

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
MINOR
SUBDIVISION -
Gillette College

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 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.

Foundation
Subdivision

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.