



Douglas Planning and Zoning Commission

January 17, 2022

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. 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

Members Absent: Blake Palmer

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

Agenda

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

Minutes

Chairman Hancock introduced the minutes of the October 18, 2021, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Velasquez seconded. The motion carried 4-0.

Planning & Zoning Matters

A. Dev 02-21: Application by The Douglas Volunteer Fire Department for a Type B Development for a Fire Training Facility at 450 Robin Lane (Wastewater Treatment Plant Subdivision) in an I-Industrial Zone.

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. Director Chaffin

outlined comments submitted by the City Engineer and Public Works concerning issues with security, parking, landscaping, road maintenance, septic, and the training tower retention pond interfering with the flood zone and wastewater treatment plant. Staff recommendation was for approval with conditions that all issues be addressed and resolved before a building permit would be issued, and an agreement signed with the City before a building permit would be issued. Fire Chief Rick Andrews and Kerry Shatto were present to represent the applicant. Ron McNare was available as the contractor for questions. Chief Andrews commented on security and road issues. Public Works Director Harbarger was in attendance and approved solutions to the security issue with agreeing to provide the Fire Department with remotes to access the property after hours. Director Harbarger also agree to shared maintenance of the road, but any damage caused by the Fire Department or participants at the training center would be the responsibility of the Fire Department. The City will draw up an agreement with the Fire Department. The retention pond will be reduced in size to not interfere with the flood zone and monitoring wells and the north edge of the retention should be moved fifty feet south at a minimum. McNare spoke to the other issues. Parking spaces will be reduced in order to meet code requiring only two ADA spaces. The proposed septic system will be replaced with a lift station that will connect to the wastewater treatment plant. Landscaping issues were not resolved, the Fire Department is requesting an alternate landscape plan and will present it to City Council. There were no public comments. Commissioner Renstrom questioned impact on wildlife as the training facility will be located on the North Platte River, specifically the eagle nests located in the immediate area. Chief Andrews stated that they consulted with Wyoming Game and Fish to assure that there would be minimal impact on all wildlife in the area. Chairman Hancock asked for information regarding outside organizations using the facility for training, like the fire rescue crews from local coal mines. Chief Andrews informed him that opening the facility to many organizations is one of the goals, and they hope to offer unique training that in not currently available in other places in order to bring people in from other communities and states. Chairman Hancock closed the public hearing at 5:55 P.M. and called for a motion. Commissioner Renstrom moved to recommend approval to the City Council with staff recommendations. Commissioner Velasquez seconded the motion. The motion passed 4-0.

Staff Report - City Council Action on Forwarded Items

A. CUP 007-21: Application by First United Methodist Church for a Conditional Use Permit to install an Electronic Message Display sign at 136 S. 5th Street (Original Town of Douglas, Block 17, Lots 5-7 Inclusive) in a CB-1 Downtown Business Zone.

At the Chairman's request, Director Chaffin reported that the item from the October 18, 2021, meeting had been approved by the City Council as recommended by the Commission and has since be constructed.

B. ZON 004-21: Application by James and Doris Menter to rezone the property at 337 1st Street West (Original Town of Douglas, Part of Outlot C) from I Industrial Zone to R-2 Medium Density Residential Zone.

At the Chairman's request, Director Chaffin reported that the item from the October 18, 2021, meeting had been approved by the City Council as recommended by the Commission and has since been able to be sold.

Other Business

A. Election of Chairman and Vice Chairman

Chairman Hancock called for nominations, Commissioner Velasquez moved to nominate Chairman Hancock as Chair, and Commissioner Palmer as Vice Chair, Commissioner Renstrom seconded both nominations. Chairman Hancock called for a vote for Chair. The motion carried 4-0. Chairman Hancock called for a vote on Vice Chair, the motion carried 4-0.

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 of 4-0, Chairman Hancock adjourned the meeting at 5:58 P.M.

Chairman, Planning and Zoning Commission

Planning Commission, Secretary