

City of Cody Planning, Zoning and Adjustment Board

Thursday, April 2, 2026-12:00 PM

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

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 April 2, 2026 meeting.
Staff Reference: Jenny Cramer
- b. Approval of the Minutes from the March 19, 2026 meeting.
Staff Reference: Jenny Cramer
- c. Approve Resolution PZ 26-04: Approval of Conditional Use Permit for Jared & Rebekah Stevenson to Operate a Large-Scale Home Occupation at 1431 Salsbury Avenue.
Staff Reference: Jenny Cramer
- d. Approve Resolution PZ 26-05: Approval of a Special Exemption for Jared & Rebekah Stevenson from a Side Yard Setback at 1431 Salsbury Avenue.
Staff Reference: Jenny Cramer
- e. Approve Resolution PZ 26-06: Approval of Sign Plan Review for Tire Rama at 2130 Big Horn Avenue.
Staff Reference: Jenny Cramer
- f. Approve Resolution PZ 26-07: Recommendation to Approve Sharon K. Riley Irrevocable Trust Minor Subdivision Preliminary Plat.
Staff Reference: Jenny Cramer
- g. Approve Resolution PZ 26-08: Recommendation to Approve Sharon K. Riley Irrevocable Trust Minor Subdivision Final Plat.
Staff Reference: Jenny Cramer

2. Public Hearing

- a. Public Hearing for a Special Exemption request at 1901 Mountain View Drive, to allow placement of a sign partially within the City Right-of-Way.
Staff Reference: Jenny Cramer

3. Tabled Items

4. New Business

- a. Consider Special Exemption Request at 1901 Mountain View Drive to allow placement of a sign partially within City Right-of-Way.
Staff Reference: Jenny Cramer
- b. Sign Review at 1901 Mountain View Drive - Amadeus Square, LLC
Staff Reference: Jenny Cramer
- c. Consider Architecture, Landscape and Sign plan review for Bighorn Sheds Display on Sheridan Avenue.
Staff Reference: Jenny Cramer
- d. Consider Downtown Architectural Plan for Modification to Exterior Storefront of 1321 Sheridan Avenue.
Staff Reference: Jenny Cramer

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

6. Council Update

7. Matters from Staff Members

- a. WYOPASS Spring Conference in Riverton May 21-22, 2026.
Staff Reference: Jenny Cramer

8. Adjournment

Upcoming Meetings:
April 16, 2026
May 7, 2026
May 21, 2026

The public is invited to attend all Planning, Zoning and Adjustment Board meetings. If you need special accommodations to participate in the meeting, please call the City office at (307) 527-7511 at least 24 hours in advance of the meeting.

City of Cody
Planning, Zoning and Adjustment Board Proceedings
March 19, 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 19, 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 Erin Welty; City Attorney Scott Kolpitcke; City Planner Jenny Cramer; Community Development Director Utana Dye; Public Works Director Phillip Bowman; Staff Engineer Kris Bruxvoort and Hannah Witwicki Administrative Coordinator Officer.

Absent: P&Z Board Members Sarah Miles and Ian Morrison

P&Z Board Member Dan C. Holler made a motion seconded by P&Z Board Member Erin Welty to approve the consent calendar. The vote was unanimous. The motion passed.

Public Hearing for a Conditional Use Permit application at 1431 Salsbury Avenue, to allow a large-scale home occupation use.

Opened at 12:04 PM

No one spoke for or against.

Closed at 12:05 PM

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.

Opened 12:06 PM

No one spoke for or against.

Closed 12:07 PM

City Planner Jenny Cramer presented the Conditional Use Permit request at 1431 Salsbury Ave., to allow a large-scale home occupation use.

Carla Egelhoff made a motion seconded by Erin Welty to approve the Conditional Use Permit request at 1431 Salsbury Ave., to allow a large-scale home occupation use with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Special Exemption request at 1431 Salsbury Avenue to allow a reduced setback for an accessory building.

Erin Welty made a motion seconded by Kathryn Kyle to approve the Special Exemption request at 1431 Salsbury Avenue to allow a reduced setback for an accessory building, with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Sign Review application at 2130 Big Horn Avenue for Tire Rama.

Erin Welty made a motion seconded by Dan C. Holler to approve the Sign Review application at 2130 Big Horn Avenue for Tire Rama, with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Preliminary Plat of the Sharon K. Riley Irrevocable Trust Minor Subdivision.

Erin Welty made a motion seconded by Kathryn Kyle to approve the Preliminary Plat of the Sharon K. Riley Irrevocable Trust Minor Subdivision, with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Final Plat of the Sharon K. Riley Irrevocable Trust Minor Subdivision.

Dan C. Holler made a motion seconded by Erin Welty to approve the Final Plat of the Sharon K. Riley Irrevocable Trust Minor Subdivision, with the conditions from the Staff report. The vote was unanimous. The motion passed.

Dan Schein will be absent from the April 2nd meeting.

Staff reported that Phishing Emails have been going out to Planning and Zoning Applicants. Applicants beware of scams.

P&Z Board Member Kathryn Kyle made a motion seconded by P&Z Board Member Dan C. Holler to adjourn the meeting. The vote was unanimous. The meeting was adjourned at approximately 12:37 PM.

Hannah Witwicki

Hannah Witwicki, Administrative
Coordinator

**RESOLUTION PZ 26-04
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF CONDITIONAL USE PERMIT FOR JARED & REBEKAH
STEVENSON TO OPERATE A LARGE-SCALE HOME OCCUPATION AT 1431
SALSBURY AVENUE**

WHEREAS, Jared & Rebekah Stevenson request approval of a Conditional Use Permit to operate a Large-Scale Home Occupation at 1431 Salsbury Avenue; and

WHEREAS, the subject property is zoned Medium-High Density Residential (R-3); and

WHEREAS, Section 10-7-1 of City of Cody Code specifies a large-scale home occupation use may be considered in a Medium-High Density Residential (R-3) zoning district through the conditional use review process; and

WHEREAS, the Planning, Zoning and Adjustment Board held a public hearing on March 19, 2026, to consider the proposed use and made the following findings:

1. The applicants propose operation of a large-scale home occupation in a 30' x 20' one-story accessory building, with a 6' x 16' covered entryway.
2. If approved, the permit will allow Rebekah to operate a small esthetics business in the accessory building.
3. Large-scale home occupations shall meet the standards outlined in the supplemental development standards (City of Cody Code Section 10-8-2-H).
4. Notice of the public hearing for the conditional use request was advertised in the Cody Enterprise newspaper on February 17, 2026.
5. Neighbor notification letters were mailed to the owners of all properties within three hundred feet (300') of the subject property as required by city code on February 12, 2026.
6. Fifty-one (51) properties were notified; four (4) written objections and eight (8) letters of no objection were received by the City in response to the neighbor notifications.
7. City Council review and approval is not required, because the four objections received constitute 7.84% of notified property owners which is less than the 20% protest threshold that would trigger 2/3 approval by City Council.
8. The property is 10,500 sq-ft in size and can accommodate all dimensional standards of the applicable residential zone.
9. 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.

10. All other dimensional standards will be met with the proposed accessory structure.
11. 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.
12. The proposed home occupation 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.
13. 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.
14. There will be no excessive additional costs for public facilities and services detrimental to the economic welfare of the community.
15. 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.
16. Principle 3.1.m. of the master plan 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."
17. The use will meet the standards of City of Cody Code Section 10-8-2 H. for large-scale home occupations as follows:
 - 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.
 - The on-premise work will be conducted entirely within the proposed accessory structure.
 - The home occupation use will be conducted solely by the applicant, Rebekah Stevenson. No outside employees are proposed.
 - 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.
 - 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.

- The proposed use is not anticipated to produce any offensive detriments to neighboring properties or dwelling units.
- There will be no exterior indication of the home occupation other than those allowed in subsections h through i.
- No vehicles or trailers associated with the home occupation will be at the premises, aside from customer vehicles during operating hours.
- Customer visits to the property will not exceed eight (8) per day and operational hours will not occur earlier than 7:00am, nor later than 7:00pm.
- 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.
- 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.

WHEREAS, the Planning, Zoning and Adjustment Board concludes this request for a Conditional Use Permit substantially complies with the general standards outlined 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 a Conditional Use Permit for the operation of a Large-Scale Home Occupation at 1431 Salsbury Avenue, with 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.

By the Planning, Zoning and Adjustment Board on the 19th day of March, 2026.

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

Daniel C. Holler, Vice - Chairman

Date

ATTEST:

Tina Gail, City Clerk

**RESOLUTION PZ 26-05
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF A SPECIAL EXEMPTION FOR JARED & REBEKAH
STEVENSON FROM A SIDE YARD SETBACK AT 1431 SALSBUARY AVENUE**

WHEREAS, Jared & Rebekah Stevenson are seeking a special exemption to reduce the side yard setback from three feet (3') to zero feet (0'), for the construction of an accessory structure at 1431 Salsbury Avenue; and

WHEREAS, the subject property is zoned Medium-High Density Residential (R-3); and

WHEREAS, Section 10-6-2 of City of Cody Code specifies the setback of an accessory building that is greater than 120 sq-ft in size and wall height is 10'6" or less, to a neighboring lot line in the Medium-High Density Residential (R-3) zoning district is three feet (3');

WHEREAS, Section 10-14-2(B)(1)(b) of the City of Cody Code states the Planning and Zoning Board may consider special exemptions to dimensional standards of the zoning districts, including setbacks; and

WHEREAS, the Planning, Zoning and Adjustment Board held a public hearing on March 19, 2026, to consider the special exemption request and made the following findings:

1. The applicants propose construction of a 30' x 20' one-story accessory building, with a 6' x 16' covered entryway, in the northeast corner of the property.
2. 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.
3. 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.
4. To avoid removing the existing hemlock tree, the applicant's special exemption request represents the smallest possible deviation from the established setback standard.
5. 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.
6. Utility services and infrastructure are currently connected to the property.

7. The special exemption request does not conflict with the future land use map of the master plan.
8. Notice of the public hearing for the special exemption request was advertised in the Cody Enterprise newspaper on February 17, 2026.
9. Neighbor notification letters were mailed to the owners of all properties within one-hundred forty feet (140') of the subject property as required by city code on February 12, 2026.
10. Eighteen (18) properties were notified; two (2) written objections and one (1) letter of no objection were received by the City in response to the neighbor notifications.

WHEREAS, the Planning, Zoning and Adjustment Board concludes this special exemption request for reduction in side yard setback substantially complies with the general standards outlined 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 a Special Exemption from the side yard setback requirement for an accessory building at 1431 Salsbury Avenue, with the following condition:

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.

By the Planning, Zoning and Adjustment Board on the 19th day of March, 2026.

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

Daniel C. Holler, Vice - Chairman

Date

ATTEST:

Tina Gail, City Clerk

RESOLUTION PZ 26-06
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TITLE: APPROVAL OF SIGN PLAN REVIEW FOR TIRE RAMA AT 2130 BIG HORN AVENUE

WHEREAS, Tom Gross of Sign Products Inc., representing The Tire Guys, Inc. (property owner) applied for a sign review to install one commercial freestanding sign at 2130 Big Horn Avenue; and

WHEREAS, the property is within the Open Business/Light Industrial (D-3) zoning district; and

WHEREAS, the property is within the Entry Corridor Overlay District; and

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on March 19, 2026, to review the sign plan and established the following findings:

1. The proposed sign design is compatible with the surrounding neighborhood.
2. 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.
3. The sign will be 20' in overall height, which is below the allowed limit of 25'.
4. The sign will be internally illuminated and is allowed, provided the light source is not visible from the exterior of the sign.
5. 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.

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 freestanding sign, subject to 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.

By the Planning, Zoning and Adjustment Board on the 19th day of March, 2026.

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

Daniel C. Holler, Vice - Chairman _____
Date

ATTEST:

Tina Gail, City Clerk

**RESOLUTION PZ 26-07
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: RECOMMENDATION TO APPROVE SHARON K. RILEY IRREVOCABLE
TRUST MINOR SUBDIVISION PRELIMINARY PLAT**

WHEREAS, The Trustees of the Sharon K. Riley Irrevocable Trust propose to divide a 0.98-acre lot into two (2), 0.49-acre lots.

WHEREAS, the property is legally described as Tract 20 of the Powell Highway Subdivision and is addressed as 524 Warren Road, Cody;

WHEREAS, the Preliminary Plat and supporting documents are in substantial compliance with Title 11 of the City of Cody Code pertaining to Preliminary Plats;

WHEREAS, the Planning, Zoning and Adjustment Board held a regular meeting on March 19, 2026 to consider the preliminary plat and made findings as follows:

1. A preliminary plat application, together with the required supplemental materials was submitted to the Community Development Department on January 20, 2026;
2. The preliminary plat has been reviewed by the community development department, utility providers and the public works department;
3. The preliminary plat has been prepared in accordance with Section 11-3-2E. of the City of Cody Code;
4. The preliminary plat contains the required information set out in Section 11-3-2F. of the City of Cody Code;
5. The applicant provided the required supplemental material as set out in Section 11-3-2C of the City of Cody Code;
6. Each lot has direct access to Warren Road and the side lot lines are at approximate right angles to the street line.
7. 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.
8. The following subdivision variances are requested:
 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)
9. If a variance to waive the curb, gutter and sidewalk requirement is granted, a note will be required on the final plat that future owners of the lots will be

required to support future improvement districts for the development of curb, gutter and sidewalk;

WHEREAS, the Planning, Zoning and Adjustment Board concludes the proposed subdivision is generally consistent with the City Master Plan and with the standards and procedures of the City of Cody Code;

NOW, THEREFORE BE IT RESOLVED based on the foregoing, the Planning, Zoning and Adjustment Board hereby recommends approval of the preliminary plat for the Sharon K. Riley Irrevocable Trust Minor Subdivision, subject to the following conditions:

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".

By the Planning, Zoning and Adjustment Board on the 19th day of March, 2026.

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

Daniel C. Holler, Vice - Chairman

Date

ATTEST:

Tina Gail, City Clerk

**RESOLUTION PZ 26-08
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: RECOMMENDATION TO APPROVE SHARON K. RILEY IRREVOCABLE
TRUST MINOR SUBDIVISION FINAL PLAT**

WHEREAS, The Trustees of the Sharon K. Riley Irrevocable Trust propose to divide a 0.98-acre lot into two (2), 0.49-acre lots.

WHEREAS, the property is legally described as Tract 20 of the Powell Highway Subdivision and is addressed as 524 Warren Road, Cody;

WHEREAS, the Final Plat and supporting documents are in substantial compliance with Title 11 of the City of Cody Code pertaining to Final Plats;

WHEREAS, the Planning, Zoning and Adjustment Board held a regular meeting on March 19, 2026 to consider the final plat and made findings as follows:

1. A final plat application, together with the required supporting materials was submitted to the Community Development Department on January 20, 2026;
2. The final plat has been reviewed by the community development department, utility providers and the public works department;
3. The final plat has been prepared in accordance with Section 11-3-3C. of the City of Cody Code;
4. The applicant provided the required supplemental material as set out in Section 11-3-3B of the City of Cody Code. However, the Water Distribution Plan will need to be approved by the State Engineers Office before the Mayor will sign the final plat mylar;
5. The following subdivision variances are requested:
 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)
6. If a variance to waive the curb, gutter and sidewalk requirement is granted, a note will be required on the final plat that future owners of the lots will be required to support future improvement districts for the development of curb, gutter and sidewalk;

WHEREAS, the Planning, Zoning and Adjustment Board concludes the proposed subdivision is generally consistent with the City Master Plan and with the standards and procedures of the City of Cody Code;

NOW, THEREFORE BE IT RESOLVED based on the foregoing, the Planning, Zoning and Adjustment Board hereby recommends approval of the final plat for the Sharon K. Riley Irrevocable Trust Minor Subdivision, together with the requested variances, subject to the following 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.

By the Planning, Zoning and Adjustment Board on the 19th day of March, 2026.

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

Daniel C. Holler, Vice - Chairman

Date

ATTEST:

Tina Gail, City Clerk

Meeting Date: April 2, 2026 Department: Community Development Staff Reference: Jenny Cramer
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AGENDA ITEM SUMMARY REPORT

Consider Special Exemption Request at 1901 Mountain View Drive to allow placement of a sign partially within City Right-of-Way.

PROPOSED ACTION:

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

SUMMARY OF INFORMATION:

See attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. PZ Staff Rpt Amadeus Sq Special Exemption
2. Special Exemption Q & A
3. Survey with Site Plan Signage
4. Newspaper Notice
5. 1853 Mtn View Dr Objection
6. 1949 Mountain View No Objection
7. 2008 Shoshone Trl S No Objection
8. 2020 Shoshone Tr S No Objection

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

MEETING DATE:	APRIL 2, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:	AMADEUS SQUARE, LLC SPECIAL EXEMPTION REQUEST	P&Z BOARD APPROVAL:	X
SUBJECT:	PUBLIC HEARING AND SPECIAL EXEMPTION REQUEST TO ALLOW PLACEMENT OF A SIGN PARTIALLY WITHIN THE CITY RIGHT-OF-WAY	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Patricia Wormington, as the owner and manager of Amadeus Square, LLC has submitted a special exemption request for 1901 Mountain View Drive. She is seeking exemption from the City of Cody Code Section 10-15-6.B.8 which prohibits signs within the public Right-of-Way.



The applicant is requesting permission to modify an existing, abandoned sign structure on her property, a portion of which lies within the City of Cody Right-of-Way. Her proposal involves removing the upper section of the current sign and installing new signage for her music school, which operates at this site. Granting this exemption would result in significant cost savings for the applicant by allowing the reuse of the existing structure, and the modified sign would substantially enhance the visual appeal of the property from the street.

If the special exemption is approved, the applicant will be required to obtain an encroachment license agreement as approved by the City Council. See the attached survey the applicant has obtained for the encroachment license agreement application.

The property is located within the D-2 zoning district, and is 37,451 square-feet in size. It is described as: Lot 16, except the east 215 feet thereof, Block 6 Revised Plat of West Plat of Dacken Subdivision, Book "E" of plats, Page 31, according to the records of the County Clerk and Recorder of Park County; and that portion of Mountain View Road as platted by the Revised Plat West Dacken Subdivision to the City of Cody, lying between Old US Highway 14 and 20, and Lot 16, Block 6 of said Subdivision; excepting therefrom the east 215 feet thereof.

REVIEW CRITERIA:

Pursuant to Section 10-14-2(B)(1)(e) of the City of Cody Code, the Planning and Zoning Board may consider special exemptions to sign standards. 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: The special exemption will support the new sign to be installed in the current structure. The new sign will blend with the neighborhood property. It will feature a community-friendly design that promotes the arts in this area. The sign will use warm earth-tone colors (black and white) to match the main building and will be constructed from custom AMC panels and a metal frame that complements nearby structures. Motifs reflecting musical and artistic themes will be incorporated to create visual harmony.

Staff Comment: Allowing the special exemption request will result in a positive change for the neighborhood, as the applicant plans to improve an existing unmaintained, abandoned sign.

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

Applicant's Response: The special exemption will allow the current sign structure to be used for the same purpose, with the height adjusted to meet the current standard.

Staff Comment: Placement of the proposed sign is compatible with the adjacent land uses and neighborhood. The property is within the General Business (D-2) zoning district. The sign will be visible from the neighboring properties along Mountain View Drive which are also within commercial zoning districts.

- 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 special exemption is needed to keep the current structure on its place without a major deviation from the zoning ordinance. Over many years, the sign has been a familiar part of the neighborhood and has not obstructed any nearby property. This history of acceptance in the community supports that the special exemption will not result in an undesirable change.

Staff Comment: The applicant is requesting to utilize an existing sign structure that has been in place for many years, partially encroaching on the Right-of-Way. Consequently, this request

represents the minimum deviation from the established code specifications, as the applicant is not seeking further exceptions beyond the sign's current location.

- 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: This special exemption is the most feasible option for the applicant, as with the current sign design, the applicant can still use the majority of the structure without major removal or creating an unnecessary new construction site.

Staff Comment: While the applicant could install her sign on a new structure outside the right-of-way, altering the existing sign and using the existing sign materials is most feasible.

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

Applicant's Response: The special exemption will ensure that essential services such as electricity, water, and access for maintenance remain fully available to the site. All existing utilities and infrastructure will remain unaffected. This will allow the city to maintain ongoing operations and respond to any service needs as required.

Staff Comment: Electric service is 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: The current sign has been standing at its site for a very long time without obstructing the future land-use map of the master plan. Granting this special exemption remains consistent with the city's goals and policies. Specifically, if the master plan encourages the promotion of local arts, enhancement of community spaces, and improvement of neighborhood character, all of which are supported by the proposed sign design. The new sign aligns with the objectives to foster community identity and attract local engagement, as part of the community development plan.

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

NEIGHBOR NOTICE & RESPONSES:

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

Photo of the property from October, 2024 using google earth street view imagery:



Current photo of property with sign rendition:



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 conditions of approval should the Board approve the Special Exemption to allow the existing sign structure to remain partially within the City Right-of-Way:

1. The sign shall not be placed, unless an encroachment agreement is approved by the City Council and entered into between the City of Cody and the applicant.
2. The sign structure shall not be altered in a way that it will encroach further into the City Right-of-Way.
3. The sign shall not be placed until a building permit is issued by the City Building Department for the sign.

Special Exemption for 1901 Mountain View Drive Cody, WY 82414.
Answered and prepared by Patricia Wormington

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

The special exemption will support the new sign to be installed in the current structure. The new sign will blend with the neighborhood property. It will feature a community-friendly design that promotes the arts in this area. The sign will use warm earth-tone colors (black and white) to match the main building and will be constructed from custom AMC panels and a metal frame that complements nearby structures. Motifs reflecting musical and artistic themes will be incorporated to create visual harmony.

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

The special exemption will allow the current sign structure to be used for the same purpose, with the height adjusted to meet the current standard.

- 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.

The special exemption is needed to keep the current structure on its place without a major deviation from the zoning ordinance. Over many years, the sign has been a familiar part of the neighborhood and has not obstructed any nearby property. This history of acceptance in the community supports that the special exemption will not result in an undesirable change.

- 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.

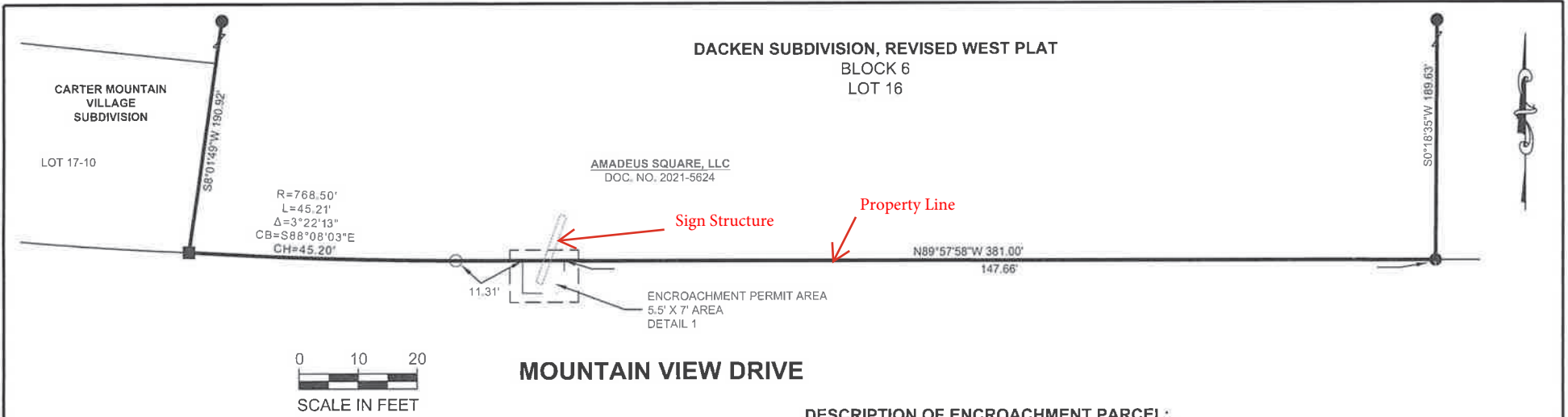
This special exemption is the most feasible option for the applicant, as with the current sign design, the applicant can still use the majority of the structure without major removal or creating an unnecessary new construction site.

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

The special exemption will ensure that essential services such as electricity, water, and access for maintenance remain fully available to the site. All existing utilities and infrastructure will remain unaffected. This will allow the city to maintain ongoing operations and respond to any service needs as required.

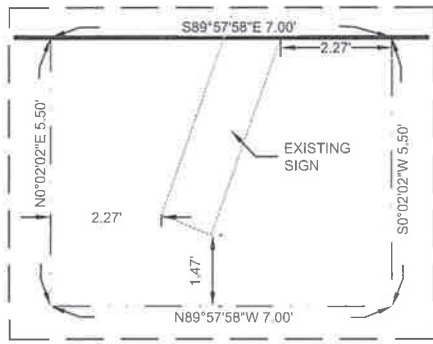
- f. The special exemption is consistent with the goals, policies, and future land use map of the master plan.

The current sign has been standing at its site for a very long time without obstructing the future land-use map of the master plan. Granting this special exemption remains consistent with the city's goals and policies. Specifically, if the master plan encourages the promotion of local arts, enhancement of community spaces, and improvement of neighborhood character, all of which are supported by the proposed sign design. The new sign aligns with the objectives to foster community identity and attract local engagement, as part of the community development plan.



MOUNTAIN VIEW DRIVE

NOTE:
 THIS DRAWING IS NOT INTENDED TO SHOW ALL RIGHTS OF WAY, EASEMENTS, PUBLIC OR PRIVATE UTILITIES, IRRIGATION FACILITIES, OTHER IMPROVEMENTS OR FLOOD PLAIN AREAS UPON THE PARCEL OR PARCELS DELINEATED HEREON. THIS SURVEYOR DID NOT CONDUCT A COMPLETE TITLE SEARCH, ABSTRACT STUDY OR HAZARD INQUIRY FOR THE LANDS SHOWN HEREON.
 THE BASIS OF BEARINGS IS CITY OF CODY DATUM.



DESCRIPTION OF ENCROACHMENT PARCEL:
 BEGINNING AT A POINT ON THE SOUTH LINE OF LOT 16, OF BLOCK 6 OF THE REVISED WEST PLAT OF DACKEN SUBDIVISION, RECORD IN PLAT CABINET E AT PAGE 31 IN THE RECORDS OF THE PARK COUNTY CLERK AND RECORDER, PARK COUNTY, WYOMING, ALSO BEING THE SOUTH LINE OF A PARCEL OF LAND CONVEYED TO AMADEUS SQUARE, LLC IN WARRANTY DEED RECORDED AS DOC. NO. 2021-5624 IN THE RECORDS OF SAID CLERK AND RECORDER, SAID POINT BEING NORTH 89°57'58" WEST, A DISTANCE OF 147.66 FEET FROM THE SOUTHEAST CORNER OF SAID AMADEUS SQUARE, LLC PARCEL; SAID POINT ALSO BEING THE NORTHEAST CORNER OF PARCEL OF LAND NOW BEING DESCRIBED AS THIS ENCROACHMENT PARCEL; THENCE SOUTH 00°02'02" WEST, A DISTANCE OF 5.50 FEET; THENCE NORTH 89°57'58" WEST, A DISTANCE 7.00 FEET; THENCE NORTH 00°02'02" EAST, A DISTANCE OF 5.50 FEET TO A POINT ON THE SOUTH LINE OF SAID AMADEUS SQUARE, LLC PARCEL; THENCE SOUTH 89°57'58" EAST ON AND ALONG SAID SOUTH LINE OF AMADEUS SQUARE, LLC PARCEL, A DISTANCE OF 7.00 FEET TO THE POINT OF BEGINNING, CONTAINING 38.5 FT², MORE OR LESS.

CERTIFICATE OF SURVEYOR
 STATE OF WYOMING } ss
 COUNTY OF PARK

I, EDWARD REED ON BEHALF OF MORRISON-MAIERLE, INC. OF CODY, WYOMING DO HEREBY CERTIFY THAT THIS MAP WAS PREPARED FROM FIELD NOTES TAKEN DURING AN ACTUAL SURVEY MADE BY ME IN MAY AND JUNE OF 2025 AND JANUARY 31, 2026. THAT THIS MAP CORRECTLY SHOWS THE RESULTS OF SAID SURVEY AND THAT THE MONUMENTS FOUND OR SET ARE AS SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF.

WYOMING L.S. REGISTRATION NO. 14635
 MORRISON MAIERLE
 BY: EDWARD REED (AGENT)



LEGEND

- ————— 3/8" REBAR WITH 2 1/2" AL. CAP SET
- ————— REBAR & ALUM. CAP FOUND
- ~ ————— INDICATES BREAK IN LINE
- — — — — PERMIT BORDER

<p>Morrison Maierle engineers - surveyors - planners - scientists</p> <p>1402 Stampede Avenue Cody, WY 82414 Phone 307.587.6281 www.m-m.net</p> <p><small>©2014-2026 Morrison Maierle & Associates, Inc. All rights reserved.</small></p>	<p>DRAWN BY: ECR FLD. WK. BY: ECR CHK. BY: DATE: 01/2026</p>	AMADEUS SQUARE, LLC	PROJECT NO WORMINGTON
		<p>CODY</p> <p>MAP OF ENCROACHMENT PARCEL LOT 16, BLOCK 6, DACKEN SUBDIVISION, REVISED WEST PLAT CITY OF CODY, PARK COUNTY, WYOMING</p>	<p>WYOMING</p> <p>SHEET NUMBER EXHIBIT A</p>

EXHIBIT A
DACKEN SUBDIVISION, REVISED WEST PLAT
BLOCK 6
LOT 16

AMADEUS SQUARE, LLC
 DOC. NO. 2021-5624



MOUNTAIN VIEW DRIVE



DESCRIPTION OF ENCRoACHMENT PARCEL:

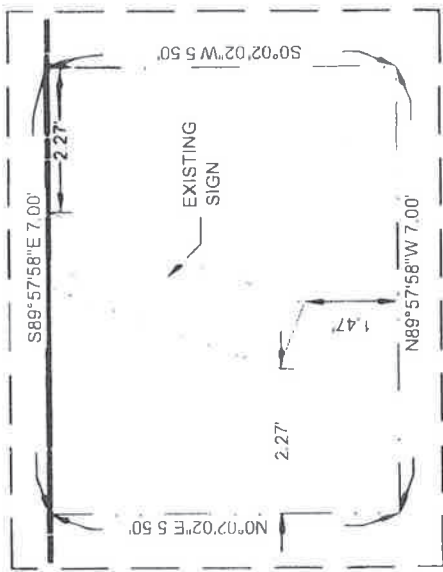
BEGINNING AT A POINT ON THE SOUTH LINE OF LOT 16, OF BLOCK 6 OF THE REVISED WEST PLAT OF DACKEN SUBDIVISION, RECORD IN PLAT CABINET E AT PAGE 31 IN THE RECORDS OF THE PARK COUNTY CLERK AND RECORDER, PARK COUNTY, WYOMING, ALSO BEING THE SOUTH LINE OF A PARCEL OF LAND CONVEYED TO AMADEUS SQUARE, LLC IN WARRANTY DEED RECORDED AS DOC. NO. 2021-5624 IN THE RECORDS OF SAID CLERK AND RECORDER, SAID POINT BEING NORTH 89°57'58" WEST, A DISTANCE OF 147.66 FEET FROM THE SOUTHEAST CORNER OF SAID AMADEUS SQUARE, LLC PARCEL; SAID POINT ALSO BEING THE NORTHEAST CORNER OF PARCEL OF LAND NOW BEING DESCRIBED AS THIS ENCROACHMENT PARCEL; THENCE SOUTH 00°02'02" WEST, A DISTANCE OF 5.50 FEET; THENCE NORTH 89°57'58" WEST, A DISTANCE 7.00 FEET; THENCE NORTH 00°02'02" EAST, A DISTANCE OF 5.50 FEET TO A POINT ON THE SOUTH LINE OF SAID AMADEUS SQUARE, LLC PARCEL; THENCE SOUTH 89°57'58" EAST ON AND ALONG SAID SOUTH LINE OF AMADEUS SQUARE, LLC PARCEL, A DISTANCE OF 7.00 FEET TO THE POINT OF BEGINNING, CONTAINING 38.5 FT², MORE OR LESS.

CERTIFICATE OF SURVEYOR

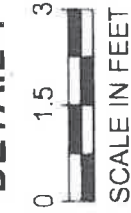
STATE OF WYOMING }
 COUNTY OF PARK }

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WYOMING L.S. REGISTRATION NO. 14635
 MORRISON MAIERLE
 BY: EDWARD REED (AGENT)



DETAIL 1



WITH 2 3/4" AL. CAP SET
 ALUM. CAP FOUND
 3/8" BREAK IN LINE
 3/8" BORDER

 engineers · surveyors · planners · scientists 1402 Stampede Avenue Cody, WY 82414 Phone 307.587.6281 www.m-m.net	DRAWN BY: ECR FLD WK BY: ECR CHK BY: DATE: 01/2026	PROJECT NO WORMINGTON
	AMADEUS SQUARE, LLC	WYOMING
MAP OF ENCROACHMENT PARCEL LOT 16, BLOCK 6, DACKEN SUBDIVISION, REVISED WEST PLAT CITY OF CODY, PARK COUNTY, WYOMING		

EXHIBIT A
DACKEN SUBDIVISION, REVISED WEST PLAT
BLOCK 6
LOT 16

AMADEUS SQUARE, LLC
 DOC. NO 2021-5624

R=768.50'
 L=45.21'
 $\Delta = 3^{\circ}22'13''$
 CB=588^{\circ}08'03"E
 CH=45.20'

N89^{\circ}57'58"W 361.00'
 74.58'

ENCROACHMENT PERMIT AREA
 5.5' X 7' AREA
 DETAIL 1



MOUNTAIN VIEW DRIVE

DESCRIPTION OF ENCROACHMENT PARCEL:

BEGINNING AT A POINT ON THE SOUTH LINE OF LOT 16, OF BLOCK 6 OF THE RE RECORD IN PLAT CABINET E AT PAGE 31 IN THE RECORDS OF THE PARK COUNTY WYOMING; ALSO BEING THE SOUTH LINE OF A PARCEL OF LAND CONVEYED TO WYOMING; ALSO BEING THE SOUTH LINE OF A PARCEL OF LAND CONVEYED TO WEST, A DISTANCE OF 147.66 FEET FROM THE SOUTHEAST CORNER OF SAID A ALSO BEING THE NORTHEAST CORNER OF PARCEL OF LAND NOW BEING DESCR THENCE SOUTH 00^{\circ}02'02"W 5.50 FEET; A DISTANCE OF 5.50 FEET; THENCE NORTH 89^{\circ} NORTH 00^{\circ}02'02"E, A DISTANCE OF 5.50 FEET TO A POINT ON THE SOUTH LINE THENCE SOUTH 89^{\circ}57'58"E EAST ON AND ALONG SAID SOUTH LINE OF AMADEUS FEET TO THE POINT OF BEGINNING, CONTAINING 38.5 FT^2, MORE OR LESS.

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STATE OF WYOMING }
 COUNTY OF PARK }

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WYOMING L.S. REGISTRAR
 MORRISON MAIERLE
 BY: EDWARD REED (AGE)

AMADEUS SQUARE, LLC

MAP OF ENCROACHMENT PARCEL
 LOT 16, BLOCK 6, DACKEN SUBDIVISION, REVISED
 CITY OF CODY, PARK COUNTY, WYOMING

CODY

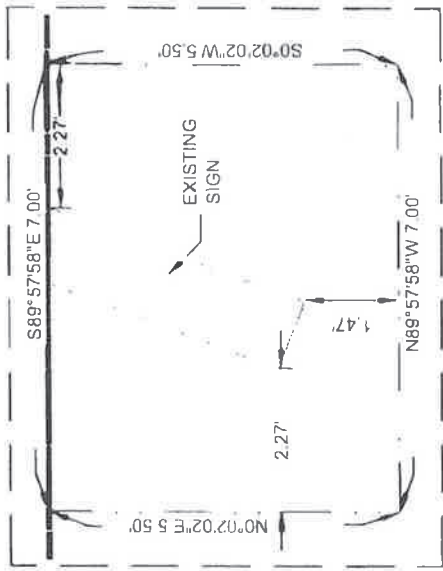
DRAWN BY: ECR
 FLD WK BY: ECR
 CHK BY:
 DATE: 01/2026

Morrison Maierle
 engineers • surveyors • planners • scientists

1402 Stampede Avenue
 Cody, WY 82414
 Phone: 307.587.6281
 www.m-m.net

CORPORATE: L. MORRISON, MAIERLE, INC. LLC

J:\Agreements\Pending\2025 Pending\Wormington\ACAD\WORMINGTON ROS.dwg



DETAIL 1



LEGEND

- 3" REBAR WITH 2 3/8" AL. CAP SET
- REBAR & ALUM. CAP FOUND
- ~ INDICATES BREAK IN LINE
- PERMIT BORDER

NOTE:
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THE BASIS OF BEARINGS IS CITY OF CODY DATUM

Cody Enterprise



Publication Name:
Cody Enterprise

Publication URL:
www.codyenterprise.com/

Publication City and State:
Cody, WY

Publication County:
Park


Notice Popular Keyword Category:

Notice Keywords:
Mountain View

Notice Authentication Number:
202603261054269140890
1209355131

Notice URL:

[Back](#)

Notice File:  cl_25781_35995_fc91.pdf Notice Publish Date:
Tuesday, March 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, April 2, 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 from City of Cody Code Section 10-15-6.B.8 to place a sign partially within the City of Cody Right-of-Way at 1901 Mountain View Drive, Cody, WY 82414. 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: March 17, 2026
Legal No.: 6898

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

[Back](#)

NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties:

Please return comments to:
Cody City Planner
PO Box 2200 RE:
Cody, WY 82414
or email: pandzcontact@codywy.gov

Date: March 17, 2026

REQUEST FOR SPECIAL EXEMPTION PERMIT

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

Applicant Name(s): Patricia Wormington (Amadeus Square, LLC)

Address or location/legal description: 1901 Mountain View Drive, Cody, Wyoming

Description of request:

Exemption from City Code Section 10-15-6.B.8 which prohibits signs within the public ROW. The applicant proposes to place a sign on a modified, existing sign structure that is partially within the City of Cody right-of-way.

This request will be considered by City of Cody Planning, Zoning and Adjustment Board at a public hearing during their regularly scheduled meeting on Thursday, April 2, 2026 in the City Hall Council Chambers, at 1338 Rumsey Ave., at 12:00pm, or as soon thereafter as is practical.

Response Letter from Owners of Neighboring Properties within 140 Feet of Subject Property: 1901 Mountain View Drive, Cody, Wyoming

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

Dear Planning & Zoning Board Members:

I am familiar with the proposal by Patricia Wormington 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: *Jarvis Wright*
Address:
Reason for Objection: *1853 7 Mountain View Dr.*

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

We have lived here for
over 25 yrs and everyone
gets a long - until this
person came to destroy our
lives - which will
financially ruin a lot
of us if we have to
sell. For safety reasons
Because - no access -
for sure will lower by
a lot value of property.

James Wright
1853 Mountain
View Dr.

and put bright lights in front
of building - have had to put up
park drapes to block light at
night

To few new improvements
have affected the value of
our homes -

I understand City utilities
are underground - if at some
time something needs repaired
or replaced - how can that
happen - when there is blocked
access to back yards -

Meter readers - problem reading
meters - if they need updated
or repaired - how can that
happen - come thru front
door - I don't think so.

Even now it is difficult to
clean back yard. Have to carry
debris thru house to trash
or dump.

NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties:

Please return comments to:

Date: March 17, 2026

Cody City Planner

PO Box 2200 RE:

Cody, WY 82414

REQUEST FOR SPECIAL EXEMPTION PERMIT

or email: pandzcontact@codywy.gov

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Applicant Name(s):

Patricia Wormington (Amadeus Square, LLC)

Address or location/legal description:

1901 Mountain View Drive, Cody, Wyoming

Description of request:

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I have NO OBJECTION to the special exemption request.

Name: *Legend Communications LLC*

Address: *1901 Mountain View*

Comments:

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: _____

NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

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Dear Planning & Zoning Board Members:

I am familiar with the proposal by Patricia Wormington for the special exemption request described above.

I have NO OBJECTION to the special exemption request.

Name:

Eddie Phillips

Address:

2008 Shoshoni Tr 1 S

Comments:

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: _____

NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties:

Date: March 17, 2026

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Dear Planning & Zoning Board Members:

I am familiar with the proposal by Patricia Wormington for the special exemption request described above.

I have NO OBJECTION to the special exemption request.

Name: Susan Schmidtberger

Address: 2020 Shoshoni Trl S

Comments: Glad to see a new sign

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: _____

Meeting Date: April 2, 2026 Department: Community Development Staff Reference: Jenny Cramer
--

AGENDA ITEM SUMMARY REPORT

Sign Review at 1901 Mountain View Drive - Amadeus Square, LLC

PROPOSED ACTION:

Approve with recommended conditions, approve with modified conditions or deny sign plan review.

SUMMARY OF INFORMATION:

See attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. PZ Staff Rpt Sign Review for Amadeus
2. final 8x10 sign Amadeus Square sign

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

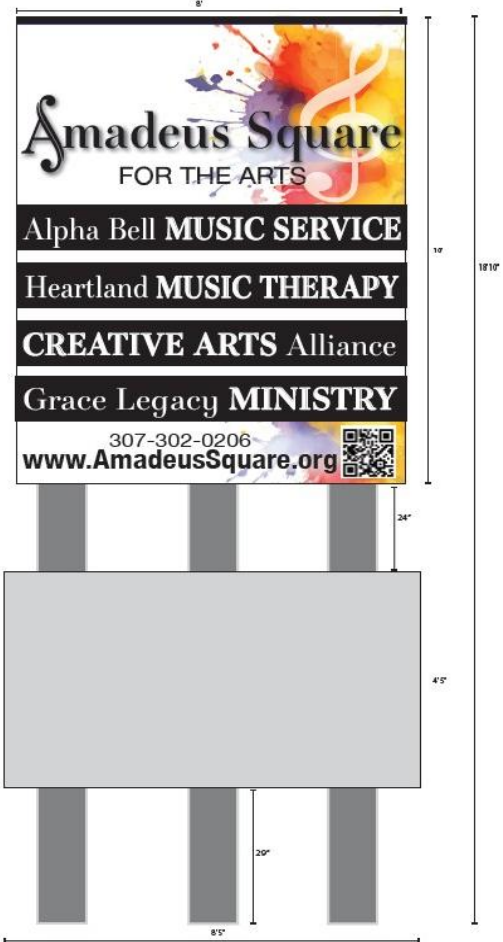
MEETING DATE:	APRIL 2, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	COMMERCIAL SIGN REVIEW: AMADEUS SQUARE, LLC	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

A sign review application has been submitted by Patricia Wormington, owner and manager of Amadeus Square, LLC (property owner). The application proposes placement of a freestanding sign on an existing, modified sign structure at 1901 Mountain View Drive.

The property is in a Limited Business (D-2) zoning district. The drawing shown to the right illustrates the sign design, dimensions and colors.

The sign placement is shown in the photo below.



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

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

STAFF COMMENTS:

The applicant proposes a 10' x 8' sign and plans to keep the existing 4'5" x 8'5" reader board (not electronic) sign at the bottom. Each sign will have two faces, and each sign face is under the 300 sq-ft maximum. Cumulatively, the signs total 235 sq-ft, which is within the allowed limit of 600 sq-ft per zone lot. The sign drawing indicates the overall height will be 18'10", which is below the allowed limit of 25'. Sign height, as defined in city code is measured from the road or average grade of the site where the sign is located. The sign structure is situated on a mound that is approximately 3' in height. Therefore, by city standards, the sign height is closer to 22' overall, but still under the maximum of 25'.

The sign will have exterior illumination as shown to the right. Exterior illumination of signs is allowed, provided it is shielded in a manner to not cast direct light onto any residential district and not create a safety hazard.

Section 10-15-4B.8 of City sign code prohibits signs placed within the public right of way. The applicant is seeking a special exemption to this section of code, and an encroachment license agreement with the City. Approval by the board must be granted for the special exemption, and the encroachment license agreement must be obtained from the City before the sign can be placed.



RECOMMENDED CONDITIONS:

Staff recommends approval of the Amadeus Square, LLC 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. Prior to sign installation, approval of a special exemption request by the Planning, Zoning and Adjustment Board, to allow partial placement of the sign structure within the public right-of-way is required.
3. Prior to sign installation, the applicant must enter into an encroachment license agreement with, and approved by the City of Cody.
4. The sign lighting shall comply with all applicable city lighting standards, and will be reviewed for compliance before a building permit will be issued.

8'

Amadeus Square

FOR THE ARTS

Alpha Bell **MUSIC SERVICE**

Heartland **MUSIC THERAPY**

CREATIVE ARTS Alliance

Grace Legacy **MINISTRY**

307-302-0206
www.AmadeusSquare.org



10'

18'10"

24"

4'5"

29"

8'5"

<p>Meeting Date: April 2, 2026 Department: Community Development Staff Reference: Jenny Cramer</p>

AGENDA ITEM SUMMARY REPORT

Consider Architecture, Landscape and Sign plan review for Bighorn Sheds Display on Sheridan Avenue.

PROPOSED ACTION:

Approve with recommended conditions, approve with modified conditions or deny the architecture, landscaping and sign plan.

SUMMARY OF INFORMATION:

See attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. Staff Rpt to PC Bighorn Sheds Architecture and Landscape plan
2. SITE PLAN
3. Big Horn Sheds Brochure and Price List

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

MEETING DATE:	APRIL 2, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	ARCHITECTURE, LANDSCAPE AND SIGN PLAN REVIEW: BIGHORN SHEDS DISPLAY	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Rachel Lowen on behalf of Bighorn Sheds, with consent of the property owner, Gene Schrader of Schrader Metal & Design, Inc., has submitted an application for architectural and landscape plan review on an unaddressed lot located on the south side of Sheridan Avenue, between 2326 and 2420 Sheridan Avenue. The applicant proposes to place seven display storage sheds on the property to advertise their shed manufacturing business. No utility services are requested for the use.

Two banner signs that will be affixed to shed walls are proposed.

The property is zoned D-3 and is approximately 1.2-acres in size.



REVIEW CRITERIA:

10-10C-5: ARCHITECTURE AND LANDSCAPING:

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

STAFF COMMENTS:

The surrounding area is as follows:

<i>DIRECTION</i>	<i>EXISTING USE</i>	<i>ZONE</i>
North	Residential	R-2
East, South and West	Commercial	D-3

Architecture:

The attached brochure illustrates the types and architecture of the sheds that will be placed on the property. None of the display sheds on the lot will be larger than 120 sq-ft.

10-10C-4 Buffer Zone:

Where any business or commercial district is adjacent to any residential district, there shall be provided on the business or commercial district a buffer zone with a visual screen.

Sheridan Avenue lies between the commercial district to the south and the residential district to the north. Standard is not applicable.

Landscaping:

The applicant proposes planter boxes in front of the sheds similar to what is below. The boxes will be wooden and will be filled with artificial plantings.



Parking:

Three parking spaces are shown on the site plan and should be adequate to serve the use.

Sign Review:

The applicant proposes to affix two, 4'x8' banners with their logo on display sheds. In the D-3 zoning district, banner signs are limited to 32 sq-ft per sign face, with no maximum number of signs stated. The proposed banners meet the size standard. Below is the logo and sign design. The banners will have a white background.



Banners are subject to the code standards in commercial zoning districts as follows:

City of Cody Code Section 10-15-9-A-5:

Banners:

a. Periodic Display Of Banners And Advertising Flags: Banners and advertising flags are permitted subject to these regulations:

(1) Banners must be displayed as a wall sign or attached to railings, and must be securely fastened so that it may not be blown down, in whole or in part. Any other location for display of a banner or advertising flag must be approved through the planning, zoning and adjustment board.

(2) Advertising flags must be securely fastened.

(3) Banners and advertising flags must be of professional quality construction and appearance pursuant to the definition in section 10-15-2 of this chapter.

(4) If the banner/advertising flag becomes damaged or detached, the banner or flag must be removed or repaired within forty eight (48) hours.

(5) Banners shall be subject to the time limits for temporary/seasonal signs described above.

Note: the "time limits for temporary/seasonal signs" is 120 days.

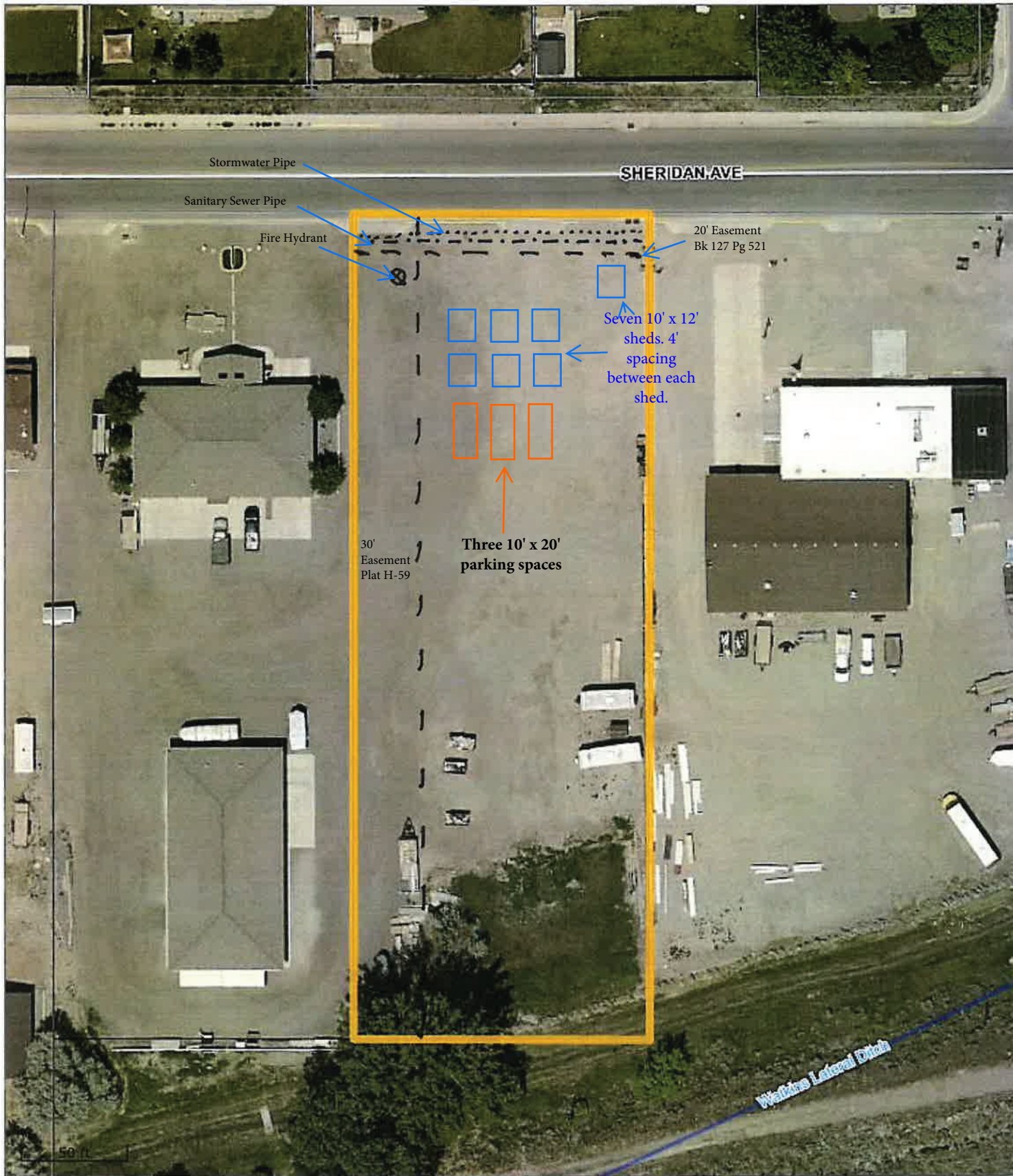
Other Considerations:

The applicant is providing a storm water retention area that meets the standards outlined in Appendix G of the City Stormwater Management Policy. Easements and utilities are shown on the site plan and the sheds will not be placed within the easements or interfere with utility infrastructure.

RECOMMENDATION:

Staff recommends the Planning and Zoning Board approve the architectural, landscaping and sign plan for Bighorn Sheds Display, with the following conditions:

1. Banners must comply with City of Cody Code Section 10-15-9-A-5, and shall be removed within 120 days of this review approval.
2. If permanent signage is proposed, a sign review application shall be submitted to the Community Development Department for consideration.
3. Stormwater retention and parking spaces shall be in place prior to moving the display sheds onto the lot.
4. Sheds shall not be placed within any easements or interfere with utility infrastructure on the property.



Park County Wyoming MapServ

Park County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown.

Lofted High Barn



IMAGE MAY INCLUDE OPTIONAL EXTRA COST FEATURES

Standard Features

INCLUDED IN PRICE

77" SIDE WALLS
72" DOUBLE DOORS
4' LOFT EACH END

Sizes

8' x 10' - 16' x 40'

Lofted High Barn Cabin



IMAGE MAY INCLUDE OPTIONAL EXTRA COST FEATURES

Standard Features

INCLUDED IN PRICE

6' PORCH WITH LOFT
4' LOFT IN BACK
TWO 24" x 36" WINDOWS
METAL ROOF / CHOICE OF DOOR

Sizes

10' x 18' - 16' x 40'

ALSO AVAILABLE AS DELUXE COTTAGE WITH
A-FRAME ROOF AND OVERHANG

High Barn Style Garage



IMAGE MAY INCLUDE OPTIONAL EXTRA COST FEATURES

Standard Features

INCLUDED IN PRICE

9' x 7' GARAGE DOOR / 36" SIDE DOOR
3/4" HEAVY DUTY FLOOR
ADVANTECH FLOORING
12" ON CENTER JOISTS
METAL ROOF / LOFT IN BACK

Sizes

12' x 20' - 16' x 40'

ALL PAINT OPTIONS INCLUDED IN PRICE

Mini Barn



IMAGE MAY INCLUDE OPTIONAL EXTRA COST FEATURES

Standard Features

INCLUDED IN PRICE

48" SIDE WALLS
ABOUT 8' CENTER CLEARANCE
METAL ROOF
72" DOUBLE DOORS
ALUMINUM THRESHOLD
BUILT-IN SHELF IN BACK

Sizes

8' x 8' - 12' x 30'

Rustic Country Cabin



IMAGE MAY INCLUDE OPTIONAL EXTRA COST FEATURES

Standard Features

INCLUDED IN PRICE

- HOUSE DOOR
- METAL GABLE ROOF
- TWO 24" x 36" WINDOWS
- DOUBLE DOOR ON END
- 4' PORCH ON SIDE OVERHANG

Sizes

12' x 16' - 16' x 40'

4' PORCH ON END AVAILABLE AS OPTION

Deluxe Cottage



IMAGE MAY INCLUDE OPTIONAL EXTRA COST FEATURES

Standard Features

INCLUDED IN PRICE

- 77" SIDE WALLS
- 72" x 72" DOUBLE DOORS
- TREAT 4" x 6" SKIDS
- 16" ON CENTER WALL STUDS

Sizes

8' x 10' - 16' x 40'

Quality Cottage



IMAGE MAY INCLUDE OPTIONAL EXTRA COST FEATURES

Standard Features

INCLUDED IN PRICE

- ONE 36" HOUSE DOOR
- FOUR 36" x 40" WINDOWS
- 16" ON CENTER 2" x 6" STUDS
- 8" OVERHANG / 7'4" HIGH SIDE WALLS

Sizes

16' x 30' - 16' x 54'

Options

- 3RD GABLE
- 24" x 36" WINDOWS / 36" x 40" WINDOWS
- 2" SPRAY FOAM INSULATION

Option Choices

WINDOWS

10" x 29" - Transom

18" x 27" - Single Pane

24" x 36" - Single Pane

24" x 36" - Double Pane

36" x 40" - Double Pane

One Pair Shutters / One Flower Box

PAINT

One Standard & One Trim Color Free
Paint Walk Door 3rd Color

DOORS

3' Wooden Door

4' Wooden Door

36" House Door - 6 Panel, No Window

36" House Door - Half Window

9' x7' Garage Door - White

9' x7' Garage Door - Colored

OTHER

3rd Gable

12" Wide Shelf - Per Sq. Ft.

12" Wide Shelf, 3 Tier - Per Sq. Ft.

24" Wide Work Bench - Per Sq. Ft.

7' Tall Wall - Per Lin. Ft.

5' x 6' Ramp

5' x 9' Ramp

2" Spray Foam Insulation - Per Sq. Ft.



About Us

Big Horn Sheds is a family-owned business in Powell, Wyoming. Our wide selection of barns gives you the opportunity to select one to fit your needs. Our team is ready to go the extra mile to provide you with the right barn.

More Information

We offer free delivery with a 35 mile radius from any of our sales locations. All buildings over 12' wide require an extra charge special hauling permit. The cost of additional permits will be added to the price of the building at the time of sale.

The site for your building should be fairly level and free of any stumps, rocks or debris. We recommend putting down a 3 to 5 inch bed of gravel. This will help prevent the building from settling and getting out of plumb as well as extending the life of the foundation. If you would like us to install the gravel, ask your sales representative at the time of purchase.

Make sure we have access with enough clearance to transport your building to its site. Please discuss the number of leveling blocks required with your sales representative. We will level the building upon delivery and thereafter the customer is responsible for keeping the building level.



POWELL 307-202-3321

999 Road 11

rachel@bighornsheds.net

WORLAND 307-202-3321

941 Highway 20 North

rachel@bighornsheds.net

GREYBULL 307-202-3321

926 4th Ave West

rachel@bighornsheds.net

"We shopped really, really hard for a building and when we saw these buildings we could tell they were so much higher quality than anything else we could find. We could not be happier with our building."

Cabrini and Butch Bordon

bighornsheds.net



Big Horn Sheds Price List March 1, 2024

Rachel Loewen, Authorized Dealer

307-202-3321

Deluxe Cottage

Size	Price	RTO*
8x10	\$3,065	\$127.71
8X12	\$3,473	\$144.71
8x16	\$4,260	\$177.50
8x20	\$4,576	\$190.67
10x12	\$3,969	\$165.38
10x16	\$4,774	\$198.92
10x20	\$5,633	\$234.71
10x24	\$6,560	\$273.33
12x16	\$5,204	\$216.83
12x20	\$6,152	\$256.33
12x24	\$7,090	\$295.42
12x30	\$8,533	\$355.54
12x32	\$9,013	\$375.54
14x16	\$6,615	\$275.63
14x20	\$7,640	\$318.33
14x24	\$8,327	\$346.96
14x30	\$10,397	\$433.21
14x36	\$12,061	\$502.54
14x40	\$13,175	\$548.96

Lofted High Barn

Size	Price	RTO*
8x10	\$3,197	\$133.21
8X12	\$3,644	\$151.83
8x16	\$4,493	\$187.21
10x12	\$4,162	\$173.42
10x16	\$5,154	\$214.75
10x20	\$6,240	\$260.00
10x24	\$6,946	\$289.42
12x14	\$5,044	\$210.17
12x16	\$5,562	\$231.75
12x20	\$6,593	\$274.71
12x24	\$7,641	\$318.38
12x30	\$9,200	\$383.33
12x32	\$9,724	\$405.17
14x16	\$6,888	\$287.00
14x20	\$8,148	\$339.50
14x24	\$9,413	\$392.21
14x30	\$11,306	\$471.08
14x36	\$13,197	\$549.88
14x40	\$14,454	\$602.25
16x40	\$16,537	\$689.04

High Barn Style Garage

Size	Price	RTO*
12x20	\$8,092	\$337.17
12x24	\$9,715	\$404.79
12x30	\$12,075	\$503.13
14x20	\$10,066	\$419.42
14x24	\$11,334	\$472.25
14x30	\$13,238	\$551.58
14x36	\$15,143	\$630.96
14x40	\$16,427	\$684.46
16x40	\$18,742	\$780.92

Mini Barn

Size	Price	RTO*
8x8	\$2,453	\$102.21
8x10	\$2,839	\$118.29
8X12	\$3,230	\$134.58
8x16	\$4,006	\$166.92
10x12	\$3,831	\$159.63
10x16	\$4,642	\$193.42
10x20	\$4,333	\$180.54
10x24	\$5,127	\$213.63
12x14	\$4,664	\$194.33
12x16	\$5,110	\$212.92
12x20	\$5,992	\$249.67
12x24	\$6,869	\$286.21
12x28	\$7,751	\$322.96
12x30	\$8,357	\$348.21

Rustic Country Cabin

Size	Price	RTO*
12x16	\$7,641	\$318.38
12x20	\$9,008	\$375.33
12x24	\$10,126	\$421.92
12x30	\$11,867	\$494.46
12x32	\$12,326	\$513.58
12x36	\$13,428	\$559.50
14x20	\$11,025	\$459.38
14x24	\$12,355	\$514.79
14x30	\$13,788	\$574.50
14x32	\$14,038	\$584.92
14x36	\$14,476	\$603.17
14x40	\$15,990	\$666.24
16x40	\$19,375	\$807.29

Lofted High Barn Cabin

Size	Price	RTO*
10x18	\$6,913	\$288.04
10x20	\$7,800	\$325.00
10x24	\$8,765	\$365.21
12x20	\$8,600	\$358.33
12x24	\$9,658	\$402.42
12x28	\$10,772	\$448.83
12x30	\$11,025	\$459.38
12x32	\$11,875	\$494.79
12x36	\$12,987	\$541.13
14x24	\$11,576	\$482.33
14x30	\$13,230	\$551.25
14x36	\$15,630	\$651.25
14x40	\$17,089	\$712.04

Quality Cottage

Size	Price	Size	Price
16x30	\$14,780	16x44	\$19,008
16x32	\$15,500	16x48	\$19,968
16x36	\$16,704	16x52	\$21,216
16x40	\$17,920	16x54	\$22,044

Option Choices

WINDOWS			One	Pair Shutters	\$55
10"x29"	Transom	\$106	One	Flower Box	\$75
18"x27"	Single Pane	\$125	PAINT		
24"x36"	Single Pane	\$140	One	STD Color	Free
24"x36"	Double Pane	\$250	One	Trim Color	Free
36"x40"	Double Pane	\$300	Walk Door	Third Color	\$150

DOORS

3'	Wooden Door	\$130
4'	Wooden Door	\$140
36"	House Door 6 Panel No Window	\$450
36"	House Door Half Window	\$600
9'x7'	Garage Door White	\$750
9'x7'	Garage Door Color	\$950

OTHER

	Quality Cottage Third Gable	\$1,100
12"	Wide Shelf	\$6.00 SqFt
12"	Wide Shelf 3 Tier	\$16.96 SqFt
24"	Wide Work Bench	\$8.98 SqFt
7'	Tall Wall	\$5.49 LinFt
5'x6'	Ramp	\$170
5'x9'	Ramp	\$210
2"	Spray Foam Insulation	\$3.05 SqFt

* RTO = Rent to Own Monthly Payment for 48 Months.

Prices subject to change.

<p>Meeting Date: April 2, 2026 Department: Community Development Staff Reference: Jenny Cramer</p>

AGENDA ITEM SUMMARY REPORT

Consider Downtown Architectural Plan for Modification to Exterior Storefront of 1321 Sheridan Avenue.

PROPOSED ACTION:

Approve, approve with conditions or deny the Downtown Architectural Plan for Modification to Exterior Storefront of 1321 Sheridan Avenue.

SUMMARY OF INFORMATION:

See attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. Staff Rpt to PC 1321 Sheridan Ave Architectural Review

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

MEETING DATE:	APRIL 2, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL REVIEW: 1321 SHERIDAN AVENUE.	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

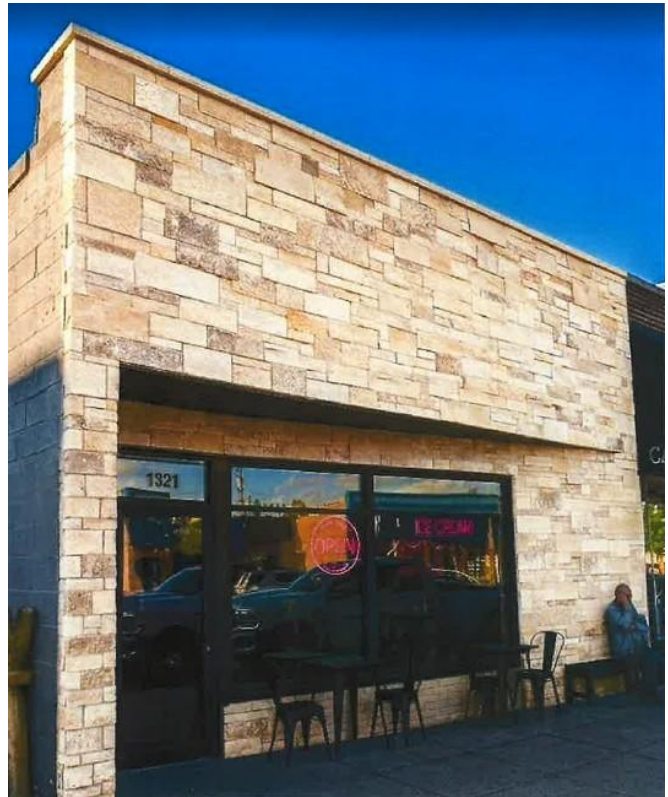
PROJECT DESCRIPTION:

Tom Quick, owner and manager of What's Left, LLC proposes to modify the exterior building located at 1321 Sheridan Avenue, which is occupied by the Bigg Chill. The property is within the D-2 zoning district and the downtown architectural district.

A section of the façade was damaged during a recent wind event in Cody on March 12, 2026, when the awning was torn down. Mr. Quick would like to renovate the entire frontage of the building with sandstone.

REVIEW CRITERIA:

Pursuant to 10-10B-4 of the City of Cody Code, all structures within the zoning district are to be architecturally compatible and architectural plans are to be submitted to the planning and zoning commission for approval. The architectural and landscaping details are to be maintained as shown by the approved plans.



Staff Comment: The proposal will replace the mixed brick, block and wooden siding on the exterior of the storefront with a 100% natural sandstone facade. The sandstone is mined in Montana. The storefront windows and west side brick wall will remain unchanged. Only the building frontage is being updated at this time; signage for the ice cream shop will remain unchanged.

Staff has no concerns with the proposed architectural changes. The colors match well with the adjacent businesses, and the sign that will remain. No landscaping is proposed.

Pursuant to Subsection B of 9-2-2, within the Downtown Architectural District, *"The planning, zoning and adjustment board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the downtown district as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants.*

Pursuant to Section 10-18-4-A, within the downtown overlay district, at least 50% of the portion of the building facing the street shall include 1) Stone, as natural rock or cut with rough/matte finish; 2) Brick; 3) Wood siding; 4) Sandstone; or 5) Alternative materials, provided they have a similar profile, texture and finish as the above materials.

Staff Comment: This standard is met by the proposal to re-face the entire storefront with sandstone.

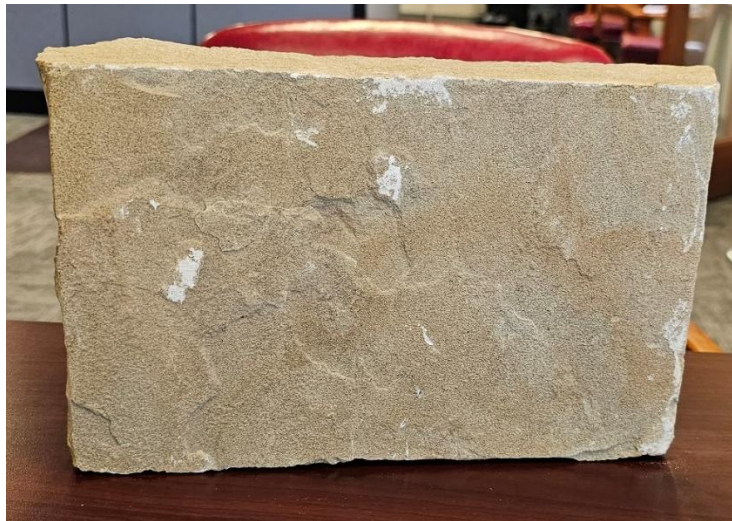
The proposal must also comply with other applicable provisions of the City code.

Staff Comment: No other criteria apply.

Staff Photo of Current Storefront:



Photo of sandstone material that will be used:





DATES: May 21-22
LOCATION: Riverton, Wyoming
VENUE: Riverton City Hall — 816 N Federal Blvd
CONFERENCE HOTEL: Holiday Inn — Riverton
REGISTRATION: Free for current members

REGISTRATION IS REQUIRED

NOTE: You must be a currently paid member to attend the conference. Please verify your membership dues are paid (must renew every January 1st).



Conference Schedule

Thursday, May 21

Time	Event
3:30 PM	WYOPASS Board Meeting - Holiday Inn Meeting Room
5:30 PM	Evening Social - Holiday Inn Lounge, 900 E. Sunset Blvd

Friday, May 22

Time	Event
8:30 AM	Welcome & Organizational Updates <i>Angela Parker, AICP, WYOPASS President</i>
8:45 AM	WAM & WCCA Partnership <i>Ashley Harpstreith & Jeremiah Rieman</i>
10:00 AM	BREAK
10:15 AM	Planning Commissioner Training <i>Andrew Bowen, AICP</i>
11:15 AM	How to Write an RFP <i>TJ Dlubac, AICP & Josh Olhava, AICP</i>
12:00 PM	Lunch
1:00 PM	City & County Breakout Groups
2:30 PM	BREAK
2:45 PM	Legislative Session Recap <i>Melissa Ruth, AICP & Joy Hill, CFM DLO</i>
4:00 PM	Conference Ends



Questions?

Contact us

PO Box 1065, Douglas, WY 82633

607-339-8259



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