



CITY OF **DOUGLAS** WYOMING

REGULAR PLANNING COMMISSION MEETING
July 20, 2026 – 6:00 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 July 27, 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. **Minutes:** Planning & Zoning Commission June 15, 2026.
- VI. Planning and Zoning Matters
 - A. **CUP2026-0003: Application by McKenzie Burgener for approval of a conditional use permit to operate a pre-school in an R-1 Neighborhood Residential Zone at 999 Eagle Drive (Meadowlark Trails, Lot 8).**
- VII. Code Considerations
- VIII. Discussion Items**
 - A. **Resolution: Safe Streets For All**
- IX. Staff Report – City Council Action on Forwarded Items
- X. Adjournment

Monday, July 20, 2026

Call to Order at:

Meeting Adjourned at:

Planning Commission Regular Minutes
June 15, 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, Scott Bauman, Robin Velasquez, Jay Hancock, Carl Kusters. Also present Heidi McCullough, Planning Technician.

IV. Approval of the Agenda

Commissioner Dave Patterson moved to approve the agenda . Seconded by Commissioner Carl Kusters. Motion 5-0.

V. Approval of the Minutes

Commissioner Carl Kusters moved to approve the minutes from May 18, 2026. Seconded by Commissioner Robin Velasquez. Motion 5-0.

A. **Minutes: Planning and Zoning Commission May 18, 2026.**

VI. Planning and Zoning Matters

A. **ZON2026-0001: Application by Bernadine Winton to rezone 600 W Clay Street (Riverview, Block 1, East 75.2' of Lot 1) from an R-2 Medium Density Residential Zone to an I Industrial Zone.**

Chairman Hancock opened the public hearing at 5:31 p.m. Planner I McCullough reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Blueprint. Staff recommendation was for approval. The applicant, Bernadine Winton, was on hand to answer any questions. There were no public comments. Chairman Hancock closed the public hearing at 5:34 p.m.

Commissioner Scott Bauman moved to approve ZON2026-001: Application by Bernadine Winton to rezone 600 W Clay Street (Riverview, Block 1, East 7.2' of Lot 1) from R-2 Medium Density Residential Zone to an I Industrial Zone. Seconded by Commissioner Dave Patterson. Motion 5-0.

VII. Code Considerations

Planner I discussed the Landscape Code that is currently being considered by the City Council.

VIII. Staff Report – City Council Action on Forwarded Items

- A. **CUP2026-0002: An application by Ed Pollock for a conditional use permit to install an Electronic Message Display Sign in a B-2 General Business Zone at 1730 Muirfield Court (United One Addition, Lot 11).**

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

- B. **DEV2026-0002: Application by Nathan Stencil for a Type B Development to build an apartment complex in a B-2 General Business Zone at Parcel 3 of Seven Trails Commerce Center, NE 1/4, NE 1/4 of Section 7 and a portion of the SE 1/4, SE 1/4 of Section 6, T32N. R71W of the 6th PM.**

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

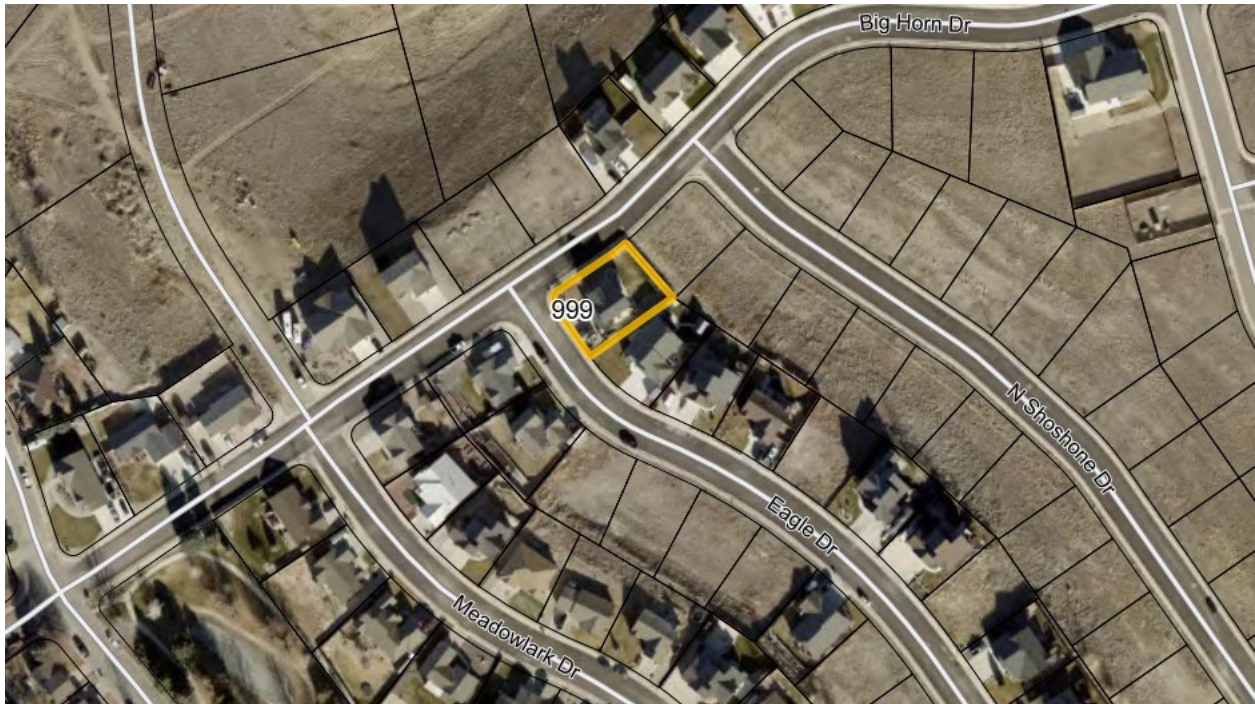
IX. Adjournment

ATTEST:

Heidi McCullough, Secretary

Jay Hancock, Chairman

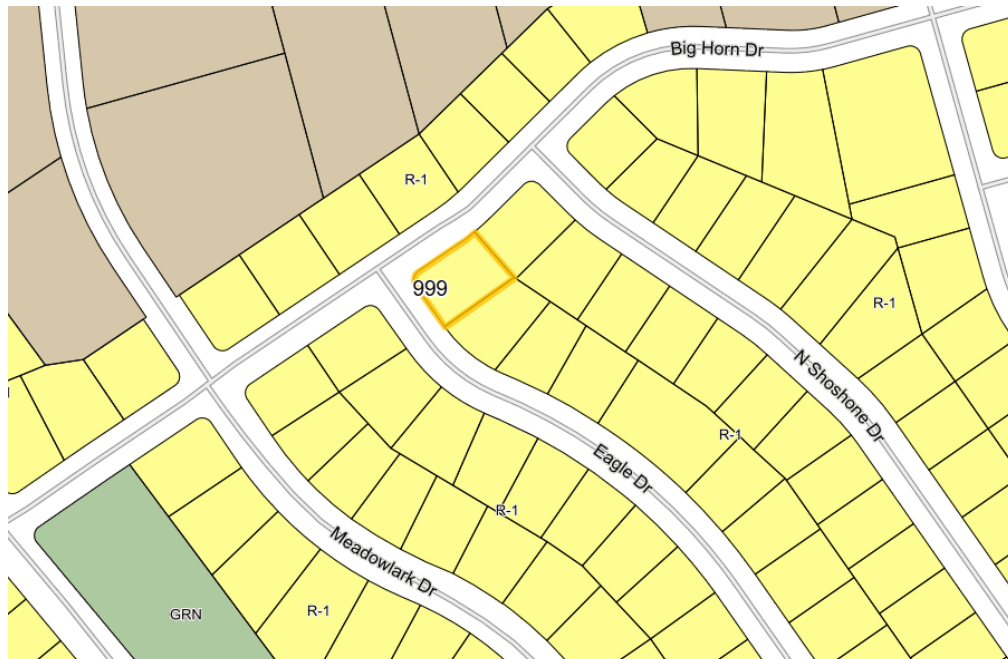
VICINITY MAP:



LOCATION: The subject property is located at the southeast corner of the intersection of Eagle Drive and Big Horn Drive.

LOT SIZE: 0.22 Acres

ZONING: R-1 Zone



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

PROPOSED USE: Residence with a pre-school

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

SPECIFICS OF THE PROPOSED USE: The applicant’s stated hours of operation would be Tuesday and Thursday, from 8:00AM to 11:00AM, with a capacity of 6-8 children. The location has two additional off-street parking spaces on Eagle Drive to facilitate pick-up and drop-off. Per the applicant, most of the drop-off and pick-up will happen on Big Horn Drive, with students and parents accessing the property through the side gate. The applicant is in the process of completing state licensing, pending the issuance of the conditional use permit.

HISTORY: This property was annexed to the City in 1981, as a portion of the Riverbend Phase 2 Addition. It was replatted in 2006 as a part of Meadowlark Trails, and there have been no changes since that time. According to the Converse County Assessors office, the structure on this property was built in 2014.

2026 COMMUNITY BLUEPRINT: The property is designated as part of the Riverbend Subarea of the West Yellowstone District. The primary vision this area *is as a stable family neighborhood. New amenities including sidewalks will slowly be put into place. New infill development is expected in this local neighborhood.*

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

FY2026 STRATEGIC DOING: Conditional Use Permits are not referenced in the FY2026 Strategic Doing as a Key Performance Indicator (KPI).



for

STAFF RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to operate a pre-school at Eagle Drive in an R-1 Neighborhood Residential Zoning District with the following staff recommendations:

1. The conditional use permit to operate a pre-school facility is specific to McKenzie Ann Burgener. If this applicant, 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. The applicant shall adhere to the required State regulations pertaining to a daycare/pre-school facility.

Conditional Use Permit

STAFF REPORT

999 Eagle Drive

Planning to use our basement for an in-home preschool, starting the Fall of 2026

CASE NUMBER: CUP2026-0003

PREPARED BY: Heidi McCullough

MEETING DATES: Planning Commission: 7/20/2026, City Council: 7/27/2026

REQUEST: Planning to use our basement for an in-home preschool, starting the Fall of 2026

RECOMMENDATION: The Community Development Department recommends approval of the conditional use permit to operate a pre-school at 999 Eagle Drive in an R-1 Neighborhood Residential Zoning District with the following staff recommendations:

1. The applicant shall adhere to the required State regulations pertaining to a daycare/pre-school facility.
2. The conditional use permit to operate a pre-school facility is specific to McKenzie Ann Burgener. If this applicant, 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.

APPLICANT: McKenzie Ann Burgener
999 Eagle Drive Douglas WY 82633

PROPERTY OWNER: McKenzie Ann Burgener
999 Eagle Drive Douglas WY 82633

LEGAL DESCRIPTION: Meadowlark Trails, Lot 8

CURRENT ZONE: Residential

PROPOSED ZONE: *NA