

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, May 13, 2014

A regular meeting of the Cody Planning, Zoning and Adjustment Board was held in the Council Chambers of City Hall in Cody, Wyoming on Tuesday, May 13, 2014 at 12:00 PM

Present: Justin Lundvall, Chairperson; Justin Ness, Vice Chairperson; Kim Borer; Brad Payne; Bob Senitte; Mark Musser; Buzzy Hassrick; Sandra Kitchen, Deputy City Attorney; Steve Miller, Council Liaison; Todd Stowell, City Planner; Utana Dye, Certified Engineering Technician II.

Absent: None

Chairperson Justin Lundvall called the meeting to order at 12:02 PM, followed by the pledge of allegiance.

Brad Payne entered the meeting at 12:03p.m.

Justin Ness made a motion, seconded by Mark Musser to approve the agenda with item 7D (Wyoming Firearms Experience) removed from the agenda, as requested by the applicant. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Mark Musser, to approve the minutes for the April 22, 2014 meeting, with corrections. Vote on the motion was unanimous, motion carried.

Kim Borer made a motion, seconded by Justin Ness, to approve the minutes for the April 29, 2014 with corrections. Vote on the motion was unanimous, motion carried.

Presentation of Communications:

Justin Lundvall recused himself from the meeting for the next agenda item.

Todd Stowell presented the staff report for the site plan review for the Park County Sheriff Department's Search and Rescue Building located at 721 15th Street.

Greg Gaspers is the representative for the Sheriff Department. There was some discussion about the flag pole location. The applicant was willing to move the flag pole closer to the building to provide the parking requested. The roof gutter requirement is something that the applicant is willing to do. Mr. Gaspers mention that Sage Civil Engineering is working with staff on the drainage issues. There was a question raised about the lighting being full cut off. Did the applicant have a problem with that recommendation? Greg said the lighting was called out that way (cut-off) so that the lights would not go beyond the property line.

There was a question about the flag pole being illuminated and whether the American flag was going to be taken up and down every day. Greg mention that the flag will be illuminated at night so that the flag would not need to be taken down daily. The light for the flag pole will be placed on the monument base.

Kim Borer made a motion, seconded by Brad Payne, to approve the site plan review for the Park County Sheriff Department Search and Rescue Building located at 721 15th Street with the following condition:

1. That unless adequate off-site parking is provided, use of the facility is limited to the storage, command center, and small search and rescue training sessions as described by the applicant. The facility cannot be used for large training events/meetings, or other uses that would exceed available parking on site and along the property frontage.
2. That detail to the construction plans be added showing the gutter system being sloped to direct runoff from at least 750 square feet of the roof area to the infiltration trench on the west side of the building.
3. That the exterior lighting be full cut-off style (no lens below the metal fixture housing).
4. That the project must otherwise comply with the submitted plans and applicable building, fire, and electrical codes.

Buzzy Hassrick made a motion to amend the motion, second by Brad Payne, to include two more conditions: To move the flag pole to allow more parking, and to remove the existing signs.

Vote on the amended motion was unanimous. Motion carried.

Justin Lundvall re-entered the meeting.

Todd Stowell presented the staff report for the Park County School District #6, Six-Court Tennis Complex located at 2901 Cougar Avenue.

Mark Cozzens is the representative for the Park County School District #6. The question was raised about snow removal and the location of where the snow would be move to. They applicant addressed the issue of snow removal. They did not show shade structures on the court, so in case it does snow they would be able to remove the snow from the courts. Most all the snow melt will be going off to the north into the football field area. Because the school uses the grassy area between the parking lot and the tennis courts, snow will not be place in that area. There was some discussion on the lighting that is going to be installed with the complex. This is a combination project between the Community and the School District. The School district will continue the maintenance of the facility. They hope to put in restrooms/concession stand in the future.

Justin Ness made a motion, seconded by Kim Borer, to approve the landscape, architecture, and sign plan for the Park County School District #6, Six-Court Tennis Complex located at 2901 Cougar Avenue subject to the following recommendations:

1. On the construction plans, add an ADA compliant sidewalk connecting the existing concrete basketball area to the tennis court sidewalk.
2. The lighting for the tennis courts must have a timer to automatically shut off the lighting at night. Shut off time is to be no later than 11:00 p.m. at this time and may be limited to as early as 10:00 p.m. if conflicts arise with future residential development in the area.
3. Informational signage of conservative size is recommended and authorized, to inform users of hours of operation, rules for use, etc.
4. Correct the drainage note on sheet P2 to refer to drainage flow from East to West instead of West to East, and resolve the outstanding question of drainage on the east end of the site with the City Engineer.

Vote on the motion was unanimous. Motion carried.

Todd Stowell presented the staff report for the site plan for Ed Higbie's 5,728 square foot shop and office area located at 178 Blackburn Street.

Ed Higbie spoke on behalf of his project. He has met the parking requirements of 6 spaces.

Brad Payne made a motion, seconded by Justin Ness, to approve the site plan for Ed Higbie's 5728 square foot office and shop located at 178 Blackburn Street with the following condition:

1. Any use of the facility that will involve outside storage of scrap or junk materials, the handling of hazardous materials, or potential ground contamination issues is not authorized without further site plan review by the Planning and Zoning Board.
2. That the storm water facilities be coordinated with and approved by the city engineer prior to building occupancy.
3. That any exterior lighting be of a down-lit style.
4. That a hard surfaced ADA parking space and loading area be provided in accordance with ADA standards.
5. That the project must otherwise comply with the submitted site plan and applicable building, fire, and electrical codes.
6. Including parking blocks requirement for a gravel parking lot.

Vote on the motion was unanimous. Motion carried.

P&Z Board Matters:

The Board had no matters to discuss.

Council Update:

There were no Council updates.

Staff Items:

There were no staff matters to discuss.

Justin Ness made a motion, seconded by Mark Musser to adjourn the meeting. Vote on the motion was unanimous, motion carried.

There being no further business to come before the board, Chairperson Justin Lundvall adjourned the meeting at 12:54PM.

Utana Dye
Certified Level II Engineering Tech. II