



CITY OF GILLETTE

Development Services Department
Planning Division
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5281
www.gillettewy.gov

CERTIFIED MAIL

July 6, 2016

Leitzke Investments, LLC
Attn Doug Leitzke
333 Elk Valley Rd
Gillette, WY 82718

RE: Annexation Report for Aspen Heights

Dear Leitzke Investments LLC,

The City of Gillette has received a Petition to Annex and Petition to Zone. The proposed annexation consist of 4.99 acres and is immediately adjacent to the current City corporate boundary.

The Certificate of Determination of Substantial Compliance of the Annexation Petition has been signed by the City Clerk as required by State Statutes. The Certification indicates 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 the City Council for their review and action.

- The City Planning Commission will consider the Annexation Petition and will conduct a public hearing to receive input during their regular meeting on July 26, 2016 at 7 pm in the Council Chambers at City Hall at 201 E 5th Street, Gillette, WY 82716.
- The Gillette City Council is scheduled to review the recommendation from the Planning Commission, conduct a separate public hearing, and consider an ordinance to annex this area during their regular meeting on August 2, 2016 at 7 pm in the Council Chambers at City Hall at 201 E 5th Street, Gillette, WY 82716.
- The City Council will also consider the ordinance to annex this area during the second and third ordinance reading at their respective August 16, 2016 and September 6, 2016 regular City Council meetings.

The following report will explain the terms and conditions of the annexation and what types of services will be provided to the proposed annexation area by the City. This annexation report will address the basic and customary services to be provided and a general time frame for receipt of these services. The annexation plat and aerial map of the area that is being considered for annexation is enclosed.

It is our goal to provide property owner(s) within the annexed area 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 addressing any questions you might have regarding the annexation process.

ASPEN HEIGHTS ANNEXATION REPORT

JULY 6, 2016

STREET OWNERSHIP AND MAINTENANCE

The proposed annexation area does not have immediate access from an existing City street. An existing access easement from Southern Drive (near the City's water tank) will be paved and will provide access to the proposed annexation area. The private access road will be designed and constructed in accordance with City standards. The private access road within the existing access easement will be maintained by the property owner(s) within the proposed Aspen Heights annexation area. The proposed private access road and related easement will be platted and dedicated to the public for future ownership and maintenance when adjacent lands are eventually subdivided. Other access locations will be reviewed and approved by the City prior to construction. Costs for all internal streets and access roads proposed for any future development will be the responsibility of the property owner.

WATER SERVICE

City water service is available to the proposed annexation area. A "Permit to Construct" to extend water service(s), fire hydrant(s) and other internal water mains will be required as a condition of any future subdivision or building permits issued within the annexed area. The City Engineering Division will review and approve the proposed Permit to Construct. All necessary extensions of water will be governed by the City Subdivision Regulations and City Design and Construction Standards. Costs for the extension of water mains and service lines are the responsibility of the property owner. An appropriate financial guarantee, as determined by the City of Gillette Engineering Division, will be required prior to the issuance of a Permit to Construct. Existing groundwater wells may be used for irrigation purposes only and may not be connected to the City of Gillette water distribution system.

SANITARY SEWER SERVICE

Sanitary sewer main(s) will be extended to the proposed annexation area. The property owner is responsible for all costs associated with extending sanitary sewer mains and services to the annexed area. A "Permit to Construct" to extend sanitary sewer main(s), services and other internal sanitary sewer improvements will be required as a condition of any future subdivision or building permits issued within the annexed area. All necessary extensions of the City's sanitary sewer system to serve the annexed area will be governed by the City Subdivision Regulations and City Design and Construction Standards. An appropriate financial guarantee, as determined by the City of Gillette Engineering Division, will be required prior to issuance of a Permit to Construct. All lots developed in the City are required to connect to City sewer. All existing septic systems within the annexed area will be abandoned in accordance with Wyoming Department of Environmental Quality (WDEQ) standards as a condition of any future subdivision or building permits issued within the annexed area.

ELECTRICAL SERVICE

Upon annexation, the City will be the electrical service provider for the annexed area. The installation of any electrical infrastructure required in support of development will be the responsibility of the property owner. 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. Commercial customers have the choice to use City service or that of a private provider.

SERVICE COSTS AND BILLING

The annexed area 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 increase to current costs will be the same for you as it will be for any other comparable City customer. Attached to this annexation report is a brochure, summarizing the City of Gillette Utility Rates as of May 1, 2016.

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

The annexed area 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 property owner has requested the annexed area to be zoned I-1, Light Industrial District and R-2, Single and Two Family Residential District. Enclosed is a separate map identifying the requested zoning area(s). The Gillette City Council will make the final determination of the zoning districts at the time of annexation.

SUBDIVISION AND DEVELOPMENT REGULATIONS

Any future platting of this land shall be compliant with the current adopted Subdivision Regulations of the City of Gillette. Any new development shall also comply with all adopted City standards.

BUILDING, PLANNING AND ENGINEERING PERMITS

A Commercial Site Plan or a Development Plan will be required for the development of all permitted uses within the commercial or industrial zoning district(s), within the City of Gillette. Future Commercial Site Plan(s) or Development Plan(s) will be submitted in accordance with the City's Zoning Ordinance and other rules, regulations and ordinances adopted by the City of Gillette. Commercial Site Plan(s) and Development Plan(s) will be reviewed and approved in accordance with various City rules, regulations and ordinances.

A Grading Permit is required for all earthmoving and grading activities within the annexation area. An Erosion/Sediment Control Plan shall be submitted and maintained as part of the grading activities. The City Engineering Division will review all grading and Erosion/Sediment Control Plans. WDEQ permits may also be required.

Development of residential uses and structures within a residentially zoned district in the City of Gillette will require the approval of a residential plot plan, which will be reviewed and approved by the City of Gillette Planning and Building Divisions. Building Permits, to be issued by the City Building Division, are required for all permanent structures constructed within the annexed area. Water and Sewer Plant Investment Fees, Electric System Capital Contribution Fees and other related connection charges will be paid by the property owner prior to issuance of a building permit.

PROPERTY TAXES

The property tax for the annexed area will increase by an additional 8 mills (\$8.00 per \$1,000 of assessed value). Revenue from this 8 mill property tax will be collected by the County and distributed to the City for general operations 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

The annexed area will be represented by Ward 2 City Council members. Currently, Mr. Billy Montgomery and Mr. Tim Carsrud represent Ward 2 on the City Council. Mrs. Louise Carter-King is the current Mayor of the City of Gillette.

PARKLAND

All parkland dedication is governed by the City of Gillette Subdivision Regulations. The parkland fee and dedication is exempt in commercial and industrial zoning districts. In residential districts, the parkland fee is \$350 per lot. Payment of the parkland dedication fee is due as a condition of approval of any future subdivision within the annexation area.

CITY INVESTMENT IN SUPPORT OF ANNEXATION

There is no significant investment required in support of this annexation

SUMMARY OF ANNEXATION

The sole property owner has submitted a Petition to Annex 4.99 acres of land into the City of Gillette. This property is generally located south of Crow Avenue and north of the water tank on Southern Drive. The property is currently vacant. The applicant has requested the majority of the property to be zoned I-1, Light Industrial District and that a small portion of the property be zoned R-2, Single and Two Family Residential District. The applicant intends to put a home on the residentially zoned parcel and a vehicle sales/service and/or equipment sales, service and storage yard within the I-1 zoned area. A map of the area is enclosed.

This area is a logical extension of City limits and will be serviceable. However, sanitary sewer services and private driveway access to Southern Drive will have to be extended to this parcel at the applicant's expense. The Comprehensive Plan envisions the future land use to be a mixture of commercial and industrial zoning. The 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 City limits.

We look forward to working with you through the annexation process. We pride ourselves on 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,
CITY OF GILLETTE



Michael H. Cole
Planning Manager

Attachments:

- (a) Annexation Plat
- (b) Aerial Map
- (c) City Clerk Certificate of Determination of Compliance
- (d) Utility Rates Brochure
- (e) Requested Zoning Map Exhibit

Email: City Administrator
City Clerk
City Attorney
Development Services Director
City Engineer
Utilities Director