



CITY OF **DOUGLAS** WYOMING

REGULAR CITY COUNCIL MEETING
October 27, 2025 – 4:00 PM

Thank you for your cooperation in facilitating the public meeting process!

****Reasonable accommodations for persons with disabilities who wish to participate in this public meeting shall be made upon request to the City Manager, at 307-358-3462****

****Council meetings are broadcast live on Cable Channel 9 and streaming live on the City of Douglas website****

- 1. Call to Order, Roll Call, and Pledge of Allegiance**
- 2. Disclosures by City Council Members**
- 3. Approval of General Agenda (Corrections or Additions)**
- 4. Leadership Moment**
- 5. Public Comments**
- 6. Approval of Consent Docket**

a. Minutes

City Council Regular Meeting; October 13, 2025

b. Bills & Claims

c. Other – Consent

Ordinance 1063: An Ordinance Amending Section 16.5.4.2(A) of the Douglas Municipal Code Pertaining to Residential Fences, 3rd Reading

Ordinance 1053: An Ordinance Amending Sections 16.5.9.1, 16.5.9.2(B), 16.5.9.3(A-D), Table 5.9-1, 16.5.9.4(B)(i), 16.5.9.4(C, H, J, & K), 16.5.9.5(A)(ii) of the Douglas Municipal Code Pertaining to Signs, 2nd Reading

7. Presentations

- a. **Presentation: Cutler Family**
- b. **Proclamation: Extra Mile Day**
- c. **Proclamation: National Public Works First Responders Day**
- d. **Proclamation: Operation Green Light**
- 8. **Discussion Items**
 - a. **City Water Station: Rural Water Trucks (Mayor Pexton)**
- 9. **Public Hearing**
 - a. **Resolution 2025-34. A Resolution Amending the Budget Of The City Of Douglas, Wyoming, For The Fiscal Year 2026.**
 - b. **Resolution 2025-32: A Resolution Vacating and Replatting all of Lots 18 through 37, inclusive, Block 2, and all of Lots 1 through 37 inclusive, Block 3, and all of Lots 1 through 21 inclusive, Block 4, Meadow Acres No. 2, and all of Lots 44 Through 76, inclusive, Block 4, and all of Lots 24 Through 57, inclusive, and Tracts D & F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition, into the Community Center Subdivision.**
 - c. **Resolution 2025-33: A Resolution Rezoning the Community Center Subdivision from R-1 Neighborhood Residential, R-2 Medium Density Residential, and R-3 Limited Mixed Residential to MU-PUD Mixed-Use Planned Unit Development Zoning District**
- 10. **Tabled Items**
 - a. **Charter Ordinance No. 1060: Liquor, Bar & Grill**
- 11. **Council Action Items**
 - a. **Appointment to Vacancy: Converse County Tourism & Promotions Board**
 - b. **Bid Acceptance: Capitol Hill Property**
 - c. **Irrigation Audit Agreement: Steiner Thuesen PLLC**
 - d. **Proposal: Steiner Thuesen PLLC Riverside Park & Douglas Parkway Xeriscape: Concept Planning & Design Services Proposal**
- 12. **Financial Report**
- 13. **Public Comments**

14. City Manager's Report

15. Council Information

- a. Aid To Others Quarterly Report: Boys & Girls Club, Children's Advocacy Project, Converse Hope Center, High Country Behavioral Health, Laramie Peak Humane Society, OECC, Saving Grace Food Pantry, Wyoming State Fair Foundation
- b. Minutes: Douglas Historic Preservation Commission, August 20, 2025
- c. Minutes: Arts & Culture Board, September 2025
- d. Notice of Possible Quorum: Downtown Trick-Or-Treat, October 31, 2025, 2 - 5 pm, City Hall, 101 N 4th St
- e. Notice of Possible Quorum: City/County Breakfast, November 5, 2025, 7 - 730 am, MHCC Board Room

16. CircleBack Recap

17. Good People Doing Good Things

18. Community Update

- a. Event Calendar

19. Executive Session

20. Adjourn

Monday, October 27, 2025

Call to Order at:

Meeting Adjourned at:

City Council Regular Minutes
October 13, 2025

1. Call to Order, Roll Call, and Pledge of Allegiance

Mayor Pexton called the meeting to order at approximately 4:00 p.m. Roll call was taken with the following City Council members present: Kim Pexton, Ron McNare, Perry Hershberger, Matthew Schmidt, Joel Weeks.

Also present: JD Cox, City Manager; Mike Armstrong, City Attorney; Clara Chaffin, Community Development Director; Devon Litzsinger, City Clerk; Todd Byerly, Chief of Police; John Harbarger, Public Works Director; Mary Nicol, Administrative Services Director/Treasurer; Michele Carter, Human Resources Director; and Linda Doane, Deputy City Clerk.

2. Disclosures by City Council Members

Mayor Pexton disclosed conflict with item 10g and will abstain.

3. Approval of General Agenda (Corrections or Additions)

Councilmember Weeks moved to approve the general agenda as presented. Seconded by Councilmember McNare. Motion carries 5-0.

4. Leadership Moment

Councilmember Weeks provided an inspirational speech.

5. Public Comments

Citizen Mike Hollenback spoke regarding the recreational vehicle ordinance.

6. Approval of Consent Docket

Councilmember Hershberger moved to approve the consent docket as presented. Seconded by Councilmember Schmidt. Motion carries 5-0.

a. Minutes

Regular City Council Meeting: September 22, 2025

b. Bills & Claims

Warrant Register: September 2025

c. Other – Consent

Ordinance 1061: An Ordinance Amending Title 15 of Douglas Municipal Code by Adopting the 2024 Editions of the International Building Code, the International Fuel Gas Code, the International Mechanical Code, the

International Plumbing Code, the International Residential Code, the International Existing Building Code, and the International Fire Code, as Published by the International Code Council; and Providing for Certain Amendments Thereof, 3rd Reading

Ordinance 1063: An Ordinance Amending Section 16.5.4.2(A) of the Douglas Municipal Code Pertaining to Residential Fences, 2nd Reading

7. Presentations

a. Proclamation: National Disability Employment Awareness Month

Councilmember Weeks read a proclamation proclaiming October as National Disability Month.

b. Introduction: Linda Doane, Deputy City Clerk/Grant Manager

City Manager Cox introduced Linda Doane as the Deputy Clerk/Grant Manager.

8. Discussion Items

a. High Performing Organization (HPO)

Director Carter provided a report.

9. Tabled Items

a. Bid Award: 112 N 2nd St

Councilmember McNare moved to remove bid award: 112 N 2nd St from the table. Seconded by Councilmember Schmidt. Motion carries 5-0. City Manager Cox provided an overview and answered questions from Council. Councilmember McNare moved to reject all bids received and rebid the project. Seconded by Councilmember Weeks. Motion carries 5-0.

b. Ordinance 1053: An Ordinance Amending Sections 16.5.9.1, 16.5.9.2(B), 16.5.9.3(A-D), Table 5.9-1, 16.5.9.4(B)(i), 16.5.9.4(C, H, J, & K), 16.5.9.5(A)(ii) of the Douglas Municipal Code Pertaining to Signs

Councilmember Weeks moved to remove ordinance 1053 from the table. Seconded by Councilmember Schmidt. Motion carries 5-0. Director Chaffin provided an overview. Councilmember Hershberger moved to approve ordinance 1053 on first reading. Seconded by Councilmember McNare. Motion carries 5-0.

c. Charter Ordinance No. 1060: Liquor, Bar & Grill

City Manager Cox provided an update. No further action taken.

10. Council Action Items

a. Ordinance 1062: An Ordinance Amending Table 4-6, Table 4-7, and Section 16.6.7.1 of the Douglas Municipal Code Pertaining to Travel Trailers and Recreational Vehicles (RVs), 3rd Reading

Director Chaffin provided an overview and answered questions from council. Council requested amendments to include "property owners", clarify utilities to read "water and sewer", and remove the words "rear and" in regard to concealing requirements. Councilmember Weeks moved to approve the amendments to ordinance 1062 as presented by Director Chaffin. Seconded by Councilmember Hershberger. Motion carries 5-0. Councilmember McNare moved to approve Ordinance 1062 as presented on third and final reading. Seconded by Councilmember Weeks. Motion carries 5-0.

b. Bid Award: Landfill Portable Building

Director Harbarger provided a report and answered questions from council.

c. Collaborative Improvement Project: Show Center Building Improvements at the Wyoming State Fair.

City Manager Cox provided an overview. Representatives from Wyoming State Fair and Douglas Youth Hockey also provided a report and answered questions from council. Councilmember McNare moved to approve a City of Douglas funding contribution in the amount of \$750,000 toward the Wyoming State Fair Show Center Flooring Project, contingent upon confirmation of the full project funding partnership with Converse County, Douglas Youth Hockey, and grant sources, and to authorize the City Manager to execute all necessary agreements in support of the project. Seconded by Councilmember Schmidt. Motion carries 5-0.

d. Energy Efficient Project: Designation and Allocation (Form 179D)

City Manager Cox provided an overview. Discussion was had. Councilmember Weeks moved to approve the allocation of the federal section 179D Energy Efficient Commercial Buildings tax deduction for the Douglas Community Center project to Amundsen Associates, LLC and authorize the City Manager to execute any necessary documents. Seconded by Councilmember McNare. Motion carries 5-0.

e. Clearfield Booster Station: Change Order

Director Harbarger provided an overview and answered questions from council. Councilmember Schmidt moved to accept change order #1 and authorize the City Manager to sign all associated documents. Seconded by

Councilmember McNare. Motion carried 4-0.

f. Police Department Policy Adoption: PAT59 Computer Voice Stress Analyzer

Chief Byerly provided an overview and answered council questions.
Councilmember Weeks moved to approve resolution 2025-31 as presented.
Seconded by Councilmember McNare. Motion carries 4-0.

g. Warrant Register: September 2025: Kim Pexton

Council President McNare presented. Councilmember Weeks moved to approve the warrant register for September 2025 for Kim Pexton as presented.
Seconded by Councilmember Schmidt. Motion carried 3-0, Mayor Pexton abstained.

11. Public Comments

Courtney, a Wyoming State Fair representative, thanked the council for their support.

12. City Manager's Report

City Manager Cox provided a report on current happenings. Geoff Graham with MV5 provided a report on the Douglas Community Center. Director Harbarger & Chief Byerly provided an operating report.

13. Council Information

Councilmember Weeks spoke about water restrictions.

a. Aid To Others Q1 Report: American Legion, CANDO - The Enterprise, High Country Behavioral Health, Wyoming Child & Family Development, Youth Development Services

b. Arts & Culture Board of Trustees: August 27, 2025 Minutes

c. Converse County Tourism Board: Minutes, August 2025

14. CircleBack Recap

City Clerk Litzsinger provided the circle back recap.

15. Good People Doing Good Things

Mayor Pexton provided information regarding the Trees of Christmas project.
Councilmember Schmidt spoke about the upcoming American Hero's event at Tractor Supply.

16. Community Update

a. Event Calendar

A video spotlighting upcoming events was played.

17. Executive Session

Councilmember Weeks moved the council recess and adjourn into executive session for the purpose of considering litigation to which our governing body is or may be a party, in accordance with W.S. §16-4-405(a)(iii). Motion carries 4-0. Meeting adjourned at 6:42 pm.

18. Adjourn

Kim Pexton, Mayor

ATTEST:

Devon Litzsinger, City Clerk
Published: October 22, 2025



Agenda Item Report

City Council – October 27, 2025

Item

Ordinance 1063: An Ordinance Amending Section 16.5.4.2(A) of the Douglas Municipal Code Pertaining to Residential Fences, 3rd Reading

Responsible Staff Contact

Clara Chaffin

Recommendation

Approve Ordinance 1063 as presented on first reading.

Executive Summary

Community Development staff have received feedback from property owners and contractors regarding the current residential fence code pertaining to heights. Primary concerns revolve around the maximum 4-foot height from the front of the house forward, as not all homes are built at the exact same setback.

Example



The 4-foot height is understood and recognized as a safety measure.

To provide consistency and clarity, it has been recommended that the maximum 4-foot height be tied to the zone setback rather than the location of the residential structure. This is also consistent with the corner lot 15-foot sight-line triangle.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

Budget/Fiscal Impact

Fund/Department: 10-5100-2115 Non Departmental Publishing; 10-5100-2158 Non Departmental Misc Contractual Services

Project/Line Item(s): Legally Required Publishing; Codification - Municode

Budgeted Amount: \$65,400; \$60,474

Anticipated Amount:

Action Requested/Recommended Motion

Approve Ordinance 1063 as presented on first reading.

Attachments

1. Ordinance 1063 Residential Fence Setback DRAFT - 2nd Reading 20251013

ORDINANCE NO. 1063

AN ORDINANCE AMENDING SECTION 16.5.4.2(A) OF THE DOUGLAS MUNICIPAL CODE
PERTAINING TO RESIDENTIAL FENCES

WHEREAS, the City of Douglas (City) Council finds and determines that the following changes and clarifications need to be made in regard to the City of Douglas Municipal Code; and

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. Section 16.5.4.2(A) of the Douglas Municipal Code is hereby amended to read as follows:

5.4.2 Placement and Location

A. Front Yard

Fences located within the front yard of a residential lot or parcel shall be limited to four (4) feet in maximum height from the ~~front property line back to the minimum set-back of the zone in which the property sits~~front façade of the residential dwelling on either side of the house to the front property line. The Community Development Director may approve minor deviations to this requirement where the front of the residential dwelling is located behind the midpoint of the lot or parcel as measured from the midpoint of the front property line to the midpoint of the rear property line. ~~Under no circumstances shall a fence exceeding four (4) feet extend in front of the front façade of the residential dwelling or the midpoint of the lot or parcel, whichever is closer to the front lot or parcel line.~~

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20_____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20_____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20_____.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk

Published: _____

ATTESTATION

I, Devon Litzsinger, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Devon Litzsinger, City Clerk

DRAFT



Agenda Item Report City Council – October 27, 2025

Item

Ordinance 1053: An Ordinance Amending Sections 16.5.9.1, 16.5.9.2(B), 16.5.9.3(A-D), Table 5.9-1, 16.5.9.4(B)(i), 16.5.9.4(C, H, J, & K), 16.5.9.5(A)(ii) of the Douglas Municipal Code Pertaining to Signs, 2nd Reading

Responsible Staff Contact

Clara Chaffin

Recommendation

Approve Ordinance 1053 as presented on first reading.

Executive Summary

October 13 Council Meeting

The following changes were made to the Ordinance:

1. Section 1, D, second bullet point: Sign area shall be measured by determining the sum of the area within a continuous perimeter enclosing the extreme limits of sign display ~~including any frame or border~~.
2. Section 1, F, title: Rights-of-Way **Permanent Signs**
3. Section 1, F, second bullet point: Written permission shall be obtained **from the property owner** and provided to the Community Development Department to place signs in the County right-of-way or State right-of-way. These signs will count against the total square footage allotted to signage allowed in the zone.
Note: The State has a permit process for anything that occurs within its rights-of-way, even within the City limits.
4. Section 3, B: In addition to the allowance of temporary signs under Section 5.9.4(C), properties with approved commercial or conditional uses are permitted ~~a freestanding one (1)~~ **one (1)** sign not to exceed twenty (20) square feet. Subdivisions, apartments, multi-family dwellings and condominium complexes are permitted a ~~freestanding one (1)~~ **one (1)** sign not to exceed twenty (20) square feet, and further provided that one (1) such sign shall be permitted for each separate street and/or separate building frontage occupied by the subdivision, apartment, or condominium complex and/or for each means of entrance to or exit from the subdivision, apartment, or condominium complex. Wall signs are also permitted not to exceed five (5) percent of the area of the façade in elevation view upon which they are placed.
Note: This change was made to allow the property owner/developer to choose which type of sign they would like, versus reducing their choice to just a

freestanding sign.

5. Section 5, c, iv: A sign not exceeding six (6) square feet in area and five (5) feet in height during the time of sale, lease or rental of the premises, provided that the sign is removed within ~~five (5)~~ **thirty (30)** days of the sale, lease or rental of the premises.

Note: The timeline was extended to allow real-estate transactions to move through the complete process.

6. Section 5, added new vi: **Temporary signs in the right-of-way shall not exceed three (3) feet in height.**

September 22 Council Meeting

Changes were made to the ordinance based on Council discussion, including:

1. Section 4 was changed to allow for temporary signs in the parkway with permission of the adjacent property owner.
2. Section 5 removed the 8-day requirement from "i." On Residential properties, the sign allowance was changed from 8 square feet to 3 square feet.
3. Section 7 pertaining to Mechanical Message Display and Electronic Message Display was removed.

September 8 Council Meeting

Over the last several months, the topic of temporary signage has been a discussion item among Staff and City Council. Added to that, the Planning & Zoning Commission has discussed signage in general several times, pertaining to type, location, vehicular distraction, and clutter.

Ordinance 1053 addresses the desires and needs of the community, Staff, Planning and Zoning Commission, and City Council.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

Budget/Fiscal Impact

Fund/Department: 10-5100-2115 Non Departmental Publishing; 10-5100-2158 Non Departmental Misc Contractual Services

Project/Line Item(s): Legally Required Publishing; Codification - Municode

Budgeted Amount: \$65,400; \$60,474

Anticipated Amount:

Action Requested/Recommended Motion

Approve Ordinance 1053 as presented on second reading.

Attachments

1. Ordinance 1053 Sign Code DRAFT - 1st Reading 20251013

ORDINANCE NO. 1053

AN ORDINANCE AMENDING SECTIONS 16.5.9.1, 16.5.9.2(B), 16.5.9.3(A-D), Table 5.9-1, 16.5.9.4(B)(i), 16.5.9.4(C & H), AND 16.5.9.5(A)(ii) OF THE DOUGLAS MUNICIPAL CODE PERTAINING TO SIGNS

WHEREAS, the City of Douglas (City) Council finds and determines that the following changes and clarifications need to be made in regard to the City of Douglas Municipal Code; and

WHEREAS, consideration has been given to ensure fairness to all City of Douglas residents and make new regulations reasonable.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLAS, WYOMING:

Section 1. Section 16.5.9.1 of the Douglas Municipal Code is hereby amended to read as follows:

5.9.1 General**A. Intent**

This section is intended to provide uniform regulations pertaining to the use of signs as advertising devices to help ensure the health, safety, and welfare of the current and future residents of the City and to achieve the following goals:

- Allow the reasonable display of signage to identify and advertise products, services and business establishments for the information and convenience of the general public;
- Aid in the development and promotion of business and industry by providing sign regulations which encourage aesthetic creativity, effectiveness and flexibility in the display and use of signs;
- Preserve and enhance the City's small town character; ~~and~~
- Promote safe and attractive pedestrian environments; ~~and~~
- Limit the aesthetic impact of signs on properties to prevent clutter and protect streetscapes thereby preserving property values and protecting traffic safety. The accumulation of signs creates clutter and adversely affects these goals, property values and public safety.

B. Applicability

The signage requirements of this section shall apply to the construction or substantial expansion of any single or multi-family residential use, manufactured and/or mobile home park, travel trailer and RV park,

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commercial, or industrial use in any zoning district within the City. For the purpose of applying the requirements of this Section, "substantial expansion" shall include any development or construction activity that requires approval of a Residential Site Plan or Type A, B, or B-LSR Development Plan as outlined in Chapter 3 of this Code. Additional use-specific standards may be applicable pursuant to the requirements of Chapter 6 of this Code.

C. Alternate Sign Plan

In approving an alternate sign plan, the Community Development Director, in reviewing a Type A Development Plan, and the City Council, in reviewing a Type B or B-LSR Development Plan, shall find that the plan is consistent with the intent of this Section and with policies and recommendations of the City of Douglas Master Plan. The Community Development Director and City Council shall consider the following in reviewing an alternate sign plan:

- Whether the plan accomplishes the intent of the Character District guidelines in the City of Douglas Master Plan; and
- Whether the plan demonstrates innovative design and use of signage and advertising elements.

Under no circumstances shall an alternate sign plan be approved that exceeds the square footage or development standards for signs allowed by this Section.

D. Measurement of Sign Area

The measurement of sign area shall be as follows:

- The surface area of all signs shall be counted and considered a part of the maximum total sign area allowed.
- Sign area shall be measured by determining the sum of the area within a continuous perimeter enclosing the extreme limits of sign display ~~including any frame or border.~~
- Sign area for a building site is the total area of all signs located on the site and shall include any directional signs for off-premise businesses, but shall not include temporary signs.
- The area of double-faced signs (message displayed on two sides of a single sign) shall be calculated on the basis of one (1) face only.
- The area of triple-faced signs (message displayed on three sides of a single sign) shall be calculated on the basis of one and one-half (1 1/2) face only.
- The area of quadruple-faced signs (message displayed on four sides of a single sign) shall be calculated on the basis of two (2) faces only.

E. Density

Signs shall be limited to a maximum of one (1) sign per street frontage in all zones and districts. This shall not include signage posted by a governmental entity.

F. Rights-of-Way Permanent Signs

Placement of permanent signs in rights-of-way shall be as follows:

- Signs shall not be placed in the City right-of-way. This shall not include signage posted by a governmental entity.
- Written permission shall be obtained from the property owner and provided to the Community Development Department to place signs in the County right-of-way or State right-of-way. These signs will count against the total square footage allotted to signage allowed in the zone.

Commented [CC1]: The State has a permit process for anything that occurs within its rights-of-way, even within the City limits.

G. Abandoned & Ghost Signs

i. Definitions

Abandoned sign means a sign or sign where :

- The sign is no longer used by the person who constructed the sign structure that has ceased to be used. Discontinuation of sign use may be shown by cessation of use of the property where the sign is located.
- The sign has been damaged, and repairs and restoration are not started within 90 days of the date the sign was damaged, or are not diligently pursued, once started.

Ghost sign means historic or old, faded, often hand-painted signs, on the exterior wall of a building which remains visible long after the subject matter it promoted has closed or changed. Often found in historic districts and downtowns revealing hints of forgotten brands and products from a past era.

ii. Abandoned Signs

Abandoned signs shall be prohibited and removed within sixty (60) days after the premises have been vacated unless the sign is determined to have historical significance by the Douglas Historic Preservation Commission or unless the sign is located in the Local Downtown Historic District (O-LDH). If notice by the City is required due to lack of compliance with this section, the Community Development Department shall send a certified letter to the owner and give ten (10) days for the sign to be removed and/or repaired. In the event of continued non-compliance, the City may issue citation or cause abandoned signs to be removed at the expense of the owner.

iii. Ghost Signs

Ghost signs shall be reviewed by the Downtown Historic District Review Board if located in the Local Downtown Historic District (O-LDH) or by the Historic Preservation Commission if located outside the Local Downtown Historic District (O-LDH).

Criteria for preservation of ghost signs shall include, but not be limited to:

- Hand-painted: Ghost signs were not modern printed materials but were laboriously hand-painted by skilled sign painters known as "wall dogs".
- Fading & Ephemeral: Over decades or even centuries, the paint on these signs wears away, making them appear as fading "ghosts" of their former selves.
- Historic Buildings: They are typically found on older commercial buildings, often on brick walls, serving as remnants of the building's past life.
- Time Capsules: Ghost signs act as historical markers, offering insights into long-forgotten products, local businesses, and even societal messages from the past.
- Historical Preservation: Many ghost signs are preserved for their sentimental appeal or historical value, offering a tangible link to a city's past and the evolution of its streetscapes.
- Community History: They reveal the history of local commerce and documenting forgotten products or businesses, such as Coca-Cola signs or advertisements for patent medicines.
- Aesthetic Interest: The art and weathering of ghost signs are appreciated for their unique aesthetic, which can sometimes be highlighted or even digitally reconstructed by artists.

H. Maintenance

All signs (excepting ghost signs) shall be maintained in good repair and any damaged sign shall be repaired, except as otherwise limited by this Section, within thirty (30) days. If notice by the City is required due to lack of compliance with this section, the Community Development Department shall send a certified letter to the owner and give ten (10) days for the sign to be removed and/or repaired. In the event of continued non-compliance, the City may issue citation or cause corrective action at the expense of the owner

E.I. Enforcement

Any violation of the signage standards of this section shall be subject to the enforcement provisions of Chapter 9 of this Code.

Section 2. Section 16.5.9.2(B) of the Douglas Municipal Code is hereby amended to read as follows:

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Commented [CC2]: JD and I discussed this and feel this is character not content. Could be moved to Guidelines instead of being in the ordinance.

5.9.2 Permit and Construction Requirements

B. Exemptions

The following signs are exempt from the sign permit requirements of this Section: All temporary signs that comply with the respective time, place, and manner requirements of Section 5.9.3 are exempt for the sign permit requirements of this Section.

Temporary sign(s) means a sign made of temporary materials affixed, erected, or maintained sign on the premise or lot for a short duration.

- Signs which are part of a previously approved development or which have been previously approved for a building permit;
- Directional signs;
- Temporary signs or banners for social or nonprofit activities or for yard or garage sales;
- Signs erected by a public agency controlling or directing traffic, railroad crossing warning devices, and private signs used exclusively to direct traffic on private property;
- Real estate signs;
- Real estate development signs;
- Signs of a public and non-commercial nature, including, but not limited to, the following:
 - Public transit signs;
 - Public utility information signs;
 - Safety signs and danger signs;
 - Trespassing signs;
 - Signs erected by a public officer in the performance of a public duty; and
 - Historical signs for sites and/or structures designated by the City or State as having historical significance.
- Contractor signs;
- Political signs;
- Special event signs, such as grand openings, sales, races, etc.; and
- Community event signs.

Section 3. Section 16.5.9.3(A-D) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.3 Sign Allowance by Zone District

A. Signage in the Agricultural Zoning District

The Agricultural zoning district shall be limited to home occupation signs, portable signs, and signs for advertising agricultural stands. Agricultural stand signs shall be a maximum of thirty-two (32) square feet.

B. Signage in Residential Zoning Districts

The RR, RE, R-1, R-2, R-3, and R-4 zoning districts shall be limited to home occupation signs and signs advertising approved commercial or conditional uses. The maximum area of a permitted conditional use sign shall be twenty (20) square feet, unless otherwise allowed or further restricted by the City Council in approving the conditional use. In addition to the allowance of temporary signs under Section 5.9.4(C), properties with approved commercial or conditional uses are permitted a freestanding one (1) sign not to exceed twenty (20) square feet. Subdivisions, apartments, multi-family dwellings and condominium complexes are permitted a freestanding one (1) sign not to exceed twenty (20) square feet, and further provided that one (1) such sign shall be permitted for each separate street and/or separate building frontage occupied by the subdivision, apartment, or condominium complex and/or for each means of entrance to or exit from the subdivision, apartment, or condominium complex. Wall signs are also permitted not to exceed five (5) percent of the area of the façade in elevation view upon which they are placed.

C. Signage in the Manufactured/Mobile Home Park and Travel Trailer/RV Park Zoning Districts

Manufactured and mobile home parks and travel trailer and RV parks are permitted a freestanding monument sign not to exceed sixty-four (64) square feet, and further provided that one (1) such sign shall be permitted for each separate street and/or separate building frontage occupied by the manufactures/mobile home park and/or travel trailer/RV park for each means of entrance to or exit from the subdivision, apartment, or condominium complex. Wall signs are also permitted not to exceed five (5) percent of the area of the façade in elevation view upon which they are placed, shall be limited to monument signs identifying the park. Internal directional signs for internal way finding and navigational purposes shall be limited to a maximum area of ten (10) square feet each. All signage shall conform to a uniform design and shall be limited to the maximum amount necessary to provide advertising and directional information.

D. Signage in the CB-1 Zoning District

The total combined sign area in the Downtown Business zone shall be limited to two hundred (200) square feet per building site area. All signs, including directional signs for off-site businesses and portable signs, shall be included in calculating the total combined sign area. Signs in this zone shall be subject to the City of Douglas Downtown Historic District Review Panel and approval for time, manner, and place restrictions.

Table 5.9-1 Allowed Sign Types by Zone Districts

Sign Type	Rural		Residential							Commercial/Industrial				Other			Additional Requirements	
	A	RR	RE	R-1	R-2	R-3	R-4	MH-1	MH-2	CB-1	B-1	B-2	I	PLI+	MU-PUD+	GRN		
Banner						A	A	A	A	A	A	A	A	A	A	A		
Canopy sign						A	A	A	A	A	A	A	A	A	A	A		
Community events sign	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
Contractor sign	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
Directional sign						A	A	A	A	A	A	A	A	A	A	A		
Electronic Message Display (EMD)	C			C		C	C	C		C	C	C	C	C	C		See Section 5.9.4 of this Code	
Freestanding sign						A	A	A	A	A	A	A	A	A	A	A		
Home occupation sign	A	A	A	A	A	A	A	A							A			
Marquee sign						C	C			A	A	A			C			
Mechanical Message Display (MMD)	C			C		C	C	C		C	C	C	C	C	C		See Section 5.9.4 of this Code	
Monument sign			C	C	C	A	A	A	A		A	A	A	A	C			
Off-premise sign						C	C			A	A	A	A	A	C			
Pole sign						C	C	A	A	C	A	A	A	A	C	A		
Political sign	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		
Portable sign	A					A	A	A	A	A	A	A	A	A	C	A		
Projecting sign						A	A			A	A	A	A	A	C	A		
Real estate sign	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		
Real estate development sign	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		
Roof sign						C	C			A	A	A	A	A	C	A		
Shopping/office complex sign						C	C			A	A	A	A	A	A			
Sidewalk sign						T	T			T	T	T			T			
Suspended sign						A	A	A	A	A	A	A	A	A	A	A		

<u>Temporary sign</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	<u>T</u>	See Section 5.9.4 of this Code
Wall sign						A	A	A	A	A	A	A	A	A	A	A	A	

Note: A = Allowed sign in the identified zoning district. T = Temporary sign in the identified zoning district. C = Allowed sign in the identified zoning district if the respective site includes an approved or legally existing conditional or commercial use. All blank cells/boxes represent a sign that is not allowed in the identified zoning district. *This table only applies to PLI and MU-PUD zones without Master Plans.

Section 4. Section 16.5.9.4(B)(i) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.4 General Sign Standards

B. Location and Setbacks

i. All Signs Located On-Site

Signs shall be located on the premises in which the events, products, or services are being offered, unless otherwise approved as an off-premise sign pursuant to the requirements in Section 5.9.5 below. Temporary Signs may be displayed on municipal property in conjunction with an approved special event so long as the display is confined to the booth/table/display at the event and limited to the event duration. Temporary Signs may also be displayed in the Parkway or city right-of-way if done so with the permission of the property owner fronting the Parkway where a Temporary Sign would be erected.

Section 5. Section 16.5.9.4(C) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.4 General Sign Standards

C. Temporary Signs

i. Temporary sign(s) means a sign made of temporary materials affixed, erected, or maintained sign on the premise or lot for an erected for a minimum number of days except as provided below.

Residential properties – all single-family residential properties that are located in Residential Zoning Districts are permitted temporary signs not to exceed ~~eight~~three (83) square feet in total sign area per road frontage. Corner lots and lots with frontage on more than one street are entitled to ~~eight~~three (83) square feet per frontage. This sign area allowance covers but is not limited to: address signs, home occupation signs, lawn signs, real estate signs, contractor signs, and political signs. Signs may be freestanding, mounted to a permanent building structure or displayed in a window. Trees, rocks or other naturally occurring landscape features may not be used to support a residential sign.

ii. Temporary signs may be displayed for no more than ninety (90) days in a given calendar year.

iii. All temporary signs shall be removed within 5 days following the event/activity/promotion being advertised on the temporary sign. Signs not exceeding eight (8) square feet per frontage shall be allowed during a period from (90) days before a public election or the time the election is called, whichever is earlier, to five (5) days after the public election.

One temporary sign not exceeding six square feet in area and four feet in height which is erected for a maximum of eight days in any calendar month and is removed by sunset on any day it is erected.

iv. A sign not exceeding six (6) square feet in area and five (5) feet in height during the time of sale, lease or rental of the premises, provided that the sign is removed within thirty (30)15 days of the sale, lease or rental of the premises.

- v. Temporary signs shall not be placed on trees, rocks or other naturally occurring landscape features in any zone or district.
- vi. Temporary signs in the right-of-way shall not exceed three (3) feet in height.
- vii. The City may cause any temporary signage violating this section to be removed.

Section 6. Section 16.5.9.4(H) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.4 General Sign Standards

H. Freestanding and Pole Signs (see Figure 5.9-3 below for an example of a freestanding sign)

i. Height

Freestanding sign and pole signs shall be a minimum height of eight (8) feet as measured from finished grade to the bottom of the sign and shall not exceed a maximum height of fifteen (15) feet as measured from finished grade to the top of the sign in vehicular travel and maneuvering areas. All other freestanding signs shall not exceed the maximum building height of applicable zoning district.

ii. Area

The total area of freestanding signs and pole signs shall not exceed two (2) square feet for each linear foot of the building wall closest to the freestanding sign or fifty (50) square feet in a R-3, R-4, MH-1, MH-2, CB-1 or GRN zone, or one hundred (100) square feet in a B-1, B-2, MU-PUD, PLI or I zone, whichever is less. The maximum area of a freestanding sign where no building exists shall be fifty (50) square feet.

iii. Number of Freestanding Signs and Pole Signs Permitted on a Site

One (1) freestanding sign or pole sign shall be allowed on a single lot or parcel per frontage. Multiple tenants may be advertised on a single freestanding sign.

iv. Landscaping

Freestanding and Pole Signs shall be landscaped with water-wise vegetation (i.e. plants that naturally require little supplemental water, having evolved in low-precipitation environments and thus adapted to aridity, creating vibrant, low-water consumption landscapes) at their base in a way harmonious with the landscape concept for the whole site. Landscaping shall form an attractive, dense cluster at the base of the sign that is equally attractive in winter and summer (see Figure 5.9-4). Appropriate multidimensional rock-scape or art may be exchanged for landscaping.

v. Limited

The primary entryways to the City provide a valuable first impression of the community. Development should exemplify the nature of the community and provide insight into the character of the City. Traditional Pole Signs, defined as a sign sitting atop a single narrow pole, shall be limited on a case-by-case basis and shall be located on the primary commercial and industrial streets including the following:

- East Richards Street

- West Richards Street
- West Yellowstone Highway
- Riverbend Drive
- Highway 59
- Highway 93
- Highway 94

vi. Redesigned

Acceptable freestanding signs shall include signs with a wide decorative base, unique shapes, or other decorative elements including natural elements such as wood and stone.

Figure 5.9-3: Example of a freestanding pole sign.

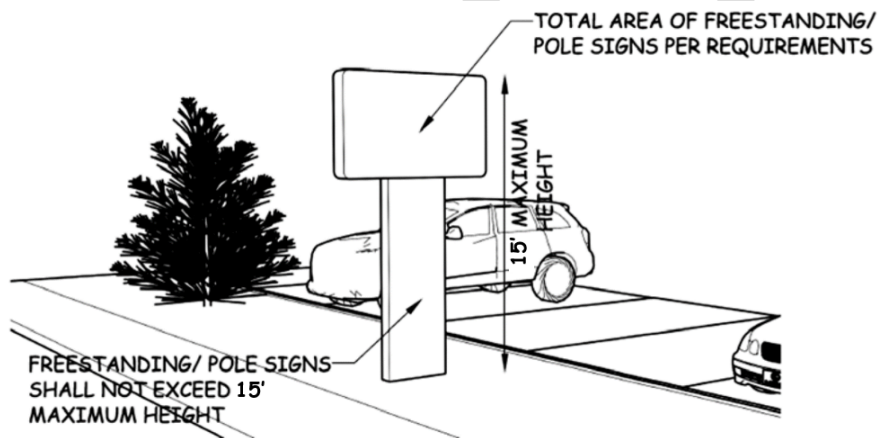
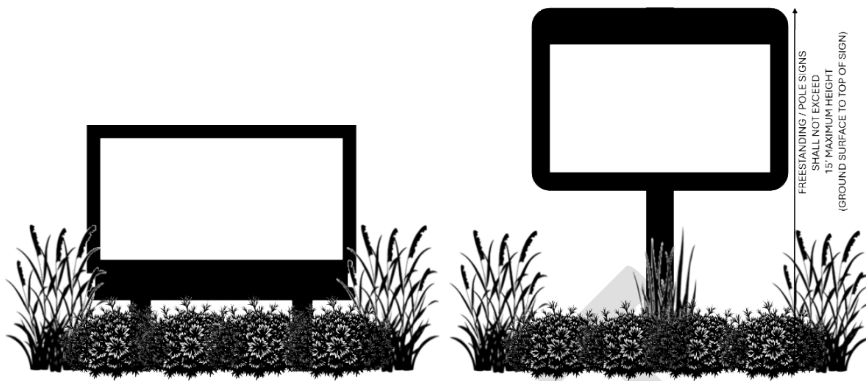


Figure 5.9-4 Freestanding and Pole Sign Landscaping



Section 7. Section 16.5.9.5(A)(ii) of the Douglas Municipal Code is hereby amended to read as follows:

5.9.5 Off-Premise Sign Standards (Billboards)

A. General

ii. Placement Limited

Off-premise signs proposed in community entry ways or Character Districts shall require conditional use approval from the City Council prior to construction. The City Council may impose additional [time, place, and manner](#) restrictions on the placement and sign area of off-premise signs located in Character Districts or Entry Corridors.

PASSED AND APPROVED ON FIRST READING this _____ day of _____, 20____.

PASSED AND APPROVED ON SECOND READING this _____ day of _____, 20____.

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING this _____ day of _____, 20____.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk

Published: _____

Ord. No. 1053
Page 12 of 13

ATTESTATION

I, Devon Litzinger, the Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Devon Litzinger, City Clerk

DRAFT

Ord. No. 1053
Page **13** of **13**

Proclamation

WHEREAS, Douglas, Wyoming, is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, Douglas, Wyoming, is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Douglas, Wyoming, is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, Douglas, Wyoming, acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2025.

NOW THEREFORE, I, Kim Pexton mayor of Douglas, Wyoming, do hereby proclaim November 1, 2025, to be

EXTRA MILE DAY

I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk

Proclamation

WHEREAS, first responders—including public works professionals, firefighters, police officers, emergency medical technicians, 911 operators, paramedics, and other emergency personnel—stand on the front lines of our communities, selflessly serving and protecting the citizens of Douglas in times of crisis; and

WHEREAS, first responders respond swiftly and courageously to emergencies, often putting their own lives at risk to ensure the safety and well-being of others, whether in natural disasters, accidents, medical emergencies, or public health and safety threats; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Douglas to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and other first responder efforts in their respective communities; and

WHEREAS, as of 2019 the US Senate has included language recognizing public works alongside fellow/other first responders; and

WHEREAS, ;

NOW, THEREFORE, I, Kim Pexton, Mayor of the City of Douglas, Wyoming, do hereby proclaim October 28, 2025, as:

PUBLIC WORKS FIRST RESPONDERS DAY

I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies paying tribute to our public works first responders alongside law enforcement, firefighters, paramedics, emergency medical technicians, 911 operators, and other emergency personnel, to recognize the substantial contributions they make to protecting our national health, safety, and advancing the quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this 27th day of October, 2025.

ATTEST:

Kim Pexton, Mayor

Devon Litzsinger, City Clerk

Proclamation

WHEREAS, the residents of Douglas, Wyoming have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Douglas, Wyoming seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and an estimated 20 percent increase of service members will transition to civilian life in the near future;

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Douglas, Wyoming appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

NOW, THEREFORE, I, Kim Pexton, Mayor of the City of Douglas, Wyoming, with designation as a Green Light for Veterans City, do hereby proclaim November 4-11, 2025, as a time to salute and honor the service and sacrifices of those transitioning from active service.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this 16th day of May, 2025.

ATTEST:

Kim Pexton, Mayor

Devon Litzsinger, City Clerk



Agenda Item Report

City Council – October 27, 2025

Item

Resolution 2025-34. A Resolution Amending the Budget Of The City Of Douglas, Wyoming, For The Fiscal Year 2026.

Responsible Staff Contact

Mary Nicol

Recommendation

Approve resolution as presented.

Executive Summary

Consider amending the budget as follows:

Account Number	Account Name	Additional Amount	Description
10-5110-8767	Comm Servc Cntrct-WY State Fair Foundation	750,000	Building upgrades
33-5605-6547	Equipment/Furniture	20,000	Truck Grabber Attachment (2)
	Total	770,000	

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department
Project/Line Item(s)
Budgeted Amount
Anticipated Amount

Action Requested/Recommended Motion

I move to approve resolution 2025-34 as presented.

Attachments

1. Budget Amendment Resolution 10-22-2025
2. Amendment Detail FY26 October 2025

RESOLUTION NO. 2025-34

A RESOLUTION AMENDING THE BUDGET OF THE CITY OF DOUGLAS, WYOMING,
FOR THE FISCAL YEAR 2026.

WHEREAS, the budget may be increased pursuant to Wyoming Statue §16-4-113; and

WHEREAS, the source of the revenue is unappropriated surplus or additional revenue; and

WHEREAS, notice has been duly given and a public hearing was held; and

WHEREAS, it appears that the procedural requirements and conditions precedent to action by the City Council have been observed; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that amendments are to be made to the City’s FY 2026 adopted budget as set forth on the attached listing.

PASSED, APPROVED, AND ADOPTED this 27th day October, 2025.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk

BUDGET AMENDMENT LISTING FY 2526 - October 2025

[illegible]



Agenda Item Report City Council – October 27, 2025

Item

Resolution 2025-32: A Resolution Vacating and Replatting all of Lots 18 through 37, inclusive, Block 2, and all of Lots 1 through 37 inclusive, Block 3, and all of Lots 1 through 21 inclusive, Block 4, Meadow Acres No. 2, and all of Lots 44 Through 76, inclusive, Block 4, and all of Lots 24 Through 57, inclusive, and Tracts D & F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition, into the Community Center Subdivision.

Responsible Staff Contact

Clara Chaffin

Recommendation

Recommend approval of Resolution 2025-32 as presented.

Executive Summary

The City of Douglas submitted a subdivision application to vacate and replat all of Lots 18 through 37, inclusive, Block 2, and all of Lots 1 through 37 inclusive, Block 3, and all of Lots 1 through 21 inclusive, Block 4, Meadow Acres No. 2, and all of Lots 44 Through 76, inclusive, Block 4, and all of Lots 24 Through 57, inclusive, and Tracts D & F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition, into the Community Center Subdivision.

The 33.35 acre subject property is located between Flicker Street and East Richards Street, and between Pearson Road and West Douglas Mobile Home Court.

The property is currently zoned R-1 Neighborhood Residential, R-2 Medium Density Residential and R-3 Limited Mixed Density Residential. These zones are intended to provide for a mixture of residential uses.

The Subdivision is intended to allow for and encourage residential development and the development of the Douglas Community Center. The revisions include 93 residential lots and one (1) lot intended for the development of the Douglas Community Center.

Any future use of this parcel will adhere to adopted standards and all applicable zoning regulations, standards and associated Master Plan; and will remain compatible with the surrounding uses.

No public comments were received.

Background

The subject property was annexed to the City of Douglas as part of the Venture West Annexation in 1980. In 1980 and 1981 the Additions of Meadow Acres, Meadow Acres 2 and Meadow Acres 3 were created out of the Venture West Annexation. In 2021 a portion of Meadow Acres Addition was replatted into the Meadow Acres #4 Addition.

Alignment to Strategic Doing (SD) and/or Other Plans

SD Outcome: Economy

SD Outcome Strategy: Housing

SD Outcome KPI: ECON-04 New Housing: Finalize at least one development agreement.

Budget/Fiscal Impact**Action Requested/Recommended Motion**

Recommend approval of Resolution 2025-32 as presented.

Attachments

1. CNCLStaff Report_SUB 03-25_Community Center Subdivision
2. Resolution 2025-32 Community Center Subdivision
3. Resolution 2025-32 Attachment A - COMMUNITY CENTER SUBDIVISION

**CITY COUNCIL
STAFF REPORT
OCTOBER 27, 2025**

VACATION & REPLAT COMMUNITY CENTER SUBDIVISION.

SUMMARY

CASE NUMBER: SUB 03-25

PREPARED BY: Heidi McCullough – Planning Technician

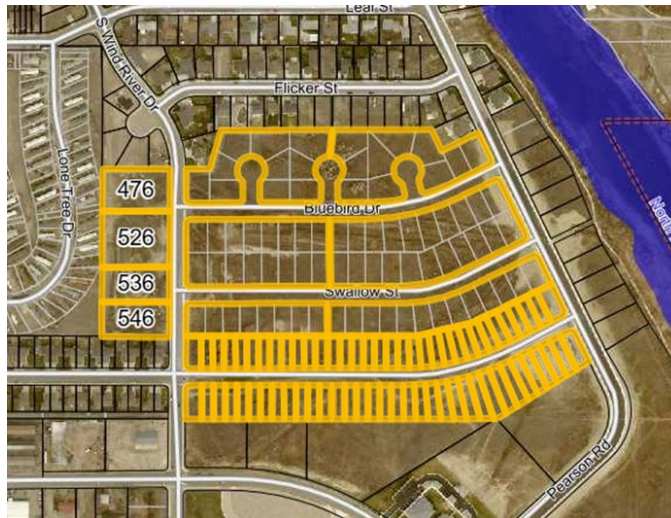
MEETING DATES: October 22, 2025 – Planning Commission
October 27, 2025 – City Council

REQUEST: Vacate and replat all of Lots 18 through 37, inclusive, Block 2, and all of Lots 1 through 37 inclusive, Block 3, and all of Lots 1 through 21 inclusive, Block 4, Meadow Acres No. 2, and all of Lots 44 Through 76, inclusive, Block 4, and all of Lots 24 Through 57, inclusive, and Tracts D & F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition, into the Community Center Subdivision.

PURPOSE: To create lots for future residential development and the development of the Douglas Community Center.

RECOMMENDATION: The Community Development Department recommends approval of the request to Vacate and Replat all of Lots 18 Through 37, Inclusive, Block 2, and all of Lots 1 through 37 inclusive, Block 3, and all of Lots 1 through 21 inclusive, Block 4, Meadow Acres No. 2, and all of Lots 44 Through 76, Inclusive, Block 4, and all of Lots 24 Through 57, Inclusive, And Tracts D & F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition, into the Community Center Subdivision.

VICINITY MAP:



OWNER: City of Douglas
P.O. Box 1030
Douglas, WY 82633

LOCATION:

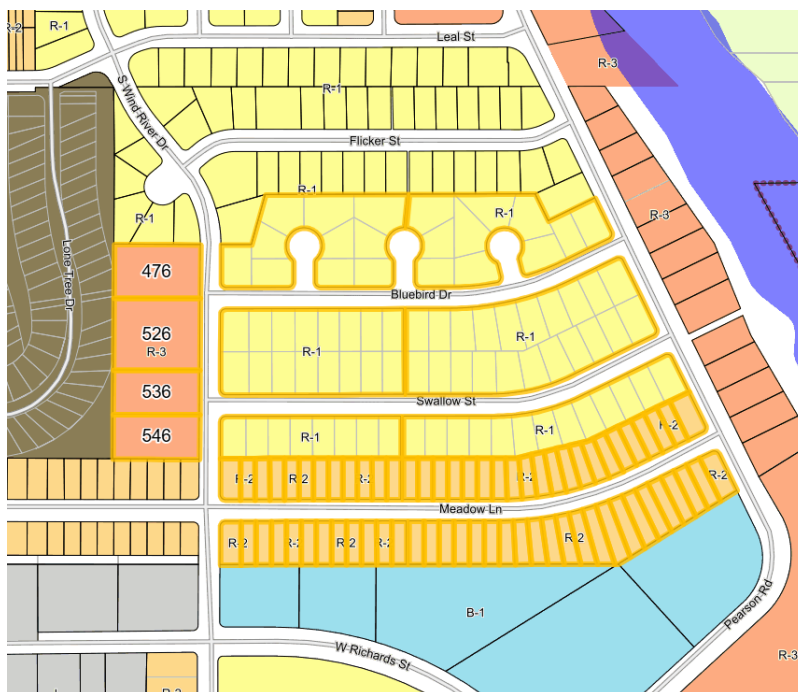
1. Legal Description: Lots 18 Through 37, Inclusive, Block 2, and all of Lots 1 through 37 inclusive, Block 3, and all of Lots 1 through 21 inclusive, Block 4, Meadow Acres No. 2, and all of Lots 44 Through 76, Inclusive, Block 4, and all of Lots 24 Through 57, Inclusive, And Tracts D & F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition.
2. General Location: The subject property is located between Flicker Street and East Richards Street, and between Pearson Road and West Douglas Mobile Home Court.

SIZE: 33.35 Acres.

EXISTING LAND USE: Vacant; Douglas Community Center under construction.

SURROUNDING LAND USE	ZONING	ANNEXATION STATUS
North: Residential	R-1	City
South: Vacant	B-1	City
East: Vacant	R-3	City
West: Residential	MH-2/R-2	City

ZONING: The property is currently zoned R-1 Neighborhood Residential, R-2 Medium Density Residential and R-3 Limited Mixed Density Residential. These zones are intended to provide for a mixture of residential uses.



PLAT DATA: The Subdivision is intended to allow for and encourage residential development and the development of the Douglas Community Center. The revisions include 93 residential lots and one (1) lot intended for the development of the Douglas Community Center.

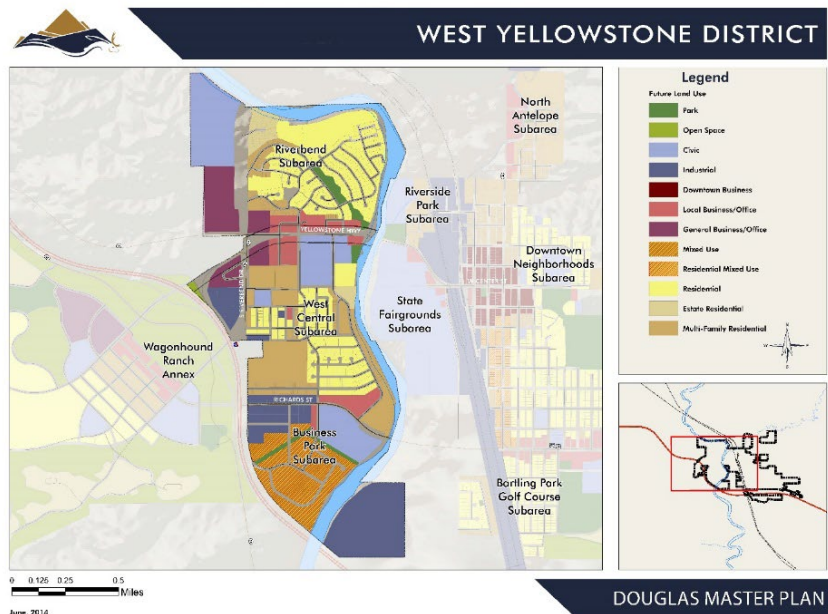
Any future use of this parcel will adhere to adopted standards and all applicable zoning regulations, standards and associated Master Plan; and will remain compatible with the surrounding uses.

HISTORY: The subject property was annexed to the City of Douglas as part of the Venture West Annexation in 1980. In 1980 and 1981 the Additions of Meadow Acres, Meadow Acres 2 and Meadow Acres 3 were created out of the Venture West Annexation. In 2021 a portion of Meadow Acres Addition was replatted into the Meadow Acres #4 Addition.

DOUGLAS MASTER PLAN:

The Douglas Master Plan designates this property as residential in the West Central Subarea of the West Yellowstone District.

Per the Master Plan: *“The central part of the subarea will include a mix of housing types. Many of these areas are separated and lack street connections. Other residential neighborhoods are in need of enhancements and redevelopment.”*



The proposed changes would be in keeping with the goals stated in the Douglas Master Plan.

REVIEW COMMENTS: Comments were received from the City Engineer regarding plat corrections: those corrections were made. No other comments were received from reviewing agencies.

STAFF RECOMMENDATION: Staff recommends approval of the request to Vacate and Replat all of Lots 18 Through 37, Inclusive, Block 2, And All Of Lots 1 through 37 inclusive, Block 3, and all of Lots 1 through 21 inclusive, Block 4, Meadow Acres No. 2, and all of Lots 44 Through 76, Inclusive, Block 4, and all of Lots 24 Through 57, Inclusive, And Tracts D & F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition, into the Community Center Subdivision.

PLANNING & ZONING COMMISSION RECOMMENDATION: At a special meeting on October 22, 2025, the Planning & Zoning Commission unanimously voted to recommend approval of the request to Vacate and Replat all of Lots 18 Through 37, Inclusive, Block 2, And All Of Lots 1 through 37 inclusive, Block 3, and all of Lots 1 through 21 inclusive, Block 4, Meadow Acres No. 2, and all of Lots 44 Through 76, Inclusive, Block 4, and all of Lots 24 Through 57, Inclusive, And Tracts D & F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition, into the Community Center Subdivision.

RESOLUTION NO. 2025-32

A RESOLUTION VACATING AND REPLATING ALL OF LOTS 18 THROUGH 37, INCLUSIVE, BLOCK 2, AND ALL OF LOTS 1 THROUGH 37 INCLUSIVE, BLOCK 3, AND ALL OF LOTS 1 THROUGH 21 INCLUSIVE, BLOCK 4, MEADOW ACRES NO. 2, AND ALL OF LOTS 44 THROUGH 76, INCLUSIVE, BLOCK 4, AND ALL OF LOTS 24 THROUGH 57, INCLUSIVE, AND TRACTS D & F, BLOCK 5, MEADOW ACRES NO. 2 REPLAT, AND ALL OF MEADOW ACRES NO. 4 ADDITION, INTO THE COMMUNITY CENTER SUBDIVISION.

WHEREAS, the City of Douglas, as owners of the property described above, has made application to Vacate and Replat all of Lots 18 through 37, inclusive, Block 2, and all of Lots 1 through 37 inclusive, Block 3, and all of Lots 1 through 21 inclusive, Block 4, Meadow Acres No. 2, and all of Lots 44 Through 76, inclusive, Block 4, and all of Lots 24 Through 57, inclusive, and Tracts D & F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition, into the Community Center Subdivision.; and

WHEREAS, replatting the described area as outlined in Attachment A, incorporated herein, will have beneficial effects on the future use of the development; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on October 22, 2025, where there was no public opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING,

Section 1. That the vacation and replat is in the best interest of the City.

Section 2. That the Clerk of Converse County, Wyoming, in whose office the aforesaid plat is recorded, shall write in plain legible letters across the part of the plat so vacated the word "VACATED", and also make a reference on the same to the volume and page which the said instrument of vacation is recorded.

Section 3. That the City Council approves the replatting of the foregoing described area in Attachment A and authorizes the Mayor and the Clerk to affix their signature to the replat.

PASSED, APPROVED, AND ADOPTED this 27th day of OCTOBER 2025.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk

FINAL PLAT OF
"COMMUNITY CENTER SUBDIVISION"

TO THE CITY OF DOUGLAS, WYOMING

LOCATED IN THE SW1/4SE1/4, AND THE SE1/4SW1/4, SECTION 8,
TOWNSHIP 32 NORTH, RANGE 71 WEST OF THE 6TH PRINCIPAL MERIDIAN,
CONVERSE COUNTY, WYOMING

SCALE: 1"=100'

NOTES

- ERROR OF CLOSURE = EXCEEDS 1:500,000.
- BASIS OF BEARING: WYOMING STATE PLANE COORDINATE SYSTEM, EAST ZONE, NAD 83/86.
- DISTANCES: GRID.
- COORDINATES LISTED RELATE TO THE CITY OF DOUGLAS DATUM.
- ELEVATIONS LISTED REFERENCE NAVD88 AND NOT INTENDED FOR USE AS BENCHMARKS.
- 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.

CERTIFICATE OF SURVEYOR

I, James F. Jones, do hereby certify that I am a professional land surveyor licensed under the laws of the State of Wyoming, that this plat is a true, correct, and complete plat of 'COMMUNITY CENTER SUBDIVISION' as laid out, platted, dedicated, and shown hereon, that such plat was made from an accurate survey of said property by me or under my supervision and correctly shows the location and dimensions of the lots, easements, and streets of said subdivision as the same are staked upon the ground in compliance with the City of Douglas regulations governing the subdivision of land.

STATE OF WYOMING)
NATRONA COUNTY) SS

The foregoing instrument was acknowledged before me this

_____ day of _____, 2025.

James F. Jones, P.L.S.

as a free and voluntary act and deed. Witness my hand and official seal. My commission expires:



NOTARY PUBLIC

CONVERSE COUNTY CLERK'S CERTIFICATION

FILING NO. _____
OFFICE OF THE REGISTER OF DEEDS
STATE OF WYOMING
COUNTY OF CONVERSE
THIS INSTRUMENT WAS FILED FOR RECORD THIS _____ DAY OF _____, 2025
AT _____ O'CLOCK _____ M., AND DULY RECORDED AS INSTRUMENT # _____
IN CABINET _____ ON SLIDE _____

COUNTY CLERK AND EX-OFFICIO REGISTER OF DEEDS



VICINITY MAP
1" = 2000'

CERTIFICATE OF DEDICATION

The City of Douglas hereby certifies that they are the owner and proprietor of the foregoing Parcel located in and being all of Lots 18 through 37, inclusive, Block 2, and all of Lots 1 through 37, inclusive, Block 3, and all of Lots 1 through 21, inclusive, Block 4, Meadow Acres No. 2, an addition to the City of Douglas, and all of Lots 44 through 76, inclusive, Block 4, and all of Lots 24 through 57, inclusive, and Tract F, Block 5, Meadow Acres No. 2 Replat, and all of Meadow Acres No. 4 Addition situate within the SW1/4SE1/4, and the SE1/4SW1/4, Section 8, Township 32 North, Range 71 West of the Sixth Principal Meridian, Converse County, Wyoming, being more particularly described by metes and bounds as follows:

Beginning at the northwest corner of Lot 4, Block 8, Meadow Acres No. 3 and a point on the east right-of-way line of South Wind River Drive, monumented by an aluminum cap; thence N0°16'20"E, along the east right-of-way line of said South Wind River Drive, a distance of 293.82 feet to a point; thence N89°45'16"W, a distance of 301.84 feet to the southeast corner of West Douglas Mobilehome Court; thence N0°13'46"E, along the east line of said West Douglas Mobilehome Court, a distance of 599.74 feet to the southwest corner of Lot 32, Meadow Acres; thence S89°49'33"E, along the south line of said Meadow Acres, a distance of 242.29 feet to the southeast corner of Lot 34, Meadow Acres and a point on the west right-of-way line of said South Wind River Drive; thence S89°49'35"E, across said South Wind River Drive, a distance of 60.00 feet to the southwest corner of Lot 17, Block 2, Meadow Acres No. 2 and a point on the east right-of-way line of said South Wind River Drive, monumented by an aluminum cap; thence N89°49'47"E, along the south line of said Lot 17, a distance of 85.06 feet to the southeast corner of said Lot 17, monumented by an aluminum cap; thence N15°39'37"E, along the east line of said Lot 17, a distance of 144.85 feet to the northeast corner of said Lot 17 and a point on the south line of Lot 14 of said Meadow Acres #2, monumented by an aluminum cap; thence N89°51'31"E, along the south line of Lots 2 through 14, and Tract B of said Block 2, Meadow Acres #2, a distance of 754.67 feet to the northwest corner of Lot 38 of said Block 2, Meadow Acres #2, monumented by an aluminum cap; thence S25°53'16"E, along the west line of said Lot 38, a distance of 83.46 feet to the southwest corner of said Lot 38, monumented by an aluminum cap; thence N63°56'37"E, along the south line of said Lot 38, a distance of 144.85 feet to the southeast corner of said Lot 38 and a point on the west right-of-way line of Pearson Road, monumented by an aluminum cap; thence S25°59'13"E, along the west right-of-way line of said Pearson Road, a distance of 907.49 feet to the northeast corner of Lot 3, Block 8, Meadow Acres #3, monumented by an aluminum cap; thence S58°06'48"W, along the north line of said Lot 3, Block 8, a distance of 389.62 feet to the northwest corner of said Lot 3 and a point on the south line of Section 8, monumented by a brass cap; thence S89°35'29"W, along the south line of said Section 8 and the north line of Lot 6, Block 8, Meadow Acres #3, a distance of 312.91 feet to the 1/4 corner common to Sections 8 and 17, monumented by a GLO stone; thence S89°58'49"W, along the south line of said Section 8 and the north line of Lots 4, 5 and 6 of said Block 8, Meadow Acres #3, a distance of 803.56 feet to the Point of Beginning.

The above described Parcel contains 33.35 acres, more or less, and is subject to any and all rights-of-way, easements, reservations, and encumbrances which have been legally acquired.

The subdivision of the forgoing described land as it appears on this plat is with the free consent and in accordance with the desire of the above named owner and proprietor. The name of said subdivision shall be known as "COMMUNITY CENTER SUBDIVISION", an addition to the City of Douglas, Wyoming. The above named owner and proprietor does hereby dedicate all streets and roads shown hereon to the use of the public and grants to the public and private utility companies an easement and license to locate, construct, use and maintain conduits, lines, wires and pipes, any or all of them, under, along or across the strips of land marked as utility easements as shown on this plat.

OWNER
City of Douglas
P.O. Box 1030
Douglas, Wyoming 82633

Kim Pexton - Mayor, City of Douglas

STATE OF WYOMING)
CONVERSE COUNTY) SS

The foregoing instrument was acknowledged before me this

_____ day of _____, 2025, by:

Kim Pexton - Mayor, City of Douglas

as a free and voluntary act and deed. Witness my hand and official seal. My commission expires:

NOTARY PUBLIC

APPROVALS

APPROVED BY THE PLANNING COMMISSION OF THE CITY OF DOUGLAS, WYOMING, THIS _____ DAY OF _____, 2025.

ATTEST: _____ SECRETARY _____ CHAIRMAN

APPROVED BY THE CITY COUNCIL OF DOUGLAS, WYOMING, THIS _____ DAY OF _____, 2025.

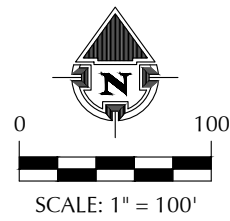
ATTEST: _____ CITY CLERK _____ MAYOR

APPROVED BY THE CITY ENGINEERS OFFICE OF DOUGLAS, WYOMING, THIS _____ DAY OF _____, 2025.

CITY ENGINEER

LEGEND

- RECOVERED BRASS CAP
- RECOVERED ALUMINUM CAP
- RECOVERED CORNER AS NOTED
- SET 5/8" REBAR W/ALUMINUM CAP
- SET BRASS CAP
- PLAT BOUNDARY
- LOT LINES
- EASEMENT LINES
- MEASURED
- RECORD



FINAL PLAT OF
"COMMUNITY CENTER SUBDIVISION"

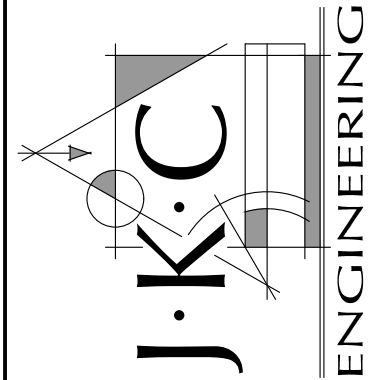
TO THE CITY OF DOUGLAS, WYOMING

BECING A VACATION AND REPLAT OF ALL OF LOTS 18 THROUGH 37, INCLUSIVE, BLOCK 2, AND ALL OF LOTS 1 THROUGH 37, INCLUSIVE, BLOCK 3, AND ALL OF LOTS 1 THROUGH 21, INCLUSIVE, BLOCK 4, MEADOW ACRES NO. 2, AN ADDITION TO THE CITY OF DOUGLAS, AND ALL OF LOTS 44 THROUGH 76, INCLUSIVE, BLOCK 4, AND ALL OF LOTS 24 THROUGH 57, INCLUSIVE, AND TRACT F, BLOCK 5, MEADOW ACRES NO. 2 REPLAT, AND ALL OF MEADOW ACRES NO. 4 ADDITION, SITUATE WITHIN THE SW1/4SE1/4, AND THE SE1/4SW1/4, SECTION 8, TOWNSHIP 32 NORTH, RANGE 71 WEST OF THE 6TH PRINCIPAL MERIDIAN, CONVERSE COUNTY, WYOMING.

DATE: 9/19/2025
PROJECT #: 24-248
DRAWN BY: SAG

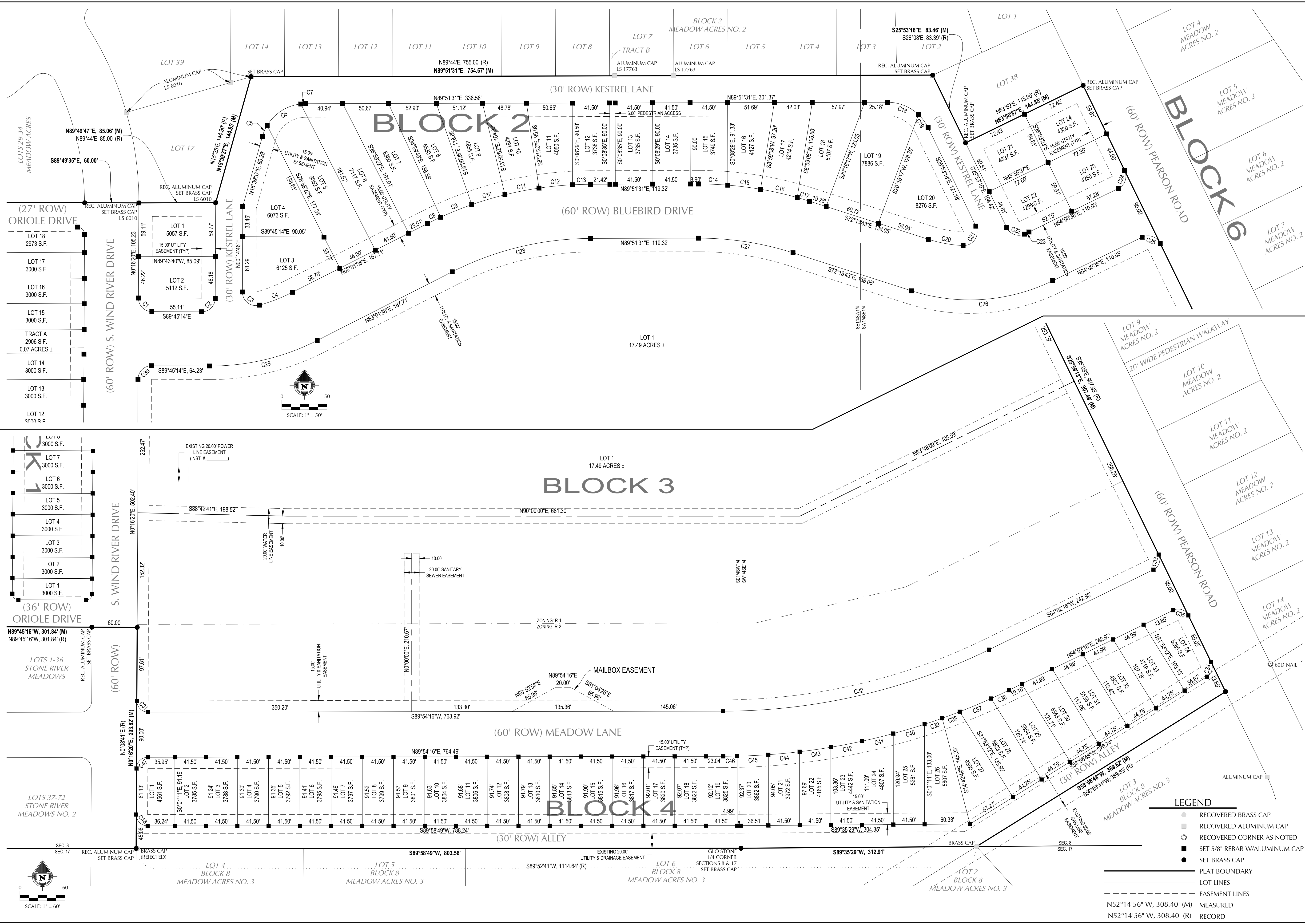
SHEET TITLE:
RECORD OF
SURVEY

SHEET NUMBER
1 OF 3



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CONSTRUCTION MANAGEMENT
330 S. Center St., Ste 407 • Casper, Wyoming 82601
Ph: 307-265-4601 • Fax: 307-265-4672

M:\Land 2024\Survey\24-248 Douglas Community Center\Drawings\Survey\Plat\24-248 COMMUNITY CENTER SUBDIVISION.dwg SAVED: 9/19/25 PRINTED: 9/19/25 BY: SHANNONG



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ENGINEERING

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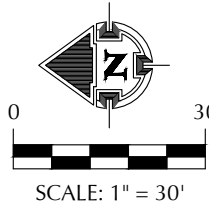
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PROJECT #: 24-248
DRAWN BY: SAG
SHEET TITLE:
RECORD OF SURVEY
SHEET NUMBER
2 OF 3

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Curve Table				
Curve #	Radius	Length	Delta	Chord
C1	15,000	23.57'	90°01'34"	N44°44'27"W, 21.22'
C2	15,000	23.56'	90°00'00"	S45°14'46"W, 21.21'
C3	15,000	27.74'	105°58'35"	N52°44'31"W, 23.96'
C4	200,000	39.24'	11°14'34"	S68°38'54"W, 39.18'
C5	50,000	13.53'	15°30'12"	N23°24'43"E, 13.49'
C6	50,000	45.80'	52°28'46"	N57°24'12"E, 44.21'
C7	50,000	5.42'	6°12'56"	N86°45'03"E, 5.42'
C8	400,000	16.12'	2°18'34"	S64°10'55"W, 16.12'
C9	400,000	37.16'	5°19'22"	S67°59'53"W, 37.15'
C10	400,000	38.35'	5°29'33"	S73°24'21"W, 38.33'
C11	400,000	38.34'	5°29'33"	S78°53'54"W, 38.33'
C12	400,000	37.25'	5°20'11"	S84°18'46"W, 37.24'
C13	400,000	20.09'	2°52'40"	S88°25'11"W, 20.09'
C14	400,000	32.64'	4°40'29"	N87°48'14"W, 32.63'
C15	400,000	36.58'	5°14'24"	N82°50'48"W, 36.57'
C16	400,000	41.61'	5°57'36"	N77°14'48"W, 41.59'
C17	400,000	14.23'	2°02'16"	N73°14'52"W, 14.23'
C18	50,000	37.99'	43°31'44"	S88°22'37"E, 37.08'

Curve Table				
Curve #	Radius	Length	Delta	Chord
C19	50,000	18.09'	20°43'28"	S36°15'01"E, 17.99'
C20	150,000	39.24'	14°59'25"	N79°43'26"W, 39.13'
C21	15,000	31.07'	118°40'08"	S33°26'48"W, 25.80'
C22	15,000	23.03'	87°58'37"	N69°52'35"W, 20.84'
C23	150,000	5.56'	2°07'28"	S65°04'23"W, 5.56'
C24	15,000	23.56'	89°59'51"	S19°00'43"W, 21.21'
C25	15,000	23.56'	90°00'09"	S70°59'17"E, 21.21'
C26	210,000	160.39'	43°45'38"	N85°53'27"E, 156.52'
C27	340,000	106.30'	17°54'45"	S81°11'06"E, 105.86'
C28	340,000	159.22'	26°49'54"	N76°26'35"E, 157.77'
C29	260,000	123.52'	27°13'08"	N76°38'12"E, 122.36'
C30	15,000	23.56'	89°58'26"	N45°15'33"E, 21.21'
C31	15,000	23.65'	90°20'03"	N44°55'42"W, 21.27'
C32	810,000	365.68'	25°52'00"	S76°58'16"W, 362.58'
C33	15,000	23.57'	90°01'29"	S19°01'32"W, 21.22'
C34	15,000	22.02'	84°06'00"	S16°03'47"W, 20.09'
C35	15,000	23.56'	89°58'31"	S70°58'28"E, 21.21'
C36	870,000	25.88'	1°42'15"	N64°53'24"E, 25.88'

Curve Table				
Curve #	Radius	Length	Delta	Chord
C37	870,000	45.33'	2°59'07"	N67°14'05"E, 45.32'
C38	870,000	24.85'	1°38'12"	N69°32'44"E, 24.85'
C39	870,000	24.79'	1°37'58"	N71°10'49"E, 24.79'
C40	870,000	43.30'	2°51'06"	N73°25'21"E, 43.30'
C41	870,000	42.72'	2°48'49"	N76°15'19"E, 42.72'
C42	870,000	42.27'	2°47'02"	N79°03'14"E, 42.27'
C43	870,000	41.93'	2°45'41"	N81°49'35"E, 41.92'
C44	870,000	41.69'	2°44'44"	N84°34'48"E, 41.69'
C45	870,000	41.55'	2°44'11"	N87°19'15"E, 41.54'
C46	870,000	18.46'	1°12'56"	N89°17'48"E, 18.46'
C47	15,000	23.47'	89°39'53"	N45°04'20"E, 21.15'
C48	15,000	23.64'	90°17'32"	N44°52'26"W, 21.27'
C49	8,000	12.57'	89°59'31"	S45°16'25"W, 11.31'
C50	8,000	12.57'	90°00'24"	N44°43'52"W, 11.31'
C51	8,000	12.55'	89°54'06"	N45°13'23"E, 11.30'
C52	8,000	12.58'	90°06'13"	S44°46'27"E, 11.32'



LEGEND

- RECOVERED BRASS CAP
- RECOVERED ALUMINUM CAP
- RECOVERED CORNER AS NOTED
- SET 5/8" REBAR W/ALUMINUM CAP
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- PLAT BOUNDARY
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FINAL PLAT OF
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TO THE CITY OF DOUGLAS, WYOMING
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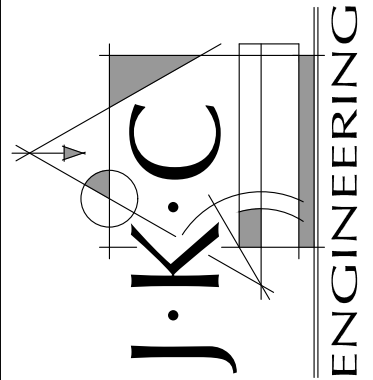
DATE: 9/19/2025
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DRAWN BY: SAG

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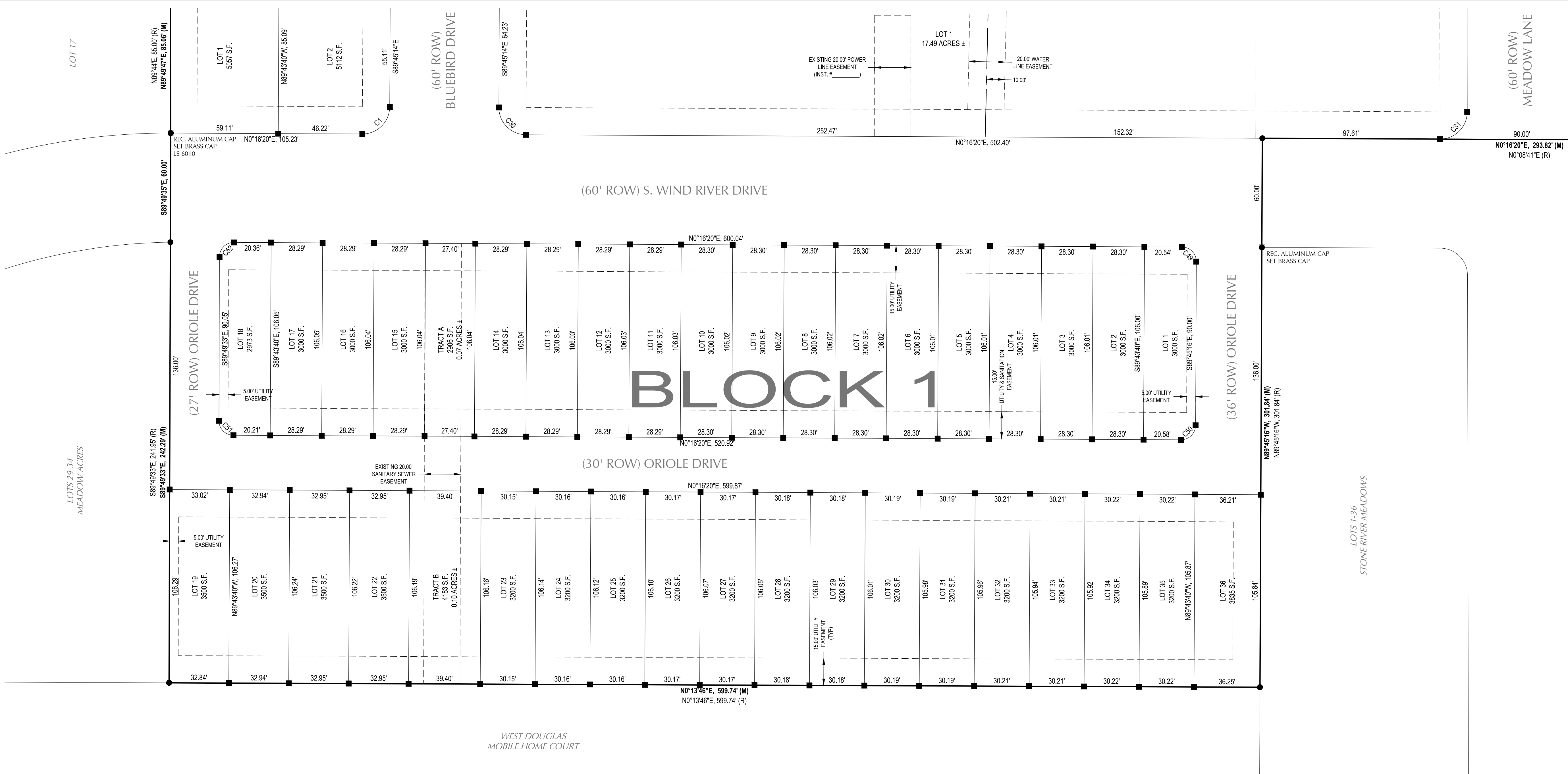
RECORD OF
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SHEET NUMBER

3 OF 3



ENGINEERING • SURVEYING • GIS MAPPING
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330 S. Center St., Ste 407 • Casper, Wyoming 82601
Ph: 307-265-4601 • Fax: 307-265-4672





Agenda Item Report City Council – October 27, 2025

Item

Resolution 2025-33: A Resolution Rezoning the Community Center Subdivision from R-1 Neighborhood Residential, R-2 Medium Density Residential, and R-3 Limited Mixed Residential to MU-PUD Mixed-Use Planned Unit Development Zoning District

Responsible Staff Contact

Clara Chaffin

Recommendation

Recommend approval of Resolution 2025-33 as presented.

Executive Summary

The City of Douglas submitted a rezone application to allow for increased flexibility in the siting and design of land uses and zoning standards within a comprehensively planned area to accommodate high-quality residential mixed-use development in conjunction with the Community Center.

The 33.35 acre subject property is located between Kestral Lane and East Richards Street, and between Pearson Road and West Douglas Mobile Home Court.

The property is currently zoned R-1 Neighborhood Residential, R-2 Medium Density Residential and R-3 Limited Mixed Density Residential.

The described property is currently zoned R-1 Neighborhood Residential, R-2 Medium Density Residential and R-3 Limited Mixed Density Residential. The applicant desires to rezone to MU-PUD Zoning District which is *“is intended to accommodate high-quality commercial, office, residential, commercial mixed-use, and residential mixed-use development. The purpose of the following regulations is to allow for increased flexibility in the siting and design of land uses and zoning standards within a comprehensively planned area. The MU-PUD zoning district allows for the vertical and horizontal mixture and siting of commercial and residential uses and the establishment of development-specific standards.”*

MU-PUD SUBDIVISION MASTER PLAN:

The City of Douglas is proposing a Mixed-Use Planned Unit Development (MU-PUD) for a 33.35-acre site generally located between the Douglas Middle School and the Douglas Upper Elementary School.

The Master Plan supports of the Mixed-Use Planned Unit Development (MU-PUD) zoning designation for the Community Center Subdivision. The City of Douglas is proposing a neighborhood development centered around the new Douglas Community Center with a focus on attainable housing, recreation, and a neighborly sense of belonging.

Goals of the Community Center Subdivision MU-PUD include:

1. Create a community design that celebrates the site's natural features;
2. Promote a community centered around inclusivity and activity;
3. Create attainable housing opportunities for residents today and into the future; and
4. Provide indoor and outdoor recreation for all residents and visitors to Douglas.

The purpose of the Community Center Subdivision MU-PUD zoning master plan is to codify the siting and design of land uses and development standards within the Community Center Subdivision MU-PUD zoning district.

Primary deviations from the existing Unified Land Development Code (ULDC), Title 16 of the Municipal Code include:

- Density & Dimensional Standards (page 11): Revised to match allowed uses on pages 17 and 20.
- Allowed Uses (page 17 & 20): Reduced from all uses identified in the ULDC to those appropriate in the Community Center Subdivision.
- Landscaping (page 24-29): Enhanced Water-Wise requirements.
- Parking & Pedestrian Focus (page 29-30): Revised to focus on developing a people-oriented neighborhood.
- Streets (page 30): Revised to address only the streets within the Community Center Subdivision.

Background

The subject property was annexed to the City of Douglas as part of the Venture West Annexation in 1980. In 1980 and 1981 the Additions of Meadow Acres, Meadow Acres 2 and Meadow Acres 3 were created out of the Venture West Annexation. In 2021 a portion of Meadow Acres Addition was replatted into the Meadow Acres #4 Addition. In 2025 parts of Meadow Acres #2 and all of Meadow Acres #4 were replatted into the Community Center Subdivision.

Alignment to Strategic Doing (SD) and/or Other Plans

SD Outcome: Economy

SD Outcome Strategy: Housing

SD Outcome KPI: ECON-04 New Housing: Finalize at least one development

agreement.

Budget/Fiscal Impact

Action Requested/Recommended Motion

Recommend approval of Resolution 2025-33 as presented.

Attachments

1. CNCL Staff Report ZON 02-25 Community Center
2. Resolution 2025-33 Community Center Subdivision Rezone
3. Resolution 2025-33 Attachment A - Community Center Subdivision Master Plan

**CITY COUNCIL
STAFF REPORT
OCTOBER 27, 2025**

COMMUNITY CENTER SUBDIVISION REZONE

CASE NUMBERS: ZON 02-25

PREPARED BY: Heidi McCullough, Planning Technician

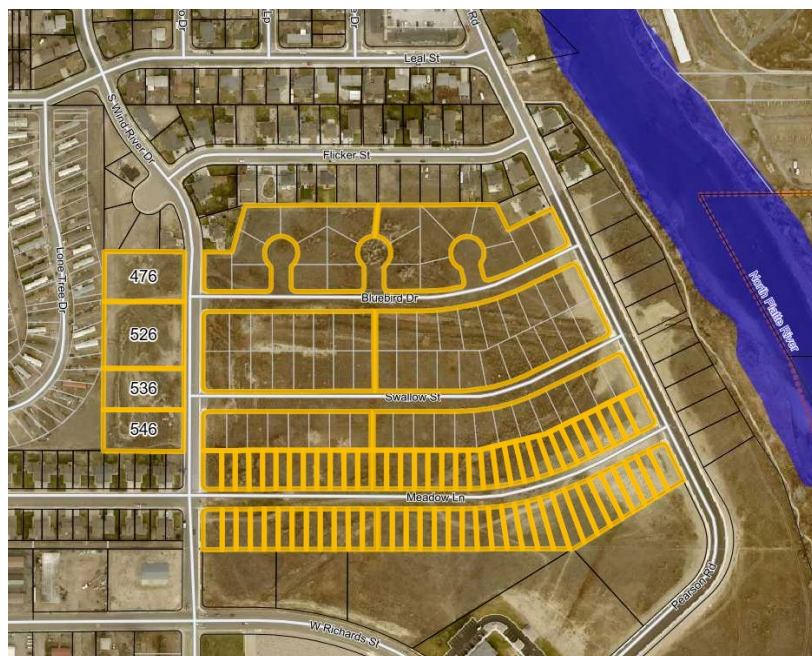
MEETING DATES: October 22, 2025 – Planning & Zoning Commission
October 27, 2025 – City Council

REQUEST: Rezone of the Community Center Subdivision from R-1 Neighborhood Residential, R-2 Medium Density Residential, and R-3 Limited Mixed Residential to MU-PUD Mixed-Use Planned Unit Development Zoning District.

PURPOSE: To allow for increased flexibility in the siting and design of land uses and zoning standards within a comprehensively planned area to accommodate high-quality residential mixed-use development in conjunction with the Community Center.

RECOMMENDATION: The Community Development Department recommends approval of the request to rezone the Community Center Subdivision from R-1 Neighborhood Residential, R-2 Medium Density Residential and R-3 Limited Mixed Residential to MU-PUD Mixed-Use Planned Unit Development Zoning District.

VICINITY MAP:



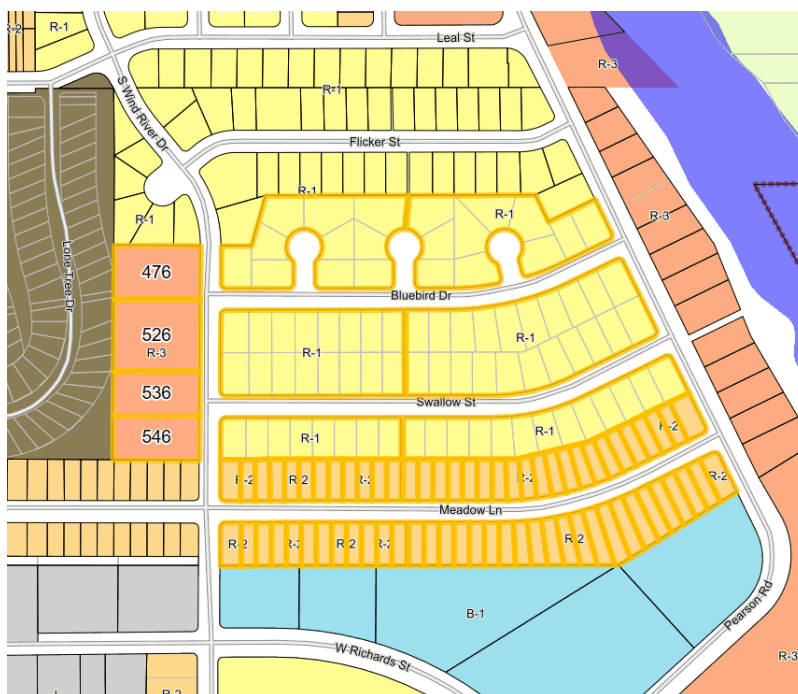
OWNER: City of Douglas
P.O. Box 1030
Douglas, WY 82633

LOCATION:

- (1) Legal Description: Community Center Subdivision
- (2) General Location: The subject property is located between Kestral Lane and East Richards Street, and between Pearson Road and West Douglas Mobile Home Court.
- (2) Addresses: Community Center Subdivision (Multiple)

SIZE: 33.35 acres

ZONING: The property is currently zoned R-1 Neighborhood Residential, R-2 Medium Density Residential and R-3 Limited Mixed Density Residential.



ZONING DATA: The described property is currently zoned R-1 Neighborhood Residential, R-2 Medium Density Residential and R-3 Limited Mixed Density Residential. The applicant desires to rezone to MU-PUD Zoning District which is “*is intended to accommodate high-quality commercial, office, residential, commercial mixed-use, and residential mixed-use development. The purpose of the following regulations is to allow for increased flexibility in the siting and design of land uses and zoning standards within a comprehensively planned area. The MU-PUD zoning district allows for the vertical and horizontal mixture and siting of commercial and residential uses and the establishment of development-specific standards.*”

SURROUNDING LAND USE**North:** Residential**South:** Vacant**East:** Vacant**West:** Residential**ZONING**

R-1

B-1

R-3

MH-2/R-2

ANNEXATION STATUS

City

City

City

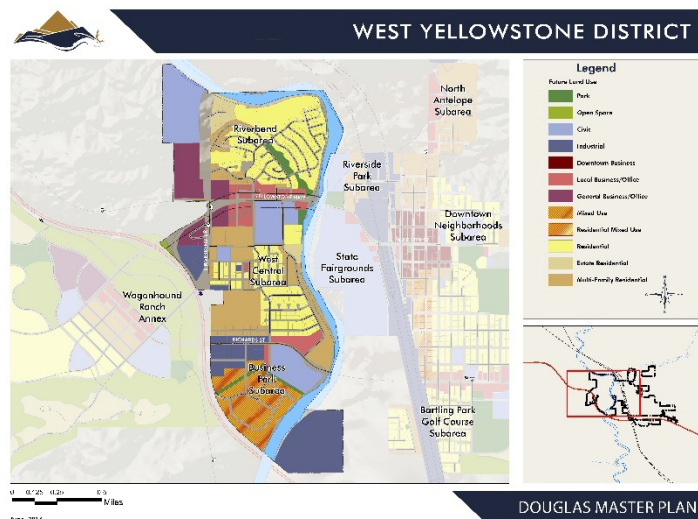
City

EXISTING LAND USE: Vacant Residential.**2014 DOUGLAS MASTER PLAN:**

The Douglas Master Plan designates this property as residential in the West Central Subarea of the West Yellowstone District.

Per the Master Plan: *“The central part of the subarea will include a mix of housing types. Many of these areas are separated and lack street connections. Other residential neighborhoods are in need of enhancements and redevelopment.”*

The proposed changes would be in keeping with the goals stated in the Douglas Master Plan.



HISTORY: The subject property was annexed to the City of Douglas as part of the Venture West Annexation in 1980. In 1980 and 1981 the Additions of Meadow Acres, Meadow Acres 2 and Meadow Acres 3 were created out of the Venture West Annexation. In 2021 a portion of Meadow Acres Addition was replatted into the Meadow Acres #4 Addition. In 2025 parts of Meadow Acres #2 and all of Meadow Acres #4 were replatted into the Community Center Subdivision.

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- Parking & Pedestrian Focus (page 29-30): Revised to focus on developing a people-oriented neighborhood.
- Streets (page 30): Revised to address only the streets within the Community Center Subdivision.

STAFF RECOMMENDATION: Staff recommends approval of the request to rezone the Community Center Subdivision from R-1 Neighborhood Residential, R-2 Medium Density Residential, and R-3 Limited Mixed Density Residential to MU-PUD Mixed-Use Planned Unit Development Zoning District with the associated Master Plan.

PLANNING & ZONING COMMISSION RECOMMENDATION: At a special Planning & Zoning Commission on October 22, 2025, the Commission recommended approval of the request to rezone the Community Center Subdivision from R-1 Neighborhood Residential, R-2 Medium Density Residential, and R-3 Limited Mixed Density Residential to MU-PUD Mixed-Use Planned Unit Development Zoning District with the associated Master Plan.

RESOLUTION NO. 2025-33

A RESOLUTION REZONING THE COMMUNITY CENTER SUBDIVISION FROM R-1 NEIGHBORHOOD RESIDENTIAL, R-2 MEDIUM DENSITY RESIDENTIAL, AND R-3 LIMITED MIXED RESIDENTIAL TO MU-PUD MIXED-USE PLANNED UNIT DEVELOPMENT ZONING DISTRICT.

WHEREAS, the City of Douglas, as owners of the property described above, has made application to change the zoning of said property; and

WHEREAS, the purpose of the rezone is to allow the property to be developed in a manner which would provide attainable housing and recreation for the community; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on October 22, 2025, where there was no public opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council; and

WHEREAS, this application was presented to and approved by the Douglas City Council at a public hearing held on October 27, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that the zoning classification of the parcels of land platted as Community Center Subdivision, Converse County, Wyoming is hereby adopted as follows:

Section 1: The zoning of property legally described as tracts of land platted as Community Center Subdivision, shall be rezoned from R-1 Neighborhood Residential, R-2 Medium Density Residential, and R-3 Limited Mixed Residential to MU-PUD Mixed-Use Planned Unit Development Zoning District.

Section 2: The Community Center Subdivision Master Plan (Attachment A) be adopted in its entirety and shall govern the development of the Community Center Subdivision.

Section 3: The City District Zoning Map shall be amended to reflect the rezoning of said property described herein.

PASSED, APPROVED, AND ADOPTED this 27th day of OCTOBER, 2025.

Kim Pexton, Mayor

Attest:

Devon Litzsinger, City Clerk

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INTENT

The City of Douglas is proposing a Mixed-Use Planned Unit Development (MU-PUD) for a 33.35-acre site generally located between the Douglas Middle School and the Douglas Upper Elementary School. The property is bounded on the West by South Wind River Drive and Lonetree Mobile Home Park, on the east by Pearson Road, on the North by Flicker Street residential, and on the South by undeveloped commercial property along West Richards Street.

A copy of the Community Center Subdivision is attached to this Master Plan.

The following is a Mixed-Use Planned Unit Development (MU-PUD) Master Plan in support of the MU-PUD zoning designation for the Community Center Subdivision. The City of Douglas is proposing a neighborhood development centered around the new Douglas Community Center with a focus on attainable housing, recreation, and a neighborly sense of belonging.

Goals of the Community Center Subdivision MU-PUD include:

1. Create a community design that celebrates the site's natural features;
2. Promote a community centered around inclusivity and activity;
3. Create attainable housing opportunities for residents today and into the future; and
4. Provide indoor and outdoor recreation for all residents and visitors to Douglas.

The purpose of the Community Center Subdivision MU-PUD zoning master plan is to codify the siting and design of land uses and development standards within the Community Center Subdivision MU-PUD zoning district.

Chapter 1 GENERAL PROVISIONS

1.1 Official Title

The official title of this document is the "Community Center Subdivision Master Plan." For ease of use and convenience, it is referred to throughout this document as the "CCSMP" or the "Master Plan."

1.2 Authority, Adoption, and Applicability

1.2.1 Authority

This CCSMP is adopted under the powers granted and authority conferred by Title 16, Chapter 4.3 of the City of Douglas Unified Land Development Code (ULDC).

1.2.2 Adoption

Pursuant to Title 16, Chapter 4.3 of the City of Douglas Unified Land Development Code (ULDC), the City Council for the City of Douglas, Wyoming, hereby approves and adopts the provisions and regulations of this Code by resolution, which shall be in full force and effect as of 28 October 2025.

1.2.3 Applicability

The provisions and regulations of this CCSMP apply to the development of land, including the construction of buildings and other structures as well as the use of land within the incorporated boundaries of the Community Center Subdivision.

1.3 Overview and Purpose

1.3.1 Overview

This CCSMP is organized into nine (9) chapters which are presented herein in a chapter-by-chapter format. Each chapter is intended to provide information pertaining to a particular phase, component, or specific consideration associated with the land development process. The chapters of this Code include: 1) General Provisions, 2) Definitions and Acronyms, 3) Application and Review Procedures, 4) General MU-PUD Standards, 5) General Development Standards, 6) Use-Specific Development Standards, 7) Subdivision Regulations, 8) Public Improvements and Construction, and 9) Enforcement.

1.3.2 Purpose

This Master Plan is adopted for the purpose of preserving and improving the public health, safety, and general welfare of the citizens and businesses of the City of Douglas, Wyoming, and, in particular, this CCSMP is intended to:

- Support and implement the goals and policies of the City of Douglas Master Plan;
- Provide a fair and just process for reviewing and approving development by ensuring due consideration is given to protecting private property rights, the rights of individuals, and the rights of the community as a whole;

-
- Ensure that appropriate opportunities to participate in the development process are provided to all concerned parties;
 - Preserve and promote predictability, consistency, and efficiency in the land development process;
 - Guide and regulate public and private interests and actions to ensure greater efficiencies in providing community infrastructure and improvements such as streets, sidewalks and other pedestrian pathways, water and wastewater services, schools, parks, recreational facilities, and other public and quasi-public facilities;
 - Establish reasonable standards for the design and development of the Community Center Subdivision;
 - Ensure that the Community Center Subdivision is developed in a manner meeting current City of Douglas goals and needs including, but not limited to, attainable housing, citizen oriented recreation, celebration of natural landscapes, and water wise development and landscaping; and
 - Ensure that development and use of land is conducted in a manner that will prevent the pollution of air, streams, and ponds while also ensuring that all development and uses of land provide for adequate drainage management and facilities.

1.4 Administration

1.4.1 General

The provisions of this CCSMP shall be administered under the authorities granted to the City of Douglas pursuant to Title 16, Chapter 4.3 of the City of Douglas Unified Land Development Code (ULDC). It shall be unlawful for any building, structure, or land use to be constructed, altered, maintained, or initiated in violation of these regulations or amendments hereto. The City shall seek all remedies under the Douglas Municipal Code and all other legal means to prevent unlawful activities.

1.4.2 Delegation of Authority

When a provision of this CCSMP requires the director of a department or another officer or employee of the City to perform an act or duty to use certain discretion, that provision shall be construed as authorizing the director, officer, or employee of the City to delegate that responsibility to others over whom they have authority.

1.4.3 Other Regulations

A. Compliance/Enforcement

The City Council of the City of Douglas, Wyoming, shall have exclusive enforcement authority over all use, density, dimensional, and development standards, and engineering criteria, including modifications of the same, within the Community Center Subdivision MU-PUD zoning district.

B. Conflict

If the provisions of this CCSMP are inconsistent with those of the state or federal government, the provisions of this CCSMP shall be construed, if possible, so that full effect is given to both. If the conflict between the provisions is irreconcilable, the provision of this CCSMP, as a local provision, prevails as an exception to the state or federal provision unless otherwise expressly prohibited by law.

C. Reference to Current Versions

All references to other regulations in this CCSMP shall be construed to refer to the most current version of those regulations, unless specifically indicated otherwise. In the event that the reference regulations have been repealed the requirement for compliance with the regulation shall no longer be in effect.

D. Internal Conflicts in City Regulations

If two or more provisions within this CCSMP are inconsistent, or if a provision of this CCSMP is inconsistent with another provision of the City of Douglas Municipal Code, the more restrictive provision, or the provision that is more protective of public health, safety, and welfare, shall control.

1.5.4 Severability

In the event that any portion of this CCSMP is found by a court of competent jurisdiction to be invalid or unconstitutional, that portion found invalid or unconstitutional is hereby deemed to be severed from this CCSMP and in no way shall have the effect of invaliding or otherwise negating any other portion of this CCSMP.

1.5.5 Language

A. Tense and Singular/Plural

Words used in the present tense shall include the future. The singular version of a term shall also include the plural, and the plural version shall also include the singular.

B. Mandatory and Permissive Language

The words "shall," "must," "will," "shall not," "may not," "no...may," and "no...shall" are always considered mandatory in application. The word "should" indicates that which is recommended but is not required. The word "may" indicates a use of discretion in making a decision. The word "used" includes "designed, intended, or arranged" to be used. The use of the masculine gender includes the feminine and vice versa. References to "distance" shall be distance as measured horizontally unless otherwise specified in this CCSMP.

C. Conjunctions

Conjunctions shall have the following meanings unless the context clearly indicates otherwise:

- “And” indicates that all connecting items, terms, or provisions apply;

-
- “Or” indicates that the connected items, terms, or provisions may apply singularly or in combination; and
 - “Either...or” indicates that the connected items or provisions apply singularly, but do not apply in combination.

1.6 Interpretation

The Interpretation Procedures outlined in Chapter 1 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

The provisions of the Unified Land Development Code (ULDC), as amended from time to time, shall apply where a specific MU-PUD zoning district is silent, contradictory, or unclear on a particular issue.

1.7 Code Amendments

The Code Amendments Procedures outlined in Chapter 1 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

Chapter 2 DEFINITIONS AND ACRONYMS

2.1 General

The definitions included in this Chapter are intended to define specific terms used in the CCSMP.

2.2 ULDC Applicability

The Definitions outlined in Chapter 2 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

Chapter 3 APPLICATION AND REVIEW PROCEDURES

3.1 ULDC Applicability

The Application and Review Procedures outlined in Chapter 3 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

Chapter 4 GENERAL MU-PUD STANDARDS

4.1 Uses

4.1.1 Intent

The Community Center Subdivision MU-PUD zoning district is intended for a neighborhood development centered around the new Douglas Community Center with a focus on attainable housing, recreation, and a neighborly sense of belonging.

These regulations are adopted for the purpose of promoting the health, safety, prosperity, and general welfare of the present and future inhabitants of the City.

4.1.2 Compliance

Installation, construction, initiation, or operation of any building or land use within the City of Douglas shall be pursuant to the use, density, and dimensional standards of this Chapter and shall also comply with the review and approval procedures, general and use-specific development standards, subdivision regulations, and construction and public improvement requirements of this CCSMP and/or the Unified Land Development Code (ULDC).

4.3 Nonconforming Uses, Structures, and Lots

4.3.1 ULDC Applicability

The Nonconforming Uses, Structures, and Lots outlined in Chapter 4 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

4.5 Density and Dimensional Standards

4.5.1 General

Table 4-2 below identifies the density and dimensional requirements for the Community Center Subdivision MU-PUD zoning district.

4.5.2 Exceptions to Dimensional Standards

A. Setback Exceptions

The Setback Exceptions outlined in Chapter 4 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

Table 4-1. Density and Dimensional Standards for the Community Center Subdivision.

Use	Minimum Lot Size/ Maximum Density	Minimum Lot Width in Feet	Minimum Building Setbacks in Feet ^{4,5} Principal (Accessory)			Maximum Building Coverage	Maximum Building Height in Feet Principal (Accessory)	Maximum Accessory Building Size
			Front	Rear	Side			
Single-Family	5,000 sq. ft.	60	No Driveway:15 Driveway: 20	5 (5 ¹)	5 ² (5 ^{1,2})	50%	35 (18 ¹)	1,000 sq. ft. or 75% of the principal building footprint, whichever is larger
Townhouse/Twin House Unit or Duplex Unit	3,000 sq. ft	18	No Driveway:15 Driveway: 20	5 (5 ¹)	5 ² (5 ^{1,2})	60%	35 (18 ¹)	1,000 sq. ft. or 75% of the principal building footprint, whichever is larger
All Other Residential Per Table 4-2 & Table 4-3	Varied ⁶	Varied ⁶	No Driveway:15 Driveway: 20	7.5 (7.5 ¹)	7.5 (7.5 ¹)	60%	35 (18 ¹)	1,000 sq. ft. or 75% of the principal building footprint, whichever is larger
Recreational Facilities (Public or Private)	No Minimum Lot Size for Commercial Uses	No Minimum Lot Width for Commercial Uses	20	7.5 (7.5 ¹)	7.5 (7.5 ¹)	60%	50 (18 ¹)	Varied ⁶
All Other Uses Per Table 4-2 & Table 4-3	Varied ⁶	Varied ⁶	20	7.5 (7.5 ¹)	7.5 (7.5 ¹)	Varied ⁶	Varied ⁶	Varied ⁶

1. Accessory structures are only allowed in the side or rear yards and if in compliance with the accessory structure setbacks. Accessory structures are not allowed in the front yard. One-story detached accessory buildings used as storage sheds, playhouses, and similar uses are not required to comply with the accessory building setback requirements if the building complies with each of the following: a) the building is two hundred (200) square feet or less, b) the building is located in the side or rear yard, and c) the building is not constructed on a permanent foundation.
2. If a side yard fronts a street (e.g., a corner lot), then the side yard setback for the side adjacent to the street shall be fifteen (15) feet.
3. The height limits in this section shall not apply to: a) chimneys, conveyors, derricks, flagpoles, radio or television towers, masts and aerials, silos, smokestacks, transmission towers, or power transmission line poles; b) churches, hospitals, sanitariums, schools, or other public buildings

provided that the minimum side and rear yard setbacks are increased by an additional foot for each additional foot of height in excess of the maximum height in the respective zoning district; no building shall exceed fifty (50) feet in height; and c) no man-made edifice shall protrude into the minimum requirements for the Converse County Airport approach zones; such minimum requirements shall be delineated by the adopted Converse County Airport obstruction and approach zone map.

4. Structures built within five (5) feet from the property line may require additional fire rating. Consult the Building Official for details.
5. Every Foundation shall be surveyed by a licensed Wyoming surveyor and foundation stakes shall be required until the foundation is finalized by a City Building Inspector.
6. Applicant shall provide fact-based reasoning for requested density and dimensional standards.

4.6 MU-PUD, Mixed-Use Planned Unit Development Zoning District

A. Intent

The Mixed Use Planned Unit Development (MU-PUD) zoning district is intended to accommodate high-quality commercial, office, residential, commercial mixed-use, and residential mixed-use development. The purpose is to allow for increased flexibility in the siting and design of land uses and zoning standards within a comprehensively planned area. The MU-PUD zoning district allows for the vertical and horizontal mixture and siting of commercial and residential uses and the establishment of development-specific standards, including:

- Residential density ranges;
- Maximum commercial and office square footages;
- Vertical and horizontal dimensional standards;
- Maximum lot area coverages;
- Open space siting and design;
- Building setbacks;
- Acceptable building types;
- On and off-street parking;
- Street layout and design; and
- Signage.

In exchange for the flexibility and design benefits gained through the use of the MU-PUD zoning district, proposed MU-PUD developments shall demonstrate and provide a combination of the following:

- Innovative and exceptional building design, including the use of higher quality building materials and architectural features;
- A mixture of permitted and conditional land uses that are appropriately sited to ensure use-to-use compatibility within the proposed development and in relation to existing and approved adjacent land uses;
- A mixture of housing types and styles;
- A comprehensive plan for integrating landscaping, screening, and buffering in a manner that creates safe and attractive pedestrian spaces while preserving and enhancing the character of the area;
- Preserving areas as usable open space;
- Providing pedestrian amenities;
- Developing community amenities and public gathering spaces; and

-
- Designing and constructing public improvements that meet or exceed the standards of this Code.

B. Enforcement

The City Council shall have exclusive enforcement authority over all use, density, dimensional, and development standards, and engineering criteria, including modifications of the same, within a MU-PUD zoning district.

C. Phasing

The Community Center Subdivision will progress in phases. At the time of the adoption of this Master Plan, the phases known are:

Phase I: Block 3, Lot 1. The western half of the Lot will be redeveloped for the Douglas Community Center.

Phase II: Block 1, Lots 1-6 and Lots 31-36. Duplex/Twin Home housing will be developed on these lots and Oriole Drive will be constructed.

Block 4, Lots 1-6. Duplex/Twin Home housing will be developed on these lots and Meadow Lane will be constructed to the point of the Meadow Lane entry to the Douglas Community Center parking lot.

Phase III: Duplex/Twin Home housing will continue in Blocks 1 and 4.

Phase IV: Duplex/Twin Home housing will begin in Blocks 2.

D. Architectural Standards

- At a minimum, the architectural design standards of Section 5.2, Architectural Design Standards, of this Code shall apply to the development of structures and uses within a MU-PUD zoning district.
- A clearly identifiable and uniform architectural theme shall be required within a MU-PUD zoning district.
- Residential structures with attached garages shall be designed in a manner that front-loaded garages are not the dominant visual features of the street-side elevation and shall be recessed toward the back of the lot at a minimum of five (5) feet from the front of the residential structure.
- Exterior building façades and frontages shall incorporate alternating recesses for individual tenant units within the same building.
- The siting and construction of buildings shall be street and pedestrian orientated.

E. Landscape, Buffering and Screening

- The requirements in Section 5.5, Landscaping, Buffering, and Screening, of the Unified Land Development Code (ULDC), shall be considered the minimum standards for landscaping, buffering, and screening within a MU-PUD zoning district.

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- ii. The Community Center Subdivision MU-PUD zoning district shall exemplify water wise landscaping practices.

F. Open Space

- i. The Douglas Community Center development on Block 3 will provide both cultivated and natural open space for the enjoyment of the subdivision and the community. Possible amenities to included in the open space may be:
 - Pedestrian and bicycle trails for non-motorized use;
 - Decorative fences and walls;
 - Signs necessary for identification of and navigation through open space areas;
 - Restrooms;
 - Picnic shelters, pavilions, gazebos, and other similar open-air structures;
 - Maintenance storage facilities;
 - Playgrounds;
 - Recreation-related parking facilities; and
 - Athletic courts and fields.

G. Streets, Alleys, and Sidewalks

- i. The Streets, Alleys, and Sidewalks outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.
- ii. All Streets and Alleys shall be paved.
- iii. Streets and transportation networks within the Community Center Subdivision shall be laid out and designed to ensure connectivity in a grid-like hierarchy. The use of cul-de-sacs is highly discouraged within the Community Center Subdivision.
- iv. Pedestrian and bicycle access to an adjacent street, pedestrian trail, or open space amenity shall be required.
- v. Wherever possible, garages shall be rear-loaded and access from the rear of the lot.

H. Parking, Loading, Maneuvering

- i. The Parking, Loading, Maneuvering, and Snow Removal outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.
- ii. Shared off-street parking shall be considered whenever possible.
- iii. Loading areas for buildings and uses shall be located at the rear or side of buildings and shall be screened from view from existing, approved, or planned residential uses and from view from public or private streets.

I. Signage

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- i. The Signage procedures outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.
 - ii. Pole signs shall not be permitted in the Community Center Subdivision.
 - iii. Low, decorative monument signage is highly encouraged. Monument signs shall incorporate the same architectural design of the associated building and shall be sited in coordination with landscaping treatments in the form of native grasses, shrubs, rocks and boulders, and/or acceptable xeriscaping materials.
 - iv. All signage should match and enhance the character of the Community Center Subdivision.
 - v. Increased allowances in sign area may be approved as a trade-off in exchange for increased architectural design and construction standards for proposed buildings and signage.

J. Drainage

The Drainage, Grading, and Erosion Control procedures outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

K. Housing

- i. The development of residential land uses in the Community Center Subdivision shall be substantially consistent with the goals and policies for housing in the City of Douglas Master Plan.
- ii. Housing shall be in line with the intent of the Community Center Subdivision; specifically, a focus on attainable housing to meet the housing needs of the community.

4.7.1 General

All MU-PUD zoning district regulations should be designed so as to encourage neighborhood and pedestrian-scale commercial and office uses and appropriate live-work scenarios. Large-scale retail and regional commercial uses should be designed and sited in a logical manner based upon the existing and proposed roadway network and upon the existing land use pattern adjacent to the perimeter of the MU-PUD zoning district.

Table 4-6 below identifies the allowed (A), conditional (C), and temporary (T) principal use allowances for the Community Center Subdivision MU-PUD. Any blank cell within the table shall be interpreted as a prohibited use in the respective zoning district.

Table 4-2: Principal Uses Table—Allowed, conditional, and temporary principal uses in the Community Development Subdivision (MU-PUD).

Use	Community Center Subdivision (MU-PUD)	Additional Requirements
Principal Agricultural Uses		
Agriculture	A	
Agricultural Stands	A	See Section 6 of the ULDC.
Animal Keeping	C	See Section 6 of the ULDC.
Greenhouses (Private or Commercial)	A	
Temporary Agricultural Uses	T	See Section 6 of the ULDC.
Principal Residential Uses		
Assisted Living Facility	C	See Section 6 of the ULDC.
Above Ground Level Residential	A	
Boarding and Rooming (no transient occupancy)	C	See Section 6 of the ULDC.
Construction Employee Housing	T	Allowed during active construction only with a Temporary Use Permit (TUP) and approved utility connections.
Dwelling, Single-Family	A	
Dwelling, Duplex	A	
Dwelling, Townhouse/Twin House	A	
Dwelling, Multi-Family	A	
Family Group Home	C	See Section 6 of the ULDC.
Modular Home Single Residence (Permanent Foundation)	A	See Section 6 of the ULDC.
Short-Term Rental	C	See Section 6 of the ULDC.
Temporary Residential Uses	C	See Section 6 of the ULDC.
Watchman or Caretaker Residence	C	
Principal Institutional Uses		
Private Schools	C	
Public Schools	A	
Public Buildings and Facilities	A	
Religious Institutions	A	
Principal Commercial Uses		
Beauty and Barber Shops	A	

Bed and Breakfast Home	C	See Section 6 of the ULDC.
Bed and Breakfast Inn	C	See Section 6 of the ULDC.
Convenience Store	A	
Clinics, Hospitals, and Nursing Homes	A	
Day Care Centers	C	See Section 6 of the ULDC.
Domestic Dog Services	C	
Meeting, Conference, and Lodge Halls	A	
Model Home/Subdivision Sales Office	T	Allowed during active construction and subdivision home sales only with a Temporary Use Permit (TUP).
Museums, Libraries, and Galleries (Public or Private)	A	
Neighborhood Retail, 2,000 sq. ft. or less	A	
Professional Offices (including business and public offices)	A	
Restaurants and Cafes	A	
Retail Bakeries	A	
Principal Utility and Communication Uses		
Public and Private Utilities	C	See Section 6 of the ULDC.
Radio and Television Transmission and Reception Towers (Commercial and Non-Commercial Telecommunication Facilities)	A	See Section 6 of the ULDC.
Principal Recreational and Entertainment Uses		
Amusement Center, Indoor	C	
Amusement Center, Outdoor	C	
Bowling Alley	A	
Commercial Gymnasium	A	
Naturally Vegetated Areas	A	
Open Space	A	
Parks and Playgrounds	A	
Recreational Facilities (Public or Private)	A	
Social and Recreational Facilities (Public or Private)	A	

4.7 Accessory Uses and Structures

A. Conformance with General and Use-Specific Development Standards

All accessory structures and uses shall comply with the general and use-specific development standards.

B. Principal Structure Required

No building permit for construction of an accessory structure, where a building permit is required, shall be authorized prior to construction of the principal structure.

C. Prohibited Storage Buildings

Semi-trailers, mobile storage containers, and mobile homes shall not be used as accessory storage buildings.

D. Violations

Any building, structure, or use that does not qualify as an accessory structure or use and is not identified as an allowed use or approved conditional use is a violation of the ULDC and shall be subject to zoning enforcement pursuant to the provisions of Chapter 9 of the ULDC.

Table 4-3: Accessory Uses Table - Allowed, conditional, and temporary accessory uses in the Community Center Subdivision (MU-PUD).

Use	Community Center Subdivision (MU-PUD)	Additional Requirements
Accessory Agricultural Uses		
Accessory Agricultural Structures and Uses	A	See Section 6 of the ULDC
Animal Keeping	A	See Section 6 of the ULDC
Bee Keeping	A	
Fowl Keeping	A	See Section 6 of the ULDC
Hobby Farms	A	
Private, Personal-Use Greenhouse	A	
Accessory Residential Uses		
Accessory Dwelling Units	A	See Section 6 of the ULDC
Accessory Residential Structures and Uses	A	See Section 6 of the ULDC
Short-Term Rental	C	See Section 6 of the ULDC
Accessory Commercial Uses		
Home Day Care	A	See Section 6 of the ULDC
Home Occupations	A	See Section 6 of the ULDC
Home Occupations, Agricultural	C	See Section 6 of the ULDC
Small Scale Commercial Kiosk	C	
Accessory Industrial Uses		
Personal Wind Energy Generator	A	See Section 6 of the ULDC
Personal Solar Energy Generator	A	See Section 6 of the ULDC
Roof, Wall, or Pole Mounted Commercial Mobile Radio Service Facility	A	See Section 6 of the ULDC
Tower, Commercial and Private (Non-Commercial Telecommunication Facilities)	C	See Section 6 of the ULDC

Chapter 5 GENERAL DEVELOPMENT STANDARDS

5.1 General

The provisions of this Chapter are intended to promote the health, safety, convenience, and welfare of the general public and to establish standards for design and operation of uses and structures. These standards are adopted to encourage the construction of sound, economical, stable developments and to create a healthy environment for the present and future inhabitants of the City of Douglas. All development within the City of Douglas shall be subject, to varying degrees as described herein, to the requirements of this chapter.

5.2 Architectural Design Standards

5.2.1 Intent

The intent of this Section is to establish general development standards to guide developers in the architectural design and development of the Community Center Subdivision. These standards are intended and designed to accomplish the following:

- Protect the character of new and existing neighborhoods;
- To ensure compatibility of adjacent land uses;
- To prevent urban blight, deterioration, and decay;
- To provide minimum standards for enhanced architectural character of the community;
- Promote higher quality of structural design and development within the City;
- Create a diversity of design; and
- Promote the creation of place within the Community.

5.2.2 ULDC Applicability

The Architectural Design Standards outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

5.2.3 Exceptions

Mobile construction housing may be used for the purposes of housing contractors during active construction of the Community Center Subdivision.

5.2.4 Accessory Structures

Accessory structures for any use shall be consistent with the character of the principal structure on the site with similar design and constructed with similar materials, architectural finishes, and colors.

5.2.5 General Architectural Design Requirements

The use of architectural standards is intended to ensure a higher level of development and compatibility with adjacent and surrounding land uses and to improve compatibility with surrounding residential neighborhoods.

A. Façades and Exterior Building Surfaces

Building façades shall be articulated to reduce the massive scale and uniform, impersonal, and monolithic appearances associated and shall be constructed so as to provide visual interest consistent with the character and scale of the community.

i. Projections and Recesses

The horizontal wall plane of all exterior building façades shall incorporate wall plane projections, recesses, change in color or material, or a combination of multiple architectural elements.

No uninterrupted length of any façade shall exceed 50 horizontal feet.

ii. Street-Facing Façades

The exterior wall plan facing public streets shall be interrupted by any combination of display windows, entry areas, awnings or other architectural features along a majority of its horizontal length.

iii. Change in Architectural Detail and Finishes

All structures shall be designed to incorporate alternate or repeating changes in any combination of color, façade texture, or construction materials.

B. Materials

Predominant exterior building materials shall be high-quality materials, including, but not limited to, brick, stucco, wood, aggregate, glass, sandstone, native stone, manufactured stone and tinted/textured concrete masonry units, or other material approved by the city. Concrete panels or prefabricated metal panels visible on building façades must be textured or colored or otherwise incorporated in a manner consistent with the intent of this Section. Metal panels may be used on roofs, awnings or similar features when incorporated into an architectural design in a manner consistent with the intent of this Section.

C. Colors

Façade colors shall be low-reflectance, subtle, neutral or earth tone colors. The use of high-intensity colors, metallic colors, or fluorescent colors shall be prohibited. Building trim and accent areas may feature brighter colors, including primary colors, and metallic accents. The use of florescent or neon tubing shall be prohibited.

D. Roofs

Roofs along any primary façade shall provide breaks in the roof line by adding parapets, mansard roofs, gable roofs, hip roofs, dormers, or other architectural features as approved by the city. Roof line breaks should be located in consideration of the potential for future adaptive reuse of the subject building. See Figure 5.2-2 below for examples of various roof types and dormers.

Where walls are shared between properties, roofs shall be constructed in such a manner that each property can replace the roof independently without negatively impacting the adjoining roof.

E. Building Entrances

Buildings shall have clearly defined, highly visible entrances and shall be designed to incorporate architectural features such as canopies or porticos, overhangs, recesses or projections, arcades, raised corniced parapets over the door, arches, outdoor patios, display windows, architectural details such as tile work and moldings which are integrated into the building structure and design, and/or outdoor planters or wing walls that incorporate landscaped areas and/or places for sitting.

5.2.6 General Single-Family Residential Architectural Design Requirements

Change in Architectural Detail and Finishes

All single-family residential structures shall be designed to incorporate alternating or repeating changes in any combination of color, façade texture, or construction materials including but not limited to wood, brick, sandstone, native stone, manufactured stone and tinted/textured concrete masonry units, or other materials approved by the City as part of the Residential Site Plan review process in the ULDC.

5.2.7 Low-Flow Efficient Appliances

All plumbing fixtures and home appliances shall be designed to significantly reduce water consumption with minimal impact on performance, such as low-flow showerheads, faucets, and dual-flush toilets, or water-efficient dishwashers and washing machines.

5.2.8 Maintenance

The exterior façades, surfaces, and architectural design features of all structures shall be regularly maintained, repainted, replaced, or otherwise maintained to meet the intent of this Section and to prevent deterioration or similar blighted conditions.

5.2.9 Enforcement

Upon recommendation by the Community Development Director, the City Council may find that properties and/or structures subject to the provisions of this Section are not in compliance with the provisions of this Section nor meet the intent of the requirements of this Section. Any violation of the architectural design standards of this Section shall be subject to the enforcement provisions of Chapter 9 of the ULDC.

5.3 Drainage, Grading, and Erosion Control

5.3.1 ULDC Applicability

The Drainage, Grading, and Erosion Control standards outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

5.4 Fences and Walls

5.4. ULDC Applicability

The Fences and Walls standards outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

5.5 Landscaping, Buffering, and Screening

5.5.1 General

A. Intent

This Section is intended to provide uniform standards for the installation and maintenance of landscaping, buffering, and screening. Application of these standards during the site development planning process shall be based upon the following:

- The use of water wise landscaping practices;
- The provision of adequate visual screening between differing or incompatible uses;
- Promoting higher quality sustainable developments in terms of design and visual relief; and
- Enhancing the visual character of development by planning for inclusion of natural surface treatments in a manner that is consistent with the goals, principles, and policies of the City of Douglas Master Plan.

B. Applicability

The landscaping requirements of this section shall apply only to the Community Center Subdivision. The Landscaping, Buffering, and Screening Procedures outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

C. Landscape Materials

i. Authorized Landscaping Materials

All plant materials proposed in the landscaping plan shall be specified according to the American Standard for Nursery Stock and shall meet the principles of Water Wise Landscaping.

ii. Water Wise Landscaping

A water wise landscape is one that is functional, attractive, and easily maintained in its natural surroundings. A water wise landscape also helps to conserve water.

Conserving water in the landscape can be accomplished by selecting low water use plants, designing and scheduling irrigation systems efficiently, grouping plants according to their water requirements, and using hardscaping materials (patios, stone paths, decks, etc.) appropriately to reduce the area requiring irrigation.

Water Wise landscape should consider such factors as seasonal effects of sun and shade, soil conditions, slopes, direction of winds, and views from various points on the site.

The United States Department of Agriculture (USDA) locates Wyoming in Zones 4b and 5a hardiness zone, meaning the average annual extreme minimum temperatures are between -25°F and -20°F (Zone 4b) and -20°F and -15°F (Zone 5a). Use the USDA Plant Hardiness Zone Map to pinpoint the hardiness zone.

Based on environmental considerations found in site analysis, plants should be placed for optimum aesthetic value, screening of undesirable views, shade or windbreaks, and separation of areas of the yard. Consider the use of hardscaping materials such as patios, walks, screens, and lighting.

These materials can enhance the design while reducing the amount of area that needs to be irrigated and maintained.

Deciduous trees should be placed on the south, east and west sides of the building to take advantage of the potential benefits of summer shade and winter sun to heat or cool the building.

Evergreens are good insulators but limit sunlight, so try to plant them on the north side of the building. In order to protect a home from cold and snow, use trees and shrubs as insulators or windbreaks along the building.

When choosing plants, identify their water requirements and group those with similar irrigation requirements in the same area or irrigation zone. This will help to more accurately meet plant water needs while conserving water. Zones can be separated into zone 0 (no irrigation), zone 1 (irrigate monthly), zone 2 (irrigate twice per month), zone 3 (irrigate weekly) and zone 4 (irrigate twice per week).

Plants adapted to the dry conditions of Wyoming will survive with little or no water (zone 0).

Adjust soil conditions to the optimum pH range, salt tolerance level, and soil moisture requirement for the selected plants.

iii. Combination of Plant Materials and Types

Landscape plans shall provide a mix of shrubs, trees, green space and/or acceptable water wise landscaping.

iv. Minimizing Turfgrass on Residential Lots

Turfgrass means various grasses (such as Kentucky bluegrass or turf-type tall fescue) grown to form turf.

Turfgrass shall be minimized to 100 square feet on a single residential lot.

Exception: Acceptable water wise lawn-type grass would include a blend that thrives with minimal irrigation once established, that requires fewer inputs than traditional turf, that provides pollinator support in the form of habitat edges and wildflower borders, that provides a no-mow option growing low and lush without frequent mowing, and that performs well in full sun, partial sun and shaded areas. An example mix could include creeping red fescue (dense, fine-bladed grass that spreads evenly), chewing fescue (low-growing, shade-tolerant, and soft underfoot), or sheep fescue (drought-tolerant with a natural, deep green color).

v. Outdoor Amenities

Developments may propose the use of outdoor amenities, including, but not limited to, outdoor dining and/or seating areas, public art, and/or street furniture, and may be substituted for internal landscape requirements.

vi. Residential Irrigation

Traditional sprinkler systems shall be limited to turfgrass on residential lots. All other irrigation systems shall be drip systems.

D. Completion of Required Landscaping

i. Completed Prior to Certificate of Occupancy

Required landscaping shall be completed prior to issuance of a certificate of occupancy.

ii. Landscape Completion Agreement

A temporary certificate of occupancy may be issued after approval of a landscape completion agreement. The landscape completion agreement shall include the time necessary to complete the required landscaping on the approved Development Plan, a detailed cost estimate prepared by a licensed landscaping contractor or landscaping professional with itemized material and installation costs necessary to complete the approved landscaping, and financial assurance. Financial assurance for the completion of landscaping shall be in the form acceptable by the City Attorney and shall be in the amount identified on the cost estimate approved by the City and shall be for use by the City to install the required landscaping in the event the developer fails to meet the terms of the agreement. The Community Development Director shall have the authority to review and approve all landscape completion agreements and associated financial assurance estimates and may accept financial assurance securing performance of a landscape completion agreement.

5.5.2 Alternate Landscape Plan

The Alternate Landscape Plan outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

5.5.3 Landscape Requirements

A. Street Trees/Roadway Landscaping

Landscape plans shall comply with the ULDC Title 16 Section 5.5.3(A) pertaining to Street Trees/Roadway Landscaping.

B. Internal Landscaping

Developments shall provide a minimum combination of shrubs, trees, green space and/or acceptable water wise treatments in the form of internal landscaping on the subject property pursuant to the requirements of Table 5.2-3 below. Internal landscaping requirements shall be in addition to the requirements for street trees, buffering, and screening.

Table 5-1 Internal Landscaping Calculations

Development Type	Property Size	Percentage of Site Required to be Landscaped
Residential	0 — 19,999 square feet	Ten percent (10%)
	20,000 square feet — one (1) acre	Eight percent (8%)
	Over one (1) acre	Six percent (6%)
Commercial	0 — one (1) acre	Fifteen percent (15%)
	Over one (1) acre	Twenty percent (20%)

i. Internal Landscaping Requirements

One (1) tree shall be provided within the internal landscape area for every residential property.

ii. Internal Landscaping Shall Not Create An Obstruction

Trees, shrubs, or other landscaping treatments that are installed, planted, or otherwise located in the front or side yard of a lot or parcel shall not create any of the following obstructions:

- The view of vehicular traffic within the sight line triangle at any street or alley intersection; and
- The view of pedestrian or vehicular traffic within a fifteen (15) foot sight line.

iii. Clustering of Trees

Trees are encouraged to be clustered in areas subject to increased visual impacts in order to achieve maximum effectiveness.

iv. Parking Lot Screening

a. Screened from Rights-of-Way

Commercial parking lots shall be screened from adjacent public rights-of-way with a combination of plantings, water wise materials, xeriscaping materials, and landscaped berms.

b. Adjacent to Residential Uses

Any commercial site adjacent to a residential use or across right-of-way from a residential use shall be required to screen all parking lots and loading docks

with a six (6) foot 100% opaque fence and a combination of plantings, water wise materials, xeriscaping materials, landscaped berms, and decorative walls.

C. Refuse Storage Screening

i. ULDC Applicability

Landscape plans shall comply with the ULDC Title 16 Section 5.5.3(D) pertaining to Refuse Storage Screening.

ii. Residential Shared Dumpsters

Shared dumpsters in the residential neighborhoods of the Community Center Subdivision shall be placed on concrete pads and screened with a six (6) foot 100% opaque fence. Maintenance of the screening shall be shared by the property owners on which the shared dumpster resides.

D. Outdoor Storage Screening

Outdoor storage accessory to any non-residential use shall be screened from the view of the public and adjacent properties with a six (6) foot 100% opaque fence or decorative wall and a combination of plantings, water wise materials, xeriscaping materials, and landscaped berms.

E. Residential Landscaping Requirements

i. Single-Family/Duplex/Townhouse Residential Landscaping Requirements

With the exception of driveways, sidewalks and permitted parking areas or storage areas, residential yards shall be used exclusively for the planting and growing of trees, shrubs, gardens, water wise materials, xeriscaping materials, and other ground covering or landscaping material approved by the City. Each single-family/duplex/townhouse residential site plan shall provide for the planting of a minimum of one (1) tree, pursuant to the street tree requirements of this Chapter. Tree species shall be picked from the small and medium Authorized Tree Species list in Chapter 5.5 of the ULDC unless otherwise approved by the City Arborist.

ii. Multi-Family Residential Landscaping Requirements

Multi-family uses abutting a single-family residential or non-residential use shall provide a minimum fifteen-foot water wise or xeriscape buffer along the shared property line.

A minimum of one (1) medium or large tree picked from the Authorize Tree Species list in Chapter 5.5 of the ULDC or approved by the City Arborist shall be provided for every twenty (20) feet of common property line separating a multi-family residential use from an adjacent single-family residential use. A minimum of ten (10) shrubs may be substituted for each required tree.

A one hundred (100) percent opaque fence shall not be the single method of screening used to screen multi-family residential uses from single-family residential uses. One hundred (100) percent opaque fences used for screening shall be a maximum of six (6) feet in height and shall incorporate breaks of masonry columns, and/or shrubs or small evergreen trees or species approved by the City Arborist.

F. Irrigation and Maintenance

i. Irrigation Plan Required

An irrigation plan shall be submitted with all landscape plans in support of a commercial development. The irrigation plan shall include irrigation guidelines and/or system specifications to ensure the proper installation, growth, and maintenance of all plant materials identified on the landscape plan.

ii. Maintenance Required

All landscaping shall be regularly maintained, watered, trimmed and cared for at the expense of the property owner. All landscaping must be living and in good health unless otherwise approved as a water wise or xeriscaping alternative. Dead or unhealthy vegetation must be replaced at the owner's expense within sixty (60) days. Landscaping not replaced within sixty (60) days of the date of a determination of non-compliance shall be subject to the enforcement provisions of Chapter 9 of the ULDC.

5.6 Lighting

5.6.1 ULDC Applicability

The Lighting standards outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

5.7 Natural Hazards

5.7.1 ULDC Applicability

The Natural Hazards standards outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

5.8 Parking, Loading, Maneuvering, Snow Removal and Storage

5.8.1 ULDC Applicability

The Parking, Loading, Maneuvering, Snow Removal and Storage standards outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

5.8.2 Residential Parking

A. Residential Off-Street Parking

Primary parking for residential units in the Community Center Subdivision shall be located in the rear of the structure when a garage is provided.

Vehicle parking in the front yard of residential properties in the Community Center Subdivision shall be prohibited when a garage is provided.

Vehicle parking in the rear of residential properties in the Community Center Subdivision shall be shall be surfaced with an all-season material such as concrete, brick, asphalt, gravel or other similar material.

B. Residential On-Street Parking

The availability of on-street parking shall be provided in the Community Center Subdivision on Meadow Lane, Bluebird Drive, South Wind River Drive, and Oriole Drive. Parking on these rights-of-way shall not be limited to residential only but may be used for general parking.

Parking of recreational and utility vehicles and trailers on public streets is highly discouraged and shall adhere to Municipal Code section 10.48.070.

Parking of recreational and utility vehicles and trailers shall be prohibited on any 30-foot right-of-way in the Community Center Subdivision.

5.8.3 Pedestrian Focus

The Community Center Subdivision is intended to highlight a neighborhood feel with a pedestrian focus. Development should consider the pedestrian first with connections from the neighborhoods to the Community Center and local schools.

5.9 Signs

5.9.1 ULDC Applicability

The Sign Standards outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

5.10 Streets, Alleys, and Sidewalks

5.10.1 ULDC Applicability

The Streets, Alleys, and Sidewalks Standards outlined in Chapter 5 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

5.10.2 Community Center Subdivision Rights-of-Way Dimensional Standards

The following shall apply only to the Community Center Subdivision dedicated rights-of-way.

A. Dimensional Standards

- iii. South Wind River Drive: Local, sixty (60) feet where on-street parking is allowed.
- iv. Meadow Lane: Local, sixty (60) feet where on-street parking is allowed.
- v. Bluebird Drive: Local, sixty (60) feet where on-street parking is allowed.
- vi. Oriole Drive: Local, one-way ,thirty (30) feet where on-street parking is allowed on one side of the street.

-
- vii. Kestrel Lane: Local, one-way, thirty (30) feet where on-street parking is not allowed.
 - viii. Alley: Local, one-way, thirty (30) feet where on-street parking is not allowed.

DRAFT

Chapter 6 USE-SPECIFIC DEVELOPMENT STANDARDS

6.1 ULDC Applicability

The Use-Specific Development Standards outlined in Chapter 6 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

DRAFT

Chapter 7 SUBDIVISION REGULATIONS

7.1 ULDC Applicability

The Subdivision Regulations outlined in Chapter 7 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

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Chapter 8 CONSTRUCTION OF PUBLIC IMPROVEMENTS AND UTILITIES

8.1 ULDC Applicability

The Construction of Public Improvements and Utilities Procedures outlined in Chapter 8 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

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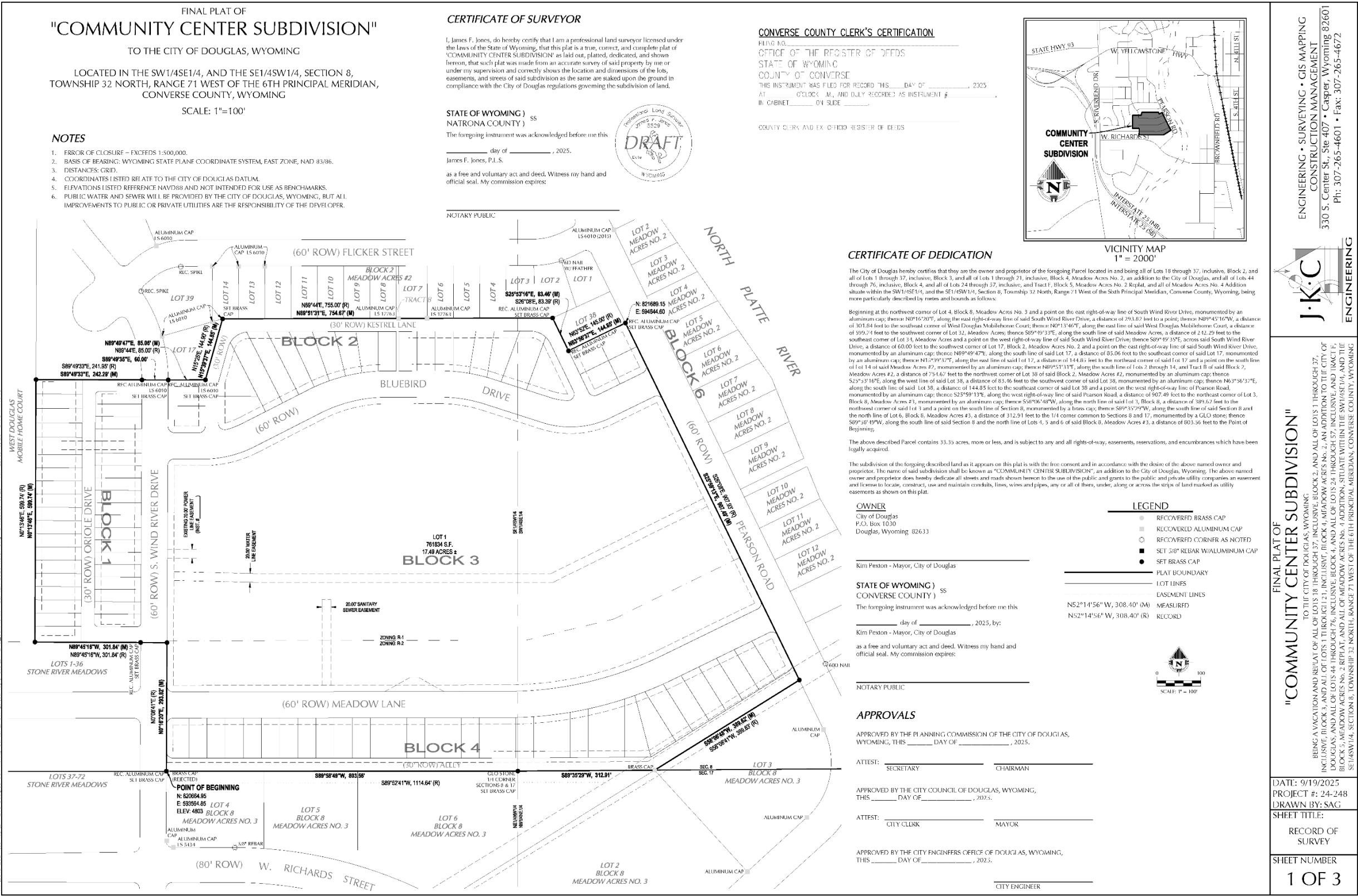
Chapter 9 ENFORCEMENT

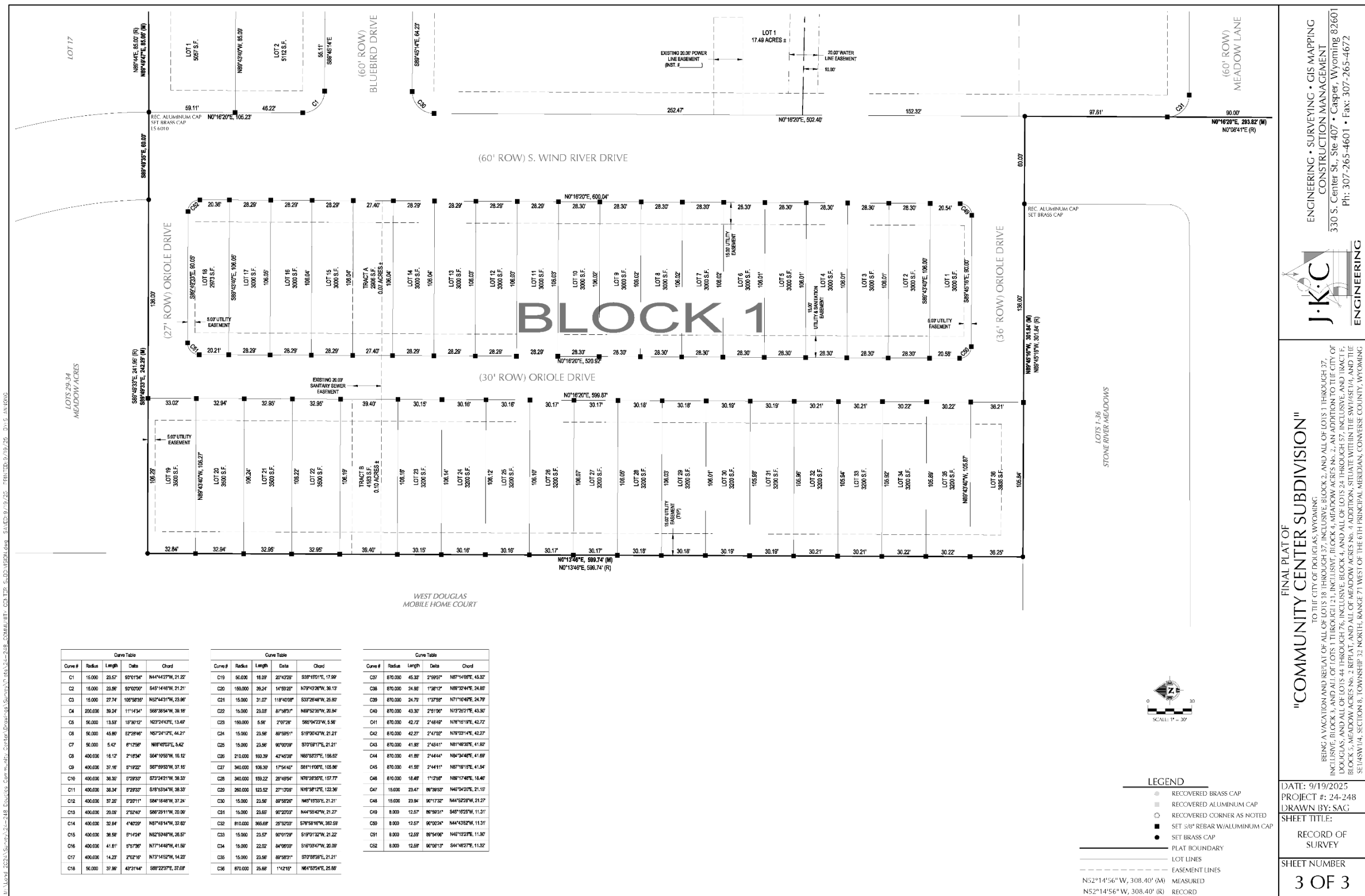
9.1 ULDC Applicability

The Enforcement Procedures outlined in Chapter 9 of the Unified Land Development Code (ULDC) of the City of Douglas Municipal Code shall apply unless otherwise stated in this CCSMP.

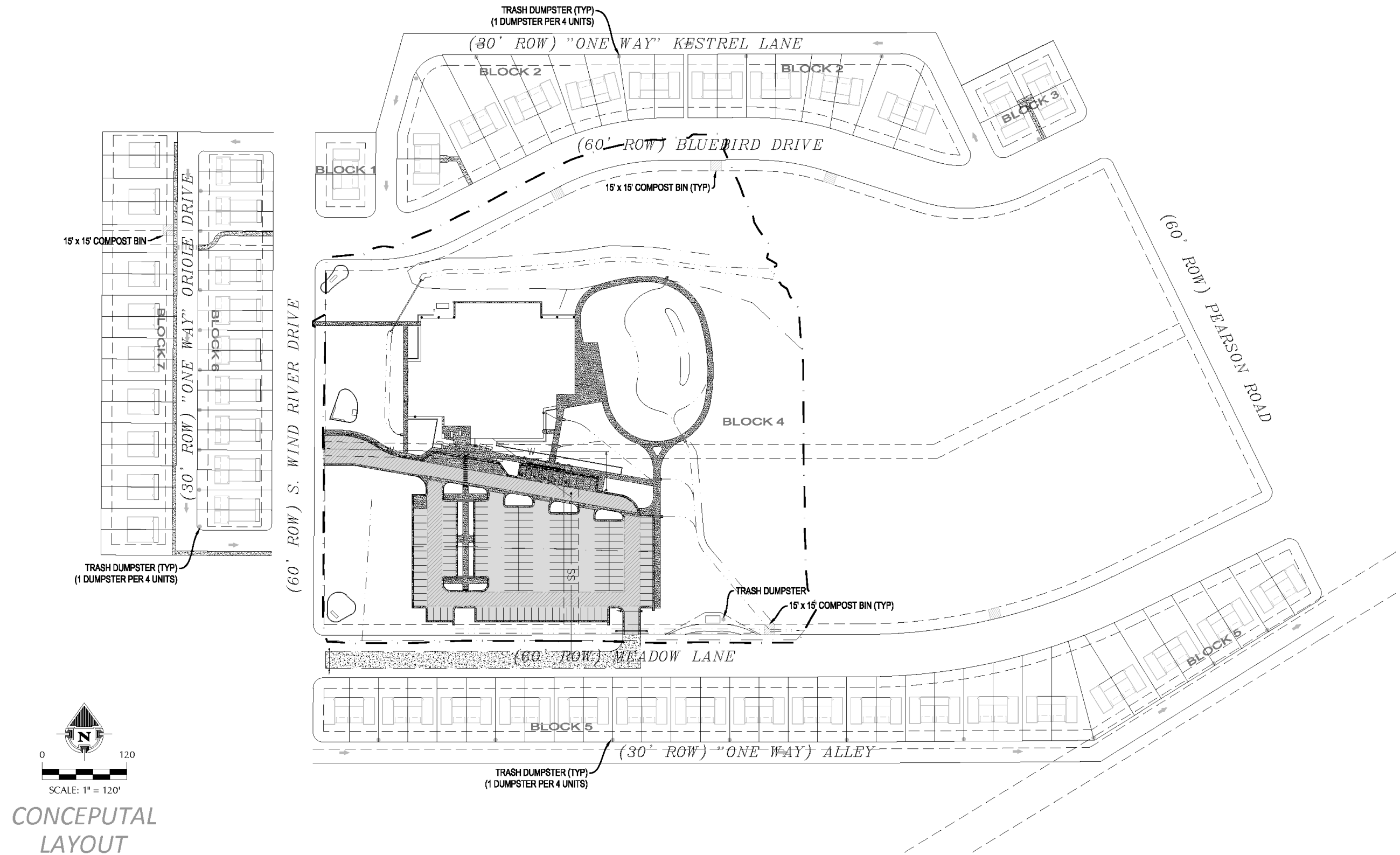
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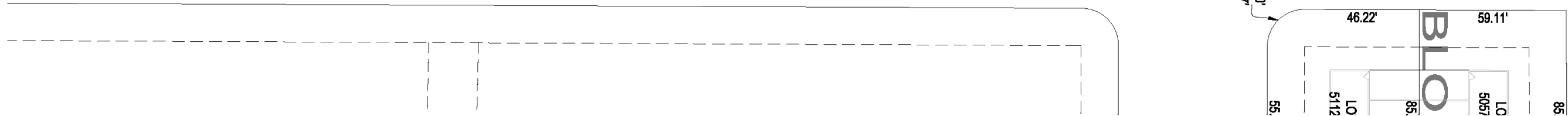
COMMUNITY CENTER SUBDIVISION PLAT



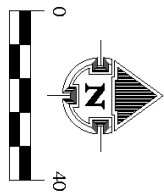
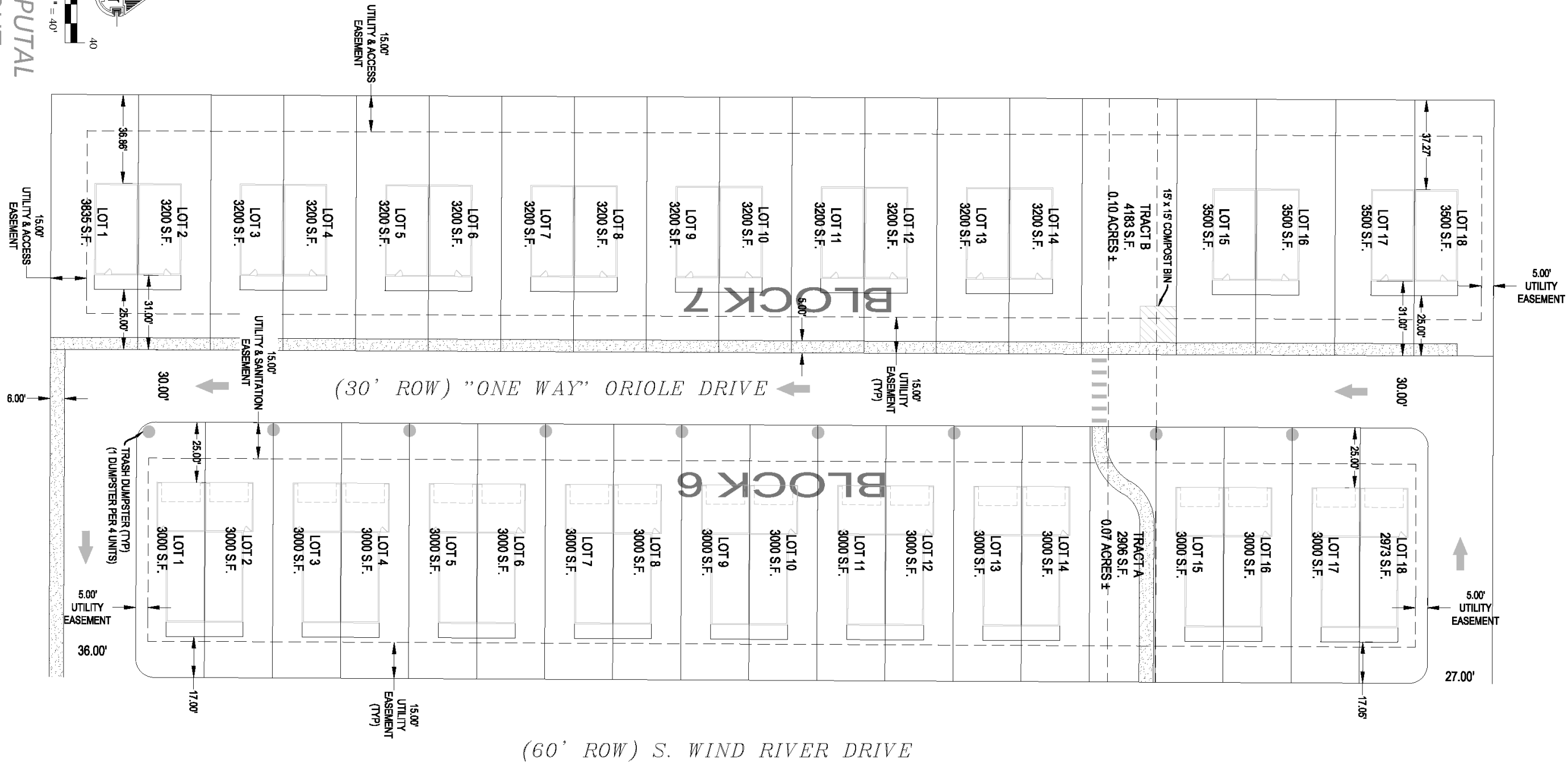


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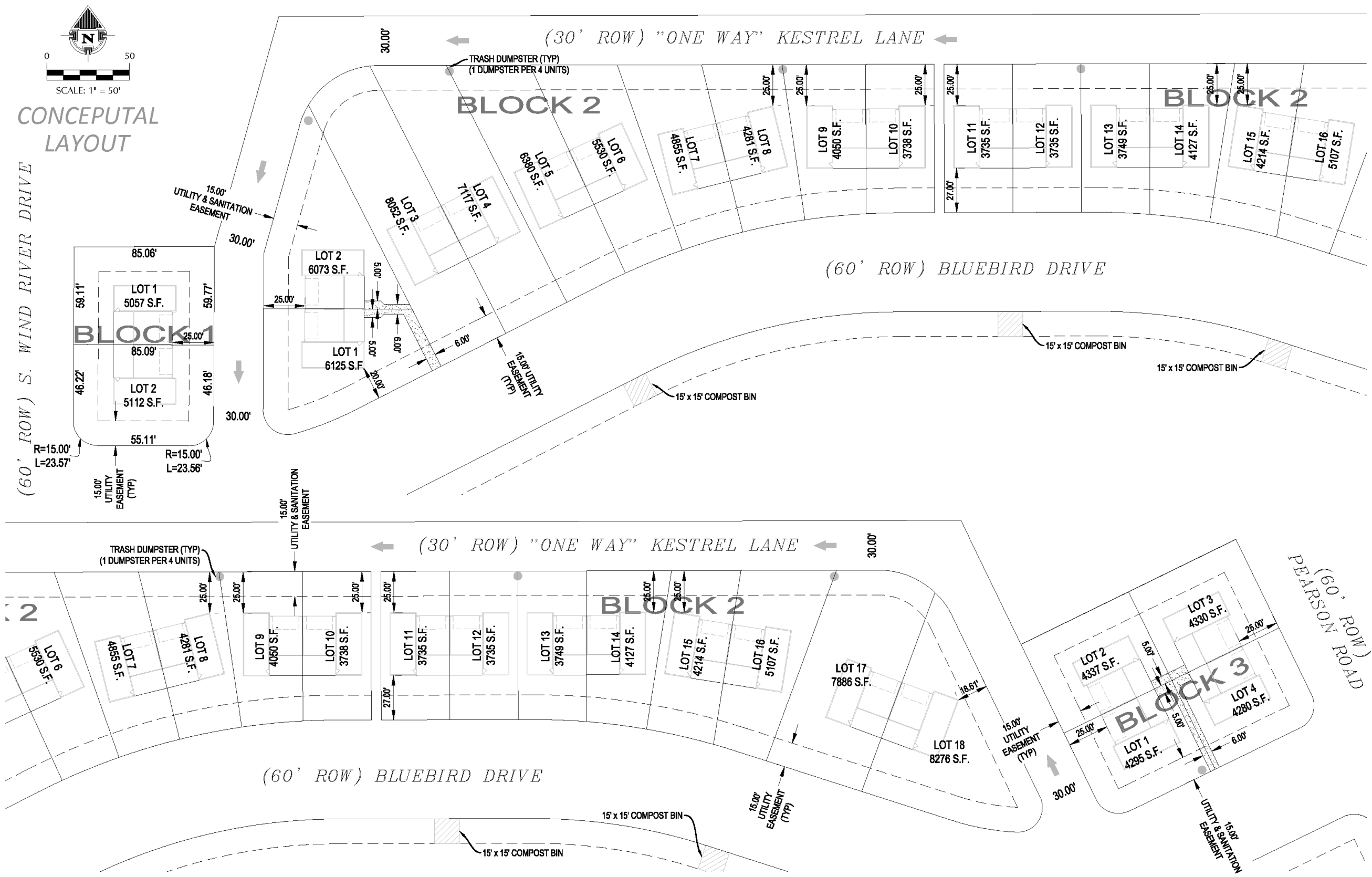


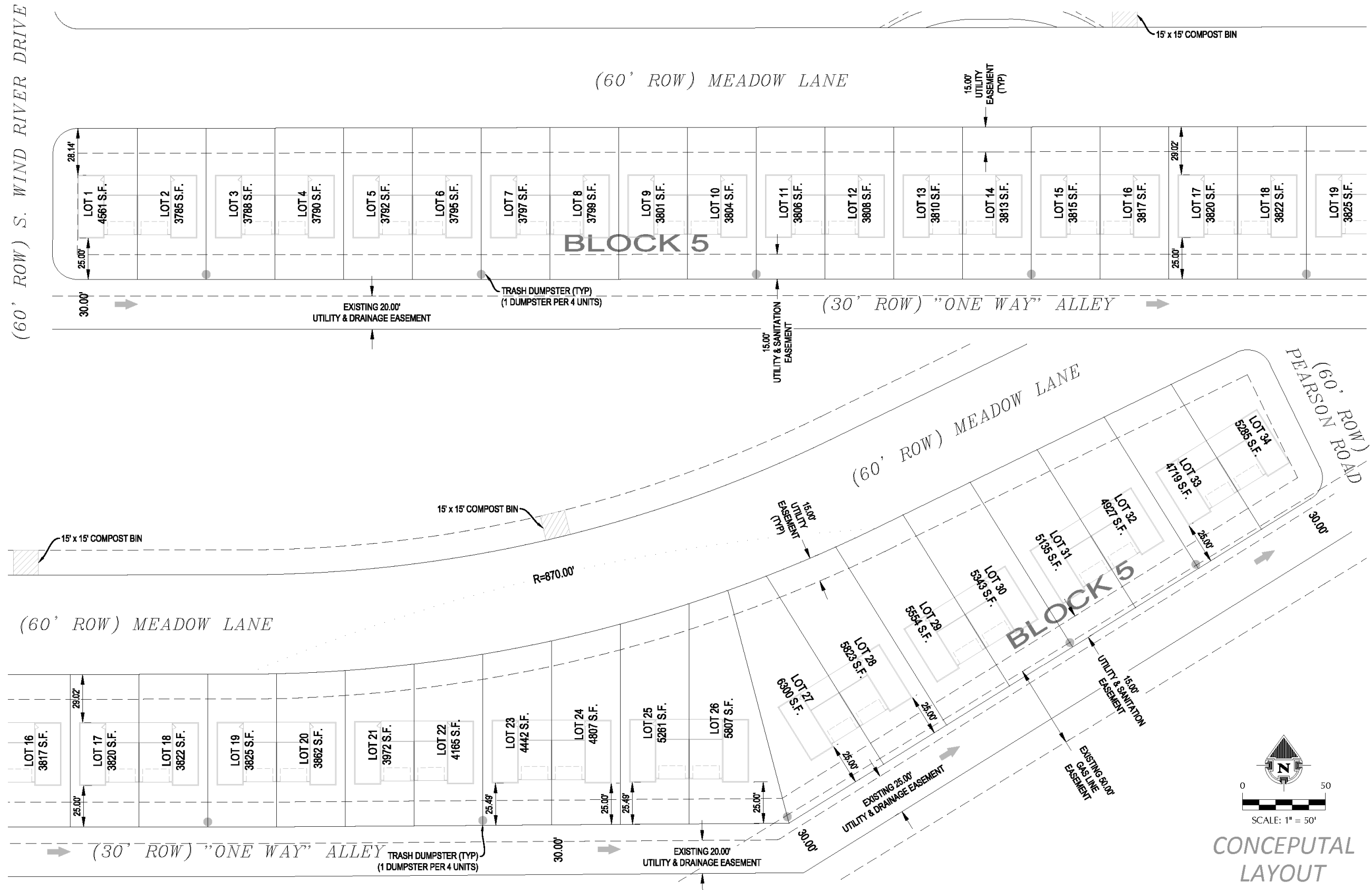
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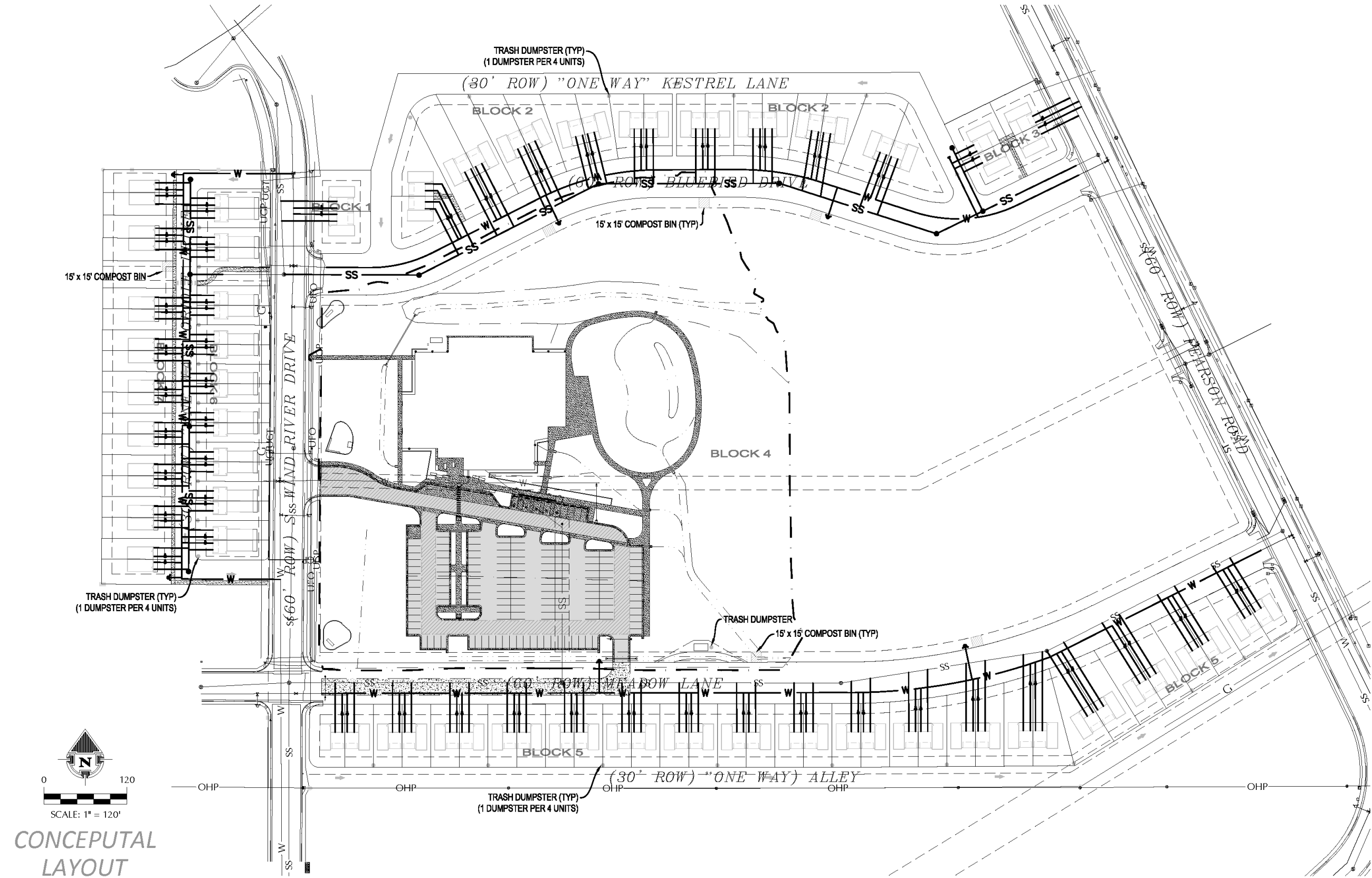
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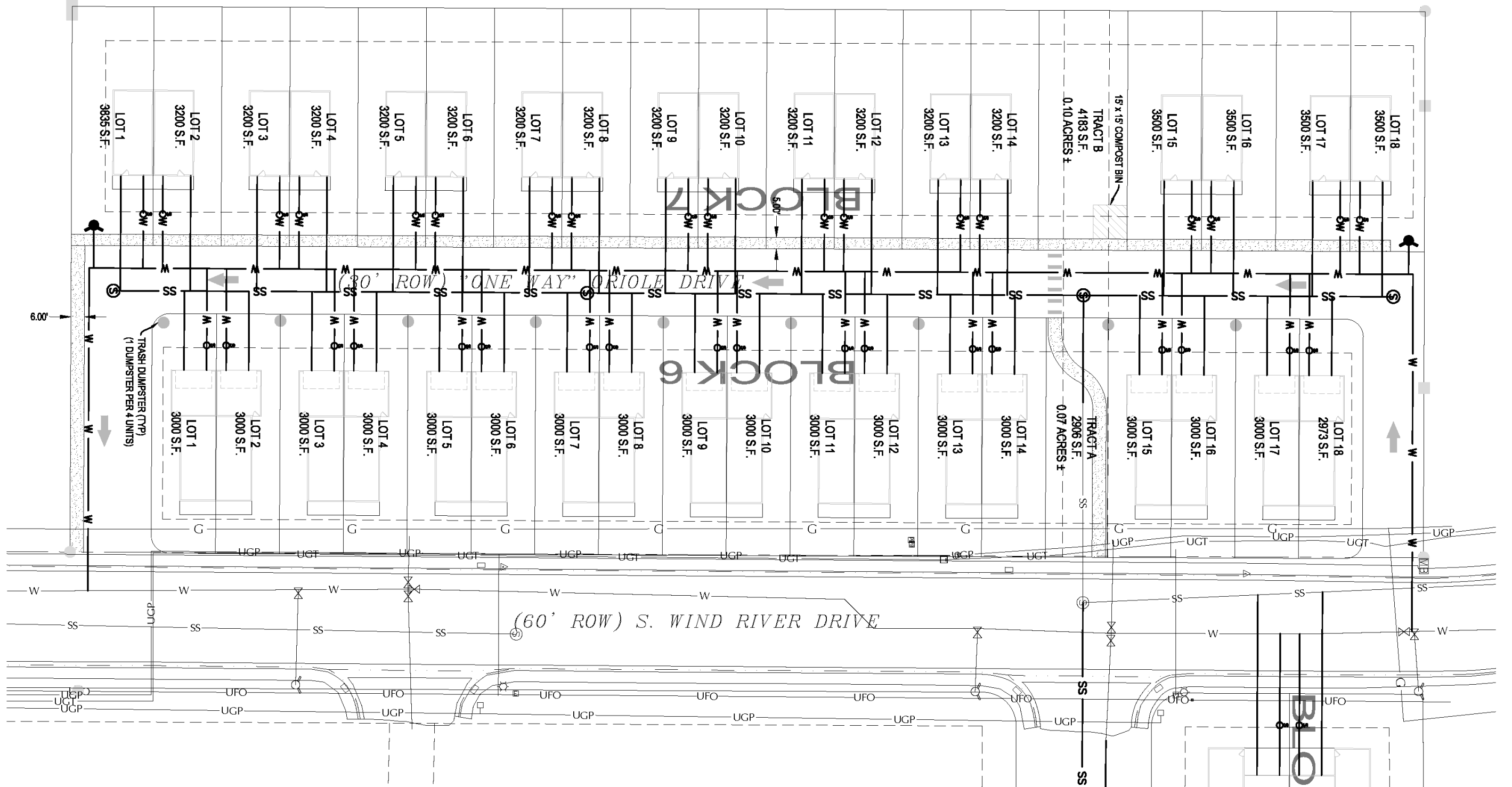
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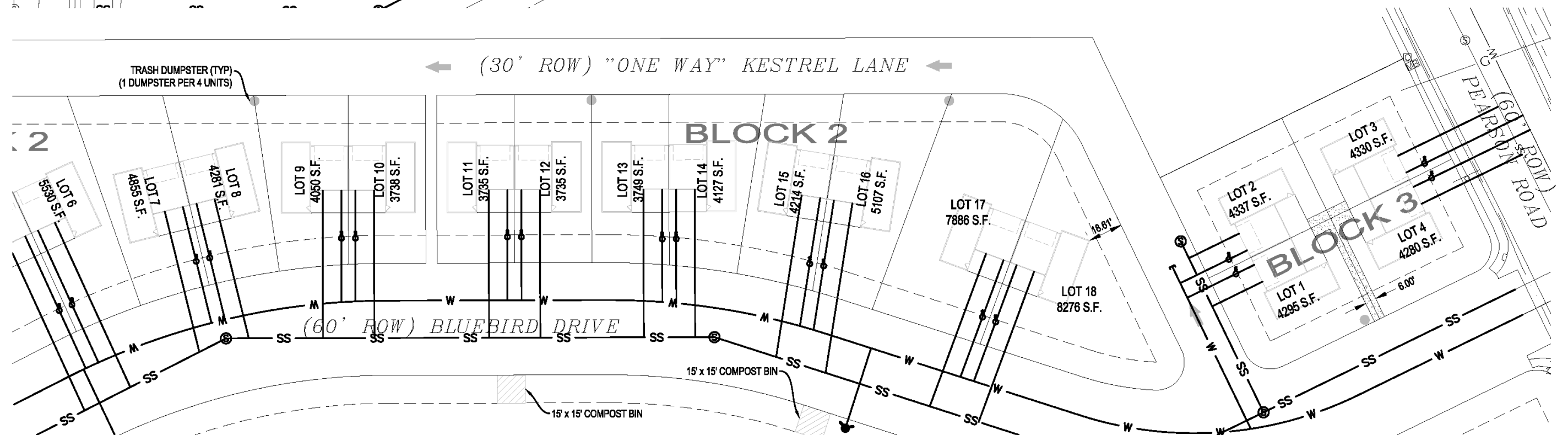
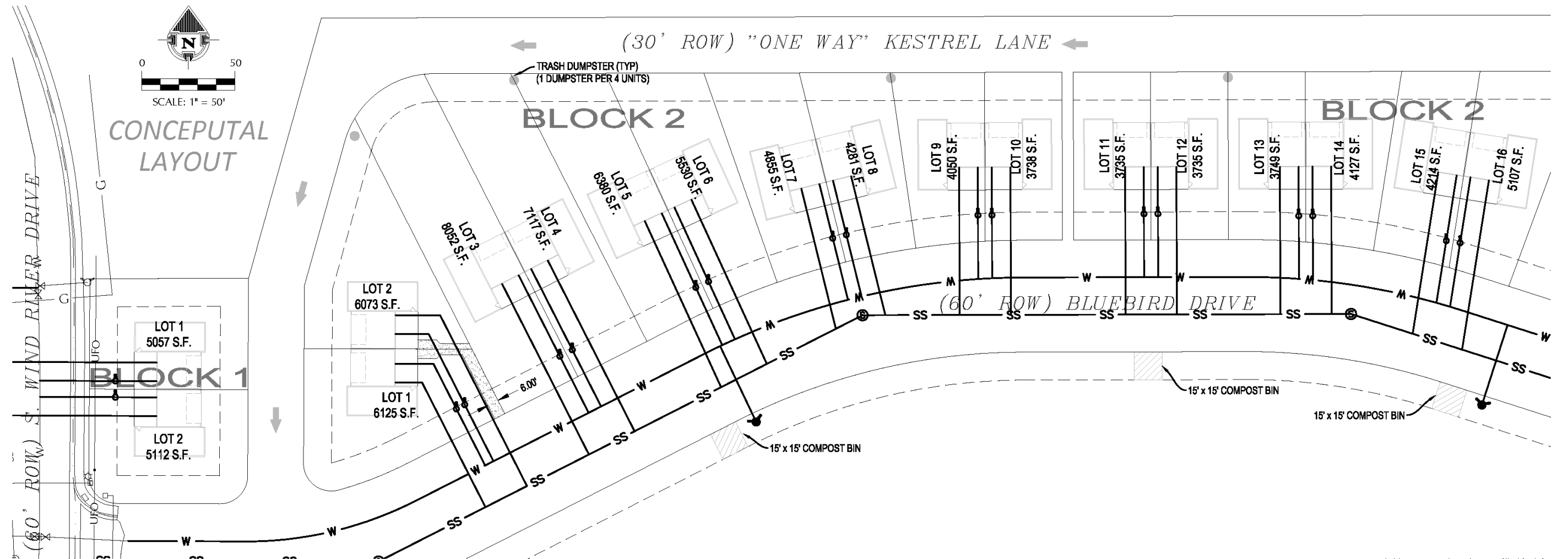


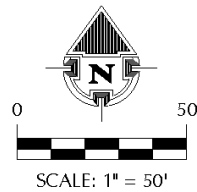
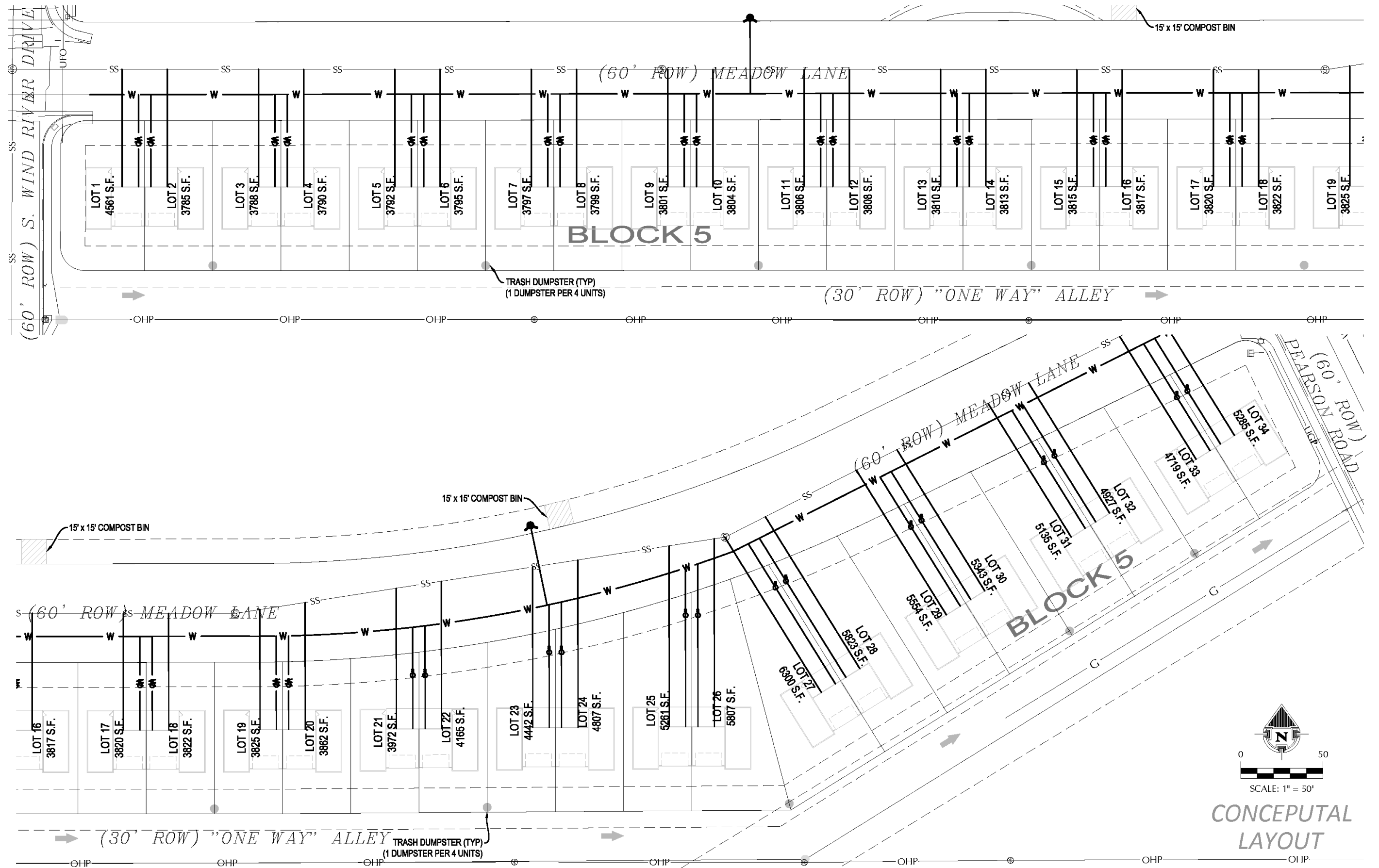


COMMUNITY CENTER SUBDIVISION UTILITIES CONCEPT



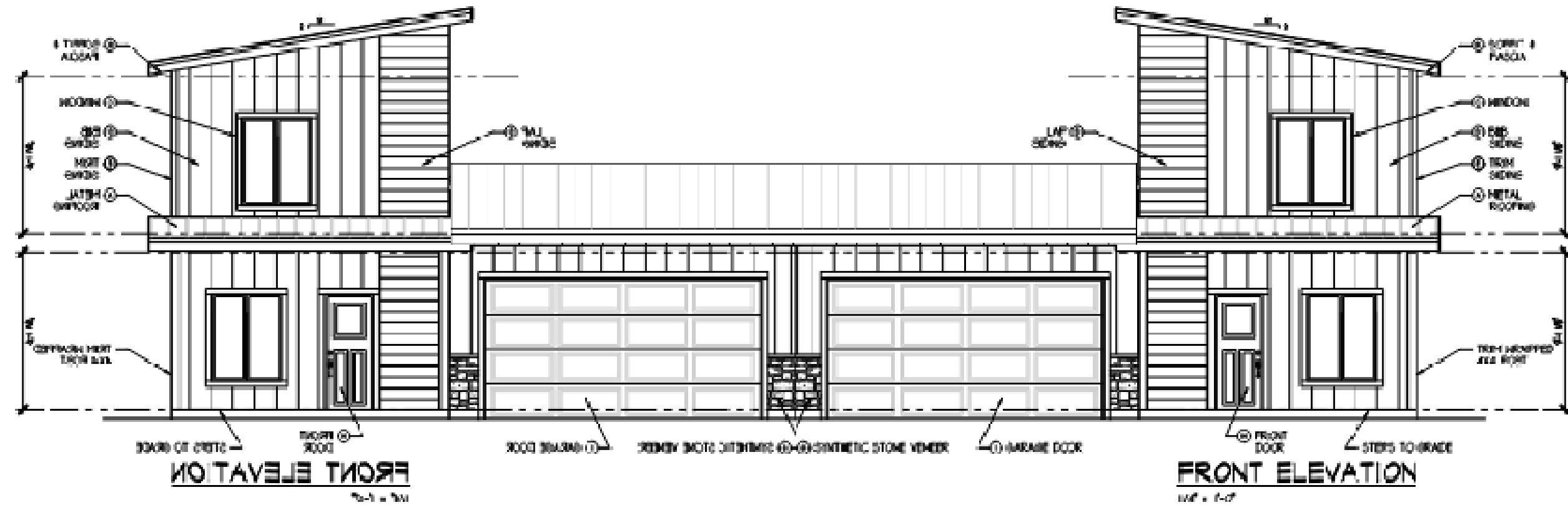




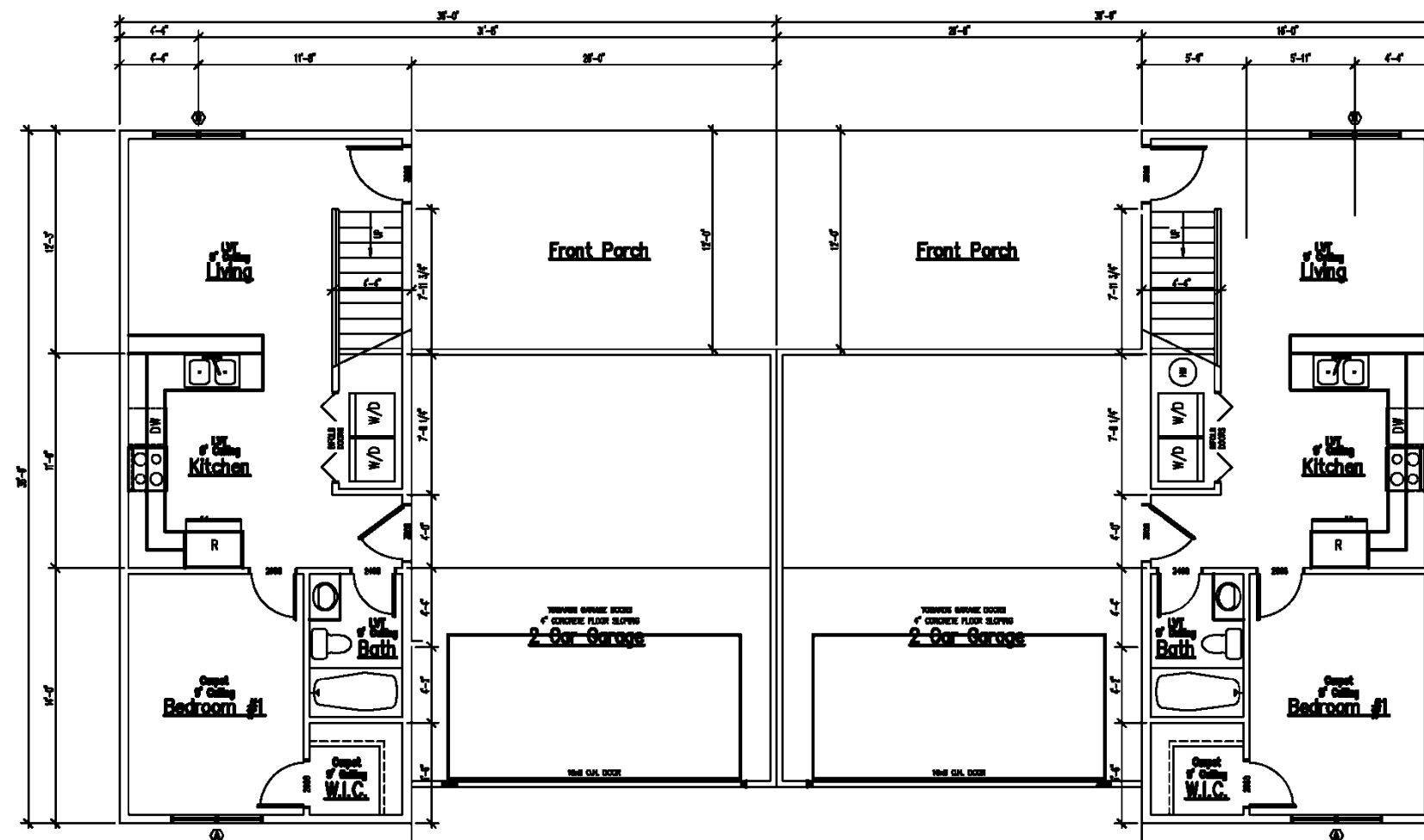


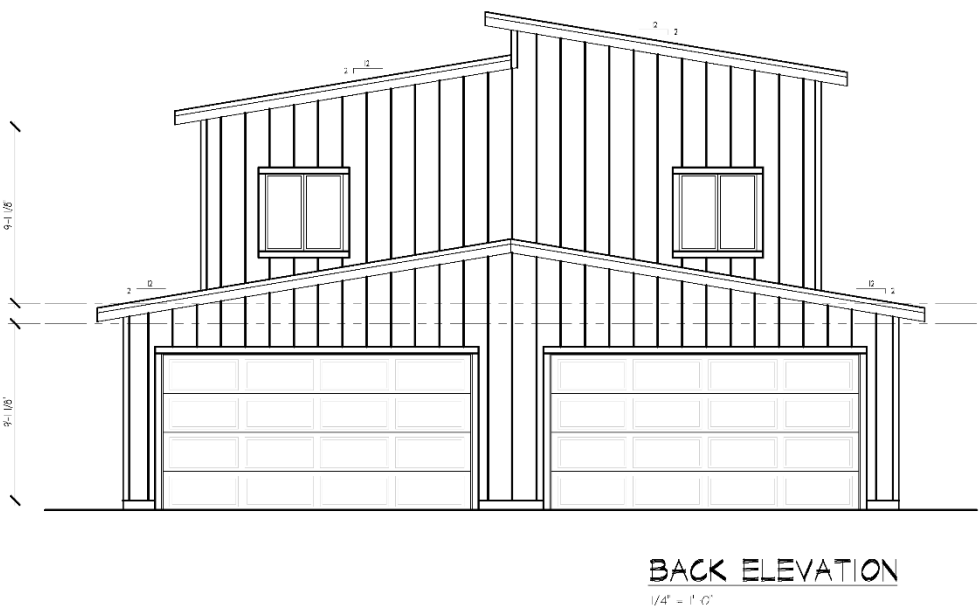
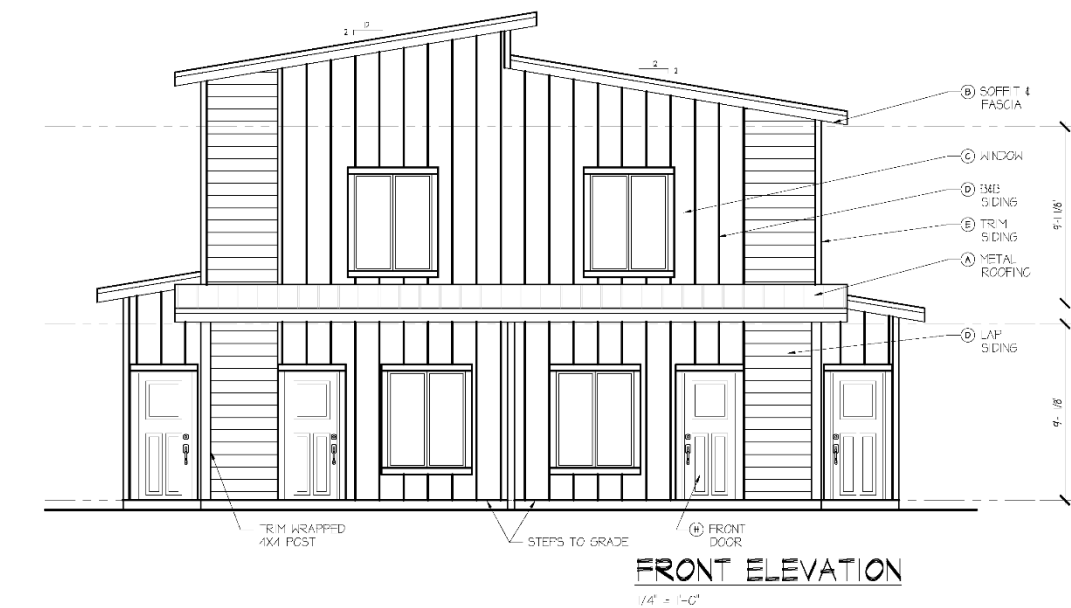
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LAYOUT

Meadow Lane, Bluebird Drive, and Kestrel Lane: Medicine Bow Twin Homes (Attached Garage)



Medicine Bow Attached at Garage

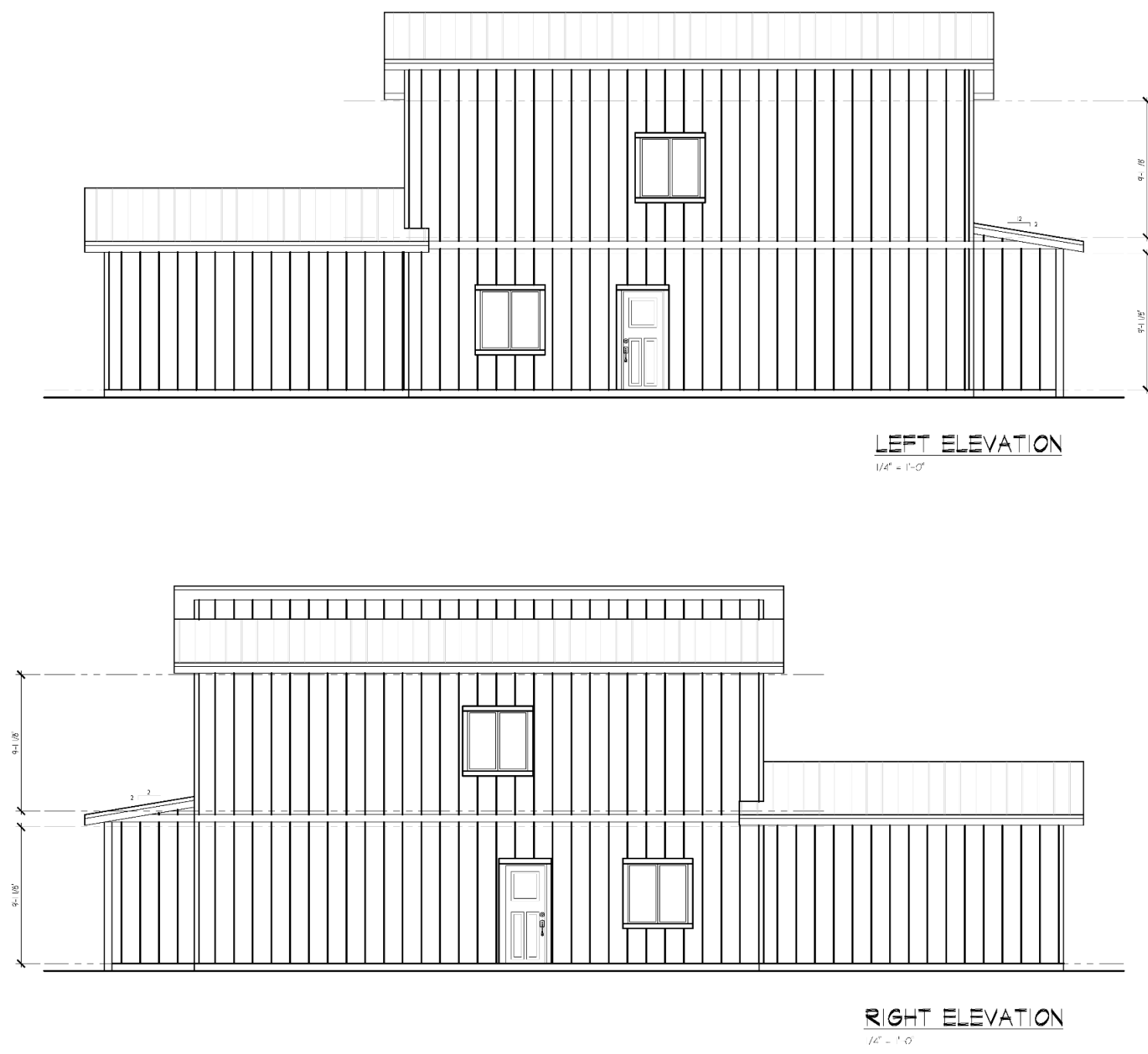




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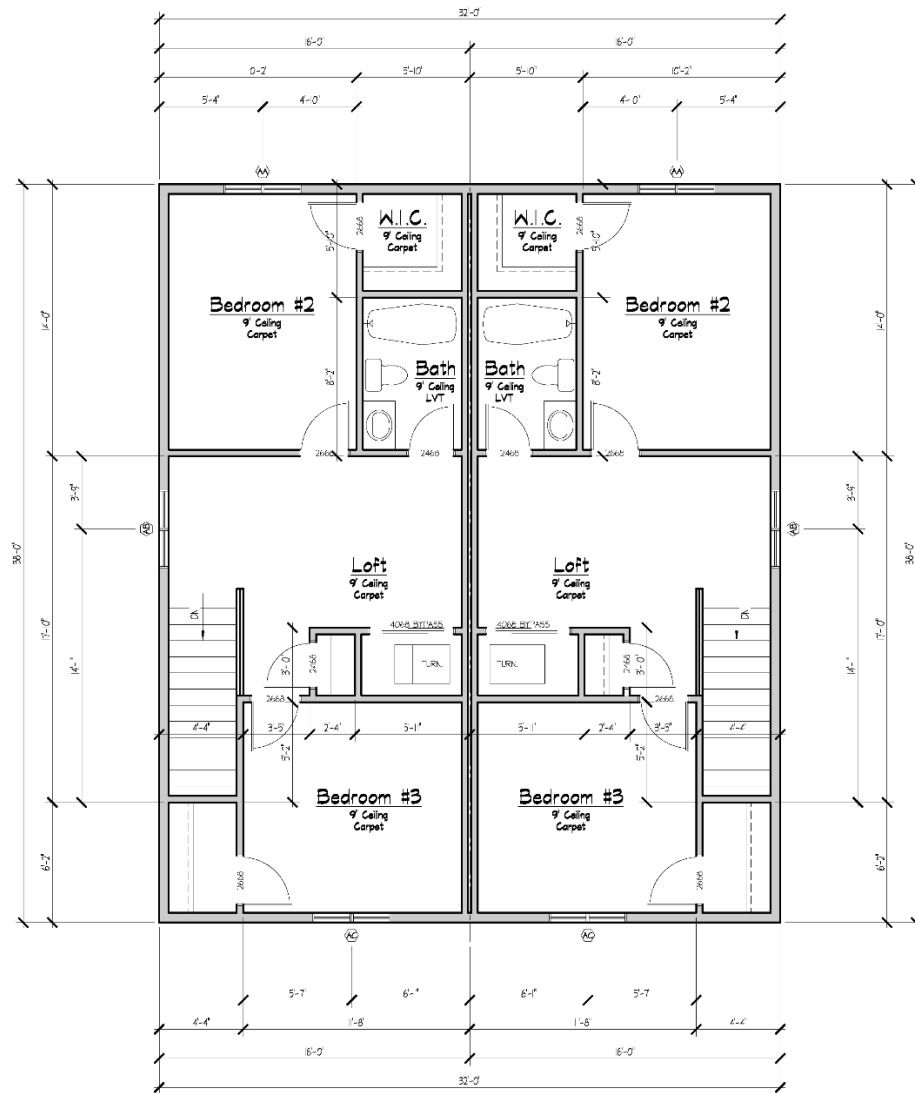
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DESIGNER:	PRECISION DRAFTING LLC 3376 MAMMOTH COURT, WELLINGTON, COLORADO, 80549 PHONE: (970) 568-0799 FAX: (970) 568-9575 EMAIL: pdrdes@attmail.com
SCALE:	1/4" = 1'-0"
DATE:	AUGUST, 2024
FILE NAME:	REMAILLTWIN
PROJECT NUMBER:	1115-58-24
SHEET NO.	1.10

[11/26/24 @ 7:30 AM]



ELEVATION "A"

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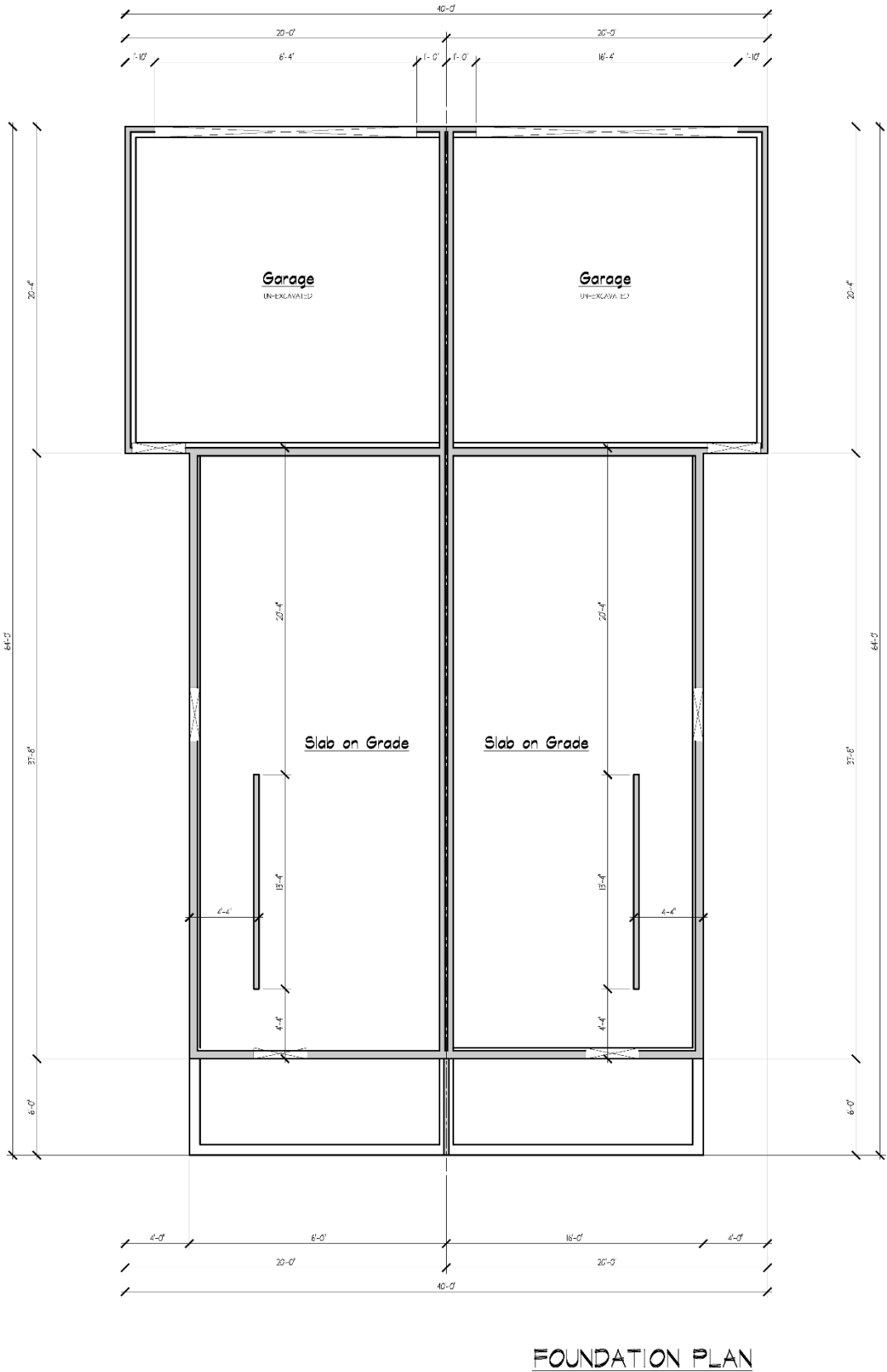
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(B)	Slider	40x50	
(AA)	Slider	40x40	
(AB)	Slider	40x40	
(AC)	Slider	40x50	



SLAB ON GRADE

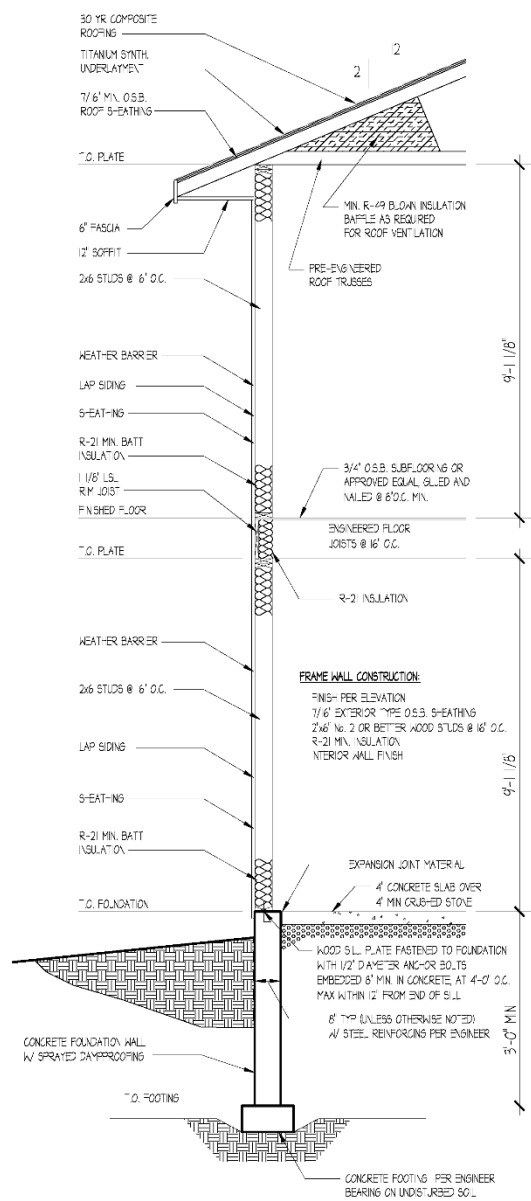
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[11/28/24 @ 7:30 AM]

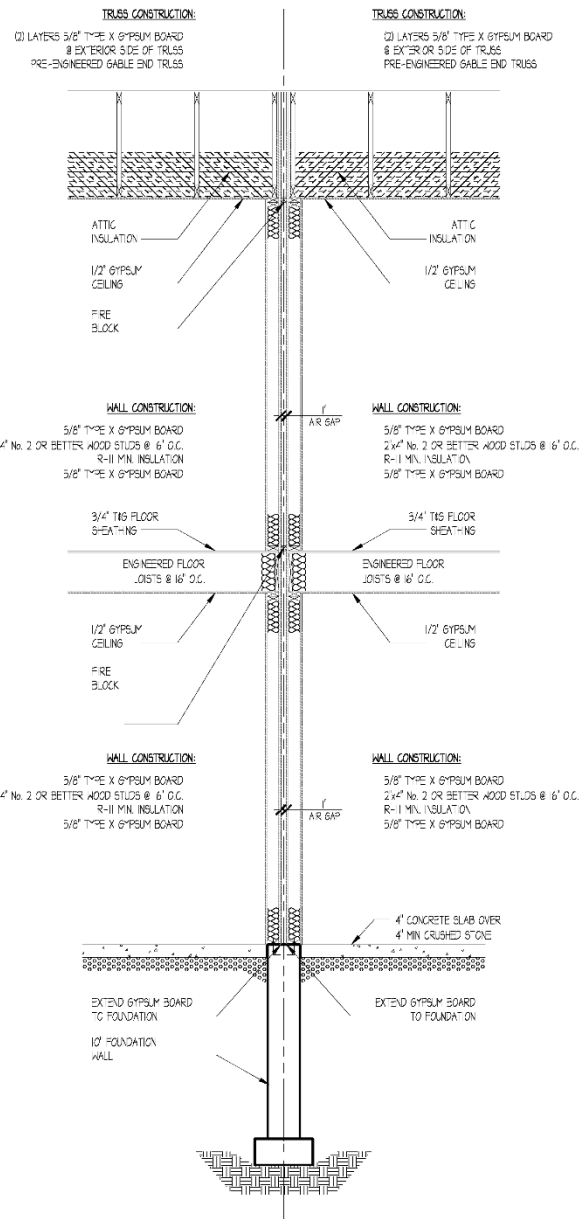


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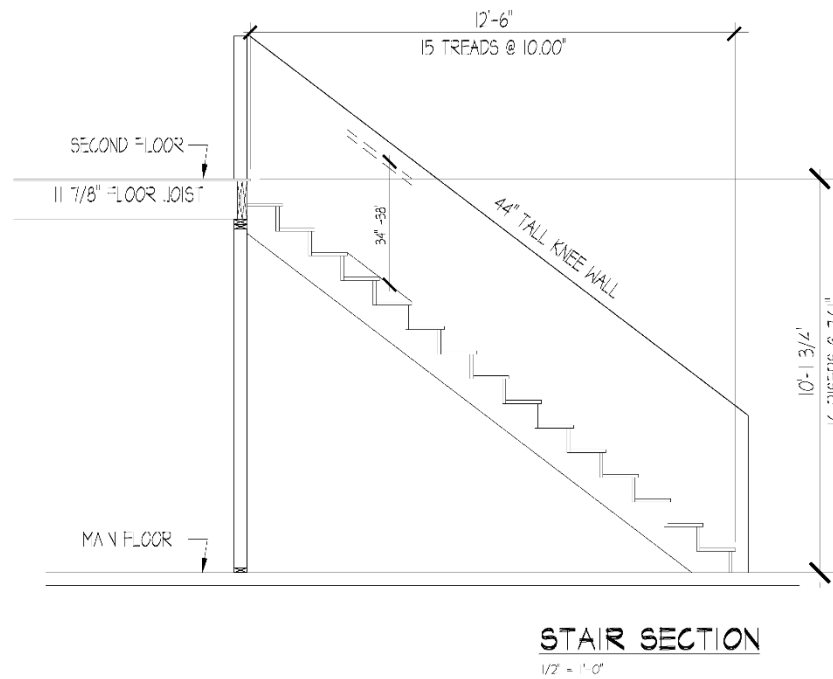
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TYP. WALL SECTION
1/2" = 1'-0"



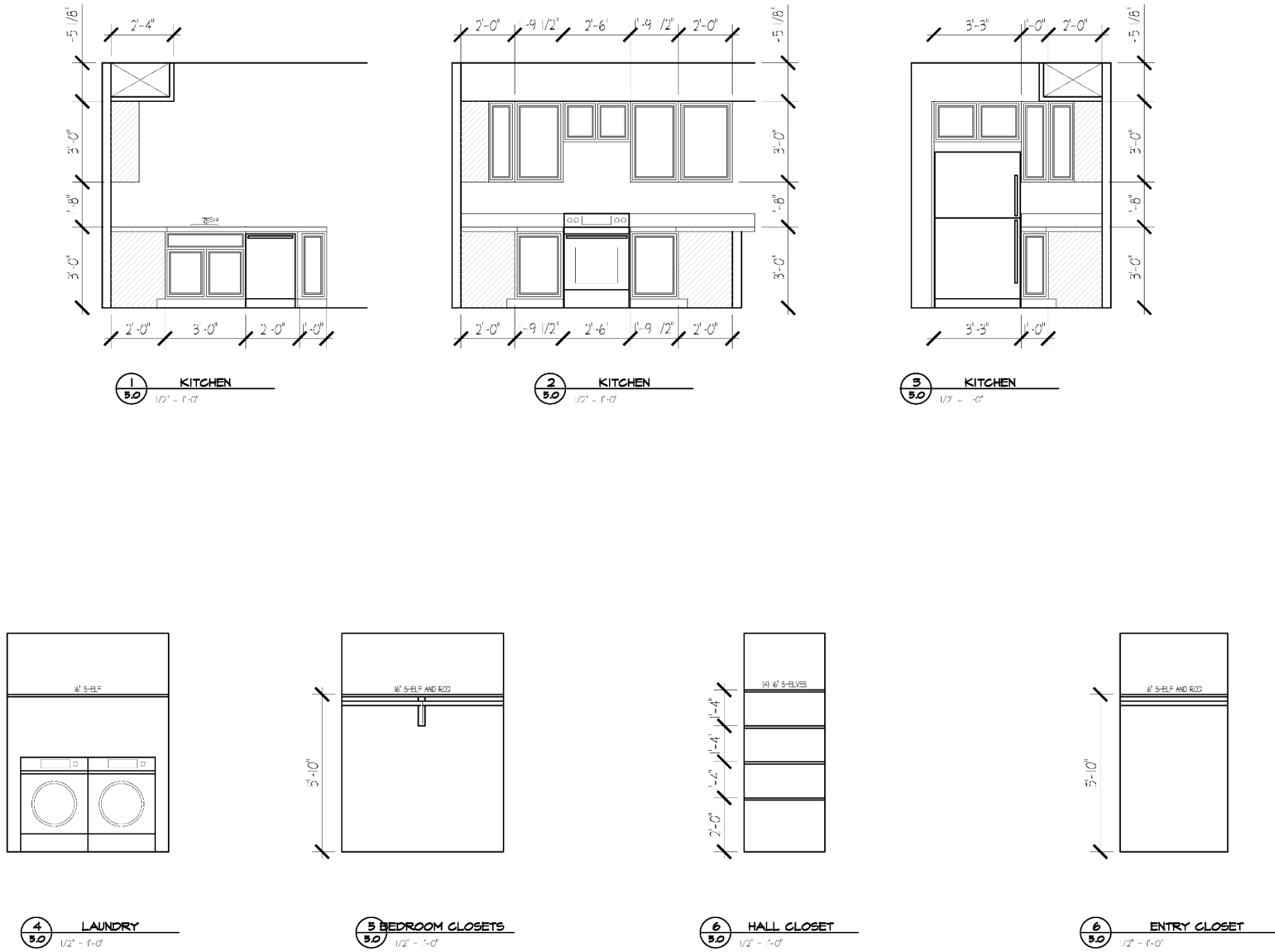
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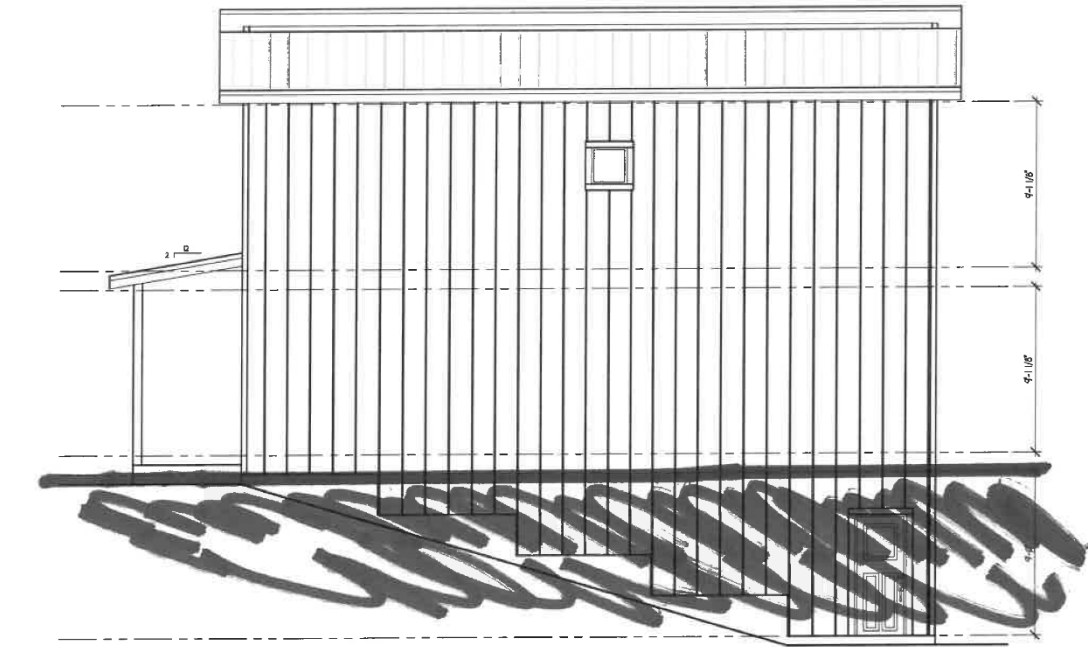
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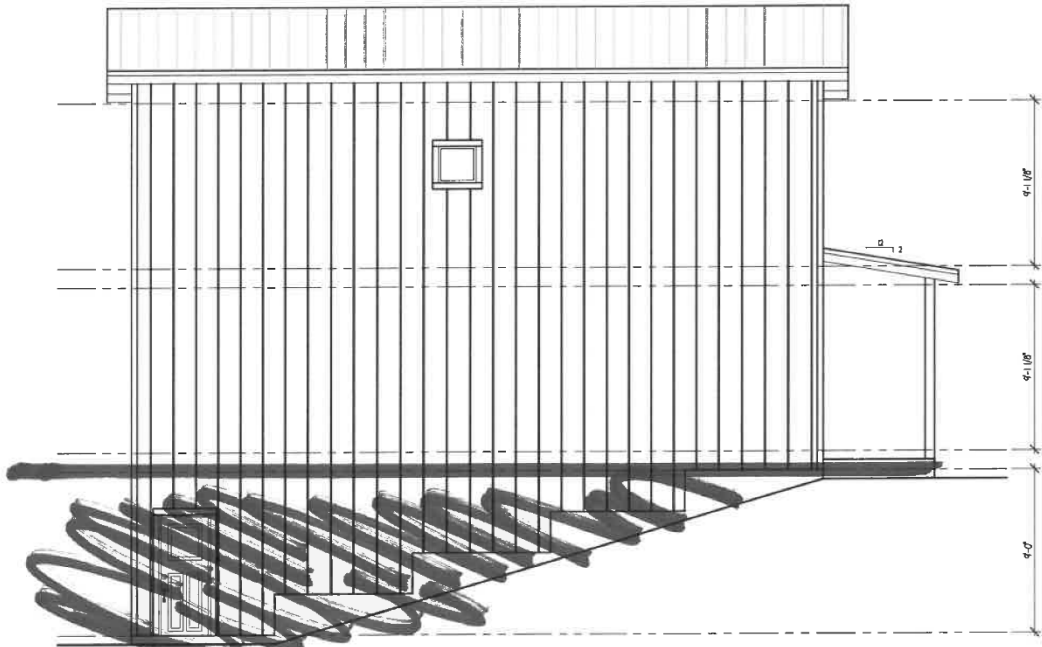
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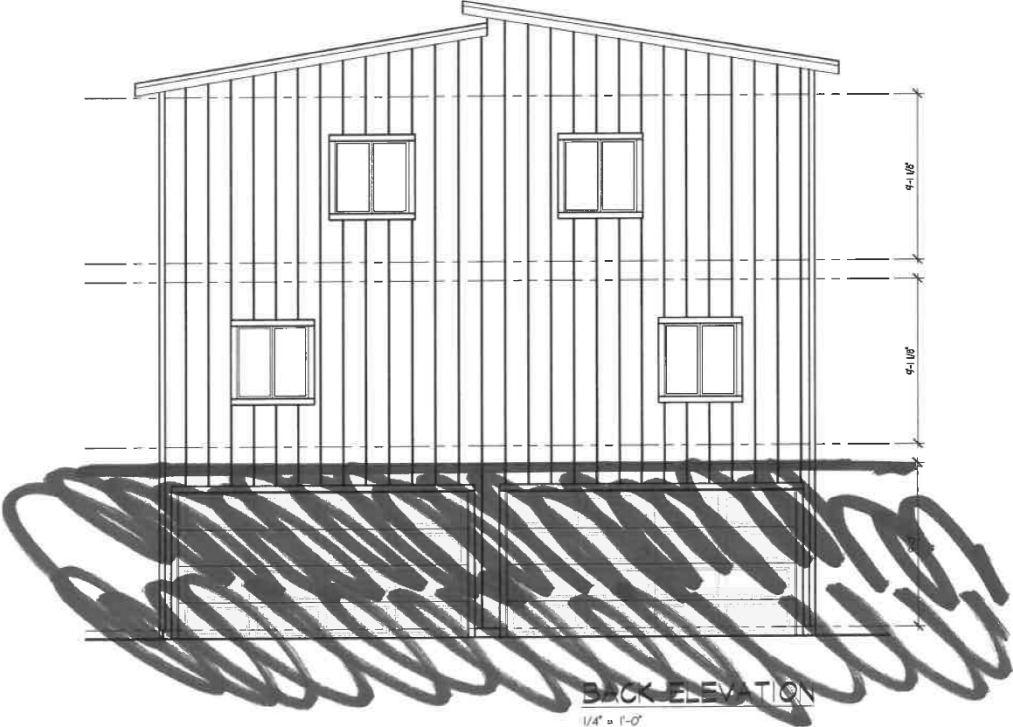
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FRONT ELEVATION
1/4" = 1'-0"



RIGHT ELEVATION
1/4" = 1'-0"

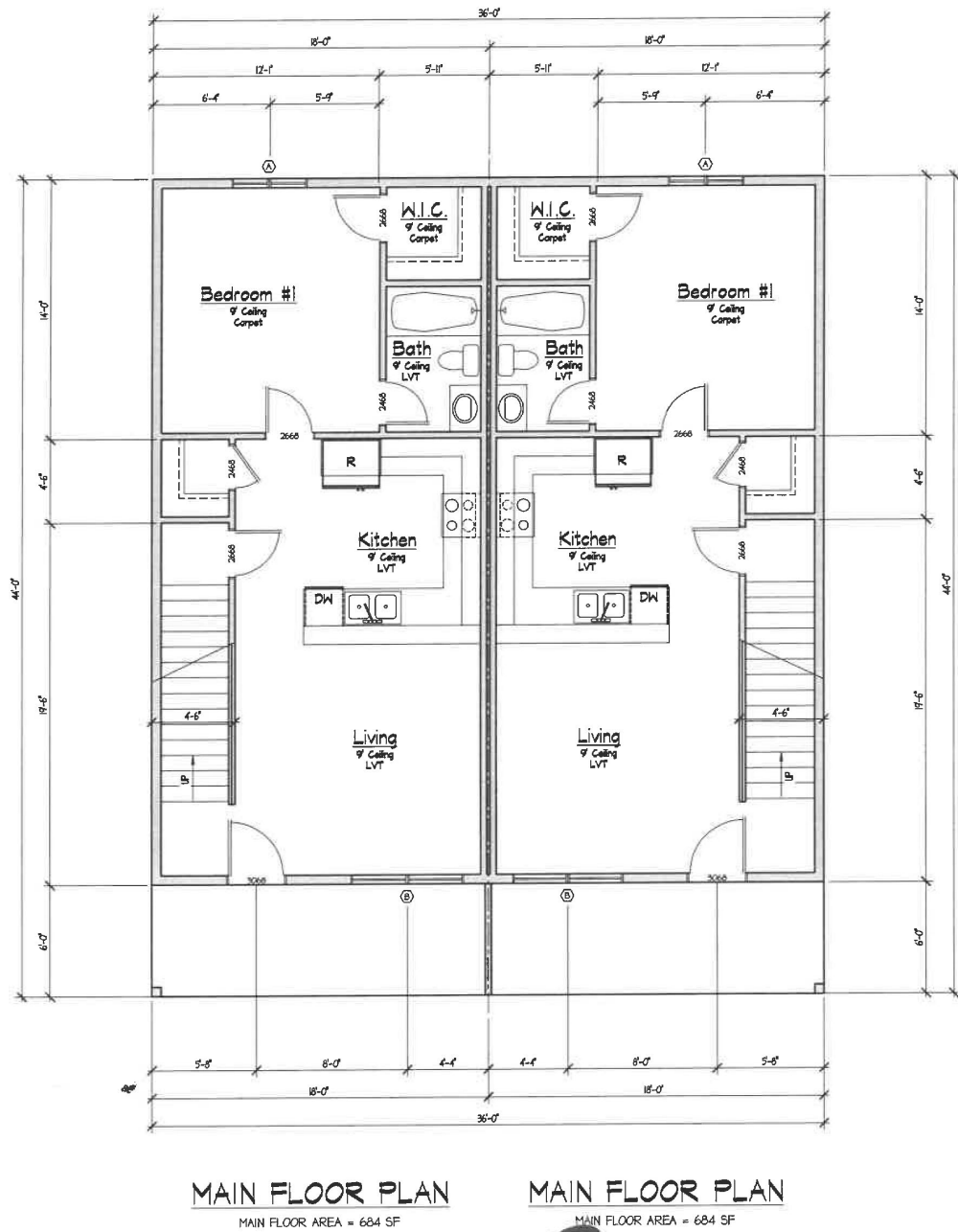
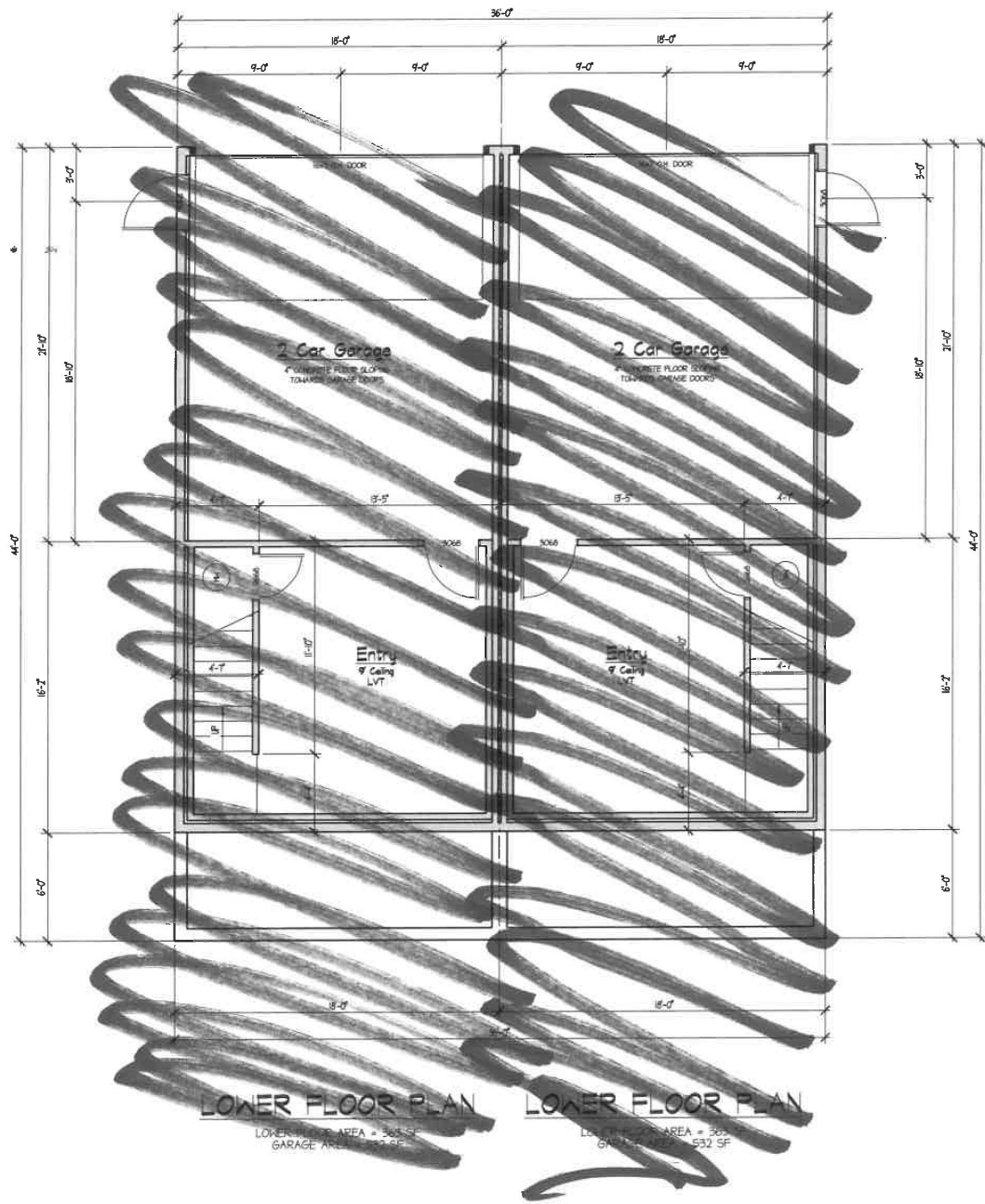


BACK ELEVATION
1/4" = 1'-0"

ELEVATION "A"

DESIGNER:	PRECISION DRAFTING LLC 3376 MAMMOTH COURT, WELLINGTON, COLORADO, 80549 PHONE: (970) 588-0799 FAX: (970) 588-9575 EMAIL: pdcas@hmail.com	BUILDER:	JEI CONTRACTORS, INC.	PROJECT TITLE:	REAR LOAD REMEDIATION LOT X, BLOCK X, HARBONY VALLEY CHETENNE, WYOMING
SCALE:	1/4" = 1'-0"	DATE:	JULY 2025	SHEET NO.:	1.10
DRAWN:	WJK	FILE NAME:	MEDICINEBOW		
		PROJECT NUMBER:	1115-52-24		

[09/28/24 @ 7:50 AM]



Window Schedule			
Symbol	Type	Size	Header Ht.
(A)	Older	4040	6'-0"
(B)	Single Hung	2-3050	
(M)	Older	4040	
(P)	Picture	2020	
(O)	Older	4050	

1st floor

PROJECT TITLE:
REAR LANE ADDITION
LOT 1, BLOCK 1, HARMONY VALLEY
CHEYENNE, WYOMING

BUILDER:
JEI CONTRACTORS, INC.

DESIGNER:
PRECISION DRAFTING LLC
3376 MAMMOTH COURT, WELLINGTON, COLORADO, 80549
PHONE: (970) 568-0799 FAX: (970) 568-9575
EMAIL: pdrdes@outlook.com

SCALE:
1/4" = 1'-0"

Drawn: WMK

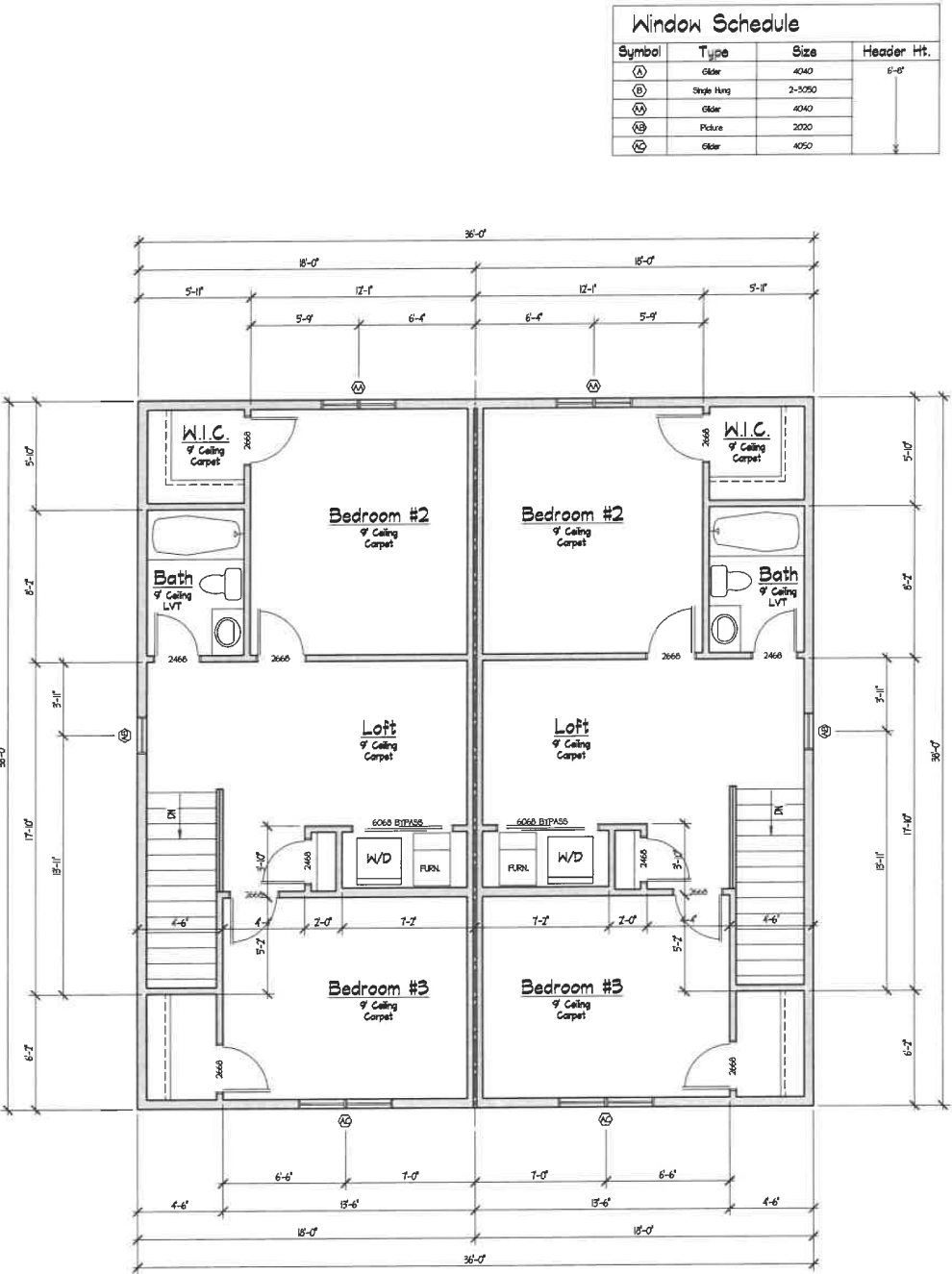
DATE:
JULY 2025

FILE NAME:
MEDICINEBOW

PROJECT NUMBER:
1115-59-24

SHEET NO.
2.10

[08/28/25 @ 7:30 AM]



SECOND FLOOR PLAN SECOND FLOOR PLAN
SECOND FLOOR AREA = 684 SF SECOND FLOOR AREA = 684 SF

Second floor

DESIGNER:	PRECISION DRAFTING LLC 3376 MAMMOTH COURT, WELLINGTON, COLORADO, 80549 PHONE: (970) 568-0799 FAX: (970) 568-9575 EMAIL: precis@mail.com	BUILDER:	JEI CONTRACTORS, INC.	PROJECT TITLE:	REAR LAND DEVELOPMENT 3376 MAMMOTH COURT LOT 3, BLOCK 3, HARMONY VALLEY CHETENNE, WYOMING
SCALE:	1/4" = 1'-0"	DATE:	JULY 2025	SHEET NO.	2.20

DRAFT

CHARTER ORDINANCE NO. 1060

A Charter Ordinance of the City of Douglas, Wyoming, Repealing the Application of Wyoming Statutes §§ 12-4-201(d) and § 12-4-413(v) and (vi), and Related Statutory Limitations Within the Corporate Limits of the City, and Authorizing the Governing Body to Determine the Number of Retail and Bar & Grill Liquor Licenses to Be Issued Based on Local Conditions and Policy

WHEREAS, the City of Douglas, Wyoming, is a home rule municipality governed by Article 13, Section 1(b) of the Wyoming Constitution, which grants cities the power to determine local affairs by charter ordinance; and

WHEREAS, W.S. § 12-4-201(d) and W.S. § 12-4-413(v) and (vi) impose population-based quota formulas on retail and bar & grill liquor licenses, respectively, resulting in widely inconsistent allocations across similarly situated communities—e.g., Glenrock, Wheatland, Casper and Douglas all receive different license counts based solely on minor variations in population, despite similar or greater demands driven by regional workforce, tourism, and economic activity; and

WHEREAS, these quota systems fail to reflect local realities such as transient population surges, energy-sector activity, tourism growth, or regional service roles that swell a community's effective population beyond census counts; and

WHEREAS, the arbitrary and outdated nature of the quota system has created a patchwork of inequities across the state, where some communities are unable to meet market demand while others underutilize license allocations—impeding local economic development and stifling entrepreneurship; and

WHEREAS, the Governing Body of the City of Douglas finds that the number, location, and character of liquor license establishments within the City—including retail and bar & grill licenses—are matters of distinctly local concern, requiring flexibility to respond to community needs and priorities; and

WHEREAS, the above statutes are not uniformly applicable to all cities and towns in the State of Wyoming because the statutes treat cities and towns differently based upon population; and

WHEREAS, the Governing Body seeks to responsibly restore local authority in a manner that balances economic opportunity, community values, and the City's ongoing commitment to public health, safety, and responsible alcohol regulation;

CHARTER ORDINANCE NO. 1060

Now, Therefore, Be It Ordained by the Governing Body of the City of Douglas, Wyoming:

Section 1: Repeal of Statutory Quota Provisions

Pursuant to Article 13, Section 1(b) of the Wyoming Constitution, the City of Douglas hereby exempts itself from the provisions of the following statutes limiting the number of particular liquor licenses the City may issue:

- a. Wyoming Statute § 12-4-201(d) – population-based quota formula for retail liquor licenses
- b. Wyoming Statute § 12-4-413(v) and (vi) – population-based quota formula for bar & grill liquor licenses

Section 2: No Right to License Created

This Charter Ordinance does not create a right to any license, nor require the City to issue a license upon application. All license decisions shall remain discretionary and subject to local policies, procedures, and Council judgment.

Section 3: Effect on Other Statutory Provisions

This ordinance shall not modify or repeal other applicable Wyoming statutes governing license qualifications, operational requirements, disciplinary procedures, enforcement, transfer or revocation. It solely affects the number and local authority to issue licenses.

Section 4: Publication and Effective Date

This Charter Ordinance shall be published in full in the official newspaper of the City of Douglas, Wyoming once each week for two consecutive weeks. It shall take effect sixty-one (61) days after the date of final publication, provided that no referendum petition is filed with the City Clerk within thirty (30) days following the final publication, pursuant Article 13, Section 1(c) of the Wyoming Constitution.

PASSED on 1st reading the _____ day of July, 2025.

PASSED on 2nd reading the _____ day of July, 2025.

PASSED, APPROVED AND ADOPTED on 3rd and final reading this _____ day of July, 2025.

City of Douglas, Wyoming

Kim Pexton, Mayor

Attest:

Devon Litzsinger, Deputy City Clerk

Published: _____ Douglas Budget

CHARTER ORDINANCE NO. 1060

ATTESTATION

I, Devon Litzsinger, the Deputy Clerk of the City of Douglas, Wyoming, do hereby attest and state that the above ordinance was published/posted in the manner required by law and that all procedures required by Wyoming State law were complied with.

Devon Litzsinger, Deputy City Clerk



Agenda Item Report

City Council – October 27, 2025

Item

Appointment to Vacancy: Converse County Tourism & Promotions Board

Responsible Staff Contact

Devon Litzsinger, Linda Doane

Recommendation

Review the applications and select the best fit for the remaining term.

Executive Summary

Jenna Rose recently resigned from the Converse County Tourism & Promotion Board. Several applications have been received to fill her remaining term.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

Budget/Fiscal Impact

Action Requested/Recommended Motion

Appoint _____ to the unfilled remaining term on the Converse County Tourism & Promotions Board.

Attachments

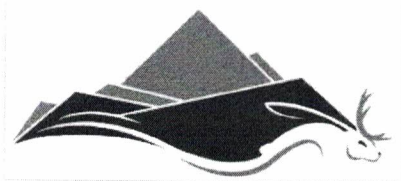
1. Henson, Michael
2. Pexton, Kim
3. Horr, Carly

Received

OCT 01 2025

Volunteer Application

City of Douglas



CITY OF **DOUGLAS** WYOMING
HOME OF THE JACKALOPE.

Return to: 101 N. 4th Street / P.O. Box 1030
Douglas, WY 82633
307-358-3462, Fax: 307-358-6447

Name of Applicant: Michael Henson

Address: 1364 Riverbend Drive City/State/Zip: Douglas, WY 82633

Mailing Address (if different from above): Same

Home Phone: —	Cell Phone: 307 259 6746	Work Phone: 307 624 8014	Email: msn-michaelhenson@outlook.com
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1. Are you a resident of the City of Douglas? ☒ Yes ☐ No

2. I am interested in serving on the following Boards/Commissions (Please all that apply):

Boards/Commissions/Committees:

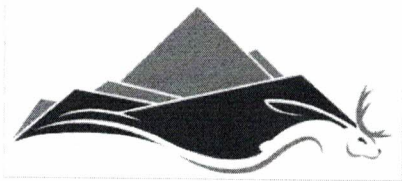
- ☐ Douglas Planning & Zoning Commission/Board of Adjustments
- ☐ Historic Preservation Commission
- ☒ Converse County Tourism Promotion Board
- ☐ Douglas Housing Authority Board
- ☐ Federal Urban Systems Advisory Committee
- ☐ Douglas Board of Appeals
- ☐ Steering Committee Member (when applicable)
- ☐ Focus Group Member (when applicable)
- ☐ Community Facility Task Force
- ☐ Arts & Culture Board of Trustees
- ☐ Recycling Task Force
- ☐ Other: _____

3. Have you served on any of these Boards/Commissions previously? ☐ Yes ☒ No

4. If "Yes", please indicate which Boards/Commissions and when you served: N/A

5. In what community/communities did you previously serve? I have not served previously in any communities.

Volunteer Application
Page 1 of 2



CITY OF **DOUGLAS** WYOMING
HOME OF THE JACKALOPE.

Volunteer Application

Return to: 101 N. 4th Street / P.O. Box 1030
Douglas, WY 82633
307-358-3462, Fax: 307-358-6447

6. In what position(s) would you be willing to serve? *(Please select all that apply.)*

- ☐ Chairperson
- ☐ Vice Chairperson
- ☐ Secretary
- ☐ Treasurer
- ☒ Board, Commission, or Committee member only

7. Do you understand the attendance requirements as provided per Douglas Municipal Code and/or the Bylaws of the Board or Commission you wish to serve on? ☒ Yes ☐ No

8. If "No", please provide a description of your question(s): N/A

9. Why are you seeking this appointment(s)? I want to help with the
untapped potential growth in its tourism sector.
As a long-time resident of Douglas, I've seen
firsthand how tourism helps businesses, and foster
pride in our heritage. I am passionate about making
converse county a destination people want to visit.

Signature of Applicant

09-30-2025
Date

For Office Use Only:

Selected for: _____
Length of Term/Dates: _____
Additional Information: _____

Volunteer Application
Page 2 of 2



CITY OF **DOUGLAS** WYOMING
HOME OF THE JACKALOPE

Volunteer Application

Return to: 101 N. 4th Street / P.O. Box 1030
Douglas, WY 82633
307-358-3462, Fax: 307-358-6447

Name of Applicant: Kim Pexton

Address: 823 Hamilton St. City/State/Zip: Douglas, WY 82633

Mailing Address (if different from above): _____

Home Phone:	Cell Phone: <u>307-359-1154</u>	Work Phone:	Email: <u>kimpexton@hotmail.com</u>
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1. Are you a resident of the City of Douglas? ☒ Yes ☐ No

2. I am interested in serving on the following Boards/Commissions (Please all that apply):

Boards/Commissions/Committees:

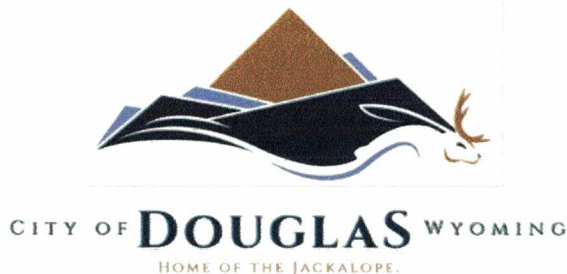
- ☐ Douglas Planning & Zoning Commission/Board of Adjustments
- ☐ Historic Preservation Commission
- ☒ Converse County Tourism Promotion Board
- ☐ Douglas Housing Authority Board
- ☐ Federal Urban Systems Advisory Committee
- ☐ Douglas Board of Appeals
- ☐ Steering Committee Member (when applicable)
- ☐ Focus Group Member (when applicable)
- ☐ Community Facility Task Force
- ☐ Arts & Culture Board of Trustees
- ☐ Recycling Task Force
- ☐ Other: _____

3. Have you served on any of these Boards/Commissions previously? ☒ Yes ☐ No

4. If "Yes", please indicate which Boards/Commissions and when you served: Tourism

5. In what community/communities did you previously serve? Douglas

Volunteer Application
Page 1 of 2



Volunteer Application

Return to: 101 N. 4th Street / P.O. Box 1030
Douglas, WY 82633
307-358-3462, Fax: 307-358-6447

6. In what position(s) would you be willing to serve? *(Please select all that apply.)*

- ☐ Chairperson
- ☐ Vice Chairperson
- ☐ Secretary
- ☐ Treasurer
- ☒ Board, Commission, or Committee member only

7. Do you understand the attendance requirements as provided per Douglas Municipal Code and/or the Bylaws of the Board or Commission you wish to serve on? ☒ Yes ☐ No

8. If "No", please provide a description of your question(s): _____

9. Why are you seeking this appointment(s)? As I have served on this Board

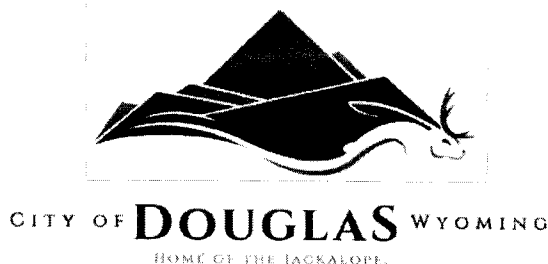
previously, I found I really enjoyed it. Tourism is
a vital aspect of Converse County. Economically, it adds to
our thriving County. I would like to work with this
board to enhance tourism.

Kenneth
Signature of Applicant

10/11/2025
Date

For Office Use Only:

Selected for: _____
Length of Term/Dates: _____
Additional Information: _____



Volunteer Application

Return to: 101 N. 4th Street / P.O. Box 1030
Douglas, WY 82633
307-358-3462, Fax: 307-358-6447

Name of Applicant: Carly Horr

Address: 13 Red Rock Dr City/State/Zip: Douglas, WY 82633

Mailing Address (if different from above): _____

Home Phone:	Cell Phone: 307-359-1406	Work Phone: 307-298-9393	Email: cbusboom.wy@outlook.com
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1. Are you a resident of the City of Douglas? ☒ Yes ☐ No

2. I am interested in serving on the following Boards/Commissions (Please all that apply):

Boards/Commissions/Committees:

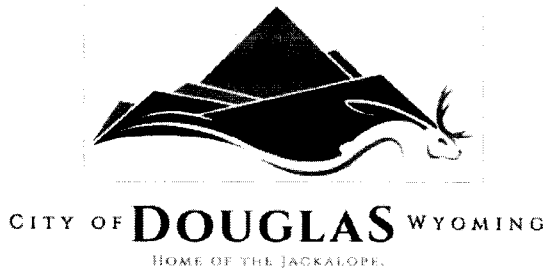
- ☐ Douglas Planning & Zoning Commission/Board of Adjustments
- ☐ Historic Preservation Commission
- ☒ Converse County Tourism Promotion Board
- ☐ Douglas Housing Authority Board
- ☐ Federal Urban Systems Advisory Committee
- ☐ Douglas Board of Appeals
- ☐ Steering Committee Member (when applicable)
- ☐ Focus Group Member (when applicable)
- ☐ Community Facility Task Force
- ☐ Arts & Culture Board of Trustees
- ☐ Recycling Task Force
- ☐ Other: _____

3. Have you served on any of these Boards/Commissions previously? ☐ Yes ☒ No

4. If "Yes", please indicate which Boards/Commissions and when you served: _____

5. In what community/communities did you previously serve? _____

Volunteer Application
Page 1 of 2



Volunteer Application

Return to: 101 N. 4th Street / P.O. Box 1030
Douglas, WY 82633
307-358-3462, Fax: 307-358-6447

6. In what position(s) would you be willing to serve? *(Please select all that apply.)*

- ☐ Chairperson
- ☒ Vice Chairperson
- ☐ Secretary
- ☒ Treasurer
- ☒ Board, Commission, or Committee member only

7. Do you understand the attendance requirements as provided per Douglas Municipal Code and/or the Bylaws of the Board or Commission you wish to serve on? ☒ Yes ☐ No

8. If "No", please provide a description of your question(s): _____

9. Why are you seeking this appointment(s)? I am seeking this appointment to increase my involvement and impact in the

Douglas community. As a young business professional with a bachelor's degree in Marketing, I can bring fresh insight and energy.

Having grown up in Douglas and returned to work at Converse County Bank, I have a strong connection to the community. I believe this

background gives me a unique perspective and skilset for this role.

Cathy Hower
Signature of Applicant

10-13-2025
Date

For Office Use Only:

Selected for: _____
Length of Term/Dates: _____
Additional Information: _____

Volunteer Application
Page 2 of 2



Agenda Item Report

City Council – October 27, 2025

Item

Bid Acceptance: Capitol Hill Property

Responsible Staff Contact

Clara Chaffin

Recommendation

Recommend waiving bid bond requirement and approving the bid in the amount of \$17,335.00, subject to successful closing.

Executive Summary

The minimum bid amount was \$17,333.00. The City received one bid in the amount of \$17,335.00 from Kenneth Hinckley. The bid did meet the minimum bid amount; however, but did not include the required bid bond. As there was only one bid received, Council may choose to waive the bid bond and subject the sale pending successful closing.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment

SD Commitment Strategy

SD Commitment KPI

SD Outcome

SD Outcome Strategy

SD Outcome KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department

Project/Line Item(s)

Budgeted Amount

Anticipated Amount

Action Requested/Recommended Motion

Approve waiving bid bond requirement and approving the bid in the amount of

\$17,335.00, subject to successful closing.

Attachments

1. Hinckley, Kenneth

I B: D 17,335.00 for
the Capital Hill Addition
Lot 8 Block 1 of Douglas
WYO

Kenneth Huckleby
Kenna Huckleby

10-20-25

Phone # 307-351-1619

PO Box 290 Douglas Wyo.
82633



Agenda Item Report

City Council – October 27, 2025

Item

Irrigation Audit Agreement: Steiner Thuesen PLLC

Responsible Staff Contact

Brandon Frye

Recommendation

Accept proposal From Steiner Thuesen PLLC for the Irrigation audit services of the Douglas Community Golf Course.

Executive Summary

An irrigation audit is a thorough evaluation of the irrigation system performance, controls, and equipment. In addition, turf water requirements and soil conditions are evaluated in comparison to the irrigation system performance. Information obtained through the audit process is used to make recommendations and aid in the decision process regarding practices that have the potential of providing the following benefits: 1. Reduced water consumption with no loss of turfgrass quality. 2. Better uniformity eliminating wet and dry spots. 3. Reduced electrical costs from pumping. 4. Better use of water storage bodies. 5. Improved management of a limited resource.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department Park Improvements
Project/Line Item(s) Misc Contractual 65-5650-2158
Budgeted Amount \$25,000
Anticipated Amount \$24,000

Action Requested/Recommended Motion

Move to accept Steiner Thuesen PLLC proposal for irrigation audit services and authorize City Manager to sign all associated documents.

Attachments

1. Douglas Community GC Audit Agreement
2. Douglas Community GC Audit Proposal Update 2025

STANDARD FORM OF AGREEMENT BETWEEN OWNER AND LANDSCAPE ARCHITECT

THIS AGREEMENT, entered into this _____ day of _____ 2025, by and between the City of Douglas, 420 West Grant Street, Box 1030, Douglas, WY 82633, Brandon Frye designated representative (hereinafter called the "Owner"), and STEINER THUESEN PLLC, 1925 Grand Avenue, Suite 105, Billings, MT 59102, Nathan G. Steiner designated representative (hereinafter called the "Landscape Architect").

WITNESSETH:

ARTICLE 1: ADDRESSES

- a. That the Owner does hereby employ the Landscape Architect to render professional services for the improvement of the property at Dougals Community Club & Golf Course to the extent and kind defined in Article 3, below.
- b. The Owner acknowledges that he has secured legal rights to the property upon which the project will be built prior to the date of this agreement.

ARTICLE 2: OWNER RESPONSIBILITIES

- a. So as not to delay services of Landscape Architect, Owner shall designate Brandon Frye to act as its representative with respect to Landscape Architect's services; provide all criteria and full information as to Owner's requirements for the project; place at Landscape Architect's disposal all reasonably available information pertinent to the project and project site and any reports, data, and other information to be furnished by Owner pursuant to this Agreement; and give prompt written notice to Landscape Architect whenever Owner observes or otherwise becomes aware of any development that affects the scope or timing of Landscape Architect's services.
- b. Landscape Architect shall be entitled to rely upon the accuracy and completeness of all requirements, instructions, reports, data, and other information provided by or through Owner and Owner's Representative.
- c. The Owner shall furnish to the Landscape Architect at the Owner's cost and expense all base plan mapping information, including but not necessarily limited to as-built drawings, property line information and topographic data, easements, utility locations, and other site related information applicable to the designated improvement.

ARTICLE 3: PROFESSIONAL SERVICES

- a. The professional service of the Landscape Architect shall be as described by letter of proposal dated July 22, 2025, which is hereby included in this Agreement by reference as though herein written out in full. A copy of said letter is attached.
- b. The Landscape Architect will not be required to sign any certifications on behalf of the Owner during the course of the project.
- c. All drawings produced under this agreement will be signed by the Owner's designated representative each 60 days during the period that drawings are actively in production.
- d. The Landscape Architect accepts no liability for any plans or specifications produced under this agreement until such drawings are stamped as approved by all relevant building department officials.

e. All documents prepared by Landscape Architect pursuant to this Agreement are instruments of Landscape Architect's professional service ("Instruments of Service"), and Landscape Architect shall retain all ownership and property rights, including copyrights and intellectual property rights, in the Instruments of Service. Provided that the Owner complies with its obligations under this Agreement, and has paid the Landscape Architect all sums owed under this Agreement, Landscape Architect grants Owner a non-exclusive license to use the Instruments of Service solely to construct, occupy, and maintain the project. The Owner shall not use the Instruments of Service at any other location or for any other project. Reuse or modification of the Instruments of Service without Landscape Architect's written permission shall be at the user's sole risk and Owner agrees to defend, indemnify and hold Landscape Architect harmless from all claims, damages, and expenses, including attorney's fees, arising out of such reuse. The Landscape Architect may furnish drawings, reports, or data on electronic media generated and furnished by the Landscape Architect. The Owner understands and agrees that all such electronic files are Instruments of Service governed by this section. The Owner is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the Landscape Architect and electronic files, the signed or sealed hard-copy construction documents shall govern.

ARTICLE 4: PAYMENT

The Owner agrees to pay the Landscape Architect for professional services as follows:

- a. Compensation shall be on a time and materials basis. The budget for evaluation and auditing services shall be \$24,000.00
- b. Work-in-progress shall be invoiced on a monthly basis. Terms of payment shall be net 30 days.
- c. If the Owner fails to make a payment when due, Landscape Architect shall have the right, but not the obligation, to suspend work and withhold deliverables until payment in full is received. The Landscape Architect shall have no liability whatsoever for any costs or damages as a result of such suspension. If the Landscape Architect resumes services after payment by the Owner, the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Landscape Architect to resume performance.
- d. No back-up data or copies of bills will be provided for reimbursable expenses invoiced under this agreement.
- e. The Landscape Architect will not stamp drawings produced for any phase of this project under the terms of this agreement until all invoices billed up to that point have been paid in full.

ARTICLE 5: EXTRA WORK

- a. If during the progress of development of the plans or during construction the Owner finds it desirable or necessary to cause the Landscape Architect to perform additional services other than those defined in Article 3, the payment for such additional work shall be as negotiated in advance of service performance.

ARTICLE 6: CONSTRUCTION OBSERVATION

- a. The Landscape Architect shall observe the work of the Contractor at intervals as specified when construction is in progress. These observations are not intended to be

detailed or exhaustive inspections of the work of the Contractor or Owner's staff, but are instead to allow the Landscape Architect to determine whether the work generally conforms to the design concept.

b. The Landscape Architect shall not have control over nor be responsible for the Contractor's work, nor shall the Landscape Architect have control over or be responsible for the construction means, methods, techniques, or procedures employed by the Contractor or any subcontractor.

c. If Landscape Architect's services under this Agreement do not include services during the construction phase of the project, then Owner assumes all responsibility for the application and interpretation of Landscape Architect's drawings, specifications and other instruments of service; the observation and evaluation of Contractor's work and the performance of any other necessary construction phase landscape architectural or professional services; and Owner waives any claims against Landscape Architect that may be connected in any way thereto.

ARTICLE 7: ABANDONMENT AND IMPROVEMENT

a. If the Owner finds it necessary to abandon the project, the Landscape Architect shall be compensated for all work completed under Article 3 according to the schedule of payments designated under Article 4. Scheduled items not completed, but upon which work has been performed, shall be paid for upon the basis of extent of completion estimated by the Landscape Architect.

ARTICLE 8: OTHER PARTIES

a. This Agreement is not transferable by either signatory to a third party without the written consent of the other principal party.

b. Landscape Architect shall not have any duty or authority to direct, control or supervise any contractor's work, nor shall Landscape Architect have authority over or responsibility for the means, methods, sequences, or safety procedures employed by any contractor or for any contractor's failure to comply with applicable laws and requirements.

c. If Owner performs design services or procures separate consultants or contractors to perform design services, Landscape Architect shall be entitled to rely on the technical sufficiency and timely delivery of documents and services furnished by Owner or Owner's separate consultants or contractors and shall not be responsible for the failure of any such documents and services to comply with applicable laws, regulations, or standards.

d. Nothing in this Agreement shall create a relationship with or cause of action in favor of any third party. There are no intended third-party beneficiaries of this Agreement.

ARTICLE 9: TERMINATION

a. Owner may terminate this Agreement with ten days' prior written notice to Landscape Architect for convenience or cause. Landscape Architect may terminate this Agreement for cause with ten days' prior written notice to Owner. Failure of Owner to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Landscape Architect has been paid in full all amounts due. Termination by the Owner shall comply with Article 7.

b. This Agreement, unless previously terminated by written notice, shall be terminated by the final payment for the finished work.

ARTICLE 10: PUBLICITY RIGHTS

- a. The Landscape Architect has the right to photograph this project and to use the photos in the promotion of his professional practice through advertising, public relations, brochures or other marketing materials. Should additional photos be needed in the future, the Owner agrees to provide reasonable access to the facility.
- b. The Owner agrees to cite the name of the Landscape Architect in all publicity, presentations, and public relations activities that mention the name of the facility during the planning, design and construction process.

ARTICLE 11: DISPUTE RESOLUTION

- a. All disputes arising out of this Agreement shall be subject to mediation as a condition precedent to legal or equitable proceedings. The mediation shall occur in Douglas, Wyoming, unless the parties mutually agree in writing on an alternate location.
- b. The parties shall share equally the costs of mediation, and any agreements reached in mediation shall be enforceable in any court having jurisdiction.
- c. The construction, interpretation and enforcement of this Contract shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties, and the venue shall be the Eighth Judicial District, Converse County, Wyoming.

ARTICLE 12: HAZARDOUS ENVIRONMENTAL CONDITIONS

- a. It is acknowledged by both parties that Landscape Architect's scope of services does not include any services related to the presence at the site of asbestos, PCBs, petroleum, hazardous substances or waste, or radioactive materials.

ARTICLE 13: LIMITATION OF LIABILITY

- a. In recognition of the relative risks and benefits of the project to both the Owner and Landscape Architect, the risks have been allocated such that Owner agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, to limit the total liability, in the aggregate, of Landscape Architect, its officers, employees, agents, and any of them, to Owner and anyone claiming by, through or under Owner, for any and all claims, losses, costs, including attorney's, court, expert witness fees, injuries or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement, from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of Landscape Architect or Landscape Architect's officers, directors employees, agents or sub Landscape Architects, or any of them, shall not exceed the limits of insurance coverage included under this Agreement and referenced in Article 23. This limitation applies to every legal theory or cause of action. Owner acknowledges that Landscape Architect has offered additional limits of liability for an additional fee and Owner has elected not to purchase additional limits of liability.

ARTICLE 14: INDEMNIFICATION

- a. To the extent permitted by law, Owner and Landscape Architect each agree to indemnify and hold the other harmless, and their respective officers, employees, agents,

and representatives from and against liability for all claims, losses, damages, and expenses, including reasonable attorney's fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions.

b. In the event such claims, Losses, damages, or expenses are caused by the joint or concurrent negligence of Owner and Landscape Architect, they shall be borne by each party in proportion to its negligence.

ARTICLE 15: MAINTENANCE

a. Owner is responsible for the maintenance of all installed items, including but not limited to site furnishings, equipment, lawns, plantings, irrigation systems, and all work designed or specified under this Agreement. Maintenance shall be in accordance with good industry practice and manufacturer's or supplier's recommendations.

ARTICLE 16: MODIFICATIONS OR CHANGES

a. In the event of a material change in Landscape Architect's scope of services or Landscape Architect's time or other condition for the performance of services, through no fault of Landscape Architect, the compensation due Landscape Architect and the time allowed for Landscape Architect's performance shall be equitably adjusted. Any such change shall be in writing.

ARTICLE 17: RESPONSIBILITY FOR PERMITS AND APPROVALS

a. Landscape Architect shall provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of governmental authorities having jurisdiction over the project and shall assist Owner in consultations with such authorities.

ARTICLE 18: SCHEDULES, BUDGETS AND ESTIMATES OF COSTS

a. Any schedules or completion dates, budgets, or estimates of cost prepared by Landscape Architect represent Landscape Architect's professional judgment based on its experience and available information.

b. Since neither Landscape Architect nor Owner has control over the cost of labor, materials, or equipment, or contractor's methods of determining prices, or over competitive bidding or market conditions, Landscape Architect cannot and does not warrant or represent that actual schedules or completion dates or actual costs will not vary from schedules or completion dates, budgets, or estimates of cost prepared by Landscape Architect or proposed, established, or approved by Owner.

ARTICLE 19: STANDARD OF CARE

a. The standard of care for all professional services performed or furnished by Landscape Architect under this Agreement will be the skill and care used by landscape architects practicing under similar circumstances at the same time and in the same locality.

b. Landscape Architect makes no warranties, either expressed or implied, under this Agreement or otherwise, in connection with Landscape Architect's services.

ARTICLE 20: FORCE MAJEURE

a. Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence

of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

ARTICLE 21: GOVERNMENT IMMUNITY

a. City does not waive sovereign immunity by entering into this Contract and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

ARTICLE 22: THIRD PARTY BENEFICIARY RIGHTS

a. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract, and shall inure solely to the benefit of the parties to this Contract. The provisions of the Contract are intended only to assist the parties in determining and performing their obligations under this Contract. The parties to this Contract intend and expressly agree that only parties signatory to this Contract shall have any legal or equitable right to seek to enforce this Contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Contract, or to bring an action for the breach of this Contract.

ARTICLE 23: INSURANCE

The Consultant shall maintain the following insurance:

- a. Comprehensive General Liability: Consultant shall have and maintain comprehensive general liability insurance coverage during the entire term of the Contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof and including underground, collapse, and explosion (XCU) and products and completed operations in an amount not less than one million dollars (\$1,000,000.00) each occurrence and two million dollars (\$2,000,000.00) in general aggregate.
- b. Professional Liability or Errors and Omissions Liability Insurance: Consultant shall provide proof of professional liability insurance or errors and omissions liability insurance to protect City from any and all claims arising from Consultant's alleged or real professional errors, omissions or mistakes in the performance of professional duties by Consultant in an amount not less than five hundred thousand dollars (\$500,000.00) per claim. City understands that the Consultant's professional liability policy is an "expense within limits" policy.

ARTICLE 24: REPRESENTATIONS:

Consultant represents the following:

1. has the power and authority to enter into Contract;
2. has the ability to perform the agreed services;

3. shall at all times during the term of this Contract be duly licensed to perform the services;
4. shall provide suitable resources to perform work in accordance with agreed services;
5. will endeavor to provide the services herein on a timely basis consistent with the difficulty and scope of services to be provided;
6. shall perform services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances; and
7. is responsible for the professional quality, technical accuracy and coordination of all designs, drawings, specifications and other services furnished by Consultant under this Contract.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as the day and year first above written.

City of Douglas, Wyoming

Witness: _____

By: _____

J.D. Cox
City Manager

Steiner Thuesen PLLC

Witness: _____

By: _____

Nathan G. Steiner
Owner

July 22, 2025

Mr. Brandon Frye
Supervisor – Parks Department
City of Douglas
420 West Grant Street
Douglas, WY 82633

RE: Douglas Community Club & Golf Course: *Irrigation System Evaluation and Audit Services*

Dear Brandon,

Thank you for contacting our office about performing an irrigation audit. I have put together information on our auditing services and a price range for these services.

An irrigation audit is a thorough evaluation of the irrigation system performance, controls, and equipment. In addition, turf water requirements and soil conditions are evaluated in comparison to the irrigation system performance. Information obtained through the audit process is used to make recommendations and aid in the decision process regarding practices that have the potential of providing the following benefits:

1. Reduced water consumption with no loss of turfgrass quality.
2. Better uniformity eliminating wet and dry spots.
3. Reduced electrical costs from pumping.
4. Better use of water storage bodies.
5. Improved management of a limited resource.

Performing an irrigation audit is very involved and requires a substantial amount of time and effort. It is not feasible to audit the entire golf course initially. However, an overview of the existing system can be obtained by focusing on six greens, tees, and fairways. With this approach, three of the best greens, tees, and fairways are selected and three of the worst greens, tees, and fairways are selected. The results for each area are then combined to provide the average condition of the irrigation system. Any number of greens, tees, and fairways can be audited. We will coordinate with you to determine which areas will be audited.

In order to provide you with the best service possible, we recommend that a thorough review of the areas to be audited be conducted by maintenance personnel prior to the audit. Any obvious deficiencies should be addressed. Deficiencies may include missing nozzles, broken heads, heads that are too low, improper arc adjustments, etc. The goal is to have the irrigation system operating as efficient as possible during the audit. This will result in a more accurate picture of the irrigation systems performance. These services typically fall under our "evaluation" services. We are available to provide the initial evaluation and report that can then be used by maintenance personnel to direct efforts in addressing deficiencies prior to the formal audit. Previous clients have chosen to perform this service in house as a cost savings measure. However, based on our recent conversation, I have included this service in our scope of work. It will be completed as part of the auditing process. A return to the course to perform a follow-up audit following completion of any recommended adjustments may be in order.

Depending on the results of the audit, budget estimates for the replacement of the irrigation system and controls as well as the pumping equipment can be provided.

There will be three primary components of an audit: 1) Existing system evaluation, 2) the field audit, and 3) irrigation management. All three components result in several recommendations for system improvements with potential for increased efficiency and cost savings. The range of services can vary on a typical irrigation audit. Following is our suggested scope of work:

Existing System Evaluation

1. **Evaluation:** An evaluation will be performed on the same holes that are being audited. Prior to or after the actual catch-can audit, multiple sprinklers on each hole will be operated and observed. Any observable deficiencies will be noted.

Field Audit:

1. **Area Inspection:** The first step in the audit process includes tasks that are completed in our office prior to visiting the site as well as those that are completed upon arrival. These required tasks include:
 - a. Obtain and review site plans.
 - b. Locate irrigation equipment.
 - c. Area inspection / station operation
 - i. Water source
 - ii. Pressure test
 - iii. Controller schedule
2. **System Test:** This step includes those tasks that are performed to collect all of the necessary data necessary for making calculations and recommendations for improvements.
 - a. Review area plan
 - b. Verify test conditions
 - c. Identify test area (preliminary selection made prior to site visit)
 - d. Set up test (catch can placement, etc.)
 - e. Run test area
 - i. We will set up one time on the tees, one time on the fairway, and one time on the green.
 - ii. Individual holes will need to be shut down to play while we are performing our work.
 - f. Obtain hydrozone information
 - g. Record data
3. **Calculate an Irrigation Schedule:** At this point in the audit procedure, data collected in the previous steps is evaluated and calculations made to develop an irrigation schedule. This information is compared to current scheduling for evaluation.
 - a. Plant water requirements (determined by crop type and maintenance practices).
 - b. Evapotranspiration (obtained from local weather sources).
 - c. Reference evapotranspiration (obtained from local weather sources or other available data).
 - d. Turf water use (calculated based on information obtained while on-site).
 - e. Crop coefficient
 - f. Microclimate factor (determined while on-site).
 - g. Thatch (determined while on-site).
 - h. Permanent wilting point
 - i. Irrigation scheduling worksheet
 - j. Distribution uniformity (calculated using collected data).
 - k. Precipitation rates (calculated using collected data).
 - l. Soils (calculated based on samples collected while on-site). Samples will be pulled in the same test area along each fairway. Samples will not be taken on tees and greens. We will rely on your knowledge of the green composition and assume the tee composition is similar to the fairway.
 - i. Field capacity

- ii. Available water
- iii. Infiltration rate
- iv. Runoff
- v. Plant available water
- vi. Fertilizer and amendment recommendations: The soil samples (6) will be submitted for testing in order to determine the soils classification as well as to develop fertilizer and amendment recommendations. A water sample will also be collected for analysis and use in developing fertilizer and amendment recommendations.
- m. Scheduling run times (calculated using collected data).
- n. Adjusted scheduling run times (calculated using collected data).
- o. Maximum run time per cycle (calculated using collected data).

Irrigation Management: In the final steps of the audit procedure, recommendations for irrigation system adjustments are provided.

1. **Implement an Irrigation Schedule/Schedule Adjustment:** Specific suggestions are provided for implementing a new schedule or adjusting existing schedules.
 - a. Fine tuning
 - b. Trim back
 - c. Weather changes
2. **System Maintenance:** Recommendations are made for operation and maintenance of a highly efficient irrigation system.
 - a. Continue efficient operation.
3. **Track Water Use.**
 - a. Feedback of actual performance vs. budget
4. **Calculating Potential Savings:** Areas where the potential for savings exists will be identified.
 - a. Reduce water consumption with no loss of turfgrass quality
 - b. Better uniformity eliminating wet and dry spots
 - c. Reduced electrical costs from pumping
 - d. Better use of water storage bodies
 - e. Improved management of a limited resource
5. **Irrigation System, Controls, and Pump Station Replacement Budget Estimates.**
 - a. A budget estimate for the replacement of the irrigation system and associated equipment will be developed.
 - b. A budget estimate for the replacement of the control system including optional equipment will be provided.
 - c. A budget estimate for replacement of the pumping equipment will be developed. The estimate will include any potential options.

The results of the irrigation audit will be provided in a report format suitable for use in future management decisions. A summary of the process that was followed will be included in the report as well as the items noted under the irrigation management section above. Graphic material will also be provided for clarity.

Our suggested scope of services is very thorough and will provide you with a substantial amount of information that can be used to manage your irrigation system. Please let me know if I have misunderstood your needs or have incorrectly scoped any portions of the work. Any needed changes will be made accordingly.

There are several variables that we don't have control of, weather being one of them. In fairness to yourself and our firm we propose to provide evaluation and auditing services on a time and materials

billing basis. You will only be charged for services actually provided, which may be less or more than the budget figure. Our billable rates are updated annually. The following budgetary fee will give you an idea of what the scope of work outlined above will cost.

System Evaluation and Field Audit for 6 Tees, Greens and Fairways, Soil & Water Testing, Report, Travel-Lodging-Meals, and Cost Estimating: \$24,000.00.

Two representatives of our firm will be on-site to conduct the evaluation and audit.

We are currently 30 – 45 days out on new projects following receipt of an executed agreement for services. I anticipate that the audit process as outlined herein will take 4 – 6 weeks to complete depending on the time required for processing of the soil samples.

We appreciate the opportunity to provide information regarding our auditing services and associated fee range. I am confident that you will find our work creative, thorough and professional in every respect. We look forward to the possibility of working with you on this exciting project

Sincerely,

Nathan G. Steiner, ASLA, CLARB, CGIA
Landscape Architect



Agenda Item Report

City Council – October 27, 2025

Item

Proposal: Steiner Thuesen PLLC Riverside Park & Douglas Parkway Xeriscape: Concept Planning & Design Services Proposal

Responsible Staff Contact

Brandon Frye

Recommendation

Accept proposal from Steiner Thuesen PLLC for Riverside Park & Douglas Parkway Xeriscape: Concept Planning & Design Services.

Executive Summary

Per Councils request to seek xeriscape concept planning for Riverside Park and the Camp Douglas section of Hwy 59 Parkway.

Background

Staff has been directed to seek xeric landscape opportunities at Riverside Park and Hwy 59 Parkway. Steiner Thuesen PLLC has been extensively involved in the irrigation design of both of these parks.

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment
SD Commitment Strategy
SD Commitment KPI
SD Outcome
SD Outcome Strategy
SD Outcome KPI
2014 Master Plan
2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department Park Improvements
Project/Line Item(s) 65-5650-2153
Budgeted Amount \$0 Budget amendment \$50,000
Anticipated Amount \$23,224

Action Requested/Recommended Motion

Move to Accept proposal from Steiner Thuesen PLLC for Riverside Park & Douglas

Parkway Xeriscape: Concept Planning & Design Services and authorize City Manager to sign all associated documents.

Attachments

1. Riverside & Douglas Parkway Xeriscape Agreement
2. Riverside & Douglas Parkway Xeriscape Proposal

STANDARD FORM OF AGREEMENT BETWEEN OWNER AND LANDSCAPE ARCHITECT

THIS AGREEMENT, entered into this _____ day of _____ 2025, by and between the City of Douglas, 420 West Grant Street, Box 1030, Douglas, WY 82633, Brandon Frye designated representative (hereinafter called the "Owner"), and STEINER THUESEN PLLC, 1925 Grand Avenue, Suite 105, Billings, MT 59102, Nathan G. Steiner designated representative (hereinafter called the "Landscape Architect").

WITNESSETH:

ARTICLE 1: ADDRESSES

- a. That the Owner does hereby employ the Landscape Architect to render professional services for the improvement of the property at Riverside Park & Douglas Parkway to the extent and kind defined in Article 3, below.
- b. The Owner acknowledges that he has secured legal rights to the property upon which the project will be built prior to the date of this agreement.

ARTICLE 2: OWNER RESPONSIBILITIES

- a. So as not to delay services of Landscape Architect, Owner shall designate Brandon Frye to act as its representative with respect to Landscape Architect's services; provide all criteria and full information as to Owner's requirements for the project; place at Landscape Architect's disposal all reasonably available information pertinent to the project and project site and any reports, data, and other information to be furnished by Owner pursuant to this Agreement; and give prompt written notice to Landscape Architect whenever Owner observes or otherwise becomes aware of any development that affects the scope or timing of Landscape Architect's services.
- b. Landscape Architect shall be entitled to rely upon the accuracy and completeness of all requirements, instructions, reports, data, and other information provided by or through Owner and Owner's Representative.
- c. The Owner shall furnish to the Landscape Architect at the Owner's cost and expense all base plan mapping information, including but not necessarily limited to as-built drawings, property line information and topographic data, easements, utility locations, and other site related information applicable to the designated improvement.

ARTICLE 3: PROFESSIONAL SERVICES

- a. The professional service of the Landscape Architect shall be as described by letter of proposal dated July 22, 2025, which is hereby included in this Agreement by reference as though herein written out in full. A copy of said letter is attached.
- b. The Landscape Architect will not be required to sign any certifications on behalf of the Owner during the course of the project.
- c. All drawings produced under this agreement will be signed by the Owner's designated representative each 60 days during the period that drawings are actively in production.
- d. The Landscape Architect accepts no liability for any plans or specifications produced under this agreement until such drawings are stamped as approved by all relevant building department officials.

e. All documents prepared by Landscape Architect pursuant to this Agreement are instruments of Landscape Architect's professional service ("Instruments of Service"), and Landscape Architect shall retain all ownership and property rights, including copyrights and intellectual property rights, in the Instruments of Service. Provided that the Owner complies with its obligations under this Agreement, and has paid the Landscape Architect all sums owed under this Agreement, Landscape Architect grants Owner a non-exclusive license to use the Instruments of Service solely to construct, occupy, and maintain the project. The Owner shall not use the Instruments of Service at any other location or for any other project. Reuse or modification of the Instruments of Service without Landscape Architect's written permission shall be at the user's sole risk and Owner agrees to defend, indemnify and hold Landscape Architect harmless from all claims, damages, and expenses, including attorney's fees, arising out of such reuse. The Landscape Architect may furnish drawings, reports, or data on electronic media generated and furnished by the Landscape Architect. The Owner understands and agrees that all such electronic files are Instruments of Service governed by this section. The Owner is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the Landscape Architect and electronic files, the signed or sealed hard-copy construction documents shall govern.

ARTICLE 4: PAYMENT

The Owner agrees to pay the Landscape Architect for professional services as follows:

- a. Compensation shall be on a time and materials basis. The budget for evaluation and auditing services shall be \$23,224.00
- b. Work-in-progress shall be invoiced on a monthly basis. Terms of payment shall be net 30 days.
- c. If the Owner fails to make a payment when due, Landscape Architect shall have the right, but not the obligation, to suspend work and withhold deliverables until payment in full is received. The Landscape Architect shall have no liability whatsoever for any costs or damages as a result of such suspension. If the Landscape Architect resumes services after payment by the Owner, the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Landscape Architect to resume performance.
- d. No back-up data or copies of bills will be provided for reimbursable expenses invoiced under this agreement.
- e. The Landscape Architect will not stamp drawings produced for any phase of this project under the terms of this agreement until all invoices billed up to that point have been paid in full.

ARTICLE 5: EXTRA WORK

- a. If during the progress of development of the plans or during construction the Owner finds it desirable or necessary to cause the Landscape Architect to perform additional services other than those defined in Article 3, the payment for such additional work shall be as negotiated in advance of service performance.

ARTICLE 6: CONSTRUCTION OBSERVATION

- a. The Landscape Architect shall observe the work of the Contractor at intervals as specified when construction is in progress. These observations are not intended to be

detailed or exhaustive inspections of the work of the Contractor or Owner's staff, but are instead to allow the Landscape Architect to determine whether the work generally conforms to the design concept.

b. The Landscape Architect shall not have control over nor be responsible for the Contractor's work, nor shall the Landscape Architect have control over or be responsible for the construction means, methods, techniques, or procedures employed by the Contractor or any subcontractor.

c. If Landscape Architect's services under this Agreement do not include services during the construction phase of the project, then Owner assumes all responsibility for the application and interpretation of Landscape Architect's drawings, specifications and other instruments of service; the observation and evaluation of Contractor's work and the performance of any other necessary construction phase landscape architectural or professional services; and Owner waives any claims against Landscape Architect that may be connected in any way thereto.

ARTICLE 7: ABANDONMENT AND IMPROVEMENT

a. If the Owner finds it necessary to abandon the project, the Landscape Architect shall be compensated for all work completed under Article 3 according to the schedule of payments designated under Article 4. Scheduled items not completed, but upon which work has been performed, shall be paid for upon the basis of extent of completion estimated by the Landscape Architect.

ARTICLE 8: OTHER PARTIES

a. This Agreement is not transferable by either signatory to a third party without the written consent of the other principal party.

b. Landscape Architect shall not have any duty or authority to direct, control or supervise any contractor's work, nor shall Landscape Architect have authority over or responsibility for the means, methods, sequences, or safety procedures employed by any contractor or for any contractor's failure to comply with applicable laws and requirements.

c. If Owner performs design services or procures separate consultants or contractors to perform design services, Landscape Architect shall be entitled to rely on the technical sufficiency and timely delivery of documents and services furnished by Owner or Owner's separate consultants or contractors and shall not be responsible for the failure of any such documents and services to comply with applicable laws, regulations, or standards.

d. Nothing in this Agreement shall create a relationship with or cause of action in favor of any third party. There are no intended third-party beneficiaries of this Agreement.

ARTICLE 9: TERMINATION

a. Owner may terminate this Agreement with ten days' prior written notice to Landscape Architect for convenience or cause. Landscape Architect may terminate this Agreement for cause with ten days' prior written notice to Owner. Failure of Owner to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Landscape Architect has been paid in full all amounts due. Termination by the Owner shall comply with Article 7.

b. This Agreement, unless previously terminated by written notice, shall be terminated by the final payment for the finished work.

ARTICLE 10: PUBLICITY RIGHTS

- a. The Landscape Architect has the right to photograph this project and to use the photos in the promotion of his professional practice through advertising, public relations, brochures or other marketing materials. Should additional photos be needed in the future, the Owner agrees to provide reasonable access to the facility.
- b. The Owner agrees to cite the name of the Landscape Architect in all publicity, presentations, and public relations activities that mention the name of the facility during the planning, design and construction process.

ARTICLE 11: DISPUTE RESOLUTION

- a. All disputes arising out of this Agreement shall be subject to mediation as a condition precedent to legal or equitable proceedings. The mediation shall occur in Douglas, Wyoming, unless the parties mutually agree in writing on an alternate location.
- b. The parties shall share equally the costs of mediation, and any agreements reached in mediation shall be enforceable in any court having jurisdiction.
- c. The construction, interpretation and enforcement of this Contract shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties, and the venue shall be the Eighth Judicial District, Converse County, Wyoming.

ARTICLE 12: HAZARDOUS ENVIRONMENTAL CONDITIONS

- a. It is acknowledged by both parties that Landscape Architect's scope of services does not include any services related to the presence at the site of asbestos, PCBs, petroleum, hazardous substances or waste, or radioactive materials.

ARTICLE 13: LIMITATION OF LIABILITY

- a. In recognition of the relative risks and benefits of the project to both the Owner and Landscape Architect, the risks have been allocated such that Owner agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, to limit the total liability, in the aggregate, of Landscape Architect, its officers, employees, agents, and any of them, to Owner and anyone claiming by, through or under Owner, for any and all claims, losses, costs, including attorney's, court, expert witness fees, injuries or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement, from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of Landscape Architect or Landscape Architect's officers, directors employees, agents or sub Landscape Architects, or any of them, shall not exceed the limits of insurance coverage included under this Agreement and referenced in Article 23. This limitation applies to every legal theory or cause of action. Owner acknowledges that Landscape Architect has offered additional limits of liability for an additional fee and Owner has elected not to purchase additional limits of liability.

ARTICLE 14: INDEMNIFICATION

- a. To the extent permitted by law, Owner and Landscape Architect each agree to indemnify and hold the other harmless, and their respective officers, employees, agents,

and representatives from and against liability for all claims, losses, damages, and expenses, including reasonable attorney's fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions.

b. In the event such claims, Losses, damages, or expenses are caused by the joint or concurrent negligence of Owner and Landscape Architect, they shall be borne by each party in proportion to its negligence.

ARTICLE 15: MAINTENANCE

a. Owner is responsible for the maintenance of all installed items, including but not limited to site furnishings, equipment, lawns, plantings, irrigation systems, and all work designed or specified under this Agreement. Maintenance shall be in accordance with good industry practice and manufacturer's or supplier's recommendations.

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a. In the event of a material change in Landscape Architect's scope of services or Landscape Architect's time or other condition for the performance of services, through no fault of Landscape Architect, the compensation due Landscape Architect and the time allowed for Landscape Architect's performance shall be equitably adjusted. Any such change shall be in writing.

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a. Landscape Architect shall provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of governmental authorities having jurisdiction over the project and shall assist Owner in consultations with such authorities.

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a. Any schedules or completion dates, budgets, or estimates of cost prepared by Landscape Architect represent Landscape Architect's professional judgment based on its experience and available information.

b. Since neither Landscape Architect nor Owner has control over the cost of labor, materials, or equipment, or contractor's methods of determining prices, or over competitive bidding or market conditions, Landscape Architect cannot and does not warrant or represent that actual schedules or completion dates or actual costs will not vary from schedules or completion dates, budgets, or estimates of cost prepared by Landscape Architect or proposed, established, or approved by Owner.

ARTICLE 19: STANDARD OF CARE

a. The standard of care for all professional services performed or furnished by Landscape Architect under this Agreement will be the skill and care used by landscape architects practicing under similar circumstances at the same time and in the same locality.

b. Landscape Architect makes no warranties, either expressed or implied, under this Agreement or otherwise, in connection with Landscape Architect's services.

ARTICLE 20: FORCE MAJEURE

a. Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence

of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

ARTICLE 21: GOVERNMENT IMMUNITY

a. City does not waive sovereign immunity by entering into this Contract and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other state law.

ARTICLE 22: THIRD PARTY BENEFICIARY RIGHTS

a. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract, and shall inure solely to the benefit of the parties to this Contract. The provisions of the Contract are intended only to assist the parties in determining and performing their obligations under this Contract. The parties to this Contract intend and expressly agree that only parties signatory to this Contract shall have any legal or equitable right to seek to enforce this Contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Contract, or to bring an action for the breach of this Contract.

ARTICLE 23: INSURANCE

The Consultant shall maintain the following insurance:

- a. Comprehensive General Liability: Consultant shall have and maintain comprehensive general liability insurance coverage during the entire term of the Contract, against claims arising out of bodily injury, death, damage to or destruction of the property of others, including loss of use thereof and including underground, collapse, and explosion (XCU) and products and completed operations in an amount not less than one million dollars (\$1,000,000.00) each occurrence and two million dollars (\$2,000,000.00) in general aggregate.
- b. Professional Liability or Errors and Omissions Liability Insurance: Consultant shall provide proof of professional liability insurance or errors and omissions liability insurance to protect City from any and all claims arising from Consultant's alleged or real professional errors, omissions or mistakes in the performance of professional duties by Consultant in an amount not less than five hundred thousand dollars (\$500,000.00) per claim. City understands that the Consultant's professional liability policy is an "expense within limits" policy.

ARTICLE 24: REPRESENTATIONS:

Consultant represents the following:

1. has the power and authority to enter into Contract;
2. has the ability to perform the agreed services;

3. shall at all times during the term of this Contract be duly licensed to perform the services;
4. shall provide suitable resources to perform work in accordance with agreed services;
5. will endeavor to provide the services herein on a timely basis consistent with the difficulty and scope of services to be provided;
6. shall perform services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances; and
7. is responsible for the professional quality, technical accuracy and coordination of all designs, drawings, specifications and other services furnished by Consultant under this Contract.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as the day and year first above written.

City of Douglas, Wyoming

Witness: _____

By: _____

J.D. Cox
City Manager

Steiner Thuesen PLLC

Witness: _____

By: _____

Nathan G. Steiner
Owner

July 22, 2025

Mr. Brandon Frye
Supervisor – Parks Department
City of Douglas
420 West Grant Street
Box 1030
Douglas, WY 82633

RE: Riverside Park & Douglas Parkway Xeriscape: *Concept Planning & Design Services Proposal*

Dear Brandon,

We appreciate the opportunity to provide a fee proposal to develop concept xeriscape plans and budgets for Riverside Park, Douglas Parkway, and possibly the Camp Douglas POW Officer's Club. With over 40 years of landscape architectural design experience, our office is well qualified to undertake this important project for you. In addition to design expertise, we have a trained staff and well-equipped office to produce the project documentation quickly and efficiently. All work under this project will be prepared by me or under my direct supervision, and will bear my professional seal as required by statute.

This letter will serve as an outline of our proposed scope of services, project approach, and fee to provide the assistance you have requested. The following key points represent our understanding of the project based on our recent discussions:

- Approximately 0.5 acres of Riverside Park, 1.3 acres of Douglas Parkway, and roughly 1.3 acres of Camp Douglas POW Officer's Club will be included in the design.
- The primary goal of the project is to remove irrigated lawn and replace it with xeriscape plantings and other treatments in an effort to reduce water use.
- Possible treatments include
 - Xeriscape perennials, ornamental grasses, shrubs, and trees. Native or well adapted plant material will be used.
 - Different types of mulch.
 - Boulders
 - Native and/or dryland grasses.
 - Wildflowers
 - Etc.
- Base mapping for the project will make use of the GIS data (orthorectified aerial photography and utilities) provided by the City as we have done on previous projects. We can re-use the Riverside Park mapping that was used for the irrigation design in 2022 and the mapping for the Parkway that was used in 2020 to save some time or we can request current mapping.
- The focus of this initial effort will be to develop a concept master plan that can be used to develop budget level cost estimates for formal design and construction.
- Up to three trips to Douglas are anticipated.
- Review drawings, etc. will be digital to the extent possible. Primary file type will be PDF. Hard copies of plans will be provided as needed. Hard copies will be provided for in person meetings.

Please let me know if I have misunderstood your needs or have incorrectly scoped any portion of the work. I will be happy to make adjustments to the scope and corresponding fee schedule accordingly.

PHASE 1 - DESIGN PROCESS

We have proposed a multi-tasked approach to work with you in the decision making as we work through the concept planning and design process. We will be in regular communication with you regarding design thoughts and decisions. The following tasks are suggested.

1. Base Mapping
 - a. Import all available electronic mapping files. City to provide for our use in an acceptable digital format without cost if current mapping is required.
 - b. Digital information will be imported into our working environment (MicroStation) and configured for viewing and plotting.
2. Project Kick-off
 - a. We will travel to Douglas to meet with you and a small group of other interested individuals to review the project goals and objectives.
 - b. Participate in an informal charette to develop treatment ideas and to glean from the participants what they feel will result in a successful project.
 - c. While in Douglas, we will visit each of the sites to take photographs and make notes on existing site features and surrounding areas that may come into play in the design.
3. Concept Plans
 - a. A xeriscape plant palette will be developed and provided for review and comment.
 - b. Two preliminary concept plans will be developed for each site incorporating the different treatment options.
 - c. We will travel to Douglas to formally present the concept plans and receive comments.
 - d. Following review and comment a final concept plan will be prepared and submitted for review and comment.
4. Concept Master Plan
 - a. The final concept plan will be adjusted as needed resulting in the Concept Master Plan.
 - b. The Concept Master Plan will be used to develop budgetary cost estimates for construction and formal design of planting and irrigation plans and preparation of bid documents.
 - c. Phasing of the projects will be taken into consideration.
 - d. Projected water use calculations will be developed.
 - e. We will travel to Douglas to present the final Concept Master Plan.
4. Final Deliverables
 - a. Two hard copies of master plan documents
 - i. Plans
 - ii. Estimate
 - iii. Water use projection.
 - b. Digital copy of final documents.

FEE PROPOSAL:

In fairness to yourself and our firm we propose to provide conceptual planning and design services on a time and materials billing basis. This will allow us to respond quickly to changes in project requirements and to account for unknowns that may come up during the design phase. An anticipated budget for these services is provided in the fee proposal. You will only be charged for services actually provided, which may be less or more than the budget figure. The budget will not be exceeded without your prior approval. A copy of our current rate schedule is attached for your information. Our billable rates are updated annually.

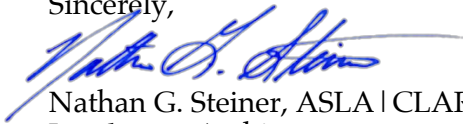
The following fee structure is proposed for the scope of work outlined above. These fees will be honored for a period of 60 calendar days following the date of this proposal. After that period, we reserve the right to renegotiate fees.

PHASE 1 - DESIGN PROCESS		FEE:
1	Base Mapping	\$ 1,070.00
2	Project Kick-Off (1 Trip to Douglas)	\$ 4,783.00
3	Concept Plans (1 Trip to Douglas)	\$ 10,547.00
4	Concept Master Plan (1 Trip to Douglas)	\$ 5,907.00
5	Final Deliverables	\$ 917.00
Subtotal		\$ 23,224.00

Present workload will permit us to begin work on the project within 45 days following receipt of an executed agreement for services. I anticipate that the design process will take about 4 – 6 weeks assuming all necessary information is readily available and depending on the time required for your review and comment.

Thank you for consideration of our scope of work and proposal. If acceptable, I will prepare an agreement for review and approval. I am confident that you will find our work creative, thorough and professional in every respect. We look forward to working with you on this exciting project and continuing our service to the citizens of Douglas. Please feel free to contact me with any questions that you may have.

Sincerely,



Nathan G. Steiner, ASLA | CLARB | CGIA
Landscape Architect



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2026

Received

OCT 15 2025

City of Douglas

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: Boys & Girls Club of Douglas		2. Phone Number: 307-358-4100
3. Complete Address: 802 Riverbend Dr Douglas WY 82633		
4. Email Address: CEO@bgcdouglas.com		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☒ Ending September 30 ☐ Ending December 31 ☐		
6. Number of People Served for Quarter: 210	7. Total Income: 275,251.14	8. Total Expenditures: 275,472.23
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Please see attached		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Melinda Trabing
AUTHORIZED SIGNATURE

10-15-2025
DATE OF REPORT

Melinda Trabing CEO
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received: 10/15/25	Reviewed By: DL Report Complete? YES ☒ NO ☐
-----------------------------------	--

Mission:

To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.



**BOYS & GIRLS CLUB
OF DOUGLAS**

July 1, 2025 – September 30, 2025 Quarterly Report

#9. Please list activities, events, completed goals, or other such information for this quarter you are reporting on.

During July 1, 2025 – September 30, 2025, the Boys & Girls Club of Douglas served 210 unduplicated youth through our 2025 Summer and 2025/2026 Afterschool programs.

Our 2025 Summer program began June 2, 2025, and concluded August 8, 2025. We served 183 members and provided 285 hours of programming focused on healthy habits, leadership, citizenship, character building, and STEM learning.

The 2025/2026 Afterschool Program began in late August with 145 registered members, averaging between 80–90 youth daily. Each afternoon, members receive guidance in reading, writing, homework, and math, along with engaging enrichment activities that promote leadership, citizenship, character development, and STEM skills.

We continue our homeschool program, offering five classes this fall: PE, STEM, Junior Master Gardener, and Art. These classes began September 9, 2025, and have been well received by families in the community.

Between July 1 and September 30, 2025, we were open for 57 days, serving youth for over 395 hours. During this time, we provided 9,106 meals and snacks and facilitated numerous academic success sessions to support learning outside the classroom.

In addition, we distributed a total of 137 weekly food totes, providing supplemental food to families who need extra assistance. Each week, 24 youth benefited from these totes, which included fresh produce, meat, and other nutritious items to help sustain families over the weekend.

Thank you for your continued partnership and support as we work each day to fulfill our mission and serve the youth of our community.

Sincerely,

Melinda Trabling, CEO

**Boys & Girls Club of
Douglas**
802 Riverbend Dr.
Douglas, WY 82633

Tel 307-358-4100

office@bgcdouglas.com

Website:
www.bgcdouglas.com

Officers
Travis Wells
Chairman

Carl Kusters
Vice-Chair

Brandon Cornelio
Secretary

Catherine Nicholas
Treasurer

Board of Directors
Joel Schell
Lindsey Hanks
Paige Rider
Todd Moore
Jay Butler
Kyle Petersen
Molly Paige
Nate Shumway
Todd Byerly

Chief Executive Officer
Melinda Trabling
finance@bgcdouglas.com

Chief Operating Officer
Whitney Tomlinson
whitneyt@bgcdouglas.com

Unit Director
Mary Groskopf
maryg@bgcdouglas.com

GREAT FUTURES START HERE.





CITY OF DOUGLAS
Community Service Grant "Aid to Others"
Quarterly Report - Fiscal Year 2026

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name:

Children's Advocacy Project, Inc.

2. Phone Number:

307-232-0159

3. Complete Address: 350 North Ash, Casper Wy 82601

4. Email Address: stacy@childrensadvocacyproject.org

5. Report for Quarter (check one):

Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐

6. Number of People Served for Quarter:

67 forensic interviews; 27 therapy clients:

150 individual therapy sessions

7. Total Income: \$72,736.69

8. Total Expenditures: \$134,425.65

9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary):

CAP responded to 100% of cases referred, conducting 67 forensic interviews, six of which were for children in Converse County.

10. Please list any other information you would like Douglas City Council to be aware of. CAP staff conducted two trainings/presentations for the Converse County School District in August 2025. Over 300 employees attended. CAP appreciates the opportunity to provide education in the Douglas community and is proud to work with investigative teams in Douglas as we strive to coordinate services to child abuse victims. Thank you for the opportunity to work with your teams.

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

THORIZED SIGNATURE

October 9, 2025

DATE OF REPORT

Stacy M Nelson

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:

Reviewed By:

Report Complete? YES ☐ NO ☐

Children's Advocacy Project, Inc.

Statements of Activities

July - September, 2025

	TOTAL	
	JUL - SEP, 2025	JUL - SEP, 2024 (PY)
Income		
4000 Contributed support	0.00	0.00
4550 Donations	5,290.00	1,068.70
Total 4000 Contributed support	5,290.00	1,068.70
4500 Grant Income	0.00	0.00
4520 Federal Grants	0.00	0.00
4520.1 Federal Grant	32,941.77	20,450.84
4520.5 CACW	32,753.33	0.00
Total 4520 Federal Grants	65,695.10	20,450.84
4540 Local government grants	7,487.50	23,217.00
Total 4500 Grant Income	73,182.60	43,667.84
4560 Program Income	0.00	0.00
4560.3 Forensic Interviews	0.00	(350.00)
4560.4 Counseling Income	2,029.09	15,843.05
Total 4560 Program Income	2,029.09	15,493.05
4570 Fundraising Income	(7,765.00)	(1,500.00)
Total Income	\$72,736.69	\$58,729.59
GROSS PROFIT	\$72,736.69	\$58,729.59
Expenses		
5000 Personnel Expenses	0.00	0.00
5775	22,010.60	22,010.47
5777	0.00	0.00
5777.2	14,938.20	14,938.20
5777.4	13,432.34	13,432.27
5777.5	12,166.93	12,166.87
Total 5777 Therapist/Forensic Interviewer	40,537.47	40,537.34
5783	11,950.66	11,950.57
5784	3,612.22	7,786.80
5811 SS/Medicare Expense	5,975.47	6,294.82
5813 SUTA Expense	39.53	0.00
5821 Health Insurance	18,443.94	12,451.17
5826 Worker's Comp Expense	0.00	481.62
5831 Pension	7,319.00	7,710.15
5835 Prof. Devel./Registr Fees	249.00	249.00
5845 Dues & Memberships - Personnel	450.00	450.00
5855 Meetings	0.00	181.98
5860 Travel Expense	1,082.22	825.82
5861 Sheridan Satellite Mileage	0.00	798.94
Total 5860 Travel Expense	1,082.22	1,624.76
Total 5000 Personnel Expenses	111,670.11	111,728.68

Children's Advocacy Project, Inc.

Statements of Activities

July - September, 2025

	TOTAL	
	JUL - SEP, 2025	JUL - SEP, 2024 (PY)
6000 Administrative Expenses	0.00	0.00
6020 Bank Service Charges	36.00	0.00
6050 Depreciation Expense	1,277.31	1,277.31
6100 Dues & Memberships - Admin	1,500.00	750.00
6110 Equipment Rental	504.96	244.32
6115 Equipment Maintenance	2,475.00	1,200.00
6120 Telephone/Internet	960.00	929.79
6130 Postage	199.91	76.66
6160 Library/Books/Subscriptions	681.00	1,699.06
6172 Website Design	700.00	700.00
6305 Computer Software	367.24	767.24
6310 Audit/Accounting Services	1,430.00	2,145.00
6400 Supplies	855.71	2,121.20
6440 Other Admin Expense	0.00	2,890.00
Total 6000 Administrative Expenses	10,987.13	14,800.58
6125 Fundraising Expenses	0.00	0.00
6125.01 Advertising	0.00	299.12
6125.04 Catering	0.00	1,290.24
6125.08 Entertainment	0.00	214.00
6125.09 Live and Silent Auction Items	0.00	65.08
6125.10 Miscellaneous	0.00	100.54
6125.20 Venue Rental	1,300.20	0.00
Total 6125 Fundraising Expenses	1,300.20	1,968.98
7000 Other Personnel Expenses	0.00	0.00
7070 Contractual Employee	0.00	0.00
7070.1 MH Supervisor and Billing	1,106.50	982.10
7070.2 Marketing & Development	4,779.00	6,372.00
7070.3 Education & Outreach	1,650.00	2,200.00
Total 7070 Contractual Employee	7,535.50	9,554.10
Total 7000 Other Personnel Expenses	7,535.50	9,554.10
7500 Occupancy Expenses	0.00	0.00
7541 Water	489.15	401.55
7542 Electricity	745.09	634.23
7544 Gas/Other Utilities	136.19	87.54
7560 Housekeeping/Maintenance	205.29	220.43
7580 Insurance	1,356.89	1,192.67
Total 7500 Occupancy Expenses	2,932.61	2,536.42
Total Expenses	\$134,425.55	\$140,588.76
NET OPERATING INCOME	\$ (61,688.86)	\$ (81,859.17)

Children's Advocacy Project, Inc.

Statements of Activities

July - September, 2025

	TOTAL	
	JUL - SEP, 2025	JUL - SEP, 2024 (PY)
Other Income		
9500 Interest Income	6,299.56	8,383.84
9550 Gain (Loss) on Investments	20,937.87	53,502.74
Total Other Income	\$27,237.43	\$61,886.58
Other Expenses		
9700 Investment Expense	0.00	2,341.68
Total Other Expenses	\$0.00	\$2,341.68
NET OTHER INCOME	\$27,237.43	\$59,544.90
NET INCOME	\$ (34,451.43)	\$ (22,314.27)



CITY OF DOUGLAS

Community Service Grant "Aid to Others"

Quarterly Report - Fiscal Year 2026

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: <u>Converse Hope Center</u>		2. Phone Number: <u>307-358-6148</u>
3. Complete Address: <u>126 N 5th Street Douglas, WY 82633</u>		
4. Email Address: <u>richelle@conversehope.org</u>		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: <u>All = 105 Douglas Residents = 54</u> <u>Douglas Services = 1,350</u>	7. Total Income: <u>\$ 138,593.04</u>	8. Total Expenditures: <u>\$ 125,375.08</u>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): <u>Over last quarter we participated at Hot Night in the Park with a booth that provided information on Internet safety and Temp Tattoos. We held a 5K with Victims Rights Awareness at Oktoberfest. We also had 2 fundraisers - WyoGives & Golf Tournament. We provided 1350 services to Douglas residents, provided 30 shelter nights, fielded 103 calls on our crisis line, provided 38 emergency financial services, and helped 4 clients retain housing with transitional housing program.</u>		
10. Please list any other information you would like Douglas City Council to be aware of. <u>Conversations have begun with Sgt. David of DSS to schedule a walk around of shelter for officers and to have a refresher on how our agencies can work together. We had several people express interest in volunteering last quarter after Oktoberfest and we are moving forward with their training. We are still searching for a Youth Advocate and will begin looking for a replacement for our Youth Advocate this quarter as they moved on to new things.</u>		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

AUTHORIZED SIGNATURE

10-15-2025
DATE OF REPORT

Richelle Balcar
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:	Reviewed By:
	Report Complete? YES ☐ NO ☐



**CONVERSE
COUNTY
BANK**

Drawer 689 | Douglas, WY 82633 | (307) 358-5300

**Member
FDIC**

03

PAGE 1

CONVERSE HOPE CENTER
126 N 5TH ST
DOUGLAS, WY 82633

1042670 REG

A STATEMENT OF YOUR ACCOUNT
01-JUL-25 THRU 31-JUL-25

LAST STATEMENT	NO. CREDITS	AMOUNT	NO. DEBITS	AMOUNT	STATEMENT BAL
103,327.15 +	10	33,776.62 -	45	36,344.74 =	100,759.03
-- ITEMIZED TRANSACTIONS ----- DEBITS --- CREDITS ----- BALANCE --					
7-01	AMAZON.COM*N32HN4ZS1		44.88		103,282.27
	SEATTLE WA				
	6/29 21:07:42, [8332]				
7-01	AMAZON.COM*NQ5VO3RK1		177.02		103,105.25
	AMZN.COM/BILL WA				
	6/30 19:53:15, [8332]				
7-01	CHECK RETURN		5,000.00		98,105.25
7-01	Wyoming Retirement, WEB PAY		2,961.29		95,143.96
	250630 150835				
	D1042670				
7-02	State of Wyoming, Wyoming			3,998.06	99,142.02
	TRN*1*202506307448347 *B83				
	0208667*GF - DV/SA (FAMILY VIOLENCE) APR2025			\	
7-02	USPS PO 5723940480		73.00		99,069.02
	DOUGLAS WY				
	7/02 10:40:17, [9454]				
7-02	AMAZON MKTPL*N390903K1		357.47		98,711.55
	AMZN.COM/BILL WA				
	7/02 11:53:06, [8332]				
7-02	VERIZON WIRELESS, PAYMENTS		69.48		98,642.07
	250701 094240795400001				
	D1042670				
7-03	Check #1135		371.00		98,271.07
7-07	AMAZON MKTPLCE PMTS			33.41	98,304.48
	AMZN.COM/BILL WA				
	7/04 16:41:07, [8332]				
7-07	AIMEE		20.00		98,284.48
	WWW.AIMEESAYS CO				
	7/05 02:20:55, [8332]				
7-07	AMAZON MKTPL*N38GD37D1		20.99		98,263.49
	AMZN.COM/BILL WA				
	7/06 18:09:00, [8332]				
7-07	AMAZON MKTPL*N38N09990		53.46		98,210.03
	AMZN.COM/BILL WA				
	7/06 11:15:56, [9454]				

NOTICE: See reverse side for important information.



**CONVERSE
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BANK**

Drawer 689 | Douglas, WY 82633 | (307) 358-5300

Member
FDIC

12

PAGE 1

CONVERSE HOPE CENTER
126 N 5TH ST
DOUGLAS, WY 82633

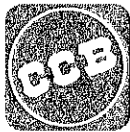
1042670 REG

A STATEMENT OF YOUR ACCOUNT
01-AUG-25 THRU 31-AUG-25

LAST STATEMENT	NO. CREDITS	AMOUNT	NO. DEBITS	AMOUNT	STATEMENT BAL
100,759.03 +	12	64,061.30 -	28	28,383.05 =	136,437.28

-- ITEMIZED TRANSACTIONS	DEBITS	CREDITS	BALANCE
8-01 DOLLAR GENERAL #22077 GLENROCK WY 8/01 12:39:20, [8045]	2.63		100,756.40
8-01 EASTGATE SERVICE GLENROCK WY 8/01 13:34:02, [8045]	60.48		100,695.92
8-04 Regular deposit		20.00	100,715.92
8-04 Regular deposit		1,500.00	102,215.92
8-04 Regular deposit		2,500.00	104,715.92
8-04 Regular deposit		5,000.00	109,715.92
8-04 State of Wyoming, Wyoming TRN*1*202507317469804 *B83 0208667*GF - DV/SA (FAMILY VIOLENCE) JUN2025		8,219.12	117,935.04
8-04 State of Wyoming, Wyoming TRN*1*202507317469805 *B83 0208667*GF - DV/SA (FAMILY VIOLENCE) JUN2025		24,442.94	142,377.98
8-04 4TE*ALARM MONITORING SERV 888-349-3455 UT 8/02 19:30:46, [8332]	317.97		142,060.01
8-04 VERIZON WIRELESS, PAYMENTS 250801 094240795400001 D1042670	69.42		141,990.59
8-04 Check #1132	520.00		141,470.59
8-06 Visionary Commun, VISIONARY 250806 82497 D1042670	82.74		141,387.85
8-07 GIVEBUTTER INC WILMINGTON DE 8/06 23:01:00, [8332]		22.70	141,410.55
8-07 TOP OFFICE PRODUCTS 307-674-7465 WY 8/06 21:09:33, [8332]	167.84		141,242.71
8-07 check #1136	371.00		140,871.71
8-08 ROCKYMTN/PACIFIC, POWER BILL 250807 650602962ACHPAY D1042670	1,456.21		139,415.50

NOTICE: See reverse side for important information.



**CONVERSE
COUNTY
BANK**

Drawer 689 | Douglas, WY 82633 | (307) 358-5300

**Member
FDIC**

15

PAGE 1

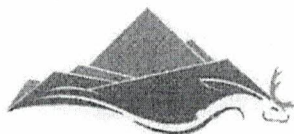
CONVERSE HOPE CENTER
126 N 5TH ST
DOUGLAS, WY 82633

1042670 REG

A STATEMENT OF YOUR ACCOUNT
01-SEP-25 THRU 30-SEP-25

LAST STATEMENT	NO. CREDITS	AMOUNT	NO. DEBITS	AMOUNT	STATEMENT BAL
136,437.28 +	8	40,755.12 -	36	60,647.29 =	116,545.11
-- ITEMIZED TRANSACTIONS ----- DEBITS --- CREDITS ----- BALANCE --					
9-02	VERIZON WIRELESS, PAYMENTS		69.42		136,367.86
	250902 094240795400001				
	D1042670				
9-02	BLACK HILLS ENRG, UTIL BILL		98.08		136,269.78
	250902 5541997037				
	D1042670				
9-03	SAFEWAY #0467		94.63		136,175.15
	DOUGLAS WY				
	9/03 14:47:00, [9454]				
9-03	ACTIVEPARENTING.COM		358.00		135,817.15
	678-738-0462 GA				
	9/02 22:28:02, [8045]				
9-04	EASTGATE SERVICE		40.79		135,776.36
	GLENROCK WY				
	9/04 13:28:05, [8045]				
9-05	TOP OFFICE PRODUCTS		95.73		135,680.63
	307-674-7465 WY				
	9/04 22:18:32, [8332]				
9-05	HELPSIDE, INVOICE	8,966.80			126,713.83
	250905 0000170438H2773				
	D1042670				
9-08	Regular deposit			10,000.00	136,713.83
9-08	Visionary Commun, VISIONARY		82.74		136,631.09
	250908 82497				
	D1042670				
9-08	Check #1141		600.00		136,031.09
9-09	SAFEWAY #0467		9.85		136,021.24
	DOUGLAS WY				
	9/09 10:51:00, [9454]				
9-09	RISE DIRECT PRIM,80ew4AeS-p		500.00		135,521.24
	,250909				
	beB7ZtYQafrJN-p D1042670				
9-09	Check #1150		141.00		135,380.24
9-09	Check #1149		6,601.14		128,779.10
9-10	OPENAI *CHATGPT SUBSCR		60.00		128,719.10
	OPENAI.COM CA				
	9/09 18:34:37, [8332]				

NOTICE: See reverse side for important information.



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2026

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: High Country Behavioral Health		2. Phone Number: 307-885-9803
3. Complete Address: 389 Adams Street Afton, WY 83110-0389		
4. Email Address: mistra@hcbh.org		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: 266	7. Total Income: 757,397	8. Total Expenditures: 458,085
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary):		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

AUTHORIZED SIGNATURE

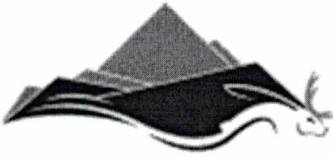
Paul Sanderson, Finance Manager

PRINTED NAME

10/6/2025
DATE OF REPORT

TO BE COMPLETED BY CITY

Date Received:	Reviewed By:
	Report Complete? YES ☐ NO ☐



CITY OF DOUGLAS

Community Service Grant "Aid to Others" Quarterly Report - Fiscal Year 2026

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: Laramie Peak Humane Society		2. Phone Number: 307-358-6475
3. Complete Address: 612 North 2nd St. PO Box 463 Douglas, WY 82633		
4. Email Address: lphsdirector@gmail.com		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: 234	7. Total Income: \$71,660	8. Total Expenditures: \$67,420
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): We participated in October Fest, Wild West Fest and also the ground breaking ceremony was a super fun experience and it also made the front page of the paper. Thank you for attending!		
10. Please list any other information you would like Douglas City Council to be aware of. We have done several TNR's and we have more planned. Also we applied for a grant to possibly pay for TNR's and vouchers. Another grant we are applying for is the Petsmart grant.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.

Jennifer Clowers

AUTHORIZED SIGNATURE DATE OF REPORT

Jennifer Clowers, Executive Director

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:	Reviewed By: Report Complete? YES ☐ NO ☐
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Community Service Grant Quarterly Report – FY2025
Page 1 of 1



CITY OF DOUGLAS
Community Service Grant "Aid to Others"
Quarterly Report - Fiscal Year 2026

Received
OCT 13 2025
City of Douglas

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: <u>Outdoor Enthusiasts of Converse County</u>		2. Phone Number: <u>307-251-7314</u>
3. Complete Address: <u>PO Box 1127 Douglas WY 82633</u>		
4. Email Address: <u>OutdoorsenthusiastsofCCL@gmail.com</u>		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: <u>0</u>	7. Total Income: <u>0</u>	8. Total Expenditures: <u>0</u>
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): <u>The DECC has not utilized any Aid to Others Funds in the quarter</u>		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.


AUTHORIZED SIGNATURE

10-9-25
DATE OF REPORT

Eli Geister
PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:	Reviewed By:
	Report Complete? YES ☐ NO ☐



CITY OF DOUGLAS

Community Service Grant "Aid to Others"

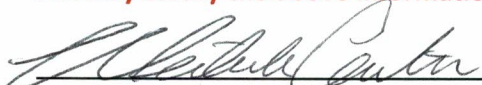
Quarterly Report - Fiscal Year 2026

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: Saving Grace Food Pantry		2. Phone Number: <u>307-689-4930</u>
3. Complete Address: PO Box 595, Douglas, Wyoming 82633		
4. Email Address: savinggracedouglas@gmail.com		
5. Report for Quarter (check one): Ending March 31 ☐ Ending June 30 ☐ Ending September 30 ☒ Ending December 31 ☐		
6. Number of People Served for Quarter: 325	7. Total Income: See attached	8. Total Expenditures: See attached
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): In July, Saving Grace Food Pantry brought a Mobile Food Pantry to Douglas, which delivered 3,531 pounds of food that fed over 300 families in need. We partnered with the Wyoming State Fair in August, and those who brought canned foods received a discount on their entry fee for one night. We were able to take those canned food items and store them in the community food boxes around town for those in need. Saving Grace Food Pantry has also made significant progress towards opening its new facility. Over the past two months, we have remodeled the building, applied for the necessary health licenses, and secured essential equipment to store the food. We are hopeful that we will be able to open our doors to the community in November, which would allow us to serve 300 to 500 families in need each month.		
10. Please list any other information you would like Douglas City Council to be aware of. We continue to be deeply grateful for the City of Douglas's financial support, which enables us to serve those in our community who need food assistance the most.		

CERTIFICATION AND SIGNATURE

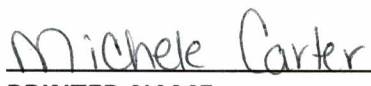
I hereby certify the above information to be true and correct to the best of my knowledge.



AUTHORIZED SIGNATURE

10/15/2025

DATE OF REPORT



PRINTED NAME

TO BE COMPLETED BY CITY Date Received:	Reviewed By: Report Complete? YES ☐ NO ☐
--	---

Saving Grace Food Pantry Statement of Financial Position Balance Sheet As of 10/07/2025
For the fiscal Year ending 12/31/25

Assets

Current Assets

Cash

CCB

\$11,587.67

Total Cash

\$11,587.67

Grants

\$8,993.12

Total Current Assets

\$20,580.79

Total Assets

\$20,580.79

Liabilities and Net Assets

Current Liabilities

\$ 0.00

Total Current

0.00

Liabilities

Net Assets

\$20,580.79

Total Net Assets

\$20,580.79

Total Liabilities and Net Assets

\$20,580.79

Saving Grace Food Pantry Statement of Activities Income/Expense Sheet As of 10/07/2025
For the fiscal Year ending 12/31/25

Revenue

Donations

\$18,583.17

Grant Income

\$19,200.00

Total Revenue

\$37,783.17

Expenditures

Building

\$11,897.19

Insurance

\$971.00

Mobile Food

\$2,507.50

Fundraisin

\$970.72

Misc

\$820.24

U

\$35.73

Fees

\$ 0.00

Total Expenditures

\$17,202.38

Net Increase

\$20,580.79

Wyoming State Fair Foundation
PO Box 98 , Douglas, WY 82633
Email: rindywestwsff@gmail.com



Date of Report: October 15, 2025
Reporting Period: Quarter Ending September 30, 2025

City of Douglas Aid to Others Grant-Impact Report

Organizational Overview

The Wyoming State Fair Foundation (WSFF) exists to enhance, develop, and support the Wyoming State Fair (WSF). Through partnerships, sponsorships, and fundraising efforts, the Foundation strengthens Wyoming's youth, agriculture, education, industry, and heritage. WSFF plays a key role in advancing the long-term sustainability and success of the Wyoming State Fairgrounds and Douglas and Converse County. Although a completely separate organization, as a 501(c)(3), the WSFF's mission work is continue to make the WSF better and better.

Activities and Accomplishments (July 1 – September 30, 2025)

Over the past quarter, the Wyoming State Fair Foundation has continued to expand its impact through a combination of fundraising, project implementation, and community engagement.

Highlights include:

Livestream of All Major Wyoming State Fair Shows:

- Provided statewide and national access to the 2025 Wyoming State Fair through livestreaming of major shows. The broadcasts received nearly 25,000 views on YouTube, with many more tuning in through Facebook.
- Funding Impact: Raised \$28,000 in sponsorships to cover livestream costs.
- Community Reach: Viewers represented every county in Wyoming and several bordering states.

Temporary Power and Propane Project:

- Secured over \$76,000 in in-kind donations to improve temporary power availability for livestock barns and essential fair operations.
- Partners: Moser Energy, Butch's Propane, Arrow Electric, Admiral Beverage, and Vyve Internet.
- Impact: Increased operational reliability, provided free beverages for Foundation events, and expanded internet access for livestreaming.

Return of the Wyoming State Fair Concert:

- Revived the popular concert tradition at the Wyoming State Fair, drawing nearly 500 attendees.
- Funding Impact: Secured \$47,000 in sponsorships to make the concert possible.
- Community Benefit: Offered an inclusive entertainment experience for fairgoers and visitors from across the region.

Equipment & Infrastructure Donations:

- Acquired a brand new Kubota skid steer valued at \$65,000, donated through Heartland Kubota, the Wyoming First Foundation, and WSFF supporters.
- Secured a new ice machine, a \$5,000 donation from Danny & Carleen Cosner, to improve fair operations and hospitality.

Scholarship Fund for WSF Youth Exhibitors:

- Laid the ground work to begin spring of 2026, the Wyoming State Fair Foundation College & Trade School Scholarship Program to support youth who have exhibited at the WSF.
- Current Fund Balance: \$15,000 and growing.

Everyday Ag Program Support:

- Raised nearly \$10,000 in grant funds for the Wyoming State Fair's "Everyday Ag" educational initiative, expanding hands-on agricultural learning experiences for visitors.
- Already secured additional sponsors for 2026

Current and Ongoing Projects

The WSFF continues to seek and secure funding for major capital and educational projects, including:

- Great American Fair Mural Project: Developing a \$25,000 grant proposal to create a large-scale mural celebrating Wyoming's heritage on the WSF complex. The America 250 Grant is due December 31st.
- WSF Appreciation Party (October 10, 2025): Provided financial and logistical support to ensure the success of this annual event honoring fair partners, volunteers, and community supporters.

Have Begun Work on Major Projects in Development and Funding:

- Show Center Concrete Floor & Hockey Cooling Coils Project-\$2 Million Partner Project-City, County & Douglas Youth Hockey-\$450,000 Grant to the Daniels Fund
- Additional Labor and Maintenance Support for WSF-\$40,000
- Grounds Fiber Internet Expansion-\$25,000
- Electrical Grid Upgrades (Show Center & Ford Pavilion)-estimated \$200,000
- Livestream Services for 2026 Fair-\$28,000
- Temporary Power Generators (In-Kind)-\$50,000

Community Impact

Through these initiatives, the Wyoming State Fair Foundation has directly and indirectly served tens of thousands of people, including youth exhibitors, families, fair attendees, volunteers, and statewide viewers, enhancing access, education, and enjoyment of Wyoming's signature agricultural event.

The Foundation's partnerships and projects continue to strengthen community pride, economic impact, and educational opportunity across Converse County and the entire state.

Submitted by:



Rindy West

Director, Wyoming State Fair Foundation

Date: October 15, 2025





Douglas Historic Preservation Commission

P.O. Box 1030, Douglas, WY 82633

Board Members present: Julia Evins, Betsy Varland,
Jacey Bauman, Lisa Patterson, and Heidi McCullough.

Board Members absent: Sarah Russell City of Douglas Liaison: Heidi McCullough

MINUTES

October 15, 2025

1. Call to Order
 - a. Called to order at 5:16pm by Chairperson Evins
2. Commissioner Bauman moved to approve the minutes of the August 20, 2025, meeting, Commissioner Varland seconded, the motion was passed unanimously. There was no meeting held in September.
3. Old Business:
 - a. Training Updates –
 - i. Please submit all training to Commissioner McCullough.
 - ii. Commissioner McCullough participated in a Main Street webinar called “Bridging Humanities and Preservation Through Community Storytelling.” Ideas included an event similar to “Antique Roadshow” where folks bring their antiques and pieces of local history for display and storytelling; and using large window clings with pictures of historic citizens and their stories, displayed in store windows in the downtown (or around town).
 - b. South Douglas Historic District
 - i. Commission received an award for “Appointed Commission of the Year” for the South Douglas Historic District project. Work to continue on the route and sites on the walking tour. Once tour route is established, booklets and signage will be budgeted for.
 - c. KPI Updates
 - i. 2026
 1. Headstone Restoration and cleaning supplies: 6 stones cleaned for the cemetery tour. Spray and pumice stones work well but still require a lot of elbow grease!
 2. Downtown Historic District Pictures Signage (\$1000 budgeted) – Randi at 307 Signs contacted for quotes. Douglas business center contacted for copies of photos, not available. Commissioner McCullough will reach out to the Adelmans at the Budget for more information.
 - d. Cemetery Tour
 - i. Considering the cold and rainy weather, the turnout of 60 people was decent. Feedback from attendees was all positive, the new actors did very well. Notes from the commission:
 1. Wall map in the kiosk needs replaced.
 2. Obituaries in the kiosk need updated.
 - e. Downtown tour & Pioneer Cemetery for Home School Group – Chairperson Evins & Commissioner McCullough lead tour for around 25 people, kids aged 5-15, and their parents and grandparents on September 9th at 1:00pm. Great interaction and participation. Offer has been made to do future tours.
 - f. 250th – The City and the planning department is taking lead on the celebration. Hoping to coordinate with local groups to put on events and projects around America’s 250th anniversary. Meeting with Tione from the Pioneer Museum and Camp Douglas. DHPC possible projects:
 - i. Time Capsule at City Hall – Bring ideas to put in it to next meeting
 - ii. Hidden History Scavenger Hunt – bring ideas to next meeting
4. New Business
 - a. 250th Celebration – may partner with Enterprise, Main Street etc to coordinate community events
5. The meeting was adjourned at 6:15pm. Next meeting will be November 19, 2025, at 5:15pm at City Hall.

Arts & Culture Board of Trustees:

Board Members

Chair: Jenna Rose

Vice Chair: Richard Burk

Secretary: Shea Burke

Betsy Varland

Michele Carter

Baylea Senger

Sharon Tuckey

City Staff: Clara Chaffin

Meeting Called To Order at 5:31 pm

Attendees

- **Board:** Michele, Shea, Betsy, Sharon, Baylea,
- **Absent Board:** Jenna, Richard
- **City:** None
- **Guests:** None

Introductions

None

Approval of Agenda

- **Motion:** Sharon
- **Second:** Besty
- **Discussion:** Add Jackalope scarf to old business
- **Vote:** 5 Yay/ 0 Nay, # 2 of members absent

Approval of Previous Meeting Minutes

- **Motion:** Michele
- **Second:** Sharon
- **Discussion:**
- **Vote:** 5 Yay/ 0 Nay, # 2 of members absent

Financial Report

We have spent \$174.04. Once Oktoberfest expenses have been confirmed, the amount spent totals \$246.04.

Discussion Bullet Points

A. Project Updates and Project Action Items

a. Metal Creatures -

- a. Baylea will look into the tools that are needed.
- b. Collaborating with adults or other children in the community to help with the project.
- c. Shea discussed doing some outreach to senior center, ewc and high school for help and materials that are water resistant.

b. Paint by number mural

- a. Two at Oktoberfest, a few more colors and then they will be sealed.
- b. An assignment for all of us, where would we like to place the mural?
- c. Approach Caya Construction to see if they would like us to use their building during Mingle and Jingle for a paint by number.
- d. A picture can be taken of the mural on the Caya Construction building for preservation purposes, but the artists would need to be contacted if we plan to use the picture for other things.
- e. Clara will reach out to Caya, Betsy will reach out to the enterprise for Cowboy Christmas in case having a paint by number would work better there.

c. Bridge art –

- a. Those funds were moved to the community art grants

d. Children's art education

- a. Michele presented the project support grant,
Add facility fee for performing arts.
- b. Way to push this out – facebook,
- c. Michele to put out the google form to board by the 26th.

e. Electric box wraps

- a. Shea got in touch with the right people, who will have another contact Shea to move forward.

B. Old Business

- a. Spinners showcased the scarf that will go on the Jackalope.

C. New Business

- a. Recap – Oktoberfest
- b. Location of Electrical Box Wraps – Washington Park
 - a. A proposal for an electrical box wrap at the Washington park.

D. Other

- a. It was discussed that we can rollover funds to provide additional funding for FY27.
- b. Discussion around investing in signage to get people involved in our Facebook page. Shea to ask Jenna about doing a draft sign
- c. Baylea – had a proposal to go back to the community mural discussion. Baylea has drawn a rough sketch of an old time photo with animals that are local. The discussion is to do this at the Boys & Girls Club.
- d. Clara will talk to IT about the arts email to reply from that email.

Next Meeting Date: October 22, 2025, at 5:30pm City Hall

Adjourn:

- **Motion: Baylea**
- **Second: Betsy**
- **Discussion: None**
- **Vote: 5 Yay/ 0 Nay, # 2 of members absent**

Meeting Adjourned at 6:36 pm

Action Items from (previous meeting date)

- **Assignee: Action Item from previous meeting**
- **Update (for current meeting)**

Michele: make the grant application online

Shea: to ask Jenna about doing a draft sign with a QR code for people to start following our FB page.

Baylea: will look into tools needed for creature project.

Betsy: reach out to the Enterprise on doing a paint by number during Cowboy Christmas.

Clara: will talk with IT about the arts email and being able to reply from that email, reach out to Caya Construction about possibility of doing a paint by number in their building during mingle and jingle.

EVENTS

- Fangs & Fun Adult Movie Night
Oct 28, 6:00P
Douglas Library
- Downtown Trick or Treat
Oct 31, 2:00P
Downtown
- Murder Mystery
Oct 30, 6:00P
Princess Theater
- 2025 Harvest Party
Oct 31, 3:00P
Wyoming State Fair Grounds
- Haunted Walking Tours
Oct 30, 7:00P
Douglas Railroad Museum
- Line Dancing
Nov 6, 7-9P
Senior Center

More information available at:

<https://www.seewhatconversecando.com/calendar/>

<https://douglas.brighttravel.com/events>

All Events Are Subject
To Change

