



**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:** July 25, 2023

**SUBJECT: Buffalo Meadows No 2.**  
Resubdivision of Lots 1-7, Buffalo Meadows Addition

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**Case Number:** 23.05 FSP

**Summary:** The applicant is proposing to resubdivide Lots 1-7, Buffalo Meadows Addition to accommodate development of multi-family residential homes.

**Current Zoning:** MU (Mixed Use)

**Planning Commission Recommendation:** At their July 6, 2023, meeting, the Planning & Zoning Commission made a “DO PASS” recommendation on the final plat request.

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

**Buffalo Meadows Addition No. 2  
Final Plat**

**Planning Commission Meeting**  
July 6, 2023

**City Council Meeting**  
July 25, 2023

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**Applicants:** Buffalo Development, LLC

**Case Number:** 23.05 FSP

**Summary:** The applicant is proposing to resubdivide Lots 1-7, Buffalo Meadows Addition to accommodate development of multi-family residential homes.

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**Legal Description:** Lots 1-7, Buffalo Meadows Addition

**Location:** The property is located on west side of Badger Lane, between Freden Blvd and Pontiac St.

**Current Zoning:** MU (Mixed Use)

**Existing Land Use:** The parcels are currently vacant.

**Adjacent Land Use:** North: Freden Addition (ER)  
South: Buffalo Meadows Addition (MSR)  
East: Buffalo Meadows Addition (MSR)  
West: Buffalo Meadows Addition (MSR)

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**PLANNING CONSIDERATIONS:**

1. Add an 'A' to the end of each lot number, so the legal description is i.e. "Lot 1A, Buffalo Meadows Addition No. 2"
2. Verify the plat title is the same on each sheet
  - a. Sheet 1 has "..replat of Lots 1-7, THE Buffalo Meadows" Sheet 2 does not have 'THE' in the title
3. In the plat Title and the Approvals section, change to the CITY of Mills, not Town of Mills.
4. Make the subdivision boundary a thick, solid line.
5. Remove all the quarter section lines and/or verify line legend.

6. Submit organizational documents for Buffalo Development, LLC showing who is authorized to sign on behalf of the LLC.
  7. Cosmetic Changes to the Plat:
    - a. Remove the grayed out labels of the previous lot lines and labels underneath the newly platted lots.
    - b. Remove the bolded labels and area for lots not included in this subdivision.
    - c. The property boundary line is shown as lime green in the legend, verify.
    - d. Provide a 1" x 4" recording label area in the upper right corner of each plat sheet.
      - i. The line legend on sheet 2 may need to be moved to accommodate this label.
    - e. Verify symbol and text size and line types as they appear different from the legend to the plat map.
  8. Surveying Review:
    - a. The CA should be the same on each given point, to the second. The elevation shown is the same on each point. With elevation changing on one point, the CF will then change accordingly.
    - b. Verify the record bearing along the east boundary, should be  $S0^{\circ}35'52''E$
    - c. Verify the description after the first call in the legal description, should be "southeast corner of Lot 5, Block 2".
- 

**Staff Recommendation:**

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



**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: June 13, 2023  
Return by: \_\_\_\_\_  
(Submittal Deadline)  
For Meeting on: \_\_\_\_\_

**PLEASE PRINT**

**SINGLE POINT OF CONTACT:** Lisa Burridge

<b>APPLICANT/PROPERTY OWNER(S) INFORMATION:</b>	<b>AGENT INFORMATION:</b>
Print Owner Name: _____	Print Agent Name: _____
<u>Buffalo Development LLC</u>	<u>Shawn Gustafson-ECS Engineers Inc.</u>
Owner Mailing Address: _____	Agent Mailing Address: _____
<u>421 S. Center St., Ste. 101</u>	<u>1607 CY Ave., Ste. 104</u>
City, State, Zip: <u>Casper, WY 82601</u>	City, State, Zip: <u>Casper, WY</u>
Owner Phone: <u>307-577-7775</u>	Agent Phone: <u>307-337-2883</u>
Applicant Email: <u>lisa@lisaburr Ridge.net</u>	Agent Email: <u>lisa@lisaburr Ridge.net</u>

**PROPERTY INFORMATION:**

Subject property legal description (attach separate page if long legal): Lots 1-7, Buffalo Meadows Addition

Physical address of subject property if available: 600 Badger Lane, Mills WY

Size of lot(s) 2000 sft to 8800 sft sq. ft/acres:

Current zoning: MSR Current use: single family dwellings

Intended use of the property: single family dwellings

Zoning within 300 feet: ER & MSR Land use within 300 feet: single family dwellings

**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: N/A  
(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: _____ Proof of ownership provided: _____ Fee Paid: \$ _____</b>
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## Assessor Property Datasheet

6/13/23, 10:24 AM

General Account Information	
Property Address	Owner Name and Mailing Address
600 BADGER LN	BUFFALO DEVELOPMENT LLC 421 S CENTER ST STE 101 CASPER, WY 82601-2881
<b>Account Type:</b> Res Vacant Land	<b>Neigh. Code:</b>
<b>Account #:</b> R0059452	<b>Parcel #:</b> 33801223400400
<b>LEA #:</b> 0602Res02	<b>LEA Description:</b> Robertson- < .25 acres
<b>Sub #:</b> 2166	<b>Sub Name:</b> BUFFALO MEADOWS
<b>Tax District:</b> 0154	<b>Mill Levy:</b> 72.89
Legal Description	
BUFFALO MEADOWS Lot 1	

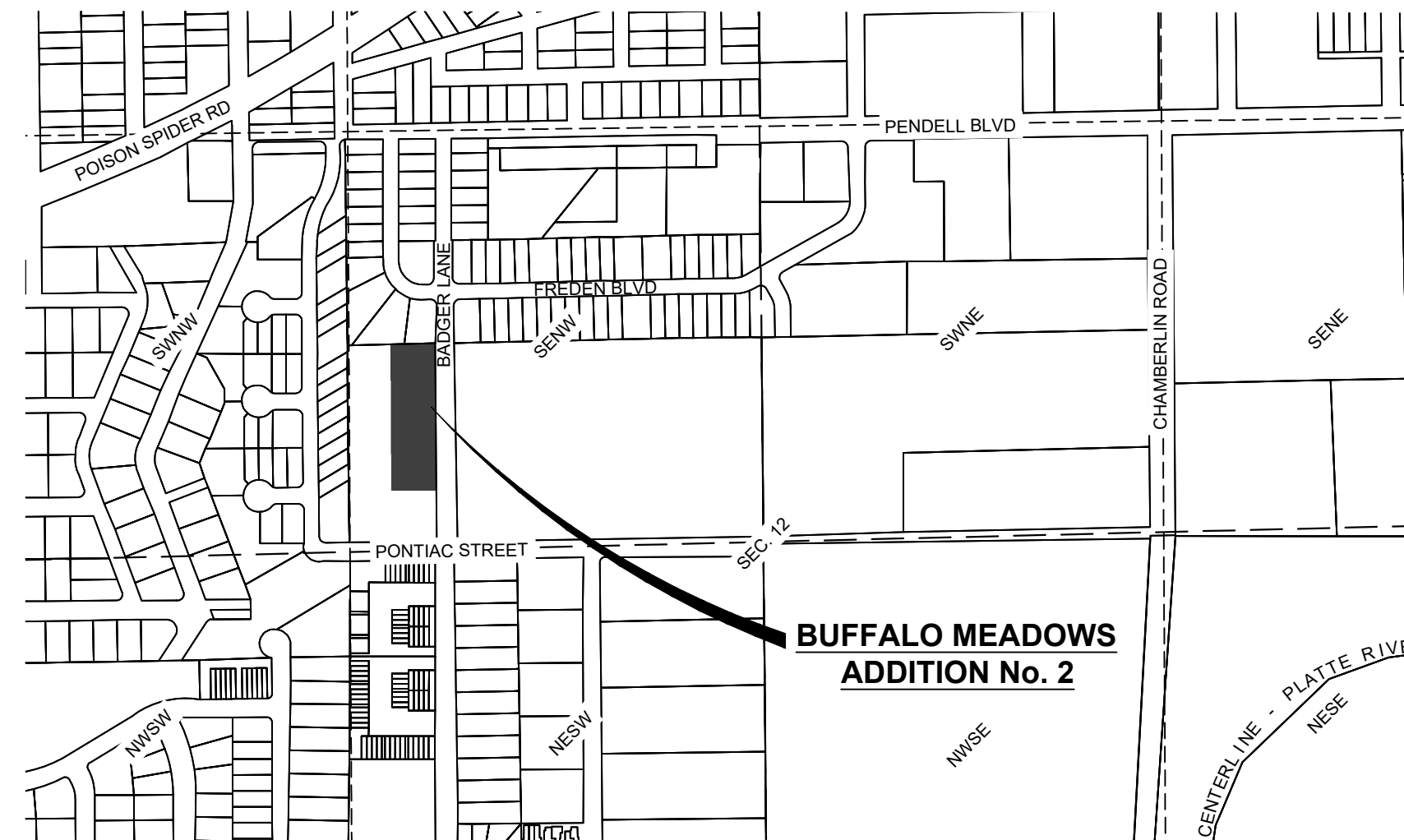
Land Information		
Type	Acres	SF
Vacant	0.0964	4,200

### Improvement Information

Valuation Information				
Tax Year 2022				
Description	Market Value	Assessed Value	Taxable Value	Tax
Vacant Land - Residential Vacant - In City Limits	\$35,028	\$3,328	\$3,328	\$242.58
Tax Year 2023				
Description	Market Value	Assessed Value	Taxable Value	Tax
Vacant Land - Residential Vacant - In City Limits	\$30,660	\$2,913	\$2,913	N/A

VACATION AND REPLAT  
OF LOTS 1-7 OF  
BUFFALO MEADOWS ADDITION  
AS THE  
**BUFFALO MEADOWS  
ADDITION No. 2**

TO THE CITY OF MILLS, WYOMING  
BEING A PORTION OF THE SE1/4NW1/4  
SECTION 12, T.33N., R.80W., 6TH P.M.,  
NATRONA COUNTY, WYOMING



**VICINITY MAP**  
NATRONA COUNTY, WY  
SCALE: 1" = 500'

**NOTES**

1. ERROR OF CLOSURE: 1:492,506
2. BEARINGS AND COORDINATES ARE BASED ON NAD83 (2011) (EPCH 2010.0000) (WYOMING STATE PLANE COORDINATES, EAST CENTRAL ZONE, (4902). ELEVATIONS ARE NAVD88 AND NOT TO BE USED AS BENCHMARKS.
3. ALL DISTANCES ARE GROUND (US SURVEY FOOT).
4. ALL LOT LINES ADJACENT TO STREET RIGHT-OF-WAYS ARE HEREBY PLATTED WITH A 15' PUBLIC UTILITY EASEMENT.

**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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR ATTEST: CITY CLERK

\_\_\_\_\_  
CITY ENGINEER

**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 **BUFFALO MEADOWS ADDITION No. 2**, 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 MAY, 2023 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 \_\_\_\_\_, 2023,  
BY JAMES F. JONES.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_

**CERTIFICATE OF VACATION AND DEDICATION**

STATE OF WYOMING  
COUNTY OF NATRONA

THE UNDERSIGNED, BUFFALO DEVELOPMENT, LLC, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED PARCEL OF LAND LOCATED IN THE SE1/4NW1/4, OF SECTION 12, T.33N., R.80W., 6TH P.M., NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**COMMENCING** AT THE NORTHWEST CORNER OF BUFFALO MEADOWS ADDITION ALSO BEING THE SOUTHWEST CORNER OF FREDEN ADDITION TO THE TOWN OF MILLS; THENCE ALONG THE NORTH LINE OF SAID BUFFALO MEADOWS ADDITION AND THE SOUTH LINE OF SAID FREDEN ADDITION, N.88°52'35"E., 183.13 FEET TO THE NORTHWEST CORNER OF THE PARCEL BEING DESCRIBED AND THE **POINT OF BEGINNING** OF THIS DESCRIPTION;

THENCE FROM SAID POINT OF BEGINNING AND ALONG THE NORTH LINE OF SAID PARCEL AND THE SOUTH LINE OF SAID FREDEN ADDITION, N.88°52'35" E., 94.72 FEET TO THE SOUTHEAST CORNER OF LOT 5, BLOCK 2, FREDEN ADDITION AND A POINT IN THE WEST LINE OF BADGER LANE; THENCE CONTINUING ALONG THE NORTH LINE OF SAID PARCEL AND THE WEST LINE OF BADGER LANE, N.88°47'05"E., 5.28 FEET TO THE NORTHEAST CORNER OF SAID PARCEL; THENCE ALONG THE EAST LINE OF SAID PARCEL AND THE WEST LINE OF SAID BADGER LANE, S.0°35'52"E., 294.01 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL AND THE NORTHEAST CORNER OF LOT 8, OF SAID BUFFALO MEADOWS ADDITION; THENCE ALONG THE SOUTH LINE OF SAID PARCEL AND THE NORTH LINE OF SAID LOT 8, BUFFALO MEADOWS ADDITION, S.88°52'35"W., 100.00 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL, THE NORTH WEST CORNER OF SAID LOT 8, AND A POINT IN THE EAST LINE OF TRACT 1, BUFFALO MEADOWS ADDITION; THENCE ALONG THE WEST LINE OF SAID PARCEL AND THE EAST LINE OF SAID TRACT 1, BUFFALO MEADOWS ADDITION, N.0°35'52" W., 294.00 FEET TO THE **POINT OF BEGINNING**.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 0.675 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, AS THEY APPEAR ON THIS PLAT, ARE 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 "BUFFALO MEADOWS ADDITION No. 2". 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.

BUFFALO DEVELOPMENT, LLC  
421 S. Center Street, Suite 101  
Casper, WY 82601

\_\_\_\_\_  
LISA BURRIDGE, MEMBER OF BUFFALO DEVELOPMENT, LLC

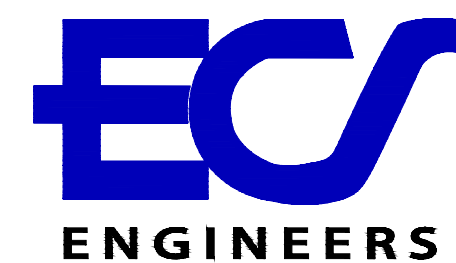
**ACKNOWLEDGEMENTS**

STATE OF WYOMING )  
) SS  
COUNTY OF NATRONA )

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023,  
BY LISA BURRIDGE, MEMBER OF BUFFALO DEVELOPMENT, LLC.

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_



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

**OWNER:**  
BUFFALO DEVELOPMENT, LLC  
421 S. CENTER, SUITE 101  
CASPER, WY 82601

**DATE DRAWN:**  
6.13.2023

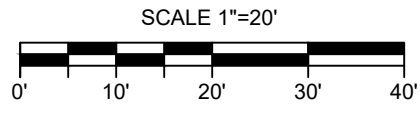
**DRAWN BY:**  
SJJ

VACATION AND REPLAT  
OF LOTS 1-7  
BUFFALO MEADOWS ADDITION  
AS THE  
**BUFFALO MEADOWS  
ADDITION NO. 2**

TO THE CITY OF MILLS, WYOMING  
BEING A PORTION OF THE SE1/4NW1/4  
SECTION 12, T.33N., R.80W., 6TH P.M.,  
NATRONA COUNTY, WYOMING

**LEGEND**

- RECOVERED ALUMINUM CAP
- RECOVERED BRASS CAP
- SET BRASS CAP
- SET ALUMINUM CAP
- SUBDIVISION LINE
- LOT LINE
- PROPOSED EASEMENT LINE
- EXISTING EASEMENT LINE
- MEASURED BEARING AND DISTANCE  
(N00°00'00"W, 1234.56'  
(N00°00'00"W, 1234.56')



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











PROJECT NO. 210001 (200028)



# Buffalo Meadows Re-Zone – Mixed Size Residential to Mixed Use District



## 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 |



## MINUTES OF THE 6<sup>th</sup> OF JULY 2023

### MILLS PLANNING & ZONING BOARD MEETING

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

**Others in Attendance:** Megan Nelms, City Planner, Kevin O’Hearn, Building Official, Sabrina Kemper, Community Development Director, Shawn Gustafson, ECS Engineers, and Lisa Burrige, applicant, were also in attendance.

Planner Megan Nelms gave a presentation and training to the Planning & Zoning Board starting at 4:00 p.m. The training consisted of education on planning commissioner responsibilities, meeting protocol and information on the Wyoming Planning Association. The training concluded at 5:00 p.m.

Action Chairman Leon Norvell called the meeting to order at 5:04 PM on July 6, 2023, as a quorum was present. Megan and Kevin welcomed the new Planning Commissioners, Dale Smith, Chris Volzke and John Gudger.

The first item of business was to elect officers for the 2023-2024 term. Board Member Bob Greenley made a motion to elect Leon Norvell as Chairman. Dale Smith seconded. All ayes, motion passed. Chairman Norvell then asked for a nomination for Vice-Chair. Board Member Chris Volzke made a motion to elect John Gudger as Vice-Chair. Bob Greenley seconded. All ayes, motion passed.

Chairman Norvell asked board members if everyone had read the minutes of the June 1, 2023, P&Z Board meeting and if there were any noted changes. There were none. Board Member Bob Greenley made a motion to approve the minutes. Chairman Norvell seconded the motion. Chairman Norvell called for a vote to pass the minutes of the June 1, 2023 P&Z meeting. All ayes, motion passed.

Leon asked Megan to present the first agenda item. Megan introduced case number 23.05 FSP, a final plat for the resubdivision of Lots 1-7, Buffalo Meadows Addition.

#### **Background:**

The applicants are requesting to resubdivide Lots 1-7, Buffalo Meadows Addition to accommodate development of multi-family residential homes. No comments were received from external staff reviews. Megan provided an overview of the proposed subdivision and the planning considerations.

# MINUTES OF THE 6<sup>th</sup> OF JULY 2023

## MILLS PLANNING & ZONING BOARD MEETING

### Planning Considerations:

1. Add an 'A' to the end of each lot number, so the legal description is i.e. "Lot 1A, Buffalo Meadows Addition No. 2"
2. Verify the plat title is the same on each sheet
  - a. Sheet 1 has "...replat of Lots 1-7, THE Buffalo Meadows" Sheet 2 does not have 'THE' in the title
3. In the plat Title and the Approvals section, change to the CITY of Mills, not Town of Mills.
4. Make the subdivision boundary a thick, solid line.
5. Remove all the quarter section lines and/or verify line legend.
6. Submit organizational documents for Buffalo Development, LLC showing who is authorized to sign on behalf of the LLC.
7. Cosmetic Changes to the Plat:
  - a. Remove the grayed out labels of the previous lot lines and labels underneath the newly platted lots.
  - b. Remove the bolded labels and area for lots not included in this subdivision.
  - c. The property boundary line is shown as lime green in the legend, verify.
  - d. Provide a 1" x 4" recording label area in the upper right corner of each plat sheet.
    - i. The line legend on sheet 2 may need to be moved to accommodate this label.
  - e. Verify symbol and text size and line types as they appear different from the legend to the plat map.
8. Surveying Review:
  - a. The CA should be the same on each given point, to the second. The elevation shown is the same on each point. With elevation changing on one point, the CF will then change accordingly.
  - b. Verify the record bearing along the east boundary, should be S0°35'52"E
  - c. Verify the description after the first call in the legal description, should be "southeast corner of Lot 5, Block 2".

**Staff Recommendation:** Staff recommends the Planning and Zoning Board approve the final plat for the Freden Addition No. 3, pending completion of all planning considerations.

Chairman Norvell thanked Megan and asked if there were any questions from the Board.

Board Member John Gudger inquired as to who owned the large parcel of land behind these residential lots, to the west. Kevin O'Hearn stated that the City owns that open space. There was

# MINUTES OF THE 6<sup>th</sup> OF JULY 2023

## MILLS PLANNING & ZONING BOARD MEETING

discussion about access and Kevin stated that the parcel gets access off Pontiac St. Most of the parcel is located under the WAPA powerline, so it is very limited in terms of what can be developed. It is slated to be part of the walking path/trail route being developed through the city.

John then asked about the Mixed-Use District zoning and allowing commercial uses with nearby residential. Megan stated that the properties were just recently zoned to Mixed Use, as that is currently the only zoning district in the regulations that allows multi-family residential as a permitted use. She stated that as the regulations are updated later this year, the zone district names and permitted uses will be changed to ensure that uses within each district are compatible or buffering or mitigation measures are in place.

Board Member Chris Volzke inquired if the smaller lot sizes would affect the drainage for the single-family homes nearby. Shawn Gustafuson, the applicant's engineer stated that the building pad on these lots is built up and the drainage flows around and properly drains. Lisa Burrige, applicant, stated that they also made the lot directly adjacent to the single-family homes on the block larger to help with drainage in the area.

Chris then asked what kinds of units were planned for the smaller lots. Ms. Burrige stated that they would look very similar to the newly constructed four-plexes out on Poison Spider Rd. Many people call them "townhomes", but they are single-family residences with common walls. There will be one conventional four-plex built on the block. She stated that there is a need for these types of units in an effort to provide more affordable workforce housing.

Shawn Gustafuson addressed Chairman Norvell and requested that planning consideration number two, requiring a unit/lot summary on the plat face, be removed. He felt that was more suited to the plot plan or building permit. Megan agreed and staff removed planning consideration number two.

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.

Chairman Norvell then asked if there was any further discussion. There was none so he called for a motion. Board Member Chris Volzke made a motion to provide the City Council with a "Do Pass" recommendation for the Final Plat of Buffalo Meadows Addition No. 2. Board Member John Gudger seconded the motion. All voted in favor, motion carried.

With no further business, Chair Pattie Gould declared the meeting adjourned at 5:29 PM.

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Pattie Gould, Chair

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Attested: Christine Trumbull