

CITY OF CODY
PLANNING, ZONING, AND ADJUSTMENT BOARD
TUESDAY JUNE 25, 2019
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

1. Call meeting to order.
2. Roll Call, excused members
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes of the June 11, 2019 regular meeting.
5. BUSINESS:
 - A. Review a site plan for an addition to the HBI Insurance building, located at 2229 Big Horn Avenue.
 - B. Review a minor commercial review for a Pergola and Outdoor Seating to the Sunrise Motor Inn, located at 1407 8th Street.
 - C. Tabled Item – Site plan review for Mark Schneider at 1502 Beck Avenue.
6. P & Z Board matters (announcements, comments, etc.)
7. Council Update
8. 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,
June 11, 2019**

A meeting of the City of Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, June 11, 2019 at 12:00 pm.

Present: Chairman Kayl Mitchell; Richard Jones; Stan Wolz; Sandi Fisher; Buzzy Hassrick; Sandee Kitchen, City Deputy Attorney; Utana Dye, Acting City Planner; Bernie Butler, Administrative Coordinator

Absent: Klay Nelson, Erynne Selk, Glenn Nielson

Kayl Mitchell called the meeting to order at 12:00 pm, followed by the pledge of allegiance.

Richard Jones made a motion, seconded by Stan Wolz, to approve the agenda for June 11, 2019. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Sandi Fisher to approve the minutes from the May 28, 2019 meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

A. Utana Dye presented an architectural district sign review for Custom Cowboy Shop, located at 1286 Sheridan Avenue.

Richard Jones made a motion, seconded by Buzzy Hassrick to approve the sign for Custom Cowboy Shop as proposed, with the recommendation that the mounting bracket be repainted. Vote on the motion was unanimous, motion passed.

B. Utana Dye presented an architectural district sign review for the Dan Miller Cowboy Music Revue, located at 1131 12th Street

Richard Jones made a motion, seconded by Buzzy Hassrick to approve the two wall signs and one awning as proposed for the Dan Miller Cowboy Music Revue. Vote on the motion was unanimous, motion passed.

C. Utana Dye presented a minor site plan for the Skyline Motor Inn shed, located at 1919 17th Street.

Stan Wolz made a motion seconded by Sandi Fisher to approve the site plan for the Skyline Motor Inn shed. Vote on the motion was unanimous, motion passed.

D. Utana Dye presented a site plan for Veritatis Splendor Inc. Counseling Center, located at 2221 Cougar Avenue. Ms. Dye reviewed several items that needed to be addressed in the site plan, all of which are covered in recommendations 1-9 in the staff report.

Buzzy Hassrick made a motion, seconded by Sandi Fisher to approve the site plan with recommendations 1-9 in the staff report. Vote on the motion was unanimous, motion passed.

E. Utana Dye asked for a discussion regarding an updated status on the site plan review for Mark Schneider at 1502 Beck Avenue.

Mark Schneider updated the Board on his revised plans for the pergola located at the back of the house. Board members asked the applicant questions about the revision. No action was taken.

P&Z Matters - none

Council Updates – none

Staff Items – none

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

There being no further business to come before the Board, Chairman Kayl Mitchell adjourned the meeting at 12:43 p.m.

Bernie Butler, Administrative Coordinator

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

MEETING DATE:	JUNE 25, 2019	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	SITE PLAN REVIEW: ADDITION TO 2229 BIG HORN AVE. SPR 2019-04	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

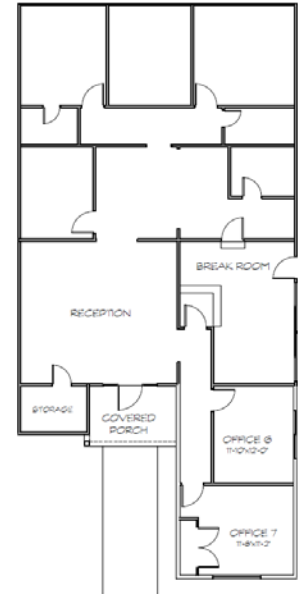
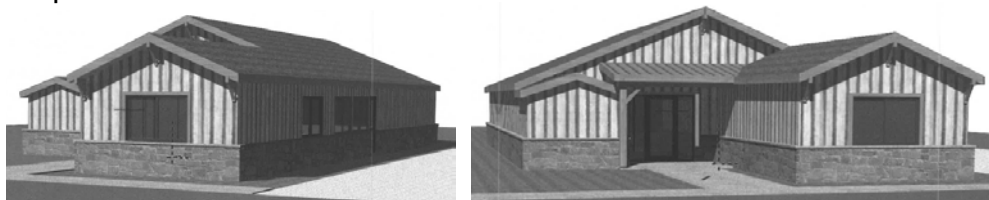
PROJECT DESCRIPTION:

DALCAM, LLC has submitted an application to construct an addition to the existing office building at 2229 Big Horn Avenue, which is occupied by HBI Insurance Services, LLC. The addition consists of two offices (360 sq. ft.) and a covered front porch. As part of the project, there will be an overbuild of the existing roof, which will provide the appearance that the current addition and a former addition are original to the building.

Existing:



Proposed:



REVIEW CRITERIA:

The proposal is located in the Open Business/Light Industrial (D-3) zoning district. Section 10-10C-5 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.*

Section 9-2-3 is as follows:

Before the issuance of any permit under the international building code for commercial buildings situated within the city, the applicant, property owner and occupant shall meet with the planning, zoning and adjustment board to review the application and plans insofar as they pertain to the exterior of a commercial building and site plan conditions. The issuance of a permit shall be conditioned upon the applicant receiving an affirmative vote of a majority of the planning, zoning and adjustment board members in attendance at said meeting.

In addition, the site plan is reviewed for compliance with specific development standards of the zoning ordinance.

STAFF COMMENTS:

Architecture:

The addition has been designed by Keith Prior, Architect, to match and improve upon the architecture of the existing building. The addition's exterior walls will match the existing building, which has a rock wainscot and a board and batten siding above. The roof overbuild will tie together the entire building, and will be covered with asphalt shingles, with the exception of the front entry cover, which will have a metal standing-seam roof. Decorative wood brackets will be added to further enhance the façade. Matching the architecture of the existing building is typically the most compatible method of meeting the architectural compatibility requirement.

Landscaping:

The property is within the Entry Corridor Overlay Zone, which has minimum landscaping requirements. The property has, and will continue to have, the minimum amount required, even though some lawn is being removed.

Storm Water:

The application includes installation of an infiltration trench to retain stormwater from the addition. The capacity of the trench shown is 228 cubic feet, which meets the amount identified in the Storm Water Policy Manual. The infiltration trench is shown immediately south of the addition. Due to water infiltration and increased freezing depth concerns, it is advised that the infiltration trench be kept further from the building. However, it should not be any further south than shown, due to a City water line (10-foot separation typically required). If the applicant desires separation of the infiltration trench from the building, it could go under the gravel driveway to the east, or in the area to the west of the entry sidewalk.

Parking:

The size of the building, after the addition, would require eight parking spaces, based on the ratio of one space per 250 square feet for office buildings. There are four paved parking spaces to the south of the building and an area to the north of the building that is available for employee parking that can accommodate about six vehicles. Adequate

parking exists for the project. However, to meet ADA standards and City parking requirements, the paved parking area will need to be striped to provide an ADA compliant parking space and unloading aisle, and striping for the other paved parking spaces. In order to maintain the maximum 2% slope on the ADA space and unloading aisle/sidewalk, the space will not be able to on the west end of the row of parking.

Utilities:

No new city utility connections are proposed. It appears that there are no utility services in the way of the addition, which will need to be verified by a standard utility locate (call 811). However, as has been discussed with the applicant, there is an easement situation that needs addressed before issuance of the building permit for the addition. The easement that is where the addition is proposed will need to be relocated to the physical location of the water main (just south of sidewalk in paved parking area) through City Council action. The applicant is working with Public Works and a surveyor to get the survey and legal description to relocate the easement.



Lighting:

Lighting details have not been provided. The building has the old-style bug-eye motion sensor floodlights on the "storage" portion of the existing building (two fixtures) and at the back entry. They are not identified as being replaced, but if they are replaced with new fixtures, the new fixtures should be cut-off in style. Alternatively, it is suggested that the applicant consider either installation of a lamp post out near the sidewalk for the customer parking, or mount fixtures on the addition to provide lighting of the parking area and entry sidewalk. This will meet the requirement that the customer parking area be lit when needed during business hours (winter).

Signage:

No new signage is proposed at this time.

ATTACHMENTS:

Application materials.

ALTERNATIVES:

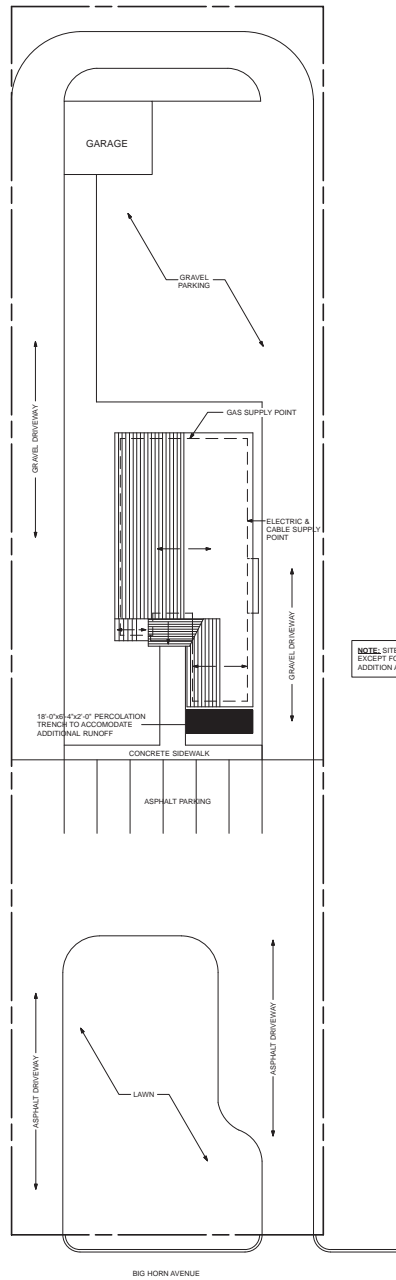
Approve or deny the proposal, with or without changes.

RECOMMENDATION:

Approve the project as proposed, subject to the following conditions:

1. The replacement utility easement for the water main will need to be provided (and the existing easement vacated) prior to issuance of the building permit.

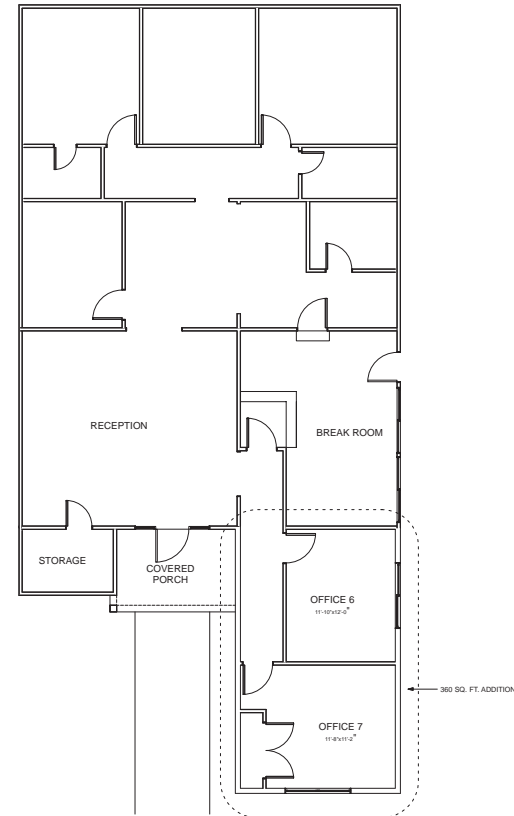
2. Lighting for the front parking area will need to be provided. Any new light fixtures must be cut-off style (i.e. light source not directly visible above 90-degrees), if illumination is brighter than the equivalent of a 75-watt incandescent bulb.
3. Provide a parking lot striping plan for the paved parking area, which provides the ADA parking space and unloading area, and striping for the standard parking spaces. The ADA space will need a parking block and ADA van-accessible signage. Install per plan. (Note: A van-accessible ADA space is 11 feet wide with a 5-foot wide unloading aisle. Standard parking spaces are 9-feet wide by 20 feet long, but wider is better—use of the available area to provide 10-foot wide stalls is recommended.)
4. Identify any relocation of the proposed infiltration trench—refer to staff report discussion.
5. The project must otherwise comply with the project description and site plan as explained in the application and staff report.
6. A building permit is required. The project must comply with applicable building, fire and electrical codes. Necessary building permits must be obtained within three years or this authorization will expire.



NOTE: SITE PLAN IS UNCHANGED EXCEPT FOR 360 SQ. FT. BUILDING ADDITION AND PERCOLATION TRENCH

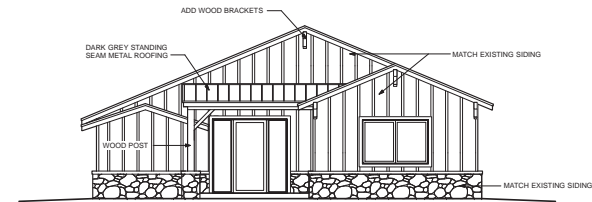
SITE PLAN

SCALE: 1/16" = 1'-0"



FLOOR PLAN

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



SOUTH ELEVATION

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

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

MEETING DATE:	JULY 25, 2019	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	SUNRISE MOTOR INN PERGOLA AND OUTDOOR SEATING SPR 2019-15	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Ming Fang Li of the Sunrise Motor Inn has submitted an application to install a pergola on the center landscape island of the Sunrise Motor Inn, located at 1407 8th Street. The pergola will measure approximately 12 feet by 20 feet, and eight feet in height.

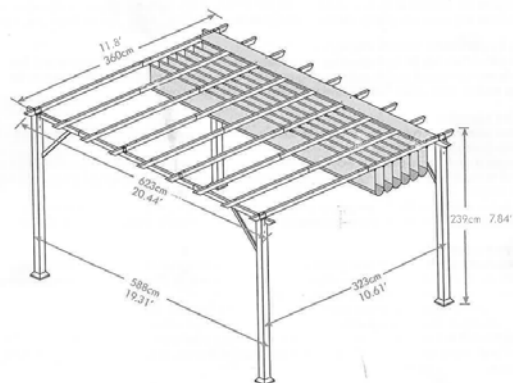
Below the pergola will be a seating area with tables and chairs, similar to the adjacent blue canopy. The concrete area on which the pergola will be located was previously just landscape rock.



Existing Conditions:



Proposed Pergola:



REVIEW CRITERIA:

The property is within the General Business (D-2) zoning district, which has the following requirement:

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:

The pergola is a pre-fabricated, bolt-together structure with a mesh fabric canopy that can be opened and closed to provide shade as needed. The metal has a dark brown color and the mesh fabric is brown as well. Staff has no concerns with the architecture of the pergola.

The surface under the pergola is recently poured concrete and adjoins the existing concrete under the blue canopy. That area is provided with ramps from the parking area. The building official will need to determine if the ramp(s) will need to be reconstructed as part of this project to meet ADA standards (current ramps each have a non-compliant steep section and lack detectible warning pads a.k.a. truncated domes). As the application was received today, and the building official is not in, that determination has not been made at this time.

As the pergola is under the canopy of some large trees, staff did not view the placement of the pergola and associated concrete pad as a reduction of landscape area.

No utility services or lighting fixtures are proposed.

RECOMMENDATION:

Approve the pergola and outdoor seating area subject to the following conditions:

1. The project must be ADA compliant to the extent required by applicable codes. The building official will make the determination about the ramps and any other ADA facilities associated with the project.
2. The project must otherwise comply with applicable building, fire, and electrical codes.

**CITY OF CODY
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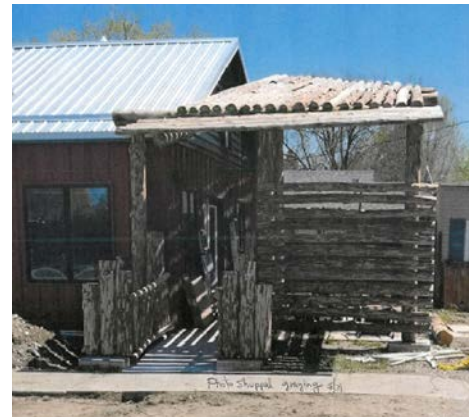
MEETING DATE:	JUNE 25, 2019	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL DISTRICT REVIEW: 1502 BECK AVENUE PERGOLA. SPR 2019-12	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

At the last meeting, the Mark Schneider pergola was discussed and different ideas were shared. Mark currently proposes to do as discussed last meeting, by treating the pergola wood with a graying/weathering agent and planting some sort of vine to grow up the side and eventually top of the pergola.



The status of the project is shown in the photo below. He has completed much of the landscaping by providing the rock and recycled asphalt ground cover, and installing sprinklers. Planting remains. If not completed prior to desired occupancy of the unit, a financial security will be needed. The photo on the right is photoshopped to show the proposed graying.



During the status visit to the property, staff identified that the pergola and wooden entry encroaches into the 15th Street right of way by about two feet (per survey marker at SW corner of property). Discussing it with Public Works, we are requesting that the portion of the wooden entry and post bases that extend above ground level within the right-of-way be removed. The posts could be relocated to be at least 2 ½ feet from the sidewalk. The overhang of the pergola is about two “logs”. Due to the height of

the pergola roof (over 8 feet above the sidewalk) and the minimal extension into the right of way, the overhang of the roof need not be removed from the right-of-way. (In effect we are calling it an awning and allowing it pursuant to section 7-2-7 of the City Code.)

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.

ATTACHMENTS:

Rendering and site plan.

ALTERNATIVES:

Approve or deny the pergola.

RECOMMENDATION:

Approve the pergola with the following conditions:

1. Remove all ground mounted portions of the pergola from the 15th Street right-of-way (posts and concrete base). The posts can be moved so that they are within the property.
2. Treat the wood on the pergola and house with the weathering/graying chemical and plant the vines as proposed.
3. The work must be completed prior to occupancy of the building, or a financial security provided to the City in the amount of the remaining work with an agreement to complete the work within 90 days.