

**City of Cody**  
**Planning, Zoning and Adjustment Board**  
**Tuesday, October 9, 2012**

A regular meeting of the Cody Planning, Zoning and Adjustment Board was held in Council Chambers of City Hall in Cody, Wyoming on Tuesday, October 9, 2012 at 12:00 PM

Present: Kim Borer, Chairperson; Justin Lundvall; Jacob Ivanoff; Bud McDonald; Bob Senitte; Steve Miller, Council Liaison; Sandra Kitchen, Deputy City Attorney; Todd Stowell, City Planner; Jolene Osborne, Engineering Administrative Assistant;

Excused Absence: Rick Brasher, Vice Chairperson; Mark Musser;

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

Bob Senitte made a motion seconded by Bud McDonald to approve the agenda. Vote on the motion was unanimous, motion carried.

Bud McDonald made a motion seconded by Justin Lundvall to table the minutes of the September 25, 2012 regular meeting until the video can be reviewed in relation to the requirements for the Gee Properties, LLC vacation application. Vote on the motion was unanimous, motion carried.

Bud McDonald made a motion seconded by Bob Senitte to approve the minutes of the October 2, 2012 special meeting with the correction that "consultants" be changed to "staff." Vote on the motion was unanimous, motion carried.

**PRESENTATION OF COMMUNICATIONS:**

Todd Stowell presented the staff report regarding the site plan application submitted by Groathouse Construction, Inc for a proposed office addition to The Collier Building at 911 12<sup>th</sup> Street.

Austin Allen of Groathouse Construction, Inc. emphasized that the proposal to construct an office addition to the Collier Building at 911 12<sup>th</sup> Street would not increase the number of employees at or visitors to the building and therefore should not require additional parking.

Jacob Ivanoff made a motion seconded by Bud McDonald to recommend to Council a waiver of the requirements for on-site parking and approve the site plan application submitted by Groathouse Construction, Inc. for an office addition to The Collier Building at 911 12<sup>th</sup> Street as presented subject to the following:

1. Exterior lighting is to be of a down-lit style.
2. Descriptions of the utility relocations and/or modifications will need to be submitted for review no later than at the time of the building permit submittal.
3. The project must otherwise comply with the submitted site plan and applicable building, fire, and electrical codes. A building permit is required.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report for the proposal to construct a meat processing facility to be located at 2517 Frank Court submitted by Wyoming Authentic Products and Forward Cody.

James Klessens of Forward Cody spoke to the proposal explaining the boundary adjustment to be reviewed by council on Tuesday. He also spoke to the applicant's concern regarding landscaping requirements. He addressed questions from the board regarding noise pollution. The requirements outlined by staff were all discussed.

Justin Lundvall made a motion seconded by Bud McDonald to table the application submitted by Wyoming Authentic Products and Forward Cody for property located at 2517 Frank Court until the applicant can provide more information. Vote on the motion was unanimous, motion carried.

Bud McDonald made a motion seconded by Jacob Ivanoff to adjourn the meeting. Vote on the motion was unanimous, motion carried.

Meeting adjourned at 12:57 PM

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Jolene Y. Osborne  
Engineering Administrative Assistant