

**PLANNING AND ZONING COMMISSION MEETING**  
**DOUGLAS CITY HALL, DOUGLAS, WYOMING**  
**JANUARY 15, 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 JANUARY 22, 2024. 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 JANUARY 15, 2024**

**V. APPROVAL OF THE MINUTES FOR NOVEMBER 28, 2023**

**VI. ELECTION OF OFFICERS**

**VII. PLANNING AND ZONING MATTERS**

A. CCSUB 01-24: Application by Acme Holdings for a Subdivision at 120 State Highway 59 in Converse County.

B. DEV 01-24: Application by Maverik, Inc for a Type B Development to build a gas station and convenience store in a B-2 General Business Zone at 1 Highway 93, Seven Trails Commerce Center, Parcel 4.

**VIII. CODE CONSIDERATIONS**

**IX. STAFF REPORT – CITY COUNCIL ACTION ON FORWARDED ITEMS**

A. DEV 02-23: Application by First Northern Bank of Wyoming for a Type B Development in a B-1 Local Business District at 800 South 4th Street, Original Town of Douglas, Block 63, Lot 15.

B. ZON 02-23: Application by Douglas Senior Citizens to Rezone from R-2 Medium Density Residential Zone to R-4 Mixed Residential Zone, the property at 404 1<sup>st</sup> Street West, Riverview, Lot 8, Block 2

**ADJOURNMENT**



## **Douglas Planning and Zoning Commission**

November 28, 2023

City of Douglas – Council Chambers

101 North 4<sup>th</sup> Street

Douglas, Wyoming 82633

### **Call to Order**

Chairman Hancock called the Douglas Planning and Zoning Commission to order at 5:33 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  
Becky Renstrom  
Robin Velasquez  
Dave Patterson  
Scott Bauman

**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 September 18, 2023, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Bauman seconded. The motion carried unanimously.

### **Planning & Zoning Matters**

- A. DEV 02-23: Application by First Northern Bank of Wyoming for a Type B Development in a B-1 Local Business District at 800 South 4th Street, Original Town of Douglas, Block 63, Lot 15.**

Chairman Hancock opened the public hearing at 5:335 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan and Strategic Doing. Staff recommendation was for approval. Pierre Etchemendy was on hand to answer questions, there were no public comments. Chairman Hancock closed the public hearing at 5:42pm. Commissioner Renstrom moved to recommend approval with staff recommendations, Commissioner Velasquez seconded the motion, the Commissioner Renstrom had questions about the condition of Erwin Street to the north of the property. It was discussed that the applicants are being asked to pave that portion of the street. Chairman Hancock called for the vote; the motion passed unanimously.

**A. ZON 02-23: Application by Douglas Senior Citizens to Rezone from R-2 Medium Density Residential Zone to R-4 Mixed Residential Zone, the property at 404 1<sup>st</sup> Street West, Riverview, Lot 8, Block 2.**

Chairman Hancock opened the public hearing at 5:44 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan and Strategic Doing. Staff recommendation was for approval. The applicant was not in attendance. There were no public comments. Commissioner Bauman moved to recommend approval with staff recommendations, Commissioner Patterson seconded the motion. There was no discussion. Chairman Hancock called for the vote; the motion passed unanimously.

**Code Considerations**

There were no code considerations.

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

**A. SUB 02-23: Application by First Northern Bank for a Major Plat Amendment to vacate and replat Original Town of Douglas, Block 63, Part of Lots 1-7 Inclusive into Lot 15.**

Director Chaffin reported that City Council had voted to approve major plat amendment with staff recommendations.

**B. SUB 03-23: Application by Jefferies Management Company for a Major Plat Amendment to vacate and replat La Mar Subdivision, Block 2, Lots 27-32 into Lots 55 & 56.**

Director Chaffin reported that City Council had voted to approve the major plat amendment with staff recommendations, and that construction has begun.

**Adjournment**

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Renstrom and seconded by Commissioner Velasquez . With a unanimous vote Chairman Hancock adjourned the meeting at 5:48 p.m.

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**Chairman, Planning & Zoning Commission**

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**Secretary, Planning & Zoning Commission**

**DOUGLAS PLANNING COMMISSION  
STAFF REPORT  
JANUARY 15, 2024**

**Proposed Buckshot Minor Subdivision**

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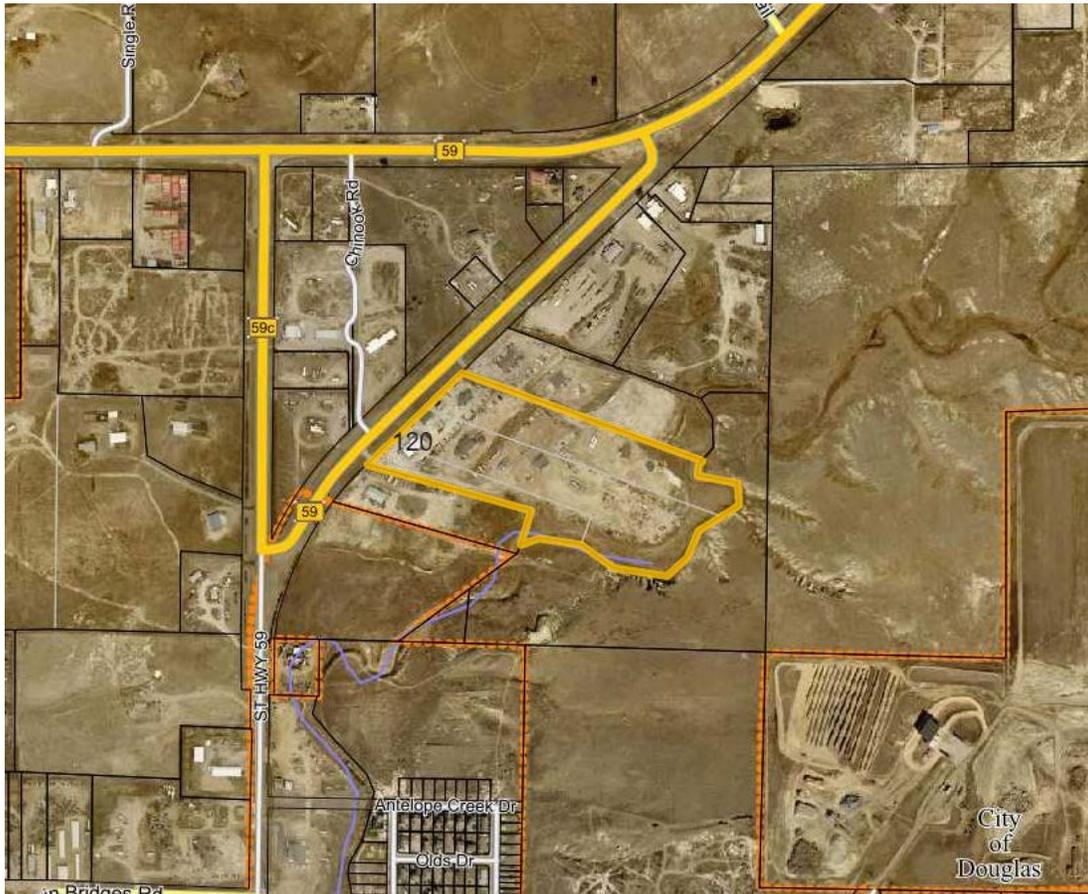
**CASE NUMBER:** CCSUB 01-24

**PREPARED BY:** Heidi McCullough, Planning Technician

**MEETING DATES:** January 15, 2024 – Planning and Zoning Commission  
January 22, 2024 – Douglas City Council

**RECOMMENDATION:** The Community Development staff recommends vacation and replat of Lots 1, 2, and 3 Buckshot Subdivision, Converse County, Wyoming, into Lots 5, 6, and 7 Buckshot Subdivision, Converse County Wyoming with reservations as to the future development of the property given the absence of county zoning regulations.

**VICINITY MAP:**



**OWNERS:** Acme Holdings  
P.O. Box 823  
Douglas, WY 82633

**PURPOSE:** To create three reconfigured parcels.

**LOCATION:** The subject property is located at 120 State Highway 59 Bypass on the east side of the highway.

**SIZE:** Area: 26.74 Acres

**ZONING:** N/A

**EXISTING LAND USE:** Industrial

**PROPOSED USE:** Commercial.

**RECOMMENDED LAND USE PER ADOPTED PLAN:** N/A

**PLAT DATA:** Lot 5: 9.824 acres  
Lot 6: 11.164 acres  
Lot 7: 5.775 acres

**SUBDIVISION STANDARDS:** N/A

**ADDITIONAL INFRASTRUCTURE REQUIRED:** No additional infrastructure required at this time.

**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.

All Lots will be accessed off of Highway 59, via direct access, or by private roads. Private roads include plated access easements. 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 Wyoming State Highway 59 Bypass, 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 Industrial zoning standards.

**STAFF RECOMMENDATION:** The Community Development staff recommends vacation and replat of Lots 1, 2, and 3 Buckshot Subdivision, Converse County, Wyoming, into Lots 5, 6, and 7 Buckshot Subdivision, Converse County Wyoming with reservations as to the future development of the property given the absence of county zoning regulations.



**PLANNING AND ZONING COMMISSION  
STAFF REPORT  
JANUARY 15, 2024**

**1 HWY 93  
TYPE B DEVELOPMENT – MAVERIK FUEL STATION**

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**CASE NUMBER:** DEV 01-24

**PREPARED BY:** Community Development Department

**MEETING DATES:** January 15, 2024 – Planning Commission  
January 22, 2024 – City Council

**REQUEST:** Type B Development Proposal

**PURPOSE:** Development of a Maverik Fueling Station and Convenience Store.

**RECOMMENDATION:** The Community Development Department recommends approval of the development plan and development agreement for improvements at 1 Highway 93.

**VICINITY MAP:**



**OWNER:**

**APPLICANT:** Maverik Inc  
185 S. State Street, Suite 800  
Salt Lake City, UT 84111

**LOCATION:**

- (1) Legal Description: Seven Trails Commerce Center, Parcel 4
- (2) General Location: The subject property is on the south side Highway 93 at the intersection of Highway 59 and the on-ramp to Interstate 25.
- (3) Address: 1 Highway 93, Douglas, WY

**SIZE:** Total Area: 1.28 acres

**EXISTING LAND USE:** Vacant Land

**ZONING:** The property is currently zoned B-2 General Business Zoning District, which is intended to *provide for commercial uses that create a use intensity transition between residential neighborhoods and light industrial uses*. Gas Station and Convenience Stores are an allowed use in the B-2 General Business Zone.



	<b>SURROUNDING LAND USE:</b>	<b>ZONING</b>	<b>ANNEXATION STATUS</b>
<b>North:</b>	Vacant Land	B-2	City
<b>South:</b>	Hotel & Retail	B-2	City
<b>West:</b>	Cold Storage	B-2	City
<b>East:</b>	Hotel & Bank	B-1 & B-2	City

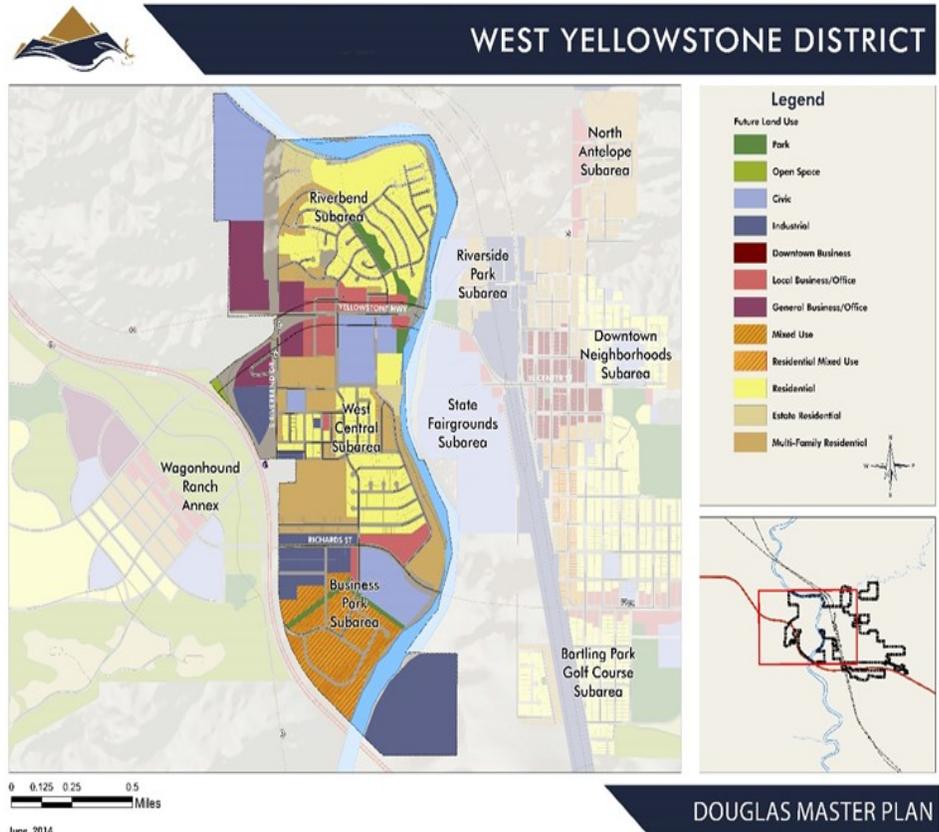
**DESCRIPTION OF SITE AND SURROUNDINGS:** The property is surrounded by Commercial uses and vacant land as indicated above.

**HISTORY:** The subject property was annexed by the City of Douglas in 2015, as part of the Seven Trails Commerce Center.

**DOUGLAS MASTER PLAN:**

The subject property was not annexed to the City at the time of the 2014 Master Plan. The property was not included in the Future Land Use Plan.

The property is adjacent to the West Yellowstone Corridor of the West Yellowstone District. The Master Plans focus for this area consists of Retail. Commercial activities in this area can target both the needs and preferences of visitors staying at nearby accommodations and tourists at large events (e.g. State Fair), as well as Douglas residents living in adjoining residential subdivisions in northwest Douglas.



*The desired future of this area focuses on catering to the travelling public and on its connection to downtown, including streetscape and pedestrian environment improvements.*

The development of a gas station and convenience store conforms with the Douglas Master Plan providing additional services for travelers at a primary gateway.

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

**THE PROPOSED PROJECT DETAILS:**

Lot Size	4.05 Acres
Building Size	5,982 SF
North Set Back	163.76 feet
South Set Back	95.95 feet
East Set Back	249.55 feet
West Set Back	434.49 feet
Building Height	29 feet 11 inches
Parking	Total: 44 (33 required) ADA: 2 (2 required)
Landscaping	21.70% Provided (20% required)
Drainage	Grading and Drainage plans provided
Lighting Plan	Lighting plan provided
Elevations	Elevations provided
Floodplain	The proposed development is out of the floodplain

**ADDITIONAL INFRASTRUCTURE REQUIRED:** City utility lines will need to be installed to the site. Water and Sewer Taps will be required. Sidewalk will need to be installed along Highway 93 and Highway 59.

**REVIEWING AGENCIES AND COMMENTS:**

**Wyoming Department of Transportation:**

Permitting is required for street cuts, landscaping, drainage and curb cuts.

**City Engineer:**

DEQ permits will be required for utility lines, consider edging between mulch and grass.

**Public Works:**

Require removal of gate on trash enclosure, water and sewer lines from city service will be private lines and to be maintained by Maverik. Provide information on RV dump restrictions and metering.

**Douglas Police Department:**

No comments.

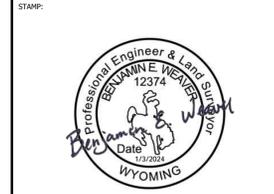
**Douglas Fire Department:**

No comments.

**Public Comments:**

No comments.

**STAFF RECOMMENDATION:** The Community Development Department recommends approval of this development plan for construction of a gas station and convenience store at 1 Highway 93.



Client Name  
**MAVERIK**  
**MAVERIK, INC.**  
**I-25 & RIVERBEND**  
**DOUGLAS,**  
**WYOMING**

ISSUANCE	
DESCRIPTION	DATE
Issued for Permit	23.12.13

DRAWN BY: DRW	APPROVED BY: APR
PROTOTYPE VERSION: PROTOTYPE BUILD	
DRAWING ISSUE	
ISSUED FOR PERMIT	12/13/2023
PROJECT NUMBER:	2007130359

SHEET NAME	
<b>SITE PLAN</b>	
SHEET NUMBER	
<b>C1.10</b>	

**CONSTRUCTION NOTES**

- 1 TRASH ENCLOSURE ACCESS PAD. SEE DETAIL C-5, SHEET C1.91.
- 2 UNDERGROUND FUEL STORAGE TANKS. ENSURE ALL STORM DRAINAGE IS AWAY FROM TANKS.
- 3 UNDERLYING FUELING INFRASTRUCTURE TO SUPPORT 5 TANK COMPARTMENTS TO ALL MPD'S AND TO SUPPORT EXPANSION IN AT LEAST ON DIRECTION.
- 4 EXACTAIR AIR STATION FOUNDATION. SEE DETAIL SF-10, SHEET C1.95.
- 5 ON-SITE ASPHALT PAVING (MODERATE DUTY). SEE DETAIL AS-1, SHEET C1.91.
- 6 ON-SITE ASPHALT PAVING (HEAVY DUTY). SEE DETAIL AS-2, SHEET C1.91.
- 7 CONTROL JOINT. SEE DETAIL C-1, SHEET C1.93.
- 8 TYPICAL ON-SITE CONCRETE PAVING. SEE DETAIL C-3, SHEET C1.93.
- 9 CONCRETE PARKING STALL. SEE DETAIL C-4, SHEET C1.91.
- 10 CONCRETE WALKWAY GENERAL. SEE DETAIL C-6, SHEET C1.92.
- 11 CONCRETE WALKWAY AT BUILDING. SEE DETAIL C-7, SHEET C1.92
- 12 CONCRETE PAD UNDER FUEL CANOPY. SEE DETAIL C-15, SHEET C1.92.
- 13 CONCRETE PAD OVER UNDERGROUND FUEL TANKS. SEE DETAIL C-16, SHEET C1.93.
- 14 RV SEWER DUMP. SEE DETAIL SF-11, SHEET C1.95
- 15 COMMERCIAL FUEL ISLANDS. SEE DT EX-2, SHEET C1.93. CANOPY SEE ARCHITECTURAL PLANS.
- 16 FUEL ISLAND SPACING. SEE FUEL PLANS
- 17 WEDGE BOLLARD. SEE DETAIL SF-3, SHEET C1.94.
- 18 SPACE REBOUNDING BOLLARDS AT 15' O.C. AT EDGE OF CONCRETE IN AREAS WITHOUT PARKING
- 19 PICNIC TABLES CENTERED IN PATIO
- 20 ACCESSIBLE PICNIC TABLE
- 21 30" X 48" ADA CLEAR GROUND AREA
- 22 HOUSEKEEPING PAD CONCRETE. SEE STRUCTURAL PLANS
- 23 TRASH ENCLOSURE. SEE ARCHITECTURAL PLANS. ENCLOSURE FOUNDATION. SEE STRUCTURAL PLANS.
- 24 PIPE BOLLARDS. SEE DETAIL SF-4, SHEET C1.95.
- 25 REBOUNDING BOLLARD. SEE DETAIL SF-1A, B, & C. SHEET DT-4.
- 26 MOUNTABLE CURB. SEE DETAIL C-10, SHEET C1.92.
- 27 ACCESSIBLE VAN PARKING SIGN WITH ADA ADJUSTABLE SIGNAGE SLEEVE IN BOLLARD. SEE DETAIL SF-6, SHEET C1.95.
- 28 HOOP BOLLARD. SEE DETAIL SF-2, SHEET C1.94.
- 29 FORECOURT FUEL ISLANDS. SEE DT EX-2, SHEET C1.93. CANOPY SEE ARCHITECTURAL PLANS
- 30 PAINT "NO PARKING" AND DIAGONAL STRIPING ON PAD OVER UNDERGROUND FUEL STORAGE
- 31 CURB AND GUTTER. SEE DETAIL C-8, SHEET C1.92.
- 32 MOUNTABLE CURB. SEE DETAIL C-11, SHEET C1.92.
- 33 ON-SITE CONCRETE PAVING (HEAVY DUTY). SEE DETAIL C-3, SHEET C1.91
- 34 ON-SITE CONCRETE PAVING (MODERATE DUTY). SEE DETAIL C-2, SHEET C1.91.
- 35 RETAINING WALL. SEE SHEET C5.90 AND C5.91.
- 36 BIKE RACK. SEE DETAIL SF-9, SHEET C1.95.
- 37 DIRECTIONAL SIGN (TYP). SEE SIGN PACKAGE. 15
- 38 ADA PATHWAYS
- 39 CURB TRANSITION
- 40 CONCRETE RUNOUT PAD. SEE DETAIL C-12, SHEET C1.93.
- 41 CONCRETE FUEL TRENCH. SEE FUEL PACKAGE. SEE DETAIL C-17, SHEET C1.96.

SHARED ACCESS  
 14,536 SQ.FT.  
 0.33 ACRES

C-STORE  
 60\_R\_RR\_2102  
 5,982 SF

REMAINDER PARCEL  
 166,731 SQ.FT.  
 3.83 ACRES

MAVERIK PARCEL  
 176,437 SQ.FT.  
 4.05 ACRES

**LEGEND**

5	ASPHALT PAVING (MODERATE DUTY)
6	ASPHALT PAVING (HEAVY DUTY)
34	CONCRETE PAVING (MODERATE DUTY)
33	CONCRETE PAVING (HEAVY DUTY)



185 S. State Street | Salt Lake City, Utah 84111

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ARCHITECT/ENGINEER:



5390 Kietzke Lane, Suite 103

Reno, Nevada 89511

www.stantec.com

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STAMP:



Client Name  
**MAVERIK**  
MAVERIK, INC.  
I-25 & RIVERBEND  
DOUGLAS,  
WYOMING

ISSUANCE

DESCRIPTION	DATE
Issued for Permit	23.12.13

DRAWN BY: SLM APPROVED BY: BMS

PROTOTYPE VERSION: Prototype Build

DRAWING ISSUE

Issue Description Date

PROJECT NUMBER: Project#

SHEET NAME

LANDSCAPE PLAN

SHEET NUMBER

L2

10

23

12.29.2023 12:24 PM

