

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Community Room ~ City Hall ~ July 9, 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: Meredith Duvall, Planning Manager; Shannon Stefanick, Planner; Jill McCarty, Administrative Coordinator; Sean Brown, City Attorney.

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 June 11, 2024. Richard Cone seconded the motion. Motion carried 5/0.

Case No.  
PL2024-0070  
ADVANCE  
AGREEMENT –  
700 Axle's Ave

Commissioner Ryan Conklin excused himself from consideration from this matter due to a conflict. The property owner, North Park Transportation Co, Inc., is requesting an Advance Agreement waiving the development requirement of hooking up to the City sewer system and subsequently requesting the allowance of the installation and use of a septic system within City limits.

The request was submitted after it was discovered that neighboring property owners to the south executed an Advance Agreement with the Gillette City Council in July of 1985. Citing the cost associated with a sewer main extension, the property owner is seeking an exception to the standard development requirements and are proposing that they be allowed to install and utilize in perpetuity a septic system until the time when the existing sewer main is extended and within two hundred and fifty feet (250') of Axle's Avenue, at which time they will be required to hook-up to the City sewer system.

Meredith Duvall said the city received no calls from the public on the case.

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

Richard Cone asked how far it was from the property to the nearest sewer main. Ryan Conklin, agent for the property, said there was a sewer line under the highway and railroad that would require a lift station to be built that was approximately 1,800 feet in distance. There was another sewer line to the south approximately ½ mile in distance that might also require a lift station. Mr. Cone asked if the trucking facility located on the property previously had access to water or sewer. Mr. Conklin said the water was hooked into the Madison water line and the sewer was on a septic system which was allowed when it was built. Mr. Cone asked why the septic system was not being grandfathered in if it already existed. Meredith Duvall said the original agreement for the septic system was for a lot that had since been part of a new subdivision, and since that happened when that septic fails it would then be required to hook up city sewer.

Chair Hottell asked why this request was being brought up now after all this. Meredith Duvall said new or potential new property owners are requesting the use of septic. Ms. Duvall said the current development requirements are to hook up to city utilities and the burden of extending a main is on the developer. Chair Hottell asked if there are codes in place that would make sure the septic would be done properly. Ms. Duvall said it is detailed

out in the advanced agreement that the property owners would initiate a permit with Department of Environmental Quality and Campbell County would take over the permitting process as they coordinate septic permits with DEQ.

Richard Cone asked if obtaining the septic permit was a condition of the sale of the property and Ryan Conklin said it was, and the current owner wants to pursue the septic permit even if the sale does not go through.

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

Case No.  
PL2024-0071  
ADVANCE  
AGREEMENT –  
2500 E Hwy 14-  
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Commissioner Ryan Conklin excused himself from consideration from this matter due to a conflict. The property owner, Robert Ostlund, is requesting an Advance Agreement waiving the development requirement of hooking up to the City sewer system and subsequently requesting the allowance of the installation and use of a septic system within City limits.

The request was submitted after it was discovered that neighboring property owners to the south executed an Advance Agreement with the Gillette City Council in July of 1985. Citing the cost associated with a sewer main extension, the property owner is seeking an exception to the standard development requirements and are proposing that they be allowed to install and utilize in perpetuity a septic system until the time when the existing sewer main is extended and within two hundred and fifty feet (250') of Axel's Avenue, at which time they will be required to hook-up to the City sewer system.

Meredith Duvall said the city received no calls from the public on the case.

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

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

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said there will be upcoming public meetings for the Comp Plan July 10 and July 11, 2024. And the July 23, 2024, and August 13, 2024, Planning Commission meetings are canceled.

ADJOURNMENT The meeting was adjourned at 5:31 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.