

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, MARCH 10, 2015
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

AGENDA

1. Call to Order by Chairman Justin Lundvall
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the February 24, 2015 Regular Meeting
6. NEW BUSINESS:
 - A. Minor Commercial Review – Cody Bible Church covered entry, 2137 Cougar Avenue
 - B. Entry Corridor Overlay Zone (Landscaping Ordinance) – Board Review of Draft ordinance.
7. SIGNS:
 - A. Edward Jones Sign at 1121 13th Street
8. P&Z Board Matters (announcements, comments, etc.)
9. Council Update: Steve Miller
10. Staff Items
Approved Accessory Dwelling Units:
12. 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, February 24, 2015

A regular meeting of the Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, February 24, 2015 at 12:00 PM

Present: Justin Lundvall-Chairperson; Justin Ness; Reese Graham; Curt Dansie; Buzzy Hassrick; Brad Payne; Mark Musser; Steve Miller-Council Liaison; Sandra Kitchen, Deputy City Attorney; Todd Stowell, City Planner; Lynn Stutzman, Engineering Administrative Assistant.

Absent:

Chairperson Justin Lundvall called the meeting to order at 12:02 PM, followed by the pledge of allegiance.

Buzzy Hassrick made a motion, seconded by Reese Graham, to approve the agenda. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Reese Graham, to approve the minutes for the February 10, 2015 meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

Todd Stowell presented the staff report for the Site Plan Review of the Walmart Liquor Store located at 321 Yellowstone Avenue.

Justin Ness made a motion, seconded by Brad Payne, to approve the Site Plan Review of the Walmart Liquor Store located at 321 Yellowstone Avenue with the following conditions:

1. A Special Exemption for the signage;
2. Create the ADA parking space using the southernmost parking spaces on the east side of the proposed liquor store;
3. There is adequate parking as presented.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for the Sign Plan Review of the Wells Fargo ATM kiosk located at 1401 Sheridan Avenue.

Reese Graham made a motion, seconded by Mark Musser, to approve the Sign Plan Review of the Wells Fargo ATM kiosk located at 1401 Sheridan Avenue as presented. Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for the outstanding issues of the Site Plan Review of the FedEx Ground project located at 701 33rd Street.

Comments were received by Tom Quick regarding the finished floor elevation being too high for the surrounding area. He is concerned that the trees used to screen the building will look too small and provide an insufficient screen. He also stated concern regarding the 16' high access gate being too tall.

Roy Holm, the project engineer, responded that the finished floor elevation has been set from the beginning and all interested parties had reviewed the plans. Also, the finished floor elevation was set to accommodate the delivery and receiving trucks trailer floor elevation when parked at the docks and to provide drainage away from the loading docks.

Justin Ness made a motion, seconded by Buzzy Hassrick, to address the outstanding items of the FedEx Ground facility site plan located at 701 33rd Street as follows:

1. That the applicant creates a revised landscaping plan making changes from Rocky Mountain Juniper to a blue spruce, and addressing the issue relating to the height of the trees in relation to the finished floor elevation. (Elevate trees in drainage swale and elsewhere as possible.)
2. The perimeter fence is approved to be 8' in height—includes the ornamental fence, pedestrian turnstile, and pedestrian gate.
3. The entrance gate is limited to 8' in height.
4. The revision of 17 lineal feet in the masonry requirement is acceptable.
5. The change in the overhead door color is acceptable.
6. Complete the irrigation plan as required.
7. That the Board take no action regarding the light poles that are 42'—keeping all light posts at a maximum of 33'.
8. That the ADA accessible sidewalk be provided, as required.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for the 10-foot fence height request at the east ball field in Hugh Smith Park (19th Street and Riverview Drive).

Brad Payne made a motion, seconded by Justin Ness, to approve the 10-foot fence height at the east ball field in Hugh Smith Park (19th Street and Riverview Drive) as presented. Vote on the motion was unanimous, motion carried.

Approved Signs by Staff: None

P&Z Board Matters: Productive meeting on landscaping committee. And the lot line adjustment ordinance has been completed.

Council Update: None

Staff Items: None

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

There being no further business to come before the board, Chairperson Lundvall adjourned the meeting at 1:06 PM.

Lynn Stutzman
Engineering Administrative Assistant

DRAFT

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

MEETING DATE:	MARCH 10, 2015	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	MINOR COMMERCIAL REVIEW: CODY BIBLE CHURCH COVERED ENTRY. SPR 2015-09	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

The Cody Bible Church at 2137 Cougar Avenue has submitted an application for construction of a covered entry. The entry is for a secondary entrance just east of the main entrance. It would be located over the concrete pad shown in the photo below.



The entryway would be supported by two brick columns that would match the brick wainscot of the existing building. The roof structure would be covered with asphalt shingles, steel siding, soffits, and fascia that would also match the existing church. The plans are attached. The project is in conjunction with an interior remodel of the office area.

REVIEW CRITERIA:

The project is located within the Local Business (D-1) zoning district. Section 9-2-3 f the City Code states:

Before the issuance of any permit under the international building code for commercial buildings situated within the city, the applicant, property owner and occupant shall meet with the planning, zoning and adjustment board to review the

application and plans insofar as they pertain to the exterior of a commercial building and site plan conditions. The issuance of a permit shall be conditioned upon the applicant receiving an affirmative vote of a majority of the planning, zoning and adjustment board members in attendance at said meeting.

Architecture:

The changes to the exterior building are minor in nature and are designed to match the existing church building architecturally. Staff has no concerns with the architectural components of the proposal.

Development Standards:

Development standards typically include:

Storm Water

Due to the minimal increase in impervious surface, and the church's existing storm water retention system, no storm water improvements were determined necessary.

Lighting

No new lighting is proposed. The area is currently illuminated by a down-lit wall pack.

Landscaping

The canopy will cover an existing concrete pad, which recently replaced a rock and grass area. No further impacts to landscaping will result from this project.

Signage

No new signage is proposed.

ATTACHMENTS:

Application materials.

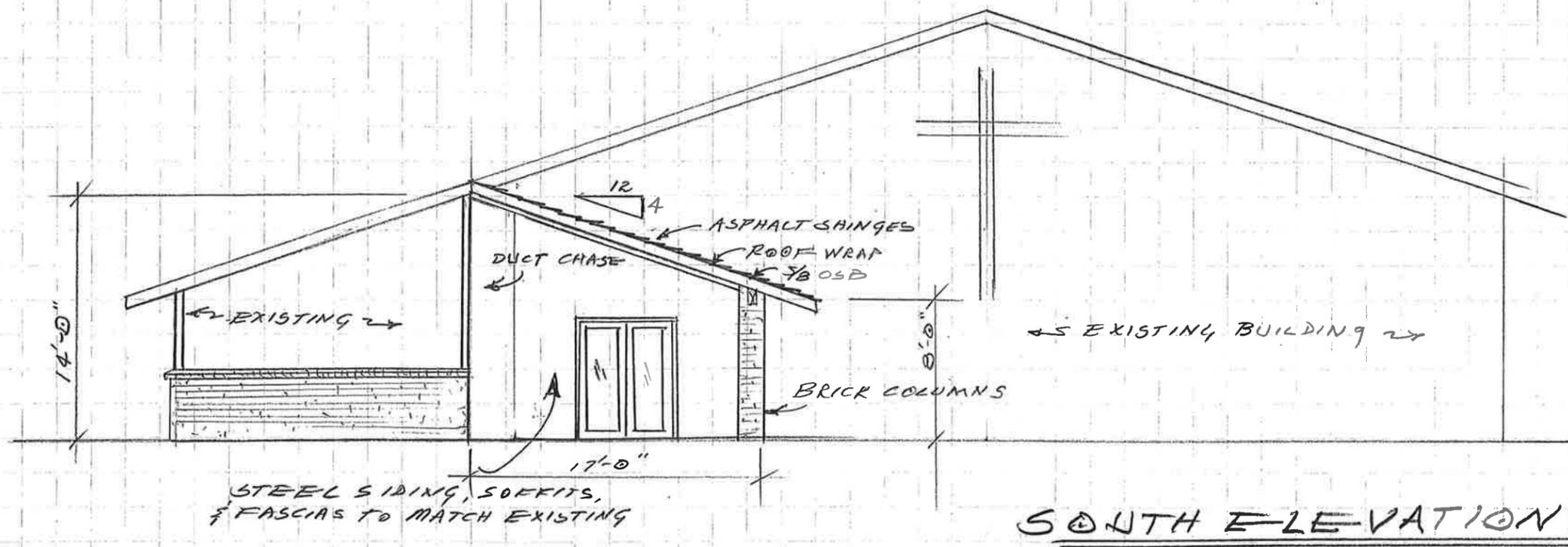
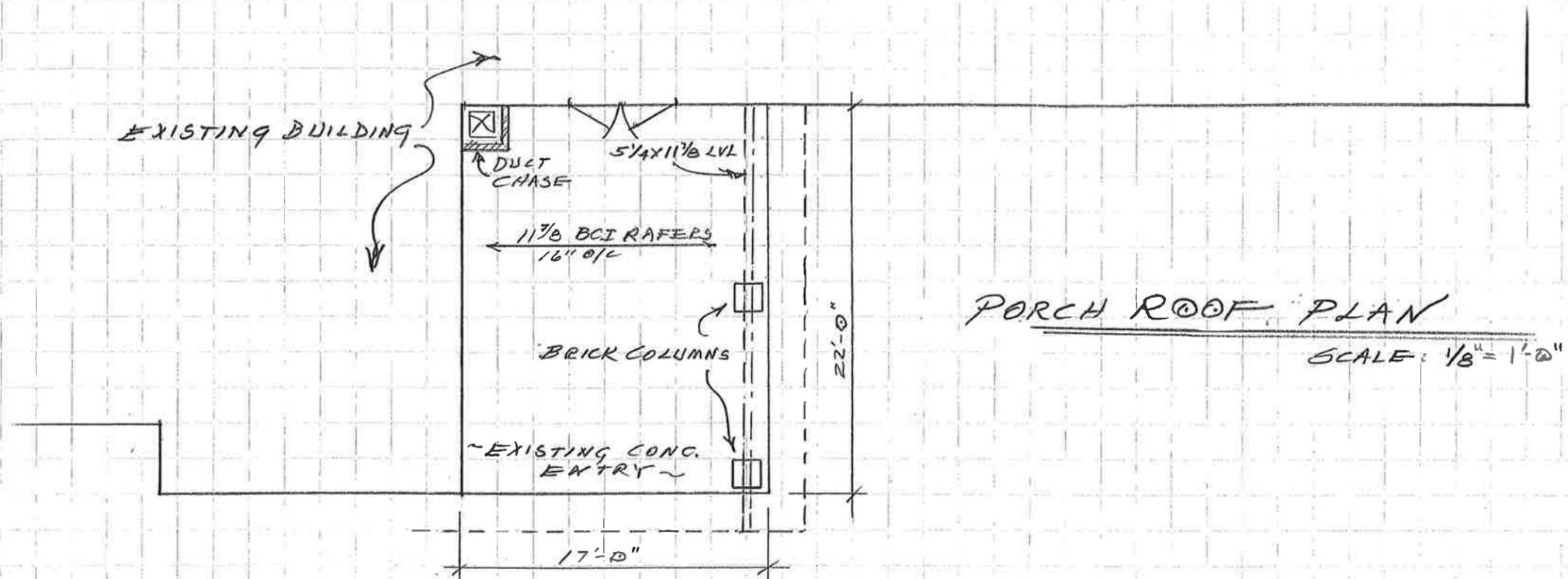
ALTERNATIVES:

Approve or deny all or part of the project.

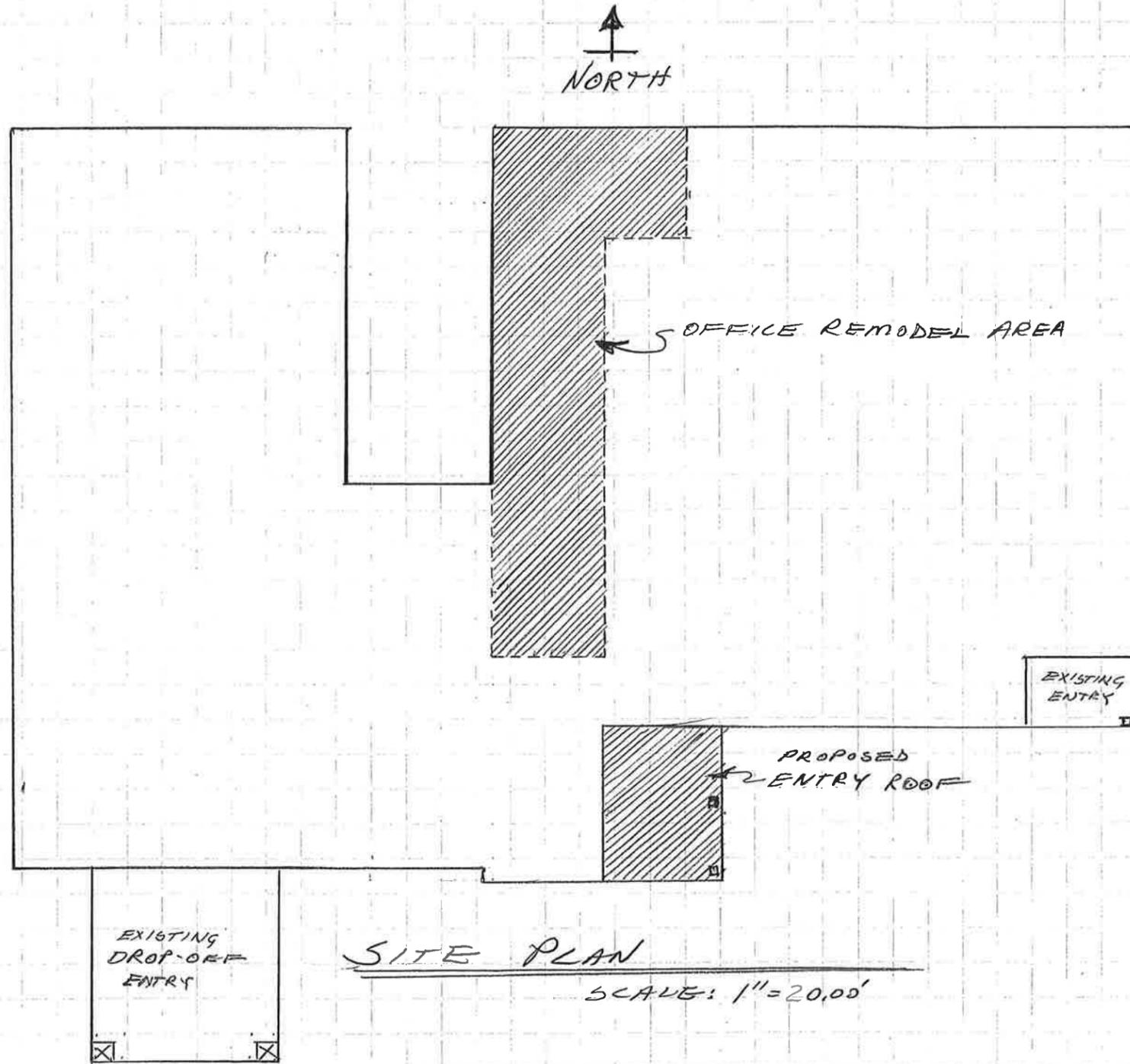
RECOMMENDATION:

Approve the covered entry project for Cody Bible Church, as submitted.





ANDERSON CARPENTRY/PLUS
1208 BIRCH LANE
CODY, WYOMING 82414
2722391



SHEET INDEX	
1	SITE PLAN
2	OFFICE WING
3	ENTRY ROOF

ANDERSON CARPENTRY/PLUS
 1208 BIRCH LANE
 CODY, WYOMING 82414
 272-2391

CODY BIBLE CHURCH
 OFFICE REMODEL
 & ENTRY ROOF

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

MEETING DATE:	MARCH 10, 2015	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	
SUBJECT:	ORDINANCE TO CREATE AN ENTRY CORRIDOR OVERLAY DISTRICT (LANDSCAPING ORDINANCE).	RECOMMENDATION TO COUNCIL:	X
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

BACKGROUND:

It is currently a requirement of the city code that landscaping plans be submitted for all new development in commercial and industrial zoning districts. However, there are no specific standards to guide applicants or the Planning and Zoning Board in the preparation or review of those plans. Language in the master plan provides some general guidance, but that guidance does not have the effect of law.

With the intent of establishing more specific landscaping standards, the City Council directed the formation of a subcommittee to address landscaping along the entry corridors and prepare an ordinance for their consideration. They gave the subcommittee the following direction.

1. Set a percentage of landscaping required. The Fremont Motors site was identified as perhaps an example of the minimum area that should be required. The number 5% was thrown out as a starting place.

Note: Staff calculated the percentage of landscaping for four different commercial locations, based on their site plans that we have on file. The Fremont Motors site was calculated to have about 5.7% landscaping. Walmart has about 13.7%, not including the large grass area in back that the public doesn't see. Pinnacle Bank has about 28.8% landscaping. The Sierra Trading Post call center has about 13%, not including the gravel drainage pond on the north side.

2. The area subject to this landscaping ordinance would be limited to the entry corridors (West strip, Big Horn Avenue, Belfry Highway, and Greybull Highway).
3. The landscaping should be primarily green, as in living plants.
4. The plants should be climate appropriate. As long as the plants will grow, there is no need to get into more detail.

5. Irrigation must be provided, and could either be by automatic sprinklers or from a faucet in the landscape area(s). Relying on buckets was not determined acceptable.
6. Once installed, the landscaping must be maintained.

The subcommittee, which was composed of three Council members, three Planning and Zoning Board members, and one citizen has completed their work and now presents the attached ordinance for the Board's consideration. The Board is to review the document, amend or redraft as needed, and present a recommendation on the ordinance to City Council. The City Council would review the document in the context of a public hearing and three readings of the ordinance.

The text of the proposed ordinance is attached. The map of the overlay district will be available electronically for the meeting. Essentially the proposed overlay area includes almost all properties in the City that border on the state highways, with the exception of the downtown area, the airport area, and a few other unique properties.

In staff's opinion the proposed landscaping ordinance is a great improvement, yet it is only a "minimum" standard. In order to really give a good presentation, more than the minimum specified in the ordinance would typically be needed (e.g. imagine Walmart with only 1/3 of its landscaping). It is hoped that at least some property owners will do more than the minimum. Yet by having a minimum, it is hoped that it will be sufficient to avoid stark "gaps" in the landscaping of the corridor as a whole.

If needed, staff has several photos of the corridor properties, showing existing landscaping, or lack thereof.

ATTACHMENTS:

Draft text of the Entry Corridor Overlay District.

CHAPTER 10-17 (Final Subcommittee Draft)

ENTRY CORRIDOR OVERLAY DISTRICT

10-17-1 PURPOSE: The purpose of the entry corridor overlay district is to promote attractive development and redevelopment along the main commercial corridors of the City. The implementation of this overlay zone will help make the community more attractive and livable; improve and maintain property values; enhance the appeal of the City to residents, tourists and other visitors; and promote increased economic activity.

10-17-2 OVERLAY DISTRICT: The entrance corridor overlay district is an overlay district, in that the standards set forth herein are in addition to those of the underlying zoning district.

10-17-3 DISTRICT BOUNDARIES: The entry corridor overlay district includes those properties identified as such on Exhibit A to this ordinance, and shall hereafter be identified on the official zoning district map of the City of Cody. Furthermore, any development or redevelopment project that is partially within the entry corridor overlay district shall be subject to the regulations of this chapter as if it were fully located within the district.

10-17-4 APPLICABILITY: Any redevelopment or new development within the overlay district, whether conducted within a building or outdoors (e.g. vehicle display), shall be subject to the full provisions of this chapter; with the following exceptions:

- A. Residential buildings with less than four dwelling units shall be exempt from the requirements of this chapter.
- B. Replacement of a building due to its destruction from accidental fire, explosion or other casualty, act of God, the public enemy, or intentional acts other than those caused directly or indirectly by the owner shall be exempt; provided a building permit for such replacement is obtained within 365 days of the destructive event. This exception only applies to the extent and size of the previously existing building.
- C. Redevelopment that involves voluntary replacement of less than ten (10) percent of a building, and new development that increases building size or outdoor use area by less than ten (10) percent, need not comply with the requirements of this chapter. The percentage of development or redevelopment shall be calculated from the date of adoption of this ordinance.
- D. Redevelopment that involves voluntary replacement of 10 to 75 percent of a building, and new development that increases building size or outdoor use area by 10 to 75 percent, need only provide landscaping according to the requirements of section 10-17-5 in proportion to the percent of redevelopment/development. The percentage of development or redevelopment shall be calculated from the date of adoption of this ordinance. (Note: Redevelopment that involves voluntary replacement of more than 75 percent of a building, and new development that increases building size or outdoor use area by more than 75 percent shall fully comply with the landscaping requirement of section 10-17-5.)

10-17-5 LANDSCAPING:

- A. Landscaping shall be provided at the time of development (i.e. prior to the final certificate of occupancy) for all projects within the entry corridor overlay district in the following manner; provided, if impending freezing weather precludes installation of part or all of the landscaping, the property owner or lessee may provide a financial security in such form and amount acceptable to the city to guarantee installation of the remaining landscaping by June 15th of the next growing season.
1. A minimum of five percent of the subject property shall be landscaped, except as noted below. For purposes of calculating the size of the subject property, any undevelopable land (e.g. hillside) shall not be included. Existing landscaping that is healthy and otherwise meets the standards of this chapter may be counted towards this requirement.
 2. The required landscaping shall be primarily located in the front of the property and should typically be along the street frontage, in landscaped islands, and next to the building. The use of a berm along the street frontage is recommended to help prevent sand and gravel from infiltrating the landscape area.
 3. The landscaping shall primarily consist of live perennial plants that are of sufficient size and variety to give a three-dimensional presence (height, width, and depth) that is in scale with the features of the development project. This will typically mean groundcover, trees, and shrubs.
 4. Required landscape areas with more than twenty-five percent (25%) rock, or other non-living groundcover, shall incorporate shrubs and/or trees so that the shrubs and tree canopy will cover at least 40% of the non-living groundcover area by the time of plant maturity, or within ten years, whichever is sooner.
 5. Trees shall be of #1 grade stock or better, and measure a minimum of 1 ½ inch caliper if deciduous, and a minimum of four (4) feet in height if evergreen. Tree seedlings and whips may supplement larger trees, but alone shall not be considered sufficient where trees are required to comply with 10-17-5(A)(3) above.
 6. All vegetation is to be climate and location appropriate, such that it will grow and thrive where planted.
 7. All landscaped areas shall be provided with a method of irrigation.
 8. Up to one-fourth of the required landscaping may be located in the public street right-of-way when the street is improved with curb, gutter and sidewalk and not identified for future widening on any WYDOT or City transportation improvement plan. Any landscaping within the right-of-way further requires an encroachment permit from WYDOT or Public Works, as applicable.
 9. Protection of utility lines in landscape areas shall be accomplished by complying with the requirements outlined in Title 7 Chapter 4 of the City Code.
- B. Maintenance required. All landscaping required by this chapter or previously approved site plans is to be maintained in a healthy, weed-free, manner. Dead and severely diseased vegetation shall be replaced with similar types of healthy living plants, or as otherwise authorized by the Planning and Zoning Board so that the intent of the landscaping plan is met.

C. Plans: Landscape plans shall be submitted to the City for all landscaping required pursuant to this section. The plans shall be drawn to scale and depict the type, number, sizes and approximate locations of all landscaping materials. If shrub or tree canopy cover is required pursuant to 10-17-5(A)(4) above, submit calculations to demonstrate compliance therewith. Review and approval of the landscaping plans shall be by the Planning and Zoning Board. Landscaping plan review is to be conducted in conjunction with required site plan or landscape and architectural review, when such review is required. If no other review is required, the landscape plan review may be conducted independently by the Board. The Planning and Zoning Board has authority to approve, deny, or require modifications to landscaping plans, based upon the standards of this chapter.

Edward Jones Sign at 1121 13th Street:

Previously applied for and approved as a non-illuminated sign.

They now want to have it internally illuminated.

