

**City of Cody**  
**Planning, Zoning and Adjustment Board**  
**Tuesday, September 26, 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, September 26, 2017 at 12:00 pm.

Present: Vice Chairman, Heidi Rasmussen; Kayl Mitchell, Buzzy Hassrick, Richard Jones, Sandra Kitchen, City Deputy Attorney; Todd Stowell, City Planner; Bernie Butler, Administrative Assistant.

Absent: Reese Graham, Steve Miller, Curt Dansie, and Glenn A. Nielson, Council Liaison

Vice Chairman Heidi Rasmussen, called the meeting to order at 12:00 pm, followed by the pledge of allegiance.

Buzzy Hassrick made a motion, seconded by Kayl Mitchell, to approve the agenda for September 26, 2017. Vote on the motion was unanimous, motion carried.

Kayl Mitchell made a motion, seconded by Richard Jones, to approve the minutes for the September 12, 2017 meeting. Vote on the motion was unanimous, motion carried.

**NEW BUSINESS:**

A. Todd Stowell presented a commercial site plan review for Northwest Rural Water District to construct a new office and storage shop, located at 526 Stone Street.

Richard Jones made a motion, seconded by Kayl Mitchell, to approve the site plan for the Northwest Rural Water District project, located at 526 Stone Street, subject to the following items:

1. Any applicable city utility fees (water, sewer, electrical) are to be paid prior to building permit issuance—coordinate with Public Works.
2. Any storage yard area that has active vehicle use must have a gravel surface, or better.
3. A street encroachment permit must be obtained for all work within the street right-of-way (e.g. curb and gutter work).
4. Provide copies of the WY DEQ applications (storm water registration and water line extension) to the City.
5. Once constructed, the applicant's engineer is to certify that the storm water system was constructed as designed, or equivalent.
6. The project must otherwise comply with the site plan and applicable building, fire, and electrical codes.
7. A building permit must be obtained within three years or this authorization will expire.

Vote on the motion was unanimous, motion passed.

B. Todd Stowell presented information on amending the Accessory Dwelling Unit Standards to remove the R-2 Zoning District from Owner – Occupancy requirement.

Kayl Mitchell made a motion, seconded by Buzzy Hassrick, to recommend that the City Council proceed with an amendment to remove the R-2 zone from requirement #10 of the ADU supplemental development standards.

Vote on the motion was unanimous, motion passed.

P & Z Board Matters – none

Council Updates – none

Staff Items – none

Kayl Mitchell made a motion, seconded by Richard Jones, to adjourn the meeting. Vote on the motion was unanimous, motion carried.

There being no further business to come before the Board, Vice-Chairman Heidi Rasmussen adjourned the meeting at 12:31 p.m.

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Bernie Butler, Administrative Assistant