

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, May 12, 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 April 28, 2015 Regular Meeting
6. Approve correction to Minutes of the April 14, 2015 Regular Meeting (missing vote)
7. NEW BUSINESS:
 - A. Downtown Sign District Review: Cowtown Candy Awning Signs at 1323 Sheridan Avenue.
 - B. Downtown Sign District Review: WYogurt wall sign at 1362B Sheridan Avenue.
 - C. Downtown Architectural District Review: New entry and exterior modifications to the Rocky Mountain Discount Sports and former Family Dollar buildings at 1526 Rumsey Avenue.
8. P&Z Board Matters (announcements, comments, etc.)
9. Council Update: Steve Miller
10. Staff Items
11. 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, April 28, 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, April 28, 2015 at 12:00 PM

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

Absent: Steve Miller-Council Liaison

Chairperson Justin Lundvall called the meeting to order at 12:01 PM, followed by the pledge of allegiance.

Justin Ness made a motion, seconded by Mark Musser, to approve the agenda. Vote on the motion was unanimous, motion carried.

Brad Payne made a motion, seconded by Justin Ness, to approve the minutes for the April 14, 2015 meeting. Vote on the motion was unanimous, motion carried.

Justin Ness made a motion, seconded by Curt Dansie, to approve the minutes for the March 31, 2015 special meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

Todd Stowell presented the staff report for the Downtown Sign Review for two wall signs for Gunrunner Firearms and Pawn located at 1131 12th Street.

Reese Graham made a motion, seconded by Justin Ness, to approve the Downtown Sign Review for two wall signs for Gunrunner Firearms and Pawn located at 1131 12th Street. Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for an 8-foot tall fence for Chad and Deb Bolken at 2108 14th Street.

Buzzy Hassrick made a motion, seconded by Mark Musser, to approve an 8-foot tall fence for Chad and Deb Bolken at 2108 14th Street. Vote on the motion was unanimous, motion carried.

Todd Stowell presented a brief presentation for the Public Hearing for the Special Exemption Review requesting an increase in the total amount of wall signage for Wal Mart located at 325 Yellowstone Avenue.

Chairman Lundvall opened the public hearing at 12:10 p.m. No comments were received. Chairman Lundvall closed the public hearing at 12:10 p.m.

Todd Stowell presented the staff report for the Special Exemption Review requesting an increase in the total amount of wall signage for Wal Mart located at 325 Yellowstone Avenue.

Brad Payne made a motion, seconded by Justin Ness, to approve the Special Exemption Review requesting an increase in the total amount of wall signage for Wal Mart located at 325 Yellowstone Avenue based on the following findings:

- a. The special exemption will not produce an undesirable change in the character of the neighborhood or a detriment to nearby properties.
- b. The special exemption is designed to be compatible with adjacent land uses and the area or neighborhood. Granting the special exemption request is not expected to create any significant compatibility issues. The increase in the amount of signage is minimal—only 11.3 square feet. In addition the sign matches the same style and color as the other entrance signs to the main Walmart store.
- 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. The amount of exemption is small in both total amount and percentage of the standard. In addition, the sign, as well as all existing signage on the Walmart building, appears to be in scale with the building itself.
- 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. No other feasible options have been identified that would achieve the requested result.
- e. Adequate services and infrastructure are or will be available to serve the proposed activity, structure or use. No additional utility services or infrastructure improvements are necessary because of the proposed sign.
- f. The special exemption is consistent with the goals, policies and future land use map of the master plan. The future land use map designation for this area is “commercial 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.

Vote on the motion was unanimous, motion carried.

Todd presented the staff report for the Site Plan Review for Verizon Wireless Communication Facility (65-foot cell tower) located at 3526 Cottonwood Avenue. Kevin Howell owner of Digital Skylines answered questions from the Board. Bill Voerding, owner of the property where the cell tower will be

constructed, answered questions from the Board relating to the option for a tree-style tower and color preferences.

Justin Ness made a motion, seconded by Reese Graham, to approve the Site Plan Review for Verizon Wireless Communication Facility located at 3526 Cottonwood Avenue as submitted with the following conditions:

1. No logos or other advertising signs are permitted on the communication tower and antennas.
2. Lighting of the communication tower is not authorized, unless specifically required by the FAA.
3. The project must otherwise comply with the submitted plans and applicable building, fire, and electrical codes.
4. The tower must be painted an earth tone color to match the surroundings.

The Board determined that the landscape buffer requirement is not applicable. The fence height of 7' is authorized. Vote on the motion was unanimous, motion carried.

Todd presented the staff report for the Preliminary and Final Plat review of Blackburn 1 Minor Subdivision for a 2-lot subdivision by Higbie Revocable Family Trust located at 171 Blackburn Street.

Justin Ness made a motion, seconded by Buzzy Hassrick, to recommend to City Council approval of the requested variances from the alley and sidewalk requirements since there are no alleys to tie into and that the lots are sufficiently large to accommodate all alley purposes; and that sidewalks were previously waived and there is no sidewalk system to tie into in the subdivision; and to recommend that City Council approve the Preliminary Plat of the Blackburn 1 Minor Subdivision as presented. Vote on the motion was unanimous, motion carried.

Justin Ness made a motion, seconded by Curt Dansie, to recommend to City Council approval of the final Plat of the Blackburn 1 Minor Subdivision. Vote on the motion was unanimous, motion carried.

Todd presented the staff report for the minor map corrections to the Entry Corridor Overlay Zone (Landscaping Ordinance).

Reese Graham made a motion, seconded by Curt Dansie, to recommend to Council the minor map corrections to the recommended Entry Corridor Overlay Zone (Landscaping Ordinance). Vote on the motion was unanimous, motion carried.

Approved Signs by Staff: Fed Ex address sign located at 33rd Street. Billboard reconstruction by Lamar Signs at 3H Liquor located at 1907 Big Horn Avenue. Sinclair/Bailey Oil gas price sign at 124 W. Yellowstone Avenue.

P&Z Board Matters: None

Council Update: None

Staff Items: None

Justin Ness made a motion, seconded by Brad Payne, 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 1:07 PM.

Lynn Stutzman
Engineering Administrative Assistant

DRAFT

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, April 14, 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, April 14, 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: None

Chairperson Justin Lundvall called the meeting to order at 12:01 PM, followed by the pledge of allegiance.

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

Buzzy Hassrick made a motion, seconded by Curt Dansie, to approve the minutes for the March 24, 2015. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

Todd Stowell presented the staff report for the Architecture and Landscape Review for four semidetached dwellings in the D-3 Zone, on Rebel Row Lots 1-4, Stone Street. Tom Quick answered additional questions from the Board and indicated his intent to install storm water retention features, landscaping, and a fence to meet city requirements.

Mark Musser made a motion, seconded by Justin Ness, to approve the Architecture and Landscape Review for four semidetached dwellings in the D-3 Zone, on Rebel Row Lots 1-4, Stone Street as presented and the applicant will provide a 15' buffer and a 6' fence along west property line. Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for the Downtown Architectural and Sign District Review for Berkshire Hathaway Home Services at 1432 Sheridan Avenue.

Justin Ness made a motion, seconded by Buzzy Hassrick, to approve the Downtown Architectural and Sign District Review for Berkshire Hathaway Home Services at 1432 Sheridan Avenue as presented. Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for the House Move Request from 507 Olive Glenn Drive to 713 Links View Drive, in the Residential AA zone. Kim Wagler of Cedar Mountain Builders answered additional questions from the Board.

Buzzy Hassrick made a motion, seconded by Reese Graham, to approve the House Move Request from 507 Olive Glenn Drive to 713 Links View Drive. The house must be moved within one year and all exterior work is to be completed within 4 months of the move. It was recommended that an entryway be added or enhanced. Vote on the motion was unanimous, motion carried.

Todd presented the staff report for the Site Plan Review for Moss Orthodontics located at 613 Yellowstone Avenue, in the D-3 zone.

Justin Ness made a motion, seconded by Curt Dansie, to approve for the Site Plan Review for Moss Orthodontics located at 613 Yellowstone Avenue with the following conditions:

1. Provide a detail of the water service line, meters, and RPZ backflow preventer with the building permit application.
2. Pay applicable city utility fees prior to building permit issuance.
3. The Burr oak tree in the landscaping plan is not authorized. A suitable replacement tree and location can be authorized by staff.
4. Obtain a sign permit for any exterior signage. The former Walmart sign must be reduced in height to comply with the 25-foot maximum height requirement. If a building permit is not obtained for the freestanding sign within one year, the former Walmart sign components must be removed in their entirety (including footings) by April 15, 2016.
5. The drainage facilities must be inspected and certified by the applicant's engineer that they were completed according to approved plans, prior to issuance of a certificate of occupancy.
6. The project must otherwise comply with the site plan and applicable building, fire, and electrical codes.

Vote on the motion was unanimous, motion carried.

Todd presented the staff report from Walmart for a reduction in the number of parking spaces and modifications to their parking lot and east entrance, 525 Yellowstone Avenue. Steve Kendall from Carlson Consulting answered additional questions from the Board.

Brad Payne made a motion, seconded by Justin Ness, to approve for the request from Walmart for the reduction in the number of parking spaces and modifications to their parking lot and east entrance, with the following conditions:

1. Submit verification of WYDOT approval (encroachment permit) prior to altering the east entrance.
2. Install and maintain landscaping vegetation in the form of trees and/or shrubs in the landscape islands being constructed, as discussed with the Board.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented the draft Entry Corridor Overlay Zone (Landscaping Ordinance) for review and recommendation to Council. The Board discussed possible changes to the map and ordinance language.

Justin Ness made a motion, seconded by Brad Payne, to recommend to Council the Entry Corridor Overlay Zone (Landscaping Ordinance) with the following map changes:

- Include the non-aviation areas of the airport that are along the highway.
- Only show part of the Stu Allen property in the overlay.
- Include all of the Rocky Mountain Discount Sports property.
- Include the hospital area to 9th Street.

Vote for the motion was Reese Graham, Justin Ness, Brad Payne and Curt Dansie. Vote against the motion was Buzzy Hassrick, Mark Musser, and Justin Lundvall. Motion carried.

Approved Signs by Staff: None

P&Z Board Matters: None

Council Update: None

Staff Items: None

Reese Graham made a motion, seconded by Justin Ness, 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 1:10 PM.

Lynn Stutzman
Engineering Administrative Assistant

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

MEETING DATE:	MAY 12, 2015	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	COWTOWN CANDY AWNING SIGNS DOWNTOWN ARCHITECTURAL DISTRICT REVIEW. SGN 2015-06	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Cowtown Candy has moved to 1323 Sheridan Avenue and is proposing to replace the "Sticks and Stones" awning signs with their signage. The new signs are painted on metal panels that will replace the metal panels on the ends of the existing awning and cover the metal panel on the front of the awning.

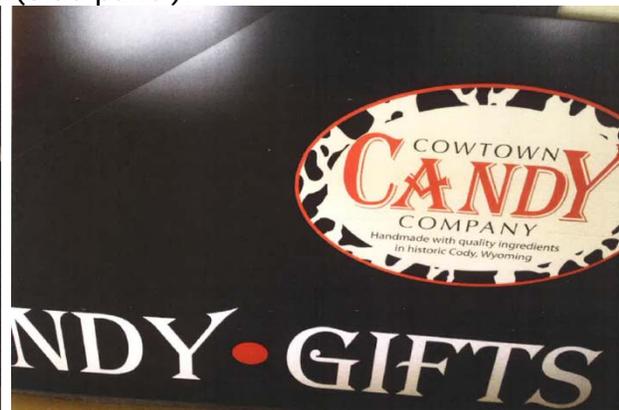
Existing Conditions:



Proposed Front:



(Side panel):



REVIEW CRITERIA:

The property is within the Downtown Architectural District established by Section 9-2-2 of the Cody City Code. Pursuant to Subsection 9-2-2(B), *"The planning, zoning and adjustment board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the downtown district as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants."*

STAFF COMMENTS:

In the downtown sign district, the sign code allows up to 50 square feet of signage on an awning, with no individual sign larger than 25 square feet. Based on staff calculations, the ends of the awning would each contain about eleven square feet of signage, while the main sign measures less than 25 square feet. Total signage on the awning would be about 47 square feet.

The purpose of the Downtown Architectural District is understood to be the promotion of architectural compatibility and preservation of historic features. The signs are of professional quality and match well with the black background on the awning.

ALTERNATIVES:

Approve the signs, with or without making recommendations and suggestions.

RECOMMENDATION:

Approve the awnings signs for Cowtown Candy as proposed.

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

MEETING DATE:	MAY 12, 2015	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	WYOGURT SIGNS DOWNTOWN ARCHITECTURAL DISTRICT REVIEW. SGN 2015-07	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

WYogurt is moving into the former “Cowtown Candy” store at 1362 B Sheridan Avenue and proposes to install an illuminated wall sign at the new location. The sign is currently used at their location in Beck Lake Plaza. It would be located directly where the “Cowtown Candy” sign is shown in the photo below.

Existing Condition and Proposed Sign:



The application materials also include photos of a proposed “Open” sign and a representative sail sign.

REVIEW CRITERIA:

The property is within the Downtown Architectural District established by Section 9-2-2 of the Cody City Code. Pursuant to Subsection 9-2-2(B), *“The planning, zoning and adjustment board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the downtown district as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants.”*

STAFF COMMENTS:

In the downtown sign district, the sign code allows 1.5 square feet of wall sign per foot of street frontage. The business has 25 square feet of frontage, entitling it to 37.5 square feet of wall sign. The proposed sign is approximately 4' by 7', or 28 square feet, which complies with the size limit.

The "Open" sign is exempt.

The sail signs are proposed to be placed in the flag holders in the Sheridan Avenue sidewalk on an occasional basis. However, after checking with WYDOT, their flag holders in the Sheridan Avenue sidewalk are for U.S. and State flags only. Effectively, the only option for an advertising sign to be placed on the Sheridan Avenue sidewalk is an A-frame sign (a.k.a. sandwich board sign), no larger than 2' wide and 4' tall, and placed immediately next to the building.

The purpose of the Downtown Architectural District is understood to be the promotion of architectural compatibility and preservation of historic features.

ALTERNATIVES:

Approve the wall sign, with or without making recommendations and suggestions. The sail signs cannot be approved.

RECOMMENDATION:

Approve the wall sign for WYogurt as proposed. (Do not authorize the sail signs.)



Open Sign to be placed in the window.



**Wyogurt flag to be placed outside, occasionally, on special days (*i.e. Grand Opening*)
Other days we would have the option to place the American Flag out front**



Outdoor lit sign. Dimensions: 4ft. vertical on center, 7ft. horizontal



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

MEETING DATE:	MAY 12, 2015	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL DISTRICT REVIEW—ROCKY MOUNTAIN SPORTS EXTERIOR. SPR 2015-17	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

TAK Investments owns the Rocky Mountain Discount Sports and former Family Dollar buildings located at 1526 Rumsey Avenue. They have submitted an application to update the exterior of the buildings by adding a new entry for Rocky Mountain Sports, extending a parapet wall across the full width of the former Family Dollar building, and adding corrugated metal (galvalume) wainscot on the front of the buildings. The other exterior walls would be repainted in a tan color with brownish-gray accent paint. The changes are identified by comparing the existing and proposed conditions noted below.

Existing:



Proposed:



EAST ELEVATION

**ROCKY MOUNTAIN DISCOUNT SPORTS
ENTRY ADDITION**

**KEITH PRYOR
ARCHITECT**

REVIEW CRITERIA:

The property is within the Downtown Architectural District. Pursuant to 9-2-2(B), *"The planning, zoning and adjustment board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the downtown district as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants."*

STAFF COMMENTS:

The Board may note that the rendering does not reflect any signage. The sign plan for the property will be submitted for review at a future meeting.

Architecture:

The architectural modifications have been professionally designed by Plan 1 Architects. The use of rough sawn timbers for the support posts and beams on the entry is a popular architectural option and has some western character. The green metal roof and fascia of the proposed entry gives the appropriate connection to the "outdoors" and typically matches well with the timber look. The galvalume proposed to be used for the wainscot is a dull gray color, which product has been used in recent projects such as the Tractor Supply Company store and Millstone Pizza. The parapet walls will be covered with a corrugated metal, painted to match the existing bronze colored roof. The portion of the front wall above the wainscot will be painted a tan color, along with the sides and back of the building. A brownish-gray paint will be used for accent color, primarily on the back (west) side of the building where the masonry columns will be painted the accent color.

The purpose of the Downtown Architectural District is understood to be the promotion of architectural compatibility and preservation of historic features. Each of the proposed architectural modifications will add variety and character to the building. The Board will need to analyze the proposal and determine if they have any suggestions or recommendations for the project.

Surrounding properties include the Walgreens store to the South, the Buffalo Bill Village across 16th Street, and a mix of small businesses and residential uses to the north and west.

Exterior Lighting:

No new exterior lighting is proposed at this time.

Other:

The entry addition will only extend a couple of feet beyond the existing roof. It does not reduce the vehicle drive aisle in front of the building to less than the minimum 24-foot width.

ALTERNATIVES:

Approve the project, with or without making recommendations and suggestions.

RECOMMENDATION:

Approve the project as proposed.