



**CITY OF GILLETTE
PLANNING COMMISSION
Tuesday, February 13, 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 23, 2024**

Cases

Case No. PL2024-0047 Minor Subdivision-2005 S Douglas Hwy

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
February 13, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281**

DATE: 2/13/2024 5:15:00 PM

CASE NUMBER AND TITLE:

Meeting Minutes of January 23, 2024

APPLICANT/OWNER:

AGENT:

CASE SUMMARY:

CASE BACKGROUND:

CASE REQUIREMENTS:

STAFF RECOMMENDATION:

CASE MANAGER:

TENTATIVE CITY COUNCIL DATE:

ATTACHMENTS:

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[Meeting Minutes 01/23/2024](#)

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ January 23, 2024 ~5:15 pm

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

Commission Members Absent: Jack Colson

Staff Present: 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 January 9, 2024. Cristal Pratt seconded the motion. Motion carried 6/0.

Case No.
PL2023-0044
ZONING MAP
AMENDMENT –
202 and 204
Ross Avenue

The owner, Alicia Long, 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.

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.

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

Richard Cone asked what the size of all of the lots were, and what the minimum requirement is for property zoned C-2. Shannon Stefanick said the minimum is 20 acres, and with the other surrounding properties it would add up to over 40 acres.

There being no further comments or questions Ian Scott made a motion to approve the case, and Matthew Nelson seconded. The Motion carried 6/0.

OLD BUSINESS None.

NEW BUSINESS Shannon Stefanick said the next meeting will be February 13, 2024.

ADJOURNMENT The meeting was adjourned at 5:21 p.m.

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



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PLANNING COMMISSION
February 13, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281

DATE: 2/13/2024 5:15:00 PM

CASE NUMBER AND TITLE:

PL2024-0047

Minor Subdivision-2005 S Douglas Hwy

APPLICANT/OWNER:

Trevor Norris, Sawtooth Builders

AGENT:

Trevor Norris, Sawtooth Builders

CASE SUMMARY:

The applicant seeks to subdivide 2005 S Douglas Hwy into two lots for ownership purposes.

CASE BACKGROUND:

The applicant seeks to subdivide 2005 S Douglas Hwy into two lots for ownership purposes. The lot is currently zoned C-1, General Commercial District. There is no minimum area of a zone lot in the C-1 Zoning District. No plans for the development of the proposed new lot have been submitted. Per Article II, Section 9. (c) of the City of Gillette Subdivision Regulations, "Subdivisions completed for ownership purposes only, in a commercial or industrial zoning district, shall be exempt from installing water, sanitary sewer and other required public improvements". The required improvements for the new lot will be determined at the time of development through the City of Gillette Development Review Process.

CASE REQUIREMENTS:

1. All comments from the staff review process shall be addressed.
2. Cross-parking agreement between the two lots for utilization of the parking spaces by 2005 S Douglas Hwy.
3. There shall be a note on the final plat stating that all public improvements, including water, sanitary sewer, streets, and other required public improvements, are the responsibility of the developer at the time of development.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Shannon Stefanick, City Planner

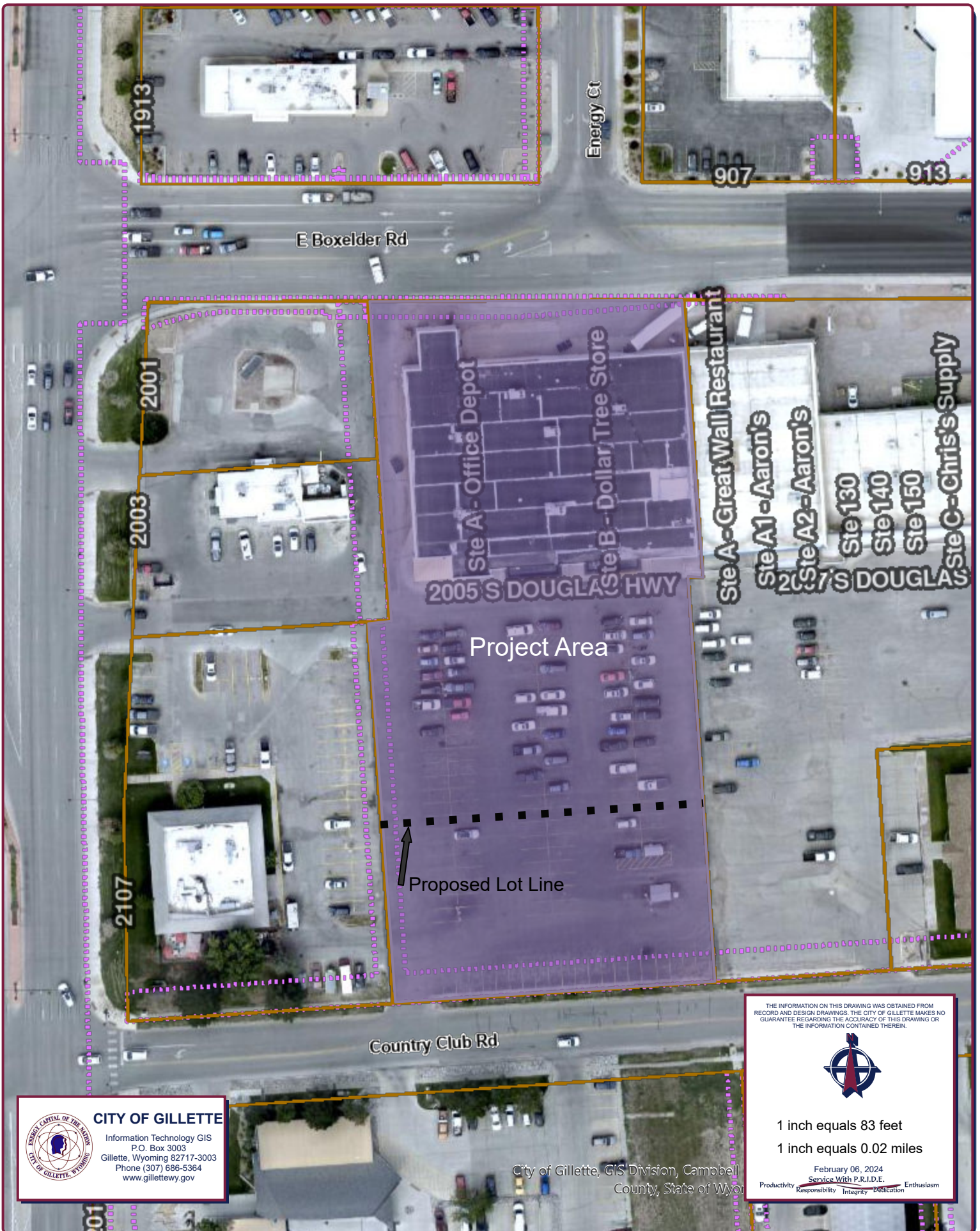
TENTATIVE CITY COUNCIL DATE:

February 20, 2024

ATTACHMENTS:

Click to download
<input type="checkbox"/> Vicinity Map
<input type="checkbox"/> Planning Requirements
<input type="checkbox"/> Resolution

2005 S Douglas Hwy Vicinity Map



CITY OF GILLETTE

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 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 83 feet
 1 inch equals 0.02 miles

February 06, 2024
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City of Gillette, GIS Division, Campbell County, State of Wyoming

PL2024-0047-Minor Subdivision-2005 S Douglas Hwy

Planning Requirements

1. All comments from the staff review process shall be addressed.
2. Cross-parking agreement between the two lots for utilization of the parking spaces by 2005 S Douglas Hwy.
3. There shall be a note on the final plat stating that all public improvements, including water, sanitary sewer, streets, and other required public improvements, are the responsibility of the developer at the time of development.

RESOLUTION NO.

**A RESOLUTION APPROVING AND AUTHORIZING THE
MINOR SUBDIVISION OF TRACT 3, COUNTRY CLUB ROAD
ADDITION; TO THE CITY OF GILLETTE, WYOMING,
SUBJECT TO ALL PLANNING REQUIREMENTS.**

WHEREAS, the Final Plat of the Resubdivison of Tract 3, Country Club Road Addition, to be known as Lot 1 & Lot 2, Tract 3, Country Club Road Addition; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on February 13th, 2024, with Planning Requirements.

WHEREAS, the recording of the Resubdivison of Tract 3, Country Club Road Addition, to be known as Lot 1 & Lot 2, Tract 3, Country Club Road Addition; 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 February 13th, 2024.

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

the Final Plat of the Resubdivison of Tract 3, Country Club Road Addition, to be known as Lot 1 & Lot 2, Tract 3, Country Club Road Addition; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by DOWL, signed by Tad R. Rosenlund, Professional Land Surveyor, Wyoming Registration Number 15057, is hereby approved for filing with the Campbell County Clerk and Ex-Officio Recorder of Deeds.

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

Shay Lundvall, Mayor

(S E A L)

ATTEST:

Alicia Allen, City Clerk