

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Council Chambers ~ City Hall ~ May 14, 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, and Ian Scott

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, Planner; Jill McCarty, Administrative Coordinator

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 Richard Cone to approve the meeting minutes of April 9, 2024. Vice-Chair Conklin seconded the motion. Motion carried 5/0.

Case No.
PL2024-0061
ZONING MAP
AMENDMENT -
101 S Fir Ave

The owner, Doug Norton, is proposing to rezone 101 S Fir Ave from I-1, Light Industrial District, to C-1, General Commercial District.

The property is three acres and there is an existing building on the west side. The owner would like to utilize this building as a commercial business center for retail shops, salons, and other services. This proposed use is not allowed within the I-1 District but is consistent with the with the uses of the surrounding properties.

101 S Fir Ave is a five-sided lot. Four of those five sides are bordered by a C-1 District. The fifth side is bordered by an I-1 District. The minimum district size for a C-1 District is 4 acres. The surrounding zoning district that this parcel will become part of is 23.26 acres currently and would become 26.28 acres if the aforementioned lot were to merge with that district.

Shannon Stefanick said the city Planning Division received two inquiries from the public regarding the case and were general inquiries only.

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

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

Case No.
PL2024-0059
MINOR
SUBDIVIION -
4404 Westover
Road

The applicant, Living Rock Church, seeks to subdivide 4404 Westover Road into two lots for ownership purposes. The current lot size is 12.3 acres. If the subdivision is approved, Lot 1A will be 5.06 acres and Lot 1B will be 7.24 acres.

The lot is currently zoned R-4, Multi-Family Residential District. The Minimum lot size in an R-4 District is 6,000 square feet or 0.13 acres. Both lots meet this minimum size.

No plans for the development of the proposed new lots have been submitted. There are existing water stubs for both proposed lots. The sewer main that crosses the proposed lots needs to be repaired before sewer taps can be added. Due to this fact, sewer taps are not being required at this time.

Any additional improvements for the new lots will be determined at the time of development through the City of Gillette Development Review Process.

Shannon Stefanick said the city Planning Division received a few general inquiries from the public regarding the case but were more towards what was going to be developed on the property. Ms. Stefanick said Living Rock Church owns the property and has not submitted any plans for future use of the property.

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

Jonathan Summerall, resident at 105 Huntington Drive, was present and stated his concern was if a multi-family dwelling unit such as an apartment complex was going to be put on the lot because he said it would drastically affect his property values. Ms. Stefanick said with the property already being zoned R-4 Multi-Family an apartment complex could be put in at any time because it would be a use-by-right.

Lief Nordell, resident at 4305 Westover Road, was present and asked which side the apartment building would be built on. Ms. Stefanick said currently there are no plans for development on the lots, and of the uses that could happen on the lot single family dwelling, a church and an apartment building are all possibilities that could happen with the current zoning. Ms. Stefanick said this case was only to subdivide the single lot into two lots and reiterated that no plans had been given to the city on future development of the lots by the owner. Mr. Nordell said he did not have any problems with single family dwellings, but he did have problems with multi-family dwellings and apartment buildings.

Mark Hines, Living Rock Church, was present and said the east parcel is the one the church would build one someday but there are no immediate plans for it.

Jonathan Summerall asked if construction were to happen on the lot, would additional entrances and exits to the subdivision be added. Ms. Stefanick said it would depend on the level of development, and with a large apartment complex it would require a traffic study as well as would further subdividing into single family lots, but that will be determined at the time of development if a traffic study is needed.

There being no further comments or questions Matthew Nelson made a motion to approve the case, and Vice-Chair Conklin seconded. The Motion carried 5/0.

Case No.
PL2024-0057
MINOR
SUBDIVIION -
4404 Moon
Meadows
Estates No 3

The applicant, 8th Avenue Apartments LLC, seeks to subdivide Tract M2 of Moon Meadows Estates No 3 into three lots for ownership purposes. The current tract size is 13.57 acres. If the subdivision is approved, Lot 1 will be 1.55 acres, Lot 2 will be 2.61 acres, and Lot 3 will be 9.28 acres.

The lot is currently zoned C-1, General Commercial District. There is no minimum area of a zone lot in the C-1 Zoning District. No plans for the development of the proposed new lots have been submitted.

Per Article II, Section 9. (c) of the City of Gillette Subdivision Regulations, "Subdivisions completed for ownership purposes only, in a commercial or industrial zoning district, shall be exempt from installing water, sanitary sewer and other required public improvements".

The required improvements for the new lots will be determined at the time of development through the City of Gillette Development Review Process.

Meredith Duvall said the city Planning Division received one inquiry from the public regarding the case via email regarding the drainage and they were satisfied with the response from staff.

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

Vice-Chair Conklin asked if there was any intention for the property. Shiela Slocum, PCA Engineering, was present and said the owners are doing a breakdown of the property to purchase out a portion of the property.

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

Case No.
PL2024-0053
MINOR
SUBDIVIION -
3809 Red
Lodge Dr.

The applicant, Tony Wille, High Plains Builders, seeks to subdivide Lot 5A, Block 5, of High Plains Business Park Subdivision into four lots, creating Red Lodge Town Homes, Phase 1.

In 2022, the owner discussed their plans with Planning Staff and indicated that their intent was to construct townhomes on the existing lot but have separate ownership for each townhome. Due to titling and ownership issues, Staff recommended that a Minor Subdivision was the best route for the property owner. Because the townhomes will have shared walls, Planning Staff and the property owner agreed that the subdivision for each individual home could take place after the foundation was poured; the Certificate of Occupancy would be withheld until the subdivision was legally filed with the County Clerk's Office. Proposed Lot 1 is 0.14 acres, Lot 2 is 0.10 acres, Lot 3 is 0.12 acres, and Tract 1 is 0.91 acres. The lots are currently zoned R-4, Multi-Family Residential. The minimum area of a Zone Lot in R-4 is 3,000 square feet per unit; minimum width is 50 feet at the front setback line; required open space is 500 square feet for each dwelling unit. For the purpose of this subdivision the boundary outline of the Zone Lot is the outer boundary lines of Lots 1, 2, and 3 making the total area of the considered Zone Lot 0.36 acres, or 15,681.6 square feet.

Meredith Duvall said the city Planning Division received no phone calls from the public regarding the case.

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

Richard Cone asked if the portion that was already constructed was being subdivided, or the whole parcel. Ms. Duvall said only the three lots that had been constructed with addresses would be subdivided. The remaining would then be Tract B. Ms. Duvall said this is phase one and would continue with further subdividing as townhomes are constructed.

There being no further comments or questions Vice-Chair Conklin made a motion to approve the case, and Richard Cone seconded. The Motion carried 5/0.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said there will be a meeting May 28, 2024, and June 11, 2024. And the progress of the Comp Plan can be seen at plangillette.com

ADJOURNMENT The meeting was adjourned at 5:38 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.

DRAFT