

**REGULAR CITY COUNCIL
WORK SESSION MEETING
March 28, 2023
6:00 PM
City Hall**



CITY OF MILLS
EST. 1921

Mayor:
Leah Juarez
Council President:
Sara McCarthy
Council Members:
Cherie Butcher
Brad Neumiller
Tim Sutherland

AGENDA

CALL TO ORDER

AGENDA ITEMS

1. City Planner:

Ordinance 786: Second Reading: (Tabled 2-28-2023) An Ordinance to Rezone a Portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb from Developing Residential to Established Business

Ordinance 790: First Reading: An Ordinance to Rezone Lots 1-7, Buffalo Meadows from Mixed Size Residential to Mixed Use

2. Community Development Director:

First Street Park Shelters

Lemonade Day Sponsorship

3. June 7th, City Clerk:

Transportation Contract with Casper for the Bus

WAM Convention in Cody June 7th-9th

Easter Egg Hunt April 1st @ First Street Park

4. Mayor:

Review Agenda

ADJOURNMENT

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact City Hall at 307-234-6679 within 48 hours prior to the meeting in order to request such assistance.



CITY OF MILLS
EST. 1921

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

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

Item #1.

Memorandum

TO: Mills City Council

FROM: Megan Nelms, AICP, City Planner

DATE: March 23, 2023

SUBJECT: Buffalo Meadows Rezone
Lots 1-7, Buffalo Meadows Addition

Case Number: 23.02 COZ

Summary: The applicant is proposing to rezone Lots 1-7, Buffalo Meadows Addition from MSR (Mixed Size Residential District) to MU (Mixed Use District) to facilitate development of multi-family housing units.

Current Zoning: MSR (Mixed Size Residential)

Proposed Zoning: MU (Mixed Use)

Planning Commission Recommendation: At their March 16, 2023 meeting the Planning & Zoning Commission made a “DO PASS” recommendation on the rezoning request.

Staff Recommendation: Staff recommends APPROVAL of the rezoning request.

Buffalo Meadows Rezoning

Planning Commission Meeting
March 16, 2023

City Council Meeting
1st Reading: March 28, 2023

Applicants: Buffalo Development LLC

Case Number: 23.02 COZ

Summary: The applicant is proposing to rezone Lots 1-7, Buffalo Meadows Addition from MSR (Mixed Size Residential District) to MU (Mixed Use District) to facilitate development of multi-family housing units.

Legal Description: Lots 1-7, Buffalo Meadows Addition

Location: The properties are located on the west side of Badger Ln, between Pontiac St. and Freden Blvd.

Current Zoning: MSR (Mixed Size Residential)

Proposed 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)

ZONING CONSIDERATIONS:

The 2017 Comprehensive Plan Future Land Use Map designates this area as Medium Density Residential. The intent of the MU (Mixed Use District) is to establish and maintain a quiet, medium to high density residential/commercial neighborhood, preserving and promoting the existence of a sufficient amount of open space, a mix of housing and employment opportunities and access to recreational sites and transportation corridors.

The re-zoning request is in accordance with the future land use map.

There are no zoning considerations. All future development will be subject to the MU (Mixed Use) zoning district requirements.

Staff Recommendation:

Staff recommends APPROVAL of the rezoning request.



CITY OF MILLS
PETITION FOR ZONE CHANGE
or
APPLICATION FOR SPECIAL REVIEW PERMIT
Pursuant to the Mills City Code

City of Mills, Wyoming
704 4th Street (Physical address)
P.O. Box 789 (Mailing address)
Mills, Wyoming 82644

Date: January 27, 2023

Return by: (Submittal Deadline)

For Meeting on:

[X] ZONE CHANGE [] SPECIAL REVIEW

PLEASE PRINT

PRIMARY CONTACT: Lisa A. Burrige

APPLICANT/PROPERTY OWNER(S) INFORMATION:

Print Owner Name: Buffalo Development, LLC
Owner Mailing Address: 421 S. Center St., Ste. 101
City, State, Zip: Casper, WY 82601
Owner Phone: 307-577-7775
Applicant Email: lisa@lisaburrige.net

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): Lots 1-7, Buffalo Meadows Addition, City of Mills, Natrona County, WY
Physical address of subject property if available: 600-660 Badger Ln
Size of lot(s): 9,860 per lot sq. ft/acres.
Current zoning: MSR Current use: vacant land
Intended use of the property: 4-plex residential construction
Zoning within 300 feet: MSR, PUD, DR, ER Land use within 300 feet: residential single and multi family

ATTACHMENTS (REQUIRED):

- Proof of ownership: deed (such as deed, title certification, attorney's title opinion)

SIGNATURE(S):

The following owner's signature signifies that all information on this petition/application is accurate and correct to the best of the owner's knowledge; and that the owner has thoroughly read and understands all petition/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 petition/make application to the City of Mills for:

OWNER Signature [Handwritten Signature]

OWNER Signature

AGENT Signature

FEE: \$250.00 (non-refundable)

City of Mills
Rev: 05/2016

Petition for Zone Change or
Application for Special Review Permit



CITY OF MILLS
PETITION FOR ZONE CHANGE
VARIANCE
SPECIAL REVIEW PERMIT



Date: _____

Page _____ of _____

Subject property owner information (Please Print):

Name: Buffalo Development LLC Mailing Address: 421 S. Center St. Ste. 101 Phone: 307-577-7775

Subject property legal description: Lots 1 through 7 of the Buffalo Meadows Addition to the City of Mills WY

Total number of owners within 140 feet of the subject property: 14

Does the total number of signatures represent 50% of the Owners of Record? (as shown in the County records): Y N

We, the undersigned owners of the property located within a 140 foot radius of the subject property, favor granting the requested (circle one) variance - zone change - special review permit by the City of Mills.

	OWNER OF RECORD (PRINTED NAME)	OWNER OF RECORD (SIGNATURE)	ADDRESS	LOT	BLOCK	CFD (if recorded)
1	Buffalo Development, LLC		421 S. Center St Ste 101, Casper WY 82601			
2	Skyline Construction		PO Box 52086 Casper, WY 82605			
3						
4						
5						
6						
7						
8						
9						
10						

WARRANTY DEED

SUCCESS PROPERTIES, LLC, A WYOMING FLEXIBLE LIMITED LIABILITY COMPANY, GRANTOR(S), OF NATRONA COUNTY, AND 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:

BUFFALO DEVELOPMENT, LLC

GRANTEE(S), 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:

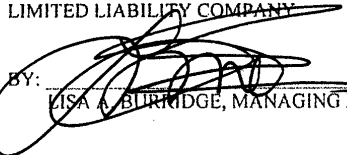
SEE EXHIBIT "A" ATTACHED HERETO

TOGETHER WITH ALL IMPROVEMENTS THEREON SITUATE.

SUBJECT TO RESERVATIONS, RESTRICTIONS AND EASEMENTS OF RECORD.

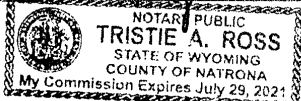
WITNESS OUR HANDS THIS 27th DAY OF May, 2021.


SUCCESS PROPERTIES, LLC, A WYOMING FLEXIBLE LIMITED LIABILITY COMPANY

BY:  LISA A. BURRIDGE, MANAGING MEMBER

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY LISA A. BURRIDGE, MANAGING MEMBER OF SUCCESS PROPERTIES, LLC, A WYOMING FLEXIBLE LIMITED LIABILITY COMPANY, THIS 27th DAY OF May, 2021, WITNESS MY HAND AND OFFICIAL SEAL.




NOTARY

MY COMMISSION EXPIRES: July 29, 2021



5/27/2021 2:01:34 PM NATRONA COUNTY CLERK

Pages: 2

6

1104612

Tracy Good
Recorded: SA
Fee: \$15.00
SUCCESS PROPERTIES LLC

EXHIBIT "A"

TRACTS A, B AND D, "BUFFALO ADDITION" TO THE TOWN OF MILLS, NATRONA COUNTY, WYOMING, AS SHOWN ON PLAT RECORDED NOVEMBER 18, 2013, AS INSTRUMENT NO. 962307;

EXCEPTING THERFROM:

A parcel of land being a portion of Tract D of Buffalo Addition according to the Plat thereof recorded November 18, 2013, as instrument number 962307 of the Natrona County, Wyoming, records and situated in the SE1/4NW1/4, Section 12, Township 33 North, Range 80 West, 6th Principal Meridian, Natrona County, Wyoming; said parcel being more particularly described by metes and bounds as follows:

Commencing at a point on the northern boundary of said parcel, being the Northwest corner of said Tract D and being the Point of Beginning;

Thence N88°51'32"E, coincident with the North line of said Tract D and the South line of Freden Addition, a distance of 183.00 feet to a point;

Thence S00°36'29"E, a distance of 421.91 feet to a point on the North line of an existing 80' WAPA Easement as recorded in Book 61, Page 485, of the Natrona County, Wyoming, records;

Thence N60°09'57"E, coincident with the North line of said WAPA Easement, a distance of 114.60 feet to a point on the East line of said Tract D and the West line of the Badger Lane Right-of-Way;

Thence S00°36'29"E, coincident with the East line of said Tract D and the West line of the Badger Lane Right of Way, a distance of 256.80 feet, to the Southeast corner of said Tract D;

Thence S88°53'53"W, coincident with the South line of said Tract D and the North line of the Pontiac Street Right-of-Way, a distance of 283.01 feet to the Southwest corner of said Tract D;

Thence N00°36'29"W, coincident with the West line of said Tract D and the East line of Agate Addition, a distance of 623.50 feet to the Point of Beginning.

The above described parcel contains approximately 3.146 acres (137,040 s.f.), more or less, and is subject to all rights-of-way and/or easements, reservations and encroachments which have been legally acquired.

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 16th OF MARCH 2023 MILLS PLANNING & ZONING BOARD MEETING

Board Members Present: Pattie Gould, Bob Greenley and Leon Norvell were all present for this P&Z Meeting. Ed Greenwood and Mike Roden were absent.

Others in Attendance: Megan Nelms, City Planner, Kevin O’Hearn, Building Official, Leo Maddox and Shawn Gustafson, applicant were also in attendance.

Chairman Pattie Gould called the Meeting to order at 5:07 PM on March 16, 2023, as a quorum was present.

Chairman Pattie Gould asked board members if they had read the minutes of the February 2, 2023 P&Z Board meeting. Board Member Bob Greenley made a motion to approve the minutes, with one change to the date in the header on page 2. Board Member Leon Norvell seconded the motion. Chairman Pattie Gould called for a vote to pass the minutes of the 16th of March 2023 P&Z meeting. All ayes, motion passed.

Pattie asked Megan to present the agenda item. Megan introduced case number 23.02 COZ, the Buffalo Meadows Rezoning request.

Background:

The applicant is proposing to rezone Lots 1-7, Buffalo Meadows Addition from MSR (Mixed Size Residential District) to MU (Mixed Use District) to facilitate development of multi-family housing units.

Notifications were sent to utility reviewers on March 1, 2023:

No comments were received from external and internal staff reviews. Megan provided an overview rezoning request:

Planning Considerations:

The 2017 Comprehensive Plan Future Land Use Map designates this area as Medium Density Residential. The intent of the MU (Mixed Use District) is to establish and maintain a quiet, medium to high density residential/commercial neighborhood, preserving and promoting the existence of a sufficient amount of open space, a mix of housing and employment opportunities and access to recreational sites and transportation corridors.

The re-zoning request is in accordance with the future land use map.

MINUTES OF THE 16TH OF MARCH 2023 MILLS PLANNING & ZONING BOARD MEETING

There are no zoning considerations. All future development will be subject to the MU (Mixed Use) zoning district requirements.

Staff Recommendation: Staff recommends the Planning and Zoning Board approve the rezoning request for Lots 1-7, Buffalo Meadows Addition.

Chairman Gould thanked Megan and asked if there were any questions from the Board. Board Member Greenley asked why they were leaving the last two lots on the block zoned (MSR). Shawn Gustafson, the applicant’s representative stated that those two lots have already been sold to Skyline Builders. There was general discussion about the location of the WAPA powerline and what the open space area behind these lots was going to be used for. That area is owned by the City for drainage. The grade is very steep, and the land is not very usable. There had been talk about a snow slope or sledding hill being constructed there.

Board Member Greenley asked if the neighbors on the corner to the north had been notified? Megan state that yes, that property owner is on the neighbor list included in the case information packet and he would have received a neighbor letter. Megan stated that she had informed the applicant that it would be best practice to gather signatures from surrounding property owners that were not associated with Buffalo Development, LLC or Skyline Builders, but that those two entities are the majority owners of the surrounding property so technically, the applicant has met the requirements of the regulations with the signatures on their petition, as submitted.

There was general discussion about how to inform surrounding property owners and the public about proposed zone changes or subdivisions. Megan noted that neighbor letters were sent out and a notice was published in the newspaper and on the City website. The Commission then discussed potential methods of notification and the difficulties that can be encountered trying to build consensus in a neighborhood.

Chairman Gould then asked if there was any further discussion. There was none so she called for a motion. Board Member Bob Greenley made a motion to provide the City Council with a “Do Pass” recommendation for the rezoning of Lots 1-7, Buffalo Meadows Addition. Board Member Leon Norvell seconded the motion. All voted in favor, motion carried.

After the applicant left, Megan discussed recent development inquiries she had received as well as upcoming cases for the April 2023 P&Z meeting.

With no further business, Chair Pattie Gould declared the meeting adjourned at 5:37 PM.

Pattie Gould, Chair

Attested: Christine Trumbull

Name	Address	City	State	Zip
Tom Rohleder	PO BOX 1516	Mills	WY	82644 x2
Lance Sternhagen	PO BOX 91	Mills	WY	82644
Galen Bloom	BOX 991	Mills	WY	82644
Patrica Eastman	Box 524	Mills	WY	82644
Buffalo Development	421 S Center St. Ste 101	Casper	WY	82601 x4
Skyline Construction	PO Box 52086	Casper	WY	82605 x2
Town of Mills				x2

NOTICE OF PUBLIC HEARING

A public hearing will be held by the Mills Planning & Zoning Board on March 16, 2023, at 5:00 p.m., and the Mills City Council will hold a public hearing on March 28, 2023, at 7:00 p.m. in the Council Chambers, located at 704 Fourth Street, Mills, WY for the purpose of hearing a rezoning request for Lots 1-7, Buffalo Meadows Addition. The applicant has requested the property currently zoned MSR (Mixed Size Residential District) to be zoned MU (Mixed Use District).

Anyone having an interest in the property should attend the meetings. Comments may also be made in writing and given to the City Clerk before noon on March 10, 2023.

PUBLISH: February 23 & March 2, 2023

ORDINANCE NO. 790

AN ORDINANCE TO REZONE LOTS 1-7, BUFFALO MEADOWS ADDITION, CITY OF MILLS, NATRONA COUNTY, WYOMING FROM MIXED SIZE RESIDENTIAL (MSR) TO MIXED USE (MU)

WHEREAS, the City of Mills is a municipal corporation under the laws of the State of Wyoming; and

WHEREAS, the Owner, Buffalo Development, LLC, has petitioned to rezone Lots 1-7, Buffalo Meadows Addition from Mixed Size Residential (MSR) to Mixed Use (MU); and

WHEREAS, the rezone of Lots 1-7, Buffalo Meadows Addition, will conform with the Mills Comprehensive Plan of 2017; and

WHEREAS, a public hearing notice was advertised in the 23 February 2023 edition of the Casper Star-Tribune, at least 15 days prior to the public hearing, as required by Mills Zoning Ordinance; and

WHEREAS, the City of Mills Planning and Zoning Board held a public hearing to consider the rezone on 16 March 2023 and forwarded a “Do Pass” recommendation to the Town Council approving the zone change; and

WHEREAS, the Mills City Council held a public hearing on the rezoning at the 28 March 2023 Council Meeting; and

WHEREAS, the Mills City Council has determined that a zone change will be in the best interest of the Town, the Owner and adjacent property owners.

THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MILLS, WYOMING:

SECTION 1:

The City of Mills hereby rezones Lots 1-7, Buffalo Meadows Addition from Mixed Size Residential (MSR) to Mixed Use (MU).

SECTION 2:

City of Mills Corporate Limits, Additions and Environs Map shall be updated to show said property as Mixed Use.

PASSED ON FIRST READING the ____ day of _____ 2023

PASSED ON SECOND READING the ____ day of _____ 2023

PASSED, APPROVED AND ADOPTED ON THIRD AND

FINAL READING the ____ day of _____ 2023

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Tim Sutherland, Council

Cherie Butcher, Council

Brad Neumiller, Council

ATTEST:

Christine Trumbull, City Clerk

ORDINANCE NO. _786

AN ORDINANCE TO REZONE A PORTION OF LOT 1 AND ALL OF LOT 2, BLOCK 21, MOUNTAIN VIEW SUBURB, CITY OF MILLS, NATRONA COUNTY, WYOMING FROM DEVELOPING RESIDENTIAL (D-R) TO ESTABLISHED BUSINESS (E-B)

WHEREAS, the City of Mills is a municipal corporation under the laws of the State of Wyoming; and

WHEREAS, the Owner, Maddox Family Living Trust/Leo Maddox, Trustee, has petitioned to rezone of a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb from Developing Residential (D-R) to Established Business (E-B); and

WHEREAS, the rezone of a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb, will conform with the Mills Comprehensive Plan of 2017; and

WHEREAS, a public hearing notice was advertised in the 30 December 2022 edition of the Casper Star-Tribune, at least 15 days prior to the public hearing, as required by Mills Zoning Ordinance; and

WHEREAS, the City of Mills Planning and Zoning Board held a public hearing to consider the rezone on 2 February 2023 and forwarded a “Do Pass” recommendation to the City Council approving the zone change; and

WHEREAS, the Mills City Council held a public hearing on the rezoning at the 14 February 2023 Council Meeting; and

WHEREAS, the Mills City Council has determined that a zone change will be in the best interest of the Town, the Owner and adjacent property owners. .

THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MILLS, WYOMING:

SECTION 1:

The City of Mills hereby rezones a portion of Lot 1 and all of Lot 2, Block 21, Mountain View Suburb from Developing Residential (D-R) to Established Business (E-B).

SECTION 2:

City of Mills Corporate Limits, Additions and Environs Map shall be updated to show said property as Established Business.

PASSED ON FIRST READING the ____ day of _____ 2023

PASSED ON SECOND READING the ____ day of _____ 2023

PASSED, APPROVED AND ADOPTED ON THIRD AND

FINAL READING the ____ day of _____ 2023

CITY OF MILLS, WYOMING

Leah Juarez, Mayor

Sara McCarthy, Council

Tim Sutherland, Council

Cherie Butcher, Council

Brad Neumiller, Council

ATTEST:

Christine Trumbull, City Clerk

Lemonade Day!



CASPER

June 24, 2023



Backpack Sponsor

Investment: \$500

- Logo placement on all promotional posters
- Logo included on a minimum of 500 Lemonade Day Entrepreneur Backpacks
- Company promotional items included in every backpack. (Optional and provided by sponsor. Delivered to Townsquare by April 21.)
- Rotating sponsor mentions in Lemonade Day promotional on-air and online ads (April 3 - June 24)

Sponsor Name _____

Signature _____ Date _____

Lemonade Day!



CASPER

June 24, 2023

Lemonade Live Sponsor Investment: \$3,000

- Recognition as the sponsor of THREE (3) live remote, on-site radio events, to air on all six Townsquare stations (KTWO, KKTL, KWYY, KTRS, KRNK, KRVK)
 - Kick off (@Hilltop Bank) May 3th
 - Best Stand (@Sutherlands) June 17th
 - Lemonade Day (@ Your Location) June 24th
- (25) promotional announcements per station the week leading up to each remote: **"We'll be at ____ with support from _YOUR BUSINESS_."** (450 TOTAL PROMOS; 6a-7p)
- (25) streaming promotional announcements per station the week leading up to each remote (450 TOTAL STREAMING PROMOS)
- Logo
- Logo included on a minimum of 500 Lemonade Day Entrepreneur Backpacks
- Company insert or promotional item included in every backpack (optional & provided by the company)
- Opportunity to host lemonade stands at company locations on Lemonade Day
- (25) :30 ads to run on each Townsquare station KTWO, KKTL, KWYY, KTRS, KRNK, KRVK (150 TOTAL ADS; 6/20/22-6/24/22, 6a-7p)
- (25) :30 streaming ads to run on each Townsquare station website and mobile app (150 TOTAL ADS; 6/20/22-6/24/22, 6a-7p)
- Rotating sponsor mentions in Lemonade Day promotional on-air and online ads (April 18 - June 25)



Sponsor Name _____

Signature _____ Date _____

Lemonade Day!



CASPER

June 24, 2023



Extra Sweet Supporter Investment: \$1,200

- Logo included on a minimum of 500 Lemonade Day Entrepreneur Backpacks
- Logo placement on all promotional posters
- Company promotional items included in every backpack. (Optional and provided by sponsor. Delivered to Townsquare by April 21.)
- Opportunity to host lemonade stands at company locations on Lemonade Day
- (25) :30 ads to run on each Townsquare station KTWO, KKTL, KWYY, KTRS, KRNK, KRVK (**150 TOTAL ADS**; 6/19/22-6/23/22, 6a-7p)
- (25) :30 streaming ads to run on each Townsquare station website and mobile app (**150 TOTAL ADS**; 6/19/22-6/23/22)
- Rotating sponsor mentions in Lemonade Day promotional on-air and online ads (April 3 - June 24)

Sponsor Name _____

Signature _____ Date _____