

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Council Chambers ~ City Hall ~ May 26, 2026 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Vice-Chair Richard Cone, Matthew Nelson, Ian Scott, and Lance Walker.

Commission Members Absent: Jack Colson and Brian Rozier.

Staff Present: Meredith Duvall, City Planning Manager, Amy Smith, City Planner; and Jill McCarty, Administrative Coordinator.

CALL TO ORDER

Chair Hottell called the meeting to order at 5:15 p.m.

APPROVAL OF
THE MINUTES

A motion was made by Ian Scott to approve the meeting minutes of May 11, 2026. Lance Walker seconded the motion. Motion carried 5/0.

Case No.
PL2026-0016 –
MAJOR
SUBDIVISION |
SKETCH PLAT –
2610 Nut Tree St

The applicant seeks direction for a new development of 117-119 lots in the Ash Meadows Subdivision.

The proposed Sketch Plat – Major Subdivision is for a new development of 117-119 lots in the Ash Meadows Subdivision north of Nut Tree Street and Sandalwood Street.

The proposed lots are between 6,000 - 6,500 square feet with the zoning remaining M-H, Mobile Home District. All lots will be serviced with city utilities and can have a stick-built, mobile home, enhanced manufactured home, or modular home on each lot.

In Table h.A – Building Placement in a Mobile Home, that is Section 3.h of the Zoning Ordinance that all houses within the proposed subdivision will be permitted off unless the code is changed prior to the submittal of plans.

“The purpose of the Sketch Plat review is to provide the applicant feedback from City Staff and the Planning Commission about the proposed subdivision before time and resources are used to prepare a preliminary plat. The feedback provided by City Staff and the Planning Commission is for general direction only and does not provide the applicant with any commitment that the subdivision will be approved when it proceeds to the preliminary plat and final plat stages”. (Article III, Section 4, Subdivision Regulations). The Sketch Plat is the very first opportunity for Planning Commission to look over the proposed subdivision; this will not be the only opportunity for the public to be heard on this matter. During both the Preliminary Plat review and the Final Plat review, there will be meetings at both the Planning Commission and City Council, with Surrounding Property Letters, such as this one, being sent out and a public hearing notification sign posted on the property.

Meredith Duvall said the Planning Division received two inquiries on the case, with one being a general inquiry only with no objections. The second came from an adjacent property owner residing in the county, who raised concerns regarding the previous developer and their failure to repair fences and created a grade (height) difference between the properties in the original Ash Meadows development. The citizen questioned who would be responsible for correcting these issues since the original developer is no longer managing the project.

Additionally, the citizen expressed concerns regarding loose dogs and blowing trash migrating from the subdivision onto their property. Ms. Duvall noted that while this

property owner had previously received complaints regarding their existing barn and horses, they requested it be entered into the record that their property is located within the county and they intend to maintain their existing agricultural use.

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

Kevan Fralick, an adjacent property owner, inquired about the current zoning of the subject property. Meredith Duvall stated that the property is currently zoned M-H (Mobile Home) and will remain as such. Ms. Duvall noted that the property owner is proposing to develop the remaining portion of the Ash Meadows Subdivision and further subdivide the land into individual lots.

Mr. Fralick also expressed concerns regarding loose dogs and debris, echoing the previous citizen's comment that was read. Additionally, he inquired if a "No Jake Brakes" sign could be installed on Northern Drive. Ms. Duvall advised Mr. Fralick to direct that specific inquiry to the City Engineering Division.

Richard Cone inquired whether the proposed new subdivision would have two access points. Ms. Duvall clarified that there would be two entrances/exits from Northern Drive, as well as additional connections through the existing Ash Meadows Subdivision. Furthermore, Ms. Duvall confirmed that the proposed layout meets the city's minimum connectivity requirements.

Chair Hottell inquired about the utility infrastructure for the new subdivision. Ms. Duvall stated that the development would utilize extensions of the existing water and sewer lines. Additionally, she noted that the Electrical Engineering Division has already completed preliminary designs for the electrical infrastructure.

Matt Nelson requested clarification regarding buffer zone requirements and whether they apply exclusively to commercial and industrial projects. Ms. Duvall explained that because the property is zoned M-H (Mobile Home), a buffer zone is not required. However, addressing concerns about construction debris during development, she noted that city staff would address any complaints directly with the contractor, and the Police Department could be involved if necessary.

There being no further comments or questions, Richard Cone made a motion to approve the case, and Matt Nelson seconded. The Motion carried 5/0.

OLD BUSINESS

None.

NEW BUSINESS

Meredith Duvall said the next meetings will be June 1, 2026, and June 23, 2026.

ADJOURNMENT

The meeting was adjourned at 5:27 pm

Minutes prepared by Jill McCarty, Administrative Coordinator.