

CITY OF GILLETTE PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING  
Council Chambers ~ City Hall ~ October 28, 2025 ~ 5:15 pm

PRESENT

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

Commission Members Absent: Brian Rozier, and Ian Scott

Staff Present: Meredith Duvall, Planning Manager; 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 October 7, 2025. Lance Walker seconded the motion. Motion carried 5/0.

Case No.  
PL2025-0037 –  
MINOR  
SUBDIVISION –  
912 N Gurley

Meredith Duvall informed the Commission that the acreage for the case has been updated from what was sent out in their agenda packets prior to the meeting.

The applicant proposes to subdivide an existing 4.37-acre parcel at 912 N Gurley Avenue into two lots. The western proposed Lot 1-D will be 0.96 acres and the eastern proposed Lot 1-C will be 3.41 acres. Each lot will have one existing structure on it. The property located at 912 N Gurley Avenue is currently zoned I-1, Light Industrial District. In accordance with the I-1 zoning district standards, there is no minimum lot or width size requirement.

Pursuant to the City of Gillette Subdivision Regulations for commercially/industrially 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. Both proposed lots do have access to city utilities (water, sewer, and electrical) along N Gurley Ave and Kluver Rd. Any service upgrades or improvements are the responsibility of the developer.

Chair Hottell asked if there were any inquiries from the public on the case, and Meredith Duvall said there were none.

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

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

OLD BUSINESS

None.

NEW BUSINESS

Meredith Duvall said the next meeting would be Wednesday, November 12, 2025, and the November 25, 2025, meeting is canceled.

ADJOURNMENT

The meeting was adjourned at 5:21 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.