

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Council Chambers ~ City Hall ~ December 9, 2025 ~ 5:15 pm

PRESENT

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

Commission Members Absent:None

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 Matthew Nelson to approve the meeting minutes of October 28, 2025. Brian Rozier seconded the motion. Motion carried 7/0.

Case No.
PL2025-0047 –
ZONING MAP
AMENDMENT –
4500 Force Road

The applicant seeks to amend the Zoning Map to rezone 4500 Force Road from R-S, Suburban Residential District, and Ag, Agricultural District, to R-R, Rural Residential District. The proposed rezone area is approximately 44.77 acres.

The property is currently vacant and has no structures on it. The property does have access to city utilities (water, wastewater, and electrical) running along Force Road and Hidden Valley Road.

The parcel currently has both R-S, Suburban Residential District, and Ag, Agricultural District within its boundary, which is illegal, as a single parcel is required to contain one zoning district. Because of the split zoning issue on the parcel, this rezone would correct an obvious error or oversight in the regulations

The 2025 Comprehensive Plan identifies 4500 Force Road as Rural Estate Living within the Future Land Use Map, therefore, this rezone does support the Comprehensive Plan as it would be infill Rural Estate Living.

Meredith Duvall said there was one call from the public regarding the case and it was a general inquiry only.

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

Jack Colson asked if the applicant/owner was planning to connect Hidden Valley Road, and Meredith Duvall said that it was unknown as there have been no subdivision plats received by the city's Planning Division.

Riley Kleven, resident on Spring Hill Road located north of the proposed rezone area, was present and asked if there were plans to subdivide the property and if so, how it would be subdivided. Meredith Duvall said while they can subdivide the property at this time the owners have only submitted for the rezoning of the property. Ms. Duvall said that if a subdivision of the property were to happen then all the same notices with a mailing, and sign on the property would happen just like the rezoning of the property had.

There being no further comments or questions, Ian Scott made a motion to approve the case, and Lance Walker seconded. The Motion carried 7/0.

Case No.
PL2025-0041 –
NEW TOWER –
3000 Lakeway Rd

The applicant proposes to construct a new 100-foot stealth monopole wireless communications tower at 3000 W Lakeway Road. The property is a large parcel located at the intersection of W Lakeway Road and Skyline Drive, and is zoned C-1, General Commercial District.

Section 9 of the Zoning Ordinance identifies “privately owned land in commercial zones” as a preferred location for new wireless towers. The proposed tower would be situated approximately 300 feet north of W Lakeway Road, and 100 feet west of Skyline Drive. Access to the site is provided by Skyline Dr and will require permitting through the Wyoming Department of Transportation.

The proposed facility is intended to address an existing coverage gap in the wireless network and will meet the required ½ mile tower spacing standard in Section 9. The selected location reflects an effort to balance technical network requirements with community compatibility, aesthetic sensitivity, and compliance with the City’s design standards for stealth facilities.

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

Andy Cockell, with Maverick Towers, was present and said his company had proposed two designs for the cell tower: a monopine design that he thought didn’t work great in the Gillette area but does meet the stealth requirement of the Zoning Ordinance, and a earthtone standard monopole design.

Chair Hottell inquired regarding the voting procedure for the two tower design options presented by Mr. Cockrell. Ms. Stefanick clarified that the Commission may move to approve either design. She noted that should a motion for one version fail, the Commission is permitted to subsequently vote on the alternative design.

Ms. Stefanick stated that staff recommends the stealth monopine design due to the area’s commercial zoning and potential for future development. She noted that if the design is not approved now, the City will not have the authority to require the owners to retrofit the tower for stealth in the future.

Lance Walker asked about the maintenance on the stealth monopine versus the standard monopole design. Mr. Cockrell said the stealth monopine is more expensive to build and requires more labor to maintain.

There being no further comments or questions, Chair Hottell made a motion to approve the stealth monopine tower for the case, and Lance Walker seconded. The Motion carried 7/0.

Case No.
PL2025-0042 –
MINOR
SUBDIVISION –
2701 Lakeway Rd

The applicant proposes to subdivide an existing 24.38 acre parcel located at 2701 Lakeway Road and combine the subdivided 1.01 acre parcel with 2413 Knollwood Drive, creating two lots.

Tract P (known as 2701 Lakeway Road) will be 23.38 acres and has no existing structures on it. Lot 1 will be 2.40 acres and has one house, a detached garage, and two sheds on it. Tract P is zoned R-4, Multi-Family Residential District and at this time is to remain R-4. Lot 1 will contain two zoning districts, R-4, Multi-Family and R-

R, Rural Residential, so the property owner has requested a Zoning Map Amendment to correct this – PL2025-0048.

Meredith Duvall said the city received two calls regarding the case. One caller asked about drainage and requested a copy of the plat. Ms. Duvall informed the caller that the plat was currently unavailable as it was under revision. The second caller questioned the reason for merging the properties and expressed concern regarding potential business storage on the residential lot. Ms. Duvall said that both callers were notified of the upcoming public hearing dates for the Planning Commission and City Council meetings.

Chair Hottell asked if this property was just recently rezoned, and Ms. Duvall said it had been rezoned to R-4, Multi-Family Residential, earlier this year.

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 Brian Rozier seconded. The Motion carried 6/0/1 Abstention.

Case No.
PL2025-0048 –
ZONING MAP
AMENDMENT –
Lot 1, Pronghorn
Ranch Ph III

The applicant seeks to amend the Zoning Map to rezone Lot 1, Pronghorn Ranch Phase III, from R-4, Multi-Family Residential District, to R-R, Rural Residential District. This rezone is in response to the subdivision request of PL2025-0042. The proposed rezone area is approximately 1.01 acres.

Due to the above-mentioned subdivision of PL2025-0042, if a rezoning does not take place, then there will be two different zoning districts on one single lot, with the northern half being R-4, Multi Family, and the southern half being R-R, Rural Residential, which is illegal, as a single parcel is required to contain one zoning district. Because of the split zoning issue on the parcel, this rezone would correct an obvious error or oversight in the regulations (which the Zoning Map is considered a regulatory document).

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

Kathy Hopkins, resident of the area on Bush Avenue, was present and asked if there were plans to extend Knollwood Avenue. Ms. Duvall said that the extension of the road would require a major subdivision due to the extension of utilities that would be needed for it. Ms. Duvall said the Planning Division has not received any plans for the road to be extended. Ms. Hopkins said she does not want the road to be extended.

There being no further comments or questions, Richard Cone made a motion to approve the case, and Ian Scott seconded. The Motion carried 6/0/1 Abstention.

OLD BUSINESS

None.

NEW BUSINESS

Meredith Duvall said the December 23, 2025, meeting is canceled, and the next meeting will be January 13, 2026.

ADJOURNMENT

The meeting was adjourned at 5:43 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.