

SIPS Coffee Hut

Site Plan

Planning Commission Meeting
August 3, 2023

City Council Meeting

Applicants: Kaylynn Henson

Case Number: 23.02 SKC

Agent: Brian Augustine, Augustine Construction

Summary: The applicants propose to enter into a lease agreement with the City of Mills to operate a coffee shop on City owned property. The structure will not be constructed on site and may be removed; however, the business will not be mobile and will be fixed to the site for the term of the lease.

Legal Description: Block 54, Town of Mills (Original Platting)

Location: The property is located at the intersection 6th St. and Wyoming Blvd

Background: The subject site is an approximately 5000 sq. ft. parcel, legally described as the remainder of Block 54, Town of Mills, excluding HWY right-of-way.

Procedure:

Review of Site Plans is governed by Section 17.16.015 of Title 17, Zoning Regulations. Per this section, commercial site plan applications are reviewed by the Planning & Zoning Board, who then make a recommendation to the City Council for either approval, approval with conditions or revisions or denial. The City Council then reviews the application, including the P & Z Board's recommendation, and either approves, approves with conditions or denies the application.

Waivers to be sought regarding this site plan application:

1. Reduction of the required parking from five (5) stacked vehicles at each drive-up window.
 - a. The applicant must show area for five (5) vehicles, stacked at each drive-up window, or shall request a waiver from the City Council.
 - b. The waiver must be submitted at least 14-days prior to the City Council meeting, to allow for notification of surrounding property owners, per Section 17.12.010

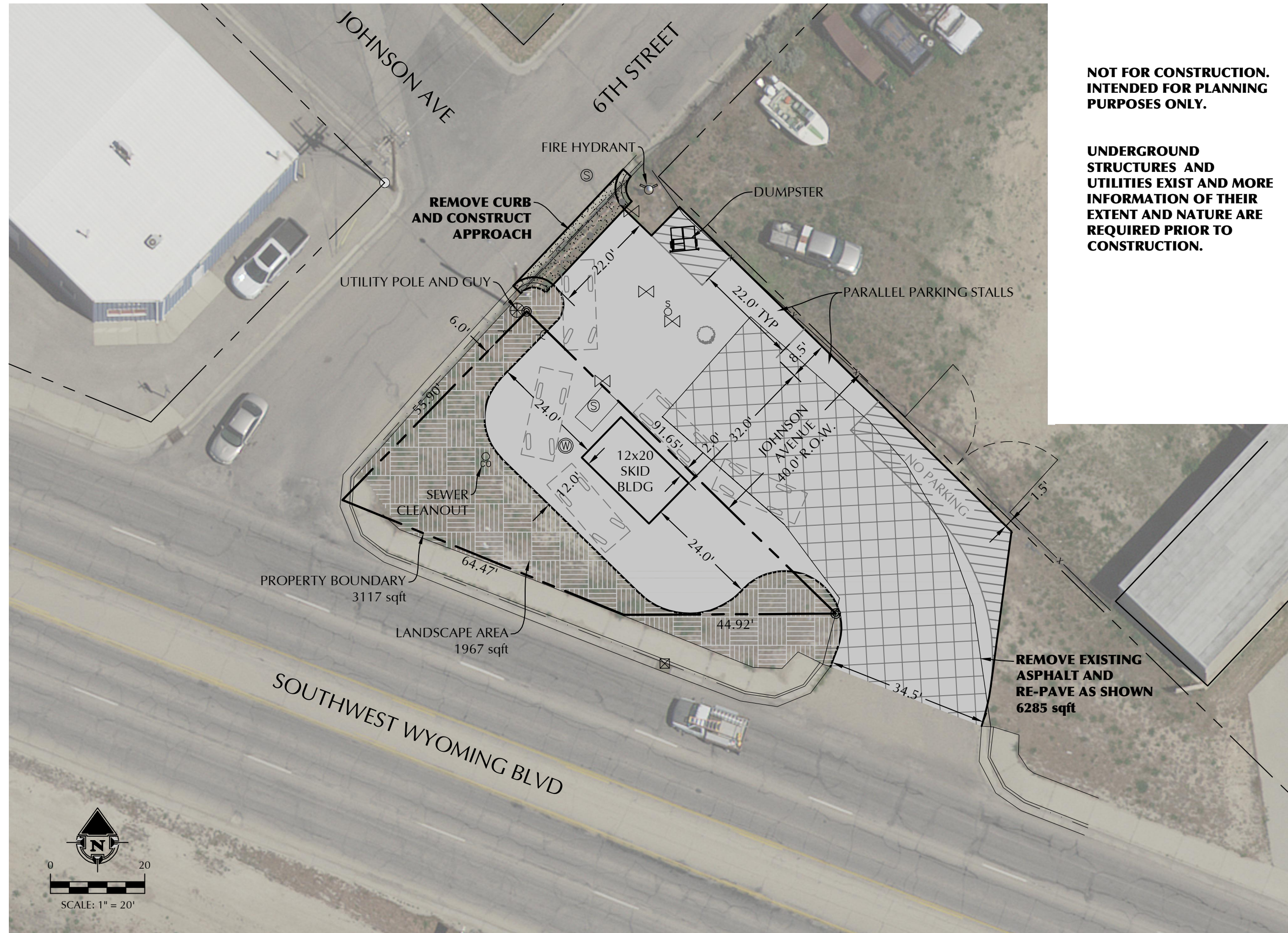
Planning Considerations:

1. Enter into an approved Site Plan Agreement upon approval of the proposed Site Plan.
2. Submit a completed Site Plan Application
3. Section 17.12.010 – Required Parking

- a. Revise the site plan to show space for five (5) spaces for stacking vehicles at each drive-up window.
 - b. No additional parking is required as there is no floor area used for assembly or seating.
 - c. The applicant may submit a waiver request, to be heard and acted on by the City Council, for a reduction of the number of required parking spaces.
4. Per WYDOT, no new access permits are required for the proposed use.
 - a. Applicant may not let traffic back up onto Wyoming Blvd. from Johnson Avenue.
 5. Provide a summary table on the site plan that includes all general notes as required in item 21 of the Site Plan Application Checklist.
 6. Label each item on the site plan to the corresponding requirement in the Site Plan Application Checklist.
 7. Submit a pavement design report.
 8. Submit a sign permit for any signage to be placed on the property.
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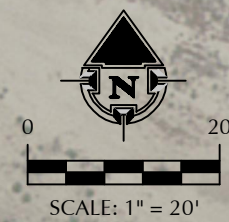
Staff Recommendation: Staff recommends APPROVAL of the site plan application pending completion of all planning considerations.

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**NOT FOR CONSTRUCTION.
INTENDED FOR PLANNING
PURPOSES ONLY.**

**UNDERGROUND
STRUCTURES AND
UTILITIES EXIST AND MORE
INFORMATION OF THEIR
EXTENT AND NATURE ARE
REQUIRED PRIOR TO
CONSTRUCTION.**



REVISION TABLE	
NUMBER	DESCRIPTION

SITE SKETCH
SIPS COFFEE
MILLS, WYOMING

DATE: 7/27/2023
PROJECT #: 23-32
DRAWN BY: JRB/SAG
SHEET TITLE:
SITE SKETCH
SHEET NUMBER
1 OF 1

J.K.C
ENGINEERING

ENGINEERING • SURVEYING • GIS MAPPING
CONSTRUCTION MANAGEMENT
111 W. 2nd St., Ste 420 • Casper, Wyoming 82601
Ph: 307-265-4601 • Fax: 307-265-4672

LANDSCAPING APPLICATION FORM

OWNER: City of Mills TELEPHONE: _____

ADDRESS: _____

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: Brian Augustine

ADDRESS: 501 S Second st Glenrock WY 82637

TELEPHONE: 307-797-9330

NAME OF DESIGNER OR LANDSCAPE PLAN: JKC Engineering / Augustine Construction LLC

ADDRESS: Same as Above

TELEPHONE: 307-797-9330

AMOUNT PROPOSED FOR LANDSCAPING \$: \$1,500⁰⁰

PERCENTAGE OF LAND UNDER CONSIDERATION
REQUIRED TO BE LANDSCAPED: 1,967 sq feet

PERCENTAGE OF INORGANIC LANDSCAPING: 100%

TYPES OF IRRIGATION/SPRINKLING PROVISIONS:

NONE

TYPE AND NUMBER OF TREES AND PLANTINGS:

~~1~~ 4 trees
Skybound Arborvitae tree

DATE OF COMPLETION: Upon approval of building and completion of coffee hut

The following owner's signature signifies that all information on the landscaping plan application is correct and accurate to the best of the owner's knowledge and that the owner has thoroughly read and understands all landscaping information and requirements and shall honor all commitments made therein.

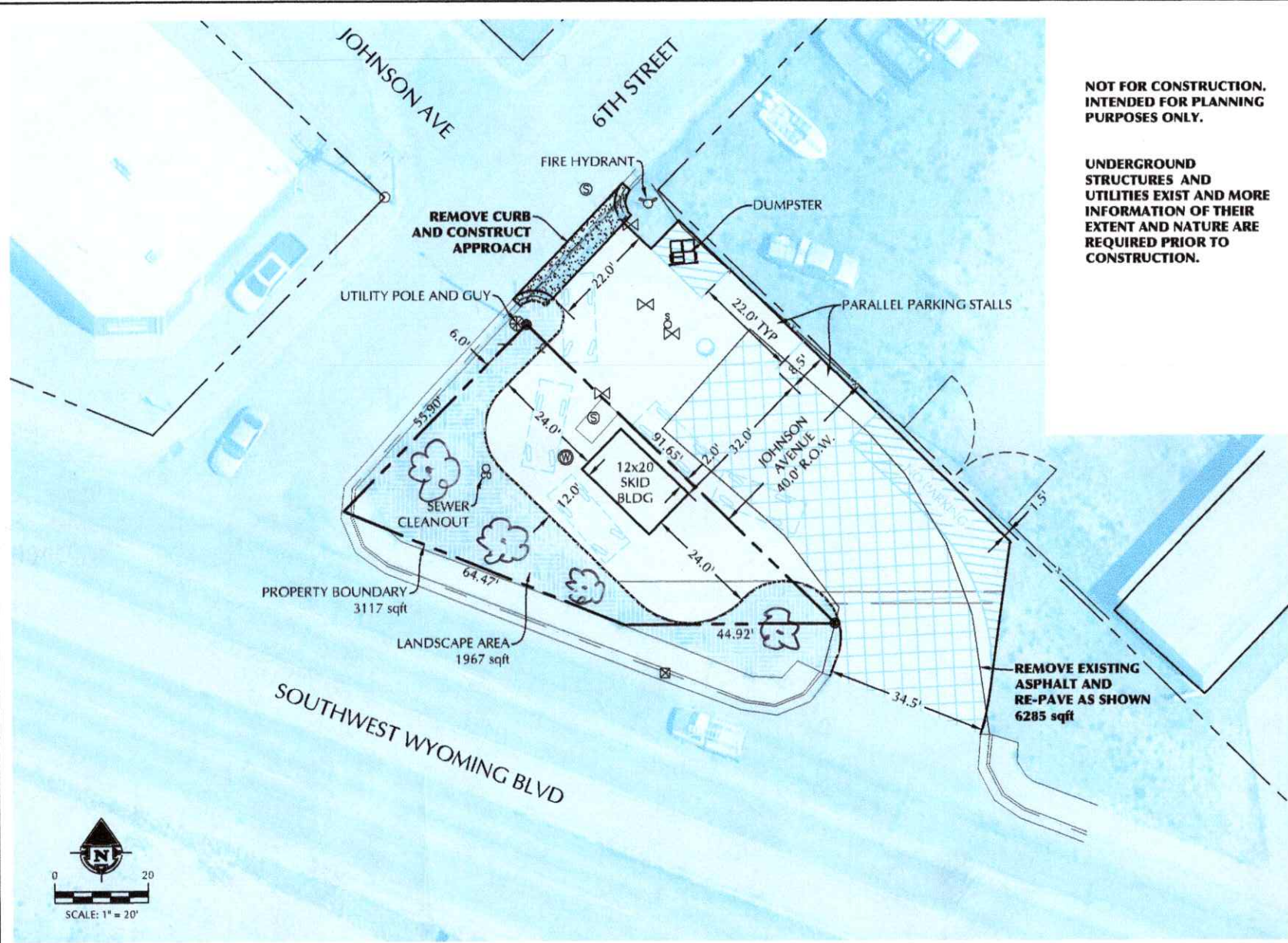
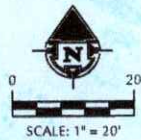
SIGNATURE OF PROPERTY OWNER: _____

DATE: _____

SIGNATURE OF PLANNING DIRECTOR: _____

DATE: _____

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SHEET TITLE: SITE SKETCH	
SHEET NUMBER: 1 OF 1	


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