

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ September 10, 2024 ~ 5:15 pm

PRESENT

Commission Members Present: Vice-Chair Ryan Conklin, Richard Cone, Matthew Nelson and Jack Colson,

Commission Members Absent: Chair Shaun Hottell, Cristal Pratt, and Ian Scott.

Staff Present: Shannon Stefanick, Planner; Ry Muzzarelli, Development Services Director; Mike Cole, City Administrator; Sean Brown, City Attorney; Jill McCarty, Administrative Coordinator.

CALL TO ORDER

Vice-Chair Ryan Conklin 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 August 27, 2024. Jack Colson seconded the motion. Motion carried 4/0.

Case No.
PL2024-0081
ZONING TEXT
AMENDMENT
– K-12
Transportation
Facility

CCSD#1 Administration has been working to identify a suitable location for a new K-12 Public School Transportation Facility to replace the current bus barn located at 1000 W. 8th Street, immediately south of the Hospital. The existing bus barn is currently zoned C-O, Office & Institution Zoning District. It is too small and has outgrown its current location.

CCSD#1 is interested in building the new transportation facility on a vacant land parcel at the intersection of Southern Drive and Enzi Drive. This parcel is currently C-1, General Commercial Zoning District.

The city's current land use plan from 2013 intended this parcel to be used for "Public Facilities." A School District Transportation Facility is an example of a "Public Facility." Until the city's future land use plan is updated next year, the current zoning and intended land uses are compatible with the proposed Facility.

Some type of Industrial Zone was initially considered by city staff to be located adjacent to Southern Drive. However, a change in zoning from C-1, General Commercial, to either I-1, Light Industrial, or I-2, Heavy Industrial, would be problematic if the parcel were to remain undeveloped and a change in ownership from the School District to a private landowner were to occur.

With the proposed zoning text amendment all other land parcels within the C-1, General Commercial zoning district would be eligible for this type of use. As such, the proposed zoning text amendment was crafted with the intent that only a Transportation Facility serving a K-12 Public School District be considered as a specific, allowed use.

Director Muzzarelli said if the zoning text amendment passed the necessary city council readings, the school district would have to submit a commercial site plan or development plan for review by the Planning Division. Director Muzzarelli said the proposed site was originally intended to be used by the school district for a future junior high school, and the bus barn would be in the middle of the property with buffers on the north and south with a school on the north end of the property and possible commercial development on the south portion of the property.

Richard Cone asked if there had been any traffic studies done for the area to see if the roadway could handle the additional traffic that would come with the new facility. Director Muzzarelli said the traffic study would be part of the plan review process and would be submitted at that time.

Mr. Cone asked how many buses the school district owns and would be on the property. Jaime Tarver, agent for the case was present, and introduced from the school district Dave Bartlett, Associate Superintendent of Instructional Support and Sean Mathes, Supervisor of Building and Grounds. Ms. Tarver said the school district had around 150 buses and had about 250 staff and fleet vehicles.

Mr. Cone asked if the 150 buses were entering and exiting the facility daily. Dave Bartlett said while a portion of the buses are activity buses, approximately 125 are school route buses with about 20 of the route buses are being used at rural schools and Wright. Ms. Tarver said also the buses are typically leaving and entering the property in a staggered timing and not all at once.

Mr. Cone asked if using the south portion of the property as commercial development and northern portion for a school, if all the exits and entrances would be off of Enzi Drive. Ms. Tarver said with the site design process the traffic will be evaluated and optimized. Ms. Tarver said this site is more ideal over others as it has two arterial roads.

Vice-Chair Conklin asked what the current zoning needed for a bus barn was. Administrator Mike Cole there was not a current zoning for a bus barn in city code. Administrator Cole said while the city code has existing similar uses in C-1 General Commercial District, it does not include a bus barn facility.

Vice-Chair Conklin asked if there was a minimum acreage needed for this type of facility and Administrator Cole said there was not and since this property was already zoned C-1 it meets the minimum zoning district size for that purpose.

Vice-Chair Conklin asked about the complaints the current bus barn has gotten regarding fumes, etc. and if there was a concern of the surrounding developments having the same issues. Mr. Bartlett said while they go through the design process, they want to make sure they are good neighbors as well and will ensure proper buffering. Mr. Bartlett said they have looked at many other communities and how they are doing their bus barn facilities within their communities and dealing with their growth.

Matthew Nelson asked what the acreage was at the current facility and what the zoning was. Ms. Tarver said it was approximately five acres and it was zoned C-O, Office and Institution District. Mr. Nelson asked what the proposed lot acreage was, and Ms. Tarver said it was just over 35 acres, and for the proposed transportation facility 15 acres would be needed but they would like 20 acres for buffering.

Matthew Nelson asked if the school district felt that the bus barn would be sufficient at the size it would be at for the next 50 years on the 20 acres that is being proposed. Mr. Bartlett said the original site was 14 acres, and they have added in six acres to give themselves room to grow.

Vice-Chair Conklin asked if there were any comments received from the public on the case by Planning staff. Director Muzzarelli and Shannon Stefanick said there had been

no comments from the public on the case. Administrator Cole said the City Council was anxious to look at this text amendment as they have been looking at this as well.

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

OLD BUSINESS None.

NEW BUSINESS Shannon Stefanick said the next meetings will be September 24, 2024, and October 8, 2024.

ADJOURNMENT The meeting was adjourned at 5:43 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.

DRAFT