

**PLANNING AND ZONING COMMISSION MEETING**

**DOUGLAS CITY HALL, DOUGLAS, WYOMING**

**MARCH 20, 2023**

**REGULAR MEETING – 5:30 P.M.**

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 MARCH 27TH, 2023. 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 MAY 15, 2023**

**V. APPROVAL OF THE MINUTES FOR MARCH 20, 2023**

**VI. PLANNING AND ZONING MATTERS**

- A. CUP 03-23: Application by Helping Hands for a Conditional Use Permit for an additional accessory storage building and site improvements in a GRN Greenspace Zone at 801 S. 8th Street, a portion of the NW1/4 NE1/4 SE1/4, S9, T32N R71W.

**VII. CODE CONSIDERATIONS**

- A. Building Permits
- B. Civic & Public Zone

**VIII. STAFF REPORT – CITY COUNCIL ACTION ON FORWARDED ITEMS**

- A. CUP 02-23: Application by Jessica Renz for a Conditional Use Permit to operate a Preschool in an R-1 Residential zone at 302 S. 5th Street, Original Town of Douglas, Block 26, Lots 1&2.

**IX. OTHER BUSINESS**

**ADJOURNMENT**



## **Douglas Planning and Zoning Commission**

March 20, 2023

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

**Members Absent:** Dave Patterson  
Scott Bauman

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

### **Agenda**

Chairman Hancock introduced the agenda. Commissioner Velasquez moved to accept the agenda. Commissioner Renstrom seconded the motion, and the motion was carried unanimously.

### **Minutes**

Chairman Hancock introduced the minutes of the October 17, 2022, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Velasquez seconded. The motion carried unanimously.

### **Planning & Zoning Matters**

- A. CUP 02-23: Application by Jessica Renz for a Conditional Use Permit to operate a Preschool in an R-1 Residential Zone at 302 S. 5th Street, Original Town of Douglas, Block 26, Lots 1&2**

Chairman Hancock opened the public hearing at 5:31 p.m. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan.

Staff recommendation was for approval with conditions, that the permit be specific to the applicant and that the applicant adheres to the state’s licensure requirements for a childcare facility. There were no public comments. Chairman Hancock closed the public hearing at 5:35 p.m. and called for a motion. Commissioner Renstrom moved to recommend approval to the City Council, Commissioner Velasquez seconded the motion. Chairman Hancock called for the vote; the motion passed unanimously.

### **Code Considerations**

Director Chaffin discussed an update to the code allowing staff to request additional information, such as traffic studies, from Type A and Type B developments.

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

#### **B. CCSUB 01-23: Application by PRB Holdings, LLC for the proposed PRB County Minor Subdivision, Lots 4 and 5**

At the Chairman’s request, Director Chaffin reported that the item from the February 21, 2023 meeting had been approved by City Council as recommended by the Commission. There was also discussion about the 1-mile buffer area outside of town and how the City and County could work together on its development.

#### **C. CUP 01-23: Application by Claire Mayes for a Conditional Use Permit to operate a Preschool in an R-2 Residential Zone at 321 N. 4<sup>th</sup> Street, Original Town of Douglas, Part of Outlot F**

At the Chairman’s request, Director Chaffin reported that the item from the February 21, 2023 meeting had been approved by City Council as recommended by the Commission. At the meeting concerns had been raised regarding the proximity of sex offenders. This is something that will now be addressed with the applicant and added to the staff report.

### **Other Business**

### **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 Chairman Hancock adjourned the meeting at 5:42 p.m.

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**Chairman, Planning & Zoning Commission**

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**Secretary, Planning & Zoning Commission**

**DOUGLAS PLANNING COMMISSION  
STAFF REPORT  
MAY 15, 2023**

**103 S. 8<sup>TH</sup> STREET  
ADDITION OF ACCESSORY BUILDING**

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**CASE NUMBER:** CUP 03-23

**PREPARED BY:** Heidi McCullough, Planning Technician

**MEETING DATES:** May 15, 2023 – Planning and Zoning Commission  
May 22, 2023 – City Council

**REQUEST:** Conditional Use Permit, GRN Greenspace Zone.

**PURPOSE:** To add an additional accessory storage building to the site.

**RECOMMENDATION:** The Community Development Department recommends approval of this Conditional Use Permit to allow Helping Hands to have an additional accessory storage building in a GRN Greenspace Zone at 103 S. 8<sup>th</sup> Street.

**VICINITY MAP:**



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

**APPLICANT:** Helping Hands  
P.O. Box 163  
Douglas, WY 82633

**LOCATION:**

- (1) Legal Description: a portion of the NW1/4 NE1/4 SE1/4, S9, T32N R71W
- (2) General Location: The subject property is located at the East end of Washington Park, on South 8<sup>th</sup> Street.

**LOT SIZE:** 585 Square Feet

**ZONING:** GRN Green Space



**EXISTING LAND USE:** Commercial Retail

**SURROUNDING LAND USE:**

**North:** Single Family Residential  
**South:** Washington Park  
**East:** Vacant Land  
**West:** Washington Park

**ZONING**

R-1  
 GRN  
 N/A  
 GRN

**ANNEXATION STATUS**

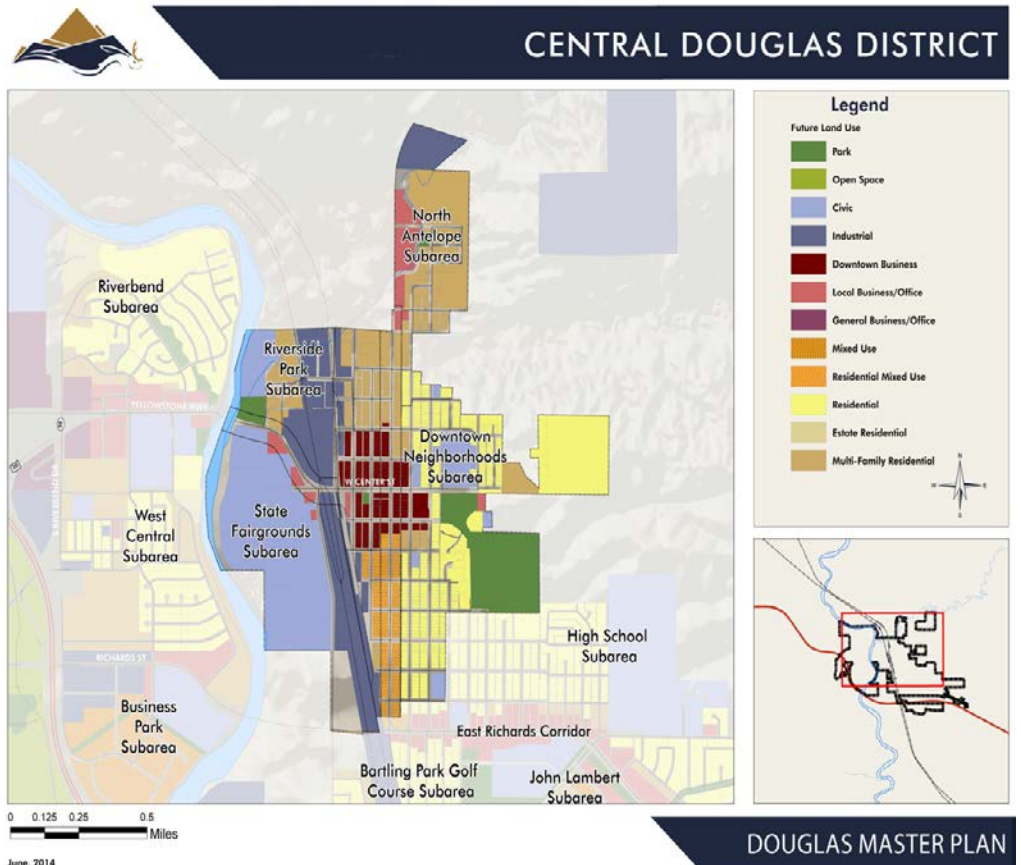
City  
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 County  
 City

**DESCRIPTION OF SITE AND SURROUNDINGS:** The surrounding land uses are noted above. The subject property is surrounded by residences, greenspace and vacant land.

**SPECIFICS OF THE PROPOSED USE:** The applicant currently has 2 accessory storage buildings on the property and would like to add an additional accessory storage building under 200 square feet. In addition, they would like to make some site improvements, including to add sidewalk and install a clothesline.

**DOUGLAS MASTER PLAN:**

The Douglas Master Plan, adopted June 23, 2014, designates the property as part of the Downtown Neighborhoods Subarea of the Central Douglas District. According to the Master Plan, the existing character of this area *“can be considered an extension of Downtown. Its future desired condition combines the preservation of adjacent historic neighborhoods with new medical facilities. Existing buildings should be redeveloped in a manner than complements this emerging medical and downtown residential district.”*



The additional accessory building in this location conforms with the Douglas Master Plan.

**STAFF RECOMMENDATION:** The Community Development Department recommends approval of the request for a conditional use permit to allow for the addition of an accessory building to this property in a GRN Greenspace Zone at 103 S. 8<sup>th</sup> Street.

Helping Hands: Site Improvements



Widen  
Pathway

New Shed  
(under 200 sq.ft)

New Pathway

New  
Clothesline

