

CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
TUESDAY, MARCH 27, 2018  
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

1. Call to Order by Chairman, Heidi Rasmussen
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the March 13, 2018 regular meeting.
6. NEW BUSINESS:
  - A. Downtown Architectural District Sign Review for First Bank, located at 1426 Sheridan Avenue.
  - B. Downtown Architectural District Sign Review for Cody Heritage Museum, located at 1092 Sheridan Avenue.
  - C. Review the Amended Plat for Block 3 of the Sunset Subdivision.
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, March 13, 2018**

A meeting of the Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, March 13, 2018 at 12:00 pm.

Present: Heidi Rasmussen, Vice Chairman; Buzzy Hassrick, Richard Jones, Curt Dansie, Erynne Selk, Glenn A. Nielson, Council Liaison, Sandra Kitchen, City Deputy Attorney; Todd Stowell, City Planner; Bernie Butler, Administrative Assistant.

Absent: Kayl Mitchell

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

Vice Chairman, Heidi Rasmussen noted that the Chairman, Steve Miller has resigned from the Board.

Richard Jones made a motion, seconded by Curt Dansie, to approve the agenda for March 13, 2018. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Richard Jones to appoint Heidi Rasmussen as Chairman, and Kayl Mitchell as Vice Chairman for the Planning, Zoning and Adjustment Board for remainder of 2018. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Erynne Selk, to approve the minutes from the February 27, 2018 meeting, with corrections. Vote on the motion was unanimous, motion carried.

**NEW BUSINESS:**

A. Todd Stowell presented a Downtown Architectural Review for “307 Real Estate”, located at 1025 12<sup>th</sup> Street.

Richard Jones made a motion, seconded by Curt Dansie, to approve the application for “307 Realty Estate”, for improvements to the existing building, located at 1025 12<sup>th</sup> Street. Vote on the motion was unanimous, motion carried.

B. Todd Stowell presented a Downtown Architectural Review for “Olive & Pearl”, to the existing building, located at 1183 Sheridan Avenue.

Erynne Selk made a motion, seconded by Buzzy Hassrick, to approve the project and sign, as proposed, subject to the following conditions:

- 1) That the lighting levels are not excessive.

2) That prior to installation of the awning, the necessary permission/permit is obtained from WYDOT and a copy provided to the City of Cody. Clearance below the awing shall be as specified by WYDOT, but not less than 7'6". Vote on the motion was unanimous, motion carried.

P & Z Board Matters – None.

Council Updates – None.

Staff Items – None

Curt Dansie made a motion, seconded by Buzzy Hassrick, to adjourn the meeting. Vote on the motion was unanimous, motion carried.

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

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Bernie Butler, Administrative Assistant

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

<b>MEETING DATE:</b>	MARCH 27, 2018	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	DOWNTOWN ARCHITECTURAL DISTRICT SIGN REVIEW. FIRST BANK OF WYOMING. SGN 2018-03	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	TODD STOWELL	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Epcon Signs, representing First Bank, has submitted an application to install a wall sign on the building at 1426 Sheridan Avenue, as depicted below. The proposed sign (right photo) would replace two existing signs (identified by the red lines in the left photo below.)

Existing:



Proposed:



The photo rendering on the right shows the location and size of the sign, but it does not represent the physical characteristics of the sign. The attached sheet provides more details of the sign construction. In effect, the white box represents an aluminum sign cabinet (painted white), and the letters are "push out style", as represented by this photo. The letters are clear plexiglass, with a black



face and will be illuminated from within by LED lighting. The logo portion of the sign is red plexiglass, also lit from within by LED lighting.

**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(s) must also comply with applicable provisions of the sign code.

**STAFF COMMENTS:**

The downtown sign district permits 1.5 square feet of wall sign per linear foot of street frontage. The property has 25 feet of street frontage which would allow a 37.5 square foot wall sign. The proposed size of the primary portion of the sign is 23.5 square feet, and the logo portion just over 2 square feet, for a total size of 25.5 square feet.

It is also pointed out that staff is interpreting the proposal to constitute a single sign, as the components are clustered together to form a single statement, without repetition of wording or designs—it functions as a single unit. This is important as the current sign code only allows a single wall sign for this building (not on a corner lot).

The purpose of the Downtown Architectural District is understood to be the promotion of architectural compatibility and preservation of historic features. The sign design is of professional construction, and will meet applicable code requirements for size and location.

**ALTERNATIVES:**

Approve the wall sign, with or without making recommendations and suggestions.

**RECOMMENDATIONS:**

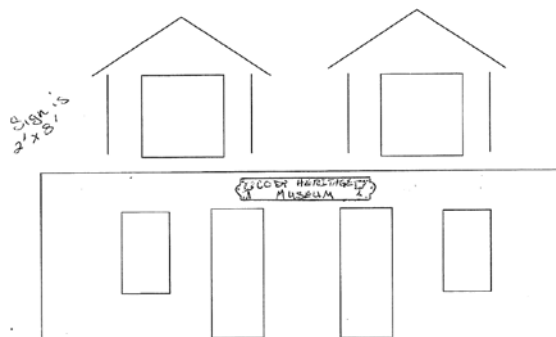
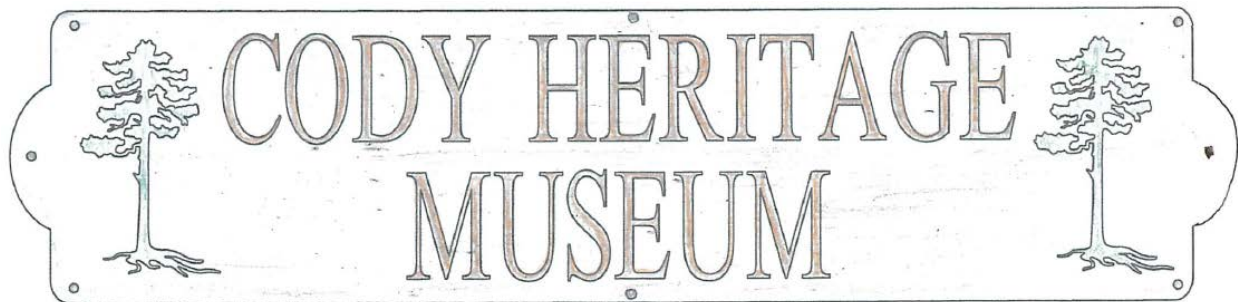
Approve the wall sign as proposed.

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

<b>MEETING DATE:</b>	MARCH 27, 2018	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	DOWNTOWN ARCHITECTURAL DISTRICT SIGN REVIEW. CODY HERITAGE MUSEUM. SGN 2018-04	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	TODD STOWELL	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

The Cody Heritage Museum, located at 1092 Sheridan Avenue, is requesting installation of a 2-foot by 8-foot wall sign, as depicted below. The sign would be constructed of steel and have gold colored letters and green trees on a black background. It would be placed as depicted in the drawing, facing Sheridan Avenue.



**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(s) must also comply with applicable provisions of the sign code.

**STAFF COMMENTS:**

The sign code has a specific category for museums, libraries, and churches. That category does not have specific regulations for number, size, or height of signs, only that all signs must be approved by the Planning and Zoning Board. Nevertheless, for comparison purposes it is noted that the proposed sign does comply with the sign size and other requirements of the downtown sign district, in which the property is located. The sign is less than 16 square feet in size.

The purpose of the Downtown Architectural District is understood to be the promotion of architectural compatibility and preservation of historic features. The sign design is of professional construction, does not hide or disrupt the historical features of the building, and will meet applicable code requirements.

**ALTERNATIVES:**

Approve the wall sign, with or without making recommendations and suggestions.

**RECOMMENDATIONS:**

Approve the wall sign as proposed.