



**PLANNING COMMISSION AGENDA  
CITY OF GILLETTE  
2ND FLOOR COMMUNITY ROOM  
201 E. 5TH ST., GILLETTE, WY 82716  
Tuesday, June 24, 2025  
5:15 PM**

---

- A. CALL TO ORDER
- B. APPROVAL OF MINUTES
  - 1. Approval of Minutes - June 10, 2025
- C. PRESENTATIONS
- D. CASES
  - 1. PL2025-0022 – Minor Subdivision – 4000 Ariel Avenue
  - 2. PL2025-0018 – Minor Subdivision – 301 Richards Avenue
- E. OLD BUSINESS
- F. NEW BUSINESS
- G. ADJOURNMENT



**CITY OF GILLETTE  
PLANNING COMMISSION**

---

**DATE:** June 24, 2025

---

**TITLE:**

Approval of Minutes - June 10, 2025

**CASE SUMMARY:**

Regular Meeting Minutes of June 10, 2025

**ATTACHMENTS:**

[6/10/2025 Minutes](#)

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Community Room ~ City Hall ~ June 10, 2025 ~ 5:15 pm

PRESENT

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

Commission Members Absent: Matthew Nelson.

Staff Present: 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 Vice-Chair Conklin to approve the meeting minutes of May 13, 2025. Jack Colson seconded the motion. Motion carried 6/0.

Case No.  
PL2025-0013  
MINOR  
SUBDIVISION  
1600 East Sinclair  
Street

The City Engineering Division is underway on the design for the 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 the due-diligence phase of the projects, it became clear that a minor subdivision would need to take place to facilitate the road dedication. 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.

Shannon Stefanick said the Planning Division received a few calls on the case; however, when it was explained it was for the extension of Sinclair Street there were no issues with it from anyone in the public.

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

There being no further comments or questions, Richard Cone made a motion to approve the case, and Jack Colson seconded. The Motion carried 6/0.

Case No.  
PL2025-0015 –  
MINOR  
SUBDIVISION –  
Tucker Subdivision

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.

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

Vice-Chair Conklin asked if two lots were being combined only for this case. Ms. Stefanick said it was.

Richard Cone asked if the owners were planning on building on the lot. Cevin Imus, agent for the case, said while he was not certain, he thought that was the intention with the neighbors building a shop on their property.

There being no further comments or questions, Vice-Chair Conklin made a motion to approve the case, and Ian Scott seconded. The Motion carried 6/0.

OLD BUSINESS

None.

NEW BUSINESS

Shannon Stefanick said the next regular meetings will be June 24, 2025, and July 8, 2025.

ADJOURNMENT

The meeting was adjourned at 5:24 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.

DRAFT



**CITY OF GILLETTE  
PLANNING COMMISSION**

---

**DATE:** June 24, 2025

**TITLE:**

PL2025-0022 – Minor Subdivision – 4000 Ariel Avenue

**APPLICANT/OWNER:**

Tony Willie, Harlan Developments LLC, Owner

**AGENT:**

Adrienne Hahn, KLJ Engineering, Agent

**CASE SUMMARY:**

The applicant proposes to subdivide an existing 11.53-acre parcel at 4000 Ariel Avenue into two lots .

**CASE BACKGROUND:**

The applicant proposes to subdivide an existing 11.53-acre parcel at 4000 Ariel Avenue into two lots . The northern proposed Lot 2A will be 6.39 acres and the southern proposed Lot 2B will be 5.14 acres. Lot 2A has self-storage units on the property and Lot 2B is currently undeveloped.

The property located at 4000 Ariel Avenue is currently zoned C-3, Business/Services District. In accordance with the C-3 zoning district standards, the minimum lot size is 15,000 square feet (approximately 0.344 acres).

Pursuant to the City of Gillette Subdivision Regulations for commercially zoned properties, installation of water and sanitary sewer services to each lot is not required at the time of platting and can be done at the time of development. 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 South Garner Lake Road.

**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:**

July 1, 2025

**ATTACHMENTS:**

[Vicinity Map](#)

[Planning Requirements](#)

[Resolution](#)

[Final Plat](#)

# Vicinity Map - Minor Subdivision - 4000 Ariel Ave



## 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

June 02, 2025

City of Gillette, GIS Division, Campbell  
County, State of Wyoming

PL2025-0022 | Minor Subdivision | 4000 Ariel Ave

Planning Requirements

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

**RESOLUTION NO.**

**A RESOLUTION APPROVING AND AUTHORIZING THE  
MINOR SUBDIVISION OF LOTS 2A AND 2B OF THE DEVON  
ADDITION; TO THE CITY OF GILLETTE, WYOMING,  
SUBJECT TO ALL PLANNING REQUIREMENTS.**

WHEREAS the Final Plat of the Resubdivision of Lot 2 of the Devon Addition to be known as Lots 2A and 2B of the Devon Addition; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on June 24<sup>th</sup>, 2025, with Planning Requirements.

WHEREAS the recording of the Resubdivision of Lot 2 of the Devon Addition to be known as Lots 2A and 2B of the Devon Addition; 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 24<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 of Lot 2 of the Devon Addition to be known as Lots 2A and 2B of the Devon Addition; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by KLJ Engineering, signed by Andrew J. Minton, Professional Land Surveyor, Wyoming Registration Number 15301, 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





**CITY OF GILLETTE  
PLANNING COMMISSION**

---

**DATE:** June 24, 2025

**TITLE:**

PL2025-0018 – Minor Subdivision – 301 Richards Avenue

**APPLICANT/OWNER:**

Thomas & Rebecca Monahan, Owner

**AGENT:**

Kris Anderson, Anderson Surveying LLC, Agent

**CASE SUMMARY:**

The applicant is requesting approval to subdivide an existing 0.32-acre parcel located at 301 Richards Avenue into two separate lots.

**CASE BACKGROUND:**

The applicant is requesting approval to subdivide an existing 0.32-acre parcel located at 301 Richards Avenue into two separate lots. The proposed subdivision would result in one 0.24-acre lot and one 0.08-acre lot. This action will effectively place the two existing buildings on individual lots.

The larger 0.24-acre lot will contain the primary medical office building along with the majority of the current parking area. The smaller 0.08-acre lot will encompass the existing smaller structure, which is currently a legally nonconforming residential use, as well as a smaller portion of the parking area.

The subject property is zoned C-2, Central Business District. This zoning designation does not impose minimum requirements for lot size or width, making the proposed subdivision permissible under current zoning standards.

Access to City utilities is readily available, as the existing parcel is currently served by water, sanitary sewer, and electric infrastructure.

**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:**

July 1st, 2025

**ATTACHMENTS:**

[Planning Requirements](#)

[Resolution](#)

[Vicinity Map](#)

[Preliminary Plat](#)

PL2025-0018 | Minor Subdivision | 301 Richards

Planning Requirements

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

**RESOLUTION NO.**

**A RESOLUTION APPROVING AND AUTHORIZING THE  
MINOR SUBDIVISION OF LOT 1 & A PORTION OF LOT 2 OF  
BLOCK 13, DALY ADDITION; TO THE CITY OF GILLETTE,  
WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.**

WHEREAS the Final Plat of the Resubdivision of Lot 1 & a Portion of Lot 2 of Block 13, Daly Addition to be known as Lots 1A & 1B of Block 13, Daly Addition; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on June 24<sup>th</sup>, 2025, with Planning Requirements.

WHEREAS the recording of the Resubdivision of Lot 1 & a Portion of Lot 2 of Block 13, Daly Addition to be known as Lots 1A & 1B of Block 13, Daly Addition; 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 24<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 of Lot 1B of Block 7, of the Resubdivision of Lot 1 & a Portion of Lot 2 of Block 13, Daly Addition to be known as Lots 1A & 1B of Block 13, Daly Addition; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by Anderson Surveying LLC, signed by Kristopher Anderson, Professional Land Surveyor, Wyoming Registration Number 17865, 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



