

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, June 13, 2017

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, June 13, 2017 at 12:00 pm.

Present: Steve Miller, Chairman, Kayl Mitchell, Buzzy Hassrick, Heidi Rasmussen, Richard Jones, Reese Graham, Glenn A. Nielson, Sandra Kitchen City Deputy Attorney, Todd Stowell City Planner; Bernie Butler Administrative Assistant.

Absent: Curt Dansie

Chairman, Steve Miller called the meeting to order at 12:00 pm, followed by the pledge of allegiance.

Reese Graham made a motion, seconded by Heidi Rasmussen, to approve the agenda for June 13, 2017. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Kayl Mitchell, to approve the minutes for the May 23, 2017 meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

- A. Todd Stowell presented the Champlain minor subdivision, a two-lot subdivision, located at 314 Road 2AB, which is outside of City limits, but within the one mile area of joint subdivision review specified by State and City codes. The subdivision requires approval by both the County and the City.

Richard Jones made a motion, seconded by Heidi Rasmussen, to recommend that the City Council grant the variances noted in the staff report, and approve the preliminary and final plat of the Champlain Subdivision, subject to the following items:

1. Comply with applicable County requirements.
2. Prior to the Mayor signing the final plat, add easements (including utility easements) as required by the utility providers and verify water service for both lots in accordance with County/Northwest Rural Water requirements.

Vote on the motion was unanimous, motion carried.

- B. Todd Stowell presented a downtown architectural district sign review for Cody Custom Designs, located at 1371 Sheridan Avenue. Todd Stowell reviewed the definitions and requirements of the code for banners and wall signs, and outlined the proposal for the display boards. The applicant

Buzzy Hassrick made a motion, seconded by Reese Graham, to approve the conversion of the existing banner to a wall sign, with the condition that the wall sign be done by June 27, 2017. Vote on the motion was unanimous, motion carried.

The display board request died due to lack of motion by the Board.

C. Todd Stowell presented a request for a conditional use permit from Kimberly Fowler, to install a single-wide manufactured home that does not meet the residential architectural standards, located at 240 C Street.

The Public Hearing for the Conditional Use Permit to allow a single-wide manufactured home that does not meet the residential architectural standards, located at 240 C Street, began at 12:39 p.m.

There were no comments from the public.

The Public Hearing for the Conditional Use Permit to allow a single-wide manufactured home that does not meet the residential architectural standards, located at 240 C Street, was closed at 12:39 p.m. with no additional public comments submitted.

Richard Jones made a motion, seconded by Reese Graham, to approve the conditional use permit to allow installation of the manufactured home as requested, on a temporary foundation, on the condition that the land and home be under the same ownership; and, the foundation requirement attaches to the manufactured home (i.e. approval for the temporary foundation is limited to the proposed manufactured home only). Vote on the motion was unanimous, motion carried.

P & Z Board Matters – none

Council Updates – none

Staff Items – Todd Stowell presented an update on Ancho's Mexican Restaurant. Todd Stowell told the Board that the short-term rentals in Cody, WY are around 80, with approximately 50 being in the residential areas. Of those 50 that are in residential zones and must register before June 30th, a little over 25 have turned in their application.

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

There being no further business to come before the board, Chairman Miller adjourned the meeting at 12:48 p.m.

Bernie Butler, Administrative Assistant