



**PLANNING COMMISSION AGENDA  
CITY OF GILLETTE  
2ND FLOOR COMMUNITY ROOM  
201 E. 5TH ST., GILLETTE, WY 82716  
Tuesday, June 10, 2025  
5:15 PM**

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- A. CALL TO ORDER
- B. APPROVAL OF MINUTES
  - 1. Approval of Minutes - May 13, 2025
- C. PRESENTATIONS
- D. CASES
  - 1. PL2025-0013 – Minor Subdivision – 1600 East Sinclair Street
  - 2. PL2025-0015 – Minor Subdivision – Tucker Subdivision
- E. OLD BUSINESS
- F. NEW BUSINESS
- G. ADJOURNMENT



**CITY OF GILLETTE  
PLANNING COMMISSION**

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**DATE:** June 10, 2025

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**TITLE:**

Approval of Minutes - May 13, 2025

**CASE SUMMARY:**

Regular Meeting Minutes of May 13, 2025

**ATTACHMENTS:**

[May 13, 2025 Minutes](#)

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Council Chambers ~ City Hall ~ May 13, 2025 ~ 5:15 pm

PRESENT

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

Commission Members Absent: Chair Shaun Hottell, Cristal Pratt, and Matthew Nelson.

Staff Present: Shannon Stefanick, City Planner; Jill McCarty, Administrative Coordinator.

CALL TO ORDER

Vice-Chair Ryan Conklin called the meeting to order at 5:19 p.m.

APPROVAL OF  
THE MINUTES

A motion was made by Richard Cone to approve the meeting minutes of April 8, 2025, and the workshop minutes of April 14, 2025. Ian Scott seconded the motion. Motion carried 4/0.

Case No.  
PL2025-0010  
MINOR  
SUBDIVISION  
4508 Westover Rd

The applicant proposes to subdivide an existing 7.24-acre parcel into seven individual lots. The subject property is currently undeveloped. The smallest of the proposed lots, designated as Lot 1C, encompasses 0.46 acres, while the largest, Lot 1F, comprises 1.5 acres.

The property located at 4508 Westover Road is currently zoned R-4, Multi-Family Residential. In accordance with the R-4 zoning district standards, the minimum lot size for a single-family dwelling is 6,000 square feet (approximately 0.137 acres), with reduced area requirements applicable to multi-family dwellings on a per-unit basis. Additionally, the minimum lot width is 50 feet. All proposed lots meet or exceed these zoning requirements.

Pursuant to the City of Gillette Subdivision Regulations for residentially zoned properties, installation of water and sanitary sewer services to each lot is required prior to the filing of the final plat. The cost of these improvements shall be the responsibility of the developer. Access to City utilities—including water, sanitary sewer, and electric—is readily available along Westover Road.

Shannon Stefanick said the Planning Division received a few inquiries who were concerned if apartment buildings were going to be built on the lots. Ms. Stefanick said she let the citizens know that if apartments were proposed to be built at that location, that would need to come before the Planning Commission again. Ms. Stefanick also said she let them know there had been no conversation about an apartments building being built thus far.

Vice-Chair Conklin 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 Ian Scott seconded. The Motion carried 4/0.

Case No.  
PL2025-0011 –  
EASEMENT  
VACATION – 202  
S. Gillette Ave.

The applicant is requesting the vacation of an existing 10-foot-wide Gas Easement located at 202 S Gillette Ave; more specifically, 35.2'x10' easement, totaling 325 sq. ft. that is along the north and west property line. A locates request indicated that the easement is free of existing utilities. The property owner is aware that if there is a gas meter within that easement, it will need to be relocated. The following city divisions reviewed the proposed vacation and find no issues with it: Planning, GIS, Engineering, Wastewater, Water, Electrical, and the Fire Department.

Shannon Stefanick said the Planning Division received a few calls about the case, but none had any issues with it once they were informed what the easement vacation was.

Vice-Chair Conklin 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 Richard Cone seconded. The Motion carried 4/0.

OLD BUSINESS

None.

NEW BUSINESS

Shannon Stefanick said the next regular meeting will be June 10, 2025.

ADJOURNMENT

The meeting was adjourned at 5:26 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE  
PLANNING COMMISSION**

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**DATE:** June 10, 2025

**TITLE:**

PL2025-0013 – Minor Subdivision – 1600 East Sinclair Street

**APPLICANT/OWNER:**

Firstier Bank, Owner

**AGENT:**

Cevin Imus, Land Surveying Incorporated

**CASE SUMMARY:**

The City of Gillette Planning Division and Engineering Division are requesting the approval of the minor subdivision of 1600 East Sinclair Street.

**CASE BACKGROUND:**

The City Engineering Division is underway on the design for 24EN16 – Sinclair Avenue Extension Project (Butler Spaeth to Miranda), which will address connectivity issues within the Moon Meadow Estates, Moon Shadow, Sawgrass Estates, and Tenth Hole Estates Subdivisions. During their due-diligence phase of the projects, it became clear that a minor subdivision would need to take place to facilitate the road dedication. At this point, the City Engineering Division requested the support of the City Planning Division to coordinate the land portion of the project. At the request of the City Planning Division and Engineering Division, the owners of 1600 E Sinclair Street propose to subdivide an existing 6.16-acre parcel into dedicated right-of-way to the north at 70ft. width extending from the existing dead-end E Sinclair Street to S Butler Spaeth Road, and a parcel to the south, known as Tract P-1 at 5.93 acres. Proposed Tract P-1 is currently undeveloped.

The property located at 1600 E Sinclair Street is currently zoned C-1, General Commercial District and is not requesting to be changed at this time. In accordance with the C-1 zoning district standards, there is no minimum lot size; minimum lot width is 50 ft., which Tract P-1 would meet. All proposed lots are either currently served by city utilities or will have access to city utilities.

**CASE REQUIREMENTS:**

All comments from the staff review process shall be addressed.

**STAFF RECOMMENDATION:**

Staff recommends approval, subject to all Planning Requirements.

**CASE MANAGER:**

Meredith Duvall, City Planning Manager

**TENTATIVE CITY COUNCIL DATE:**

June 17th, 2025

**ATTACHMENTS:**

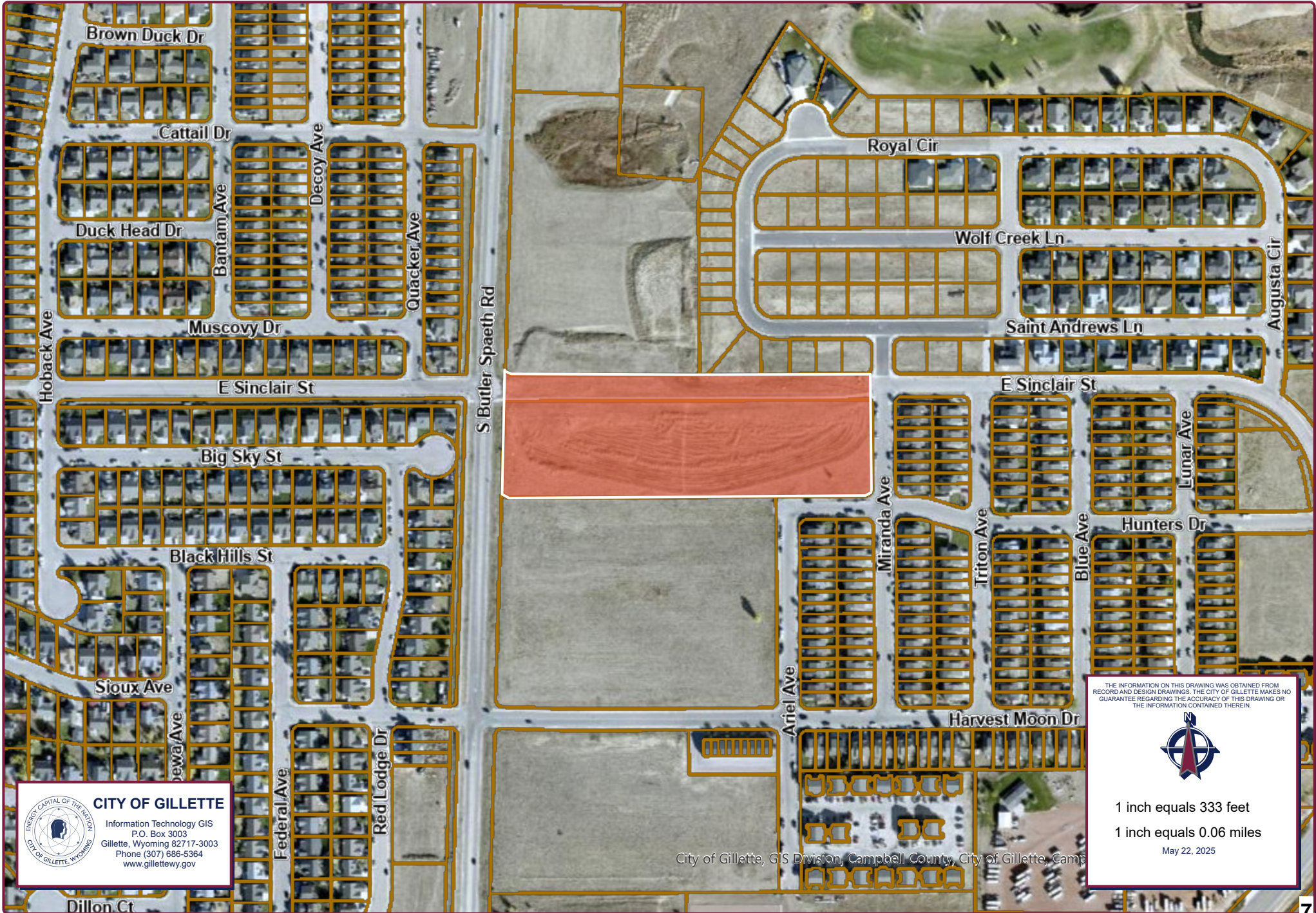
[Vicinity Map](#)

[Planning Requirements](#)

[Resolution](#)

[REVISED 25075A\\_MP-Minor Plat](#)

# Vicinity Map - 1600 E Sinclair St - Minor Subdivision



## 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 333 feet  
1 inch equals 0.06 miles

May 22, 2025

PL2025-0013 | Minor Subdivision | 1600 East Sinclair Street

Planning Requirements

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

**RESOLUTION NO.**

**A RESOLUTION APPROVING AND AUTHORIZING THE MINOR SUBDIVISION OF RESUBDIVISION PLAT OF TRACT P OF MOON MEADOWS ESTATES NO. 3, TO BE KNOWN AS TRACT P-1 OF THE RESUBDIVISION OF TRACT P MOON MEADOW ESTATES NO. 3; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.**

WHEREAS the Final Plat of the Resubdivision Plat of Tract P of Moon Meadows Estates No. 3, to be known as Tract P-1 of the Resubdivision of Tract P Moon Meadow Estates No.3; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on June 10<sup>th</sup>, 2025, with Planning Requirements.

WHEREAS the recording of the Resubdivision Plat of Tract P of Moon Meadows Estates No. 3, to be known as Tract P-1 of the Resubdivision of Tract P Moon Meadow Estates No.3; to the City of Gillette, Wyoming; with the Campbell County Clerk and Ex-Officio Recorder of Deeds, is subject to meeting all Planning Requirements approved by the Planning Commission on June 10<sup>th</sup>, 2025.

THEREFORE, IT IS RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING, THAT:

the Final Plat of the Resubdivision Plat of Tract P of Moon Meadows Estates No. 3, to be known as Tract P-1 of the Resubdivision of Tract P Moon Meadow Estates No. 3; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by Land Surveying Incorporated, signed by Cevin Imus, Professional Land Surveyor, Wyoming Registration Number 9328, is hereby approved for filing with the Campbell County Clerk and Ex-Officio Recorder of Deeds.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

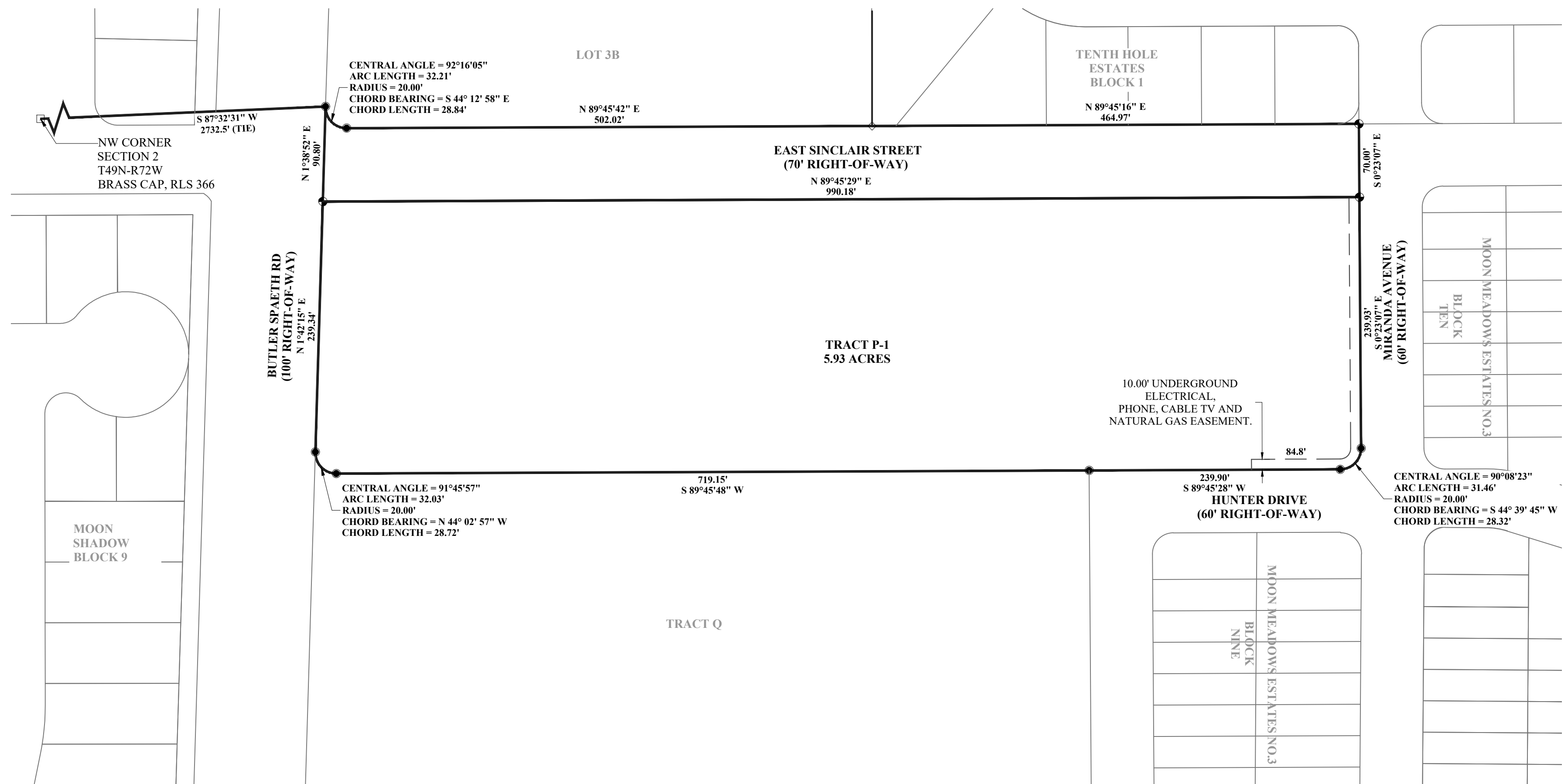
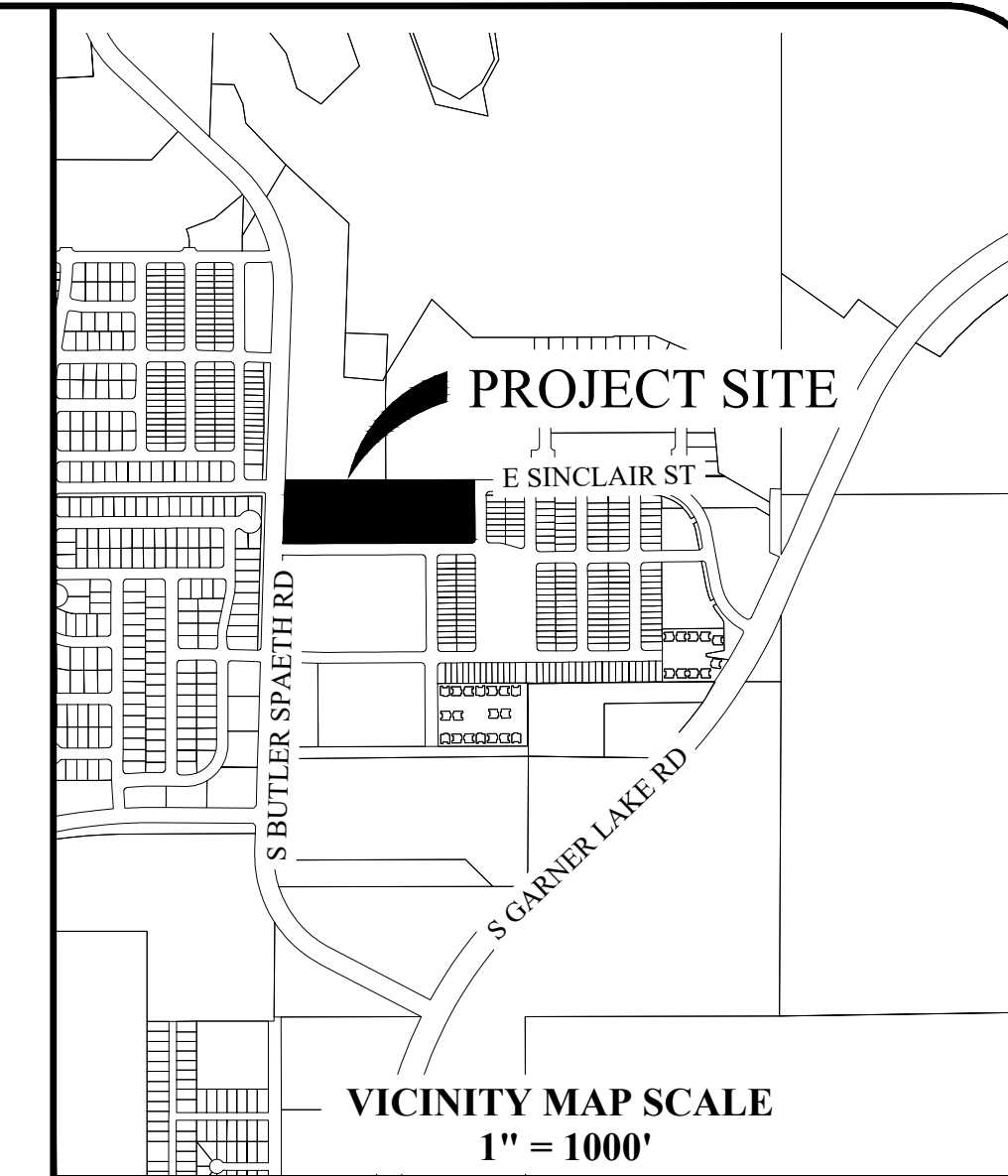
\_\_\_\_\_  
Shay Lundvall, Mayor

(S E A L)

ATTEST:

\_\_\_\_\_  
Alicia Allen, City Clerk

**RESUBDIVISION PLAT OF  
TRACT P OF MOON MEADOW ESTATES NO. 3,  
TO BE KNOWN AS  
TRACT P-1 OF THE RESUBDIVISION OF TRACT P  
MOON MEADOW ESTATES NO. 3,  
TO THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING**



**CERTIFICATE OF DEDICATION**

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED FIRSTIER BANK, A NEBRASKA CORPORATION BEING THE OWNERS, PROPRIETORS OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY:

THAT THE FOREGOING PLAT DESIGNATED AS THE RESUBDIVISION PLAT OF TRACT P OF MOON MEADOW ESTATES NO. 3, BEING SITUATED IN A PORTION OF THE S1/2 S1/2 SW1/4 SE1/4 OF SECTION 35, TOWNSHIP 50 NORTH, RANGE 72 WEST, AND THE N1/2 N1/2 SW1/4 NE1/4 OF SECTION 2, TOWNSHIP 49 NORTH, RANGE 72 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT P-1 OF THE RESUBDIVISION OF TRACT P MOON MEADOW ESTATES NO. 3 TO THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING AND CONTAINS 7.52 ACRES MORE OR LESS, AND

THAT THIS SUBDIVISION, AS IT IS DESCRIBED AND AS IT APPEARS ON THIS PLAT, IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER AND PROPRIETOR, AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS.

THAT THE UNDERSIGNED OWNER OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES HEREBY DEDICATE TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PERPETUAL PUBLIC USE, ALL STREETS, ALLEYS, EASEMENTS AND OTHER PUBLIC LANDS WITHIN THE BOUNDARY LINES OF THE PLAT, AS INDICATED, AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE.

UTILITY EASEMENTS, AS DESIGNATED ON THIS PLAT, AREA HEREBY DEDICATED TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PERPETUAL PUBLIC USE, FOR THE PURPOSE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SANITARY SEWER LINES, WATER LINES, GAS LINES, ELECTRIC LINES, TELEPHONE LINES, CABLE TV LINES AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY UTILIZED BY THE PUBLIC.

ALL RIGHTS UNDER AND BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY WAIVED AND RELEASED.

EXECUTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, A.D. BY:

\_\_\_\_\_  
TIM OSTIG, PRESIDENT, FIRSTIER BANK, A NEBRASKA CORPORATION

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, A.D., BY TIM OSTIG, PRESIDENT, FIRSTIER BANK, A NEBRASKA CORPORATION

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

EXECUTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, A.D. BY:

\_\_\_\_\_  
SHAY LUNDVALL, MAYOR, CITY OF GILLETTE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, A.D., BY SHAY LUNDVALL, MAYOR, CITY OF GILLETTE

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

**CERTIFICATE OF THE CITY ENGINEER**

DATA ON THIS PLAT REVIEWED  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025,  
BY THE CITY ENGINEER OF THE CITY OF GILLETTE, WYOMING

CITY ENGINEER \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY CITY OF GILLETTE PLANNING COMMISSION**

THIS PLAT APPROVED BY THE CITY OF GILLETTE PLANNING COMMISSION  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025,

CHAIRMAN \_\_\_\_\_

SECRETARY \_\_\_\_\_

**CERTIFICATE OF ACCEPTANCE AND APPROVAL BY CITY COUNCIL**

APPROVED BY CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025,

MAYOR \_\_\_\_\_

CITY CLERK \_\_\_\_\_

**CERTIFICATE OF COUNTY CLERK**

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER  
AT \_\_\_\_ O'CLOCK, \_\_\_\_ M., THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025,

AND IS DULY RECORDED IN BOOK \_\_\_\_ OF PLATS, PAGE NO. \_\_\_\_

CAMPBELL COUNTY CLERK \_\_\_\_\_

**BASIS OF BEARING**

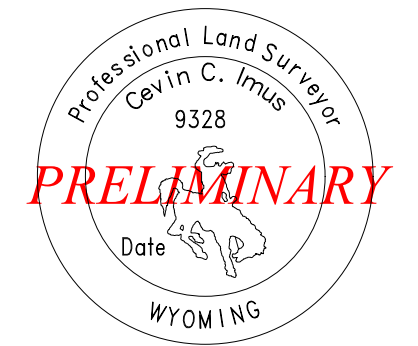
CITY OF GILLETTE CONTROL

**SUMMARY**

TOTAL LOTS: 1  
TOTAL AREA (LOTS): 5.93 ACRES  
TOTAL AREA (RIGHT-OF-WAY): 1.59 ACRES  
TOTAL AREA: 7.52 ACRES

**DECLARATION VACATING PREVIOUS PLATTING:**

THIS PLAT IS THE RE-SUBDIVISION TRACT P OF MOON MEADOW ESTATES NO. 3, AS RECORDED IN BOOK 8 OF PLATS, PAGE 231 AND 232, OF THE OFFICIAL RECORDS OF THE CAMPBELL COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS HEREOF, ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED.



**SURVEYOR'S CERTIFICATE**

I, CEVIN C. IMUS, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT, AND COMPLETE PLAT OF TRACT P-1 OF THE RESUBDIVISION OF TRACT P MOON MEADOW ESTATES NO. 3, AS LAID OUT, PLATTED, AND SHOWN HEREON, THAT SUCH PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY AND IMPROVEMENTS BY ME AND UNDER MY DIRECT SUPERVISION.

DATE OF PLAT OR MAP: APRIL, 2025 (CEVIN C. IMUS)

**RESUBDIVISION PLAT OF  
TRACT P OF MOON MEADOW ESTATES NO. 3,  
TO BE KNOWN AS  
TRACT P-1 OF THE RESUBDIVISION OF TRACT P  
MOON MEADOW ESTATES NO. 3,  
TO THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING**

PREPARED FOR:  
**CITY OF GILLETTE**  
201 E 5TH STREET  
GILLETTE, WY 82716

PREPARED BY:  
**LAND SURVEYING INCORPORATED**  
209 N. WORKS AVENUE  
GILLETTE, WY 82716  
1-307-682-1661      www.lsi-inc.us

**LEGEND**

- ⊙ = (SET) 2025 ALUMINUM CAP, PLS 9328
- ⊙ = (FOUND) ALUMINUM CAP, PLS 9328
- = (FOUND) ALUMINUM CAP, LS 5910
- = (FOUND) BRASS CAP, RLS 366
- ▲ = (SET) 2025 P/K PLS 9328
- ◇ = (FOUND) ALUMINUM CAP, PLS 18548

ALL COURSES ARE MEASURED, UNLESS NOTED





**CITY OF GILLETTE  
PLANNING COMMISSION**

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**DATE:** June 10, 2025

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**TITLE:**

PL2025-0015 – Minor Subdivision – Tucker Subdivision

**APPLICANT/OWNER:**

Sheldon & Erica Tucker, Owner; Scott & Molly Heibult, Owner

**CASE SUMMARY:**

The applicant seeks to incorporate a portion of unplatted land into an existing lot, requiring the creation of a new subdivision.

**CASE BACKGROUND:**

The applicant seeks to incorporate a portion of unplatted land into an existing lot, 1711 Country Club Road, requiring the creation of a new subdivision. The existing lot, 1711 Country Club Rd, is 0.45 acres. The proposed subdivision will increase the size of the lot to 0.96 acres. Both the existing lot and the unplatted land are zoned R-S, Residential Suburban, Zoning District. The existing lot does not meet the required minimum lot size of 0.5 acres in a R-S District but does meet the minimum lot width of 125'. If the proposed subdivision passes, the lot will then meet the minimum lot size.

The existing lot has City water, sanitary sewer, and electric services. No additional City service extensions are required for the filing of the proposed plat.

**CASE REQUIREMENTS:**

All comments from the staff review process shall be addressed.

**STAFF RECOMMENDATION:**

Staff recommends approval, subject to all Planning Requirements.

**CASE MANAGER:**

Shannon Stefanick, City Planner

**TENTATIVE CITY COUNCIL DATE:**

June 17th, 2025

**ATTACHMENTS:**

[Tucker Subdivision Planning Requirements](#)

[Tucker Subdivision Resolution](#)

[Vicinity Map](#)

PL2025-0015 | Minor Subdivision | Tucker Subdivision

Planning Requirements

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

**RESOLUTION NO.**

**A RESOLUTION APPROVING AND AUTHORIZING THE  
TUCKER SUBDIVISION; TO THE CITY OF GILLETTE,  
WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.**

WHEREAS the Final Plat of the Tucker Subdivision to be known as Lot 1 of the Tucker Subdivision; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on June 10<sup>th</sup>, 2025, with Planning Requirements.

WHEREAS the recording of the Tucker Subdivision to be known as Lot 1 of the Tucker Subdivision; to the City of Gillette, Wyoming; with the Campbell County Clerk and Ex-Officio Recorder of Deeds, is subject to meeting all Planning Requirements approved by the Planning Commission on June 10<sup>th</sup>, 2025.

THEREFORE, IT IS RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING, THAT:

the Final Plat of Tucker Subdivision to be known as Lot 1 of the Tucker Subdivision; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by Land Surveying Incorporated, signed by Cevin C. Imus, Professional Land Surveyor, Wyoming Registration Number 9328, is hereby approved for filing with the Campbell County Clerk and Ex-Officio Recorder of Deeds.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Shay Lundvall, Mayor

(S E A L)

ATTEST:

\_\_\_\_\_  
Alicia Allen, City Clerk

# Vicinity Map



## CITY OF GILLETTE

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

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1 inch equals 83 feet

1 inch equals 0.02 miles

May 14, 2025

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