

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Community Room ~ City Hall ~ August 26, 2025 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Vice-Chair Richard Cone, Matthew Nelson, Ian Scott, and Lance Walker.

Commission Members Absent: Brian Rozier and Jack Colson

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 Vice-Chair Cone to approve the meeting minutes of July 22, 2025. Ian Scott seconded the motion. Motion carried 5/0.

Case No.  
PL2025-0029 –  
MAP  
AMENDMENT –  
1000 Camel Dr &  
1500 Butler Spaeth  
Rd

The owner, Campbell County School District, Owner, seeks to amend the Zoning Map to rezone 1000 Camel Drive and 1500 S Butler Spaeth Road from R-1, Single Family Residential District and R-2, Two-Family Residential District, to C-O, Office and Institution District.

The proposed rezone area is approximately 69.32 acres and as the minimum district size for the C-O District is 1 acre; this rezone does meet the minimum district requirements. 1000 Camel Drive is the site of Campbell County High School, which includes the school, football/soccer/track fields, tennis courts, a vocational tech building, and all associated parking for the above-mentioned activities. 1500 S Butler Spaeth Road is the site of Hillcrest Elementary School, which includes the school, playground, field, and all associated parking for the above-mentioned activities. Both properties are currently serviced with city water, sewer, and electric utilities.

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

There being no further comments or questions, Ian Scott made a motion to approve the case, and Vice-Chair Cone seconded. The Motion carried 5/0.

Case No.  
PL2025-0030 –  
EASEMENT  
VACATION – 2901  
Conestoga Dr

The owner, Diverse Energy LLC, is requesting the vacation of an existing 70-foot-wide Stormwater Detention Easement located at 2901 Conestoga Drive; more specifically, 185'x70' easement, totaling 12,950 sq. ft. that beings at the north property line and runs down the western side of the property.

A drainage plan indicated that the easement is unnecessary as the stormwater has been re-routed to the north-eastern side of the property to a detention pond with stormwater pipes draining into it. The following city divisions reviewed the proposed vacation and found no issues with it: Planning, GIS, Engineering, Wastewater, Water, Electrical, and the Fire Department.

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

There being no further comments or questions, Matthew Nelson made a motion to approve the case, and Lance Walker seconded. The Motion carried 5/0.

Case No.  
PL2025-0031 –  
MINOR  
SUBDIVISION –  
Opseth Subdivision

The owners, John & Brenda Opseth, propose combining two existing lots, known as 2331 S Butler Spaeth Rd & 1490 Country Club Rd, into one lot. 2331 S Butler Spaeth Rd is 1.09 acres and currently undeveloped. 1490 Country Club Rd is 0.79 acres and has one residence.

Both properties are zoned R-S, Suburban Residential District, and currently meet the minimum lot size of ½ acre and minimum lot width of 12 feet. The proposed 1.87-acre lot also meets these minimum requirements.

Pursuant to the City of Gillette Subdivision Regulations for residentially zoned properties, installation of water and sanitary sewer services to each lot is required prior to the filing of the final plat. These improvements were not made to 2331 S Butler Spaeth Rd before platting, and the lot does not currently have water and sewer services installed. If the two properties are allowed to be combined, then what is now 2331 S Butler Spaeth Rd would be served by the existing water and sewer services for 1490 Country Club Rd, removing the nonconformity with the City Subdivision Regulations.

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

Shaun Flynn, resident of Country Club Estates, was present and said his main concern was public safety if a building – such as a garage or shop – were to be built on the property it would diminish visibility at the intersection of Butler Spaeth Road and Country Club Road, as there has been a fatality at the intersection in the past. Mr. Flynn said also in the winter it would make an impact on safety with the hill going up Butler Spaeth Road towards Country Club Road. Mr. Flynn said there was a fence that was located on the property that was a noise deterrent for Mr. Flynn's property, but part of the fence has been removed and the noise increase has been significantly increased according to him, along with garbage coming onto his property and he wanted to ask for the fence to be put back up. Chair Hottell said that it was a private fence, and the Planning Commission would only be voting on if the property lot line could be removed at this meeting.

Mr. Flynn asked if the applicant had already purchased the lots that were proposed to have the lot line removed, and Meredith Duvall said the property was either already purchased or was under contract. Mr. Flynn said he would have wanted to buy part of the property, but it was not highly advertised when the property was for sale. Mr. Flynn said the property owner has already started to park vehicles on the property and he feels this will become a problem. Mr. Flynn asked if the property owner could subdivide the lot on the future, and Ms. Stefanick said if the zoning were to stay R-S the area would need to be a minimum of ½ acre with a width of 125 feet for a front setback then a subdivision of the property could happen. Mr. Flynn said if that were to happen then part of the lot could then be resold and a building could then go behind his house and he did not want that. Ms. Stefanick said an owner of the property could have built on that lot at any time, it just had not been utilized or developed up to this time. Ms. Stefanick explained with building anything on the property site triangles would have to be applied and a building would not be able to impede on the site triangle.

Mr. Flynn said he was concerned about an alley that was behind the property owner's house that was connected to Mr. Flynn's house, as there was a concern by Mr. Flynn that the property owner could close off the alley, blocking access to his house. Ms.

Stefanick said the alley was a public access easement and the property owner would not be able to close off the alley, as it will continue to be on the recorded plat.

Christopher Flynn, Shaun Flynn's son and resident of Country Club Estates, was present and said his concern was the property owner's removal of his fence and creating road noise that wasn't there before the fence removal. Chair Hottell said since it was a privately-owned fence, the property owner has the right to remove it, and the Planning Commission would only be voting on the lot line removal at the meeting. Ms. Duvall stated that the fence was private property, and the property owner could remove it or choose to replace what had been taken down. Ms. Duvall advised Mr. Flynn that they also could obtain a fence permit from the City Planning Division and put one up on their property. Mr. Flynn said his concern also was any potential of an obstruction being built on the property because of the hill coming up Butler Spaeth Road to County Club Road, as there had already been a fatality at that location in the past. Ms. Duvall said any building would have to be outside of the site triangle as well as any setbacks to the property would have to be followed. Any building would also have to be permitted by the city, and all the site triangles and setbacks would be reviewed at that time. Ms. Duvall said even if the lot line were not removed, a building could be built on the property at any time, but all the setbacks and site triangles would need to be observed.

There being no further comments or questions, Matthew Nelson made a motion to approve the case, and Ian Scott seconded. The Motion carried 4/0/1.

Case No.  
PL2025-0032 –  
MINOR  
SUBDIVISION –  
4201 Tepee

The owners, Susan Saunders and Rebecca Mast, propose to combine one existing lot (Lot 17) with one-half lot (southern one-half of Lot 18) to reflect the way the properties were sold and are currently being utilized.

Sunburst subdivision was originally platted in 1962, before that area's annexation to the city that occurred in 1984. After platting, 10 of the properties on Block 2 of Sunburst Subdivision were purchased as one- and one-half lots. These properties were later built on and utilized as one lot. These properties are now non-conforming as current zoning regulations do not allow structures to be built over lot lines. The proposed subdivision will remove the nonconformity from the property known as 4201 Tepee St.

As the proposed subdivision only includes the property owned by 4201 Tepee St, the subdivision will result in the northern half of Lot 18 being left over and not absorbed into an existing lot at this time. The northern half of Lot 18 is owned by the adjacent property owners to the north, located at 4111 Tepee St; at this time the property owners have no interest in combining their lots.

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

Danny Engdahl and Kathleen Doege, owners of the adjoining property at 4111 Tepee St., were present and asked if their adjoining property line would also be removed with this case. Ms. Stefanick said a Minor Subdivision application would be needed to remove any of their lot lines. Mr. Engdahl asked if he was to sell his property if the lot line would be an issue for future buyers. Ms. Stefanick said for Mr. Engdahl's property, the buildings currently built over the lot line were built when the city allowed it in the past, therefore they are legal non-conforming buildings and still allowed and can be utilized as is. However, any additions that would be put in now would have to meet current city standards. Vice-Chair Cone stated the Title Company may have issues with the way the lots are now, and Ms. Stefanick said that it would be on the civil side of their property sale. Ms. Doege asked why their lot was 1-1/2 lot size, and Ms.

Stefanick said there were 10 lots that were sold as 1-1/2 lot pieces when the subdivision was platted in 1962.

Cevin Imus, agent for the case, was present and said he wanted to clarify that if the neighboring property owner wanted to add an addition onto their property that the Planning Division would require for their 1-1/2 lots to be combined prior to that, so now would be time to do the lot line removal process. Ms. Duvall and Ms. Stefanick provided the contact information for the Planning Division should the adjoining property owners want to pursue removing the lot line from their property.

There being no further comments or questions, Vice-Chair Cone made a motion to approve the case, and Matthew Nelson seconded. The Motion carried 5/0.

Case No.  
PL2025-0033 –  
MINOR  
SUBDIVISION –  
4001 E Collins Rd

Commissioner Lance Walker excused himself from consideration from this matter due to a conflict. The owners, Matthew & Laurie Walker, propose to subdivide an existing developed 2.22-acre parcel into two individual lots. Lot 1 is proposed to be 1.48 acres and will contain the northern building. Lot 2 is proposed to be 0.73 acres and will contain the southern building.

The property located at 4001 E Collins Rd is zoned I-2, Heavy Industrial District. There is no minimum lot size or width in an I-2 District. Both proposed properties are served by existing utilities.

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

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 September 9, 2025, and September 23, 2025, meetings would be canceled.

ADJOURNMENT

The meeting was adjourned at 5:57 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.