

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, MAY 9, 2017
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

AGENDA

1. Call to Order by Chairman, Steve Miller
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the April 25, 2017 regular meeting.
6. NEW BUSINESS:
 - A. Downtown Sign Plan Review: Sign for Juniper Wine & Spirits, located at 1128 12th Street.
 - B. Minor downtown architectural review: Install an exterior, remote controlled roll-up fabric blind for "The Local", located at 1134 13th Street.
7. P&Z Board Matters (announcements, comments, etc.).
8. Council Update:
9. Staff Items:
10. 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 25, 2017

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 25, 2017 at 12:00 pm.

Present: Steve Miller, Chairman, Kayl Mitchell; Buzzy Hassrick; Richard Jones; Reese Graham; Sandra Kitchen, City Deputy Attorney; Todd Stowell, City Planner; Bernie Butler, Administrative Assistant.

Absent: Glenn A. Nielson, Heidi Rasmussen, Curt Dansie

Chairman, Steve Miller called the meeting to order at 12:00 pm, followed by the pledge of allegiance.

Buzzy Hassrick made a motion, seconded by Reese Graham, to approve the agenda, as revised with the correct date of April 25, 2017. Vote on the motion was unanimous, motion carried.

Kayl Mitchell made a motion, seconded by Richards Jones, to approve the minutes for the April 11, 2017 meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

- A. The Public Hearing for a Special Exemption for the sign for Juniper Wine & Spirits, located at 1128 12th Street, began at 12:01. No Comments from the Public. The Public Hearing was closed at 12:02.
- B. Todd Stowell presented a sign plan for Juniper Wine & Spirits, located at 1128 12th Street. Ruffin Prevost presented a written explanation of the proposal, and discussed options with the Board. The lower “Juniper” portion of the sign could be redesigned to meet sign code requirements.

Buzzy Hassrick made a motion to approve the bottle portion of the sign only, (which meets the sign code and does not require a special exemption) seconded by Kayl Mitchell, located at 1128 12th Street. Vote on the motion was unanimous, motion carried.

- C. Todd Stowell presented a minor site plan review for Juniper Wine & Spirits, for a bike rack, rain barrel, menu display, and balcony located at 1128 12th Street.

Richard Jones made a motion, seconded by Buzzy Hassrick, to approve the minor site plan for Juniper Wine & Spirits, located at 1128 12th Street. Vote on the motion was unanimous, motion carried.

- D. Todd Stowell presented a site plan review for the Riverside Cemetery Committal Shelter, located at 1721 Gulch Street. Kane Morris of Point Architects answered questions from the Board.

Reese Graham made a motion, seconded by Richard Jones, to approve the Site Plan Review for the River View Cemetery Committal Shelter, located at 1721 Gulch Street, subject to the following conditions:

1. The intersection area around the building shall be marked as signed “No Parking”.
2. Provide traffic control signs for the “round-a-bout”.
3. Coordinate fire protection requirements with the building official, fire marshal, and if necessary Public Works.
4. Provide grading details to confirm appropriate drainage around the site, and ADA access into the building. Staff may review and authorize.
5. The project must otherwise comply with the site plan and applicable building, fire, and electrical codes.

Vote on the motion was unanimous, motion carried.

P & Z Board Matters – none

Council Updates – none

Staff Items – A Wireless Facility Ordinance has been adopted by the City of Cody Council. Copies will be given to the Planning and Zoning Board in the near future.

Reese Graham made a motion, seconded by Kayl Mitchell to adjourn the meeting. Vote on the motion was unanimous, motion carried.

There being no further business to come before the board, Chairman Miller adjourned the meeting at 12:56 p.m.

Bernie Butler, Administrative Assistant

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

MEETING DATE:	MAY 9, 2017	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	JUNIPER SUSPENDED SIGN: DOWNTOWN ARCHITECTURAL DISTRICT REVIEW. SGN 2017-09	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Michele Prevost of Juniper, located at 1128 12th Street, has submitted an application to install 1 ½-foot tall by 5-foot wide suspended sign on the front of the building, below a bottle-shaped sign that was authorized previously. The sign is depicted in the photo.

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.* The signs must also comply with applicable provisions of the sign code.

STAFF COMMENTS:

The sign has been designed as a suspended sign, which is defined in the city sign code as, *"An on-premise attached sign that is suspended from the underside of a horizontal plane surface or arm, such as a canopy or marquee, and is supported by such surface."* The attached drawings show the mounting framework, which demonstrates how the sign is suspended from the arm of the bottle sign above by welded steel tubing.

Suspended signs in this district (D-2) are permitted to be up to 25 square feet in size. The proposed sign is 7.5 square feet. Other requirements include providing at least 8 feet of clearance below the sign and not extending closer than two feet from the curb line, both of which would be met with the proposed sign.



The applicant has provided an additional commitment in the application, agreeing to mount the sign higher above the sidewalk than required.

The sign lettering is backlit with LEDs, and the sign backing is formed from reclaimed wood.

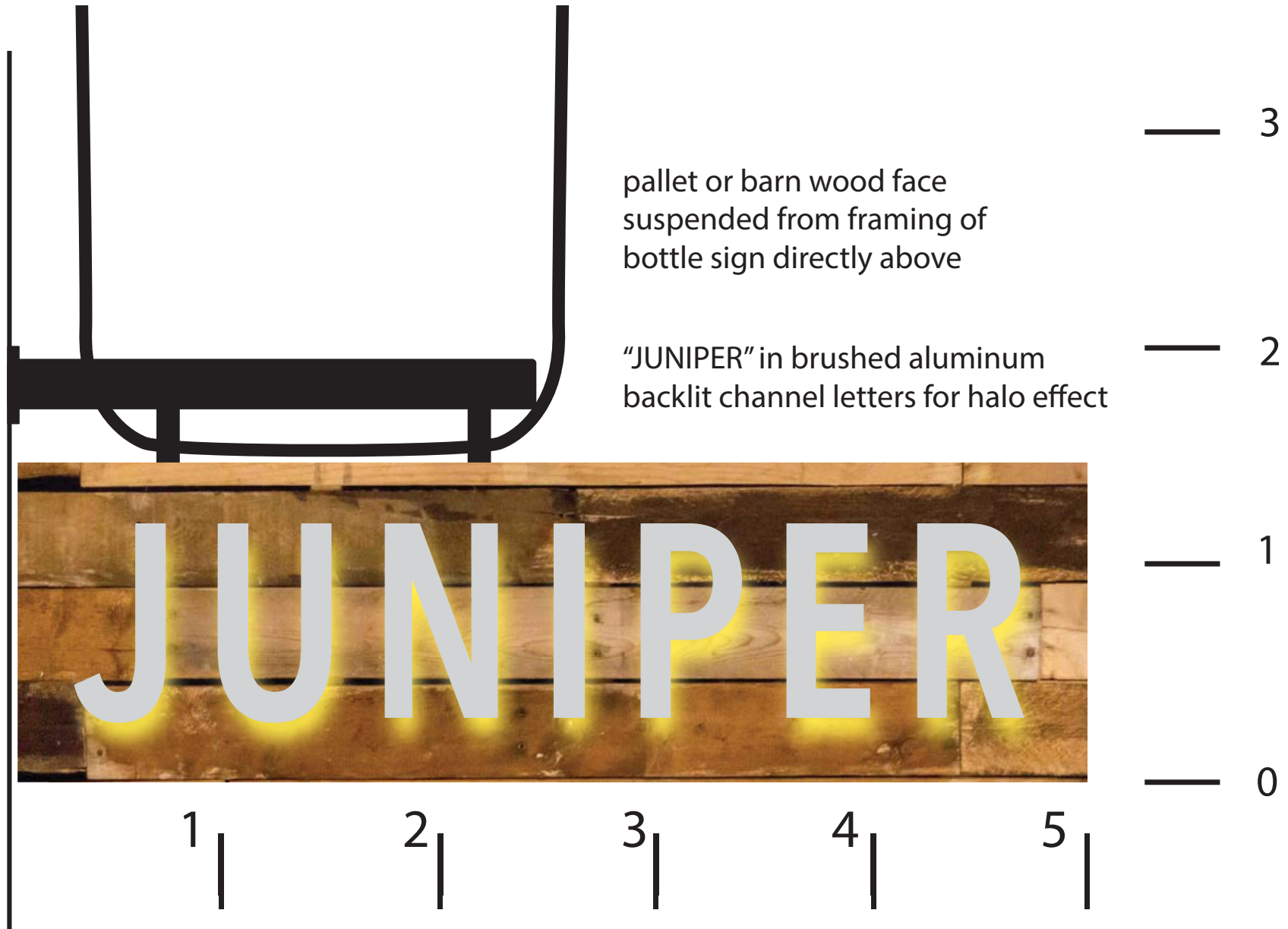
The purpose of the Downtown Architectural District is understood to be the promotion of architectural compatibility and preservation of historic features. The design has a professional appearance, is not excessively large, and meets the applicable code requirements.

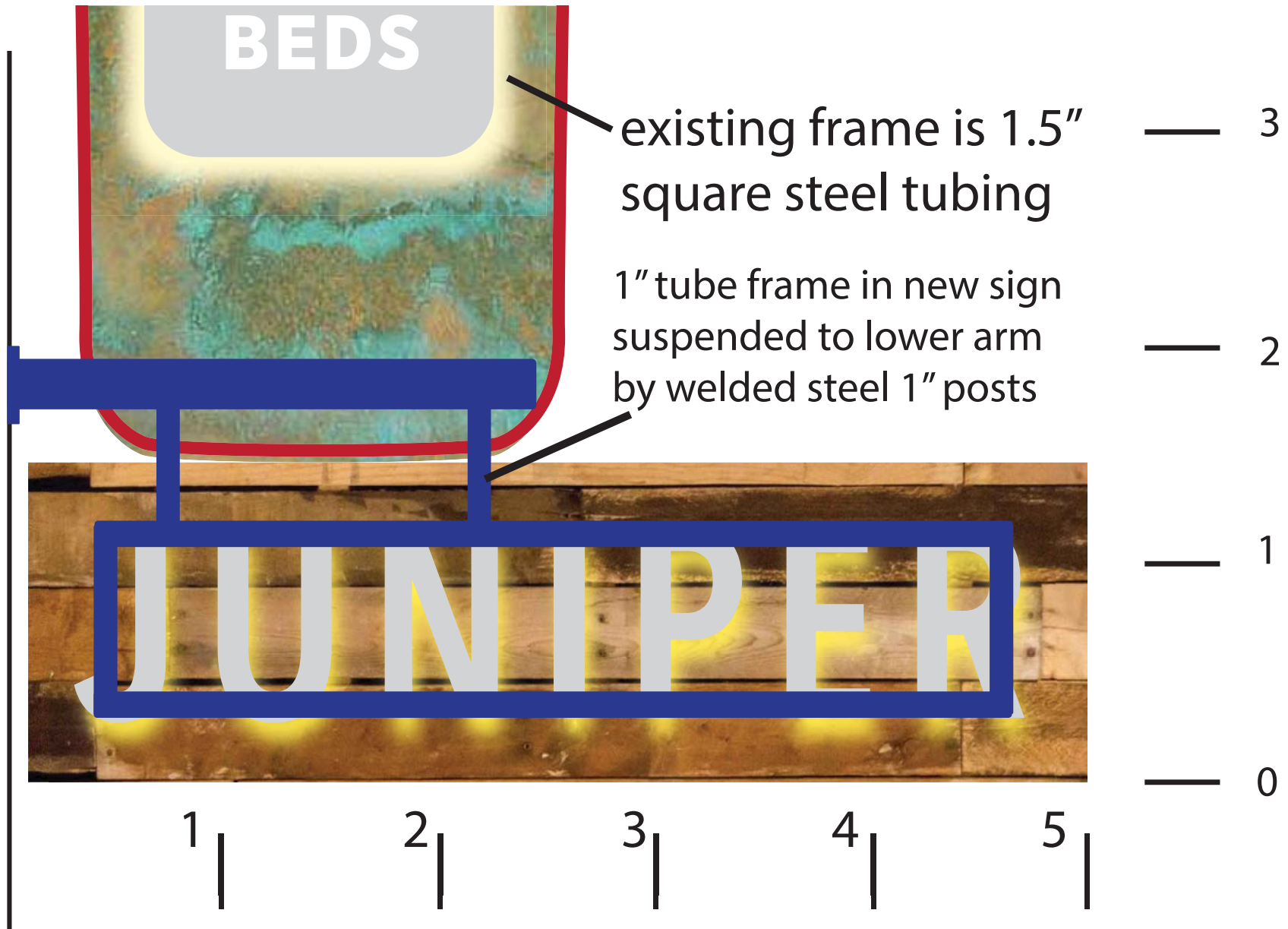
ALTERNATIVES:

As the sign meets minimum standards, approve the sign, with or without making recommendations and suggestions.

RECOMMENDATION:

Approve the suspended sign for "Juniper" as presented.





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

MEETING DATE:	APRIL 25, 2017	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL DISTRICT REVIEW—THE LOCAL. SPR 2017-14	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Peter Mallamo, representing “The Local” restaurant, has submitted an application for a minor downtown architectural review, to install an exterior shade structure. The exterior shade is a remote-controlled roll-up fabric blind that would extend across all windows and glass blocks on the front of the building—approximately 28 feet. Its purpose would be to block the afternoon sun, which presently creates glare and heat issues in the restaurant. Excerpts from the brochure are below.



REVIEW CRITERIA:

The property is within the Downtown Architectural District. Pursuant to Subsection B of 9-2-2, within the Downtown Architectural District, *“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.

In addition, the proposal is subject to applicable development standards.

STAFF COMMENTS:

Architecture:

The proposed exterior shade would be extended in the early afternoon and retracted at night. The proposed color of the fabric is black, and the metal housing and rails would be bronze in color. The housing would be mounted to the building and/or existing canopy immediately next to the building windows. The factory color selections are somewhat limited, and the colors selected most closely match the existing colors of the building and signage.

The existing awning is 10-11 feet above the sidewalk (sidewalk is sloped), so with the shade housing, there would still be 9-10 feet of clearance above the sidewalk, which meets the City's 8-foot minimum requirement.

Any structural issues will be reviewed with the building permit (e.g. attachment point and method, wind rating, etc.).

Signage:

Staff notes that the sign "The Local" does not seem to have had Planning and Zoning Board review. The sign measures two feet tall and eight feet long, for a total for 16 square feet. The size and location of the sign meet applicable requirements and can be authorized as part of this review process.

ALTERNATIVES:

Determine if applicable standards are met, and if so, approve the project, with or without making recommendations and suggestions.

RECOMMENDATION:

Approve the exterior shade and sign for "The Local".