

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

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

Chairman John Gudger called meeting to order at 5:30pm on December 5, 2024, as a quorum was present.

Chairman Gudger asked if everyone had a chance to read the minutes from the previous meeting on November 7, 2024. Board Member John Bryson made a motion to approve the minutes. Board Member Robin Baye seconded the motion. Chairman Gudger called for a vote to pass the minutes of the November 7, 2024, P&Z meeting. All ayes, motion passed.

Chairman Gudger introduced the next item on the agenda, the Final Plat for DLD Addition. Chairman Gudger asked Megan for a staff report. Megan provided an overview of the case, 24.09 FSP, the final plat for the proposed DLD Addition. The applicant is Daniel Dwyer and his agent is Andrew Barns with WLC Engineering. He is proposing to resubdivide property in two separate subdivisions into two (2) lots in a newly named subdivision, the DLD Addition. Proposed Lot 1 will be a replat of portions of Lots 4 & 6, B & B Subdivision and a portion of Lot 2, DLD Simple Subdivision, resulting in a 2.57-acre lot. Proposed Lot 2 will be the remainder of Lot 2, DLD Simple Subdivision, and be 5.23-acres in size. It's located on the south side of Bergen Road just west of the intersection with Salt Creek Highway. It is zoned I-1 light industrial and there's no change of zoning requested or required and the following planning considerations will apply.

Planning Considerations:

1. Submit a site plan showing the location of all existing structures, infrastructure, fencing and other improvements on the existing lots.
2. Add symbols for parcel corners and other items to the plat legend
 - a. Verify the symbol being used on the easterly line of Dwyer Dr.
3. Add a notes section to the plat face with information regarding existing infrastructure, flood plain information, etc.
4. Verify that the access easement referenced in instrument #893029 covers the length of 312.90' along the southern boundary of Lot 2 or if it has been partially vacated.
5. Show the existing pipelines within an easement and label with the instrument number, if applicable.
 - a. Ensure all existing easements are shown and labeled on the plat face.

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.

Chairman Gudger opened the floor for questions from the public.



Mills Planning & Zoning Board Meeting Minutes

December 5, 2024

Board Member Bryson asked if it is standard procedure to require a site plan. Planner Megan responded no, not usually but there are a lot of things happening on this property with existing structures, infrastructure and other items. Some of the buildings are also very close to the lot line, so a site plan showing existing conditions is helpful in terms of checking things like zoning setbacks and easements.

Andrew Barnes from WLC Engineering came forward and discussed the site plan. Megan explained that since there are existing structures on the site, a site plan was required. Board Member Bryson asked that we update the code to reflect that change. Megan stated that she is working on amendments to the code.

Chairman Gudger asked if there were any other questions or comments from the Board. There were none. With that, he asked for a motion.

Board Member Bryson moved to approve the final plat for the proposed DLD Addition, pending completion of all planning considerations. Board Member Baye seconded the motion. All ayes, motion passed.

Chairman Gudger opened the floor for public comment. There were none.

Chairman Gudger adorned the meeting into a work session at 5:52pm. The work session consisted of discussion of the November 2024 meeting and a brief board training. The work session was adjourned at 6:31pm.

John Gudger, Vice Chairman

Attest: Sarah Osborn, City Clerk