

PLANNING & ZONING
December 08, 2025
5:30 PM
City Hall



Chairman:
John Gudger
Vice Chairman:
Chris Volzke
Members:
John Bryson
Laura Miramontes
Robin Baye

MINUTES

MILLS CITY PLANNING COMMISSION MEETING MINUTES

ITEMS ON THIS AGENDA ARE SUBJECT TO A PUBLIC HEARING BEFORE THE CITY COUNCIL FOR FINAL ACTION

CALL TO ORDER

Chairman John Gudger called the meeting to order at 5:30pm.

Board Attendees: John Gudger, Chris Volzke, Laura Miramontes, and Robin Baye

City Employees: Casey Coates (Planner), Sarah Osborn (City Clerk)

CONSENT AGENDA

Minutes

1. Meeting Minutes 11-6-25

The Chairman asked if there were any questions or comments on the minutes, Member Robin Baye made a motion to approve the minutes, Chairman Chris Volzke seconded the motion, Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Baye, Member Miramontes

AGENDA ITEM

2. Midway Subdivision Replat

Chairman opened the floor to staff for review of the application.

Staff Planner Casey Coates summarized the request from Tetral Corp to replat Lots 6 through 11 and Tract A of the Midway Subdivision into a single parcel, as well as a minor boundary adjustment for Lots 15 and 16 of the Midway Subdivision.

Staff reported that all required applications, fees, and documentation had been submitted and found to be complete and compliant with Title 17, with reference to Ordinance 823 as the most current applicable ordinance. The proposed replat maintains frontage along Midway Road, avoids the creation of flag lots or isolated parcels, and preserves buildability. The replat accounts for existing easements and does not alter infrastructure standards. Staff noted the proposal remains compliant with land use standards regarding lot size and permitted uses and is not expected to impact access, traffic capacity, or utility capacity.

Staff stated that no comments were received from City staff during the review period. All comments from the City's engineering firm, WLC Engineering, were addressed and consisted of minor formatting adjustments only.

Based on the review, staff recommended approval of the replat and minor boundary adjustment.

Steve Loftin, representing Tetro Corp, addressed the Commission. Mr. Loftin stated that, as noted by staff, the request involves a minor rearrangement of the lots. He explained that several of the lots extend up the hillside and were not economically feasible for extension of water, sewer, and street infrastructure. As a result, those areas were combined into an unincorporated lot. He indicated that this was the extent of the proposed changes.

Chairman Gudger asked for a motion to approve the application. Vice-Chairman Volzke made a motion to approve the application; Member Baye seconded the motion. Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Baye, Member Miramontes

3. Ridgewest Replat

The Chairman opened the floor to staff for an explanation of the application.

Staff Planner Casey explained that the replat for Mountain Meadows No. 2, Lot 2A (Ridge West) had previously been reviewed by the Planning & Zoning Commission. Due to substantial changes to the plat, the application was brought back before the Commission for final review prior to City Council deliberation. Staff noted that the purpose of the review was to highlight meaningful changes and provide the Commission an opportunity to comment.

Staff reported that the applicant, Agree Partners, submitted revised materials which were reviewed and found to be complete and compliant with Title 17, with reference to Ordinance 823. Key changes to the replat include revisions to minimum lot sizes, with all lots now meeting the required minimum of 6,000 square feet. Staff noted that several lots previously below this threshold were adjusted to achieve compliance with R-1 zoning standards.

Staff further stated that the proposed street network was found to be suitable for residential development. Easement layouts were clearly identified, drainage tracts were delineated, and preliminary stormwater routing appeared consistent with municipal standards. Subdivision design and platting requirements, including legal descriptions, lot boundaries, monumentation, access easements, and public improvements, were clearly depicted on the plat in accordance with Title 17.

Public Works and Water/Wastewater staff confirmed that existing municipal infrastructure is adequate to serve the proposed development.

Staff noted that, due to the substantial changes to the replat, review by the Planning & Zoning Commission was required. It was further noted that a public hearing before City Council has been properly noticed and is scheduled for December 23, 2025, at 7:00 p.m.

The Chairman opened the floor to the public for comments.

Shawn Gustafson with ECS Engineering addressed the Commission. Mr. Gustafson stated that the project had previously been reviewed by the Commission and that staff accurately summarized the changes made to the plat. He explained that drainage areas have been further defined, with one tract dedicated to the Town. He noted that the project design plans are nearing completion and that he was available to answer any questions related to the final design.

Mr. Gustafson confirmed that the Town's existing water and sewer infrastructure is adequate to serve the development. He stated that the project is being designed within the parameters of the existing storm sewer system, including accommodation of an undersized pipe along Poison Spider Road, and that stormwater issues have been addressed.

Mr. Gustafson further explained that the total number of lots was reduced from 87 to 86 to comply with recent updates to Title 17 requirements. Additionally, street bulb-outs were removed, noting that they tended to collect debris, and were replaced with standard street corners.

Mr. Gustafson concluded by stating that he was available to answer any additional questions.

Chairman Gudger asked for a motion to approve the application. Member Baye made a motion to approve the application; Member Miramontes seconded the motion. Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Baye, Member Miramontes

4. Title 17 – Gaming - *Continue Discussion*

The Chairman opened the floor for Commission discussion regarding potential recommendations to City Council related to the proposed Title 17 amendments for simulcasting and gaming uses.

The Chairman stated that, after reviewing Title 17, he identified several areas that may warrant further consideration by City Council, particularly related to landscaping, setbacks, parking standards, noise, and overall compatibility of the use. He noted that the type of use could benefit from additional safeguards within the code.

Discussion occurred regarding the feasibility of establishing a minimum building square footage as a means of limiting large-scale gaming facilities. Staff and Commissioners discussed how existing parking standards—currently one parking space per 100 square feet of gaming floor area—already function as a limiting factor. Staff noted that while the code is somewhat prohibitive, such development could still occur if an applicant had sufficient resources.

Staff Planner Coates reported that the only substantive change requested by City Council to date was an adjustment to hours of operation to align with liquor licensing hours. No other changes had been requested by Council at that time.

The Commission discussed noise standards within the proposed ordinance. Concerns were raised regarding enforceability of a standard prohibiting audible noise beyond the property line. Staff explained that the intent of the provision was to account for required setbacks and that establishing a decibel-based standard would be difficult to enforce.

Staff confirmed that simulcasting and gaming uses are limited to the C-1 zoning district only. The Commission discussed whether the use was clearly identified within the C-1 permitted use table and confirmed that it was included in the most current version of the code.

The Commission expressed concern that existing C-1 setback standards—particularly five-foot side and rear setbacks—may be insufficient for this type of use. The discussion emphasized the relationship between setbacks, noise mitigation, and buffering from adjacent properties.

Landscaping requirements were discussed at length. Commissioners noted that the current 10% commercial landscaping standard is minimal for a use of this scale. The Commission debated various percentage thresholds and placement requirements, emphasizing the need for enhanced landscaping along side and rear setbacks to buffer adjacent properties while maintaining visibility and security at the front of buildings.

After discussion, the Commission reached consensus on two recommended amendments to Title 17 specific to simulcasting and gaming uses.

Motion 1:

The Chairman made a motion was made to recommend that Title 17 be amended to require a minimum landscaping standard of 25% of the total lot area for simulcasting and gaming uses, with the majority of required landscaping located along the side and rear setbacks, subject to City planning review.

Member Baye seconded the motion. Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Baye, Member Miramontes

Motion 2:

The Chairman made a motion was made to recommend that Title 17 be amended to require minimum side and rear setbacks of 20 feet for simulcasting and gaming uses within the C-1 zoning district.

Member Miramontes seconded the motion. Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Baye, Member Miramontes

Planner Coates stated that both recommendations would be presented to City Council at the upcoming work session and that revised ordinance language would be prepared accordingly.

The City Clerk noted that the January Planning & Zoning Commission meeting is currently scheduled for January 1, at which time City Hall will be closed. Staff proposed moving the meeting to January 8, if necessary.

Staff stated that there are currently no applications scheduled for January and that the meeting may be canceled if no items are submitted. It was noted that, due to the holiday schedule, any applications would need to be submitted promptly to allow adequate time for staff review and comments.

Staff further indicated that, if a meeting is held, potential discussion items may include review of potential rezoning requests and examination of inconsistencies within the City's zoning map. Staff stated that a report would be prepared for the Commission prior to any such discussion.

One Commissioner noted a potential scheduling conflict due to work obligations in Cheyenne and stated that notice would be provided if a conflict arises.

The City Clerk noted an unexcused absence for Commissioner John Bryson.

PUBLIC COMMENT - Public comment is a time when citizens may bring forth items of interest or concern that are not on the agenda. Please note no formal action will be taken on these items during this time. However, they may be scheduled on a future posted agenda if action is required.

ADJOURNMENT

The Chairman adjourned the meeting at 6:09pm.

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - City Hall closed on January 1, 2026 - TBD

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact City Hall at 307-234-6679 within 48 hours prior to the meeting in order to request such assistance.

John Gudger, Chairman

Date

Sarah Osborn, City Clerk

Date