

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

Minutes of the Regular Meeting Held September 13, 2011 at 12:00 PM

CALL TO ORDER: Chairperson Greg Gaspers called the meeting to order at 12:00 PM.

**ROLL CALL**

PRESENT: Jacob Ivanoff; Kim Borer, Vice Chairperson; Rick Brasher; Greg Gaspers, Chairperson; Bud McDonald; Justin Lundvall; Bill Nielson; Steve Miller, Council Liaison; Sandee Kitchen, Deputy City Attorney; Utana Dye, Certified Engineering Technician II; Jolene Osborne, Engineering Administrative Assistant;

EXCUSED ABSENCE: None

ABSENT: None

Justin Lundvall made a motion seconded by Bud McDonald to approve the minutes of the August 23, 2011 regular session meeting.

Vote on the motion was unanimous, motion carried.

**PRESENTATION OF COMMUNICATIONS:**

A. Kim Borer made a motion seconded by Bill Nielson to approve the landscape, architectural and sign application submitted by Parkway RV Campground for property located at 132 Yellowstone Avenue with the following conditions:

1. The applicant will submit a complete set of construction plans to the building department for their review and approval.
2. The applicant will pay all assigned building and utility permit fees.
3. Any signage must conform to the sign code.

Vote on the motion was unanimous, motion carried.

B. Kim Borer made a motion seconded by Bud McDonald to remove the application for the approval of the Preliminary Plat for the Blackburn Subdivision PUD submitted by Ed Higbie from the table.

Vote on the motion was unanimous, motion carried.

Bill Nielson made a motion seconded by Kim Borer to recommend to council approval of the Preliminary Plat for the Blackburn Subdivision PUD submitted by Ed Higbie with the following conditions:

1. The Lot Owner's Association is responsible for the operation and maintenance of the Storm Water Facilities and the Detention Basin. If this condition is passed by the P&Z and Council, the Preliminary Plat will need to be changed to reflect that only the lands for the existing drainage are to be deeded to the City.
2. That the Final Plat is prepared to reflect easements required to cover all the existing power lines on the property.
3. That a Lot Owners association is created and all covenants and by-laws associated therewith are filed with the City for their review along with the submittal for the Final Plat.

Jacob Ivanoff, Kim Borer, Rick Brasher, Greg Gaspers, Bud McDonald and Bill Nielson voted in favor of the motion. Justin Lundvall opposed the motion. Motion carried.

The meeting was adjourned at 12: 39 PM.

Respectfully submitted,

Jolene Y. Osborne  
Engineering Administrative Assistant