

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, September 23, 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, September 23, 2014 at 12:00 PM

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

Absent: Justin Ness, Brad Payne

Chairperson Justin Lundvall called the meeting to order at 12:00 PM, followed by the pledge of allegiance.

Kim Borer made a motion, seconded by Buzzy Hassrick, to approve the agenda. Vote on the motion was unanimous, motion carried.

Buzzy Hassrick made a motion, seconded by Mark Musser, to approve the minutes for the September 9, 2014 meeting with the corrections noted. Vote on the motion was unanimous, motion carried.

NEW BUSINESS:

Todd Stowell presented the staff report for off-site parking agreement between High Country Associates, LLC and Rocky Mountain Liquor, located at 205 Trail Avenue.

Mark Musser made a motion, seconded by Robert Senitte, to approve the parking agreement between High County Associated, LLC and Rocky Mountain Liquors as presented with the following conditions:

1. Final approval of the parking agreement by the City Attorney
2. Verification of liability insurance for the shared spaces.
3. Execution of the parking agreement by both parties.
4. Verification of angles of parking.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for an industrial shop with office space for Edwin Higbie located at 171 Blackburn Avenue.

Buzzy Hassrick made a motion, seconded by Kim Borer, to approve the industrial shop with office space located at 171 Blackburn Avenue as presented with the following conditions:

1. Any uses 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. Any exterior lighting must be of a down-lite style.
3. A hard surfaced ADA parking space and loading area be provided in accordance for the south unit, or execute a shared parking agreement for a common ADA parking space and loading area.

4. Modify the site plan to include eight parking spaces and associated parking requirements, including: delineating the gravel parking stalls (i.e. parking blocks); providing a parking block on the ADA space to preserve a 5-foot wide sidewalk; and adding exterior lighting for the parking areas (full-cut off fixtures).
 5. Modify the utility services on the site plan to reflect individual services to each unit, with service lines running outside lines running outside of the utility.
 6. The project must otherwise comply with the submitted site plan and applicable building, fire and electrical codes.
 7. Along with the recommendation for some architectural enhancements of the office facade.
- Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for a site plan review for an architectural review of external chiller and pump, for the Cody Laboratories, located at 601 Yellowstone Avenue.

Kim Borer made a motion seconded by Robert Senitte to approve the site plan review for the architecture for external chiller and pump at Cody Laboratories located at 601 Yellowstone Avenue with no additional requirements at this time. Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for storage units for A+ Secure Storage located at 319 Roberts Street.

Duncan Bonine with DBW and Sara Kendrick with Long Range Investments were at the meeting to discuss the project. The other color option the applicant gave was to do a rustic brown/stone color siding with a weathered copper trim and roof.

Kim Borer made a motion second by Buzzy Hassrick to approve the site plan review for A+ Secure Storage located at 319 Robert Street with the following conditions:

1. Prior to occupancy, the installation of the storm water management system will need to be inspected and certified by the engineer, in writing, that it was built as designed.
 2. The grading and landscaping within the Robert Street right-of-way requires a street encroachment permit from the City. The trees/bushes and their exact locations need to be identified on that on application so that the city can verify compliance with the city ordinance on tree size in relation to utility location. In addition the board can require those details to be brought back to them for review prior to installation.
 3. Landscaping shall be provided prior to occupancy of the storage building(s). Alternatively, a financial security to ensure landscaping installation may be provided to delay installation of the landscaping for up to six months after occupancy.
 4. The project must otherwise comply with the submitted site plan and applicable building, fire, and electrical codes. A building permit is required. All requirements must be completed prior to use of the facility and issuance of a certificate of occupancy.
 5. The building color of the mason rock with copper trim. (Rock color, preferably not grey stone).
- Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for awning sign for The Cowboy Palace located at 1251 Sheridan Avenue.

Mark Musser made a motion second by Robert Senitte to approve the awning for The Cowboy Palace located at 1251 Sheridan Avenue as presented. Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for an awning sign for Cody Jewelers, located at 1213 Sheridan Avenue.

Buzzy Hassrick made a motion second by Kim Borer to approve the awning sign for Cody Jewelers, located at 1213 Sheridan Avenue as presented with the understanding that the lettering is the same size as the existing sign. Vote on the motion was unanimous, motion carried.

Approved Signs by Staff: None

P&Z Board Matters: None

Council Update: None

Staff Items:

Mark Musser made a motion, seconded by Kim Borer, 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 1:02 PM.

Utana Dye
Certified Engineering Technician II