

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Council Chambers ~ City Hall ~ April 8, 2025 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Vice-Chair Ryan Conklin, Richard Cone, Ian Scott, and Jack Colson.

Commission Members Absent: Cristal Pratt, and Matthew Nelson.

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, City 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 Ian Scott to approve the meeting minutes of February 25, 2025. Ryan Conklin seconded the motion. Motion carried 5/0.

Case No.
PL2025-0003
ZONING MAP
AMENDMENT
2701 W Lakeway
Rd

The applicant seeks to amend the Zoning Map to rezone 2701 W Lakeway Road from R-1, Single Family Residential District and R-2, Two-Family Residential District, to R-4, Multi-Family Residential District.

The proposed rezone area is approximately 24.36 acres. The minimum district size for an R-4 zoning district is four acres. This rezone does meet the minimum district requirements.

The property is currently vacant with no structures on it. The property does have access to city water and electrical running within the W Lakeway Road right-of-way; while wastewater access is not located in the adjacent Lakeway right-of-way, it is available to the parcel from either the east or west of the property.

The parcel currently has both R-1 and R-2 zoning districts within its boundary, which is illegal, as a single parcel is required to contain one zoning district. Because of the split zoning issue on the parcel, this rezone would apply to a) by correcting an obvious error or oversight in the regulations (which the Zoning Map is considered a regulatory document).

Chair Hottell asked if there were any comments or questions for staff.

Dale Britton, who lives on Meadow Lane just south of the proposed rezoning, was present and stated he was sent a map of the lot plotted out and was told the property would always be single-family homes. Mr. Britton said he wouldn't be opposed to large buildings like apartments if they were built closer to Lakeway Road. Mr. Britton said if any large buildings were built close to his property, however, he would be just boxed in. Mr. Britton said the owners have not been good neighbors with moving dirt and causing sand coverage on cars and into their home. The neighboring landowners also have let tumbleweeds grow on the property that end up accumulating onto his property as high as their buildings, he said. Mr. Britton said he would like to see the lot not be zoned to allow apartments.

There being no further comments or questions, Ryan Conklin made a motion to approve the case, and Jack Colson seconded. The Motion carried 5/0.

Case No.
PL2025-0004 –
MINOR
SUBDIVISION –
Kahn Subdivision

The applicant seeks to create three lots from a portion of unplatted land. The unplatted land totals 26.67 acres, with the proposed Lot 1 being 1.09 acres, Lot 2 being 5 acres, and Lot 3 being 20.14 acres.

The land in question was annexed in 2017, with zoning being established at that time.

The lots have no development. There is no minimum lot size or width in an Ag District, only that a lot with permanent residential occupancy must be at least 3 acres, which both lots meet.

Chair Hottell asked if there were any comments or questions for staff.

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

Case No.
PL2025-0005 –
MINOR
SUBDIVISION –
Lula Belle's
Subdivision

The applicant seeks place a portion of unplatted land into a subdivision, creating two parcels and dedicating right-of-way.

Lot 1 is the location of Lula Belle's café. Lot 2 is the location of a city owned parking lot. The parking lot at the end of Gillette Ave is utilized as public parking for patrons visiting businesses in the downtown district. This parcel is currently City owned but will be dedicated as public right-of-way with this plat.

Chair Hottell asked if there were any comments or questions for staff.

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

PRESENTATION

Ms. Duvall gave a presentation of the Comprehensive Plan, outlining its strategic vision for guiding decision-making in Gillette.

Ms. Duvall said the Comprehensive Plan was developed with input from the Comprehensive Plan Advisory Committee (CPAC) various city departments, and broad community engagement, both in-person and virtual.

The plan addresses key priorities such as housing affordability, economic diversification, and enhancing entertainment and recreational options for all age groups. Included in the Comprehensive Plan is a plan structure that includes vision, values, land use, housing, mobility, and fiscal analysis.

Ms. Duvall said the Planning Commission would be voting to support or not support the Comprehensive Plan at tonight's meeting, and the next phase would be to go before City Council for consideration at their April 15, 2025, meeting.

PUBLIC HEARING
- Case No.
PL2025-0008 –
ZONING TEXT
AMENDMENT –
Gillette

Chair Hottell opened a Public Hearing to consider the Gillette Comprehensive Plan.

Katherine Poynter, 1205 Pintail Dr., spoke on the concerns on sub-standard water infrastructure for fire protection, and concerns that the Comprehensive Plan endorsed a 15-minute city. Ms. Poynter said the plan would limit neighborhood freedom with

Comprehensive
Plan

neighborhood walking audits that enforce conformity, and she was against the 15-minute cities using smart city surveillance.

Rolf Arands, 1205 Pintail Dr., said he was concerned that the Comprehensive Plan consultant, Verdunity, was based in Texas and they wouldn't have a good understanding of life in Gillette. Mr. Arands questioned if any cities with prior Comprehensive Plans provided by Verdunity had crime rates go down, citizens were happy, and if all the objectives were met. Mr. Arands asked if anyone had contacted the city of Killeen, TX where Verdunity had conducted a Comprehensive Plan with in 2022.

Pat Collins, 3110 Sutherland Dr., said she was on the CPAC and thought the plan spoke of a 15-minute city to her, and she was against adopting the Comprehensive Plan.

Sharon Stolberg, 4514 Running W Dr., said she was encouraging the Planning Commission to vote no on the proposed Comprehensive Plan as she found Verdunity's page on X (formerly Twitter) promoted reducing cars and increasing areas on roads for buses, pedestrians and cyclists. Ms. Stolberg said that plan would only be viable from April through September, but as someone with a disability she thought a 15-minute city and smart city was not inclusive.

Billy Montgomery, 4105 Tepee St., said the Comprehensive Plan shares vision for the future of the community, and creates a framework for growth, environmental stewardship and social wellbeing. Mr. Montgomery said the plan ensures decisions are made with consideration of both the present and future needs of Gillette and was shaped by the voices of the community. Mr. Montgomery said he was for the Comprehensive Plan.

There being no further comments, Chair Hottell closed the Public Hearing.

Case No.
PL2025-0008 –
ZONING TEXT
AMENDMENT –
Gillette
Comprehensive
Plan

The City of Gillette Planning Division is requesting approval of the Comprehensive Plan, replacing the existing Comprehensive Plan that was adopted by City Council through Ordinance No. 3807 on November 19, 2013.

Wyoming State Statute gives authority to all local governments to develop a local land use plan that pertains to their jurisdiction (W.S. 9-8-301).

Prior to the 2013 Comprehensive Plan the first Comprehensive Plan for the City of Gillette was adopted in 1978 and was updated in 1994. That ten-year horizon sun-setted in 2023.

At the July 25, 2023, City Council meeting, City Planning Staff requested and were granted to engage a Professional Services Agreement with Verdunity to create a new Comprehensive Plan for the City of Gillette. During the City Council meeting on September 26, 2023, City Council created the CPAC (Comprehensive Plan Advisory Committee), and appointed its members through an application and ranking process. The purpose of the advisory team was to look at the community holistically and provide feedback to City Planning staff, so we could blend the community vision with professional practices. There were several community events organized to gather feedback from the community.

The City Council will consider the proposed Comprehensive Plan as a Public Hearing and Resolution at their regularly scheduled meeting on April 15th, 2025.

Chair Hottell asked for more information on Verdunity being based in Texas. Ms. Duvall said while they are based in Texas, they do plans all over the country and she has had discussions with other planners in different jurisdictions on engaging Verdunity's services.

Chair Hottell said he understood that the city had previously paid for the Comprehensive Plan to be developed and asked if there would be a continuing cost for the audits in the plan. Ms. Duvall said that the city paid for the Plan in 2023, and there would be no continuing cost as any audits called for in the plan would be completed by city staff.

Jack Colson asked if the plan was focused more on high density development. Ms. Duvall said the focus was on sustainable development with utilizing infrastructure already in place rather than expanding out more, causing more infrastructure to be put in place. Jack Colson stated infrastructure for new subdivisions are paid for by the developer and the city just adopts it and does the maintenance. Ms. Duvall stated that while the developer pays for the initial installation of infrastructure, the perpetual maintenance for the rest of the lifespan of the infrastructure and the eventual replacement of the infrastructure is the responsibility of the city, and therefore the taxpayers.

There being no further comments or questions, Ian Scott made a motion to approve the case, and Ryan Conklin seconded. The Motion carried 4/1.

OLD BUSINESS

None.

NEW BUSINESS

Meredith Duvall said there will be a meeting on April 14, 2025, for the Comprehensive Plan. The next regular meeting will be May 13, 2025.

ADJOURNMENT

The meeting was adjourned at 6:14 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.