

City of Cody
Planning, Zoning and Adjustment Board Proceedings
November 6, 2025

A regular meeting of the Cody Planning, Zoning and Adjustment Board was held in the Council Chambers at City Hall in Cody, Wyoming on Thursday, November 6, 2025, at 12:00 PM.

Dan Schein called the meeting to order at 12:00 PM.

Dan Schein led everyone in the pledge of allegiance.

Present: Dan Schein; Ian Morrison; Kathryn Kyle; Carla Egelhoff; Dan C. Holler; Joseph Burrell; Council Member Joanna Settineri; City Attorney Scott Kolpitcke; Community Development Director, Utana Dye, GISP; Staff Engineer, Kris Bruxvroot; Public Works Director, Phillip Bowman; City Planner, Jenny Cramer.

Absent: Sarah Miles;

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Joseph Burrell to Approve. The vote was unanimous.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Dan C. Holler to Approve. The vote was unanimous.

The Public Hearing opened at 12:01 p.m.

City Planner Jenny Cramer presented some background information and the timeline for the Conditional Use Permit located at 235 Cooper Lane West.

Lisa Anderson, who lives at 3326 Hardpan Avenue, spoke in favor of the revoking of the Conditional Use Permit.

The Public Hearing closed at 12:06 p.m.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Joseph Burrell to approve the revocation of the Conditional Use Permit located at 235 Cooper Lane West, a large-scale home occupation. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the fence height waiver request for Tim White at 603 Skyline Drive.

P&Z Board Member Carla Egelhoff made a motion seconded by P&Z Board Member Joseph Burrell to approve the fence height waiver request for Tim White at 603 Skyline Drive. The vote

was unanimous. The motion passed.

Ian Morrison recused himself from this discussion item.

City Planner, Jenny Cramer presented the Commercial Site Plan for 302 16th St. for Advance Heating & Air Conditioning for an expansion of their existing building.

P&Z Board Member Dan C. Holler made a motion seconded by P&Z Board Member Carla Egelhoff to approve the Commercial Site Plan for 302 16th St. for Advanced Heating & Air Conditioning for an expansion of their existing building as recommended by staff with conditions 1–2. The vote was unanimous. The motion passed.

Ian Morrison recused himself from this discussion item.

City Planner, Jenny Cramer presented the Architectural Plan for 302 16th St. for Advance Heating & Air Conditioning for an expansion of their existing building.

P&Z Board Member Dan C. Holler made a motion seconded by P&Z Board Member Kathryn Kyle to approve the Architectural Plan for 302 16th St. for Advance Heating & Air Conditioning for an expansion of their existing building as recommended by staff. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the sign plan review for Cody Life Church at 1526 Rumsey Avenue.

P&Z Board Member Joseph Burrell made a motion seconded by P&Z Board Member Ian Morrison to approve the sign plan review for Cody Life Church at 1526 Rumsey Avenue with Conditions 1-3. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the sign plan review for Kings Carpet One at 1601 Stampede Avenue.

P&Z Board Member Carla Egelhoff made a motion seconded by P&Z Board Member Ian Morrison to approve the sign plan review for Kings Carpet One at 1601 Stampede Avenue. The vote was unanimous. The motion passed.

Ian Morrison recused himself from this discussion item.

City Planner, Jenny Cramer presented the Commercial Site Plan for Olive Glenn Golf & Country Club for a new maintenance shop located at 416 Skyline Drive.

P&Z Board Member Carla Egelhoff made a motion seconded by P&Z Board Member Kathryn Kyle to approve the Commercial Site Plan for Olive Glenn Golf & Country Club for a new maintenance shop located at 416 Skyline Drive as recommended by staff with conditions 1-5. .

The vote was unanimous. The motion passed.

Ian Morrison recused himself from this discussion item.

City Planner, Jenny Cramer presented the Preliminary Plat Review of Blue Bird Subdivision, located on West Cooper Lane, legally described as Lot 5 of Musser Subdivision.

P&Z Board Member Carla Egelhoff made a motion seconded by P&Z Board Member Joseph Burrell to approve the Preliminary Plat for Blue Bird Subdivision, located on West Cooper Lane, legally described as Lot 5 of Musser Subdivision as recommended by staff, with conditions 1-6. Voting in favor were P&Z Board Member Dan C. Holler, P&Z Board Member Carla Egelhoff, P&Z Board Member Joseph Burrell, P&Z Board Member Kathryn Kyle. Voting against were P&Z Board Member C. Daniel Schein. Motion was Approve.

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

Council Updates: None

Council Updates: None

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Joseph Burrell to adjourn the meeting. The vote was unanimous. The meeting was adjourned at approximately 12:50 AM.

Utana Dye

Utana Dye, Community Development Director, GISP