

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD

Minutes of the Regular Meeting Held January 10, 2012 at 12:00 PM

CALL TO ORDER: Chairperson Greg Gaspers called the meeting to order at 12:00 PM.

ROLL CALL

PRESENT: Jacob Ivanoff; Kim Borer, Vice Chairperson; Rick Brasher; Greg Gaspers, Chairperson; Bud McDonald; Justin Lundvall; Mark Musser; Robert Senitte; Steve Miller, Council Liaison; Sandra Kitchen, Deputy City Attorney; Steve Payne, Public Works Director; Todd Stowell, City Planner; Jolene Osborne, Engineering Administrative Assistant;

EXCUSED ABSENCE: None

ABSENT: None

Kim Borer made a motion seconded by Justin Lundvall to approve the minutes of the December 13, 2011 regular session meeting.

Vote on the motion was unanimous, motion carried.

New Planning, Zoning and Adjustment Board members Mark Musser and Bob Senitte were introduced.

Greg Gaspers stepped down from his position on the board. The board thanked him for his service.

Kim Borer nominated Justin Lundvall to be elected Planning, Zoning and Adjustment Board Chairperson for 2012. Bud McDonald nominated Kim Borer as Chairperson. Bud McDonald made a motion seconded by Rick Brasher to cease nominations. Nominations ceased. Vice Chairperson Kim Borer called for the vote.

Kim Borer and Mark Musser voted in favor of Justin Lundvall. Rick Brasher, Jacob Ivanoff, Justin Lundvall, Bud McDonald and Bob Senitte voted in favor of Kim Borer.

The motion to elect Kim Borer as Planning, Zoning and Adjustment Board Chairperson for 2012 carried.

Rick Brasher nominated Jacob Ivanoff to be elected Planning, Zoning and Adjustment Board Vice Chairperson for 2012. Justin Lundvall nominated Rick Brasher as Vice Chairperson. Bud McDonald made a motion seconded by Justin Lundvall to close the nominations. Nominations ceased. Chairperson Kim Borer called for the vote.

Jacob Ivanoff, Kim Borer, Justin Lundvall, Bud McDonald and Bob Senitte voted in favor of Rick Brasher for Vice Chairperson. Rick Brasher and Mark Musser voted in favor of Jacob Ivanoff as Vice Chairperson.

The motion to elect Rick Brasher as Planning, Zoning and Adjustment Board Vice Chairperson for 2012 carried.

New City Planner Todd Stowell was introduced.

PRESENTATION OF COMMUNICATIONS:

- A. Justin Lundvall made a motion seconded by Jacob Ivanoff to approve the site plan review application submitted by Magargal Custom Building on behalf of Scott and Shelly Moore for property located on County Road 3CXS Lot 3 Hayden Addition 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. P&Z Board Matters:

1. The board was asked to review their contact information and relay that information to staff.
2. Steve Payne spoke to the board regarding training with the city attorney. The board requested training be scheduled via email.

C. Council Update: Councilman Steve Miller welcomed the new city planner, Todd Stowell and Mark Musser and Robert Senitte to the Planning and Zoning Board.

D. Staff Update

1. Todd Stowell spoke to the board regarding the Master Plan Request for Proposal process. The City has received five responses from consultants that intend to submit proposals. The deadline for the formal submittal is January 30th. Staff will be composing a selection committee and would like to include a few board members. Todd expressed that the Master Plan Update is a great opportunity to identify issues in the community that need to be addressed. Because of the budget, there are some limitations to what can be accomplished, but staff is willing to contribute more time to ensure an excellent result. Planning and Zoning board members can share their ideas and the ideas they have heard in the community with staff. Todd requested board members list issues they would like to see addressed. Jacob Ivanoff and Bud McDonald were selected from the board to serve on the Master Plan Committee.
2. Steve Payne expressed his appreciation regarding his work alongside the board over the years and touted Todd Stowell's credentials. Steve thanked the board for the opportunity to work with them and is looking forward to his work on other city projects.

The meeting was adjourned at 12:22 PM.

Respectfully submitted,

Jolene Y. Osborne
Engineering Administrative Assistant