

**City of Cody**  
**Planning, Zoning and Adjustment Board**  
**Tuesday, January 24, 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, January 24, 2012 at 11:58 PM

Present: Rick Brasher, Vice Chairperson; Jacob Ivanoff; Kim Borer, Chairperson; Bud McDonald; Justin Lundvall; Mark Musser; Robert Senitte; Steve Miller, Council Liaison; Mayor Nancy Tia Brown; Sandra Kitchen, Deputy City Attorney; Todd Stowell, City Planner; Jolene Osborne, Engineering Administrative Assistant;

Absent:

Chairperson Kim Borer called the meeting to order at 12:00 PM, followed by the pledge of allegiance.

Bud McDonald made a motion seconded by Mark Musser to approve the Agenda. Vote was unanimous.

Jacob Ivanoff made a motion seconded by Bud McDonald to approve the minutes of the January 10, 2012 regular session meeting. Vote on the motion was unanimous, motion carried.

Layton Construction presented the sign plan for West Park Hospital, and noted that the proposed "Long-Term Care" sign at the north end of Stock Drive would be at the current sign location, rather than as shown on the site plan.

Todd Stowell, City Planner, presented the staff report and explained that Planning and Zoning Board approval of the signs in the city road right-of-way would be subject to further review and approval by City council.

Jacob Ivanoff made a motion seconded by Bud McDonald to approve the sign plan review application submitted by Layton Construction on behalf of West Park Hospital for property located at 707 Sheridan Avenue with the following conditions as recommended by staff:

1. Signs 7A, 8, 9, 10, 3A/3B, 4, 5 and 6 shall not be installed on City right-of-way unless authorized by the Cody City Council.
2. Sign 8 shall be located on the north side of the driveway.
3. The exact location of sign 10 shall be subject to approval of the City Engineer, so as not to be located over the water main, electrical conduit, or within the alignment of the planned pedestrian pathway.
4. The signs shall otherwise comply with the submitted plans and applicable building and electrical codes.

Vote on the motion was unanimous, motion carried.

Greg Gaspers of Mountain States Consulting presented the K.B. Nelson site plan proposal.

Todd Stowell presented the staff report and explained that building and fire code requirements may affect the architecture of the building along the south line (possible

parapet requirement). The Board is to review the architectural and landscaping components of the proposal.

Justin Lundvall made a motion seconded by Rick Brasher to approve the commercial site plan application submitted by K.B. Nelson Construction for property located at 408 Blackburn Street with the following conditions:

1. The applicant will submit a complete set of construction plans to the building department for their review and approval that may include architectural modifications necessary to comply with required building or fire codes, such as installation of a parapet wall and associated roof alterations.
2. The applicant will apply for a building permit.

Vote on the motion was unanimous, motion carried.

P&Z Board Matters:

1. Jacob Ivanoff requested the city provide the P&Z board with city email addresses as well as the option to use digital media during the meeting.
2. Kim Borer gave an update regarding the streetscape plan. The company selected was WLC Engineering out of Casper working in conjunction with architects Russell Mills Studios from Fort Collins.

Council Update: Councilman Steve Miller had nothing to report.

Todd Stowell presented a training regarding group decision-making.

Staff Update

1. Todd Stowell surveyed the board regarding the benefits of WyoPASS memberships for 2012 as the annual \$55 per member fee is due. Bud McDonald attended the Spring conference and thought it was worth it. April 23 is the date for the 2012 Spring session. Kim Borer stated that it does make the members feel more connected. Jacob Ivanoff did not find value in the membership nor conference he attended. Rick Brasher did not find value in the magazine. Perhaps there would be value if more members took advantage of the offered conferences.
2. Scott Kolpitcke would like to present orientation training on a Wednesday at 11:30 am with lunch provided. The first three Wednesday's in February are proposed. The board requested staff communicate through email to schedule the training session.

Bud McDonald made a motion seconded by Mark Musser to adjourn the meeting. Vote on the motion was unanimous. Meeting adjourned at 12:49 PM.

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Jolene Y. Osborne  
Engineering Administrative Assistant