



**CITY OF MILLS**  
EST. 1921

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

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

## Memorandum

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**TO:** Mills City Council

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

**DATE:** October 22, 2024

**SUBJECT: Robertson Hills Commons No. 3 – Final Plat**

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**Case Number:** 24.08 FSP

**Summary:** The applicant is proposing to resubdivide an existing 1.42-acre lot into four (4) lots, averaging .35-acres in size, for the purposes of multi-family development on the parcels. Prior to any construction, a Development Plan will be reviewed and approved by the City.

**Current Zoning:** R-3 (Multiple Family Dwelling District) \*no change of zoning is requested or required.

**Planning Commission Recommendation:** At their October 3, 2024, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the subdivision request, pending completion of all planning considerations.

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

## Robertson Hills Commons No. 3

### Final Plat

**Planning Commission Meeting**  
October 3, 2024

**City Council Meeting**  
October 22, 2024

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**Applicants:** Platte View Development, LLC

**Case Number:** 24.08 FSP

**Agent:** Shawn Gustufason, ECS Engineers

**Summary:** The applicant is proposing to resubdivide an existing 1.42-acre lot into four (4) lots, averaging .35-acres in size.

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**Legal Description:** Lot 6, Robertson Hills Commons No. 2

**Location:** The property is located on the south side of Poison Spider Rd., near the intersection with Hilltop Place.

**Current Zoning:** R-3 (Multi-Family Residential District)

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

**Adjacent Land Use:** North: Vacant grasslands (UA)  
South: Robertson Hills 2 (R-1)  
East: Robertson Hills 2 (R-1)  
West: Robertson Hills 2 (R-1)

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### Planning Considerations:

1. Add signature lines under Approvals for the City Planner and City Surveyor.
2. Add 5' general utility easements on the east side of Lot 4, west side of Lot 1 and on each side of the lot line between Lots 2 & 3.
3. Remove the label of the 30' utility easement that is being vacated by this plat.
4. Verify the placement of the shared access easements and receive approval of the approach locations.

5. Survey Reviews:
    - a. Verify the scale is 1" = 30', it is unclear. Add a bar scale to the plat face and all maps.
    - b. Label the POB
    - c. The Recovered Brass Cap symbol and the Subdivision Boundary line type are different on the map and in the legend.
    - d. There are Set 5/8" rebar w/ aluminum caps on the lot lines between Lot 1 & Lot 2 and Lot 3 & Lot 4, but they are offset from the lot corners. Verify the placement. If they are witness corners, label the distance.
- 
- 

**Staff Recommendation:**

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

**Planning Commission Recommendation:**

The Planning Commission made a DO PASS recommendation on the final plat.

**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

**PAID**  
SEP 18 2024

Date: 09/17/2024  
Return by: \_\_\_\_\_  
(Submittal Deadline)  
For Meeting on: 10/03/2024

**PLEASE PRINT**

**SINGLE POINT OF CONTACT:** Shawn Gustafson

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

Print Owner Name: \_\_\_\_\_  
Platte View Development LLC. / Lisa Burridge  
Owner Mailing Address: \_\_\_\_\_  
259 S. Center St., Suite 216  
City, State, Zip: Casper, WY 82601  
Owner Phone: (307) 577-7775  
Applicant Email: lisa@lisaburrige.net

**AGENT INFORMATION:**

Print Agent Name: \_\_\_\_\_  
ECS Engineers / Shawn Gustafson  
Agent Mailing Address: \_\_\_\_\_  
1607 CY Ave, Suite 104  
City, State, Zip: Casper, WY 82604  
Agent Phone: (307) 337-2883  
Agent Email: sgustafson@eceengineers.net

**PROPERTY INFORMATION:**

Subject property legal description (attach separate page if long legal): \_\_\_\_\_  
LOT 6, ROBERTSON HILLS COMMONS No. 2, LOCATED IN THE S1/2NW1/4, OF SECTION 11, T.33N., R.80W., 6TH P.M., NATRONA COUNTY, WYOMING  
Physical address of subject property if available: -N/A-  
Size of lot(s) 192,971sf / 1.43 Acres sq. ft/acres:  
Current zoning: DB (Developing Business) Current use: Vacant  
Intended use of the property: Multifamily Housing  
Zoning within 300 feet: DB, MSR, DR, UA Land use within 300 feet: MultiFamily Housing, Single family Housing, vacant, Commercial

**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: Poison Spider Road, along North Property Line/ Utility easements on all sides  
(Example: along west property line, running north & south)

Width of Existing Right-of-Way / Easement: City of Mills Utility Easement (30') Number of Feet to be Vacated: 10'

Please indicate the purpose for which the Right-of-Way / Easement is to be vacated / Abandoned  
It is desired to vacate the existing 30' utility easement and replace with a 20' utility easement for the City of Mills. The easement contains only a watermain and  
20' is standard and necessary. The vacated 10' allows a larger building envelope and does not negatively affect the City's access to operate and maintain the line.

**SIGNATURE(S):**

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

I (We) the undersigned owner(s) of the property described above do hereby make application to the City of Mills as follows:  
To re-plat Lot 6 of Robertson Hills Commons 2 into lots 1 through 4 of Robertson Hills Commons 3.

We also wish to vacate the existing 30' wide watermain easement to the City of Mills and replace with a 20' wide watermain easement to the City of Mills.

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: \$ \_\_\_\_\_**

CITY OF MILLS  
PO BOX 789  
704 FOURTH STREET  
MILLS WY 82644  
307-234-6679  
Receipt No: 1.057273  
Sep 18, 2024

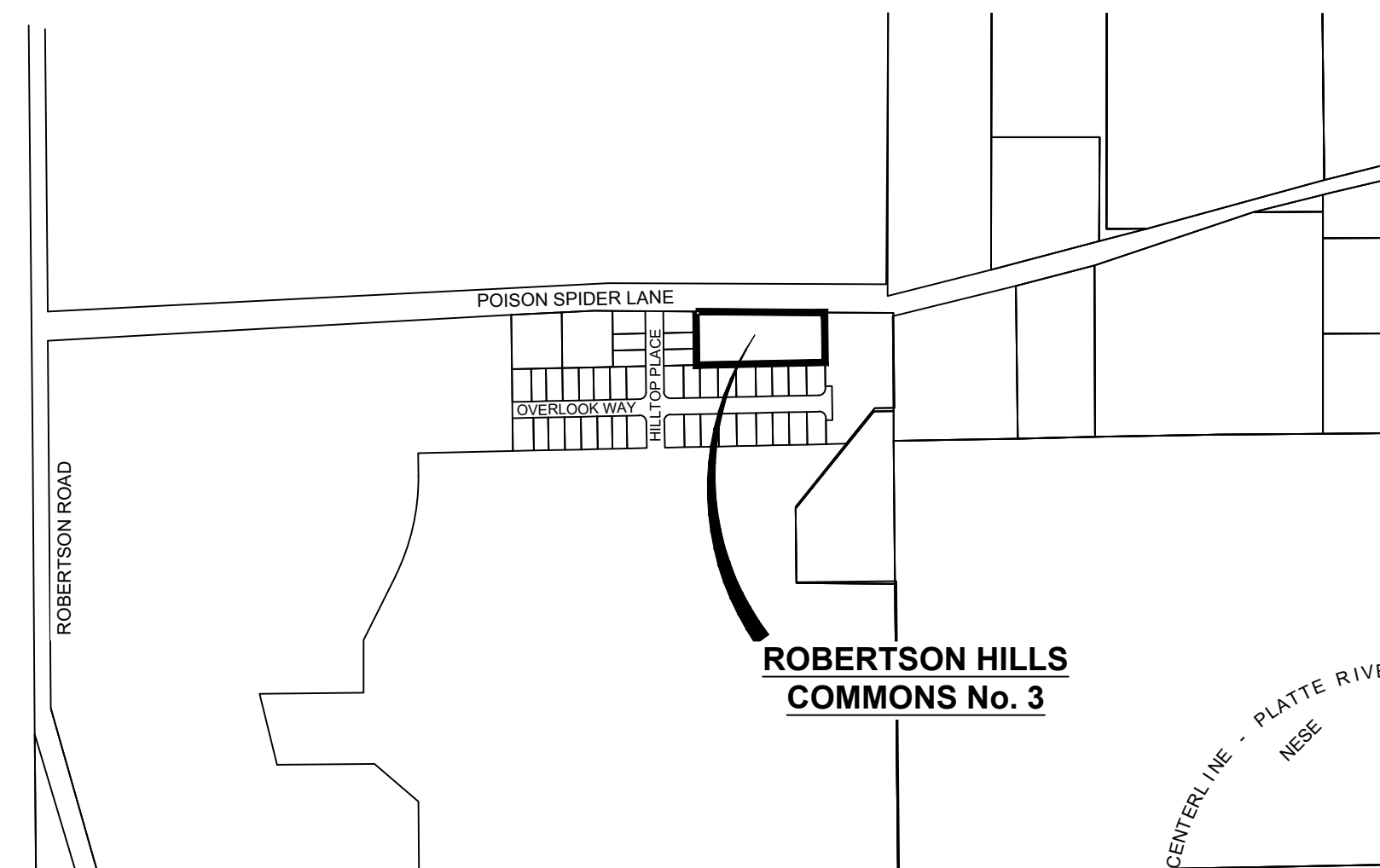
Platte View Development/ Lise Burridge

Previous Balance:	.00
Planning	400.00
Plat/ Re-Plat	
10-3200-5210	
Building Permits Income	
Total:	400.00
Check - Jonah Operating	400.00
Check No: 8146	400.00
Total Applied:	
Change Tendered:	.00

Duplicate Copy  
09/18/2024 2:29 PM

VACATION AND REPLAT  
OF LOT 6 OF  
ROBERTSON HILLS COMMONS No. 2  
AS  
**ROBERTSON HILLS  
COMMONS No. 3**

TO THE CITY OF MILLS, WYOMING  
LOCATED IN A PORTION OF THE S1/2NW1/4  
SECTION 11, T.33N., R.80W., 6TH P.M.,  
NATRONA COUNTY, WYOMING



**CERTIFICATE OF VACATION AND DEDICATION**

STATE OF WYOMING  
COUNTY OF NATRONA

THE UNDERSIGNED, PLATTE VIEW DEVELOPMENT, LLC, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF LOT 6, ROBERTSON HILLS COMMONS No. 2, LOCATED IN THE S1/2NW1/4, OF SECTION 11, T.33N., R.80W., 6TH P.M., NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE PARCEL BEING DESCRIBED, THE NORTHEAST CORNER OF LOT 12, ROBERTSON HILLS No. 2 AND A POINT IN THE SOUTH LINE OF POISON SPIDER ROAD; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE NORTH LINE OF SAID PARCEL AND THE SOUTH LINE OF SAID POISON SPIDER ROAD, S.89°34'10" E., 392.61 FEET TO THE NORTHEAST CORNER OF SAID PARCEL AND THE NORTHWEST CORNER OF TRACT 5C, ROBERTSON HILLS No. 2; THENCE ALONG THE EAST LINE OF SAID PARCEL AND THE WEST LINE OF SAID TRACT 5C, ROBERTSON HILLS No. 2, S.0°42'27" E., 152.23 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL AND THE NORTHEAST CORNER OF LOT 23, OF SAID ROBERTSON HILLS No. 2; THENCE ALONG THE SOUTH LINE OF SAID PARCEL AND THE NORTH LINE OF LOTS 16 THROUGH 23, OF SAID ROBERTSON HILLS No. 2, S.88°46'14" W., 392.68 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL AND THE SOUTHEAST CORNER OF LOT 14, OF SAID ROBERTSON HILLS No. 2; THENCE ALONG THE WEST LINE OF SAID PARCEL AND THE EAST LINE OF LOTS 12 THROUGH 14, OF SAID ROBERTSON HILLS No. 2, N.0°39'51" W., 163.60 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 1.423 ACRES, MORE OR LESS AND IS SUBJECT TO ANY RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATION, AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE PARCEL OF LAND, BEING A VACATION AND REPLAT OF LOT 6, ROBERTSON HILLS COMMONS No. 2, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE ABOVE NAMED OWNERS AND PROPRIETORS. THE NAME OF THE SUBDIVISION SHALL BE KNOWN AS "ROBERTSON HILLS COMMONS No. 3". ALL STREETS AS SHOWN HEREON ARE HEREBY OR WERE PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC AND EASEMENTS AS SHOWN HEREON ARE HEREBY DEDICATED FOR THE USE OF PUBLIC AND PRIVATE UTILITY COMPANIES FOR THE PURPOSES OF CONSTRUCTION, OPERATION, AND MAINTENANCE OF UTILITY LINES, CONDUITS, DITCHES, DRAINAGE, AND ACCESS.

PLATTE VIEW DEVELOPMENT, LLC  
259 S. CENTER, STE. 216  
Casper, WY 82601

LISA BURRIDGE, ORGANIZER

**ACKNOWLEDGEMENTS**

STATE OF WYOMING )  
 ) SS  
COUNTY OF NATRONA )

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024,  
BY LISA BURRIDGE, ORGANIZER FOR PLATTE VIEW DEVELOPMENT, LLC.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

**APPROVALS**

CITY OF MILLS:

APPROVED BY THE CITY COUNCIL OF THE CITY OF MILLS, WYOMING BY RESOLUTION NUMBER \_\_\_\_\_ DULY PASSED, ADOPTED AND

APPROVED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

MAYOR

ATTEST: CITY CLERK

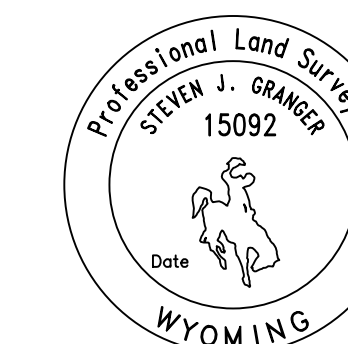
CITY ENGINEER

CITY SURVEYOR

CITY PLANNER

**CERTIFICATE OF SURVEYOR**

I, STEVEN J. GRANGER, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, REGISTERED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF ROBERTSON HILLS COMMONS No. 3, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, AND THAT THIS PLAT WAS MADE FROM NOTES DURING AN ACTUAL SURVEY MADE BY ME OR OTHERS UNDER MY DIRECT SUPERVISION DURING THE MONTH OF JULY, 2024 AND THAT THE PHYSICAL AND MATHEMATICAL DETAILS SHOWN HEREON ARE CORRECT AT THE TIME OF SAID SURVEY.



STATE OF WYOMING )  
 ) SS  
COUNTY OF NATRONA )

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024,  
BY STEVEN J. GRANGER.

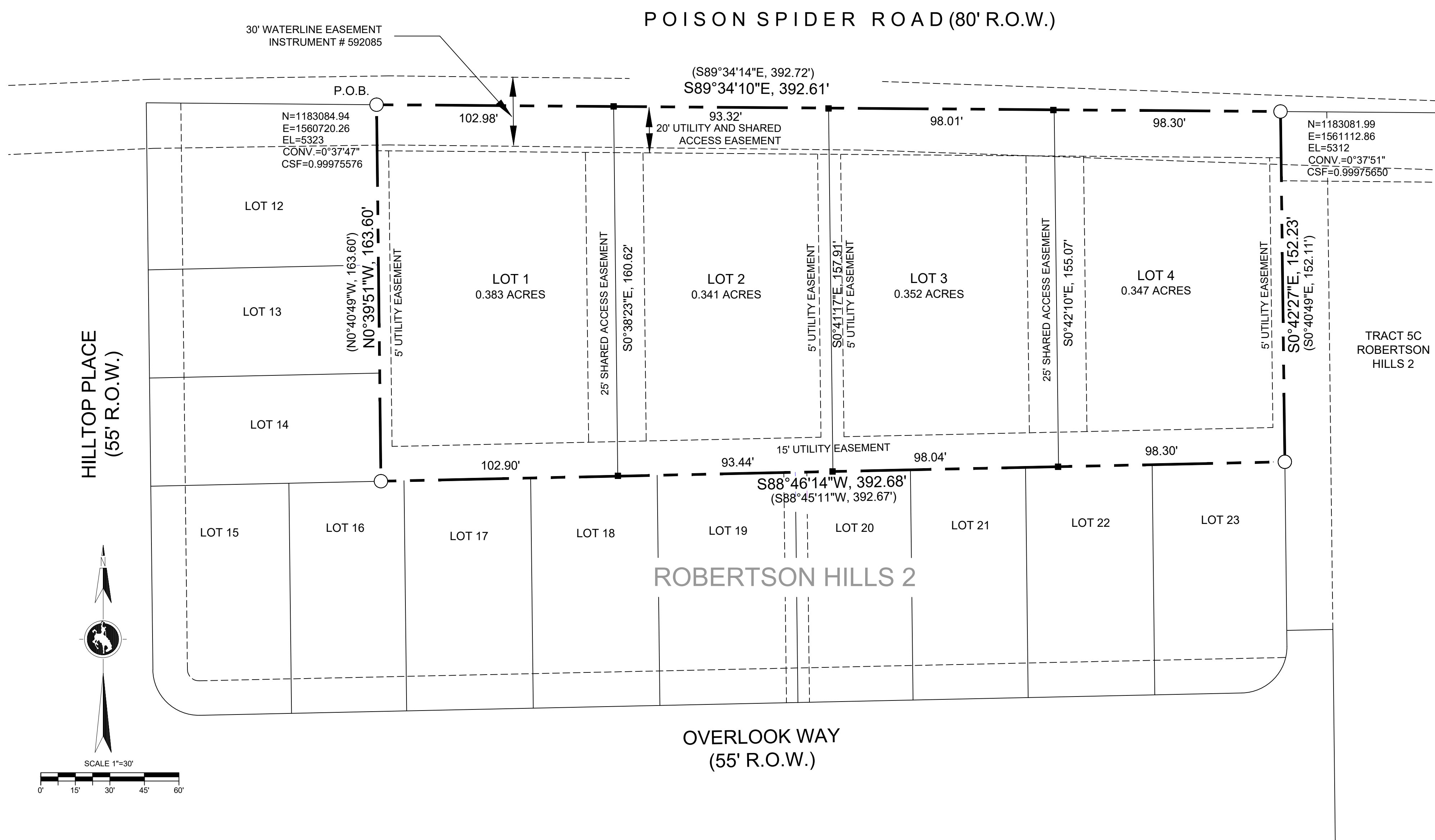
WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

**NOTES**

1. PLAT CLOSURE RATIO EXCEEDS: 1:123.721
2. BASIS OF BEARINGS: NAD83/2011 (EPCH 2010.0000) STATE PLANE COORDINATES, WYOMING EAST CENTRAL ZONE(4902), US SURVEY FEET - GRID. ELEVATIONS ARE NAVD88 AND NOT INTENDED AS BENCHMARK.
3. THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.
4. PROPOSED LAND USE: RESIDENTIAL
5. UTILITY EASEMENTS ARE DEDICATED AS SHOWN AND DELINEATED HEREON.
6. THIS SUBDIVISION DOES NOT CONTAIN ANY DESIGNATED WATER RIGHTS PER THE WYOMING STATE ENGINEERS OFFICE RECORDS.
7. PROPERTY FALLS IN ZONE X, NO FLOOD ZONE.



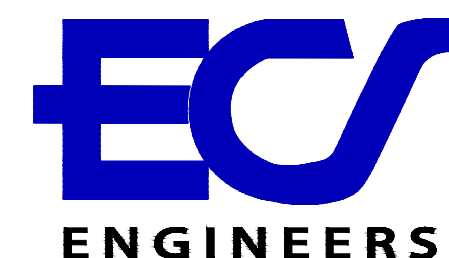
**LEGEND**

- RECOVERED BRASS CAP
- SET 5/8" REBAR W/ALUMINUM CAP
- SUBDIVISION BOUNDARY
- LOT LINE
- - - - - EASEMENT LINE

OWNER:  
PLATTE VIEW DEVELOPMENT, LLC  
421 S. CENTER, SUITE 101  
CASPER, WY 82601

DATE DRAWN:  
9.11.2024

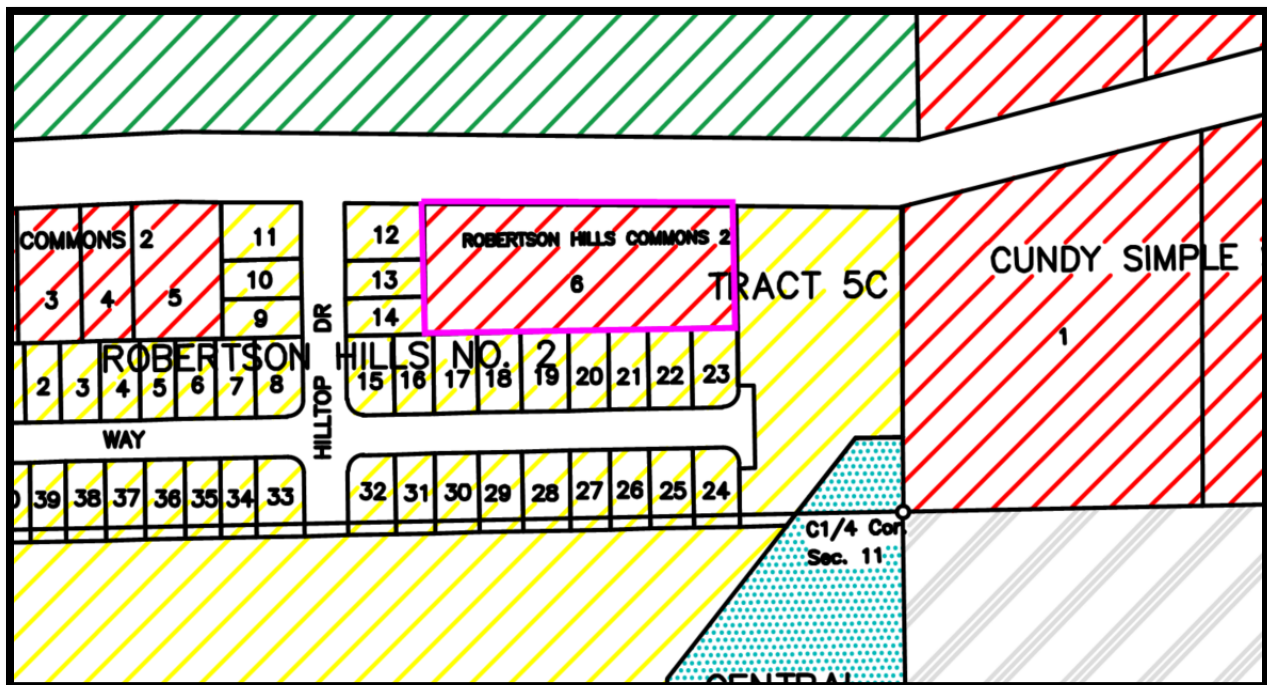
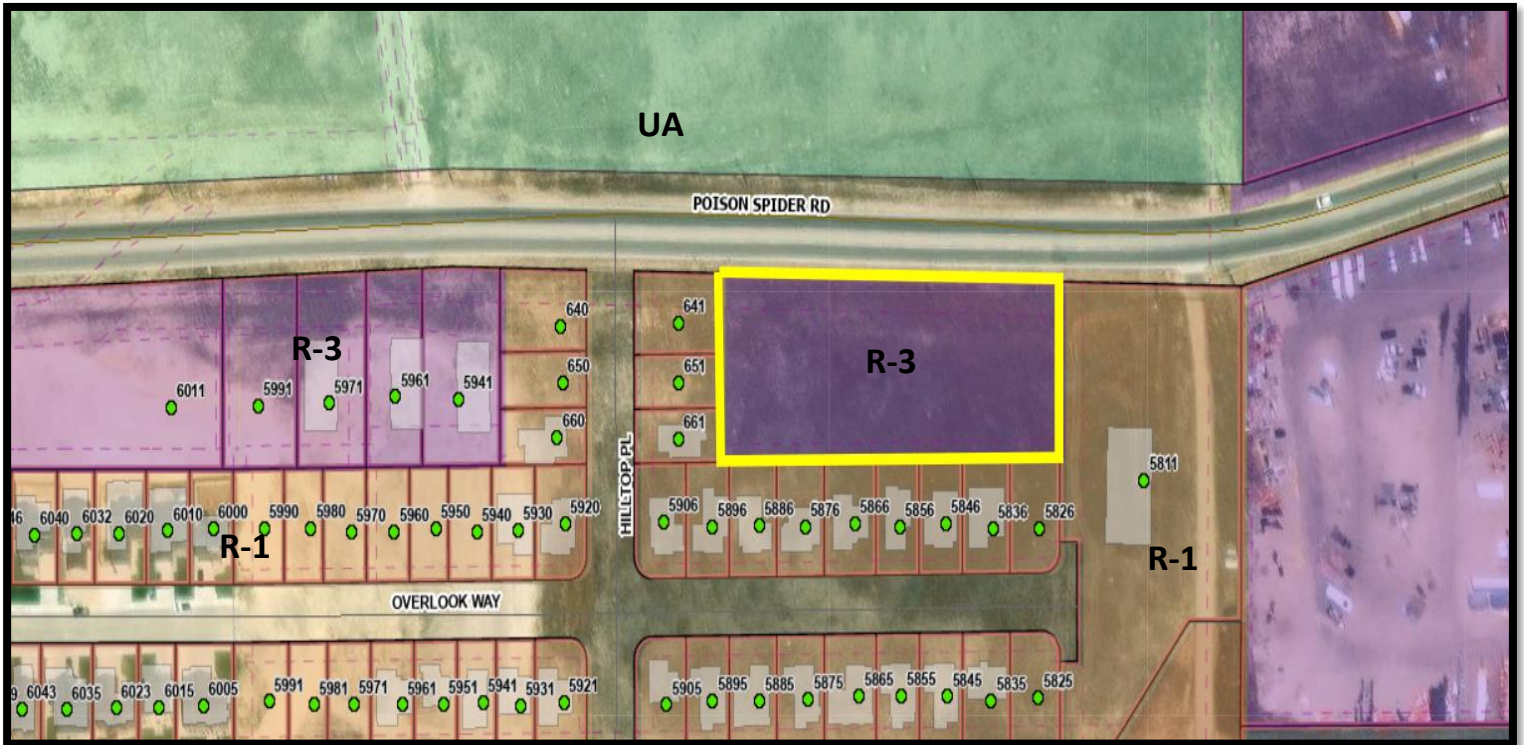
DRAWN BY:  
S/JG

















Environmental and Civil Solutions, LLC  
1607 CY Ave., Suite 104  
Casper, WY 82604  
Phone: 307.337.2883  
www.ecsengineers.net

PROJECT NO. 210001(200028)

# Robertson Hills Commons No. 3 – Final Resubdivision Plat



## 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

WARRANTY DEED

FT INVESTMENTS, LLC, A WYOMING LIMITED LIABILITY COMPANY, grantor(s) of Natrona County, State of Wyoming, for and in consideration of Ten Dollars and Other Good and Valuable Consideration, in hand paid, receipt whereof is hereby acknowledged, Convey and Warrant To

PLATTE VIEW DEVELOPMENT, LLC, grantee(s), whose address is:

259 S CENTER ST., STE 214  
CASPER, WY 82601

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

LOT 6, "ROBERTSON HILLS COMMONS 2" TO THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AS PER PLAT RECORDED MAY 21, 2020, AS INSTRUMENT NO. 1081635.

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

Witness my/our hand(s) this 20<sup>th</sup> day of August, 2024.

FT INVESTMENTS, LLC, A WYOMING LIMITED LIABILITY COMPANY

BY: [Signature]  
KEITH P. TYLER  
MEMBER

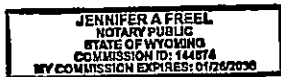
BY: [Signature]  
GARY FERGUSON  
MEMBER

State of Wyoming )  
                                  )SS.  
County of Natrona )

This record was acknowledged before me on this 20<sup>th</sup> day of August, 2024 by KEITH P. TYLER as MEMBER and GARY FERGUSON as MEMBER of FT INVESTMENTS, LLC, A WYOMING LIMITED LIABILITY COMPANY.

Given under my hand and notarial seal this 20<sup>th</sup> day of August, 2024.

My Commission Expires: Jan 26, 2030 [Signature]  
Notarial Officer



8/20/2024 3:13:47 PM NATRONA COUNTY CLERK  
Pages: 1 Tracy Good  
Recorded: CC  
1159130 Fee: \$12.00  
AMERICAN TITLE AGENCY





# Mills Planning & Zoning Board Meeting Minutes

October 3, 2024

**Board Members Present:** John Gudger, John Bryson, Chris Volzke, and Robin Baye were present for the P&Z Meeting. Member Nick Sterling was absent.

**City Staff in Attendance:** Megan Nelms, City Planner, Building Inspector Kevin O’Hearn and Sabrina Kemper, Community Development Director

Chairman John Gudger called meeting to order at 5:32pm on October 3, 2024, as a quorum was present.

The first agenda item was approval of the minutes from the September 5, 2023, meeting. Board Member Volzke motioned to approve, and Board Member Robin Baye seconded. All voted aye, motion carried.

The next item on the agenda was the final plat for Robertson Hills Commons No. 3. Megan presented case 24.08 FSP. The applicant is Platte View Development, LLC and the agent is Shawn Gustafson, ECS Engineering. The applicant is proposing to resubdivide a 1.42-acre lot into four lots for the purposes of multifamily development. The following planning considerations were applicable to the case:

**Planning Considerations:**

1. Add signature lines under Approvals for the City Planner and City Surveyor.
2. Add 5’ general utility easements on the east side of Lot 4, west side of Lot 1 and on each side of the lot line between Lots 2 & 3.
3. Remove the label of the 30’ utility easement that is being vacated by this plat.
4. Verify the placement of the shared access easements and receive approval of the approach locations.
5. Survey Reviews:
  - a. Verify the scale is 1” = 30’, it is unclear. Add a bar scale to the plat face and all maps.
  - b. Label the POB
  - c. The Recovered Brass Cap symbol and the Subdivision Boundary line type are different on the map and in the legend.
  - d. There are Set 5/8” rebar w/ aluminum caps on the lot lines between Lot 1 & Lot 2 and Lot 3 & Lot 4, but they are offset from the lot corners. Verify the placement. If they are witness corners, label the distance.

Staff recommended approval of the final plat upon all planning considerations being met and suggested a do-pass recommendation to the City Council.

Chairman Gudger thanked Megan and opened the floor for questions from the Board. Board Member Bryson asked about the 30’ utility easement being vacated and showing on the plat. Megan responded that because the easement is being vacated by this plat, it should not be shown on the resubdivision plat. The new 20’ utility easement, which has been okayed by Public Works, is shown on the new plat. Board Member Bryson then asked about the intended use of the lots. Shawn Gustafson, representative for the applicant approached the Board. He stated the plans are for multi-family units and he brought a very

## Mills Planning & Zoning Board Meeting Minutes

October 3, 2024

rough draft conceptual site plan. Megan also reminded the Board that they would see a Development Plan for any development on the lots prior to construction.

There was general discussion about the site layout, access to garbage dumpsters, and working to fit all the parking spaces on the site. Mr. Gustafson briefly discussed the 30' utility easement and his discussions with Public Works and provided some information on the proposed driveway access to the site.

Chairman Gudger provided some preliminary comments on the draft site plan Mr. Gustafson presented. He asked where parking would be located in relation to the buildings and said he had concerns about lighting and landscaping. He stated the City had been lax on the landscaping requirements with other developments in the area and he doesn't want to see that happen again. He wants to ensure they are protecting the adjacent property owners from the impacts of the new development.

Board Member Bryson stated he agreed with the landscaping comments. Megan stated that staff had discussed that at a staff meeting earlier in the week and that a landscaping plan would be included with the Development Plan for review.

Board Member Baye inquired about sidewalks on the site. Mr. Gustafson said they would be shown on the development plan when submitted and they are planning to have sidewalks on site. He stated if the city wanted to see sidewalks that connect to a future pathway along Poison Spider, that could probably be accomplished.

Board Member Gudger commented on the 45' wide driving lanes and said they were quite large, with a lot of concrete. There was general discussion about the driving land and parking and Mr. Gustafson reiterated that this was just a very conceptual site plan, and the full development plan submittal will meet all requirements. He also briefly discussed site drainage, stating all drainage goes toward Poison Spider.

There was further discussion about the height of the proposed structures and whether they would be two or three stories, fire sprinkling requirements and landscaping.

Chairman Gudger then asked if there was anyone audience who wished to speak about the case. Sabrina Kemper, Community Development Director, stated she had no objections to the plat. The Chairman then asked the Board if there were any further questions. There were none.

Chairman Gudger then asked for a motion to approve the Final Plat for Robertson Hills Commons No. 3. Board Member Volzke made a motion to approve the final plat. Board Member Bryson seconded the motion. Chairman Gudger called for a vote. All ayes, motion passed.

Chairman Gudger asked if there was any further business on the agenda. There was none. He adjourned the meeting at 5:58 pm.

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John Gudger, Chairman

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Attest: Sarah Osborn, City Clerk