



**CITY OF GILLETTE  
PLANNING COMMISSION**  
**Tuesday**, September 24, 2019  
7:00 PM

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

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**Call To Order**

**Approval of Minutes**

1. Pre-Meeting Workshop Minutes - August 27, 2019  
Regular Meeting Minutes - August 27, 2019

**Cases**

Case No.	19.026SFPM	Antelope Valley Business Park, Phase III, Lots 14A & 14B
Case No.	19.031PUDF	Final PUD Plat, Villas At Tenth Hole Estates, Phase I
Case No.	19.022ZA	Zoning Text Amendment – Parking Lot Maintenance, Enforcement, Administration and Definitions

**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  
September 24, 2019 7:00:00 PM  
Council Chambers  
201 E. 5th Street, Gillette, Wyoming  
(307)686-5281**

**DATE:** 9/24/2019 7:00:00 PM

**CASE NUMBER AND TITLE:**

Pre-Meeting Workshop Minutes - August 27, 2019

Regular Meeting Minutes - August 27, 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 8/27/19](#)

☐ [Meeting Minutes 8/27/2019](#)

**CITY PLANNING COMMISSION**  
**MINUTES OF THE PRE-MEETING WORKSHOP**  
**ENGINEERING CONFERENCE ROOM – CITY HALL**  
August 27, 2019 – 6:30 p.m.

The August 27, 2019, Pre-Meeting Workshop of the City of Gillette Planning Commission convened at 6:30 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, Cindy Reardon, Ryan Conklin, Sheryl Martin, and Ted Jerred. Those present from the City of Gillette were Annie Mayfield, Planning & GIS Manager; 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 6:57 p.m.

Minutes taken and prepared by:

Jill McCarty  
Senior Administrative Assistant

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Community Room ~ City Hall  
August 27, 2019

PRESENT

Commission Members Present: Chairman Jim Nielsen, Vice-Chair Reardon, Ryan Conklin, Sheryl Martin, Ted Jerred and Trevor Matson.

Commission Members Absent: Jennifer Tuomela

Staff Present: Annie Mayfield, Planning & GIS Manager; Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Senior Administrative Assistant.

CALL TO ORDER

Chairman Nielsen called the meeting to order at 7:00 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 July 23, 2019. Ryan Conklin seconded the motion. Motion carried 6/0.

19.025V-VACATION-1509 Boise Ave

The owner, Kari Outzen, is seeking approval to vacate the easterly 4' of a 15' Utility easement for constructing an accessory garage. The easement is located on the west of Lot 5, Block 2, Northland Village Mobile Home Park, First Filing, Phase III. The proposed plot plan indicates the existing utilities will be accessible through the remaining 11' General Utility Easement with at least 5' remaining on the east side to accommodate the existing gas line. A locates request indicates the proposed 4' vacate area is free of existing utilities.

Clark Sanders said there were no calls or inquiries from the public regarding the case.

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

Joseph Lahr, from Innovative Builders, was present and said he was the contractor the home owner will have build the garage. He said the home owner wanted a garage that was not so close to their house, and the reason they were asking for the vacate. Mr. Lahr said he had spoken with the Development Services Director, Ry Muzzarelli, and said Ry did not see the need for a 30-foot easement on that lot.

Ted Jerred asked if the garage was already constructed. Mr. Lahr said it was not yet, but the space where the garage will be built has been cleared out.

There being no further comments or questions, Cindy Reardon made a motion to approve the case. Ted Jerred seconded the motion. Motion carried 6/0.

Mr. Lahr asked with the approval of the case if he could start building the garage, and Clark Sanders said this case would need to pass three readings at City Council, the first reading being September 3<sup>rd</sup>. Mr. Lahr said his client was wanting the garage built before winter but would wait for the three readings.

OLD BUSINESS

None

NEW BUSINESS

Clark Sanders said there would be a meeting on September 10, 2019, and for September 24, 2019.

ADJOURNMENT

The meeting adjourned at 7:07 p.m.

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



**CITY OF GILLETTE  
PLANNING COMMISSION  
September 24, 2019 7:00:00 PM  
Council Chambers  
201 E. 5th Street, Gillette, Wyoming  
(307)686-5281**

**DATE:** 9/24/2019 7:00:00 PM

**CASE NUMBER AND TITLE:**

19.026SFPM Antelope Valley Business Park, Phase III, Lots 14A & 14B

**APPLICANT/OWNER:**

T & M Properties LLC

**AGENT:**

Richard Doyle, Doyle Surveying Inc.

**CASE SUMMARY:**

The owner, T & M Properties LLC, is seeking approval of a final plat known as the Antelope Valley Business Park, Phase III, Lots 14A & 14B.

**CASE BACKGROUND:**

The owner is proposing to subdivide one lot into two; the total area of the 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.

**CASE REQUIREMENTS:**

1. All comments and concerns will be addressed in ePlans prior to submitting the Final Plat for signatures.
2. A \$75.00 Recording fee shall accompany the signed mylar.

**STAFF RECOMMENDATION:**

Staff recommends approval, subject to all Planning Requirements.

**CASE MANAGER:**

Meredith Duvall, Planner

**TENTATIVE CITY COUNCIL DATE:**

October 1, 2019

**ATTACHMENTS:**

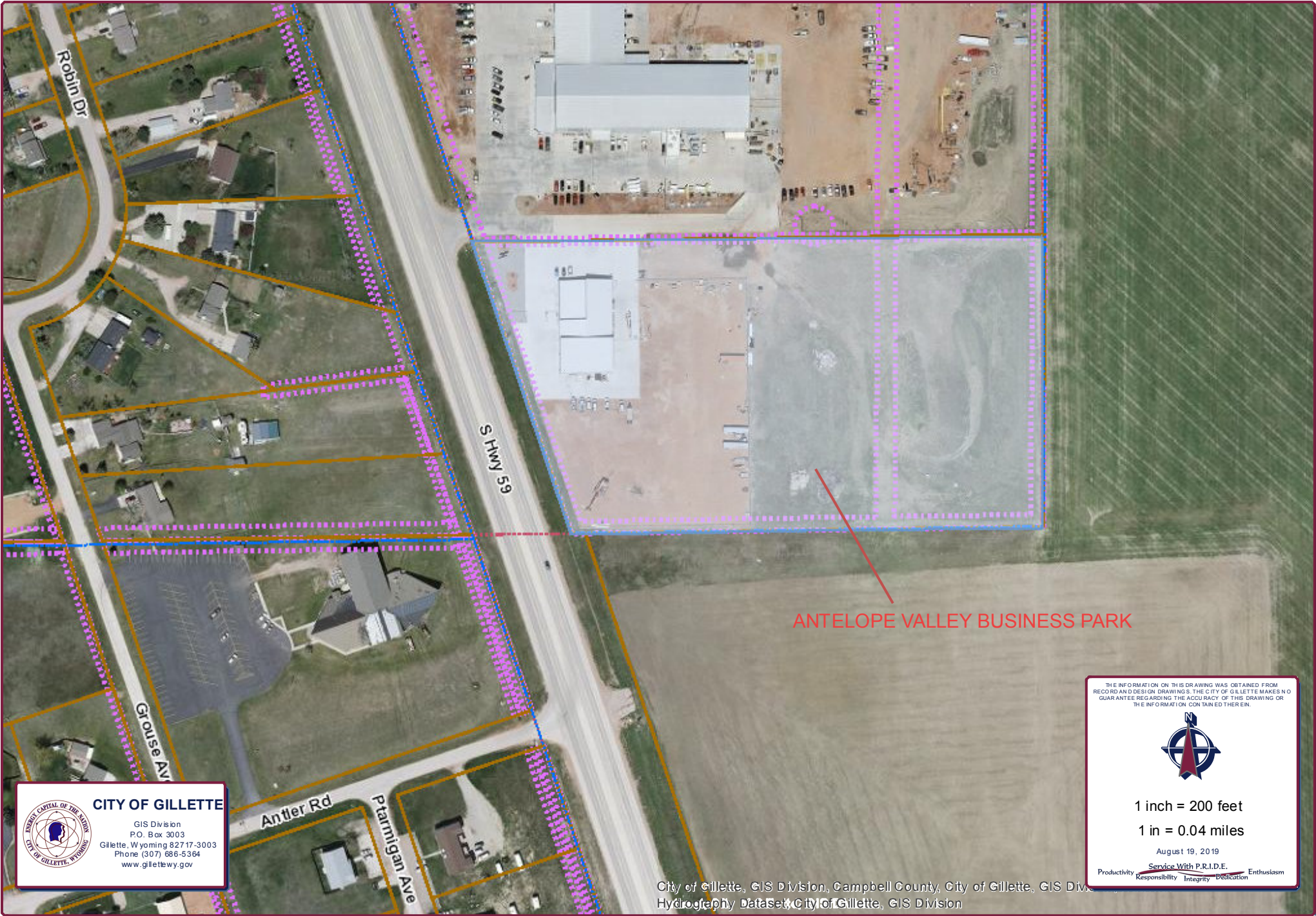
Click to download

☐ [Vicinity Map](#)

<input type="checkbox"/> <a href="#">Plat</a>
<input type="checkbox"/> <a href="#">Resolution</a>
<input type="checkbox"/> <a href="#">Planning Requirements</a>




# ANTELOPE VALLEY BUSINESS PARK



## CITY OF GILLETTE

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

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.



1 inch = 200 feet  
1 in = 0.04 miles

August 19, 2019

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FINAL PLAT  
LOT 14A AND 14B  
ANTELOPE VALLEY BUSINESS PARK PHASE III  
CITY OF GILLETTE, WYOMING

A RESUBDIVISION LOT 14 ANTELOPE VALLEY BUSINESS PARK  
PHASE III, CAMPBELL COUNTY, WYOMING  
CITY OF GILLETTE, WYOMING

DECLARATION VACATING PREVIOUS PLATTING THIS PLAT IS THE  
RESUBDIVISION OF LOT 14 ANTELOPE VALLEY BUSINESS PARK PHASE  
III, BOOK 10 OF PLATS, PAGE 10, OF THE RECORDS OF THE CAMPBELL  
COUNTY CLERK. ALL EARLIER PLAT OR PORTIONS THEREOF,  
ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY  
VACATED.

SURVEYOR'S CERTIFICATE

I, Richard T. Doyle, do hereby certify that I am a registered land  
surveyor, licensed under the laws of the State of Wyoming, that this  
plat is a true, correct, and complete plat of LOT 14A LOT 14B  
ANTELOPE VALLEY BUSINESS PARK PHASE III as laid out, platted,  
dedicated and shown hereon, that such plat was made from an  
accurate survey of said property by me and under my supervision and  
correctly shows the location and dimensions of the lots, easements, and  
streets of said subdivision as the same are staked upon the ground in  
compliance with City of Gillette regulations governing the subdivision of  
the land



STATE OF WYOMING )  
-----)ss.  
COUNTY OF CAMPBELL)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, A.D., 20\_\_\_\_, by TOM SIMMONS, a representative of Gillette  
Interstate, LLC as a free and voluntary act and deed.

Witness my hand and official seal.

Notary Public

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

DEDICATION

Know all men by these presents that the undersigned T & M PROPERTIES LLC being  
the owners, proprietors, or parties of interest in the land shown on this plat, do  
hereby certify,

The above and foregoing LOT 14A AND 14B OF ANTELOPE VALLEY BUSINESS PARK  
PHASE III being more particularly described as follows:

LOT 14 ANTELOPE VALLEY BUSINESS PHASE III. CITY OF GILLETTE,  
CAMPBELL COUNTY WYOMING.

Said tract of land contains 9.12 acres, more or less, subject to all rights, restrictions  
and/or easements of sight and record, and as appears on this plat, is made with the  
free consent, and in accordance with the desires of the undersigned owners and  
proprietors, and that this is a correct plat of the area as it is divided in lots, blocks,  
streets and easements, and

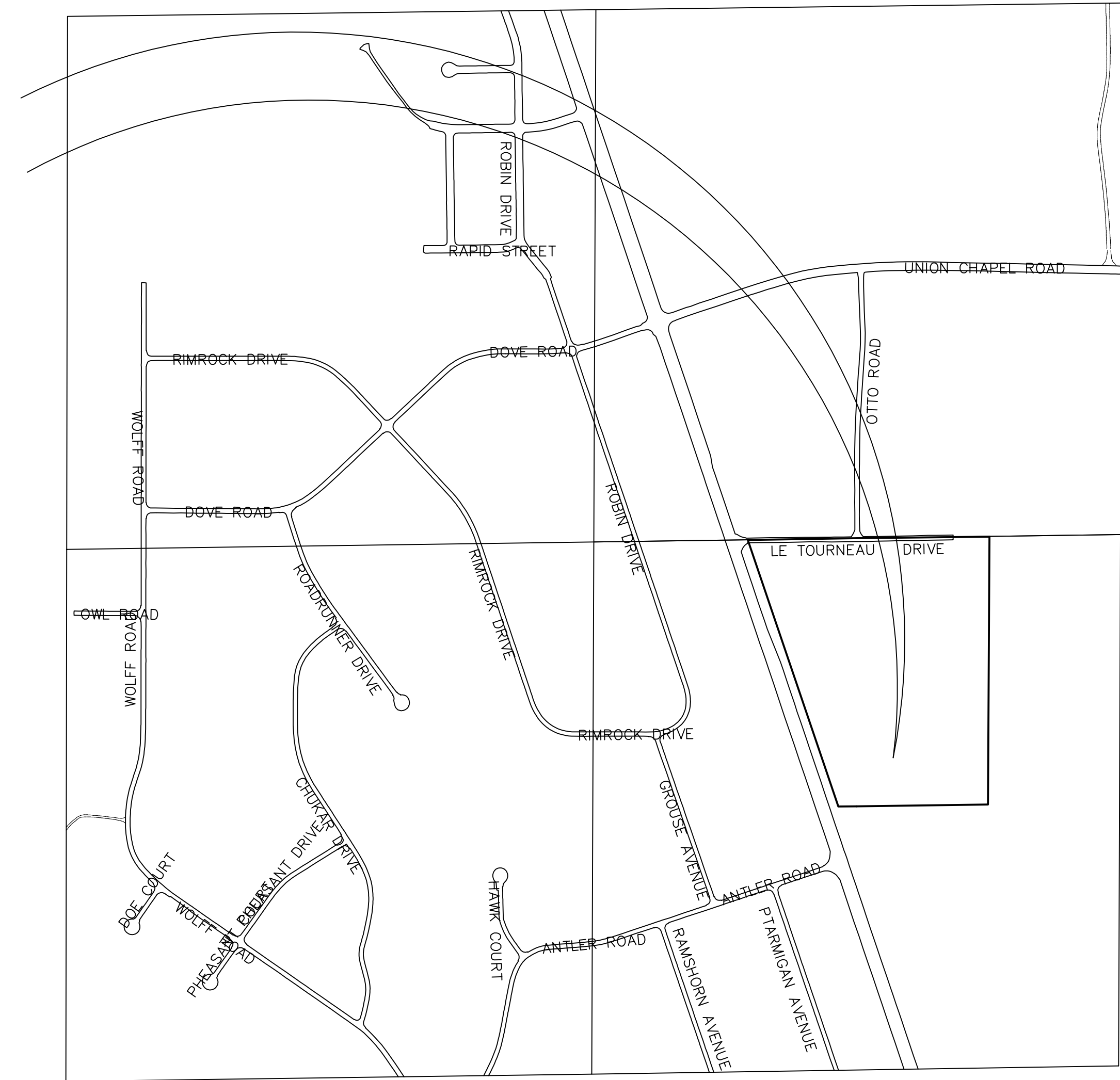
That the undersigned owners and proprietors of the land shown and described on  
this plat do hereby dedicate to the City of Gillette for perpetual public use all  
streets, alleys, easements and other lands within the boundary lines of the plat as  
indicated and not already otherwise dedicated for public use. Utility easements as  
designated on this plat are hereby dedicated to the City of Gillette for perpetual  
public use for installing, repairing, replacing and maintaining water lines, sewers,  
gas lines, electrical lines, telephone lines, cable TV lines and the forms and types of  
public utilities now or hereafter g

All rights under and by virtue of the homestead exemption laws  
of the State of Wyoming are hereby waived and released.

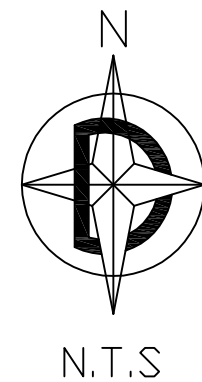
Executed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_ by:

Owners: T & M PROPERTIES LLC

TOM SIMMONS  
Representative of T & M PROPERTIES



VICINITY MAP



APPROVALS

Data on this plat reviewed this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, A.D., by the City Engineer of Gillette, Wyoming.

City Engineer

This plat approved by the City of Gillette Planning Commission  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.

Chairman

Secretary

Approved by the City Council of the City of Gillette, Wyoming this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.

Mayor

City Clerk

This plat filed for record in the office of the Clerk and Recorder  
at \_\_\_\_\_ o'clock \_\_\_\_\_.m., \_\_\_\_\_, 20\_\_\_\_,  
and is duly recorded in Book \_\_\_\_\_, Page No. \_\_\_\_.

County Clerk

FINAL PLAT

BETCHER SUBDIVISION  
GILLETTE, WYOMING

Prepared for:  
T & M Properties LLC  
PO BOX 2349  
GILLETTE, WY 82717

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

Date of Preparation: JULY, 2019

SHT 1 OF 1

LOT 13

LOT 14A  
4.12 ACRES

LOT 14B  
5.00 ACRES

LEGEND

- FOUND CORNER MONUMENT
- SET 24" LONG 5/8" REBAR  
WITH ALUMINUM SURVEY CAP  
MARKED "RLS 2333"

SUMMARY  
TOTAL LOTS: 3  
R.O.W. AREA: N/A  
TOTAL AREA: 912 AC  
ZONING: I-1

**RESOLUTION NO.**

**A RESOLUTION APPROVING AND AUTHORIZING THE  
FINAL PLAT KNOWN AS THE ANTELOPE VALLEY  
BUSINESS PARK, PHASE III, LOTS 14A & 14B, ANTELOPE  
VALLEY BUSINESS PARK SUBDIVISION; TO THE CITY OF  
GILLETTE, WYOMING, SUBJECT TO ALL PLANNING  
REQUIREMENTS.**

WHEREAS, the Final Plat for the Antelope Valley Business Park, Phase III, Lots 14A & 14B, Antelope Valley Business Park Subdivision; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on September 10, 2019, with Planning Requirements.

WHEREAS, the recording of Antelope Valley Business Park, Phase III, Lots 14A & 14B, Antelope Valley Business Park Subdivision; to the City of Gillette, Wyoming with the Campbell County Clerk and Ex-Officio Recorder of Deeds, is subject to meeting all Planning Requirements approved by the Planning Commission on September 10, 2019.

THEREFORE, IT IS RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING, THAT:

Antelope Valley Business Park, Phase III, Lots 14A & 14B, Antelope Valley Business Park Subdivision; to the City of Gillette, Wyoming as prepared by Doyle Surveying Inc., signed by Richard Doyle, Professional Land Surveyor, Wyoming Registration Number 2333, is hereby approved for filing with the Campbell County Clerk and Ex-Officio Recorder of Deeds.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Louise Carter-King, Mayor

(S E A L)

ATTEST:

\_\_\_\_\_  
Cindy Staskiewicz, City Clerk

## **Planning Requirements**

**19.026SFPM**

**Final Plat Minor - Antelope Valley Business Park, Phase III, Lots 14A & 14B**

The Planning Requirements are as follows:

1. All comments and concerns will be addressed in ePlans prior to submitting the Final Plat with signatures.
2. A \$75 Recording fee shall accompany the signed mylar.



**CITY OF GILLETTE**  
**PLANNING COMMISSION**  
September 24, 2019 7:00:00 PM  
**Council Chambers**  
**201 E. 5th Street, Gillette, Wyoming**  
**(307)686-5281**

**DATE:** 9/24/2019 7:00:00 PM

**CASE NUMBER AND TITLE:**

19.031PUDF

Final PUD Plat, Villas At Tenth Hole Estates, Phase I

**APPLICANT/OWNER:**

Gillette Land III, LLC

**AGENT:**

Doyle Surveying, Inc., Dick Doyle

**CASE SUMMARY:**

The owner 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.

**CASE BACKGROUND:**

The Villas at Tenth Hole Estates are located south of the of the Country Club Golf Course along St. Andrews Lane, west of S Garner Lake Road. The owner is seeking to adjust the sizes of 12 lots by combining and reducing the number of lots from 12 to 8.

Planned Unit Development plats with the accompanying Draft Ordinance regulate the zoning components of the development. The Draft Ordinance provides the zoning design components of the development. Specifically, the ordinance addresses the lot size minimums, building setback requirements, building footprint size and parking. All other aspects of the ordinance governing the existing developed lots will remain unchanged and continue to follow the previous Ordinance No. 3872.

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.

**CASE REQUIREMENTS:**

1. The applicant will address all comments and concerns in ePlans before submitting a final, signed mylar to be recorded by the Campbell County Clerk.

2. A recording fee of \$75 (seventy-five), payable to the Campbell County Clerk must be submitted with the final mylar.
3. A Service Line Agreement will need to be executed.
4. Street light and associated wiring shall be removed and relocated or an agreement and financial guarantee for such work shall be required prior to the filing of the final plat.
5. A Title Report needs to be submitted to the City Planning Division.
6. The Ordinance originally recorded with the Final Planned Unit Development Plat for The Villas at Tenth Hole Estates must be amended to include the newly established lots and submitted with the plat to be recorded. The recording fee for these documents must also be submitted with the final mylar.

**STAFF RECOMMENDATION:**

Staff recommends approval, subject to all Planning Requirements.

**CASE MANAGER:**

Clark Sanders, Planner

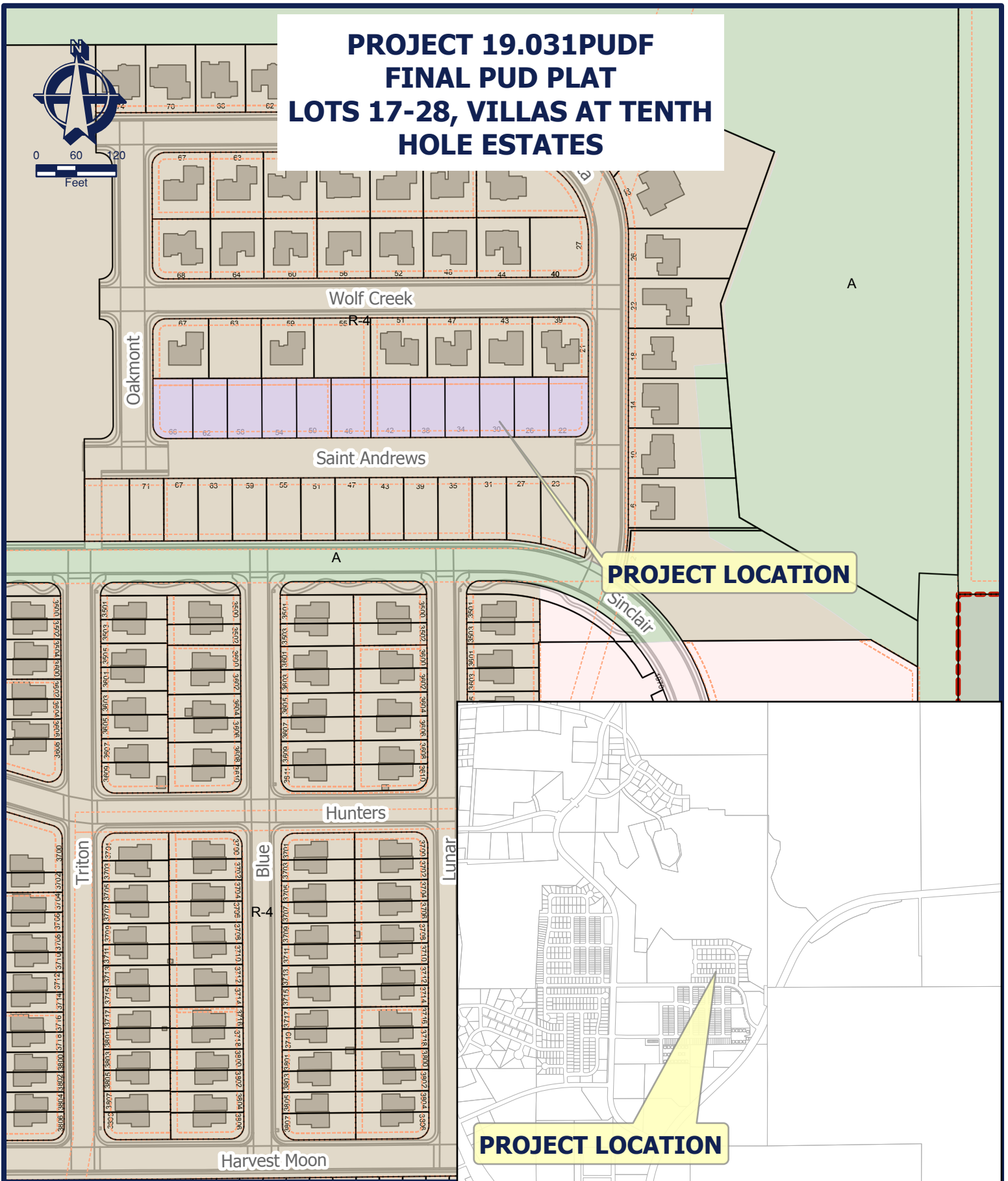
**TENTATIVE CITY COUNCIL DATE:**

October 1, 2019

**ATTACHMENTS:**

Click to download
<input type="checkbox"/> <a href="#">Aerial And Vicinity Map</a>
<input type="checkbox"/> <a href="#">Plat</a>
<input type="checkbox"/> <a href="#">Draft Ordinance</a>
<input type="checkbox"/> <a href="#">Planning Requirements</a>

# PROJECT 19.031PUDF FINAL PUD PLAT LOTS 17-28, VILLAS AT TENTH HOLE ESTATES



**PROJECT LOCATION**



**CITY OF GILLETTE**

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

9/6/2019 10:43 AM

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THE INFORMATION CONTAINED THEREIN.

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



DEDICATION

Know all men by these presents that the undersigned GILLETTE LAND III, LLC, being the owner, proprietor, or parties of interest in the land shown on this plat, do hereby certify,

The above and foregoing FINAL PUD PLAT, A RESUBDIVISION OF LOTS 17-28, BLOCK 3, OF THE FINAL PUD PLAT, VILLAS AT TENTH HOLE ESTATES, PHASE I TO THE CITY OF GILLETTE being more particularly described as follows:

TO BE KNOWN AS:  
FINAL PUD PLAT, Lots 17A, 18A, 19A, 20A, 21A, 22A, 23A AND 24A, BLOCK 3, OF THE FINAL PUD PLAT, VILLAS AT TENTH HOLE ESTATES, PHASE I, CITY OF GILLETTE

Said tract of land contains 1.346 acres, more or less, subject to all rights, restrictions and/or easements of sight and record, and as appears on this plat, is made with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct plat of the area as it is divided in lots, blocks, streets and easements, and

That the undersigned owners and proprietors of the land shown and described on this plat do hereby dedicate to the City of Gillette for perpetual public use all streets, alleys, easements and other lands within the boundary lines of the plat as indicated and not already otherwise dedicated for public use. Utility easements as designated on this plat are hereby dedicated to the City of Gillette for perpetual public use for installing, repairing, replacing and maintaining water lines, sewers, gas lines, electrical lines, telephone lines, cable TV lines and the forms and types of public utilities now or hereafter generally utilized by the public. Drainage Easements, as designated on this plat, are hereby dedicated to the City of Gillette and its licensees for public use, to accommodate the flow or storage of storm water and shall be kept free of all fences, structures or other impediments.

All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_

Owner: GILLETTE LAND III, LLC

Signed by \_\_\_\_\_  
as \_\_\_\_\_ for GILLETTE LAND III, LLC

FINAL PUD PLAT

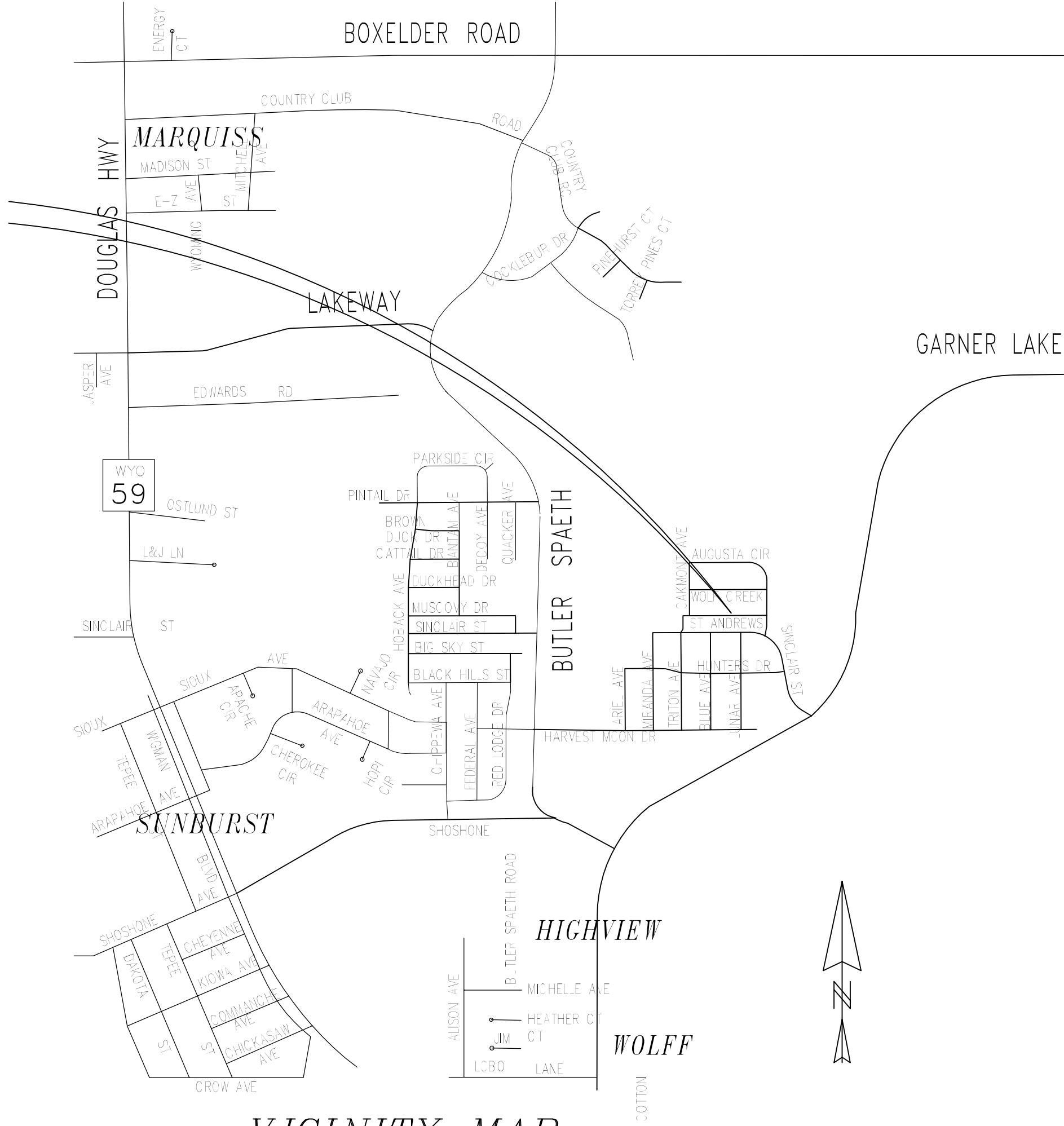
A RESUBDIVISION OF LOTS 17-28, BLOCK 3  
OF THE FINAL PUD PLAT  
VILLAS AT TENTH HOLE ESTATES  
PHASE I  
TO THE  
CITY OF GILLETTE, WYOMING

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )  
The foregoing instrument was acknowledged before me this \_\_\_\_\_  
day of \_\_\_\_\_, A.D., 20\_\_\_\_, by \_\_\_\_\_  
as \_\_\_\_\_ for GILLETTE LAND III, LLC as a free  
and voluntary act and deed.  
Witness my hand and official seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RESUBDIVISION OF  
Lots 17-28, Block 3, VILLAS AT TENTH  
HOLE ESTATES, BOOK 11 OF PLATS, PAGE  
68 OF THE RECORDS OF THE CAMPBELL  
COUNTY CLERK. ALL EARLIER PLAT OR  
PORTIONS THEREOF, ENCOMPASSED BY THE  
BOUNDARIES OF THIS PLAT ARE HEREBY  
VACATED.



VICINITY MAP

NOT TO SCALE

APPROVALS

Data on this plat reviewed this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_A.D., by the City Engineer of Gillette, Wyoming.

City Engineer \_\_\_\_\_

This plat approved by the City of Gillette Planning Commission  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_A.D.

Chairman \_\_\_\_\_ Secretary \_\_\_\_\_

Approved by the City Council of the City of Gillette, Wyoming  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_A.D.

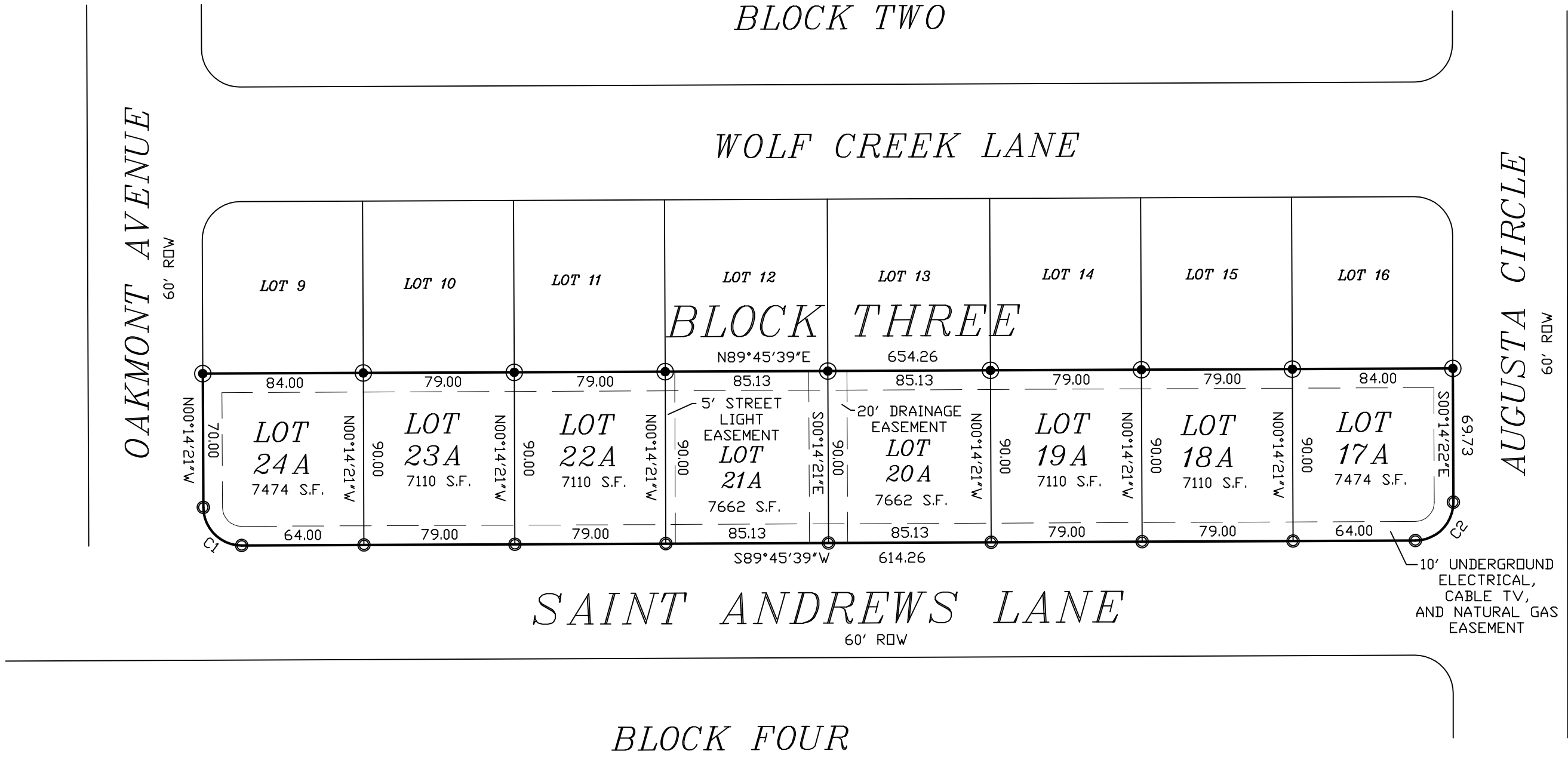
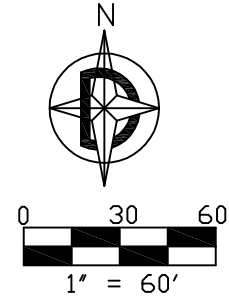
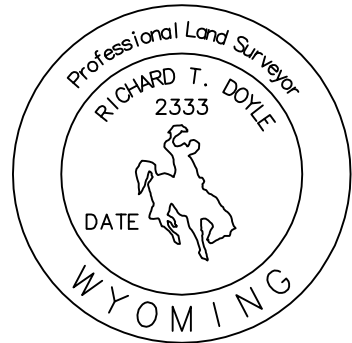
Mayor \_\_\_\_\_ City Clerk \_\_\_\_\_

This plat filed for record in the office of the County Clerk  
and Recorder at \_\_\_\_\_ o'clock \_\_m., \_\_\_\_\_  
20 \_\_\_\_\_ A.D, and is duly recorded in Book \_\_\_\_\_ of Plats,  
Page No. \_\_\_\_\_

County Clerk \_\_\_\_\_

SURVEYOR'S CERTIFICATE

I, Richard T. Doyle, do hereby certify that I am a registered land surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct, and complete plat of FINAL PUD PLAT, A RESUBDIVISION OF LOTS 17-28, BLOCK 3 OF THE FINAL PUD PLAT, VILLAS AT TENTH HOLE ESTATES, PHASE I TO THE CITY OF GILLETTE, WYOMING, as laid out, platted, dedicated and shown hereon, that such plat was made from an accurate survey of said property by me and under my supervision and correctly shows the location and dimensions of the lots, easements, and streets of said subdivision as the same are staked upon the ground in compliance with City of Gillette regulations governing the subdivision of the land.



CURVE TABLE					
CURVE	DELTA	ANGLE	RADIUS	ARC	CHORD
C1	90°00'00"	20.00'	31.42'	28.28'	S45°14'21"E
C2	90°00'00"	20.00'	31.42'	26.71'	N45°45'39"E

SUMMARY  
TOTAL LOTS: 8  
R.O.V. AREA: N/A  
TOTAL AREA: 1.346 AC  
ZONING: PUD OVERLAYING R-4

LEGEND

- FOUND 5/8" REBAR WITH SURVEY CAP
- SET 24" LONG 5/8" REBAR WITH ALUMINUM SURVEY CAP MARKED "RLS 2333"

FINAL PUD PLAT

A RESUBDIVISION OF LOTS 17-28,  
BLOCK 3 OF THE FINAL PUD PLAT  
VILLAS AT TENTH HOLE ESTATES  
PHASE I

PREPARED FOR: GILLETTE LAND III, LLC 888 N. LOGAN ST., STE 8GH DENVER, CO 80203	PREPARED BY: DOYLE SURVEYING INC. 801 E. Fourth St. Suite C-8 Gillette, WY 82716 PH: (307) 686-2410
--	--

DATE OF PREPARATION: AUGUST, 2019 SHT 1 OF 1

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE APPROVING AND AUTHORIZING AN AMENDMENT TO ORDINANCE 3827 AND ASSOCIATED VILLAS AT TENTH HOLE ESTATES PHASE 1, PLANNED UNIT DEVELOPMENT PLAT TO BE KNOWN AS FINAL PUD PLAT, A RESUBDIVISION OF LOTS 17-28, BLOCK 3, VILLAS AT TENTH HOLE ESTATES, PHASE I, TO THE CITY OF GILLETTE, WYOMING

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING:

**SECTION 1.** The zoning of the property legally described below will be changed by amending parts of a P.U.D. overlaying the existing R-4 Multiple Family Residential District for the Property, according to Section 12 and 15 of the Zoning Ordinance of the City of Gillette. Pursuant to City of Gillette Zoning Ordinance Section 3 b. (2), provision of this ordinance shall apply to all private lands within the corporate limits of the City of Gillette, Wyoming.

A PARCEL OF PROPERTY LOCATED WITHIN THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING DESCRIBED AS FOLLOWS:

FINAL PUD PLAT, A RESUBDIVISION OF LOTS 17A-24A, BLOCK 3, VILLAS AT TENTH HOLE ESTATES, PHASE 1.

SAID PARCELS CONTAIN 1.346 ACRES, MORE OR LESS (the "Property"). Incorporated herein by reference is City of Gillette Ordinance No. 3827, *An Ordinance to approve the Final Plat for The Villas at Tenth Hole Estates, Planned Unit Residential Development in the City of Gillette, Wyoming by changing the zoning classification from R-4 to P.U.D., Planned Unit Development District*, hereinafter referred to herein as "Ordinance No. 3872".

No changes shall be made to any other property currently authorized under Ordinance No. 3872 and not specifically referenced herein as the "Property".

**SECTION 2.** This Amended Planned Unit Development zoning overlay was approved by the Gillette City Planning Commission on \_\_\_\_\_, 2019.

**SECTION 3.** In accordance with Section 15c. of the Zoning Ordinance of the City of Gillette, the following Project Specific Development Standards shall govern the **FINAL PUD PLAT, A RESUBDIVISION OF LOTS 17-28, BLOCK 3, VILLAS AT TENTH HOLE, PHASE I** (the "Neighborhood") and the Property.

**1. Permitted Uses:**

Those Permitted Uses provided for in Ordinance No. 3872, including:

- a. Single family dwelling
- b. Condominium or Townhome

- d. Day Care (family child care home) with appropriate State license and operated from the provider's home with a special permit
- e. Accessory uses as permitted and defined in the City of Gillette Zoning Ordinance for the R-4 Multiple Family Residential District.

Multiple family dwelling(s) shall be excluded from the Neighborhood.

## **2. Additional Uses:**

Those Additional Uses provided for in Ordinance No. 3872, including:

- 1. Storm water conveyance and detention facilities
- 2. Utility infrastructure

## **3. Minimum Lot Size:**

That Minimum Lot Size provided for in Ordinance No. 3872:  
7,110 sq. ft.

## **4. Maximum Lot Size:**

7,662 sq. ft.

## **5. Maximum Height of Structure:**

That Maximum Height of Structure provided for in Ordinance No. 3872:  
Thirty-five feet (35')

## **6. Building/Lot Site Coverage:**

- a. Maximum size of building footprint:

Existing Structures:	As already approved
Single-Family Detached Home:	4,000 square feet
Single-Family Detached Structure or Townhome:	4,000 square feet
Each Unit:	2,000 square feet

- b. Maximum percent of site coverage occupied by building: 60%

## **7. Minimum Setbacks on the Front, Side and Rear Yards:**

- a. Those Minimum Setbacks on the Front, Side and Rear Yards provided for within Ordinance No. 3872.

## **8. Project Specific Unique Development or Design Standards:**

The Neighborhood provides for the following features:

- Ranch style paired homes
- Attractively designed condominiums and townhomes
- Single-family detached homes

- A variety of housing alternatives to encourage a mix of young families, traditional families, and seniors and those looking to age in place
- Common area maintenance
- Attractively landscaped common areas which buffer the neighborhood from Shoshone Avenue
- Consistent landscaping design from home to home
- Those Project Specific Unique Development or Design Standards provided for in Ordinance No. 3872.

#### **9. Landscaping, Buffering and Screening Standards:**

Those Landscaping, Buffering and Screening Standards provided for within Ordinance No. 3872.

#### **10. Parking:**

Each home shall have a two- or three-car garage and driveway that accommodates at least two cars.

**SECTION 4.** The **FINAL PUD PLAT, A RESUBDIVISION OF LOTS 17-28, BLOCK 3, VILLAS AT TENTH HOLE ESTATES, PHASE I**, in the City of Gillette is approved for filing with Campbell County Clerk and Ex-Officio Recorder of Deeds.

**SECTION 5.** This ordinance shall be in full force and effect upon its publication.

PASSED, APPROVED AND ADOPTED this day \_\_\_\_\_ of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Louise Carter-King, Mayor

(Seal)  
ATTEST:

Cindy Staskiewicz, City Clerk  
Publish Date:

# **Planning Requirements**

## **19.031PUDF**

### **Final PUD Plat, - The Villas Tenth Hole Estates, Phase I**

1. The applicant will address all comments and concerns in ePlans before submitting a final, signed mylar to be recorded by the Campbell County Clerk.
2. A recording fee of \$75 (seventy-five), payable to the Campbell County Clerk must be submitted with the final mylar.
3. A Service Line Agreement will need to be executed.
4. Street light and associated wiring shall be removed and relocated or an agreement and financial guarantee for such work shall be required prior to the filing of the final plat.
5. A Title Report needs to be submitted to the City Planning Division.
6. The Ordinance originally recorded with the Final Planned Unit Development Plat for The Villas at Legacy Ridge must be amended to include the newly established lots and submitted with the plat to be recorded. The recording fee for these documents must also be submitted with the final mylar.



**CITY OF GILLETTE**  
**PLANNING COMMISSION**  
September 24, 2019 7:00:00 PM  
**Council Chambers**  
**201 E. 5th Street, Gillette, Wyoming**  
**(307)686-5281**

**DATE:** 9/24/2019 7:00:00 PM

**CASE NUMBER AND TITLE:**

19.022ZA

Zoning Text Amendment – Parking Lot Maintenance, Enforcement, Administration and Definitions

**APPLICANT/OWNER:**

City of Gillette

**AGENT:**

City of Gillette

**CASE SUMMARY:**

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.

**CASE BACKGROUND:**

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 City Planning Division recognizes the improper maintenance of private parking lots and/or private right of ways or easements which are dedicated for public use has a direct bearing on health, safety, and welfare of the Citizens of Gillette. Further, the improper maintenance has an impact on economic value and brings about blight, decay and decreased property values, and loss to both private and public revenues.

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.

In general, the proposed ordinance provides the following items:

1. Definitions of Parking Lot and Access
2. Access and Parking Lot Maintenance Requirements including but not limited to potholes; crumbling



asphalt, concrete or any other surface covering and weeds.

3. Updated the Administration and Enforcement paragraph of the code to further define violations of the ordinance.

4 . Updated the Zoning Administrator or authorized representative's regulation for enforcement as follows:

- a. Written notice and order to the property owner of the violation.
- b. Notice and Order will state the nature of the violation, the ordinance provision violated, potential fines, penalties and abatement procedures.
- c . Order provides 10 working days to contact the Zoning Administrator to discuss the violation and plan for correction of the violation.
- d. At the discretion of the Zoning Administrator an extension may be granted.

5. Final Notice, Abatement, and Appeal Procedures.

6 . Increase in fines from \$100 for each offense to a \$750 fine with each day of non-compliance with any provision of the zoning code shall constitute a separate offence. The approval of this zoning text amendment will change the administration and enforcement for the entirety of the zoning code.

It is anticipated if approval from the City Council is obtained this Ordinance will go into effect immediately upon publication in the local newspaper. However, the City Planning Division will provide notifications to violators of the ordinance and allow for a grace period of 6 months due to the difficulty of weather and scheduling contractors for work. However, temporary measures can be taken to minimize impact to residents and vehicles within the grace period.

**CASE REQUIREMENTS:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends approval of the zoning text amendment

**CASE MANAGER:**

Clark Sanders, Planner

**TENTATIVE CITY COUNCIL DATE:**

October 1, 2019

**ATTACHMENTS:**

Click to download

☐ [Draft Ordinance](#)

## ORDINANCE NO.

AN ORDINANCE APPROVING AND AUTHORIZING A ZONING TEXT AMENDMENT TO AMEND THE ZONING ORDINANCE OF THE CITY OF GILLETTE, WYOMING, TO AMEND SECTION 16 DEFINITIONS, SECTION 9.B., OFF-STREET PARKING AND LOADING REQUIREMENTS AND SECTION 5, ADMINISTRATION AND ENFORCEMENT; SUBJECT TO ALL PLANNING REQUIREMENTS

**Whereas**, it is necessary to define Parking Lot and Access and

**Whereas**, it is necessary for the health, safety and welfare of the City of Gillette, Wyoming to establish by ordinance requirements for the maintenance of private parking lots; access to public and private rights of way; and methods of administration and enforcement of this ordinance, and

**Whereas**, improper maintenance of private parking lots and/or private right of ways or easements dedicated to the public has a direct bearing on the economic value of the property. Improper maintenance of private parking lots and/or private right of ways or easements dedicated to the public brings about blight, decay, decreased property values, and loss of both private and public revenues and

**Whereas**, required maintenance of private parking lots and access to public and private rights of way necessitate the methods of administration, enforcement, and abatement be updated for the entire zoning ordinance.

NOW THEREFORE, BE IT ORDAINED, BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING:

SECTION ONE: Section 16. Definitions shall be amended to include the following:

**Parking Lot:** A defined area where patrons can park for a brief period of time while visiting a business

**Access:** A vehicle access way shared by and serving two or more lots not publicly maintained, regardless whether dedicated to the public, and accessible to public rights of way.

SECTION TWO: Section 9, Off Street Parking and Loading Requirements, Paragraph (b) Design, Use and Maintenance shall be amended to include item (10) Access and Parking Maintenance Requirements to read as follows:

(10) Access and Parking Lot Maintenance Requirements: Parking lots and public access easements shall be maintained by the owner of the property to prevent deterioration, including but not limited to: potholes; crumbling asphalt, concrete, or any other surface covering; or weeds. Additional vehicle or equipment parking storage areas as provided for in Section 9.b(3)(e) accessible to the public for use as a parking lot, shall be maintained to prevent deterioration.

SECTION THREE: Section 5, Administration and Enforcement, Paragraph (b) Inspection Agency shall be amended to read as follows:

1. Except as otherwise provided, the Zoning Administrator shall have primary responsibility for enforcing the provisions of the Zoning Code, including inspections for insuring compliance with those provisions of this code governing development of land and the use of structures. The Zoning Administrator shall establish and maintain rules and procedures for the conduct of inspections.

~~The Zoning Administrator shall have the responsibility for inspections, for insuring compliance with those provisions of this ordinance governing the actual development of land and the use of structures. The Zoning Administrator shall establish and maintain rules and procedures for the conduct of inspections.~~

SECTION FOUR: Section 5, Administration and Enforcement, Paragraph (e) Violations, Penalties and Remedies shall be amended to read as follows:

1. No person shall locate, erect, construct, reconstruct, enlarge, change, maintain, or use any building or land in violation of this ordinance including but not limited to the following:
  - a. Erect, construct, reconstruct, remodel, alter, maintain, expand, move, or use of any building, structure, sign, or development on any land contrary to this ordinance.
  - b. Create, expand, replace, or change a nonconformity inconsistent with this ordinance.
  - c. Reduce lot area, setback, buffers, or open space below the minimum requirements in this ordinance.
  - d. Increase the density of any use of land or structure except in accordance with the requirements of this ordinance.
  - e. Fail to remove any sign installed, created, erected, or maintained in violation of this ordinance.
  - f. Fail to remove a temporary use once authorization for the temporary use has lapsed.
  - g. Fail to maintain private parking lots and access as required by this ordinance.
2. The Zoning Administrator or his authorized representatives shall order, in writing, the remedying of any violation as outlined below:
  - a. The Zoning Administrator Office shall provide a written notice and order to the property owner of the violation. Written notice may be

served upon the property owner, agent, or applicant, or may be posted in a prominent location at the place of violation.

- b. The Notice and Order shall state the nature of the violation, the ordinance provision violated, ~~time by which the violation must be corrected~~ potential fines, penalties and abatement procedures. The property owner has ten working days from receipt of the notice to contact the Zoning Administrator to discuss the violation and plan for correction of the violation. After Notice and the Order have been served, no work is allowed on any structure or tract of land covered by Notice or Order, except to correct the violation(s).
    - c. The Zoning Administrator may, at his discretion, extend the deadline to correct any violation of the zoning code. An extension under the zoning code does not relieve any obligation to correct any violation. Failure to correct a violation after an extension under this section will be subject to abatement procedures, citation or both.
  3. The Zoning Administrator is authorized to post a notice and abate the violation. Any City employee or City contractor is authorized to enter the property to abate the violation.
    - a. A final Notice shall be posted on the property and served personally or by certified mail with return receipt to the owner of the property, prior to abatement.
    - b. Unless the order is appealed to the Board of Adjustment within ten days of the posting of the final warning, the Zoning Administrator's office shall proceed to abate the violation. See Section 5.j for procedure to appeal to Board of Adjustment.
    - c. The Zoning Administrator's Office shall keep an accounting of the cost incurred by the city in the abatement of the violation, including incidental expenses. The Zoning Administrator's Office shall forward a bill to the owner of record of the property specifying the nature and costs of the work performed. If the cost of abatement remains unpaid for thirty (30) calendar days, the abatement of the property will be assessed against the property and placed on the City assessment roll constituting a special assessment and a lien upon the property.
4. ~~(3)~~ In addition to the other remedies provided by Wyoming law, this ordinance shall be enforceable, by injunction, mandamus, or proceedings in abatement. Appeals from judgments rendered in any action instituted to enforce this ordinance shall be permitted and shall be in accordance with the general appeal provisions of this ordinance or the of Wyoming Rules of Civil Procedure.
5. ~~(4)~~ Any person, firm or corporation, owner, lessee, occupant or otherwise, who violates this any provision of this ordinance, or any subsequent

amendment may be cited in the Municipal Court and upon conviction is guilty of a misdemeanor punishable by a fine of up to seven hundred fifty dollars (\$750.00). Each day of non-compliance with any provision of the zoning code shall constitute a separate offence. ~~Persons or corporations convicted of violations of this ordinance shall be fined not more than \$100 for each offense. Each day's continuation of such violation is a separate offense.~~

6. ~~(5)~~ The City of Gillette, its employees, and contractors are not responsible for any damage to persons or property while enforcing this ordinance or any other ordinance, rule, regulation or law.

SECTION FIVE. This ordinance shall be in full force and effect on its effective date, \_\_\_\_\_, 2019.

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Louise Carter-King, Mayor

(S E A L)

ATTEST:

\_\_\_\_\_  
Cindy Staskiewicz, City Clerk