

**City of Cody**  
**Planning, Zoning and Adjustment Board**  
**Tuesday, May 24, 2016**

A regular meeting of the Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, May 24, 2016 at 12:00 PM

Present: Justin Ness - Chairman; Buzzy Hassrick; Heidi Rasmussen; Reese Graham; Richard Jones; Scott Kolpitcke, City Attorney; Steve Miller, Council Liaison; Todd Stowell, City Planner; Bernie Butler, Accounting Clerk.

Absent: Brad Payne, Curt Dansie

Chairman Justin Ness called the meeting to order at 12:03 PM, followed by the pledge of allegiance.

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

Reese Graham made a motion, seconded by Richard Jones, to approve the minutes for the May 10, 2016 meeting. Vote on the motion was unanimous, motion carried.

Todd presented a request for an 8 ft. wire fence in the back yard of 2228 South Fork Street.

Buzzy Hassrick made a motion, seconded by Richard Jones, to approve the 8 ft. fence height request for 2228 South Fork Street subject to the applicant obtaining a fence permit from the Building Official.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented a Site Plan Review for Modifications to the Whitlock Motors project, located at 2825 Big Horn Avenue. Rick Lambert of Precision Plan answered questions from the Board.

Richard Jones made a motion, seconded by Heidi Rasmussen, to approve the Site Plan Review for the Whitlock Motors project, located at 2825 Big Horn Avenue, with the following conditions:

1. Applicable city utility fees (water, sewer, power) are to be paid prior to building permit issuance.
2. On the plans submitted with the building permit, correctly show the route of the electrical line as discussed in the staff report, or obtain a utility easement from the neighbor for the route.
3. Provide an electrical easement for the transformer and electrical line, as specified by the electrical division.
4. Locate the freestanding sign post so that the future sign is not within and does not overhang the utility easement.
5. Protect the sewer clean-outs and storm water inlets in the driving lanes with concrete collars.
6. File with the WY DEQ Water Quality Division the necessary application form for the Class V Underground Injection Control (UIC) wells, and modify the perc trench detail as needed to comply with their requirements.
7. The project must otherwise comply with the site plan and applicable building, fire, and electrical codes.
8. The storm water facilities are to be inspected and certified by the applicant's engineer that they were completed according to approved plans, prior to issuance of a certificate of occupancy.
9. Provide an "as-constructed" site plan prior to issuance of the certificate of occupancy.
10. A building permit must be obtained within two years or this authorization will expire.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented Site Plan Review for a pergola and outdoor seating at Sunset Inn Best Western, located at 1601 8<sup>th</sup> Street.

Reese Graham made a motion, seconded by Buzzy Hassrick, to approve the Site Plan Review for a pergola and outdoor seating at Sunset Inn Best Western, located at 1601 8<sup>th</sup> Street, with the following conditions:

1. The roof drains and storm drainage systems in the project area must be protected and allowed to function at their intended capacity, so that all storm water is retained on the property.
2. The project must be ADA compliant, as specified by the Building Official. Provide an ADA compliance plan with the building permit application for review and approval by staff.
3. The project must otherwise comply with the site plan and applicable building, fire, and electrical codes.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented Site Plan Review for the renovation of the Cody Cupboard, located at 602 15<sup>th</sup> Street.

Heidi Rasmussen made a motion, seconded by Buzzy Hassrick, to approve the Site Plan Review for the renovation of the Cody Cupboard, located at 602 15<sup>th</sup> Street, with the following conditions:

1. Any exterior lighting shall be shielded or full cut-off-style. Details shall be provided for staff review with the building permit.
2. The ADA parking space, loading aisle, area and route to the building must be made ADA compliant. A sign for the ADA van accessible space is also required. The applicant may reduce the loading aisle width to allow the ADA parking space to be shifted a couple of feet further from the building (Stripe an 11-foot ADA stall and 5-foot unloading aisle).
3. The metal siding cannot be so shiny that it causes glare—galvalume or a similar dulled finish is acceptable.
4. The lines marking the two parking spaces that conflict with access to the new parking spaces must be removed.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented Site Plan Review for the outdoor arena and horse barns, east of the rodeo grounds.

Buzzy Hassrick, made a motion, seconded by Reese Graham, to approve the Site Plan Review for the outdoor arena and horse barns, east of the rodeo grounds, with the following recommendations:

1. Dust control shall be provided during construction and during utilization of the facility to control dust impacts to neighboring properties. A 24-hour contact number shall be provided to respond to dust complaints.
2. Any future exterior lighting of the arena must be submitted to the Planning and Zoning board for review.
3. Any use of the 60-foot wide strip along the east side of the property shall not occur without proper ownership or authorization from the landowner.
4. No use of the DeMaris Street right-of-way is permitted (e.g. grading, parking) unless authorized by City Council through an encroachment license, or by vacation of the right-of-way.
5. All designated loading and parking areas are to be surfaced with crushed rock, or better, pursuant to City Code 10-16-8(H)(1).
6. All vehicle gates are to be provided with a Knox box or other suitable method acceptable to the Fire Marshal for emergency responder access.
7. Prior to occupancy and use of the facility, lots must be consolidated, or easements/agreements granted for any access or utilities that cross other lots to get to the site (even if same ownership).
8. Restroom facilities, in an adequate number to meet demand, shall be provided during use of the arena. Use of portable restroom facilities is not authorized without City Council permission. If portable restroom facilities are

not authorized by City Council, another solution acceptable to City Council must be provided prior to occupancy and use of the arena facility.

9. Any signage is subject to permitting through the city sign code.

10. The project must otherwise comply with applicable building, fire, electrical, zoning, and health codes.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented an update on the following signs approvals: 1) Lamar Billboard, located at 506 Date Street, 2) Swan Enterprises Billboard, located at 3202 Big Horn Ave, 3) Rocky Mountain Backroad Adventure, located at 725 Yellowstone Avenue.

P & Z Board Matters – none

Council Updates – Steve Miller - none

Staff Items – none

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

There being no further business to come before the board, Chairman Ness adjourned the meeting at 1:05 PM.

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Bernie Butler, Accounting Clerk