PLANNING & ZONING
October 08, 2026
5:30 PM
City Hall

CITY OF MILLS
EST. 1921

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, John Bryson, and Laura Miramontes

City Employees: Casey Coates (Planner) and Megan Smith (City Clerk)

ELECTION OF OFFICERS FOR 2026-2027 TERM

1. Chair
2. Vice-Chair

Chairman Gudger motioned to postpone the election of officers one more time until the November meeting, seconded by Member Bryson. Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Bryson, Member Miramontes.

CONSENT AGENDA

3. Approval of Minutes from 08/06/2026 Meeting

Vice Chairman Volzke motioned to approve the minutes, seconded by Member Miramontes. Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Miramontes. No vote: Member Bryson

AGENDA ITEM

4. TETRAL NO. 1 SUBDIVISION

Planner Coates presented the Tetro No. 1 Subdivision final plat application, requesting approval to divide approximately 86.13 acres of unplatted land into two light industrial lots. Lot 1 would consist of approximately 8.3 acres, and Lot 2 approximately 77.8 acres. The plat also includes utility and sanitary sewer easements.

Staff reviewed the property's location, zoning, and existing easements, noting several large power line easements that significantly limit buildable areas on Lot 1 but do not prevent compliance with light industrial zoning standards. The plat meets all dimensional and most subdivision requirements.

During the initial review, staff identified concerns regarding access to Lot 2 because it lacked frontage on a public street and relied on a public access easement. Revised plans submitted after the staff report addressed this issue by

creating a 30-foot frontage connection to Powerline Road, allowing Lot 2 to meet access requirements as a flag lot. As a result, previous access-related concerns were resolved.

Staff recommended approval of the final plat with conditions, including:

- Revising plat language to clearly define the function of the access easement.
- Adding required utility easement labeling.
- Completing final technical review by the city engineer and surveyor.
- Recording a restriction that Lot 2 cannot be further subdivided or developed beyond the current plat until a dedicated public right-of-way meeting city standards is provided.

Commission members discussed the revised access configuration, future development limitations, and the long-term implications of creating a flag lot. Staff explained that any future subdivision of Lot 2 would require additional public access improvements and that the applicant had been advised of those limitations.

Commissioners also recommended that the plat restriction regarding future subdivision and access requirements be displayed prominently on the plat to ensure it is not overlooked in the future. No concerns were reported by reviewing agencies.

After discussion, commissioners indicated they were satisfied that the revised plat addressed the original access concerns and acknowledged the applicant's responsibility for any future development constraints created by the lot configuration.

No public comments were received. Member Bryson motioned to forward to council with recommendation for approval based on their comments, seconded by Member Miramontes. Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Bryson, Member Miramontes.

5. WYOMING CLASSICAL ACADEMY - DEVELOPMENT PLAN

Planner Coates presented an overview of the development plan review process, explaining that development plans are required for large commercial, industrial, multif-family residential projects, and public or private schools. The review evaluates compliance with zoning regulations, site design, traffic, drainage, landscaping, and infrastructure requirements before consideration by City Council.

The applicant, Wyoming Classical Academy, requested approval for Phase 2 of its campus expansion at 6389 Poison Spider Lane. The project would expand the school from K-9 to K-12 and includes a 16,384-square-foot building addition with 17 classrooms, expanded parking, circulation improvements, utility upgrades, drainage improvements, and recreation facilities. Future improvements, including a gymnasium, cafeteria, auditorium, athletic fields, and courts, were identified as separate future phases requiring additional approvals.

Staff reviewed the application history, documentation received, and revisions made during multiple review rounds. Several issues had been resolved, including parking stall dimensions, parking counts, fire access, fire protection, landscaping islands, traffic circulation, and frontage improvements. Outstanding items remained related to lighting, drainage, irrigation, photometric plans, pipeline approvals, and final platting requirements.

Commissioners expressed significant concerns regarding incomplete drainage information, the lack of a comprehensive photometric lighting plan, missing lighting fixture details, irrigation plans, and the need for clearer, scalable site drawings. Particular attention was given to existing drainage concerns in the surrounding neighborhood and the potential impacts of additional impervious surfaces. Discussion also addressed traffic circulation, school pickup and drop-off queuing, and the need to ensure traffic remains on school property rather than backing up onto surrounding streets.

Staff noted that some drainage and lighting information was still under review and that several items remained partially resolved or outstanding. Commissioners discussed whether the application met completeness requirements and whether sufficient information was available to make a recommendation to City Council.

Following discussion, a motion was made and seconded to table the development plan application pending submission of additional information, including:

- Comprehensive drainage and grading plans.
- Ditch and culvert capacity analysis.
- Pond routing and stormwater management information.
- Irrigation plans for landscaping and park strips.
- Complete photometric lighting plans, fixture specifications, cut sheets, and lighting narrative.
- Documentation regarding pipeline crossings and operator consent.
- Additional traffic-related information and proportional-share requirements for future signal improvements.
- Scalable, complete plan sets and supporting documents.

No public comments were received. Vice Chairman Volzke motioned to table the application, seconded by Member Bryson. Voting Yea: Chairman Gudger, Vice Chairman Volzke, Member Bryson, Member Miramontes.

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.

The Commission discussed the process for amending the zoning code to address issues identified during project reviews. Staff explained that code amendments can be initiated by staff, Planning & Zoning, or the Commission, and would follow the standard review and public hearing process before being considered by the City Council.

Commissioners expressed concern that the current parking stall requirement of **10 feet by 24 feet** is excessive and suggested reducing it to **10 feet by 22 feet** or smaller. Members noted that larger stall dimensions could significantly increase development costs and reduce the number of available parking spaces, particularly for future commercial developments and larger projects.

Discussion focused on the **Classical Academy** project, with commissioners noting that reducing stall lengths could allow for additional parking spaces while maintaining the overall parking lot footprint. Members also emphasized the importance of adequate on-site parking for future uses, including planned athletic facilities, to minimize overflow parking in nearby residential areas.

Staff recommended placing a comprehensive review of the City's parking standards on the **November Planning & Zoning agenda** rather than considering a single amendment in isolation. Commissioners agreed that parking requirements and other potential zoning text amendments should be reviewed as part of a broader evaluation of the zoning code, recognizing it as a living document that requires periodic updates.

The Commission directed staff to include a discussion of parking standards on the next meeting agenda.

ADJOURNMENT

The Chairman adjourned the meeting at 7:18pm

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

NEXT MEETING - November 5, 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.

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John Gudger, Chairman Date

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City Clerk, Megan Smith Date