

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Community Room ~ City Hall ~ January 9, 2024 ~5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Vice-Chair Ryan Conklin, Richard Cone, Matthew Nelson, and Cristal Pratt.

Commission Members Absent: Jack Colson, Ian Scott.

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, Planner; Jill McCarty, Sr. Admin Assistant

CALL TO ORDER

Chair Shaun Hottell called the meeting to order at 5:15 p.m.

APPROVAL OF THE MINUTES

A motion was made by Vice-Chair Conklin to approve the meeting minutes of December 12, 2023. Richard Cone seconded the motion. Motion carried 5/0.

Case No.  
PL2023-0043  
NEW TOWER –  
801 Larch Street

The owners seek to install a 86' stealth monopole and associated equipment cabinets used for wireless communications.

801 Larch Street is located at the intersection of Larch Street and Pumphouse Lane off Warlow Drive. The southernmost property line borders the railroad. The property is 5.72 acres in size. Verizon would like to utilize the South East corner of the property to install a stealth monopole wireless communications tower. The communication tower will be made to look like a water tower. A water tower was chosen because it is in keeping with the industrial area where the tower is being situated.

This tower will assist in providing service to the area of downtown Gillette and outlying areas. The proposed tower will be built to accommodate a minimum of (1) additional provider to allow for collocation of future wireless communications.

Shannon Stefanick said the city received one call from the public on the case, who thought the cell tower would be city-owned and asked why it wasn't being built on city property. When Ms. Stefanick explained it was not city-owned the citizen had no objections to the tower being built at the proposed location.

Chair Hottell asked if there were any comments from the public or Commission on the case.

Vice-Chair Conklin asked if the height of the tower was at a permissible height, and Ms. Stefanick said the height would be below the maximum height allowed for towers and below height requirements for property zoned I-2, Heavy Industrial.

There being no further comments or questions Matt Nelson made a motion to approve the case, and Cristal Pratt seconded. The Motion carried 5/0.

Case No.  
PL2023-0028  
ANNEXATION  
PLAT –

The owner has initiated the annexation of a tract of land adjacent and contiguous to the City of Gillette, Wyoming, pursuant to Wyoming Statute 15-1-403, known as the Gillette College Foundation Annexation.

Gillette College  
Foundation

This area is a logical extension of the City limits and will be serviceable. The land is located generally south of Lakeway Road, between 4-J Road and South Douglas Highway, and north of Sinclair Street, and is surrounded by the existing City of Gillette corporate limits on three sides.

The site currently has no buildings located on it. The owners desire to have the tract annexed and zoned for C-O, Office and Institution District uses with access to City services. There are no statutes or ordinances that regulate the shape or size of an area to be annexed.

Any future development or construction will be reviewed by the City and shall meet City standards.

The only additional tax upon landowners resulting from annexation is an additional 8 mills (\$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.

Meredith Duvall said the city received one call from the public on the case and was a general inquiry only.

Chair Hottell asked if there were any comments from the public or Commission on the case.

Cevin Imus, Land Surveying Incorporated, was present and said the college believes annexing the property, which was gifted to the college, would be moving in a positive direction with the city. Matt Nelson asked about the flood plain located on the property and if it was a concern for future development of the property. Mr. Imus said the flood plain does have limitations to building on the property, but development could happen outside of the floodplain. Ms. Duvall said if the property were to be developed, the floodplain would be discussed and addressed for City of Gillette and Army Corps of Engineers standards.

Chair Hottell inquired about the property lines of Donkey Creek within the property boundaries, and Mr. Imus said the Donkey Creek portion would be Tract D, owned by the City, and the rest would be owned by Gillette College Foundation.

Chair Hottell inquired about the additional tax of 8 mills and if the funds would go to the college. Ms. Duvall said funds would go to the city as part of property tax, and the property owners of the proposed annexation would pay the additional 8 mill tax.

Heidi Gross, Gillette College Foundation, was present and said the property was gifted to the college and would be used for future development for the college. Ms. Gross said the college applied for tax exemption on the property as a non-profit organization and the county approved with no additional taxes to be assessed on the property. Ms. Gross said the plat will also indicate that the city has the necessary easements for the pathway already in place along Donkey Creek.

There being no further comments or questions Cristal Pratt made a motion to approve the case, and Richard Cone seconded. The Motion carried 4/0/1.

OLD BUSINESS None.

NEW BUSINESS Shannon Stefanick said the next meeting will be January 23, 2024, and the meeting for February 13, 2024, will be canceled.

Meredith Duvall said the meeting day for the Planning Commission meetings were looking at being changed, and information will be available once a new day was decided.

ADJOURNMENT The meeting was adjourned at 5:33 p.m.

Minutes taken and prepared by Jill McCarty, Sr. Admin Assistant.

DRAFT