



**PLANNING COMMISSION AGENDA
CITY OF GILLETTE
COUNCIL CHAMBERS
201 E. 5TH ST., GILLETTE, WY 82716
Tuesday, May 13, 2025
5:15 PM**

- A. CALL TO ORDER
- B. APPROVAL OF MINUTES
 - 1. Approval of Minutes - April 8, 2025 and April 14, 2025
- C. CASES
 - 1. PL2025-0010 – Minor Subdivision – 4508 Westover Rd
 - 2. PL2025-0011 – Easement Vacation – 202 S Gillette Ave
- D. OLD BUSINESS
- E. NEW BUSINESS
- F. ADJOURNMENT



**CITY OF GILLETTE
PLANNING COMMISSION**

DATE: May 13, 2025

TITLE:

Approval of Minutes - April 8, 2025 and April 14, 2025

CASE SUMMARY:

Regular Meeting Minutes of April 8, 2025
Comprehensive Plan Workshop Minutes of April 14, 2025

ATTACHMENTS:

[April 8, 2025 Meeting Minutes](#)
[April 14, 2025 Workshop Minutes](#)

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Council Chambers ~ City Hall ~ April 8, 2025 ~ 5:15 pm

PRESENT

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

Commission Members Absent: Cristal Pratt, and Matthew Nelson.

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, City Planner; 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 Ian Scott to approve the meeting minutes of February 25, 2025. Ryan Conklin seconded the motion. Motion carried 5/0.

Case No.
PL2025-0003
ZONING MAP
AMENDMENT
2701 W Lakeway
Rd

The applicant seeks to amend the Zoning Map to rezone 2701 W Lakeway Road from R-1, Single Family Residential District and R-2, Two-Family Residential District, to R-4, Multi-Family Residential District.

The proposed rezone area is approximately 24.36 acres. The minimum district size for an R-4 zoning district is four acres. This rezone does meet the minimum district requirements.

The property is currently vacant with no structures on it. The property does have access to city water and electrical running within the W Lakeway Road right-of-way; while wastewater access is not located in the adjacent Lakeway right-of-way, it is available to the parcel from either the east or west of the property.

The parcel currently has both R-1 and R-2 zoning districts within its boundary, which is illegal, as a single parcel is required to contain one zoning district. Because of the split zoning issue on the parcel, this rezone would apply to a) by correcting an obvious error or oversight in the regulations (which the Zoning Map is considered a regulatory document).

Chair Hottell asked if there were any comments or questions for staff.

Dale Britton, who lives on Meadow Lane just south of the proposed rezoning, was present and stated he was sent a map of the lot plotted out and was told the property would always be single-family homes. Mr. Britton said he wouldn't be opposed to large buildings like apartments if they were built closer to Lakeway Road. Mr. Britton said if any large buildings were built close to his property, however, he would be just boxed in. Mr. Britton said the owners have not been good neighbors with moving dirt and causing sand coverage on cars and into their home. The neighboring landowners also have let tumbleweeds grow on the property that end up accumulating onto his property as high as their buildings, he said. Mr. Britton said he would like to see the lot not be zoned to allow apartments.

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

Case No.
PL2025-0004 –
MINOR
SUBDIVISION –
Kahn Subdivision

The applicant seeks to create three lots from a portion of unplatted land. The unplatted land totals 26.67 acres, with the proposed Lot 1 being 1.09 acres, Lot 2 being 5 acres, and Lot 3 being 20.14 acres.

The land in question was annexed in 2017, with zoning being established at that time.

The lots have no development. There is no minimum lot size or width in an Ag District, only that a lot with permanent residential occupancy must be at least 3 acres, which both lots meet.

Chair Hottell asked if there were any comments or questions for staff.

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

Case No.
PL2025-0005 –
MINOR
SUBDIVISION –
Lula Belle’s
Subdivision

The applicant seeks place a portion of unplatted land into a subdivision, creating two parcels and dedicating right-of-way.

Lot 1 is the location of Lula Belle’s café. Lot 2 is the location of a city owned parking lot. The parking lot at the end of Gillette Ave is utilized as public parking for patrons visiting businesses in the downtown district. This parcel is currently City owned but will be dedicated as public right-of-way with this plat.

Chair Hottell asked if there were any comments or questions for staff.

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

PRESENTATION

Ms. Duvall gave a presentation of the Comprehensive Plan, outlining its strategic vision for guiding decision-making in Gillette.

Ms. Duvall said the Comprehensive Plan was developed with input from the Comprehensive Plan Advisory Committee (CPAC) various city departments, and broad community engagement, both in-person and virtual.

The plan addresses key priorities such as housing affordability, economic diversification, and enhancing entertainment and recreational options for all age groups. Included in the Comprehensive Plan is a plan structure that includes vision, values, land use, housing, mobility, and fiscal analysis.

Ms. Duvall said the Planning Commission would be voting to support or not support the Comprehensive Plan at tonight’s meeting, and the next phase would be to go before City Council for consideration at their April 15, 2025, meeting.

PUBLIC HEARING
- Case No.
PL2025-0008 –
ZONING TEXT
AMENDMENT –
Gillette
Comprehensive
Plan

Chair Hottell opened a Public Hearing to consider the Gillette Comprehensive Plan.

Katherine Poynter, 1205 Pintail Dr., spoke on the concerns on sub-standard water infrastructure for fire protection, and concerns that the Comprehensive Plan endorsed a 15-minute city. Ms. Poynter said the plan would limit neighborhood freedom with neighborhood walking audits that enforce conformity, and she was against the 15-minute cities using smart city surveillance.

Rolf Arands, 1205 Pintail Dr., said he was concerned that the Comprehensive Plan consultant, Verdunity, was based in Texas and they wouldn't have a good understanding of life in Gillette. Mr. Arands questioned if any cities with prior Comprehensive Plans provided by Verdunity had crime rates go down, citizens were happy, and if all the objectives were met. Mr. Arands asked if anyone had contacted the city of Killeen, TX where Verdunity had conducted a Comprehensive Plan with in 2022.

Pat Collins, 3110 Sutherland Dr., said she was on the CPAC and thought the plan spoke of a 15-minute city to her, and she was against adopting the Comprehensive Plan.

Sharon Stolberg, 4514 Running W Dr., said she was encouraging the Planning Commission to vote no on the proposed Comprehensive Plan as she found Verdunity's page on X (formerly Twitter) promoted reducing cars and increasing areas on roads for buses, pedestrians and cyclists. Ms. Stolberg said that plan would only be viable from April through September, but as someone with a disability she thought a 15-minute city and smart city was not inclusive.

Billy Montgomery, 4105 Tepee St., said the Comprehensive Plan shares vision for the future of the community, and creates a framework for growth, environmental stewardship and social wellbeing. Mr. Montgomery said the plan ensures decisions are made with consideration of both the present and future needs of Gillette and was shaped by the voices of the community. Mr. Montgomery said he was for the Comprehensive Plan.

There being no further comments, Chair Hottell closed the Public Hearing.

Case No.
PL2025-0008 –
ZONING TEXT
AMENDMENT –
Gillette
Comprehensive
Plan

The City of Gillette Planning Division is requesting approval of the Comprehensive Plan, replacing the existing Comprehensive Plan that was adopted by City Council through Ordinance No. 3807 on November 19, 2013.

Wyoming State Statute gives authority to all local governments to develop a local land use plan that pertains to their jurisdiction (W.S. 9-8-301).

Prior to the 2013 Comprehensive Plan the first Comprehensive Plan for the City of Gillette was adopted in 1978 and was updated in 1994. That ten-year horizon sun-setted in 2023.

At the July 25, 2023, City Council meeting, City Planning Staff requested and were granted to engage a Professional Services Agreement with Verdunity to create a new Comprehensive Plan for the City of Gillette. During the City Council meeting on September 26, 2023, City Council created the CPAC (Comprehensive Plan Advisory

Committee), and appointed its members through an application and ranking process. The purpose of the advisory team was to look at the community holistically and provide feedback to City Planning staff, so we could blend the community vision with professional practices. There were several community events organized to gather feedback from the community.

The City Council will consider the proposed Comprehensive Plan as a Public Hearing and Resolution at their regularly scheduled meeting on April 15th, 2025.

Chair Hottell asked for more information on Verdunity being based in Texas. Ms. Duvall said while they are based in Texas, they do plans all over the country and she has had discussions with other planners in different jurisdictions on engaging Verdunity's services.

Chair Hottell said he understood that the city had previously paid for the Comprehensive Plan to be developed and asked if there would be a continuing cost for the audits in the plan. Ms. Duvall said that the city paid for the Plan in 2023, and there would be no continuing cost as any audits called for in the plan would be completed by city staff.

Jack Colson asked if the plan was focused more on high density development. Ms. Duvall said the focus was on sustainable development with utilizing infrastructure already in place rather than expanding out more, causing more infrastructure to be put in place. Jack Colson stated infrastructure for new subdivisions are paid for by the developer and the city just adopts it and does the maintenance. Ms. Duvall stated that while the developer pays for the initial installation of infrastructure, the perpetual maintenance for the rest of the lifespan of the infrastructure and the eventual replacement of the infrastructure is the responsibility of the city, and therefore the taxpayers.

There being no further comments or questions, Ian Scott made a motion to approve the case, and Ryan Conklin seconded. The Motion carried 4/1.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said there will be a meeting on April 14, 2025, for the Comprehensive Plan. The next regular meeting will be May 13, 2025.

ADJOURNMENT The meeting was adjourned at 6:14 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE COMPREHENSIVE PLAN WORKSHOP
Community Room ~ City Hall ~ April 14, 2025 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Richard Cone, Ian Scott, and Matthew Nelson.

Commission Members Absent: Vice-Chair Ryan Conklin, Cristal Pratt, and Jack Colson.

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, City Planner; Jill McCarty, Administrative Coordinator; Ry Muzzarelli, Development Services Director.

Verdunity Staff Present: Kevin Shepherd, Katherine Linares.

City of Gillette
Comprehensive
Plan 2025

Planning Manager Meredith Duvall opened the Workshop at 5:15 and said this Workshop would go over the Comprehensive Plan and how it would be applied to the Planning Commission.

Katherin Linares gave a presentation on the different aspects of the Plan which highlighted the importance of thoughtful, fiscally responsible planning. Ms. Linares said building a community that people love — one that's walkable, vibrant, and sustainable — ensures long-term investment from both residents and businesses, rather than becoming a disposable, transient place.

The workshop focused on how the new plan will serve as a tool for evaluating development proposals within Gillette's existing zoning framework. While officials are still legally bound to the current zoning ordinances, the plan provides additional criteria—like alignment with the future land use map, fiscal impact analysis, and community feedback—to guide decisions. The Comprehensive Plan will offer a structured way to justify approvals or denials and helps ensure projects align with Gillette's vision for sustainable growth, quality of life, health and safety, fiscal responsibility, and economic prosperity, Ms. Linares said.

If the Comprehensive Plan was adopted by the City Council at their next meeting, the Planning Commission was encouraged to use the plan actively as a framework for discussions with developers, guiding them toward projects that align with the city's sustainable future.

No action was taken by the Commission.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:42 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE
PLANNING COMMISSION**

DATE: May 13, 2025

TITLE:

PL2025-0010 – Minor Subdivision – 4508 Westover Rd

APPLICANT/OWNER:

Preferred Partners LLC, Owner

AGENT:

Sheila Slocum, PCA Engineering Inc, Agent

CASE SUMMARY:

The applicant proposes to subdivide an existing 7.24-acre parcel into seven individual lots.

CASE BACKGROUND:

The applicant proposes to subdivide an existing 7.24-acre parcel into seven individual lots. The subject property is currently undeveloped. The smallest of the proposed lots, designated as Lot 1C, encompasses 0.46 acres, while the largest, Lot 1F, comprises 1.5 acres.

The property located at 4508 Westover Road is currently zoned R-4, Multi-Family Residential. In accordance with the R-4 zoning district standards, the minimum lot size for a single-family dwelling is 6,000 square feet (approximately 0.137 acres), with reduced area requirements applicable to multi-family dwellings on a per-unit basis. Additionally, the minimum lot width is 50 feet. All proposed lots meet or exceed these zoning requirements.

Pursuant to the City of Gillette Subdivision Regulations for residentially zoned properties, installation of water and sanitary sewer services to each lot is required prior to the filing of the final plat. The cost of these improvements shall be the responsibility of the developer. Access to City utilities—including water, sanitary sewer, and electric—is readily available along Westover Road.

CASE REQUIREMENTS:

1) In accordance with subdivision regulations, water and sanitary sewer service connections must be

installed to each lot prior to the recording of the final plat with the Campbell County Clerk's Office.
2) All comments from the staff review process shall be addressed.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Shannon Stefanick, City Planner

TENTATIVE CITY COUNCIL DATE:

May 20th, 2025

ATTACHMENTS:

[4508 Westover Subdivision Resolution](#)
[4508 Westover Subdivision Planning Requirements](#)
[4508 Westover Minor Subdivision Preliminary Plat](#)
[Vicinity Map](#)

RESOLUTION NO.

**A RESOLUTION APPROVING AND AUTHORIZING THE
MINOR SUBDIVISION OF LOT 1B OF BLOCK 7, OF THE
RESUBDIVISION OF LOT 1 OF BLOCK 7, COPPER RIDGE
ESTATES PHASE 1; TO THE CITY OF GILLETTE,
WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.**

WHEREAS the Final Plat of the Resubdivision of Lot 1B of Block 7, of the Resubdivision of Lot 1 of Block 7, Copper Ridge Estates Phase 1 to be known as Lots 1C through 1J of Block 7, Copper Ridge Estates Phase 1; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on May 13th, 2025, with Planning Requirements.

WHEREAS the recording of the Resubdivision of Lot 1B of Block 7, of the Resubdivision of Lot 1 of Block 7, Copper Ridge Estates Phase 1 to be known as Lots 1C through 1J of Block 7, Copper Ridge Estates Phase 1; 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 May 13th, 2025.

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

the Final Plat of the Resubdivision of Lot 1B of Block 7, of the Resubdivision of Lot 1 of Block 7, Copper Ridge Estates Phase 1 to be known as Lots 1C through 1J of Block 7, Copper Ridge Estates Phase 1; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by PCA Engineering, signed by Sheila M Slocum, Professional Land Surveyor, Wyoming Registration Number 15542, 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

PL2025-0010 | Minor Subdivision | 4508 Westover Rd

Planning Requirements

1. In accordance with subdivision regulations, water and sanitary sewer service connections must be installed to each lot prior to the recording of the final plat with the Campbell County Clerk's Office.
2. All comments from the staff review process shall be addressed.

CERTIFICATE OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED PREFERRED PARTNERS LLC, BEING THE OWNERS, PROPRIETORS OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY THAT THE FOREGOING PLAT DESIGNATED AS THE RESUBDIVISION OF LOT 1B, BLOCK 7 COPPER RIDGE ESTATES PHASE 1, A RESUBDIVISION OF LOT 1, BLOCK 7 COPPER RIDGE ESTATES PHASE 1, LOCATED IN THE S1/2 SECTION 19, T50N, R72W, OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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

PREFERRED PARTNERS, LLC - JAY JOHNSON, CEO, CODE 3 ASSETS, LLC, MANAGER OF PREFERRED PROPERTIES, LLC

STATE OF WYOMING))SS. CAMPBELL COUNTY)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____ A.D., 20____ BY PREFERRED PARTNERS, LLC - JAY JOHNSON, CEO, CODE 3 ASSETS, LLC, MANAGER OF PREFERRED PROPERTIES, LLC, AS A FREE AND VOLUNTARY ACT AND DEED. WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC MY COMMISSION EXPIRES: _____

CERTIFICATE OF REVIEW OF THE CITY ENGINEER

DATA ON THIS PLAT REVIEWED THIS ____ DAY OF _____ A.D., 20____ BY THE CITY ENGINEER OF GILLETTE WYOMING.

CITY ENGINEER _____

CERTIFICATE OF APPROVAL BY THE CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING

APPROVED BY THE CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING THIS ____ DAY OF _____ A.D., 20____.

MAYOR _____

CITY CLERK _____

CERTIFICATE OF APPROVAL BY THE CITY OF GILLETTE PLANNING COMMISSION

APPROVED BY THE CITY OF GILLETTE PLANNING COMMISSION THIS ____ DAY OF _____ A.D., 20____.

CHAIRMAN _____

SECRETARY _____

SUBDIVISION PURPOSE

THIS IS THE RESUBDIVISION OF LOT 1B, BLOCK 7 COPPER RIDGE ESTATES PHASE I, TO BE KNOWN AS LOTS 1C, 1D, 1E, 1F, 1G, 1H & 1J, BLOCK 7 OF COPPER RIDGE ESTATES PHASE I.

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RESUBDIVISION OF LOT 1B, BLOCK 7 COPPER RIDGE ESTATES PHASE I, AS RECORDED IN BOOK 11 OF PLATS, PAGE 311 OF THE RECORDS OF THE CAMPBELL COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS THEREOF, ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED.

CERTIFICATE FOR RECORDING BY THE COUNTY CLERK AND RECORDER

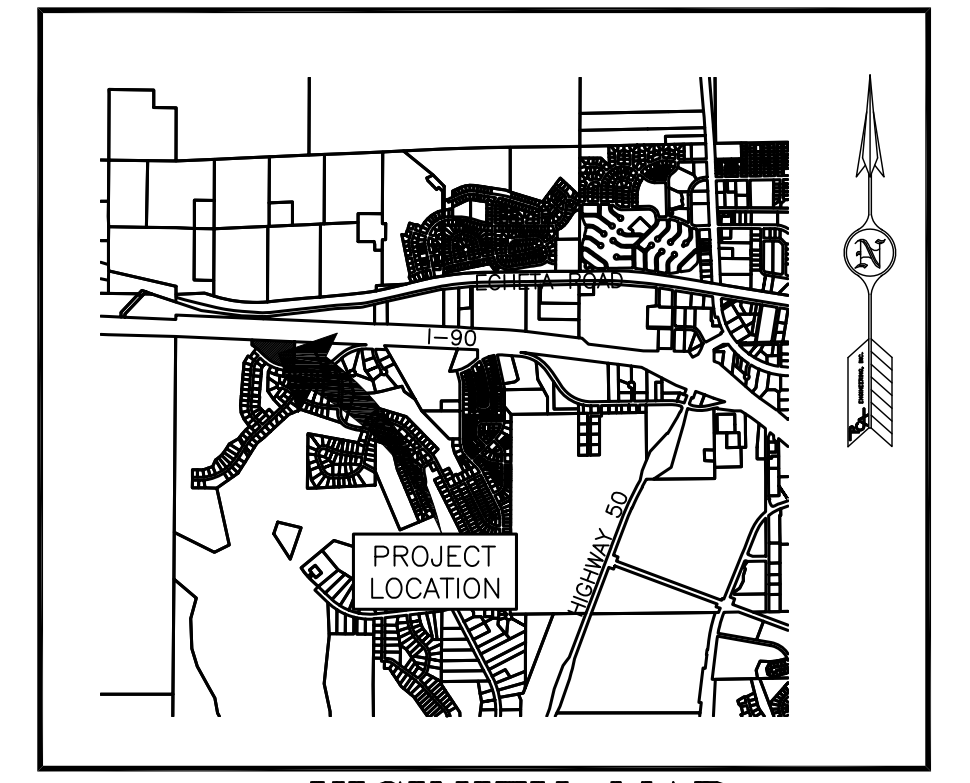
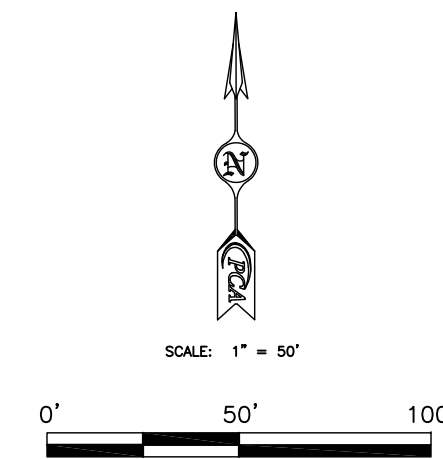
THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____ O'CLOCK ____M., THIS ____ DAY OF _____ 20____, AND IS DULY RECORDED IN BOOK NUMBER _____ OF PLATS, PAGE NUMBER _____.

COUNTY CLERK _____

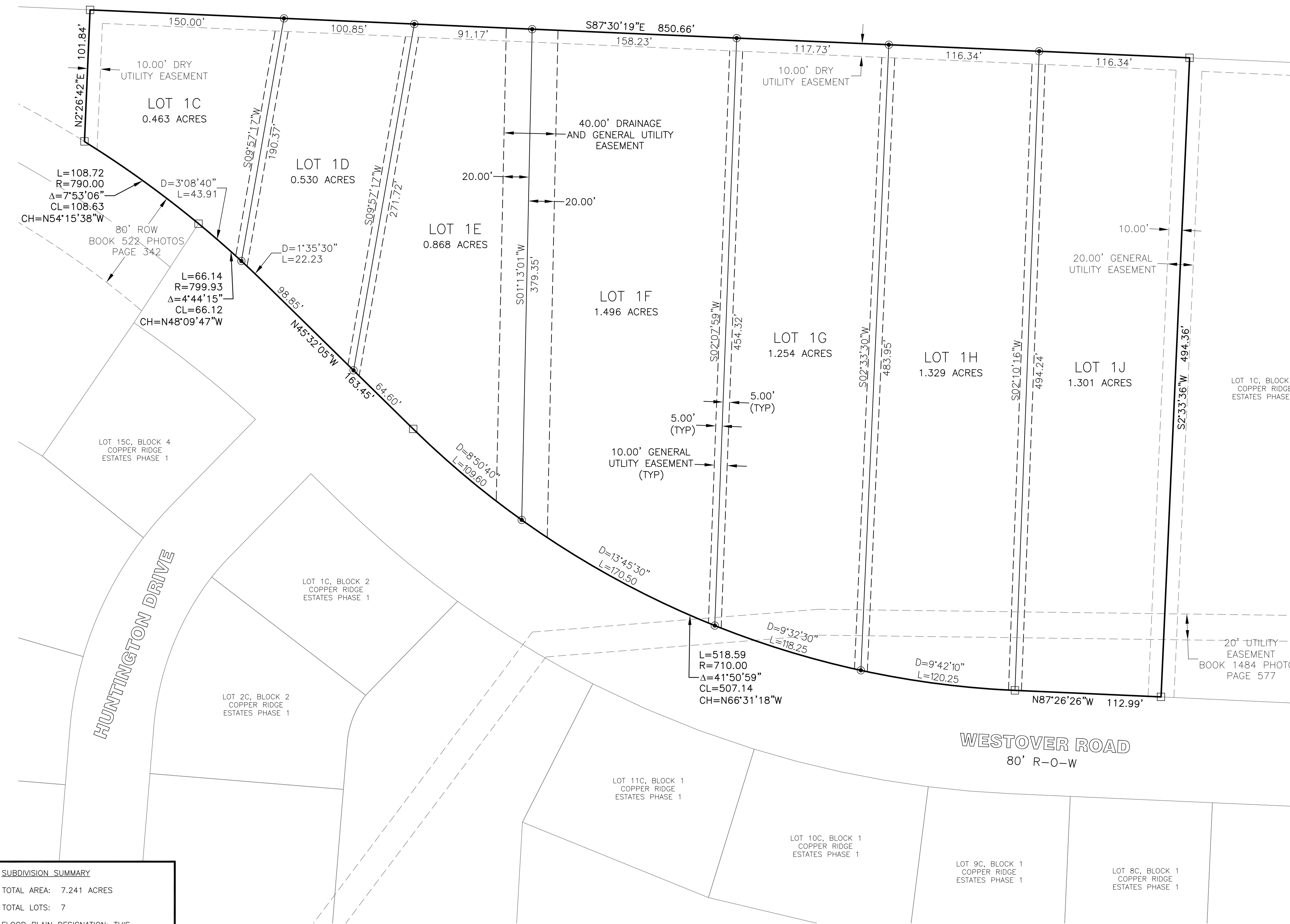
RESUBDIVISION OF LOT 1B, BLOCK 7 COPPER RIDGE ESTATES PHASE 1

A RESUBDIVISION OF LOT 1, BLOCK 7 COPPER RIDGE ESTATES PHASE 1 LOCATED IN THE S1/2 SECTION 19, T50N, R72W, OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING

INTERSTATE 90



VICINITY MAP



SUBDIVISION SUMMARY

TOTAL AREA: 7.241 ACRES

TOTAL LOTS: 7

FLOOD PLAIN DESIGNATION: THIS SUBDIVISION IS LOCATED IN AN "OTHER AREAS" FOUND ON FIRM MAPS #56005C1473D AND #56005C1441D. (ZONE X)

SURVEYOR'S CERTIFICATE

I, SHEILA M. SLOCUM, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS SUBDIVISION PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF THE RESUBDIVISION OF LOT 1B, BLOCK 7 COPPER RIDGE ESTATES PHASE 1, A RESUBDIVISION OF LOT 1, BLOCK 7 COPPER RIDGE ESTATES PHASE 1, LOCATED IN THE S1/2 SECTION 19, T50N, R72W, OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, THAT SUCH PLAT WAS MADE FROM AN ACTUAL SURVEY OF SAID PROPERTY BY ME AND UNDER MY SUPERVISION.

BENCHMARK	FOUND REBAR AND CAP
BASED ON CITY OF GILLETTE VERTICAL CONTROL MONUMENT #100 ELEVATION= 4717.90	SET 2" Ø ALUMINUM CAP (LS #15542)
BASIS OF BEARING	BOUNDARY
THE CITY OF GILLETTE HORIZONTAL CONTROL NETWORK.	NEW EASEMENT
	EXISTING EASEMENT

Prepared for:
CODE 2 ASSETS, LLC
GILLETTE, WYOMING

PCA CIVIL ENGINEERING SURVEYING MATERIAL TESTING ENGINEERING INC.
4506 Wigwam Blvd.
P.O. Box 2185
Gillette, Wyoming 82718
307-687-9600
307-687-9600

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Drawn by: SS	Design by: SS	Reviewed by: SS
Revision Date	Revision Description	
04/15/2025	ROW REMOVAL	

PCA Project Number: 244054.00
Plot Date: Apr 15, 2025 - 2:09pm
P:\Projects\24405400 - Lot 1B Copper Ridge Re-Sub\MainP.dwg
Layout: Plat 1
X-Ref: ...

RESUBDIVISION OF LOT 1B, BLOCK 7 COPPER RIDGE ESTATES PHASE 1
A RESUBDIVISION OF LOT 1, BLOCK 7 COPPER RIDGE ESTATES PHASE 1, LOCATED IN THE S1/2 SECTION 19, T50N, R72W, OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING

FINAL PLAT

SHEET 1 OF 1

Minor Subdivision 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

April 15, 2025

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



**CITY OF GILLETTE
PLANNING COMMISSION**

DATE: May 13, 2025

TITLE:

PL2025-0011 – Easement Vacation – 202 S Gillette Ave

APPLICANT/OWNER:

Earl and Dee McClure, Owner

AGENT:

Gerald Williams, Inberg-Miller Engineers, Agent

CASE SUMMARY:

The applicant is seeking approval for the vacation of a 10-foot-wide Gas Easement.

CASE BACKGROUND:

The applicant is requesting the vacation of an existing 10-foot-wide Gas Easement located at 202 S Gillette Ave; more specifically, 35.2'x10' easement, totaling 325 sq. ft. that is along the north and west property line. A locates request indicated that the easement is free of existing utilities. The property owner is aware that if there is a gas meter within that easement, it will need to be relocated. The following city divisions reviewed the proposed vacation and find no issues with it: Planning, GIS, Engineering, Wastewater, Water, Electrical, and the Fire Department.

CASE REQUIREMENTS:

1. All comments and concerns will be addressed in EnerGov prior to filing.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Meredith Duvall, City Planning Manager

TENTATIVE CITY COUNCIL DATE:

May 20th, 2025

ATTACHMENTS:

[Planning Requirements](#)

[Vicinity Map](#)

[24642-LS Easement Vacate Preliminary Ordinance](#)

Planning Requirements

PL2025-0011 | Easement Vacation | 202 S Gillette Ave

The Planning Requirements are as follows:

1. All comments in EnerGov will be addressed.

Easement Vacation - 202 S Gillette Ave



Proposed easement area to be vacated



CITY OF GILLETTE

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

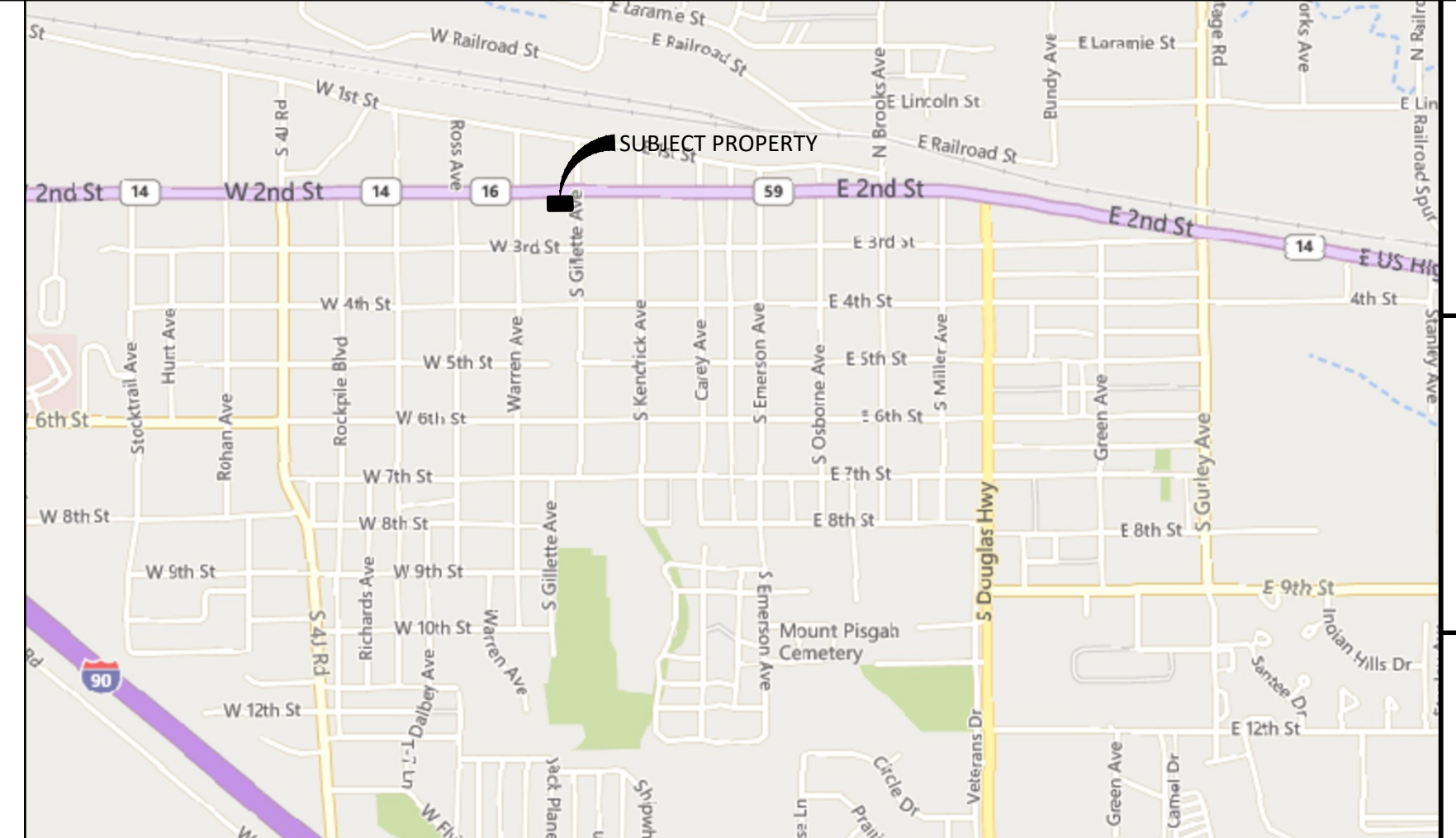
THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



1 inch equals 42 feet

1 inch equals 0.01 miles

April 24, 2025



VICINITY MAP
1"=1000'

GAS EASEMENT VACATION

BEING SITUATED IN A PORTION OF LOT 19B,
OF THE RESUBDIVISION OF LOT 19, BLOCK 6 FIRST ADDITION
CAMPBELL COUNTY, WYOMING

LEGAL DESCRIPTION

THE FOLLOWING METES AND BOUNDS DESCRIPTION IS FOR A GAS EASEMENT VACATION SITUATED IN LOT 19B, BLOCK 6, OF THE RESUBDIVISION OF LOT 19, BLOCK 6 FIRST ADDITION, AS RECORDED IN BOOK 10 OF PLATS, PAGE 460 AT THE CAMPBELL COUNTY CLERK AND RECORDERS OFFICE, BEING SITUATED IN A PORTION OF THE SW1/4, OF SECTION 22, TOWNSHIP 50 NORTH, RANGE 72 WEST, OF THE SIXTH PRINCIPAL MERIDIAN, CAMPBELL COUNTY, WYOMING, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 19A OF SAID RESUBDIVISION OF LOT 19, BEING A CHISELED "X" IN CONCRETE, FROM WHICH THE SOUTHWEST CORNER OF LOT 19B OF SAID RESUBDIVISION, BEING A CHISELED "X" IN CONCRETE, BEARS S0°22'09"E, 74.75 FEET, WHICH IS THE BASIS OF BEARING; THENCE S0°22'09"E ALONG THE WEST BOUNDARY LINE OF SAID LOT 19A, 50.14 TO THE NORTHWEST CORNER OF SAID LOT 19B AND BEING THE POINT OF BEGINNING OF THIS GAS EASEMENT VACATION DESCRIPTION; THENCE N89°39'29"E, ALONG THE NORTH BOUNDARY LINE OF SAID LOT 19B, 32.50 FEET; THENCE S0°22'09"E, 10.00 FEET; THENCE S89°39'29"W, AND PARALLEL WITH THE NORTH BOUNDARY LINE OF SAID LOT 19B, 32.50 TO INTERSECT WITH THE WEST BOUNDARY OF SAID LOT 19B; THENCE N0°22'09"W ALONG THE WEST BOUNDARY OF SAID LOT 19B, 10.00 FEET TO THE POINT OF BEGINNING OF THIS GAS EASEMENT VACATION DESCRIPTION, CONTAINING .007 ACRES, MORE OR LESS, AND SUBJECT TO ALL EASEMENTS, RIGHTS-OF-WAY, AND RESTRICTIONS OF RECORD.

STATE OF WYOMING)
COUNTY OF NATRONA) ss

I, Travis D. Ferguson, a Professional Land Surveyor of the State of Wyoming, do hereby state that the above described easement was surveyed under my direction by Travis L. Hiatt on February 8, 2025 and that the accompanying map is correct to the best of my knowledge.



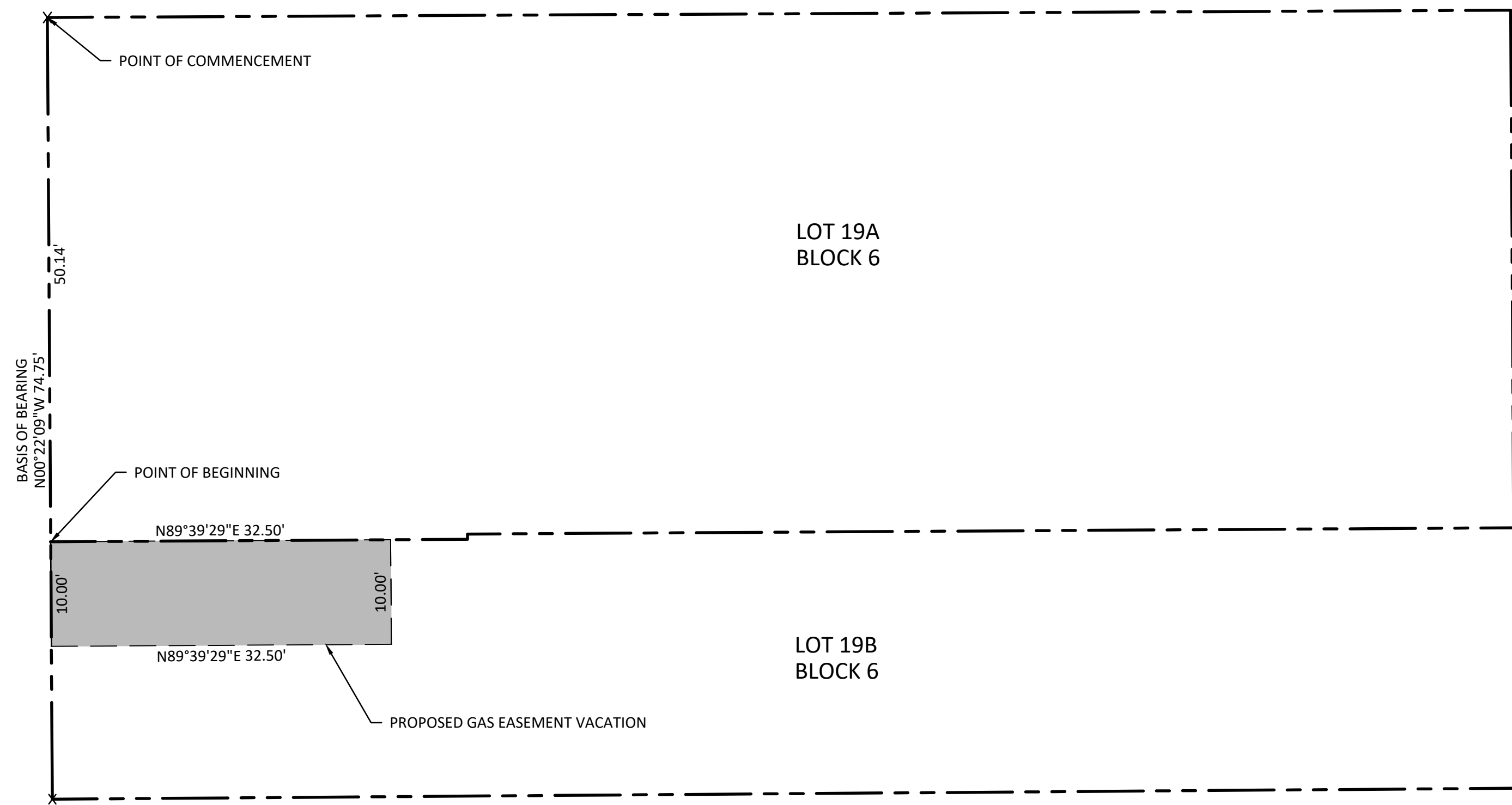
S&S BUILDERS LLC
ICE CREAM CAFE EXPANSION
GILLETTE, WY
GAS EASEMENT VACATION

PROJECT NUMBER	24642 LS	DATE	DESCRIPTION
CHECKED BY	TDF	DRAWN BY	DCS
SCALE	HORIZ. 1"=10'	PAGE	52
BOOK	1356	DATE	APRIL 2, 2025
SHEET			

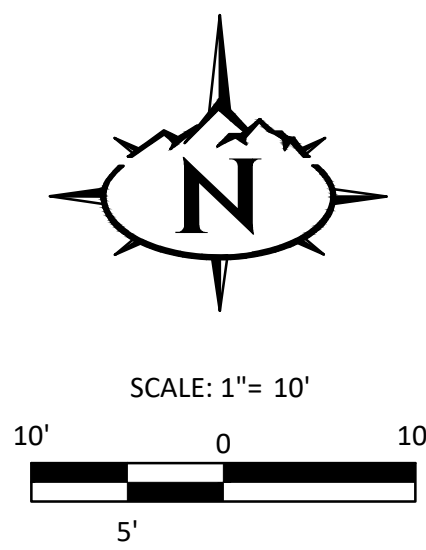
W 2ND STREET
(60' PUBLIC ROW)

GILLETTE AVENUE
(100' PUBLIC ROW)

20' ALLEY



LEGEND
 X (FOUND) CHISELED "X" IN CONCRETE
 [Shaded Area] PROPOSED GAS EASEMENT VACATION



ANY USE, REUSE, OR CADD ADAPTATION OF THIS DRAWING OTHER THAN FOR THE SPECIFIC PURPOSE INTENDED BY ANYONE, WITHOUT WRITTEN AUTHORIZATION FROM THE ENGINEER, WILL BE AT THE CLIENT'S RISK AND FULL LEGAL RESPONSIBILITY.

ORDINANCE NO.

AN ORDINANCE PROVIDING FOR THE VACATION OF A 10-FOOT-WIDE GAS EASEMENT ON LOT 19B, BLOCK 6, OF THE RESUBDIVISION OF LOT 19, BLOCK 6 FIRST ADDITION SUBDIVISION; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.

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

SECTION ONE.

Pursuant to the petition of Earl and Dee McClure, property owner of Lot 19B, Block 6, of the Resubdivision of Lot 19, Block 6 First Addition Subdivision, and the authority of W.S. 15-6-104 and W.S. 34-12-106 through W.S. 34-12-110, the City Council finds that the vacation of the 10 ft. wide Gas Easement located at 202 S Gillette Ave; more specifically, 35.2'x10' easement, totaling 325 sq. ft. that is along the north and west property line, as contained entirely within Lot 19B, Block 6, of the Resubdivision of Lot 19, Block 6 First Addition Subdivision, as recorded by the Campbell County Clerk in Book 10 of Plats, Page 460, will not abridge or destroy any of the rights and privileges of the other landowners in the Resubdivision of Lot 19, Block 6 First Addition Subdivision; and further finds that the vacation is in the best interest of the City of Gillette. For a more detailed location of the vacation see the attached Exhibit Map.

SECTION TWO.

- (a) The Ordinance and Exhibit Map shall be recorded at the Campbell County Clerk's Office upon approval of the Vacation by City Council.
- (b) The Clerk of Campbell County, in whose office the aforesaid plat is recorded, shall write in plain legible letters across that part of the plat so vacated, the word "VACATED" and also make a reference on the same to the volume and page in which the said instrument of Vacation is recorded.

SECTION THREE. This ordinance shall be in full force and effect on its effective date, June 17, 2025.

PASSED, APPROVED AND ADOPTED THIS 17th day of June, 2025.

Shay Lundvall, Mayor

(S E A L)
ATTEST:

Alicia Allen, City Clerk

STATE OF WYOMING)
)ss.
County of Campbell)

On this ___ day of _____, 2025, before me personally appeared Shay Lundvall, to me personally known, who being by me duly sworn, did say that he is the Mayor of the City of Gillette, and that the seal affixed to said instrument is the Corporate Seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its City Council, and said Shay Lundvall acknowledged said instrument to be a free act and deed of said corporation.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____