



# Mills Planning & Zoning Board Meeting Minutes

April 3, 2025

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

**City Staff in Attendance:** Megan Nelms, City Planner, Sabrina Kemper, Community Development Director, and Sarah Osborn, City Clerk

Chairman John Gudger called meeting to order at 5:32pm on April 3, 2025, as a quorum was present.

## CONSENT AGENDA

### Minutes

#### 1. Approval of minutes from March 6, 2025

- a. Board Member Chris Volzke 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 March 5, 2025 P&Z meeting. All ayes, motion passed.

## AGENDA ITEM

#### 2. 25.02 DEV – Cross Country Freight Development Plan

- a. Chairman Gudger asked Megan to provide a summary
- b. Megan detailed the Commercial Site Plan, stating the applicant is proposing to construct a 4,300 square foot warehouse with associated loading docks and areas for a commercial transportation business. The property is located on Lots 11 & 12, Opportunity Subdivision, off TKS Ct just west of Salt Creek Hwy. The rear of the lots adjoins the intersection of Salt Creek Hwy and MJB Rd. It is zoned Light Industrial. The planning commission is tasked with reviewing development proposed development plans to ensure the site plan complies with all applicable regulations and for this case the application's been submitted for construction of the industrial warehouses as stated the site encompasses two lots totaling just under 5.0-acres. No structures are planned across the lot line and all required setbacks from structures are met.

##### i. Planning Considerations

1. Per Section 40.40 of the LDRs, a minimum of 4% of the site must be landscaped. Undisturbed, natural vegetation areas do not count towards required landscaping. The applicant has shown a landscaped area at the front of the proposed warehouse.
  - a. Provide additional information:
    - i. Revise the total area proposed to be landscaped on the site plan checklist
    - ii. Summary narrative of landscaping plan
    - iii. List of materials to be used in landscaping
  - b. Megan noted that she did forward a proposed landscaping plan concept earlier in the day.
2. Provide a final pavement design report for all parking and loading areas.
3. Enter into an approved Site Plan Agreement upon approval of the Development Plan.
4. Obtain all required building permits for construction, including all site lighting and on premise signage.
5. A single address will be assigned after approval of the site plan.

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- c. Staff Recommendations
  - i. Staff recommends APPROVAL of the development plan upon all planning considerations being completed.
- d. Megan opened the floor for questions
  - i. Chairman Gudger questioned the landscape plan sent earlier in the day, stating that it was very generic and doesn't indicate the part of the site the landscaping was located. He also mentioned that there wasn't enough area around the trees to make sure they survived the harsh winters. He asked Megan if they are meeting the 4% requirement. Megan confirmed that they are meeting the 4%. She calculated the 4% again to make sure. The landscaped area came out to 2,900 square feet with is correct. The area is located near the front door on the plans sent earlier today. Chairman Gudger agreed they meet the requirements.
  - ii. Member Baye had a question about the storm water detention pond, asked if the landscaping butted up to the pond, asked if it will interfere. Megan asked Jason Myers with WLC Engineering to come forward and answer the question. Jason explained that it was going to be vegetated with native grass and the strip of landscaping that is shown on the plan behind the curb is an area 4-5 feet behind the curb, it is flat and that is where the plants will go. It will not be into the detention area. Member Baye asked if the majority of the lot is going to be asphalt and everything is set up as far as run off. Megan responded yes, the drainage study was included in the packet. Megan said she had the same questions and the packet was reviewed by Mr. Williams, the city engineer. He signed off on the location of the detention pond and the drainage study.
- e. Member Volzke wanted to make a general comment not related to this application. Just in general if a landscape plan had not been given to the board today, I feel the board would have tabled or denied this request. The application would have been incomplete. He didn't have a question but wanted it on the record that on a consistency standpoint, they would like a complete packed to discuss each month. As far as Agenda Item 2, he feels that the plan presented is consistent with what they would expect in that area, feels the development zoning is correct, and the considerations are reasonable.
  - i. Member Baye asked what kind of trucks the building will be bringing in, singles or doubles. The response was singles.
- f. Chairman Gudger stated that he feels that the board will need a preliminary development plan review before it comes to the board, so that they can avoid missing parts of an application.
- g. Chairman Gudger asked for a motion to approve the application in conjunction with addressing the city planning comments. Vice-Chairman Volzke made a motion for a due-pass on the development plan, he noted Megan's comment about adding a narrative to the landscaping, just so there is documentation. Member Baye seconded the motion. All ayes, motion passed.
- 3. Chairman Gudger asked Megan if there is anything the city can do like a preliminary review, before the applications go to P&Z board to make sure the application is complete. Megan responded, that the staff will start doing sufficiency reviews. Said that there was another applicant that wanted to do a last minute change and she said no and that they will need to resubmit next month. We are making progress and trying not to delay people in their project, but making sure we have enough information to make an informed recommendation. Duly

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noted we will be doing sufficiency reviews on all applications. Member Baye asked a member of the audience if there was a checklist that would help. The attendee stated a checklist is there and adequate. Megan confirmed there is a checklist but sometimes things slip and at first glance. Chairman Gudger said as long as there is a sufficiency check prior and give the applicant enough time to respond before it comes to the board. Megan agreed and said it would be an internal discussion and right now they don't give themselves enough time between submitting and coming before the board, there about 2 and ½ weeks. She said all good feedback and much appreciated.

- a. Vice-Chairman Volzke commented that they are trying to strike the balance between making sure we're being a business friendly community for development to make sure that people know we have given them proper notice and not pushing them off for the next month. Also want to make sure a sufficient and complete packet in front of us.
4. Chairman Gudger opened the floor for public comments, no one spoke

Chairman Gudger adjourned the meeting at 5:49pm.