

City of Cody Planning, Zoning and Adjustment Board

**Thursday, March 19, 2026-12:00 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**

All items under the consent calendar will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.

- a. Approval of the Agenda for the March 19, 2026 meeting.  
Staff Reference: Jenny Cramer
- b. Approval of the Minutes from the March 5, 2026 meeting.  
Staff Reference: Hannah Witwicki
- c. Approve Resolution 26-01 Recommendation to Approve the Rezone of Lot 1, Holm View Addition No. 6 to High Density Residential (R-4).  
Staff Reference: Jenny Cramer
- d. Approve Resolution 26-02 Sign Plan Review at 1302 Beck Avenue, Suite C for Altitude Acai.  
Staff Reference: Jenny Cramer
- e. Approve Resolution 26-03 Sign Plan Review at 1220 13th Street for Crisis Intervention Services.  
Staff Reference: Jenny Cramer

**2. Public Hearing**

- a. Public Hearing for a Conditional Use Permit application at 1431 Salsbury Avenue, to allow a large-scale home occupation use.  
Staff Reference: Jenny Cramer
- b. Public Hearing for a Special Exemption request at 1431 Salsbury Avenue, to reduce the required side lot line setback for an accessory building from 3 feet to 0 feet.  
Staff Reference: Jenny Cramer

**3. Tabled Items**

**4. New Business**

- a. Consider the Conditional Use Permit request at 1431 Salsbury Ave., to allow a large-scale home occupation use.  
Staff Reference: Jenny Cramer

- b. Consider Special Exemption request at 1431 Salsbury Avenue to allow a reduced setback for an accessory building.  
Staff Reference: Jenny Cramer
- c. Consider Sign Review application at 2130 Big Horn Avenue for Tire Rama.  
Staff Reference: Jenny Cramer
- d. Consider the Preliminary Plat of the Sharon K. Riley Irrevocable Trust Minor Subdivision.  
Staff Reference: Jenny Cramer
- e. Consider the Final Plat of the Sharon K. Riley Irrevocable Trust Minor Subdivision.  
Staff Reference: Jenny Cramer

- 5. **P & Z Board Matters (announcements, comments, etc.)**
- 6. **Council Update**
- 7. **Matters from Staff Members**
- 8. **Adjournment**

<b>Upcoming Meetings:</b>
<b>April 2, 2026</b>
<b>April 16, 2026</b>
<b>May 7, 2026</b>

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**  
**March 5, 2026**

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, March 5, 2026 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 Kathryn Kyle, P&Z Board Member Sarah Miles, P&Z Board Member Ian Morrison, P&Z Board Member Erin Welty; City Attorney Scott Kolpitcke; City Planner Jenny Cramer; Staff Engineer Kris Bruxvoort and Hannah Witwicki Administrative Coordinator.

Absent:

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Dan C. Holler to approve the Consent Calendar. The vote was unanimous. The motion passed.

A Public Hearing was held for the Rezone Request for Lot 1 Holm View Addition No. 6 from Medium-High Density Residential (R-3) to High Density Residential (R-4).

Public Hearing was opened at 12:03 PM

No one spoke for or against.

Public Hearing was closed at 12:04 PM

City Planner Jenny Cramer presented the Rezone Request for Lot 1 Holm View Addition No. 6 from Medium-High Density Residential (R-3) to High Density Residential (R-4) .

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Erin Welty to recommend approval to Council of the Rezone Request for Lot 1 Holm View Addition No. 6 from Medium-High Density Residential (R-3) to High Density Residential (R-4) as recommended by staff.

Voting in favor were P&Z Board Member Dan C. Holler, P&Z Board Member C. Daniel Schein, P&Z Board Member Kathryn Kyle, P&Z Board Member Sarah Miles, P&Z Board Member Ian Morrison, P&Z Board Member Erin Welty. Voting against were P&Z Board Member Carla Egelhoff. Motion was approved.

City Planner Jenny Cramer presented the Sign Plan Review at 1302 Beck Avenue for Altitude Acai.

Ian Morrison made a motion seconded by Erin Welty to approve the Sign Plan Review at 1302 Beck Avenue for Altitude Acai with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Sign Review at 1220 13th Street for Crisis Intervention Services .

Carla Egelhoff made a motion seconded by Kathryn Kyle to approve the Sign Plan Review at 1220 13th Street for Crisis Intervention Services with the conditions from the Staff report. The vote was unanimous. The motion passed.

Sarah Miles will be gone for the April 2nd meeting. Ian Morrison will be gone for the March 19th meeting.

City Planner Jenny Cramer notified the Board of the upcoming WYO Pass conference on May 21st and 22nd, 2026.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Erin Welty to adjourn the meeting. The vote was unanimous. The meeting was adjourned at approximately 12:30 PM.

Hannah Witwicki

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Hannah Witwicki, Administrative  
Coordinator

DRAFT

**RESOLUTION PZ 26-01  
CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: RECOMMENDATION TO APPROVE THE REZONE OF LOT 1, HOLM VIEW  
ADDITION NO. 6 TO HIGH DENSITY RESIDENTIAL (R-4)**

**WHEREAS**, Roy Holm, acting on behalf of Holm View Addition, LC (the property owner), submitted a request to rezone the property described as Lot 1 of Holm View Addition No. 6 Subdivision, to High Density Residential (R-4); and

**WHEREAS**, the subject property is currently within the Medium-High Density Residential (R-3) zoning district; and

**WHEREAS**, the Planning, Zoning and Adjustment Board held a public hearing on March 5, 2026, to consider the request to rezone and established the following findings:

1. The lot is approximately 6.62-acres in size.
2. The proposed rezone is requested to provide more future housing opportunities and potential.
3. The properties adjacent to the north and west of the property are zoned Medium-Low Density Residential (R-2), A combination of Medium-Low Density Residential (R-2) and Medium-High Density Residential (R-3) properties are to the east, and the properties to the south are zoned High Density Residential (R-4).
4. Approximately two-thirds of the lot consists of undevelopable hillside, therefore the remaining approximate one-third of the property adjacent to Sheridan Avenue is developable.
5. Minimum net lot area for single-family dwellings is 3,200 sq-ft in R-3 vs. 1,800 sq-ft in R-4.
6. Developable acreage per dwelling for multi-unit dwellings is 4,000 sq-ft in R-3 vs. 1,800 sq-ft in R-4.
7. Maximum building coverage is 65% in R-3 vs. 85% in R-4.
8. Maximum height is two stories and 30' in R-3 vs. three stories and 40' in R-4.
9. Sunset Elementary School is adjacent to the west of the property and it's highest point is 42'.
10. The public hearing was advertised in the Cody Enterprise on February 12, 2026 in accordance with City of Cody Code section 10-5-1.
11. 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.
12. Five written comments from property owners located adjacent within 140 feet of the subject property, were received "in objection" to the rezone.

13. One written comment of “no objection” to the rezone was received from a property owner located adjacent within 140 feet of the subject property;
14. The objections from properties immediately adjacent within 140 feet of the subject property represents 14.71%.
15. The requested R-4 zoning is consistent with the average density outlined for the property in the Master Plan.
16. The existing R-2 single-family residential area to the north is naturally buffered from the developable portion of this property by a steep hillside.
17. The property will be accessed by Sheridan Avenue, a major arterial street (not a state highway) engineered to handle high traffic volumes.
18. Given the City of Cody’s identified substantial need for attainable housing, the requested R-4 rezone could facilitate the desired type of housing development in this location, and be of public benefit.
19. 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 for Lot 1 of Holm View Addition No. 6 Subdivision from Medium-High Density Residential (R-3) to High Density Residential (R-4).

By the Planning, Zoning and Adjustment Board on the 5<sup>th</sup> day of March, 2026.

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

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

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Tina Gail, City Clerk

**RESOLUTION PZ 26-02  
CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
TITLE: APPROVAL OF SIGN PLAN REVIEW FOR ALTITUDE ACAI AT 1302 BECK  
AVENUE, SUITE C**

**WHEREAS,** Brendan and Megan McDonald of Altitude Acai (building lessee) and Donald and Dana Gillett (property owner) applied for a sign review to install one commercial attached wall sign at the property located at 1302 Beck Avenue, Suite C; and

**WHEREAS,** the property is within the General Business (D-2) zoning district; and

**WHEREAS,** the property is within the Downtown Architectural District; and

**WHEREAS,** the proposed wall signs are determined to be in substantial compliance with the sign provisions of the City of Cody Code; and

**WHEREAS,** the Planning, Zoning and Adjustment Board convened a regular meeting on March 5, 2026, to review the sign plan and established the following findings:

1. The proposed sign design is compatible with the surrounding neighborhood.
2. One, twenty square-foot (4'x5') attached, nonilluminated wall sign is proposed above the applicant's business entrance.
3. The proposed sign is individually under the 150 sq-ft maximum. The total combined area of all attached wall signs on the zone lot will be less than 95 sq-ft, which is below the 300 sq-ft maximum allowed.

**WHEREAS,** the Planning, Zoning and Adjustment Board concluded the sign plan is generally consistent with the standards and procedures set forth in the City of Cody Code;

**NOW, THEREFORE, BE IT RESOLVED,** based on the foregoing findings, the Planning, Zoning and Adjustment Board recommends approval of the attached wall sign, subject to the following condition:

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

By the Planning, Zoning and Adjustment Board on the 5<sup>th</sup> day of March, 2026.

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

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

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Tina Gail, City Clerk

**RESOLUTION PZ 26-03  
CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
TITLE: APPROVAL OF SIGN PLAN REVIEW FOR CRISIS INTERVENTION SERVICES AT  
1220 13<sup>TH</sup> STREET**

**WHEREAS**, Alaina Doely, on behalf of Crisis Intervention Services (property owner) applied for a sign review to install one commercial attached wall sign at the property located at 1220 13<sup>th</sup> Street; and

**WHEREAS**, the property is within the General Business (D-2) zoning district; and

**WHEREAS**, the property is within the Downtown Architectural District; and

**WHEREAS**, the proposed wall sign is determined to be in substantial compliance with the sign provisions of the City of Cody Code; and

**WHEREAS**, the Planning, Zoning and Adjustment Board convened a regular meeting on March 5, 2026, to review the sign plan and established the following findings:

1. The proposed sign design is compatible with the surrounding neighborhood.
2. One, eighteen square-foot (3'x6') attached, nonilluminated wall sign is proposed above the applicant's business entrance.
3. The proposed sign is individually under the 150 sq-ft maximum, and below the 300 sq-ft maximum allowed on a zone lot.

**WHEREAS**, the Planning, Zoning and Adjustment Board concluded the sign plan is generally consistent with the standards and procedures set forth in the City of Cody Code;

**NOW, THEREFORE, BE IT RESOLVED**, based on the foregoing findings, the Planning, Zoning and Adjustment Board recommends approval of the attached wall sign, subject to the following condition:

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

By the Planning, Zoning and Adjustment Board on the 5<sup>th</sup> day of March, 2026.

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

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

**ATTEST:**

\_\_\_\_\_  
Tina Gail, City Clerk

<b>Meeting Date:</b> March 19, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Jenny Cramer
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## **AGENDA ITEM SUMMARY REPORT**

**Consider the Conditional Use Permit request at 1431 Salsbury Ave., to allow a large-scale home occupation use.**

### **PROPOSED ACTION:**

Approve the Conditional Use Permit with staff recommended conditions, approve with modified conditions or deny.

### **SUMMARY OF INFORMATION:**

See the attached staff report.

### **FISCAL IMPACT:**

### **ATTACHMENTS:**

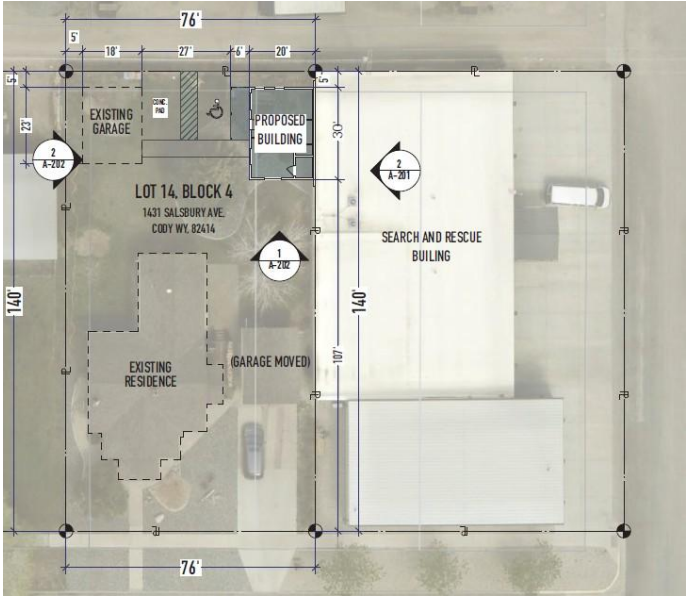
1. PZ Staff Report for Renaissance Conditional Use Permit
2. Conditional Use Application
3. Narrative Letter
4. Site Plan\_Renaissance
5. Floor Plans
6. Elevation View
7. Proof of Publish in Cody Enterprise
8. 1332 Wyoming No Objection
9. 1343 Salsbury Objection
10. 1407 Salsbury Ave No Objection
11. 1408and 1402 Salsbury No Objection
12. 1413 Bleistein Objection
13. 1419 Salsbury No Objection
14. 1437 Bleistein No Objection
15. 1501 Salsbury Objection Chenoweth
16. 1510 Salsbury No Objection
17. 1513 Salsbury No Objection

**CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
STAFF REPORT**

<b>MEETING DATE:</b>	MARCH 19, 2026	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>		RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

Project Description:

Jared & Rebekah Stevenson have submitted a Conditional Use permit application to allow for the construction and operation of a large-scale home occupation in a 30' x 20' one-story accessory building, with a 6' x 16' covered entryway on the property located at 1431 Salsbury Avenue, Cody WY 82414. The requested conditional use is to build the accessory building on the property and allow Rebekah to operate a small esthetics business.



Large-Scale Home Occupation:

A large-scale home occupation is defined as follows in the City of Cody Code Section 10-2-1:

*"A business or professional enterprise operated from a residential dwelling, or building or land accessory thereto, by a resident of the household and potentially up to two (2) non-resident employees, which is of a scale and character that does not alter or detract from the residential character of the property or neighborhood, and is incidental and accessory to the primary use of the property for residential purposes. Large-scale home occupations shall meet the standards outlined in the supplemental development standards."*

Conditional Use:

10-14-1 Conditional Uses:

Purpose: The purpose of this section is to establish the procedures and criteria for the review of conditional uses, as identified in the land use table(s).

Conditional uses have been determined to have such characteristics that a discretionary, site-specific review by the Planning and Zoning Board is necessary to evaluate whether the particular use, as propose, is compatible, or can be made compatible, with neighboring land uses and other uses permitted in the zoning district. Conditional uses may be appropriate at all locations within a zoning district.

***Notice of the public hearing for the conditional use request was advertised in the Cody Enterprise newspaper on February 17, 2026 and letters were sent by USPS first class mail to the owners of all properties within three hundred feet (300') of the subject property.***

***The applicants completed the affidavit of mailing with a February 12, 2026 date for the mailings.***

Approval by Planning and Zoning Board or Governing Body Subject to the requirements of this chapter, the Planning and Zoning Board shall have authority to approve, deny, or approve with conditions an application for conditional use permit, except as described in section 2 below.

If there is a written protest against the proposed conditional use permit signed by the owners of twenty percent (20%) or more of the area of the lots within the three-hundred-foot (300') notice area, the Governing Body shall be the decision-making body for the proposed conditional use permit. The written protests must be received by the Community Development Department no later than the date and time established for written comments in the notice for the public hearing. When the City receives a written protest against the proposed conditional use permit signed by the owners of twenty percent (20%) or more of the lots within the three-hundred-foot (300') notice area, the Planning and Zoning Board shall, after conducting the public hearing, make a recommendation to the Governing Board to approve, deny or approve with conditions the proposed conditional use permit. If the Planning and Zoning board fails to secure a vote of a majority of the Planning and Zoning Board on any motion for a recommendation, the application shall be considered as having "no recommendation".

**Following is a summary and a map of public responses for the properties notified within 300' of the requested Conditional Use Permit as required by city code:**

- **Total adjacent properties notified: 51**
  - **Total written objections by adjacent properties: 3**
  - **Total responses of no objection by adjacent properties: 8**
  - **Total adjacent properties notified who did not provide comment: 40**
- \*Note: 20% of the 51 adjacent properties within 300' is eleven (11).**



**Standard of Review:**

The board or, if approval is required by the Governing Body, then the Governing Body, has authority to approved, impose conditions on, or deny condition use applications. When the Planning, Zoning and Adjustment Board reviews the application for a conditional use permit, a majority of the Planning, Zoning, and Adjustment Board shall be required to approve the conditional use permit. When the City receives written protest by the owners of twenty percent (20%) or more of the lots as described above, the conditional use preapplication must receive an affirmative vote of at least two-thirds (2/3) of the Governing Body to approve the conditional use permit. The board or the Governing Body shall base its determination upon the following considerations. Negative impacts may be justification to impose condition on or deny the application.

1. *Is the site large enough to accommodate the proposed use and meet all of the dimensional standards and development regulation of the zoning district in which the project is located?*

**Finding: The property is 10,500 sq-ft in size and can accommodate all dimensional standards of the applicable residential zone. However, in effort to preserve an existing mature tree on the property, the applicants are seeking a special exemption concurrently with this application for relief from a side yard setback on the east side of the property, adjacent to the Park County Search and Rescue Building. The applicant has demonstrated that all other dimensional standards will be met with the proposed accessory structure.**

2. *Is the use at the scale or density proposed compatible with all other uses in the immediate area and with permitted uses that may be established in the area?*

**Finding: The subject property is located adjacent to General Business (D-2) and Medium-High Density Residential (R-3) zoning. Park County Search and Rescue is to the east, a landscaping business operates from a property to the north/northeast and residential uses occupy the west, south and north adjacent properties. The use is expected to be compatible with neighboring and nearby uses.**

3. *Does the proposed use involve activities, processes, material, equipment, hours of operation or any other operation characteristics that would be materially detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, dust, glare odors, hazards, or similar impacts?*

**Finding: The proposed home occupation is an esthetics business providing skin care and wellness treatment. It will not generate noise, odor, excessive production of traffic, dust, glare or other nuisances or hazards detrimental to any persons, property or the general welfare of the public.**

4. *Does the proposal include provisions for necessary and desired public utilities and facilities such as potable water, fire hydrants, sewer, electrical power, streets, stormwater facilities and sidewalks/pathways?*

**Finding: The applicants propose connecting the existing treated water, sewer and electric services to the accessory building to serve the use. The use will have minimal impacts to the provision of public utilities.**

5. *Will the proposed use create excessive additional costs for public facilities and services that would be materially detrimental to the economic welfare of the community?*

**Finding: There will be no excessive additional costs for public facilities and services detrimental to the economic welfare of the community.**

6. *Will the proposed use result in the destruction, loss or damage of a natural, scenic or historic feature considered to be of significant importance?*

**Finding: There will be no destruction, loss or damage of a natural scenic or historic feature resulting from the proposed use.**

7. *The Planning and Zoning Commission or the Governing Body shall consult with or review the City Master Plan in determining whether to grant or deny a conditional use permit. However, neither the Planning and Zoning Commission nor the Governing Body shall require that a conditional use permit to be consistent with the Master Plan unless the application provisions of the Master Plan have been incorporated and codified into the City Code.*

**Finding: The future land use designation of the subject property is medium-density residential. The existence of the home on the subject property is aligned with this future land use designation. Furthermore Principle 3.1.m. states: "Allow opportunities for in-home businesses in residential neighborhoods, as long as the business is consistent with residential uses and the character of the neighborhood, and adequate parking is available."**

In addition to the conditional use requirements, the use must meet the standards of City of Cody Code Section 10-8-2 H. for large-scale home occupations. These standards are as follows:

- a. The home occupation must be clearly incidental and accessory to the residential use.  
**Finding: The primary use of the property is single-family residential. The applicants reside on the property in the primary dwelling. An apartment unit, currently in use as a short-term rental is attached to the primary dwelling. The large-home occupation use will be incidental and accessory to the use of the primary residence.**
- b. All on-premises work and storage areas must be conducted within the home, garage, or an accessory structure.  
**Finding: The on-premise work will be conducted entirely within the proposed accessory structure.**
- c. All on-premises activities related to the home occupation are to be conducted only by members of the household, provided up to two (2) non-resident employees may work on the premises, when authorized through the conditional use permit review.  
**Finding: The home occupation use will be conducted solely by the applicant, Rebekah Stevenson. No outside employees are proposed.**
- d. No structural alteration or addition may be made to accommodate the home occupation, unless it is made in such a manner that the area would be suitable for typical residential purposes if it were not occupied by the home occupation.  
**Finding: The proposed accessory structure would be suitable for residential purposes if it were not occupied by the home occupation. While it could not be converted into an accessory dwelling unit under the current City Code, it could be utilized as a personal hobby space or workshop, etc.**
- e. No equipment shall be installed, no products shall be stored, and no activities shall be conducted in the dwelling or attached garage that would violate the Fire or Building Code limitations for a non-rated wooden structure (Construction Type V-B), regardless of the construction type of the dwelling. Any accessory structure used in the home occupation shall meet the Fire and Building Code requirements applicable to its use.  
**Finding: The applicants will be required to meet all fire and building code standards, and should the special exemption be granted for a reduced side lot line setback, additional requirements such as a fire wall on the east side of the structure will be necessary.**
- f. No offensive noise, vibration, smoke, dust, odor, glare, electrical interference, or other detriments to neighboring properties or dwelling units shall be produced.  
**Finding: The proposed use is not anticipated to produce any offensive detriments to neighboring properties or dwelling units.**
- g. There shall be no exterior indication of the home occupation, other than those indications complying with subsections h through l of this use.

**Finding: There will be no exterior indication of the home occupation other than those allowed in subsections h through i.**

- h. No more than a total of four (4) vehicles/trailers associated with the home occupation (including employee vehicles) shall be at the premises at any time. (SE)

**Finding: No vehicles or trailers associated with the home occupation will be at the premises, aside from customer vehicles during operating hours.**

- i. Any vehicle or trailer associated with the home occupation that is not a typical passenger car or pickup must be parked off-street. Furthermore, vehicles and trailers are not to occupy any area within the front yard that is not designed for parking (e.g., no parking on the front lawn).

**N/A**

- j. The combined number of customer and employee visits to the property shall not typically exceed eight (8) per day, and they shall not typically occur earlier than seven o'clock (7:00) A.M., nor later than seven o'clock (7:00) P.M. For calculation purposes, each customer or employee visit shall count as one (1) visit. In situations where a person is dropped off and later picked up, it shall count as only one (1) visit, as the customer is the person visiting, not the one dropping off and picking up (e.g., a parent dropping off a child at music lessons and later picking them up). (SE)

**Finding: Customer visits to the property and operational hours will not exceed the above stated limits.**

- k. On-street parking that is available along the property frontage may be authorized to satisfy needed customer/visitor parking, when such will not create a significant safety concern. If more customer/visitor parking is needed than can be provided along the property frontage, it must be provided on site.

**Finding: The applicant proposes two parking spaces, that will be accessed from the alley to serve the home occupation. One of the spaces will be ADA compliant. Parking for the residence and the short-term rental is accessed from Salsbury Avenue. Two spaces are required for the residence and one space is required for the short-term rental. The concrete surfaced driveway is sized in accordance with City Code to support three parking spaces.**

- l. Signage must comply with the provisions set forth in City of Cody Sign Code. (SE)

**Finding: If signage is proposed in the future, the applicants will need to submit a sign review application and building permit from the Community Development Department.**

Condition Authority:

The board, or if approval is required by the Governing Body, then the Governing Body, is authorized to impose conditions on the proposed use as necessary to ensure compliance with the provisions of this title and to mitigate or avoid negative impacts to

neighboring properties or the general public health, safety and welfare of the community. Examples of such conditions may include, but are not limited to:

1. Limiting the size, height, location, or scale of the project or any component thereof.
2. Limiting the hours of operating of the use, or any component thereof.
3. Requiring sound-reduction methods.
4. Requiring screening of loading areas, storage areas, and other unsightly features.
5. Requiring dust control or surface improvements.
6. Limiting the duration of the conditional use permit to give opportunity for future review as the surrounding area becomes more developed.
7. Requiring the provision of on-site public facilities or services to serve the use.

If the conditional use permit is authorized by the board (or Governing Body when so required), the city shall prepare a conditional use permit in a recordable format.

Time Limitation and Expiration:

1. Unless specified otherwise by the board or Governing Body, development of a permitted conditional use shall commence within two (2) years of the granting of the conditional use permit, or the authorization shall expire. If the conditional use is associated with a building, commencing development shall be in the form of obtaining a building permit and starting construction on the project. If no building is associated with the conditional use, the conditional use activity shall commence within the specified deadline.

**Recommended Conditions:**

The Planning and Zoning Board may approve, approve with conditions, or deny the conditional use permit. Planning Staff does not oppose the requested conditional use, and if approved, recommend the following conditions:

1. The Conditional Use Permit is for operation of a one-chair esthetics business in the proposed accessory structure.
2. The accessory structure shall not be constructed until a building permit is issued by the City Building Department and plans are compliant with fire code to include a fire rated wall on the east side of the structure.
3. If signage is proposed at a later date, Community Development review and a building permit will be required.
4. Construction shall commence within two (2) years of the granting of the conditional use permit, or the Conditional Use Permit shall expire.

5. The accessory structure shall not be later converted into an accessory dwelling unit, unless it is approved by the City and allowed by City Code at the time it is proposed.

Site Pictures taken by staff at 1431 Salsbury Avenue:

Photo taken from the alley, at the northwest corner of the property, facing southwest. The proposed location for the accessory structure is in this corner behind the fence.



Photo is taken from the alley, facing southeast. The accessory building is proposed on the other side of the blue garage structure, next to the Search & Rescue Building shown in the background.



Photo is taken from Salsbury Avenue, facing northwest to view the front of the property where the residence and short-term rental are located. The southwest corner of the Park County Search and Rescue building is also in view.



# Conditional Use Application CUP2026-0008

Renaissance Skincare

**Submitted: 2/5/2026 10:33:22 AM**

## **Applicant**

Jared & Rebekah Stevenson

1431 Salsbury Avenue

Cody

82414

3072503471

jaredmark77@hotmail.com

## **Property Owner**

Jared & Rebekah Stevenson

1431 Salsbury Avenue

Cody

82414

3072503471

jaredmark77@hotmail.com

## **Project Address**

1431 Salsbury Ave, Cody, Wyoming, 82414

## **Breif Description of Proposal:**

construct a 20' (east-west) x 30' (north-south) one story accessory building on the northeast corner of our R-3 primary residence located at 1431 Salsbury Avenue with the goal for Rebekah to operate a small esthetics in-home business as a licensed esthetician.

## **Conditional Use Category**

**Zoning of Property:**

R-3

January 27, 2026

City of Cody Planning & Zoning  
1338 Rumsey Avenue,  
Cody, WY 82414

To whom it may concern,

**Project:** construct a 20' (east-west) x 30' (north-south) one story accessory building on the northeast corner of our R-3 primary residence located at 1431 Salsbury Avenue with the goal for Rebekah to operate a small esthetics in-home business as a licensed esthetician.

For Renaissance Skincare to further develop and offer the best experience to its clients, we have concluded that the most viable long-term solution is to have our own privately-owned space. Renaissance Skincare presently rents a 10' x 12' room from Noir on the corner of Salsbury Avenue & Bighorn Avenue for \$550/mo. For a part-time business, this is not in our best interest financially and not sustainable. Additionally, it is too small for the services being offered. Another reason we would like to be able to operate this business on the back of 1431 Salsbury Avenue is because it is exceptionally quiet and peaceful, something that is not as easily achieved at its present location right along Big Horn Avenue.

- I. **Is the site large enough to accommodate the proposed use and meet all of the dimensional standards and development regulations of the zoning district in which the project is located?**  
Yes. Our lot size is 10,500 sq ft.
- II. **Is the use at the scale or density proposed compatible with all other uses in the immediate area and with permitted uses that may be established in the area?**  
Yes. There is historic record of a salon operating out of 1431 Salsbury Avenue.
- III. **Does the proposed use involve activities, processes, material, equipment, hours of operation or any other operational characteristics that would be materially detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, dust, glare, odors, hazards, or similar impacts?**  
No. Renaissance Skincare is by appointment only allowing for only one client at a time operating during regular business hours (<https://my-site-renaissanceskincare.square.site/>). The goal is to provide a quiet peaceful space for Rebekah and her clients all the while staying true to the historical peaceful nature of the neighborhood.
- IV. **Does the proposal include provisions for necessary and desire public utilities and facilities such as potable water, fire hydrants, sewer, electrical power, streets, stormwater facilities and sidewalks / pathways?**  
Yes.
- V. **Will the proposed use create excessive additional costs for public facilities and services that would be materially detrimental to the economic welfare of the community?**  
No. Accessory building for the purpose of in-home esthetics business would use basic utilities.

**VI. Will the proposed use result in the destruction, loss or damage of a natural, scenic or historic feature considered to be of significant importance?**

No.

Thank you for your thoughtful consideration.

Sincerely,

Jared & Rebekah Stevenson

[jaredmark77@hotmail.com](mailto:jaredmark77@hotmail.com)

307-250-3471



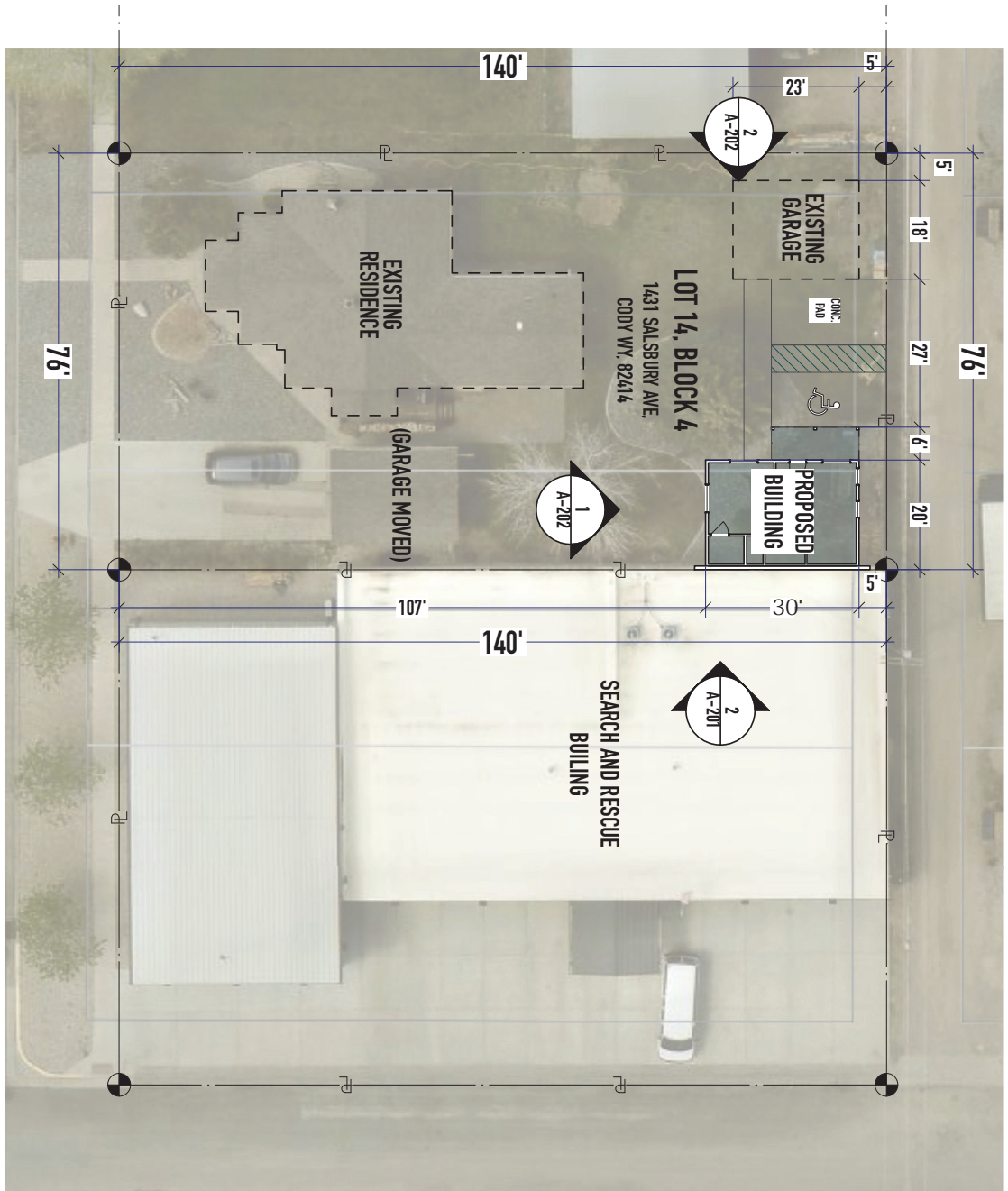


ARIBEH NELSON  
ARCHITECTURAL DESIGN, LLC  
REGISTERED ARCHITECTS  
STATE OF WYOMING

STEVENSON SPA  
Client Company

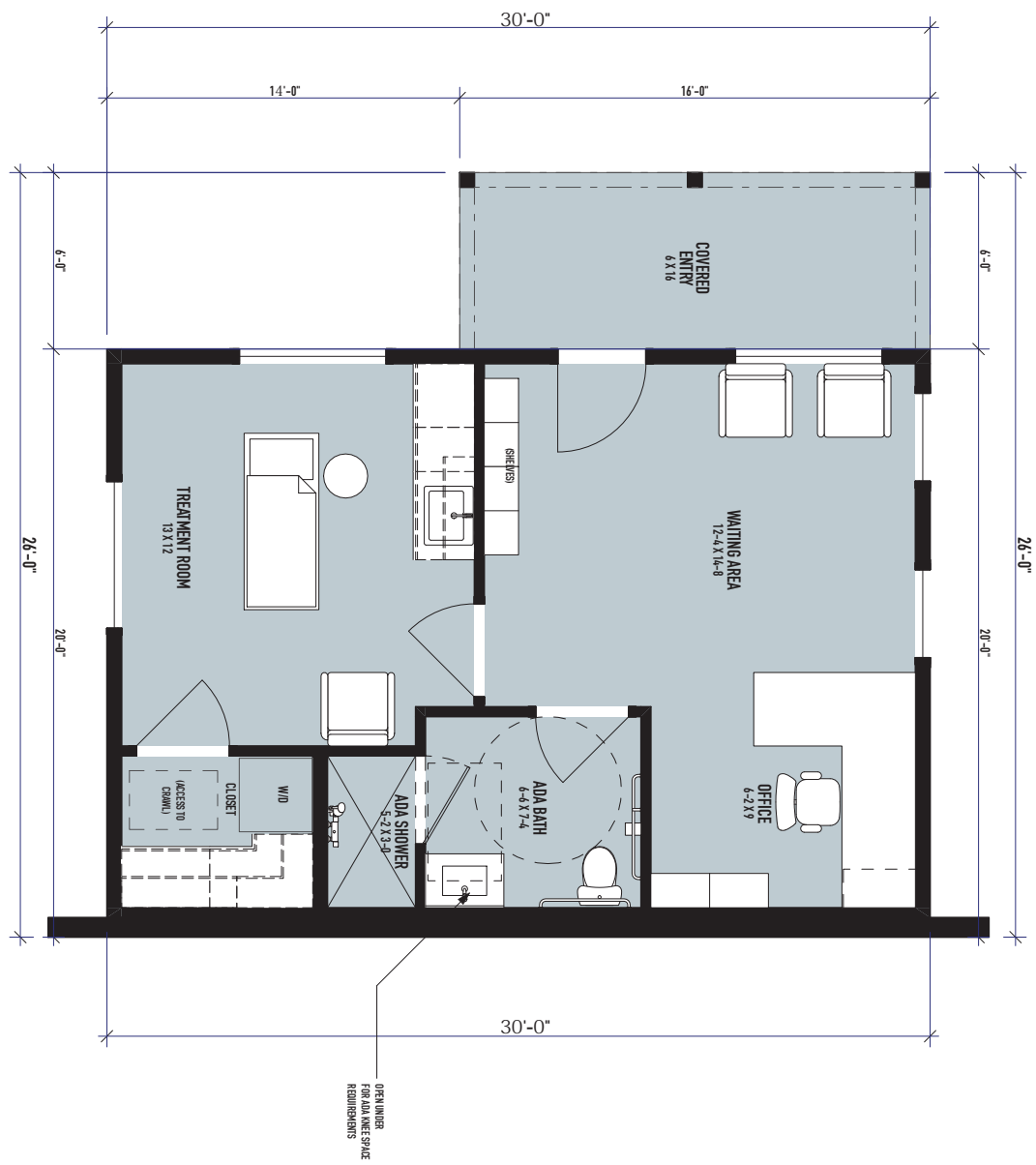
SIGN OFF (INITIALS): \_\_\_\_\_  
Architectural Site Plan  
12/31/25  
**SD2**

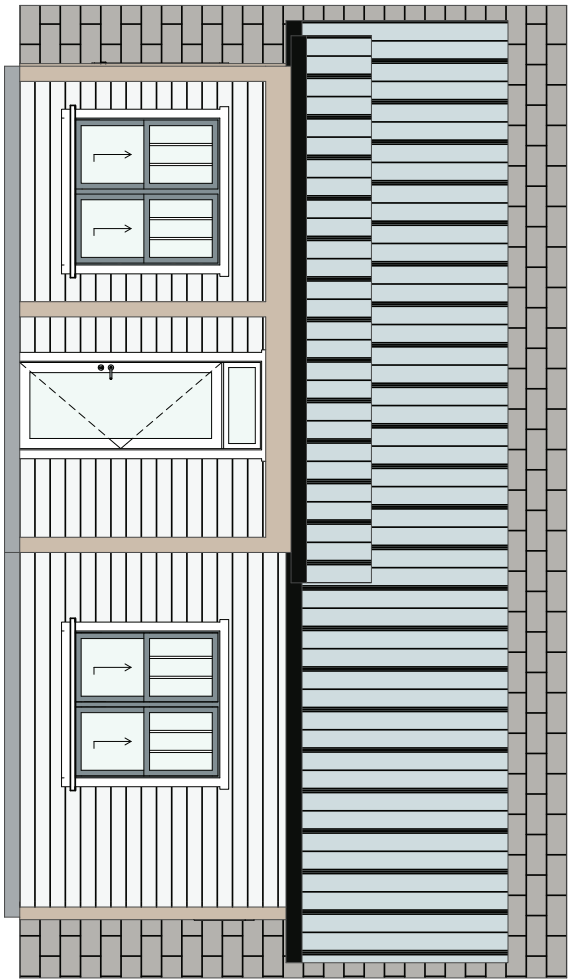
SCALE: 1" = 20'





1  
SD3 SCHEMATIC FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"





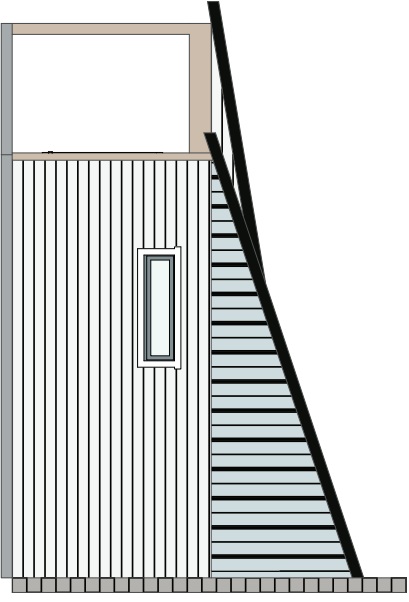
4  
SD4

West Elevation (1)  
SCALE: 1/4" = 1'-0"



2  
SD4

North Elevation  
SCALE: 1/4" = 1'-0"



3  
SD4

South Elevation  
SCALE: 1:66.66

Cody Enterprise



Publication Name:  
**Cody Enterprise**

Publication URL:  
[www.codyenterprise.com/](http://www.codyenterprise.com/)

Publication City and State:  
**Cody, WY**

Publication County:  
**Park**

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Notice Popular Keyword Category:

Notice Keywords:  
**Stevenson**

Notice Authentication Number:  
**202603121738193697638**  
**1209355131**

Notice URL:

[Back](#)

Notice File:



[cl\\_25055\\_35110\\_fe91.pdf](#)

Notice Publish Date:

Tuesday, February 17, 2026

**Notice Content**

**PLEASE NOTE:** The following text was electronically converted from the PDF document above, and may not be 100% accurate. Because of this, please view the PDF for the most accurate information.

LEGAL NOTICE FOR PUBLIC HEARING

The City of Cody Planning and Zoning Board will hold a public hearing on Thursday, March 19, 2026 at 12:00 p.m. (noon) or as soon thereafter as practical at 1338 Rumsey Avenue, in the Cody City Council Chambers to consider a request from Jared & Rebekah Stevenson for a Conditional Use Permit to operate a large-scale home occupation in a Medium-High Density Residential (R-3) zoning district at 1431 Salsbury Ave., Cody, WY 82414. Information regarding the request is available at the Community Development Dept. in City Hall or by calling (307) 527- 3475. Written comments may be directed to the Community Development, P.O. Box 2200, Cody, WY 82414 and must be received prior to the date and time of the public hearing.

Publish Date: February 17, 2026

Legal No: 6867

Web display limited to 1,000 characters. Please view the PDF for the complete Public Notice.

[Back](#)

**Notice to Owners of Neighboring Properties:**

Date Mailed: February 17, 2026

RE: **CONDITIONAL USE REQUEST**

**Please return your comments by March 9, 2025 to:**

Cody City Planner

P.O. Box 2200

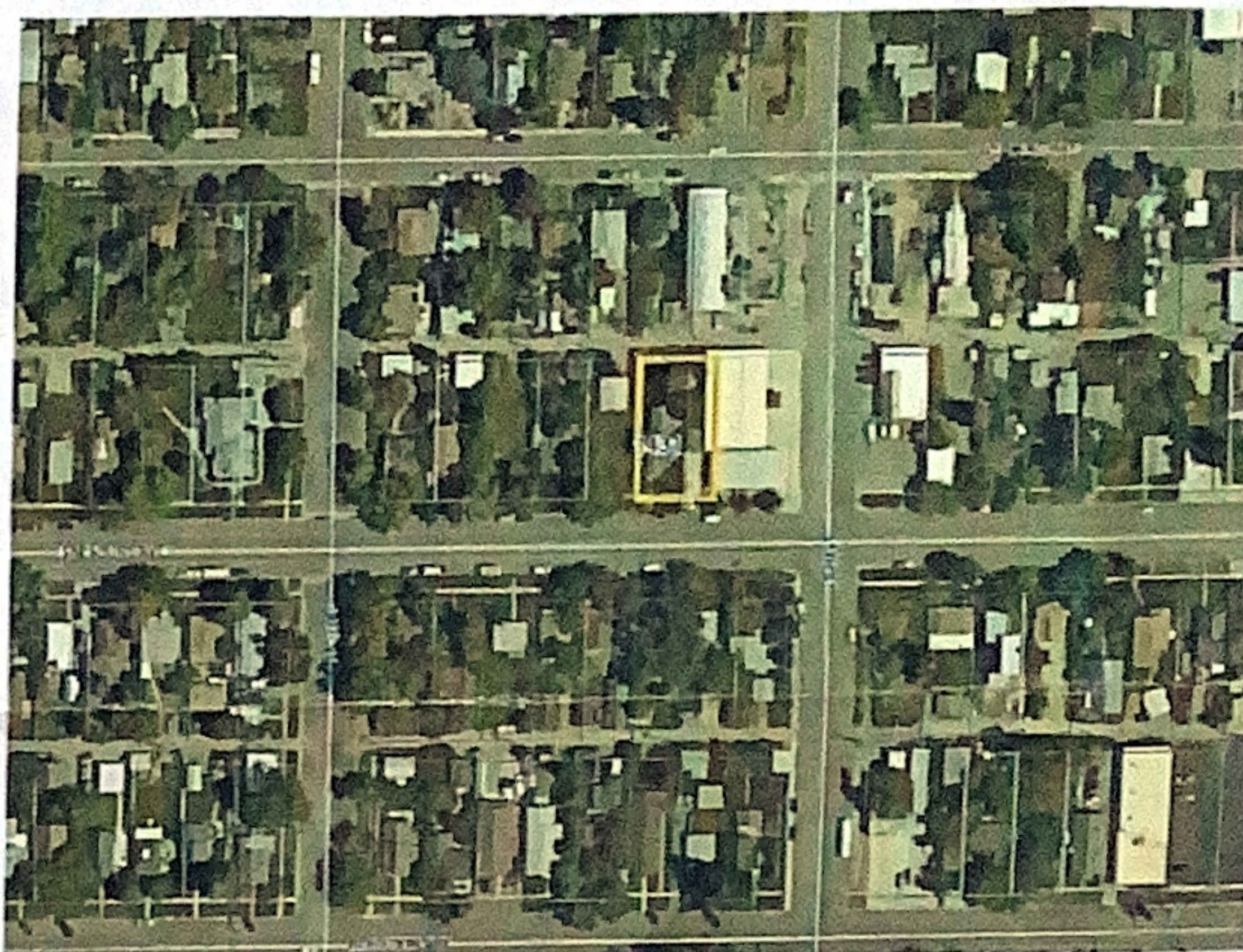
Cody, WY 82414

Or, send an email to: [jcramer@codywy.gov](mailto:jcramer@codywy.gov)

**THE CITY OF CODY HAS RECEIVED THE FOLLOWING REQUEST FOR A CONDITIONAL USE PERMIT. YOUR COMMENTS WOULD BE APPRECIATED.**

Applicant Name(s): Jared & Rebekah Stevenson  
Address of Subject Property: 1431 Salsbury Ave., Cody

Description of Request: To allow a large-scale home occupation use. The applicants propose to establish an esthetician salon (operated by Rebekah Stevenson) in a newly constructed accessory structure on the lot.



**This request will be considered at a public hearing held by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Thursday, March 19, 2026 at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave. Anyone is welcome to attend and comment at the public hearing.**

**Response Letter from Owners of Neighboring Properties within 300 Feet of the Subject Property:**

(Responses may be submitted in any written format. The following form is provided for your convenience.)

Dear Planning and Zoning Board Members:

I am familiar with the proposal for the Conditional Use request described above.

I have NO OBJECTION to the Conditional Use request.

Name Brandon & Rachel Jopp

Address: 988 Rd. 17 Powell, WY. 82435

Comments: \_\_\_\_\_

I OBJECT to the Conditional Use request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: \_\_\_\_\_**



Jenny Cramer <jcramer@codywy.gov>

---

## conditional use request

1 message

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alc@pahaska.com <alc@pahaska.com>

Fri, Mar 6, 2026 at 2:06 PM

To: jcramer@codywy.gov

Hello,

We are responding to a "conditional use request".

Applicant: Jared and Rebekah Stevenson

Address: [1431 Salisbury Ave, Cody](#)

We OBJECT.

REASON: Our residential neighborhood is being steadily transformed into a commercial zone. Vacation rentals operating out of residentially zoned homes have brought a constant flow of strangers, traffic, and noise. Half the time, someone we don't know is parked directly in front of our home.

We now find ourselves surrounded by businesses operating in ways that do not align with the zoning or the character of the neighborhood. There has been no transparency in when, how or why these zoning changes are being made. Evidently there is a "public hearing" scheduled at your board meeting next week, yet unless a resident happens to live within 300 feet of the property being changed, they receive no notice.

We need enforcement of existing zoning rules and a clear plan to protect the integrity of our neighborhood before it is changed beyond recognition. There is no shortage of commercially zoned property, and residential areas should not be quietly converted without an open public process.

Please consider our response,

Robert and Angela Coe

Neighboring Home at [1343 Salisbury Ave, Cody](#)

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Dear Planning and Zoning Board Members:

I am familiar with the proposal for the Conditional Use request described above.

I have NO OBJECTION to the Conditional Use request.

Name Sherie Walker

Address: 1407 Salsbury Ave

Comments: as long as no blocks my Driveway or creates a Traffic Problem

I OBJECT to the Conditional Use request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address:**

E-mail address: stjune.w@yahoo.com

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Date Mailed: February 17, 2026

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Dear Planning and Zoning Board Members:

I am familiar with the proposal for the Conditional Use request described above.

I have NO OBJECTION to the Conditional Use request.

Name COOK

Address: 1408 + 1402 Salsbury

Comments: Will the accessory unit be a permanent structure, in front or to the side?

I OBJECT to the Conditional Use request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address:** E-mail address: ande@cookbrothers.org

cookbrothers.org

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Date Mailed: February 17, 2026

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I have NO OBJECTION to the Conditional Use request.

Name \_\_\_\_\_

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

I OBJECT to the Conditional Use request:

Name: Anthony Cianflone (Stillson-41, LLC)

Address: 1413 Bleistein Ave Cody WY

Reason for Objection: → NOT agreeing to let commercial into our neighbor hoods

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address:** E-mail address: ab1cianflone@yahoo.com

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Name

Address:

Comments:

*FALL AND CYNTHIA WESC*  
*1419 SALSUBURY*

I OBJECT to the Conditional Use request:

Name:

Address:

Reason for Objection:

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address:** \_\_\_\_\_

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Dear Planning and Zoning Board Members:

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I have NO OBJECTION to the Conditional Use request.

Name: DAN ODASZ

Address: 1437 + 1437 1/2 BLEISTEIN

Comments: \_\_\_\_\_

I OBJECT to the Conditional Use request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address:** E-mail address: ODASZDAN@gmail.com

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I have NO OBJECTION to the Conditional Use request.

Name

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

I OBJECT to the Conditional Use request:

Name: Melanie Chenoweth

Address: 1501 Salsbury

Reason for Objection: Parking is a Nightmare Now. take away his personal spaces and Now there is No off Street parking for him.

If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: \_\_\_\_\_ <sup>or anyone</sup>

*Like Search & Rescue*

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Dear Planning and Zoning Board Members:

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I have NO OBJECTION to the Conditional Use request.

Name Andres Dondler

Address: 1510 Salsbury, Cody WY

Comments: \_\_\_\_\_

I OBJECT to the Conditional Use request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

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Dear Planning and Zoning Board Members:

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I have NO OBJECTION to the Conditional Use request.

Name Scott & Jamie Shaffer

Address: 1513 Salsbury Ave Cody, WY

Comments: \_\_\_\_\_

I OBJECT to the Conditional Use request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: \_\_\_\_\_**

<b>Meeting Date:</b> March 19, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Jenny Cramer
-------------------------------------------------------------------------------------------------------------------------

## **AGENDA ITEM SUMMARY REPORT**

**Consider Special Exemption request at 1431 Salsbury Avenue to allow a reduced setback for an accessory building.**

### **PROPOSED ACTION:**

Approve special exemption with staff recommended conditions, approve with modified conditions, or deny.

### **SUMMARY OF INFORMATION:**

See the attached staff report.

### **FISCAL IMPACT:**

### **ATTACHMENTS:**

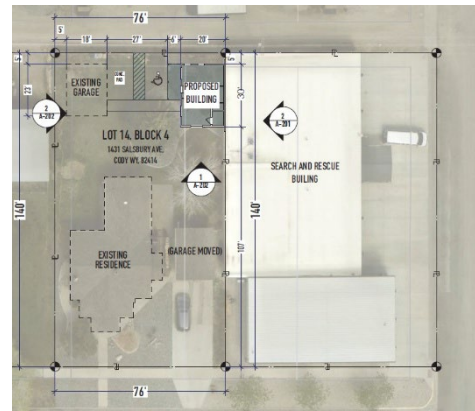
1. PZ Staff Rpt to Renaissance Special Exemption
2. Cover Letter
3. Proof of Publish Cody Enterprise
4. 1419 Salsbury No Objection
5. 1501 Salsbury Chenoweth Objection

**CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
STAFF REPORT**

<b>MEETING DATE:</b>	MARCH 19, 2026	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>	RENAISSANCE SPECIAL EXEMPTION REQUEST	P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	PUBLIC HEARING AND SPECIAL EXEMPTION REQUEST TO REDUCE SIDE LOT LINE SETBACK FROM AN ACCESSORY STRUCTURE	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Jared and Rebekah Stevenson have submitted a special exemption request for 1431 Salsbury Avenue. They are seeking to reduce the neighboring lot line setback for the construction of an accessory structure, which will serve as a home occupation if a conditional use permit (currently under concurrent review) is approved. The request is to change the setback requirement from 3 feet to 0 feet.



**REVIEW CRITERIA:**

Pursuant to Section 10-14-2(B)(1)(b) of the City of Cody Code, the Planning and Zoning Board may consider special exemptions to dimensional standards of the zoning districts, including setbacks. The standards for approval of a special exemption are listed below, with the applicant’s response to each standard and staff comments provided.

*No special exemption shall be approved unless the planning and zoning board finds:*

- a. The special exemption will not produce an undesirable change in the character of the neighborhood or a detriment to nearby properties;*

Applicant’s Response: A 3’ setback exemption is the surest way for us to build an accessory structure that would be the most private, visually discreet, and least disruptive esthetically. Other than one tenant in the alley, no resident will even be able to see it from their house.

Staff Comment: The special exemption request to reduce the side lot line setback will not produce an undesirable change in the character of the neighborhood. Since a fire wall will be required on the east side of the structure (adjacent to the Park County Search and Rescue building), it will not be a detriment to neighboring properties.

*b. The special exemption is designed to be compatible with adjacent land uses and the area or neighborhood;*

Applicant's Response:

- A. The setback exemption is compatible with and has no impact on the adjacent property as it is already a commercial building constructed of block and stucco built on the property line.
- B. Our setback exemption has no impact on any other adjacent property.
- C. The proposed location allowing the 3' setback exemption allows for maximum use of the property for valuable useable green space. Because of privacy, parking and hemlock limitations, we can't even build without the setback exemption, and even if we were able to, it would be a real loss of space and esthetically and functionally unfortunate and awkward to have a 3' strip of "lost" space between back of accessory building and 12' high SAR hall block wall.

Staff Comment: The special exemption seems to be compatible with neighboring and nearby properties and adjacent land uses. The adjacent property affected by the special exemption request is within D-2 zoning, with 0' lot line setbacks.

*c. The special exemption is the minimum deviation from the specifications of the zoning ordinance necessary and adequate for the proposed activity, structure or use;*

Applicant's Response: The maximum space we have is 21 ft between SAR Hall wall and hemlock.

Staff Comment: To avoid removing the existing hemlock tree, the applicant's special exemption request represents the smallest possible deviation from the established setback standard.

*d. The benefit sought by the applicant cannot be achieved by some other method, feasible for the applicant to pursue other than a special exemption;*

Applicant's Response:

There are several reasons why we cannot achieve our goal without this exemption.

- A. We have a very large healthy hemlock that is probably 80 years old that prohibits us from going out more than 21 feet from the SAR hall wall. Removing the hemlock would defeat our goal of providing a quiet peaceful and private space for Rebekah and her clients. Removing this tree would also create undesired visibility and create an unnecessary hardship in our desire to maintain a natural privacy barrier between the main residence and the new structure. We personally value old growth in the historic part of Cody, and we are convinced we would also have very upset neighbors were we to remove it.
- B. For the accessory structure to be adequately sized with an open room plus bathroom and private treatment room, a required 5' setback would not allow us to build anything. Turning the structure in the other direction (east-west) is not feasible as it would not allow us to have adequate parking nor minimum setbacks from alley with the hemlock.

C. Our design with a shed style roof would also be the best for water runoff.

Staff Comment: The applicant could remove the large tree and meet the setback standard without the special exemption. However, the tree provides a natural buffer between the proposed structure and its use from neighboring properties, and fire safety can be mitigated with the requirement of a fire wall.

e. *Adequate services and infrastructure are or will be available to serve the proposed activity, structure or use;*

Applicant's Response: We are able to pull water, septic and electric from our house to this accessory structure.

Staff Comment: Utility services and infrastructure are currently connected to the property.

f. *The special exemption is consistent with the goals, policies and future land use map of the master plan.*

Applicant's Response:

- A. We have looked at other ways to construct an adequately sized structure (about 500 sq ft) without encroaching on space for parking, much desired peaceful privacy that our hemlock provides for primary residence and neighbors, and best overall use of the lot layout, and we feel like this is the absolute best way to accomplish our goals while respecting the neighborhood.
- B. There is historic record of a salon operating out of 1431 Salsbury Avenue as an in-home business.

Staff Comment: The special exemption request does not conflict with the future land use map of the master plan.

**NEIGHBOR NOTICE & RESPONSES:**

***Eighteen neighboring property owners (within 140 feet of the property) were notified of the request. At the time of this staff report, we have received one response of "no objection", and one response of "objection" to the special exemption request (attached).***

**CONDITIONS:**

In approving a special exemption, the Planning and Zoning Board may impose any reasonable conditions or modifications pertaining to operational or physical features of the proposal to ensure conformance with the approval standards. The board is further authorized to set time limits for renewal or expiration of special exemptions.

Staff recommends the Board make the following findings:

1. That proper notice of the special exemption public hearing was provided by advertising in the Cody Enterprise and by mail to all property owners within 140 feet at least ten days before the hearing.
2. That the Planning and Zoning Board may grant special exemptions that are reasonable and harmless deviations from the zoning ordinance as determined by the standards outlined in Section 10-14-2, City of Cody Code.
3. That the Planning and Zoning Board has held a public hearing as required and has considered all comments pertaining to the request; and,
4. That the points identified in the staff report and at the Board meeting are adequate to set forth the reasoning why the criteria of 10-14-2(C)(2) are met.

AND,

Staff recommends the following condition of approval should the Board approve the Special Exemption to reduce the side lot line setback requirement from 3' to 0':

1. The accessory structure shall not be constructed until a building permit is issued by the City Building Department and plans are compliant with fire code to include a fire rated wall on the east side of the structure.

January 27, 2026

City of Cody Planning & Zoning  
1338 Rumsey Avenue,  
Cody, WY 82414

To whom it may concern,

**Project:** construct a 20' (east-west) x 30' (north-south) accessory building on the northeast corner of our R-3 primary residence located at 1431 Salsbury Avenue with the goal for Rebekah to operate a small esthetics in-home business as a licensed esthetician. We are asking for a special exemption for the 5' setback requirement so we can build it right up against the northwest wall of the Search & Rescue hall.

We have carefully reviewed the approval standards on page 6 of chapter 14 *“Conditional Uses, Special Exemptions, and Airport Overlay Special Use Permits.”* We see no negative consequences by doing so whether to our property or the neighborhood but rather see our request as an overall benefit.

- I. **The special exemption will not produce an undesirable change in the character of the neighborhood or a detriment to nearby properties.**  
A 3' setback exemption is the surest way for us to build an accessory structure that would be the most private, visually discreet, and least disruptive esthetically. Other than one tenant in the alley, no resident will even be able to see it from their house.
- II. **The special exemption is designed to be compatible with the adjacent land uses and the area or neighborhood.**
  - A. The setback exemption is compatible with and has no impact on the adjacent property as it is already a commercial building constructed of block and stucco built on the property line.
  - B. Our setback exemption has no impact on any other adjacent property.
  - C. The proposed location allowing the 3' setback exemption allows for maximum use of the property for valuable useable green space. Because of privacy, parking and hemlock limitations, we can't even build without the setback exemption, and even if we were able to, it would be a real loss of space and esthetically and functionally unfortunate and awkward to have a 3' strip of "lost" space between back of accessory building and 12' high SAR hall block wall.
- III. **The special exemption is the minimum deviation from the specifications of this title necessary and adequate for the proposed activity, structure or use.**  
The maximum space we have is 21 ft between SAR Hall wall and hemlock.
- IV. **The benefit sought by the applicant cannot be achieved by some other method, feasible for the applicant to pursue other than a special exemption.**  
There are several reasons why we cannot achieve our goal without this exemption.
  - A. We have a very large healthy hemlock that is probably 80 years old that prohibits us from going out more than 21 feet from the SAR hall wall. Removing the hemlock would defeat our goal of providing a quiet peaceful and private space for Rebekah and her clients. Removing this tree would also create undesired visibility and create an unnecessary hardship in our desire to maintain a natural privacy barrier between the main residence and

the new structure. We personally value old growth in the historic part of Cody, and we are convinced we would also have very upset neighbors were we to remove it.

- B. For the accessory structure to be adequately sized with an open room plus bathroom and private treatment room, a required 3' setback would not allow us to build anything. Turning the structure in the other direction (east-west) is not feasible as it would not allow us to have adequate parking nor minimum setbacks from alley with the hemlock.
- C. Our design with a shed style roof would also be the best for water runoff.

V. **Adequate services and infrastructure are or will be available to serve the proposed activity, structure or use.**

We are able to pull water, septic and electric from our house to this accessory structure.

VI. **The special exemption is consistent with the goals, policies and future land use map of the master plan.**

- A. We have looked at other ways to construct an adequately sized structure (about 500 sq ft) without encroaching on space for parking, much desired peaceful privacy that our hemlock provides for primary residence and neighbors, and best overall use of the lot layout, and we feel like this is the absolute best way to accomplish our goals while respecting the neighborhood.
- B. There is historic record of a salon operating out of 1431 Salsbury Avenue as an in-home business.

Thank you for your thoughtful consideration.

Sincerely,

Jared & Rebekah Stevenson

[jaredmark77@hotmail.com](mailto:jaredmark77@hotmail.com)

307-250-3471

Cody Enterprise



Publication Name:  
**Cody Enterprise**

Publication URL:  
[www.codyenterprise.com/](http://www.codyenterprise.com/)

Publication City and State:  
**Cody, WY**

Publication County:  
**Park**

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Notice Popular Keyword Category:

Notice Keywords:  
**1431 Salsbury**

Notice Authentication Number:  
**202603121741214145673**  
**1209355131**

Notice URL:

[Back](#)

Notice File:



[cl\\_25056\\_35111\\_fe91.pdf](#)

Notice Publish Date:

Tuesday, February 17, 2026

**Notice Content**

**PLEASE NOTE:** *The following text was electronically converted from the PDF document above, and may not be 100% accurate. Because of this, please view the PDF for the most accurate information.*

LEGAL NOTICE FOR PUBLIC HEARING

The City of Cody Planning and Zoning Board will hold a public hearing on Thursday, March 19, 2026 at 12:00 p.m. (noon) or as soon thereafter as practical at 1338 Rumsey Avenue, in the City Council Chambers to consider a special exemption to reduce the neighboring lot line setback requirement at 1431 Salsbury Ave., Cody, WY 82414 from 3 feet to 0 feet, for construction of an accessory structure. Information is available at the Community Development Dept. in City Hall or by calling (307) 527-3475. Written comments may be directed to Community Development, P.O. Box 2200, Cody, WY 82414 and must be received prior to the date and time of the public hearing.

Publish Date: February 17, 2026

Legal No: 6868

*Web display limited to 1,000 characters. Please view the PDF for the complete Public Notice.*

[Back](#)

**Notice to Owners of Neighboring Properties:**

Date Mailed: February 17, 2026

RE: **SPECIAL EXEMPTION REQUEST**

**Please return your comments by March 9, 2025 to:**

Cody City Planner

P.O. Box 2200

Cody, WY 82414

Or, send an email to: [jcramer@codywy.gov](mailto:jcramer@codywy.gov)

**THE CITY OF CODY HAS RECEIVED THE FOLLOWING REQUEST FOR A SPECIAL EXEMPTION. YOUR COMMENTS WOULD BE APPRECIATED.**

Applicant Name(s): Jared & Rebekah Stevenson  
Address of Subject Property: 1431 Salsbury Ave., Cody

Description of Request: Reduce the side neighboring lot line setback requirement from 3 feet to 0 feet, for construction of a proposed 20' x 28' accessory structure.

**This request will be considered at a public hearing held by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Thursday, March 19, 2026 at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave. Anyone is welcome to attend and comment at the public hearing.**



**Response Letter from Owners of Neighboring Properties within 140 Feet of the Subject Property:**

(Responses may be submitted in any written format. The following form is provided for your convenience.)

Dear Planning and Zoning Board Members:

I am familiar with the proposal for the Special Exemption request described above.

I have NO OBJECTION to the Special Exemption request.

Name BILL & CYNTHIA WEED

Address: \_\_\_\_\_

Comments: 1431 SALSUBURY

I OBJECT to the Special Exemption request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address:** E-mail address: \_\_\_\_\_

**Notice to Owners of Neighboring Properties:**

Date Mailed: February 17, 2026

RE: **SPECIAL EXEMPTION REQUEST**

Please return your comments by March 9, 2025 to:

Cody City Planner

P.O. Box 2200

Cody, WY 82414

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**THE CITY OF CODY HAS RECEIVED THE FOLLOWING REQUEST FOR A SPECIAL EXEMPTION.  
YOUR COMMENTS WOULD BE APPRECIATED.**

Applicant Name(s): Jared & Rebekah Stevenson  
Address of Subject Property: 1431 Salsbury Ave., Cody

Description of Request: Reduce the side neighboring lot line setback requirement from 3 feet to 0 feet, for construction of a proposed 20' x 28' accessory structure.

**This request will be considered at a public hearing held by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Thursday, March 19, 2026 at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave. Anyone is welcome to attend and comment at the public hearing.**



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(Responses may be submitted in any written format. The following form is provided for your convenience.)

Dear Planning and Zoning Board Members:

I am familiar with the proposal for the Special Exemption request described above.

I have NO OBJECTION to the Special Exemption request.

Name

Address: \_\_\_\_\_

Comments: \_\_\_\_\_

I OBJECT to the Special Exemption request:

Name: Frank Chenoweth

Address: 1501 Salsbury Ave

Reason for Objection: Parking is bad right now especially when search and rescue has something going on. He doesn't have enough room to park his personal vehicle at his house let alone a business

**If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: \_\_\_\_\_**

<b>Meeting Date:</b> March 19, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Jenny Cramer
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## **AGENDA ITEM SUMMARY REPORT**

**Consider Sign Review application at 2130 Big Horn Avenue for Tire Rama.**

### **PROPOSED ACTION:**

Approve Sign Review Application with staff recommended conditions, approve with modified conditions or deny.

### **SUMMARY OF INFORMATION:**

See the attached staff report.

### **FISCAL IMPACT:**

### **ATTACHMENTS:**

1. PZ Staff Rpt Sign Review for Tire Rama
2. Application
3. elevation (2)
4. site plan (1)
5. sign setback
6. 20260309 WYDOT Review\_TireRama

**CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
STAFF REPORT**

<b>MEETING DATE:</b>	MARCH 19, 2026	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	COMMERCIAL SIGN REVIEW: TIRE RAMA	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

A sign review application has been submitted by Tom Gross of Sign Products Inc., representing The Tire Guys, Inc. (property owner). The application proposes a new freestanding sign at 2130 Big Horn Avenue.

The property is in an Open Business/Light Industrial (D-3) zoning district, and is within the Entry Corridor Overlay District. The pictures shown illustrate the sign design, placement and colors.



**REVIEW CRITERIA:**

New commercial signs 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:

Sign Type	Category Permitted	Maximum Number	Maximum Area Per Face	Maximum Area By Zone Lot	Maximum Height And Length	Maximum Length	Notes
Commercial Sign Districts:							
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.				
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)
Inflatable/flags	Temporary sign			150 sq. ft.	20 ft.		See this section for specific regulations(h)
Freestanding	Construction		32 sq. ft.	64 sq. ft.	10 ft.		

(h) Signs located within the airport overlay zone will need to meet with the airport board for height restrictions.

**STAFF COMMENTS:**

The proposed freestanding sign dimension is 11' x 2' 6" or 27.5 sq-ft per sign face, which is within the allowed limit of 300 sq-ft per sign face. The sign will be 20' in overall height, which is below the allowed limit of 25'.

The sign will be internally illuminated and is allowed, provided the light source is not visible from the exterior of the sign.

WYDOT will not require a permit for the freestanding sign as proposed, since it is not within their right-of-way. However, if an electronic message board is proposed on the sign in the future, a WYDOT permit will be required.

Note: The sign plans show an electronic message board, but note it is not proposed at this time. If it is proposed in the future, review and approval will be required by the Community Development Department and by WYDOT.

***RECOMMENDED CONDITIONS:***

Staff recommends approval of the Tire Rama Freestanding Commercial Sign Review, with the following conditions:

1. The applicant shall obtain a building permit from the Community Development Department for the signage prior to placement.
2. An electronic reader board is not approved with this review. At such time it is proposed, it will require review and permitting through the Community Development Department and an approved WYDOT permit.

# Sign Plan Review Application SGN2026-0016

## Freestanding Sign Installation

Submitted: 2/18/2026 1:42:30 PM

### Applicant

Tom Gross	Sign Products, Inc.	
1425 Monad Rd.	Billings	59101
4062526348	4062526348	tgross@signproductsinc.com

### Property Owner

Tire Rama		
PO Box 23509	Billings	59104
4068501736	tgross@signproductsinc.com	

### Project Address

2130 Big Horn Ave, Cody, Wyoming, 82414

### Name of Business:

**Breif Description of Proposal:** existing freestanding sign to be removed, new freestanding sign to be installed

### Sign Type:

**If other, please describe:**

**Zoning of Property:** D-3

**Is the sign in the Downtown Sign District? (1/2 block each side of Sheridan Avenue, from 9th St. to 16th St.)** N

**Will an existing sign be replaced by the proposed sign?** Y

**If Yes, Please explain:** existing freestanding sign to be removed, new freestanding sign to be installed

**Is this an off-premise temporary A-frame sign(s)?** N

**Was this application submitted with a Site Development application?** N

**Is this an attached wall, projecting, awning, or inflatable sign; or a freestanding sign on an existing sign post?** N

**is this a freestanding sign requiring a new base structure, or an electronic message board?** Y

**Name of Business:**

**Breif Description of Proposal:**

existing freestanding sign to be removed, new freestanding sign to be installed

**If Yes, how many?**

1.00

**Is this a Billboard?**

N

This design is the property of Sign Products Inc. and all rights to its use or reproduction are reserved

DESIGNER #	#
SHEET #	#

DATE	2-16-26
DESIGN #	#
SALES #	#

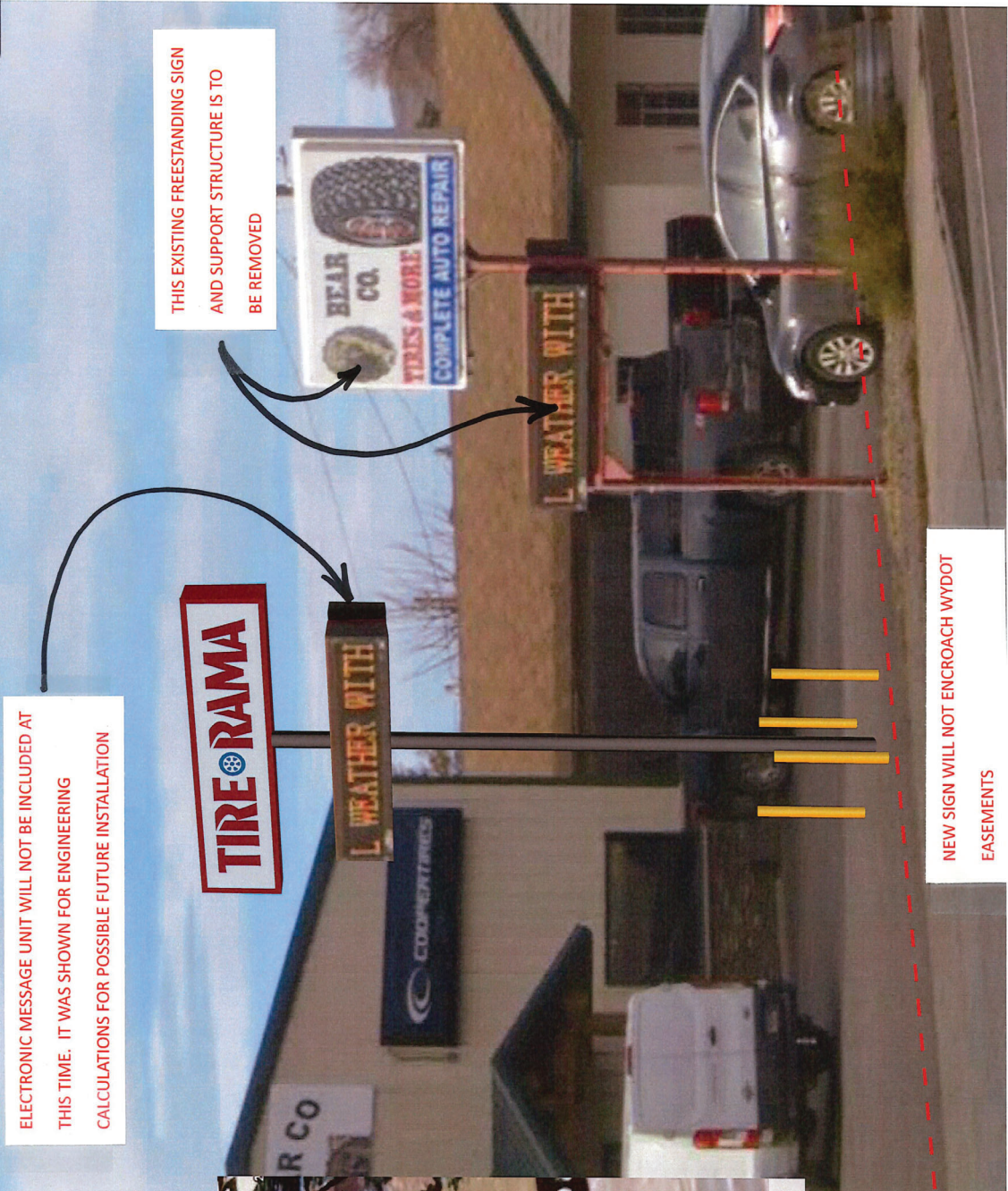
SCALE	NONE
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CLIENT  
TIRE RAMA  
CODY, WY

SIGN PRODUCTS, INC.  
1425 MONAD, BILLINGS, MT 59104  
Phone: (406) 252-6348 Fax: (406) 252-6654



Sha

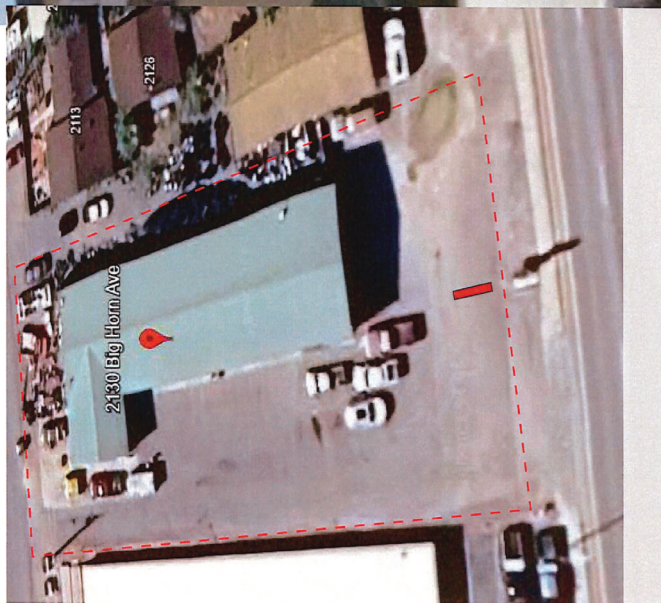


ELECTRONIC MESSAGE UNIT WILL NOT BE INCLUDED AT THIS TIME. IT WAS SHOWN FOR ENGINEERING CALCULATIONS FOR POSSIBLE FUTURE INSTALLATION

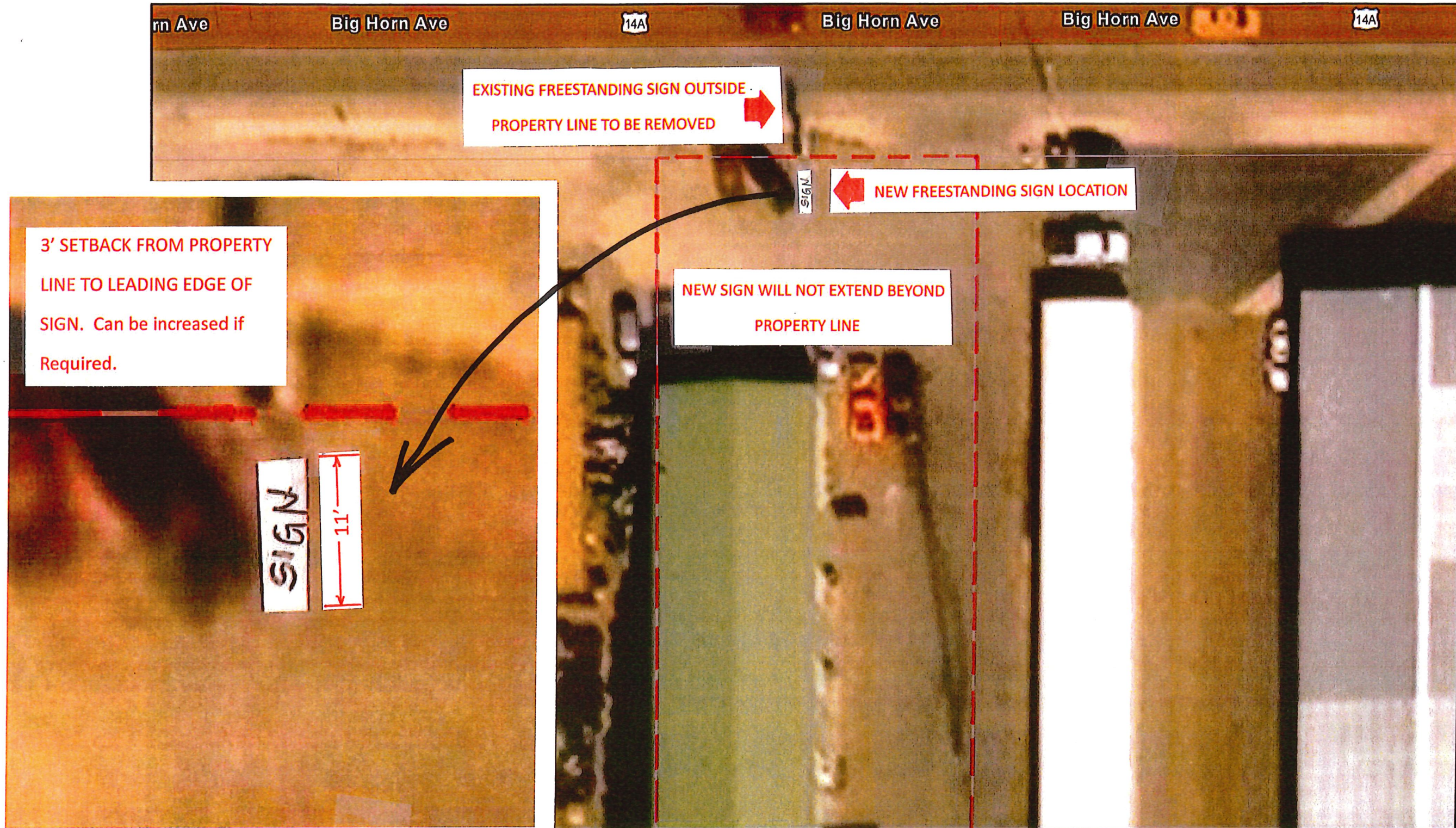
THIS EXISTING FREESTANDING SIGN AND SUPPORT STRUCTURE IS TO BE REMOVED

NEW SIGN WILL NOT ENCROACH WYDOT EASEMENTS

APPROXIMATE NEW SIGN LOCATION - INSIDE 3' BACK FROM PROPERTY LINE.



# City of Cody Zoning Map

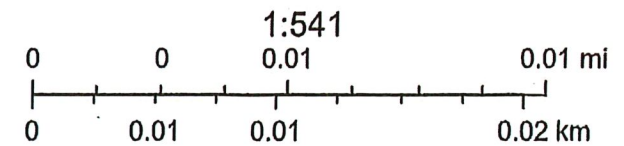


2/12/2026

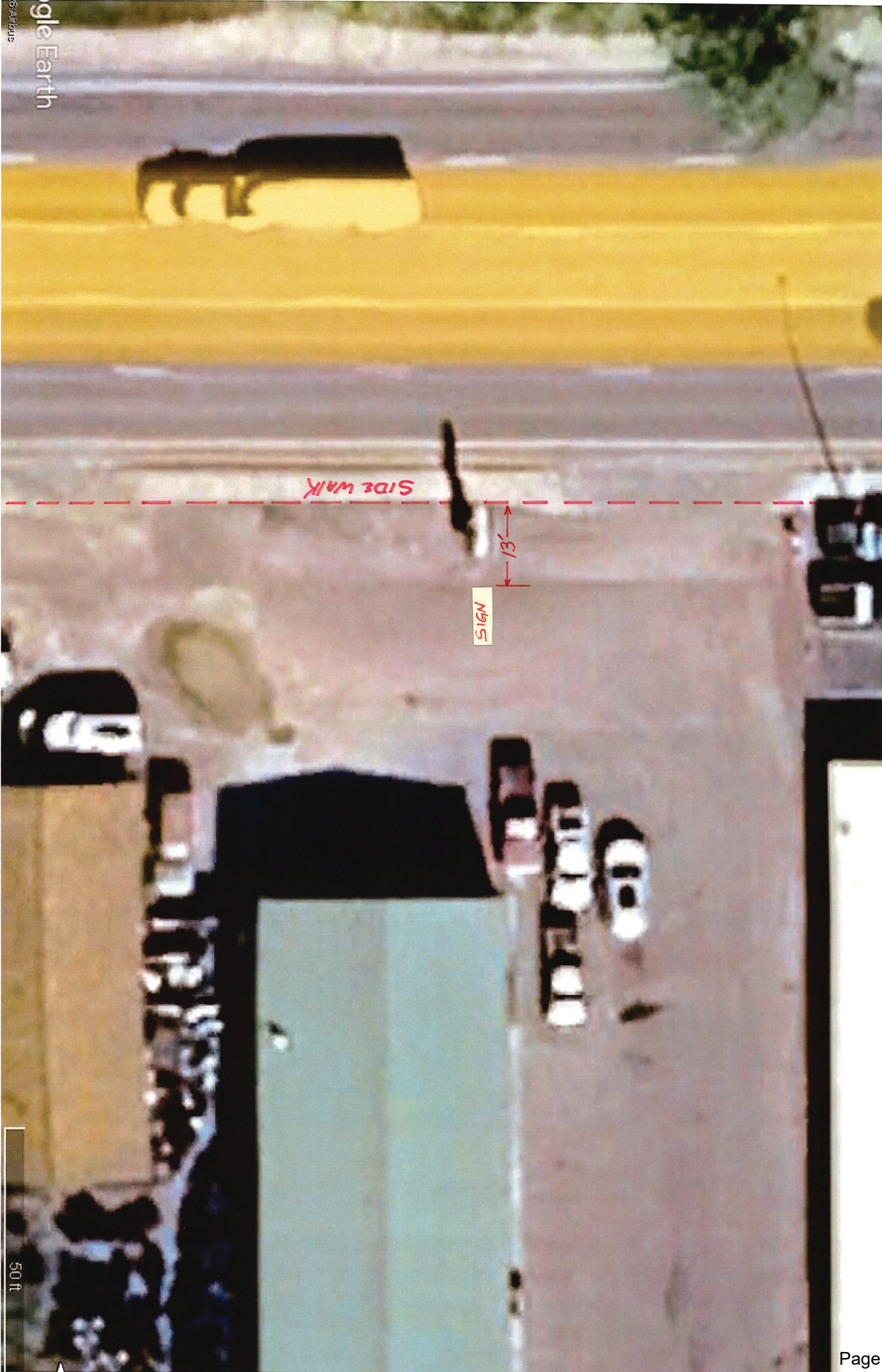
— PARCEL\_2018  
World Imagery

Low Resolution 15m Imagery  
High Resolution 60cm Imagery

High Resolution 30cm Imagery  
Citations



Microsoft, Vantor, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



50 ft



Jenny Cramer <jcramer@codywy.gov>

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## Re: Freestanding Sign - 2130 Big Horn Avenue

1 message

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**Jason Fleming** <jason.fleming@wyo.gov>

Mon, Mar 9, 2026 at 4:33  
PM

To: Jenny Cramer <jcramer@codywy.gov>

Cc: Jack Hoffman <jack.hoffman@wyo.gov>, Lyle Lamb <lyle.lamb@wyo.gov>, Chad Shaffer <chad.shaffer@wyo.gov>, Shaun Emmett <shaun.emmett@wyo.gov>

Hi Jenny,

Based on our staking sheets, WYDOT has an 80-foot right-of-way (ROW) in this area. Comparing this to Google Maps, it appears we have approximately 2 feet behind the sidewalk.

It looks like there was a construction permit in place when this area was rebuilt, which I believe was to help the City of Cody with a utility corridor. Consequently, WYDOT is fine with the 13-foot measurement.

Best,

Jason Fleming

On Mon, Mar 9, 2026 at 3:16 PM Jenny Cramer <jcramer@codywy.gov> wrote:

Hi Jason,

Thank you for the information! I requested a measurement from the curb to the edge of the sign and attached is what I received back from the sign company. Can you determine if it's outside of the ROW? If not, let me know and I'll reach back out to them, or I'll stop by and measure from back of the curb to the edge of the sidewalk.

They are not putting up a message board at this time. But I will make sure it's clear in the review approval that a message board will require a permit from WYDOT.

Just let me know if you think they are in the clear from the ROW or if you need more information, when you have a chance.

Thanks for your help!

On Tue, Mar 3, 2026 at 1:51 PM Jason Fleming <[jason.fleming@wyo.gov](mailto:jason.fleming@wyo.gov)> wrote:

Jenny,

If the sign is relocated completely outside the WYDOT right-of-way (ROW)—including any overhang—so that no portion extends into the WYDOT ROW, WYDOT will not require a permit.

However, if they plan to use a digital message board, the proposal will need to be forwarded to Jack for review. The state has concerns regarding potential flashing and brightness levels that could create a distraction for the traveling public.

If you can give me the measurements from the back of the curb I could check the ROW to make sure.

Thanks

Jason

On Tue, Mar 3, 2026 at 8:31 AM Jenny Cramer <[jcramer@codywy.gov](mailto:jcramer@codywy.gov)> wrote:

Good Morning Jason,

Attached is a site plan, engineering drawings and an elevation view for a new sign proposed at 2130 Big Horn Avenue for TireRama (formerly Bearco Tires).

They are removing the existing freestanding sign and replacing it with a new one. They plan to move it onto the property, setting it back 3' from the front property line.

Will you require a permit? If so, are they already working with you?

Just let me know when you have a chance. Thank you!

--

Jenny Cramer  
*City Planner*  
**City of Cody**  
PO Box 2200  
[1338 Rumsey Ave.](#)  
[Cody, WY 82414](#)  
Phone: (307) 527-3475  
Fax: (307) 527-6532

*DISCLAIMER: [City of Cody](#) electronic correspondence and associated file attachments are public records and may be subject to disclosure in the event of a public records request.*

--

Jason Fleming  
Basin District staff  
1-307-568-3446

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

--

Jenny Cramer  
*City Planner*  
**City of Cody**  
PO Box 2200  
[1338 Rumsey Ave.](#)  
[Cody, WY 82414](#)  
Phone: (307) 527-3475  
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Jason Fleming  
Basin District staff  
1-307-568-3446

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<b>Meeting Date:</b> March 19, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Jenny Cramer
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**AGENDA ITEM SUMMARY REPORT**

**Consider the Preliminary Plat of the Sharon K. Riley Irrevocable Trust Minor Subdivision.**

**PROPOSED ACTION:**

Recommend to City Council approval of the Preliminary Plat with staff recommended conditions, approval with modified conditions or denial.

**SUMMARY OF INFORMATION:**

See the attached staff report.

**FISCAL IMPACT:**

**ATTACHMENTS:**

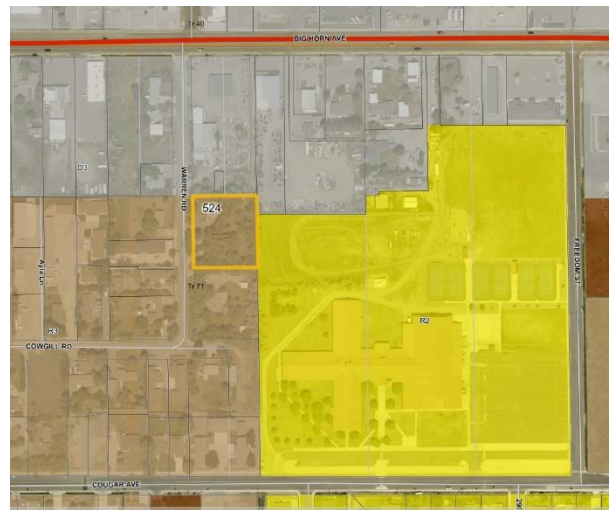
1. PZ Staff Report Riley Trust Minor Sub Preliminary Plat
2. Preliminary Plat\_Riley
3. WDP
4. Variance Requests\_Riley
5. Irrigation Ditch Responses
6. 20260309 Water Sanitation Superintendent Response\_Riley
7. BHE Response\_Riley
8. Building Official Response\_Riley
9. City Streets Dept Response\_Riley
10. Charter Spectrum Response\_Riley

**CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
STAFF REPORT**

<b>MEETING DATE:</b>	MARCH 19, 2026	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	
<b>SUBJECT:</b>	SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION PRELIMINARY PLAT REVIEW	RECOMMENDATION TO COUNCIL:	X
<b>PREPARED BY:</b>	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT OVERVIEW**

A minor subdivision preliminary plat review application has been received from Engineering Associates on behalf of the Sharon K. Riley Irrevocable Trust at 524 Warren Road. The proposed subdivision is called *the Sharon K. Riley Irrevocable Trust Minor Subdivision*. The request is to split the 0.98-acre lot into two (2), 0.49-acre lots. The property is currently developed with two residences and separate utility services on each proposed lot. The property is within the Medium-High Density Residential (R-3) zoning district. The application is moving forward as a minor subdivision, which is discussed below:



**MINOR SUBDIVISION:** Any subdivision that the planning, zoning and adjustment board has determined shall facilitate isolated in-fill development within municipal boundaries and either: a) revises the plat affecting not more than five (5) lots previously created by said plat; or b) creates five (5) or fewer lots without requiring the creation of any new streets or the extension of water and sewer utilities or any new public improvements. The intent of this chapter in defining minor subdivisions as a specific category is to facilitate isolated in-fill within the municipal boundaries. Approval of a minor subdivision shall rest upon finding by the city of Cody planning, zoning and adjustment board, as demonstrated by the applicant for a minor subdivision, that the intent of city regulations is achieved.

The Preliminary Plat has been circulated to City departments and utility providers for review. Their comments are attached to this report. Furthermore, the applicant's cover letter with a request for a variance is attached to this staff report.

City of Cody Code Section 10-3-2 Preliminary Plat Standards:

The applicant has provided a Preliminary Plat and the required supplemental material as follows:

- Proof of ownership is evidenced by Quitclaim Deed to Dennis Riley, Brenda Noteboom and Darrell Riley, Co-Trustees of the Sharon K. Riley Irrevocable Trust dated December 7, 2020, recorded in the Park County Clerk's Office as Document #2020-8404.
- Easements and Rights of Way: Easements have been provided.
- Variance request for waiver from alley, frontage and burying of irrigation ditch requirements.

The plat is prepared as required and contains the required information as set out in City of Cody Code 11-3-2:E. and F.

Design Standards

The following list describes the design standards by which subdivision applications are reviewed. Many of the standards pertain to street design, and are not applicable. The applicants request a variance from the alley requirement.

11-4-2: Streets, Alleys and Easements:

*A-O. of this section pertain to street design and are not applicable to the proposed subdivision. No streets are necessary in the subdivision, as both lots have direct access to Warren Road.*

*P. Alleys: A variance is requested to waive the alley requirement.*

*Q. Curb, Gutter, Sidewalk, Paved Streets: A variance is requested to waive this requirement. If the variance is granted, the applicant shall note the following condition on the final plat: "Future improvement districts for the development of curb, gutter and sidewalks shall be supported by future owners of the lots".*

*R. Street Cross Section: Not applicable.*

*S. Valley Gutters: Not applicable.*

*T. Drainage: Minor subdivisions are exempt from this requirement. Not applicable.*

*U. Lot Requirements: Each lot has direct access to Warren Road and the side lot lines are at approximate right angles to the street line. The lot designs align with the R-3 development standards, with the exception of an existing structure that is situated over the lot line between Lot 1 and Lot 2. A note on the plat indicates the property owner will remove the structure, at which time the lots will completely conform to the zoning development standards.*

*V. Blocks: Not applicable.*

**RECOMMENDED CONDITIONS:**

Staff recommends approval of the Preliminary Plat for the Sharon K. Riley Irrevocable Trust Minor Subdivision subject to the following variances and conditions.

**Subdivision Variances:**

1. To waive the alley requirement. (City Code Section 11-4-2P)
2. To waive the curb, gutter, sidewalk requirement. (City Code Section 11-4-2Q)
3. To waive the requirement for all open irrigation ditches to be buried or eliminated. (City Code Section 11-5-1J)

**Conditions of Approval:**

1. The structure crossing the common lot line will be removed prior to the execution and recording of the final plat.
2. The applicant shall note the following condition on the final plat: "Future improvement districts for the development of curb, gutter and sidewalks shall be supported by future owners of the lots".

Photos taken by staff:

Photo taken from Warren Road, at the southwest corner of the property, facing east/northeast across proposed Lot 2.



Photo taken from Warren Road, facing east across the approximate dividing line between proposed Lot 1 and Lot 2.



Photo taken from Warren Road, facing east across the north boundary of the property and proposed Lot 1.



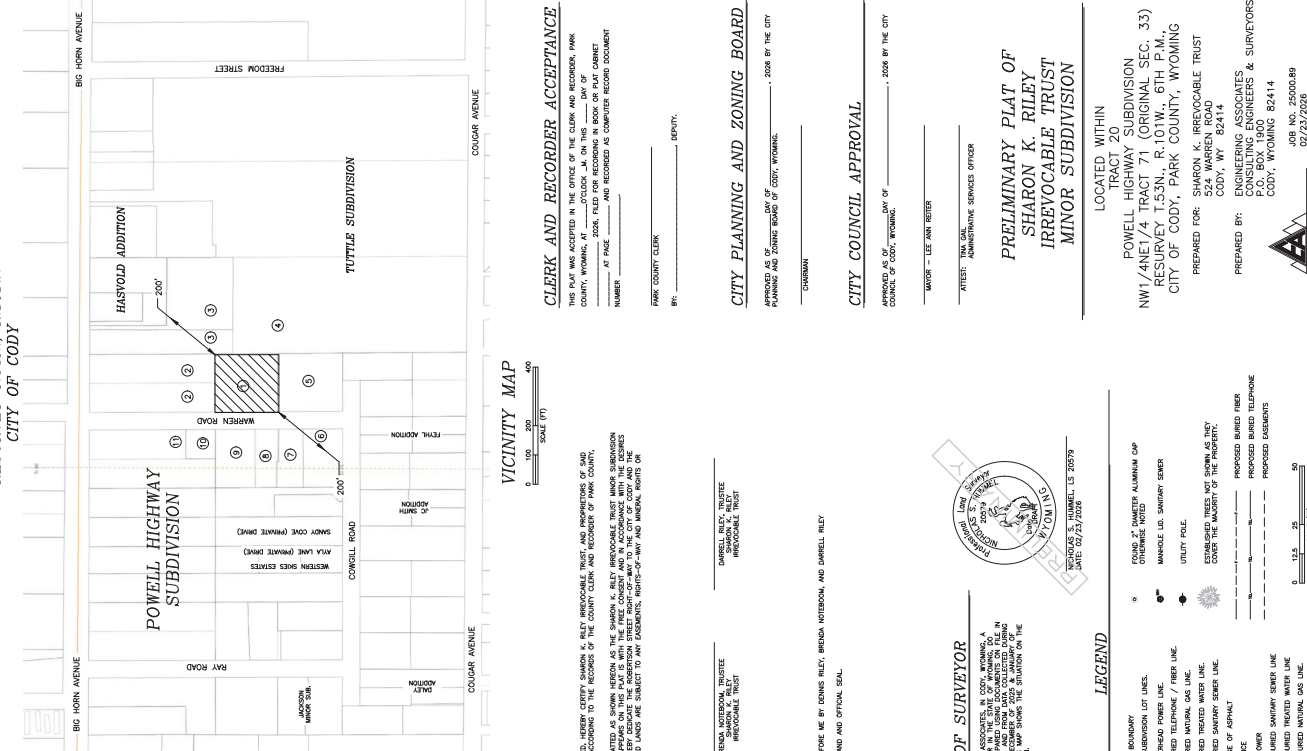
RESURVEY T.53N, R.101W.  
CITY OF CODY

LANDOWNER KEY

- 1 SHARON K. RILEY IRREVOCABLE TRUST, 524 WARREN ROAD, CODY, WY 82414
- 2 WILSON PROPERTIES, 2317 OWENS AVE., CODY, WY 82414
- 3 SCHOOL DISTRICT #6, 2301 COUGAR AVE., CODY, WY 82414
- 4 ALAN D. WILBERT, 620 WARREN ROAD, CODY, WY 82414
- 5 HUGO N. & CORINA MACHO, 415 WARREN ROAD, CODY, WY 82414
- 6 STYLER, LLC, 32 VANADER DRIVE, CODY, WY 82414
- 7 CHARLES & JOSHUA SMITH, 189 ROAD 20, CODY, WY 82414
- 8 MARNA BLACK, 500 WARREN ROAD, CODY, WY 82414
- 9 JOHN & BONNIE NEUBERT, 403 WARREN ROAD, CODY, WY 82414

NOTES

1. REFERENCE IS MADE TO THE CITY OF CODY ZONING ORDINANCES AND WEST CENTRAL ZONE.
2. TOTAL SUBDIVISION ACREAGE = 0.99 ACRES.
3. SUBJECT PARCEL IS MEDIUM - HIGH DENSITY RESIDENTIAL (R3).
4. EXISTING CONTIGUOUS SHOWN 5' MAJOR AND 1' MINOR LINES.



CLERK AND RECORDER ACCEPTANCE

THIS MAP WAS ACCEPTED IN THE OFFICE OF THE CLERK AND RECORDER, PARK COUNTY, WYOMING, AT \_\_\_\_\_ O'CLOCK P.M. ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026. FILED FOR RECORDING IN BOOK OF PLAT DOCUMENT NUMBER \_\_\_\_\_ AND RECORDED AS COMPUTER RECORD DOCUMENT NUMBER \_\_\_\_\_.

PARK COUNTY CLERK \_\_\_\_\_ DEPUTY \_\_\_\_\_

CITY PLANNING AND ZONING BOARD

APPROVED AS TO CONFORMANCE WITH CITY PLANNING AND ZONING BOARD OF CODY, WYOMING, \_\_\_\_\_ 2026 BY THE CITY CLERK \_\_\_\_\_

CITY COUNCIL APPROVAL

APPROVED AS TO CONFORMANCE WITH CITY COUNCIL OF CODY, WYOMING, \_\_\_\_\_ 2026 BY THE CITY CLERK \_\_\_\_\_

WITNESSES: \_\_\_\_\_  
 WITNESS: \_\_\_\_\_  
 WITNESS: \_\_\_\_\_

PRELIMINARY PLAT OF  
 SHARON K. RILEY  
 IRREVOCABLE TRUST  
 MINOR SUBDIVISION

LOCATED WITHIN  
 TRACT 20  
 POWELL HIGHWAY SUBDIVISION  
 NW1/4NE1/4 TRACT 71 (ORIGINAL SEC. 33)  
 RESURVEY T.53N, R.101W, 6TH P.M.,  
 CITY OF CODY, PARK COUNTY, WYOMING

PREPARED FOR: SHARON K. IRREVOCABLE TRUST  
 524 WARREN ROAD  
 CODY, WY 82414

PREPARED BY: ENGINEERING ASSOCIATES  
 CONSULTING ENGINEERS & SURVEYORS  
 1000 S. WYOMING  
 CODY, WYOMING 82414



JOB NO. 250100.89  
 02/23/2026

CERTIFICATE OF OWNER

STATE OF WYOMING } ss.  
 COUNTY OF PARK }

I, \_\_\_\_\_, DO hereby certify that I am the owner of the above described property and that the same is subject to the covenants, conditions, restrictions and easements shown on the attached plat. I hereby agree to defend, maintain, execute and observe the same.

STATE OF WYOMING } ss.  
 COUNTY OF PARK }

I, \_\_\_\_\_, do hereby certify that I am the owner of the above described property and that the same is subject to the covenants, conditions, restrictions and easements shown on the attached plat. I hereby agree to defend, maintain, execute and observe the same.

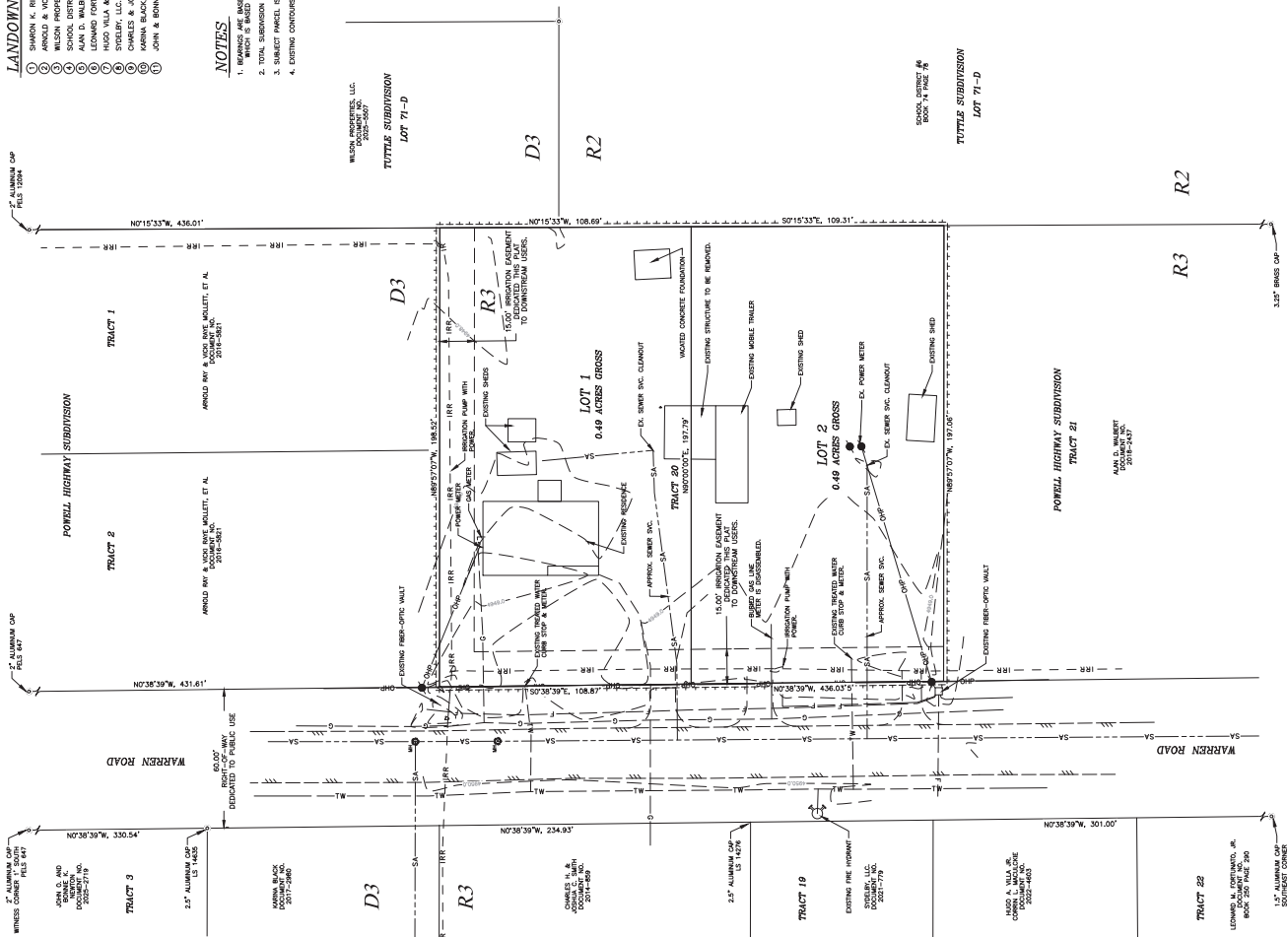
CERTIFICATE OF SURVEYOR

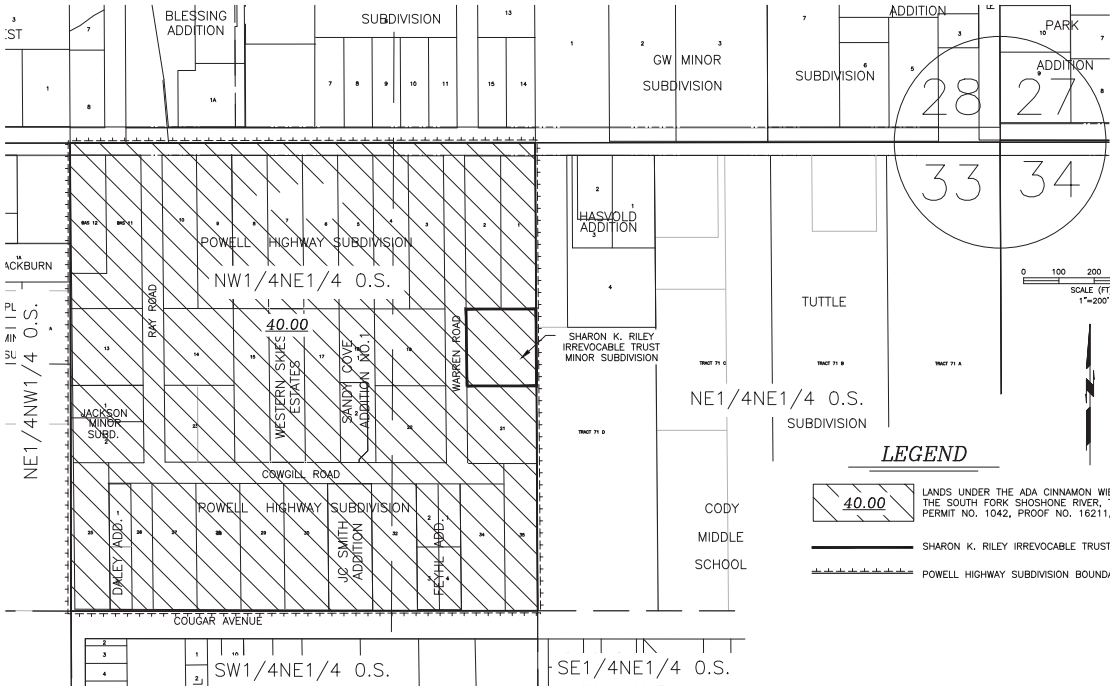
I, \_\_\_\_\_, a duly licensed Professional Engineer and Registered Professional Surveyor in the State of Wyoming, do hereby certify that this plat and proposed subdivision were prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer and Registered Professional Surveyor in the State of Wyoming.



LEGEND

- SUBDIVISION BOUNDARY
- PROPOSED SUBDIVISION LOT LINES
- EXISTING OVERHEAD POWER LINE
- EXISTING BARRIED TELEPHONE / FIBER LINE
- EXISTING BARRIED NATURAL GAS LINE
- EXISTING BARRIED TREATED WATER LINE
- EXISTING BARRIED SANITARY SEWER LINE
- EXISTING FENCE
- EXISTING POWER
- PROPOSED BARRIED SANITARY SEWER LINE
- PROPOSED BARRIED TREATED WATER LINE
- PROPOSED BARRIED NATURAL GAS LINE





**OWNERS CONSENT**

KNOW ALL MEN BY THESE PRESENTS THAT I/WE, THE UNDERSIGNED, HEREBY CERTIFY SHARON K. RILEY IRREVOCABLE TRUST, AND PROPRIETORS OF SAID PARCEL DESCRIBED IN WARRANTY DEED DOCUMENT #2020-8403 ACCORDING TO THE RECORDS OF THE COUNTY CLERK AND RECORDER OF PARK COUNTY, STATE OF WYOMING DO HEREBY CONSENT TO THE WATER DISTRIBUTION PLAN AS SHOWN HEREON.

DENNIS RILEY, TRUSTEE  
SHARON K. RILEY  
IRREVOCABLE TRUST

BRENDA NOTEBOOM, TRUSTEE  
SHARON K. RILEY  
IRREVOCABLE TRUST

DARRELL RILEY, TRUSTEE  
SHARON K. RILEY  
IRREVOCABLE TRUST

STATE OF WYOMING } SS.  
COUNTY OF PARK }

THE FOREGOING CERTIFICATE OF OWNER WAS ACKNOWLEDGED BEFORE ME BY DENNIS RILEY, BRENDA NOTEBOOM, AND DARRELL RILEY

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026, WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

**APPROVAL**

APPROVED BY THE CODY CANAL IRRIGATION DISTRICT  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

ATTEST: \_\_\_\_\_ DENNIS REED - PRESIDENT

STATE OF WYOMING } SS.  
COUNTY OF PARK }

THE FOREGOING OWNER'S CERTIFICATE WAS ACKNOWLEDGED BEFORE ME BY DENNIS REED  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

**LEGEND**

- 40.00 LANDS UNDER THE ADA CINNAMON WIESER APPROPRIATION, DIVERTING FROM THE SOUTH FORK SHOSHONE RIVER, THROUGH THE CODY CANAL UNDER PERMIT NO. 1042, PROOF NO. 16211, WITH A PRIORITY OF AUGUST 7, 1895.
- SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION BOUNDARY
- POWELL HIGHWAY SUBDIVISION BOUNDARY / NW1/4NE1/4 O.S. SECTION 33

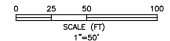
**NOTES**

1. IRRIGATION WATER IS SUPPLIED TO THE SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION BY MEANS OF OPEN AND PIPED DITCH SYSTEM WITHIN THE POWELL HIGHWAY SUBDIVISION.
2. LOTS WITHIN THE SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION SHALL BE SPRINKLE IRRIGATED ONLY.
3. LANDS WITHIN THE SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION ARE RELATIVELY LEVEL, BUT FLOW FROM THE SOUTHWEST TO THE NORTH EAST.
4. CITY OF CODY IS NOT RESPONSIBLE FOR ENSURING PROPER MAINTENANCE OR DISTRIBUTION.
5. OWNERS OF EACH LOT OF SHARON K. RILEY IRREVOCABLE TRUST MS ARE REQUIRED TO CLEAN OUT THE SECTIONS OF DITCH THAT ARE WITHIN EACH LOT ACCORDINGLY.
6. WATER USERS WILL BE RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE, AND REPAIR OF THEIR IRRIGATION SYSTEM.
7. AT THE TIME OF THIS WATER DISTRIBUTION PLAN THERE ARE TWO ACTIVE AUTHORIZATION TO DETACH WATER RIGHTS WITHIN THE NW1/4NE1/4 O.S. SECTION 33. - SEE WESTERN SKIES ESTATES AND JC SMITH ADDITION.

IRRIGATED LANDS UNDER SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION (ACRES)	
ORIGINAL TRACT 20 POWELL HIGHWAY SUB.	ACRES
LOT 1 SHARON K. RILEY IRR. TR. MS	0.49
LOT 2 SHARON K. RILEY IRR. TR. MS	0.49
<b>TOTAL</b>	<b>0.98</b>

**LEGEND**

- SUBDIVISION BOUNDARY
- PROPOSED SUBDIVISION LOT LINES.
- EXISTING IRRIGATION LATERAL DITCH
- PROPOSED EASEMENT
- IRRIGATION DITCH FLOW DIRECTION



**WATER DISTRIBUTION PLAN**  
FOR

**SHARON K. RILEY  
IRREVOCABLE TRUST  
MINOR SUBDIVISION**

- LOCATED IN -

**NW1/4NE1/4  
SECTION 33 (TRACT 71 RESURVEY)  
T.53N., R.101W., 6TH P.M., PARK  
COUNTY, WYOMING**

- MORE PARTICULARLY DESCRIBED AS -

TRACT 20  
POWELL HIGHWAY SUBDIVISION

LANDOWNERS: SHARON K. IRREVOCABLE TRUST  
524 WARREN ROAD  
CODY, WY 82414

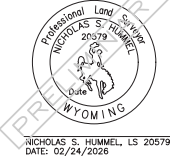
PREPARED BY: ENGINEERING ASSOCIATES  
CONSULTING ENGINEERS & SURVEYORS

JOB NO. 25000.89      FEBRUARY 23, 2026

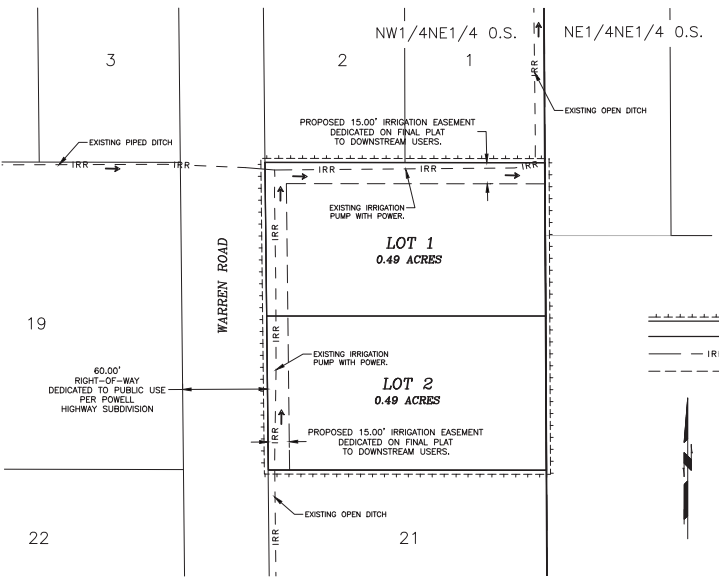


**CERTIFICATE OF SURVEYOR**

I, NICHOLAS S. HUMMEL, OF ENGINEERING ASSOCIATES, IN CODY, WYOMING, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS PLAN WAS PREPARED USING DOCUMENTS ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK, WYOMING STATE ENGINEER'S OFFICE, AND FROM DATA COLLECTED DURING ACTUAL SURVEYS PERFORMED BY ME BETWEEN DECEMBER, 2025 AND JANUARY, 2026; AND THAT IT CORRECTLY REPRESENTS THE WATER DISTRIBUTION PLAN FOR THE SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION, AS SHOWN HEREON.



NICHOLAS S. HUMMEL, LS 20579  
DATE: 02/24/2026



DATE ACCEPTED: \_\_\_\_\_  
STATE ENGINEER'S OFFICE



**ENGINEERING ASSOCIATES**  
**CONSULTING ENGINEERS & SURVEYORS**  
**ENGINEERINGWYOMING.COM**

March 13, 2026

Ms. Jenny Cramer  
Community Development Director  
City of Cody  
1338 Rumsey Avenue  
Cody, WY 82414

**RE: 2 Lot Minor Subdivision – Sharon K. Riley Irrevocable Trust Minor  
Subdivision located at 524 Warren Road**

Dear Utana,

Please find the enclosed the following documentation for submittal on the Preliminary Plat and Final Plat Submittal for above proposed subdivision.

- Updated draft final plat

At this time, we are formally requesting variances on the following:

- Variance to wave the alley requirement.
- Variance from 11-5-1-J – requirement to bury irrigation ditches.
- Variance from 11-4-2-Q- Frontage improvements.

If we can provide any other information to assist in the submittal, please let us know and are looking forward to P&Z/City Council.

Sincerely,  
ENGINEERING ASSOCIATES

---

Nicholas Hummel, PLS  
Engineering Associates  
(307) 321-7468  
nick.hummel@eaengineers.com

Engineering Associates cc: File 25000.89

P.O. BOX 1900 • CODY, WYOMING 82414 • (307) 587-4911  
A WYOMING CORPORATION

**From:** [jerry Bales](#)  
**To:** [Nicholas S. Hummel](#)  
**Cc:** [Mary Reed](#)  
**Subject:** Re: CCID - Riley Minor Sub Project  
**Date:** Tuesday, February 17, 2026 9:33:13 AM  
**Attachments:** [Outlook-fqp2t5na.png](#)  
[Outlook-djebgxf.png](#)

---

Nic

With this being a private lateral, I will support Dennis Baxter's opinion. I know that from prior experience that this section of ditch needs to be cleaned regularly. So if piped there would be a good chance of the pipe silting up, with difficulty, and expensive to clean.

Sincerely

Jerry Bales  
Manager  
Cody Canal

---

**From:** Nicholas S. Hummel <Nick.Hummel@EAengineers.com>  
**Sent:** Friday, February 13, 2026 7:48 PM  
**To:** jerry Bales <jbales.ccanal@gmail.com>  
**Cc:** Mary Reed <Mary@mreattorneys.com>  
**Subject:** CCID - Riley Minor Sub Project

Jerry,

Attached is the response from Dennis Baxter. Can we get a response on behalf of CCID for the same portion of this project? The City of Cody is requiring us to share these responses.

Right now I am planning to put this (ownership maintenance situation) on the final plat.

Thank you,

**NICHOLAS S. HUMMEL, PLS (WY)**

429 Broadway | Thermopolis, WY 82443 | Website: [eaengineers.com](http://eaengineers.com)  
Office: (307) 587-4911 | Cell: (307) 321-7468 | Email: [nick.hummel@eaengineers.com](mailto:nick.hummel@eaengineers.com)  
[../..../..../Tamara/Desktop/Cody/eaengineers.com]



**From:** [Dennis Baxter](#)  
**To:** [Nicholas S. Hummel](#)  
**Subject:** Irrigation Ditch  
**Date:** Thursday, February 12, 2026 11:33:13 AM

---

I Dennis Baxter have met with Nick Hummel regarding a ditch on Warren Road. I have no problem with leaving an open ditch. Person or persons owning the property must maintain the ditch (Cleaned and dug out). They need to sign an agreement to do so. (Dennis Baxter)

**OWNERS CONSENT**

KNOW ALL MEN BY THESE PRESENTS THAT I, THE UNDERSIGNED, HEREBY CERTIFY SHARON K. RILEY IRREVOCABLE TRUST, AND PROPRIETORS OF SAID PARCEL DESCRIBED IN WARRANTY DEED DOCUMENT #2020-8403 ACCORDING TO THE RECORDS OF THE COUNTY CLERK AND RECORDER OF PARK COUNTY, STATE OF WYOMING DO HEREBY CONSENT TO THE WATER DISTRIBUTION PLAN AS SHOWN HEREON.

DENNIS RILEY, TRUSTEE  
IRREVOCABLE TRUST

BRENDIA NOTEBOM, TRUSTEE  
IRREVOCABLE TRUST

DARRELL RILEY, TRUSTEE  
IRREVOCABLE TRUST

STATE OF WYOMING } SS.  
COUNTY OF PARK

THE FOREGOING CERTIFICATE OF OWNER WAS ACKNOWLEDGED BEFORE ME BY DENNIS RILEY, BRENDIA NOTEBOM, AND DARRELL RILEY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026, WITNESS MY HAND AND OFFICIAL SEAL.  
MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

**APPROVAL**

APPROVED BY THE CODY CANAL IRRIGATION DISTRICT  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

ATTEST: DENNIS REED - PRESIDENT

STATE OF WYOMING } SS.  
COUNTY OF PARK

THE FOREGOING OWNER'S CERTIFICATE WAS ACKNOWLEDGED BEFORE ME BY DENNIS REED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.  
WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: \_\_\_\_\_  
NOTARY PUBLIC

**WATER DISTRIBUTION PLAN**  
FOR

SHARON K. RILEY  
IRREVOCABLE TRUST  
MINOR SUBDIVISION

- LOCATED IN -  
NW1/4NE1/4

SECTION 33 (TRACT 71 RESURVEY)  
T.53N., R.101W., 6TH P.M., PARK  
COUNTY, WYOMING

- MORE PARTICULARLY DESCRIBED AS -  
TRACT 20  
POWELL HIGHWAY SUBDIVISION

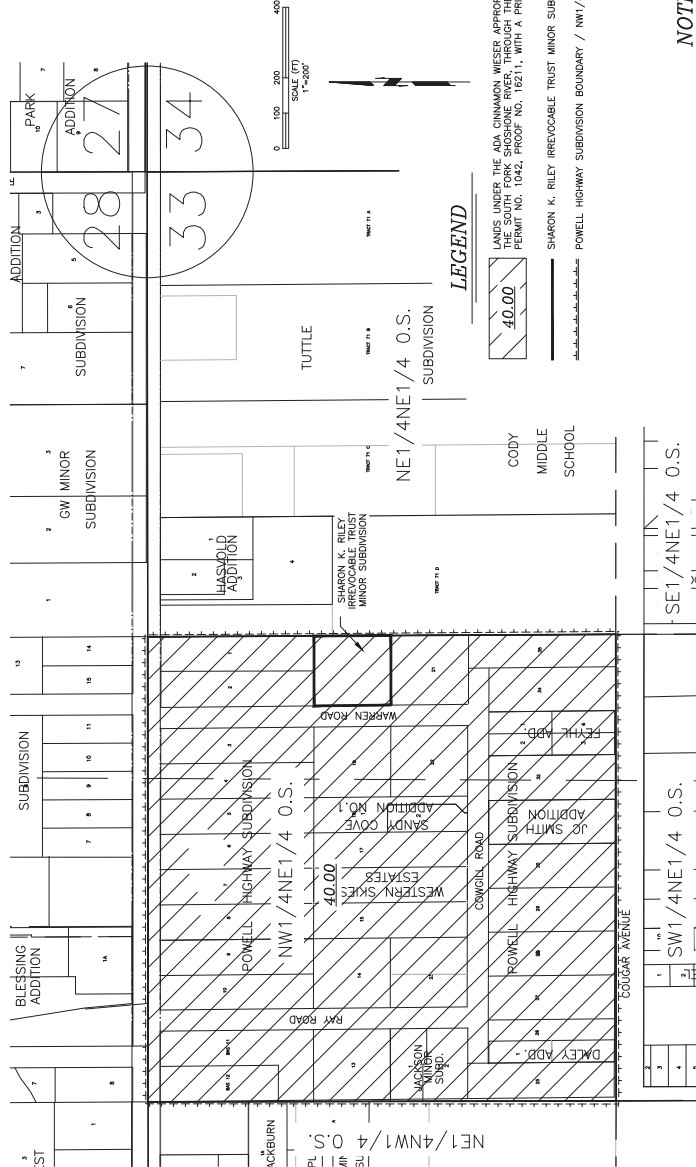
LANDOWNERS: SHARON K. IRREVOCABLE TRUST  
524 WARREN ROAD  
CODY, WY 82414

PREPARED BY: ENGINEERING ASSOCIATES  
CONSULTING ENGINEERS & SURVEYORS

JOB NO. 25000.89  
FEBRUARY 23, 2026



ATTENTION OF THIS PLAN OTHER THAN BY THE ABOVE CERTIFYING PROFESSIONAL LAND SURVEYOR OR AS OTHERWISE ALLOWED BY LAW MAY AFFECT LIABILITY FOR THE ACCURACY OF SAID PLAN.  
P:\2025\Cody 25000.00 - 25199.00\25000.89 Misc. Surveys\25000.89 Riley WDP & ADWR.dwg WDP 2/24/26 NICK  
SHEET 1 OF 1



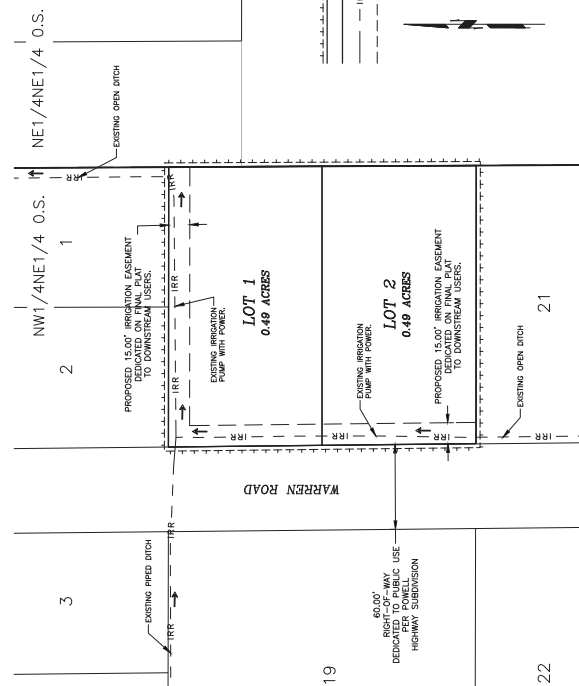
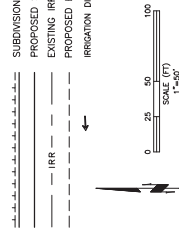
**NOTES**

1. IRRIGATION WATER IS SUPPLIED TO THE SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION BY MEANS OF OPEN AND PIPED DITCH SYSTEM WITHIN THE POWELL HIGHWAY SUBDIVISION.
2. LOTS WITHIN THE SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION SHALL BE SPRINKLE IRRIGATED ONLY.
3. LANDS WITHIN THE SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION ARE RELATIVELY LEVEL, BUT FLOW FROM THE SOUTHWEST TO THE NORTH EAST.
4. MAINTENANCE OR DISTRIBUTION.
5. OWNERS OF EACH LOT OF SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION SHALL BE RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE, AND REPAIR OF THEIR IRRIGATION SYSTEM.
6. WATER USERS WILL BE RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE, AND REPAIR OF THEIR IRRIGATION SYSTEM.
7. AT THE TIME OF THIS WATER DISTRIBUTION PLAN, THERE ARE TWO ACTIVE AUTHORIZATIONS TO DETACH WATER RIGHTS WITHIN THE NW1/4NE1/4 O.S. SECTION 33. - SEE WESTERN SKIES ESTATES AND JC SMITH ADDITION.

IRRIGATED LANDS UNDER SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION (ACRES)	ACRES
ORIGINAL TRACT 20 POWELL HIGHWAY SUB.	0.49
SHARON K. RILEY IRR. TR. MS LOT 1	0.49
SHARON K. RILEY IRR. TR. MS LOT 2	0.98
TOTAL	0.98

**LEGEND**

- SUBDIVISION BOUNDARY
- PROPOSED SUBDIVISION LOT LINES.
- EXISTING IRRIGATION LATERAL DITCH
- PROPOSED EASEMENT
- IRRIGATION DITCH FLOW DIRECTION



DATE ACCEPTED: \_\_\_\_\_  
STATE ENGINEER'S OFFICE



Jenny Cramer <jcramer@codywy.gov>

---

## Re: [Community Development] Sharon K. Riley Irrevocable Trust Minor Subdivision Review

1 message

---

**James Keenan** <jkeenan@codywy.gov>  
To: Jenny Cramer <jcramer@codywy.gov>

Mon, Mar 9, 2026 at 10:03 AM

Jenny,

This one is not the one I was thinking of with the wonky water line. This one has a water service and a sewer service on each lot, so they should be good to go.

James K

On Wed, Mar 4, 2026 at 9:58 AM Jenny Cramer <jcramer@codywy.gov> wrote:

Good Morning,

Attached please find a preliminary plat (1 copy with aerial view and 1 without) and a draft final plat for the proposed Sharon K. Riley Irrevocable Trust Minor Subdivision (splitting into two lots). Here is a link to the property on mapserver: [https://maps.terragis.net/park/map#zcr=16.918515958982297/-12138159.561753334/5548000.3043022035/0&lyrs=a25,statefed,water,cities,ownership,roads&filter=\(pidn%20in\('05022800020001'\)\)](https://maps.terragis.net/park/map#zcr=16.918515958982297/-12138159.561753334/5548000.3043022035/0&lyrs=a25,statefed,water,cities,ownership,roads&filter=(pidn%20in('05022800020001')))

They currently have two residences on the property and utilities serving both.

We are hoping to get this on the March 19th agenda, but would need your responses by March 13th. I understand that is short notice and appreciate whatever you can do within reason! We can push it out if necessary.

Please let me know if you have any questions.

Thank you!

--

Jenny Cramer  
City Planner  
**City of Cody**  
PO Box 2200  
<1338 Rumsey Ave.>  
<Cody, WY 82414>  
Phone: (307) 527-3475  
Fax: (307) 527-6532

*DISCLAIMER: <City of Cody> electronic correspondence and associated file attachments are public records and may be subject to disclosure in the event of a public records request.*

--

**James Keenan**

City of Cody  
Water Systems and Sanitation Superintendent  
307-587-2958  
<codywy.gov>



Jenny Cramer <jcramer@codywy.gov>

---

## RE: [Utilities] Sharon K. Riley Irrevocable Trust Minor Subdivision Review

1 message

---

**Bennett, Seth** <Seth.Bennett@blackhillscorp.com>

Wed, Mar 4, 2026 at  
11:29 AM

To: Jenny Cramer <jcramer@codywy.gov>

Hey Jenny,

I went down and looked at this and everything looks good on our end.

Thank you,

Seth Bennett | Black Hills Energy | Utility Construction  
Planner | Mobile: 307-254-2017 | Other: 307-899-2602 |  
[www.blackhillsenergy.com](http://www.blackhillsenergy.com)

---

**From:** Jenny Cramer <jcramer@codywy.gov>

**Sent:** Wednesday, March 4, 2026 9:58 AM

**To:** Utilities <utilities@codywy.gov>; Community Development Review  
<communitydevreview@codywy.gov>

**Subject:** [Utilities] Sharon K. Riley Irrevocable Trust Minor Subdivision Review

**\*\* EXTERNAL EMAIL. Is this an expected email? STOP and THINK before clicking links or opening attachments. \*\***

Good Morning,

Attached please find a preliminary plat (1 copy with aerial view and 1 without) and a draft final plat for the proposed Sharon K. Riley Irrevocable Trust Minor Subdivision (splitting into two lots). Here is a link to the property on mapserver: [https://maps.terragis.net/park/map#zcr=16.918515958982297/-12138159.561753334/5548000.3043022035/0&lyrs=a25,statefed,water,cities,ownership,roads&filter=\(pidn%20in\('05022800020001'\)\)](https://maps.terragis.net/park/map#zcr=16.918515958982297/-12138159.561753334/5548000.3043022035/0&lyrs=a25,statefed,water,cities,ownership,roads&filter=(pidn%20in('05022800020001')))

They currently have two residences on the property and utilities serving both.

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Please let me know if you have any questions.

Thank you!

--

Jenny Cramer

*City Planner*



Jenny Cramer <jcramer@codywy.gov>

# Re: [Community Development] RE: [EXTERNAL] [Utilities] Sharon K. Riley Irrevocable Trust Minor Subdivision Review

1 message

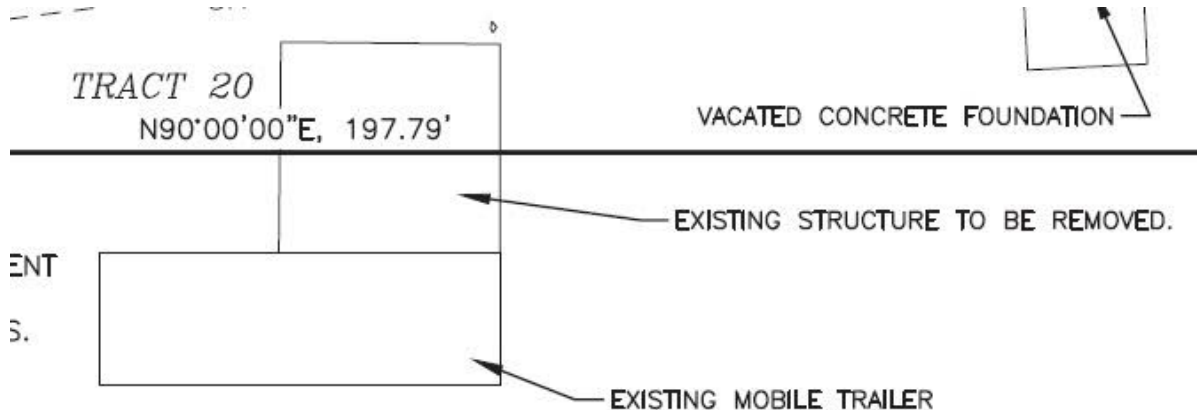
Sean Collier <scollier@codywy.gov>

Wed, Mar 4, 2026 at 4:01 PM

To: "Cole, Matthew" <Matthew.Cole@charter.com>

Cc: Jenny Cramer <jcramer@codywy.gov>, Utilities <utilities@codywy.gov>, Community Development Review <communitydevreview@codywy.gov>

As long as the existing structure that is attached to the mobile home is removed, and the removal does not cause damage to the trailer, we have no issues.



On Wed, Mar 4, 2026 at 1:23 PM 'Cole, Matthew' via Community Development Review <communitydevreview@codywy.gov> wrote:

We do have service there already at both lots, we do not need any changes at this time, thank you for sending that.

**From:** Jenny Cramer <jcramer@codywy.gov>

**Sent:** Wednesday, March 4, 2026 9:58 AM

**To:** Utilities <utilities@codywy.gov>; Community Development Review



Jenny Cramer <jcramer@codywy.gov>

# Re: [Community Development] RE: [EXTERNAL] [Utilities] Sharon K. Riley Irrevocable Trust Minor Subdivision Review

1 message

Eric Asay <easay@codywy.gov>

Tue, Mar 10, 2026 at 8:44 AM

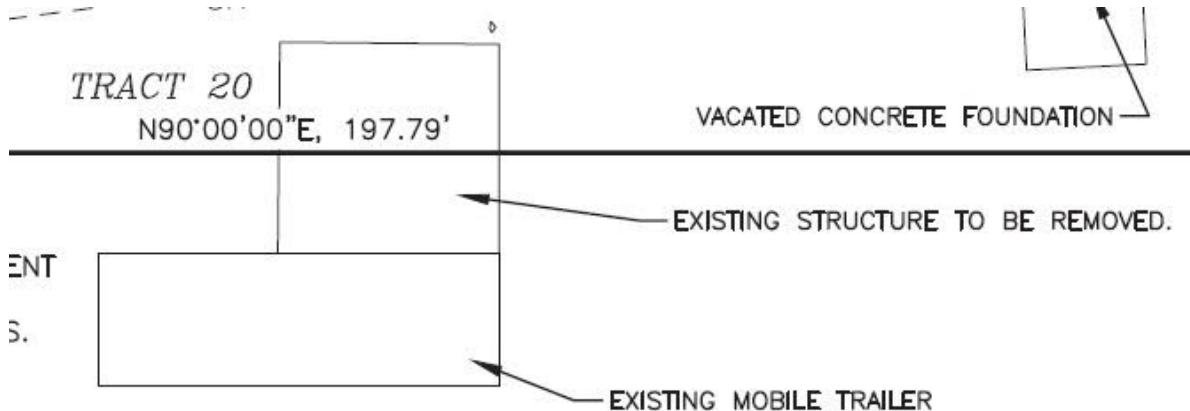
To: Sean Collier <scollier@codywy.gov>

Cc: "Cole, Matthew" <Matthew.Cole@charter.com>, Jenny Cramer <jcramer@codywy.gov>, Utilities <utilities@codywy.gov>, Community Development Review <communitydevreview@codywy.gov>

No comments here.

On Wed, Mar 4, 2026 at 4:02 PM Sean Collier <scollier@codywy.gov> wrote:

As long as the existing structure that is attached to the mobile home is removed, and the removal does not cause damage to the trailer, we have no issues.



On Wed, Mar 4, 2026 at 1:23 PM 'Cole, Matthew' via Community Development Review <communitydevreview@codywy.gov> wrote:

We do have service there already at both lots, we do not need any changes at this time, thank you for sending that.



Jenny Cramer <jcramer@codywy.gov>

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**RE: [EXTERNAL] [Utilities] Sharon K. Riley Irrevocable Trust Minor Subdivision Review**

1 message

---

**Cole, Matthew** <Matthew.Cole@charter.com>

Wed, Mar 4, 2026 at 1:23 PM

To: Jenny Cramer <jcramer@codywy.gov>, Utilities <utilities@codywy.gov>, Community Development Review <communitydevreview@codywy.gov>

We do have service there already at both lots, we do not need any changes at this time, thank you for sending that.

---

**From:** Jenny Cramer <jcramer@codywy.gov>

**Sent:** Wednesday, March 4, 2026 9:58 AM

**To:** Utilities <utilities@codywy.gov>; Community Development Review <communitydevreview@codywy.gov>

**Subject:** [EXTERNAL] [Utilities] Sharon K. Riley Irrevocable Trust Minor Subdivision Review

CAUTION: The e-mail below is from an external source. Please exercise caution before opening attachments, clicking links, or following guidance.

Good Morning,

Attached please find a preliminary plat (1 copy with aerial view and 1 without) and a draft final plat for the proposed Sharon K. Riley Irrevocable Trust Minor Subdivision (splitting into two lots). Here is a link to the property on mapserver: [https://maps.terragis.net/park/map#zcr=16.918515958982297/-12138159.561753334/5548000.3043022035/0&lyrs=a25,statefed,water,cities,ownership,roads&filter=\(pidn%20in\('05022800020001'\)\)](https://maps.terragis.net/park/map#zcr=16.918515958982297/-12138159.561753334/5548000.3043022035/0&lyrs=a25,statefed,water,cities,ownership,roads&filter=(pidn%20in('05022800020001')))

They currently have two residences on the property and utilities serving both.

We are hoping to get this on the March 19th agenda, but would need your responses by March 13th. I understand that is short notice and appreciate whatever you can do within reason! We can push it out if necessary.

Please let me know if you have any questions.

Thank you!

--

Jenny Cramer

*City Planner*

**City of Cody**

PO Box 2200

[1338 Rumsey Ave.](#)

[Cody, WY 82414](#)

<b>Meeting Date:</b> March 19, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Jenny Cramer
-------------------------------------------------------------------------------------------------------------------------

**AGENDA ITEM SUMMARY REPORT**

**Consider the Final Plat of the Sharon K. Riley Irrevocable Trust Minor Subdivision.**

**PROPOSED ACTION:**

Recommend to City Council approval of the Final Plat with staff recommended conditions, approval with modified conditions or denial.

**SUMMARY OF INFORMATION:**

See the attached staff report.

**FISCAL IMPACT:**

**ATTACHMENTS:**

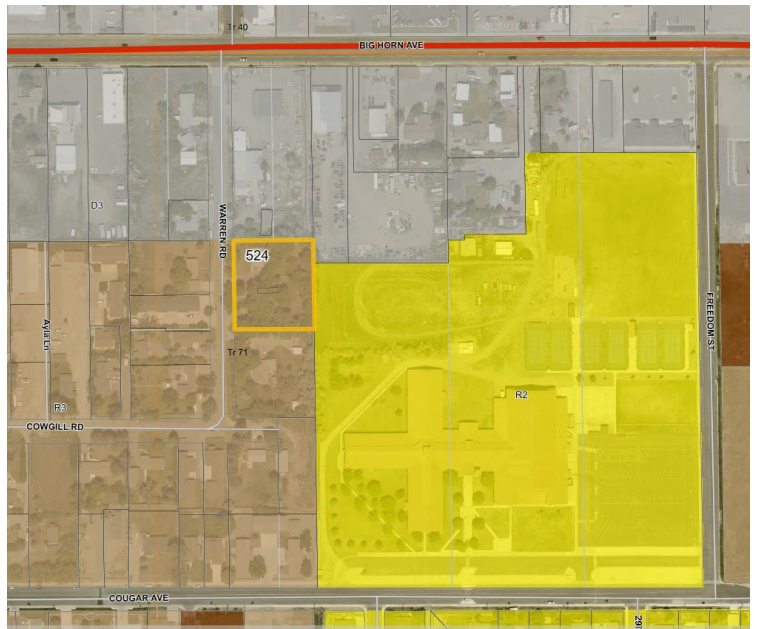
1. PZ Staff Rpt Riley Trust Minor Subdivision Final Plat
2. 25000.89 Riley-Final Plat Draft -3-13-26

**CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD  
STAFF REPORT**

<b>MEETING DATE:</b>	MARCH 19, 2026	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	
<b>SUBJECT:</b>	THE SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION FINAL PLAT REVIEW	RECOMMENDATION TO COUNCIL:	X
<b>PREPARED BY:</b>	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT OVERVIEW**

A minor subdivision final plat review application has been received from Engineering Associates on behalf of the Sharon K. Riley Irrevocable Trust at 524 Warren Road. The proposed subdivision is called *the Sharon K. Riley Irrevocable Trust Minor Subdivision*. The request is to split the 0.98-acre lot into two (2), 0.49-acre lots. The property is currently developed with two residences and separate utility services on each proposed lot. The property is within the Medium-High Density Residential (R-3) zoning district.



The final plat was circulated to the various city departments and utility companies for review and comments. Their comments are attached to this report.

**SUBDIVISION REGULATIONS**

The general subdivision ordinance requirements are addressed in the preliminary plat review. The following subdivision variances are requested:

**Subdivision Variances:**

1. To waive the alley requirement. (City Code Section 11-4-2P)
2. To waive the curb, gutter, sidewalk requirement. (City Code Section 11-4-2Q)
3. To waive the requirement for all open irrigation ditches to be buried or eliminated. (City Code Section 11-5-1J)

Supplemental Materials Required for Final Plat (City Code Section 11-3-3B):

1. Water Rights: A Water Distribution Plan has been submitted with the application materials (and is attached). It has been approved by the Cody Canal Irrigation District Board and approval by the State Engineer's Office must be provided before the Mayor will sign the final plat mylar.
2. Utility company statements have been received and are attached to the staff report.
3. Provided the variances requested are granted, no subdivision improvements are proposed or will be required.
4. No covenants are required or proposed at this time.
5. Evidence of ownership has been provided by a title company as required.

**RECOMMENDATION:**

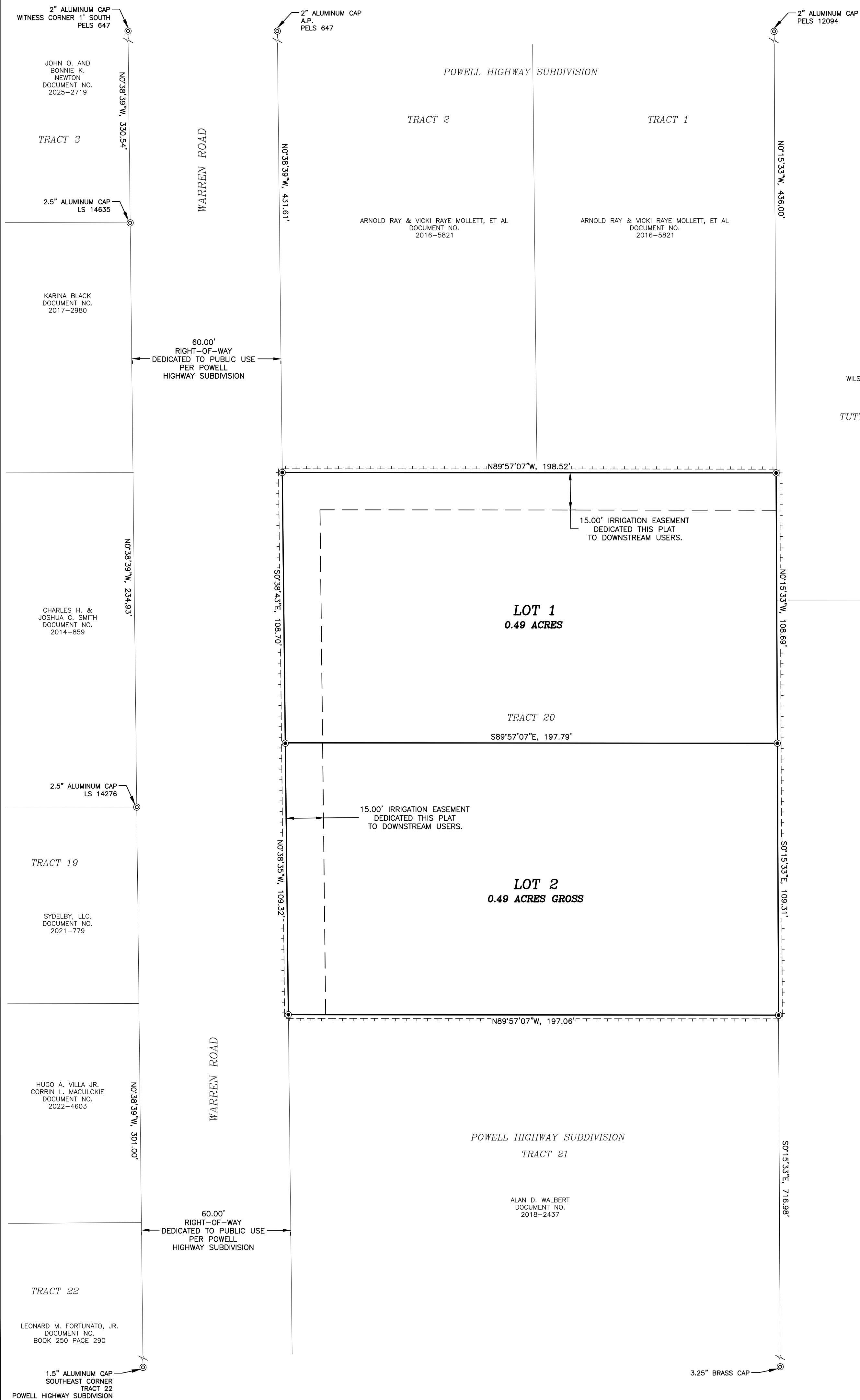
It is recommended that the Planning and Zoning Board recommend to City Council the approval of the Sharon K. Riley Irrevocable Trust Minor Subdivision final plat, subject to the following variances and conditions:

Subdivision Variance:

1. To waive the alley requirement. (City Code Section 11-4-2P)
2. To waive the curb, gutter, sidewalk requirement. (City Code Section 11-4-2Q)
3. To waive the requirement for all open irrigation ditches to be buried or eliminated. (City Code Section 11-5-1J)

Conditions

1. The structure crossing the common lot line will be removed prior to the execution and recording of the final plat.
2. Approval of the Water Distribution Plan is required by the State Engineer's Office prior to Mayor signature of the final plat for recording.
3. After the final plat is approved by the council, it shall be recorded in the office of the county clerk not less than one hundred (100) days after the date of approval by the council, or the approval shall be considered null and void, unless written application for an extension of time is made to and granted by the council.

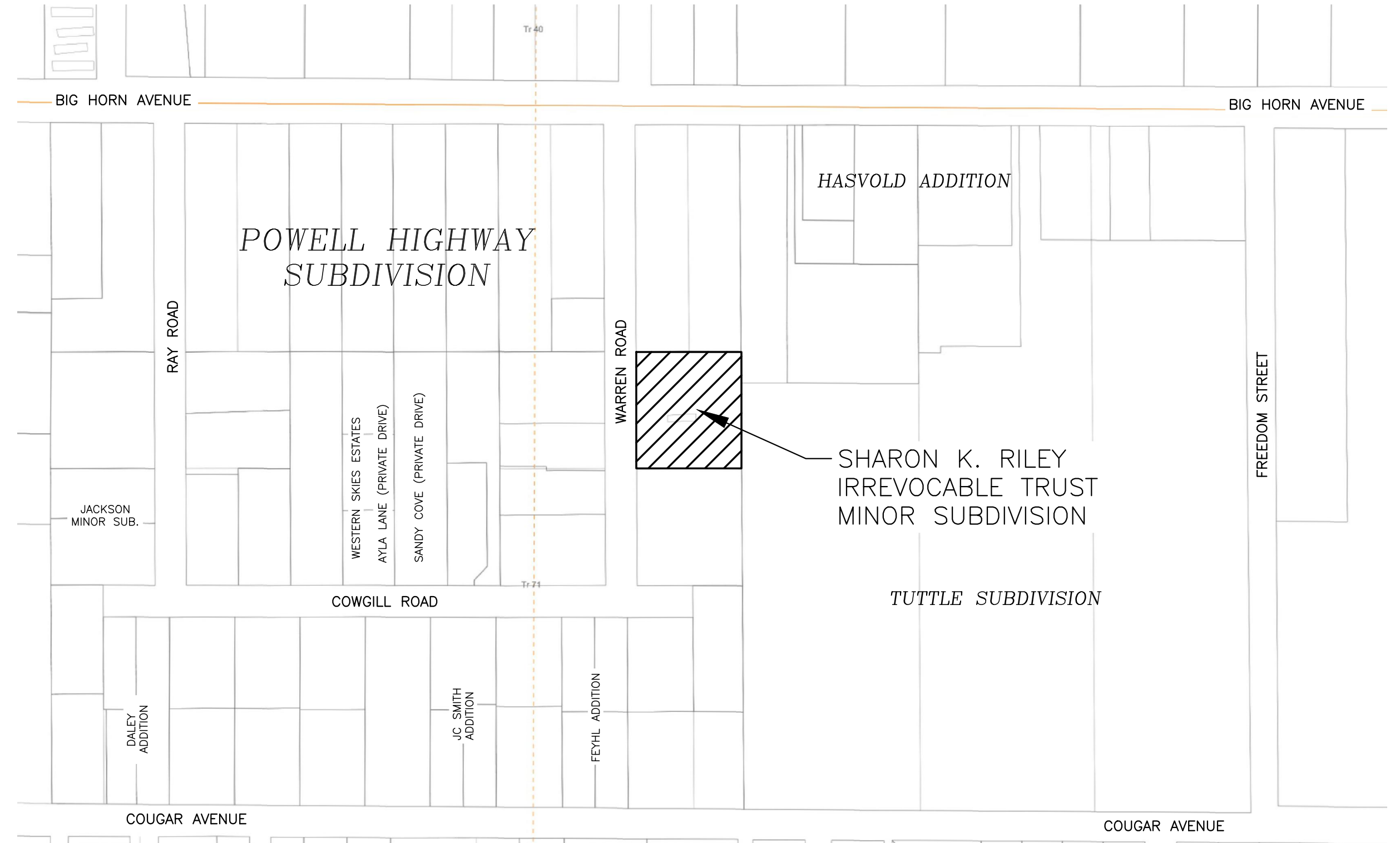


**APPROVED SUBDIVISION VARIANCES**

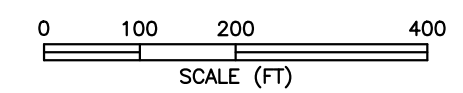
- VARIANCE TO WAIVE THE ALLEY REQUIREMENT.
- VARIANCE FROM 11-5-1-J - REQUIREMENT TO BURY IRRIGATION DITCHES.
- VARIANCE FROM 11-4-2-Q - FRONTAGE IMPROVEMENTS.

**NOTES**

- BEARINGS ARE BASED ON THE CITY OF CODY COORDINATE SYSTEM, WHICH IS BASED ON THE WYOMING COORDINATE SYSTEM NAD83 WEST CENTRAL ZONE.
- TOTAL SUBDIVISION ACREAGE = 0.99 ACRES.
- SUBJECT PARCEL IS MEDIUM - HIGH DENSITY RESIDENTIAL (R3).
- FUTURE IMPROVEMENT DISTRICTS FOR THE DEVELOPMENT OF CURB, GUTTER AND SIDEWALKS SHALL BE SUPPORTED BY FUTURE OWNERS OF THE LOTS.



**VICINITY MAP**



**CERTIFICATE OF OWNER**

STATE OF WYOMING }  
COUNTY OF PARK } SS.  
KNOW ALL MEN BY THESE PRESENTS THAT I/WE, THE UNDERSIGNED, HEREBY CERTIFY SHARON K. RILEY IRREVOCABLE TRUST, AND PROPRIETORS OF SAID PARCEL DESCRIBED IN QUITCLAIM DEED DOCUMENT #2020-8404 ACCORDING TO THE RECORDS OF THE COUNTY CLERK AND RECORDER OF PARK COUNTY, STATE OF WYOMING;  
THAT WE HAVE CAUSED SAID PROPERTY TO BE SURVEYED AND PLATTED AS SHOWN HEREON AS THE SHARON K. RILEY IRREVOCABLE TRUST MINOR SUBDIVISION LOCATED WITHIN THE CITY OF CODY; THAT THE SUBDIVISION AS APPEARS ON THIS PLAT IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS; THAT WE HEREBY DEDICATE THE EASEMENTS LABELED HEREON TO THE USES SO NOTED; THAT SAID LANDS ARE SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY AND MINERAL RIGHTS OR RESERVATIONS ON RECORD.

DENNIS RILEY, TRUSTEE  
SHARON K. RILEY  
IRREVOCABLE TRUST

BRENDA NOTEBOOM, TRUSTEE  
SHARON K. RILEY  
IRREVOCABLE TRUST

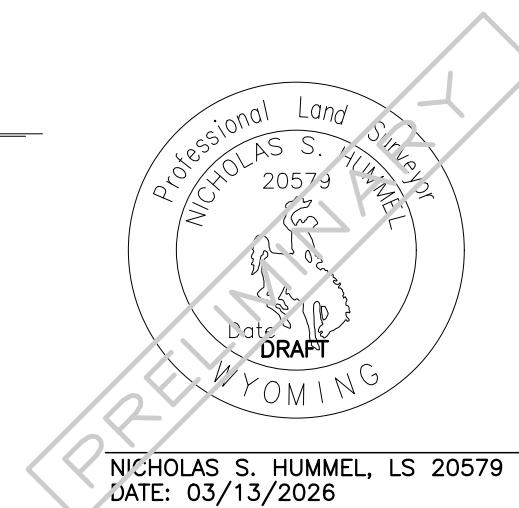
DARRELL RILEY, TRUSTEE  
SHARON K. RILEY  
IRREVOCABLE TRUST

STATE OF WYOMING }  
COUNTY OF PARK } SS.  
THE FOREGOING CERTIFICATE OF OWNER WAS ACKNOWLEDGED BEFORE ME BY DENNIS RILEY, BRENDA NOTEBOOM, AND DARRELL RILEY  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026, WITNESS MY HAND AND OFFICIAL SEAL.  
MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

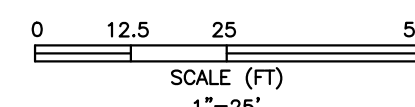
**CERTIFICATE OF SURVEYOR**

I, NICHOLAS S. HUMMEL, OF ENGINEERING ASSOCIATES, IN CODY, WYOMING, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED USING DOCUMENTS ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK, AND FROM DATA COLLECTED DURING ACTUAL SURVEYS PERFORMED BY ME IN DECEMBER OF 2025 & JANUARY OF 2026; AND, THAT TO MY KNOWLEDGE, THIS MAP SHOWS THE SITUATION ON THE GROUND AT THE TIME OF ITS PREPARATION.



**LEGEND**

- ⊙ FOUND MONUMENT AS NOTED.
- ⊙ SET 2" ALUMINUM CAP ON 5/8"x24" REBAR
- SUBDIVISION BOUNDARY
- SUBDIVISION LOT LINES.
- EXISTING EASEMENT
- EASEMENTS DEDICATED THIS PLAT



**CLERK AND RECORDER ACCEPTANCE**

THIS PLAT WAS ACCEPTED IN THE OFFICE OF THE CLERK AND RECORDER, PARK COUNTY, WYOMING, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026, FILED FOR RECORDING IN BOOK OR PLAT CABINET \_\_\_\_\_ AT PAGE \_\_\_\_\_ AND RECORDED AS COMPUTER RECORD DOCUMENT NUMBER \_\_\_\_\_.

PARK COUNTY CLERK  
By: \_\_\_\_\_, DEPUTY.

**CITY PLANNING AND ZONING BOARD**

APPROVED AS OF \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026 BY THE CITY PLANNING AND ZONING BOARD OF CODY, WYOMING.  
CHAIRMAN \_\_\_\_\_

**CITY COUNCIL APPROVAL**

APPROVED AS OF \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026 BY THE CITY COUNCIL OF CODY, WYOMING.  
MAYOR - LEE ANN REITER  
ATTEST: TINA GAIL, ADMINISTRATIVE SERVICES OFFICER

**DRAFT FINAL PLAT OF  
SHARON K. RILEY  
IRREVOCABLE TRUST  
MINOR SUBDIVISION**

LOCATED WITHIN  
TRACT 20  
POWELL HIGHWAY SUBDIVISION  
NW1/4NE1/4 TRACT 71 (ORIGINAL SEC. 33)  
RESURVEY T.53N., R.101W., 6TH P.M.,  
CITY OF CODY, PARK COUNTY, WYOMING

PREPARED FOR: SHARON K. IRREVOCABLE TRUST  
524 WARREN ROAD  
CODY, WY 82414

PREPARED BY: ENGINEERING ASSOCIATES  
CONSULTING ENGINEERS & SURVEYORS  
P.O. BOX 1900  
CODY, WYOMING 82414



JOB NO. 25000.89  
03/13/2026