



Mills Planning & Zoning Board Meeting Minutes

August 5, 2025

Board Members Present: Chairman John Gudger, Vice-Chairman Chris Volzke, Member Robin Baye, and Member Laura Miramontes

City Staff in Attendance: Megan Nelms, City Planner and Kevin O'Hearn, Building Inspector,

Chairman John Gudger called meeting to order at 5:36pm on August 5, 2025, as a quorum was present.

1. Consent Agenda – Approval of Minutes

- July 10, 2025 Minutes: Chairman Gudger noted a correction: he was listed as present but was absent from that meeting.
 - Action: Motion by Vice-Chairman Volzke to approve the minutes with correction; seconded by Member Baye.
 - Vote: All in favor (Volzke, Gudger, Baye, Miramontes). Motion carried unanimously.
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2. Case 25.09 – Final Subdivision Plat

Location: Lots 14 & 15, Block 12, Town of Mills (410 Wasatch Ave.)

Applicant: Eric Rice

Agent: Steven Cowley, Heintz Surveying

- Proposal: Combine two existing lots into one 0.25-acre parcel for construction of a new accessory shop. Lot line removal is required to comply with zoning setbacks.
 - Zoning: R-2, One- and Two-Family Dwelling District.
 - Staff Report: Minor cosmetic changes required, including utility easements, dedication statement language, and survey corrections. Staff recommended approval.
 - Applicant: Not present.
 - Commission Discussion: No questions.
 - Action: Motion by Member Miramontes to approve with staff comments; seconded by Member Baye.
 - Vote: All in favor. Motion carried unanimously.
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3. Case 25.10 – Preliminary Plat (Ridgewest Addition / Mountain Meadows Edition)

Applicant: Lisa Burrridge, Greenbrier Properties

Agent: Shawn Gustafson, ECS Engineers

Location: Lot 3, Charter Heights; west side of Robertson Road, south of Wyoming Classical Academy

Size: 27 acres, proposed 86 residential lots

Proposed Zoning: R-1, Single-Family Dwelling District

Current Use: Vacant grassland

Staff Report (Nelms)

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The preliminary plat was presented with the following requirements and items for discussion:

- Legal Description: Update to reflect Lot 3, Charter Heights.
- Certificate of Dedication: Correct legal description, boundary, acreage, and vacation language.
- Access: Maintain access to Charter Heights Lots 1 & 2; consider secondary access to Poison Spider Lane.
- Road Names: Provide proposed street names.
- Traffic: Submit Traffic Impact Study, or coordinate with Casper MPO Robertson Road Corridor Study.
- Drainage/Infrastructure: Submit preliminary drainage study and infrastructure plans.
- Parkland: Provide required fee-in-lieu (\$12,900) or consider land dedication.
- Tract A & Mailbox Tract: Clarify ownership and maintenance; provide HOA documents.
- Buildable Areas: Provide site plans for Lots 23, 37, 44.
- Survey/GIS: Address technical revisions and cosmetic updates (remove vacated easements, label easements, add vicinity map, correct lot labels, provide subdivision summary).

Discussion on Robertson Road Corridor

- Robertson Road currently has an 80-foot right-of-way (ROW). The plat accommodates the existing ROW.
- Any future widening or lane additions may require ROW acquisition, utility relocation, and plat revisions.
- MPO study results are pending; staff has provided updated school and subdivision data to the study team.

Applicant/Engineer Comments (Gustafson)

- Confirmed 80-foot ROW is sufficient for four lanes with center turn lane.
- School traffic study previously recommended a signal at Poison Spider & Robertson Road at full buildout.
- Ridgewest (84 lots) projected to generate ~2.4 trips/lot/day, below thresholds for major traffic concerns.
- Utilities: Irrigation easement, diagonal gas lines, and power line easements will be accommodated. Relocations are not feasible.
- HOA will own/manage common areas and mailbox tract.
- Development is planned in one phase.

Commission Discussion

- Traffic/Access: Concern about access alignment with Robertson Heights subdivision; emphasized need for secondary/emergency access to Wyoming Classical Academy.
- Utilities: Staff will confirm water/fire flow capacity; preliminary analysis indicates adequacy.
 - Question/Discussion: The Commission asked whether there should be a neighborhood park included in the development. Options that were raised for consideration included:
 - Dual use of the detention basin (Tract A) as open space.
 - Coordination with the Classical Academy to allow playground and pathway access.

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- Dedication of a residential lot (e.g., Lot 43) for parkland.
- *Board Clarification* (Chairman Gudger): This was only a question. Under Title 17 Municipal Code, the applicant is not required to provide parks or access to parks; this responsibility does not fall on the applicant.
- *Lot Buildability*: Concerns about small cul-de-sac and easement-constrained lots. Developer committed to ensuring all lots remain buildable, through floorplan adjustments or consolidation.

Action

- Motion: Vice-Chairman Volzke moved to table Case 25.10 pending submission of additional information and revisions.
 - Second: Member Baye.
 - Vote: All in favor. Motion carried unanimously.
 - Board Clarification (Chairman Gudger): The case was tabled specifically due to Title 17 requirements for a complete submittal. At the time of the hearing, the City Planner did not yet have the required drainage report and traffic study information.
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5. Additional Business

- Timeliness of Minutes: P&Z minutes must be prepared within one week to allow Council review prior to decision-making.
 - Developer Agreements: Any binding conditions must be drafted by the City Attorney, approved by Council, and recorded with the plat.
 - Application Completeness: Commission emphasized need for staff to verify applications are complete prior to scheduling hearings.
 - Training Opportunity: Wyoming Planning Association Fall Conference – Sheridan, September 17–19. Discounted rates available for commissioners.
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6. Adjournment

With no further business, the meeting was adjourned at 6:46pm.

Chairman, John Gudger

City Clerk, Sarah Osborn