



**PLANNING COMMISSION AGENDA
CITY OF GILLETTE
2ND FLOOR COMMUNITY ROOM
201 E. 5TH ST., GILLETTE, WY 82716
Tuesday, January 14, 2025
5:15 PM**

- A. CALL TO ORDER
- B. APPROVAL OF MINUTES
 - 1. Approval of Minutes
- C. PRESENTATIONS
- D. CASES
 - 1. 3401 S Butler Spaeth Road
- E. OLD BUSINESS
- F. NEW BUSINESS
- G. ADJOURNMENT



**CITY OF GILLETTE
PLANNING COMMISSION**

DATE: January 14, 2025

TITLE:

Approval of Minutes

CASE SUMMARY:

Meeting Minutes of December 10, 2024

ATTACHMENTS:

[121024 Minutes.pdf](#)

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

PRESENT

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

Commission Members Absent: Chair Shaun Hottell, and Cristal Pratt,

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, Planner; Jill McCarty, Administrative Coordinator; Mike Cole, City Administrator; Sean Brown, City Attorney; Ry Muzzarelli, Development Services Director; and Alicia Allen, City Clerk.

City Council Present: Billy Montgomery, Jim West, and Tricia Simonson.

CALL TO ORDER

Vice-Chair Ryan Conklin called the meeting to order at 5:18 p.m.

COMPREHENSIVE PLAN

Verdunity gave a progress update on the city's Comprehensive Plan. Local engagements are also scheduled while the consultants are in town at the Recreation Center and Public Library with the Planning Division staff. Planning Manager Meredith Duvall asked for any questions or concerns on the Comprehensive Plan to contact her via email.

DISMISSAL OF COUNCIL

The members of City Council were dismissed after the Comp Plan update was complete.

APPROVAL OF THE MINUTES

A motion was made by Jack Colson to approve the meeting minutes of November 12, 2024. Ian Scott seconded the motion. Motion carried 5/0.

Case No.
PL2024-0102
MINOR
SUBDIVISION
2701 E 2nd Street

The applicant, Diverse Energy, LLC, Owner, seeks to move two lot lines, creating an adjustment in size for four lots: 2601, 2701, & 2801 E 2nd St and 2901 Conestoga Dr for ownership purposes. Currently, 2601 E 2nd St is 2.8 acres, 2701 E 2nd St is 5.46 acres, 2801 E 2nd St is 1.63 acres, and 2901 Conestoga Dr is 3 acres. Should this Minor Subdivision be approved, 2601 E 2nd St will be 2.5 acres, 2701 E 2nd St will be 4.4 acres, 2801 E 2nd St will be 2.12 acres, and 2901 Conestoga will be 3.79 acres. No new lots are being created. No existing easements are being vacated. All four of the lots are zoned I-2, Heavy Industrial District. Currently, there is no minimum lot size or width in an I-2 Zoning District. This will not change with the Zoning Ordinance Rewrite.

Shannon Stefanick said the city received no calls from the public on the case.

Vice-Chair Conklin asked if there were any comments from the public or Commission on the case.

Jack Colson asked if all the lots had water and sewer connections. Shannon Stefanick said the lots currently had water and sewer stubbed for connection, and lot 3A being

the only lot that does not have some development on it already, will need to go through a commercial site plan or development plan review with the Planning Division and utilities would be addressed at that time for the lot.

There being no further comments or questions Matthew Nelson made a motion to approve the case, and Richard Cone seconded. The Motion carried 4/0/1 Abstention.

Case No.
PL2024-0101
MINOR
SUBDIVISION
2401 Foothills Blvd

The City of Gillette Planning Division and Engineering Division is requesting the approval of the minor subdivision of 2401 Foothills Blvd.

The City Engineering Division is underway on the design for 24EN02-Foothills Drainage Improvements, which will address drainage issues and within the Foothills neighborhood and also encompasses the realignment of Foothills Boulevard. Given the current curve of Foothills Blvd, it has been determined that the best course of action for the community would be to realign the boulevard. During their due-diligence phase of the projects, it became clear that a minor subdivision would need to take place to facilitate the road realignment. At this point, the City Engineering Division requested the support of the City Planning Division to coordinate the land portion of the project.

The applicant is seeking to subdivide 2401 Foothills Blvd. The proposed realignment of Foothills Boulevard will be between proposed Lot 4 and Lot 3. The current zoning of all existing lots is M-H, Mobile Home District, and not proposed to change at this time.

All previous easements on proposed Lot 2B that were filed by separate instrument are called out on this plat and will remain.

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

Vice-Chair Conklin asked if there were any comments from the public or Commission on the case.

There being no further comments or questions Ian Scott made a motion to approve the case, and Matthew Nelson seconded. The Motion carried 5/0.

Case No.
PL2024-0104
MINOR
SUBDIVISION
3500 Force Road

The applicant is proposing to combine existing Lots 1 and 2, Block 1 of Executive Estates II Subdivision and the adjacent parcel to the west that is currently unplatted into one lot; Lot 1 of the Mr. Bones Subdivision at 2.638 acres. The proposed subdivision is for ownership purposes.

The parcels are all currently zoned C-1, General Commercial, and is not proposed to change at this time. Proposed Lot 1 does have access to city utilities. Because the proposed lot will be adjacent to WYDOT's highway (Hwy 50), if the land use does change, the landowner is required to submit an application to WYDOT and go through their review process for access review.

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

Vice-Chair Conklin asked if there were any comments from the public or Commission on the case.

Cody Neil, resident neighbor of the proposed subdivision of lots, was present and asked about the status of the lots being zoned commercial. Ms. Duvall pointed out on the map that two of the lots were already zoned commercial, and the last remaining lot had passed Planning Commission approval and was now going through three readings at City Council before the Ordinance would be adopted. Ms. Duvall said the third reading would be on December 17, 2024, and he could attend the meeting and be heard on the matter.

There being no further comments or questions Matthew Nelson made a motion to approve the case, and Jack Colson seconded. The Motion carried 5/0.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the public engagement events for the Comp Plan would be tonight at the Rec Center and the next day at the Public Library. Ms. Duvall said the December 24, 2024, meeting is canceled, and the next meeting would be January 14, 2025.

ADJOURNMENT The meeting was adjourned at 5:45 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE
PLANNING COMMISSION**

DATE: January 14, 2025

CASE NUMBER AND TITLE:

PL2024-0105

3401 S Butler Spaeth Road

AGENT:

Cevin Imus, Land Surveying Incorporated, Agent

CASE SUMMARY:

The applicant seeks to create two parcels from one existing parcel for ownership purposes.

CASE BACKGROUND:

The applicant seeks to create two parcels from one existing parcel for ownership purposes. The existing parcel, 3401 S Butler Spaeth Rd or Lot 3, is 9.34 acres and has no development. Lot 3A will be the northernmost lot and is proposed to be 1.34 acres. Lot 3B is proposed to be 7.94 acres.

The existing parcel is zoned C-1, General Commercial District. There is no minimum lot size in a C-1 District and the minimum width is 50 feet at the front setback. Both proposed lots will meet the minimum width requirement. Commercial and Industrial lots are not required to install improvements such as water and sewer until the time of development. Any future improvements will have to be addressed through the Development Review process.

CASE REQUIREMENTS:

All comments from the staff review process shall be addressed.

APPLICANT/OWNER:

8th Ave Apartments LLC, Owner

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Shannon Stefanick, City Planner

TENTATIVE CITY COUNCIL DATE:

January 21st, 2025

ATTACHMENTS:

[3401 S Butler Spaeth Rd Resolution](#)

[3401 S Butler Spaeth Rd Planning Requirements](#)

[3401 S Butler Spaeth Vicinity Map](#)

[DRAFT-PLAT_v1](#)

RESOLUTION NO.

**A RESOLUTION APPROVING AND AUTHORIZING THE
MINOR SUBDIVISION OF LOT 3, TRACT M2 OF THE
RESUBDIVISION OF TRACT M2, MOON MEADOW ESTATES
NO. 3; TO THE CITY OF GILLETTE, WYOMING, SUBJECT
TO ALL PLANNING REQUIREMENTS.**

WHEREAS the Final Plat of the Resubdivision of Lot 3, Tract M2 of the Resubdivision of Tract M2, Moon Meadows Estates No. 3 to be known as Lot 3A & Lot 3B, Tract M2 of the Resubdivision of Tract M2, Moon Meadow Estates No. 3; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on January 14th, 2025, with Planning Requirements.

WHEREAS the recording of the Resubdivision of Lot 3, Tract M2 of the Resubdivision of Tract M2, Moon Meadows Estates No. 3 to be known as Lot 3A & Lot 3B, Tract M2 of the Resubdivision of Tract M2, Moon Meadow Estates No. 3; 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 January 14th, 2025.

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

the Final Plat of Resubdivision of Lot 3, Tract M2 of the Resubdivision of Tract M2, Moon Meadows Estates No. 3 to be known as Lot 3A & Lot 3B, Tract M2 of the Resubdivision of Tract M2, Moon Meadow Estates No. 3; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by Land Surveying Incorporated, signed by Cevin C. Imus, Professional Land Surveyor, Wyoming Registration Number 9328, is hereby approved for filing with the Campbell County Clerk and Ex-Officio Recorder of Deeds.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2025.

Shay Lundvall, Mayor

(S E A L)

ATTEST:

Alicia Allen, City Clerk

PL2024-0105 | Minor Subdivision | 3401 S Butler Spaeth Rd

Planning Requirements

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

Vicinity Map



CITY OF GILLETTE

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

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

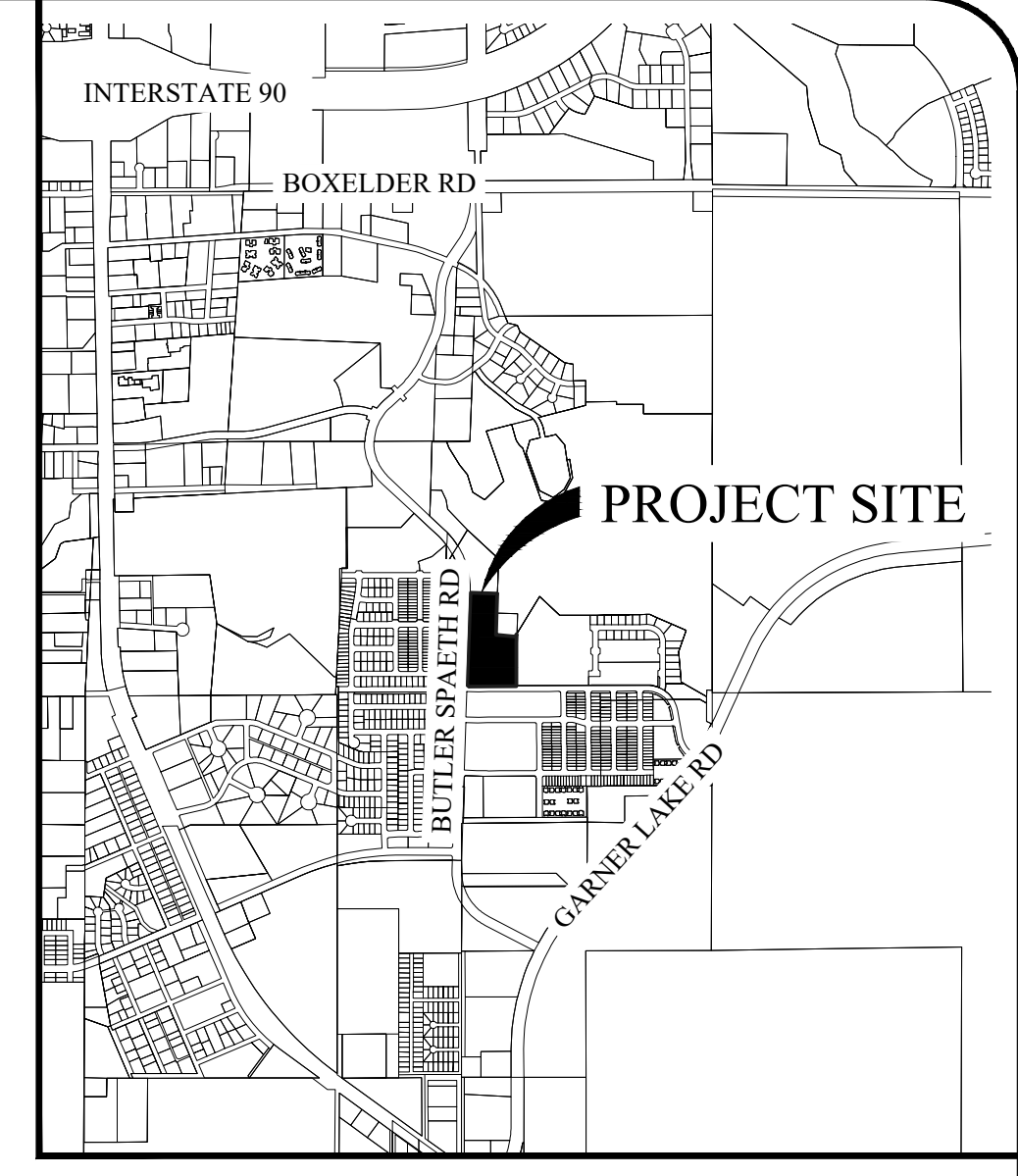
November 15, 2024

Service With P.R.I.D.E.

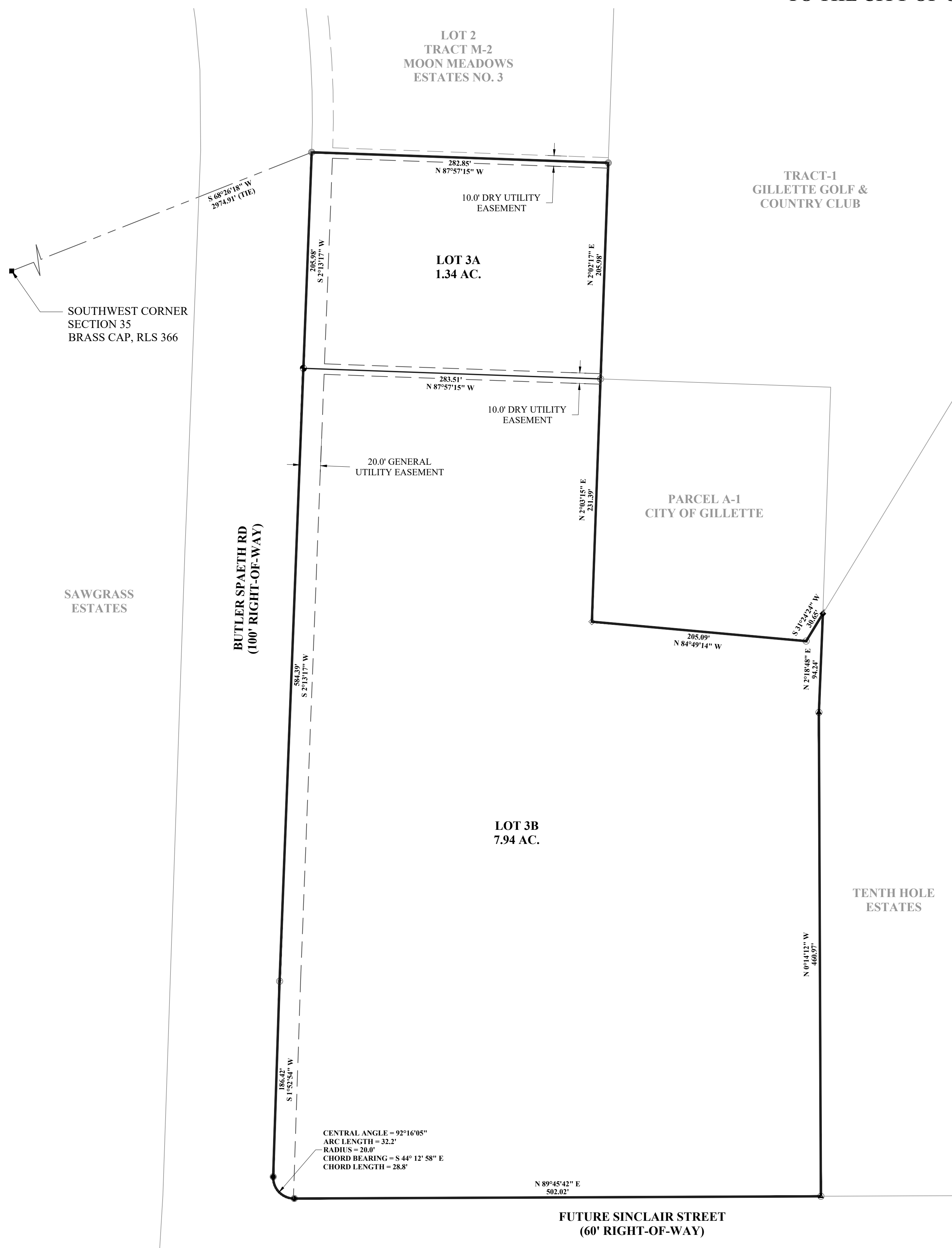
Productivity Responsibility Integrity Dedication Enthusiasm

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

**RESUBDIVISION PLAT OF
 LOT 3, TRACT M2 OF THE RESUBDIVISION OF TRACT M2, MOON MEADOW ESTATES NO. 3,
 TO BE KNOWN AS
 LOT 3A & LOT 3B, TRACT M2 OF THE RESUBDIVISION OF TRACT
 M2 MOON MEADOW ESTATES NO. 3,
 TO THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING**



**VICINITY MAP SCALE
 1" = 2000'**



CENTRAL ANGLE = 92°16'05"
 ARC LENGTH = 32.2'
 RADIUS = 20.0'
 CHORD BEARING = S 44°12'58" E
 CHORD LENGTH = 28.8'

N 89°45'42" E
 502.02'

**FUTURE SINCLAIR STREET
 (60' RIGHT-OF-WAY)**

CERTIFICATE OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED 8TH AVENUE APARTMENTS, LLC, BEING THE OWNER, PROPRIETOR OR PARTY OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY:

THAT THE FOREGOING PLAT DESIGNATED AS LOT 3, TRACT M2, MOON MEADOWS ESTATES NO. 3, BEING SITUATED IN A PORTION OF THE SW 1/4 SE 1/4, SECTION 35, TOWNSHIP 50 NORTH, RANGE 72 WEST, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 3A & LOT 3B, TRACT M2 OF MOON MEADOW ESTATES NO. 3, TO THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING AND CONTAINS AN AREA OF 9.28 ACRES, MORE OR LESS, AND 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 AND PROPRIETOR, AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS.

THAT THE UNDERSIGNED OWNER OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES 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.

UTILITY EASEMENTS, AS DESIGNATED ON THIS PLAT, AREA HEREBY DEDICATED TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PERPETUAL PUBLIC USE, FOR THE PURPOSE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SANITARY SEWER LINES, WATER LINES, GAS LINES, ELECTRIC LINES, TELEPHONE LINES, CABLE TV LINES AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY UTILIZED BY THE PUBLIC.

EXECUTED THIS ___ DAY OF _____, 20___, A.D. BY:

 GREGORY GROSS, AUTHORIZED MEMBER OF 8TH AVENUE APARTMENTS, LLC, A COLORADO LIMITED LIABILITY COMPANY

STATE OF _____)
 COUNTY OF _____)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS ___ DAY OF _____, 20___, A.D., BY GREGORY GROSS, AUTHORIZED MEMBER OF 8TH AVENUE APARTMENTS, LLC, A COLORADO LIMITED LIABILITY COMPANY

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC _____
 MY COMMISSION EXPIRES: _____

DECLARATION VACATING PREVIOUS PLATTING:

THIS PLAT IS THE RE-SUBDIVISION OF LOT 3, TRACT M2 OF THE RESUBDIVISION OF TRACT M2, MOON MEADOWS ESTATES NO. 3, AS RECORDED IN BOOK 11 OF PLATS, PAGE 309, OF THE OFFICIAL RECORDS OF THE CAMPBELL COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS HEREOF, ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED.

BASIS OF BEARING

CITY OF GILLETTE CONTROL

SUMMARY

TOTAL LOTS: 2
 TOTAL AREA: 9.28 ACRES



SURVEYOR'S CERTIFICATE

I, CEVIN C. IMUS, 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 THE RESUBDIVISION PLAT OF LOT 3, TRACT M2 OF THE RESUBDIVISION OF TRACT M2, MOON MEADOWS ESTATES NO. 3, TO BE KNOWN AS LOT 3A & 3B, TRACT M2 OF THE RESUBDIVISION OF TRACT M2, MOON MEADOWS ESTATES NO. 3, AS LAID OUT, PLATTED, AND SHOWN HEREON, THAT SUCH PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY AND IMPROVEMENTS BY ME AND UNDER MY DIRECT SUPERVISION.

DATE OF PLAT OR MAP: NOVEMBER, 2024 (CEVIN C. IMUS)

ACKNOWLEDGEMENTS

EXECUTED THIS ___ DAY OF _____, 2024, BY:

 GREGORY GROSS, MEMBER, 8TH AVENUE APARTMENTS, LLC.
 STATE OF _____)
 COUNTY OF _____)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY GREGORY GROSS, MEMBER, 8TH AVENUE APARTMENTS, LLC, A COLORADO LIMITED LIABILITY COMPANY

THIS ___ DAY OF _____, 2024.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC _____
 MY COMMISSION EXPIRES: _____

RECORDING INFORMATION

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND

RECORDED AT ___ O'CLOCK ___ M. THIS ___ DAY OF _____,

20___, A.D., AND IS DULY RECORDED IN BOOK NUMBER ___ OF PLATS, PAGE NUMBER ____.

 COUNTY CLERK

CERTIFICATE OF THE CITY ENGINEER

DATA ON THIS PLAT REVIEWED
 THIS ___ DAY OF _____, 2024.
 BY THE CITY ENGINEER OF THE CITY OF GILLETTE, WYOMING

CITY ENGINEER _____

CERTIFICATE OF APPROVAL BE CITY OF GILLETTE PLANNING COMMISSION

THIS PLAT APPROVED BY THE CITY OF GILLETTE PLANNING COMMISSION

THIS ___ DAY OF _____, 2024.

CHAIRMAN _____

SECRETARY _____

CERTIFICATE OF ACCEPTANCE AND APPROVAL BY CITY COUNCIL

APPROVED BY CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING

THIS ___ DAY OF _____, 2024.

MAYOR _____

CITY CLERK _____

CERTIFICATE OF COUNTY CLERK

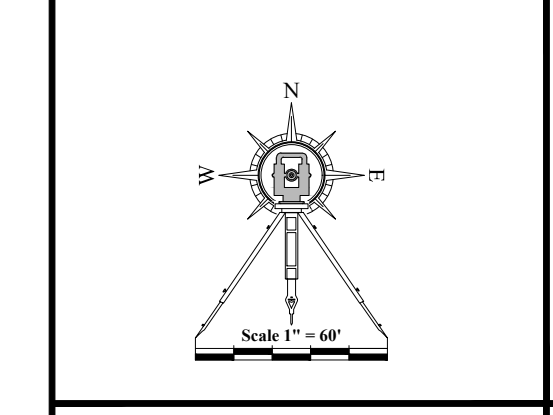
THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER

AT ___ O'CLOCK, ___ M. THIS ___ DAY OF _____, 2024.

AND IS DULY RECORDED IN BOOK _____ OF PLATS, PAGE NO. _____

 CAMPBELL COUNTY CLERK

**RESUBDIVISION PLAT OF
 LOT 3, TRACT M2 OF THE RESUBDIVISION OF TRACT M2, MOON
 MEADOW ESTATES NO. 3,
 TO BE KNOWN AS
 LOT 3A & LOT 3B, TRACT M2 OF THE
 RESUBDIVISION OF TRACT M2 MOON
 MEADOW ESTATES NO. 3,
 TO THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING**



- LEGEND**
- ⬤ = (SET) 2024 ALUMINUM CAP, PLS 9328
 - ⬤ = (FOUND) BRASS CAP, RLS 366
 - ⬤ = (FOUND) ALUMINUM CAP, PLS 9328
 - ⬤ = (FOUND) ALUMINUM CAP, PLS 18548
 - ⬤ = (FOUND) ALUMINUM CAP, PLS 5910
 - ⬤ = (FOUND) ALUMINUM CAP, PLS 2333
 - ⬤ = (FOUND) ALUMINUM CAP, PLS 15542
 - ⬤ = (FOUND) BARE REBAR
- ALL COURSES ARE MEASURED, UNLESS NOTED

PREPARED FOR:
**GILLETTE PEDIATRIC
 DENTISTRY**
 530 RUNNING W DRIVE, SUITE 100
 GILLETTE, WY 82718

PREPARED BY:
LAND SURVEYING INCORPORATED
 209 N. WORKS AVENUE
 GILLETTE, WY 82716
 1-307-682-1661 www.lsi-inc.us