

CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
TUESDAY, OCTOBER 09, 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 September 25, 2018 regular meeting.
6. NEW BUSINESS:
  - A. Minor Commercial Review for Windsor Castle Daycare located at 1827 Stampede Avenue.
  - B. Discuss the proposal to amend the Trailhead P.U.D. plan relating to Accessory Dwelling Units.
7. P & Z Board matters (announcements, comments, etc.)
8. Council Update
9. 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, September 25, 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, September 25, 2018 at 12:00 pm.

Present: Heidi Rasmussen, Chairperson; Buzzy Hassrick; Sandi Fisher; Erynne Selk; Kayl Mitchell; Curt Dansie; Todd Stowell, City Planner; Sandra Kitchen, Deputy City Attorney; Utana Dye, Certified Engineering Technician II, GISP

Absent: Richard Jones; Curt Dansie; Glenn Nielson, Council Liaison.

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 Sandi Fisher to approve the agenda for September 25, 2018. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Erynne Selk, to approve the minutes from the August 28, 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 WyOld West taproom located at 1022 13th Street.

Kayl Mitchell made a motion seconded by Erynne Selk, to approve the WyOld West taproom signs located at 1130 Sheridan Avenue. Vote on the motion was unanimous, motion approved.

B. Todd Stowell presented a fence height request (5' cedar fence in front side yard) for 3114 Twin Creek Trail Avenue.

Buzzy Hassrick made a motion seconded by Sandi Fisher, to approve that the height of 5 feet be authorized for the replacement fence located at 3114 Twin Creek Trail Avenue with the condition that the fence must be installed to the south of the 10-foot city utility easement. A fence permit from the building official is required. Vote on the motion was unanimous, motion approved.

C. Todd Stowell presented the site plan review for the Coffee Station proposed by Rocky Mountain Development located at 919 16th Street, noting some updates since the staff report was written (building to west is not a residence as thought—storage only; park strip landscaping to be negotiated separately; fence to remain along alley, except at exit; Public Works is asking for bollard next to power pole.) Harold Musser provided photos and information about the parking situation and the occupancy of property to west.

Erynne Selk made a motion seconded by Buzzy Hassrick, to approve the updated site plan presented at the meeting and the architectural plans for the Coffee Station located at 919 16th Street, with staff recommendations 1-9 as stated and outlined by Legal Counsel. Staff recommendations are adjusted as

follows: Remove from staff recommendation #2 the language “paint the front of the “through” parking spaces”, and “add the fence along the drive thru”. Remove and replace recommendation #8 with “A bollard is to be installed by the power pole near the exit to the alley”, and add item #9 “The three (3) west parking spaces on the north side of the property are to be designated as compact car parking only.” Vote on the motion was unanimous, motion carried.

P & Z Board Matters – None

Council Updates – None

Staff Items – None

Kayl Mitchell made a motion seconded by Erynne Selk 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 12:50 p.m.

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Utana Dye, Certified Engineering Technician II, GISP

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

<b>MEETING DATE:</b>	OCTOBER 9, 2018	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	LANDSCAPE AND ARCHITECTURAL REVIEW: WINDSOR CASTLE DAYCARE ADDITION. SPR 2018-21	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Gail Construction has submitted an application for a project at the Windsor Castle Daycare, located at 1857 Stampede Avenue. The project involves a 20-foot by 25-foot addition to replace a former addition that was apparently done about 1986.

According to the applicant, the capacity of the daycare is not changing as a result of the addition (permitted for 46 children). The area is used for the preschool class.



Existing Building (Addition at back):



**REVIEW CRITERIA:**

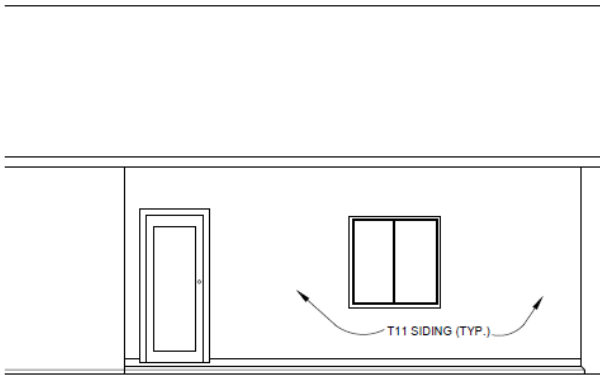
The proposal is located in the General Business (D-2) zoning district. Pursuant to 10-10B-4 of the City of Cody Code, "all structures within the district shall be architecturally compatible. Architectural and landscaping plans shall be submitted to the planning and zoning commission for approval."

In addition, any applicable development standards must be met.

**STAFF COMMENTS:**

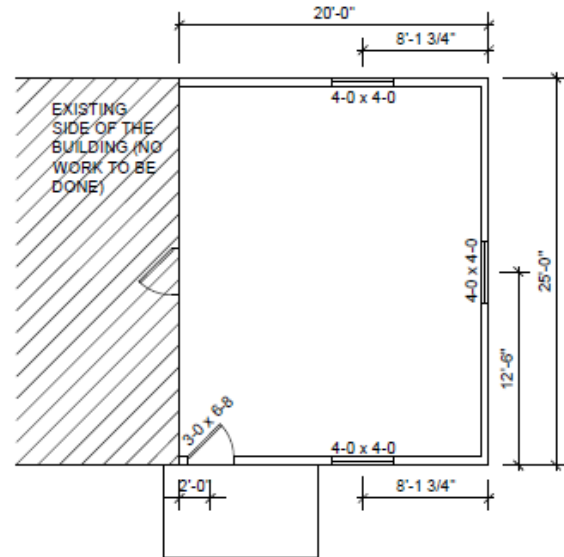
Architecture:

The architecture of the proposed addition will match the existing building where it is being attached. Siding is T-111 and the roofing is typical asphalt shingles. Roof pitch will now match the rest of the building.



3a EAST ELEVATION  
SCALE: 1/4" = 1'-0"

It is noted that due to building/fire code requirements, the window shown on the west side of the building will likely not be installed.



1b FLOOR PLAN  
SCALE: 1/8" = 1'-0"

While the proposed architecture does not include any enhancements, other than some variation provided by the entry door and windows, it is coordinated with the rest of the building.

Landscaping:

The addition will not result in removal of any landscaping. No grass, trees, shrubs, or existing screenings are affected. There are two trees along Stampede Avenue that will remain. As the addition does not increase the size of the building, no additional landscaping is triggered. It is suggested that the property owner do some ongoing weed control, as weeds and grass have infilled the gravel areas along the front and sides of the property.

Storm Water:

The amount of impervious surface is not being modified by the project, so no drainage plan was required.

Parking:

The number of children authorized is not being increased, so there is no parking analysis required. It is noted that the existing parking situation does not meet current parking requirements.

Utilities:

No new city utility connections are proposed.

Lighting:

Lighting details have not been provided. The only new exterior light fixture will be at the exit door. Provided it is full cut off, or not more than 800 lumens (60 watt incandescent or equivalent), there should be no glare impacts to neighbors. Staff will verify exterior lighting with the building permit.

Signage:

No new signage is proposed.

**ATTACHMENTS:**

Application materials.

**ALTERNATIVES:**

Approve or deny the proposal, with or without changes.

**RECOMMENDATION:**

Approve the project as proposed, subject to the exterior lighting meeting the limits mentioned in the staff report.

**CITY OF CODY  
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STAFF REPORT**

<b>MEETING DATE:</b>	OCTOBER 9, 2018	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	
<b>SUBJECT:</b>	AMEND THE TRAILHEAD P.U.D. PLAN RELATING TO ACCESSORY DWELLING UNITS.	RECOMMENDATION TO COUNCIL:	X
<b>PREPARED BY:</b>	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

**BACKGROUND AND PROPOSAL:**

On June 21, 2018, the Planning and zoning Board made a recommendation to City Council that would clarify the City code as it relates to Accessory Dwelling Units (ADUs) in Planned Unit Developments (PUDs). The proposed language would simply state that *"ADUs are not permitted on any lot within a Planned Unit Development, unless the approved PUD plan specifically states that an ADU is permitted on that lot."* After passing the ordinance on the first of three readings, the City Council has continued to table the ordinance while we have attempted to get more feedback from the Trailhead Homeowner's Association (HOA) on their desires as it relates to the ordinance and ADUs in general. While some feedback has been received, it is evident that only a handful of lot owners have been involved in the discussion.

In an effort to get the most feedback possible, staff would like to send a postcard "ballot" to all property owners in the Trailhead PUD asking questions about their preferences, in the context of a proposal to amend the Trailhead Planned Unit Development Plan.

This is the draft ballot:

IMPORTANT—TRAILHEAD VOTE

The Cody City Council will hold a public hearing at their 7:00 p.m. meeting on Nov. 6, 2018 in the City Council Chambers (1338 Rumsey Ave.) to consider if the Trailhead Planned Unit Development Plan should be amended to permit Accessory Dwelling Units—e.g. apartment over the garage, a tiny home in the backyard, or basement apartment. Please complete and return the following "ballot" to City Hall by Oct. 26, 2018. Each lot has one vote. Questions call (307) 527-3472.

Should Accessory Dwelling Units be permitted in Trailhead?     YES     NO

If you indicated YES, which options should be acceptable:

To be used for family members (e.g. elderly parent)                     YES     NO

To be used as a long-term rental (30+ day rental).                     YES     NO

To be used as a short-term rental (vacation rental).                     YES     NO

Amending a PUD Plan requires review by P&Z and City Council. While no other part of the process is identified (e.g. notice requirements, public hearing), we plan to hold a public hearing and notify all lot owners in the Trailhead PUD using the postcard ballot noted.

As Council is already involved in the discussion, it is proposed that the public hearing be held before Council.

The question to the Planning & Zoning Board is if they are agreeable with the intended process and potential scope of the amendment. If so, staff would request a motion that the P&Z Board recommend that City Council amend the Trailhead PUD Plan based on the input from the neighborhood (ballots and public hearing).