



**CITY OF GILLETTE
PLANNING COMMISSION
Tuesday, November 12, 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 October 22, 2024

Cases

Case No. PL2024-0097 Easement Vacation–200 N Garner Lake Road

Case No. PL2024-0096 Zoning Map Amendment – Parcel No. 201402211610310332631

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
November 12, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281**

DATE: 11/12/2024 5:15:00 PM

CASE NUMBER AND TITLE:

Meeting Minutes of October 22, 2024

APPLICANT/OWNER:

AGENT:

CASE SUMMARY:

CASE BACKGROUND:

CASE REQUIREMENTS:

STAFF RECOMMENDATION:

CASE MANAGER:

TENTATIVE CITY COUNCIL DATE:

ATTACHMENTS:

Click to download

[Meeting Minutes 10.22.24](#)

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ October 22, 2024 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Cristal Pratt, Richard Cone, and Matthew Nelson

Commission Members Absent: Vice-Chair Ryan Conklin, Ian Scott, and Jack Colson.

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 Richard Cone to approve the meeting minutes of October 8, 2024. Cristal Pratt seconded the motion. Motion carried 4/0.

Meredith Duvall gave a presentation to the Planning Commission of the Zoning Ordinance rewrite, highlighting the history of the rewrite and changes that have been made to the proposed updated Zoning Ordinance.

Case No.
PL2024-0091
MINOR
SUBDIVISION
2202 Gallery
View Drive

The applicant, Dan & Cheryl Barton, seek to create a 0.57-acre parcel from a larger 77.65-acre parcel of unplatted land. This subdivision will also create an extension of the right-of-way (ROW) of Waterfall Road to enable access and the future extension of utilities. The purpose of this subdivision is to enable the owner to sell this new parcel of land to an adjacent landowner at 6512 Waterfall Rd.

The parcel is currently zoned Ag, Agricultural District. This lot will not be able to be utilized for residential occupancy unless it is rezoned.

As this parcel is zoned Ag, the extension of utilities will not be required until development. Currently, water and sewer in the area are privately owned by Crestview Estates. The future extension of the private water and sewer mains will require coordination with Crestview Estates by the owner but will still be required to meet City of Gillette Subdivision Regulations.

Shannon Stefanick said the city received general inquiries only from the public on the case with no issues.

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

Richard Cone asked if curb and gutter would be put in now or when the property was developed. Shannon Stefanick said when the lots are purchased the new owners would look at development of the lots including the curb and gutters. Mr. Cone asked if the city would require city sewer be connected to the lot before issuing a building permit. Ms. Stefanick said it would depend what the owner planned for the lot. If the new owner was building a building that required water and sewer they would have to extend the utilities and meet the regulations. However, if for example a shed for animals only were being built the utilities would not be required to be extended onto the lot. Ms. Stefanick said the new

owner could petition to change the zoning in the future, however to change the zoning was not part of the case this evening.

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

Case No.
PL2024-0090
MINOR
SUBDIVISION
6350 Swanson
Road

The owner is seeking to subdivide 6350 Swanson Road into three properties. The purpose of this subdivision is for ownership purposes.

Proposed Lot 7B will be 1.30 acres and currently has a commercial structure on it that is serviced by city utilities; Lot 7C will be 1.14 acres and will have access to city utilities; Lot 7D will be 1.31 acres and will have access to city utilities.

The current zoning of 6350 Swanson Road is I-2, Heavy Industrial District and is not proposed to change at this time.

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

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

Chair Hottell asked if there were any requirements to have access easements for the middle property. Ms. Duvall said Swanson Road runs in front of all three properties and they will all have access to the road.

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

Case No.
PL2024-0095
ZONING TEXT
AMENDMENT
Zoning
Ordinance
Rewrite

The City of Gillette Planning Division is requesting the approval of the Zoning Ordinance Rewrite, to be known as the official City of Gillette Zoning Ordinance or "Zoning Code", replacing the existing Zoning Ordinance that was adopted by City Council through Ordinance No. 979 on January 23, 1979.

In 2018, City Planning Staff requested and was granted permission by City Council to undertake an in-house rewrite of the Zoning Ordinance. With the intent to modernize the code and provide residents more flexibility while still maintaining even regulation, City Staff began work. Due to several factors outside of the City Planning Staff's control, the completion and adoption of the rewrite had been delayed on several occasions.

The City Council will consider the proposed Zoning Text Amendment as a Public Hearing and First Reading at their meeting which is scheduled for November 19, 2024.

Meredith Duvall said the city has received multiple inquiries from the public on the case through the years. Many citizens have been informed concerns and inquiries would be addressed in the Zoning Ordinance rewrite. Some Zoning Text Amendments have taken place while waiting for the Zoning Ordinance rewrite, Ms. Duvall said, like carports being accepted.

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

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

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the next meeting will be November 12, 2024, and there will be an update of the Comprehensive Plan at the Planning Commission meeting on December 10.

ADJOURNMENT The meeting was adjourned at 5:50 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.

DRAFT



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PLANNING COMMISSION
November 12, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281

DATE: 11/12/2024 5:15:00 PM

CASE NUMBER AND TITLE:

PL2024-0097

Easement Vacation–200 N Garner Lake Road

APPLICANT/OWNER:

Doug Peterson, Eastern Gillette Development LLC, owner

AGENT:

Jaime Tarver, Tarver Consulting, agent

CASE SUMMARY:

A request seeking approval for the vacation of a 20-foot public access easement at 200 N Garner Lake Rd.

CASE BACKGROUND:

A request seeking approval for the vacation of a 20-foot public access easement at 200 N Garner Lake Rd. The public access easement was granted in 1997 for the purpose of the City of Gillette accessing a City owned water well that lies east of the property. A Minor Subdivision, PL2024-0088 – Peterson Subdivision, was proposed and approved at a previous meeting. This subdivision will create right-of-way (ROW) to facilitate the future expansion of Warlow Dr. This new ROW will now be utilized by City staff to access the well east of the property, rendering the existing access easement no longer necessary.

The vacation of this easement is a requirement of PL2024-0088 as the easement does not appear on the plat. The easement was left off as it was known that the owner of the property wanted to vacate the access easement.

CASE REQUIREMENTS:

All comments and concerns will be addressed in EnerGov prior to filing.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Shannon Stefanick, Planner

TENTATIVE CITY COUNCIL DATE:

November 14th

November 19th

ATTACHMENTS:

Click to download

[Exhibit A Map](#)

[Planning Requirements](#)

[Ordinance](#)

[Vicinity Map](#)

C:\dow\pw\d0410099\SC-ESMT-VAC-2-28034.dwg PLOT DATE 2024-10-16 16:11 SAVED DATE 2024-10-16 15:59 USER: trosenlund

EXHIBIT A EASEMENT VACATION

PORTION OF THE NW1/4SW1/4 OF SECTION 19,
T50N, R71W, OF THE 6TH P.M.

LEGAL DESCRIPTION

THE FOLLOWING METES AND BOUNDS DESCRIPTION IS FOR AN EASEMENT VACATION, AS OFFICIALLY RECORDED IN BOOK 1457, PAGES 475-477 IN THE RECORDS OF THE CAMPBELL COUNTY CLERKS OFFICE, SITUATED IN A PORTION OF THE NW1/4SW1/4, OF SECTION 19, T20N, R71W, 6TH P.M., CAMPBELL COUNTY, WYOMING, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A PARCEL OF LAND 20 FEET IN WIDTH, LYING 10 FEET BOTH SIDES OF THE FOLLOWING DESCRIBED CENTERLINE:

BEGINNING AT A POINT ON THE EAST ROW LINE OF GARNER LAKE ROAD, WHICH POINT IS 80.00 FEET FROM THE WEST LINE OF SAID SECTION 19, AND WHICH BEARS N 00°56'22"E, 2524.51 FEET FROM THE SOUTHWEST CORNER OF SECTION 19;

THENCE ALONG SAID ROW N 89°07'25" E A DISTANCE OF 40.00 FEET TO A POINT; THENCE S 82°42'12" E A DISTANCE OF 114.25 FEET TO A POINT; THENCE N 89°58'44" E A DISTANCE OF 146.39 FEET TO A POINT; THENCE N 82°10'26" E A DISTANCE OF 109.65 FEET TO A POINT; THENCE A DISTANCE OF 60.16 FEET ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 75.00 FEET, CENTRAL ANGLE OF 45°57'22", AND A CHORD WHICH BEARS S 74°50'53" E, 58.56 FEET TO A POINT; THENCE S 51°52'12" E A DISTANCE OF 238.82 FEET TO A POINT; THENCE A DISTANCE OF 209.17 FEET ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 150.00 FEET, A CENTRAL ANGLE OF 79°53'54", AND A CHORD WHICH BEARS N 88°10'51" E, 192.63 FEET TO A POINT; THENCE N 48°13'53" E A DISTANCE OF 284.16 FEET TO A POINT; THENCE A DISTANCE OF 145.28 FEET ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 200.00 FEET, A CENTRAL ANGLE OF 41°37'10", AND A CHORD WHICH BEARS N 69°02'29" E, 142.11 FEET TO A POINT; THENCE N 89°51'03" E A DISTANCE OF 28.83 FEET TO A POINT ON THE EAST BOUNDARY OF SAID NW1/4SW1/4, WHICH POINT BEARS S 26°45'56" E, 2977.59 FEET FROM THE NORTHWEST CORNER OF SECTION 19;

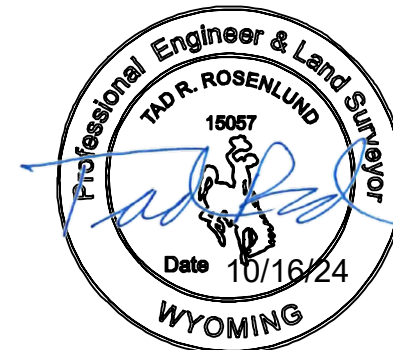
THIS EASEMENT VACATION BEING 1377 FEET IN LENGTH AND CONTAINING 0.63 ACRES, MORE OR LESS.

LEGEND

- PROPERTY BOUNDARY
- SECTION LINE
- INTERIOR SECTION LINE
- QUARTER SECTION CORNER
- FOUND ROW MONUMENT
- PREVIOUSLY SET 2" AC PELS 15057

SURVEY CERTIFICATE

I, TAD R. ROSENLUND, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, AND THAT SAID EASEMENT VACATION IS ACCURATELY REPRESENTED AS SHOWN HEREON.



TRACT B
240 N. GARNER LAKE RD.
30.45 AC.

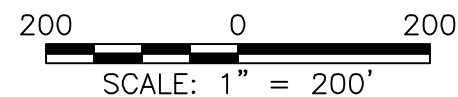
TRACT A
200 N. GARNER LAKE RD.
21.11 AC.

INTERSTATE 90

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	40.00'	N89°07'25"E
L2	114.25'	S82°42'12"E
L3	146.39'	N89°58'44"E
L4	109.65'	N82°10'26"E
L5	238.82'	S51°52'12"E
L6	284.16'	N48°13'53"E
L7	28.83'	N89°51'03"E

CURVE TABLE					
CURVE #	RADIUS	DELTA	LENGTH	CORD BEARING	CHORD LENGTH
C1	75.00'	45°57'22"	60.16'	S74°50'53"E	58.56'
C2	150.00'	79°53'54"	209.17'	N88°10'51"E	192.63'
C3	200.00'	41°37'10"	145.28'	N69°02'29"E	142.11'

N. GARNER LAKE RD.
N0°56'22"E 2524.51'



DOWL
WWW.DOWL.COM
1833 S. Sheridan Ave
Sheridan, Wyoming 82801
307-672-9006

EXHIBIT A EASEMENT VACATION

PORTION OF THE NW1/4SW1/4 OF SECTION 19, T50N, R71W,
OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING.

PROJECT 63/28034.01
DATE 10/16/2024

PL2024-0097-Easement Vacation-200 N Garner Lake Rd

Planning Requirements

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

ORDINANCE NO.

AN ORDINANCE PROVIDING FOR THE VACATION OF A 20-FOOT-WIDE PUBLIC ACCESS EASEMENT RECORDED IN BOOK 1457 OF PHOTOS, PAGE 475-477 BY THE CAMPBELL COUNTY CLERK; TO 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 City of Gillette and with the permission of the property owner of Tract A, of the Peterson Subdivision, a simple subdivision recorded in document number 2023-07851 by the Campbell County Clerk, 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 20-foot wide public access easement, as contained entirely within Tract A, of the Peterson Subdivision, a simple subdivision recorded in document number 2023-07851 by the Campbell County Clerk, the easement being recorded by the Campbell County Clerk in Book 1457 of Photos, Page 475-477, will not abridge or destroy any of the rights and privileges of the other landowners in the vicinity of the vacation, 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.

SECTION THREE. This ordinance shall be in full force and effect on its effective date, _____, 2024.

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

Shay Lundvall, Mayor

(S E A L)
ATTEST:

Alicia Allen, City Clerk
Publication Date: _____, 2024

STATE OF WYOMING)
)ss.
County of Campbell)

On this ____ day of _____, 2024, before me personally appeared Shay Lundvall, 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 Shay Lundvall acknowledged said instrument to be a free act and deed of said corporation.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

Easement Vacation | 200 N Garner Lake Rd



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 167 feet

1 inch equals 0.03 miles

October 21, 2024

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CITY OF GILLETTE

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

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



CITY OF GILLETTE
PLANNING COMMISSION
November 12, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281

DATE: 11/12/2024 5:15:00 PM

CASE NUMBER AND TITLE:

PL2024-0096

Zoning Map Amendment – Parcel No. 201402211610310332631

APPLICANT/OWNER:

Dustin Linder, Applicant

AGENT:

Sheila Slocum - PCA Engineering, Agent

CASE SUMMARY:

The owner is proposing to rezone Parcel No. 201402211610310332631206 from R-S, Suburban Residential District, to C-1, General Commercial District.

CASE BACKGROUND:

The owner is proposing to rezone Parcel No. 201402211610310332631206 that is along Force Road from R-S, Suburban Residential District to C-1, General Commercial District. The property is approximately 0.96 acres and is currently vacant; there are city utilities available.

The minimum district size for a C-1 zoning district is 4 acres. This rezone would not meet the minimum district requirements as the adjacent C-1 zoning district that the property would merge with is only 1.88 acres; the merging of this rezone would help the existing come closer to compliance, as it would become 2.84 acres, but it would still be short of the 4-acre minimum. The Zoning Ordinance does allow for adjacent County Zoning to be taken into consideration for minimum acreage calculations if the use is similar to those being sought by the applicant (*Section 12.f.2.d*); for the purpose of this rezone request, Staff does recognize that the adjacent County Zoning District is C-1, General Commercial, and can be used to meet the minimum acreage requirements, which it does at 17.16 acres.

The surrounding Zoning Districts are:

North – R-1, Single-Family Residential District

East – C-1, General Commercial District

South – County, County C-1, General Commercial District

West – R-S, Suburban Residential 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. The reason for the change per the applicant is to, “Update the zoning prior to subdividing and site plan”. This area of the city, the southwestern quadrant, is lacking commercial uses and is heavily residential. This rezone would recognize the commercial need of services in this part of the city.

· Public Welfare – increased opportunity for commercial business to support surrounding neighborhoods.

CASE REQUIREMENTS:

None

STAFF RECOMMENDATION:

Staff recommends approval

CASE MANAGER:

Meredith Duvall, City Planning Manager

TENTATIVE CITY COUNCIL DATE:

November 19th, 2024

ATTACHMENTS:

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

Planning Requirements

PL2024-0096

**Zoning Map Amendment - Parcel No.
201402211610310332631**

The Planning Requirements are as follows:

None

PL2024-0096 | Zoning Map Amendment



CITY OF GILLETTE

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

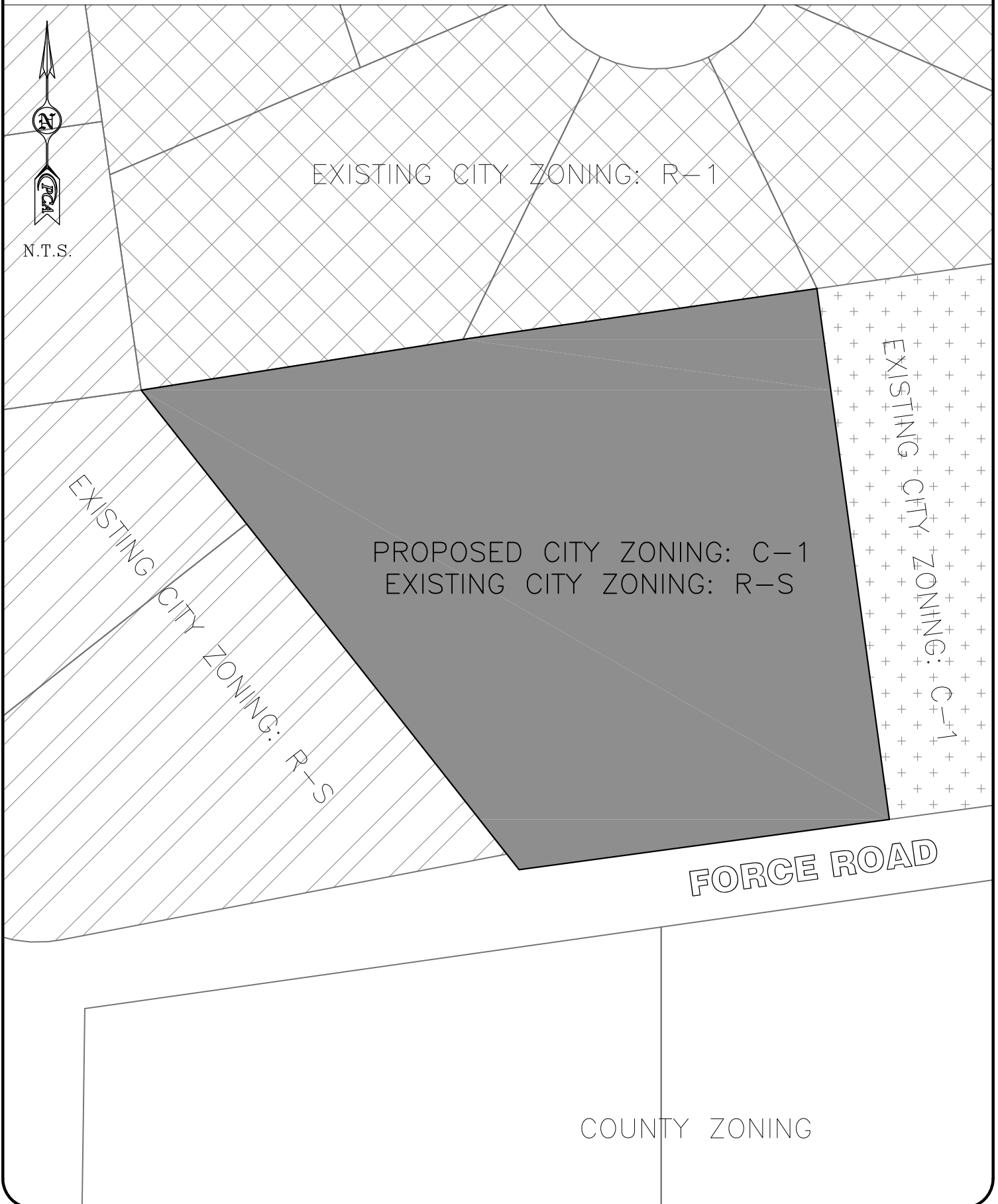


1 inch equals 167 feet
1 inch equals 0.03 miles

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

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October 22, 2024
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ORDINANCE NO.

AN ORDINANCE TO AMEND THE DISTRICT ZONING MAP OF THE CITY OF GILLETTE, WYOMING, FOR PARCEL NO. 201402211610310332631206, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING, FROM R-S, SUBURBAN RESIDENTIAL DISTRICT, TO C-1, GENERAL COMMERCIAL 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

Parcel No. 201402211610310332631206, City of Gillette, Campbell County, Wyoming

Section 2. Zoning Amendment

Parcel No. 201402211610310332631206, City of Gillette, Campbell County, Wyoming, is hereby amended from R-S, Suburban Residential District, to C-1, General Commercial 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: