



Mills Planning & Zoning Board Meeting Minutes

September 5, 2024

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

City Staff in Attendance: Megan Nelms, City Planner, Building Inspector Kevin O’Hearn and Sarah Osborn, City Clerk

Vice Chairman Chris Volzke called meeting to order at 5:34pm on September 5, 2024, as a quorum was present.

Vice Chairman Chris Volzke welcomed new member Robin Baye to the board.

Vice Chairman Volzke asked if everyone had read the minutes from the previous meeting on July 11, 2024. Board Member John Bryson made a motion to approve the minutes. Board Member Robin Baye seconded the motion. Vice Chairman Volzke called for a vote to pass the minutes of the July 11, 2024, P&Z meeting. All ayes, motion passed.

Vice Chairman Volzke asked Megan to present the 1st item on the agenda. Megan discussed Case Number 24.07 FSP a final subdivision plat for the Elrod Addition. The applicant is proposing to resubdivide two existing lots into one (1) lot, being .87-acres in size, to clear up the legal description and facilitate future development. It is legally described as Lot 19, Peterson Addition No. 2 and Lot 2, Peterson Addition No. 3, located at the northeast corner of Poison Spider Road and Falcon Avenue. The zoning is I-1 Light Industrial, with no change requested or required. Staff recommended approval upon all planning considerations being met and suggested a do-pass recommendation on the final plat application. Megan noted that we did receive a revised plat earlier today. Once the surveyor has reviewed it she will send it to the Planning Commission. Megan opened the floor for any questions. Vice Chairman Volzke opened the floor for anyone to speak for or against the item. No one spoke.

Board Member Bryson made a motion to approve the final plat for Elrod Addition. Board Member Baye seconded the motion. Vice Chairman Volzke called for a vote to approve the Elrod Addition final plat. All ayes, motion passed.

Vice Chairman Volzke asked Megan to present the next item on the agenda. Megan detailed Case Number 24.02 DEV, the Rone Re-Zoning Request & Mobile Home Park Development Plan. The applicant is Marvin Rone, and the agent is JKC Engineering. The applicant is proposing to rezone Lot 2, Hays Simple Subdivision from M-H (Manufactured Home District) to M-P (Manufactured Home Park District). Per the Land Development Regulations (LDRs), the re-zone to the M-P district requires a development plan, showing the layout of the Mobile Home Park and compliance with the standards as set forth in Section 45.25 of the LDRs.

She stated that the property is located on the north side of Lafayette St., bounded by Harding Ave and Brooks Ave and that there are eight (8) existing mobile homes/structures on the property.

Megan noted that the property is currently considered a permitted non-conforming use. Under the old Title 17, the property was zoned E-R (Established Residential). There are existing mobile homes on the property, which do not meet the design standards in the adopted zoning regulations. The

applicant desires to place additional homes and/or RVs on the property and doing so necessitates the re-zone request and compliance with the M-P district standards.

She also noted that per Section 45.25(8)(D), the M-P zoning district allows for up to 15% of the spaces within a manufactured home park to be occupied by a Recreational Vehicle. In this case, Mr. Rone would be able to place two (2) RVs in the manufactured home park.

The following planning considerations were applicable to the case.

Planning Considerations:

1. Provide a summary/information sheet for the park including contact information for park management, number of lots/spaces, density per acre, amount/size of open space, copy of park rules & regulations, timeline for construction of any required improvements and any other applicable information.

2. Revise the Development Plan to address the following and meet the requirements of Section 45.25(9):

a. All manufactured home lots/spaces must be at least 2,500 sq. ft. for single-wide homes and 3,500 sq. ft. for double-wide homes.

b. Only one (1) manufactured home allowed per lot/space

c. Each manufactured home lot/space must have a minimum width of 25'

d. The following setbacks apply to all buildings within the park:

i. 20' from the boundary of the park

ii. 15' from an interior or public street

iii. 10' from other manufactured homes

e. Show and label the open space/common area, required 3,000 sq. ft.

3. Provide a buffer/screening around the perimeter of the park with a solid fence or wall. Show and label on the development plan.

4. Show two (2) off-street parking spaces for each manufactured home lot.

5. Show and label all infrastructure including electrical outlets/pedestals, sewer outlets, water outlets, water mains, sewer mains, and other existing, or to be constructed, infrastructure within the manufactured home park.

6. Post the address number at the front street line of each lot/space.

7. Cosmetic Changes to the Development Plan:

a. Label the constructed east/west portion of Brooks Ave. through the park.

Staff recommended approval of the rezoning and development plan upon all planning considerations being met and suggested a do-pass recommendation to the City Council.



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Vice Chairman Volzke opened the floor for questions from the board. Board Member Bryson mentioned that he had previously surveyed the site for JKC in June but noted that he had no interest in the property and no conflicts. He did have questions about the additional spaces and utility grid.

Louis James from JKC Engineering clarified that only two new spaces are being added and existing utilities are sufficient. There was discussion by the board on the need for buffer screening, off-street parking, chain link fences, the minimum lot/space size of 2,500 square feet, and labeling of infrastructure. Questions about RV accommodations and temporary electric hookups were also addressed.

The Building Inspector, Kevin O’Hearn asked if there was going to be a dump station and temporary electric to each of the RV site. Megan stated that the lots/spaces were not to be considered for RVs, that all spaces in the park must meet standards and be able to accommodate a manufactured home. Mr. James confirmed that all lots are connected to public water, and he assumes that the lots all have sewer connected.

Mr. James also had questions regarding access from Brooks Avenue. He stated that the neighboring property owner had fenced the corner of their property and there was no longer any access on the partially built portion of Brooks Avenue into the property from the south and east. Megan thanked him for that information and stated the staff report would be revised to reflect that and require the developer work with the City on addressing of the spaces on that access easement.

Vice Chairman Volzke asked the board if there were any further questions. He also asked the audience if there was anyone who wanted to speak in favor or opposition to the item. No one spoke.

Vice Chairman Volzke asked for a motion to approve the Rone Rezoning request and associated Development Plan. Board Member Bryson made a motion to approve the rezoning and development plan. Board Member Baye seconded the motion. Vice Chairman Volzke called for a vote. All ayes, motion passed.

Vice Chairman Volzke opened the floor for any public comment. No one spoke.

Vice Chairman Volzke asked for a motion to adjourn. Board Member Bryson made a motion to adjourn. Board Member Baye seconded the motion. Vice Chairman Volzke adjourned the meeting at 6:58 pm.

Chris Volzke, Vice Chairman

Attest: Sarah Osborn, City Clerk