

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY JULY 27, 2021
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

1. Call meeting to order
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the July 13, 2021 regular meeting
6. New Business:
 - A. Update the Special Exemption permit for the electronic message board at Trinity Lutheran Church, located at 3401 Sheridan Avenue.
 - B. Public Hearing for a Special Exemption to Minimum Dwelling Size, 1413 10th Street.
 - C. Review a Special Exemption request relating to Minimum Dwelling size for the existing dwelling at 1413 10th street, so that it can be located on its own lot.

(Note: The Special Exemption for Josh Hollinger, relating to construction of a cabin at 2008 Glen Avenue, will be considered at the August 10, 2021 meeting, so that adequate notice can be provided.)
7. P & Z Board Matters (announcements, comments, etc.)
8. Council Update
9. Staff Items
10. Adjourn

The public is invited to attend all Planning, Zoning and Adjustment Board meetings. If you need special accommodations to participate in the meeting, please call the City office at (307) 527-7511 at least 24 hours in advance of the meeting.

City of Cody
Planning, Zoning, and Adjustment
Board Meeting July 13, 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, July 13, 2021 at 12:00 pm.

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

Absent: Carson Rowley; Scott Richard

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

The Board welcomed Cayde O'Brien to the Planning and Zoning Board.

Richard Jones moved to approve the agenda, seconded by Sandi Fisher. Vote on the motion was unanimous, motion passed.

Richard Jones moved to approve the minutes from the June 22, 2021 meeting, seconded by Rodney Laib. Vote on the motion was unanimous, Motion passed.

A Public Hearing for a conditional use for an accessory dwelling unit (ADU) within a R-1 zone located at 938 Rumsey Avenue was opened at 12:04 p.m. There were no comments from the public. The hearing was closed at 12:05 p.m.

Todd Stowell gave an overview of the project. The applicant would like to convert an existing storage building to an ADU. The structure is located behind the house at 938 Rumsey Avenue. The property is in a R-1 zone, which does not allow ADU's without a conditional use permit. He reviewed the ADU supplemental standards in the staff report. The building is nonconforming because of the setback (not the use).

Richard Jones made a motion seconded by Rodney Laib to approve the conditional use for an ADU at 938 Rumsey Avenue with recommendations 1-3 in the staff report. The motion included that the Planning and Zoning Board find the points identified in the staff report and at the Board meeting are adequate to set forth reasoning why the criteria of the applicable standards (ADU supplemental development standards, conditional use permits standards, and nonconforming review standards) are met. Vote on the motion was unanimous, motion passes.

P&Z Board Matters:

Council Updates:

Staff Updates:

Kayl Mitchell made a motion, seconded by Richard Jones to adjourn the meeting. Vote on the motion was unanimous. Meeting adjourned at 12:21 pm.

Bernie Butler

Bernie Butler, Administrative Coordinator

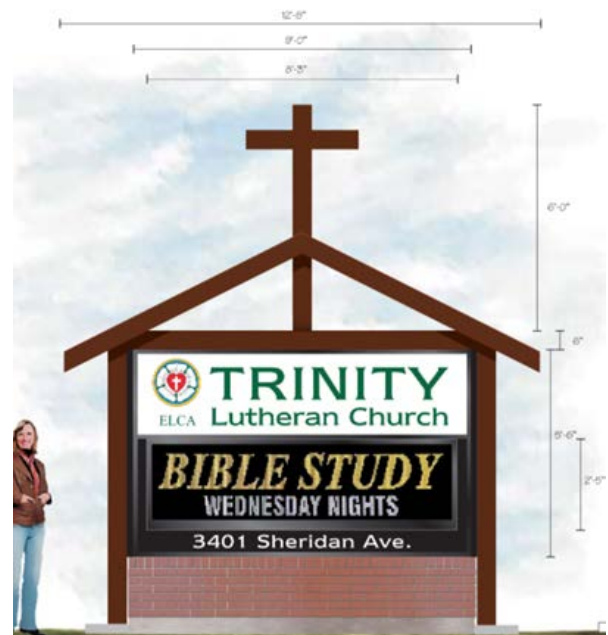
CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	JULY 27, 2021	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	UPDATE ON SPECIAL EXEMPTION PERMIT FOR THE TRINITY LUTHERAN CHURCH ELECTRONIC MESSAGE BOARD SUP 2020-06	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

BACKGROUND:

On December 8, 2020, the Planning and Zoning Board granted a special exemption to Trinity Lutheran Church to install an electronic message board and to illuminate their sign and message board without limitation as to time of day or night, subject to certain conditions, as follows:

1. The electronic message board shall comply with the following limitations:
 - a. The electronic message board shall meet the City illumination standard of having an automatic dimmer that is set at no more than 5,000 nits in the daytime and 500 nits in the night time;
 - b. Minimum dwell time is four seconds;
 - c. Transition time shall not exceed one second and have no animation other than basic fading.
 - d. The displayed message shall not have any blinking, chasing, flashing or moving effects.
 - e. The electronic message board shall not display any commercial off-premise advertising (i.e. commercial activities not occurring on the property where the sign is located).



2. Approximately 45 days after the signs are installed and operation, the City shall ask for feedback on the installed signs from the neighbors that were previously notified of the proposal and present the matter for Board discussion. The Board may then add, modify, or delete conditions of approval for the signs pursuant to their special exception conditioning authority.

As noted in the second condition, the City sent out the attached letter to the neighboring property owners on June 30th, asking for feedback, and noting the potential of amending one of the conditions as noted in the letter. No responses were received.

ANALYSIS:

The few times that staff has seen the sign in operation, it appears to generally be in compliance with the original conditions of approval, except that it has displayed some messages with moving effects, in violation of Condition 1d. As no neighbors have expressed any concern about the operation of the electronic message board, and the sign has generally been operated in a considerate manner, staff does not see a need to recommend any modifications to how the sign has been operated.

It is suspected that the City's illumination limits and prohibition of flashing messages contribute to the compatibility of the sign.

In order to address the messages with moving effects, it is recommended that Condition 1d be amended to read as follows:

- d. The displayed message shall not have any blinking, chasing, flashing or rapid-moving effects.

ALTERNATIVES:

Either amend the conditions of approval as noted, or leave as is.

ATTACHMENTS:

Letter to neighbors.

RECOMMENDATION:

Amend Condition 1d as noted above, so that the condition of approval is as follows:

1. The electronic message board shall comply with the following limitations:
 - a. The electronic message board shall meet the City illumination standard of having an automatic dimmer that is set at no more than 5,000 nits in the daytime and 500 nits in the night time;
 - b. Minimum dwell time is four seconds;
 - c. Transition time shall not exceed one second and have no animation other than basic fading.

- d. The displayed message shall not have any blinking, chasing, flashing or rapid-moving effects.
- e. The electronic message board shall not display any commercial off-premise advertising (i.e. commercial activities not occurring on the property where the sign is located).

It is also recommended that the applicant post the above conditions at the computer that is used to program the sign, so that they are readily apparent to the person creating the sign messages.



Matt Hall
MAYOR

Justin Bailey
Diane Ballard
Jerry Fritz
Andy Quick
Heidi Rasmussen
Emily Swett
COUNCIL MEMBERS

James Keegan
MUNICIPAL JUDGE

Barry A. Cook
CITY ADMINISTRATOR

1338 Rumsey Avenue
P.O. Box 2200
Cody, Wyoming 82414

(307) 527-7511
FAX (307) 527-6532

MEMORANDUM/ REQUEST FOR COMMENT

Date: June 30, 2021
RE: Trinity Lutheran Church Electronic Message Sign
From: Community Development Department

Dear Property Owner:

On December 8, 2020, the Trinity Lutheran Church was granted a special exception by the Cody Planning and Zoning Board to install an electronic message sign on their property at 3401 Sheridan Avenue. The sign has been installed and in operation for a few months.

In their approval of the sign, the Planning and Zoning Board specified that the operation of the sign would be reviewed after a 45-day trial period. The City was to ask for feedback on the installed sign from the neighbors, so that any operational concerns (e.g. brightness, hours of operation, etc.) could be discussed and addressed. The purpose of this letter is to request your comments relating to operation of the sign.

The following conditions were specified in the original approval. Please let us know if, in your opinion, these conditions have been adequate to avoid negative impacts to your property. If not, feel free to specify what additional conditions you believe are needed.

The electronic message board shall comply with the following limitations:

- a. The electronic message board shall meet the City illumination standard of having an automatic dimmer that is set at no more than 5,000 nits in the daytime and 500 nits in the night time;*
- b. Minimum dwell time is four seconds;*
- c. Transition time shall not exceed one second and have no animation other than basic fading.*
- d. The displayed message shall not have any blinking, chasing, flashing or moving effects.*
- e. The electronic message board shall not display any commercial off-premise advertising (i.e. commercial activities not occurring on the property where the sign is located).*

Your comments may be provided via email to todds@cityofcody.com or by paper to the Community Development

office in City Hall. The back page of this letter has room for your comments.

We are aware that some displayed messages have slow-moving effects. If this has not been an issue, item “d” will likely be changed to “...or rapid-moving effects.”

Feel free to contact me at (307) 527-3472 if you have any questions.

Sincerely,

Todd Stowell, AICP
City Planner

COMMENTS: _____

Property Owner Name: _____

Property Owner Address: _____

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	JULY 27, 2021	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	SPECIAL EXEMPTION TO MINIMUM DWELLING SIZE, 1413 10 TH STREET. SUP 2021-09	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

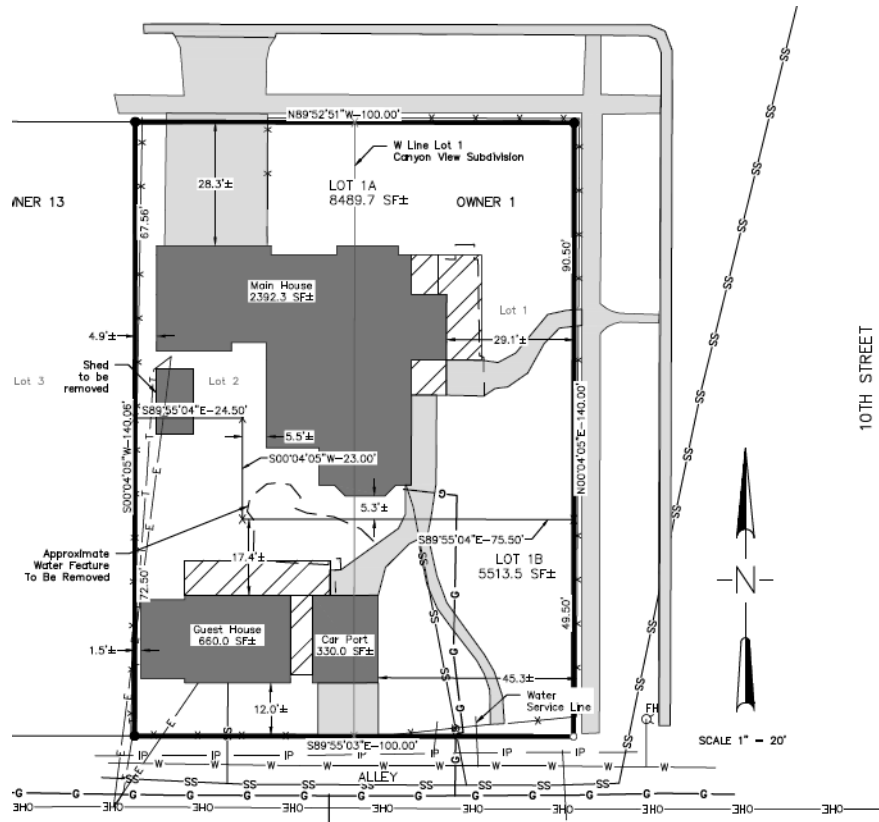
PROJECT DESCRIPTION & BACKGROUND:

The guest house at 1413 10th Street is on the same property as the main house at 1410 10th Street, and conforms to the current definition of an "accessory dwelling unit". The property owner, Brian Shumard, is wanting to reestablish and reconfigure an interior lot line to separate the two houses onto individual lots, as shown on the site plan below. As the guest house does not meet the minimum size requirement of the R-2 zoning district to qualify as a main house on its own lot, a special exemption is requested for that aspect of the proposal.



The guest house is 660 square feet in size, when a minimum of 864 square feet is the requirement for the R-2 zoning district in which the property is located. The special exemption would reduce the minimum dwelling size requirement to allow the existing guest house to be located on its own lot.

The associated boundary line adjustment (or subdivision) will be reviewed separately, if the special exemption is granted.



The County Assessor records indicate that the main house was constructed in 1939 and that the guest house was constructed in 1932. The property is part of the Canyon View subdivision that was recorded in 1928. Both houses were built over the interior lot line between Lots 1 and 2 of Block 2 of the subdivision. As such, the original owner's design was that the two houses would occupy the same property.

There were no zoning regulations or setback requirements when the houses were constructed. As zoning regulations have been developed over the years, the houses became legally non-conforming to some of those adopted zoning standards. While both houses are non-conforming in respect to setbacks from the west property line, the guest house (a.k.a. accessory dwelling unit) does conform to current size limitations of the zoning ordinance for an accessory dwelling unit. By placing the accessory dwelling unit on its own lot (regardless of the process used, being lot line adjustment or subdivision) its status would change from conforming to the size limitation for an accessory dwelling unit to violating the minimum dwelling size for a primary house. That change is what triggers the need for the special exemption.

The public hearing for the exemption request was advertised as required by mail to neighboring properties within 140 feet on July 12, 2021, and by publication in the newspaper on July 15, 2021.

Existing Conditions: (Guest house next to alley, and area between the guest house and the main house.)



REVIEW CRITERIA:

Pursuant to Section 10-14-2(B)(1)(b) of the City of Cody Code, the Planning and Zoning Board may consider special exemptions to the dwelling size requirement. The standards for approval of a special exemption are as follows, with staff comments provided.

No special exemption shall be approved unless the planning and zoning board finds:

- a. The special exemption will not produce an undesirable change in the character of the neighborhood or a detriment to nearby properties;*

Staff Comment: The Board has historically considered neighbor comment as one of the primary methods for determining the extent of any undesirable change to the character of the neighborhood. Ten neighboring property owners were notified of the proposal. As of the time of this staff report, we have received two responses of “no objection” and one response with a number of objections. The responses are attached for your review. It is expected that additional responses will still be received. Comments at the public hearing also need to be considered.

Staff understands the concept of the written objection to the dwelling size exemption, as minimum dwelling sizes typically establish the general character of the neighborhood. A small home in the middle of a subdivision with large homes has the potential (but not guarantee) to disrupt the neighborhood character.

However, in this instance, we note the following for the benefit of the applicant:

- a) The dwelling has been in existence since 1932. Although it will now be able to be located on its own lot, someone unfamiliar with the specifics of the situation would likely be unable to perceive any change in the character of the neighborhood if the exemption is granted.
- b) Many of the homes in the neighborhood have accessory dwelling units on their lots, which results in more activity than would occur in this situation, with one house per lot. (Due to lot size requirements for accessory dwelling units, the lot with the guest house would not qualify for an additional accessory dwelling.)

- b. The special exemption is designed to be compatible with adjacent land uses and the area or neighborhood;*

Staff Comment: The residential use of the structure is not a zoning concern, as the property is in a residential zone. Furthermore, the dwelling has a residential appearance, using standard residential building design and materials.

The fact that the property consists of two existing lots means that the resulting density of the situation is not being increased beyond the density originally contemplated by the underlying subdivision, which helps contribute to compatibility.

Currently, as an accessory dwelling unit, the guest house is limited to 800 square feet of living area. It is currently about 660 square feet. If the special exemption is granted, that restriction would no longer be in place, and the house could potentially be expanded beyond 800 square feet in size, being limited only by lot coverage, setback, and height standards. If it were enlarged to at least 864 square feet of living area, it would no longer require the special exemption, as the applicable

standard would be met. The applicant has verbally indicated that he is considering eventually (maybe in a couple years) expanding the size of the guest house, but the details have not yet been determined. The point being, that in a couple of years the situation may no longer violate the minimum dwelling size requirement, and by granting the special exemption it actually facilitates the ability to comply with the requirement.

(Note: Due to the non-conformity of the setback, there are some thresholds that could trigger review by the Planning and Zoning Board for expansion of the guest house—see City of Cody Code 10-13-4.)

- c. *The special exemption is the minimum deviation from the specifications of the zoning ordinance necessary and adequate for the proposed activity, structure or use;*

Staff Comment: The special exemption is necessary for the guest house to be located on its own lot, otherwise the situation of maintaining both houses on the same property would have to remain as is.

- d. *The benefit sought by the applicant cannot be achieved by some other method, feasible for the applicant to pursue other than a special exemption;*

Staff Comment: No other options have been identified.

- e. *Adequate services and infrastructure are or will be available to serve the proposed activity, structure or use;*

Staff Comment: Utility services (sewer, water, and power) are in place. However, with the reconfiguration of the lots, it is required and will be verified that each lot has its own utility service lines (no sharing of services between the lots is permitted) and that easements are provided for any lines that cross the other lot. Preliminarily, it appears that no utility services are shared, with the possible exception of the sewer line.

- f. *The special exemption is consistent with the goals, policies and future land use map of the master plan.*

Staff Comment: Policy is 3.1.b states:

"Protect the existing character in stable residential areas. New residential, office, commercial or industrial development that is not in harmony with the existing or desired future character of these neighborhoods should be discouraged."

The standards of the zoning ordinance and special exemption review criteria are intended to promote that harmony. The special exemption process is available to

authorize variations to the standards when due to unique or special circumstances, the project will still maintain the character of the neighborhood.

OTHER:

While the above comments discuss some of the neighbor objections, staff would like to respectfully address some of the neighbor comments that are not directly part of the above criteria, but do need answered.

1. Objection: Compliance with the existing regulations does not place any hardship on the property owner.

Staff Comment: The special exemption criteria, unlike criteria for a variance, do not require consideration of hardship. The zoning code specifically states, "*It is the intent of these special exemption provisions to provide necessary flexibility in this chapter without requiring applicants to provide proof of hardship.*"

2. How will lot size and setback regulations be met?

Staff Comment: Minimum lot size in the R-2 zone is 5,500 square feet for a single-family dwelling. The north lot would be 8,489 square feet and the south lot would be 5,513 square feet, so lot size requirements would be met.

As both houses have their front doors towards and are addressed from 10th Street; and neither comply with rear setback requirements regardless of what is considered the front or rear property lines, it was determined to consider 10th Street the front yard and the west property line the rear yard. The new/relocated lot line that would separate the two lots is an interior side lot line, which requires a 5-foot setback. Provided the storage shed is removed as proposed and noted on the site plan, the applicable 5-foot side setback from the new lot line will be met by both houses. It is noted that although there is a jog in the proposed property line, it is still a side lot line—only the furthest property line from the front lot line requires a rear setback.

3. Notice was not sent via certified mail, and was received only 7 days prior to the meeting.

Comment: Certified mail is not required for special exemptions, only USPS First Class mail and an affidavit of mailing by the person that sent the letters. The letters are to be mailed (not received) at least 10 days before the meeting, which requirement was met.

ALTERNATIVES:

Approve, deny or approve with conditions.

ATTACHMENTS:

Submittal letter, site plan, and neighbor responses.

RECOMMENDATION:

That the Planning and Zoning Board make the following findings:

(Draft, subject to information received at the public hearing.)

1. That proper notice of the special exemption public hearing was provided by advertising in the Cody Enterprise and by mail to all property owners within 140 feet at least ten days before the hearing.
2. That the Planning and Zoning Board may grant special exemptions that are reasonable and harmless deviations from the zoning ordinance as determined by the standards outlined in Section 10-14-2, City of Cody Code.
3. That the Planning and Zoning Board has held a public hearing as required and has considered all comments pertaining to the request;
4. That the proposal is unique in that the structure involved predates any City zoning or building regulations, the density remains at one dwelling per lot, and the special exemption would facilitate the ability of the property owner to comply with the minimum dwelling size requirement that is the subject of the exemption.
5. That the points identified in the staff report and at the Board meeting are adequate to set forth the reasoning why the criteria of 10-14-2(C)(2) are met.

AND,

Approve the Special Exemption to the minimum dwelling size requirement for 1413 10th Street, in order to allow the existing house to be located on its own lot.

Granite Engineering & Surveying LLC

983 North Panther Boulevard, Powell, WY 82435; P (307) 754-9600; Email GraniteES@gmail.com

July 9, 2021

764-S-20

Via Email: xxxx@gmail.com
This Constitutes the Original

City of Cody
Planning and Zoning Board
PO Box 2200
Cody, WY 82414

RE: SHUMARD BLA – SPECIAL EXEMPTION REQUEST
1401 10TH STREET
LOT 1 & LOT 2, CANYON VIEW SUBDIVISION
CODY, WYOMING

The subject parcel of land is Lot 1 & Lot 2, of the Canyon View Subdivision at the intersection of Cody Avenue and 10th Street in Cody. This parcel consists of approximately 14003 square feet and has a main house, a guest house and a small shed on it. The lot owner would like to perform a boundary line adjustment and divide the main house from the guest house. This will require that a small shed be removed and that an existing water feature be removed. Additionally the guest house does not comply with the minimum size dwelling requirement of 864 square feet. It is our understanding from conversing with Todd Stowell as the City Planner that we comply with the other planning and zoning requirements. We request a special exemption from the minimum dwelling size requirement. We have prepared a Site Plan and Neighboring Property Map for the proposed boundary line adjustment to assist you with this request.

If you need any additional information or if you have any questions or comments, please contact us at (307) 754-9600.

Sincerely,

Granite Engineering & Surveying LLC



Scott H. Lewis

Professional Engineer & Land Surveyor, P.E.L.S., CFedS

SHL:shl\reference

Enclosures as stated

c: Brian Shumard, via email

Notice to Owners of Neighboring Properties:

Please return this letter by July 22, 2021 to:

Date: July 12, 2021

RE: **SPECIAL EXEMPTION REQUEST**

Cody City Planner

P.O. Box 2200

Cody, WY 82414

Or, send an email to: todds@cityofcody.com

**THE CITY OF CODY HAS RECEIVED THE FOLLOWING REQUEST FOR A SPECIAL EXEMPTION.
YOUR COMMENTS WOULD BE APPRECIATED.**

Applicant Name(s): Brian Shumard
Address of Subject Property: 1413 10th Street

Description of Request: The guest house at 1413 10th Street is on the same property as the main house at 1410 10th Street, and conforms to the current definition of an "accessory dwelling unit". The property owner is wanting to reestablish and reconfigure an interior lot line to separate the two houses onto individual lots. As the guest house does not meet the minimum size requirement of the R-2 zoning district to qualify as a main house on its own lot, a special exemption is requested for that aspect of the proposal. The guest house is 660 square feet in size, when a minimum of 864 square feet is the requirement for the R-2 zoning district. The special exemption would reduce the minimum dwelling size requirement to allow the existing guest house to be located on its own lot.

This request will be considered at a public hearing held by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Tuesday, July 27, 2021 at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave.

Response Letter from Owners of Neighboring Properties within 140 Feet of Subject Property:

(Responses may be submitted in any written format. The following form is provided for your convenience.)

Dear Planning and Zoning Board Members:

I am familiar with the proposal by Brain Shumard for the special exemption described above.

☒ I have NO OBJECTION to the Special Exemption Request.

Name: PEG MONTEITH, Park Co SO 6 Superintendent

Address: 919 Cody, Alb; Cody 82414

Comments: Reg Monteith

☐ I OBJECT to the Special Exemption Request:

Name: _____

Address: _____

Reason for Objection: _____

If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: _____

Notice to Owners of Neighboring Properties:

Please return this letter by July 22, 2021 to:

Date: July 12, 2021

RE: **SPECIAL EXEMPTION REQUEST**

Cody City Planner

P.O. Box 2200

Cody, WY 82414

Or, send an email to: todds@cityofcody.com

**THE CITY OF CODY HAS RECEIVED THE FOLLOWING REQUEST FOR A SPECIAL EXEMPTION.
YOUR COMMENTS WOULD BE APPRECIATED.**

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Response Letter from Owners of Neighboring Properties within 140 Feet of Subject Property:

(Responses may be submitted in any written format. The following form is provided for your convenience.)

Dear Planning and Zoning Board Members:

I am familiar with the proposal by Brain Shumard for the special exemption described above.

☒ I have NO OBJECTION to the Special Exemption Request.

Name: Scott and Shelly Moore

Address: 1414 10th Street Cody

Comments: This property was two separate lots before

the previous owner changed it. There is no problem with

changing it back.

☐ I OBJECT to the Special Exemption Request:

Name: _____

Address: _____

Reason for Objection: _____

If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: _____



CITY OF CODY
WYOMING

Todd Stowell <todds@cityofcody.com>

(no subject)

1 message

John Gallagher <johng.wyo@gmail.com>
To: Todd Stowell <todds@cityofcody.com>

Tue, Jul 20, 2021 at 5:51 PM

Hello Todd,

This email is in response to a letter I received in regards to Brian Shumard's request for a special exemption at 1413 10th Street.

I do OBJECT to the special exemption request. I believe this will negatively impact the neighborhood. The existing regulations do not place any hardship on the property owner. Since this property was purchased less than two years ago, there have not been any significant changes to zoning in the area. A single lot was purchased and it should remain a single lot.

I would like to know what the applicants reasons are for seeking the special exemption. From what I know of this situation, the applicatnt is simply looking to make additional revenue from splitting this "accessory dwelling unit" off into a separate house.

As stated in the notice letter, this ADU falls far below the minimum square footage required in an R-2 zoning district. We choose to live in areas with specific zoning regulations with the expectation those regulations will be enforced.

It is not clear to me how it would be possible to divide the existing lot into two parcels and have the two parcels meet both the minimum lot sizes and setback regulations.

The notice was NOT sent via certified mail and was received only 7 days prior to the requested return date.

I would like to receive a copy of the Planning and Zoning Board agenda materials for this request. Please send them to johng.wyo@gmail.com

John and Susan Gallagher
921 Canyon Avenue
Cody, WY 82414

--

John Gallagher

FILE NO: SUP2021- 09

AFFIDAVIT OF MAILING

I, Scott H. Lewis, being duly sworn, dispatched through the United States Mail, a Notice of Public Hearing, a true and correct copy of which is enclosed herewith; that said Notice was addressed to all parties of record individually listed on the mailing list enclosed herewith; and, that said notices were mailed by me on the 12 day of July, 2021 through USPS First Class Mail.

I hereby attest that I mailed said notices in the manner herein described and that all of the statements made herein are just and true. Dated this 12 of July, 2021.

Scott H. Lewis

STATE OF WYOMING)
)ss.
COUNTY OF PARK)

The foregoing instrument was acknowledged before me by Scott H. Lewis this 12 day of July, 2021.

Witness my hand and official seal.

Betty J. Webber
Notary Public

My commission expires 1-6-25

