

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Council Chambers ~ City Hall ~ January 27, 2026 ~ 5:15 pm

PRESENT

Commission Members Present: Vice-Chair Richard Cone, Matthew Nelson, Brian Rozier, and Lance Walker.

Commission Members Absent: Chair Shaun Hottell, Jack Colson, and Ian Scott,

Staff Present: Meredith Duvall, City Planning Manager

CALL TO ORDER

Vice-Chair Richard Cone called the meeting to order at 5:15 p.m.

APPROVAL OF
THE MINUTES

A motion was made by Matthew Nelson to approve the meeting minutes of January 13, 2026. Lance Walker seconded the motion. Motion carried 4/0.

Case No.
PL2025-0049 –
CONDOMINIUM
PLAT – 1501 W 2nd
Street

The applicant, Troy McKeown, proposes subdivide an existing 2.58-acre parcel at 1501 W 2nd Street into two lots through an existing building, thus creating a condominium. The northern proposed Lot 3A, Block 2 will be 2.04 acres and the southern proposed Lot 3B, Block 2 will be 0.54 acres. Each lot will have one existing structure on it that has a shared wall.

The property located at 1501 W 2nd Street is currently zoned C-1, General Commercial District. In accordance with the C-1 zoning district standards, the minimum lot width is 50 feet, which both proposed lots meet.

Pursuant to the City of Gillette Subdivision Regulations for commercially/industrially 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. As there is an existing structure that straddles the proposed property line, both lots do currently have city utilities (water, sewer, and electrical). Electrical service for Lot 3B is on the back of the building that is on Lot 3A. Water service for both lots is accessed in the back of the building on Lot 3A. Staff has recommended that an agreement be drawn up between the property owners for utility access. Any service upgrades or improvements are the responsibility of the developer. Furthermore, as it is a condominium plat and there is a shared wall, the Fire Department has reviewed the plat and does not have any concerns at this time.

There are no Private Easements required.

No Tenant Conversion Letters were done as both interested parties participated in the replatting process.

There are no Condominium Declarations required as there is no shared common space.

Vice-Chair Cone asked if there were any comments from the public on the case. Meredith Duvall said the Planning Division received one call on the case and was a general inquiry only.

Vice-Chair Cone asked if there were any comments or questions by the public or the Commission.

There being no further comments or questions, Lance Walker made a motion to approve the case, and Brian Rozier seconded. The Motion carried 4/0.

Case No.
PL2025-0051 –
MINOR
SUBDIVISION –
4900 Tanner Drive

The applicant seeks to subdivide existing Lot 2 of Legacy Ridge, Phase IV into three lots. Proposed Lot 1 is 6.46 acres, Lot 2 is 9.08 acres, and Lot 3 is 17.90 acres. The lots are zoned R-4, Multi-Family Residential District. Within the R-4 district, there are minimum lot sizes based on housing type: single dwelling unit is 6,000 square feet, two-four dwelling units is 3,000 square feet, an excess of four dwelling units is 1,500 square feet, and a lot for townhomes is 3,000 square feet per unit; the proposed lots meet the minimum lot sizes for all housing types. The minimum width is 50', which all three proposed lots meet.

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

Previously, a phased commercial site plan (PL2024-0048) for an apartment complex was applied for by the applicant. Per the approved plan, the second phase of the building is supposed to cross where the proposed property line is for this minor subdivision. City Planning Staff has informed the agent that a building cannot be built over a property line within this zoning district. The owner's agent, Steven Granger, has informed Staff that the purpose of this proposed minor subdivision is to isolate the existing building for financial reasons. If and when a Phase 2 of the approved apartment complex is ready for construction, a replat will be done to vacate the lot line and turn it back into one lot.

Vice-Chair Cone asked if there were any comments from the public on the case. Meredith Duvall said the Planning Division received one call on the case and Ms. Duvall had a meeting with them regarding the case. Ms. Duvall showed them the proposed subdivision plat changes, and one of the residents had an issue with the proposed changes but also had issues with previous changes to this lot. The other resident said they understood the proposed changes. Both were informed when the Planning Commission meeting would be to consider the proposed changes to the lot.

Vice-Chair Cone asked if there were any comments or questions by the public or the Commission.

There being no further comments or questions, Brian Rozier made a motion to approve the case, and Matt Walker seconded. The Motion carried 4/0.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the next meeting will be February 10, 2026.

ADJOURNMENT The meeting was adjourned at 5:23 pm

Minutes prepared by Jill McCarty, Administrative Coordinator.