PLANNING & ZONING
October 02, 2025
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

Board in Attendance: John Gudger, Chris Volzke, John Bryson, and Robin Baye (over the phone), Laura Miramontes (arrived at 5:40pm)

City Staff in Attendance: Interim City Planner, Casey Coates, Building Inspector, Kevin O'Hearn, City Clerk, Sarah Osborn

Chairman Gudger called the meeting to order at 5:33pm

Chairman Gudger postponed the election of officers until later in the meeting.

BYLAWS

1. Review and Approval of Bylaws

The City Clerk informed the Commission that the Planning and Zoning Bylaws, though approved by both the City Council and the Planning and Zoning Commission in early 2024, were never signed by the respective parties. The City Planner explained that no changes have been made to the document and that this is simply a housekeeping matter to allow the bylaws to be properly recorded.

Vice-Chairman Volzke reviewed the bylaws and confirmed his understanding that only a motion and a second were required for approval. Vice-Chairman Volzke made a motion to approve the bylaws as presented. Member Bryson seconded the motion. All voted in favor, and the motion carried unanimously.

During discussion, the Clerk clarified that, in addition to the bylaws, there are several sets of minutes from prior meetings that were approved but never signed. The Clerk requested signatures for those as well to complete the records.

CONSENT AGENDA

Minutes

2. Approval of Minutes from 8-7-25 – Change Date, Bryson motion, Baye seconded

Vice-Chairman Volzke requested an amendment to change the minutes to August 7, 2025, not August 5, 2025.

Laura Miramontes arrived at 5:40pm, Chairman Gudger gave Member Miramontes a recap.

Chairman Gudger asked for a motion to approve the minutes from August 7,2025, Vice-Chairman Volzke made a motion to approve, Member Baye seconded the motion. All voted in favor, and the motion carried unanimously.

3. Approval of Minutes from Special Meeting 9-10-25

Chairman Gudger asked for a motion to approve the minutes, Member Miramontes made a motion to approve, Member Bryson seconded the motion. All voted in favor, and the motion carried unanimously.

ELECTION OF OFFICERS FOR 2025-2026 TERM

4. Chairman

Member Baye nominated John Gudger as Chairman for the 2025-2026 term. Member Bryson seconded the motion. All voted in favor, and the motion carried unanimously.

5. Vice-Chairman

Member Bryson nominated Chris Volzke as Vice-Chairman for the 2025-2026 term. Chairman Gudger seconded the motion. All voted in favor, and the motion carried unanimously.

AGENDA ITEM

6. Charter Heights Replat and Ridgeway Replat

The City Planner informed the Commission that the Charter Heights Replat and the Ridgewest Replat are one and the same consideration. Both were previously presented together in an earlier packet and will therefore be reviewed jointly. The items appear separately on the agenda only because they were listed that way in the August meeting.

The City Planner noted that the primary focus at this meeting is the Ridgewest Replat and the action to remove the item from the table. Under Title 17, once a matter has been tabled, it must be removed from the table and acted upon at the next meeting of the Planning and Zoning Commission.

The applicant, represented by ECS, submitted a preliminary and final plat to subdivide approximately 27.12 acres into 87 residential lots. The purpose of the plat is to establish the general layout of the subdivision, confirm the adequacy of public facilities to serve the proposed development, and ensure overall compliance with the City's land development regulations.

The City Planner noted that the plat requirement applies to subdivisions with ten or more lots, which this proposal satisfies. A rezoning request associated with the property has also been initiated, with public hearings scheduled for October 14th and October 28th.

According to the 2017 Master Plan, the subject property is identified as Low-Density Residential, and the proposed development is generally consistent with the Future Land Use Map.

The City Planner reported that staff met with the engineer and developer following the August meeting to address the concerns previously noted. The following plan revisions and considerations were discussed:

- **Drainage Improvements:** The updated design includes additional detention facilities and the abandonment of several existing ditch lines, with the installation of underground piping in select areas to improve stormwater management and resolve prior drainage concerns.
- **Park Considerations:** The inclusion of an additional City park within the subdivision was reviewed; however, staff denied the proposal due to anticipated maintenance requirements and long-term cost

impacts. The Planner noted that traffic control devices could be added along Robertson Road to provide safe pedestrian access to the existing park located across the street, if determined necessary in the future.

- **Traffic and Access:** Additional exit options from the Wyoming Classical Academy were discussed to reduce traffic impacts on Poison Spider Road. A new exit route has been identified to improve circulation and alleviate congestion.
- **Easements:** The previously proposed emergency access easement along the southern boundary has been removed, retaining only irrigation access easements. Alternative drainage easements have been added to allow City maintenance of the newly installed infrastructure.
- **Infrastructure and Utilities:** Street names have been finalized. Infrastructure plans have been reviewed by City staff and deemed acceptable. Sewer and drainage alignments have been adjusted to ensure proper service and long-term maintenance access.

Based on the revised plans and coordination with the applicant, **staff recommended approval of the Preliminary/Final Plat for Ridgewest**.

Chairman Gudger clariefied what needed to happen next. The City Planner confirmed that the board will need to have a motion to untable the item before moving forward. Vice-Chairman Volzke reminded the board that the reason it was tabled was for the drainage and traffic.

Chairman Gudger clarified the procedural steps required to proceed with the item. The City Planner confirmed that the Commission must first make a motion to remove the item from the table before any further action can be taken.

Vice-Chairman Volzke reminded the Commission that the item was originally tabled to allow additional time for review and revisions related to **drainage** and **traffic** concerns.

Vice-Chairman Volzke made a motion to untable the item, Member Miramontes seconded the motion. All voted in favor, and the motion carried unanimously.

Chairman Gudger sought clarification regarding whether the **Charter Heights Replat** was part of the same package as the **Ridgewest Replat**, or if the two items were being considered separately.

The City Planner explained that the Ridgewest Replat was the specific item under consideration at this meeting, as it had been previously tabled. The Charter Heights Replat (Lot 3, Ridgewest) was included on the agenda for **continuity purposes**, since both items had originally been presented together in a prior meeting packet.

The City Planner confirmed that **no changes** had been made to the Charter Heights Replat and that **no action** was required by the Commission on that item at this time. The only matter requiring action was the **Ridgewest Replat**, including its removal from the table and consideration for approval.

Chairman Gudger then opened the floor for questions or discussion from the Commission regarding the **Ridgewest Replat**.

Member Bryson noted that the packet provided for the meeting did not include a written staff report or updated narrative reflecting the plan revisions that had just been discussed. He requested that future packets include the full staff report and updated "Planning Considerations" to ensure the Commission has written reference to all project updates prior to discussion.

The City Planner acknowledged the oversight and apologized for the omission, confirming that copies of the updated staff report would be distributed to the Commission. The Planner also offered to provide a brief recap of the plan revisions to assist with the current discussion.

Shawn Gustafson from ECS Engineering address the board, representing Green Bryer Properties, provided an update on the revised plat and related studies. He began by clarifying that the motion to remove the item from the table had already been made.

He stated that the original submittal was intended as a final plat, supported by several previously completed studies (approximately 5–7) for water, sewer, and drainage. These same studies remain the foundation of the updated submittal.

Since the last discussion, ECS met with staff to resolve prior concerns, particularly surrounding detention, easements, and roadway design.

Key Technical Points

Drainage and Detention

- Original detention design was challenging; a revised approach was developed after meetings with city staff.
- New detention area has been added on the Charter Heights property (with permission from the Natrona County School Board).
- This shared detention setup benefits both Green Bryer and future school phases, providing a more efficient and maintainable design.
- Downstream conveyance to detention has been improved to resolve previous off-site issues.
- The updated configuration reduces the need for a large detention pond directly along Poison Spider Road.

Utilities

- The existing water and sewer studies remain valid and adequately support the proposed plat.
- ECS will continue coordinating with Public Works during final design to confirm details and align with city standards.

Easements

- A historic easement benefiting the Peterson property (southwest) is being formally abandoned; ECS is finalizing paperwork to remove it from the plat.
- Once vacated, dry utilities will be served via 15-foot easements along the front of all lots, creating a cleaner plat layout.

Roadway Design

- The access roadway (Clover Lane extension) now connects directly into the plat instead of ending in an easement.
- The new alignment meets City of Mills specifications and allowed an additional lot to be added to the subdivision.
- Roadway section includes 34 feet of asphalt, curb and gutter, and two 7.5-foot curb blocks.
- Lot #2 (Charter Heights) includes a proposed road access between Lots 3 and 4 for the school district, which may serve as emergency or event egress but not for regular bus traffic.

Design Coordination

- ECS is preparing preliminary construction plans for city review.
- The team will continue to address pipeline crossings and utility adjustments during design.

Chairman Gudger asked for a motion, Member Bryson made a motion to approve, Member Miramontes seconded the motion, All voted in favor, and the motion carried unanimously.

7. Glasgow Walport Addition No. 2 Replat

Applicant: *Richard Glasgow*
Location: Western side of North 7th Avenue, between Abbott Street (north) and Walport Street (south)
Zoning: R-2 – One and Two Family Dwelling District
Existing Land Use: Residential

Project Description

The applicant submitted a request to **replat Lots 19 through 22 of the Walport Addition No. 2**, combining four existing lots into **two residential lots**.

- **Proposed Lot 1:** 12,600 sq. ft.
- **Proposed Lot 2:** 7,998 sq. ft.

Both parcels are midblock along the west side of North 7th Avenue.

Surrounding Zoning & Land Use

- **North:** R-1, Single-Family Residential
- **South:** Urban Agriculture
- **East:** R-2, One & Two Family Residential
- **West:** Urban Agriculture

Planning Considerations

- **Minimum Lot Size (R-2):** 5,000 sq. ft. for a single unit; 7,000 sq. ft. for a two-unit dwelling.
- **Minimum Lot Width:** 40 ft. (single unit) / 20 ft. (two-unit).
- **Setbacks:** 25 ft. front; 5–7.5 ft. side (depending on use); 10 ft. rear.
- Both proposed lots **meet all zoning and dimensional standards**.
- **No design or construction improvements** are required as a result of the replat.
- **Utilities and stormwater easements** will be maintained along the front of both lots.
- Each lot provides **adequate access** and **maintains the neighborhood character**.

Agency & Staff Review

- **No public safety or utility concerns** were received during review.
- **Staff comments** regarding completeness were resolved as of **September 25, 2025**.
- The replat supports the **City of Mills Comprehensive Plan** by promoting compatible **infill development** within established neighborhoods.

Staff Recommendation

Staff recommends approval of the **Replat of Lots 19–22, Walport Addition No. 2**, as it complies with all zoning, subdivision, and comprehensive plan requirements.

Member Bryson made a motion to approve the replat, Member Baye seconded the motion, all voted in favor, and the motion carried unanimously.

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 one spoke

ADJOURNMENT

Chairman adjourned at 6:13pm

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - November 6, 2025 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.