

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Community Room ~ City Hall ~ June 24, 2025 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Vice-Chair Ryan Conklin, Cristal Pratt, Richard Cone, Matthew Nelson, and Jack Colson.

Commission Members Absent: Ian Scott

Staff Present: Shannon Stefanick, City Planner; Margaret Brewer, Planning Technician

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 June 10, 2025. Richard Cone seconded the motion. Motion carried 6/0.

Case No.  
PL2025-0022  
MINOR  
SUBDIVISION  
4000 Ariel Ave

The applicant proposes to subdivide an existing 11.53-acre parcel at 4000 Ariel Avenue into two lots. The northern proposed Lot 2A will be 6.39 acres and the southern proposed Lot 2B will be 5.14 acres. Lot 2A has self-storage units on the property and Lot 2B is currently undeveloped.

The property located at 4000 Ariel Avenue is currently zoned C-3, Business/Services District. In accordance with the C-3 zoning district standards, the minimum lot size is 15,000 square feet (approximately 0.344 acres).

Pursuant to the City of Gillette Subdivision Regulations for commercially zoned properties, installation of water and sanitary sewer services to each lot is not required at the time of platting and can be done at the time of development. 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 South Garner Lake Road.

Chair Hottell 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 Crystal Pratt seconded. The Motion carried 6/0.

Case No.  
PL2025-0018 –  
MINOR  
SUBDIVISION –  
301 Richards Ave

The applicant is requesting approval to subdivide an existing 0.32-acre parcel located at 301 Richards Avenue into two separate lots. The proposed subdivision would result in one 0.24-acre lot and one 0.08-acre lot. This action will effectively place the two existing buildings on individual lots. The larger 0.24-acre lot will contain the primary medical office building along with the majority of the current parking area. The smaller 0.08-acre lot will encompass the existing smaller structure, which is currently a legally nonconforming residential use, as well as a smaller portion of the parking area.

The subject property is zoned C-2, Central Business District. This zoning designation does not impose minimum requirements for lot size or width, making the proposed subdivision permissible under current zoning standards. Access to city utilities is readily available, as the existing parcel is currently served by water, sanitary sewer, and electric infrastructure.

Chair Hottell asked if there were any comments or questions for staff.

Vice-Chair Conklin asked about the zoning for the downtown area and if there were plans to clean up zoning irregularities, considering the case property and its surrounding zonings. Shannon Stefanick said with the downtown area being older properties, it has been naturally transitioning but in a slower pace. Ms. Stefanick said the city is looking into realigning zoning to better match the recently adopted Comprehensive Plan and that will help to better address areas like downtown where zoning is very mixed.

Chair Hottell asked about having the house in an area zoned Commercial, if it would still be permissible. Ms. Stefanick said it would be permissible unless the use was discontinued for more than 12 months, then it would then be converted back to commercial zoning.

Jack Colson asked if there were size requirements for the lot, and Ms. Stefanick said there were none for property zoned C-2, Central Business District.

There being no further comments or questions, Vice-Chair Conklin made a motion to approve the case, and Richard Cone seconded. The Motion carried 6/0.

OLD BUSINESS

None.

NEW BUSINESS

Shannon Stefanick said the next regular meetings will be July 8, 2025, and July 22, 2025.

Ms. Stefanick said this was the final meeting for Planning Commissioners Ryan Conklin and Crystil Pratt and thanked them for their service to the Commission.

ADJOURNMENT

The meeting was adjourned at 5:24 p.m.

Minutes taken and prepared by Margaret Brewer, Planning Technician.