

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, JANUARY 10, 2012
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

AGENDA

- ❑ Call to Order by Chairperson Greg Gaspers
- ❑ Roll Call, excused members
- ❑ Approval of Minutes for the December 13, 2011 - Regular Meeting
- ❑ Introduction of New P&Z Members
- ❑ Election of Officers: Chairman and Vice-Chairman for 2012.
- ❑ Introduction of New City Planner Todd Stowell, AICP

PRESENTATION OF COMMUNICATIONS:

- A. A site plan review application has been submitted by Magargal Custom Building on behalf of Scott and Shelly Moore for property located on County Road 3CXS Lot 3 Hayden Addition. The applicant proposes to construct a new storage building for equipment and feed. No power, gas or any other utility is anticipated to be extended to this structure.

Applicant/Spokesperson: Luke Magargal –Magargal Custom Building

Staff Reference: Steve Payne –Public Works Director

Staff Comment: *The applicant proposes to construct a 30' x 60' metal sided building for equipment and feed storage. The proposed building colors are antique bronze and hickory moss.*

ACTION/MOTION: Approval, Approval with conditions, or Denial of the site plan review application for Scott and Shelly Moore for property located on County Road 3CXS Lot 3 Hayden Addition.

Staff recommends approval of the site plan review application submitted by Scott and Shelly Moore for property located on County Road 3CXS Lot 3 Hayden Addition with the following conditions:

- 1. The applicant will submit a complete set of construction plans to the building department for their review and approval.**
- 2. The applicant will pay all assigned building and utility permit fees.**

- B. P&Z Board Matters
1. Training needs
- C. Council Update: Steve Miller
- D. Approved Sign Applications
1. Buffalo Jump Wines, LLC -2526 Mountain View Drive
 2. 4Ever Slim -1414 17th Street
 3. AllState -1139 Rumsey Avenue
- E. Staff Update
1. Master Plan Update

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD

Minutes of the Regular Meeting Held December 13, 2011 at 12:00 PM

CALL TO ORDER: Chairperson Greg Gaspers called the meeting to order at 12:02 PM.

ROLL CALL

PRESENT: Jacob Ivanoff; Kim Borer, Vice Chairperson; Rick Brasher; Greg Gaspers, Chairperson; Bud McDonald; Justin Lundvall; Steve Miller, Council Liaison; Sandee Kitchen, Deputy City Attorney; Steve Payne, Public Works Director; Jolene Osborne, Engineering Administrative Assistant;

EXCUSED ABSENCE: None

ABSENT: None

Bud McDonald made a motion seconded by Kim Borer to approve the minutes of the November 22, 2011 regular session meeting.

Vote on the motion was unanimous, motion carried.

PRESENTATION OF COMMUNICATIONS:

A. Kim Borer made a motion seconded by Justin Lundvall to approve the commercial site development application submitted by Cody Laboratories, Inc. for property located at 601 Yellowstone Avenue with the following conditions:

1. Approval of a fence greater than 6' in height.
2. The applicant will submit a complete set of construction plans to the building department for their review and approval.
3. The applicant will pay all assigned building and utility permit fees.

Vote on the motion was unanimous, motion carried.

B. Justin Lundvall made a motion seconded by Rick Brasher to approve the commercial development application submitted by Mike Kelly on behalf of Kenco Security and Technology for property located at 428 West Yellowstone Avenue with the following conditions:

1. The applicant will submit a complete set of construction plans to the building department for their review and approval.
2. The applicant will pay all assigned building and utility permit fees.

Vote on the motion was unanimous, motion carried.

C. Bud McDonald made a motion seconded by Jacob Ivanoff to approve the minor commercial review application submitted by Rick Hendrich on behalf of China Town Restaurant for property located at 937 Sheridan Avenue with the following conditions:

1. The applicant will submit a complete set of construction plans to the building department for their review and approval.
2. The applicant will pay all assigned building and utility permit fees.

Vote on the motion was unanimous, motion carried.

D. Bud McDonald made a motion seconded by Jacob Ivanoff to approve the commercial review application submitted by Riley's Bakery for property located at 205 Trail Avenue.

Vote on the motion was unanimous, motion carried.

E. Bud McDonald made a motion seconded by Rick Brasher to approve the commercial development application submitted by Wendy Kays for property located at 214 Yellowstone Avenue with the following conditions:

1. The applicant will work with staff to re-site the building to limit car stacking to the site which is being leased and to limit ingress/egress issues with Yellowstone Avenue and the entrance to the site.
2. The applicant will submit a complete set of construction plans to the building department for their review and approval.
3. The applicant will pay all assigned building and utility permit fees.

Vote on the motion was unanimous, motion carried.

F. P&Z Board Matters:

1. Greg Gaspers announced that this will be his last year serving on the board. He thanked staff, council and board members.

G. Council Update:

1. Steve Miller thanked Greg Gaspers for his two terms of service.
2. The Council will be taking action to appoint three members to the board: Kim Borer, Bob Senitte and Mark Musser.

H. Staff Update

1. Steve wished to remind members that those who are leaving the board will still need to attend the first meeting in January.
2. The second P&Z meeting in December has been cancelled.
3. The proposed ordinance to modify the off street parking regulations will come before the board for review in January.

The meeting was adjourned at 12:45 PM.

Respectfully submitted,

Jolene Y. Osborne
Engineering Administrative Assistant



**PLANNING, ZONING AND ADJUSTMENT BOARD
COMMERCIAL SITE DEVELOPMENT APPLICATION
FOR LANDSCAPING, ARCHITECTURAL & SIGN PLANS**

STAFF USE
File: SPR 12-01
P&Z Invoice: 124-10

Applicant's Name: Luke Magargal Business Name: Luke Magargal Custom Building
 Applicant's Address: PO Box 1933 City: Cody State: WY Zip: 82414
 Phone: 307-527-7154 Cell: 307-899-5853 Fax: _____ Email: lmagargal@yahoo.com
 Property Owner's Name: Scott and Shelly Moore
 Property Owner's Address: 1414 10th St. City: Cody State: WY Zip: 82414
 Project Address: NA County Rd 3415 Legal Description: Lot 3 Hayden Addition Zone: D2
 Description of Proposal and Proposed Use of Project: New Storage type building for equipment and or feed
 (No power, gas or any other utility to this structure)

Estimated Construction Start Date: 2/1/2012
 Representative Attending P&Z Meeting: Luke Magargal

The Planning, Zoning and Adjustment Board meets the 2nd and 4th Tuesday at 12:00 noon at the City Hall Council Chamber.
**Twelve (12) copies of the application, plans, and any other information folded into 8-1/2" x 11" size AND
 A digital file containing PDFs of each document must be submitted to Planning Department by 4:00 PM.**
Please see submittal Date and Fee schedule included in this document.

The **Architectural & Landscape plan** should be incorporated into the Site Development Plan required for a building permit.
 It **must** be dimensioned to scale.

1. Please include all of the following Architectural components:

- Provide elevation views of each building face to illustrate scale, materials, color and roof lines including dimensions.
- Indicate lot lines, setbacks, easements and rights of way. Include a vicinity map with vicinity information describing surrounding land use, structures and zoning.
- Show parking layout (pavement limits, curb and gutter), pedestrian circulation and onsite parking with ADA compliance. Include information to support number of parking spaces provided and how it satisfies the city code requirement.
- Identify fencing on site (location, height, materials).
- Identify the site access points with dimensions.
- Depict the general site lighting techniques (please provide location, size, type of lighting, and cut sheets).
- Show the general grading and drainage scheme. Identify the location of drainage facilities and drainage basins. **Drainage computations must be supplied with all commercial applications.** Identify the direction of flow onsite, buildings and types of surface improvements. All drainage reports must be stamped by a PE.

2. Please include all of the following Utility components:

- Identify all existing and proposed water, sanitary sewer, storm water, electrical power, raw water, gas, telephone and cable utility lines.
- Provide specific electrical information - new service entrance size (in amps) and location on building, required service voltage, three phase or single phase service, electric load size-total connected load and expected coincident load, underground or overhead service to building(s), transformer location, and **estimated dates for temporary and permanent service installations.** On the site plan, include locations and layout of existing electrical power lines, electrical equipment and utility easements on or adjacent to the project site.
- Please complete the included Electrical Division Review Comments Form
- Identify all locations of trash/dumpster and any proposed screening.
- Identify the location for snow removal.

RECEIVED

DEC 20 2011

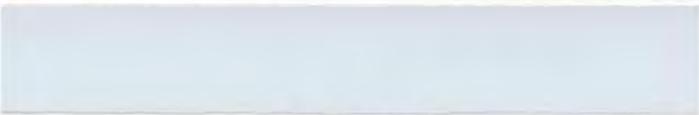
CITY OF CODY

3. Please include all of the following Landscape components:

- Provide a landscape plan to include location of landscape, type and size of plant or rock materials, type of mulch and irrigation layout.

Fabral Color Availability

WESTERN REGION



Brite White 824 *



White 899 *



Ivory 883 *



Light Stone 887 *



Tan 855 *



Cocoa Brown 856 **



Dark Brown 859 **



Antique Bronze 854 **



Caribbean Blue 881 *



Gallery Blue 826 **



Bright Copper Penny 939 *¹



Brick Red 898 *



Brite Red 845 *



Classic Burgundy 853 **



Hickory Moss 870 *



Patina Green 893 *



Evergreen 875 *



Hartford Green 821 **



Light Gray 889 *



Charcoal Gray 851 **



True Black 882 *



* Energy Star approved.

** Pending Energy Star approval; visit fabral.com for the latest Energy Star approval list.

¹ = Premium color upgrades apply

Due to product improvements, changes and other factors, FABRAL reserves the right to change or delete information herein without prior notice.

Colors shown are as close to actual colors as allowed by the printing process. Actual metal samples are available; request samples prior to installation. Note: colors vary depending on position and angles.



PLANNING, ZONING AND ADJUSTMENT BOARD
SIGN PLAN REVIEW APPLICATION
Refer to Title 10 Chapter 15 of the Municipal Code

STAFF USE
File: SGN11-49
P&Z Invoice: 608-1
Approved: _____
Date: _____

Applicant's Name: Scott Wagner Business Name: Buffalo Jump WINES LLC
Applicant's Address: 2526 Mountain View Dr City: Cody State: WY Zip: 82414
Phone: _____ Cell: 250-7653 Fax: _____ Email: Scott@BuffaloJumpWines.com
Property Owner's Name: Art Cauderson
Property Owner's Address: Road 2bc City: Cody State: WY Zip: 82414
Project Address: 2526 Mountain View Dr Legal Description: LOT 2 of Frank Subdivision Zone: E

Total current area of Signage in Square Feet: _____ Proposed Area of Signage in Square Feet: _____

Overall Area of Signage in Square Feet: 32 Licensed Contractor or Sign Installer: Scott Wagner

- Type of Sign: Attached Wall Freestanding Marquee Projecting Awning Suspended
 Banner Inflatable Flag Monument Bulletin Real Estate
 Joint Directory Billboard Other -Please describe _____

Description of Proposal: 4' x 8' sign on front of Building

Signature of Property Owner: Arthur S. Cauderson 12-22-11
Signature Date

MATERIAL REQUIRED FOR SUBMITTAL & REVIEW

- Two (2) drawings containing plans and specifications which indicate the method of construction and anchoring to the building or ground; the total area of the proposed sign in square feet; the height of the proposed advertising structure from ground level.
*****In many cases two (2) color renderings of all existing & proposed signs with dimensions and a detailed written description of proposed construction materials and installation procedures will suffice.**
- A site plan which identifies:
 - The location of all exterior signs existing or proposed for the premise.
 - Building elevations with signs depicted.
 - Sign Elevations must indicate overall and letter/figure dimensions
 - Colors, materials and illumination for each sign
- Letter of authorization from the property owner if applicable.
- Billboard applications must also include:
 - Legal lease between the property owner and the billboard company which addresses the removal of the billboard (both the sign itself and the support structure for the billboard) at the termination of the lease.
 - Bond suitable in value to cover the removal of all portions of the sign and the support structure at the end of the lease.
- Inflatable applications must also include:
 - Design and construction details to demonstrate compliance with City wind load requirements
 - How the electricity will be supplied to the inflatable
 - Demonstrate that the anchoring mechanisms will not present a danger to the public
 - Site plan showing existing structures, power poles, trees, street and pedestrian paths and all other features which may be impacted.
 - Altitude _____ Total Aggregated Square Footage _____

Each application for a sign review shall be accompanied by a review fee as set forth by Title 10, Chapter 15 of the city code. Applicants are encouraged to arrange a pre-submittal meeting to ensure a complete submittal. Re-submittal of any application will result in additional fees.

Please Select the Appropriate Sign Type:

- Off Premise, Temporary A-Frame Sign Plans: No Fee
- Flush, Wall Mount without Electricity Sign Plans: \$25.00
- Sign Plans with Electrical, Requiring Base Structure or Projecting Sign Plans: \$50.00

Following approval of the sign or advertising advice by the Planning & Zoning Department a Building Permit must be obtained from the Building Department prior to installation.

- Building Permit Application -Fee based on the valuation of the sign. Refer to the 1997 Uniform Building Code Fee Chart



The 4' tall and 8' long sign will be constructed of steel and vinyl laminated material and will be bolted directly to the front of the building, in the same manner that the previous sign was attached. The elevation of the bottom of the sign will be 7'-6" from the sidewalk. The total square footage of the sign is 32 square feet.





BUFFALO JUMP
WINERY

OPEN HOUSE
SATURDAY
10:00 AM - 4:00 PM
10000 100th St
Buffalo, WY 82801



PLANNING, ZONING AND ADJUSTMENT BOARD
SIGN PLAN REVIEW APPLICATION

STAFF USE
File: _____
P&Z Invoice: _____
Approved: 12/29/11
Date: _____

Applicant's Name: Larry & Barb Johnson Business Name: 4 Ever Slim
Applicant's Address: 4727 Powell HWY City: Cody State: WY Zip: 82414
Phone: 527-7446 Cell: - Fax: _____ Email: _____
Property Owner's Name: Vincent J & Mary Kay Kalkowski
Property Owner's Address: 1414 17th Street City: Cody State: WY Zip: 82414
Project Address: 1414 17th Street Legal Description: 24 1414 17th Street Zone: D-2

Total current area of Signage in Square Feet: _____ Proposed Area of Signage in Square Feet: _____
Overall Area of Signage in Square Feet: _____ Licensed Contractor or Sign Installer: _____

- Type of Sign: Attached Wall Freestanding Marquee Projecting Awning Suspended
 Banner Inflatable Flag Monument Bulletin Real Estate
 Joint Directory Billboard Other -Please describe _____

Description of Proposal: "See Attached"

Signature of Property Owner: _____ Signature Date: 12/29/11

MATERIAL REQUIRED FOR SUBMITTAL & REVIEW

- Two (2) drawings containing plans and specifications which indicate the method of construction and anchoring to the building or ground; the total area of the proposed sign in square feet; the height of the proposed advertising structure from ground level.
*****In many cases two (2) color renderings of all existing & proposed signs with dimensions and a detailed written description of proposed construction materials and installation procedures will suffice.**
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 - Building elevations with signs depicted.
 - Sign Elevations must indicate overall and letter/figure dimensions
 - Colors, materials and illumination for each sign
- Letter of authorization from the property owner if applicable.
- Billboard applications must also include:
 - Legal lease between the property owner and the billboard company which addresses the removal of the billboard (both the sign itself and the support structure for the billboard) at the termination of the lease.
 - Bond suitable in value to cover the removal of all portions of the sign and the support structure at the end of the lease.
- Inflatable applications must also include:
 - Design and construction details to demonstrate compliance with City wind load requirements
 - How the electricity will be supplied to the inflatable
 - Demonstrate that the anchoring mechanisms will not present a danger to the public
 - Site plan showing existing structures, power poles, trees, street and pedestrian paths and all other features which may be impacted.
 - Altitude _____ Total Aggregated Square Footage _____

Each application for a sign review shall be accompanied by a review fee as set forth by Title 10, Chapter 15 of the city code.

- Sign Plan submitted with Landscape, Architectural & Sign Plan Application No Additional Fee
- Sign Plans (flush, wall mount w/out electricity): \$25.00
- Sign Plans (electrical, requiring base structure or projecting): \$50.00

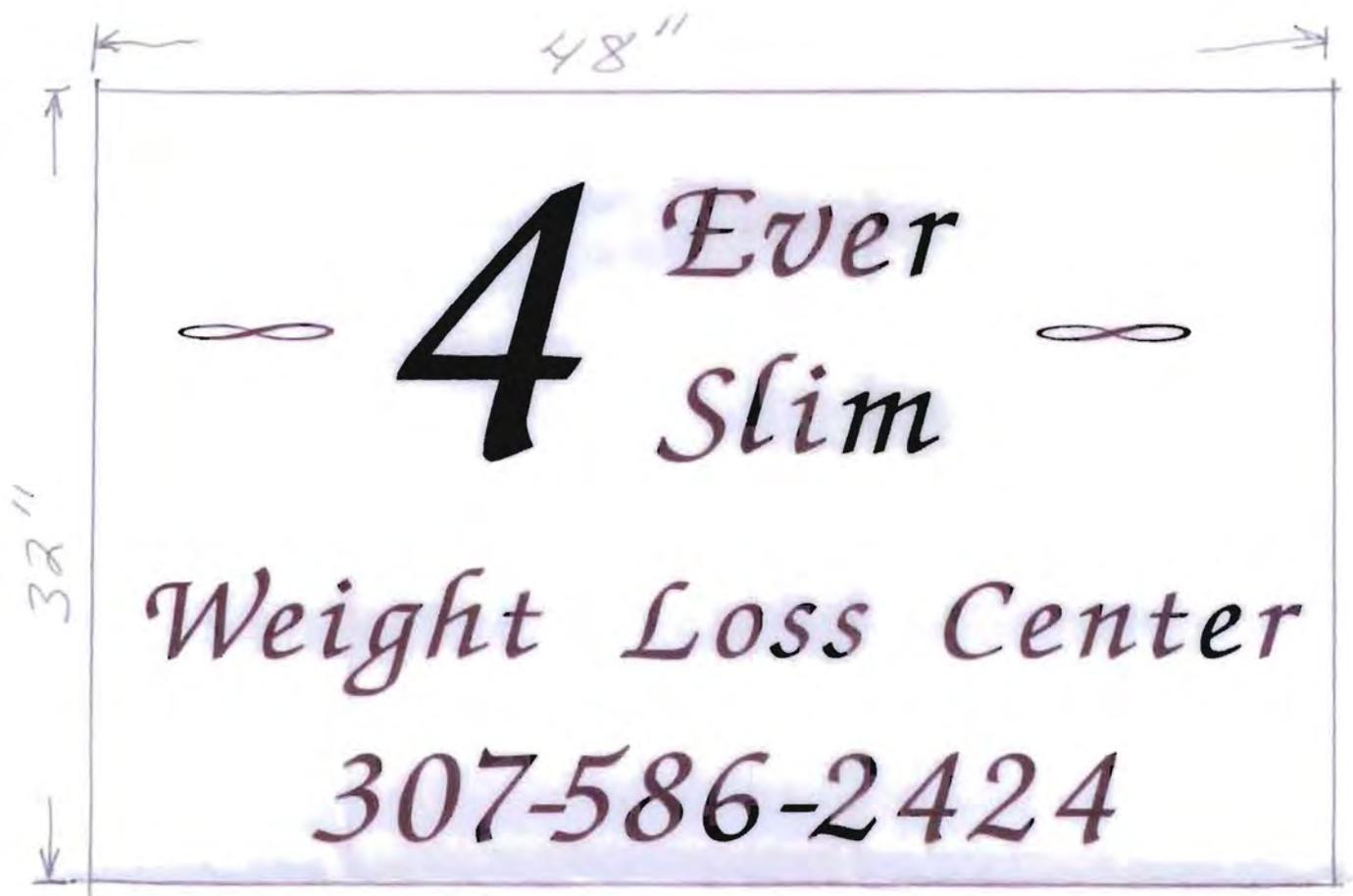
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Refer to Title 10 Chapter 15 of the Municipal Code for more information on sign regulations.

#24

3583



- > Black Lettering with White background
- > 48" x 32" x 1/2" thick plywood-painted
- > Anchored with (4) screws, (1) at each corner
- > Positioning to be centered between roof overhang on Street Facing Side above the entry Door way per Attached Sketch;
9 1/2 Feet Above the ground
- > Sign is (10) Square Feet
- > Sign has No illumination

527-7446



**PLANNING, ZONING AND ADJUSTMENT BOARD
SIGN PLAN REVIEW APPLICATION**
Refer to Title 10 Chapter 15 of the Municipal Code

STAFF USE	
File:	<u>SGN 12-01</u>
P&Z Invoice:	<u>52-15</u>
Approved:	<u>[Signature]</u>
Date:	<u>1/5/12</u>

Applicant's Name: PATRICK MANNING Business Name: ALLSTATE
 Applicant's Address: 1139 RUMSEY AV. City: COODY State: Wy Zip: 82414
 Phone: 307-527-6447 Cell: _____ Fax: 307-527-5912 Email: p.manning@allstate.com
 Property Owner's Name: RON HILL
 Property Owner's Address: 1139 RUMSEY AV City: COODY State: Wy Zip: 82414
 Project Address: 1139 RUMSEY Legal Description: _____ Zone: _____
 Total current area of Signage in Square Feet: 23^{SQFT} Proposed Area of Signage in Square Feet: 20^{SQFT}

Overall Area of Signage in Square Feet: _____ Licensed Contractor or Sign Installer: CHUCK'S SIGN & DESIGN
 Type of Sign: Attached Wall Freestanding Marquee Projecting Awning Suspended
 Banner Inflatable Flag Monument Bulletin Real Estate
 Joint Directory Billboard Other -Please describe _____

Description of Proposal: ATTACH 8 CHANNEL LETTERS TO BUILDING, WHERE EXISTING SIGN IS.
 Signature of Property Owner: [Signature] 01.05.2012
 Signature Date

MATERIAL REQUIRED FOR SUBMITTAL & REVIEW

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Handwritten notes:
 4.11-855
 2.11-626
 2.11-926

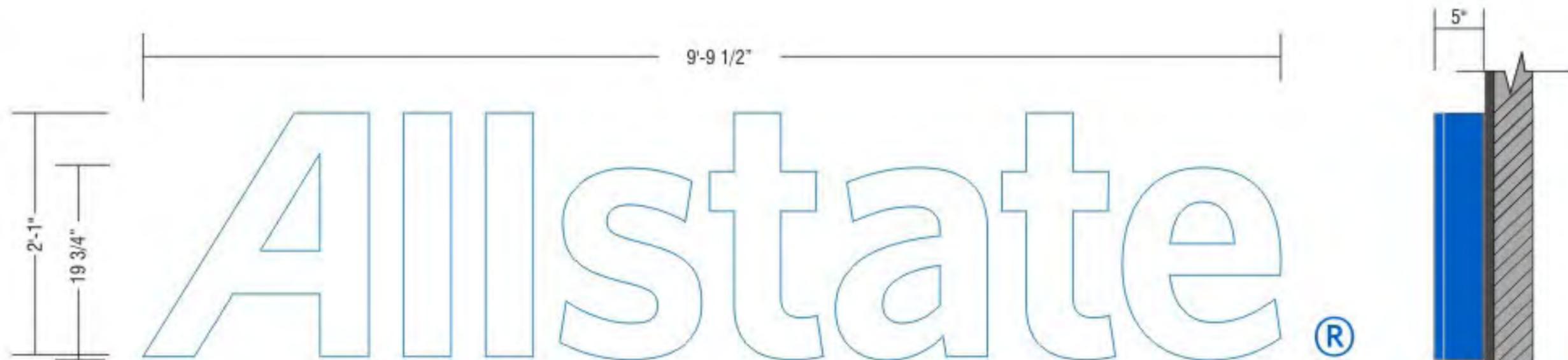
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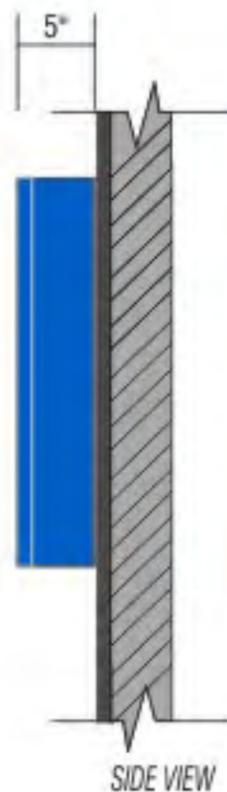
Scale: 1" = 1'

CHANNEL LETTERS

Remove Existing Letters. Fabricate and Install (1) One new set of Non-Illuminated Channel Letters.

Channel letters to be built from .040 aluminum backs with 5" .050 Chevron Blue returns. Faces to be 3/16" 7328 White acrylic with 1" Chevron Blue trimcap.

Channel letters mounted flush to building fascia.



3319 Nebraska Ave.
Council Bluffs, IA 51501
Phone (712) 256-4766
Fax (712) 256-3965

Allstate Agent:	
CLIENT	Patrick R. Manning
JOB LOCATION	1139 Ramsey Ave. Cody, WY 82414
SALES REP	Jim Turner
DRW DATE	12/12/11
DESIGNER	J. Lensch
DWG	13386rev
APPROVED	
APPROVED DATE	

NOTES:



EXISTING SIGN



PROPOSED SIGN | Approximate Scale: 1/8" = 1'

This drawing is the exclusive property of Vital Signs Unlimited, Inc. It should not be copied, reproduced, displayed or used in any way without the written approval of Vital Signs Unlimited, Inc. Color on this presentation does not represent the exact material color specified. See charts for exact appearance of colors specified. Actual size of sign and font from scaled drawing may vary slightly.



Vital Signs Unlimited, Inc. is UL listed & belongs to the National Sign Association and the United States Sign Council.