



CITY OF **DOUGLAS** WYOMING

REGULAR PLANNING COMMISSION MEETING
December 15, 2025 – 5:30 PM

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

The Planning and Zoning Commission is an advisory body to the city council. Items appearing on this agenda will be considered by the city council on June 24, 2024. All applicants are strongly encouraged to attend both meetings.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of the Agenda
- V. Approval of the Minutes
 - A. **Planning & Zoning Commission Minutes November 17, 2025**
- VI. Planning and Zoning Matters
 - A. **CUP2025-0110: Application by North Big Horn Hospital dba Summit Ridge Skilled Nursing & Rehabilitation for a Conditional Use Permit to operate a Nursing Home in an R-1 Neighborhood Residential Zone at 1108 Birch Street (Mountain Lodge Addition, Lot 1).**
 - B. **CUP2025-0111: Application by Summit Ridge Assisted Living and Memory Care for a Conditional Use Permit to operate an Assisted Living Facility in an R-1 Neighborhood Residential Zone at 1110 Birch Street (Mountain Lodge Addition, Lot 2)**
 - C. **CUP2025-0112: Application by Fred Kirchhefer for a Conditional Use Permit to have Mini Storage Units in a B-1 Local Business Zone at 1704 E Richards Street (Clearfield #1, Lot 20, Block 5)**
- VII. Code Considerations

VIII. Staff Report – City Council Action on Forwarded Items

IX. Special Meeting Consideration

A. Special Meeting on January 5 to review the Plan & Project for the Urban Renewal Agency (URA).

X. Adjournment

Monday, December 15, 2025

Call to Order at:

Meeting Adjourned at:

Planning Commission Regular Minutes
November 17, 2025

I. Call to Order

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

II. Pledge of Allegiance

Chairman Hancock led the assembly in the Pledge of Allegiance.

III. Roll Call

Roll call was taken with the following Commissioners present: Dave Patterson, Jay Hancock, Carl Kosters. Also present Clara Chaffin, Community Development Director, Heidi McCullough, Planning Technician. Commissioners absent: Scott Bauman, Robin Velasquez.

IV. Approval of the Agenda

Commissioner Dave Patterson moved to approve the agenda. Seconded by Commissioner Carl Kosters. Motion 3-0.

V. Approval of the Minutes

Commissioner Carl Kosters moved to approve the minutes from October 22, 2025. Seconded by Commissioner Dave Patterson. Motion 3-0.

VI. Planning and Zoning Matters

There were no planning and zoning matters.

VII. Code Considerations

There are currently no code considerations currently being considered by City Council.

VIII. Staff Report – City Council Action on Forwarded Items

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

- A. SUB 02-25 - Application by Lewis and Deborah Gettert to replat Sunrise Addition Lot 1 and Detmer Addition Lot 7 into the Gettert Subdivision in an R-2 Medium Density Residential Zone (510 & 530 N. 5th Street).

IX. Douglas Blueprint

Josh Olhava from Ayres Associates presented the proposed Community Blueprint. The 2025 Community Blueprint defines land use within the City of Douglas and its Urban Growth Area. Developed through extensive public involvement, it reflects the community's vision for Douglas's future development. The City intends to implement the Blueprint to fulfill its goals and policies, supporting a stable, safe, and attractive community where residents take pride, honor their heritage, and plan

for the future. Mr. Olhava reviewed the process, the community engagement highlights and discussed the aspects including character districts and action items.

X. Adjournment

Commissioner Dave Patterson moved to adjourn. Seconded by Commissioner Carl Kusters. Motion 3-0. The meeting was adjourned at 6:12pm

ATTEST:

Heidi McCullough, Secretary

Jay Hancock, Chairman

Conditional Use Permit

STAFF REPORT

1108 Birch St, Douglas, Wyoming, 82633
Nursing Home

CASE NUMBER: CUP2025-0110

PREPARED BY: Heidi McCullough

MEETING DATES: Planning Commission: 11/17/2025, City Council: 11/24/2025

REQUEST: Nursing Home

RECOMMENDATION:

APPLICANT: North Big Horn Hospital dba Summit Ridge Skilled Nursing & R
1108 Birch Street Douglas WY 82633

PROPERTY OWNER: Summit Ridge Propco LLC
576 W 900 S Ste 240 Woods Cross UT 84010

LEGAL DESCRIPTION: MOUNTAIN LODGE ADDITION, LOT 1:

CURRENT ZONE: R-1

PROPOSED ZONE: *NA

VICINITY MAP:



LOCATION: The subject property is located on the north side of Birch Street between South 10th Street and South 12th Street.

LOT SIZE: 2.96 Acres

ZONING: R-1 Zone



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

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

EXISTING LAND USE: Nursing Home

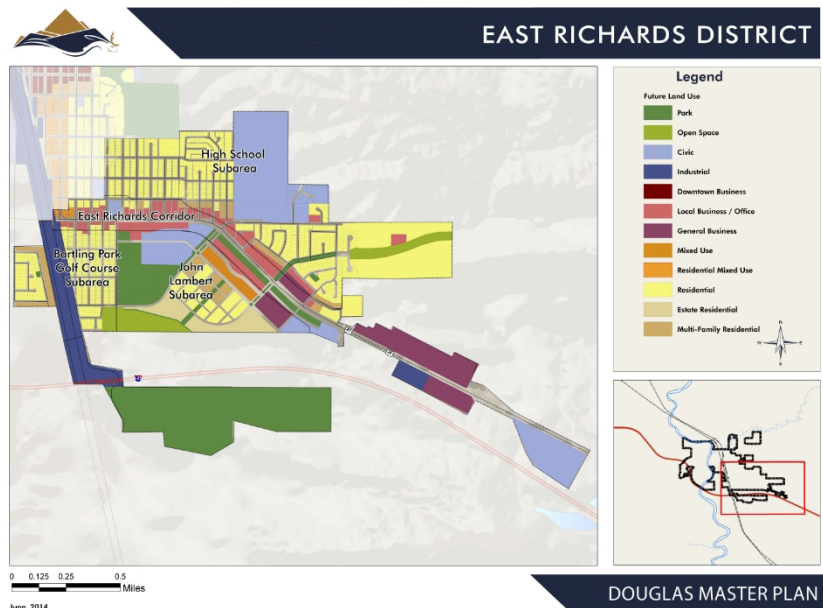
PROPOSED USE: Nursing Home.

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

HISTORY: This property was annexed to the City prior to 1946. It was replatted as part of the Mountain Lodge Addition in 2016. The previous owners had operated a Nursing Home with a Conditional Use Permit at this location since 2007.

2014 MASTER PLAN: The property is designated as part of the High School subarea of the East Richards Character District. This area is expected to continue to be a center of activity with the addition of new neighborhoods on the periphery over time.

“Neighborhood enhancements will continue in this area including the addition of new neighborhoods on the periphery of this area “The desired future character for this subarea is a cohesive mix of land use that form Douglas’s southern gateway.”



The request conforms to the Douglas Master Plan.

FY2025 STRATEGIC DOING: Conditional Use Permits are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to operate a nursing home with the following conditions:

1. The conditional use permit is specific to North Big Horn Hospital dba Summit Ridge Skilled Nursing & Rehabilitation. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. The alley to the west of the property shall not be used as the primary access to the employee parking lot.

Conditional Use Permit

STAFF REPORT

1110 Birch St, Douglas, Wyoming, 82633

Assisted Living Facility

CASE NUMBER: CUP2025-0111

PREPARED BY: Heidi McCullough

MEETING DATES: Planning Commission: 12/15/2025, City Council: 12/22/2025

REQUEST: Assisted Living Facility

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to operate a nursing home with the following conditions:

1. The conditional use permit to operate an assisted living facility is specific to North Big Horn Hospital dba Summit Ridge Assisted Living and Memory Care only. If this applicant and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit will be null and void for the subject property.
2. That alleys not be a point of ingress or egress for parking or for any traffic on or serving the property.

APPLICANT: Summit Ridge Assisted Living and Memory Care
1110 Birch Street Douglas WY 84010

PROPERTY OWNER: Rocky Mountain Care - Summit Ridge Assisted Living Facility
576 W 900 S STE 240 Woods Cross UT 84010

LEGAL DESCRIPTION: Assisted Living Facility

CURRENT ZONE: R-1

PROPOSED ZONE: *NA

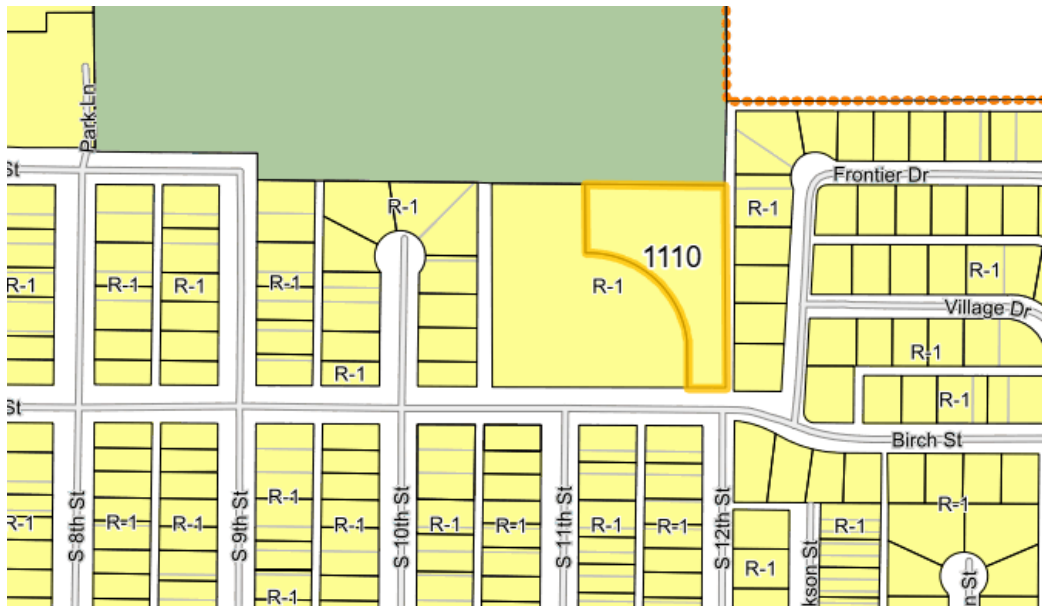
VICINITY MAP:



LOCATION: The subject property is located on the north side of Birch Street between South 10th Street and South 12th Street.

LOT SIZE: 1.84 Acres

ZONING: R-1 Zone



ZONING DATA: The property is currently zoned R-1 Neighborhood Residential Zoning District. This district is *“is intended to provide for low-density, single-family residential development and to provide for such community facilities and services as will serve the area residents while protecting the residential character and quality of the area.”* Per the Douglas Municipal Code, nursing homes are permitted as a Conditional Use in an R-1 Neighborhood Residential Zone. Council approval of a conditional use permit for this type of use is a requirement of the Unified Land Development Code, due to its possible impact on neighboring properties.

EXISTING LAND USE: Assisted Living Home

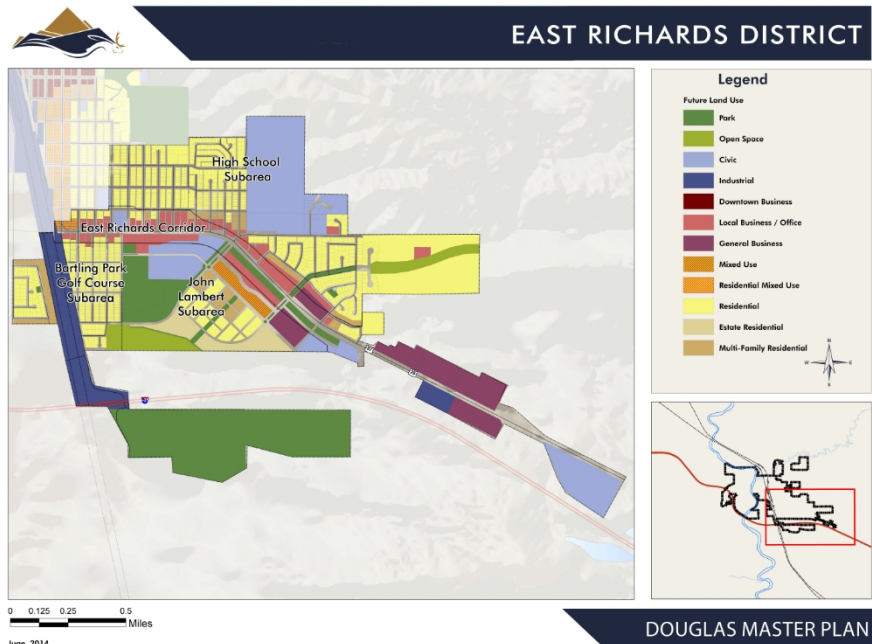
PROPOSED USE: Assisted Living Home

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

HISTORY: This property was annexed to the City prior to 1946. It was replatted as part of the Mountain Lodge Addition in 2016. The previous owners operated a Nursing Home with a Conditional Use Permit at this location since 2007.

2014 MASTER PLAN: The property is designated as part of the High School subarea of the East Richards Character District. This area is expected to continue to be a center of activity with the addition of new neighborhoods on the periphery over time.

“Neighborhood enhancements will continue in this area including the addition of new neighborhoods on the periphery of this area “The desired future character for this subarea is a cohesive mix of land use that form Douglas’s southern gateway.”



The request conforms to the Douglas Master Plan.

FY2025 STRATEGIC DOING: Conditional Use Permits are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to operate a nursing home with the following conditions:

1. The conditional use permit to operate an assisted living facility is specific to North Big Horn Hospital dba Summit Ridge Assisted Living and Memory Care only. If this applicant and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit will be null and void for the subject property.
2. That alleys not be a point of ingress or egress for parking or for any traffic on or serving the property.

Conditional Use Permit

STAFF REPORT

1704 E Richards St, Douglas, Wyoming, 82633

Mini Storage

CASE NUMBER: CUP2025-0112

PREPARED BY: Heidi McCullough

MEETING DATES: Planning Commission: 12/15/2025, City Council: 12/22/2025

REQUEST: Mini Storage

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to operate mini warehouse storage with the following conditions:

1. The conditional use permit is specific to Fred Kirchhefer. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. If "shipping containers" are used, Applicant shall adhere to Municipal Code 16.6.42 – Shipping Containers as Mini-Warehouse (Commercial Self-Storage Facility).

APPLICANT: Fred Kirchhefer
210 Cold Springs Road Douglas WY 82633

PROPERTY OWNER: Fred Kirchhefer
210 Cold Springs Road Douglas WY 82633

LEGAL DESCRIPTION: Clearfield #1 Block 5 Lot 20

CURRENT ZONE: B-1

PROPOSED ZONE: *NA

VICINITY MAP:



LOCATION: The subject property is located on the north side of Richards Street between Madora Avenue and Park Drive.

LOT SIZE: .59 Acres

ZONING: B-1 Zone



ZONING DATA: The property is currently zoned B-1 Local Business Zoning District. This district is “*is intended to provide for a broad range of retail and service functions.*” Per the Douglas Municipal Code, mini warehouses are permitted as a Conditional Use in a B-1 Local Business Zone.

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

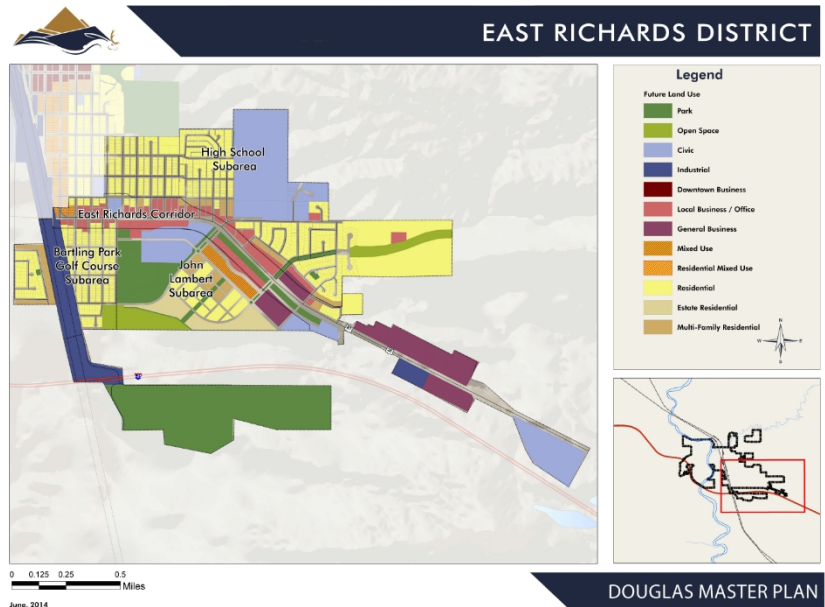
EXISTING LAND USE: Car Wash

PROPOSED USE: Mini Warehouse Storage (aka Commercial Self Storage)

SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Vacant/Sport Facility	R-4/B-1	City
South:	Vacant	B-2	City
East:	Vacant	B-2	City
West:	Retail	B-1	City

HISTORY: This property was annexed to the City as part of the Clearfield Addition #1 in 1973 1946. It was replatted in 1977. It has remained unchanged since that time.

2014 MASTER PLAN: The property is designated as part of the East Richards Corridor of the East Richards District.” *As one of the main entrances into Douglas, the East Richards Corridor is an important gateway. Enhancing the aesthetics of the entryway through landscaping, streetscape, sidewalks screening, signage management, and other improvements will help lure visitors into the heart of the City“*



The request conforms to the Douglas Master Plan.

FY2025 STRATEGIC DOING: Conditional Use Permits are not referenced in the FY2025 Strategic Doing as Key Performance Indicator (KPI).

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to operate mini warehouse storage with the following conditions:

1. The conditional use permit is specific to Fred Kirchhefer. If this property owner and/or agent, in the future, ceases operation or moves the facility to another location, the Conditional Use Permit shall be null and void for the subject property.
2. If “shipping containers” are used, Applicant shall adhere to Municipal Code 16.6.42 – Shipping Containers as Mini-Warehouse (Commercial Self-Storage Facility).