



## **Douglas Planning and Zoning Commission**

January 17, 2022

City of Douglas-Council Chambers

101 North 4<sup>th</sup> Street

Douglas, Wyoming 82633

### **Call To Order**

Chairman Hancock called the Douglas Planning and Zoning Commission to order at 5:30 P.M. In response to the Chairman's request for roll call, the following were found present:

**Members Present:** Jay Hancock  
Becky Renstrom  
Robin Velasquez  
Dave Patterson

**Members Absent:** Blake Palmer

**City Staff Present:** Clara Chaffin, Community Development Director  
Heidi McCullough, Planning Technician  
Gary Schwarz, IT Director

### **Agenda**

Chairman Hancock introduced the agenda. Commissioner Velasquez moved to accept the agenda. Commissioner Renstrom seconded the motion, and the motion carried 4-0.

### **Minutes**

Chairman Hancock introduced the minutes of the October 18, 2021, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Velasquez seconded. The motion carried 4-0.

### **Planning & Zoning Matters**

#### **A. Dev 02-21: Application by The Douglas Volunteer Fire Department for a Type B Development for a Fire Training Facility at 450 Robin Lane (Wastewater Treatment Plant Subdivision) in an I-Industrial Zone.**

Chairman Hancock opened the public hearing at 5:32 P.M. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Director Chaffin

outlined comments submitted by the City Engineer and Public Works concerning issues with security, parking, landscaping, road maintenance, septic, and the training tower retention pond interfering with the flood zone and wastewater treatment plant. Staff recommendation was for approval with conditions that all issues be addressed and resolved before a building permit would be issued, and an agreement signed with the City before a building permit would be issued. Fire Chief Rick Andrews and Kerry Shatto were present to represent the applicant. Ron McNare was available as the contractor for questions. Chief Andrews commented on security and road issues. Public Works Director Harbarger was in attendance and approved solutions to the security issue with agreeing to provide the Fire Department with remotes to access the property after hours. Director Harbarger also agree to shared maintenance of the road, but any damage caused by the Fire Department or participants at the training center would be the responsibility of the Fire Department. The City will draw up an agreement with the Fire Department. The retention pond will be reduced in size to not interfere with the flood zone and monitoring wells and the north edge of the retention should be moved fifty feet south at a minimum. McNare spoke to the other issues. Parking spaces will be reduced in order to meet code requiring only two ADA spaces. The proposed septic system will be replaced with a lift station that will connect to the wastewater treatment plant. Landscaping issues were not resolved, the Fire Department is requesting an alternate landscape plan and will present it to City Council. There were no public comments. Commissioner Renstrom questioned impact on wildlife as the training facility will be located on the North Platte River, specifically the eagle nests located in the immediate area. Chief Andrews stated that they consulted with Wyoming Game and Fish to assure that there would be minimal impact on all wildlife in the area. Chairman Hancock asked for information regarding outside organizations using the facility for training, like the fire rescue crews from local coal mines. Chief Andrews informed him that opening the facility to many organizations is one of the goals, and they hope to offer unique training that in not currently available in other places in order to bring people in from other communities and states. Chairman Hancock closed the public hearing at 5:55 P.M. and called for a motion. Commissioner Renstrom moved to recommend approval to the City Council with staff recommendations. Commissioner Velasquez seconded the motion. The motion passed 4-0.

### **Staff Report - City Council Action on Forwarded Items**

#### **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, Block 17, Lots 5-7 Inclusive) in a CB-1 Downtown Business Zone.**

At the Chairman's request, Director Chaffin reported that the item from the October 18, 2021, meeting had been approved by the City Council as recommended by the Commission and has since be constructed.

#### **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.**

At the Chairman's request, Director Chaffin reported that the item from the October 18, 2021, meeting had been approved by the City Council as recommended by the Commission and has since been able to be sold.

## **Other Business**

### **A. Election of Chairman and Vice Chairman**

Chairman Hancock called for nominations, Commissioner Velasquez moved to nominate Chairman Hancock as Chair, and Commissioner Palmer as Vice Chair, Commissioner Renstrom seconded both nominations. Chairman Hancock called for a vote for Chair. The motion carried 4-0. Chairman Hancock called for a vote on Vice Chair, the motion carried 4-0.

### **Adjournment**

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Velasquez and seconded by Commissioner Renstrom. With a unanimous vote of 4-0, Chairman Hancock adjourned the meeting at 5:58 P.M.

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**Chairman, Planning and Zoning Commission**

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**Planning Commission, Secretary**

**PLANNING AND ZONING COMMISSION MEETING**

**DOUGLAS CITY HALL, DOUGLAS, WYOMING**

**FEBRUARY 22, 2022**

**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 FEBRUARY 28, 2022. 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 FEBRUARY 22, 2022**
- V. APPROVAL OF THE MINUTES FOR JANUARY 17, 2022**
- VI. PLANNING AND ZONING MATTERS**
- VII. DEV 01-22: Application by The Douglas Youth Hockey Association for a Type B Development for construction of an Ice Arena at 1045 Jefferson Street, Bartling Addition, Lot 2 in a GRN – Greenspace Zone.**
- VIII. STAFF REPORT – CITY COUNCIL ACTION ON FORWARDED ITEMS**
  - A. DEV 02-21: Application by The Douglas Volunteer Fire Department for a Type B Development for a Fire Training Facility at 450 Robin Lane (Wastewater treatment plant Subdivision) in an I – Industrial Zone.

**ADJOURNMENT**

**PLANNING AND ZONING COMMISSION  
STAFF REPORT  
FEBRUARY 22, 2022**

**1045 JEFFERSON STREET  
TYPE B DEVELOPMENT – DOUGLAS YOUTH HOCKEY ICE ARENA**

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**CASE NUMBER:** DEV 01-22

**PREPARED BY:** Community Development Department

**MEETING DATES:** February 22, 2022 – Planning Commission  
February 28, 2022 – City Council

**REQUEST:** Type B Development Proposal

**PURPOSE:** Construction of an ice arena

**RECOMMENDATION:** The Community Development Department recommends approval of the development plan and development agreement for construction of an ice arena at 1045 Jefferson Street.

**VICINITY MAP:**



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

**APPLICANT:** Douglas Youth Hockey Assn.  
P.O. Box 235  
Douglas, WY 82633

**LOCATION:**

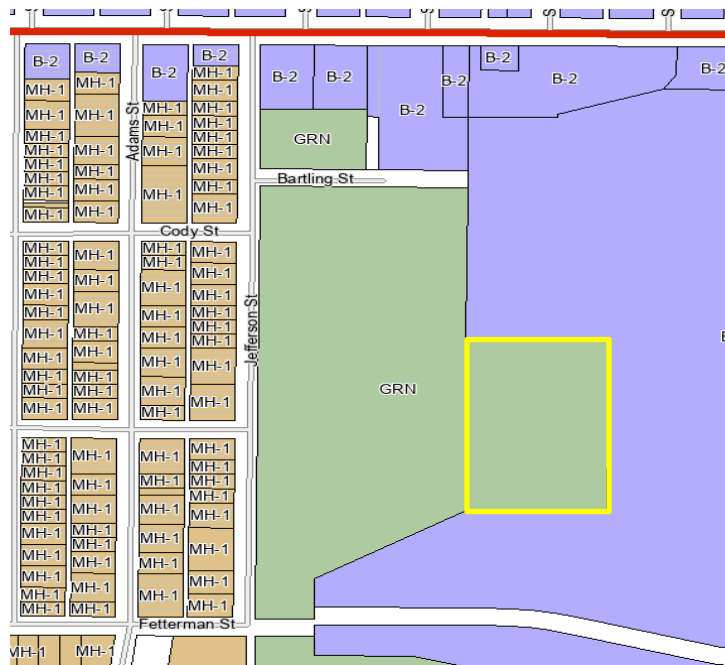
- (1) Legal Description: Portion of Lot 2, Bartling Park Addition
- (2) General Location: The subject property is the easternmost portion of Bartling Park, located north of Fetterman Street, east of Jefferson Street, south of Richards and Bartling Street, west of the old airport.
- (3) Address: 1045 Jefferson Street, Douglas, WY

**SIZE:** Total Area: 5.51 acres

**EXISTING LAND USE:** vacant

**ZONING:** The property is currently zoned GRN Greenspace, which is intended to promote open vegetated areas capable of maintaining natural wildlife habitat and to protect the scenic and ecological qualities of environmentally sensitive areas. The district is commonly applied to publicly owned property or property for which scenic or greenspace easements have been dedicated or purchased for the use and/or enjoyment of the public. Recreational Facilities (Public or Private) are an allowed use in the GRN Zone.

	<b>SURROUNDING LAND USE:</b>	<b>ZONING</b>	<b>ANNEXATION STATUS</b>
<b>North:</b>	Commercial Vacant Land	B-2	City
<b>South:</b>	Commercial Vacant Land	B-2	City
<b>West:</b>	Greenspace & Residential	MH-1	City
<b>East:</b>	Commercial Vacant Land	B-2	City



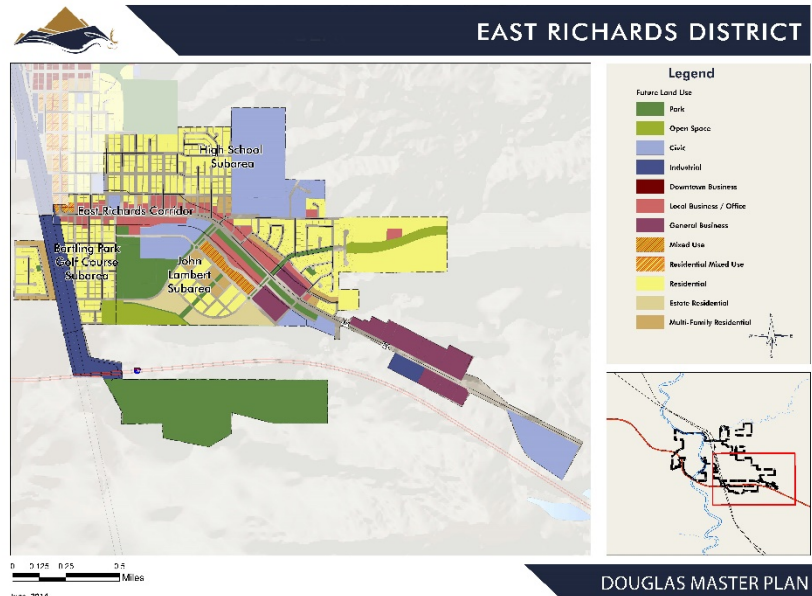
**DESCRIPTION OF SITE AND SURROUNDINGS:** The property is bounded on the north, south, and east by the old airport property and on the west by the Bartling Park.

**HISTORY:** This property was originally platted as part of the Fairview addition in 1917. Over a span of many years from 1933 to 1979, the City of Douglas acquired this lot and surrounding land to develop Bartling Park. Portions of Bartling Park and Bartling Street were originally platted in 1986 as the Bartling Subdivision and, in 2018, the Bartling Park Addition was created encompassing what is known today as Bartling Park. It was re-zoned as a Greenspace in 2001.

**DOUGLAS MASTER PLAN:**

The Douglas Master Plan, adopted June 23, 2014, designates the property as being in the Bartling Park Golf Course Subarea of the East Richards District. The Master Plan focuses primarily on the future character of the golf course and property adjacent to Bartling Park in the John Lambert Subdivision.

*Very little change is expected to this community amenity. Neighborhood redevelopment and enhancements are expected to occur as the John Lambert area evolves in residential areas adjacent to Bartling Park. Future plans for the John Lambert Subarea include that the part of the district adjacent to Bartling Park be expanded to include a local club house and community facility.*



The development of the Douglas Youth Hockey Association Ice Arena in this area is considered to be in keeping with the Douglas Master Plan as additional community facilities are included in the desired future character to the District. Also taken into consideration is the future character of the John Lambert Subdivision which is anticipated to include a mix of commercial, residential, entertainment, and recreational features.

**DEVELOPMENT STANDARDS:** This Development Plan conforms to the minimum Standards and Policies as described in City Code.

**THE PROPOSED PROJECT:**

**PROPOSED PROJECT DETAILS**

Lot Size	5.51 Acres
Building Size	34,925
North Set Back	35 feet
South Set Back	Approx. 300 feet
East Set Back	35 feet
West Set Back	Approx. 815 feet
Building Height	37 feet
Parking	Total: 52 (50 required) ADA: 2 (3 required if over 50 spaces)
Landscaping	Alternate Landscaping Request
Drainage	Grading and Drainage plans provided
Lighting Plan	Exterior lighting on front of building (2 fixtures)
Elevations	Provided
Floodplain	The proposed Ice Arena facility is out of the floodplain.

**ADDITIONAL INFRASTRUCTURE REQUIRED:** Water and Sewer infrastructure are anticipated to be provided by the City if approved in the budget by City Council. The City currently maintains the dirt access road entering this portion of Bartling Park from the intersection of Jefferson Street and Fetterman Street.

**REVIEWING AGENCIES AND COMMENTS:**

**City Engineer:**

Comments were received regarding the access from Fetterman Street. A portion of the access road crosses County property in the John Lambert Subdivision. An easement or land donation from the County will need to be obtained. Other comments included recommending additional parking lot lighting and revision of the drainage plan to include more detail.

**Public Works:**

No comments.

**Douglas Police Department:**

No comments.

**Douglas Fire Department:**

No comments.



**Public Comments:**

The City received a letter of support of the development on February 15, 2022.

**STAFF RECOMMENDATION:** The Community Development Department recommends approval of this development plan for construction of an ice arena at 1045 Jefferson Street.