

City of Cody Planning, Zoning and Adjustment Board

Thursday, September 3, 2026-12:00 PM

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

Meeting Called to Order

Pledge of Allegiance

Roll Call

1. Approval of the Agenda

2. Consent Calendar

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

- a. Approval of the August 20, 2026 Meeting Minutes
Staff Reference: Hannah Witwicki

3. Public Hearing

4. Tabled Items

5. New Business

- a. Downtown Architectural Review of Sign Plan for First Citizens Bank at 1130 Sheridan Avenue and approval of Resolution PZ 26-36
Staff Reference: Jenny Cramer

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

7. Council Update

8. Matters from Staff Members

9. Adjournment

Upcoming Meetings: September 17, 2026 October 1, 2026 October 15, 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
August 20, 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, August 20, 2026 at 12:00 PM.

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

Present: P&Z Board Member Dan C. Holler, P&Z Board Member C. Daniel Schein, P&Z Board Member Carla Egelhoff, P&Z Board Member Sarah Miles, P&Z Board Member Ian Morrison; City Attorney Scott Kolpitzke; City Planner Jenny Cramer; Public Works Director Nate Morgan; Staff Engineer Kris Bruxvoort and Hannah Witwicki Administrative Coordinator Officer.

Absent: P&Z Board Member Kathryn Kyle; Erin Welty

City Planner Jenny Cramer presented the Commercial Sign Review for Noir at 1544 Salisbury Avenue and Approval of Resolution PZ 26-33.

Dan C. Holler made a motion seconded by None to approve Commercial Sign Review for Noir at 1544 Salisbury Avenue and Approval of Resolution PZ 26-33 with the conditions from the Staff report. The vote was unanimous. The motion passed.

City Planner Jenny Cramer presented the Downtown Architectural Review for Swelk, LLC at 1314 Sheridan Avenue and Approval of Resolution PZ 26-34 .

Dan C. Holler made a motion seconded by Ian Morrison to approve Downtown Architectural Review for Swelk, LLC at 1314 Sheridan Avenue and Approval of Resolution PZ 26-34 with the conditions from the Staff report. The vote was unanimous. The motion passed.

Ian Morrison recused himself due to a conflict of interest.

City Planner Jenny Cramer presented the Commercial Site Plan Review and Architectural and Landscaping Review for Yankee Properties, LLC and Approval of Resolution PZ 26-35 .

Carla Egelhoff made a motion seconded by C. Daniel Schein to approve Commercial Site Plan Review and Architectural and Landscaping Review for Yankee Properties, LLC and Approval of Resolution PZ 26-35 adding an additional finding no. 8, to suggest the addition of greenery to the front of the building, with the conditions from the Staff report. The vote was unanimous. The motion passed.

P&Z Board Member Ian Morrison made a motion seconded by P&Z Board Member Sarah Miles to adjourn the meeting. The vote was unanimous. The meeting was adjourned at approximately 12:22 PM.

Hannah Witwicki

Hannah Witwicki, Administrative

Coordinator

Meeting Date: September 3, 2026 Department: Community Development Staff Reference: Jenny Cramer
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AGENDA ITEM SUMMARY REPORT

Downtown Architectural Review of Sign Plan for First Citizens Bank at 1130 Sheridan Avenue and approval of Resolution PZ 26-36

PROPOSED ACTION:

Approve Downtown Architectural Review with staff recommended conditions, approve with modified conditions or deny.

SUMMARY OF INFORMATION:

Please see attached staff report.

FISCAL IMPACT:

ATTACHMENTS:

1. Staff Rpt First Citizens Bank
2. Resolution PZ 26-36
3. FCB Sign Plans

CITY OF CODY PLANNING, ZONING AND ADJUSTMENT BOARD STAFF REPORT

MEETING DATE:	SEPTEMBER 3, 2026	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	DOWNTOWN ARCHITECTURAL REVIEW OF SIGN PLAN: FIRST CITIZENS BANK	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	JENNY CRAMER, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

An application has been submitted by Cassandra Marfield, on behalf of Cima Network, Inc. and First Citizens Bank, as authorized by Michael Darby (property owner) to propose new branding from the existing "BMO" Bank signage to "First Citizens Bank" at 1130 Sheridan Avenue, as shown on the attached plans. The picture to the right illustrates the change in branding.



Existing Condition

The property is in a General Business (D-2) zoning district and is situated within the Downtown Architectural District.

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."*



Proposed Rendering

Pursuant to 10-10B-4 of the City of Cody Code, *"All structures within the district shall be architecturally compatible"*, and plans are to be submitted to the Planning and Zoning Commission for approval.

The entire subject property is located within the D-2 zoning district within the Downtown Architectural District. Signage jurisdiction is bisected: the lots in the northern half of the site where the building is situated falls within the Downtown Sign District, while the southern half, dedicated to parking and the bank drive-thru is situated in the D-2 Sign District.

Signage Compliance

Existing Signage

The proposal involves panel replacements for two existing freestanding signs and swapping out one attached wall sign facing Sheridan Avenue. Pursuant to City Code Section 10-15-5(A)(2) for signage, these changes are exempt from size analysis; however, design approval is required under the Downtown Architectural District review and the D-2 zoning district guidelines. Compliance details include:

- Freestanding Signs: Each sign measures 180 sq. ft. This is compliant with the 480 sq. ft. maximum in the Downtown Sign District and the 600 sq. ft. maximum in the D-2 District. One sign is located in the Downtown District (meeting the one-sign limit), and the second is in the D-2 zone, where overall sign size is regulated per zone lot.
- Wall Sign: The 43.13 sq. ft. wall sign is well within the 270 sq. ft. allowance for the property.
- Illumination: Internal illumination for all signs is proposed and adheres to current City Code standards.

Convenience Signage

Directional signs for "Drive-Thru Banking" and "Customer Parking" (3 sq. ft. each) are classified as "Convenience Signs." Per established precedent and past property reviews, these signs are considered exempt from the standard sign code limitations.

The new signage is very similar in color and design to the previous signs and appears to be architecturally compatible.

RECOMMENDATION:

Staff recommends approval of the First Citizens Bank Downtown Sign District Review, with the following condition:

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

**RESOLUTION PZ 26-36
CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD**

**TITLE: APPROVAL OF DOWNTOWN ARCHITECTURAL REVIEW OF SIGN PLAN
FOR FIRST CITIZENS BANK AT 1130 SHERIDAN AVENUE**

WHEREAS, Cassandra Marfield, on behalf of Cima Network, Inc. and First Citizens Bank, as authorized by Michael Darby, (property owner) submitted a downtown architectural review application for sign rebranding, as required by City of Cody Code Section 9-2-2B, and 10-10-B-4, at 1130 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 submitted 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 September 3, 2026, to review the plans and established the following findings:

1. The signage replacement on the property as shown on the plans will be architecturally compatible in the zoning district and the downtown.

WHEREAS, the Planning, Zoning and Adjustment Board concluded that the 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 approves the sign plans for First Citizens Bank regarding architectural compatibility at 1130 Sheridan Avenue, with the following condition:

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

By the Planning, Zoning and Adjustment Board on the 3rd day of September, 2026.

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

C. Daniel Schein, Jr., Chairman

Date

ATTEST:

Tina Gail, City Clerk



Site Name: BMO-Cody
Site ID: FC620

1130 Sheridan Avenue,
Cody, WY, 82414

Leased/Owned: Leased

Tier: N/A

July 22, 2026



building
brands
together.

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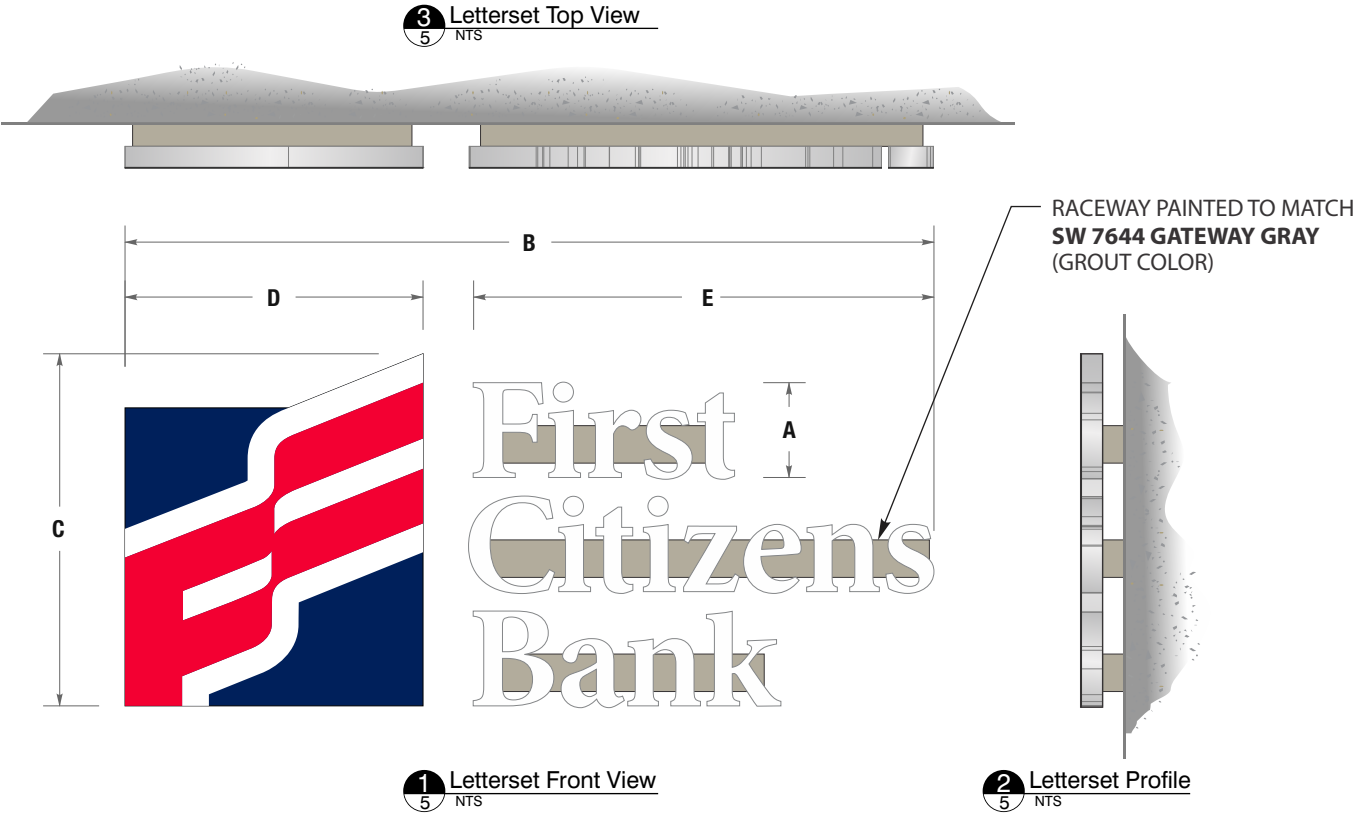




► **EXTERIOR SIGNAGE WORKSCOPE**

Sign #	Existing Signage	Qty	Proposed Signage	Qty
01	S/F Wall Sign	1	Channel Letters	1
02	D/F Pylon Sign Faces	1	Pylon Face Replacements	1
03	D/F Pylon Sign Faces	2	Pylon Face Replacements	2
04	ATM Surround	1	ATM Header Reface	1
05	Directional Signs	1	Directional Sign	1
06	No Parking Signs	3	No Parking Signs	3
07	Parking Signs	4	Parking Sign	4
08	Clearance Panel	1	Remain As Is	-
09	Door Vinyl	1	Remove BY OTHERS	-
10	Teller Window Vinyl	1	Remove BY OTHERS	-
11	Storefront Vinyl	1	Remove BY OTHERS	-
12	Roof Pylon	1	Remove BY CIMA	-





PART #	SQ. FT.	A	B	C	D	E
FCB-LP-EM-WH-S-14-R	43.13	14"	9'-11 7/16"	4'-4"	3'-8"	5'-8"

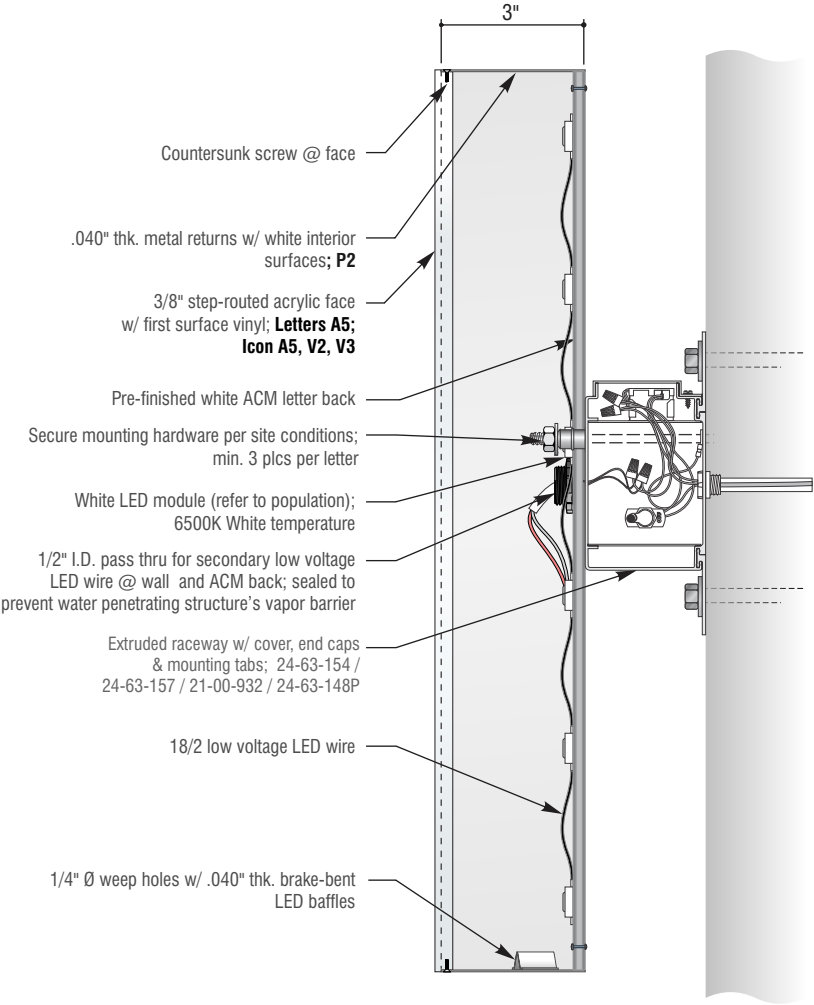
FINISH SPECIFICATIONS

REFER TO FAMILY OF SIGNS DOCUMENT

- FACE ILLUMINATED CHANNEL LETTERS

NOTES

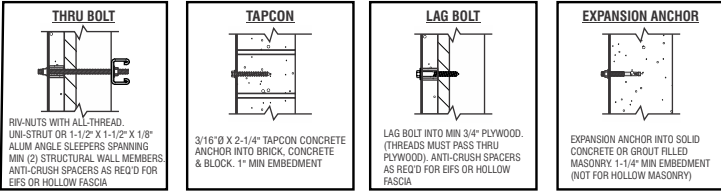
Code Allowance: 142.5
Existing Signage Sq Ft: 69.4
Proposed Signage Sq Ft: 43.13
% of Code Allowance: 30.2



4 Trimless Fabricated Icon / Letter - Section
5 Scale: 3" = 1"

TYPICAL APPROVED MOUNTING OPTIONS PER WALL CONDITION

ALL HARDWARE MUST BE NON-CORROSIVE



☒ STANDARD	☐ CUSTOM	☐ INFO REQUIRED
FCB-LP-EM-WH-S-14-R		



Existing Condition



Proposed Rendering



Simulated Night View



Existing Condition



Proposed Rendering



Simulated Night View



1 Pylon Sign Face Replacements - Front View

6 Scale: 3/8" = 1'-0"

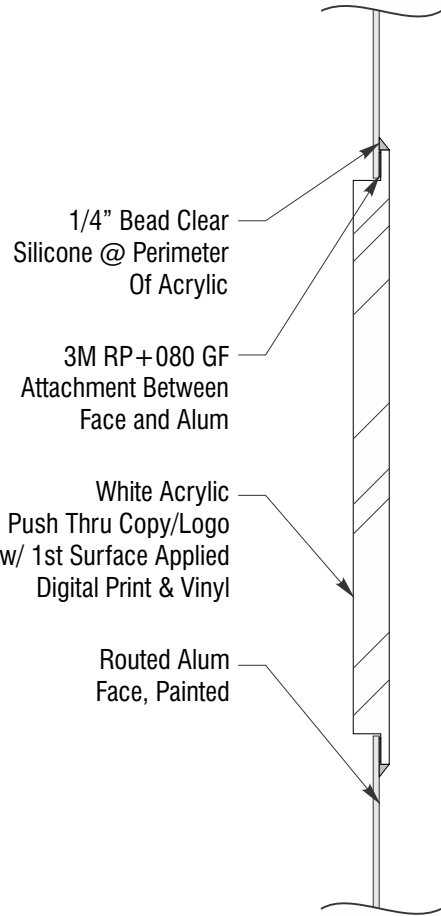
FINISH SPECIFICATIONS

REFER TO FAMILY OF SIGNS DOCUMENT

- PAINTED ALUMINUM ROUTED AND PUSHED THRU FACE REPLACEMENT
- PAINT CABINET AND RETAINERS SILVER AS SHOWN

NOTES

Code Allowance: 240.0
Existing Signage Sq Ft: 90.3
Proposed Signage Sq Ft: 90.3
% of Code Allowance: N/A



2 Push-Thru Detail

6 Scale: NTS

STANDARD

CUSTOM

Face Replacement

INFO REQUIRED



building
brands
together.

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PYLON SIGN FACES



Existing Condition



Proposed Rendering



1 Pylon Sign Face Replacements - Front View
Scale: 3/8" = 1'-0"

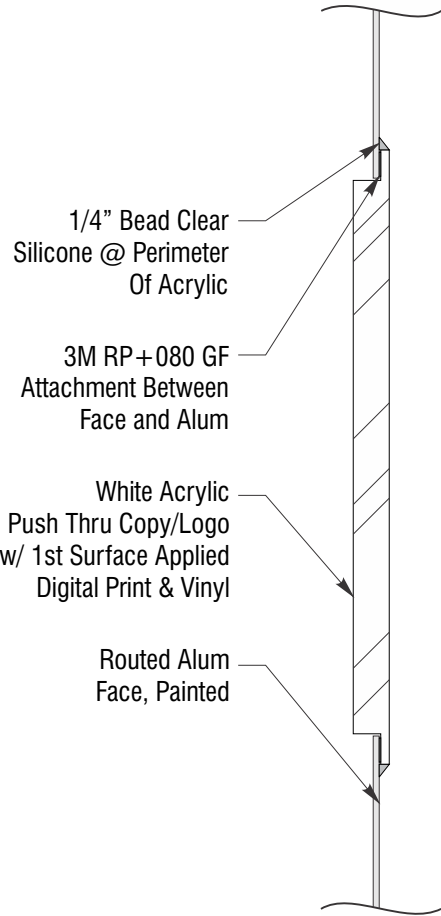
FINISH SPECIFICATIONS

REFER TO FAMILY OF SIGNS DOCUMENT

- PAINTED ALUMINUM ROUTED AND PUSHED THRU FACE REPLACEMENT
- PAINT CABINET AND RETAINERS SILVER AS SHOWN

NOTES

Code Allowance: 240.0
Existing Signage Sq Ft: 90.3
Proposed Signage Sq Ft: 90.3
% of Code Allowance: N/A

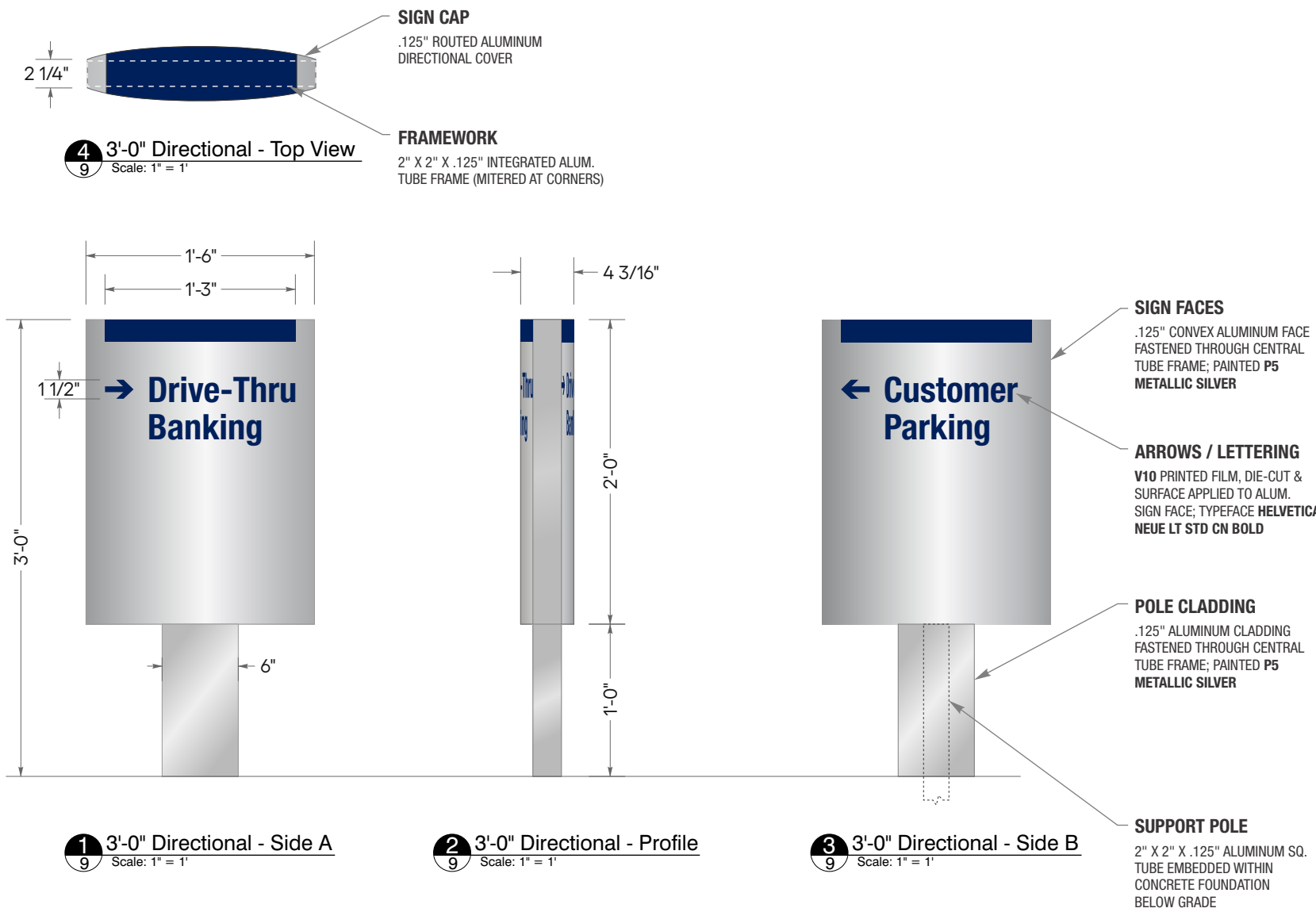


2 Push-Thru Detail
Scale: NTS

STANDARD	☒ CUSTOM	INFO REQUIRED
	Face Replacement	

SIGN 5 - QTY 1

DIRECTIONAL SIGN



FINISH SPECIFICATIONS

REFER TO FAMILY OF SIGNS DOCUMENT FOR SPECIFICATIONS.

- FABRICATED NON-ILLUMINATED DIRECTIONAL WITH PAINTED FINISH AS SHOWN AND FIRST SURFACE OPAQUE VINYL GRAPHICS

NOTES

Code Allowance: N/A
Existing Signage Sq Ft: 4.7
Proposed Signage Sq Ft: 3.0
% of Code Allowance: N/A



Existing Condition



Proposed Rendering

☒ STANDARD	☐ CUSTOM	☐ INFO REQUIRED
FCB-DIR-VC-36		