

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, September 24, 2013

A regular meeting of the Cody Planning, Zoning and Adjustment Board was held in Council Chambers of City Hall in Cody, Wyoming on Tuesday, September 24, 2013 at 12:00 PM

Present: Rick Brasher, Chairperson; Kim Borer; Justin Lundvall, Vice Chairperson; Justin Ness; Bud McDonald; Bob Senitte; Steve Miller, Council Liaison; Sandra Kitchen, Deputy City Attorney; Todd Stowell, City Planner; Utana Dye, Certified Engineering Technician II;

Excused Absence: Mark Musser

Chairperson Rick Brasher called the meeting to order at 12:01 PM, followed by the pledge of allegiance.

Justin Ness made a motion seconded by Kim Borer to remove item C from the agenda and approve the agenda as amended. Vote on the motion was unanimous, motion carried.

Kim Borer made a motion seconded by Justin Lundvall to approve the minutes of the September 10, 2013 regular meeting. Vote on the motion was unanimous, motion carried.

PRESENTATION OF COMMUNICATIONS:

Todd Stowell presented the staff report regarding the exterior remodel of the Comfort Inn at 1601 Sheridan Avenue. The applicant proposes to re-side both buildings with E.I.F.S. in a beige color scheme, and replace the entry doors.

Bob Senitte made a motion seconded by Justin Ness to approve the exterior remodel application of the Comfort Inn buildings at 1601 Sheridan Avenue as proposed. Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report regarding the proposed architectural modifications to the previously approved Millstone Pizza site at 1057 Sheridan Avenue.

Andy Cowan of Tundra General Contractors answered questions from the board.

Justin Ness made a motion seconded by Bud McDonald to approve the proposed modifications to the Millstone Pizza architecture at 1057 Sheridan Avenue, including new arched entryways at the south and east entrances and the railing for the outdoor patio. Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report outlining the final plat application submitted by Gloria Borner for Willow Creek Minor Subdivision.

Kim Borer made a motion seconded by Justin Lundvall to recommend to council approval of the Willow Creek Minor Subdivision Final Plat subject to the following conditions:

1. The mayor is not to sign the final plat until the time the developer closes on the property purchase. (This is to address the validity of the water right transfer agreement).
2. Provide utility letters and any easements required by the utility providers (Cody Canal and TCT letters pending).
3. Add a 15-foot wide utility easement across the north end of Lot 7-A2.
4. Modify the variance language as requested.
5. Provide the corrected final plat mylar for signature (2 copies).
6. Payment of applicable utility fees for the subdivision.

Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report regarding the final plat application submitted by Katherine Kamm for the Kamm Simple Subdivision located in the County on North 37th Street.

Justin Lundvall made a motion seconded by Justin Ness to recommend to council approval of the Kamm Simple Subdivision Final Plat, subject to providing utility letters and any needed easements added to the final plat. Vote on the motion was unanimous, motion carried.

Todd Stowell presented the staff report regarding the conceptual plan application submitted by Jerry Thiel and Sons Construction for a 17-lot major subdivision east of 29th Street.

Topics noted included sewer line elevation limitations, switching sewer and water line locations, placing the common trench behind the sidewalk in a utility easement, looping the electrical service, using the draft master plan street cross section, roll-out garbage collection, dedication of the "future street" as right-of-way now and improving it for either parking or garbage truck turn-around purposes (or concreting the cul-de-sac bulb), storm water retention in the common area, cash-in-lieu of public use areas (City Parks Dept. does not want the land), lack of alleys, waiver of the 50-foot frontage standard, and a setback variance for the common wall units.

Rick Brasher asked for clarification on what is considered Common Space/Public Use Areas. Todd explained and read the ordinance to the board.

Kim wanted to see more off-street parking made available for the lots at the end of the cul-de-sac. The applicant agrees to look in to some options.

The Board did not voice any other concerns with the overall project or modifications recommended in the staff report.

Dave Bergh from GDA Engineers answered questions from the Board and indicated that he had received enough direction on how to proceed with preparation of the preliminary plat.

Todd Stowell presented the staff report outlining the proposal by Ted Williams for the construction of the Signal Hill Office Building to be located at 1525 18th Street.

Brian Johnson of Collaborative Design Architects, Dax Simek from Morrison Maierle, Kathy Moore is Office manager for Signal Hill, all answered questions from the board, primarily

relating to parking needs and options to ensure adequate parking for additional or future users.

Kim Borer made a motion seconded by Bud McDonald to approve the site plan application submitted by Ted Williams for the construction of the Signal Hill Office Building to be located at 1525 18th Street with the following conditions:

1. Review and approval of the storm water plan by the City engineer.
2. That parking lot lighting be added to the civil plans, and installed.
3. That the ADA parking space and accessible route to the building be included on the civil drawings according to applicable code.
4. That curb and sidewalk be installed along the frontage of the property to city standards.
5. The number of parking spaces required for the current owner and building layout is twelve. Additional parking analysis will be needed for future owners or other businesses that want to utilize the facility, which may require installation of additional parking. (Note: A notice to this effect will be recorded at the County courthouse.)
6. That final utility details be reviewed and approved by the public works director.
7. That the project otherwise comply with the site plan and applicable building, fire, and electrical codes.
8. That the storm water facilities be inspected and certified by the applicant's engineer that they were completed according to approved plans, prior to building occupancy.

Vote on the motion was unanimous, motion carried.

Todd Stowell noted that there was an approved sign application for Canyon Therapy at 1726 Beck Avenue.

Steve Miller had nothing to report.

Todd Stowell had nothing to report.

Bud McDonald made a motion seconded by Justin Ness to adjourn the meeting. Vote on the motion was unanimous, motion carried.

There being no further business to come before the board, Chairperson Rick Brasher adjourned the meeting at 1:32 PM.

Utana Dye
Certified Engineering Technician II