

2020

Development Review Schedule



City of Gillette
Planning Division
201 E. 5th Street
Gillette, WY 82716

Website: www.gillettewy.gov • Email: cityplan@gillettewy.gov

2020 City Development Review Schedule

SUBMITTAL DATE BY 5:00 PM	STAFF REVIEW MEETING	PARKS AND BEAUTIFICATION BOARD MEETING	PLANNING COMMISSION MEETING	CITY COUNCIL MEETING
JANUARY 2020				
Wed., Dec. 18, 2019	Thu., Jan. 02, 2020	Thu., Jan. 09, 2020	Tue., Jan. 28, 2020	Tue., Feb. 04, 2020
Thu., Jan. 02, 2020	Thu., Jan. 16, 2020	Thu., Jan. 23, 2020	Tue., Feb. 11, 2020	Tue., Feb. 18, 2020
Wed., Jan. 22, 2020	Thu., Feb. 06, 2020	Thur., Feb. 13, 2020	Tue., Feb. 25, 2020	Tue., Mar. 03, 2020
FEBRUARY 2020				
Wed., Feb. 05, 2020	Thu., Feb. 20, 2020	Thu., Feb. 27, 2020	Tue., Mar. 10, 2020	Tue., Mar. 17, 2020
Wed., Feb. 19, 2020	Thu., Mar. 05, 2020	Thu., Mar. 12, 2020	Tue., Mar. 24, 2020	Tue., Apr. 07, 2020
MARCH 2020				
Wed., Mar. 04, 2020	Thu., Mar. 19, 2020	Thu., Mar. 26, 2020	Tue., Apr. 14, 2020	Tue., Apr. 21, 2020
Wed., Mar. 18, 2020	Thu., Apr. 02, 2020	Thu., Apr. 09, 2020	Tue., Apr. 28, 2020	Tue., May 05, 2020
APRIL 2020				
Wed., Apr. 01, 2020	Thu., Apr. 16, 2020	Thu., Apr. 23, 2020	Tue., May 12, 2020	Tue., May 19, 2020
Wed., Apr. 22, 2020	Thu., May 07, 2020	Thu., May 14, 2020	Tue., May 26, 2020	Tue., Jun. 02, 2020
MAY 2020				
Wed., May 06, 2020	Thu., May 21, 2020	Thu., May 28, 2020	Tue., Jun. 09, 2018	Tue., Jun. 16, 2020
Wed., May 20, 2020	Thu., Jun. 04, 2020	Thu., Jun. 11, 2020	Tue., Jun. 23, 2020	Tue., Jul. 07, 2020
JUNE 2020				
Wed., Jun. 03, 2020	Thu., June 18, 2020	Thu., Jun. 25, 2020	Tue., Jul. 14, 2020	Tue., Jul. 21, 2020
Wed., Jun. 17, 2020	Wed., Jul. 02, 2020	Thu., Jul 09, 2020	Tue., Jul. 28, 2020	Tue., Aug. 04, 2020
JULY 2020				
Wed., Jul. 01, 2020	Thu., Jul. 16, 2020	Thu. Jul. 23, 2020	Tue., Aug. 11, 2020	Tue., Aug. 18, 2020
Wed., Jul. 22, 2020	Thu., Aug. 06, 2020	Thu., Aug. 13, 2020	Tue., Aug. 25, 2020	Tue., Sept 01, 2020
AUGUST 2020				
Wed., Aug. 05, 2020	Thu., Aug. 20, 2020	Thu., Aug. 27, 2020	Tue., Sep. 08, 2020	Tue., Sept. 15, 2020
Wed., Aug. 19, 2020	Thu., Sep. 03, 2020	Thu., Sep. 10, 2020	Tue., Sep. 22, 2020	Tue., Oct. 06, 2020
SEPTEMBER 2020				
Wed., Sep. 02, 2020	Thu., Sep. 17, 2020	Thu., Sep. 24, 2020	Tue., Oct. 13, 2020	Tue., Oct. 20, 2020
Wed., Sep. 16, 2020	Thu., Oct. 01, 2020	Thu., Oct. 08, 2020	Tue., Oct. 27, 2020	Tue., Nov. 03, 2020
Wed., Sep. 30, 2020	Thu., Oct. 15, 2020	Thu., Oct. 22, 2020	Tue., Nov. 10, 2020	Tue., Nov. 17, 2020
OCTOBER 2020				
Wed., Oct. 21, 2020	Thu., Nov. 05, 2020	Thu., Nov. 12, 2020	Tue., Nov. 24, 2020	Tue., Dec. 01, 2020
NOVEMBER 2020				
Wed., Nov. 04, 2020	Thu., Nov. 19, 2020	TBD	Tue., Dec. 08, 2020	Tue., Dec. 15, 2020
Wed., Nov. 18, 2020	Thu., Dec. 03, 2020	Thu., Dec. 10, 2020	Tue., Dec. 22, 2020	Tue., Jan. 05, 2021
DECEMBER 2020				
Wed., Dec. 02, 2020	Thu., Dec. 17, 2020	TBD	Tue., Jan. 12, 2021	Tue., Jan. 19, 2021
Wed., Dec. 23, 2020	Thu., Jan. 07, 2021	Thu., Jan. 14, 2021	Tue., Jan. 26, 2021	Tue., Feb. 02, 2021
Wed., Jan. 06, 2021	Thu., Jan. 21, 2021	Thu., Jan. 28, 2021	Tue., Feb. 09, 2021	Tue., Feb. 16, 2021

This Development Review Schedule applies to Development Plans, Plats (Administrative, Condominium, Sketch, Preliminary & Final), Major Site Plans, Vacate Requests and Zoning Requests (No Staff Review).

Minor Site Plans, if there is a minimum review time of five (5) business days following uploading plans into ePlans, will be reviewed on the following Thursday.

1. The Parks and Beautification Board reviews Development Plans and Preliminary Plats only.
2. The City Council reviews Final Plats (except Administrative and Sketch), Vacate and Zoning Requests.
3. Annexation requests can be submitted anytime. The review and meeting schedule will vary depending on the submittal date and required public notifications.



CITY OF GILLETTE PLANNING DIVISION

2020 DEVELOPMENT REVIEW

DECEMBER 2019

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	29
29	30	31				

JANUARY 2021

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	25	26	27	28	29	30

JANUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 NEW YEAR'S	SUB DLN 2 STAFF REVIEW	3	4
5	6	7 COUNCIL MEETING	8	9 PARKS BOARD	10	11
12	13	14 PLANNING COMMISSION	15	16 STAFF REVIEW	17	18
19	20 EQUALITY DAY	21 COUNCIL MEETING	22 SUBMITTAL DEADLINE	23 PARKS BOARD	24	25
26	27	28 PLANNING COMMISSION	29	30		

FEBRUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4 COUNCIL MEETING	5 SUBMITTAL DEADLINE	6 STAFF REVIEW	7	8
9	10	11 PLANNING COMMISSION	12	13 PARKS BOARD	14	15
16	17 PRESIDENT'S DAY	18 COUNCIL MEETING	19 SUBMITTAL DEADLINE	20 STAFF REVIEW	21	22
23	24	25 PLANNING COMMISSION	26	27 PARKS BOARD	28	29

MARCH

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3 COUNCIL MEETING	4 SUBMITTAL DEADLINE	5 STAFF REVIEW	6	7
8	9	10 PLANNING COMMISSION	11	12 PARKS BOARD	13	14
15	16	17 COUNCIL MEETING	18 SUBMITTAL DEADLINE	19 STAFF REVIEW	20	21
22	23	24 PLANNING COMMISSION	25	26 PARKS BOARD	27	28
29	30	31				

APRIL

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 SUBMITTAL DEADLINE	2 STAFF REVIEW	3	4
5	6	7 COUNCIL MEETING	8	9 PARKS BOARD	10	11
12	13	14 PLANNING COMMISSION	15	16 STAFF REVIEW	17	18
19	20	21 COUNCIL MEETING	22 SUBMITTAL DEADLINE	23 PARKS BOARD	24	25
26	27	28 PLANNING COMMISSION	29	30		

MAY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5 COUNCIL MEETING	6 SUBMITTAL DEADLINE	7 STAFF REVIEW	8	9
10	11	12 PLANNING COMMISSION	13	14 PARKS BOARD	15	16
17	18	19 COUNCIL MEETING	20 SUBMITTAL DEADLINE	21 STAFF REVIEW	22	23
24	25 MEMORIAL DAY	26 PLANNING COMMISSION	27	28 PARKS BOARD	29	30
31						

JUNE

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 COUNCIL MEETING	3 SUBMITTAL DEADLINE	4 STAFF REVIEW	5	6
7	8	9 PLANNING COMMISSION	10	11 PARKS BOARD	12	13
14	15	16 COUNCIL MEETING	17 SUBMITTAL DEADLINE	18 STAFF REVIEW	19	20
21	22	23 PLANNING COMMISSION	24	25 PARKS BOARD	26	27
28	29	30				

JULY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 SUBMITTAL DEADLINE	2 STAFF REVIEW	3 INDEPENDENCE DAY (OBSERVED)	4 INDEPENDENCE DAY
5	6	7 COUNCIL MEETING	8	9 PARKS BOARD	10	11
12	13	14 PLANNING COMMISSION	15	16 STAFF REVIEW	17	18
19	20	21 COUNCIL MEETING	22 SUBMITTAL DEADLINE	23 PARKS BOARD	24	25
26	27	28 PLANNING COMMISSION	29	30	31	

AUGUST

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4 COUNCIL MEETING	5 SUBMITTAL DEADLINE	6 STAFF REVIEW	7	8
9	10	11 PLANNING COMMISSION	12	13 PARKS BOARD	14	15
16	17	18 COUNCIL MEETING	19 SUBMITTAL DEADLINE	20 STAFF REVIEW	21	22
23	24	25 PLANNING COMMISSION	26	27 PARKS BOARD	28	29
30	31					

SEPTEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 COUNCIL MEETING	2 SUBMITTAL DEADLINE	3 STAFF REVIEW	4	5
6	7 LABOR DAY	8 PLANNING COMMISSION	9	10 PARKS BOARD	11	12
13	14	15 COUNCIL MEETING	16 SUBMITTAL DEADLINE	17 STAFF REVIEW	18	19
20	21	22 PLANNING COMMISSION	23	24 PARKS BOARD	25	26
27	28	29	30 SUBMITTAL DEADLINE			

OCTOBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 STAFF REVIEW	2	3
4	5	6 COUNCIL MEETING	7	8 PARKS BOARD	9	10
11	12	13 PLANNING COMMISSION	14	15 STAFF REVIEW	16	17
18	19	20 COUNCIL MEETING	21 SUBMITTAL DEADLINE	22 PARKS BOARD	23	24
25	26	27 PLANNING COMMISSION	28	29	30	31

NOVEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3 COUNCIL MEETING	4 SUBMITTAL DEADLINE	5 STAFF REVIEW	6	7
8	9	10 PLANNING COMMISSION	11 VETERAN'S DAY	12 PARKS BOARD	13	14
15	16	17 COUNCIL MEETING	18 SUBMITTAL DEADLINE	19 STAFF REVIEW	20	21
22	23	24 PLANNING COMMISSION	25	26 THANKS- GIVING	27	28
29	30					

DECEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 COUNCIL MEETING	2 SUBMITTAL DEADLINE	3 STAFF REVIEW	4	5
6	7	8 PLANNING COMMISSION	9	10 PARKS BOARD	11	12
13	14	15 COUNCIL MEETING	16	17 STAFF REVIEW	18	19
20	21	22 PLANNING COMMISSION	23 SUBMITTAL DEADLINE	24 PARKS BOARD	25 CHRISTMAS	26
27	28	29	30	31		



**DEPARTMENT OF PUBLIC WORKS
Planning Division**

500 S. Gillette Avenue, Suite 1400
Gillette Wyoming 82716
Phone 307-685-8061 Fax 307-687-6468

2020 COUNTY & JOINT CITY/COUNTY CASES

COUNTY SUBDIVISION SUBMITTAL	AGENT/OWNER AND STAFF REVIEW MEETING **	COUNTY PLANNING COMMISSION MEETING
December 12, 2019	January 2, 2020	January 16, 2020
January 9, 2020	January 29, 2020	February 20, 2020
February 13, 2020	March 4, 2020	March 19, 2020
March 12, 2020	April 1, 2020	April 16, 2020
April 9, 2020	May 6, 2020	May 21, 2020
May 14, 2020	June 3, 2020	June 18, 2020
June 11, 2020	July 1, 2020	July 16, 2020
July 9, 2020	July 29, 2020	August 20, 2020
August 13, 2020	September 2, 2020	September 17, 2020
September 10, 2020	September 30, 2020	October 15, 2020
October 8, 2020	November 4, 2020	November 19, 2020
November 12, 2020	December 2, 2020	December 17, 2020
December 10, 2020	December 30, 2020	January 21, 2021

** County Staff will contact agents & applicants to schedule Staff Review date and times.

PROJECT RESOURCE STAFF

City Planning - Lead Division for City Development Review Projects	Clark Sanders Meredith Duvall	ClarkS@gillettewy.gov MeredithD@gillettewy.gov 307-686-5281
City Engineering	Joe Schoen	JoeS@gillettewy.gov 307-686-5265
City Public Works Parks, Streets, & Solid Waste	Janie Kuntz Sawley Wilde	Janie@gillettewy.gov Sawley@gillettewy.gov 307-686-5278
City Water	Greg Bowman	GregAB@gillettewy.gov 307-686-5276
City Utilities Electrical & Utilities	Lori King	Lori@gillettewy.gov 307-686-5262
City Building Inspection	Jim Brown	Jim@gillettewy.gov 307-686-5260
County/City Fire Dept.	Eric Acton - Fire Marshall	EActon@ccfire.us 307-682-5319
School District	Alex Ayers – Superintendent	aayres@ccsd.k12.wy.us 307-682-5171
Century Link	Varies	1-800-526-3557
Charter	Varies	307-257-7840
Source Gas	Varies	307-682-5881
U S Post Office	Varies	307-682-3727
Powder River Energy	Varies	307-685-3516
Campbell County Public Works and Planning <i>Lead agency for Joint County/City Subdivision Requests</i>	Megan Nelms – County Planner Located in Courthouse at 500 South Gillette Avenue	MBL08@ccgov.net 307-685-8061 Online information at www.ccgov.net
Campbell County Assessor's Office (Surrounding Property Owners)	Located in Courthouse at 500 South Gillette Avenue	307-682-7266 Online information at www.ccgov.net
Campbell County Clerk and Recorder	Located in Courthouse at 500 South Gillette Avenue	307-682-7285 Online information at www.ccgov.net
One-Call of Wyoming	Utility Locates	1-800-849-2476
Energy Capital Economic Development	Phil Christopherson – CEO	307-686-2603 www.energycapitaled.com
City Online Information	Planning Department Homepage	www.gillettewy.gov/city-government/departments/development-services/planning

Commercial Development Review Guide

Use this guide for determining steps needed for:

- Change of Use
- Interior Building Alterations
- Building Additions
- New Building



City of Gillette
Planning Division
201 E. 5th Street
Gillette, WY 82716
(307) 686-5281
www.gillettewy.gov

PLOT PLAN If There Are:

No Utility
Connections

OR

No New Parking
Spaces Needed or
No New Access
Requirements and No
New Drive Through

THEN:

Plot Plan Review –
Review by Building
and Planning, and
Engineering if
Necessary

AND

Change of Use
Permit Issued by
Planning, and
Building Permits by
Building Inspection

SITE PLAN-MINOR COMMERCIAL If There Are:

New Utility
Service
Connections

OR

15 or Less New
Parking Spaces and
New Access
Requirements

THEN:

Minor Commercial
Site Plan Review –
Expedited Review
with Entire Staff
Review Team

AND

Zoning and Building
Permits are
Required (May Need
Cut Permit and
Permit to Construct)

SITE PLAN-MAJOR COMMERCIAL If There Are:

Public
Improvements:
Water, Sewer
Mains, Streets and
Drainage

OR

More than 15
Parking Spaces and
New Access
Requirements

THEN:

Major Commercial
Site Plan Review –
Review with Entire
Staff Review Team

AND

Zoning and Building
Permits are
Required (May Need
Permit to Construct)