



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 is 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