



**CITY OF GILLETTE  
PLANNING COMMISSION**  
**Tuesday, May 26, 2020**  
7:00 PM  
Council Chambers  
201 E. 5th Street, Gillette, Wyoming 82716  
(307) 686-5281

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**Call To Order**

**Approval of Minutes**

1. **Pre-Meeting Workshop Minutes - April 27, 2020**  
**Regular Meeting Minutes - April 28, 2020**

**Cases**

**Case No. 20.007SPP Preliminary Plat - Copper Ridge Estates Phase II**

**Old Business**

**New Business**

**Adjournment**

Planning Commission Meeting Comment Form

**CHAIRMAN**

Jim Nielsen

**VICE-CHAIRMAN**

Cindy Reardon

**BOARD MEMBERS**

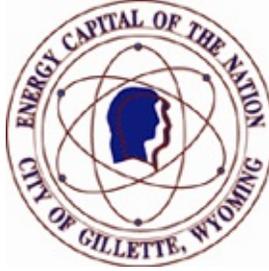
Trevor Matson  
Brenda Green

Jennifer Tuomela

Sheryl Martin  
Ted Jerred

[www.gillettewy.gov](http://www.gillettewy.gov)

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**CITY OF GILLETTE  
PLANNING COMMISSION  
May 26, 2020 7:00:00 PM  
Council Chambers  
201 E. 5th Street, Gillette, Wyoming  
(307)686-5281**

**DATE:** 5/26/2020 7:00:00 PM

**CASE NUMBER AND TITLE:**

Pre-Meeting Workshop Minutes - April 27, 2020

Regular Meeting Minutes - April 28, 2020

**APPLICANT/OWNER:**

**AGENT:**

**CASE SUMMARY:**

**CASE BACKGROUND:**

**CASE REQUIREMENTS:**

**STAFF RECOMMENDATION:**

**CASE MANAGER:**

**TENTATIVE CITY COUNCIL DATE:**

**ATTACHMENTS:**

Click to download

[Pre-Meeting Workshop 4/27/20](#)

[Meeting Minutes 4/28/2020](#)

**CITY PLANNING COMMISSION**  
**MINUTES OF THE PRE-MEETING WORKSHOP**  
**VIA VIDEOCONFERENCE**  
April 27, 2020 – 6:30 p.m.

The April 27, 2020, Pre-Meeting Workshop of the City of Gillette Planning Commission convened at 6:30 p.m. via videoconference. Planning Commission Members present were Vice-Chair Reardon, Jennifer Tuomela, Ted Jerred, and Trevor Matson. Those present from the City of Gillette were Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Sr. Administrative Assistant.

Discussion was held on the case(s) to be presented at the regular meeting on April 28, 2020.

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

Minutes taken and prepared by:

Jill McCarty  
Sr. Administrative Assistant

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Via Videoconference  
April 28, 2020

PRESENT

Commission Members Present: Cindy Reardon, Trevor Matson, Ted Jerred, Sheryl Martin, and Jennifer Tuomela

Commission Members Absent: Ryan Conklin

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

CALL TO ORDER

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

ELECTION OF CHAIR

Ted Jerred nominated Cindy Reardon as Chair of the Planning Commission. Trevor Matson seconded. There being no other nominations, the motion carried 5/0.

ELECTION OF VICE-CHAIR

Trevor Matson nominated Ted Jerred as Vice-Chair of the Planning Commission. Jennifer Tuomela seconded the nomination. There being no other nominations, the motion carried 5/0

APPROVAL OF THE MINUTES

A motion was made by Jennifer Tuomela to approve the pre-meeting workshop minutes, and the regular meeting minutes of the City Planning Commission Meeting of March 10, 2020. Trevor Matson seconded the motion. Motion carried 5/0.

20.006DP-  
DEVELOPMENT PLAN-  
Hampton Inn & Suites

The owner, Ghazanfer Khan, is requesting the construction of a new eighty-two (82) unit, four (4) story Hampton Inn & Suites to be located on Lots 2A and 2B, Block 1, of Westover Hills Subdivision Phase 1 more simply known as 2300 & 2312 Westover Road.

This case came before the Planning Commission in 2017. That Development Plan has since gone beyond the 3 year expiration as well as being significantly different in layout from the previous Development Plan.

The vacant 3.69 acre property was originally platted as Lot 2 of the Westover Hills Subdivision Phase 1 in 1980. In 1988 the original Lot 2 was split into Lot 2A and Lot 2B. No development has ever taken place on either of the two lots. In late 2019 an administrative plat to combine Lots 2A and 2B, Block 1, Westover Hills Subdivision Phase I was submitted for review and approval. The proposed layout indicates the structure will be built across the existing Lots 2A and 2B. Prior to any building or zoning permits being issued the administrative plat to combine the lots into one lot is required to be filed at the office of the Campbell County Clerk.

Both lots are currently zoned C-1, General Commercial and this proposal is compatible with the Land Use Plan as the Land Use Plan envisions this area to develop as General Commercial.

On April 23, 2020, the Parks Board reviewed the Development Landscaping plan and voted in favor of the proposed Landscape Plan. The Landscaping meets the requirements and intent of the Landscape Ordinance.

Clark Sanders said the city did not receive any comments from the public on this case.

Chair Reardon asked if there were any comments or questions from the Commission on the case. Chair Reardon inquired about the 26-foot width for the fire lanes, and if that was what currently in the plans submitted. Clark Sanders currently the plans show a 24-foot width and has spoken to the developer and they will widen it to be 26-foot all around the building.

There being no further comments or questions, Ted Jerred made a motion to approve the case. Trevor Matson seconded the motion. Motion carried 5/0.

20.005SFPM-FINAL  
PLAT-Resub Tract A  
Eischeid Subdivision

The owner, D & R Investments, LLC, is proposing to subdivide 10.15 acres into two tracts of 5.075 acres with the extension of Elder Street as dedicated right-of-way between the two.

The property is located off of Lakeway Road on Elder Street. The lot is currently zoned I-1, Light Industrial and will remain I-1.

The proposed lots meet the minimum lot size and minimum width requirements. The existing tract is being divided based on how it is currently being used. The existing Elder Street right-of-way will be extended to divide the existing single tract into two all the way to the south property line and add a turnaround; at this time there are no additional improvements planned for the subdivision. Even though the right-of-way will be dedicated to the City of Gillette on the plat, the Engineering Division has determined that the city will retain ownership of the right-of-way without maintenance. Any future development will trigger construction of the Elder Street extension to be brought up to city standards and once this is done, then the Engineering Division will review the road improvements with the possibility of city acceptance of the infrastructure.

Chair Reardon asked if there were any comments or questions from the Commission on the case. Chair Reardon asked for clarification on who would be responsible for the development of the extension of Elder Street. Meredith Duvall said the property owners would be responsible for the infrastructure improvements of Elder Street once future development happens, like a commercial development plan for example she said.

Chair Reardon asked if there were any comments from the public regarding this case, and Meredith said there were none.

There being no further comments or questions, Trevor Matson made a

motion to approve the case. Jennifer Tuomela seconded the motion. Motion carried 5/0.

OLD BUSINESS

None

NEW BUSINESS

Clark Sanders said there would be no meeting on May 12, 2020, and there will be a meeting on May 26, 2020.

ADJOURNMENT

The meeting adjourned at 7:20 p.m.

Minutes taken and prepared by Jill McCarty, Sr. Admin Assistant.

DRAFT



**CITY OF GILLETTE  
PLANNING COMMISSION  
May 26, 2020 7:00:00 PM  
Council Chambers  
201 E. 5th Street, Gillette, Wyoming  
(307)686-5281**

**DATE:** 5/26/2020 7:00:00 PM

**CASE NUMBER AND TITLE:**

20.007SPP Preliminary Plat - Copper Ridge Estates Phase II

**APPLICANT/OWNER:**

ISKK, LLC

**AGENT:**

C.J. Sloan, P.E.; Sloan Engineering

**CASE SUMMARY:**

The applicant is seeking Preliminary Plat approval for 23 new residential lots and four (4) tracts of land for the purpose of drainage.

**CASE BACKGROUND:**

The 15.62 acre property is located at the south west end of the existing Mountain Shadow Drive. This Preliminary Plat includes the second phase of residential development in the Copper Ridge Estates Subdivision. Currently there are 78 platted residential lots in the first phase of development. This phase of the subdivision will extend Mountain Shadow Drive an approximate distance of .3 miles. The right-of-way is 2.28 acres in size.

The property is currently zoned R-S, Suburban Residential District. The proposed lots do not meet the minimum size requirements for an R-S District. As part of the approval process the developer will propose a zoning map amendment from R-S, Suburban Residential District to R-1, Single Family Residential District in the future. The rezoning shall be completed prior to the City Council acting on the Final Plat for this land area. Minimum lot size in the R-1, Single Family District is 6,000 s.f. The average lot size of the proposed subdivision is .45 acres (19,754 s.f.). All proposed lots meet the minimum width of 50 feet. There are four (4) drainage tracts proposed. Tract A, Block 3, Tract B, Block 5, Tract C, Block 6 and Tract D, Block 8. In total this amounts to 2.91 acres of drainage which will be dedicated to the City of Gillette. The overall proposed street network meets the required connectivity index as required in the Subdivision Regulations.

Water, Sewer, Storm Drainage, Electrical, Street, and sidewalk utilities will be required to be extended as part of the Final Plat submittal process.

The Parks and Beautification Board recommended the Developer pay a fee-in-lieu of any parkland dedication. The Parks and Pathways Master Plan does not indicate the need for additional parkland in this area. The interconnectivity of streets, sidewalks and pathways, provide residence with access to the Westover Park which, in total is over 6 acres in size. The Subdivision Regulations require a \$350 per lot

fee be assessed when parkland area is not required as part of the Parks and Pathways Master Plan. For the proposed 23 Residential lots, this fee amounts to \$8,050 which will be required to be paid prior to obtaining a Permit to Construct. These monies are collected and deposited in an account for the construction of larger regional parks which serve a greater population. Furthermore, this reduces the number of small "pocket parks" located throughout the City, which increase cost for upkeep and maintenance.

**CASE REQUIREMENTS:**

1. The Preliminary Plat is required to pay a parkland fee in the amount of \$8,050. This fee is required to be paid prior to obtaining a Permit to Construct.
2. A Permit to Construct is required and shall be issued one week prior to City Council acting on the Final Plat.
3. Appropriate corporate documentation for ISKK, LLC, shall be submitted prior to recording the Final Plat.
4. The Final Plat shall be in substantial compliance with the Preliminary Plat and shall meet all City of Gillette Engineering Design Standards.
5. A Recorded or Unrecorded Plat Agreement and necessary attachments shall be submitted prior to recording the Final Plat.
6. All requirements of the Campbell County Fire Department shall be adhered to.
7. A Traffic Impact Analysis shall accompany the Final Plat submittal.
8. All electrical easements shall be finalized at the Final Plat stage and be acceptable to the City Electrical Division.
9. The re-zoning request for this land area shall be approved by the City Council prior to the City Council taking action on a Final Plat for this land area.
10. The applicant is responsible to ensure that all lots are buildable with the Zoning Ordinance and other City requirements.
11. The drainage plans for the subdivision shall be finalized at the Final Plat stage with the Permit to Construct issued by City Engineering.
12. The Final Plat shall correct all cosmetic changes and shown in ePlans as well as items recommended by the Campbell County Assessor and County Clerk.

**STAFF RECOMMENDATION:**

Staff recommends approval of the Preliminary Plat for Copper Ridge Estates, Phase II, subject to all Planning requirements.

**CASE MANAGER:**

Clark Sanders, Planner

**TENTATIVE CITY COUNCIL DATE:**

June 2, 2020

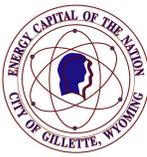
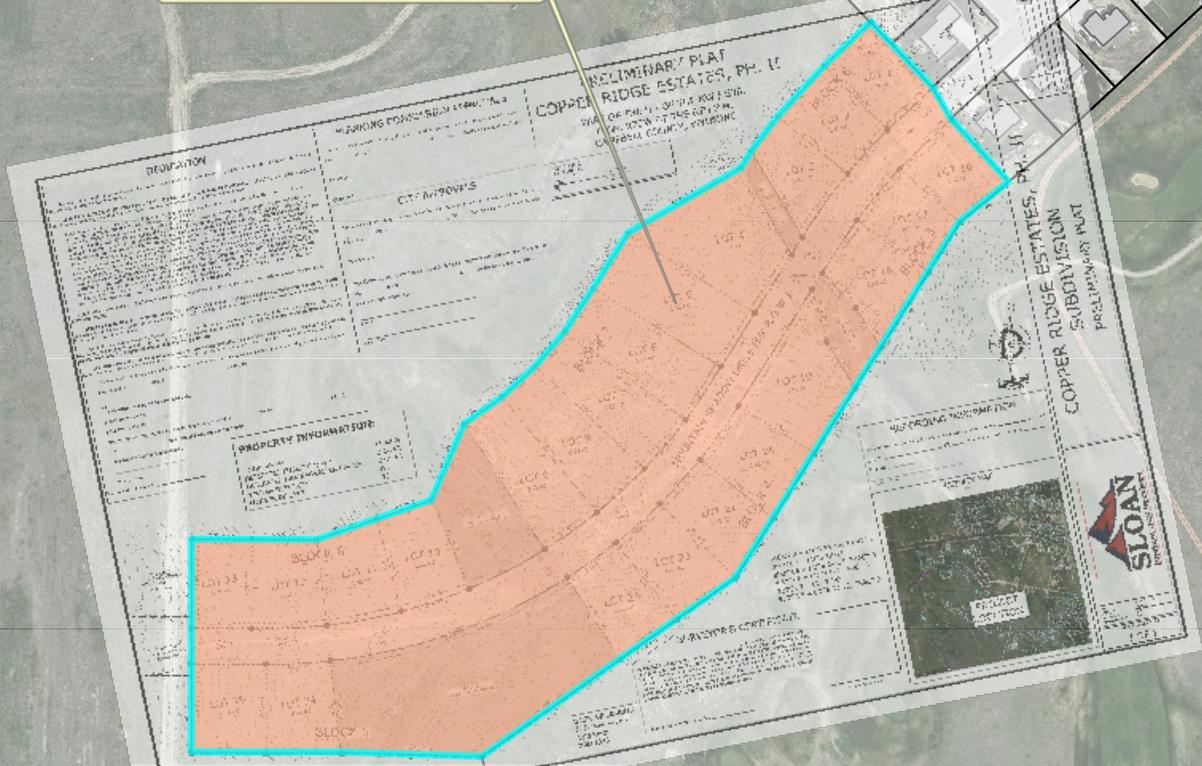
**ATTACHMENTS:**

Click to download
<input type="checkbox"/> <a href="#">Aerial and Vicinity Sketch</a>
<input type="checkbox"/> <a href="#">Preliminary Plat</a>
<input type="checkbox"/> <a href="#">Planning Requirements</a>
<input type="checkbox"/> <a href="#">Parks Board Meeting Minutes</a>

# 20.007SPP- PRELIMINARY PLAT COPPER RIDGE ESTATES, PHASE II



**PROJECT LOCATION**



**CITY OF GILLETTE**

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

5/18/2020 11:52 AM

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.

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

**DEDICATION**

Know all men by these presents that the undersigned ISKK, LLC, being owner, proprietor or parties of interest in the land shown on this plat, do hereby certify:

That the foregoing plat designated as Copper Ridge Estates, Ph. II, is located in Section 30, Township 50 North, Range 72 West, City of Gillette, Campbell County, Wyoming, and is more particularly described as follows:

Beginning at the West lot corner of Lot 1, Block 4, Copper Ridge Estates Phase I from which the Northwest section corner of said Section 30 lies S89°49'32"W a distance of 1529.12 feet; thence S42°54'02"E along the south line of said Lot 1, Block 4 a distance of 100.00 to the South lot corner of said Lot 1, Block 4; thence S30°09'37"E a distance of 61.51 feet to the West lot corner of Lot 15, Block 3, Copper Ridge Estates Phase I; thence S42°54'02"E along the south line of said Lot 15, Block 3 a distance of 143.67 feet to the boundary of Bell Knob Golf Course; thence S51°11'56"W along the said boundary of Bell Knob Golf Course a distance of 108.21 feet; thence S32°13'04"W along the said boundary of Bell Knob Golf Course a distance of 522.54 feet; thence N88°26'45"W a distance of 236.27 feet; thence N89°36'14"W a distance of 250.07 feet; thence N00°23'46"E a distance of 360.00 feet; thence S89°36'14"E a distance of 209.34 feet; thence N71°01'38"E a distance of 203.65 feet; thence N23°37'15"E a distance of 140.50 feet; thence N54°24'49"E a distance of 76.97 feet; thence N47°17'47"E a distance of 76.97 feet; thence N40°10'46"E a distance of 76.97 feet; thence N33°23'55"E a distance of 88.80 feet; thence N32°13'04"E a distance of 108.00 feet; thence N59°53'30"E a distance of 219.09 feet; thence N32°30'25"E a distance of 33.79 feet; thence N37°34'11"E a distance of 72.86 feet; thence N42°35'04"E a distance of 116.13 feet; thence N46°55'09"E a distance of 107.40 feet; thence S42°54'02"E a distance of 50.00 feet to the POINT OF BEGINNING.

Said tract of land contains 15.62 acres, more or less, subject to all rights, restrictions, reservations, and/or easements of sight and record.

That this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with the desires of the undersigned owner(s) and proprietor(s); and this that is a correct plat of the area as it is divided into lots, blocks, streets, and easements.

That the undersigned owner(s) of the land shown and described on this plat do hereby dedicate to the City of Gillette and its licensees for perpetual public use, all streets, alleys, easements, and other public lands within the boundary lines of the plat, as indicated, and not already otherwise dedicated for public use.

Drainage easements, as designated on this plat, are hereby dedicated to the City of Gillette and its licensees for public use, to accommodate the flow or storage of storm waters and shall be kept free of all fences, structures, and other impediments.

All rights under and by virtue of the homestead exemption laws of the State of Wyoming and hereby waived and released.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_,

by  
Kirti Patel - Managing Member ISKK, LLC

STATE OF WYOMING )  
                                  ) ss.  
CAMPBELL COUNTY )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_,

by \_\_\_\_\_, as a free and voluntary act and deed.

Witness my hand and official seal.

Notary Public

My commission Expires: \_\_\_\_\_

**PROPERTY INFORMATION:**

TOTAL AREA:	15.62 AC
DEDICATED PUBLIC R.O.W.:	2.28 AC
DEDICATED DRAINAGE/OPEN SPACE:	2.91 AC
ZONING DISTRICT:	R-1
NUMBER OF LOTS:	23

**PLANNING COMMISSION APPROVALS**

This plat for Copper Ridge Estates, Phase II, is hereby approved for recording as a Final Plat on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Gillette Planning Commission.

Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

**CITY APPROVALS**

This plat for Copper Ridge Estates, Phase II, is hereby approved for recording as a Final Plat on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the City Engineer of Gillette, Wyoming.

City Engineer \_\_\_\_\_

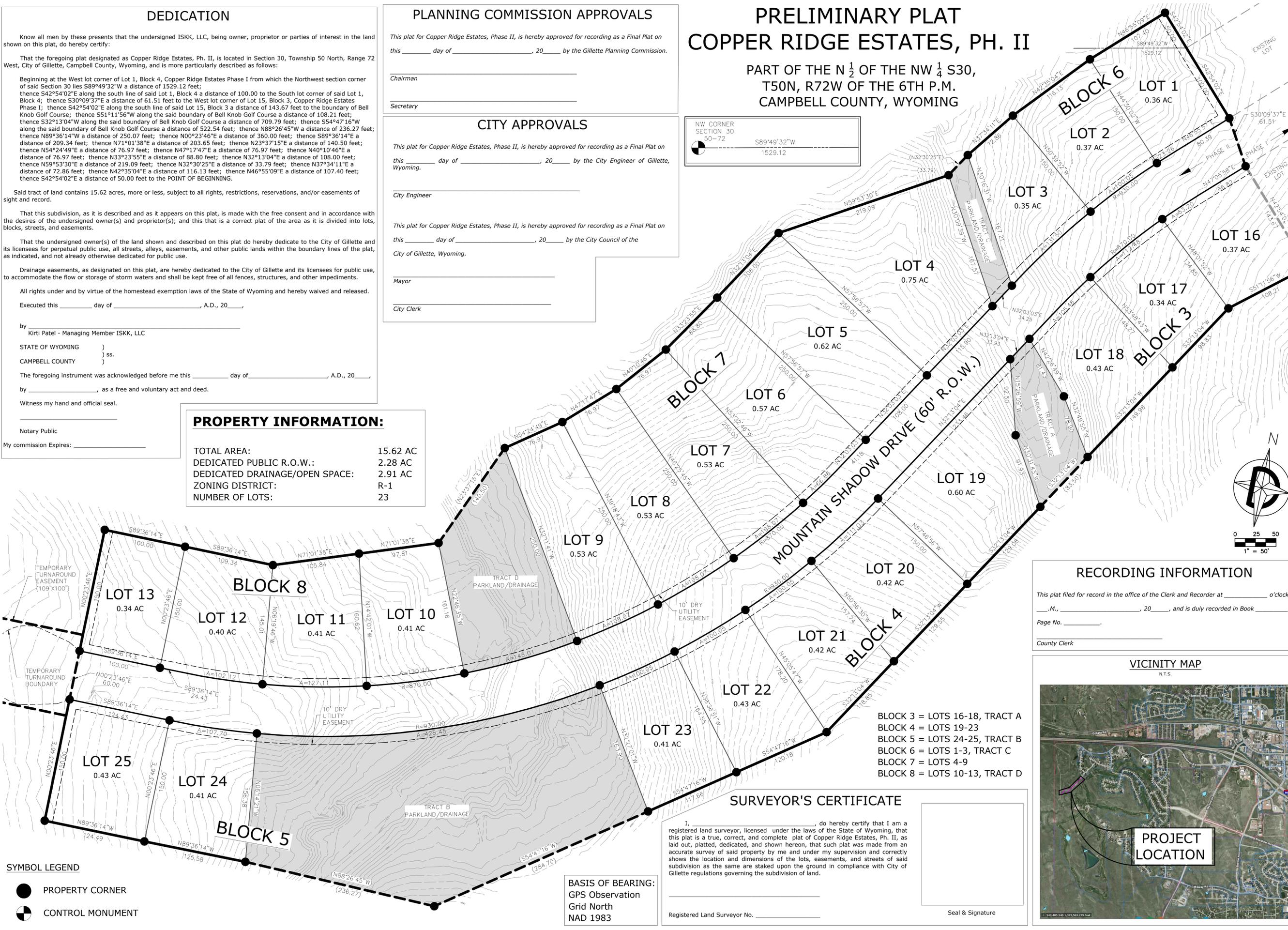
This plat for Copper Ridge Estates, Phase II, is hereby approved for recording as a Final Plat on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the City Council of the City of Gillette, Wyoming.

Mayor \_\_\_\_\_

City Clerk \_\_\_\_\_

**PRELIMINARY PLAT  
COPPER RIDGE ESTATES, PH. II**

PART OF THE N 1/2 OF THE NW 1/4 S30,  
T50N, R72W OF THE 6TH P.M.  
CAMPBELL COUNTY, WYOMING



**RECORDING INFORMATION**

This plat filed for record in the office of the Clerk and Recorder at \_\_\_\_\_ o'clock, \_\_\_\_\_, M., \_\_\_\_\_, 20\_\_\_\_, and is duly recorded in Book \_\_\_\_\_, Page No. \_\_\_\_\_.

County Clerk \_\_\_\_\_

**VICINITY MAP**  
N.T.S.

**PROJECT LOCATION**

**SYMBOL LEGEND**

- PROPERTY CORNER
- ⊙ CONTROL MONUMENT

**BASIS OF BEARING:**  
GPS Observation  
Grid North  
NAD 1983

Registered Land Surveyor No. \_\_\_\_\_

Seal & Signature \_\_\_\_\_

BLOCK 3 = LOTS 16-18, TRACT A  
BLOCK 4 = LOTS 19-23  
BLOCK 5 = LOTS 24-25, TRACT B  
BLOCK 6 = LOTS 1-3, TRACT C  
BLOCK 7 = LOTS 4-9  
BLOCK 8 = LOTS 10-13, TRACT D

**SURVEYOR'S CERTIFICATE**

I, \_\_\_\_\_, do hereby certify that I am a registered land surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct, and complete plat of Copper Ridge Estates, Ph. II, as laid out, platted, dedicated, and shown hereon, that such plat was made from an accurate survey of said property by me and under my supervision and correctly shows the location and dimensions of the lots, easements, and streets of said subdivision as the same are staked upon the ground in compliance with City of Gillette regulations governing the subdivision of land.

**COPPER RIDGE ESTATES, PH. II  
SUBDIVISION  
PRELIMINARY PLAT**

REV. #	REVISION DESCRIPTION	DATE

DATE: 05/08/2020  
JOB NO: 20-01  
DRAWN BY: CJS  
APPROVED BY: CJS

PRELIMINARY PLAT  
1 OF 1



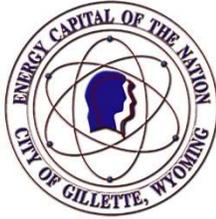
# Planning Requirements

## 20.007SPP

### Preliminary Plat - Copper Ridge Estates Phase II

The Planning Requirements are as follows:

1. The Preliminary Plat is required to pay a parkland fee in the amount of \$8,050. This fee is required to be paid prior to obtaining a Permit to Construct.
2. A Permit to Construct is required and shall be issued one week prior to City Council acting on the Final Plat.
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# CITY OF GILLETTE

Parks and Beautification Board

611 N. Exchange Ave. • Gillette, Wyoming 82716  
Phone 307.686.5320  
www.gillettewy.gov

**CITY OF GILLETTE  
PARKS AND BEAUTIFICATION BOARD  
MINUTES  
MAY 14, 2020  
5:30 P.M.  
VIDEO MEETING**

**MEMBERS:**

	<b>PRESENT</b>	
	<u>(YES)</u>	<u>(NO)</u>
Justin Lay, Chairperson	(X)	( )
Megan McManamen, Vice-Chairperson	(X)	( )
Mike Castellanos	(X)	( )
Cathrine Gallilee	(X)	( )
Wes Johnson	( )	(X)
Angi Klamm	(X)	( )
Robin Voigt	(X)	( )
<b>Meeting Quorum:</b>	<b>(X)</b>	<b>( )</b>

**STAFF:**

Sawley Wilde, Public Works Director  
Janie Kuntz, Parks Manager  
Clark Sanders, Planner  
Kim Klein, Senior Administrative Assistant

**I. CALL MEETING TO ORDER**

Chairperson Lay called the meeting to order at 5:30 p.m.

**II. APPROVAL OF MINUTES**

Ms. Klamm made a motion to accept the minutes from the April 23, 2020 meeting. Seconded by Mr. Castellanos. All members voted Aye. Motion passed.

**III. PUBLIC COMMENT**

None

**IV. NEW BUSINESS**

**A. Case – Copper Ridge Estates Phase II**

Clark Sanders, City Planner, presented the case on behalf of the developer. The size of this development is approximately 15.62 acres. There are 23 lots, ranging in size from 1/3 to 1/2 acre. The developer is proposing 2.91 acres of drainage / open space, as well as land between lots 3 and 4, and lots 18 and 19. Fee-in-lieu for this property would be \$8,050 (23 x \$350= \$8,050). Staff recommendation to the Board was to accept fee-in-lieu, as there is already a park (Westover Park) within 1/2 mile, sufficient open space (Bell Nob Golf Course) and the park does not follow what is set forth in the Parks and Pathways Master Plan. Mr. Castellanos

made a motion to accept staff recommendation of fee-in-lieu of \$8,050. Seconded by Ms. Voigt. All members voted Aye. Motion passed.

**V. OLD BUSINESS**

None

**VI. STAFF REPORT**

Mr. Wilde updated to the Board on the following topics:

- The services that the City is providing at this time due to COVID-19.
- The flower order is in and pickup is scheduled for Saturday, May 16<sup>th</sup> - 7:00 a.m. to 12:00 p.m.
- Landscape Beautification Award nominations are being accepted.
- Mr. Wilde will give his snow debrief to the Board at the June 11<sup>th</sup> meeting.

**VII. CHAIRPERSON'S / BOARD REPORT**

The Board shared how happy they were that yard waste is being picked up, and compost is being sold.

The Board would like the 4<sup>th</sup> of July parade to be added to the agenda for the next meeting.

**VIII. ADJOURNMENT**

This meeting was adjourned at 6:38 p.m.

**RESPECTFULLY SUBMITTED,**

Sawley Wilde, Public Works Director  
SW/kk