

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, July 25, 2017

A meeting of the Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, July 25, 2017 at 12:00 pm.

Present: Steve Miller, Chairman, Kayl Mitchell, Heidi Rasmussen, Richard Jones, Buzzy Hassrick, Karen Ballinger, Council Liaison, Sandra Kitchen City Deputy Attorney, Todd Stowell, City Planner; Bernie Butler, Administrative Assistant.

Absent: Curt Dansie, Reese Graham, Glenn A. Nielson

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

Richard Jones made a motion, seconded by Kayl Mitchell, to approve the agenda for July 25, 2017, with one change. Item 6 A under New Business, should say "Tabled" instead of "Continued". Vote on the motion was unanimous, motion carried.

Kayl Mitchell made a motion, seconded by Heidi Rasmussen, to approve the minutes for the July 5, 2017 meeting. Vote on the motion was unanimous, motion carried.

Richard Jones made a motion, seconded by Buzzy Hassrick, to remove Item 6 A (Site Plan Review for a new steel building, located at 183 Blackburn Avenue) from the table. Vote on the motion was unanimous, motion carried.

TABLED ITEM:

A. Todd Stowell presented a Site Plan Review for a new steel building (6000 sq. ft.) located at 183 Blackburn Avenue.

The applicant stated he may use the 2418 G Street address instead of 183 Blackburn Avenue. Todd Stowell said that it could be addressed off of G Street since it is a corner lot. The address will be assigned with the building permit.

Richard Jones, seconded by Heidi Rasmussen to approve the site plan application for a new steel building, located at 2418 G Street, with the following recommendations:

1. The applicant must provide an updated site plan in conjunction with, or prior to, the building permit. The site plan must include ADA parking, access, and signage details; dimensioned parking spaces with wheel stops; surfacing details; the routes of all utility service lines; and, truck unloading area if needed. Staff is authorized to review the updated plan for compliance.
2. All exterior lighting must be full cut-off style, and modest in intensity.
3. The applicant will have an architectural entry way to the building.

4. The project must otherwise comply with the submitted site plan and applicable building, fire, and electrical codes.

Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

B. The Public Hearing for a Special Exemption to the minimum dwelling size, located at 1514 18th Street. began at 12:11 p.m.

There were no comments from the public.

The Public Hearing for a Special Exemption to the minimum dwelling size, located at 1514 18th Street. was closed at 12:12 p.m. with no additional public comments submitted.

C. Todd Stowell presented a Special Exemption to the minimum dwelling size, to construct a 460 square foot (22' x 21') dwelling, located at 1514 18th Street, within an existing 924 square foot garage.

Richard Jones made a motion, seconded by Kayl Mitchell, to approve the Special Exemption, that has met Review Criteria (a) through (f) on the Staff Report, to allow construction of a 460-square foot dwelling within the existing garage at 1514 18th Street, as proposed, subject to the following recommendations:

1. Application for a building permit, and compliance with all applicable building and fire codes.
2. Applicable utility fees are to be paid at the time of building permit.

Vote on the motion was unanimous, motion carried.

D. Todd Stowell presented a Minor Subdivision, preliminary plat review, for the Holm View Addition No. 6, a 2 lot subdivision, located at 2901 Sheridan Avenue.

Buzzy Hassrick made a motion, seconded by Heidi Rasmussen, to approve the Holm View Addition No. 6 Minor Subdivision, subject to the following conditions:

1. Pay applicable utility fees (Minimum two, ¾" water tap fees) prior to the mayor signing the final plat.
2. Remove Note 8.
3. Include the Future Road Improvement District language of 11-4-2(Q) on the final plat in the Owner's Certificate, committing Lot 2 to participate in any future improvement district for Cougar Avenue.
4. Place the following notes on the final plat:
 - a. The owner of Lot 2 is responsible for construction of Cougar Avenue along the lot frontage to a half street standard, with a minimum 24-foot wide asphalt width, plus curb, gutter, streetlights, and storm water system. Construction shall be in accordance with the engineered plans for Cougar Avenue now held by the City. This construction of Cougar

Avenue shall occur upon further development of the property with anything more than a single-family residence and related accessory buildings, and be completed prior to occupancy of such development. In lieu of direct construction, the owner of Lot 2 may participate proportionally in any project that includes full construction of Cougar Avenue along the property frontage to City standards. This note shall not preclude the City from constructing or participating in the construction of Cougar Avenue with other sources of funding.

- b. Utility services have not been provided to the lots. The property owner is responsible for engineering and installing all necessary improvements (main extensions, service extensions, etc.) to provide development of their lot with sewer, water, power and other desired utilities in accordance with the requirements of the utility providers.
- c. The owner of Lot 2 is responsible to pipe the Watkins Ditch Lateral across the lot at such time as the lot is developed with anything more than a single-family residence and related accessory buildings. Construction shall be to the requirements of the Cody Canal Irrigation District.

Vote on the motion was unanimous, motion carried.

P & Z Board Matters – none

Council Updates – none

Staff Items –

Heidi Rasmussen made a motion, seconded by Kayl Mitchell 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 12:45 p.m.

Bernie Butler, Administrative Assistant