



Mills Planning & Zoning Board Meeting Minutes

May 1, 2025

Board Members Present: Chairman John Gudger, Vice-Chairman Chris Volzke, and Member Robin Baye

City Staff in Attendance: Megan Nelms, City Planner, Kevin O'Hearn, Building Inspector, and Sarah Osborn, City Clerk

Chairman John Gudger called meeting to order at 5:33pm on May 1, 2025, as a quorum was present.

CONSENT AGENDA

Minutes

1. Approval of minutes from April 3, 2025

- a. Board Member Robin Baye made a motion to approve the minutes. Vice Chairman Chris Volzke seconded the motion. Chairman Gudger called for a vote to pass the minutes of the April 3, 2025 P&Z meeting. All ayes, motion passed.

AGENDA ITEM

2. 25.03 FSP – Casper Creek Addition Final Plat

- a. Chairman Gudger asked Megan to provide a summary
- b. Megan Nelms gave a summary stating that the applicant is MAHegge, LLC and the Agent is Bill Fehringer, CEPI. The applicant is proposing to resubdivide Lot 2, Block 1, Casper Creek Addition and an unplatted tract of land into one 7.87-acre subdivision lot. The applicant is proposing to resubdivide Lot 2, Block 1, Casper Creek Addition and an unplatted tract of land into one 7.87-acre subdivision lot, and is zoned I-1 Light Industrial, no requested zoning changes. There is an existing storage structure on the property and various equipment being stored.

i. Planning Considerations:

1. Access is shown to be provided via a 30' unimproved access & utility easement (Instrument #893026).
 - a. The access road and cul-de-sac turnaround shall be improved to city standards at the time of development
 - b. Relocate the fire hydrant to be accessible from the right-of-way/turnaround
 - c. Submit road design plans & discuss installation timeline
2. Enter into a Subdivision Improvements Agreement providing for the construction and payment of all, or part of, required public improvements for review and approval by the City Engineer.
 - a. Provide an irrevocable letter of credit, or other financial guarantee acceptable to the City in an amount no less than 125% of the estimated cost of the unfinished improvements, if applicable.

ii. Items of note prior to application for a Development Plan

1. There are numerous items that must be submitted prior to approval of a Site Development Plan and development of the proposed subdivision lot. The following is provided in an effort to advise applicants of the requirements prior to development:

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- a. A drainage study completed by a Wyoming licensed engineer. Any on-site detention areas should be evaluated and easements placed on the plat, as applicable.
 - b. Submit a narrative describing plans for connection and construction of water and sewer infrastructure:
 - i. Public water service is required to be provided to each lot at the time of development. Items that should be planned for prior to submittal of a Development Plan application include:
 - 1. Obtain DEQ permit to construct for extension of the water main
 - 2. Construct the water main to the boundary of Lot 1
 - ii. Public sewer service is required to be provided to each proposed lot at the time of development.
 - 1. Submit information on how sewer service will be provided
 - 2. Obtain all required permits for construction and connection to public sewer service.
 - iii. **Staff Recommendation:**
 - 1. Staff recommends APPROVAL of the final plat upon completion of all planning considerations for the Planning Commission make a “Do Pass” recommendation on the Final Plat application.
 - c. Chairman Gudger asked about the access to the property, asked if they were accessing the lot from Dwyer Drive. Wanted to make sure there was an understanding of how far the access goes in.
 - i. Megan explained they were advised that it would need to match Dwyer Drive, which is a 50’ right of way, we are looking at 30’, this isn’t an ideal situation because the owner cannot dedicate more to the right of way. There has been discussion with the City Engineer and City Attorney and the city is aware it is just an access easement so we either need to deny the subdivision or he’ll have to design the road with curb/gutters in the street.
 - 1. Chairman Gudger said he was more curious and didn’t want to deny the case. He asked where the easement was going, Megan explained it was going to the proposed lot. She explained that the easement is east of the property line, it is all on the north side of the property line.
 - 2. Board Member Baye asked if we had an estimated cost for this project.
 - a. Megan responded that we do not and the city has not asked for the financial guarantee in the past.
 - b. Keven explained that we do not give building permits until the infrastructure has been completed.
 - d. Vice Chairman Volzke made a motion to approve the final plat, Board Member Baye seconded the motion. All ayes, motion passed.
- 3. 25.04 FSP – Elrod Addition No. 2 Final Plat**
- a. Chairman Gudger asked Megan to provide a summary

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- b. Megan explained the applicant is Elrod Living Trust, and the Agent is ECS Engineers. The applicant is proposing to resubdivide Lot 1, Elrod Addition into two (2) lots, one being 31,781 sq. ft. and the other 6,185 sq. ft in size. The property is located on the northeast corner of the intersection of Poison Spider Rd and Falcon Ave. The lot is zoned I-1 (Light Industrial) and no changes to the zoning is proposed. There is an existing shop building on the property. *It is noted that the existing structure is considered non-conforming for setbacks.
- i. **Planning Considerations:**
 - 1. Add the size of each lot in acres to the plat face.
 - 2. Cosmetic changes to the plat:
 - 3. Megan informed the board that there was an update plat received but she hasn't had time to review it. At a glance it seemed all the corrections were made. Megan said she would forward the plat to the board members.
 - ii. **Staff Recommendations:**
 - 1. Staff recommends APPROVAL of the final plat upon all planning considerations being completed and for the Planning Commission make a "Do Pass" recommendation on the Final Plat application.
- c. Vice Chairman Volzke asked about the non-conforming buildings, is that just due to the proximity to Poison Spider Road, Megan explained yes, there is a 5' easement. She continued, the board had seen this last year and it was two lots and the made it into one lot and we put the easements on there and now we're coming back and they are putting it back into two lots.
- d. Chairman Gudger noticed that lot 2 is very small.
- e. Vice Chairman Volzke asked what the min. lot size for I-1 zoning is. Megan looked it up and confirmed the min. lot size is 6000'.
- f. Steve Grainger, ECS Engineers came forward and explained Mr. Elrod owes the buildings to the east of the property, his drive goes across this lot, he wants to purchase the property to attach it to his property, so the drive and entrance to his property will never go away. There will be no building on lot 2, only access to his property. Megan asked Steve if Mr. Elrod is aware he will be in the same situation, with tax 2 parcels, like before, someone should explain it to him. Mr. Grainger responded he is unsure if Mr. Elrod is aware.
- g. Board Member Baye made a motion to approve the application, Vice Chairman Volzke seconded the motion. Chairman Gudger asked if there were any public comments or question, no one spoke. All ayes, motion passed.
4. Public Comment – No one spoke
- Chairman Gudger adjourned the meeting at 5:49pm

Chairman, John Gudger _____ Date _____

City Clerk, Sarah Osborn _____ Date _____