



CITY OF GILLETTE

Administration
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5203
www.gillettewy.gov

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Patrick G. Davidson, City Administrator 
RE: General Information
DATE: April 20, 2018

The following meetings are scheduled for the week of **April 21 – 27, 2018**

Saturday, April 21st

- 8:00 a.m. NEWY Meeting, Agenda Attached**
- City Hall – 3rd Floor Conference Room

Tuesday, April 24th

- 11:30 a.m. Governor's Luncheon**
- Cam-Plex, Energy Hall

Tuesday, April 24th

- 6:00 p.m. City Council Budget Workshop #1, Agenda Attached**
- Capital Improvement Project (CIP) Review
 - Review May 1st Council Agenda
 - Executive Session
 - City Hall – 2nd Floor Community Room
 - Dinner Served at 5:30 p.m.

Wednesday, April 25th

- 5:30 p.m. City Council Special Meeting, Agenda Attached**
- Executive Session
 - Litigation
 - City Hall – 3rd Floor Conference Room
 - Dinner Served at 5:00 p.m.

Friday, April 27th

- 9:00 a.m. Arbor Day Event**
- Dalbey Park - City of Gillette Veteran's Memorial Shelter, 900 Edwards Road

1. Attached please find the **City of Gillette Development Summary Through the End of the 1st Quarter of 2018** provided by **Development Services Director VonEye**.
2. Attached please find **information** regarding **Coal Country Trash-a-thon Community Cleanup** dated **April 17, 2018** provided by **Communications Manager Palazzari**.
3. Attached please find **Utility Rates Effective May 1, 2018** provided by **Finance Director Henderson**.
4. Attached please find a **news release** regarding **Combat Raider Training** dated **April 13, 2018** provided by the **United States Air Force 28th Bomb Wing Public Affairs**.

5. Attached please find the **agenda** for the **Planning Commission** dated **April 24, 2018** and **meeting minutes** dated **February 27, 2018** provided by **Development Services Director VonEye**.
6. Attached please find **information** regarding **Child Safety Seat Check & Bike Rodeo** on **Saturday, April 28** from **10:00 a.m. – 2:00 p.m.** at the **Campbell County Public Health Parking Lot**.

* Item previously discussed by Council

PGD/adw



Saturday, April 21, 2018, 8AM

Location: 3rd Floor Conference Room, City Hall, Gillette, WY

Facilitated by: Mayor Louise Carter-King

- I. Welcome, Introductions & Warm-Up Items
- II. OLD BUSINESS
 - Approval of March 24, 2018 Minutes
- III. NEW BUSINESS
 - Election of Region II Town Representative for WAM Board of Directors
 - Two-year term, beginning July 1, 2018
 - Position is being vacated by Mayor Chris Schock
 - Congressional Tour – August 13-17, 2018
 - Financials
 - Route
 - Tour Speakers/Meal Sponsors
 - Future NEWY Agenda Topics & Guests
- IV. Upcoming Events:
 - June 13-15: WAM Summer Convention, Pinedale
- V. Next NEWY Meeting Date
 - Saturday, May 19, 8AM, Gillette City Hall
- VI. Adjourn

Placemaking Training is scheduled to begin at 9am in the 2nd Floor Community Room

	Budget Workshop #1 Tuesday, April 24, 2018 Meeting: 6:00 p.m. 2nd Floor Community Room

Dinner served at 5:30 in the 2nd Floor Community Room

Agenda Topics:

- Capital Improvement Project (CIP) Review
- Review May 1st Agenda
- Executive Session



Upcoming Work Session Topics:

April 25 – Special Meeting 5:30 p.m.

(3rd Floor Conference Room)

- Executive Session
 - Litigation

May 7 Budget Workshop #2 – 5:30 p.m.

(2nd Floor Community Room)

- Budget Review
- Executive Session

May 8 Budget Workshop #3 – 5:30 p.m.

(2nd Floor Community Room)

- Budget Review
- Review May 15th Agenda
- Executive Session

May 22 - CANCELED

May 29

- Review June 5th Agenda
- Executive Session

June 12 – Special Meeting

- Budget Ordinance – 2nd Reading
- Review June 19th Agenda
- Executive Session

June 26

- Review July 3rd Agenda
- Executive Session

July 10

- Review July 17th Agenda
- Executive Session

July 24 – CANCELED

August 14

- Review August 21st Agenda
- Executive Session

August 28

- Review September 4th Agenda
- Executive Session

City/County Meeting

Upcoming Council Pre-Meeting Topics

May 1

- Quarterly Update
 - Energy Capital Economic Development
- Fiber Grant Update
- Review May 1st Agenda
- Executive Session

May 15

- Wireless Communications Facilities Ordinance Discussion
- Review May 15th Agenda
- Executive Session

June 5

- Review June 5th Agenda
- Executive Session

June 19

- WYDOT State Transportation Improvement Plan Presentation
- Review June 19th Agenda
- Executive Session

July 3

- Review July 3rd Agenda
- Executive Session

July 17

- Review July 17th Agenda
- Executive Session

July 31

- Review July 31st Agenda
- Executive Session

August 7

- Review August 7th Agenda
- Executive Session

August 21

- Review August 21st Agenda
- Executive Session

Upcoming Activities

- **April 21** – NEWY Meeting, 3rd Floor Conference room – 8:00 a.m.
- **May 3** – National Day of Prayer – Lasting Legacy Park – 12:00 p.m.
- **May 23 & 24** - Wyoming Business Council Meeting (Time and Location TBA)
- **May 24** – Senior Center Luncheon

New Agenda Items for May 1, 2018

1. Council Consideration of a Resolution Regarding the Methodology to Guide the Evaluation of Budget Requests from Outside Agencies and Social Service Agencies, and Establishing a Sunset Provision.

(New Business – Minute Action)

2. Council Consideration of a Resolution Initiating Annexation of a Tract of Land, Entirely Adjacent and Contiguous to the City of Gillette, Wyoming Pursuant to W.S. 15-1-404, Known as the Country Club Island Annexation, Located in a Portion of the SW1/4, Section 26 and a Portion of the NW1/4 Section 35, T50N, R72W of the 6th P.M., Campbell County Wyoming, Certifying Compliance and Establishing a Public Hearing Date of June 05, 2018 to Consider the Proposed Annexation.

(New Business – Minute Action)

3. An Ordinance Amending Section 13 - Telecommunication Towers and Antennas, of the City Zoning Ordinance of the City of Gillette; Providing Definitions; Providing for Permits; Providing for Severability; Providing for Repealer; and Providing for an Effective Date.

(New Business - Ordinance 1st Reading)

4. Appointment of an Official Voting Delegate and Alternate to the Wyoming Association of Municipalities' Convention Business Meeting on Friday, June 15, 2018, in Pinedale, Wyoming.

(Appointments)

	Special Meeting Wednesday, April 25, 2018 Meeting: 5:30 p.m. 3rd Floor Conference Room

Dinner served at 5:00 p.m. in the 3rd Floor Conference Room

Agenda Topics:

- Executive Session
 - Litigation



2018 Developing Gillette
City of Gillette Development Summary
Through the End of the First Quarter 2018



City of Gillette Planning Division
201 East 5th Street
PO Box 3003
Gillette, WY 82717

307-686-5281

www.gillettewy.gov
Cityplan@gillettewy.gov

2018 Commercial Projects

New Commercial Construction Permits 2018 Year-to-Date and Comparison with Yearly Totals 2013 – 2018

2018: 3	2018 Valuation: \$ 750,000
2017: 19	Valuation: \$ 8,640,988
2016: 12	Valuation: \$28,705,078
2015: 29	Valuation: \$78,254,824
2014: 23	Valuation: \$82,610,443
2013: 27	Valuation: \$30,643,901

Commercial Additions and Alterations 2018 Year-to-Date and Comparison with Yearly Totals 2013 – 2018

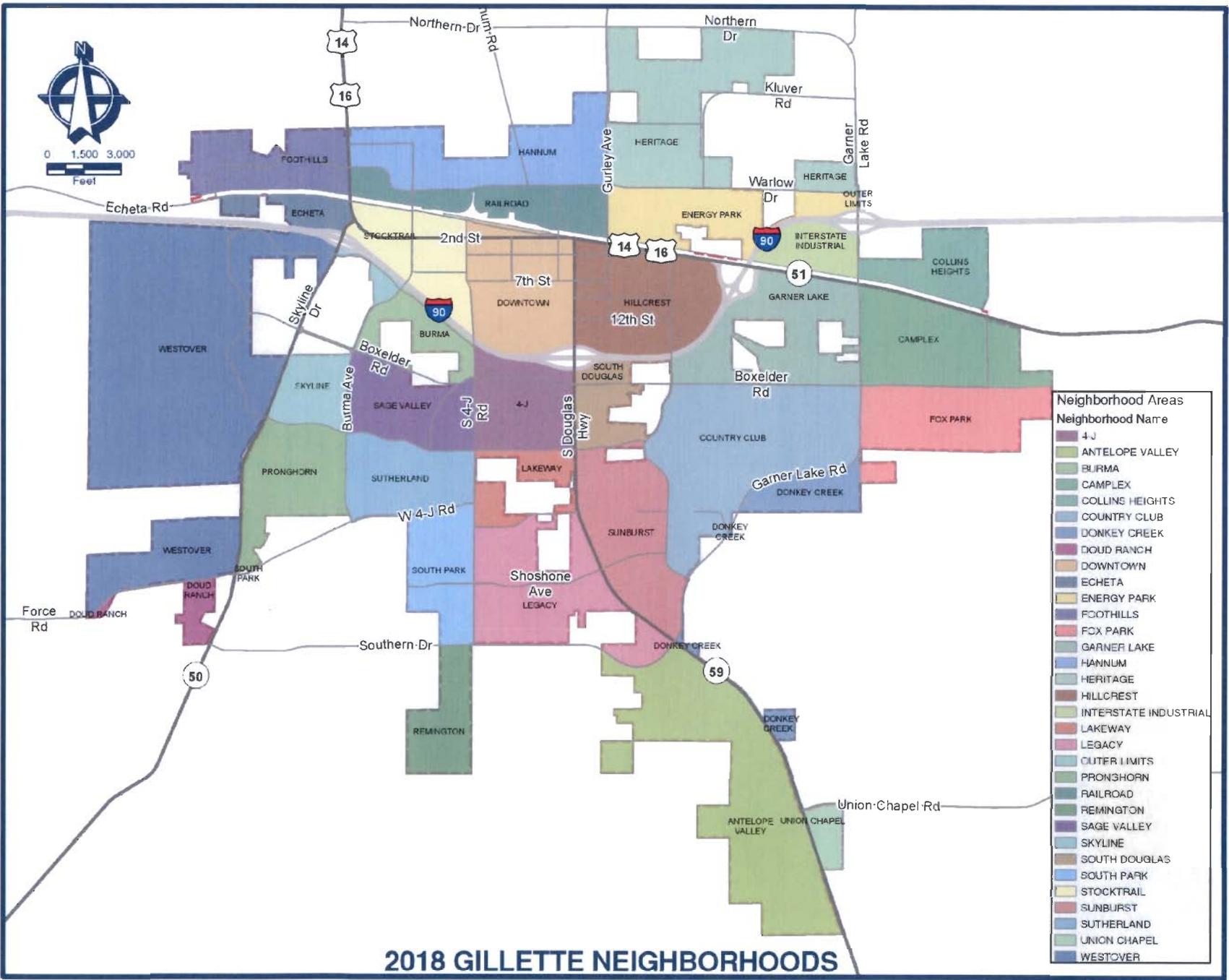
2018: 9	2018 Valuation: \$1,287,950
2017: 50	Valuation: \$6,602,142
2016: 52	Valuation: \$11,725,119
2015: 67	Valuation: \$41,655,772
2014: 90	Valuation: \$24,505,678
2013: 58	Valuation: \$10,323,461

*Does not include Commercial Re-Roof Projects

New Housing
New Housing Units Permitted by Type and Neighborhood
January 1 – March 31, 2018

NEIGHBORHOODS (See Map)	Units Permitted This Year					Total Known Units		
	SFD	SFA	MH	MF	Year to Date	Single Family Units	All Other Units	Total All Units
4-J					0	649	332	981
ANTELOPE VALLEY					0	13		13
BURMA					0			0
CAMPLEX					0			0
COLLINS HEIGHTS					0	178		178
COUNTRY CLUB					0	305	121	426
DONKEY CREEK					0			0
DOUD RANCH					0	105		105
DOWNTOWN					0	792	358	1,150
ECHETA					0	140		140
ENERGY PARK					0			0
FOOTHILLS					0	757	342	1,099
FOX PARK					0	432		432
GARNER LAKE	2				2	54		54
HANNUM					0	235	123	358
HERITAGE	1				1	1,218	300	1,518
HILLCREST					0	984	540	1,524
INTERSTATE INDUSTRIAL					0	101		101
LAKEWAY					0	9		9
LEGACY					0	471	138	609
OUTER LIMITS					0			0
PRONGHORN					0	161	173	334
RAILROAD					0	319	106	425
REMINGTON					0	224	216	440
SAGE VALLEY					0	653	15	668
SKYLINE					0	3		3
SOUTH DOUGLAS					0	9	141	150
SOUTH PARK	3				3	308	335	643
STOCKTRAIL					0	195	261	456
SUNBURST	6				6	569	1	570
SUTHERLAND					0	548	97	645
WESTOVER					0	888	92	980
WIND DANCER					0			
TOTAL for Year	12	0	0	0	12	10,308	3,691	14,011
% For Year	100%	0%	0%	0%	100%			

SFD = Single Family Detached // SFA = Single Family Attached (up to 3 units) // MH = Manufactured/Mobile Home // MF = Multi-Family (>= 4 units)



Neighborhood Areas

Neighborhood Name

- 4-J
- ANTELOPE VALLEY
- BURMA
- CAMPLEX
- COLLINS HEIGHTS
- COUNTRY CLUB
- DONKEY CREEK
- DOUD RANCH
- DOWNTOWN
- ECHETA
- ENERGY PARK
- FOOTHILLS
- FOX PARK
- GARNER LAKE
- GARNER LAKE COMPLEX
- HANNUM
- HERITAGE
- HILLCREST
- INTERSTATE INDUSTRIAL
- LAKEWAY
- LEGACY
- OUTER LIMITS
- PRONGHORN
- RAILROAD
- REMINGTON
- SAGE VALLEY
- SKYLINE
- SOUTH DOUGLAS
- SOUTH PARK
- STOCKTRAIL
- SUNBURST
- SUTHERLAND
- UNION CHAPEL
- WESTOVER

2018 GILLETTE NEIGHBORHOODS

**New Housing Units Permitted
2013 – 2018**

2018 Year-to-Date and Comparison with Yearly Totals 2013-2017

Year	Total New Housing Permits Issued
2018	12
2017	17
2016	19
2015	160
2014	183
2013	129

Valuation: The total valuation for all new housing permits issued year-to-date (2018) is **\$3,017,000.00**.

**Final Certificate of Occupancy Issued
2013 – 2018**

2018 Year-to-Date and Comparison with Yearly Totals 2013-2017

Year	Final Certificates of Occupancy Issued
2018	10
2017	45
2016	60
2015	138
2014	151
2013	140

Note: The Final Certificate Occupancy means that the building is approved for permanent occupancy.

**Residential Additions and Alterations*
2013 – 2018**

2018 Year-to-Date and Comparison with Yearly Totals 2013-2017

Year	Number of Permits	Valuation
2018	23	\$385,300
2017	95	\$3,319,327
2016	81	\$2,359,860
2015	134	\$2,970,439
2014	103	\$1,886,018
2013	105	\$2,391,665

*Does not include Residential Re-Roof Projects.

**Single Family Real Estate Summary - Total Active Residential Listings per Zip Code
End of First Quarter 2018 as of 04/03/2018 @ 3:38 p.m.**

Price Range		82716	82718	Combined Total
\$ 0.00	\$ 99,999.99	14	14	28
\$ 100,000.00	\$ 199,999.99	56	64	120
\$ 200,000.00	\$ 299,999.99	32	56	88
\$ 300,000.00	\$ 399,999.99	9	31	40
\$ 400,000.00	\$ 499,999.99	2	13	15
\$ 500,000.00	\$ 599,999.99	1	3	4
OVER	\$ 600,000.00	1	6	7
TOTAL		115	187	302

Source: Campbell County Board of Realtors and the Multiple Listing Service (MLS)

Rental Vacancy Rates

The vacancy rate for apartments/rental units in the 1st quarter of 2018 has *decreased* from **19.3%** in the 4th quarter 2017 to **12.6%** in the 1st quarter of 2018. 17 apartment complexes were targeted for the vacancy survey. 12 apartment complexes participated in the vacancy survey. Of the 1314 available units in the survey, 166 units were vacant at the time survey.

The vacancy rate for mobile/manufactured home units in manufactured home parks in the 1st quarter of 2018 has *decreased* to **9.0%** compared to **11.9%** in the 4th quarter of 2017. 23 Mobile/RV parks were targeted for the vacancy survey. 8 Mobile/RV parks participated in the vacancy survey. Of the 1376 available units in the survey, 125 units were vacant at the time of survey.

Rental Vacancy Rate by Quarter 2013 – 2018 by Percent Vacant

Apartments and Other Buildings	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Average for Year
2018	12.6				12.6%
2017	23.4	21.0	21.5	19.3	21.3%
2016	12.0	22.4	26.0	26.5	21.7%
2015	3.7	5.9	8.2	9.3	6.8%
2014	4.4	1.3	0.7	1.3	1.9%
2013	12.5	9.1	4.9	4.5	7.7%
Manufactured and Mobile Home Parks	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Average for Year
2018	9.0				9.0%
2017	16.1	17.2	16.6	11.9	15.54%
2016	9.9	22.6	15.7	15.9	16.0%
2015	9.2	9.1	9.6	9.1	9.3%
2014	6.4	6.3	5.5	4.8	5.7%
2013	7.9	6.6	7.5	6.4	7.0%

The **combined, weighted-average rental vacancy rate** for rental stock surveyed at the end of the 1st quarter of 2018 is **10.8%**.



City of Gillette Planning Division
201 East 5th Street
PO Box 3003
Gillette, WY 82717

307.686.5281

www.gillettewy.gov
Cityplan@gillettewy.gov

Coal Country Trash-a-thon Community Cleanup

Help Keep Gillette Beautiful by picking up roadside litter

The Coal Country Trash-a-thon Community Cleanup is Saturday, May 5th from 9 a.m. to 12 p.m.

Post Date: 04/17/2018 11:00 AM

Help Keep Gillette Beautiful by picking up roadside litter on Saturday, May 5th for the Coal Country Trash-A-Thon! Swing by the Dalbey Memorial Park Pat Mueller Shelter between 9 am and noon to grab some bags and pickers. On May 5th, trash can be left on the side of the road, or you can haul it to Dalbey Memorial Park, Pat Mueller Shelter to dump it off. For those that want to pick up trash before the event, free trash and recycling bags are available for you at City West, 611 N. Exchange Avenue.

When you clean up an area, please mark the location on the [Trash-a-thon web application](#). Just pick your location on the map and let us know how many bags you cleaned up! It's really simple and lets us know how much trash has been picked up as a part of the event.

The Coal Country Trash-a-thon is a great opportunity to give back to the community. It just takes a few hours to make a big difference.

For questions or to volunteer, contact keepgillettebeautiful@gmail.com or visit the [Keep Gillette Beautiful webpage](#) on the City's website.

SOLID WASTE RATES**Residential**

\$17.65/month

\$17.65/additional rollout

Damaged rollout ~ \$150.00

Extra Pick Up Charge

Rollout not out in time ~ \$17.65

Extra rollout pickup ~ \$17.65

Curb side Recycling ~ \$6.00**Yard Waste**

\$9.60/month ~ Service available April-Nov

*Yard Waste Drop off site ~ No Charge**Waste Water Treatment Facility**3101 S Garner Lake Road***Commercial Solid Waste**

	1	2	3	4	5	6
2 mo	\$38.20	\$76.40	\$114.60	\$152.80	\$191.05	\$229.25
1 wk	\$76.40	\$133.70	\$191.05	\$248.35	\$305.65	\$362.95
2 wk	\$152.80	\$267.45	\$382.05	\$496.70	\$611.30	\$725.90
3 wk	\$229.25	\$401.15	\$544.45	\$745.00	\$916.95	\$1088.90
4 wk	\$305.65	\$534.90	\$764.10	\$993.35	\$1222.60	\$1451.85
5 wk	\$382.05	\$668.60	\$907.40	\$1241.70	\$1528.25	\$1814.80

**OTHER SERVICES
AVAILABLE***Pay by Phone 1-844-704-3326**Online Bill Pay**www.gillettewy.gov**Visa, Discover, MasterCard**Auto Pay from your bank
account**Budget Billing**Drop Box Located at City Hall***QUESTIONS?***Customer Service 686-5206**Electrical Services 686-5277**Water 686-5276**Waste Water 686-5274**Solid Waste 686-5279**Utility Admin 686-5262***Service with P.R.I.D.E.****Productivity / Responsibility / Integrity / Dedication / Enthusiasm**

ELECTRIC RATES

Residential

Base Charge ~ \$21.75

Consumption kWh ~ \$0.0880

Optional Small Commercial

Base Charge ~ \$21.75

Consumption kWh ~ \$.11650

Commercial

Base Charge ~ \$33.75

Consumption kWh ~ \$0.08670

General Service (Demand) Rate

Base Charge ~ \$75.25

Consumption Charge kWh ~ \$.05270

Demand Charge kW ~ \$9.35

Fees ~ See Resolution No. 2657

ALL CHARGES ARE ON A MONTHLY BASIS UNLESS OTHERWISE NOTED.

THIS IS NOT A COMPLETE DESCRIPTION OF ALL CITY UTILITY CHARGES. REFER TO CH. 9 & CH. 17 OF GILLETTE CITY CODE FOR ALL CHARGES.

WATER RATES

City Residential

Base Charge ~ \$6.50

Consumption Rate ~ \$3.95/Tgal

City Commercial

All users with 1 1/2" meter or larger

Base Charge ~ \$83.06

Consumption Rate ~ \$3.95/Tgal

Wholesale (Regional Districts)

Regional Water Districts with a Master Meter

Regional Base Charge ~ \$6.50/lot

Regional Consumption ~ \$3.01/Tgal

Bulk Water ~ Domestic Use Only

Purchased from a City Bulk Loadout Facility

Base Charge ~ \$6.50

Consumption ~ \$3.01/Tgal

NO WATERING ON MONDAYS

Voluntary watering schedule

ODD ADDRESSES - T, TH, SAT

EVEN ADDRESSES - W, F, SUN

Water between the hours of

7 P.M. TO 7 A.M.



NEWS RELEASE

UNITED STATES AIR FORCE

28th Bomb Wing Public Affairs, 1958 Scott Dr. Suite 4, Ellsworth AFB, S.D. 57706-4710

Tel: (605) 385-5056

Release: 03-04-18
April 13, 2018

Combat Raider 18-2 scheduled for May 15-17

ELLSWORTH AIR FORCE BASE, S.D. – Combat Raider, a large force exercise involving various military aircraft, is scheduled to begin May 15 in the Powder River Training Complex, and will conclude May 17, 2018.

These LFEs provide joint and coalition training under realistic scenarios that replicate combat operations against modern threats.

During this period, people living under the PRTC military operations areas can expect to see multiple types of aircraft utilizing the areas simultaneously.

There is also potential for loud noises associated with sonic booms. All B-1 supersonic activities will occur above 20,000 feet Mean Sea Level and all transient fighter supersonic activity will occur above 10,000 feet Above Ground Level. Residents living under the following PRTC military operations areas may be affected by these activities:

- Powder River Two
- Powder River Three
- Gap B

A map of the airspace is attached for reference and can be found on the Ellsworth Air Force Base website at <http://www.ellsworth.af.mil/Portals/146/documents/AFD-151103-009.pdf>.

As a reminder, non-military aircraft should thoroughly review the Federal Aviation Administration's Notices to Airmen, or NOTAMs, and review flight plans to avoid these areas and altitudes where aircraft will be participating. This can be done by calling 1-800-WXBRIEF, or online at <https://sua.faa.gov/> and <http://www.1800wxbrief.com>.

The NOTAMs for the exercise are the final official notice and will be issued by the FAA 72 hours prior to its start.

IFR TRAFFIC

Military Traffic will be recalled for:

- IFR arrivals to airports beneath PRTC MOAs
- IFR departures from airports beneath PRTC MOAs
- Emergency traffic such as Life-Flight

-- Always best to check NOTAMs --
Contact Center for your clearance, they will work the recall

PRTC Low MOAs

- ◆ The military will release Low MOAs when activity is completed
- ◆ Check with Center or Flight Service for current MOA status

Large Force Exercise (LFE)

Multiple Aircraft Types

- Example: Bombers & Fighters

Restrictions:

- Maximum of 10 LFE days per year
- Maximum of one LFE per quarter
- Each LFE will last no more than 3 days
- Typical LFE 2-4 hr., once or twice per day

LFEs allow connecting multiple PRTC MOAs/ATCAAs

- Gap MOAs/ATCAAs may be activated
- Gateway East may be activated

Official NOTAM information:

1-800-WXBRIEF

<http://www.1800wxbrief.com>

<https://pilotweb.nas.faa.gov>

PRTC scheduling information:

<https://sua.faa.gov>

PRTC General Information Website

<http://www.ellsworth.af.mil/prtc.asp>

For More Information, contact:

28th Bomb Wing Public Affairs
1958 Scott Dr., Suite 4
Ellsworth AFB, SD 57706
(605) 385-5056

Powder River Training Complex Informational Brochure

28th Bomb Wing
Ellsworth Air Force Base, S.D.



28th Bomb Wing Mission
*Guarantee our nation's
expeditionary combat power
anywhere on the globe.*

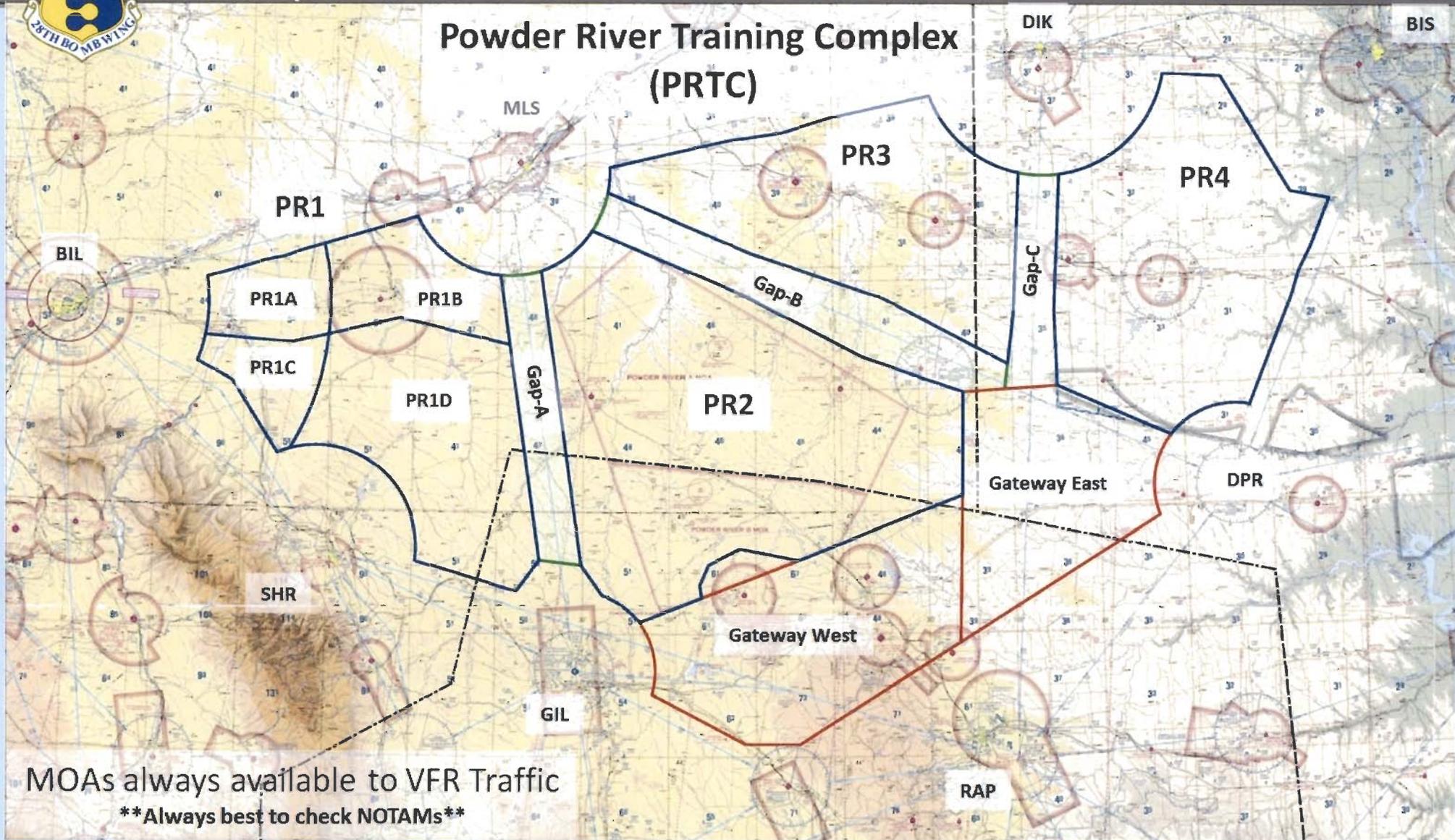


Air Combat Command



PRTC Map

Powder River Training Complex (PRTC)



MOAs always available to VFR Traffic

****Always best to check NOTAMs****

Military Operations Areas (MOAs)

- Low MOAs – 500' AGL to 12,000' MSL
- High MOAs – 12,000' MSL to FL180
- Primary Day-to-Day use MOAs
 - PR1 (PR1A, PR1B, PR1C, PR1D), PR2 & PR3
 - PR4 (No Low MOA, only High)

PRTC usage schedule is available at <https://sua.faa.gov>

Air Traffic Controlled Airspace (ATCAA)

- Gateway West (FL180-FL260)
 - Day-to-Day use
- Gateway East (FL180-FL260)
 - LFE Only (See LFE explanation on reverse side)
- PRTC MOAs have ATCAAs above them

Published Hours

- 0730-1200 and 1800-2330
- Mon-Thur (2 hr NOTAM)
- 0730-1200; Fri (2 hr NOTAM)
- All other times by NOTAM (4 hr NOTAM)
- These are times you can anticipate usage -
- *The airspace will only be activated when scheduled*



CITY OF GILLETTE
PLANNING COMMISSION
Tuesday, April 24, 2018
7:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming 82716
(307) 686-5281

Call To Order

Approval of Minutes

1. Pre-Meeting Workshop Minutes - February 27, 2018
Meeting Minutes - February 27, 2018

Cases

Case No. 18.010ZA Zoning Text Amendment – Section 13 Wireless Communication Facilities.

Old Business

New Business

Adjournment

CHAIRMAN

Jim Nielsen

VICE-CHAIRMAN

Cindy Reardon

BOARD MEMBERS

Trevor Matson

Brenda Green

Jennifer Tuomela

Sheryl Martin

Ted Jerred

www.gillettewy.gov

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



**CITY OF GILLETTE
PLANNING COMMISSION
April 24, 2018 7:00:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming
(307)686-5281**

DATE: 4/24/2018 7:00:00 PM

CASE NUMBER AND TITLE:

Pre-Meeting Workshop Minutes - February 27, 2018

Meeting Minutes - February 27, 2018

APPLICANT/OWNER:

AGENT:

CASE SUMMARY:

CASE BACKGROUND:

CASE REQUIREMENTS:

STAFF RECOMMENDATION:

CASE MANAGER:

TENTATIVE CITY COUNCIL DATE:

ATTACHMENTS:

Click to download

[Workshop Minutes 2/27/2018](#)

[Meeting Minutes 2/27/2018](#)

CITY PLANNING COMMISSION
MINUTES OF THE PRE-MEETING WORKSHOP
ENGINEERING CONFERENCE ROOM – CITY HALL
February 27, 2018 – 6:00 p.m.

The February 27, 2018, Pre-Meeting Workshop of the City of Gillette Planning Commission convened at 6:00 p.m. in the Engineering Conference Room, located on the second floor of City Hall. Planning Commission Members present were Chairman Jim Nielsen, Vice-Chair Cindy Reardon, Brenda Green, Trevor Matson, and Sheryl Martin. Those present from the City of Gillette were Annie Mayfield, Planning and GIS Manager; Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Senior Administrative Assistant.

Discussion was held on the cases to be presented at the regular meeting to follow.

The Pre-Meeting Workshop adjourned at 6:55 p.m.

Minutes taken and prepared by:

Jill McCarty
Senior Administrative Assistant

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
City Council Chambers ~ City Hall
February 27, 2018

PRESENT

Commission Members Present: Chairman Jim Nielsen, Vice-Chair Cindy Reardon, Brenda Green, Trevor Matson, and Sheryl Martin.

Commission Members Absent: Jennifer Tuomela, Ted Jerred.

Staff Present: Heath VonEye, Development Services Director; Anthony Reyes, City Attorney; Annie Mayfield, Planning and GIS Manager; Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Senior Administrative Assistant.

CALL TO ORDER

Chairman Nielsen called the meeting to order at 7:00 p.m.

APPROVAL OF THE
MINUTES

A motion was made by Cindy Reardon and seconded by Trevor Matson to approve the Pre-Meeting Workshop and Regular Meeting Minutes of the City Planning Commission Meeting of January 23, 2018. Motion carried 5/0.

17.032ZA-ZONING
TEXT AMENDMENT-
Group Care Facility

Clark Sanders presented Case No. 17.032ZA.

The applicant, Wyoming Recovery, is requesting a zoning text amendment to define and allow for Residential Care Facilities in the R-2 and R-3 zoning districts.

Wyoming Recovery is a Casper Wyoming based addiction treatment facility and is seeking to provide services to residents of the City of Gillette

Wyoming Recovery, with the assistance of a local real estate agent, carefully selected a residence at 4202 Wigwam Boulevard which is ideal for the services they desire to provide. Upon researching the City of Gillette Zoning Regulations and coordinating with staff, it was discovered the definition of "Group Care Facilities" restricted such facilities to "not for profit," and the number of clients allowed in Group Care Facilities is limited to six (6) clients, which is below the minimum number of clients Wyoming Recovery intends to serve. The services rendered by Wyoming Recovery aligns more closely with the current definition for a "*Halfway House*" which includes "*alcoholism or drug treatment center.*" We recognize the definition for a Halfway House also implies the facility is being an alternative to incarceration which we also acknowledge is not the case for all of Wyoming Recovery's clientele.

A "Halfway House" is allowed in a C-O Office or Institution District, or an I-1, Light Industrial District.

Though acceptable in the above-mentioned districts, Wyoming Recovery has applied for a zoning text amendment to define and allow for Residential Care Facilities, a new definition, in an R-2 and R-3 zoning district.

Clark Sanders said the city had received two calls regarding the case: one opposed of the zoning text change, and one seeking further information after seeing a social media post on the case.

Chairman Nielsen asked if there were any questions on the case.

Frank Stevens, attorney for the current owner of 4202 Wigwam, Jeff and Debbie Deimling, was present and said the Deimling's had operated their business, Top Notch Cleaning, out of the location for many years before retiring and putting the property up for sale.

Mr. Stevens said there are two key factors to the zoning change: the first being the specific change being requested, and the second being the current uses that are allowed within an R2 and R3 zone, and how compatible it is with Wyoming Recovery services. He said a residential care facility is a very specific and limited type of facility as defined in the proposed language. Wyoming Recovery must be licensed by the state of Wyoming and have specific parameters met to be licensed. They are also limited to what can go in that particular type of facility. He said it is not a halfway house and does not have any of those types of features, and that their treatment facility does not have to do with law enforcement or judge placement, it is a residential treatment center.

Mr. Stevens said with the needed state licensing, this is not the type of situation where 25 of these will suddenly move into the community, and if the concern is that the change will bring about many of these types of facilities it clearly is not going to, they just do not exist. Mr. Stevens said there is only one other facility like this in Wyoming, and that is the Wyoming Recovery Center located in Casper.

Mr. Stevens said looking at current uses in R2 and R3, this facility would not be any more commercial than any of the current uses right now. Some uses allowed now are daycare, group daycare, foster home, group foster home, shared living for senior citizens, and bed and breakfasts. He said there are many people coming and going at those types of places every day if it is a concern about traffic. These places are very consistent with what they are asking for with the residential care center, he said, and they are not asking for a major expansion of the zoning text, but a limited change.

Cindy asked if there was wording in the proposed zoning text to make sure a lot of these facilities did not move into the R2 and R3 zonings. She said there would be a belief only this facility might want to move into a neighborhood, but if the door is opened, it would then be available to anyone.

Mr. Stevens acknowledged it would be opened to any residential care facility as defined in the proposed text change. However, these facilities don't exist in Wyoming and if they did they would need to be accredited by the state, and it is difficult to get state accreditation. Mr. Stevens said if a company was a free-enterprise, he believed the 8-bed facility Wyoming Recovery was asking for would only break even for profit. That would make it limited in terms of what company could come in and make it, he said, while there is no way of limiting it, there is a practical matter of what it takes to do one of these facilities.

Lynn Thompson from Casper was present. Ms. Thompson is the president of Wyoming Healthcare Services for Wyoming Recovery. Ms. Thompson provided the commission with photos of the current facilities in Casper for Wyoming Recovery. Ms. Thompson said Wyoming Recovery is a comfortable environment for people for addiction recovery. Ms. Thompson said other facilities allowed in R2 and R3 like daycares and assisted livings seem to be facilities that thrive in residential kind of environments, and people in recovery do as well.

Ms. Thompson said one of the photos provided to the commission showed the street for Wyoming Recovery in Casper with very few cars parked on the street and no people out walking the street. She said possibly the belief was that with a recovery facility, people would be outside loitering or have large groups of people hanging out in front of the facility. She said people are inside in groups doing therapy or 12/24 club, and other treatments.

Ms. Thompson said the office here will only be a satellite office, with no billing and a major portion of things being done in Casper, so there would not be many employees coming and going. She said they will have a physician's assistant, doctor, technicians and residents. She said the need for a satellite here was because most of their clients are coming from Gillette.

Chairman Nielsen asked how many people would be coming and going during a typical day.

Ms. Thompson said possibly three workers including the technician, nurse and therapist. A physician's assistant would come in for client intakes.

Chairman Nielsen asked if the clients are staying at the facility while they are in the program, with only staff coming and going. Ms. Thompson said that was correct, and it would be unusual for a patient's car to be parked there.

Trevor Matson asked if the clients are allowed visitation, which would allow groups of people coming and going for the visitations. Ms. Thompson said there is visitation allowed on family day every other week in Casper, and on the weekends. However, visitation is allowed with authorization from a therapist, and, it is very regulated.

Brenda Green asked how frequently the clients change. Ms. Thompson said some will stay two weeks, while some will stay for six months. A lot of it depends on insurance and what type of care they need.

Trevor Matson asked how long the facility in Casper had been opened, and if there had been instances of the police having to be called. Ms. Thompson said the Casper facility had been open since 1996, and there have been a few instances, but staff is highly trained. Mr. Matson asked if a situation happens where police need to be called, if the client is removed from the facility. Ms. Thompson said the safety of the staff and of the clients is the number one priority, so they are removed.

Cindy Reardon said she wanted to commend Wyoming Recovery for providing their services to people who desperately need it and for having the desire to implement the same into communities that need it. Ms. Reardon asked where patients were if they were checked into the facility, but not out on the property. Ms. Thompson said she was clarifying in her comments earlier that the people were not just outside in big groups or lined up outside the facility, as she felt may have been the misconception. The clients are busy working on homework or in groups, at 12/24 club, activities, and volunteering. They also do go out to places like the recreation center or outings with permission from their therapist.

Ms. Reardon asked if there were any concerns or issues with their current proximity to public or private schools. Ms. Thompson said they have not had any issues with that. Ms. Reardon asked how close the Casper facility is to a school or church, and Ms. Thompson said a few miles from a school and a mile from a church.

Billy Montgomery, a resident of the neighborhood where the proposed facility is located, said he was there to speak on behalf of some of his neighbors that contacted him. He said the neighbors had just found out recently about the facility wanting to move into the neighborhood. The neighbors had concerns with the proposed facility being at that location, with a daycare center located a block away. Mr. Montgomery said also of concern was that only two or three families living in the area seemed to know about the proposed facility. Mr. Montgomery said a letter of support being summoned by the current homeowner had been given to some neighbors, but had never been given to him, and he did not know about it until neighbors had brought the letter to his attention. Mr. Montgomery did not believe there was a lot of good communication by the owner about what was going on.

Marty Huckins, local licensed addiction therapist and program director for Personal Frontiers Outpatient Clinic, said he had been part of an effort several times to get a residential treatment here in Gillette, as well as having worked in a residential treatment center in South Dakota, and it would be extremely important to have a facility here because of the length of stay involved with clients, it would dovetail with local programs such as his. Mr. Huckins said Wyoming Recovery does excellent work and would like to work with them if they come here. Mr. Huckins said he would eventually like even a 25-bed treatment center in Gillette.

Kelly Stone, director of Sunrise Wellness and Recovery Center located by the Boys and Girls Club in Gillette, said Sunrise has treated 5500 people since opening. Mr. Stone said he knows the need in Campbell County, as the Sheriff's Department shuffles people all over the state for care, and the cost for it is enormous. Mr. Stone said Sunrise would help with the safety of the community. Mr. Stone acknowledged the proposed facility being in a residential area is probably a concern, but said every one of us has an addict living next door to them. However, those going to treatment want help and are the ones trying to make a difference, not causing a problem.

Ms. Reardon asked with Sunrise's facility located close to the Boys and Girls Club, if there have been any issues with children or people in the

Child Safety Seat Check & Bike Rodeo

Saturday, April 28
10 am-2 pm

Campbell County Public Health Parking Lot,
2301 S. 4-J Road

Campbell County Health

EMERGENCY MEDICAL SERVICES



REAR FACING



FORWARD FACING



BOOSTER SEAT



SEAT BELT

Child Safety Seat Check: Let a child passenger technician check your child's safety restraint. Make sure your child safety seat is up to date and installed properly with no recalls! Participants are asked to bring the child, their current car seat and the vehicle that they normally travel in for the check. Inspection time is around 30 minutes.



Also running the same day

Kids Bike Rodeo:

Have your child practice riding skills through an obstacle course. Parent, child and bike must be present for bike registration. Free bike helmets if needed, while supplies last.

Medication Take Back: Campbell County Sheriff's Office will host a drug take back. This is a great way for you to safely dispose of expired and unused prescription and over-the-counter medications.

Safe Kids Campbell County provides our community with free car seat checks and much more to help educate our children on preventing accidental injuries. Replacement car seats are available for a \$30 contribution; booster seats are available for free for those with a current need, while supplies last.



307-688-7233

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