

CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
TUESDAY, JUNE 12, 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 May 22, 2018 regular meeting.
6. NEW BUSINESS:
  - A. Downtown Architectural District Sign Review for Wyoming Buffalo Company and Tacos El Taconazo, located at 1210 Sheridan Avenue.
  - B. Downtown Architectural District Review to expand the existing building, located at 1502 Beck Avenue.
7. TABLED ITEM:
  - A. Downtown Architectural District Sign Review for Budget Blinds and Vision Stone & Tile, located 1262 "B" Sheridan Avenue.
8. P & Z Board matters (announcements, comments, etc.)
9. Council Update
10. Staff Items
11. 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, May 22, 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, May 22, 2018 at 12:00 pm.

Present: Heidi Rasmussen, Chairperson; Kayl Mitchell, Erynne Selk, Buzzy Hassrick, Glenn Nielson, Council Liaison; Sandra Kitchen, City Deputy Attorney; Todd Stowell, City Planner; Bernie Butler, Administrator Assistant

Absent: Richard Jones, Sandi Fisher

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

Kayl Mitchell made a motion, seconded by Curt Dansie to approve the agenda for May 22, 2018. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Kayl Mitchell, to approve the minutes from the May 8, 2018 meeting, with corrections. Vote on the motion was unanimous, motion carried.

**NEW BUSINESS:**

A. Todd Stowell presented the Downtown Architectural District Sign Review for Wyoming Trout Guides Fly Shop, located at 1210 Sheridan Avenue.

Kayl Mitchell made a motion seconded by Erynne Selk, to approve the sign for Wyoming Trout Guide Fly Shop, located at 1210 Sheridan Avenue. Vote on the motion was unanimous, motion approved.

B. Todd Stowell presented a request for a 6-foot cedar privacy fence in the front yard of 3207 Lame Deer Avenue. Mark Cozzens, HOA Chairman, spoke on behalf of the HOA. The HOA stated that they were not opposed to the fence. Homeowner, Lane Stewart answered questions from board, and showed them photos of another fence in the neighborhood, along with side views of the property for the proposed fence. Todd reviewed the sight distance situation.

Curt Dansie made a motion, seconded by Kayl Mitchell to approve the fence request for 3207 Lame Deer Avenue. Vote was as follows: Buzzy Hassrick voted against, with Erynne Selk, Heidi Rasmussen, Kayl Mitchell, and Curt Dansie all voting in favor. Motion carried.

C. Todd Stowell presented a Conceptual Plat – a 5 lot Minor Subdivision for The Way West, LLC, located northeast of the 12<sup>th</sup> Street and Alger Intersection, for discussion only.

Erynne Selk recused herself from this item, due to a conflict of interest.

Brett Farmer of Sage Engineering spoke about the Conceptual Plat for The Way West, LLC, and answered questions from the Board.

The Way West, LLC representative, Eryenne Selk, spoke about the proposed minor subdivision, and answered questions from the Board.

D. Todd Stowell presented a Wall Sign the for the Cody Bible Church, located at 2137 Cougar Avenue.

Curt Dansie made a motion seconded by Kayl Mitchell, to approve the sign for the Cody Bible Church, located at 2137 Cougar Avenue. Vote on the motion was unanimous, motion carried.

**TABLED ITEM:**

A. Downtown Architectural District Sign Review for Budget Blinds and Vision Stone & Tile, located at 1262 “B” Sheridan Avenue, was removed from the table by unanimous vote, and put back on the table until the next meeting on June 12, 2018 by unanimous vote.

P & Z Board Matters – None

Council Updates – None

Staff Items – None

Curt Dansie 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, Chairperson Heidi Rasmussen adjourned the meeting at 12:44 p.m.

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Bernie Butler, Administrative Assistant

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

<b>MEETING DATE:</b>	JUNE 12, 2018	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	DOWNTOWN ARCHITECTURAL DISTRICT SIGN REVIEW: WYOMING BUFFALO COMPANY AND TACOS EL TACONAZO. SGN 2018-14	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	TODD STOWELL	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Lisa Beier of Wyoming Buffalo Company has submitted an application to install two awning signs at 1270 Sheridan Avenue. One sign is for Wyoming Buffalo Company and the other is for Tacos el Taconazo, which restaurant is moving into the second floor of the building. The signs are represented to the right—the Tacos el Taconazo representation is from their business card. It has been “stretched” in the depiction below to the 4’x6’ size proposed. The existing wall sign on the upper portion of the building will remain.



Existing:

Proposed:



**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:**

Staff is interpreting the structure on which the signs are proposed to be mounted as an awning. It has the appearance of a deck, but it is non-functional, in that it is decorative only.

The downtown sign district allows individual awning signs of up to 25 square feet, and a total of 50 square feet of signage on the awning. The proposal is for two, 24-square foot signs (4'x6'), which is within the allowable limits.

The representation of the Tacos el Taconazo sign on the building is staff edited. The applicant should clarify the proposal—is it proposed to have the wording stretched as staff did or maintain the original proportions with "white space" above and below. Also, depending on the design, a border may help the appearance.

The purpose of the Downtown Architectural District is understood to be the promotion of architectural compatibility and preservation of historic features. The awning signs will meet applicable code requirements for size and location.

**ALTERNATIVES:**

Approve the awning signs, with or without making recommendations and suggestions.

**RECOMMENDATIONS:**

After clarifying the Tacos el Taconazo sign design and making any recommendations, approve the awning signs.

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

<b>MEETING DATE:</b>	JUNE 12, 2018	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	DOWNTOWN ARCHITECTURAL DISTRICT REVIEW: 1502 BECK AVE. SPR 2018-19	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Mark Schneider has submitted an application to expand his existing building at 1502 Beck Avenue. The expansions include a six-foot extension to the east side of the building and an 18-foot addition to the north side—ten feet of which is a covered porch. The floor plan and elevation drawings are attached. A color rendering is below. A color rendering is below.



The Planning and Zoning Board reviewed and approved a 300 square foot addition to the south end of the building on August 22, 2017 (see photo in lower right).



Existing Conditions: (Front)



(Rear)



**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:

The materials for the north addition, as well as the residing and reroofing of those areas not already done, are proposed to match the recent south addition. That includes gray galvalume metal roofing, red vertical metal siding, gray horizontal metal siding in the gable areas, and windows with bronze-color framing. The proposed deck will likely be of a composite material, with the metal railing as shown.

The floor plan and architecture of the exterior have been professionally designed. The additions will result in a rectangular building. Although the roof lines will be varied, they are coordinated and provide variety to the structure. The large front deck area is expected to further enhance the architecture of the building.

Landscaping:

As part of the project, the area around the building will be re-graded to remove dirt build up and provide positive slope away from the building. The area not covered by building and sidewalk will be re-landscaped, with grass and typical residential landscaping.

Parking:

The existing parking to the south of the building is not affected by this project.

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:

Provided the building is used for residential use only as is planned, no storm water retention is required. However, the applicant does plan to install some sort of infiltration for the roof runoff. By installing the infiltration system now, it avoids the need to address it in the future.

Utility Services

The applicant indicates that no new utility services are needed.

Signage

No signs are proposed at this time.

**ATTACHMENTS:**

Site plan and elevation drawings.

**ALTERNATIVES:**

Approve or deny the project with or without changes.

**RECOMMENDATION:**

Grant zoning approval for the project, subject to compliance with applicable building, fire, and electrical codes.