



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: July 22, 2025
SUBJECT: Final Plat – Charter Heights

Case Number: 25.08 FSP

Summary: The applicant is proposing to resubdivide Lot 2A, Mountain Meadows No. 2 into three lots, one 6-acres, one 4.02-acres and the other being 27.12-acres, respectively. The applicant has indicated that the purpose of the resubdivision is to provide additional acreage to Wyoming Classical Academy.

Current Zoning: UA (Urban Agriculture)

Planning Commission Recommendation: At their July 10, 2025, meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the subdivision request, pending completion of all planning considerations.

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

Charter Heights

Final Plat

Planning Commission Meeting
July 10, 2025

City Council Meeting

Applicants: Greenbriar Properties, Lissa Burrige

Case Number: 25.08 FSP

Agent: ECS Engineering

Summary: The applicant is proposing to resubdivide Lot 2A, Mountain Meadows No. 2, into three lots, one 6-acres, one 4.02-acres and the other being 27.12-acres, respectively. The applicant has indicated that the purpose of the resubdivision is to provide additional acreage to Wyoming Classical Academy.

Legal Description: Lot 2A, Mountain Meadows No. 2

Location: The property is located on the west side of Robertson Rd., adjacent to the south lot line of the Wyoming Classical Academy.

Current Zoning: U-A (Urban Agriculture) *no change of zoning is requested or required

Existing Land Use: There is an existing storage structure on the property and various equipment being stored.

Adjacent Land Use: North: B&B Subdivision (I-1)
South: Casper Creek Subdivision (PLI)
East: DLD Subdivision (I-1)
West: Unplatted larger acreage parcels (UA)

Planning Considerations:

1. Discuss the lack of access to proposed Lots 1 & 2. Recommend providing an access easement from Robertson Rd. to the proposed lots.
2. Cosmetic Plat Changes:
 - a. Bold the lot labels and acreages
 - b. Make the labels of adjacent lots grey in color
 - c. Add a line for the date for the signatures of the City Engineer, Planner & Surveyor

3. Survey Reviews:
 - i. Revise the record distance along the west line
 - ii. Within the legal description, second call is bounded to the SW corner of Lot 1A, said Minor Boundary....No. 2. Likewise, the south line of said 1A and east line said 1A.
 4. As applicable, enter into 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.
 - a. 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 completion of all planning considerations.

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: 5/30/25
Return by: _____
(Submittal Deadline)
For Meeting on: July 3rd, 2025

PLEASE PRINT

SINGLE POINT OF CONTACT: Shawn Gustafson

APPLICANT/PROPERTY OWNER(S) INFORMATION:

Print Owner Name: Greenbriar Properties
Owner Mailing Address: 259 S. Center, Suite 218
City, State, Zip: Casper, Wy 82601
Owner Phone: [REDACTED]
Applicant Email: [REDACTED]

AGENT INFORMATION:

Print Agent Name: Lisa Burridge
Agent Mailing Address: same
City, State, Zip: _____
Agent Phone: _____
Agent Email: _____

PROPERTY INFORMATION:

Subject property legal description (attach separate page if long legal): Lot 2A, Minor Boundary Adjustment Plat of Mountain Meadows No. 2
Physical address of subject property if available: Robertson Raod
Size of lot(s) 6.00, 4.023 and 27.124 sq. ft./acres:
Current zoning: Urban Agriculture Current use: Vacant
Intended use of the property: Future development subdivision
Zoning within 300 feet: Urban Agriculture Land use within 300 feet: School

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:
Vacation and Replat of Lot 2A, of the Minor Boundary Adjustment Plat of Meadow Acres No. 2

OWNER Signature



OWNER Signature

AGENT Signature

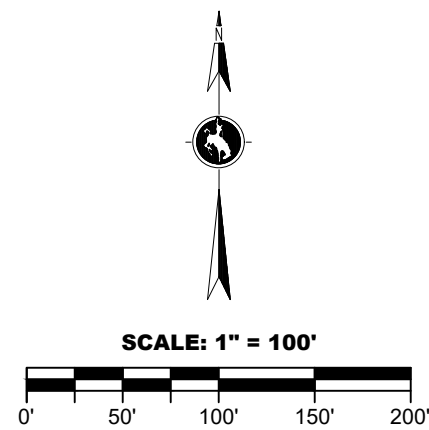
FEES (Plat/Replat): \$10.00 per lot (\$250.00 minimum and a \$1,000.00 maximum), plus \$150.00 recording fee.

For Office Use Only: Signature verified: _____ Proof of ownership provided: _____ Fee Paid: \$ _____

A VACATION & REPLAT
OF LOT 2A, OF THE MINOR BOUNDARY
ADJUSTMENT PLAT
OF
MOUNTAIN MEADOWS No. 2
AS

CHARTER HEIGHTS

AN ADDITION TO THE
CITY OF MILLS, WYOMING
LOCATED IN PORTIONS OF
THE NE1/4SE1/4,
SECTION 10, T.33N., R.80.W, 6TH P.M.,
NATRONA COUNTY, WYOMING



LEGEND

- ◇ RECOVERED BRASS CAP
- ⊞ RECOVERED HIGHWAY R/W MONUMENT
- ▣ RECOVERED ALUMINUM CAP
- SET ALUMINUM CAP
- SUBDIVISION BOUNDARY
- PROPERTY LINE
- - - NEW EASEMENT LINE
- · - EXISTING EASEMENT LINE
- SECTION LINE
- - - 1/4 SECTION LINE
- · - 1/16 SECTION LINE
- N00°00'00"W, 1234.56' MEASURED BEARING & DISTANCE
- (N00°00'00"W, 1234.56') RECORD BEARING & DISTANCE

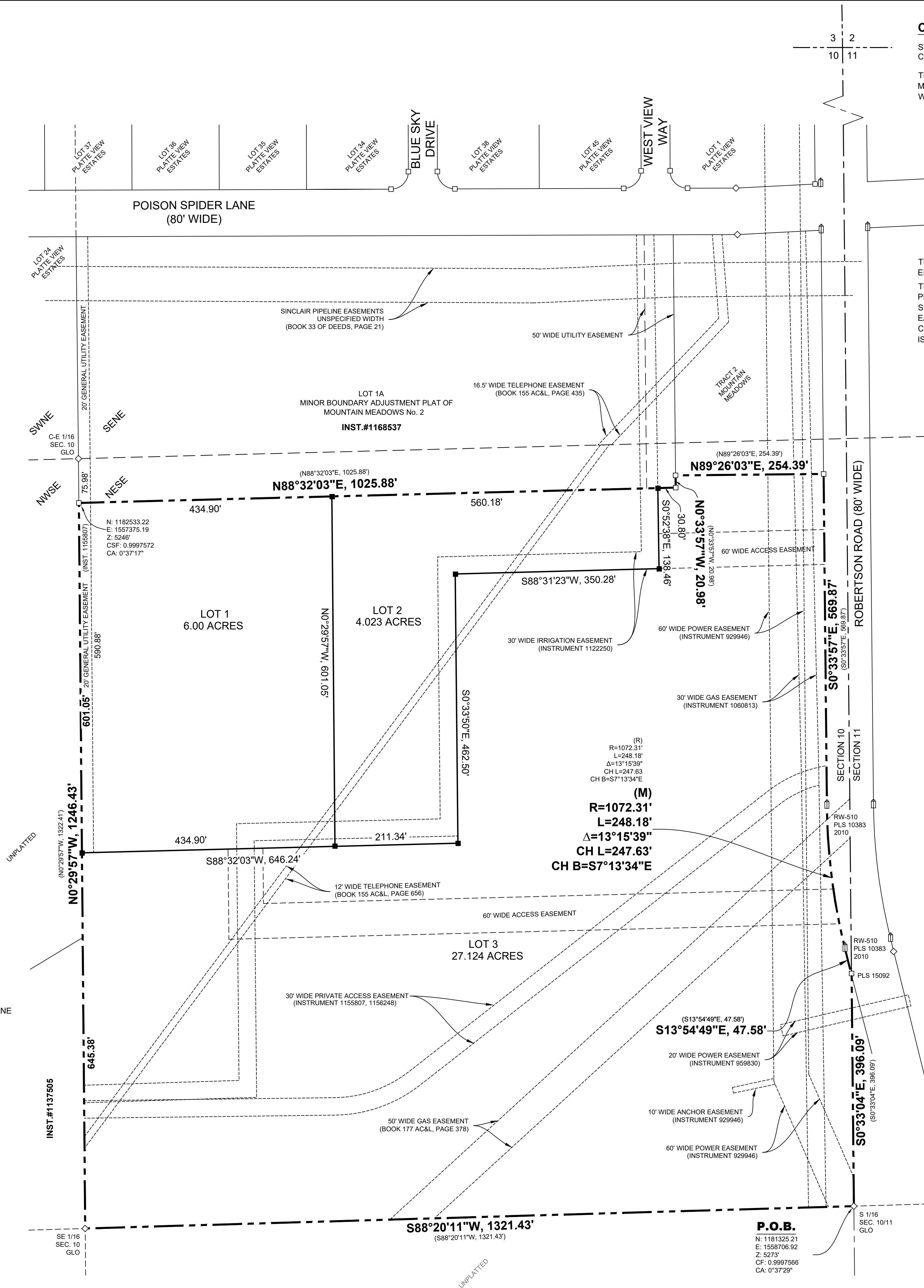
NOTES

- ERROR OF CLOSURE EXCEEDS 1:427,523.
- BEARINGS AND COORDINATES ARE BASED ON THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 83/2011.
- ELEVATIONS ARE NAVD88 AND NOT TO BE USED AS BENCHMARKS.
- DISTANCES: US SURVEY FOOT/GRID.



Environmental and Civil Solutions, LLC
111 West 2nd Street, Suite 600
Casper, WY 82604
Phone: 307.337.2883
www.ecsengineers.net

PROJECT NO. 220010



CERTIFICATE OF DEDICATION

STATE OF WYOMING
COUNTY OF NATRONA

THE UNDERSIGNED, LISA BURRIDGE, MANAGER OF GREENBRIAR PARTNERS, LLC, DO HEREBY CERTIFY THAT THEY ARE THE OWNER AND PROPRIETOR OF LOT 2A, OF THE MINOR BOUNDARY ADJUSTMENT PLAT OF MOUNTAIN MEADOWS No. 2, LOCATED IN A PORTION OF THE NE1/4SE1/4, SECTION 10, T.33N., R.80.W., 6TH P.M., NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID PARCEL AND THE SOUTHEAST CORNER OF SAID NE1/4SE1/4, SECTION 10; THENCE FROM SAID POINT OF BEGINNING AND ALONG THE SOUTH LINE OF SAID PARCEL AND SAID NE1/4SE1/4, SECTION 10, S.88°20'11\"W., 1321.43 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL AND THE SOUTHWEST CORNER OF SAID NE1/4SE1/4, SECTION 10; THENCE ALONG THE WEST LINE OF SAID PARCEL AND SAID NE1/4SE1/4, SECTION 10, N.0°29'57\"W., 1246.43 FEET TO THE NORTHWEST CORNER OF SAID PARCEL AND THE SOUTHWEST CORNER OF SAID LOT 2A, OF THE MINOR BOUNDARY ADJUSTMENT PLAT OF MOUNTAIN MEADOWS No. 2; THENCE ALONG THE NORTH LINE OF SAID PARCEL AND THE SOUTH LINE OF SAID LOT 2A, INTO SAID SE1/4NE1/4, SECTION 10, N.88°32'03\"E., 1025.88 FEET TO A POINT; THENCE ALONG THE WEST LINE OF SAID PARCEL AND THE EAST LINE OF SAID LOT 2A, N.0°33'57\"W., 20.98 FEET TO THE SOUTHWEST CORNER OF TRACT 2, MOUNTAIN MEADOWS; THENCE ALONG THE NORTH LINE OF SAID PARCEL AND THE SOUTH LINE OF SAID TRACT 2, N.89°26'03\"E., 254.39 FEET TO THE SOUTHEAST CORNER OF TRACT 2, MOUNTAIN MEADOWS AND A POINT IN THE WESTERLY LINE OF ROBERTSON ROAD; THENCE ALONG THE EAST LINE OF SAID PARCEL AND THE WEST LINE OF SAID ROBERTSON ROAD, S.0°33'57\"E., 569.87 FEET TO A POINT OF CURVATURE; THENCE CONTINUING ALONG THE EAST LINE OF SAID PARCEL AND THE WESTERLY LINE OF SAID ROBERTSON ROAD ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 1072.31 FEET, AND THROUGH A CENTRAL ANGLE OF 13°15'39\", SOUTHEASTERLY, 248.18 FEET, AND THE CHORD OF WHICH BEARS S.7°13'34\"E., AND DISTANCE OF 247.63 FEET TO A POINT OF NON-TANGENCY; THENCE CONTINUING ALONG THE EAST LINE OF SAID PARCEL AND THE WEST LINE OF SAID ROBERTSON ROAD, S.13°54'49\"E., 47.58 FEET TO A POINT IN THE EAST LINE OF SAID NE1/4SE1/4, SECTION 10; THENCE ALONG THE EAST LINE OF SAID PARCEL AND SAID NE1/4SE1/4, SECTION 10, S.0°33'04\"E., 396.09 FEET TO THE POINT OF BEGINNING;

THE ABOVE-DESCRIBED PARCEL OF LAND CONTAINS 37.147 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS, AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE PARCEL OF LAND, BEING A VACATION AND REPLAT OF LOT 2A, OF THE MINOR BOUNDARY ADJUSTMENT PLAT OF MOUNTAIN MEADOWS No. 2, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE ABOVE NAMED OWNER AND PROPRIETOR. THE NAME OF THE SUBDIVISION SHALL BE KNOWN AS "CHARTER HEIGHTS". ALL STREETS SHOWN HEREON ARE HEREBY OR WERE PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC. UTILITY EASEMENTS AS SHOWN HEREON ARE HEREBY OR WERE PREVIOUSLY 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. THE 30' WIDE PRIVATE ACCESS EASEMENT, AS SHOWN, IS HEREBY DEDICATED TO THE ADJACENT PROPERTY AS RECORDED IN INSTRUMENT No. 1137505 & 1155807, NATRONA COUNTY RECORDS.

GREENBRIAR PARTNERS, LLC
421 S. CENTER STREET, SUITE 201
CASPER, WY 82601

LISA BURRIDGE, MANAGER

ACKNOWLEDGEMENTS

STATE OF WYOMING)
COUNTY OF NATRONA)

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2025,
BY LISA BURRIDGE, MANAGER - GREENBRIAR PARTNERS, 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 _____, 2025.

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 CHARTER HEIGHTS, 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, 2025 AND THAT THE PHYSICAL AND MATHEMATICAL DETAILS SHOWN HEREON ARE CORRECT AT THE TIME OF SAID SURVEY.

STATE OF WYOMING)
COUNTY OF NATRONA)

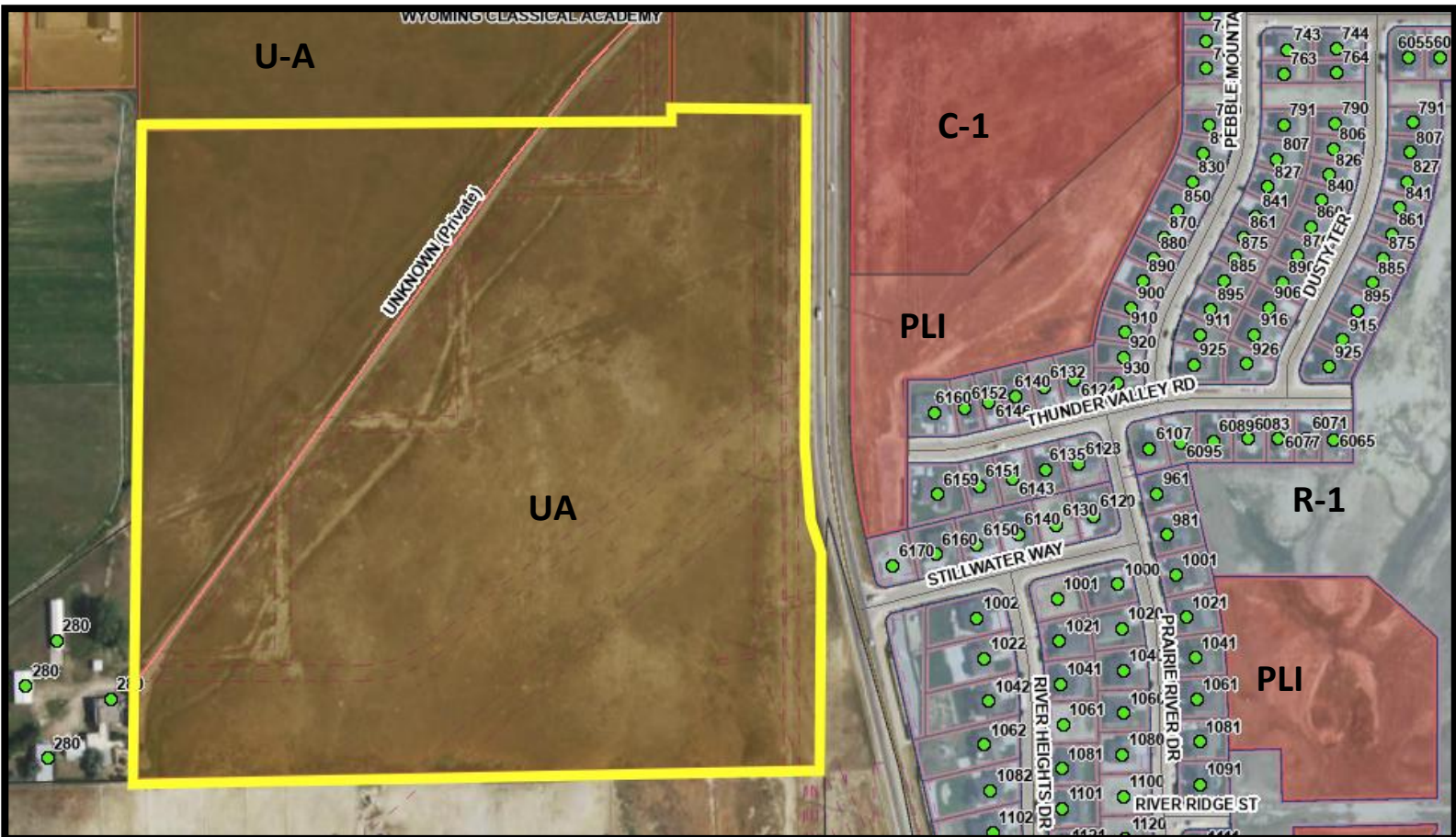
THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2025,
BY STEVEN J. GRANGER

WITNESS MY HAND AND OFFICIAL SEAL.














MY COMMISSION EXPIRES: _____ NOTARY PUBLIC



Charter Heights – Final Plat



Mills Zoning Districts

| | | | |
|---|--|---|--|
|  | Mills, C-1: General Commercial |  | Mills, O-B: Office Business District |
|  | Mills, C-3: Business Service District |  | Mills, R-1: Single Family Dwelling District |
|  | Mills, I-1: Light Industrial |  | Mills, R-2: One and Two Family Dwelling District |
|  | Mills, I-2: Heavy Industrial |  | Mills, R-3: Multiple Family Dwelling District |
|  | Mills, M-H: Manufactured Home District |  | Mills, UA: Urban Agriculture |
|  | Mills, M-P: Manufactured Home Park |  | Mills, UR: Urban Agriculture Residential |
|  | Mills, PLI: Public Land Institutions | | |