

**PLANNING AND ZONING COMMISSION MEETING
DOUGLAS CITY HALL, DOUGLAS, WYOMING**

OCTOBER 18, 2021

REGULAR MEETING – 5:30 P.M.

PLANNING AND ZONING COMMISSION MEETINGS ARE RECORDED AND BROADCAST LIVE ON CABLE CHANNEL 61.

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 OCTOBER 25, 2021. 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 FOR OCTOBER 18, 2021

V. PLANNING AND ZONING MATTERS

A. CUP 007-21: Application by First United Methodist Church for a Conditional Use Permit to install an Electronic Message Display sign at 136 S. 5th Street (Original Town of Douglas Subdivision, Block 17: Lots 5-7) in a CB-1 Downtown Business Zone.

B. ZON 004-21: Application by James and Doris Menter to rezone the property at 337 1st Street West (Original Town of Douglas, Part of Outlot C) from I Industrial Zone to R-2 Medium Density Residential Zone.

VI. STAFF REPORT – CITY COUNCIL ACTION ON FORWARDED ITEMS

A. SUB 005-21: Application by City of Douglas to replat the properties at Meadow Acres Subdivision #3, Block 7: Lot 14 and Douglas Business Park, Tract B into Pathway Subdivision.

B. CUP 006-21: Application by Trinity Baptist Church to run a Day Care facility at 1424 Griffith Way (Part of Boardman-Roarke Subdivision).

ADJOURNMENT

**PLANNING & ZONING COMMISSION
STAFF REPORT
OCTOBER 18, 2021**

**136 SOUTH 5TH STREET
ELECTRONIC MESSAGE BOARD SIGN – CONDITIONAL USE PERMIT**

CASE NUMBER: CUP 007-21

PREPARED BY: Heidi McCullough, Planning Technician

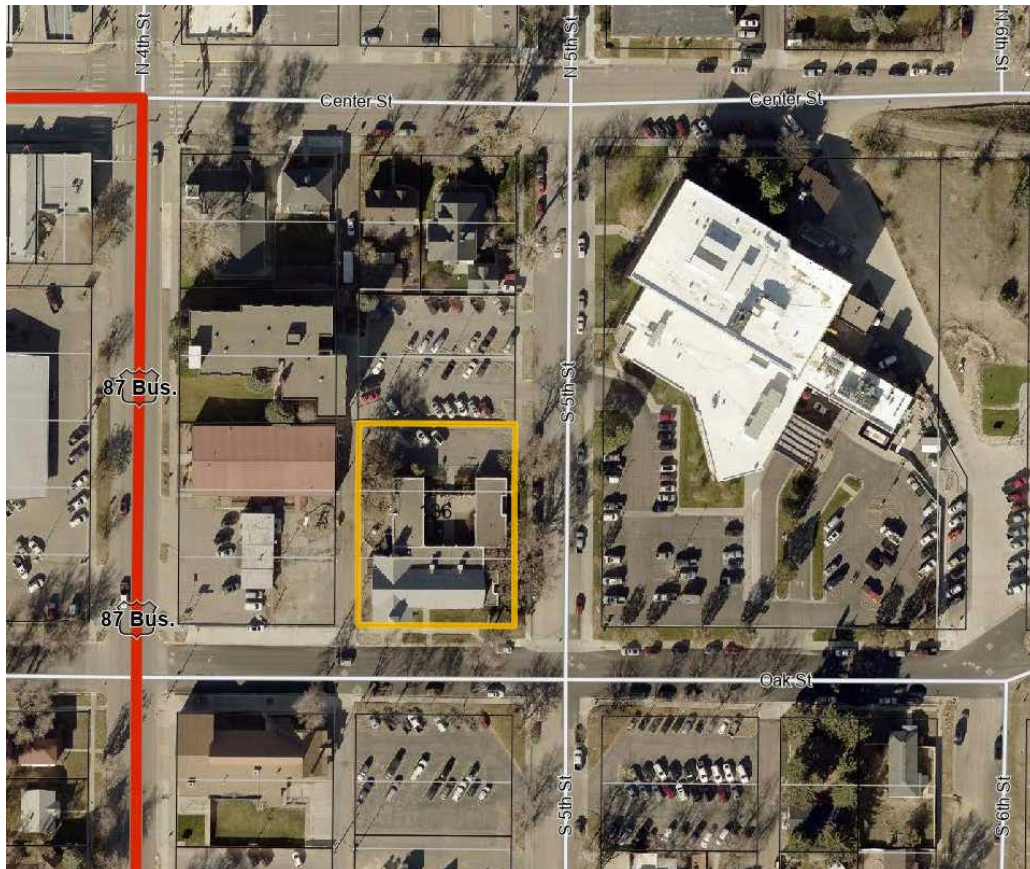
MEETING DATES: October 18, 2021 – Planning Commission
October 25, 2021 – City Council

REQUEST: Conditional Use Permit, CB-1 Downtown Business Zone

PURPOSE: To install an electronic message board sign.

RECOMMENDATION: The Community Development Department recommends approval of this conditional use permit to allow for the installation of an electronic message board sign in an CB-1 Downtown Business zone at 136 South 5th Street with staff recommendations.

VICINITY MAP:



OWNER: First United Methodist Church
136 S. 5th Street
Douglas, WY 82633

LOCATION:

- (1) Legal Description: Original Town of Douglas, Block 17, Lots 5-7 Inclusive
- (2) General Location: The proposed site is located on the northeast corner of the intersection of South 5th Street and Oak Street.
- (3) Address: 136 South 5th Street, Douglas, WY

SIZE: 0.58 Acres

ZONING: CB-1 Downtown Business



ZONING DATA: The property is currently zoned CB-1 Downtown Business Zoning District. This district is *“intended to provide a central area for business, government services, and community and cultural activities. This district is included in the downtown area designation due to its historic architecture and character.”*

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

EXISTING LAND USE: Church

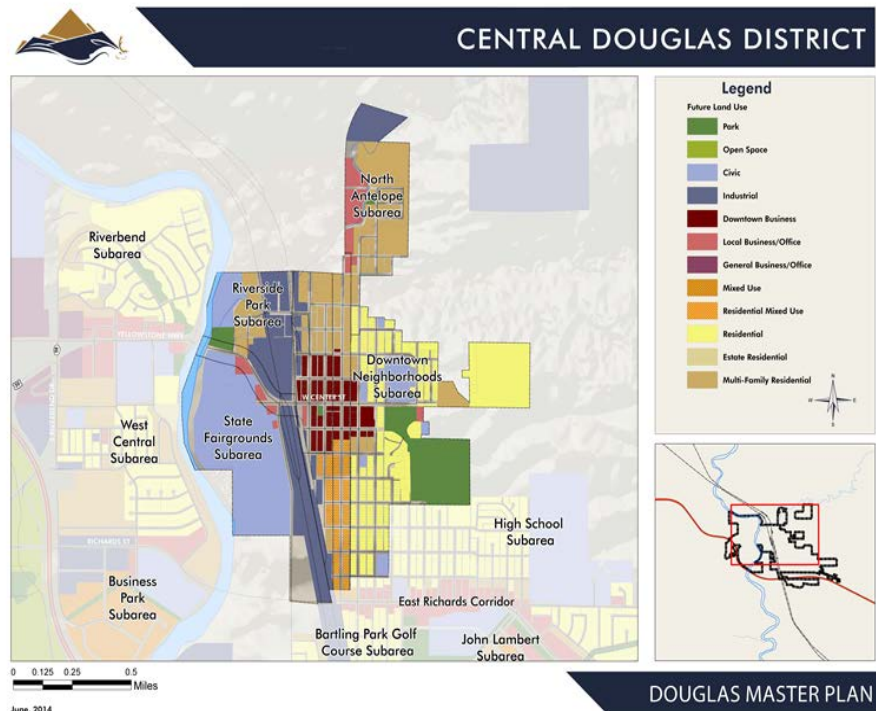
PROPOSED USE: Same

SURROUNDING LAND USE:	ZONING	ANNEXATION STATUS
North: Parking/Residential	CB-1	City
South: Parking	CB-1	City
East: Hospital	CB-1	City
West: Commercial	CB-1	City

DESCRIPTION OF SITE AND SURROUNDINGS: The surrounding land uses are noted above. The proposed location of the message sign is within the zone setbacks on the southeast corner of the property, providing good visibility to area pedestrian and vehicle traffic on South 5th Street.

MASTER PLAN: The property is designated as part of Downtown Core Subarea of the Central Douglas District.

Per the Master Plan *“Downtown should be accessible and pedestrian-friendly, a welcoming place for both residents and visitors, and the central hub for shopping, dining, lodging, entertainment, gathering, and socializing...Public investment and land use decisions should be consistent with the long-term economic health of the Downtown”*



The proposed use of this property conforms to the future land use designation.

STAFF ANALYSIS: The existing monument sign would be eliminated from the current location and replaced by a monument sign that functioned as an electronic message board. The proposed message board meets the conditions attached to signs of this type as defined by the Unified Land Development Code and enumerated in the staff recommendation, per written confirmation from the sign contractor.

There are several mitigating issues in the Douglas Municipal Code to consider in reviewing this application.

1. Signage in an CB-1 Downtown Business Zone is limited to a maximum area of twenty (200) square feet, unless otherwise allowed by the City Council. The proposed sign is approximately fifty-one (51) square feet.
2. Electronic Message displays are required to meet all of the conditions enumerated in the staff recommendation.

The proposed sign does meet all setback and height requirements.

STAFF RECOMMENDATION: The Community Development Department recommends approval of the request for a conditional use permit to allow the installation of an electronic message board sign at the subject property with the following conditions:

1. The sign may not exceed the proposed 51 square feet for the electronic message display.
2. Each message on an electronic message display shall be displayed for at least four (4) to eight (8) seconds.
3. The transition between messages display shall be instantaneous. Transitional effects shall be limited to instant (slideshow), fade, dissolve, circle out, diamond out, jaws, zoom, wipe left, wipe right, scroll, and travel.
4. The electronic message display shall be equipped with technology that automatically dims the electronic message displays according to ambient light conditions to a luminance or nighttime brightness level of up to five hundred (500) NIT, which will result in a reduction of display brightness between five (5) percent and twenty-five (25) percent, depending on the resolution of the sign. Documentation shall be provided from the sign manufacturer which verifies compliance with auto dimming and brightness requirements.
5. The electronic message display shall be equipped with the ability to be shut off within twenty-four (24) hours of malfunctioning. Signs under repair shall be shut off.

**PLANNING & ZONING COMMISSION
STAFF REPORT
OCTOBER 18, 2021**

**REZONE
337 1ST STREET WEST**

CASE NUMBERS: ZON 004-21

PREPARED BY: Heidi McCullough, Planning Technician

MEETING DATES: October 18, 2021 – Planning & Zoning Commission
October 25, 2021 – City Council

REQUEST: Rezone of 337 1st Street West (Original Town of Douglas, Part of Outlot C) from I Industrial to R-2 Medium Density Residential.

PURPOSE: The owners wish to rezone the lot to allow continuation of the historical use in the event of a sale of the property, as a single-family residence is not allowed in the current Industrial Zone.

RECOMMENDATION: The Community Development Department recommends approval of the request to rezone Original Town of Douglas Part of Outlot C from I Industrial to R-2 Medium Density Residential.

VICINITY MAP:



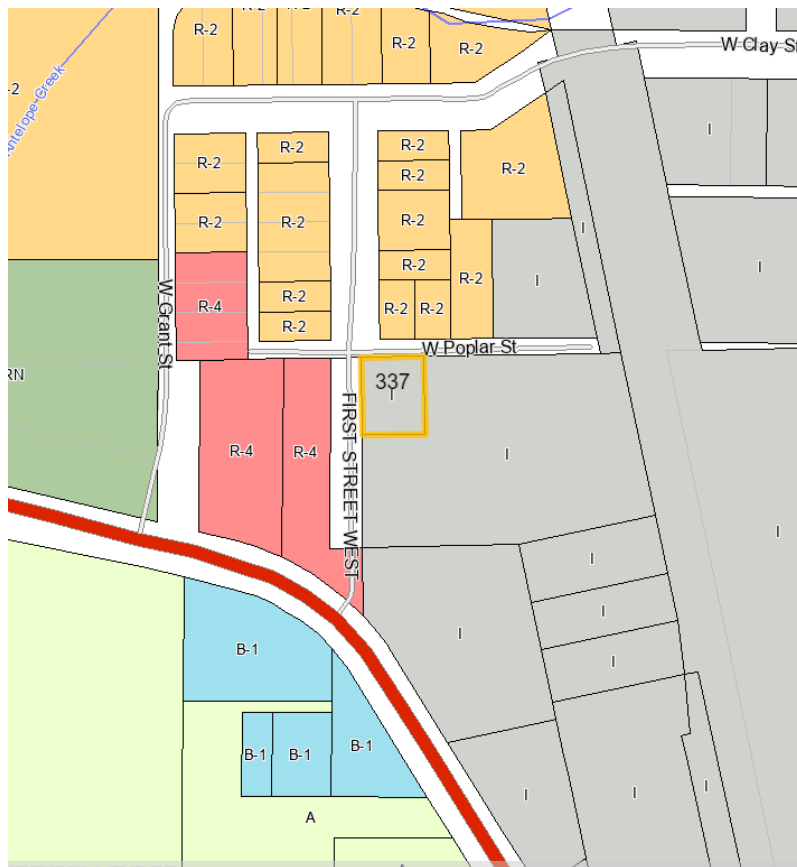
OWNER: James E. and Doris E. Menter
P.O. Box 1051
Douglas, WY 82633

LOCATION:

- (1) Legal Description: Original Town of Douglas, Part of Outlot C
- (2) General Location: The subject property is located on the east side of First Street West between West Poplar and Yellowstone Highway.
- (3) Addresses: 337 1st Street West

SIZE: 0.31 acres

ZONING: The described property is currently zoned I Industrial Zoning District. The applicant desires to rezone to R-2 Medium Density Zoning District which is “intended to provide for the development of single-family and duplex or townhouse dwellings.”



SURROUNDING LAND USE

North: Single Family Residence
South: Vacant
East: Vacant
West: Senior Center

ZONING

R-2 Residential
I Industrial
I Industrial
R-4 Residential

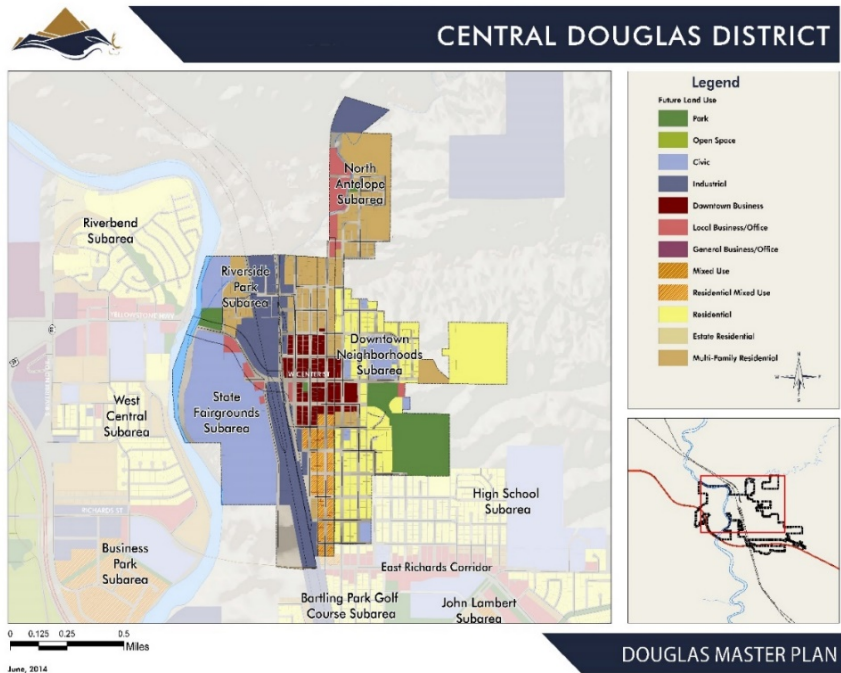
ANNEXATION STATUS

City
City
City
City

EXISTING LAND USE: Single Family Home.

MASTER PLAN: The Douglas Master Plan designates this property as multi-family residential in the Riverside Park Subarea of the Central Business District.

Per the Master Plan *“Riverside Park area is expected to continue to grow into a highly amenitized area. The park and river trail and its associated amenities will continue to be improved. Higher quality multi-family developments should be encouraged. Industrial areas should be carefully integrated with residential areas.”*



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

HISTORY: The Outlots of the Original Town of Douglas were initially platted in 1889 and included the subject property along with the currently developed residential areas to the North, the industrial area to the East, the housing and greenspace areas to the West and the business corridor and fairgrounds area to the South. The proposed replat is the first change to the subject property since that time. The current structure on the property was built around 1955 and has always been used as a residence.

The zoning change would allow new development to maintain the current residential use.

STAFF RECOMMENDATION: Staff recommends approval of the of the request to rezone The Original Town of Douglas, Outlot C from I Industrial to R-2 Medium Density Residential.