

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, SEPTEMBER 8, 2020
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

1. Call meeting to order
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the August 25, 2020 regular meeting
6. NEW BUSINESS:
 - A. Review a site plan for a shed, located at 621 16th Street
7. P & Z Board Matters (announcements, comments, etc.)
8. Council Update
9. Staff Items: Prioritize needed code amendments with Board.
10. 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 Meeting August 25, 2020

A meeting of the City of Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, August 25, 2020 at 12:00 pm.

Present: Richard Jones; Wade McMillin; Kayl Mitchell; Sandi Fisher; Scott Richard; City Deputy Attorney Sandee Kitchen; Council Liaison Glenn Nielson; City Planner Todd Stowell; Administrative Coordinator Bernie Butler

Absent: Rodney Laib; Klay Nelson

Kayl Mitchell called the meeting to order at 12:00 pm, followed by the pledge of allegiance. The Board welcomed new Board member Scott Richard.

Richard Jones made a motion, seconded by Wade McMillin to approve the agenda for the August 25, 2020 meeting. Vote on the motion was unanimous, motion carried.

Wade McMillin made a motion, seconded by Richard Jones to approve the minutes from the August 11, 2020 meeting. Vote on the motion was unanimous, motion carried.

BUSINESS:

A. Todd Stowell presented a request from Psalm Cody Commercial, LLC / Yeezy for a 1-year extension of the 4,800 square foot temporary storage structure, located at 3202 Big Horn Avenue.

The temporary tent was approved for six months. The storage tent was installed and occupied in March of 2020. Yeezy submitted a letter requesting the one-year extension for Phase 1 of the site plan. Phase 2 has a potential start date of the Spring in 2021. Phase 3 start date is undetermined.

Richard Jones made a motion, seconded by Sandi Fisher to approve the 1-year extension of the temporary tent with the recommendations in the staff report. Vote on the motion was unanimous, motion carried.

TABLED ITEM:

Final Plat and Final Planned Unit Development plan for Cody Legacy Estates 18-unit development, located west of the 29th Street and East Carter Avenue intersection.

Richard Jones made a motion, seconded by Sandi Fisher to remove the Cody Legacy Estates Final Plat and Plan from the table. Vote on the motion was unanimous, motion carried.

A. Todd Stowell presented the Final Plat and Plan for the Cody Legacy Estates. He reviewed the process background and project overview from the previous Planning and Zoning meetings. The staff report listed edits to the final plat, and construction plans that need to be addressed. Some of the items have been agreed on with the applicant. Other items will need to be addressed by the applicant.

Applicant Bryan Edwards, and engineer Frank Page with Morrison-Maierle, commented on several items in the staff report that they either agreed or disagreed on. City Planner Todd Stowell and Public Works Director Phillip Bowman commented on City Codes and Standards that will need to be on the final plat.

With several outstanding items at this time, staff recommends further meetings with the applicant to work out edits to the Final Plat and construction plans before it goes to City Council for approval.

Richard Jones made a motion, seconded by Wade McMillin to table this item indefinitely. Vote on the motion was unanimous, motion carried.

Richard Jones made a motion, seconded by Sandi Fisher to adjourn the meeting. Vote on the motion was unanimous. The meeting was adjourned the meeting at 1:26 pm.

Bernie Butler, Administrative Coordinator

DRAFT

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

MEETING DATE:	SEPTEMBER 8, 2020	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	MINOR SITE PLAN REVIEW: STORAGE SHED FOR THRIFT ON 16TH. SPR 2020-20	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Julie Birky, representing Thrift on 16th, has submitted a site plan application for installation of a 10-foot by 16-foot preconstructed storage shed at 621 16th Street. The shed would be located to the south of the existing building, and be used for storage in conjunction with the thrift store.



REVIEW CRITERIA:

Section 10-10C-5 of the zoning regulations states:

All structures within the district shall be architecturally compatible. Architectural and landscaping plans shall be submitted to the planning and zoning commission for approval. Architectural and landscaping details shall be maintained as shown by the approved plans.

Section 9-2-3 is as follows:

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

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



STAFF COMMENTS:

The property is zoned General Business (D-2), and the shed will be accessory to the primary permitted use. The location meets zoning standards. Pursuant to building code standards, the shed either needs to be at least five feet from the main building, or have a 1-hour fire wall provided on the side of the shed next to the main building. This can be accomplished by installing 5/8" Fire X sheetrock on the inside wall of the shed which is nearest the main building.

The attached site plan is from a renovation of the property in 2003, with the new shed added. The shed will slightly disrupt the parking layout, yet the parking layout shown on that site plan simply does not represent what exists in the field. Fortunately, only nine parking spaces are required for the property, based on total buildings of 2,560 square feet and one space per 300 square feet of building area. There is enough parking on the property to satisfy the nine spaces required.

Architecture:

The architecture of the shed is a prefabricated wood "Old Hickory" brand shed.

The location of the shed is toward the back of the property, so that the primary building remains the dominate visible feature.

The Board will need to determine if the architectural design of the building is compatible with the surrounding buildings in the neighborhood. The Senior Center is to the north, and the following residential structures are to the south and west. A prefabricated shed is on the property directly west.





Landscaping

No landscaping is affected by this project. The property is within the entry corridor overlay zone, but the relatively small size of the shed does not trigger additional landscaping.

Exterior Lighting

No lighting is proposed as part of this project.

Neighborhood Compatibility, Setbacks and Buffers, and Height Requirements

There are no zoning setbacks or building height limits applicable to this proposal, as there is no adjacent residential zoning.

Utility Services

The building will have no utilities and does not appear to conflict with any known utility services.

Signs

No additional signs are proposed.

ATTACHMENTS:

Application materials.

ALTERNATIVES:

Approve or deny the project, with or without changes.

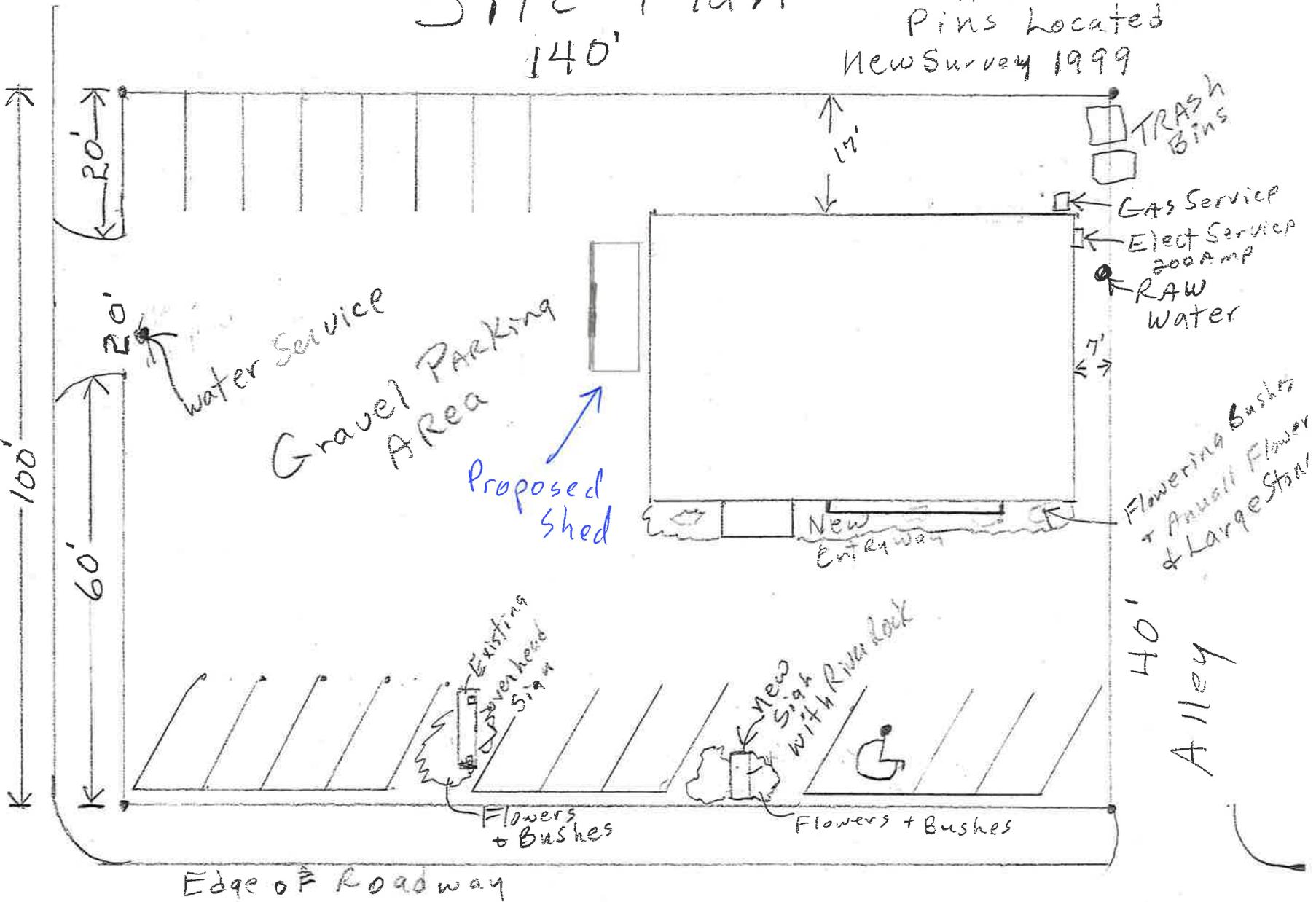
RECOMMENDATION:

It is recommended that the Planning and Zoning Board approve the project as proposed. A building permit is needed and applicable setbacks/fire wall requirements will be applied as needed. The building may be shifted to avoid fire wall requirements.

Site Plan

ALL Survey Pins Located
New Survey 1999

Wyoming Ave



Edge of Roadway

16th Street



Scale $\frac{1}{4}'' = 5'$
Zoned D-2