

PLANNING & ZONING
March 05, 2026
5:30 PM
City Hall



Chairman:
John Gudger
Vice Chairman:
Chris Volzke
Members:
John Bryson
Laura Miramontes
Robin Baye

MINUTES

MILLS CITY PLANNING COMMISSION MEETING MINUTES

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

CALL TO ORDER

Chairman John Gudger called the meeting to order at 5:34pm.

Board Attendees: John Gudger, Chris Volzke, Laura Miramontes, and Robin Baye

City Employees: Casey Coates (Planner), Sarah Osborn (City Clerk)

CONSENT AGENDA

Minutes

1. Meeting Minutes 12-8-25

The Chairman asked if there were any questions or comments on the minutes. No one had any comments regarding the minutes. Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Baye, Member Miramontes

AGENDA ITEM

2. Zoning Map Review

The Chairman asked Casey Coates, the Planner to explain the item.

Mr. Coates provided an overview of the City's zoning map and discussed inconsistencies that resulted from a previous zoning map update conducted several years ago. During that update, some property owners were allowed to choose their zoning designation while others did not request changes and were assigned zoning classifications by the City. As a result, several "spot zoning" inconsistencies now exist throughout the community.

Mr. Coates explained that the Planning Department has received inquiries from property owners who are unable to utilize their property as intended due to zoning classifications that differ from surrounding properties. In response, the department is working to identify these inconsistencies and hopes to address multiple zoning corrections collectively rather than bringing forward individual rezonings at separate meetings. The goal is to potentially present a more consistent zoning map by the end of the year.

Several areas were highlighted as examples where zoning classifications may not align with existing land uses. In one area near Wyoming Recycling and surrounding neighborhoods, properties zoned commercial contain mobile homes and trailers. Property owners in that area have expressed interest in rezoning to a mobile home park classification to improve financing and lending opportunities.

Another area discussed was near West Yellowstone Highway and the Mountain View School area. Mr. Coates noted a mix of light industrial, residential structures, trailers, and commercial uses in the area. Potential rezoning requests may arise to convert some parcels from industrial or commercial zoning to residential; however, he also noted that such changes could limit existing property uses.

Planner Coates also mentioned a potential future request to rezone a property near Wyoming Boulevard and West Yellowstone Highway from Commercial 1 (C1) to Commercial 3 (C3). The purpose would be to allow certain light manufacturing uses that are currently not permitted in C1 zoning. No formal application has been submitted at this time.

Commission members discussed the possibility that some property owners may not wish to change their zoning designation. Mr. Coates indicated that participation would largely be voluntary, and parcels could potentially be excluded from broader rezoning efforts if property owners decline.

3. Planning and Zoning Discussion

Mr. Coates provided a general overview of zoning regulations, including the purpose of zoning to protect public health, safety, and welfare, ensure compatible land uses, and guide orderly development consistent with the City's comprehensive plan.

Residential (R1) Zoning

Planner Coates explained that Residential 1 zoning is intended for single-family neighborhoods and limits density and incompatible uses. Key requirements include:

- Minimum lot size of 6,000 square feet
- Minimum lot width of 40 feet
- Typical permitted uses include single-family homes, childcare facilities, parks, religious institutions, and accessory structures.

Limited neighborhood commercial uses may be allowed if they are low impact and primarily serve the surrounding neighborhood.

Commercial (C1) Zoning

Commercial 1 zoning supports retail, services, and office uses along business corridors. Typical uses include:

- Retail sales and services
- Restaurants and taverns
- Medical clinics
- Multifamily residential
- Commercial storage
- Package liquor and beer sales
- Kennels

Mr. Coates explained that most commercial projects require site plan review to evaluate parking, building placement, landscaping, lighting, drainage, and access.

Parking and Landscaping Requirements

Planner Coates reviewed general parking requirements based on building size and business type. Parking areas must generally be surfaced with asphalt or concrete, although temporary materials such as roto-mill may occasionally be approved on a limited basis.

Landscaping requirements were also discussed. Current regulations require:

- 10% landscaping for parcels under 20,000 square feet
- 8% for parcels between 20,000 square feet and one acre
- 6% for parcels larger than one acre

Commission members noted that landscaping requirements may need further review in the future, particularly for larger developments.

Rezoning Process

Mr. Coates outlined the rezoning process, which includes:

1. Application submission
2. Staff review
3. Public notice to nearby property owners
4. Planning & Zoning public hearing
5. City Council consideration and approval through three ordinance readings

Property owners within 140 feet of a proposed rezoning receive direct notification, along with published public notice.

Planner Coates also explained that existing legal uses are typically grandfathered in and may continue unless the property changes ownership or a new development permit is requested.

Commission Discussion

Commission members discussed the importance of evaluating long-term impacts when considering rezoning requests, particularly when residential areas are adjacent to commercial or industrial zones. The Commission also discussed the need to maintain a fair and transparent public process.

Planner Coates emphasized that the current effort is primarily intended as a cleanup of zoning inconsistencies rather than a broader rezoning initiative to redefine land use areas within the city.

Commission members were encouraged to identify areas where zoning inconsistencies may exist and provide input to staff as the review process continues.

PUBLIC COMMENT - 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.

No public comment was received.

ADJOURNMENT

The Chairman adjourned the meeting at 6:09pm

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING TENTATIVELY SCHEDULED FOR: April 2, 2026 at 5:30pm

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact City Hall at 307-234-6679 within 48 hours prior to the meeting in order to request such assistance.

John Gudger, Chairman

Date

Sarah Osborn, City Clerk

Date