



**CITY OF GILLETTE
PLANNING COMMISSION
Tuesday, June 11, 2024
5:15 PM
2ND FLOOR COMMUNITY ROOM
201 E. 5th Street, Gillette, Wyoming 82716
(307) 686-5281**

Call To Order

Approval of Minutes

1. Meeting Minutes of May 28, 2024

Cases

Case No. PL2024-0067 Easement Vacation - 1122 Sioux 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

www.gillettewy.gov

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



**CITY OF GILLETTE
PLANNING COMMISSION
June 11, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281**

DATE: 6/11/2024 5:15:00 PM

CASE NUMBER AND TITLE:

Meeting Minutes of May 28, 2024

APPLICANT/OWNER:

AGENT:

CASE SUMMARY:

CASE BACKGROUND:

CASE REQUIREMENTS:

STAFF RECOMMENDATION:

CASE MANAGER:

TENTATIVE CITY COUNCIL DATE:

ATTACHMENTS:

Click to download

[Meeting Minutes 5.28.24](#)

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Council Chambers ~ City Hall ~ May 28, 2024 ~ 5:15 pm

PRESENT

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

Commission Members Absent: Jack Colson, Matthew Nelson, and Ian Scott

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, 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 Vice-Chair Conklin to approve the meeting minutes of May 14, 2024. Cristal Pratt seconded the motion. Motion carried 4/0.

Case No.
PL2024-0064
MINOR
SUBDIVISION -
Minor
Subdivision-
4401 & 4405
Daylight Ct

The applicants, Mark Eisheid of 4401 Daylight Ct. and Jose & Judith Aguayo of 4405 Daylight Ct, are seeking to split the vacant lot, 4403 Daylight Ct, that sits between them and absorb the extra acreage into their existing lots. Currently, 4401 Daylight Ct is 0.38 Acres, 4403 is 0.26 acres, and 4405 is 0.25 acres. If the subdivision passes, 4401 Daylight Ct will become 0.51 acres and 4405 will become 0.38 acres. All three existing lots are zoned MH, Mobile Home District, and meet the minimum lot size of 0.14 acres both before and after the proposed subdivision.

The existing water service for 4403 Daylight Ct is stubbed into a shared meter pit with 4405. This is acceptable to the Water Division and the service does not need further abandonment. The sewer service is buried at the property line of 4403 Daylight Ct. This is acceptable to the Wastewater Division and the service does not need further abandonment.

Shannon Stefanick said the city Planning Division received no inquiries from the public regarding the case.

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

Vice-Chair Conklin asked about adding property to a mortgage and if the mortgage company was going to allow it. Ms. Stefanick said the mortgage company will have to sign a consent to subdivide that they approve of the new adjustments of the property lines before the new plat is filed at the county. Ms. Stefanick said there is a possibility the mortgage companies will not sign the consent to subdivide, and the updated plat would not get filed. Richard Cone asked if both mortgage companies had signed the consent to subdivide and Ms. Stefanick said she has received one of the two needed.

There being no further comments or questions Richard Cone made a motion to approve the case, and Vice-Chair Conklin seconded. The Motion carried 4/0.

Case No.
PL2024-0065

The property owner, Gillette College Foundation, is proposing to subdivide an existing area of land within city limits that has been recently annexed by the City of Gillette at the owners request on February 20, 2024, known as the Gillette College Foundation

MINOR
SUBDIVISION -
Gillette College
Foundation
Subdivision

Annexation. The proposed subdivision consists of Lot 1 at 9.85 acres, Lot 2 at 1.69 acres, Lot 3 at 15.41 acres, and Tract A at 10.90 acres.

The City of Gillette owns proposed Tract A, which consists of Donkey Creek and its immediate floodplain. City Planning Staff determined that it would be logical to include the city-owned proposed tract in the subdivision as it bisects the Gillette College Foundations three lots.

The proposed subdivision is located generally south of Lakeway Road, between 4-J Road and South Douglas Highway, and north of Sinclair Street. The proposed Lots and Tract currently has no buildings located on them. The zoning is C-O, Office and Institution District and has access to City services; property owners will be required to hook up to city services at the time of development.

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

Meredith Duvall said the city Planning Division received one inquiry from the public regarding the case regarding if the southern lot would gain access through N College Park Court or around the neighborhood. Ms. Duvall said access would be done at the time of development, but there is a large access easement running across the southern part of the property. Cevin Imus, agent for the Gillette College Foundation, was present, and said while access has not been discussed at this time, access coming in off Sinclair was more logical.

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

Tom Godfrey, adjacent landowner, was present, and stated that he has owned his property for 40 years and that he has flooding concerns. He specifically pointed to the flooding event from the 2013 Memorial Day weekend and the two inches of rainfall we received just a few weekends ago as problematic for the area. His property, as well as neighboring properties, have been inundated with floodwater and future development is only making it worse. Furthermore, he expressed concerns regarding the maintenance of Donkey Creek, specifically the cleaning and clearing out of the creek for better water flow, and the city's role/responsibility in that. Mr. Godfrey asked what was going to be developed on the property. Ms. Duvall said the property had been previously annexed, and with the subdivision this will provide accurate legal descriptions of the properties rather than meets and bounds descriptions which will make it easier for titling purposes. Ms. Duvall said there is no proposed development at this time.

Charolette Garst, resident at 3605 N. College Park Ct., asked how the Tract 1, Tract 2, etc. were decided on and named. Cevin Imus said the tracts were created bases upon the 100-year flood event.

Gary Helberg, resident at 3600 N. College Park Ct., said he had a 45-foot easement on one side of his property and if a road is built to go through his subdivision into this development, he feels he will lose more of his property. Mr. Helberg said the flood maps he could get through FEMA were from 2008, and since then the pathways have been put in and the flood zones have changed. Mr. Helberg said he is paying flood insurance on his house because it is in the flood zone and said before anyone starts to build anything in the area, they need to know it is in a flood zone. Ms. Stefanick said any updates to the

FEMA flood zones maps are done through the Army Corps of Engineers, and Ms. Duvall said a homeowner can request revisions from the Corps of Engineers. Ms. Duvall said the flood zone for the area has changed, as the Engineering Division is doing a project for Dalbey Park and the subsequent floodway areas. Ms. Duvall said the subdivision was for land records only, and no development was proposed. If development were to be proposed, the city Engineering Division would review a drainage study and runoff would not be allowed to exceed 100-year flood rates.

Ms. Garst asked if the college was wanting to sell the property, Ms. Duvall said while she did not know what the college was planning to do with the property, they acquired this land that was in the county, and it made more sense for it to then be annexed into the city which made the requirement for the subdivision.

There being no further comments or questions Richard Cone made a motion to approve the case, and Cristal Pratt seconded. The Motion carried 3/0/1.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said there will be a meeting June 11, 2024, and the Planning Commission for June 25, 2024, is canceled.

ADJOURNMENT The meeting was adjourned at 5:50 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE
PLANNING COMMISSION
June 11, 2024 5:15:00 PM
Community Conference Room 2nd Floor
201 E. 5th Street, Gillette, Wyoming 82716
(307)686-5281**

DATE: 6/11/2024 5:15:00 PM

CASE NUMBER AND TITLE:

PL2024-0067 Easement Vacation - 1122 Sioux Ave

APPLICANT/OWNER:

Kelly Wandler, Owner

AGENT:

Kristopher Anderson, Anderson Surveying LLC.

CASE SUMMARY:

A request seeking approval for the partial vacation of a 10-foot-wide General Utility Easement.

CASE BACKGROUND:

The City of Gillette has initiated a partial vacation of an existing 10 ft. wide General Utility Easement located at 1122 Sioux Ave; more specifically, the southern 5 ft. of the easement running along the northern property line east to west. During the Certificate of Occupancy process, City Planning Staff discovered that the permitted accessory structure is located in an existing General Utility Easement by 1.9 ft. To clear up any confusion by future Staff and have a clean lot for the property owner, City Planning Staff sought permission of the property owner to initiate a partial vacate of the easement. A locates request indicated that the easement is free of existing utilities. 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:

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:

June 18, 2024

ATTACHMENTS:

Click to download

[Planning Requirements](#)

[Vicinity Map/Exhibit](#)

[Foundation Location Certificate \(FLC\)](#)

[Utility Locates](#)

[Ordinance](#)

Planning Requirements

PL2024-0067

Vacation Request – 1122 Sioux Ave

The Planning Requirements are as follows:

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




Vacation - 1122 Sioux Ave.

Easement Vacate Request

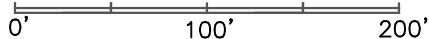
Exhibit "A"



LEGEND

-  PROJECT AREA
-  REMAINING GENERAL UTILITY EASEMENT
-  VACATE SOUTHERLY 5'

GRAPHIC SCALE



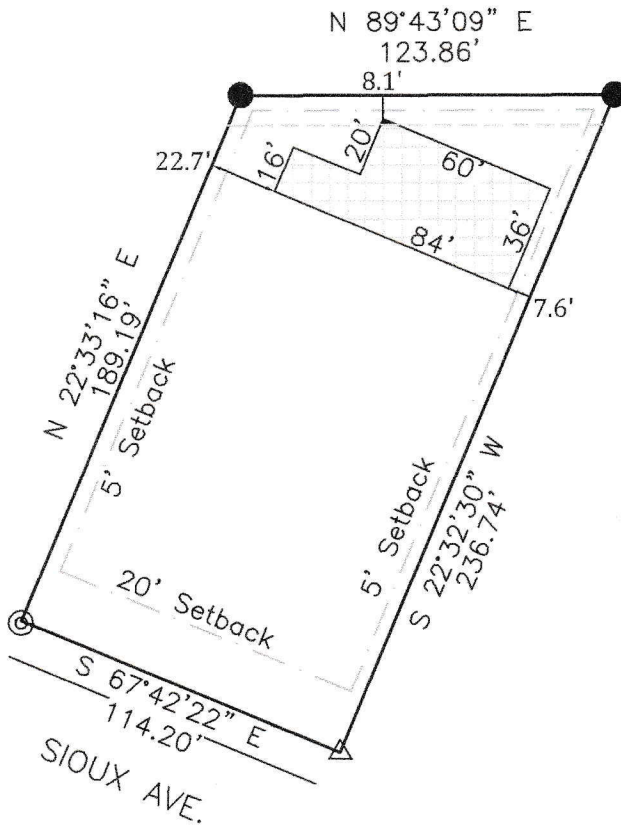
PREPARED FOR: CITY OF GILLETTE/PLANNING
2nd FLOOR, CITY HALL
201 E 5th St.
GILLETTE, WYOMING 82716

PREPARED BY: ANDERSON SURVEYING LLC
PO BOX 833
GILLETTE WYOMING 82717
307.257.2247

DATE: 05-07-2024

Foundation Location Certification

LOT 9B, BLOCK 4 SUNBURST SUBDIVISION No. 4
 ALSO KNOWN AS 1122 SIOUX AVE., GILLETTE, WYOMING
 ZONING DISTRICT : R-1



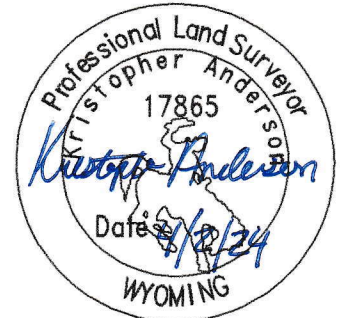
- ⊙ Set Aluminum Cap LS#17865
 - Found Yellow Plastic Cap LS#2333
 - △ Found Aluminum Cap LS#2333
 - Lot line
 - - - Set Back
 - Curb Flow line (4522.8'–4522.7')
 - - - 10' General Utility Easement
 - ▭ New Post Frame Structure
 - Encroachment
- Proposed Finished Floor Elevation: 4522.5'
 Unfinished Floor Elevation: 4521.9'



I, KRISTOPHER ANDERSON A REGISTERED PROFESSIONAL LAND SURVEYOR, NO 17865, IN THE STATE OF WYOMING DO HEREBY STATE THAT THIS FOUNDATION LOCATION CERTIFICATE FOR LOT 9B, BLOCK 4 SUNBURST SUBDIVISION NO. 4, ALSO KNOWN AS 1122 SIOUX AVE., GILLETTE, WYOMING WAS MADE FROM RECORDS ON FILE AND FROM AN ACTUAL FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION DURING THE MONTH OF MARCH, 2024 AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

I FURTHER STATE AS FOLLOWS:

1. THE IMPROVEMENT SITUATED UPON THE ABOVE DESCRIBED PROPERTY LIES COMPLETELY WITHIN THE BOUNDARY LINES OF THE DESCRIBED PROPERTY
2. THE DRIVEWAY LIES WITHIN THE SAID BOUNDARY LINES
3. THERE ARE NO ENCROACHMENTS UPON THE LOT FROM ANY BUILDING LOCATED UPON THE ADJOINING PROPERTIES EXCEPT AS NOTED
4. ALL BUILDING SETBACK DISTANCES FROM PROPERTY LINES OR OTHER BUILDINGS ARE DESCRIBED
5. THIS CERTIFICATE IS NOT INTENDED FOR CONSTRUCTION OR FOR OTHER IMPROVEMENTS THAT ARE NOT PART OF THIS SURVEY
6. NOT INTENDED FOR FENCING PURPOSES



PREPARED FOR: HOMESTEAD STRUCTURES
 4510 SOUTH DOUGLAS HWY
 GILLETTE WY 82718

PREPARED BY: ANDERSON SURVEYING LLC
 PO BOX 833
 GILLETTE WYOMING 82717
 307.257.2247

Excavator Details

Caller Id: 22786
Contact: Kristopher Anderson
Company: Anderson Surveying

Phone: 406 390 1371
Mobile: Not Supplied
Email: kris@andersonsurveyingllc.com

Dig Site and Ticket Details



[Open Map](#)

Marked with lath and white flagging

Ticket Medium	Web
Ticket Status	Original
Ticket Type	Regular
Previous Ticket No.	Not Supplied
User Reference	HS
Ticket Date (MTZ)	04/22/2024 07:05 AM
Work Start Date (MTZ)	04/24/2024 07:05 AM
Work Expire Date (MTZ)	05/14/2024 07:05 AM
Address	Sioux Ave Gillette
Nearest Cross Street	Choctaw
Type of work	Construction
Activity	Expose & Survey
Excavation Method	Hand Digging
Excavation Depth	>48in
Public Property	None
Private Property	Private Property
Onsite Contact	Kristopher Anderson
Onsite Phone	4063901371
Municipality	Not Supplied
Nearest Community	Gillette
Rural Subdivision	Not Supplied

Your Responsibilities

- Do not proceed with any excavation until all notified utility owners have responded by providing clearance, OR by identifying the location of their facilities with maps OR by placing locate marks on the ground.
- Pothole to establish the exact location of all underground utilities using soft digging methods, before using heavy machinery.
- If you damage an underground utility, you MUST advise the utility owner directly and immediately.
- By using the One-Call of Wyoming, Inc. service, you agree to our privacy policy and the terms and conditions set out on our web site.
- **For more information, visit www.onecallofwyoming.com**

Utility Owner Details

The public utility owners listed below with a Status of "Notification Sent" have been requested to respond to your request. They may contact you directly for clarification of your request details.

Station Code	Authority Name	Phone	Status
KM7	BLACK HILLS ENERGY (KM7)	1-888-890-5554	Notification Sent
AB1	CHARTER COMMUNICATIONS (AB1)	307-682-4303	Notification Sent
COG	CITY OF GILLETTE (COG)	307-686-5276	Notification Sent

END OF UTILITIES LIST

ORDINANCE NO.

AN ORDINANCE PROVIDING FOR THE PARTIAL VACATION OF A 10-FOOT-WIDE GENERAL UTILITY EASEMENT ON LOT 9B, BLOCK 4, OF THE SUNBURST SUBDIVISION IV; 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 the City of Gillette and with the permission of the property owner of Lot 9B, Block 4, of the Sunburst Subdivision IV, 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 partial vacation of the southern 5' of the 10' wide utility easement along the northern property line, as contained entirely within Lot 9B, Block 4, of the Sunburst Subdivision IV, as recorded by the Campbell County Clerk in Book 8 of Plats, Page 202, will not abridge or destroy any of the rights and privileges of the other landowners in the Sunburst Subdivision IV, and further finds that the partial 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 18, 2024.

PASSED, APPROVED AND ADOPTED THIS 18th day of June, 2024.

Shay Lundvall, Mayor

(S E A L)
ATTEST:

Alicia Allen, City Clerk
Publication Date: June 22, 2024

STATE OF WYOMING)
)ss.
County of Campbell)

On this ____ day of _____, 2024, 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: _____