

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall
September 24, 2019

PRESENT

Commission Members Present: Chairman Jim Nielsen, Vice-Chair Reardon, Ryan Conklin, and Ted Jerred

Commission Members Absent: Jennifer Tuomela, Sheryl Martin, Trevor Matson.

Staff Present: Annie Mayfield, Planning & GIS Manager; and Clark Sanders, Planner

CALL TO ORDER

Chairman Nielsen called the meeting to order at 7:00 p.m.

APPROVAL OF THE MINUTES

A motion was made by Vice Chair Reardon to approve the pre-meeting workshop minutes, and the regular meeting minutes of the City Planning Commission Meeting of August 27, 2019. Ryan Conklin seconded the motion. Motion carried 4/0.

19.026SFPM-FINAL
PLAT-Antelope Valley
Bus Park Ph III Lots 14A
& 14B

The owner, T & M Properties LLC, is proposing to subdivide one lot into two; the total area of subdivision is 9.12 acres, with Lot 14A being 4.12 acres and Lot 14B at 5 acres. Both lots will retain the current zoning of I-1, Light Industrial. Lot 14B will be accessed from a 30 ft. public access easement that is dedicated on the plat.

Any future site developments will be required to undergo site plan reviews.

Chairman Nielsen asked if there were any questions from the public or the Commission regarding the case.

Chairman Nielsen asked if there are utilities in the easement that runs north and south through the middle of the proposed lot 14B. Mr. Sanders indicated there is a sewer line running through the existing easement.

There being no further comments or questions, Ted Jerred made a motion to approve the case. Ryan Conklin seconded the motion. Motion carried 4/0.

19.031PUDF-FINAL
PUD PLAT-Villas at
Tenth Hole Estates Ph. I

The owner, Gillette Land III, LLC, is seeking approval of an Amended Final Planned Unit Development Plat known as the Final PUD Plat, A Resubdivision of Lots 17-28, Block 3 of the Final PUD Plat, Villas at Tenth Hole Estates Phase I.

The owner is seeking to adjust the sizes of 12 lots by combining and reducing the number of lots from 12 to 8.

Each existing lot is currently served by water, sewer and electrical.

Prior to the recording of the final plat, the owner shall provide a service line agreement and the associated estimate and financial guarantee to remove the surplus water services this subdivision creates or remove the services prior to recording the plat. Further, the owner is required to remove and replace the existing street light and associated wiring which is to be installed to the City of Gillette minimum standards. This item shall also be completed prior to the filing of a final plat. 4 calls were received by Mr. Sanders which were general inquiries from neighboring residence wanting to know if multi-family house would be built on the proposed properties.

Chairman Nielsen asked if there were any questions from the public or the Commission regarding the case.

Vice-Chair Reardon asked if the PUD would open the door to allow for multi-family housing on the proposed lots. Mr. Sanders explained that Planned Unit Developments allow for an owner to set the zoning uses, setbacks, lot and building sizes, and parking. The uses in the PUD have been defined as single family homes, condominiums and townhomes which can be considered as multi-family house.

Vice-Chair Reardon asked if an owner can have any setbacks they want. Mr. Sanders explained the setbacks are defined by the PUD ordinance and all owners would be required to follow the defined setbacks.

Mr. Jerred asked for the definition of a townhome and duplex stating a townhome would be built over a property line with two (2) owners and a duplex is one (1) structures on one (1) lot with one (1) owner but two (2) units in the structure. Mr. Sanders confirmed that is how it is defined by the current ordinance.

Dick Doyle, Doyle Surveying, Inc. indicated he did not know for sure what the intent was but believes it would be single-family homes.

Ted Jerred indicated if it is the intent to have single-family homes there the proposed ordinance should indicate that and remove the language of multi-family.

Mike Stewart, 63 Wolf Creek Lane, expressed concern about whether or not there would be townhouses or multi-family homes.
Lori Kelley 59 Wolf Creek Lane, expressed concern about multi-family housing in their back yard.

A Motion was made by Ted Jerred made to amend language in proposed ordinance to remove "multi-family" and reduce the uses to "single-family" only. Seconded by Vice-Chair Reardon.

Vice-Chair Reardon asked about the minimum home size. Mr. Sanders indicated the ordinance does not define the minimum home size but does define the minimum and maximum lot size.

19.022ZA-ZONING
TEXT AMENDMENT-
Parking Lot
Maintenance

Amendment passed 4/0

There being no further comments or questions, Ted Jerred made a motion to approve the case. Ryan Conklin seconded the motion. Motion carried 4/0.

The City of Gillette Planning Division is requesting a zoning text amendment to amend Section 16. Definitions, Section 9.b, Off Street Parking and Loading Requirements, and Section 5, Administration and Enforcement.

On July 2, 2019, the City Council gave consent for staff to research and proceed with a proposal to amend sections of the zoning code which address Off Street Parking and Loading Requirements as well as Administration, Enforcement and Definitions.

The Planning Division has worked closely with the City Attorney to craft language that provides the needed definitions and enforcement mechanisms to allow for notification and potential fines and abatement on private property regarding private parking lot and access maintenance.

Chairman Nielsen asked if there were any questions from the public or the Commission regarding the case.

Vice-Chair Reardon asked if the City will be hiring someone to inspect for violations or will this be complaint based enforcement. Mr. Sanders stated the City is not hiring another individual and it is complaint based enforcement.

Discussion regarding temporary measures required for potholes which an owner is not able to fix immediately. Mr. Jerred and Vice-Chair Reardon inquired if the draft-ordinance language allowed for the Zoning Administrator as the authority to enforce temporary measures, in particular during a 6-month grace period immediately following the approval of the City Council. Concern was expressed about owners not doing anything for 6 months if allowed a grace period.

Mr. Sanders explained the 6 month grace period is not part of the ordinance but as stated as part of the case background which would allow owners to arrange for contractors and weather to cooperate to repair violations.

Chairman Nielsen asked if this will be enforceable on governmental parking lots. Planning and GIS Manager, Annie Mayfield state, it is the responsibility of Public Works department to maintain city owned parking lots and rights of ways and if there are City owned parking lots or other governmental parking lots that receive complaints, we would look at those repairs.

Vice-Chair Reardon made a motion to amend wording: However temporary measures may be taken to minimize impact based on the

recommendation of the Zoning Administrator to protect residents and vehicles within the grace period. Ted Jerred seconded the motion.

Mr. Sanders asked if that information needs to be in the ordinance itself as that language was in the case background. Ted Jerred indicated he would like to see it as part of the ordinance with it to “sunset”

Amendment passed 4/0.

There being no further comments or questions, Vice-Chair Reardon made a motion to approve the case. Ryan Conklin seconded the motion. Motion carried 4/0.

OLD BUSINESS

None

NEW BUSINESS

Clark Sanders said there would be a meeting on October 8, 2019, and there will not be a meeting for October 22.

ADJOURNMENT

The meeting adjourned at 7:34 p.m.

Minutes taken and prepared by Clark Sanders, Planner