. Removing 570 square feet of other freestanding signage from the property to meet the sign code seems excessive. The proposal to remove the 72-square foot roof sign seems reasonable and balanced for the proposal. It is also noted that the new sign will not be duplicative of any other signage on the property—this is the only freestanding sign that would be dedicated to the Comfort Inn.

e. Adequate services and infrastructure are or will be available to serve the proposed activity, structure or use;

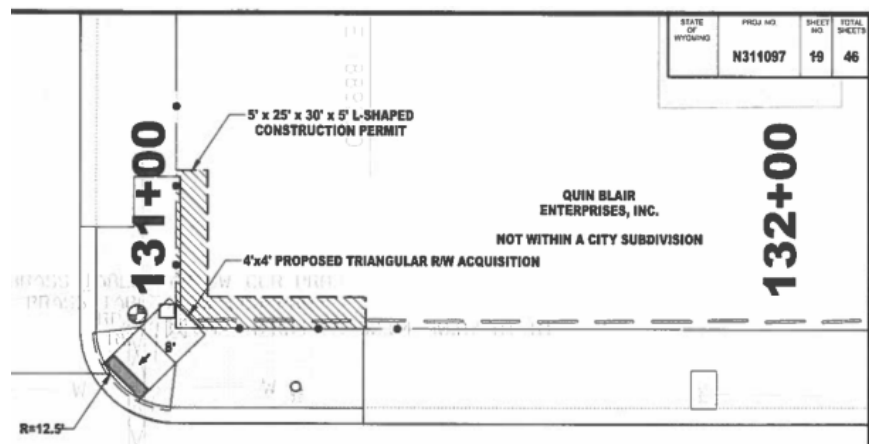
Staff Comment: No additional City utility services or public infrastructure improvements are necessary for this project. Power to the sign will come from the existing service for the hotel.

f. The special exemption is consistent with the goals, policies and future land use map of the master plan.

Staff Comment: The future land use map designation for this area is "downtown mixed use", which is consistent with the continued commercial use of the property. Principle 1.2b of the master plan states that "Permitted signage should have a professional appearance and scale..." Staff believes the sign has a professional appearance and is in scale with the building.

Other:

The location of the sign is generally depicted in the photo on page 1, but more detail is needed to verify that installation will not extend into the WYDOT right-of-way or any easements. Here is a copy of the WYDOT plans for that corner from the construction project that will start this spring. The property line is at the back of the Sheridan Avenue and 16th Street sidewalks, with the exception of the triangular area that WYDOT has acquired. In addition, WYDOT has a temporary construction permit that must be kept clear until their project is completed.



Parking:

It appears that one parking space will be lost in order for the sign to be installed. The loss of the parking space would need to be authorized by the Board. Staff did not conduct a parking analysis of the entire property, as one space represents such a small percentage of the number provided at the facility that it is not expected to make a noticeable difference.

ALTERNATIVES:

Approve, deny or approve with conditions.

ATTACHMENTS:

Sign drawings, neighbor responses.

RECOMMENDATION:

That the Planning and Zoning Board make the following findings:

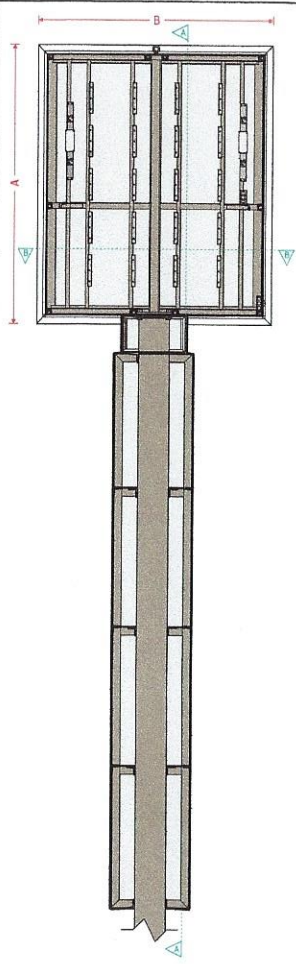
(Draft, subject to information received at public hearing.)

1. That notice of the special exemption public hearing was provided by advertising in the Cody Enterprise and by U.S. mail to all property owners within 140 feet at least ten days before the hearing.
2. That the Planning and Zoning Board may grant special exemptions that are reasonable and harmless deviations from the zoning ordinance as determined by the standards outlined in Section 10-14-2, City of Cody Code.
3. That the Planning and Zoning Board has held a public hearing as required and has considered all comments pertaining to the request; and,
4. That the points identified in the staff report and at the Board meeting are adequate to set forth the reasoning why the criteria of 10-14-2(B)(2) are met.

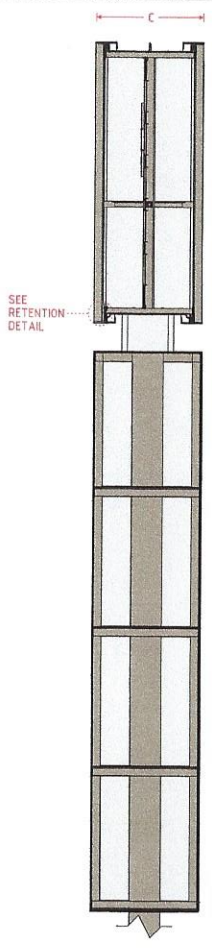
AND,

Approve the Special Exemption to allow installation of the requested freestanding sign for Comfort Inn at 1601 Sheridan Avenue, subject to removal of the roof sign at the same time. A building permit is required and verification that the sign (including overhang) is entirely within the private property and outside of any easements must be provided.

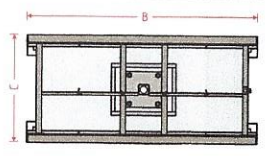
The lost parking space is not required to be replaced elsewhere.



FRAME & LAMP DETAIL
NOT TO SCALE



CROSS SECTION A-A
NOT TO SCALE

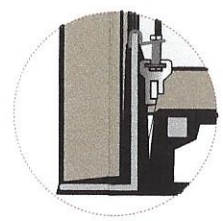


BOTTOM VIEW
NOT TO SCALE



GRAPHIC DETAIL
NOT TO SCALE

- SPECIFICATIONS:
- DESIGN FACTOR: TO BE DETERMINED
 - REVERSE ANGLE IRON FRAME CONSTRUCTION
 - BLEED FACES
 - EXTERIOR FINISH:
CABINET: PAINT PANTONE® PLUS SERIES 2757 C BLUE AND PANTONE® PLUS SERIES 1375 C GOLD
REVEAL: PAINT PANTONE® PLUS SERIES 1375 C GOLD, SATIN FINISH
POLE COVER: PAINT PANTONE® PLUS SERIES 2757 C BLUE, SATIN FINISH
 - INTERIOR FINISH: PAINT REFLECTIVE WHITE
 - U.L. LISTED
 - SWITCH LOCATED AT END OF CABINET
 - .063" ALUMINUM SKIN
 - WEDGE CLAMP
 - ACCESS IN ENDS OF CABINET FOR SERVICE
 - GE 7100K WHITE LED'S AS REQUIRED
 - 3M PANAGRAPHS III FLEXIBLE FACE
 - DIGITALLY PRINTED DECORATION (1ST SURFACE)
 - PLATE/MATCH PLATE INSTALLATION
 - GE 3200K WHITE LED CONTOUR INSTALLED INSIDE CABINET REVEAL CHANNEL, BENEATH ALUMINUM COVER, ON SIDES AND BOTTOM TO ILLUMINATE CABINET AND REVEAL.



RETENTION DETAIL
NOT TO SCALE

MODEL #	HEIGHT	LENGTH	DEPTH	PLATE SIZE	BOLT PATTERN	MAX. PIPE/TUBE SIZE	INTERIOR PIPE SIZE	CENTER TUBE SIZE	PERIMETER ANGLE	ELECTRICAL	BOXED SQUARE FOOTAGE
	A	B	C								
CR-20	4'-10 1/2"	4'-1"	30"	3/4" X 10" X 10"	8" X 8"	8" / 6"	5" SCHEDULE 40	3" X 3" X 1/8"	5" X 2 1/2" X 3/16"	(1) 20A/120V CIRCUIT	19.90
CR-35	6'-5 1/2"	5'-4 7/8"	30"	3/4" X 10" X 10"	8" X 8"	8" / 6"	8 5/8" SCHEDULE 40	3" X 3" X 3/16"	5" X 2 1/2" X 3/16"	(1) 20A/120V CIRCUIT	34.92
CR-50	7'-8 3/4"	6'-5 5/8"	30"	3/4" X 12" X 12"	10" X 10"	10" / 8"	10 3/4" SCHEDULE 40	4" X 4" X 3/16"	5" X 2 1/2" X 3/16"	(1) 20A/120V CIRCUIT	50.01



Brand
COMFORT INN

Description
REGENT MID-RISE SIGNS

Date
09/10/18

Prepared By
AP

Revision
3

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SURVEY INFORMATION

Pylon Directional Monument

Cabinet Size (Cabinets and Wall Signs Only) H 3' 6" W 20' 8"

Overall Height _____

Pole Circumference _____ Wall Thickness _____ Bottom Stage

Pole Circumference _____ Wall Thickness _____ Second Stage (if applicable)

Pole Circumference _____ Wall Thickness _____ Third Stage (if applicable)

Comments on structure condition _____

Foundation Information if available _____



BEFORE PICTURE



PROPOSED SIGNAGE

RECOMMENDATION COMMENTS:

- Descriptive difference between current and proposed signage. (Example: Number of signs, location, etc.)

- Why is the proposed signs being added and/or removed.

- Describe why a proposed sign is contrary to brand guidelines. (What is the solution & why must it be done?)

- List all CODE RESTRICTIONS. Max 150 sf per face. Current code does not allow wall signs above the roofline.

SIGN TO BE REMOVED AND NOT REPLACED

PROJECT NUMBER:
194215 - R3 - CODY, WY

DATE: 8/29/19

PREPARED BY: JS/SC/JS

SALES REP: Cole Fischer - (800)843-9888 (Ext-145)
Persona

PROPERTY BRAND/EXTENSION:
Comfort Inn

PROPERTY CODE: WY032

On Property Contact & E-Mail Address:

PROPERTY LOCATION:
1601 Sheridan Ave
Cody, WY 82414

Penny Gail (307-587-5556)
cigm@blairhotels.com



FREE STANDING SIGNAGE

SURVEY INFORMATION

·Overall Height: _____ (total height of cabinet and structure from grade)
 Pole Circumference: _____ Wall thickness: _____ (Bottom Stage)-provide height of each stage
 Pole Circumference: _____ Wall thickness: _____ (Second Stage if applicable)-provide height of each stage
 Pole Circumference: _____ Wall thickness: _____ (Third Stage if applicable)-provide height of each stage
 Condition of Pole (Good/Fair/Bad/Unsafe): _____ Existing Electrical Service at Pole(yes/no): _____
 Center to Center: _____ (If more than 1 pole)
 Pole Cover: Height: _____ Width: _____ Depth: _____ (If Applicable)
 Pole Cover Surface: Color: _____ Material: _____ Service Access: _____ (If Applicable)
 Comments on structure condition: _____
 Foundation Information if available: _____
 Cabinet Size: _____ H _____ W _____ Depth (Cabinets and Wall Signs)
 Elevation(North/South/East/West): _____ Match Plate Size: _____ Anchor Bolt Size _____



BEFORE PICTURE



PROPOSED SIGNAGE
CR-50

RECOMMENDATION COMMENTS:

- Descriptive difference between current and proposed signage.
(Example: Number of signs, location, etc.)

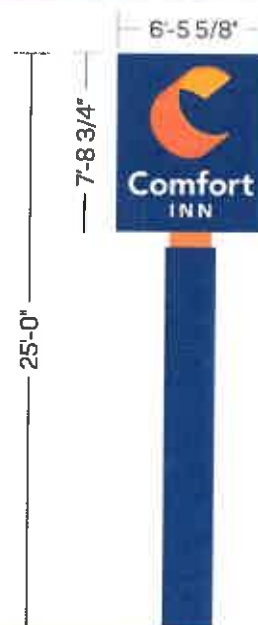
- Why is the proposed signs being added and/or removed.

The proposed sign is added as a requirement of the Brand image.

- Describe why a proposed sign is contrary to brand guidelines.
(What is the solution & why must it be done?)

- List all CODE RESTRICTIONS.

Max 300 sf per face. 25' OAH max.
Internal illumination may be allowed if the proposed light source is not visible from the exterior of the sign, which includes the back, edges, and sides.
Set back is not stipulated, submit for review.



PYLON SIGN DETAIL
SCALE: 1/8" = 1'-0"

PROJECT NUMBER:
194215 - R3 - CODY, WY

DATE: 8/29/19

PREPARED BY: JS/SC/JS

SALES REP: Cole Fischer - (800)843-9888 (Ext-145)
Persona

PROPERTY BRAND/EXTENSION:
Comfort Inn

PROPERTY CODE: WY032

On Property Contact & E-Mail Address:

PROPERTY LOCATION:
1601 Sheridan Ave
Cody, WY 82414

Penny Gail (307-587-5556)
clgm@blairhotels.com



