



## **Douglas Planning and Zoning Commission**

April 19, 2021

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  
Blake Palmer  
Robin Velasquez  
Becky Renstrom  
Carol Johnston

**Members Absent:** None

**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 Palmer seconded the motion, and the motion carried 4-0.

### **Minutes**

Chairman Hancock introduced the minutes of the March 16, 2021, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Velasquez seconded. The motion carried 4-0.

### **Planning & Zoning Matters**

**A. SUB 003-21: Application by ACI Real Estate SPE 105, LLC to Vacate and Replat Clearfield #2, Block 1, Pt of Lot 6: Lots 7-12 UNC: Pt of Block 4: Clearfield #3 into Safeway Subdivision.**

Chairman Hancock opened the public hearing at 5:31. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Proposed project details were provided. Staff recommendation was for approval. ACI Real Estate was available to be called for questions. Robert Nord of 1910 Madora had questions regarding some debris and damaged trees behind the store and wondered if they were going to do any construction or repair to the parking lot. The phone number to the owner was passed along to Mr. Nord. Chairman Hancock closed the public hearing at 5:38 and called for a motion. Commissioner Palmer moved to recommend approval to the City Council with staff recommendations and Commissioner Johnston seconded the motion. With no further discussion, the motion passed 4-0.

**B. CUP 003-21: Application by Dawn Wilson for a Conditional Use Permit to operate a Day Care at 963 Meadowlark Drive (Meadowlark Trails Subdivision, Lot 47) in a R-1 Residential Zone**

Chairman Hancock opened the public hearing at 5:39. Director Chaffin reviewed the location, zoning data, existing and proposed land uses, surrounding land uses, property description and history, and compliance with the Douglas Master Plan. Staff recommendation was for approval. Dawn Wilson as owner as applicant was available for questions, there were no questions or public comments. Chairman Hancock closed the hearing at 5:42 and called for a motion. Commissioner Renstrom moved to recommend approval to the City Council with staff recommendation and Commissioner Velasquez seconded the motion. With no further discussion, the motion passed 4-0.

**C: SUB 004-21: Application by City of Douglas to Vacate a portion of Poplar Street, and addition of part of Douglas Subdivision, Part of Lot 2, Part of Outlot C, and create the Douglas Senior Center Addition.**

Chairman Hancock opened the public hearing at 5:43. Director Chaffin reviewed the location, zoning data, surrounding land uses, and compliance with the Douglas Master Plan. Proposed project details were provided. Staff recommendation was for approval. Director Chaffin represented the City as owner and was available for questions. There were questions from Commissioners Renstrom and Palmer regarding the street vacation and dedications, Director Chaffin answered them to the Commissions satisfaction. Chairman Hancock closed the public hearing at 5:52 and called for a motion. Commissioner Renstrom moved to recommend approval to the City Council with staff recommendations and Commissioner Palmer seconded the motion. With no further discussion, the motion passed 4-0.

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

**A. SUB 01-21/ZON 1-21: Application by Meadowlark Trails, LLC and Russell Investments to Vacate and Replat Meadowlark Trails Subdivision #2, Block 7, Lots 8-13; Block 8, Lots 1-5; Block 9, Lot 5; and Meadowlark Trails Subdivision #3, including Falcon Drive and Cardinal**

**Court into Meadowlark Trails Subdivision #5 and to Rezone Meadowlark Trails Subdivision #5 from R-1 Neighborhood Residential to RE Residential Estate.**

At the Chairman's request, Director Chaffin reported that the item from the March 16, 2021 meeting had been approved by the City Council as recommended by the Commission.

**B. SUB 02-21/ZON 2-21: Application by City of Douglas to Vacate and Replat Meadow Acres, Lots 35-46 INC, and Portions of Swallow Street and Bluebird Drive into Meadow Acres #4 Addition and to Rezone Meadow Acres #4 Addition from R-1 Neighborhood Residential to R-3 Multiple Residence.**

At the Chairman's request, Director Chaffin reported that the item from the March 16, 2021 meeting had been approved by the City Council as recommended by the Commission.

**Adjournment**

There being no other business, Chairman Hancock called for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Velazquez and seconded by Commissioner Renstrom. With a unanimous vote of 4-0, Chairman Hancock adjourned the meeting at 6:03.

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**Chairman, Planning and Zoning Commission**

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**Planning Commission, Secretary**