

CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
WEDNESDAY, AUGUST 22, 2017  
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

1. Call to Order by Vice Chairwoman, Heidi Rasmussen
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the August 22, 2017 regular meeting.
  
6. NEW BUSINESS:
  - A. Minor Site Plan / Downtown Architectural District Review – Addition to 1502 Beck Avenue.
  
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, August 8, 2017**

A meeting of the Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, August 8, 2017 at 12:00 pm.

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

Absent: Curt Dansie, Glenn A. Nielsen, Council Liaison

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 for August 8, 2017. Vote on the motion was unanimous, motion carried.

Heidi Rasmussen made a motion, seconded by Richard Jones, to approve the minutes for the July 25, 2017 meeting. Vote on the motion was unanimous, motion carried.

A. Todd Stowell presented a Downtown Architectural District sign review, for Yellowstone Out West, located at 1225 Sheridan Avenue.

Richard Jones, seconded by Buzzy Hassrick to approve the sign for Yellowstone Out West, located at 1225 Sheridan Avenue, contingent on the condition that any rope lighting to be used on the sign must be reviewed and approved by the City Planner.

Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

B. The Public Hearing for a Conditional Use Permit for an Auto Detailing home occupation, located at 1714 32<sup>nd</sup> Street, began at 12:07.

There were no comments from the public.

The Public Hearing for a Conditional Use Permit, for an Auto Detailing home occupation, located at 1714 32<sup>nd</sup> Street was closed at 12:08 p.m. with no additional public comments submitted.

C. Todd Stowell presented a Conditional Use Permit, for an Auto Detailing home occupation, located at 1714 32<sup>nd</sup> Street, within an existing 896-square-foot garage on the property. The property is 0.81 acres in size and within the R-2MH (Medium-Low Density Manufactured Home) zoning district, which

permits large-scale home occupations through the conditional use permit process. The home occupation is within the “large-scale” category due to its size (over 500 sq. ft.) and location in an accessory building. Todd Stowell reviewed the criteria for the supplemental standards for large-scale home occupations and the conditional use criteria. The applicant has met the criteria.

Buzzy Hassrick made a motion, seconded by Heidi Rasmussen, to approve the Conditional Use Permit to allow an Auto Detailing Shop at 1714 32<sup>nd</sup> Street, subject to ongoing compliance with the home occupation standards and any updates to the electrical receptacles in the building required by the Building Official.

Chairman Steve Miller, reviewed the seven criteria for conditional uses for the Board. Buzzy Hassrick made a motion, seconded by Richard Jones, to accept that all criteria were met by the applicant. Vote on the motion was unanimous, motion carried.

Vote on the motion was unanimous, motion carried.

D. Todd Stowell presented the McCue Subdivision, both the preliminary plat and final plat for review. Todd reviewed the City of Cody Subdivision Regulations, and pointed out all the variances to the standards that would be needed. Staff also noted that the requirement in the subdivision code relating to an agreement to annex has been discussed in the last few County subdivisions. Council has waived the requirement in those situations and staff presumes they will do so again here, since there are no city utility services to the property, and the property is not in an identified “annexation area”.

Heidi Rasmussen made a motion, seconded by Richard Jones, to recommend the City Council:

1. Grant the variances noted in the staff report.
2. Approve the preliminary and final plat of the McCue Subdivision subject to the following conditions:

A. Comply with applicable County requirements.

B. Prior to the Mayor signing the final plat:

- i. Provide evidence of separate authorized water connections for both lots from the water provider, or remove any unauthorized connections and note on the plat that no on-site domestic water has been provided to the lot(s);
- ii. Add improvement district language, committing both lots to future participation in any improvement district to construct Reesy Road;
- iii. Expand Note 7 as follows: “In addition to the obligation to share on a per acre pro-rata basis the costs of establishing and maintaining Reesy Road, as set forth in the certain easement document recorded April 9, 1980 in Microfilm Book 49, Page 774, it is ultimately the responsibility of the individual lot owners to maintain their portion of Reesy Road; and,

Either:

- iii. If it is shown that the Reesy Road frontage is owned by the McCues, dedicate the Reesy Road property as public right-of-way (change map and plat language accordingly).

OR,

- iii. If it is shown that the Reesy Road frontage is owned by the original subdividers (Charles Spicer, George & Alta Reesy, or their heirs and assignees), modify the final plat by:
  1. Removing note 2.

2. Removing the Easement Dedication language (don't own Reesy Road).
3. Removing the gross acreage references.

C. Applicant and Surveyor work with the City Staff to place a note on the final plat about water rights (the right to use water).

Vote on the motion was unanimous, motion carried.

P & Z Board Matters – none

Council Updates – none

Staff Items – none

Kayl Mitchell made a motion, seconded by Reese Graham 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 12:38 p.m.

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Bernie Butler, Administrative Assistant

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

<b>MEETING DATE:</b>	AUGUST 22, 2017	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	MINOR SITE PLAN/ DOWNTOWN ARCHITECTURAL DISTRICT REVIEW: ADDITION TO 1502 BECK AVENUE SPR 2017-19	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Mark Schneider, as the new owner of 1502 Beck Avenue, has submitted an application to construct a 10-foot by 30-foot (300 sq. ft.) addition on the south end of the existing residence at 1502 Beck Avenue. While Mr. Schneider is contemplating use of the building for a tax office, the immediate use of the building is for residential use. Future commercial use could be permitted in accordance with the zoning ordinance and applicable building codes, but the current review is limited to residential use. The applicant is advised to discuss future use of the building with the building official and include any commercial requirements for construction in the addition at this time.

Existing Condition:



**REVIEW CRITERIA:**

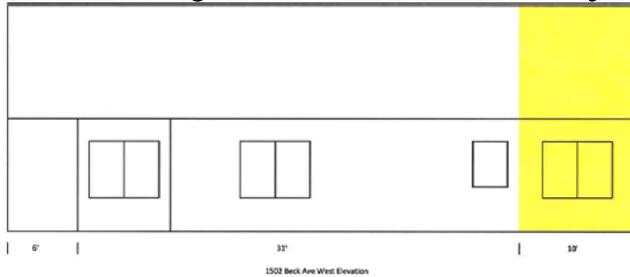
The property is located within the General Business (D-2) zoning district. Section 10-10B-4 of the zoning regulations states:

*All structures within the district shall be architecturally compatible. Architectural and landscaping plans shall be submitted to the planning and zoning commission for approval. Architectural and landscaping details shall be maintained as shown by the approved plans.*

**STAFF COMMENTS:**

**Architecture:**

(West Building elevation, with addition in yellow.)



The addition will extend straight off the south end of the main house. An existing porch and utility room will be removed to accommodate the addition. The roofline will also be extended at the same height and pitch over the addition.

Siding on the existing house is a stained board and batten style. The addition siding is proposed to match in color and style.

The existing building has T-lock asphalt shingles, which are no longer in production. The applicant requests the use of galvalume metal roofing (galvanized metal, grey) on the addition, and for about 3 feet over the existing roof as a temporary situation, and eventually installation of galvalume metal roofing over the entire roof.

While galvalume roofing is not found elsewhere in the downtown architectural district as roofing material, it is found on a couple of downtown buildings as accent siding (Rocky Mountain Discount Sports and Millstone pizza). Staff is not so concerned with the use of galvalume roofing, as the fact that the applicant is not planning to re-roof the entire roof at this time. That could lead to differential weathering and appearance differences between the roof portions, even though the same material is eventually used. Furthermore, there is no specific timeline for completing the rest of the roof. If this is a concern of the Board, please discuss with the applicant. If the applicant is not able to roof the entire structure with one type of material all at once, completing at least the back portion of the roof (to the valley or main peak) would give more of a consistent appearance than stopping in the middle.



Landscaping:

Existing landscaping will be only minimally impacted by the addition—removal of a lilac bush and some grass. The area of the parking space shown on the site plan already has a light gravel coating (some grass growing through).



Parking:

The property is within the downtown parking area, which means on-site parking is not required for this small of use. Parking that is provided must meet City standards, which allows gravel surfacing when the parking stall is at least 10' by 20'.

Neighborhood Compatibility, Setbacks and Buffers, and Height Requirements

There are no specified zoning setbacks or height limits for the D-2 zoning district. No buffers are required for this proposal.

Storm Water Plan:

Due to the relatively small increase in impervious surfacing (140 sq. ft.), and the addition being surrounded by lawn, no storm water plan was required.

Utility Services

The applicant indicates that no new utility services are needed. It appears that the existing electrical service, phone, cable and gas lines will need to be relocated as part project. Coordination with the utility providers will be needed.

Signage

No signs are proposed at this time.

**ATTACHMENTS:**

Site plan.

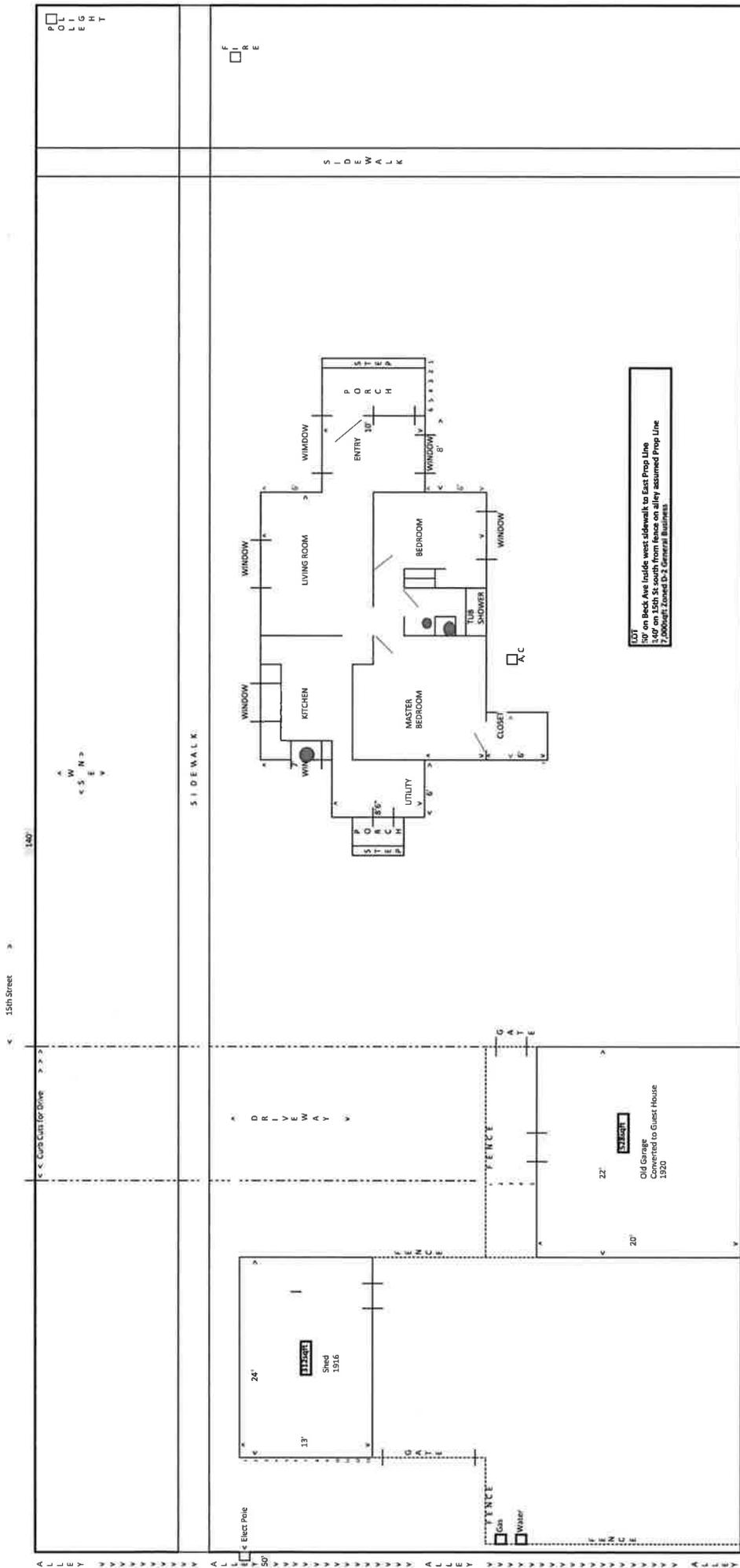
**ALTERNATIVES:**

Approve or deny the project with or without changes.

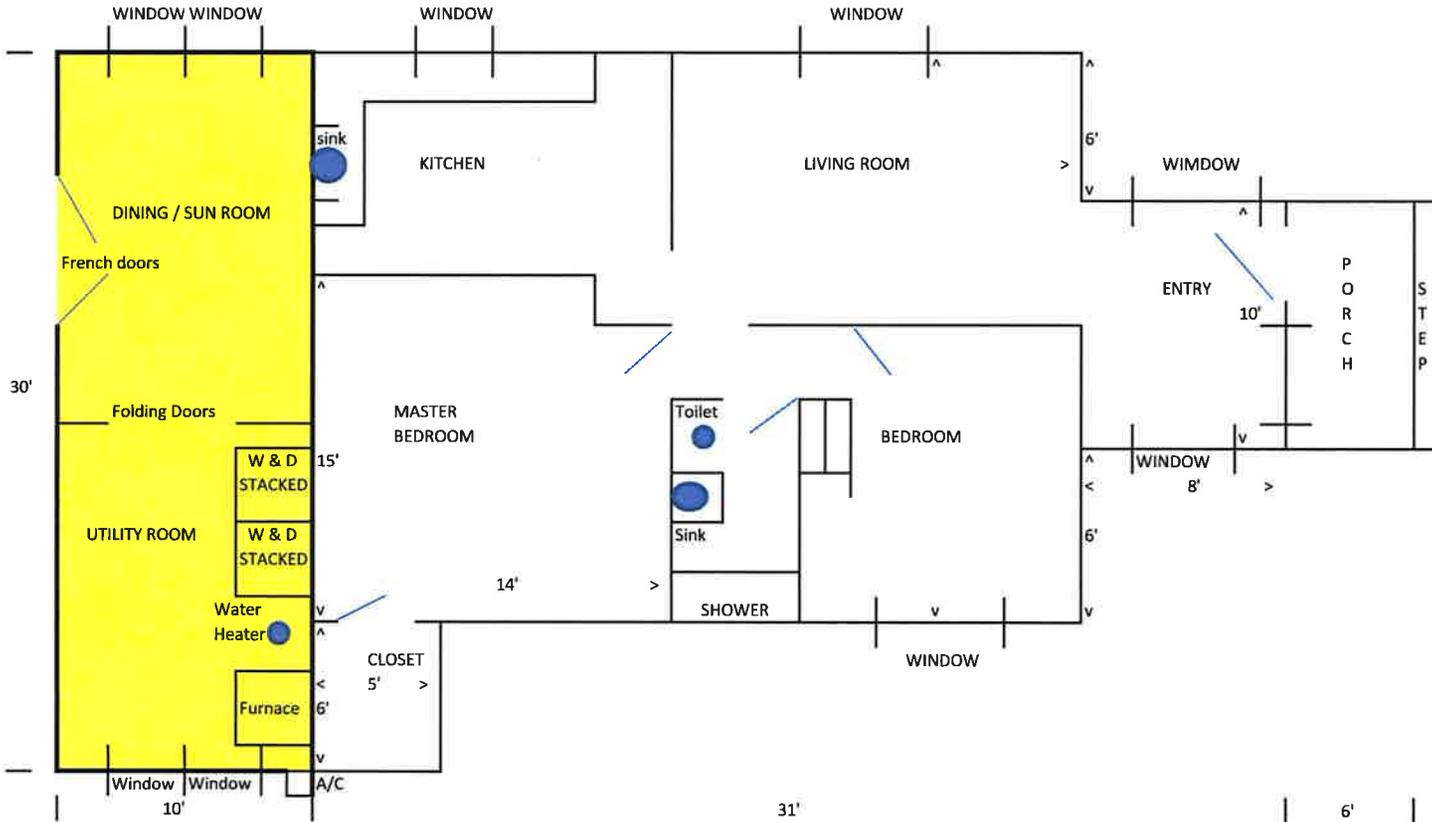
**RECOMMENDATION:**

Grant zoning approval for the project, subject to:

1. (Any requirement pertaining to the material, extent and/or timing of the roof installation on the rest of the house?)
2. The siding of the addition must match the style and color of the rest of the house.
3. Coordinate modifications to the utility services with the applicable utility providers.
4. Compliance with applicable building, fire, and electrical codes.



S I D E W A L K



S I D E W A L K



Todd Stowell &lt;todds@cityofcody.com&gt;

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**1502 Beck Ave Commercial Site Development Application**

1 message

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**Mark Schneider** <mark@planllc.org>  
To: "todds@cityofcody.com" <todds@cityofcody.com>

Thu, Aug 17, 2017 at 12:44 PM

Todd, attached is the application, site plan, Main House with 10' addition highlighted, South Elevation, East Elevation and West elevation. North side or front elevation will not change.

I included the blank electrical part only because I know the electrical entrance will need to be moved since it comes into the south side and we will need a temporary electrical set up but after looking at the form I am not sure that is what it is for but if I need to fill it out just let me know.

We are doing this as a residential development. At some time in the future we may put a tax office in but realistically there is really no way we can get all that together in the next few months for this next tax season and I'm 68 this year and not really sure I want to that anyway. So at this point it will be our home. We are in the process of establishing WY residency – getting WY driver's license, etc. and 1502 Beck Ave will be our home.

I do not have my printer set up yet so I hope emailing works out ok for your review. If it all looks ok I will take file to a copy center and have the 12 copies printed as it said in the instructions. If it looks ok I can come in and pay whatever fees are required. Of course if anything needs to be changed or added just let me know.

**Mark A. Schneider**

EA, CFP, CPB, CTRS, NTPI FELLOW

1502 Beck Ave.

Cody, WY 82414

Phone: (785) 357-7777 Fax: (785) 354-1442

Email: [mark@PlanLLC.org](mailto:mark@PlanLLC.org)**1502AveCommercialSiteDevelopmentApplication 2017 08 17.pdf**

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