

**PLANNING AND ZONING COMMISSION MEETING  
DOUGLAS CITY HALL, DOUGLAS, WYOMING  
MAY 20, 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 MAY 28, 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 MAY 20, 2024**

**V. APPROVAL OF THE MINUTES FOR APRIL 15, 2024**

**VI. PLANNING AND ZONING MATTERS**

- A. CUP 01-24: Application by Let'er Buck Car Wash, LLC for an Electronic Message Display Sign at 1155 East Richards Street.

**VII. CODE CONSIDERATIONS**

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

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

**ADJOURNMENT**



## **Douglas Planning and Zoning Commission**

April 15, 2024

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 5:32 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

**Members Absent:** Becky Renstrom

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

### **Agenda**

Chairman Hancock introduced the agenda. Commissioner Patterson moved to accept the agenda after removing item VI. "Election of Officers" as it was done at the January meeting. Commissioner Velasquez seconded the motion, and the motion was carried unanimously.

### **Minutes**

Chairman Hancock introduced the minutes of the January 15, 2024, meeting. Commissioner Velasquez made a motion to accept the minutes. Commissioner Bauman 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 5:33 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 5:36pm. Commissioner Patterson moved to

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

### **Code Considerations**

Director Chaffin stated that there were no code considerations.

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

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

Director Chaffin reported that the City Council had voted to approve the Subdivision and it was forwarded to the County Commissioners for final approval.

#### **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.**

Director Chaffin reported that the City Council had voted to approve the development with staff recommendations. Staff are reviewing working with the applicant on plans and permitting. They have also been working with the applicant on a minor plat amendment to split the lot.

### **Douglas Blueprint**

- A.** Kelly Schroeder with Ayres Associates gave a presentation based on the takeaways from the previous community engagement and stakeholder meetings held in March. She presented the proposed plan as it is being created. She then led the commission in an activity to get their input on some of the basic concepts of the plan.

### **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 6:45 p.m.

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**Chairman, Planning & Zoning Commission**

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**Secretary, Planning & Zoning Commission**

**PLANNING & ZONING COMMISSION  
STAFF REPORT  
MAY 20, 2024**

**1155 EAST RICHARDS STREET  
ELECTRONIC MESSAGE DISPLAY SIGN – CONDITIONAL USE PERMIT**

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**CASE NUMBER:** CUP 001-24

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

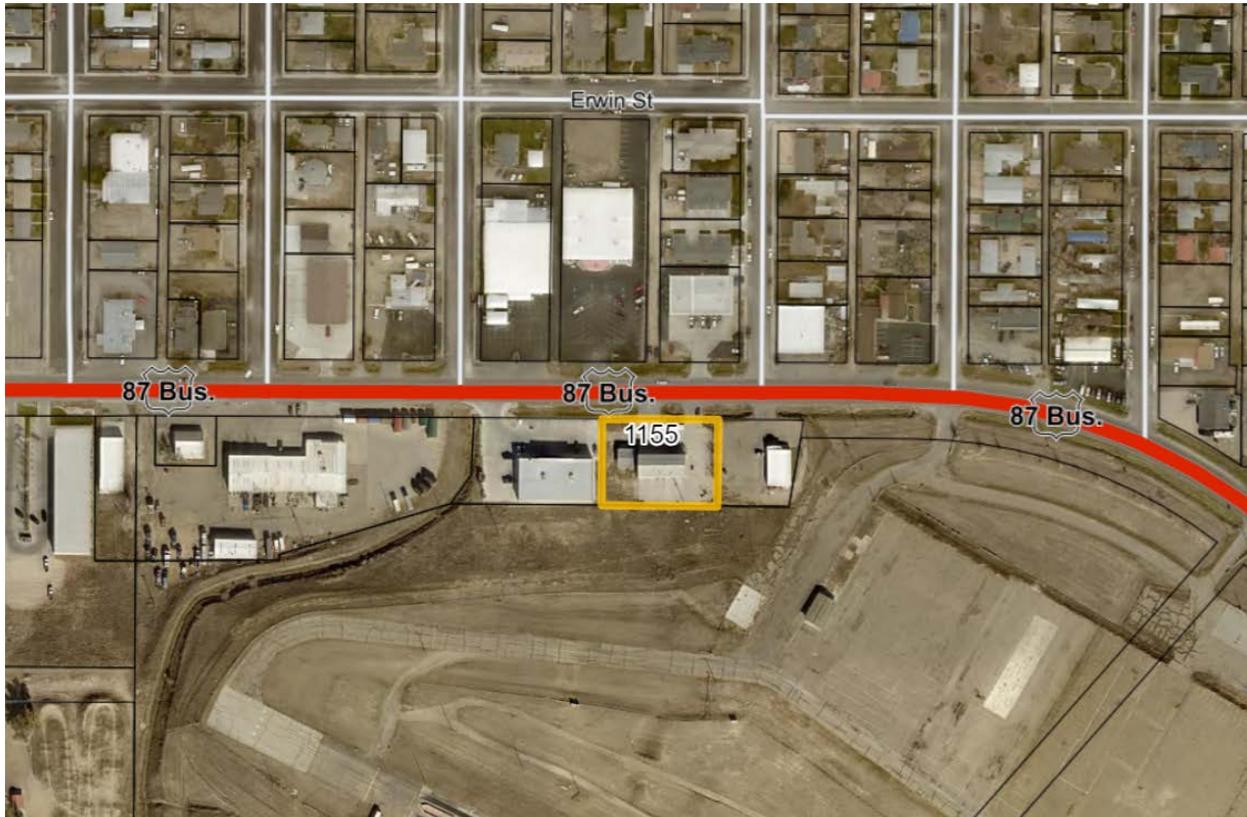
**MEETING DATES:** May 20, 2024 – Planning Commission  
May 28, 2024 – City Council

**REQUEST:** Conditional Use Permit, B-2 General Business 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 B-2 General Business zone at 1155 East Richards Street with staff recommendations.

**VICINITY MAP:**



**OWNER:** Let'er Buck Car Wash, LLC  
David Wills (Partner)  
21 Mountain Brook #4  
Sheridan, WY 82801

**APPLICANT:** Sign Products, Inc.  
Tom Gross  
1425 Monad Road  
Billings, MT 59101

**LOCATION:**

- (1) Legal Description: Old Airport Subdivision, Lot 2
- (2) General Location: The proposed site is located on the south side of East Richards Street between Jackson Street and South 11<sup>th</sup> Street.
- (3) Address: 1155 East Richards Street, Douglas, WY

**SIZE:** 0.69 Acres

**ZONING:** B-2 General Business



**ZONING DATA:** The property is currently zoned B-2 General Business Zoning District. 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:** Commercial

**PROPOSED USE:** Same

<b>SURROUNDING LAND USE:</b>	<b>ZONING</b>	<b>ANNEXATION STATUS</b>
<b>North:</b> Commercial Retail	B-2	City
<b>South:</b> Commercial Vacant	B-2	City
<b>East:</b> Commercial Retail	B-2	City
<b>West:</b> Commercial Retail	B-2	City

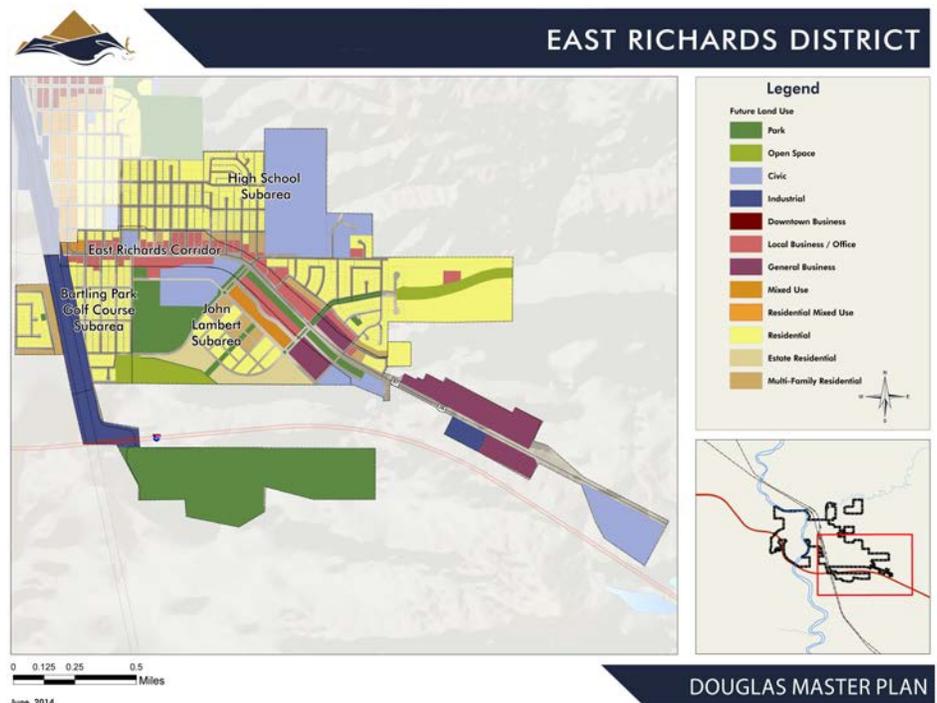
**DESCRIPTION OF SITE:** The property has been vacant recently, but in the past operated as a car wash and lube facility. There was previously an Electronic Message Display sign in this location.

**2014 MASTER PLAN:**

The property is designated as part of East Richards Corridor Subarea of the East Richards District.

Per the Master Plan, this area *“serves as the southern entryway to the Douglas. The area includes an eclectic mix of highway commercial, residential neighborhoods, civic uses, parks and large areas of vacant lands.”*

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



**FY2023 STRATEGIC DOING:** Electronic message signs, outside of City use, are not referenced in the FY2023 Strategic Doing as Key Performance Indicator (KPI).

**STAFF ANALYSIS:** The existing electronic message unit will be used and the sign on top will be refaced.

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 a B-2 General Business Zone is limited to a maximum area of four hundred (400) square feet, unless otherwise allowed by the City Council. The proposed sign is just under nineteen (19) square feet and the electronic message unit is approximately twenty-one (21) 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 northwest corner of the property on an existing nonconforming monument sign, providing good visibility to area pedestrian and vehicle traffic on East Richards.

The sign is not within the zone setbacks (10 feet from the property line); however, it is considered legally nonconforming as it predates the changes to the Municipal Code. The modification does not meet the definition of a “Substantial Alteration” and therefore can be approved.

**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 21 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.