

**PLANNING and ZONING COMMISSION MEETING  
DOUGLAS CITY HALL, DOUGLAS, WYOMING  
JUNE 21, 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 JUNE 28, 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 JUNE 21, 2021**

**V. APPROVAL OF THE MEETING MINUTES FOR MAY 17, 2021**

**VI. PLANNING AND ZONING MATTERS**

**A. CUP 005-21: Application by Scott & Jacey Bauman to have a Short Term Rental at 313 Center Street, Original Town of Douglas, Block 16: Lot 7.**

**VII. STAFF REPORT-CITY COUNCIL ACTION ON FORWARDED ITEMS**

**A. CUP 004-21: Application by Sean and Shea Lehnen to have a Short Term Rental at 414 North 3<sup>rd</sup> Street, Original Town of Douglas, Block 32, Part of Lot 4: Lot 5.**

**ADJOURNMENT**

**DOUGLAS PLANNING AND ZONING COMMISSION  
STAFF REPORT  
JUNE 21, 2021**

**313 CENTER STREET  
SHORT-TERM RENTAL – CONDITIONAL USE PERMIT**

---

**CASE NUMBER:** CUP 05-21

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

**MEETING DATES:** June 21, 2021 – Planning and Zoning Commission  
June 28, 2021 – City Council

**REQUEST:** Conditional Use Permit, CB-1 Downtown Business Zoning District

**PURPOSE:** To operate a Short-Term Rental (Airbnb)

**RECOMMENDATION:** The Community Development Department recommends approval of the conditional use permit to allow the short-term rental of the dwelling at 313 Center Street in a CB-1 Downtown Business Zoning District with staff recommendations.

**VICINITY MAP:** Short-term Rental, 313 Center Street



**OWNER:** Group II  
102 Drum Street  
Douglas, WY 82633

**APPLICANT:** Scott & Jacey Bauman  
102 Drum Street  
Douglas, WY 82633

**LOCATION:**

- (1) Legal Description: Original Town of Douglas, Lot 7: Block 16
- (2) General Location: The subject property is located mid-block on the south side of Center Street between 3<sup>rd</sup> Street and 4<sup>th</sup> Street.
- (3) Address: 313 Center Street

**LOT SIZE:** 2,500 SF

**ZONING:** CB-1 Downtown Business



**ZONING DATA:** The property is currently zoned CB-1 Downtown Business. 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.” According to the Douglas Municipal Code, short-term rentals are permitted as a Conditional Use in CB-1 zone.

**EXISTING LAND USE:** Vacant Storage and Retail space with an apartment upstairs

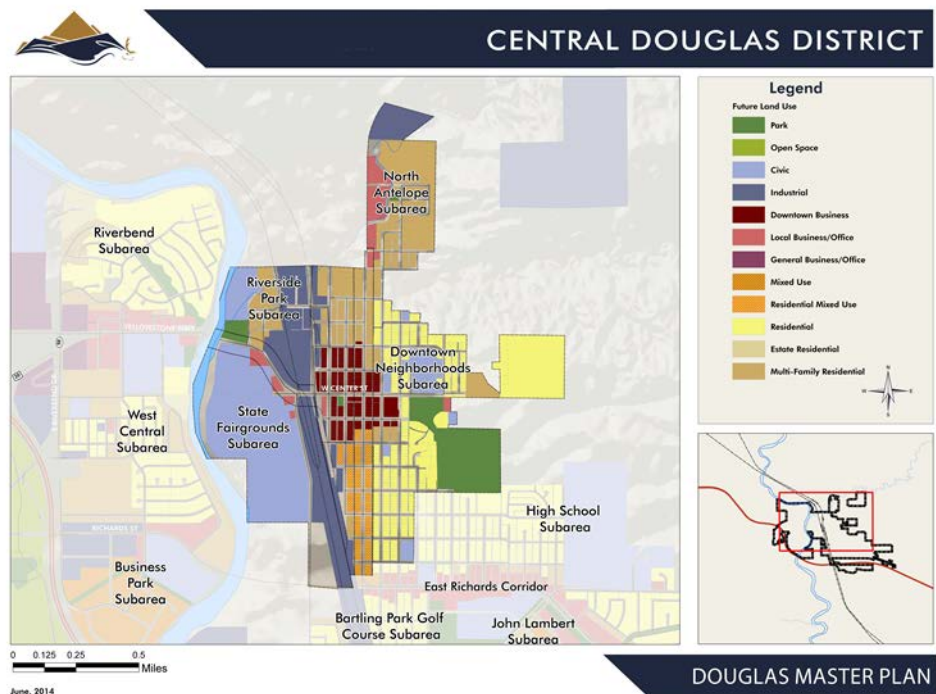
**PROPOSED USE:** Commercial with short-term rental component

<b>SURROUNDING LAND USE:</b>		<b>ZONING</b>	<b>ANNEXATION STATUS</b>
<b>North:</b>	Downtown Business	CB-1	City
<b>South:</b>	Downtown Business	CB-1	City
<b>East:</b>	Jackalope Square	Greenspace	City
<b>West:</b>	Downtown Business	B-1	City

**DESCRIPTION OF SITE AND SURROUNDINGS:** The surrounding land uses are noted above. The subject property is surrounded by vacant and occupied commercial spaces and offices.

**HISTORY:** The main structure was originally built in 1908 to house the medical offices of Dr. Joseph Hylton, and continued in service as such for many years, even after Hylton’s death. It was mainly used as office space in the following years, including many years as Converse Land Title Company. It is currently vacant. The current owners wish to operate an upstairs apartment as a short-term rental through Airbnb year-round. No negative impact to the neighboring properties is anticipated.

**MASTER PLAN:** The property is designated as part of the Downtown Business subarea of the Central Douglas District. *“Downtown should be accessible and pedestrian-friendly, a welcoming place for both residents and visitors, and a central hub for shopping, dining, lodging, entertainment, gathering, and socializing...New investments should be targeted at renovating historic buildings, encouraging new business to open.”* The proposed use is consistent with the Master Plan.



**STAFF RECOMMENDATION:** The Community Development Department recommends approval of a conditional use permit to allow short-term rental of the dwelling at 313 Center Street, with the acknowledgment that it is specific to the applicants, Scott and Jacey Baumen; and is not transferable to another owner and/or agent or location; and that the dwelling is in compliance with City short-term rental requirements at all times.

## Planning & Zoning Commission Meeting Script – 6.21.21

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda –June 21, 2021

Approval of the Meeting Minutes – May 17, 2021

Planning and Zoning Matters:

**A. Open the Public Hearing, Stating Time**

- Introduce the Item
- Request Staff Report – No questions from Commission
- Request Comments from the Applicant – No questions from Commission
- Open the Floor for Public Comment
- Close the Public Hearing, Stating Time – Do not take further public comment
- Call for a Motion – **Do Not State the Motion**
  - “I make a motion to recommend accepting title of the item as written on the agenda to the Douglas City Council as presented (with staff recommendations).”
- Discussion/Questions by Commission
- Call for vote – **Do not re-state the motion unless there has been considerable discussion or the motion has been amended.**

Staff Report: Call for Staff Report on City Council Action on Forwarded Items

Motion to Adjourn