

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, March 27, 2018

A meeting of the Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, March 27, 2018 at 12:00 pm.

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

Absent: Richard Jones, Curt Dansie, Glenn A. Nielson

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

Kayl Mitchell made a motion, seconded by Buzzy Hassrick to approve the agenda for March 27, 2018. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Kayl Mitchell, to approve the minutes from the March 13, 2018 meeting. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

A. Todd Stowell presented a Downtown Architectural Sign Review for First Bank, located at 1426 Sheridan Avenue.

Kayl Mitchell made a motion, seconded by Erynne Selk, to approve the wall sign for First Bank, located at 1426 Sheridan Avenue. Vote on the motion was unanimous, motion carried.

B. Todd Stowell presented a Downtown Architectural Sign Review for the Cody Heritage Museum, located at 1092 Sheridan Avenue.

Buzzy Hassrick made a motion, seconded by Kayl Mitchell, to approve the wall sign for the Cody Heritage Museum, located at 1092 Sheridan Avenue.

C. Todd Stowell presented the review for the Amended Plat for Block 3 of the Sunset Subdivision.

Buzzy Hassrick made a motion, seconded by Kayl Mitchell, to recommend to the City Council, approval of the amended plat for Block 3 of the Sunset Subdivision, subject to the following:

1. As soon as possible after the amended plat is recorded, a quit claim deed for Lots 1A and 2A shall be transferred from Sunset Development LLC, to Forrest and Mallory Musser, so that their ownership follows the new east lot line. (Technically the plat should show it as either one lot, or two merged lots, rather than two individual lots.)

2. Pay applicable utility fees prior to the mayor signing the final plat.
3. For acceptance of the public improvements, submit all documentation specified in City of Cody Code 11-5-1(A). (Engineer certifications, plans, test results, construction diary, one-year guarantee, etc.)
4. No building is to be occupied until all public infrastructure improvements are in place for the lot on which the building is located.
5. On the final plat document, modify the alley dedication language to specifically dedicate the alley the City of Cody; and, add a vicinity map.

Also, grant the following “variances”:

- A. Variance to allow primary vehicle access from the alley, on the condition that it is paved to a width of at least 20 feet, as proposed.
- B. Variance to permit the timeline for completion of the infrastructure improvements to extend until the time of occupancy.

P & Z Board Matters – None.

Council Updates – None.

Staff Items – Todd Stowell informed the Board that the City Council would be interviewing applicants, on March 27th, 2018, for the vacant position on the Planning, Zoning, and Adjustment Board.

Erynne Selk 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 Heidi Rasmussen adjourned the meeting at 12:20 p.m.

Bernie Butler, Administrative Assistant