



CITY OF **DOUGLAS** WYOMING

REGULAR PLANNING COMMISSION MEETING **September 16, 2024 – 5:30 PM**

Planning and Zoning Commission meetings are recorded and broadcast live on cable channel 9.

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 19, 2024. All applicants are strongly encouraged to attend both meetings.

I. Call to Order

II. Pledge of Allegiance

III. Approval of the Agenda

IV. Approval of the Minutes

V. Planning and Zoning Matters

- A. **CUP 04-24:** Application by Connie Werner for approval of a conditional use permit to operate a Short-Term Rental in an R-1 Neighborhood Residential Zone at 656 Longview Place (Frontier Village, Block 5, Lot 8).
- B. **CUP 05-24:** Application by GS Investments for approval of a conditional use permit for operation of a Short-Term Rental in an R-2 Limited Residential Zone at 1103 Monroe Street (Sanford Addition, Block 4, Lot 16).
- C. **CUP 06-24:** Application by AF Enterprises LLC for a conditional use permit to operate a Short-Term Rental in an R-1 Neighborhood Residential Zone at 327 S. 5th Street (Original Town of Douglas, Block 27, Lot 5).

VI. Code Considerations

VII. Staff Report – City Council Action on Forwarded Items

- A. **CUP 02-24:** Application by Levi Grohs for installation of an Electronic Message Display Sign at 221 Brownfield Road.
- B. **CUP 03-24:** Application by Divine Mercy Academy for operation of a private school at 302 S. 5th Street.
- C. **ZON 01-24:** Application by Paige Garcia and Miguel Garcia Rodriguez to rezone West Plains Development, Block 1, Lot 27.

- D. **DEV 02-24:** Application by the City of Douglas for renovations to the Douglas Municipal Pool at 701 E. Center Street.

VIII. Adjournment

**DOUGLAS PLANNING AND ZONING COMMISSION
STAFF REPORT
SEPTEMBER 16, 2024**

**656 LONGVIEW PLACE
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT**

CASE NUMBER: CUP 04-24

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: September 16, 2024 – Planning and Zoning Commission
September 19, 2024 – City Council

REQUEST: Conditional Use Permit, R-1 Neighborhood Residential Zone

PURPOSE: To operate a Short-Term Rental (Airbnb).

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 656 Longview Place in an R-1 Neighborhood Density Residential Zone with staff recommendations.

VICINITY MAP:



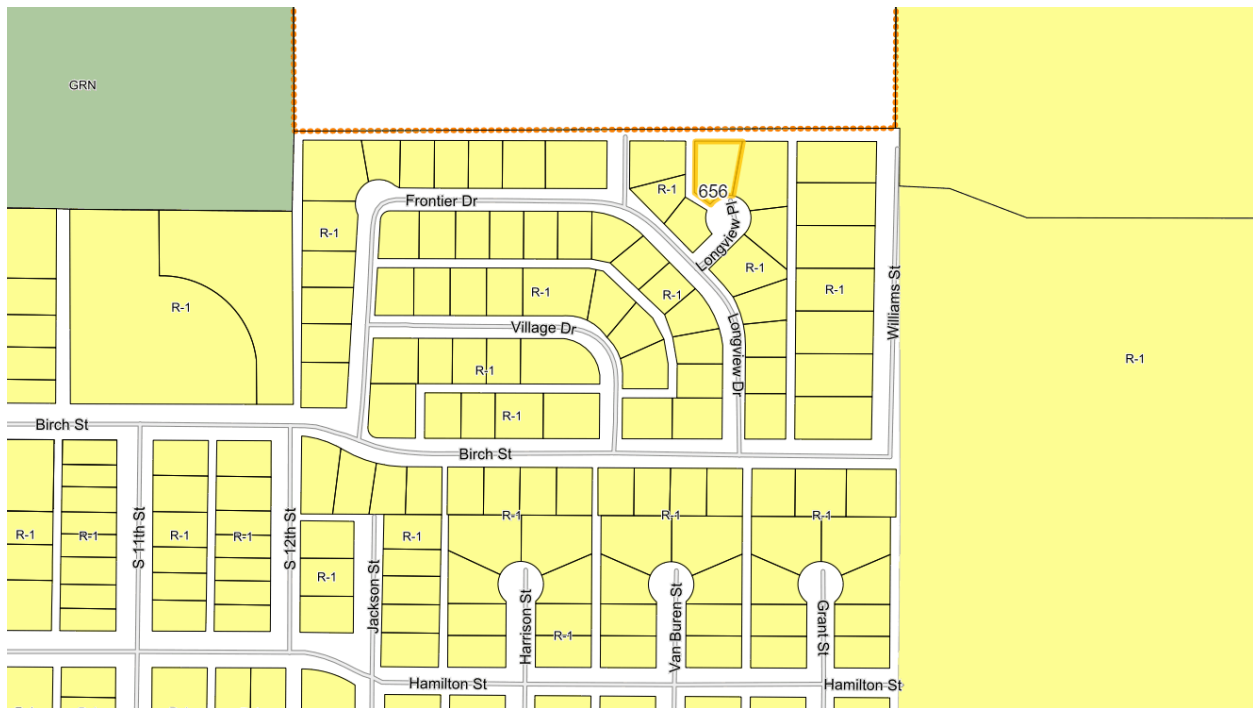
OWNER: John Jay & Connie Werner
656 Longview Place
Douglas, WY 82633

LOCATION:

- (1) Legal Description: Frontier Village, Lot 8: Block 5
- (2) General Location: The subject property is located at the northern end of the Longview Place cul-de-sac.
- (3) Address: 656 Longview Place

LOT SIZE: 0.27 Acres

ZONING: R-1 Neighborhood Residential Zone



ZONING DATA: The property is currently zoned R-1, Neighborhood Residential Zoning District. This district is “*intended to provide for low-density, single-family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.*” Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone and may have additional conditions if they fall within the 1,000-foot buffer zone around the schools.

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties.

EXISTING LAND USE: Single Family Residential

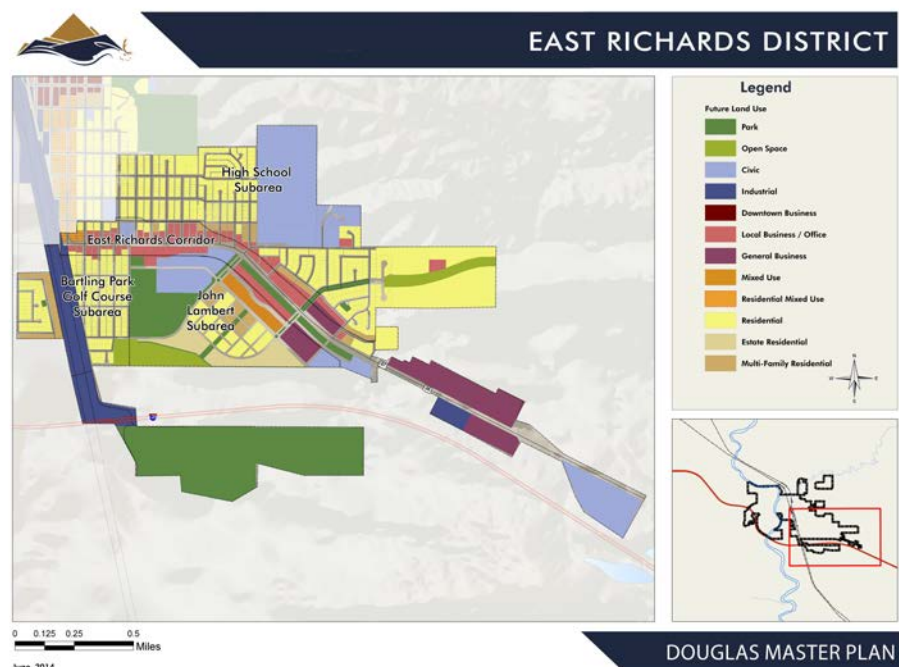
PROPOSED USE: Residential with short-term rental component

SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Vacant	N/A	County
South:	Residential	R-1	City
East:	Residential	R-1	City
West:	Residential	R-1	City

HISTORY: This area was dedicated as a subdivision to the City in 1963, with a replat in 1976. The main structure was originally built in 1980 and has remained a residential structure throughout its history. The applicant is planning to rent the home as a short-term rental year-round.

2014 MASTER

PLAN: The property is designated as part of the High School subarea of the East Richards District. *“This area is centered on the Douglas High School and will continue to be a center of activity. Neighborhood enhancements will continue in this area including the addition of new neighborhoods on the periphery of this area.”*



The request conforms to the Douglas Master Plan.

FY2025 STRATEGIC DOING: Short-term rentals are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 656 Longview Place in an R-1 Neighborhood Residential Zone with the following staff recommendations:

1. The conditional use permit to provide short-term rental the residence is specific to Connie and John Jay Werner. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.

3. **Resolution 2024-34:** Rental of the unit must require names of all persons occupying the unit and property manager must check names against the Sex Offender Registry.
4. **Resolution 2024-34:** Owner must submit documentation showing compliance with conditions placed on the CUP upon request.

**DOUGLAS PLANNING AND ZONING COMMISSION
STAFF REPORT
SEPTEMBER 16, 2024**

**1103 MONROE STREET
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT**

CASE NUMBER: CUP 05-24

PREPARED BY: Heidi McCullough, Planning Technician

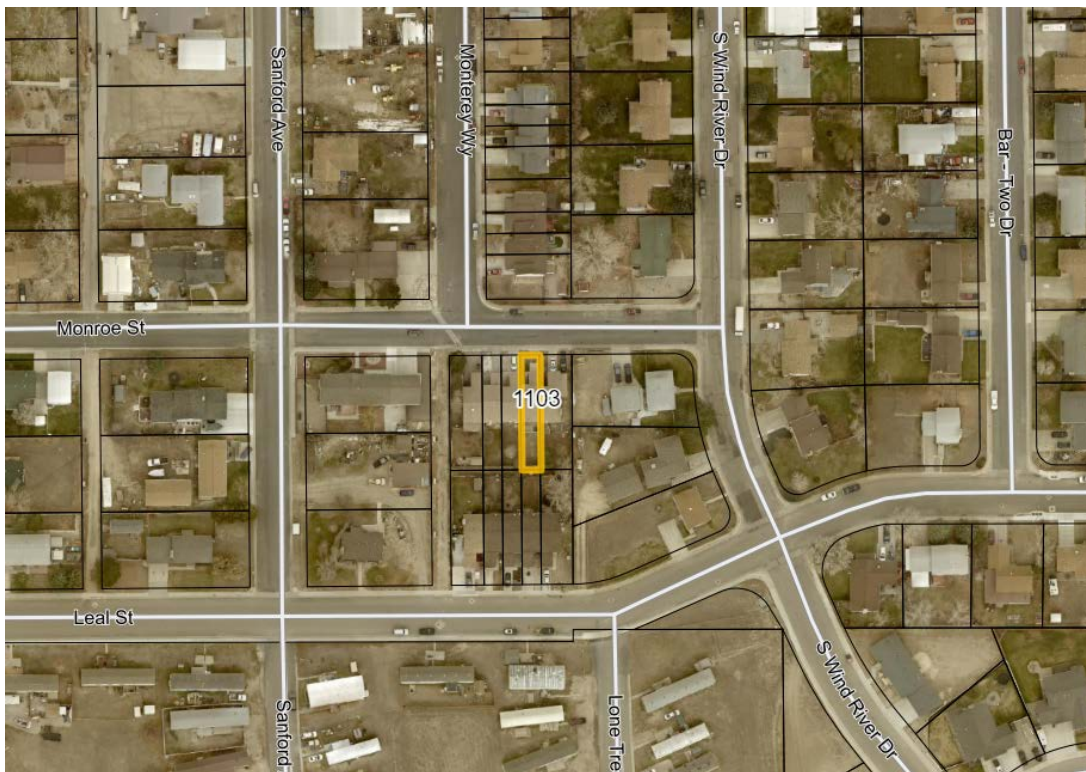
MEETING DATES: September 16, 2024 – Planning and Zoning Commission
September 19, 2024 – City Council

REQUEST: Conditional Use Permit, R-2 Medium Density Residential Zone

PURPOSE: To operate a Short-Term Rental (Airbnb).

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 1103 Monroe Street in an R-1 Neighborhood Density Residential Zone with staff recommendations.

VICINITY MAP:



OWNER: G.S. Investments LLC
656 Longview Place
Douglas, WY 82633

APPLICANT: Michael Gillio
1020 Meadow Lane
Douglas, WY 82633

LOCATION:

- (1) Legal Description: Sanford Addition, Block 4, Lot 16
- (2) General Location: The subject property is located in the middle of the block on the south side of Monroe Street between South Wind River Drive and Monterey Way.
- (3) Address: 1103 Monroe Street

LOT SIZE: 3,000 sq ft

ZONING: R-2 Medium Density Residential Zone



ZONING DATA: The property is currently zoned R-2, Mixed Density Residential Zoning District. This district is *“intended to provide for the development of single-family and duplex or townhouse dwellings.”* Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone.

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties.

EXISTING LAND USE: Single Family Residential

PROPOSED USE: Residential with short-term rental component

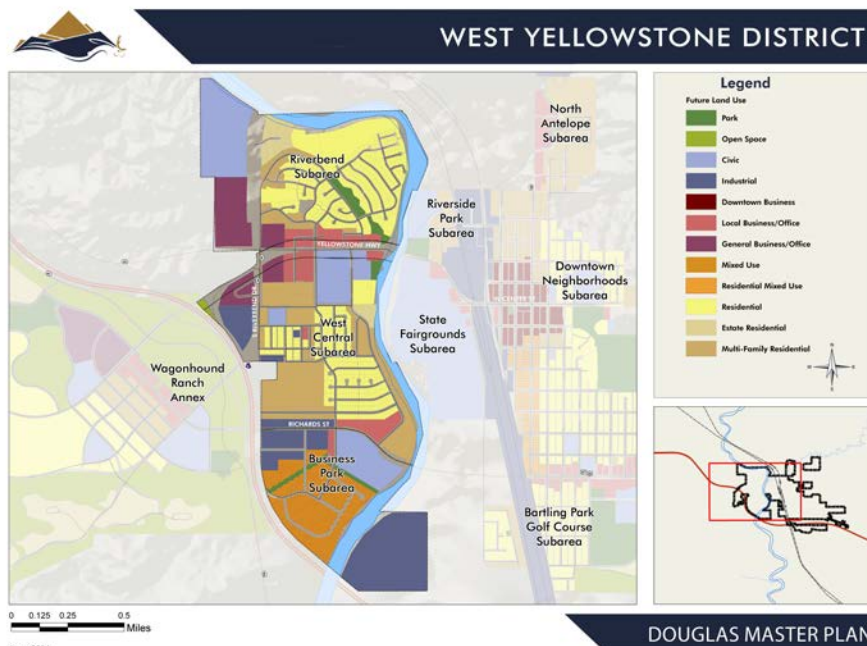
SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Residential	R-2	City
South:	Mobile Home Park	R-2/MH-1	City
East:	Residential	R-1/R-2	City
West:	Residential	R-2	City

HISTORY: This property was dedicated to the City in 1947 as a portion of the West Douglas Addition. It was a portion of the Sanford Subdivision which was created in 1971. It was replatted in 1979 and 1980. The structure was originally built in 1980 and has remained unchanged throughout its history. The applicant is planning to rent the home as a short-term rental year-round.

2014 MASTER

PLAN: The property is designated as part of the West Central subarea of the West Yellowstone District. *“This area consists primarily of large neighborhoods, retail, hotels, and businesses. The area includes the West Yellowstone Highway, one of the primary gateways into Downtown.”*

The request conforms to the Douglas Master Plan.



FY2025 STRATEGIC DOING: Short-term rentals are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 1103 Monroe Street in an R-2 Mixed Density Residential Zone with the following staff recommendations:

1. The conditional use permit to provide short-term rental the residence is specific to G.S. Investments and Michael Gillio. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.

**DOUGLAS PLANNING AND ZONING COMMISSION
STAFF REPORT
SEPTEMBER 16, 2024**

**327 S. 5TH STREET
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT**

CASE NUMBER: CUP 06-24

PREPARED BY: Heidi McCullough, Planning Technician

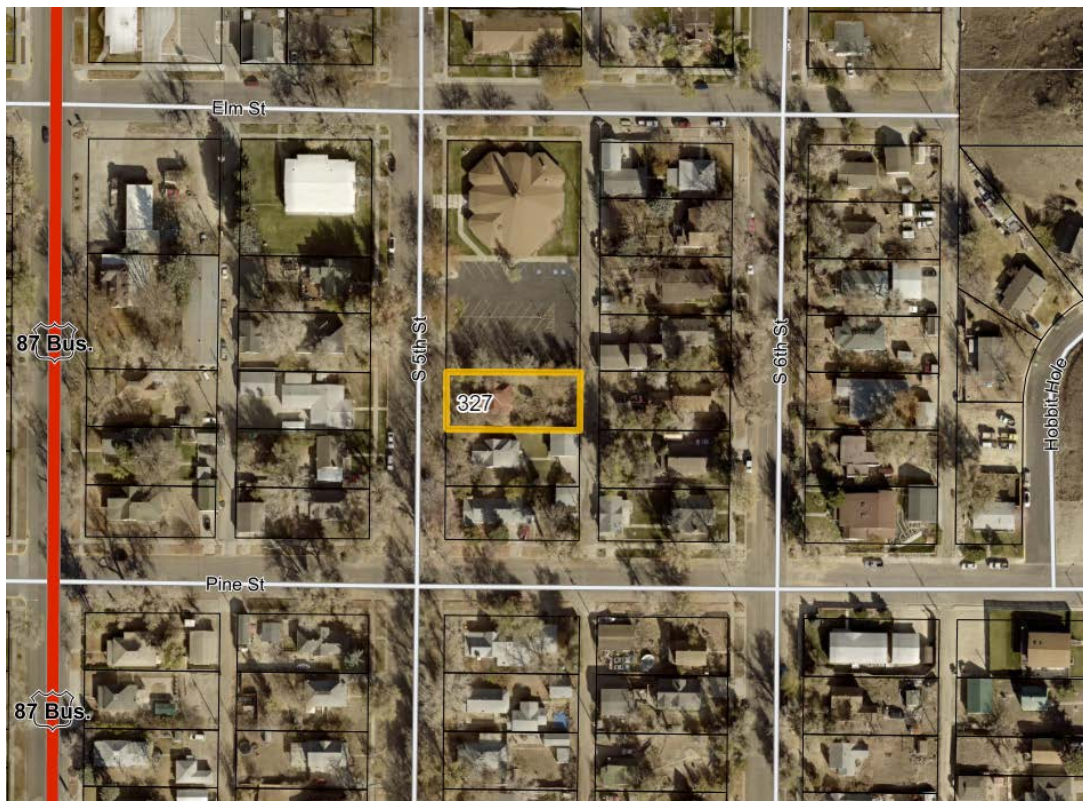
MEETING DATES: September 16, 2024 – Planning and Zoning Commission
September 19, 2024 – City Council

REQUEST: Conditional Use Permit, R-1 Neighborhood Residential Zone

PURPOSE: To operate a Short-Term Rental (Airbnb).

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 327 S. 5th Street in an R-1 Neighborhood Density Residential Zone with staff recommendations.

VICINITY MAP:



OWNER: Alex J. Felton
916 Meadowlark Drive
Douglas, WY 82633

APPLICANT: AF Enterprises LLC
916 Meadowlark Drive
Douglas, WY 82633

LOCATION:

- (1) Legal Description: Original Town on Douglas, Block 27, Lot 5
- (2) General Location: The subject property is located in the middle of the block on the east side of South 5th Street between Elm Street and Pine Street.
- (3) Address: 327 S. 5th Street

LOT SIZE: 0.19 Acres

ZONING: R-1 Neighborhood Residential Zone



ZONING DATA: The property is currently zoned R-1, Neighborhood Residential Zoning District. This district is *“intended to provide for low-density, single-family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.”* Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-1 zone.

Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties.

EXISTING LAND USE: Single Family Residential

PROPOSED USE: Residential with short-term rental component.

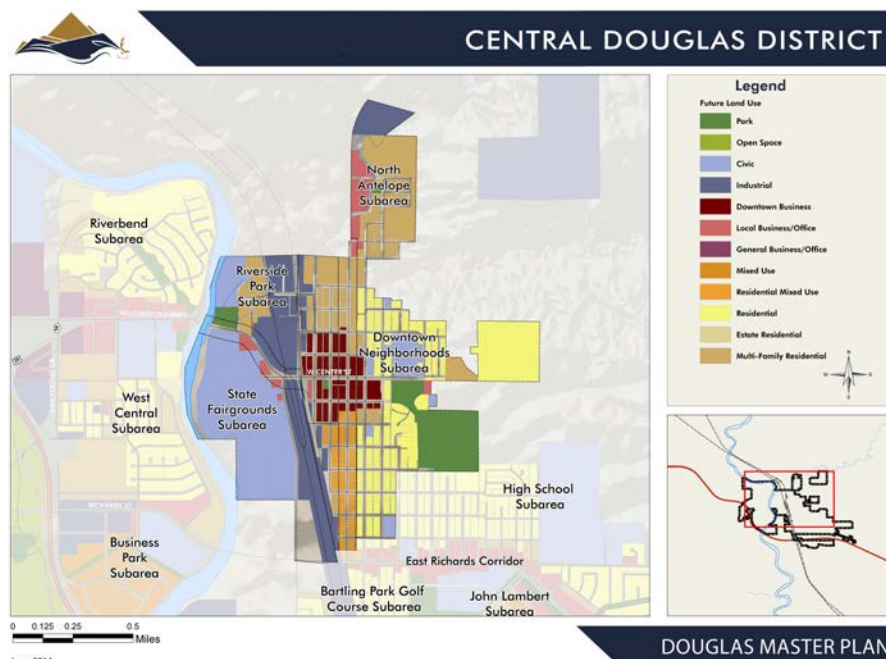
SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Church	R-1	City
South:	Residential	R-1	City
East:	Residential	R-1	City
West:	Residential	R-1	City

HISTORY: This property was dedicated to the City in 1886 as a portion of the Original Town of Douglas. It was vacated and replatted in 1901. There have been no changes to the lot since that time. The structure was originally built in between 1903 and 1907 per Sanborn Insurance maps. This property is a contributing property to the South Douglas Historic District.

2014 MASTER PLAN:

The property is designated as part of the Downtown Neighborhood Subarea of the Central Douglas District. *“The central core of Downtown includes a multi-block central business district, government buildings, and adjacent historic and traditional neighborhoods. Although the framework of a great downtown is present, key buildings are underutilized and streets lack a consistent streetscape treatment.”*

The request conforms to the Douglas Master Plan.



FY2025 STRATEGIC DOING: Short-term rentals are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF ANALYSIS: The proposed Short-Term Rental must meet the conditions attached to permits of this type as defined by the Unified Land Development Code and enumerated in the staff recommendation.

There are mitigating issues in the Douglas Municipal Code to consider in reviewing this application.

1. No more than two (2) short-term rentals shall be permitted within one (1) block on the same street in any residential zone. There is currently another Short-Term Rental located on this block at 320 S. 5th Street. Upon approval, there would be no other Short-Term Rentals allowed on this block.
2. Short-Term Rentals are required to meet all of the conditions enumerated in the staff recommendation.

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 327 S. 5th Street in an R-1 Neighborhood Residential Zone with the following staff recommendations:

1. The conditional use permit to provide short-term rental the residence is specific to AF Enterprises LLC and Alex & Brittney Felton. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The use shall be in compliance with City requirements for short-term rentals at all times.