



**CITY OF MILLS**  
EST. 1921

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

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

## Memorandum

---

**TO:** Mills City Council  
**FROM:** Megan Nelms, AICP, City Planner  
**DATE:** April 8, 2025  
**SUBJECT:** Vinich Development Plan

---

**Case Number:** 25.01 DEV

**Summary:** Lyle Vinich has submitted a Development Plan application to construct additions to an existing commercial shop building. The existing building is approximately 3,750 square feet in size. The application proposes future additions of 3,600 sf on the north side of the existing structure, and a second addition of 1,710 sf on the south side.

There is a 50' utility easement that runs through the eastern portion of the property. The easement was created in 1948 in favor of the United States of America and has never been utilized. No existing infrastructure exists in the easement and based on research conducted by staff and the applicant's agent, the easement, for all intents and purposes, is considered abandoned.

**Staff Recommendation:** Staff's recommendation APPROVAL of the Development Plan and that the City enter into a Site Plan Agreement with the applicant.

**Planning Commission Recommendation:** At their March 6, 2025, meeting the Planning & Zoning Commission made a "DO PASS" recommendation on the Development Plan, pending completion of all planning considerations.

**Vinich Development  
Commercial Development Plan**

**Planning Commission Meeting**  
February 6, 2025  
March 6, 2025

**City Council Meeting**

**Applicants:** Lyle Vinich

**Case Number:** 25.01 DEV

**Agent:** Steve Granger, ECS Engineering

**Summary:** This case was tabled by the Planning Commission at the February 6, 2025, meeting, with a request for additional information regarding the existing 50' wide easement running through the eastern portion of Lot 2A. The development plan has been revised and a report regarding research conducted into the easement is included in this packet. To summarize, the easement was recorded in favor of the United States of America in 1948. It would be a tremendous undertaking to officially abandon the easement and for all intents and purposes, it should be considered abandoned.

The development plan has been revised to show the location of the easement in relation to the existing and proposed structures. The existing structures are already constructed within the easement, however, for all intents and purposes, the easement is considered abandoned and its effect on future construction is negligible.

The applicant is proposing to construct additions to an existing commercial shop building. The existing building is approximately 3,750 sf in size and the application proposes future additions of 3,600 sf on the north side of the existing structure and a second addition of 1,710 sf on the south side.

---

**Legal Description:** Lot 2A, Sage Addition

**Location:** The property is located on the northwest corner of the intersection of Chamberlin Rd and Pontiac St.

**Current Zoning:** I-1 (Light Industrial) \*no change of zoning is requested or required.

**Adjacent Land Use:** North: Sage Addition/City Public Works Facilities (PLI)  
South: Boatright Addition/Mobile Concrete (I-2)  
East: Boatright Addition/Mobile Concrete (I-2)  
West: Buffalo Meadows (R-1)

---

### **Applicable Land Development Regulations**

Section 10.40 of the Mills LDRs provides the review criteria for the approval of a Development Plan. Those criteria include whether the site plan complies with all applicable regulations and if the development requires any additional site and design considerations. The proposed development should not create conflicts with vehicle, bicycle or pedestrian circulation and the Commission and/or City Council may require modifications, or condition plans, to ensure specific design features and conformance with all applicable standards.

### **Summary:**

A Development Plan application has been submitted for an addition to the existing commercial shop building at the corner of Chamberlin Rd and Pontiac St. The site encompasses approximately 2.0-acres and is zoned I-1 (Light Industrial).

Per Section 40.40 of the LDRs, a minimum of 4% of the site must be landscaped. A landscaping plan for the property has been included with the submittal. The development plan notes that exterior lighting will be on the building, with no proposed parking lot illumination. Specifications for the types of exterior lighting for the building need to be provided.

A 'potential future building' is depicted on the adjacent Lot 3A. It should be noted that any future development on Lot 3A will require a separate Development Plan application and review. The applicant should also be aware of additional setbacks and buffering that will be required for commercial or industrial development adjacent to the residential Buffalo Meadows Addition.

### **Planning Considerations:**

1. Submit an exterior lighting plan per Section 40.35(4) showing the location and types of lighting for the building, along with manufacturer's specifications.
2. Per Section 40.10(6) all required parking spaces and all driveways, entrances and exits from the parking area shall be paved with asphalt, concrete or similar permanent surface.
  - a. Nine (9) parking spaces are required. 14 are shown on the development plan with asphalt surfacing. This meets the intent of the regulations.
3. Submit a final drainage plan
4. Show all existing easements on the site plan.
5. Enter into an approved Site Plan Agreement upon approval of the Development Plan.
6. Obtain all required building permits for:
  - a. All site lighting
  - b. All on-premise signage.

---

**Staff Recommendation:**

Staff recommends APPROVAL of the Development Plan pending completion of all planning considerations.

**Planning Commission Recommendation:****City Council Decision:**



**CITY OF MILLS**  
**APPLICATION FOR SITE PLAN APPROVAL**  
Pursuant to the City of Mills Zoning Ordinance



City of Mills, Wyoming  
704 4<sup>th</sup> Street (Physical Address)  
P.O. Box 789 (Mailing Address)  
Mills, Wyoming 82644

Date: 1/17/2025  
Return by: \_\_\_\_\_  
(Submittal Deadline)  
For Meeting on: \_\_\_\_\_

**PLEASE PRINT**

**SINGLE POINT OF CONTACT:** \_\_\_\_\_

**APPLICANT/PROPERTY OWNER(S) INFORMATION:**

Print Owner Name: \_\_\_\_\_  
Lyle Christopher Vinich  
Owner Mailing Address: \_\_\_\_\_  
12274 Vacation Ct.  
City, State, Zip: Sturgis, SD 57785  
Owner Phone: (307)349-1847  
Applicant Email: cvinich@vindustrygroup.com

**AGENT INFORMATION:**

Print Agent Name: \_\_\_\_\_  
Shawn J. Gustafson  
Agent Mailing Address: \_\_\_\_\_  
1607 CY Avenue, Suite 104  
City, State, Zip: Casper, WY 82604  
Agent Phone: 307-337-2883  
Agent Email: sgustafson@ecsengineers.net

**PROPERTY INFORMATION:**

Subject property legal description (attach separate page if long legal): Lot 2 & 3 Sage Addition  
Physical address of subject property if available: 280 Chamberlain Road  
Size of lot(s) sq. ft/acres: Lot 2 - 2.003 Acres, Lot 3 - 2.454 Acres  
Current zoning: I-1 Light Industrial Current use: \_\_\_\_\_  
Intended use of the property: \_\_\_\_\_  
Zoning within 300 feet: \_\_\_\_\_ Land use within 300 feet: \_\_\_\_\_

**ATTACHMENTS (REQUIRED):**

1. **Proof of ownership:** \_\_\_\_\_  
(such as deed, title certification, attorney's title opinion)
2. **Seven (7) full sized copies of the Site Plan:** \_\_\_\_\_
3. **One reproducible 11 x 17 Site Plan hard copy:** \_\_\_\_\_
4. **One Site Plan electronic copy (pdf):** \_\_\_\_\_

**IF APPLICABLE, INCLUDE:**

1. Number of employees on the premises: \_\_\_\_\_
2. Building occupant loading (if recreational, entertainment, place of assembly, a facility or building of similar nature): \_\_\_\_\_
3. Number of residential units: \_\_\_\_\_
4. Number of off-street parking spaces **provided:** \_\_\_\_\_
5. Number of off-street parking spaces **required:** \_\_\_\_\_

**SIGNATURE(S):**

The following owner's signature signifies that all information on this application is accurate and correct to the best of the owner's knowledge; and that the owner has thoroughly read and understands all application information and requirements. [In addition to the owner's signature(s), if an agent of the owner is to be the contact for all communications relating to this application, please have the agent sign below.]

I (We) the undersigned owner(s) of the property described above do hereby make application to the City of Mills as follows:

OWNER Signature Chris Vinich

OWNER Signature \_\_\_\_\_

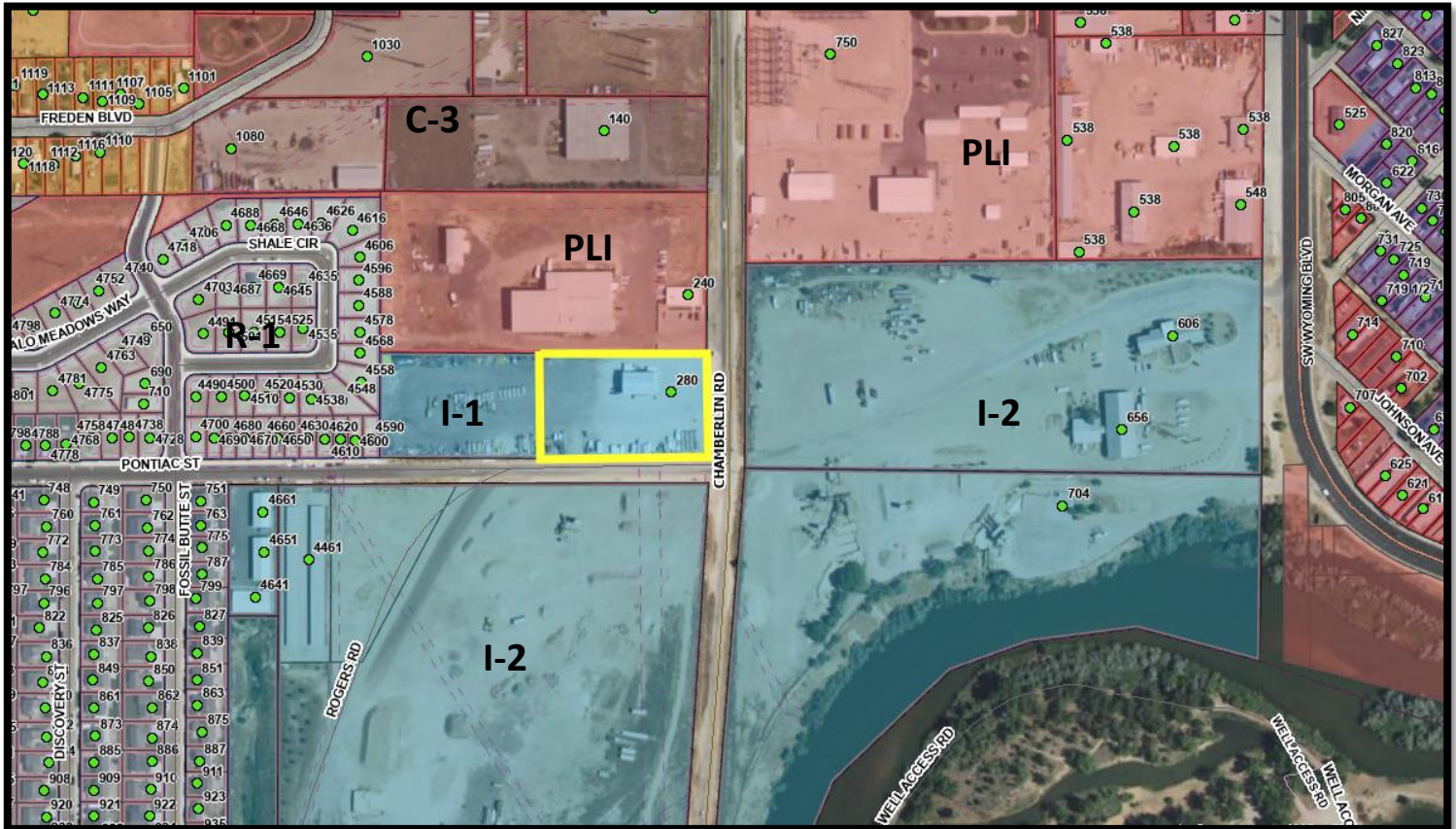
AGENT Signature \_\_\_\_\_

**FEE:** \$10.00 per dwelling unit with a \$250.00 minimum and a \$1000.00 maximum; **plus a recordation fee of \$150.00.**














**For Office Use Only:** Signature verified: \_\_\_\_\_ Proof of ownership provided: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_



## Vinich Development Plan – Lot 2A, Sage Addition

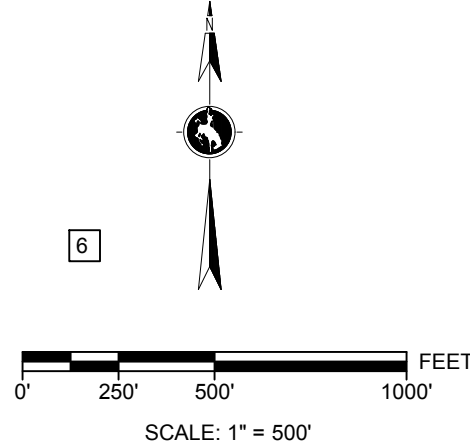
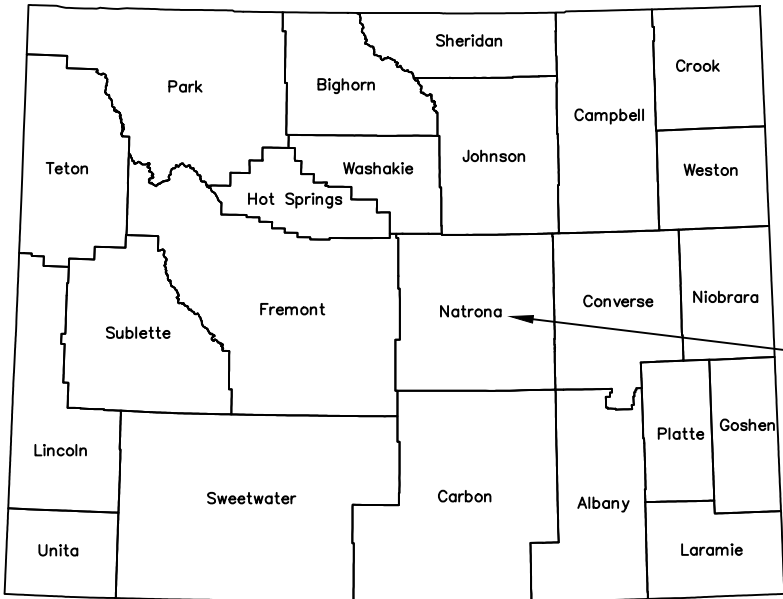


## Mills Zoning Districts

 Mills, C-1: General Commercial	 Mills, O-B: Office Business District
 Mills, C-3: Business Service District	 Mills, R-1: Single Family Dwelling District
 Mills, I-1: Light Industrial	 Mills, R-2: One and Two Family Dwelling District
 Mills, I-2: Heavy Industrial	 Mills, R-3: Multiple Family Dwelling District
 Mills, M-H: Manufactured Home District	 Mills, UA: Urban Agriculture
 Mills, M-P: Manufactured Home Park	 Mills, UR: Urban Agriculture Residential
 Mills, PLI: Public Land Institutions	



TITLE SHEET FOR  
**LOTS 2 AND 3, SAGE ADDITION**

































<u>SHEET INDEX:</u>	
TS	Title Sheet
C1.0	Site Plan
C2.0	Utility Plan
C3.0	Landscaping Plan
S1.1	Fdn/Floor Framing Plan
S1.2	Foundation Plan - Shop
S1.3	Roof Framing Plan - Office
S2.1	Structural Notes & Typical Detail
S3.1	Structural Notes & Details

## GOVERNING SPECIFICATIONS

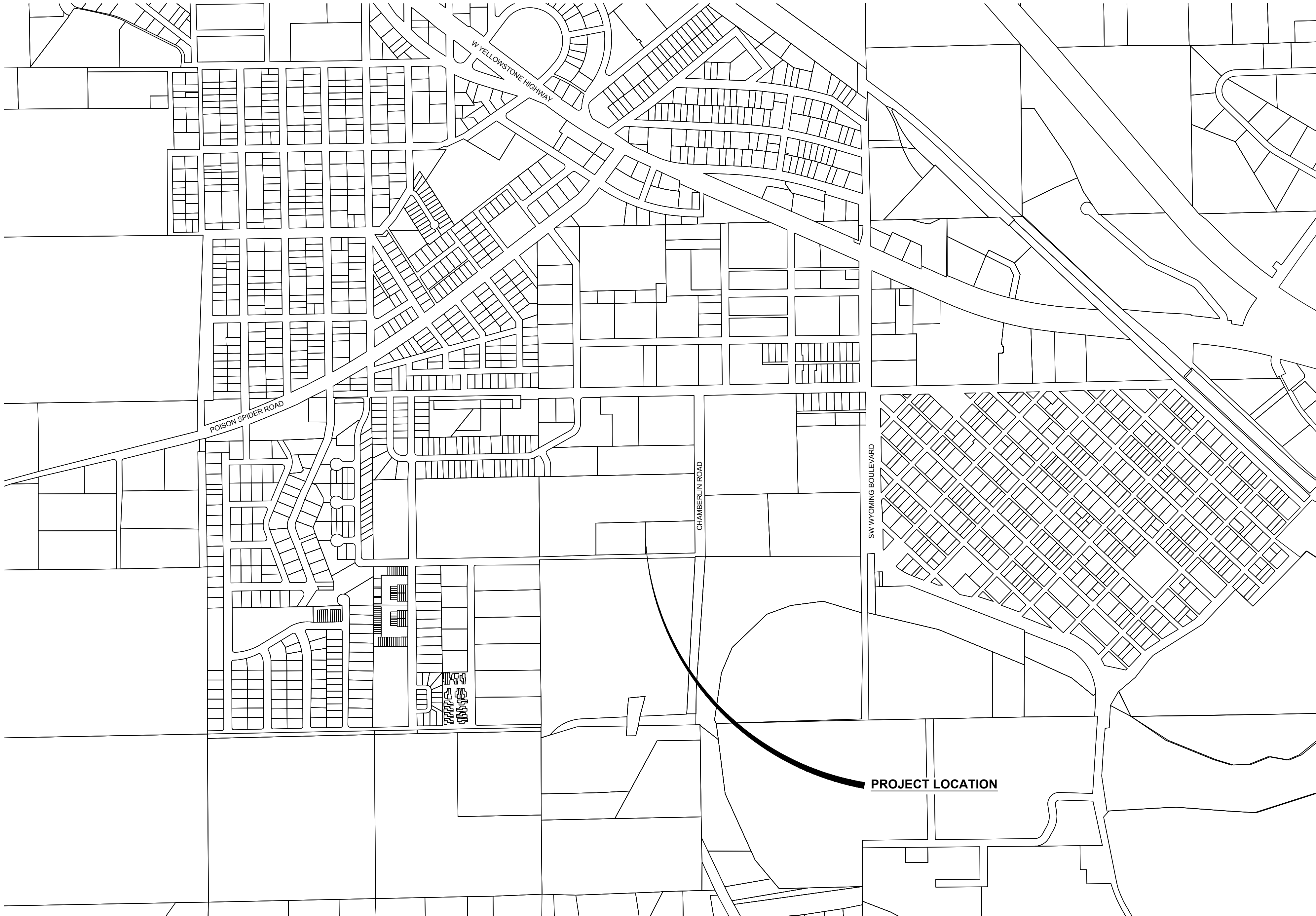
TOWN OF MILLS STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION  
AND INFRASTRUCTURE IMPROVEMENTS CURRENT EDITION

## SYMBOLS

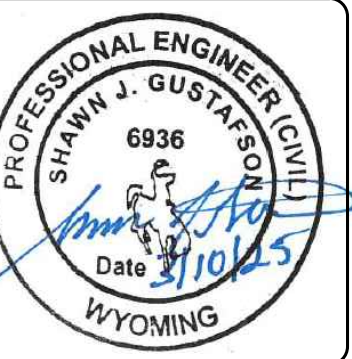
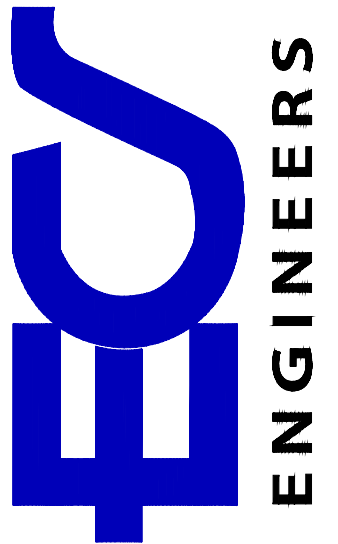
-  TREE
-  ECS CONTROL POINT
-  ELECTRICAL VAULT
-  FIBER OPTIC PEDESTAL
-  FIRE HYDRANT
-  PROFILE FIRE HYDRANT
-  FLARED END SECTION
-  GAS METER
-  CATCH BASIN
-  GUY WIRE ANCHOR
-  POWER POLE
-  SANITARY SEWER MANHOLE
-  SANITARY SEWER CLEAN OUT
-  IRRIGATION VALVE BOX
-  STORM SEWER MANHOLE
-  STREET LAMP
-  TELEPHONE MANHOLE
-  TELEPHONE PEDESTAL
-  BORE HOLE LOCATION
-  WATER TEE
-  WATER CROSS
-  WATER VALVE
-  CURB STOP
-  ELECTRICAL METER CABINET
-  SINGLE SIGN POST
-  BOLLARD
-  RECOVERED BRASS CAP
-  RECOVERED ALUMINUM CAP
-  RECOVERED REBAR
-  RECOVERED ALUMINUM CAP

### LEGEND

- |  |                             |
|--|-----------------------------|
|  | RIGHT OF WAY                |
|  | PROPERTY LINES              |
|  | EXISTING CENTERLINE         |
|  | PROPOSED CENTERLINE         |
|  | EDGE EXISTING ASPHALT       |
|  | EXISTING WOOD FENCE         |
|  | PROPOSED CHAINLINK FENCE    |
|  | EXISTING GAS LINE           |
|  | PROPOSED CRUDE MAIN         |
|  | EXISTING WATER MAIN         |
|  | PROPOSED WATER MAIN         |
|  | EXISTING SANITARY MAIN      |
|  | PROPOSED SANITARY MAIN      |
|  | EXISTING STORM MAIN         |
|  | PROPOSED STORM MAIN         |
|  | OVERHEAD POWER LINE         |
|  | TELEPHONE LINE              |
|  | UNDERGROUND POWER           |
|  | EXISTING FIBEROPTIC LINE    |
|  | PROPOSED MAJOR CONTOUR      |
|  | PROPOSED MINOR CONTOUR      |
|  | EXISTING MAJOR CONTOURS     |
|  | EXISTING MINOR COUNTOURS    |
|  | EXISTING CONCRETE SURFACING |
|  | PROPOSED CONCRETE SURFACING |
|  | EXISTING ASPHALT SURFACING  |
|  | PROPOSED ASPHALT SURFACING  |
|  | PROPOSED LANDSCAPING        |



## PROJECT LOCATION



FOR: CROWN CONSTRUCTION, LLC  
PO BOX 664

MILLS, WY 82644

BY: ENVIRONMENTAL & CIVIL SOLUTIONS, LLC  
1607 CY AVENUE, SUITE 104  
(307) 337-7069

**TITLE SHEET**  
**LOTS 2 AND 3 SAGE ADDITION**  
**MILLS, WY**

[illegible]

# TS

IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN MODIFIED FROM: ARCH FULL BLEED D (24.00 X 36.00 INCHES)

ARCH FULL BLEED D (24.00 X 36.00 INCHES)

Z:\ACTIVE\240050\_CCN\_280 CHAMBERLIN RD, VINICH BLDG\DRAWINGS\WORKING\SITE\240050\_SITE PLAN.DWG

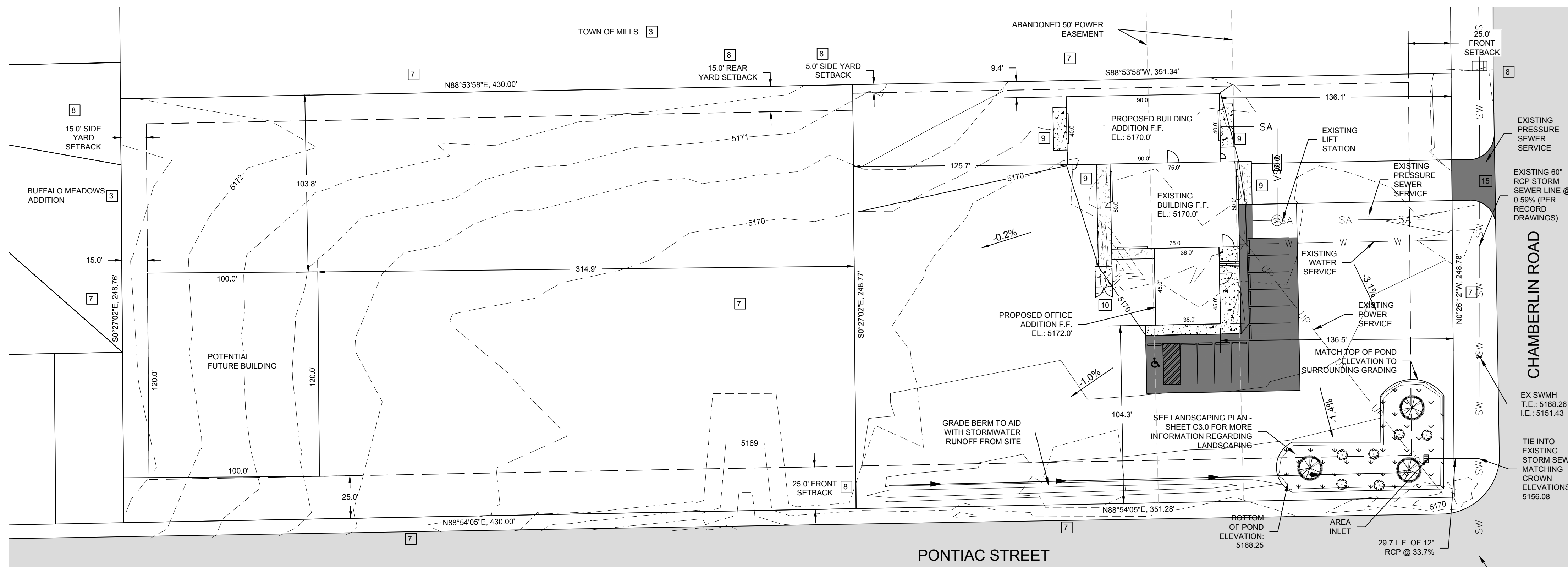




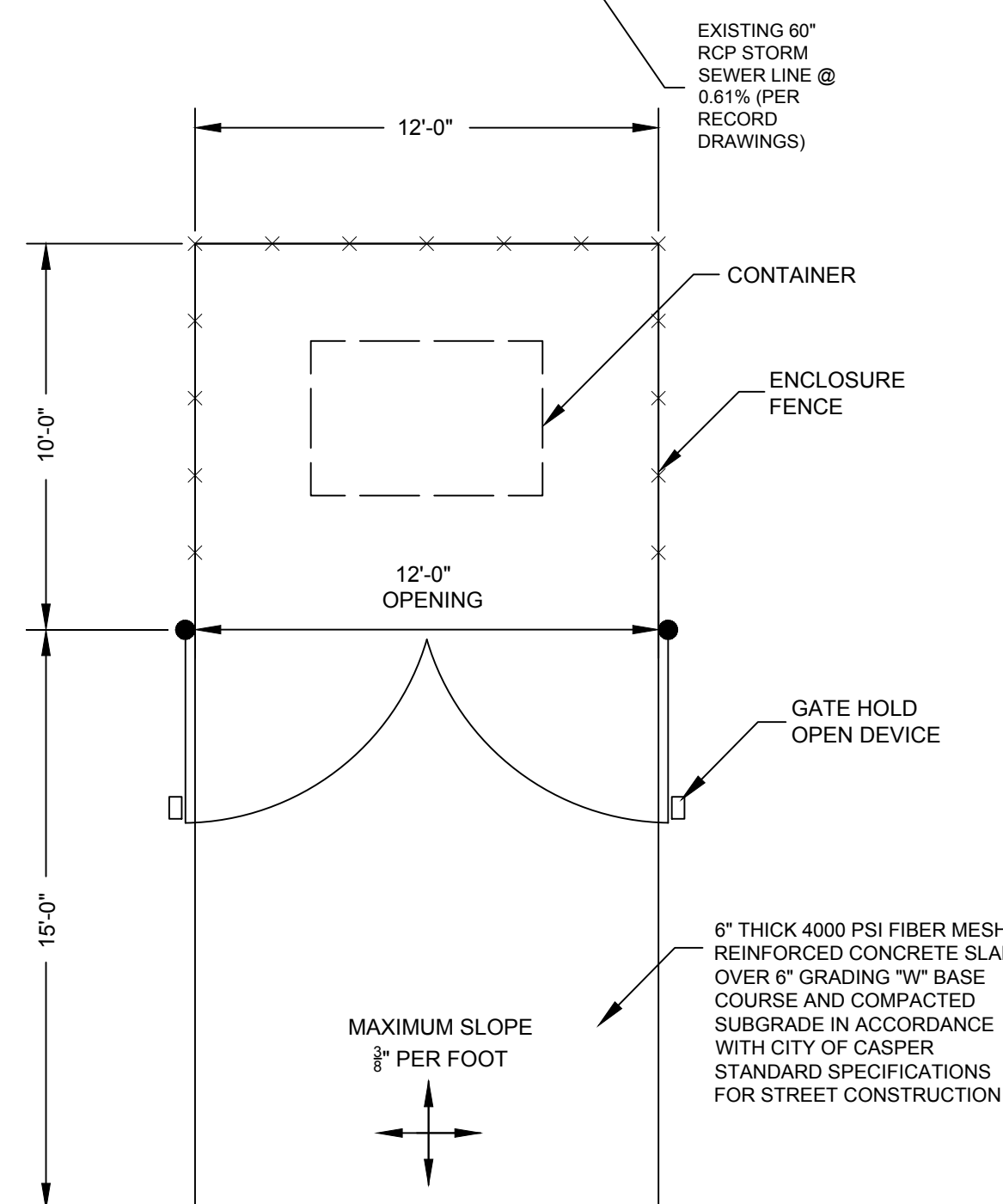
6

0' 10' 20' 40' FEET

SCALE: 1" = 20'



1. LEGAL DESCRIPTION: LOT 2 AND 3 SAGE ADDITION  
280 CHAMBERLIN RD, MILLS, WY 82601
2. TITLE BLOCK: AS SHOWN
3. SURROUNDING PROPERTY OWNERS: CITY OF MILLS (NORTH) : MOBILE CONCRETE (EAST AND SOUTH) : BUFFALO MEADOWS ADDITION (WEST)
4. SURROUNDING LAND USES: I-1: LIGHT INDUSTRIAL (NORTH, SOUTH, & EAST) : R-1: SINGLE FAMILY DWELLING (WEST)
5. CURRENT ZONING: I-1: LIGHT INDUSTRIAL
6. NORTH ARROW, PLAN SCALE, AND DATE: AS SHOWN
7. LOT DIMENSIONS: AS SHOWN AND AS CONCURRENT PLATTING
8. SETBACKS AND BUILDING HEIGHT: AS SHOWN (5' SIDE YARD, 15' REAR YARD SETBACKS, 25' FRONT SETBACKS) 27'-6" MAX BUILDING HEIGHT
9. LOADING DOCK AREAS AND TRAFFIC FLOW: AS SHOWN
10. TRASH RECEPTACLES: AS SHOWN
11. ADVERTISING AND SIGNS: NONE
12. SCREENING DEVICES: NONE
13. EXTERIOR LIGHTING: TO BE DETERMINED ON BUILDING, NO PROPOSED PARKING LOT LIGHTING
14. ADJACENT STREETS: AS SHOWN (CHAMBERLIN ROAD AND PONTIAC STREET)
15. EXISTING AND PROPOSED CURB CUTS AND SIDEWALKS: AS SHOWN
16. OFF STREET PARKING LAYOUT AND TRAFFIC CONTROL: NONE REQUIRED
17. CURBING LOCATION: AS SHOWN
18. GROUND SURFACING: AS SHOWN
19. EXISTING AND PROPOSED EASEMENTS: NONE
20. VICINITY MAP: AS SHOWN
21. GENERAL NOTES:
  - A. TOTAL LAND AREA: 2.0 ACRES (87,392 SQUARE FEET)
  - B. TOTAL BUILDING FOOTPRINT: 9,060 SQ FT
  - C. TOTAL BUILDING ADDITION FOOTPRINT: 5,310 SQ FT
  - D. LAND COVERED BY BUILDINGS: 10.4%
  - E. BUILDING HEIGHT: 27' - 6"
  - F. NUMBER OF STORIES AND SQUARE FOOTAGE OF LEASABLE SPACE: SINGLE STORY 1,710 SQ FT OFFICE SPACE; SINGLE STORY 3,600 SQ FT SHOP AREA
  - G. PARKING SPACES PROPOSED: 14 - 10'x24' PARKING SPOTS
  - H. SQUARE FOOTAGE OF PARKING AREA: 5,636 SQ FT
  - I. PERCENTAGE OF LAND COVERED BY PARKING: 6.4%
  - J. SQUARE FOOTAGE OF ALL LANDSCAPE AREAS: 3,987 SQ FT
  - K. SITE COVERED BY LANDSCAPING: 4.6%
22. NUMBERING ITEMS PER CHECKLIST: AS SHOWN
23. EXISTING AND PROPOSED CONTOURS: EXISTING AND PROPOSED CONTOURS AS SHOWN
24. DETAILS OF BUILDINGS TO BE CONSTRUCTED: 5170.0'
25. SURFACE DRAINAGE STUDY: INCLUDED SEPARATELY
26. PAVEMENT DESIGN REPORT: NOT INCLUDED
27. TRAFFIC STUDY: STUDY NOT REQUIRED



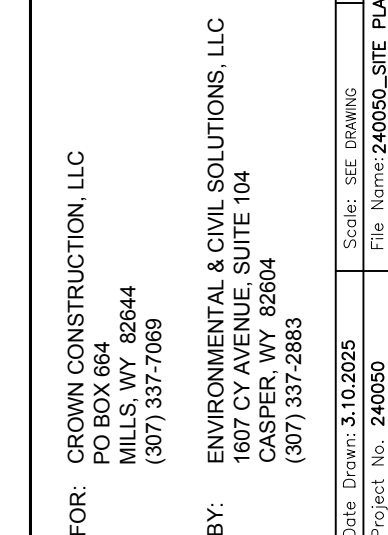
**MINIMUM STANDARDS FOR  
COMMERCIAL SANITATION  
CONTAINER FACILITY**  
NOT TO SCALE

NOTES:

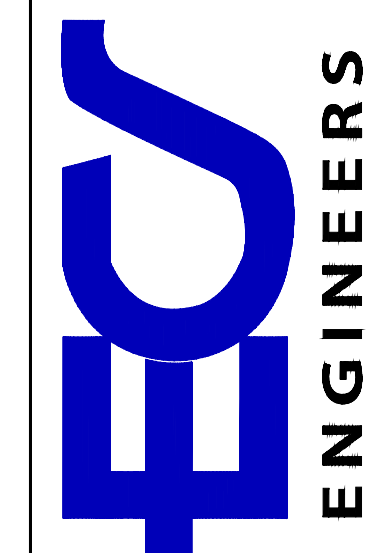
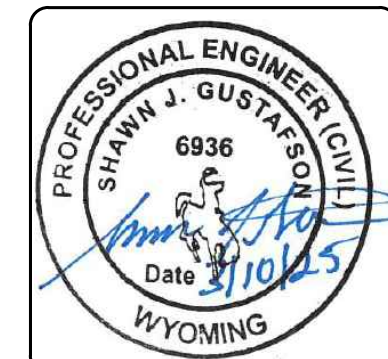
1. PROVIDE FOR STRAIGHT APPROACH TO CONTAINER BY SERVICE VEHICLE.
2. PROVIDE FOR A MINIMUM OVERHEAD CLEARANCE OF 15' ABOVE GRADE.
3. ORIENT TO MINIMIZE BACKING MOVEMENTS REQUIRED BY SERVICE VEHICLE.

[illegible]

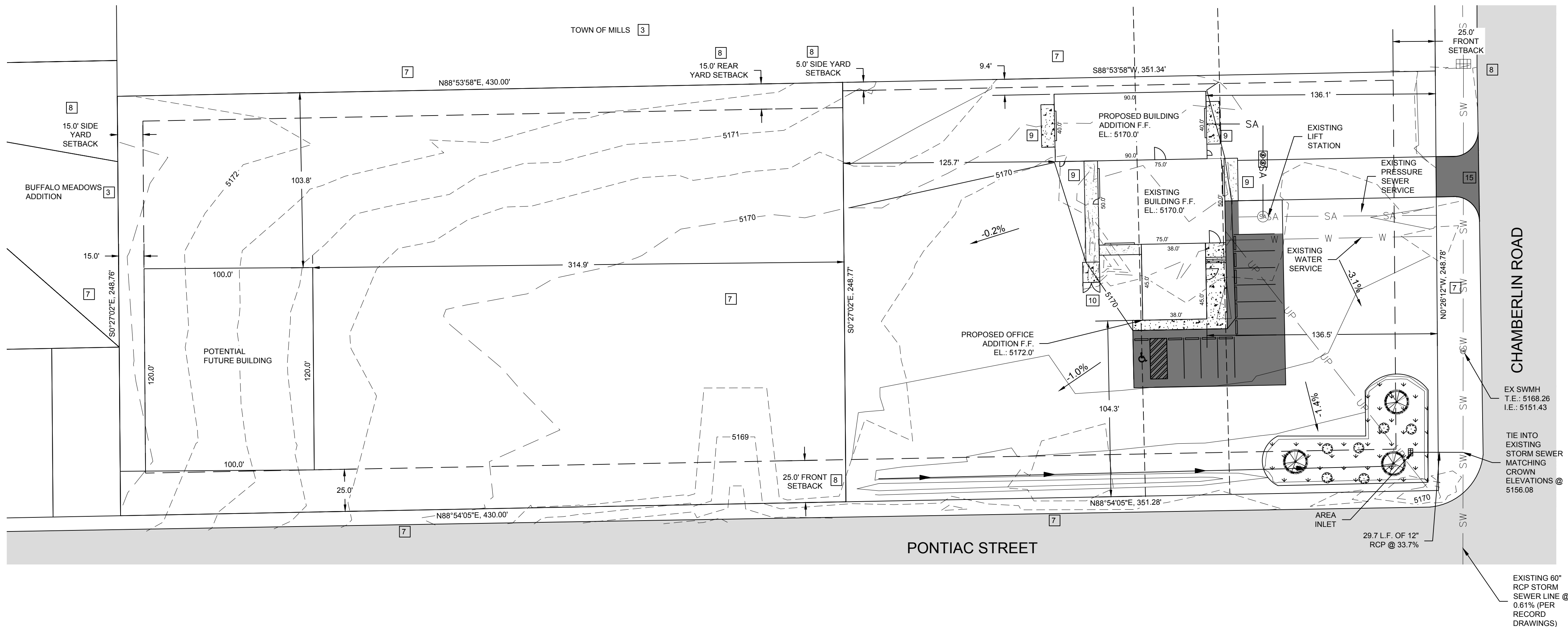
## C1.0




















# SITE PLAN LOTS 2 AND 3 SAGE ADDITION MILLS, WY

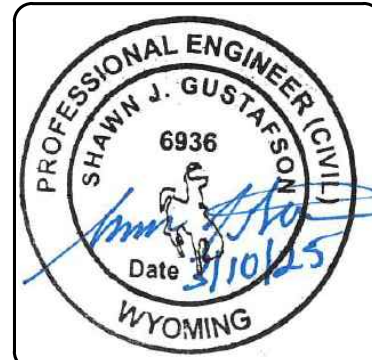
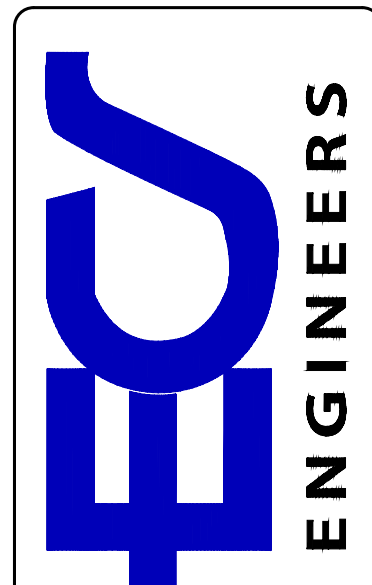






<b><u>SYMBOLS</u></b>		<b><u>LEGEND</u></b>
	TREE	 RIGHT OF WAY
	ECS CONTROL POINT	 PROPERTY LINES
	ELECTRICAL VAULT	 EXISTING CENTERLINE
	FIBER OPTIC PEDESTAL	 PROPOSED CENTERLINE
	FIRE HYDRANT	 EDGE EXISTING ASPHALT
	PROFILE FIRE HYDRANT	 EXISTING WOOD FENCE
	FLARED END SECTION	 PROPOSED CHAINLINK FENCE
	GAS METER	 EXISTING GAS LINE
	CATCH BASIN	 PROPOSED CRUDE MAIN
	GUY WIRE ANCHOR	 EXISTING WATER MAIN
	WIRE POLE	 PROPOSED WATER MAIN
	SANITARY SEWER MANHOLE	 EXISTING SANITARY MAIN
	SANITARY SEWER CLEAN OUT	 PROPOSED SANITARY MAIN
	IRRIGATION VALVE BOX	 EXISTING STORM MAIN
	STORM SEWER MANHOLE	 PROPOSED STORM MAIN
	STREET LAMP	 OVERHEAD POWER LINE
	TELEPHONE MANHOLE	 TELEPHONE LINE
	TELEPHONE PEDESTAL	 UNDERGROUND POWER
	BORE HOLE LOCATION	 EXISTING FIBEROPTIC LINE
	WATER TEE	 PROPOSED MAJOR CONTOUR
	WATER CROSS	 PROPOSED MINOR CONTOUR
	WATER VALVE	 EXISTING MAJOR CONTOURS
	CURB STOP	 EXISTING MINOR COUNTOURS
	ELECTRICAL METER CABINET	 EXISTING CONCRETE SURFACING
	SINGLE SIGN POST	 PROPOSED CONCRETE SURFACING
	BOLLARD	 EXISTING ASPHALT SURFACING
	RECOVERED BRASS CAP	 PROPOSED ASPHALT SURFACING
	RECOVERED ALUMINUM CAP	 PROPOSED LANDSCAPING
	RECOVERED REBAR	
	RECOVERED ALUMINUM CAP	

1. LEGAL DESCRIPTION: LOT 2 AND 3 SAGE ADDITION  
280 CHAMBERLIN RD, MILLS, WY 82601
2. TITLE BLOCK: AS SHOWN
3. SURROUNDING PROPERTY OWNERS: CITY OF MILLS (NORTH) : MOBILE CONCRETE (EAST AND SOUTH) : BUFFALO MEADOWS ADDITION (WEST)
4. SURROUNDING LAND USES : I-1: LIGHT INDUSTRIAL (NORTH, SOUTH, & EAST) : R-1: SINGLE FAMILY DWELLING (WEST)
5. CURRENT ZONING: I-1: LIGHT INDUSTRIAL
6. NORTH ARROW, PLAN SCALE, AND DATE: AS SHOWN
7. LOT DIMENSIONS: AS SHOWN AND AS CONCURRENT PLATTING
8. SETBACKS AND BUILDING HEIGHT: AS SHOWN (5' SIDE YARD, 15' REAR YARD SETBACKS, 25' FRONT SETBACKS) 27'-6" MAX BUILDING HEIGHT
9. LOADING DOCK AREAS AND TRAFFIC FLOW: AS SHOWN
10. TRASH RECEPTACLES: AS SHOWN
11. ADVERTISING AND SIGNS: NONE
12. SCREENING DEVICES: NONE
13. EXTERIOR LIGHTING: TO BE DETERMINED ON BUILDING, NO PROPOSED PARKING LOT LIGHTING
14. ADJACENT STREETS: AS SHOWN (CHAMBERLIN ROAD AND PONTIAC STREET)
15. EXISTING AND PROPOSED CURB CUTS AND SIDEWALKS: AS SHOWN
16. OFF STREET PARKING LAYOUT AND TRAFFIC CONTROL: NONE REQUIRED
17. CURBING LOCATION: AS SHOWN
18. GROUND SURFACING: AS SHOWN
19. EXISTING AND PROPOSED EASEMENTS: NONE
20. VICINITY MAP: AS SHOWN
21. GENERAL NOTES:
  - A. TOTAL LAND AREA: 2.0 ACRES (87,392 SQUARE FEET)
  - B. TOTAL BUILDING FOOTPRINT: 9,060 SQ FT
  - C. TOTAL BUILDING ADDITION FOOTPRINT: 5,310 SQ FT
  - D. LAND COVERED BY BUILDINGS: 10.4%
  - E. BUILDING HEIGHT: 27' - 6"
  - F. NUMBER OF STORIES AND SQUARE FOOTAGE OF LEASABLE SPACE: SINGLE STORY 1,710 SQ FT OFFICE SPACE, SINGLE STORY 3,600 SQ FT SHOP AREA
  - G. PARKING SPACES PROPOSED: 14 - 10'x24' PARKING SPOTS
  - H. PARKING FOOTAGE OF PARKING AREA: 5,636 SQ FT
  - I. PERCENTAGE OF LAND COVERED BY PARKING: 6.4%
  - J. SQUARE FOOTAGE OF ALL LANDSCAPE AREAS: 3,987 SQ FT
  - K. SITE COVERED BY LANDSCAPING: 4.6%
22. NUMBERING ITEMS PER CHECKLIST: AS SHOWN
23. EXISTING AND PROPOSED CONTOURS: EXISTING AND PROPOSED CONTOURS AS SHOWN
24. ELEVATIONS OF BUILDINGS TO BE CONSTRUCTED: 5170.0'
25. SURFACE DRAINAGE STUDY: INCLUDED SEPARATELY
26. PAVEMENT DESIGN REPORT: NOT INCLUDED
27. TRAFFIC STUDY: STUDY NOT REQUIRED











February 11, 2025

**MILLS P&Z AND MILLS CITY COUNCIL**

**RE: SAGE ADDITION MINOR BOUNDARY ADJUSTMENT**

I have reviewed the easement document that was recorded May 6<sup>th</sup>, 1948, in book 40, page 88, Natrona County records. This easement was granted by Edward Treglown to the United States of America. The easement dedicated a 50' wide easement for a power transmission line. Since it was granted to the United States it would virtually be impossible to get a written vacation of the easement from them. It should also be noted that in item #5 on the easement document it states that "The owner reserves the right to cultivate, use and occupy said premises for any purpose consistent with the rights and privileges above which will not interfere with or endanger any of the equipment....." It also states that "In case of permanent abandonment of said right of way, the title and interest herein granted shall end." Easements in some cases may be terminated by abandonment under certain circumstances. One action that can qualify as intent for abandonment, amongst others, is non-use of the easement for an extended period of time even though the grantee of the easement had an extended period of access to the easement. The transmission line was never constructed, and the easement has been unused for 77 years. This could explain why the existing building was constructed within the easement. It is my opinion that this easement has in fact been abandoned by non-use and should not be an issue for the applicant to proceed with the site plan as originally submitted.

Steven Granger PLS

---

ENVIRONMENTAL & CIVIL SOLUTIONS, LLC

PROFESSIONAL ENGINEERS & LAND SURVEYORS

AN EQUAL OPPORTUNITY EMPLOYER

1607 CY Ave, Suite 104 – Casper, WY 82604 – PHONE: 307.337.2883

FAX: 888.424.6090

WEB: [www.ecsengineers.net](http://www.ecsengineers.net)



88

RECORDED	May 6 1948	3:35
INDEXED	40	ACCL
	573087	PAGE 88

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF RECLAMATION

Contract and Grant of Easement

THIS CONTRACT, made this 27 day of December, 1948, pursuant to the Act of Congress approved June 17, 1902 (32 Stat., 388), and acts amendatory thereof or supplementary thereto, between THE UNITED STATES OF AMERICA, hereinafter referred to as United States, and Edward J. Treglown and Marie L. Treglown, husband and wife, whose address is 528 So. Lincoln St., Casper, Wyoming, hereinafter collectively referred to as Vendor:

WITNESSETH:

The following grant and the following mutual covenants by and between the parties:

1. For the consideration hereinafter expressed Vendor does hereby grant unto the United States, its successors and assigns, the right, privilege and easement to construct, operate and maintain an electric transmission line, with all poles, cross arms, cables, wires, guys, supports, fixtures and devices, used or useful in the operation of said line, through, over and across the following described land situate in the County of Natrona State of Wyoming to-wit:

SW 1/4 Section 12,  
Township 33 North, Range 80 West of the 6th Principal Meridian.

The center line of the route of said line of poles and wires to be erected across said lands shall be as follows: Beginning on the East sixteenth line of Section 12, T. 33 N., R. 80 West of the 6th P. M. at a point situate 409 feet southerly from the Northeast sixteenth corner; thence North 89° 12' 30" East a distance of 185 feet to an angle point; thence South 0° 47' 30" East a distance of 959.2 feet to a point on the East-West center line of said Section 12, situate 1076.4 feet Easterly from the center quarter corner.

Checked as to engineering data:

By *[Signature]*  
Office Engineer,  
Bureau of Reclamation

2. Said transmission line and every part thereof shall, where it crosses vendor's land, be confined to lands within 25 feet of either side of the hereinabove described center line, except that the United States shall have the right and privilege of placing and maintaining guys and anchorages at greater distances from said center line where reasonably necessary to support said transmission line.

3. The grant of easement herein contained shall include the right to enter upon said premises, survey, construct, maintain, operate, control and use said transmission line and to remove objects interfering therewith, and the right to permit the attachment of wires of others. Vendor reserves the right to cultivate, use and occupy said premises for any purpose consistent with the rights and privileges above granted and which will not interfere with or endanger any of the equipment of the United States or the use thereof. In case of permanent abandonment of said right of way, the title and interest herein granted shall end, cease and determine. The United States shall use due care in the construction and maintenance of said transmission line.

4. The grant of easement herein contained is subject to existing rights of way for highways, roads, railroads, canals, laterals, ditches, other electrical transmission lines and telegraph and telephone lines covering any part of the above described land.

5. As complete consideration for the above grant of easement, the United States agrees to pay Vendor the sum of One hundred seventeen and No/100 Dollars (\$117.00)

No member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit that may arise herefrom, but this restriction shall not be construed to extend to this contract if made with a corporation or company for its general benefit.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

THE UNITED STATES OF AMERICA

By

W. M. Thorne  
District Manager

Vendor

Edward J. Traklow  
Vendor

Vendor

Marie L. Traklow  
Vendor

STATE OF Wyoming )

COUNTY OF Natrona ) ss.

On this 27th day of December, 1918, before me personally appeared Edward J. Traklow and Marie L. Traklow, husband and wife.

known to me to be the persons described in and who executed the foregoing instrument, and acknowledged to me that they executed the same.

Witness my hand and seal the day and year last above written.

H. C. Kirby  
(Notary Public)

My Commission Expires August 27, 1922

PLAT OF  
"SAGE ADDITION"  
TO THE TOWN OF MILLS, WYOMING  
A VACATION AND REPLAT OF TRACT 2,  
R.L. MANNING & LOWER ADDITION BEING  
A PORTION OF THE S1/2SW1/4NE1/4, SECTION 12  
TOWNSHIP 33 NORTH, RANGE 80 WEST  
SIXTH PRINCIPAL MERIDIAN  
NATRONA COUNTY, WYOMING  
PAGE 1 OF 1

DEDICATION STATEMENT

The Town of Mills and Silvertip Property, LLC hereby certify that they are the owners and proprietors of the foregoing vacation and replat of Tract 2, R.L. Manning & Lower Addition to the Town of Mills, located in the S1/2SW1/4NE1/4, Section 12, Township 33 North, Range 80 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the southwesterly corner of the property being described and the C1/4 corner of said Section 12; thence from said Point of Beginning and along the westerly line of the Parcel being described and the westerly line of said S1/2SW1/4NE1/4, Section 12 and the easterly line of the Buffalo Addition, N0°31'22"W, 654.51 feet to the northwesterly corner of said Parcel and the northwesterly corner of said S1/2SW1/4NE1/4, Section 12; thence along the northerly line of the Parcel being described and the northerly line of said S1/2SW1/4NE1/4 and the southerly line of Freden Addition Lots 25 & 26 and Freden Addition Lot 5, Block 5, N88°50'34"E, 1225.57 feet to the northeasterly corner of said parcel and a point in and on intersection with the westerly right-of-way line of Chamberlin Road; thence along the easterly line of the Parcel being described and the westerly right-of-way line of said Chamberlin Road, S0°26'11"E, 655.77 feet to the southeasterly corner of said Parcel and a point in and on intersection with the southerly line of said S1/2SW1/4NE1/4; thence along the southerly line of the Parcel being described and the southerly line of said S1/2SW1/4NE1/4, Section 12, S88°53'58"W, 1224.57 feet to the Point of Beginning and containing 18.424 acres, more or less.

The vacation and replat of the foregoing described lands as appears on this plat is with the free consent and in accordance with the desires of the above named owners and proprietors of said lands; the name of said vacation and replat shall be known as "Sage Addition", to the Town of Mills, Wyoming. All streets as shown hereon are hereby or have previously been dedicated to the use of the public and easements as shown hereon are hereby dedicated to the use of public and private utility companies for purposes of construction, operation and maintenance of utility lines, conduits, ditches, drainage and access.

TOWN OF MILLS  
P.O. Box 789  
Mills, Wyoming 82644  
*Seth Coleman*  
SETH COLEMAN, MAYOR

SILVERTIP PROPERTY, LLC  
4009 W. 39th Street  
Casper, Wyoming 82604  
*Rustin L. Anderson*  
RUSTIN L. ANDERSON, MANAGING MEMBER

SILVERTIP PROPERTY, LLC  
4009 W. 39th Street  
Casper, Wyoming 82604  
*Lyle C. Vinich*  
LYLE C. VINICH, MANAGING MEMBER

ACKNOWLEDGEMENTS

STATE OF WYOMING )  
COUNTY OF NATRONA )SS  
The foregoing instrument was acknowledged before me by Seth Coleman, Mayor, Town of Mills this 15<sup>th</sup> day of October, 2019.  
Witness my hand and official seal.

My commission expires: Dec. 7, 2022



*Christine M. Truitt*  
NOTARY PUBLIC

STATE OF WYOMING )  
COUNTY OF NATRONA )SS  
The foregoing instrument was acknowledged before me by Rustin L. Anderson, Managing Member of Silvertip Property, LLC this 18<sup>th</sup> day of OCTOBER, 2019.  
Witness my hand and official seal.

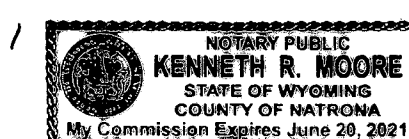
My commission expires: JUNE 20, 2021



*Kenneth R. Moore*  
NOTARY PUBLIC

The foregoing instrument was acknowledged before me by Lyle C. Vinich, Managing Member of Silvertip Property, LLC this 18<sup>th</sup> day of OCTOBER, 2019.  
Witness my hand and official seal.

My commission expires: JUNE 20, 2021

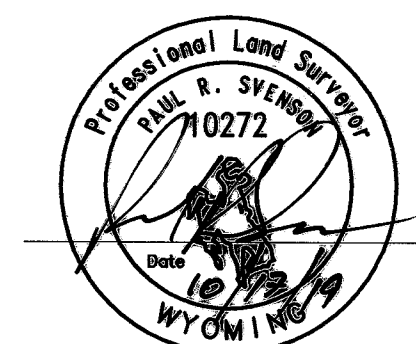


*Kenneth R. Moore*  
NOTARY PUBLIC

STATE OF WYOMING )  
COUNTY OF NATRONA )SS

CERTIFICATE OF SURVEYOR

I, Paul R. Svenson, a Professional Land Surveyor, 10272, do hereby certify that this plat was made from notes taken during an actual survey made by me or under my direct supervision during the months of September and October, 2019, and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.



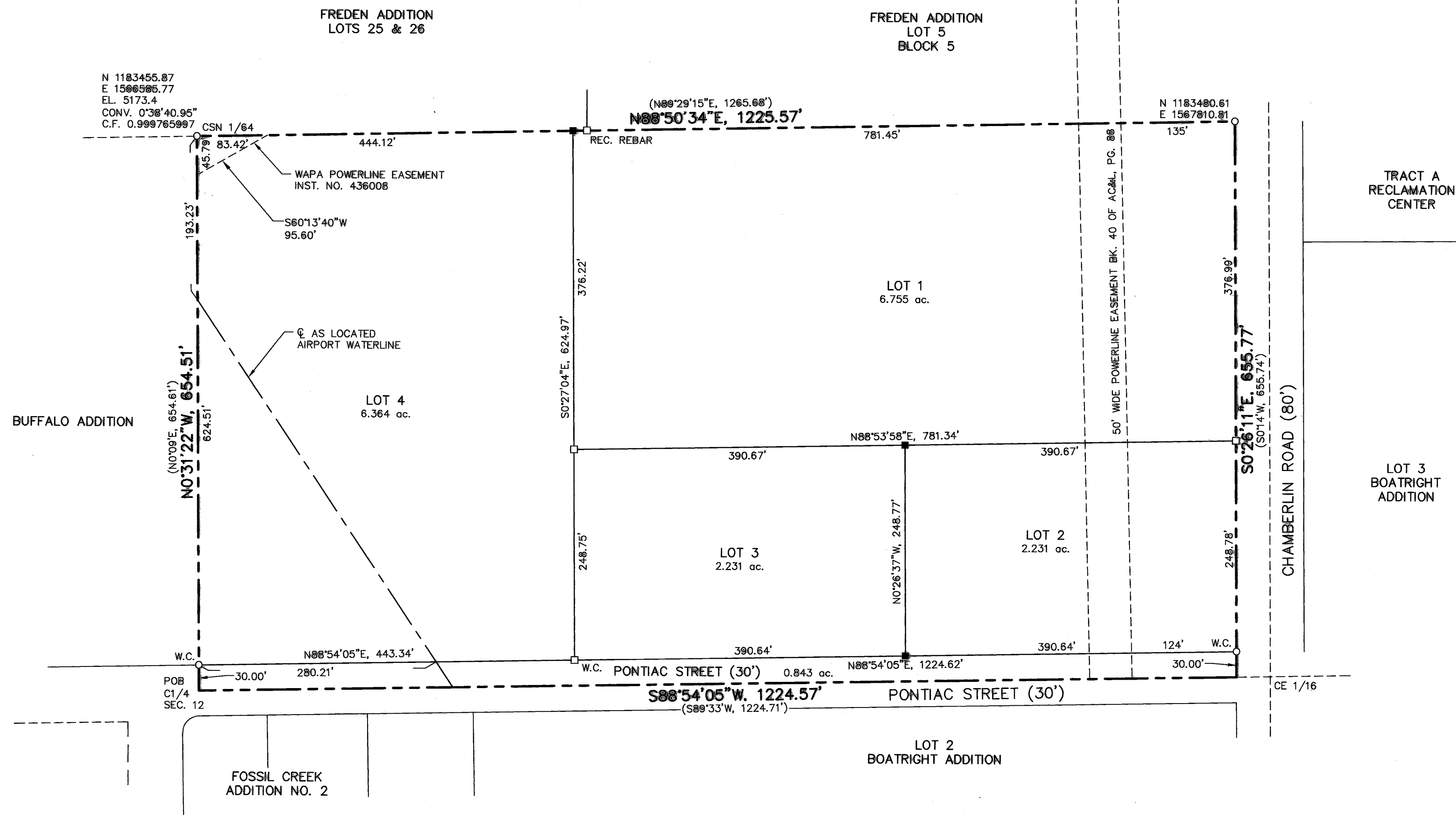
STATE OF WYOMING )  
COUNTY OF NATRONA )SS

The foregoing instrument was acknowledged before me by Paul R. Svenson this 17<sup>th</sup> day of OCTOBER, 2019.  
Witness my hand and official seal.

My commission expires: JUNE 20, 2021



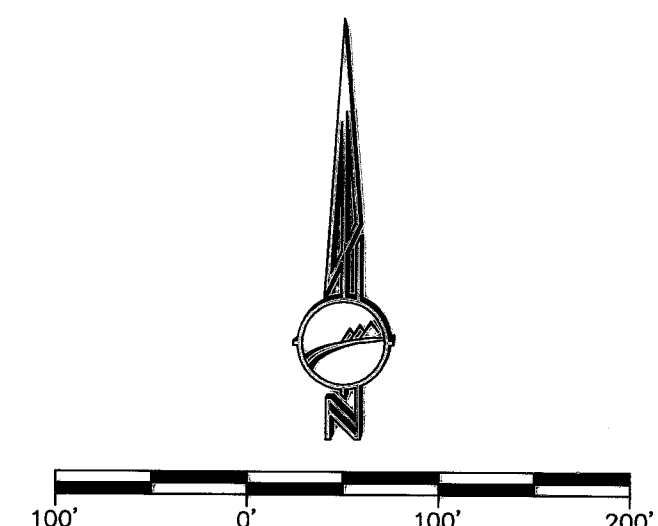
*Kenneth R. Moore*  
NOTARY PUBLIC



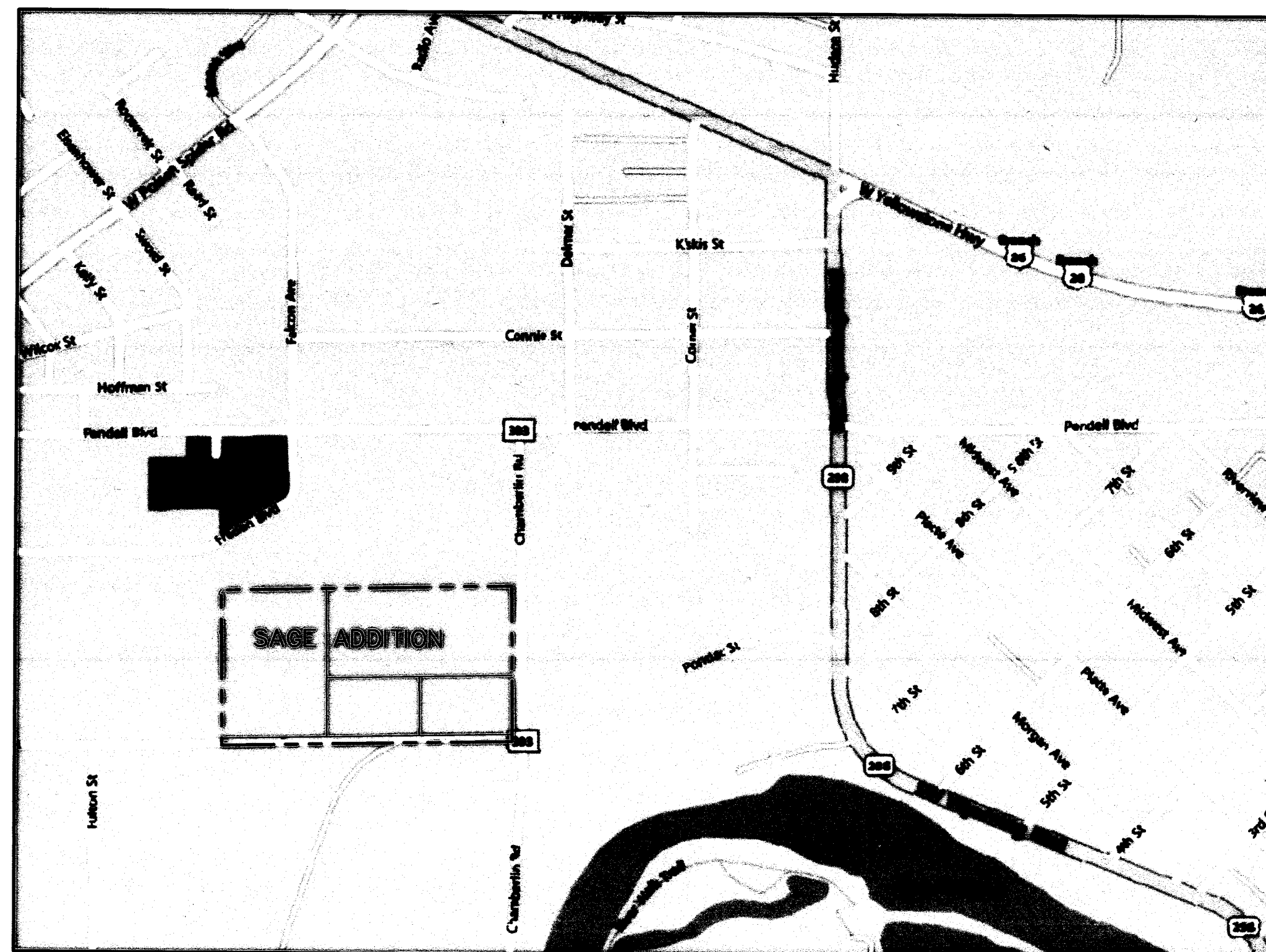
LEGEND

- RECOVERED BRASS CAP
- RECOVERED ALUM. CAP OR AS NOTED
- SET 5/8"x24" REBAR W/ ALUM. CAP
- REPLAT BOUNDARY
- MEASURED BEARING & DISTANCE
- RECORD BEARING (GEODETIC) & DISTANCE

S88°54'04"W, 443.30'  
(S89°33'W, 443.51')



SCALE: 1"=100'  
BASIS OF BEARING:  
STATE PLANE  
COORDINATES  
WYOMING EAST  
CENTRAL ZONE  
NAD 83/86  
US SURVEY FOOT  
GROUND DISTANCE  
ELEVATION SHOWN IS  
BASED ON NAVD88  
AND NOT INTENDED  
TO BE USED AS A  
BENCHMARK  
PLAT CLOSURE  
EXCEEDS 1:100,000



VICINITY MAP  
SCALE: 1"=500'

APPROVALS

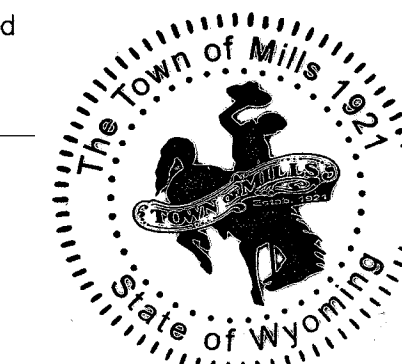
Approved by the Town Council of the Town of Mills, Wyoming by Resolution No. 2019-54 duly passed, adopted and approved this 15<sup>th</sup> day of October, 2019.

Attest: *Seth Coleman*  
Town Clerk

Attest: *Paul R. Svenson*  
Mayor

Inspected and Approved this 15<sup>th</sup> day of October, 2019.

*Mark Miller*  
Town Engineer







February 13, 2025

Matt Williams, P.E.  
City Engineer, City of Mills,  
704 4<sup>th</sup> Street,  
Mills, WY 82604



### **Vinich Building - Site Drainage**

Mr. Williams,

ECS Engineers has produced an infrastructure site plan design for the Vinich Building Addition located at 280 Chamberlain Road in the City of Mills. The proposed development will take place on Lot 2 of the Sage Addition to the City of Mills, while Lot 3 is also owned, no development is currently planned on that lot. The proposed addition will involve a 1,700 square foot addition on the south side of the existing building on site, with a future 3,600 square foot addition also in consideration. This development will also involve the installation of concrete sidewalks around the building, and an asphalt parking area that will meet City of Mills requirements. The property is currently developed with a single warehouse building on the site, approximately 3,750 square feet, with the remainder of the property having gravel surfacing and primarily used for equipment storage. The completion of this development will require minor grading improvements across the site, therefore, ECS has compiled stormwater calculations to estimate the changes this construction will have on the stormwater runoff from the site, and attempt to mitigate the impact of these changes on neighboring lots. A copy of the Sage Addition plat and a full set of plans have been included in the Appendix of this report.

### **Existing Conditions**

The Vinich Building is located on Lot 2 of the Sage Addition to the City of Mills, Wyoming. This lot is approximately 2.23 acres in size, and is bounded to the north by Lot 1 of the same subdivision, to the west by Chamberlain Road, to the south by Pontiac Street, and to the east by Lot 3 of the same subdivision. Lot 3 is owned by the same individual, however no development is currently planned for that portion of the property.

The nearest stormwater infrastructure to the project site is located adjacent to the east side of the property. There is a 60" RCP storm sewer that flows southward along the west side of Chamberlain Road before outfalling into the North Platte River approximately 700 feet to the southeast of the project site. There is a catch basin for this storm sewer line located near the northeast corner of the subject property.

Currently, the gradient slopes towards the southeast corner of the project site, with less than two feet of elevation difference between the northwest corner and southeast corner of the site. There appears to be a berm along the fence at the southern edge of the site, that prevents drainage from flowing onto

ENVIRONMENTAL & CIVIL SOLUTIONS, LLC

PROFESSIONAL ENGINEERS & LAND SURVEYORS

AN EQUAL OPPORTUNITY EMPLOYER

1607 CY Avenue, SUITE 104 – CASPER, WY 82604 – PHONE: 307.337.2883

FAX: 888.424.6090

WEB: [www.ecsengineers.net](http://www.ecsengineers.net)

Pontiac Street, and instead it appears that drainage is directed towards the southwest corner where it is detained and released at the Pontiac Street and Chamberlain Road intersection via overland flow. It appears that all drainage in the area tends to flow in a southeastern direction towards the North Platte River.

### **Proposed Conditions**

The proposed development of the Vinich Building site will involve the construction of a 1,700 square foot addition on the south side of the existing structure, with a future 3,600 square foot addition planned for the north side. This development will also include asphalt parking being constructed around the south and east sides of the building, as well as sidewalk being constructed around the west, south and east sides. A trash-pad is planned near the southwest corner of the building. This construction will require minimal grading alterations across the subject property, with the majority of the site already graded in the desired manner.

The addition to the Vinich Building and the improvements taking place around it will not include any underground storm sewer infrastructure, but will instead utilize overland flow and sheet flow to direct all anticipated stormwater runoff to the desired locations on the project site. Proposed grading on the project site was designed in a manner that minimized grades across the project site, thus reducing velocities of stormwater runoff, and ensuring a more effective design.

The goal of the site grading and drainage plan for this site is to direct post-development stormwater runoff in a southeasterly direction, with all runoff from the site ending up in a proposed detention pond in the southeast corner of the site. The existing conditions on site appear to let stormwater runoff from the site release onto Chamberlain Road. Therefore, the proposed detention pond will be designed in a manner that releases stormwater runoff from the site at a rate that does not exceed the pre-development rate. Additional information regarding the grading and drainage on the site can be found on the site plan, which has been included in the Appendix of this report.

### **Stormwater Modeling**

The project site was modeled using the SCS method via AutoDesk's Hydraflow Express extension for AutoCAD Civil 3D. Storm event intensities were obtained through NOAA's Atlas 2 Volume 2 sheets for the State of Wyoming. 6-hour and 24-hour events for 2-, 5-, 10-, 25-, 50-, and 100-year storm events were used, and plugged into the Hydraflow Express software. Additional variables including area, curve number (CN), and time of concentration (Tc) were calculated for each of the drainage basins on the project site. AutoDesk's Civil 3D catchment tool was used in order to delineate each drainage basin as well as to calculate time of concentration values. Both pre-development and post-development curve numbers were calculated based on the areas of each drainage basin, and the areas of individual types of surfacing both existing and proposed.

Hydrographs were then created for pre-development conditions using both 10- and 100-year storm frequencies. Peak runoff values were obtained from each of these hydrographs, and then plugged back into post-development hydrographs, along with post-development curve numbers, which then produced required storage volumes for stormwater runoff based on the existing peak runoff rate. This method ensures that post-development conditions on-site will not exceed pre-development discharge rates.

The pre-development condition on the site resulted in an estimated peak discharge rate that totaled 7.57 cfs for the 10-year event, and 15.57 cfs for the 100-year event. The post-development conditions resulted in an estimated peak discharge rate that totaled 7.84 cfs for the 10-year event, and 15.79 cfs for 100-year event. These figures results in a required stormwater runoff storage capacity of 700 cubic feet for a 10-year event, and 504 cubic feet for a 100-year event.

## **Results and Recommendations**

The stormwater runoff from the Vinich Building site will be directed in a manner where it flows to the southeast corner of the site using overland and sheet flow. The stormwater runoff will be detained in the southeast corner of the site, and released onto Chamberlain Road at a rate that does not exceed the pre-development discharge rate of the site.

Handling the stormwater runoff in this manner will ensure that discharge rates from the project site, under no storm condition, will exceed the pre-development rates. This ensures that neighboring properties and infrastructure will not be adversely affected by the improvements that are taking place on site.

The full set of pre-development and post-development hydrographs, a figure delineating the drainage basin boundaries, and a Vinich Building plan set can be found attached to this letter.

Respectfully,

Ryan Sohneman, E.I.T.  
Project Engineer

Rev.: Brian L. Chandler, P.E.



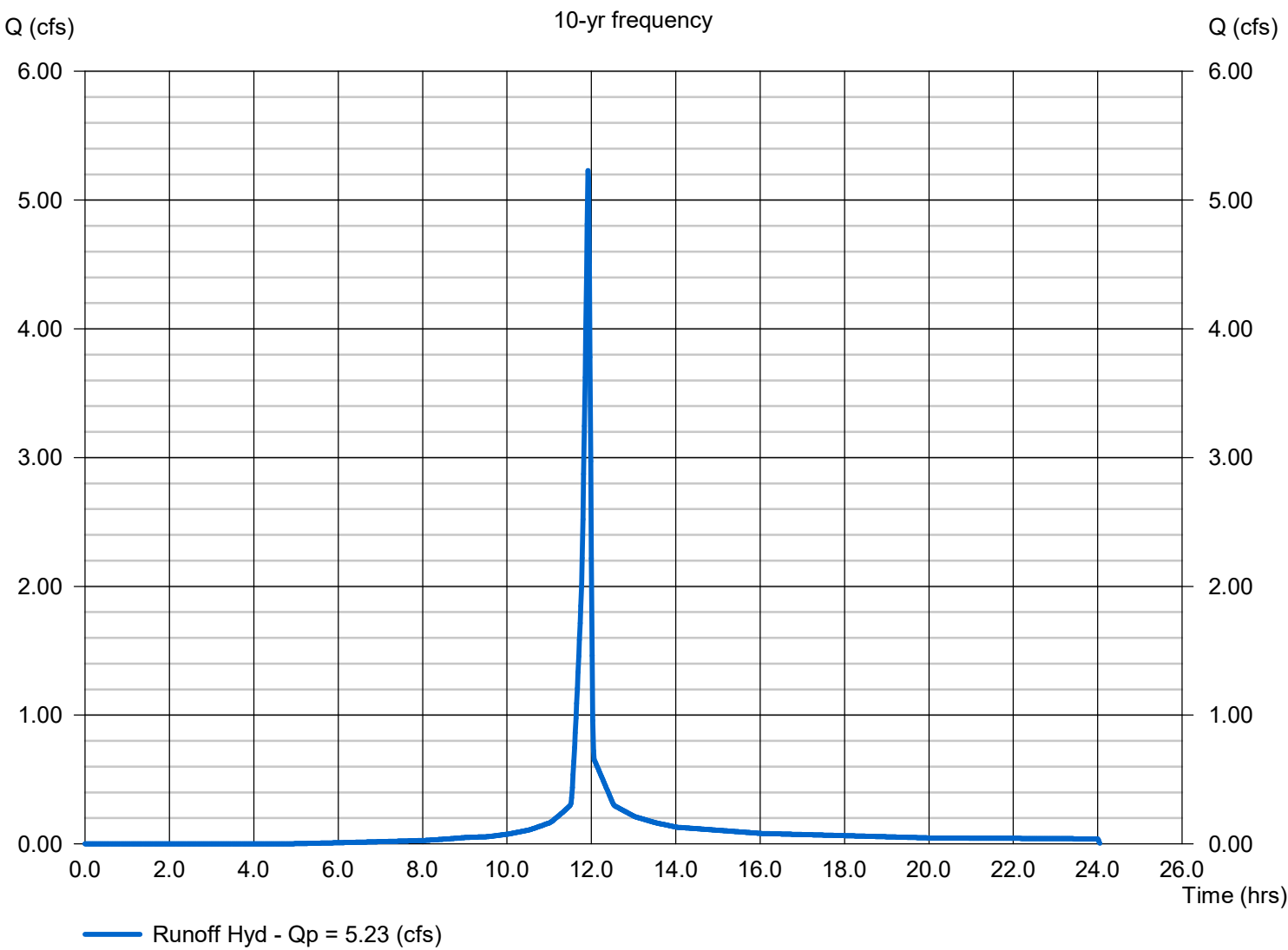
# Hydrology Report

## Vinich Building - Catchment 1 Existing Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 5.230
Storm frequency (yrs)	= 10	Time interval (min)	= 1
Drainage area (ac)	= 0.940	Curve number (CN)	= 89
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 4.25	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 9,784 (cuft); 0.225 (acft)

### Runoff Hydrograph



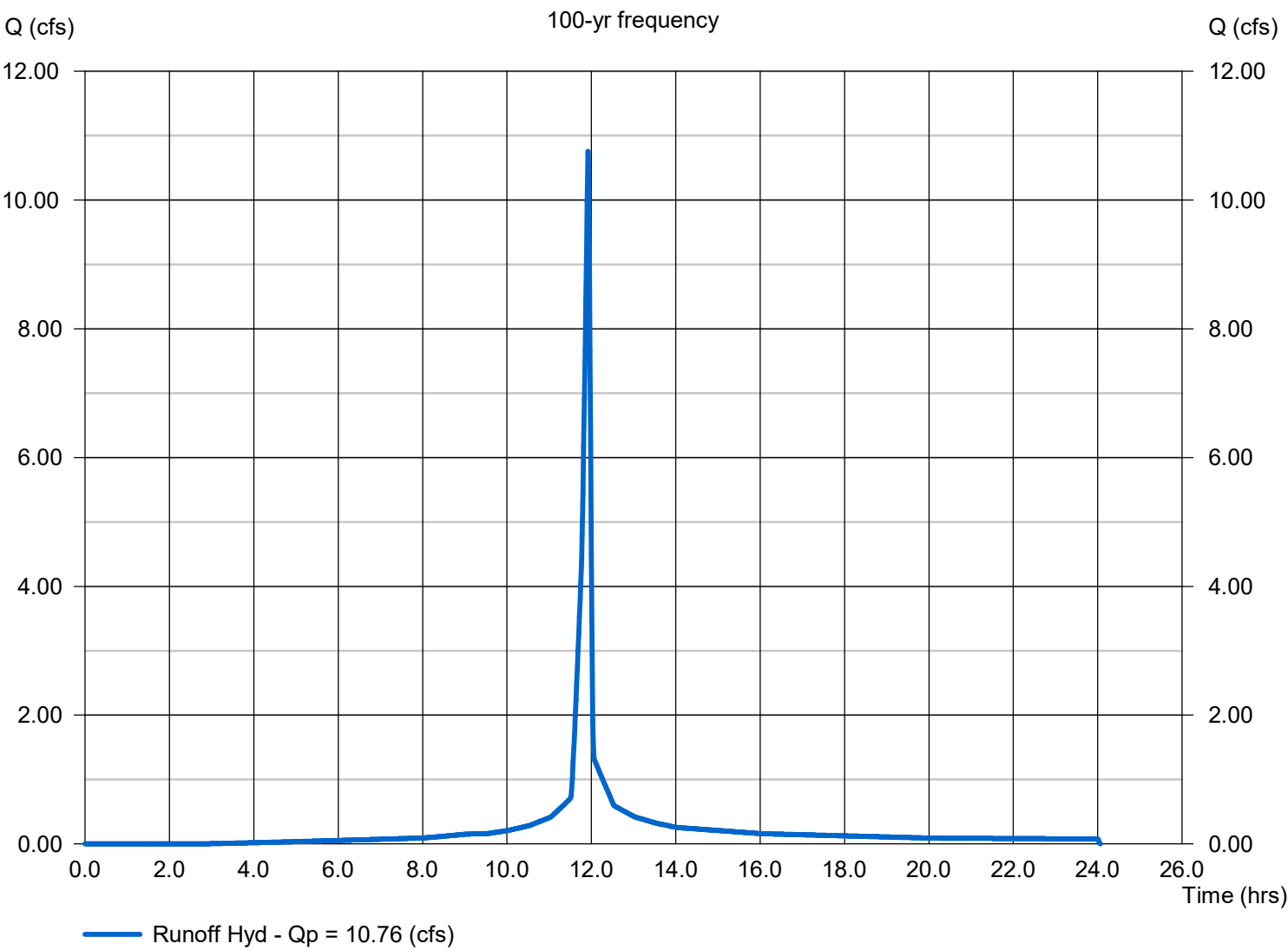
# Hydrology Report

## Vinich Building - Catchment 1 Existing Conditions

Hydrograph type	=	SCS	Peak discharge (cfs)	=	10.76
Storm frequency (yrs)	=	100	Time interval (min)	=	1
Drainage area (ac)	=	0.940	Curve number (CN)	=	89
Basin Slope (%)	=	n/a	Hydraulic length (ft)	=	n/a
Tc method	=	User	Time of conc. (min)	=	3
Total precip. (in)	=	7.95	Storm Distribution	=	Type II
Storm duration (hrs)	=	24	Shape factor	=	484

Hydrograph Volume = 21,234 (cuft); 0.487 (acft)

### Runoff Hydrograph



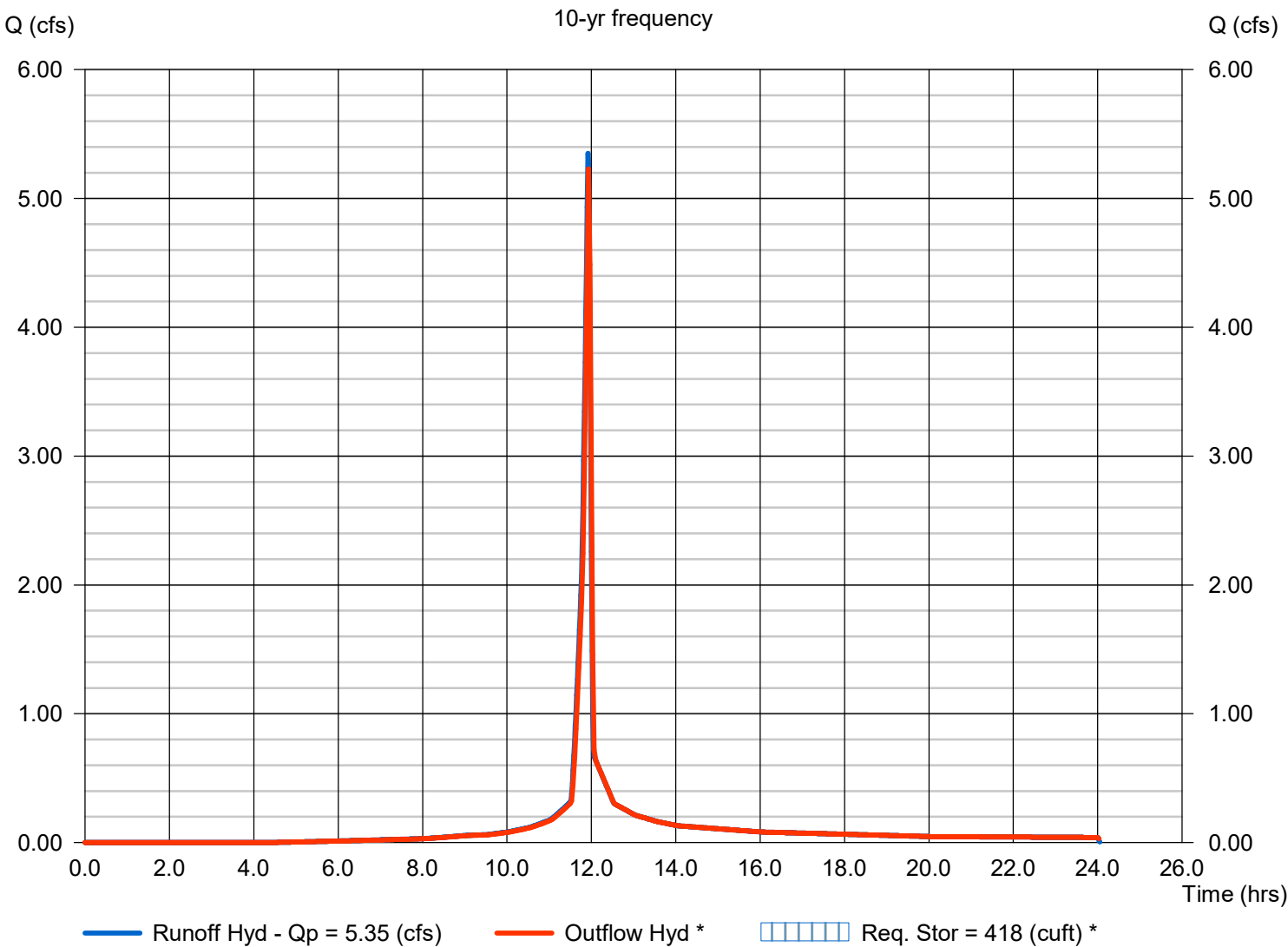
# Hydrology Report

## Vinich Building - Catchment 1 Developed Conditions

Hydrograph type	=	SCS	Peak discharge (cfs)	=	5.349
Storm frequency (yrs)	=	10	Time interval (min)	=	1
Drainage area (ac)	=	0.940	Curve number (CN)	=	90
Basin Slope (%)	=	n/a	Hydraulic length (ft)	=	n/a
Tc method	=	User	Time of conc. (min)	=	3
Total precip. (in)	=	4.25	Storm Distribution	=	Type II
Storm duration (hrs)	=	24	Shape factor	=	484

Hydrograph Volume = 10,099 (cuft); 0.232 (acft)

### Runoff Hydrograph



\* Estimated



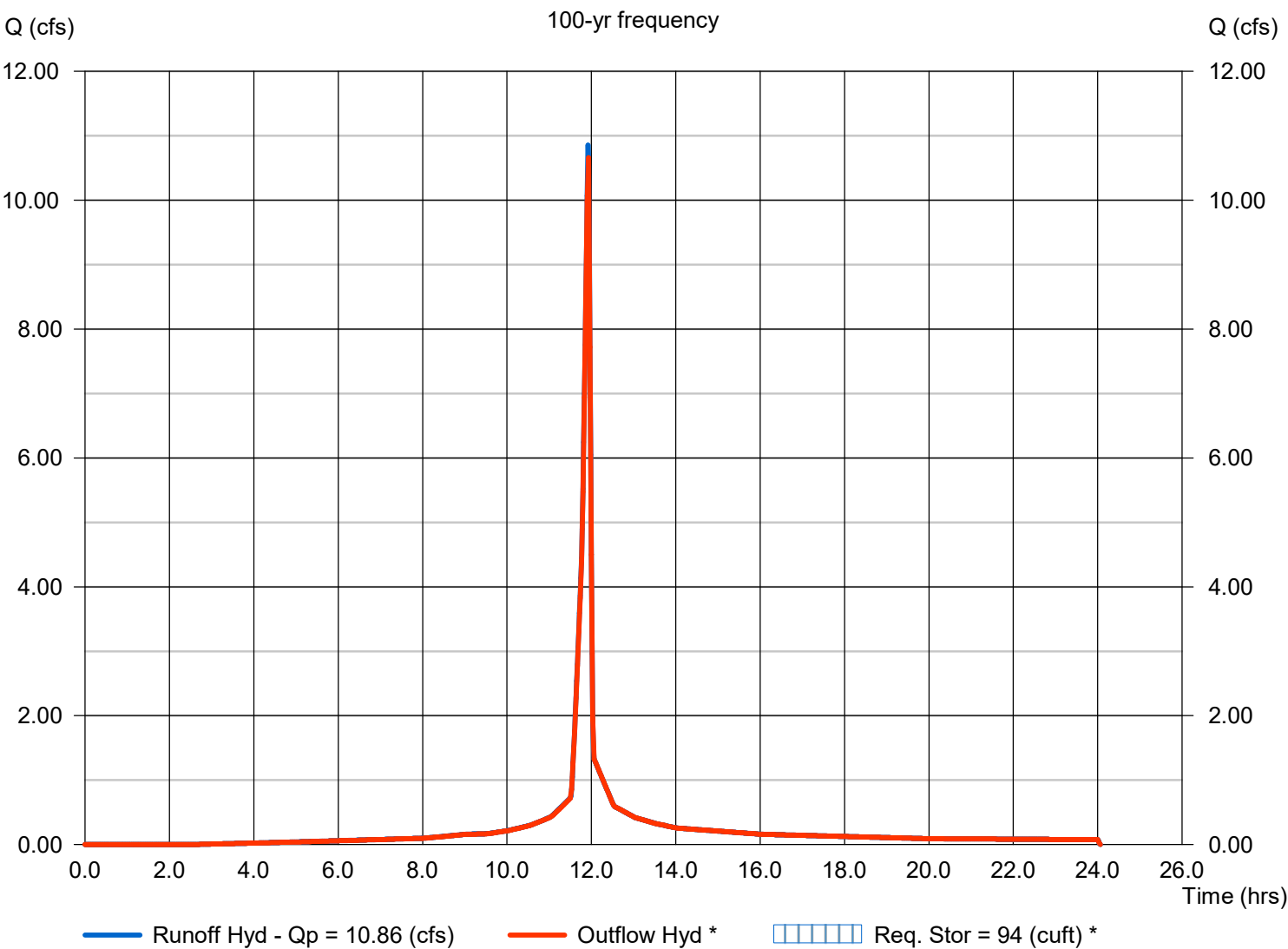
# Hydrology Report

## Vinich Building - Catchment 1 Developed Conditions

Hydrograph type	= SCS	Peak discharge (cfs)	= 10.86
Storm frequency (yrs)	= 100	Time interval (min)	= 1
Drainage area (ac)	= 0.940	Curve number (CN)	= 90
Basin Slope (%)	= n/a	Hydraulic length (ft)	= n/a
Tc method	= User	Time of conc. (min)	= 3
Total precip. (in)	= 7.95	Storm Distribution	= Type II
Storm duration (hrs)	= 24	Shape factor	= 484

Hydrograph Volume = 21,613 (cuft); 0.496 (acft)

### Runoff Hydrograph



\* Estimated

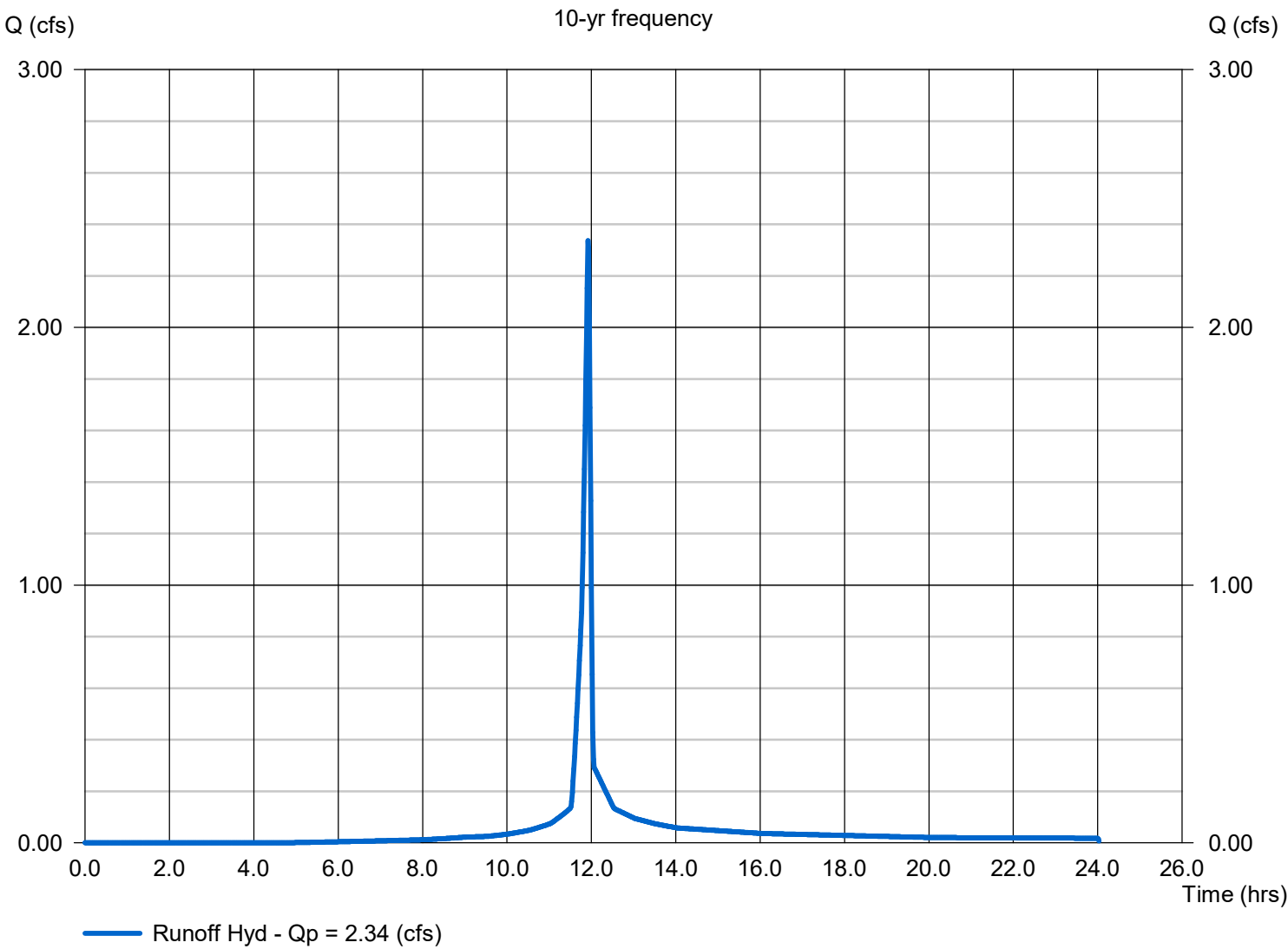
# Hydrology Report

## Vinich Building - Catchment 2 Existing Conditions

Hydrograph type	=	SCS	Peak discharge (cfs)	=	2.337
Storm frequency (yrs)	=	10	Time interval (min)	=	1
Drainage area (ac)	=	0.420	Curve number (CN)	=	89
Basin Slope (%)	=	n/a	Hydraulic length (ft)	=	n/a
Tc method	=	User	Time of conc. (min)	=	3
Total precip. (in)	=	4.25	Storm Distribution	=	Type II
Storm duration (hrs)	=	24	Shape factor	=	484

Hydrograph Volume = 4,371 (cuft); 0.100 (acft)

### Runoff Hydrograph



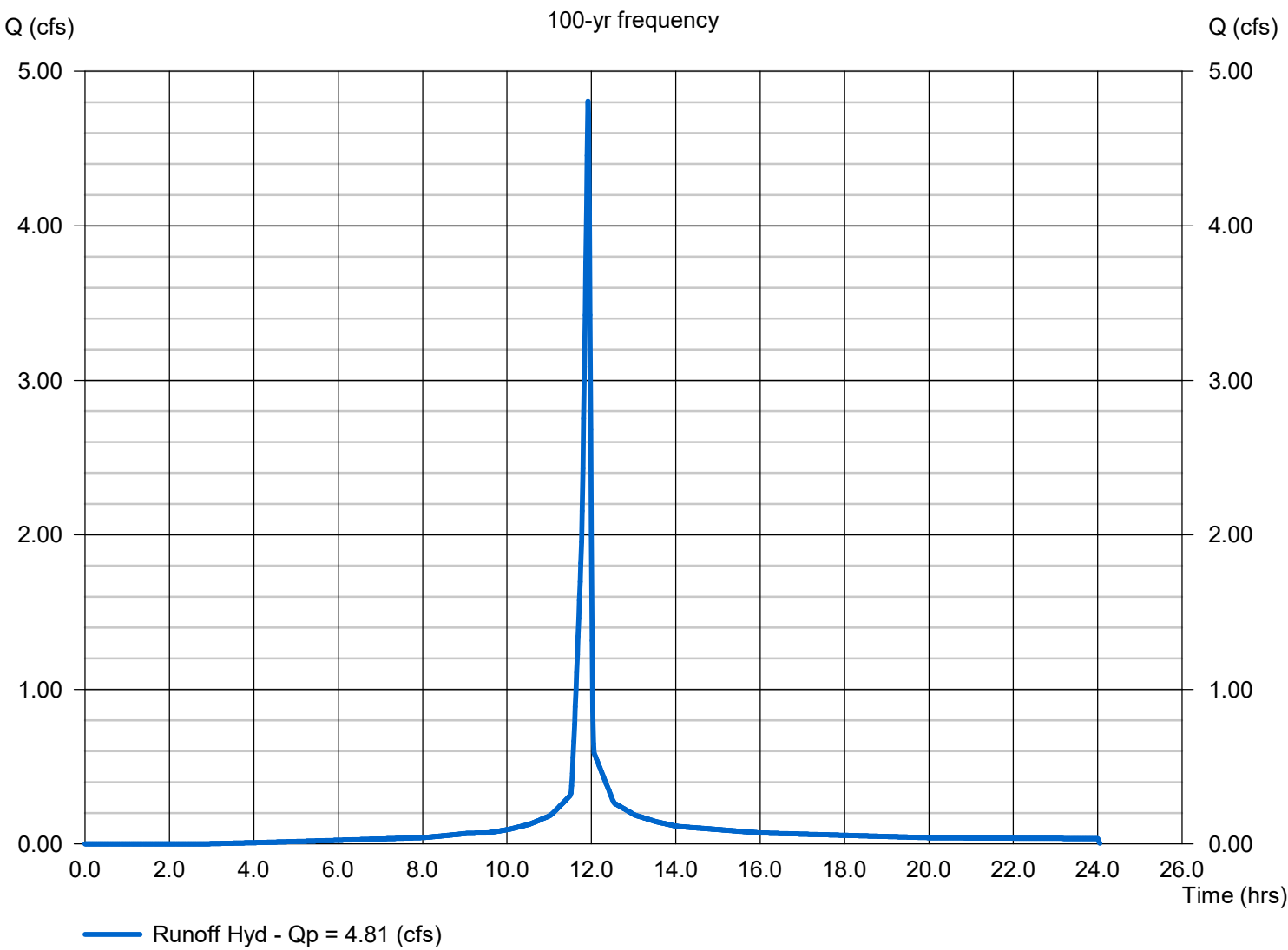
# Hydrology Report

## Vinich Building - Catchment 2 Existing Conditions

Hydrograph type	=	SCS	Peak discharge (cfs)	=	4.806
Storm frequency (yrs)	=	100	Time interval (min)	=	1
Drainage area (ac)	=	0.420	Curve number (CN)	=	89
Basin Slope (%)	=	n/a	Hydraulic length (ft)	=	n/a
Tc method	=	User	Time of conc. (min)	=	3
Total precip. (in)	=	7.95	Storm Distribution	=	Type II
Storm duration (hrs)	=	24	Shape factor	=	484

Hydrograph Volume = 9,487 (cuft); 0.218 (acft)

### Runoff Hydrograph





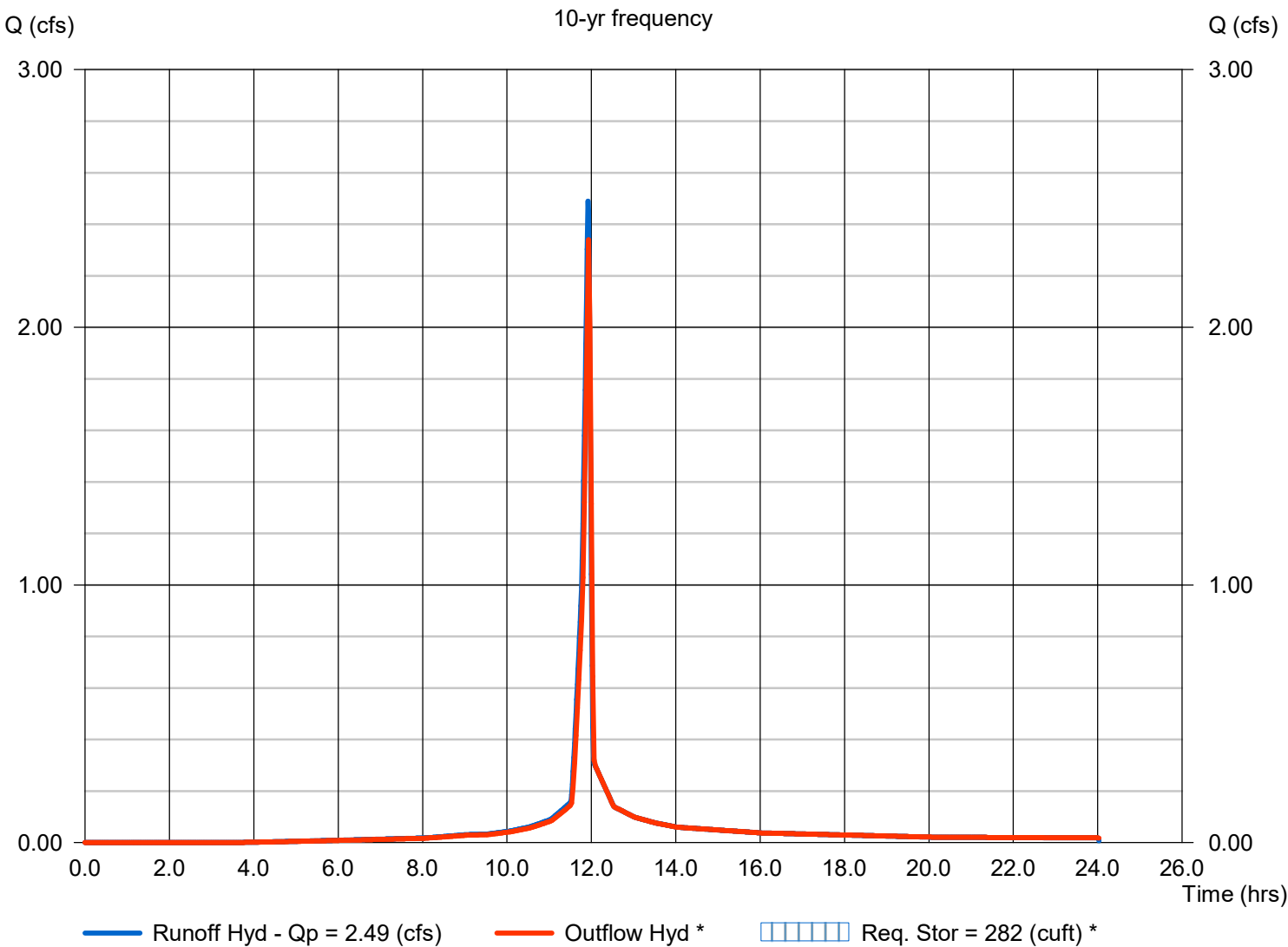
# Hydrology Report

## Vinich Building - Catchment 2 Developed Conditions

Hydrograph type	=	SCS	Peak discharge (cfs)	=	2.490
Storm frequency (yrs)	=	10	Time interval (min)	=	1
Drainage area (ac)	=	0.420	Curve number (CN)	=	92
Basin Slope (%)	=	n/a	Hydraulic length (ft)	=	n/a
Tc method	=	User	Time of conc. (min)	=	3
Total precip. (in)	=	4.25	Storm Distribution	=	Type II
Storm duration (hrs)	=	24	Shape factor	=	484

Hydrograph Volume = 4,802 (cuft); 0.110 (acft)

### Runoff Hydrograph



\* Estimated

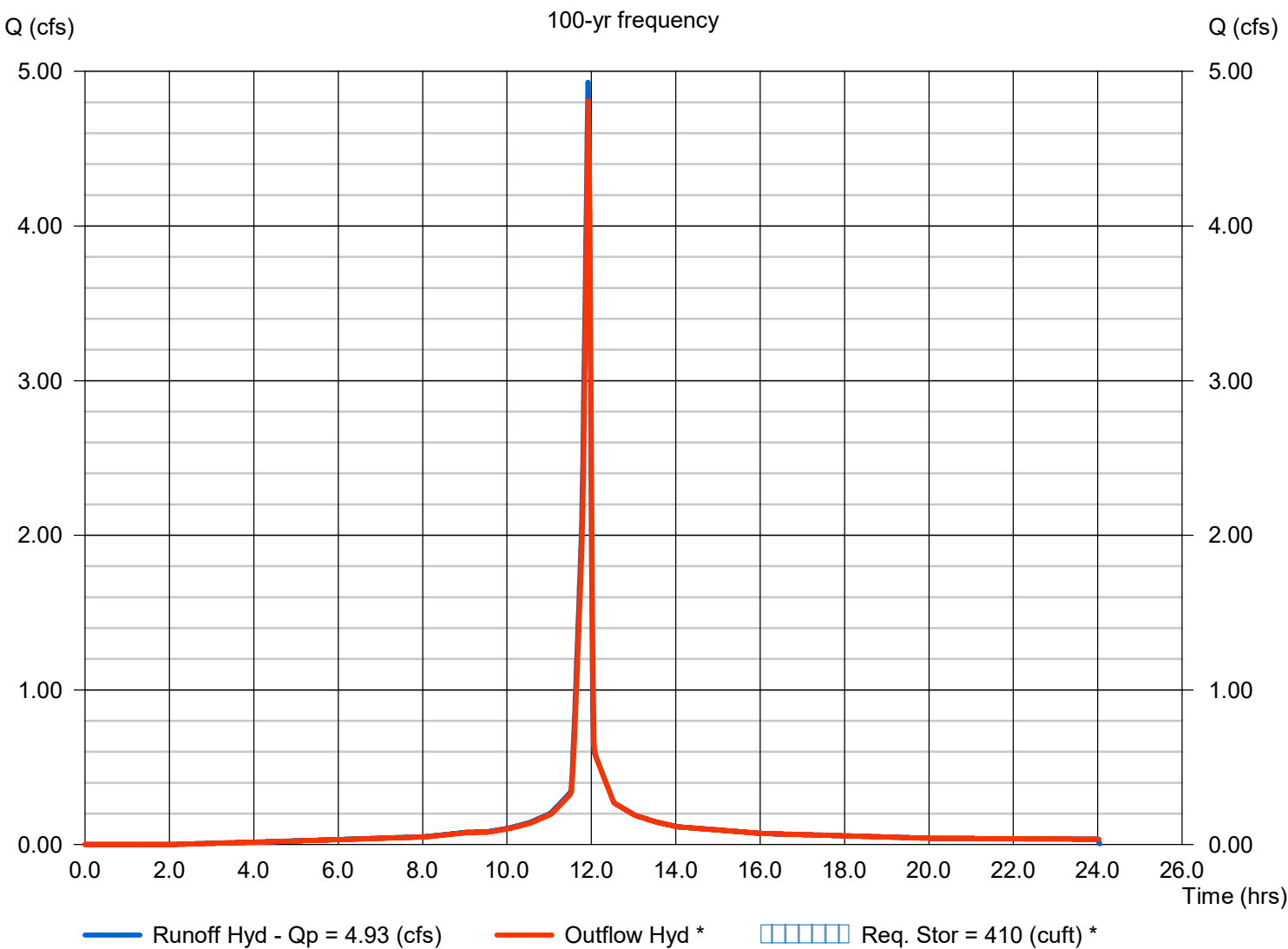
# Hydrology Report

## Vinich Building - Catchment 2 Developed Conditions

Hydrograph type	=	SCS	Peak discharge (cfs)	=	4.928
Storm frequency (yrs)	=	100	Time interval (min)	=	1
Drainage area (ac)	=	0.420	Curve number (CN)	=	92
Basin Slope (%)	=	n/a	Hydraulic length (ft)	=	n/a
Tc method	=	User	Time of conc. (min)	=	3
Total precip. (in)	=	7.95	Storm Distribution	=	Type II
Storm duration (hrs)	=	24	Shape factor	=	484

Hydrograph Volume = 9,997 (cuft); 0.229 (acft)

### Runoff Hydrograph



\* Estimated

## Mills Planning & Zoning Board Meeting Minutes

March 6, 2025

**Board Members Present:** John Gudger, Chris Volzke, John Bryson and Robin Baye were present for the P&Z Meeting. Member Nick Sterling was absent.

**City Staff in Attendance:** City Planner Megan Nelms, Building Inspector Kevin O'Hearn, Sabrina Kemper, Community Development Director and Mayor Leah Juarez

Chairman John Gudger called meeting to order at 5:31pm on March 6, 2025, as a quorum was present.

Chairman Gudger asked if everyone had a chance to read the minutes from the previous meeting on February 6, 2025. Board Member John Bryson made a motion to approve the minutes. Board Member Robin Baye seconded the motion. Chairman Gudger called for a vote to pass the minutes of the February 6, 2025 P&Z meeting. All ayes, motion passed.

Chairman Gudger introduced the first item on the agenda, the Vinich Development Plan, and asked for a motion to remove the item from the table. Board Member Volzke made a motion to remove the item from the table, Board Member John Bryson seconded the motion. Chairman Gudger asked Megan for a staff report. Megan provided an overview of the case, 25.01 DEV. The applicant is proposing to construct additions to an existing commercial shop building on Lot 2A, Sage Addition. The existing building is approximately 3,750 sf in size and the application proposes future additions of 3,600 sf on the north side of the existing structure and a second addition of 1,710 sf on the south side. The property is located on the northwest corner of the intersection of Chamberlin Rd and Pontiac St.

Megan provided an overview of the easement which was recorded in 1948 in favor of the United States of America. Shawn Gustafson was in attendance representing the applicant. He stated the easement was not a viable easement and no longer existed although there are not timelines for easements to exist. Chairman Gudger asked if the Bureau of Reclamation was contacted regarding this easement. Mr. Gustafson stated no, they were not contacted. Megan asked Shawn if they ever contact One Call to ensure there is nothing in the easement. Shawn stated they do at times but did not in this case.

Megan then provided a summary of the planning considerations for the development plan application:

### **Planning Considerations:**

1. Submit an exterior lighting plan per Section 40.35(4) showing the location and types of lighting for the building, along with manufacturer's specifications.
2. Per Section 40.10(6) all required parking spaces and all driveways, entrances and exits from the parking area shall be paved with asphalt, concrete or similar permanent surface.
  - a. Nine (9) parking spaces are required. 14 are shown on the development plan with asphalt surfacing. This meets the intent of the regulations.
3. Submit a final drainage plan
4. Show all existing easements on the site plan.
5. Enter into an approved Site Plan Agreement upon approval of the Development Plan.

6. Obtain all required building permits for:
  - a. All site lighting
  - b. All on-premise signage.

**Staff Recommendation:**

Staff recommends approval of the Development Plan pending completion of all planning considerations and recommends the Planning Commission make a do-pass recommendation on the application to City Council.

Chairman Gudger asked Megan about specific lighting wallpacks. Megan stated yes, it is noted on the plan they still need to provide the specifics on the proper shielding of the lighting. The development plan notes that exterior lighting will be on the building, with no proposed parking lot illumination. Specifications for the types of exterior lighting for the building still need to be provided. Board members discussed current setbacks and clarified final plans on where the actual building is being built.

Chairman Gudger then asked if there was any other discussion. There were no further questions or discussion. Chairman Gudger asked for a motion. Board Member Bryson made a motion to approve based on board discussion and staff recommendations. Board Member Baye seconded the motion. All ayes, motion passed.

Chairman Gudger introduced the next item on the agenda, the Boatright Addition No. 3 Final Plat and asked Megan to provide a staff report. Megan reviewed the requested replat. This is being requested so the City of Mills can potentially build a bike trail along this route. Megan stated some cosmetic changes needed to be fixed on the plat. Chairman Gudger asked about public access to this area, Megan stated it could be accessed off of Bear Pen Rd. Sabrina Kemper was in attendance to explain this part of the pathway is needed to connect two other city owned pieces of property and to complete the bike trail design and engineering. Safety crossing Bear Pen was discussed and this is depicted on the actual engineered plans, not on the plat.

**Planning Considerations:**

1. Provide a vacation statement on the plat face.
2. Remove the signature line for the Planning Commission and replace it with City Planner.
3. Add a 5' general utility easement to the south and west parcel boundary lines.
4. Cosmetic changes to the plat:
  - a. Bold the subdivision boundary
  - b. Add a line legend
5. Survey Reviews:
  - a. Per the Land Development Regulations, all major corners of a subdivision shall be marked with brass caps. There appear to be three (3) corners within the subdivision that need to be replaced with brass caps.



## Mills Planning & Zoning Board Meeting Minutes

March 6, 2025

### **Staff Recommendation:**

Megan stated that staff recommends APPROVAL of the final plat upon all planning considerations being completed and for the Planning commission make a “Do Pass” recommendation on the Final Plat application.

Chairman Gudger then asked if there were any questions from the commission. Vice Chairman Volzke motioned to approve the plat upon meeting all recommendations. Board Member Baye seconded the motion. All ayes, motioned passed.

Chairman Gudger introduced the last item on the agenda, Land Development Regulations Updates and asked for a review from Megan. She stated that no action or decision is being asked at this time but it is a good time to update the regulations as they have been in place of almost one year and there have been some issues to note and change. There are some minor formatting issues and some clarification issues that need to be addressed. Extensive discussion ensued about notification requirements, distances for notifications and what notifications are required. Board Members discussed notifying property owners within a 500 foot radius for an industrial, commercial or multi-family site development plan. The regulations currently do not require any notifications for this. Board members ultimately agreed a 300’ notification was appropriate and would like council to approve this for planned development so property owners are aware of what is going on in their neighborhoods.

With no other business, Chairman Gudger adjourned the meeting at 6:53pm.

---

John Gudger, Chairman

---

Attest: Sarah Osborn, City Clerk