

City of Cody Planning, Zoning and Adjustment Board

**Thursday, December 4, 2025-12:00 PM**

Meeting Place: City of Cody Council Chambers -1338 Rumsey Avenue, Cody,  
WY

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**Meeting Called to Order**

**Pledge of Allegiance**

**Roll Call**

**1. Consent Calendar**

- a. Approval of the Agenda for December 4, 2025  
Staff Reference: Jenny Cramer
- b. Approval of the Minutes from the November 20, 2025, meeting.  
Staff Reference: Hannah Witwicki
- c. Approval of Resolution 2025-08 Rezone for 1520 23rd Street  
Staff Reference: Jenny Cramer

**2. Public Hearing**

**3. Tabled Items**

**4. New Business**

- a. Sign Review at 1128 12th Street - Sips Coffee Company  
Staff Reference: Jenny Cramer
- b. Sign Review at 1001 12th Street - Stahly Engineering & Associates, Inc.  
Staff Reference: Jenny Cramer
- c. Sign Review at 3430 Big Horn Avenue - Sprague Roofing  
Staff Reference: Jenny Cramer

**5. P & Z Board Matters (announcements, comments, etc.)**

**6. Council Update**

**7. Matters from Staff Members**

**8. Adjournment**

**Upcoming Meetings:**

**DECEMBER 18, 2025**  
**JANUARY 1, 2026, CANCELED**  
**JANUARY 15, 2026**

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 Proceedings**  
**November 20, 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 20, 2025, at 12:00 PM.

P&Z Board Chairperson Dan Schein called the meeting to order at 12:00 PM.

P&Z Board Chairperson Dan Schein led everyone in the pledge of allegiance.

Present: P&Z Board Member Dan C. Holler, P&Z Board Member C. Daniel Schein, P&Z Board Member Carla Egelhoff, P&Z Board Member Joseph Burrell, P&Z Board Member Ian Morrison; City Planner Jenny Cramer; Community Development Director Utana Dye; Public Works Director Phillip Bowman; and Hannah Witwicki Administrative Coordinator Officer.

Absent: P&Z Board Member Kathryn Kyle; P&Z Board Member Sarah Miles; and City Attorney Scott Kolpitke.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Joseph Burrell to approve the agenda for the November 20, 2025, meeting. The vote was unanimous. The motion passed.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Joseph Burrell to approve the minutes for the November 6, 2025, meeting. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Adoption of Resolutions from the November 6, 2025 meeting.

Dan C. Holler made a motion seconded by Ian Morrison to approve the Adoption of Resolutions 2025-01, 2025-02, 2025-03, 2025-04, 2025-05, 2025-06, 2025-07 from the November 6, 2025, meeting as presented in the agenda packet. The vote was unanimous. The motion passed.

The Public Hearing opened at 12:07 p.m.

Jenny Cramer gave a brief description of the project.

Larry Egar is the property owner across the street from the application. He was asking questions about what the intent of the rezone is going to be and if it could be explained to him in further detail. Chase Whitlock spoke about what he is proposing to do on the property.

The Public Hearing closed at 12:18 p.m.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Joseph Burrell to recommend approval to City Council for Flip, LLC to rezone 1520 23rd Street from R-2 Medium-Low Density Residential to R-3 Medium-High Density Residential.

Voting in favor were P&Z Board Member Dan C. Holler, P&Z Board Member C. Daniel Schein, P&Z Board Member Joseph Burrell, P&Z Board Member Ian Morrison. Voting against were P&Z Board Member Carla Egelhoff. Motion was passed.

P&Z Board Member Dan Schein would like to change the layout of the agenda to have a consent calendar on the agenda and put the agenda, minutes ad resolution under the consent calendar.

**Council Update:** Council Member Settintari has nothing to present.

**Matters from Staff:** 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 12:30 p.m.

Hannah Witwicki

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Hannah Witwicki, Administrative Coordinator

**RESOLUTION PZ 25-08  
CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: RECOMMENDATION TO APPROVE ZONE CHANGE AT 1520 23<sup>RD</sup> STREET  
TO MEDIUM-HIGH DENSITY RESIDENTIAL (R-3)**

**WHEREAS**, Chase Whitlock, acting on behalf of Flip, LLC (the property owner), submitted a request to rezone the property described as Lot 4 of Block 2, Cody Heights Subdivision, with an address of 1520 23<sup>rd</sup> Street to Medium-High Density Residential (R-3); and

**WHEREAS**, the subject property is currently within the Medium-Low Density Residential (R-2) zoning district; and

**WHEREAS**, the Planning, Zoning and Adjustment Board held a public hearing on November 20, 2025, to consider the request to rezone and established the following findings:

1. The lot is approximately 10,983.75 sq-ft in size.
2. The proposed rezone is requested to provide greater flexibility for future development of the property.
3. The applicant plans to construct a duplex on the property in addition to an existing single-family dwelling in the future.
4. The properties adjacent to the north and the east of the property are zoned Medium-High Density Residential (R-3) and the properties to the south and west are zoned Medium-Low Density Residential (R-2);
5. The public hearing was advertised in the Cody Enterprise on November 3, 2025 in accordance with City of Cody Code section 10-5-1;
6. Certified mail notices were sent to properties located within 140 feet of the subject property as provided for in City of Cody Code section 10-5-1;
7. Two written comments from property owners located adjacent within 140 feet of the subject property, were received "in objection" to the rezone;
8. Three written comments of "no objection" to the rezone were received from property owners located adjacent within 140 feet of the subject property;
9. One written comment of objection was received from a nearby property owner beyond 140 feet of the subject property;
10. The objections from properties immediately adjacent within 140 feet of the subject property represents 13.33%;
11. The Future Land Use Map designates the subject property as low-density residential. While the R-3 rezoning request is consistent with the intended uses, the R-3 zoning standards permit a higher density of development than the target of 3 to 4 dwelling units per gross acre;
12. Given the existing mix of R-2 and R-3 zoning in the surrounding area, the proposed R-3 zoning is considered an appropriate use for this parcel of land; and

13. The proposed rezoning is not expected to have a detrimental impact on historic preservation;

**WHEREAS**, the Planning, Zoning and Adjustment Board concludes the requested zone change substantially complies with the general standards for zoning outlined in Wyoming Statute and the City of Cody Code, and is compatible with the adjacent properties;

**NOW, THEREFORE, BE IT RESOLVED**, based on the foregoing findings, the Planning, Zoning and Adjustment Board recommends approval of the zone change at 1520 23<sup>rd</sup> Street from Medium-Low Density Residential (R-2) to Medium-High Density Residential (R-3).

By the Planning, Zoning and Adjustment Board on the 20<sup>th</sup> day of November, 2025.

**PLANNING, ZONING AND ADJUSTMENT BOARD  
CITY OF CODY, WYOMING**

\_\_\_\_\_  
C. Daniel Schein, Jr., Chairman

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Cindy Baker, City Clerk

**Meeting Date:** December 4, 2025  
**Department:** Community Development  
**Staff Reference:** Jenny Cramer

**AGENDA ITEM SUMMARY REPORT**  
**Sign Review at 1128 12th Street - Sips Coffee Company**

**PROPOSED ACTION:**

Approve the sign review with staff recommended condition, approve with amended conditions or deny.

**SUMMARY OF INFORMATION:**

***PROJECT DESCRIPTION:***

A sign review application has been submitted by Sydney Sandon of Sign Pro, representing Sips Coffee Company (building lessee) and Taylor & Hawley, LLC (property owner). The application proposes two attached wall signs at 1128 12<sup>th</sup> Street.

The property is in a General Business (D-2) zoning district. The pictures shown illustrate the sign design, placement on the building and colors.





One Set, 6mm ACM-pod stud mounted. I believe these measurements will be perfect but must field verify.  
Coffee Company white vinyl (Matte) :)

**REVIEW CRITERIA:**

The property is within the Downtown Architectural District established by Section 9-2-2 of the Cody City Code. Pursuant to Subsection 9-2-2(B), *"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."*

The property must also comply with the following applicable provisions of the sign code:

D-2 General Business Sign District							
Freestanding	Identification		300 sq. ft.	600 sq. ft.	25 ft.		(g)(h)
Attached wall	Business		150 sq. ft.	300 sq. ft.			
Marquee, projecting signs, awning, suspended			25 sq. ft.	50 sq. ft.	Projecting signs shall be not less than 8 feet from travelway to the bottom of sign and the edge of the sign shall be at least 2 feet back from curb		(a)(b)(d)(g)(k)
Attached wall	Residential identification sign	Attached: 1 per each dwelling		1 sq. ft.	5 ft.		
Attached wall, freestanding	Residential complex identification	Attached: 2 per face of building, 1 per entrance into complex, not to exceed 4 signs per establishment maximum		32 sq. ft.	18 ft.		Residential development(h)
Freestanding	Construction		32 sq. ft.	64 sq. ft.	10 ft.		
	Joint directory		40 sq. ft.	80 sq. ft. maximum	8 ft.		For 3 or more businesses will have to put together a master sign program
Real estate	Temporary sign	1 per street frontage	16 sq. ft.	6 sq. ft. for residential lots, 32 sq. ft. for subdivision	6 ft.		Must be placed on the property(i)
	Nonresidential			6 sq. ft.			
Temporary signs/banners	Temporary sign		32 sq. ft.				
Inflatable/flags	Temporary sign			150 sq. ft.	20 ft.		See this section for specific regulations(h)

**STAFF COMMENTS:**

The application proposes the following new attached wall signs:

- A 29.32 sq-ft non-illuminated sign featuring the Sips Coffee Company logo.
- A 1.33 sq-ft etched logo on the outside window of the streetside entrance door.

The proposed attached wall signs are well within the allowed limits. Each sign is under the 150 sq-ft individual maximum, and the total of all attached wall signs on the zone lot will be just over 30 sq-ft, which is well under the 300 sq-ft maximum.

**ALTERNATIVES:**

Approve the sign review with staff recommended condition, approve with amended conditions or deny.

**RECOMMENDATION:**

Staff recommends approval of the Sips Coffee Company Commercial Sign Review, with the following condition:

1. The applicant shall obtain a building permit from the Community Development Department for the signage prior to placement.

**FISCAL IMPACT:**

**ATTACHMENTS:**

None

**Meeting Date:** December 4, 2025  
**Department:** Community Development  
**Staff Reference:** Jenny Cramer

### AGENDA ITEM SUMMARY REPORT

#### Sign Review at 1001 12th Street - Stahly Engineering & Associates, Inc.

**PROPOSED ACTION:**

Approve the sign review with staff recommended condition, approve with amended conditions or deny.

**SUMMARY OF INFORMATION:**

***PROJECT DESCRIPTION:***



A sign review application has been submitted by Justin Lundvall, representing Stahly Engineering & Associates, Inc. (building lessee) and Shoshone Lodge #21 A.F.A.M. (property owner). The application proposes six signs; one on the outside of each streetside window at 1001 12<sup>th</sup> Street.



The property is in a General Business (D-2) zoning district. The pictures shown illustrate the sign design, placement on the building and colors.

**REVIEW CRITERIA:**

The property is within the Downtown Architectural District established by Section 9-2-2 of the Cody City Code. Pursuant to Subsection 9-2-2(B), *"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."*

The property must also comply with the following applicable provisions of the sign code:

D-2 General Business Sign District							
Freestanding	Identification		300 sq. ft.	600 sq. ft.	25 ft.		(g)(h)
Attached wall	Business		150 sq. ft.	300 sq. ft.			
Marquee, projecting signs, awning, suspended			25 sq. ft.	50 sq. ft.	Projecting signs shall be not less than 8 feet from travelway to the bottom of sign and the edge of the sign shall be at least 2 feet back from curb		(a)(b)(d)(g)(k)
Attached wall	Residential identification sign	Attached: 1 per each dwelling		1 sq. ft.	5 ft.		
Attached wall, freestanding	Residential complex identification	Attached: 2 per face of building, 1 per entrance into complex, not to exceed 4 signs per establishment maximum		32 sq. ft.	18 ft.		Residential development(h)
Freestanding	Construction		32 sq. ft.	64 sq. ft.	10 ft.		
	Joint directory		40 sq. ft.	80 sq. ft. maximum	8 ft.		For 3 or more businesses will have to put together a master sign program
Real estate	Temporary sign	1 per street frontage	16 sq. ft.	6 sq. ft. for residential lots, 32 sq. ft. for subdivision	6 ft.		Must be placed on the property(i)
	Nonresidential			6 sq. ft.			
Temporary signs/banners	Temporary sign		32 sq. ft.				
Inflatable/flags	Temporary sign			150 sq. ft.	20 ft.		See this section for specific regulations(h)

**STAFF COMMENTS:**

The application proposes the following new attached wall signs:

- Three 26.17 sq-ft signs on each streetside window on the south side of the entrance.
- Three 26.61 sq-ft signs on each streetside window on the north side of the entrance to the building.

The proposed attached wall signs are within the allowed limits. Each sign is under the 150 sq-ft individual maximum, and the total of all attached wall signs on the zone lot will be just under 160 sq-ft, which is well under the 300 sq-ft maximum.

**ALTERNATIVES:**

Approve the sign review with staff recommended condition, approve with amended conditions or deny.

**RECOMMENDATION:**

Staff recommends approval of the Stahly Engineering & Associates, Inc. Commercial Sign Review, with the following condition:

1. The applicant shall obtain a building permit from the Community Development Department for the signage prior to placement, if applicable.

**FISCAL IMPACT:**

**ATTACHMENTS:**

None

**Meeting Date:** December 4, 2025  
**Department:** Community Development  
**Staff Reference:** Jenny Cramer

**AGENDA ITEM SUMMARY REPORT**  
**Sign Review at 3430 Big Horn Avenue - Sprague Roofing**

**PROPOSED ACTION:**

Approve the sign review with staff recommended condition, approve with amended conditions or deny.

**SUMMARY OF INFORMATION:**

**PROJECT DESCRIPTION:**

A sign review application has been submitted by Ron Brasher, representing Sprague Roofing (building lessee) and Philip J. Cathey (property owner). The application proposes one, 4' x 20' attached wall sign at 3430 Big Horn Avenue.

The property is in an Open Business/Light Industrial (D-3) zoning district. The picture shown illustrates the sign design, placement on the building and colors.



**REVIEW CRITERIA:**

New signs proposed on commercial buildings require review by the Planning, Zoning and Adjustment Board. Pursuant to Subsection 9-2-3:

*9-2-3: Meeting With Planning, Zoning and Adjustment Board Required Before Building Permit Issued.*

*A. Before the issuance of any permit under the International Building Code for commercial buildings situated within the City, the property owner or developer shall submit a completed commercial site plan development application (provided by the City of Cody) and all required supporting materials to the City Community Development Department for review.*

B. The applicant 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.

C. The Board shall review the commercial site plan development application for the following:

General site plan conditions and layout, ... commercial signage, ... The burden shall be on the applicant to demonstrate that the site plan complies with local, state, federal laws regulations and zoning ordinances.

The sign(s) must also comply with the following applicable provisions of the sign code:

D-3 Open Business/Light Industrial, D-4 High Tech/Data Processing/Light Manufacturing, And E Industrial Sign Districts							
Freestanding	Identification		300 sq. ft.	600 sq. ft.	25 ft.		(h)
Attached wall	Business		150 sq. ft.	300 sq. ft.			
Marquee, projecting signs, awning, suspended			25 sq. ft.	50 sq. ft.	25 ft. clear 8 ft. above grade		(a)(b)(d)(g)(k)
	Joint directory	2 per project, group of businesses, or shopping center	40 sq. ft.	80 sq. ft.	8 ft.		For 3 or more businesses will have to put together a master sign program
	Billboards		300 sq. ft.	600 sq. ft.	25 ft. in height is maximum, the bottom may not be less than 10 ft. from the ground	60 ft. in length maximum	Spacing shall be at least 1,000 ft. apart from any other billboard on the same side of the street. Billboards will not be allowed in a D-4 zoning district(h)
Temporary signs/banners	Temporary sign		32 sq. ft.				

**STAFF COMMENTS:**

The proposed attached wall sign is 80 sq-ft in size, which is well within the allowed 150 sq-ft individual maximum. No other signage exists on the property.

The sign will have exterior illumination, by two existing lights on the building, above the proposed sign. Sections 9-8-2, 9-8-3 and 9-8-4 of the City of Cody Code may apply. Lighting will be reviewed with building permit application.

**ALTERNATIVES:**

Approve the sign review with staff recommended condition, approve with amended

conditions or deny.

**RECOMMENDATION:**

Staff recommends approval of the Sprague Roofing Commercial Sign Review, with the following condition:

1. The applicant shall obtain a building permit from the Community Development Department for the signage prior to placement.

**FISCAL IMPACT:**

**ATTACHMENTS:**

None