



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: August 16, 2023

SUBJECT: OSI District – Final Plat
Resubdivision of all Lots 0 & 1 and a portion of Lots 2 & 5, Cosllo’s District

Case Number: 23.04 FSP

Summary: The applicant is proposing to resubdivide four (4) lots within the Cosllo’s District Subdivision to create one (1) 3.9-acre lot for the purposes of future building expansion and business development. (Lot 5 is a 5’ x 694’ (.79-acres) lot platted on the original Cosllo’s District plat.)

An unbuilt portion of right-of-way (Cosllo Street) that was previously platted has also been vacated via separate resolution. It is referenced on the subdivision plat.

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

Planning Commission Recommendation: At their June 1, 2023, meeting the Planning & Zoning Board made a “DO PASS” recommendation on the resubdivision request.

Staff Recommendation: Staff recommends APPROVAL of the resubdivision plat.

OSI District

Final Plat

Planning Commission Meeting
June 1, 2023

City Council Meeting

Applicants: OS Investments, LLC

Case Number: 23.04 FSP

Agent: Paul Svenson, WLC Engineer & Surveying

Summary: The applicant is proposing to resubdivide four (4) lots within the Cosllo's District Subdivision to create one (1) 3.9-acre lot for the purposes of future building expansion and business development. (Lot 5 is a 5' x 694' (.79-acres) lot platted on the original Cosllo's District plat.)

Legal Description: All of Lots 0 & 1 and a portion of Lots 2 & 5, Cosllo's District

Location: The property is located off Crescent Drive, east of W Yellowstone Hwy, adjacent to the north side of Glen Garden Dr.

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

Existing Land Use: There is an existing shop/business building on Lots 0 & 1.

Adjacent Land Use: North: Unplatted tracts (EB)
South: Mountain View Suburb (ER)
East: Cosllo's District (EI)
West: Mountain View Suburb (EB)

Planning Considerations:

1. Submit a site plan of the property, specifically showing:
 - a. Location of the existing road/driveway access in relation to the platted right-of-way for Cosllo St.
 - b. Location of the business sign
 - c. Location of the access gate into the property
2. Provide a turnaround at the end of Cosllo Street approved by the Fire Department to provide adequate access for fire apparatus.
 - a. Language will need to be added to the dedication statement for the turn-around

area for Cosllo Street.

3. Place a stop sign and street sign for Cosllo St. at the intersection of Crescent and Cosllo.
 4. Discuss a change of address to accurately reflect access of Cosllo St. versus Crescent Dr.
 5. Review the line legend on the plat face:
 - a. Appears the $\frac{1}{4}$ section line is labeled easement line
 - b. The easement line type is not shown in the legend
 - c. Recommend the subdivision boundary be a solid, black line
 6. Do not show the vacated right-of-way area of Cosllo Street as an easement, unless a 54' wide easement is intended to be shown.
-

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: 5-11-2023
Return by: _____
(Submittal Deadline)
For Meeting on: _____

PLEASE PRINT

SINGLE POINT OF CONTACT: JOEY SULLIVAN

APPLICANT/PROPERTY OWNER(S) INFORMATION:

Print Owner Name: OS INVESTMENTS LLC
Owner Mailing Address: 4402 MOUNTAIN VIEW DRIVE
City, State, Zip: CASPER WY 82604
Owner Phone: 307-259-3107
Applicant Email: joey@westernenergyfab.com

AGENT INFORMATION:

Print Agent Name: JOSEPH SULLIVAN
Agent Mailing Address: 4402 MOUNTAIN VIEW DRIVE
City, State, Zip: CASPER WY 82604
Agent Phone: 307-259-3107
Agent Email: joey@westernenergyfab.com

PROPERTY INFORMATION:

Subject property legal description (attach separate page if long legal): COSLLO'S DISTRICT LOT 0-1 ALL, LOT 2 PT & LOT 5 PT (5' STRIP N OF COSLLO ST)

Physical address of subject property if available: 400 CRESCENT

Size of lot(s) 3.45 ACRES sq. ft/acres:

Current zoning: EI ESTABLISHED INDUSTRIAL Current use: EI ESTABLISHED INDUSTRIAL

Intended use of the property: EI ESTABLISHED INDUSTRIAL

Zoning within 300 feet: EI, EB, ER, UA Land use within 300 feet: EI, EB, ER, UA

ATTACHMENTS (REQUIRED):

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

RIGHT-OF-WAY / EASEMENT INFORMATION:

Right-of-Way / Easement Location: Cosllo Street five feet inside northwesterly property line and parallel to same line. No known utility easements.
(Example: along west property line, running north & south)

Width of Existing Right-of-Way / Easement: 50' Number of Feet to be Vacated: 405' +/-

Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned
It is currently not improved.

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:

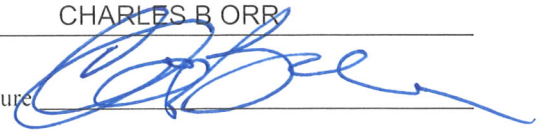
JOSEPH S SULLIVAN

CHARLES B ORR

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: \$ _____

OSI District – 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 Business |  Mills, MU: Mixed Use |
|  Mills, EI: Established Industrial |  Mills, UA: Urban Agriculture |
| |  Mills, UR: Urban Agriculture Residential |

Tracy Good
Recorded: SA
Fee: \$15.00
ROCKY MOUNTAIN TITLE

1058715

WARRANTY DEED

THIS INDENTURE, MADE THE 21 DAY OF January, 2019, BY AND BETWEEN CHARLES SARGENT IRRIGATION, INC., A CORPORATION ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF NEBRASKA, THE GRANTOR,

OS INVESTMENTS LLC, A WYOMING LIMITED LIABILITY COMPANY

WHOSE ADDRESS IS: _____

THE GRANTEE, WITNESSETH: THAT THE GRANTOR, FOR AND IN CONSIDERATION OF TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION, (\$10.00) IN HAND PAID, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, DOES, BY THESE PRESENTS, GRANT, BARGAIN, SELL, CONVEY AND WARRANT UNTO THE SAID GRANTEE, ALL THAT CERTAIN TRACT, LOT, PIECE, AND PARCEL OF LAND SITUATED IN THE COUNTY OF NATRONA, STATE OF WYOMING, AND DESCRIBED AS FOLLOWS:

SEE EXHIBIT "A" ATTACHED HERETO

TOGETHER WITH ALL IMPROVEMENTS THEREON SITUATE.

SUBJECT TO RESERVATIONS, RESTRICTIONS AND EASEMENTS OF RECORD.

IN WITNESS WHEREOF, THE GRANTOR HAS CAUSED ITS CORPORATE SEAL TO BE HEREUNTO AFFIXED, AND THESE PRESENTS TO BE SIGNED BY ITS DULY AUTHORIZED OFFICER, THE DAY AND YEAR FIRST ABOVE WRITTEN.

CHARLES SARGENT IRRIGATION, INC., A NEBRASKA CORPORATION

BY: Michael Whitesel
President

STATE OF Nebraska)
COUNTY OF Custer) ss.

ON THIS 21st DAY OF January, 2019, BEFORE ME PERSONALLY APPEARED Michael Whitesel

PERSONALLY KNOWN, WHO, BEING BY ME DULY SWORN, DID SAY THAT he IS THE President OF CHARLES SARGENT IRRIGATION, INC., A NEBRASKA CORPORATION AND THAT SAID INSTRUMENT WAS SIGNED ON BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS BOARD OF DIRECTORS AND SAID Michael Whitesel, President ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE ACT AND DEED OF SAID CORPORATION.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS 21st DAY OF January, 2019.

Tara E. Miller
NOTARY PUBLIC

MY COMMISSION EXPIRES:

State of Nebraska - General Notary
TARA E MILLER
My Commission Expires
January 17, 2020

EXHIBIT "A"

A PARCEL BEING ALL OF LOTS 0, 1 AND A PORTION OF LOT 2, "COSLLO'S DISTRICT", MOUNTAIN VIEW SUBURB, 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, SAID LOT 0, "COSLLO'S DISTRICT" AND A POINT IN THE SOUTHWESTERLY RIGHT OF WAY LINE OF THE CHICAGO AND NORTHWESTERN TRANSPORTATION CO., THENCE ALONG THE NORTHEASTERLY LINE OF SAID PARCEL AND LOT 0, "COSLLO'S DISTRICT" AND ALONG SAID RIGHT OF WAY LINE, S 53°25' E., 335.78 FEET TO THE MOST EASTERLY CORNER OF SAID PARCEL, LOT 0 AND A POINT IN THE NORTHWESTERLY LINE OF GLEN GARDEN DRIVE; THENCE ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL AND LOTS 0, 1 AND 2, "COSLLO'S DISTRICT" AND THE NORTHWESTERLY LINE OF SAID GLEN GARDEN DRIVE, S 51°08' W., 497.70 FEET TO THE MOST SOUTHERLY CORNER OF THE PARCEL BEING DESCRIBED; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL AND ACROSS SAID LOT 2, "COSLLO'S DISTRICT", N 39°12' W., 325.02 FEET TO THE MOST WESTERLY CORNER OF SAID PARCEL AND A POINT IN THE NORTHWESTERLY LINE OF SAID LOT 2 AND SOUTHEASTERLY LINE OF COSLLO STREET; THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL AND LOTS 2, 1 AND 0, "COSLLO'S DISTRICT" AND SOUTHEASTERLY LINE OF SAID COSLLO STREET, N 51°08' E., 415.27 FEET TO THE POINT OF BEGINNING.

AND

A 5.0 FOOT STRIP ALONG THE NORTHERLY SIDE OF COSLLO STREET IN COSLLO'S DISTRICT, MOUNTAIN VIEW SUBURB, LOCATED IN SECTION 1, TOWNSHIP 33 NORTH, RANGE 80 WEST OF THE SIXTH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE COSLLO'S DISTRICT; THENCE S. 51°08' W., 401.29 FEET ALONG THE NORTHWESTERLY LINE OF COSLLO'S DISTRICT; THENCE S. 39°12' E., 5.00 FEET TO A POINT IN THE NORTHWESTERLY LINE OF COSLLO STREET; THENCE N. 51°08' E., 402.56 FEET ALONG THE NORTHWESTERLY LINE OF COSLLO STREET TO THE INTERSECTION OF THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF THE CHICAGO AND NORTHWESTERN RAILROAD; THENCE N. 53°25' W., 5.17 FEET TO THE POINT OF BEGINNING.



Wyoming Secretary of State
 2020 Carey Avenue, Suite 700
 Cheyenne, WY 82002-0020
 Ph. 307.777.7311
 Fax 307.777.5339
 Email: Business@wyo.gov

For Office Use Only

Limited Liability Company Articles of Organization

1. Name of the limited liability company:

OS INVESTMENTS LLC

2. This entity elects to be a close limited liability company:

(You may refer to the Close Limited Liability Supplement for more information W.S. 17-25-101-W.S 17-25-109.)

3. Name and physical address of its registered agent:

(The registered agent may be an individual resident in Wyoming or a domestic or foreign business entity authorized to transact business in Wyoming. The registered agent must have a physical address in Wyoming. If the registered office includes a suite number, it must be included in the registered office address. A Drop Box is not acceptable. A PO Box is acceptable if listed in addition to a physical address.)

Name: JOEY SULLIVAN

Address: 4402 MOUNTAIN VIEW DR
CASPER, WY 82604

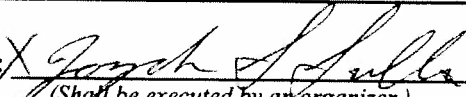
(If mail is received at a Post Office Box, please list above in addition to the physical address.)

4. Mailing address of the limited liability company:

4402 MOUNTAIN VIEW DR
CASPER, WY 82604

5. Principal office address:

4402 MOUNTAIN VIEW DR
CASPER, WY 82604

Signature: 
(Shall be executed by an organizer.)

Date: X 8/27/18
(mm/dd/yyyy)

Print Name: JOEY SULLIVAN

Contact Person: JOEY SULLIVAN

Daytime Phone Number: (307) 259-3107

Email: amandaf@cpawyo.com

*(Email provided will receive annual report reminders and filing evidence)
 May list multiple email addresses



Wyoming Secretary of State
 2020 Carey Avenue, Suite 700
 Cheyenne, WY 82002-0020
 Ph. 307.777.7311
 Fax 307.777.5339
 Email: Business@wyo.gov

Consent to Appointment by Registered Agent

I, , registered office located at
(name of registered agent)

, voluntarily consent to serve

* *(registered office physical address, city, state & zip)*

as the registered agent for
(name of business entity)

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

Signature: *Joeych Sullivan*
(Shall be executed by the registered agent.)

Date:
(mm/dd/yyyy)

Print Name: Daytime Phone:

Title: Email:

Registered Agent Mailing Address
 (if different than above):

***If this is a current registered agent changing their registered address on file, complete the following:**

Previous Registered Office(s):

I hereby certify that:

- After the changes are made, the street address of my registered office and business office will be identical.
- This change affects every entity served by me and I have notified each entity of the registered office change.
- I certify that the above information is correct and I am in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

Signature: _____
(Shall be executed by the registered agent.)

Date:
(mm/dd/yyyy)

PUBLIC ACCESS EASEMENT

For value received, Pamela Baden, ("Grantor"), hereby grants to the City of Mills, its successors and assigns, ("Grantee"), a public access easement for the purpose of ingress and egress, and for the construction, reconstruction, operation, maintenance and repair of a "public turn around", on, over, or under the surface of the real property of Grantor in Natrona County, State of Wyoming, said lands and easement being more particularly described on Exhibit "A" which is attached hereto and by this reference made a part hereof.

Together with the present and future right to keep the easement free of all brush, trees, timber, structures, buildings and other hazards which might impede the rights granted herein.

The rights and obligations of the parties hereto shall be binding upon and shall benefit their respective heirs, successors and assigns.

IN WITNESS WHEREOF, Grantors execute this instrument this 4 day of August, 2023.

Pamela Baden

Pamela Baden

STATE OF WYOMING)

ss:

COUNTY OF NATRONA)

The foregoing instrument was acknowledged before me by **Pamela Baden**, this 4th day of August, 2023



Doug A White

Notary Public

My Commission Expires: 2-10-25



8/7/2023 1:33:43 PM
Pages: 3

NATRONA COUNTY CLERK

1143262

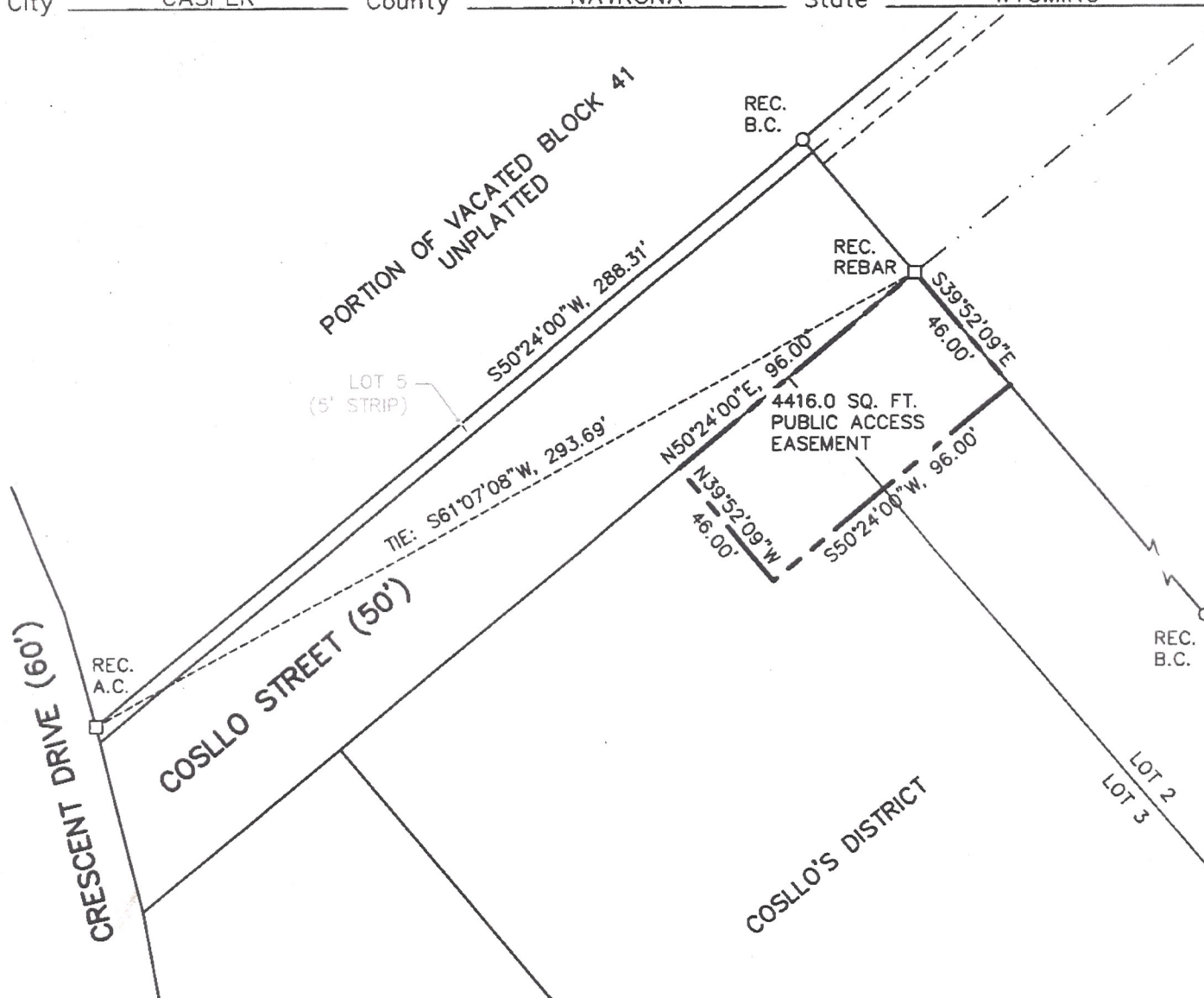
Tracy Good
Recorded: CC
Fee: \$18.00
CITY OF MILLS

WLC ENGINEERING & SURVEYING
 200 PRONGHORN STREET, CASPER, WYOMING 82601
 FOR

Client OS INVESTMENTS LLC Address 4402 MOUNTAIN VIEW DRIVE
 City MILLS State WYOMING Zip 82604

PROPERTY LOCATION PLAT

NW1/4SE1/4 Section 1, T. 33 N., R. 80 W., 6th Principal Meridian, Wyoming
 Lot 2 & 3 Block _____ Subdivision COSLLO'S DISTRICT
 City CASPER County NATRONA State WYOMING



SCALE: 1"=50'
 BASIS OF BEARING:
 STATE PLANE COORDINATES
 WYOMING EAST CENTRAL ZONE
 NAD 83/2011
 US SURVEY FOOT GRID DISTANCE
 Date: 06-05-23
 W.O. No. 17726
 Book No. _____ Pg. _____
 Drawn By: MPJ
 Acad File: OSI DISTRICT





CASPER
200 PRONGHORN
CASPER, WY 82601
P: 307-266-2524

June 5, 2023
Page 1 of 1

OS Investments, LLC
4402 Mountain View Drive
Mills, Wyoming 82604

W.O. No.: 17726

Description: (4416.0 Sq. Ft. Public Access Easement)

A Parcel located in and being a portion of Lots 2 and 3, Cosllo's District, City of Mills, NW1/4SE1/4, Section 1, Township 33 North, Range 80 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 a point in the southerly line of Cosllo Street and a point in the northeasterly line of the Paulson Parcel and from which point the northwesterly corner of said Cosllo's District bears S61°07'08"W, 293.69 feet; thence from said Point of Beginning and along the northeasterly line of the Parcel being described and the northeasterly line of said Paulson Parcel, S39°52'09"E, 46.00 feet to a point; thence along the southeasterly line of said Parcel and into said Paulson Parcel, S50°24'00"W, 96.00 feet to a point; thence along the southwesterly line of said Parcel, N39°52'09"W, 46.00 feet to a point in and intersection with the southerly line of said Cosllo Street; thence along the northwesterly line of said Parcel and the southerly line of said Cosllo Street, N50°24'00"E, 96.00 feet to said Point of Beginning and containing 4416.0 square feet, 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.



CASPER

RAWLINS

DEDICATED TO CLIENTS. DEFINED BY EXCELLENCE.



MINUTES OF THE 1st OF JUNE 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. Dale Smith was absent.

Others in Attendance: Megan Nelms, City Planner, Kevin O’Hearn, Building Official, Paul Svenson, WLC Engineering and Joey Sullivan, applicant, were also in attendance.

Chairman Pattie Gould called the Meeting to order at 5:04 PM on June 1, 2023, as a quorum was present.

Chairman Pattie Gould asked board members if they had read the minutes of the April 6, 2023, P&Z Board meeting. Pattie noted one grammatical change to be made. Board Member Bob Greenley 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 6th 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 VAC, a petition to vacate a portion of South 5th Avenue.

Background:

The applicants have submitted a petition to vacate 158.30’ of South 5th Avenue, adjacent to Lot 1, Block 8, Evergreen Park No. 2 and Lot 1, Evergreen Park Subdivision.

Evergreen Park No. 2 was platted in 1959 and this portion of S. 5th Ave was dedicated as public right-of-way as a proposed extension street out of the subdivision to the north. The portion of the road has never been constructed since that time, and the adjacent properties have used the area as part of their properties for some time.

Albon Shaw has purchased Lots 1-3 and the Reservoir Tract of Evergreen Park Subdivision and is in the process of resubdividing the lots. As part of the resubdivision process, Mr. Shaw is working with the adjacent landowner to vacate this portion of S. 5th Avenue to clean up property boundaries and remove the un-utilized right-of-way.

Wyoming State Statute 15-4-305, regarding street vacations, states that “no vacation may be ordered except upon petition of a majority of the owners of the property abutting on the portion proposed to be vacated and extending three hundred (300) feet in either direction from the portion proposed to be vacated.” Signatures have been obtained from a majority of the property owners

MINUTES OF THE 1st OF JUNE 2023

MILLS PLANNING & ZONING BOARD MEETING

owning a majority of the property within three hundred (300) feet of the subject street parcel. Once vacated, ownership of the right-of-way will revert to the immediately adjacent property owners. The Shawville Addition subdivision plat will clean-up the parcels and divide up the vacated parcel proportionally, generally following how the owners have established property boundaries.

No utilities or infrastructure are located within the right-of-way proposed for vacation and no easements will need to be retained with the vacation.

A notice of public hearing was published in the Casper Star-Tribune advertising the June 1st Planning & Zoning Board and June 13th City Council public hearings.

There are no planning considerations, and no comments were received from external and internal staff reviews.

Staff Recommendation: Staff recommends the Planning and Zoning Board approve proposed vacation of a portion of S. 5th Avenue.

Chairman Gould thanked Megan and asked if there were any questions from the Board. The Chairman asked where the road was originally supposed to connect, if it was at Poison Spider Rd or elsewhere. Megan supplied an exhibit of the original plat which shows an odd configuration and connection back to S. 6th Ave. Member Greenley asked if there were any comments from surrounding property owners. Megan stated she received none.

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 to vacate a portion of S. 5th Avenue. Board Member Leon Norvell seconded the motion. All voted in favor, motion carried.

Megan presented the next case, 23.02 VAC a petition to vacate a portion of Cosllo Street.

Background:

The applicant has submitted a petition to vacate approximately 464’ of Cosllo Street, adjacent to Lots 0, 1 and a portion of Lot 2, Cosllo’s District, Mountain View Suburb subdivision.

Cosllo’s District, Mountain View Suburb, was platted in 1972. Cosllo Street was dedicated to the public on said plat, but the street was never constructed or improved to City standards upon annexation. The easterly portion of the right-of-way is used to provide access to lots within the subdivision, has been constructed to a gravel standard and is currently maintained by the lot owners.

OS Investments, LLC owns Lots 0, 1, & a portion of Lot 2, Cosllo’s District. They have requested to resubdivide those three (3) lots into one, larger lot to accommodate future development and

MINUTES OF THE 1st OF JUNE 2023

MILLS PLANNING & ZONING BOARD MEETING

expansion of their business operations. As part of the resubdivision, they would like to vacate that portion of Cosllo Street adjacent to their lots. Cosllo Street, as platted, dead-ends at the western edge of the subdivision, on Lot 0. The topography in the area is not conducive to extension of the street further to west. OS Investments, LLC would like to utilize the additional lot area that would be provided with vacation of the street.

Wyoming State Statute 15-4-305, regarding street vacations, states that “no vacation may be ordered except upon petition of a majority of the owners of the property abutting on the portion proposed to be vacated and extending three hundred (300) feet in either direction from the portion proposed to be vacated.” Signatures have been obtained from a majority of the property owners owning a majority of the property within three hundred (300) feet of the subject street parcel. Once vacated, ownership of the right-of-way will revert to the immediately adjacent property owners.

For this vacation, OS Investments, LLC is the only adjacent property owner to the proposed right-of-way to be vacated. The forthcoming resubdivision plat for Lots 0, 1 & portion of Lot 2 will combine the parcels and include the area of vacated right-of-way in the new lot. A general utility easement will be provided on the plat for existing and future infrastructure and utilities within the existing right-of-way and a Fire Department approved turn-around will be included on the plat.

No comments were received from external and internal staff reviews. There are no planning considerations.

Staff Recommendation: Staff recommends the Planning and Zoning Board approve proposed vacation of a portion of Cosllo Street.

Chairman Gould thanked Megan and asked if there were any questions from the Board. Joey Sullivan of OS Investments was in attendance as representative and applicant. The Chairman asked what OS Investments was, what kind of business? Joey stated that OS Investments is a holding company and the business on site is Western Energy Fabrication. They are a welding and pipe shop. Commissioner Greenley asked why they were not vacating the entirety of Cosllo Street, back to Crescent Ave. Megan noted that there are at least two other properties to the east of Mr. Sullivan’s property, and one the specifically needs Cosllo Street to be used as access to their property. There was discussion about the North Mountain View Improvement District, maintenance of the existing Cosllo St. and what roads were paved with the Improvement District monies.

There was further discussion about the legal descriptions of each ownership and how the ownership does not follow the platted lots lines. Commissioner Greenley inquired about the ‘Lot 2’ label on the plat and stated it was confusing when viewing the plat when Lot 2 is supposed to be part of the subdivision. It was explained that OS Investments owns Lots 0 and 1 and a portion

MINUTES OF THE 1st OF JUNE 2023

MILLS PLANNING & ZONING BOARD MEETING

of Lot 2. The label shows the remaining area, not included in the resubdivision. Megan stated she will add a planning consideration to the plat to gray out or remove that reference and add language “not part of this subdivision.”

Chairman Gould then asked if there was any further discussion on the proposed vacation of Cosllo Street. There was none, so she called for a motion. Board Member Ed Greenwood made a motion to provide the City Council with a “Do Pass” recommendation to vacate a portion of Cosllo Street. Board Member Bob Greenley seconded the motion. All voted in favor, motion carried.

Megan presented then presented the final case, 23.04 FSP the final plat for OSI District.

Background:

The applicant is proposing to resubdivide four (4) lots within the Cosllo’s District Subdivision to create one (1) 3.9-acre lot for the purposes of future building expansion and business development. (Lot 5 is a 5’ x 694’ (.79-acres) lot platted on the original Cosllo’s District plat.)

Planning Considerations:

1. Submit a site plan of the property, specifically showing:
 - a. Location of the existing road/driveway access in relation to the platted right-of-way for Cosllo St.
 - b. Location of the business sign
 - c. Location of the access gate into the property
2. Provide a turnaround at the end of Cosllo Street approved by the Fire Department to provide adequate access for fire apparatus.
 - a. Language will need to be added to the dedication statement for the turn-around area for Cosllo Street.
3. Place a stop sign and street sign for Cosllo St. at the intersection of Crescent and Cosllo.
4. Discuss a change of address to accurately reflect access of Cosllo St. versus Crescent Dr.
5. Review the line legend on the plat face:
 - a. Appears the ¼ section line is labeled easement line
 - b. The easement line type is not shown in the legend
 - c. Recommend the subdivision boundary be a solid, black line
6. Do not show the vacated right-of-way area of Cosllo Street as an easement, unless a 54’ wide easement is intended to be shown.

MINUTES OF THE 1st OF JUNE 2023

MILLS PLANNING & ZONING BOARD MEETING

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

Chairman Gould thanked Megan and asked if there were any questions from the Board. There was general discussion regarding the turnaround. The applicant has proposed the neighboring property owner to the east providing a public access easement that is large enough to accommodate emergency response vehicles and meet the turnaround requirements. The parcel would not be included on the plat, however, the access easements would be recorded by separate instrument and referenced on the plat.

Megan stated staff would be amenable to that proposed solution. She noted that staff was not requiring the applicants to improve the remainder of Cosllo Street at this time, and that the goal was to have the required turnaround area for the dead end street and set the area up for success for future development. Mr. Sullivan noted that he is the one who maintains the road now and gravels it, as they had previously received complaints about mud be tracked out onto Crescent Dr.

There was further discussion about other roads in the area, such as Glen Garden one block over, which does not have a turnaround. Mr. Sullivan noted that trucks go down that road inadvertently and have a hard time turning around to get back out. Mr. Sullivan stated that he is also planning on widening the approach at Cosllo & Cresecent St. He would like to open up the access, make it wider and improve the approach.

Chairman Gould then asked if there was any further discussion. There was none, so she called for a motion. Board Member Ed Greenwood made a motion to provide the City Council with a “Do Pass” recommendation for the final plat of OSI District, adding the planning consideration to allow a public access easement on the neighboring property for the required turnaround at the end of Cosllo Street. Board Member Bob Greenley seconded the motion. All voted in favor, motion carried.

Megan stated that if they can get the access easement recorded and the plat updated prior to the next Council meeting, the plat will be reviewed on that agenda. Otherwise, it will be reviewed at the June 27, 2023 meeting.

Kevin and Megan announced that it was Chairman Gould and Board Member Greenwood’s last meeting. They presented plaques to each and thanked them for their years of service to the Planning & Zoning Board.

With no further business, Chair Pattie Gould declared the meeting adjourned at 5:57 PM.

Pattie Gould, Chair

MINUTES OF THE 1st OF JUNE 2023 MILLS PLANNING & ZONING BOARD MEETING

Attested: Christine Trumbull