

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, MAY 22, 2012
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

AGENDA

1. Call to Order by Chairperson Kim Borer
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes for the May 8, 2012 - Regular Meeting
6. Tabled Item
 - A. Updated Sign Plan—Chinatown Restaurant, 937 Sheridan Avenue
Temporary sign application update submitted by John Zhang
7. NEW BUSINESS:
 - A. Site Plan Review —D-Rock Boyz / Wyoming River Trips at 233 Yellowstone Avenue
Proposed water feature and sign submitted by Carl DeVries and Rick Blanchard
 - B. Site Plan Review—American Legion Baseball Field, 300 16th Street
Proposed concrete block building presented by Greg Gaspers and Donny Anderson, Jr.
 - C. Site Plan Review —VFW Post #2673, 808 12th Street
Proposed patio, roof and screened walls presented by Brad Nielson and RJ Ludwick
 - D. Parking Variance —VFW Post #2673, 808 12th Street
Parking variance **associated with proposed 15' x 28' patio**
 - E. Request to Place Mobile Home at 2920 E. Carter Avenue
Proposed 1995, 16' by 80' mobile home in Residential B zone
8. Approved Sign Applications
 - A. Lincare -438 West Yellowstone Avenue
 - B. Cody Electric -1814 Central Avenue
9. P&Z Board Matters (announcements, comments, etc.)
10. Council Update: Steve Miller
11. Staff Items
12. 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 8, 2012

A regular meeting of the Cody Planning, Zoning and Adjustment Board was held in Council Chambers of City Hall in Cody, Wyoming on Tuesday, May 8, 2012 at 12:00 PM

Present: Rick Brasher, Vice Chairperson; Jacob Ivanoff; Bob Senitte; Bud McDonald; Mark Musser; Steve Miller, Council Liaison; Stan Wolz, Council Vice President; Sandra Kitchen, Deputy City Attorney; Todd Stowell, City Planner; Jolene Osborne, Engineering Administrative Assistant;

Excused Absence: Kim Borer, Chairperson; Justin Lundvall

Vice Chairperson Rick Brasher called the meeting to order at 11:59 PM, followed by the pledge of allegiance.

Bob Senitte made a motion seconded by Bud McDonald to approve the agenda. Vote on the motion was unanimous, motion carried.

Bud McDonald made a motion seconded by Mark Musser to approve the minutes of the April 24, 2012 regular meeting. Vote on the motion was unanimous, motion carried.

PRESENTATION OF COMMUNICATIONS:

Bryan Edwards presented the proposed pergola application for the Cody Legacy Inn. He explained the need for a shaded area near the pool and additional protective cover for yard equipment. No additional utilities are needed. The applicant is willing to make the necessary modifications per building and ADA requirements.

Todd Stowell presented the staff report. In addition, he stated that in his conversation with the Building Official, Scott King, the pool enclosure specifications may require some modification to rail or baluster spacing. Staff also reviewed the impacts on the site plan in regard to parking. Although a few spaces will be lost, the proposal still meets all parking and driveway width requirements.

Bud McDonald made a motion seconded by Mark Musser to approve the minor commercial application submitted by the Cody Legacy Inn at 1801 Mountain View Drive with the condition that they obtain a building permit.

Vote on the motion was unanimous, motion carried.

Ev Diehl, owner of the Chamberlin Inn, spoke in regard to the downtown architectural district review application to install a projecting neon sign at 1032 12th Street. He stated that the new proposed dimensions would be reduced from the submitted application to a **24" height and the blue interior lighting** would not be used, but only the outline. The proposed sign projection will also be reduced to 18 ½."

Todd Stowell presented the staff report, noting the requirement for the Planning, Zoning and Adjustment Board's review of the exterior signs in the downtown architectural district.

Mark Musser made a motion seconded by Jacob Ivanoff to approve the application submitted by the Chamberlin Inn at 1032 12th Street.

Vote on the motion was unanimous, motion carried.

Yilu Zhang of Chinatown Restaurant spoke regarding the temporary sign application for 937 Sheridan Avenue. The signs are proposed to be displayed for four months during the summer season and spaced as shown on the photo representation.

Todd Stowell reviewed the sign materials with the Board. He noted that the size and number of the signs are allowed under the current sign code as temporary signs. He reviewed the technical time restrictions for wall signs versus temporary signage. He stated that in order to be compatible to architectural styles in the downtown district, perhaps a consistent background color that was complimentary to or matched the existing colors of the building, and consistent font(s) between signs, could be considered.

Jacob Ivanoff, Mark Musser, Bud McDonald, Bob Senitte and Rick Brasher agreed with **staff's comments and recommended the applicant submit a sign plan that utilizes more conforming colors.**

Bud McDonald made a motion seconded by Bob Senitte to table the temporary sign plan submitted by Chinatown Restaurant for property located at 937 Sheridan Avenue.

Vote on the motion was unanimous, motion carried.

Rick Brasher declared his intention to abstain from the discussion and voting for the GW Minor Subdivision application citing a clear conflict.

Bud McDonald made a motion seconded by Mark Musser to appoint Jacob Ivanoff as temporary chairperson. Vote on the motion was unanimous, motion carried.

Curtis Ryan with Greenwing Properties, LLC spoke regarding the Preliminary and Final plat for the proposed GW Minor Subdivision located north of Big Horn Avenue. He stated that the permit from WYDOT has been obtained. Utility letters from all utilities except TCT have been received. The WYDOT access approach and the sewer connections should be completed prior to the end of this month negating the need to require bonding for these issues.

Todd Stowell presented a staff report that has been updated from the original report. The update includes the correction that the installation of the approach to Big Horn Avenue **and the 4" sewer stubs to each lot** would not be required until the building permit process and not the final plat approval, per the Subdivision Ordinance. Letters have been received from Energy West, Bresnan and Century Link that verify the capability to serve the lots with necessary utilities. **The developer will need to pay for three ¾" water stubs to each lot** and verify that any electrical service charges are paid prior to council approval of the final plat.

Mark Musser made a motion seconded by Bud McDonald to recommend to council the preliminary and final plat submitted by Greenwing Properties, LLC for the GW Minor Subdivision with the conditions recommended by staff:

Variations on the preliminary plat:

- a. Installation of alleys.
- b. Construction of a street along the east boundary, as shown on the master street plan.
- c. **Block width exceeding 660'.**

Conditions of the final plat:

- a. Receipt of all outstanding letters from the utility companies, and compliance with any conditions thereof prior to Council action.
- b. **Installation of, or performance bond for, the 4" sewer stubs into each lot.**
- c. **Payment of ¾" or larger water taps for each lot.**
- d. Payment of applicable electrical service fees.
- e. Submit approach permits from WYDOT for access to all lots.
- f. Construction of the new shared approach to WYDOT standards, and replacement of the unused approach with standard curb and gutter meeting WYDOT standards, prior to a building permit and development of Lots 2 and 3.
- g. Include the notes already on the Final Plat, including storm water control and limited access.
- h. Provide a recordable original of the Final Plat, meeting all applicable requirements, for signature and recording. Recording fees shall be the responsibility of the applicant.

Rick Brasher abstained. Vote on the motion was unanimous, motion carried.

Jolene Osborne presented the approved sign application for Cody Veterinary Hospital at 5524 Greybull Highway.

Jacob Ivanoff congratulated Justin Lundvall for his new addition, a baby boy!

Bud McDonald spoke regarding the Spring WYPASS conference he attended with Todd Stowell last weekend. It was well attended and the speakers were excellent. The topics included the benefit of trees in subdivisions and downtown areas, variances, state lands and master plans.

Steve Miller echoed Jacob **Ivanoff's** sentiments for Justin Lundvall.

Todd Stowell suggested the board form a subcommittee to review the topic of Accessory Dwelling Units. Kenny Gasch spoke to this issue as it pertains to his property on Alger Avenue. He explained that while he could have pursued a special exemption, the issue may be of broader impact. Jacob Ivanoff, Bud McDonald and Mark Musser volunteered for the committee.

Todd Stowell suggested the board form a subcommittee to review the draft of nonconforming regulations. Rick Brasher assigned the issue to the previously formed committee.

Meeting adjourned at 12:53 PM.

Jolene Y. Osborne
Engineering Administrative Assistant

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

MEETING DATE:	MAY 22, 2012	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	D-Rock Boyz/WY RIVER TRIPS WATER FEATURE, SPR 2012-21	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

This proposal is a joint application by Wyoming River Trips and D-Rock Boyz to construct a water feature and sign on the Wyoming River Trips property. The water feature is primarily intended as advertising for D-Rock Boyz, a company that designs and installs water features. The sign is classified as an off-premise sign, which the **zoning of the property allows subject to the property owner's permission and** compliance with the sign requirements for size, etc. Any on-premise freestanding signage the property is entitled to may be utilized for off-premise signage according to Section 10-15-3(B)(3)(a). The property is at 233 Yellowstone Highway, immediately west of the Wal-Mart west entrance.

The maximum size of the water feature is 16' by 16', and 6½ feet tall. Actual size depends on available rock. A concept drawing and photo rendering is attached. The location of the water feature would be in a currently unutilized area in the southeast corner of the property, approximately eight feet back from the sidewalk. Power would be split off of the neighboring billboard and run to the water feature.

REVIEW CRITERIA:

Section 10-10C-5 of the City Code requires the Board to review the architecture and landscaping components of the proposal.

STAFF COMMENTS:

The site plan conditions that were reviewed include potential conflicts with existing utilities and easements, impacts to parking and landscaping, sign size and lighting, and maintenance of sight distance.

Staff has researched recorded documents and found no easements that conflict with the proposed location. The property owner has already called for utility locates, and no public lines were identified in the work area.

The proposal will not affect any existing parking, access, or landscaping. In fact, the sign and waterfall is primarily a landscape feature.

With the proposed sign, the property is still well below the amount of freestanding signage allowed by the current sign code. Lighting of the sign will be from up lit landscape lights. One or more lights will be directly under the sign lettering and point straight up. Another will be on the inside of the rock bench that forms the perimeter of the feature, and shine upward at an angle, into the waterfall. The other will be interior to the north portion of the rock feature and shine up into the water fountain. Light colors may change to be seasonal.

ATTACHMENTS:

Application.

ALTERNATIVES:

Approve or deny the project.

RECOMMENDATION:

Approve the proposed water feature and sign as proposed. A building permit will be needed.



**PLANNING, ZONING AND ADJUSTMENT BOARD
COMMERCIAL SITE DEVELOPMENT APPLICATION
FOR LANDSCAPING, ARCHITECTURAL & SIGN PLANS**

STAFF USE	
File: _____	
P&Z Invoice: _____	

Applicant's Name: Wyoming River Trips Business Name: D-RockBoyz LLC
 Applicant's Address: 233 YELLOWSTONE HWY City: CODY State: WY Zip: _____
 Phone: 307-587-1661 Cell: _____ Fax: _____ Email: _____
 Property Owner's Name: RICK BLANCHARD
 Property Owner's Address: 233 YELLOWSTONE City: CODY State: WYO Zip: _____
 Project Address: 233 YELLOWSTONE HWY Zone: _____
 Legal Description: _____

Description of Proposal and Proposed Use of Project: SMALL WATER FEATURE WITH SIGN (D-ROCKBOYZ.COM)

Estimated Construction Start Date: MAY 22, 2012
 Representative Attending P&Z Meeting: RICK BLANCHARD, CARL & DUSTY DEVRIES

Signature of Property Owner: *Rick Blanchard* _____
Signature Date

The Planning, Zoning and Adjustment Board meets the 2nd and 4th Tuesday at 12:00 noon at the City Hall Council Chamber.

Twelve (12) copies of the application, plans, and any other information folded into 8-1/2" x 11" size AND A digital file containing PDFs of each document must be submitted to Planning Department by 4:00 PM. Please see submittal Date and Fee schedule included in this document.

The **Architectural & Landscape plan** should be incorporated into the Site Development Plan required for a building permit. It must be dimensioned to scale.

1. Please include all of the following Architectural components:

- Provide elevation views of each building face to illustrate scale, materials, color and roof lines including dimensions.
- Indicate lot lines, setbacks, easements and rights of way. Include a vicinity map with vicinity information describing surrounding land use, structures and zoning.
- Show parking layout (pavement limits, curb and gutter), pedestrian circulation and onsite parking with ADA compliance. Include information to support number of parking spaces provided and how it satisfies the city code requirement.
- Identify fencing on site (location, height, materials).
- Identify the site access points with dimensions.
- Depict the general site lighting techniques (please provide location, size, type of lighting, and cut sheets).
- Show the general grading and drainage scheme. Identify the location of drainage facilities and drainage basins. **Drainage computations must be supplied with all commercial applications.** Identify the direction of flow onsite, buildings and types of surface improvements. All drainage reports must be stamped by a PE.

2. Please include all of the following Utility components:

- Identify all existing and proposed water, sanitary sewer, storm water, electrical power, raw water, gas, telephone and cable utility lines.
- Provide specific electrical information - new service entrance size (in amps) and location on building, required service voltage, three phase or single phase service, electric load size-total connected load and expected coincident load, underground or overhead service to building(s), transformer location, and **estimated dates for temporary and permanent service** installations. On the site plan, include locations and layout of existing electrical power lines, electrical equipment and utility easements on or adjacent to the project site.



PLANNING, ZONING AND ADJUSTMENT BOARD
SIGN PLAN REVIEW APPLICATION

STAFF USE	
File:	_____
P&Z Invoice:	_____
Approved:	_____
Date:	_____

Applicant's Name: Wyoming River Trips Business Name: D-RockBoyz LLC
 Applicant's Address: 233 YELLOWSTONE HWY City: CODY State: WY. Zip: _____
 Phone: 307-587-6661 Cell: _____ Fax: _____ Email: _____

Property Owner's Name: RICK BLANCHARD
 Property Owner's Address: 233 YELLOWSTONE HWY City: CODY State: WY. Zip: _____
 Project Address: 233 YELLOWSTONE HWY Legal Description: _____ Zone: _____

Total current area of Signage in Square Feet: 0 Proposed Area of Signage in Square Feet: 3 1/2
 Overall Area of Signage in Square Feet: 3 1/2 Licensed Contractor or Sign Installer: _____

- Type of Sign: Attached Wall Freestanding Marquee Projecting Awning Suspended
 Banner Inflatable Flag Monument Bulletin Real Estate
 Joint Directory Billboard Other -Please describe _____

Description of Proposal: FREE STANDING WATER FALL WITH SIGN

Signature of Property Owner: [Signature] Date: _____
Signature Date

MATERIAL REQUIRED FOR SUBMITTAL & REVIEW

- Two (2) drawings containing plans and specifications which indicate the method of construction and anchoring to the building or ground; the total area of the proposed sign in square feet; the height of the proposed advertising structure from ground level.
 ***In many cases two (2) color renderings of all existing & proposed signs with dimensions and a detailed written description of proposed construction materials and installation procedures will suffice.
- A site plan which identifies:
 - The location of all exterior signs existing or proposed for the premise.
 - Building elevations with signs depicted.
 - Sign Elevations must indicate overall and letter/figure dimensions
 - Colors, materials and illumination for each sign
- Letter of authorization from the property owner if applicable.
- Billboard applications must also include:
 - Legal lease between the property owner and the billboard company which addresses the removal of the billboard (both the sign itself and the support structure for the billboard) at the termination of the lease.
 - Bond suitable in value to cover the removal of all portions of the sign and the support structure at the end of the lease.
- Inflatable applications must also include:
 - Design and construction details to demonstrate compliance with City wind load requirements
 - How the electricity will be supplied to the inflatable
 - Demonstrate that the anchoring mechanisms will not present a danger to the public
 - Site plan showing existing structures, power poles, trees, street and pedestrian paths and all other features which may be impacted.
 - Altitude _____ Total Aggregated Square Footage _____

Each application for a sign review shall be accompanied by a review fee as set forth by Title 10, Chapter 15 of the city code.

- Sign Plan submitted with Landscape, Architectural & Sign Plan Application No Additional Fee
- Sign Plans (flush, wall mount w/out electricity): \$25.00
- Sign Plans (electrical, requiring base structure or projecting): \$50.00

Following approval of the sign or advertising advice by the Planning & Zoning Department a Building Permit must be obtained from the Building Department prior to installation.

- Building Permit Application -Fee based on the valuation of the sign. Refer to the 1997 Uniform Building Code Fee Chart

Refer to Title 10 Chapter 15 of the Municipal Code for more information on sign regulations.

Proposal for the City of Cody

For 5/22/2012 meeting

D-RockBoyz llc would like to construct a free-fall & cascade waterfall with a small and subtle metal sign "D-RockBoyz.com"

Set back approx. 8' from sidewalk. Project to encompass no more than an area 16'x16' in size. Top of feature will be 5 1/2'- 6' in height.

Feature will be positioned as not to interfere with the 30' entrance to property.

Water feature and sign will be lighted from ground level-up to shine under waterfalls and illuminate sign.

Cordially,

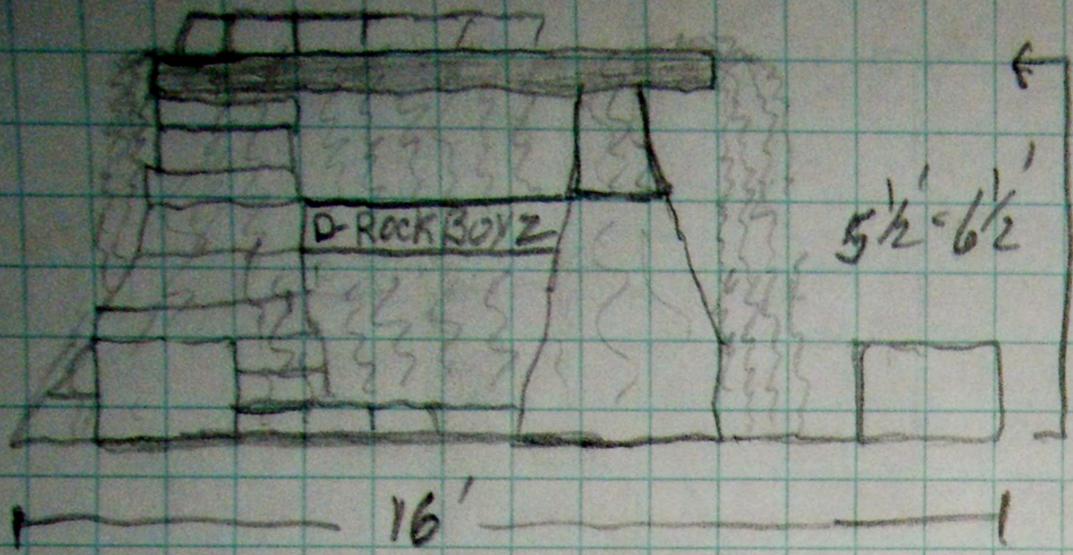
Carl & Dusty DeVries

D-RockBoyz llc

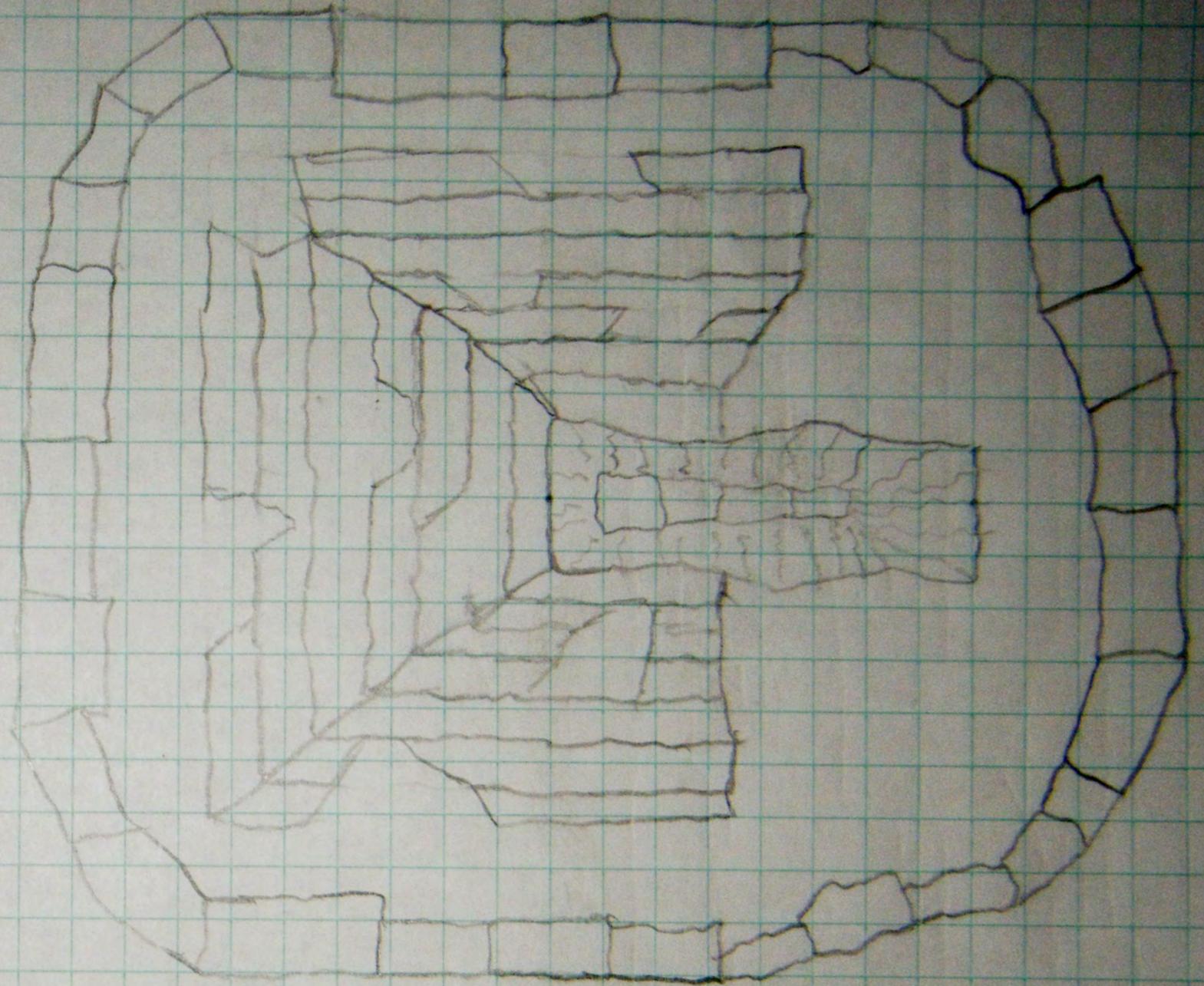


D-RockBoyz.com

SIDE VIEW

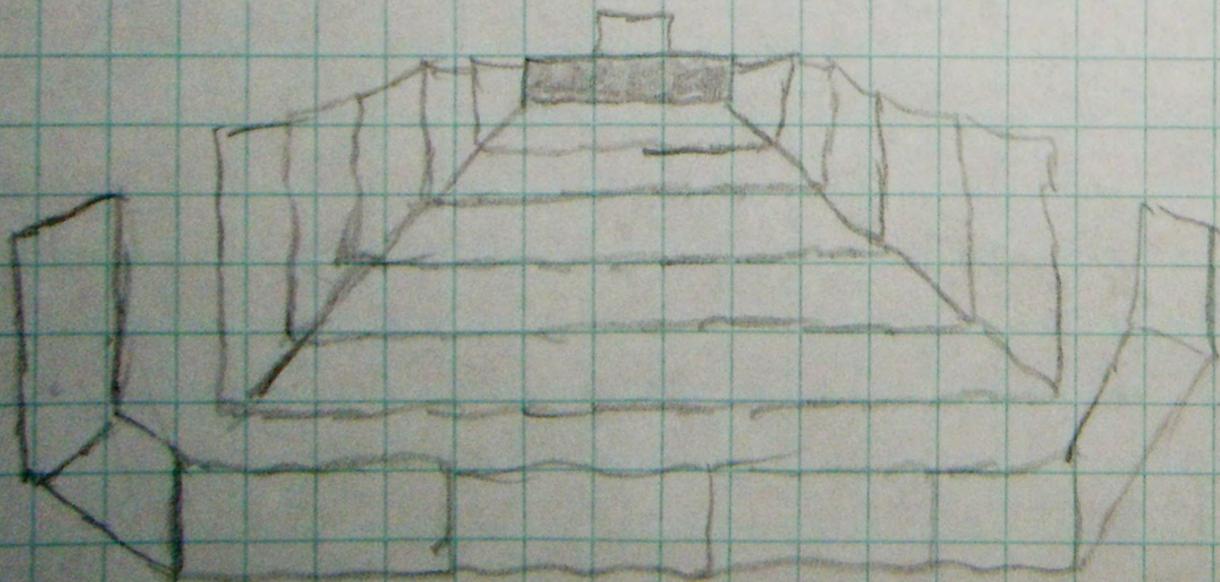


TOP VIEW



16' x 16'

END VIEW







SPECIALIZING IN
DIESEL
PICKUPS



WYOMING DIESEL
POWER
R.A.M. Enterprises, Inc.
SALES-SERVICE-PARTS

WYOMING
TACTICAL SUPPLY
(307) 586-9210



GUNS & AMMO

GUNS & AMMO - CLASS II SALES

Wyoming River Trips - Family Fun



SCALE: 1" = 50'

231

233

ENTRANCE

ELECTRIC SOURCE
BILL BOARD

6' WOOD FENCE

RAW WATER SOURCE

235

32



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

MEETING DATE:	MAY 22, 2012	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	AMERICAN LEGION BASEBALL/CITY OF CODY BUILDING AT LEGION FIELD, SPR 2012-19	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

This proposal is a joint application by the City of Cody Recreation Department and the American Legion Baseball Association. **A 24' by 40' concrete block building is proposed** to be constructed at the Legion Field. The plan is to use the building for general equipment storage and lockers (team and individual).

The proposed building would have a 10-foot wall, of concrete block, painted blue to match existing buildings at the facility. Proposed roof pitch is 4:12, and the roof will match the asphalt roof of the press building (slate color—blue, tan, gray).

Additional details are included in the application.

The property is in the D-3 zoning district, which requires architectural and landscaping review by the Planning and Zoning Board.



STAFF COMMENTS:

The building is designed to match the existing press box building in architecture and color. The site is surrounded by non-residential uses, and is not in a highly visible location where architectural design and details would be warranted.

Exterior lighting is proposed on the north side of the building. Although fixture details are not included, the applicant indicates that the light will not be directed to shine beyond the property boundaries.

The proposal will not affect any existing parking, access, or required landscaping.

The Fire Marshal has indicated that since the building includes an overhead door, any **ignition sources shall be located a minimum of 18" above the floor in accordance with** Section 2211.3 of the International Fire Code (IFC). Also, a portable fire extinguisher must be installed in accordance with section 906 of the IFC. These items will be addressed with the building permit.

The City Parks Division has commented and contacted the baseball association about the specific location of the building in relation to existing irrigation lines and sprinklers. The building is to be two feet east of the identified sprinkler head, or more. If it is more than two feet, a graveled area must be provided next to the building.

ATTACHMENTS:

Application.

ALTERNATIVES:

Approve or deny the project.

RECOMMENDATION:

Approve the storage building as proposed, located two feet or more from the sprinkler head identified by the Parks Division. A building permit will be needed. If the building is more than two feet from the identified sprinkler head, gravel shall be placed along that side of the building.



PLANNING, ZONING AND ADJUSTMENT BOARD
COMMERCIAL SITE DEVELOPMENT APPLICATION
FOR LANDSCAPING, ARCHITECTURAL & SIGN PLANS

STAFF USE
File: _____
P&Z Invoice: _____

Applicant's Name: _____ Business Name: _____

Applicant's Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____ Email: _____

Property Owner's Name: _____

Property Owner's Address: _____ City: _____ State: _____ Zip: _____

Project Address: _____ Zone: _____

Legal Description: _____

Description of Proposal and Proposed Use of Project: _____

Estimated Construction Start Date: _____

Representative Attending P&Z Meeting: _____

Signature of Property Owner: _____

Signature

Date

The Planning, Zoning and Adjustment Board meets the 2nd and 4th Tuesday at 12:00 noon at the City Hall Council Chamber.

Twelve (12) copies of the application, plans, and any other information folded into 8-1/2" x 11" size AND A digital file containing PDFs of each document must be submitted to Planning Department by 4:00 PM.

Please see submittal Date and Fee schedule included in this document.

The Architectural & Landscape plan should be incorporated into the Site Development Plan required for a building permit. It must be dimensioned to scale.

1. Please include all of the following Architectural components:

- Provide elevation views of each building face to illustrate scale, materials, color and roof lines including dimensions.
Indicate lot lines, setbacks, easements and rights of way. Include a vicinity map with vicinity information describing surrounding land use, structures and zoning.
Show parking layout (pavement limits, curb and gutter), pedestrian circulation and onsite parking with ADA compliance. Include information to support number of parking spaces provided and how it satisfies the city code requirement.
Identify fencing on site (location, height, materials).
Identify the site access points with dimensions.
Depict the general site lighting techniques (please provide location, size, type of lighting, and cut sheets).
Show the general grading and drainage scheme. Identify the location of drainage facilities and drainage basins. Drainage computations must be supplied with all commercial applications. Identify the direction of flow onsite, buildings and types of surface improvements. All drainage reports must be stamped by a PE.

2. Please include all of the following Utility components:

- Identify all existing and proposed water, sanitary sewer, storm water, electrical power, raw water, gas, telephone and cable utility lines.
Provide specific electrical information - new service entrance size (in amps) and location on building, required service voltage, three phase or single phase service, electric load size-total connected load and expected coincident load, underground or overhead service to building(s), transformer location, and estimated dates for temporary and permanent service installations. On the site plan, include locations and layout of existing electrical power lines, electrical equipment and utility easements on or adjacent to the project site.

- Please complete the included Electrical Division Review Comments Form
- Identify all locations of trash/dumpster and any proposed screening.
- Identify the location for snow removal.

3. Please include all of the following Landscape components:

- Provide a landscape plan to include location of landscape, type and size of plant or rock materials, type of mulch and irrigation layout.
- Provide a Landscape Bond Agreement (see page 7 of this application). *Landscape estimate and bond are due after P&Z approval.*

4. Please include the attached Sign Plan Application

- Sign Plan Application and associated documentation (No additional fee required when submitted with Landscape, Architectural and Sign Plan Application.)

5. 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.

- Landscape, Architecture and Sign Plan \$100.00
- Minor Commercial Review (windows, doors, awnings, building access or exterior finish) \$50.00
- Site Plan Review Square Footage: _____ \$0.05 per building square footage, \$250.00 minimum



PLANNING, ZONING AND ADJUSTMENT BOARD
SIGN PLAN REVIEW APPLICATION

STAFF USE
File:
P&Z Invoice:
Approved:
Date:

Applicant's Name: Business Name:
Applicant's Address: City: State: Zip:
Phone: Cell: Fax: Email:
Property Owner's Name:
Property Owner's Address: City: State: Zip:
Project Address: Legal Description: Zone:

Total current area of Signage in Square Feet: Proposed Area of Signage in Square Feet:

Overall Area of Signage in Square Feet: Licensed Contractor or Sign Installer:

- Type of Sign: Attached Wall, Freestanding, Marquee, Projecting, Awning, Suspended, Banner, Inflatable, Flag, Monument, Bulletin, Real Estate, Joint Directory, Billboard, Other -Please describe

Description of Proposal:

Signature of Property Owner: Signature Date

MATERIAL REQUIRED FOR SUBMITTAL & REVIEW

Two (2) drawings containing plans and specifications which indicate the method of construction and anchoring to the building or ground; the total area of the proposed sign in square feet; the height of the proposed advertising structure from ground level.

***In many cases two (2) color renderings of all existing & proposed signs with dimensions and a detailed written description of proposed construction materials and installation procedures will suffice.

- A site plan which identifies: The location of all exterior signs existing or proposed for the premise. Building elevations with signs depicted. Sign Elevations must indicate overall and letter/figure dimensions. Colors, materials and illumination for each sign.
Letter of authorization from the property owner if applicable.
Billboard applications must also include: Legal lease between the property owner and the billboard company which addresses the removal of the billboard (both the sign itself and the support structure for the billboard) at the termination of the lease. Bond suitable in value to cover the removal of all portions of the sign and the support structure at the end of the lease.
Inflatable applications must also include: Design and construction details to demonstrate compliance with City wind load requirements. How the electricity will be supplied to the inflatable. Demonstrate that the anchoring mechanisms will not present a danger to the public. Site plan showing existing structures, power poles, trees, street and pedestrian paths and all other features which may be impacted. Altitude Total Aggregated Square Footage

Each application for a sign review shall be accompanied by a review fee as set forth by Title 10, Chapter 15 of the city code.

- Sign Plan submitted with Landscape, Architectural & Sign Plan Application No Additional Fee
Sign Plans (flush, wall mount w/out electricity): \$25.00
Sign Plans (electrical, requiring base structure or projecting): \$50.00

Following approval of the sign or advertising advice by the Planning & Zoning Department a Building Permit must be obtained from the Building Department prior to installation.

- Building Permit Application -Fee based on the valuation of the sign. Refer to the 1997 Uniform Building Code Fee Chart

Refer to Title 10 Chapter 15 of the Municipal Code for more information on sign regulations.

City of Cody Electrical Division Review Comments

Revised August 2011



Date: _____

Project Name: _____

Project Address: _____

Developer/Contractor: _____

Distribution System Information Section: The following information allows the City to determine whether system modifications will be necessary to accommodate the project's electrical service requirements. (This information must be provided to the City Electrical Engineer prior to estimating the distribution system cost.)

Project Electrical Service Requirements:

- 1) Three Phase Yes____ No____
- 2) Voltage Needed
 - a. 240/120 Volt Single Phase Yes____ No____
 - b. 208Y/120 Volt Three Phase Yes____ No____
 - c. 480Y/277 Volt Three Phase Yes____ No____
- 3) Service Size (check one)
 - a. 200 amp ____
 - b. 400 amp ____
 - c. 600 amp ____
 - d. 800 amp ____
 - e. 1200 amp ____
 - f. Other _____ amp
- 4) Expected size and number of secondary service lateral conductors needed to supply project.
 - a. Conductors per phase _____ Total conductors ____
 - b. Size of Conductors _____ MCM
 - c. Conductor material Aluminum____ Copper____
- 5) A copy of the project site plan showing existing electrical lines and equipment on and adjacent to the project site.

Developer Instructions/Comments:

- 1) The developer shall provide and install electrical grade PVC schedule 40 conduit per the plans and specifications once the final plat is reviewed.
 - a. Invoices shall be provided to the City Electrical Engineer for all conduit and electrical material purchased for this project by the developer or contractor.
 - b. Any changes in the design of the electrical distribution system shall be discussed with and approved by the City of Cody Electrical Engineer.
- 2) All primary conduits (distribution voltage conduit) shall be installed at a depth of 48" and backfilled per City specifications as follows:
 - a. All primary conduits shall be schedule 40 electrical grade PVC, _____ inches in diameter.
 - b. A pull string is not required in 4" or larger primary conduit.
 - c. All conduit sweeps shall be 36" radius schedule 40 electrical grade PVC unless otherwise specified in the plan.
- 3) All secondary (service voltage) conduits shall be installed at a depth of 24" and backfilled per City specifications.
 - a. All secondary conduits shall be 3" schedule 40 electrical grade PVC.
 - b. A pull string is not required in 3" secondary conduit.
 - c. All conduit sweeps shall be 36" radius schedule 40 electrical grade PVC.
- 4) If a new commercial three phase service requires 12 or more conductors from the transformer to the service equipment (more than 3 per phase), then the developer shall provide a secondary connection cabinet. The City would then provide cables from the transformer to the secondary connection cabinet.
- 5) All streetlight conduits shall be installed at a depth of no less than 24" and backfilled per City specifications.
 - a. All streetlight conduits shall be 1-1/2" schedule 40 electrical grade PVC. A pull string shall be installed in the streetlight conduit run by the contractor.

- b. All streetlight conduit sweeps shall be a minimum of 12" radius schedule 40 electrical grade PVC.
- 6) The City shall supply transformer box pads, sectionalizing vault ground sleeves, secondary service pedestals, ground rods with pigtails and streetlight bases to the developer's contractor to be installed by the contractor to City specifications. For further information on the placement and clearance requirements for such equipment, refer to the Electric Distribution Standards Policy available in the City of Cody Engineering Office.
 - a. All transformer box pads and sectionalizing vault ground sleeves shall be installed so that the top of the pad or sleeve is at least 3" above finished grade. In addition, the City supplied ground rod and pigtail shall be installed with the pad or ground sleeve with the free end of the pigtail wrapped around the conduit sweep for access by the utility for equipment installation.
 - b. Streetlight bases shall be installed so that the top of the pre-poured base is at least 2" above finished grade. The four bolt pattern shall be aligned with the street roadway, sidewalk or curb.
- 7) The developer's labor and equipment costs to install the electrical distribution conduit, box pads, ground sleeves, ground rods, secondary pedestals and streetlight bases shall be traded for the City's labor and equipment costs to install and connect the cable, transformers, sectionalizing vaults and streetlights for the project.

Easement Requirements:

- 1) The developer shall survey, describe and provide any easements necessary for the purposes of providing distribution service to the project. Easement dimensions shall be determined after the information above is obtained by the City Electrical Engineer.
- 2) Signed easement documents shall be provided to the City of Cody Engineering Office prior to start of construction.
- 3) No permanent structures, trees or large shrubs shall be placed on the utility easement by the developer or subsequent landowners. This information shall be conveyed to the buyers by the developer.

*P&Z MEETINGS ARE HELD THE 2ND AND 4TH TUESDAY OF EACH MONTH
2012 SUBMITTAL DEADLINES & MEETING DATES LISTED BELOW*

2 Meetings Per Month City Hall Council Chambers – 12:00 p.m.	P&Z Application Submittal Date	P&Z Meeting Date
1st Meeting in January	12/13/11	01/10/12
2nd Meeting in January	12/27/11	01/24/12
1st Meeting in February	01/17/12	02/14/12
2nd Meeting in February	01/31/12	02/28/12
1st Meeting in March	02/14/12	03/13/12
2nd Meeting in March	02/28/12	03/27/12
1st Meeting in April	03/13/12	04/10/12
2nd Meeting in April	03/27/12	04/24/12
1st Meeting in May	04/10/12	05/08/12
2nd Meeting in May	04/24/12	05/22/12
1st Meeting in June	05/15/12	06/12/12
2nd Meeting in June	05/29/12	06/26/12
1st Meeting in July	06/12/12	07/10/12
2nd Meeting in July	06/26/12	07/24/12
1st Meeting in August	07/17/12	08/14/12
2nd Meeting in August	07/31/12	08/28/12
1st Meeting in September	08/14/12	09/11/12
2nd Meeting in September	08/28/12	09/25/12
1st Meeting in October	09/11/12	10/09/12
2nd Meeting in October	09/25/12	10/23/12
1st Meeting in November	10/16/12	11/13/12
2nd Meeting in November	10/30/12	11/27/12
1st Meeting in December	11/13/12	12/11/12
2nd Meeting in December	11/28/12	12/26/12
1st Meeting in January 2013	12/11/12	01/08/13
2nd Meeting in January 2013	12/26/12	01/22/13

PROCESS

Owner or representative submits all required information and pays application/development fees as outlined below to the Engineering Office.

P&Z Development/Application Fees - Fees Listed Below:	
Per Ordinance 2007-20 – Enacted October 17, 2007 – P&Z Development/Application Fees – Due at the time of Submittal.	
Landscape, Architectural Plans	\$100.00
Sign Plans & Simple Fence Plans requesting Height Over 6’	\$25.00
Site Plan Reviews	\$0.05 per building square foot \$250.00 Minimum
Minor Commercial Review (windows, doors, awnings, building access or exterior finish).	\$50.00

Applications WILL NOT BE REVIEWED until application/development fees have been paid. It is the responsibility of the applicant to present receipt of payment or inform Engineering staff of payment. A fee will be charged for each re-submittal of plans.

- City staff distributes applications to all divisions for review (electric, water, wastewater, sanitation, streets and engineering). **A 4 week review period may be necessary for extensive site development applications.** Please use calendar above to determine the meeting date when your item will be presented to the Planning, Zoning and Adjustment Board. **NOTE: It is possible to submit for building permit review at the same time, if your construction drawings are complete.**
- The engineering and building departments will provide a response to your request within 4 weeks of your submittal.
- If necessary, a pre-application meeting may be arranged between the city and applicant to review the project and address any questions.
- Your item is added to a Planning, Zoning and Adjustment Board meeting agenda, then the Board meets to review your application.
- If approved by the Planning, Zoning and Adjustment Board, a building permit may be issued upon satisfactory review of construction drawings and when all conditions have been addressed, landscape bond has been submitted and sewer impact fees are paid (*if applicable*).
- Landscape bond is returned after landscape component of plan is inspected and completed as approved.
- Sewer Line Impact Fees – Per Resolution 2007-09 – Enacted November 20, 2007.** Sewer line impact fees will be applied to all commercial and residential projects that discharge effluent to the Canyon Meadows Interceptor Main otherwise identified as the sewer main that extends from the west end of Riverview Drive to the North Lift Station by the City Shop.

Sewer Line Impact Fees - Fees Listed Below:	
Per Resolution 2007-09 – Enacted November 20, 2007	
Commercial Applications: \$0.54/SF of Floor Area	Residential Development: \$1135/Lot.

- Final Certificate of Occupancy issued when the facility is built as represented in plans and appropriate as-built information is submitted to the city.

LANDSCAPE BOND AGREEMENT

The undersigned are the owners of the land area described on Page 1 and hereby agree that the conditions of the Landscape development plan accompanying this application shall be binding upon the undersigned, their successors and assigns, and shall limit and control the validity of all commercial development permits; that the undersigned agree to provide a surety bond, certified check or Letter of Credit in an amount sufficient to cover the installation costs of the Landscape Plan and Irrigation Accessories and in addition thereto an additional 10% for contingency. The surety bond, Retainage Account or Letter of Credit must be valid for a two (2) year period of time and is offered to assure the completion of the proposed Landscape Plan.

Project Name: _____

Project Address: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Executed this _____ day of _____, 20____, by:

STATE OF WYOMING)
)
COUNTY OF PARK)

The foregoing instrument was acknowledged before me this ____ day of _____, AD, 20____, by _____.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

Estimated Cost of Landscape Plan \$ _____

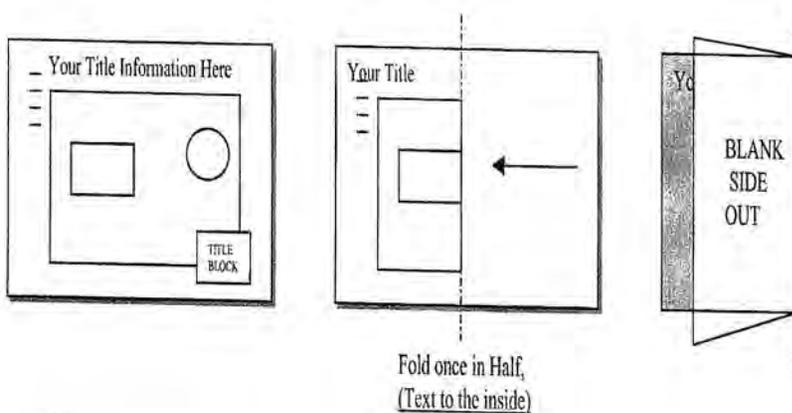
Estimated Landscape Installation Completion Date: _____

Financial Assurance Vehicle – Cash, Letter of Credit, Performance Bond, Bank Guarantee, other

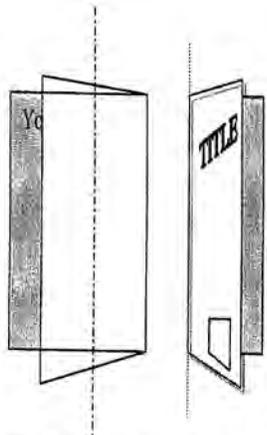
_____ **Expiration:** _____

Folding Your Plans (18"x24" or larger)

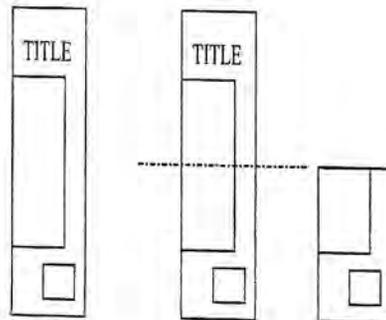
The City of Cody will **NOT ACCEPT ROLLED PLANS**.
So, here are instructions to assist you in folding your 18"x24" or larger plans
PLEASE submit your plans properly or they will be RETURNED for correction!
Thank you!



Fold once in Half,
(Text to the inside)



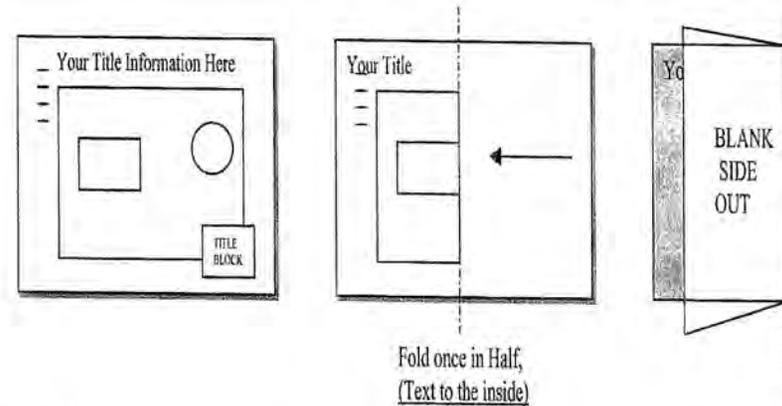
Fold each of these panels text side out, in quarters



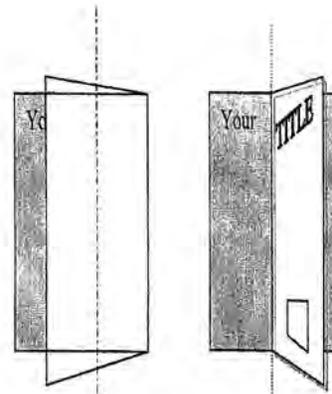
This gets folded in half again, so the title block ends up in the lower right hand portion of the folded plans.

Folding Your Reductions (11"x17")

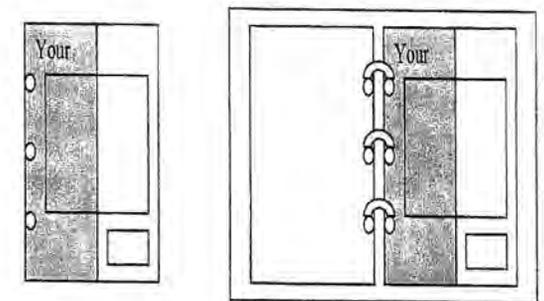
The City of Cody will **NOT ACCEPT ROLLED PLANS**.
So, here are instructions to assist you in folding your 11"x17" or larger plans
PLEASE submit your plans properly or they will be RETURNED for correction!
Thank you!



Fold once in Half,
(Text to the inside)



Fold the **RIGHT** panel in half, text side out, to form a quarter panel.



The final should have the title block in the lower right hand corner, and be able to three hole punch for insertion into a 3 ring binder.

Description of Proposal: American Legion Baseball—24'x40' concrete block utility building. Legion Field, Cody, WY

The American Legion Baseball Assn. is proposing a 24"x40' concrete block building to be used storage and lockers. The building will store team and individual equipment. The building will be painted a blue color and the roofing will match the existing buildings located at the ball park.

The access will remain unchanged.

The owner also would submit that the location is already landscaped with lots of lawn, and requests a waiver of any further landscaping at this time.

There is no signage change planned for this project.

There will be not water to the building and the required electrical circuit will be from existing service.

Exterior lighting will only be on the north end of the building and will not shine beyond the owner's property.

The property is zoned D3.

Adjacent properties:

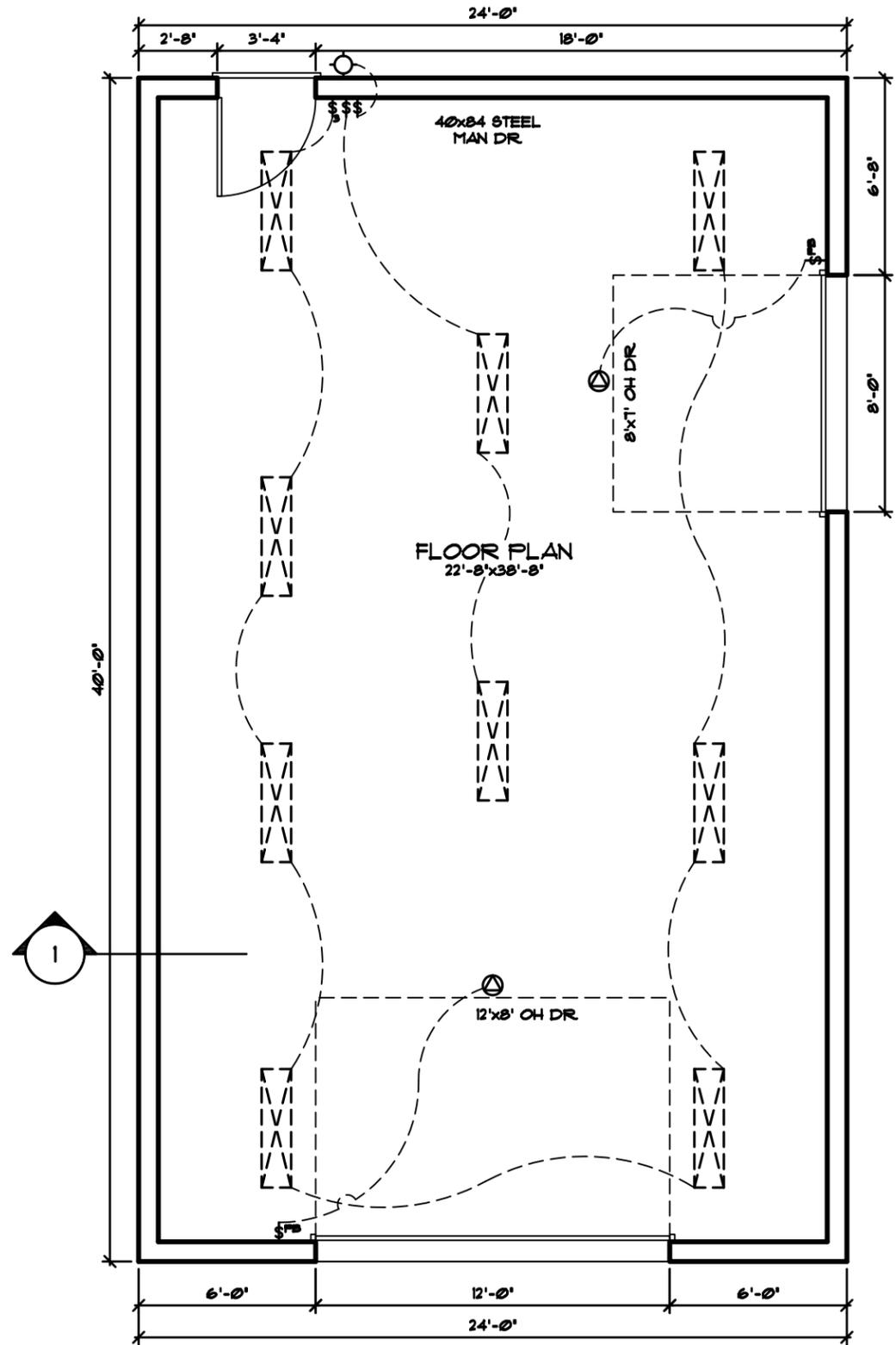
North: Park County & Bureau of Rec. Zoned: D3

East: Little League Field. Zoned: D3

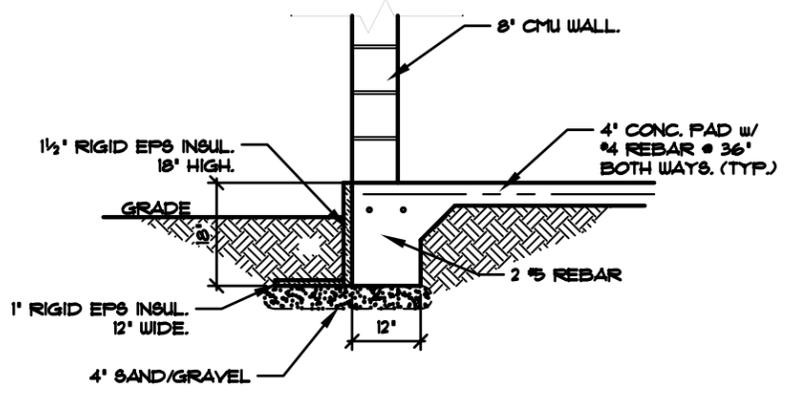
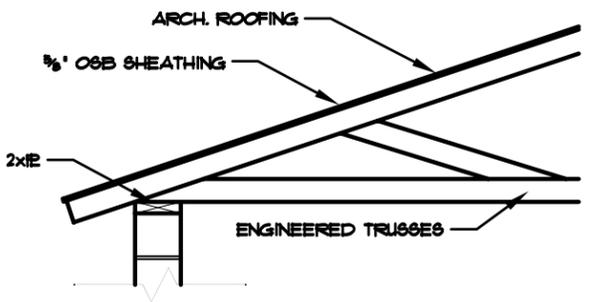
South: Hill side, above commercial properties (i.e. Tom Quick Const., Rocky Mtn. Granite). Zoned: D3

West: Park County

Thank you for your consideration of this project.



FLOOR PLAN
SCALE: 3/16" = 1'-0"



DETAIL NOTE:
EPS INSULATION OPTIONAL. IF USED -
HORZ. INSULATION @ CORNERS TO BE 24" WIDE
& EXTEND TO 40" FROM CORNER.

1 WALL SECTION (TYP.)
SCALE: NTS

- NOTES:**
1. LOT IS ZONED 'D3'
 2. LOT IS 74,874.32 SF (17.2 AC.)
 3. OWNER/CONTR. TO VERIFY LOCATION OF UTILITIES PRIOR TO CONSTRUCTION
 4. OWNER/CONTRACTOR WILL OBTAIN ALL REQUIRED PERMITS & REVIEW ALL DRAWINGS BEFORE BEGINNING CONSTRUCTION.
 5. ELECTRICAL SERVICES ARE ALREADY IN PLACE ON SITE.
 6. ONE EXT. LIGHT ON THE NORTH END OF BLDG. WALL MOUNT DIRECTIONAL FIXTURE THAT WILL NOT PROJECT BEYOND PROPERTY LINES.
 7. NO WATER TO BUILDING PROPOSED.
 8. UTILIZE EXISTING DUMPSTERS ON LOCATION.
 9. SNOW REMOVAL IF NECESSARY WILL BE SOMEWHERE IN THE SURROUNDING 171 ACRES.

ELECTRICAL LEGEND

- ⌵ SINGLE POLE SWITCH
- ⌵⌵ 3 WAY SWITCH
- ⊙ SPECIAL PURPOSE OUTLET
- [---] FLUORESCENT FIXTURE

JRT CONSTRUCTION
BUILDING A BETTER WYOMING

JIM TALICH
TALICHCONSTRUCTION@YAHOO.COM

50 SUGAR BARS DR. 3075872545
CODY, WY 82414 3072504998

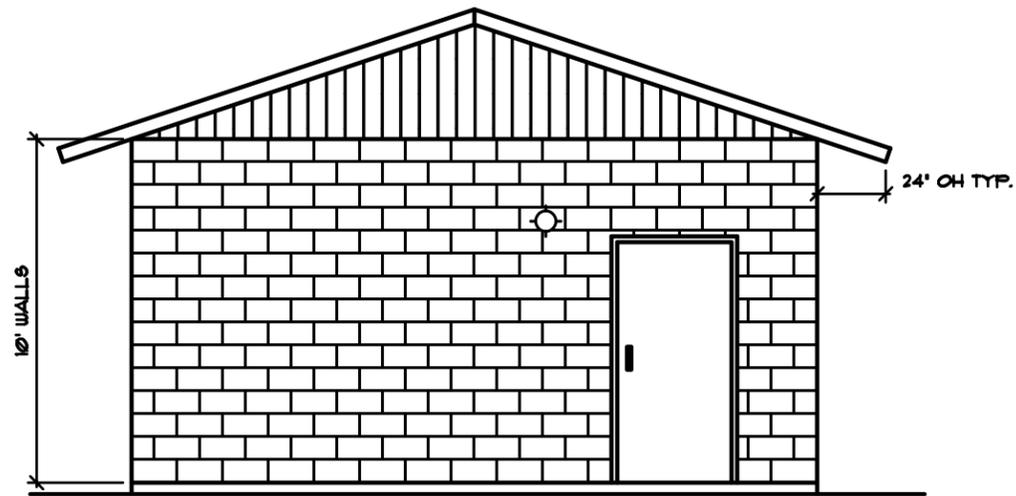
Drawings by
Mountain States Consulting
2831 Hwy 120
Cody, Wyoming 82414
(307) 587-2727

Issue Date: **5-3-12**
Proj. # **1210** Drwn. By: **GPG**

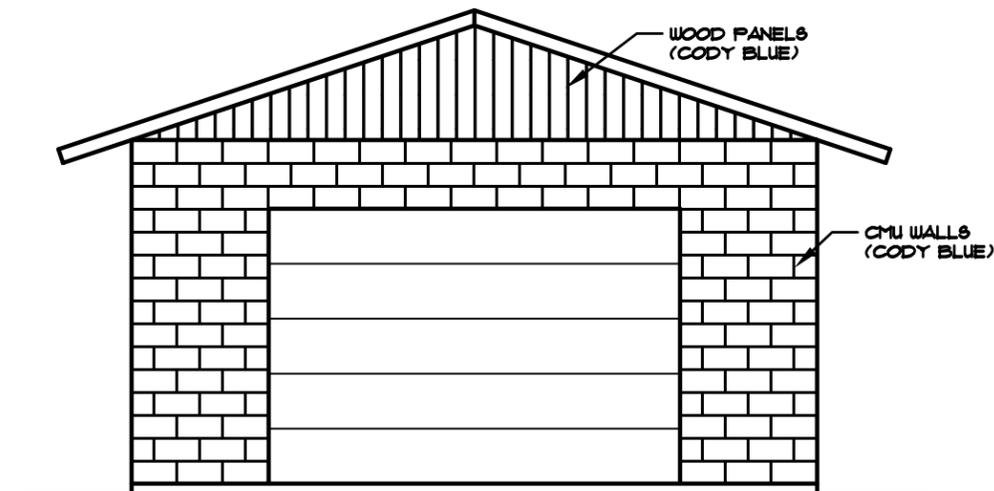
CITY OF CODY
Rec. Department
Cody, WY 82414

Sheet Title:
FLR & FND PLAN

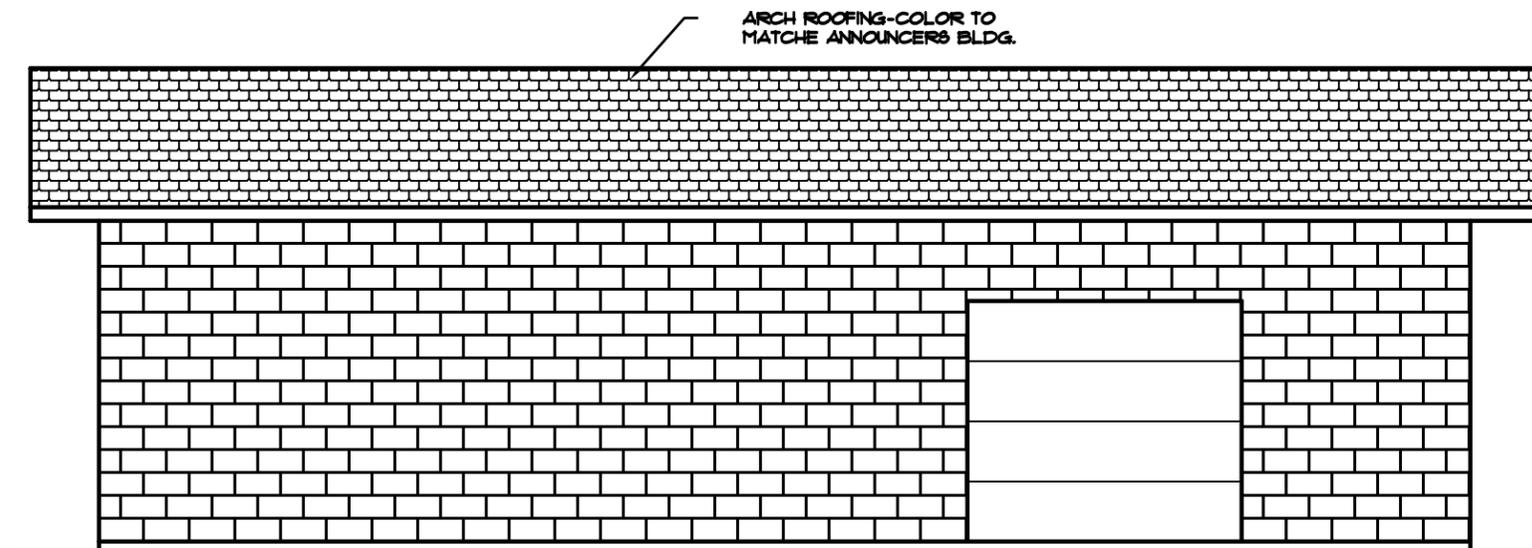
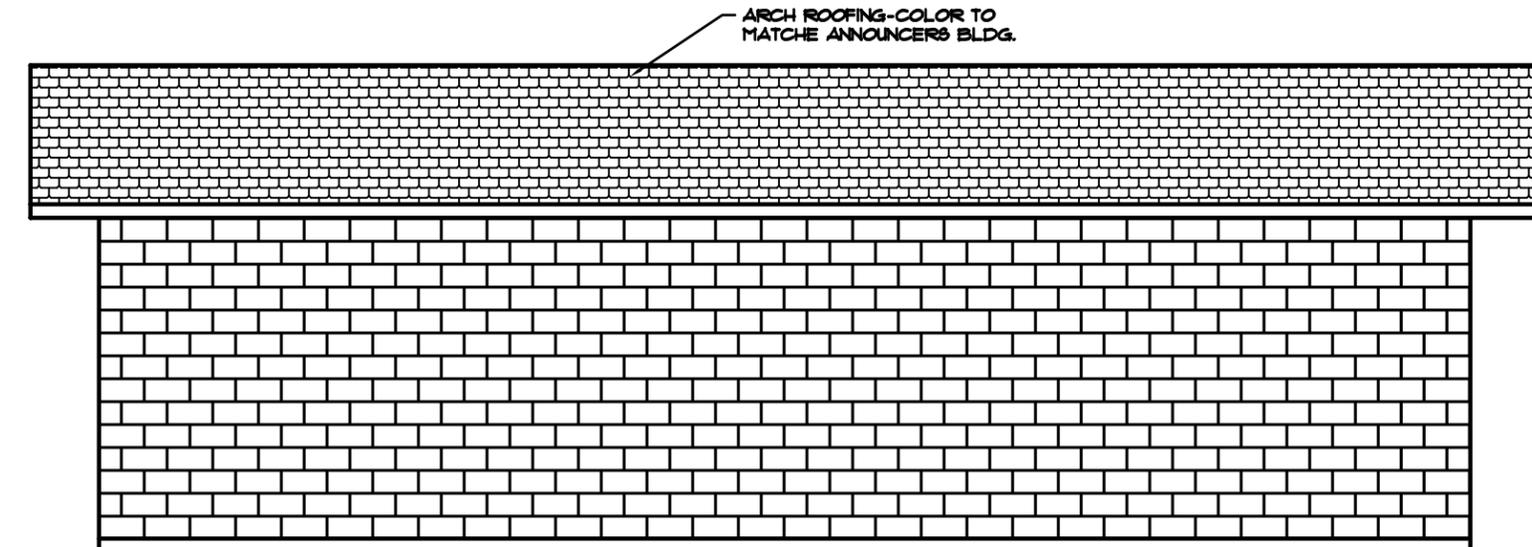
Sheet Number:
A1
Page:
1 of **3**



NORTH ELEVATION
SCALE: 3/16"=1'-0"



SOUTH ELEVATION
SCALE: 3/16"=1'-0"



EAST & WEST ELEVATIONS
SCALE: 3/16"=1'-0"

JRT CONSTRUCTION
 BUILDING A BETTER WYOMING
 JIM TALICH
 TALICHCONSTRUCTION@YAHOO.COM
 50 SUGAR BARS DR. 3075672545
 CODY, WY 82414 3072504998

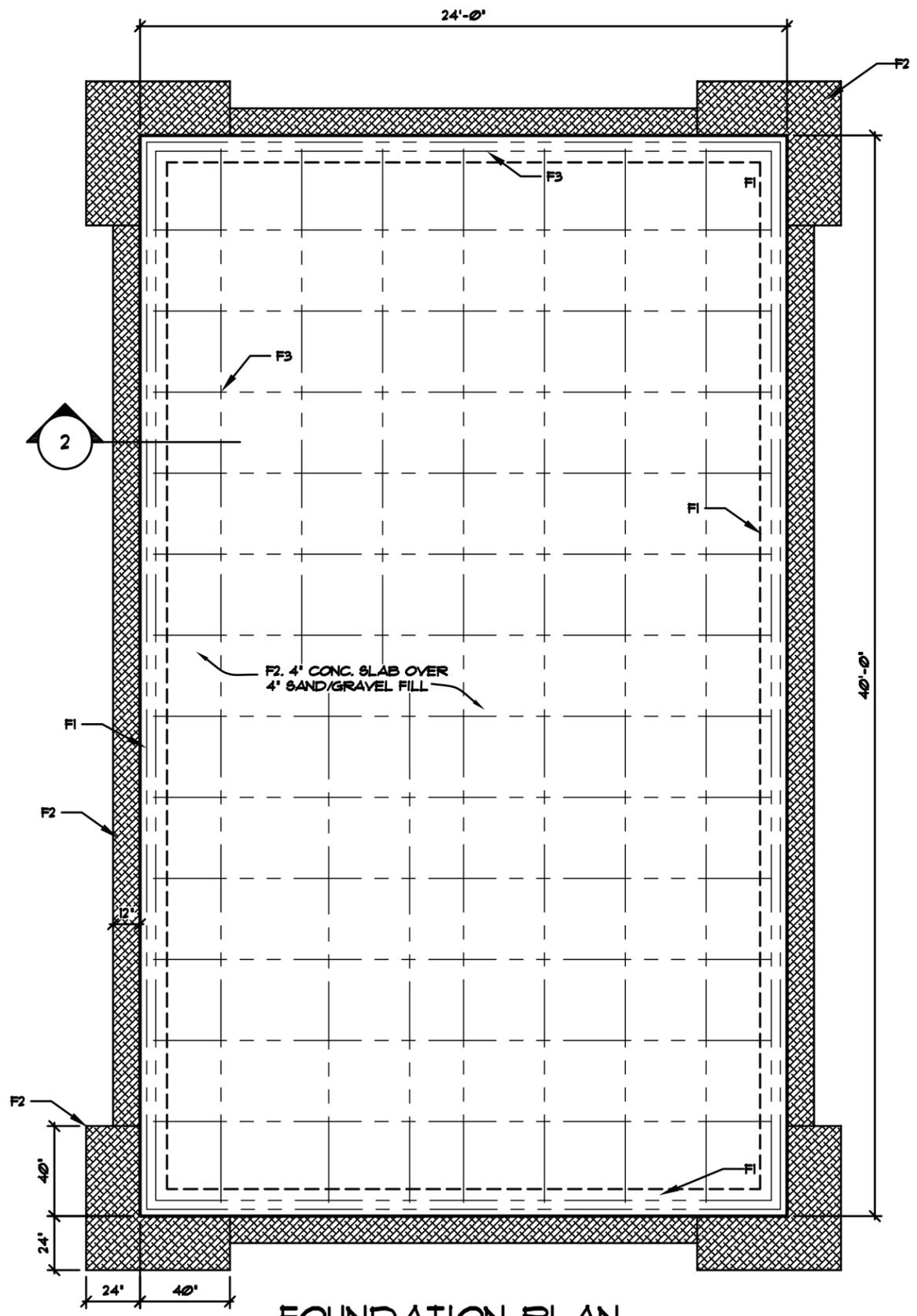
Drawings by
Mountain States Consulting
 2881 Hwy 120
 Cody, Wyoming 82414
 (307) 587-2727

Issue Date: **5-3-12**
 Proj. # **1210**
 Drwn. By: **GPG**

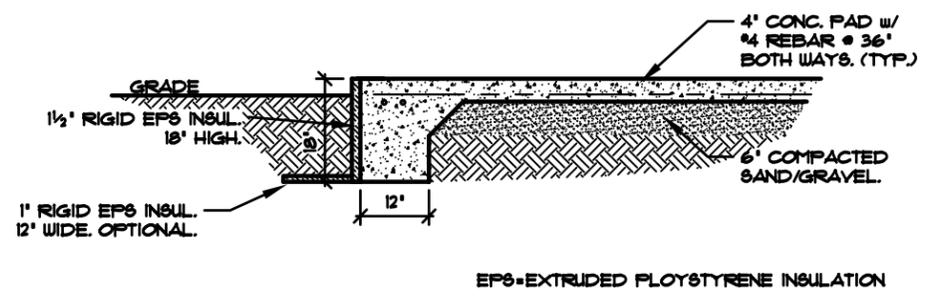
CITY OF CODY
 Rec. Department
 Cody, WY 82414

Sheet Title:
ELEVATIONS

Sheet Number:
A2
 Page:
2 of **3**



FOUNDATION PLAN
SCALE: 3/16"=1'-0"



2 FND. FTG. SECTION (TYP.)
SCALE: NTS

FND. SCHED.

- F1. 12"x18" CONC. FTG. w/ 2 #5 REBAR CONT.
- F2. EXTRUDED POLYSTYRENE INSULATION (OPTIONAL).
SEE DETAIL THIS FG.
- F3. 4' CONC. PAD WITH w/ #4 REBAR @ 36" O.C.
BOTH WAYS. TYP.

JRT CONSTRUCTION
 BUILDING A BETTER WYOMING
 JIM TALICH
 TALICHCONSTRUCTION@YAHOO.COM
 50 SUGAR BARS DR. 3075672545
 CODY, WY 82414 3072504998

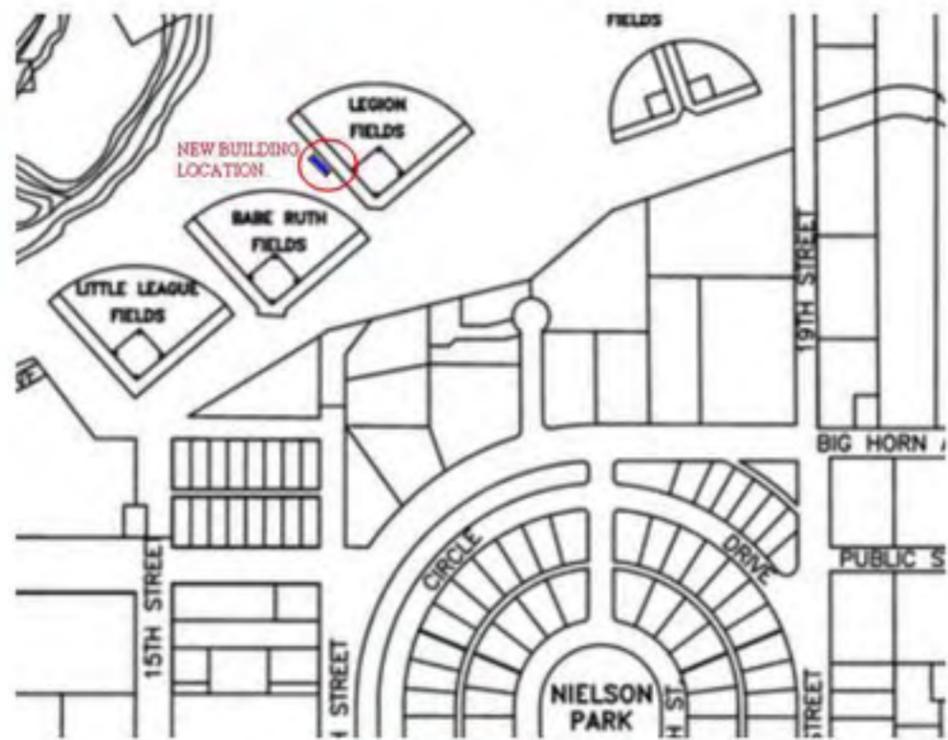
Drawings by
Mountain States Consulting
 2831 Hwy 120
 Cody, Wyoming 82414
 (307) 587-2727

Issue Date: **5-3-12**
 Proj. # **1210** Drwn. By: **GPG**

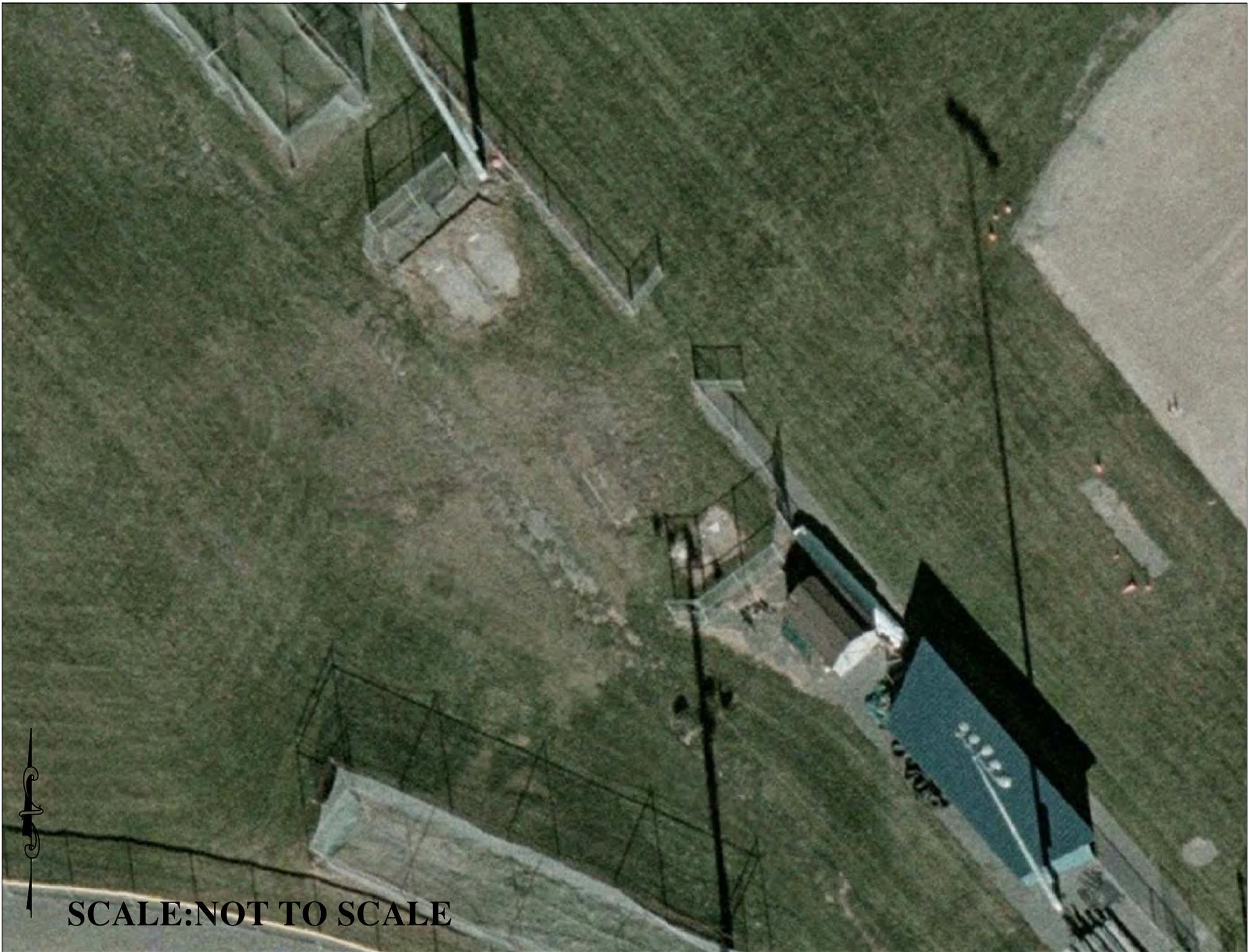
CITY OF CODY
 Rec. Department
 Cody, WY 82414

Sheet Title:
FOUNDATION

Sheet Number:
51
 Page:
3 of **3**



AREA SITE PLAN



SCALE:NOT TO SCALE

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

MEETING DATE:	MAY 22, 2012	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	VFW PATIO/ROOM ADDITION AND PARKING VARIANCE SPR 2012-20 AND VAR 2012-01	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

The Veterans of Foreign Wars Post 2673 (VFW) has submitted an application for an addition to the north side of their existing building at 808 12th Street. Initially the addition will only consist of a 15' by 28' patio with an exterior railing. In time, the patio would be enclosed with walls and a roof. The applicant is asking for approval of both phases of construction. While the existing building is light stucco with a blue metal roof, the addition is proposed to have cedar-style siding and a blue metal roof and fascia. The color of the siding is not indicated.

The intent of the addition is to serve as a "smoking area" for the facility, allowing the rest of the building to go "smoke free". A modification to the liquor license will be considered by the City Council, to allow the area to also be a liquor serving area. A site plan and drawing of the addition are attached. The site plan and drawings are not entirely consistent in dimensions and location. The addition would actually be inset about two feet from the east side of the building, so that the stucco quoins on the northeast corner of the building can remain. The correct width of the proposed addition is approximately 28 feet, not 32 feet as shown on the floor plan.



REVIEW CRITERIA:

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.

The proposal is not within the downtown architectural district.

Section 9-4-3 is as follows:

At the time of the erection of a structure or the establishment of a use, there shall be provided and thereafter maintained off-street parking facilities to accommodate the motor vehicles used by the occupants, customers, clientele and employees of such structure or use. Such off street parking spaces shall be used exclusively for off street parking purposes. Such off street parking shall be upon the premises served. For any structure or use enlarged or increased in capacity, additional parking facilities shall be required only for such enlargement or increase.

STAFF COMMENTS:

The surrounding area is as follows:

<i>DIRECTION</i>	<i>EXISTING USE</i>	<i>ZONING</i>
North	Residential houses across Salsbury Avenue	Residential B
East	Bed and Breakfast Inn	Residential B
South	Cody Country Printing	D-2 General Business
West	Residential houses across 12 th Street	Residential B

Architecture:

As far as the architectural compatibility, the blue metal roof and fascia will match well with the existing blue metal roof and awning on the existing building. The commercial scale and style of the building makes it difficult to consider the residential architecture of the surrounding structures.

The patio phase involves adding a door and rail, which does not have much architectural impact. The enclosure of the area as designed will definitely appear as an addition. Use of matching stucco would help, although it is not known if this issue is a concern.

The P&Z Board will need to determine if the proposed materials and colors are suitable.

Landscaping:

One tree and some grass will need to be removed. No new landscaping is proposed.

Storm Water Plan:

No storm water plan has been submitted at this time. The existing storm water plan for the facility has a drain pit just north of the proposed addition, which the addition may also be able to utilize. It is proposed that the official storm water plan (engineer calculations) not be required until such time as the patio would be enclosed. The timing of submittal is acceptable to staff, as it is technically the building that triggers the review, not the installation of a concrete slab.

Parking:

The addition constitutes a public assembly area without fixed seats. Parking is based on the size of the bar area, restaurant area, and other public assembly area. Staff calculates that the addition would trigger the requirement for 9.3 additional on-site parking spaces. **The applicant's calculation of 7 spaces was based on 1 space per 65 square feet**, while the requirement is actually 1 space per 45 square feet. The total public assembly area is going from 6300 s.f. to 6720 sq. ft.. The existing facility would be required to have 158 on-site parking spaces under the current parking ordinance. Only 32 on-site parking spaces are provided. The applicant has requested a variance to the additional parking required.

Procedurally under Section 9-4-11 of the City Code, the Planning and Zoning Board is to consider the variance and make a recommendation on the matter to City Council.

Lighting

No exterior lighting is proposed on the plan. If lighting is provided, it should be required to be the downward/cutoff style.

Building/Fire Code

The fire marshal has indicated that the enclosed addition will require alterations and additions to the existing fire sprinkler system. The plans must be submitted for review and approval by the fire marshal.

Neighborhood Compatibility

The proposal is a permitted use in the D-2 zone in which the property is located. That being said, it is hoped that the VFW will continue to be a good neighbor, particularly during the open patio phase of the addition, by limiting noise impacts. Staff met with the Inn owners during a site visit to the facility and they did not have concerns about the **patio or addition, so long as the VFW continued to be a "good neighbor"**.

Related to compatibility is the buffer and screening requirement between commercial development and adjacent residential zoning. Staff has interpreted the requirement for a **15' wide landscape strip and view**-obscuring fence to not be applicable, due to the city owned alley separating the VFW from the Residential B zoning (Bed and Breakfast). The requirement is applicable when the commercial zoning and residential zoning are **"adjacent"**. The zoning map shows City alleys as not zoned.

ATTACHMENTS:

Application.
Site Plans.

ALTERNATIVES:

Approve or deny the site plan and make a recommendation to City Council on the parking variance.

RECOMMENDATION:

If the Planning and Zoning Board is agreeable to approving the site plan application, it is recommended that it be subject to following.

1. Approval of the site plan is subject to City Council approval of the parking variance.
2. A storm water and grading plan meeting City storm water policy must be submitted for review and approval with the building permit for the enclosed structure. Installation of the storm water control will need to be inspected and certified by the engineer, in writing, that it was built as designed.
3. The project must otherwise comply with the submitted site plan and applicable building, fire, and electrical codes, including fire sprinkler requirements. A building permit application is required.
4. The project must be completed by May 30, 2015, or Planning and Zoning Board approval of any uncompleted construction will expire.



**PLANNING, ZONING AND ADJUSTMENT BOARD
COMMERCIAL SITE DEVELOPMENT APPLICATION
FOR LANDSCAPING, ARCHITECTURAL & SIGN PLANS**

STAFF USE
File: <u>SPR 12-20</u>
P&Z Invoice: <u>414-1</u>

Applicant's Name: VFW Post 2673 Business Name: VFW Post 2673
 Applicant's Address: 808 12th St City: Cody State: WY Zip: 82414
 Phone: 307-587-3671 Cell: _____ Fax: _____ Email: vfwpost2673@gmail.com
 Property Owner's Name: VFW Post 2673
 Property Owner's Address: 808 12th St. City: Cody State: WY Zip: 82414
 Project Address: 808 12th St Cody Zone: _____
 Legal Description: _____
 Description of Proposal and Proposed Use of Project: Install an attached 15'x28' patio with rails with future addition of roof and screened walls. Purpose is to allow people to drink and smoke as the post is going non-smoking.
 Estimated Construction Start Date: May 1st 2012
 Representative Attending P&Z Meeting: Brad Nielsen (254-1637) RJ Ludwick (397-3095)

Signature of Property Owner: *Brad Nielsen* 5/11/12
Signature Date

The Planning, Zoning and Adjustment Board meets the 2nd and 4th Tuesday at 12:00 noon at the City Hall Council Chamber.

Twelve (12) copies of the application, plans, and any other information folded into 8-1/2" x 11" size AND A digital file containing PDFs of each document must be submitted to Planning Department by 4:00 PM. Please see submittal Date and Fee schedule included in this document.

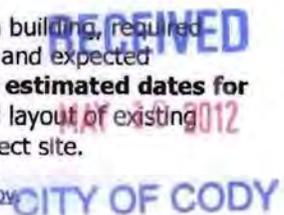
The **Architectural & Landscape plan** should be incorporated into the Site Development Plan required for a building permit. It must be dimensioned to scale.

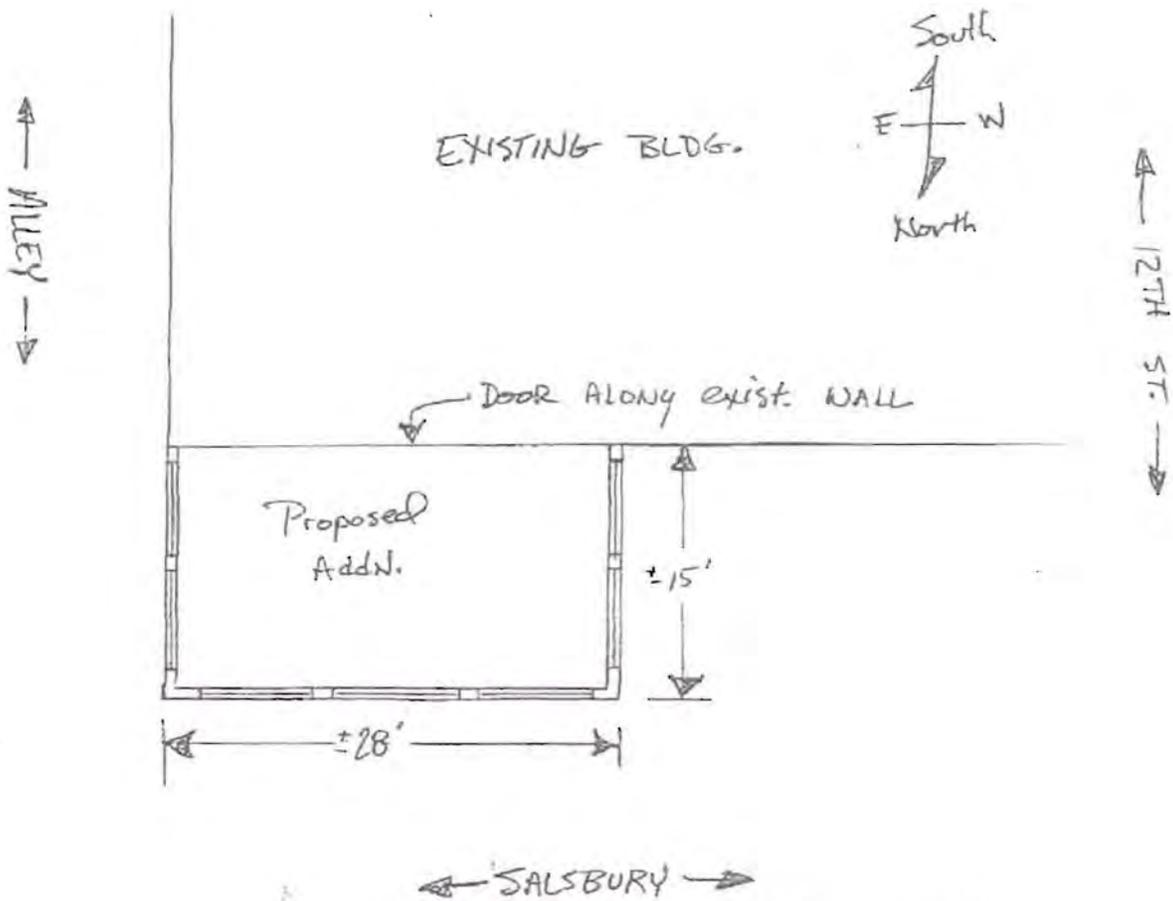
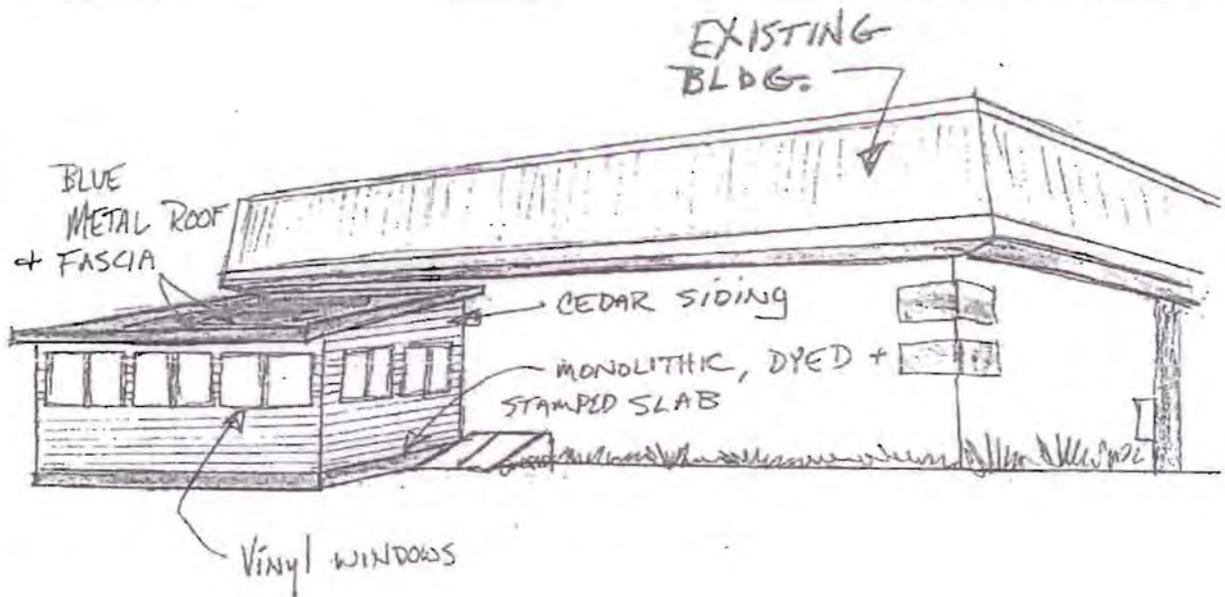
1. Please include all of the following Architectural components:

- Provide elevation views of each building face to illustrate scale, materials, color and roof lines including dimensions.
- Indicate lot lines, setbacks, easements and rights of way. Include a vicinity map with vicinity information describing surrounding land use, structures and zoning.
- Show parking layout (pavement limits, curb and gutter), pedestrian circulation and onsite parking with ADA compliance. Include information to support number of parking spaces provided and how it satisfies the city code requirement.
- Identify fencing on site (location, height, materials).
- Identify the site access points with dimensions.
- Depict the general site lighting techniques (please provide location, size, type of lighting, and cut sheets).
- Show the general grading and drainage scheme. Identify the location of drainage facilities and drainage basins. **Drainage computations must be supplied with all commercial applications.** Identify the direction of flow onsite, buildings and types of surface improvements. All drainage reports must be stamped by a PE.

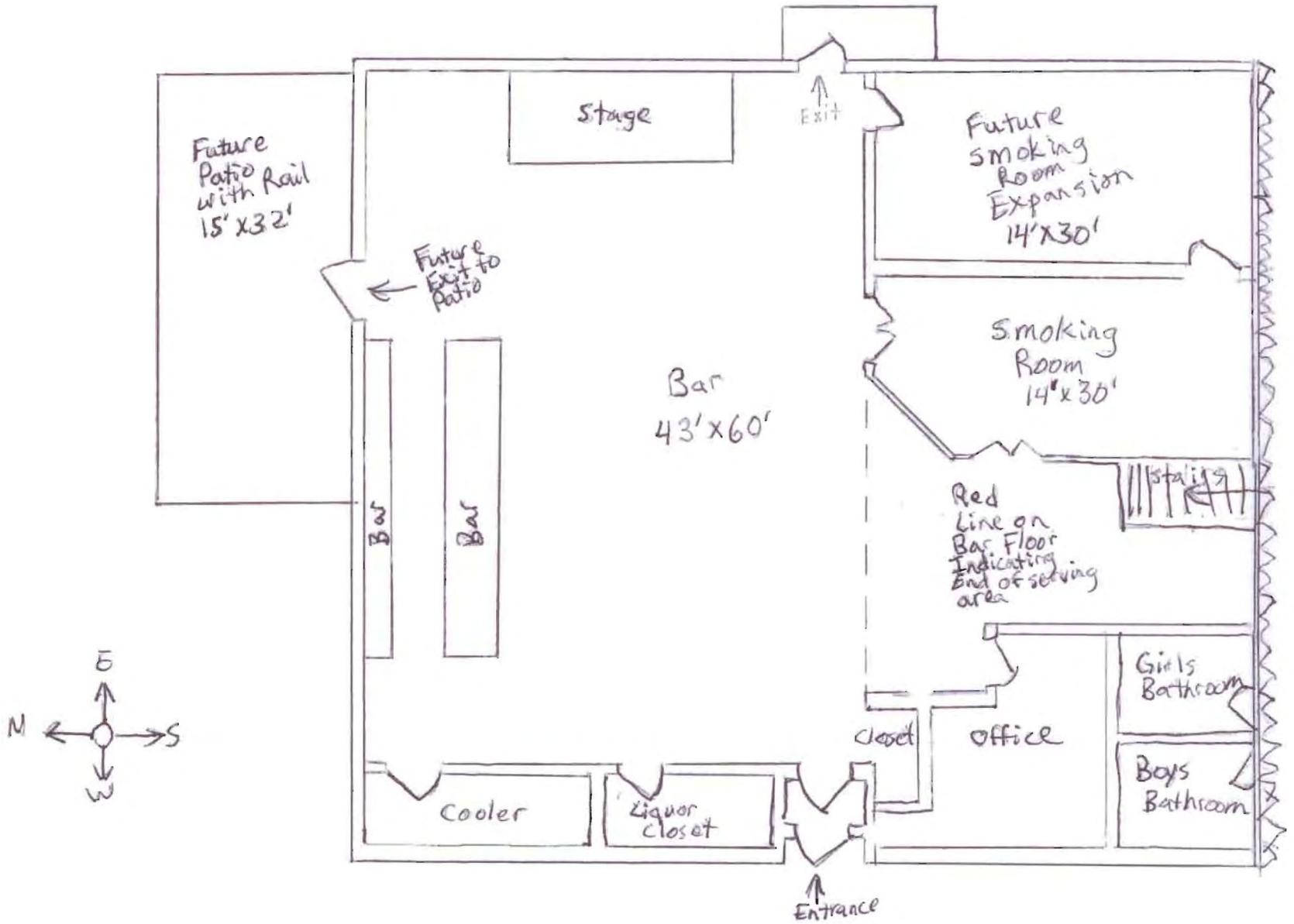
2. Please include all of the following Utility components:

- Identify all existing and proposed water, sanitary sewer, storm water, electrical power, raw water, gas, telephone and cable utility lines.
- Provide specific electrical information - new service entrance size (in amps) and location on building, required service voltage, three phase or single phase service, electric load size-total connected load and expected coincident load, underground or overhead service to building(s), transformer location, and **estimated dates for temporary and permanent service** installations. On the site plan, include locations and layout of existing electrical power lines, electrical equipment and utility easements on or adjacent to the project site.





Not To Scale



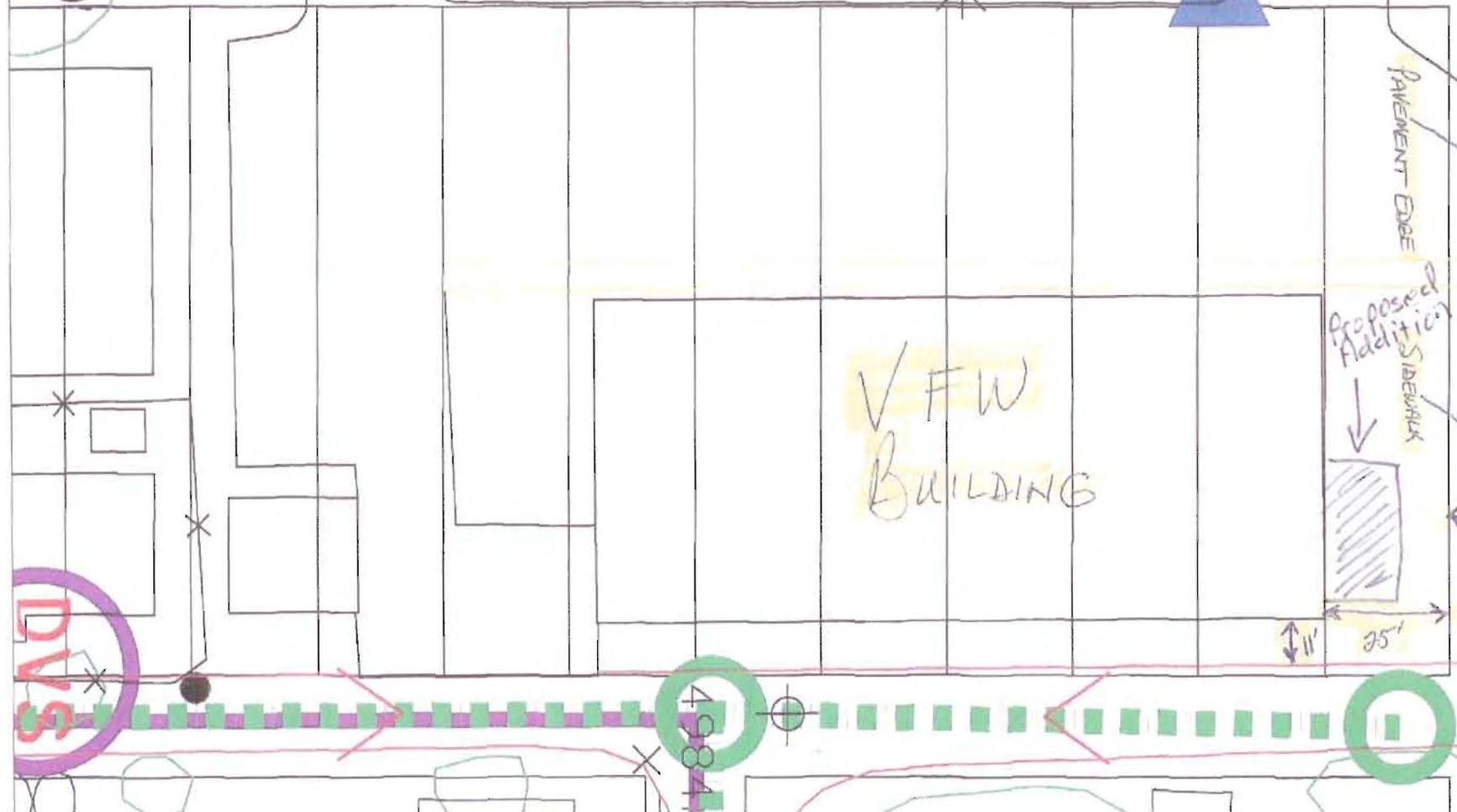
SCALE: 1" = 30'



- 1) Council Alcohol permit Review.
- 2) P & Z Review
- 3) Building Dept. Review.

12TH ST.

D-2



PAVEMENT EDGE

Proposed Addition

VFW BUILDING

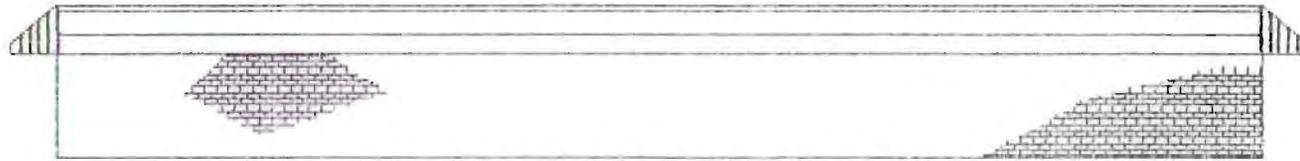
DVS

4884

11'

25'

11'



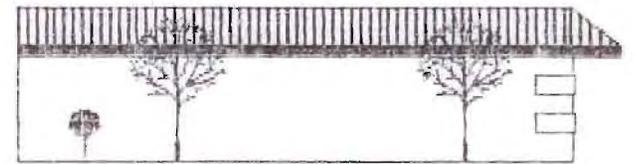
EAST ELEVATION

1/4" = 1'-0"



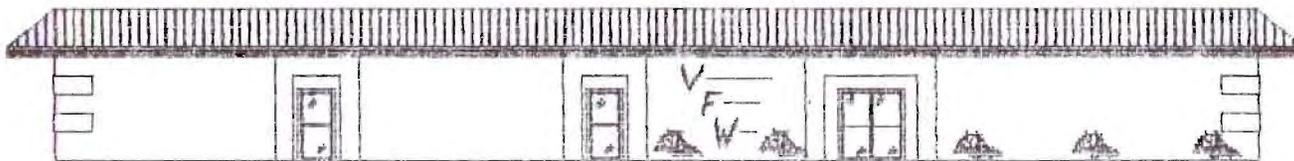
SOUTH ELEVATION

1/4" = 1'-0"



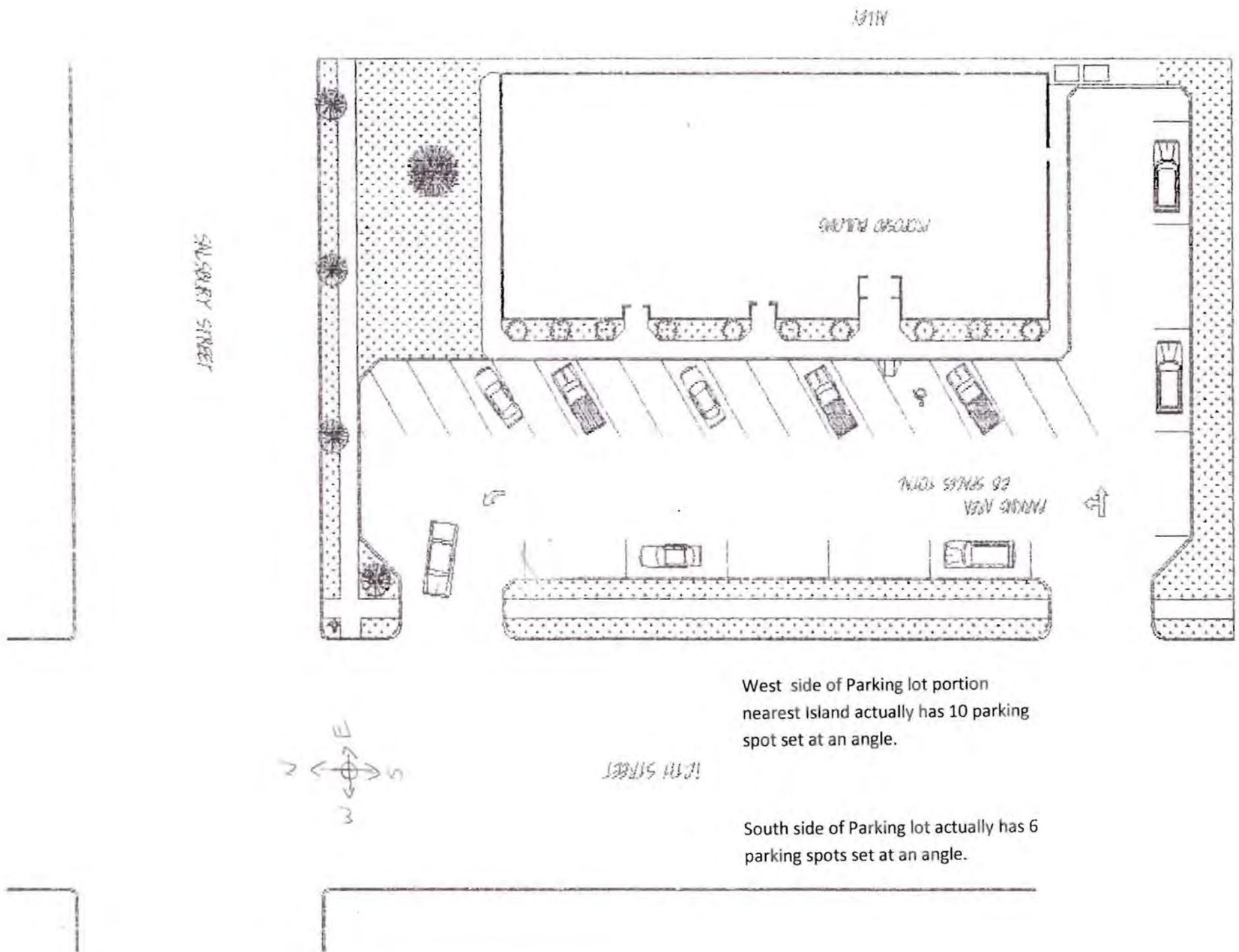
NORTH ELEVATION

1/4" = 1'-0"



WEST ELEVATION

1/4" = 1'-0"



West side of Parking lot portion nearest Island actually has 10 parking spot set at an angle.

South side of Parking lot actually has 6 parking spots set at an angle.

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

MEETING DATE:	MAY 22, 2012	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	MOBILE HOME AT 2920 E. CARTER AVE SUP 2012-04	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Jim and Carolyn Heberlein desire to place a 1995 single-wide mobile home at 2920 E. Carter Avenue. They have entered into a contract to purchase the property. Earlier this month the current owner removed a 1973 single-wide mobile home in preparation of the property transfer. The 1995 mobile home would be located in the same location where the 1973 mobile home was located.

1973 Mobile Home on Property:



REVIEW CRITERIA:

The property is in the Residential B zone, which generally allows single-family dwellings. Mobile homes (single-wide units as defined in the zoning ordinance) and manufactured homes (double-wide units) are single-family dwellings. However, Section 10-7C-7, states, "Only new construction consisting of conventional site built or manufactured single-family dwellings, or alternations of existing construction are permitted." This appears to require that the dwellings be of new construction. It also appears that a mobile home (single-wide) may not be permitted because it is not a manufactured home (double-wide).

STAFF COMMENTS:

The zoning ordinance is not entirely consistent or clear on the use of single-wide mobile homes. Nevertheless, if the Board agrees that the 1973 mobile home unit was a nonconforming situation, that the proposal is less non-conforming than what recently existed, and that the nonconforming status can be transferred to the new mobile home, then they can make a determination that the proposal can be permitted.

Until the nonconforming section of the zoning ordinance and the mobile home/manufactured home provisions can be clarified, staff would like to follow this procedure, with P&Z Board review, for this and any similar proposals.

The 1995 mobile home is an improvement and compatible with the immediate neighborhood. The property is across the street from older mobile homes and next door to another mobile home.

ATTACHMENTS:

Applicant's letter.

RECOMMENDATION:

While based more on policy than language in the ordinance, it is recommended that the Board approve the proposal. A building permit is required.

May 18th 2012

To the Planning, Zoning & Adjustment Board,

We, Jim and Carolyn Heberlein, are in the process of purchasing property at 2920 East Carter Ave. There was a 1973 16x79 mobile home that was taken off of the property so that when the purchase was made final we could move our 1995 16x80 mobile home onto it. Our real estate agent informed us that everything was okay for the mobile home to be placed onto the property but when we went to the planning and zoning office we were told that we needed to type up this letter to inform you of our intentions. We are aware that there may be certain requirements for us to be able to make this happen and we intend to meet each of those requirements whatever they may be. We will have all work done professionally and will pass all inspections if you decide in our favor and allow us to go through with moving our home to this address.

We thank you for your time and consideration,

Jim and Carolyn Heberlein





**PLANNING DEPARTMENT
SIGN PLAN REVIEW APPLICATION
Title 10 Chapter 15 of the Municipal Code**

STAFF USE	
File:	SGN 12-19
P&Z Invoice:	126-13
Approved:	<i>[Signature]</i>
Date:	5/16/12

Applicant's Name: MTK Custom Wood Business Name: LINEAR
 Applicant's Address: 426 West Yellowstone Ave City: Cody State: WY Zip: 82414
 Phone: _____ Cell: 307-899-2842 Fax: _____ Email: mikekelly39@hotmail.com
 Property Owner's Name: Keneo
 Property Owner's Address: Same City: _____ State: _____ Zip: _____
 Project Address: Same Legal Description: L+1 Allow Sub. Zone: _____
 Total current area of Signage in Square Feet: _____ Proposed Area of Signage in Square Feet: _____
 Overall Area of Signage in Square Feet: _____ Licensed Contractor or Sign Installer: _____

- Type of Sign: Attached Wall Freestanding Marquee Projecting Awning
 Suspended Banner Inflatable Flag Monument
 Bulletin Real Estate Joint Directory Billboard A-Frame
 Temporary Other - _____

Location: On-Premise Off-Premise
 Description of Proposal: Place 4' x 10' sign on both sides of existing power sign

Signature of Property Owner: [Signature] MCKBLC Member, May 4, 2012
 Signature Date

Please Select the Appropriate Sign Type:

- | | |
|---|---------|
| <input type="checkbox"/> Off Premise, Temporary A-Frame Sign Plans: | No Fee |
| <input checked="" type="checkbox"/> Flush, Wall Mount without Electricity Sign Plans: | \$25.00 |
| <input type="checkbox"/> Sign Plans with Electrical, Requiring Base Structure or Projecting Sign Plans: | \$50.00 |

Each application for a sign review shall be accompanied by a review fee as set forth by Title 10, Chapter 15 of the city code. Applicants are encouraged to arrange a pre-submittal meeting to ensure a complete submittal. Re-submittal of any application will result in additional fees.

MATERIAL REQUIRED FOR SUBMITTAL & REVIEW

- Two (2) drawings containing plans and specifications which indicate the method of construction and anchoring to the building or ground; the total area of the proposed sign in square feet; the height of the proposed advertising structure from ground level.
 ***In many cases two (2) color renderings of all existing & proposed signs with dimensions and a detailed written description of proposed construction materials and installation procedures will suffice.
- A site plan which identifies:
 - The location of all exterior signs existing or proposed for the premise.
 - Building elevations with signs depicted.
 - Sign Elevations must indicate overall and letter/figure dimensions
 - Colors, materials and illumination for each sign
- Letter(s) of authorization from the property owner(s) if applicable.

Please provide additional information pertaining to specific sign type as requested on the back of this form.

PERMA LETTER

SIGNS OF ALL KINDS

PH: 252-1102

FX: 252-0209

www.permaletter.com

1105 4th Ave. North

Billings, MT 59101

Carla Huff

Lead Designer

 Cody Logos'12.



© DESIGNS COPYRIGHT 2011 WHENEVER APPLICABLE - ALL RIGHTS RESERVED

Thanks, Carla

*Quoted prices are for specific designs. Changes in materials or design time will affect the final price.
Promised delivery or deadlines are based on conditions at the time of the promise. Delayed approval of
designs or authorization to begin the project will impact the completion date.*



PLANNING DEPARTMENT
SIGN PLAN REVIEW APPLICATION
Title 10 Chapter 15 of the Municipal Code

STAFF USE	
File:	<u>5/11/12</u>
P&Z Invoice:	<u>57-29</u>
Approved:	<u>[Signature]</u>
Date:	<u>5/11/12</u>

Applicant's Name: LESTER HAZEL Business Name: CODY ELECTRIC INC
 Applicant's Address: 1814 CENTRAL AVE City: CODY State: WY Zip: 82414
 Phone: 307-587-9350 Cell: 307-272-9350 Fax: 307-587-8255 Email: codyelect@tritel.net
 Property Owner's Name: LESTER HAZEL
 Property Owner's Address: 19 BRANDING IRON TR City: CODY State: WY Zip: 82414
 Project Address: 1814 CENTRAL AVE Legal Description: _____ Zone: _____
 Total current area of Signage in Square Feet: 56 Proposed Area of Signage in Square Feet: 32
 Overall Area of Signage in Square Feet: 32 Licensed Contractor or Sign Installer: _____

- Type of Sign: Attached Wall Freestanding Marquee Projecting Awning
 Suspended Banner Inflatable Flag Monument
 Bulletin Real Estate Joint Directory Billboard A-Frame
 Temporary Other - _____

Location: On-Premise Off-Premise
 Description of Proposal: We want to remove the signs existing on rear of building and front over door to one sign in front of building to update building and do repairs. Sign in "Platinum" and "Misty Moore"
 Signature of Property Owner: _____

Signature Date

Please Select the Appropriate Sign Type:

- | | |
|---|---------|
| <input type="checkbox"/> Off Premise, Temporary A-Frame Sign Plans: | No Fee |
| <input checked="" type="checkbox"/> Flush, Wall Mount without Electricity Sign Plans: | \$25.00 |
| <input type="checkbox"/> Sign Plans with Electrical, Requiring Base Structure or Projecting Sign Plans: | \$50.00 |

Each application for a sign review shall be accompanied by a review fee as set forth by Title 10, Chapter 15 of the city code. Applicants are encouraged to arrange a pre-submittal meeting to ensure a complete submittal. Re-submittal of any application will result in additional fees.

MATERIAL REQUIRED FOR SUBMITTAL & REVIEW

- Two (2) drawings containing plans and specifications which indicate the method of construction and anchoring to the building or ground; the total area of the proposed sign in square feet; the height of the proposed advertising structure from ground level.
*****In many cases two (2) color renderings of all existing & proposed signs with dimensions and a detailed written description of proposed construction materials and installation procedures will suffice.**
- A site plan which identifies:
 - The location of all exterior signs existing or proposed for the premise.
 - Building elevations with signs depicted.
 - Sign Elevations must indicate overall and letter/figure dimensions
 - Colors, materials and illumination for each sign
- Letter(s) of authorization from the property owner(s) if applicable.

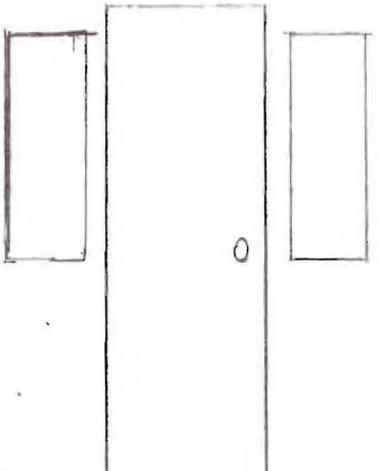
Please provide additional information pertaining to specific sign type as requested on the back of this form.

60'

10'

8'

4'



CODY
ELECTRIC
SALES - SERVICE
COMMERCIAL • RESIDENTIAL



X LIGHT - 2-28W LED LAMPS

SIDEWALK