

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD

Minutes of the Regular Meeting Held November 22, 2011 at 12:00 PM

CALL TO ORDER: Chairperson Greg Gaspers called the meeting to order at 12:01 PM.

ROLL CALL

PRESENT: Jacob Ivanoff; Kim Borer, Vice Chairperson; 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: Rick Brasher

ABSENT:

Justin Lundvall made a motion seconded by Bud McDonald to approve the minutes of the November 8, 2011 regular session meeting.

Vote on the motion was unanimous, motion carried.

PRESENTATION OF COMMUNICATIONS:

- A. Kim Borer made a motion seconded by Justin Lundvall to approve of the commercial site development application submitted by Robert Martin, dba Bzar Chameleon for property located at 3534 Big Horn 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. The applicant will work with City staff on sanitation collection if the proposed site becomes challenging.

Vote on the motion was unanimous, motion carried.

- B. Bud McDonald made a motion seconded by Jacob Ivanoff to approve of the commercial site development application submitted by Tim Leininger on behalf of 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.

C. P&Z Board Matters:

Jacob Ivanoff made a motion seconded by Bud McDonald to cancel the December 27, 2011 meeting of the Planning, Zoning and Adjustment Board.

Vote on the motion was unanimous, motion carried.

- D. Council Update: Steve Miller announced that the City Administrator has offered the Community Planner position to Todd Stonewall of Utah. He has accepted and will begin January 3, 2012.

E. Staff Update

1. Steve reminded the board that at the first meeting in January will be the election of chairperson and the vice chairperson. Kim Borer and Greg Gaspers terms are up this year.
2. An off-street parking ordinance is being drafted and will need to be reviewed by the city attorney before sub-committee and board review.
3. We have several larger applications that will be coming before the board and we are fortunate that people continue to invest in the City of Cody.

The meeting was adjourned at 12:18 PM.

Respectfully submitted,

Jolene Y. Osborne
Engineering Administrative Assistant