

City of Cody Planning, Zoning and Adjustment Board

Thursday, May 7, 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 Council member or member of the public requests that an individual item be taken up under Conduct of Business.

- a. Approval of the Minutes from the April 16, 2026 meeting
Staff Reference: Hannah Witwicki

3. Public Hearing

- a. Public Hearing for a Special Exemption request to reduce the front yard setback at 1714 18th Street
Staff Reference: Jenny Cramer
- b. Public Hearing for a Special Exemption request to allow commercial use of a manufactured home in a D-3 zoning district at 119 19th Street
Staff Reference: Jenny Cramer
- c. Public Hearing for a Special Exemption request to reduce the rear yard setback at 2114 Gail Lane
Staff Reference: Jenny Cramer

4. Tabled Items

5. New Business

- a. Special Exemption request to reduce the front yard setback from 15' to 10'9" and approval of Resolution PZ 26-18
Staff Reference: Jenny Cramer
- b. Special Exemption request to allow the permanent use of a manufactured home as an office space in a D-3 zoning district at 119 19th Street and approval of Resolution PZ 26-17
Staff Reference: Jenny Cramer
- c. Special Exemption request to reduce the rear yard setback from 15' to 5' at 2114 Gail Lane and approval of Resolution PZ 26-16
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 21, 2026

June 4, 2026

June 18, 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 16, 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 16, 2026, at 12:00 PM.

P&Z Board Chairperson Dan Schein called the meeting to order at 12:01 PM.

Present: P&Z Board Member Dan C. Holler, P&Z Board Member C. Daniel Schein, P&Z Board Member Carla Egelhoff, P&Z Board Member Kathryn Kyle, P&Z Board Member Sarah Miles, P&Z Board Member Ian Morrison, P&Z Board Member Erin Welty; City Planner, Jenny Cramer; Administrative Coordinator, Hannah Witwicki

Absent: City Attorney Scott Kolpitcke; City Council member Joanna Setterini

Kathryn Kyle made a motion seconded by Carla Egelhoff to approve the Consent Calendar. 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 and Resolution for Bighorn Sheds Display on Sheridan Avenue with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Sign Review for Real Estate Outlaws at 913 Sheridan Avenue.

Carla Egelhoff made a motion seconded by C. Daniel Schein to approve Sign Review for Real Estate Outlaws and Resolution at 913 Sheridan Avenue with the conditions from the Staff report. The vote was unanimous. The motion passed.

P&Z Board Member Erin Welty made a motion seconded by P&Z Board Member Ian Morrison to approve the Commercial Site Plan Review for Out-West Adventures at 130 W. Yellowstone Avenue with conditions from staff report 1-8, with item 6 modified to require completion by the date of opening.

Voting in favor were 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 Ian Morrison, P&Z Board Member Erin Welty. Voting against were P&Z Board Member Sarah Miles. Motion passed.

P&Z Board Member Erin Welty made a motion seconded by P&Z Board Member Ian Morrison to approve the Architectural and Landscaping Review for Out-West Adventures at 130 W. Yellowstone Avenue with conditions from staff report.

Voting in favor were 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 Ian Morrison, P&Z Board Member Erin Welty. Voting against was P&Z Board Member Sarah Miles. Motion passed.

Sarah Miles will be absent from the June 4th meeting.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Sarah Miles to adjourn the meeting. The vote was unanimous. The meeting was adjourned at approximately 12:38 PM.

Hannah Witwicki

Hannah Witwicki, Administrative
Coordinator

Meeting Date: May 7, 2026 Department: Community Development Staff Reference: Jenny Cramer
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AGENDA ITEM SUMMARY REPORT

Special Exemption request to reduce the front yard setback from 15' to 10'9" and approval of Resolution PZ 26-18

PROPOSED ACTION:

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

SUMMARY OF INFORMATION:

See attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

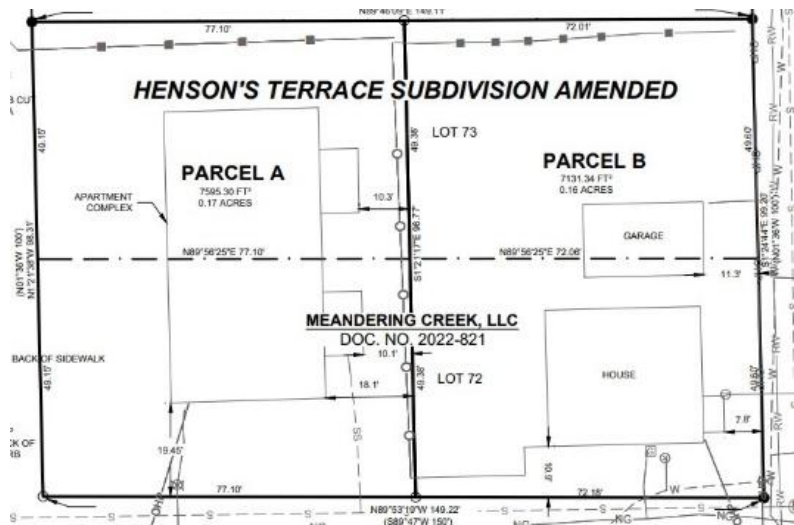
1. PZ Staff Rpt Meandering Creek Special Exemption
2. Resolution PZ 26-18
3. Information Packet_Meandering Creek LLC SE

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

MEETING DATE:	MAY 7, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:	MEANDERING CREEK, LLC SPECIAL EXEMPTION REQUEST	P&Z BOARD APPROVAL:	X
SUBJECT:	PUBLIC HEARING AND SPECIAL EXEMPTION REQUEST TO REDUCE FRONT YARD SETBACK FROM AN EXISTING DWELLING	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Kim Borer, on behalf of Meandering Creek, LLC (property owner), has submitted a special exemption request for 1714 18th Street. The applicant proposes reducing the front yard setback to accommodate a boundary line adjustment. The subject property currently contains two lots featuring a four-plex apartment building, a single-family dwelling, and a detached garage. The apartment building



was built over the existing lot line. A recent survey proposes a lot line adjustment to cleanly separate the apartment building from the single-family residence and garage. *This proposed reconfiguration establishes a new front lot line for the east lot, placing the existing dwelling 10'9" from the boundary, which necessitates an exemption from the standard 15' setback requirement. Approval of the special exemption is necessary before City Staff can approve the boundary line adjustment.* The survey shown illustrates the proposed boundary line adjustment (solid line north/south) and the current center lot line (dashed running east/west). The apartment building is outlined on Parcel A and the house and garage are outlined on Parcel B.

The property is in a Medium-High Density Residential (R-3) zoning district.

Section 10-6-2 of City of Cody Code specifies a structure setback of fifteen (15) feet from the front yard lot line in the R-3 zoning district.

REVIEW CRITERIA:

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

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

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

Applicant's Response: No changes to the existing improvements are proposed.

Staff Comment: The special exemption request will not produce an undesirable change in the character of the neighborhood. The use and impacts will not change as the structures and uses have been established on the property for decades.

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

Applicant's Response: No changes are proposed and the existing use is compatible.

Staff Comment: The established structures and uses are residential and compatible with the neighborhood.

- 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: Yes, the existing structures are in the same location. Each primary structure will have its own lot.

Staff Comment: Since the dwelling is existing, the applicant is asking for the minimum deviation from the code specifications.

- 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 is the most feasible option.

Staff Comment: The requested special exemption appears to be the most feasible option to pursue.

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

Applicant's Response: No change.

Staff Comment: Utility services and infrastructure are currently connected to the property and serving the existing structures. Separate services will be required for the apartment building and the single-family dwelling, if they are not already.

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

Applicant's Response: Yes.

Staff Comment: The special exemption request does not conflict with the future land use map of the master plan. This property is designated medium-density residential in the master plan and the established uses align with this designation.

NEIGHBOR NOTICE & RESPONSES:

Seventeen neighboring property owners (within 140 feet of the property) were notified of the request by USPS mail on April 20, 2026. At the time of this staff report, we have received one response of "no objection", and no responses of "objection" to the special exemption request.

Notice of the public hearing was published in the Cody Enterprise on April 23, 2026 as required.

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.

AND,

Staff recommends approval of the Special Exemption at 1714 18th Street to reduce the front lot line setback requirement from 15' to 10'9" for the existing single-family dwelling on Parcel B, as shown on the proposed Record of Survey, together with the findings in the attached resolution of approval, with the following conditions of approval:

1. This special exemption is for the purpose of a proposed boundary line adjustment, which shall be finalized and submitted to staff for review and

approval within 180 days of this special exemption approval and recorded as set out in City Code.

2. Any future development on the property must meet the setback requirements in place at the time development is proposed, or a new special exemption will need to be sought from the Planning, Zoning and Adjustment Board.
3. Separate utility services will be established to each separate lot as reconfigured by the boundary line adjustment, prior to recording and effectuating the boundary line adjustment.

Staff Photos:

Photo taken from southeast of the property, to view the existing dwelling on Parcel B as depicted on the record of survey.



Photo taken from southwest of the property, to view the 4-plex apartment building and the existing single-family dwelling in the background.



Photo taken south of the property to view the fence line which is the approximate boundary of the proposed adjusted lot line and the existing single-family dwelling.



RESOLUTION PZ 26-18
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD

**TITLE: APPROVAL OF A SPECIAL EXEMPTION FOR MEANDERING CREEK, LLC TO
REDUCE THE FIFTEEN (15) FOOT FRONT YARD SETBACK TO TEN (10) FEET, NINE (9)
INCHES AT 1714 18TH STREET**

WHEREAS, Kim Borer, on behalf of Meandering Creek, LLC (property owner), is seeking a special exemption to reduce the front yard setback from fifteen feet to ten feet, nine inches to accommodate a boundary line adjustment at 1714 18th Street; 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 a structure setback of fifteen (15) feet from the front yard lot line in the R-3 zoning district;

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 May 7, 2026, to consider the special exemption request and made the following findings:

1. The applicant proposes reducing the front yard setback to accommodate a boundary line adjustment. The subject property currently contains two lots featuring a four-plex apartment building, a single-family dwelling, and a detached garage.
2. The apartment building was built over the existing lot line. A recent survey proposes a lot line adjustment to cleanly separate the apartment building from the single-family residence and garage.
3. This proposed reconfiguration establishes a new front lot line for the east lot, placing the existing dwelling 10'9" from the boundary, which necessitates an exemption from the standard 15' setback requirement. Approval of the special exemption is necessary before City Staff can approve the boundary line adjustment.
4. The special exemption request will not produce an undesirable change in the character of the neighborhood. The structures and uses have been in place for decades.
5. The special exemption is compatible with neighboring and nearby properties and adjacent land uses.
6. The applicant's special exemption request represents the smallest possible deviation from the established setback standard.
7. A special exemption is the most feasible option to facilitate the boundary line adjustment.

8. Utility services and infrastructure are currently connected to the property. Each newly configured lot will be required to have separate utility services.
9. The special exemption request does not conflict with the future land use map of the master plan.
10. Notice of the public hearing for the special exemption request was advertised in the Cody Enterprise newspaper on April 23, 2026.
11. 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 April 20, 2026.
12. Seventeen (17) properties were notified; one (1) letter of no objection has been 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 front 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 approves of a Special Exemption from the front yard setback requirement for an existing single-family dwelling at 1714 18th Street, to facilitate a boundary line adjustment, with the following conditions:

1. This special exemption is for the purpose of a proposed boundary line adjustment, which shall be finalized and submitted to staff for review and approval within 180 days of this special exemption approval and recorded as set out in City Code.
2. Any future development on the property must meet the setback requirements in place at the time development is proposed, or a new special exemption will need to be sought from the Planning, Zoning and Adjustment Board.
3. Separate utility services will be established to each separate lot as reconfigured by the boundary line adjustment, prior to recording and effectuating the boundary line adjustment.

By the Planning, Zoning and Adjustment Board on the 7th day of May, 2026.

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

C. Daniel Schein, Chairman

Date

ATTEST:

Tina Gail, City Clerk



Respond



SUP2026-0027 >

Case Data

Attachments

Case Fees

Case Related Activities

Details

Work



Text *(Required)

9 / 60

Kim Borer



Applicants must submit a concise statement for each of the six approval standards listed below.



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



Comment *(Required)

No change to neighborhood



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



Comment *(Required)

No change to neighborhood



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



Comment *(Required)

Yes

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

Comment *(Required)

This is the most feasible process.

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

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.

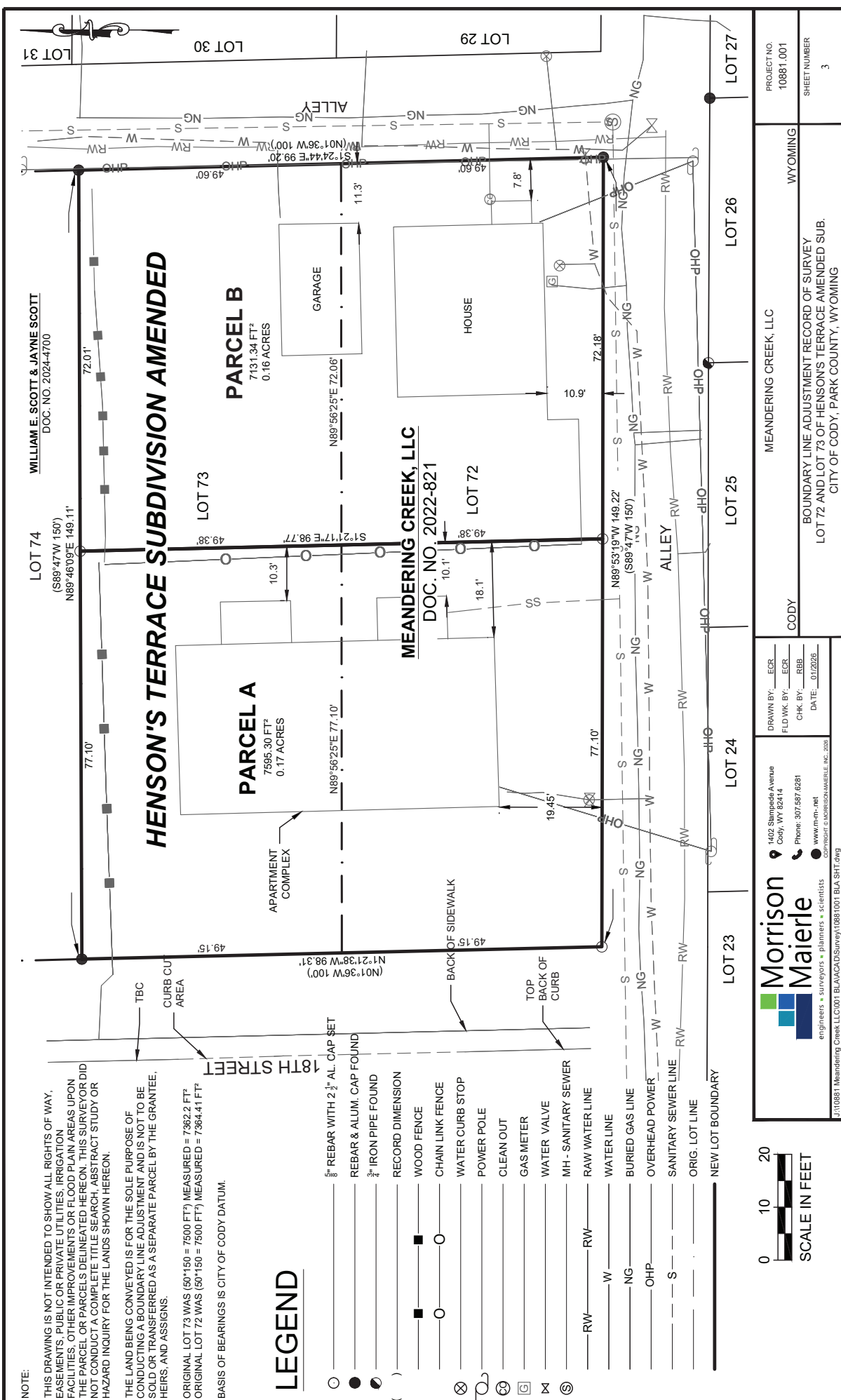
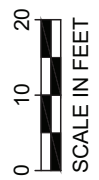
THE LAND BEING CONVEYED IS FOR THE SOLE PURPOSE OF CONDUCTING A BOUNDARY LINE ADJUSTMENT AND IS NOT TO BE SOLD OR TRANSFERRED AS A SEPARATE PARCEL BY THE GRANTEE, HEIRS, AND ASSIGNS.

ORIGINAL LOT 73 WAS (50'x150 = 7500 FT²) MEASURED = 7362.2 FT²
 ORIGINAL LOT 72 WAS (50'x150 = 7500 FT²) MEASURED = 7364.41 FT²

BASIS OF BEARINGS IS CITY OF CODY DATUM.

LEGEND

- 3/8" REBAR WITH 2 1/2" AL. CAP SET
- REBAR & ALUM. CAP FOUND
- ◐ IRON PIPE FOUND
- () RECORD DIMENSION
- WOOD FENCE
- CHAIN LINK FENCE
- ⊗ WATER CURB STOP
- ⊙ POWER POLE
- ⊕ CLEAN OUT
- ⊖ GAS METER
- ⊘ WATER VALVE
- ⊙ MH - SANITARY SEWER
- RW RAW WATER LINE
- W WATER LINE
- NG BURIED GAS LINE
- OHP OVERHEAD POWER
- S SANITARY SEWER LINE
- ORG. LOT LINE
- NEW LOT BOUNDARY



Morrison Maierle
 engineers • surveyors • planners • scientists
 1402 Spanglade Avenue
 Cody, WY 82414
 Phone: 307.597.6281
 www.mma-maierle.com
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DRAWN BY: ECR
 FLD W.K. BY: ECR
 CHK. BY: RBB
 DATE: 01/2026

CODY

MEANDERING CREEK, LLC

BOUNDARY LINE ADJUSTMENT RECORD OF SURVEY
 LOT 72 AND LOT 73 OF HENSON'S TERRACE AMENDED SUB.
 CITY OF CODY, PARK COUNTY, WYOMING

PROJECT NO.
10881.001

SHEET NUMBER
3

LEGAL NOTICE FOR PUBLIC HEARING

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Details for LEGAL NOTICE FOR PUBLIC HEARING

15 hrs ago

LEGAL NOTICE FOR PUBLIC HEARING The City of Cody Planning and Zoning Board will hold a public hearing on Thursday, May 7, 2026 at 12:00 p.m. (noon) or as soon thereafter as practical at 1338 Rumsey Avenue, in the City Council Chambers to consider a special exemption to reduce the standard fifteen (15) foot front yard setback requirement at 1714 18th Street, Cody. The reduction is necessary to facilitate a boundary line adjustment, which will result in an existing dwelling having a front yard setback of ten (10) feet, nine (9) inches from the lot line. 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. Publication Date: April 23, 2026 Legal No. #6942

Categories [Legal](#)



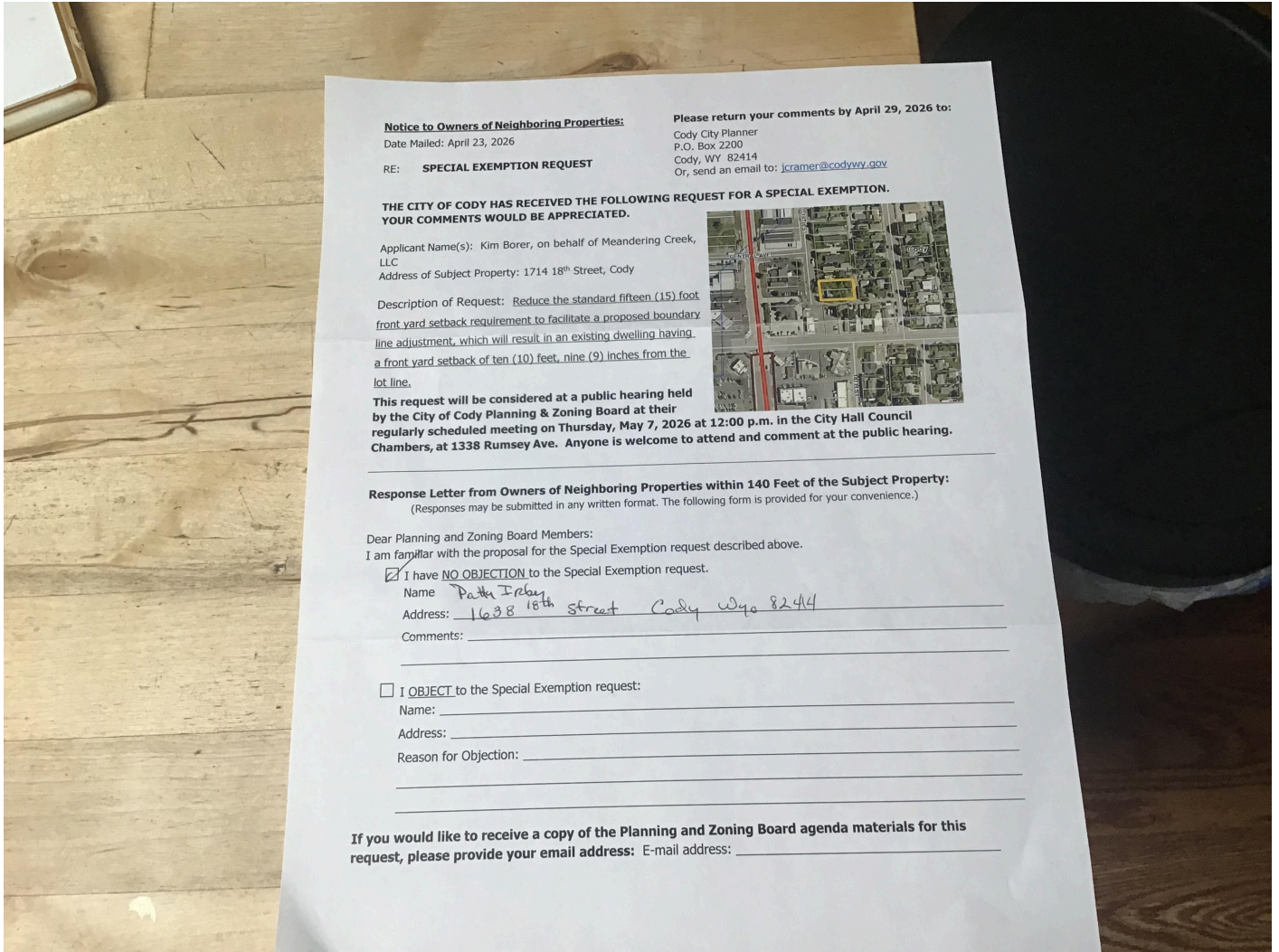
Jenny Cramer <jcramer@codywy.gov>

Special Exemption Request

1 message

patty smith <patty_smith069@yahoo.com>
To: "jcramer@codywy.gov" <jcramer@codywy.gov>

Sun, Apr 26, 2026 at 8:09 PM



Sent from Yahoo Mail for iPad

Meeting Date: May 7, 2026 Department: Community Development Staff Reference: Jenny Cramer
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AGENDA ITEM SUMMARY REPORT

Special Exemption request to allow the permanent use of a manufactured home as an office space in a D-3 zoning district at 119 19th Street and approval of Resolution PZ 26-17

PROPOSED ACTION:

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

SUMMARY OF INFORMATION:

See attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. PZ Staff Rpt City of Cody Special Exemption
2. Information Packet_City of Cody SE
3. Resolution PZ 26-17

City Code regarding commercial use of manufactured homes:

Under the City of Cody Code, the D-3 zoning district (Section 10-10-C-2(A)) permits any uses allowed in the D-2 District. Similarly, Section 10-10-B-2(A) permits D-2 uses found in the D-1 District. Section 10-10-A-2(A) further extends this by allowing uses permitted within the R-4 District, *with the specific exception that manufactured homes are prohibited for commercial use.*

The City interprets this hierarchical "look back" structure to mean that the prohibition on manufactured homes for commercial purposes applies consistently across the D-2 and D-3 zoning districts as well.

REVIEW CRITERIA:

Pursuant to Section 10-14-2(B)(2) of the City of Cody Code, the Planning and Zoning Board may consider special exemptions for uses similar to permitted uses within the zoning district of the subject property.

While the City maintains that an unaltered manufactured home is fundamentally unsuitable for commercial application, this structure has been renovated to meet commercial building code standards for occupancy. Given that the proposed use of a commercial office is permitted within the D-3 zoning district, *it is Staff's interpretation that the provisions for a special exemption are applicable in this instance.*

The standards for approval of a special exemption are listed below, with Staff's response to each standard.

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;*

Staff Comment: The property is located within an Open Business/Light Industrial (D-3) zoning district. The manufactured home is centrally located on the property, minimizing its visibility from adjacent properties as well as the nearby park and trail system.

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

Staff Comment: Adjacent zoning includes Industrial, Heavy Industrial, D-3, and a Transitional zoned property within the county. The use of the structure as an office will not increase the intensity of the commercial use on the property and is not expected to negatively impact adjacent properties or land uses.

- 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;*

Staff Comment: This request appears to be a minimal deviation from the specifications of this title. The structure is a well-built manufactured home, closely resembling a modular home, which would be permitted for commercial use in this zoning district.

- 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;*

Staff Comment: Allowing the structure to remain as a permanent fixture offers significant benefits and operational efficiency for the City and is the most feasible option to pursue.

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

Staff Comment: The structure is currently adequately served by existing city infrastructure.

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

Staff Comment: The future land use map of the master plan designates this property as open space/agricultural, likely due to its location between Hugh Smith Park and the Shoshone Riverway Trail system. However, the portion of the property historically and currently utilized by the Public Works Department for their shop is intended for continued use. This special exemption request is consistent with the broader goals and policies of the master plan.

NEIGHBOR NOTICE & RESPONSES:

Fifty neighboring property owners, representing 57 total properties within 140 feet of the subject property were notified of the request by first class USPS mail, sent on April 13, 2026. At the time of this staff report, we have received two responses (representing a total of four properties) of "no objection", and no responses of "objection" to the special exemption request (attached).

A notice of the public hearing was published in the Cody Enterprise on April 23, 2026, as required.

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.

AND,

Staff recommends approval of the Special Exemption, together with the findings set out in the resolution of approval, to allow the permanent use of a manufactured home as a commercial office space within an Open Business/Light Industrial D-3 zoning district at 119 19th Street.

Staff Photos:

Photo of the office structure, currently in use at the City Shop at 119 19th Street.



Photo taken from the top of 19th Street looking over the City Shop, noting the office location in proximity to the shop.



September 9, 2025

City of Cody
1338 Rumsey Avenue
Cody, WY 82414

RE: Special Exemption Request for Permanent Commercial Office Use within a Manufactured Home Structure at 119 19th Street

To Whom It May Concern,

The City of Cody ("City") respectfully requests approval for a special exemption to allow the permanent use of a manufactured home as a commercial office space at 119 19th Street. This property is situated within an Open Business/Light Industrial (D-3) zoning district.

On February 25, 2025, the City of Cody Planning, Zoning and Adjustment Board granted approval for the temporary use of this structure during the Commercial Site Plan Review process. Since then, the City has invested significantly in the structure, including its purchase, utility extensions, and significant ADA compliance upgrades. Making this manufactured home a permanent addition to the City Shop on the property would allow us to maximize the benefit of these investments.

We believe this structure is in harmony with its surroundings and will not negatively impact neighboring properties. Below, we address each special exemption approval standard:

- **The special exemption will not produce an undesirable change in the character of the neighborhood or a detriment to nearby properties.**
The property is located within an Open Business/Light Industrial (D-3) zoning district. The manufactured home is centrally located on the property, minimizing its visibility from adjacent properties as well as the nearby park and trail system.
- **The special exemption is designed to be compatible with adjacent land uses and the area or neighborhood.**
Adjacent zoning includes Industrial, Heavy Industrial, D-3, and a Transitional zoned property within the county. The use of the structure as an office will not increase the intensity of the commercial use on the property and will not negatively impact adjacent properties or land uses.
- **The special exemption is the minimum deviation from the specifications of this title necessary and adequate for the proposed activity, structure or use.**
This request represents a minimal deviation from the specifications of this title. The structure is a well-built manufactured home, closely resembling a modular home, which would be permitted for commercial use in this zoning district.
- **The benefit sought by the applicant cannot be achieved by some other method, feasible for the applicant to pursue other than a special exemption.**
Removing the structure would incur additional costs for the City. Allowing it to remain as

a permanent fixture offers significant benefits and operational efficiency.

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

The structure is currently adequately served by existing city infrastructure.

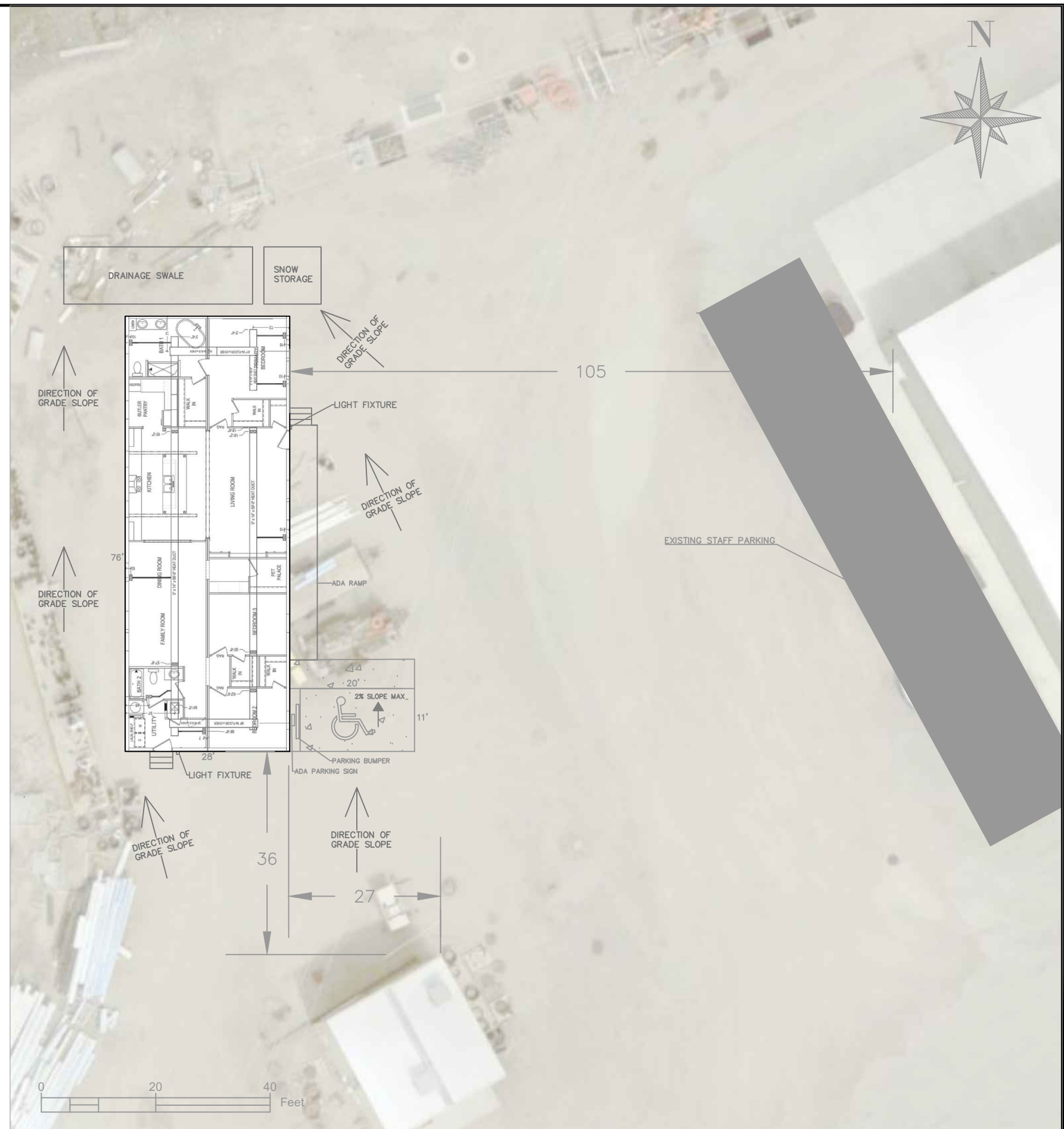
- **The special exemption is consistent with the goals, policies and future land use map of the master plan.**

The future land use map of the master plan designates this property as open space/agricultural, likely due to its location between Hugh Smith Park and the Shoshone Riverway Trail system. However, the portion of the property historically and currently utilized by the Public Works Department for their shop is intended for continued use.

This special exemption request is consistent with the broader goals and policies of the master plan.

We appreciate your consideration of this request.

C:\Users\kbruxvoort\Desktop\Public Works Shop_Temporary Office Modular\Public Works Shop_Temporary Modular_Site Plan.dwg 2/7/25 Kbruxvoort



DATE	REVISIONS	BY	CHECKED	APPROVED
2/7/24	ORIGINAL DRAWING	KB	XX	

DRAWN BY: Kris Bruxvoort
 JOB NO. XXX
 FIELD BOOK NO. XXX
 FIELD BOOK NO. XXX



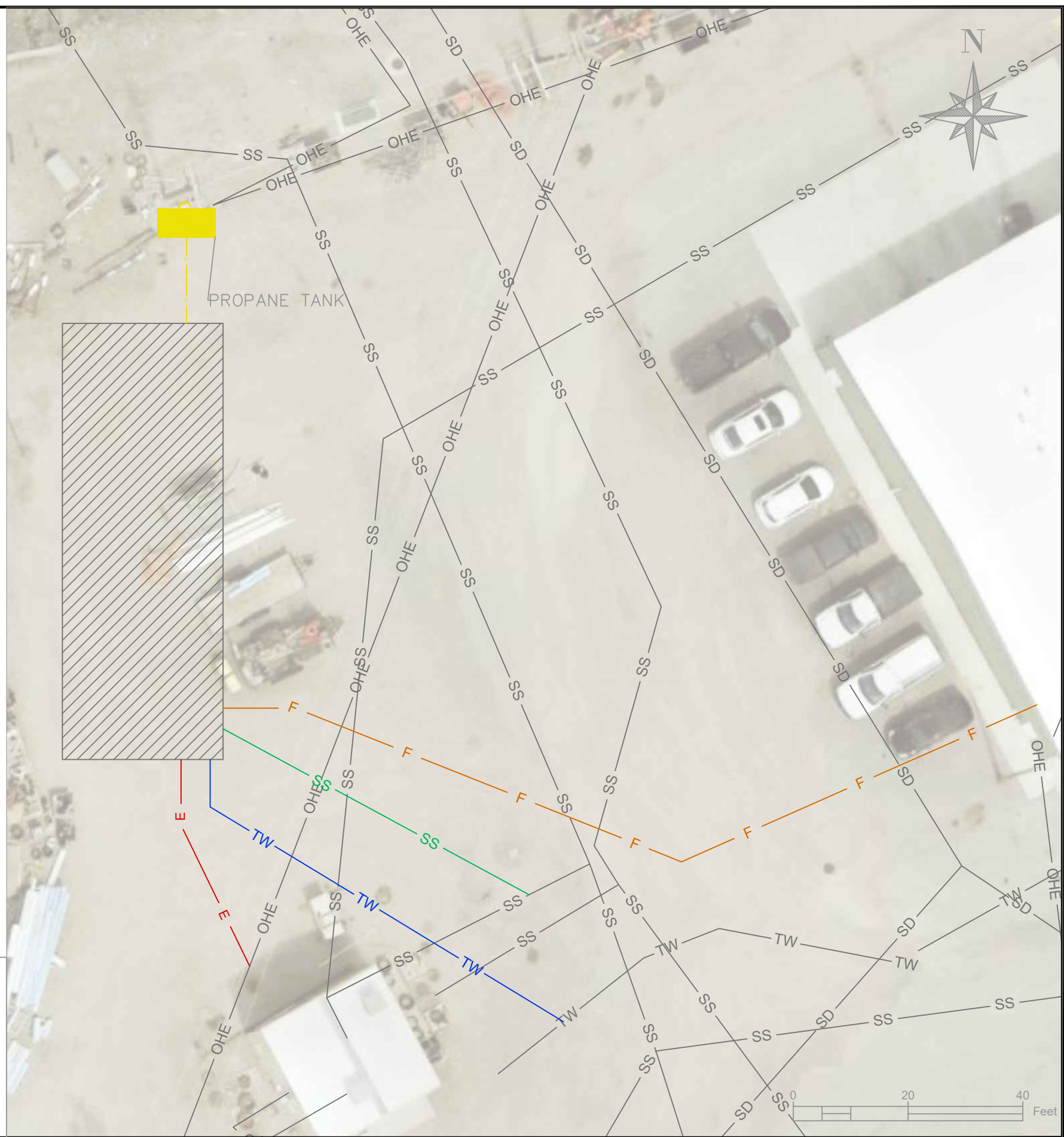
City of Cody

OWNER:
 City of Cody

PROJECT: TEMPORARY PUBLIC WORKS MODULAR OFFICE
 TITLE: SITE PLAN

SHEET
 1 OF 2
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C:\Users\kbruxvoort\Desktop\Public Works Shop Temporary Office Modular\PUBLIC WORKS SHOP TEMPORARY MODULAR SITE PLAN.dwg 2/7/25 Kbruxvoort



LEGEND	
— E	Electric
— F	Fiber
— G	Gas
— SS	Sanitary Sewer
— TW	Treated Water

DATE	REVISIONS	BY	CHECKED	APPROVED
2/7/25	ORIGINAL DRAWING	KB	XX	

DRAWN BY: Kris Bruxvoort
 JOB NO. XXX
 FIELD BOOK NO. XXX
 FIELD BOOK NO. XXX



City of Cody

OWNER:
 City of Cody

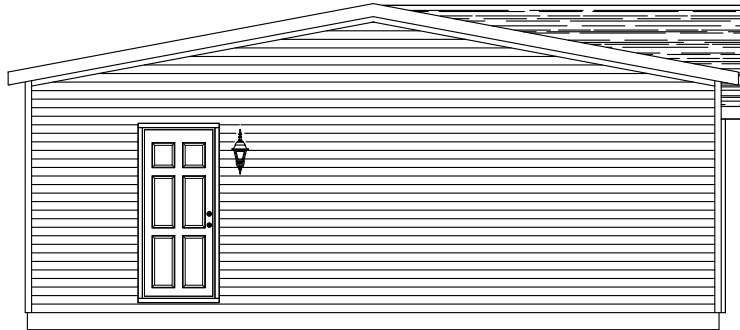
PROJECT: TEMPORARY PUBLIC WORKS MODULAR OFFICE
 TITLE: UTILITY PLAN

SHEET
 2 OF 2

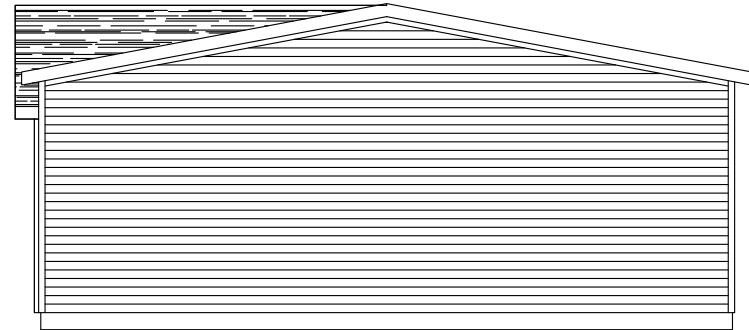


FRONT ELEVATION

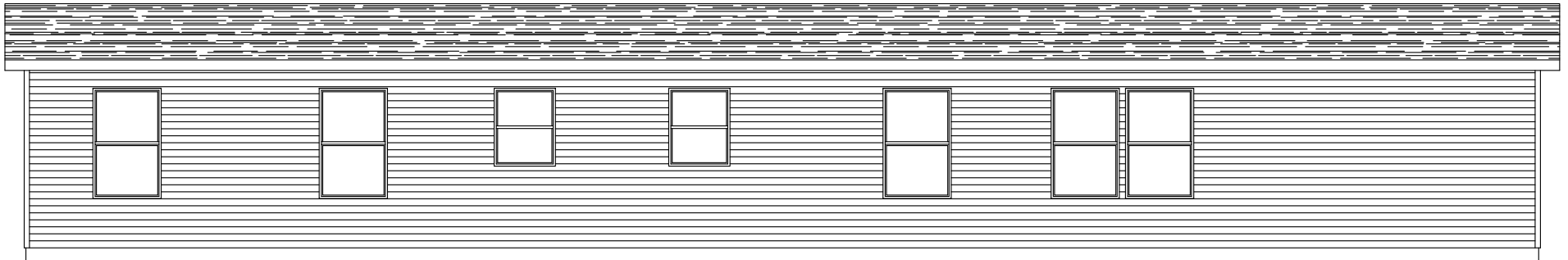
* GABLE SIDING, GABLE VENT TO BE
INSTALLED AT SITE BY OTHERS.



LEFT ELEVATION



RIGHT ELEVATION



REAR ELEVATION

CLAYTON WAKARUSA
Div. of CMH Manufacturing West Inc.
66700 STATE ROAD 19 P.O. BOX 406
WAKARUSA, INDIANA 46573

AMERICAN MADE COLLECTION
ELEVATIONS

REVISION BOX

DRAWN BY: MDK
DATE: 10/4/2021

2022 MODEL

7228-557

PUBLIC HEARING The Cody Planning and Zoning Board will hold

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Details for PUBLIC HEARING The Cody Planning and Zoning Board will hold

15 hrs ago

PUBLIC HEARING The Cody Planning and Zoning Board will hold a public hearing on Thursday, May 7, 2026 at 12:00 p.m. (noon) or as soon thereafter as practical at 1338 Rumsey Ave., in the Council Chambers to consider a special exemption request from The City of Cody to allow commercial use of a manufactured home in a D-3 zoning district at 119 19th Street. 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 public hearing. Publish Date: April 23, 2026 Legal No.: 6932

Categories [Legal](#)

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Our Medic
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NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties

If you wish to comment, please return this letter by April 27, 2026 to:

April 14, 2026

Cody City Planner

P.O. Box 2200

Cody, WY 82414

RE: SPECIAL EXEMPTION REQUEST

OR email: pandzcontact@codywy.gov

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

Property Owner: City of Cody

Address/Legal Description: 119 19th Street

Description of Request: To allow commercial use of a manufactured home in a D-3 zoning district on the City of Cody property. Information is available at the Community Development Dept. in City Hall or by calling (307) 527-3482. 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.

This request will be considered at a public hearing by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Thursday, MAY 7, 2026, at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave.

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

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

Dear Planning and Zoning Board Members:

I am familiar with the proposal for the special exemption described above.

I have NO OBJECTION to the Special Exemption Request.

Name: Craig + Julie Geving

Address: 1516 BIG Horn Ave Cody

Comments: _____

I OBJECT to the Special Exemption Request:

Name: _____

Address: _____

Comments: _____

If you would like to review the Planning and Zoning Board agenda materials for this request, see the City of Cody website Friday afternoon before the meeting, under Government>Agendas and Minutes.



NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties

If you wish to comment, please return this letter by April 27, 2026 to:

April 14, 2026

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RE: SPECIAL EXEMPTION REQUEST

OR email: pandzcontact@codywy.gov

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

Property Owner: City of Cody

Address/Legal Description: 119 19th Street

Description of Request: To allow commercial use of a manufactured home in a D-3 zoning district on the City of Cody property. Information is available at the Community Development Dept. in City Hall or by calling (307) 527-3482. 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.

This request will be considered at a public hearing by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Thursday, MAY 7, 2026, at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave.

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

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

Dear Planning and Zoning Board Members:

I am familiar with the proposal for the special exemption described above.

I have NO OBJECTION to the Special Exemption Request.

Name: Gilean Nielson - Y-Tex & Other Entities

Address: 1825 Big Horn Ave

Comments: It's an industrial area and the use is acceptable. I hope city council members remember situations and needs like this "Special Exemption" when other applicants have reasonable

I OBJECT to the Special Exemption Request:

Name: special circumstances and noisy neighbors want to make projects or activities be prohibited. Special

Address: Exemptions are often totally reasonable and our city

Comments: is over regulated or these "special" things would not be so common.

If you would like to review the Planning and Zoning Board agenda materials for this request, see the City of Cody website Friday afternoon before the meeting, under Government>Agendas and Minutes.

**RESOLUTION PZ 26-17
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF A SPECIAL EXEMPTION FOR THE CITY OF CODY TO
ALLOW THE PERMANENT USE OF A MANUFACTURED HOME IN AN OPEN
BUSINESS/LIGHT INDUSTRIAL (D-3) ZONING DISTRICT AT 119 19TH STREET**

WHEREAS, The City of Cody is seeking a special exemption to allow the permanent use of a manufactured home as a commercial office space within an Open Business/Light Industrial D-3 zoning district at 119 19th Street; and

WHEREAS, Under the City of Cody Code, the D-3 zoning district (Section 10-10-C-2(A)) permits any uses allowed in the D-2 District. Similarly, Section 10-10-B-2(A) permits D-2 uses found in the D-1 District. Section 10-10-A-2(A) further extends this by allowing uses permitted within the R-4 District, with the specific exception that manufactured homes are prohibited for commercial use; and

WHEREAS, Section 10-14-2(B)(2) of the City of Cody Code, the Planning and Zoning Board may consider special exemptions for uses similar to permitted uses within the zoning district of the subject property; and

WHEREAS, the Planning, Zoning and Adjustment Board held a public hearing on May 7, 2026, to consider the special exemption request and made the following findings:

1. The City requests permission to allow the permanent use of a manufactured home as a commercial office space at 119 19th Street.
2. Temporary use of this structure was reviewed and approved by the Planning, Zoning and Adjustment Board on February 25, 2025.
3. The special exemption request will not produce an undesirable change in the character of the neighborhood or be a detriment to neighboring properties.
4. The special exemption is compatible with neighboring and nearby properties and adjacent land uses.
5. The special exemption request is considered a minimum deviation from the established standard.
6. Allowing the structure to remain as a permanent fixture offers significant benefits and operational efficiency for the City, and is the most feasible option to pursue.
7. Utility services and infrastructure are currently connected and serve the structure.
8. The special exemption request does not conflict with the future land use map of the master plan.

9. Notice of the public hearing for the special exemption request was advertised in the Cody Enterprise newspaper on April 23, 2026.
10. 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 April 13, 2026.
11. Fifty neighboring property owners, representing 57 total properties within 140 feet of the subject property were notified of the request by first class USPS mail, sent on April 13, 2026. Two responses (representing a total of four properties) of "no objection", and no responses of "objection" to the special exemption request have been received.

WHEREAS, the Planning, Zoning and Adjustment Board concludes this special exemption request to allow the permanent use of a manufactured home as a commercial office space within an Open Business/Light Industrial D-3 zoning district 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 approves of a Special Exemption to allow the permanent use of a manufactured home as a commercial office space within an Open Business/Light Industrial D-3 zoning district at 119 19th Street.

By the Planning, Zoning and Adjustment Board on the 7th day of May, 2026.

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

C. Daniel Schein, Chairman

Date

ATTEST:

Tina Gail, City Clerk

Meeting Date: May 7, 2026 Department: Community Development Staff Reference: Jenny Cramer
--

AGENDA ITEM SUMMARY REPORT

Special Exemption request to reduce the rear yard setback from 15' to 5' at 2114 Gail Lane and approval of Resolution PZ 26-16

PROPOSED ACTION:

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

SUMMARY OF INFORMATION:

See attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

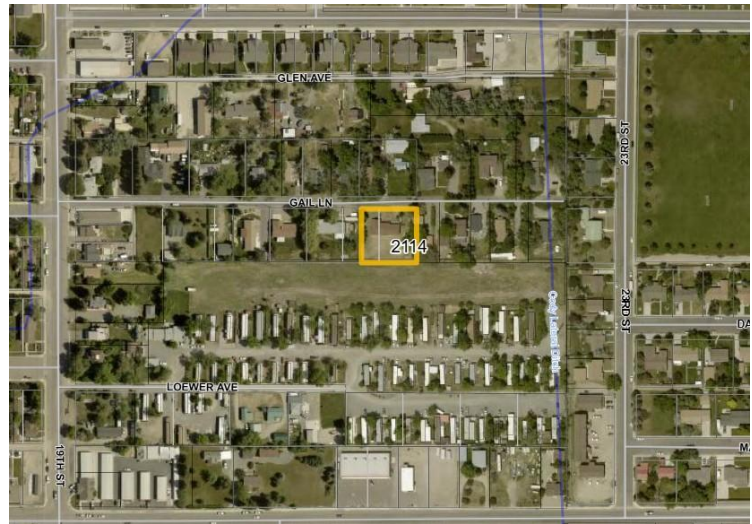
1. PZ Staff Rpt Atkinson 2114 Gail Ln Special Exemption
2. Resolution PZ 26-16
3. Site Plan and SE Std Answers
4. Legal Notice Newspaper
5. Jubys NO objection
6. 2008 Gail Ln Objection
7. 2113 Gail Ln Objection
8. 2120 Gail Ln Objection
9. 2121 Gail Ln Objection
10. 2125 Gail Ln Objection
11. 2132 Gail Lane Objection

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

MEETING DATE:	MAY 7, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:	ATKINSON SPECIAL EXEMPTION REQUEST	P&Z BOARD APPROVAL:	X
SUBJECT:	PUBLIC HEARING AND SPECIAL EXEMPTION REQUEST TO REDUCE REAR YARD LOT LINE SETBACK FROM AN ACCESSORY STRUCTURE	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Barbara Atkinson (property owner and applicant) submitted a special exemption request to allow a reduced rear yard setback for a proposed 1,200 sq-ft accessory structure at 2114 Gail Lane. The request is to change the setback requirement from 15 feet to 5 feet.



The property is in a Medium-Low Density Residential (R-2) zoning district.

REVIEW CRITERIA:

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

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

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

Applicant’s Response: Well-built 40’ x 30’ x 16’ 4/12 roof pitch garage with steel siding and 3 overhead doors by Campbell Construction that blends in with the existing home. Gail Lane is an older, well-established street with no thru traffic.

Staff Comment: The special exemption request to reduce the rear lot line setback is not expected to produce an undesirable change in the character of the

neighborhood. Five feet is adequate fire separation from a lot line per building code. Furthermore, there are other neighboring structures already built within five feet or, in some cases, directly at the lot line.

Regarding nearby properties, while some owners are concerned about a private irrigation line (fed by Cody Canal) along the southern boundary, City records indicate there are no "city" raw water lines, utilities, or recorded easements in that area. To prevent detriment to nearby properties, any private irrigation line should be located on the property and the proposed building shall not be constructed over the private irrigation line.

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

Applicant's Response: The garage will be cohesive with existing structures on Gail Lane.

Staff Comment: The requested special exemption appears consistent with the character of surrounding properties and adjacent land uses. Several existing accessory structures on Gail Lane already maintain a rear setback of five feet or less. Although the adjacent mobile home park to the rear may develop the currently open area, the reduced setback for this lot will not hinder their future ability to add more mobile home lots.

- 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: Garage to store a 5th wheel, older car, jet skis and riding lawn mower; left out in the open might be considered an eye sore by neighbors and passerby.

Staff Comment: The applicant and the contractor assert that this request represents the smallest possible deviation from the standard necessary to achieve the desired storage capacity. They also believe it is required to ensure sufficient space to maneuver the fifth wheel into the garage for storage.

- 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: If the 15' offset is enforced it will appear to be cramped and bulky leaving 10' unused land to the south. Definitely could become a catch-all for unwanted items. The 5' offset on the south line would be more aesthetically pleasing; better flow, allow for more lawn, maintenance and well planned.

Staff Comment: The applicant could adhere to the required setback, or reduce the wall heights of the proposed structure to 10'6" which would qualify for a reduced setback of 5' by City code.

However, if they are allowed to proceed with a reduced setback, it will allow for more indoor storage onsite and make the property more overall aesthetically pleasing in the neighborhood.

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

Applicant's Response: Yes.

Staff Comment: Currently city water and power are connected to the property and adequate to serve the garage. The applicant is considering including a sink or half-bathroom in the shop plans. Currently they are connected to a private septic system. They will need to comply with city code if a bathroom is incorporated into the plans and sewer service is necessary. City sewer service is adequate and available to serve the use.

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

Applicant's Response: Yes.

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

NEIGHBOR NOTICE & RESPONSES:

Notice of the public hearing was published in the Cody Enterprise on April 23, 2026 as required by city code.

Twenty neighboring properties, comprised of Eighteen property owners (within 140 feet of the property) were notified of the request by USPS first class mail on the 20th of April as required by city code. At the time of this staff report, we have received one response of "no objection", and six responses of "objection" to the special exemption request (attached).

CONDITIONS:

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

AND,

Staff recommends the following condition of approval should the Board approve the Special Exemption to reduce the rear lot line setback requirement from 15' to 5' at 2114 Gail Lane:

1. The accessory structure shall not be constructed until a building permit is issued by the City Building Department.
2. The applicant will need to comply with city code and connect to city sewer if a bathroom is incorporated into the plans.
3. All site boundaries, utilities and irrigation infrastructure must be located and identified on the building plans, evidencing the garage will not be built over any infrastructure, before a building permit is issued.

Staff Photos:

Photo taken from Gail Lane, looking south across the property. The proposed garage location is behind the RV.



Photo taken from Juby's Trailer Court across the open area. There are several properties with buildings at or near the south lot lines where the private irrigation line is said to be located.



**RESOLUTION PZ 26-16
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF A SPECIAL EXEMPTION FOR BARBARA ATKINSON FROM
A REAR YARD SETBACK AT 2114 GAIL LANE**

WHEREAS, Barbara Atkinson is seeking a special exemption to reduce the rear yard setback from three feet (15') to five feet (5'), for the construction of an accessory structure at 2114 Gail Lane; and

WHEREAS, the subject property is zoned Medium-Low Density Residential (R-2); and

WHEREAS, Section 10-6-2 of City of Cody Code specifies the rear yard setback to a in the Medium-Low Density Residential (R-2) zoning district is fifteen feet (15');

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 May 7, 2026, to consider the special exemption request and made the following findings:

1. The applicants propose construction of a 1,200 sq-ft, 16-4/12' tall accessory building, in the southeast corner of the property.
2. The special exemption request to reduce the rear lot line setback will not produce an undesirable change in the character of the neighborhood or be a detriment to neighboring properties.
3. The special exemption seems to be compatible with neighboring and nearby properties and adjacent land uses.
4. The special exemption request is considered a minimum deviation from the established setback standard.
5. The applicant could adhere to the required setback. However, if they are allowed to proceed with a reduced setback, it will allow for more indoor storage onsite and make the property more overall aesthetically pleasing in the neighborhood.
6. Utility services and infrastructure are currently connected or available for connection to serve the proposed accessory structure.
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 April 23, 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 April 20, 2026.
10. Twenty (20) properties were notified; six (6) written objections and one (1) letter of no objection were received by the City in response to the neighbor notifications.
11. The neighboring objections were primarily due to concerns potential interference by the proposed structure with a private irrigation line, for which there isn't a recorded easement.

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 approves of a Special Exemption from the rear yard setback requirement for an accessory building at 2114 Gail Lane, with the following conditions:

1. The accessory structure shall not be constructed until a building permit is issued by the City Building Department.
2. The applicant will need to comply with city code and connect to city sewer if a bathroom is incorporated into the plans.
3. All site boundaries, utilities and irrigation infrastructure must be located and identified on the building plans, evidencing the garage will not be built over any infrastructure, before a building permit is issued.

By the Planning, Zoning and Adjustment Board on the 7th day of May, 2026.

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

C. Daniel Schein, Chairman

Date

ATTEST:

Tina Gail, City Clerk

- a. Well built 40' x 30' x 16' 4/12 roof pitch garage with steel siding and 3 overhead doors by Campbell Construction that blends in with the existing home. Gail Lane is an older well established street with no thru traffic.

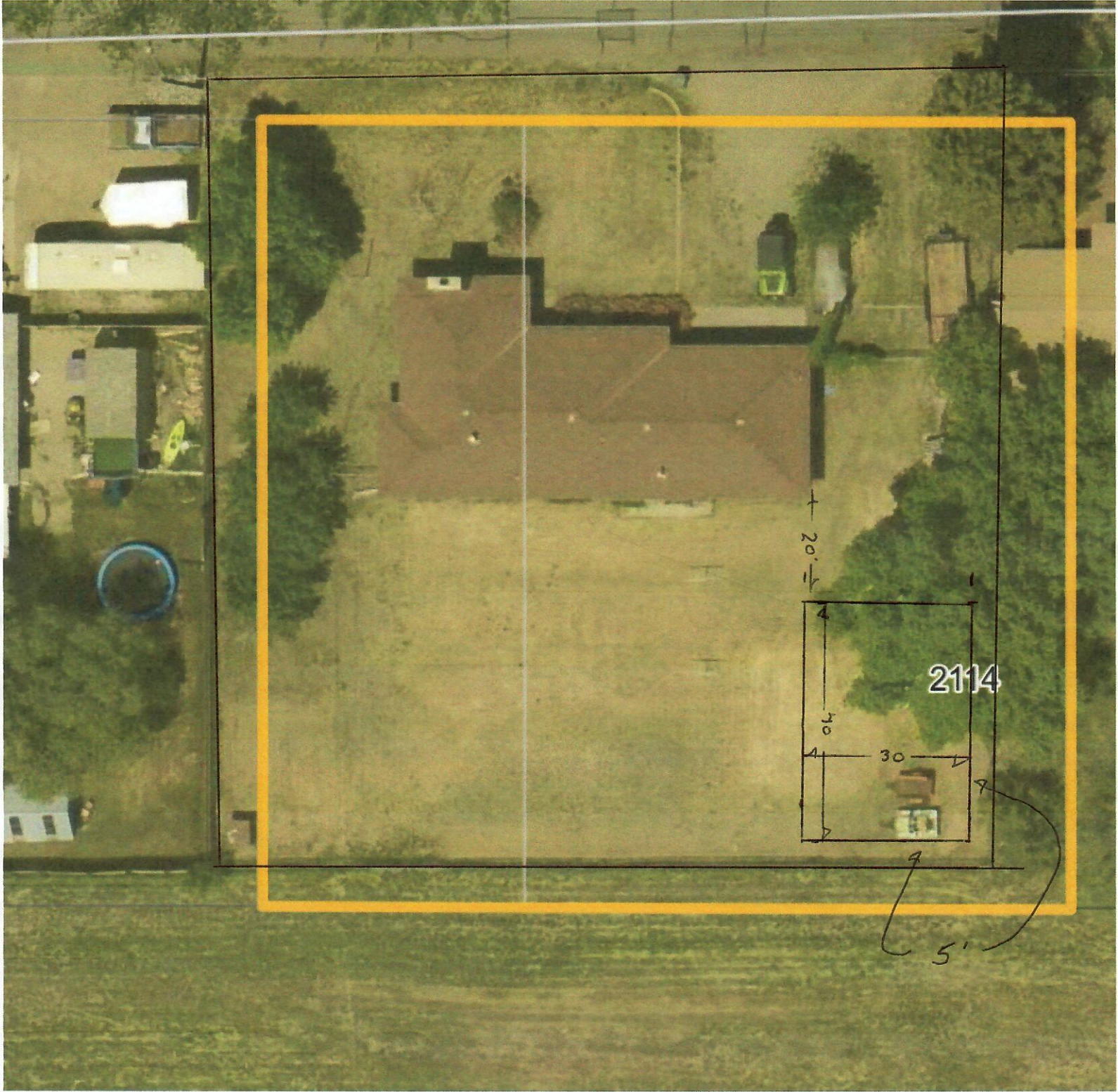
- b. Yes the garage will be cohesive with existing structures on Gail Lane.

- c. Garage to store a 5th wheel, older car, jet skis and riding lawn mower; left out in the open might be considered an eye sore by neighbors and passersby.

- d. If the 15' offset is enforced it will appear to be cramped and bulky leaving 10' unused land to the south. Definitely could become a catch all for unwanted items. The 5' offset on the south line would be more aesthetically pleasing; better flow, allow for more lawn, maintenance and well planned.

- e. yes

- f. yes



LEGAL NOTICE FOR PUBLIC HEARING

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Details for LEGAL NOTICE FOR PUBLIC HEARING

15 hrs ago

LEGAL NOTICE FOR PUBLIC HEARING The City of Cody Planning and Zoning Board will hold a public hearing on Thursday, May 7, 2026 at 12:00 p.m. (noon) or as soon thereafter as practical at 1338 Rumsey Avenue, in the City Council Chambers to consider a special exemption to reduce the rear yard lot line setback requirement at 2114 Gail Lane, Cody, WY 82414 from 15 feet to 5 feet, for construction of an accessory garage structure. Information is available at the Community Development Dept. in City Hall or by calling (307) 527-3475. Written comments may be directed to Community Development, P.O. Box 2200, Cody, WY 82414 and must be received prior to the date and time of the public hearing. Publication Date: April 23, 2026 Legal No.: 6943

Categories [Legal](#)



Jenny Cramer <jcramer@codywy.gov>

Re: Jubys MHP / Gail Lane Request Change of Property Line

1 message

Charles Lancaster <lancaster.c1@mac.com>

Wed, Apr 29, 2026 at 3:04 PM

To: Jenny Cramer <jcramer@codywy.gov>

Cc: Jubys MHP <jubysmhp@gmail.com>

Jenny,

Thank you for the clarification.

I have no problem with their request to build an ADU 5' from their property line.

Chuck Lancaster
Owner Representative
Jubys MHP
408-838-7010

On Apr 29, 2026, at 11:49 AM, Jenny Cramer <jcramer@codywy.gov> wrote:

Hi Carol,

Thank you for reaching out to me! Notices were sent to all properties within 140' of 2114 Gail Lane, according to the county assessor records. For the Jubys Mobile Home Park property, this is Valerie D. Walker, 938 19th Street. Some mobile home properties within the park were within the 140' notice area, so they also received a mailed notice. Attached is the mailing for reference.

The request from the property owner is not to move the property line, but to reduce the required setback from their rear property line for a proposed garage they would like to construct. In this zoning district, a new building is required to be built 15' from the rear lot line. The property owners are asking for a reduced setback for the garage to be only 5' from the lot line. Below is a drawing of where they would like to construct the garage on their property. Jubys's property is adjacent on the south side.

Hopefully this information helps, but please let me know if you have more questions!

<image.png>

On Wed, Apr 29, 2026 at 12:33 PM Carol Tucker <jubysmhp@gmail.com> wrote:

Mr Cramer,

Today I was notified by one of our tenants (Sunny Akes) that she received a notification for a request by a property owner at 2114 Gail Lane to move a rear property line.

It is unclear to me why she received this notice rather than Jubys MHP - and exactly how this could affect Jubys Mobile Home Park, as well as this tenant who rents a mobile home lot from us.

Please let me know if and how the moving of a rear property line on Gail Lane will affect the adjoining property owned by Jubys MHP.

Also, the owner representative of Jubys is Chuck Lancaster. He can be reached at 408-838-7010

Thank you,

Carol Tucker
Manager
Jubys Mobile Home Park

--

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

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

Notice to Owners of Neighboring Properties:

Date Mailed: April 23, 2026

RE: **SPECIAL EXEMPTION REQUEST**

Please return your comments by April 29, 2026 to:

Cody City Planner
P.O. Box 2200
Cody, WY 82414

Or, send an email to: jcramer@codywy.gov

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

Applicant Name(s): Barbara Atkinson
Address of Subject Property: 2114 Gail Lane, Cody

Description of Request: Reduce the rear yard lot line setback requirement from 15 feet to 5 feet, for construction of a proposed accessory garage structure (40' x 30').



This request will be considered at a public hearing held by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Thursday, May 7, 2026 at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave. Anyone is welcome to attend and comment at the public hearing.

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

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

Dear Planning and Zoning Board Members:

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

I have NO OBJECTION to the Special Exemption request.

Name _____

Address: _____

Comments: _____

I OBJECT to the Special Exemption request:

Name: Ursula M. Koehnel

Address: 2008 Gail Ln.

Reason for Objection: would be on top of Raw Water line - I could not get to it for brooks

If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: No E-mail



Jenny Cramer <jcramer@codywy.gov>

Barbara Atkinson 2114 Gail LN Request for a Special Exemption

1 message

bernard yperman <bmyperman@gmail.com>

Wed, Apr 29, 2026 at 7:57 PM

To: jcramer@codywy.gov

Response: I OBJECT to the Special Exemption Request

Reason: More explanation necessary

Cordially,

Bernie Yperman
2113 Gail Ln
Cody, Wy 82414
425-890-4824

Notice to Owners of Neighboring Properties:

Date Mailed: April 23, 2026

RE: **SPECIAL EXEMPTION REQUEST**

Please return your comments by April 29, 2026 to:

Cody City Planner
P.O. Box 2200
Cody, WY 82414

Or, send an email to: jcramer@codywy.gov

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

Applicant Name(s): Barbara Atkinson
Address of Subject Property: 2114 Gail Lane, Cody

Description of Request: Reduce the rear yard lot line setback requirement from 15 feet to 5 feet, for construction of a proposed accessory garage structure (40' x 30').



This request will be considered at a public hearing held by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Thursday, May 7, 2026 at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave. Anyone is welcome to attend and comment at the public hearing.

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

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

Dear Planning and Zoning Board Members:

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

I have NO OBJECTION to the Special Exemption request.

Name _____

Address: _____

Comments: _____

I OBJECT to the Special Exemption request:

Name: Mary + Bryan Leach (Knox)

Address: 2120 Gail Lane

Reason for Objection: View, Property Value, Sunlight, Utilities, Traffic,

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

Notice to Owners of Neighboring Properties:

Date Mailed: April 23, 2026

RE: **SPECIAL EXEMPTION REQUEST**

Please return your comments by April 29, 2026 to:

Cody City Planner
P.O. Box 2200
Cody, WY 82414

Or, send an email to: jcramer@codywy.gov

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

Applicant Name(s): Barbara Atkinson
Address of Subject Property: 2114 Gail Lane, Cody

Description of Request: Reduce the rear yard lot line setback requirement from 15 feet to 5 feet, for construction of a proposed accessory garage structure (40' x 30').



This request will be considered at a public hearing held by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Thursday, May 7, 2026 at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave. Anyone is welcome to attend and comment at the public hearing.

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

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

Dear Planning and Zoning Board Members:

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

I have NO OBJECTION to the Special Exemption request.

Name

Address: _____

Comments: _____

I OBJECT to the Special Exemption request:

Name: Cynthia Reckentisch

Address: 2121 Gail Ln

Reason for Objection: There is a 15 foot easement along

the raw water pipe which runs along the fence line. This easement building will be getting on top of this pipe making it impossible to

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

allow access in the event of a crack or break this will affect every raw water user on the south side of Gail lane.

The information provided in this notice does not state the height nor the placement of this building. If it is tall enough to house the monster 5th wheel travel trailer, it will be taller

than the house structure, Mrs. Atkinson has acquired many pieces of land in Croy where a building of this size can be placed which will not create a potential problem regarding the raw water flow through the south side of Bail Lane as well as not putting an enormous building structure on that lot, thus affecting the resale of property in the immediate area of that lot.

Notice to Owners of Neighboring Properties:

Date Mailed: April 23, 2026

RE: **SPECIAL EXEMPTION REQUEST**

Please return your comments by April 29, 2026 to:

Cody City Planner

P.O. Box 2200

Cody, WY 82414

Or, send an email to: jcramer@codywy.gov

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

Applicant Name(s): Barbara Atkinson
Address of Subject Property: 2114 Gail Lane, Cody

Description of Request: Reduce the rear yard lot line setback requirement from 15 feet to 5 feet, for construction of a proposed accessory garage structure (40' x 30').



This request will be considered at a public hearing held by the City of Cody Planning & Zoning Board at their regularly scheduled meeting on Thursday, May 7, 2026 at 12:00 p.m. in the City Hall Council Chambers, at 1338 Rumsey Ave. Anyone is welcome to attend and comment at the public hearing.

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

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

Dear Planning and Zoning Board Members:

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

I have NO OBJECTION to the Special Exemption request.

Name

Address: _____

Comments: _____

I OBJECT to the Special Exemption request:

Name: CHRIS ERICKSON

Address: 2125 GAIL LANE

Reason for Objection: W/ I THINK IT WILL BE TOO CLOSE TO THE RAW WATER LINE AND CAUSE PROBLEMS IF/WHEN IT BREAKS

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

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Date Mailed: April 23, 2026

RE: **SPECIAL EXEMPTION REQUEST**

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Cody City Planner

P.O. Box 2200

Cody, WY 82414

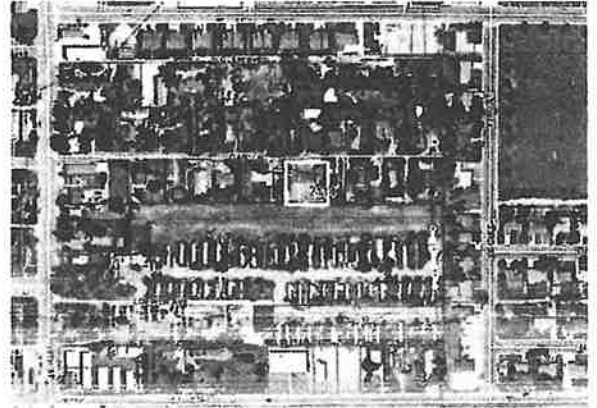
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Dear Planning and Zoning Board Members:

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

I have **NO OBJECTION** to the Special Exemption request.

Name

Address: _____

Comments: _____

I **OBJECT** to the Special Exemption request:

Name: Stanley Strike

Address: 2132 Gail Lane

Reason for Objection: See Attached Statement

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

E-mail address: strikestan@gmail.com

This is a response as to the Special Exemption Request by Barbara Atkinson to be addressed by the City of Cody Planning & Zoning Board on May 7th at 12:00 pm in the City Hall Council Chambers.

I Object to this Exemption:

This exemption does not only affect Owners of Neighboring Properties within 140 feet of the Subject Property but directly affects all residents on the south side of Gail Lane who access raw water directly from the Cody Canal Irrigation District via a shared irrigation line that extends from 19th Street to the end of Gail Lane.

Residents on Gail Lane pay the Cody Canal District for their water assessment because we are not connected to the City of Cody's raw water system.

During the summer of 2003 the original cast iron line was replaced with a 4" pvc pipeline. This work was completed with the use of a skid steer with a backhoe attachment. The cost of this upgrade to this privately owned pipeline was assessed to all homeowners who benefited from it.

This pipeline is maintained presently by volunteer homeowners on Gail Lane. The cost of repairs and yearly maintenance is paid from an assessment to the homeowners using this raw water system.

A 15' Easement was filed with the Cody Canal Irrigation District in order to facilitate future work as to repair and replacement of this irrigation line with the necessary construction equipment such as a skid steer instead of digging by hand with shovels.

The construction of a 40'w X 30'L X ?H storage shed is excessive considering the available space behind an existing home AND blocking the view of adjoining residents which affects the selling value of their property.

The Cody Planning & Zoning Board needs to honor this established 15' rear yard setback requirement.

**Stan Strike: 2132 Gail Lane 250-1244
strikestan@gmail.com**