



**CITY OF GILLETTE  
PLANNING COMMISSION**

**Tuesday**, July 23, 2019  
7:00 PM

Council Chambers  
201 E. 5th Street, Gillette, Wyoming 82716  
(307) 686-5281

---

Call To Order

Approval of Minutes

1. Pre-Meeting Workshop Minutes - July 9, 2019  
Regular Meeting Minutes - July 9, 2019

Cases

Case No. 19.021DP - Development Plan - 1320 E Shoshone Avenue

Old Business

New Business

Adjournment

**CHAIRMAN**

Jim Nielsen

**VICE-CHAIRMAN**

Cindy Reardon

**BOARD MEMBERS**

Trevor Matson

Ryan Conklin

Jennifer Tuomela

Sheryl Martin

Ted Jerred

[www.gillettewy.gov](http://www.gillettewy.gov)

Productivity **Service With P.R.I.D.E.** Enthusiasm  
Responsibility Integrity Dedication



**CITY OF GILLETTE  
PLANNING COMMISSION  
July 23, 2019 7:00:00 PM  
Council Chambers  
201 E. 5th Street, Gillette, Wyoming  
(307)686-5281**

**DATE:** 7/23/2019 7:00:00 PM

**CASE NUMBER AND TITLE:**

Pre-Meeting Workshop Minutes - July 9, 2019

Regular Meeting Minutes - July 9, 2019

**APPLICANT/OWNER:**

**AGENT:**

**CASE SUMMARY:**

**CASE BACKGROUND:**

**CASE REQUIREMENTS:**

**STAFF RECOMMENDATION:**

**CASE MANAGER:**

**TENTATIVE CITY COUNCIL DATE:**

**ATTACHMENTS:**

Click to download

☐ [Pre-Meeting Workshop 7/9/19](#)

☐ [Meeting Minutes 7/9/2019](#)

**CITY PLANNING COMMISSION**  
**MINUTES OF THE PRE-MEETING WORKSHOP**  
**ENGINEERING CONFERENCE ROOM – CITY HALL**  
July 9, 2019 – 6:15 p.m.

The July 9, 2019, Pre-Meeting Workshop of the City of Gillette Planning Commission convened at 6:15 p.m. in the Engineering Conference Room, located on the second floor of City Hall. Planning Commission Members present were Chairman Jim Nielsen, Trevor Matson, Jennifer Tuomela and Ryan Conklin. Those present from the City of Gillette were Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Senior Administrative Assistant. Discussion was held on the case(s) to be presented at the regular meeting to follow.

The Pre-Meeting Workshop adjourned at 6:55 p.m.

Minutes taken and prepared by:

Jill McCarty  
Senior Administrative Assistant

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
City Council Chambers ~ City Hall  
July 9, 2019

PRESENT

Commission Members Present: Chairman Jim Nielsen, Jennifer Tuomela, Ryan Conklin and Trevor Matson.

Commission Members Absent: Vice-Chair Reardon, Sheryl Martin and Ted Jerred.

Staff Present: Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Senior Administrative Assistant.

CALL TO ORDER

Chairman Nielsen called the meeting to order at 6:58 p.m.

APPROVAL OF THE 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 May 28, 2019. Jennifer Tuomela seconded the motion. Motion carried 4/0.

19.020Z-ZONING MAP AMENDMENT-Lot 1, Betcher Subdivision

The owner, Curtis J. Betcher, Et Al, is proposing to rezone 11.936 acres of land from C-3, Business/Services District to I-1, Light Industrial District. The property is located south of East Shoshone Ave and west of Butler Spaeth Road.

The owner is proposing to the rezone and states that "In order to facilitate consistent development, this lot will be utilized by the same entity as the adjoining Lot 2 and both will be zoned I-1". The lot in reference (Lot 2, Betcher Subdivision) is currently owned by Curtis J Betcher Et Al. The proposed lot for rezone is stated to be vacant, however it is currently used to mine dirt for construction operations.

This zoning request is not in accordance with the current Comprehensive Plan, as the Future Land Use Plan calls for Muti-Family Residential. This zoning meets the minimum size requires for the I-1 Industrial District of 5 acres.

Pursuant to Section 12 of the City of Gillette's Zoning Ordinance, a Zoning Map Amendment shall not be approved except to:

- (1) Correct an obvious error, or
- (2) Recognize changing conditions in the City

The proposal to rezone 11.936 acres of land from C-3, Business/Services District to I-1, Light Industrial District, recognizes the current use of the property.

Chairman Nielsen asked if there were any calls from the public on this case. Meredith Duvall said there were two calls; one had no objections and was a general inquiry to the nature of the case, one was opposed due to the proposed rezoning to I-1, Light Industrial, and what the rezoning would open the property up to for permitted uses in the future.

Chairman Nielsen asked if the rezoning would require buffers when it was developed, and Meredith said it would, and a review by the Planning Division of development plans or commercial site plans as well.

There being no further comments or questions, Trevor Matson made a motion to approve the case. Jennifer Tuomela seconded the motion. Motion carried 4/0.

OLD BUSINESS

None

NEW BUSINESS

Meredith Duvall said there would be a meeting for July 23, 2019.

Chairman Nielsen welcomed new member Ryan Conklin as the newest member of the Planning Commission.

ADJOURNMENT

The meeting adjourned at 7:04 p.m.

Minutes taken and prepared by Jill McCarty, Senior Administrative Assistant.



**CITY OF GILLETTE  
PLANNING COMMISSION  
July 23, 2019 7:00:00 PM  
Council Chambers  
201 E. 5th Street, Gillette, Wyoming  
(307)686-5281**

**DATE:** 7/23/2019 7:00:00 PM

**CASE NUMBER AND TITLE:**

19.021DP - Development Plan - 1320 E Shoshone Avenue

**APPLICANT/OWNER:**

Curtis J. Betcher, ETAL

**AGENT:**

Richard Doyle, Doyle Surveying Inc.

**CASE SUMMARY:**

The owner is proposing a Development on Lots 1 & 2, Betcher Subdivision

**CASE BACKGROUND:**

The owner is proposing to develop 19.18 acres of land located at 1320 E Shoshone. The property is located south of East Shoshone Ave and west of Butler Spaeth Road. The City Council is currently considering a zoning map amendment request for Lot 1, Betcher Subdivision to amend the map from C-3 Business/Services District to I-1 Light Industrial District.

The proposed Development Plan consists of 2 buildings of which there is a 3,000 s.f. office and a 15,000 s.f. shop associated with the proposed business. Water will be provided from an existing 8" water service line and a sewer main will be constructed from the south east of Lot 2 to service both buildings. Because the Shop will be sprinklered, no additional Fire Hydrants are required to be located on site. The existing fire hydrant system along East Shoshone Avenue, in conjunction with the sprinklered shop, is adequate for fire protection.

An internal storm system network will be provided which will discharge into the city owned and maintained detention area on the east which is Tract A, Betcher Subdivision. Electrical services are also available for this development. The Developer is required to extend any required utilities across the property.

Paved access to the property will primarily be from East Shoshone Avenue. 42 Parking spaces have been provided for the public and employee parking. Two (2) 12'x50' paved loading areas are proposed for this development as part of the concrete paved apron around the shop. A second 40' wide truck entrance is being proposed along Butler Spaeth Road south of E Shoshone Avenue. This access will utilize a 40' Access & General Utility Easement on Tract A, Betcher Subdivision to gain access to Lot 2. Lot 2 will primarily be utilized for storage.

A fuel island is proposed as part of this development. Above ground fuel islands are not allowed in the I-1, Light Industrial District. The Developer shall seek a variance to the Zoning Code through the Board of Adjustments or construct a State Permitted underground fuel island which are allowed in the I-1, Light Industrial District. The fuel island shall meet all zoning and state requirement and/or requirements of the Board of Adjustments if granted a variance upon application.

On July 11, 2019 the Parks Board reviewed the Development Landscaping plan and voted in favor of the proposed Landscape Plan with conditions for updated Landscape Plans. Landscaping in the form of trees and shrubs will be provided along the Shoshone Avenue Right of Way as well as some internal landscaping. A number of the existing cottonwood trees will remain and credited toward the landscaping requirements. A 6' chain link fence will be installed to encompass the shop and storage areas. A berm will be constructed adjacent to the existing MH, Mobile Home District on the south to provide a buffer between that and the I-1, Light Industrial District.

**CASE REQUIREMENTS:**

1. Any work done within the City Right of Way will require review and approval as well as a cut permit from the City Engineer.
2. All utilities will be required to be permitted by the City Engineering Division.
3. The sanitary sewer main will require a separate easement document to be filed with the county clerk if the City is to take over the maintenance and ownership of the Sanitary Sewer Main.
4. Any signage on the building or monument/pole signs will require a separate permit.
5. Water and Sewer Tap Fees and Electrical Capital Contribution Fees are required.
6. A Waste Water Application is required to be submitted prior to issuing a zoning report.
7. All required engineering reports will be required to be submitted prior to issuing a zoning report.
8. An updated landscape plan meeting the requirements as set forth by the Landscape Ordinance shall be provided to City Staff prior to the issuing any zoning permits. The approved landscape plan shall be installed and maintained in accordance with Section 14 of the City's Zoning Ordinance.
9. The applicant shall work with the City Electrical Division to obtain any necessary easements prior to the Certificate of Occupancy being issued. All requirements of the Electrical Division shall be met.
10. The proposed fuel island shall be installed underground as per the zoning regulations for I-1, Light Industrial District or shall gain a variance through the Board of Adjustment and meet the requirements of the Board of Adjustment.
11. The final, signed, original mylar of the Development Plan shall be submitted to the City Planning Division for recording with the Campbell County Clerk. The applicant is responsible for the County recording fee.

**STAFF RECOMMENDATION:**

Staff recommends approval, subject to all Planning Requirements.

**CASE MANAGER:**

Clark Sanders, Planner

**TENTATIVE CITY COUNCIL DATE:**

N/A

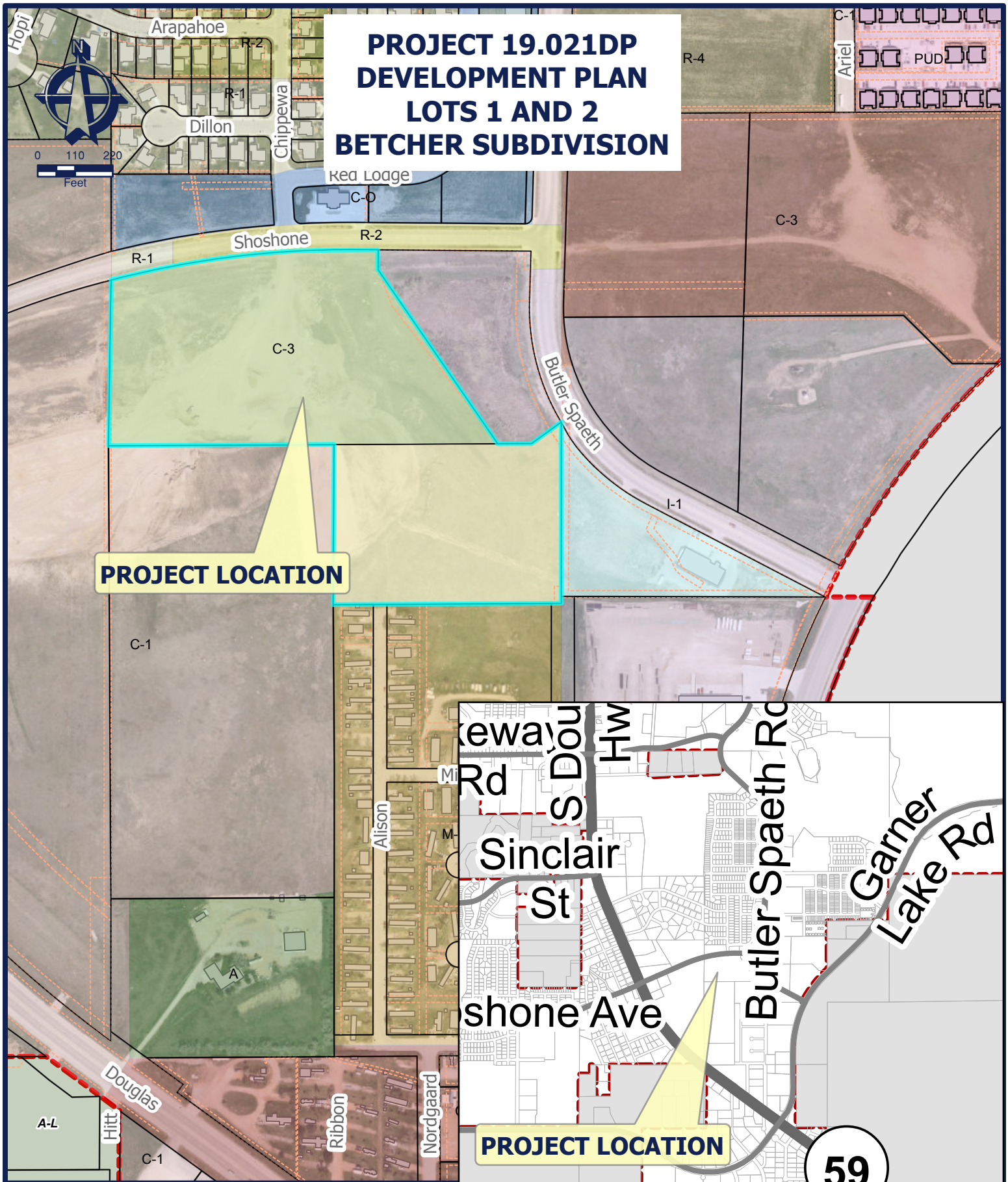
**ATTACHMENTS:**

Click to download

☐ [Aerial And Vicinity Map](#)

<input type="checkbox"/> <a href="#">Development Plan</a>
<input type="checkbox"/> <a href="#">Landscape Plan</a>
<input type="checkbox"/> <a href="#">Planning Requirements</a>





# **CITY OF GILLETTE**

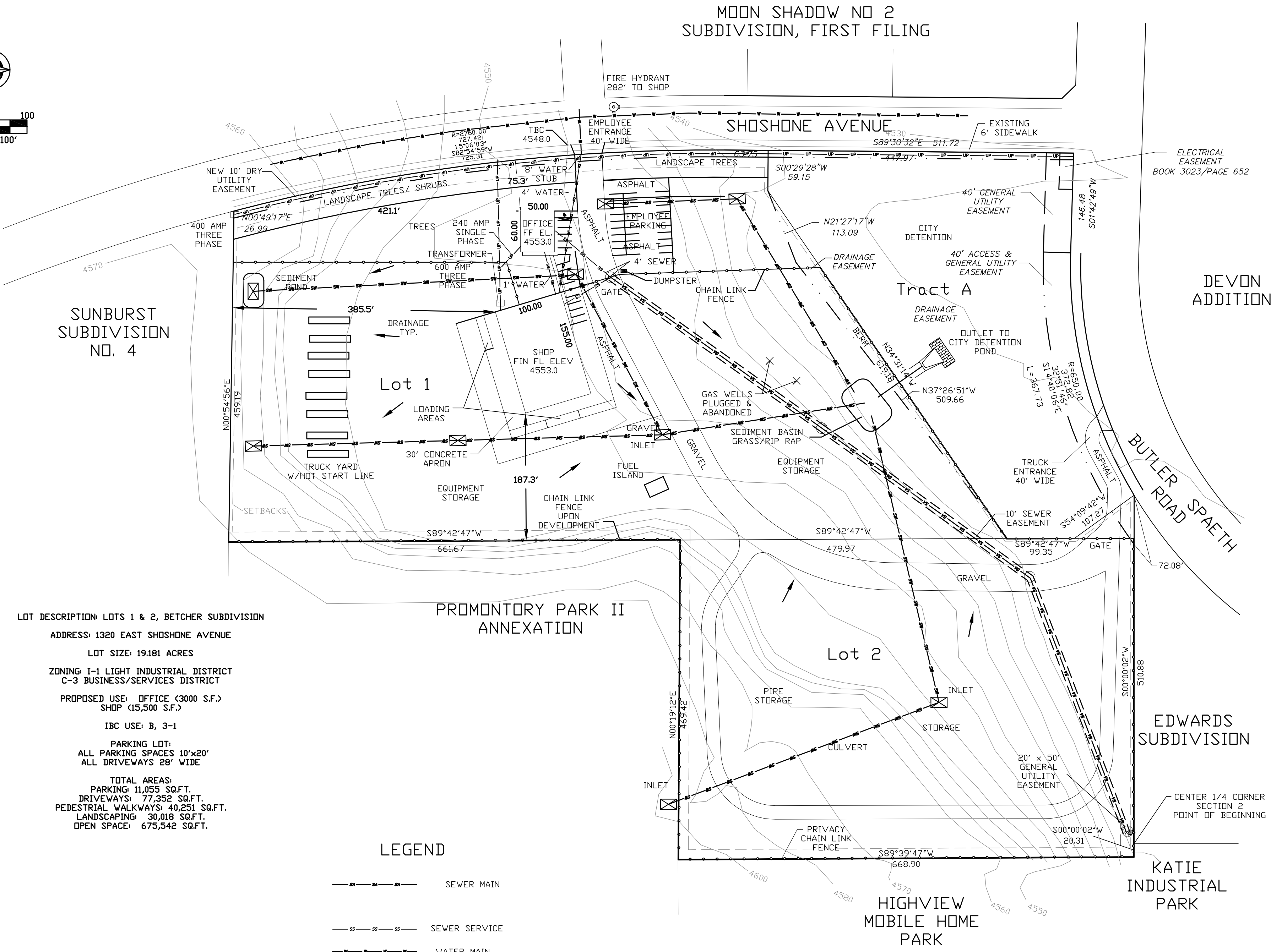
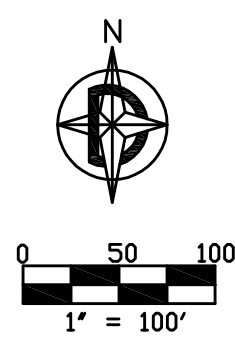
GIS Division  
P.O. Box 3003  
Gillette, Wyoming 82717-3003  
Phone (307) 686-5364  
[www.gillettewy.gov](http://www.gillettewy.gov)

6/21/2019 3:13 PM

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM  
RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO  
GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR  
THE INFORMATION CONTAINED THEREIN.

Productivity **Service With P.R.I.D.E.** Enthusiasm  
Responsibility Integrity Dedication

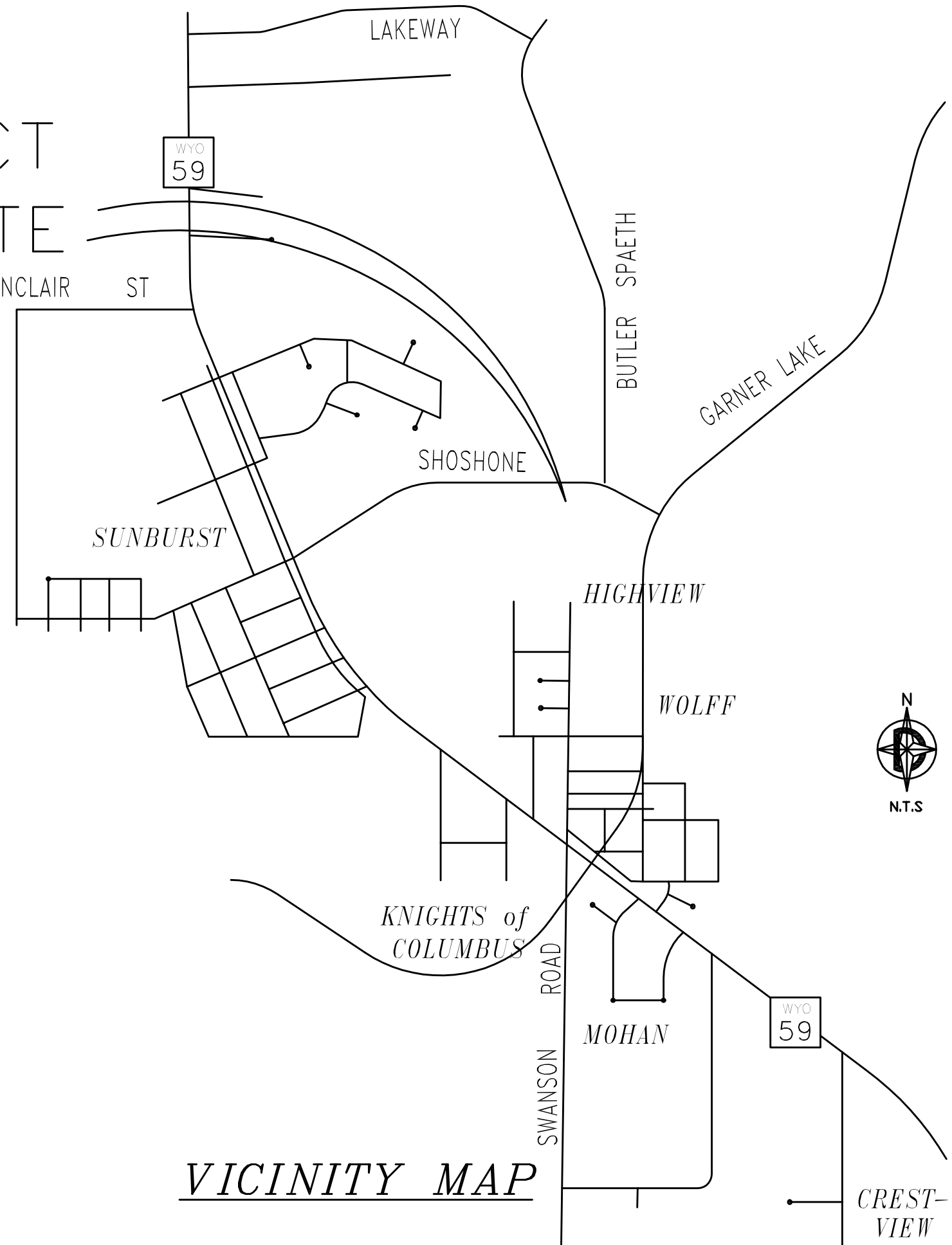
DEVELOPMENT PLAN  
LOTS 1 & 2, BETCHER SUBDIVISION  
1320 EAST SHOSHONE AVENUE  
CITY OF GILLETTE, WYOMING



LOT DESCRIPTION: LOTS 1 & 2, BETCHER SUBDIVISION  
ADDRESS: 1320 EAST SHOSHONE AVENUE  
LOT SIZE: 19.181 ACRES  
ZONING: I-1 LIGHT INDUSTRIAL DISTRICT  
C-3 BUSINESS/SERVICES DISTRICT  
PROPOSED USE: OFFICE (3000 S.F.)  
SHOP (15,500 S.F.)  
IBC USE: B, 3-1  
PARKING LOT:  
ALL PARKING SPACES 10'x20'  
ALL DRIVEWAYS 28' WIDE  
TOTAL AREAS:  
PARKING: 11,055 SQ.FT.  
DRIVEWAYS: 77,352 SQ.FT.  
PEDESTRIAN WALKWAYS: 40,251 SQ.FT.  
LANDSCAPING: 30,018 SQ.FT.  
OPEN SPACE: 675,542 SQ.FT.

- LEGEND
- SEWER MAIN
  - SEWER SERVICE
  - WATER MAIN
  - WATER SERVICE
  - STORM SEWER
  - THREE PHASE POWER
  - SINGLE PHASE POWER
  - FIRE HYDRANT
  - SANITARY SEWER MANHOLE
  - STORM SEWER INLET

PROJECT  
SITE



VICINITY MAP

Approved by the City of Gillette Planning Commission this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_, A.D.

Chairman

Arrest: Secretary

It is agreed that the conditions of this development plan shall be binding  
upon the undersigned, their successors and assigns, shall limit and control  
the issuance and validity of all zoning permits, and shall restrict and limit  
the location, construction and use of all land and structures included  
within the plan to all of the conditions set forth upon the plan; and that  
the development plan may be amended upon the application to and  
approval of the Planning Commission.

Executed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by

Curtis J. Betcher, Power of Attorney

This Development Plan was filed for record in the Office of the Clerk and  
recorded at \_\_\_\_\_ O'clock, \_\_\_\_\_ M., \_\_\_\_\_.

County Clerk

STATE OF WYOMING )  
County of Campbell ) ss.

The foregoing instrument was acknowledged before me this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_, A.D., by Curtis J. Beter, Power of Attorney,  
as a free and voluntary act and deed.

Witness by hand and official seal.

Notary Public

My Commission Expires: \_\_\_\_\_

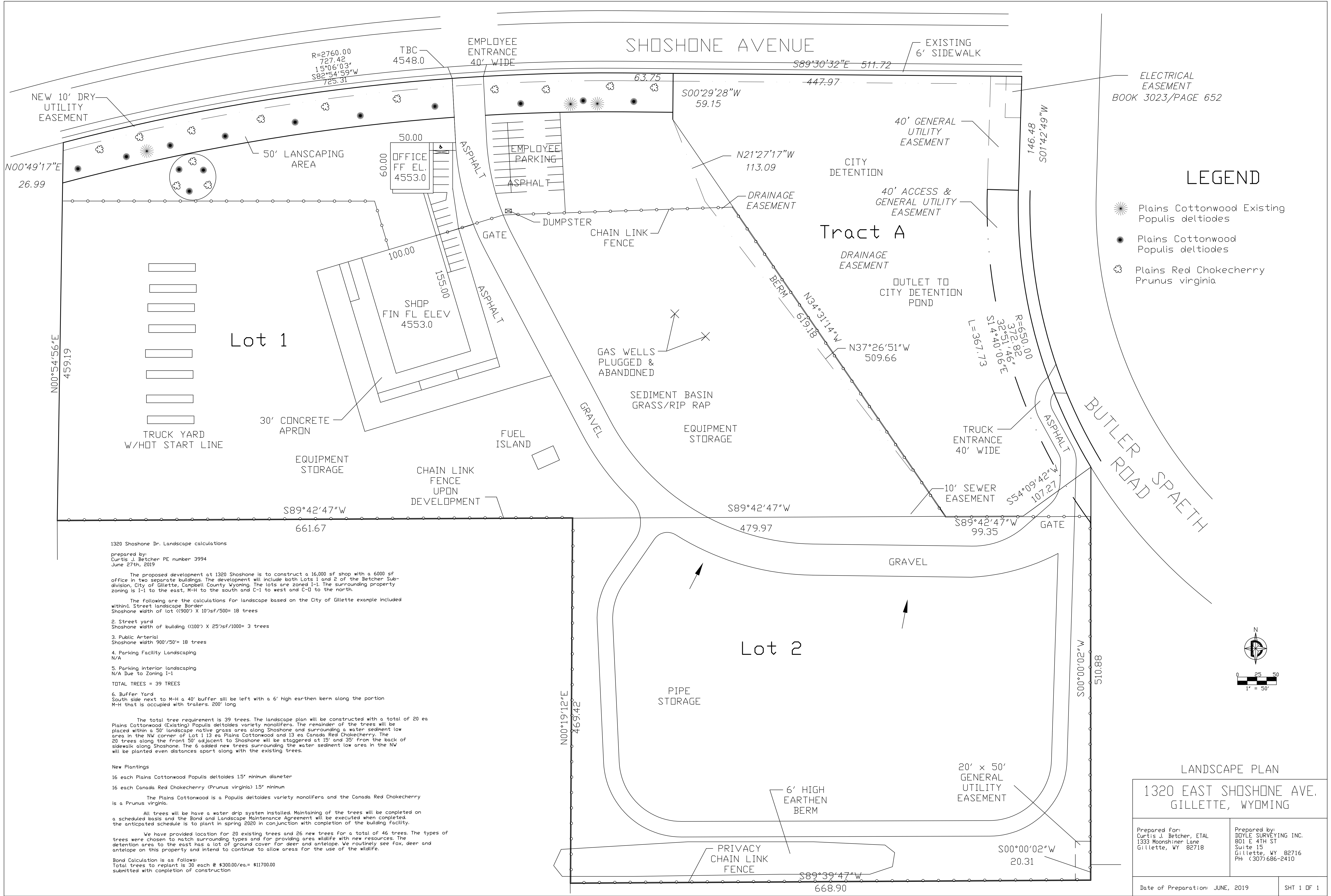
SITE PLAN

1320 EAST SHOSHONE AVE.  
GILLETTE, WYOMING

Prepared for:  
Curtis J. Betcher, ETAL  
1333 Moonshiner Lane  
Gillette, WY 82718

Prepared by:  
DOYLE SURVEYING INC.  
801 E 4TH ST  
Suite 15  
Gillette, WY 82716  
PH: (307) 686-2410





# **Planning Requirements**

## **19.021DP**

### **Development Plan – 1320 E Shoshone Avenue**

1. Any work done within the City Right of Way will require review and approval as well as a cut permit from the City Engineer.
2. All utilities will be required to be permitted by the City Engineering Division.
3. The sanitary sewer main will require a separate easement document to be filed with the county clerk if the City is to take over the maintenance and ownership of the Sanitary Sewer Main.
4. Any signage on the building or monument/pole signs will require a separate permit.
5. Water and Sewer Tap Fees and Electrical Capital Contribution Fees are required.
6. A Waste Water Application is required to be submitted prior to issuing a zoning report.
7. All required engineering reports will be required to be submitted prior to issuing a zoning report.
8. An updated landscape plan meeting the requirements as set forth by the Landscape Ordinance shall be provided to City Staff prior to the issuing any zoning permits. The approved landscape plan shall be installed and maintained in accordance with Section 14 of the City's Zoning Ordinance.
9. The applicant shall work with the City Electrical Division to obtain any necessary easements prior to the Certificate of Occupancy being issued. All requirements of the Electrical Division shall be met.
10. The proposed fuel island shall be installed underground as per the zoning regulations for I-1, Light Industrial District or shall gain a variance through the Board of Adjustment and the requirement of the Board of Adjustment.
11. The final, signed, original mylar of the Development Plan shall be submitted to the City Planning Division for recording with the Campbell County Clerk. The applicant is responsible for the County recording fee.