



# CITY OF GILLETTE

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

January 31, 2017

Czapla Properties, LLC  
PO Box 636  
Gillette, WY 82717-0636

## CERTIFIED MAIL

RE: CZAPLA PARCEL – 1012 Four J Road, Gillette, WY 82716  
QUITCLAIM DEED; Book 2230 of Photos, Page 309-310, Campbell County Clerk

### W 12TH STREET ANNEXATION AREA

1. Annexation Notice
2. City of Gillette Planning Commission Meeting Public Hearing Notice
3. City of Gillette City Council Public Hearing Notice
4. Annexation Report

Dear Property Owner,

During their regular meeting on January 17, 2017, the Governing Body of the City of Gillette approved Resolution No. 2600, initiating the annexation of a tract of land entirely adjacent and contiguous to the City of Gillette, Wyoming, pursuant to Wyoming Statute 15-1-404, known as the W 12th Street Annexation. Enclosed is an executed copy of City of Gillette Resolution No. 2600.

### ANNEXATION NOTICE

Based on the Campbell County Assessor Tax Records, your property is located in the proposed W 12th Street Annexation Area. The City of Gillette intends to annex your above referenced property into the corporate limits at this time. The proposed annexation area consists of 4.75 acres and is immediately adjacent to the current City corporate boundary. An aerial & vicinity location map depicting the proposed W 12th Street Annexation area is enclosed.

### CITY PLANNING COMMISSION PUBLIC HEARING NOTICE

The City of Gillette Planning Commission will conduct a Public Hearing to consider the proposed W 12th Street Annexation area. Below are the City Planning Commission Public Hearing details.

Date: Tuesday, March 28, 2017  
Time: 7:00 pm, during the regular City Planning Commission Meeting  
Location: City Hall Council Chambers, 201 E 5th Street, Gillette, WY 82716

### CITY COUNCIL PUBLIC HEARING NOTICE

City of Gillette Resolution No. 2600 also established a Public Hearing to consider the proposed W 12th Street Annexation area. Below are the Public Hearing details.

Date: Tuesday, April 4, 2017  
Time: 7:00 pm, during the regular City Council Meeting  
Location: City Hall Council Chambers, 201 E 5th Street, Gillette, WY 82716



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 proposed W 12th Street Annexation area can be accessed from W 12th Street and Stocktrail Ave. Any new access points will need to be reviewed and approved prior to construction. The City maintains both streets. Be advised that the costs for any internal streets proposed for any future development are the responsibility of the landowner or developer.

### WATER SERVICE

It is our understanding that your property is currently served by the City's water system. Any further extension of the City water system to serve your property will be approved by the City Engineering Division. All necessary extensions of the water system or any new water services 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 for any water connection or water system extension. Any existing wells may be used for irrigation purposes only, once your property is connected to the City water system. You may not connect your well to the City of Gillette water distribution system.

### SANITARY SEWER SERVICE

It is our understanding that your property is currently served by the City's sewer system. Any further extension of the City sewer system to serve your property will be approved by the City Engineering Division. All necessary extensions of sewer or new sewer services will be governed by City Subdivision Regulations and City Design and Construction Standards. Costs for the extension of sewer mains and service lines are the responsibility of the landowner or developer. All lots developed in the City are required to connect to the City sewer. A Permit to Construct from Engineering is necessary to obtain for any sewer connection or sewer extension. Any existing septic systems will need to be abandoned upon connection to the City sewer system in accordance with Department of Environmental Quality (DEQ) standards.

### ELECTRICAL SERVICE

It is our understanding that your property is currently served by the City's electrical system. Upon annexation, the City will be the electrical service provider for your property. The installation of any electrical infrastructure required in support of new development on your property 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-O, Office and Institution District. A day care (family child care center or child care center) with appropriate State license is a permitted use within the C-O District. The 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 mils (\$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 3 City Council members will represent the land area. Currently, Mr. Robin Kuntz and Mr. Shay Lundvall represent Ward 3 on the City Council.

### PARK LAND

All parkland dedication is governed by the City of Gillette Subdivision Regulations.

### CITY INVESTMENT IN SUPPORT OF ANNEXATION

There is no significant City investment required in support of this annexation for water, sewer, streets, drainage or parks. The City has budgeted \$8,500 for development of the annexation plat for this area.

### SUMMARY OF ANNEXATION

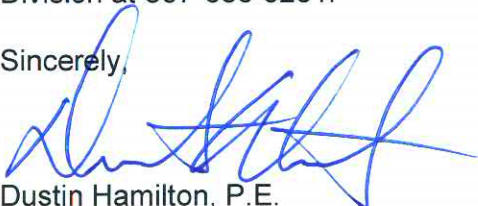
Per Resolution 2600, the City of Gillette has initiated the process to annex land known as the W 12th Street Annexation area. Your property is currently developed with an active day care. Staff will recommend to zone your property C-O, Office and Institution District. A map of the proposed annexation area is attached. 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 residential with a mixture of commercial and office/institution in support of other commercial, medical and education uses in the vicinity. 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 landowner include having access to City services which provide long-term security.

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

Attachments:      Aerial & Vicinity Location Map  
                         Annexation Plat  
                         Resolution No. 2600

Copy:                PCA Engineering, Inc., Agent