



CITY OF GILLETTE

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

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Patrick G. Davidson, City Administrator
RE: General Information
DATE: April 12, 2019

The following meetings are scheduled for the week of **April 13 – April 19, 2019**

Tuesday, April 16th

6:00 p.m. City Council Pre-Meeting, Agenda Attached

- Agency Funding Follow-Up Discussion
- Review April 16, 2019 Council Agenda
- Executive Session
- City Hall – 3rd Floor Conference Room
- Dinner Served at 5:30 p.m.

6:30 p.m. Reception for High School Champions

- City Hall – Lobby Outside of Council Chambers

7:00 p.m. City Council Meeting

- City Hall – Council Chambers

1. **City Administrator Davidson** will be **Out of the Office April 18-22**, **Utilities Director Cole** will serve as **Acting City Administrator** in his absence.
2. Attached please find a **memorandum** regarding **19.011ZA-Zoning Text Amendment – Billboard Signs** dated **April 10, 2019** provided by **Development Services Director Muzzarelli**.
3. Attached please find a **memorandum** regarding **Striping Follow up** dated **April 12, 2019** provided by **Public Works Director Wilde**.
4. Attached please find a **letter** regarding a **4th of July Fireworks Display Request** dated **April 4, 2019** provided by **Campbell County Parks and Recreation Superintendent Adam Gibson**.
5. Attached please find a **news release** regarding **WANTED: Startups and Early-Stage Carbontech Businesses** dated **April 8, 2019** provided by the **Wyoming Integrated Test Center**.
6. Attached please find a **press release** regarding the **Historic Building Bender Event** dated **April 9, 2019** provided by the **Gillette Historic Preservation Commission**.
7. Attached please find information regarding **Wyoming Food Bank of the Rockies Food Distribution – Gillette, WY** on **April 25, 2019** from **10:00 a.m. – 12:00 p.m.** at **701 Larch Street** provided by the **Wyoming Food Bank of the Rockies**.
8. Attached please find **information** regarding the **Animal Shelter Easter Egg Hunt** on **April 13, 2019** from **1:00 p.m. – 3:00 p.m.** at the **Animal Shelter** provided by **Communications Manager Palazzari**.
9. Attached please find a **flyer** regarding **High School Champions Night** on **April 16, 2019** at **6:30 p.m.** in the **City Hall Lobby** provided by **Community & Governmental Relations Manager Toscana**.
10. Attached please find **information** regarding **2019 Law Enforcement Torch Run** dated **April 5, 2019** provided by **Communications Manager Palazzari**.

PGD/adw



CITY OF GILLETTE

Finance Department - City Clerk Division
Cindy Staskiewicz, City Clerk
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5210 • Fax 307.686.4081
clerk@gillettewy.gov

**Pre-Meeting – 6:00 p.m.
City Hall – 3rd Floor Conference Room
Tuesday, April 16, 2019
Dinner Served at 5:30 p.m.**

Pre-Meeting Topic(s):

- Agency Funding Follow-Up Discussion
- Review April 16, 2019 Council Agenda
- Executive Session

6:30 p.m.

Reception for High School Champions in the Lobby in Front of the City Hall Council Chambers



CITY OF GILLETTE

Development Services
Planning Division
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5281
www.gillettewy.gov

April 10, 2018

MEMORANDUM

TO: RY MUZZARELLI, P.E., DEVELOPMENT SERVICES DIRECTOR
CC: ANNIE MAYFIELD, PLANNING AND GIS MANAGER; MEREDITH DUVALL, PLANNER

FROM: CLARK SANDERS, PLANNER

RE: 19.011ZA-Zoning Text Amendment – Billboard Signs

Ry,

Below is a brief history of the Billboard Sign Zoning Text Amendment which will go before council on April 16, 2109 for a Public Hearing and the First Reading of the Ordinance.

In February 2016 the applicant applied for and received a zoning permit to construct a tri-face billboard sign at the corner of Westover Road and 4-J Road. Due to delays in the manufacturing of the product the zoning and building permit expired.

In March of 2017 the applicant re-applied for a zoning permit. The March 14, 2017 zoning application was granted with conditions. The conditions were as follows:

- 1. The total combined advertisement square feet (area) shall not exceed 680 sf for all conventional billboards and electronic graphic display signs to be located on this structure in accordance with Section 10.f.(1)(g) of the City Zoning Ordinance. The total, combined area of all advertisement panels as proposed is 900 sf on the plans submitted. Please reduce the advertisement area accordingly.*
- 2. The electronic graphic display sign panel shall not exceed 340 sf in total area.*
- 3. Based on the configuration of this structure, only one electronic graphic display panel is allowed in accordance with Section 10.f.(1)(I)(10) of the City Zoning Ordinance.*

The permit applicant, in a written statement, indicated “I reserve the right to apply for a variance on the sq footage total.”

Conditions were placed upon the subsequent permit to ensure the billboard met all the provisions of the ordinance as written.

In May of 2017 the applicant was required by staff to remove advertising from one face of the tri-face billboard as it violated the terms of the permit and ordinance by exceeding the maximum advertising size requirement by 220 square feet. Since that time the billboard has remained without advertising on one of the three faces of the billboard.

In November of 2017 the applicant applied for a zoning text amendment to amend the zoning regulations and allow for up to 1360 square feet of advertising on all billboards with more than two (2) advertising

faces which are not back to back. This request would allow for the existing tri-face billboards to be 453 square feet in size which is 153 square feet per face larger.

Staff was unable to support the substantial increase in size however, working with the applicant, created an ordinance that allowed for the existing tri-face billboards to come into compliance and operate with 900 square feet of advertising space. The case was approved by the Planning Commission with a 7-0 vote on December 26, 2017. The Public Hearing and First Reading of the Ordinance failed with a 2-4 vote on February 6, 2018.

In 2018, the City initiated and annexed the Country Club Island Annexation which incorporated a 900 square foot tri-face sign at the corner of Boxelder and Butler Spaeth Road, accepting the billboard as is.

This application, submitted by the same owner, is once again seeking to allow the tri-face billboards to maintain the 900 square feet of advertising space as they currently exist and allow for future placement of tri-face billboards in limited areas throughout the City. These limited areas are in Agricultural Zones, Industrial Zones, and if within 250 of the Interstate right-of-way they are permitted in C-1, C-3, and C-O Districts. Further restrictions apply when a digital billboard is used for advertising space. Digital billboards require a 2000-foot separation in every direction no matter the jurisdictional boundaries.

The Planning Commission heard the case on April 9, 2018. The owners was asked by the Planning Commission if there were any immediate plans to construct any new billboards of this type. The owner stated they had no immediate plans but wanted this ordinance to pass to allow for them to utilize the remaining board at the corner of Westover Road and 4-J Road.

In further review of the proposed Ordinance, the Planning Commission asked about the separation requirements, if a tri-face billboard had conventional advertising on all three sides and no digital advertising. This type of signage, as conventional advertising would be allowed with a spacing of 150' on opposite sides of the street. Planning Commission approved an amendment to the proposed language to require all types of tri-face billboards to have a 2000' separation as shown in the attached proposed Ordinance language.

ORDINANCE NO.

AN ORDINANCE APPROVING AND AUTHORIZING A ZONING TEXT AMENDMENT TO AMEND THE ZONING ORDINANCE OF THE CITY OF GILLETTE, WYOMING, TO AMEND SECTION 16, DEFINITIONS (sss) (1); SECTION 10, SIGN REGULATIONS 10.f.(1), SECTION 10.f.(1).(g), AND EXHIBIT 10-2, SUBJECT TO ALL PLANNING REQUIREMENTS

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING:

SECTION ONE: Paragraph (b) and (c) shall be added to Section 16 (sss) (1) of the Zoning Ordinance of Gillette, Wyoming to read as follows:

- (b) Tri-Face Billboards: a Billboard with three (3) advertising faces supported by one (1) or more uprights, poles or braces in or upon the ground, and not attached to any building.
- (c) Billboards shall not exceed a maximum of three (3) advertising faces.

SECTION TWO: Paragraph (1) shall be added to Section 10.f.(1).(g) of the Zoning Ordinance of Gillette, Wyoming to read as follows:

- (1) See Section 10.f.(1).(m) for Tri-Face Billboard Measurement limits and 10.g for further billboard measurement guidance.

SECTION THREE: Paragraph (m) shall be added to Section 10.f.(1) of the Zoning Ordinance of Gillette, Wyoming to read as follows:

(m) Tri-Face Billboards: Tri-Face Billboards shall be permitted with the same ~~spacing and~~ placement requirements as all other billboards as listed in Section 10 except that they shall maintain a minimum distance of two thousand (2,000) feet, in all directions between each tri-face billboard. This distance shall apply in all cases, regardless of any jurisdictional boundaries between billboards. The total advertising area of a tri-face billboard shall not exceed 900 square feet. Per Section 10.f.(1).(l).(10), one (1) Electronic Graphic Display (maximum of 340 square feet of advertising space) shall be allowed as part of a tri-face billboard's total advertising area.

SECTION FOUR: Exhibit 10-2 shall be amended as per the attached exhibit.

SECTION FIVE. This ordinance shall be in full force and effect on its effective date,
_____, 20198.

PASSED, APPROVED AND ADOPTED THIS ___ day of _____, ~~2018~~2019.

Louise Carter-King, Mayor

(SEAL)
ATTEST:

~~Karlene Abelseth~~Cindy Staskiewicz, City Clerk



CITY OF GILLETTE

Public Works
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5320
www.gillettewy.gov

TO: Pat Davidson, Administration
FROM: Sawley Wilde, Public Works Director *SW*
DATE: April 12, 2019
RE: Striping Follow Up

We are planning on running the striping contract with Design Construction starting at the end of April or beginning of May. Factors that have come into play with the ability to get started are moisture (streets must be dry to apply paint), temperature of road surface (needs to be warm enough to apply the paint), and our ability to get the areas swept and free of debris. Again, our goal is to start working towards the sweeping component next week and hope for good weather.

If you have further questions please feel free to contact me.

SW/kk



RICK MANSUR • EXECUTIVE DIRECTOR

250 W. SHOSHONE AVENUE • GILLETTE, WY 82718
PHONE: 307-682-7406 • FAX 307-682-7050
HOME PAGE: www.ccprd.com

April 4, 2019
Mayor Louise Carter-King
P.O. Box 3003
Gillette, WY 82717

Dear Mayor Carter-King

Each year Campbell County Parks & Recreation organizes the county wide 4th of July Celebration offering many activities at Bicentennial Park, a parade that goes through downtown, a 4 mile run, and ending the day with the fireworks display out at Morningside Park at CAM-PLEX. I would like to request permission to continue to shoot off the fireworks display out at Morningside Park at CAM-PLEX. Fred Neugebauer with Campbell County Parks & Recreation is in charge of the fireworks display and he is a certified pyro-technician. If there is any questions or concerns about this event please contact me at (307) 682-8527.

Thank You for your time on this matter.

Adam Gibson
Recreation Superintendent
250 Shoshone Avenue
Gillette, WY 82718
AJG77@ccgov.net
(307) 682-8527

Our mission is to provide a variety of safe, modern and affordable Parks and Recreation facilities and activities that will enhance the quality of life by promoting good health and well being for all citizens and visitors in Campbell County.



Angela Williams <angelaw@gillettewy.gov>

Fwd: WANTED: Start-Up's and Early Stage Carbontech Businesses

1 message

ADMN ADMN <adm@gillettewy.gov>
To: Angela Williams <angelaw@gillettewy.gov>

Mon, Apr 8, 2019 at 11:08 AM

For GI

----- Forwarded message -----

From: **Integrated Test Center** <info@wyomingitc.org>
Date: Mon, Apr 8, 2019 at 9:30 AM
Subject: WANTED: Start-Up's and Early Stage Carbontech Businesses
To: <adm@gillettewy.gov>



WANTED: Startups and Early-Stage Carbontech Businesses Application Period Now OPEN for Funding & Support from Carbontech Labs

Carbontech Labs (CL) is now accepting [applications](#) from early-stage companies that are working to advance carbon-to-products technologies. The program provides financial and organizational support to startup teams that show scalable technical promise and potential investment readiness with a valuable product market fit.

Carbontech Labs is a commercialization assistance program that links entrepreneurs from the U.S. and Canada to the resources they need to scale, including: mentors and advisors, tailored educational material, technology development test sites, non-dilutive grants, and potential investors. The Carbontech Labs program operates in three phases:

PHASE 1: CUSTOMER DISCOVERY

CL provides up to a \$40,000 non-dilutive revenue grant per team and a structured entrepreneurship and customer discovery curriculum. Selected applicants will demonstrate a valid carbon waste-to-value technology matched with a scalable business case. Phase one includes an in-person "bootcamp" event.

PHASE 2: PROTOTYPE VALIDATION

CL facilitates up to \$500,000 in potential equity investment per team from a CL program partner to selected teams along with access to physical labs spaces and continued entrepreneurship mentoring to further reduce their startup's technical risk. Phase two includes additional on-sites in Wyoming, Washington, DC and a culminating demo day in the San Francisco Bay area.

PHASE 3: TRANSITION TO DEMONSTRATION

CL aims to partner with investors and specialized test sites to host field demonstrations of promising teams and their technologies. These partners facilitate investment funding and getting on-the-ground operating experience and validation.

Carbontech Labs, an initiative of the nonprofit Carbon180, provides support to early-stage companies that show scalable technical promise and potential investment readiness with a valuable product market fit. Carbontech Labs complements existing teams' capabilities with access to its vetted entrepreneurs-in-residence, investment advisory council, its extensive network of expert advisors, and technical test sites, including [Wyoming's Integrated Test Center](#).

Last week, Wyoming Governor Mark Gordon joined Matt Lucas, PhD, Director of Carbontech Labs, at the Wyoming Infrastructure Authority's Spring Energy Conference in Jackson. Following his remarks on his energy priorities and opportunities for Wyoming's energy industries, the Governor and Dr. Lucas announced that Carbontech Labs has secured \$1,000,000 in funding and will be opening applications for the first cohort of this accelerator program. As part of a previous commitment, the state of Wyoming will also contribute \$250,000 to the fund.



Matt Lucas of Carbontech Labs, Jason Begger of the Wyoming Infrastructure Authority, and Wyoming Governor Mark Gordon at the WIA's Spring Energy Conference in Jackson last week.

For additional information on Carbontech Labs and to apply to join or mentor its first cohort of startup teams, please visit carbontechlabs.org

Join the next generation of climate innovators! Apply as a startup team or entrepreneur-in-residence mentor.

Wyoming Integrated Test Center
c/o Wyoming Infrastructure Authority
325 W 18th Street, Suite 1
Cheyenne, WY 82001
307-635-3573 or info@wyomingitc.org
www.wyomingitc.org

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Integrated Test Center | 325 W 18th Street, Suite 1, Cheyenne, WY 82001

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PRESS RELEASE

From: Gillette Historic Preservation Commission
Contact: Brenda Kirk
Phone: 307-682-3673
Email: brendak@gillettechamber.com
Date: 4/9/2019

For Immediate Release

(Gillette, WY) May is Historic Preservation Month across the nation. The Gillette Historic Preservation Commission will once again be observing this occasion with the "Historic Building Bender" on May 3, 2019 in downtown Gillette. The Historic Building Bender is presented in cooperation with Gillette Main Street, in order to recognize the Gillette Avenue business district, and its contributions to Gillette history.

The event will feature six (6) local buildings of historic note. This year's locations currently house Crazy Woman Mercantile, K² Technologies, Magpie Designs, Hands on Pottery, Pat's Hallmark, and Seconds on the Avenue.

Registration for the event begins at 5:00 p.m. on May 3 at Frontier Auto Museum (211 W. 2nd St.) Tours of Gillette Avenue are self-guided, with historic figures from throughout Gillette's history present at each of the six stops, to provide facts about the building (and its location's) history. Adults 21 and over will also be able to partake in special drink offers at bar locations on Gillette Avenue. (Souvenir drink cup included in the cost of admission. You will be allowed to carry your drink from location to location.)

Additionally, the Alliance for Historic Wyoming will be promoting a specific business located in an historic building every day this May. On the day of the Historic Building Bender, May 3, Magpie Designs will be offering 10% off storewide as that day's featured building.

Magpie Designs, owned by Tara Stoneking, is a home décor store located at 219 S. Gillette Ave. It is the site of Gillette's first permanent City Hall built in 1898, and its second jail constructed in 1911. It has also housed Cates Quick Lunch, Probst Shoe and Leather Shop (later just known as The Boot and Saddle Shop), Wyoming Art and Frame, and Country Elegance. You can visit the building and learn more of its history during the Historic Building Bender tour.

The cost of the tour for the evening is \$10. Admission helps raise funds for the Gillette Historic Preservation Committee's efforts to inventory historic buildings in Gillette and register them both locally and on a national level.





Angela Williams <angelaw@gillettewy.gov>

Fwd: Gillette Mobile Pantry Announcement

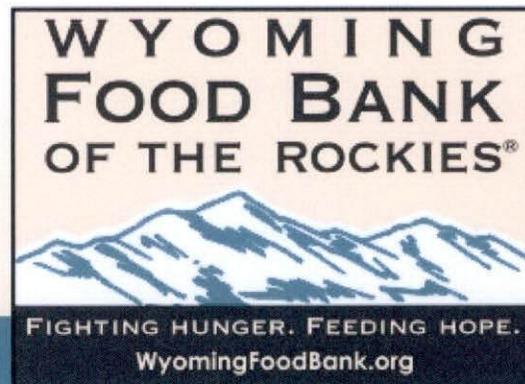
Jennifer Toscana <jennifert@gillettewy.gov>
To: Angela Williams <angelaw@gillettewy.gov>

Mon, Apr 8, 2019 at 4:10 PM

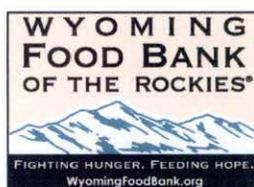
For GI?

----- Forwarded message -----

From: **Victoria Ztion** <vziton@foodbankrockies.org>
Date: Mon, Apr 8, 2019 at 3:16 PM
Subject: Gillette Mobile Pantry Announcement
To: City of Gillette, Mayor's Office <jennifert@gillettewy.gov>



For Immediate Release



Wyoming Food Bank of the Rockies Food Distribution - Gillette, WY

April 2019 - Wyoming Food Bank of the Rockies and **Trends Furniture** will hold a mobile pantry food distribution in **Gillette, Wyoming, on Thursday, April 25th, from 10:00 am to 12:00 p.m.** WFBR is planning to have enough food for 500 families.

If you are in need or want to volunteer, join us at **701 Larch St.** WFBR will distribute approximately 20,000 pounds of food, the equivalent of 16,667 meals, to Campbell County families in need.

For more information about this mobile pantry, please contact Sandra Hollenback at (307) 689-2545.

million meals throughout the state in FY 2018.

If you would like more information or want to schedule an interview,
please contact Victoria Ziton, at vziton@foodbankrockies.org.

Our Contact Information

Wyoming Food Bank of the Rockies
PO Box 1540
Evansville, WY 82636-1540
307-265-2172
www.wyomingfoodbank.org

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Jennifer Toscana
Community & Governmental Relations
City of Gillette
307.686.5203

Animal Shelter Easter Egg Hunt

Fun for all ages!

- Date: 04/13/2019 1:00 PM - 3:00 PM
- Location: Animal Shelter
[950 West Warlow Drive](#)
[Gillette, Wyoming 82716](#)



Come out to the Animal Shelter for an Easter Egg Hunt. It will be fun for all ages. Visit the Animal Shelter and hunt for Easter Eggs filled with goodies for your pets.



High School *Champions* Night

Join us as
the Mayor and City Council
recognize our local
High School Champions

April 16, 2019

Reception - 6:30 p.m.

City Hall Lobby

City Council Meeting - 7:00 p.m.

City Hall Council Chambers



2019 Law Enforcement Torch Run

Proceeds Benefit Special Olympics

The Torch Run is used to raise funds and awareness for the Special Olympics.

Post Date: 04/05/2019 2:30 PM

The 2019 Law Enforcement Torch Run will be Monday, May 6th. The Torch Run is used to raise funds and awareness for the Special Olympics and represents the largest grassroots fundraising effort for that group. Each year members of the Gillette Police Department and Campbell County Sheriff's Office participate with their fellow law enforcement officers throughout the world. Officers and athletes will be running through Gillette to show support for the Special Olympics and the Athletes. To encourage the "The Revolution Is Inclusion" concept, we invite anyone who is interested in running with us to join!

As part of the fundraising efforts, there are t-shirts available to show support for Special Olympics. Proceeds will assist Special Olympics athletes to attend area and national events. [Click here for the t-short order form.](#)

For more information, email [GPD Corporal Dan Stroup at dans@gillettewy.gov](mailto:dans@gillettewy.gov).