

CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
TUESDAY, JULY 24, 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 July 10, 2012 - Regular Meeting
6. **PUBLIC HEARING:**
  - A. A public hearing to determine if it is in the public interest to grant a special exemption from the setback requirements at 614 6<sup>th</sup> Street for the construction of a garage.
7. **NEW BUSINESS:**
  - A. Special Exemption Application —Darin Samuels at 614 6<sup>th</sup> Street  
Request for a 6-foot reduction in the front setback requirement in order to construct a 26-foot by 30-foot garage submitted by Darin Samuels
  - B. Zoe Addition Preliminary Plat —Lot 8 Bakken Subdivision on Robert Street  
Five (5) lot major subdivision plan proposed by Ryan Selk
  - C. Site Plan Review —Reno Collision Center at 2221 Lt. Childers Street  
Proposed addition and remodel of existing shop presented by Todd Reno
  - D. Site Plan Review —Basin Mechanical at 3429 Cottonwood Avenue  
Proposed 30-foot by 30-foot metal storage building at existing facility presented by Gordon Allison
8. P&Z Board Matters (announcements, comments, etc.)
9. Council Update: Steve Miller
10. Staff Items
  - A. Nonconforming lots, structures and uses—Draft Code Discussion  
Feedback on staff draft.
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, July 10, 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, July 10, 2012 at 12:00 PM

Present: Rick Brasher, Vice Chairperson; Justin Lundvall; Kim Borer, Chairperson; Mark Musser; Bud McDonald; Bob Senitte; Steve Miller, Council Liaison; Sandra Kitchen, Deputy City Attorney; Todd Stowell, City Planner; Jolene Osborne, Engineering Administrative Assistant;

Excused Absence: Jacob Ivanoff;

Chairperson Kim Borer called the meeting to order at 12:00 PM, followed by the pledge of allegiance.

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

Justin Lundvall made a motion seconded by Bud McDonald to approve the minutes of the June 26, 2012 regular meeting with the addition of the approval of the vote on the minutes. Vote on the motion was unanimous, motion carried.

**PRESENTATION OF COMMUNICATIONS:**

Todd Stowell presented the site plan proposal for the development of a retail store at 2819 Big Horn Avenue.

Patrick Shellady spoke regarding the project. He was agreeable to the entrance paving, installation of the alley and turnaround, propane tank protection system requirements, the engineered sign footings, wall pack light specifications and the proposed easement as suggested by staff.

Justin Merchant, Sage Civil Engineering, spoke regarding the labeling of the curb stop in the water line on the Site/Utility Plan. The plan and profile already includes that label and it can be easily added to the Site/Utility Plan.

Rick Brasher made a motion seconded by Bud McDonald to approve the site plan submitted by Wyoming Home & Ranch for property located at 2819 Big Horn Avenue with the following conditions:

1. Construction of the water line and storm water facilities must be inspected and certified by the applicant's engineer. Also, submit a copy of the DEQ permit for the waterline and a set of electronic drawings.
2. The entrance must be paved prior to occupancy of Phase 1. Methods to avoid track out onto the public streets must occur during construction.
3. Prior to utilization of the city property to the north for access, the applicant must install an alley and turnaround to City standards (6" crushed base course, graded, etc.). Coordinate design and construction with Public Works.
4. The ADA parking spaces shall comply with the adopted dimensional requirements.

5. The propane tank size, location, and protection system (bollards) shall comply with applicable codes. The propane station detail on sheet 3 does not meet applicable code.
  6. Label the curb stop in the water line on the Site/Utility Plan (Sheet 1 of 3).
  7. The sign footings must be designed by an engineer.
  8. The electronic message board must comply with 10-15-3(B)(10) of the City of Cody Code.
  9. The wall pack light on the west side of Phase 2 of the building is not authorized to have a "forward throw". The fixture(s) to be used may not direct significant light onto neighboring properties.
  10. Provide a 15' wide utility easement along the west property line. The easement is for access to the power lines that will serve this project. The easement must be recorded prior to occupancy.
  11. The applicant will install a waterline with drip system for landscaping.
  12. The Planning, Zoning, and Adjustment Board reserves the right to review the parking and landscaping situations at the time of Phase 2.
  13. This site plan approval is valid for five (5) years. Any portions of the project not constructed by that time may not be permitted without further zoning review.
- Vote on the motion was unanimous, motion carried.

Todd Stowell presented the architectural plan proposed by TCT West for the remodel of the existing building located at 1601 South Park Drive.

Dan Odasz of Plan One Architects described the proposal and included a sample of the blue roofing material and a new parking plan layout as recommended by staff. The applicant is agreeable to the modified parking layout, the ADA ramp and railing repairs, the sidewalk extension and building permit.

Bud McDonald made a motion seconded by Bob Senitte to approve the plan submitted by TCT West for property located at 1601 South Park Drive with the following conditions:

1. That the applicant submit a new site plan (Sheet AS1.1) with modified parking layouts that strictly comply with the dimensional standards recommended in the staff report, or other parking layouts demonstrated to provide sufficient backing and maneuvering area.
2. The ADA ramp and railing next to the front of the building must be repaired or replaced as needed to meet applicable code requirements.
3. Sidewalk shall be extended to the southwest area of the site, and an ADA ramp provided.
4. The project must otherwise comply with the submitted site plan and applicable building, fire, and electrical codes. A building permit application is required.

Vote on the motion was unanimous, motion carried.

Brian McDaniel, owner of Wyoming Steel Services, LLC, spoke regarding his initial proposal to install slats in the chainlink fence around the property at 156 Road 2AB. He now prefers to not install the slats, and asks that no additional fencing or screening be required at this time. At the end of his 2-year lease of the property, he is agreeable to the issue of screening being revisited.

Bud McDonald made a motion seconded by Mark Musser to approve the fencing wavier to the temporary site plan originally approved on March 27, 2012 submitted by Wyoming Steel Services at 156 Road 2AB for the remainder of the 2-year lease period. Kim Borer

and Bob Senitte opposed the motion. Rick Brasher, Justin Lundvall, Mark Musser and Bud McDonald voted in favor of the motion. Motion carried.

Jolene Osborne presented the approved sign applications for Roger’s Sport Center at 2812 Big Horn Avenue, ProBuild at 1938 Sheridan Avenue, Winchester Gun Show off-premise signs and Starbuck’s Coffee at 1825 17<sup>th</sup> Street.

Kim Borer stated that the final update for the Street Scape plan will be presented to the committee tomorrow night.

Steve Miller updated the board with the council process regarding the re-zoning of the Platinum Avenue property. The second reading for the re-zoning ordinance is scheduled for the next council meeting, July 17th.

Todd Stowell requested the board review the draft nonconforming code for consideration at a future meeting.

Meeting adjourned at 1:07 PM.

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Jolene Y. Osborne  
Engineering Administrative Assistant

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

<b>MEETING DATE:</b>	JULY 24, 2012	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	SPECIAL EXEMPTION PUBLIC HEARING: REDUCE FRONT SETBACK REQUIREMENT FOR 614 6 <sup>TH</sup> STREET SUP 2012-07	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Darin Samuels has submitted a Special Exemption application, requesting a six-foot reduction in the front setback requirement in order to construct a 26-foot wide by 30-foot deep garage on his home at 614 6<sup>th</sup> Street.

The property is within the Residential "A" zoning district, which requires a 25-foot front setback. A 19-foot setback is requested. The property is on the inside of a gradual curve, so the requested setback reduction is the greatest at the southwest corner of the garage. At the northwest corner of the garage, the garage will extend approximately one foot closer to 6<sup>th</sup> street than the existing house. Refer also to the enclosed drawing.

Existing Conditions:



**REVIEW CRITERIA:**

Pursuant to 10-14-2(B), Cody City Code, the Planning and Zoning board may consider special exemptions from certain numerical specifications of the zoning code. Under the list of those certain numerical standards that can be adjusted or waived, it includes "setbacks and yard requirements".

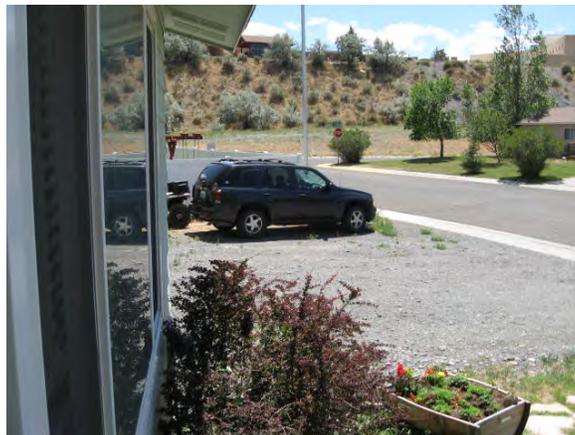
The standards for approval of the special exemption are as follows, with staff comments provided.

*No special exemption shall be approved unless the planning and zoning board finds:*

- a. The special exemption will not produce an undesirable change in the character of the neighborhood or a detriment to nearby properties;*

Staff Comment: Twelve neighboring property owners were notified of the proposal and nine owners returned responses of "No Objection", including the neighbor closest to the proposed garage. No letters of objection were received. This is interpreted as evidence that there is no undesirable change or detriment to neighboring properties from this proposal.

It is also noted that while the garage will be approximately 19 feet from the front property line, it will also be approximately 24 feet from the back of the existing sidewalk. Therefore, there will be adequate room to park a vehicle in front of the garage without having the vehicle overhang the sidewalk, as demonstrated in this photo:



- b. The special exemption is designed to be compatible with adjacent land uses and the area or neighborhood;*

Staff Comment: Similar to question 'a' above, granting the special exemption request is not expected to create any significant compatibility issues. The addition is intended to improve the functionality of the residence and allow storage of items.

- c. The special exemption is the minimum deviation from the specifications of the zoning ordinance necessary and adequate for the proposed activity, structure or use;*

Staff Comment: Many functional two-car garages are at least 24 feet wide. Due to the elevation difference between the existing house and the garage floor, steps will

be needed (see first photo). The location of the steps would necessarily utilize at least three feet of the interior garage, requiring additional width in the garage to accommodate two cars. The proposal is for a 26-foot wide garage, which just meets the 5-foot side setback at the rear of the garage. The depth of the garage is to accommodate a work bench at the back end. The garage cannot simply be located further from the street because with the angled lot line, the garage would not be able to meet the 5-foot side setback requirement. The Board can discuss whether the waiver is the "minimum necessary" if they have concerns.

- d. The benefit sought by the applicant cannot be achieved by some other method, feasible for the applicant to pursue other than a special exemption;*

Staff Comment: No other options have been identified that would achieve the requested result.

- e. Adequate services and infrastructure are or will be available to serve the proposed activity, structure or use; and*

Staff Comment: No additional services are proposed or needed for the garage, which do not already exist at the house. There may be utility services, such as the sewer and water lines that would be under the proposed garage site. The applicant will need to be sure any such service lines are protected. Utility locates will need to be conducted.

- f. The special exemption is consistent with the goals, policies and future land use map of the master plan.*

Staff Comment: There is no "future land use map" in the current master plan, although residential use is clearly the historical and future use of this property.

**ALTERNATIVES:**

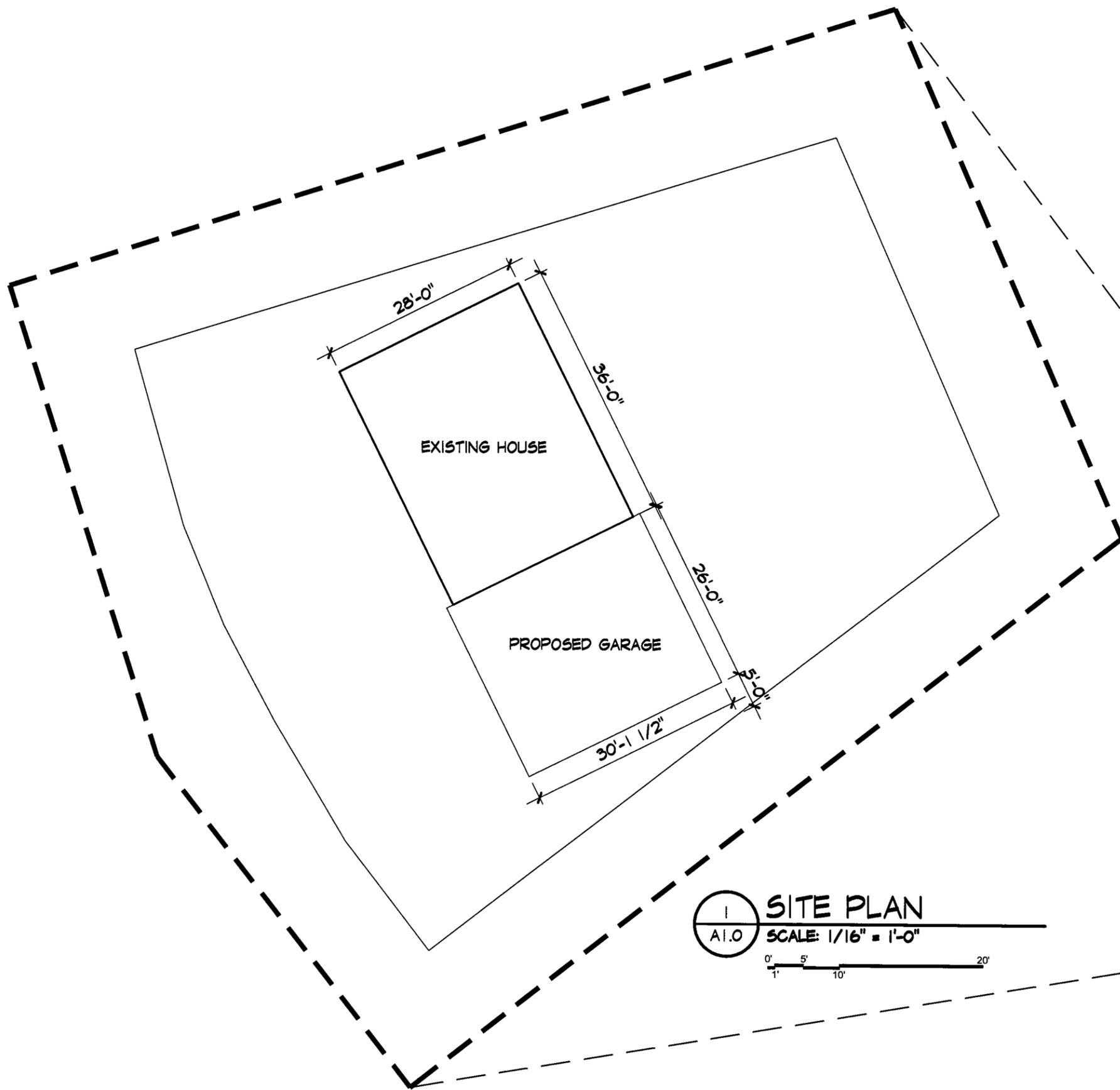
Approve or deny the application, or some combination thereof. The Board is authorized to attach conditions to the granting of a special exemption.

**ATTACHMENTS:**

Application and site plan.

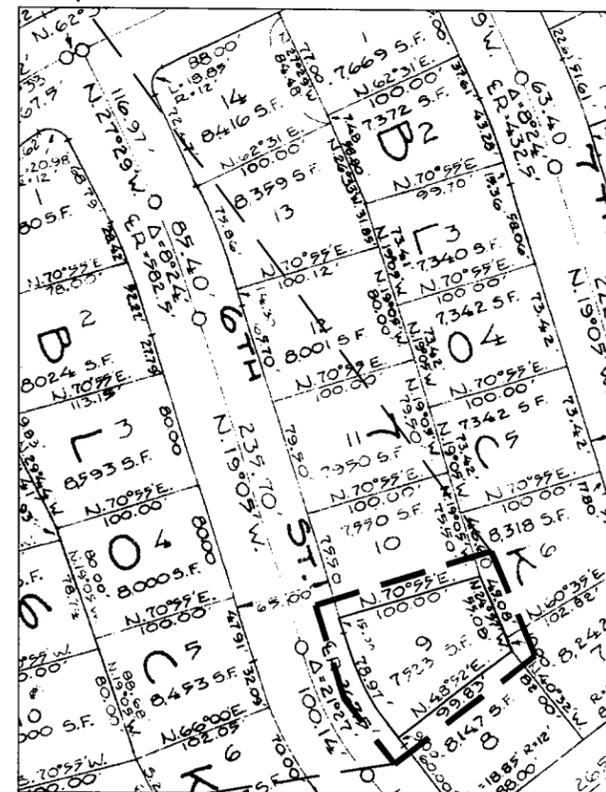
**RECOMMENDATION:**

Staff recommends approval of the special exemption application to reduce the front setback requirement to approximately nineteen feet to allow construction of the garage, as proposed. The exemption is applicable only to the garage. A building permit will be needed.



1 SITE PLAN  
A1.0

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



RECEIVED

JUL 10 2012

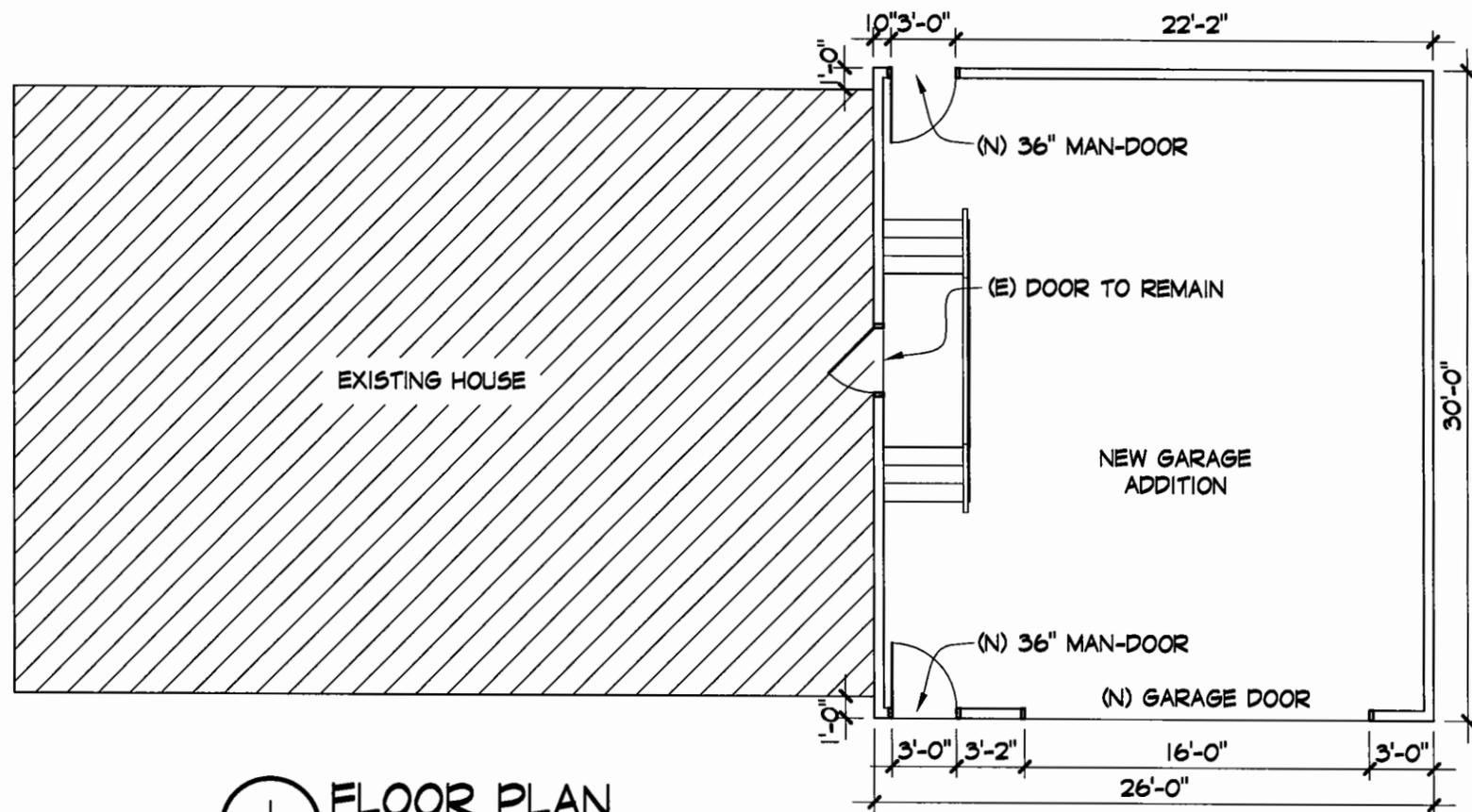
CITY OF CODY

ATTACHED GARAGE ADDITION  
**SAMUELS' RESIDENCE**  
 614 6TH STREET, CODY, WYOMING

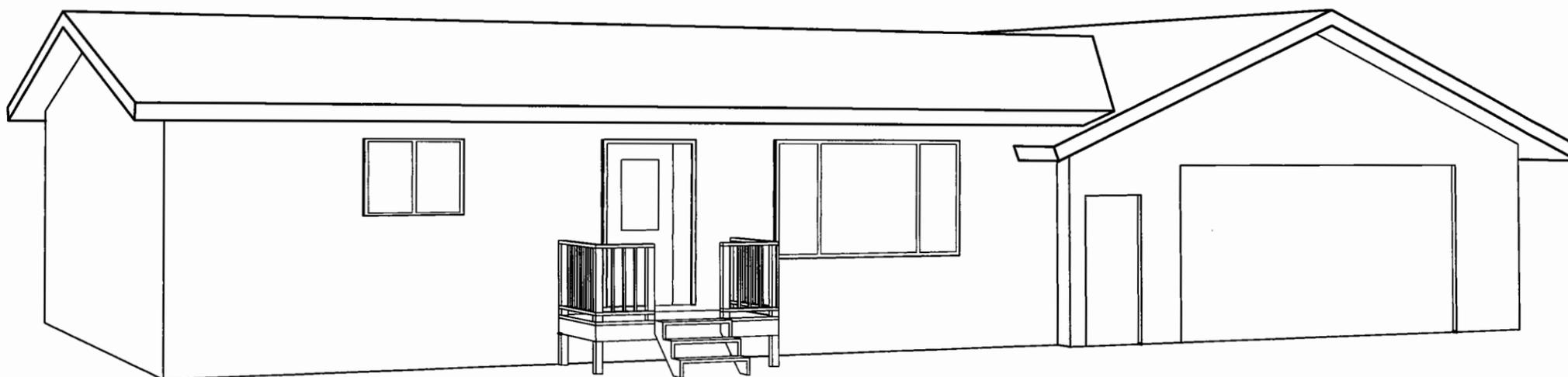
DATE:  
07.10.2012

DRAWN BY:  
LAURA VIKLUND

A1.0



1 FLOOR PLAN  
 A1.1 SCALE: 1/8" = 1'-0"  
 0' 5' 20'  
 1' 10'



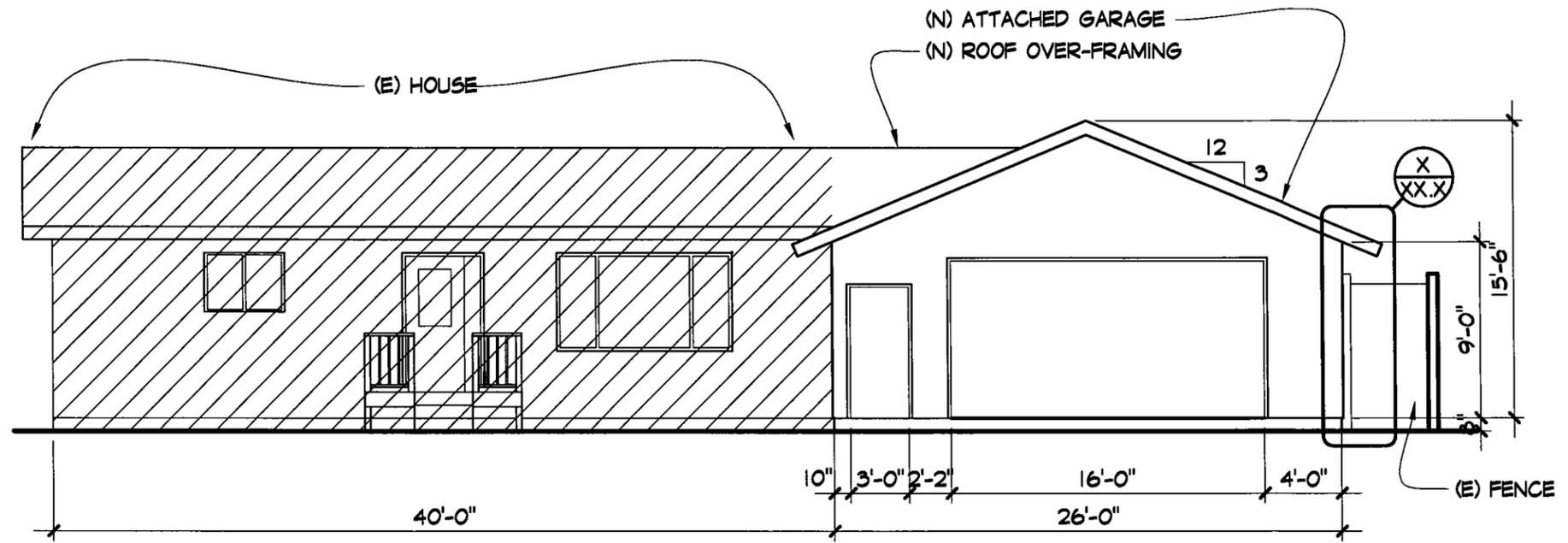
2 PERSPECTIVE  
 A1.1 SCALE: NTS

ATTACHED GARAGE ADDITION  
**SAMUELS' RESIDENCE**  
 614 6TH STREET, CODY, WYOMING

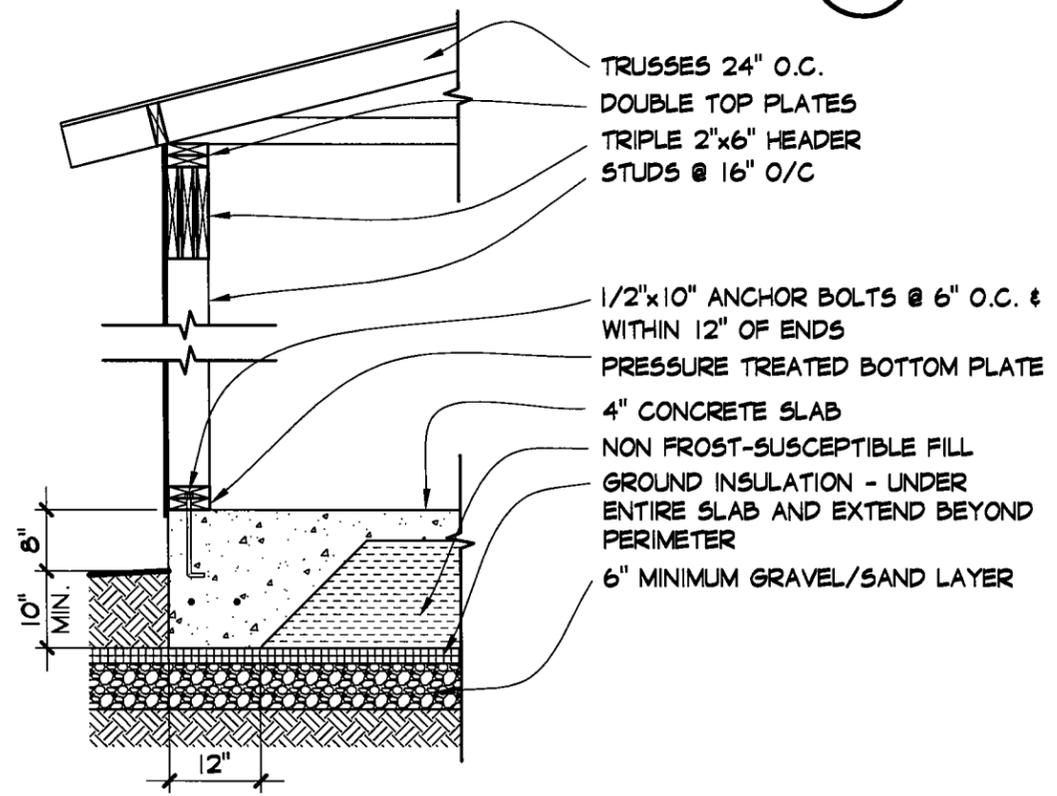
DATE:  
 05.21.2012

DRAWN BY:  
 LAURA VIKLUND

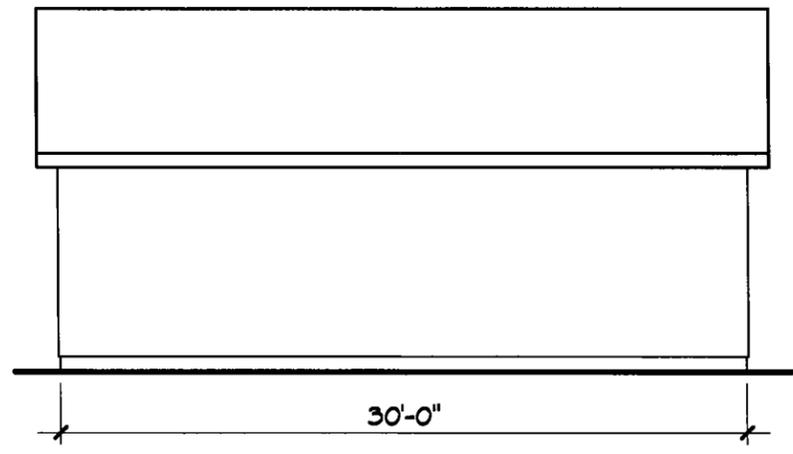
A1.1



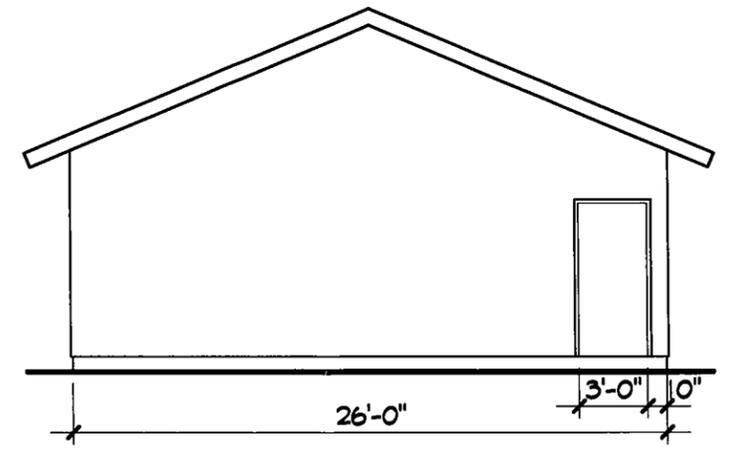
**1 WEST ELEVATION**  
 A1.2 SCALE: 1/8" = 1'-0"



**4 SECTION**  
 A1.2 SCALE: 1/2" = 1'-0"



**3 SOUTH ELEVATION**  
 A1.2 SCALE: 1/8" = 1'-0"



**2 EAST ELEVATION**  
 A1.2 SCALE: 1/8" = 1'-0"

ATTACHED GARAGE ADDITION  
**SAMUELS' RESIDENCE**  
 614 6TH STREET, CODY, WYOMING

DATE:  
 05.21.2012

DRAWN BY:  
 LAURA VIKLUND

**A1.2**

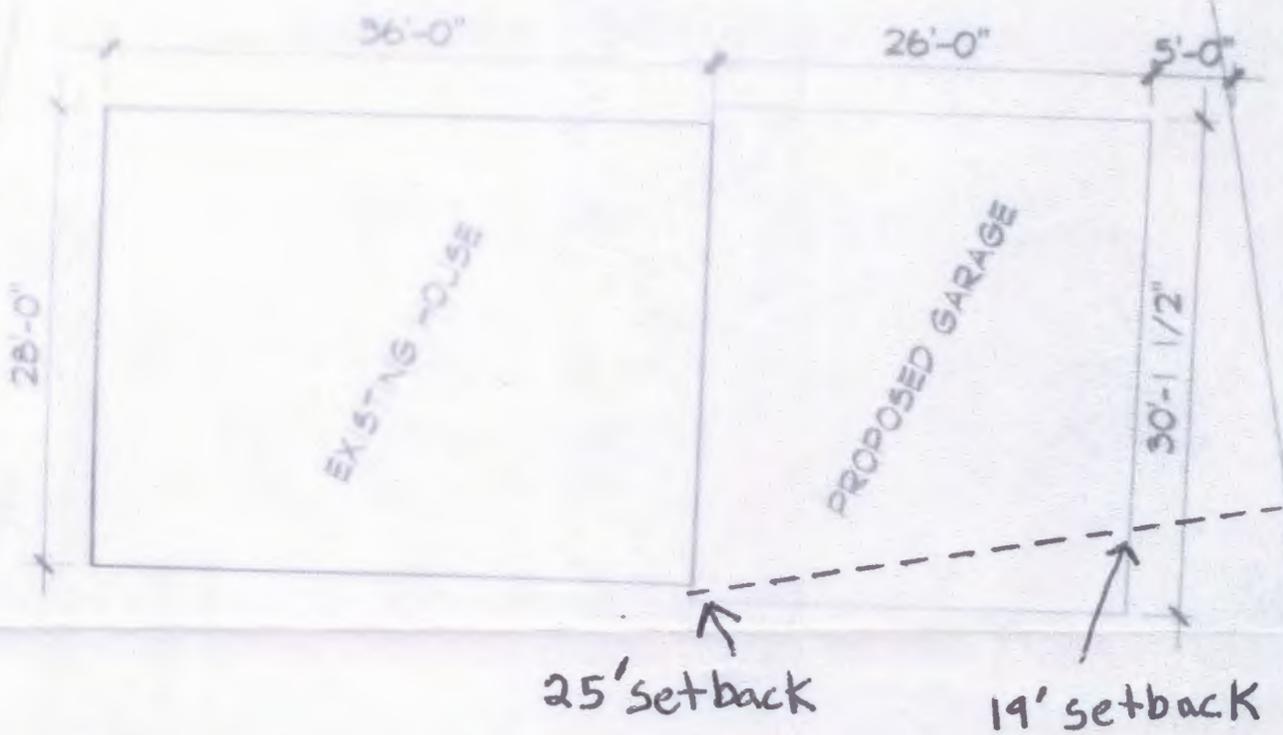


- Foreground Layers:
  - Az House Numbers
  - Az Lot Numbers
  - Address Points
  - Roads, Streets, Highways
  - Ownership
  - Incorporated Towns
  - Public Land Survey
  - Survey Corner Records
  - FEMA Flood Zones
  - Rivers, Creeks, Lakes
  - Subdivisions
  - School Districts
- Administrative Layers:
  - Public Lands
  - Voter Precincts
  - County Zoning
  - Cody Zoning
  - Powell Zoning
  - Meeteese Zoning
- Background Layer:
  - 2009 Aerial Photography
  - USGS Topos

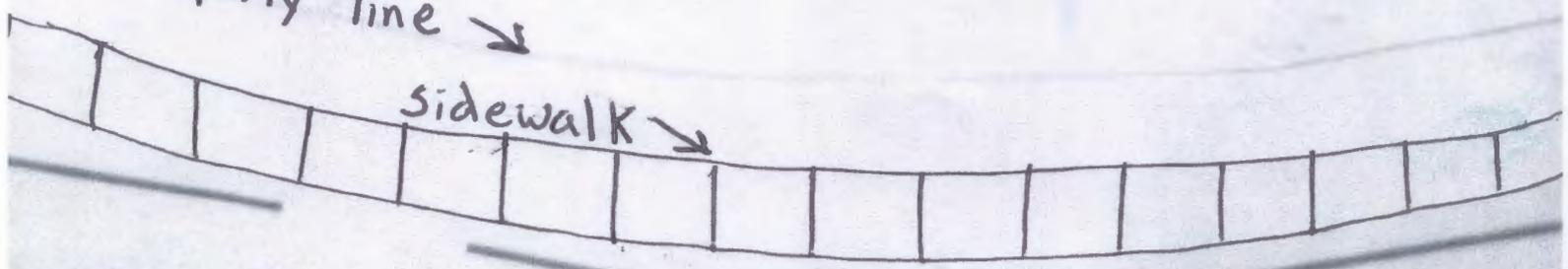
NAD83 Wyoming West Central USft  
N: 1468647 E: 1684746

Long: -109° 04' 16.2" Lat: 44° 31' 46.6"  
Long: -109.0712° Lat: 44.5296°  
Scale = 1 : 1378

NAD 83 UTM Zone 12N meters  
X = 653260 Y = 4932507  
Designed by Greenwood Mapping, inc.



Property line →  
sidewalk →



P

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### **Public Hearing**

#### **SPECIAL EXEMPTION**

#### **PERMIT REQUEST**

The City of Cody will hold a public hearing July 24, 2012 at 12:00p.m. or as soon thereafter as practical at 1338 Rumsey Avenue, in Cody City Council Chambers to consider a request from Darin Samuels for a Special Exemption Permit to reduce front setback from 25 feet to 19 feet to accommodate a proposed garage. The project is located at 614 6th Street, Cody, WY 8214 within a residential A zone. Information regarding the requested Special Exemption Permit is available at the Planning Department in City Hall or by calling 307-572-7511.

Written comments shall be directed to the Planning department, P.O. Box 2200 Cody, WY 82414 and shall be received prior to the date and time of the public hearing. Everyone is welcome to comment. If hearing assistance is needed, please call 24 hours in advance: 527-7511.

Publish July 9, 2012 only  
Legal No. 0824

7010 3090 0000 0663 8887  
7010 3090 0000 0663 8832  
7010 3090 0000 0663 8948  
7010 3090 0000 0663 8946

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Letter to Neighboring Properties within 140 Feet

Please return this letter by: \_\_\_\_\_  
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 7-3-2012

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Darin Samuels  
Address/Location & Legal Description: 614 6th St. Cody, WY. 82414

Description of Request: (Please describe what you wish to do and why are you requesting a Special Exemption Permit.)  
Reduce front setback requirement from 25 feet to 19 feet  
to accommodate a proposed garage

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, July 24, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Ave.  
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:

I am familiar with the proposal by Darin Samuels  
(Applicant Name)

who is requesting a Special Exemption Permit for the above referenced property.

I am the legal owner of 619 6th St Cody WY Owner's Name: Erin Hileman  
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

\*\*\*\*\*

I have NO OBJECTION to the Special Exemption Permit Request.

Name: Erin Hileman

Address: 619 6th St Cody WY 82414

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

\*\*\*\*\*

I OBJECT to the Special Exemption Permit Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

Please return to:

City of Cody  
Planning, Zoning and Adjustment Board  
Attention: Planning Department  
PO Box 2200  
Cody, WY 82414

Letter to Neighboring Properties within 140 Feet

Please return this letter by: \_\_\_\_\_  
(Date must be 1 week prior to the P&Z scheduled meeting.)

Date: 7-3-2012

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Darin Samuels  
Address/Location & Legal Description: 614 6th St. Cody, WY. 82414

Description of Request: (Please describe what you wish to do and why are you requesting a Special Exemption Permit.)  
Reduce front setback requirement from 25 feet to 19 feet  
to accommodate a proposed garage

This Request will be presented to the Planning & Zoning Board at their regularly scheduled meeting on Tuesday, July, 24, at 12:00 p.m. at the City Hall Council Chambers, 1338 Rumsey Ave.  
(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:

I am familiar with the proposal by Darin Samuels  
(Applicant Name)

who is requesting a Special Exemption Permit for the above referenced property.

I am the legal owner of 607-6th St Owner's Name: Karin M. Richardson  
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

\*\*\*\*\*

I have NO OBJECTION to the Special Exemption Permit Request.

Name: Karin M. Richardson

Address: 607-6th St Cody

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

\*\*\*\*\*

I OBJECT to the Special Exemption Permit Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

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Letter from Neighboring Properties within 140 Feet

Dear Board Members:

I am familiar with the proposal by Darin Samuels  
(Applicant Name)

who is requesting a Special Exemption Permit for the above referenced property.

I am the legal owner of 613 7th St Owner's Name: \_\_\_\_\_  
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

\*\*\*\*\*

I have NO OBJECTION to the Special Exemption Permit Request.

Name: BRIAN & DANA WEBSTER

Address: 613 7th St

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

\*\*\*\*\*

I OBJECT to the Special Exemption Permit Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

Please return to:

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(Date must be 1 week prior to the P&Z scheduled meeting.)

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Letter from Neighboring Properties within 140 Feet

Dear Board Members:

I am familiar with the proposal by Darin Samuels  
(Applicant Name)

who is requesting a Special Exemption Permit for the above referenced property.

I am the legal owner of \_\_\_\_\_ Owner's Name: \_\_\_\_\_  
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

\*\*\*\*\*

I have **NO OBJECTION** to the Special Exemption Permit Request.

Name: Darrell Brooks

Address: 601 Canyon View Ave Cody WY. 82414

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

\*\*\*\*\*

I **OBJECT** to the Special Exemption Permit Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

Please return to:

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Planning, Zoning and Adjustment Board  
Attention: Planning Department  
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**Letter to Neighboring Properties within 140 Feet**

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(Date must be 1 week prior to the P&Z scheduled meeting.)

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**Letter from Neighboring Properties within 140 Feet**

Dear Board Members:

I am familiar with the proposal by Darin Samuels  
(Applicant Name)

who is requesting a Special Exemption Permit for the above referenced property.

I am the legal owner of \_\_\_\_\_ Owner's Name: \_\_\_\_\_  
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

\*\*\*\*\*

I have **NO OBJECTION** to the Special Exemption Permit Request.

Name: Daniel Olson  
Address: 619 Canyon view Ave Cody WY 82414

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

\*\*\*\*\*

I **OBJECT** to the Special Exemption Permit Request:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

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Address/Location & Legal Description: 614 6th St Cody, WY. 82414

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(Date of Meeting)

**Letter from Neighboring Properties within 140 Feet**

Dear Board Members:

I am familiar with the proposal by Darin Samuels  
(Applicant Name)

who is requesting a Special Exemption Permit for the above referenced property.

I am the legal owner of L+11 B1K7 (602 6th) Owner's Name: Linda S. Reid  
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

\*\*\*\*\*

I have **NO OBJECTION** to the Special Exemption Permit Request.

Name: Linda S. Reid

Address: 602 6th St

Comments: NONE

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

\*\*\*\*\*

I **OBJECT** to the Special Exemption Permit Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

**Please return to:**

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Planning, Zoning and Adjustment Board  
Attention: Planning Department  
PO Box 2200  
Cody, WY 82414

Letter to Neighboring Properties within 140 Feet

Please return this letter by: \_\_\_\_\_  
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Date: 7-3-2012

RE: **SPECIAL EXEMPTION PERMIT REQUEST**

Applicant Name(s): Darin Samuels  
Address/Location & Legal Description: 614 6th St. Cody, WY. 82414

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(Date of Meeting)

Letter from Neighboring Properties within 140 Feet

Dear Board Members:

I am familiar with the proposal by Darin Samuels  
(Applicant Name)

who is requesting a Special Exemption Permit for the above referenced property.

I am the legal owner of 601 6th St Owner's Name: Kevin R. Fernau  
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

\*\*\*\*\*

I have NO OBJECTION to the Special Exemption Permit Request.

Name: Kevin R. Fernau

Address: 601 6th St Cody Wyo 82414

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

\*\*\*\*\*

I OBJECT to the Special Exemption Permit Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

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Date: 7-3-2012

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**Letter from Neighboring Properties within 140 Feet**

Dear Board Members:

I am familiar with the proposal by Darin Samuels  
(Applicant Name)

who is requesting a Special Exemption Permit for the above referenced property.

I am the legal owner of \_\_\_\_\_ Owner's Name: \_\_\_\_\_  
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

\*\*\*\*\*

I have NO OBJECTION to the Special Exemption Permit Request.

Name: James W. Hayes  
Address: 601 7th St

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

\*\*\*\*\*

I OBJECT to the Special Exemption Permit Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

**Please return to:**

City of Cody  
Planning, Zoning and Adjustment Board  
Attention: Planning Department  
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**Letter to Neighboring Properties within 140 Feet**

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(Date must be 1 week prior to the P&Z scheduled meeting.)

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RE: **SPECIAL EXEMPTION PERMIT REQUEST**

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(Date of Meeting)

**Letter from Neighboring Properties within 140 Feet**

Dear Board Members:

I am familiar with the proposal by Darin Samuels  
(Applicant Name)

who is requesting a Special Exemption Permit for the above referenced property.

I am the legal owner of 607 7th St. Cody WY Owner's Name: P. Elizabeth Romine  
(Lot & block # or Address of Neighboring Property) (Neighboring Property)

\*\*\*\*\*

I have **NO OBJECTION** to the Special Exemption Permit Request.

Name: P. Elizabeth Romine

Address: 607 7th St. Cody WY

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

\*\*\*\*\*

I **OBJECT** to the Special Exemption Permit Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

Yes, I would like to be contacted when this topic comes before the P&Z Board.

E-mail address: \_\_\_\_\_ or Phone: \_\_\_\_\_

No, I would not like to be contacted when this topic comes before the P&Z Board.

**Please return to:**

City of Cody  
Planning, Zoning and Adjustment Board  
Attention: Planning Department  
PO Box 2200  
Cody, WY 82414

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

<b>MEETING DATE:</b>	JULY 24, 2012	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	
<b>SUBJECT:</b>	ZOE ADDITION, A 5-LOT PRELIMINARY PLAT, SUB 2012-03	RECOMMENDATION TO COUNCIL:	X
<b>PREPARED BY:</b>	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT OVERVIEW**

Ryan and Erynne Selk have submitted a 5-lot preliminary plat application for their property at 240 Robert Street. The property is located northeast of the Robert Street and Kent Avenue intersection. The layout of the 5-lot subdivision, along with lot sizes and dimensions is attached. An existing home is on the north end of the property (Lot 1), a residential garage/shop (proposed for removal) is located on Lot 2, and Lots 3 through 5 are vacant.

The property is located within the Residential B zoning district, which has a minimum lot size of 6,000 sq. ft. for detached single-family dwellings, 7,000 sq. ft. for two-family dwellings, and 2,250 sq. ft. for multiple-family dwellings. Due to the proposed lot sizes, Lots 2 through 4 would be limited to single-family dwellings. Lot 5 could accommodate up to three dwelling units. Minimum lot width is 50 feet.

No internal roads or utility mains are proposed. In conjunction with the recent rebuild of Roberts Street, the applicant coordinated with the City to provide public sewer and water services to each of the proposed lots in anticipation of this subdivision. Electrical and telecommunication conduit and a gas line stub were also installed under the road to this property before the road was repaved, so that no disturbance of the asphalt is needed.

Property (Looking North):



Property (Looking South):



Southeast corner of property, looking east:



### **SUBDIVISION REGULATIONS**

The subdivision ordinance standards are as follows. Staff comments follow each standard. When a variance from the standard is involved, it is noted.

#### 11-4-2: STREETS, ALLEYS AND EASEMENTS:

*A. Alignment: All proposed streets, alleys and easements shall align horizontally and vertically with existing streets, alleys and easements adjacent to or lying near the subdivision.*

Staff Comment- Not applicable.

*B. Conform to Master Street Plan: All streets shall conform to the city master street plan for size and approximate alignment.*

Staff Comment- No master-planned streets cross this property. Roberts Street is a designated collector street on the master street plan (typical cross-section attached). The typical cross-section for a collector is a 52' wide street, measured from back of curb to back of curb, with 4' sidewalks, located within an 80-foot wide right-of-way. Currently the right-of-way for Robert Street is 60 feet wide and it has been reconstructed just this month to a 28-foot wide paved surface—without curb, gutter, sidewalk or streetlights.

The right-of-way deficiency of Robert Street is not of concern to Planning and Public Works, provided a 10-foot utility easement is reserved along the Robert Street frontage of this property, as shown on the preliminary plat. Note that all physical improvements for a collector street, including sidewalk, can just fit within a 60-foot right-of-way.

Further improvement of the street frontage of the property is not suggested at this time, due to the relatively short length of street involved, and the recent street reconstruction. Instead it is proposed that the plat be conditioned in the same manner

as the Upland Addition across the street, which required an agreement for future participation in any road improvement district designed to provide curb, gutter, and sidewalk along Roberts Street.

A variance to the right-of-way dedication and construction of the Robert Street frontage to collector standards is recommended, on the condition of future participation in any road improvement district for the mentioned road improvements.

*Items C through O, with the exception of K, are standards that relate to construction of new roadways and are not applicable to this project.*

*K. Widths and Grades: Street, alley and easement/right of way widths and grades shall be as follows:*

	<b>Minimum Right Of Way Width</b>	<b>Minimum Grade</b>	<b>Maximum Grade</b>
Arterial street	100 feet	0 .3 percent	7 .0 percent
Collector street	80 feet	0 .3 percent	7 .0 percent
Residential street	60 feet	0 .3 percent	7 .0 percent
Marginal street	46 feet	0 .3 percent	10 .0 percent
Alleys (see subsection P of this section)		0 .3 percent	10 .0 percent
Easements	20 feet	0 .3 percent	10 .0 percent
Pedestrian ways and crosswalks	10 feet		10 .0 percent

Staff Comment: Item K is covered by the discussion in Item B above.

*P. Alleys: Alleys shall be required in all subdivisions with the minimum width being twenty feet (20'), unless extreme conditions preclude the feasibility of alleys. A variance of up to four feet (4') may be granted by the commission and council in a residential development if setbacks are provided for utility boxes, garbage cans, etc. Alleys shall be constructed with a minimum of six inches (6") of crushed aggregate base course for the finished surface. The specification for the gradation of the crushed aggregate base course may be obtained from the city engineer.*

Staff Comment: The need for alleys was reviewed by planning, public works, and electric division staff and the conclusion was that a variance to the alley requirement would be recommended. This is because all utilities will be in or along Robert Street.

While it would be preferable not to have so many access points along Robert Street, for access management/safety purposes (have access off of Kent—a local access street, instead of the collector street), that would be the only purpose of requiring an alley.

*Q. Curb, Gutter, Sidewalk, Paved Streets: Curb, gutter, sidewalk and paved streets shall be required in all proposed subdivisions unless waived in accordance with criteria set out in subsection 11-5-2B of this title by the planning, zoning and board, and the city council. All waivers of curb, gutter and sidewalks shall require acknowledgment by the developer on the final plat that future improvement districts for the development of curb, gutter and sidewalks shall be supported by future owners of the lots and be so noted on the final plat. The developer shall be responsible for demonstrating to the city that the grades and location of the proposed improvements shall be compatible with all future development in the area.*

Staff Comment: A variance to the improvement of Robert Street to these standards is recommended, with the requirement for future improvement district participation noted on the plat.

*R. Street Cross Section: The minimum typical street cross section for each type of street shall be as shown on the master street plan. Details of the city standards for typical paving, curb, gutter, sidewalk, alley aprons and valley gutter sections may be obtained from the city engineer.*

Staff Comment: Previously discussed.

*S. Valley Gutters: The use of valley gutters in areas where storm sewer facilities exist or are proposed will be discouraged.*

Staff Comment: Not applicable.

*T. Drainage: ... Minor subdivisions shall be exempt from this requirement.*

Staff Comment: This is a minor subdivision, which is exempt from this requirement.

*U. Lot Requirements: All lots within a proposed subdivision will meet the following requirements:*

- 1. Lots shall be sized to meet the requirements of the appropriate zoning.*
- 2. Every lot shall abut upon or have access to an approved street or an approved cul-de-sac.*
- 3. Side lot lines shall be at approximate right angles to the street line on which the lot faces.*
- 4. Strip lots established with the intent of restricting access to streets or alleys will be prohibited.*

Staff Comment: Met.

*V. Blocks: Blocks shall be at least three hundred feet (300') long, normally, not to exceed six hundred sixty feet (660') long. All blocks shall normally be of sufficient width to allow for two (2) tiers of lots of approximately equal width and an alley.*

Staff Comment: Met as much as applicable.

OTHER:

Section 11-5-1, DEVELOPMENT AND IMPROVEMENT also includes standards for construction, most of which relate directly to the items addressed above. Those items that should be noted, but are not addressed above are listed below.

*I. Fire Hydrants: Fire hydrants shall be installed at intervals not to exceed five hundred feet (500') between hydrants and provided with standard hose connections as specified by the fire department.*

Staff Comment: Met. A city hydrant exists at the southwest corner of the property.

*J. Open Drains, Irrigation Ditches: All open drains and irrigation ditches shall be buried or, if possible, eliminated.*

Staff Comment: A small irrigation ditch runs along the north property line, apparently partially on, but partially off, this property. It runs to the east, serving the lots on the north side of Kent Avenue. The applicant asks for a variance to the piping of this ditch, as the ditch crosses only a small portion of the property at the northeast corner. This is a photo of the ditch-not the main ditch on the left side, but the smaller one on the right. The ditch is not part of the City irrigation system.



*M. Street Lighting: Street lighting shall be installed according to the standards and requirements established by the city electrical commissioner, the cost of which will be borne by the subdivider.*

Staff Comment: Street lighting is not proposed, which would require a variance.

*N. Public Use Areas: ...*

Staff Comment: Minor subdivisions are exempt from this requirement.

#### Final Plat

At the time of the final plat application, which must be submitted with one year of preliminary plat approval, the subdivider will also need to demonstrate compliance with 11-3-3. Most of this is procedural, although the applicant should specifically note the irrigation/water rights requirement, which requires review and approval of an irrigation system to provide Cody canal water to the lots, or transfer of those water rights to the City. The applicant has indicated that his intent is to transfer the water rights to the City (see Note 8 on the preliminary plat).

#### **STAFF COMMENTS:**

Staff has listed the applicable standards so that the Board can review each individually and let the applicant know if the preliminary plat appears reasonable, or if changes should be made to address any of the individual City requirements. A list of conditions has been prepared, based on variances being granted to the following. If any of the requested variances are not granted, additional conditions will be needed.

#### Requested Variances:

- A. From dedication of additional right-of-way for Robert Street. (Provide 10' utility easement instead.)
- B. From construction of curb, gutter, sidewalk, and streetlights along Robert Street and Kent Avenue frontages. (Agree to participate in future improvement district.)
- C. From the alley requirement.
- D. From covering (piping) of irrigation ditch along north property line.

Required Finding: The proposal qualifies as a minor subdivision, as no new public improvements are required. All utility improvements are private connections, rather than utility extensions.

#### Recommended Conditions of Approval:

1. The existing shop on Lot 2 must be removed prior to final plat approval. Alternatively, the lot line between Lots 1 and 2 could be moved north so that a minimum 5-foot setback is provided for both the existing home on Lot 1 and the shop on Lot 2.

2. Individual gas and electric services are to be provided to each lot from the conduits installed under Robert Street to Lot 4—as opposed to excavating into Robert Street. Payment for the four new water connections and the electrical service fees is to occur prior to final plat approval. Payment of the sewer connection fees is not required until the time of the building permit.
3. Access for Lot 5 shall be from Kent Avenue, at least 50 feet from the edge of the Robert Street pavement. A note to this effect must be included on the final plat.
4. With the final plat application, provide evidence of compliance with City Code 11-3-3(B)(1), relating to transfer of the Cody Canal water rights.
5. Note the variances granted on the final plat.
6. Include the following in the dedication certificate on the final plat:  
“And do hereby agree to promote and participate in an improvement district for curb, gutter, and sidewalk on Robert Street when deemed necessary by the City of Cody. And further, that this language shall be contained in each and all conveyances of record.”

**RECOMMENDATION:**

If the Board is in agreement with the proposal, recommend approval of the preliminary plat and variances, subject to the conditions noted in the staff report.

**ATTACHMENTS:**

Application  
Preliminary Plat

CODY, WYOMING  
307-587-5789



LICENSED IN  
WYOMING AND MONTANA

Engineering and  
Land Surveying, LLC

EINECKE

RED LODGE, MONTANA  
406-425-3866

July 9, 2012

City of Cody  
c/o Todd Stowell, City Planner  
P.O. Box 2200  
Cody, WY 82414

RE: Zoe Addition - Preliminary Plat Variance Requests

Dear Mr. Stowell:

As part of the proposed preliminary plat application for the minor subdivision of the Zoe Addition we are requesting the following variances from the City Codes:

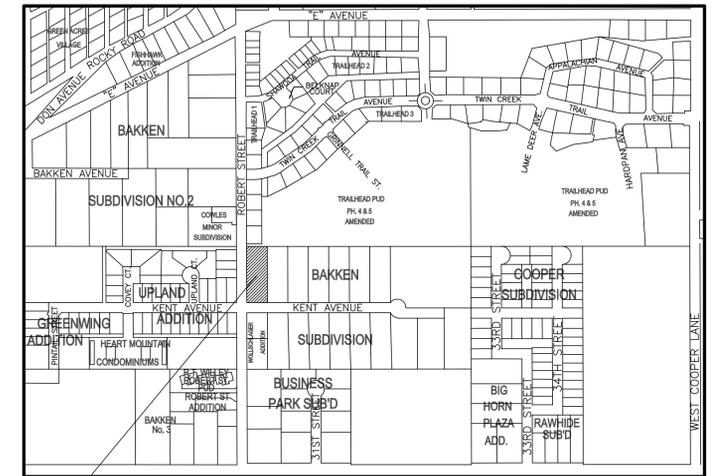
- Title 11-4-2.P Alleys: This is not relevant for this minor subdivision which is subdividing an existing lot with adequate access with no existing alley.
- Title 11-4-2.Q Curb, Gutter, Sidewalk, Paved Streets: The existing paved street section does not include curb, gutter, and sidewalks and would not coincide with the surrounding infrastructure.
- Title 11-5-1.J Open Drains, Irrigation Ditches: The existing irrigation ditch only crosses a small portion of the lot in the northeast corner of the proposed subdivision. Minimal benefits will be obtained by piping this segment of the ditch.

Sincerely,

Craig Shavlik, PE/PLS



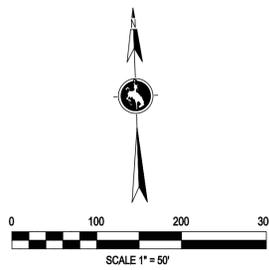
A PORTION OF THE CITY OF CODY



VICINITY MAP

SCALE: 1" = 500'

PROPOSED ZOE ADDITION



NOTES

1. THE PRIMARY CONTACTS FOR THIS SUBDIVISION ARE AS FOLLOWS:

- CRAIG B. SHAVLIK, PE/LS  
MEINECKE ENGINEERING AND LAND SURVEYING, LLC  
1701 STAMPEDE AVE., SUITE 200  
CODY, WY 82414  
PH: 307-587-5789 FAX: 307-587-3032

- RYAN & ERYNNE SELK (OWNERS)  
240 ROBERT STREET  
CODY, WY 82414  
PH: 307-899-0449

2. PROPOSED MINOR SUBDIVISION WILL DIVIDE LOT 8 OF BAKKEN SUBDIVISION (+/- 0.905 ACRES) INTO 5 RESIDENTIAL LOTS. CONVEYED TO RYAN J. & ERYNNE N. SELK IN WARRANTY DEED RECORDED AS DOCUMENT No. 2007-6683; OF THE RECORDS OF THE PARK COUNTY, WYOMING CLERK AND RECORDER.

3. EXISTING AND PROPOSED ZONING OF THE PROPOSED SUBDIVISION IS CLASSIFIED AS "B-RESIDENTIAL".

4. THE LOCATION OF PROPOSED SUBDIVISION IS NOT WITHIN A DESIGNATED FLOOD ZONE AND NOT PRONE TO FLOODING PER FEMA FIRM PANEL No. 56029C2345D.

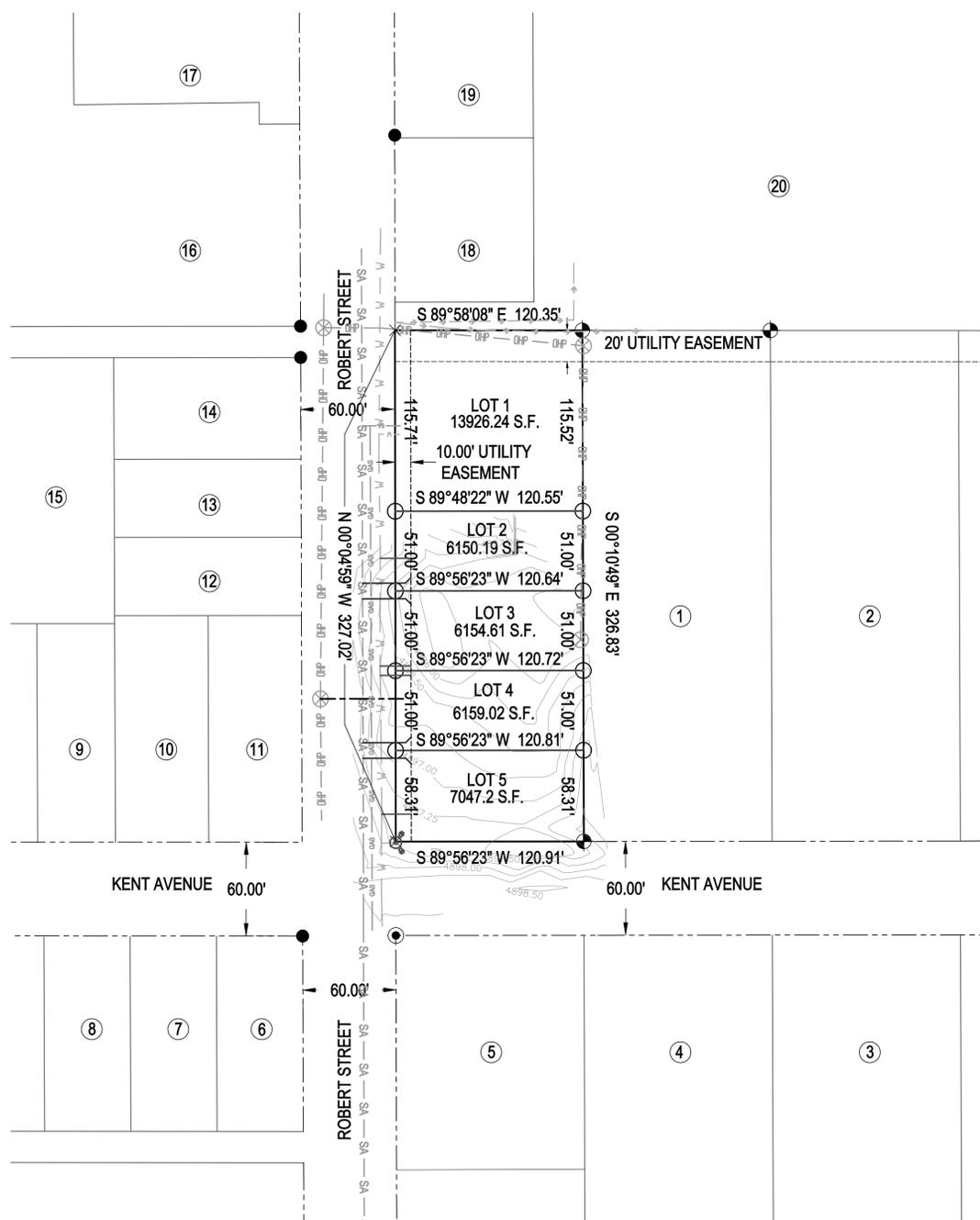
5. SHALLOW UTILITIES (TREATED WATER, SANITARY SEWER, TELECOMMUNICATIONS, NATURAL GAS) FOR PROPOSED LOTS 2, 3, 4, & 5 ARE AVAILABLE FROM EXISTING INFRASTRUCTURE WITHIN ROBERT STREET. LOT 1 WILL BE MAINTAINED BY EXISTING UTILITY SERVICES TO THE CURRENT RESIDENCE.

6. PER CONTRACTOR, D.W. LATIMER, INC, TREATED WATER SERVICES FOR LOTS 2, 3, & 4 ARE 3/4" COPPER PIPE. TREATED WATER SERVICE TO LOT 5 IS 1" COPPER PIPE. ALL SERVICES WERE CONSTRUCTED AT A DEPTH OF APPROXIMATELY 6 FEET.

7. PER CONTRACTOR, D.W. LATIMER, INC, SANITARY SEWER SERVICES WERE CONSTRUCTED AT A DEPTH OF APPROXIMATELY 8 FEET.

8. THE CODY CANAL WATER RIGHTS HELD BY THE OWNER(S) WILL BE RELINQUISHED AND TRANSFERRED TO THE CITY OF CODY PER CITY CODE TITLE 11-3-3.B.1 UPON APPROVAL OF THE FINAL PLAT.

9. THE EXISTING STRUCTURE WHICH ENCLOSES ONTO PROPOSED LOT 2 WILL BE REMOVED.



LEGEND

- EXISTING LOT LINE
- PROPOSED LOT LINE
- EXISTING PROPERTY LAND LINE
- - - EXISTING EASEMENT
- - - PROPOSED EASEMENT
- - - EXISTING RIGHT-OF-WAY
- W - W - W - W - W - W - EXISTING TREATED WATER
- W - W - W - W - W - W - PROPOSED TREATED WATER SERVICE
- - - EXISTING IRRIGATION DITCH
- SA - SA - SA - SA - SA - SA - EXISTING SANITARY SEWER
- SA - SA - SA - SA - SA - SA - PROPOSED SANITARY SEWER SERVICE
- GAS - GAS - GAS - GAS - GAS - EXISTING NATURAL GAS MAIN
- OHP - OHP - OHP - OHP - OHP - EXISTING OVERHEAD POWER LINE
- - - PROPOSED ELECTRICAL SERVICE
- ⊗ EXISTING POWER POLE
- ⊙ EXISTING FIRE HYDRANT
- FOUND IRON PIPE
- FOUND ALUMINUM CAP
- FOUND BRASS CAP
- PROPOSED LOT CORNERS
- × CALCULATED POINT/NO MONUMENT FOUND

PLAN VIEW

SCALE: 1" = 50'  
CONTOUR INTERVAL = 0.25'

PARCEL	LOT #	SUBDIVISION	OWNER(S)	RECORDED DOCUMENT	ZONING
①	7	BAKKEN	SHIRLEY J. DAVIS	AFFIDAVIT OF SURVIVORSHIP 2009-6569	B
②	6	BAKKEN	ROBERT L. & KAY BEALL	WARRANTY DEED 2000-1680	B
③	11	BAKKEN	WALTER G. BRANTZ & WILLIAM W. BRANTZ	WARRANTY DEED 2005-5419	B
④	10	BAKKEN	DAWN E. HENSON	QUITCLAIM DEED 2000-6300	B
⑤	1	WOLLSCHLAGER ADD'N	BRUCE G. WOLLSCHLAGER	BK 188 PAGE 23	B
⑥	35	UPLAND ADD'N	NATHALIE M. KHODR	WARRANTY DEED 2008-368	B
⑦	34	UPLAND ADD'N	NATHALIE M. KHODR	WARRANTY DEED 2008-366	B
⑧	33	UPLAND ADD'N	LESLIE L. BARNES	WARRANTY DEED 2010-7099	B
⑨	6	UPLAND ADD'N	ADELE F. NEMITZ	WARRANTY DEED 2009-4405	B
⑩	5	UPLAND ADD'N	M. MAUREEN MURPHY	AFFIDAVIT OF SURVIVORSHIP 2011-7445	B
⑪	4	UPLAND ADD'N	THOMAS & LAURA C. FELL	WARRANTY DEED 2010-1824	B
⑫	3	UPLAND ADD'N	CHRISTOPHER E. & KRISTA L. WALLACE	WARRANTY DEED 2007-6827	B
⑬	2	UPLAND ADD'N	TUNEY J. BARRUS	WARRANTY DEED 2011-1774	B
⑭	1	UPLAND ADD'N	CITY OF CODY	WARRANTY DEED 2006-4789	B
⑮	8	UPLAND ADD'N	JAMES M. POLLOCK	WARRANTY DEED 2007-980	B
⑯	1	COWLES MINOR SUB.	JERRY W. COWLES	WARRANTY DEED 2009-6385	F2
⑰	2	COWLES MINOR SUB.	JERRY W. COWLES	WARRANTY DEED 2009-6385	F2
⑱	1	TRAILHEAD 1	EDWIN E. & CAROL L. HIGBIE	WARRANTY DEED 2001-2666	B
⑲	2	TRAILHEAD 1	CRYSTAL N. GULLICKSON	WARRANTY DEED 2006-10045	B
⑳	N/A	AMENDED TRAILHEAD PUD PH. 4&5	HIGBIE FAMILY REVOCABLE LIVING TRUST	WARRANTY DEED 2009-142	B

PRELIMINARY PLAT  
SHOWING THE  
**ZOE ADDITION**  
MINOR SUBDIVISION  
THE DIVISION OF LOT 8, BAKKEN SUBDIVISION  
WITHIN THE CITY OF CODY,  
PARK COUNTY, WYOMING

Licensed in Wyoming and Montana  
**MEINECKE**  
Engineering and  
Land Surveying, LLC  
1701 STAMPEDE AVE, SUITE 200 CODY, WYOMING 82414  
Phone: 307-587-5789 Fax: 307-587-3032  
INFO@MEINECKEPELS.COM

SHEET 1 OF 1

DRAWN BY: JRQ  
CHECKED BY: CBS  
JOB NO.: C12020.01  
APPLICANT: RYAN J. AND ERYNNE N. SELK  
DATE: 07-08-2012



- 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: 5,774 \$0.05 per building square footage, \$250.00 minimum

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

<b>MEETING DATE:</b>	JULY 24, 2012	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	RENO COLLISION CENTER ADDITION, SPR 2012-23	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Todd Reno has submitted an application for additions and improvements to the Reno Collision Center at 2221 Lt. Childers Street. The proposal includes an office addition (1,518 sq. ft.) and shop addition (428 sq. ft.) to the front of the building, a body shop addition to the back of the building (4,256 sq. ft.), and associated parking, sidewalk, storm water, and landscaping improvements. An additional parking area is proposed across Frank Court, on the Forward Cody property. Refer to the enclosed site plans.

The applicant has recently completed (or almost completed—we have not seen the deed transfers) a lot line adjustment to purchase additional land to the west of the existing facility, in order to have sufficient land for the proposal.

Existing front of facility:



Existing back of facility:



**REVIEW CRITERIA:**

The property is located within the Industrial “E” zoning district, which permits “automobile body and paint shops”.

Section 10-10E-3 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 9-4-3 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	Light industrial building (Dave Strike Building and 3 other users).	Industrial "E"
East	Airport property across Lt. Childers Street	Industrial "E"
South	Forward Cody commercial building across Frank Court.	Industrial "E"
West	Former Childs towing facility-vacant.	Industrial "E"

**Architecture:**

The architectural renderings are included in the application. The additions will be sided and roofed in sheet metal, with a modern color scheme, and a faux-stone wainscot included on the front of the building and around the south side of the office addition. The existing blue building will be painted to match the additions.

While the building is laid out primarily for functional reasons, it was professionally designed and clearly addresses the intent of the architectural review requirement of the zoning ordinance. The project is designed in such a way that it will not be readily apparent that the building has received numerous additions.

As far as the architectural compatibility, the building will look as nice, or nicer, than any immediately neighboring buildings.

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

**Landscaping:**

There is currently no landscaping at the site. The proposal includes a landscaped area along the south side of the office addition, with shrubs spaced 3-6 feet apart. The type ground cover is not indicated.

Storm Water Plan:

The amount of additional impervious surface is significant. An engineered storm water plan has been prepared to address the additional runoff according to the City's storm water policy manual. A trench drain south of the proposed shop addition and a drywell/infiltration trench west of the proposed shop addition are sized to accommodate the required amount of runoff. Because the area west of the shop addition also serves as an access easement to the lot to the north, the drywell pipe and case cover are to be traffic rated.

Parking:

The parking ordinance requires one space per employee plus one space per average number of customers expected at any one time. The applicant indicates that with the addition there will be a capacity of 12 employees and no more than three customers at any one time, for a total need of 15 parking spaces according to the parking ordinance. The site plan includes twenty spaces on the site, between the outdoor and indoor spaces. All parking spaces meet the necessary dimensional requirements, with the exception of the ADA stall, which needs to be van-accessible (11' wide plus a 5' wide access aisle).

The backup areas for the outside parking stalls extend into the public right-of-way, which in this case is not a concern as Frank Court sees minimal traffic and the spaces off Lt. Childers Street have approximately 35 feet of backup area outside of the improved street. This is possible due to the 100 ft. wide right-of-way for Lt. Childers Street (former highway).

The grading and paving in the Lt. Childers right-of-way will require an encroachment permit from the City.

Additionally the applicant is finalizing an agreement to lease an area of Forward Cody's property, across Frank Court, for parking. The area will accommodate approximately twelve spaces (site plan attached), for a total of 32 spaces on both properties. This review includes that parking area as well. The primary concern is that there be adequate surfacing for weed control and that the parking area not be used for long-term vehicle storage. If the area is used for parking vehicles that are to be actively worked on and returned to the customer, then it is okay as proposed. If any longer term parking or storage is to occur, this parking compound would be required to be enclosed with a view-obscuring fence according to the current nuisance ordinance requirements.

Area of proposed parking on Forward Cody property  
(Property starts near log railings):



Staff looked at other zoning codes for a comparison of parking requirements for auto body shops and found that many codes require at least two spaces per service bay plus one space per employee, which would equate to more than 20 new spaces for just the addition. Therefore, we recommended that the applicant be required to maintain the parking agreement with Forward Cody (or other neighboring property owner) unless and until it is demonstrated that the parking is no longer needed, as determined by the Planning and Zoning Board.

#### Lighting

All exterior lighting is shown as downward/cut-off style. The number and locations of exterior lighting fixtures appear reasonable. However, the illumination levels or wattage of the lights is not indicated. The applicant should specify what level of illumination will be used.

#### Neighborhood Compatibility, Setbacks and Buffers, and Height Requirements

The proposal is a permitted use in the Industrial "E" zone in which the property is located. No buffers are required for this proposal. There are no specific zoning setbacks for the Industrial "E" Zone, although building code setbacks apply based on type of construction materials. Applicable building code setbacks will be met by the proposal.

There is no specific building height limitation in the Industrial "E" zone. However, the proximity to the airport caused staff to analyze the height as it relates to protected airspace, at a cursory level. The existing building is not identified by any airport study as extending into protected airspace. The additions are not any higher than the existing building, and the addition on the front of the building is sufficiently lower than the existing building so that its slightly closer proximity to the airport would not result in it protruding into protected airspace. Therefore, staff is relatively confident that the proposal will not create any airspace obstructions, as regulated by the FAA.

#### Sidewalk

There is currently no sidewalk, curb or gutter along Lt. Childers Street, or any plans for such. In recent cases, the Planning and Zoning Board has not required sidewalk when

there was not curb and gutter established to match it to. Frank Court is a gravel street in a City right-of-way, and is a similar situation. No requirement relating to sidewalk construction is proposed.

#### Utility Services

The applicant's engineer is determining the electric load requirements for the project to determine if the existing electrical service is adequate, or if an upgrade is needed. If an upgrade is needed, it will be at the applicant's cost. The applicant plans to have additional information on this before the meeting. Relocation of the existing underground power and gas lines across the lot to the north, within a new easement, is also proposed.

The project also includes a new sewer drain for the rear addition, which will utilize an existing service lateral. There are no fees associated with this connection.

Utility locates will be needed to identify any utilities that need to be protected during construction.

#### Signage

The existing signs will be relocated to the new addition. The signs meet the size and location requirements of the sign code.

#### **ATTACHMENTS:**

Application, site plans, elevations, floor plans, and landscaping materials.

#### **ALTERNATIVES:**

Approve or deny the site plan and architectural/landscaping design, with or without changes.

#### **RECOMMENDATION:**

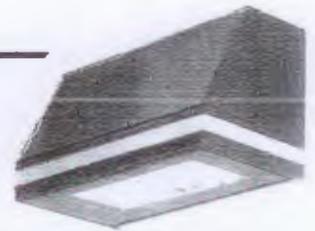
If the Planning and Zoning Board is agreeable to approving the application, it is recommended that it be subject to following.

1. That the ADA parking space be modified to meet current dimensional standards.
2. That the size and connection details for the oil/water separator be provided with the building permit application.
3. That all storm water facilities be inspected and certified by the applicant's engineer.
4. That an encroachment permit be obtained for the work within the public right-of-way.
5. That verification of completion of the lot line adjustment be submitted with, or prior to, the building permit.

6. That the business obtain and maintain the proposed parking agreement for the Forward Cody property unless and until it is demonstrated that the parking is no longer needed, as determined by the Planning and Zoning Board.
7. That the project must otherwise comply with the submitted site plan and applicable building, fire, and electrical codes. A building permit application is required.

# GREENBRIAR® WALL SCNCE

## LUMINAIRE ORDERING INFORMATION



TYPICAL ORDER EXAMPLE: **GBWM 3 400 PSMHR F 120 BRZ SQT**

Luminaire Prefix	Distribution	Lamp Wattage	Light Source	Lens	Line Voltage	Luminaire Finish	Options
GBWS (Small)	3 - Type III FT - Forward Throw WW - Wall Wash	50	CMH - Ceramic Metal Halide 150 Watt <sup>1</sup>	F - Flat Clear Tempered Glass	120	BRZ - Bronze	PC120 - Bottom-Type Photocell PC208 - Bottom-Type Photocell PC240 - Bottom-Type Photocell PC277 - Bottom-Type Photocell PC347 - Bottom-Type Photocell TP - Tamper Proof <sup>7</sup> PMA - Pole Mount Adapter for use with square poles (for S or 2000 mounting configurations only) List compatible with EM1, EM2, ED or E02 options. PMAR - Pole Mount Adapter for use with round poles (for S or DMR mounting configurations only) List compatible with EM1, EM2, ED or E02 options. DIM - CFL Control Voltage Dimming Ballast <sup>3</sup> C - Coated MH or PSMA Lamp (except 250 PSMH) SQT - Standby Quartz (Time Delay) <sup>9</sup> SON - Standby Quartz (Non-Time Delay) <sup>9</sup> EO - Emergency Quartz (separate 120V circuit - HID only) <sup>9</sup> EO2 - Two Emergency Quartz (2 separate 120V circuits - HID only) <sup>10</sup> EB - CFL Battery Back-up <sup>11</sup> CMBR - Cold Weather Battery Back-up <sup>11</sup> EM1 - One Emergency 12V Circuit Provision with 35 Watt Halogen Lamp <sup>12</sup> EM1L - One Emergency 12V Circuit Provision - Less Halogen Lamp <sup>12</sup> EM2 - Two Emergency 12V Circuit Provisions with (2) 35 Watt Halogen Lamps <sup>12</sup> EM2L - Two Emergency 12V Circuit Provisions - Less Halogen Lamps <sup>12</sup> LL - Less Lamp  Color Details 45 - Light Gold Metallic 20 - Charcoal Metallic 94 - Blue Metallic 59 - Dark Green 21 - Tomato Red
		70	MH - Metal Halide 50, 70, 100 <sup>2</sup> , 150 <sup>1</sup> Watt		208	BLK - Black	
		100	HPS - High Pressure Sodium 50 <sup>3</sup> , 70, 100, 150 Watt		240	PLP - Platinum Plus	
GBMM (Medium)	3 - Type III FT - Forward Throw	250	PSMH - Pulse Start Metal Halide 250, 320 Watt	F - Flat Clear Tempered Glass	120	BRZ - Bronze	PC120 - Bottom-Type Photocell PC208 - Bottom-Type Photocell PC240 - Bottom-Type Photocell PC277 - Bottom-Type Photocell PC347 - Bottom-Type Photocell TP - Tamper Proof <sup>7</sup> PMA - Pole Mount Adapter for use with square poles (for S or 2000 mounting configurations only) List compatible with EM1, EM2, ED or E02 options. PMAR - Pole Mount Adapter for use with round poles (for S or DMR mounting configurations only) List compatible with EM1, EM2, ED or E02 options. DIM - CFL Control Voltage Dimming Ballast <sup>3</sup> C - Coated MH or PSMA Lamp (except 250 PSMH) SQT - Standby Quartz (Time Delay) <sup>9</sup> SON - Standby Quartz (Non-Time Delay) <sup>9</sup> EO - Emergency Quartz (separate 120V circuit - HID only) <sup>9</sup> EO2 - Two Emergency Quartz (2 separate 120V circuits - HID only) <sup>10</sup> EB - CFL Battery Back-up <sup>11</sup> CMBR - Cold Weather Battery Back-up <sup>11</sup> EM1 - One Emergency 12V Circuit Provision with 35 Watt Halogen Lamp <sup>12</sup> EM1L - One Emergency 12V Circuit Provision - Less Halogen Lamp <sup>12</sup> EM2 - Two Emergency 12V Circuit Provisions with (2) 35 Watt Halogen Lamps <sup>12</sup> EM2L - Two Emergency 12V Circuit Provisions - Less Halogen Lamps <sup>12</sup> LL - Less Lamp  Color Details 45 - Light Gold Metallic 20 - Charcoal Metallic 94 - Blue Metallic 59 - Dark Green 21 - Tomato Red
		320	PSMH - Pulse Start Metal Halide Reduced 400 Watt		208	BLK - Black	
		400	HPS - High Pressure Sodium 250, 400 Watt		240	PLP - Platinum Plus	
GBMM (Medium)	3 - Type III FT - Forward Throw	26	CFL - Compact Fluorescent Single 26, 32, 42 Watt	F - Flat Clear Tempered Glass	UE - Universal Electronic (120-277/50/60Hz)  347 <sup>6</sup>	BRZ - Bronze BLK - Black PLP - Platinum Plus DAF - Dull White WHITE - White SWG - Satin Vandy Green GPT - Graphite MSW - Metallic Silver	PC120 - Bottom-Type Photocell PC208 - Bottom-Type Photocell PC240 - Bottom-Type Photocell PC277 - Bottom-Type Photocell PC347 - Bottom-Type Photocell TP - Tamper Proof <sup>7</sup> PMA - Pole Mount Adapter for use with square poles (for S or 2000 mounting configurations only) List compatible with EM1, EM2, ED or E02 options. PMAR - Pole Mount Adapter for use with round poles (for S or DMR mounting configurations only) List compatible with EM1, EM2, ED or E02 options. DIM - CFL Control Voltage Dimming Ballast <sup>3</sup> C - Coated MH or PSMA Lamp (except 250 PSMH) SQT - Standby Quartz (Time Delay) <sup>9</sup> SON - Standby Quartz (Non-Time Delay) <sup>9</sup> EO - Emergency Quartz (separate 120V circuit - HID only) <sup>9</sup> EO2 - Two Emergency Quartz (2 separate 120V circuits - HID only) <sup>10</sup> EB - CFL Battery Back-up <sup>11</sup> CMBR - Cold Weather Battery Back-up <sup>11</sup> EM1 - One Emergency 12V Circuit Provision with 35 Watt Halogen Lamp <sup>12</sup> EM1L - One Emergency 12V Circuit Provision - Less Halogen Lamp <sup>12</sup> EM2 - Two Emergency 12V Circuit Provisions with (2) 35 Watt Halogen Lamps <sup>12</sup> EM2L - Two Emergency 12V Circuit Provisions - Less Halogen Lamps <sup>12</sup> LL - Less Lamp  Color Details 45 - Light Gold Metallic 20 - Charcoal Metallic 94 - Blue Metallic 59 - Dark Green 21 - Tomato Red
		32	CFL2 - Compact Fluorescent Double 26, 32, 42 Watt	F - Flat Clear Tempered Glass			
		42	CFL2 - Compact Fluorescent Double 26, 32, 42 Watt	FPC - Flat Clear Polycarbonate <sup>4</sup>			
		WW - Wall Wash	CFL - Compact Fluorescent Single 26, 32, 42 Watt	FPC - Flat Clear Polycarbonate <sup>4</sup>			
GBMM (Medium)	3 - Type III FT - Forward Throw	250	PSMH - Pulse Start Metal Halide 250, 320 Watt	F - Flat Clear Tempered Glass	UE - Universal Electronic (120-277/50/60Hz)  347 <sup>6</sup>	BRZ - Bronze BLK - Black PLP - Platinum Plus DAF - Dull White WHITE - White SWG - Satin Vandy Green GPT - Graphite MSW - Metallic Silver	PC120 - Bottom-Type Photocell PC208 - Bottom-Type Photocell PC240 - Bottom-Type Photocell PC277 - Bottom-Type Photocell PC347 - Bottom-Type Photocell TP - Tamper Proof <sup>7</sup> PMA - Pole Mount Adapter for use with square poles (for S or 2000 mounting configurations only) List compatible with EM1, EM2, ED or E02 options. PMAR - Pole Mount Adapter for use with round poles (for S or DMR mounting configurations only) List compatible with EM1, EM2, ED or E02 options. DIM - CFL Control Voltage Dimming Ballast <sup>3</sup> C - Coated MH or PSMA Lamp (except 250 PSMH) SQT - Standby Quartz (Time Delay) <sup>9</sup> SON - Standby Quartz (Non-Time Delay) <sup>9</sup> EO - Emergency Quartz (separate 120V circuit - HID only) <sup>9</sup> EO2 - Two Emergency Quartz (2 separate 120V circuits - HID only) <sup>10</sup> EB - CFL Battery Back-up <sup>11</sup> CMBR - Cold Weather Battery Back-up <sup>11</sup> EM1 - One Emergency 12V Circuit Provision with 35 Watt Halogen Lamp <sup>12</sup> EM1L - One Emergency 12V Circuit Provision - Less Halogen Lamp <sup>12</sup> EM2 - Two Emergency 12V Circuit Provisions with (2) 35 Watt Halogen Lamps <sup>12</sup> EM2L - Two Emergency 12V Circuit Provisions - Less Halogen Lamps <sup>12</sup> LL - Less Lamp  Color Details 45 - Light Gold Metallic 20 - Charcoal Metallic 94 - Blue Metallic 59 - Dark Green 21 - Tomato Red
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		26	CFL - Compact Fluorescent Single 26, 32, 42 Watt	F - Flat Clear Tempered Glass			
GBMM (Medium)	3 - Type III FT - Forward Throw	26	CFL - Compact Fluorescent Single 26, 32, 42 Watt	F - Flat Clear Tempered Glass	UE - Universal Electronic (120-277/50/60Hz)  347 <sup>6</sup>	BRZ - Bronze BLK - Black PLP - Platinum Plus DAF - Dull White WHITE - White SWG - Satin Vandy Green GPT - Graphite MSW - Metallic Silver	PC120 - Bottom-Type Photocell PC208 - Bottom-Type Photocell PC240 - Bottom-Type Photocell PC277 - Bottom-Type Photocell PC347 - Bottom-Type Photocell TP - Tamper Proof <sup>7</sup> PMA - Pole Mount Adapter for use with square poles (for S or 2000 mounting configurations only) List compatible with EM1, EM2, ED or E02 options. PMAR - Pole Mount Adapter for use with round poles (for S or DMR mounting configurations only) List compatible with EM1, EM2, ED or E02 options. DIM - CFL Control Voltage Dimming Ballast <sup>3</sup> C - Coated MH or PSMA Lamp (except 250 PSMH) SQT - Standby Quartz (Time Delay) <sup>9</sup> SON - Standby Quartz (Non-Time Delay) <sup>9</sup> EO - Emergency Quartz (separate 120V circuit - HID only) <sup>9</sup> EO2 - Two Emergency Quartz (2 separate 120V circuits - HID only) <sup>10</sup> EB - CFL Battery Back-up <sup>11</sup> CMBR - Cold Weather Battery Back-up <sup>11</sup> EM1 - One Emergency 12V Circuit Provision with 35 Watt Halogen Lamp <sup>12</sup> EM1L - One Emergency 12V Circuit Provision - Less Halogen Lamp <sup>12</sup> EM2 - Two Emergency 12V Circuit Provisions with (2) 35 Watt Halogen Lamps <sup>12</sup> EM2L - Two Emergency 12V Circuit Provisions - Less Halogen Lamps <sup>12</sup> LL - Less Lamp  Color Details 45 - Light Gold Metallic 20 - Charcoal Metallic 94 - Blue Metallic 59 - Dark Green 21 - Tomato Red
		32	CFL2 - Compact Fluorescent Double 26, 32, 42 Watt	F - Flat Clear Tempered Glass			
		42	CFL2 - Compact Fluorescent Double 26, 32, 42 Watt	FPC - Flat Clear Polycarbonate <sup>4,5</sup>			
		70	CFL3 - Compact Fluorescent Triple 26, 32, 42 Watt	FPC - Flat Clear Polycarbonate <sup>4,5</sup>			

Consult Factory for International Voltages and Light Sources

### FOOTNOTES:

- 1- 150 MH must be used for downlight only
- 2- Supplied with a HX-HPF transformer as standard. Also available with a 120/277 volt CMA transformer. Consult factory.
- 3- 50 Watt HPS is not available in TT or 347V.
- 4- FPC lens is not available with EM options.
- 5- If a polycarbonate lens is required on an Uplight Medium fixture in 70 CFL2 or 42 CFL3, the glass lens with Polycarbonate Shield (GBMM PLS) accessory must be ordered.
- 6- 347V CFL is not available with dimming ballast (DIM) option. Consult factory for battery back-up (EB) options.
- 7- Tamper-proof Screwdriver must be ordered separately. (See Accessory Ordering Information).
- 8- CFL Dimming Control by others.
- 9- HID lamp wattages 50 and 70 are supplied with a 50 watt, 120V quartz lamp. HID lamp wattages 100 through 250 are supplied with a 100 watt, 120V quartz lamp. HID lamp wattages of 320 & 400 are supplied with a 250 watt, 120V quartz lamp. EO option is not compatible with PMA or PMAR options.
- 10- Available on 100 watt minimum HID fixtures. HID lamp wattages 100 through 175 are supplied with two 50 watt, 120V quartz lamps. 250 through 400 watt HID fixtures are supplied with two 100 watt, 120V quartz lamps. EO2 option is not compatible with PMA or PMAR options.
- 11- Battery Back-up available on single, double and triple 120 or 277 voltage specific units for U.S. applications. Please change Line Voltage of UE to 120 or 277 when ordering this option. On double and triple units, one lamp will be energized by Battery Back-up (EB) option. Consult factory for specific details of Egress job application compliance.
- 12- Utilizes GY6.35 socket(s). 12 volt separate circuit(s) required. Not compatible with PMA or PMAR option or FPC lens.

### ACCESSORY ORDERING INFORMATION

(Accessories are field installed)

Description	Order Number	Description	Order Number
FK120 - Single Fusing	FK120+	GBWS PLS - Polycarbonate Shield for Small	172786
FK277 - Single Fusing	FK277+	GBMM PLS - Polycarbonate Shield for Medium	172787
DFC208, 240 - Double Fusing	DFC208, 240+	SN BLK - Surface Wiring Box	173156BLK+++
DFK400 - Double Fusing	DFK400++	SCD - Tamper-proof Screwdriver	36449
FK347 - Single Fusing	FK347+		

+ Available on HID fixtures only. Fusing to be installed in a compatible junction box supplied by contractor.  
 ++ Available on HID Medium fixture only. Fusing to be installed in a compatible junction box supplied by contractor.  
 +++ SN BLK not compatible with PMA or PMAR option.

A



**Qt. 4**

**Red Barberry**

**RB**

**(Berberis Thunbergii)**

**1 Gallon**



<b>Mature Height-</b>	3 - 5 feet
<b>Mature Spread-</b>	2 - 5 feet
<b>Soil Type-</b>	Sandy, Loam
<b>Moisture-</b>	Moderate
<b>Mature Form-</b>	Round
<b>Growth Rate-</b>	slow
<b>Sun Exposure-</b>	Full Sun - Partial Sun
<b>Flower Color-</b>	Red
<b>Fall Color-</b>	Red
<b>Foliage Color-</b>	Red

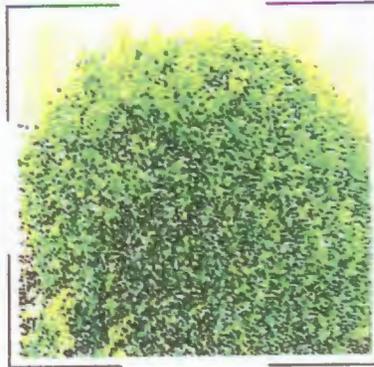
**Qt. 5**

**Arborvitae - Globe**

**AG**

*(Thuja Occidentalis)*

**2 Gallon**



<b>Mature Height-</b>	4 - 6 feet
<b>Mature Spread-</b>	4 - 6 feet
<b>Soil Type-</b>	Sandy, Clay, Loam
<b>Moisture-</b>	Moderate
<b>Mature Form-</b>	Small, Round
<b>Growth Rate-</b>	Slow
<b>Sun Exposure-</b>	Full Sun - Partial Sun
<b>Flower Color-</b>	Not Showy
<b>Fall Color-</b>	Dark Green
<b>Foliage Color-</b>	Dark Green

# RENO COLLISION CENTER

2221 Lt. Childers Street  
Cody, Wyoming 82414



COVER PAGE PERSPECTIVE IS FOR PRESENTATION ONLY. PLEASE REFER TO ELEVATION PAGES FOR ALL EXTERIOR DETAIL.

**COVER SHEET**  
**Reno Collision Center**  
 2221 Lt. Childers Street  
 Cody Wyoming 82414  
 Phone: 307-527-5556 Fax: 307-527-5562

**General Contractor:**  
 Address:  
 Phone:

Preliminary Plans  
 Not For Construction

**SUSAN HOVDE - Architect**  
 P.O. Box 1514  
 Red Lodge MT, 59068  
 (406) 446-3160

Precision Plan and Design Inc.  
 Custom Plan Service  
 930 12th Street  
 Cody Wy, 82414  
 (307) 587-6227  
 Project # 840

**DATE:**  
 June 19, 2012

#	CHANGE ORDER	DATE			
		1	2	3	4

**C1**  
 SHEET #  
 1 OF

## CODE CONSIDERATIONS

RENO COLLISION CENTER ( ZONE "E" )

**CODE USED:**  
 INTERNATIONAL BUILDING CODE 2006 (IBC)

**OCCUPANCY CLASSIFICATION:**  
 MIXED USE - NON-SEPARATED, (508.3.2) M AND S, (B - ACCESSORY)

**BUILDING CONSTRUCTION TYPE:**  
 VB

**ALLOWABLE HEIGHT AND AREA:**  
 M, 9000 (1 STORY), S1, 9000 (1 STORY) 40'

**ACTUAL STORIES:**  
 1 PLUS MEZZANINE B (505)

**ACTUAL SQUARE FOOTAGE:**  
 INSIDE - M 18,000  
           S 3,160  
           B (MEZZ.) NOT COUNTED IN SF. 418

**TOTAL INTERIOR =** 21,160

**COVERED EXTERIOR - M** 2,178  
                                   S 1,170

**TOTAL EXTERIOR =** 3,348

**OCCUPANT LOAD:**  
 18,000 / 30 = 600  
 3,160 / 300 = 11  
           418 / 100 = 5  
 INSIDE = 616  
 21,78 / 30 = 73  
 1170 / 300 = 4  
 OUTSIDE = 77

**TOTAL BUILDING:** = 693

**SPRINKLER SYSTEM?:**  
 NO

**ALLOWABLE AREA:**  
 {9000 + [9000 x .75] + [9000 x 3]} = 42,750 SF.  
 ACTUAL = 21,160 SF.

**EGRESS WIDTH:**  
 (TABLE 1005.1) .15 x 616 = 92.4" = 3 DOORS, 4 PROVIDED

**TRAVEL DISTANCE:**  
 250' MAX ALLOWABLE, ACTUAL < 100'

**PLUMBING:**  
 (TABLE 2902.1) 2 FIXTURES REQUIRED, 2 / SEX PROVIDED, 1 LAV PER 2  
 FIXTURES, SO OK. 1 DRINKING FOUNTAIN, 1 UTILITY SINK, REQUIRED AND PROVIDED.

**IMPORTANT:**  
 BUILDER VERIFY ALL DIMENSIONS.  
 ALL DRAWINGS SUBJECT TO CHANGE PER ARCHITECT.  
 ALL CONSTRUCTION METHODS TO MEET LOCAL CODES AND STANDARDS.

**EXTERIOR COLORS**

**WALLS:**  
 VERTICAL METAL TAN  
 MANUFACTURED STONE ( EASTERN MOUNTAIN LEDGE / BROOKSIDE

**WINDOWS:**  
 COMMERCIAL DARK BRONZE

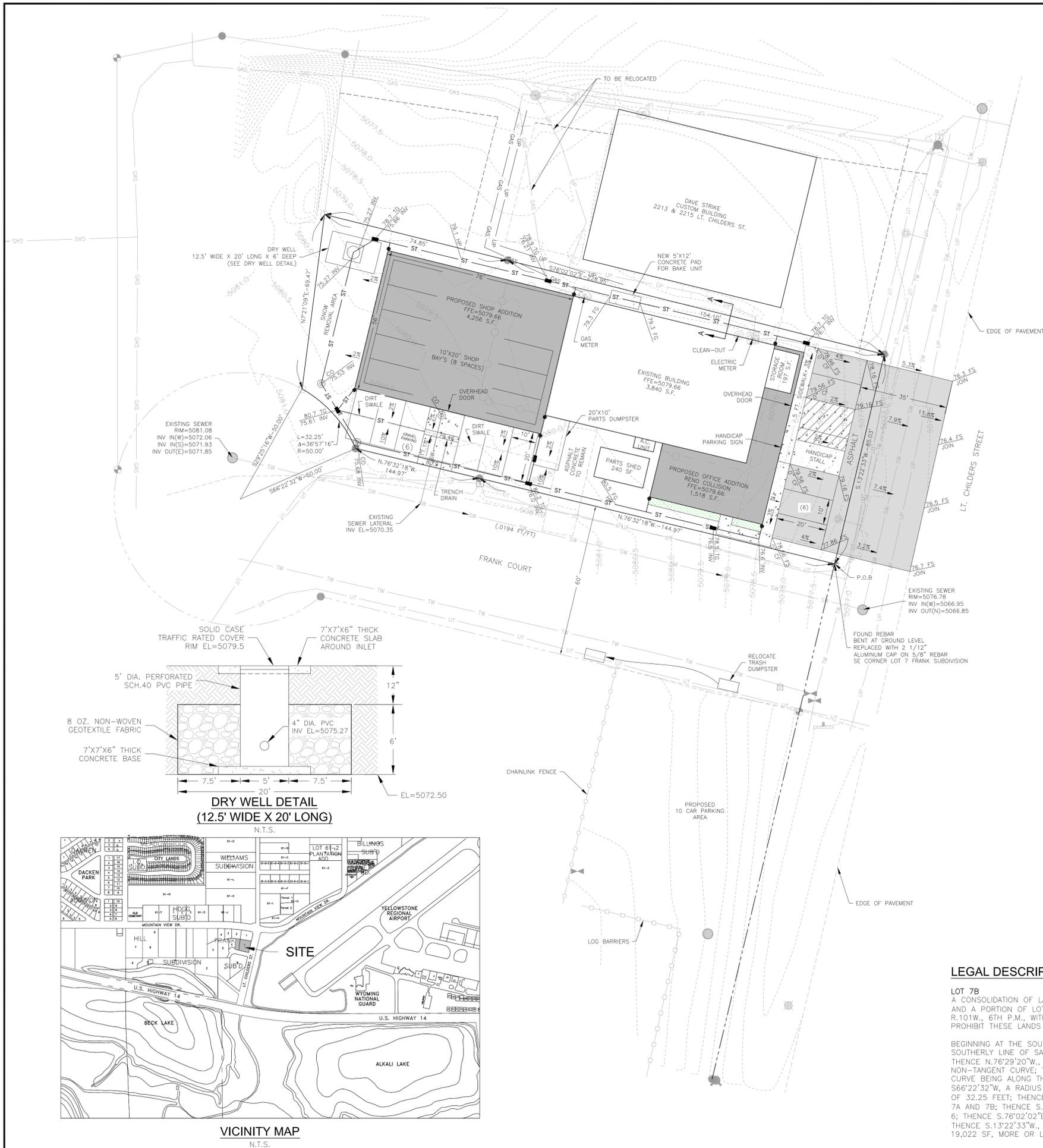
**DOORS:**  
 COMMERCIAL DARK BRONZE/ O.H. DOORS DARK BROWN

**TRIM / FACIA:**  
 METAL MANSARD BROWN

**GUTTERS:**  
 METAL MANSARD BROWN

**METAL ROOF:**  
 STANDING SEAM, LIGHT STONE

**INDEX TO DRAWINGS:**  
 C1 - CODE CONSIDERATIONS  
 SITE PLAN  
 A1 - FLOOR PLAN  
 A2 - FLOOR PLAN  
 A3 - ELEVATIONS  
 A4 - ELEVATIONS  
 A5 - ELEVATIONS



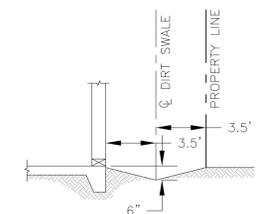
**GENERAL NOTES:**

- PARKING REQUIREMENTS:**

PER CITY OF CODY DEVELOPMENT MANUAL, SECTION 2 -DEVELOPMENT STANDARDS:  
 FOR COMMERCIAL, MANUFACTURING, INDUSTRIAL USES: 1 SPACE PER REGULAR EMPLOYEE  
 AND 1 SPACE PER AVERAGE NUMBER OF CUSTOMERS EXPECTED AT ANY ONE TIME.

NUMBER OF EXISTING & FUTURE EMPLOYEES: 12  
 NUMBER OF CUSTOMERS AT ANY ONE TIME: 3  
 NUMBER OF SPACES REQUIRED: 15

TOTAL NUMBER OF PARKING SPACES PROVIDED OUTSIDE THE BUILDING ON-SITE: 12  
 TOTAL NUMBER OF AUTO SPACES PROVIDED IN THE SHOP ADDITION FOR REPAIRS: 8  
 TOTAL NUMBER OF PARKING SPACES PROVIDED: 20 (ON-SITE)  
 TOTAL NUMBER OF PARKING SPACES PROVIDED: 10 (OFF-SITE)  
 TOTAL NUMBER OF HANDICAPPED PARKING SPACES REQUIRED: 1
- CONTOURS SHOWN HEREON REFLECT THE EXISTING GROUND AS OF JUNE 5, 2012. ACTUAL  
 CONDITIONS MAY VARY AND SHALL BE FIELD VERIFIED AT THE TIME OF CONSTRUCTION.
- TIE ALL ROOF DRAIN LINES INTO PROPOSED 4" PVC STORM DRAIN.



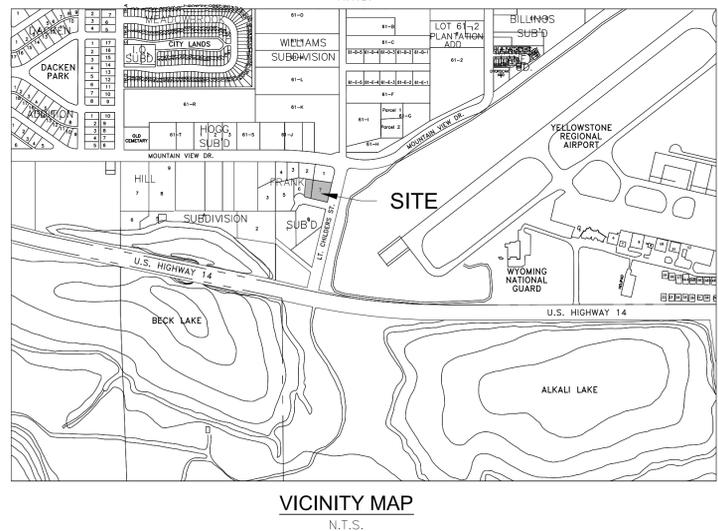
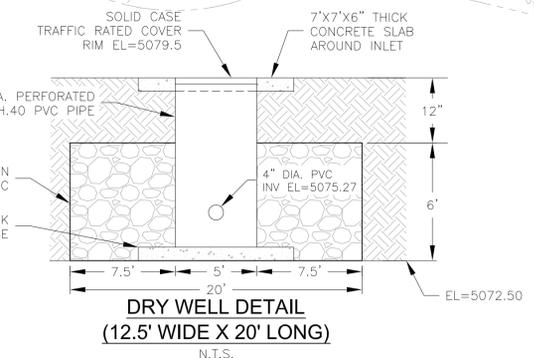
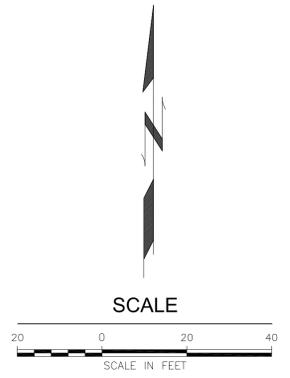
**SECTION A-A**  
N.T.S.

**ABBREVIATIONS**

CF	CURB FACE
CO	CLEAN-OUT
EL	ELEVATION
FG	FINISH GRADE
FS	FINISH SURFACE
HP	HIGH POINT
INV	INVERT
LP	LOW POINT
P.O.B	POINT OF BEGINNING
PVC	POLYVINYL CHLORIDE
TG	TOP OF GRATE

**LEGEND**

EXISTING BOUNDARY	---
PROPOSED EASEMENT LINE	---
EXISTING GAS	---
EXISTING UNDERGROUND POWER	---
EXISTING UNDERGROUND TELEPHONE	---
EXISTING TREATED WATER	---
EXISTING SEWER	---
RELOCATED GAS	---
RELOCATED POWER	---
PROPOSED 4" SCH.40 PVC STORM DRAIN	---
PROPOSED CONCRETE (6" THICK) (SAWCUT AT 20'X20' GRIDS)	■
PROPOSED ASPHALT SURFACE (3" ASPHALT CONCRETE OVER 6" BASE)	■
PROPOSED LANDSCAPE AREA	■
FOUND BRASS CAP	●
FOUND ALUMINUM CAP	●
FOUND IRON PIPE	●
FOUND REBAR	●
SET 5/8"x24" REBAR WITH 2 1/2" ALUMINUM CAP	○
PROPOSED STORM DRAIN CATCH BASIN	■
PROPOSED CLEAN OUT	○
PROPOSED ROOF DRAIN	○
MEASURED DATA	○
RECORD DATA	○



**LEGAL DESCRIPTION**

**LOT 7B**  
 A CONSOLIDATION OF LANDS OWNED BY SEPARATE DOCUMENT THAT INCLUDES A PORTION OF LOT 7 AND A PORTION OF LOT 6 OF THE FRANK SUBDIVISION, WITHIN THE E1/2NW1/4, LOT 61, T52N., R101W., 6TH P.M., WITHIN THE CITY OF CODY, PARK COUNTY, WYOMING. SAID CONSOLIDATION WILL PROHIBIT THESE LANDS TO BE SOLD AS SEPARATE PARCELS.

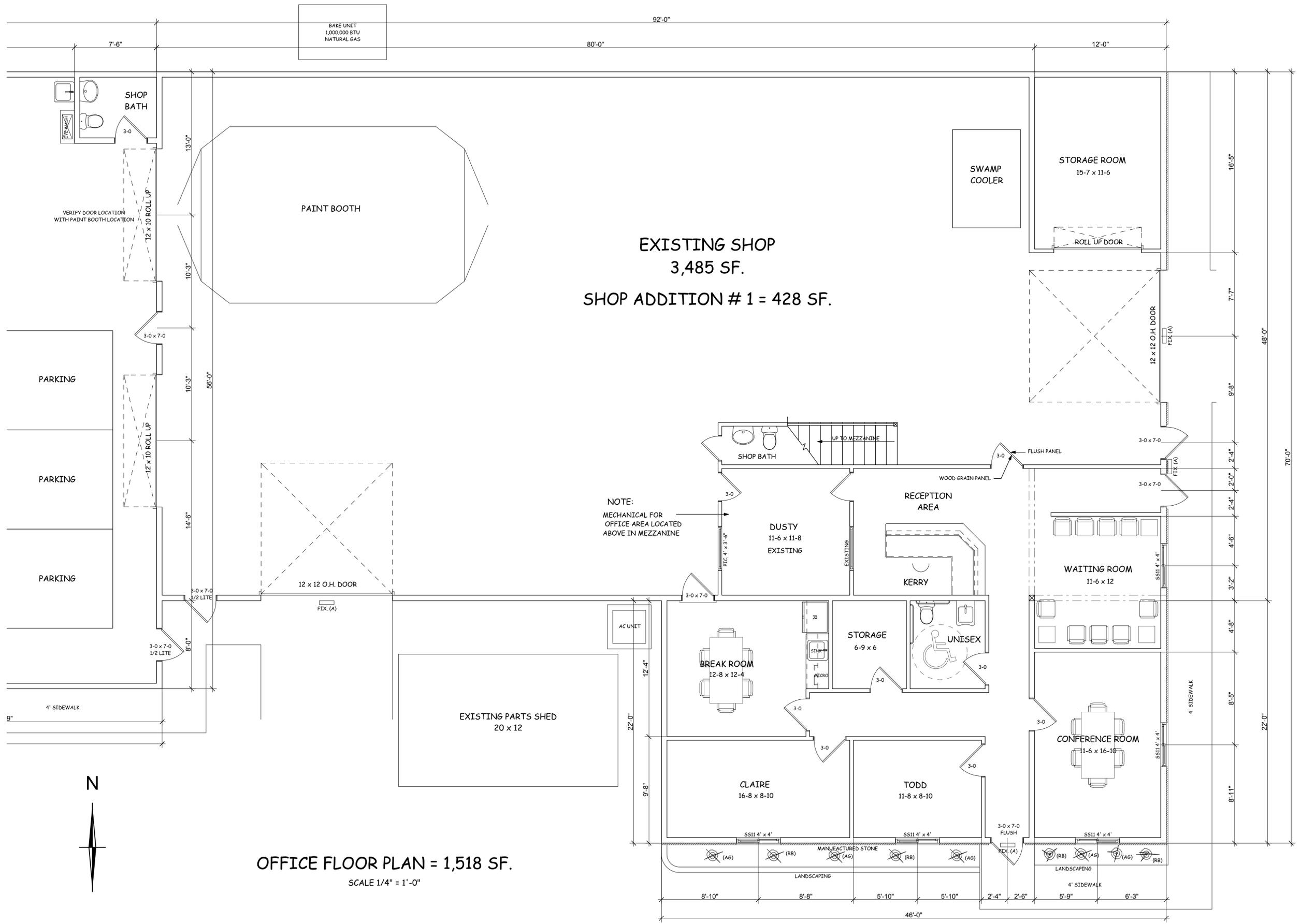
BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 7, THENCE N.76°32'18"W., ALONG THE SOUTHERLY LINE OF SAID LOT 7, 144.97 FEET, TO THE SOUTHWEST CORNER OF SAID LOT 7; THENCE N.76°29'20"W., ALONG THE SOUTHERLY LINE OF SAID LOT 6, 50.56 FEET TO A POINT OF NON-TANGENT CURVE; THENCE NORTHWESTERLY ALONG A CURVE CONCAVE SOUTHWESTERLY, SAID CURVE BEING ALONG THE SOUTHERLY LINE OF SAID LOT 6, HAVING A RADIAL BEARING OF S66°22'32"W, A RADIUS OF 50.00 FEET, THROUGH A CENTRAL ANGLE OF 36°57'16" FOR A LENGTH OF 32.25 FEET; THENCE N.7°21'09"E., 69.47 FEET, TO THE WESTERLY CORNER COMMON TO LOTS 7A AND 7B; THENCE S.76°02'02"E., 74.85 FEET, TO A POINT ON THE EASTERLY LINE OF SAID LOT 6; THENCE S.76°02'02"E., 154.10 FEET, TO A POINT ON THE EASTERLY LINE OF SAID LOT 7; THENCE S.13°22'33"W., 85.03 FEET, MORE OR LESS, TO THE POINT OF BEGINNING. CONTAINING 19,022 SF, MORE OR LESS.

**SITE PLAN**  
 TODD JAY RENO COLLISION CENTER  
 2221 LT. CHILDERS ST.  
 WITHIN PORTIONS OF LOTS 6 AND 7  
 OF THE FRANK SUBDIVISION  
 EAST 1/2 NW 1/4, LOT 61, T52N, R101W, 6TH P.M.  
 WITHIN THE CITY OF CODY, PARK COUNTY, WY.

PROJECT NO. 121116



ENGINEERING • SURVEYING • PLANNING  
 1508 STAMPEDE AVE., CODY, WYOMING 82414



FLOOR PLAN

**Reno Collision Center**  
2221 Lt. Childres Street  
Cody Wyoming 82414

Phone: 307-527-5556 Fax: 307-527-5562

*Preliminary Plans  
Not For Construction*

SUSAN HOVDE -  
Architect

P.O. Box 1514  
Red Lodge MT, 59068  
(406) 446-3160

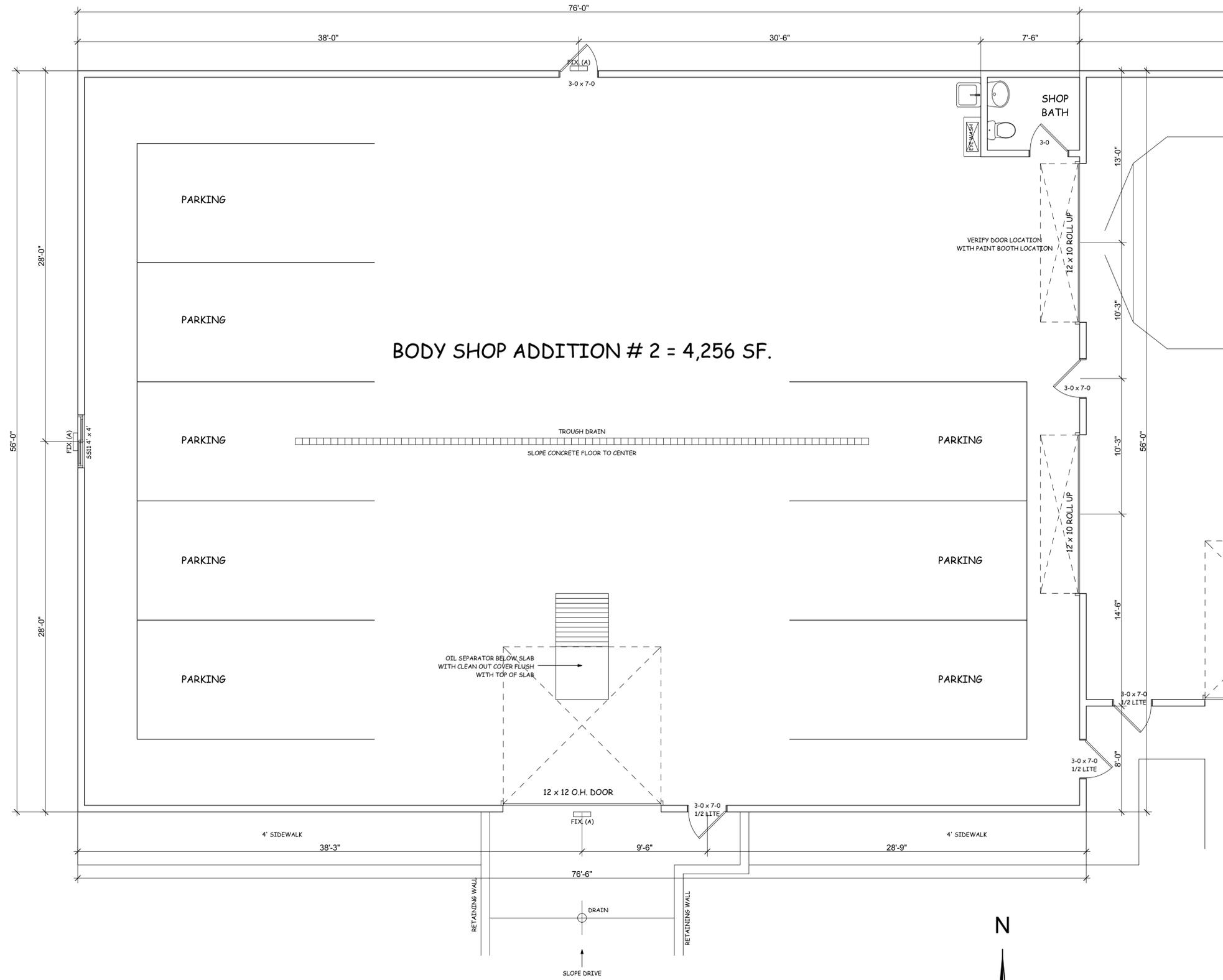


Precision Plan and Design Inc.  
Custom Plan Service  
930 12th Street  
Cody Wy, 82414  
(307) 587-6227  
Project # 840

DATE:  
June 19, 2012

#	CHANGE ORDER	DATE
1		

**A1**  
SHEET #  
2 OF



BODY SHOP ADDITION # 2 = 4,256 SF.

BODY SHOP FLOOR PLAN  
SCALE 1/4" = 1'-0"

FLOOR PLAN

**Reno Collision Center**

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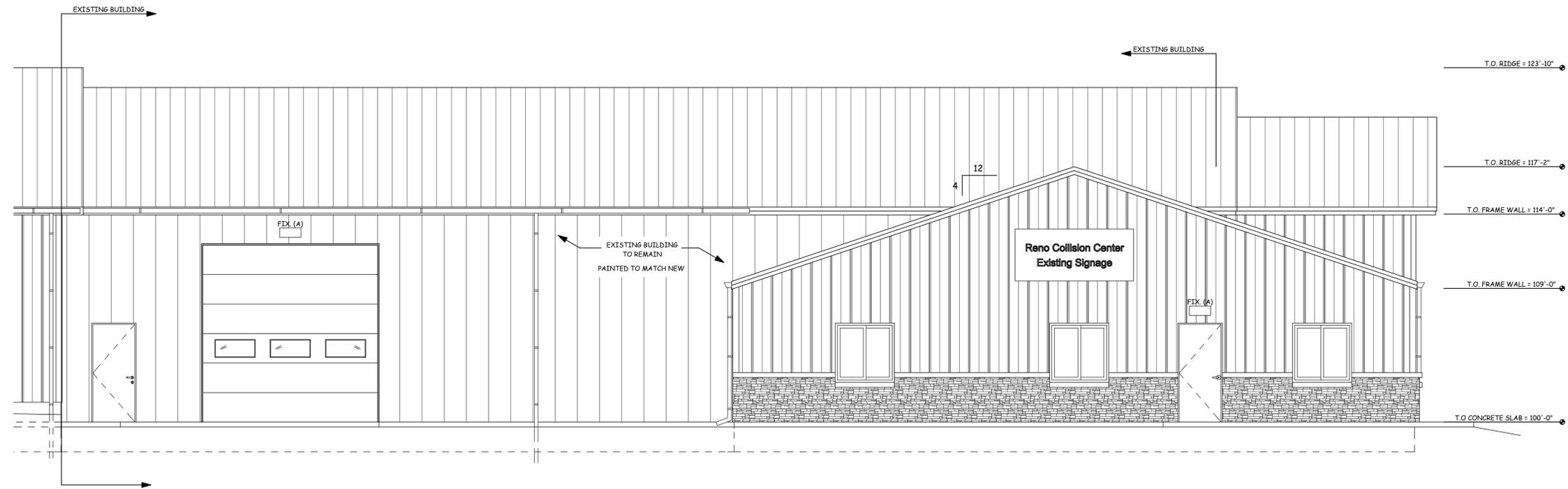


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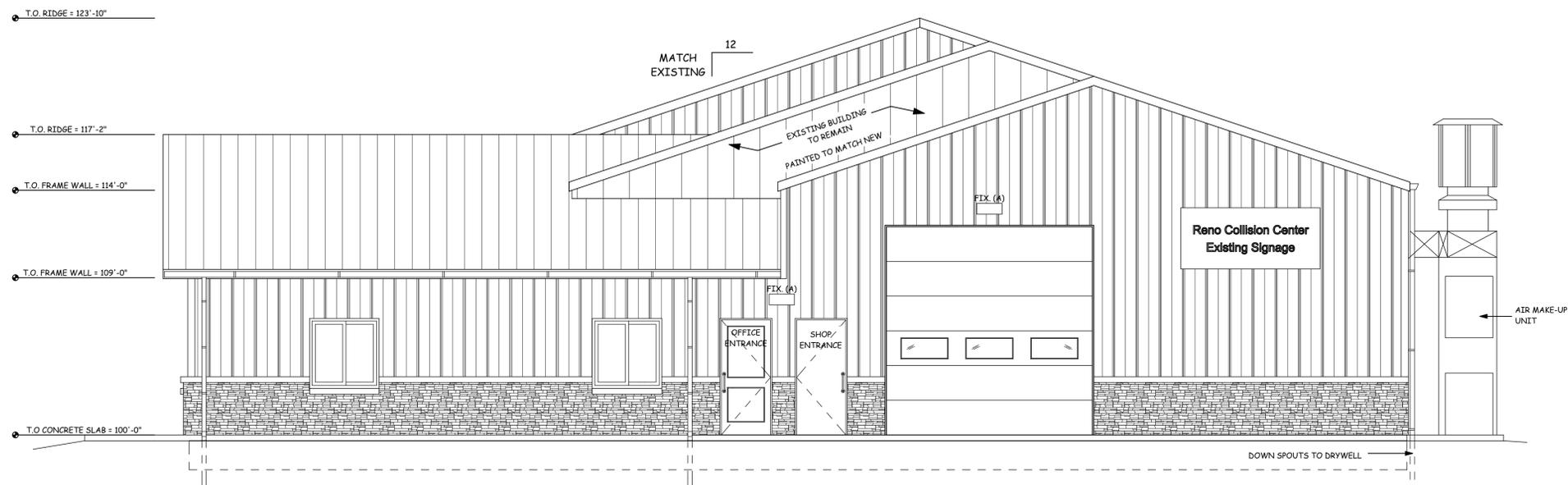
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**A2**  
SHEET #  
3 OF



**SOUTH ELEVATION**

SCALE 1/4" = 1'-0"



**EAST ELEVATION**

SCALE 1/4" = 1'-0"

ELEVATIONS / CROSS SECTIONS

**Reno Collision Center**

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Precision Plan and Design Inc.

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DATE:

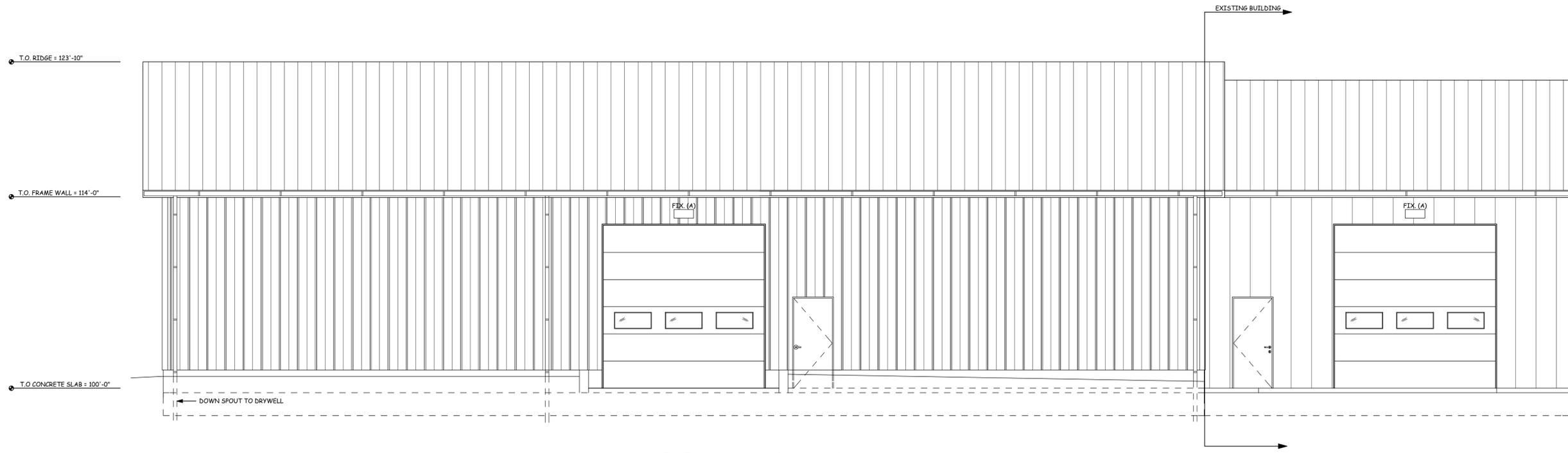
June 19, 2012

DATE:

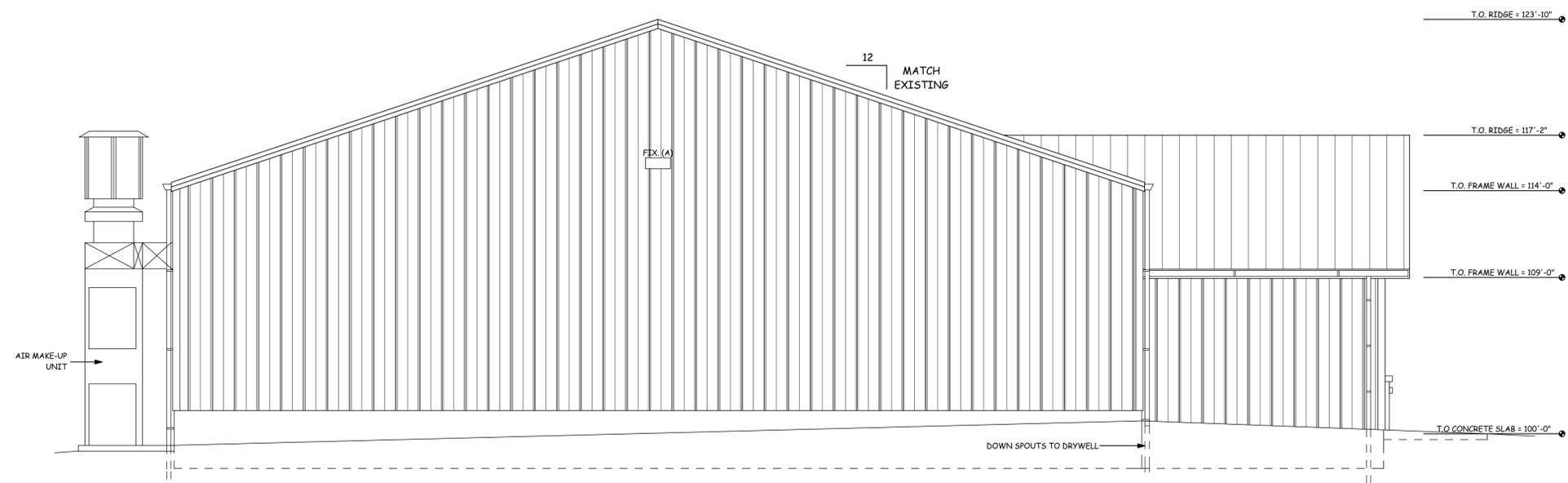
**A3**

SHEET #

4 OF



**SOUTH ELEVATION (CONT.)**  
SCALE 1/4" = 1'-0"



**WEST ELEVATION**  
SCALE 1/4" = 1'-0"

ELEVATIONS / CROSS SECTIONS

**Reno Collision Center**

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Cody Wyoming 82414

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Preliminary Plans  
Not For Construction

SUSAN HOVDE -  
Architect

P.O. Box 1514  
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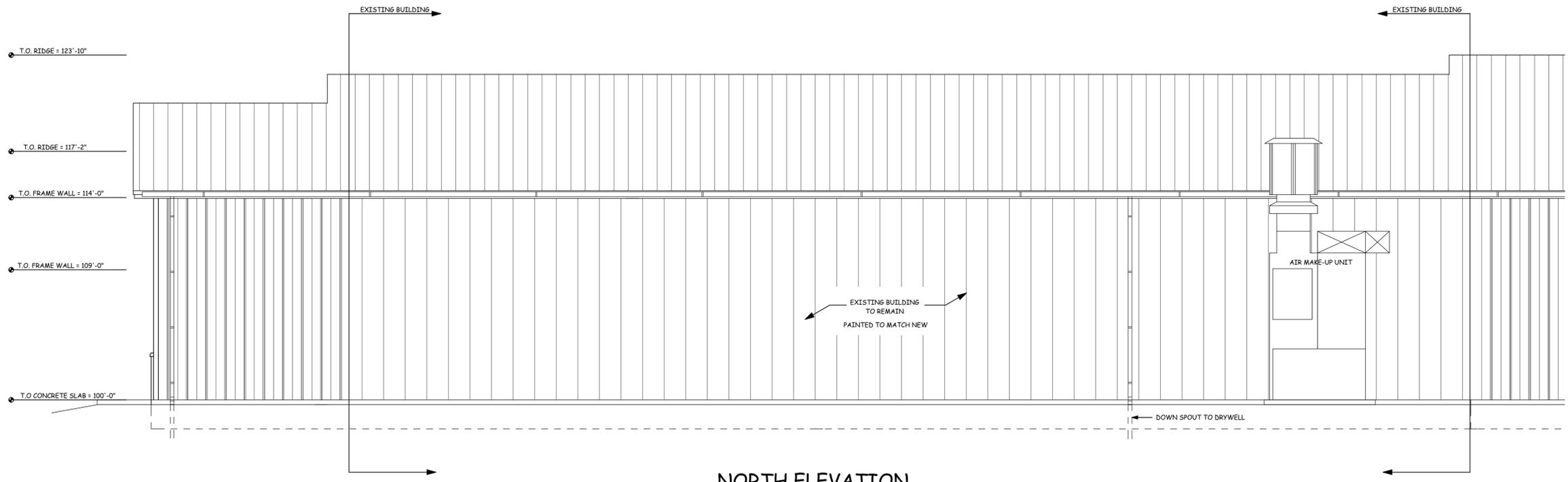
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Cody Wy, 82414  
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Project # 840

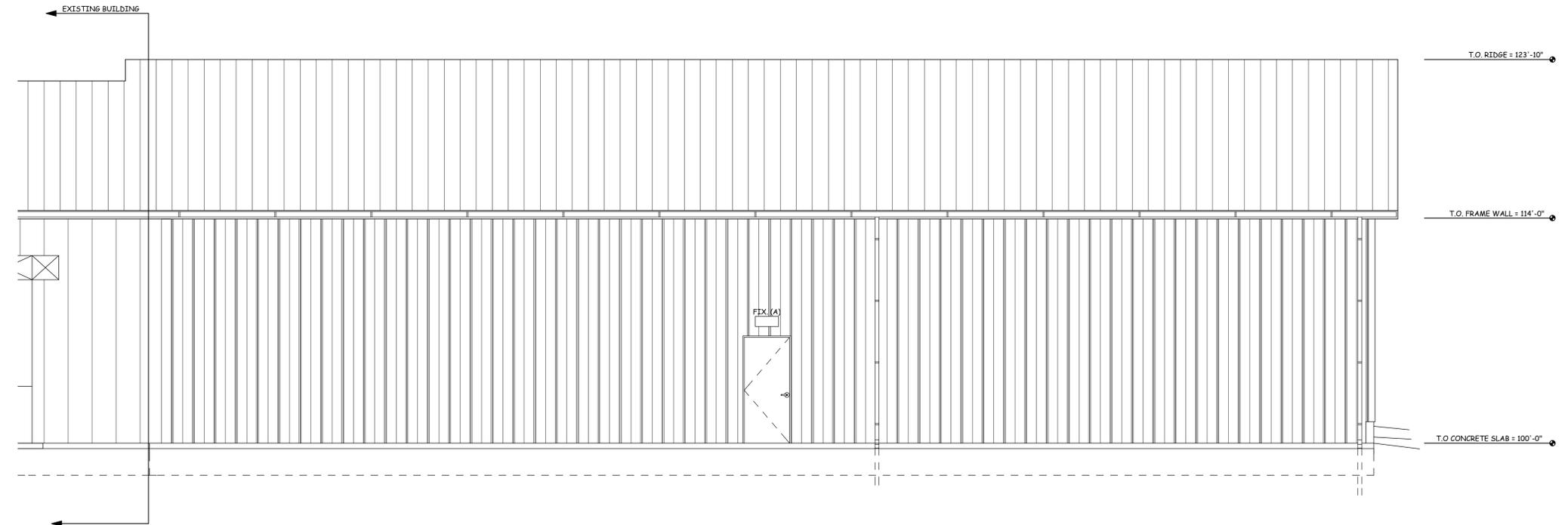
DATE:  
June 19, 2012

#	CHANGE ORDER	DATE

**A4**  
SHEET #  
4 OF



NORTH ELEVATION  
SCALE 1/4" = 1'-0"



NORTH ELEVATION (CONT.)  
SCALE 1/4" = 1'-0"

ELEVATIONS  
**Reno Collision Center**  
2221 Lt. Childres Street  
Cody Wyoming 82414  
Phone: 307-527-5556 Fax: 307-527-5562

Preliminary Plans  
Not For Construction

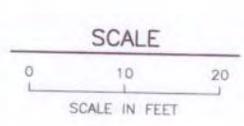
SUSAN HOVDE -  
Architect  
P.O. Box 1514  
Red Lodge MT, 59068  
(406) 446-3160

Precision Plan and Design Inc.  
Custom Plan Service  
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Cody Wy, 82414  
(307) 587-6227  
Project # 840

DATE:  
June 19, 2012

#	CHANGE ORDER	DATE
1		

**A5**  
SHEET #  
4 OF



**COPY**



**LEGAL DESCRIPTION**

BEING AN EASEMENT FOR PARKING PURPOSES OVER A PORTION OF LOT 8 OF FRANK SUBDIVISION WITHIN THE CITY OF CODY, PARK COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

DATED THIS 5 DAY OF JUNE 2012.

WYOMING REGISTRATION NO. PLS 6827

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

<b>MEETING DATE:</b>	JULY 24, 2012	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	BASIN MECHANICAL SHOP ADDITION, SPR 2012-29	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Gordon Allison of Basin Mechanical has submitted a proposal to construct a 30 ft. by 30 ft. metal storage building/shop at their facility on 3429 Cottonwood Avenue. The building will appear as an addition to an existing 30 ft. by 40 ft. metal storage building/shop. Photos of the existing building and location of the proposed addition are attached.

An elevation drawing was not submitted, but the applicant's representative has indicated that the project will match the existing building in height and color (white with brown trim). The addition will have a 10-foot wide overhead door and a 3-foot entry door on the front, west side of the building.

**REVIEW CRITERIA:**

The property is in the "D-3" Open Business/Light Industrial zoning district. Section 10-10C-5 of the zoning ordinance 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.*

In addition, Section 9-2-3 states:

*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.*

**STAFF COMMENTS:**

The surrounding area consists of a number of contractor yards. The addition is also at the rear of the property, largely removed from any public view.

Architecture:

The architectural of the proposed building is primarily functional. The exterior materials and colors will match the existing building, which is appropriate. Due to the D-3 zoning and location of the proposal, a high level of architectural detail or design is not expected.

Landscaping:

No new landscaping is proposed.

Storm Water Plan:

The application indicates that storm water will be directed to a proposed drywell pursuant to Appendix G of the storm water manual. A 6' by 6' by 3' deep drywell is indicated. However, according to Appendix G the size of the addition requires one, four-foot diameter and 6-foot deep drywell; or two, 3-foot diameter drywells; or a single percolation trench that produces 220 cubic feet of trench area. An alteration of the storm water retention proposal is needed. Some grading will be needed to direct the storm water to the drywell.

Lighting:

Exterior lighting locations are not indicated in the application. It is my understanding that an exterior light is proposed. The light should be required to be down-lit in nature.

Parking, Buffer, and Signage:

No new lighting, parking, buffer, or signage is required or proposed.

Utility Conflicts:

No utility conflicts have been identified.

**ATTACHMENTS:**

Application.

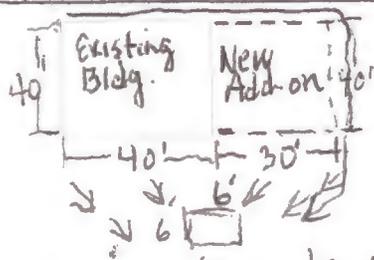
**ALTERNATIVES:**

Approve or deny the site plan.

**RECOMMENDATION:**

Approve the proposal subject to the following conditions:

1. The drywell(s) or percolation trench must be sized to meet Appendix G of the storm water manual and must be inspected by the City engineer prior to cover.
2. Any exterior light fixture is to be a down-lit, or cut-off style.
3. A building permit is to be obtained for the building.



3' deep drywell  
for storm drainage as  
described in Appendix G  
of Storm Water Management  
Policy

**COTTONWOOD**



1" = 50'



