

**City of Cody**  
**Planning, Zoning, and Adjustment**  
**Board Meeting August 10, 2021**

A meeting of the City of Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of Cody in Cody, Wyoming on Tuesday, August 10, 2021 at 12:00 pm.

Present: Richard Jones; Scott Richard; Sandi Fisher; Carson Rowley; Rodney Laib; Cayde O'Brien; City Deputy Attorney Sandee Kitchen; City Planner Todd Stowell; Council Liaison Andy Quick; Administrative Coordinator Bernie Butler.

Absent: Sandi Fisher

Richard Jones called the meeting to order at 12:00 pm, followed by the pledge of allegiance.

Carson Rowley moved to approve the agenda, seconded by Scott Richard. Vote on the motion was unanimous, motion passed.

Cayde O'Brien moved to approve the minutes from the July 27, 2021 meeting, seconded by Scott Richard. Vote on the motion was unanimous, motion passed.

Scott Richard made a motion, seconded by Cayde O'Brien to elect Richard Jones as the new Chairman of the Board. Vote on the motion was unanimous, motion passed.

Richard Jones made a motion, seconded by Scott Richard to elect Carson Rowley as the Vice Chairman of the Board. Vote on the motion was unanimous, motion passed.

A Public Hearing for a special exemption opened at 12:08 pm. This exemption is to waive utility requirements for a proposed accessory dwelling unit (cabin), located at 2008 Glen Avenue.

The hearing was closed at 12:09 p.m. with no comments.

Todd Stowell gave a description and background on the exemption request. The property owner, Josh Hollinger plans to construct an ADU (cabin) on the same property that contains his residence. The City of Cody zoning ordinance requires ADU's to share domestic water and electric with the main house. The applicant has requested a special exemption to allow the ADU its own domestic water and electrical service, as the ADU will be 200 feet east of the existing house.

The property is zoned R-2. Todd reviewed the criteria for a special exemption and the language of the ADU requirements, pertaining to the utilities. The property does have City sewer, water and power available. If exemption is granted, the ADU will have its own utility bill.

A concern is that minimal access is provided to the property. Glen Avenue is not a public street, and has a gravel surface that is about 10-12 feet wide. Per the adopted fire code, a minimum 20-foot-wide access, capable of supporting a fire truck, would have to be met in order to issue a building permit.

Scott Richard made a motion, seconded by Rodney Laib to grant the special exemption with findings 1-4, and recommendations 1-3 in the staff report. Vote on the motion was unanimous, motion passed.

A Public Hearing for a conditional use request opened at 12:23 pm The request is to allow a modular accessory dwelling unit in a R-2 zone, located at 2442 Central Avenue.

The hearing was closed at 12:24 p.m.

Richard and Judy Conger are requesting permission to install a 15'2" by 55' modular home to be used as an ADU behind their residence. Modular ADU's require a conditional use permit. Todd reviewed the procedure

and criteria for the conditional use permit.

Staff would like to see some architectural enhancements such as 12” eaves, decorative metal awnings, or a variation in siding texture, color, or material, and landscaping. The applicant was agreeable to do some enhancements.

Scott Richard made a motion, seconded by Cayde O’Brien, to approve the conditional use permit with the points identified in the staff report. Approval of the modular ADU is based on Findings 1-7, and is subject to Conditions 1 and 2 as follows:

- 1) Provide architectural enhancement(s) including meeting the requirement for a 12” eave and an architectural enhancement such as an awning or other feature on one side.
- 2) A building permit for the ADU must be obtained within 2 years or the authorization shall automatically expire.

Vote on the motion was unanimous, motion passed.

With the resignation of Board member Kayl Mitchell, the City Council will start looking for a replacement.

Carson Rowley made a motion, seconded by Rodney Laib to adjourn the meeting. Vote on the motion was unanimous. Meeting adjourned at 12:54 pm.

*Bernie Butler*

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Bernie Butler, Administrative Coordinator