WORK SESSION MEETING April 08, 2025 6:00 PM City Hall



Mayor: Leah Juarez Council President: Brad Neumiller Council Members: Cherie Butcher Sara McCarthy Tim Sutherland

AGENDA

CALL TO ORDER

AGENDA ITEMS

- 1. Annette Pitts Visit Casper Wayfinding Signage
- 2. City Planner Vinich Development Plan
- 3. Community Development Director Proposed Subdivision Map

ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

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.

Item #2.



704 Fourth Street P.O. Box 789 Mills, WY 82644

Phone: 307-234-6679 Fax: 307-234-6528

Memorandum

TO: Mills City Council

FROM: Megan Nelms, AICP, City Planner

DATE: April 8, 2025

SUBJECT: Vinich Development Plan

Case Number: 25.01 DEV

Summary: Lyle Vinich has submitted a Development Plan application to construct additions to an existing commercial shop building. The existing building is approximately 3,750 square feet in size. The application proposes future additions of 3,600 sf on the north side of the existing structure, and a second addition of 1,710 sf on the south side.

There is a 50' utility easement that runs through the eastern portion of the property. The easement was created in 1948 in favor of the United States of America and has never been utilized. No existing infrastructure exists in the easement and based on research conducted by staff and the applicant's agent, the easement, for all intents and purposes, is considered abandoned.

Staff Recommendation: Staff's recommendation APPROVAL of the Development Plan and that the City enter into a Site Plan Agreement with the applicant.

Planning Commission Recommendation: At their March 6, 2025, meeting the Planning & Zoning Commission made a "DO PASS" recommendation on the Development Plan, pending completion of all planning considerations.

Item #2.

704 Fourth Street PO Box 789 Mills, Wyoming



(307) 234-6679 (307) 234-6528 Fax

Vinich Development Commercial Development Plan

Planning Commission Meeting

City Council Meeting

February 6, 2025 March 6, 2025

Applicants: Lyle Vinich Case Number: 25.01 DEV

Agent: Steve Granger, ECS Engineering

Summary: This case was tabled by the Planning Commission at the February 6, 2025, meeting, with a request for additional information regarding the existing 50' wide easement running through the eastern portion of Lot 2A. The development plan has been revised and a report regarding research conducted into the easement is included in this packet. To summarize, the easement was recorded in favor of the United States of America in 1948. It would be a tremendous undertaking to officially abandon the easement and for all intents and purposes, it should be considered abandoned.

The development plan has been revised to show the location of the easement in relation to the existing and proposed structures. The existing structures are already constructed within the easement, however, for all intents and purposes, the easement is considered abandoned and its effect on future construction is negligible.

The applicant is proposing to construct additions to an existing commercial shop building. The existing building is approximately 3,750 sf in size and the application proposes future additions of 3,600 sf on the north side of the existing structure and a second addition of 1,710 sf on the south side.

Legal Description: Lot 2A, Sage Addition

Location: The property is located on the northwest corner of the intersection of Chamberlin Rd and Pontiac St.

Current Zoning: I-1 (Light Industrial) *no change of zoning is requested or required.

Adjacent Land Use: North: Sage Addition/City Public Works Facilities (PLI)

South: Boatright Addition/Mobile Concrete (I-2) East: Boatright Addition/Mobile Concrete (I-2)

West: Buffalo Meadows (R-1)

Applicable Land Development Regulations

Item #2.

Section 10.40 of the Mills LDRs provides the review criteria for the approval of a Developmed Plan. Those criteria include whether the site plan complies with all applicable regulations and if the development requires any additional site and design considerations. The proposed development should not create conflicts with vehicle, bicycle or pedestrian circulation and the Commission and/or City Council may require modifications, or condition plans, to ensure specific design features and conformance with all applicable standards.

Summary:

A Development Plan application has been submitted for an addition to the existing commercial shop building at the corner of Chamberlin Rd and Pontiac St. The site encompasses approximately 2.0-acres and is zoned I-1 (Light Industrial).

Per Section 40.40 of the LDRs, a minimum of 4% of the site must be landscaped. A landscaping plan for the property has been included with the submittal. The development plan notes that exterior lighting will be on the building, with no proposed parking lot illumination. Specifications for the types of exterior lighting for the building need to be provided.

A 'potential future building' is depicted on the adjacent Lot 3A. It should be noted that any future development on Lot 3A will require a separate Development Plan application and review. The applicant should also be aware of additional setbacks and buffering that will be required for commercial or industrial development adjacent to the residential Buffalo Meadows Addition.

Planning Considerations:

- 1. Submit an exterior lighting plan per Section 40.35(4) showing the location and types of lighting for the building, along with manufacturer's specifications.
- 2. 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.
 - a. Nine (9) parking spaces are required. 14 are shown on the development plan with asphalt surfacing. This meets the intent of the regulations.
- 3. Submit a final drainage plan
- 4. Show all existing easements on the site plan.
- 5. Enter into an approved Site Plan Agreement upon approval of the Development Plan.
- 6. Obtain all required building permits for:
 - a. All site lighting
 - b. All on-premise signage.

Staff Recommendation:

Staff recommends APPROVAL of the Development Plan pending completion of all planning considerations.

Planning Commission Recommendation:

City Council Decision:

*

CITY OF MILLS APPLICATION FOR SITE PLAN APPROVAL



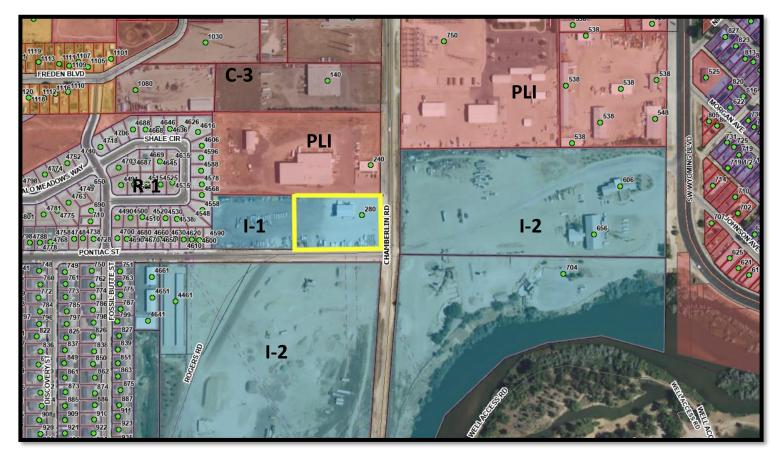
Pursuant to the City of Mills Zoning Ordinance

City of Mills, W	yoming
704 4th Street	(Physical Address)
P.O. Box 789	(Mailing Address)
Wills Wessels	- 02611

Date: 1/17/20	25
Return by:	
	(Submittal Deadline)
For Meeting on:	

Mills, wyoining 82044	For Meeting on.
PLEASE PRINT	
SINGLE POINT OF CONTACT:	
APPLICANT/PROPERTY OWNER(S) INFORMATION: Print Owner Name: Lyle Christopher Vinich	AGENT INFORMATION: Print Agent Name: Shawn J. Gustafson
Owner Mailing Address: 12274 Vacation Ct.	Agent Mailing Address: 1607 CY Avenue, Suite 104
City, State, Zip: Sturgis, SD 57785	City, State, Zip: Casper, WY 82604
Owner Phone: (307)349-1847	Agent Phone: 307-337-2883
Applicant Email: cvinich@vindustrygroup.com	Agent Email: sgustafson@ecsengineers.net
PROPERTY INFORMATION: Subject property legal description (attach separate page if long legal):	Lot 2 & 3 Sage Addition
Physical address of subject property if available: Size of lot(s) sq. ft/acres: Lot 2 - 2.003 Acres, Lot 3 - 2.454 Acre Current zoning: I-1 Light Industrial Current use: Intended use of the property: Zoning within 300 feet: Land	es
ATTACHMENTS (REQUIRED):	IF APPLICABLE, INCLUDE:
 Proof of ownership:	 Number of employees on the premises: Building occupant loading (if recreational, entertainment, place of assembly, a facility or building of similar nature): Number of residential units: Number of off-street parking spaces provided: Number of off-street parking spaces required:
SIGNATURE(S): The following owner's signature signifies that all information owner's knowledge; and that the owner has thoroughly read and unde to the owner's signature(s), if an agent of the owner is to be the contathe agent sign below.] I (We) the undersigned owner(s) of the property described abo	erstands all application information and requirements. [In addition act for all communications relating to this application, please have
OWNER Signature Christinich	OWNER Signature
FEE: \$10.00 per dwelling unit with a \$250.00 minimum and a \$1000	AGENT Signature

Vinich Development Plan – Lot 2A, Sage Addition

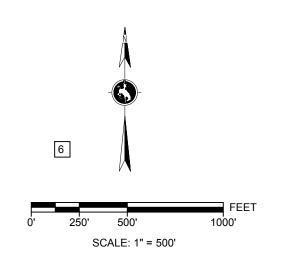


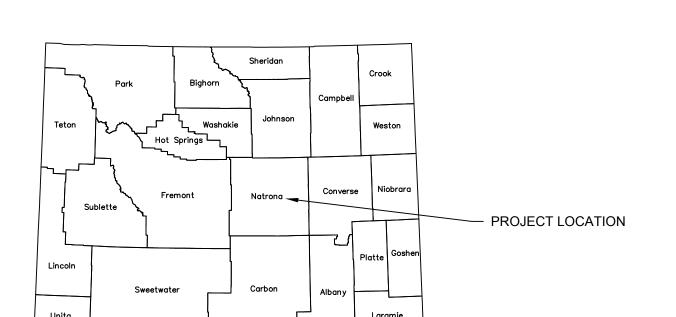
Mills Zoning Districts

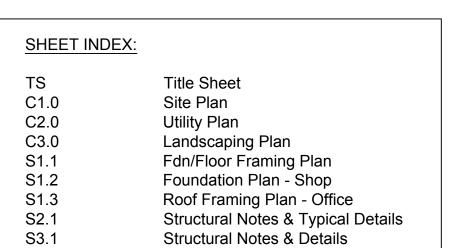


LOTS 2 AND 3, SAGE ADDITION

IN THE CITY OF MILLS
NATRONA COUNTY, WYOMING







GOVERNING SPECIFICATIONS

TOWN OF MILLS STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION AND INFRASTRUCTURE IMPROVEMENTS CURRENT EDITION

SYMBOLS

TREE

A ECS CONTROL POINT

ELECTRICAL VAULT

FIBER OPTIC PEDESTAL

FIRE HYDRANT

PROFILE FIRE HYDRANT
FLARED END SECTION
GAS METER
CATCH BASIN

GUY WIRE ANCHOR

POWER POLE
 SANITARY SEWER MANHOLE
 SANITARY SEWER CLEAN OUT
 IRRIGATION VALVE BOX

BORE HOLE LOCATION

□ WATER TEE

□ WATER CROSS

⋈ WATER VALVE

© CURB STOP

© ELECTRICAL METER CABINET

SINGLE SIGN POSTBOLLARD

□ RECOVERED ALUMINUM CAP○ RECOVERED REBAR

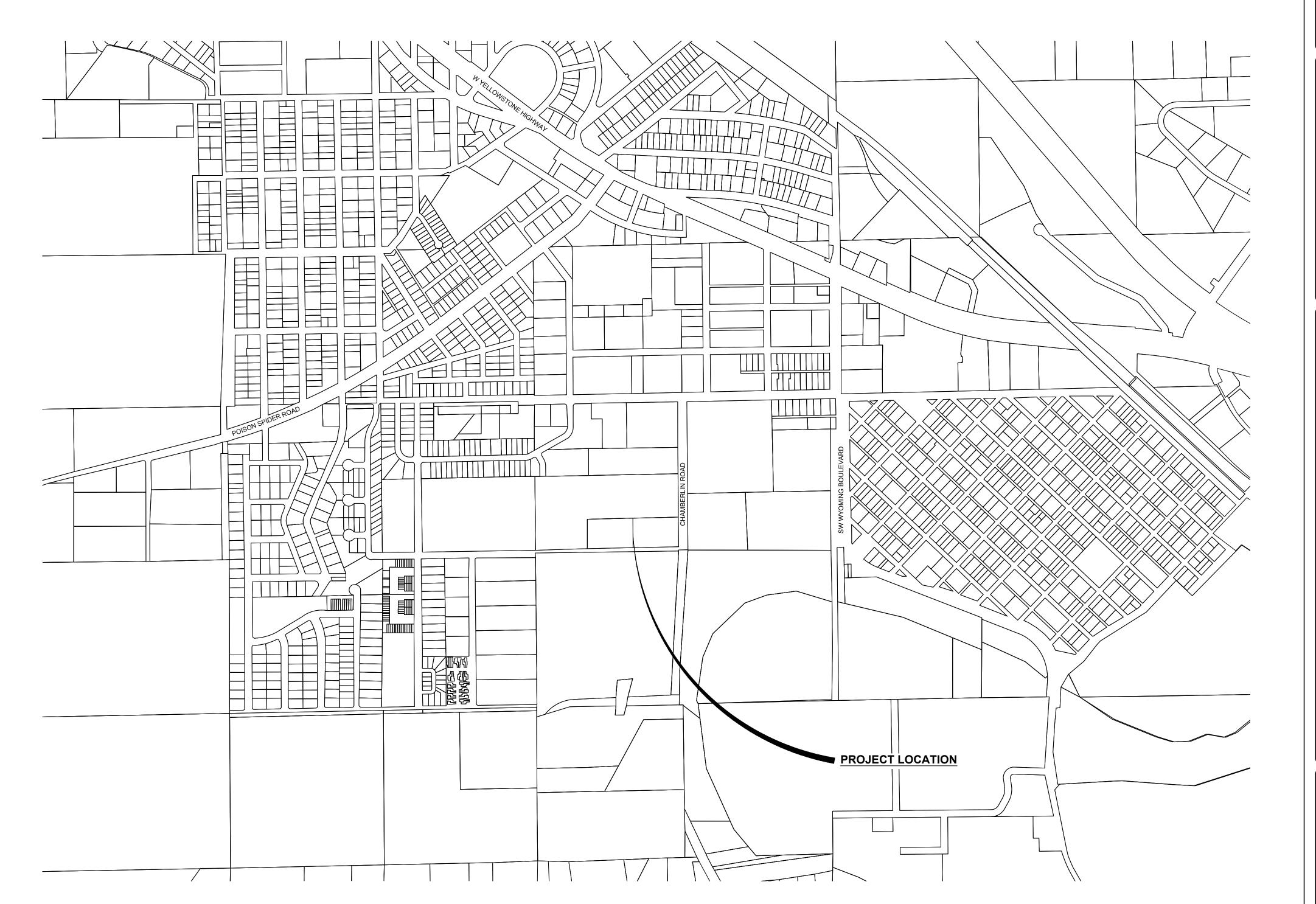
RECOVERED REBARRECOVERED ALUMINUM CAP

LEGEND

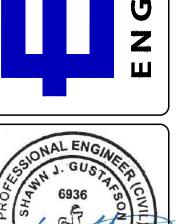
	RIGHT OF WAY
	PROPERTY LINES
	EXISTING CENTERLINE
	PROPOSED CENTERLINE
	EDGE EXISTING ASPHALT
	EXISTING WOOD FENCE
	PROPOSED CHAINLINK FENCE
G G	EXISTING GAS LINE
G G	PROPOSED CRUDE MAIN
— W — W —	EXISTING WATER MAIN
— w — w —	PROPOSED WATER MAIN
— SA —— SA ——	EXISTING SANITARY MAIN
— SA —— SA ——	PROPOSED SANITARY MAIN
— SW — SW —	EXISTING STORM MAIN
— SW — SW —	PROPOSED STORM MAIN
— OP — OP —	OVERHEAD POWER LINE
— T —— T ——	TELEPHONE LINE
— UP —— UP ——	UNDERGROUND POWER
	EXISTING FIBEROPTIC LINE
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	EXISTING MAJOR CONTOURS
	EXISTING MINOR COUNTOURS
. 4	EXISTING CONCRETE SURFACING
	PROPOSED CONCRETE SURFACING
	EXISTING ASPHALT SURFACING

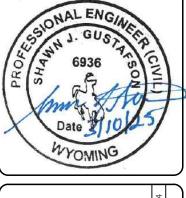
PROPOSED ASPHALT SURFACING

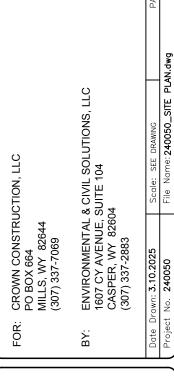
PROPOSED LANDSCAPING





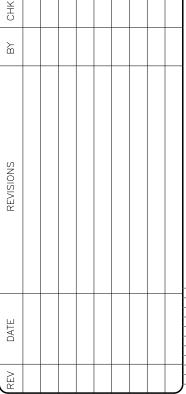




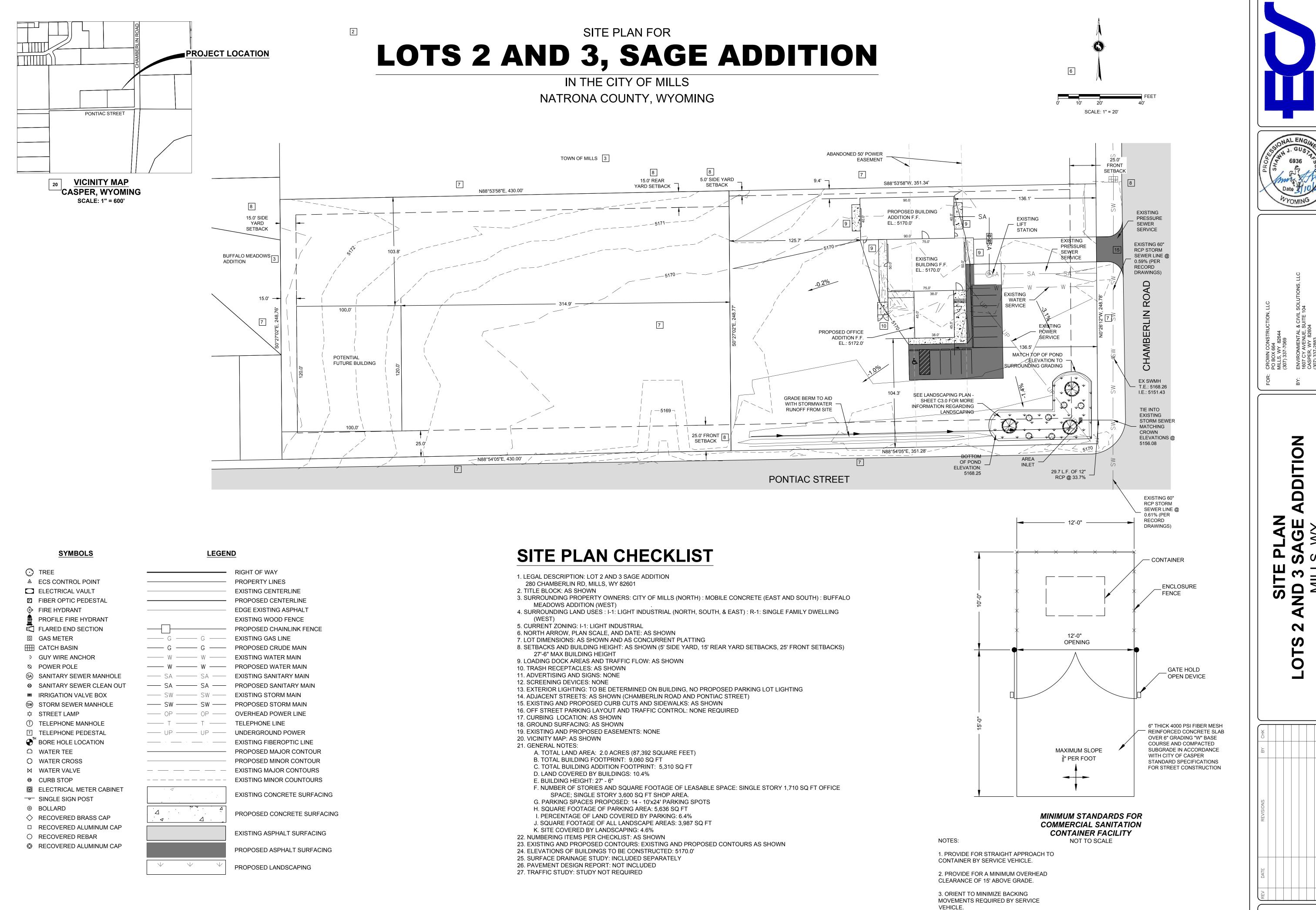


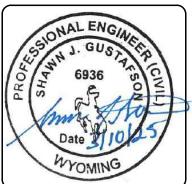
OTS 2 AND 3 SAGE ADDITIO

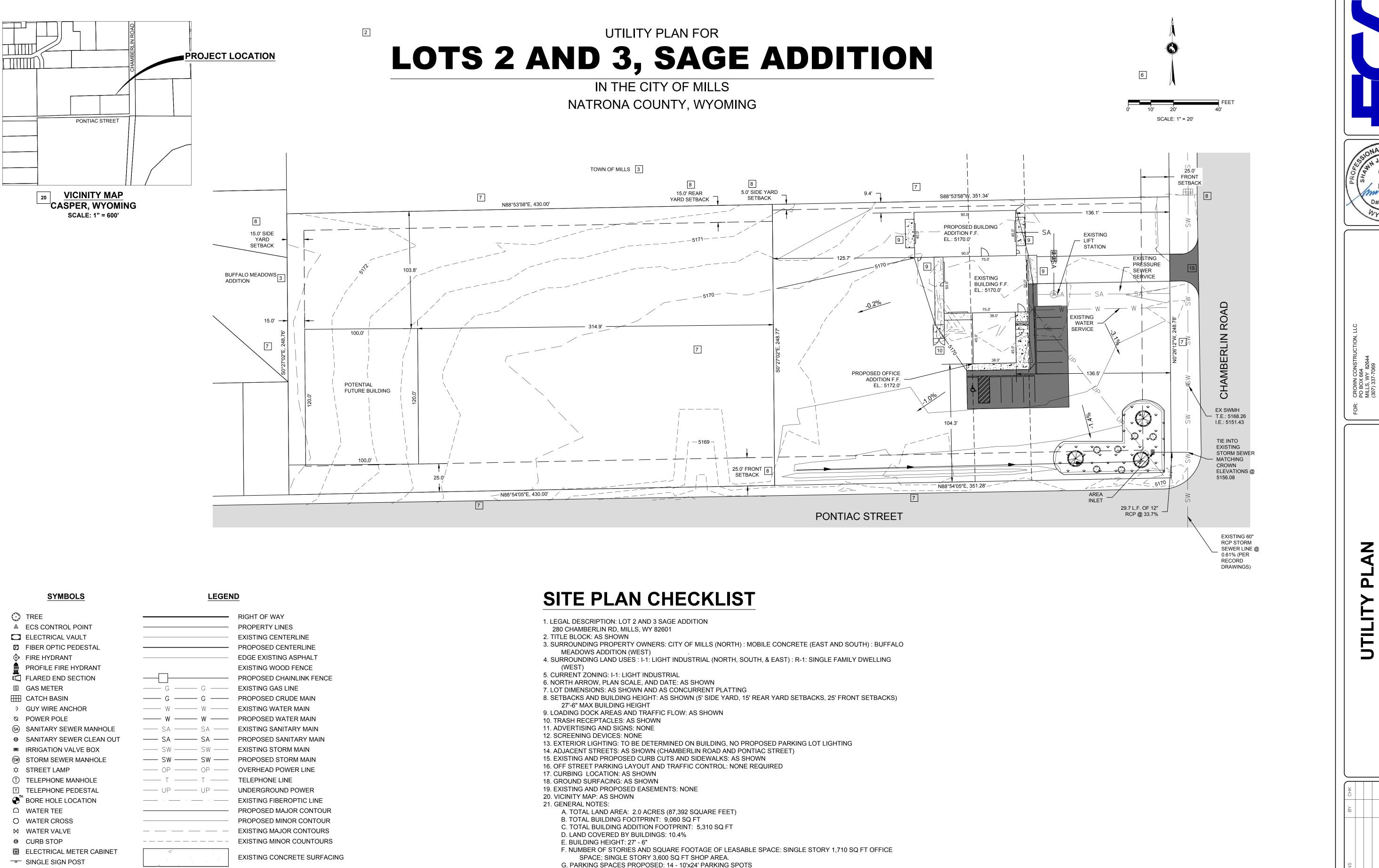
MILLS, WY



TS







H. SQUARE FOOTAGE OF PARKING AREA: 5,636 SQ FT

24. ELEVATIONS OF BUILDINGS TO BE CONSTRUCTED: 5170.0' 25. SURFACE DRAINAGE STUDY: INCLUDED SEPARATELY

K. SITE COVERED BY LANDSCAPING: 4.6%

22. NUMBERING ITEMS PER CHECKLIST: AS SHOWN

26. PAVEMENT DESIGN REPORT: NOT INCLUDED

27. TRAFFIC STUDY: STUDY NOT REQUIRED

I. PERCENTAGE OF LAND COVERED BY PARKING: 6.4%

J. SQUARE FOOTAGE OF ALL LANDSCAPE AREAS: 3,987 SQ FT

23. EXISTING AND PROPOSED CONTOURS: EXISTING AND PROPOSED CONTOURS AS SHOWN

BOLLARD

RECOVERED REBAR

□ RECOVERED ALUMINUM CAP

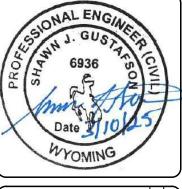
PROPOSED CONCRETE SURFACING

EXISTING ASPHALT SURFACING

PROPOSED ASPHALT SURFACING

PROPOSED LANDSCAPING

ONAL ENGIARRIA CIVI



FOR: CROWN CONSTRUCTION, LLC
PO BOX 664
MILLS, WY 82644
(307) 337-7069

BY: ENVIRONMENTAL & CIVIL SOLUTIONS, LLC
1607 CY AVENUE, SUITE 104
CASPER, WY 82604
(307) 337-2883

Date Drawn: 3.10.2025
Scole: SEE DRAWING

UTILITY PLAN

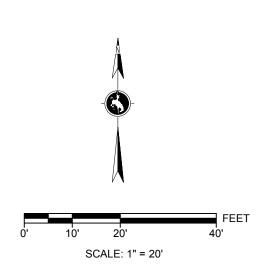
OTS 2 AND 3 SAGE ADDITIO

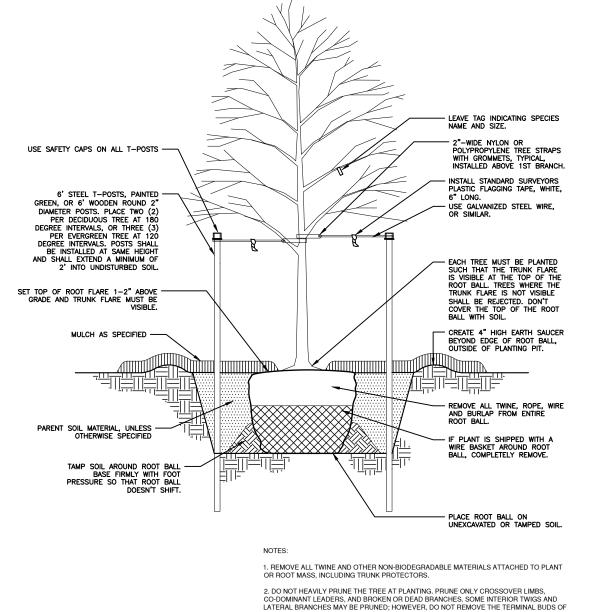
MILLS, WY

REVISIONS BY CI

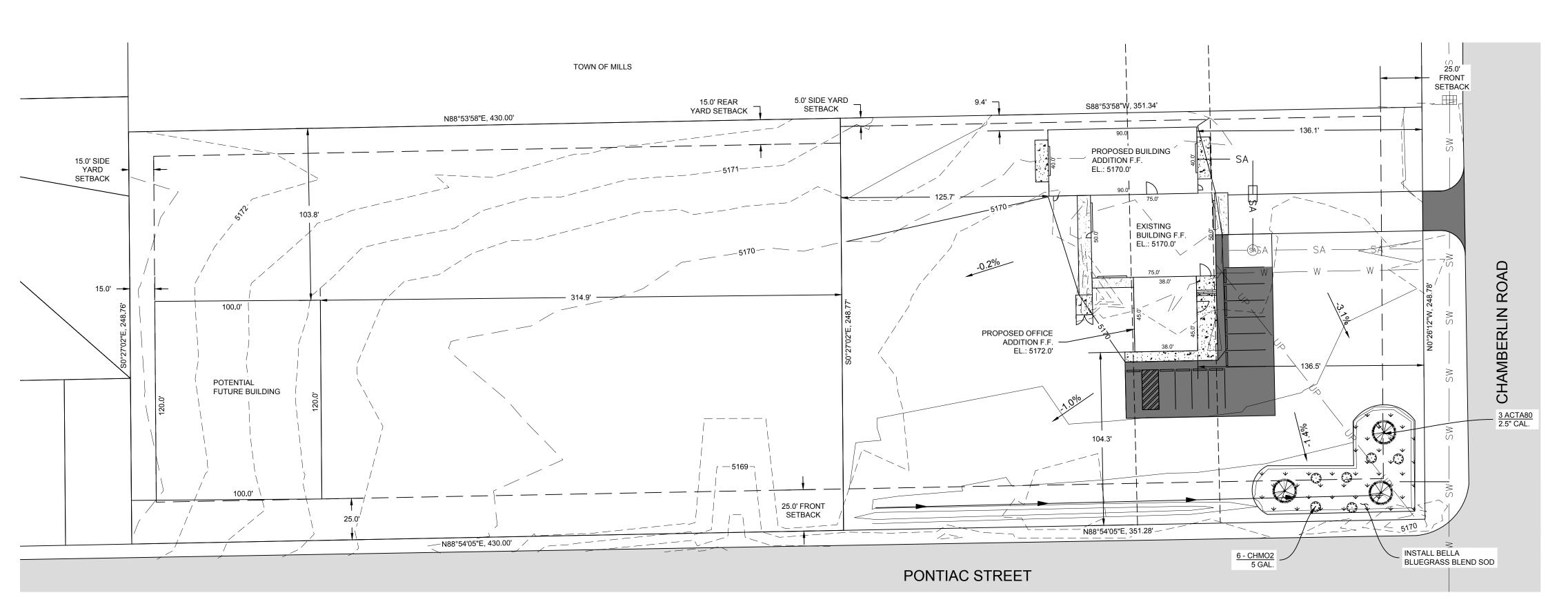
C2.0

IN THE CITY OF MILLS NATRONA COUNTY, WYOMING



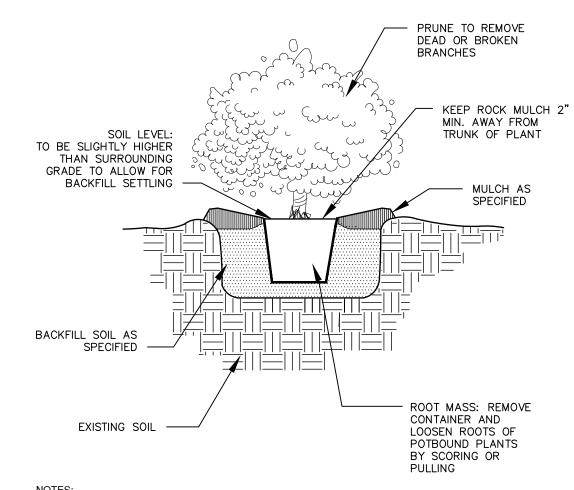


TYPICAL TREE PLANTING



LANDSCAPING NOTES

- 1. CONTRACTOR TO VERIFY LOCATION OF ALL UTILITIES PRIOR TO INSTALLATION, EXCAVATION, OR PLANTING OPERATIONS. ANY DAMAGE TO EXISTING UTILITIES ON SITE OR ADJACENT PROPERTY SHALL BE CONTRACTORS RESPONSIBILITIES.
- ALL PLANT MATERIAL SHALL CONFORM TO THE CURRENT AMERICAN ASSOCIATION OF NURSERYMAN'S NATIONAL STANDARD SPECIFICATIONS.
- ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL BE PREPARED AND SEEDED OR SODDED AS SPECIFIED. A DISTURBED AREA SHALL BE WHERE CONSTRUCTION ACTIVITIES INCLUDING TRENCHING, DEMOLITION, EARTHWORK, MATERIAL STORAGE, STAGING, AND PARKING OR ANY OTHER FORM OF EXCAVATION, COMPACTION, OR TRAFFIC THAT RESULTS IN THE REMOVAL OR DISPLACEMENT OF EXISTING GROUNDCOVER OR GRADE. IT IS THE CONTRACTORS RESPONSIBILITY TO REVIEW ALL OTHER CONTRACT DOCUMENTS TO DETERMINE FULL SCOPE OF POTENTIAL SITE DISTURBANCE TO BE RECLAIMED.
- THE INSTALLATION OF LAWNS, PLANT MATERIAL AND IRRIGATION SYSTEM SHALL BE PERFORMED BY ONE CONTRACTOR. CONTRACTOR SHALL FURNISH REQUIRED PLANT MATERIALS, INCLUDING TREES, SHRUBS, GRASSED, AND PERENNIALS OF ALL DESCRIPTIONS, FOR THE PROJECT IN ACCORDANCE WITH THE PLANS
- AND SPECIFICATIONS.
- IN THE EVENT OF A DISCREPANCY, NOTIFY THE ARCHITECT IMMEDIATELY. NO TREES SHALL BE PLANTED CLOSER THAN 10' TO A FIRE HYDRANT. ADJUST LAYOUT IF NECESSARY.
- NO TREE OR SHRUB SHALL BE PLANTED OVER OR WITHIN 10' LATERALLY FROM ANY SEWER OR WATER LINES OR 4' LATERALLY FROM GAS LINES. ADJUST LAYOUT IF NECESSARY.
- NO SUBSTITUTIONS WILL BE ALLOWED WITHOUT PRIOR WRITTEN CONSENT FROM CITY'S DEVELOPMENT OFFICE. CONTRACTOR TO LEAVE SPECIES LABEL ON PLANT FOR CITY STAFF INSPECTORS. 10. CONTRACTOR SHALL PROVIDE PLANTS FREE FROM INSECTS AND DISEASES, SUN-SCALD INJURIES, ABRASIONS OF THE BARK, OR OTHER OBJECTIONABLE BLEMISHES. WEAK AND/OR DISFIGURED
- 11. CONTRACTOR SHALL PROVIDE FIELD GROWN NURSERY TREES, DUG WITH A BALL OF EARTH STILL INTACT IN WHICH THEY ARE GROWING, WRAPPED IN BURLAP OR OTHER SUITABLE MATERIAL TO
- COMPLETELY COVER THE ROOT BALL WITH A LACING OR OTHER BALL SUPPORTING DEVICE ON THE OUTSIDE TO HOLD THE BALL IN A FIRM, RIGID CONDITION.
- 12. CONTAINER GROWN PLANTS SHALL BE HEALTHY, VIGOROUS, AND ESTABLISHED IN THE CONTAINER IN WHICH THEY ARE GROWN. THEY SHALL HAVE TOPS OF GOOD QUALITY AND BE IN A HEALTHY GROWING CONDITION. THE PLANTS SHALL HAVE A WELL-ESTABLISHED ROOT SYSTEM REACHING THE SIDES OF THE CONTAINER TO MAINTAIN A FIRM ROOT BALL
- 13. ALL 1.5-2" CALIPER DECIDUOUS TREES SHALL HAVE A SINGLE LEADER, 12-14' HEIGHT, BRANCHING AT 6-7' HEIGHT WITH A UNIFORM CANOPY BRANCHING, BRANCH ANGLES SHALL BE NO LESS THAN
- 14. ALL 6-8' TALL EVERGREEN TREES SHALL HAVE A HEIGHT TO SPREAD RATIO OF 5:3, WITH A SINGLE LEADER.
- 15. CONTRACTOR SHALL PROVIDE PLANT MATERIAL IN CONFORMANCE WITH STATE AND FEDERAL LAWS WITH RESPECT TO INSPECTION FOR PLANT DISEASE AND INFECTIONS.
- 16. CONTRACTOR SHALL PROVIDE INSPECTION CERTIFICATES REQUIRED BY LAW WITH EACH SHIPMENT, INVOICE, OR ORDER OF STOCK TO THE OWNER.
- 17. PLANT MATERIALS FOR THIS PROJECT ARE SUBJECT TO INSPECTION BEFORE, DURING, AND POST PLANTING. DAMAGED PLANT MATERIAL, CONTAINERS, OR LOOSE, TORN, AND BROKEN ROOT BALLS WILL NOT BE APPROVED BY THE OWNER AND WILL BE REPLACED AT THE CONTRACTORS EXPENSE AND MUST BE REMOVED FROM THE STORAGE AREA OR PROJECT
- 18. MAINTENANCE SERVICES TO BE PERFORMED BY THE CONTRACTOR. THE CONTRACTOR WILL BE EXPECTED TO FURNISH SERVICE AND MAINTENANCE OF ALL PLANTED AREAS THROUGH FINAL COMPLETION OF PROJECT OR AS REQUIRED PER THE REQUIREMENTS OF THE PROJECT WARRANTY PERIOD.
- 19. ALL PLANT MATERIALS SHALL BE CERTIFIED BY THE STATE DEPARTMENT OF AGRICULTURE TO ASSURE THEM TO BE FREE OF DISEASE OR HAZARDOUS INSECTS.
- 20. ALL FERTILIZER SHALL BE DELIVERED IN WATER PROOF BAGS SHOWING WEIGHT, CHEMICAL ANALYSIS, AND THE NAME OF THE MANUFACTURER. 21. ALL PLANT MATERIAL SHALL BE DELIVERED TO THE SITE IN THEIR ORIGINAL CONTAINERS WITH ALL LABELS INTACT AND LEGIBLE.
- 22. CONTRACTOR WILL BE RESPONSIBLE TO PROTECT AND MAINTAIN PLANT LIFE DURING THE STORAGE PERIOD PRIOR TO PLANTING.
- 23. INSTALLATION OF PLANT LIFE WILL NOT BE PERMITTED WHEN THE AMBIENT TEMPERATURES MAY DROP BELOW 35°F OF RISE ABOVE 90°F.
- 24. CONTRACTOR TO PROVIDE A ONE YEAR WARRANTY. WARRANTY TO INCLUDE COVERAGE FOR ONE ENTIRE GROWING SEASON FOR ALL DEAD OR UNHEALTHY PLANTINGS. ALL REPLACEMENT PLANTS SHALL BE REQUIRED TO BE OF THE SAME SIZE AND SPECIES AS SPECIFIED IN THE PLANT SCHEDULE, PLANTED IN THE FOLLOWING GROWING SEASON, WITH A NEW WARRANTY COMMENCING ON THE DATE OF PLACEMENT.
- 25. SOIL MATERIALS:
- ALL SOIL BACKFILL WILL BE FREE OF ROCKS LARGER THAN 1.5", STICKS, ROOTS, AND OTHER DEBRIS. TOPSOIL TO BE STERILE, WEED FREE, PROCESSED, AND PASSED THROUGH A 3/4" SCREEN.
- 4" OF TOPSOIL TO BE INSTALLED IN ALL NEW SITE LANDSCAPE AREAS, NATIVE GRASS PLANTINGS, AND PLANTING RINGS OR IN ANY AREAS DESIGNATED IN THE PLANS FOR CONSTRUCTION.
- 26. SOIL AMENDMENT MATERIALS: COMPOST SHALL BE 'GLACIER GOLD', 'SOIL PROP', OR AN APPROVED EQUAL.
 - FERTILIZER SHALL BE 100% ORGANIC, TRANSPLANT ROOT STIMULATOR: 'BIOPLEX TRANSPLANT CONCENTRATE' OR APPROVED EQUAL.
 - 27. BOULDERS ENCOUNTERED DURING EXCAVATION FOR THE PROJECT SITE SHALL BE HANDLED TO PREVENT SCARRING AND USED AS PART OF THE LANDSCAPING SCHEME. PLACE AS DIRECTED BY
 - 28. WEED BARRIER FABRIC SHALL BE WOVEN POLYPROPYLENE FABRIC, 4.75 OZ. SQ./YD. OR HEAVIER WITH METAL LANDSCAPE PINS. DO NOT INSTALL WEED BARRIER UNDER PERENNIALS AND GRASSES.
 - 29. CONTRACTOR SHALL USE 1.5" DIA. ROUND POSTS WITH TAPERED END, 8.0' IN LENGTH OR DUCKBILL ANCHORS FOR TREE ANCHORING. 30. CONTRACTOR SHALL USE 3 ANCHORS FOR DECIDUOUS TREES, 3 ANCHORS FOR CONIFEROUS TREES WITH WEBBING OR RUBBER TREE TIES MANUFACTURED SPECIFICALLY FOR USE ON TREES.
 - 31. CONTRACTOR WILL BE RESPONSIBLE TO REMOVE ALL ANCHORING AT THE END OF ONE CONTINUOUS GROWING SEASON. 32. LANDSCAPE AREAS SHALL BE IRRIGATED PER CITY OF GILLETTE STANDARDS. CONTRACTOR SHALL COORDINATE PERMANENT UNDERGROUND IRRIGATION SYSTEM LAYOUT WITH PLANTINGS.
 - 33. CONTRACTOR TO MAINTAIN CURRENT SET OF IRRIGATION AS-BUILT DRAWINGS TO BE SUBMITTED UPON COMPLETION OF PROJECT TO ARCHITECT.
 - 34. AREAS THAT ARE TOO SMALL TO BE DRILL SEEDED SHALL BE BROADCAST, RAKED IN, AND ROLLED.
 - 35. CONTRACTOR TO PROVIDE FULL IRRIGATION AND EDGING SUBMITTAL WITH SHOP DRAWINGS OF LANDSCAPING AND IRRIGATION LAYOUT TO ARCHITECT. 36. STREET LIGHTING SHALL BE ORNAMENTAL STREET LIGHTING, NO GLOBE LIGHTING. ORNAMENTAL STREET LIGHTING SHALL MEET CURRENT STREET LIGHTING STANDARD SPECIFICATIONS.
 - 37. REFER TO DETAILS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.



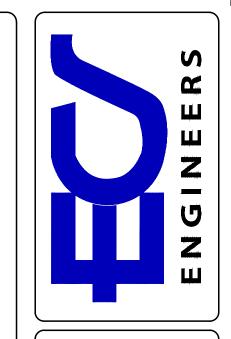
1. REMOVE ALL TWINE AND OTHER NON-BIODEGRADABLE MATERIALS ATTACHED TO PLANT OR ROOT MASS, INCLUDING TRUNK PROTECTORS.

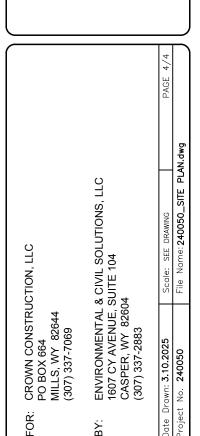
2. LEAVE TAG INDICATING SPECIES NAME.

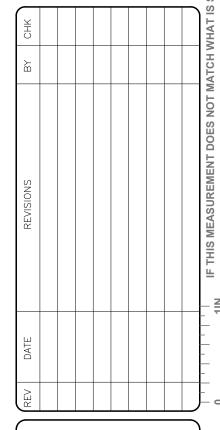
TYPICAL SHRUB PLANTING

PLANT SCHEDULE					
TREES	CODE	BOTANICAL / COMMON NAME	SIZE	ROOT	QTY.
A PART OF A LINE	ACTA80	ACER GINNALA AMUR MAPLE	2.5" CAL.	B&B	3
SHRUBS	CODE	BOTANICAL / COMMON NAME	SIZE	ROOT	QTY.
5 6 8 8 5 5 6 6 8 8 5 6 6 8 8 5 6 8 8 5 6 8 8 6 8 8 6 8 8 8 8	CHMO2	CHRYSOTHAMNUS MOLESTUS RABBITBRUSH	5 GAL.	POT	6

REFERENCE NOTES SCHEDULE				
SYME	3OL		DESCRIPTION	QTY
Ψ 、	Ψ	*	BELLA BLUEGRASS BLEND SOD	3,986 SF









February 11, 2025

MILLS P&Z AND MILLS CITY COUNCIL

RE: SAGE ADDITION MINOR BOUNDARY ADJUSTMENT

I have reviewed the easement document that was recorded May 6th, 1948, in book 40, page 88, Natrona County records. This easement was granted by Edward Treglown to the United States of America. The easement dedicated a 50' wide easement for a power transmission line. Since it was granted to the United States it would virtually be impossible to get a written vacation of the easement from them. It should also be noted that in item #5 on the easement document it states that "The owner reserves the right to cultivate, use and occupy said premises for any purpose consistent with the rights and privileges above which will not interfere with or endanger any of the equipment....." It also states that "In case of permanent abandonment of said right of way, the title and interest herein granted shall end." Easements in some cases may be terminated by abandonment under certain circumstances. One action that can qualify as intent for abandonment, amongst others, is non-use of the easement for an extended period of time even though the grantee of the easement had an extended period of access to the easement. The transmission line was never constructed, and the easement has been unused for 77 years. This could explain why the existing building was constructed within the easement. It is my opinion that this easement has in fact been abandoned by non-use and should not be an issue for the applicant to proceed with the site plan as originally submited.

Steven Granger PLS

100

REPORT 18 40 01 ACCIL 10 88

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION

Contract and Grant of Essement

THIS CONTRACT, made this 27 day of December , 1948, pursuant to the Act of Congress approved June 17, 1902 (32 Stat., 388), and acts amendatory there of or supplementary thereto, between THE UNITED STATES OF AMERICA, bereinafter referred to as United States, and Edward J. Treglown and Marie L. Treglown, husband, and wife, whose address is 528 So. Lincoln St., Casper, Wyoming.

hereinafter collectively referred to as Vendor:

WINNESSETH:

The following grant and the following mutual covenants by and between the

1. For the consideration hereinafter expressed Vendor does hereby grant unto the United States, its successors and assigns, the right, privilege and easement to construct, operate and maintain an electric transmission line, with all poles, cross arms, cables, wires, guys, supports, fixtures and devices, used or useful in the operation of said line, through, over and across the following described land situate in the County of Natrona State of Wyoming to-wit:

SWINE Section 12,

Township 33 North , Range 80 West of the 5th Principal Meridian.

The center line of the route of said line of poles and wires to be erected across said lands shall be as follows: Beginning on the East sixteenth line of Section 12, T. 33 N., R. 80 West of the 6th P. M. at a point situate 409 feet Southerly from the Northeast sixteenth corner; thence North 890 12' 30" East a distance of 185 feet to an angle point; thence South 00 47' 30" East a distance of 959.2 feet to a point on the East-West center line of said Section 12, situate 1076.4 feet Easterly from the center quarter corner. Created at a continue data.

Office Righteet,

2. Said transmission line and every part thereof shall, where it crosses vendor's land, be confined to lands within 25 feet of either side of the herein-above described center line, except that the United States shall have the right and privilege of placing and maintaining guys and anchorages at greater distances from said center line where reasonably necessary to support said transmission line.

5. The grant of easement herein contained shall include the right to enter upon said premises, survey, construct, maintain, operate, control and use said transmission line and to remove objects interfering therewith, and the right to permit the attachment of wires of others. Vendor reserves the right to cultivate, use and co-cupy said premises for any purpose consistent with the rights and privileges above granted and which will not interfere with or endanger any of the equipment of the United States or the use thereof. In case of permanent abandonment of said right of way, the title and interest herein granted shall end, cease and determine. The United States shall use due care in the construction and maintenance of said transmission line.

88.-

way for highways, roads, railroads, canals, laterals, ditches, other electrical transmission lines and telegraph and telephone lines covering any part of the above described land.

5. As complete consideration for the above grant of easement, the United States agrees to pay Vondor the sum of One hundred seventeen and No/100 Dollars (\$117.00)

AC No member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit that may arise herefrom, but this restriction shall not be construed to extend to this contract if made with a corporation or company for its general benefit.

IN WITHESS WHEREOF, the parties hereto have caused this agreement to be ex-

,			•	
*		THE UNITED ST	ATES OF AMERIC	Á
	By	Day.	Mhan	_
		District	Vanabar	1
Vendor	-		pdor	·
	7	Marien	f y red	evi
Vendor	* 3 ³	Yel	ndor (/e-	
	. •			

STATE OF AYOMINE

COUNTY OF Matrona

On this 27th day of December 19 18, before me personally to Blanch J. Treylown and Marie L. Treylown, husband and wife.

index is be be be the person a described in and who executed the foregoing instrument, and workledged to me that they executed the same.

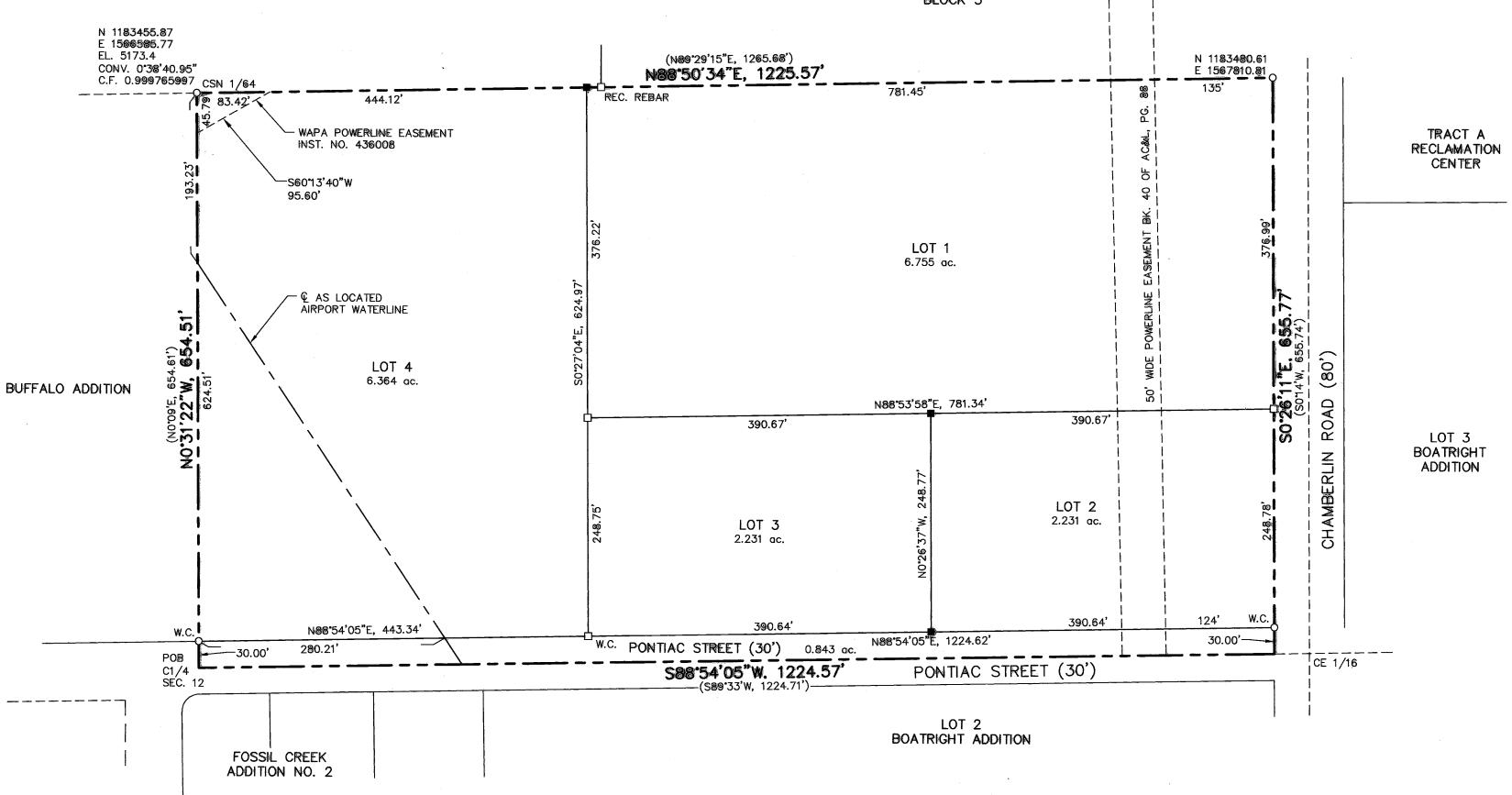
Fifthes my hand and seal the day and year last above written.

(Notary Public)

My Commission Expires August 27, 1732

FREDEN ADDITION

LOT 5 BLOCK 5



<u>LEGEND</u>

O RECOVERED BRASS CAP

☐ RECOVERED ALUM. CAP OR AS NOTED

■ SET 5/8"X24" REBAR W/ ALUM. CAP REPLAT BOUNDARY

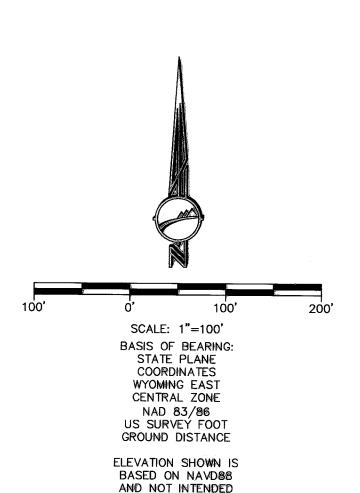
& DISTANCE

FREDEN ADDITION

LOTS 25 & 26

(S&9"33'W, 443.51')

\$88.54'04"W, 443.30' MEASURED BEARING & DISTANCE RECORD BEARING (GEODETIC)



TO BE USED AS A BENCHMARK

PLAT CLOSURE EXCEEDS 1:100,000

ENGINEERING . SURVEYING

SCALE: 1"=500' APPROVALS Inspected and Approved this 15th day of October 2019.

Kiskin St VICINITY MAP

Approved by the Town Council of the Town of Mills, Wyoming by Resolution No. 2019.54 approved this 15 day of October 2019.

PLAT OF

10/30/2019 8:33:48 AM NATRONA COUNTY CLERK Tracy Good 1072368

"SAGE ADDITION" TO THE TOWN OF MILLS, WYOMING A VACATION AND REPLAT OF TRACT 2, R.L. MANNING & LOWER ADDITION BEING A PORTION OF THE S1/2SW1/4NE1/4, SECTION 12 TOWNSHIP 33 NORTH, RANGE 80 WEST SIXTH PRINCIPAL MERIDIAN

DEDICATION STATEMENT

NATRONA COUNTY, WYOMING

PAGE 1 OF 1

The Town of Mills and Silvertip Property, LLC hereby certify that they are the owners and proprietors of the foregoing vacation and replat of Tract 2, R.L. Manning & Lower Addition to the Town of Mills, located in the S1/2SW1/4NE1/4, Section 12, Township 33 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the southwesterly corner of the property being described and the C1/4 corner of said Section 12; thence from said Point of Beginning and along the westerly line of the Parcel being described and the westerly line of said S1/2SW1/4NE1/4, Section 12 and the easterly line of the Buffalo Addition, N0°31'22"W, 654.51 feet to the northwesterly corner of said Parcel and the northwesterly corner of said S1/2SW1/4NE1/4, Section 12; thence along the northerly line of the Parcel being described and the northerly line of said S1/2SW1/4NE1/4 and the southerly line of Freden Addition Lots 25 & 26 and Freden Addition Lot 5, Block 5, N88°50'34"E, 1225.57 feet to the northeasterly corner of said parcel and a point in and an intersection with the westerly right-of-way line of Chamberlin Road; thence along the easterly line of the Parcel being described and the westerly right—of—way line of said Chamberlin Road, S0°26'11"E, 655.77 feet to the southeasterly corner of said Parcel and a point in and an intersection with the southerly line of said S1/2SW1/4NE1/4; thence along the southerly line of the Parcel being described and the southerly line of said S1/2SW1/4NE1/4, Section 12, S88°53'58"W. 1224.57 feet to the Point of Beginning and containing 18.424 acres, more or less.

The vacation and replat of the foregoing described lands as appears on this plat is with the free consent and in accordance with the desires of the above named owners and proprietors of said lands; the name of said vacation and replat shall be known as "Sage Addition", to the Town of Mills, Wyoming. All streets as shown hereon are hereby or have previously been dedicated to the use of the public and easements as shown hereon are hereby dedicated to the use of public and private utility companies for purposes of construction, operation and maintenance of utility lines, conduits, ditches, drainage and access.

TOWN OF MILLS P.O. Box 789 Mills, Wyoming 82644 SILVERTIP PROPERTY, LLC 4009 W. 39th Street Casper, Wyoming 82604

RUSTIN L. ANDERSON, MANAGING MEMBER

SILVERTIP PROPERTY, LLC 4009 W. 39th Street Casper, Wyoming 82604

ACKNOWLEDGEMENTS

STATE OF WYOMING

COUNTY OF NATRONA The foregoing instrument was acknowledged before me by Seth Coleman, Mayor, Town of Mills this

Witness my hand and official seal.

My commission expires: Dec. 7, 202

STATE OF WYOMING

COUNTY OF NATRONA The foregoing instrument was acknowledged before me by Rustin L. Anderson, Managing Member of Silvertip Porperty, LLC this day of October, 2019.

Witness my hand and official seal.

My commission expires: JUNE 20, 2021

STATE OF WYOMING

NOTARY PUBLIC
KENNETH R. MOORE
STATE OF WYOMING
COUNTY OF NATRONA

COUNTY OF NATRONA The foregoing instrument was acknowledged before me by Lyle C. Vinich, Managing Member of Silvertip Porperty, LLC this day of October, 2019.

Witness my hand and official seal.

My commission expires: Vune 20, 2021

STATE OF WYOMING

COUNTY OF NATRONA

CERTIFICATE OF SURVEYOR

l, Paul R. Svenson, a Professional Land Surveyor, 10272, do hereby certify that this plat was made from notes taken during an actual survey made by me or under my direct supervision during the months of September and October, 2019, and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.



STATE OF WYOMING

COUNTY OF NATRONA

The foregoing instrument was acknowledged before me by Paul R. Svenson this 1774 day of OCTOBER, 2019.

Witness my hand and official seal.

My commission expires: √uN € 20, 2021



.

February 13, 2025

Matt Williams, P.E. City Engineer, City of Mills, 704 4th Street, Mills, WY 82604



Vinich Building - Site Drainage

Mr. Williams,

ECS Engineers has produced an infrastructure site plan design for the Vinich Building Addition located at 280 Chamberlain Road in the City of Mills. The proposed development will take place on Lot 2 of the Sage Addition to the City of Mills, while Lot 3 is also owned, no development is currently planned on that lot. The proposed addition will involve a 1,700 square foot addition on the south side of the existing building on site, with a future 3,600 square foot addition also in consideration. This development will also involve the installation of concrete sidewalks around the building, and an asphalt parking area that will meet City of Mills requirements. The property is currently developed with a single warehouse building on the site, approximately 3,750 square feet, with the remainder of the property having gravel surfacing and primarily used for equipment storage. The completion of this development will require minor grading improvements across the site, therefore, ECS has compilated stormwater calculations to estimate the changes this construction will have on the stormwater runoff from the site, and attempt to mitigate the impact of these changes on neighboring lots. A copy of the Sage Addition plat and a full set of plans have been included in the Appendix of this report.

Existing Conditions

The Vinich Building is located on Lot 2 of the Sage Addition to the City of Mills, Wyoming. This lot is approximately 2.23 acres in size, and is bounded to the north by Lot 1 of the same subdivision, to the west by Chamberlain Road, to the south by Pontiac Street, and to the east by Lot 3 of the same subdivision. Lot 3 is owned by the same individual, however no development is currently planned for that portion of the property.

The nearest stormwater infrastructure to the project site is located adjacent to the east side of the property. There is a 60" RCP storm sewer that flows southward along the west side of Chamberlain Road before outfalling into the North Platte River approximately 700 feet to the southeast of the project site. There is a catch basin for this storm sewer line located near the northeast corner of the subject property.

Currently, the gradient slopes towards the southeast corner of the project site, with less than two feet of elevation difference between the northwest corner and southeast corner of the site. There appears to be a berm along the fence at the southern edge of the site, that prevents drainage from flowing onto

Pontiac Street, and instead it appears that drainage is directed towards the southwest corner where it is detained and released at the Pontiac Street and Chamberlain Road intersection via overland flow. It appears that all drainage in the area tends to flow in a southeastern direction towards the North Platte River.

Proposed Conditions

The proposed development of the Vinich Building site will involve the construction of a 1,700 square foot addition on the south side of the existing structure, with a future 3,600 square foot addition planned for the north side. This development will also include asphalt parking being constructed around the south and east sides of the building, as well as sidewalk being constructed around the west, south and east sides. A trash-pad is planned near the southwest corner of the building. This construction will require minimal grading alterations across the subject property, with the majority of the site already graded in the desired manner.

The addition to the Vinich Building and the improvements taking place around it will not include any underground storm sewer infrastructure, but will instead utilize overland flow and sheet flow to direct all anticipated stormwater runoff to the desired locations on the project site. Proposed grading on the project site was designed in a manner that minimized grades across the project site, thus reducing velocities of stormwater runoff, and ensuring a more effective design.

The goal of the site grading and drainage plan for this site is to direct post-development stormwater runoff in a southeasterly direction, with all runoff from the site ending up in a proposed detention pond in the southeast corner of the site. The existing conditions on site appear to let stormwater runoff from the site release onto Chamberlain Road. Therefore, the proposed detention pond will be designed in a manner that releases stormwater runoff from the site at a rate that does not exceed the predevelopment rate. Additional information regarding the grading and drainage on the site can be found on the site plan, which has been included in the Appendix of this report.

Stormwater Modeling

The project site was modeled using the SCS method via AutoDesk's Hydraflow Express extension for AutoCAD Civil 3D. Storm event intensities were obtained through NOAA's Atlas 2 Volume 2 sheets for the State of Wyoming. 6-hour and 24-hour events for 2-, 5-, 10-, 25-, 50-, and 100-year storm events were used, and plugged into the Hydraflow Express software. Additional variables including area, curve number (CN), and time of concentration (Tc) were calculated for each of the drainage basins on the project site. AutoDesk's Civil 3D catchment tool was used in order to delineate each drainage basin as well as to calculate time of concentration values. Both pre-development and post-development curve numbers were calculated based on the areas of each drainage basin, and the areas of individual types of surfacing both existing and proposed.

Hydrographs were then created for pre-development conditions using both 10- and 100-year storm frequencies. Peak runoff values were obtained from each of these hydrographs, and then plugged back into post-development hydrographs, along with post-development curve numbers, which then produced required storage volumes for stormwater runoff based on the existing peak runoff rate. This method ensures that post-development conditions on-site will not exceed pre-development discharge rates.

Item #2.

The pre-development condition on the site resulted in an estimated peak discharge rate that totaled 7.57 cfs for the 10-year event, and 15.57 cfs for the 100-year event. The post-development conditions resulted in an estimated peak discharge rate that totaled 7.84 cfs for the 10-year event, and 15.79 cfs for 100-year event. These figures results in a required stormwater runoff storage capacity of 700 cubic feet for a 10-year event, and 504 cubic feet for a 100-year event.

Results and Recommendations

The stormwater runoff from the Vinich Building site will be directed in a manner where it flows to the southeast corner of the site using overland and sheet flow. The stormwater runoff will be detained in the southeast corner of the site, and released onto Chamberlain Road at a rate that does not exceed the pre-development discharge rate of the site.

Handling the stormwater runoff in this manner will ensure that discharge rates from the project site, under no storm condition, will exceed the pre-development rates. This ensures that neighboring properties and infrastructure will not be adversely affected by the improvements that are taking place on site.

The full set of pre-development and post-development hydrographs, a figure delineating the drainage basin boundaries, and a Vinich Building plan set can be found attached to this letter.

Respectfully,

Ryan Sohneman, E.I.T. Project Engineer

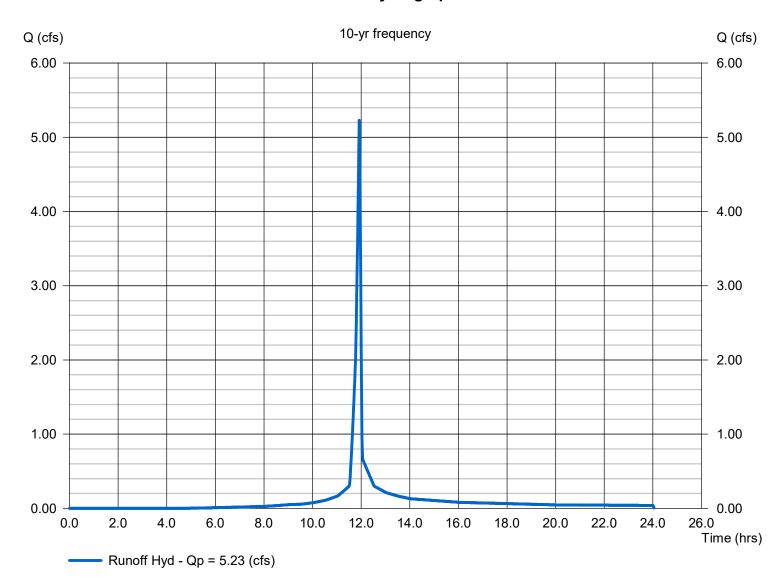
Rev.: Brian L. Chandler, P.E.

Monday, Feb 10 2025

Vinich Building - Catchment 1 Existing Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 5.230
Storm frequency (yrs)	= 10	Time interval (min)	= 1
Drainage area (ac)	= 0.940	Curve number (CN)	= 89
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 4.25	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 9,784 (cuft); 0.225 (acft)



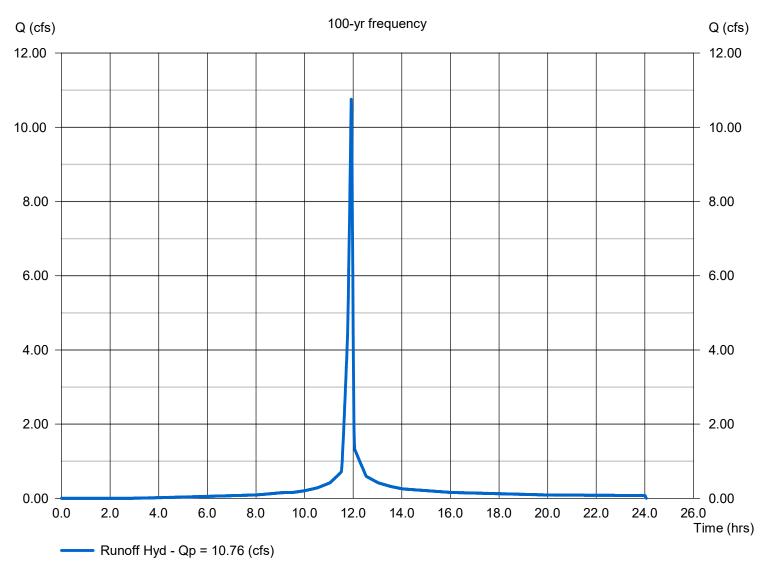
Monday, Feb 10 2025

Vinich Building - Catchment 1 Existing Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 10.76
Storm frequency (yrs)	= 100	Time interval (min)	= 1
Drainage area (ac)	= 0.940	Curve number (CN)	= 89
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 7.95	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 21,234 (cuft); 0.487 (acft)

Runoff Hydrograph



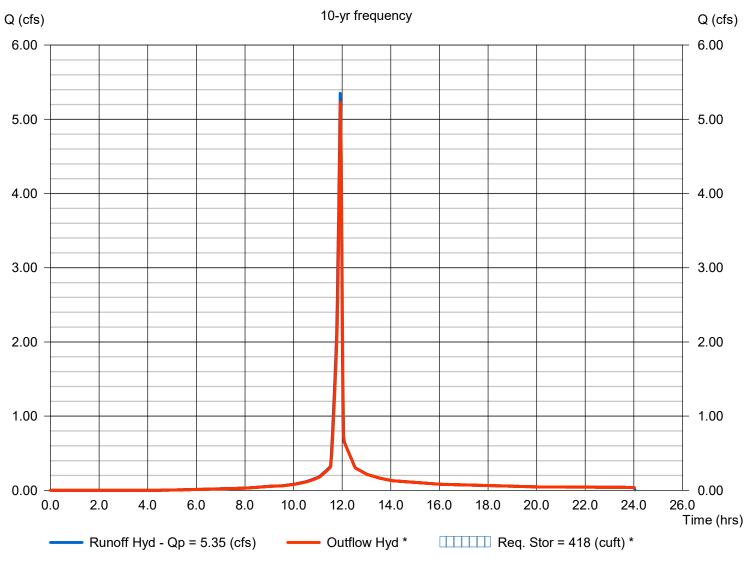
20

Monday, Feb 10 2025

Vinich Building - Catchment 1 Developed Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 5.349
Storm frequency (yrs)	= 10	Time interval (min)	= 1
Drainage area (ac)	= 0.940	Curve number (CN)	= 90
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 4.25	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 10,099 (cuft); 0.232 (acft)

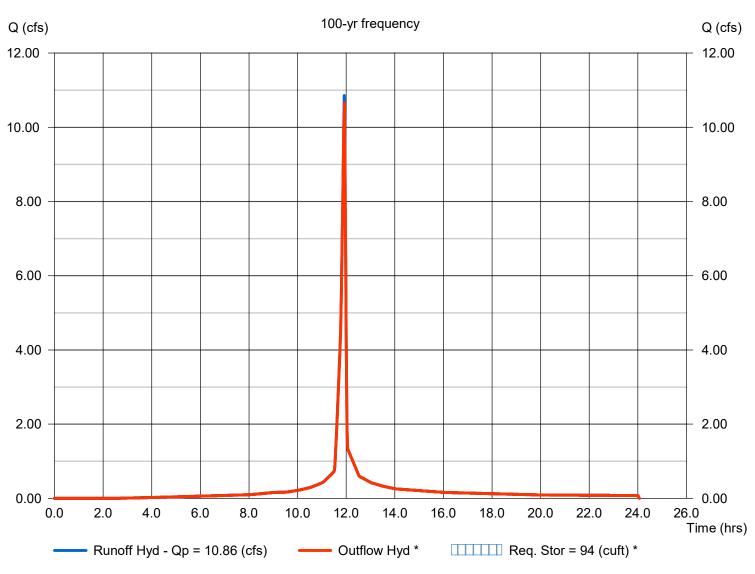


Monday, Feb 10 2025

Vinich Building - Catchment 1 Developed Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 10.86
Storm frequency (yrs)	= 100	Time interval (min)	= 1
Drainage area (ac)	= 0.940	Curve number (CN)	= 90
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 7.95	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 21,613 (cuft); 0.496 (acft)

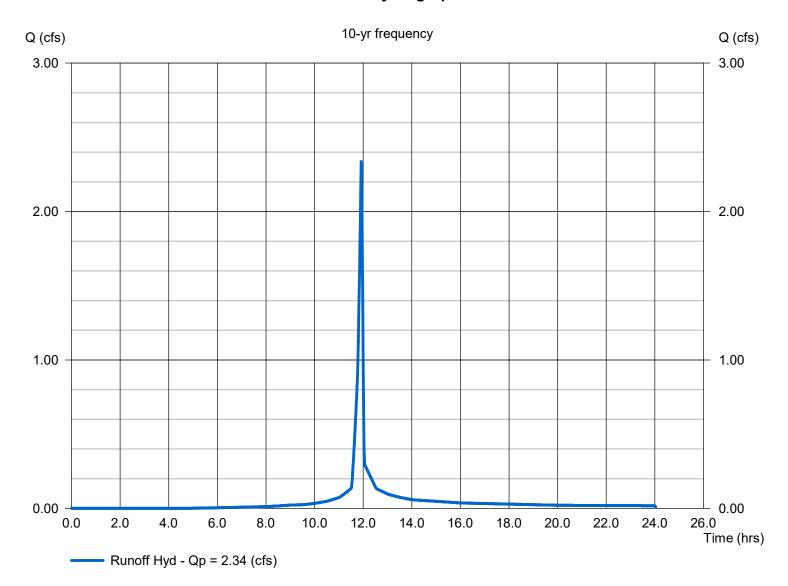


Monday, Feb 10 2025

Vinich Building - Catchment 2 Existing Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 2.337
Storm frequency (yrs)	= 10	Time interval (min)	= 1
Drainage area (ac)	= 0.420	Curve number (CN)	= 89
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 4.25	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 4,371 (cuft); 0.100 (acft)

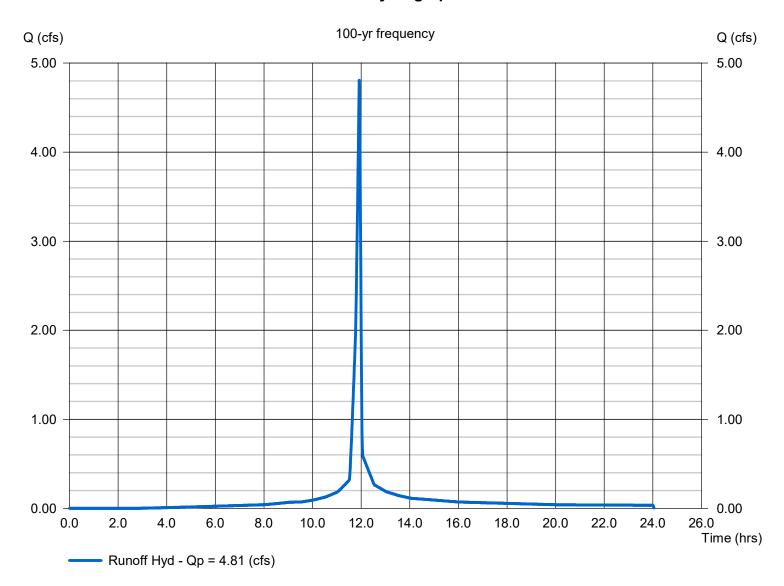


Monday, Feb 10 2025

Vinich Building - Catchment 2 Existing Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 4.806
Storm frequency (yrs)	= 100	Time interval (min)	= 1
Drainage area (ac)	= 0.420	Curve number (CN)	= 89
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 7.95	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 9,487 (cuft); 0.218 (acft)

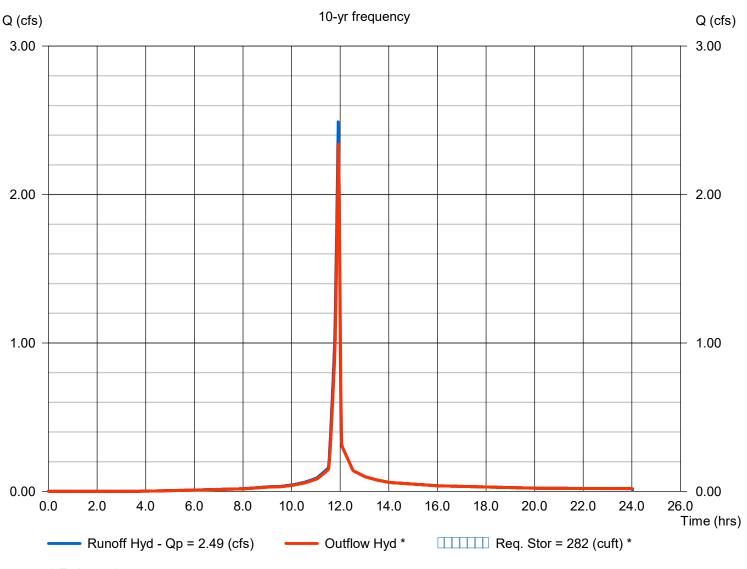


Monday, Feb 10 2025

Vinich Building - Catchment 2 Developed Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 2.490
Storm frequency (yrs)	= 10	Time interval (min)	= 1
Drainage area (ac)	= 0.420	Curve number (CN)	= 92
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 4.25	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 4,802 (cuft); 0.110 (acft)

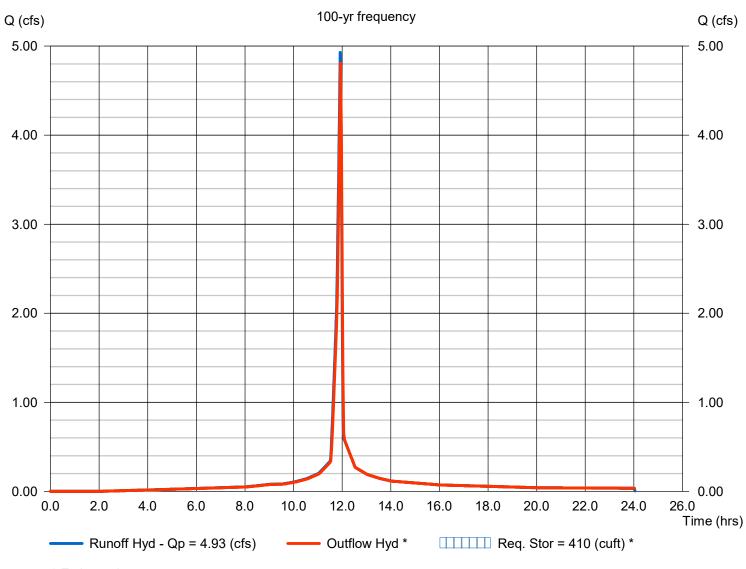


Monday, Feb 10 2025

Vinich Building - Catchment 2 Developed Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 4.928
Storm frequency (yrs)	= 100	Time interval (min)	= 1
Drainage area (ac)	= 0.420	Curve number (CN)	= 92
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 7.95	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 9,997 (cuft); 0.229 (acft)







Mills Planning & Zoning Board Meeting Minutes

March 6, 2025

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

City Staff in Attendance: City Planner Megan Nelms, Building Inspector Kevin O'Hearn, Sabrina Kemper, Community Development Director and Mayor Leah Juarez

Chairman John Gudger called meeting to order at 5:31pm on March 6, 2025, as a quorum was present.

Chairman Gudger asked if everyone had a chance to read the minutes from the previous meeting on February 6, 2025. 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 February 6, 2025 P&Z meeting. All ayes, motion passed.

Chairman Gudger introduced the first item on the agenda, the Vinich Development Plan, and asked for a motion to remove the item from the table. Board Member Volzke made a motion to remove the item from the table, Board Member John Bryson seconded the motion. Chairman Gudger asked Megan for a staff report. Megan provided an over of the case, 25.01 DEV. The applicant is proposing to construct additions to an existing commercial shop building on Lot 2A, Sage Addition. The existing building is approximately 3,750 sf in size and the application proposes future additions of 3,600 sf on the north side of the existing structure and a second addition of 1,710 sf on the south side. The property is located on the northwest corner of the intersection of Chamberlin Rd and Pontiac St.

Megan provided an overview of the easement which was recorded in 1948 in favor of the United States of America. Shawn Gustafson was in attendance representing the applicant. He stated the easement was not a viable easement and no longer existed although there are not timelines for easements to exist. Chairman Gudger asked if the Bureau of Reclamation was contacted regarding this easement. Mr. Gustafson stated no, they were not contacted. Megan asked Shawn if they ever contact One Call to ensure there is nothing in the easement. Shawn stated they do at times but did not in this case.

Megan then provided a summary of the planning considerations for the development plan application:

Planning Considerations:

- 1. Submit an exterior lighting plan per Section 40.35(4) showing the location and types of lighting for the building, along with manufacturer's specifications.
- 2. 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.
 - a. Nine (9) parking spaces are required. 14 are shown on the development plan with asphalt surfacing. This meets the intent of the regulations.
- 3. Submit a final drainage plan
- 4. Show all existing easements on the site plan.
- 5. Enter into an approved Site Plan Agreement upon approval of the Development Plan.





Mills Planning & Zoning Board Meeting Minutes

March 6, 2025

- 6. Obtain all required building permits for:
 - a. All site lighting
 - b. All on-premise signage.

Staff Recommendation:

Staff recommends approval of the Development Plan pending completion of all planning considerations and recommends the Planning Commission make a do-pass recommendation on the application to City Council.

Chairman Gudger asked Megan about specific lighting wallpacks. Megan stated yes, it is noted on the plan they still need to provide the specifics on the proper shielding of the lighting. The development plan notes that exterior lighting will be on the building, with no proposed parking lot illumination. Specifications for the types of exterior lighting for the building still need to be provided. Board members discussed current setbacks and clarified final plans on where the actual building is being built.

Chairman Gudger then asked if there was any other discussion. There were no further questions or discussion. Chairman Gudger asked for a motion. Board Member Bryson made a motion to approve based on board discussion and staff recommendations. Board Member Baye seconded the motion. All ayes, motion passed.

Chairman Gudger introduced the next item on the agenda, the Boatright Addition No. 3 Final Plat and asked Megan to provide a staff report. Megan reviewed the requested replat. This is being requested so the City of Mills can potentially build a bike trail along this route. Megan stated some cosmetic changes needed to be fixed on the plat. Chairman Gudger asked about public access to this area, Megan stated it could be accessed off of Bear Pen Rd. Sabrina Kemper was in attendance to explain this part of the pathway is needed to connect two other city owned pieces of property and to complete the bike trail design and engineering. Safety crossing Bear Pen was discussed and this is depicted on the actual engineered plans, not on the plat.

Planning Considerations:

- 1. Provide a vacation statement on the plat face.
- 2. Remove the signature line for the Planning Commission and replace it with City Planner.
- 3. Add a 5' general utility easement to the south and west parcel boundary lines.
- 4. Cosmetic changes to the plat:
 - a. Bold the subdivision boundary
 - b. Add a line legend
- 5. Survey Reviews:
 - a. Per the Land Development Regulations, all major corners of a subdivision shall be marked with brass caps. There appear to be three (3) corners within the subdivision that need to be replaced with brass caps.

Item #2.



Mills Planning & Zoning Board Meeting Minutes

March 6, 2025

Staff Recommendation:

Megan stated that 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.

Chairman Gudger then asked if there were any questions from the commission. Vice Chairman Volzke motioned to approve the plat upon meeting all recommendations. Board Member Baye seconded the motion. All ayes, motioned passed.

Chairman Gudger introduced the last item on the agenda, Land Development Regulations Updates and asked for a review from Megan. She stated that no action or decision is being asked at this time but it is a good time to update the regulations as they have been in place of almost one year and there have been some issues to note and change. There are some minor formatting issues and some clarification issues that need to be addressed. Extensive discussion ensued about notification requirements, distances for notifications and what notifications are required. Board Members discussed notifying property owners within a 500 foot radius for an industrial, commercial or multi-family site development plan. The regulations currently do not require any notifications for this. Board members ultimately agreed a 300' notification was appropriate and would like council to approve this for planned development so property owners are aware of what is going on in their neighborhoods.

Vith no other business, Chairman Gudger adjourned the meeting at 6:53pm
ohn Gudger, Chairman
ttest: Sarah Osborn, City Clerk

Proposed 99 lot development near WCA new school



Wyoming Classical Academy

