



CITY OF **DOUGLAS** WYOMING

**REGULAR PLANNING COMMISSION MEETING**  
**August 18, 2025 – 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 August 25, 2025. 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
- V. Approval of the Minutes
  - A. Approval of Minutes from July 21, 2025
- VI. Planning and Zoning Matters
  - A. **CUP 04-25 Application by Douglas Baptist Church for a Conditional Use Permit for Limited Housing at 135 Pearson Road (Douglas Baptist Church Addition, Lot 1) in an RE Rural Residential Zone.**
- VII. Code Considerations
  - A. Sign Code
- VIII. Staff Report – City Council Action on Forwarded Items
  - A. **CUP 03-25 - Application by Miriah & Trent Boner for a conditional use permit to operate a Short-Term Rental in an R-2 Medium Density Residential Zone at 331 N. 3rd Street (Original Town of Douglas, Block 1, Lot 13).**

## IX. Adjournment

Monday, August 18, 2025

Call to Order at:

Meeting Adjourned at:

Planning Commission Regular Minutes  
July 21, 2025

I. Call to Order

Chairman Hancock called the Douglas Planning and Zoning Commission to order at 5:30 p.m.

II. Pledge of Allegiance

Chairman Hancock led the assembly in the Pledge of Allegiance.

III. **Roll Call**

Roll call was taken with the following Commissioners present: Chairman Jay Hancock, Dave Patterson, Robin Velasquez, Scott Bauman, Carl Kosters. Also present Heid McCullough, Planning Technician.

IV. Approval of the Agenda

Commissioner Dave Patterson moved to approve the agenda for July 21, 2025. Seconded by Commissioner Scott Bauman. Motion 5-0.

V. Approval of the Minutes

Commissioner Robin Velasquez moved to approve the minutes for the May 19, 2025 minutes. Seconded by Commissioner Carl Kosters. Motion 5-0.

A. Approval of Minutes from May 19, 2025.

VI. Planning and Zoning Matters

A. **CUP 03-25 - Application by Miriah & Trent Boner for a conditional use permit to operate a Short-Term Rental in an R-2 Medium Density Residential Zone at 331 N. 3rd Street (Original Town of Douglas, Block 1, Lot 13).**

Chairman Hancock opened the public hearing at 5:31 p.m. Planning Technician McCullough reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. The applicant, Miriah Boner, was not on hand to answer any questions. There were no public comments. Chairman Hancock closed the public hearing at 5:36 p.m. Commissioner Scott Bauman moved to recommend approval to City Council with staff recommendations. Seconded by Commissioner Robin Velasquez. Motion 5-0.

B. **ZON 01-25: Application by City of Douglas to rezone Douglas Mountain from R-1 Neighborhood Residential Zone and R-2 Medium Density Residential Zone to a GRN Greenspace Zone at 901 Center Street (A portion of the SE1/4 NE1/4 of Section 9, Township 32, Range 71 and a portion of the SE1/4 of the SW1/4 NE1/4 of Section 9, Township 32, Range 71).**

Chairman Hancock opened the public hearing at 5:36 p.m. Planning Technician McCullough reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. Planning Technician McCullough represented the applicant, the City of Douglas. Craig Goodrich from 411 Longview Drive spoke during public comments and questioned the future plans for the property and the reason for the rezone.

Planning technician McCullough spoke to the use of the property as a park, and the hope for future trails and recreation uses. Chairman Hancock closed the public hearing at 5:35 p.m. Commissioner Carl Kosters moved to recommend approval to City Council with staff recommendations. Seconded by Commissioner Robin Velasquez. Motion 5-0.

#### VII. Code Considerations

There were no updates on Code Considerations.

#### VIII. Staff Report – City Council Action on Forwarded Items

Planning Technician McCullough reported that the City Council voted to approve this matter with Planning and Zoning Commission recommendations.

- A. CUP 02-25 Application by First Northern Bank for a Conditional Use Permit to install an Electronic Message Display Sign at 800 S. 4th Street (Original Town of Douglas, Block 63, Lot 15).

#### IX. Urban Renewal Authority

There was no update on the Urban Renewal Authority.

#### X. Adjournment

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. Chairman Hancock adjourned the meeting at 5:45 p.m.

Jay Hancock, Chairman

ATTEST:

Heidi McCullough, Secretary

**DOUGLAS PLANNING AND ZONING COMMISSION  
STAFF REPORT  
AUGUST 18, 2025**

**135 PEARSON ROAD  
CONDITIONAL USE PERMIT – LIMITED HOUSING**

---

**CASE NUMBER:** CUP 04-25

**PREPARED BY:** Heidi McCullough, Planning Technician

**MEETING DATES:** August 18, 2025 – Planning and Zoning Commission  
August 25, 2025 – City Council

**REQUEST:** Conditional Use Permit, RE Rural Residential Zone

**PURPOSE:** To allow temporary housing

**RECOMMENDATION:** The Community Development Department recommends approval of the conditional use permit to allow limited housing at 135 Pearson Road in an RE Rural Residential Zone with staff recommendations.

**VICINITY MAP:**



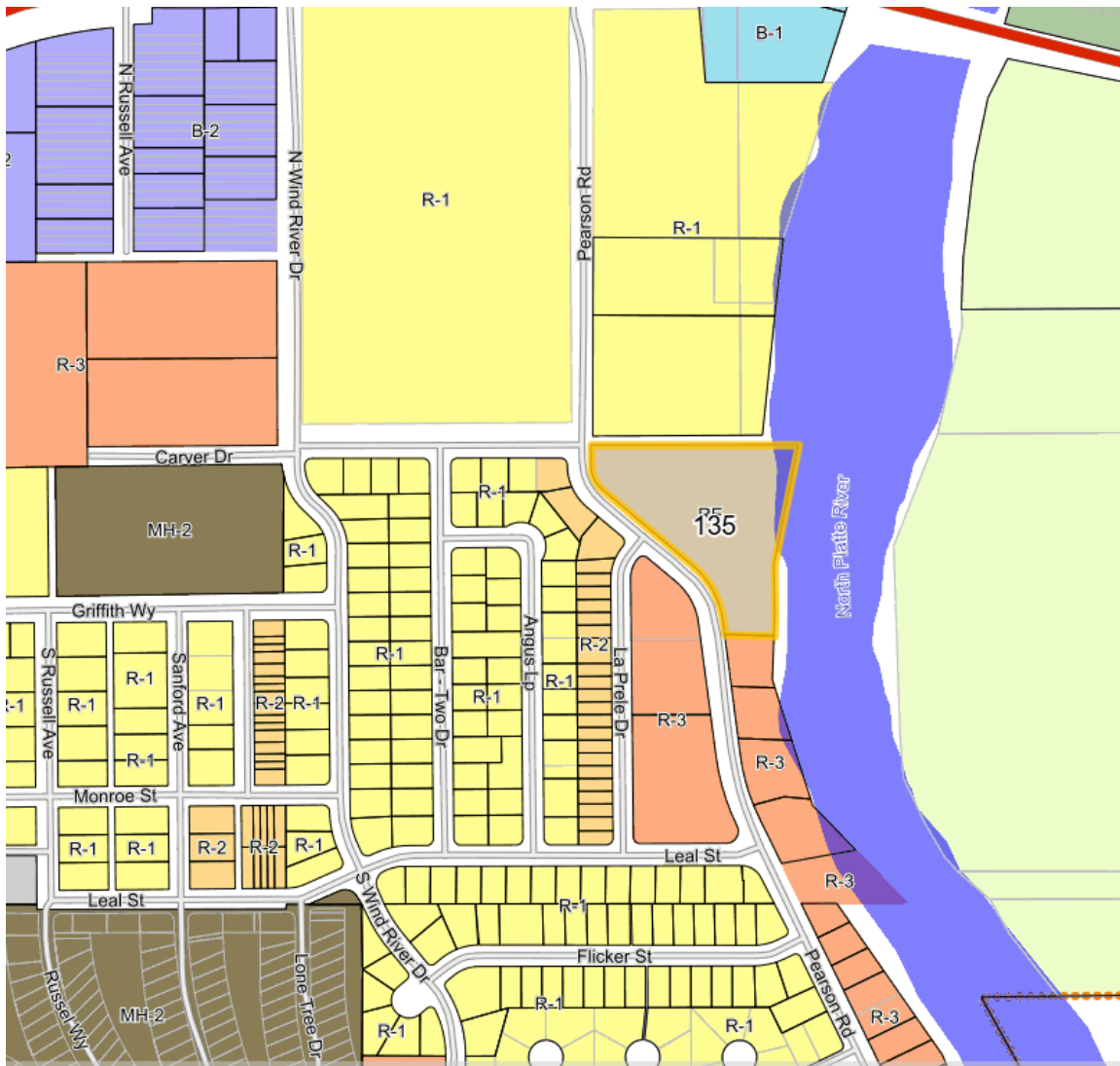
**OWNER:** Douglas Baptist Church  
135 Pearson Road  
Douglas, WY 82633

**LOCATION:**

- (1) Legal Description: Douglas Baptist Church Addition, Lot 1
- (2) General Location: The subject property is located on the east side of Pearson Road Carver Drive and Leal Street.
- (3) Address: 135 Pearson Road

**LOT SIZE:** 4.49 Acres

**ZONING:** RE Rural Residential Zone



**ZONING DATA:** The property is currently zoned RE Rural Residential Zoning District. This district is *“to establish and maintain a quiet, single-family dwelling residential neighborhood, preserving and promoting the existence of large areas of passive open space, light, play areas for children, and recreational sites.”* Per the Douglas Municipal Code, temporary housing is permitted as a Conditional Use in an RE 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:** Church

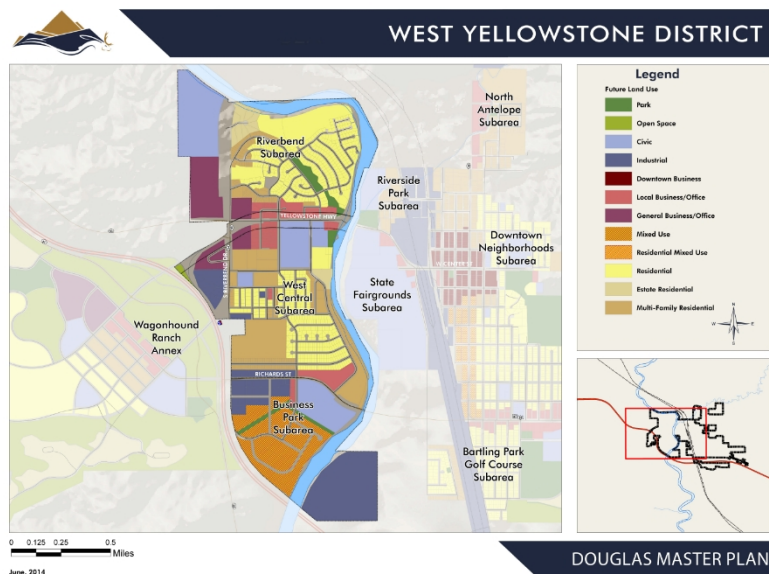
**PROPOSED USE:** Church with Limited Housing

<b>SURROUNDING LAND USE:</b>		<b>ZONING</b>	<b>ANNEXATION STATUS</b>
<b>North:</b>	Residential	R-1	City
<b>South:</b>	Residential	R-3	City
<b>East:</b>	River/Wyoming State Fairgrounds	R-2	City
<b>West:</b>	Residential	R-2 & R-3	City

**HISTORY:** This property was originally part of the Dilts Subdivision created in 1977. It was replatted into the Douglas Baptist Church Addition in September 2003 and has remained unchanged since that time.

**2014 MASTER PLAN:** The property is designated as part of the West Central subarea of the West Yellowstone District. *“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 future character of this area is focus on the further evolution of several distinct areas.



The request conforms to the Douglas Master Plan.

**STAFF RECOMMENDATION:** The Community Development Department recommends approval of the conditional use permit to allow limited housing at 135 Pearson Road in an RE Rural Residential Zone with the following staff recommendations:

1. The conditional use permit to provide limited housing at the property is specific to

Douglas Baptist Church. If this property owner and/or agent, in the future, cease operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.

2. Recreational Vehicle (RV) shall be connected to all utilities including water and electric.
3. Douglas Baptist Church shall dispose of Recreational Vehicle (RV) sewage appropriately at all times.
4. Douglas Baptist Church shall notify the Community Development Department of active users during every stay.
5. Recreational Vehicle for church caretaker may only be on site and in use between March and October.
6. Recreational Vehicle (RV) for guests/missionary may stay on site year-round but shall not be connected to utilities when not in use and shall be used for no more than 30 consecutive days at a time.
7. The City shall be notified when Recreational Vehicle (RV) is in use.