



## **Douglas Planning and Zoning Commission**

May 17, 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 Palmer moved to accept the agenda. Commissioner Renstrom seconded the motion, and the motion carried 5-0.

### **Minutes**

Chairman Hancock introduced the minutes of the April 19, 2021, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Velasquez seconded. The motion carried 5-0.

### **Planning & Zoning Matters**

#### **A. CUP 004-21: Application by Sean and Shea Lehnen for a Conditional Use Permit to operate a Short-Term Rental at 414 North 3<sup>rd</sup> Street (Original Town of Douglas Subdivision, Block 32, Part of Lot 4: Lot 5) in a R-2 Residential Zone**

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

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were provided. Staff recommendation was for approval. Sean Lehen as owner and applicant was available for questions. Mr. Lehen had questions regarding the difference between short term rentals and long term rentals. Director Chaffin provided definition of each. Chairman Hancock closed the public hearing at 5:36 and called for a motion. Commissioner Palmer moved to recommend approval to the City Council with staff recommendations and Commissioner Velasquez seconded the motion. With no further discussion, the motion passed 5-0.

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

#### **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.**

At the Chairman's request, Director Chaffin reported that the item from the April 19, 2021 meeting had been approved by the City Council as recommended by the Commission.

#### **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**

At the Chairman's request, Director Chaffin reported that the item from the April 19, 2021 meeting had been approved by the City Council as recommended by the Commission.

#### **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.**

At the Chairman's request, Director Chaffin reported that the item from the April 19, 2021 meeting had been approved in part by the City Council as recommended by the Commission. The vacation of Poplar Street requires an ordinance, which is has had two readings, with it's third and final reading to take place at the May 24<sup>th</sup> Council meeting.

### **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 5:40.

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**Chairman, Planning and Zoning Commission**

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**Planning Commission, Secretary**