

**CITY OF GILLETTE  
PLANNING COMMISSION**

**Tuesday, October 13, 2020**

**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 of September 9, 2020**  
**Regular Meeting Minutes of September 9, 2020**

**Cases**

**Case No. 20.028V - Vacation - 4402 Doud Drive Easement Vacate**

**Old Business**

**New Business**

**Adjournment**

Planning Commission Meeting Comment Form

**CHAIRMAN**

**Cindy Reardon**

**VICE-CHAIRMAN**

**Trevor Matson**

**BOARD MEMBERS**

**Jessica Seders**

**Shaun Hottell**

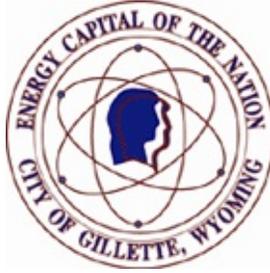
**Sheryl Martin**

**Ryan Conklin**

**Vacant**

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**Productivity** **Responsibility** **Integrity** **Dedication** **Enthusiasm**



**CITY OF GILLETTE  
PLANNING COMMISSION  
October 13, 2020 7:00:00 PM  
Council Chambers  
201 E. 5th Street, Gillette, Wyoming  
(307)686-5281**

**DATE:** 10/13/2020 7:00:00 PM

**CASE NUMBER AND TITLE:**

Pre-Meeting Workshop Minutes of September 9, 2020

Regular Meeting Minutes of September 9, 2020

**APPLICANT/OWNER:**

**AGENT:**

**CASE SUMMARY:**

**CASE BACKGROUND:**

**CASE REQUIREMENTS:**

**STAFF RECOMMENDATION:**

**CASE MANAGER:**

**TENTATIVE CITY COUNCIL DATE:**

**ATTACHMENTS:**

Click to download

[Pre-Meeting Workshop 09/09/2020](#)

[Meeting Minutes 09/09/2020](#)

**CITY PLANNING COMMISSION**  
**MINUTES OF THE PRE-MEETING WORKSHOP**  
**COMMUNITY CONFERENCE ROOM – CITY HALL**  
September 9, 2020 – 6:30 p.m.

The September 9, 2020, Pre-Meeting Workshop of the City of Gillette Planning Commission convened at 6:30 p.m. in the Community Conference Room, located on the second floor of City Hall. Planning Commission Members present were Vice-Chair Trevor Matson, Ryan Conklin, Sheryl Martin, Jessica Seders, Shaun Hottell, and Jennifer Tuomela. Those present from the City of Gillette were Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Sr. Administrative Assistant.

Discussion was held on the case(s) to be presented at the regular meeting to follow.

The Pre-Meeting Workshop adjourned at 6:56 p.m.

Minutes taken and prepared by:

Jill McCarty  
Sr. Administrative Assistant

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Council Chambers ~ City Hall ~ September 9, 2020

PRESENT

Commission Members Present: Vice-Chair Trevor Matson, Ryan Conklin, Sheryl Martin, Jessica Seders, Shaun Hottell and Jennifer Toumela.

Commission Members Absent: Chair Cindy Reardon

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

CALL TO ORDER

Vice-Chair Matson called the meeting to order at 7:00 p.m.

APPROVAL OF THE MINUTES

A motion was made by Ryan Conklin to approve the pre-meeting workshop minutes and regular meeting minutes of July 28, 2020. Jennifer Tuomela seconded the motion. Motion carried 6/0.

Vice-Chair Matson welcomed Shaun Hottell as the newest member to the Planning Commission.

20.022PUDF-FINAL PUD PLAT-Villas at Tenth Hole, Lots 1-13, Tract A & B, Blk 2

The owner, Gillette Land III, LLC, is seeking approval of an Amended Final Planned Unit Development Plat known as the Final PUD Plat, A Resubdivision of Lots 1-13 and Tract A and B, Block 2 of the Final PUD Plat, Villas at Tenth Hole Estates.

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 13 lots by combining and reducing the number of lots from 13 to 8, consolidate Tract A into a Lot 1A, and reduce the size of Tract B.

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.

Furthermore, 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.

Vice-Chair Matson asked if there were any questions or comments from the public or commission on the case.

There being no further comments or questions, Ryan Conklin made a motion to approve the case. Jennifer Tuomela seconded the motion. Motion carried 6/0.

OLD BUSINESS

None

NEW BUSINESS

Meredith Duvall said there would not be a meeting for September 22, but would be a meeting on October 13.

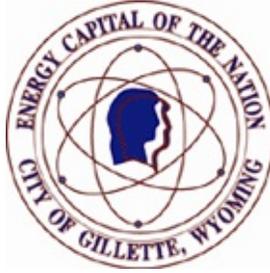
Vice Chair Matson said this would be Jennifer Tuomela's last meeting with the Planning Commission and thanked her for her service.

ADJOURNMENT

The meeting adjourned at 7:05 p.m.

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

DRAFT



**CITY OF GILLETTE  
PLANNING COMMISSION  
October 13, 2020 7:00:00 PM  
Council Chambers  
201 E. 5th Street, Gillette, Wyoming  
(307)686-5281**

**DATE:** 10/13/2020 7:00:00 PM

**CASE NUMBER AND TITLE:**

20.028V - Vacation - 4402 Doud Drive Easement Vacate

**APPLICANT/OWNER:**

Troy and Heidi Gillette

**AGENT:**

Troy and Heidi Gillette

**CASE SUMMARY:**

The owners, Troy and Heidi Gillette, are seeking approval to vacate the entirety of a 20' wide drainage and utility easement located on the west property line and the southerly 15' portion of a 20' wide drainage and utility easement located on the north property line as contained entirely within Lot 1, Block 1, Doud Ranch Addition Phase I.

**CASE BACKGROUND:**

The owners, Troy and Heidi Gillette, are seeking approval to vacate the entirety of a 20' wide drainage and utility easement located on the west property line and the southerly 15' portion of a 20' wide drainage and utility easement located on the north property line for the purpose of constructing an accessory structure.

The easements are located entirely within Lot 1, Block 1, Doud Ranch Addition Phase I. Upon careful review by the City of Gillette staff, staff is recommending the easterly 10' portion of a 20' wide drainage and utility easement located on the west property line and the southerly 10' portion of a 20' wide drainage and utility easement located on the north property line be vacated. This leaves the a 10' along the west and north boundary line for existing and future utilities as needed for utility companies.

A locates request indicate the proposed vacate area is free of existing utilities.

**CASE REQUIREMENTS:**

None

**STAFF RECOMMENDATION:**

Staff recommends approval of vacating 10' on the north easement and 10' on the west easement, subject to all Planning Requirements.

**CASE MANAGER:**

Clark Sanders, Senior Planner

**TENTATIVE CITY COUNCIL DATE:**

October 20, 2020

**ATTACHMENTS:**

Click to download
<input type="checkbox"/> <a href="#">Exhibit "A"</a>
<input type="checkbox"/> <a href="#">Ordinance</a>
<input type="checkbox"/> <a href="#">Planning Requirements</a>

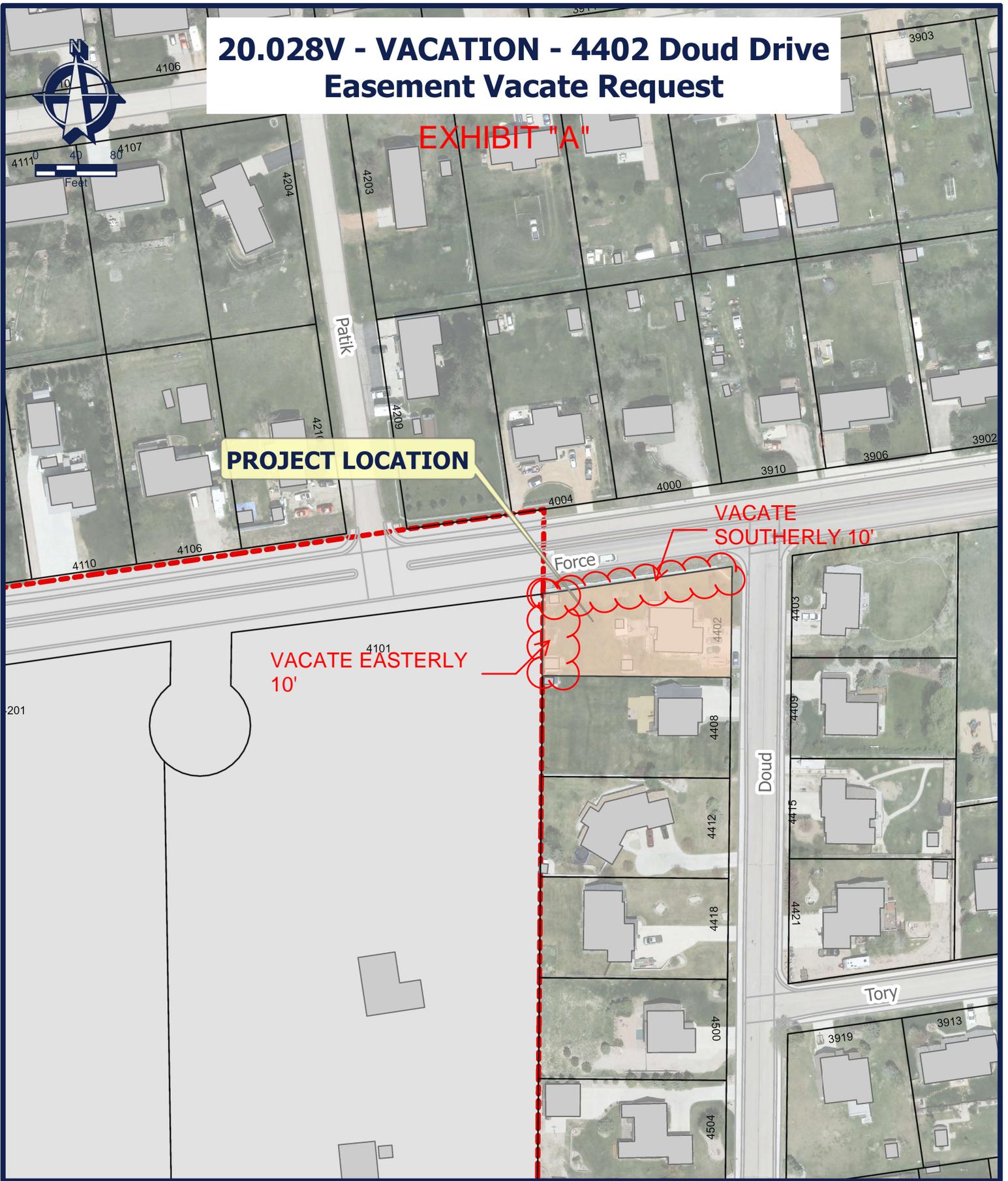
# 20.028V - VACATION - 4402 Doud Drive Easement Vacate Request

EXHIBIT "A"

PROJECT LOCATION

VACATE  
SOUTHERLY 10'

VACATE  
EASTERLY  
10'



## CITY OF GILLETTE

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

8/25/2020 3:36 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.

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## **ORDINANCE NO.**

AN ORDINANCE PROVIDING FOR THE VACATION OF THE EASTERLY 10' PORTION OF A 20' WIDE DRAINAGE AND UTILITY EASEMENT LOCATED ON THE WEST PROPERTY LINE AND THE SOUTHERLY 10' PORTION OF A 20' WIDE DRAINAGE AND UTILITY EASEMENT LOCATED ON THE NORTH PROPERTY LINE OF LOT 1, BLOCK 1, DOUD RANCH ADDITION PHASE 1, AS SHOWN ON EXHIBIT "A" MAP, IN THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.

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

### **SECTION ONE.**

Pursuant to the petition of the owner of Lot 1, Block 1, Doud Ranch Addition Phase I, and the authority of W.S. 15-6-104 and W.S. 34-12-106 through W.S. 34-12-110, the City Council finds that the vacation of the easterly 10' portion of a 20' wide drainage and utility easement located on the west property line and the southerly 10' portion of a 20' wide drainage and utility easement located on the north property line as contained entirely within Lot 1, Block 1, Doud Ranch Addition Phase I, as recorded by the Campbell County Clerk in Book 6 of Plats on Page 56, will not abridge or destroy any of the rights and privileges of the other landowners in Doud Ranch Addition Phase I, and further finds that the Vacation is in the best interest of the City of Gillette. For a more detailed location of the Vacation see the attached Exhibit "A" Map.

### **SECTION TWO.**

- (a) The Ordinance and Exhibit "A" Map shall be recorded at the Campbell County Clerk's Office upon approval of the Vacation by City Council.
- (b) The Clerk of Campbell County, in whose office the aforesaid plat is recorded, shall write in plain legible letters across that part of the plat so vacated, the word "VACATED" and also make a reference on the same to the volume and page in which the said instrument of Vacation is recorded.

SECTION THREE. This ordinance shall be in full force and effect on its effective date,  
\_\_\_\_\_, 2020.

PASSED, APPROVED AND ADOPTED THIS \_\_\_ day of \_\_\_\_\_, 2020.

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

(S E A L)  
ATTEST:

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

Publication Date: \_\_\_\_\_

STATE OF WYOMING     )  
  )ss.  
County of Campbell     )

On this \_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared Louise Carter-King, to me personally known, who being by me duly sworn, did say that he is the Mayor of the City of Gillette, and that the seal affixed to said instrument is the Corporate Seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its City Council, and said Louise Carter-King acknowledged said instrument to be a free act and deed of said corporation.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

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

# Planning Requirements

**20.028V**

**Vacation - 4402 Doud Drive Easement Vacate**

The Planning Requirements are as follows:

1. None