

PLANNING AND ZONING COMMISSION MEETING
DOUGLAS CITY HALL, DOUGLAS, WYOMING
SEPTEMBER 18, 2023

REGULAR MEETING – 5:30 P.M.

PLANNING AND ZONING COMMISSION MEETINGS ARE RECORDED AND BROADCAST LIVE ON CABLE CHANNEL 61.

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 SEPTEMBER 18, 2023. 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 SEPTEMBER 18, 2023

V. APPROVAL OF THE MINUTES FOR AUGUST 21, 2023

VI. PLANNING AND ZONING MATTERS

A. SUB 02-23: Application by First National Bank for a Major Plat Amendment to vacate and replat Original Town of Douglas, Block 63, Part of Lots 1-7 Inclusive into Lot 15.

B. SUB 03-23: Application by Jefferies Management Company for a Major Plat Amendment to vacate and replat La Mar Subdivision, Block 2, Lots 27-32 into Lots 55 & 56.

VII. TABLED ITEMS

A. No action

VIII. CODE CONSIDERATIONS

IX. STAFF REPORT – CITY COUNCIL ACTION ON FORWARDED ITEMS

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.

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.

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.

- 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.
- 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.
- 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.

ADJOURNMENT



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

**PLANNING AND ZONING COMMISSION
STAFF REPORT
SEPTEMBER 18, 2023**

**VACATION AND REPLAT OF ORIGINAL TOWN OF DOUGLAS, BLOCK 63, PART
OF LOTS 1-7 INCLUSIVE INTO LOT 15**

SUMMARY

CASE NUMBER: SUB 002-23

PREPARED BY: Heidi McCullough – Planning Technician

MEETING DATES: September 18, 2023 – Planning Commission
September 25, 2023 – City Council

REQUEST: Replat Original Town of Douglas, Block 63, Part of Lots 1-7 Inclusive into Lot 15

PURPOSE: Vacation and Replat the property into a lot to allow for future development.

RECOMMENDATION: The Community Development Department recommends approval of the request to Vacate and Replat Original Town of Douglas, Block 63, Part of Lots 1-7 Inclusive into Lot 15.

VICINITY MAP:



OWNER: First National Bank of Wyoming
1510 E. Richards Street
Douglas, WY 82633

LOCATION:

1. Legal Description: Original Town of Douglas, Block 63, Part of Lots 1-7.
2. General Location: The subject parcels are located on the Northwest corner of Richards Street and South Fourth Street.

SIZE: 1.60 Acres.

EXISTING LAND USE: Apartments and an event center.

SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Office Building	B-1	City
South:	Church	B-1	City
East:	Commercial	B-1	City
West:	Railroad	NA	City

CURRENT ZONING: R-3 Limited Mixed Residential.



PLAT DATA: Original Town of Douglas, Block 63, Part of Lots 1-7 are currently zoned B-1 Local Business and designed to conform to the B-1 zoning designation. The revised plat is intended to allow for creation of a lot to allow development.

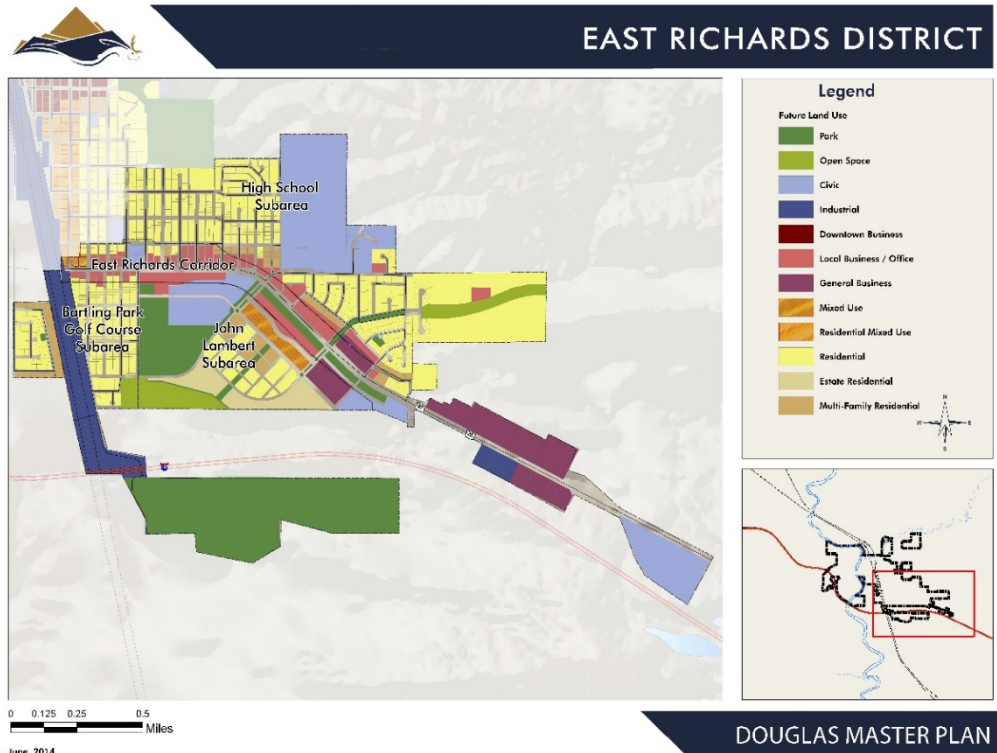
Any future use of this parcel will adhere to these standards and all applicable zoning regulations and standards and will remain compatible with the surrounding uses.

HISTORY: The subject property was originally platted in 1886 as the Hamilton Addition to the Original Town of Douglas. There was a vacation and replat changing the layout of the streets to be contiguous with the existing streets. In 1917 an ordinance was passed to change the numbering of the lots and blocks.

2014 DOUGLAS MASTER PLAN:

The Douglas Master Plan designates this property's location as being in the East Richards Corridor Subarea of the East Richards

"The East Richards 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."



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 Original Town of Douglas, Block 63, Part of Lots 1-7 Inclusive into Lot 15.

**PLANNING AND ZONING COMMISSION
STAFF REPORT
SEPTEMBER 18, 2023**

**VACATION AND REPLAT OF LA MAR SUBDIVISION, BLOCK 2, LOTS 27-32 INTO
LA MAR SUBDIVISION, BLOCK 2 LOTS 55, 56**

SUMMARY

CASE NUMBER: SUB 003-23

PREPARED BY: Heidi McCullough – Planning Technician

MEETING DATES: September 18, 2023 – Planning Commission
September 25, 2023 – City Council

REQUEST: Vacation and Replat of La Mar Subdivision, Block 2, Lots 27-32 into La Mar Subdivision, Block 2 Lots 55 & 56.

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

RECOMMENDATION: The Community Development Department recommends approval of the request to Vacation and Replat of La Mar Subdivision, Block 2, Lots 27-32 into La Mar Subdivision, Block 2 Lots 55 & 56.

VICINITY MAP:



APPLICANT:	Jefferies Management Co. 1107 Boxelder Gillette, WY 82718	OWNER:	Coffee Grounds 1103 W. Yellowstone HWY Douglas, WY 82633
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LOCATION:

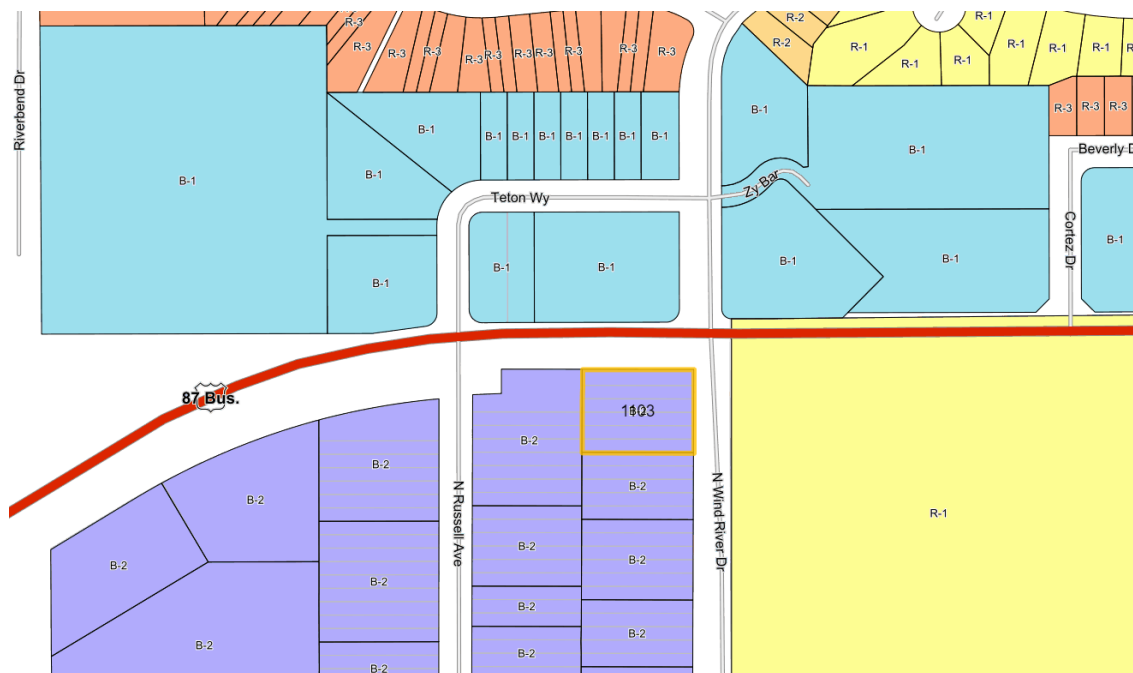
1. Legal Description: La Mar Subdivision, Block 2, Lots 27-32
2. General Location: The subject parcels are located on the Southwest corner of West Yellowstone Highway and North Wind River Drive.

SIZE: 0.74 Acres

EXISTING LAND USE: Vacant Commercial Building.

SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Gas Station	B-1	City
South:	Auto Repair Garage	B-2	City
East:	School	R-1	City
West:	Restaurant	B-2	City

CURRENT ZONING: R-3 Limited Mixed Residential.



PLAT DATA: La Mar Subdivision, Block 2, Lots 27-32 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 lots to allow development.

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 West Douglas Addition in 1947 and was platted in 1977 as the La Mar Subdivision. It has remained unchanged since that time.

2014 DOUGLAS

MASTER PLAN: The Douglas Master Plan designates this property's location as being in the Yellowstone Corridor Subarea of the West Yellowstone District. *"The West Yellowstone area consists primarily of large neighborhoods, retail, hotels, and businesses. The area includes the West Yellowstone Highway, one of the primary gateways into Downtown."*

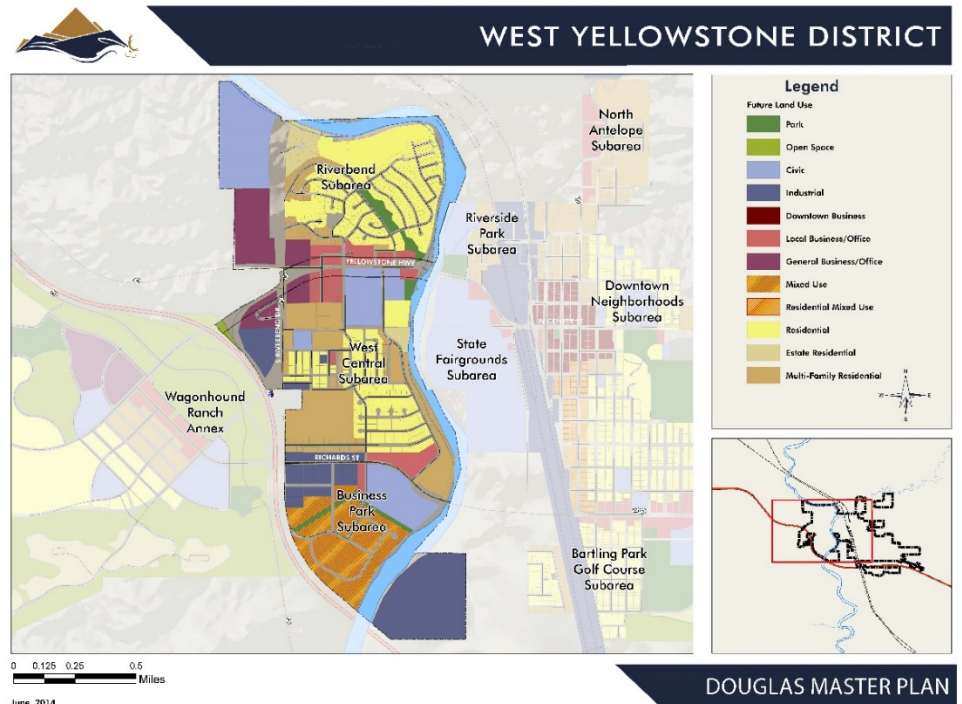
Desired future character includes:

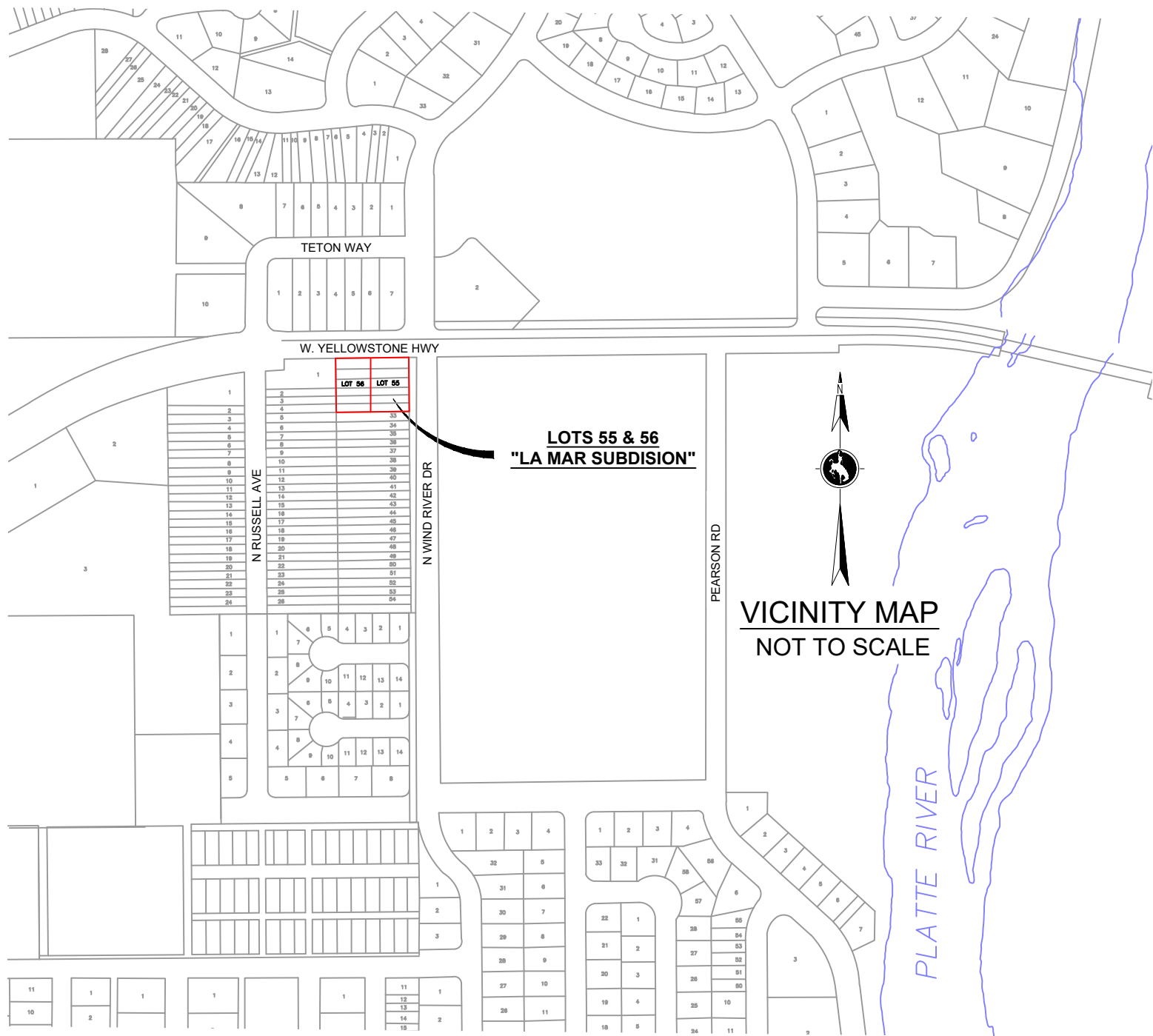
"Retail commercial activities in this area can target both the needs and preferences of visitors staying at nearby accommodations and tourists at large events (e.g. State Fair), as well as Douglas residents living in adjoining residential subdivisions in northwest Douglas."

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 La Mar Subdivision, Block 2, Lots 27-32 into Lots 55, 56.





MINOR FINAL PLAT AMENDMENT
A VACATION AND REPLAT OF LOTS 27-32, BLOCK 2
LA MAR SUBDIVISION WEST DOUGLAS ADDITION
AS
LOTS 55 AND 56, BLOCK 2, LA MAR SUBDIVISION WEST DOUGLAS ADDITION
AN ADDITION IN THE CITY OF DOUGLAS,
BEING A PORTION OF THE SW1/4NW1/4, SECTION 8, T.32N., R.71W., 6TH P.M., CONVERSE COUNTY, WYOMING

VACATION AND REPLAT

THE UNDERSIGNED, KENT JEFFERIES OWNER OF COFFEE GROUNDS, LLC, DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF LOTS 27-32, BLOCK 2, LA MAR SUBDIVISION WEST DOUGLAS ADDITION TO THE TOWN OF DOUGLAS, CONVERSE COUNTY, WYOMING, BEING VACATED AND RE-PLATTED AS LOTS 55 AND 56, BLOCK 2, LA MAR SUBDIVISION WEST DOUGLAS ADDITION TO THE CITY OF DOUGLAS, CONVERSE COUNTY, WYOMING. AS SHOWN ON THIS PLAT.

COFFEE GROUNDS, LLC
1107 BOXELDER
GILLETTE, WY 82718

EXECUTED THIS _____ DAY OF _____, 2023.

BY: _____
KENT JEFFERIES - OWNER OF COFFEE GROUNDS, LLC

STATE OF WYOMING)
COUNTY OF CONVERSE)

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2023, BY KENT JEFFERIES -OWNER OF COFFEE GROUNDS, LLC

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC MY COMMISSION EXPIRES

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 _____, 2023.

CITY ADMINISTRATOR ATTEST: _____
CITY CLERK

INSPECTED AND APPROVED BY THE DOUGLAS CITY ENGINEER THIS _____ DAY OF _____, 2023

CITY ENGINEER

CONVERSE COUNTY CLERK'S CERTIFICATION

THIS INSTRUMENT WAS FILED FOR RECORD THIS _____ DAY OF _____, 2023, AT _____ M

COUNTY CLERK AND EX-OFFICIO REGISTRAR OF DEEDS

CERTIFICATE OF SURVEYOR

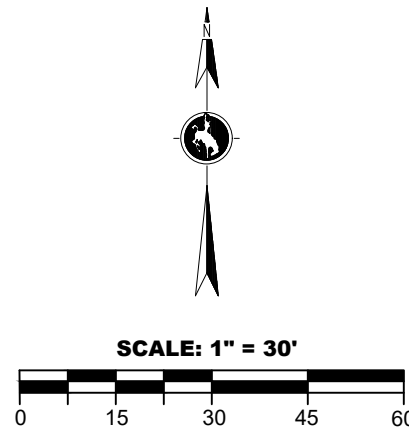
I, STEVEN J. GRANGER, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, REGISTERED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS PLAT IS A TRUE, CORRECT AND COMPLETE PLAT AS LAID OUT, DEDICATED AND SHOWN HEREON, AND THAT THIS PLAT WAS MADE FROM NOTES DURING AN ACTUAL SURVEY MADE BY ME OR OTHERS UNDER MY DIRECT SUPERVISION DURING THE MONTH OF AUGUST, 2023 AND THAT THE PHYSICAL AND MATHEMATICAL DETAILS SHOWN HEREON ARE CORRECT AT THE TIME OF SAID SURVEY.

STATE OF WYOMING)
COUNTY OF NATRONA)

THIS THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2023, BY STEVEN J. GRANGER.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC MY COMMISSION EXPIRES



LEGEND

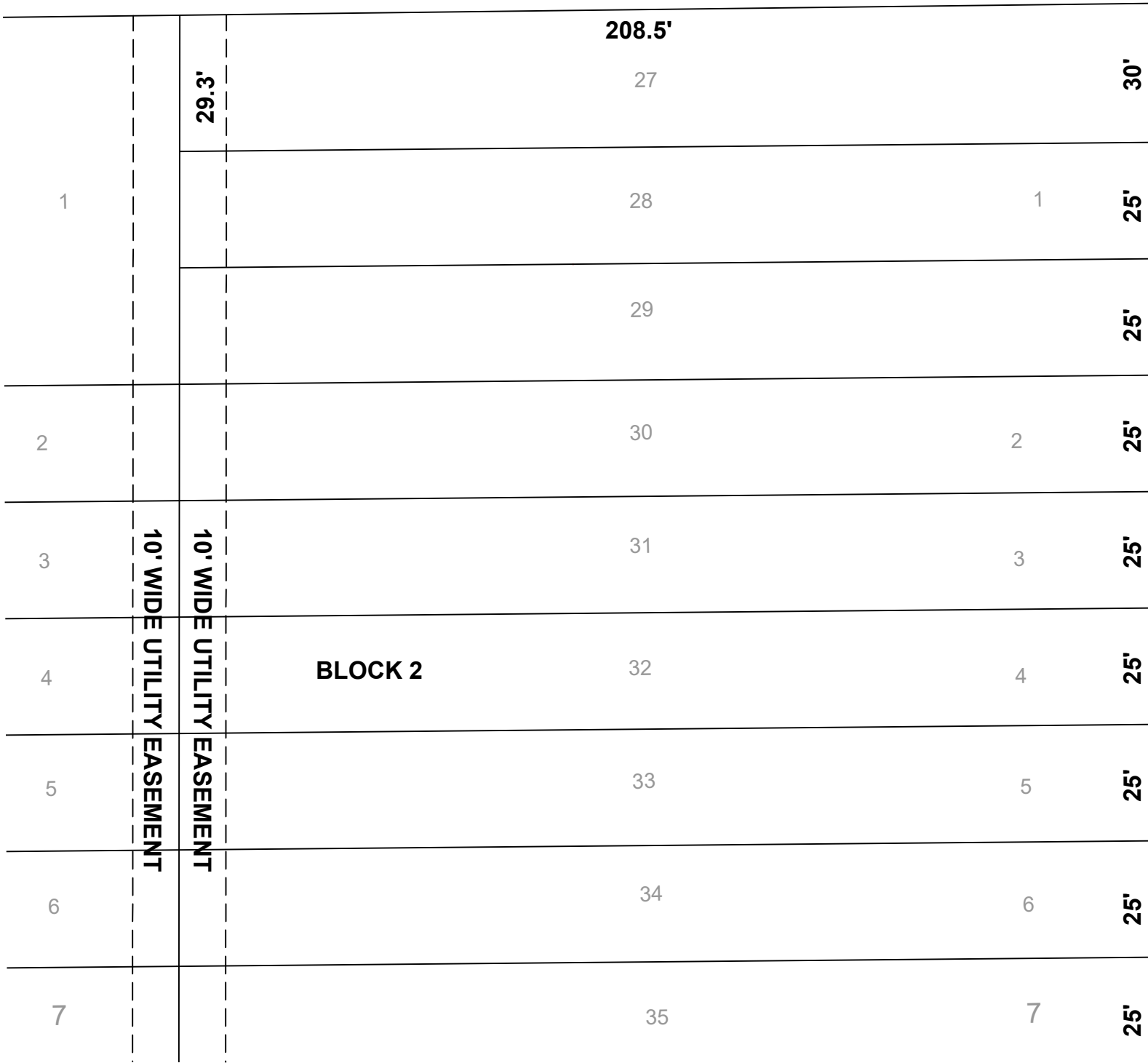
- RECOVERED ALUMINUM CAP
- SET 5/8" REBAR WITH ALUMINUM CAP
- PROPERTY BOUNDARY
- ADJOINING PROPERTY LINE
- EASEMENT LINE
- (535.2') RECORD DATA
- 532.5' MEASURED DATA

NOTES

- PLAT CLOSURE RATIO EXCEEDS: 1:168,860
- BASIS OF BEARINGS: NAD83/86 STATE PLANE, WYOMING EAST ZONE(4902), US SURVEY FEET - GROUND. (CITY OF DOUGLAS CONTROL NETWORK)
- 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.
- 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.

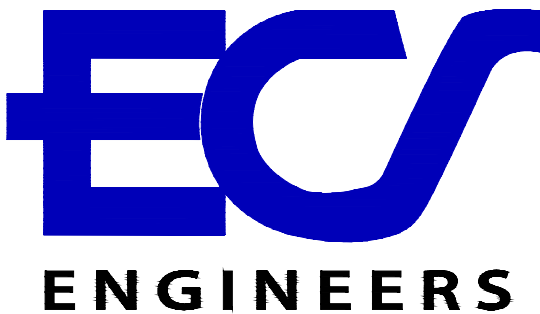
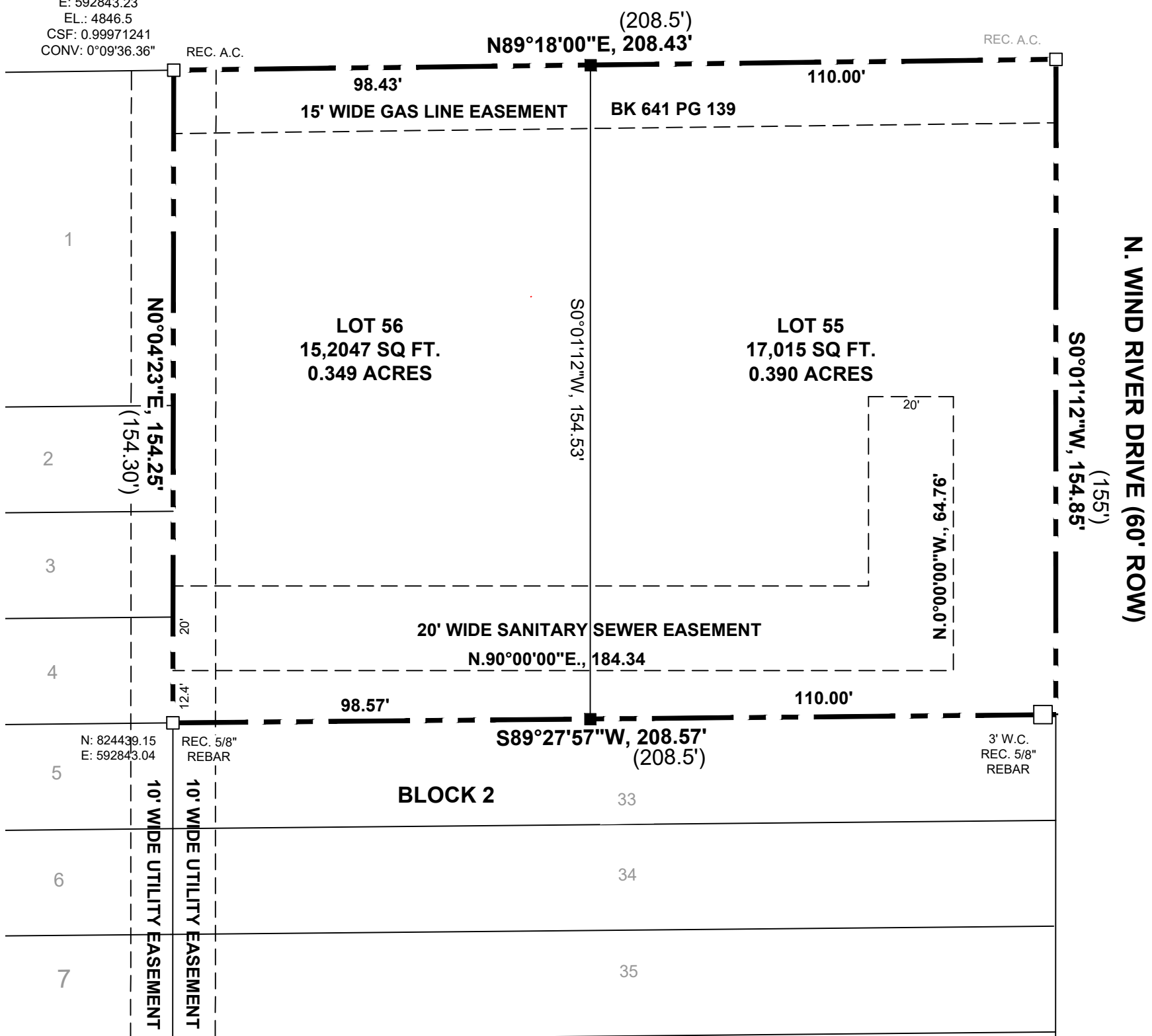
"AS PLATTED" LOT LAYOUT

W. YELLOWSTONE HWY
(US HWY 87-BUS. LOOP)
(ROW VARIES)



"AS RE-PLATTED" LOT LAYOUT

W. YELLOWSTONE HWY
(US HWY 87-BUS. LOOP)
(ROW VARIES)



Environmental and Civil Solutions, LLC
1607 CY AVE., Suite 104
Casper, WY 82604
Phone: 307.337.2883
www.ecsengineers.net
PROJECT NO. 230021

FOR:
COFFEE GROUNDS, LLC
1107 BOXELDER
GILLETTE, WY 82718
307.746.5599

DATE DRAWN:
8.18.2023
DRAWN BY:
SUG