CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD TUESDAY JUNE 14, 2022 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 for the June 14, 2022 meeting.
- 5. Approval of Minutes from the May 31, 2022 special meeting.
- 6. New Business:
 - A. Architectural review for modifications to the building at 1239 and 1243 Rumsey Avenue.
 - B. Site plan review for the Yellowstone Regional Airport terminal expansion.
- 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 Special Meeting May 31, 2022

A meeting of the City of Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, May 31, 2022 at 12:00 pm. (The meeting date was changed from the regular scheduled meeting on May 24, 2022.)

Scott Richard called the meeting to order at 12:04 pm, followed by the pledge of allegiance.

Present: Scott Richard; Cayde O'Brien; Andrew Murray, Karinthia Herweyer; City Deputy Attorney Sandee Kitchen; City Planner Todd Stowell; Administrative Coordinator Bernie Butler

Absent: Carson Rowley; Ian Morrison; Mathew Moss

Cayde O'Brien moved to approve the agenda for May 31, 2022, seconded by Karinthia Herweyer. Vote on the motion was unanimous, motion passed.

Andrew Murray moved to approve the minutes from the May 10, 2022 meeting, seconded by Cayde O'Brien. Vote on the motion was unanimous, motion passed.

A Public Hearing opened at 12:06 for a special exemption to reduce the garage setback requirement from Park Avenue at 944 Simpson Avenue. There were no comments from the public. The Public Hearing was closed at 12:07.

City Planner Todd Stowell reviewed the special exemption to reduce the garage setback requirement from Park Avenue at 944 Simpson Avenue. The garage setback requirement from the Park Avenue right-of-way be reduced from 22 feet to 15 feet, for the property at 944 Simpson Avenue. The property owner plans to remove the existing house and construct a new residence with an attached garage.

Todd discussed the curb cut and sidewalks in that area. The driveway and associated sidewalk will need to be constructed so that the sidewalk meets ADA requirements.

The neighbor responses were all in favor of the special exemption.

Cayde O'Brien made a motion, seconded by Andrew Murry to approve the special exemption request for reducing the garage setback from 22 feet to 15 feet, with findings 1-4 and the recommendation in the staff report. Vote on the motion was unanimous, motion passed.

City Planner Todd Stowell reviewed the site plan for Bailey Enterprises (Sinclair) Fueling Station located at 2019 Big Horn Avenue.

The plan is to re-develop the existing fuel station (formerly Hobo Oil). The project would remove the existing buildings and fuel dispensers, install new fuel dispensers on two islands, install a new 8' x 12' equipment building, install a new 7' x 24' freestanding sign, and include associated piping, electrical and surfacing repair.

The property is within the entry corridor overlay zone, which has a 5% landscaping requirement for new development of more then 75%. The developed portion of the property has no landscaping, yet the property extends 40 feet north of the concrete curb along the north side of the pavement. That area has grass and a few trees. With that existing landscaping, the property is approximately 30% landscaped and the requirement is met. Reorganizing the landscaping can be considered with any future expansion of the fueling area.

The exterior lighting proposed will be one light fixture at each island. One light at each island will be sufficient. The Board discussed the blue light impact of 4,000 Kelvin color option, rather than the 5,000 Kelvin option. Bailey Enterprises representative Mark Sehnert told the Board they have already ordered the 5,000K lights and is okay with the other recommendations.

Andrew Murry made a motion, seconded by Cayde O'Brien to approve the site plan with conditions 1-6 in the staff report, and modifying 2a) to say color temperature of 5,000K or less. Vote on the motion was unanimous, motion passed.

Staff reviewed a site plan for Rocky Mountain Granite located at 525 Stone Street. The application if for a new facility for the business. The business manufactures granite and quartz countertops. The property is zoned D-3, Open Business / Light Industrial, which permits light manufacturing.

The proposed access parking will need some minor modifications as noted in the staff report.

The lighting specifications indicated a proposed color temperature of 5,000 Kelvin. The Board would like the to be 4,000 Kelvin or less to minimize the impacts of blue light. The Board suggested the main entrance light be on a timer, with the light off during the night. The sign light can remain on.

Andrew Murray made a motion to approve the site plane for Rocky Mountain Granite, with recommendations 1-8 in the staff report. The number of parking spaces must be at least 7, and the gravel spaces must be at least 10 feet wide, as delineated by parking blocks spaced 10 feet on center. Vote on the motion was unanimous, motion passed.

Todd Stowell reviewed a downtown architectural for the exterior update to 1021 14th Street.

The proposed plan is to install new siding and trim on the building. Six window awnings on the second story would be removed. The building will be sided with vertical seam metal siding in a dark gray color. The trim (fascia, soffits, trim gutters, and downspouts) will be a copper color.

The Board discussed with owner Kerry Pae the proposed plan. The owner stated that he may also put some whiskey barrels with plants along the back side of the building. The siding is ready to be ordered with a proposed installation date in June. The owner stated it is a warehouse and he was not open to modifying the color scheme of the siding to visually break up the back of the building.

Karinthia Herweyer made a motion, seconded by Andrew Murry to approve the exterior update at 1021 14th Street as proposed. Vote was unanimous, motion passed.

The next Board meeting will be held on June 14, 2022.

Cayde O'Brien made a motion, seconded by Andrew Murray to adjourn the meeting. Vote on the motion was unanimous. The meeting was adjourned at 1:04 pm.

Bernie Butler	
Bernie Butler, Administrative Coordinator	

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT			
MEETING DATE:	JUNE 14, 2022 TYPE OF ACTION NEEDED		
AGENDA ITEM:		P&Z BOARD APPROVAL:	Х
SUBJECT:	ARCHITECTURAL REVIEW FOR MODIFICATION TO 1239 AND 1243 RUMSEY AVENUE. SPR 2022-12	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Tundra General Contractors, representing Richard Investment Properties, has submitted an application for architectural modifications to the building at 1239 Rumsey Avenue. Detailed drawings are attached. The existing and proposed conditions are depicted below.



REVIEW CRITERIA:

Pursuant to 10-10B-4 of the City of Cody Code, all structures within the zoning district are to be architecturally compatible and architectural and landscaping plans are to be submitted to the planning and zoning commission for approval.

Pursuant to Subsection B of 9-2-2, within the Downtown Architectural District, "The planning, zoning and adjustment board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the downtown district as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants.

STAFF COMMENTS:

Architecture:

The proposal would replace many of the exterior coverings of the building. New materials include manufactured stone (Boral ledgestone) in ashfall color, dark gray stucco, Trex horizontal siding (rain screen) in a spiced rum color, storefront curtain windows and picture windows, and metal box canopies over the first-floor windows and entry doorway. Refer to the attached drawings for locations of each material. The back of the building would simply be painted—likely gray to match the stucco at the building corners.

The materials are of high quality and have been organized to provide a variety of texture and color that results in a professional appearance. The stone and wood appearances help preserve the rustic or

western appearance that many in the community favor, while being organized in a modern way.

New exterior lighting includes LED strip lighting on the interior of the metal box canopies, to

provide the backlit "glow" look, and LED column downlights in the style shown here. All fixtures are 4,000K color temperature.







e h

	Spec	ifica	tions
--	------	-------	-------

Beam Angle	120 degree	Lumen Per Foot	195 lm/ft.
Dimensions	View Dimensional Drawings	Lumen Per LED	6.5
Dimmable	Yes	Max Run in Feet	GR
Environmental Rating	Waterproof IP67	Operating Temperature	-10-+60 °C (14-+140 °F)
Innut Connection Tree	Dintell	Onerating Voltage	17 VDC

Utilities:

No new city utility connections are specifically proposed at this time. A potential water service is indicated on the east side of the building, which would need further coordination with the City.

Signage:

The conceptual location and style of signage is shown in the rendering but specific sizes and advertising are not yet determined. Conceptually, the signs would meet standards. A sign permit application will be needed for the specific signs.

Landscaping:

As the building is up against the south and east property lines, there is no room for onsite landscaping along the building façade. The park strip/boulevard along the front of the property is depicted in the rendering as maintaining the trees and boulders, and adding decorative grasses.

Parking:

The property is within the downtown parking district and within the extent of the exemption for not providing on-site parking.

ATTACHMENTS:

Application Materials.

ALTERNATIVES:

Approve or deny the proposal, with or without changes. Staff believes that the proposal works well as presented and is much appreciated.

RECOMMENDATION:

Approve the exterior modifications to the building at 1239 and 1243 Rumsey Avenue as proposed.

The applicant is aware that a building permit is required. Any excavation or structures (e.g. scaffolding) that occur in the street right-of-way, including the sidewalk, will need an encroachment permit from Public Works.





2 3D Exterior Lite Render V7 12" = 1'-0"



SHEET INDEX		
SHEET NUMBER	SHEET NAME	
CIOI	SITE PLAN	
A20I	ELEVATIONS SOUTH	
A202	ELEVATIONS EAST & WEST	

Store From Sign	
	AND THE PROPERTY OF THE PROPER

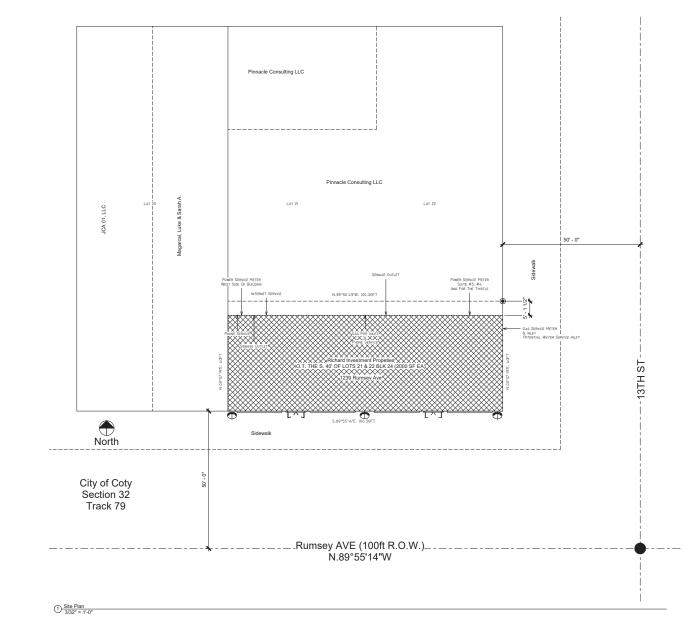
3D Ext V7 12" = 1'-0"

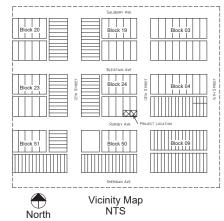
3 3D Ext 1 V7 12" = 1'-0"

DATE: 05/19/22

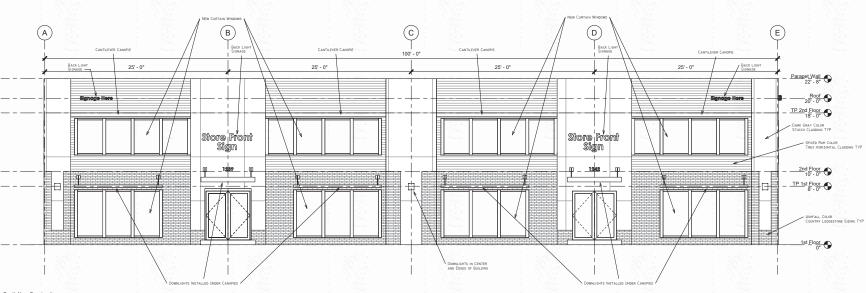
Scott Richard Thistle Building Refit







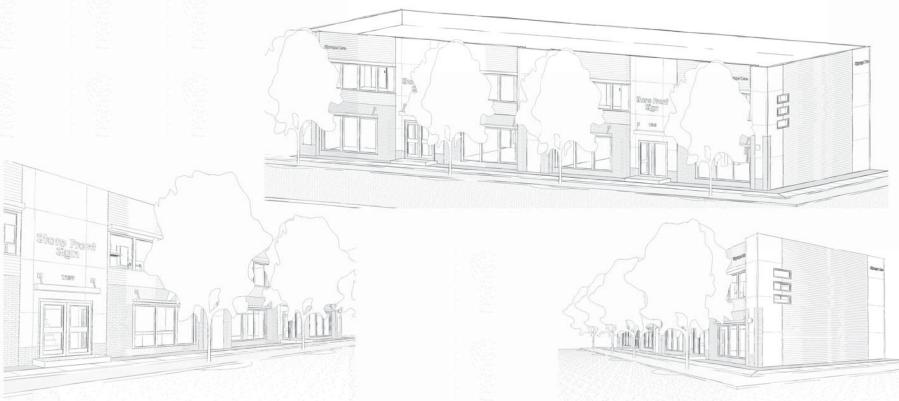












CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT			
MEETING DATE:	JUNE 14, 2022 TYPE OF ACTION NEEDE		
AGENDA ITEM:		P&Z Board Approval:	Χ
SUBJECT:	SITE PLAN REVIEW: YELLOWSTONE REGIONAL AIRPORT TERMINAL EXPANSION. SPR 2022-14	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

The Yellowstone Regional Airport has submitted a site plan application for a 10,106-square-foot expansion to the east end of the main terminal building at the airport. The expansion includes additional waiting area, ticket counters, offices, baggage screening, and storage. The property is located in the Industrial (E) zoning district, which permits airports.

REVIEW CRITERIA:

Section 9-2-3 is as follows:

Before the issuance of any permit under the international building code for commercial buildings situated within the city, the applicant, property owner and occupant shall meet





with the planning, zoning and adjustment board to review the application and plans insofar as they pertain to the exterior of a commercial building and site plan conditions. The issuance of a permit shall be conditioned upon the applicant receiving an affirmative vote of a majority of the planning, zoning and adjustment board members in attendance at said meeting.

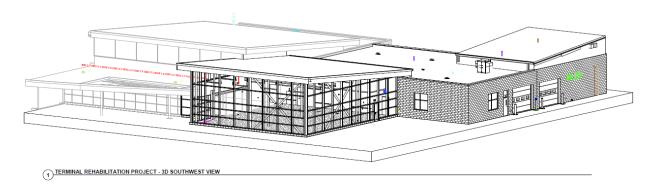
In addition, the site plan is reviewed for compliance with specific development standards of the zoning ordinance.

STAFF COMMENTS:

While the building addition is sizeable, the application has been well prepared, and because of the existing infrastructure, this review is relatively straightforward.

Architecture:

The architectural quality of the addition is impressive, with large full-height curtain wall glazing and masonry to match the existing building. Roof pitch matches existing rooflines. The addition will be extended slightly beyond the front of the existing building. Combined with the full height wall at the front of the addition there is crated variation in both the front wall and front height of the building that provides variation and interest.



Landscaping:

Existing landscaped areas that are not covered with the building addition will be maintained and/or resodded. The area between the public sidewalk and the front of the addition will be sodded. The terminal area is outside of the entry corridor overlay zone, so there is no minimum percentage of landscaping required.

Fencing:

No new fencing is proposed—only replacement of security fencing that has to be removed for construction. The security fencing is the typical 6-foot-high chain link, with three strands of barbed wire above.

Pedestrian Access/Parking:

The proposed addition will not have direct public access from the outside of the building—public access will be through the existing terminal. Employee access at the rear of the building will meet standards for slope, height, etc. That being said, there is an emergency exit door on the east side of the addition that will need an exterior concrete landing to meet building code.

While the addition is associated with additional parking demand, the need for additional parking spaces has already been addressed by the recent expansion of the airport's public parking area. The expanded parking lot appears to be sufficient to meet parking demand for some time.

Exterior Lighting

Exterior lighting is proposed in the form of six, full-cutoff LED wall packs with a color temperature of 4,000K. The spacing and lighting levels are appropriate. The wall packs are on the masonry portion of the building, as depicted by the yellow highlights on the lighting diagram to the right.

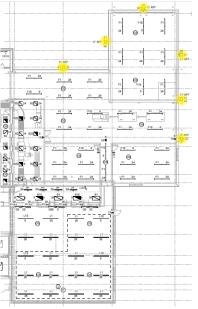
Neighborhood Compatibility, Setbacks and Buffers

The addition is well within the airport boundaries, such that setbacks and buffers are not specifically applicable to the addition.

Grading/Storm Water Plan:

The grading and stormwater plan has been prepared by a professional engineer and meets minimum requirements. In brief, roof runoff will be collected and piped directly into the airport's existing storm drainage system. Site runoff will be collected through sheet flow to an inlet that is also connected directly to the airport's system. All components have sufficient capacity for the additional runoff. Due to existing pavement that will be removed from the area of the addition, the increase in impervious area is only about 5,000 square feet. See drainage study letter for additional details.





Snow Storage

The snow storage areas are existing and will be maintained to the east of the addition.

Utility Services

Due to a short review period on this file, not all utility providers have submitted comments on this proposal yet. To planning staff, the utility site plan appears generally acceptable for what is shown. See Sheet C003 and ED100. Planning staff did not see in the plans how some of the 3rd party utilities will be relocated—specifically TCT and either Spectrum or CenturyLink.

The specifics of the electrical work (relocation of transformer and sizing for addition) are still under review at the time of this staff report.

Other utility comments for information purposes include:

The sewer service line is not required to be Schedule 80 PVC (Schedule 40 is typical, and other options are allowed under the plumbing code.) Also, cleanouts in the sewer service line are noted at 50 feet maximum—plumbing code allows up to 100 feet of developed pipe length, so realize there is some flexibility in the plumbing code to go

more than 50 feet.

<u>Signs</u>

No new signage is indicated.

<u>Hydrant</u>

Adequacy of the existing fire hydrant system will be fully reviewed as part of the building permit. Hydrants appear to be within the required distance. The fire marshal will need to verify the adequacy of the number and flow rates for the size of the building and other considerations.

<u>Garbage</u>

The addition will utilize the existing dumpster location.

ATTACHMENTS:

Application materials—site plan, elevation drawings.

ALTERNATIVES:

Approve or deny the site plan with or without changes.

RECOMMENDATION:

It is recommended that the Planning and Zoning Board approve the proposal, subject to the following conditions.

- 1. Prior to issuance of a building permit, all utility providers need to sign off on the plans for their respective utilities. Provide verification of such to the Community Development office.
- 2. Pay any applicable utility fees with the building permit fee. (The electric division is determining costs for their work.)
- 3. The project must otherwise comply with the project description, as described in the application and at the Planning and Zoning Board meeting. A building permit must be obtained within three years or this authorization will expire.

