

City of Cody
Planning, Zoning, and Adjustment
Board Meeting May 12, 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, May 12, 2020 at 12:00 pm.

Present: Erynne Selk; Richard Jones; Wade McMillin; Rodney Laib; Sandi Fisher; City Deputy Attorney Sandee Kitchen; City Planner Todd Stowell; Administrative Coordinator Bernie Butler

Absent: Kayl Mitchell, Klay Nelson

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

Richard Jones made a motion, seconded by Sandi Fisher to approve the agenda for the May 12, 2020 meeting. Vote on the motion was unanimous, motion carried

Sandi Fisher made a motion, seconded by Richard Jones to approve the minutes from the April 28, 2020 meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

A. Sandee Kitchen opened the public hearing at 12:06 pm for a special exemption for Walmart to increase the square footage of signs on the buildings by 14.4 square feet. There were no comments from the public. The public hearing closed at 12:07 pm.

B. Todd Stowell presented the special exemption request from Walmart to increase the square footage of signs on the front of the building by 14.4 square feet. Richard Jones made a motion, seconded by Rodney Laib to approve the special exemption request from Walmart. Vote on the motion was unanimous, motion carried.

C. Todd Stowell presented a downtown architectural review for Libations, located at 1503 Sheridan Avenue. They are proposing some exterior updates to the building. Richard Jones made a motion, seconded by Rodney Laib to approve the exterior updates. Vote on the motion was unanimous, motion passed.

D. Todd Stowell presented a 2-lot minor subdivision for Thomas Schulz, at the Southwest corner of the Wyoming Avenue and 13th Street intersection. Some changes to the utility services will need to be made. The south house will need to be replumbed to be served by a new water tap coming across 13th Street, and the north house can then plumb into the existing line before it runs under the house. Sidewalk must be installed along the property frontage to city standards, including the ramp at the intersection corner. The preliminary plat will need to be cleaned up to show the changes to the utility plans and easement. Richard Jones made a motion, seconded by Wade McMillin to recommend to Council the approval of the Schulz 2-lot minor subdivision, with recommendation 1-4 in the staff report. Vote on the motion was unanimous, motion passed.

E. Todd reviewed the site plan for the Park County Animal Shelter, located at the Northwest corner of the Greybull Highway and Arrow Avenue. The building will be 6,972 square feet. Todd reviewed the zoning regulations for the Industrial (E) zoning district. The Arrow Avenue right-of-way will need to be corrected on the site plan. There was a discussion with the Board and the applicant's representative regarding the outside lights. The concern was leaving the lighting on all night. It was agreed that the front entry lights would only be on at night when needed. The staff report had 13 conditions that must be completed prior to a certificate of occupancy. Plan One Architect submitted in writing a response to address all 13 items in the staff report. Rodney Laib made a motion, seconded by Wade McMillin, to approve the site plan with the conditions 1-13 in the staff report. Vote on the motion was unanimous, motion passed.

F. Todd presented the site plan and architectural review for the development of two townhouses, located at 1235 and 1237 Rumsey Avenue, Josh Allison of JCA 01, LLC. The property is located in the Downtown Architectural District. Stormwater and grading plans will need to be submitted for review and approval prior to issuing the building permit. The utilities requirements for the townhouses will need to be coordinated with the City Public Works department. Richard Jones made a motion, seconded by Sandi Fisher to approve the project as proposed with recommendations 1-5 in the staff report. Vote on the motion was unanimous, motion passed.

G. Todd reviewed a site plan for an 8000 square foot metal building, located at 2401 G Avenue, for Ed Higbie. The future use of the building is undetermined at this time, but is proposed as a storage building at this time. The vacant property is 0.85 acres and is zoned Open Business/Light Industrial (D3). The placement of the building was discussed to meet future parking requirements. The grading/fill and the capacity of the storm water channel will need engineering analysis and is to be signed off by a licensed WY engineer. Permission to keep and rely on the fill located on the City property will need to be approved by City Council. Utilities are to be coordinated with the City Public Works Department. The applicant needs to identify the building location. Richard Jones made a motion, seconded by Sandi Fisher to approve the site plan with recommendations 1-12 in the staff report with a change on recommendation 12. Wording on recommendation 12 will be amended to say, "Upon any change of use from storage, owner must come back to Planning and Zoning for review and approval of any architectural enhancements or landscaping requirements". Vote on the motion was unanimous, motion passed.

Sandi Fisher made a motion, seconded by Rodney Laib to adjourn the meeting. Vote on the motion was unanimous. Erynne Selk adjourned the meeting at 1:10 pm.

Bernie Butler, Administrative Coordinator