



CITY OF MILLS
EST. 1921

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

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

AGENDA
MILLS CITY PLANNING COMMISSION
THURSDAY, AUGUST 3, 2023 – 5:00 P.M.
CITY CONFERENCE ROOM, 704 4TH ST., MILLS, WY

ITEMS ON THIS AGENDA ARE SUBJECT TO A PUBLIC HEARING BEFORE
THE CITY COUNCIL FOR FINAL ACTION.

Join Zoom Meeting

<https://us02web.zoom.us/j/83479314364?pwd=Q1dnMmNvMHc3bzVvd0h1QjBJcGhSdz09>

1 (346) 248-7799

Meeting ID: 834 7931 4364

Passcode: 802249

1. Call to Order
2. Approval of minutes from July 6, 2023
3. 23.03 COZ – Mills Downtown Commercial/Riverfront Rezone
4. 23.02 SKC – SIPS Coffee Site Plan

--- PUBLIC COMMENT ---

5. Public comment is a time when citizens may bring forth items of interest or concern that are not on the agenda. Please note no formal action will be taken on these items during this time. However, they may be scheduled on a future posted agenda if action is required.
6. Adjourn



MINUTES OF THE 6th OF JULY 2023

MILLS PLANNING & ZONING BOARD MEETING

Board Members Present: Bob Greenley, Leon Norvell, Dale Smith, Chris Volzke and John Gudger were all present for this P&Z Meeting.

Others in Attendance: Megan Nelms, City Planner, Kevin O’Hearn, Building Official, Sabrina Kemper, Community Development Director, Shawn Gustafson, ECS Engineers, and Lisa Burrige, applicant, were also in attendance.

Planner Megan Nelms gave a presentation and training to the Planning & Zoning Board starting at 4:00 p.m. The training consisted of education on planning commissioner responsibilities, meeting protocol and information on the Wyoming Planning Association. The training concluded at 5:00 p.m.

Action Chairman Leon Norvell called the meeting to order at 5:04 PM on July 6, 2023, as a quorum was present. Megan and Kevin welcomed the new Planning Commissioners, Dale Smith, Chris Volzke and John Gudger.

The first item of business was to elect officers for the 2023-2024 term. Board Member Bob Greenley made a motion to elect Leon Norvell as Chairman. Dale Smith seconded. All ayes, motion passed. Chairman Norvell then asked for a nomination for Vice-Chair. Board Member Chris Volzke made a motion to elect John Gudger as Vice-Chair. Bob Greenley seconded. All ayes, motion passed.

Chairman Norvell asked board members if everyone had read the minutes of the June 1, 2023, P&Z Board meeting and if there were any noted changes. There were none. Board Member Bob Greenley made a motion to approve the minutes. Chairman Norvell seconded the motion. Chairman Norvell called for a vote to pass the minutes of the June 1, 2023 P&Z meeting. All ayes, motion passed.

Leon asked Megan to present the first agenda item. Megan introduced case number 23.05 FSP, a final plat for the resubdivision of Lots 1-7, Buffalo Meadows Addition.

Background:

The applicants are requesting to resubdivide Lots 1-7, Buffalo Meadows Addition to accommodate development of multi-family residential homes. No comments were received from external staff reviews. Megan provided an overview of the proposed subdivision and the planning considerations.

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Planning Considerations:

1. Add an 'A' to the end of each lot number, so the legal description is i.e. "Lot 1A, Buffalo Meadows Addition No. 2"
2. Verify the plat title is the same on each sheet
 - a. Sheet 1 has "...replat of Lots 1-7, THE Buffalo Meadows" Sheet 2 does not have 'THE' in the title
3. In the plat Title and the Approvals section, change to the CITY of Mills, not Town of Mills.
4. Make the subdivision boundary a thick, solid line.
5. Remove all the quarter section lines and/or verify line legend.
6. Submit organizational documents for Buffalo Development, LLC showing who is authorized to sign on behalf of the LLC.
7. Cosmetic Changes to the Plat:
 - a. Remove the grayed out labels of the previous lot lines and labels underneath the newly platted lots.
 - b. Remove the bolded labels and area for lots not included in this subdivision.
 - c. The property boundary line is shown as lime green in the legend, verify.
 - d. Provide a 1" x 4" recording label area in the upper right corner of each plat sheet.
 - i. The line legend on sheet 2 may need to be moved to accommodate this label.
 - e. Verify symbol and text size and line types as they appear different from the legend to the plat map.
8. Surveying Review:
 - a. The CA should be the same on each given point, to the second. The elevation shown is the same on each point. With elevation changing on one point, the CF will then change accordingly.
 - b. Verify the record bearing along the east boundary, should be S0°35'52"E
 - c. Verify the description after the first call in the legal description, should be "southeast corner of Lot 5, Block 2".

Staff Recommendation: Staff recommends the Planning and Zoning Board approve the final plat for the Freden Addition No. 3, pending completion of all planning considerations.

Chairman Norvell thanked Megan and asked if there were any questions from the Board.

Board Member John Gudger inquired as to who owned the large parcel of land behind these residential lots, to the west. Kevin O'Hearn stated that the City owns that open space. There was

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discussion about access and Kevin stated that the parcel gets access off Pontiac St. Most of the parcel is located under the WAPA powerline, so it is very limited in terms of what can be developed. It is slated to be part of the walking path/trail route being developed through the city.

John then asked about the Mixed-Use District zoning and allowing commercial uses with nearby residential. Megan stated that the properties were just recently zoned to Mixed Use, as that is currently the only zoning district in the regulations that allows multi-family residential as a permitted use. She stated that as the regulations are updated later this year, the zone district names and permitted uses will be changed to ensure that uses within each district are compatible or buffering or mitigation measures are in place.

Board Member Chris Volzke inquired if the smaller lot sizes would affect the drainage for the single-family homes nearby. Shawn Gustafuson, the applicant's engineer stated that the building pad on these lots is built up and the drainage flows around and properly drains. Lisa Burrige, applicant, stated that they also made the lot directly adjacent to the single-family homes on the block larger to help with drainage in the area.

Chris then asked what kinds of units were planned for the smaller lots. Ms. Burrige stated that they would look very similar to the newly constructed four-plexes out on Poison Spider Rd. Many people call them "townhomes", but they are single-family residences with common walls. There will be one conventional four-plex built on the block. She stated that there is a need for these types of units in an effort to provide more affordable workforce housing.

Shawn Gustafuson addressed Chairman Norvell and requested that planning consideration number two, requiring a unit/lot summary on the plat face, be removed. He felt that was more suited to the plot plan or building permit. Megan agreed and staff removed planning consideration number two.

No utilities or infrastructure are located within the right-of-way proposed for vacation and no easements will need to be retained with the vacation.

Chairman Norvell then asked if there was any further discussion. There was none so he called for a motion. Board Member Chris Volzke made a motion to provide the City Council with a "Do Pass" recommendation for the Final Plat of Buffalo Meadows Addition No. 2. Board Member John Gudger seconded the motion. All voted in favor, motion carried.

With no further business, Chairman Norvell declared the meeting adjourned at 5:29 PM.

Leon Norvell, Chairman

Attested: Christine Trumbull