PLANNING AND ZONING COMMISSION MEETING

DOUGLAS CITY HALL, DOUGLAS, WYOMING

AUGUST 19, 2024

REGULAR MEETING – 5:30 P.M.

PLANNING AND ZONING COMMISSION MEETINGS ARE RECORDED AND BROADCAST LIVE ON CABLE CHANNEL 9.

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 AUGUST 26, 2024, AT 4:00PM. 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 AUGUST 19, 2024

V. APPROVAL OF THE MINUTES FOR JUNE 17, 2024

VI. PLANNING AND ZONING MATTERS

A. CUP 02-24: Application by Levi Grohs for installation of an Electronic Message Display Sign at 221 Brownfield Road.

B. CUP 03-24: Application by Divine Mercy Academy for operation of a private school at 302 S. 5th Street.

C. ZON 01-24: Application by Paige Garcia and Miguel Garcia Rodriquez to rezone West Plains Development, Block 1, Lot 27.

D. DEV 02-24: Application by the City of Douglas for renovations to the Douglas Municipal Pool at 701 E. Center Street.

VII. CODE CONSIDERATIONS

VIII. STAFF REPORT – CITY COUNCIL ACTION ON FORWARDED ITEMS

A. SUB 01-24: Application by Unity Christian Fellowship for Major Final Plat Amendment at 821 & 831 Van Buren Street.

ADJOURNMENT

Douglas Planning and Zoning Commission

June 17, 2024
City of Douglas – Council Chambers
101 North 4th Street
Douglas, Wyoming 82633

Call to Order

Chairman Hancock called the Douglas Planning and Zoning Commission to order at 5:30 p.m. and led the assembly in the Pledge of Allegiance. In response to the Chairman's request for roll call, the following were found present:

Members Present: Jay Hancock
Robin Velasquez
Dave Patterson
Scott Bauman
Becky Renstrom

Members Absent: None

City Staff Present: Clara Chaffin, Community Development Director
Heidi McCullough, Planning Technician

Agenda

Chairman Hancock introduced the agenda. Commissioner Renstrom moved to accept the agenda, Commissioner Patterson seconded the motion, and the motion was carried unanimously.

Minutes

Chairman Hancock introduced the minutes of the May 20, 2024, meeting. Commissioner Patterson made a motion to accept the minutes. Commissioner Velazquez seconded. The motion carried unanimously.

Planning & Zoning Matters

A. CCSUB 02-24: Application by Troy Casey for a Subdivision at 221 State Highway 59 in Converse County.

Chairman Hancock opened the public hearing at 5:31 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. Rick Tripp, who is the Treasurer, was on hand to represent the applicant, there were no public comments. Chairman Hancock closed the public hearing at 5:36pm.

Commissioner Bauman moved to recommend approval with staff recommendations, Commissioner Renstrom seconded the motion, there was no discussion and Chairman Hancock called for the vote; the motion passed unanimously.

Code Considerations

Director Chaffin discussed research being done concerning changes to the EMD code and made the commission aware of the ordinance changing the time of the City Council meetings from 5:30pm to 4:00pm to include the work session.

Staff Report – City Council Action on Forwarded Items

A. **CUP 01-24: Application by Let 'Er Buck Carwash for a Conditional Use Permit at 1155 E. Richards Street to install an Electronic Message Display Sign.**

Director Chaffin reported that the City Council had voted to approve the conditional use permit with staff recommendations.

Adjournment

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Bauman and seconded by Commissioner Patterson. With a unanimous vote Chairman Hancock adjourned the meeting at 5:40 p.m.

_____

Chairman, Planning & Zoning Commission

_____

Secretary, Planning & Zoning Commission

PLANNING & ZONING COMMISSION
STAFF REPORT
AUGUST 19, 2024

221 BROWNFIELD ROAD
ELECTRONIC MESSAGE DISPLAY SIGN – CONDITIONAL USE PERMIT

CASE NUMBER: CUP 002-24

PREPARED BY: Heidi McCullough, Planning Technician

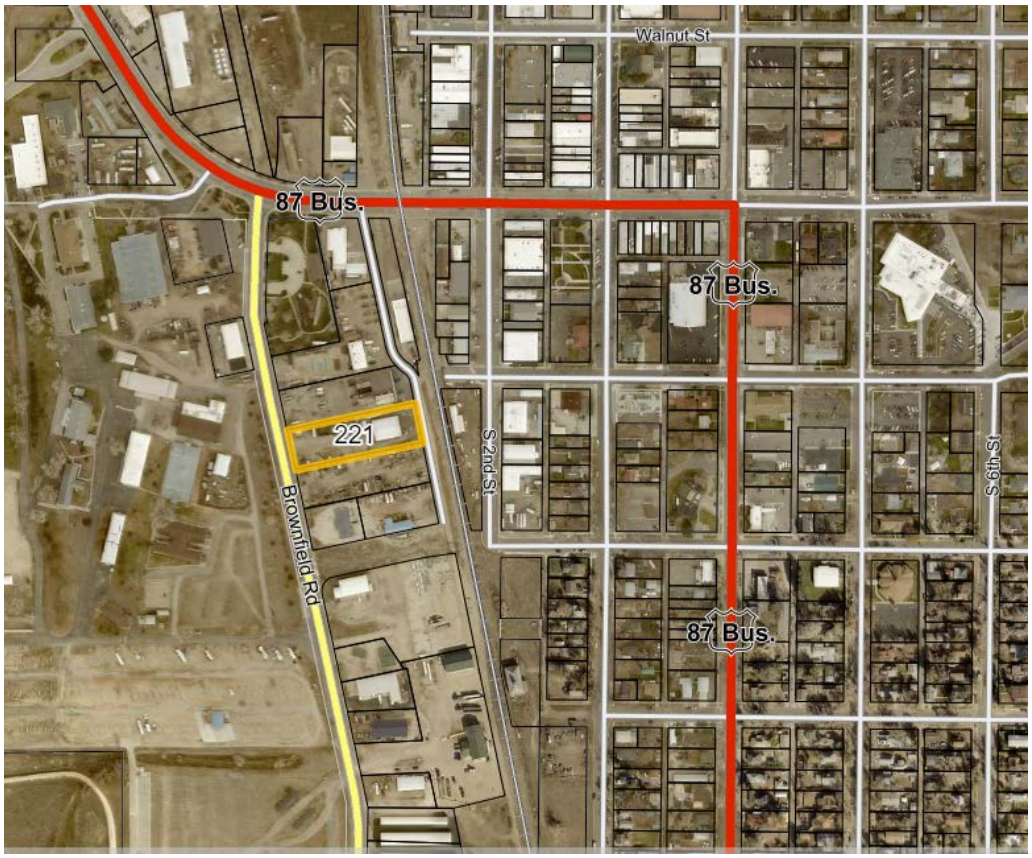
MEETING DATES: August 19, 2024 – Planning Commission
August 26, 2024 – City Council

REQUEST: Conditional Use Permit, I Industrial Zone

PURPOSE: To install an electronic message display sign.

RECOMMENDATION: The Community Development Department recommends approval of this conditional use permit to allow for the installation of an electronic message board sign in a I Industrial Zone at 221 Brownfield Road with staff recommendations.

VICINITY MAP:



OWNER: Levi Grohs
221 Brownfield Road
Douglas, WY 82633

LOCATION:

(1) Legal Description: Elkhorn Subdivision, Lot 6

(2) General Location: The proposed site is located on the east side of Brownfield Road between Center Street and West Hamilton Street.

(3) Address: 221 Brownfield Road, Douglas, WY

SIZE: 1.06 Acres

ZONING: I Industrial Zone

ZONING DATA: The property is currently zoned I Industrial Zoning District. This district is "*intended to provide for wholesale trade, storage and warehousing, trucking and transportation terminals, light and heavy manufacturing uses and similar activities.*"

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.

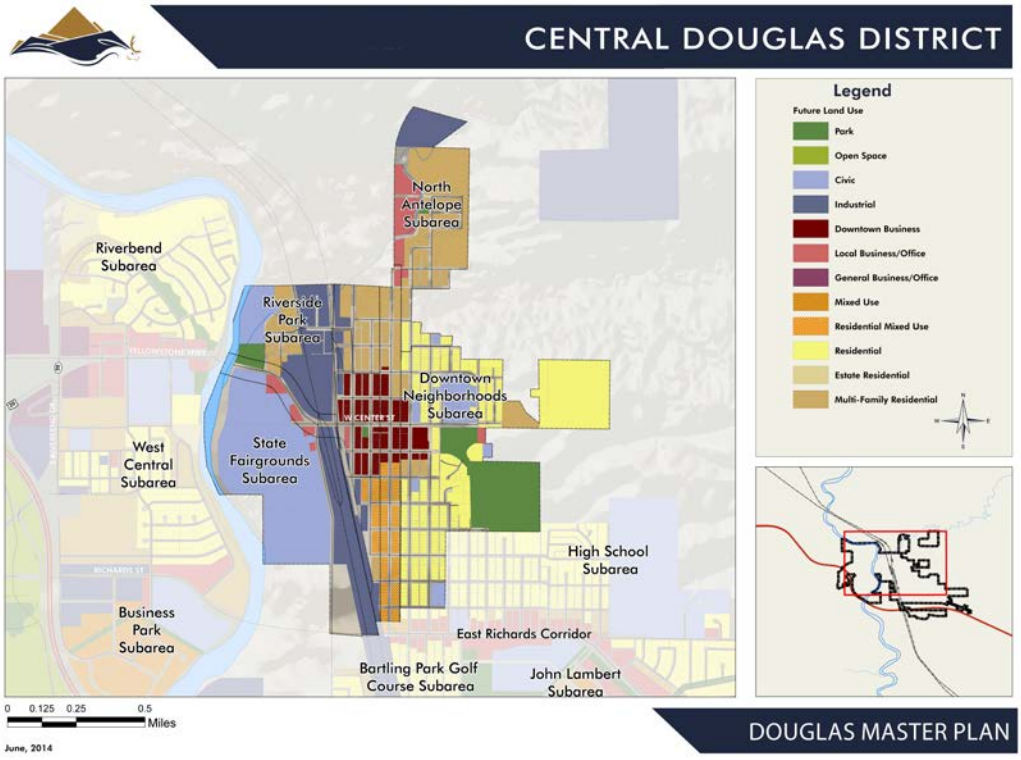
EXISTING LAND USE: Commercial/Industrial

PROPOSED USE: Same

SURROUNDING LAND USE:		**ZONING**	**ANNEXATION STATUS**
North:	Industrial	I	City
South:	Industrial	I	City
East:	Industrial	I	City
West:	Fairgrounds	A	City

DESCRIPTION OF SITE: The property is used as industrial service and commercial retail.

2014 MASTER PLAN: The property is designated as part of State Fairgrounds Subarea of the Central Douglas District.



Per the Master Plan, *the State Fairgrounds, and the Pioneer Memorial Museum provide a complementary tourist destination. The desired future condition for this area includes improved branding and wayfinding from West Yellowstone Corridor."*

The proposed use of this property conforms to the future land use designation.

FY2025 STRATEGIC DOING: Electronic message signs are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF ANALYSIS: The proposed message board must meet 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.

There are several mitigating issues in the Douglas Municipal Code to consider in reviewing this application.

1. Total signage in an I Industrial Zone is limited to a maximum area of seven hundred (700) square feet, unless otherwise allowed by the City Council. The electronic message unit is approximately thirty-two (32) square feet.
2. Electronic Message displays are required to meet all of the conditions enumerated in the staff recommendation.

The proposed location of the message sign is on the southwest corner of the property, providing good visibility to area pedestrian and vehicle traffic on Brownfield Road.

The sign will be within the zone setbacks (10 feet from the property line).

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 sign at the subject property with the following conditions:

1. The sign may not exceed the proposed thirty-two (32) square feet for the electronic message display.
2. Each message on an electronic message display shall be displayed for at least four (4) to eight (8) seconds.
3. 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.
4. The electronic message display shall be equipped with technology that automatically dims the electronic message displays according to ambient light conditions to a luminance or nighttime brightness level of up to five hundred (500) NIT, which will result in a reduction of display brightness between five (5) percent and twenty-five (25) percent, depending on the resolution of the sign. Documentation shall be provided from the sign manufacturer which verifies compliance with auto dimming and brightness requirements.
5. The electronic message display shall be equipped with the ability to be shut off within twenty-four (24) hours of malfunctioning. Signs under repair shall be shut off.

PLANNING AND ZONING COMMISSION
STAFF REPORT
AUGUST 19, 2024

302 S. 5TH STREET
PRIVATE SCHOOL – CONDITIONAL USE PERMIT

CASE NUMBER: CUP 03-24

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: August 19, 2024 – Planning Commission
August 26, 2024 – City Council

REQUEST: Conditional Use Permit, R-1 Residential zone

PURPOSE: To operate a private school.

RECOMMENDATION: The Community Development Department recommends approval, with conditions, of this Conditional Use Permit to allow Divine Mercy Academy to operate a private school in an R-1 Neighborhood Residential Zone at 302 S. 5th Street.

VICINITY MAP:

OWNER: Church of Saint James
302 S. 5th Street
Douglas, WY 82633

APPLICANT: Divine Mercy Academy
302 S. 5th Street
Douglas, WY 82633

LOCATION:

(1) Legal Description: Original Town of Douglas, Lots 1, 2: Block 26

(2) General Location: The subject property is located on the southwest corner of South 5th Street and Elm Street.

LOT SIZE: 0.39 acres

ZONING: R-1 Neighborhood Residential Zoning District.

ZONING DATA: R-1 Neighborhood Residential Zoning District. This zone 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.*

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties and to vehicle traffic.

EXISTING LAND USE: Preschool (existing CUP)

PROPOSED USE: Preschool and Private School

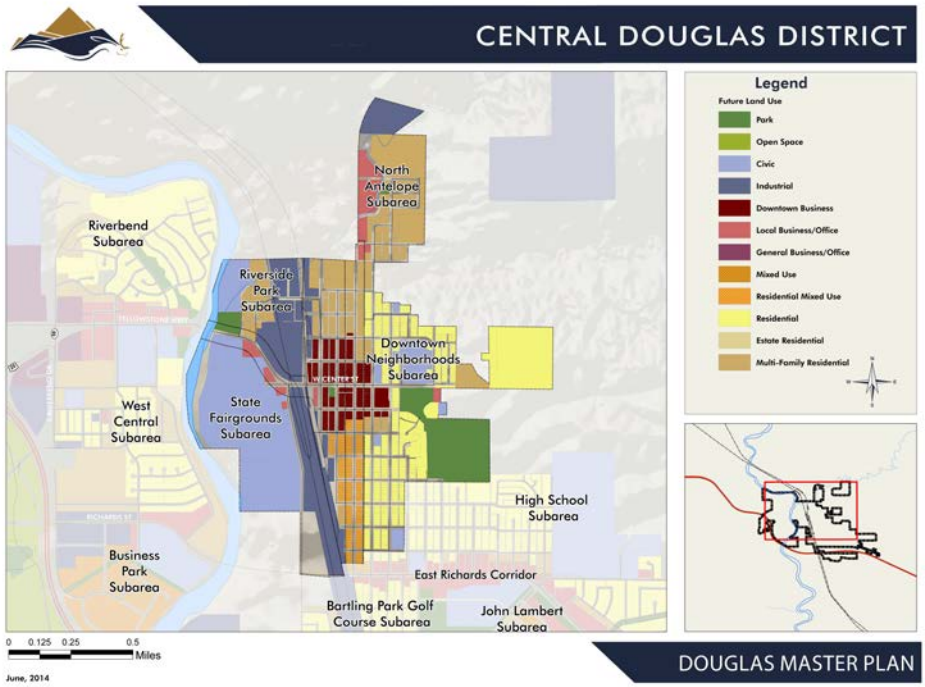
SURROUNDING LAND USE:	ZONING	ANNEXATION STATUS
North: Residential	R-3	City
South: Residential	R-1	City
East: Church	R-1	City
West: Commercial	B-1	City

DESCRIPTION OF SITE AND SURROUNDINGS: The surrounding land uses are noted above. The subject property is surrounded by a mix of residential uses and commercial sites.

HISTORY: This property is owned by Saint James Catholic Church and has been predominantly utilized for educational purposes. It includes a large fenced and landscaped play area in addition to the classroom building**.** Pre-schools have been operating simultaneously in different sections of the location for the past twelve years with no difficulties and no complaints from neighboring property owners.

SPECIFICS OF THE PROPOSED USE: The applicant's stated hours of operation would be Monday-Thursday, from 8:00 AM to 3:00 PM, with a capacity for 15 children. Currently there are plans for one class of kindergarten students age five to six years old, supervised by one teacher. The location has a parking lot for additional off-street parking spaces.

DOUGLAS MASTER PLAN: The Douglas Master Plan, adopted June 23, 2014, designates this property as Mixed Use Residential in the Downtown Neighborhoods Subarea of the Central Douglas District. Per the Master Plan "*This area can be considered an extension of Downtown. Its future desired condition combines the preservation of adjacent historic neighborhoods with new medical facilities."*



The proposed use of this property conforms to the future land use designation.

STAFF RECOMMENDATION: The Community Development Department recommends approval of the request for a conditional use permit to allow for a private school in an R-1 Neighborhood Residential zone at 302 S. 5th Street with the following conditions:

1. The conditional use permit to operate a day care facility is specific to Devine Mercy Academy. If this applicant, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit will be null and void for the subject property.
2. The applicant shall adhere to the required State regulations pertaining to a private school facility.

PLANNING & ZONING COMMISSION
STAFF REPORT
AUGUST 19, 2024

REZONE
1133 HATCHET DRIVE

CASE NUMBERS: ZON 001-24

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: August 19, 2024 – Planning & Zoning Commission
August 26, 2024 – City Council

REQUEST: Rezone of 1133 Hatchet Drive (West Plains Development, Block 1: Lot 27) from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

PURPOSE: The owners wish to rezone the lot to allow Lots 26 and 27 to be combined in order to further develop the property.

RECOMMENDATION: The Community Development Department recommends approval of the request to rezone West Plains Development, Block 1: Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

VICINITY MAP:

OWNER: Garcia Living Trust
1133 Hatchet Drive
Douglas, WY 82633

LOCATION:

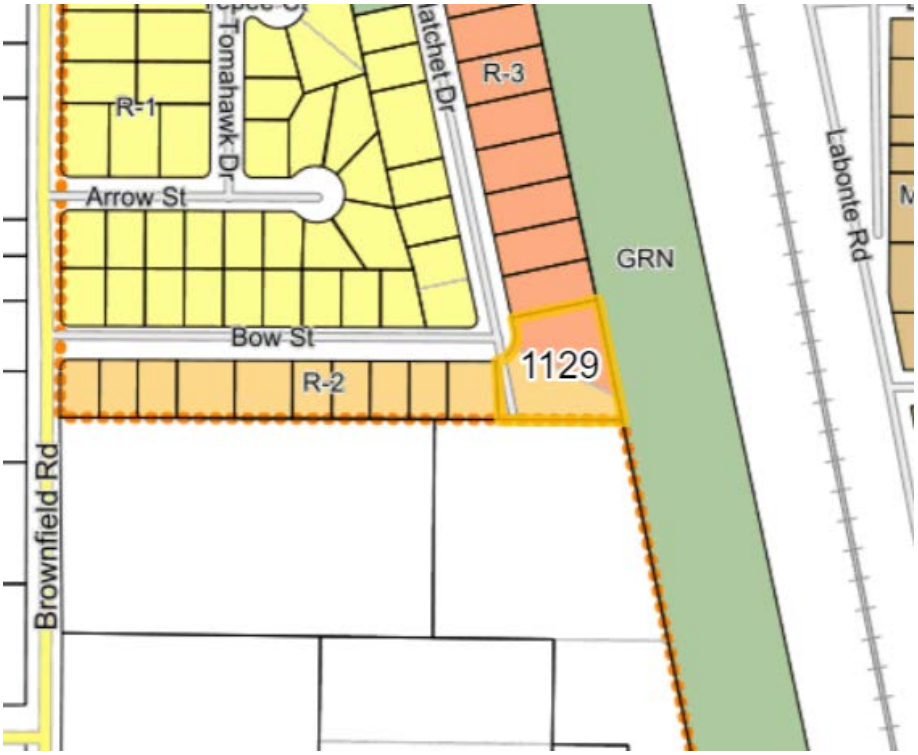
(1) Legal Description: West Plains Development, Block 1: Lot 27

(2) General Location: The subject property is located at the intersection of Hatchet Drive and Bow Street

(3) Addresses: 1133 Hatchet Drive

SIZE: 0.31 acres

ZONING: The described property is currently zoned both R-2 Medium Density Residential and R-3 Limited Mixed Residential.



ZONING DATA: The described property is currently zoned both R-2 Medium Density Residential and R-3 Limited Mixed Residential. The applicant desires to rezone to R-2 Medium Density Zoning District which is "*intended to provide for the development of single-family and duplex or townhouse dwellings.*"

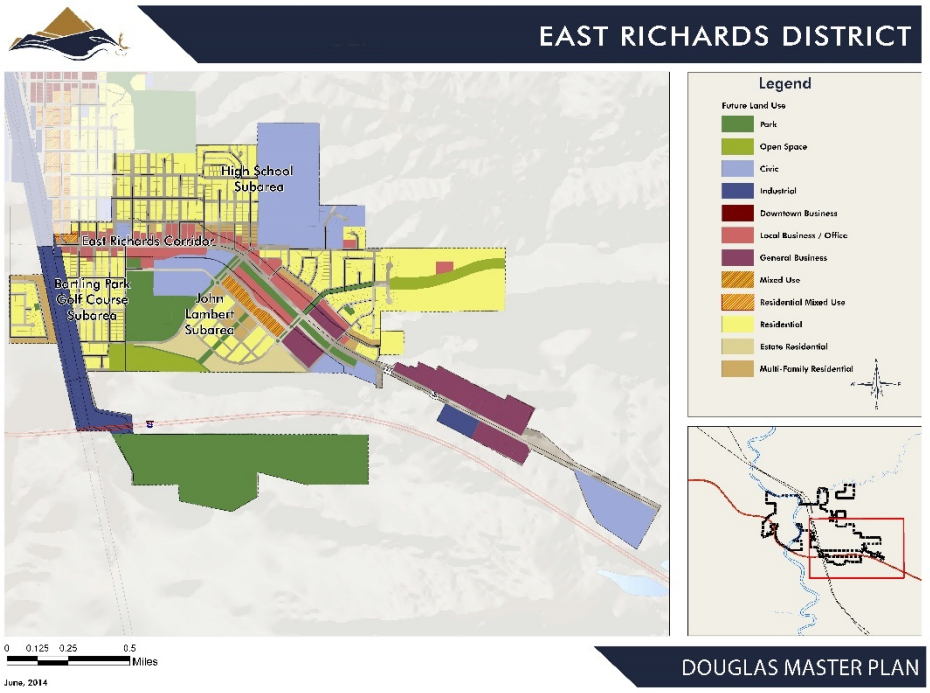
SURROUNDING LAND USE	ZONING	ANNEXATION STATUS
North: Single Family Residence	R-3 Residential	City
South: Vacant	None	County
East: Greenspace	GRN	City
West: Single Family Residential	R-2 Residential	City

EXISTING LAND USE: Single Family Home.

MASTER PLAN:
The Douglas Master Plan designates this property as residential in the Brownfield Subarea of the East Richards District.

Per the Master Plan: "*This area contains stable single-family residential homes but has the potential for residential infill and expansion and development of new neighborhood amenities.*"

The proposed changes would be in keeping with the goals stated in the Douglas Master Plan.



HISTORY: The subject property was annexed to the City of Douglas as part of the Brownfield Hamilton Tracts in 1979. Later that year it was platted as part of the West Plains Development. In 2007 a replat was filed creating the current lot, and vacating part of Hatchet Drive.

The zoning change would allow new development to maintain the current residential use.

STAFF RECOMMENDATION: Staff recommends approval of the of the request to rezone West Plains Development, Block 1: Lot 27 from R-3 Limited Mixed Residential to R-2 Medium Density Residential.

PLANNING AND ZONING COMMISSION
STAFF REPORT
AUGUST 19, 2024

701 EAST CENTER STREET
TYPE B DEVELOPMENT – DOUGLAS MUNICIPAL POOL

CASE NUMBER: DEV 02-24

PREPARED BY: Heidi McCullough – Planning Technician

MEETING DATES: August 19, 2024 – Planning Commission
August 24, 2024 – City Council

REQUEST: Type B Development Proposal

PURPOSE: Renovations to the Douglas Municipal Pool

RECOMMENDATION: The Community Development Department recommends approval of the development plan for improvements at to the Douglas Municipal Pool at 701 East Center Street.

VICINITY MAP:

OWNER: City of Douglas
P.O. Box 1030
Douglas, WY 82633

LOCATION:

(1) Legal Description: A portion of the NW1/4 NE1/4 SW1/4, S9, T32N R71W.

(2) General Location: The subject property is on the south side East Center Street, within Washington Park, between Bearkit Street and North 8th Street..

(3) Address: 701 East Center Street

SIZE: approximately 1 acre

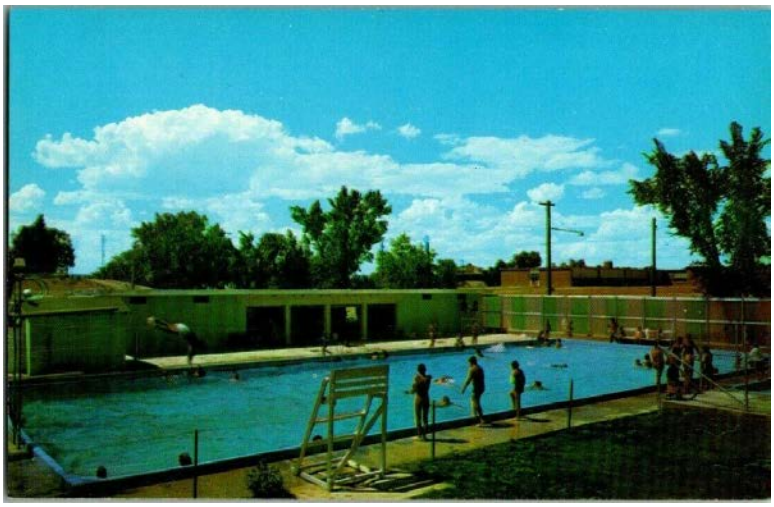
EXISTING LAND USE: Douglas Municipal Pool

ZONING: The property is currently zoned GRN Greenspace Zoning District, which is intended to *"intended to promote open vegetated areas capable of maintaining natural wildlife habitat and to protect the scenic and ecological qualities of environmentally sensitive areas. The district is commonly applied to publicly owned property or property for which scenic or greenspace easements have been dedicated or purchased for the use and/or enjoyment of the public."* Swimming pools are an allowed use in the GRN Greenspace Zone.

	SURROUNDING LAND USE:	ZONING	ANNEXATION STATUS
North:	Medical Office & Maintenance Shop	R-1/R-3	City
South:	Washington Park	GRN	City
West:	Washington Park	GRN	City
East:	Washington Park	GRN	City

DESCRIPTION OF SITE AND SURROUNDINGS: The property is surrounded by Greenspace and various uses as indicated above.

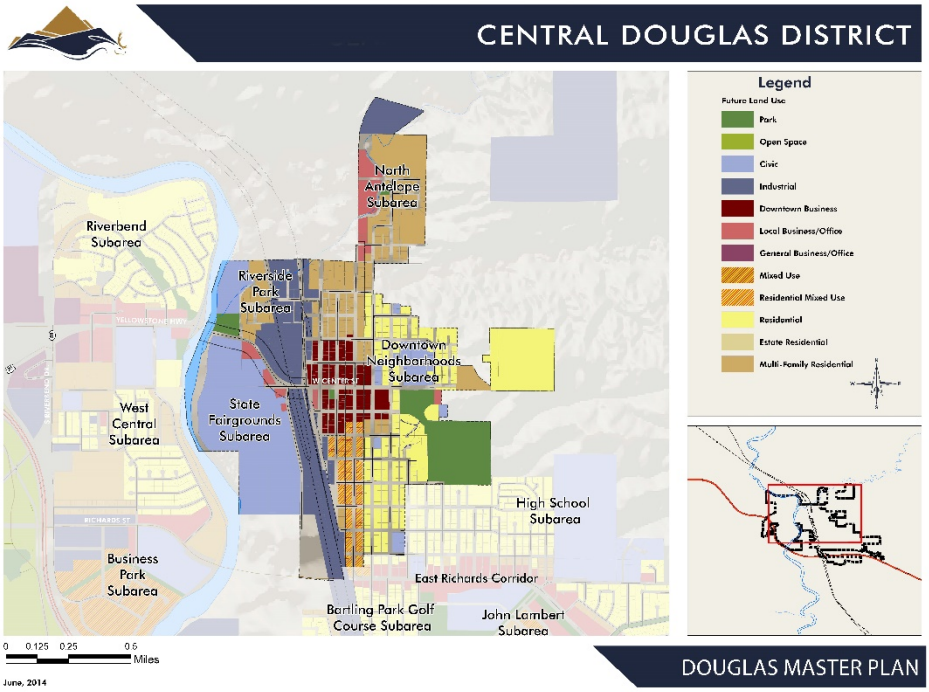
HISTORY: Washington Park (Originally "George Washington Memorial Park") was created between 1932 and 1934 as part of the two-hundred-year anniversary of the 1732 birth of George Washington. Congress established a program to commemorate the bicentennial, each state then developing plans to assure observance in the nation's towns and cities. In Wyoming the state plan was for the creation in virtually every community of a living memorial to Washington by the creation of George Washington Memorial Parks. In 1931, the state bicentennial committee appointed a landscape architect to work with the communities and the University of Wyoming Agricultural Extension provided nursery stock for the parks with reimbursement at cost. The original construction date of the Douglas Municipal Pool was unknown at the time of this report. The following picture was from the 1970s. The current pool was built in 1995 (also pictured below).



DOUGLAS MASTER PLAN: The subject property is part of the Downtown Neighborhoods Subarea of the Central Douglas 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.

The renovations of the Douglas Municipal Pool supports the surrounding residential properties with recreational opportunities.



DEVELOPMENT STANDARDS: This Development Plan conforms to the minimum Standards and Policies as described in City Code.

THE PROPOSED PROJECT DETAILS:

Lot Size	Approximately 1 Acre
Building Size	n/a
North Set Back	n/a
South Set Back	n/a
East Set Back	n/a
West Set Back	n/a
Building Height	n/a
Parking	No change necessary.
Landscaping	No change necessary.
Drainage	No change necessary.
Lighting Plan	No change necessary.
Elevations	Images attached.
Floodplain	The proposed development is out of the floodplain.

ADDITIONAL INFRASTRUCTURE REQUIRED: No additional infrastructure required.

REVIEWING AGENCIES AND COMMENTS:

Wyoming Department of Transportation:
n/a

City Engineer:
No comments.

Public Works:
In favor.

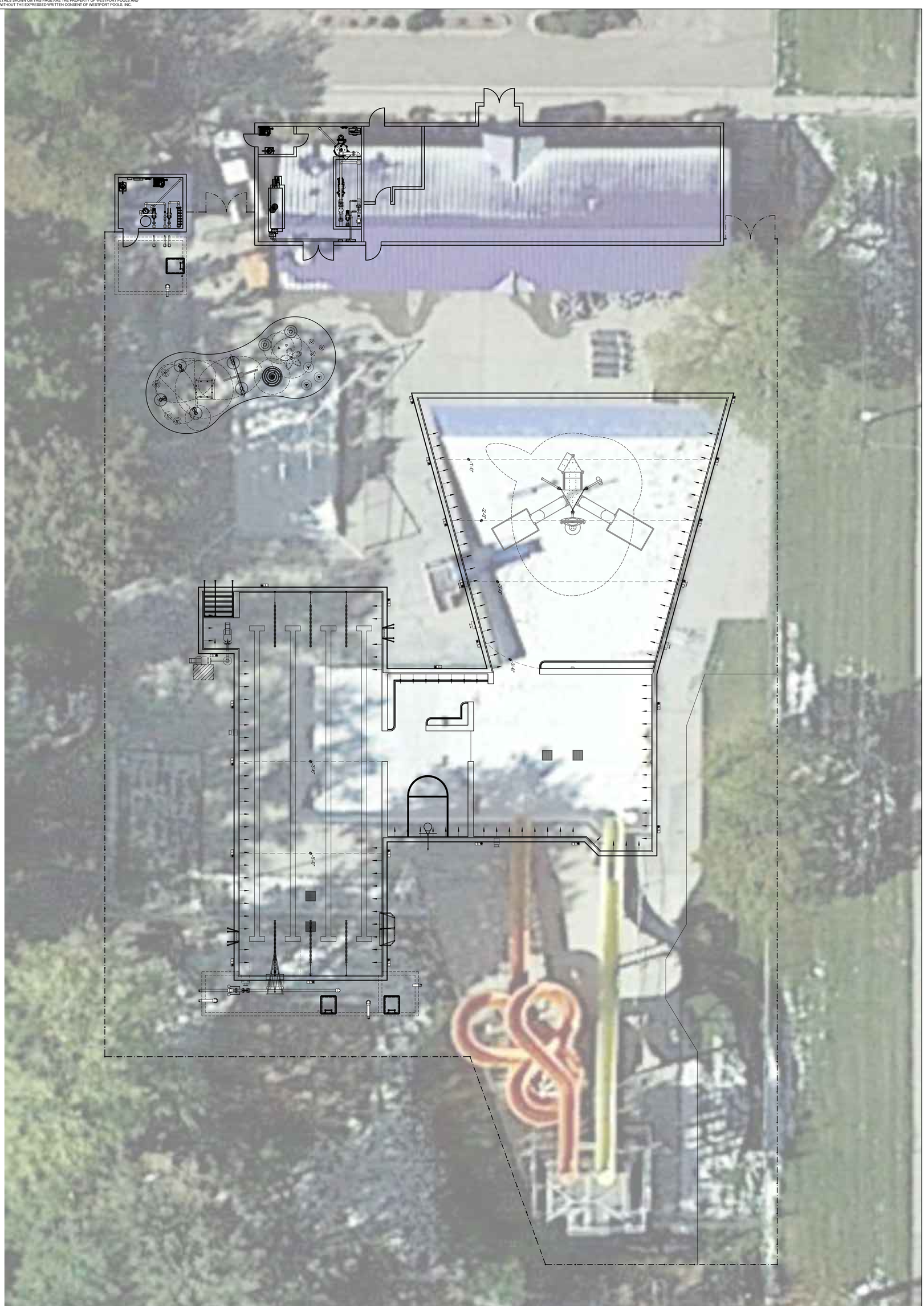
Douglas Police Department:
No comments.

Douglas Fire Department:
No comments.

Public Comments:
No comments.

STAFF RECOMMENDATION: The Community Development Department recommends approval of this development plan for renovations to the Douglas Municipal Pool at 701 East Center Street.

THE DESIGN AND DETAILS SHOWN ON THIS PAGE ARE THE PROPERTY OF WESTPORT POOLS AND
MAY NOT BE USED WITHOUT THE EXPRESSED WRITTEN CONSENT OF WESTPORT POOLS, INC.



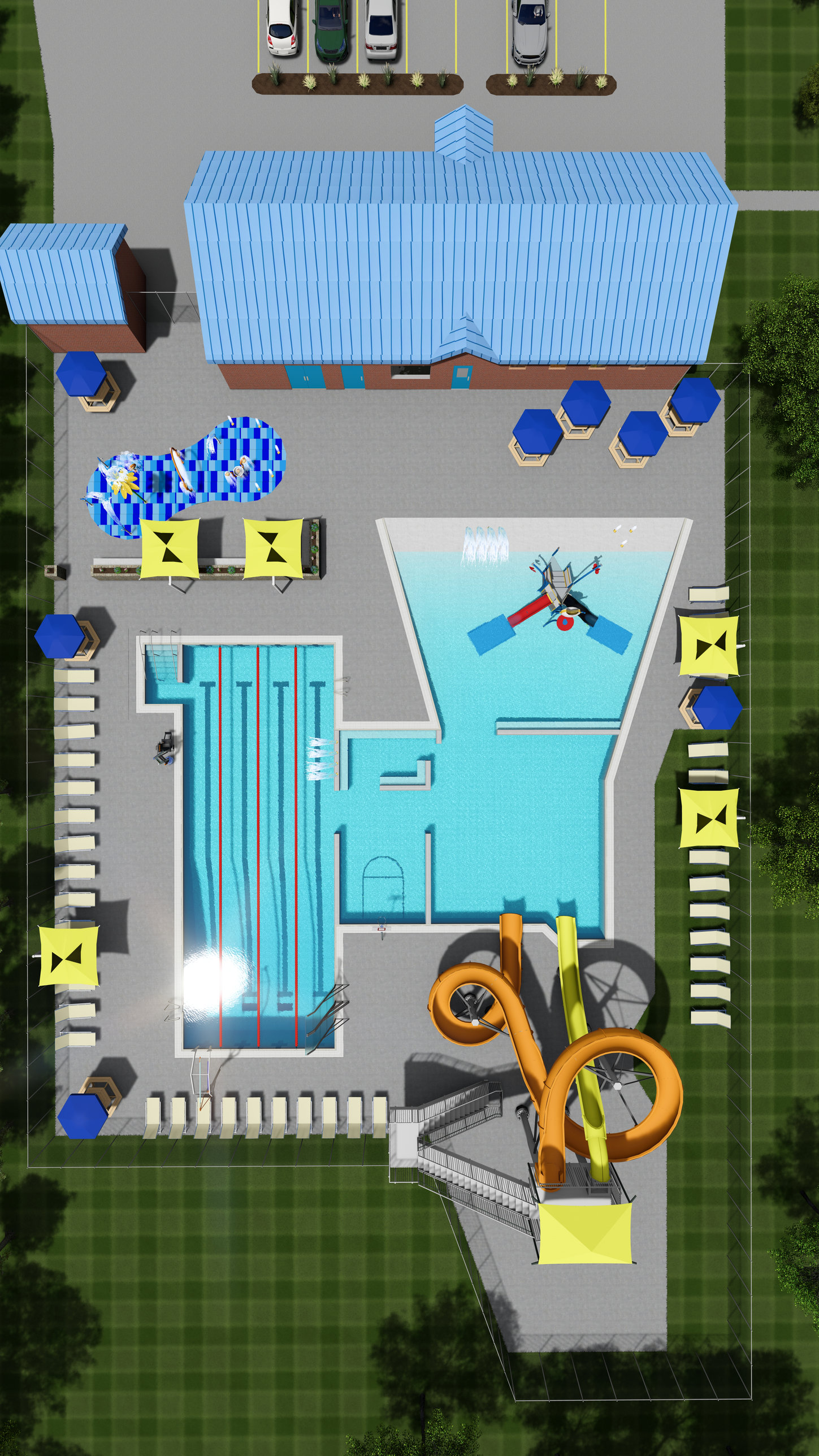
1 SP1.0 AQUATIC SITE PLAN
SCALE: 3/32" = 1'-0"

PERMIT RELEASE
DATE: 07-26-24 BY: VPM

CONSTRUCTION RELEASE
REV: DATE: COMMENT: BY:

SEAL

DOUGLAS CITY POOL
723-799 CENTER STREET
DOUGLAS, WY 82633

LANDMARK AQUATIC
505 VIOLET STREET, GOLDEN, CO 80401
303-887-0709 | LANDMARKAQUATIC.COM

SHEET: SP1.0
AQUATIC SITE PLAN