

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ July 8, 2025 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Richard Cone, Matthew Nelson, and Brian Rozier.

Commission Members Absent: Ian Scott, Jack Colson, and Lance Walker

Staff Present: Meredith Duvall, Planning Manager; 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 Richard Cone to approve the meeting minutes of June 24, 2025. Matthew Nelson seconded the motion. Motion carried 3/0/1 Abstention.

ADENDUM TO MEETING AGENDA

Brian Rozier made a motion to add election of a Vice-Chair to the meeting agenda. Matthew Nelson seconded. Motion carried 4/0.

NOMINATION OF VICE-CHAIR

Chair Hottell made a motion to nominate Richard Cone as Vice-Chair. Brian Rozier seconded. Motion carried 3/1.

Matthew Nelson nominated Ian Scott for the position of Vice-Chair. Chair Hottell seconded. Motion failed 1/3.

Case No. PL2025-0023 – PLANNED UNIT DEVELOPMENT – AMENDMENT - 205 Villa Way

The owner is seeking to combine two existing lots on Villa Way, Lot 6E and Lot 7E, Block 2, into one lot: proposed Lot 6F.

Planned Unit Development plats with the accompanying Draft Ordinance regulate the zoning components of the development that differ from the adopted Zoning Ordinance. The proposed change to existing Ordinance 3961 is an increase of the Maximum Lot Size. All other aspects of the ordinance governing the existing developed lots will remain unchanged and continue to follow the two previous ordinances - Ordinance No. 3661 and Ordinance No. 3961. The Maximum Lot Size in Ordinance No. 3961 is 15,000 square feet; the proposed amendment would increase the Maximum Lot Size to 20,000 square feet.

The reason for this amendment is that when the owners combine existing Lots 6E and 7E into Lot 6F, the total square footage is 16,371, which exceeds the allowed Maximum Lot Size of 15,000 square feet by 1,371 square feet. Proposed Lot 6F has access to city utilities – water, sewer, and electric. All existing easements that run along the front and rear property lines will remain.

Meredith Duvall said the only proposed change the Commission will be voting on for this case is the change to increase the allowable square footage by 5,000 square feet.

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

Matthew Nelson asked if the change of square footage would apply to any of the other lots nearby and Ms. Duvall said the proposed amendment was for lots 6E and 7E only, and if any of the other lots wanted an amendment they could apply for one.

Sheila Slocum, agent for the case, was present and asked if the lot line removal was accomplished within the Planned Unit Development Amendment, or if a separate case would be needed to remove the lot line. Ms. Duvall said it was part of the PUD Amendment because of the newly accepted Zoning Ordinance, and a separate case would not be needed.

Richard Cone asked what the purpose of the proposed PUD Amendment was, and if a house being built on either lot wouldn't fit as it was. Ms. Duvall said the two lots were purchased to build a larger home on them in the middle of the two, and there would be room for the house with the PUD Amendment.

Shannon Stefanick said the Planning Division received a few calls from area residents on the case but had no issues with it when they were told what the PUD Amendment was for.

Ms. Duvall said all existing ordinances governing the neighboring properties still applies to the proposed amended lots.

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

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the next regular meeting will be July 22, 2025, and the meeting for August 12 will be canceled.

ADJOURNMENT The meeting was adjourned at 5:29 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.