



# CITY OF GILLETTE

Development Services Department  
Planning Division  
P.O. Box 3003 • Gillette, Wyoming 82717-3003  
Phone 307.686.5281  
[www.gillettewy.gov](http://www.gillettewy.gov)

## CERTIFIED MAIL

May 7, 2014

Keith L. Shelstad Revocable Trust  
2107 N. Highway 14-16, Unit A  
Gillette, WY 82716

Re: Annexation Report for the Hagen-Shelstad Annexation

Dear Property Owner,

The City of Gillette has received your Petition to Annex and Petition to Zone. The proposed annexation consists of 3.74 acres and is immediately adjacent to the current City corporate boundary.

The Certification of Determination of Substantial Compliance of the Annexation Petition has been signed by the City Clerk as required by State Statutes. The certification indicates that the Annexation Petition substantially complies with Wyoming Statutes 15-1-401 through 15-1-423.

The Annexation Petition has been reviewed by City Staff and is to be reviewed by the Planning Commission prior to being forwarded to City Council for their review and action. The following report will explain the terms and conditions of the annexation and what types of services will be provided to you by the City. This Annexation Report will address the basic and customary services to be provided to you and a general time frame for receipt of these services. The plat map of the area that is being considered for annexation is attached to this report for your review.

It is our goal to provide you with efficient and high quality services and facilities, as well as ensure the health, safety, and well being of the citizens of Gillette. We look forward to working with you and answering any questions you may have regarding the annexation process.

## ANNEXATION REPORT

### STREET OWNERSHIP AND MAINTENANCE

The property you desire to annex fronts on Boxelder Road and Country Club Road. A portion of Boxelder Road is within the City limits. Both roadways are maintained by the City of Gillette, which also controls and permits any and all access points to the roadways. Be advised that the costs for any internal streets proposed for any future development are the responsibility of the landowner or developer.

### WATER SERVICE

City water service is available to your property. All necessary extensions of water will be governed by City Subdivision Regulations and City Design and Construction Standards. Costs for the extension of water mains and service lines are the responsibility of the landowner or developer. A Permit to Construct from Engineering is necessary to obtain water and sanitary sewer.

### SANITARY SEWER SERVICE

City sewer is currently available to your property. The existing sewer will need to be extended to serve your property. Extension of sewer to serve your property will be governed by the City Subdivision Regulations and City Design and Construction Criteria. Costs for the extension of sewer are the responsibility of the landowner or developer. Should the final Sanitary Sewer Extension connect to the east and utilize the Boxelder Lift Station, a Secondary Sanitary Sewer Plant Investment Fee shall apply. All lots developed in the City are required to connect to the City sewer. City Engineering will have to review and approve the construction drawings for the sewer extension prior to your property connecting to City sanitary sewer service.

### ELECTRICAL SERVICE

Upon annexation, the City will be the electrical service provider for your property. The installation of any electrical infrastructure required in support of development will be the responsibility of the landowner or developer. The installation is to be completed according to the electrical extension and development policies of the City.

### SOLID WASTE COLLECTION

Upon annexation, City ordinances require that all residential customers use City service, while commercial customers have the choice to use either City service or that of a private provider.

### SERVICE COSTS AND BILLING

Upon annexation, you will be billed for City services at the same rate and classification as other comparable in-city customers. Rates are set by the City Council and are subject to change. Any future increases to current costs will be the same for you as it will be for any other comparable City customer.

### POLICE PROTECTION

All standard Police services will be provided. These include regular patrol, traffic enforcement, accident assistance and investigation, and animal control activities. These services will begin on the effective date of the annexation.

### CODE ENFORCEMENT

Upon annexation, you will be covered by the various City Codes and requirements adopted by the City. All construction activities commenced after annexation will be subject to the Building Codes and Ordinances in effect at the time of application for a building permit. Other Ordinances concerning junk, weeds, and general nuisances will be enforced after annexation, where and if necessary.

### ZONING CLASSIFICATION

The land area covered by this annexation is proposed to be zoned C-1, General Commercial District. City Council will make the final determination of the zoning districts at the time of annexation.

### SUBDIVISION REGULATIONS

Any future platting of this land shall be in compliance with the current adopted Subdivision Regulations of the City of Gillette. Any new development will also need to comply with all City standards.

### PROPERTY TAXES

The only additional tax resulting from your annexation is an additional 8 mills (\$8.00 per \$1,000 of assessed value) collected by the City for General Operation of the City. The County Tax Assessor's Office is responsible for establishing the classification of property, assessed value and the

assessment rate. For more information or a tax estimate, please contact the Campbell County Assessor's Office.

#### CITY REPRESENTATION AND VOTING

Upon annexation, Ward 2 City Council members will represent the land area. Currently, Mr. Forrest Rothleutner and Mr. Tim Carsrud represent Ward 2 on City Council.

#### PARK LAND

All parkland dedication is governed by the City of Gillette Subdivision Regulations. The parkland fee and dedication is exempt in commercial zoning districts. There is no parkland fee or dedication associated with the subject property.

#### CITY INVESTMENT IN SUPPORT OF ANNEXATION

There is no significant City investment required in support of this annexation.

#### SUMMARY OF ANNEXATION

The land area is located bordered by Boxelder Road on the north and Country Club Road on the south. The land is currently developed as two single family residences. The property is contiguous to the City limits on its western boundary, adjacent to Rushmore Subdivision. The property owner desires to annex 3.74 acres of land at this time. The owner shown on the Annexation Plat is KAJ Hospitality, a company that develops lodging facilities. The owners will bring water and sanitary sewer to the site at their expense. A Permit to Construct approved by City Engineering is necessary prior to the extension of water and sanitary sewer mains and service to the property. There are no statutes or ordinances that regulate the shape or size of an area to be annexed.

This area is a logical extension of the City limits and will be serviceable. The Comprehensive Plan envisions the future land use to be commercial. The proposed zoning of the area is C-1, General Commercial Zoning District. City Council will make the final zoning determination at the time of annexation.

All City infrastructure will be available for the private landowner's use as the terms of the annexation report state. The benefits to the land owner include having access to City services which provide long-term security. This annexation provides for a logical extension of the City limits.

Once again, I would like to welcome you to the City of Gillette. I also look forward to working with you and providing quality services and facilities. Should you need assistance or have questions during the annexation process, please feel free to contact the Development Services Department – Planning Division at 307-686-5281.

Sincerely,

Dustin Hamilton, P.E.  
Development Services Director

Attachment: Map of Area to be Annexed