

**REGULAR CITY COUNCIL  
WORK SESSION MEETING**

**April 25, 2023**

**6:00 PM**

**City Hall**



**CITY OF MILLS**  
EST. 1921

**Mayor:**  
Leah Juarez  
**Council President:**  
Sara McCarthy  
**Council Members:**  
Cherie Butcher  
Brad Neumiller  
Tim Sutherland

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**AGENDA**

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**CALL TO ORDER**

**AGENDA ITEMS**

**1. Planner:**

Maddox Resubdivision Plat

Maddox Rezoning: 3rd and Final Reading

Freden Addition No 3 Subdivision Plat

**2. City Clerk:**

Financial Management Course

Council Boot Camp: Mandatory by WAM

Records and Retention for Mills and sending to the State

**3. Mayor:**

Review Agenda

Business License Fees / Court Fees/ Ambulance Fees / Other Office Fees

Massage Therapy Ordinance and License

**4. City Attorney:**

Dinosolar

Cedar Springs IV

**ADJOURNMENT**

**AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

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.



**CITY OF MILLS**  
EST. 1921

704 Fourth Street  
P.O. Box 789  
Mills, WY 82644

Phone: 307-234-6679  
Fax: 307-234-6528

Item #1.

## Memorandum

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**TO:** Mills City Council

**FROM:** Megan Nelms, AICP, City Planner

**DATE:** February 9, 2023

**SUBJECT: Maddox Rezone**  
A portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb

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**Case Number:** 22.03 COZ

**Summary:** The applicant is proposing to rezone a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb from DR (Developing Residential) to EB (Established Business) for the purposes of building a shop for storage.

**Current Zoning:** DR (Developing Residential)

**Proposed Zoning:** EB (Established Business)

**Parcel Size:** 13,068 sq. ft

**Planning Commission Recommendation:** At their February 2, 2023 meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the resubdivision request.

**Staff Recommendation:** Staff recommends APPROVAL of the rezoning request.

## Maddox Resubdivision

### Final Plat Resubdivision

**Planning Commission Meeting**  
April 6, 2023

**City Council Meeting**  
April 25, 2023

**Applicants:** Leo Maddox

**Case Number:** 23.01 FSP

**Summary:** The applicant is proposing to resubdivide a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb to remove the interior lot line and create one, singular parcel, for the purposes of building a shop for storage.

**Legal Description:** A portion of Lot 1 & all of Lot 2, Block 21, Mountain View Suburb

**Location:** The property is located on the southeast corner of Gardner St. and Chalmers St., with a physical address of 111 Gardner.

**Current Zoning:** DR (Developing Residential)

**Proposed Zoning:** EB (Established Business)\*3<sup>rd</sup> reading to be held in conjunction with final plat approval

**Parcel Size:** 13,075 sq. ft

**Existing Land Use:** The parcel is currently vacant.

**Adjacent Land Use:** North: Mountain View Suburb (ER)  
South: Mountain View Suburb (EB)  
East: Mountain View Suburb (DR)  
West: Mountain View Suburb (ER & EB)

### Planning Considerations:

1. Revise the plat title, all legal descriptions, and the dedication to except out that 12' x 24' portion in the SW corner of Lot 1. It should read:
  - a. "Vacation & Replat of a portion of Lot 1 & all of Lot 2, Block 21, Mountain View Suburb to be known as Lot 1A, Block 21, Mountain View Suburb..."
2. Add at 5' general utility easement around the interior boundary of the subdivision.

3. Survey Reviews:
    - a. Add elevations with the given coordinates and a note with vertical datum
    - b. Verify the survey date of April 2022
  
  4. Submit organizational documents for Maddox Family Living Trust showing who is authorized to sign on behalf of the Trust.
- 
- 

**Staff Recommendation:**

Staff recommends APPROVAL of the final plat upon all planning considerations being completed.

**Planning Commission Recommendation:**

**City Council Decision:**



CITY OF MILLS
APPLICATION FOR PLAT/REPLAT
Pursuant to the City of Mills Zoning Ordinance



City of Mills, Wyoming
704 4th Street (Physical Address)
P.O. Box 789 (Mailing Address)
Mills, Wyoming 82644

Date: 3/14/2023
Return by: (Submittal Deadline)
For Meeting on:

PLEASE PRINT

SINGLE POINT OF CONTACT: Bill Fehringer - CEPI

APPLICANT/PROPERTY OWNER(S) INFORMATION:
Print Owner Name: Maddox Living Trust dated June 15, 2016
Owner Mailing Address: 3511 East 22nd St.
City, State, Zip: Casper, WY 82609
Owner Phone: 307-265-8375
Applicant Email:
AGENT INFORMATION:
Print Agent Name: CEPI
Agent Mailing Address: 6080 Enterprise Dr.
City, State, Zip: Casper, WY 82609
Agent Phone: 307-995-2620
Agent Email: billf@cepi-casper.com

PROPERTY INFORMATION:

Subject property legal description (attach separate page if long legal): Lots 1 & 2, Block 27, Mountain View Suburb, City of Mills
Physical address of subject property if available: 111 Gardner Street
Size of lot(s) 13,075.57 S.F. sq. ft/acres:
Current zoning: Developing Residential (DR) Current use: Vacant
Intended use of the property: Personal
Zoning within 300 feet: ER & EB Land use within 300 feet: Residential

ATTACHMENTS (REQUIRED):

- 1. Proof of ownership: Deed (such as deed, title certification, attorney's title opinion)
2. Seven (7) full sized copies of the plat/replat: X
3. One reproducible 11 x 17 plat/replat hard copy: X
4. One plat/replat electronic copy (pdf): X

RIGHT-OF-WAY / EASEMENT INFORMATION:

Right-of-Way / Easement Location: (Example: along west property line, running north & south)
Width of Existing Right-of-Way / Easement: Number of Feet to be Vacated: None
Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned
No right-of-way is to be vacated.

SIGNATURE(S):

The following owner's signature signifies that all information on this application is accurate and correct to the best of the owner's knowledge; and that the owner has thoroughly read and understands all application information and requirements. [In addition to the owner's signature(s), if an agent of the owner is also to be notified and/or contacted for all communications relating to this application, please have the agent sign below.]

Handwritten signature: David Maddox

I (We) the undersigned owner(s) of the property described above do hereby make application to the City of Mills as follows:  
to replat Lots 1 & 2, Block 21, Mountain View Suburb to eliminate the lot line between existing Lots 1 & 2 and make this one lot.

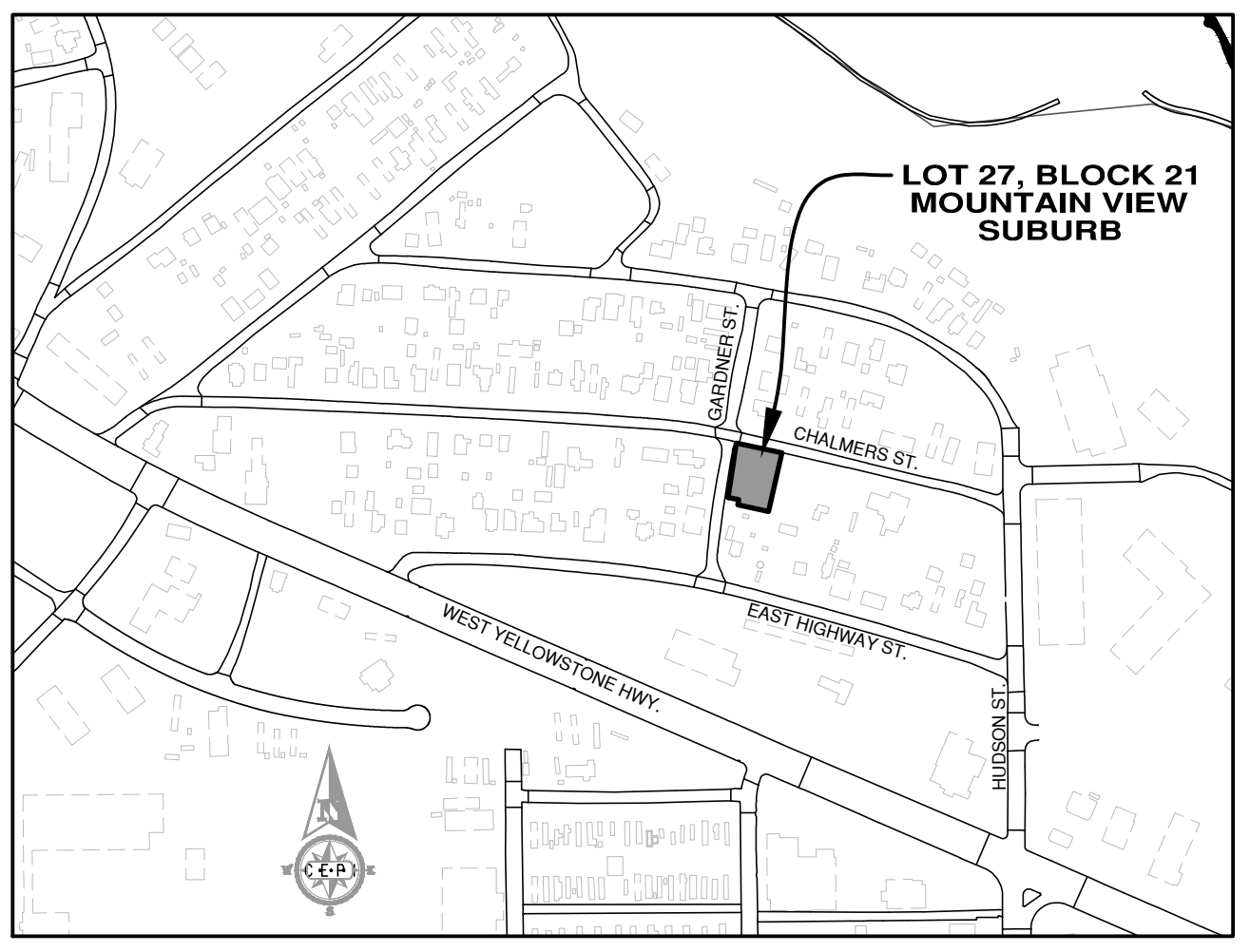
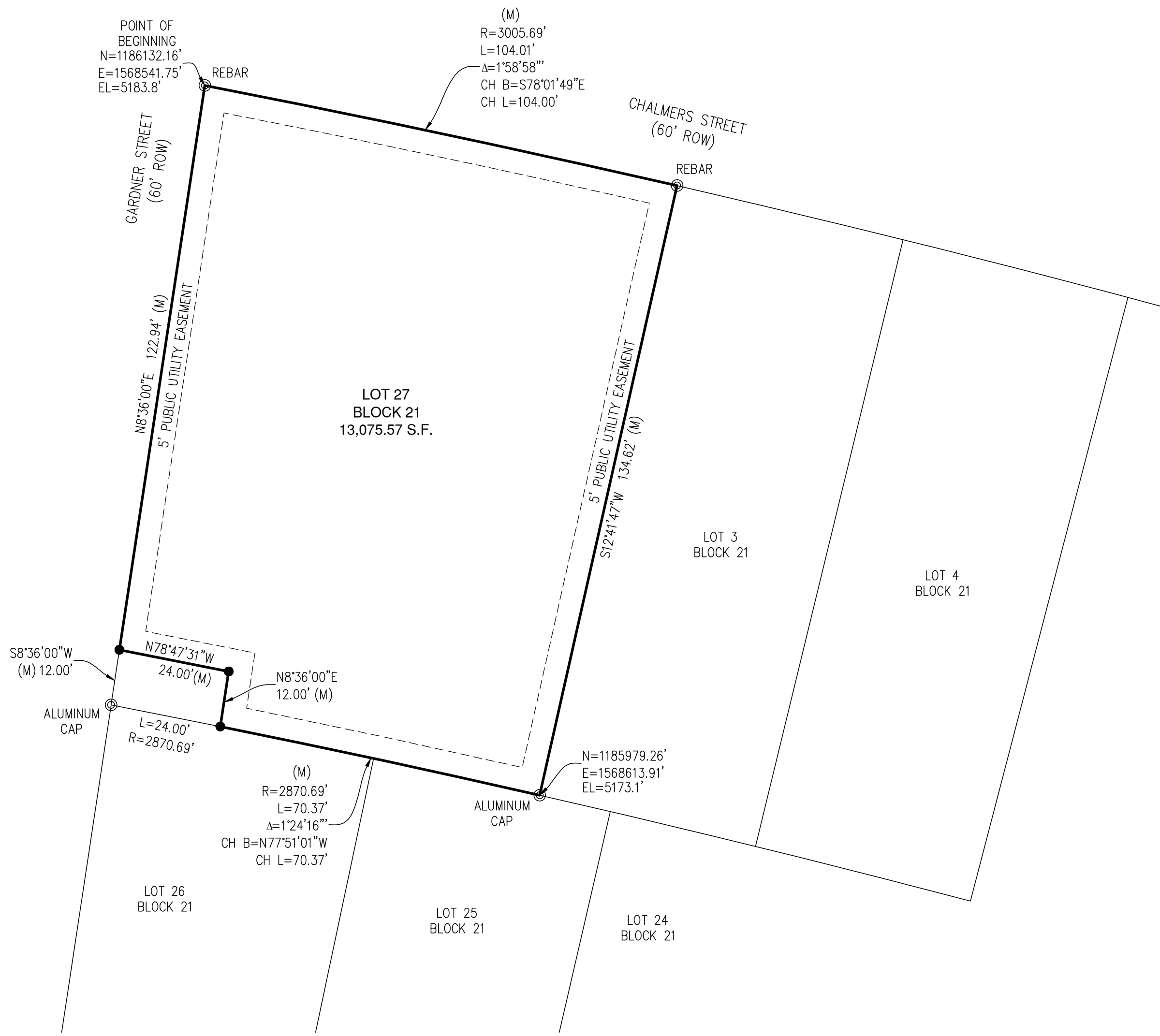
OWNER Signature Lee Madson

OWNER Signature \_\_\_\_\_

AGENT Signature \_\_\_\_\_

**FEES (Plat/Replat):** \$10.00 per lot (\$250.00 minimum and a \$1,000.00 maximum), **plus \$150.00 recording fee.**

**For Office Use Only: Signature verified: \_\_\_\_\_ Proof of ownership provided: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_**



VICINITY MAP  
NO SCALE

CERTIFICATE OF DEDICATION

STATE OF WYOMING } ss  
 COUNTY OF NATRONA

THE UNDERSIGNED, LEO M. MADDOX AND MERLENE MADDOX, AS TRUSTEES OF THE MADDOX FAMILY LIVING TRUST, DATED JUNE 15, 2016, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED PARCEL OF LAND BEING A PORTION OF LOT 1 AND ALL OF LOT 2, BLOCK 21, MOUNTAIN VIEW SUBURB, CITY OF MILLS, WYOMING, TO BE KNOWN AS MOUNTAIN VIEW SUBURB LOT 1A, BLOCK 27, SITUATE IN THE SE $\frac{1}{4}$ SE $\frac{1}{4}$  OF SECTION 1, T.33N., R.80W., 6TH P.M., NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE PARCEL BEING DESCRIBED, ALSO BEING THE NORTHWEST CORNER OF SAID LOT 1, BLOCK 21, MOUNTAIN VIEW SUBURB, MONUMENTED BY A REBAR AND BEING THE POINT OF BEGINNING;

THENCE ALONG THE NORTHERLY LINE OF THE PARCEL BEING DESCRIBED, THE SOUTHERLY LINE OF CHALMERS STREET AND A CURVE TO THE RIGHT HAVING A RADIUS OF 3005.69 FEET, THROUGH A CENTRAL ANGLE OF 01°58'58", A DISTANCE OF 104.01 FEET, WITH A CHORD BEARING OF S78°01'49"E, A DISTANCE OF 104.00 FEET TO THE NORTHEAST CORNER OF THE PARCEL BEING DESCRIBED ALSO BEING THE NORTHWEST CORNER OF LOT 3, BLOCK 21, MONUMENTED BY A REBAR;

THENCE S12°41'47"W, ALONG THE EAST LINE OF THE PARCEL BEING DESCRIBED AND THE WEST LINE OF SAID LOT 3, BLOCK 21, A DISTANCE OF 134.62 FEET TO THE SOUTHEAST CORNER OF THE PARCEL BEING DESCRIBED AND THE SOUTHWEST CORNER OF SAID LOT 3, BLOCK 21, MONUMENTED BY AN ALUMINUM CAP;

THENCE IN A NORTHWEST DIRECTION ALONG THE SOUTH LINE OF THE PARCEL BEING DESCRIBED AND THE NORTH LINE OF LOTS 25 AND 26, BLOCK 21, MOUNTAIN VIEW SUBURB, AND A CURVE TO THE LEFT HAVING A RADIUS OF 2870.69 FEET, THROUGH A CENTRAL ANGLE OF 01°24'16", A DISTANCE OF 70.37 FEET, WITH A CHORD BEARING OF N77°51'01"W, A DISTANCE OF 70.37 FEET TO A POINT MONUMENTED BY AN ALUMINUM CAP;

THENCE N08°36'00"E, A DISTANCE OF 12.00 FEET TO A POINT, MONUMENTED BY AN ALUMINUM CAP;

THENCE N78°47'31"W, A DISTANCE OF 24.00 FEET TO THE SOUTHWEST CORNER OF THE PARCEL BEING DESCRIBED, LOCATED ON THE WEST LINE OF SAID LOT 1, BLOCK 21, MOUNTAIN VIEW SUBURB AND THE EAST LINE OF GARDNER STREET, MONUMENTED BY AN ALUMINUM CAP;

THENCE N08°36'00"E, ALONG THE WEST LINE OF THE PARCEL BEING DESCRIBED AND THE EAST LINE OF GARDNER STREET, A DISTANCE OF 122.94 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED TRACT OF LAND CONTAINS 0.30 ACRES, (13,075.57 S.F.), MORE OR LESS, AND IS SUBJECT TO ANY RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE PARCEL OF LAND, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS. THE NAME OF THE SUBDIVISION SHALL BE "MOUNTAIN VIEW SUBURB, LOT 1A, BLOCK 21" AND THE OWNERS HEREBY GRANT TO THE PUBLIC AND PRIVATE UTILITY COMPANIES AN EASEMENT AND LICENSE TO LOCATE, CONSTRUCT, USE AND MAINTAIN CONDUITS, LINES, WIRES AND PIPES, ANY OR ALL OF THEM, UNDER AND ALONG THE STRIPS OF LAND MARKED "UTILITY EASEMENT" AS SHOWN ON THIS PLAT. ALL ROADS AND STREETS AS SHOWN HEREON HAVE BEEN PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC.

MADDOX FAMILY LIVING TRUST  
 dated JUNE 15, 2016  
 3511 EAST 22nd STREET  
 CASPER, WYOMING 82609

LEO M. MADDOX – TRUSTEE  
 MERLENE MADDOX – TRUSTEE

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY LEO M. MADDOX AND MERLENE MADDOX, TRUSTEES OF THE MADDOX FAMILY LIVING TRUST, DATED JUNE 16, 2016, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

WITNESS MY HAND AND OFFICIAL SEAL.  
 MY COMMISSION EXPIRES \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_

APPROVALS

APPROVED BY THE CITY COUNCIL OF MILLS, WYOMING BY RESOLUTION NO. \_\_\_\_\_ DULY PASSED,  
 ADOPTED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

ATTEST: \_\_\_\_\_ CITY CLERK  
 \_\_\_\_\_ MAYOR

INSPECTED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

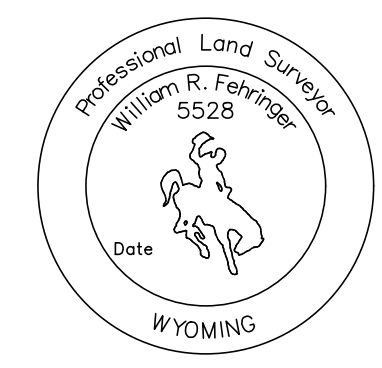
CITY ENGINEER

1. ERROR OF CLOSURE EXCEEDS 1:57,000.
2. BASIS OF BEARING IS THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983/2011.
3. THE CONVERGENCE ANGLE AT THE POINT OF BEGINNING IS 00°38'59.40", AND THE COMBINED FACTOR IS 0.99976477.
4. ALL DISTANCES ARE GRID.

CERTIFICATE OF SURVEYOR

STATE OF WYOMING } ss  
 COUNTY OF NATRONA

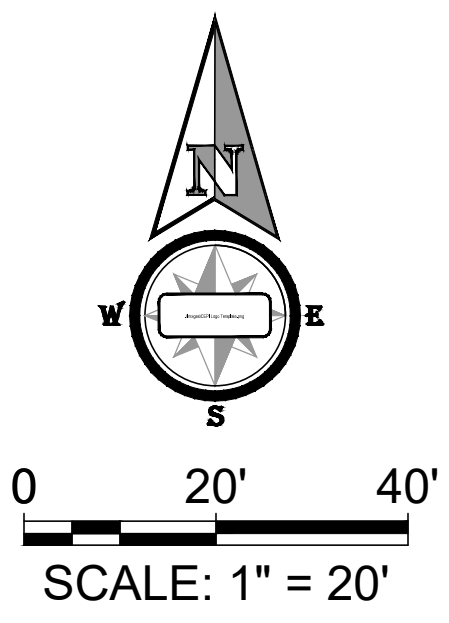
I, WILLIAM R. FEHRINGER, A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSE NO. 5528, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION IN MARCH, 2023, AND THAT THIS PLAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY. ALL DIMENSIONS ARE EXPRESSED IN FEET AND DECIMALS THEREOF. ALL BEING TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY WILLIAM R. FEHRINGER  
 THIS DAY OF \_\_\_\_\_, 2023.

WITNESS MY HAND AND OFFICIAL SEAL.  
 MY COMMISSION EXPIRES \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_

VACATION & REPLAT OF  
 A PORTION OF LOT 1  
 & ALL OF LOT 2, BLOCK 21  
 MOUNTAIN VIEW SUBURB  
 TO BE KNOWN AS  
**MOUNTAIN VIEW SUBURB**  
**LOT 1A, BLOCK 21**  
 AN ADDITION TO THE CITY OF MILLS, WYOMING  
 BEING A PORTION OF THE SE $\frac{1}{4}$ SE $\frac{1}{4}$   
 SECTION 1, T.33N., R.80W., 6TH P.M.  
 NATRONA COUNTY, WYOMING  
 MARCH, 2023  
 W.O. #23-116



**cepi**  
 Civil Engineering Professionals, Inc.  
 6080 Enterprise Drive, Casper, WY 82609  
 Phone 307.266.4346 Fax 307.266.0103  
 www.cepi-casper.com


LEGEND

- SET MONUMENT 5/8" REBAR & ALUMINUM CAP
- FOUND MONUMENT AS NOTED

# Maddox Resubdivision – Final Plat



## Mills Zoning Districts

- |  |  |
|--|--|
|  Mills, DB                          |  Mills, ER: Established Residential       |
|  Mills, DI: Developing Industrial   |  Mills, PLI: Public Land Institutions     |
|  Mills, DMH: Developing Mobile Home |  Mills, PUD: Planned Urban Development    |
|  Mills, DR: Developing Residential  |  Mills, MSR: Mixed Sized Residential      |
|  Mills, EB: Established Business    |  Mills, MU: Mixed Use                     |
|  Mills, EI: Established Industrial  |  Mills, UA: Urban Agriculture             |
|  |  Mills, UR: Urban Agriculture Residential |



**WARRANTY DEED**

CARL D. HILL, grantor(s) of Natrona County, State of Wyoming, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

LEO M. MADDOX AND MERLENE MADDOX, TRUSTEES UNDER THE MADDOX FAMILY LIVING TRUST DATED JUNE 15, 2016, AND ANY AMENDMENTS THERETO, grantee(s), whose address is:

3511 E 22ND STREET  
CASPER, WY 82609

of Natrona County and State of Wyoming, the following described real estate, situate in Natrona County and State of WYOMING, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

LOTS 1 AND 2, BLOCK 21, MOUNTAIN VIEW SUBURB, NATRONA COUNTY, WYOMING

**EXCEPTING THEREFROM THE SOUTHERLY 12 FEET OF THE WESTERLY 24 FEET OF LOT 1, BLOCK 21, MOUNTAIN VIEW SUBURB, NATRONA COUNTY, WYOMING**

Subject to Covenants, Conditions, Restrictions, and Easements of Record, if any.

Witness my/our hand(s) this 13 day of October, 2022.

  
\_\_\_\_\_  
CARL D. HILL

State of Wyoming                    )  
  )SS.  
County of Natrona                    )

The foregoing record was acknowledged before me by CARL D. HILL.

this 13 day of October, 2022.

Witness my hand and official seal.

My Commission Expires: 12/2/24

  
\_\_\_\_\_  
Notarial Officer



  
10/14/2022 9:43:37 AM      NATRONA COUNTY CLERK  
Pa  1824  
Tracy Good  
Recorded: SA  
Fee: \$12.00  
AMERICAN TITLE AGENCY



# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

**Board Members Present:** Pattie Gould, Bob Greenley, Ed Greenwood and Leon Norvell were all present for this P&Z Meeting.

**Others in Attendance:** Megan Nelms, City Planner, Kevin O’Hearn, Building Official, Leo Maddox, Lewis James, JKC Engineering, Steve Loftin, Albon Shaw, Kammi Shaw, applicants were also in attendance.

Chairman Pattie Gould called the Meeting to order at 5:05 PM on April 6, 2023, as a quorum was present.

Chairman Pattie Gould asked board members if they had read the minutes of the March 16, 2023, P&Z Board meeting. Board Member Ed Greenwood made a motion to approve the minutes. Board Member Leon Norvell seconded the motion. Chairman Pattie Gould called for a vote to pass the minutes of the 6<sup>th</sup> of April 2023 P&Z meeting. All ayes, motion passed.

Pattie asked Megan to present the first agenda item. Megan introduced case number 23.01 FSP, the Maddox Resubdivision request.

**Background:**

The applicant is proposing to resubdivide a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb to remove the interior lot line and create one, singular parcel, for the purpose of building a shop for storage.

No comments were received from external and internal staff reviews. Megan provided an overview of the request:

**Planning Considerations:**

1. Revise the plat title, all legal descriptions, and the dedication to except out that 12’ x 24’ portion in the SW corner of Lot 1. It should read:
  - a. “Vacation & Replat of a portion of Lot 1 & all of Lot 2, Block 21, Mountain View Suburb to be known as Lot 1A, Block 21, Mountain View Suburb...”
2. Add at 5’ general utility easement around the interior boundary of the subdivision.
3. Survey Reviews:
  - a. Add elevations with the given coordinates and a note with vertical datum
  - b. Verify the survey date of April 2022

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

4. Submit organizational documents for Maddox Family Living Trust showing who is authorized to sign on behalf of the Trust.

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve the Maddox Resubdivision request, pending completion of all planning considerations.

Chairman Gould thanked Megan and asked if there were any questions from the Board. Board Member Greenley inquired about the survey changes and Megan explained they were very minor, mostly cosmetic changes to the plat. Mr. Maddox stated he would get the Trust documents as soon as possible.

Chairman Gould then asked if there was any further discussion. There was none so she called for a motion. Board Member Bob Greenley made a motion to provide the City Council with a “Do Pass” recommendation for the Maddox Resubdivision request. Board Member Leon Norvell seconded the motion. All voted in favor, motion carried.

Megan presented the next case, 23.02 FSP for the Freden Addition No. 3.

**Background:**

The applicant is proposing to resubdivide/adjust the boundary lines between three (3) lots within the Freden Addition for the purposes of cleaning up parcel ownership.

No comments were received from external and internal staff reviews. Megan provided an overview of the request:

**Planning Considerations:**

1. The Title Block should read “Vacation and Replat of Lots 2 & 3, Block 5, Freden Addition and Lot 4B, Block 5, Freden Addition City of Mills...”
2. Survey Reviews:
  - a. There is a mis-closure on Lot 2 of 9.30’. The west line is short
  - b. Label the widths of Pendell Blvd (80’) and Freden Blvd (50’)
  - c. Verify the survey date of April 2022
3. Cosmetic Changes to the Plat
  - a. In the Approvals, change the date on the City Council approval from 2022
  - b. In the Engineer’s Approval, change the year from 2013
  - c. In the Notary Block for the Surveyor’s Certificate, change the year from 2013
  - d. In the Notary Block for the owner’s signature, change the year from 2022
4. Submit organizational documents for Bonander Properties, LLC showing who is authorized to sign on behalf of the LLC.

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve the final plat for the Freden Addition No. 3, pending completion of all planning considerations.

Chairman Gould thanked Megan and asked if there were any questions from the Board. The applicant was not in attendance at the meeting and there was no discussion regarding the case.

Chairman Gould then called for a motion. Board Member Ed Greenwood made a motion to provide the City Council with a “Do Pass” recommendation for the Freden Addition No. 3 request. Board Member Bob Greenley seconded the motion. All voted in favor, motion carried.

Megan presented then presented the next case, 23.03 FSP the final plat of the Shawville Addition.

**Background:**

The applicant is proposing to resubdivide four (4) lots within the Evergreen Park Subdivision to create five (5) lots for the purposes of redevelopment and clean-up of the area.

No comments were received from external and internal staff reviews. Megan provided an overview of the request:

**Planning Considerations:**

1. Modify the plat to include the vacation of that portion of S. 5<sup>th</sup> Avenue and
  - a. Revise the plat title & description to include the vacation of that portion of S. 5<sup>th</sup> Avenue and Lot 1, Blk 8, Evergreen Park No. 2
  - b. Modify Lot 1 and Lot 2, Blk 8 to include that vacated portion of S. 5<sup>th</sup> Avenue
  - c. Ensure all standards are met including:
    - i. Minimum lot width of 40’
    - ii. All lots have access to publicly dedicated right of way
  - d. Submit a revised plat for review
  
2. Verify the location of all utilities and the need for any applicable utility easements
  - a. Verify the needed 15’ utility easements
  - b. Ensure only needed easements are provided for the vacated portion of right of way
  
3. Cosmetic Changes to the Plat
  - a. The owner name across the plat needs to be “Shaw Investments, LLC” per the warranty deed.
  - b. Change the name of the neighboring landowner joining the subdivision to Kimberly Perez not Sylvester Graham
  - c. In the notary block, add “Managing Member” after Albon Shaw’s name
  - d. Remove the word “Attest” from the Mayor & Engineer’s signatures
  
4. Submit organizational documents for Shaw Investments, LLC showing who is

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023 MILLS PLANNING & ZONING BOARD MEETING

authorized to sign on behalf of the organization.

- 5. Add a legend for the lines – easements property boundaries, etc.

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve the final plat for the Shawville Addition, pending completion of all planning considerations.

Megan stated that the applicants had turned in a revised plat the day before, showing the unbuilt portion of S. 5<sup>th</sup> Avenue being vacated. They also added the neighboring property owner so that the vacated portion of right of way is equally distributed between the lots and have reconfigured the lots so all have the required amount of street frontage. The City will also now sign the plat as owner since they represent the public in the vacation of the right of way.

There was general discussion regarding the right of way vacation. All agreed that it was a good thing and the resubdivision plat is a good opportunity to get rid of it and clean up the lot lines.

Albon Shaw, applicant, discussed the work he has been doing on the property to clean it up. He has also had various discussions with the neighboring property owners about their future plans for the area, as he is looking at purchasing more lots in the future to clean up and re-develop. He stated the area has been like it is now for a number of years and things have just been left untouched.

Chairman Gould then asked if there was any further discussion. There was none so she called for a motion. Board Member Leon Norvell made a motion to provide the City Council with a “Do Pass” recommendation for the proposed Shawville Addition. Board Member Bob Greenley seconded the motion. All voted in favor, motion carried.

The next case on the agenda had been tabled at the January 2023 meeting. Megan informed the Chairman that they need to make a motion to remove the case from the tablet to consider it. Chairman Gould then asked for a motion to the remove case 22.01 PSP from the table to consider it. Board Member Bob Greenley moved to remove the case from the table for consideration. Board Member Ed Greenwood seconded. All voted in favor, motion carried.

Megan then presented case 22.01 PSP, the preliminary plat for proposed Midway Subdivision. She stated that the plat had been tabled back in January so that the applicant could revise the plat based on comments provided by the commission. She then provided an overview of the case.

**Background:**

The applicants are proposing to subdivide approximately 39.69-acres into an 18-lot industrial subdivision. Each lot averages approximately 1.50-acres in size.

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023 MILLS PLANNING & ZONING BOARD MEETING

## Planning Considerations:

1. There is no legal access to proposed Lot 8 or Tract A
  - a. Only the south 30’ of the MJB Rd. right of way touches the subject
  - b. Must provide 60’ of access & construct the roadway
  - c. There is a 60’ wide electrical easement and a power structure in the area where the right of way could be extended
  - d. Revise the plat to provide 60’ of access to proposed Lot 8 and Tract A
2. All cul-de-sacs shall have a radius of no less than 96’ in diameter.
3. Verify and ensure all easements are properly labeled.
  - a. Add 5’ general utility easements to each side of all interior lots lines.
4. The 75’ wide powerline (WAPA easement) shall be crosshatched on the plat face and add language “RESTRICTED BUILDING AND VEGETATION AREA”.
5. Add the following as a notes section on the plat face with regard to the WAPA easement:

*The United States Government (US) holds an access and a 75-foot-wide Casper-Glendo N transmission line easement (37.5 feet on either side of centerline) for the right to operate, patrol, repair, maintain, use, construct, and reconstruct an electrical transmission line across Tract A and Lots 8 and 11. The following activities are prohibited within the transmission line easement:*

- a. *Structures are not allowed on the easement. Structures, by way of example, not by limitation, shall mean buildings, sheds, mobile homes, signs, storage tanks, septic systems, swimming pools, tennis courts, basketball courts, gazebos or similar facilities.*
- b. *All vegetation on the easement shall not exceed a maximum height of 3 feet at maturity.*
- c. *Excavation is not permitted within 27 feet of any tower footings. A minimum of 30 feet of ground to conductor clearance must be maintained at all times.*
- d. *Wells and mining operations are not allowed within the easement.*
- e. *WAPA shall review fence plans affecting the easement area prior to installation. If fences are placed across the easement, 14-foot-wide gates are required for access along the easement.*
- f. *All improvement plans affecting the easement must be reviewed and approved by WAPA prior to development. Requests for permission to use the transmission line easement should be submitted to: Western Area Power*

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

*Administration, Attn: Lands Department, 5555 East Crossroads Boulevard, Loveland, Colorado 80538.*

- 6. All lots must show adequate buildable area:
  - a. Provide site plans showing buildable area, including the access drive, a shop/structure and parking area for proposed Lots 4, 5 & 6.
  
- 7. Submit organizational documents for Tetral Corporation of Casper, showing who is authorized to sign on behalf of the corporation.
  
- 8. Survey Review:
  - a. Change the label in the vicinity map to “Midway Subdivision” instead of “Property Location”
  - b. Verify the monument recovered at the CN1/16. The symbol indicates recovered corner as noted.
  - c. Provide the date(s) of survey in the Certificate of Surveyor
  - d. Add “An Addition to the City of Mills” under Midway Subdivision in the Title Block and across the face of the plat
  - e. There is no interior monumentation shown on the plat. All lot corner monuments shall be set now or after construction of infrastructure. Set and label or add a note to the plat face stating otherwise
  
- 9. Cosmetic Revisions to the Plat:
  - a. Remove the language in the lower right titled “Recorded”, that will go in the box in the upper right.
  - b. The surrounding property is labeled incorrectly. At the SW corner, it should be Lot 19, B&B Subdivision, not Lot 10.
  - c. The lot line is missing between Lots 12 & 13
  - d. Revise the Approval signatures:
    - i. Add the statement “Approved by the City Council of Mills, WY by Resolution No. \_\_\_\_, duly passed, adopted and approved this \_\_ day of \_\_\_\_ 20\_\_.”
    - ii. Revise the signature lines to Mayor, City Clerk and City Engineer
    - iii. Just have a signature line for the Clerk to attest the Mayor’s signature
    - iv. REMOVE the signature lines for the City of Casper.

**Staff Recommendation:** Staff recommends APPROVAL of the preliminary plat upon all preliminary planning considerations being completed. The applicant will then submit a Final Plat for review & consideration.

Chairman Gould thanked Megan and asked if there were any questions from the Board. Megan stated that one of the concerns with the previous version of the plat was the number of lots that were unbuildable, mainly because of easements or topography. Board Member Greenley made the suggestion that perhaps the applicant could tract the property into 4-5 10-acre lots, then as

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

purchasers came, they could further subdivide down to the size they were needing. There was discussion about how much money would be spent installing the infrastructure to numerous smaller lots when you don't really know what potential purchasers are going to want. It could also help with the access issues and eliminate some infrastructure construction costs.

Steve Loftin, the developer, stated that he is way out ahead of putting anything up for sale right now and he doesn't have anyone in line to buy anything right now. They have planned out the utilities for the layout as it is now, and it will work. Bob stated that he would still suggest subdividing larger tracts and planning for minimal utilities. He thought the likelihood of someone coming in and wanting more than one of the very small lots is very high. Steve replied that his plan right now is to rent them out, versus selling.

There was general discussion about what can go underneath the WAPA powerlines, in that easement. It is pretty basic and limited to storage of movable items.

The lack of access to proposed Lot 8 and Tract A was discussed. There is only 30' of dedicated right of way touching this parcel from MJB Road, so they will need to provide an alternate access. Mr. Loftin stated that he owns all the property to the north. Megan stated that was good as it provides a way that the plat can be revised to allow MJB Road to continue through and provide the 60' of required right of way.

There was also discussion about water infrastructure. They are currently served by Wardwell, and Wardwell is going away by the end of the year. Bar Nunn is supposed to take over all Wardwell infrastructure, however, Mills will be taking over everything south of the highway, including serving this property. Lewis James, the applicant's agent, stated they had already approached Wardwell about servicing the new development and had preliminary approval. Megan asked that he send a copy of the letter or meeting minutes showing the approval.

A general discussion was had about the property and the future of Mills water system infrastructure. There is a hill on this property that is of good elevation for Mills to install a water storage tank in the future, if needed.

Chairman Gould then asked if there was any further discussion. There was none so she called for a motion. Board Member Bob Greenley made a motion to provide the City Council with a "Do Pass" recommendation for the preliminary plat for Midway Subdivision. Board Member Ed Greenwood seconded the motion. All voted in favor, motion carried.

There were no further agenda items for the evening. Staff then passed out a copy of pages from Title 17, the City's Zoning Code. He stated that Mike Roden had resigned from the commission, so the city needs to appoint someone to fill his unexpired term. In reviewing that process, City staff noted that none of the commission members had been re-appointed for a number of years,



# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

and all of them were serving in expired terms. The City would like to start following the requirements for appointment of commission members found in Title 17 and go through the appointment process each year. There was discussion on the application process, how long everyone has been on the commission, any qualifications to serve on the commission and transparency.

The commission stated they really would like someone from Council to come to a meeting occasionally. Megan said she would reach out to invite Mayor Juarez to the next regular meeting.

Kevin asked that everyone check their personal emails to ensure that the City still has their good addresses as staff is looking at providing monthly meeting informational packets via email. Ed stated he would still like to receive a paper packet.

With no further business, Chair Pattie Gould declared the meeting adjourned at 6:20 PM.

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Pattie Gould, Chair

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Attested: Christine Trumbull

**Resolution No. 2023-5**

**A RESOLUTION FOR LOT 1A, BLOCK 21, MOUNTAIN VIEW SUBURB, A VACATION AND REPLAT OF A PORTION OF LOT 1 & ALL OF LOT 2, BLOCK 21, MOUNTAIN VIEW SUBURB, CITY OF MILLS, NATRONA COUNTY, WYOMING**

**WHEREAS**, the City of Mills is a municipal corporation under the laws of the State of Wyoming; and

**WHEREAS**, Maddox Family Living Trust is the owner of A portion of Lot 1 & all of Lot 2, Block 21, Mountain View Suburb; and

**WHEREAS**, said owner has petitioned the City of Mills to vacate and replat said property as Lot 1A, Block 21, Mountain View Suburb, City of Mills; and

**WHEREAS**, said plat was modified to satisfactorily address requests and requirements made by City Staff and Utility Providers; and

**WHEREAS**, said plat complies with City of Mills subdivision standards; and

**WHEREAS**, said plat complies with the minimum lot size and lot width requirements for the Established Business Zoning District; and

**WHEREAS**, the Planning & Zoning Board met on April 6, 2023 and forwarded a “Do Pass upon completion of all planning considerations” recommendation for said plat to the City Council.

**THEREFORE, BE IT RESOLVED**, the Mills City Council considered the application and recommendations of staff and the Planning & Zoning Board at a Council meeting held on 25 April 2023 and approved Lot 1A, Block 21, Mountain View Suburb, a vacation and replat of A portion of Lot 1 & all of Lot 2, Block 21, Mountain View Suburb, City of Mills, Natrona County, Wyoming.

1. All planning consideration shall be met.
2. Upon City Council approval, a “Final Plat” will be provided to the City of Mills for recordation with the Natrona County Clerk’s Office.

**PASSED, APPROVED AND ADOPTED THIS 25<sup>TH</sup> Day of April, 2023.**

CITY OF MILLS, WYOMING

\_\_\_\_\_  
Leah Juarez, Mayor

\_\_\_\_\_  
Sara McCarthy, Council

\_\_\_\_\_  
Cherie Butcher, Council

\_\_\_\_\_  
Tim Sutherland, Council

\_\_\_\_\_  
Brad Neumiller, Council

ATTEST:

\_\_\_\_\_  
Christine Trumbull, City Clerk



**CITY OF MILLS**  
EST. 1921

704 Fourth Street  
P.O. Box 789  
Mills, WY 82644

Phone: 307-234-6679  
Fax: 307-234-6528

Item #1.

## Memorandum

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**TO:** Mills City Council

**FROM:** Megan Nelms, AICP, City Planner

**DATE:** April 21, 2023

**SUBJECT: Freden Addition No. 3 – Final Plat**  
Lots 2, 3 & 4B, Block 5, Freden Addition

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**Case Number:** 23.02 FSP

**Summary:** The applicant is proposing to resubdivide/adjust the boundary lines between three (3) lots within the Freden Addition for the purposes of cleaning up parcel ownership.

**Current Zoning:** EI (Established Industrial) \*no change of zoning is requested or required.

**Planning Commission Recommendation:** At their April 6, 2023, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the resubdivision request.

**Staff Recommendation:** Staff recommends APPROVAL of the resubdivision plat.

## **Freden Addition No. 3**

### **Resubdivision Final Plat**

**Planning Commission Meeting**  
April 6, 2023

**City Council Meeting**

**Applicants:** Bonander Properties, LLC

**Case Number:** 23.02 FSP

**Agent:** Bill Fehringer, CEPI

**Summary:** The applicant is proposing to resubdivide/adjust the boundary lines between three (3) lots within the Freden Addition for the purposes of cleaning up parcel ownership.

**Legal Description:** Lots 2, 3 & 4B, Block 5, Freden Addition

**Location:** The property is located on the south side of Pendell Blvd., between Chamberlain Rd. and Freden Blvd.

**Current Zoning:** EI (Established Industrial) \*no change of zoning is requested or required.

**Existing Land Use:** There are existing commercial buildings on proposed Lots 1 & 2.

**Adjacent Land Use:** North: Peterson Addition No. 2 (EI)  
South: Freden Addition (EI)  
East: Freden Addition (EI)  
West: Freden Park (PLI)

### **Planning Considerations:**

1. The Title Block should read “Vacation and Replat of Lots 2 & 3, Block 5, Freden Addition and Lot 4B, Block 5, Freden Addition City of Mills...”
2. Survey Reviews:
  - a. There is a mis-closure on Lot 2 of 9.30’. The west line is short
  - b. Label the widths of Pendell Blvd (80’) and Freden Blvd (50’)
  - c. Verify the survey date of April 2022

3. Mark the transmission line easement (WAPA easement) as crosshatched on the plat face and add language “RESTRICTED BUILDING AND VEGETATION AREA”.
4. Add the following as a notes section on the plat face with regard to the WAPA easement:

*The United States Government (US) holds an access and a 40 foot-wide Alcova-Casper N 115-kV transmission line easement (20 feet on either side of centerline) for the right to operate, patrol, repair, maintain, use, construct, and reconstruct an electrical transmission line across Lots 2, and 3.*

*The United States Government holds an access and a 50 foot-wide Alcova-Casper S 115-kV transmission line easement (25 feet on either side of centerline) for the right to operate, patrol, repair, maintain, use, construct, and reconstruct an electrical transmission line across Lots 2, and 3.*

*The United States Government holds an access and a 40-foot-wide Alcova-Arminto 115-kV operating at 69-kV transmission line easement (20 feet on either side of centerline) for the right to operate, patrol, repair, maintain, use, construct, and reconstruct an electrical transmission line across Lots 2, and 3.*

*The following activities are prohibited within the transmission line easement:*

- a. *Structures are not allowed on the easement. Structures, by way of example, not by limitation, shall mean buildings, sheds, mobile homes, signs, storage tanks, septic systems, swimming pools, tennis courts, basketball courts, gazebos or similar facilities.*
- b. *All vegetation on the easement shall not exceed a maximum height of 3 feet at maturity.*
- c. *Excavation is not permitted within 27 feet of any tower footings. A minimum of 30 feet of ground to conductor clearance must be maintained at all times.*
- d. *Wells and mining operations are not allowed within the easement.*
- e. *WAPA shall review fence plans affecting the easement area prior to installation. If fences are placed across the easement, 14-foot-wide gates are required for access along the easement.*
- f. *All improvement plans affecting the easement must be reviewed and approved by WAPA prior to development. Requests for permission to use the transmission line easement should be submitted to: Western Area Power Administration, Attn: Lands Department, 5555 East Crossroads Boulevard, Loveland, Colorado 80538.*

5. Cosmetic Changes to the Plat
    - a. In the Approvals, change the date on the City Council approval from 2022
    - b. In the Engineer's Approval, change the year from 2013
    - c. In the Notary Block for the Surveyor's Certificate, change the year from 2013
    - d. In the Notary Block for the owner's signature, change the year from 2022
  
  6. Submit organizational documents for Bonander Properties, LLC showing who is authorized to sign on behalf of the LLC.
- 
- 

**Staff Recommendation:**

Staff recommends APPROVAL of the final plat upon all planning considerations being completed.

**Planning Commission Recommendation:**

**City Council Decision:**



# CITY OF MILLS APPLICATION FOR PLAT/REPLAT

Pursuant to the City of Mills Zoning Ordinance



City of Mills, Wyoming  
704 4<sup>th</sup> Street (Physical Address)  
P.O. Box 789 (Mailing Address)  
Mills, Wyoming 82644

Date: 8/13/2022  
Return by: \_\_\_\_\_  
(Submittal Deadline)  
For Meeting on: \_\_\_\_\_

**PLEASE PRINT**

**SINGLE POINT OF CONTACT:** Bill Fehringer - CEPI

<b>APPLICANT/PROPERTY OWNER(S) INFORMATION:</b>	<b>AGENT INFORMATION:</b>
Print Owner Name: <u>Bonander Properties, LLC</u>	Print Agent Name: <u>CEPI</u>
Owner Mailing Address: <u>2462 W. Balben Road</u>	Agent Mailing Address: <u>6080 Enterprise Dr.</u>
City, State, Zip: <u>Casper, WY 82601</u>	City, State, Zip: <u>Casper, WY 82609</u>
Owner Phone: <u>307-234-2058</u>	Agent Phone: <u>307-995-2620</u>
Applicant Email: <u>dana@inter-mountain.com</u>	Agent Email: <u>billf@cepi-casper.com</u>

**PROPERTY INFORMATION:**

Subject property legal description (attach separate page if long legal): Lots 2 & 3, Block 5, Freden Addition & Lot 4B of the Freden Addition, Lots 4A & 4B, Block 5, all of the City of Mills  
Physical address of subject property if available: 945 Pendell Boulevard  
Size of lot(s) Lot 1 = 0.71 Ac.; Lot 2 = 1.74 Ac.; Lot 3 = 1.98 Ac. sq. ft./acres:  
Current zoning: Established Industrial (EI) Current use: Commercial  
Intended use of the property: Commercial  
Zoning within 300 feet: EI & PLI Land use within 300 feet: Park and Commercial

**ATTACHMENTS (REQUIRED):**

1. **Proof of ownership:** Deed (such as deed, title certification, attorney's title opinion)
2. **Seven (7) full sized copies of the plat/replat:** X
3. **One reproducible 11 x 17 plat/replat hard copy:** X
4. **One plat/replat electronic copy (pdf):** X

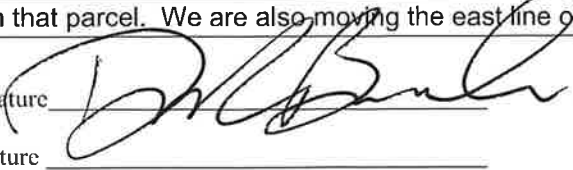
**RIGHT-OF-WAY / EASEMENT INFORMATION:**

Right-of-Way / Easement Location: \_\_\_\_\_  
(Example: along west property line, running north & south)  
Width of Existing Right-of-Way / Easement: \_\_\_\_\_ Number of Feet to be Vacated: None  
Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned  
No right-of-way is to be vacated.

**SIGNATURE(S):**

The following owner's signature signifies that all information on this application is accurate and correct to the best of the owner's knowledge; and that the owner has thoroughly read and understands all application information and requirements. [In addition to the owner's signature(s), if an agent of the owner is also to be notified and/or contacted for all communications relating to this application, please have the agent sign below.]

I (We) the undersigned owner(s) of the property described above do hereby make application to the City of Mills as follows:  
to replat Lots 2 & 3, Block 5, Freden Addition to move the south line of Lot 2 approximately 65' south so the entire parking lot for the business located on Lot 2  
is included in that parcel. We are also moving the east line of Lot 2 east to the existing fence line.

OWNER Signature  OWNER Signature \_\_\_\_\_  
AGENT Signature \_\_\_\_\_

**FEES (Plat/Replat):** \$10.00 per lot (\$250.00 minimum and a \$1,000.00 maximum), **plus \$150.00 recording fee.**

**For Office Use Only: Signature verified:** \_\_\_\_\_ **Proof of ownership provided:** \_\_\_\_\_ **Fee Paid: \$** \_\_\_\_\_



CERTIFICATE OF DEDICATION

STATE OF WYOMING }ss  
COUNTY OF NATRONA

THE UNDERSIGNED, BONANDER PROPERTIES, LLC, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED PARCEL OF LAND KNOWN AS LOTS 2 AND 3, BLOCK 5, FREDEN ADDITION RECORDED JULY 17, 1981, INSTRUMENT NO. 315922, AND LOT 4B, FREDEN ADDITION, LOTS 4A & 4B, BLOCK 5, RECORDED DECEMBER 10, 2010, INSTRUMENT NO. 900363, TO THE CITY OF MILLS, WYOMING, SITUATE WITHIN THE SW¼ OF SECTION 12, T.33N., R.80W., 6TH P.M., NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 4B, BLOCK 5, FREDEN ADDITION, LOTS 4A & 4B, BLOCK 5, MONUMENTED BY AN ALUMINUM CAP AND BEING THE POINT OF BEGINNING;

THENCE N88°47'40"E, ALONG THE NORTH LINE OF THE PARCEL AND THE SOUTH LINE OF PENDELL BOULEVARD, A DISTANCE OF 299.98 FEET TO THE NORTHEAST CORNER OF THE PARCEL, MONUMENTED BY AN ALUMINUM CAP;

THENCE S01°08'17"E, ALONG THE EAST LINE OF THE PARCEL, ALSO BEING THE WEST LINE OF LOT 4A, A DISTANCE OF 389.33 FEET TO THE SOUTHEAST CORNER OF THE PARCEL, MONUMENTED BY AN ALUMINUM CAP;

THENCE S88°51'20"W, ALONG THE SOUTH LINE OF THE PARCEL AND THE NORTH LINE OF LOT 5, BLOCK 5, FREDEN ADDITION, A DISTANCE OF 329.88 FEET TO A POINT, BEING THE NORTHWEST CORNER OF SAID LOT 5, MONUMENTED BY A REBAR;

THENCE S88°51'19"W, ALONG THE SOUTH LINE OF THE PARCEL AND THE NORTH LINE OF LOT 26, OF THE FREDEN ADDITION, LOTS 25 & 26, A DISTANCE OF 354.36 FEET TO THE SOUTHWEST CORNER OF THE PARCEL AND THE NORTHWEST CORNER OF SAID LOT 26, MONUMENTED BY A REBAR;

THENCE N59°58'31"E, ALONG THE NORTHWESTERLY LINE OF THE PARCEL AND THE SOUTHWESTERLY LINE OF FREDEN BOULEVARD, A DISTANCE OF 184.99 FEET TO A POINT OF CURVATURE, MONUMENTED BY A REBAR;

THENCE CONTINUING ALONG THE NORTHWESTERLY LINE OF THE PARCEL AND THE SOUTHWESTERLY LINE OF FREDEN BOULEVARD AND A CURVE TO THE LEFT HAVING A RADIUS OF 125.00 FEET, THROUGH A CENTRAL ANGLE OF 60°30'49", A DISTANCE OF 132.02 FEET, WITH A CHORD BEARING OF N29°37'08"E, A DISTANCE OF 125.97 FEET TO THE END OF CURVE, MONUMENTED BY AN ALUMINUM CAP;

THENCE N00°23'40"W, ALONG THE WEST LINE OF THE PARCEL AND THE EAST LINE OF FREDEN BOULEVARD, A DISTANCE OF 171.61 FEET TO A POINT OF CURVATURE, MONUMENTED BY AN ALUMINUM CAP;

THENCE ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 20.00 FEET, THROUGH A CENTRAL ANGLE OF 89°19'27", A DISTANCE OF 31.18 FEET, WITH A CHORD BEARING OF N44°10'13"E, A DISTANCE OF 28.12 FEET TO THE END OF CURVE, MONUMENTED BY AN ALUMINUM CAP;

THENCE N88°49'56"E, ALONG THE NORTH LINE OF THE PARCEL AND THE SOUTH LINE OF PENDELL BOULEVARD, A DISTANCE OF 135.66 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED TRACT OF LAND CONTAINS 4.43 ACRES, (192,856.66 S.F.), MORE OR LESS, AND IS SUBJECT TO ANY RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE PARCEL OF LAND, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS. THE NAME OF THE SUBDIVISION SHALL BE "FREDEN ADDITION NO. 3" AND THE OWNERS HEREBY GRANT TO THE PUBLIC AND PRIVATE UTILITY COMPANIES AN EASEMENT AND LICENSE TO LOCATE, CONSTRUCT, USE AND MAINTAIN CONDUITS, LINES, WIRES AND PIPES, ANY OR ALL OF THEM, UNDER AND ALONG THE STRIPS OF LAND MARKED "UTILITY EASEMENT" AS SHOWN ON THIS PLAT. ALL ROADS AND STREETS AS SHOWN HEREON ARE HEREBY, OR HAVE BEEN PREVIOUSLY, DEDICATED TO THE USE OF THE PUBLIC.

BONANDER PROPERTIES, LLC  
2462 W. BALBEN ROAD  
CASPER, WYOMING 82601

DANA BONANDER - MANAGING MEMBER/OWNER

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY DANA BONANDER, MANAGING MEMBER/OWNER OF BONANDER PROPERTIES, LLC., THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

WITNESS MY HAND AND OFFICIAL SEAL.  
MY COMMISSION EXPIRES \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

WAPA EASEMENT NOTES:  
THE UNITED STATES GOVERNMENT (US) HOLDS AN ACCESS AND A 40 WIDE ALCOVA-CASPER N115-KV TRANSMISSION LINE EASEMENT (20 FEET ON EACH SIDE OF CENTERLINE) FOR THE RIGHT TO OPERATE, PATROL, REPAIR, MAINTAIN, USE, CONSTRUCT, AND RECONSTRUCT AN ELECTRICAL TRANSMISSION LINE ACROSS LOTS 2 & 3.

THE UNITED STATES GOVERNMENT HOLDS AN ACCESS AND A 50 WIDE ALCOVA-CASPER S115-KV TRANSMISSION LINE EASEMENT (25 FEET ON EACH SIDE OF CENTERLINE) FOR THE RIGHT TO OPERATE, PATROL, REPAIR, MAINTAIN, USE, CONSTRUCT, AND RECONSTRUCT AN ELECTRICAL TRANSMISSION LINE ACROSS LOTS 2 & 3.

THE UNITED STATES GOVERNMENT (US) HOLDS AN ACCESS AND A 40 WIDE ALCOVA-ARWINTO 115-KV OPERATING AT 69-KV TRANSMISSION LINE EASEMENT (20 FEET ON EACH SIDE OF CENTERLINE) FOR THE RIGHT TO OPERATE, PATROL, REPAIR, MAINTAIN, USE, CONSTRUCT, AND RECONSTRUCT AN ELECTRICAL TRANSMISSION LINE ACROSS LOTS 2 & 3.

THE FOLLOWING ACTIVITIES ARE PROHIBITED WITHIN THE TRANSMISSIONLINE EASEMENT:  
a. STRUCTURES ARE NOT ALLOWED ON THE EASEMENT. STRUCTURES, BY WAY OF EXAMPLE, NOT BY LIMITATION, SHALL MEAN BUILDINGS, SHEDS, MOBILE HOMES, SIGNS, STORAGE TANKS, SEPTIC SYSTEMS, SWIMMING POOLS, TENNIS COURTS, BASKETBALL COURTS, GAZEBOS OR SIMILAR FACILITIES.  
b. ALL VEGETATION ON THE EASEMENT SHALL NOT EXCEED A MAXIMUM HEIGHT OF 3 FEET AT MATURITY.  
c. EXCAVATION IS NOT PERMITTED WITHIN 27 FEET OF ANY TOWER FOOTINGS, A MINIMUM OF 30 FEET OF GROUND TO CONDUCTOR CLEARANCE MUST BE MAINTAINED AT ALL TIMES.  
d. WELLS AND MINING OPERATIONS ARE NOT ALLOWED WITHIN THE EASEMENT.  
e. WAPA SHALL REVIEW FENCE PLANS AFFECTING THE EASEMENT AREA PRIOR TO INSTALLATION. IF FENCES ARE PLACED ACROSS THE EASEMENT, 14 FOOT WIDE GATES ARE REQUIRED FOR ACCESS ALONG THE EASEMENT.  
f. ALL IMPROVEMENT PLANS AFFECTING THE EASEMENT MUST BE REVIEWED AND APPROVED BY WAPA PRIOR TO DEVELOPMENT. REQUESTS FOR PERMISSION TO USE THE TRANSMISSION LINE EASEMENT SHOULD BE SUBMITTED TO: WESTERN AREA POWER ADMINISTRATION, ATTN: LANDS DEPARTMENT, 5555 EAST CROSSROADS BOULEVARD, LOVELAND, COLORADO 80538.

THE UNITED STATES GOVERNMENT (US) HOLDS AN ACCESS AND A 40 WIDE ALCOVA-ARWINTO 115-KV OPERATING AT 69-KV TRANSMISSION LINE EASEMENT (20 FEET ON EACH SIDE OF CENTERLINE) FOR THE RIGHT TO OPERATE, PATROL, REPAIR, MAINTAIN, USE, CONSTRUCT, AND RECONSTRUCT AN ELECTRICAL TRANSMISSION LINE ACROSS LOTS 2 & 3.

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THE UNITED STATES GOVERNMENT HOLDS AN ACCESS AND A 50 WIDE ALCOVA-CASPER S115-KV TRANSMISSION LINE EASEMENT (25 FEET ON EACH SIDE OF CENTERLINE) FOR THE RIGHT TO OPERATE, PATROL, REPAIR, MAINTAIN, USE, CONSTRUCT, AND RECONSTRUCT AN ELECTRICAL TRANSMISSION LINE ACROSS LOTS 2 & 3.

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THE UNITED STATES GOVERNMENT (US) HOLDS AN ACCESS AND A 40 WIDE ALCOVA-ARWINTO 115-KV OPERATING AT 69-KV TRANSMISSION LINE EASEMENT (20 FEET ON EACH SIDE OF CENTERLINE) FOR THE RIGHT TO OPERATE, PATROL, REPAIR, MAINTAIN, USE, CONSTRUCT, AND RECONSTRUCT AN ELECTRICAL TRANSMISSION LINE ACROSS LOTS 2 & 3.

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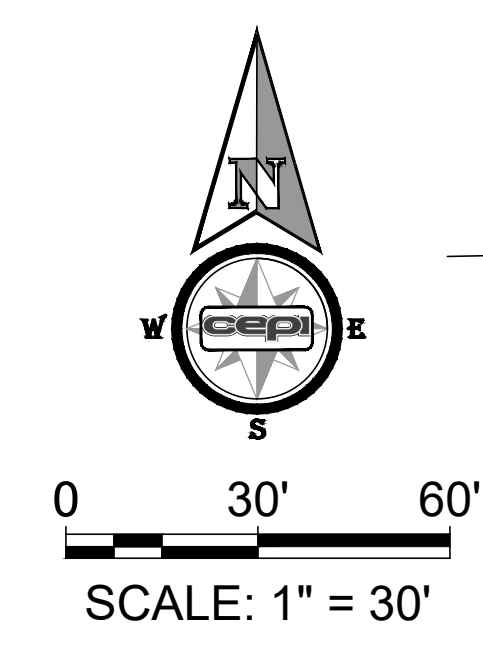
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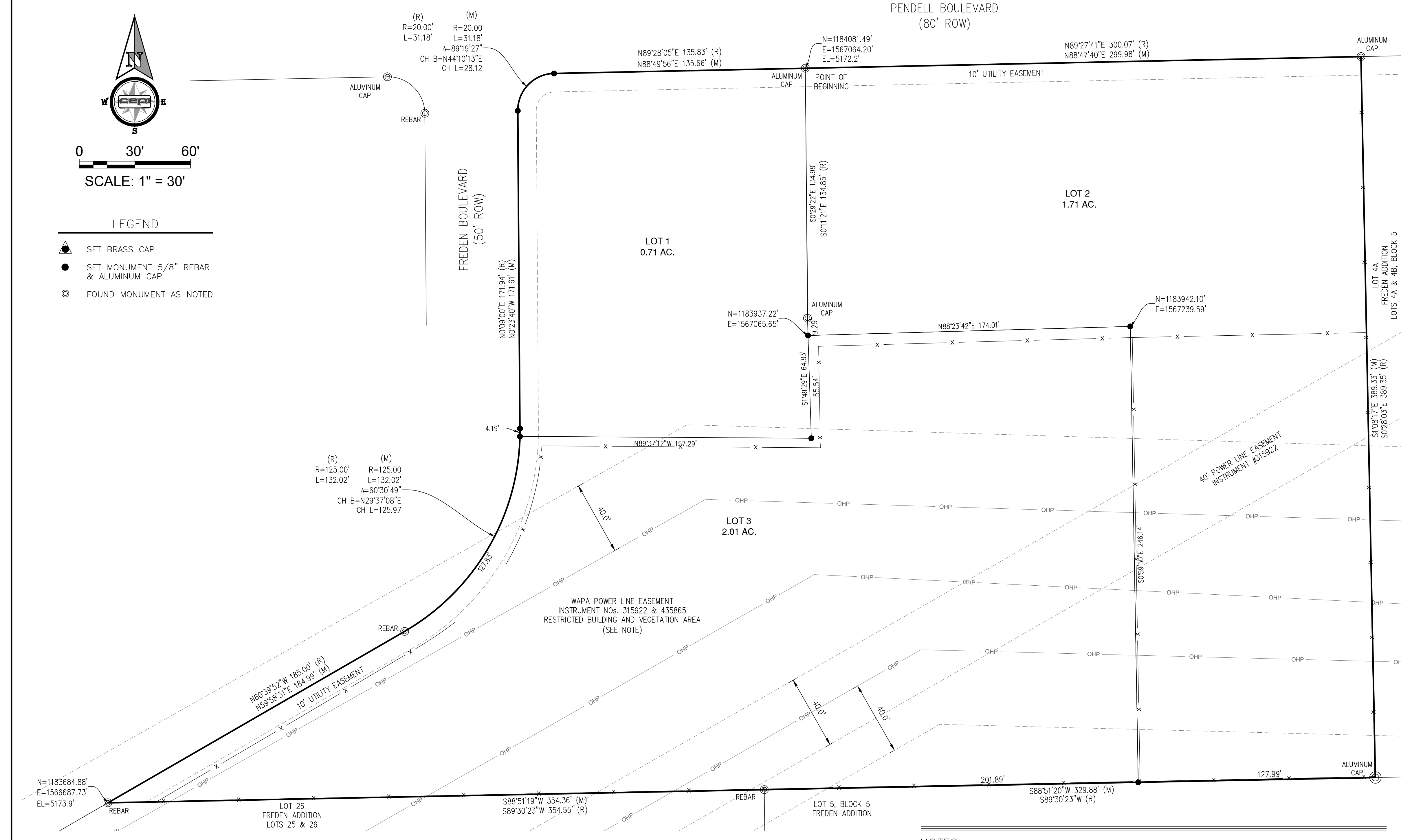
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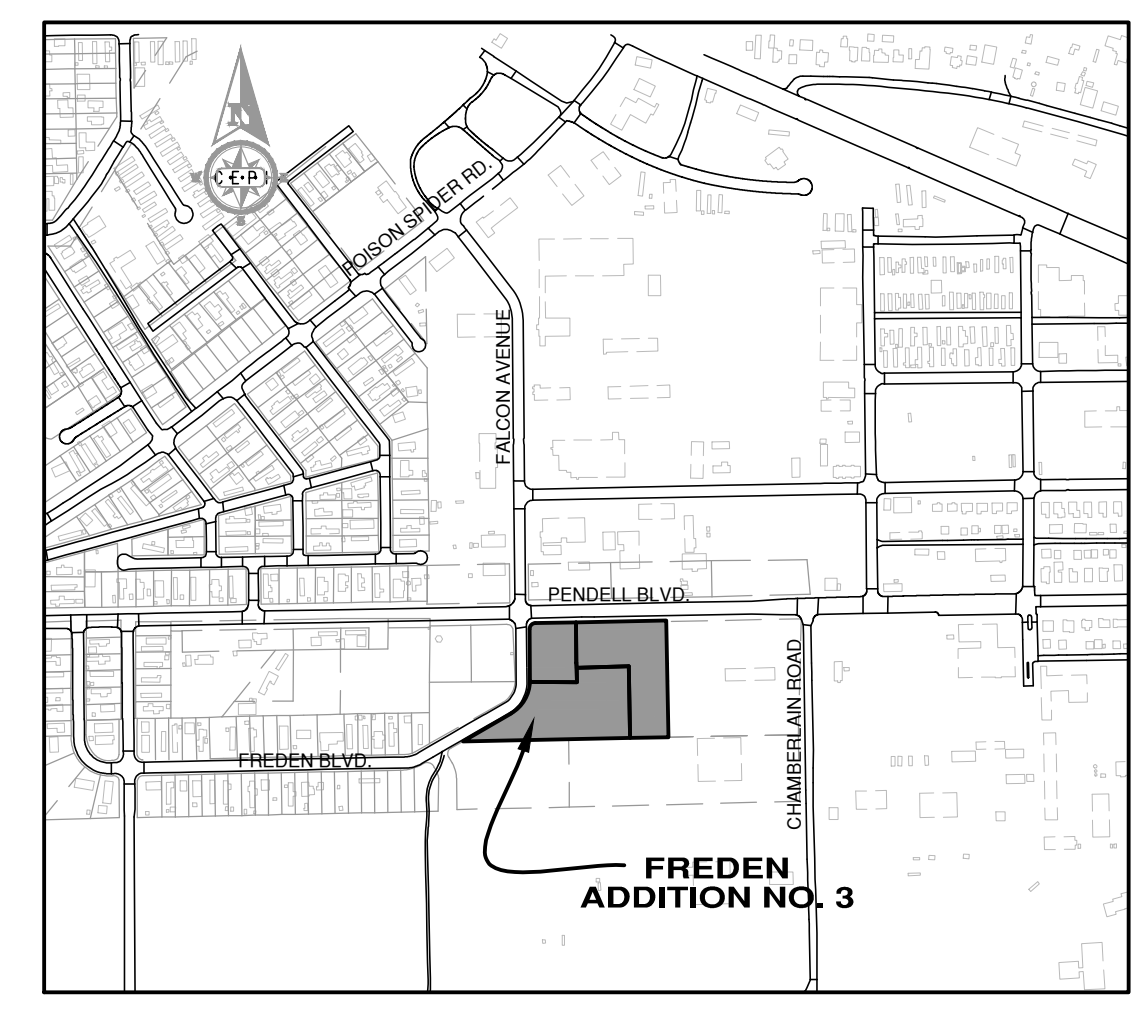
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- SET BRASS CAP
- SET MONUMENT 5/8" REBAR & ALUMINUM CAP
- FOUND MONUMENT AS NOTED



APPROVALS  
APPROVED BY THE CITY COUNCIL OF MILLS, WYOMING BY RESOLUTION NO. \_\_\_\_\_ DULY PASSED,  
ADOPTED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.  
ATTEST: \_\_\_\_\_ CITY CLERK  
INSPECTED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.  
\_\_\_\_\_  
CITY ENGINEER



NOTES

- ERROR OF CLOSURE EXCEEDS 1:232,000.
- BASIS OF BEARING IS THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983/2011.
- THE CONVERGENCE ANGLE AT THE POINT OF BEGINNING IS 00°38'45.451", AND THE COMBINED FACTOR IS 0.99976447.
- ALL DISTANCES ARE GRID.
- ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 88 DATUM AND ARE NOT MEANT TO USED AS BENCHMARKS.

CERTIFICATE OF SURVEYOR

STATE OF WYOMING }ss  
COUNTY OF NATRONA  
I, WILLIAM R. FEHRINGER, A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSE NO. 5528, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION IN JULY, 2022, AND THAT THIS PLAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY. ALL DIMENSIONS ARE EXPRESSED IN FEET AND DECIMALS THEREOF. ALL BEING TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY WILLIAM R. FEHRINGER  
THIS DAY OF \_\_\_\_\_, 2023.  
WITNESS MY HAND AND OFFICIAL SEAL.  
MY COMMISSION EXPIRES \_\_\_\_\_  
\_\_\_\_\_  
NOTARY PUBLIC

VACATION AND REPLAT OF  
LOTS 2 & 3, BLOCK 5, FREDEN ADDITION  
AND LOT 4B, BLOCK 5, FREDEN ADDITION  
CITY OF MILLS, WYOMING  
AS

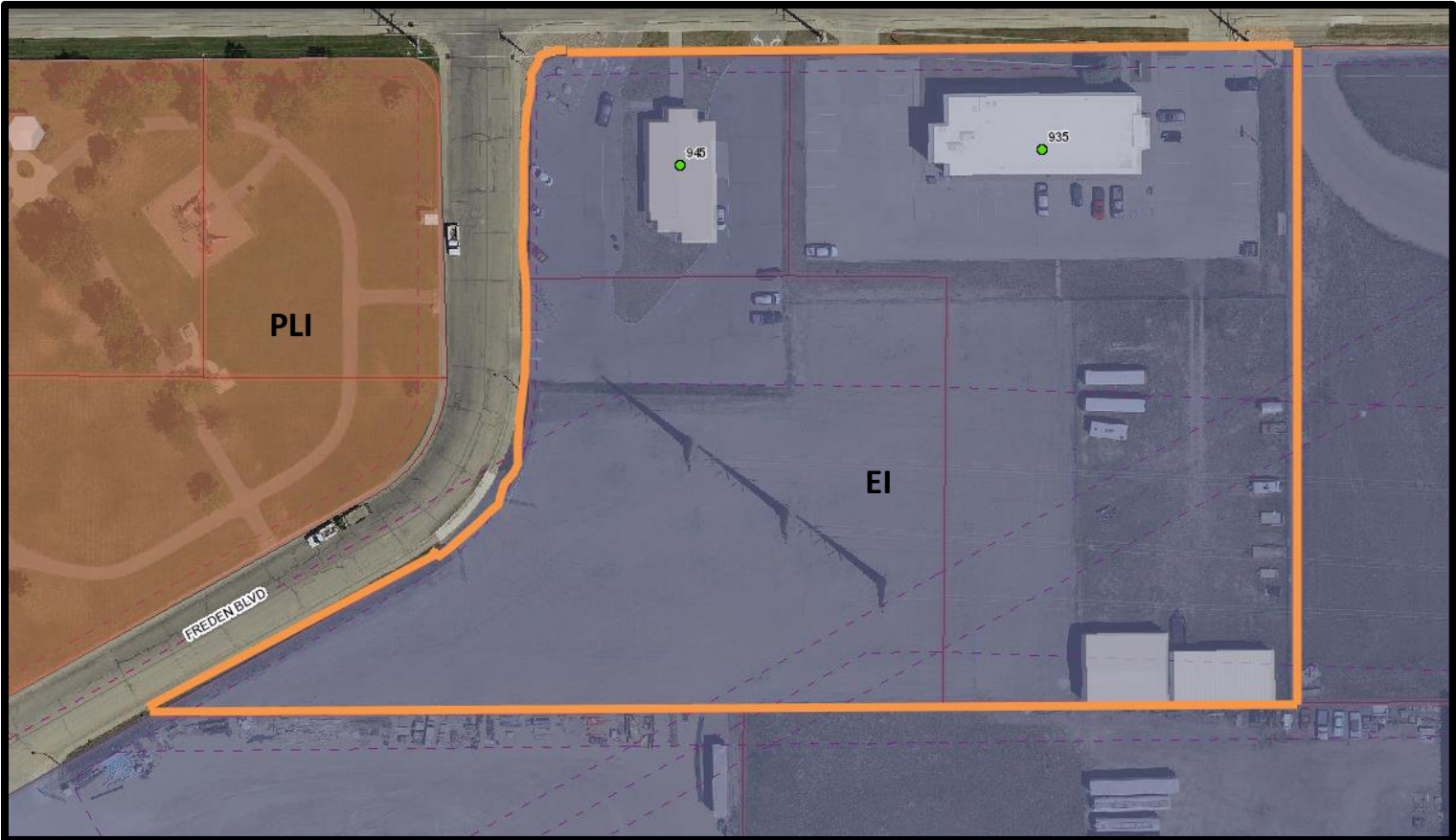
FREDEN ADDITION NO. 3

BEING A PORTION OF THE  
SW¼ OF SECTION 12  
T.33N., R.80W., 6TH P.M.  
NATRONA COUNTY, WYOMING  
AUGUST, 2022



M:\Land 2022\Surveying\22-200\_Bonander\_Plat\Survey Plats\Bonander\_Plat.dwg, 4/18/2023, Bill

### Freden Addition No. 3 – Final Resubdivision Plat



Mills Zoning Districts	
Mills, DB	Mills, ER: Established Residential
Mills, DI: Developing Industrial	Mills, PLI: Public Land Institutions
Mills, DMH: Developing Mobile Home	Mills, PUD: Planned Urban Development
Mills, DR: Developing Residential	Mills, MSR: Mixed Sized Residential
Mills, EB: Established Buisness	Mills, MU: Mixed Use
Mills, EI: Established Industrial	Mills, UA: Urban Agriculture
	Mills, UR: Urban Agriculture Residential

WARRANTY DEED

THIS INDENTURE, made this 21 day of April, 2016, by and

between:

RIVER-RAIL COMMUNITY FEDERAL CREDIT UNION FORMERLY KNOWN AS NPRD FEDERAL CREDIT UNION,

the Grantor, and

BONANDER PROPERTIES LLC

whose address is:

945 PENDELL BOULEVARD M/A 2462 W. BALBEN RD
MILLS, WY 82644 CASPER, WY 82601

the GRANTEE, WITNESSETH:

That the grantor, for and in consideration of the sum of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, does, by these presents, grant, bargain, sell, CONVEY AND WARRANT unto the said grantee(s), all that certain tract, lot, piece, and parcel of land situated in the County of Natrona, State of Wyoming, and described as follows, to wit:

LOTS 2 AND 3, BLOCK 5, FREDEN ADDITION TO THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AS PER PLAT RECORDED JULY 17, 1981, AS INSTRUMENT NO. 315922.

Subject to Covenants, Conditions, Restrictions, and Easements of Record, if any.

RIVER-RAIL COMMUNITY FEDERAL CREDIT UNION FORMERLY KNOWN AS NPRD FEDERAL CREDIT UNION

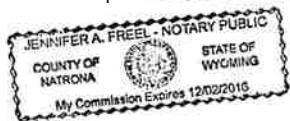
BY: [Signature] TYLER DISBURG, PRESIDENT

State of Wyoming )
County of Natrona ) ss.

This instrument was acknowledged before me on 21 day of April, 2016 by TYLER DISBURG, PRESIDENT of RIVER-RAIL COMMUNITY FEDERAL CREDIT UNION FORMERLY KNOWN AS NPRD FEDERAL CREDIT UNION

Given under my hand and notarial seal this 21 day of April, 2016.

My commission expires: 12/21/16 [Signature] Notarial Officer



Barcode
4/21/2016 10:12:51 AM NATRONA COUNTY CLERK
Pages: 1 Renea Vitto Recorded: SA Fee: \$12.00 AMERICAN TITLE AGENCY

**ARTICLES OF ORGANIZATION**  
**OF**  
**BONANDER PROPERTIES LLC**

The undersigned, being an adult under the laws of the State of Wyoming, and for the purpose of forming a close limited liability company under the Wyoming Limited Liability Company Act, *Wyoming Statutes 2010 §§ 17-29-101, et seq* (the "Act") and the Close Limited Liability Company Supplement, *Wyoming Statutes 2010 §§ 17-25-101, et seq* (the "Supplement"), submits the following Articles of Organization:

1. Company Name. The name of the limited liability company shall be "Bonander Properties LLC" (the "Company").

2. Name and Physical Address of Registered Agent. The name and physical address of the registered agent of the Company is as follows:

Richard A. Bonander  
1964 E. 1<sup>st</sup> Street  
Casper, WY 82601

3. Mailing Address. The mailing address of the Company where correspondence and annual report forms can be sent is as follows:

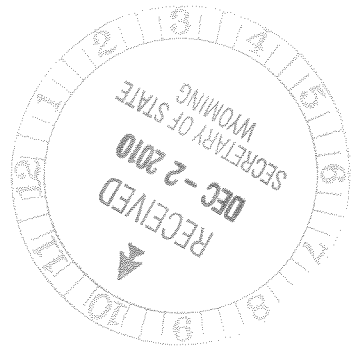
Bonander Properties LLC  
2462 W. Balben Road  
Casper, WY 82601

4. Principal Office. The address of the principal office of the Company is as follows:

Bonander Properties LLC  
2462 W. Balben Road  
Casper, WY 82601

5. Company's Management. The Company is or will be managed by a manager or managers. The names and addresses of the initial managers of the Company who shall serve as managers until their successors are duly elected and qualified are as follows:

Richard A. Bonander  
2462 W. Balben Road  
Casper, WY 82601

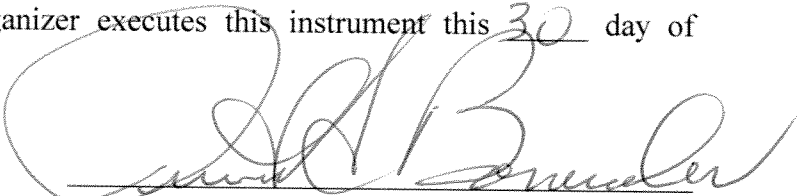


6. Statement of Manager's Authority. The manager or managers of the Company shall have the authority to:

- (A) Execute any instrument transferring real property held in the name of the Company; and
- (B) Execute any and all other documents and take any and all other actions as are necessary or convenient to further the purposes of the Company as set forth in these Articles, the Operating Agreement of the Company, the Supplement and the Act, in that order.

7. Election to be a Close Limited Liability Company. The Company elects to be a close limited liability company as provided and allowed by *W.S. §§ 17-25-101, et seq.*

**IN WITNESS WHEREOF**, the organizer executes this instrument this 30 day of November, 2010.

  
**Richard A. Bonander**, Organizer


Wyoming Secretary of State  
The Capitol Building, Room 110  
200 W. 24<sup>th</sup> Street  
Cheyenne, WY 82002-0020  
Ph. 307.777.7311  
Fax 307.777.5339  
E-mail: [corporations@state.wy.us](mailto:corporations@state.wy.us)

**CONSENT TO APPOINTMENT**  
**BY REGISTERED AGENT**

1. I, Richard A. Bonander, with registered office located at 1964 E. 1<sup>st</sup> Street, Casper, Wyoming 82601, voluntarily consent to serve as the registered agent for Bonander Properties LLC, a Wyoming limited liability company, on the date shown below.

2. I hereby certify that I am in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

DATED this 30 day of November, 2010.



**Richard A. Bonander**



# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

**Board Members Present:** Pattie Gould, Bob Greenley, Ed Greenwood and Leon Norvell were all present for this P&Z Meeting.

**Others in Attendance:** Megan Nelms, City Planner, Kevin O’Hearn, Building Official, Leo Maddox, Lewis James, JKC Engineering, Steve Loftin, Albon Shaw, Kammi Shaw, applicants were also in attendance.

Chairman Pattie Gould called the Meeting to order at 5:05 PM on April 6, 2023, as a quorum was present.

Chairman Pattie Gould asked board members if they had read the minutes of the March 16, 2023, P&Z Board meeting. Board Member Ed Greenwood made a motion to approve the minutes. Board Member Leon Norvell seconded the motion. Chairman Pattie Gould called for a vote to pass the minutes of the 6<sup>th</sup> of April 2023 P&Z meeting. All ayes, motion passed.

Pattie asked Megan to present the first agenda item. Megan introduced case number 23.01 FSP, the Maddox Resubdivision request.

**Background:**

The applicant is proposing to resubdivide a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb to remove the interior lot line and create one, singular parcel, for the purpose of building a shop for storage.

No comments were received from external and internal staff reviews. Megan provided an overview of the request:

**Planning Considerations:**

1. Revise the plat title, all legal descriptions, and the dedication to except out that 12’ x 24’ portion in the SW corner of Lot 1. It should read:
  - a. “Vacation & Replat of a portion of Lot 1 & all of Lot 2, Block 21, Mountain View Suburb to be known as Lot 1A, Block 21, Mountain View Suburb...”
2. Add at 5’ general utility easement around the interior boundary of the subdivision.
3. Survey Reviews:
  - a. Add elevations with the given coordinates and a note with vertical datum
  - b. Verify the survey date of April 2022

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

4. Submit organizational documents for Maddox Family Living Trust showing who is authorized to sign on behalf of the Trust.

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve the Maddox Resubdivision request, pending completion of all planning considerations.

Chairman Gould thanked Megan and asked if there were any questions from the Board. Board Member Greenley inquired about the survey changes and Megan explained they were very minor, mostly cosmetic changes to the plat. Mr. Maddox stated he would get the Trust documents as soon as possible.

Chairman Gould then asked if there was any further discussion. There was none so she called for a motion. Board Member Bob Greenley made a motion to provide the City Council with a “Do Pass” recommendation for the Maddox Resubdivision request. Board Member Leon Norvell seconded the motion. All voted in favor, motion carried.

Megan presented the next case, 23.02 FSP for the Freden Addition No. 3.

**Background:**

The applicant is proposing to resubdivide/adjust the boundary lines between three (3) lots within the Freden Addition for the purposes of cleaning up parcel ownership.

No comments were received from external and internal staff reviews. Megan provided an overview of the request:

**Planning Considerations:**

1. The Title Block should read “Vacation and Replat of Lots 2 & 3, Block 5, Freden Addition and Lot 4B, Block 5, Freden Addition City of Mills...”
2. Survey Reviews:
  - a. There is a mis-closure on Lot 2 of 9.30’. The west line is short
  - b. Label the widths of Pendell Blvd (80’) and Freden Blvd (50’)
  - c. Verify the survey date of April 2022
3. Cosmetic Changes to the Plat
  - a. In the Approvals, change the date on the City Council approval from 2022
  - b. In the Engineer’s Approval, change the year from 2013
  - c. In the Notary Block for the Surveyor’s Certificate, change the year from 2013
  - d. In the Notary Block for the owner’s signature, change the year from 2022
4. Submit organizational documents for Bonander Properties, LLC showing who is authorized to sign on behalf of the LLC.



# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve the final plat for the Freden Addition No. 3, pending completion of all planning considerations.

Chairman Gould thanked Megan and asked if there were any questions from the Board. The applicant was not in attendance at the meeting and there was no discussion regarding the case.

Chairman Gould then called for a motion. Board Member Ed Greenwood made a motion to provide the City Council with a “Do Pass” recommendation for the Freden Addition No. 3 request. Board Member Bob Greenley seconded the motion. All voted in favor, motion carried.

Megan presented then presented the next case, 23.03 FSP the final plat of the Shawville Addition.

**Background:**

The applicant is proposing to resubdivide four (4) lots within the Evergreen Park Subdivision to create five (5) lots for the purposes of redevelopment and clean-up of the area.

No comments were received from external and internal staff reviews. Megan provided an overview of the request:

**Planning Considerations:**

1. Modify the plat to include the vacation of that portion of S. 5<sup>th</sup> Avenue and
  - a. Revise the plat title & description to include the vacation of that portion of S. 5<sup>th</sup> Avenue and Lot 1, Blk 8, Evergreen Park No. 2
  - b. Modify Lot 1 and Lot 2, Blk 8 to include that vacated portion of S. 5<sup>th</sup> Avenue
  - c. Ensure all standards are met including:
    - i. Minimum lot width of 40’
    - ii. All lots have access to publicly dedicated right of way
  - d. Submit a revised plat for review
  
2. Verify the location of all utilities and the need for any applicable utility easements
  - a. Verify the needed 15’ utility easements
  - b. Ensure only needed easements are provided for the vacated portion of right of way
  
3. Cosmetic Changes to the Plat
  - a. The owner name across the plat needs to be “Shaw Investments, LLC” per the warranty deed.
  - b. Change the name of the neighboring landowner joining the subdivision to Kimberly Perez not Sylvester Graham
  - c. In the notary block, add “Managing Member” after Albon Shaw’s name
  - d. Remove the word “Attest” from the Mayor & Engineer’s signatures
  
4. Submit organizational documents for Shaw Investments, LLC showing who is

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

authorized to sign on behalf of the organization.

5. Add a legend for the lines – easements property boundaries, etc.

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve the final plat for the Shawville Addition, pending completion of all planning considerations.

Megan stated that the applicants had turned in a revised plat the day before, showing the unbuilt portion of S. 5<sup>th</sup> Avenue being vacated. They also added the neighboring property owner so that the vacated portion of right of way is equally distributed between the lots and have reconfigured the lots so all have the required amount of street frontage. The City will also now sign the plat as owner since they represent the public in the vacation of the right of way.

There was general discussion regarding the right of way vacation. All agreed that it was a good thing and the resubdivision plat is a good opportunity to get rid of it and clean up the lot lines.

Albon Shaw, applicant, discussed the work he has been doing on the property to clean it up. He has also had various discussions with the neighboring property owners about their future plans for the area, as he is looking at purchasing more lots in the future to clean up and re-develop. He stated the area has been like it is now for a number of years and things have just been left untouched.

Chairman Gould then asked if there was any further discussion. There was none so she called for a motion. Board Member Leon Norvell made a motion to provide the City Council with a “Do Pass” recommendation for the proposed Shawville Addition. Board Member Bob Greenley seconded the motion. All voted in favor, motion carried.

The next case on the agenda had been tabled at the January 2023 meeting. Megan informed the Chairman that they need to make a motion to remove the case from the tablet to consider it. Chairman Gould then asked for a motion to the remove case 22.01 PSP from the table to consider it. Board Member Bob Greenley moved to remove the case from the table for consideration. Board Member Ed Greenwood seconded. All voted in favor, motion carried.

Megan then presented case 22.01 PSP, the preliminary plat for proposed Midway Subdivision. She stated that the plat had been tabled back in January so that the applicant could revise the plat based on comments provided by the commission. She then provided an overview of the case.

### **Background:**

The applicants are proposing to subdivide approximately 39.69-acres into an 18-lot industrial subdivision. Each lot averages approximately 1.50-acres in size.

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023 MILLS PLANNING & ZONING BOARD MEETING

## Planning Considerations:

1. There is no legal access to proposed Lot 8 or Tract A
  - a. Only the south 30’ of the MJB Rd. right of way touches the subject
  - b. Must provide 60’ of access & construct the roadway
  - c. There is a 60’ wide electrical easement and a power structure in the area where the right of way could be extended
  - d. Revise the plat to provide 60’ of access to proposed Lot 8 and Tract A
2. All cul-de-sacs shall have a radius of no less than 96’ in diameter.
3. Verify and ensure all easements are properly labeled.
  - a. Add 5’ general utility easements to each side of all interior lots lines.
4. The 75’ wide powerline (WAPA easement) shall be crosshatched on the plat face and add language “RESTRICTED BUILDING AND VEGETATION AREA”.
5. Add the following as a notes section on the plat face with regard to the WAPA easement:

*The United States Government (US) holds an access and a 75-foot-wide Casper-Glendo N transmission line easement (37.5 feet on either side of centerline) for the right to operate, patrol, repair, maintain, use, construct, and reconstruct an electrical transmission line across Tract A and Lots 8 and 11. The following activities are prohibited within the transmission line easement:*

- a. *Structures are not allowed on the easement. Structures, by way of example, not by limitation, shall mean buildings, sheds, mobile homes, signs, storage tanks, septic systems, swimming pools, tennis courts, basketball courts, gazebos or similar facilities.*
- b. *All vegetation on the easement shall not exceed a maximum height of 3 feet at maturity.*
- c. *Excavation is not permitted within 27 feet of any tower footings. A minimum of 30 feet of ground to conductor clearance must be maintained at all times.*
- d. *Wells and mining operations are not allowed within the easement.*
- e. *WAPA shall review fence plans affecting the easement area prior to installation. If fences are placed across the easement, 14-foot-wide gates are required for access along the easement.*
- f. *All improvement plans affecting the easement must be reviewed and approved by WAPA prior to development. Requests for permission to use the transmission line easement should be submitted to: Western Area Power*

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023 MILLS PLANNING & ZONING BOARD MEETING

*Administration, Attn: Lands Department, 5555 East Crossroads Boulevard, Loveland, Colorado 80538.*

- 6. All lots must show adequate buildable area:
  - a. Provide site plans showing buildable area, including the access drive, a shop/structure and parking area for proposed Lots 4, 5 & 6.
  
- 7. Submit organizational documents for Tetral Corporation of Casper, showing who is authorized to sign on behalf of the corporation.
  
- 8. Survey Review:
  - a. Change the label in the vicinity map to “Midway Subdivision” instead of “Property Location”
  - b. Verify the monument recovered at the CN1/16. The symbol indicates recovered corner as noted.
  - c. Provide the date(s) of survey in the Certificate of Surveyor
  - d. Add “An Addition to the City of Mills” under Midway Subdivision in the Title Block and across the face of the plat
  - e. There is no interior monumentation shown on the plat. All lot corner monuments shall be set now or after construction of infrastructure. Set and label or add a note to the plat face stating otherwise
  
- 9. Cosmetic Revisions to the Plat:
  - a. Remove the language in the lower right titled “Recorded”, that will go in the box in the upper right.
  - b. The surrounding property is labeled incorrectly. At the SW corner, it should be Lot 19, B&B Subdivision, not Lot 10.
  - c. The lot line is missing between Lots 12 & 13
  - d. Revise the Approval signatures:
    - i. Add the statement “Approved by the City Council of Mills, WY by Resolution No. \_\_\_\_, duly passed, adopted and approved this \_\_ day of \_\_\_\_\_ 20\_\_.”
    - ii. Revise the signature lines to Mayor, City Clerk and City Engineer
    - iii. Just have a signature line for the Clerk to attest the Mayor’s signature
    - iv. REMOVE the signature lines for the City of Casper.

**Staff Recommendation:** Staff recommends APPROVAL of the preliminary plat upon all preliminary planning considerations being completed. The applicant will then submit a Final Plat for review & consideration.

Chairman Gould thanked Megan and asked if there were any questions from the Board. Megan stated that one of the concerns with the previous version of the plat was the number of lots that were unbuildable, mainly because of easements or topography. Board Member Greenley made the suggestion that perhaps the applicant could tract the property into 4-5 10-acre lots, then as

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

purchasers came, they could further subdivide down to the size they were needing. There was discussion about how much money would be spent installing the infrastructure to numerous smaller lots when you don't really know what potential purchasers are going to want. It could also help with the access issues and eliminate some infrastructure construction costs.

Steve Loftin, the developer, stated that he is way out ahead of putting anything up for sale right now and he doesn't have anyone in line to buy anything right now. They have planned out the utilities for the layout as it is now, and it will work. Bob stated that he would still suggest subdividing larger tracts and planning for minimal utilities. He thought the likelihood of someone coming in and wanting more than one of the very small lots is very high. Steve replied that his plan right now is to rent them out, versus selling.

There was general discussion about what can go underneath the WAPA powerlines, in that easement. It is pretty basic and limited to storage of movable items.

The lack of access to proposed Lot 8 and Tract A was discussed. There is only 30' of dedicated right of way touching this parcel from MJB Road, so they will need to provide an alternate access. Mr. Loftin stated that he owns all the property to the north. Megan stated that was good as it provides a way that the plat can be revised to allow MJB Road to continue through and provide the 60' of required right of way.

There was also discussion about water infrastructure. They are currently served by Wardwell, and Wardwell is going away by the end of the year. Bar Nunn is supposed to take over all Wardwell infrastructure, however, Mills will be taking over everything south of the highway, including serving this property. Lewis James, the applicant's agent, stated they had already approached Wardwell about servicing the new development and had preliminary approval. Megan asked that he send a copy of the letter or meeting minutes showing the approval.

A general discussion was had about the property and the future of Mills water system infrastructure. There is a hill on this property that is of good elevation for Mills to install a water storage tank in the future, if needed.

Chairman Gould then asked if there was any further discussion. There was none so she called for a motion. Board Member Bob Greenley made a motion to provide the City Council with a "Do Pass" recommendation for the preliminary plat for Midway Subdivision. Board Member Ed Greenwood seconded the motion. All voted in favor, motion carried.

There were no further agenda items for the evening. Staff then passed out a copy of pages from Title 17, the City's Zoning Code. He stated that Mike Roden had resigned from the commission, so the city needs to appoint someone to fill his unexpired term. In reviewing that process, City staff noted that none of the commission members had been re-appointed for a number of years,

# MINUTES OF THE 6<sup>th</sup> OF APRIL 2023

## MILLS PLANNING & ZONING BOARD MEETING

and all of them were serving in expired terms. The City would like to start following the requirements for appointment of commission members found in Title 17 and go through the appointment process each year. There was discussion on the application process, how long everyone has been on the commission, any qualifications to serve on the commission and transparency.

The commission stated they really would like someone from Council to come to a meeting occasionally. Megan said she would reach out to invite Mayor Juarez to the next regular meeting.

Kevin asked that everyone check their personal emails to ensure that the City still has their good addresses as staff is looking at providing monthly meeting informational packets via email. Ed stated he would still like to receive a paper packet.

With no further business, Chair Pattie Gould declared the meeting adjourned at 6:20 PM.

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Pattie Gould, Chair

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Attested: Christine Trumbull

**Resolution No. 2023-6**

**A RESOLUTION FOR FREDEN ADDITION NO. 3, A VACATION AND REPLAT OF A LOTS 2 & 3, BLOCK 5, FREDEN ADDITION AND LOT 4B, BLOCK 5, FREDEN ADDITION, CITY OF MILLS**

**WHEREAS**, the City of Mills is a municipal corporation under the laws of the State of Wyoming; and

**WHEREAS**, Bonander Properties, LLC is the owner of Lots 2, 3 & 4B, Block 5, Freden Addition; and

**WHEREAS**, said owner has petitioned the City of Mills to vacate and replat said property as Freden Addition No. 3, City of Mills; and

**WHEREAS**, said plat was modified to satisfactorily address requests and requirements made by City Staff and Utility Providers; and

**WHEREAS**, said plat complies with City of Mills subdivision standards; and

**WHEREAS**, said plat complies with the minimum lot size and lot width requirements for the Established Industrial Zoning District; and

**WHEREAS**, the Planning & Zoning Board met on April 6, 2023 and forwarded a “Do Pass upon completion of all planning considerations” recommendation for said plat to the City Council.

**THEREFORE, BE IT RESOLVED**, the Mills City Council considered the application and recommendations of staff and the Planning & Zoning Board at a Council meeting held on 25 April 2023 and approved Freden Addition No. 3, a vacation and replat of Lots 1 & 2, Block 5, Freden Addition and Lot 4B, Block 5, Freden Addition, City of Mills.

1. All planning consideration shall be met.
2. Upon City Council approval, a “Final Plat” will be provided to the City of Mills for recordation with the Natrona County Clerk’s Office.

**PASSED, APPROVED AND ADOPTED THIS 25<sup>TH</sup> Day of April, 2023.**

CITY OF MILLS, WYOMING

\_\_\_\_\_  
Leah Juarez, Mayor

\_\_\_\_\_  
Sara McCarthy, Council

\_\_\_\_\_  
Cherie Butcher, Council

\_\_\_\_\_  
Tim Sutherland, Council

\_\_\_\_\_  
Brad Neumiller, Council

ATTEST:

\_\_\_\_\_  
Christine Trumbull, City Clerk



**CITY OF MILLS**  
EST. 1921

704 Fourth Street  
P.O. Box 789  
Mills, WY 82644

Phone: 307-234-6679  
Fax: 307-234-6528

Item #1.

## Memorandum

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**TO:** Mills City Council

**FROM:** Megan Nelms, AICP, City Planner

**DATE:** February 9, 2023

**SUBJECT: Maddox Rezone**  
A portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb

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**Case Number:** 22.03 COZ

**Summary:** The applicant is proposing to rezone a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb from DR (Developing Residential) to EB (Established Business) for the purposes of building a shop for storage.

**Current Zoning:** DR (Developing Residential)

**Proposed Zoning:** EB (Established Business)

**Parcel Size:** 13,068 sq. ft

**Planning Commission Recommendation:** At their February 2, 2023 meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the rezoning request.

**Staff Recommendation:** Staff recommends APPROVAL of the rezoning request.





# MINUTES OF THE 2<sup>nd</sup> of FEBRUARY 2023 MILLS PLANNING & ZONING BOARD MEETING

**Board Members Present:** Pattie Gould, Bob Greenley, Leon Norvell and Mike Roden were all present for this P&Z Meeting. Ed Greenwood arrived at 5:20 PM.

**Others in Attendance:** Megan Nelms, City Planner and Leo Maddox, applicant were also in attendance.

Chairman Pattie Gould called the Meeting to order at 5:16 PM on February 2, 2023, as a quorum was present.

Chairman Pattie Gould asked board members if they had read the minutes of the January 5, 2023 P&Z Board meeting. Board Member Leon Norvell made a motion to approve the minutes as presented and Board Member Mike Roden seconded the motion. Chairman Pattie Gould called for a vote to pass the minutes of the 5<sup>th</sup> of January 2023 P&Z meeting. All ayes, motion passed.

Pattie asked Megan to present the agenda item. Megan introduced case number 23.01 COZ, the Maddox Rezoning request.

**Background:**

The Maddox Family Trust, represented by Leo Maddox, Trustee owns a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb. The applicant is proposing to rezone the property from DR (Developing Residential) to EB (Established Business) for the purposes of building a shop for storage.

**Notifications were sent to utility reviewers on December 28, 2022:**

No comments were received from external and internal staff reviews. Megan provided an overview rezoning request:

**Planning Considerations:**

The 2017 Comprehensive Plan Future Land Use Map designates this area as Mixed Use and Medium Density Residential. The re-zoning request is in accordance with the future land use map.

There are no zoning considerations. All future development will be subject to the EB (Established Business) zoning district requirements.

# MINUTES OF THE 5<sup>TH</sup> OF JANUARY 2023 MILLS PLANNING & ZONING BOARD MEETING

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve the rezoning request for a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb.

Chairman Gould thanked Megan and asked if there were any questions from the Board. There was general discussion about historic uses of the property. Board Member Greenley stated the shop should fit right in, as everything surrounding the property, except for two homes, is business or business related. Board Member Norvell asked about drainage conditions and if Mr. Maddox had thought about that. Mr. Maddox stated that the drainage on the property is pretty decent and that it is set up for underground drainage already. He said the previous owner had plans to put place a home there and had started work on over-lot drainage issues, so now it should be good to go.

Board Member Greenley asked if there was any grading that needed to be done or if there were any plans for a retaining wall. Mr. Maddox stated he was planning to bring in additional fill dirt, but he wasn't sure yet on the retaining wall, as they are still working on the site plan and where the building will sit on the property. He stated he was still getting bids on metal buildings and that they are about 2-3 months out on getting the structure built.

There was general discussion about plans for the building, including types of utilities and other infrastructure. Mr. Maddox said he wasn't planning for any interior floor drains, though he was going to have a bath and insulate the interior. The utilities are already to the lot line and accessible.

Mr. Maddox had general questions about the process and building permits. Megan explained the process and next steps with the City Council and said once he gets final approval for the rezoning, he will be able to work with Kevin to turn in building plans and receive his permit.

Chairman Gould then asked if there was any further discussion. There was none so she called for a motion. Board Member Bob Greenley made a motion to provide the City Council with a "Do Pass" recommendation for the rezoning of a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb. Board Member Leon Norvell seconded the motion. All voted in favor, motion carried.

After the applicant left, Megan discussed recent development inquiries she had received as well as upcoming cases for the March 2023 P&Z meeting.

With no further business, Chair Pattie Gould declared the meeting adjourned at 5:38 PM.

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Pattie Gould, Chair

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Attested: Christine Trumbull

## Maddox Rezoning

**Planning Commission Meeting**  
February 2, 2024

**City Council Meeting**  
February 14, 2023

**Applicants:** Leo Maddox

**Case Number:** 23.01 COZ

**Summary:** The applicant is proposing to rezone a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb from DR (Developing Residential) to EB (Established Business) for the purposes of building a shop for storage.

**Legal Description:** A portion of Lot 1 & all of Lot 2, Block 21, Mountain View Suburb

**Location:** The property is located on the southeast corner of Gardner St. and Chalmers St., with a physical address of 111 Gardner.

**Current Zoning:** DR (Developing Residential)

**Proposed Zoning:** EB (Established Business)

**Parcel Size:** 13,068 sq. ft

**Existing Land Use:** The parcel is currently vacant.

**Adjacent Land Use:** North: Mountain View Suburb (ER)  
South: Mountain View Suburb (EB)  
East: Mountain View Suburb (DR)  
West: Mountain View Suburb (ER & EB)

### **ZONING CONSIDERATIONS:**

The 2017 Comprehensive Plan Future Land Use Map designates this area as Mixed Use and Medium Density Residential. The re-zoning request is in accordance with the future land use map.

There are no zoning considerations. All future development will be subject to the EB (Established Business) zoning district requirements.

### **Staff Recommendation:**

Staff recommends APPROVAL of the rezoning request.



**CITY OF MILLS  
PETITION FOR ZONE CHANGE**



Item #1.

**or  
APPLICATION FOR SPECIAL REVIEW PERMIT**  
Pursuant to the Mills City Code

City of Mills, Wyoming  
704 4<sup>th</sup> Street (Physical address)  
P.O. Box 789 (Mailing address)  
Mills, Wyoming 82644

**RECEIVED**

DEC 12 2022

Date: \_\_\_\_\_

Return by: 12-14-22

(Submittal Deadline)

For Meeting on: 1-5-23

**ZONE CHANGE**       **SPECIAL REVIEW**

**PLEASE PRINT**

**PRIMARY CONTACT:** LEO MADDox

**APPLICANT/PROPERTY OWNER(S) INFORMATION:**

Print Owner Name: LEO MADDox / MERLENE MADDOX

Owner Mailing Address: 3511 EAST 22 ND

City, State, Zip: CASPER, WY. 82609

Owner Phone: 307-265-8375

Applicant Email: LEOS65VETTE@YAHOO.COM

**AGENT INFORMATION:**

Print Agent Name: SAME

Agent Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Agent Phone: \_\_\_\_\_

Agent Email: \_\_\_\_\_

**PROPERTY INFORMATION:**

Subject property legal description (attach separate page if long legal): PT LOT 1 AND 2, BLOCK 21,

MOUNTAIN VIEW MILLS, WY. 82604

Physical address of subject property if available: POSSIBLY 111 GARDNER

Size of lot(s) 100' x 135' sq. ft/acres.

Current zoning: RESIDENTIAL Current use: VACANT

Intended use of the property: INDUSTRIAL

Zoning within 300 feet: INDUSTRIAL/RESIDENTIAL Land use within 300 feet: INDUSTRIAL/RESIDENTIAL

**ATTACHMENTS (REQUIRED):**

- **Proof of ownership:** \_\_\_\_\_ (such as deed, title certification, attorney's title opinion)

**SIGNATURE(S):**

The following owner's signature signifies that all information on this petition/application is accurate and correct to the best of the owner's knowledge; and that the owner has thoroughly read and understands all petition/application information and requirements. [In addition to the owner's signature(s), if an agent of the owner is also to be notified and/or contacted for all communications relating to this application, please have the agent sign below.]

I (We) the undersigned owner(s) of the property described above do hereby petition/make application to the City of Mills for:

ZONE CHANGE TO INDUSTRIAL  
OWNER Signature Leo Maddox      OWNER Signature Merlene Maddox

AGENT Signature \_\_\_\_\_

**FEE: \$250.00 (non-refundable)**

City of Mills  
Rev: 05/2016

Petition for Zone Change or  
Application for Special Review Permit

November 21, 2022

By signing this document, I agree to the request to change the zoning of 4223 Chalmers

From residential to ~~industrial~~ <sup>business</sup>

Signed

Address

1. Cal Hill

4360 Highway

2. Rachael Bull

4333 Chalmers

3. Margaret Parker

4371 Chalmers

4. Roberto Taster

4380 Chalmers

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

# Maddox Re-Zone – Developing Residential to Established Business

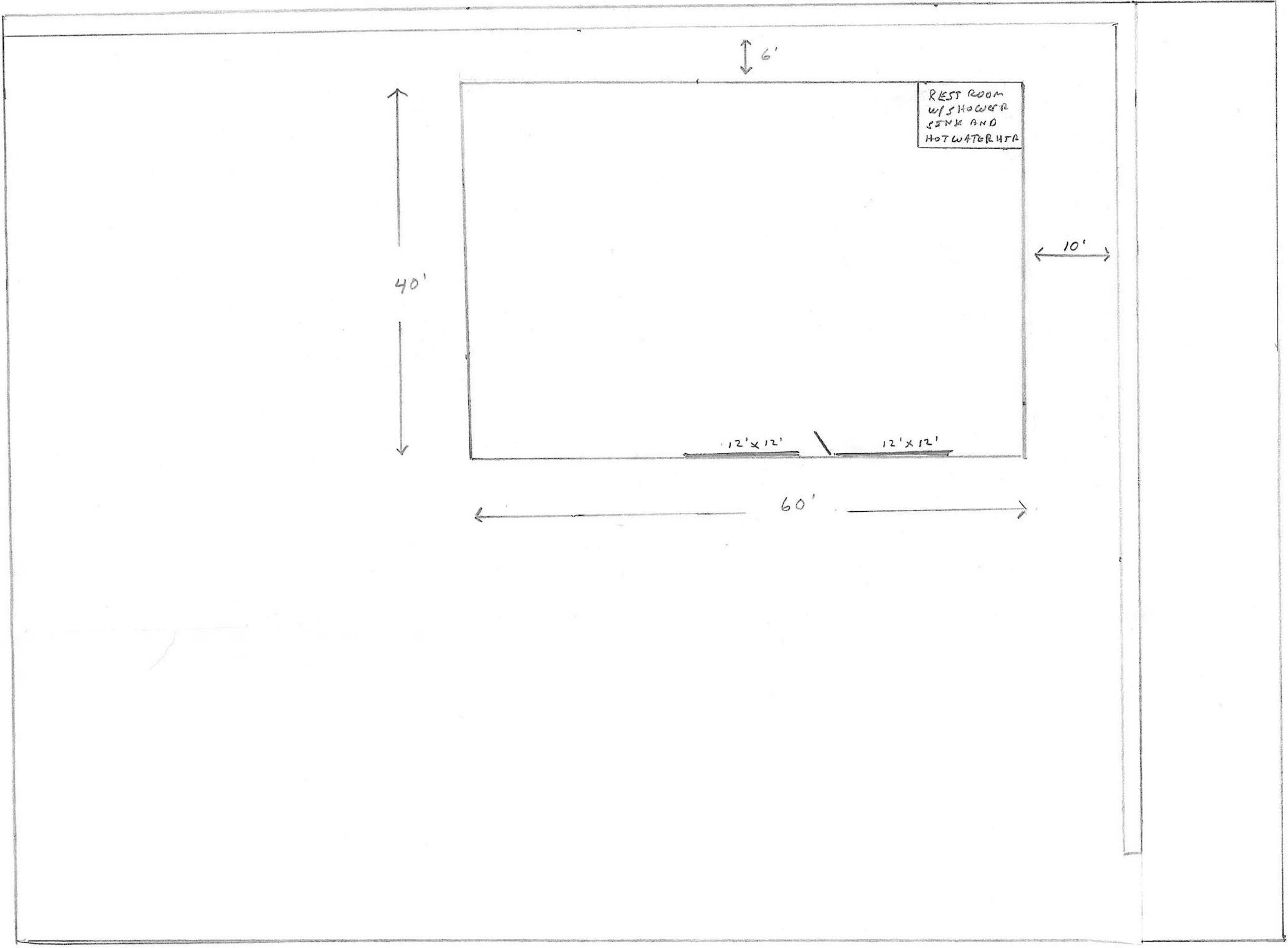


## Mills Zoning Districts

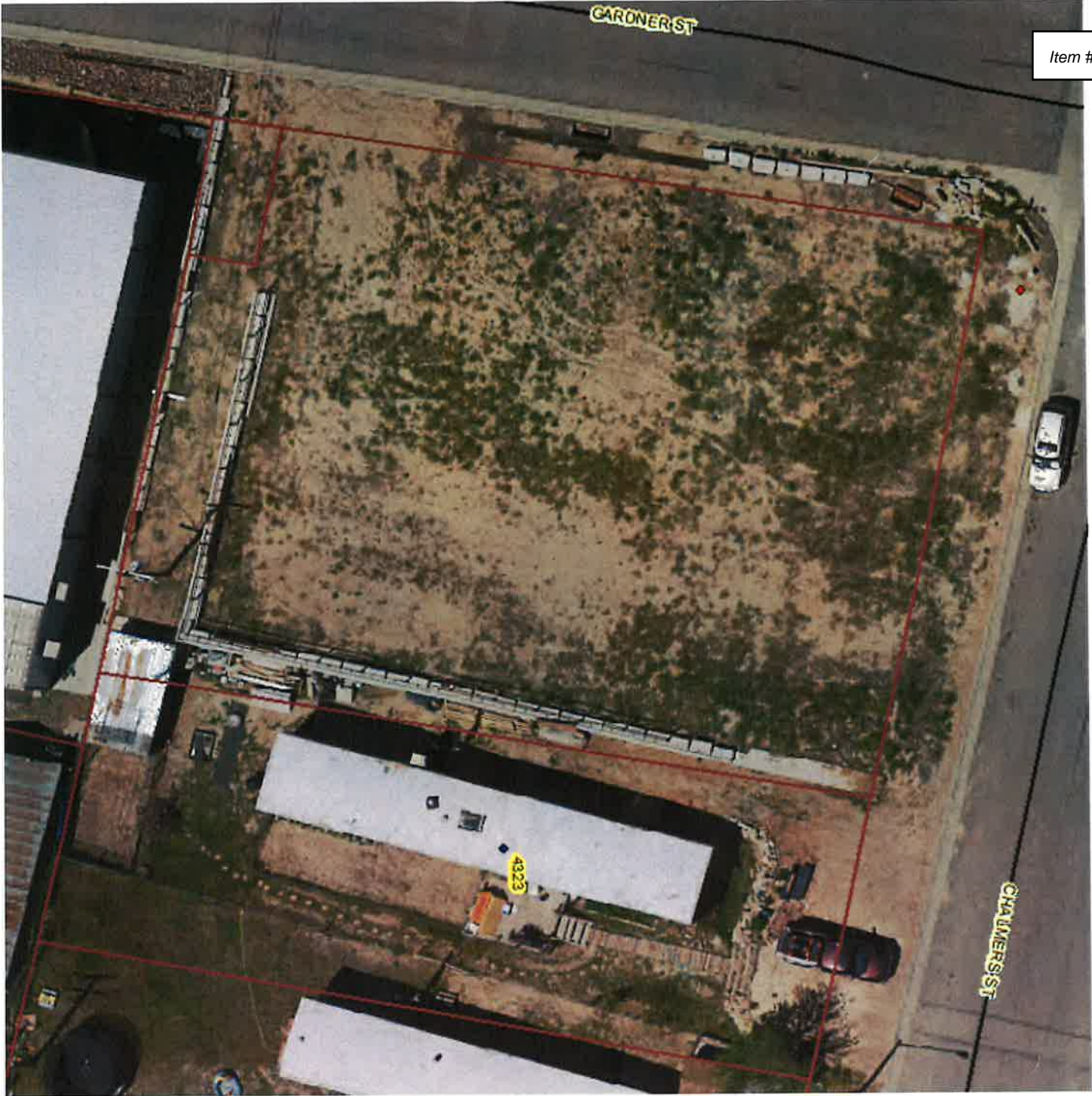
- |                                    |  |
|------------------------------------|--|
| Mills, DB                          | Mills, ER: Established Residential       |
| Mills, DI: Developing Industrial   | Mills, PLI: Public Land Institutions     |
| Mills, DMH: Developing Mobile Home | Mills, PUD: Planned Urban Development    |
| Mills, DR: Developing Residential  | Mills, MSR: Mixed Sized Residential      |
| Mills, EB: Established Buisness    | Mills, MU: Mixed Use                     |
| Mills, EI: Established Industrial  | Mills, UA: Urban Agriculture             |
|                                    | Mills, UR: Urban Agriculture Residential |

Site Plan

CHANDLER



GARDNER





# Surrounding Property Owner Notification

Item #1.

Name	Address	City	State	Zip
James Barton	145 Manly Rd	Casper	WY	82601
Rachel Bull	4333 Chalmers	Mills	WY	82604
Morgan Henry	4141 S Seneca St. Apt. 913	Witchita	KS	67217
Carl Hill	Box 1797	Mills	WY	82644
Donovan Robinson	4675 Boles Rd	Casper	WY	82604
Robert Selvey	4388 E Highway St	Casper	WY	82604
Buckley Parker	104 Gardner St	Casper	WY	82604

# Customer Ad Proof

Item #1.

156-60002780 Town of Mills

Order Nbr 83977

**Publication** Casper Star-Tribune

Contact Town of Mills  
Address 1 P.O. BOX 789  
Address 2  
City St Zip MILLS WY 82644  
Phone 3072346679  
Fax

Section Legal Notices  
SubSection  
Category 940 Public Meetings

Ad Key 83977-1  
Keywords NOTICE OF PUBLIC HEARING A pub

Notes

PO Number  
Rate Legal Notice  
Order Price 163.32  
Amount Paid 0.00  
Amount Due 163.32

Start/End Dates 12/16/2022 - 01/13/2023  
Insertions 3  
Size 26

Salesperson(s) Shawn Killinger  
Taken By Shawn Killinger

**Ad Proof** NOTICE OF PUBLIC HEARING

A public hearing will be held by the Mills Planning & Zoning Board on February 2, 2023, at 5:00 p.m., and the Mills City Council will hold a public hearing on February 14, 2023, at 7:00 p.m., in the Council Chambers, located at 704 Fourth Street, Mills, WY, for the purpose of hearing a rezoning request for Lots 1 & 2, Block 21, Mountain View Suburb. The applicant has requested the property currently zoned D-R (Developing Residential) to be zoned E-B (Established Business).  
Anyone having an interest in the property should attend the meetings. Comments may also be made in writing and given to the City Clerk before noon on January 27, 2023.  
Published: December 16 & 30, 2022 & January 13, 2023  
Legal No: 83977

**ORDINANCE NO. 792**

**AN ORDINANCE TO REQUIRE MASSAGE BODYWORK THERAPISTS TO MAINTAIN PERMITS FROM THE CITY OF MILLS**

**WHEREAS**, The City of Casper has amended its code to require Massage Bodywork Therapists to acquire a permit from the City of Casper in order to operate within Casper’s municipal boundaries; and

**WHEREAS**, Said Ordinance exists in order to protect the health, safety and welfare of the residents of Casper, Wyoming and to also help prohibit the illegitimate use of the name of the occupation by persons or entities to disguise their actual purpose; and

**WHEREAS**, The City of Mills is adjacent to the City of Casper and, therefore, has a legitimate concern that persons or entities seeking to evade the operation of the provisions of the ordinances in Casper may locate in Mills; and

**WHEREAS**, The City of Mills has the same health, safety and welfare concerns as the City of Casper in regard to its citizens

**NOW THEREFORE**, The City Council of the City of Mills, Wyoming hereby adds to its Municipal Code the attached Sections 8.40.100 to 8.40.280. This ordinance shall be in full force and effect upon passage on three readings and publication.

**PASSED on 1<sup>st</sup> reading the \_\_\_\_\_ day of \_\_\_\_\_ 2023.**

**PASSED on 2<sup>nd</sup> reading the \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

**PASSED, APPROVED AND ADOPTED on 3<sup>rd</sup> and final reading this \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

**CITY OF MILLS, WYOMING**

\_\_\_\_\_  
Leah Juarez, Mayor

\_\_\_\_\_  
Sara McCarthy, Council

\_\_\_\_\_  
Brad Neumiller, Council

\_\_\_\_\_  
Cherie Butcher, Council

\_\_\_\_\_  
Tim Sutherland, Council

ATTESTED:

\_\_\_\_\_  
Christine Trumbull, City Clerk