

City of Cody Planning, Zoning and Adjustment Board

Thursday, April 16, 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. Approval of the Agenda

2. 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 April 2, 2026 meeting minutes.
Staff Reference: Hannah Witwicki
- b. Approve Resolution PZ 26-09 Special Exemption for Amadeus Square, LLC at 1901 Mountain View Drive
Staff Reference: Jenny Cramer
- c. Approve Resolution PZ 26-10 Sign Plan Review for Amadeus Square, LLC at 1901 Mountain View Drive
Staff Reference: Jenny Cramer
- d. Approve Resolution PZ 26-11 Downtown Architectural Review for What's Left, LLC at 1321 Sheridan Avenue
Staff Reference: Jenny Cramer

3. Public Hearing

4. Tabled Items

- a. Architecture, Landscape and Sign plan review for Bighorn Sheds Display on Sheridan Avenue.
Staff Reference: Jenny Cramer

5. New Business

- a. Sign Review for Real Estate Outlaws at 913 Sheridan Avenue.
Staff Reference: Jenny Cramer
- b. Commercial Site Plan Review for Out-West Adventures at 130 W. Yellowstone Avenue.
Staff Reference: Jenny Cramer
- c. Entryway Corridor Architectural and Landscaping Review for Out-West Adventures at 130 W. Yellowstone Avenue.

Staff Reference: Jenny Cramer

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

Upcoming Meetings:

May 7, 2026
May 21, 2026
June 4, 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
April 2, 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, April 2, 2026 at 12:00 PM.

P&Z Board Vice Chairperson Dan C. Holler called the meeting to order at 12:02 PM.

Present: P&Z Board Member Dan C. Holler, P&Z Board Member Carla Egelhoff, P&Z Board Member Kathryn Kyle, P&Z Board Member Ian Morrison; City Attorney Scott Kolpitzke; 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: Sarah Miles; Erin Welty; Dan Schein

Ian Morrison made a motion seconded by Kathryn Kyle to approve the Consent Calendar. The vote was unanimous. The motion passed.

City Planner, Jenny Cramer, presented the Public Hearing for the Special Exemption request at 1901 Mountain View drive, to allow placement of a sign partially within the City right-of-way.

The Public Hearing opened at 12:04 PM. No one spoke for or against.

Public Hearing closed at 12:04 PM

City Planner Jenny Cramer presented the Special Exemption Request at 1901 Mountain View Drive to allow placement of a sign partially within City Right-of-Way.

Carla Egelhoff made a motion seconded by Kathryn Kyle to approve, Special Exemption Request at 1901 Mountain View Drive to allow placement of a sign partially within City Right-of-Way with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Sign Review at 1901 Mountain View Drive - Amadeus Square, LLC.

Kathryn Kyle made a motion seconded by Carla Egelhoff to approve Sign Review at 1901 Mountain View Drive - Amadeus Square, LLC with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Architecture, Landscape and Sign plan review for

Bighorn Sheds Display on Sheridan Avenue.

Carla Egelhoff made a motion seconded by Ian Morrison to approve the Architecture, Landscape and Sign plan review for Bighorn Sheds Display on Sheridan Avenue with the conditions 1, 2 and 4 from the Staff report. Carla Egelhoff, Ian Morrison and Dan C. Holler were in favor. Kathryn Kyl was opposed. The motion failed.

Ian Morrison made a motion seconded by Carla Egelhoff to table the Architecture, Landscape and Sign plan review for Bighorn Sheds Display on Sheridan Avenue until the next meeting. Vote on the motion was unanimous. Motion passed.

City Planner Jenny Cramer presented the Downtown Architectural Plan for Modification to the Exterior Storefront of 1321 Sheridan Avenue.

Carla Egelhoff made a motion seconded by Ian Morrison to approve the Downtown Architectural Plan for Modification to the Exterior Storefront of 1321 Sheridan Avenue. The vote was unanimous. The motion passed.

P&Z Board Matters: Discussion initiated by Dan Holler regarding 1) removal of “Approval of Agenda” from the Consent Calendar and have it be a separate standalone item that is approved before the consent calendar; 2) Incorporate resolutions for each review into the same meeting as the reviews are heard and voted on by the board; and 3) Consider adding applications that are straight forward, simple and meet all code standards into the consent calendar.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Kathryn Kyle to adjourn the meeting. The vote was unanimous. The meeting was adjourned at approximately 12:28 PM.

Hannah Witwicki

Hannah Witwicki, Administrative
Coordinator

**RESOLUTION PZ 26-09
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF A SPECIAL EXEMPTION FOR AMADEUS SQUARE, LLC TO
PLACE A SIGN WITHIN A PUBLIC RIGHT-OF-WAY AT 1901 MOUNTAIN VIEW
DRIVE**

WHEREAS, Patricia Wormington, the owner and manager of Amadeus Square, LLC (property owner) is seeking a special exemption to place a sign within a public right-of-way at 1901 Mountain View Drive; and

WHEREAS, Section 10-15-6.B.8 of City of Cody Code prohibits sign placement within a public right-of-way; and

WHEREAS, the Planning, Zoning and Adjustment Board held a public hearing on April 2, 2026, to consider the special exemption request and made the following findings:

1. The subject property is zoned General Business (D-2).
2. The property owner intends to modify an existing, abandoned sign structure and install new compliant signage. However, a portion of the existing structure encroaches on the public right-of-way.
3. 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.
4. Placement of the proposed sign is compatible with the adjacent land uses and neighborhood.
5. 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.
6. Altering the existing sign and using the existing sign materials is the most feasible option for signage on the property.
7. Adequate existing power service is available to serve the proposed structure.
8. The special exemption request does not conflict with the future land use map of the master plan.
9. A public hearing notice was published in the Cody Enterprise and Thirty-two neighboring properties were notified of the request as required by the City Code for special exemptions.
10. Three responses of "no objection" and two responses of "objection" were

received by the City.

11. An encroachment license agreement from the city will be required if the special exemption is approved, before the applicant can proceed with a building permit for the signage.

WHEREAS, the Planning, Zoning and Adjustment Board concludes this special exemption to place a sign within a public right-of-way 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 to place a sign within a public right-of-way at 1901 Mountain View Drive, with the following conditions:

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.

By the Planning, Zoning and Adjustment Board on the 2nd day of April, 2026.

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

Daniel C. Holler, Vice - Chairman

Date

ATTEST:

Tina Gail, City Clerk

RESOLUTION PZ 26-10
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TITLE: APPROVAL OF SIGN PLAN REVIEW FOR AMADEUS SQUARE, LLC AT 1901
MOUNTAIN VIEW DRIVE

WHEREAS, Patricia Wormington as owner and manager of Amadeus Square, LLC (property owner) applied for a sign review to install a commercial sign on a modified, existing sign structure at 1901 Mountain View Drive; and

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

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on April 2, 2026, to review the sign plan and established the following findings:

1. The applicant has secured special exemption approval for the existing sign structure, which is partially located within a public right-of-way. This approval permits the structure to remain and be modified for the installation of new signage;
2. The proposed sign design is compatible with the surrounding neighborhood.
3. The top portion of the existing sign structure will be removed, down to the lighting fixture.
4. A new, 8' x 10' double faced sign will be installed below the lighting fixture.
5. An existing 4'5" x 8'5" double faced reader board (not electronic) will remain below the new sign.
6. Cumulatively, the signs total 235 sq-ft, which is within the allowed limit of 600 sq-ft per zone lot per City Code.
7. The overall sign height from average grade of the site will be 24'10" and the maximum height is 25'.
8. The sign will have exterior illumination using the modified lighting fixture. The lights will be required to face downward onto the sign face and comply with city lighting code.

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. 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.

By the Planning, Zoning and Adjustment Board on the 2nd day of April, 2026.

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

Daniel C. Holler, Vice - Chairman

Date

ATTEST:

Tina Gail, City Clerk

**RESOLUTION 2026-11
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF DOWNTOWN ARCHITECTURAL REVIEW FOR WHAT'S
LEFT, LLC AT 1321 SHERIDAN AVENUE**

WHEREAS, Tom Quick, on behalf of What's Left, LLC, (property owner) submitted a downtown architectural review application, as required by City of Cody Code Section 9-2-2B, 10-10-B and 10-18-4, for the renovation of the building frontage at 1321 Sheridan Avenue; and

WHEREAS, an architectural rendering was submitted by the property owner in compliance with the aforementioned City of Cody Code; and

WHEREAS, the property is situated in the General Business (D-2) zoning district in the Downtown Architectural District overlay; and

WHEREAS, the submitted architectural plans substantially conform to the City of Cody Code regarding architectural compatibility; and

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on April 2, 2026, to review the architectural plans and established the following findings:

1. The exterior modification as shown on the provided rendering will be architecturally compatible in the zoning district and the downtown.
2. More than 50% of the building facing the street will be Sandstone.

WHEREAS, the Planning, Zoning and Adjustment Board concluded that the architectural plans are 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 architectural plans for the renovation of the building frontage at 1321 Sheridan Avenue.

By the Planning, Zoning and Adjustment Board on the 2nd day of April, 2026.

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

Daniel C. Holler, Vice-Chairman

Date

ATTEST:

Tina Gail, City Clerk

<p>Meeting Date: April 16, 2026 Department: Community Development Staff Reference: Jenny Cramer</p>
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AGENDA ITEM SUMMARY REPORT

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:

The Planning, Zoning and Adjustment Board considered the Architecture, Landscape and Sign Plan review for Bighorn Sheds Display at a regular meeting on April 2, 2026 and after discussion, Carla Egelhoff made a motion seconded by Ian Morrison to approve the review with recommended conditions 1,2 and 4 from the staff report. Carla Egelhoff, Ian Morrison and Dan Holler were in favor. Kathryn Kyle was opposed. The motion failed because the vote did not constitute a majority of the quorum.

Ian Morrison made a motion seconded by Carla Egelhoff to table the review until the next regularly scheduled Planning, Zoning and Adjustment Board Meeting. Vote on the motion was unanimous. Motion passed.

See attached staff report for project details. Note** Staff updated the staff report since the April 2, 2026 meeting, which included updating the staff recommended conditions.

FISCAL IMPACT:

ATTACHMENTS:

1. Staff Rpt to PC Bighorn Sheds Architecture and Landscape plan
2. SITE PLAN
3. Resolution PZ 26-12 Bighorn Sheds Display Architectural,Landscape and Sign 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:	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. Below are a few examples of sheds within the brochure. The sheds appear to be for residential uses.



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. The residential side of Sheridan Ave. is lined with privacy fence in this area. 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, as there is no on-site

water available. There are no specific landscaping standards or criteria for the D-3 zoning district.



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.

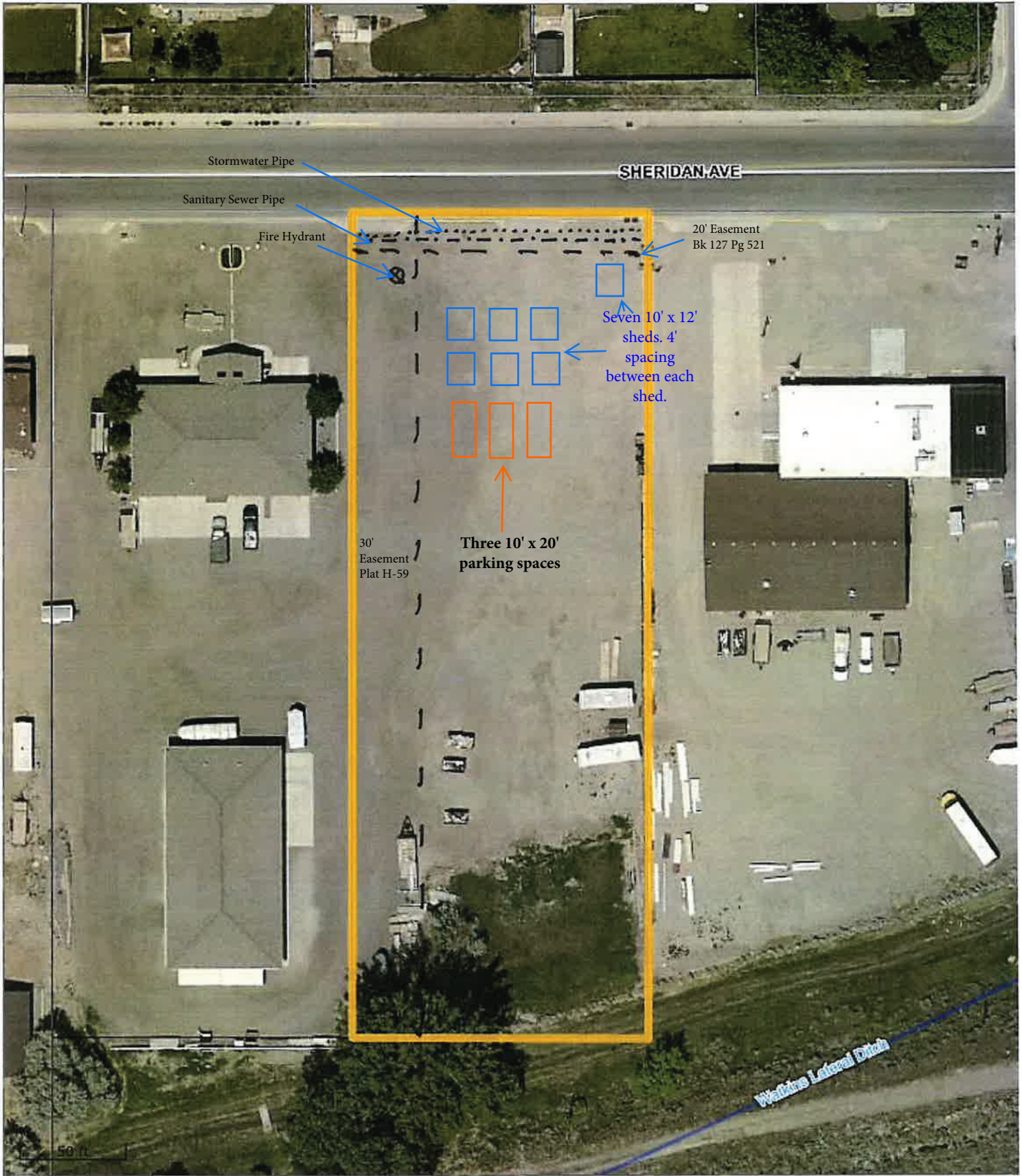
Other Considerations:

Grading/Storm Water: The natural grade is such that stormwater currently infiltrates or ponds on the property. So long as no grading occurs within the parking or shed display areas to direct storm water into the street, or onto adjacent properties, no further stormwater management is necessary for this project.

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. 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.

**RESOLUTION 26-12
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF ARCHITECTURAL, LANDSCAPE AND SIGN PLANS FOR
BIGHORN SHEDS DISPLAY**

WHEREAS, Rachel Lowen, on behalf of Bighorn Sheds (“applicant”), with consent of Gene Schrader of Schrader Metal & Design, Inc. (“property owner”), 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; and

WHEREAS, City of Cody Code Section 10-10C-5 requires Architectural and landscaping plans be submitted to the Planning and Zoning Commission for approval and shall be architecturally compatible; and

WHEREAS, the applicant proposes two temporary banner signs which are regulated by City of Cody Code Section 10-15; and

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

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on April 2, 2026, to review the architectural, landscaping and sign plans and the review was tabled until the April 16, 2026 regular meeting. The Board established the following findings:

1. Seven display storage sheds (all will be 120 sq-ft or less in size) will be placed on the property to advertise a shed manufacturing business.
2. The shed aesthetics are compatible with the architecture of neighboring commercial properties.
3. Wooden planter boxes will be placed in front of the sheds with artificial plantings.
4. No utility services are requested for the use.
5. Three parking spaces will be provided.
6. Two 4’x8’ banner signs will be affixed to shed walls.
7. The proposed signage is under the maximum size individually and cumulatively as specified in the City of Cody Code Section 10-15.

WHEREAS, the Planning, Zoning and Adjustment Board concluded that the architectural, landscape and sign plans are 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 architectural,

landscape and sign plans for Bighorn Sheds Display as presented and stated in the above findings, subject to 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. Sheds shall not be placed within any easements or interfere with utility infrastructure on the property.

By the Planning, Zoning and Adjustment Board on the 16th day of April, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk

Meeting Date: April 16, 2026 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT

Sign Review for Real Estate Outlaws at 913 Sheridan Avenue.

PROPOSED ACTION:

Approve Sign Plan with recommended conditions, approve with revised conditions or deny.

SUMMARY OF INFORMATION:

See attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. PZ Staff Rpt Sign Review for Real Estate Outlaws
2. Site Plan
3. REAL ESTATE OUTLAWS-Sign Specs
4. Lighting Specifications

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

MEETING DATE:	APRIL 16, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	COMMERCIAL SIGN REVIEW: REAL ESTATE OUTLAWS	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

A sign review application has been submitted by David Peterson as the owner and manager of Real Estate Outlaws, and Door & Lots – Series, LLC 913 Sheridan Avenue – Series 51 (property owner). The application proposes a new freestanding sign at 913 Sheridan Avenue.

The property is in a General Business (D-2) zoning district, and is within the Downtown Architectural Overlay District and the Downtown Business Sign District. The picture shown illustrates 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 property is within the Downtown Architectural District established by Section 9-2-2 of the Cody City Code. Pursuant to Subsection 9-2-2(B), *"The planning, zoning and adjustment board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the downtown district as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants."*

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

Downtown Business Sign District							
Freestanding	Identification	1 per premises	240 sq. ft.	480 sq. ft.	25 ft.		(g)
Attached wall	Business	Attached: 1 per face of storefront, 1 per street frontage, not to exceed 2 signs per establishment maximum	1.5 x the linear feet of frontage	1.5 x the linear feet of frontage			(a)(b)(d)(g)(j)(k)
Marquee, projecting signs, awning, suspended		Maximum 2 additional hanging panels per projecting sign	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) may include a maximum of 2 additional suspended signs per projecting sign
Banners	Temporary sign		32 sq. ft. per sign face				
Construction signs	Temporary sign	1 per premises		32 sq. ft. maximum	6 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	Temporary sign						Not allowed within this district

(g) All signs must be permitted by WYDOT except all city side streets.

STAFF COMMENTS:

The proposed freestanding sign dimension is 3' x 2' or 6 sq-ft per sign face, which is within the allowed limit of 240 sq-ft per sign face. The sign will be 9' in overall height, which is below the allowed limit of 25'.

The sign will be externally illuminated and is allowed, provided the light source is shielded so it will not cast direct light onto any residential district and not create a safety hazard. The applicant has provided lighting specifications indicating the lights will be 1,000 lumens and have CCT of 3,000 Kelvins. The gooseneck shade provides full

cutoff and the light will be directed and angled downward to illuminate the sign face only. No up light, glare or spill beyond the sign panel will occur. They will be operated dusk to dawn with an automatic photocell sensor.

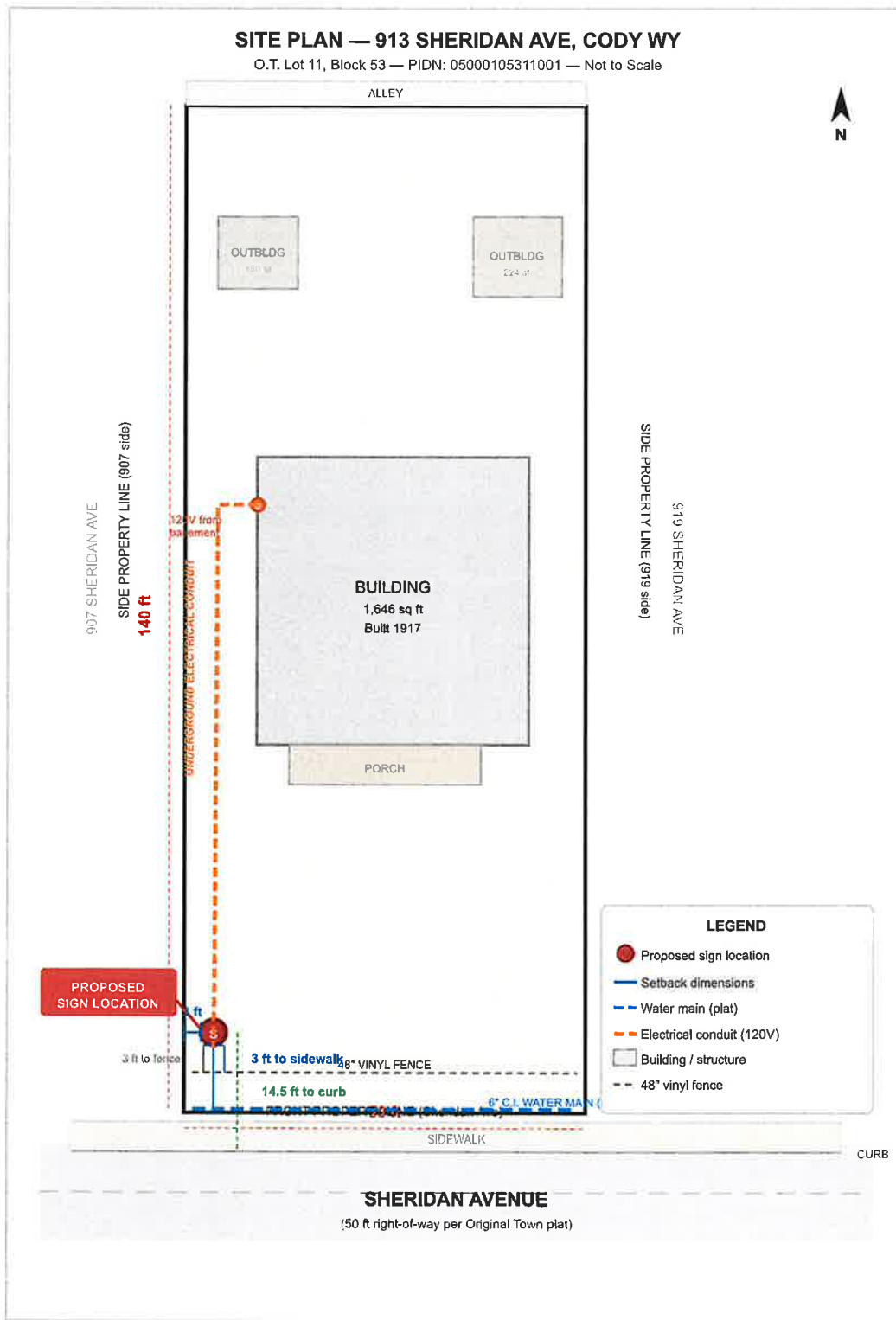
Regarding architectural compatibility within the Downtown Architectural District, the sign post and face will be composed of wooden material. The colors and design appear to compliment the property and adjacent properties as well as the downtown district.

WYDOT has provided an initial response, indicating the sign will be outside of their right-of-way. However, they are reviewing further to confirm the exact location of the right-of-way along the property and that the proposed lighting will comply with their standards. The applicant will be required to comply with any permitting requirements and additional WYDOT standards, before a building permit will be issued and the sign can be installed.

RECOMMENDED CONDITIONS:

Staff recommends approval of the Real Estate Outlaws Freestanding Commercial Sign and Downtown Architectural District 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. The applicant shall provide documentation from WYDOT that the sign is in full compliance with WYDOT, prior to issuance of a building permit and installation of the sign.



3B. SIGN LOCATION & SETBACK DISTANCES

MEASUREMENT	DISTANCE
Lot dimensions (per Original Town plat E-58)	50 ft frontage x 140 ft depth

SIGN PERMIT SUBMITTAL

City of Cody, Wyoming — Sign Permit Application Supporting Documents

PROPERTY ADDRESS

913 Sheridan Avenue, Cody, WY 82414

PARCEL / PIDN

05000105311001 (Tax ID: R0006137)

LEGAL DESCRIPTION

Original Town of Cody, Lot 11, Block 53

SIGN TYPE

Freestanding hanging sign — single timber post

APPLICANT

Dave Peterson — Real Estate Outlaws

DATE

April 8, 2026

LOT SIZE

50 ft x 140 ft (7,000 sq ft / 0.16 acres) —
Commercial

PLAT REFERENCE

E-58 City of Cody 1901 (Park County Clerk)

1. SIGN DESCRIPTION

SPECIFICATION	DETAIL
Sign Type	Freestanding double-sided hanging sign from single timber post with iron arm
Sign Face Dimensions	36" W x 24" H (6.0 sq ft per face / 12.0 sq ft total)
Sign Face Material	Thick-cut cedar or reclaimed wood slab, 2" thick, clear exterior sealant
Post	8x8 rough-hewn timber, 10 ft total (2 ft buried, 8 ft above grade), concrete footing
Maximum Height (above grade)	Approx. 9 ft to top of iron arm (8 ft post + arm bracket)
Hanging Arm	Welded black steel iron arm extending ~30" horizontally from top of post
Hanging Hardware	Heavy gauge welded steel chain links, through-bolted, wind-rated
Copy / Text	"REAL ESTATE OUTLAWS" — routed into both faces, letters painted cream/off-white/burgundy
Graphics	Small cowboy hat and crossed key guns routed into sign face (company logo)
Illumination	Externally illuminated — dual gooseneck downlights (see Lighting Specifications below)
Finish	Post: natural wood w/ sealant. Iron/hardware: matte black powder coat. Fixtures: oil-rubbed bronze or matte black.

2. LIGHTING SPECIFICATIONS **COMPLIANT**

SPECIFICATION	DETAIL	CITY LIMIT
Fixture Type	Gooseneck barn-style downlight (x2)	—
Mounting	Post-mounted, angled downward at sign face	—
Light Source	LED	—
Lumens (per fixture)	1,000 lumens	1,000 max
Lumens (total, both fixtures)	2,000 lumens combined	—
Correlated Color Temperature (CCT)	3000K (warm white)	3,000K max
Full Cutoff / Shielded	Yes — gooseneck shade provides full cutoff; all light is directed downward	Required
Light Directed at Sign Face Only	Yes — fixtures are angled to illuminate sign face only; no uplight, no light spill beyond sign panel, no glare toward vehicles or roadway	Required
Fixture Finish	Oil-rubbed bronze or matte black	—
Power	Hardwired (120V)	—
Operation	Dusk-to-dawn photocell sensor (automatic on/off)	—

Note: Gooseneck barn-style fixtures are inherently full-cutoff by design. The opaque metal shade completely encloses the top and sides of the light source, directing 100% of emitted light downward onto the sign face. No light is emitted above the horizontal plane. This eliminates glare to passing vehicles, adjacent properties, and the night sky.

3. SITE PLAN PROVIDED

Site plan for proposed sign location at 913 Sheridan Avenue, Cody, WY 82414.

Lot: Original Town of Cody, Lot 11, Block 53 — 50 ft (frontage) x 140 ft (depth), 7,000 sq ft.

Sign placement: Front corner of lot, inside existing 48" vinyl fence, on the side adjacent to 907 Sheridan Ave. Sign is set back behind fence line for visibility from Sheridan Ave while remaining clear of sidewalk and right-of-way.

3A. SITE PLAN DRAWING

Sign placement description	Front corner of lot, inside 48" vinyl fence, adjacent to 907 Sheridan Ave (away from trees at 919 side). Approx. 2 ft behind fence line.
Distance from sign post to edge of curb (Sheridan Ave)	14.5 ft
Distance from sign post to edge of sidewalk (nearest edge)	3 ft
Distance from sign post to 48" vinyl fence	3 ft (sign is inside fence)
Distance from sign post to side property line (907 side)	3 ft
Distance from sign post to side property line (919 side)	47 ft
Distance from sign post to building face (nearest wall)	23 ft
Distance from sign post to rear property line (alley)	~114 ft

Source: Lot dimensions from Original Town plat E-58 (Park County Clerk). Setback distances measured on-site April 2026. Sign is located inside the existing 48" vinyl fence, 3 ft behind fence line.

3C. UTILITIES & EASEMENTS

ITEM	DETAIL
Water main	6" cast iron main shown on Original Town plat running along Sheridan Ave frontage, inside the front property line. Distance from sign to main: _____ ft (811 locate required)
Front utility easement	No explicit easement width recorded on Original Town plat E-58. Standard OT Cody assumption: 5-10 ft from front property line. Confirm with City Planning.
Side utility easements	None recorded on original plat. Confirm with City Planning.
Distance from sign post to nearest sewer line	_____ ft (811 locate required)
Distance from sign post to nearest gas line	_____ ft (811 locate required)

Distance from sign post to nearest **electric line** _____ ft (811 locate required)

Distance from sign post to nearest **telecom/cable** _____ ft (811 locate required)

Electrical conduit run (new)

120V hardwired feed for sign lighting. Exits building on 907 side (west wall), approximately 3/4 of the way toward the rear of the building at basement level. Underground conduit runs along the 907 side property line to the sign post (~40 ft run). See site plan drawing.

Other easements or encumbrances

None recorded on plat. Alley at rear of lot (between Sheridan Ave and Rumsey Ave blocks).

811 Utility Locate: Wyoming One-Call (811) has been/will be contacted to mark all underground utilities at the proposed sign location prior to installation. All utility distances will be confirmed from field markings and updated on this plan before digging the concrete footing.

4. SIGN RENDERINGS

Reference renderings of the proposed sign are attached separately. Two views are provided:

- **Daytime view** (without lighting) — shows sign, post, and hanging hardware in context
- **Evening view** (with lighting) — shows gooseneck fixtures illuminating sign face, demonstrating full-cutoff light pattern with no glare toward roadway

See attached image files: *sign-wo-lights.png* and *sign-w-lights.png*

5. COMPLIANCE SUMMARY

CITY REQUIREMENT	PROPOSED	STATUS
Lumens (1,000 max)	1,000 lumens per fixture	COMPLIANT
CCT (3,000K max)	3,000K	COMPLIANT
Full cutoff / shielded	Yes — gooseneck shade, full cutoff	COMPLIANT
Light directed at sign face only	Yes — downward only, no spill/glare	COMPLIANT
Site plan with sign location	Section 3 — front corner, 907 side	PROVIDED
Distance to property lines	3 ft side (907), 47 ft side (919)	PROVIDED
Utilities & easements	Section 3C — 6" CI main noted on plat; 811 pending for underground locates	811 PENDING
Distance to edge of curb	14.5 ft	PROVIDED

APPLICANT CERTIFICATION

I certify that the information provided in this submittal is accurate and complete to the best of my knowledge. The proposed sign and lighting will be installed in accordance with the specifications described herein. All utility distances will be confirmed via 811 locate prior to installation.

 APPLICANT SIGNATURE

 DATE

 PRINTED NAME

 PHONE

REAL ESTATE OUTLAWS — YARD SIGN FABRICATION SPEC

Location: 913 Sheridan Ave, Cody, WY 82414 (front yard, near sidewalk/picket fence)

Type: Freestanding hanging sign from single timber post

Post:

- 8x8 rough-hewn timber, approximately 10 ft total (2 ft buried, 8 ft above grade)
- Set in concrete footing — size per local wind load requirements
- Natural wood finish — exterior sealant only, no paint, some stain
- Iron hanging arm extending ~30" horizontally from top of post, welded black steel

Sign Panel (double-sided):

- Thick-cut cedar or reclaimed wood slab, approximately 36"W x 24"H x 2" thick
- "REAL ESTATE OUTLAWS" routed into both faces, letters painted cream/off-white/Burgandy
- Small cowboy hat and key guns routed above or below text (match logo)
- Clear exterior sealant over entire panel
- Edges: live edge or clean cut — fabricator's recommendation based on wood stock

Hanging Hardware:

- Welded chain links — heavy gauge steel, welded closed (wind rated)
- Two chain drops from iron arm to sign panel, attached with through-bolts
- All hardware black powder-coated or oil-rubbed finish

Lighting:

- Dual gooseneck lamps mounted on the post, angled down at sign face
- Oil-rubbed bronze or matte black finish
- Warm white LED (3000K)
- Hardwired

Finish Palette:

- Post: natural rough-hewn wood
- Iron/hardware: matte black
- Sign face: natural wood grain showing
- Letters: cream/off-white/burgandy
- Light fixture: bronze or black

Notes for Fabricator:

- Wind load is significant — all connections must be rated for sustained high winds

- Sign should feel like a heavy duty old school real estate sign meets saloon, not a retail sign — rustic, heavy, permanent

2. LIGHTING SPECIFICATIONS COMPLIANT

SPECIFICATION	DETAIL	CITY LIMIT
Fixture Type	Gooseneck barn-style downlight (x2)	—
Mounting	Post-mounted, angled downward at sign face	—
Light Source	LED	—
Lumens (per fixture)	1,000 lumens	1,000 max
Lumens (total, both fixtures)	2,000 lumens combined	—
Correlated Color Temperature (CCT)	3000K (warm white)	3,000K max
Full Cutoff / Shielded	Yes — gooseneck shade provides full cutoff; all light is directed downward	Required
Light Directed at Sign Face Only	Yes — fixtures are angled to illuminate sign face only; no uplight, no light spill beyond sign panel, no glare toward vehicles or roadway	Required
Fixture Finish	Oil-rubbed bronze or matte black	—
Power	Hardwired (120V)	—
Operation	Dusk-to-dawn photocell sensor (automatic on/off)	—

Note: Gooseneck barn-style fixtures are inherently full-cutoff by design. The opaque metal shade completely encloses the top and sides of the light source, directing 100% of emitted light downward onto the sign face. No light is emitted above the horizontal plane. This eliminates glare to passing vehicles, adjacent properties, and the night sky.

Meeting Date: April 16, 2026 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT

Commercial Site Plan Review for Out-West Adventures at 130 W. Yellowstone Avenue.

PROPOSED ACTION:

Approve Commercial Site Plan with recommended conditions, approve with modified conditions or deny.

SUMMARY OF INFORMATION:

See attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. PZ Site Plan Staff Rpt_ Out West Adventures
2. Site Plan_ Out West Adventures
3. Letter of Intent to City of Cody (1)
4. Resolution PZ 26-14 Approval Site Plan Review Out-West Adventures

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

MEETING DATE:	APRIL 16, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	SITE PLAN REVIEW: OUT-WEST ADVENTURES	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Thomas Toohey, as the owner of Out-West Adventures, on behalf of Big Bear Motel, LLC, (property owner), has submitted a site plan application for a Utility Terrain Vehicle (UTV or side-by-side) rental facility at 130 W. Yellowstone Avenue; a 0.97-acre parcel located approximately 550’ southwest of the Yellowstone Highway and the Southfork Highway intersection. This business was established and has been in operation at 405/415 Yellowstone Highway since 2019. The applicant is moving the business to the newly proposed location.



The current application includes placement of a 12’ x 40’ building (existing at the original location and will be moved to this new location). UTV’s are available onsite for rental. The applicants operate the rental business seven days per week, 9:00am – 6:00pm from May 1st through October 31st.

The property to be developed is zoned Open Business/Light Industrial (D-3), which allows vehicle rental and similar uses.

REVIEW CRITERIA:

Section 9-2-3 is as follows:

- A. Before the issuance of any permit under the International Building Code for commercial buildings situated within the City, the applicant, 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.

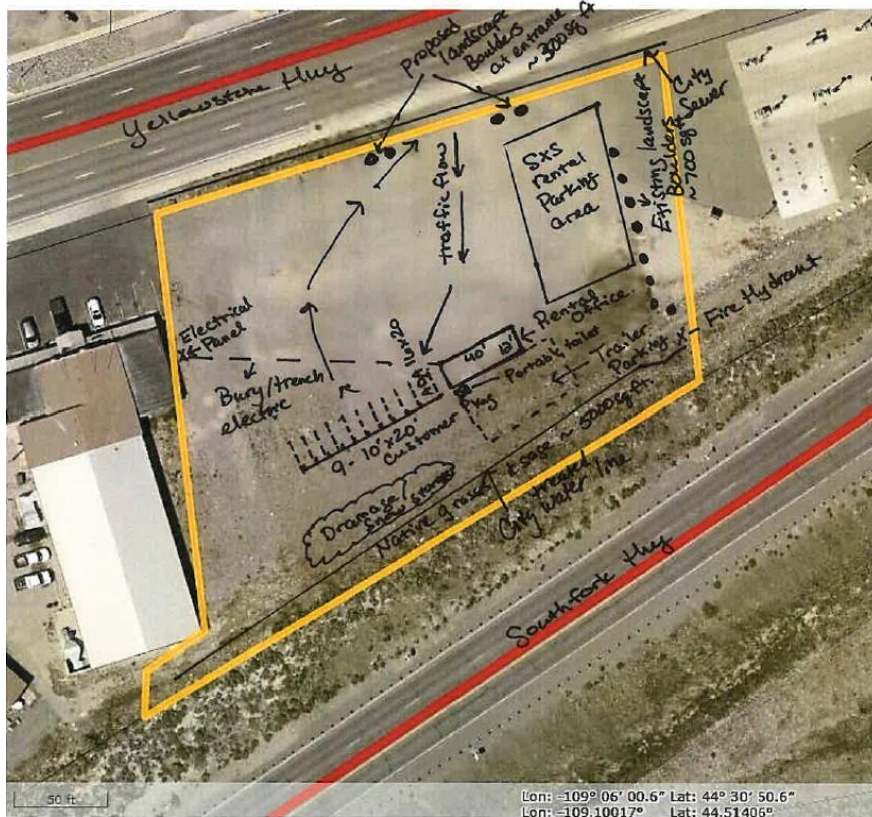
C. The Board shall review the commercial site plan development application for the following:

General site plan conditions and layout, including access and traffic flow (as related to public safety), commercial signage, parking (including parking layout, and compliance with off-street parking requirements and with the Americans with Disabilities Act), landscaping, lighting (for any and all buildings and parking areas), site drainage and grading, stormwater facilities, snow removal and storage, fire hydrant placement, dumpster placement, building designs and plans, utilities, and impacts on surrounding and adjoining properties. The burden shall be on the applicant to demonstrate that the site plan complies with local, state, federal laws, regulations and zoning ordinances.

D. The Board may specify conditions as necessary to ensure compliance with applicable laws, rules, regulations and zoning ordinances. The issuance of a permit shall be contingent upon the applicant receiving an affirmative vote from a majority of the Board that the applicant has satisfied the above requirements. (Ord. 2011-22, 12-6-2011; amd. Ord. 2024-02, 4-16-2024; Ord. 2025-10, 2-18-2025)

STAFF COMMENTS:

Site Plan:



Access and Parking:

The proposal will utilize an existing access way from Yellowstone Avenue. Traffic flow has been indicated on the site plan and includes nine customer parking spaces (one is an ADA space) on gravel. A trailer /UTV parking area is on the east side of the property, and could be used for customer parking as well.

The parking plan appears acceptable, provided the ADA parking space is resurfaced as determined by the building official and as required by code, provided with some signage, and the stalls are provided with wheel stops.

Commercial Signage

The applicant proposes to use a 4'x8' banner sign, attached to the rental office building as shown below. Banner signs are allowed at this size in a D-3 zoning district. However, banners are subject to the time limits for temporary/seasonal signs per city code section 10-15-9-A.4., and may only be displayed for 120 consecutive days. The applicant must remove the banner after 120 days.



To display the banner sign each subsequent year, the applicant will need annual sign review approval from the City. Alternatively, the applicant may propose a permanent, affixed wall sign instead of the temporary banner.

Landscaping

Some landscaping exists on the property, and the applicant is proposing additional landscaping. This will be reviewed more in depth as part of a separate architectural and landscape review.

Exterior Lighting

No exterior lighting is indicated or proposed. If exterior lighting is proposed, it will need to be full cut-off in style, and otherwise comply with city code lighting standards.

Setbacks and Buffers, and Height Requirements

The D-3 zone has no building height limit or setback requirements. The subject property is not adjacent to a residential zoning district, therefore there are no buffer or fencing requirements.

Site Drainage and Grading and Storm Water Plan:

A storm water plan was not required for this project as there is minimal change to the surfacing of the developed area. The property slopes to the south where there is natural vegetation for infiltration of storm water.

Snow Storage

Mostly not applicable, as the facility is only open May thru November. However, a snow storage area has been indicated on the site plan.

Utility Services

The building will only have electricity. In order to meet applicable code, the electrical service will need to be installed per the NEC (buried).

The proposed building does not have restrooms and the applicant proposed use of a portable toilet, as was allowed at the previous location. A portable toilet can be authorized by the Community Development Director and the Public Works Director, and can be required to be screened from view. The Community Development Director and the Public Works Director have given authorization. Provided the portable toilet is located a few feet behind the building, it would not be readily visible from anywhere in close proximity. It would be removed in the off season.

It is also noted that the port-a-potty must be ADA sized and the pathway to the facility to ADA standards (hard surfaced, not > 2% slope).

Hydrants/Fire Protection

The building will rely on a fire hydrant at the southeast corner of the property for fire protection.

Frontage Status

Curb, gutter, and sidewalk exists along the full property frontage.

Garbage

The applicant will work with the City Sanitation Department for placement of a dumpster for garbage disposal onsite.

Impacts on Surrounding Properties

All adjacent properties are zoned commercially (D-3) and used commercially. The use will be operated seasonally, during regular business hours. No negative impacts to nearby properties are expected.

RECOMMENDATION:

It is recommended that the Planning and Zoning Board approve the project subject to the following conditions:

1. The site plan is approved as presented to the Board. Before placing any additional structures beyond the rental office, including fencing, the applicants are required to contact the Community Development office to determine if further review and/or permitting is required.
2. Applicant shall coordinate with the City to connect utilities and obtain any necessary connection permits.
3. Applicant shall coordinate with the City Sanitation Department to determine the location for a dumpster and have a dumpster in place, prior to opening.
4. Landscaping must be completed as soon as possible, and no later than 15 days after opening.
5. Use of a port-a-potty is authorized, but shall be removed during the off-season, November 1st – April 30th. The unit must be located behind the building or otherwise screened from view, properly anchored and regularly maintained.
6. Applicable ADA features must be installed, such as the ADA standard port-a-potty, parking space, "ADA Van-accessible" parking sign, unloading aisle, ramp into building, pathway to port-a-potty, etc.
7. The applicant shall obtain any necessary building permits prior to building placement or utility construction or connection, and within two years of this approval, or this authorization will expire.
8. The banner sign is temporary and must be removed by the applicant within 120 days. For display in subsequent years, the applicant must either receive annual City sign review approval for the temporary banner or obtain approval for a permanent, affixed wall sign.

Staff Photos:

From the northeast corner of the property, facing south.

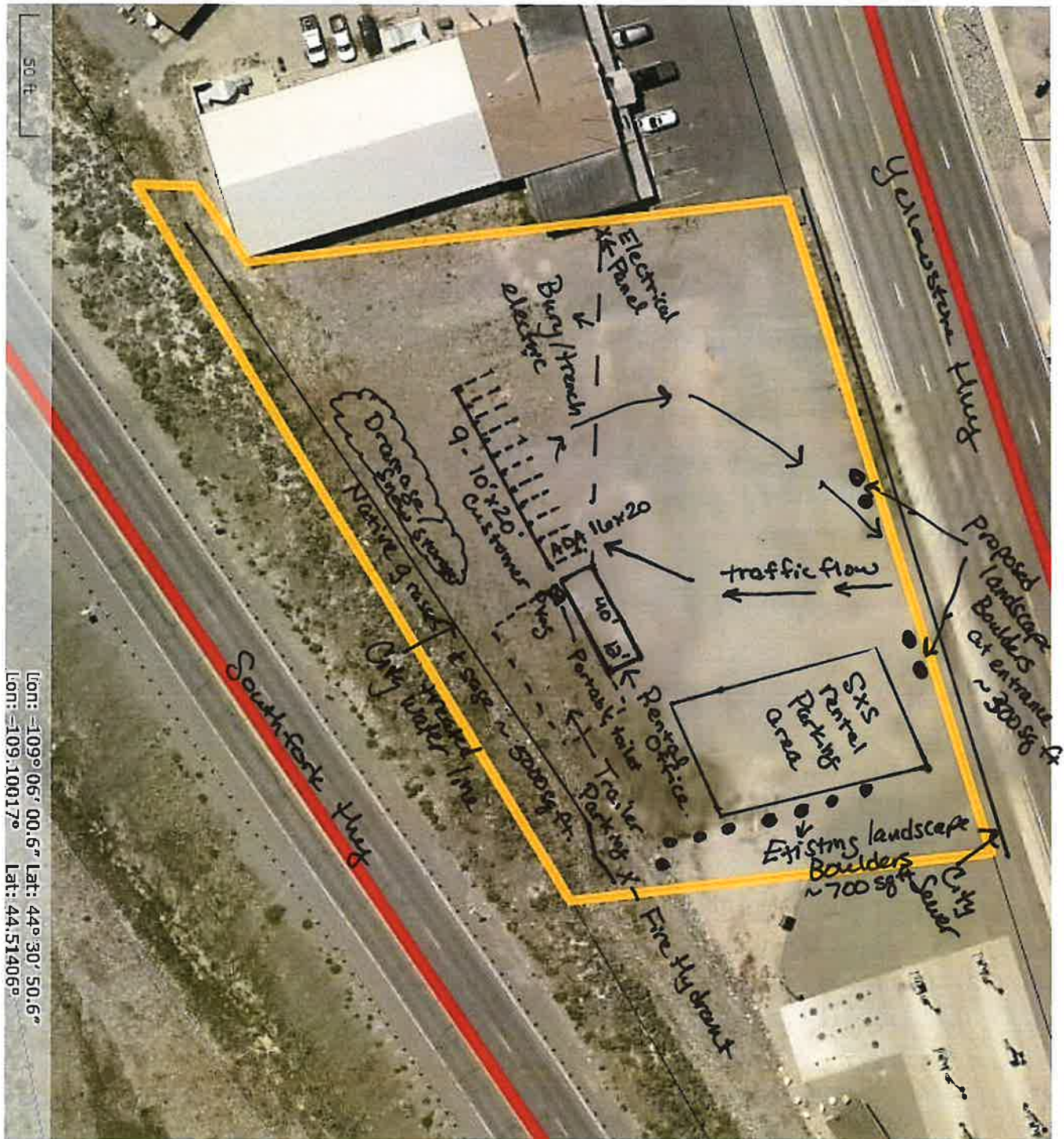


From the northeast corner of the property, facing southwest across the lot.



From the northwest corner of the property, facing southeast across the lot.





Letter of Intent: Project Narrative for Off-Road Rental.

TO: City of Cody Planning, Zoning, and Adjustment Board

FROM: Out-West Adventures

DATE: March 11, 2026

SUBJECT: Temporary Use / Pop-Up Shop Proposal for Off-Road Rentals

1. Project Overview

Out-West Adventures is proposing a seasonal pop-up shop located at 130 West Yellowstone. [Vacant lot between Cody Firearms Experience and the Sinclair fuel station. We are currently leasing on a year to year basis] Our mission is to provide high-quality, responsibly managed off-road vehicle (ORV) rentals to residents and visitors. As a temporary installation for the 2026 season (primary running dates from May to November), our footprint is designed to be low-impact, mobile, and professionally maintained.

2. Operational Plan & Zoning

The proposed site is located within the [e.g., D-2 Downtown / C-Commercial] district. Our "shop" will consist of a Pre Fabricated 40'x 12' shop that we currently operate out of just down the road, e.g., potentially a custom-branded shipping container for storage and aesthetic look, and a branded canopy at times for shade (when it is not windy of course).

- **Operating Hours:** 9:00 AM – 6:00 PM, seven days a week.
- **Staffing:** 1-4 employees at this time will be on-site to manage rentals and safety briefings during business hours.

3. Equipment & Aesthetic (The "Cody Character")

We recognize Cody's commitment to a clean, western aesthetic.

- **The Structure:** Our pop-up unit will feature [earth-tone colors/wood siding/signage] that complement the surrounding area rather than detracting from it.
- **Equipment Management:** All ORV units (Side-by-Sides, ATVs, etc.) will be kept in an organized "staging area." We will utilize [fencing/planters/landscaping] to screen the equipment when the shop is closed.

4. Traffic, Parking, and Noise Mitigation

To address potential concerns regarding the nature of off-road equipment:

- **Noise Control:** All machines are modern, fuel-injected units that meet or exceed EPA noise standards. No "engine revving" or mechanical repairs will be performed on-site.
- **Traffic Flow:** We have designed a "pull-through" layout for customers arriving with or without trailers to prevent congestion on West Yellowstone Avenue.

- **Safety Education:** Every rental includes a mandatory 6-10-minute "Tread Lightly" briefing to ensure our customers respect Park County's trails and public lands. Along with a safety briefing followed by an ERP (Emergency Response Plan). We provide safety gear to every guest that rents one of our current model year machines. Which includes, helmets with face shields or goggles, first aid kits, beacons for emergency tracking and two types of tracking within the vehicles themselves.

5. Conclusion

This pop-up shop that we have been operating just down the road provides valuable service to Cody's outdoor tourism economy without the need for permanent, high-density construction. We aim to be a "good neighbor" and a professional addition to the local business community. We also carry proper permitting through the Bureau of Land Management and The National Forest for guiding in our amazing area we call Cody.

Respectfully submitted,

Thomas and Jessica Toohey (Out-West Adventures LLC)

**RESOLUTION PZ 26-14
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF COMMERCIAL SITE PLAN REVIEW FOR OUT-WEST
ADVENTURES AT 130 W. YELLOWSTONE AVENUE**

WHEREAS, Thomas Toohey, (“applicant”) as the owner of Out-West Adventures, on behalf of Big Bear Motel, LLC, (“property owner”), has submitted a site plan application for a Utility Terrain Vehicle (UTV or side-by-side) rental facility at 130 W. Yellowstone Avenue; and

WHEREAS, The applicant is moving the business, together with a 12’ x 40’ building, to the newly proposed location from 405/415 Yellowstone Avenue; and

WHEREAS, the subject property is situated within the Open Business/Light Industrial (D-3), which allows vehicle rental and similar uses; and

WHEREAS, the Applicant submitted a commercial site plan for review per the requirements set out in City of Cody Code Section 9-2-3; and

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on April 16, 2026, to review the commercial site plan and established the following findings:

1. The general site plan and layout are adequate.
2. The site is accessed directly from West Yellowstone Avenue.
3. Access and traffic flow are deemed adequate concerning public safety.
4. A 4’x8’ banner sign, attached to the rental office building is proposed.
5. Banners are subject to the time limits for temporary/seasonal signs per city code section 10-15-9-A.4., and may only be displayed for 120 consecutive days.
6. Additional landscaping is proposed and will be reviewed as part of a separate architectural and landscaping review.
7. Nine parking spaces, including one ADA-compliant space, have been designated.
8. No exterior lights are proposed. If exterior lighting is proposed in the future, it will need to comply with city code lighting standards.
9. A storm water plan was not required for this project as there is minimal change to the surfacing of the developed area and the natural grade of the site will prevent runoff from impeding on neighboring properties.
10. A snow storage area has been designated on-site.
11. A fire hydrant is located at the southeast corner of the property.
12. Dumpster locations will be coordinated with the City Sanitation Department.
13. Electrical service will be installed to the rental office.
14. An ADA compliant portable toilet will be onsite during the operational months (May through October).

15. The use is not expected to impact the neighboring properties negatively.

WHEREAS, the Planning, Zoning and Adjustment Board concluded that the commercial site 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 commercial site plan review for Out-West Adventures at 130 W. Yellowstone Ave., subject to the following conditions:

1. The site plan is approved as presented to the Board. Before placing any additional structures beyond the rental office, including fencing, the applicants are required to contact the Community Development office to determine if further review and/or permitting is required.
2. Applicant shall coordinate with the City to connect utilities and obtain any necessary connection permits.
3. Applicant shall coordinate with the City Sanitation Department to determine the location for a dumpster and have a dumpster in place, prior to opening.
4. Landscaping must be completed as soon as possible, and no later than 15 days after opening.
5. Use of a port-a-potty is authorized, but shall be removed during the off-season, November 1st – April 30th. The unit must be located behind the building or otherwise screened from view, properly anchored and regularly maintained.
6. Applicable ADA features must be installed, such as the ADA standard port-a-potty, parking space, "ADA Van-accessible" parking sign, unloading aisle, ramp into building, pathway to port-a-potty, etc.
7. The applicant shall obtain any necessary building permits prior to building placement or utility construction or connection, and within two years of this approval, or this authorization will expire.
8. The banner sign is temporary and must be removed by the applicant within 120 days. For display in subsequent years, the applicant must either receive annual City sign review approval for the temporary banner or obtain approval for a permanent, affixed wall sign.

By the Planning, Zoning and Adjustment Board on the 16th day of April, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk

Meeting Date: April 16, 2026 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT

Entryway Corridor Architectural and Landscaping Review for Out-West Adventures at 130 W. Yellowstone Avenue.

PROPOSED ACTION:

Approve the Entryway Corridor Architectural and Landscaping Review with recommended conditions, approve with modified conditions or deny.

SUMMARY OF INFORMATION:

See attached Staff Report.

FISCAL IMPACT:

ATTACHMENTS:

1. PZ Staff Rpt Arch.Land.Sign. Review_Out West Adventures
2. Site Plan_Out West Adventures
3. Resolution PZ 26-15 Approval Entryway Corridor Architectural and Landscape Review Out-West Adventures

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

MEETING DATE:	APRIL 16, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	ENTRYWAY CORRIDOR ARCHITECTURAL AND LANDSCAPING REVIEW: OUT-WEST ADVENTURES	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Thomas Toohey, as the owner of Out-West Adventures, on behalf of Big Bear Motel, LLC, (property owner), has submitted an architectural and landscape review application for a Utility Terrain Vehicle (UTV or side-by-side) rental facility at 130 W. Yellowstone Avenue; a 0.97-acre parcel located approximately 550' southwest of the Yellowstone Highway and the Southfork Highway intersection. This business was established and has been in operation at 405/415 Yellowstone Highway since 2019. The applicant is moving the business to the newly proposed location.



The current application includes a 12' x 40' building (existing at the original location and will be moved to this new location) and landscaping, as indicated on the attached site plan.

The property is in a D-3 zoning district and is within the entry corridor overlay.

REVIEW CRITERIA:

Section 10-10C-5 of the zoning regulations states:

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.

Section 10-17-5-A.1. (Entry Corridor Landscaping) is as follows:

A minimum of five percent (5%) of the subject property shall be landscaped, except as noted below.

For purposes of calculating the size of the subject property, any undevelopable land (e.g., hillside) shall not be included. Existing landscaping that is healthy and otherwise meets the standards of this chapter may be counted toward this requirement.

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

STAFF COMMENTS:

Architecture:

The building measures 12' by 40'. The side of the building shown (long side) would face Yellowstone Avenue.

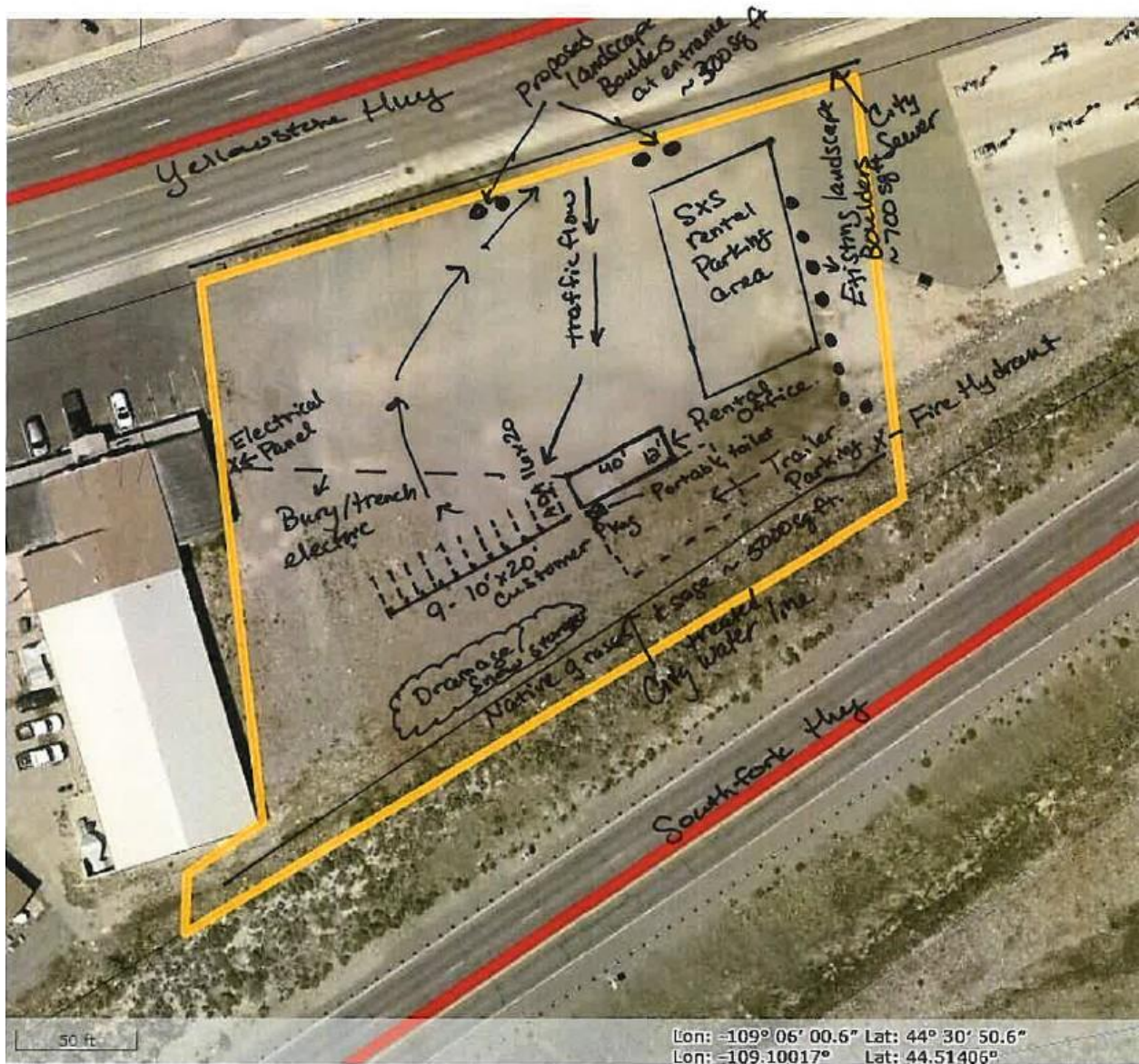


Immediately to the east is the Sinclair Pit Stop fuel station which has a small structure, similar in architecture to the proposed rental office. Cody Firearms Experience and Our Place restaurant are to the west, followed by the Rocky Mountain Power office and equipment/storage yard. The Fireworks Factory Outlet is directly across Yellowstone Avenue from this property.

It appears the architecture of the building is compatible with the neighboring properties.

Landscaping: The property is within the entry corridor overlay district, which requires landscaping for new development and redevelopment in the amount of up to 5% of the developable area and equals approximately 2,100 sq-ft on this property. The landscaping shown on the site plan utilizes some of the existing large rocks on the east boundary (approximately 700 sq-ft), and the natural native grass and sagebrush on the hillside behind the proposed building (over 5,000 sq-ft). The applicant plans to add additional rock-scape on both sides of the entrance way (approximately 300 sq-ft combined), and place planters at the front corners of the rental office.

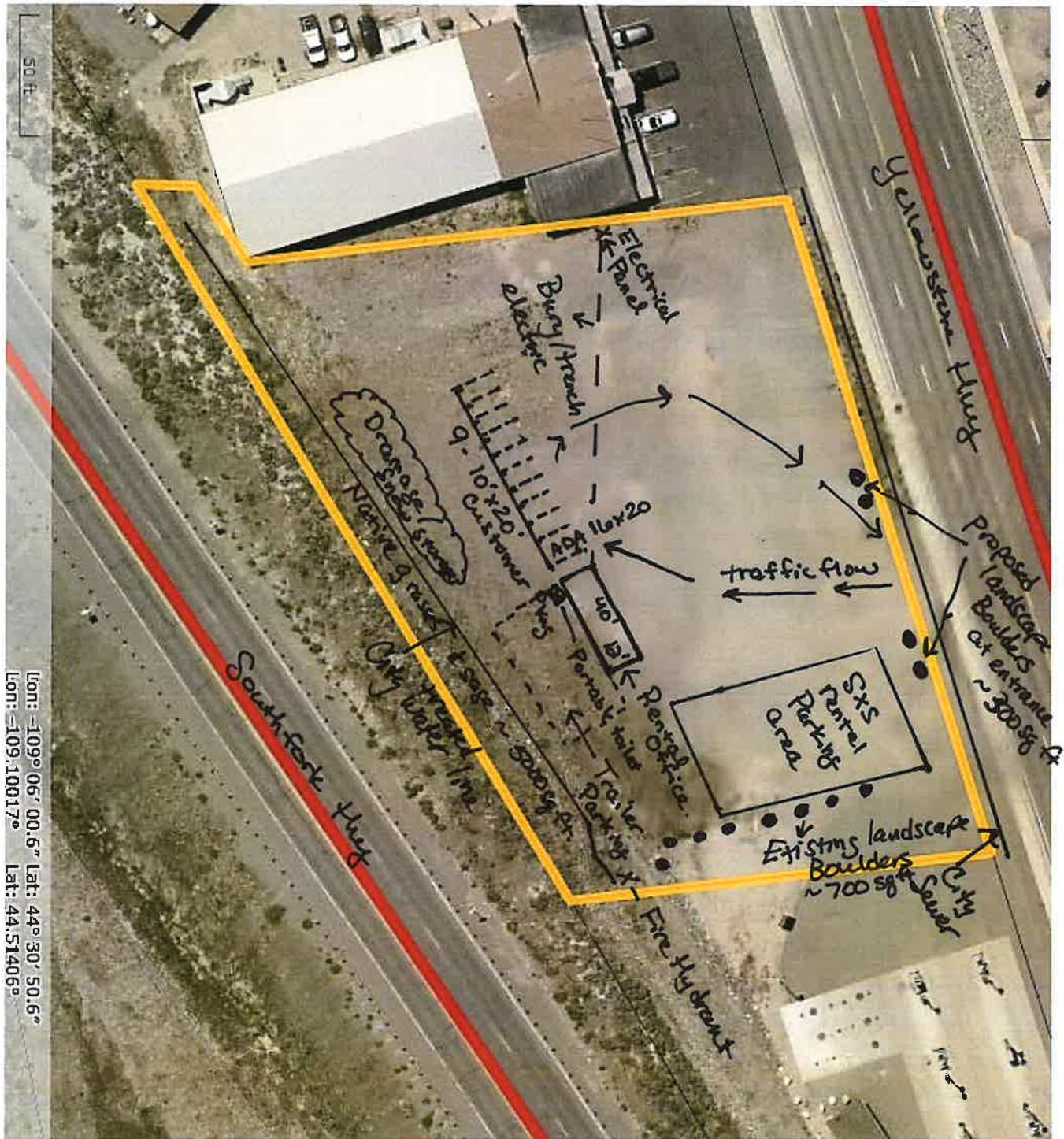
The total area described above (and shown on site plan below) exceeds the required 2,100 sq-ft of required landscaping.



RECOMMENDATION:

It is recommended that the Planning and Zoning Board approve the architectural and landscaping plan subject to the following condition:

1. Landscaping must be completed as soon as possible, and no later than 15 days after opening.



**RESOLUTION PZ 26-15
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF ENTRYWAY CORRIDOR ARCHITECTURAL AND
LANDSCAPING REVIEW FOR OUT-WEST ADVENTURES AT 130 W.
YELLOWSTONE AVENUE**

WHEREAS, Thomas Toohey, ("applicant") as the owner of Out-West Adventures, on behalf of Big Bear Motel, LLC, ("property owner"), has submitted architectural and landscape review application for a Utility Terrain Vehicle (UTV or side-by-side) rental facility at 130 W. Yellowstone Avenue; and

WHEREAS, The applicant is moving the business, together with a 12' x 40' building, to the newly proposed location from 405/415 Yellowstone Avenue; and

WHEREAS, the Applicant submitted materials for review per the requirements set out in City of Cody Code Sections 10-10-C-5 and 10-17-5-A.1; and

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on April 16, 2026, to review the architectural and landscaping plans and established the following findings:

1. The architecture of the building is compatible with the neighboring properties.
2. The existing and proposed landscaping features exceed the required landscaping requirements within the entryway corridor.

WHEREAS, the Planning, Zoning and Adjustment Board concluded that the proposed architectural and landscaping 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 architectural and landscaping plan review for Out-West Adventures at 130 W. Yellowstone Ave., subject to the following condition:

1. Landscaping must be completed as soon as possible, and no later than 15 days after opening.

By the Planning, Zoning and Adjustment Board on the 16th day of April, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk