



**CITY OF GILLETTE  
PLANNING COMMISSION  
Tuesday, September 10, 2024  
5:15 PM  
2ND FLOOR COMMUNITY ROOM  
201 E. 5th Street, Gillette, Wyoming 82716  
(307) 686-5281**

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**Call To Order**

**Approval of Minutes**

1. Meeting Minutes of August 27, 2024

**Cases**

Case No. PL2023-0081 Zoning Text Amendment – K-12 Transportation Facility

**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  
September 10, 2024 5:15:00 PM  
Community Conference Room 2nd Floor  
201 E. 5th Street, Gillette, Wyoming 82716  
(307)686-5281**

**DATE:** 9/10/2024 5:15:00 PM

**CASE NUMBER AND TITLE:**

Meeting Minutes of August 27, 2024

**APPLICANT/OWNER:**

**AGENT:**

**CASE SUMMARY:**

**CASE BACKGROUND:**

**CASE REQUIREMENTS:**

**STAFF RECOMMENDATION:**

**CASE MANAGER:**

**TENTATIVE CITY COUNCIL DATE:**

**ATTACHMENTS:**

Click to download

[Meeting Minutes 8.27.24](#)

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Community Room ~ City Hall ~ August 27, 2024 ~ 5:15 pm

PRESENT

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

Commission Members Absent: Matthew Nelson

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

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 Vice-Chair Conklin to approve the meeting minutes of July 9, 2024. Richard Cone seconded the motion. Motion carried 6/0.

Case No.  
PL2024-0078  
MINOR  
SUBDIVISION  
– 3400 S  
Garner Lake  
Road

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.

Meredith Duvall said the city received two inquiries from the public on the case. One was a general inquiry. One was from a citizen seeking information for the purpose of the subdivision, who had concerns competing with Fish & Game for funding with grants.

Ms. Duvall informed the Planning Commission that the surveyors needed more time to get boundary measurements for the easements requested by city staff. Ms. Duvall said initially only the boundaries were needed; however, city staff would like the mainlines covered by utility easements. This will put this case on hold, and it will not move forward to the City Council meeting until the revised plat is received showing the utility easements, Ms. Duvall said. The new City Council meeting date will be publicly noticed, Ms. Duvall said.

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

Vice-Chair Conklin asked if by subdividing the lots the city was looking to sell parcels of the lot. Ms. Duvall said while she had not been informed that the city was selling parcels,

it was advised the main purpose of the subdivision was for obtaining land and water grants and being able to provide an identifiable boundary when applying for them. Ms. Duvall said also when leasing the property, having the definable legal tracts will be beneficial.

Ms. Duvall noted on the Staff Notes portion of the case writeup it was recommended by Planning Staff for the existing zoning of Ag, Agricultural, be examined as C-O, Office and Institution, may be better suited for the ECSC facility.

There being no further comments or questions Ian Scott made a motion to approve the case tentatively with city staff requested easements added to the plat, and Jack Colson seconded. The Motion carried 6/0.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the next meetings will be September 10, 2024, and September 24, 2024.

ADJOURNMENT The meeting was adjourned at 5:25 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE**  
**PLANNING COMMISSION**  
September 10, 2024 5:15:00 PM  
Community Conference Room 2nd Floor  
201 E. 5th Street, Gillette, Wyoming 82716  
(307)686-5281

**DATE:** 9/10/2024 5:15:00 PM

**CASE NUMBER AND TITLE:**

PL2023-0081

Zoning Text Amendment – K-12 Transportation Facility

**APPLICANT/OWNER:**

Jaime Tarver, Applicant

Campbell County School District, Owner

**AGENT:**

Jaime Tarver

**CASE SUMMARY:**

The Campbell County School District (CCSD) is requesting a Zoning Text Amendment to add "K-12 public school transportation facility" as a permitted use in C-1, General Commercial District.

**CASE BACKGROUND:**

Please see attached memo from City Administrator Cole.

**CASE REQUIREMENTS:**

None

**STAFF RECOMMENDATION:**

Please see attached memo from City Administrator Cole.

**CASE MANAGER:**

Ry Muzzarelli, P.E., Development Services Director

**TENTATIVE CITY COUNCIL DATE:**

September 17, 2024

**ATTACHMENTS:**

Click to download

[Memo from City Administrator Cole](#)

[Letter from CCSD](#)

[C-1 zoning map](#)

[Ordinance](#)



# CITY OF GILLETTE

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Administration

307.686.5203

## MEMO

**TO:** City of Gillette Planning Commission

**FROM:** Michael H. Cole, City Administrator *Michael H. Cole*

**COPY:** Mayor and City Council  
Ry Muzzarelli, PE, Development Services Director  
Meredith Duvall, Planning Manager

**DATE:** September 03, 2024

**RE:** **Zoning Text Amendment; C-1 General Commercial Zoning District**  
***Proposed CCSD#1 Transportation Facility***

## Background

My office has been working closely with the CCSD#1 Administration for the past 15 months to identify a suitable location for a new K-12 Public School Transportation Facility ("Facility") to replace the current bus barn located at 1000 W. 8<sup>th</sup> Street, immediately south of the Hospital. The existing bus barn is currently zoned C-O, Office & Institution Zoning District. It is old, too small, and has outgrown its current location.

It is my understanding CCSD#1 has considered three locations for the new Facility.

- The first location is a parcel of land, currently outside the city limits, located between the existing Sheriff's Office at 600 W. Boxelder Rd. and the old landfill. This site is owned by the County, is contiguous to the city limits, and is adjacent to the City's C-O, Office & Institution zoning district. Due to significant environmental concerns, this site was eliminated from further consideration by CCSD#1.
- The second location is a vacant land parcel located at 201 W. Warlow Drive, immediately south of the Bicentennial Park soccer fields. This parcel is currently zoned R-S, Suburban Residential zoning district, and is owned by the School District. Due to the current residential zoning designation, and proximity to an established residential neighborhood located immediately east of this site, CCSD#1 was encouraged to explore other locations.
- At this time, 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.

## Staff Recommendation

City Staff supports the development of the new School District Transportation Facility on the vacant site at the intersection of Southern Drive and Enzi Drive for the following reasons:

1. Heavy vehicle and bus traffic will access this site from the City's transportation network on established arterial roads. Primary access points will be located on Southern Drive and at the south end of Enzi Dr.
2. All necessary utility services like water, sewer, power, fiber optics, natural gas and other communication systems necessary to serve the proposed Facility exist along Enzi/Southern.

3. Adequate buffer and screening opportunities exist to separate the proposed Facility from existing residential neighborhoods. It is my understanding that only the south portion of this land parcel will be used for the proposed Facility. The north portion will remain undeveloped and will be reserved for a future elementary school site. A school site located on the north portion of this parcel is compatible with existing residential uses within the RC Ranch neighborhood, and will provide adequate transition, buffering and screening from the proposed Facility. Existing land uses south of the proposed site include commercial office space (VA Outpatient Clinic) and rental storage units. The City owns the large, vacant tract of land immediately east of the proposed site. The City's parcel is currently zoned C-O, Office & Institution zoning district. Aside from improvements to the existing, temporary softball/baseball practice fields, the City has no plans to develop this parcel in the future.
4. Available funding from the State School Facilities Commission for the proposed Facility requires a site to be selected soon. It is my understanding the funding for this new Facility is highly competitive and could exceed \$20 million. Any delays in selecting the site and any public criticism resulting from the site selection might jeopardize this funding.
5. Replacement of the existing bus barn and construction of the proposed CCSD#1 Transportation Facility at the intersection of Southern Drive and Enzi Drive is imperative; City Staff considers this type of Facility an essential public service.

#### Appropriate Zoning District

Although not ideal, a Zoning Text Amendment is an appropriate method prescribed by our existing zoning ordinance to add this type of use to the C-1, General Commercial zoning district.

Similar land uses exist in other commercial zoning districts. These are listed below.

- As previously mentioned, the current CCSD#1 bus barn, located at 1000 W. 8<sup>th</sup> Street, is currently zoned C-O, Office & Institution zoning district.
- The Campbell County Senior Center operates a fleet of smaller buses. Their transportation facility, located at 701 Stocktrail Ave, is currently zoned C-O, Office & Institution zoning district.
- Powder River Transportation d.b.a. Coach USA operates a fleet of large buses. They are located at 1700 E. Hwy 14-16 and currently zoned C-1, General Commercial zoning district.
- Finally, while the City of Gillette does not own or maintain a transit fleet, the City's vehicle maintenance and fleet/equipment storage facility at City West, located at 611 Exchange Ave, is currently zoned C-3, Business and Services District.

Additionally, similar permitted uses are currently allowed within the C-1, General Commercial zoning district. Some of these permitted uses include:

- essential public utility and public service installation
- garage (public and private)
- gasoline filling station
- parking of vehicles; must comply with all the provisions of Section 9.b., relating to the design, use and maintenance of off-street parking
- public or private school for elementary or secondary education
- tire repair shop



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 our 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 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.

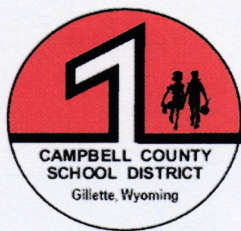
Our only concern with the proposed zoning text amendment is that all other land parcels within the C-1, General Commercial zoning district would be eligible for this type of use. As such, the proposed zoning text amendment was crafted with the intent that only a Transportation Facility serving a K-12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

#### Conclusion

In summary, City Staff supports the development of the new School District Transportation Facility on the vacant site at the intersection of Southern Drive and Enzi Drive.

Enclosure(s): CCSD#1 Zoning Text Amendment Application and Supporting Documentation

- End of Memo -



109 North Gurley Avenue - FAX (307) 685-4157 - Phone (307) 682-2750  
GILLETTE, WYOMING 82716-2905

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Alex Ayers, Ed.D.  
Superintendent of Schools  
Kirby Eisenhauer  
Deputy Superintendent  
David Bartlett  
Associate Superintendent

August 30, 2024

Ry Muzzarelli, Development Services Director  
City of Gillette  
PO Box 3003  
Gillette, WY 82717

**RE: Zoning Text Amendment**

Dear Mr. Muzzarelli,

The Campbell County School District (District) submitted a zoning text amendment request on July 31, 2024 following coordination with the City on how best to proceed with development of a new transportation facility on the District's property known as Tract B2 RC RANCH PH 1. The purpose of the text amendment is to provide clarity and specifically include "K-12 public school transportation facility" as a permitted use within the C-1 zoning District.

The District has worked for several years to acquire the funding and obtain approval for a new transportation facility and we are committed to replace the existing transportation facility which we have outgrown and which has been deemed unsuitable and impeding education in Campbell County. We are also committed to being a good neighbor, with the transportation facility being a positive addition to the neighborhood. As such, we will comply with all City zoning and landscape ordinances and also:

- Locate the transportation facility in the southern portion of the parcel to provide an expanded buffer between the facility and the residential area
- Incorporate expanded bufferyard, 20% of lot depth between a minimum of 20 feet and a maximum of 40 feet
- Provide landscaping and screening towards residential areas
- Work with the architect to create aesthetic building elevations fitting for the neighborhood

Time is of the essence for the District to utilize the appropriated funds, secure a design team, and bid the project in 2025. The City's approval of the proposed transportation facility as a permitted use in the C-1 zoning district is a critical next step and a prerequisite to design. We look forward to reaching this important milestone and working with City planning and engineering throughout design.

Feel free to contact Dave Bartlett if you have any questions at [dbartlett@ccsd.k12.wy.us](mailto:dbartlett@ccsd.k12.wy.us) or 307.687.4540.

Sincerely,

Dr. Alex Ayers  
Superintendent

Dave Bartlett  
Associate Superintendent



# PL2023-0081 - Zoning Text Amendment – K-12 Transportation Facility

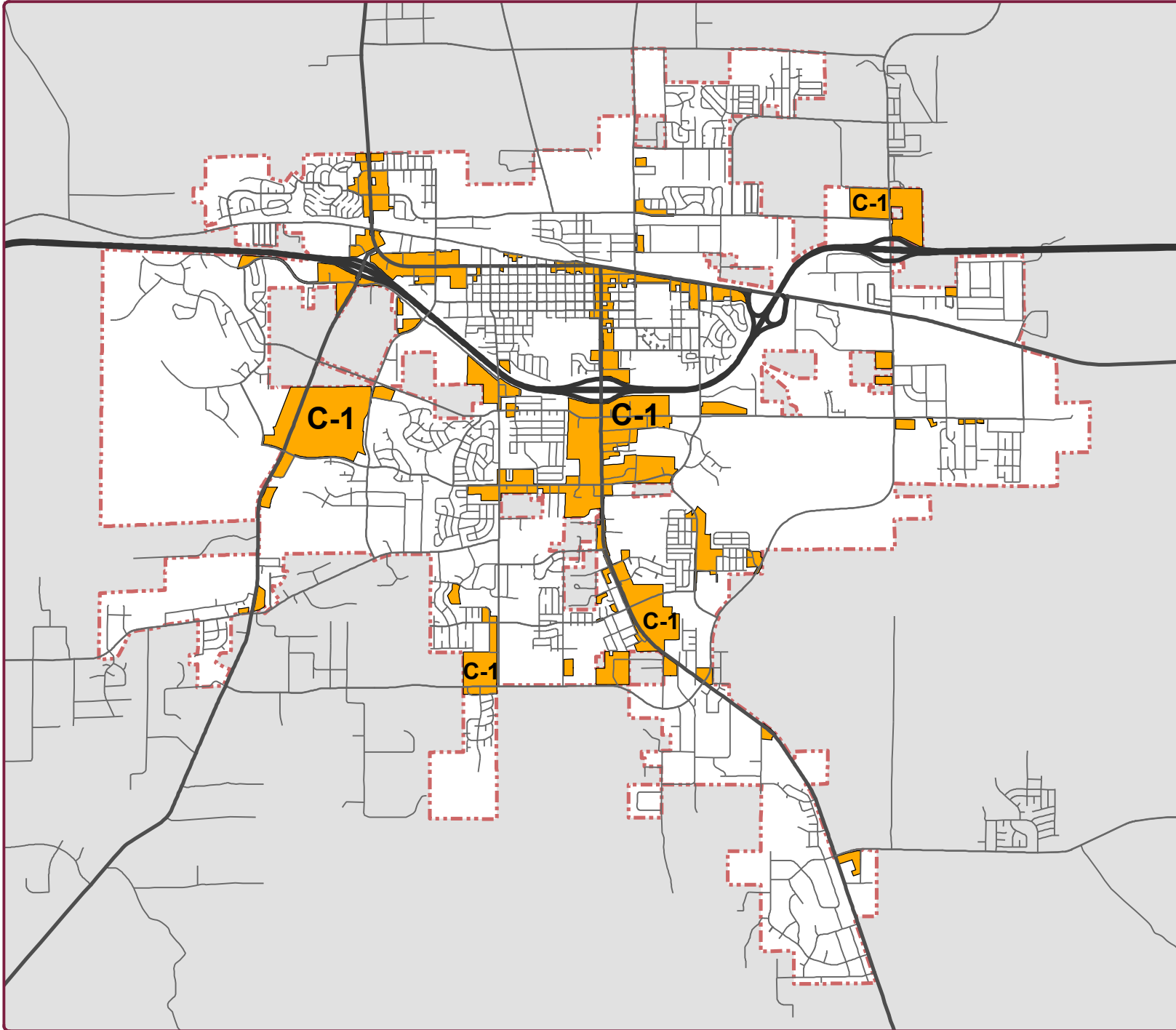


**CITY OF GILLETTE**

Information Technology GIS  
P.O. Box 3003  
Gillette, Wyoming 82717-3003  
Phone (307) 686-5364  
www.gillettewy.gov

## Legend

-  C-1 Zoning District
-  City Limits



H:\PL\PlanningCommissionMaps\PL2023-0081.mxd

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.



**PL2023-0081**  
**Zoning Text Amendment**  
**K-12 Transportation Facility**

September 03, 2024

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ORDINANCE NO.

AN ORDINANCE TO AMEND SECTION 6 – TO AUTHORIZE K-12 TRANSPORTATION FACILITY AS A PERMITTED USE IN SECTION 6.m.(2)(bbbbb); AS DEFINED IN THE ZONING ORDINANCE

WHEREAS, the Governing Body of the City of Gillette desires to amend Section 6 – to Authorize K-12 Transportation Facility as a Permitted Use as Section 6.m.(2)(bbbbb); of the City of Gillette Zoning Ordinance.

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

SECTION ONE. Section 6.m.(2)(bbbbb) is added to Section 6 District Regulations – General Commercial District (C-1) of the City of Gillette Zoning Ordinance and shall read as follows:

(2) Permitted Uses. The following uses may be operated as permitted uses in the district:

(bbbbb) K-12 Transportation Facility

PASSED, APPROVED, AND ADOPTED this 15<sup>th</sup> day of October 2024.

---

Shay Lundvall, Mayor

(SEAL)  
ATTEST:

---

Alicia Allen, City Clerk  
Publication Date: