



**CITY OF GILLETTE
PLANNING COMMISSION**
Tuesday, January 23, 2018
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 - November 14, 2017
Regular meeting minutes - November 14, 2017
Pre-meeting workshop minutes - January 18, 2018
Regular meeting minutes - January 18, 2018

Cases

Case No.	17.045Z	Zoning Map Amendment – Lot 4C Westover Hills Subdivision Phase I
Case No.	17.044ZA	Zoning Text Amendment – Billboard Sign Display Area

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
January 23, 2018 7:00:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming
(307)686-5281**

DATE: 1/23/2018 7:00:00 PM

CASE NUMBER AND TITLE:

Pre-meeting workshop minutes - November 14, 2017

Regular meeting minutes - November 14, 2017

Pre-meeting workshop minutes - January 18, 2018

Regular meeting minutes - January 18, 2018

APPLICANT/OWNER:

AGENT:

CASE SUMMARY:

CASE BACKGROUND:

CASE REQUIREMENTS:

STAFF RECOMMENDATION:

CASE MANAGER:

TENTATIVE CITY COUNCIL DATE:

ATTACHMENTS:

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☐ [Workshop Minutes - Nov. 14, 2017](#)

<input type="checkbox"/> Meeting Minutes - Nov. 14, 2017
<input type="checkbox"/> Workshop Minutes - Jan. 18, 2018
<input type="checkbox"/> Meeting Minutes - Jan. 18, 2018

CITY PLANNING COMMISSION
MINUTES OF THE PRE-MEETING WORKSHOP
ENGINEERING CONFERENCE ROOM – CITY HALL
November 14, 2017 – 6:45 p.m.

The November 14, 2017, Pre-Meeting Workshop of the City of Gillette Planning Commission convened at 6:45 p.m. in the Engineering Conference Room, located on the second floor of City Hall. Planning Commission Members present were Cindy Reardon, Brenda Green, Trevor Matson, Sheryl Martin, Jennifer Tuomela, and Ted Jerred. Those present from the City of Gillette were Annie Mayfield, Planning and GIS Manager; 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 6:57 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
November 14, 2017

PRESENT

Commission Members Present: Vice-Chair Cindy Reardon, Brenda Green, Trevor Matson, Sheryl Martin, Ted Jerred, Jennifer Tuomela.
Commission Members Absent: Jim Nielsen.
Staff Present: Annie Mayfield, Planning and GIS Manager; Clark Sanders, Planner; and Jill McCarty, Administrative Assistant.

CALL TO ORDER

Vice-Chair Reardon called the meeting to order at 7:00 p.m.

APPROVAL OF THE MINUTES

A motion was made by Brenda Green and seconded by Ted Jerred to approve the Pre-Meeting Workshop and Regular Meeting Minutes of the City Planning Commission Meeting of October 24, 2017. Motion carried 6/0.

17.040SFPM-FINAL
PLAT MINOR-Resub Lot
1A, Vista Grande
Subdivision

Clark Sanders presented Case No. 17.040SFPM.

The owner, KAJ Hospitality, is proposing to subdivide 1.99 Acres of land located at 1116 E Boxelder Road.

In October 2014, this property was annexed to the City of Gillette as part of the Hagen-Shelstad Annexation. The property was subsequently subdivided to become the Vista Grande Subdivision. Along with the subdivision, a Development Plan was approved by the planning commission and filed in October 2014. The property is currently zoned C-1, General Commercial District.

The development plan included sites for the now completed Hilton Home2 Suites hotel site as well as two (2) smaller satellite sites for future development of commercial/retail businesses.

The proposed subdivision is in accordance with the previously approved Development Plan and seeks to create individual lots for the purpose of ownership and future development.

With the approval and development of the Hilton Home2 Suites Site, over-lot grading and utilities were provided so each of the future sites had utility services available. Further, site access and parking for the future lots was considered. Utility extensions are not required for this subdivision.

Future site development will be required to undergo review by the City Staff and cross parking agreements will be addressed at that time.

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

Vice-Chair Reardon 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. Brenda Green seconded the motion. Motion carried 6/0.

OLD BUSINESS

None

NEW BUSINESS

Clark Sanders said there will not be a meeting on November 28, 2017, or December 12, 2017.

ADJOURNMENT

The meeting adjourned at 7:05 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Assistant.

CITY PLANNING COMMISSION
MINUTES OF THE CITY/COUNTY PRE-MEETING WORKSHOP
GEORGE AMOS MEMORIAL BUILDING ~ 500 S. GILLETTE AVE.
January 18, 2018 – 6:00 p.m.

The January 18, 2018, Pre-Meeting Workshop of the City of Gillette Planning Commission and the County Planning Commission convened at 6:00 p.m. in the George Amos Memorial Building, located at 500 S. Gillette Ave. City Planning Commission Members present were Chairman Jim Nielsen, Vice-Chair Cindy Reardon, Brenda Green, Sheryl Martin, Jennifer Tuomela, Ted Jerred, and Trevor Matson. Those present from the City of Gillette were Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Administrative Assistant. Discussion was held on a variety of topics including future joint meeting trainings.

The Pre-Meeting Workshop adjourned at 6:50 p.m.

Minutes taken and prepared by:

Jill McCarty
Administrative Assistant

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE CITY/COUNTY MEETING
Commissioner Chambers ~ County Courthouse
January 18, 2018 ~ 7:00 p.m.

PRESENT

Commission Members Present: Chairman Jim Nielsen, Vice-Chair Cindy Reardon, Brenda Green, Sheryl Martin, Jennifer Tuomela, Trevor Matson, and Ted Jerred

Commission Members Absent: None

City Staff Present: Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Administrative Assistant.

County Planning Commissioners Present: Chairman Kevin Couch, Vice-Chair Bruce Brown, Miles Williams, and Todd Hildebrand.

County Commission Members Absent: Tom Simons

County Staff Present: Megan Nelms, Planning and Zoning Administrator; Kevin King, Public Work Director; Melissa Kershner, County Administrative Assistant.

CALL TO ORDER

Chairman Couch called the meeting to order at 7:00 p.m.
Chairman Nielsen called the meeting to order for the City shortly after.

17.047CSP-COUNTY
SUBDIVISION PLAT-
Rocky Butte Industrial
Park

Megan Nelms presented Case No. 17.047CSP.

The owner, Tony Wille, is seeking approval of a County Subdivision plat known as the Rocky Butte Industrial Park.

The owner, Tony Wille, is proposing to subdivide 19.63 Acres of land located in a portion of the W ½ SW ¼ Section 19, Township 49 North, Range 71 West. The proposed subdivision is approximately .5 miles south of the recently annexed Antelope Valley and Crestview Estates Annexation, north of Henry Road. The property is within one (1) mile of the existing City limits, prompting a joint City/County subdivision review per W.S. 31-12-103.

The proposed subdivision will contain 2 Lots. Lot 1, 9.78 Acres and Lot 2, 9.85 Acres. The land is currently zoned I-1, (Light Industrial) and is vacant. Access to the property will be from an existing permitted approach along Highway 59.

The applicant has not requested City utilities to serve this property.

Chairman Couch asked if there were any questions or comments from the public or the County Planning Commission. There were none. Chairman Nielsen then asked if there were any questions from the City Planning Commission. Ted Jerred asked if there would be two accesses to Highway 59, or if the access easement would be shared. Megan Nelms said only a shared access easement has been proposed.

Vice-Chair Reardon made a motion to approve the case and Ted Jerred seconded. A vote was taken on the motion. Motion carried 7/0.

ADJOURNMENT

There being no further business, the City/County Planning Commission meeting adjourned at 7:06 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Assistant.



**CITY OF GILLETTE
PLANNING COMMISSION
January 23, 2018 7:00:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming
(307)686-5281**

DATE: 1/23/2018 7:00:00 PM

CASE NUMBER AND TITLE:

17.045Z

Zoning Map Amendment – Lot 4C Westover Hills Subdivision Phase I

APPLICANT/OWNER:

BCC, LTD

AGENT:

Curt Betcher

CASE SUMMARY:

The owner is proposing to rezone 19.83 acres of land located north of Westover Road and West of White's Energy Dodge.

CASE BACKGROUND:

The owners are proposing to rezone 19.83 Acres of land from C-1 General Commercial District to R-4 Multi Family Residential District. Upon analyzing the market, the owners feel an R-4, Multi Family District is a better fit with the neighboring residential properties to the west as well as the location of the existing Prairie Wind Elementary School. The property was annexed to the City of Gillette in May 1979. It was subsequently resubdivided over time and in April 2003 became Lot 4C Westover Hills Subdivision. The property is bounded on the west by A-Agricultural and R-R Rural Residential Land to the west, I-2 Heavy Industrial Zoning District across Interstate 90 to the north and C-1 General Commercial to the east and south. As per the zoning regulations the minimum zone lot size for R-4 Multi Family Residential district is 2 Acres. The proposed zoning change meets the minimum size requirement. The remaining C-1 General Commercial District will continue to meet the minimum zone lot size requirement of four (4) Acres.

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

The proposal to rezone 19.83 acres of Land from C-1, General Commercial District to R-4, Multi Family Residential District recognizes the changing conditions in the City.

CASE REQUIREMENTS:

None

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Clark Sanders, Planner

TENTATIVE CITY COUNCIL DATE:

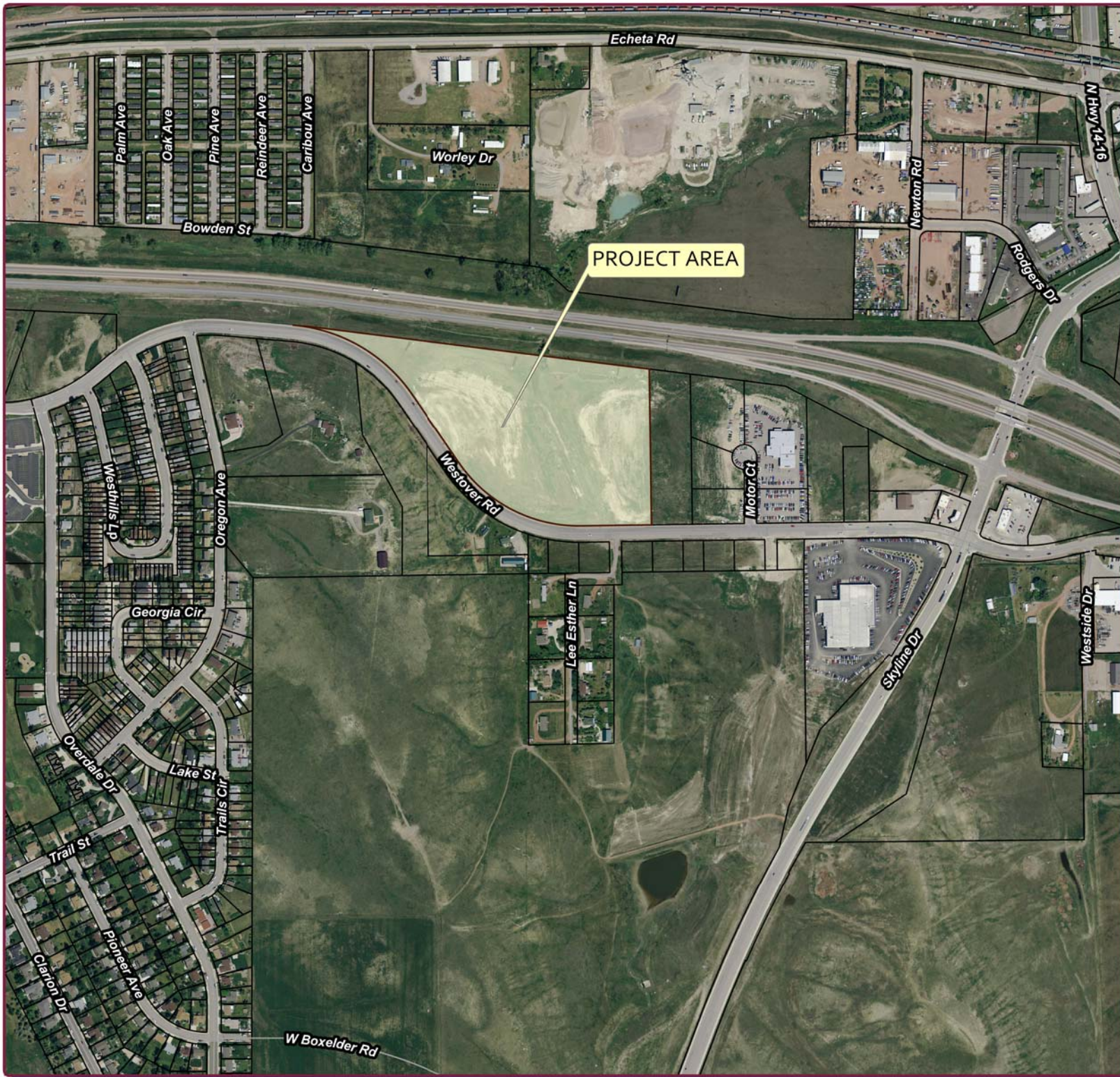
February 6, 2018

ATTACHMENTS:

Click to download

☐ [Aerial and Vicinity Map](#)

☐ [Ordinance](#)



CITY OF GILLETTE

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



- Planning Projects
- Land Survey Parcels

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THE INFORMATION CONTAINED THEREIN.



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ZONING MAP AMENDMENT
LOT 4C
WESTOVER HILLS SUBDIVISION
December 18, 2017

Productivity Service With P.R.I.D.E. Enthusiasm
Responsibility Integrity Dedication

ORDINANCE NO.

AN ORDINANCE TO AMEND THE DISTRICT ZONING MAP
OF THE CITY OF GILLETTE, WYOMING,
A PARCEL OF LAND LOCATED IN LOT 4C, BLOCK 1, WESTOVER HILLS SUBDIVISION PHASE I,
FROM C-1 GENERAL COMMERCIAL DISTRICT, TO R-4 MULTI FAMILY RESIDENTIAL DISTRICT.
SUBJECT TO ALL PLANNING REQUIREMENTS

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

Section 1. Legal Description

A parcel located in the S1/2 S1/2 of Section 20, T50N, R72W of the 6th P.M., City of Gillette, Campbell County, Wyoming, as recorded in Book 7 of Plats, Page 171 of the Campbell County Clerks records, being more particularly described as follows:

Lot 4C, Block 1, Westover Hills Subdivision Phase I

Said parcels contains 19.83 acres more or less.

Section 2. Zoning Amendment

The Zoning of property legally described as Lot 4C, Block 1, Westover Hills Subdivision Phase I, is hereby amended from C-1 General Commercial District to R-4, Multi Family Residential District per the attached Exhibit “A” Map.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2018.

(S E A L) ATTEST:

Louise Carter-King, Mayor

Karlene Abelseth, City Clerk

Publication Date:



**CITY OF GILLETTE
PLANNING COMMISSION
January 23, 2018 7:00:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming
(307)686-5281**

DATE: 1/23/2018 7:00:00 PM

CASE NUMBER AND TITLE:

17.044ZA

Zoning Text Amendment – Billboard Sign Display Area

APPLICANT/OWNER:

Target Sign Company

AGENT:

Jonathan Musser

CASE SUMMARY:

The applicant is requesting a zoning text amendment to amend Section 16. Definitions (sss) (1), Section 10.f.(1).(g); Section 10.f.(1), and Exhibit 10-2 of the Sign Regulations.

CASE BACKGROUND:

In March 2017 the applicant applied for a zoning permit to construct a tri-face billboard sign at the corner of Westover Road and 4-J Road. The March 14, 2017, zoning application was granted with conditions. The conditions were as follows:

1. The total combined advertisement square feet (area) shall not exceed 680 square feet for all conventional billboards and electronic graphic display signs to be located on this structure in accordance with Section 10.f.(1)(g) of the City Zoning Ordinance. The total, combined area of all advertisement panels as proposed is 900 square feet on the plans submitted. Please reduce the advertisement area accordingly.
2. The electronic graphic display sign panel shall not exceed 340 square feet in total area.
3. Based on the configuration of this structure, only one (1) electronic graphic display panel is allowed in accordance with Section 10.f.(1)(I)(10) of the City Zoning Ordinance.

The permit applicant, in a written statement, indicated “I reserve the right to apply for a variance on the square footage total.”

Based upon the City of Gillette Zoning Ordinance and Variance and Appeal process, an applicant has a right to appeal or apply for a variance when,

1. A zoning permit has been denied.
2. The applicant files a variance and appeal request within ten (10) days of the denial of a zoning permit.

(Section i.(1) and j.(1) of the City of Gillette Zoning Code)

Because neither of these criteria were met and the gross advertising area exceeded the maximum allowable area by 220 square feet, the applicant was required to remove or reduce the advertising area on one (1) side of the tri-faced billboard located at the corner of Westover Road and 4-J Road. In communication with the Department of Development Services staff and the City Attorney, it was determined the best course forward was for the applicant to apply for a zoning text amendment.

The applicant is requesting the following zoning text amendment:

- Amend Section 16. DEFINITIONS (sss) (1) to include the following:

(b) Tri-Face Billboards: a Billboard with three (3) advertising faces supported by one (1) or more uprights, poles or braces in or upon the ground, and not attached to any building.

(c) Billboards shall not exceed a maximum of three (3) advertising faces.

- Amend Section 10.f.(1).(g) to include the following:

(1) See Section 10.f.(1).(m) for Tri-Face Billboard measurement limits and 10.g for further billboard measurement guidance.

- Amend Section 10.f.(1) to include the following:

(m) Tri-Face Billboards: Tri-Face Billboards shall be permitted with the same spacing and placement requirements as all other billboards as listed in Section 10. The total advertising area of a tri-face billboard shall not exceed 900 square feet. Per Section 10.f.(1).(l).(10), one (1) Electronic Graphic Display (maximum of 340 square feet of advertising space) shall be allowed as part of a tri-face billboard's total advertising area.

- Amend Exhibit 10-2 as shown in Exhibit.

CASE REQUIREMENTS:

None

STAFF RECOMMENDATION:

Staff supports the proposed zoning text amendment.

CASE MANAGER:

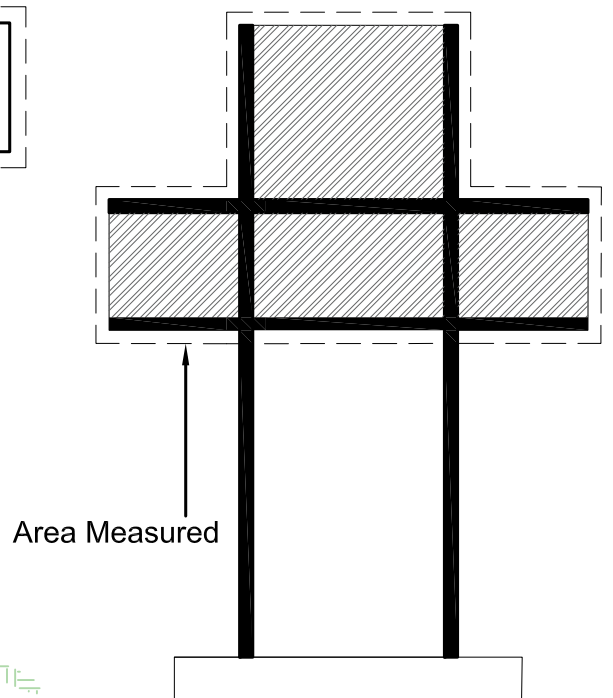
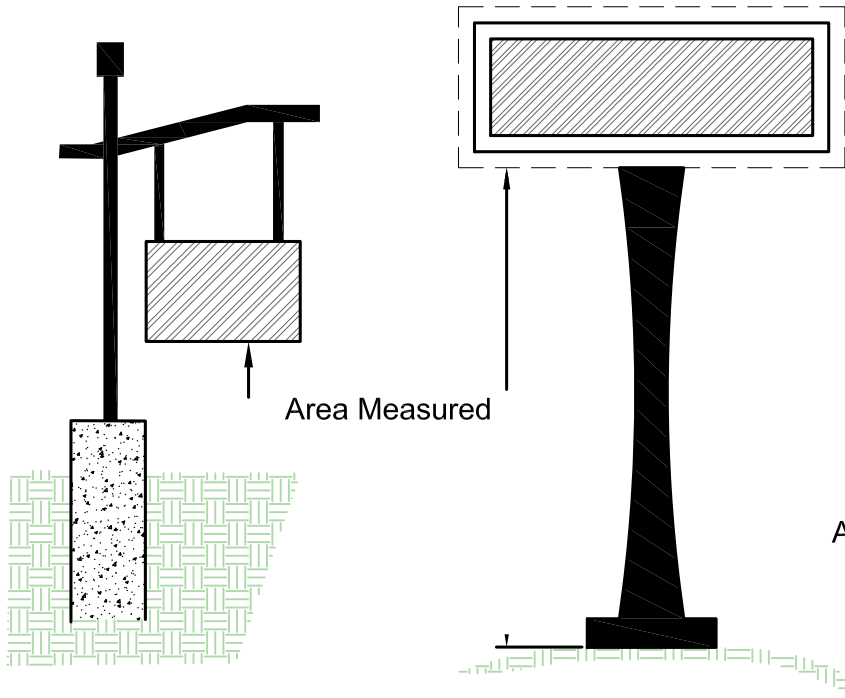
Clark Sanders, Planner

TENTATIVE CITY COUNCIL DATE:

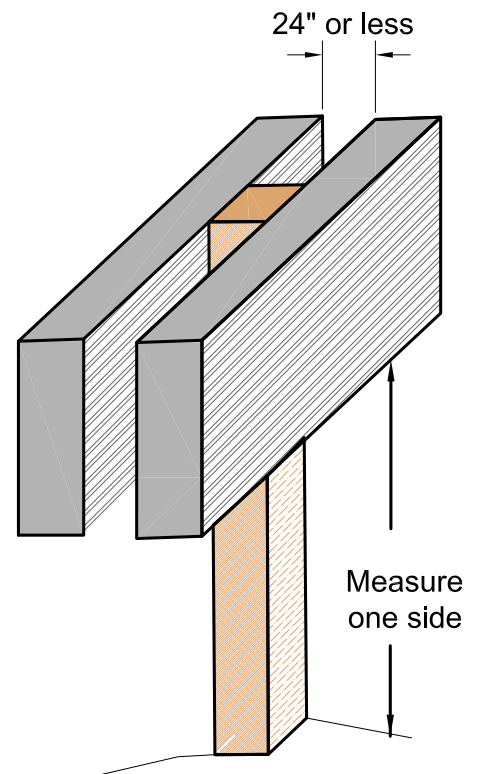
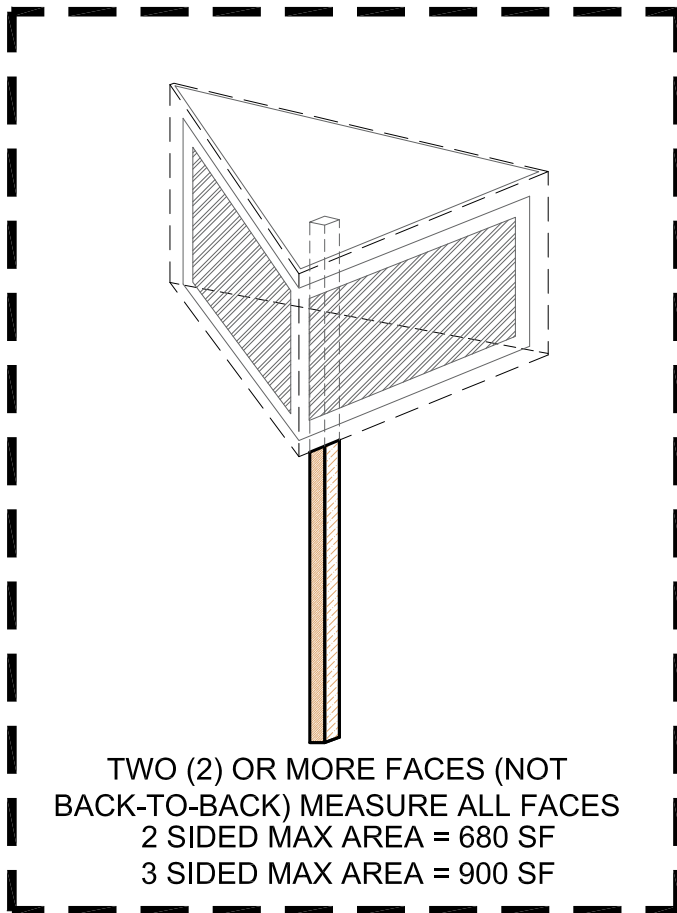
February 6, 2018

ATTACHMENTS:

Click to download
<input type="checkbox"/> Exhibit 10-2
<input type="checkbox"/> Ordinance



PROPOSED AMENDMENT



City Of Gillette
DEVELOPEMENT SERVICES
P.O. BOX 3003, 201 E. 5TH STREET
GILLETTE, WYOMING 82717
PHONE: (307) 686-5311

SIGN AREA MEASUREMENT

DRAWN BY: KEB

APPROVED BY: MHC

DATE:

JANUARY 2017

DRAWING NO.

EXIBIT 10-2

ORDINANCE NO.

AN ORDINANCE APPROVING AND AUTHORIZING A ZONING TEXT AMENDMENT TO AMMEND SECTION 16. DEFINITIONS (sss) (1), SECTION 10.f.(1).(g), SECTION 10.f.(1), AND EXHIBIT 10-2 OF THE SIGN REGULATIONS, SUBJECT TO ALL PLANNING REQUIREMENTS

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

SECTION ONE: Paragraph (b) and (c) shall be added to Section 16 (sss) (1) of the Zoning Ordinance of Gillette, Wyoming to read as follows:

(b) Tri-Face Billboards: a Billboard with three (3) advertising faces supported by one (1) or more uprights, poles or braces in or upon the ground, and not attached to any building.

(c) Billboards shall not exceed a maximum of three (3) advertising faces.

SECTION TWO: Paragraph (1) shall be added Section 10.f.(1).(g) of the Zoning Ordinance of Gillette, Wyoming to read as follows:

(1) See Section 10.f.(1).(m) for Tri-Face Billboard Measurement limits and 10.g for further billboard measurement guidance.

SECTION THREE: Paragraph (m) shall be added Section 10.f.(1) of the Zoning Ordinance of Gillette, Wyoming to read as follows:

(m) Tri-Face Billboards: Tri-Face Billboards shall be permitted with the same spacing and placement requirements as all other billboards as listed in Section 10. The total advertising area of a tri-face billboard shall not exceed 900 square feet. Per Section 10.f.(1).(l).(10), one (1) Electronic Graphic Display (maximum of 340 square feet of advertising space) shall be allowed as part of a tri-face billboard's total advertising area.

SECTION FOUR: Exhibit 10-2 shall be amended as per the attached exhibit.

SECTION FIVE. This ordinance shall be in full force and effect on its effective date,
_____, 2018.

PASSED, APPROVED AND ADOPTED THIS __ day of _____, 2018.

Louise Carter-King, Mayor

(S E A L)
ATTEST:

Karlene Abelseth, City Clerk