



Douglas Planning and Zoning Commission

January 21, 2019

City of Douglas-Council Chambers
101 North 4th Street
Douglas, Wyoming 82633

Call To Order

Chairman Johnston 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

City Staff Present: Sherri Mullinnix, Planning Technician
Gary Schwarz, IT Director

Agenda

Chairman Johnston introduced the agenda. Commissioner Hancock moved to accept the agenda. Commissioner Renstrom seconded the motion, and the motion carried 5-0.

Minutes

Chairman Johnston introduced the minutes of the December 17, 2018, meeting. Commissioner Renstrom made a motion to accept the minutes. Commissioner Palmer seconded. The motion carried 5-0.

Planning & Zoning Matters

A. CUP 01-19: Application for a Conditional Use Permit for the Use of Above Ground Fuel Storage Tanks at 114 South Riverbend Drive (Bloedorn Subdivision, Lot 1)

Chairman Johnston opened the public hearing at 5:32 P.M. and introduced the item, inviting staff to speak to the application. Mullinnix reviewed the specifics of the conditional use permit request, detailing the zoning, description of the site, surrounding land uses, and explaining the storage of bulk petroleum products is a permitted conditional use in I-Industrial zones. The fuel storage tanks under consideration were allowed as a conditional use for the previous property owners. Phillips and Jordan, Inc. submitted an application to continue this use as required of subsequent property owners by the Douglas Municipal Code in 2015. They were diligent in installing all reasonable safety precautions, and were determined to be in compliance with the State Fire Marshall's office. The current applicant is requesting permission to operate two existing 6,000 gallon tanks for clear diesel. The existing 12,000 gallon tank for dyed diesel will be removed. Staff recommended approval of the application.

Chairman Johnston invited the applicant to speak to the proposed permit. In the absence of the applicant, the Chairman called for public comment. There being no public comment, Chairman Johnston closed the public hearing at 5:35 P.M.

Commissioner Hancock made a motion to recommend approval of the conditional use permit application to the City Council and Commissioner Palmer seconded. There being no discussion, Chairman Johnston called for the vote, and the motion passed unanimously 5-0.

B. CUP 02-19: Application for a Conditional Use Permit for the Operation of a Professional Office at 239 N. 4th Street (Town of Douglas, Block 7, North 20' of Lot 13 and Lot 14)

Chairman Johnston opened the public hearing at 5:36 P.M. and introduced the item, inviting staff to speak to the application. Mullinnix reviewed the specifics of the conditional use permit request, detailing the zoning, description of the site, surrounding land uses, and explaining that operation of a professional office is a permitted conditional use in R-3 Limited Mixed Residential zones. The property has an existing conditional use permit issued to Macey Moore in 2013 to operate a real estate office at this location. The current permit holder will be retaining ownership of the property but is selling the business to the applicant, Ryan Andrews, who wishes to continue operation at that address. Municipal Code does not allow a conditional use permit to be transferred to a subsequent owner or lessee, necessitating this application. Ms. Moore, as the agent for the property owner, Round Rock Investments, LLC, has approved this application. Staff recommended approval of the application. Chairman Johnston invited the applicant to speak to the proposed development. In the absence of the applicant, the Chairman called for public comment. There being no public comment, Chairman Johnston closed the public hearing at 5:38 P.M.

Commissioner Renstrom made a motion to recommend approval of the conditional use permit application to the City Council and Commissioner Hancock seconded. There being no discussion, Chairman Johnston called for the vote, and the motion passed unanimously 5-0.

C. CCSUB-01-19: Application for the PRB Minor Subdivision at 131 State Highway 59

Chairman Johnston requested that Mullinnix introduce the item and speak to the application. Mullinnix outlined the location, size, and existing land use of the proposed county subdivision. The stated intended use is to create lot lines and a sixty (60) foot wide private road and utility easement to service three lots, ranging in size from 5.81 to 8.97 acres. Water and sewage disposal is provided by a well and septic system. The location is in the Planning Area, as designated in the City of Douglas Master Plan, adopted in 2014. Land included in this area is anticipated to be a possible site of annexation within a 20-30 year period, making long range impacts to the property important to future City growth needs. Additionally, the site is visible from State Highway 59, influencing the perceptions by travelers of the community. It can be anticipated the subdivision will be developed in a manner similar to property in a City of Douglas I - Industrial zone. Staff recommended approval of the application.

Commissioner Palmer made a motion to recommend approval of the application for the PRB Minor Subdivision in Converse County to the City Council and Commissioner Velasquez seconded. There being no discussion, Chairman Johnston called for the vote, and the motion passed unanimously 5-0.

Staff Report - City Council Action on Forwarded Items

A. SUB 04-18: Application to Vacate and Replat Fairview Addition, Block 10, Lots 17-21 as Fairview Addition, Block 10, Lot 33.

Mullinnix informed the Commission that the City Council had approved the vacation and replat as recommended by the Commission

Other Business

A. Approval of Amended Bylaws

Mullinnix explained that Ordinance 910, passed approved and adopted on October 10, 2011, altered the make-up of the Planning and Zoning Commission. By omission, the bylaws had never been amended to reflect those changes, as well as minor operational differences. The proposed amended bylaws were being presented for the Commission’s review and recommendation.

Commissioner Renstrom made a motion recommending approving the amended bylaws and forwarding them to the City Council, and Commissioner Velasquez seconded the motion. There being no discussion, Chairman Johnston called for the vote, and the motion passed unanimously 5-0.

B. Election of Chairperson and Vice Chairperson

Chairman Johnston called for nominations for Chairperson. Commissioner Velasquez made a motion nominating Chairman Johnston to continue in that office, and Commissioner Hancock seconded the motion. There being no discussion, Chairman Johnston called for the vote, and the motion passed 4-0, with Chairman Johnston abstaining.

Chairman Johnston called for nominations for Vice Chairperson. Commissioner Renstrom made a motion nominating Vice Chairperson Hancock to continue in that office, and Commissioner Palmer seconded the motion. There being no discussion, Chairman Johnston called for the vote, and the motion passed 4-0, with Vice Chairperson Hancock abstaining.

Adjournment

There being no other business, Chairman Johnston adjourned the meeting at 5:46 P.M.

Chairman, Planning and Zoning Commission

Planning Commission, Secretary