

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE CITY/COUNTY MEETING  
Community Conference Room ~ City Hall  
July 24, 2018 ~ 7:00 p.m.

PRESENT

Commission Members Present: Chairman Jim Nielsen, Vice-Chair Cindy Reardon, Brenda Green, Sheryl Martin, Jennifer Tuomela, and Trevor Matson.

Commission Members Absent: Ted Jerred

City Staff Present: Annie Mayfield, Planning and GIS Manager; Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Senior Administrative Assistant.

County Planning Commissioners Present: Bob Jordan, Todd Hildebrand, Miles Williams, Marc Matlick, and Bruce Brown.

County Commission Members Absent: None

County Staff Present: Megan Nelms, Planning and Zoning Administrator; Kevin King, Public Work Director; Melissa Kershner, County Administrative Assistant.

CALL TO ORDER

Chairman Nielsen called the meeting to order at 7:00 p.m.  
Commissioner Hildebrand called the meeting to order for the County shortly after.

APPROVAL OF  
MINUTES

A motion was made by Trevor Matson to approve the pre-meeting workshop minutes, and the regular meeting minutes of the City Planning Commission Meeting of July 10, 2018. Vice-Chair Reardon seconded the motion. Motion carried 6/0.

18.018CSP-COUNTY  
SUBDIVISION PLAT-  
Tonn Resubdivision

Megan Nelms presented Case No. 18.018CSP.

The owner is proposing to subdivide 40.261 acres into two tracts; 14.197 acres and 26.563 acres. The two tracts are in Campbell County and fall within the one (1) mile joint jurisdictional boundary, prompting joint county/city review per W.S. 31-12-103. The proposed subdivision is bordered by the City of Gillette boundary on the east and south side, private property on the west side, and Spring Hill Road on the north.

The proposed subdivision will contain two lots zoned R-S (Residential Suburban District) by county zoning. R-S serves as a permanent residential district for those areas of the community where it is desirable to maintain low residential densities. The west lot is proposed to be 26.563 acres and the east lot 14.197 acres, where there is currently a house. Access to both lots will be from Spring Hill Road.

The applicant has not requested City utilities to serve the properties. There is no Pre-Annexation agreement. The property is located within the Spring Hill Ranch Improvement and Service District. The Spring Hill Ranch Improvement and Service District receives water from a Master Meter as a Wholesale Customer from the City of Gillette per a Water Service Agreement in accordance with the Gillette Regional Water Supply Joint Powers Agreement.

Commissioner Todd Hildebrand asked when the proposed changes to property would be completed. Megan Nelms said the case could tentatively be scheduled as early as the August 21st County Commissioner Meeting if all necessary items were submitted by the applicant in time for that meeting's deadlines.

Chairman Nielsen asked if the dark borders on the map were indicating the old subdivision boundaries. Megan Nelms the lines were the boundaries that were approved in 2017. Megan Nelms said she has asked the applicant that minimal changes are made to the record of survey.

Brenda Green made a motion to approve the case and Trevor Matson seconded. A vote was taken on the motion. Motion carried 5/0/1.

#### ADJOURNMENT

There being no further business, the City/County Planning Commission meeting adjourned at 7:13 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Assistant.