



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: November 14, 2023

SUBJECT: Midway Subdivision
Final Plat

Case Number: 23.07 FSP

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

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

Planning Commission Recommendation: At their October 5, 2023, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the subdivision request.

Staff Recommendation: Staff recommends APPROVAL of the final subdivision plat.

Midway Subdivision

Final Plat

Planning Commission Meeting
October 5, 2023

City Council Meeting

Applicants: Tetral Corporation of Casper

Case Number: 23.07 FSP

Agent: Lewis James, JKC Engineering

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

Legal Description: SE $\frac{1}{4}$ NW $\frac{1}{4}$, Section 6, T33N, R79W

Location: The property is located at the west end of Midway Road, approximately $\frac{1}{4}$ mile from the intersection of Midway Rd and Salt Creek Highway.

Zoning: EI (Established Industrial)

Proposed Zoning: EI (Established Industrial)

Existing Land Use: Vacant grasslands & various storage

Adjacent Land Use: North: Large acre industrial parcels (EI)
South: B & B Subdivision (EI & DI)
East: Tank Farm Industrial Park (EI)
West: Large acre industrial parcels (EI)

PRELIMINARY PLAT:

1. Access must be provided to Lot 8 and Tract A
 - a. 60' of publicly dedicated ROW is required
 - b. The access must be constructed
 - c. Only have the 30' on the southern part touching the subdivision, the unplatted portion of land to the north may need to be included to dedicate the needed right-of-way for access.
 - d. There is a power structure that may need to be relocated in order to construct the right of way

2. Provide plans for construction of subdivision infrastructure, including roads and water & sewer infrastructure.
 - a. Are there plans for phasing of the subdivision?
 - b. Timeline for Permit to Construct
3. All cul-de-sacs shall have a radius of no less than 96' in diameter.
4. Add 5' general utility easements on the interior of Lots 1-6 and 13-17.
5. Add the following as a notes section on the plat face with regard to the WAPA easement:

The United States Government (US) holds an access and a 75-foot-wide Casper-Glendo N transmission line easement (37.5 feet on either side of centerline) for the right to operate, patrol, repair, maintain, use, construct, and reconstruct an electrical transmission line across Tract A and Lots 4, 5, 6, 7, 12 and 13. The following activities are prohibited within the transmission line easement:

- a. *Structures are not allowed on the easement. Structures, by way of example, not by limitation, shall mean buildings, sheds, mobile homes, signs, storage tanks, septic systems, swimming pools, tennis courts, basketball courts, gazebos or similar facilities.*
 - b. *All vegetation on the easement shall not exceed a maximum height of 3 feet at maturity.*
 - c. *Excavation is not permitted within 27 feet of any tower footings. A minimum of 30 feet of ground to conductor clearance must be maintained at all times.*
 - d. *Wells and mining operations are not allowed within the easement.*
 - e. *WAPA shall review fence plans affecting the easement area prior to installation. If fences are placed across the easement, 14-foot-wide gates are required for access along the easement.*
 - f. *All improvement plans affecting the easement must be reviewed and approved by WAPA prior to development. Requests for permission to use the transmission line easement should be submitted to: Western Area Power Administration, Attn: Lands Department, 5555 East Crossroads Boulevard, Loveland, Colorado 80538.*
6. Survey Review:
 - a. The majority of the interior measurements are missing on the lots
 - b. There is no interior monumentation shown on the plat. All lot corner monuments shall be set now or after construction of infrastructure. Set and label or add a note to the plat face stating otherwise.

7. Cosmetic Revisions to the Plat:
 - a. There is no lot line shown between Lots 12 & 13
 - b. Label the 30' access easement instrument number.
 - c. The word foregoing is spelled wrong gin the last paragraph of the dedication statement
 - d. Remove the signature line that says, "Inspected and approved this date" with the Mayor's signature line.
 - e. In the notary statement, it needs to state "Steve Loftin, Vice President of Tetral Corporation"
 - f. In the title block, the Sheet Title should be Final Plat, not Record of Survey
 8. Submit a Subdivision Improvements Agreement providing for the construction and payment of all, or part of, required public improvements for review and approval by the City Engineer and/or appropriate state agency, if applicable.
 9. Provide an irrevocable letter of credit, or other financial guarantee acceptable to the City in an amount no less than 125% of the estimated cost of the unfinished improvements, if applicable.
-
-

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: _____
Return by: _____
(Submittal Deadline)
For Meeting on: _____

PLEASE PRINT

SINGLE POINT OF CONTACT: Lewis James - JKC Engineering

<p>APPLICANT/PROPERTY OWNER(S) INFORMATION:</p> Print Owner Name: _____ Tetral Corporation of Casper Owner Mailing Address: _____ P.O. Box 4600 City, State, Zip: <u>Casper, WY 82604</u> Owner Phone: <u>(307)235-2922</u> Applicant Email: <u>steve@71construction.com</u>	<p>AGENT INFORMATION:</p> Print Agent Name: _____ JKC Engineering Agent Mailing Address: _____ 111 W. 2nd Street Suite 420 City, State, Zip: <u>Casper, WY 82601</u> Agent Phone: <u>(307)265-4601</u> Agent Email: <u>lewis@jkcengineering.com</u>
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PROPERTY INFORMATION:

Subject property legal description (attach separate page if long legal): SE1/4NW1/4, Section 5, T32N R79W

Physical address of subject property if available: _____

Size of lot(s) 0.36 AC to 14.08 AC sq. ft/acres:

Current zoning: E-I Established Industrial Current use: E-I Established Industrial

Intended use of the property: Industrial Usage

Zoning within 300 feet: E-I Established Industrial Land use within 300 feet: Industrial

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 *John Lofgren* **TETRAL CORP U-PROP** OWNER Signature _____
AGENT Signature *John* **JKE Engineering**

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: \$ _____

2023

Profit Corporation Annual Report

Due on or Before: February 1, 2023
 ID: 1987-000240382
 State of Formation: Wyoming
 License Tax Due: \$446.33
 AR Number: 08102556



ID: 1987-000240382
 Filed: 01/31/2023 03:15 PM
 AR Number: 08102556

The Tetral Corporation

1: Mailing Address

7072 Barton Dr
 Casper, WY 82604

Current Registered Agent:

Steve Loftin
 7072 Barton
 Casper, WY 82604

2: Principal Office Address

7072 Barton Dr
 Casper, WY 82604

• Please review the current Registered Agent information and, if it needs to be changed or updated, complete the appropriate form available from the Secretary of State's website at <https://sos.wyo.gov>

Phone: (307) 235-2922
 Email: sandy@71construction.com

3: Officers and Directors

President	Thomas L Davenport - 118 Valley Circle Riverton, WY 82501
Vice President	Steve L Loftin - 6471 White Deer Trail Casper, WY 82604
Secretary	Kenneth L Schulte - 1555 S. Center Casper, WY 82601

I hereby certify under the penalty of perjury that the information I am submitting is true and correct to the best of my knowledge.

Signature of Treasurer or Fiscal Agent

STEVE LOFTIN V-PREZ

Printed Name of Treasurer or Fiscal Agent

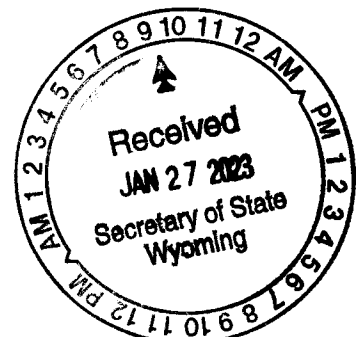
January 25, 2023

Date

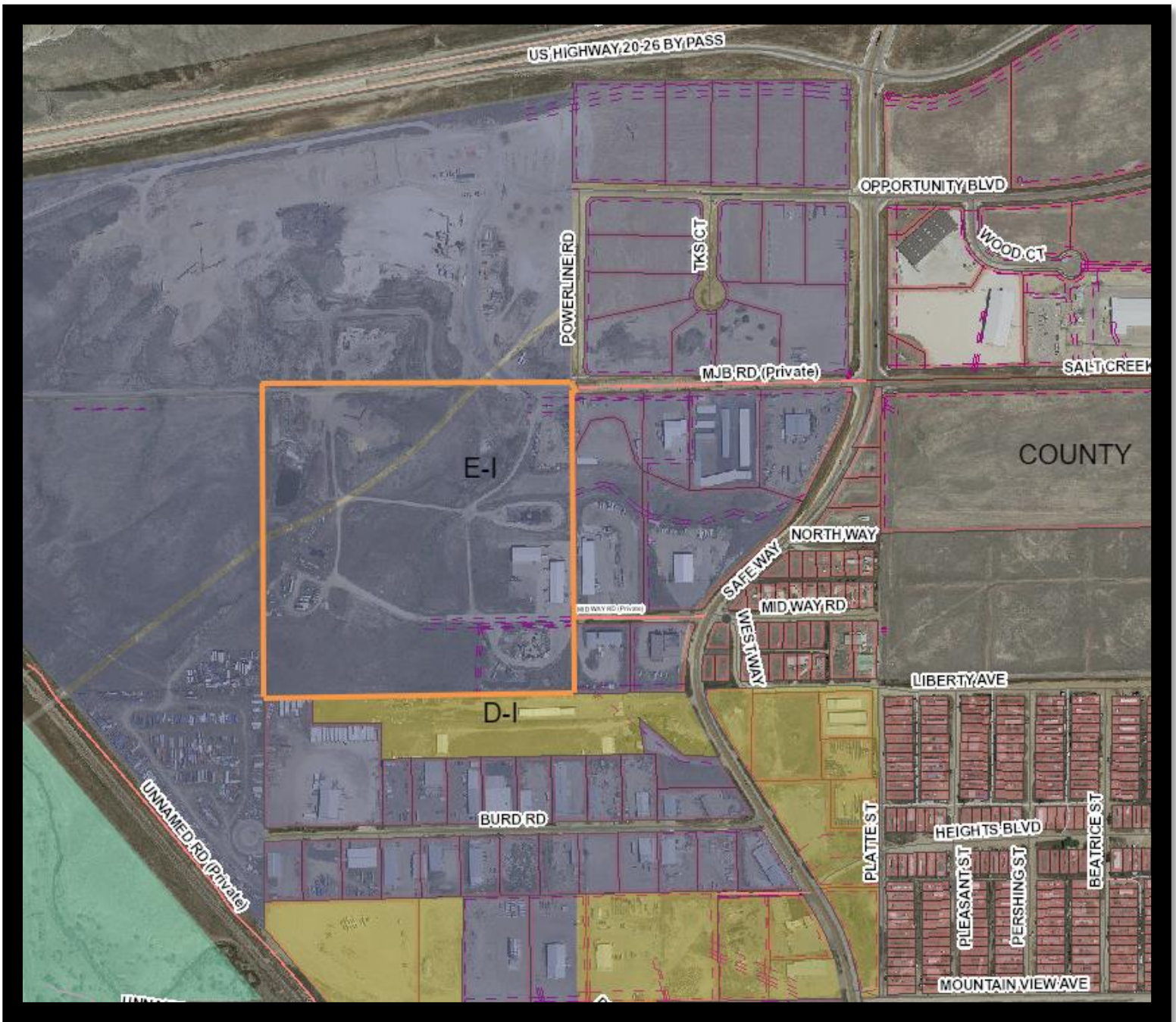
The fee is \$60 or two-tenths of one mill on the dollar (\$.0002), whichever is greater.

Instructions:














1. Complete the required worksheet;
2. Sign and date this form; and
3. Return both the form and worksheet to the Secretary of State at the address provided above.



Midway Subdivision – Preliminary 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 |

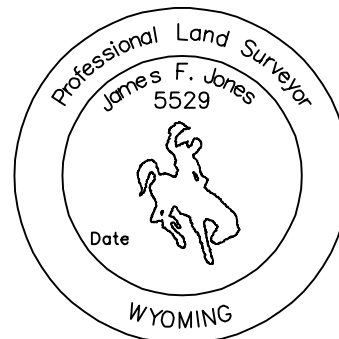
CERTIFICATE OF SURVEYOR

I, James F. Jones, do hereby certify that I am a professional land surveyor licensed under the laws of the State of Wyoming, that this plat is a true, correct, and complete plat of "MIDWAY SUBDIVISION" as laid out, plotted, dedicated, and shown hereon, that such plat was made from an accurate survey of said property by me or under my supervision during October, 2022, and correctly shows the location and dimensions of the lots, easements, and streets of said subdivision as the same are staked upon the ground in compliance with the City of Mills regulations governing the subdivision of land.

STATE OF WYOMING)
 NATRONA COUNTY) SS

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by:
 James F. Jones, P.L.S.

as a free and voluntary act and deed. Witness my hand and official seal. My commission expires:



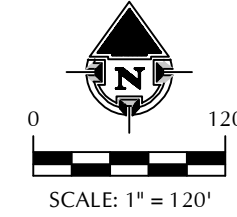
NOTARY PUBLIC

NOTES

- ERROR OF CLOSURE = 1:499,292
- BASIS OF BEARING: WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983
- DISTANCES: U.S. SURVEY FOOT - GROUND
- COORDINATES LISTED ARE NAD83/2011 GRID VALUES.
- ELEVATIONS LISTED REFERENCE NAVD88 AND NOT INTENDED FOR USE AS BENCHMARKS.
- ALL LOT CORNERS TO BE MARKED WITH SET ALUMINUM CAP.
- THE UNITED STATES GOVERNMENT (US) HOLDS AN ACCESS AND 75-FOOT-WIDE CASPER-GLENDO TRANSMISSION LINE EASEMENT (37.5 FEET ON EITHER SIDE OF CENTERLINE) FOR THE RIGHT TO OPERATE, PATROL, REPAIR, MAINTAIN, USE, CONSTRUCT, AND RECONSTRUCT AN ELECTRICAL TRANSMISSION LINE ACROSS TRACT A AND LOTS 4, 5, 7, 8 AND 13.

LEGEND

- RECOVERED BRASS CAP
 - ⊙ RECOVERED CORNER AS NOTED
 - SET BRASS CAP
 - SET 5/8" REBAR W/ALUMINUM CAP
 - PLAT BOUNDARY
 - LOT LINES
 - - - EASEMENT LINES
 - MEASURED
 - - - RECORD
- N52°14'56" W, 308.40'
 (N52°14'56" W, 308.40')



PLAT OF
"MIDWAY SUBDIVISION"

AN ADDITION TO THE CITY OF MILLS
 BEING ALL OF THE SE1/4NW1/4, SECTION 6,
 TOWNSHIP 33 NORTH, RANGE 79 WEST OF THE 6TH PRINCIPAL MERIDIAN,
 NATRONA COUNTY, WYOMING

SCALE: 1"=120'

CERTIFICATE OF DEDICATION

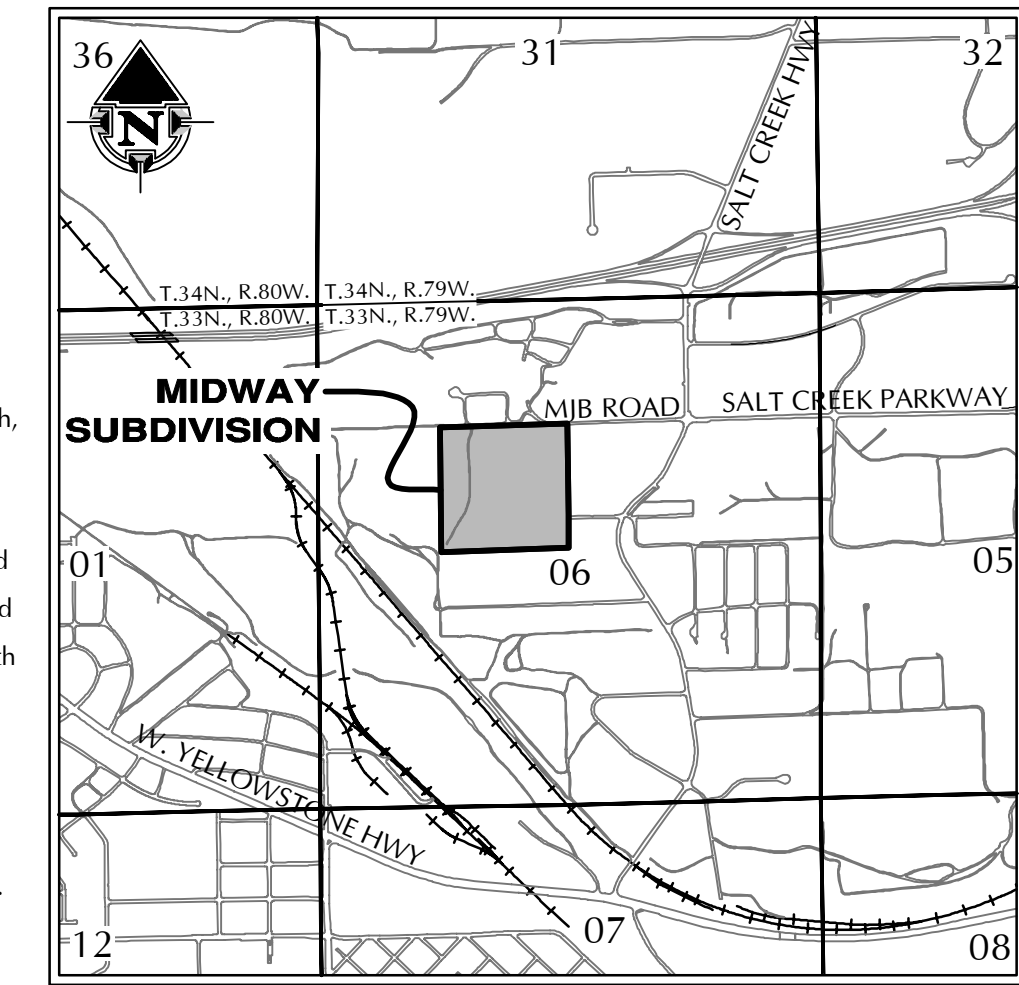
Tetral Corporation of Casper hereby certifies that they are the owner and proprietor of the foregoing Parcel being all of the SE1/4NW1/4, Section 6, Township 33 North, Range 79 West of the Sixth Principal Meridian, Natrona County, Wyoming, being more particularly described by metes and bounds as follows:

Beginning at a brass cap being the southeast corner of said SE1/4NW1/4; thence along the south line of said SE1/4NW1/4, 587°59'21"W, 1332.02 feet to a brass cap being the southwest corner of said SE1/4NW1/4; thence along the west line of said SE1/4NW1/4, N0°28'07"W, 1305.03 feet to a brass cap being the northwest corner of said SE1/4NW1/4; thence along the north line of said SE1/4NW1/4, N88°13'15"E, 1324.75 feet to a brass cap at the location of a found sprocket being the northeast corner of said SE1/4NW1/4; thence along the east line of said SE1/4NW1/4 for the next two calls, S0°46'47"E, 949.72 feet to a brass cap at the intersection of the SE1/4NW1/4 and the north line of Midway Road; thence continuing along the east line of said SE1/4NW1/4, S0°47'36"E, 349.77 feet to the Point of Beginning.

The above described Parcel contains 39.69 acres, more or less, and is subject to any and all rights-of-way, easements, reservations, and encumbrances which have been legally acquired.

The subdivision of the forgoing described land as it appears on this plat is with the free consent and in accordance with the desire of the above named owner and proprietor. The name of said subdivision shall be known as "Midway Subdivision", an addition to the City of Mills, Wyoming. The above named owner and proprietor does hereby dedicate all streets and roads shown hereon to the use of the public and grants to the public and private utility companies an easement and license to locate, construct, use and maintain conduits, lines, wires and pipes, any or all of them, under, along or across the strips of land marked as utility easements as shown on this plat.

AFFIX RECORDING LABEL HERE



VICINITY MAP
 1" = 2000'

OWNER

Tetral Corporation of Casper
 7072 Barton Drive
 Casper, Wyoming 82604

Steve Loftin - Vice President

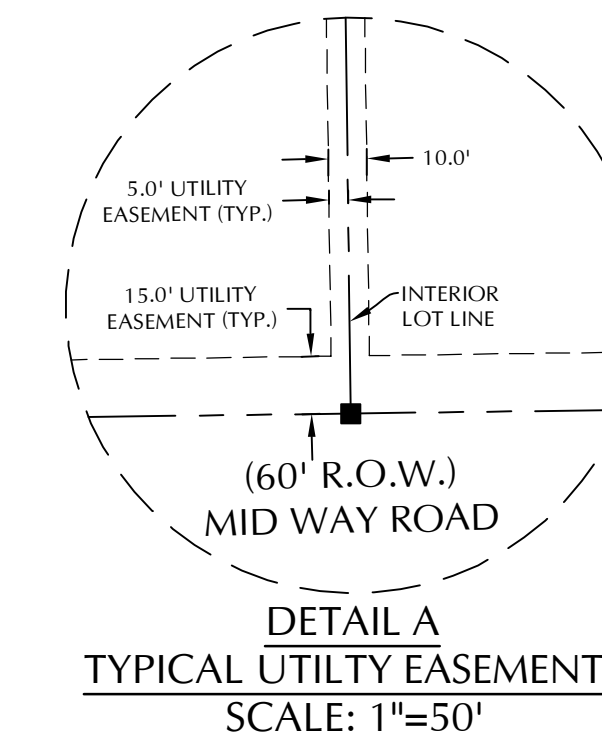
STATE OF WYOMING)
 NATRONA COUNTY) SS

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by:
 Steve Loftin - Vice President

as a free and voluntary act and deed. Witness my hand and official seal. My commission expires:

NOTARY PUBLIC

Curve Table				
Curve #	Delta	Radius	Length	Chord
C1	27°33'00"	270.00'	129.83'	N77°01'06"W, 128.58'
C2	62°46'28"	50.00'	54.78'	N31°51'22"W, 52.08'
C3	51°19'05"	20.00'	17.91'	N25°11'24"E, 17.32'
C4	81°29'59"	60.00'	85.35'	N10°05'57"E, 78.33'
C5	59°49'05"	60.00'	62.64'	N60°33'35"W, 59.83'
C6	60°10'56"	60.00'	63.02'	S59°26'24"W, 60.17'
C7	81°08'08"	60.00'	84.96'	S11°13'08"E, 78.04'
C8	51°19'04"	20.00'	17.91'	S26°07'40"E, 17.32'
C9	2°38'14"	110.00'	5.06'	S01°47'15"E, 5.06'
C10	33°34'47"	110.00'	64.47'	S19°53'45"E, 63.55'
C11	26°33'27"	110.00'	50.99'	S49°57'52"E, 50.53'
C12	16°18'32"	330.00'	93.93'	S71°23'52"E, 93.61'
C13	11°14'28"	330.00'	64.74'	S85°10'21"E, 64.64'



APPROVALS

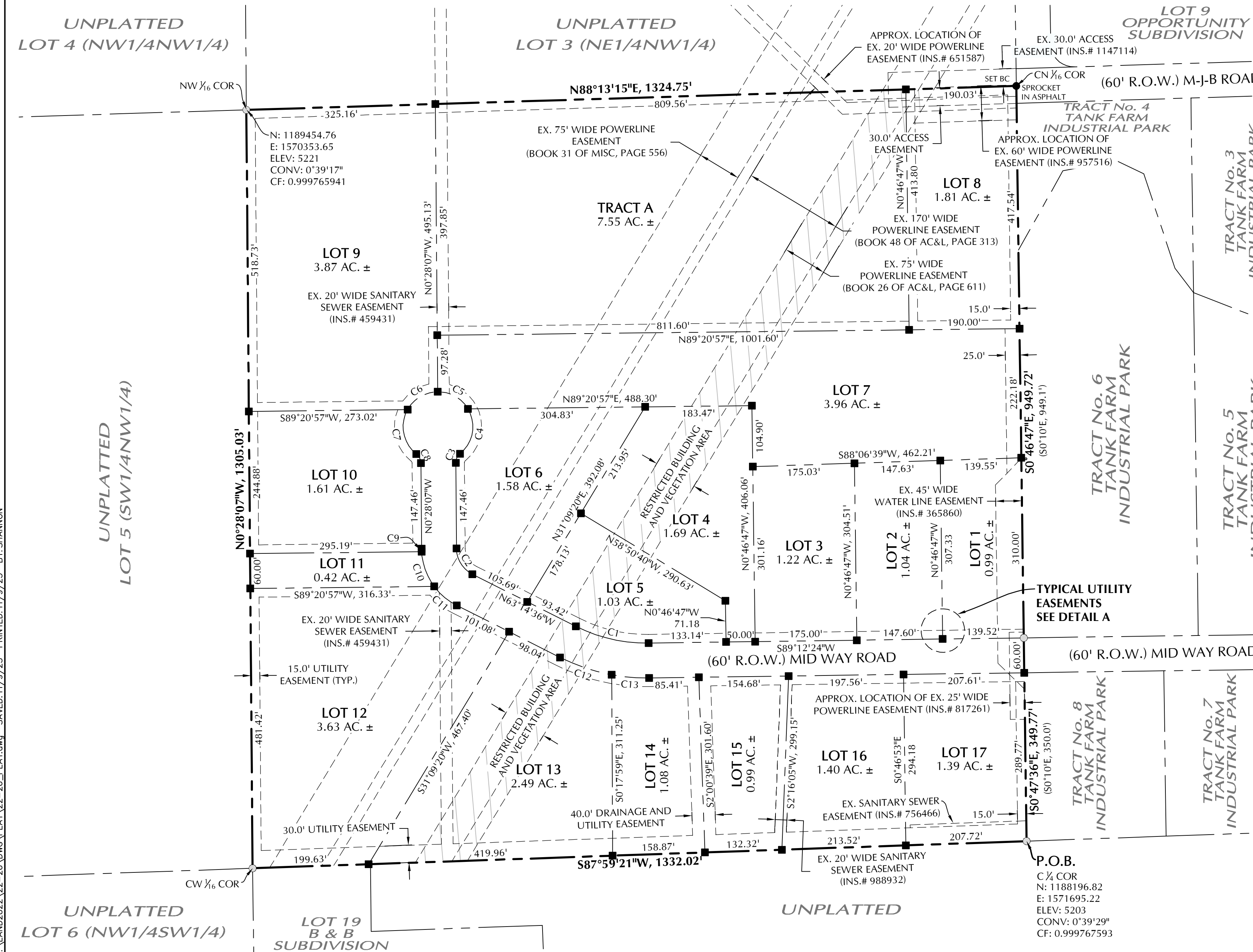
APPROVED BY THE CITY COUNCIL OF MILLS, WYOMING BY RESOLUTION No. _____, DULY PASSED, ADOPTED AND APPROVED THIS _____ DAY OF _____, 2023.

MAYOR

ATTEST: CITY CLERK

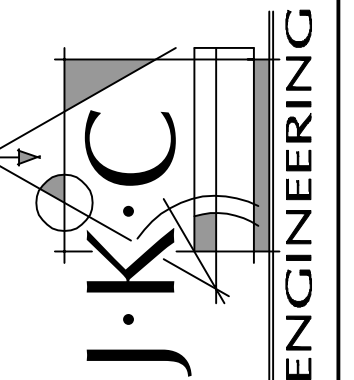
INSPECTED AND APPROVED THIS _____ DAY OF _____, 2023.

CITY ENGINEER



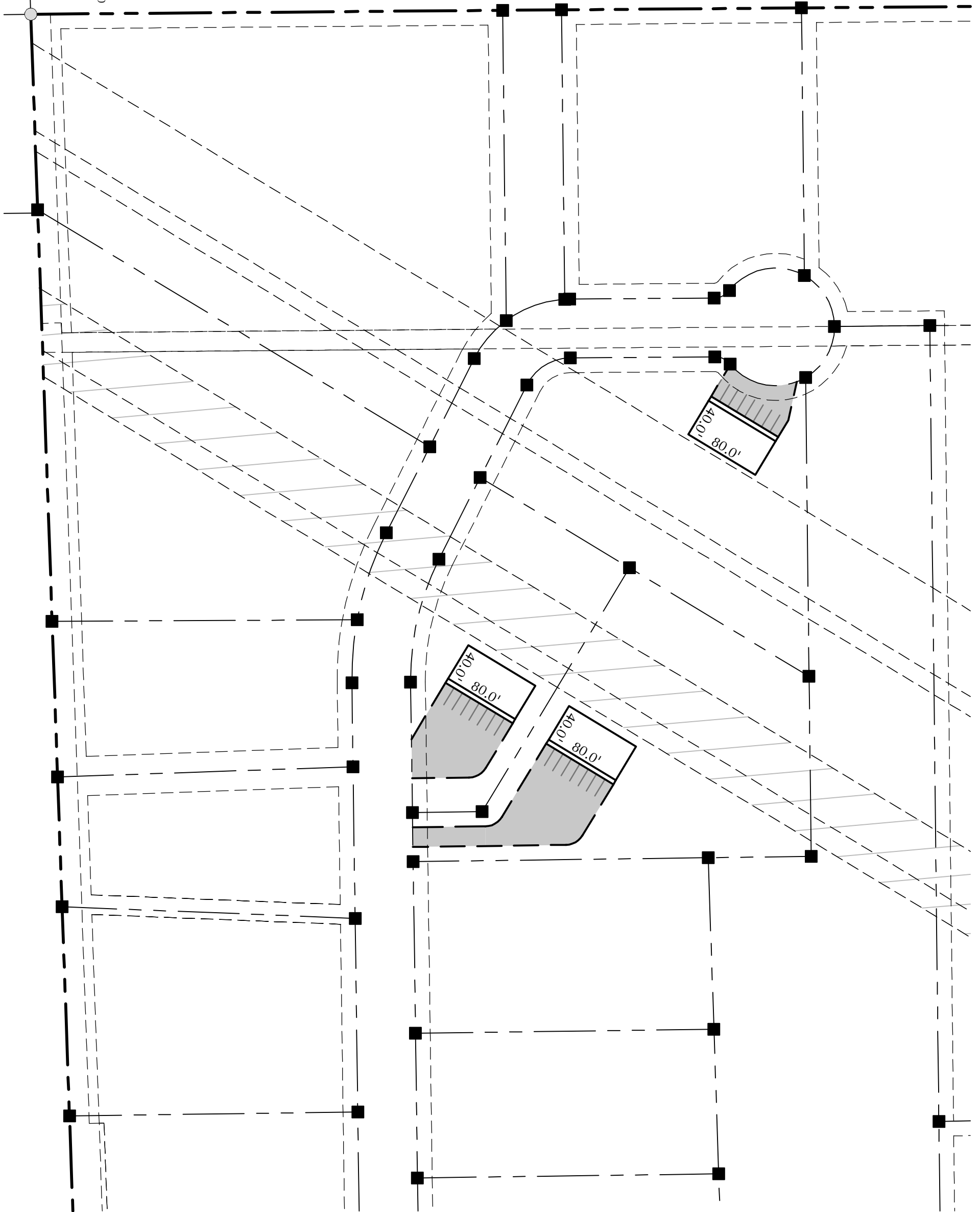
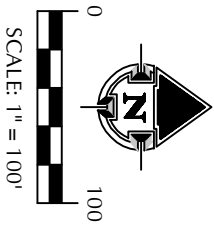
S:\LAND\2022\22-28\DWG\PLAT\22-28_PLAT.dwg SAVED: 11/09/23 PRINTED: 11/09/23 BY: SHANNON

ENGINEERING • SURVEYING • GIS MAPPING
 CONSTRUCTION MANAGEMENT
 1111 W. 2nd St., Ste 420 • Casper, Wyoming 82601
 Ph: 307-265-4601 • Fax: 307-265-4672



PLAT OF
"MIDWAY SUBDIVISION"
 AN ADDITION TO THE CITY OF MILLS
 BEING ALL OF THE SE1/4NW1/4, SECTION 6, TOWNSHIP 33 NORTH,
 RANGE 79 WEST OF THE 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING

DATE: 11/9/2023
 PROJECT #: 22-26
 DRAWN BY: JRB/SAG
 SHEET TITLE:
 RECORD OF SURVEY
 SHEET NUMBER
1 OF 1



REVISION TABLE

NUMBER	DATE	DESCRIPTION	NUMBER	DATE	DESCRIPTION

DATE: 8/8/2023
 PROJECT #: 22-26
 DRAWN BY: JRB/SAG
 SHEET TITLE:
 BUILDABLE
 AREA
 SHEET NUMBER
 1 OF 1

SITE PLAN
"MIDWAY SUBDIVISION"
 AN ADDITION TO THE CITY OF MILLS
 BEING ALL OF THE SE1/4NW1/4, SECTION 6, TOWNSHIP 33 NORTH,
 RANGE 79 WEST OF THE 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING

J.K.C.
ENGINEERING

ENGINEERING • SURVEYING • GIS MAPPING
 CONSTRUCTION MANAGEMENT
 111 W. 2nd St., Ste 420 • Casper, Wyoming 82601
 Ph: 307-265-4601 • Fax: 307-265-4672



MINUTES OF THE 5TH OF OCTOBER 2023 MILLS PLANNING & ZONING BOARD MEETING

Board Members Present: Bob Greenley, Leon Norvell, Dale Smith, John Gudger and Chris Volzke were all present for this P&Z Meeting.

City Staff in Attendance: Megan Nelms, City Planner, Kevin O’Hearn, Building Official

Others in Attendance: Steve Loftin, Applicant & Lewis James, JKC Engineering

Chairman Leon Norvell called the meeting to order at 5:09 PM on October 5, 2023, as a quorum was present.

Megan made an announcement that case number 23.08 FSP, the 257 Business Park Preliminary Plat, had been pulled from the agenda for the evening.

Chairman Norvell asked board members if everyone had read the minutes of the September 7, 2023, P&Z Board meeting and if there were any noted changes. There were none. Board Member John Gudger made a motion to approve the minutes. Chris Volzke seconded the motion. Chairman Norvell called for a vote to pass the minutes of the September 7, 2023, P&Z meeting. All ayes, motion passed.

Chairman Norvell asked Megan to present the first agenda item. Megan introduced case number 23.07 FSP, the Final Plat for Midway Subdivision.

Background:

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

Planning Considerations:

1. Provide plans for construction of subdivision infrastructure, including roads and water & sewer infrastructure.
 - a. Are there plans for phasing of the subdivision?
 - b. Timeline for Permit to Construct
2. All cul-de-sacs shall have a radius of no less than 96’ in diameter.
3. Add 5’ general utility easements on the interior of Lots 1-6 and 13-17.
4. Add the following as a notes section on the plat face with regard to the WAPA easement:

MINUTES OF THE 5th OF OCTOBER 2023

MILLS PLANNING & ZONING BOARD MEETING

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MINUTES OF THE 5th OF OCTOBER 2023

MILLS PLANNING & ZONING BOARD MEETING

7. Submit a Subdivision Improvements Agreement providing for the construction and payment of all, or part of, required public improvements for review and approval by the City Engineer and/or appropriate state agency, if applicable.
8. Provide an irrevocable letter of credit, or other financial guarantee acceptable to the City in an amount no less than 125% of the estimated cost of the unfinished improvements, if applicable.

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

Chairman Norvell thanked Megan and asked if there were any questions from the Board. There were none. Lewis James, agent for the applicant noted that planning consideration number one had been addressed as they are planning on recording a 30' right-of-way by separate instrument that will provide the required 60' of access in that corner. Megan reviewed the plat and noted that it was there and stated the staff report would be modified to ensure the recorded instrument number was placed on the final plat, but that it should suffice for access to Tract A and Lot 8.

Mr. James then stated that the permit to construct for water was currently being held by DEQ at the request of the City of Casper. They have stated that the dissolution of Wardwell should occur before any additional infrastructure is constructed.

Megan inquired about their timeline for construction of the infrastructure. Steve Loftin, the applicant, stated that once they receive the permits to construct from DEQ, the water and sewer will go in first, followed by electricity and streets. It was agreed that they would work with the City on deadlines for when infrastructure would be installed.

Chairman Norvell asked if there was any further discussion on the plat. There was none so he called for a motion. Board Member John Gudger made a motion to provide the City Council with a "Do Pass" recommendation for the Midway Subdivision Final Plat. Board Member Dale Smith seconded the motion. All voted in favor, motion carried.

Megan then inquired about the City's past processes to ensure that required infrastructure improvements are installed in new subdivisions. Kevin O'Hearn, Building Official, provided an overview of the process and described how the city had done it in the past.

Megan gave a brief update on upcoming applications for the next meeting and proposed amendments to Title 17 that the commission will be reviewing in the near future.

MINUTES OF THE 5th OF OCTOBER 2023

MILLS PLANNING & ZONING BOARD MEETING

Board Member Gudger asked Kevin about the lights on the parcel on Freden Blvd and if anything had been able to be addressed yet. Kevin stated that he would inquire with Public Works about whether the property owner had been approached about the lights.

With no further business, Chairman Norvell declared the meeting adjourned at 5:42 PM.

Leon Norvell, Chairman

Attested: Christine Trumbull