

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD AGENDA
MEETING OF TUESDAY, FEBRUARY 13, 2024 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 February 13, 2024 Regular Meeting.
5. Approval of the Minutes for the January 23, 2024 Regular Meeting.
6. New Business:
 - a. Site Plan Review for Pioneer Sheds, LLC for a premanufactured shed display and sales lot at 401 33rd Street.
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
January 23, 2024

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, January 23, 2024 at 12:00 p.m.

Carson Rowley called the meeting to order at 12:03 p.m.

Present: Carson Rowley; Dan Schein; Kathryn Kyle; Sarah Miles; Josh White; City Attorney Scott Kolpitke; GIS Analyst Utana Dye.

Absent: City Planner Todd Stowell; Ian Morrison; Matt Moss; Council Liaison Andy Quick.

Carson Rowley led everyone in the pledge of allegiance.

Josh White made a motion, seconded by Sarah Miles to approve the agenda for the January 23, 2024 regular meeting. Vote on the motion was unanimous, motion passed.

Josh White moved to approve the minutes from the January 9, 2024 meeting, seconded by Sarah Miles. Vote on the motion was unanimous, motion passed.

City Attorney Scott Kolpitke presented the City of Cody Planning and Zoning Commission Orientation and Training. He reviewed public records and open meeting issues including emails, personal and private conflicts of interest, meeting conduct, and government ethics.

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

Council Update: None

Staff Items: None

Josh White made a motion, seconded by Kathryn Miles to adjourn the meeting. Vote on the motion was unanimous. The meeting was adjourned at approximately 1:11 p.m.

Utana Dye

GIS Analyst

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	FEBRUARY 13, 2024	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	SITE PLAN REVIEW: PIONEER SHEDS DISPLAY LOT. SPR 2024-02	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Pioneer Sheds, LLC has submitted a site plan application for a display and sales lot of their pre-manufactured sheds at the corner of 33rd Street and Big Horn Avenue.

The property is located in the Open Business/Light Industrial (D-3) zoning district, which permits retail sales, storage, and similar uses.

REVIEW CRITERIA:

Section 10-10C-5 of the city code is as follows:

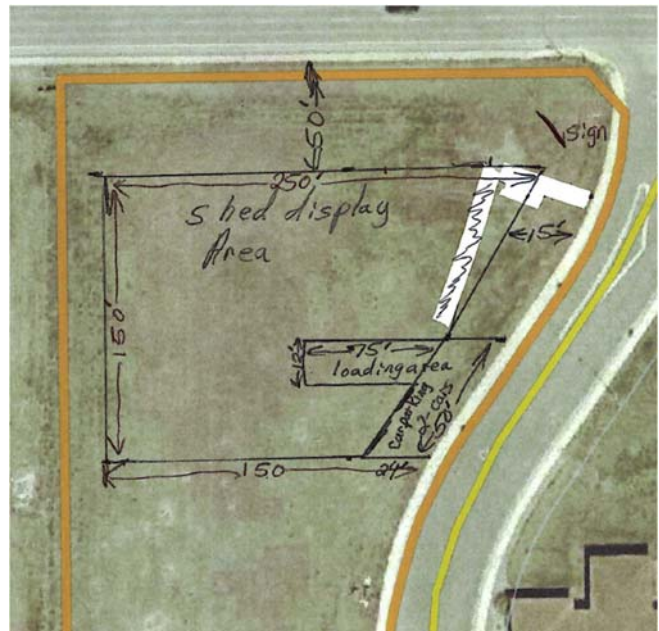
All structures within the district shall be architecturally compatible. Architectural and landscaping plans shall be submitted to the Planning and Zoning Commission for approval. Architectural and landscaping details shall be maintained as shown by the approved plans.

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

STAFF COMMENTS:

Landscaping:

The property is currently vacant and covered with dryland grass and weeds. As a new use, the proposal is subject to the Entry Corridor Overlay rules for providing landscaping. The property owner, Rocky



Mountain Development (Harold Musser), would prefer to utilize minimal landscaping methods for the current proposal, as shed display and sales is anticipated to be an intermediate use of the property, until some unknown time in the future when the property is developed to a greater intensity. Shown here is the property owner's drawing, proposing the use of a dryland grass seed mix to help block out weeds, and boulders to provide some dimension to the landscaped area.

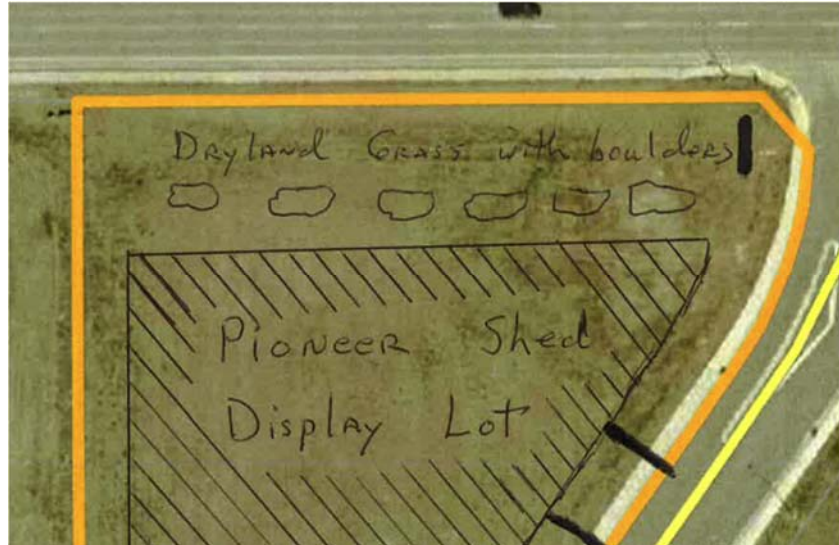
The following language is from the Entry Corridor Overlay portion of the code:

10-17-5: LANDSCAPING:

A. Landscaping

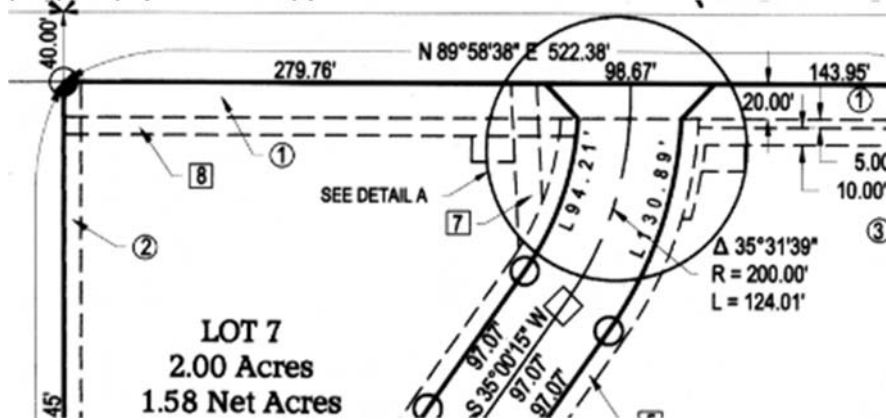
Requirements: Landscaping shall be provided within the entry corridor overlay district in the following manner:

- 1. A minimum of five percent (5%) of the subject property shall be landscaped, except as noted below. For purposes of calculating the size of the subject property, any undevelopable land (e.g., hillside) shall not be included. Existing landscaping that is healthy and otherwise meets the standards of this chapter may be counted toward this requirement.*
- 2. The required landscaping shall be primarily located in the front of the property and should typically be along the street frontage, in landscaped islands, and next to the building.*
- 3. Landscaping materials shall be of sufficient size, number, and variety to give a three-dimensional presence (height, width, and depth) to the landscaped area(s).*
- 4. Suitable landscaping materials include trees, shrubs, ground cover, flowers, ornamental grasses, decorative rock, landscape boulders, water features, works of art, and other similar materials approved by the planning and zoning board.*
- 5. Trees shall be of good quality and measure in size a minimum of one and one-half inch (1½") caliper (tree diameter, measured 6 inches above ground) if deciduous, and a minimum of four feet (4') in height if evergreen. Tree seedlings and whips may supplement larger trees, but alone shall not be considered sufficient where trees are used to comply with subsection A3 of this section.*
- 6. All vegetation is to be climate and location appropriate, such that it will grow and thrive where planted.*
- 7. All landscape plants shall be provided with a method of irrigation...*



If the area between the shed display and Big Horn Avenue is landscaped as proposed, staff believes it is sufficient to meet the intent of the rules considering it is for a temporary/intermediate use. With the grass seed application being timed well, a wet spring, and mowing of the weeds after the grass has begun to grow there should be good results in having the grasses choke out the weeds. If the first planting does not see good results, chemical treatment and seeding a second time in the early fall may be warranted.

For clarification, the boulders are not permitted to be located in the City utility easement along Big Horn Avenue, which easement is 20 feet wide. Nor are boulders to be placed in the 15' wide storm sewer easement in the northeast portion of the property (#7 on map).



Access/Parking:

The proposed access and parking layout off of 33rd Street is acceptable for the use. No more than a couple of cars would be expected at any one time. The loading area, like the parking area, will be gravel to prevent the trucks hauling the sheds from tracking mud and dirt onto the public street. The parking ordinance requires all areas used for regular parking and vehicle travel to be surfaced with a sufficient gravel base, or better.

Parking lot lighting is likely not necessary, as expected usage is during daylight hours.

Exterior Lighting

None proposed.

Neighborhood Compatibility, Setbacks and Buffers

The location of the property does not trigger any zoning setbacks or buffer requirements, as it is not immediately next to any residential property.

Grading/Storm Water:

The natural grade is such that stormwater currently infiltrates or ponds on the property. So long as no grading occurs with the parking and loading area improvements to direct

storm water into the street, no further stormwater management is necessary for this project.

Utility Services

No utilities are proposed.

Signs

The 4' by 10' non-illuminated sign shown here is proposed to be located in the northeast portion of the property. The sign will need to be outside of the City easements and anchored to resist wind loads. Its size and location are otherwise acceptable so long as the non-permitted Re/Max banner is removed from the property.



Hydrant

A fire hydrant is within the required distance of the project, being directly on the other side of 33rd Street.

Garbage

Garbage service is not planned.

ATTACHMENTS:

Application materials.

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. The parking and unloading areas are to be surfaced with crushed gravel/road base prior to placing the sheds on the property. Be sure the grading and placement of the gravel does not direct stormwater from the property into the street.
2. Remove the non-permitted sign before installation of the Pioneer Sheds sign. The new freestanding sign is to be securely anchored as authorized by the building official and is not to be located in the City utility or storm sewer easements.
3. Complete the landscaping within 60 days of zoning approval. If the grass does not block out the weeds well by this summer, mow and/or chemically treat the weeds and reseed the area in the fall, and as necessary until weed control is accomplished. Place the boulders outside of the City utility easements.

4. The project must otherwise comply with the project description, as described in the application and at the Planning and Zoning Board meeting.