

**Board Members Present:** Chris Volzke, John Bryson and Robin Baye were present for the P&Z Meeting. Members John Gudger and Nick Sterling were absent.

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

Vice-Chairman Chris Volzke called meeting to order at 5:31pm on January 2, 2025, as a quorum was present.

Vice-Chair Volzke asked if everyone had a chance to read the minutes from the previous meeting on December 5, 2024. Board Member John Bryson made a motion to approve the minutes. Board Member Robin Baye seconded the motion. Vice-Chair Volzke called for a vote to pass the minutes of the December 5, 2024, P&Z meeting. All ayes, motion passed.

Vice-Chair Volzke introduced the first item on the agenda, the Final Plat for a boundary line adjustment in the Mountain Meadows No. 2 subdivision. Vice-Chair Volzke asked Megan for a staff report. Megan provided an overview of the case, 24.10 FSP. The applicant is completing a boundary adjustment between Lots 1 and 2 of Mountain Meadows No. 2. The adjustment will increase proposed Lot 1A from 10.0 to 10.50-acres and decrease proposed Lot 2A from 37.65 to 37.15-acres in size. The property is located at the intersection of Poison Spider Lane and Robertson Rd.

**Planning Considerations:**

1. The name of the subdivision will be ‘Minor Adjustment Plat of Mountain Meadows No. 2’. The entire title needs to be bolded and updated on the plat face.
2. Re-label the lots as Lot 1A & 2A and update across the plat and in the dedication.
3. Update the Certificate of Surveyor with the complete subdivision name and date of survey
4. Update all approvals and acknowledgements to 2025.
5. Ensure all line types accurately match the legend.
6. The CL 30’ wide Private Access Easement running east/west in the southern portion of Lot 2 is existing. Remove all ties, calls and curve data related to the easement and only reference Instrument #1155807 and #1156248.
7. Adjust the line type of the above referenced easement to match the legend.
8. Similarly, the 20’ General Utility Easement along the westerly boundary of the subdivision was previously dedicated via Instrument #1155807. Revise accordingly.
9. Remove the 35’ wide road easement (Instrument #457758) as it was vacated via the previous plat (Instrument #1156248).

10. Add the 75.98' back in along the westerly line of Lot 1 south of the CE1/16 corner and remove the 457.31' dimension as shown. There is a bearing break and should be as shown on the previous platting.

11. Replace the 1117.99' dimension with 1246.43' as depicted on the previous platting for the west line of Lot 2.

12. The new 50' wide utility easement along the eastern line of Lot 1 is being dedicated with this plat. Adjust the line type to match the legend.

**Staff Recommendations:**

Staff recommends approval of the Final Plat, pending all considerations being completed and recommends the Planning Commission make a do-pass recommendation on the application to City Council.

Vice-Chair Volzke opened the floor for questions or comments from the commission or the public. Board Member Bryson asked for clarification on the Wyoming Classical Academy currently being constructed on Lot 1 and when that process started. Ms. Nelms explained that the site plan for the school had previously been approved by the Planning Commission and construction was underway.

Vice-Chair Volzke then asked for a motion. Board Member Bryson moved to approve the final plat for the boundary line adjustment in Mountain Meadows No. 2, pending completion of all planning considerations. Board Member Baye seconded the motion. All ayes, motion passed.

Vice-Chair Volzke introduced the next item on the agenda, the Development Plan for Vision Beyond Borders. Vice-Chair Volzke asked Megan for a staff report. Megan provided an over of the case, 24.04 DEV.

The applicant is Patrick Klein for Vision Beyond Borders (VBB) and the agent is Steve Granger, ECS Engineering. VBB is proposing to construct a new commercial pole building on the property. The property is currently vacant and located just off Yellowstone Highway, accessing via Radio Ave. The site encompasses .75-acres and is zoned C-1 (General Commercial).

Per Section 40.40 of the LDRs, a minimum of 10% of the site must be landscaped. Although a conceptual layout of landscaping has been provided on the Development Plan, a detailed landscaping plan has not yet been submitted, therefore, a condition of approval has been added to address the requirement.

The development plan notes that exterior lighting on the site will utilize full cutoff fixtures (shielded) to prevent off-site glare and light trespass, however, a full lighting plan has not been submitted. The development plan also shows the required six (6) parking spaces as paved, however, the LDRs require all parking spaces and all driveways, entrances and exits from the parking area to be paved with asphalt, concrete or similar permanent surface. The applicant has indicated on the plan to utilize gravel surfacing across the remainder of the site, with plans to pave in the future. Megan stated that the Commission should evaluate this request and include a recommendation to Council to allow an exception or request a revision of the plan from the applicant.

## **Planning Considerations:**

1. Submit a detailed lighting plan per Section 40.35 detailing the types of lighting proposed for the property, including lumens and shielding, manufacturer specifications and locations of all site lighting.
2. Submit a detailed landscaping plan per Section 40.40(4) which includes types of materials to be used, plant locations and quantities and the percentage of site to be landscaped.
  - a. All required landscaping should be provided and shown for Lot 3. Landscaping on adjacent lots/structures does not count towards required landscaping for development on Lot 3.
3. Provide final, City Engineer approved design plans for:
  - a. Final grading plan
  - b. Final access/approach plans
  - c. Final utility service plans
4. Per Section 40.10(6) all required parking spaces and all driveways, entrances and exits from the parking area shall be paved with asphalt, concrete or similar permanent surface.
5. A new address will be assigned after approval of the site plan.
6. Obtain all required building permits for:
  - a. All site lighting
  - b. All on premise signage

Planner Nelms stated that additional information related to some of the planning considerations was received earlier in the day and the materials were emailed to the commissioners.

## **Staff Recommendation:**

Staff recommends that the Planning Commission TABLE the Development Plan application until additional required materials and information have been submitted. Megan acknowledged the materials that were submitted earlier in the day, but she had not had enough time to review everything or send to other departments for review and stated that staff was still recommending tabling the application.

Vice-Chair Volzke asked if there were any questions from the commission. Vice-Chair Volzke asked if it was just the lighting plans that were submitted, not any landscaping. Megan stated that yes, there was some landscaping shown on the site plan, but not the required, full, landscaping plan. She stated additional information regarding on-site lighting had been provided earlier in the day. Board member Bryson had questions regarding the trash dumpster area and the 24' required access.

Shawn Gustafson, ECS Engineering approached the commission to answer questions. He informed the commission that the dumpster would be moved. The intent is to utilize the same dumpster for this lot and the adjacent lot with the thrift store. Board member Bryson then asked about the approach and access to and on the site. Megan confirmed that the access would be off Radio Avenue and that the plat indicated an access and utility easement along the shared property line. Board member Bryson



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requested that the appropriate dimensions be added to the site plan. Board member Baye inquired about the lighting and which specifically they would be using. Mr. Gustafson explained that they are still discussing the specifics but that they would be shielded wall-packs, however they are still working on the plans for lighting and other project specifics.

Vice-Chair Volzke asked if there were any further comments or questions. There were none. He then asked for a motion. Board member Bryson made a motion to table the Development Plan application for VBB until additional information and required materials had been submitted for review. Board member Baye seconded. All voted aye, motion carried.

Vice-Chair Volzke opened the floor for public comment. There were none.

Vice-Chair Volzke adorned the meeting into a work session at 5:50pm. The work session consisted of board training. The work session was adjourned at 7:15pm.

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Chris Volzke, Vice Chairman

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Attest: Sarah Osborn, City Clerk