

City of Cody Planning, Zoning and Adjustment Board

Thursday, May 21, 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 Minutes from the May 7, 2026 meeting
Staff Reference: Hannah Witwicki

3. Public Hearing

4. Tabled Items

5. New Business

- a. Dapper Dame Barber Company Sign Plan Review and approval of Resolution PZ 26-21
Staff Reference: Jenny Cramer
- b. Revic (GunWerks, LLC) Sign Plan Review and Approval of Resolution PZ 26-22
Staff Reference: Jenny Cramer
- c. Yellowstone Impressions Amended Architectural Review for Lightning Protection System at 1234 Sheridan Avenue and Approval of Resolution PZ 26-23
Staff Reference: Jenny Cramer
- d. Yellowstone Impressions Amended Architectural Review for 2nd Level Balcony and Signage at 1234 Sheridan Avenue and Approval of Resolution PZ 26-24
Staff Reference: Jenny Cramer
- e. GordonJosh, LLC Commercial Site Plan Review at 3202 Big Horn Avenue and approval of Resolution PZ 26-19
Staff Reference: Jenny Cramer
- f. GordonJosh, LLC Architectural and Landscape Plan Review at 3202 Big Horn Avenue and approval of Resolution PZ 26-20
Staff Reference: Jenny Cramer
- g. 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

- h. Commercial Site Plan review for the Public Works Office Building located at 119 19th Street and approval of Resolution PZ 26-25
Staff Reference: Jenny Cramer, Utana Dye

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

Upcoming Meetings: JUNE 4, 2026 JUNE 18, 2026 JULY 2, 2026
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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
May 7, 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, May 7, 2026 at 12:00 PM.

P&Z Board Chairperson Dan Schein called the meeting to order at 12:00 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 Sarah Miles, P&Z Board Member Erin Welty; 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: P&Z Board Member Kathryn Kyle; Ian Morrison

P&Z Board Member Dan C. Holler made a motion seconded by P&Z Board Member Erin Welty to approve the Agenda for the May 7, 2026 Planning, Zoning and Adjustment Board meeting. The vote was unanimous. The motion passed.

Carla Egelhoff made a motion seconded by Erin Welty to approve Consent Calendar. The vote was unanimous. The motion passed.

A Public Hearing was held for a front yard setback reduction at 1714 18th Street.

Public Hearing opened at 12:03 PM

No one spoke for or against.

Public Hearing was closed at 12:04 PM

Public hearing for special exemption request to allow commercial use of a manufactured home in a D-3 zoning district at 119 19th Street.

A Public Hearing was opened at 12:05 PM

No one spoke for or against.

A Public Hearing was closed at 12:06 PM

Public hearing for a special exemption request to reduce the rear yard setback at 2114 Gail Lane.

A Public Hearing opened at 12:07 PM.

5 people spoke against the special exemption.

The Public Hearing closed at 12:28 PM

City Planner Jenny Cramer presented the Special Exemption request to reduce the front yard setback from 15' to 10'9" and approval of Resolution PZ 26-18 .

Carla Egelhoff made a motion seconded by Erin Welty to approve Special Exemption request to reduce the front yard setback from 15' to 10'9" and approval of Resolution PZ 26-18 with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the 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.

Erin Welty made a motion seconded by Dan C. Holler to approve the 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 with the conditions from the Staff report. Dan Holler, Carla Egelhoff, and Erin Welty were in favor. Dan Schein and Sarah Miles were against. The motion failed.

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

Carla Egelhoff made a motion, seconded by Erin Welty, to deny, citing special exemption criteria A, C and D as lacking, the Special Exemption request to reduce the rear yard setback from 15' to 5' at 2114 Gail Lane and approval of Resolution PZ 26-16 with the conditions from the Staff report. Carla Egelhoff, Dan Schein, Erin Welty and Sarah Miles were in favor. Dan Holler was opposed. The motion passed.

Sarah Miles and Dan Holler will be absent from June 18th meeting.

P&Z Board Member Sarah Miles made a motion seconded by P&Z Board Member Dan C. Holler to adjourn the meeting. The vote was unanimous. The meeting was adjourned at approximately 01:39 PM.

Hannah Witwicki

Hannah Witwicki, Administrative
Coordinator

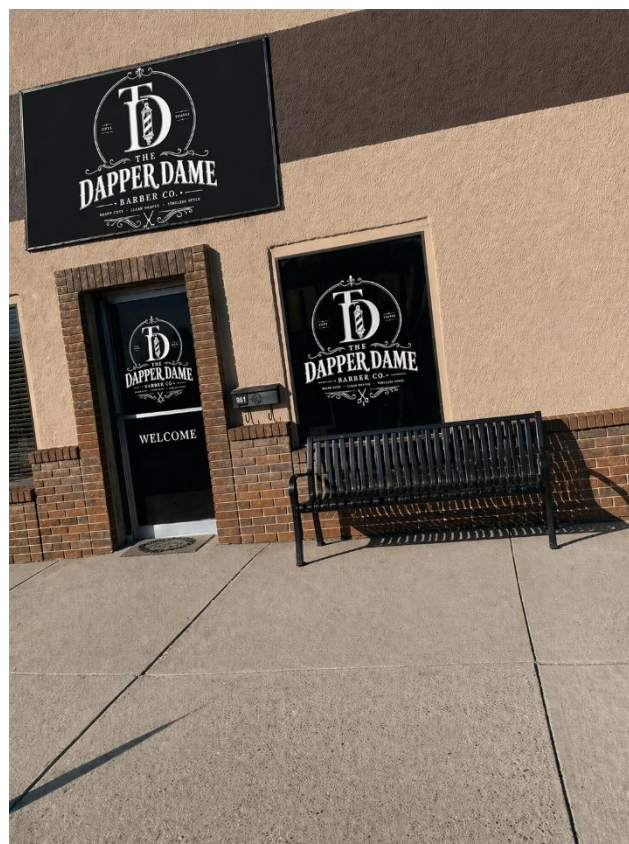
CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	MAY 21, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL DISTRICT SIGN REVIEW: THE DAPPER DAME BARBER CO.	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

A sign review application has been submitted by Kayla Belliston, the lessee of 967 12th Street. The property owner, Knapp Enterprises, LLC has authorized the applicant to apply for the sign review. The application proposes one attached wall sign above the entrance, and two window signs (also considered attached wall signs) at 961 12th Street.

The property is in a General Business (D-2) zoning district and is within the downtown architectural district overlay. The picture shown illustrates the sign design, placement on the building and colors.



REVIEW CRITERIA:

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

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

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

STAFF COMMENTS:

There are six (6) total tenant spaces within the building on the property. Currently, no other signage is in place.

The application proposes one 3.33' x 4.17' (13.89 sq-ft) attached wall sign above the business entrance, one 2.33' x 2.91' (6.78 sq-ft) sign decal on the front of the entrance door, and one 3.33' x 3.75' (12.48 sq-ft) sign decal on the window to the right of the entrance door. All proposed signage is classified as attached wall signage by City Code and the cumulative size is 33.15 sq-ft. A total of 150 sq-ft is allowed per sign face, and

300 sq-ft in attached wall signage is allowed per property by the City of Cody Code in this zoning district.

The proposed attached wall signage is within the allowed limits.

No sign lighting is proposed.

RECOMMENDATION:

Staff recommends approval of the Dapper Dame Barber Co. Commercial Sign Review, with the following condition:

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

**RESOLUTION PZ 26-21
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF SIGN PLAN REVIEW FOR DAPPER DAME BARBER CO.
AT 967 12TH STREET**

WHEREAS, Kayla Belliston, (building lessee), on behalf of Knapp Enterprises, LLC (property owner) applied for a sign review to install three attached wall signs at 961 12th Street; and

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

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

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

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on May 21, 2026, to review the sign plans and established the following findings:

1. The proposed sign designs are compatible with the surrounding neighborhood.
2. The signs proposed are as follows:
 - One 3.33' x 4.17' (13.89 sq-ft) attached wall sign above the business entrance.
 - One 2.33' x 2.91' (6.78 sq-ft) sign decal on the front of the entrance door.
 - One 3.33' x 3.75' (12.48 sq-ft) sign decal on the window to the right of the entrance door.
3. The cumulative wall signage as proposed will be approximately 33 square feet.
4. Each proposed sign is individually under the 150 sq-ft maximum. The total combined area of all attached wall signs on the zone lot will be less than 160 sq-ft, which is below the 300 sq-ft maximum allowed.

WHEREAS, the Planning, Zoning and Adjustment Board concluded the 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 three attached wall signs, subject to the following condition:

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

By the Planning, Zoning and Adjustment Board on the 21st day of May, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT			
MEETING DATE:	MAY 21, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	COMMERCIAL SIGN REVIEW: GUNWERKS, LLC	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

A sign review application has been submitted by Billings Sign Service, on behalf of Gunwerks, LLC (property owner). The application proposes one illuminated, attached wall sign at 601 Yellowstone Avenue.

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



REVIEW CRITERIA:

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

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

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

B. The applicant shall meet with the Planning, Zoning and Adjustment Board to review the application and plans insofar as they pertain to the exterior of a commercial building and site plan conditions. The issuance of a permit shall be conditioned upon the applicant receiving an affirmative vote of a majority of the Planning, Zoning and Adjustment Board.

C. The Board shall review the commercial site plan development application for the following: General site plan conditions and layout, ... commercial signage, ... The burden shall be on the applicant to demonstrate that the site plan complies with local, state, federal laws regulations and zoning ordinances.

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

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

STAFF COMMENTS:

The application proposes one, 6.67' x 22.21' (148.14 sq-ft) new attached wall sign on the south side of the building, above the business entrance.

The proposed attached wall sign is within the allowed limits. It is under the 150 sq-ft individual maximum.

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

RECOMMENDATION:

Staff recommends approval of the GunWerks, LLC Commercial Sign Review, with the following condition:

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

**RESOLUTION PZ 26-22
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF SIGN PLAN REVIEW FOR REVIC (GUNWERKS, LLC) AT
601 YELLOWSTONE AVENUE**

WHEREAS, Billings Sign Service, on behalf of Gunwerks, LLC (property owner) applied for a sign review to install one illuminated, attached wall sign at 601 Yellowstone Avenue; and

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

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

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on May 21, 2026, to review the sign plan and established the following findings:

1. The proposed sign design is compatible with the surrounding neighborhood.
2. The applicant proposes one, 6.67' x 22.21' (148.14 sq-ft) new attached wall sign on the south side of the building, above the business entrance.
3. The proposed attached wall sign is within the allowed limits. It is under the 150 sq-ft individual maximum.
4. The sign will be internally illuminated and is allowed, provided the light source is not visible from the exterior of the sign.

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

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

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

By the Planning, Zoning and Adjustment Board on the 21st day of May, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk

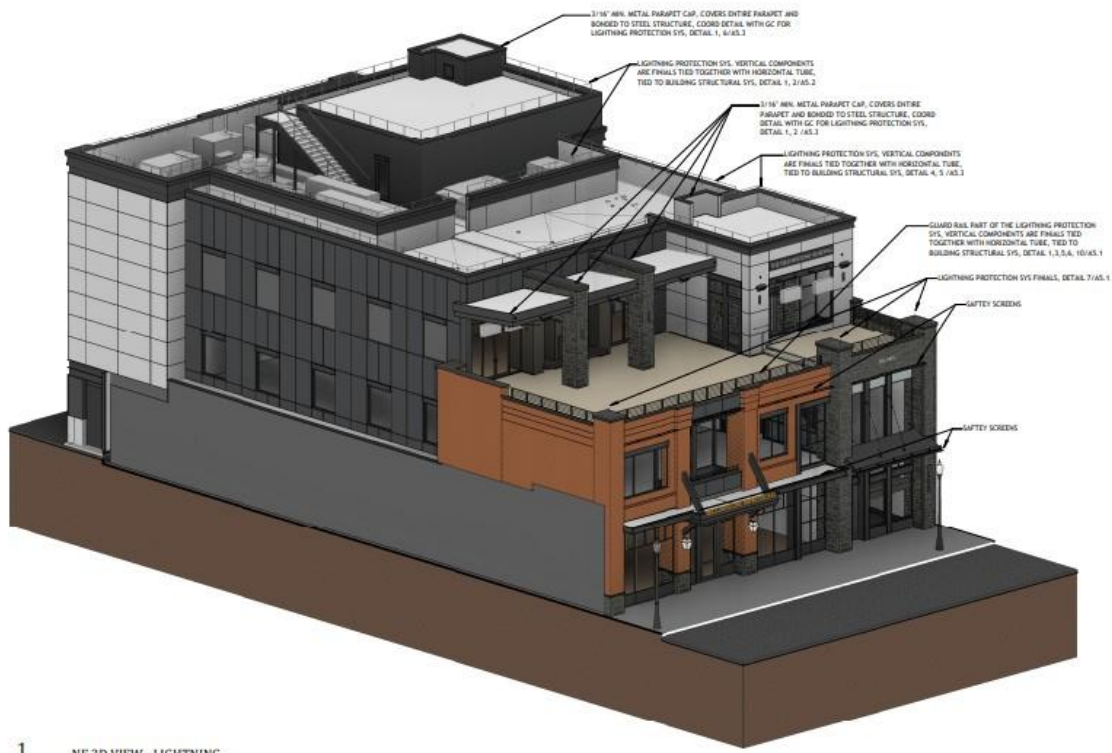
CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	MAY 21, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL REVIEW: ADDITION OF LIGHTNING PROTECTION SYSTEM AT 1234 SHERIDAN AVE. SPR2026-0039	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Locati Architects, on behalf of Yellowstone Impressions, Inc. (Collier Group) has submitted an application to add a lightning protection system at 1234 Sheridan Avenue, which will modify the architecture of the building, which was previously approved by the board as part of a commercial site plan review. Lightning protection is a necessary safety component consideration for the structure.

The Board approved the original commercial site plan review (SPR 2024-08), on May 22, 2024. Building plans were approved in October of 2024.



1
NE 3D VIEW - LIGHTNING
SCALE:

The property is located in the General Business (D-2) zoning district, as well as the downtown architectural district. The plans for the proposed lightning protection system are attached for your review.

REVIEW CRITERIA:

Section 10-10B-4 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. The maximum building height for all buildings within the Downtown Architectural District as defined by Section 9-2-2 of the City Code, shall be forty feet (40'), and shall not have more than three (3) stories.

Section 9-2-2 of city code is as follows:

There is established a Downtown Architectural District. The Planning, and Zoning Adjustment Board shall review all applications and plans for building and sign permits insofar as they pertain to the exterior of commercial buildings in the Downtown District.

The Planning, Zoning and Adjustment Board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the Downtown District as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants.

Section 9-2-3 of city code is as follows:

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.

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.

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.

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.

STAFF COMMENTS:

Architecture:

The lightning protection system is comprised of:

- Vertical finials connected with horizontal tube, tied to building structural system
- Metal parapet caps
- Safety screens on the front of the building

The appearance of the vertical finials and tube is that of a railing and the metal parapet caps will not change the architectural characteristics of the building. The safety screens are minimal in appearance on the front of the building. This particular LPS design is intended to match the building aesthetics and not be distinguishable or identifiable in appearance as a lightning protection system.

The lightning protection system components do not exceed the highest point of the building, as approved in the building plans.

RECOMMENDATION:

It is recommended that the Planning and Zoning Board approve the proposal, subject to the following condition.

1. Additional plan review and approval is required by the building department prior to commencement of lightning protection system construction and installation.

RESOLUTION 2026-23
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD

**TITLE: APPROVAL OF AMENDED ARCHITECTURAL REVIEW FOR LIGHTNING
PROTECTION SYSTEM AT 1234 SHERIDAN AVENUE**

WHEREAS, Locati Architects, on behalf of Yellowstone Impressions, Inc., (property owner) submitted a downtown architectural review application, as required by City of Cody Code Section 9-2-2, 9-2-3, and 10-10-B, to add a lightning protection system at 1234 Sheridan Avenue, which will modify the architecture of the building, which was previously approved by the board as part of a commercial site plan review; 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 May 21, 2026, to review the architectural plans and established the following findings:

1. The Planning, Zoning and Adjustment Board approved an original commercial site plan review (SPR 2024-08), on May 22, 2024 for this development.
2. Building plans were approved by the City of Cody Building Official in October of 2024.
3. The proposed modification to add a lightning protection system as shown on the provided rendering will be architecturally compatible in the zoning district and the downtown.

WHEREAS, the Planning, Zoning and Adjustment Board concluded that the amended 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 amended architectural plans to add the proposed lightning protection system at 1234 Sheridan Avenue, with the following condition:

1. Additional plan review and approval is required by the building department prior to commencement of lightning protection system construction and installation.

By the Planning, Zoning and Adjustment Board on the 21st day of May, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk



WWW.LOCATIARCHITECTS.COM
1007 EAST MAIN . SUITE 202 . BOZEMAN, MT 59715

| THE PAVILION |
1234 Sheridan Ave
Cody, Wyoming

March 17, 2026

Cody Planning & Building Department
Attn: Jenny Cramer
1338 Rumsey Ave
Cody, WY 82414

RE: 1234 Sheridan Ave., **Lightning Protection System**

Dear Mrs. Cramer,

We are submitting a Lightning Protection System (LPS) for review and approval for The Pavilion located at 1234 Sheridan Ave. The LPS is designed and thoughtfully integrated to protect occupants and structures by providing a safe, low-resistance path for lightning current to travel to the ground. It mitigates the risk of catastrophic damage, such as fires, explosions, structural failure, and surge-related damage. The system was designed by Kuefler Lightning Protection, Inc and does not exceed the highest point of the approved building. An updated rendering showing the LPS components and technical details has been included. Please don't hesitate to reach out if you have any clarifying questions or need additional information.

Thank you.

Laura Dornberger
Locati Architects



KUEFLER LIGHTNING PROTECTION, INC.

PROTECTING LIVES AND PROPERTY

1000 N. 200th St. Helena, Montana 59601

PH: 406-745-3800 FAX: 406-745-3800

www.kueflerlightning.com

Cody Planning & Building Department
Attn: Jenny Cramer
1338 Rumsey Ave
Cody, WY 82414

March 10, 2026

RE: 1234 Sheridan Ave., - Lightning Protection System

Dear Mrs. Cramer,

The Pavilion located at 1234 Sheridan Ave is requesting to install a Lightning Protection System for the protection of the building and occupants. We have provided a few facts about Lightning in Wyoming:

- About 23 million cloud-to-ground lightning strikes occur each year in the U.S., with approximately 290,000 of them occurring in Wyoming each year.
- Lightning is responsible for more deaths and injuries across Wyoming each year than from any other thunderstorm phenomena. From 1996 to 2013, lightning has been attributed to 8 fatalities and 70 injuries across Wyoming.
- Wyoming is 1st in number of lightning deaths & injuries per capita (1959 to 2012).

The Lightning Protection System is designed to not add any additional height to the highest point on the approved building and accomplishes this by providing a railing system around the adjacent parapet walls. Great care and consideration is given to the aesthetic design of the Lightning Protection System to match the level of aesthetics of the building and not be distinguishable or identifiable as a Lightning Protection system.

Kuefler Lightning Protection Systems has protected buildings and people for over 40 years. We are a member of the Lightning Protection Institute (LPI), and are a UL listed contractor with Underwriters Laboratories Inc. (UL). For this project we have worked closely with the Architect and Contractor to develop the system proposed. The drawings provided by the Architect show the components of the system designed for 1234 Sheridan Ave.

Thank you.

Best Regards,

Joseph Mitchell
Kuefler Lightning Protection

1000 N. 200th St.

Helena, MT 59601

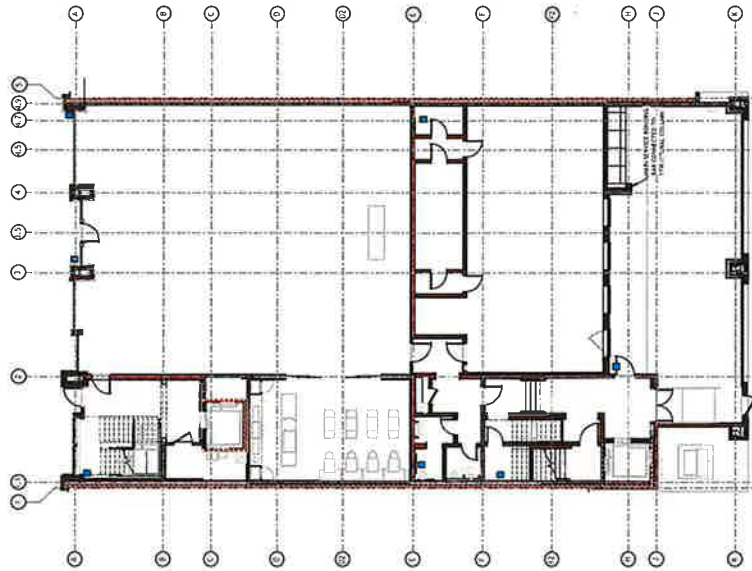
PH: 406-745-3800

www.kueflerlightning.com

info@kueflerlightning.com

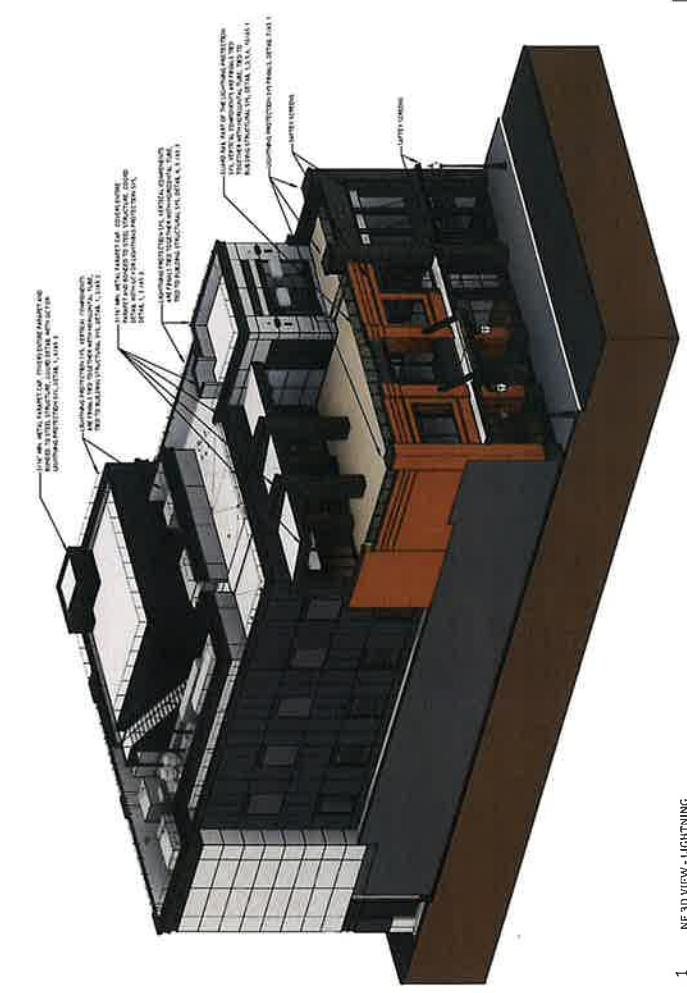
All duties, sales, use, excise or similar taxes or charges applicable to the sale or use of any products or the furnishing of any service shall be Buyer's responsibility, and Buyer shall indemnify KLP, Inc. against any liability thereunder.





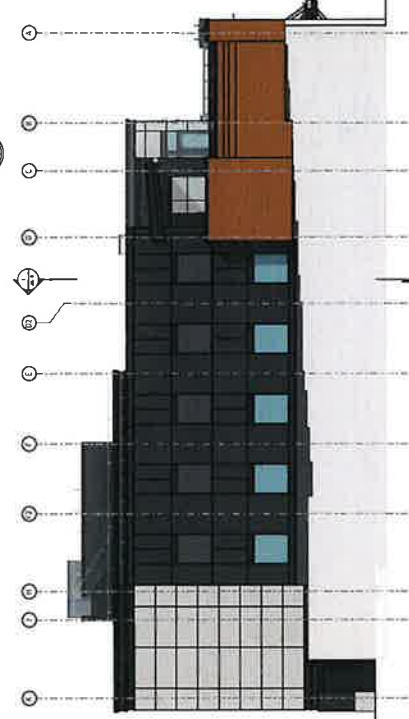
LEVEL 1 - GROUNDING PLATE LOCATIONS

SCALE: 3/32" = 1'-0"



1 NEED VIEW - LIGHTING

SCALE: 3/32" = 1'-0"



2 EAST ELEVATION

SCALE: 3/32" = 1'-0"



3 NORTH ELEVATION

SCALE: 3/32" = 1'-0"

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	MAY 21, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL REVIEW: ADDITION OF 2 ND FLOOR BALCONY COVERING AND SIGN CHANGE SPR2026-0040	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Locati Architects, on behalf of Yellowstone Impressions, Inc. (Collier Group) has submitted an application to amend architectural and sign components, from that which was approved by the board previously as part of a commercial site plan review at 1234 Sheridan Avenue. The changes are to add a roof over the 2nd level balcony, and to modify the attached wall sign on the third floor to read "The Yellowstone Building" instead of "The Pavilion".

The Board approved an original commercial site plan review (SPR 2024-08), on May 22, 2024 for this development. Building plans were approved in October of 2024.

The property is located in the General Business (D-2) zoning district, as well as the downtown architectural district. A comparison of the revised rendering of the building and the rendering from the approved building plans is shown and attached.



REVIEW CRITERIA:

Section 10-10B-4 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. The maximum building height for all buildings within the Downtown Architectural District as defined by Section 9-2-2 of the City Code, shall be forty feet (40'), and shall not have more than three (3) stories.

Section 9-2-2 of city code is as follows:

There is established a Downtown Architectural District. The Planning, and Zoning Adjustment Board shall review all applications and plans for building and sign permits insofar as they pertain to the exterior of commercial buildings in the Downtown District.

The Planning, Zoning and Adjustment Board shall examine and evaluate applications and plans involved in building and sign permits insofar as they pertain to the exterior of commercial buildings within the Downtown District as herein described and shall make recommendations and suggestions to the applicants, property owners or occupants.

Section 9-2-3 of city code is as follows:

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.

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.

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.

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.

STAFF COMMENTS:

Architecture Modifications:

The proposed modifications do not appear to change the overall appearance of the building. The balcony area to be extended (roof over 2nd level balcony) was previously designed to be inset from the rest of this section. The colors and materials remain the same. The sign design, material and colors remain the same, only the wording of the building name is proposed to change.

Signage Modifications:

Signage was approved as part of the original site plan review for the development. The applicant is proposing to change the attached wall sign on the third floor from "The Pavilion" to "The Yellowstone Building". The size of the sign will increase to 24.2 sq-ft from 17.5 sq-ft., as it will be longer to accommodate more letters. All other elements of the design remain the same. The slight increase in sign size remains compliant with sign size limits in the sign district (110.88 sq-ft is allowed for wall signage.)

RECOMMENDATION:

It is recommended that the Planning and Zoning Board approve the proposal, subject to the following condition.

1. Additional plan review and approval is required by the building department prior to commencement of construction and installation.

**RESOLUTION 2026-24
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF AMENDED ARCHITECTURAL REVIEW FOR 2nd LEVEL
BALCONY AND SIGNAGE AT 1234 SHERIDAN AVENUE**

WHEREAS, Locati Architects, on behalf of Yellowstone Impressions, Inc., (property owner) submitted a downtown architectural review application, as required by City of Cody Code Section 9-2-2, 9-2-3, and 10-10-B, to amend architectural and sign components, from that which was approved by the board previously as part of a commercial site plan review at 1234 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 May 21, 2026, to review the architectural plans and established the following findings:

1. The Planning, Zoning and Adjustment Board approved an original commercial site plan review (SPR 2024-08), on May 22, 2024 for this development.
2. Building plans were approved by the City of Cody Building Official in October of 2024.
3. The proposed modification to add a roof over the 2nd level balcony as shown on the provided rendering will be architecturally compatible in the zoning district and the downtown.
4. The proposed modification to the attached wall sign on the third floor to read "The Yellowstone Building" instead of "The Pavilion" will be architecturally compatible in the zoning district and the downtown.

WHEREAS, the Planning, Zoning and Adjustment Board concluded that the amended 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 amended

architectural plans to add a roof over the 2nd level balcony and modify the signage on the third floor at 1234 Sheridan Avenue with the following condition:

1. Additional plan review and approval is required by the building department prior to commencement of construction and installation.

By the Planning, Zoning and Adjustment Board on the 21st day of May, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk




WWW.LOCATIARCHITECTS.COM
1007 EAST MAIN . SUITE 202 . BOZEMAN, MT 59715

| THE PAVILION |

1234 Sheridan Ave
Cody, Wyoming

May 6, 2026

Cody Planning & Building Department
Attn: Jenny Cramer
1338 Rumsey Ave
Cody, WY 82414

RE: 1234 Sheridan Ave., **North Elevation & Sign Modification**

Dear Mrs. Cramer,

We are submitting a minor modification to the North Elevation of The Pavilion located at 1234 Sheridan Ave to provide a roof over the 2nd level balcony for review and approval and modify the text of one sign. We have provided an updated rendering and drawings to depict the building before and after this modification. Please don't hesitate to reach out if you have any clarifying questions or need additional information.

Thank you.



Locati Architects



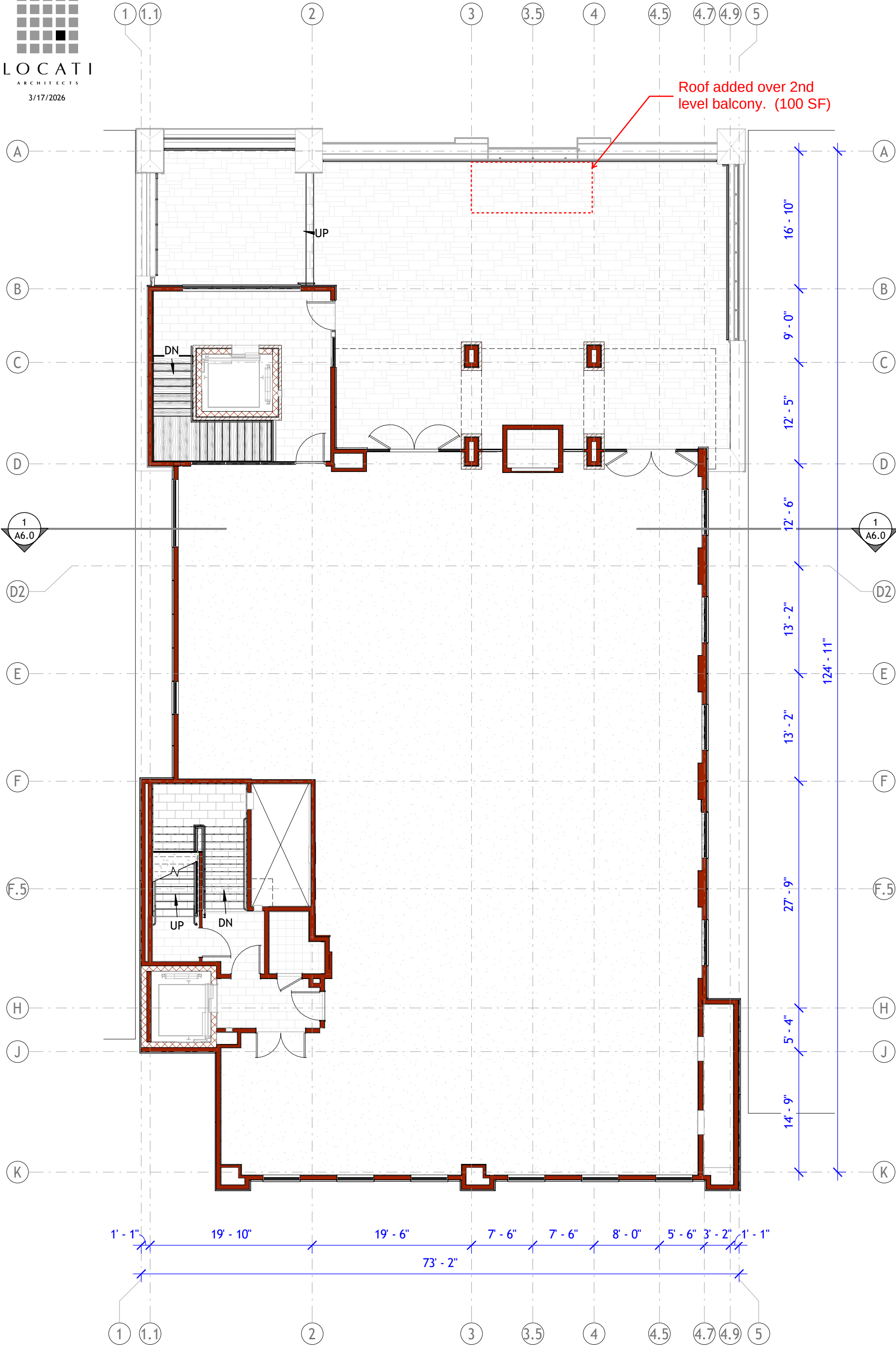


Rendering as of Approved Building Plans 2024



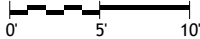
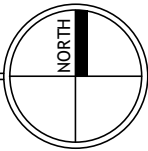
Rendering with balcony and sign revisions 2026





PLAN - LEVEL 3

SCALE: 3/32" = 1'-0"



PROPOSED ROOF
OVER BALCONY

THE YELLOWSTONE BUILDING

PROPOSED SIGN

EST. 2025

YELLOWSTONE IMPRESSIONS

1
2
3
4

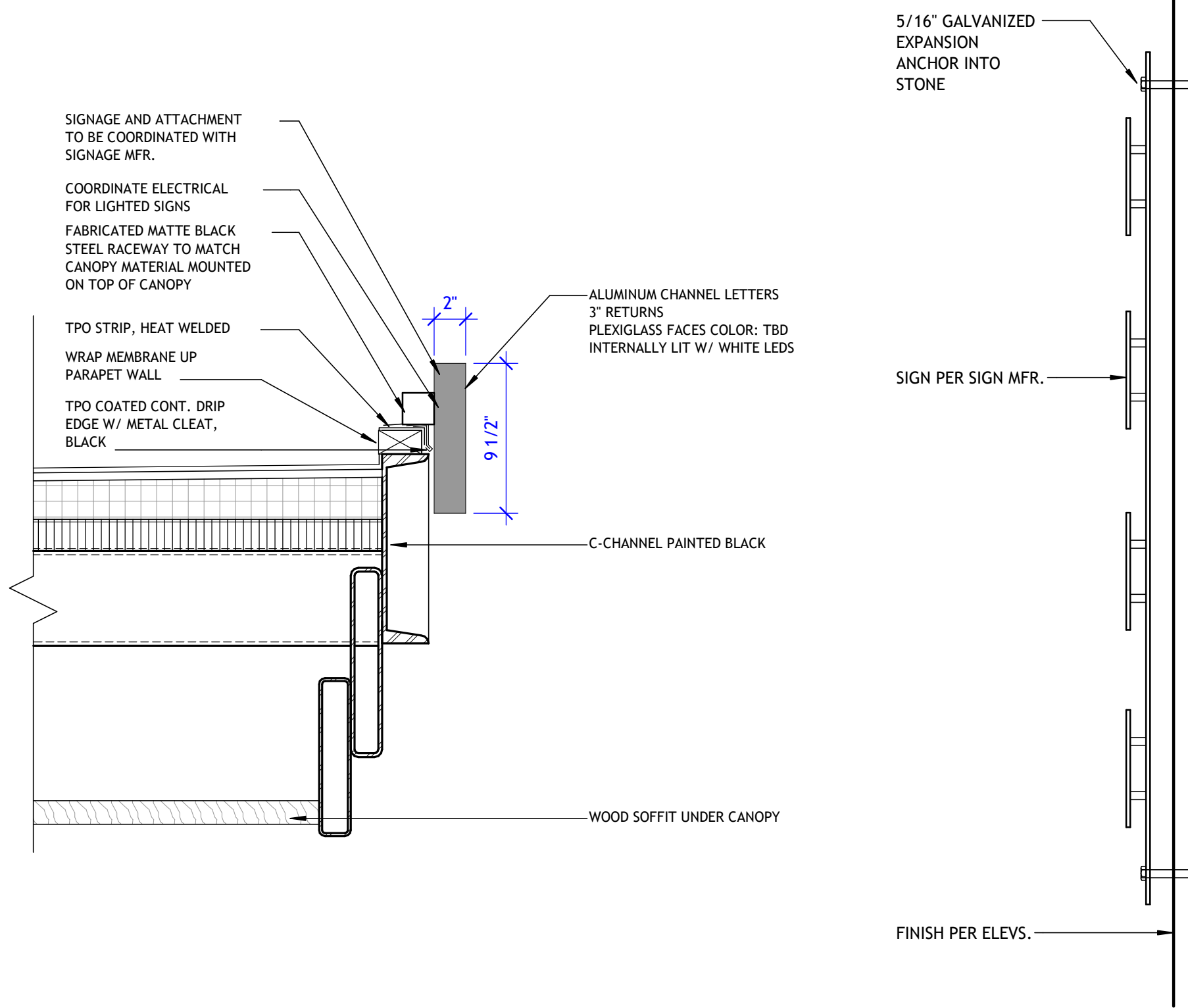
LOCATI
ARCHITECTS

PROPOSED ELEVATION
5/5/2026



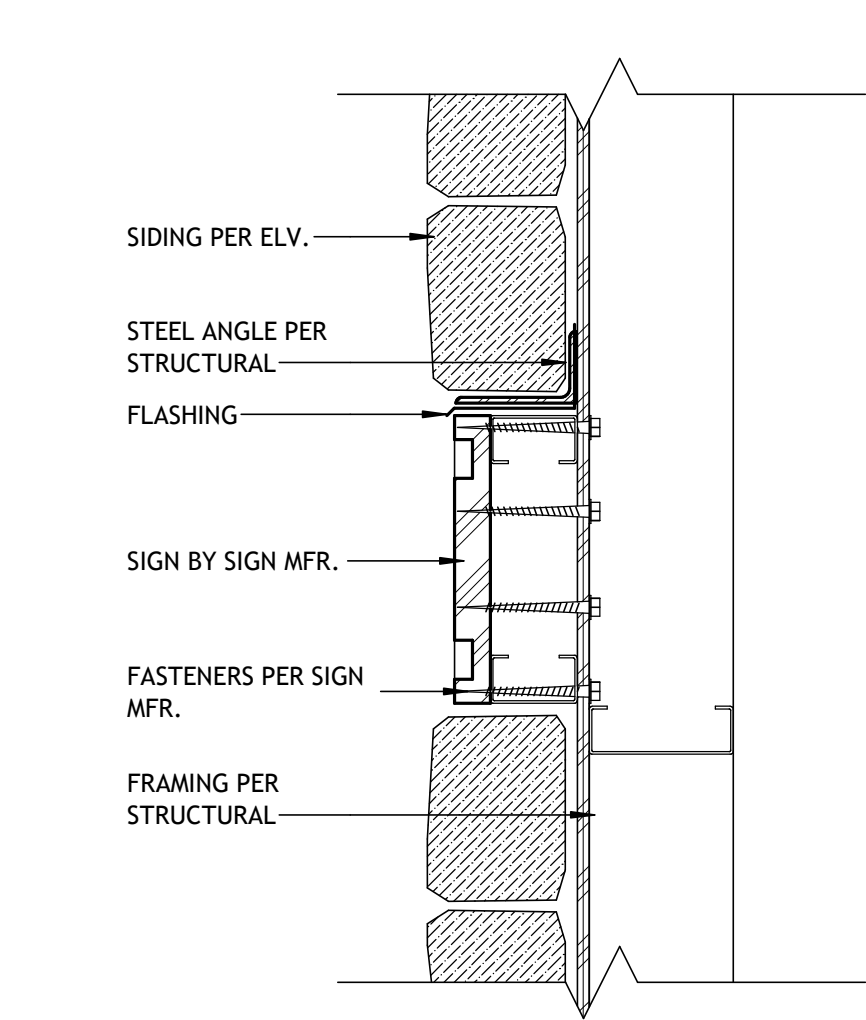
SIGNAGE					
SIGN TEXT	SIGN TYPE	DIMENSIONS	MATERIAL	LIGHTING	MOUNTING
YELLOWSTONE IMPRESSIONS	AWNING	15' - 8" x 0' - 2" x 0' - 9 1/2"	CHANNEL LETTERS W/ PLEXI	INTERNALLY LIT W/ WHITE LEDS	MOUNT PER DETAIL 1/A3.2
THE YELLOWSTONE BUILDING	WALL ATTACHED	14' - 0" x 0' - 4" x 1' - 2"	METAL BOX W/ PUSH THROUGH PLEXI	INTERNALLY LIT W/ WHITE LEDS	MOUNT PER DETAIL 3/A3.2
EST. 2025	WALL ATTACHED	4' - 0" x 0' - 1/8" x 1' - 0"	METAL BOX W/ PUSH THROUGH PLEXI	INTERNALLY LIT W/ WHITE LEDS	MOUNT PER DETAIL 3/A3.2
1 2 3 4	WALL ATTACHED	0' - 10" x 0' - 1/8" x 4' - 6"	METAL PLATE	NO LIGHTING	MOUNT PER DETAIL 2/A3.2

NOTE:
- GC TO COORDINATE INSTALL & CONSTRUCTION OF SIGNS
- CODE REQUIRED SIGNAGE TO BE COORDINATED WITH BUILDING OWNER
- SIGNAGE FOR PRICING ONLY, FINAL SINGAGE TO BE VERIFIED W/ BUILDING OWNER & COORDINATED W/ SIGNAGE COMPANY

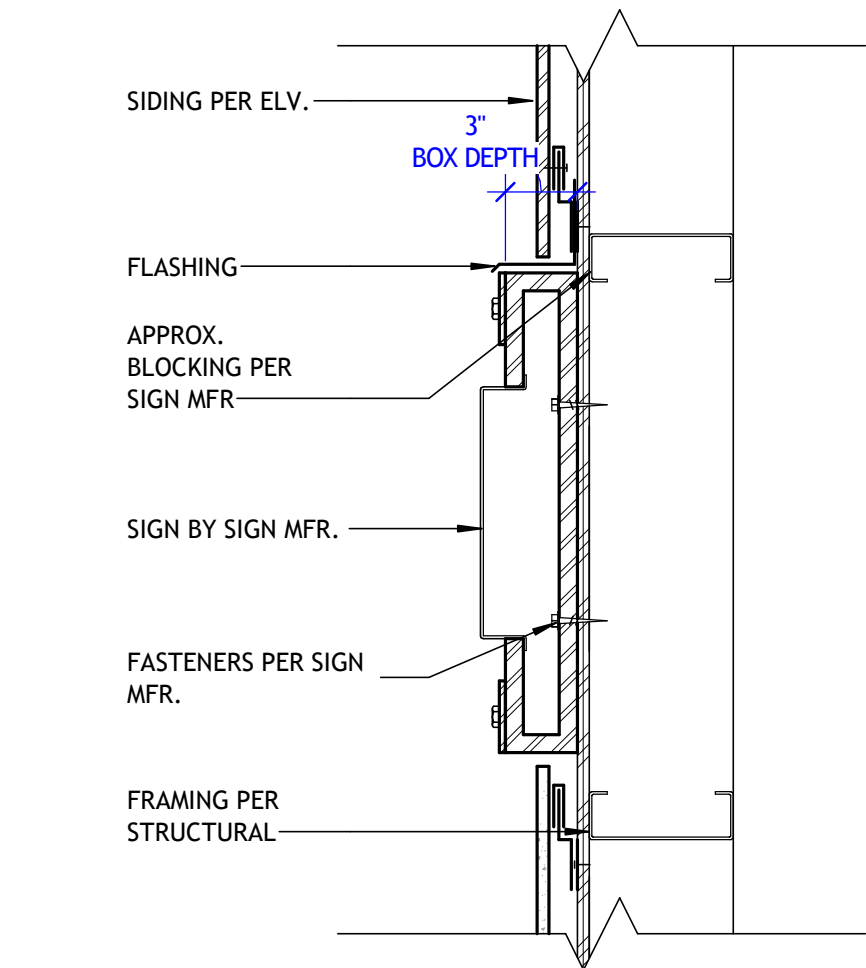


1 DETAIL (ENTRY AWNING - BUILDING SIGN ATTACHMENT DETAIL)
A3.2 SCALE: 1 1/2" = 1'-0"

2 DETAIL (ADDRESS SIGN)
A3.2 SCALE: 1 1/2" = 1'-0"

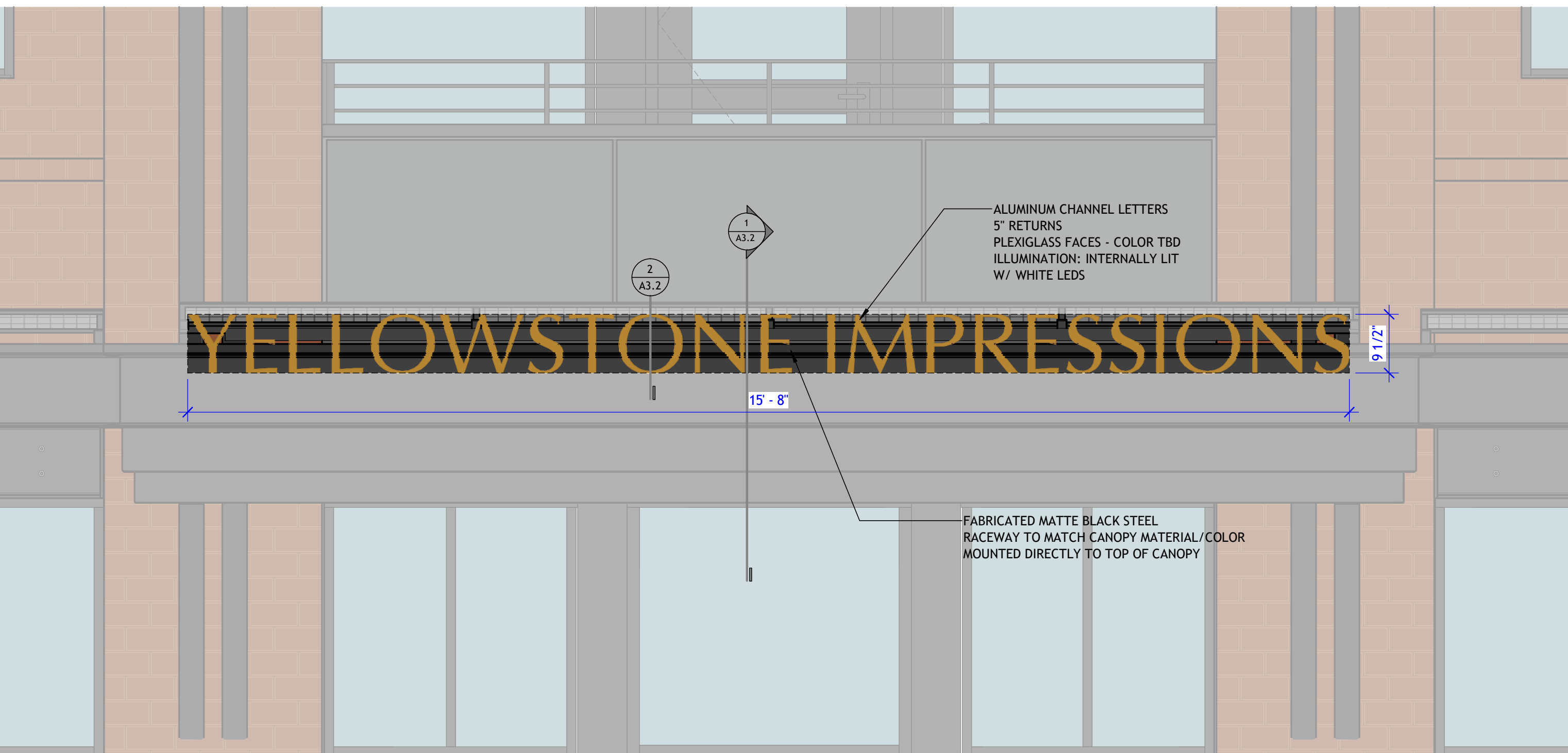


"EST. 2025" SIGN



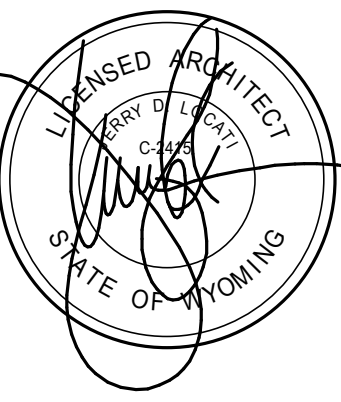
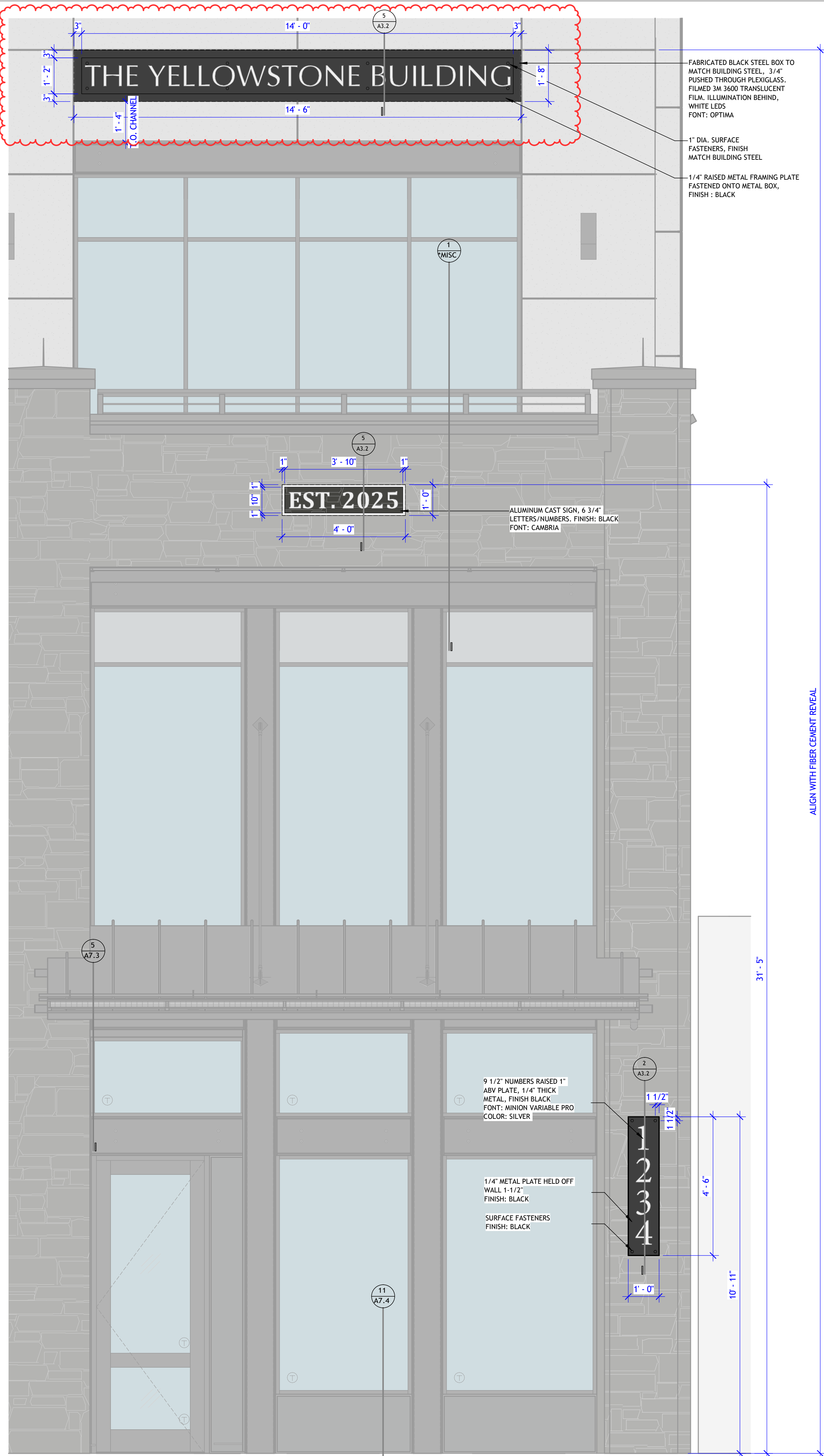
"THE PAVILION" SIGN

5 DETAIL (EST. & BUILDING NAME SIGN)
A3.2 SCALE: 1 1/2" = 1'-0"



3 DETAIL (AWNING SIGN)
A3.2 SCALE: 3/4" = 1'-0"

4 DETAIL (ATTACHED WALL SIGNAGE ELV)
A3.2 SCALE: 1/2" = 1'-0"



SHEET NUMBER A3.2 EXTERIOR SIGNAGE	# ISSUE 17 Level 1 TI 19 2nd, 3rd & Mezz Permit & Complete Set	DATE 4/29/2025 4/16/2025	PROJECT / OWNER THE PAVILION 1234 SHERIDAN AVE CODY, WYOMING	CONSULTANTS STRUCTURAL MORRISON-MAERLE MECHANICAL ROYAL ENGINEERING ELECTRICAL ROYAL ENGINEERING	ARCHITECT LOCATI ARCHITECTS 1007 E. MAIN SUITE 202 BOZEMAN MONTANA L.O.C.A.T.I. 406.957.1399	JOB No. 2023.30 PROJECT MGR TANNER POWELL-PALM

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT			
MEETING DATE:	MAY 21, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	COMMERCIAL SITE PLAN REVIEW: GORDONJOSH, LLC - 4,800 SQ-FT STRUCTURE	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Sarah Miles, on behalf of GordonJosh, LLC (property owner) submitted a Commercial Site Plan Review application to erect a 4,800 sq-ft (40' x 120') permanent, engineered fabric/metal structure at 3202 Big Horn Avenue. The structure will be used for storage. It will be placed on an existing concrete pad, approximately 230-feet south of Big Horn Avenue on the property. The building is 21'6" in overall height.



HISTORY:

The proposed building was previously approved through site plan review for temporary use. Although the City granted several extensions, the previous owners were ultimately required to remove the structure. The current owners are now seeking to re-establish the building as a permanent storage facility on the existing concrete pad. Their revised plans include enhanced architectural features and landscaping designed to ensure compatibility with the district's requirements. Furthermore, the applicant has confirmed the building will be used strictly for private storage.

Detailed history:

October 22, 2019 – Site Plan Review – Request to place temporary storage structure (Psalm Cody Commercial, LLC). Temporary placement of the structure was approved for 180 days and an additional 60 days to allow for removal of the structure.

August 25, 2020 – Request for 1-year extension of the structure to remain onsite (Psalm Cody Commercial, LLC) (approved – and removal by November 15, 2021 was set)

October 26, 2021 – Request from contracted buyer of property for 6-month extension due to timing of sale (approved)

May 10, 2022 – Site Plan Review – Request to modify and allow structure to remain (GordonJosh, LLC) Motion to approve died due to lack of a second, and motion to table to the next regular meeting when there could be additional members to vote (two were absent and one recused) died due to majority (two for and two against.)

REVIEW CRITERIA:

The property is located within the Open Business/Light Industrial (D-3) zoning district, which permits storage buildings.

Section 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, 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 impact on surrounding and adjoining properties. The burden shall be on the applicant to demonstrate that the site plan complies with local, state and federal laws and regulations; promotes public safety; and is compatible and consistent with the surrounding and adjacent properties.*
- 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.*

STAFF COMMENTS:

Access, Traffic Flow and Parking:

The site is accessed directly from Big Horn Avenue. The driveway is a crushed gravel surface.

The site plan shows the existing parking spaces, one of which is designated as an ADA space on the north side of the existing structure. Six new parking spaces are shown on the west side of the property. The additional parking spaces are adequate to serve the new structure for storage or warehousing purposes.

A paved entrance/exit extending from the curb cut, to a point at least twenty-five feet (25') from the public street, measured along the direction of travel is required per Section 10-16-8-H-2. This is shown on the site plan.

Commercial Signage

No signage is proposed for this site. If signage is to be proposed in the future, then the applicant will need to apply for sign review to the Community Development Department.

Landscaping

Landscaping is proposed along the front corners of the building and along the east and west boundaries of the property, as shown on the provided plans. This is covered in more detail in the architectural and landscape review following this review.

Exterior Lighting

An exterior light is proposed and shown on the north elevation drawing, above the main door. The proposed specification sheet provided by the applicant indicates they will use the 3,000K CCT and 850 lumen settings of a WPX3 lumen light fixture. The fixture is downcast, shielded and will be located under a covered entry. A depiction of the fixture is shown to the right.



Setbacks, Buffers, Height, and Fencing Requirements

Setbacks, fencing and screening requirements do not apply to this property, and no new fencing is proposed. However, the applicant proposes to plant Colorado blue spruce trees along the east and west boundaries which will effectively screen the structure from view. The structure will be placed approximately 230' south of Big Horn Avenue, providing a significant setback from the street. The site plan indicates four new mechanical units along the structure and they will be screened from view with a wood fence.

Site Drainage and Stormwater Facilities:

Site drainage was reviewed and approved when the structure was put in place previously. The site plan includes the existing drainage retention basin. The structure

site was previously graded so all stormwater will flow to the basin, and the direction of flow is shown on the site plan.

Snow Storage

A snow storage area is designated on the site plan, in the southeast portion of the property.

Utility Services

Electric service to the building location was previously established, from the existing service on the property. Water and sewer service to the building are not proposed.

Fire Hydrant

A fire hydrant exists on the north side of the property, as shown on the site plan.

Impacts on Adjoining Properties

The proposed building is not expected to impact adjoining properties negatively. The building will be used for storage which will not generate noise or significant traffic. Upgrades to the architecture and landscape are proposed that will mitigate any perceived visual impacts of the large building.

Garbage

The site plan includes a location for a dumpster at the southeast corner of the structure. The applicant will need to coordinate with the City Sanitation Department for placement.

RECOMMENDATION:

Staff recommends approval of the commercial site plan review at 3202 Big Horn Avenue, with the following conditions:

1. A building permit must be obtained within three years or this authorization will expire.
2. A paved entrance/exit extending from the curb cut, to a point at least twenty-five feet (25') from the public street, measured along the direction of travel is required, prior to issuance of a final certificate of occupancy.
3. A change of use in the structure from private storage will require review by the community development department, building official and fire marshal for zoning, building code and fire protection compliance.

Staff Photos:

Photo taken from the northwest corner of the property, facing south. The existing commercial building is in view. The concrete pad for the proposed structure is to the left, or east of the existing building.



Photo is taken from the northern section of the property, facing south across the existing concrete pad.



**RESOLUTION PZ 26-19
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF COMMERCIAL SITE PLAN REVIEW FOR GORDONJOSH,
LLC AT 3202 BIG HORN AVENUE**

WHEREAS, Sarah Miles, acting on behalf of GordonJosh, LLC (the property owner), submitted a commercial site plan review application, as mandated by City of Cody Code Section 9-2-3, for erection of a 4,800 square-foot structure located at 3202 Big Horn Avenue; and

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

WHEREAS, the submitted commercial site plans substantially conform to the City of Cody Code insofar as they pertain to the exterior of a commercial building and site plan conditions; and

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on May 21, 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 Big Horn Avenue.
3. Access and traffic flow are deemed adequate concerning public safety.
4. A paved entrance/exit extending from the curb cut, to a point at least twenty-five feet (25') from the public street, measured along the direction of travel is required per Section 10-16-8-H-2.
5. Six parking spaces in addition to established parking for the existing structure onsite, have been designated.
6. Off-street parking requirements have been met.
7. No new signage is currently proposed; any future proposal will require review and permitting by the Community Development Department.
8. Landscaping is proposed along the front corners of the building and along the east and west boundaries of the property.
9. An exterior light is proposed above the entrance man door. The fixture will be limited to 3000 kelvins (CCT) and 850 lumens and will be downcast and shielded.
10. The existing site drainage and stormwater retention facility is adequate.
11. A snow storage area has been designated on-site.
12. A fire hydrant is located approximately 230 feet from the building site, on the property.
13. Dumpster location has been designated and actual placement will be coordinated with the City Sanitation Department.
14. The building design and plans appear to be appropriate.

15. Electrical service is available to the building site and no water or sewer is proposed to serve the structure.
16. The structure is not anticipated to negatively impact neighboring properties.

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 approves of the commercial site plan for the 4,800 sq-ft addition at 3202 Big Horn Avenue, subject to the following conditions:

1. A building permit must be obtained within three years or this authorization will expire.
2. A paved entrance/exit extending from the curb cut, to a point at least twenty-five feet (25') from the public street, measured along the direction of travel is required, prior to issuance of a final certificate of occupancy.
3. A change of use in the structure from private storage will require review by the community development department, building official and fire marshal for zoning, building code and fire protection compliance.

By the Planning, Zoning and Adjustment Board on the 21st day of May, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk

3202 BIG HORN AVE.



NORTH PERSPECTIVE

NOT TO SCALE



NORTH EAST PERSPECTIVE

NOT TO SCALE



NORTH PERSPECTIVE

NOT TO SCALE

SHEET INDEX	
SHEET NO.	SHEET NAME
T1.0	TITLE SHEET
AS1.0	SITE PLAN / LANDSCAPE PLAN
A2.0	EXTERIOR ELEVATIONS

PROJECT NO:

2022-06

DATE:

05.04.26

REVISION:

2

PROJECT LOCATION:

CODY, WY

3202 BIG HORN AVE.

GORDONJOSH LLC
P.O. BOX 606
CODY, WYOMING 82414
SARAH MILES - OWNERS REP
P: 307-250-3870
@: Sarah@jcdcompanies.com

SCHEMATIC
DESIGN
NOT FOR
CONSTRUCTION

J | C

JONI COLLIER DESIGNS, LLC

PLANNING | DESIGN | DRAFTING

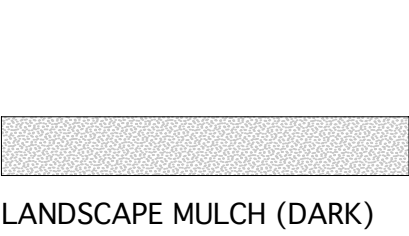
P.O. BOX 3183
CODY, WY 82414
307.899.1165
JONICOLLIERDESIGNS@GMAIL.COM

DISCLAIMER:
J.C. DESIGNS IS A PROFESSIONAL PLANNING, DESIGN AND DRAFTING SERVICE - NOT A LICENSED ARCHITECTURAL FIRM. J.C. DESIGNS WILL ENDEAVOR, TO THE BEST OF ITS ABILITY TO PRODUCE AN ACCURATE SET OF WORKING DRAWINGS, HOWEVER, ERRORS AND/OR OMISSIONS MAY OCCUR DURING THE DESIGN PROCESS OR DURING THE PREPARATION OF THE WORKING DRAWINGS. IT IS THE RESPONSIBILITY OF THE OWNER OR BUILDER TO VERIFY ALL INFORMATION IN THE PLANS - INCLUDING BUT NOT LIMITED TO - DIMENSIONS, PROPERTY LINE SETBACKS, EASEMENTS, COVENANT RESTRICTIONS, SOIL BEARING CAPACITY, STRUCTURAL MEMBER SIZES, AND LOAD BEARING CONDITIONS/ REQUIREMENTS PRIOR TO FINAL ACCEPTANCE AND CONSTRUCTION. FURTHERMORE, SITE CONDITIONS AND/OR THE LOCAL BUILDING JURISDICTION MAY DETERMINE IF CERTAIN STRUCTURAL DETAILS, COMPLEX FOUNDATION OR ROOF DESIGNS MAY REQUIRE THE SERVICES OF A LICENSED STRUCTURAL ENGINEER OR ARCHITECT. THEREFORE, J.C. DESIGNS AND/OR ASSOCIATES ASSUMES NO LIABILITY FOR ANY PROJECT CONSTRUCTED FROM THIS PLAN. J.C. DESIGNS SHALL BE HELD HARMLESS FROM THE CLIENT, THE OWNER, THE CONTRACTOR OR ANY OTHER SUBCONTRACTOR OR AGENT THEREOF OF ANY LIABILITY IN ACCORDANCE WITH THE ABOVE STATED TERMS, CONDITIONS AND CIRCUMSTANCES.

SHEET TITLE
TITLE SHEET

SHEET #
T1.0

MARK	QTY.	TYPE	COMMON NAME	SCIENTIFIC NAME	WIDTH	HEIGHT	SHAPE	COLOR
PERENNIAL FLOWERS								
PR1	8	LARGE	CARADONNA SALVIA	SALVIA NEMOROSA	15" -18"	24" -30"	ROUND	PURPLE
				CARADONNA			ROUND	YELLOW
ORNAMENTAL GRASSES								
GR1	15	LARGE	KARL FOERSTER FEATHER REED GRASS	CALAMAGROSTIS ACUTIFLORA	24"	48" - 60"	ROUND	GREEN
GR2	24	SMALL	PRAIRIE BLUES LITTLE BLUE STEM	KARL FOERSTER SCHIZACHYRIUM SCOPARIUM PRAIRIE BLUES	12" - 15"	32" - 36"	ROUND	BLUE / GREEN
SHRUBS								
SHR1	4	LARGE	BLUE SPIRES RUSSIAN SAGE	PEROVSKIA ATRIPLICIFOLIA	4'	4'	ROUND	BLUE
TREES								
TR1	32	LARGE	COLORADO BLUE SPRUCE	PICEA PUNGENS	10' - 20'	50'-75'	ROUND	BLUE / GREEN



SCHEMATIC
DESIGN
NOT FOR
CONSTRUCTION



JONI COLLIER DESIGNS, LLC
PLANNING | DESIGN | DRAFTING

P.O. BOX 3183
CODY, WY 82414
307.899.1165
JONICOLLIERDESIGNS@GMAIL.COM

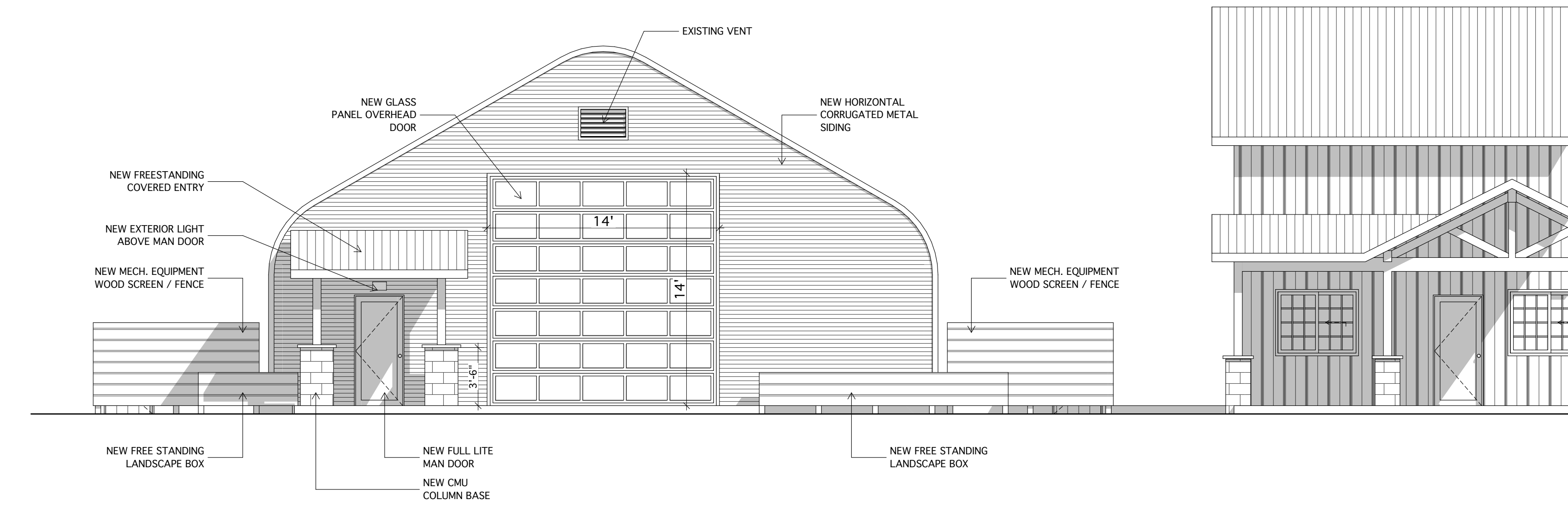
ACI DESIGNS IS A PROFESSIONAL PLANNING, DESIGN AND DRAFTING SERVICE - NOT A LICENSED ARCHITECTURAL FIRM. JC MAY BE HELD RESPONSIBLE FOR THE DESIGN BE BEING OF ITS ABILITY TO PRODUCE AN ACCURATE SET OF WORKING DRAWINGS; HOWEVER, JC DOES NOT ASSUME ANY LIABILITY DURING THE DESIGN PROCESS OR DURING THE PREPARATION OF THE WORKING DRAWINGS. JC DOES NOT ASSUME ANY LIABILITY TO THE OWNER OR BUILDER TO VERIFY ALL INFORMATION IN THE PLANS - INCLUDING BUT NOT LIMITED TO, THE EXISTING PROPERTY LINE, SETBACKS, EASEMENTS, COVENANT RESTRICTIONS, SOIL BEARING CAPACITY, EXISTING UTILITIES, AND LOAD BEARING CONDITIONS/ REQUIREMENTS PRIOR TO FINAL ACCEPTANCE AND CONSTRUCTION. JC DOES NOT ASSUME ANY LIABILITY TO THE LOCAL BUILDING JURISDICTION MAY DETERMINE IF CERTAIN STRUCTURAL REQUIREMENTS ARE NECESSARY. SUCH DESIGNS MAY REQUIRE THE SERVICES OF A LICENSED STRUCTURAL ENGINEER OR ARCHITECT. THEREFORE, JC AND/OR ASSOCIATES ASSUMES NO LIABILITY FOR ANY PROJECT THAT MAY BE SUBJECT TO LOCAL BUILDING DESIGNS SHALL BE HELD HARMLESS FROM THE CLIENT, THE OWNER, THE ARCHITECT, OR ANY SUBCONTRACTOR OR AGENT THEREOF OF ANY LIABILITY IN ACCORDANCE WITH THE TERMS, CONDITIONS AND CIRCUMSTANCES.

SHEET TITLE

SITE /
LANDSCAPE PLAN

SHEET #

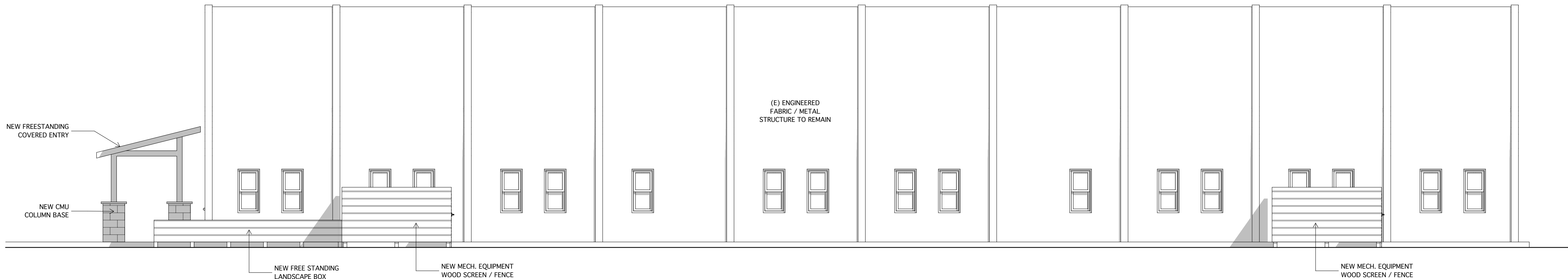
AS1.0



1

NORTH ELEVATION

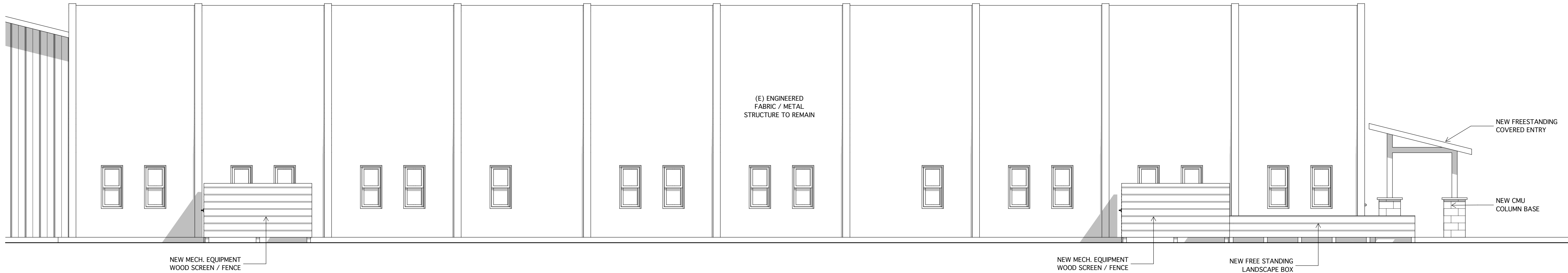
3/16" = 1'-0"



2

WEST ELEVATION

3/16" = 1'-0"



3

EAST ELEVATION

3/16" = 1'-0"

PROJECT NO:
2022-06

DATE: 05.04.26
REVISION: 2

PROJECT LOCATION:
CODY, WY

3202 BIG HORN AVE.
GORDONJOSH LLC
P.O. BOX 606
CODY, WYOMING 82414
SARAH MILES - OWNERS REP
P: 307-250-3870
@: Sarah@jcdcompanies.com

SCHEMATIC
DESIGN
NOT FOR
CONSTRUCTION

J | C

JONI COLLIER DESIGNS, LLC
PLANNING | DESIGN | DRAFTING

P.O. BOX 3183
CODY, WY 82414
307.899.1165
JONICOLLIERDESIGNS@GMAIL.COM

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SHEET TITLE
EXTERIOR
ELEVATIONS

SHEET #
A2.0



Catalog Number
Notes
Type

Contractor Select™

WPX LED

Wall packs

The WPX LED wall packs are energy-efficient, cost-effective, and aesthetically appealing full-cut off solution for both new construction and HID wall pack replacement/renovation opportunities. Reliable IP66 construction and excellent LED lumen maintenance ensure a long service life.

FEATURES:

- Architectural design at very economical prices
- Energy efficient - payback in less than two years
- Wide range of configuration options available

Note : WPX3 lumen package and all the WPX configuration options are not included in the Contractor Select program. For more information, please visit [WPX LED](#).



Luminaire	CCT	Lumens	Input Watts	Photocell	Finish	Voltage	Catalog Number	CI Code	UPC	Pallet qty.	Replaces Up To
WPX0	SWW2 3000K/ 4000K/ 5000K	850 - 1,650	6.4-13W	Switchable On/Off	DARK BRONZE	120-277V	WPX0 LED ALO SWW2 MVOLT PE DDBXD M2	*276U4U	196182511806	280	70W Metal Halide
WPX1	4000K	2,900	24W	N/A	DARK BRONZE	120-277V	WPX1 LED P2 40K MVOLT DDBXD M4	*265SWK	193048870589	160	150W Metal Halide
WPX2	4000K	6,000	47W	N/A	DARK BRONZE	120-277V	WPX2 LED 40K MVOLT DDBXD M2	*265SX3	193048870756	120	250W Metal Halide
	5000K	6,000	47W	N/A	DARK BRONZE	120-277V	WPX2 LED 50K MVOLT DDBXD M2	*265SX6	193048870770	120	250W Metal Halide

More configurations are available. [Click here](#) or visit [www.acuitybrands.com](#) and search for [WPX LED](#).



Specifications

INTENDED USE:

The WPX LED wall packs are designed to provide a cost-effective, energy-efficient solution for the one-for-one replacement of existing HID wall packs. The WPX0, WPX1, WPX2 and WPX3 are ideal for replacing up to 70W, 150W, 250W, and 400W HID luminaires respectively. WPX luminaires deliver a uniform, wide distribution. WPX is rated for -40°C to 40°C.

CONSTRUCTION:

WPX feature a die-cast aluminum main body with optimal thermal management that both enhances LED efficacy and extends component life. The luminaires are IP66 rated, and sealed against moisture or environmental contaminants.

ELECTRICAL:

Light engine(s) configurations consist of high-efficacy LEDs with a min LED lumen maintenance of L86/100,000 hours. Color temperature (CCT) options of 3000K, 4000K and 5000K with minimum CRI of 70 (80 for WPX0). Electronic drivers ensure system power factor >90% and THD <20%. All luminaires have 6kV surge protection (Note: WPX1 LED P1 package and WPX0 comes with a standard surge protection rating of 2.5kV).

INSTALLATION:

WPX can be mounted directly over a standard electrical junction box. A port on the back surface allows poke-through conduit wiring on surfaces that don't have an electrical junction box. WPX1, WPX2 and WPX3 come with three 1/2 inch conduit ports on three sides that allow for surface conduit wiring. Wiring can be made in the integral wiring compartment in all cases. WPX is only recommended for installations with LEDs facing downwards. The WPX is intended for installation on flat wall surfaces. Other applications may void warranty

LISTINGS:

CSA Certified to meet U.S. and Canadian standards. Suitable for wet locations. IP66 Rated.

DesignLights Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

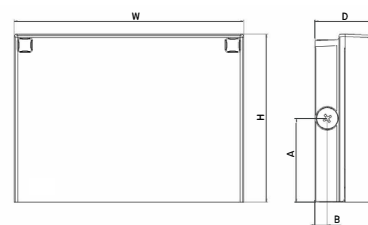
WARRANTY:

5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25°C. Specifications subject to change without notice.

Dimensions

All dimensions are inches (centimeters) unless otherwise indicated.



Front View

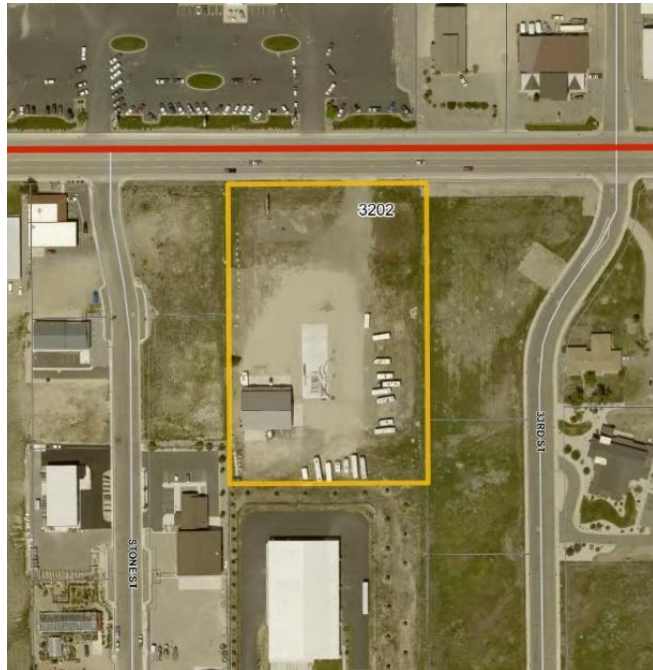
Side View

Luminaire	Height (H)	Width (W)	Depth (D)	Side Conduit Location		Weight
				A	B	
WPX0	5.75" (14.6 cm)	5.5" (14.0 cm)	2" (5.1 cm)	N/A	N/A	2.5 lbs (1.1kg)
WPX1	8.1" (20.6 cm)	11.1" (28.3 cm)	3.2" (8.1 cm)	4.0" (10.3 cm)	0.6" (1.6 cm)	6.1 lbs (2.8kg)
WPX2	9.1" (23.1 cm)	12.3" (31.1 cm)	4.1" (10.5 cm)	4.5" (11.5 cm)	0.7" (1.7 cm)	8.2 lbs (3.7kg)
WPX3	9.5" (24.1 cm)	13.0" (33.0 cm)	5.5" (13.7 cm)	4.7" (12.0 cm)	0.7" (1.7 cm)	11.0 lbs (5.0kg)

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT			
MEETING DATE:	MAY 21, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	ARCHITECTURAL AND LANDSCAPE PLAN REVIEW: GORDONJOSH, LLC	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Sarah Miles, on behalf of GordonJosh, LLC (property owner) submitted architectural and landscape plans for a proposed 4,800 sq-ft permanent, engineered fabric/metal structure at 3202 Big Horn Avenue. 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 Requirements) 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.

Section 10-17-5-A.10. (Entry Corridor Landscaping Requirements – financial guarantee) is as follows:

If a final certificate of occupancy for the project is desired prior to completion of the landscaping, the property owner or lessee shall provide a financial security in such form and amount acceptable to the city to guarantee installation of all landscaping by a date agreeable to the city, based on the specific characteristics of the situation. If weather is not a factor, a typical deadline will be ninety (90) days from the date of occupancy. If weather precludes installation, the deadline shall not be later than June 15 of the next growing season.

STAFF COMMENTS:

Architecture:

The building measures 40' by 120', and is 21'5" in overall height. The north perspective shown in the elevation drawing would face Big Horn Avenue.

A covered entrance, glass overhead door and landscaping enhance the appearance of the building.

Several google earth street view images are provided at the end of the staff report. Given the enhanced architectural improvements to the structure as proposed in the elevation drawings, the building could be considered architecturally compatible with other commercial buildings in the zoning district and along the Big Horn Avenue corridor.



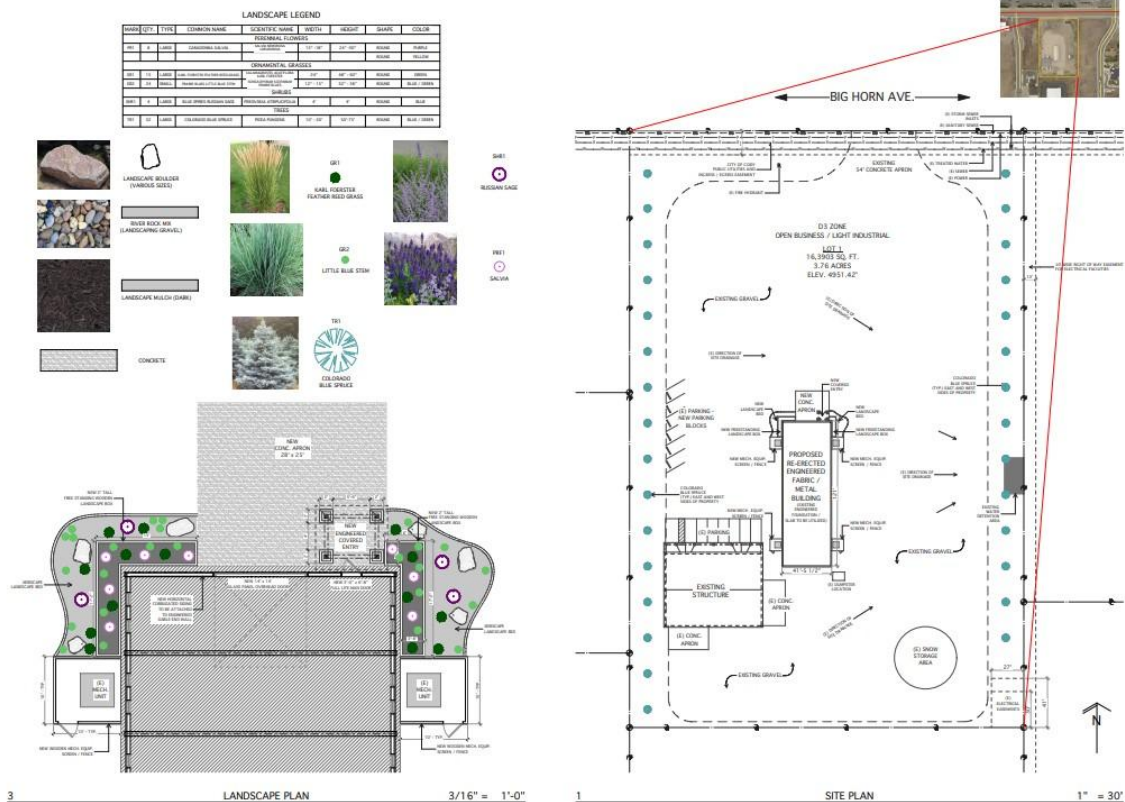
Landscaping: The property is within the entry corridor overlay district, which requires landscaping for new development and redevelopment in the amount of up to 5% of the developable area and equals approximately 8,200 sq-ft on this property. The landscape plans show landscaping consisting of landscape boulders, river rock, mulch, grasses and flowers. The total area of proposed landscaping around the front of the building is approximately 400 sq-ft. Thirty (30) Colorado Blue Spruce trees will be planted along the east and west boundaries. The total square footage of the tree landscape along both sides is approximately 11,000 sq-ft.

The total proposed landscape area shown on site plan exceeds the required 8,200 sq-ft of required landscaping.

The proposed landscape materials are considered suitable by city code standards. They will provide a three-dimensional presence to the landscaped areas. The proposed trees will be 4'-5' in height as required. While the applicant is not proposing additional

landscape at the property frontage, it is proposed at the front of the structure and the trees along the sides will offer screening and visual appeal from the east and west properties.

If a final certificate of occupancy for the project is desired prior to completion of the landscaping, the property owner will be required to provide an acceptable form of financial security to guarantee installation of all landscaping, as set out in Section 10-17-5-A.1. of City of Cody Code.



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 shown on the approved plan before a final certificate of occupancy is issued by the building department, or if a final certificate of occupancy for the project is desired prior to completion of the landscaping, the property owner will be required to provide an acceptable form of financial security to guarantee installation of all landscaping, as set out in Section 10-17-5-A.1. of City of Cody Code.

Street Views from adjacent properties and other Big Horn Avenue properties:

Fremont Ford, adjacent and north of the subject property. The Ford building is setback a distance almost as far as the proposed structure would be placed on the subject property at 3202 Big Horn Ave. However, the Ford building is much larger in size (23,800 sq-ft) than the proposed building (4,800 sq-ft).



Big Horn Liquor to the east of the subject property. Rector auto repair is in the background, and J&J Construction operates in the structure near the street.



Photo is taken from the intersection of Stone Street and Big Horn Avenue, facing south on Stone Street. The existing structure on the GordonJosh LLC property is shown on the left side of the picture. The FedEx warehouse is behind it, and NRWD is near the street.



Sherwin Williams at the corner of Stone Street and Big Horn Avenue.



Sletten Construction and Gail Construction structures, north of the subject property across Big Horn Avenue.



Quonset Structures located at the corner of C Street and Big Horn Avenue.



Structure located at 2707 Big Horn Avenue.



Structure located at 1901 Big Horn Avenue.



**RESOLUTION PZ 26-19
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF COMMERCIAL SITE PLAN REVIEW FOR GORDONJOSH,
LLC AT 3202 BIG HORN AVENUE**

WHEREAS, Sarah Miles, acting on behalf of GordonJosh, LLC (the property owner), submitted a commercial site plan review application, as mandated by City of Cody Code Section 9-2-3, for erection of a 4,800 square-foot structure located at 3202 Big Horn Avenue; and

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

WHEREAS, the submitted commercial site plans substantially conform to the City of Cody Code insofar as they pertain to the exterior of a commercial building and site plan conditions; and

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on May 21, 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 Big Horn Avenue.
3. Access and traffic flow are deemed adequate concerning public safety.
4. A paved entrance/exit extending from the curb cut, to a point at least twenty-five feet (25') from the public street, measured along the direction of travel is required per Section 10-16-8-H-2.
5. Six parking spaces in addition to established parking for the existing structure onsite, have been designated.
6. Off-street parking requirements have been met.
7. No new signage is currently proposed; any future proposal will require review and permitting by the Community Development Department.
8. Landscaping is proposed along the front corners of the building and along the east and west boundaries of the property.
9. An exterior light is proposed above the entrance man door. The fixture will be limited to 3000 kelvins (CCT) and 850 lumens and will be downcast and shielded.
10. The existing site drainage and stormwater retention facility is adequate.
11. A snow storage area has been designated on-site.
12. A fire hydrant is located approximately 230 feet from the building site, on the property.
13. Dumpster location has been designated and actual placement will be coordinated with the City Sanitation Department.
14. The building design and plans appear to be appropriate.

15. Electrical service is available to the building site and no water or sewer is proposed to serve the structure.
16. The structure is not anticipated to negatively impact neighboring properties.

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 approves of the commercial site plan for the 4,800 sq-ft addition at 3202 Big Horn Avenue, subject to the following conditions:

1. A building permit must be obtained within three years or this authorization will expire.
2. A paved entrance/exit extending from the curb cut, to a point at least twenty-five feet (25') from the public street, measured along the direction of travel is required, prior to issuance of a final certificate of occupancy.
3. A change of use in the structure from private storage will require review by the community development department, building official and fire marshal for zoning, building code and fire protection compliance.

By the Planning, Zoning and Adjustment Board on the 21st day of May, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk

3202 BIG HORN AVE.



NORTH PERSPECTIVE
NOT TO SCALE



NORTH EAST PERSPECTIVE
NOT TO SCALE



NORTH PERSPECTIVE
NOT TO SCALE

SHEET INDEX	
SHEET NO.	SHEET NAME
T1.0	TITLE SHEET
AS1.0	SITE PLAN / LANDSCAPE PLAN
A2.0	EXTERIOR ELEVATIONS

PROJECT NO:
2022-06

DATE: 05.04.26
REVISION: 2

PROJECT LOCATION:
CODY, WY

3202 BIG HORN AVE.

GORDONJOSH LLC
P.O. BOX 606
CODY, WYOMING 82414
SARAH MILES - OWNERS REP
P: 307-250-3870
@: Sarah@jcdcompanies.com

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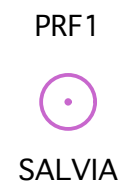
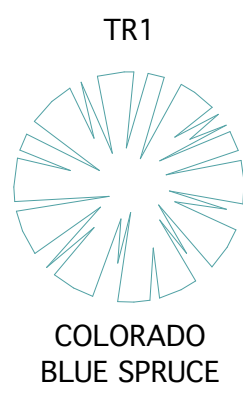
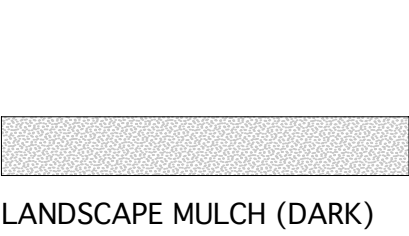
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SHEET TITLE
TITLE SHEET

SHEET #
T1.0

MARK	QTY.	TYPE	COMMON NAME	SCIENTIFIC NAME	WIDTH	HEIGHT	SHAPE	COLOR
PERENNIAL FLOWERS								
PR1	8	LARGE	CARADONNA SALVIA	SALVIA NEMOROSA CARADONNA	15" -18"	24" -30"	ROUND	PURPLE
							ROUND	YELLOW
ORNAMENTAL GRASSES								
GR1	15	LARGE	KARL FOERSTER FEATHER REED GRASS	CALAMAGROSTIS ACUTIFLORA KARL FOERSTER	24"	48" - 60"	ROUND	GREEN
GR2	24	SMALL	PRAIRIE BLUES LITTLE BLUE STEM	SCHIZACHYRIUM SCOPARIUM PRAIRIE BLUES	12" - 15"	32" - 36"	ROUND	BLUE / GREEN
SHRUBS								
SHR1	4	LARGE	BLUE SPIRES RUSSIAN SAGE	PEROVSKIA ATRIPLICIFOLIA	4'	4'	ROUND	BLUE
TREES								
TR1	32	LARGE	COLORADO BLUE SPRUCE	PICEA PUNGENS	10' - 20'	50'-75'	ROUND	BLUE / GREEN



PROJECT NO: 2022-06

DATE: 05.04.26

REVISION: 2

PROJECT LOCATION: CODY, WY

3202 BIG HORN AVE.

GORDON JOSH LLC

P.O. BOX 606

CODY, WYOMING 82414

SARAH MILES - OWNERS REP

P: 307-250-3870

@: Sarah@jcalccompanies.com

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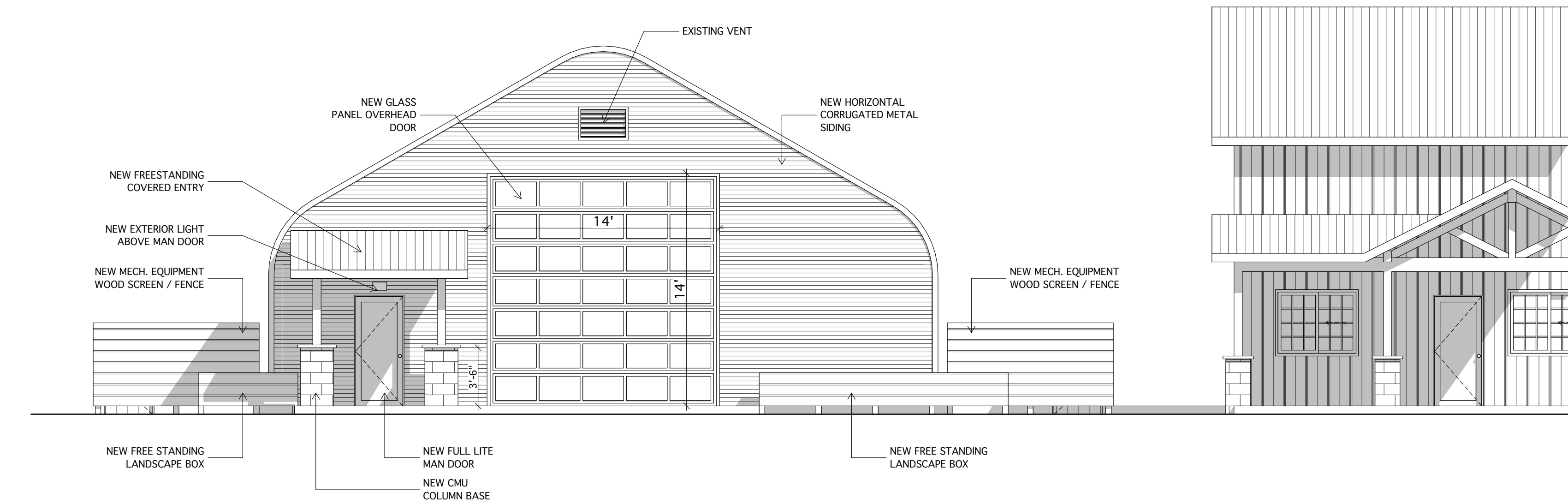
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SHEET TITLE

SITE /
LANDSCAPE PLAN

SHEET #

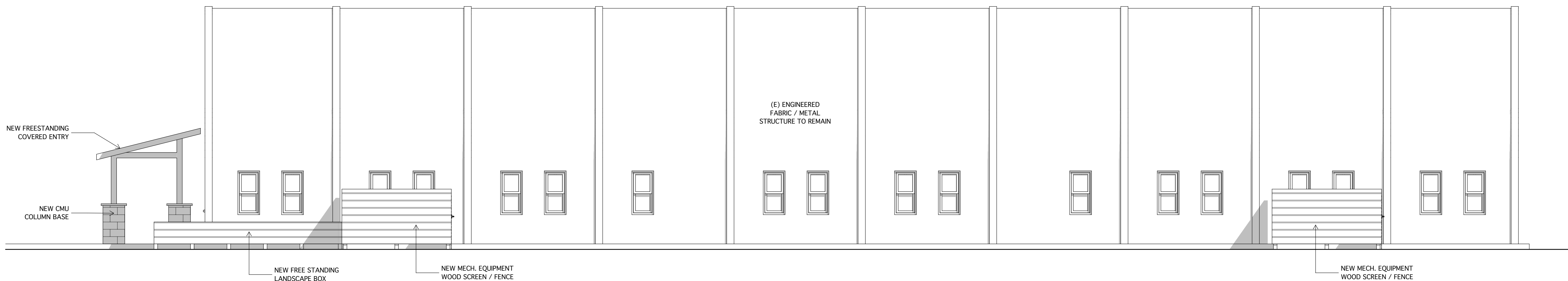
AS1.0



1

NORTH ELEVATION

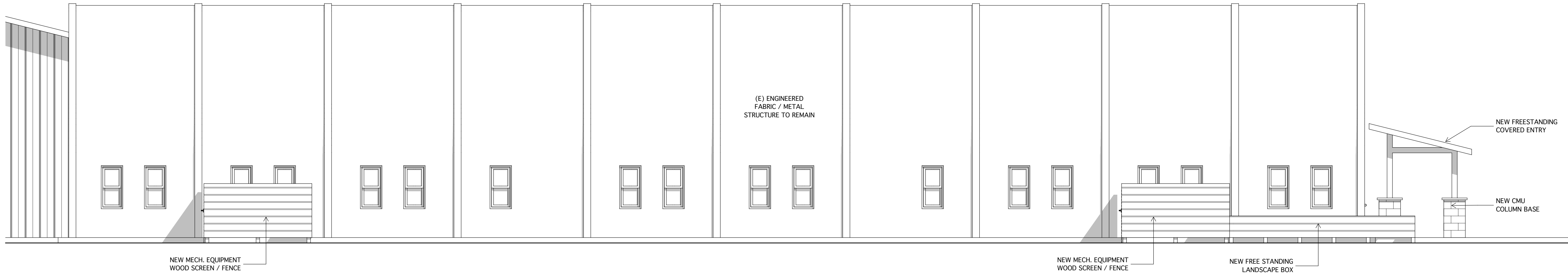
3/16" = 1'-0"



2

WEST ELEVATION

3/16" = 1'-0"



3

EAST ELEVATION

3/16" = 1'-0"

PROJECT NO:
2022-06

DATE: 05.04.26
REVISION: 2

PROJECT LOCATION:
CODY, WY

3202 BIG HORN AVE.
GORDONJOSH LLC
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SHEET TITLE
EXTERIOR
ELEVATIONS

SHEET #
A2.0

Meeting Date: May 21, 2026 Department: Community Development Staff Reference: Jenny Cramer

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. Resolution PZ 26-17
3. Information Packet_City of Cody SE

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT			
MEETING DATE:	MAY 7, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:	CITY OF CODY SPECIAL EXEMPTION REQUEST	P&Z BOARD APPROVAL:	X
SUBJECT:	PUBLIC HEARING AND SPECIAL EXEMPTION REQUEST TO ALLOW COMMERCIAL USE OF A MANUFACTURED HOME IN A D-3 ZONING DISTRICT	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

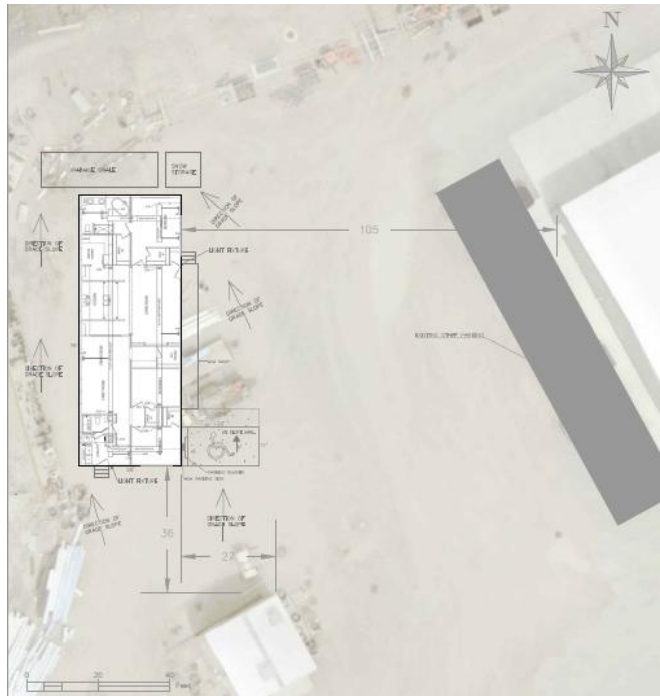
PROJECT DESCRIPTION:

Jake Moyer, on behalf of the City of Cody has submitted a 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. The property is located at 119 19th Street.

History:

Due to the discovery of health hazards in the existing city shop office, specifically the presence of mold, the City required an immediate office solution to protect employee health and safety. The most feasible and timely solution was to purchase a mobile-type structure to serve as a functional office until a permanent facility can be designed and funded.

On February 25, 2025, the Planning, Zoning and Adjustment Board granted approval for the temporary use of this structure under the Commercial Site Plan Review process. Since that time, the City has implemented significant improvements to ensure the structure is commercially compliant. The Mayor and City Council consider this building a valuable addition to the site and request to continue utilizing the structure as an office even if a new public works facility is constructed in the future. Making this manufactured home a permanent addition to the City Shop would allow the City to maximize the long-term benefit of these existing improvements.



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.



**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 the motion to approve failed. The Board reconsidered the request at a regular meeting on May 21, 2026 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 21st day of May, 2026.

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

C. Daniel Schein, Chairman

Date

ATTEST:

Tina Gail, City Clerk

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.

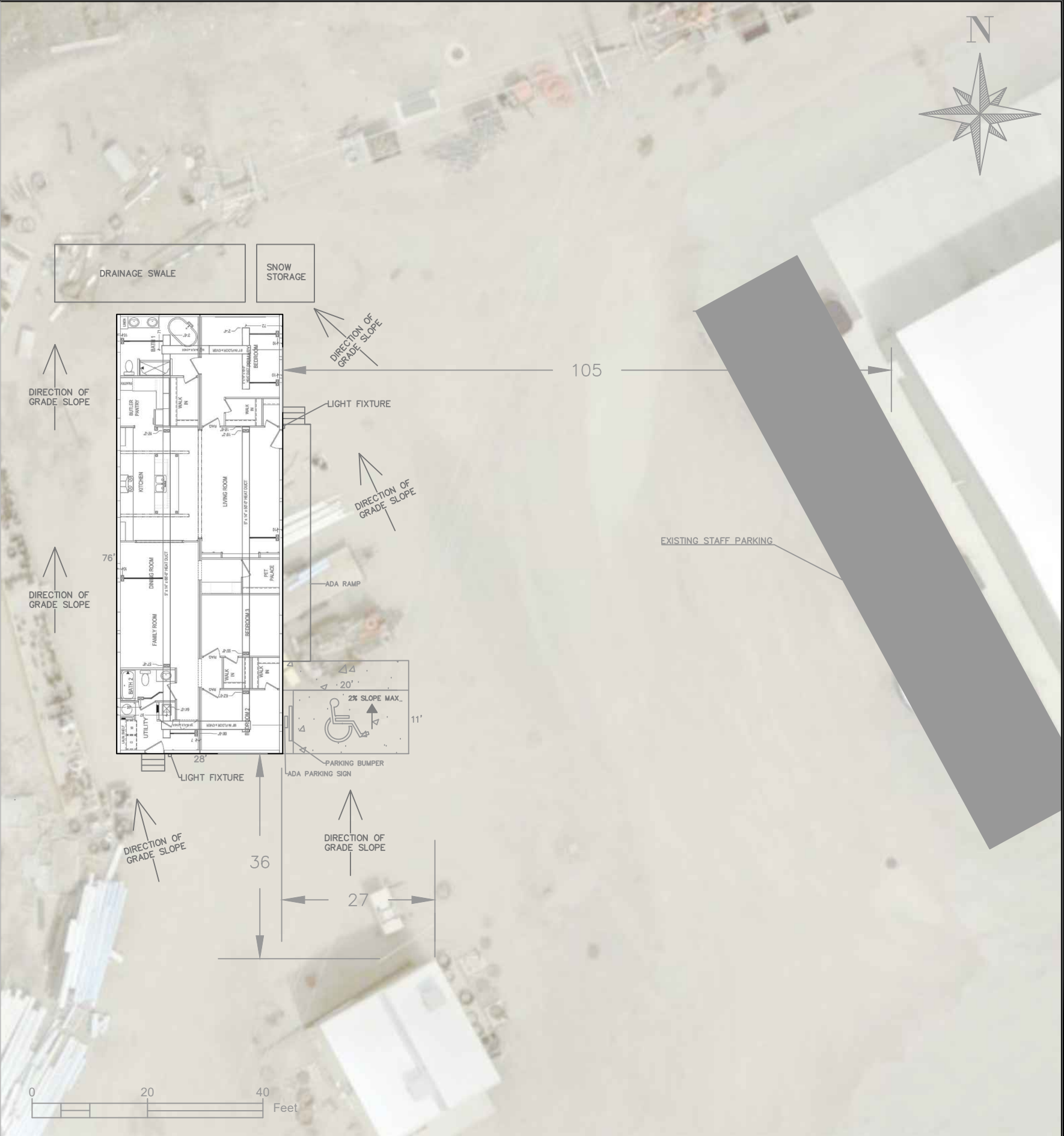
- **The special exemption is consistent with the goals, policies and future land use map of the master plan.**

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.

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DATE	REVISIONS	BY	CHECKED	APPROVED
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DRAWN BY: Kris Bruxvoort
JOB NO. XXX
FIELD BOOK NO. XXX
FIELD BOOK NO. XXX



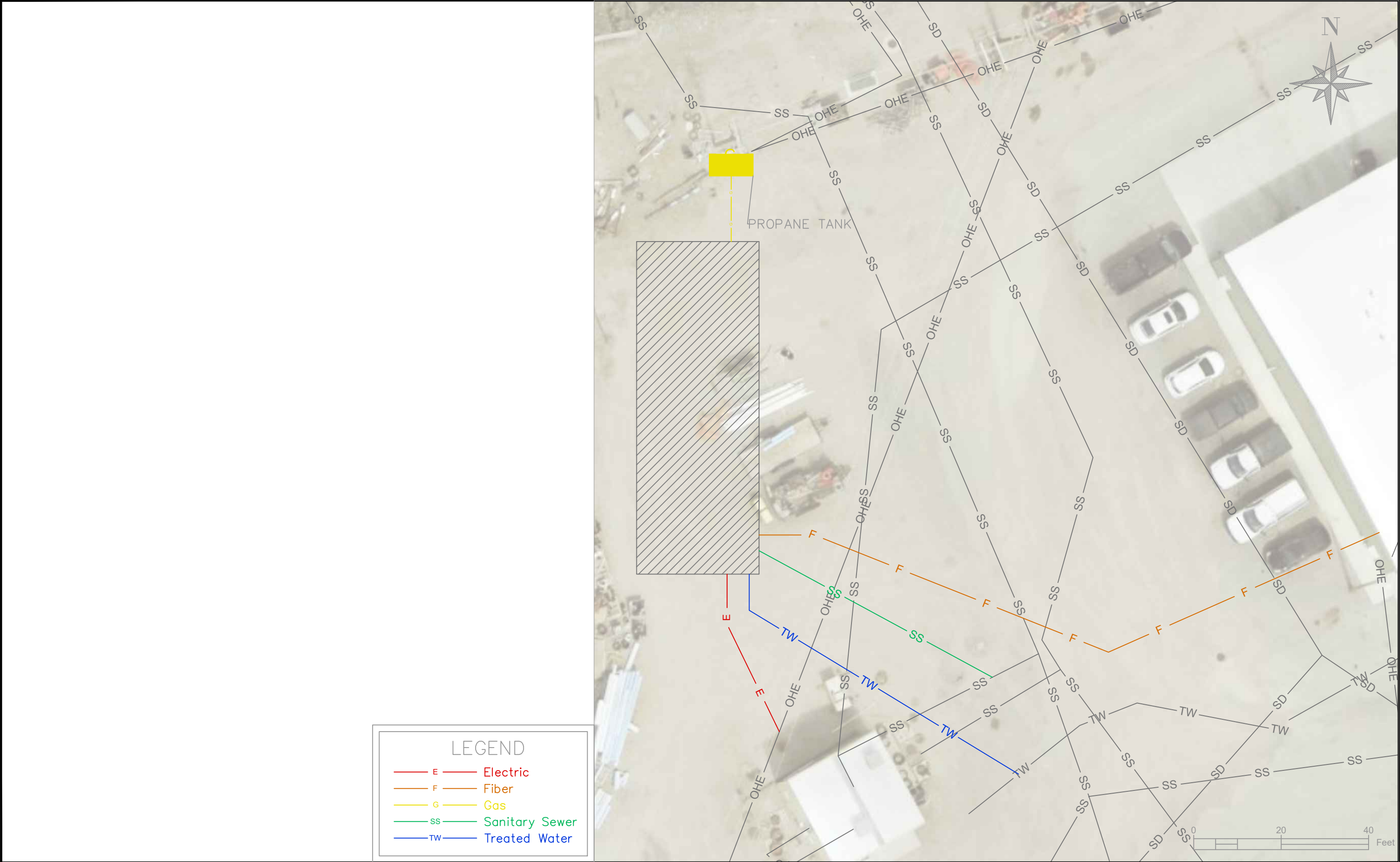
City of Cody

OWNER:
City of Cody

PROJECT: TEMPORARY PUBLIC WORKS MODULAR OFFICE
TITLE: SITE PLAN

SHEET
1 OF 2

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DATE	REVISIONS	BY	CHECKED	APPROVED
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DRAWN BY: Kris Bruxvoort
JOB NO. XXX
FIELD BOOK NO. XXX
FIELD BOOK NO. XXX



City of Cody

OWNER:
City of Cody

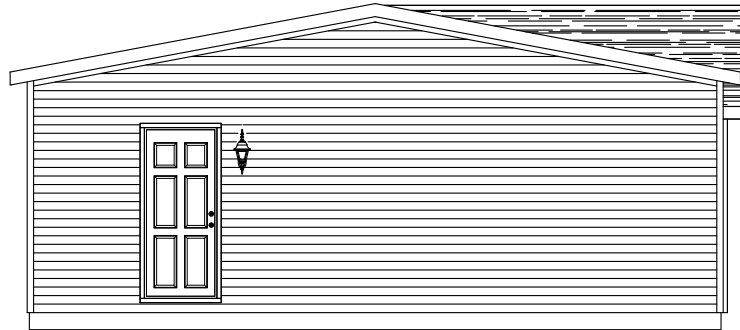
PROJECT: TEMPORARY PUBLIC WORKS MODULAR OFFICE
TITLE: UTILITY PLAN

SHEET
2 OF 2

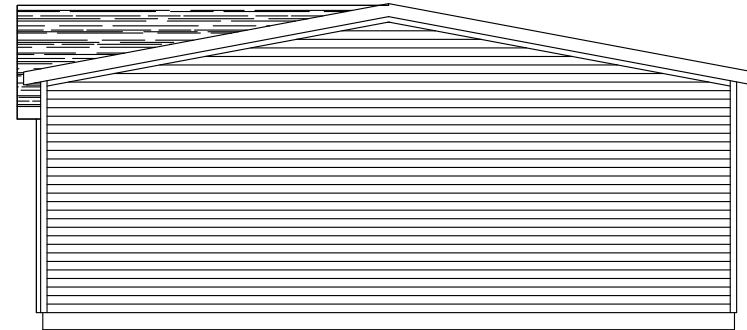


FRONT ELEVATION

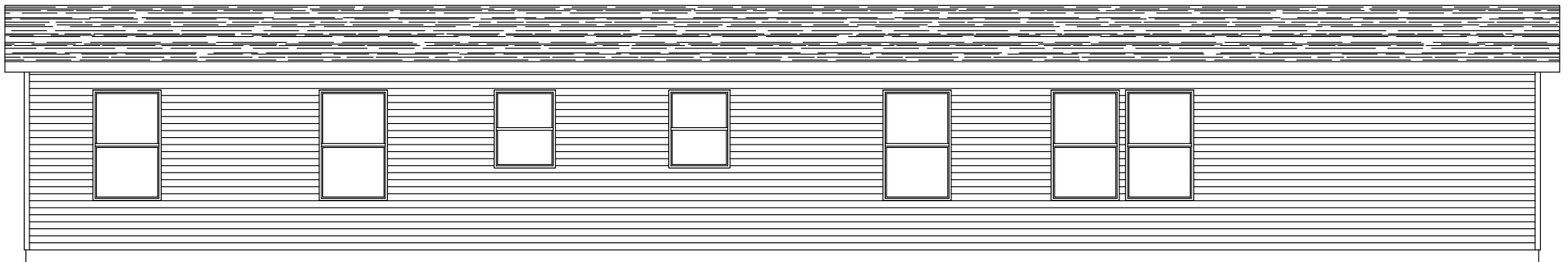
* GABLE SIDING, GABLE VENT TO BE
INSTALLED AT SITE BY OTHERS.



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



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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**

If you
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NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties

April 14, 2026

RE: SPECIAL EXEMPTION REQUEST

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

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

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.



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

Dear Planning and Zoning Board Members:

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

☒ I have **NO OBJECTION** to the Special Exemption Request.

Name: Glean 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: _____

Address: _____

Comments: _____

special circumstances and noisy neighbors want to make projects or activities be prohibited. Special Exemptions are often totally reasonable and our city 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.

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT			
MEETING DATE:	MAY 21, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	COMMERCIAL SITE PLAN REVIEW: PUBLIC WORKS OFFICE BUILDING AT 119 19 TH STREET SPR 2026-0045	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	UTANA DYE, COMMUNITY DEVELOPMENT DIRECTOR	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

The City of Cody Public Works Department has submitted an application for commercial site plan review located at 119 19th Street (The location is the north end of 19th Street on existing City property currently used for the Public Works Shop) for the consideration of changing the use of the structure from a temporary manufactured home to a permanent commercial structure.



At the February 25, 2025 meeting the board approved the City of Cody Public Works temporary manufactured office located 119 19th Street as presented in the staff report with the time frame of a temporary use 3 years and then the structure must be removed with the following conditions:

1. Work with the Building Department to meet the requirements that the structure will meet the building code standards.
2. The trailer will need to remove tongues, wheels and axles and be permanently secured in place by typical accepted engineered methods for these types of structures.
3. Building permits must be obtained within three years or this authorization will expire.

Following the initial meeting and during the installation process, the Building Official mandated that the City of Cody ensure the structure adhere to both ADA compliance

and fire codes. Consequently, the interior was remodeled to include an ADA-compliant restroom and necessary fire protection systems. As stipulated by the board and the Building Official, the tongue, wheels, and axles were removed, and the structure was secured on a permanent foundation. This aligns with building codes requiring any structure placed on a commercial lot for more than six months to be set on a permanent foundation with all towing components removed. Given the board's approval of the three-year temporary use condition and the requirement for a permanent foundation, the Building Official further required ADA accessibility compliance to accommodate both city employees and public access.

Furthermore, the modification process effectively transitioned the unit from its original temporary status to a permanent structure. By renovating the building's interior, the Building Official reclassified the asset from a manufactured home to an office space designation. Consequently, the temporary use timeframe originally established by the board no longer pertains, as the facility is now recognized as a permanent installation.

Upon notification of these requirements, City officials determined that a special exemption was necessary to address both the structure's usage classification and the temporal restrictions previously established by the board. At the May 5, 2026 meeting, the Planning Board moved to deny the request for a special exemption. In its place, the board advised the applicant to resubmit the project for consideration as a commercial site plan.

The site plan and building details are attached.

REVIEW CRITERIA:

In addition, section 9-2-3 of the City code states, *"Before the issuance of any permit under the international building code for commercial buildings situated within the city, the applicant, property owner and occupant 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 members in attendance at said meeting."*

STAFF COMMENTS:

Storm Water:

Since the site is less than 4000 square feet, it is exempt from the Stormwater Drainage Plan requirement. Following page 18 of the City of Cody *Stormwater Management Policy*, the site is estimated to be 2700 square feet, a percolation trench with a total volume of 660 CF will be sufficient for the drainage. Topography slopes to the northwest, so a 33' wide x 10' long x 2' drainage swale was added to the northwest side of the building. **The drainage swale was added to the northwest side of the building. Met.**

Access:

Access to the facility is existing, and the interior access drives are in place.

Utilities

Treated Water (1" service), Sanitary Sewer (4" service), and Electric will be brought to the facility by tapping the existing utility mains underneath the dirt driveway south of the proposed location. Liquid propane will be used for the heating source and the tank will be located 15' north of the modular per building code. All utilities will be on existing City property; therefore, utility easements are not needed. Fiber and phone cable will be extended and buried from the existing Public Works Shop. **All utilities were installed according to the plans. Met.**

Exterior Lighting

The exterior lighting plan is to install two wall pack mounted fixtures one at each Entry/Exit Door. The fixtures full cutoff when installed pointing directly downward. The lumens are 850-1650 and color temperature (3,000K). Based on historical Board recommendations to minimize blue light impacts, the color temperate setting should be 3000K or less. There will be no lighting spilling onto the residential neighborhood. **All lighting was installed according to the plans submitted to the board and no additional lighting will be installed. Met.**

Parking

An asphalt or concrete ADA compliant parking stall was added on the east side of the proposed building to meet the requirements outlined in the City Municipal Code. Existing parking to the east exceeds the standard parking volume requirement. **The ADA compliant parking stall was installed according to the plans submitted to the board. Met.**

Signage

No additional signage will be added to the site for advertising.

Trash

No additional trash volume will be needed so the existing dumpsters located behind the Public Works Shop will be used.

Other

The Building Official provided information from the building codes relating to temporary structures. Per the building code any structure in place longer than 6 months is not considered temporary. The tongues, wheels and axles must be removed and will need to be permanently secured in place by typically accepted engineered methods for these types of structures. The applicant will need to pull all necessary permits for moving, electrical, plumbing, and a permit for the installation of the accessibility lift into the trailer. **The tongues, wheels and axles were removed and placed on a permanent foundation. The applicant pulled a moving permit, a general building permit, electrical**

permit and plumbing permit for all the installation and for the interior remodel.

RECOMMENDATION:

It is recommended that the Planning and Zoning Board approve the City of Cody Public Works office structure as located 119 19th Street as presented in the staff report with removal of the condition for the structure to be removed in 3-years.

**RESOLUTION PZ 26-25
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF COMMERCIAL SITE PLAN REVIEW FOR THE CITY OF
CODY AT 119 19TH STREET**

WHEREAS, The City of Cody (the property owner), submitted a commercial site plan review application, as mandated by City of Cody Code Section 9-2-3, for permanent placement of a manufactured home structure that has been renovated into a commercially compliant office; and

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

WHEREAS, the submitted commercial site plans substantially conform to the City of Cody Code insofar as they pertain to the exterior of a commercial building and site plan conditions; and

WHEREAS, the Planning, Zoning and Adjustment Board convened a regular meeting on May 21, 2026, to review the commercial site plan and established the following findings:

1. The general site plan and layout are adequate.
2. A drainage swale was added to the northwest side of the building to comply with stormwater management policy.
3. Access is existing from 19th Street and is adequate.
4. ADA compliant parking was installed to serve the building.
5. All utilities were installed according to the original plans.
6. No new lighting is proposed.
7. Tongues, wheels and axles were removed and placed on a permanent foundation.
8. All required permits were obtained for the installation of the structure and for the interior remodel.
9. The structure is not anticipated to negatively impact neighboring properties.

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 approves of the commercial site plan at 119 19th Street.

By the Planning, Zoning and Adjustment Board on the 21st day of May, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

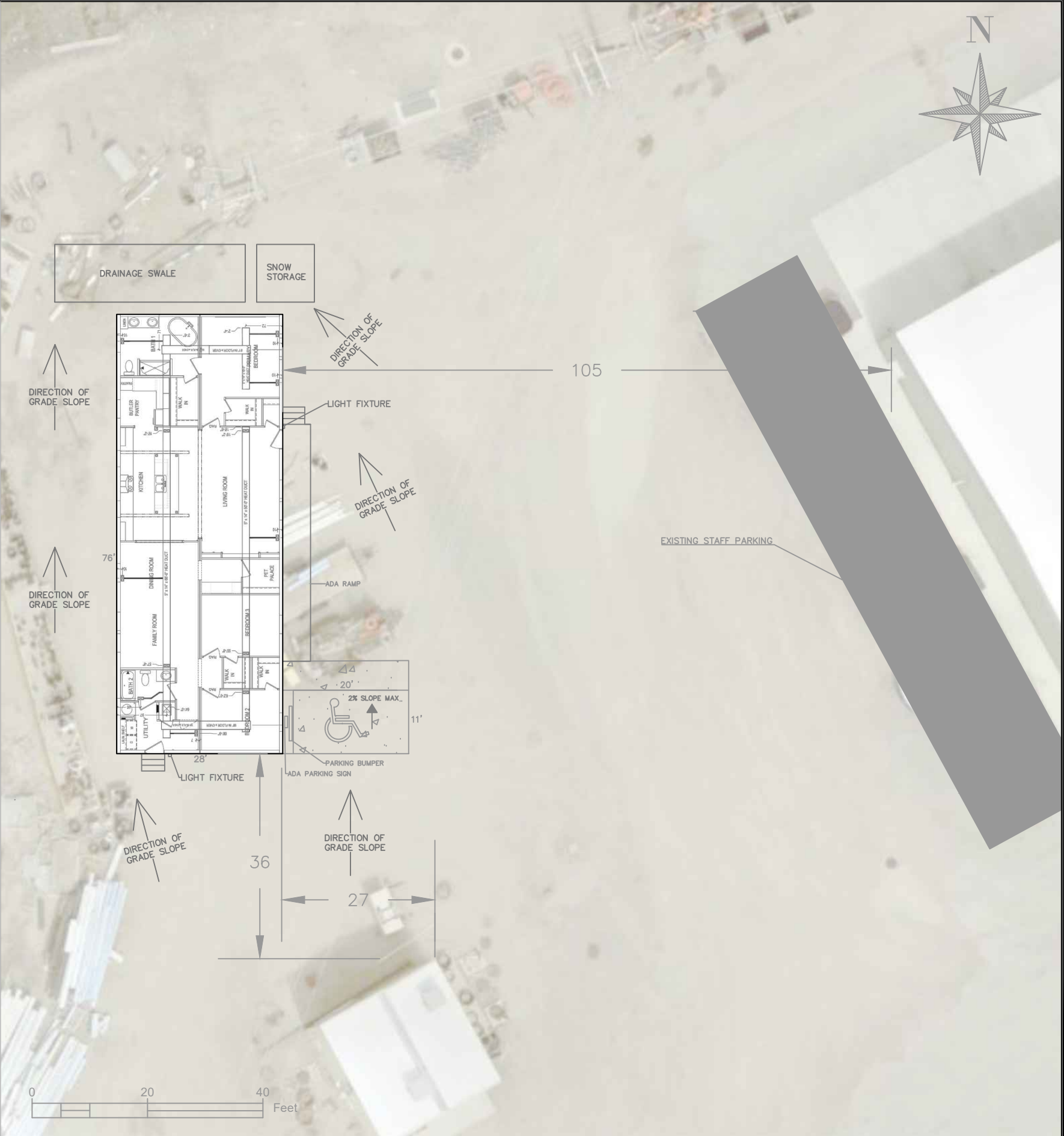
Tina Gail, City Clerk







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DRAWN BY: Kris Bruxvoort
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FIELD BOOK NO. XXX



City of Cody

OWNER:

City of Cody

PROJECT:

TEMPORARY PUBLIC WORKS MODULAR OFFICE

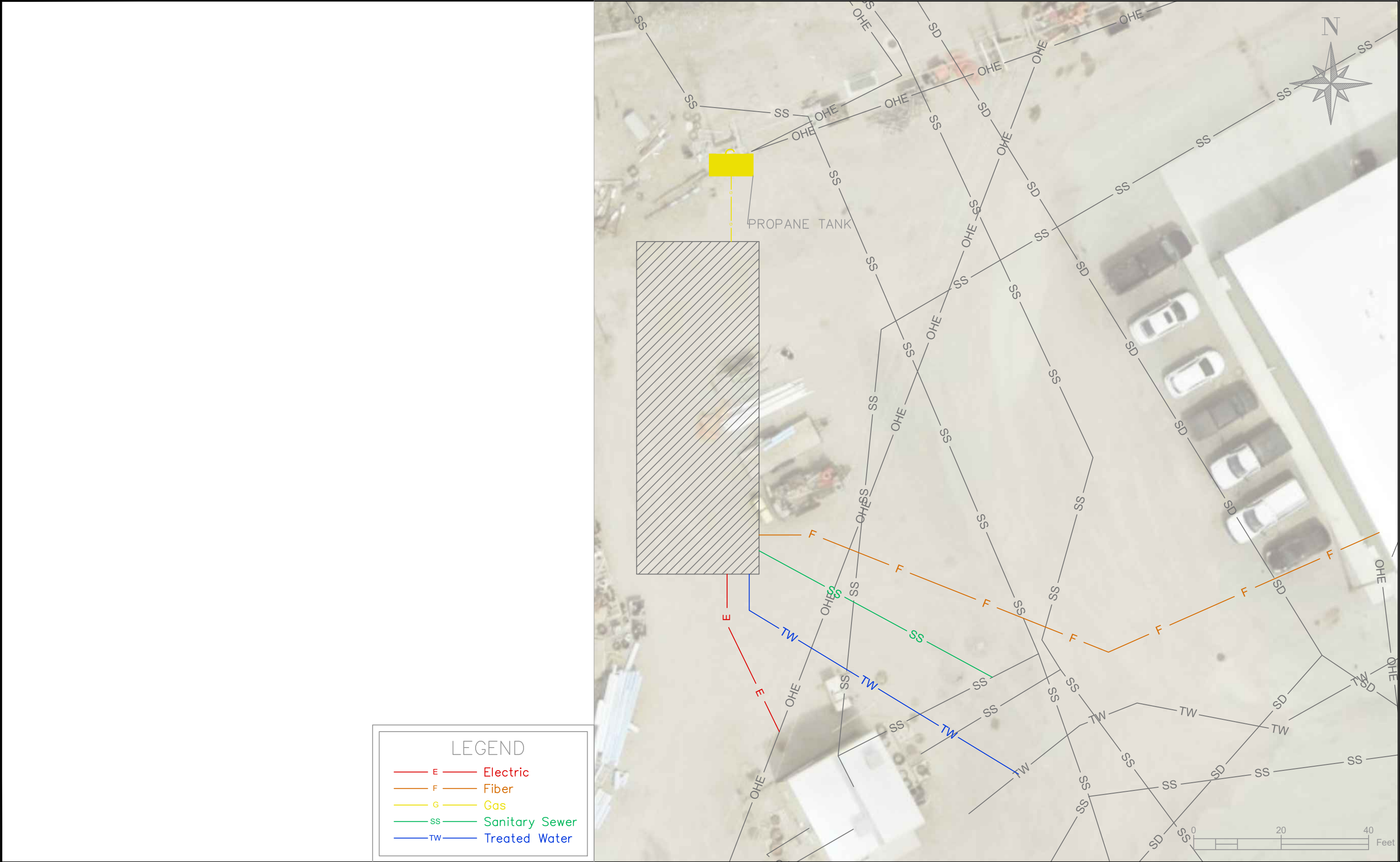
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SITE PLAN

SHEET

1 OF 2

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LEGEND

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Electric

Fiber

Gas

Sanitary Sewer

Treated Water

DATE	REVISIONS	BY	CHECKED	APPROVED
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DRAWN BY: Kris Bruxvoort

JOB NO. XXX

FIELD BOOK NO. XXX

FIELD BOOK NO. XXX



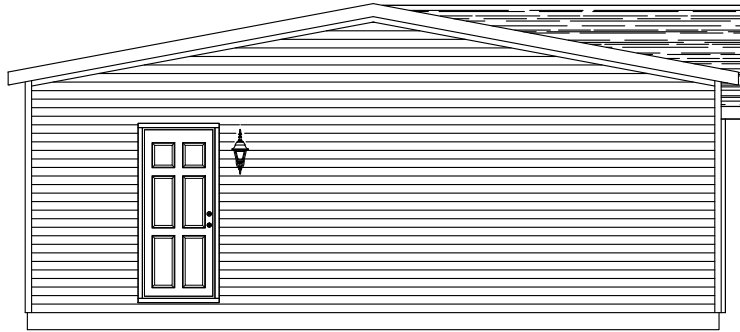
City of Cody

OWNER:	City of Cody	
	PROJECT:	TEMPORARY PUBLIC WORKS MODULAR OFFICE
	TITLE:	UTILITY PLAN

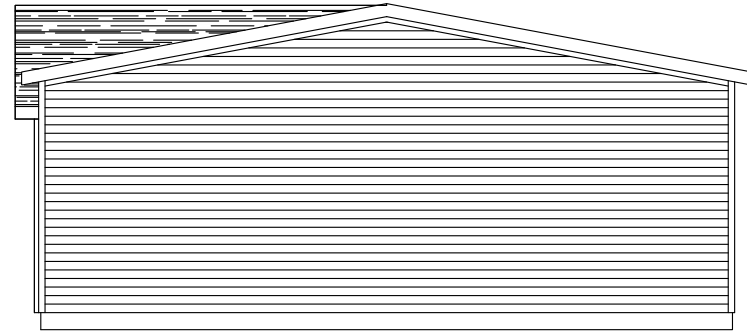


FRONT ELEVATION

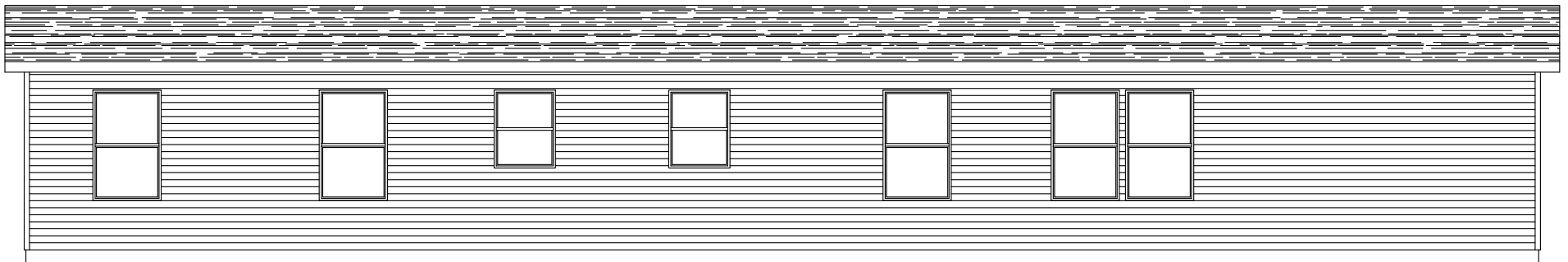
* GABLE SIDING, GABLE VENT TO BE
INSTALLED AT SITE BY OTHERS.



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