



CITY OF MILLS
EST. 1921

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

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

Memorandum

TO: Mills City Council

FROM: Megan Nelms, AICP, City Planner

DATE: May 28, 2024

SUBJECT: T-LEE Addition – Annexation & Final Plat

Case Number: 24.02 FSP

Summary: The applicant is proposing to subdivide approximately 5.93-acres into two (2) lots, one 1.25-acres in size and the other being 4.68-acres in size. A 1/16 line cuts the property, and a portion currently falls within Natrona County jurisdiction. The in conjunction with the subdivision plat, the applicant has submitted an Annexation Plat associated petition to bring the entire property into the City of Mills.

Current Zoning: ER (Established Residential) & County Zoning – LI (Light Industrial) *the zoning will be changed when the amended Title 17 is adopted.

Planning Commission Recommendation: At their May 2, 2024, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the subdivision and annexation request, pending completion of all planning considerations.

Staff Recommendation: All planning considerations have been met and staff recommends APPROVAL of the proposed annexation and subdivision plat.

T-LEE Addition

Annexation

Planning Commission Meeting
May 2, 2024

City Council Meeting

Applicants: Todd & Terry Lee

Case Number: 24.02 FSP

Agent: Paul Svenson, WLC Engineering

Summary: The applicant is proposing to subdivide approximately 5.93-acres into two (2) lots, one 1.25-acres in size and the other being 4.68-acres in size.

Legal Description: A portion of the SW $\frac{1}{4}$ NE $\frac{1}{4}$ and SE $\frac{1}{4}$ NE $\frac{1}{4}$ Section 7, T33N, R79W

Location: The property is located on the southeast curve where 1st Street changes to Van Horn Avenue.

Current Zoning: ER (Established Residential) & County Zoning – LI (Light Industrial)
*the zoning will be changed when the amended Title 17 is adopted.

Existing Land Use: There is an existing multi-family apartment structure on proposed Lot 2.

Adjacent Land Use: North: Various Commercial Businesses (EB)
South: Unplatted larger acreage parcels (EI)
East: Pepper Tank Business (County)
West: Various Commercial Businesses & Park Land (EB & PLI)

Planning Considerations:

In April 2024, Todd & Terry Lee submitted the attached petition to annex a parcel of land located in a portion of the SW $\frac{1}{4}$ NE $\frac{1}{4}$ and SE $\frac{1}{4}$ NE $\frac{1}{4}$ Section 7, T33N, R79W. A portion of this property is already within the City of Mills boundaries, as it appears the 1/16 line within Section 7 was a historical boundary line for annexation for Mills. The portion of the property west of this 1/16 line is in the city limits, while the remainder is outside. This has presented development challenges for the property owner, with a portion of the property being in Natrona County jurisdiction.

There is also an existing multi-family apartment structure on the portion of the property that is within Mills boundary. The owner is ready to move forward with development of the remainder of the property and has timely submitted a petition for annexation and a final subdivision plat to create two separate parcels.

Annexation Notification

Per statute, notification of the annexation was sent by certified mail to Utility Providers, Natrona County Road & Bridge, and surrounding landowners. No comments were received as of the date of this report.

T-LEE Final Subdivision Plat

The T-LEE final subdivision plat was submitted in conjunction with the petition for annexation. It has been sent to utility providers and the development review group. No comments have been received as of the date of this report.

Annexation Procedure

The proposed annexation is required by Wyoming State Statute to proceed according to the following:

- The city received a signed Annexation Petition containing a legal description and map of the subject property on April 11, 2024.
- After verification by the City that the Petition is complete, the City Council will adopt a resolution certifying compliance with Wyoming Statute.
- A plat of the area to be annexed has been prepared and presented to the Planning Commission for recommendation to City Council.
- A public hearing is conducted after the required notification period and an annexation report is attached hereto.

Staff Recommendation:

Staff recommends APPROVAL of the proposed annexation and that the Planning Commission make a ‘do pass’ recommendation to City Council.

Planning Commission Recommendation: Planning Commission recommended DO PASS on the proposed T-LEE Addition annexation and final subdivision plat.

City Council Decision:

T-LEE Addition

Final Plat

Planning Commission Meeting
May 2, 2024

City Council Meeting
May 28, 2024

Applicants: Todd & Terry Lee

Case Number: 24.02 FSP

Agent: Paul Svenson, WLC Engineering

Summary: The applicant is proposing to subdivide approximately 5.93-acres into two (2) lots, one 1.25-acres in size and the other being 4.68-acres in size.

Legal Description: A portion of the SW¹/₄NE¹/₄ and SE¹/₄NE¹/₄ Section 7, T33N, R79W

Location: The property is located on the southeast curve where 1st Street changes to Van Horn Avenue.

Current Zoning: ER (Established Residential) & County Zoning – LI (Light Industrial)
*the zoning will be changed when the amended Title 17 is adopted.

Existing Land Use: There is an existing multi-family apartment structure on proposed Lot 2.

Adjacent Land Use: North: Various Commercial Businesses (EB)
South: Unplatted larger acreage parcels (EI)
East: Pepper Tank Business (County)
West: Various Commercial Businesses & Park Land (EB & PLI)

Planning Considerations:

1. Most of the property lies within the floodplain. Show the floodplain zone boundary lines on the plat for clarification.
2. Clarify the 20' wide utility easement shown with the tie along the boundary between Lots 1 & 2 and the 10' utility easement crossing the eastern corner of Lot 1
 - a. The line is different than the symbol for other easements and the line shown in the legend.

3. Cosmetic changes to the plat:
 - a. The 1/16 line is the same symbol as the 'Easement' line in the legend
 - b. Darken the boundary line between Lots 1 & 2
 - c. There are lines running through some of the bearings & distances, making them hard to read, e.g. the top back of curb line and the line near the NE corner of Lot 2, running through the POB information.
 - d. Label the width of Van Horn Avenue

 4. Survey Reviews:
 - a. Add a set corner symbol on the easterly property line
 - b. Set brass caps at all perimeter corners
-

Staff Recommendation:

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

Planning Commission Recommendation:

City Council Decision:



CITY OF MILLS PETITION FOR ANNEXATION



DESCRIBING CERTAIN LANDS AND/OR REQUESTING THAT SAID LANDS BE ANNEXED TO AND MADE A PART OF THE MUNICIPAL CORPORATION OF MILLS, WYOMING.

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

Date: 4-22-24
Return by: _____
(Submittal Deadline)
For Meeting on: _____

PLEASE PRINT

APPLICANT/PROPERTY OWNER(S) INFORMATION:

AGENT INFORMATION:

Print Owner Name:
Todd Lee
Owner Mailing Address:
523 E C St
City, State, Zip: Casper, WY 82601
Owner Phone: 307-267-2924
Applicant Email: Tlspainting56@gmail.com

Print Agent Name:
Paul Svenson, WLC Engineering Surveying
Agent Mailing Address:
200 Pronghorn
City, State, Zip: Casper, WY 82601
Agent Phone: 307-266-2524
Agent Email: psven@wlcwyo.com

PROPERTY INFORMATION:

Subject property legal description (attach separate page if long legal): Portion of the SE1/4NE1/4 and SW1/4 Natrona County, Wyoming. Per Tract 4 as described in Instrument #1134455, 12-14-2022.
Physical address of subject property if available: 112 Vanhorn Ave., Mills, Wyoming 82604
Size of lot(s) 5.94 Acres sq. ft/acres.
Current zoning: Mills portion ER. County portio Current use: Fourplex apartment and vacant land
Intended use of the property: Subdivide into two lots. Keep apartment on one lot and build single fami
Zoning within 300 feet: EI, LI, EB Land use within 300 feet: Industrial & Commerci

SUBDIVISION INFORMATION:

1. Proposed Name of Subdivision to be Annexed: T-LEE Addition
2. New Legal Description of Land to be Annexed (Must Provide Area Map):
Lots 1 & 2, T-LEE Addition
3. Size of Proposed Subdivision; Square Feet and/or Acres 5.94 Acres
4. Number of Lots and Blocks 2 lots
5. Present Zoning, City or County Mills portion ER. County portion LI.
6. Proposed Zoning TBD
7. Ultimate Land Use Residential and multi-family residential
8. Present Land Use Multi-family residential and vacant lands
9. Proposed Use of Land Single family residential & multi-family residential
10. Open Space or Public Sites Dedication:
 - A. Land Allocation None
 - B. Cash Payment None

C. (Commercial and Industrial areas only) Landscaping _____

11. FEES: Per Wyoming State Statute costs to prepare Annexation Reports can be charged to the Petitioner.

12. Surrounding land uses, zoning, and status:

	<u>LAND USE</u>	<u>ZONING</u>	<u>CITY OR COUNTY</u>
NORTH	<u>Industrial</u>	<u>EI</u>	<u>CITY</u>
SOUTH	<u>Parklnad</u>	<u>PLI</u>	<u>CITY</u>
EAST	<u>Industrial</u>	<u>LI</u>	<u>COUNTY</u>
WEST	<u>Commercial</u>	<u>EB</u>	<u>CITY</u>

13. Percent of the perimeter of the area proposed for annexation which is adjacent to the city limits:
35%

SIGNATURE(S):

The following owner(s) signature(s) represent a majority of the landowners owning a majority of the area sought to be annexed and signify that all information on the complete annexation application is correct, and that each owner has read and thoroughly understands all annexation information and requirements.

Sign Name (Property Owner): Todd R. Lee Date: 4-22-24
 Print Name (Property Owner): Todd R Lee
 Description of Land Owned: A portion of the SW¼NE¼ and SE¼NE¼ Section 7, T33N, R79W

Sign Name (Property Owner): _____ Date: _____
 Print Name (Property Owner): _____
 Description of Land Owned: _____

Sign Name (Property Owner): _____ Date: _____
 Print Name (Property Owner): _____
 Description of Land Owned: _____

Sign Name (Property Owner): _____ Date: _____
 Print Name (Property Owner): _____
 Description of Land Owned: _____

Sign Name (Property Owner): _____ Date: _____
 Print Name (Property Owner): _____
 Description of Land Owned: _____

Sign Name (Property Owner): _____ Date: _____
 Print Name (Property Owner): _____
 Description of Land Owned: _____



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: _____
Return by: _____
(Submittal Deadline)
For Meeting on: 5-2-24

PLEASE PRINT

SINGLE POINT OF CONTACT: _____

APPLICANT/PROPERTY OWNER(S) INFORMATION:

Print Owner Name: _____
Todd Lee
Owner Mailing Address: _____
523 E C St
City, State, Zip: Casper, WY 82601
Owner Phone: 307-267-2924
Applicant Email: Tlspainting56@gmail.com

AGENT INFORMATION:

Print Agent Name: _____
Paul Svenson, WLC Engineering Surveying
Agent Mailing Address: _____
200 Pronghorn
City, State, Zip: Casper, WY 82601
Agent Phone: 307-266-2524
Agent Email: psven@wlcwyo.com

PROPERTY INFORMATION:

Subject property legal description (attach separate page if long legal): Portion of the SE1/4NE1/4 and SW1/4NE1/4, Section 7, T33N, R79W, 6th Natrona County, Wyoming. Per Tract 4 as described in Instrument #1134455, 12-14-2022.

Physical address of subject property if available: 112 Vanhorn Ave., Mills, Wyoming 82604

Size of lot(s) 5.94 Acres sq. ft/acres:

Current zoning: Mills portion ER. County portio Current use: Fourplex apartment and vacant land

Intended use of the property: Subdivide into two lots. Keep apartment on one lot and build single family home on sec

Zoning within 300 feet: EB & EI Land use within 300 feet: Commercial & Industrial

ATTACHMENTS (REQUIRED):

1. **Proof of ownership:** X (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: NA
(Example: along west property line, running north & south)

Width of Existing Right-of-Way / Easement: _____ Number of Feet to be Vacated: _____

Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned

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:

OWNER Signature *Todd R. Lee*

OWNER Signature _____

AGENT Signature _____

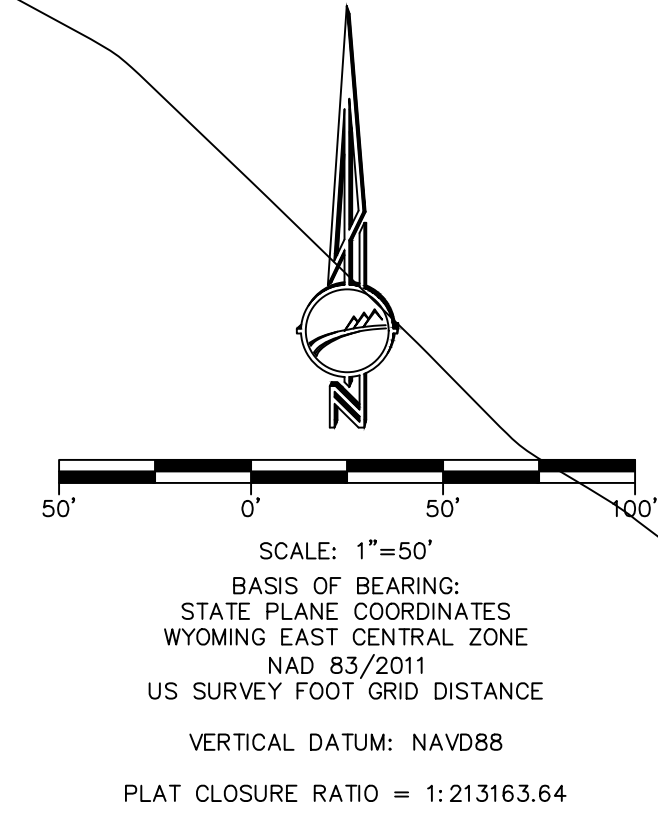
FEES (Plat/Replat): \$10.00 per lot (\$250.00 minimum and a \$1,000.00 maximum), **plus \$150.00 recording fee.**

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

**ANNEXATION AND PLAT OF
"T-LEE"**
AN ADDITION TO THE CITY OF MILLS, WYOMING
A SUBDIVISION OF PORTIONS OF
THE SW1/4NE1/4, SE1/4NE1/4, SECTION 7
TOWNSHIP 33 NORTH, RANGE 79 WEST
SIXTH PRINCIPAL MERIDIAN
NATRONA COUNTY, WYOMING

LEGEND

- SET ALUM. CAP
- RECOVERED ALUM. CAP OR AS NOTED
- (0.00') RECORD
- MEASURED
- - - - - PARCEL BOUNDARY
- - - - - EASEMENT
- ⊕ EASEMENT



DEDICATION STATEMENT

TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022 does hereby certify that they are the owner and proprietor of the foregoing Parcel of land being a portion of the SW1/4NE1/4, SE1/4NE1/4, Section 7, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and an annexation of a portion of said SE1/4NE1/4, Section 7, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the most northerly corner of the Parcel being described and the most easterly corner of the Wade Kindel Tract and a point in the southwesterly line of the Pepper Tank Tract and from which point the northeasterly corner of said SW1/4NE1/4, Section 7, bears N29°48'15"E, 311.02 feet; thence from said Point of Beginning and along the northeasterly line of said Parcel and the southwesterly line of said Pepper Tank Tract, S52°14'16"E, 41.55 feet to a point; thence, S47°56'01"E, 161.05 feet to a point; thence, S40°53'01"E, 238.08 feet to a point; thence, S39°35'01"E, 75.74 feet to a point; thence, S56°58'01"E, 70.96 feet to a point; thence, S50°17'01"E, 109.03 feet to a point in and an intersection with the westerly line of a Pepper Tank Tract and being the most easterly corner of said Parcel; thence along the easterly line of said Parcel and the westerly line of said Pepper Tank Tract, S26°04'28"W, 412.64 feet to the most southerly corner of said Parcel and a point in and an intersection with the northeasterly line of the former C & NW Railroad; thence along the southwesterly line of said Parcel and northeasterly line of said former C & NW Railroad, N59°16'38"W, 201.16 feet to the beginning of a curve; thence along the arc of a true curve to the right and having a radius of 2699.38 feet, and the long chord of which bears N56°24'34"W, 270.10 feet, through a central angle of 5°44'08", 270.21 feet to a point of intersection with a non-tangential line and a point in and an intersection with the southeasterly line of Vanhorn Avenue; thence along the westerly line of said Parcel and the southeasterly line of said Vanhorn Avenue, N40°03'04"E, 160.23 feet to the beginning of a curve; thence along the arc of a true curve to the left and having a radius of 125.00 feet, and the long chord of which bears N1°38'34"W, 166.29 feet, through a central angle of 83°23'15", 181.92 feet to a point of intersection with a non-tangential line; thence, N43°13'33"W, 239.67 feet to the most westerly corner of said Parcel and a point in and an intersection with the southerly corner of said Wade Kindel Tract; thence along the northwesterly line of said Parcel and the southeasterly line of said Wade Kindel Tract, N47°05'52"E, 198.30 feet to said Point of Beginning and containing 5.939 acres, more or less, as set forth by the plat attached and made a part hereof.

Said Parcel being subject to any and all reservations, easements and rights-of-way of record or as may otherwise exist.

The annexation and subdivision of the foregoing described lands as appears on this plat is with the free consent, and in accordance with the desires of the undersigned owner and proprietor. The name of said subdivision shall be known as "T-LEE" an addition to the City of Mills, Wyoming. All streets as shown hereon have previously been dedicated to the use of the public and easements as shown hereon are hereby dedicated to the use of public and private utility companies for purposes of construction, operation and maintenance of utility lines, conduits, ditches drainage and access.

TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022
523 EAST C STREET
CASPER, WYOMING 82601

TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022
TODD R. LEE, TRUSTEE

STATE OF WYOMING }
COUNTY OF NATRONA } SS

The foregoing instrument was acknowledged before me by TODD R. LEE, TRUSTEE, TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022 this ____ day of _____, 20__.

Witness my hand and official seal.

My commission expires: _____ NOTARY PUBLIC

TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022
TERRY E. LEE, TRUSTEE

STATE OF WYOMING }
COUNTY OF NATRONA } SS

The foregoing instrument was acknowledged before me by TODD R. LEE, TRUSTEE, TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022 this ____ day of _____, 20__.

Witness my hand and official seal.

My commission expires: _____ NOTARY PUBLIC

APPROVALS

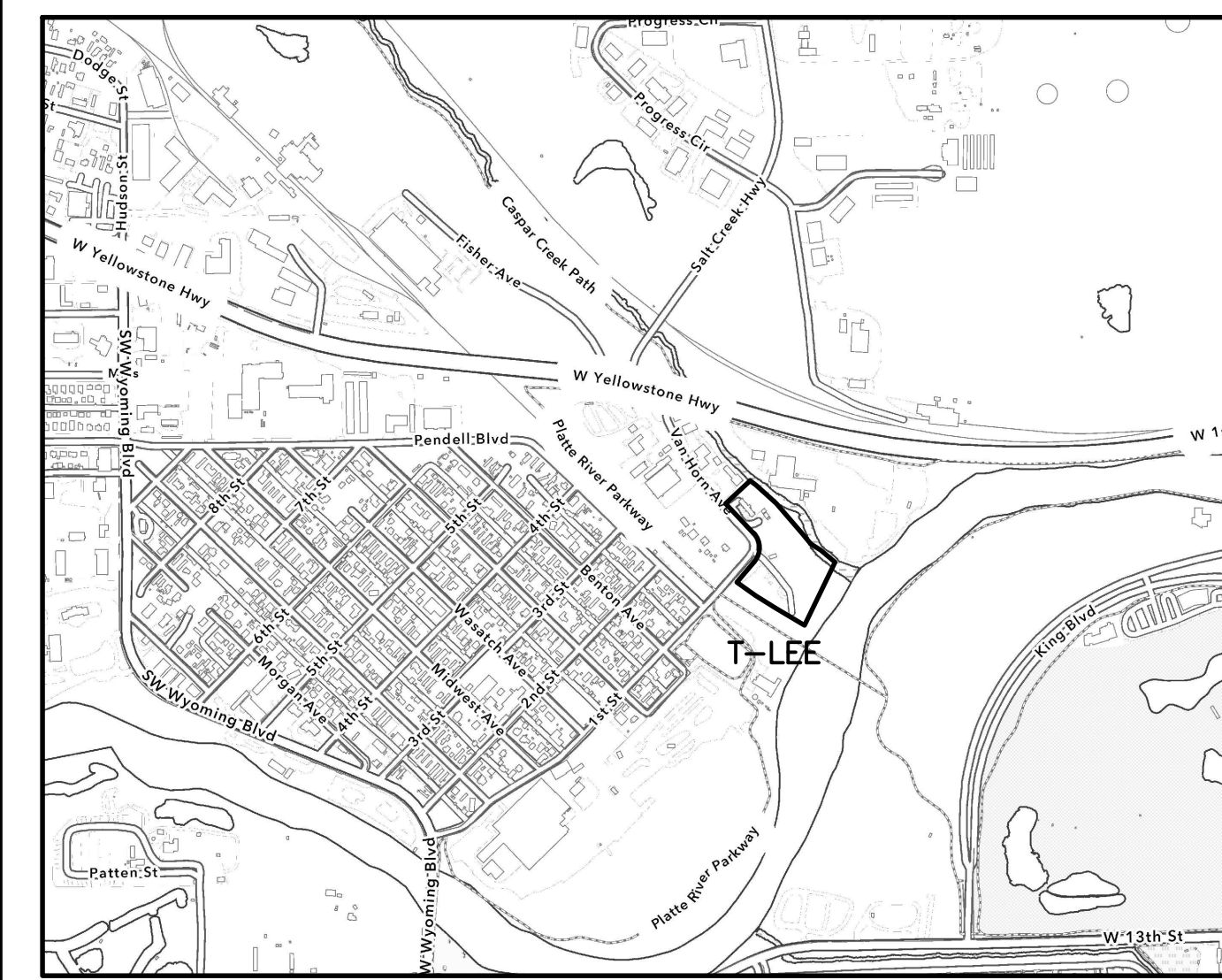
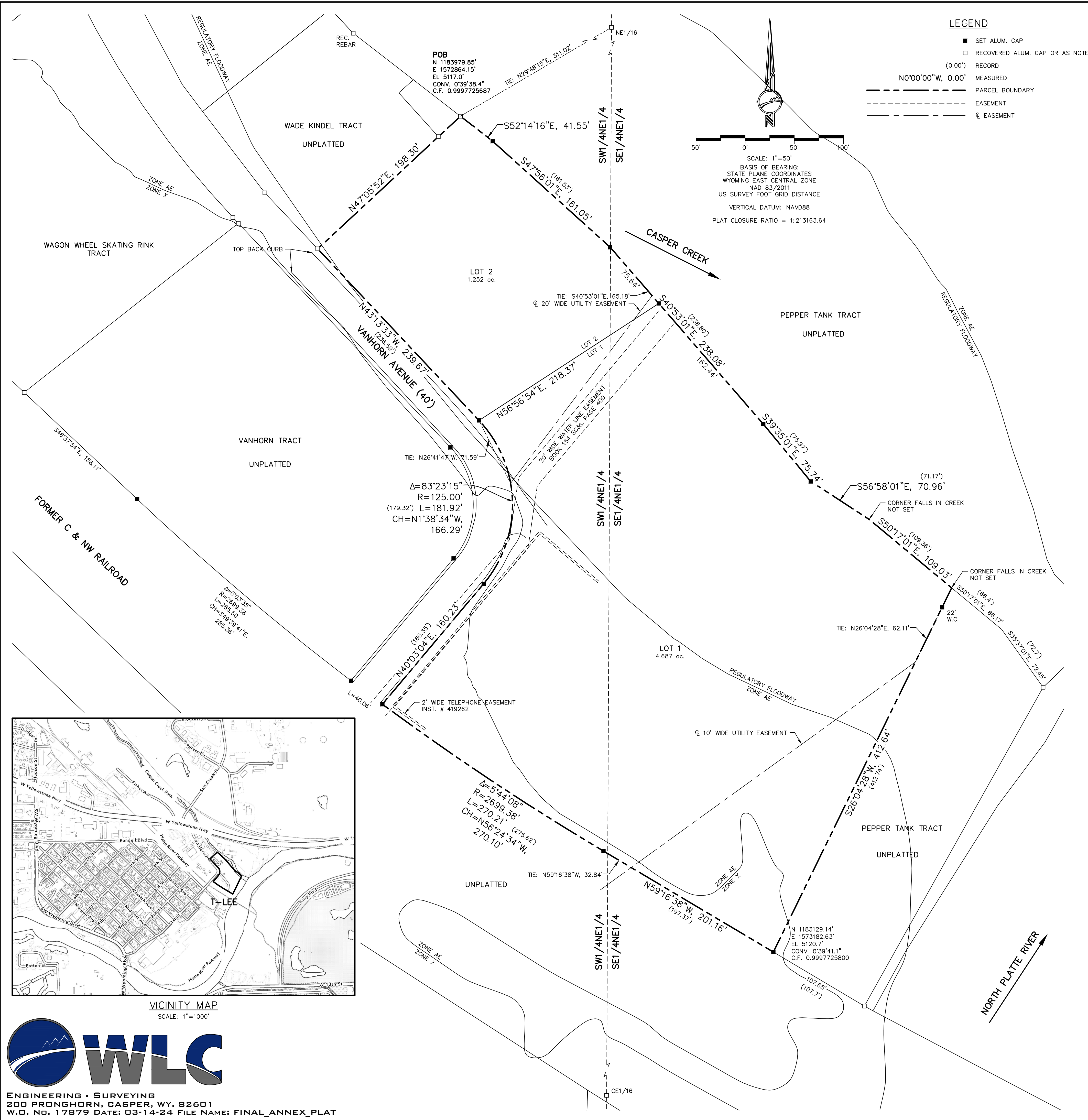
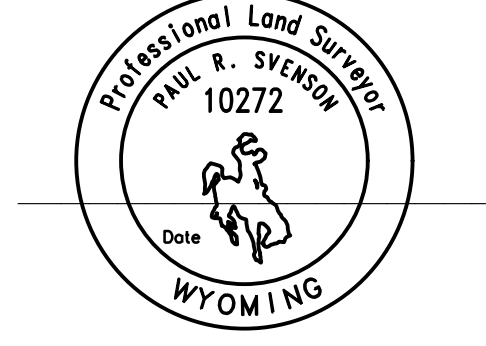
Approved by the City Council of the City of Mills, Wyoming by Resolution No. _____ duly passed, adopted and approved this ____ day of _____, 20__.

Attest: _____ Attest: _____
City Clerk Mayor
Inspected and approved this this ____ day of _____, 20__.

City Engineer

SURVEYORS CERTIFICATE

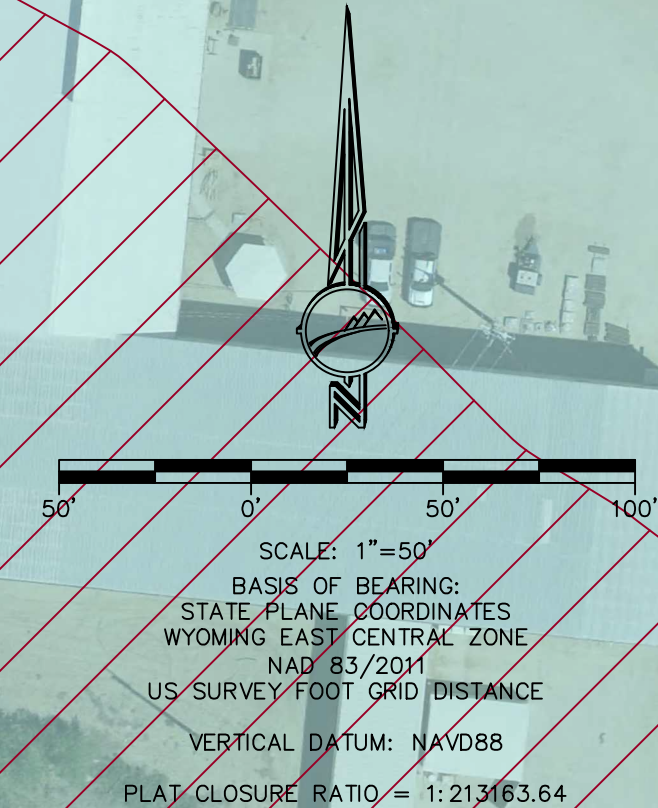
I, Paul R. Svenson, a Professional Land Surveyor, 10272, do hereby certify that this plat was made from notes taken during an actual survey made by me or under my direct supervision during the month of March, 2024 and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.



**ANNEXATION AND PLAT OF
"T-LEE"**
AN ADDITION TO THE CITY OF MILLS, WYOMING
A SUBDIVISION OF PORTIONS OF
THE SW1/4NE1/4, SE1/4NE1/4, SECTION 7
TOWNSHIP 33 NORTH, RANGE 79 WEST
SIXTH PRINCIPAL MERIDIAN
NATRONA COUNTY, WYOMING

LEGEND

- SET ALUM. CAP
- RECOVERED ALUM. CAP OR AS NOTED
- ← CULVERT
- ◆ PIPELINE MARKER
- POWER POLE
- ⊞ ELECTRIC METER
- ⊙ SANITARY MANHOLE
- STORM INLET
- ⊞ TELEPHONE PEDESTAL
- TELEPHONE PULLBOX
- ⊙ FIRE HYDRANT
- ⊙ WATER METER
- ⊙ RECORD
- MEASURED
- PARCEL BOUNDARY
- - - EASEMENT
- G - G - G GASLINE
- P - P - P POWERLINE
- - - ST STORM SEWER
- ▨ REGULATORY FLOODWAY
- ▨ FLOOD ZONE AE



DEDICATION STATEMENT

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The annexation and subdivision of the foregoing described lands as appears on this plat is with the free consent, and in accordance with the desires of the undersigned owner and proprietor. The name of said subdivision shall be known as "T-LEE" an addition to the City of Mills, Wyoming. All streets as shown hereon have previously been dedicated to the use of the public and easements as shown hereon are hereby dedicated to the use of public and private utility companies for purposes of construction, operation and maintenance of utility lines, conduits, ditches drainage and access.

TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022
523 EAST C STREET
CASPER, WYOMING 82601

TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022

TODD R. LEE, TRUSTEE

STATE OF WYOMING }
COUNTY OF NATRONA } SS

The foregoing instrument was acknowledged before me by TODD R. LEE, TRUSTEE, TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022 this _____ day of _____, 20__.

Witness my hand and official seal.

My commission expires: _____

NOTARY PUBLIC

TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022

TERRY E. LEE, TRUSTEE

STATE OF WYOMING }
COUNTY OF NATRONA } SS

The foregoing instrument was acknowledged before me by TODD R. LEE, TRUSTEE, TODD R LEE & TERRY E LEE REVOCABLE TRUST 12/14/2022 this _____ day of _____, 20__.

Witness my hand and official seal.

My commission expires: _____

NOTARY PUBLIC

APPROVALS

Approved by the City Council of the City of Mills, Wyoming by Resolution No. _____ duly passed, adopted and approved this _____ day of _____, 20__.

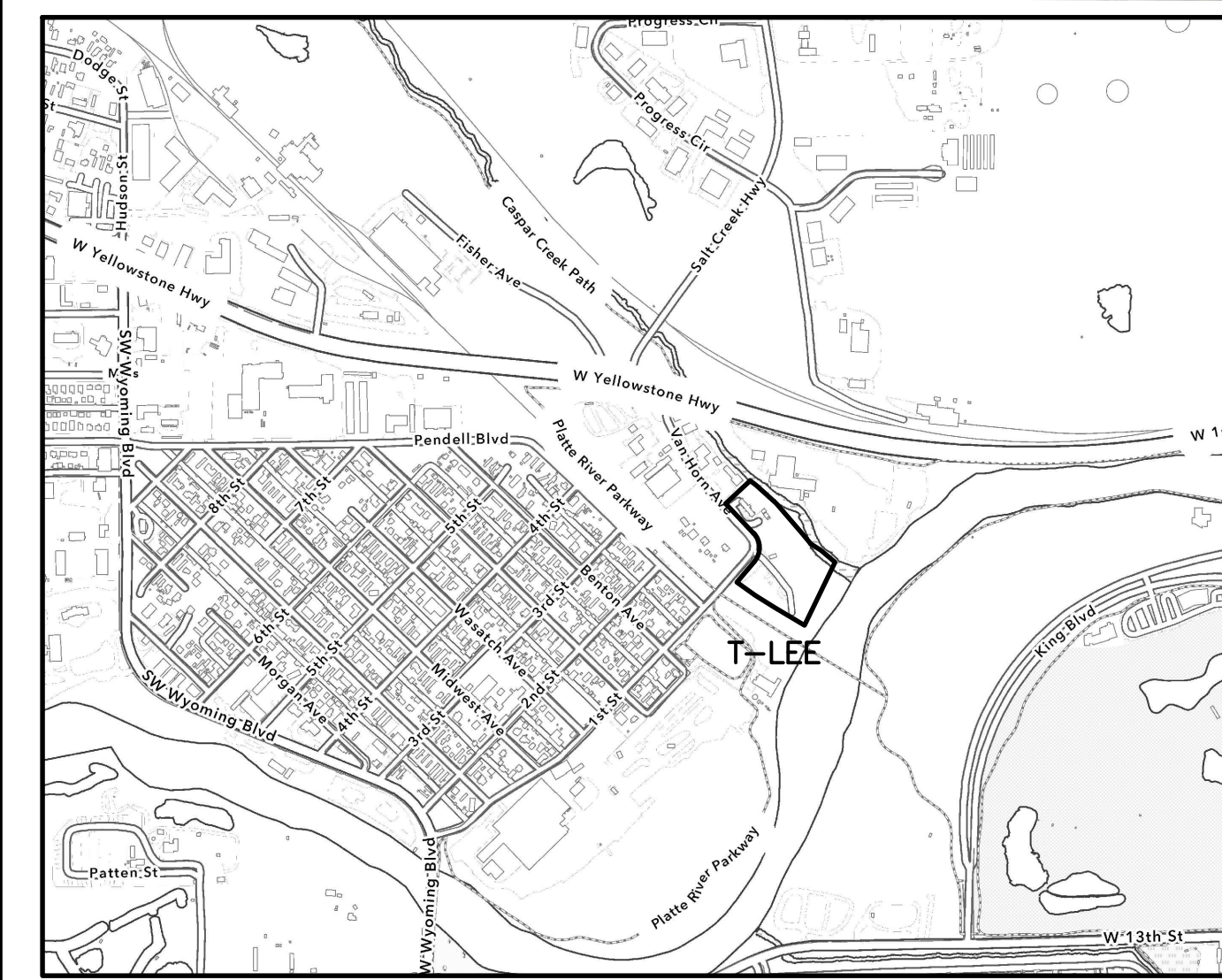
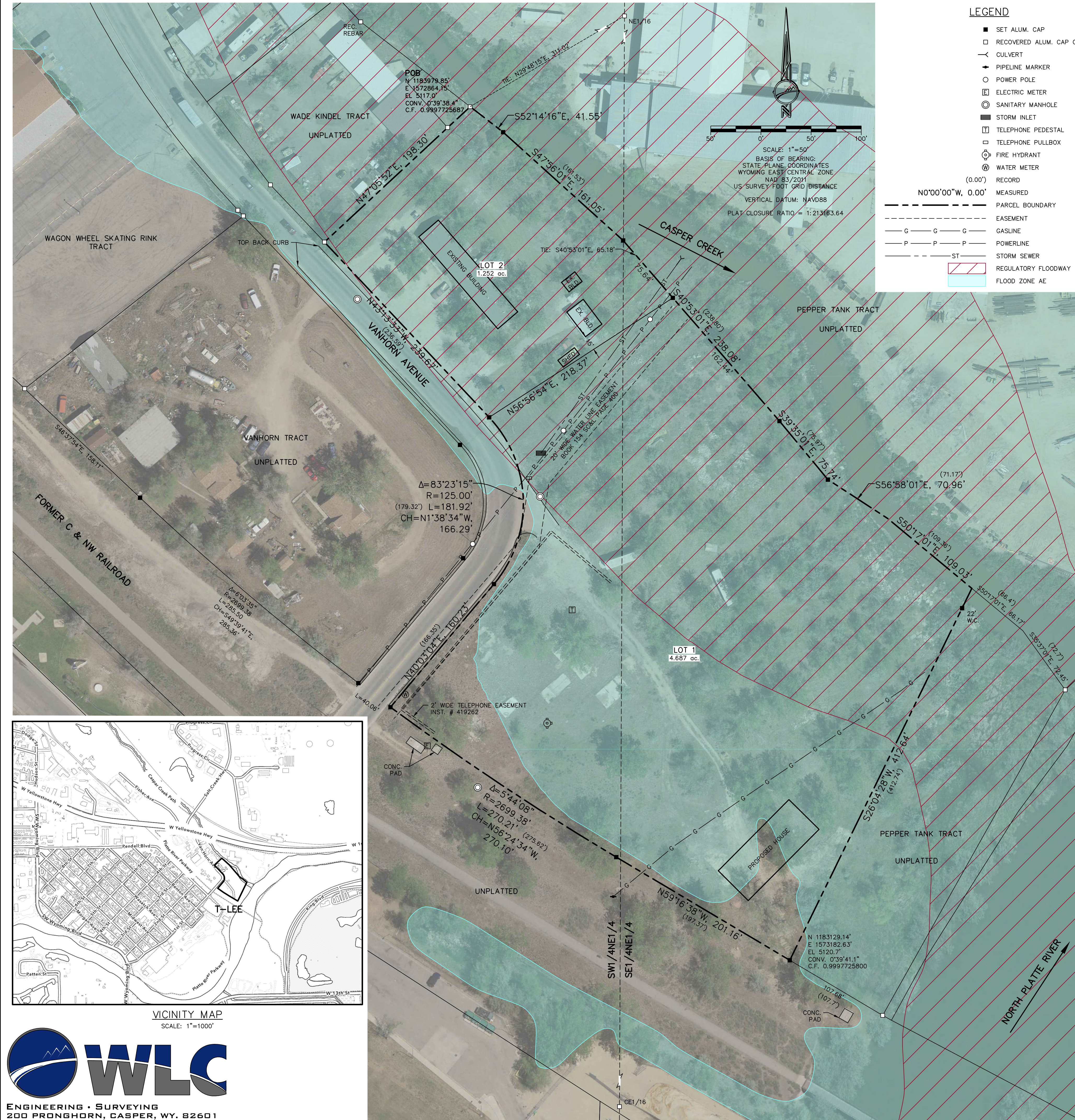
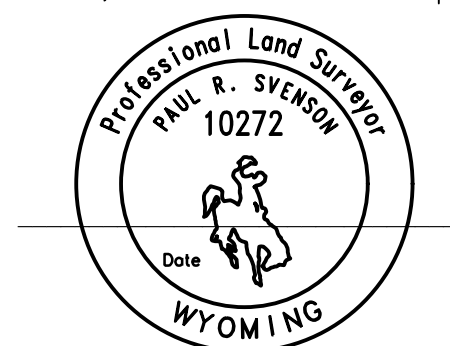
Attest: City Clerk _____ Attest: Mayor _____

Inspected and approved this this _____ day of _____, 20__.

City Engineer

SURVEYORS CERTIFICATE

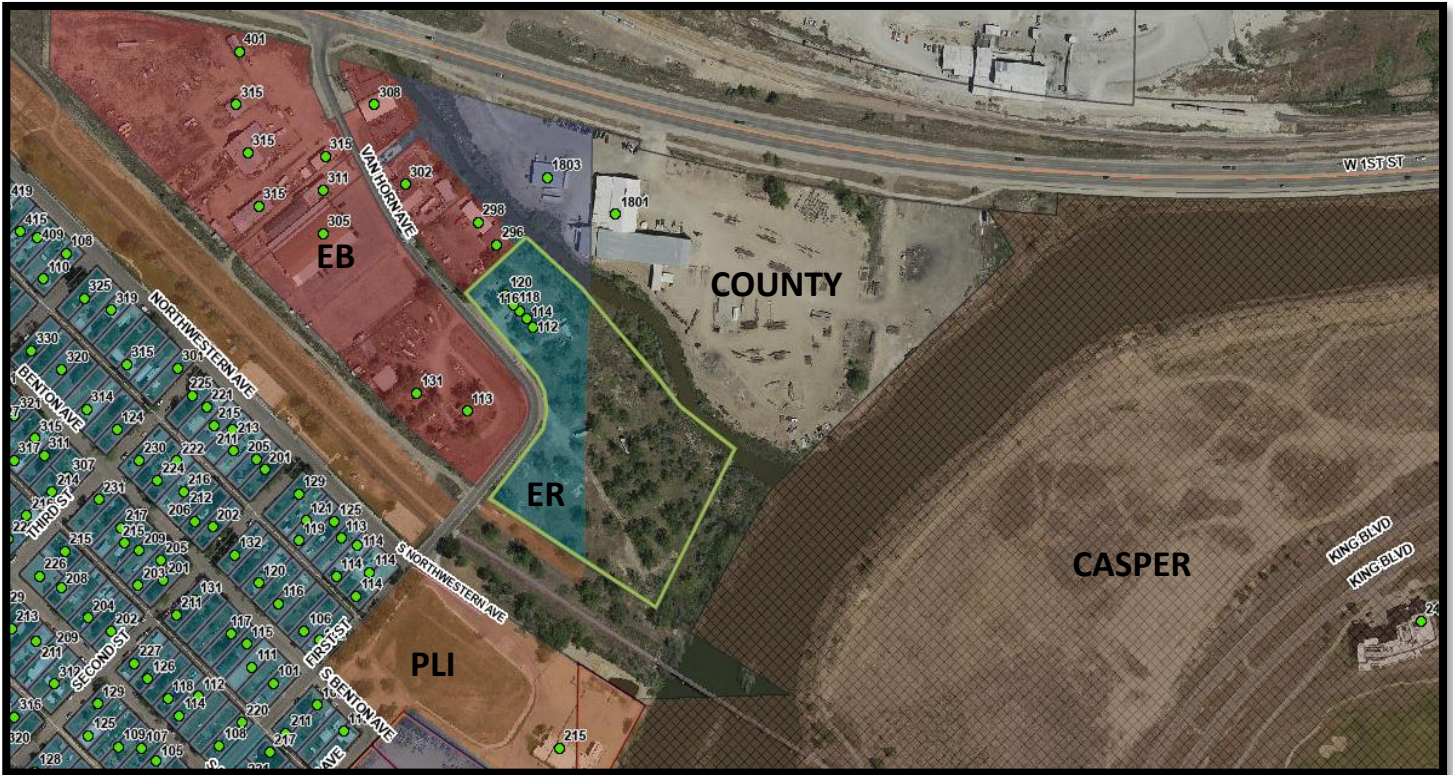
I, Paul R. Svenson, a Professional Land Surveyor, 10272, do hereby certify that this plat was made from notes taken during an actual survey made by me or under my direct supervision during the month of March, 2024 and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.



WLC
ENGINEERING • SURVEYING
200 PRONGHORN, CASPER, WY. 82601
W.O. NO. 17879 DATE: 03-27-24 FILE NAME: ANNEXATION PLAT

PL. CLIENT: TODD R. LEE, TERRY E. LEE; PROJECT: ANNEXATION AND PLAT OF "T-LEE"; DRAWN BY: WLC

T-LEE Addition – 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

Todd Lee and Terry Lee, both individually and as husband and wife as tenants by the entireties ("Grantors"), for Ten Dollars and other good and valuable consideration, in hand paid, the receipt and sufficiency of which are hereby acknowledged, CONVEY AND WARRANT to Todd R. Lee and Terry E. Lee, Trustees of the Todd R. Lee and Terry E. Lee Revocable Trust, dated December 14, 2022, (the "Grantees"), whose mailing address is PO BOX 2151, Mills, WY 82644, the following described real estate located in Natrona County, Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

Tract 1:

Lots 1 and 2, Block 59, Casper Addition, an addition to the City of Casper, Natrona County Wyoming, together with all improvements thereon situate, and commonly known as:

523 East 'C' Street and 351 North Kimball, Casper, Wyoming 82601;

Tract 2:

Beginning at the NW corner of the SE quarter of the NE quarter of Sec. 16, T 21N, R 87 W of the 6th PM: thence East 108.00 ft along the North side of the SE quarter of the NE quarter of said SEC. 16; thence South parallel to the West side of the SE quarter of the NE quarter of said Sec. 16, 201.66 ft; thence West 108.00 ft. to the West side of the SE quarter of the NE quarter of said Sec. 16; thence North 201.66 ft. along the West side of the SE quarter of the NE quarter of said Sec. 16 to the point of beginning; said piece of land being in the SE quarter of the NE quarter of Sec. 16, T 21 N, R87 W of the 6th PM and containing .500 acres, more or less in the County of Carbon, State of Wyoming;

Tract 3:

LOT 1, BLOCK 13, TOWN OF MILLS, NATRONA COUNTY, WYOMING, TOGETHER WITH ALL IMPROVEMENTS THERON SITUATE;

Tract 4:

A Parcel located in and being a portion of the SE¹/₄NE¹/₄ and SW¹/₄NE¹/₄, Section 7, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the most northerly corner of the Parcel being described and also the northeasterly corner of that certain Tract identified as the House of Printing Tract and as described by deed recorded in the Office of the County Clerk of Natrona County, Wyoming as Instrument No. 471790 and also a point in the southerly line of that certain Tract identified as the Pepper Tank Tract and as described by deed recorded in the Office of the County, Clerk of Natrona County, Wyoming as Instrument No. 447477 and from which point the northeasterly corner of said SW¹/₄NE¹/₄, Section 7 bears N.42°10'14"E., 308.75 feet; thence from said Point of Beginning and along the northeasterly line of the Parcel being described and also the southwesterly line of said Pepper Tank Tract as described in Instrument No. 447477, S.51°42'58"E., 102.54 feet to a point, thence continuing along the northeasterly line of said Parcel and the southwesterly line of said Pepper Tank Tract, S.47°14'58"E., 161.53 feet to a point; thence continuing along the northeasterly line of said Parcel and the southwesterly line of said Pepper Tank Tract, S.40°11'58"E., 238.80 feet to a point; thence continuing along the northeasterly line of said Parcel and the southwesterly line of said Pepper Tank Tract, S.38°53'58"E., 75.97 feet to a point; thence continuing along the northeasterly line of said Parcel and the southwesterly line of said Pepper Tank Tract, S.56°16'58"E. 71.17 feet to a point; thence continuing along the northeasterly line of said Parcel and the southwesterly line of said Pepper Tank Tract, S.49°35'58"E., 109.36 feet to the most easterly corner of said Parcel; thence along the southeasterly line of said Parcel and



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Pages: 2

NATRONA COUNTY CLERK

Tracy Good
Recorded: CC
Fee: \$15.00
SHANOR LAW OFFICE PC

1134455

northwesterly line of said Pepper Tank Tract as described in Instrument No. 447477, S.26°39'02"W., 412.74 feet to the most southerly corner of said Parcel and a point in an intersection with the northeasterly right-of-way line of the Union Pacific Railroad; thence along the southwesterly line of said Parcel and northeasterly right-of-way line of said Railroad, N.58°39'42"W., 197.37 feet to a point of curve; thence along the arc of a true curve to the right, having a radius of 2700.00 feet and through a central angle of 5°50'56", northwesterly, 275.62 feet and the chord of which bears N.55°44'14"W., 275.50 feet to the southwesterly corner of said Parcel and a point in and intersection with the southeasterly line of 40 feet wide Van Horn Avenue as described in that deed recorded in the Office of the County Clerk of Natrona County, Wyoming as Instrument No. 373137; thence along the northwesterly line of the Parcel being described and also the southeasterly line of said Van Horn Avenue as described in Instrument No. 373137, N.39°27'41"E., 166.35 feet to a point of curve; thence along the arc of a true curve to the left, having a radius of 125.00 feet and through a central angle of 82°11'44", northwesterly, 179.32 feet and the chord of which bears N.1°38' 11"W., 164.34 feet to a point of tangency; thence along the southwesterly line of said Parcel and the northeasterly line of said Van Horn Avenue as described in Instrument No. 373137, N.42°44'03"W., 236.59 feet to a point and most westerly corner of said Parcel and a point in and intersection with the southeasterly line of said House of Printing Tract as described in Instrument No. 366917; thence along the northwesterly line of said Parcel and southeasterly line of said House of Printing Tract as described in Instrument No. 366917, N.47°43'02"E., 165.82 feet to a point and most easterly corner of said House of Printing Tract; thence along the northeasterly line of said House of Printing Tract as described in Instrument No. 366917, N.42°17'W., 59.99 feet to a point and most northerly corner of said House of Printing Tract and a point in the southeasterly line of said House of Printing Tract as described in Instrument No. 471790; thence along the northwesterly line of said Parcel and the southeasterly line of said House of Printing Tract as described in Instrument No. 471790, N. 47°43'02"E., 20.51 feet to the Point of Beginning and containing 5.991 acres, more or less.

together with all rights, property and interests appurtenant thereto, including without limitation, all buildings, improvements and fixtures located on the real estate, and all easements and rights-of-way pertaining thereto, but subject to all rights-of-way, easements, exceptions, reservations, conditions, covenants and restrictions presently of record, the provisions of which touch and concern, or pertain to, the above-described real estate.

The above-described real estate and the rights, property and interests appurtenant thereto, and any proceeds resulting from the sale or disposition thereof, shall retain its immunity from the claims of Grantees' separate creditors as if the property had remained held by the entireties in accordance with W.S. § 4-10-402(c).

IN WITNESS WHEREOF, Grantors execute this instrument this 14th day of December, 2022.



Todd Lee

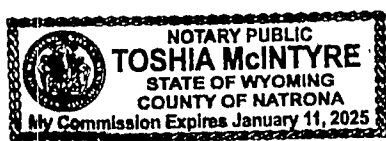


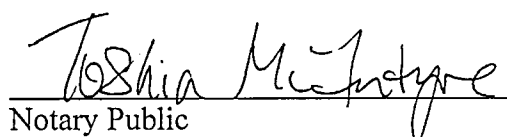
Terry Lee

STATE OF WYOMING)
 ss:
COUNTY OF NATRONA)

The foregoing instrument was acknowledged before me by Todd Lee and Terry Lee, as husband and wife as tenants by the entireties, this 14th day of December, 2022.

(Seal)





Notary Public

My Commission Expires: 1-11-25

Name	Address	City	State	Zip
Wade Kindel	PO Box 51551	Casper	WY	82605
Fred & Dorothy VanH	136 Tulip St.	Casper	WY	82604
EJO Rink LLC	2455 Fairdale Ave	Casper	WY	82601
GNB Inc	Box 1468	Casper	WY	82602



CITY OF MILLS
EST. 1921

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

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

May 9, 2024

GNB Inc
Box 1468
Casper, WY 82602

RE: Proposed Annexation – T-LEE Addition

Dear Neighboring Landowner:

I would like to inform you of a proposed annexation and subdivision plat in your area. If you should have any concerns or comments, you are invited to attend the following public hearing:

The Mills City Council will hold a public hearing on May 28, 2024, at 7:00 P.M, or as time allows, in the Council Chambers, 704 Fourth St., Mills, Wyoming, to take public comments and determine if the proposed annexation of land located in, and being a portion of, unplatted land located in Section 7, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming complies with the requirements of W.S. 15-1-402.

In accordance with Wyoming State Statutes Section 15-1-402, the following information is provided:

1. A location map of the proposed annexation (see attached).
2. No city infrastructure improvements are expected within the annexation area.
3. Municipal services (i.e. road maintenance, snow removal and emergency services), as well as water and sanitary sewer services are currently provided by the City to a portion of the property and will be provided to the entirety of the property after annexation.

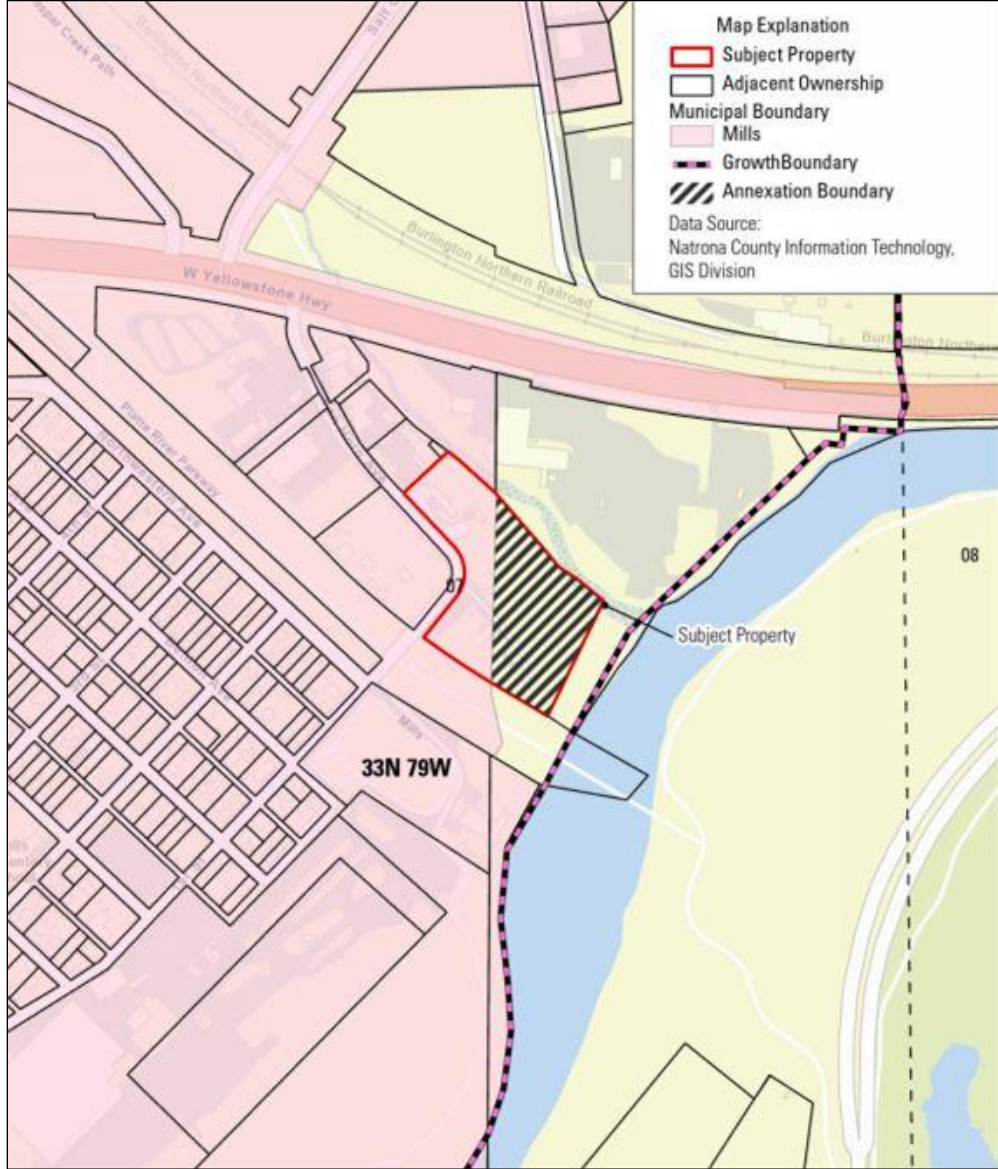
A full version of the Annexation Report is available at City Hall. Contact Megan Nelms, City Planner at 307-632-5656, or the City of Mills at 307-234-6679 with any questions you may have.

If you are unable to attend the meeting and have any comments regarding this proposal, you may send a signed letter or fax to the City Clerk's Office, and it will be forwarded to the Council on your behalf. Please do not hesitate to contact me at (307) 632-5656 if you have any questions.

Sincerely,

Megan Nelms, AICP
City Planner

LEGAL NOTICE



The Mills City Council will hold a public hearing on May 28, 2024, at 7:00 P.M, or as time allows, in the Council Chambers, 704 Fourth St., Mills, Wyoming, to take public comments and determine if the proposed annexation of land located in, and being a portion of, unplatted land located in Section 7, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming complies with the requirements of W.S. 15-1-402. In accordance with Wyoming State Statutes Section 15-1-402, the following information is provided:

1. A location map of the proposed annexation (shown above).
2. No city infrastructure improvements are expected within the annexation area.

3. Municipal services (i.e. road maintenance, snow removal and emergency services), as well as water and sanitary sewer services are currently provided by the City to a portion of the property and will be provided to the entirety of the property after annexation.

A full version of the Annexation Report is available at City Hall. Contact Megan Nelms, City Planner at 307-632-5656, or the City of Mills at 307-234-6679 with any questions you may have.

Do not publish items below line
For publication May 9th & May 16th



T-LEE ADDITION ANNEXATION

2024 ANNEXATION REPORT

May 2024
Prepared by the City of Mills

PURPOSE

This report is an analysis of the costs of providing services to the owner of the property described as the T-LEE Addition Annexation. The report will provide estimates of the costs to the City of Mills and to the owner of the property being annexed for these services.

Todd and Terry Lee have petitioned the City of Mills to annex their property which is located on the eastern edge of the City. It is bounded by Van Horn Avenue on the west and privately owned property and the North Platte River to the south, east and north. The property currently has a multi-family apartment unit on the northern portion, which is currently within the city limits and already served by City of Mills water and sewer service.

BACKGROUND INFORMATION/DESCRIPTION OF AREA

A portion of the property is currently located within the City of Mills, as the eastern $\frac{1}{4}$ line of the SW1/4NE1/4 appears to be a historic annexation boundary line within the City, and everything west of that line falls within the City limits. Future development of the property is hindered by a portion of the property being outside the city limits, therefore, the petitioners are requesting to have the entirety of the property annexed into city limits so that future development may also have access to city water and sewer infrastructure.

The boundary of the proposed annexation area is as follows:

The City of Mills, Natrona County, Wyoming, action through its Mayor, hereby certifies that the foregoing lands located in and being a portion of Section 7, T33N, R79W, of the 6th Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

A Parcel located in and being a portion of the SE1/4NE1/4, Section 7, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the most southerly corner of the Parcel being described and a point in the northeasterly right of way line of the Former C & NW Railroad and from which point the southwest corner of said SE1/4NE1/4, Section 7, bears S39°43'09"W, 266.00 feet; thence from said Point of Beginning and along the southwesterly line of said Parcel and northeasterly line of said former C & NW Railroad, N59°16'38"W, 196.10 feet to a point in and intersection with the westerly line of said SE1/4NE1/4, Section 7; thence along the westerly line of said Parcel and the westerly line of said SE1/4NE1/4, Section 7, N0°15'49"E, 616.80 feet to the most northerly corner of the Parcel being described; thence along the northeasterly line of said Parcel S40°53'01"E, 237.58 feet to a point; thence S39°35'01"E, 75.74 feet to a point; thence, S56°58'01"E, 70.96 feet to a point; thence S50°17'01"E, 109.03 feet to the most easterly corner of said Parcel; thence along the southeasterly line of said Parcel S26°04'28"W, 412.64 feet to said Point of Beginning and containing 3.271 acres, more or less, as set forth by the plat and attached and made a part hereof.

Said Parcel beings subject to any and all reservations, easements and rights-of-way of record or as may otherwise exist.

As stated previously, existing structures on the property are currently connected to city water and sewer services. Due to the location and emergency service agreements with Natrona County Fire, the area is already served and benefiting from Mills' emergency services. The annexation would allow Mills police to patrol and respond to all incorporated areas and alleviate the need for the County Sheriff's Department to come into Mills in order to access the portion of the property located in Natrona County.

Per compliance with Wyoming Statute 24-2-111, Mills would be responsible for cleaning and maintenance of storm sewers and streets adjacent to the property. Overall, the annexation would be beneficial to both Natrona County and the City of Mills.

DEVELOPMENT COSTS

The total cost to annex the 3.271-acres of land into the City of Mills is approximately \$5,000 and is paid for by the petitioner. The breakdown of these costs is for survey and drafting costs, Casper Star Tribune advertising fee for the public hearing, certified mailings to surrounding landowners and a final recordation fee of \$75.

The property is a mix of multi-family residential units and vacant land. Public improvements including streets, streetlights and stormwater improvements are existing along the property boundary of the proposed annexation. A Local Assessment District may need to be utilized for any future improvements or to provide access to public infrastructure. All future development on private land will be paid for by the owner/developer and will be required to build to City of Mills standards.

STAUTORY REQUIREMENTS

Wyoming Statute 15-1-402 sets specific requirements regarding the annexation process and the supporting documentation. Subsection (c) requires that an annexing municipality prepare an annexation report, which shall, at a minimum, contain:

- (i) A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which, as a result of annexation will then be brought within one-half (1/2) mile of the new corporate limits of the City, if it has exercised the authority granted under W.S. 15-3-202(b)(ii); ***(See appendix for legal description and map)***
- (ii) The total estimated cost of infrastructure improvements required of all landowners by the annexing municipality related to the annexation; ***(No publicly funded infrastructure improvements are required within the boundaries of the area being annexed).***
- (iii) A list of basic and other services customarily available to residents of the City or City and a timetable when those services will reasonably be available to the area proposed to be annexed; ***(See individual City Department or Division sections below. The City will work with property owners to provide services determined on accessibility and future improvement).***
- (iv) A projected annual fee or service cost for services described in paragraph (iii) of this subsection; ***(The City can provide services without additional staff, equipment or publicly-funded facility expansion).***

- (v) The current and projected property tax mill levies imposed by the municipality; and, ***(Property tax mill levies are projected for the included properties).***
- (vi) The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed annexation. ***(There are no publicly funded infrastructure improvements required within the existing boundaries of the city to accommodate this annexation.)***

COMPLIANCE WITH W.S. 15-1-402

The annexation of the T-LEE Addition Annexation meets the requirements of W.S. §15-1-402 for the following reasons:

1. The annexation of the area is for the protection of health, safety, and welfare of the persons residing in the area and in the city. The area of the proposed annexation is already currently being provided public utilities including water and sanitary sewer services.
2. The urban development of the area will constitute a natural, geographical, economical, and social part of the City because the area is adjacent to properties, and a portion of the property proposed for annexation is currently located within the City limits of Mills. The area is not isolated by any natural or man-made features and is a natural extension of the city limits. All proposed annexation areas are within the Mills Growth Boundary.
3. The annexation of the area is a logical and feasible addition to the City and basic and other services customarily available to the residents of the City are currently available on the property. The area can be serviced without the need for additional City-funded infrastructure such as water trunk lines, booster stations, or storage tanks.
4. The City of Mills will not have to expend capital dollars on emergency response or public works equipment, nor hire additional personnel to serve this area. The Public Works Supervisor, Police Chief and Fire Chief all stated that no additional equipment or employees will be needed for the proposed annexation.
5. The annexation of the area is contiguous with and adjacent to the city limits. The proposed annexation area is adjacent to existing boundaries.
6. The city does not operate its own electric utility. Rocky Mountain Power Company will provide electric service for the area, as they do for other areas in and around the City of Mills.
7. All of the conditions required and set forth in Wyoming State Statute 15-1-402(c) exist and the required procedures for the annexation of the area have been met. This annexation report was prepared pursuant to Wyoming State Statute 15-1-402(c) and will be disseminated to affected landowners and utility companies according to Wyoming Law.

8. The time and place for the public hearing to determine whether the proposed annexation complies with Wyoming State Statute 15-1-402 shall be published in the Casper Star Tribune twice; a minimum of 15-days prior to the final public hearing, and notice will be given as provided by Wyoming State Statute 15-1-405.

SERVICES TO BE PROVIDED BY THE CITY OF MILLS AND ESTIMATED COSTS

Properties located within the City of Mills benefit from all the programs and services of local government. For the purposes of this report, the City Departments that provide direct, basic services to property have been surveyed to gain a tangible measure of service costs. No additional costs to service the properties are anticipated at this time.

PUBLIC SAFETY (POLICE AND FIRE)

The Mills Police and Fire Departments currently service this area and will continue to provide law enforcement and fire/EMS services, which consist of answering calls for service, patrolling, and responding to emergencies. The Mills Police and Fire Departments will not have to make any Departmental changes in terms of personnel, equipment or vehicles that involve additional costs associated with this annexation. Police and Fire services are currently provided to most of the proposed annexation area in terms of a joint agreement with the County. Police and Fire Department service will be available immediately upon the completion of the annexation of the area.

PUBLIC WORKS (STREETS)

The proposed annexation does not include any new streets or rights-of-way. Access to the property is already provided via Van Horn Avenue, a publicly dedicated street currently maintained by the City. The Public Works Department will not incur additional capital costs and will not need to hire additional personnel or purchase additional equipment to service this area as a result of the annexation.

PUBLIC WORKS (WATER AND SEWER)

Mills water and sanitary sewer service is currently provided to this property from a main in Van Horn Avenue. There are existing taps that can be used to connect additional lots created by any subdivision. The City will not incur any additional capital costs associated with providing water and sewer service to the property.

Water Rates:

Mills Residential: \$11.50 first 2,000 gallons, \$5.25 each additional 1,000 gallons.

Mills Commercial: \$11.50 first 2,000 gallons, \$5.25 each additional 1,000 gallons.

Residential (Outside City Limits): \$15.50 first 2,000 gallons, \$6.25 each additional 1,000 gallons.

Commercial (Outside City Limits): \$15.50 first 2,000 gallons, \$6.25 each additional 1,000 gallons.

Sanitary Sewer Rates:

Mills Residential: \$26.20, Flat Rate.

Mills Commercial: \$34.75 first 3,000 gallons, \$3.00 each additional 1,000 gallons.

Residential (Outside City Limits Outside City Limits): \$39.30, Flat Rate.

PUBLIC WORKS (SANITATION):

The Sanitation Division provides weekly garbage collection and disposal services. All commercial properties will have the option to purchase their own 3-yard dumpster for Mill’s sanitation service. Sanitation service will be available immediately upon the completion of the annexation of the area (pending accessibility).

Garbage Rates:

Residential:	\$30.00	95 Gallon Can
Commercial:	\$35.00	95 Gallon Can
Commercial:	\$105.00	300 Gallon Can
Commercial:	\$105.00	2 Yard Bin / 1x A Week
Commercial:	\$130.00	3 Yard Bin / 1x A Week
Commercial:	\$380.00	3 Yard Bin / 3x A Week
Commercial:	\$160.00	4 Yard Bin / 1x A Week

PUBLIC WORKS (PARKS):

There will not be any new parks associated with the annexation of this property at the present time. Therefore, there will be no additional cost to the City’s Park Department for improvements, maintenance or upkeep proposed by this annexation.

PLANNING, BUILDING AND CODE ENFORCEMENT:

The Planning, Building and Code Enforcement departments provide services related to the inspection of structures as they are constructed, response to citizen complaints regarding violations of the Municipal Zoning Code, permitting and licensing contractors, and future land-use planning for the area. No changes will be necessary in the planning or code enforcement activities of the city that will involve any actual additional costs as a result of the annexation of the area. The current staffing level and equipment are adequate to absorb the workload. The annexation will benefit both the city and the county, as development is not possible at this time, with half of the property in the city limits. Once completely within the boundaries of the City, the owner will be able to apply for permits only from the City of Mills, as required.

Any future development or replatting will require owners to pay application or permit fees. The fee would cover the cost of planning or building services for this area.

The current County zoning designation for this property is LI (Light Industrial) and the current City zoning designation for the portion already in the City is ER (Established Residential). If future development occurs, the costs shall be the responsibility of the developer.

SOURCES OF REVENUE

The City’s services to properties are funded through a number of sources. As indicated above, the enterprise fund services (water/sewer and sanitation) are paid by the actual user fees collected. The remaining City services to properties, which are paid out of the general fund, are supported in part by

property taxes, as well as mineral/other taxes, and licenses/fees. The largest sources of general fund revenue for the City are mineral taxes (30%), and franchise fees (20%). Property taxes (15%) account for only a relatively minor portion of general fund revenue. It is generally accepted that given the current tax structure, residential properties do not generate sufficient property taxes to offset the expense to provide them with City services; whereas commercial properties typically generate higher property taxes, as well as sales taxes, to cover the cost of City services more adequately.

County land generates property tax at a rate of 65.1 mills, with none of the monies collected being paid to the City. When an area is annexed to the city, the mill levy changes to 72.9 mills. Of this, the City receives 8 mills, or 11% of the total property tax collected. The largest benefactor of property tax revenue is the School District, which receives 32.5 mills, or approximately 44% of the property tax collected.

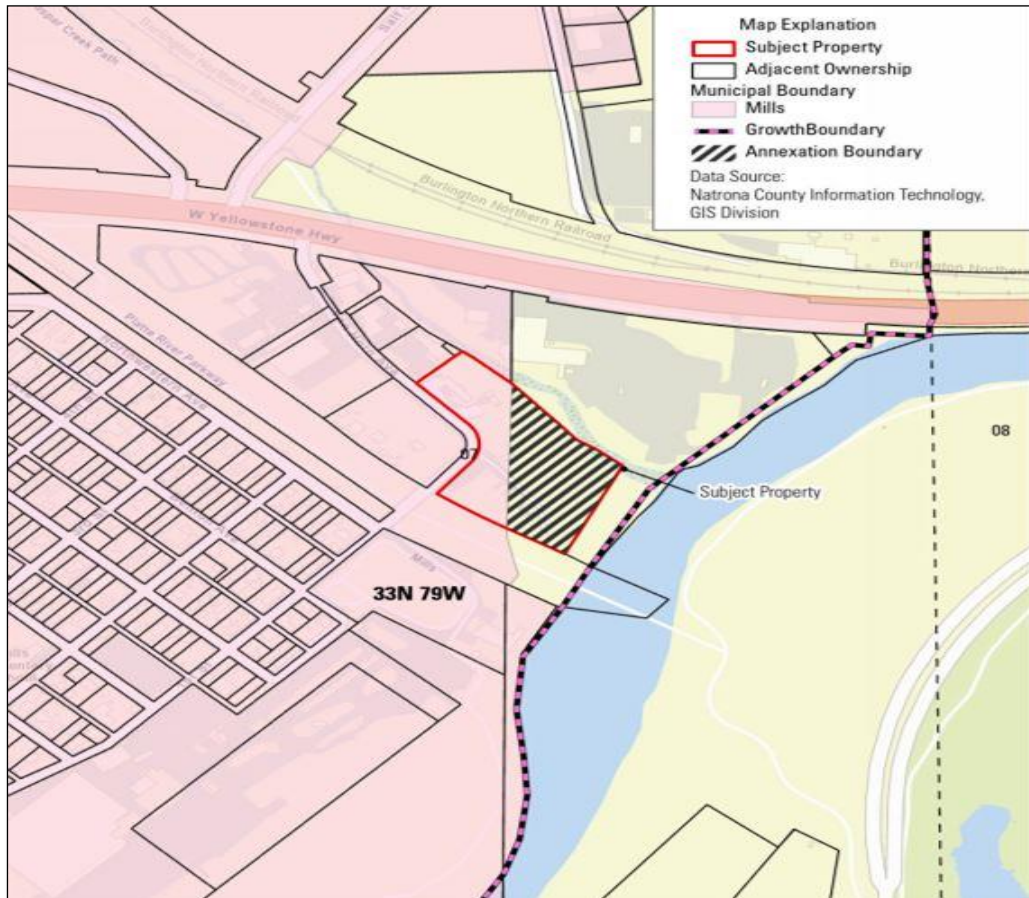
CONCLUSION

A portion of this property is currently receiving city services and if subdivided, the second lot will also be eligible to receive city water and sewer services. The city can provide these services without additional staff, equipment or publicly funded facility expansion. Current revenue sources available to the City are sufficient to cover the expenses related to providing City services to the proposed T-LEE Addition Annexation.

Certified Letters including an Annexation Report Summary, the Advertisement for Public Hearing, a map identifying the parcel to be annexed, the legal description, current (Natrona County) zoning and proposed zoning will be sent to Owners based on the most current available Natrona County Assessor's data.

APPENDIX A

LEGAL DESCRIPTION & ANNEXATION MAP



A Parcel located in and being a portion of the SE1/4NE1/4, Section 7, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming and being more particularly described by metes and bounds as follows:

Beginning at the most southerly corner of the Parcel being described and a point in the northeasterly right of way line of the Former C & NW Railroad and from which point the southwest corner of said SE1/4NE1/4, Section 7, bears S39°43'09"W, 266.00 feet; thence from said Point of Beginning and along the southwesterly line of said Parcel and northeasterly line of said former C & NW Railroad, N59°16'38"W, 196.10 feet to a point in and intersection with the westerly line of said SE1/4NE1/4, Section 7; thence along the westerly line of said Parcel and the westerly line of said SE1/4NE1/4, Section 7, N0°15'49"E, 616.80 feet to the most northerly corner of the Parcel being described; thence along the northeasterly line of said Parcel S40°53'01"E, 237.58 feet to a point; thence S39°35'01"E, 75.74 feet to a point; thence, S56°58'01"E, 70.96 feet to a point; thence S50°17'01"E, 109.03 feet to the most easterly corner of said Parcel; thence along the southeasterly line of said Parcel S26°04'28"W, 412.64 feet to said Point of Beginning and containing 3.271 acres, more or less, as set forth by the plat and attached and made a part hereof.

Said Parcel beings subject to any and all reservations, easements and rights-of-way of record or as may otherwise exist.

UTILITY PROVIDER & AGENCY CONTACT LIST

Natrona County Planning

Natrona County Planning Office
Attn: Shelby Trottier
200 N. Center St., Room 202
Casper, WY 82601

Utility Providers

Bridget France
Charter Spectrum
451 S. Durbin St.
Casper, WY 82601

Eric Overlie
CenturyLink
103 N. Durbin St.
Casper, WY 82601

Holli Mann
Black Hills Energy
1535 E. Yellowstone Hwy
Casper, WY 82601

Rocky Mountain Power
Annexations
PO Box 400
Portland, OR 97207-0400

Mills Planning & Zoning Board Meeting Minutes

May 2, 2024

Board Members Present: Mandi Mosher, Chris Volzke, Dale Smith, and John Gudger were present for the P&Z Meeting.

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

Vis Chairman John Gudger called meeting to order at 5:33pm on May 2, 2024, as a quorum was present.

Megan Nelms stated Commissioner Bob Greenley had submitted his resignation after last month’s meeting. She then introduced and welcomed Mandi Mosher as a new member on the Planning and Zoning Commission.

Vice Chairman Gudger asked if everyone had read the minutes from the previous meeting on April 4th. Board Member Chris Volzke made a motion to approve the minutes. Board Member Dale Smith seconded the motion. Vice Chairman Gudger called for a vote to pass the minutes of the April 4, 2024, P&Z meeting. All ayes, motion passed.

Vice Chairman Gudger asked Megan to present the first agenda item. Megan discussed the T-Lee Annexation and subdivision plat. Todd & Terry Lee are purposing to subdivide approximately 5.93 acres into two lots, one 1.25-acres and the other 4.68-acres in size. It is located right on the curve on the southeast side where First Street changes to Van Horn Avenue. It is currently zoned ER, Established residential. Half of the property is in Mills, the other half is not. They have requested to annex into the city. There is an existing multi-family apartment structure on proposed Lot 2. There is a 1/16 line that bisects the property and is the city’s municipal boundary limit. Half of the Lee’s property is within Mills and half is not, so the annexation petition will rectify the situation. All the required notifications to surrounding property owners and utility providers were sent via certified mail. We have not yet received any comments. A public hearing for this is scheduled for the May 28th City Council meeting. Staff recommends approval of the proposed annexation plat and recommends the planning commission provide a “do pass” recommendation to City Council.

Megan asked if there were any questions. Member Dale Smith had a question regarding updates to the zoning in regard to the county industrial zoning currently in place for the property. Megan stated they were going to wait on changing the zoning until the new LDRs are adopted. It doesn’t make sense to rezone now before the LDRs are adopted and then have to go back and change it again in a few months. She stated that the contemplated zone district would be the Urban Ag Residential district. Board Member Volzke also wanted to clarify who the utility providers were. Megan responded that the existing multi-family structure is already served by city water/sewer. Kevin added that 5 years ago, when the Lee’s first came in to discuss the development, they wanted all the property to go into Natrona County, because they wanted to put horses and miniature horses on the lot for the grandchildren.

Mills Planning & Zoning Board Meeting Minutes

May 2, 2024

Vice Chairman Gudger asked if there were any further questions. There were none. He then asked for a motion. Board Member Smith made a motion recommend a DO Pass to City Council to approve the T-LEE Addition Annexation and Final Subdivision Plat. Board Member Volzke seconded the approval. Vice Chairman Gudger called for a vote to approve the motion. All ayes, motion passed.

Vice Chairman Gudger asked Megan to present the second agenda item, the amendments to the Mills Title 17 Land Development Regulations and recommendation to the city Council. Megan started by telling the board she made edits to the latest Title 17 with the comments from last month's meeting. She made modifications to the buffering standards and took out the Director decision/approval based on feedback from the Commission.

She informed the board that Chairman Gudger has some comments about the lighting standards that was discussed and changed. Megan noted that are still a few comments and highlights in the draft that she is working with the city attorney on wording. She stated the amendments are on the agenda for first reading at the May 14th Council Meeting.

Vice Chairman Gudger asked Megan if the comments he added for lighting would be in the draft by first reading. Megan confirmed they would be in the first reading and stated that any comments given, or changes suggested would be in the version for first reading. Vice Chairman Gudger then discussed his comments regarding photometric lighting plans. He said it's a standard for commercial developments, with 10 or more parking spaces and 2 or more light poles.

He stated that currently, the new rules state that no light can shine off of its property more than .02 foot candles and he is concerned is how do we enforce that? A photometric lighting plan would address this issue. He reached out to Todd Wagner to get his input. He forward the email to everyone. A medium-sized firm would be charged about \$1500-2000 for a photometric lighting plan. That fee is very small when compared to the design fee that is required by the applicant.

Vice Chairman Gudger then stated that he would like clarification on section 5 of the lighting standards. Megan stated that in the lighting section, she added extra requirements for all commercial, multi-family and industrial uses, within 50 feet of a residential district. Vice Chairman Gudger felt this was not an adequate distance and recommends changing it to somewhere between 350-500 feet. He stated that an average residential lot in Mills is about 100 feet. So, you are talking about 5 lots away, anything in that would be subject to the photometric lighting plan. He mention 350 feet for churches because he personally has worked with churches and they are found in residential areas. However, in general, he doesn't think we should go less than 500 feet.

Megan stated that her only comment would be to keep the distance the same for all uses, and not calling different distances for certain uses, like churches. Vice Chairman Gudger said 350 feet is being lenient to the churches since they can be right next to residential properties. He feels that having the lighting shielded would take care of any problems. He then recommended just keeping the distance at 500 feet.

Megan noted that the general lighting standards in the regulations do have requirements for a typical lighting plan that that the lighting standards for uses within whatever distance you recommend of residential is just those three extra requirements which state that poles can be no taller than 15 feet and installed at maximum of 17 feet above grade and that they shall be shielded in a manner that doesn't directly illuminate nearby residential property. Those are the only extra requirements of a use within a certain distance of the residential district.

Board Member Chris agreed with Megan's comment about not specifically calling out churches. Vice Chairman Gudger agreed that if they meet the shielding requirements, then the 500 feet won't be as much of an issue. He would purpose to change the distance from 50 feet to 500 feet. He would like to speak to council about this. There is an industrial project right behind where he resides and lighting has been a pretty big issue. They didn't have anything shielded until he had brought it up. Both Vice Chairman Gudger and Board Member Mandi agreed to do research and bring it to council. Megan clarified what exactly needed to be researched. Megan recommended they come to the council work session Tuesday May 14th to discuss the lighting and distance.

Vice Chairman Gudger wanted to go back to the lighting section and add an additional subsection. He would like to require a photometric lighting plan for significant developments. He would like to require a photometric lighting plan for significant commercial development, not mom and pop shops. Examples would be like a Wendy's, a grocery store, or anything significant. Applicants would be required to submit the lighting plan based on the following criteria. 1) 2 or more light poles within 100 feet of residential property, 2) poles equal or greater than 12 feet high.

Vice Chairman Gudger requested feedback on his proposed changes. Board Member Chris asked about the availability of services, is there anyone locally that can do this type of plan? Vice Chairman Gudger responded that there are local resources. Board Member Volzke also asked about the 2 or more light poles? Vice Chairman Gudger said he will look at that section again.

Megan reminded the Commission that the rules do require a standard lighting plan for all commercial/industrial and multi-family developments. She suggested deciding on what the "cut-off" would be for when a photometric plan would be necessary. Board Member Mosher believes a photometric plan should be completed for all commercial and industrial. Megan responded that every commercial/industrial and multi-family have to have an exterior lighting plan that provides information on the type of fixtures that will be used, the luminous intensity of each light source, wattage, manufacturer specs, proposed location mounted, height, shielding details, and aiming point of all the fixtures. It also requires that if the building elevations are proposed for illumination, a drawing showing all building elevations and their lighting will be required. Kevin commented that they should go off of price of project. Megan agreed we could do it by value or number of poles.

Vice Chairman Gudger suggested a minimum valuation of \$500,000 as when the requirement for a photometric plan would be required. Board Member Chris talked about renovation values? Megan stated that they should use the valuation of whatever work is being completed, whether it is a new development

Mills Planning & Zoning Board Meeting Minutes

May 2, 2024

or remodel. Vice Chairman recommended going with the \$500k. He stated that he feels we are making significant improvements to the code we had before.

Vice Chairman Gudger made a motion to recommend approval to council to add lighting requirements to section 5 40.3. Requiring a photometric lighting plan be required for all developments with a valuation of \$500k with the distance within residential to be determined. Board Member Mosher seconded the motion. Vice Chairman Gudger called for a vote to approve the motion. All ayes, motion passed.

Vice Chairman Gudger wanted to clarify that under General Requirements of 4A sub item 4, there is a sentence regarding architectural lighting and that it can be waived by the Applicable Director. Megan stated that would be for purely for lighting used aesthetic lighting, or landscape lighting. She gave an example that if Mountain View Baptist Church came in and wanted to put some lighting that shines on the building, the director could wave the lighting plan requirement. Vice Chairman Gudger agreed, as long as the lighting is shielded.

Board Member Chris asked about Section 22, the Downtown Riverfront design overlay district. He is curious if any of the language would adversely impact the residents that currently live there or not. He didn't have any changes, just wanted to make sure it was brought up. There was a lot of public input and we want to make sure to use it as discussed. Megan responded that was the intent, everyone would be rezoned to commercial, and then the overlay will be put on the blocks that are grandfathered in. Chris also spoke about the color schemes and requirements. He wants people to be able to express themselves with colors. Megan responded that she borrowed much of the language from City of Casper and the old Yellowstone district zoning overlay, and so tried not to be too overly restrictive.

Megan recommended that the decision on the Title 17 amendments be tabled, based on the ongoing discussion regarding the lighting standards. She stated that changes could still be made at the meeting on June 6th and the commission could make a recommendation at that meeting as well.

Vice Chairman Gudger then asked if there was any further discussion. There was no one. Board Member Volzke made the motion to table the discussion on Title 17. Board Member Mosher seconded the motion. Vice Chairman Gudger called for a vote to approve the motion. All ayes, motion passed.

Vice Chairman Gudger opened the floor for public comments.

Darla Ives – 1325 Granite Court – Her neighbor is wanting to put a garage up. She knows that there is 20' easement right where her neighbor wants to put the garage. Wanted to make sure that someone was aware of the easement. Kevin and Dale were very aware of the easement. Kevin stated that no building permits have been put in for the location yet.

Vice Chairman Gudger then asked if there was any further discussion. There was none. With no further business, Vice Chairman Gudger declared the meeting adjourned at 6:41 PM.

John Gudger, Vice-Chair

Attested: Sarah Osborn

DRAFT