

# CITY OF GILLETTE PLANNING COMMISSION MINUTES OF THE REGULAR MEETING

City Council Chambers ~ City Hall  
June 28, 2016 ~ 7:00 p.m.

## PRESENT

Commission Members Present: Chairman Clark Sanders, Cindy Reardon, Jennifer Thomas, Jim Nielsen, Adrienne Hahn, and Bill Ellingson

Commission Members Absent: None

Staff Present: Michael Cole, Planning Manager; Brent Albrecht, Planner; and Carol Best, Administrative Assistant

## CALL TO ORDER

A motion was made by Adrienne Hahn and seconded by Jim Nielsen to call the meeting to order. Motion carried 6/0. Chairman Clark Sanders called the meeting to order at 7:00 p.m.

## APPROVAL OF THE MINUTES

A motion was made by Jim Nielsen and seconded by Jennifer Thomas to approve the Pre-Meeting Workshop and Regular Meeting Minutes of the City Planning Commission Meeting of June 14, 2016. Motion carried 6/0.

## 16.022ZA – ZONING ORDINANCE TEXT AMENDMENT – To Amend Section 16.sss.(1) (The Definition of a Billboard) to Include Electronic Graphic Display Signs – **REVIEW OF DRAFT ORDINANCE**

Brent Albrecht and Mike Cole presented the draft ordinance for Case No. 16.022ZA, to include an amendment to the original draft ordinance approved by the Planning Commission on June 14, 2016, and modified by the City Council at first reading on June 21, 2016, reducing the proposed 1,000-2000 foot residential buffer for electronic display signs, to 500 feet. The City Council asked that the Planning Commission review and endorse the modified draft ordinance prior to City Council's second reading on July 5, 2016.

Chairman Sanders asked if anyone had any questions. Bill Ellingson asked if City Council was opposed to the 1,000 foot buffer *[as previously recommended by Staff and approved by Planning Commission on June 14, 2016]* or did they just want to reconsider the 500 foot buffer. Mike Cole responded that they were not opposed to the 1,000 foot buffer, but before they altered or changed a recommendation from the Planning Commission, they wanted the Planning Commission to have an opportunity to see the same presentation that was presented this evening. Since the last Planning Commission meeting, Planning Staff has had the opportunity to put together the information and related slide presentation showing where specific electronic display billboards are located on county property within city limits. That information was presented to the City Council, and their direction to Staff was to go back to the Planning Commission to seek their endorsement of the 500 foot versus 1,000 foot residential buffer.

It was clarified by Mike Cole that the 500 foot residential buffer only applies to electronic display billboard signs, and not non-electronic, traditional painted billboards, which would still fall within the current 250 foot residential buffer.

Cindy Reardon asked how close the existing electronic display billboards are to residential areas. Mike Cole showed the slide presentation illustrating where current, existing billboards in county areas within city limits are located. The only electronic display billboards that are located near a residential area of the four existing would be the board located at the intersection of 4-J Road and south of Lakeway where there is an existing city residential neighborhood west of that billboard that could be a potential non-conformance issue if that billboard and county island were ever annexed in the city, as well as one at Boxelder and Butler Spaeth. At that location there is currently un-annexed residential area nearby. If annexed in the future, more than likely it would become a residentially zoned area, and there could be some non-conformity

issues if that occurred. Normally, those situations are resolved by recommendation from the Planning Commission and ultimately the City Council when those annexation plats are reviewed and zoning is applied to those annexed parcels. Brent Albrecht added that in looking at electronic billboard sign ordinances in other communities, a 300 foot buffer is typical for similar sized signs, and the 500 foot buffer is well in excess of that.

Jim asked if there were any previous public comments or concerns on the existing electronic graphic display signs from citizens in nearby residentially zoned areas. Mike responded that no concerns had been received by Staff, nor were there any they were aware of previously. He stated that a discussion was held during the last City Council meeting and that several City Council members mentioned they have received comments from citizens, but City Staff has not received any negative comments.

Bill Ellingson asked for clarification that the electronic display size requirement of 680 square foot encompasses all sides of the board added together. Mike Cole responded that the current ordinance specifies 680 square feet, as measured as the total face for traditional billboards without electronic graphic display signs. Under the proposed change to the ordinance, it is being recommended that a maximum of 340 square feet per face for a single electronic graphic display sign per structure, or 680 square feet for back to back electronic graphic display signs per structure be allowed. If a combination of electronic graphic display signs and traditional painted or poster billboards are used, the total size of all faces shall not exceed 680 square feet.

Staff recommends approval of the draft ordinance to reduce the previously approved 1,000-2,000 foot residential buffer to 500 foot residential buffer as approved at first reading by the City Council on June 21, 2016.

Cindy Reardon made a motion to approve the draft ordinance for said case. Jim Nielsen seconded the motion. Motion carried 5/1 with Bill Ellingson voting Nay.

OLD BUSINESS

None

NEW BUSINESS

The next Planning Commission meeting will be held on Tuesday, July 12, 2016. Brent Albrecht reported that two cases will be discussed at that meeting.

Chairman Sanders recognized and thanked Adrienne Hahn for her service to the Planning Commission. Ms. Hahn's current term will expire on June 30, 2016.

ADJOURNMENT

A motion was made by Adrienne Hahn and seconded by Cindy Reardon to adjourn the meeting. Motion carried 6/0. The meeting adjourned at 7:34 p.m.

Minutes taken and prepared by Carol Best, Administrative Assistant.