

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Council Chambers ~ City Hall ~ June 1, 2026 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Vice-Chair Richard Cone, Lance Walker, and Jack Colson.

Commission Members Absent: Brian Rozier, Matthew Nelson, and Ian Scott.

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 Vice-Chair Cone to approve the meeting minutes of May 26, 2026. Jack Colson seconded the motion. Motion carried 4/0.

Case No.
PL2026-0017 –
MINOR
SUBDIVISION –
830 Mountain
Meadow Lane

The applicant seeks to subdivide one existing lot, into two; Lot 2D with 1.49 acres and Lot 3D with 1.97 acres. The zoning is currently C-1, General Commercial and will remain C-1. Lot 2D has an approved Commercial Site Plan (PL2025-0039) with the City for a new AutoZone. Lot 3D is currently vacant and undeveloped.

Lots in the C-1 District have no minimum size requirements but must be a minimum width of 50 feet; both lots meet the minimum width requirement. Water and sanitary sewers services are not required to be installed until the time of development, however both lots have access to all city utilities (water, sewer, and electric). Any development that occurs on the proposed lots will get their access off of Mountain Meadow Lane and not off of Hwy 14-16.

Meredith Duvall said the Planning Division received two calls from the public on the case and were general inquiries only.

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

Chair Hottell asked which lot had the site plan for a new AutoZone, and Meredith Duvall confirmed it was the northern lot (Lot 2D)

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

Case No.
PL2026-0019 –
MINOR
SUBDIVISION –
3800 College Drive

The applicant seeks to combine six existing lots into two; proposed Lot 1 with 3.58 acres and Lot 2 with 2.92 acres. Both proposed lots are currently zoned C-O, Office and Institution District and undeveloped.

Lots in a C-O District have require a minimum of 7,000 square feet with a minimum width of 50 feet at the front setback line; both proposed lots meet these requirements. Water and sanitary sewers services are not required to be installed until the time of development, however both lots have access to all city utilities (water, sewer, and electric).

Meredith Duvall said the Planning Division received two inquiries about the case. One inquired if the proposed changes would affect their property taxes, and Ms. Duvall said

she directed them to the County Assessor's office who determines property taxes. The other call was a general inquiry only,

Chair Hottell 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 Jack Colson seconded. The Motion carried 4/0.

OLD BUSINESS

None.

NEW BUSINESS

Meredith Duvall said the next meeting will be June 23, 2026.

ADJOURNMENT

The meeting was adjourned at 5:21 pm

Minutes prepared by Jill McCarty, Administrative Coordinator.