



**PLANNING COMMISSION AGENDA
CITY OF GILLETTE
2ND FLOOR COMMUNITY ROOM
201 E. 5TH ST., GILLETTE, WY 82716
Tuesday, February 11, 2025
5:15 PM**

- A. CALL TO ORDER
- B. APPROVAL OF MINUTES
 - 1. Approval of Minutes
- C. PRESENTATIONS
- D. CASES
 - 1. PL2025-112 - Zoning Map Amendment - 301 Richards Avenue
Staff Reference: Shannon Stefanick
- E. OLD BUSINESS
- F. NEW BUSINESS
- G. ADJOURNMENT



**CITY OF GILLETTE
PLANNING COMMISSION**

DATE: February 11, 2025

TITLE:

Approval of Minutes

CASE SUMMARY:

Meeting Minutes of January 14, 2025

ATTACHMENTS:

[011425 Minutes.pdf](#)

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ January 14, 2025 ~ 5:15 pm

PRESENT

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

Commission Members Absent:, None

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, Planner; and 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 Vice-Chair Conklin to approve the meeting minutes of December 10, 2024. Richard Cone seconded the motion. Motion carried 7/0.

Case No.
PL2024-0105
MINOR
SUBDIVISION
3401 Butler Spaeth
Road

The applicant, 8th Avenue Apartments, Owner, 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.

Shannon Stefanick said prior to the meeting the owners of the property have let the Planning Division know the property line on lot 3A may be shifted down a little to not have unusable property in the drainage area. Ms. Stefanick stated the city received no calls from the public on the case.

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 Jack Colson seconded. The Motion carried 7/0.

OLD BUSINESS

None.

NEW BUSINESS

Meredith Duvall said the January 28, 2025, meeting is canceled, and the next meeting would be February 11, 2025.

ADJOURNMENT

The meeting was adjourned at 5:19 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE
PLANNING COMMISSION**

DATE: February 11, 2025

TITLE:

PL2025-112 - Zoning Map Amendment - 301 Richards Avenue

AGENT:

None

CASE SUMMARY:

The applicant seeks amend the Zoning Map to rezone 301 Richards Ave from R-2, Two-Family Residential, to C-2, Central Business District.

CASE BACKGROUND:

The applicant seeks amend the Zoning Map to rezone 301 Richards Ave from R-2, Two-Family Residential, to C-2, Central Business District. The property is currently being utilized for medical uses under a grandfathered status. The original use that began this grandfathered status was Michelle Hand's Dental Office. Most recently, it was utilized as a therapist's office. As the primary building on the property has been utilized as a medical office for so long, there is no full kitchen or bath in the structure, making it difficult to be utilized as a residence without significant renovations.

The R-2 District that 301 Richards is currently a part of meets the minimum district size of 3 acres at 319 acres. The C-2 District that this map amendment proposes that the property join meets the minimum district size of size of 1 acre at 41 acres.

Per Section 1.e(1) Amendment Procedures, Statement of Policy:

Any person, corporation, or the City may initiate amendments to the Zoning Code to:

- a) Correct an obvious error or oversight in the regulations; or
- b) Recognize changing conditions in the City that requires an amendment(s) for the public health, safety, or general welfare.

We have recently seen two Map Amendments on Ross Ave, which are less than a block from 301 Richards. Previous to that, the property directly across from 301 Richards was rezoned from R-4, Multi-Family District, to C-2 District. These three map amendments are proof of the changing

conditions of the downtown area. We have been seeing a movement from primarily residential to commercial infilling these older structures and are now recognizing that movement through an expansion of the C-2 District. Therefore, this Map Amendment meets Section 1.e. as it recognizes changing conditions in the City for general welfare.

CASE REQUIREMENTS:

There are no Planning Requirements.

APPLICANT/OWNER:

Thomas & Rabecca Monahan, Owners

STAFF RECOMMENDATION:

Staff recommends approval.

CASE MANAGER:

Shannon Stefanick, City Planner

TENTATIVE CITY COUNCIL DATE:

February 18th, 2025

ATTACHMENTS:

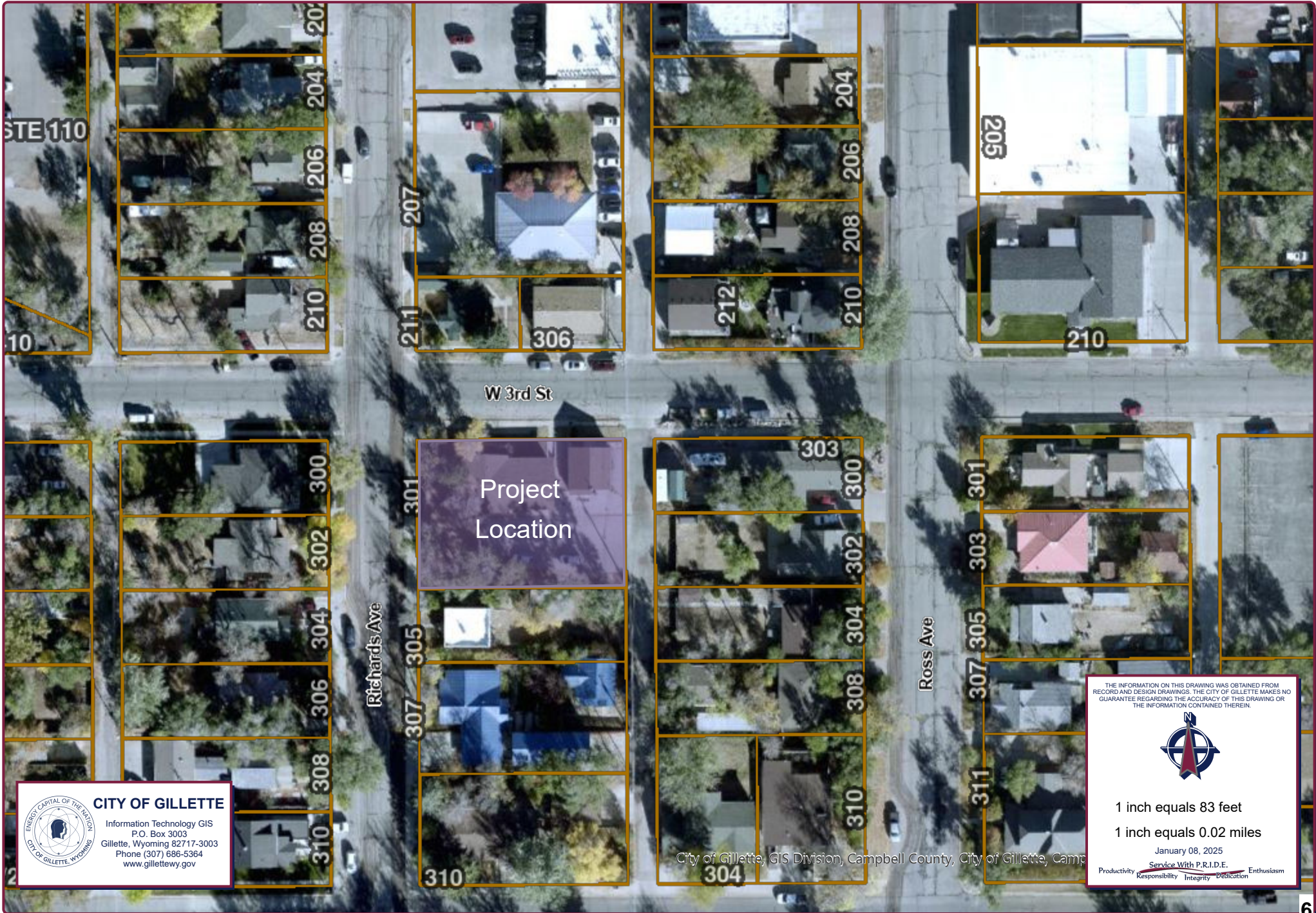
[Vicinity Map](#)

[Zoning Map](#)

[Ordinance](#)

[Planning Requirements](#)

Vicinity Map



CITY OF GILLETTE

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

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1 inch equals 83 feet

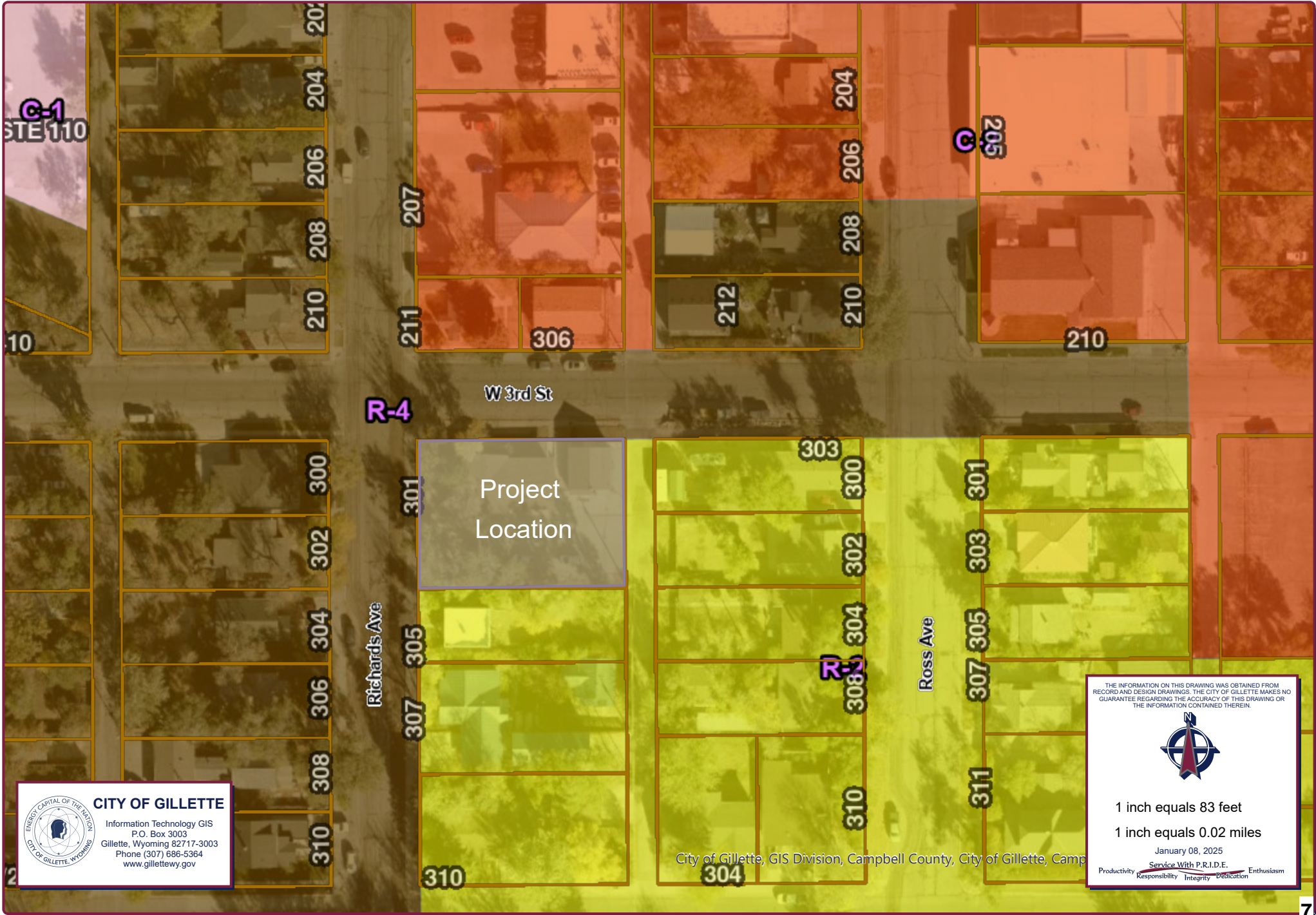
1 inch equals 0.02 miles

January 08, 2025

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

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

Zoning Map



CITY OF GILLETTE

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ORDINANCE NO.

AN ORDINANCE AMENDING THE DISTRICT ZONING MAP OF THE CITY OF GILLETTE, WYOMING, FOR LOT 1 OF BLOCK 13, DALY ADDITION, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING, FROM R-2, TWO-FAMILY RESIDENTIAL DISTRICT, TO C-2, CENTRAL BUSINESS DISTRICT, PER THE ATTACHED EXHIBIT.

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

Section 1. Legal Description

Lot 1 of Block 13, Daly Addition, City of Gillette, Campbell County, Wyoming

Section 2. Zoning Amendment

Lot 1 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming, is hereby amended from R-2, Two-Family District, to C-2, Central Business District, per the attached Exhibit.

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

Shay Lundvall, Mayor

(S E A L)

ATTEST:

Alicia Allen, City Clerk

Publication Date:

Planning Requirements

PL2025-0112

Zoning Map Amendment | 301 Richards Ave

There are no Planning Requirements for this case.