



MINUTES OF THE 4th of AUGUST 2022 MILLS PLANNING & ZONING BOARD MEETING

Board Members Present: Pattie Gould, Ed Greenwood, Bob Greenley, Leon Norvell and Mike Roden were all present for this P&Z Meeting.

Others in Attendance: Matt Williams, the new City Planner and Kevin. O’Hearn, the P&Z Board Secretary. Joe Parks with Can Do Construction also attended to speak in favor of both projects before the board.

Kevin introduced Matt Williams to everyone as he is the new Planner for the city since Scott left for Arizona. Matt also works at WLC as did Scott, so the transition should be fairly easy, as Matt is also the City engineer. Kevin also introduced Mike Roden to all the other members of the P&Z Board as it was his first meeting. Board Member Leon Norvell mentioned that he didn’t have the minutes of the last meeting so Kevin made copies of the minutes for all as the minutes were not included in the board’s packets. The board members quickly looked over the minutes prior to the meeting starting.

Chairman Pattie Gould called the Meeting to order at 5:02 PM on August 4th, 2022, as a quorum was present.

Chairman Pattie Gould asked board members if they had read the minutes of the 19th of May 2022 P&Z Board meeting. Board Member Bob Greenley made a motion to accept and Board Member Ed Greenwood seconded the motion to approve the minutes. Chairman Pattie Gould called for a vote to pass the minutes of the 19th of May 2022 P&Z meeting. All ayes, motion passed.

Kevin mentioned to Matt to go right into the first agenda item. Matt introduce SP 1-2022, A site plan for a 2,400 sq. ft. commercial building, located (at 935 Freden Blvd) on Lot 5, Block 2, Freden Addition, City of Mills, WY (Owner/ Applicant: Can Do Everything, LLC)

Background:

Bonander Properties, LLC is the owner of Lot 5, Block 5, Freden Addition, City of Mills, WY. The lots is approximately 1.804 acres in size, and zoned Established Industrial (E-I). It is surrounded by E-I Zoning on all sides. Can Do Everything, LLC is proposing to build a 2,400 sq. ft. commercial building and associated parking on the property.

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Notifications were sent to utility providers on July 14, 2022:

No comments were received back within the requested timeframe.

Notifications were provided to Staff Members on July 14, 2022:

Matt noted that “Freden Blvd” is incorrectly labeled to the north of the lot and should be Pendell Blvd. The site plan was changed and is now corrected.

General Notes:

1. **Parking** – 5 parking spaces (10 x 20) parking space are provided. One space per 1,000 sq. ft. of gross leasable floor area is required plus one space per employee plus one space per company vehicle per zoning regulations.
2. **Lighting** – All lighting must be downward facing and not project directly onto adjacent properties.

Chairman Pattie Gould asked what kind of lighting would be on the building and Mr. Parks mentioned a standard wall pack lighting that doesn't shine out into the street but straight down. Mr. Parks also mentioned this storage building is just for the Bonander's personal vehicles and equipment since they have all their other buildings in the area rented out. .

Staff Recommendation: Staff recommends the Planning and Zoning Board forward a “**do pass**” recommendation to the City Council to approve the site plan for a 2,400 sq. ft. commercial building, located (at 935 Freden Blvd) on Lot 5, Block 2, Freden Addition, City of Mills, WY, with the following conditions:

1. That prior to obtaining building permits to construct, the Owner signs a Site Plan Agreement which will be recorded with the Natrona County Clerk's office stating construction will comply with all design provisions as shown on the Site Plan and any other improvements required by the Town of Mills.
2. The Owner obtains all required building permits, and complies with all Mills Code and inspection requirements, and State and Federal regulations.
3. That prior to the issuance of certificates of occupancy, all requirements shall be completed to the satisfaction of the City Planner, City Engineer, Public Works Director, Fire Inspector, and Building Inspector.

Board Member Bob Greenley asked if all setbacks and easements are being followed and that this won't be a home or dwelling of any kind? Mr. Parks mentioned they will be putting in a small bathroom and possibly a wash basin, but nothing else. Chairman Pattie Gould asked about the

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power lines and Matt mentioned they were to the west and not a concern. There was some discussion about the overhead doors and being able to drive into the building from Pendell or Freden. It was mentioned that in the future if Kevin could provide a brief overview of the building plans to the Board that that would be beneficial. Kevin said that he would.

There was no further discussion and Chair Pattie Gould asked if there was a motion to approve the site plan for a 2,400 sq. ft. commercial building, located (at 935 Freden Blvd) on Lot 5, Block 2, Freden Addition, City of Mills, WY. Board Member Bob Greenley made a motion to approve the site plan. Board Member Leon Norvell seconded the motion. All voted in favor of the motion to forward a “Do Pass” to the council.

Chair Pattie Gould asked Matt to continue and he proceeded into SP 2-2022, A site plan for a 2,880 sq. ft. and 9,000 sq. ft. commercial buildings, located (at 1005 Falcon Ave) on Lot 12, Peterson #2 Addition, City of Mills, WY (Owner/ Applicant: Can Do Everything, LLC)

Background:

Can Do Everything, LLC is the owner of Lot 12, Peterson #2 Addition, Town of Mills, WY. The lot is approximately 1.11 acres in size, and zoned Established Industrial (E-I). It is surrounded by E-I Zoning on the north and east sides and Established Residential (E-R) on the west. Can Do Everything, LLC is proposing to build a 2,880 sq. ft. commercial buildings and associated parking on the property.

Notifications were sent to utility providers on July 14, 2022:

Henry Yeager, (RMP) on July 18, 2022 - *I don't see problem with site plan as long as not impeding on transmission power line easement. My plan was to place new transformer along Pendell Boulevard and then run service conductor to meter on North West corner on building. Transformer and primary conductor will need to be within existing utility easement and will not need easement for service conductor from transformer to meter location.*

Mr. Parks worked closely with RMP to ensure all code items were met concerning the meter disconnect and ensuring proper distance from existing to new structures on the lot.

Notifications were provided to Staff Members on July 14, 2022:

Wil Gay, (City of Mills Fire Chief) on July 14, 2022 - *After some back and forth with Matt this morning, I have classified the business going in at 1005 Falcon Ave. as a Group B – Business occupancy. Please keep in mind this is based on what we are being told by the owner, that it is going to be office space and warehouse. Everyone should be aware that if we find that he stores*

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things in the warehouse or uses the warehouse in a way that changes the occupancy, he may be required to upgrade the fire rating on the wall that faces the existing building.

Based on the less than 5 foot separation he will be required to provide a 1-hour fire rating, only on the wall the faces the existing building. Also, he will not be able to have any emergency exits on that side of the building as that requires 10 feet of clearance outside the door

General Notes:

- 1. Parking** – 8 parking spaces (10 x 20) parking space are provided on the site plan for the new buildings. One space per 1,000 sq. ft. of gross leasable floor area is required plus one space per employee plus one space per company vehicle per zoning regulations. There is an existing building on site that does provide parking spaces already.
- 2. Lighting** –All lighting must be downward facing and not project directly onto adjacent properties.

Kevin mentioned one correction to the building size. It is 2880 sq. ft. and not 2400 sq. ft.

Staff Recommendation: Staff recommends the Planning and Zoning Board forward a “do pass” recommendation to the City Council to approve the site plan for a 2,880 sq. ft. and 9,000 sq. ft. commercial buildings, located (at 1005 Falcon Blvd) on Lot 12, Peterson #2 Addition, Town of Mills, WY, with the following conditions:

1. That prior to obtaining building permits to construct, the Owner signs a Site Plan Agreement which will be recorded with the Natrona County Clerk’s office stating construction will comply with all design provisions as shown on the Site Plan and any other improvements required by the Town of Mills.
2. The Owner obtains all required building permits, and complies with all Mills Code and inspection requirements, and State and Federal regulations.
3. That prior to the issuance of certificates of occupancy, all requirements shall be completed to the satisfaction of the City Planner, City Engineer, Public Works Director, Fire Inspector, and Building Inspector.

Chair Pattie Gould asked about lighting late at night in the winter months and about the number of offices and if there is adequate parking? Mr. Parks mentioned the wall packs again and how well let the existing parking area is and it will only get better with the new building being right next door. Mr. Parks also mentioned there would be four offices and one conference room and that parking goes all along the front of the buildings on Falcon Ave providing enough parking for all

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the offices. Board Member Leon Norvell asked if this would be a shop for a business or simply for storage? Mr. Parks mentioned he didn't know just yet but wouldn't allow a "dirty tenant" in which he sated is like an oil field business. He wants to keep it clean and nice and he has begun landscaping the corner lot and wants to keep it very nice.

Chair Pattie Gould asked if here was no further discussion would someone like to make a motion to approve the site plan. Board Member Leon Norvell made a motion to approve the site plan for a 2,880 sq. ft. and 9,000 sq. ft. commercial buildings, located at 1005 Falcon Blvd, on Lot 12, Peterson #2 Addition. Board Member Mike Roden seconded the motion. All voted in favor of the motion to forward a "Do Pass" to the council.

Kevin mentioned to Mr. Parks that he should attend the next council meeting to answer any questions concerning these two proposed buildings. Mr. Parks wondered if he had to do this each time and there was discussion about the process of site plan approval and building permits. Mr. Parks also asked about the possibility of some buildings on Pendell Blvd down from one of his last projects and the possibility of a variance to make it work. Both Board Members Ed Greenwood and Bob Greenley gave him advice and direction concerning possible solutions.

After Mr. Parks left, Matt mentioned that there was nothing on his desk for the next meeting. Matt asked Kevin if he heard any more concerning the re- zoning request on N. 1st Avenue that was phoned in about a week or so ago. Kevin mentioned that he hadn't heard any more about it.

Board Member Ed Greenwood made a motion to adjourn at 5:38 PM, and Chair Pattie Gould declared the meeting adjourned at 5:39 PM.

Pattie Gould, Chair

Attested: Christine Trumbull