

**THE CITY OF THE VILLAGE OF DOUGLAS  
PLANNING COMMISSION MEETING  
CITY HALL – 86 W. CENTER STREET, DOUGLAS, MI  
WEDNESDAY, JANUARY 9, 2019 – 7:00 PM  
MINUTES**

- A. Call to Order: Chair Burdick called the meeting at 7:04 pm
- B. Roll Call: Present – Burdick, Hengan, Pattison, Barrone, Seabert, Tischleder  
Absent – Kenny  
Also Present – City Planner, Lisa Imus
- C. Agenda Approval: Motion by Pattison, supported by Seabert, to approve the Planning Commission Agenda for January 9, 2019 as amended with the addition of agenda item G 3, Medical Marijuana. Motion carried by voice vote.
- D. Approval of the Minutes : Motion by Seabert, supported by Barrone, to approve the Planning Commission Minutes of December 12, 2018 as submitted. Motion carried by voice vote.
- E. Written Comments: There were no written comments.
- F. Public Comment related to agenda items only (limit 2 minutes per person): There were no Public Comments.
- G. New Business:
  - 1. Site Plan Review of 174 Center St. – Site Plan review for a new district library building located in the C1 Village Center District, parcel # 03-59-600-006-00. The proposed new building is approximately 9,140 sq. ft., with construction due to begin in March of 2019.
    - a. Presentation by Applicant – Planning Commissioners requested information regarding bike rack placement, parking area lighting, and landscape buffering between the pool area of neighboring condo building.
    - b. Declare Public Hearing Open – Motion by Tishleder, supported by Seabert, to open the Public Hearing. (7:26 pm). Motion carried by voice vote.
    - c. Public Comments – There were no comments.
    - d. Declare Public Hearing closed – Motion by Pattison, supported by Seabert, to close the Public Hearing. (7:28 pm). Motion carried by voice vote.
    - e. Planning Commission review and consideration of a motion to approve/conditionally approve/deny/ table the request for Site Plan Approval at 174 Center St. (PP# 03-20-022-024-00).

Discussion between the Applicant and Planning Members focused on the placement of a bike rack, a visual screen on the north side of the property, the parking area in front of the proposed building, lighting of the parking spaces, and the bump out lighting in regards to two trees. Overall the members of the Planning Commission were pleased with the proposed plan.

Motion by Pattison, supported by Heneghan, to approve the Site Plan for a new district library building located in the C1 Village Center District, parcel# 03-59-600-006-00, commonly known as 174 Center Street with the following conditions:

1. That visual screening is added to the North of the property.
2. That a bump with lighting be moved down to the center of the front parking area.
3. That a bike parking area be added.

Motion carried by unanimous roll call vote of members present.

2. Housing and Retail Market Analysis: Imus presented an update on the city contracted LandUSA data that will be collected. The data collection should take an estimated 3 months to complete.
  3. Medical Marijuana: Imus reported that Choice Labs has approached City Council requesting an Ordinance change that requires a 90 day video storage requirement. Planning members were in agreement that a 30 day video storage requirement is sufficient.
- H. Unfinished Business: There was no unfinished business.
- I. Hear from the Audience: No audience.
- J. Commissioner Comments: Seabert was pleased with the plan, Pattison was pleased with the recently published sculpture sign she saw in the press, and Barrone reported on a car heading north on the bike path.
- K. Adjournment: Motion by Pattison, supported by Barrone, to adjourn the meeting. Motion carried by voice vote. (8:45 pm)

**THE CITY OF THE VILLAGE OF DOUGLAS  
PLANNING COMMISSION MEETING  
CITY HALL - 86 W. CENTER STREET, DOUGLAS, MI  
WEDNESDAY, MARCH 13TH, 2019 - 7:00 P.M.**

**Minutes**

- A. Call to Order:** Chair David Burdick called the meeting at 7:01 PM
- B. Roll Call: Present** – Burdick, Buszka, Heneghan, Kenny, Pattison, Seabert
- Absent – None
- Also Present – City Planner, Lisa Imus
- C. Agenda Approval** - Motion by Seabert, with support from Kenny, to approve the Planning Commission Agenda for March 13<sup>th</sup>, 2019 as presented. Motion carried by voice vote.
- D. Approval of Minutes** - Motion by Pattison, supported by Seabert to approve the Planning Commission Minutes of January 9<sup>th</sup>, 2019. Motion carried by voice vote. Kenny abstained absent at last meeting.
- E. Written Communications:** None
- F. Public Comment related to agenda items only** (limit 2 minutes per person): There were no public comments.
- G. New Business:**
1. 2018 Annual Report: Imus summarized all activities for the last 12 months, called it a busy year. Approximately \$100,000 less than last year. Good momentum to continue. Builders are very interested in Market Analysis. Discussed escrow – tighten up process to keep better track. Speak with Dave about it.
- H. Unfinished Business**
1. Recreational Marijuana - update. Imus-taking a wait and see approach, be prepared to put Zoning in place. State to accept proposals by December 19<sup>th</sup>. Government should like to see more this summer-but no update. Proposed to have Seabert talk to City Council for wording on this. Kenny proposed to see what other towns have experienced first. Burdick – what about larger grow operations – opt in we have control, opt out we don't. Waiting on LARA. Do we want to get ahead of Zoning on this – Bill is in touch with the City Attorney to see where we want to stand. Green Koi Life is coming along good. Not much going on with other provision facility.
  2. Form Based Code –update / discussion. Imus – large topic, consider adopting a code. Need to have a consultant with experience write the code. City Council wants to follow through with this – should have it in place before Hayworth. See what other cities are doing to see it in action.

Pattison – City Council and Planning Commission need to be ready for Miro, people were upset in the past. Market Analysis will help build a basis for everyone and give clarity.

3. Sign Ordinance – review at April Meeting. No comments made.
4. Short Term Rental Ordinance – discussion. Imus – nothing in ordinance that says they have to register. 60% of Douglas is non-principle residents – need more year round residents. Discussed changing ordinance to include a “Good Neighbor Guide”. Making property managers live within 50 mile should also be added.
5. Zoning Recommendations / Master Plan – Planning Commission review language / ordinance development.
  - Food Trucks – ordinance under review. Planning Commission feel 2-3 food trucks instead of 10. Nonbinding resolution to City Council to keep ordinance moving. Seabert to relay to council. Burdick, City can’t choose which food trucks, first come first serve as well as choice of location.
  - Motion – Kenny, supported by Buszka, made a motion to recommend to the City Council the creation of a Food Truck Ordinance that regulates equally and reasonably benefits all businesses. From a planning standpoint, Food Trucks do a lot for business development, promoting tourism and increasing the quality of life. The motion was approved by a unanimous roll call vote.

**I. Hear from the Audience** (Limit of 5 minutes for general comments)

- David Setske – Thanked the Planning Committee for their consideration with security camera time change from 90 days to 30 days. Supported the food truck idea.
- Bruce Stewart – Food trucks are a good idea. It will promote added services for the City of Douglas as well. Limiting the number of trucks was supported, questioned having them during the week.
- Ethan Del Stone – Planning Committee can consult their attorney with questions if they need. Not much property in Douglas for a growth ordinance to be of use – they have looked into it.

**J. Commissioner Comments**

- Pattison – Douglas needs more activities and how do we reach everyone with advertising them?
- Burdick – Less structured events are more fun. Don’t over manage.
- Seabert – Discussed his health scare. Excited for community pride day – has had all positive feedback. Keeping it simple this year and building on it year after year.

**K. Adjournment:** Motion by Pattison, supported by Seabert, to adjourn meeting. Motion carried by voice vote. (9:20)

**Respectfully Submitted by Jenny Pearson, Deputy Clerk**

**PLANNING COMMISSION**  
**CITY OF THE VILLAGE OF DOUGLAS**  
**CITY HALL - 86 W. CENTER STREET, DOUGLAS, MI**  
**WEDNESDAY, MAY 8<sup>TH</sup>, 2019 – 7:00 P.M.**

**MINUTES**

- A. Call to Order:** Chair David Burdick called the meeting at 7:05 PM
  
- B. Roll Call: Present** – Burdick, Pattison, Stewart, Seabert  
  
Absent – Buszka, Heneghan, Kenny  
Also Present – City Planner, Lisa Imus
  
- C. Agenda Approval** – D. Burdick, with support from Seabert, made a motion to approve the Planning Commission Agenda for May 8<sup>th</sup>, 2019 as presented. Motion approved by acclamation.
  
- D. Approval of Minutes** – D. Burdick, supported by Seabert, made a motion to approve the Planning Commission Minutes of March 13<sup>th</sup>, 2019. Motioned carried by acclamation
  
- E. Written Communications:** None
  
- F. Public Comment related to agenda items only** (limit 2 minutes per person): There were no public comments.
  
- G. New Business:**
  - 1. Recreational Marihuana.....Update**  
Imus reported that the State is planning on accepting applications for recreational marihuana facilities in June 2019, instead of December 2019. There is concern that the lack of regulation information will cause local units of government to opt out of allowing recreational marihuana facilities until the details are made clear. Points of concern include the municipality’s ability to provide for a certain number or type of facility, the ability of a municipality who has opted into medical the ability to opt out of recreational, and regulations on zoning impacts, odor control and ventilation.  
  
Pattison, supported by Seabert, made a motion to recommend to the City Council that the City opt out of recreational marihuana at this time. A roll call vote was taken and approved unanimously by all present. The Planning Commission specified that the recommendation is being made for the City until more details and regulation have been supplied by the State.

**2. Sign Ordinance.....Discussion**

The current federal ruling requires that signage be “content neutral”. Because of the 2015 Supreme Court ruling dealing with the First Amendment, managing signs is now a process of “risk management”. The community can choose what they want to regulate, however if decisions are challenged, the decision must be made on whether to concede or pursue.

Zoning factors, including size/height, locations, numbers, lighting, etc. may be regulated. The challenge to regulate comes into play with issues such as traffic safety, aesthetics, business vs institutional needs, neighborhood and community group needs, etc. It is advised to minimize categories of temporary signs, minimize exemptions and simplify the regulatory scheme.

**a) Establish Committee to Review.....Action**

A subcommittee was established with Imus, Burdick, Pattison, and Seabert. Imus will set a meeting time soon.

**3. Retail and Residential Market Analysis.....Discussion**

Planning Commission members were presented with complete copies of the draft to read. After some discussion, it was decided that a joint work session with the City Council to discuss the results would be warranted. Seabert mentioned that City Council did like the housing analysis.

**a) Form Based Code.....Discussion**

Pattison requested a narrative with the pros and cons of Form Based Code vs. Euclidian zoning.. More information on the Brownfield project was also requested.

**H. Unfinished Business:** None

**I. Hear from the Audience:** None

**J. Commissioner Comments**

Pattison reported that the Harbor Committee is moving along great. People love the new docks, and there are plans to remove the pool at Point Pleasant marina and add a splash pad in its place.

**K. Adjournment:** Burdick, supported by Seabert, made a motion to adjourn meeting. Motion approved by acclamation at 9:00 p.m.

**THE CITY OF THE VILLAGE OF DOUGLAS  
JOINT SPECIAL MEETING - PLANNING COMMISSION and CITY COUNCIL  
CITY HALL - 86 W. CENTER STREET, DOUGLAS, MI  
WEDNESDAY, JUNE 12<sup>TH</sup>, 2019 - 5:30 P.M.**

**JOINT SPECIAL MEETING  
Minutes**

- A. Call to Order:** Mayor Anderson called the meeting at 6:00 PM
- B. Roll Call** – Anderson, Lion, Miller, North, Seabert, Burdick, Buszka, Heneghan, Pattison, Stewart
- Absent – Harvath, Kenny
- C. New Business**
- 1. Master Plan and Land Use discussion facilitated by Greg Weykamp, Edgewater Resources**
    - a. Retail Target Market Analysis** – Total market potential for new retail space is in the range of 30,000 to 50,000 square feet. Options include specialty foods, restaurants with unique cuisine, updating several stores, an entertainment venue, and a farmers market etc. The best business practices for downtown merchants are to maintain reliable store hours as well as days of business, and speak positively about neighboring stores to cross-promote among others. Burdick stated that we need a larger workforce in order to accommodate adding new retail businesses. Mooradian suggested a family friendly diner and supported the food trucks. Pattison would like city council to consider regulating store hours through incentives.
    - b. Housing Target Market Analysis** – Douglas has only 7% of “young” (15-35 years of age) head of household. The average age of Douglas is 53 years, and 67% are head of household. This equates for a need for smaller housing units and alternative housing formats with lower investments/units. Only 41% of residents can afford 53% of the homes. Size of new units should not exceed 1,600 sq. ft. – value declines as sq. ft. increases. People are looking for quality over size, and smaller lots are needed. There is a lot of demand for housing that is not available. Miller expressed concern about the number of seasonal rentals popping up.

Anderson stated there were some techniques to regulate. It was suggested that Douglas consider an ordinance to prohibit too many seasonal rentals.

- c. **Form Based Code** – A successful form based code sets consistent standards but leaves flexibility. Giving too many restrictions will deter builders from wanting to build here. People will sacrifice square footage over walkability to downtown or retail needs. Set block standards maybe with a pocket park or pool to bring people outside. Conclusion was to develop a form based code ordinance as an overlay district.

**D. Hear from the Audience** (Limit of 3 minutes for general comments) None

**E. Commissioner and Council Comments:** Anderson stated she would like to have City Council partner with the Planning Commission to develop the form based code ordinance.

**F. Adjournment:** Motion by Seabert, supported by Lion, to adjourn meeting at 8:32 PM. Motion carried by voice vote.

Respectfully Submitted by Jenny Pearson, Deputy Clerk



**PLANNING COMMISSION**  
**CITY OF THE VILLAGE OF DOUGLAS**  
**CITY HALL - 86 W. CENTER STREET, DOUGLAS, MI**  
**WEDNESDAY, AUGUST 14<sup>TH</sup>, 2019 – 7:00 P.M.**

**MINUTES**

- A. Call to Order:** Vice-Chair Louise Pattison called the meeting at 7:05 PM
- B. Roll Call: Present** – Buszka, Heneghan, Kenny, Pattison, Stewart, Seabert  
Absent – None  
Also Present – City Planner, Lisa Imus
- C. Agenda Approval** – Kenny, with support from Seabert, made a motion to approve the Planning Commission Agenda for August 14th, 2019 as presented. Motion approved by voice vote. ~~Kenny abstained.~~
- D. Approval of Minutes** – Seabert, supported by Stewart, made a motion to approve the Planning Commission Minutes of May 8<sup>th</sup> and June 12, 2019 Joint Planning and City Council Meeting. Motion approved by voice vote, Kenny abstained.
- E. Written Communications:** None
- F. Public Comment related to agenda items only** (limit 2 minutes per person): There were no public comments.
- G. New Business:**
  - 1. Dave Burdick Resignation.....Acknowledgement**  
Have planning commission send out a thank you card and wish him a speedy recovery.  
Imus to set up a meeting with Matthew McWebb to see if he would be interested in joining the planning commission. Pattison offered to be chair until January and Kenny offered to be vice-chair.
  - 2. Planning Commission Training.....Decision**  
Imus recommends that the planning commission take a training class – Planning and Zoning Essentials, 4.5 hour class. Instructor will come to city hall for \$1,000, just need to decide on 2 day class or a Saturday full day class. City council will be invited as well.
- H. Unfinished Business:**
- I. Staff Report / Update**
  - 1. Medical and Recreational Marihuana**

The state requires the City to opt-in for medical marihuana and to opt-out for recreational marihuana. The city is allowed to control types, store operating hours, and total of licenses given out. November 1<sup>st</sup> is the deadline for opting in for recreation marihuana. City attorneys are looking into how we can regulate opting in while still supporting our two medical provisioning centers. With the help of our lawyers Imus will come up with recommendations to run through the planning commission and then to city council. Imus is hoping to have a draft from the attorneys by early September.

## **2. Sign Ordinance**

Sub-committee needs to meet yet which will consist of Stewart, Imus, Seabert, and Kenny - who will take over Burdick's spot. Imus will email all with date options. It was decided that we need to take a stab at it and do the best we can but we need to implement something sooner rather than later.

## **3. Form Based Code**

Imus will keep going with over lay plan to be able to apply it to the Center St. development of mixed commercial and residential. Pattison would like to see more parks while keeping some land intact.

**J. Hear from the Audience:** None

## **K. Commissioner Comments**

Stewart expressed concerns about the overpopulation of deer. They are spreading diseases and eating all the resident's plants etc. Stewart will supply the city with more information regarding these concerns and asked Seabert to pass concerns along to City Council.

**L. Adjournment:** Seabert, supported by Buszka, made a motion to adjourn meeting. Motion approved by acclamation at 8:30 p.m.

**PLANNING COMMISSION  
CITY OF THE VILLAGE OF DOUGLAS  
CITY HALL - 86 W. CENTER STREET, DOUGLAS, MI  
WEDNESDAY, SEPTEMBER 11th, 2019 – 7:00 P.M.**

**MINUTES**

- A. Call to Order:** Vice-Chair Louise Pattison called the meeting at 7:00 PM
- B. Roll Call: Present** – Buszka, Heneghan, Kenny, Pattison, Stewart, Seabert  
Absent – None  
Also Present – City Planner, Lisa Imus
- C. Agenda Approval** – Kenny, with support from Buska, made a motion to approve the Planning Commission Agenda for September 11th, 2019 as presented. Motion approved by acclimation.
- D. Approval of Minutes** – Kenny, supported by Seabert, made a motion to approve the Planning Commission Minutes of August 14th, 2019 with one amendment regarding Kenny abstaining. Motion approved by acclimation.
- E. Written Communications:** Sara Fash at 3071 Lakeshore Dr. sent a letter regarding the Consumers Energy easement to the rear of her property. She stated that a huge mess was made by the tree service they hired. Imus has been in contact with Fash in regards to this issue.
- F. Public Comment related to agenda items only** (limit 2 minutes per person): Ethan Del Stone presented the Planning Commission with a letter from his attorney and is requesting that the City ordinance to opt out of recreational marihuana be temporary. He suggested a sunset with the ordinance.
- G. New Business:** None
- H. Unfinished Business**
  - 1. Recreational Marihuana.....Recommendation to City Council**  
Kenny, supported by Stewart, made a motion to pass the recreational marihuana ordinance as written to City Council. (Yes) Kenny, Pattison, Stewart. (No) Buska, Heneghan, Seabert.  
The three no voting commission members would like steps outlining the process on how the city will move forward with opting in once the final state guidelines are approved for recreational. They would like a time line established and request the City Council allow Planning Commission to be given the responsibility of moving forward.  
Kenny, supported by Buska, made a motion to reconsider the three yes and three no votes. Motion carried by roll call vote.  
Kenny, supported by Buska, made a motion to approved the recreational marihuana ordinance as written with a letter expressing to the City Council that the Planning Commission still be given the responsibility to keep it moving forward. Motion passed unanimously by roll call vote.
  - 2. Sign Ordinance.....Committee Report**

Kenny stated that the sign subcommittee had met and is making progress. Members were presented with a 1<sup>st</sup> draft of the sign code. Stewart is making graphics for a visual instruction worksheet.

**3. Planning Commission Training set for Nov 13, 2019.....Update**  
Planning Commission has confirmed Wednesday, November 13<sup>th</sup> from 4:00pm to 9:00pm for the “Planning and Zoning Essentials” training date.

**I. Hear from the Audience:** Julie Galot spoke regarding her two business location ideas of a boutique hotel or bed and breakfast. One is in the C-1 district. Imus stated that a special land use would be okay for this property. Next step would be getting in touch with the city building official to talk about a change of use. A lot on Lakeshore Dr. is the other option. Julie would like to parcel the 3 acres on, however, since there are no utilities on Peach St., they would need to be installed before a split could be allowed.

**J. Commissioner Comments:** None

**K. Adjournment:** Kenny, supported by Seabert, made a motion to adjourn meeting. Motion approved by acclamation at 8:36 p.m.

**PLANNING COMMISSION**  
**CITY OF THE VILLAGE OF DOUGLAS**  
**CITY HALL - 86 W. CENTER STREET, DOUGLAS, MI**  
**WEDNESDAY, OCTOBER 9, 2019 – 7:00 P.M.**

**MINUTES**

- A. Call to Order:** Vice-Chair Louise Pattison called the meeting at 7:00 PM
- B. Roll Call: Present** – Buszka, Heneghan, Pattison, Stewart, Seabert, McWebb  
Absent – Kenny  
Also Present – City Planner, Lisa Imus
- C. Agenda Approval** – Stewart, with support from Seabert, made a motion to approve the Planning Commission Agenda for October 9th, 2019 as presented. Motion approved by acclimation.
- D. Approval of Minutes** – Seabert, supported by Heneghan, made a motion to approve the Planning Commission Minutes of September 11th, 2019 as presented. Motion approved by acclimation.
- E. Written Communications:** Sara Fash at 3071 Lakeshore Dr. sent a letter in regards to water shed on her property due to new construction.
- F. Public Comment related to agenda items only** (limit 2 minutes per person): No Public Comments
- G. New Business:** No New Business
- H. Unfinished Business**
  - 1. Recreational Marihuana.....Update**  
City Council has approved Ordinance No. 05-2019 – An Ordinance to add Chapter 113, an Ordinance Prohibiting Recreational Marihuana Establishments Within the City of the Village of Douglas. The ordinance will go into effect November 1<sup>st</sup>, 2019.
  - 2. Sign Ordinance.....Committee Report**  
Members were presented with a 2<sup>st</sup> draft of the sign code. The Planning Commission is very happy with the progress of the sign sub-committee.
  - 3. Planning Commission Training set for Nov 13, 2019.....Update**  
Planning Commission has confirmed Wednesday, November 13<sup>th</sup> from 4:00pm to 9:00pm for the “Planning and Zoning Essentials” training date. Several members are very excited that Steve Langworthy will be the instructor.
  - 4. Staff Report.....Update**  
The City of Douglas has seen four new home starts in 2019 with \$8,205,110.71 in building permits. The library was \$3,874.074.00 of that total. Imus stated we are down from previous years

but have several projects on the horizon, including Swingbridge, Meadow Argus, and a project on Center St.

- I. Hear from the Audience:** Robin Bauer of 36 Center St. stated that he has joined the DDAs Entrance Sign Committee and they are meeting Thursday at 2:00.
- J. Commissioner Comments:** Stewart has concerns about how The Barrel will be shrink wrapped for the winter. It will need proper ventilation so that mold and mildew will not grow. He would also like to see a color of shrink wrap that is neighborhood friendly.
- K. Adjournment:** Seabert, supported by Buszka, made a motion to adjourn meeting. Motion approved by acclamation at 7:37 p.m.

**THE CITY OF THE VILLAGE OF DOUGLAS  
JOINT SPECIAL MEETING - PLANNING COMMISSION, ZBA, AND CITY COUNCIL  
CITY HALL - 86 W. CENTER STREET, DOUGLAS, MI  
WEDNESDAY, NOVEMBER 13, 2019 - 4:00 P.M.**

**JOINT SPECIAL MEETING  
MINUTES**

**A. Call to Order** – The Meeting was called to order at 4:00 p.m.

**B. New Business**

- a. Planning and Zoning Essentials Training** - Steve Langworthy from Michigan Association of Planning presented a 4.5 hour Planning and Zoning Essentials training class to members of the Planning Commission, City Council, and the Zoning Board of Appeals. This training was a comprehensive overview which explained how the Zoning Board of Appeals, Planning Commission, elected officials and staff interact. The presentation also included roles and responsibilities of the board, site plan review, comprehensive planning, zoning ordinances, conditional rezoning, consideration of variances, how to determine practical difficulty, and standards of decision-making were all presented.

**C. Hear from the Audience** (Limit of 3 minutes for general comments): None

**D. Commissioner and Council Comments:** None

**E. Adjournment** – The meeting was Adjourned at 9:30 pm.

**PLANNING COMMISSION  
CITY OF THE VILLAGE OF DOUGLAS  
CITY HALL - 86 W. CENTER STREET, DOUGLAS, MI  
WEDNESDAY, DECEMBER 11<sup>TH</sup>, 2019 – 7:00 P.M.**

**MINUTES**

- A. Call to Order:** Vice-Chair Louise Pattison called the meeting at 7:00 PM
- B. Roll Call:** – Buszka, Pattison, Stewart, Seabert, McWebb  
Absent – Heneghan  
Also Present – City Planner, Lisa Imus
- C. Agenda Approval** – Kenny, with support from Seabert, made a motion to approve the Planning Commission Agenda for December 11th, 2019 as amended. (amendment to #2 under New Business changed to 435 Blue Star Highway, Koi Holdings, LLC) Motion approved by acclamation.
- D. Approval of Minutes** – Seabert, supported by Stewart, made a motion to approve the Planning Commission Minutes of October 9<sup>th</sup>, 2019 and November 13<sup>th</sup>, 2019 as presented. Motion approved by acclamation.
- E. Written Communications:** None
- F. Public Comment related to agenda items only** (limit 2 minutes per person)  
Robin Bauer, 36 Center St. is in support of and recommends final approval of the new business at 310 Blue Star Highway.
- G. New Business:**
- 1. Site Plan Review of 310 Blue Star Highway (03-59-017-089-50).....Public Hearing**
    - a.** Declare Public Hearing open - Pattison opened the public hearing. Stewart recused himself from the chamber room due to a conflict of interest.



- b. Presentation by applicant – Vicki Cobb presented the site plan for 310 Blue Star Highway. They are very excited to start construction. Their business concept will be a market with a midsized event space. Planning to open in April of 2020.
- c. Public Comments – Lisa received 5 letters:
  1. Danny Esterling, Dunes Resort & Northern Lights Condominium Complex Owner, is in support of the site plan.
  2. Frederick Royce, neighboring business owner, is in support of the site plan.
  3. Jodi Welscot, Huntington Bank employee and West Michigan Blue Star Chamber of Commerce member, is in support of the site plan.
  4. Kathy Shroder, Northern Lights Condominium condo owner, had concerns about hours of operation, parking, and pool rights and would like to see signs stating private property.
  5. Dick Waskins, RE/MAX of Saugatuck/Douglas realtor, is in support of the site plan.
- d. Declare Public Hearing closed – Pattison closed the public hearing.
- e. Planning Commission review and consideration of a motion to approve / conditionally approve / deny / table the request for Site Plan Approval on 310 Blue Star Highway

Motion by Kenny, with support from Buszka, to approve the 310 Blue Star Highway site plan as presented with the following conditions; exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets, signage shall fully comply with the City Sign Ordinance, dumpster enclosure doors must be added to the dumpster enclosure, fire department approval is obtained, as well as confirmation that the seating and use capacity meets the required parking area allocation, and all required permits are obtained and receipts are forwarded to the City. Motion approved by unanimous roll call vote.

- 2. **435 Blue Star Highway, Koi Holdings, LLC.....Follow Up**  
 Dave Setzke and Ethan Del Stone, owners of Koi Holdings, LLC requested more clarity on the requirements regarding outstanding site plan deficiencies that are holding up their Final Certificate of Occupancy (they have a temporary Certificate of Occupancy). They are seeking their Final

Certificate of Occupancy due to state regulations and financial challenges regarding medical marihuana. Imus stated they will need to correct the items that are deficient before a Final Certificate of Occupancy can be issued, unless a) Planning Commission would opt for a performance guarantee to be secured pursuant to Section 23.06 for the amount of the cost of landscaping to be released only after the landscaping is completed or Planning Commission approves for the final landscaping to be delayed until the adjacent properties also install the same landscaping element. 435 Blue Star Highway will be tabled to the January 8, 2020 Planning Commission meeting to see if they have complied with all site plan deficiencies.

**3. 2020 Planning Commission Schedule.....Approve Schedule**

Kenny, supported by Buska, made a motion to approve the Planning Commission 2020 Calendar as presented. Motion approved by acclimation.

**H. Unfinished Business**

**1. Sign Ordinance.....Committee Report**

Kenny stated that the committee has met and is making progress. Imus stated that due to the increased pressure to pass the recreational marihuana ordinance the sign ordinance will be put on temporary hold.

**I. Hear from the Audience:** Dave Setzke offered his lawyer’s assistance with point system information for recreational marihuana from other cities.

**J. Commissioner Comments:**

Stewart voiced concerns about the complexity of site plan requirements in the zoning ordinance.

Seabert, Kenny, Buska, McWebb – Wished all a happy holiday season.

**K. Adjournment:** Kenny, supported by Seabert, made a motion to adjourn meeting. Motion approved by acclamation at 8:55 p.m.

**Respectfully Submitted by Jenny Pearson, Deputy Clerk**