



**CITY OF GILLETTE
PLANNING COMMISSION
Tuesday, September 24, 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 September 10, 2024

Cases

Case No. PL2024-0085 Minor Subdivision-601 & 617 E Boxelder Road

Case No. PL2024-0087 Zoning Map Amendment – 206 Ross Ave

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 24, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281**

DATE: 9/24/2024 5:15:00 PM

CASE NUMBER AND TITLE:

Meeting Minutes of September 10, 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 9.10.24](#)

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ September 10, 2024 ~ 5:15 pm

PRESENT

Commission Members Present: Vice-Chair Ryan Conklin, Richard Cone, Matthew Nelson and Jack Colson,

Commission Members Absent: Chair Shaun Hottell, Cristal Pratt, and Ian Scott.

Staff Present: Shannon Stefanick, Planner; Ry Muzzarelli, Development Services Director; Mike Cole, City Administrator; Sean Brown, City Attorney; Jill McCarty, Administrative Coordinator.

CALL TO ORDER

Vice-Chair Ryan Conklin called the meeting to order at 5:15 p.m.

APPROVAL OF THE
MINUTES

A motion was made by Richard Cone to approve the meeting minutes of August 27, 2024. Jack Colson seconded the motion. Motion carried 4/0.

Case No.
PL2024-0081
ZONING TEXT
AMENDMENT
– K-12
Transportation
Facility

CCSD#1 Administration has been working to identify a suitable location for a new K-12 Public School Transportation Facility to replace the current bus barn located at 1000 W. 8th Street, immediately south of the Hospital. The existing bus barn is currently zoned C-O, Office & Institution Zoning District. It is too small and has outgrown its current location.

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.

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 the city's 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 city 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.

With the proposed zoning text amendment 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.

Director Muzzarelli said if the zoning text amendment passed the necessary city council readings, the school district would have to submit a commercial site plan or development plan for review by the Planning Division. Director Muzzarelli said the proposed site was originally intended to be used by the school district for a future junior high school, and the bus barn would be in the middle of the property with buffers on the north and south with a school on the north end of the property and possible commercial development on the south portion of the property.

Richard Cone asked if there had been any traffic studies done for the area to see if the roadway could handle the additional traffic that would come with the new facility. Director Muzzarelli said the traffic study would be part of the plan review process and would be submitted at that time.

Mr. Cone asked how many buses the school district owns and would be on the property. Jaime Tarver, agent for the case was present, and introduced from the school district Dave Bartlett, Associate Superintendent of Instructional Support and Sean Mathes, Supervisor of Building and Grounds. Ms. Tarver said the school district had around 150 buses and had about 250 staff and fleet vehicles.

Mr. Cone asked if the 150 buses were entering and exiting the facility daily. Dave Bartlett said while a portion of the buses are activity buses, approximately 125 are school route buses with about 20 of the route buses are being used at rural schools and Wright. Ms. Tarver said also the buses are typically leaving and entering the property in a staggered timing and not all at once.

Mr. Cone asked if using the south portion of the property as commercial development and northern portion for a school, if all the exits and entrances would be off of Enzi Drive. Ms. Tarver said with the site design process the traffic will be evaluated and optimized. Ms. Tarver said this site is more ideal over others as it has two arterial roads.

Vice-Chair Conklin asked what the current zoning needed for a bus barn was. Administrator Mike Cole there was not a current zoning for a bus barn in city code. Administrator Cole said while the city code has existing similar uses in C-1 General Commercial District, it does not include a bus barn facility.

Vice-Chair Conklin asked if there was a minimum acreage needed for this type of facility and Administrator Cole said there was not and since this property was already zoned C-1 it meets the minimum zoning district size for that purpose.

Vice-Chair Conklin asked about the complaints the current bus barn has gotten regarding fumes, etc. and if there was a concern of the surrounding developments having the same issues. Mr. Bartlett said while they go through the design process, they want to make sure they are good neighbors as well and will ensure proper buffering. Mr. Bartlett said they have looked at many other communities and how they are doing their bus barn facilities within their communities and dealing with their growth.

Matthew Nelson asked what the acreage was at the current facility and what the zoning was. Ms. Tarver said it was approximately five acres and it was zoned C-O, Office and Institution District. Mr. Nelson asked what the proposed lot acreage was, and Ms. Tarver said it was just over 35 acres, and for the proposed transportation facility 15 acres would be needed but they would like 20 acres for buffering.

Matthew Nelson asked if the school district felt that the bus barn would be sufficient at the size it would be at for the next 50 years on the 20 acres that is being proposed. Mr. Bartlett said the original site was 14 acres, and they have added in six acres to give themselves room to grow.

Vice-Chair Conklin asked if there were any comments received from the public on the case by Planning staff. Director Muzzarelli and Shannon Stefanick said there had been

no comments from the public on the case. Administrator Cole said the City Council was anxious to look at this text amendment as they have been looking at this as well.

There being no further comments or questions Matthew Nelson made a motion to approve the case, and Richard Cone seconded. The Motion carried 4/0.

OLD BUSINESS None.

NEW BUSINESS Shannon Stefanick said the next meetings will be September 24, 2024, and October 8, 2024.

ADJOURNMENT The meeting was adjourned at 5:43 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.

DRAFT



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Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281

DATE: 9/24/2024 5:15:00 PM

CASE NUMBER AND TITLE:

PL2024-0085

Minor Subdivision-601 & 617 E Boxelder Road

APPLICANT/OWNER:

Dan Lewandowski, Owner

AGENT:

Zane Green, Applicant

CASE SUMMARY:

The applicant seeks to combine three lots into one lot at 601 and 617 E Boxelder Road.

CASE BACKGROUND:

The applicant seeks to combine three lots into one lot at 601 and 617 E Boxelder Road. 617 E Boxelder Road, or lots 4A and 5A, are two lots that operate as one zone lot with one address. 601 E Boxelder, or lot 3A, is 0.20 acres, Lot 4A is .19 acres, and Lot 5A is .19 acres. All three lots are zoned C-1, General Commercial District. There is no minimum lot size, only a minimum width of 50', in a C-1 District. All three lots currently meet the minimum width requirement. If the lots are combined, the new lot will be 0.59 acres.

The property is currently utilized as a car wash, which is a permitted use in a C-1 Zoning District. The existing structure straddles the shared lot line of lots 4A and 5A. 601 E Boxelder has minimal development with only an asphalt turn around existing on the property. The purpose of this lot consolidation is to facilitate the further expansion of the car wash. A Commercial Site Plan for this expansion has been approved with the stipulation that this minor subdivision be completed and filed with the Campbell County Clerk's Office.

CASE REQUIREMENTS:

1. All comments from the staff review process shall be addressed.
2. The existing water service for 601 E Boxelder shall be abandoned at the water main.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Shannon Stefanick, City Planner

TENTATIVE CITY COUNCIL DATE:

October 1st, 2024

ATTACHMENTS:

Click to download

[Resolution](#)

[Vicinity Map](#)

[Planning Requirements](#)

RESOLUTION NO.

**A RESOLUTION APPROVING AND AUTHORIZING THE
MINOR SUBDIVISION OF LOTS 3A, 4A, & 5A OF BLOCK 2,
HOMESTEAD ADDITION; TO THE CITY OF GILLETTE,
WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.**

WHEREAS, the Final Plat of the Resubdivison of Lots 3A, 4A, & 5A of Block 2, Homestead Addition, to be known as Lot 3B of Block 2, Homestead Addition; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on September 24th, 2024, with Planning Requirements.

WHEREAS, the recording of the Resubdivison of Lots 3A, 4A, & 5A of Block 2, Homestead Addition, to be known as Lot 3B of Block 2, Homestead Addition; 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 24th, 2024.

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

the Final Plat of the Resubdivison of Lots 3A, 4A, & 5A of Block 2, Homestead Addition, to be known as Lot 3B of Block 2, Homestead Addition; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by Morrison Maierle, signed by Russel B. Blough, Professional Land Surveyor, Wyoming Registration Number 10014, 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

Minor Subdivision Vicinity Map



Lots to Be Combined



CITY OF GILLETTE

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

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1 inch equals 83 feet

1 inch equals 0.02 miles

August 26, 2024

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City of Gillette, GIS Division, Campbell County, City of Gillette, Camp

PL2024-0085-Minor Subdivision-601 & 617 E Boxelder Road

Planning Requirements

1. All comments from the staff review process shall be addressed.
2. The existing water service for 601 E Boxelder shall be abandoned at the water main.



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DATE: 9/24/2024 5:15:00 PM

CASE NUMBER AND TITLE:

PL2024-0087

Zoning Map Amendment – 206 Ross Ave

APPLICANT/OWNER:

Jeff Wandler, Owner

AGENT:

Ryan Swanson, Agent

CASE SUMMARY:

The owner is proposing to rezone 206 Ross Ave from R-4, Multi-Family Residential District, to C-2, Central Business District.

CASE BACKGROUND:

The owner is proposing to rezone 206 Ross Ave from R-4, Multi-Family Residential District, to C-2, Central Business District. The property is 0.16 acres and there is an existing building on the east side that has utility services to it.

The minimum district size for a C-2 zoning district is 20 acres. This rezone would meet the minimum district requirements as the adjacent C-2 zoning district that the property would merge with is 40.887 acres.

The surrounding Zoning Districts are:

North – C-2, Central Business District

East – C-2, Central Business District

South – R-4, Multi-Family Residential District

West –C-2, Central Business District

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 for the promotion of public health, safety, or welfare.

This proposed rezone recognizes recognize changing conditions within the City. Across the street at 206 Ross and 211 W Second Street, the Frontier Auto Museum has expanded in recent years. As this property is also owned by the museum's owner, Mr. Wandler has relayed to Staff his intention of further expanding the museum offerings to the community and visitors. The traditional mix of residential and commercial uses seen downtown remains present, however the northern area of downtown has seen commercial demand as more businesses are finding value in the walkable, community feel of the traditional downtown area. This rezone would recognize that the adjacent properties bordering downtown Gillette is becoming a more mixed-use neighborhood and addresses the public health and welfare aspect of the changing conditions requirements.

- Public Health – promotes walkability
- Public Welfare – increased opportunity for museum expansion, thus promoting history and cultural experiences

CASE REQUIREMENTS:

None

STAFF RECOMMENDATION:

Staff recommends approval

CASE MANAGER:

Meredith Duvall, City Planning Manager

TENTATIVE CITY COUNCIL DATE:

October 15th, 2024

ATTACHMENTS:

Click to download
<input type="checkbox"/> Planning Requirements
<input type="checkbox"/> Ordinance
<input type="checkbox"/> Vicinity Map
<input type="checkbox"/> Neighborhood Zoning District Map

Planning Requirements

PL2024-0087

Zoning Map Amendment - 206 Ross Ave

The Planning Requirements are as follows:

None

ORDINANCE NO.

AN ORDINANCE TO AMEND THE DISTRICT ZONING MAP OF THE CITY OF GILLETTE, WYOMING, FOR LOT 4 OF BLOCK 8, THIRD ADDITION, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING, FROM R-4, MULTI-FAMILY RESIDENTIAL DISTRICT, TO C-2, CENTRAL BUSINESS DISTRICT, PER THE ATTACHED EXHIBIT, SUBJECT TO ALL PLANNING REQUIREMENTS.

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

Section 1. Legal Description

Lot 4 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming

Section 2. Zoning Amendment

Lot 4 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming, is hereby amended from R-4, Multi-Family District, to C-2, Central Business District, per the attached Exhibit.

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

Shay Lundvall, Mayor

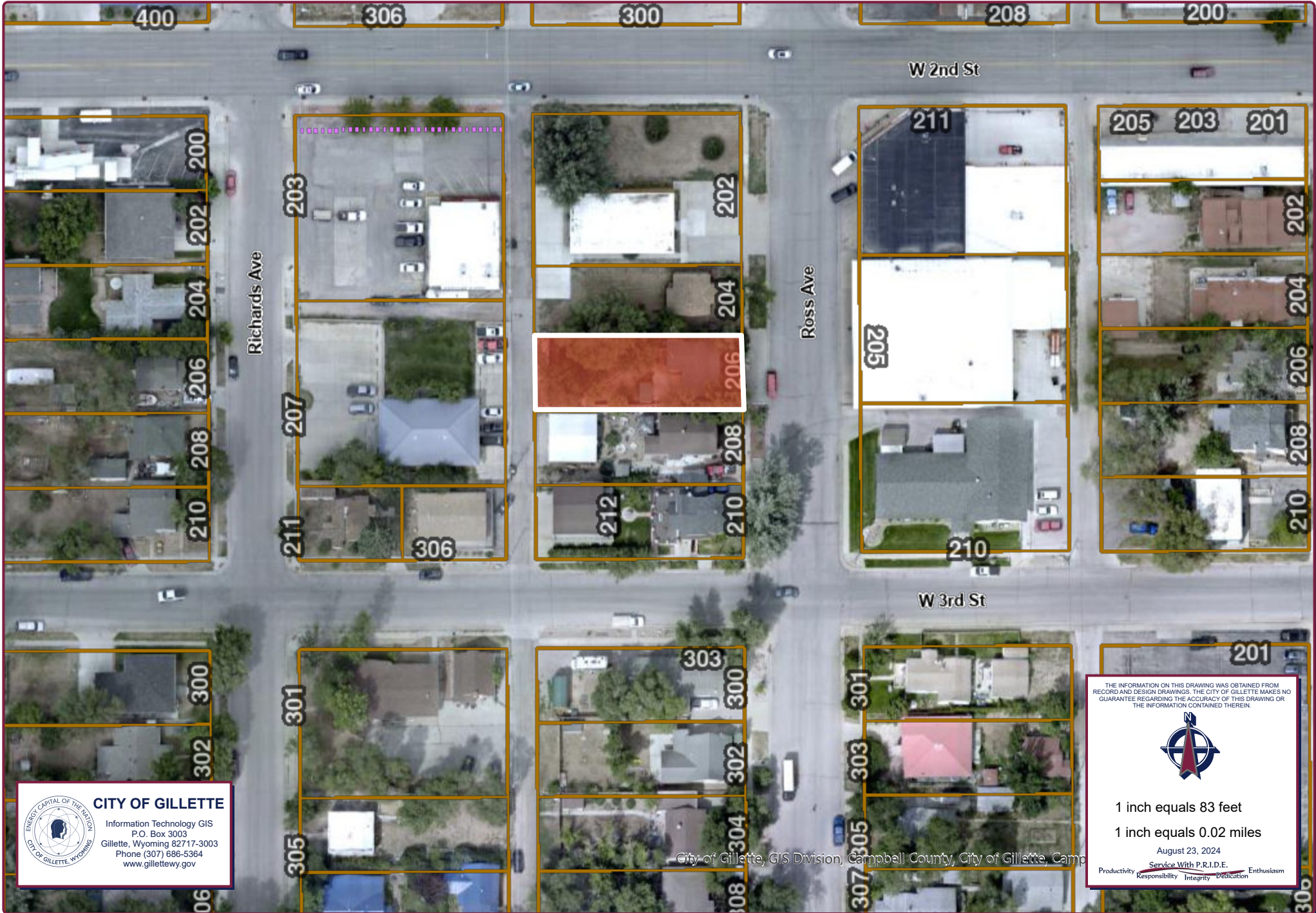
(S E A L)

ATTEST:

Alicia Allen, City Clerk

Publication Date:

206 Ross Vicinity Map



CITY OF GILLETTE

Information Technology GIS
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Gillette, Wyoming 82717-3003
Phone (307) 686-5364
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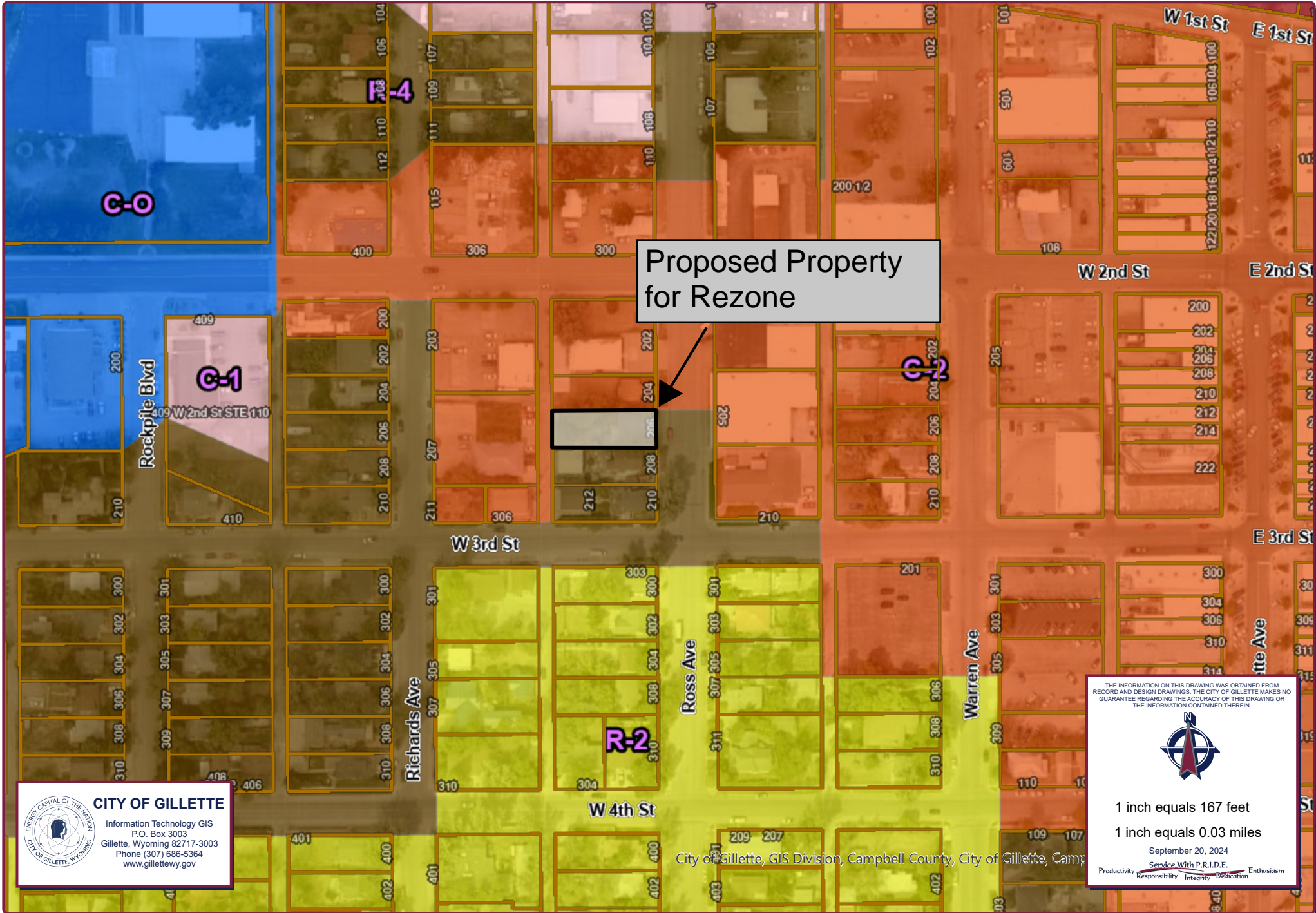
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August 23, 2024

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City of Gillette, GIS Division, Campbell County, City of Gillette, Camp


Neighborhood Zoning District Map



Proposed Property
for Rezone

**CITY OF GILLETTE**
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September 20, 2024
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