



MINUTES OF THE 1st of FEBRUARY 2024 MILLS PLANNING & ZONING BOARD MEETING

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

Others in Attendance: Megan Nelms, City Planner, Kevin O’Hearn, Building Official and Sabrina Kemper, Community Development Director, were also in attendance.

Chairman Leon Norvell called the Meeting to order at 5:04 PM on February 1, 2024, as a quorum was present.

Chairman Norvell asked board members if they had read the minutes of the December 7, 2023, P&Z Board meeting. Board Member Bob Greenley made a motion to approve the minutes as presented and Board Member Dale Smith seconded the motion. The Chairman called for a vote to pass the minutes of the 7th of December 2023 P&Z meeting. All ayes, motion passed.

Leon asked Megan to present the first agenda item. Megan introduced case number 24.01 FSP, the Final Plat for C&S Subdivision.

Background:

The applicant is proposing to subdivide approximately 8.06-acres into two (2) lots, one 3.68-acres in size and the other being 4.38-acres in size.

Notifications were sent to utility reviewers on January 19, 2024:

No comments were received from external and internal staff reviews. Megan provided an overview subdivision request:

Planning Considerations:

1. Each proposed lot will need to have its own water and sewer service.
2. Verify that the water and sewer services from the buildings on the south end of proposed Lot 1 are not connected with the service on proposed Lot 2 before they run to the main in the street right-of-way.
3. Survey Reviews:
 - a. Add SPC NAD 83(2011), elevation NAVD88, convergence and combined factor to two of the property corners
 - b. Add a closure statement

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- c. Show the controlling corners east and west along the south line of Zero Rd
- d. Verify there is a tie at the POB, and if so, add to the legal description.
Reconsider direction
- e. Show any controlling corners to establish Chapman Place
- f. Show the record along with measured distances around the parcel
- g. Provide the status of the recovered iron pins

Staff Recommendation: Staff recommends the Planning and Zoning Board approve the final plat for C&S Subdivision, pending completion of all planning considerations.

Chairman Norvell thanked Megan and asked if there were any questions from the Board. Board Member Gudger inquired about the overhead power line and easements on the plat. Megan stated that the easement is shown, but staff is requesting they remove the label for the actual powerline infrastructure off the plat face and include it on an existing conditions site plan. There was general discussion about whether the existing buildings were fed off the same meter or not. Megan stated that there is a planning consideration related to separating the existing water service into two separate services, but that is because water is a service provided by the City. The property owners would need to deal directly with the electric and/or gas companies if they have concerns about having separate meters for those utilities.

Board Member Greenley asked what the rush was to get this approved? Megan stated she wasn't aware of any direct request to rush the approval, and she noted that from review comments and discussions with city Public Works staff, she is going to hold the plat for final approval by council until she receives verification that they have capped the shared water service and given proposed Lot 2 its own service.

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 final plat of C&S Subdivision. Board Member John Gudger seconded the motion. All voted in favor, motion carried.

Chairman Norvell then asked Megan to present the next case on the agenda, the final plat for Platte Riverfront, case number 24.02 FSP.

Background:

The applicant is proposing to subdivide approximately 46.68-acres into three (3) lots, one 6.68-acres, one 18.12-acres and the third being 21.88-acres in size.

Notifications were sent to utility reviewers on January 26, 2024:

No comments were received from external and internal staff reviews. Megan provided an overview subdivision request:

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Planning Considerations:

1. Provide the instrument number for the 60' wide access and utility easement to proposed Lot 3.
 - a. The access easement has no ties to a defined corner. Add the ties so the easement can be located.
2. Submit a site plan showing all existing infrastructure on the property, including the existing pathway on proposed Lot 1.
3. Locate the existing pathway on proposed Lot 1 within an easement or show and label if easement is existing.
4. Survey Review:
 - a. Label the quarter sections on the plat face.
 - b. Block 8 is referenced in the Dedication, add label on the plat face.
 - c. Verify the found rebar monument shown on the east line of the parcel with no dimensions.
 - d. The southeast line of the plat along the river has no monuments shown. Verify the line is not located in the river and set monuments at the angle points.
 - e. The monument symbol at the most southerly corner of Lot 2 is not on the corner. Move to the corner of the lot. If it is a witness corner, add label accordingly.
 - f. The sum of the lot acreage on the plat face does not match the acreage provided in the dedication.

Staff Recommendation: Staff recommends the Planning and Zoning Board approve the final plat for Platte Riverfront, pending completion of all planning considerations.

Chairman Norvell thanked Megan and asked if there were any questions from the Board. Sabrina Kemper, Community Development Director, was in attendance to represent the applicant as the City is somewhat party to this request. Director Kemper gave a brief overview of the Wyoming Business Council grant and load project the City is completing with Austin Engineering. She stated that when everything is completed, Austin Engineering will have constructed a new shop on proposed Lot 3 and the City will own proposed Lot 1.

Board Member Smith asked what the city's plans were for Lot 1? Director Kemper replied that the city is not in a rush to make any decisions about the property. It is worth noting that the entirety of the property is in the floodplain. She said there have been suggestions of a boat ramp since the other one frequently gets congested, but as of right now, there are no plans for the property. They are not planning to demolish trees or make any other changes to the property. Kevin O'Hearn noted that it is very expensive to build in the floodplain and so it would be unlikely that the city would be constructing anything on the property.

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Board Member Greenley noted that there is an old, abandoned home on the property. He said that it has been there since about the 1920's and could potentially be a historic structure. There was general discussion about the Austin property and what they will be constructing and the parameters of the grant/loan agreement with the Business Council.

Chairman Norvell then asked if there was any further discussion. There was none so he called for a motion. Board Member Bob Greenley made a motion to provide the City Council with a "Do Pass" recommendation for the final plat of Platte Riverfront. Board Member Chris Volzke seconded the motion. All voted in favor, motion carried.

With no further business, Chairman Norvell declared the meeting adjourned at 5:49 PM.

Leon Norvell, Chair

Attested: Sarah Osborn