

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.

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

PL2025-0011 –  
EASEMENT  
VACATION – 202  
S. Gillette Ave.

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.