



**PLANNING COMMISSION AGENDA
CITY OF GILLETTE
2ND FLOOR COMMUNITY ROOM
201 E. 5TH ST., GILLETTE, WY 82716
Tuesday, July 22, 2025
5:15 PM**

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. Approval of Minutes - July 8, 2025

C. CASES

1. PL2025-0024 – Easement Vacation – 75 Saint Andrews Ln

Staff Reference: Shannon Stefanick, City Planner

D. OLD BUSINESS

E. NEW BUSINESS

F. ADJOURNMENT



**CITY OF GILLETTE
PLANNING COMMISSION**

DATE: July 22, 2025

TITLE:

Approval of Minutes - July 8, 2025

CASE SUMMARY:

Meeting Minutes of July 8, 2025

ATTACHMENTS:

[July 8, 2025 Minutes](#)

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ July 8, 2025 ~ 5:15 pm

- PRESENT Commission Members Present: Chair Shaun Hottell, Richard Cone, Matthew Nelson, and Brian Rozier.
- Commission Members Absent: Ian Scott, Jack Colson, and Lance Walker
- 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 Richard Cone to approve the meeting minutes of June 24, 2025. Matthew Nelson seconded the motion. Motion carried 3/0/1 Abstention.
- ADENDUM TO MEETING AGENDA Brian Rozier made a motion to add election of a Vice-Chair to the meeting agenda. Matthew Nelson seconded. Motion carried 4/0.
- NOMINATION OF VICE-CHAIR Chair Hottell made a motion to nominate Richard Cone as Vice-Chair. Brian Rozier seconded. Motion carried 3/1.
- Matthew Nelson nominated Ian Scott for the position of Vice-Chair. Chair Hottell seconded. Motion failed 1/3.
- Case No. PL2025-0023 – PLANNED UNIT DEVELOPMENT – AMENDMENT - 205 Villa Way The owner is seeking to combine two existing lots on Villa Way, Lot 6E and Lot 7E, Block 2, into one lot: proposed Lot 6F.
- Planned Unit Development plats with the accompanying Draft Ordinance regulate the zoning components of the development that differ from the adopted Zoning Ordinance. The proposed change to existing Ordinance 3961 is an increase of the Maximum Lot Size. All other aspects of the ordinance governing the existing developed lots will remain unchanged and continue to follow the two previous ordinances - Ordinance No. 3661 and Ordinance No. 3961. The Maximum Lot Size in Ordinance No. 3961 is 15,000 square feet; the proposed amendment would increase the Maximum Lot Size to 20,000 square feet.
- The reason for this amendment is that when the owners combine existing Lots 6E and 7E into Lot 6F, the total square footage is 16,371, which exceeds the allowed Maximum Lot Size of 15,000 square feet by 1,371 square feet. Proposed Lot 6F has access to city utilities – water, sewer, and electric. All existing easements that run along the front and rear property lines will remain.

Meredith Duvall said the only proposed change the Commission will be voting on for this case is the change to increase the allowable square footage by 5,000 square feet.

Chair Hottell asked if there were any comments or questions by the public or the Commission.

Matthew Nelson asked if the change of square footage would apply to any of the other lots nearby and Ms. Duvall said the proposed amendment was for lots 6E and 7E only, and if any of the other lots wanted an amendment they could apply for one.

Sheila Slocum, agent for the case, was present and asked if the lot line removal was accomplished within the Planned Unit Development Amendment, or if a separate case would be needed to remove the lot line. Ms. Duvall said it was part of the PUD Amendment because of the newly accepted Zoning Ordinance, and a separate case would not be needed.

Richard Cone asked what the purpose of the proposed PUD Amendment was, and if a house being built on either lot wouldn't fit as it was. Ms. Duvall said the two lots were purchased to build a larger home on them in the middle of the two, and there would be room for the house with the PUD Amendment.

Shannon Stefanick said the Planning Division received a few calls from area residents on the case but had no issues with it when they were told what the PUD Amendment was for.

Ms. Duvall said all existing ordinances governing the neighboring properties still applies to the proposed amended lots.

There being no further comments or questions, Richard Cone made a motion to approve the case, and Matthew Nelson seconded. The Motion carried 4/0.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the next regular meeting will be July 22, 2025, and the meeting for August 12 will be canceled.

ADJOURNMENT The meeting was adjourned at 5:29 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE
PLANNING COMMISSION**

DATE: July 22, 2025

TITLE:

PL2025-0024 – Easement Vacation – 75 Saint Andrews Ln

APPLICANT/OWNER:

C&J Real Estate LLC, Owner

AGENT:

Cevin Imus, Land Surveying Incorporated, Agent

CASE SUMMARY:

The applicant is requesting the vacation of the western 15 feet of an existing 20-foot Utility and Water Line Easement located entirely within the property at 75 Saint Andrews Lane.

CASE BACKGROUND:

The applicant is requesting the vacation of the western 15 feet of an existing 20-foot Utility and Water Line Easement located entirely within the property at 75 Saint Andrews Lane. The portion proposed for vacation measures approximately 74 feet in length and encompasses a total area of 1,111 square feet.

The easement was originally established to provide utility access during the development of the Tenth Hole Estates Phase 1 & 2 and The Villas at Tenth Hole Estates subdivisions, specifically while Phases 3 & 4 of Tenth Hole Estates were being developed. Since that time, all phases of the subdivisions have been fully built out, and the utilities that once occupied the easement area have been permanently rerouted to accommodate the final subdivision layout.

As required, the applicant submitted an 811 utility locate ticket with the easement vacation request. The utility locate confirms that no active utilities are present within the area proposed for vacation. Additionally, City staff have not received any objections from internal utility divisions or external utility providers regarding the proposed vacation.

CASE REQUIREMENTS:

All comments from the staff review process shall be addressed.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

STAFF REFERENCE:

Shannon Stefanick, City Planner

CASE MANAGER:

Shannon Stefanick, City Planner

TENTATIVE CITY COUNCIL DATE:

August 5th, 2025

ATTACHMENTS:

[Partial Easement Vacation Exhibit](#)

[Vicinity Map](#)

[Utility Locate Ticket](#)

[75 Saint Andrews Ln Planning Requirements](#)

[75 Saint Andrews Ln Ordinance](#)

LEGAL DESCRIPTION:

THE FOLLOWING METES AND BOUNDS DESCRIPTION IS FOR A PARTIAL EASEMENT VACATION SITUATED IN A PORTION OF LOT 3, BLOCK 4 OF TENTH HOLE ESTATES PHASE IV, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING AS OFFICIALLY RECORDED IN BOOK 11 OF PLATS, PAGE 241, FOLDER 66 OF THE CAMPBELL COUNTY CLERK AND RECORDERS OFFICE, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 3 OF SAID SUBDIVISION, SAID CORNER BEING MONUMENTED WITH AN ALUMINUM CAP, RLS 2333; THENCE S 0°13'39" E ALONG THE EASTERLY BOUNDARY OF OF SAID SUBDIVISION AND LOT 3 FOR A DISTANCE OF 94.24 FEET TO THE SOUTHEAST CORNER OF SAID LOT 3, SAID CORNER BEING MONUMENTED WITH AN ALUMINUM CAP, PLS 18548; THENCE N 26°47'42" W FOR A DISTANCE 11.18 FEET AND BEING THE POINT OF BEGINNING:

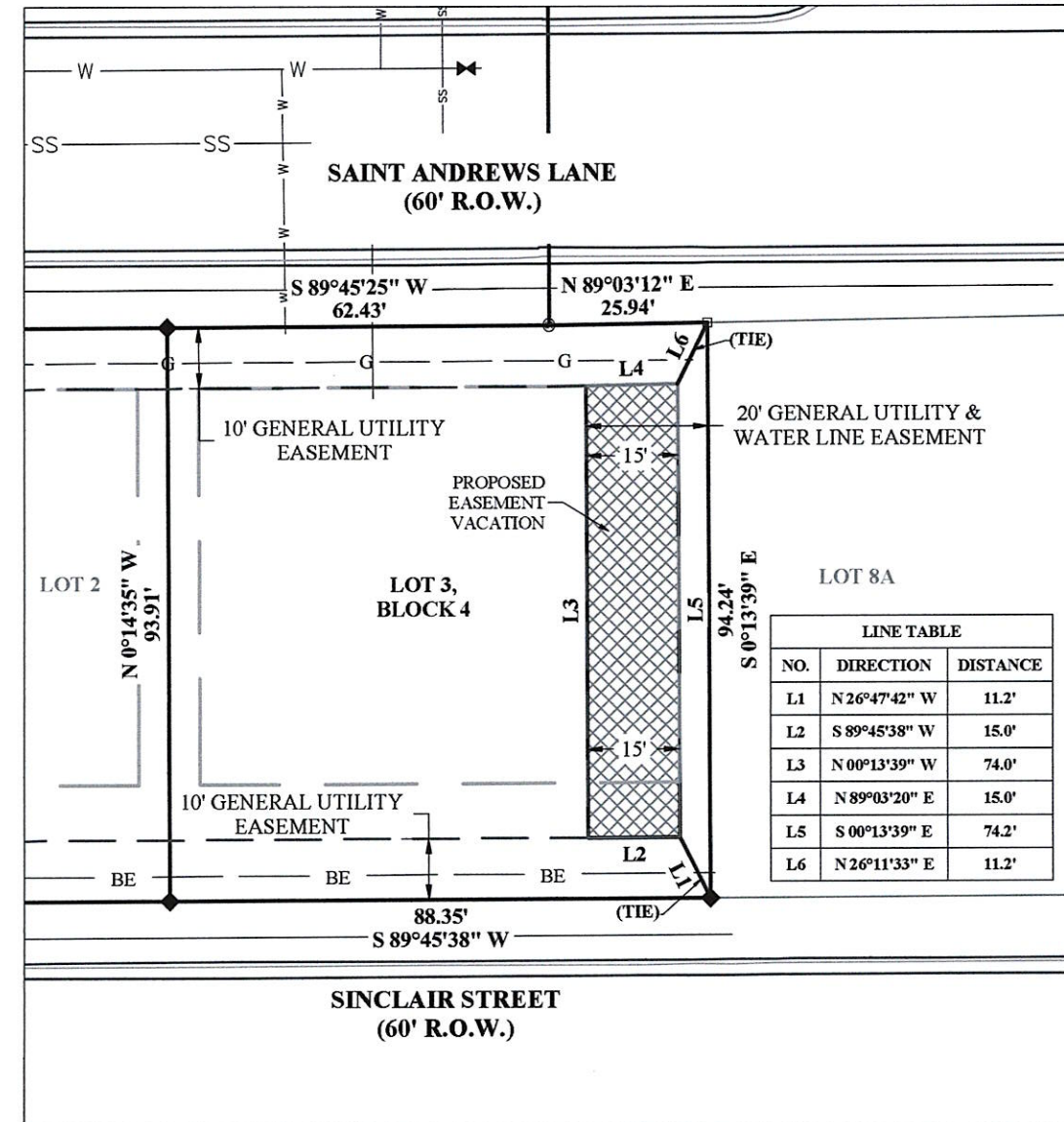
THENCE S 89°45'38" W FOR A DISTANCE OF 15.00 FEET TO A POINT; THENCE N 00°13'39" W FOR A DISTANCE OF 73.99 FEET TO A POINT; THENCE N 89°03'12" E FOR A DISTANCE OF 15.00 FEET TO A POINT, FROM WHICH THE NORTHEAST CORNER OF SAID LOT 3 BEARS N 26°11'33" E FOR A DISTANCE OF 11.23 FEET, SAID CORNER BEING MONUMENTED WITH AN ALUMINUM CAP, RLS 2333; THENCE S 0°13'39" E FOR A DISTANCE OF 74.18 FEET TO THE POINT OF BEGINNING:

SAID PARTIAL EASEMENT VACATION HAVING A TOTAL AREA OF 1,111.2 SQ. FT., MORE OR LESS.

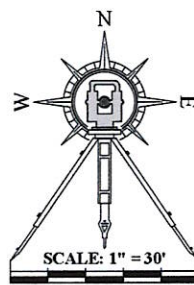
SUBJECT TO ALL PRIOR COVENANTS, RESERVATIONS, EASEMENTS, CONDITIONS AND RIGHTS APPEARING OF RECORD.

PARTIAL EASEMENT VACATION

BEING SITUATED IN A PORTION OF
LOT 3, BLOCK 4 OF
TENTH HOLE ESTATES PHASE IV
CITY OF GILLETTE,
CAMPBELL COUNTY, WYOMING



I, President Cevin C. Imus, of Gillette Wyoming, hereby certify that this plat was made from notes taken during an actual survey performed by Gavin Koelsch on JUNE 2, 2025, and that the said "PARTIAL EASEMENT VACATION" is accurately represented on this plat detailing the corners accepted and set out on the ground as shown hereon.



LEGEND

- ◆ =(FOUND) ALUMINUM CAP, PLS 18548
- =(FOUND) ALUMINUM CAP, RLS 2333
- Ⓞ =(FOUND) BARE REBARE, NO CAP

- W — =WATER LINE
- SS — =SANITARY SEWER
- BE — =BURIED ELECTRIC
- G — =GAS LINE

Prepared For:
WEST CONSTRUCTION
1403 E. 7TH STREET
GILLETTE, WY 82716

Prepared By:
LAND SURVEYING INCORPORATED
209 N. WORKS AVENUE
GILLETTE, WY 82716



Location:
PARTIAL EASEMENT VACATION
BEING SITUATED IN A PORTION OF
LOT 3, BLOCK 4 OF
TENTH HOLES ESTATES PHASE IV
CITY OF GILLETTE
CAMPBELL COUNTY, WYOMING

P:\2025\WEST CONSTRUCTION\25-097\ADRAFTING\25-097A_ROS.DWG		
CREATED BY: CIMUS	CREATED DATE: 6/6/2025	LSI - NEW GILLETTE CITY
REVIEWER: CCI	APPROVED DATE: 6/7/2025	
REVISION HISTORY		

Vicinity Map



CITY OF GILLETTE

Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



1 inch equals 42 feet

1 inch equals 0.01 miles

June 13, 2025

City of Gillette, GIS Division, Campbell County, City of Gillette, Camp



Ticket No: 20252301129

Excavator Details

Caller Id: 17715
Contact: cory west
Company: west construction llc

Phone: 307-682-2104
Mobile: 307-682-2104
Email: westconstruction@vcn.com

Dig Site and Ticket Details



[Open Map](#)

trying to see if any utilities under payment

Ticket Medium	Web
Ticket Status	Original
Ticket Type	Regular
Previous Ticket No.	Not Supplied
User Reference	west construction
Ticket Date (MTZ)	06/03/2025 09:49 AM
Work Start Date (MTZ)	06/05/2025 09:49 AM
Work Expire Date (MTZ)	06/25/2025 09:49 AM
Address	75 St Andrews Ln, Gillette, 82718
Nearest Cross Street	oakmount ave
Type of work	Groundwork
Activity	Grading
Excavation Method	Grading
Excavation Depth	>48in
Public Property	None
Private Property	Private Property
Onsite Contact	cory west
Onsite Phone	3076608536
Municipality	Not Supplied
Nearest Community	Not Supplied
Rural Subdivision	Not Supplied

Your Responsibilities

- Do not proceed with any excavation until all notified utility owners have responded by providing clearance, OR by identifying the location of their facilities with maps OR by placing locate marks on the ground.
- Pothole to establish the exact location of all underground utilities using soft digging methods, before using heavy machinery.
- If you damage an underground utility, you MUST advise the utility owner directly and immediately.
- By using the One-Call of Wyoming, Inc. service, you agree to our privacy policy and the terms and conditions set out on our web site.
- **For more information, visit www.onecallofwyoming.com**

Utility Owner Details

The public utility owners listed below with a Status of "Notification Sent" have been requested to respond to your request. They may contact you directly for clarification of your request details.

Station Code	Authority Name	Phone	Status
KM7	BLACK HILLS ENERGY (KM7)	1-888-890-5554	Notification Sent
QL1	CENTURLINK (QL1)	877-366-8344	Notification Sent
AB1	CHARTER COMMUNICATIONS (Gillette AB1)	3076824303	Notification Sent
COG	CITY OF GILLETTE (COG)	307-686-5276	Notification Sent
VCI	VISIONARY COMMUNICATIONS INC (VCI)	3076855485	Notification Sent

END OF UTILITIES LIST

Request Utility Locates Online at www.onecallofwyoming.com – 24 hours a day, 7 days a week

PL2025-0024 | Easement Vacation | 75 Saint Andrews Ln

Planning Requirements

1. All comments from the staff review process shall be addressed.

ORDINANCE NO.

AN ORDINANCE PROVIDING FOR THE PARTIAL VACATION OF A 20-FOOT-WIDE GENERAL UTILITY & WATER LINE EASEMENT RECORDED IN BOOK 11 OF PLATS, PAGE 241, BY THE CAMPBELL COUNTY CLERK; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.

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

SECTION ONE.

Pursuant to the petition of the City of Gillette and with the permission of the property owner of Lot 3, Block 4 of Tenth Hole Estates Phase IV, and the authority of W.S. 15-6-104 and W.S. 34-12-106 through W.S. 34-12-110, the City Council finds that the partial vacation of the westerly 15-foot of the 20-foot-wide utility & water line easement, as contained entirely within of Lot 3, Block 4 of Tenth Hole Estates Phase IV, the easement being recorded by the Campbell County Clerk in Book 11 of Plats, Page 241, will not abridge or destroy any of the rights and privileges of the other landowners in the vicinity of the vacation, and further finds that the vacation is in the best interest of the City of Gillette. For a more detailed location of the vacation see the attached "Partial Easement Vacation" exhibit.

SECTION TWO.

(a) The Ordinance and "Partial Easement Vacation" exhibit shall be recorded at the Campbell County Clerk's Office upon approval of the Vacation by City Council.

SECTION THREE. This ordinance shall be in full force and effect on its effective date, _____, 2025.

PASSED, APPROVED AND ADOPTED THIS ____ day of _____, 2025.

Shay Lundvall, Mayor

(S E A L)
ATTEST:

Alicia Allen, City Clerk
Publication Date: _____, 2025

STATE OF WYOMING)
)ss.
County of Campbell)

On this ____ day of _____, 2025, before me personally appeared Shay Lundvall, to me personally known, who being by me duly sworn, did say that he is the Mayor of the City of Gillette, and that the seal affixed to said instrument is the Corporate Seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its City Council, and said Shay Lundvall acknowledged said instrument to be a free act and deed of said corporation.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____