



**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:** September 24, 2024  
**SUBJECT:** Elrod Addition – Final Plat

---

**Case Number:** 24.07 FSP

**Summary:** The applicant is proposing to resubdivide two existing lots into one (1) lot, being .87-acres in size, to clear up the legal description and facilitate future development.

**Current Zoning:** I-1 (Light Industrial) \*no change of zoning is requested or required.

**Planning Commission Recommendation:** At their September 5, 2024, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the subdivision request, pending completion of all planning considerations.

**Staff Recommendation:** The applicant has completed all the required planning considerations and staff recommends APPROVAL of the subdivision final plat.

**Elrod Addition  
Final Plat**

**Planning Commission Meeting**  
September 5, 2024

**City Council Meeting**  
September 24, 2024

---

**Applicants:** Dan Elrod

**Case Number:** 24.07 FSP

**Agent:** WLC Engineering

**Summary:** The applicant is proposing to resubdivide two existing lots, into one (1) lot, being .87-acres in size to clear up the legal description and facilitate future development.

---

**Legal Description:** Lot 19, Peterson Addition No. 2 and Lot 2, Peterson Addition No. 3

**Location:** The property is located on the northeast corner of the intersection of Poison Spider Rd and Falcon Ave.

**Current Zoning:** I-1 (Light Industrial) \*no change of zoning is requested or required.

**Existing Land Use:** There is an existing shop building on the property.

**Adjacent Land Use:** North: Industrial uses/Peterson Addition No. 3 (I-1)  
South: Industrial uses/Peterson Subdivision No. 2 (I-1)  
East: Industrial uses/Peterson Subdivision No. 2 (I-1)  
West: Various commercial businesses (C-1)

---

**Planning Considerations:**

1. The record owner of both lots is the Elrod Living Trust
  - a. Update the signature and notary blocks to reflect Daniel R. Elrod and Melissa A. Elrod as Trustees, signing on behalf of the Trust
2. Add at 5' general utility easement around the perimeter of the lot.
  - a. \*It is noted that the structure is considered non-conforming for setbacks
3. Cosmetic changes to the plat:
  - a. Bold and increase the font size of the label for Lot 1
  - b. Add signature line for approval by the City Planner in the APPROVALS box
4. Survey Reviews:

- a. Per the Land Development Regulations, all major corners of a subdivision shall be marked with brass caps. There appear to be three (3) corners within the subdivision that need to be replaced with brass caps.
- 

**Staff Recommendation:**

Staff recommends APPROVAL of the final plat upon all planning considerations being completed and for the Planning Commission make a “Do Pass” recommendation on the Final Plat application.

**Planning Commission Recommendation:**

**City Council Decision:**



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



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

Date: \_\_\_\_\_  
Return by: \_\_\_\_\_  
(Submittal Deadline)  
For Meeting on: \_\_\_\_\_

**PLEASE PRINT**

**SINGLE POINT OF CONTACT:** DAN ELROD

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

Print Owner Name: DAN ELROD  
Owner Mailing Address: 2971 S. ROBERTSON RD.  
City, State, Zip: CASPER, WY. 82604  
Owner Phone: 307-797-3041  
Applicant Email: MELROD@WESTCOASTENGINEERS.COM

**AGENT INFORMATION:**

Print Agent Name: \_\_\_\_\_  
Agent Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Agent Phone: \_\_\_\_\_  
Agent Email: \_\_\_\_\_

**PROPERTY INFORMATION:**

Subject property legal description (attach separate page if long legal): \_\_\_\_\_  
Physical address of subject property if available: 1136 ALCON AVE  
Size of lot(s) \_\_\_\_\_ sq. ft/acres: \_\_\_\_\_  
Current zoning: INDUSTRIAL B Current use: INDUSTRIAL  
Intended use of the property: INDUSTRIAL  
Zoning within 300 feet: \_\_\_\_\_ Land use within 300 feet: \_\_\_\_\_

**ATTACHMENTS (REQUIRED):**

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

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


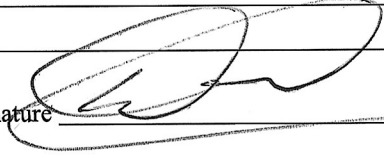
Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned

\_\_\_\_\_  
\_\_\_\_\_

**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**  \_\_\_\_\_ **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.**

<b>For Office Use Only: Signature verified:</b> _____ <b>Proof of ownership provided:</b> _____ <b>Fee Paid: \$</b> _____
---------------------------------------------------------------------------------------------------------------------------



PLAT OF  
**"ELROD ADDITION"**  
 TO THE CITY OF MILLS, WYOMING  
 A SUBDIVISION OF PORTIONS OF  
 THE SW1/4SE1/4, SECTION 1, NW1/4NE1/4, SECTION 12,  
 TOWNSHIP 33 NORTH, RANGE 80 WEST  
 SIXTH PRINCIPAL MERIDIAN  
 NATRONA COUNTY, WYOMING

BEING A VACATION AND REPLAT OF LOT 19, PETERSON  
 ADDITION NO. 2 AND LOT 2, PETERSON ADDITION NO. 3  
 TO THE CITY OF MILLS, NATRONA COUNTY, WYOMING

DEDICATION STATEMENT

DANIEL R. ELROD and MELISSA A. ELROD, Trustees of the Elrod Living Trust, dated December 5, 2023 do hereby certify that they are the owners and proprietors of the foregoing vacation and replat of Lot 19, Peterson Addition No. 2, and Lot 2, Peterson Addition No. 3, located in a portion of the SW1/4SE1/4, Section 1, and the NW1/4NE1/4, Section 12, 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 westerly corner of the Parcel being described and a point in the northeasterly right of way line of Falcon Avenue and a point in the southeasterly right of way line of Poison Spider Road and a point in said NW1/4NE1/4, Section 12; thence from said Point of Beginning and along the northwesterly line of said Parcel and the southeasterly right of way line of said Poison Spider Road, N52°26'42"E, 22.26 feet to a point in and an intersection with the northerly line of said NW1/4NE1/4, Section 12; thence continuing along the northwesterly line of said Parcel and the southeasterly right of way line of said Poison Spider Road and into said Section 1, N52°26'40"E, 148.41 feet to the most westerly corner of Lot 1, Peterson Addition No. 3; thence along the northeasterly line of said Parcel and the southwesterly line of said Lot 1, Peterson Addition No. 3, and into and across said Section 1, S37°36'45"E, 109.24 feet to the northwesterly corner of Lot 20, Peterson Addition No. 2, and a point in and an intersection with the southerly line of said SW1/4SE1/4, Section 1; thence along the easterly line of said Parcel and the westerly line of said Lot 20, Peterson Addition No. 2 and into said NW1/4NE1/4, Section 12, S0°31'28"E, 283.31 feet to a point in and an intersection with the northeasterly right of way line of Falcon Avenue; thence along the southwesterly line of said Parcel and the northeasterly right of way line of said Falcon Avenue, N37°34'57"W, 335.41 feet to said Point of Beginning and containing 0.871 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 vacation, replat 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 "ELROD 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.

ELROD LIVING TRUST 12/5/23  
 2971 S. ROBERTSON RD  
 CASPER, WYOMING 82604

DAN R. ELROD

DANIEL R. ELROD, TRUSTEE

STATE OF WYOMING )  
 COUNTY OF NATRONA ) SS

The foregoing instrument was acknowledged before me by Dan Elrod this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

NOTARY PUBLIC

MELISSA A. ELROD

MELISSA A. ELROD, TRUSTEE

STATE OF WYOMING )  
 COUNTY OF NATRONA ) SS

The foregoing instrument was acknowledged before me by Dan Elrod 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

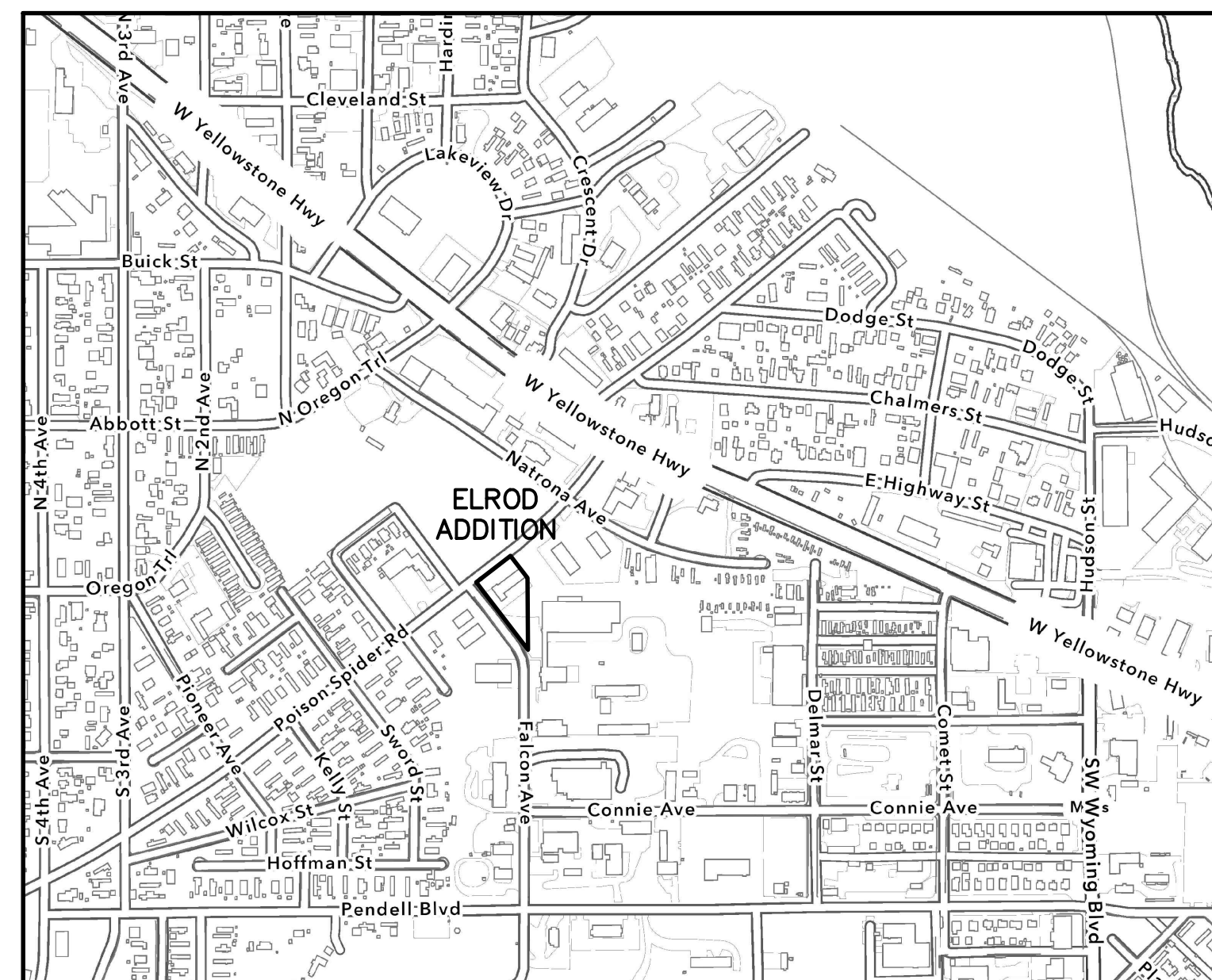
Attest: \_\_\_\_\_  
 Mayor

Inspected and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 City Engineer

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

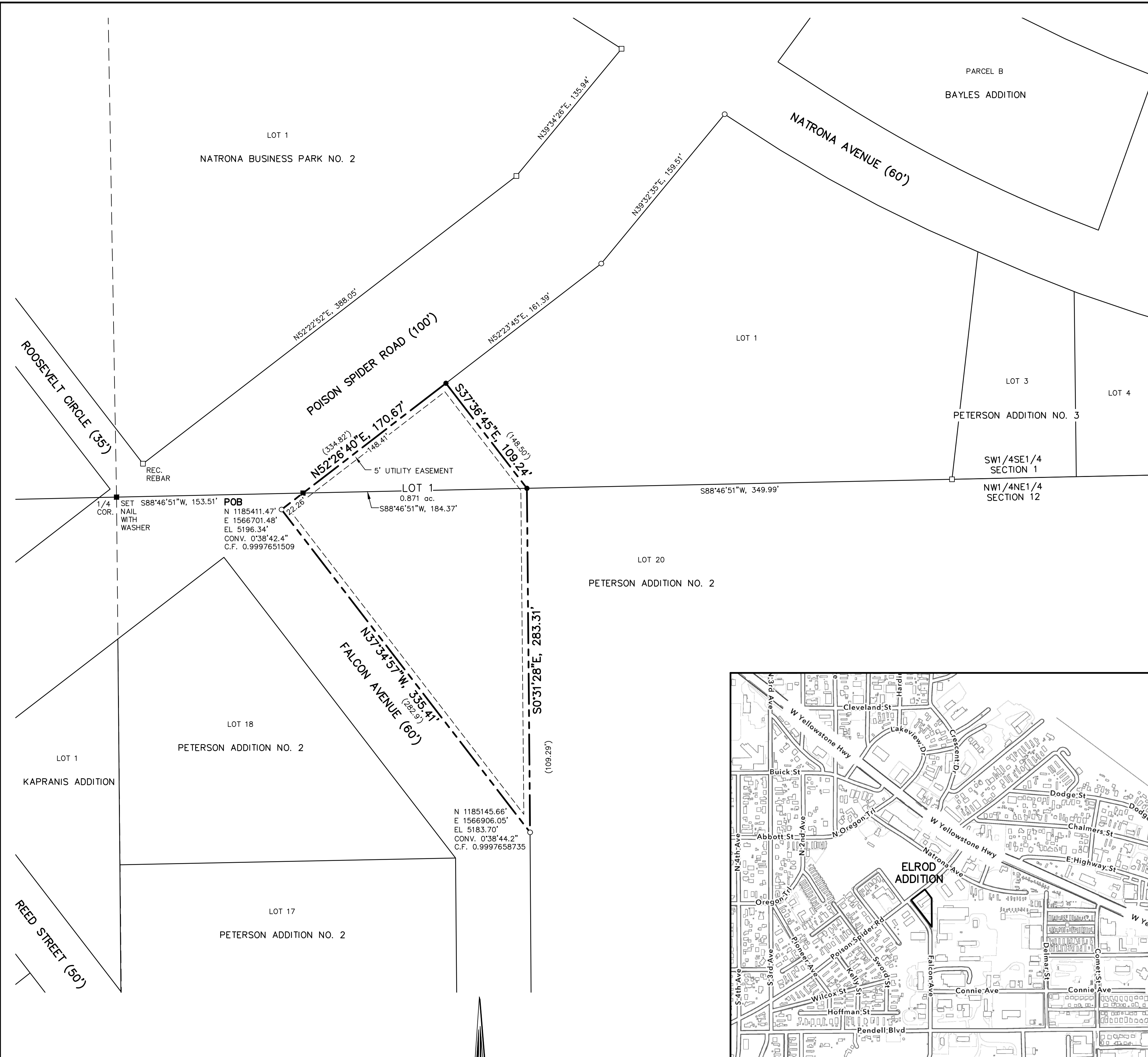
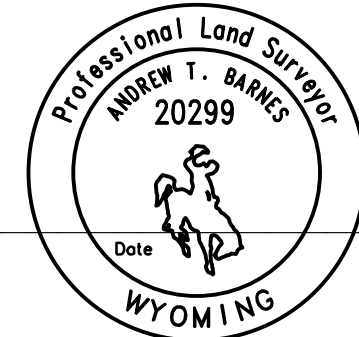
\_\_\_\_\_  
 City Planner



VICINITY MAP  
 SCALE: 1"=600'

SURVEYORS CERTIFICATE

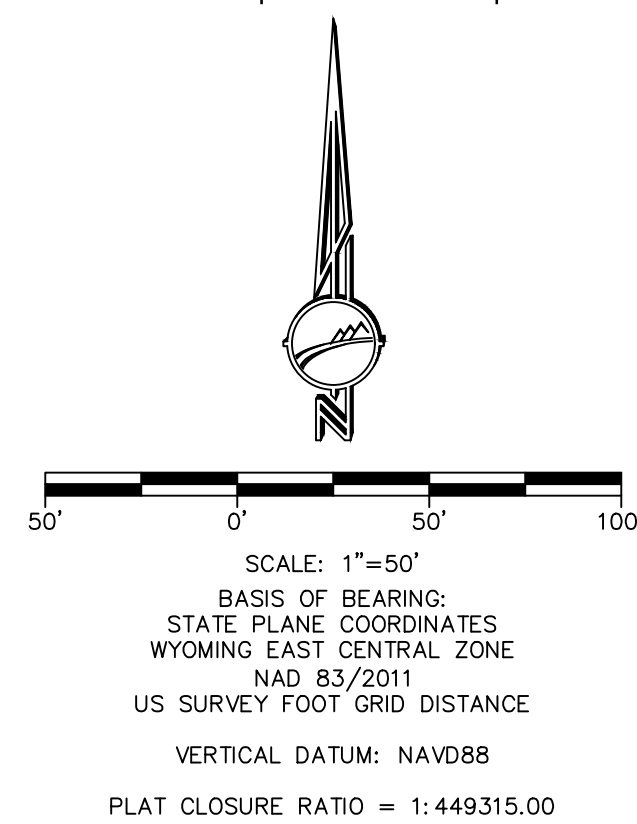
I, Andrew T. Barnes, a Professional Land Surveyor, 20299, do hereby certify that this plat was made from notes taken during an actual survey made by me or under my direct supervision during the month of June, 2024 and that this plat, to the best of my knowledge and belief, correctly and accurately represents said survey.



LEGEND

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

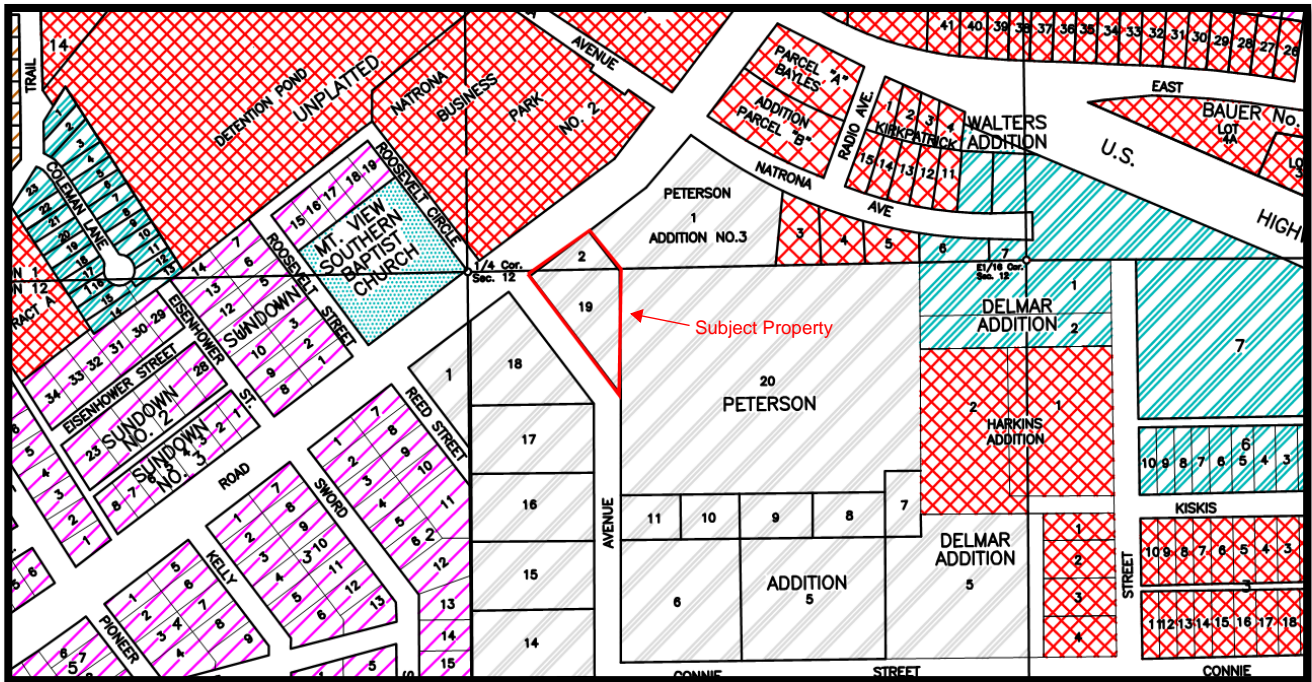
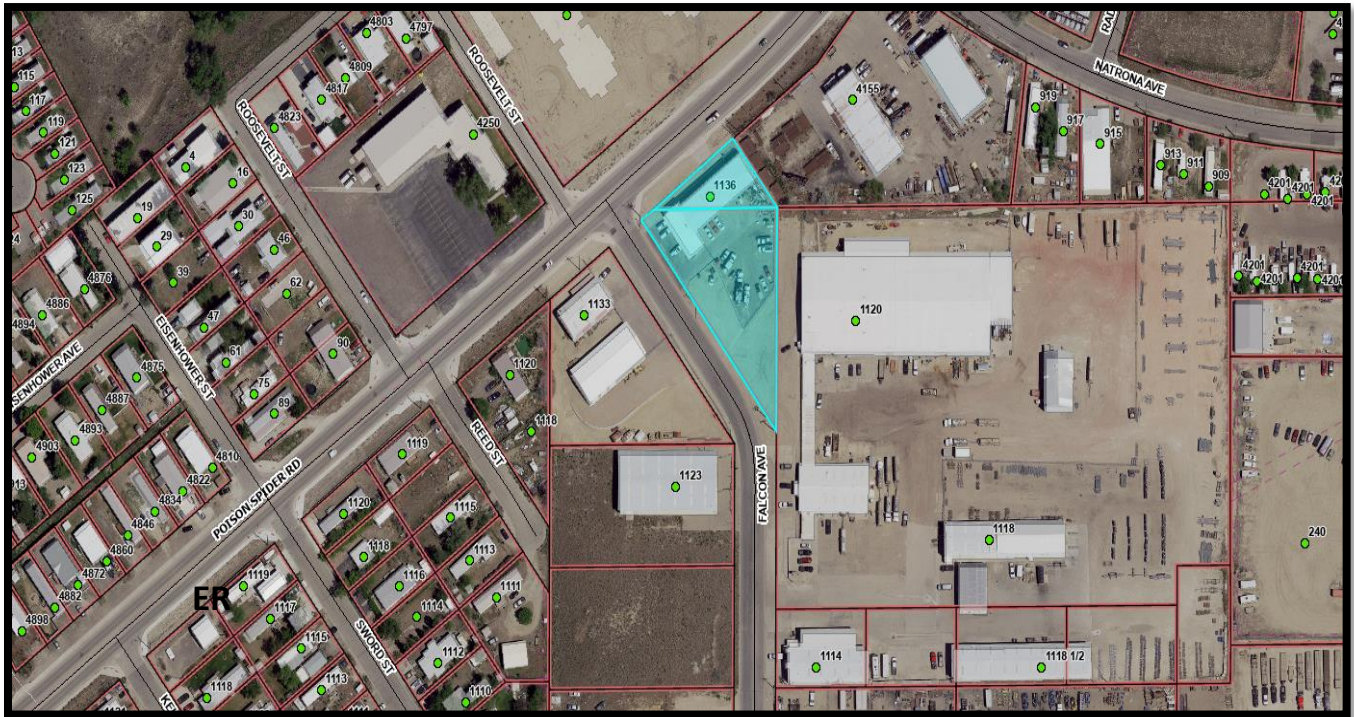
NO°00'00"W, 0.00'



A. CLIENT: DAN ELROD SURVEY: 2024-06-04 DATE: 09-04-24 FILE NAME: ELROD



# Lot 1, Elrod Addition



## Mills Zoning Districts

	AG URBAN AGRICULTURE		O-B OFFICE BUSINESS DISTRICT
	C-1 GENERAL COMMERCIAL		PLI PUBLIC LANDS AND INSTITUTIONS
	C-3 BUSINESS SERVICE DISTRICT		R-1 SINGLE FAMILY DWELLING DISTRICT
	I-1 LIGHT INDUSTRIAL		R-2 ONE AND TWO FAMILY DWELLING DISTRICT
	I-2 HEAVY INDUSTRIAL		R-3 MULTIPLE FAMILY DWELLING DISTRICT
	M-H MANUFACTURED HOME DISTRICT		STREETS PLATTED / NOT OPEN
	M-P MANUFACTURED HOME PARK		UR URBAN AGRICULTURE RESIDENTIAL

**TRUSTEE'S SPECIAL WARRANTY DEED**

DANIEL ROBERT ELROD, Successor Trustee of the Elrod Family Trust, dated September 26, 1990, Grantor, of Natrona County, State of Wyoming, for and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration, in hand paid, the receipt of which is hereby acknowledged, CONVEY and SPECIALLY WARRANT against all who claim by, through, or under the Grantor, but against none other, to DANIEL R. ELROD and MELISSA A. ELROD, Trustees of the Elrod Living Trust, dated December 5, 2023 whose address is 2971 S. Robertson Rd, Casper, Wyoming 82604, Grantee, all his right, title and interest in and to the following described real estate, situate in Natrona County, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

SEE EXHIBIT A ATTACHED HERETO

Together with all buildings and improvements located thereon or appurtenant thereto and all rights, privileges, hereditaments and tenements appertaining or belonging thereto; SUBJECT to all prior easements, restrictions, reservations, conveyances, conditions, covenants and rights-of-way of record.

WITNESS his hand this 4<sup>th</sup> day of April, 2024.

ELROD FAMILY TRUST,  
dated September 26, 1990

By   
DANIEL ROBERT ELROD,  
SUCCESSOR TRUSTEE

[ACKNOWLEDGMENT PAGE TO FOLLOW]



4/4/2024 9:56:13 AM

NATRONA COUNTY CLERK

Pages: 3

Tracy Good  
Recorded: CC  
Fee: \$18.00  
DANIEL ELROD

**1152913**



EXHIBIT A

TRACT I:

LOTS 7, 8, 9, 10 AND 11, "PETERSON ADDITION NO. 2" TO THE TOWN OF MILLS,  
NATRONA COUNTY, WYOMING  
ADDRESS: 1114 FALCON AVENUE, MILLS, WY 82644

TRACT II:

LOT 19, "PETERSON ADDITION NO. 2" AND LOT 2, "PETERSON ADDITION NO. 3" TO  
THE TOWN OF MILLS, NATRONA COUNTY, WYOMING  
ADDRESS: 1136 FALCON AVENUE, MILLS, WY 82644

**ACKNOWLEDGMENT**

STATE OF WYOMING            )  
                                          ) SS.  
COUNTY OF NATRONA        )

The foregoing instrument was acknowledged before me by Daniel Robert Elrod, Successor Trustee of the Elrod Family Trust this 3<sup>th</sup> day of April, 2024.

Witness my hand and official seal.

\_\_\_\_\_

Jenny Blom  
Notary Public

My commission expires:  
9/14/2027

