

PLANNING AND ZONING COMMISSION MEETING

DOUGLAS CITY HALL, DOUGLAS, WYOMING

APRIL 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 APRIL 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 APRIL 15, 2024

V. APPROVAL OF THE MINUTES FOR JANUARY 15, 2024

VI. ELECTION OF OFFICERS

VII. PLANNING AND ZONING MATTERS

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

VIII. CODE CONSIDERATIONS

IX. STAFF REPORT – CITY COUNCIL ACTION ON FORWARDED ITEMS

- 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.

X. DOUGLAS BLUEPRINT

ADJOURNMENT



Douglas Planning and Zoning Commission

January 15, 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
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 Velasquez moved to accept the agenda. Commissioner Bauman seconded the motion, and the motion was carried unanimously.

Minutes

Chairman Hancock introduced the minutes of the November 28, 2023, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Patterson seconded. The motion carried unanimously.

Election of Officers

Commissioner Velasquez nominated Jay Hancock as Chairman, Commissioner Renstrom seconded, and the motion was carried unanimously. Commissioner Velasquez nominated Scott Bauman as Vice Chairman, Commissioner Renstrom seconded, the motion passed unanimously.

Planning & Zoning Matters

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

Chairman Hancock opened the public hearing at 5:32 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff

recommendation was for approval. Applicant was not on hand, there were no public comments. Chairman Hancock closed the public hearing at 5:35pm. Commissioner Renstrom moved to recommend approval with staff recommendations, Commissioner Patterson seconded the motion, there was no discussion and Chairman Hancock called for the vote; the motion passed unanimously.

A. 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.

Chairman Hancock opened the public hearing at 5:36 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. Jana Ward representing Maverik, Inc. and Ben Weaver representing Stantec were on hand to answer questions. There were no public comments. Commissioner Bauman moved to recommend approval with staff recommendations, Commissioner Velasquez seconded the motion. Commissioner Renstrom questioned the plans for the existing Maverik store, and Ms. Ward informed the Commission that they will be closing it. Chairman Hancock called for the vote; the motion passed unanimously.

Code Considerations

Director Chaffin discussed an update to the code regarding a change in ADA requirements to the building code, an amendment is being done to reflect those changes in our code. An additional Ordinance in being presented to adopt the newest National Electrical Code.

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.

Director Chaffin reported that the City Council had voted to approve the development with staff recommendations. Staff are reviewing the plans and waiting on the building permit application from the owners.

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 1st Street West, Riverview, Lot 8, Block 2.

Director Chaffin reported that the City Council had voted to approve the rezone. A quitclaim deed will be forthcoming and then a minor plat amendment will be done.

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 5:45 p.m.

Chairman, Planning & Zoning Commission

Secretary, Planning & Zoning Commission

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

Proposed Wild Cards Minor Subdivision

CASE NUMBER: CCSUB 02-24

PREPARED BY: Heidi McCullough, Planning Technician

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

RECOMMENDATION: The Community Development staff recommends vacation and replat Part of the NE1/4 of the SW1/4: Section 34 Township 33 Range 71:, Converse County, Wyoming, into Lots 1 and 2 Wild Cards Subdivision, Converse County Wyoming with reservations as to the future development of the property given the absence of county zoning regulations.

VICINITY MAP:



OWNERS: Wild Cards LLC
P.O. Box 1482
Douglas, WY 82633

APPLICANT: Troy Casey
P.O. Box 1482
Douglas, WY 82633

PURPOSE: To create two reconfigured parcels.

LOCATION: The subject property is located at 221 State Highway 59 on the west side of the highway.

SIZE: Area: 4 Acres

ZONING: N/A

EXISTING LAND USE: Industrial

PROPOSED USE: Commercial.

RECOMMENDED LAND USE PER ADOPTED PLAN: N/A

PLAT DATA: Lot 1: 2.0 acres
Lot 2: 2.0 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 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, 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 Part of the NE1/4 of the SW1/4: Section 34 Township 33 Range 71:, Converse County, Wyoming, into Lots 1 and 2 Wild Cards Subdivision, Converse County Wyoming with reservations as to the future development of the property given the absence of county zoning regulations.

PLAT OF WILD CARDS MINOR SUBDIVISION

A SUBDIVISION IN CONVERSE COUNTY, WYOMING.
SITUATED IN THE NE1/4SW1/4 OF SECTION 34,
TOWNSHIP 33 NORTH, RANGE 71 WEST,
6TH P.M., CONVERSE COUNTY, WYOMING.

DEDICATION

THE UNDERSIGNED, TROY CASEY AND CASSIE CASEY, MANAGING MEMBERS OF WILD CARDS LLC, HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED LAND:

A PARCEL OF LAND BEING SITUATED IN AND BEING A PORTION OF THE NE1/4SW1/4 OF SECTION 34, TOWNSHIP 33 NORTH, RANGE 71 WEST, 6TH PRINCIPAL MERIDIAN, CONVERSE COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING AT A BARE #5 REBAR MARKING THE CENTER-QUARTER CORNER OF SAID SECTION 34; THENCE S41°19'39"W, 67.76 FEET TO A PK NAIL AND WASHER STAMPED PLS 17763 BEING THE SOUTHEAST CORNER OF SAID WILD CARDS MINOR SUBDIVISION AND BEING A POINT ON THE NORTHWESTERLY LINE OF WYOMING STATE HIGHWAY 59 AND THE POINT OF BEGINNING;

THENCE ALONG THE SOUTHEASTERLY LINE OF THE PARCEL BEING DESCRIBED AND THE NORTHWESTERLY LINE OF SAID WYOMING STATE HIGHWAY 59 S45°50'05"W, 417.52 FEET TO A #5 REBAR WITH AN ALUMINUM CAP STAMPED PLS 14558;

THENCE ALONG THE SOUTHWESTERLY LINE OF THE PARCEL BEING DESCRIBED N44°09'58"W, 417.24 FEET TO A #5 REBAR WITH AN ALUMINUM CAP STAMPED PLS 2097;

THENCE ALONG THE NORTHWESTERLY LINE OF THE PARCEL BEING DESCRIBED N45°49'06"E, 417.11 FEET TO A #5 REBAR WITH AN ALUMINUM CAP STAMPED PLS 14558;

THENCE ALONG THE NORTHEASTERLY LINE OF THE PARCEL BEING DESCRIBED S44°13'22"E, 417.35 FEET, MORE OR LESS, TO THE POINT OF BEGINNING

THE PARCEL OF LAND AS DESCRIBED ABOVE CONTAINS 4.00 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY RIGHT-OF-WAY AND/OR EASEMENTS, RESERVATIONS AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THE PLAT OF THESE LOTS AS THEY APPEAR ON THIS PLAT IS WITH FREE CONSENT, AND IN ACCORDANCE WITH THE DESIRES OF THE UNDER-SIGNED OWNERS AND PROPRIETORS, SAID PLAT IS LAID OUT AND SURVEYED AS "WILD CARDS MINOR SUBDIVISION", A SUBDIVISION IN CONVERSE COUNTY, WYOMING. THE OWNERS AND PROPRIETORS HEREBY GRANT TO THE PUBLIC AND PRIVATE UTILITY COMPANIES AN EASEMENT AND LICENSE TO LOCATE, CONSTRUCT, USE AND MAINTAIN CONDUITS, LINES, WIRES, AND PIPES, ANY OR ALL OF THEM, UNDER, OVER, ALONG, AND ACROSS THE AREAS DELINEATED AS UTILITY EASEMENT AS SHOWN ON THIS PLAT. THE OWNERS AND PROPRIETORS HEREBY GRANT TO THE OWNERS OF LOTS IN THE SUBDIVISION, TO THEIR GUEST AND INVITEES, AND TO AUTHORIZED PUBLIC VEHICLES, EQUIPMENT, PERSONNEL AND EMERGENCY SERVICES, A PERMANENT EASEMENT AND RIGHT-OF-WAY OVER AND ALONG STRIPS OF LAND MARKED "PRIVATE ROAD" AS SHOWN AND DELINEATED ON THIS PLAT.

EXECUTED THIS _____ DAY OF _____, 2024.

BY: _____
TROY CASEY, MANAGING MEMBER OF WILD CARDS LLC

BY: _____
CASSIE CASEY, MANAGING MEMBER OF WILD CARDS LLC
18 CROSS ROAD
DOUGLAS, WY 82633

STATE OF WYOMING)
) SS
COUNTY OF CONVERSE)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2024,
BY TROY CASEY MANAGING MEMBER OF WILD CARDS LLC.

WITNESS MY HAND AND OFFICIAL SEAL

NOTARY PUBLIC MY COMMISSION EXPIRES

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2024,
BY CASSIE CASEY MANAGING MEMBER OF WILD CARDS LLC.

WITNESS MY HAND AND OFFICIAL SEAL

NOTARY PUBLIC MY COMMISSION EXPIRES

APPROVALS

APPROVED BY THE CITY OF DOUGLAS, WYOMING THIS _____ DAY OF _____, 2024 .

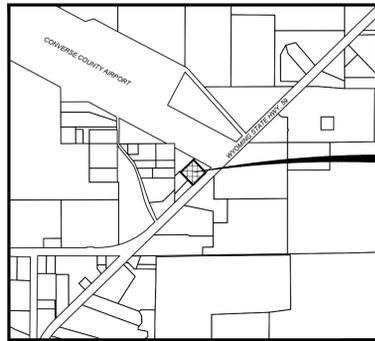
Mayor or Designated Representative Attest: City Clerk

APPROVED BY THE CONVERSE COUNTY PLANNING AND ZONING COMMISSION THIS _____ DAY OF _____, 2024.

Chairman of the Converse County Planning & Zoning Commission

APPROVED BY THE CONVERSE COUNTY BOARD OF COUNTY COMMISSIONERS THIS _____ DAY OF _____, 2024.

Chairman of the Board of County Commissioners Attest: County Clerk



VICINITY MAP
CONVERSE COUNTY, WYOMING
1" = 2000'

NOTES

- BEARINGS AND COORDINATES ARE BASED ON THE CITY OF DOUGLAS DATUM (WYOMING STATE PLANE COORDINATE SYSTEM, EAST ZONE, NAD83/86)
- ERROR IN CLOSURE EXCEEDS 1:168,608
- NO PUBLIC MAINTENANCE OF ROADS - CONVERSE COUNTY NOT RESPONSIBLE FOR MAINTENANCE OF SUBDIVISION ROADS.
- NO PROPOSED CENTRALIZED DOMESTIC WATER SOURCE
 - WATER AVAILABILITY AND QUALITY IS UNPROVEN FOR ALL LOTS. POTENTIAL BUYERS AND OWNERS ARE ADVISED TO HIRE A REPUTABLE WELL DRILLING CONTRACTOR AND CONSTRUCT/COMPLETE THEIR WELLS WITHIN GUIDELINES DESCRIBED IN THE STATE ENGINEER'S OFFICE "RULES AND REGULATIONS, PART III, WATER WELL MINIMUM CONSTRUCTION STANDARDS." AN APPROVED PERMIT FROM THE WYOMING STATE ENGINEER'S OFFICE SHALL BE OBTAINED PRIOR TO DRILLING A WATER WELL.
- NO PROPOSED PUBLIC SEWAGE DISPOSAL SYSTEM.
- THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.
- THIS SUBDIVISION IS WITHIN AN AREA THAT HAS OFFICIALLY BEEN DESIGNATED AS AN AIRPORT INFLUENCE AREA (AIA), WHICH AS SPECIFIC HEIGHT AND DENSITY RESTRICTIONS, AS OUTLINES IN APPENDIX V OF THE CONVERSE COUNTY, WYOMING SUBDIVISION REGULATIONS.
- PROPOSED LAND USE: COMMERCIAL.
- PER CONVERSE COUNTY SUBDIVISION REGULATIONS, CHAPTER 4, SECTION VII. THE SUBDIVIDER(S) ARE RESPONSIBLE FOR THE CONSTRUCTION OF PERIMETER FENCING.
- LOTS ARE NOT A PART OF A FIRE PROTECTION DISTRICT AND FIRE PROTECTION IS NOT OTHERWISE PROVIDED.
- UTILITY EASEMENTS ARE DEDICATED AS SHOWN AND DELINEATED HEREON.

CERTIFICATE OF SURVEYOR

STATE OF WYOMING)
) SS
COUNTY OF _____)

I, AARON L. MONEY, DO HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, AND THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF "WILD CARDS MINOR SUBDIVISION", A SUBDIVISION IN CONVERSE COUNTY, WYOMING, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, AND THAT THIS PLAT WAS MADE FROM AN ACCURATE FIELD SURVEY OF SAID PROPERTY CONDUCTED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT THE PHYSICAL AND MATHEMATICAL DETAILS SHOWN HEREON ARE CORRECT AT THE TIME OF SAID SURVEY.

STATE OF WYOMING)
) SS
COUNTY OF _____)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2024, BY AARON L. MONEY, P.L.S.

WITNESS MY HAND AND OFFICIAL SEAL

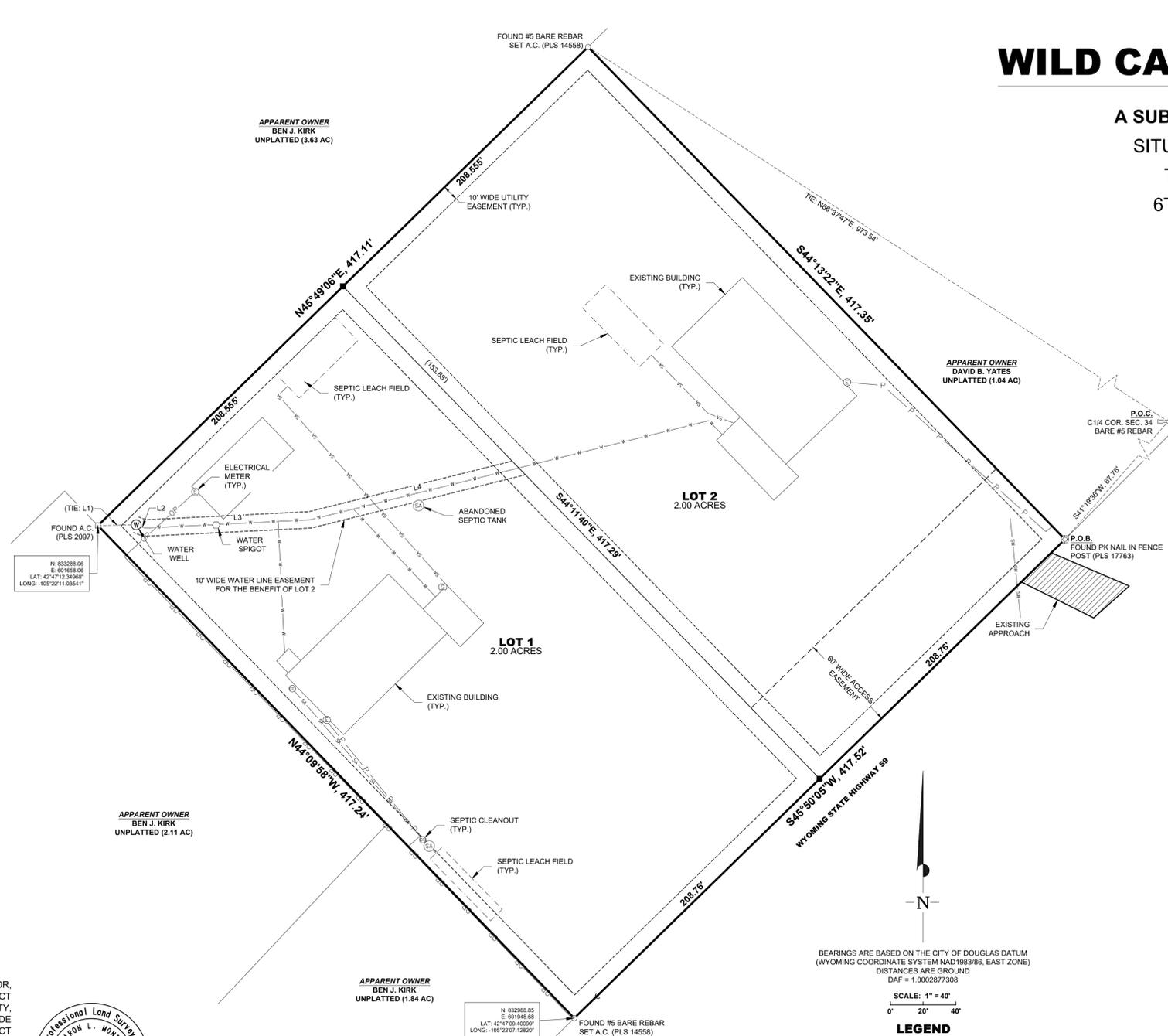
NOTARY PUBLIC MY COMMISSION EXPIRES



LAND SURVEY PROFESSIONALS LLC

110 West Angus Street 350 Big Horn Road, Ste. 200
Buffalo, WY 82834 Casper, Wyoming 82601
P: (307) 278-0100 P: (307) 337-1100

OWNER: WILD CARDS LLC
18 CROSS ROAD
DOUGLAS, WY 82633



Easement Line Table		
Line Number	Length	Direction
L2	5.83	S70°40'17"E
L3	100.79	N87°09'43"E
L4	131.20	N76°05'19"E
L1	23.31	S88°58'48"W

BEARINGS ARE BASED ON THE CITY OF DOUGLAS DATUM (WYOMING COORDINATE SYSTEM NAD1983/86, EAST ZONE)
DISTANCES ARE GROUND
DAF = 1.000287308

SCALE: 1" = 40'
20' 40'

LEGEND

- = SET ALUMINUM CAP (PLS 14558)
- = FOUND REBAR, SET ALUMINUM CAP (PLS 14558)
- = FOUND ALUMINUM CAP (PLS 2097)
- ⊙ = FOUND PK NAIL & WASHER (PLS 17763)
- ⊠ = FOUND QUARTER CORNER (AS NOTED)
- = SUBDIVISION BOUNDARY LINE
- = SUBDIVISION LOT LINES
- = ADJOINER PROPERTY LINE
- - - = UTILITY EASEMENT LINE (DEDICATED THIS PLAT)
- - - = ACCESS EASEMENT LINE (DEDICATED THIS PLAT)

RECORDED

STATE OF WYOMING)
) SS
COUNTY OF CONVERSE)

THIS INSTRUMENT WAS FILED FOR THE RECORD THIS _____ DAY OF _____, 2024, AT _____ O'CLOCK _____ M., AND DULY RECORDED IN CABINET _____ ON SLIDE _____.

FILE NO. _____ Register of Deeds

January 16, 2024

TO: Converse County Commissioners
Converse County Planning Commission

RE: Request Variance from 4-acre Lot Size Requirement

Dear Commissioners and Members of the Planning Commission,

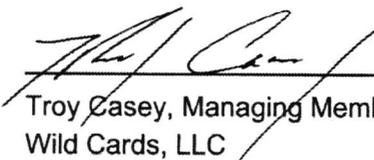
We are the owners of a 4-acre parcel of land on Highway 59, and we are to subdivide said parcel and split it into 2 lots. Therefore, we are submitting this letter to request a variance from the 4-acre, lot size requirement.

Currently the subject parcel has 2 separate buildings on the property, and each building is serviced by their own septic system. Our proposal would create a lot for each existing building.

The most appealing reason that we believe a variance is warranted is that all the adjacent parcels, which are all unplatted, are less than 4 acres and most are 2 acres or less. The creation of these 2 lots will conform in both size and density of the surrounding parcels, and with nearby IGO Subdivision in which the lots are less than 4 acres.

We respectfully ask that you consider a variance from this requirement.

Your Consideration is Most Appreciated,


Troy Casey, Managing Member 1-17-2024
Wild Cards, LLC Date