

PLANNING AND ZONING COMMISSION MEETING

DOUGLAS CITY HALL, DOUGLAS, WYOMING

JUNE 17, 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 JUNE 24, 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 JUNE 17, 2024

V. APPROVAL OF THE MINUTES FOR MAY 20, 2024

VI. PLANNING AND ZONING MATTERS

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

VII. CODE CONSIDERATIONS

VIII. STAFF REPORT – CITY COUNCIL ACTION ON FORWARDED ITEMS

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

ADJOURNMENT



Douglas Planning and Zoning Commission

May 20, 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
Becky Renstrom

Members Absent: Scott Bauman

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 April 15, 2024, meeting. Commissioner Velazquez made a motion to accept the minutes. Commissioner Patterson seconded. The motion carried unanimously.

Planning & Zoning Matters

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.

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. 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 Renstrom 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 discussed an upcoming ordinance regarding some changes to the sign code, including restrictions on Electronic Message Display signage and pole signs.

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.

Director Chaffin reported that the City Council had voted to approve the subdivision with staff recommendations. The council has approached the County Commissioners about implementation of some zoning and regulations in the 1 mile radius of the city limits.

Adjournment

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Patterson and seconded by Commissioner Renstrom. With a unanimous vote Chairman Hancock adjourned the meeting at 5:43 p.m.

Chairman, Planning & Zoning Commission

Secretary, Planning & Zoning Commission

**PLANNING AND ZONING COMMISSION
STAFF REPORT
JUNE 17, 2024**

VACATION AND REPLAT OF FAIRVIEW, BLOCK 11, LOTS 26-30 INTO LOT 34

SUMMARY

CASE NUMBER: SUB 001-24

PREPARED BY: Heidi McCullough – Planning Technician

MEETING DATES: June 17, 2024 – Planning Commission
June 24, 2024 – City Council

REQUEST: Vacation and Replat of Fairview, Block 11, Lots 26-30 into Lot 34.

PURPOSE: Vacation and Replat the of property to allow for future development.

RECOMMENDATION: The Community Development Department recommends approval of the request to Vacation and Replat of Fairview, Block 11, Lots 26-30 into Lot 34.

VICINITY MAP:



OWNER: Unity Christian Fellowship
 1523 Erwin Street
 Douglas, WY 82633

LOCATION:

1. Legal Description: Fairview Addition, Block 11, Lots 26-30.
2. General Location: The subject parcels are located in the middle of the block, on the east side of Van Buren Street, between East Richards Street and Erwin Street.

SIZE: 0.36 acres

EXISTING LAND USE: Residential

SURROUNDING LAND USE:	ZONING	ANNEXATION STATUS
North: Residential	R-1/B-2	City
South: Commercial Office Space	B-2	City
East: Multi-Family Residential	R-3	City
West: Auto Repair Shop	B-2	City

CURRENT ZONING: B-2 General Business.



PLAT DATA: Fairview Addition, Block 11, Lots 26-30 are currently zoned B-2 General Business and designed to conform to the B-2 zoning designation. The revised plat is intended to allow for creation of a lot to allow development of an activity center for the church youth group.

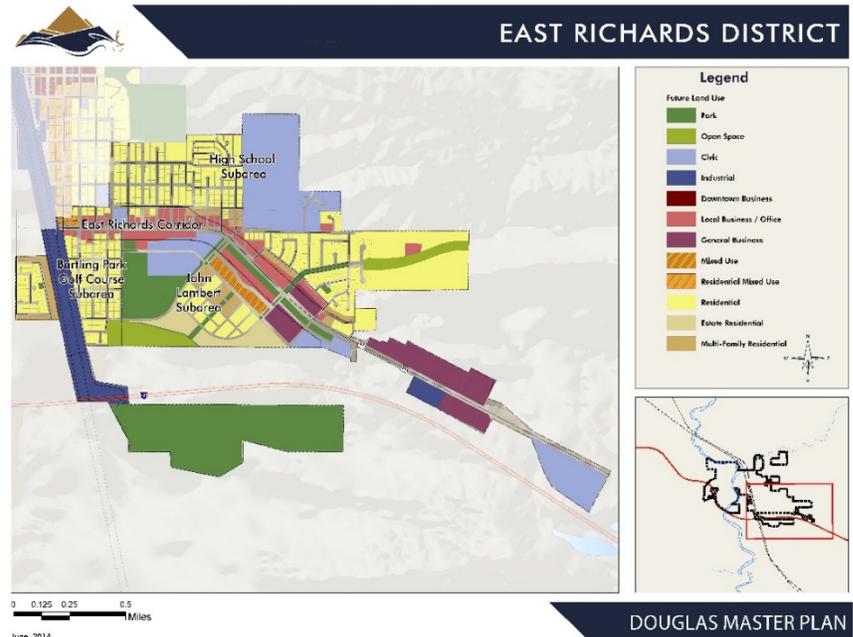
Any future use of this parcel will adhere to these standards and all applicable zoning regulations and standards and will remain compatible with the surrounding uses.

HISTORY: The subject property was originally annexed to the City of Douglas as part of the Fairview Addition in 1917 and was re-platted in 1917, 1920, and 1925. It has remained unchanged since the last replat.

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.”

Desired future character includes: “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 proposed Vacation and Replat is in alignment with the Douglas Master Plan.

FY2023 STRATEGIC DOING: Major Plat Amendments are not referenced in the FY2023 Strategic Doing as Key Performance Indicator (KPI).

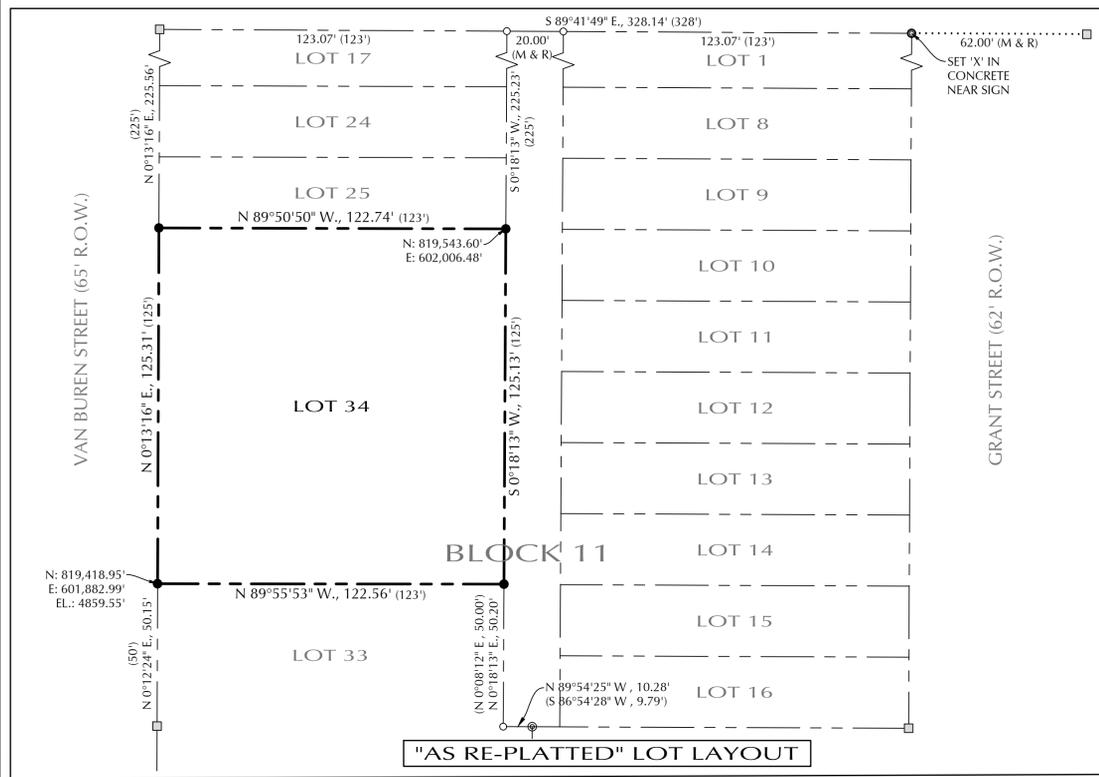
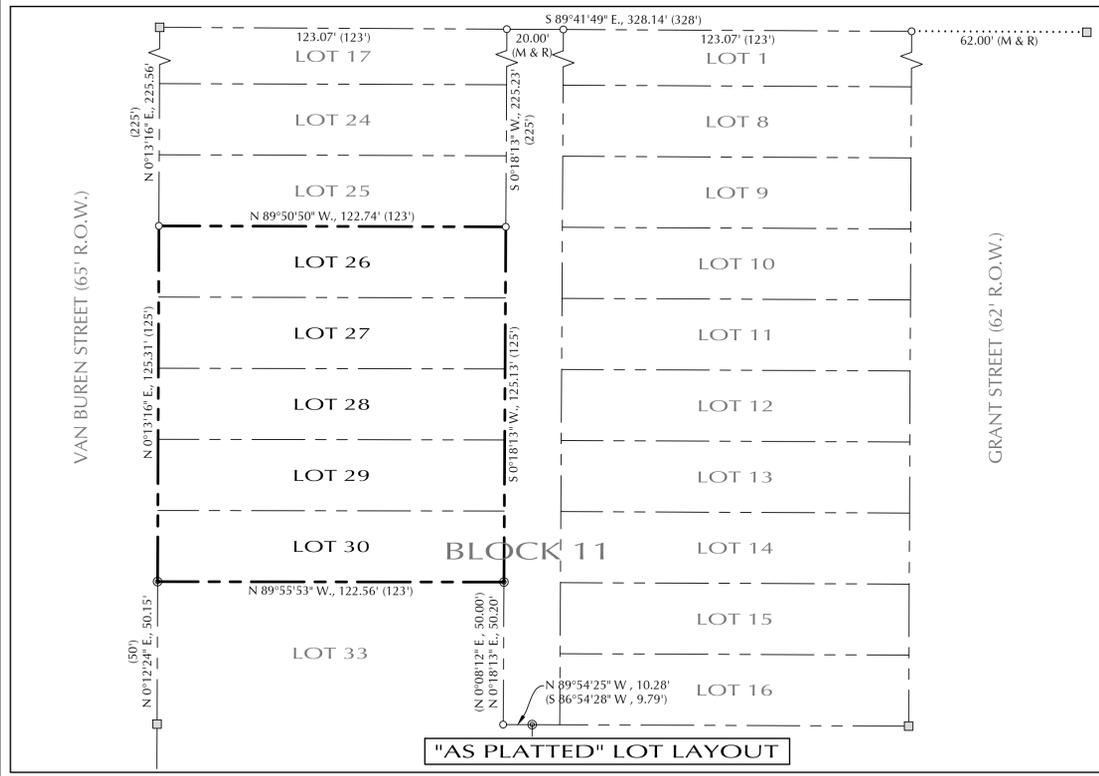
STAFF RECOMMENDATION: Staff recommends approval of the request to Vacate and Replat Fairview, Block 11, Lots 26-30 into Lot 34.



Prepared by Shane Surveying
P.O. BOX 50841 / Casper, WY 82605
PH: (307)251-7488

MAJOR FINAL PLAT AMENDMENT
LOT 34, BLOCK 11, FAIRVIEW ADDITION
IN THE CITY OF DOUGLAS
BEING A PORTION OF THE NE1/4 OF THE NE1/4 OF SECTION 16,
T. 32 N., R. 71 W., 6TH P.M., CONVERSE COUNTY, WYOMING

Drawn By: JLS
Checked By: JLS
Date: 6/3/2024
Rev. Date: NONE
Job No.: 14-24
SHEET: MINOR PLAT AMENDMENT



- NOTES**
- THIS PLAT HAS BEEN PREPARED AND SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF DOUGLAS UNIFIED LAND DEVELOPMENT CODE, CHAPTER 3.8, MINOR FINAL PLAT AMENDMENTS.
 - BASIS OF BEARING IS AN ASSUMED BEARING OF NORTH AS DETERMINED BY GPS(WGS84) AT 42°44'56.05919° N AND 105°22'07.10432° W. COORDINATES SHOWN ARE WYOMING STATE PLANE COORDINATES, EAST ZONE, NAD1983/11. THE CONVERGENCE ANGLE AT THE SW CORNER OF LOT 34, BLOCK 11, FAIRVIEW ADDITION IS -0°08'13" AND THE COMBINED FACTOR IS 0.999712571 BASED ON ELEV. OF 4859.6'.
 - ALL BEARING AND DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED AND THE DISTANCES ARE GROUND, U.S. SURVEY FOOT.
 - PUBLIC WATER AND SEWER WILL BE PROVIDED BY THE CITY OF DOUGLAS, WYOMING, BUT ALL IMPROVEMENTS TO PUBLIC OR PRIVATE UTILITIES ARE THE RESPONSIBILITY OF THE DEVELOPER.

VACATION AND REPLAT

THE UNDERSIGNED, UNITY CHRISTIAN FELLOWSHIP, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF LOTS 26-30, BLOCK 11, INCLUSIVE, SECOND REPLAT OF FAIRVIEW ADDITION TO THE TOWN OF DOUGLAS, BEING VACATED AND REPLATTED AS LOT 34, BLOCK 11, FAIRVIEW ADDITION TO THE CITY OF DOUGLAS, CONVERSE COUNTY, WYOMING.

UNITY CHRISTIAN FELLOWSHIP, A NON-PROFIT CORPORATION
1523 ERWIN ST.
DOUGLAS, WY 82633

SIGNED: RICHARD C. TRIPP - ELDER & TREASURER SIGNED: MATTHEW D. FOX - PRESIDENT

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY RICHARD C. TRIPP, ELDER & TREASURE, ON THIS ____ DAY OF _____, 2024.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____.

NOTARY PUBLIC

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MATTHEW D. FOX, PRESIDENT, ON THIS ____ DAY OF _____, 2024.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____.

NOTARY PUBLIC

APPROVALS

I DO HEREBY CERTIFY THAT THIS FINAL PLAT AMENDMENT HAS BEEN EXAMINED BY ME AND FOUND TO COMPLY WITH THE REGULATIONS OF THE CITY OF DOUGLAS, WYOMING, AND IS THEREFORE, APPROVED FOR RECORDING THIS ____ DAY OF _____, 2024.

CITY MANAGER ATTEST: _____
CITY CLERK

INSPECTED AND APPROVED BY THE DOUGLAS CITY ENGINEER THIS ____ DAY OF _____, 2024.

CITY ENGINEER

INSPECTED AND APPROVED BY THE DOUGLAS CITY COUNCIL THIS ____ DAY OF _____, 2024.

CITY COUNCIL

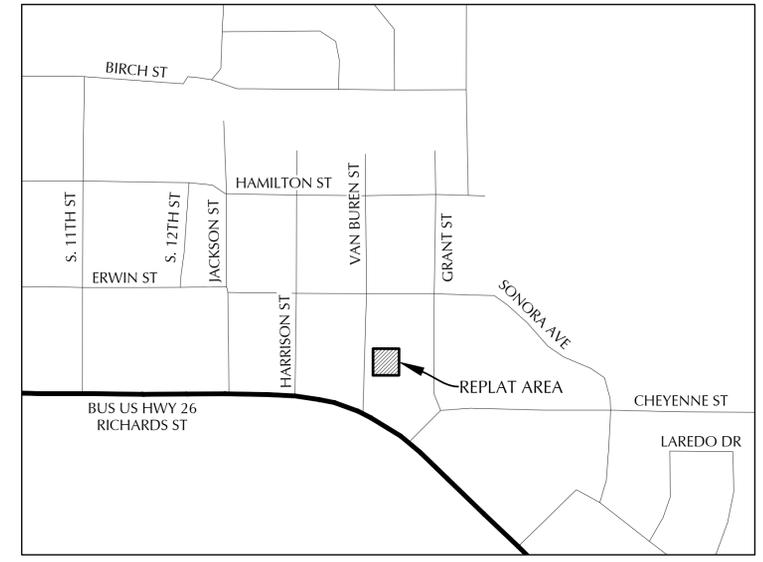
INSPECTED AND APPROVED BY THE CONVERSE COUNTY PLANNING AND ZONING THIS ____ DAY OF _____, 2024.

PLANNING AND ZONING

CONVERSE COUNTY CLERK'S CERTIFICATION

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

COUNTY CLERK AND EX-OFFICIO REGISTRAR OF DEEDS



VICINITY MAP
SCALE 1" = 400'

CERTIFICATE OF SURVEYOR
STATE OF WYOMING) SS
COUNTY OF CONVERSE)

I, JOSEPH L. SHANE, A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSE No. 16746, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION DURING APRIL, 2024, AND THAT THIS PLAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY.



THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY JOSEPH L. SHANE ON THIS ____ DAY OF _____, 2024.

WITNESS MY HAND AND OFFICIAL SEAL,
MY COMMISSION EXPIRES _____.

NOTARY PUBLIC

MAJOR FINAL PLAT AMENDMENT
A VACATION AND REPLAT OF
LOTS 26-30, BLOCK 11, INCLUSIVE,
SECOND REPLAT OF FAIRVIEW ADDITION
TOWN OF DOUGLAS, WYOMING
AS
LOT 34, BLOCK 11, FAIRVIEW ADDITION
IN THE CITY OF DOUGLAS
BEING A PORTION OF THE NE1/4 OF THE NE1/4 OF
SECTION 16, T. 32 N., R. 71 W., 6th P.M.,
CONVERSE COUNTY, WYOMING

PRELIMINARY