CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, FEBRUARY 22, 2011
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

AGENDA

- Call to Order by Chairperson Greg Gaspers
- Roll Call, excused members
- Approval of Minutes for the February 8, 2011 - Regular Meeting

PUBLIC HEARING

- A public hearing to determine if it is in the public interest to grant a special exemption to Clinton Cook, for property located at 1301 Red Butte Avenue. The request is to allow Richard Cook to work as a non-resident employee for Cook Appraisal Inc. The applicant sent out 11 certified letters to the neighbors within 140' of the property. One (1) neighbor had objections, seven (7) neighbors had no objections and three (3) neighbors did not reply.

PRESENTATION OF COMMUNICATIONS:

A. A special exemption application has been submitted by Clinton Cook, for property located at 1301 Red Butte Avenue. The request is to allow Richard Cook to work as a non-resident employee for Cook Appraisal, Inc. The applicant is proposing that the Special Exemption be issued for the duration of time that Mr. Cook occupies the property as his primary residence. The property is zoned "AA Residential," which allows for appraisal businesses within this zone as long as it meets the following criteria: A business/commercial use shall be incidental and secondary to the use of the structure as a dwelling and the **business shall be conducted exclusively by the family residing therein** without any other employees. No home business sign, insignia or identification number shall be permitted, and the total area devoted to the business shall not exceed twenty five percent (25%) of the total area to the structure occupied as a dwelling. As well as there must be off-street parking provided for the employee.

Applicant/Spokesperson: Clinton Cook –Cook Appraisal, Inc.
Staff Reference: Steve Payne - Public Works Director

Staff Comment: *The Cody City Code allows for special exemptions to address limitations on the number of employees; and other numerical specifications not specifically listed, provided approval of the special exemption would not be tantamount to rezoning the subject property. If the P&Z Board is inclined to grant approval of the special exemption, the board must find and state in the motion the following:*

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;
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;
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;
e. Adequate services and infrastructure are or will be available to serve the proposed activity, structure or use; and
f. The special exemption is consistent with the goals, policies and future land use map of the master plan.

ACTION/MOTION: Approval, Approval with conditions, or Denial of the special exemption for Clinton Cook, for property located at 1301 Red Butte Avenue noting the above outlined findings.

If the P&Z Board is inclined to grant approval of the special exemption for Clinton Cook, for property located at 1301 Red Butte Avenue, the staff would recommend the following conditions:

1. **Special Exemption will exist for the duration of time that Mr. Clinton Cook owns the property as his primary residence.**
2. **The Special Exemption Permit must be executed and recorded with the Park County Clerk and recorded within 10 days of any approval.**

B. Board Matters

C. Council Update: Steve Miller

D. Approved Sign Applications
   1. None

E. Staff Update

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD

Minutes of the Regular Meeting Held February 8, 2011 at 12:00 PM

CALL TO ORDER: Chairman Greg Gaspers called the meeting to order at 12:03 PM.

ROLL CALL

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

EXCUSED ABSENCE: None

ABSENT: Bill Nielson; Jacob Ivanoff;

Bud McDonald made a motion seconded by Rick Brasher to approve the minutes of the January 11, 2011 regular session meeting.

Vote on the motion was unanimous, motion carried.

Rick Brasher made a motion seconded by Bud McDonald to approve the minutes of the January 25, 2011 orientation meeting.

Vote on the motion was unanimous, motion carried.

DRAFT

PRESENTATION OF COMMUNICATIONS:

A. Kim Borer made a motion seconded by Justin Lundvall to approve the commercial site application submitted by Bill Holly with Big Bear Motel, LLC dba Big Bear Motors for property located at 225 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. All newly proposed striping will be completed as well as the handicapped access parking stall must be created and appropriately signed.
   3. The applicant will pay all applicable building fees.
   4. That the sign height will conform to 25 feet or less.

   Vote on the motion was unanimous, motion carried.

B. Bud McDonald made a motion seconded Kim Borer to approve of the commercial site application submitted by Ken Martin with Red Canyon River Trips for property located at 1119 12th Street 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 applicable building permit fees.

3. The applicant will coordinate with the Electric Department and the Police Department regarding the moving of the building.

Vote on the motion was unanimous, motion carried.

C. Discussion Items:
   1. Greg Gaspers reminded the board of the February 15th joint City and County P&Z Board meeting at 6:00 p.m. with the regular County P&Z Board meeting beginning at 7:00 p.m.

D. Council Update:
   1. Steve Miller introduced and welcomed Councilman Donny Anderson.

E. Staff Update
   1. Steve mentioned the Canyon Avenue meeting that was held last Thursday and that the council would be taking that information further.
   2. Steve outlined where in the sign code is in the revision process. It is likely that the first reading will come before the council in the second meeting in March, but it could be later.

The meeting was adjourned at 12:39 PM.

Respectfully submitted,

Jolene Osborne
Engineering Administrative Assistant

DRAFT

PLANNING, ZONING AND ADJUSTMENT BOARD
APPLICATION FOR SPECIAL EXEMPTION PERMIT

Owner or Applicant's Name: Clinton Cook

Mailing Address: 1301 Red Butte Avenue Cody, WY Zip: 82414

Phone: 307-250-4374 Cell: 307-250-3599 Fax: Email: Clintbcook@gmail.com

Project Address: 1301 Red Butte Avenue Cody, WY Zone:

Legal Description/Assessor Parcel Number(s): Glendale Addition Lot 8 Block 9

Description of Proposal: A request for a special Exemption Permit to allow Richard Cook to work as a non-resident employee for Cook Appraisals Inc at 1301 Red Butte Avenue.

Representative attending Planning and Zoning Board meeting: Clinton Cook

The Planning, Zoning and Adjustment Board meet the 2nd and 4th Tuesdays at 12:00 p.m., at the City Hall Council Chambers.
Please see submittal Date and Fee schedule on page 2 of this document.

Optional Pre-application Conference with the Planning and Zoning Board: The pre-application conference is optional and is scheduled at the applicant's request. The conference allows the applicant to obtain information regarding the special exception process and to identify likely concerns regarding the proposal. No application fee is required and the Planning and Zoning Board takes no formal action concerning the proposal.

Application Procedures: Please submit all materials listed.

- ☑ LETTER TO BOARD: A letter to the Planning and Zoning Board requesting a special exemption permit. Describe your proposal in detail and explain why you are requesting a special exemption.
- ☑ PLOT PLAN: A map showing the major details of the proposal such as location of buildings and structures, parking areas, means of vehicular access, signs, landscaping, fencing, screening, easements, utilities and pedestrian areas.
- ☑ NEIGHBORING PROPERTIES MAP: A second map showing parcel requested for special exemption permit and surrounding properties within 140' (excluding streets & rights of way). *The planning department can provide this map for a fee of $6.00. Any additional copies made for your project by city staff will be charged at a rate of $1.00 for the first copy and $0.50 for each additional copy.*
- ☑ NOTICE TO NEIGHBORING PROPERTIES: Using the attached template, submit letters notifying adjacent property owners within 140' of the special exemption request. Include the desired public hearing date. You will need to use the neighboring properties map from above to research the owners of the lots within 140' of your property at the county courthouse and determine who is to be notified. **Letter must be approved by planning department before sending to adjacent property owners.**
- ☑ PROOF OF NOTIFICATION: Along with the copies of notification letters sent via certified mail to all property owners within 140' of subject property, submit the post office certified mail receipts.
- ☑ LEGAL NOTICE: Submit legal notice of public hearing to local newspaper 10 days prior to public hearing date using the attached template and provide proof of publication. **Legal notice must be approved by planning department before submitting to newspaper.**
- ☑ PROOF OF OWNERSHIP: Provide a current title commitment for subject property (not older than 6 months) or a copy of the property deed showing applicant as owner.
- ☐ APPLICATION FEE: Provide application fee upon submittal to City of Cody. Applicants are encouraged to arrange a pre-submittal meeting with the planning department to ensure a complete submittal. Re-submittal of any application will result in additional fees.
- ☑ Recording Special Exemption: If the Planning and Zoning Board approves your special exemption, you will be responsible for recording the exemption at the Park County Clerk's Office within 10 days of approval. An official Filing of Record form is attached to this application and must be signed by the Planning and Zoning Board Chairperson.

Submit a total of twelve (12) copies **of the application, plans, and any other information, folded into 8.5"x11"**
One (1) full size (24"x36") **scalable set of plans for staff review and**
Eleven (11) reduced size (11"x17") **to be distributed to the Planning and Zoning Board**
Submit a digital file **containing** PDFs **of each document submitted**

Total application must be submitted to the planning department by 4:00 PM, twenty one (21) business days prior **to the anticipated public hearing date.**

Clinton Cook
1301 Red Butte Avenue
Cody, WY 82414

January 20th, 2011

Planning, Zoning, and Adjustment Board
1338 Rumsey Avenue
Cody, WY 82414

Dear Board Members,

I am writing to request a Special Exemption Permit for 1301 Red Butte Avenue to allow Richard Cook to work as a non-resident employee for my business, Cook Appraisals, Inc.

I am considering relocating the office of Cook Appraisals, Inc. into my primary residence, 1301 Red Butte Avenue. This property is zoned "AA-Residential", which explicitly permits me to conduct my appraisal business therein. My business operations fall within all of the stated limitations for business/commercial use within this zone, except that I currently employ my father, Richard Cook, who is part of my immediate family, but does not reside therein.

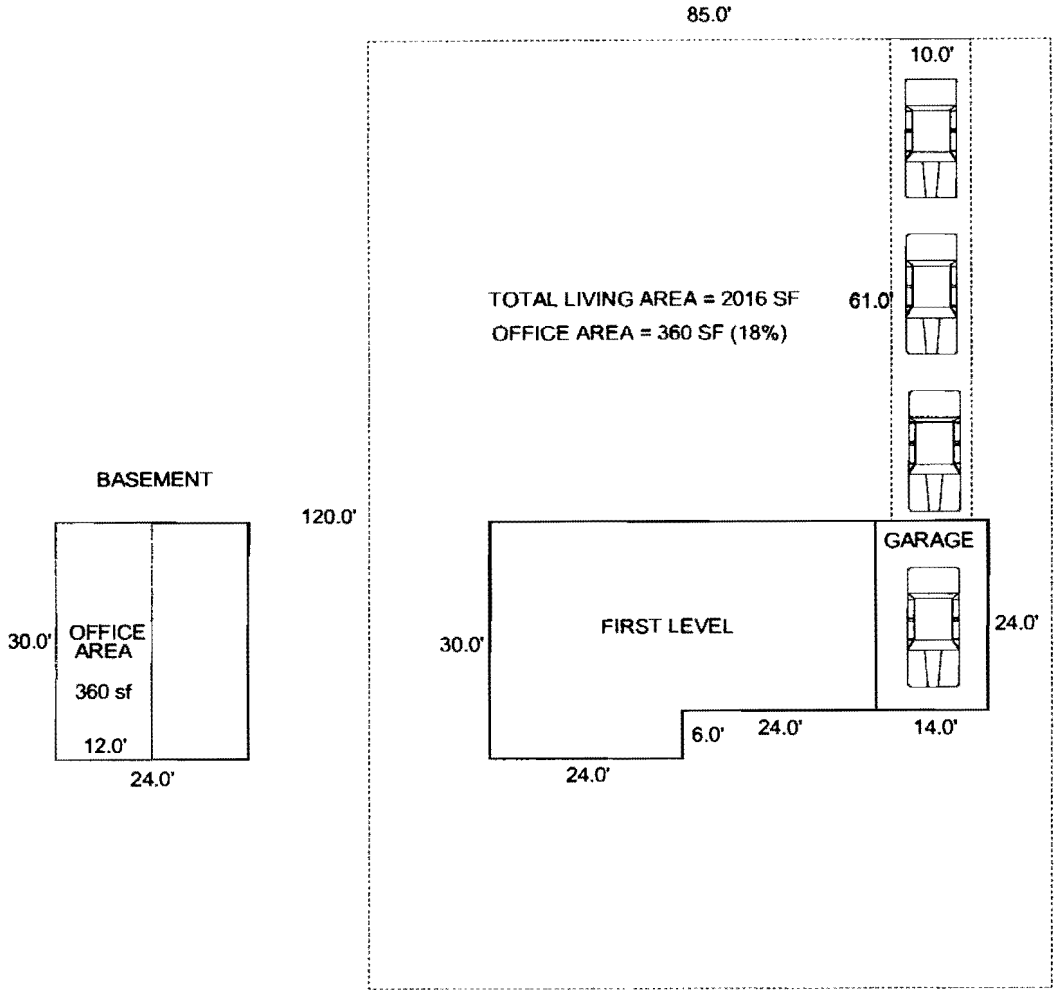
Our business operations are very unobtrusive, and I cannot foresee any negative impact that granting this exemption would have upon the neighborhood. Relocating my business will result in numerous benefits to my business and my family, including decreased cost, and increased time savings, productivity and flexibility. I will be unable to relocate without this exemption, as it is not feasible for Richard to work from a separate location.

I would like to request the Special Expemption Permit to be issued for the duration of time that I occupy the property as my primary residence. The office area will occupy 360 sq. ft. of the basement, which is about 18% of the total living area (2016 sq. ft) of the home. The property has off-street parking capacity for 4 cars, 1 in the garage, and 3 in the driveway. Please see the attached site plan.

Thank you for your consideration of my request.

Sincerely,

Clinton Cook



ments:

AREA CALCULATIONS SUMMARY

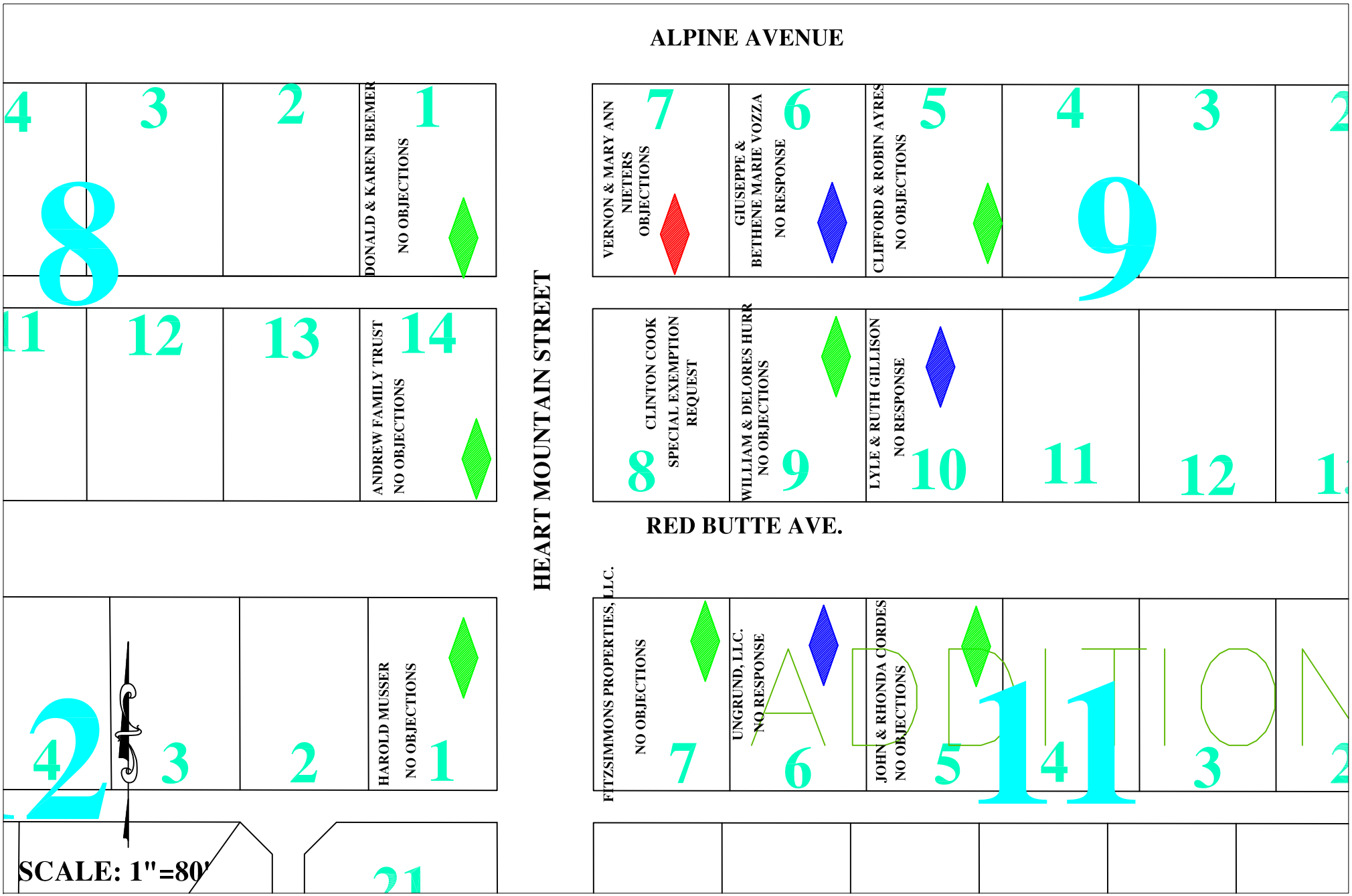
Code	Description	Net Size	Net Totals
GBA1	First Floor	1296.0	1296.0
GBA2	Basement	720.0	720.0
GAR	Garage	336.0	336.0
LAND	Site	10200.0	10200.0
OTH	Driveway	610.0	
	Office Area	360.0	970.0
Net BUILDING Area		(Rounded)	2016

BUILDING AREA BREAKDOWN

Breakdown			Subtotals
First Floor			
24.0	x	30.0	720.0
24.0	x	24.0	576.0
Basement			
24.0	x	30.0	720.0
3 Items		(Rounded)	2016

SCALE: 1" = 100'
HEART MOUNTAIN STREET
RED BUTTE AVE.
ALPINE AVENUE
1214
1220
1226
1232
1238
2001
2007
2013
1219
1225
1231
1237
1907
1901
1807
1808
1302
1308
1314
1320
1326
1332
1338
1902
1908
1301
1307
1313
1319
1325
1331
1337
307
313
325
331

CLINTON COOK SPECIAL EXEMPTION-NEIGHBOR NOTIFICATION MAP



NEIGHBORS NOTIFIED=11 NO RESPONSE=3 NO OBJECTION=7 OBJECTION=1

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook

Address/Location & Legal Description: 1301 Red Butte Avenue, Cody WY 82414
Glendale Add'n Lot 8, Block 9

Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a Special Exemption Permit to Allow Richard Cook to work as a non-resident employee for Cook Appraisals Inc. at 1301 Red Butte Avenue.

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11 **, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.**
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Clinton Cook
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 1907 Heart Mountain St. Owner's Name: Andrew Family Trust
(Lot & block # or Address of Neighboring Property) *(Neighboring Property)*

****

I have NO OBJECTION to the Special Exemption Permit Request.
Name: Charles E Andrew (CHARLES E ANDREW)
Address: 1907 HEART MOUNTAIN ST., CODY, WY
Comments: CLINT IS A GOOD PERSON
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: _____ or Phone: _____
☒ No, I would not like to be contacted when this topic comes before the P&Z Board.

****

I OBJECT to the Special Exemption Permit Request:
Name: _____
Address: _____
Comments: _____
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: _____ or Phone: _____
☐ No, I would not like to be contacted when this topic comes before the P&Z Board.

Please return to:

City of Cody
Planning, Zoning and Adjustment Board
Attention: Planning Department
PO Box 2200
Cody, WY 82414

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook
Address/Location & Legal Description: 1301 Red Butte Avenue Cody, WY 82414
Glendale Addn Lot 8 Block 9.
Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a Special Exemption Permit to Allow Richard Cook to work as a non-resident employee for Cook Appraisals Inc. at 1301 Red Butte Avenue.

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Clinton Cook
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 1314 Alpine Avenue Owner's Name: Clifford and Robin Ayres
(Lot & block # or Address of Neighboring Property) *(Neighboring Property)*

****

I have NO OBJECTION to the Special Exemption Permit Request.
Name: CLIFFORD AND ROBIN AYRES
Address: 1314 ALPINE AVENUE
Comments: WE HAVE NO OBJECTIONS WITH THE FOLLOWING PROVISIONS:
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: _____ or Phone: _____
☑ No, I would not like to be contacted when this topic comes before the P&Z Board.
NO SIGNS, NO DELIVERIES, NO EXTRA TRAFFIC EXCEPT FOR FAMILY
SEMI TRUCKS

****

I OBJECT to the Special Exemption Permit Request:
Name: _____
Address: _____
Comments: _____
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: _____ or Phone: _____
☐ No, I would not like to be contacted when this topic comes before the P&Z Board.

Please return to:

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Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook

Address/Location & Legal Description: 1301 Red Butte Avenue Cody, WY 82414
Glendale Addition Lot 8 Block 9

Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a special Exemption Permit to allow Richard Cook to work as a non-residential employee for Cook Appraisals, Inc at 1301 Red Butte Avenue.

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Clinton Cook
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of Glendale Add'n Lot 1, Blk 8 Owner's Name: Donald and Karen Beemer
(Lot & block # or Address of Neighboring Property) *(Neighboring Property)*

***

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook

Address/Location & Legal Description: 1301 Red Butte Avenue Cody WY 82414 Glendale Add'n Lot 8 Block 9

Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a Special Exemption Permit to allow Richard Cook to work as a non-resident employee for Cook Appraisals Inc at 1301 Red Butte Avenue

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Clinton Cook
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 1314 Red Butte Ave *(Lot & block # or Address of Neighboring Property)* Owner's Name: John and Rhonda Cordes *(Neighboring Property)*

****

I have NO OBJECTION to the Special Exemption Permit Request.
Name: John & Rhonda Cordes
Address: 1314 Red Butte Avenue
Comments:
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: _____ or Phone: _____
☑ No, I would not like to be contacted when this topic comes before the P&Z Board.

****

I OBJECT to the Special Exemption Permit Request:
Name:
Address:
Comments:
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: _____ or Phone: _____
☐ No, I would not like to be contacted when this topic comes before the P&Z Board.

Please return to:

City of Cody
Planning, Zoning and Adjustment Board
Attention: Planning Department
PO Box 2200
Cody, WY 82414

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook

Address/Location & Legal Description: 1301 Red Butte Avenue Cody WY 82414 Glendale Add'n Lot 8 Block 9.

Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a Special Exemption Permit to allow Richard Cook to work as a non-residential employee for Cook Appraisals Inc. at 1301 Red Butte Ave.

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11 **, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.**
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Clinton Cook
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 1307 Red Butte Avenue *(Lot & block # or Address of Neighboring Property)* Owner's Name: William and Dolores Hurr *(Neighboring Property)*

****

I have NO OBJECTION to the Special Exemption Permit Request.
Name: William & Dolores Hurr
Address: 1307 Red Butte Ave
Comments:
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: _____ or Phone: _____
☒ No, I would not like to be contacted when this topic comes before the P&Z Board.

****

I OBJECT to the Special Exemption Permit Request:
Name:
Address:
Comments:
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: _____ or Phone: _____
☐ No, I would not like to be contacted when this topic comes before the P&Z Board.

Please return to:

City of Cody
Planning, Zoning and Adjustment Board
Attention: Planning Department
PO Box 2200
Cody, WY 82414

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook

Address/Location & Legal Description: 1301 Red Butte Avenue Cody, WY 82414
Glendale Add'n Lot 8 Block 8

Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a special Exemption Permit to allow Richard Cook to work as a non-resident employee for Cook Appraisals Inc. at 1301 Red Butte Avenue

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11 **, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.**
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Cook, Clinton
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 1302 Red Butte Ave Owner's Name: Fitzsimmons Properties, LLC
(Lot & block # or Address of Neighboring Property) *(Neighboring Property)*

***

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook

Address/Location & Legal Description: 1301 Red Butte Avenue Cody, WY 82414 Glendale Add'n Lot 8 Block 9.

Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
It request for a Special Exemption Permit to allow Richard Cook to work as a non-resident employee, for Cook Appraisals Inc. at 1301 Red Butte Avenue.

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11 **, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.**
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Clinton Cook
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 1313 Red Butte Ave Owner's Name: Lyle and Ruth Gillioon
(Lot & block # or Address of Neighboring Property) *(Neighboring Property)*

****

I have NO OBJECTION to the Special Exemption Permit Request.
Name:
Address:
Comments:
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: or Phone:
☐ No, I would not like to be contacted when this topic comes before the P&Z Board.

****

I OBJECT to the Special Exemption Permit Request:
Name:
Address:
Comments:
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: or Phone:
☐ No, I would not like to be contacted when this topic comes before the P&Z Board.

Please return to:

City of Cody
Planning, Zoning and Adjustment Board
Attention: Planning Department
PO Box 2200
Cody, WY 82414

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook

Address/Location & Legal Description: 1301 Red Butte Avenue Cody, WY 82414
Glendale Add'n Lot 8 Block 9

Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a Special Exemption Permit to allow Richard Cook to work as a non-resident employee for Cook Appraisals Inc. at 1301 Red Butte Ave.

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Cook Appraisals
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 2001 Heart Mountain Owner's Name: Harold Musser
(Lot & block # or Address of Neighboring Property) *(Neighboring Property)*

***

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook

Address/Location & Legal Description: 1301 Red Butte Avenue Cody, WY 82414
Glendale Add'n Lot 8, Block 9

Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a special Exemption Permit to allow Richard Cook to work as a non-resident employee for Cook Appraisals Inc at 1301 Red Butte Avenue.

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11 **, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.**
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Clinton Cook
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 1302 Alpine Ave. *(Lot & block # or Address of Neighboring Property)* Owner's Name: Vernon and Mary Nieters *(Neighboring Property)*

****

I have NO OBJECTION to the Special Exemption Permit Request.
Name:
Address:
Comments:
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: or Phone:
☐ No, I would not like to be contacted when this topic comes before the P&Z Board.

****

X

I OBJECT to the Special Exemption Permit Request:
Name:
Address: SEE ATTACHED
Comments:
☐ Yes, I would like to be contacted when this topic comes before the P&Z Board.
E-mail address: or Phone:
☐ No, I would not like to be contacted when this topic comes before the P&Z Board.

Please return to:

City of Cody
Planning, Zoning and Adjustment Board
Attention: Planning Department
PO Box 2200
Cody, WY 82414

VERN NIETERS - I OBJECT FOR THE REASONS BELOW -

(1) WE ARE ZONED AS CLASS AA RESIDENTAL SINGLE FAMILY - LETS KEEP IT THAT WAY!

(2) MORE TRAFFIC AND GARBAGE

(3) WHY CLINTON'S PLACE - WHY NOT RICHARDS HOUSE, AS HE IS THE COMPANY OWNER

(4) WILL THIS COOK APPRAISAL CO BE HERE FOR EVER AS A PERM. RESTING PLACE.

(5) IF TIMES ARE TOUGH NOW - PUT A FIVE YEAR LIMIT ON THE SPECIAL EXEMPTION; WORK SHOULD PICK UP

(6) COOKS HAVE HAD A FEW HOMES IN A SHORT TIME - THEY BUY & SELL A LOT - WOULD THIS EXEMPTION STAY FOR THE NEW OWNER FOR HIS AT HOME OFFICE?

(7) WE NOW HAVE A MESS, EAST OF US, AT THE OTHER END OF THE BLOCK. ANTIQUE REFINISHER - CHECK THEIR YARD & A REFIG. & APPLIANCES STORAGE DEALER - CHECK HIS YARD.

(8) SORRY CLINTON - WE ARE NEIGHBORS & I WISH YOU WOULD HAVE TALKED TO US.

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Clinton Cook

Address/Location & Legal Description: 1301 Red Butte Avenue Cody, WY 82414
Glendale Add'n Lot 8 Block 9

Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a Special Exemption Permit to allow Richard Cook to work as a non-resident employee for Cook Appraisals Inc at 1301 Red Butte Avenue

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11 **, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.**
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Clinton Cook
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 1308 Red Butte Ave Owner's Name: Ungrund, LLC
(Lot & block # or Address of Neighboring Property) *(Neighboring Property)*

***

Letter to Neighboring Properties within 140 Feet

Please return this letter by: 2/15/11
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 1/24/11

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

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Description of Request: *(Please describe what you wish to do and why are you requesting a Special Exemption Permit.)*
A request for a Special Exemption Permit to allow Richard Cook to work as a non-resident employee for Cook Appraisals Inc. at 1301 Red Butte Ave.

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, 2/22/11 **, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Avenue.**
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:
I am familiar with the proposal by Clinton Cook
(Applicant Name)
who is requesting a Special Exemption Permit for the above referenced property.
I am the legal owner of 1308 Alpine Ave Owner's Name: Gioseppe and Bethune Marie V.
(Lot & block # or Address of Neighboring Property) *(Neighboring Property)*

***

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Andrew Family Trust
1907 Heart Mt. Street
Cody WY 82414

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Charles Andrew ☐ Agent ☒ Addressee

B. Received by (Printed Name): Charles Andrew
C. Date of Delivery: 1/25/11

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☒ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7010 0780 0001 6786 0979

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Clifford and Robin Ayres
1314 Alpine Ave
Cody WY 82414

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Robin R Ayres ☐ Agent ☐ Addressee

B. Received by (Printed Name): ROBIN R AYRES
C. Date of Delivery: 1-25-2011

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7010 0780 0001 6786 0931

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

SENDER: COMPLETE THIS SECTION

Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
Print your name and address on the reverse so that we can return the card to you.
Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:

Donald and Karen Beemer
1238 Alpine Avenue
Cody, WY 82414

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☒ Addressee

B. Received by (Printed Name): Karen Beemer
C. Date of Delivery: 1/25/11

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☒ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

Article Number (Transfer from service label) 7010 0780 0001 6786 0962

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☐ Addressee

B. Received by (Printed Name): John Cordes
C. Date of Delivery: 1-25-11

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

John and Rhonda Cordes
1314 Red Butte Ave
Cody, WY 82414

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☐ Addressee

B. Received by (Printed Name): Doreen Fitzsimmons
C. Date of Delivery: 1/26/11

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Fitzsimmons Properties LLC
1614 Cedar View Dr.
Cody WY 82414

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

William and Delores Hurr
1307 Red Butte Ave
Cody WY 82414

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☒ Addressee

B. Received by (Printed Name) William Hurr
C. Date of Delivery 1-25-11

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☒ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7010 0780 0001 6786 0986

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Harold Musser
PO Box 65
Cody, WY 82414

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☒ Addressee

B. Received by (Printed Name) Harold Musser
C. Date of Delivery 1/27/11

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☒ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7010 0780 0001 6785 5326

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Vernon and Mary Nieters
1302 Alpine Avenue
Cody, WY 82414

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☒ Addressee

B. Received by (Printed Name) VERN NIETERS
C. Date of Delivery 1-26-11

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☒ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7010 0780 0001 6786 0948

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☒ Addressee

B. Received by (Printed Name) Lori Urquhart
C. Date of Delivery 1/25/11

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☒ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Uniguard LLC
15 Driver Club
Cody WY 82414

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☒ Addressee

B. Received by (Printed Name) Giuseppe Vozza
C. Date of Delivery 1-25-11

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Giuseppe and Bethene Vozza
1308 Alpine Ave
Cody, WY 82414

7010 0780 0001 6786 1020

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CODY WY 82414 OFFICIAL USE

Postage	$ $0.44	0479
Certified Fee	$2.80	06
Return Receipt Fee (Endorsement Required)	$2.30	Postmark Here JAN 24 2011
Restricted Delivery Fee (Endorsement Required)	$0.00	
Total Postage & Fees	$ $5.54	01/24/2011

Sent To: John and Rhonda Cordes
Street, Apt. No.; or PO Box No.: 1314 Red Butte Ave
City, State, ZIP+4: Cody WY 82414

PS Form 3800, August 2006 — See Reverse for Instructions

7010 0780 0001 6786 0979

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Return Receipt Fee (Endorsement Required)	$2.30	Postmark Here JAN 24 201
Restricted Delivery Fee (Endorsement Required)	$0.00	
Total Postage & Fees	$ $5.54	01/24/2011

Sent To: Andrew Family Trust
Street, Apt. No.; or PO Box No.: 1907 Heart Mt Street
City, State, ZIP+4: Cody, WY 82414

PS Form 3800, August 2006 — See Reverse for Instructions

7010 0780 0001 6786 1006

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Return Receipt Fee (Endorsement Required)	$2.30	Postmark Here JAN 24 2011
Restricted Delivery Fee (Endorsement Required)	$0.00	
Total Postage & Fees	$ $5.54	01/24/2011

Sent To: Fitzsimmons Properties
Street, Apt. No.; or PO Box No.: 1614 Cedar View Dr.
City, State, ZIP+4: Cody WY 82414

PS Form 3800, August 2006 — See Reverse for Instructions

7010 0780 0001 6786 0931

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Restricted Delivery Fee (Endorsement Required)	$0.00	
Total Postage & Fees	$ $5.54	01/24/2011

Sent To: Clifford and Robin Ayres
Street, Apt. No.; or PO Box No.: 1314 Alpine Ave
City, State, ZIP+4: Cody WY 82414

PS Form 3800, August 2006 — See Reverse for Instructions

7010 0780 0001 6786 0993

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CODY WY 82414 OFFICIAL USE

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Certified Fee	$2.80	06
Return Receipt Fee (Endorsement Required)	$2.30	Postmark Here JAN 24 2011
Restricted Delivery Fee (Endorsement Required)	$0.00	
Total Postage & Fees	$ $5.54	01/24/2011

Sent To: Lyle and Ruth Gillison
Street, Apt. No.; or PO Box No.: Po Box 3220
City, State, ZIP+4: Cody, WY 82414

PS Form 3800, August 2006 — See Reverse for Instructions

7010 0780 0001 6786 0962

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CODY WY 82414 OFFICIAL USE

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Certified Fee	$2.80	06
Return Receipt Fee (Endorsement Required)	$2.30	Postmark Here JAN 24 2011
Restricted Delivery Fee (Endorsement Required)	$0.00	
Total Postage & Fees	$ $5.54	01/24/2011

Sent To: Donald and Karen Beemer
Street, Apt. No.; or PO Box No.: 1238 Alpine Ave
City, State, ZIP+4: Cody WY 82414

PS Form 3800, August 2006 — See Reverse for Instructions

7010 0780 0001 6786 1013

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Return Receipt Fee (Endorsement Required)	$2.30	
Restricted Delivery Fee (Endorsement Required)	$0.00	
Total Postage & Fees	$ $5.54	01/24/2011

CODY WY 82414 Postmark Here JAN 24 2011 USPS

Sent To: Ungrund LLC
Street, Apt. No.; or PO Box No.: 15 Driver Club
City, State, ZIP+4: Cody WY 82414

PS Form 3800, August 2006 See Reverse for Instructions

7010 0780 0001 6786 0986

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Restricted Delivery Fee (Endorsement Required)	$0.00	
Total Postage & Fees	$ $5.54	01/24/2011

CODY WY 82414 Postmark Here JAN 24 2011

Sent To: William and Delores Hurr
Street, Apt. No.; or PO Box No.: 1307 Red Butte Ave
City, State, ZIP+4: Cody WY 82414

PS Form 3800, August 2006 See Reverse for Instructions

0780 0001 6786 0955

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CODY WY 82414 Postmark Here JAN 24 2011

0780 0001 6785 5326

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