PLANNING and ZONING COMMISSION MEETING
DOUGLAS CITY HALL, DOUGLAS, WYOMING
FEBRUARY 18, 2020
REGULAR MEETING – 5:30 P.M.

PLANNING AND ZONING COMMISSION MEETINGS ARE RECORDED AND BROADCAST LIVE ON CABLE CHANNEL 61.

THE PLANNING AND ZONING COMMISSION IS AN ADVISORY BODY TO THE CITY COUNCIL. ITEMS APPEARING ON THIS AGENDA WILL BE CONSIDERED BY THE CITY COUNCIL ON FEBRUARY 24, 2020. ALL APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND BOTH MEETINGS.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF THE AGENDA FOR FEBRUARY 18, 2020

V. APPROVAL OF THE MEETING MINUTES FOR JANUARY 20, 2020

VI. PLANNING AND ZONING MATTERS

A. CUP 02-20: Application by Douglas Hardware Hank for an Electronic Message Display Sign in a B-2 General Business Zone at 1120 E. Richards Street (Pleasant View Addition, Block 9, Lots 1-14)

B. CUP 03-20: Application by John and Connie Werner for a Short-Term Rental in an R-1 Neighborhood Residential Zone at 1255 Birch Street (Frontier Village, Block 1, Lot 11)

C. ZON 01-20: Application by Twin Buttes Ministry Partners to Rezone 202 N. 6th Street (Town of Douglas, Block 28, Lots 5-10) from R-1 Neighborhood Residential to R-3 Limited Mixed Residential

D. CUP 04-20: Application by Scott and Jacey Bauman for a Short-Term Rental in an R-1 Neighborhood Residential Zone at 102 Drum Street (West Plains Development Addition, Block 2, Lot 32)

E. CCSUB 01-20: Application by D. Dennis and Lucile K. Taylor for the Budd Minor Subdivision, A County Subdivision at 38 Peacock Lane

VII. STAFF REPORT–CITY COUNCIL ACTION ON FORWARDED ITEMS

A. CUP 01-20: Application by Quentin Toone for a Short-Term Rental in a Residential Zoning District at 740 S. 6th Avenue (Town of Douglas, Block 59, South ½ Lot 6)

ADJOURNMENT

1
Douglas Planning and Zoning Commission
January 20, 2020
City of Douglas-Council Chambers
101 North 4th Street
Douglas, Wyoming 82633

Call To Order
Vice Chairman Hancock called the Douglas Planning and Zoning Commission to order at 5:30 P.M. In response to the Chairman’s request for roll call, the following were found present:

Members Present: Jay Hancock
               Blake Palmer
               Robin Velasquez
               Becky Renstrom

Members Absent: Carol Johnston

City Staff Present: Clara Chaffin, Community Development Director
                  Sherri Mullinix, Planning Technician

Agenda
Vice Chairman Hancock introduced the agenda. Commissioner Velasquez moved to accept the agenda. Commissioner Palmer seconded the motion, and the motion carried 4-0.

Minutes
Vice Chairman Hancock introduced the minutes of the November 18, 2019, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Velasquez seconded. The motion carried 5-0.

Planning & Zoning Matters

CUP 01-20: Application by Quentin Toone for a Short-Term Rental in an R-1 Neighborhood Residential Zoning District at 740 S. 6th Avenue (Town of Douglas, Block 59, South ½ Lot 6)
Vice Chairman Hancock opened the public hearing at 5:32 by introducing the item and inviting Director Chaffin to speak to the application. Chaffin reviewed the location and surrounding property uses. The use would be confined to an accessory building built in 1951, which has functioned as a rental property for the majority of its history. The new owner wishes to make it available for short-term rental through Airbnb, which the Douglas Municipal Code allows with a conditional use permit and which is compatible with the Douglas Master Plan. Staff
recommended approval of the application with the acknowledgment that it is specific to the applicant, Quentin Toone, and is not transferable to another owner and/or agent or location; and that the dwelling is in compliance with City short-term rental requirements at all times.

There being no comment from the applicant or the public, Vice Chairman Hancock closed the public hearing at 5:36 and called for the vote. Commissioner Renstrom made a motion to recommend approval of the application to the City Council with staff conditions and Commissioner Palmer seconded. There being no discussion, Vice Chairman Hancock called for the vote, and the motion passed unanimously 4-0.

**Staff Report - City Council Action on Forwarded Items**

A. CCSUB 05-19: Application by Mark E. and Katherine L. Roberts for Roberts Subdivision, a Minor County Subdivision at 25 Powder River Road
B. CUP 06-19: Application by Jacobson Law Office for the Operation of a Professional Office at 204 N. 5th Street

Chaffin reported that both agenda items from the November 18, 2019, had been approved by the City Council as recommended by the Commission.

**Other Business**

**Election of Chairperson and Vice Chairperson**
Vice Chairman Hancock called for nominations for Chairperson. Commissioner Renstrom made a motion nominating Vice Chairman Hancock to that office, and Commissioner Velasquez seconded the motion. There being no discussion, Vice Chairman Hancock called for the vote, and the motion passed 3-0, with Vice Chairman Hancock abstaining.

Vice Chairman Hancock called for nominations for Vice Chairperson. Commissioner Velasquez made a motion nominating Commissioner Palmer to that office, and Commissioner Renstrom seconded the motion. There being no discussion, Vice Chairman Hancock called for the vote, and the motion passed 3-0, with Commissioner Palmer abstaining.

**Adjournment**
There being no other business, Vice Chairman Hancock called for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Velasquez and seconded by Commissioner Renstrom. With a unanimous vote of 4-0, Vice Chairman Hancock adjourned the meeting at 5:42 P.M.

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Chairman, Planning and Zoning Commission

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Planning Commission, Secretary
CASE NUMBER:        CUP 02-20

PREPARED BY:        Sherri Mullinnix, Planning Technician

MEETING DATES:      February 18, 2020 – Planning Commission
                    February 24, 2020 – City Council

REQUEST:            Conditional Use Permit, B-2 General Business Zone

PURPOSE:            To install an electronic message board

RECOMMENDATION:     The Community Development Department recommends approval of
                    this conditional use permit to allow for the installation of an electronic message board in a
                    B-2 General Business zone at 1120 E. Richards Street with staff recommendations.

VICINITY MAP:
OWNER: River Rock Investments  
P.O. Box 68  
Wright, WY 82732

APPLICANT: Douglas Hardware Hank  
1120 E. Richards Street  
Douglas, WY 82633

LOCATION:

(1) **Legal Description:** Pleasant View Addition, Block 9, Lots 1-14

(2) **General Location:** The subject property is located on the north side of East Richards Street, between 11th and Jackson Streets

(3) **Address:** 1120 E. Richards Street, Douglas, WY

SIZE: Site Area: approximately 2.25 acres

ZONING: B-2 General Business

**ZONING DATA:** The property is currently zoned B-2 General Business. This district is "intended to provide for commercial uses that create a use intensity transition between residential neighborhoods and light industrial uses." Council approval of a conditional use permit for this type of sign is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties or as a distraction to vehicle traffic.
EXISTING LAND USE: Douglas Hardware Hank

PROPOSED USE: Same

SURROUNDING LAND USE: 
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<tr>
<th></th>
<th>ZONING</th>
<th>ANNEXATION STATUS</th>
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<tbody>
<tr>
<td>North:</td>
<td>Residential</td>
<td>R-1</td>
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<td>South:</td>
<td>Commercial</td>
<td>B-2</td>
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<tr>
<td>East:</td>
<td>Commercial/Residential</td>
<td>B-2/R-3</td>
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<tr>
<td>West:</td>
<td>Commercial/Residential</td>
<td>B-2</td>
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DESCRIPTION OF SITE AND SURROUNDINGS: The surrounding land uses are noted above. The proposed location of the message board is on Lot 9, to the south of the west building and adjacent to East Richards Street. The location would allow full use of the facility’s existing parking lot and would provide good visibility to area pedestrian and vehicle traffic.

MASTER PLAN: The property is designated as part of the East Richards corridor of the East Richards District.

Per the Master Plan “The desired future character for this subarea is a cohesive mix of land use that form Douglas’s southern gateway. Over time, strip commercial along Richards should redevelop in a manner to include higher quality development. Key focus areas such as the John Lambert Subdivision site will become a catalyst for this redevelopment by providing new mixed uses in-town. Richards Street will evolve as a new great street, with a focus on aesthetics, pedestrian accommodation and safety, and a consistent street frontage of buildings and landscape. In conjunction with WYDOT, street improvements will occur and include detached sidewalks, landscaping, medians, gateway elements, and wayfinding signage. A new gateway element will occur at the intersection of Richards and 4th will provide an appropriate entryway to Downtown.

As one of the main entrances into Douglas, the East Richards Corridor is an important gateway. Enhancing the aesthetics of the entryway through landscaping, streetscape, sidewalks screening, signage management, and other improvements will help lure visitors into the heart of the City.”
**STAFF ANALYSIS:** The sign will be in the same location and the same size as the existing cabinet sign. The proposed message board meets the conditions attached to signs of this type as defined by the Unified Land Development Code and enumerated in the staff recommendation, per written confirmation from the sign contractor.

![Image of a sign at a shopping center with vehicles parked in the background.]

**STAFF RECOMMENDATION:** The Community Development Department recommends approval of the request for a conditional use permit to allow the installation of an electronic message board at the subject property with the following conditions:

1. Each message shall be displayed for at least four (4) seconds.
2. The transition between messages display shall be instantaneous. Transitional effects shall be limited to instant (slideshow), fade, dissolve, circle out, diamond out, jaws, zoom, wipe left, wipe right, scroll, and travel.
3. The electronic message display shall be equipped with technology that automatically dims the electronic message display according to ambient light conditions to a luminance or nighttime brightness level of up to 500 NIT, which will result in a reduction of display brightness between 5% and 25%, depending on the resolution of the sign. Documentation shall be provided from the sign manufacturer which verifies compliance with auto dimming and brightness requirements.
4. The electronic message display shall be equipped with the ability to be shut off within 24 hours of malfunctioning. If the sign is under repair, it shall be shut off.
DOUGLAS PLANNING AND ZONING COMMISSION
STAFF REPORT
FEBRUARY 18, 2020

1255 BIRCH STREET
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT

CASE NUMBER: CUP 03-20

PREPARED BY: Sherri Mullinnix, Planning Technician

MEETING DATES: February 18, 2020 – Planning and Zoning Commission
February 24, 2020 – City Council

REQUEST: Conditional Use Permit, R-1 Neighborhood Residential Zone

PURPOSE: To operate a Short-Term Rental (Airbnb)

RECOMMENDATION: The Community Development Department recommends approval of
the conditional use permit to allow the short-term rental of the dwelling in an R-1 Neighborhood
Residential zone at 1255 Birch Street with staff recommendations.

VICINITY MAP: Short-term Rental, 1255 Birch Street
OWNER: John and Connie Werner  
1721 Walker Creek Road  
Douglas, WY 82633

LOCATION:

1. Legal Description: Frontier Village, Block 1, Lot 11

2. General Location: The subject property is located on the south side of Birch Street between Village Drive and Longview Drive.

3. Address: 1255 Birch Street, Douglas, WY

LOT SIZE: 8,400 SF

ZONING: R-1 Neighborhood Residential

ZONING DATA: The property is currently zoned R-1, Neighborhood Residential. This district “is intended to provide for low-density, single-family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.” According to the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone.

EXISTING LAND USE: Single Family Residential

Conditional Use Permit CUP 03-20  
Page 2 of 4
PROPOSED USE: Residential with short-term rental component

SURROUNDING LAND USE:  
- **North:** Residential  
- **South:** Residential  
- **East:** Residential  
- **West:** Residential

**ZONING**  
- R-1  
- R-1  
- R-1  
- R-1  

**ANNEXATION STATUS**  
- City  
- City  
- City

**DESCRIPTION OF SITE AND SURROUNDINGS:** The surrounding land uses are noted above. The subject property is surrounded by single family residential uses.

**HISTORY:** The structure was originally built in 1975 as a single-family dwelling and has remained so throughout its history. The owners are a ranching family that utilize the home for their personal use but wish to operate the dwelling as a short-term rental through Airbnb when they are not using it. Generally, it would only be rented for one to two weeks per month, and no negative impact to the neighboring properties is anticipated.

**MASTER PLAN:** The property is designated as part of the High School subarea of the East Richards District. "This area is centered on the Douglas High School, and will continue to be a center of activity. Neighborhood enhancements will continue in this area including the addition of new neighborhoods on the periphery of this area. New off and on-street trail connections and road connections across Richards to the John Lambert Subdivision master planned area will further connect this area to the rest of the City.”
STAFF RECOMMENDATION: The Community Development Department recommends approval of a conditional use permit to allow short-term rental of the dwelling at 1255 Birch Street, with the acknowledgment that it is specific to the applicants, John and Connie Werner; and is not transferable to another owner and/or agent or location; and that the dwelling is in compliance with City short-term rental requirements at all times.
CASE NUMBERS:      ZON 01-20

PREPARED BY:        Sherri Mullinnix, Planning Technician

MEETING DATES:       February 18, 2020 – Planning & Zoning Commission
                      February 24, 2020 – City Council

REQUEST:             Rezone of 203 North 6th Street from R-1 Neighborhood Residential to R-3 Limited Mixed Residential

PURPOSE:             The owner wishes to rezone the lots to allow for use as a community center and apartments.

RECOMMENDATION:      The Community Development Department recommends approval of the request to rezone 203 North 6th Street from R-1 Neighborhood Residential to R-3 Limited Mixed Residential.

VICINITY MAP:
OWNER: Twin Buttes Ministry
21491 WCR 64
Greeley, CO 80631

LOCATION:

(1) Legal Description: Original Town of Douglas, Block 28, Lots 5-10

(2) General Location: The subject properties are located on the east side of North 6th Street at the northeast corner of the intersection of North 6th Street and Walnut Street.

(3) Address: 203 North 6th Street, Douglas, WY

SIZE: The lots total approximately 1.2 acres

ZONING: The described property is currently zoned R-1 Neighborhood Residential. The applicant desires to rezone to R-3 Limited Mixed Residential which is “intended to provide for the development of medium-density and high-density apartments. The district also provides a variety of housing types to serve the housing needs of the area residents.”

SURROUNDING LAND USE: ZONING ANNEXATION STATUS

North: Residential/Vacant R-1 Neighborhood Residential City
South: Medical Offices/Residential R-1 Neighborhood Residential City
East: Vacant R-3 Limited Mixed Residential City
West: Residential R-1 Neighborhood Residential City
EXISTING LAND USE: The structure is currently vacant.

DOUGLAS MASTER PLAN: The Douglas Master Plan designates this property's location as being in the Downtown Neighborhoods Subarea of the Central Business District. "This area can be considered an extension of Downtown. Its future desired condition combines the preservation of adjacent historic neighborhoods with new medical facilities. Existing buildings should be redeveloped in a manner that complements this emerging medical and downtown residential district. Areas such as the Eastern Wyoming College campus should be developed to meet specific community education, housing, or economic development goals, such as a senior housing village."

HISTORY: The property was owned by Converse County School District #1 and served the community for many decades as a public school, with offices, classrooms, a gymnasium, and auditorium. As new schools were built, it transitioned as a satellite campus for Eastern Wyoming College for many years until a new campus was completed in 2014. Since that time, it has been occupied periodically by various churches.

The new owner proposes redeveloping the building to include free community use of the gymnasium and auditorium and converting the classrooms into efficiency apartments. Both uses
would be in keeping with the goals stated in the Douglas Master Plan for the specific property and the area.

**STAFF RECOMMENDATION:** Staff recommends approval of the request to rezone 203 North 6th Street from R-1 Neighborhood Residential to R-3 Limited Mixed Residential.
DOUGLAS PLANNING AND ZONING COMMISSION
STAFF REPORT
FEBRUARY 18, 2020

102 DRUM STREET
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT

CASE NUMBER: CUP 04-20

PREPARED BY: Sherri Mullinnix, Planning Technician

MEETING DATES: February 18, 2020 – Planning and Zoning Commission
February 24, 2020 – City Council

REQUEST: Conditional Use Permit, R-1 Neighborhood Residential Zone

PURPOSE: To operate a Short-Term Rental (Airbnb)

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling in an R-1 Neighborhood Residential zone at 102 Drum Street with staff recommendations.

VICINITY MAP: Short-term Rental, 1255 Birch Street
OWNER: Scott and Jacey Bauman
102 Drum Street
Douglas, WY 82633

LOCATION:

(1)  **Legal Description:** West Plains Development Addition, Block 2, Lot 32

(2)  **General Location:** The subject property is located on the north side of Drum Street at the intersection of Drum Street and Brownfield Road.

(3)  **Address:** 102 Drum Street, Douglas, WY

LOT SIZE: 8,192 SF

ZONING: R-1 Neighborhood Residential

**ZONING DATA:** The property is currently zoned R-1, Neighborhood Residential. This district "is intended to provide for low-density, single-family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area." According to the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone.

**EXISTING LAND USE:** Single Family Residential

**PROPOSED USE:** Residential with short-term rental component
SURROUNDING LAND USE:  
North: Residential  
South: Residential  
East: Residential  
West: Residential/Industrial  

ZONING  
R-1  
R-1  
R-1  
N/A  

ANNEXATION STATUS  
City  
City  
City  
County  

DESCRIPTION OF SITE AND SURROUNDINGS: The surrounding land uses are noted above. The subject property is surrounded by single family residential uses on three sides, with the west side being a mixture of industrial and residential outside the City limits.

HISTORY: The home was built in 2007 as a single-family dwelling. The owners will occupy the home full time but wish to allow the short-term rental of two bedrooms through Airbnb. Generally, the spaces would only be rented for periods up to one week, and no negative impact to the neighboring properties is anticipated.

MASTER PLAN: The property is designated as part of the Brownfield subarea of the East Richards District. “This area contains stable single-family residential homes, but has the potential for residential infill and expansion and development of new neighborhood amenities.”

STAFF RECOMMENDATION: The Community Development Department recommends approval of a conditional use permit to allow short-term rental of a portion of the dwelling at 102 Drum Street, with the acknowledgment that it is specific to the applicants, Scott and Jacey Bauman; and is not transferable to another owner and/or agent or location; and that the dwelling is in compliance with City short-term rental requirements at all times.
DOUGLAS PLANNING AND ZONING COMMISSION
STAFF REPORT
February 18, 2020

Proposed Budd Minor Subdivision (Snider Major Land Division, Tract 2)

CASE NUMBER: CCSUB 01-20

PREPARED BY: Sherri Mullinnix, Planning Technician

MEETING DATES: February 18, 2020 – Planning and Zoning Commission
February 24, 2020 – Douglas City Council

RECOMMENDATION: The Community Development staff recommends approval of the Budd Minor Subdivision (Snider Major Land Division, Tract 2), Converse County, Wyoming, with reservations as to the future development of the property given the absence of county zoning regulations.

VICINITY MAP:
OWNERS:  D. Dennis and Lucile K. Taylor  
45 Peacock Lane  
Douglas, WY 82633

PURPOSE:  Creation of two lots for residential and grazing purposes

LOCATION:  The subject property is located at 38 Peacock Lane on the southwest side  
Interstate 25, approximately 1.4 miles northwest of the intersection of the  
Highway 59 Bypass and West Yellowstone Highway.

SIZE:  Area: 35.363 Acres

ZONING:  N/A

EXISTING LAND USE:  Vacant

PROPOSED USE:  Lot 1 to remain for grazing purposes, Lot 2 to be developed for residential use.

RECOMMENDED LAND USE PER ADOPTED PLAN:  N/A

PLAT DATA:  Lot 1: 14.005 acres  
Lot 2: 21.358 acres

SUBDIVISION STANDARDS:  N/A

ADDITIONAL INFRASTRUCTURE REQUIRED:  No additional infrastructure required

ANALYSIS:  This application is being considered per Wyoming Statute 18-5-308, which states any part of a subdivision within one mile of the boundaries of an incorporated city must obtain the approval of its governing body.

Both lots would be accessed from Peacock Lane which is designated as a sixty foot (60’) wide private access and utility easement. An additional sixty foot (60’) wide access and utility easement would run along the south property line of Lot 1, ending at the property line between proposed Lots 1 and 2, thereby providing access to Lot 2. Water and sewage disposal would be provided by private wells and septic systems.

The location is in the Planning Area, as designated in the City of Douglas Master Plan, adopted in 2014. Land included in this area is anticipated to be a possible site of annexation within a 20-30 year period, making long range impacts to the property important to future City growth needs. The site is visible from Interstate Highway 25, influencing the perceptions of travelers of the community. The city’s strong preference would be for any activity to be developed in a manner similar to City of Douglas Rural Residential zoning standards.

STAFF RECOMMENDATION:  The Planning & Community Development staff recommends approval of the Budd Minor County Subdivision with reservations as to future development of the property given the lack of county zoning regulations.