

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, OCTOBER 10, 2017
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

1. Call to Order by Steve Miller, Chairman
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the September 26, 2017 regular meeting.

6. NEW BUSINESS:
 - A. Downtown Architectural District Sign Review for the VA Clinic, located at 1432 Rumsey 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, September 26, 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, September 26, 2017 at 12:00 pm.

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

Absent: Reese Graham, Steve Miller, Curt Dansie, and Glenn A. Nielson, Council Liaison

Vice Chairman Heidi Rasmussen, called the meeting to order at 12:00 pm, followed by the pledge of allegiance.

Buzzy Hassrick made a motion, seconded by Kayl Mitchell, to approve the agenda for September 26, 2017. Vote on the motion was unanimous, motion carried.

Kayl Mitchell made a motion, seconded by Richard Jones, to approve the minutes for the September 12, 2017 meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

A. Todd Stowell presented a commercial site plan review for Northwest Rural Water District to construct a new office and storage shop, located at 526 Stone Street.

Richard Jones made a motion, seconded by Kayl Mitchell, to approve the site plan for the Northwest Rural Water District project, located at 526 Stone Street, subject to the following items:

1. Any applicable city utility fees (water, sewer, electrical) are to be paid prior to building permit issuance—coordinate with Public Works.
2. Any storage yard area that has active vehicle use must have a gravel surface, or better.
3. A street encroachment permit must be obtained for all work within the street right-of-way (e.g. curb and gutter work).
4. Provide copies of the WY DEQ applications (storm water registration and water line extension) to the City.
5. Once constructed, the applicant's engineer is to certify that the storm water system was constructed as designed, or equivalent.
6. The project must otherwise comply with the site plan and applicable building, fire, and electrical codes.
7. A building permit must be obtained within three years or this authorization will expire.

Vote on the motion was unanimous, motion passed.

B. Todd Stowell presented information on amending the Accessory Dwelling Unit Standards to remove the R-2 Zoning District from Owner – Occupancy requirement.

Kayl Mitchell made a motion, seconded by Buzzy Hassrick, to recommend that the City Council proceed with an amendment to remove the R-2 zone from requirement #10 of the ADU supplemental development standards.

Vote on the motion was unanimous, motion passed.

P & Z Board Matters – none

Council Updates – none

Staff Items – none

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

There being no further business to come before the Board, Vice-Chairman Heidi Rasmussen adjourned the meeting at 12:31 p.m.

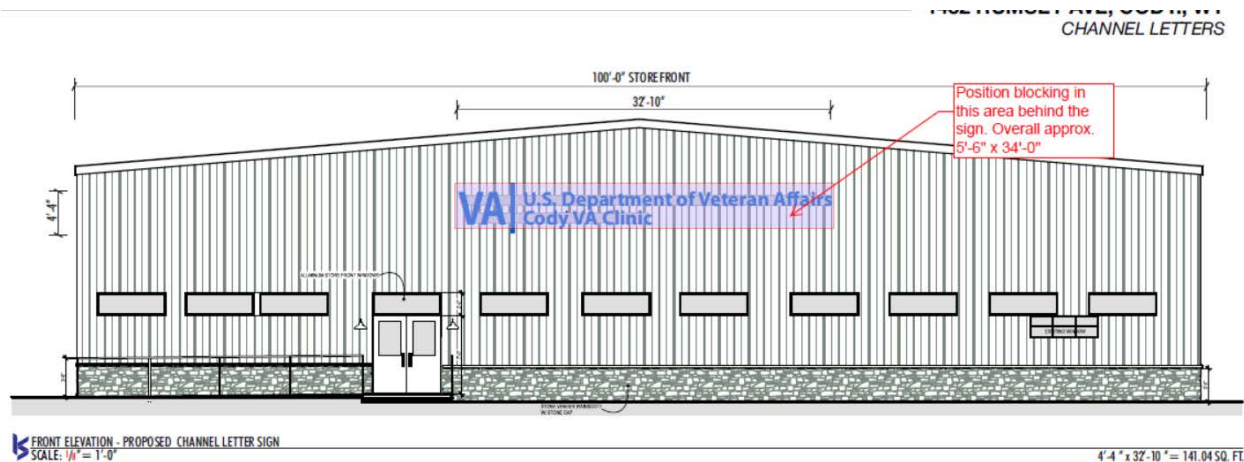
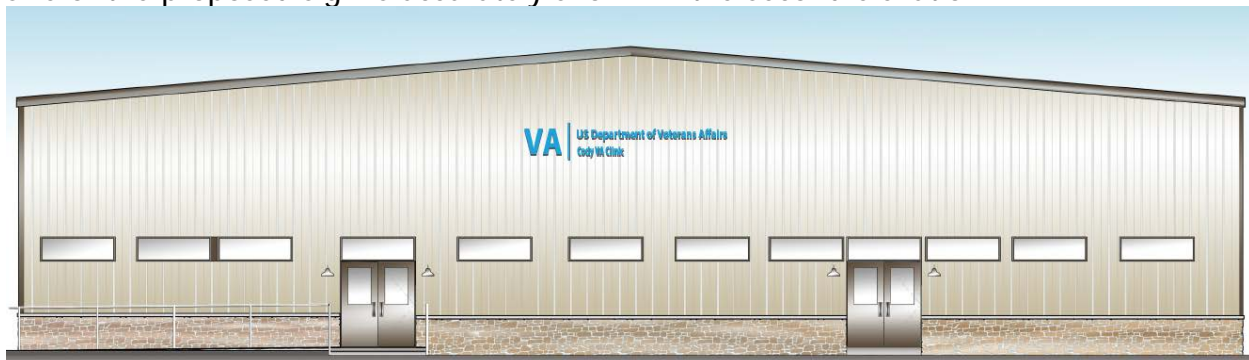
Bernie Butler, Administrative Assistant

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

MEETING DATE:	OCTOBER 10, 2017	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL DISTRICT SIGN REVIEW: VA CLINIC. SGN 2017-23	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Point Architects, representing Gordon/Josh LLC, has submitted a sign application to install a wall sign on the VA Clinic building located at 1432 Rumsey Avenue. The sign is depicted below. The top elevation drawing is included as it shows the colors, but the size of the proposed sign is accurately shown in the second elevation.



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 sign must also comply with applicable provisions of the sign code.

STAFF COMMENTS:

The sign will be approximately 141 square feet in size and mounted on the wall of the building. The wording is limited to the name of the facility and will be composed of individual aluminum letters that will be back-lit for illumination. Provided the back-lighting is done properly and per code, the illumination source will not be visible.

The property is located within the D-2 sign district, which allows the size (up to 150 sq. ft.) and location (wall mounted) of the sign proposed. No other signs exist on the property. Staff has no concerns with the proposed sign.

You may notice that a second doorway has been added to the proposed façade improvements. Architecturally staff has no concerns with that either, but the property owner and/or representative need to coordinate with the community development department about ADA access to the new door.

ALTERNATIVES:

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

RECOMMENDATION:

Approve the sign (and door modification) as presented.