



## **Douglas Planning and Zoning Commission**

January 18, 2021

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 5:30 P.M. In response to the Chairman's request for roll call, the following were found present:

**Members Present:** Jay Hancock  
Robin Velasquez  
Becky Renstrom  
Blake Palmer

**Members Absent:** Carol Johnston

**City Staff Present:** Clara Chaffin, Community Development Director  
Sherri Mullinnix, Planning Technician  
Heidi McCullough, Planning Technician  
Gary Schwarz, IT Director

### **Agenda**

Chairman Hancock introduced the agenda. Commissioner Renstrom moved to accept the agenda. Commissioner Palmer seconded the motion, and the motion carried 4-0.

### **Minutes**

Chairman Hancock introduced the minutes of the December 21, 2020, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Velasquez seconded. The motion carried 4-0.

### **Planning & Zoning Matters**

**A. CUP 01-21: Application by Reliant Federal Credit Union for a Conditional Use Permit for an Electronic Message Display Sign at 239 S. 4<sup>th</sup> Street (Town of Douglas, Block 20, Lots 8, 9, and Part of 10) in an R-3 Limited Mixed Residential Zone**

Chairman Hancock opened the public hearing at 5:31. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Proposed project details were provided, including the applicant's request to increase the square footage of the sign from that normally allowed, which would require Council approval. Staff recommendation was for approval with the increase in size. There being no applicant in attendance or public comment, Chairman Hancock closed the public hearing at 5:35 and called for a motion. Commissioner Renstrom moved to recommend approval to the City Council with staff recommendations and Commissioner Velasquez seconded the motion. With no further discussion, the motion passed 4-0.

**B. CUP 02-21: Application by the Converse County Board of Commissioners for a Conditional Use Permit to operate a Boarding House at 1105 South 5<sup>th</sup> Street (Fairview Addition, Block 50, Lots 26, 27, and Part of 28) in a MH-1 Single Residence Manufactured Home Zone**

Chairman Hancock opened the public hearing at 5:37. Director Chaffin reviewed the location, zoning data, existing and proposed land uses, surrounding land uses, property description and history, and compliance with the Douglas Master Plan. Staff recommended approval under the condition that the permit was specific to the applicant and property. There being no applicant in attendance, Chairman Hancock called for public comment. Adjacent property owner, Helen Romero, inquired as to ownership and potential lease agreements. Director Chaffin offered to provide her with further information prior to the Council's consideration. There being no additional public comment, Chairman Hancock closed the hearing at 5:46 and called for a motion. Commissioner Palmer moved to recommend approval to the City Council with staff recommendation and Commissioner Velasquez seconded the motion. With no further discussion, the motion passed 4-0

**C. DEV 01-21: Application by the Converse County Board of Commissioners for a Type B Development for an Expansion of the Converse County Joint Justice Center at 1201 Mesa Drive (John Lambert Subdivision #2, Tract 5) in a B-2 General Business Zone.**

Chairman Hancock opened the public hearing at 5:47. Director Chaffin reviewed the location, zoning data, surrounding land uses, history, compliance with the Douglas Master Plan, project details, and reviewing agencies comments. Staff recommended approval. Shawn Gustafson of ECS Engineering spoke as to the proposed uses, representing the applicant. There being no public comment, Chairman Hancock closed the hearing at 5:54 and called for a motion. Commissioner Renstrom moved to recommend approval to the City Council and Commissioner Palmer seconded the motion. With no further discussion, the motion passed 4-0.

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

**A. DEV 03-20: Application by Douglas DG, LLC for a Type B Development of a Retail Store at 1105 East Richards Street (Old Airport Subdivision No.1, Lot 3) in a B-2 General Business Zone**

At the Chairman's request, Director Chaffin reported that the item from the December 21, 2020 meeting had been approved by the City Council as recommended by the Commission.

### **Other Business**

#### **A. Election of Chairman and Vice Chairman**

Commissioner Renstrom moved to reappoint Commissioner Hancock as Chairman and Commissioner Velasquez seconded the motion. The motion passed 3-0, Commissioner Hancock abstaining. Commissioner Renstrom moved to appoint Commissioner Palmer as Vice Chairman and Commissioner Velasquez seconded the motion. The motion passed 3-0, Commissioner Palmer abstaining.

### **Adjournment**

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Velasquez and seconded by Commissioner Palmer. With a unanimous vote of 4-0, Chairman Hancock adjourned the meeting at 5:57.

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**Chairman, Planning and Zoning Commission**

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**Planning Commission, Secretary**