



CITY OF **DOUGLAS** WYOMING

REGULAR PLANNING COMMISSION MEETING
February 17, 2026 – 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 February 23, 2026.

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 Minutes:** January 19, 2026

VI. Election of Officers

VII. Planning and Zoning Matters

A. **CUP 2025-0113: Application by BLS Properties LLC to operate a Short-Term Rental in an R-3 Limited Mixed Residential Zone at 900 N 6th Street (Dorothy-Diane, Lot 5).**

VIII. Code Considerations

IX. Staff Report – City Council Action on Forwarded Items

X. Adjournment

Tuesday, February 17, 2026

Call to Order at:

Meeting Adjourned at:

Planning Commission Regular Minutes
January 19, 2026

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, Robin Velasquez, Jay Hancock. Also present Clara Chaffin, Community Development Director, Heidi McCullough, Planning Technician.

IV. Approval of the Agenda

Commissioner Dave Patterson moved to approve the agenda for January 19, 2026. Seconded by Commissioner Robin Velasquez. Motion 3-0.

V. Approval of the Minutes

Commissioner Robin Velasquez moved to approve the minutes for the December 15, 2026 meeting of the Planning & Zoning Commission. Seconded by Commissioner Dave Patterson. Motion 3-0.

A. **Planning & Zoning Commission Minutes: December 15, 2025**

VI. **Election of Officers**

Rescheduled for next meeting.

VII. Planning and Zoning Matters

A. **7 Trails Commerce Center URA**

Chairman Hancock opened the public hearing at 5:32 p.m. City Manager J.D. Cox reviewed the formation of the URA and its purpose, explained Tax Incremental Funding and handed the presentation over to Michael Christiansen from AVI, representing the applicant. He reviewed the Plan and Project, including the required conformance with state statute. There were no public comments. Chairman Hancock closed the public hearing at 5:55 p.m. Commissioner Robin Velasquez moved to approve. Seconded by Commissioner Dave Patterson. Motion 3-0.

B. **Resolution 2026-5: Community Blueprint Adoption by Planning & Zoning Commission**

Chairman Hancock opened the public hearing at 5:55 p.m. Josh Olhava from Ayres Associates reviewed the Community Blueprint and changes made to the document

since the last review at last month's meeting. There were no public comments. Chairman Hancock closed the public hearing at 6:12 p.m. Commissioner Dave Patterson moved to approve Resolution 2026-5 Community Blueprint Adoption by Planning & Zoning Commission. . Seconded by Commissioner Robin Velasquez. Motion 3-0.

C. DEV2025-0103: Storage Containers as Mini Storage Warehouse at 1705 E Richards Street (Clearfield Addition #1, Lot 20, Block 5) in a B-1 Local Business District.

Chairman Hancock opened the public hearing at 6:13 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Staff recommendation was for approval. The applicant was not on hand to answer any questions. There were no public comments. Chairman Hancock closed the public hearing at 6:16 p.m. Commissioner Robin Velasquez moved to recommend approval. Seconded by Commissioner Dave Patterson. Motion 3-0.

VIII. Code Considerations

There were no code considerations.

IX. Staff Report – City Council Action on Forwarded Items

All forwarded items from the December meeting will be heard by City Council at the January 26, 2026 meeting.

X. Adjournment

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. Chairman Hancock adjourned the meeting at 6:18 p.m.

ATTEST:

Heidi McCullough, Secretary

Jay Hancock, Chairman

Conditional Use Short Term Rental

STAFF REPORT

900 N 6th St, Douglas, Wyoming, 82633

Short Term Rental at 900 N 6th

CASE NUMBER: CUP2025-0113

PREPARED BY: Heidi McCullough

MEETING DATES: Planning Commission: 2/17/2026, City Council: 2/23/2026

REQUEST: Short Term Rental at 900 N 6th

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 900 North 6th Street in an R-3 Limited Mixed Residential Zone with the following staff recommendations:

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

APPLICANT: BLS Properties LLC
700 Redbird Road Lusk WY 82225

PROPERTY OWNER: BLS Properties LLC
700 Redbird Road Lusk WY 82225

LEGAL DESCRIPTION: DOROTHY-DIANE, LOT 5:

CURRENT ZONE: R-3

PROPOSED ZONE: *NA

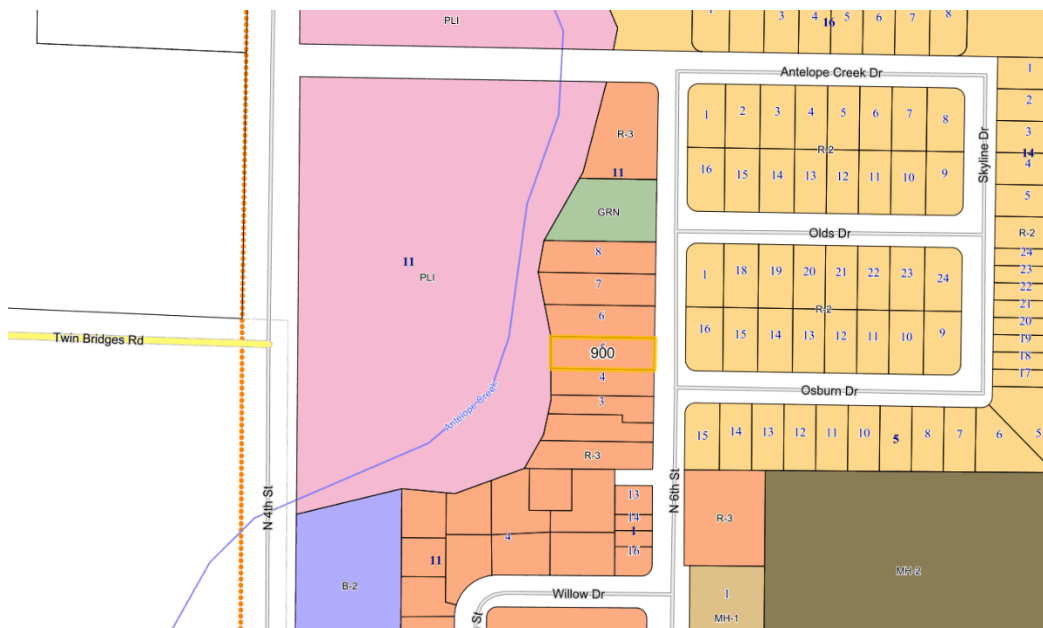
VICINITY MAP:



LOCATION: The subject property is located on the west side of North 6th Street between Olds Drive and Osburn Drive.

LOT SIZE: .27 Acres

ZONING: R-3 Zone



ZONING DATA: The property is currently zoned R-3 Limited Mixed Residential Zoning District. This district is “*is intended to provide for the development of medium-density and high-density apartments. The district also provides a variety of housing types to serve the housing needs of the area residents.*” Per the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in an R-3 Limited Mixed 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: Residence

PROPOSED USE: Short-Term Rental

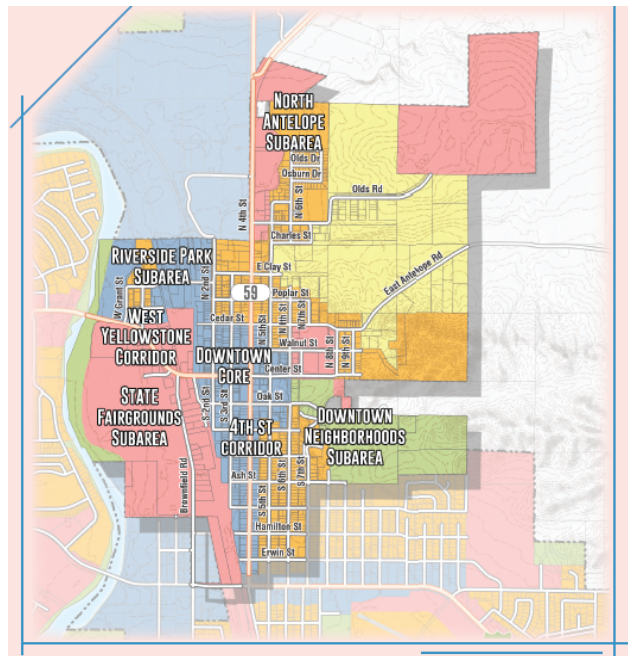
SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Residential	R-3	City
South:	Residential	R-3	City
East:	Residential	R-2	City
West:	Commercial	PLI	City

HISTORY: This property was annexed to the City in 1978, and the subdivision was recorded the same year. It was replatted in 1982 and 1989, and then replatted into part of the Dorothy-Diane Addition in 1995. There have been no changes since that time. According to the Converse County Assessors office, the structure on this property was built in 1979.

2026 COMMUNITY BLUEPRINT: The property is designated as part of the North Antelope Subarea of the Central Douglas Character District. The primary vision for this area is *mixed-use growth with commercial, industrial, and residential development.*

The request conforms with the goals and priorities of the Community Blueprint.

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



STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 900 North 6th Street in an R-3 Limited Mixed Residential Zone with the following staff recommendations:

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the facility to another location, the Conditional Use Permit shall be null and void for the subject property.

2. The use shall be in compliance with City requirements for short-term rentals at all times.