

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD

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

CALL TO ORDER: Chairperson Greg Gaspers called the meeting to order at 12:02 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

Bud McDonald made a motion seconded by Kim Borer to approve the minutes of the November 22, 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 the commercial site development application submitted by Cody Laboratories, Inc. for property located at 601 Yellowstone Avenue with the following conditions:

1. Approval of a fence greater than 6' in height.
2. The applicant will submit a complete set of construction plans to the building department for their review and approval.
3. The applicant will pay all assigned building and utility permit fees.

Vote on the motion was unanimous, motion carried.

B. Justin Lundvall made a motion seconded by Rick Brasher to approve the commercial development application submitted by Mike Kelly on behalf of Kenco Security and Technology for property located at 428 West 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. Bud McDonald made a motion seconded by Jacob Ivanoff to approve the minor commercial review application submitted by Rick Hendrich on behalf of China Town Restaurant for property located at 937 Sheridan 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.

D. Bud McDonald made a motion seconded by Jacob Ivanoff to approve the commercial review application submitted by Riley's Bakery for property located at 205 Trail Avenue.

Vote on the motion was unanimous, motion carried.

E. Bud McDonald made a motion seconded by Rick Brasher to approve the commercial development application submitted by Wendy Kays for property located at 214 Yellowstone Avenue with the following conditions:

1. The applicant will work with staff to re-site the building to limit car stacking to the site which is being leased and to limit ingress/egress issues with Yellowstone Avenue and the entrance to the site.
2. The applicant will submit a complete set of construction plans to the building department for their review and approval.
3. The applicant will pay all assigned building and utility permit fees.

Vote on the motion was unanimous, motion carried.

F. P&Z Board Matters:

1. Greg Gaspers announced that this will be his last year serving on the board. He thanked staff, council and board members.

G. Council Update:

1. Steve Miller thanked Greg Gaspers for his two terms of service.
2. The Council will be taking action to appoint three members to the board: Kim Borer, Bob Senitte and Mark Musser.

H. Staff Update

1. Steve wished to remind members that those who are leaving the board will still need to attend the first meeting in January.
2. The second P&Z meeting in December has been cancelled.
3. The proposed ordinance to modify the off street parking regulations will come before the board for review in January.

The meeting was adjourned at 12:45 PM.

Respectfully submitted,

Jolene Y. Osborne
Engineering Administrative Assistant