

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, OCTOBER 13, 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 September 8, 2020 regular meeting
6. NEW BUSINESS:
 - A. Downtown Architectural District Sign review for Ferris Jewelry, located at 1212 Sheridan Avenue.
 - B. Review the Preliminary Plat for a 4-lot Minor Subdivision by JCA, LLC located at 1344 Alger Avenue.
7. P & Z Board Matters (announcements, comments, etc.)
8. Council Update
9. Staff Items
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 September 8, 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, September, 2020 at 12:00 pm.

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

Absent: Klay Nelson

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

Rodney Laib made a motion, seconded by Sandi Fisher to approve the agenda for the September 8, 2020 meeting. Vote on the motion was unanimous, motion carried.

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

BUSINESS:

A. Todd Stowell reviewed a site plan for a storage shed for “Thrift on 16th” located at 621 16th Street. The shed will be a 10-foot x 16-foot preconstructed storage shed. The shed would be located to the south of the existing building, and be used for storage in conjunction with the thrift store.

Richard Jones made a motion, seconded by Rodney Laib to approve the storage shed at 621 16th Street. Vote on the motion was unanimous, motion carried.

STAFF ITEMS:

Todd discussed a couple of code amendments he will be working on.

1. Create a new Civic Zone
2. Sign Code

He would also like to simplify the Planned Unit Development (PUD) code/process. Make it an ordinance so City Council would have full authority to approve the PUD.

Kayl Mitchell made a motion, seconded by Wade McMillin to adjourn the meeting. Vote on the motion was unanimous. The meeting was adjourned the meeting at 12:20 pm.

Bernie Butler, Administrative Coordinator

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

MEETING DATE:	OCTOBER 13, 2020	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL DISTRICT SIGN REVIEW: FERRIS JEWELRY. SGN 2020-21	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Ferris Jewelry has submitted an application to install a wall sign at 1212 Sheridan Avenue. The sign will replace the "Indian Territory" sign, and be of the same material and gold color. The existing "Welcome to Historic Cody, Wyoming" is considered part of the same wall sign and will remain. In addition, a small wall sign approximately three feet wide and 16 inches tall is placed over the doorway, indicating "Ferris Studio" with a logo. The complete renderings and sign dimensions are attached.



REVIEW CRITERIA:

The property is within the Downtown Architectural District established by Section 9-2-2 of the Cody City Code. Pursuant to Subsection 9-2-2(B), *"The planning, zoning and adjustment board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the downtown district as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants."*

The sign(s) must also comply with applicable provisions of the sign code.

STAFF COMMENTS:

The downtown sign district allows wall signs at a ratio of 1.5 square feet of sign per foot of street frontage. The property has 25 feet of frontage, entitling it to 37.5 square feet of wall signage. The "Ferris Jewelry" portion of the main sign is approximately 22.46 square feet in size and the "Welcome to Historic Cody, Wyoming" adds 10 square

feet. The sign above the doorway adds 4 square feet for a total of about 36.5 square feet, just within the 37.5 square foot limit.

The purpose of the Downtown Architectural District is understood to be the promotion of architectural compatibility and preservation of historic features. The signs will meet applicable code requirements for size and location and have a professional and quality appearance.

ALTERNATIVES:

Approve the two wall signs, with or without making recommendations and suggestions.

RECOMMENDATIONS:

Approve the walls signs as described.

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

MEETING DATE:	OCTOBER 13, 2020	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	
SUBJECT:	PRELIMINARY PLAT FOR A 4-LOT MINOR SUBDIVISION BY JCA, LLC SUB 2020-06	RECOMMENDATION TO COUNCIL:	X
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT OVERVIEW

The proposal is to divide a 0.54-acre parcel located at 1344 Alger Avenue into four 5,920 square foot lots for single-family development. The property currently contains a single residence and garage, which would be removed. The preliminary plat drawing is attached.



(Note: The map to the right does not reflect a prior boundary line adjustment along the south boundary of the property.)



SUBDIVISION REGULATIONS

Applicable subdivision ordinance requirements are as follows. Staff comments follow each requirement. 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.

Comment- No new public streets or alleys are proposed.

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

Comments- Alger Avenue is improved to applicable street standards.

Items "C" through "O" are standards that relate to construction of new public streets and are not applicable to this project.

P. Alleys: Alleys shall be required in all subdivisions with the minimum width being twenty feet (20')

Comment: A variance to the alley requirement is requested. The variance is justified, as there is no alley to tie into on adjacent properties.

Items "Q" through "T" are standards that relate to new streets and drainage that are not applicable to this project.

U. Lot Requirements:

1. Lots shall be sited to meet the requirements of the appropriate zoning.

Comment: Met. The R-3 requires 3,200 square feet per lot, with a minimum frontage of 30 feet for interior lots. Proposed lot sizes are 5,920 square feet, and each lot would have 37.5 feet of frontage.

2. Every lot shall abut upon or have access to an approved street or cul-de-sac.

Comment: Met. Public Works is allowing 20 feet of curb cut for each lot, with the driveways of Lots 1 and 2 being adjacent to each other, and the driveways for Lots 3 and 4 being adjacent to each other. This is reflected in Note 6 on the preliminary plat. The new curb cuts will be installed with development of the properties.

3. Side lot line shall be at approximately right angles to the street line on which the lot faces.

Comment: Met.

4. Strip lots...will be prohibited.

Comment: Met.

5. Blocks: ...

Comment: Met.

Section 11-5-1, DEVELOPMENT AND IMPROVEMENT also includes standards for construction. Applicable sections are listed below.

F. Sanitary Sewer: ...Each lot within the proposed subdivision shall be connected to a minimum eight-inch (8") diameter sewer main by a minimum four-inch (4") diameter

sewer service line. The service lines shall be extended from the sewer main to the property line according to city standards. The use of individual septic systems will not be permitted when a sanitary sewer main is available...

Comment: Will be met as proposed. Lot 2 plans to utilize the sewer service that serves the existing house. Provided the sewer service is in good physical condition (we have no indication that it isn't), that is acceptable. The line should have a camera run down it to verify its condition, before it is reused. The other three lots will have new sewer taps to the sewer main in Alger Avenue.

G. Storm Sewer...

Comment: Minor subdivisions are exempt from the storm water policy.

H. Water: All water mains will be designed and constructed according to city approved specifications and the city standards. The system will connect each lot within the proposed subdivision to a minimum six inch (6") diameter main by the use of a minimum three-fourths inch (3/4") copper service line. The service lines shall be extended from the main to the property line according to city standards. ...

Comment: Will be met as proposed. There are three water taps in place. Provided the taps and curb stops are in good physical condition, they may be reused. Lot 2 would have a new tap installed. The tap fee will be collected prior to the final plat being signed, and asphalt repair costs charged after the work is completed.

It is noted that maintaining minimum required cover over the waterlines must be considered. This applies not just for the water lines, but all utilities. The situation is such that there is a retaining wall behind the sidewalk, and the property to the south is higher (see contour lines on Sheet 2). When the driveways are installed, much of that will be cut down. The utilities must be deep enough that they still meet minimum cover requirements considering final finished grade. The reference to finished grade and utility depths is properly noted in Note 2 on Sheet 2. If existing utilities do not have sufficient cover below finished grade, they too will need to be lowered accordingly.



I. Fire Hydrants...

Comment: Met. A hydrant is across the Alger Avenue intersection.

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

Comment: Not applicable. The area is within the City raw water service area.

K. Utilities: All utilities (electrical service, natural gas, telephone, cable TV, etc.) shall be installed underground, whenever possible, in the streets, alleys or utility easements shown on the final plat. All buried utilities will be placed before the finished surface is placed on the streets or alleys ... It will be the developer's responsibility to ensure that all utilities necessary or reasonably expected are placed within the proposed subdivision.

Comments: The plans are shown. Refer to "H" above for a discussion on minimum cover. There is a minor correction needed to the labeling in the NE corner (treated water line not going to correct tap, and new secondary power label not going to correct line). Also, the new secondary pedestal will need to be shifted slightly west, so that it does not block access to the 5-foot right-of-way along the east property line. Coordinate exact location of the pedestal with Public Works.

The gas services are shown, yet need coordinated with Black Hills energy. It is recommended that all new utility service lines be located outside of the curb cut/driveway areas where possible. Curb stops or sewer cleanouts in the driveway areas will need special protection.

Telecommunication services are not currently shown, but can be added once coordination occurs with those providers, as part of the final plat process.

M. Street Lighting...

Comment: Street lighting exists along Alger Avenue.

N. Public Use Areas: ...

Comment: Minor subdivisions are exempt from this requirement.

OTHER:

There are no surface water rights on the property. City raw water is available. The fee for the additional raw water taps will be collected with the final plat process.

RECOMMENDATION:

Recommend that the City Council approve the preliminary plat of the minor subdivision by JCA, LLC subject to the following conditions:

1. Modify the utility plan where possible to remove new service lines from coming from the street into the curb cut/driveway areas. Add telecommunication (phone, cable, internet) lines. If applicable due to location, note the need to provide concrete collars on any sewer cleanouts and valve covers on the water curb stops, when located in the curb cut/driveway areas. Also make the minor edits to the labels at the NE corner of Lot 4.

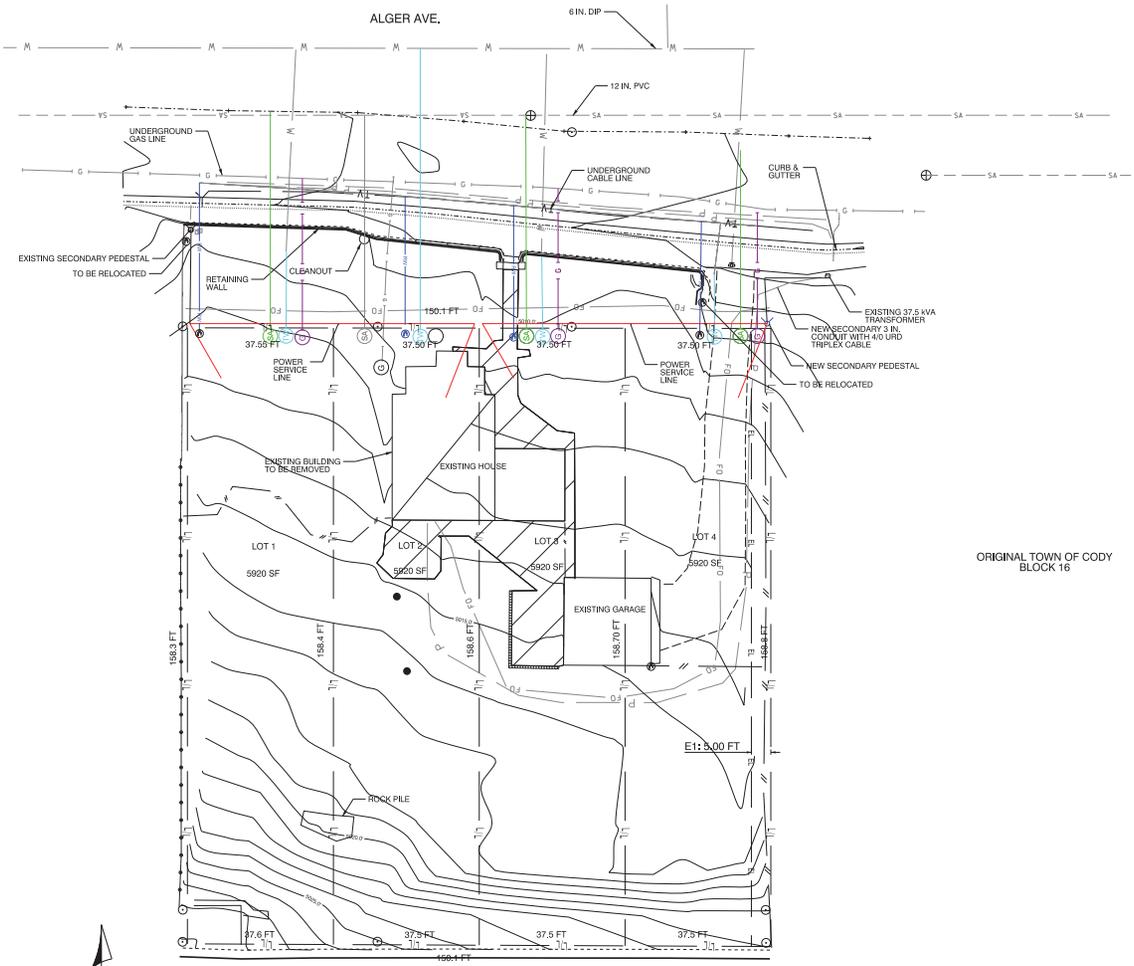
2. The existing house and garage will need to be removed and any unused utility services abandoned per the utility provider requirements before the final plat is signed by the mayor.
3. The portion of the existing curb cut at the northeast corner of Lot 4 must be removed and replaced with standard curb and gutter and the east panel include the slope to the neighbor's driveway.
4. All work within the Alger Avenue right-of-way requires a street encroachment permit from Public Works, prior to excavation or construction.
5. Provide the final plat in accordance with the subdivision ordinance requirements. Also provide a clean copy of the final utility plan (Sheet 2).

ATTACHMENTS

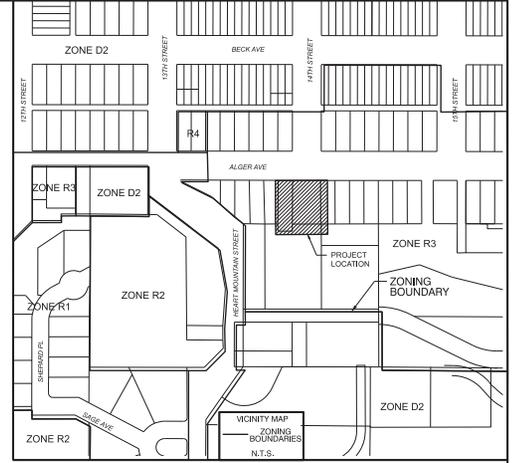
Preliminary plat

ORIGINAL TOWN OF CODY
BLOCK 15

ORIGINAL TOWN OF CODY
BLOCK 14



ORIGINAL TOWN OF CODY
BLOCK 16



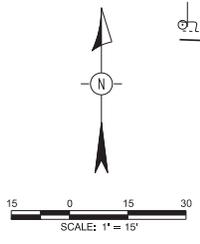
LEGEND

—	SUBDIVISION BOUNDARY	—	UNDERGROUND CABLE
—	SUBDIVISION LOT LINE	—	WOVEN WIRE FENCE
—	ADJACENT BOUNDARIES	—	WOOD FENCE
—	STREET CENTERLINE	—	BRICK FENCE
—	DRIVEWAY	—	FENCE - OTHER
—	MAJOR CONTOUR (5-FT)		
—	MINOR CONTOUR (1-FT)		
—	SIDEWALK/CEMENT		
—	TOP BACK OF CURB		
—	CURB FLOW LINE		
—	EDGE OF PAVEMENT		
—	RETAINING WALL		
—	SANITARY SEWER LINE & SERVICE		
—	TREATED WATER MAIN & SERVICE		
—	GAS LINE & SERVICE		
—	POWER LINES		
—	FIBER OPTIC LINE		
—	RAW WATER LINE		
—	CLEANOUT		
—	FIBER OPTIC VAULT		
—	POWER PEDESTAL		
—	GAS METER		
—	LIGHT POLE		
—	WATER SPRIGOT (RAW WATER TAP)		
—	EXISTING CONCRETE		

NOTES:

- EXISTING IMPROVEMENTS TO BE REMOVED.
- SEWER SERVICE: 4 IN. AT MINIMUM DEPTH OF 3 FT BELOW FINISHED GRADE.
WATER SERVICE: 3/4 IN. AT MINIMUM DEPTH OF 5.5 FT BELOW FINISHED GRADE.
RAW WATER SERVICE: 3/4 IN. AT MINIMUM DEPTH OF 3 FT POWER AT MINIMUM DEPTH OF 2 FT BELOW FINISHED GRADE
- REMOVE EXISTING CURB CUT IN FRONT OF LOT 4
- ABANDON UTILITIES PER PROVIDER REQUIREMENTS

***PROPOSED UTILITIES IN COLOR
EXISTING UTILITIES IN GREYSCALE**



**PRELIMINARY PLAT
SHEET 2: SITE/UTILITY PLAN**

JCA-LM #2 MINOR SUBDIVISION
WITHIN TRACT 79, RESURVEY, OR SECTION 32 ORIGINAL SURVEY,
AND WITHIN THE CITY OF CODY
T.53N., R.101W., 6TH P.M.,
CITY OF CODY, PARK COUNTY, WYOMING

DEVELOPER / OWNER:
JCA, LLC
3429 COTTONWOOD AVE.
CODY, WY 82414
DOC# 2020-3128

**SAGE CIVIL ENGINEERING
AND SURVEYING**
2824 BRICKYORK AVE.
CODY, WY 82414
307-522-0815