



**CITY OF GILLETTE
PLANNING COMMISSION
Tuesday, August 27, 2024
5:15 PM
2ND FLOOR COMMUNITY ROOM
201 E. 5th Street, Gillette, Wyoming 82716
(307) 686-5281**

Call To Order

Approval of Minutes

1. Meeting Minutes of July 9, 2024

Cases

Case No. PL2024-0078 Minor Subdivision – 3400 S Garner Lake Road

Old Business

New Business

Adjournment

Planning Commission Meeting Comment Form

CHAIRMAN

Shaun Hottell

VICE-CHAIRMAN

Ryan Conklin

BOARD MEMBERS

Cristal Pratt
Richard Cone

Matthew Nelson

Ian Scott
Jack Colson

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**CITY OF GILLETTE
PLANNING COMMISSION
August 27, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281**

DATE: 8/27/2024 5:15:00 PM

CASE NUMBER AND TITLE:

Meeting Minutes of July 9, 2024

APPLICANT/OWNER:

AGENT:

CASE SUMMARY:

CASE BACKGROUND:

CASE REQUIREMENTS:

STAFF RECOMMENDATION:

CASE MANAGER:

TENTATIVE CITY COUNCIL DATE:

ATTACHMENTS:

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[Meeting Minutes 7.09.24](#)

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ July 9, 2024 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Vice-Chair Ryan Conklin, Richard Cone, Matthew Nelson, Cristal Pratt, and Ian Scott.

Commission Members Absent: Jack Colson.

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, Planner; Jill McCarty, Administrative Coordinator; Sean Brown, City Attorney.

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 Ian Scott to approve the meeting minutes of June 11, 2024. Richard Cone seconded the motion. Motion carried 5/0.

Case No.
PL2024-0070
ADVANCE
AGREEMENT –
700 Axle's Ave

Commissioner Ryan Conklin excused himself from consideration from this matter due to a conflict. The property owner, North Park Transportation Co, Inc., is requesting an Advance Agreement waiving the development requirement of hooking up to the City sewer system and subsequently requesting the allowance of the installation and use of a septic system within City limits.

The request was submitted after it was discovered that neighboring property owners to the south executed an Advance Agreement with the Gillette City Council in July of 1985. Citing the cost associated with a sewer main extension, the property owner is seeking an exception to the standard development requirements and are proposing that they be allowed to install and utilize in perpetuity a septic system until the time when the existing sewer main is extended and within two hundred and fifty feet (250') of Axel's Avenue, at which time they will be required to hook-up to the City sewer system.

Meredith Duvall said the city received no calls from the public on the case.

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

Richard Cone asked how far it was from the property to the nearest sewer main. Ryan Conklin, agent for the property, said there was a sewer line under the highway and railroad that would require a lift station to be built that was approximately 1,800 feet in distance. There was another sewer line to the south approximately ½ mile in distance that might also require a lift station. Mr. Cone asked if the trucking facility located on the property previously had access to water or sewer. Mr. Conklin said the water was hooked into the Madison water line and the sewer was on a septic system which was allowed when it was built. Mr. Cone asked why the septic system was not being grandfathered in if it already existed. Meredith Duvall said the original agreement for the septic system was for a lot that had since been part of a new subdivision, and since that happened when that septic fails it would then be required to hook up city sewer.

Chair Hottell asked why this request was being brought up now after all this. Meredith Duvall said new or potential new property owners are requesting the use of septic. Ms. Duvall said the current development requirements are to hook up to city utilities and the

burden of extending a main is on the developer. Chair Hottell asked if there are codes in place that would make sure the septic would be done properly. Ms. Duvall said it is detailed out in the advanced agreement that the property owners would initiate a permit with Department of Environmental Quality and Campbell County would take over the permitting process as they coordinate septic permits with DEQ.

Richard Cone asked if obtaining the septic permit was a condition of the sale of the property and Ryan Conklin said it was, and the current owner wants to pursue the septic permit even if the sale does not go through.

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

Case No.
PL2024-0071
ADVANCE
AGREEMENT –
2500 E Hwy 14-
16

Commissioner Ryan Conklin excused himself from consideration from this matter due to a conflict. The property owner, Robert Ostlund, is requesting an Advance Agreement waiving the development requirement of hooking up to the City sewer system and subsequently requesting the allowance of the installation and use of a septic system within City limits.

The request was submitted after it was discovered that neighboring property owners to the south executed an Advance Agreement with the Gillette City Council in July of 1985. Citing the cost associated with a sewer main extension, the property owner is seeking an exception to the standard development requirements and are proposing that they be allowed to install and utilize in perpetuity a septic system until the time when the existing sewer main is extended and within two hundred and fifty feet (250') of Axel's Avenue, at which time they will be required to hook-up to the City sewer system.

Meredith Duvall said the city received no calls from the public on the case.

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

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

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said there will be upcoming public meetings for the Comp Plan July 10 and July 11, 2024. And the July 23, 2024, and August 13, 2024, Planning Commission meetings are canceled.

ADJOURNMENT The meeting was adjourned at 5:31 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE
PLANNING COMMISSION
August 27, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281**

DATE: 8/27/2024 5:15:00 PM

CASE NUMBER AND TITLE:

PL2024-0078

Minor Subdivision – 3400 S Garner Lake Road

APPLICANT/OWNER:

City of Gillette

AGENT:

Sheila Slocum, PCA Engineering

CASE SUMMARY:

The City is seeking to subdivide 3400 S Garner Lake Road.

CASE BACKGROUND:

The City of Gillette is seeking to subdivide 3400 S Garner Lake Road, locally referred to as the Energy Capitol Sports Complex (ECSC). The purpose of this subdivision is for leasing and grant purposes. Because of the proposed subdivision, City Staff has recommended and included that all existing main lines for utilities have dedicated easements covering them. Presently, 3400 S Garner Lake Road is one parcel that is known as Tract E at 225.11 acres. This subdivision proposes to create Tract J at 140.937 acres; Tract K at 33.081 acres; Tract L at 8.756 acres; Tract M at 30.778 acres; Tract N at 11.437 acres. The current zoning of ECSC is Ag, Agricultural District and is not proposed to change at this time. All proposed tracts will continue to meet the zoning district requirements of Ag as there is no minimum lot size requirement.

As existing Tract E, the lot is serviced by all city utilities (electrical, water, wastewater, fiber) and all proposed tracts will have city utilities available to them.

CASE REQUIREMENTS:

All comments from the staff review process shall be addressed.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Meredith Duvall, City Planning Manager

TENTATIVE CITY COUNCIL DATE:

September 3, 2024

ATTACHMENTS:

Click to download
<input type="checkbox"/> Vicinity Map
<input type="checkbox"/> Proposed Plat
<input type="checkbox"/> Planning Requirements
<input type="checkbox"/> Resolution
<input type="checkbox"/> Case Highlights

Vicinity Map - 3400 S Garner Lake Rd



CITY OF GILLETTE

Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
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 equals 1,333 feet

1 inch equals 0.25 miles

August 07, 2024

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City of Gillette, GIS Division, Campbell
County, State of Wyoming

CERTIFICATE OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED CITY OF GILLETTE, BEING THE OWNER, PROPRIETOR OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY THAT THE FOREGOING PLAT DESIGNATED AS THE RESUBDIVISION OF TRACT E ENERGY CAPITAL SPORTS COMPLEX SUBDIVISION, A RESUBDIVISION OF TRACTS A, B, C & D OF FIELD OF DREAMS SUBDIVISION, IS LOCATED IN SECTION 36, TOWNSHIP 50 NORTH, RANGE 72 WEST, 6TH PRINCIPAL MERIDIAN, GILLETTE, CAMPBELL COUNTY, WYOMING, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: TRACT E OF ENERGY CAPITAL SPORTS COMPLEX SUBDIVISION AND CONTAINS AN AREA OF 319.24 ACRES, MORE OR LESS, AND THAT THIS SUBDIVISION, AS IT IS DESCRIBED AND AS IT APPEARS ON THIS PLAT, IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER AND PROPRIETOR; AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS. THAT THE UNDERSIGNED OWNER OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES HEREBY DEDICATE TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PERPETUAL PUBLIC USE, ALL STREETS, ALLEYS, EASEMENTS AND OTHER PUBLIC 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 AND ITS LICENSEES FOR PERPETUAL PUBLIC USE, FOR THE PURPOSE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SEWERS, WATER LINES, GAS LINES, ELECTRIC LINES, TELEPHONE LINES, CABLE TV LINES AND OTHER 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 PERPETUAL PUBLIC USE, TO ACCOMMODATE THE FLOW OR STORAGE OF STORM WATERS AND SHALL BE KEPT FREE OF ALL 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____ BY:

SHAY LUNDVALL, MAYOR CITY OF GILLETTE

STATE OF WYOMING))SS. CAMPBELL COUNTY)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ A.D., 20____ BY SHAY LUNDVALL, MAYOR CITY OF GILLETTE, AS A FREE AND VOLUNTARY ACT AND DEED. WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

CERTIFICATE OF REVIEW OF THE CITY ENGINEER

DATA ON THIS PLAT REVIEWED THIS _____ DAY OF _____ A.D., 20____ BY THE CITY ENGINEER OF GILLETTE WYOMING.

CITY ENGINEER

CERTIFICATE OF APPROVAL BY THE CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING

APPROVED BY THE CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING THIS _____ DAY OF _____ A.D., 20____.

MAYOR

CITY CLERK

CERTIFICATE OF APPROVAL BY THE CITY OF GILLETTE PLANNING COMMISSION

APPROVED BY THE CITY OF GILLETTE PLANNING COMMISSION THIS _____ DAY OF _____ A.D., 20____.

CHAIRMAN

SECRETARY

SUBDIVISION PURPOSE

THIS IS THE RESUBDIVISION OF TRACT E ENERGY CAPITAL SPORTS COMPLEX, TO BE KNOWN AS TRACTS J, K, L, M & N ENERGY CAPITAL SPORTS COMPLEX.

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RESUBDIVISION OF TRACT E ENERGY CAPITAL SPORTS COMPLEX, AS RECORDED IN BOOK 10 OF PLATS, PAGE 433, OF THE RECORDS OF THE CAMPBELL COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS THEREOF, ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED.

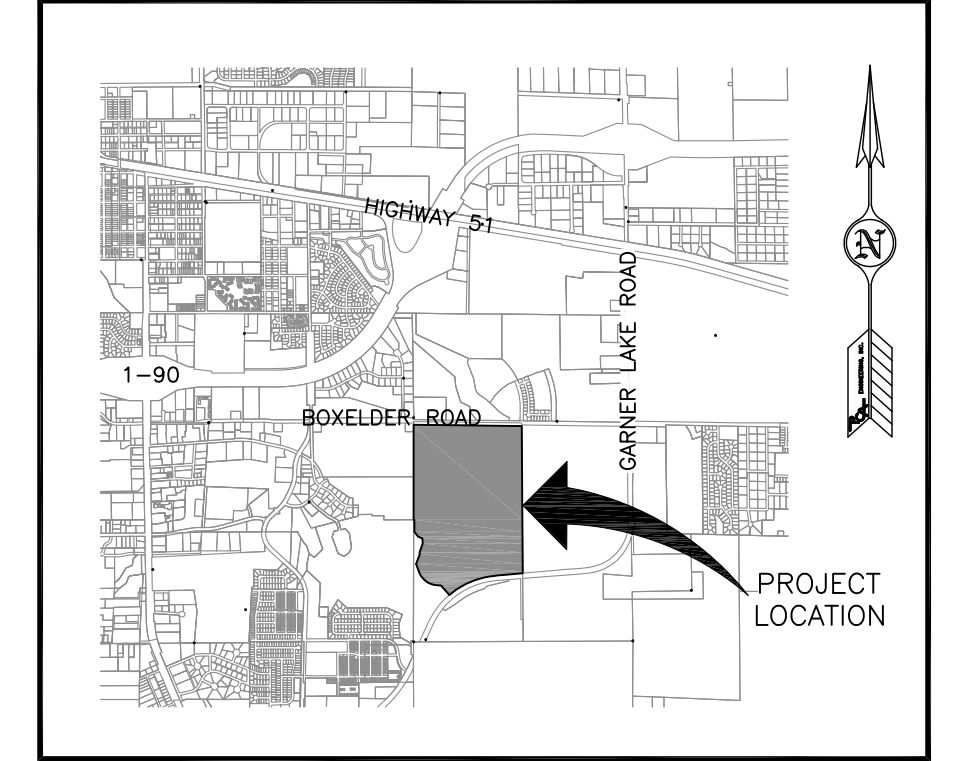
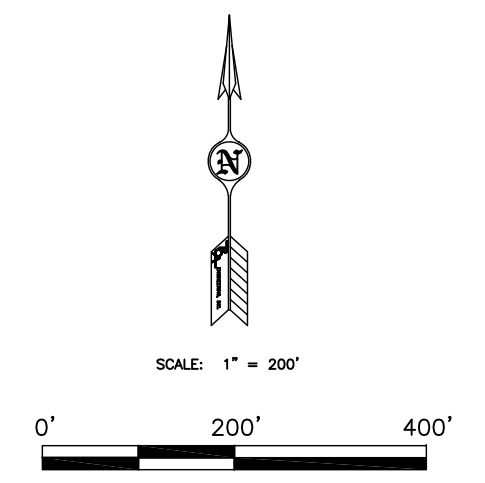
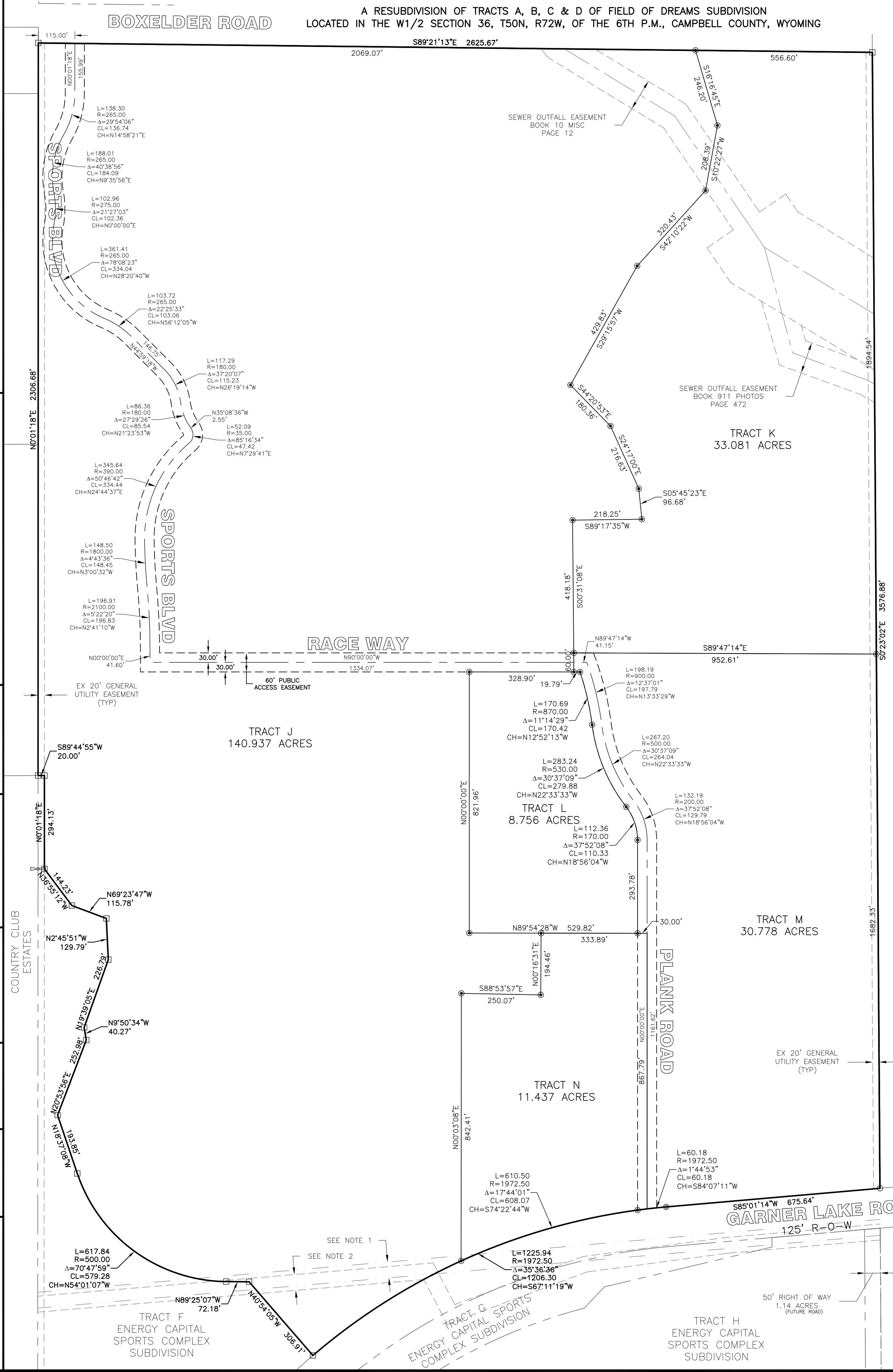
CERTIFICATE FOR RECORDING BY THE COUNTY CLERK AND RECORDER

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____ O'CLOCK _____ M., THIS _____ DAY OF _____ 20____, AND IS DULY RECORDED IN BOOK NUMBER _____ OF PLATS, PAGE NUMBER _____.

COUNTY CLERK

RESUBDIVISION OF TRACT E ENERGY CAPITAL SPORTS COMPLEX SUBDIVISION

A RESUBDIVISION OF TRACTS A, B, C & D OF FIELD OF DREAMS SUBDIVISION LOCATED IN THE W1/2 SECTION 36, T50N, R72W, OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING



VICINITY MAP

LEGEND table with symbols for FOUND REBAR AND ALUMINUM CAP, FOUND BARE REBAR, FOUND QUARTER CORNER, SET 2" # ALUMINUM CAP, BOUNDARY, EASEMENT, and EXISTING EASEMENT.

Prepared for: CITY OF GILLETTE, 201 E 5TH STREET, GILLETTE, WY 82716, (307) 686-5265



Table with columns for Drawn by, Design by, Reviewed by, Revision Date, and Revision Description.

NOTES: 1. SEWER EASEMENT RECORDED BOOK 327 OF PHOTOS, PAGE 324. 2. GENERAL UTILITY EASEMENT RECORDED BOOK 1840 OF PHOTOS, PAGE 573.

RESUBDIVISION OF TRACT E ENERGY CAPITAL SPORTS COMPLEX SUBDIVISION A RESUBDIVISION OF TRACTS A, B, C & D OF FIELD OF DREAMS SUBDIVISION LOCATED IN THE W1/2 SECTION 36, T50N, R72W OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING

FINAL PLAT

SHEET 1 OF 1

Table with columns for SUBDIVISION SUMMARY (TOTAL AREA: 224.987 ACRES, TOTAL TRACTS: 5 TRACTS) and BASIS OF BEARING (THE CITY OF GILLETTE HORIZONTAL CONTROL NETWORK).

SURVEYOR'S CERTIFICATE: I, SHEILA SLOCUM, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING...

PL2024-0078-Minor Subdivision-3400 Garner Lake Road

Planning Requirements

1. All comments from the staff review process shall be addressed.

RESOLUTION NO.

A RESOLUTION APPROVING AND AUTHORIZING THE MINOR SUBDIVISION OF THE RESUBDIVISION OF TRACT E ENERGY CAPITAL SPORTS COMPLEX SUBDIVISION, A RESUBDIVISION OF TRACTS A, B, C & D OF FIELD OF DREAMS SUBDIVISION; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.

WHEREAS, the Final Plat of the Resubdivision of Tract E Energy Capital Sports Complex Subdivision, A Resubdivision of Tracts A, B, C & D of Field of Dreams Subdivision; to the City of Gillette, Wyoming, to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on August 27th, 2024, with Planning Requirements.

WHEREAS, the recording of the Resubdivision of Tract E Energy Capital Sports Complex Subdivision, A Resubdivision of Tracts A, B, C & D of Field of Dreams 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 August 27th, 2024.

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

the Final Plat of the Resubdivision of Tract E Energy Capital Sports Complex Subdivision, A Resubdivision of Tracts A, B, C & D of Field of Dreams Subdivision; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by PCA Engineering Inc., signed by Sheila Slocum, Professional Land Surveyor, Wyoming Registration Number 15542, is hereby approved for filing with the Campbell County Clerk and Ex-Officio Recorder of Deeds.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2024.

Shay Lundvall, Mayor

(S E A L)

ATTEST:

Alicia Allen, City Clerk



CITY OF GILLETTE

www.gillettewy.gov

Development Services Department | Planning Services Division Planning Commission

Case: PL2024-0078 | Minor Subdivision | 3400 S Garner Lake Road

Case Manager: Meredith Duvall, City Planning Manager

Date: August 27, 2024

Summary: The City is seeking to subdivide 3400 S Garner Lake Road.

- Existing Tract E to be subdivided into 5 tracts
- Purpose of subdivision is for grant funding and leasing purposes
- Zoning is remaining Ag, Agricultural District
- All proposed tracts will have city utilities available

Staff Recommendation:

- Have all main utility lines covered by easements
- Proposed Public Access Easements be named for future right-of-way dedication, if needed

Staff Recommends Approval

Staff Notes:

- It is further recommended that the existing zoning district of Ag, Agricultural, be examined. While public parks are a permitted use within the Ag District, the large amount of land within this park and the proposed future development called out in the ECSC Mater Plan is more intense than a typical park. It is Staff's recommendation that given the existing zoning districts within the city, the Energy Capitol Sports Complex (ECSC) is better suited to be zoned as C-O, Office and Institution, as the ECSC facilities are a flagship amenity to the community.

Meredith Duvall
City Planning Manager