

City of Cody Planning, Zoning and Adjustment Board

**Thursday, June 18, 2026-12:00 PM**

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

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**Meeting Called to Order**

**Pledge of Allegiance**

**Roll Call**

**1. 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 21, 2026 meeting.  
Staff Reference: Hannah Witwicki

**3. Public Hearing**

**4. Tabled Items**

**5. New Business**

- a. Downtown Business Sign District Review at 1043 13th Street, Morrison-Maierle and approval of Resolution PZ 26-26  
Staff Reference: Jenny Cramer
- b. Downtown Architectural District Review at 1183 Sheridan Ave., Hill Enterprises, LP and approval of Resolution PZ 26-27  
Staff Reference: Jenny Cramer

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

**7. Council Update**

**8. Matters from Staff Members**

**9. Adjournment**

**Upcoming Meetings:**

**JULY 2, 2026**  
**JULY 16, 2026**  
**AUGUST 6, 2026**

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

7511 at least 24 hours in advance of the meeting.

**City of Cody**  
**Planning, Zoning and Adjustment Board Proceedings**  
**May 21, 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 21, 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 Kathryn Kyle, P&Z Board Member Sarah Miles, P&Z Board Member Ian Morrison, P&Z Board Member Erin Welty; City Attorney Scott Kolpitcke; City Planner Jenny Cramer; Community Development Director Utana Dye; Public Works Director Phillip Bowman; Staff Engineer Kris Bruxvoort and Hannah Witwicki Administrative Coordinator Officer.

Absent:

Dan C. Holler made a motion seconded by Sarah Miles to approve the agenda for the May 21, 2026 Planning, Zoning and Adjustment Board meeting. The vote was unanimous. The motion passed.

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

City Planner Jenny Cramer presented the Dapper Dame Barber Company Sign Plan Review and approval of Resolution PZ 26-21.

Ian Morrison made a motion seconded by Dan C. Holler to approve Dapper Dame Barber Company Sign Plan Review and approval of Resolution PZ 26-21 with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Revic (GunWerks, LLC) Sign Plan Review and Approval of Resolution PZ 26-22.

Ian Morrison made a motion seconded by Erin Welty to approve Revic (GunWerks, LLC) Sign Plan Review and Approval of Resolution PZ 26-22 with the conditions from the Staff report. The vote was unanimous. The motion passed.

Sarah Miles recused herself from this matter due to a conflict of interest.

City Planner Jenny Cramer presented the Yellowstone Impressions Amended Architectural Review for Lightning Protection System at 1234 Sheridan Avenue and Approval of Resolution

PZ 26-23 .

Dan C. Holler made a motion seconded by Erin Welty to approve Yellowstone Impressions Amended Architectural Review for Lightning Protection System at 1234 Sheridan Avenue and Approval of Resolution PZ 26-23 with the conditions from the Staff report. The vote was unanimous. The motion passed.

Sarah Miles recused herself from this matter due to a conflict of interest.

City Planner Jenny Cramer presented the Yellowstone Impressions Amended Architectural Review for 2nd Level Balcony and Signage at 1234 Sheridan Avenue and Approval of Resolution PZ 26-24 .

Dan C. Holler made a motion seconded by Erin Welty to approve Yellowstone Impressions Amended Architectural Review for 2nd Level Balcony and Signage at 1234 Sheridan Avenue and Approval of Resolution PZ 26-24 with the conditions from the Staff report. The vote was unanimous. The motion passed.

Sarah Miles recused herself due to a conflict of interest.

City Planner Jenny Cramer presented the GordonJosh, LLC Commercial Site Plan Review at 3202 Big Horn Avenue and approval of Resolution PZ 26-19.

Erin Welty made a motion seconded by Ian Morrison to approve the GordonJosh, LLC Commercial Site Plan Review at 3202 Big Horn Avenue and approval of Resolution PZ 26-19 with the conditions from the Staff report. The vote was unanimous. The motion passed.

Sarah Miles recused herself from this matter due to a conflict of interest.

City Planner Jenny Cramer presented the GordonJosh, LLC Architectural and Landscape Plan Review at 3202 Big Horn Avenue and approval of Resolution PZ 26-20.

Ian Morrison made a motion seconded by Erin Welty to approve the GordonJosh, LLC Architectural and Landscape Plan Review at 3202 Big Horn Avenue and approval of Resolution PZ 26-20 with the conditions from the staff report and the addition of condition 4, as follows: the owner shall landscape the frontage on either side of the driveway with gravel and mounded shrubs or other shrubs or vegetation similar to russian sage. Voting in favor were P&Z Board Member Dan C. Holler, P&Z Board Member C. Daniel Schein, P&Z Board Member Kathryn Kyle, P&Z Board Member Ian Morrison, P&Z Board Member Erin Welty. Voting against were P&Z Board Member Carla Egelhoff. 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.

P&Z Board Member Sarah Miles made a motion seconded by P&Z Board Member C. Daniel Schein to deny 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. The Board finds that the application for the special exemption criteria does not meet the requirement in 10-14-2(c)(2)(d), which requires the applicant to show that the benefit cannot be achieved by some other method, feasible for the applicant to pursue other than a special exemption. The board finds that due to the changes and improvements the City has made to the structure, it is no longer a “manufactured home” and a special exemption is therefore not necessary, and the benefit can be achieved by another benefit (a commercial site plan review).

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

City Planner Jenny Cramer presented the Commercial Site Plan review for the Public Works Office Building located at 119 19th Street and approval of Resolution PZ 26-25 .

Sarah Miles made a motion seconded by Erin Welty to approve the Commercial Site Plan review for the Public Works Office Building located at 119 19th Street and approval of Resolution PZ 26-25 with the conditions from the Staff report and the finding that the building is no longer considered a manufactured home and is now appropriate for commercial use. The vote was unanimous. The motion passed.

Carla Egelhoff will be absent from the June 4th meeting.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Sarah Miles to adjourn the meeting. The vote was unanimous. The meeting was adjourned at approximately 1:40 PM.

*Hannah Witwicki*

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Hannah Witwicki, Administrative  
Coordinator

<b>Meeting Date:</b> June 18, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Jenny Cramer
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**AGENDA ITEM SUMMARY REPORT**

**Downtown Business Sign District Review at 1043 13th Street, Morrison-Maierle and approval of Resolution PZ 26-26**

**PROPOSED ACTION:**

Approval of the sign plan and resolution with staff recommended conditions, approval with amended conditions, or denial.

**SUMMARY OF INFORMATION:**

Please see attached staff report.

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. PZ Staff Report Morrison-Maierle Sign Review
2. Resolution PZ 26-26 Morrison-MaierleSign Review

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

<b>MEETING DATE:</b>	JUNE 18, 2026	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	DOWNTOWN ARCHITECTURAL SIGN REVIEW: MORRISON-MAIERLE	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Morrison-Maierle submitted a sign review application as a building lessee at 1043 13<sup>th</sup> Street. The property owner, KFT Real Estate I, LLC authorized the applicant to apply for the sign review. The application proposes two signs: one 8'x3'2" attached wall sign on the left side of the building entrance; and one 7" x 19" sign in the entrance door window. Both signs are classified in city code as "attached wall signs".

The property is in a General Business (D-2) zoning district, and is within the downtown architectural district and the downtown business sign district. The picture shown illustrates the sign designs, 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 for signage within the Downtown Business Sign District:

Sign Type	Category Permitted	Maximum Number	Maximum Area Per Face	Maximum Area By Zone Lot	Maximum Height And Length	Maximum Length	Notes
Sign Type	Category Permitted	Maximum Number	Maximum Area Per Face	Maximum Area By Zone Lot	Maximum Height And Length	Maximum Length	Notes

**Downtown Business Sign District**

Freestanding	Identification	1 per premises	240 sq. ft.	480 sq. ft.	25 ft.		(g)
Attached wall	Business	Attached: 1 per face of storefront, 1 per street frontage, not to exceed 2 signs per establishment maximum	1.5 x the linear feet of frontage	1.5 x the linear feet of frontage			(a)(b)(d)(g)(j)(k)
Marquee, projecting signs, awning, suspended		Maximum 2 additional hanging panels per projecting sign	25 sq. ft.	50 sq. ft.	Projecting signs shall be not less than 8 feet from travel way to the bottom of sign and the edge of the sign shall be at least 2 feet back from curb		(a)(b)(d)(g) may include a maximum of 2 additional suspended signs per projecting sign

(j) Multiple tenant buildings. The total permitted attached sign area shall be allocated to tenants based on the building frontage of each individual tenant.

**STAFF COMMENTS:**

In the Downtown Business Sign District, the maximum allowed attached wall signage is 1.5 x linear feet of street frontage, and in the case of multiple tenants in a building, is allocated to each tenant based on their individual frontage. Therefore, this tenant has approximately 75 sq-ft. of allowable attached wall signage (50 ft of linear frontage x 1.5).

The application proposes two attached wall signs: one 8'x3'2" sign on the left side of the building entrance; and one 7" x 19" sign in the entrance door window. The total of both signs is just under 27 sq-ft, which is under the total 75 sq-ft maximum allowed.

No sign lighting is proposed.

**RECOMMENDED CONDITIONS:**

Staff recommends approval of the Morrison-Maierle 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 26-26**  
**CITY OF CODY**  
**PLANNING, ZONING AND ADJUSTMENT BOARD**  
**TITLE: APPROVAL OF DOWNTOWN BUSINESS SIGN DISTRICT REVIEW FOR**  
**MORRISON-MAIERLE AT 1403 13TH STREET**

**WHEREAS**, Morrison-Maierle (building lessee), authorized by KTF Real Estate I, LLC (property owner) applied for a sign review to install two commercial attached wall signs at 1403 13<sup>th</sup> Street; and

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

**WHEREAS**, the property is within the Downtown Architectural District and the Downtown Business Sign 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 June 18, 2026, to review the sign plan and established the following findings:

1. The proposed sign design is compatible with the surrounding neighborhood.
2. Two attached wall signs: one 8'x3'2" sign on the left side of the building entrance; and one 7" x 19" sign in the entrance door window are proposed.
3. In the Downtown Business Sign District, the maximum allowed attached wall signage is 1.5 x linear feet of street frontage, and in the case of multiple tenants in a building, is allocated to each tenant based on their individual frontage. Therefore, this tenant has approximately 75 sq-ft. of allowable attached wall signage (50 ft of linear frontage x 1.5).
4. The proposed signs are cumulatively 27 sq-ft in size, which is under the total 75 sq-ft maximum allowed attached wall signage in this sign district.

**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 18<sup>th</sup> day of June, 2026.

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

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

Date \_\_\_\_\_

**ATTEST:**

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

<b>Meeting Date:</b> June 18, 2026 <b>Department:</b> Community Development <b>Staff Reference:</b> Jenny Cramer
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## **AGENDA ITEM SUMMARY REPORT**

### **Downtown Architectural District Review at 1183 Sheridan Ave., Hill Enterprises, LP and approval of Resolution PZ 26-27**

#### **PROPOSED ACTION:**

Approve as presented by staff, or with recommended conditions.

#### **SUMMARY OF INFORMATION:**

Please see attached staff report.

#### **FISCAL IMPACT:**

#### **ATTACHMENTS:**

1. Staff Rpt to PZ - Architectural Review Hill Enterprises
2. PZ 26-27

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

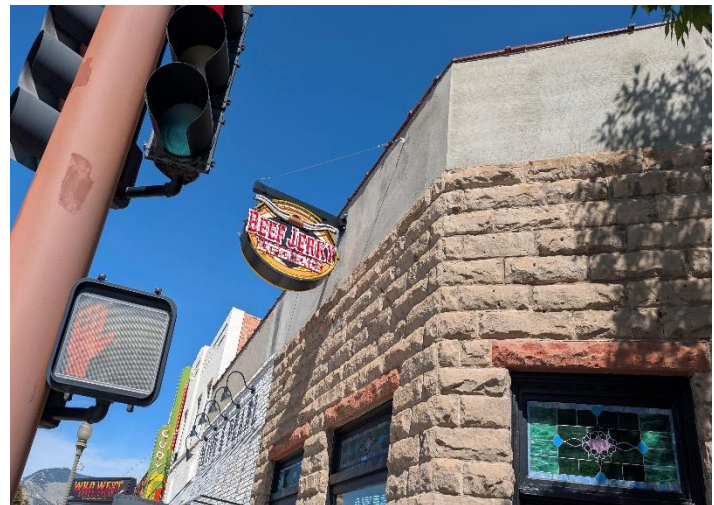
<b>MEETING DATE:</b>	JUNE 18, 2026	<b>TYPE OF ACTION NEEDED</b>	
<b>AGENDA ITEM:</b>		P&Z BOARD APPROVAL:	X
<b>SUBJECT:</b>	DOWNTOWN ARCHITECTURAL REVIEW: 1183 SHERIDAN AVENUE.	RECOMMENDATION TO COUNCIL:	
<b>PREPARED BY:</b>	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

**PROJECT DESCRIPTION:**

Hill Enterprises, LP is making a necessary repair to the upper portion of their building located at 1183 Sheridan Avenue, which is occupied by multiple commercial tenants that include Olive & Pearl, Beef Jerky Experience and the Cody Rodeo Office.

The property is within the D-2 zoning district and the downtown architectural district.

Sections of the existing stucco surface were found to be in need of immediate repair, and due to safety concerns have been permitted by the building department and the work has commenced. The approximate upper 36" of the building is being repaired and resurfaced and the overall aesthetics will not be altered. It will be resurfaced in the same material (stucco) and a natural and neutral color that will match the color that currently accents the top of the windows.



**REVIEW CRITERIA:**

Pursuant to Subsections A and B of 9-2-2, within the Downtown Architectural District,

*"9-2-2A. There is established a Downtown Architectural District. The Planning, Zoning and 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..."*

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

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

Staff Comment: Staff has no concerns with the proposed architectural changes. The exterior colors and materials match well with other businesses within the D-2 zoning district and the downtown.

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

Staff Comment: This standard is met; the entire exterior of the building consists of the above materials, texture and finish.

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

Staff Comment: No other criteria apply. A building permit has been obtained for the repair and resurfacing.

Staff recommends approval of the architectural review with no conditions.

**“Before” image from Google Streets of Storefront:**



**“After” image taken by staff. The section over Olive & Pearl will also be upgraded to the same color as is shown behind the Beef Jerky Experience sign, to match the rest of the building.**



**RESOLUTION 2026-27  
CITY OF CODY  
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF DOWNTOWN ARCHITECTURAL REVIEW FOR HILL  
ENTERPRISES, LP AT 1183 SHERIDAN AVENUE**

**WHEREAS**, Hill Enterprises, LP, (property owner) submitted a downtown architectural review application, as required by City of Cody Code Section 9-2-2A, 9-2-2B, 10-10-B and 10-18-4, for the repair and resurfacing of a portion of the building frontage at 1183 Sheridan Avenue; and

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

**WHEREAS**, the architectural repair and improvement substantially conforms to the City of Cody Code regarding architectural compatibility; and

**WHEREAS**, the Planning, Zoning and Adjustment Board convened a regular meeting on June 18, 2026, to review the architectural plans and established the following findings:

1. The exterior modification as shown on the provided rendering will be architecturally compatible in the zoning district and the downtown.
2. More than 50% of the building facing the street complies with the standards set out in Section 10-18-4 of City of Cody Code.

**WHEREAS**, the Planning, Zoning and Adjustment Board concluded that the plans for architectural repair and improvement are generally consistent with the standards and procedures set forth in the City of Cody Code;

**NOW, THEREFORE, BE IT RESOLVED**, based on the foregoing findings, the Planning, Zoning and Adjustment Board recommends approval of the architectural repair and improvement planned at 1183 Sheridan Avenue.

By the Planning, Zoning and Adjustment Board on the 18<sup>th</sup> day of June, 2026.

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

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

\_\_\_\_\_  
Date

**ATTEST:**

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Tina Gail, City Clerk