

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.