

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ June 11, 2024 ~ 5:15 pm

PRESENT Commission Members Present: Vice-Chair Ryan Conklin, Richard Cone, Matthew Nelson, and Ian Scott.

Commission Members Absent: Chair Shaun Hottell, Jack Colson, and Cristal Pratt.

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, Planner; Jill McCarty, Administrative Coordinator

CALL TO ORDER Vice-Chair Conklin called the meeting to order at 5:15 p.m.

APPROVAL OF THE MINUTES A motion was made by Richard Cone to approve the meeting minutes of May 28, 2024. Matthew Nelson seconded the motion. Motion carried 4/0.

Case No. The City of Gillette has initiated a partial vacation of an existing 10 ft. wide General Utility
PL2024-0067 Easement located at 1122 Sioux Ave; more specifically, the southern 5 ft. of the easement
EASEMENT running along the northern property line east to west.

VACATION –

1122 Sioux Ave During the Certificate of Occupancy process, City Planning Staff discovered that the permitted accessory structure is in an existing general utility easement by 1.9 ft. To clear up any confusion by future staff and have a clean lot for the property owner, city planning staff sought permission of the property owner to initiate a partial vacate of the easement.

A locates request indicated that the easement is free of existing utilities. The following city divisions reviewed the proposed vacation and find no issues with it: Planning, GIS, Engineering, Wastewater, Water, Electrical, and the Fire Department.

Meredith Duvall said the city received one call on the case, who was a citizen that had received a surrounding property owner letter who had general questions with no objections.

Vice-Chair Conklin asked if there were any comments from the public or Commission on the case.

There being no further comments or questions Matthew Nelson made a motion to approve the case, and Ian Scott seconded. The Motion carried 4/0.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the meetings for June 25, 2024, and July 9, 2024, are canceled. There will be another Comp Plan meeting on July 11, 2024, and information will be sent out to the Planning Commission. As well, information on the comp plan meeting will be available on the city's Facebook page, Ms. Duvall said.

ADJOURNMENT The meeting was adjourned at 5:19 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.