

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, July 24, 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, July 24, 2018 at 12:00 pm.

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

Absent: Curt Dansie

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 July 24, 2018. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Kayl Mitchell, to approve the minutes from the July 10, 2018 meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

Board member Erynne Selk, recused herself from the meeting at 12:05 p.m., due to a conflict of interest.

A. Todd Stowell presented a review of the 12th Street Subdivision Preliminary and Final Plat located at 1220 12th Street.

Richard Jones made a motion, seconded by Sandi Fisher, to recommend the City Council approve the 12th Street Subdivision Preliminary and Final Plat located at 1220 12th Street, per the following recommendations as noted in the Planning and Zoning staff report.

- I. Grant the variances requested (no alleys, no water main extension, and lot frontages of less than 50 feet);
- II. Allow up to one year from city council approval to record the final plat;
- III. Not act on the subdivision application until the applicant provides draft covenants for the management and maintenance of the common area for staff review prior to consideration of the plat by city council; and,
- IV. Approve the preliminary and final plats of the 12th Street Subdivision, subject to the following conditions:

1. The final plat cannot be recorded until after the buildings on the lots are demolished (does not include garage on common area) and all survey monumentation is set.
2. Add language to the owner's certificate dedicating Tract A as common area.
3. Note 6 on the final plat can be removed, as the brass caps will be set before the final plat is recorded. Change the symbols on the final plat accordingly.
4. Add additional leaders and/or modify the note in Tract A to clearly show that the existing ingress/egress easement encumbers all of Tract A as well.
5. The utility service plan must be approved by all utility providers, as evidenced by either their approval signatures on the plan, or written letters, prior to the mayor signing the final plat. At least one telecommunication utility must be provided to each of the lots.
6. The contractor must obtain encroachment permits for all work within the public right-of-way and comply with the requirements thereof.
7. Pay applicable utility fees (water tap fees, electrical estimate, and raw water if connection is to be made) prior to the mayor signing the final plat.
8. The developer shall otherwise complete the improvements noted on the preliminary plat prior to or in conjunction with a building permit, pursuant to 11-2-2(B).
9. All public improvements damaged by installation of the utilities (e.g. sidewalk, curb and gutter, asphalt) must be replaced by the developer to city standards.

Vote on the motion was unanimous, motion approved.

Board Member Erynne Selk returned to the Board.

B. Todd Stowell presented a request regarding the parking requirements for Mimi's Daycare located at 1525 Bleistein Avenue. The applicant is requesting that the 5 current off-street parking spaces be considered sufficient to allow six additional children (33 total) and one additional employee.

Richard Jones made a motion, seconded by Kayl Mitchell, to approve the parking request for Mimi's Daycare located at 1525 Bleistein Avenue. Vote on the motion was unanimous, motion approved.

P & Z Board Matters – Board member Richard Jones attended the Park County Planning and Zoning Meeting regarding short term rentals. He stated the County was complimentary toward the City of Cody's short-term rental regulations.

Council Updates – Council Liaison Glenn Nielson said the City Council would be discussing the short-term rental overlay and the PUD modifications at their work session on July 24th, 2018.

Staff Items – Todd Stowell stated that Thea Marx withdrew her application to rezone 1219 and 1220 Sunshine Avenue from R-1 to D-1 Limited Business.

Buzzy Hassrick 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 12:29 p.m.

Bernie Butler Administrative Assistant