CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD AGENDA TUESDAY, OCTOBER 10, 2023 AT 12:00 P.M. (NOON) CODY CITY HALL, COUNCIL CHAMBERS, 1338 RUMSEY AVENUE, CODY, WY

- 1. Call the Meeting to order.
- 2. Roll Call, excused members.
- 3. Pledge of Allegiance.
- 4. Approval of the Agenda for the October 10, 2023 Regular Meeting.
- 5. Tabled Item: Approval of the Executive Session Minutes from the June 13, 2023; June 15, 2023; June 27, 2023; July 25, 2023; and, August 8, 2023 meetings.
- 6. Approval of the Minutes for the September 12, 2023 Regular Meeting.
- 7. New Business:
- a) Review the Preliminary and Final Plats of the Sulphur Creek Minor Subdivision—a two-lot subdivision of property located at 1334 Sunset Boulevard South.
- b) Public Hearing regarding a request by DUKU, LLC to rezone Lot 5 of the Musser Subdivision (140 Cooper Lane West) from Single-family Residential (R-1) to Medium-Low Density Residential (R-2).
- 8. P & Z Board Matters (announcements, comments, etc.)
- 9. Council Update
- 10.Staff Items
- 11.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 Regular Meeting September 12, 2023

A regular 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, September 12, 2023 at 12:00 pm.

Carson Rowley called the meeting to order at 12:00 pm.

Present: Carson Rowley; Dan Schein; Josh White; Kim Borer; Matt Moss; Ian Morrison; Council Liaison Andy Quick; City Attorney Scott Kolpitcke; City Planner Todd Stowell

Absent: GIS Analyst Utana Dye.

Carson Rowley led everyone in the pledge of allegiance.

Kim Borer made a motion to approve agenda for the September 12, 2023 regular meeting, seconded by Dan Schein. Vote on the motion was unanimous, motion passed.

Josh White made a motion, seconded by Matt Moss to table the approval of the Executive Sessions Minutes from the June 13, 2023, June 15, 2023, June 27, 2023, July 25, 2023, and August 8, 2023 executive sessions. Vote on the motion was unanimous, motion passed.

Ian Morrison made a motion to approve the minutes with correction, seconded by Josh White for the August 8, 2023 Regular Meeting. Vote on the motion was unanimous, motion passed.

City Planner Todd Stowell reviewed the Commercial Site Plan for the Les Schwab Tire Center located at 1902 Saturn Street (portion of 209 Yellowstone Avenue).

Matt Moss made a motion, seconded by Josh White to table the Commercial Site Plan for the Les Schwab Tire Center located at 1902 Saturn Street (portion of 209 Yellowstone Avenue). Vote on the motion was 3-3. Kim Borer, Ian Morrison, and Matt Moss were in favor of the vote. Dan Schein, Josh White and Carson Rowley were opposed to the motion. Motion Failed.

Kim Borer made a motion, seconded by Matt Moss to approve the Commercial Site Plan for the Les Schwab Tire Center located at 1902 Saturn Street (portion of 209 Yellowstone Avenue) with Staff recommended conditions 1-9, with: adding an item 3L, on the Landscape plan, to use conifer trees instead of Honey Locust trees; removing item 3D from the conditions; and, add an item 10 for architectural review of the south side of the building to be subject to staff approval. Vote on the motion was 4-2. Dan Schein, Kim Borer, Ian Morrison, and Matt Moss voted in favor. Carson Rowley and Josh White were opposed to the motion. Motion passed.

P&Z Board Matters (announcements, comment, etc.): None

Council Update: None

Staff Items: None

Ian Morrison made a motion, seconded by Dan Schein to adjourn the meeting. Vote on the motion was unanimous. The meeting was adjourned at approximately 1:20 p.m.

Todd Stowell
City Planner

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT			
MEETING DATE:	Остовек 10, 2023	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	
SUBJECT:	ROFE (SULPHUR CREEK) MINOR SUBDIVISION—A 2-LOT SUBDIVISION. SUB 2023-05	RECOMMENDATION TO COUNCIL:	Х
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT OVERVIEW

The proposal is to divide 1334 Sunset Boulevard South into two lots—a 9.64 are parcel with an existing house and a 1.32-acre vacant parcel. The property is in the R-2 residential zoning district and located west of 7th Street, and south of Sunset Boulevard and Allen Avenue.

As there are no public utility improvements anticipated to be required by this subdivision, both the preliminary plat and final plat are presented for review.

SUBDIVISION REGULATIONS

Applicable subdivision ordinance requirements are as follows. Staff comments follow each

requirement. When a variance from the standard is involved, it is noted.



11-4-2: STREETS, ALLEYS AND EASEMENTS:

A. Alignment: All proposed streets, alleys and easements shall align horizontally and vertically with existing streets, alleys and easements adjacent to or lying near the subdivision.

Comment- No new public streets or alleys are proposed.

B. Conform to Master Street Plan: All streets shall conform to the city master street plan for size and approximate alignment.

Comments- Allen Avenue and 7th Street are specified as minor collectors on the City master street plan, which classification currently calls for a 44-foot-wide paved surface, plus curb, gutter and sidewalk. Allen Avenue has a 47-foot-wide paved surface along much of Lot 1, but reduces to a 40-foot-wide paved surface along Lot 2. Allan Avenue has curb and gutter, and a narrow sidewalk on the south side. 7th Street has a 37-foot-wide paved surface, curb and gutter, and a narrow chip sealed sidewalk on much of the west side, except the south 35 feet of the Lot 2 frontage.

Planning and Public Works staff believe the current street widths are sufficient for current and anticipated purposes based on the zoning and limited amount of developable land served. 7th Street is slightly wider than the 34-foot width the street master plan calls for a local street, which local street is the extent of its function—the minor collector designation for 7th Street appears excessive. The section of missing sidewalk on the 7th Street frontage will need to be identified as an improvement for this subdivision, but will not need to be installed until a building permit is desired for development of the lot. The crumbling chip seal sidewalk is nonconforming and when replaced, would need to be upgraded to current standards.

A variance should be granted to allow the current street widths to be considered sufficient, which is consistent with past practice.

Items "C" through "O" are standards that relate to construction of new public streets and are not applicable to this project—the street alignment that exists meets those standards.

P. Alleys: Alleys shall be required in all subdivisions with the minimum width being twenty feet (20'), unless extreme conditions preclude the feasibility of alleys...

Comment: The configuration of the subdivision does not lend itself to alleys. While there are platted alleys in the development to the east, they are not passable, so any new alley would not be able to be tied into any other alley network. As utilities and garbage collection are available along the street frontages, no alleys are needed. A variance to the alley requirement is proposed.

Q. Curb, Gutter, Sidewalk, Paved Streets: Curb, gutter, sidewalk and paved streets shall be required in all proposed subdivisions unless waived in accordance with criteria set out in subsection 11-5-2B of this title by the planning and zoning board, and the city council. ...

Comment: As noted in "B", the missing segment of sidewalk along 7th street will be a condition of subdivision approval. All other improvements noted are existing.

R. Street cross section: The minimum typical street cross section for each type of street shall be as shown on the master street plan...

Comment: See "B" above.

Items "S" through "T" are standards that relate to streets and drainage that are not applicable to this project.

U. Lot Requirements:

1. Lots shall be sited to meet the requirements of the appropriate zoning. Comment: Met.

- 2. Every lot shall abut upon or have access to an approved street or cul-de-sac. Comment: Met. Both lots have direct access to at least one City Street.
- 3. Side lot line shall be at approximately right angles to the street line on which the lot faces.

Comment: Met.

4. Strip lots...will be prohibited.

Comment: Met.

V. Blocks:... Comment: Met.

Section 11-5-1, DEVELOPMENT AND IMPROVEMENT also includes standards for construction. Applicable sections not already addressed above, are listed below.

F. Sanitary Sewer: ...Each lot within the proposed subdivision shall be connected to a minimum eight-inch (8") diameter sewer main by a minimum four-inch (4") diameter sewer service line. The service lines shall be extended from the sewer main to the property line according to city standards. The use of individual septic systems will not be permitted when a sanitary sewer main is available...

Comment: Based on utility records and a plumbing permit, Lot 1 is currently connected to City sewer. Lot 2 will need a sewer service installed from the sewer main in Allen Avenue. There is no sewer main in 7th Street. The installation of the sewer service will need to occur prior to issuance of a building permit on Lot 2. Waiting until that time allows the location to be coordinated with development of the lot.

H. Water: All water mains will be designed and constructed according to city approved specifications and the city standards. The system will connect each lot within the proposed subdivision to a minimum six-inch (6") diameter main by the use of a minimum three-fourths inch ($^3/_4$ ") copper service line. The service lines shall be extended from the main to the property line according to city standards. ...

Comment: Lot 1 is currently connected to City water. Lot 2 will need a water service installed. Water mains are available in both Allen Avenue and 7th Street. The water tap fee will be collected with the subdivision, but installation is not required until a building permit for Lots 2 is desired.

I. Fire Hydrants...

Comment: Met with the existing hydrants at the Platinum Avenue intersection and just west of the Monument Street intersection.

J. Open Drains, Irrigation Ditches: All open drains and irrigation ditches shall be buried or, if possible, eliminated.

Comment: There are no open drains or irrigation ditches on the property.

K. Utilities: All utilities (electrical service, natural gas, telephone, cable TV, etc.) shall be installed underground, whenever possible, in the streets, alleys or utility easements shown on the final plat. All buried utilities will be placed before the finished surface is placed on the streets or alleys ... It will be the developer's responsibility to ensure that all utilities necessary or reasonably expected are placed within the proposed subdivision.

Comment: Sewer and water will be provided as noted above. Power is connected to Lot 1 (house service) and Lot 2 (meter post on Lot 2). City raw water comes to Lot 2 from the alley across 7th Street. Historically this has also served portion of what will now be Lot 1. Public Works indicates that Lot 1 will need to have its own water service, which can occur by tapping the raw water main on the Lot 1 frontage. The size will need to be determined, and the tap and connection fees paid prior to recording the final plat. This raw water situation is different than shown on the preliminary plat—the preliminary plat shows a shared service, which is not permitted. For billing, maintenance, and shut off purposes, each lot needs to have its own service. This will also mean that the irrigation easement proposed across Lot 2 will not be needed, and can be removed from the plat.

If reduction in the size of the raw water service for Lot 2 is desired, coordinate the work with Public Works and the utility billing office.

M. Street Lighting...

Comment: Existing along Allen Avenue and Sunset Boulevard South, and near the Platinum Avenue intersection.

N. Public Use Areas: ...

Comment: Minor subdivisions are exempt from this requirement.

Variances

The subdivision ordinance specifies the following regarding variances: "If during the approval process of a proposed subdivision it can be shown that strict compliance with the requirements of this title will result in extraordinary hardship to the subdivider due to unusual topography or other similar land conditions, or where the subdivider can show that variances will make a greater contribution to the intent and purpose of this title, the commission and council may, upon written request and proper justification,

grant a variance to this title so that substantial justice may be done and the public interest secured; provided, that any such variance will not have the effect of nullifying the intent and purpose of this title."

The stated purpose of the subdivision ordinance is: "It is the intent and purpose of this title to promote orderly and systematic development of lands to the advantage of the subdivider, future property owners and the general population of the city. It shall establish guidelines and minimum standards to assist the subdivider and promote the development of a safe and healthy living environment."

Other:

The property apparently has no surface water rights.

RECOMMENDATION:

Recommend that the City Council grant the variances noted in the staff report, and approve the preliminary and final plats subject to the listed conditions.

Subdivision Variances:

- 1. To waive the alley requirement.
- 2. To allow the current street widths of Allen Avenue and 7th Street to be considered adequate.

Conditions:

Recommend that the City Council approve the preliminary and final plat subject to the following conditions:

- 1. Include a note on the final plat that the outstanding subdivision improvements (sewer and water taps for Lot 2, and installation of the missing segment of sidewalk on 7th street) are required in conjunction with issuance of a building permit for development on Lot 2, and to see the Community Development Department for details.
- 2. Prior to the mayor signing the final plat:
 - a) Pay the domestic water tap fee for Lot 2 (minimum 3/4");
 - b) Pay the raw water tap and connection fee for Lot 1.
 - c) Disconnect the raw water system on Lot 1 from the existing service on the east side of Lot 2.

<u>ATTACHMENTS</u>

Plat drawings.

Not attached, but available: Title report



