



**CITY OF GILLETTE
PLANNING COMMISSION**

Tuesday, August 8, 2017
7:00 PM

Council Chambers
201 E. 5th Street, Gillette, Wyoming 82716
(307) 686-5281

Call To Order

Approval of Minutes

1. Pre-meeting Workshop Minutes - July 25, 2017
Regular Meeting Minutes - July 25, 2017

Cases

Case No. 17.031PUDF
Final PUD Plat – RC Ranch Business Park I

Old Business

New Business

Adjournment

CHAIRMAN

Jim Nielsen

VICE-CHAIRMAN

Cindy Reardon

BOARD MEMBERS

Trevor Matson
Brenda Green

Jennifer Tuomela

Sheryl Martin
Ted Jerred

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Responsibility Integrity Dedication



**CITY OF GILLETTE
PLANNING COMMISSION
August 8, 2017 7:00:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming
(307)686-5281**

DATE: 8/8/2017 7:00:00 PM

CASE NUMBER AND TITLE:

Pre-meeting Workshop Minutes - July 25, 2017

Regular Meeting Minutes - July 25, 2017

APPLICANT/OWNER:

AGENT:

CASE SUMMARY:

CASE BACKGROUND:

CASE REQUIREMENTS:

STAFF RECOMMENDATION:

CASE MANAGER:

TENTATIVE CITY COUNCIL DATE:

ATTACHMENTS:

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☐ [Workshop Minutes](#)

☐ [Meeting Minutes](#)

CITY PLANNING COMMISSION
MINUTES OF THE PRE-MEETING WORKSHOP
ENGINEERING CONFERENCE ROOM – CITY HALL
July 25, 2017 – 6:00 p.m.

The July 25, 2017, Pre-Meeting Workshop of the City of Gillette Planning Commission convened at 6:00 p.m. in the Engineering Conference Room, located on the second floor of City Hall. Planning Commission Members present were Jim Nielsen, Cindy Reardon, Brenda Green, Trevor Matson, Sheryl Martin, Jennifer Tuomela, and Ted Jerred. Those present from the City of Gillette were Dustin Hamilton, Development Services Director; Heath VonEye, City Engineer/Planning Manager; Natalie Buchwald, Planner; Clark Sanders, Planner; and Jill McCarty, Administrative Assistant.

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

The Pre-Meeting Workshop adjourned at 6:45 p.m.

Minutes taken and prepared by:

Jill McCarty
Administrative Assistant

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
City Council Chambers ~ City Hall
July 25, 2017 ~ 7:00 p.m.

PRESENT

Commission Members Present: Jim Nielsen, Cindy Reardon, Brenda Green, Trevor Matson, Sheryl Martin, Ted Jerred, Jennifer Tuomela.

Commission Members Absent: None.

Staff Present: Dustin Hamilton, Development Services Director; Heath VonEye, City Engineer/Planning Manager; Natalie Buchwald, Planner; Clark Sanders, Planner; and Jill McCarty, Administrative Assistant.

CALL TO ORDER

Jim Nielsen called the meeting to order at 7:00 p.m.

ELECTION OF CHAIR

Brenda Green nominated Jim Nielsen as Chair of the Planning Commission. Cindy Reardon seconded. There being no other nominations, the motion carried 6/0.

ELECTION OF VICE-CHAIR

Jim Nielsen nominated Cindy Reardon as Vice-Chair of the Planning Commission. Brenda Green seconded the nomination. There being no other nominations, the motion carried 6/0/1

APPROVAL OF THE MINUTES

A motion was made by Ted Jerred and seconded by Brenda Green to approve the Pre-Meeting Workshop and Regular Meeting Minutes of the City Planning Commission Meeting of June 13, 2017. Motion carried 7/0.

17.028DP-
DEVELOPMENT PLAN-
Flight Zone

Natalie Buchwald presented Case No. 17.0028DP.

The owner is requesting the construction of a new 25,000 square foot trampoline park and fun zone to be located along Tanner Drive. The facility will be addressed as 4901 Tanner Drive.

The property, known as Tract B4 of the Legacy Pointe Subdivision, is 3.07 acres and was recently subdivided and zoned as C-1, General Commercial in May of this year.

The overall size of the building is around 25,000 square feet and will contain two floors consisting of a trampoline park, arcade area, laser tag area, party rooms and more. The proposed building is less than 30 (thirty) feet in height and is under the maximum height allowed in the C-1, General Commercial District which is 45 (forty-five) feet.

Significant landscaping for the lot has been proposed on the west side of the property, and on the east side of the property. The Landscape Plan will go before the Parks and Beautification Board on July 27, 2017. If the Planning Commission approves this Development Plan, the Planning Commission approval will be contingent upon approval from the Parks & Beautification Board.

Natalie said they City Planning Division received no calls from the public on the case.

Chairman Nielsen asked if there were any questions on the case. Ted Jerred

inquired when the construction was scheduled to begin. Natalie said it would be soon, as a grading permit had already been acquired from the City.

Cindy Reardon made a motion to approve said case. Brenda Green seconded the motion. Motion carried 7/0.

17.029Z-ZONING MAP
AMENDMENT-Dave
Bundy Addition, North
10 ft. of Lot 1

Natalie Buchwald presented Case No. 17.029Z.

The City of Gillette Planning Division recommends that the north ten (10) feet of Lot 1 of the Dave Bundy Addition be rezoned from R-2, Single and Two Family Residential District, to A, Agricultural District, to correct an obvious zoning error.

Currently, there is a 10 (ten) foot portion of Mr. Bundy's property, running along the north lot line of what is now Lot 1 of the Dave Bundy Addition, that was included in the recent resubdivision but not included in the recent rezoning. On Mr. Bundy's behalf, the City is proposing to rezone that ten (10) strip of land so that all of Mr. Bundy's recently rezoned and resubdivided property will have contiguous zoning, and all be zoned as A, Agricultural.

The proposed Zoning Map Amendment is a "housekeeping task" that has been initiated by the City of Gillette to update our existing zoning districts to reflect the actual use of the property and to correct an obvious error as allowed by the Zoning Ordinance.

Natalie said the City Planning Division received no calls from the public on the case.

Jim Nielsen asked if there were any questions on the case. There were no further questions from the commission or the public on this case.

Ted Jerred made a motion to approve said case. Cindy Reardon seconded the motion. Motion carried 7/0.

17.030CP-
CONDOMINIUM PLAT-
TC-4 Condominium

Clark Sanders presented Case No. 17.030CP.

The owner is proposing to create a condominium plat for the building located at 39 Town Center Drive.

The owner, TC4 LLC, is proposing to create a condominium which is .58 acres in size on Lot 2G of the East Lakeway Subdivision. The property is located north of East Lakeway Road and East of Highway 59. The original Lot 2G was created with the East Lakeway Subdivision which was recorded in May of 2014. In September, 2014, the owner constructed a building on the lot.

The condominium plat will create two (2) separate units, Unit A, 2,619 square feet in size and Unit B, 1,843 square feet in size. The remaining area will be common area, 20,975 square feet in size, maintained by a condominium association. All utilities for Unit A and Unit B will be separate or maintained by a condominium association. Access to the TC4 Condominium is from Lakeway Road via a 24-foot Public Access Easement and from Highway 59 via a 55-foot Public Access Easement

known as Town Center Drive.

Clark said the City Planning Division received no calls from the public on the case.

Chairman Nielsen asked if there were any questions on the case. There were no further questions from the commission or the public on this case.

Cindy Reardon made a motion to approve said case. Brenda Green seconded the motion. Motion carried 7/0.

OLD BUSINESS

None

NEW BUSINESS

Chairman Nielsen welcomed the new members to the Planning Commission: Trevor Matson, Jennifer Tuomela, Sheryl Martin and Ted Jerred.

Heath VonEye said there are two cases tentatively schedule for the next Planning Commission meeting on August 8, 2017.

ADJOURNMENT

The meeting adjourned at 7:15 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Assistant.



**CITY OF GILLETTE
PLANNING COMMISSION
August 8, 2017 7:00:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming
(307)686-5281**

DATE: 8/8/2017 7:00:00 PM

CASE NUMBER AND TITLE:

17.031PUDF

Final PUD Plat – RC Ranch Business Park I

APPLICANT/OWNER:

S & S Builders, LLC

AGENT:

KLJ Engineering

CASE SUMMARY:

The owner is seeking approval of a Final Planned Unit Development Plat known as the Second Amended Planned Unit Development Plat that would amend the previously approved Amended Final PUD Plat for RC Ranch Business Park I.

CASE BACKGROUND:

The RC Ranch Business Park is located west of Enzi Drive, just north of West Shoshone Avenue. The 3.54 acre property is accessed via Running W Drive. The RC Ranch Business Park was established by S&S Builders, LLC, and was proposed in 2007 to be developed in three phases. The first phase would be the construction of units on Lots 1-5. On October 8, 2007, the Planning Commission approved the Preliminary PUD (Planned Unit Development) Plat and Draft Ordinance for the proposed RC Ranch Business Park I. A month later, on November 13, 2007, the Planning Commission approved the Final PUD Plat and Ordinance for the same area. In December 2007, the City Council approved Ordinance 3528 establishing the PUD Zoning for RC Ranch Business Park I and on July 31, 2008, the Final PUD Plat for the RC Ranch Business Park I was recorded along with Ordinance 3528. This led to the development of Lots 1-5 of the RC Ranch Business Park. The second phase of development began in 2015. On November 24, 2015, the Planning Commission approved the Amended PUD Plat for RC Ranch Business Park I; subsequent to that on December 15, 2015, the City Council approved the aforementioned plat and revised Ordinance 3880. That Amended PUD Plat was recorded with the ordinance on December 22, 2015. This led to the resubdivision of Lot 6 into Lots 6A, 6B, and 6C. Those lots have since been developed. The third phase of this development is before you today and proposes to resubdivide Lot 7 into five lots, Lots 7A through 7E.

The RC Ranch Business Park Planned Unit Development is a professionally planned commercial project that fosters design flexibility and compatible diversity in a single project site. All aspects of

the proposed Second Amended PUD Plat adhere to the original PUD Ordinance established in 2007. This Second Amended PUD Plat will not change the Ordinance or the Declaration of Protective Covenants that were recorded with the original PUD. However, both documents must be amended to include the newly proposed Lots 7A through 7E.

The utilities for the proposed Lots 7A through 7E are in place, however, minor adjustments to service lines have been requested. These improvements will require that a Service Line Agreement be executed. Parking is sufficient for the site, as originally 124 parking spaces were proposed and 140 spaces are being provided; sufficient handicap spaces are also being provided. A Cross Parking Easement is in place for the site. Landscaping for the site was approved by the Parks & Beautification Board on September 27, 2007. The Board, through its approval gave staff the authority to approve minor changes in the landscape plan as the project moves forward, however, no significant changes are being proposed and the plan meets the minimum requirements of the Landscaping section of the Zoning Ordinance.

CASE REQUIREMENTS:

1. The applicant will address all comments and concerns in ePlans before submitting a final, signed mylar to be recorded by the Campbell County Clerk.
2. A recording fee of \$75 (seventy-five), payable to the Campbell County Clerk must be submitted with the final mylar.
3. A Service Line Agreement will need to be executed.
4. A Title Report needs to be submitted to the City Planning Division.
5. A Wastewater Industrial/Commercial Discharge Application needs to be submitted to the City Wastewater Division.
6. The Ordinance and the Declaration of Protective Covenants originally recorded with the Final Planned Unit Development Plat for RC Ranch Business Park I must be amended to include the newly established lots and submitted with the plat to be recorded. The recording fee for these documents must also be submitted with the final mylar.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Natalie Buchwald, Planner

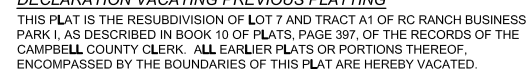
TENTATIVE CITY COUNCIL DATE:

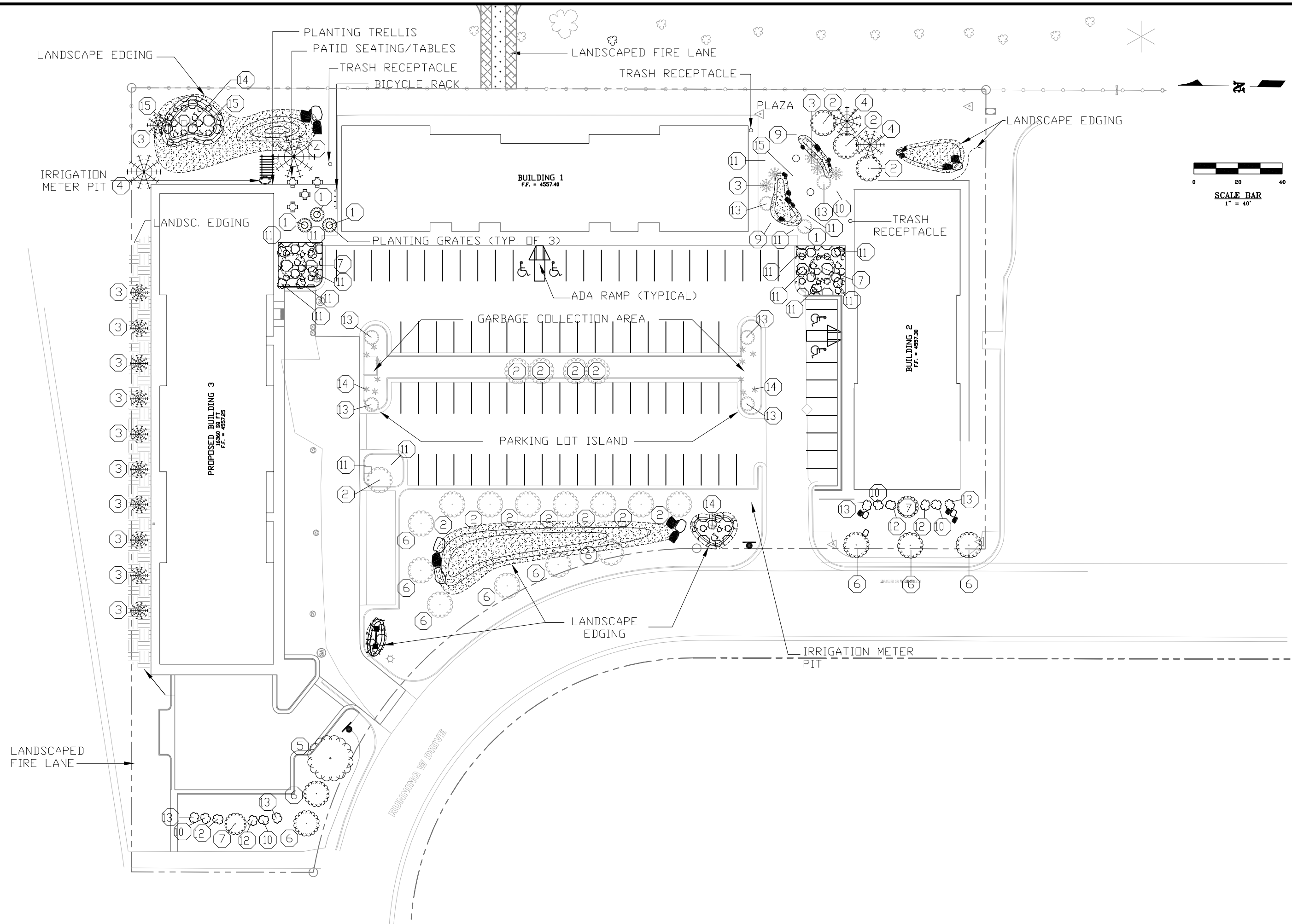
August 15, 2017

ATTACHMENTS:

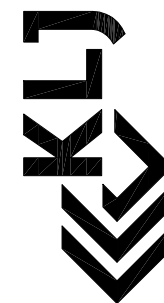
Click to download
<input type="checkbox"/> Plat
<input type="checkbox"/> Aerial & Vicinity Map

A RE-SUBDIVISION TO LOT 7 AND TRACT A1, TO BE KNOWN AS: LOTS 7A, 7B, 7C, 7D, 7E AND TRACT A2, RC RANCH BUSINESS PARK I, BEING PART OF THE RE-SUBDIVISION OF LOT 2, BLOCK 1, PHASE 1, RC RANCH SUBDIVISION, TO THE CITY OF GILLETTE, NORTHEAST 1/4, SECTION 4, TOWNSHIP 49 NORTH, RANGE 72 WEST, OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING



[illegible]

ARC RANCH BUSINESS PARK I
BUILDING 3
LANDSCAPE PLAN

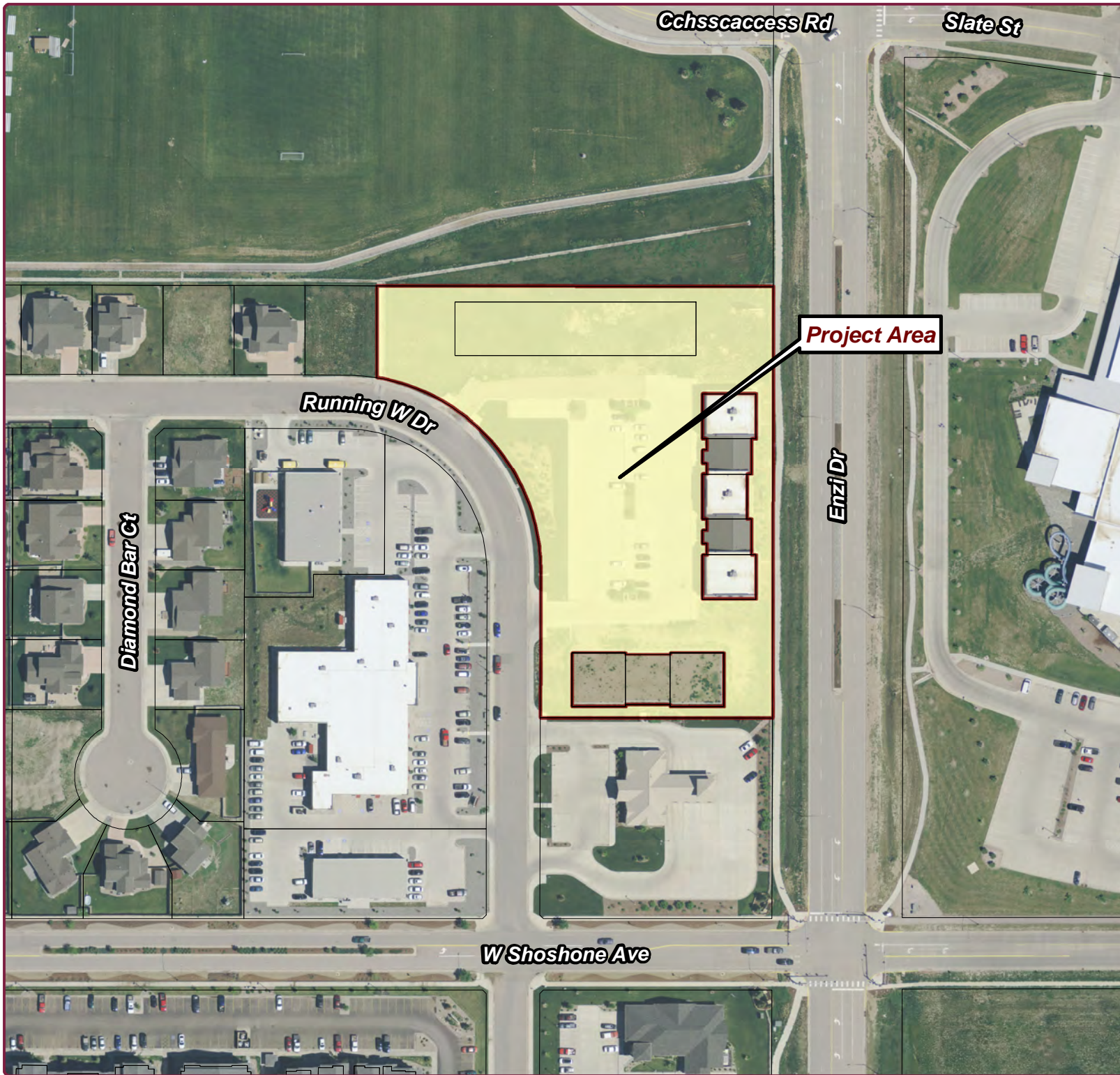


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DATE:	07/06/2016
JOB NO:	11616102
DRAWN BY:	ZJF
APPROVED BY:	DRF

LANDSCAPE PLAN
LP-1



CITY OF GILLETTE

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

Legend

Project Area



Existing Parcels



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.

H:\PL\PlanningCommissionMaps



17.031PUDF
Final PUD Plat
(Second Amended PUD Plat)
RC Ranch Business Park I

July 21, 2017
Service With P.R.I.D.E.
Productivity Responsibility Integrity Dedication Enthusiasm