

**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.

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John Gudger, Chairman

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Attest: Sarah Osborn, City Clerk