

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

Minutes of the Regular Meeting Held October 25, 2011 at 12:00 PM

CALL TO ORDER: Chairperson Greg Gaspers called the meeting to order at 12:04 PM.

**ROLL CALL**

PRESENT: Jacob Ivanoff; Kim Borer, Vice Chairperson; Rick Brasher; Greg Gaspers, Chairperson; Bud McDonald; Justin Lundvall; Steve Miller, Council Liaison; Sandee Kitchen, Deputy City Attorney; Steve Payne, Public Works Director; 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 October 11, 2011 regular session meeting.

Vote on the motion was unanimous, motion carried.

**PRESENTATION OF COMMUNICATIONS:**

- A. Bud McDonald made a motion seconded by Kim Borer to approve the site plan review application submitted by North West Group, LLC dba CWDT, LLC for property located at 534 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.

Vote on the motion was unanimous, motion carried.

- B. Jacob Ivanoff made a motion seconded by Rick Brasher to approve the minor commercial review application submitted by Cooter Brown's, LLC for property located at 1134 13<sup>th</sup> Street with the following conditions:
1. The applicant will submit and pay for an electrical permit and inspection.

Vote on the motion was unanimous, motion carried.

C. P&Z Board Matters:

Kim Borer gave the board an update on the Sheridan Avenue Streetscape Plan. The committee has started the interview process.

D. Council Update:

The council will be interviewing prospective planner candidates Monday, November 7<sup>th</sup>.

E. Staff Update:

Staff suggested the board form an off-street parking review committee as staff review of requirements has revealed that the City of Cody may be more restrictive than surrounding areas.

Rick Brasher, Greg Gaspers and Bud McDonald agreed to form the committee with input from Steve Miller.

The meeting was adjourned at 12: 27 PM.

Respectfully submitted,

Jolene Y. Osborne  
Engineering Administrative Assistant