



Douglas Planning and Zoning Commission

August 21, 2023

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
Scott Bauman
Dave Patterson

Members Absent: none

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

Agenda

Chairman Hancock introduced the agenda. Commissioner Velasques moved to accept the agenda. Commissioner Renstrom seconded the motion, and the motion was carried unanimously.

Minutes

Chairman Hancock introduced the minutes of the July 17, 2023, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Bauman seconded. The motion carried unanimously.

Planning & Zoning Matters

- A. CUP 06-23: Application by Michael Gillio to operate a Short-Term Rental in an R-2 Medium Residential Zone at 201 Monterey Way, Sandford Addition, Block 3, Lot 11.**

Chairman Hancock opened the public hearing at 5:31 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 on hand to answer questions, there were no public comments. Chairman Hancock closed the public hearing at 5:34pm. Commissioner Renstrom moved to recommend approval with staff recommendations, Commissioner Patterson seconded the motion, the commission had no questions or comments. Chairman Hancock called for the vote; the motion passed unanimously.

B. CUP 07-23: Application by Douglas Seat Covers LLC for a Conditional Use Permit to install an Electronic Message Display sign in a B-2 General Business Zone at 830 E. Richards Street, Pleasantview Addition, Block 12, Lots 5-8 INC.

Chairman Hancock opened the public hearing at 5:35 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 Dimitrios Dowes was on hand to answer questions, and verified that all the staff recommendations and code requirements would be met. They are also willing to participate in the community information project to coordinate information on all electronic message boards in town. There were no public comments. Commissioner Bauman moved to recommend approval with staff recommendations, Commissioner Velasquez seconded the motion, The Commissioner expressed concern about the number of electronic signs in town, but liked the idea of being able to use them as a coordinated effort to inform the public. Chairman Hancock called for the vote; the motion passed unanimously.

C. CUP 08-23: Application by the City of Douglas for a Conditional Use Permit to install two (2) Electronic Message Display signs in a CB-1 Central Business Zone at 101 N. 4th Street, Original Town of Douglas, Block 10, Lots 8-10 INC.

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. Clara Chaffin was on hand to answer questions. There were no public comments. Commissioner Patterson moved to recommend approval with staff recommendations, Commissioner Velasquez seconded the motion, The commission had no questions or comments. Chairman Hancock called for the vote; the motion passed unanimously.

D. CUP 09-23: Application by Lightning Creek Enterprises LLC to operate a Short-Term Rental in an R-1 Neighborhood Zone at 320 S. 5th Street, Original Town of Douglas, Block 26, Lot 4.

Chairman Hancock opened the public hearing at 5:50 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. Brian Boner was on hand to answer questions, and addressed the concerns that had been reported to staff. He said that they had the property inspected before the purchase, and it was found to be structurally sound and in good shape. They are in the process of landscaping and are xeriscaping the back yard. They also talked to the surrounding property owners when they purchased the property to try to be good neighbors. There were no public comments. Commissioner Bauman moved to recommend approval with staff recommendations, Commissioner Velasquez seconded the

motion, The commission had no questions or comments. Chairman Hancock called for the vote; the motion passed unanimously.

E. SUB 01-23: Application by Twin Buttes Ministries for a Major Plat Amendment to replat Original Town of Douglas, Block 28, Lots 5,6,7,8,9,10 into Lots 15,16,17.

Chairman Hancock opened the public hearing at 5:57 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. Brett Reese was on hand to answer questions, and wanted the commission to know that the event center would continue to operate as such and would be available for events. There were no public comments. Commissioner Renstrom moved to recommend approval with staff recommendations, Commissioner Patterson seconded the motion, The commission had no questions or comments. Chairman Hancock called for the vote; the motion passed unanimously.

F. ZON 01-23: Application by Twin Buttes Ministries to Rezone Original Town of Douglas, Block 28, Lots 15 & 16 from R-3 Limited Mixed Residential Zone to R-1 Neighborhood Residential Zone.

Chairman Hancock opened the public hearing at 6:02 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. Brett Reese was on hand to answer questions. There were no public comments. Commissioner Renstrom moved to recommend approval with staff recommendations, Commissioner Bauman seconded the motion, Commissioner Renstrom commented that she hoped any development of the lots would take into consideration the mature trees on the site. Chairman Hancock called for the vote; the motion passed unanimously.

Code Considerations

Director Chaffin discussed an Ordinance establishing an historic residential district, and an Ordinance specifying curb colors and their meaning.

Staff Report – City Council Action on Forwarded Items

A. CUP 04-23: Application by Marissa Beard for a Conditional Use Permit for a Preschool in an R-1 Neighborhood Residential Zone at 302 S. 5th Street, Original Town of Douglas, Block 26, Lots 1 & 2.

Director Chaffin reported that the application was approved by Council at their meeting on July 24, 2023.

B. CUP 05-23: Application by Douglas Christian Academy for a Conditional Use Permit for a Private School in an R-1 Neighborhood Residential Zone at 1424 Griffith Way, Pt of Boardman-Roark Addition.

Director Chaffin reported that the application was approved by Council at their meeting on July 24, 2023.

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 Renstrom. With a unanimous vote Chairman Hancock adjourned the meeting at 6:10 p.m.

Chairman, Planning & Zoning Commission

Secretary, Planning & Zoning Commission