

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Community Room ~ City Hall ~ October 22, 2024 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Cristal Pratt, Richard Cone, and Matthew Nelson

Commission Members Absent: Vice-Chair Ryan Conklin, Ian Scott, and Jack Colson.

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, 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 October 8, 2024. Cristal Pratt seconded the motion. Motion carried 4/0.

Meredith Duvall gave a presentation to the Planning Commission of the Zoning Ordinance rewrite, highlighting the history of the rewrite and changes that have been made to the proposed updated Zoning Ordinance.

Case No.  
PL2024-0091  
MINOR  
SUBDIVISION  
2202 Gallery  
View Drive

The applicant, Dan & Cheryl Barton, seek to create a 0.57-acre parcel from a larger 77.65-acre parcel of unplatted land. This subdivision will also create an extension of the right-of-way (ROW) of Waterfall Road to enable access and the future extension of utilities. The purpose of this subdivision is to enable the owner to sell this new parcel of land to an adjacent landowner at 6512 Waterfall Rd.

The parcel is currently zoned Ag, Agricultural District. This lot will not be able to be utilized for residential occupancy unless it is rezoned.

As this parcel is zoned Ag, the extension of utilities will not be required until development. Currently, water and sewer in the area are privately owned by Crestview Estates. The future extension of the private water and sewer mains will require coordination with Crestview Estates by the owner but will still be required to meet City of Gillette Subdivision Regulations.

Shannon Stefanick said the city received general inquiries only from the public on the case with no issues.

Chair Hottell asked if there were any comments from the public or Commission on the case.

Richard Cone asked if curb and gutter would be put in now or when the property was developed. Shannon Stefanick said when the lots are purchased the new owners would look at development of the lots including the curb and gutters. Mr. Cone asked if the city would require city sewer be connected to the lot before issuing a building permit. Ms. Stefanick said it would depend what the owner planned for the lot. If the new owner was building a building that required water and sewer they would have to extend the utilities and meet the regulations. However, if for example a shed for animals only were being built the utilities would not be required to be extended onto the lot. Ms. Stefanick said the new owner could petition to change the zoning in the future, however to change the zoning was not part of the case this evening.

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

Case No.  
PL2024-0090  
MINOR  
SUBDIVISION  
6350 Swanson  
Road

The owner is seeking to subdivide 6350 Swanson Road into three properties. The purpose of this subdivision is for ownership purposes.

Proposed Lot 7B will be 1.30 acres and currently has a commercial structure on it that is serviced by city utilities; Lot 7C will be 1.14 acres and will have access to city utilities; Lot 7D will be 1.31 acres and will have access to city utilities.

The current zoning of 6350 Swanson Road is I-2, Heavy Industrial District and is not proposed to change at this time.

Meredith Duvall said the city received no inquiries from the public on the case.

Chair Hottell asked if there were any comments from the public or Commission on the case.

Chair Hottell asked if there were any requirements to have access easements for the middle property. Ms. Duvall said Swanson Road runs in front of all three properties and they will all have access to the road.

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.

Case No.  
PL2024-0095  
ZONING TEXT  
AMENDMENT  
Zoning  
Ordinance  
Rewrite

The City of Gillette Planning Division is requesting the approval of the Zoning Ordinance Rewrite, to be known as the official City of Gillette Zoning Ordinance or "Zoning Code", replacing the existing Zoning Ordinance that was adopted by City Council through Ordinance No. 979 on January 23, 1979.

In 2018, City Planning Staff requested and was granted permission by City Council to undertake an in-house rewrite of the Zoning Ordinance. With the intent to modernize the code and provide residents more flexibility while still maintaining even regulation, City Staff began work. Due to several factors outside of the City Planning Staff's control, the completion and adoption of the rewrite had been delayed on several occasions.

The City Council will consider the proposed Zoning Text Amendment as a Public Hearing and First Reading at their meeting which is scheduled for November 19, 2024.

Meredith Duvall said the city has received multiple inquiries from the public on the case through the years. Many citizens have been informed concerns and inquiries would be addressed in the Zoning Ordinance rewrite. Some Zoning Text Amendments have taken place while waiting for the Zoning Ordinance rewrite, Ms. Duvall said, like carports being accepted.

Chair Hottell asked if there were any comments from the public or Commission on the case.

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

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the next meeting will be November 12, 2024, and there will be an update of the Comprehensive Plan at the Planning Commission meeting on December 10.

ADJOURNMENT The meeting was adjourned at 5:50 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.