



**CITY OF GILLETTE
PLANNING COMMISSION**

Tuesday, January 23, 2024

5:15 PM

**Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307) 686-5281**

Call To Order

Approval of Minutes

1. Meeting Minutes of January 9, 2024

Cases

Case No. PL2023-0044 Zoning Map Amendment – 202 & 204 Ross Ave

Old Business

New Business

Adjournment

Planning Commission Meeting Comment Form

CHAIRMAN

Shaun Hottell

VICE-CHAIRMAN

Ryan Conklin

BOARD MEMBERS

Cristal Pratt

Richard Cone

Matthew Nelson

Ian Scott

Jack Colson

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**CITY OF GILLETTE
PLANNING COMMISSION
January 23, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281**

DATE: 1/23/2024 5:15:00 PM

CASE NUMBER AND TITLE:

Meeting Minutes of January 9, 2024

APPLICANT/OWNER:

AGENT:

CASE SUMMARY:

CASE BACKGROUND:

CASE REQUIREMENTS:

STAFF RECOMMENDATION:

CASE MANAGER:

TENTATIVE CITY COUNCIL DATE:

ATTACHMENTS:

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[Planning Commission Minutes 1/9/24](#)

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ January 9, 2024 ~5:15 pm

PRESENT

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

Commission Members Absent: Jack Colson, Ian Scott.

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, Planner; Jill McCarty, Sr. Admin Assistant

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 12, 2023. Richard Cone seconded the motion. Motion carried 5/0.

Case No.
PL2023-0043
NEW TOWER –
801 Larch Street

The owners seek to install a 86' stealth monopole and associated equipment cabinets used for wireless communications.

801 Larch Street is located at the intersection of Larch Street and Pumphouse Lane off Warlow Drive. The southernmost property line borders the railroad. The property is 5.72 acres in size. Verizon would like to utilize the South East corner of the property to install a stealth monopole wireless communications tower. The communication tower will be made to look like a water tower. A water tower was chosen because it is in keeping with the industrial area where the tower is being situated.

This tower will assist in providing service to the area of downtown Gillette and outlying areas. The proposed tower will be built to accommodate a minimum of (1) additional provider to allow for collocation of future wireless communications.

Shannon Stefanick said the city received one call from the public on the case, who thought the cell tower would be city-owned and asked why it wasn't being built on city property. When Ms. Stefanick explained it was not city-owned the citizen had no objections to the tower being built at the proposed location.

Chair Hottell asked if there were any comments from the public or Commission on the case.

Vice-Chair Conklin asked if the height of the tower was at a permissible height, and Ms. Stefanick said the height would be below the maximum height allowed for towers and below height requirements for property zoned I-2, Heavy Industrial.

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

Case No.
PL2023-0028
ANNEXATION
PLAT –

The owner has initiated the annexation of a tract of land adjacent and contiguous to the City of Gillette, Wyoming, pursuant to Wyoming Statute 15-1-403, known as the Gillette College Foundation Annexation.

Gillette College
Foundation

This area is a logical extension of the City limits and will be serviceable. The land is located generally south of Lakeway Road, between 4-J Road and South Douglas Highway, and north of Sinclair Street, and is surrounded by the existing City of Gillette corporate limits on three sides.

The site currently has no buildings located on it. The owners desire to have the tract annexed and zoned for C-O, Office and Institution District uses with access to City services. There are no statutes or ordinances that regulate the shape or size of an area to be annexed.

Any future development or construction will be reviewed by the City and shall meet City standards.

The only additional tax upon landowners resulting from annexation is an additional 8 mills (\$8.00 per \$1,000 of assessed value) collected by the City for General Operation of the City. The County Tax Assessor's Office is responsible for establishing the classification of property, assessed value, and the assessment rate.

Meredith Duvall said the city received one call from the public on the case and was a general inquiry only.

Chair Hottell asked if there were any comments from the public or Commission on the case.

Cevin Imus, Land Surveying Incorporated, was present and said the college believes annexing the property, which was gifted to the college, would be moving in a positive direction with the city. Matt Nelson asked about the flood plain located on the property and if it was a concern for future development of the property. Mr. Imus said the flood plain does have limitations to building on the property, but development could happen outside of the floodplain. Ms. Duvall said if the property were to be developed, the floodplain would be discussed and addressed for City of Gillette and Army Corps of Engineers standards.

Chair Hottell inquired about the property lines of Donkey Creek within the property boundaries, and Mr. Imus said the Donkey Creek portion would be Tract D, owned by the City, and the rest would be owned by Gillette College Foundation.

Chair Hottell inquired about the additional tax of 8 mills and if the funds would go to the college. Ms. Duvall said funds would go to the city as part of property tax, and the property owners of the proposed annexation would pay the additional 8 mill tax.

Heidi Gross, Gillette College Foundation, was present and said the property was gifted to the college and would be used for future development for the college. Ms. Gross said the college applied for tax exemption on the property as a non-profit organization and the county approved with no additional taxes to be assessed on the property. Ms. Gross said the plat will also indicate that the city has the necessary easements for the pathway already in place along Donkey Creek.

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

OLD BUSINESS None.

NEW BUSINESS Shannon Stefanick said the next meeting will be January 23, 2024, and the meeting for February 13, 2024, will be canceled.

Meredith Duvall said the meeting day for the Planning Commission meetings were looking at being changed, and information will be available once a new day was decided.

ADJOURNMENT The meeting was adjourned at 5:33 p.m.

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

DRAFT



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PLANNING COMMISSION
January 23, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281**

DATE: 1/23/2024 5:15:00 PM

CASE NUMBER AND TITLE:

PL2023-0044

Zoning Map Amendment – 202 & 204 Ross Ave

APPLICANT/OWNER:

Alicia Long, Owner

AGENT:

Chad Lepine, Land Surveying Incorporated

CASE SUMMARY:

The owner is proposing to rezone 202 & 204 Ross Ave from C-1, General Commercial District, to C-2, Central Business District.

CASE BACKGROUND:

The owner is proposing to rezone Lot 2A, Block 8, Third Addition (202 & 204 Ross Ave) from C-1, General Commercial District, to C-2, Central Business District. The owner of 202 & 204 Ross Ave is also the owner of the lot to the north, 200 Ross Ave. The owner would like to adjust the lot line between the two lots and is currently unable to as the adjusted lot line would result in a split zoned lot, which we do not allow. The proposed rezone area is 0.32 acres and is the only lot in the immediate area that is zoned C-1. The minimum district size for a C-2 zoning district is 20 acres. This rezone would meet the minimum district requirements as the adjacent C-2 zoning district that the parcel would become a part of is 40.43 acres.

The surrounding Zoning Districts are:

North – C-2, Central Business District

East – R-4, Multi-Family Residential District and C-2, Central Business District

South – R-4, Multi-Family Residential District

West –C-2, Central Business District

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 for the promotion of public health, safety, or welfare

This rezone would serve to correct an obvious error. The minimum district size for C-1, General Commercial District, is 4 acres. The current C-1 island is only 0.32 acres or only 8% of the minimum district size. The rezone to C-2, Central Business District, would add to the existing 40-acre C-2 zoning district, thus fixing an obvious error in district sizing.

CASE REQUIREMENTS:

None

STAFF RECOMMENDATION:

Staff recommends approval.

CASE MANAGER:

Shannon Stefanick, City Planner

TENTATIVE CITY COUNCIL DATE:

February 6, 2024

ATTACHMENTS:

Click to download
<input type="checkbox"/> Exhibit A
<input type="checkbox"/> Planning Requirements
<input type="checkbox"/> Zoning Ordinance

Vicinity Map



PROJECT AREA

W 2nd St

Ross Ave



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

December 28, 2023
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City of Gillette, GIS Division, Campbell
County, State of Wyoming

Planning Requirements

PL2023-0044

Zoning Map Amendment - 202 & 204 Ross Ave

The Planning Requirements are as follows:

None

ORDINANCE NO.

AN ORDINANCE TO AMEND THE DISTRICT ZONING MAP OF THE CITY OF GILLETTE, WYOMING, FOR LOT 2A OF BLOCK 8, THIRD ADDITION, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING, FROM C-1, GENERAL COMMERCIAL DISTRICT, TO C-2, CENTRAL BUSINESS DISTRICT PER THE ATTACHED EXHIBIT. SUBJECT TO ALL PLANNING REQUIREMENTS.

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

Section 1. Legal Description

Lot 2A, Block 8, Third Addition, City of Gillette, Campbell County, Wyoming

Section 2. Zoning Amendment

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

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2024.

Shay Lundvall, Mayor

(S E A L)

ATTEST:

Alicia Allen, City Clerk

Publication Date: