PLANNING COMMISSION AGENDA
CITY OF GILLETTE
1ST FLOOR, COUNCIL CHAMBERS
201 E. 5TH ST., GILLETTE, WY 82716
Tuesday, October 27, 2026
5:15 PM

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. **Meeting Minutes - October 13, 2026**

C. PRESENTATIONS

D. CASES

1. **PL2026-0054 – Minor Subdivision – Lots 13A, 14A, and 15A, Block 2 of Pronghorn Ranch Phase 1**

   Staff Reference: Meredith Duvall, City Planning Manager

E. OLD BUSINESS

F. NEW BUSINESS

G. ADJOURNMENT

CITY OF GILLETTE
PLANNING COMMISSION

DATE: **October 27, 2026**

TITLE:

Meeting Minutes - October 13, 2026

ATTACHMENTS:
Minutes -- October 13, 2026

PRESENT

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

Commission Members Absent: Ian Scott.

Staff Present: Meredith Duvall, City Planning Manager, Amy Smith, City Planner; Jami Johnson, City Planner; and Jill McCarty, Administrative Coordinator.

CALL TO ORDER

Chair Hottell called the meeting to order at 5:15 p.m.

APPROVAL OF THE MINUTES

A motion was made by Brian Rozier to approve the meeting minutes of September 8, 2026. Jack Colson seconded the motion. Motion carried 4/0.

Case No. PL2026-0047 – MINOR SUBDIVISION – 920 E Boxelder Rd

The applicant seeks to subdivide one existing lot into two; proposed Lot 5B with 0.82 acres and proposed Tract 5C with 1.40 acres. The zoning is currently C-1, General Commercial. T

The existing lot proposed to be subdivided currently contains paved parking and does not have any structures on it. There is an active Commercial Site Plan (PL2026-0023) for a proposed restaurant on Lot 5B that is under review with City Staff.

Access for Lot 5B will be off E Boxelder Road and access for Tract 5C will be off Country Club Road.

Meredith Duvall said the Planning Division received one inquiry and was a general inquiry with no objections.

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 Brian Rozier seconded. The Motion carried 6/0.

Case No. PL 2026-0050 – MINOR SUBDIVSION – 405 E 8th St

The applicant seeks to subdivide a portion of existing Lot 5 of the Keeline Addition into two lots. Proposed Lot 5A with 0.205 acres and Lot 5B with 0.421 acres. The zoning is currently R-2, Two-Family Residential District. Lots in the R-2 District have a minimum lot size requirement of 6,000 square feet; on lots where there are two-family dwellings, there must be a minimum of 4,000 square feet per dwelling.

Lot 5A contains a house and detached garage and meets the minimum lot size of 6,000 square feet. Lot 5B contains seven mobile homes with associated storage and vehicles on the lot; this does not meet the requirement of 4,000 square feet per dwelling unit, as that would require 28,000 square feet and the lot only contains 18,338.76 square feet. The use of mobile homes in an R-2 Zoning District is not permitted, as only stick-built or modular homes are allowed, however these homes have been in some sort of configuration on the lot for many years, as shown on the Aerial 1966 State Plane Imagery.

DRAFT

Under Exemptions in Section 7.a.2 of the Zoning Ordinance, “If a mobile/manufactured home is removed from a lot, it must be replaced within six (6) consecutive months with a similar unit. A nonconforming replacement mobile/manufactured home may be larger than the mobile/manufactures home it replaces if setbacks, open space, and other requirements of the zoning district are met.”. In its current state as one lot, the homes still do not meet the minimum lot size requirement as the mobile homes plus stick-built would equal 8 homes, and the lot in its entirety is 27,268.56 square feet, and it would require 32,000 square feet to meet the 4,000 square feet per dwelling unit rule.

Additionally, the zoning district only allows two homes on each lot, which the current lot violates by having 8. The required minimum lot width is 50 feet, which each proposed lot meets. City utilities (water, sewer, and electric) are in the general vicinity and are required to be installed to the lots prior to the plat filing if not already installed.

Access for Lot 5A is off S Emerson Ave and access for Lot 5B is off of both S Emerson Ave and E 8th Street.

Meredith Duvall said the Planning Division received one inquiry and was a general inquiry with no objections.

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

Matt Nelson inquired whether staff recommended approval despite the number of mobile homes on the lot, given how long they have been at that location. Meredith Duvall clarified that although the number of mobile homes remains non-conforming, removing the single-family home and its garage onto its own dedicated lot reduces the total homes on the southern lot from eight to seven, improving the lot’s non-conformity.

Richard Cone asked if the mobile homes would still be legal non-conforming with the proposed subdivision. Ms. Duvall said they would still be and if any were to be removed from their lot there would be six months to replace it. If the mobile home was not to be replaced the grandfathered status would be lost and a new mobile home could not be placed on that lot.

There being no further comments or questions, Lance Walker made a motion to approve the case, and Jack Colson seconded. The Motion carried 6/0.

OLD BUSINESS — None

NEW BUSINESS — Meredith Duvall said the next meetings will be October 27 and November 10, 2026, with no meeting on November 24, 2026.

ADJOURNMENT — The meeting was adjourned at 5:25 pm

Minutes prepared by Jill McCarty, Administrative Coordinator.

DRAFT

CITY OF GILLETTE
PLANNING COMMISSION

DATE: **October 27, 2026**

TITLE:

PL2026-0054 – Minor Subdivision – Lots 13A, 14A, and 15A, Block 2 of Pronghorn Ranch Phase 1

APPLICANT/OWNER:

Harmsen Investments LLC, Owner

AGENT:

Sheila Slocum, PCA Engineering Inc., Agent

CASE SUMMARY:

The applicant seeks to adjust the lot lines between four existing lots (currently addressed as: 2126, 2124, 2122, 2120 Big Lost Drive) so that there will be three lots instead of four

CASE BACKGROUND:

The applicant seeks to adjust the lot lines between four existing lots along Big Lost Drive (2126, 2124, 2122, 2120 Big Lost Drive) to create three new lots. Proposed Lot 13A will be 0.198 acres, Lot 14A will be 0.211 acres, and Lot 15A will be 0.294 acres. The zoning district is R-2, Two-Family Residential and is not proposed to change at this time. The minimum lot size in the R-2 district is 6,000 square feet and minimum lot width of 50 ft; all proposed lots meet these requirements. Without doing this subdivision, existing Lot 13 is 5,576 square feet with a width of 34.55 feet, which does not meet the minimum district size requirements. All lots are currently vacant. City utilities (water, sewer, and electric) are in the general vicinity and are required to be installed to the lots prior to the plat filing if not already installed. Access for all proposed lots are off Big Lost Drive.

CASE REQUIREMENTS:

All comments from the staff review process shall be addressed.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

STAFF REFERENCE:

Meredith Duvall, City Planning Manager

CASE MANAGER:

Meredith Duvall, City Planning Manager

TENTATIVE CITY COUNCIL DATE:

November 3, 2026

ATTACHMENTS:
Resolution
Planning Requiremets
Vicinity Map
Final Plat

RESOLUTION NO.

A RESOLUTION APPROVING AND AUTHORIZING THE FINAL PLAT OF LOTS 13A, 14A, AND 15A, BLOCK 2 OF PRONGHORN RANCH PHASE 1; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.

WHEREAS the Final Plat of Lots 13A, 14A, and 15A, Block 2 of Pronghorn Ranch Phase 1; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on October 27th, 2026, with Planning Requirements.

WHEREAS the recording of the Final Plat of Lots 13A, 14A, and 15A, Block 2 of Pronghorn Ranch Phase 1; to the City of Gillette, Wyoming; with the Campbell County Clerk and Ex-Officio Recorder of Deeds, is subject to meeting all Planning Requirements approved by the Planning Commission on October 27th, 2026.

THEREFORE, IT IS RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING, THAT:

the Final Plat of Lots 13A, 14A, and 15A, Block 2 of Pronghorn Ranch Phase 1; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by PCA Engineering Inc. signed by Sheila Slocum, Professional Land Surveyor, Wyoming Registration Number 15542, is hereby approved for filing with the Campbell County Clerk and Ex-Officio Recorder of Deeds.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2026.

_____
Shay Lundvall, Mayor

(S E A L)

ATTEST:

_____
Alicia Allen, City Clerk

PL2026-0054 | Minor Subdivision | Lots 13A, 14A, and 15A, Block 2 of Pronghorn Ranch Phase 1

Planning Requirements

1. All comments from the staff review process shall be addressed.

Vicinity Map - PL2026-0054



CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.

1 inch equals 183 feet

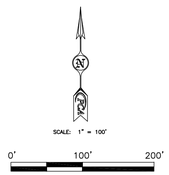
1 inch equals 0.03 miles

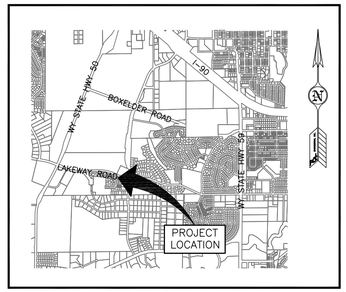
October 07, 2026

Service With P.R.I.D.E.
Productivity Responsibility Integrity Dedication Enthusiasm

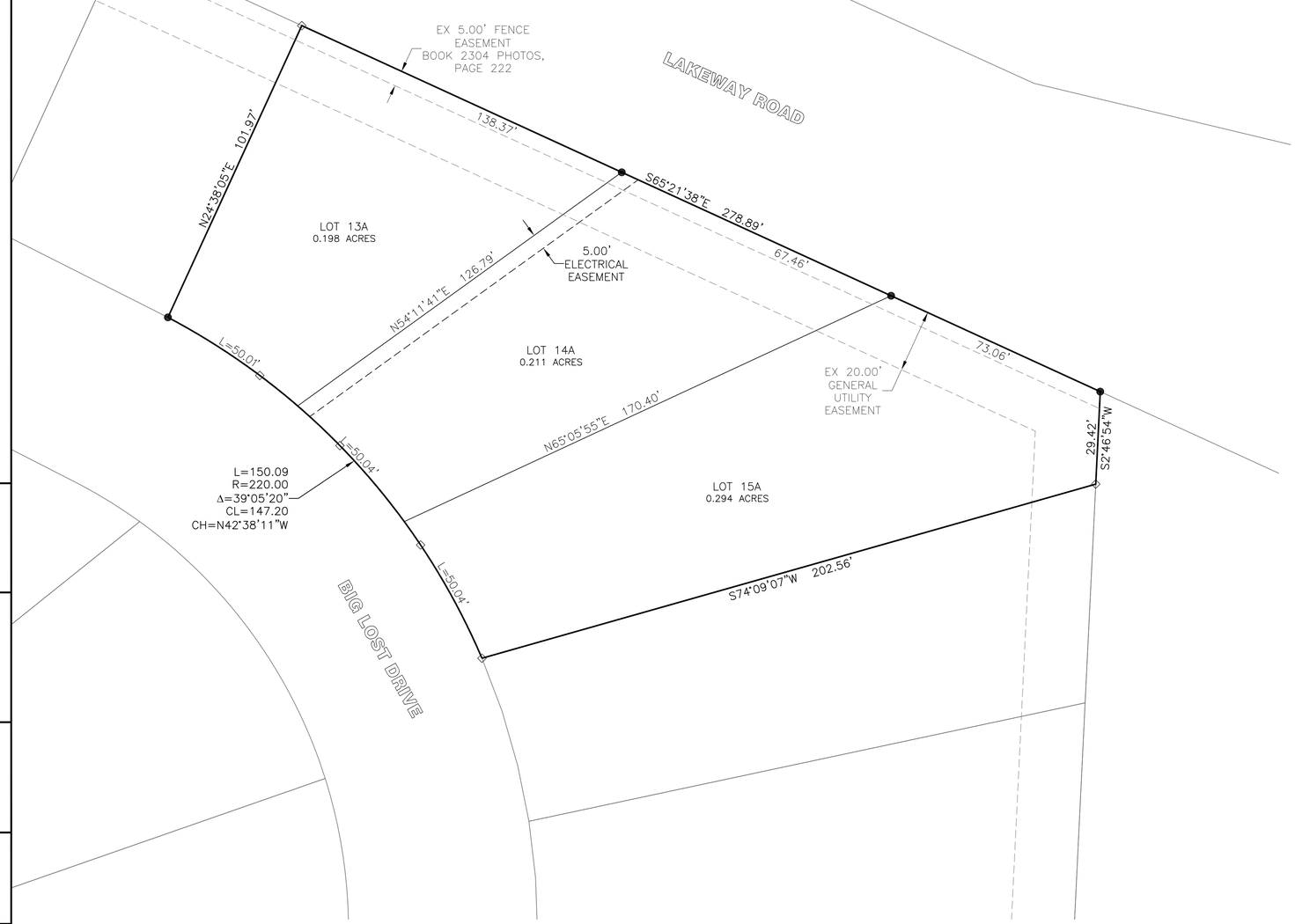
RESUBDIVISION OF LOTS 13 – 16, BLOCK 2 PRONGHORN RANCH PHASE 1

LOCATED IN SECTION 32, T50N, R72W, OF THE 6TH P.M., CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING





VICINITY MAP



CERTIFICATE OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED HARMSEN INVESTMENTS LLC, BEING THE OWNERS, PROPRIETORS OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY THAT THE FOREGOING PLAT DESIGNATED AS RESUBDIVISION OF LOTS 13 – 16, BLOCK 2, PRONGHORN RANCH PHASE 1, LOCATED IN SECTION 32, T50N, R72W, OF THE 6TH P.M., CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOTS 13 – 16, BLOCK 2 OF PRONGHORN RANCH PHASE 1 AND CONTAINS AN AREA OF 0.703 ACRES, MORE OR LESS, AND THAT THIS SUBDIVISION, AS IT IS DESCRIBED AND AS IT APPEARS ON THIS PLAT, IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER AND PROPRIETOR; AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS.

THAT THE UNDERSIGNED OWNER OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES HEREBY DEDICATE TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PERPETUAL PUBLIC USE, ALL STREETS, ALLEYS, EASEMENTS AND OTHER PUBLIC LANDS WITHIN THE BOUNDARY LINES OF THE PLAT, AS INDICATED, AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE.

UTILITY EASEMENTS, AS DESIGNATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PERPETUAL PUBLIC USE, FOR THE PURPOSE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SEWERS, WATER LINES, GAS LINES, ELECTRIC LINES, TELEPHONE LINES, CABLE TV LINES AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY UTILIZED BY THE PUBLIC.

DRAINAGE EASEMENTS, AS DESIGNATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PUBLIC USE, TO ACCOMMODATE THE FLOW OR STORAGE OF STORM WATERS AND SHALL BE KEPT FREE OF ALL STRUCTURES OR OTHER IMPEDIMENTS.

ALL RIGHTS UNDER AND BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY WAIVED AND RELEASED.

EXECUTED THIS _____ DAY OF _____ A.D., 20____, BY:

_____
JEFF HARMSEN, OWNER, HARMSEN INVESTMENTS LLC

STATE OF WYOMING)
)SS.
CAMPBELL COUNTY)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS

___ DAY OF _____, A.D., 20__, BY JEFF HARMSEN, OWNER, HARMSEN INVESTMENTS LLC, AS A FREE AND VOLUNTARY ACT AND DEED.

WITNESS MY HAND AND OFFICIAL SEAL.

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES:_____

CERTIFICATE OF REVIEW OF THE CITY ENGINEER

DATA ON THIS PLAT REVIEWED THIS _____ DAY OF _____ A.D., 20___ BY THE CITY ENGINEER OF GILLETTE WYOMING.

_____
CITY ENGINEER

CERTIFICATE OF APPROVAL BY THE CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING

APPROVED BY THE CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING THIS _____ DAY OF _____ A.D., 20___.

_____
MAYOR

_____
CITY CLERK

CERTIFICATE OF APPROVAL BY THE CITY OF GILLETTE PLANNING COMMISSION

APPROVED BY THE CITY OF GILLETTE PLANNING COMMISSION THIS _____ DAY OF _____ A.D., 20___.

_____
CHAIRMAN

_____
SECRETARY

SUBDIVISION PURPOSE

THIS IS THE RESUBDIVISION OF LOTS 13 – 16, BLOCK 2 OF PRONGHORN RANCH PHASE 1, ELIMINATING ONE LOT AND CREATING LOTS 13A, 14A AND 15A, BLOCK 2 OF PRONGHORN RANCH PHASE 1.

DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RESUBDIVISION OF LOTS 13 – 16, BLOCK 2 OF PRONGHORN RANCH PHASE 1, AS RECORDED IN BOOK 8 OF PLATS, PAGES 207–209 OF THE RECORDS OF THE CAMPBELL COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS THEREOF, ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED.

CERTIFICATE FOR RECORDING BY THE COUNTY CLERK AND RECORDER

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____ O'CLOCK __.M., THIS _____DAY OF _____ 20__, AND IS DULY RECORDED IN BOOK NUMBER _____, PAGE NUMBER _____.

_____
COUNTY CLERK

SURVEYOR'S CERTIFICATE

I, SHEILA M SLOCUM, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS SUBDIVISION PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF RESUBDIVISION OF LOTS 13 – 16, BLOCK 2, PRONGHORN RANCH PHASE 1, LOCATED IN SECTION 32, T50N, R72W, OF THE 6TH P.M., CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, THAT SUCH PLAT WAS MADE FROM AN ACCURATE SURVEY OF SAID PROPERTY BY ME AND UNDER MY SUPERVISION.

BENCHMARK
BASED ON CITY OF GILLETTE VERTICAL CONTROL MONUMENT #79 ELEVATION= 4624.18
BASIS OF BEARING
THE CITY OF GILLETTE HORIZONTAL CONTROL NETWORK.

LEGEND

- ◇ FOUND REBAR AND AL CAP PLS 4769
- ● SET REBAR AND CAP PLS 15542
- ——— BOUNDARY
- – – – – – PROPOSED EASEMENT
- – – – – – EXISTING EASEMENT

SUBDIVISION SUMMARY

TOTAL AREA: 0.703 ACRES

TOTAL LOTS: 3 LOTS

FLOOD PLAIN DESIGNATION ZONE X

Prepared for:

TKT CONCRETE

3205 QUACKER AVENUE
GILLETTE, WY 82718

PCA ENGINEERING INC.
CIVIL ENGINEERING
SURVEYING
MATERIAL TESTING
4506 Wigwam Blvd.
P.O. Box 2185
Gillette, Wyoming 82718
307-687-0600

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Drawn by: SS	Design by: SS	Reviewed by: SS
Revision Date	Revision Description	

PCA Project Number: 264099.052

Plot Date: Sep 17, 2026 – 11:48am

P:\Projects\264099000 – Misc. Survey – 2026\264099000 MainP.dwg
Layout: Plat 1

X-Ref: ...

RESUBDIVISION OF LOTS 13 – 16, BLOCK 2 PRONGHORN RANCH PHASE 1

LOCATED IN SECTION 32, T50N, R72W, OF THE 6TH P.M., CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING

FINAL PLAT

SHEET 1 OF 1