

City of Cody Planning, Zoning and Adjustment Board

Thursday, August 6, 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

Approve the meeting Agenda.

2. Consent Calendar

All items under the consent calendar will be acted upon in one motion unless a Council member or member of the public requests that an individual item be taken up under Conduct of Business.

- a. Approval of the Minutes of the July 2, 2026 Meeting
Staff Reference: Hannah Witwicki

3. Public Hearing

- a. Public Hearing for Special Exemption Request to Exceed Sign Maximum Area at 1526 Rumsey Avenue
Staff Reference: Jenny Cramer

4. Tabled Items

5. New Business

- a. Special Exemption Request to Exceed Sign Maximum Area at 1526 Rumsey Avenue and Approval of Resolution
Staff Reference: Jenny Cramer
- b. Commercial Site Plan Review at 1502 Beck Avenue
Staff Reference: Jenny Cramer
- c. Downtown Overlay District Architectural Review at 1502 Beck Avenue
Staff Reference: Jenny Cramer

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

7. Council Update

8. Matters from Staff Members

9. Adjournment

Upcoming Meetings:

AUGUST 20, 2026

SEPTEMBER 3, 2026

SEPTEMBER 17, 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
July 2, 2026

City Planner Jenny Cramer presented the Final Plat Review Panorama View Addition Phase IV and approval of Resolution PZ 26-28.

Ian Morrison made a motion seconded by Erin Welty to recommend approval of the Final Plat Review Panorama View Addition Phase IV and approval of Resolution PZ 26-28 with the conditions from the Staff report to City Council. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Final Plat Review Bluebird Subdivision and approval of Resolution PZ 26-29.

Erin Welty made a motion seconded by Dan C. Holler to recommend approval of the Final Plat Review Bluebird Subdivision and approval of Resolution PZ 26-29 with the conditions from the Staff report to City Council. The vote was unanimous. The motion passed.

Ian Morrison made a motion seconded by Dan C. Holler to adjourn the meeting. The vote was unanimous. The meeting was adjourned at approximately 12:16 PM.

Hannah Witwicki

Hannah Witwicki, Administrative
Coordinator

Meeting Date: August 6, 2026 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT

Special Exemption Request to Exceed Sign Maximum Area at 1526 Rumsey Avenue and Approval of Resolution

PROPOSED ACTION:

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

SUMMARY OF INFORMATION:

Please see the attached Staff Report.

FISCAL IMPACT:

ATTACHMENTS:

1. PZ Staff Rpt RMDS Special Exemption
2. PZ Resolution 26-30
3. Newspaper Notice 20260723
4. 1501 Rumsey No Objection
5. 1503 Sheridan No Objection
6. Koster no objection

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	AUGUST 6, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:	TAK INVESTMENTS CO., LLC SPECIAL EXEMPTION REQUEST	P&Z BOARD APPROVAL:	X
SUBJECT:	PUBLIC HEARING AND SPECIAL EXEMPTION REQUEST TO EXCEED THE ALLOWED MAXIMUM AREA OF ATTACHED WALL SIGNAGE	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Troy Koster, as manager of TAK Investments Co., LLC (property owner), submitted a special exemption request for 1526 Rumsey Avenue. He is seeking exemption from the City of Cody Code Section 10-15-8.A to exceed the allowed maximum area of attached wall signage by zone lot.

The property is within the General Business (D-2) Zoning District and the Downtown Overlay District, and is approximately 56,600 sq-ft (1.3-acres) in size. It consists of 16 O.T. lots, that by city code definition constitute one zoning lot. The primary commercial building situated on the lot is divided into two commercial tenant spaces. A coffee hut is also located in the parking lot of the property.



The applicant is requesting the southern tenant space (addressed as 1526 Rumsey Ave., Suite 2) in the primary building be allowed to place up to 300 sq-ft of attached wall signage, which will further exceed the maximum attached wall sign area allowed by zone lot in the City sign code.

In a D-2 zoning district, a maximum of 300 sq-ft of signage is allowed per zone lot. Currently, Rocky Mountain Sports (north tenant in building) has approximately 420 sq-ft of attached wall signs, and the coffee hut has an additional 36 sq-ft, which already exceeds the maximum.

History & Reason for Request

The Planning, Zoning & Adjustment Board approved the existing signage for Rocky Mountain Sports in 2015, which included an 18-month allowance for 300 sq-ft of future signage for the southern tenant space. Signs were placed at the location, but after they

terminated their lease and moved out, over one year passed before new signs were proposed and the authorization expired. The applicant is seeking approval without a time limit. They state that permanent signage is essential for the space's commercial viability and to support changing business tenancies.

REVIEW CRITERIA:

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

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

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

Applicant's Response: The property is commercially zoned and next to other businesses. Signs have been at this location for many years.

Staff Comment: Allowing the special exemption request is not expected to produce an undesirable change in the character of the neighborhood, nor will it be a detriment to nearby properties. If the special exemption is approved, any future tenant will be required to submit their sign plans to the Community Development Department for review prior to placement. In the past, attached wall signs were in place at the south tenant space on the building.

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

Applicant's Response: The request for signage is compatible with adjacent commercial land uses.

Staff Comment: Commercial signage is compatible with the adjacent land uses and the neighborhood. The property is within the General Business (D-2) zoning district.

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

Applicant's Response: The request is minimal.

Staff Comment: The applicant's request matches the signage square footage approved in 2015, which is reasonable. However, 300 sq-ft of attached wall signage for this tenant space could be considered in excess of the minimum deviation to the rule. Historically, signage at

this location (e.g., Family Dollar and Gottsche Physical Therapy) was 112 sq-ft. Consequently, a reduction to 125 sq-ft may be more appropriate as the minimum deviation from zoning specifications for the Board to consider.

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

Applicant's Response: In order to rent a commercial space, the tenant will need to have signs.

Staff Comment: Signage is typical and necessary for most commercial businesses to advertise and to be identified by its customers and patrons. While there is space to advertise on the existing freestanding sign near the street, building face signage is necessary to guide customers to the specific business entrance in a multi-tenant building.

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

Applicant's Response: Yes.

Staff Comment: Electric service is currently connected to the property, should an illuminated sign be proposed in the future. No other services or infrastructure are applicable.

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

Applicant's Response: Yes.

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

PUBLIC NOTICE & NEIGHBOR RESPONSES:

Eighteen neighboring property owners (within 140 feet of the property) were notified of the request by first class mail on July 17, 2026. At the time of this staff report, we have received three responses of "no objection", and no responses of "objection" to the special exemption request (attached).

Notice of the public hearing was published in the Cody Enterprise on July 23, 2026.

Photo of the north side of the building, fronting Rumsey Avenue:



Photo of the entrance to the building, showing the north tenant space (right) Rocky Mountain Discount Sports. The left side of the building is the south tenant space requesting allowance for attached wall signs:



Photo showing the south tenant space. The new tenant has placed a temporary sign where a previous tenant was approved for a banner. The new tenant and any future tenants will need to apply for sign review with the Community Development Department.



CONDITIONS:

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

Staff recommends the Board make the following findings:

1. That proper notice of the special exemption public hearing was provided by advertising in the Cody Enterprise and by mail to all property owners within 140 feet at least ten days before the hearing.
2. That the Planning and Zoning Board may grant special exemptions that are reasonable and harmless deviations from the zoning ordinance as determined by the standards outlined in Section 10-14-2, City of Cody Code.
3. That the Planning and Zoning Board has held a public hearing as required and has considered all comments pertaining to the request; and,
4. That the points identified in the staff report and at the Board meeting are adequate to set forth the reasoning why the criteria of 10-14-2(C)(2) are met.

AND,

Staff recommends the following conditions of approval should the Board approve the Special Exemption to allow up to 300 sq-ft of attached wall signage for the south tenant space in the building:

1. The current tenant in Suite 2 shall apply for sign review to permit the sign that was placed within 15 days of this approval.
2. The special exemption allows for an additional 300 sq-ft of attached wall signage at, and specifically reserved for, occupants at the south tenant location of the commercial building addressed as 1526 Rumsey Avenue, Suite 2.
3. Should the building be remodeled in the future to merge the two tenant spaces into one unit, this special exemption shall be null and void and any proposed signage will need to meet the current City of Cody code standards.
4. No future sign(s) will be placed on the property until sign plans are approved for the signs by the Community Development Department.
5. No future sign(s) will be placed or installed until a building permit is issued by the City Building Department for the sign(s).

**RESOLUTION PZ 26-30
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF A SPECIAL EXEMPTION FOR TAK INVESTMENTS CO.,
LLC TO EXCEED THE ALLOWED MAXIMUM AREA OF ATTACHED WALL
SIGNAGE AT 1526 RUMSEY AVENUE, SUITE 2 (SOUTH TENANT IN COMMERCIAL
BUILDING ON ZONE LOT)**

WHEREAS, Troy Koster, as manager of TAK Investments Co., LLC ("Property Owner") is seeking a special exemption to exceed the allowed maximum area of attached wall signage by zone lot, specifically to allow for attached wall signage at 1526 Rumsey Avenue, Suite 2 (the South tenant space in the commercial building); and

WHEREAS, the subject property is zoned General Business (D-2); and

WHEREAS, Section 10-15-8.A of City of Cody Code restricts attached wall signage to a maximum of 300 sq-ft per zone lot;

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

WHEREAS, the Planning, Zoning and Adjustment Board held a public hearing on August 6, 2026, to consider the special exemption request and made the following findings:

1. The property is approximately 56,600 sq-ft (1.3-acres) in size, and it consists of 16 O.T. lots, that by city code definition constitute one zoning lot.
2. The primary commercial building situated on the lot is divided into two commercial tenant spaces and a coffee hut is also located in the parking lot of the property.
3. Rocky Mountain Sports (north tenant in building) has approximately 420 sq-ft of attached wall signs, and the onsite coffee hut has an additional 36 sq-ft, which exceeds the maximum of 300 sq-ft attached wall sign area allowed by zone lot in a D-2 zoning district.
4. The property requests the southern tenant space (addressed as 1526 Rumsey Ave., Suite 2) in the primary building be allowed to place up to 300 sq-ft of attached wall signage.
5. The special exemption request will not produce an undesirable change in the character of the commercially zoned neighborhood.
6. The special exemption seems to be compatible with neighboring and nearby properties and adjacent land uses.

7. The special exemption request represents a minimum deviation from the established sign standard.
8. The benefit sought by the property owner cannot be achieved by another feasible method, because building face signage is necessary for a commercial business entrance.
9. Electric service is currently connected to the property.
10. The special exemption request does not conflict with the future land use map of the master plan.
11. Notice of the public hearing for the special exemption request was advertised in the Cody Enterprise newspaper on July 23, 2026.
12. 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 July 17, 2026.
13. Eighteen (18) properties were notified; three (3) letters of no objection were received by the City in response to the neighbor notifications.

WHEREAS, the Planning, Zoning and Adjustment Board concludes this special exemption request to allow for additional attached wall sign 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 a Special Exemption to exceed the maximum of 300 sq-ft attached wall sign area allowed by zone lot in a D-2 zoning district, with the following conditions:

1. The current tenant in Suite 2 shall apply for sign review to permit the sign that was placed within 15 days of this approval.
2. The special exemption allows for an additional 300 sq-ft of attached wall signage at, and specifically reserved for, occupants at the south tenant location of the commercial building addressed as 1526 Rumsey Avenue, Suite 2.
3. Should the building be remodeled in the future to merge the two tenant spaces into one unit, this special exemption shall be null and void and any proposed signage will need to meet the current City of Cody code standards.
4. No future sign(s) will be placed on the property until sign plans are approved for the signs by the Community Development Department.
5. No future sign(s) will be placed or installed until a building permit is issued by the City Building Department for the sign(s).

By the Planning, Zoning and Adjustment Board on the 6th day of August, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk

with the Commission.

6. If you wish to participate in this matter and you require reasonable accommodation for a disability, please contact the Commission at (307) 777-7427, or 2515 Warren Avenue, Suite 300, Cheyenne, Wyoming 82002. Communications impaired persons may contact the Commission through Wyoming Relay by dialing 711.

Dated: July 10, 2026.

Publish Dates: July 16 & July 23, 2026

Notice of Public Hearing

LEGAL NOTICE FOR PUBLIC HEARING

The City of Cody Planning and Zoning Board will hold a public hearing on Thursday, August 6, 2026 at 12:00 p.m. (noon) or as soon thereafter as practical at 1338 Rumsey Avenue, in the City Council Chambers to consider a special exemption from City of Cody Code Section 10-15-8.A. to exceed the allowed maximum area of attached wall signage by zone lot at 1526 Rumsey Avenue, Cody, WY 82414. Information is available at the Community Development Dept. in City Hall or by calling (307) 527-3475. Written comments may be directed to Community Development, P.O. Box 2200, Cody, WY 82414 and must be received prior to the date and time of the public hearing.

Publish Date: July 23, 2026

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NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties:

Date: July 23, 2026

REQUEST FOR SPECIAL EXEMPTION PERMIT

Please return comments to:

Cody City Planner

PO Box 2200 RE:

Cody, WY 82414

or email: pandzcontact@codywy.gov

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

Applicant Name(s): Troy Koster (TAK Investments Co., LLC)

Address or location/legal description: 1526 Rumsey Ave., Cody, Wyoming

Description of request:

Exemption from City Code Section 10-15-8.A. to exceed the allowed maximum area of attached wall signage by zone lot.

This request will be considered by City of Cody Planning, Zoning and Adjustment Board at a public hearing during their regularly scheduled meeting on Thursday, August 6, 2026 in the City Hall Council Chambers, at 1338 Rumsey Ave., at 12:00pm, or as soon thereafter as is practical.

Response Letter from Owners of Neighboring Properties within 140 Feet of Subject Property: 1526 Rumsey Avenue, Cody, Wyoming

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

Dear Planning & Zoning Board Members:

I am familiar with the proposal by Troy Koster for the special exemption request described above.

☒ I have NO OBJECTION to the special exemption request.

Name:

Bill & Kathy LaFollette

Address:

Comments:

☐ I OBJECT to the special exemption request:

Name:

Address:

Reason for Objection:

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

NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties:

Date: July 23, 2026

REQUEST FOR SPECIAL EXEMPTION PERMIT

Please return comments to:

Cody City Planner

PO Box 2200 RE:

Cody, WY 82414

or email: pandzcontact@codywy.gov

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

Applicant Name(s):

Troy Koster (TAK Investments Co., LLC)

Address or location/legal description:

1526 Rumsey Ave., Cody, Wyoming

Description of request:

Exemption from City Code Section 10-15-8.A. to exceed the allowed maximum area of attached wall signage by zone lot.

This request will be considered by City of Cody Planning, Zoning and Adjustment Board at a public hearing during their regularly scheduled meeting on Thursday, August 6, 2026 in the City Hall Council Chambers, at 1338 Rumsey Ave., at 12:00pm, or as soon thereafter as is practical.

Response Letter from Owners of Neighboring Properties within 140 Feet of Subject Property: 1526 Rumsey Avenue, Cody, Wyoming

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

Dear Planning & Zoning Board Members:

I am familiar with the proposal by Troy Koster for the special exemption request described above.

☒ I have NO OBJECTION to the special exemption request.

Name: *Julie Hinze on behalf of 4470, LLC & ALEM, LLC dba Liberations*

Address: *1503 Sheridan Avenue Cody, WY 82414*

Comments:

☐ I OBJECT to the special exemption request:

Name:

Address:

Reason for Objection:

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

NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT

Notice to Owners of Neighboring Properties:

Date: July 23, 2026

REQUEST FOR SPECIAL EXEMPTION PERMIT

Please return comments to:

Cody City Planner

PO Box 2200 RE:

Cody, WY 82414

or email: pandzcontact@codywy.gov

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

Applicant Name(s): Troy Koster (TAK Investments Co., LLC)

Address or location/legal description: 1526 Rumsey Ave., Cody, Wyoming

Description of request:

Exemption from City Code Section 10-15-8.A. to exceed the allowed maximum area of attached wall signage by zone lot.

This request will be considered by City of Cody Planning, Zoning and Adjustment Board at a public hearing during their regularly scheduled meeting on Thursday, August 6, 2026 in the City Hall Council Chambers, at 1338 Rumsey Ave., at 12:00pm, or as soon thereafter as is practical.

Response Letter from Owners of Neighboring Properties within 140 Feet of Subject Property: 1526 Rumsey Avenue, Cody, Wyoming

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

Dear Planning & Zoning Board Members:

I am familiar with the proposal by Troy Koster for the special exemption request described above.

☒ I have NO OBJECTION to the special exemption request.

Name: Ashli Koster

Address: PO Box 2083, Cody, WY 82414

Comments:

☐ I OBJECT to the special exemption request:

Name:

Address:

Reason for Objection:

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

Meeting Date: August 6, 2026 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT
Commercial Site Plan Review at 1502 Beck Avenue

PROPOSED ACTION:

Approve commercial site plan with staff recommended conditions, approve with revised conditions or deny the site plan.

SUMMARY OF INFORMATION:

Please see attached Staff Report.

FISCAL IMPACT:

ATTACHMENTS:

1. PZ Staff Rpt Commercial Site Plan_1502 Beck
2. PZ Resolution 26- 31 SITE PLAN
3. MSchneiderII Site Plan
4. MSchneiderII Floor Plans

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	AUGUST 6, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	SITE PLAN REVIEW: NICOLE J. SCHNEIDER IRREVOCABLE TRUST – 1533 SQ-FT DWELLING UNIT IN A D-2 ZONING DISTRICT WITHIN THE DOWNTOWN OVERLAY DISTRICT	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Mark Schneider, on behalf of the Nicole J. Schneider Irrevocable Trust (property owner) submitted a Commercial Site Plan Review application to construct a 1,533 sq-ft dwelling at 1502 Beck Avenue. The dwelling will be used as a dwelling or a short-term rental. It will be constructed on the south end of the property, where an existing garage was recently removed.

The dwelling on the north end of the property is currently a permitted short-term rental.

REVIEW CRITERIA:

The property is located within the General Business (D-2) zoning district, which permits dwellings and short-term rental. It is also within the Downtown Overlay District and the Downtown Parking District.



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 from 15th Street directly, and from the alley. The driveway is a crushed gravel surface.

The property is in the downtown parking district. Within the district, the use of buildings and land shall be exempt from providing up to one hundred off street parking spaces. While off-street parking is exempt, there is space for parking onsite from 15th Street and from the alleyway.

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

The property is currently landscaped with rock and plants/shrubbery on the Beck and 15th Street frontages as shown below. No additional landscaping is proposed at this time.



Exterior Lighting

No exterior lighting on the lot is proposed, other than possibly a light on the new dwelling at the door facing the alley. Lighting will need to comply with city code sections 9-8-2 and 9-8-4 as the lighting code applies to all sources of outdoor light installed within the D-2 zoning district. Light fixtures shall be fully or partially shielded and downcast, shall not exceed 1,000 lumens and with a maximum of 3,000 kelvins CCT.

Setbacks, Buffers, Height, and Fencing Requirements

Zoning setbacks, fencing and screening requirements do not apply to this property, and no new fencing is proposed (however any applicable fire code setbacks or building code related setbacks will be addressed during the building permit review)

The maximum allowed height in a D-2 zoning district within the downtown overlay is 40' and three stories. The proposed dwelling will be two stories and a total of 22'9" in height.

Site Drainage and Stormwater Facilities:

The applicant has provided a site plan showing percolation trenches on the property that appear to be adequate to contain stormwater onsite. Formal plans are not required for residential uses.

Utility Services

New treated water and natural gas connections from 15th Street are proposed. Electric will be connected underground from a utility pole at the southwest corner of the alley. Sewer will be connected from an existing line serving the existing dwelling.

Fire Hydrant

A fire hydrant exists on the northwest corner of the property, as shown on the site plan.

Impacts on Adjoining Properties

The proposed dwelling is not expected to impact adjoining properties negatively. The properties to the north, east and west are commercial. The property south and adjacent is in an R-3 zoning district and has a licensed short-term rental on the property. Several short-term rentals are nearby.

Garbage

Two existing dumpsters on the south side of the alley serve the property.

Staff Photos:

Photo taken from north of the property and across Beck Avenue, facing south. The existing dwelling is in view and the proposed building will be constructed behind it, along 15th Street and the alley.



Photo is taken from the northwest corner of the property, facing south along the west side of existing dwelling. 15th Street is to the right side.



Photo is taken midway on the west side of the property, facing south, southeast to view the area where the new dwelling will be constructed.



RECOMMENDATION:

Staff recommends approval of the site plan review at 1502 Beck Avenue, with the following conditions:

1. A building permit must be obtained within three years or this authorization will expire.
2. Any exterior lighting shall comply with the City of Cody lighting code per section 9-8-2 and 9-8-4.
3. A change of use in the structure from a dwelling to commercial use and occupancy will require review by the community development department, building official and fire marshal for zoning, building code and fire protection compliance.

RESOLUTION PZ 26-31
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD

TITLE: APPROVAL OF SITE PLAN REVIEW FOR 1502 BECK AVENUE

WHEREAS, Mark Schneider, on behalf of the Nicole J. Schneider Irrevocable Trust (property owner) submitted a site plan review application, as mandated by City of Cody Code Section 9-2-3, to construct a 1,533 sq-ft dwelling at 1502 Beck Avenue; and

WHEREAS, the subject property is situated within the General Business (D-2) zoning district and the Downtown Overlay District; and

WHEREAS, the submitted site plans that 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 August 6, 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 from 15th Street directly, and from the alley.
3. Access and traffic flow are deemed adequate concerning public safety.
4. The property is in the downtown parking district and is therefore exempt from providing off street parking spaces (up to 100). However, there is space for off-street parking onsite from 15th Street and from the alleyway.
5. No new commercial signage is currently proposed; any future proposed signs will require review and permitting by the Community Development Department.
6. The property is currently landscaped with rock and plants/shrubbery on the Beck and 15th Street frontages.
7. No exterior lighting on the lot is proposed, other than possibly a light on the new dwelling at the door facing the alley
8. Site drainage and stormwater retention have been addressed on the site plan.
9. The proposed dwelling will be two stories and a total of 22'9" in height, which is compliant with the allowed standards in a D-2 zoning district. Zoning setbacks and buffers do not apply.
10. A fire hydrant is located on the northwest corner of the property.
11. Dumpsters are in place in the alley to serve the additional residence.
12. New electrical, sewer and treated water services will be installed to the new dwelling. Utility connection fees will apply and be addressed during the review of the building permit application.
13. The proposed dwelling is not anticipated to negatively impact neighboring properties.

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

NOW, THEREFORE, BE IT RESOLVED, based on the foregoing findings, the Planning, Zoning and Adjustment Board recommends approval of the site plan for the 1,533 sq-ft dwelling at 1502 Beck Avenue, subject to the following conditions:

1. A building permit must be obtained within three years or this authorization will expire.
2. Any exterior lighting shall comply with the City of Cody lighting code per section 9-8-2 and 9-8-4.
3. A change of use in the structure from a dwelling to commercial use and occupancy 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 6th day of August, 2026.

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

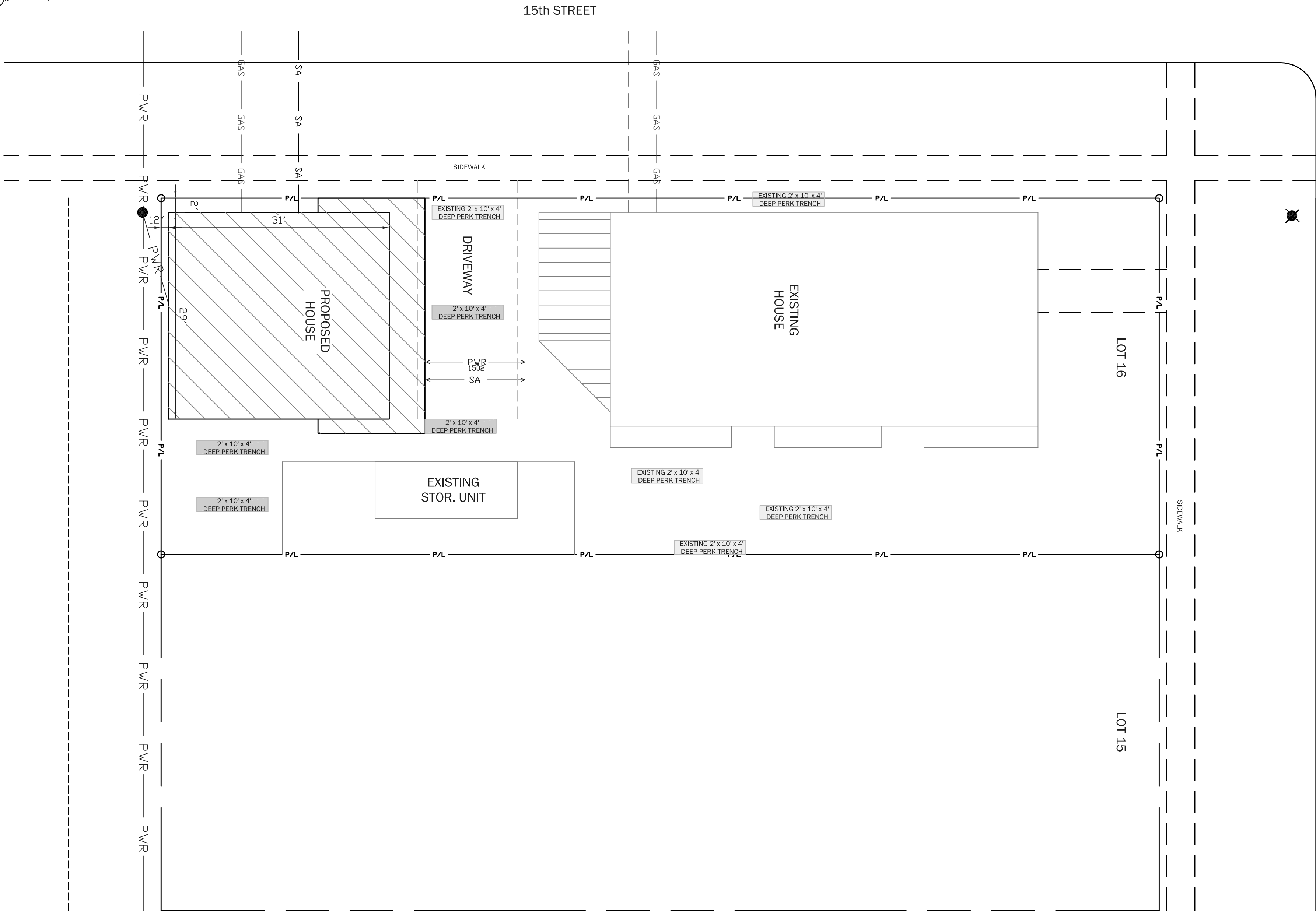
C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk

BECK AVENUE



1 SITE PLAN

SCALE: 1" = 10'-0"



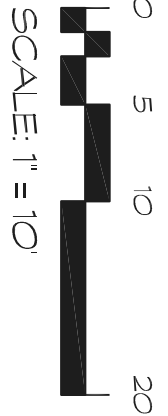
VICINITY MAP BUILDING SITE

LOTS 15 & 16
WITHIN BLOCK 13
CITY of CODY
PARK COUNTY, WYOMING 82414

NOTES:
1. LOT IS ZONED D2
2. LOT IS 7000 SF
3. OWNER/CONTR. TO VERIFY LOCATION
OF UTILITIES PRIOR TO CONSTRUCTION.

LEGEND

RECORDED PARK COUNTY	
PROPERTY LINE	P/L
TREATED WATER	TV
SEWER	SA
RAW WATER	RW
GAS	GA
COMMUNICATION	CA
ELECTRIC	EA
UTILITY EASEMENT	UE
RAW WATER	RW
GAS METER	GM
POWER POLE	PP
FIRE HYDRANT	FH



SCALE: 1" = 10'

PROJECT DATA

BUILDING LOCATION:
1502 BECK AVENUE
CODY, WY 82414

OWNER:
NICOLE J. SCHNEIDER, IRREVOCABLE TRUST
CODY, WYOMING 82414
CONTACT: MARK SCHNEIDER 785-249-2212
CONTRACTOR: TBD 783-249-2212

DESIGN BY:
MTN STATES CONSULTING
24 JO ANNS RD.
CODY, WY 82414
PHONE: 307-899-6400

ZONED
D2

FIRST FLOOR: 899 SQ. FT.
SECOND FLOOR: 532 SQ. FT.
AREA TOTAL: 1,431 SQ. FT.

CONSTRUCTION SHALL COMPLY WITH THE FOLLOWING CODES AND STANDARDS
AS WELL AS WITH ALL APPLICABLE LOCAL CODES AND REGULATIONS.

-2024 IBC
-2024 IPC
-2024 IMC
-2024 NEC

GENERAL NOTES

- CONTRACTOR TO REVIEW ALL DRAWINGS AND VERIFY ALL DIMENSIONS
PRIOR TO CONSTRUCTION AND NOTIFY KEITH PRYOR - ARCHITECT OF ANY
DISCREPANCIES FOR CLARIFICATION.
- CONTRACTOR VERIFY ALL EASEMENTS AND PROPERTY LINES PRIOR TO
CONSTRUCTION AND NOTIFY ARCHITECT OF ANY REQUIRED MODIFICATIONS.
- CONTRACTORS AND SUBCONTRACTORS SHALL BE RESPONSIBLE FOR THEIR
OWN SAFETY MEANS, METHODS AND PLANS.

Revisions	
No.	Description
01	RELOCATE HOUSE, CHG
	EXTERIOR FINISH & ROOF.
	ADD DRAIN TRENCH.

Drawings by



MARK SCHNEIDER II
1502 Beck Ave
Cody, WY 82414

Issue Date: 6/17/26

Revisions		
No.	Date	Description
01	7-27	MOVE HOUSE, CHG ROOF CHG DECKS

Drawings by



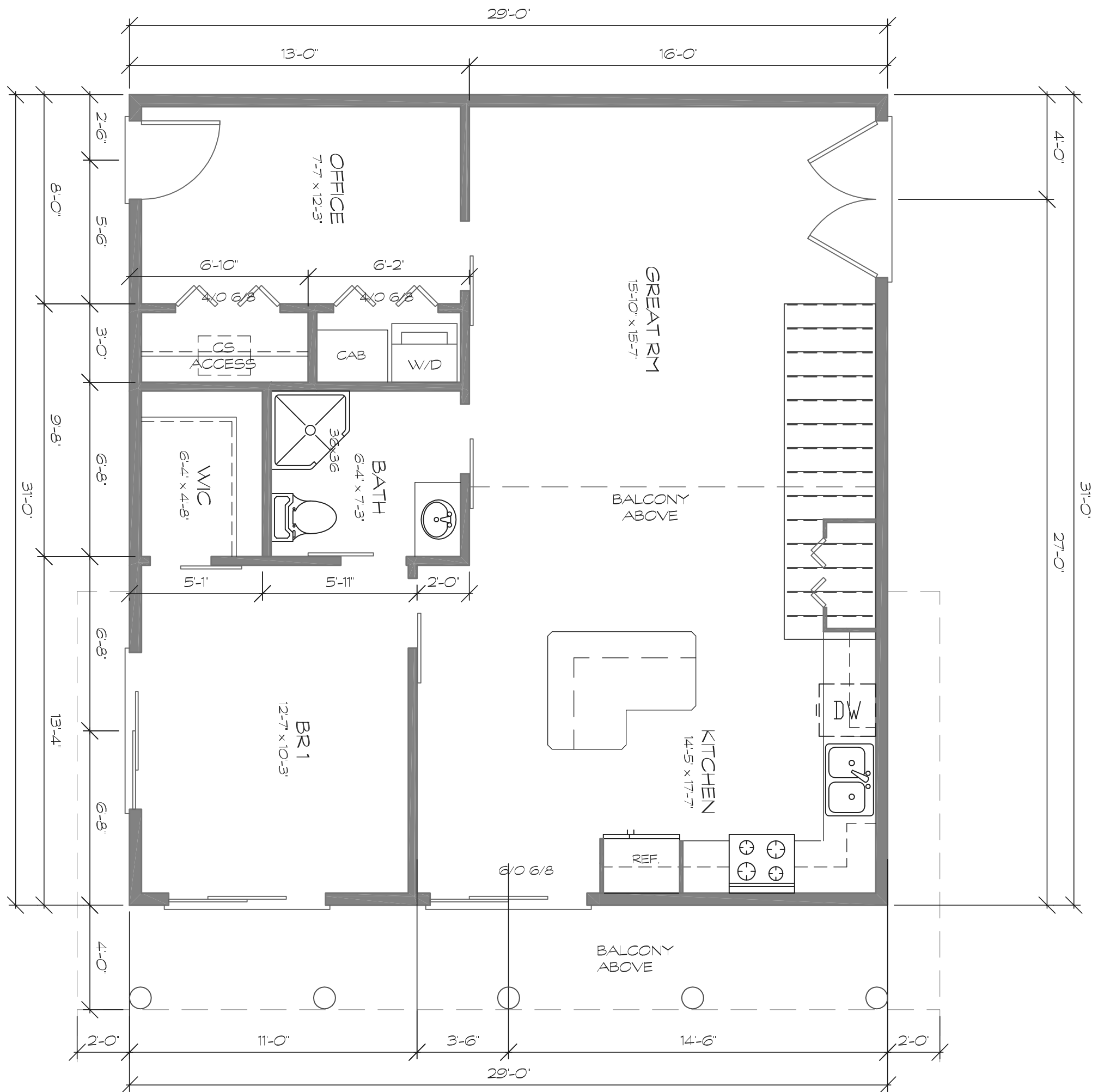
Proj. # 7526
Dwn. By: GPG

Dgn. By: Chkd By:

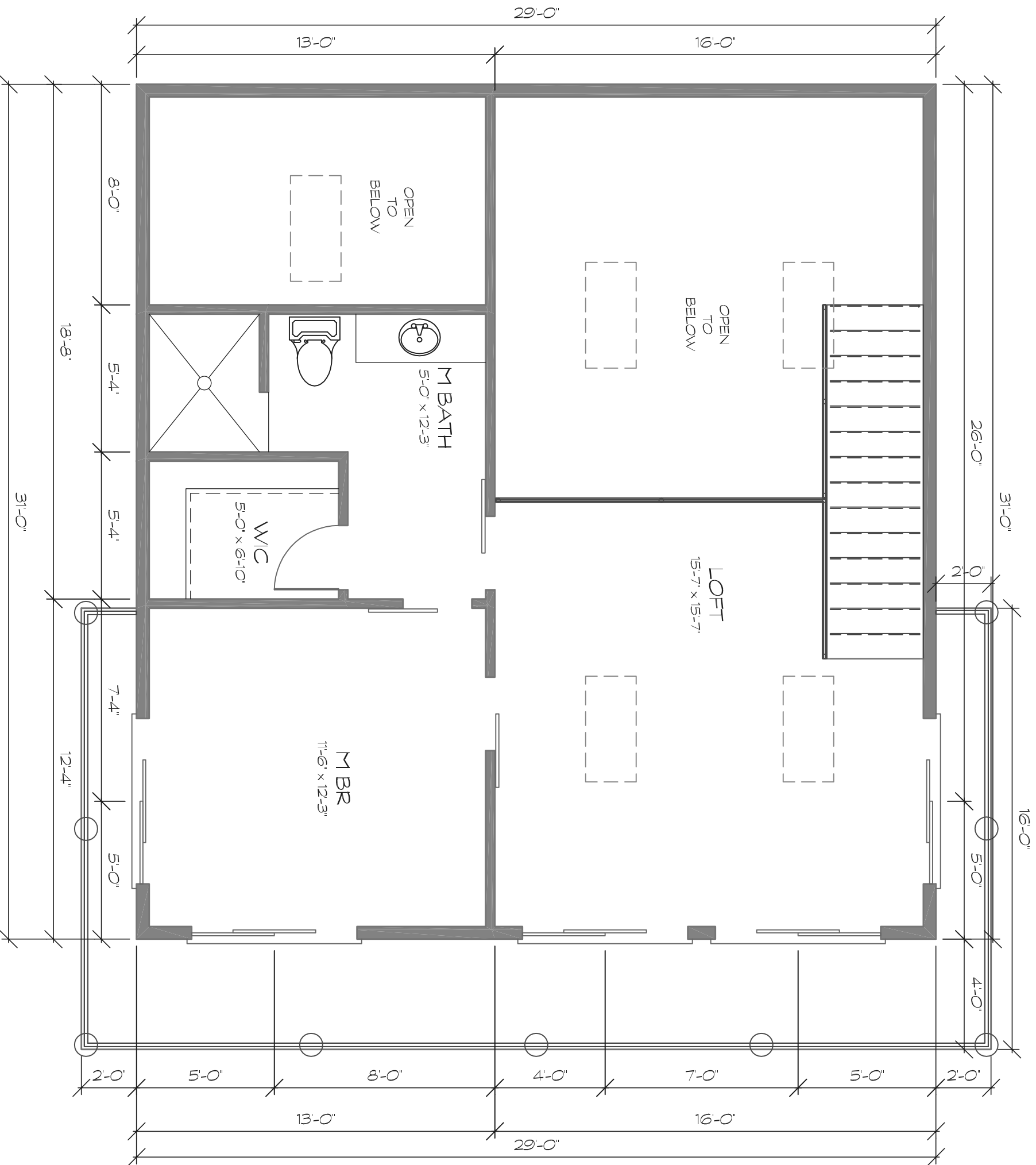
Sheet Title: FLR PLANS

Sheet Number:

A2



MAIN FLOOR PLAN
SCALE 1/4"=1'-0"



UPPER FLOOR PLAN
SCALE 1/4"=1'-0"



UPPER FLOOR
UPPER LEVEL
TOTAL SQ. FT. 899 SQ. FT.
533
1431 SQ. FT.

Meeting Date: August 6, 2026 Department: Community Development Staff Reference: Jenny Cramer

AGENDA ITEM SUMMARY REPORT

Downtown Overlay District Architectural Review at 1502 Beck Avenue

PROPOSED ACTION:

Approve or deny the architectural review.

SUMMARY OF INFORMATION:

Please see attached Staff Report.

FISCAL IMPACT:

ATTACHMENTS:

1. Staff Rpt to PZ Architectural Review Downtown Overlay
2. PZ Resolution 26-32 DOWNTOWN ARCHITECTURAL REVIEW
3. APPLICANT LETTER TO PZ BOARD

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	AUGUST 6, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL REVIEW: 1502 BECK AVENUE.	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Mark Schneider, on behalf of the Nicole J. Schneider Irrevocable Trust (property owner) submitted architectural plans for a proposed second dwelling unit at 1502 Beck Avenue. The property is within the D-2 zoning district and the downtown architectural district.

REVIEW CRITERIA:

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

Staff Comment: The architectural style is shown in the elevation rendering shown later in this staff report. The applicant proposes a log railing and posts on the deck for a rustic accent, that will match the existing dwelling on the property and neighboring dwelling to the east. A picture of the log deck railing and accents are shown to the right for reference.

The property is already landscaped as shown in the picture on both street frontages. No additional landscaping is proposed.



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

Pursuant to Section 10-18-4, 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.

Building materials, except for glass, shall be of low reflectance and finished in subtle, muted, neutral earth tone colors (brown, tan, grey, green) characteristic of the soil types and vegetation around Cody. Glossy surfaces, bright or glaring colors shall not be permitted. Examples of acceptable colors in the Pantone Color System include 146-147, 153-157, 160-161, 403-405, 410-412, 417-419, 424-426, 444-447, 455, 462-464 and 476-478.

Staff Comment: The applicant asks the Board to consider allowing him to match the colors of the existing dwelling and the neighboring dwelling on the property to the east with colonial red and grey colors. The siding is metal, but the style mimics batten board (wood siding) in profile and finish. (Option A) Please see the attached letter from the applicant explaining the request.



If this color option is not acceptable to the Board, the applicant has provided an alternative option that is a rustic red crinkle (matte dark red finish) as shown below. The elevation rendering below the color illustrates the finish and overall look, but the color appears darker and browner on the rendering than the actual color. (Option B)

Rustic Red Crinkle:



Staff recommends approval of either Option A or Option B architectural design of the proposed dwelling unit for the Nicole J. Schneider Irrevocable Trust at 1502 Beck Avenue.

**RESOLUTION PZ 26-32
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF DOWNTOWN ARCHITECTURAL REVIEW FOR THE NICOLE
J. SCHNEIDER IRREVOCABLE TRUST AT 1502 BECK AVENUE**

WHEREAS, Mark Schneider, on behalf of the Nicole J. Schneider Irrevocable Trust (property owner) submitted a downtown architectural review application, as required by City of Cody Code Section 9-2-2B, 10-10-B and 10-18-4, for a proposed dwelling at 1502 Beck 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 August 6, 2026, to review the architectural plans and established the following findings:

1. The exterior of the proposed dwelling as shown on the provided rendering will be architecturally compatible in the zoning district and the downtown overlay district.
2. More than 50% of the building facing the street will be metal siding with a batten board appearance, similar in profile and finish as wood siding.
3. The approved colors meet the intent of the downtown overlay district code standards.

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

NOW, THEREFORE, BE IT RESOLVED, based on the foregoing findings, the Planning, Zoning and Adjustment Board recommends approval of the architectural plans for the proposed dwelling at 1502 Beck Avenue.

By the Planning, Zoning and Adjustment Board on the 6th day of August, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk

To: City of Cody Planning and Zoning Board

Date: July 29, 2026

Subject: Application for Design Review – Downtown Overlay District (DOD)

Project Site: 1502 Beck Ave (SW Corner Structure), Cody, WY 82414

Applicant/Owner: Development Team for 1502 Beck Ave

1. Project Overview & Context

This application seeks design approval for a second single-family residence on the southwest corner of the 50' x 140' flat parcel located at 1502 Beck Ave. Operating under the commercial/business zoning framework of the Downtown Overlay District (DOD), which features no baseline setback constraints, the structure optimizes local land use with minimal property line offsets (1' north of the southern line, 2' east of the western line). The building footprint measures 29' (East-West) by 31' (North-South).

2. Historic Preservation & Architectural Intent

The foundational goal of this design is to deliberately honor, replicate, and preserve the unique agricultural heritage of the immediate downtown district. The structure's precise orientation and layout occupy the exact site of a late-1800s historic sheep barn, a historical fixture of early Park County ranching infrastructure that was unfortunately demolished in 2025.

To visually recreate the vertical timber massing of the original barn while honoring the neighborhood context established by the recently approved historic residential remodels at [1502 Beck Ave](#) and [1508 Beck Ave](#), this project specifies high-performance, non-reflective alternative materials that seamlessly integrate into the local district.

3. Alternative Material Justification & Color Specifications

Rather than utilizing typical painted wood siding, which is highly susceptible to the intense high-altitude UV degradation and weathering characteristic of northwest Wyoming, the exterior utilizes a premium architectural metal configuration. This serves as a durable, maintenance-free, fire-resistant alternative that retains the correct historical profile without taking on a commercial or industrial appearance:

- **Primary Siding Profile:** Protech Steel 10" Concealed Fastener Board & Batten (24-Gauge Architectural Steel). The hidden-clip system eliminates exposed metal screws or industrial washing hardware. The deep 2-inch batten height generates heavy, authentic shadow relief lines that mimic rough-sawn lumber.
- **Primary Color Finish:** Protech Rustic Red Crinkle. This specific finish features a texturized, low-gloss paint system that diffuses sunlight, completely eliminating the reflective metal glare often rejected by overlay boards. The specific tone reflects the original oxide barn red of the late-1800s sheep barn.

- **Roofing System:** Protech Bonderized Steel 7/8" Corrugated Roofing. Finished in a flat, dull, pre-weathered slate-gray coat, the roof evokes traditional weathered zinc plates and prevents glare down into neighboring spaces.
- **Trim, Fascia, and Gutters:** Finished in a custom matte dark umber brown, mapped precisely to Pantone 476C. This dark detailing establishes a crisp border that integrates cleanly with the natural timber accents.

4. Spatial Matrix and Utility Coordination

The structural massing curves down from a 24'-high northern peak to a 14'-high southern base beneath a single, unified North-South shed roof. Foundations are engineered using robust, high-insulation Concrete Foam (ICF) blocks down to a 5'-deep full-house crawl space. All primary utilities are pulled cleanly into this crawl space: water and natural gas feed directly from 15th Street, and a 400-amp electrical main steps down underground from the utility pole located at the southwest corner of the home. This configuration keeps modern infrastructure completely out of sight.

1. North Elevation (Facing Primary Lot Space)

- **Geometry:** 29' Wide x 24' High continuous flat peak wall.
- **Upper Level Features:** A comprehensive 5'-deep loft-level deck extends completely across the 29' horizontal width of the building face, fully braced back against the main wall structure via structural timber kicker braces. Egress onto this platform is achieved via two independent 6' Menards Mastercraft glass sliding doors. This entire deck structure is covered by an independent 5'-deep protective shed roof angling downward directly from the 24' roof peak.
- **Lower Level Features:** The main floor includes a kitchen core in the northwest corner, punctuated by a 6' glass sliding door located exactly 10' east from the right-hand (NW) corner. The eastern expanse features a bedroom with integrated master closet spaces.

2. South Elevation (Property Line Boundary Face)

- **Geometry:** 29' Wide x 14' High low-profile wall presenting a straight, horizontal roofline with zero slope from east to west.
- **Upper Level Features:** Solid wall construction containing no windows or openings, ensuring code compliance, thermal efficiency, and privacy boundary isolation along the southern lot edge.
- **Lower Level Features:** The main living space features a single 6' Mastercraft glass sliding door positioned exactly 6' east from the southwest corner of the home.
- **Overhang Geometry:** The 7/8" corrugated slate-gray roof structure extends exactly 1' over both the eastern and western structural boundaries along this southern section.

3. West Elevation (15th Street Interface)

- **Geometry:** 31' Longitude x Sloping Profile running from 24' high (North) down to 14' high (South).

