

**PLANNING COMMISSION  
CITY OF THE VILLAGE OF DOUGLAS  
CITY HALL - 86 W. CENTER STREET, DOUGLAS, MI**

**REGULAR MEETING**

**WEDNESDAY, NOVEMBER 11, 2020 – 7:00 PM**

**AGENDA**

- A. Call to Order** – Remote Special Meeting Procedures
- B. Roll Call**
  - 1. Approval of Agenda (additions/changes/deletions) - Motion to approve: November 11, 2020.
  - 2. Approval of Minutes (additions/changes/deletions)
    - a) Motion to approve August 12, 2020
    - b) Motion to approve October 14, 2020
    - c) Motion to approve October 28, 2020
- C. Public Comment (limit 5 minutes please)**
- D. Communications**
- E. New Business**
  - 1. Election of Officer – Chair (City Clerk)
    - a) Nominations (Planning Commission Bylaws, Article 4, Section 1)
      - Motion to approve
    - b) Election (Planning Commission Bylaws, Article 5)
      - Motion to approve
- F. Reports of Officers, Members, Committees**
- G. Public Comment (limit 5 minutes please)**
- H. Adjournment**

**NOTICE**

REMOTE MEETING

This meeting is being held electronically.

**ACCESS INSTRUCTIONS**

To attend and participate in this remote meeting of the City of the Village of Douglas Planning Commission, please consider joining online or by phone.

Join online by visiting:

<https://us02web.zoom.us/j/83200919217>

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**+1 (312) 626-6799**

Then enter  
“Meeting ID”:

**832 0091 9217**

Those who are hearing impaired and require additional accommodations are encouraged to contact  
**(269) 857-1438**

or  
[clerk@ci.douglas.mi.us](mailto:clerk@ci.douglas.mi.us)  
as soon as possible.

**PLANNING COMMISSION  
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**REGULAR MEETING  
WEDNESDAY, AUGUST 12, 2020 – 7:00 PM**

**MINUTES - DRAFT**

**A. Call to Order:** Chair Kenny called the meeting to order at 7:03PM

**B. Roll Call:** Present – Heneghan (arrived late), Stewart, Seabert, Kenny, Pattison, Buszka,  
McWebb  
Absent – None  
Also Present – City Planner Wikar

August 12, 2020 Agenda Approval: - Buszka, supported by Seabert, made a motion to approve the Planning Commission Agenda for August 12, 2020 as presented. Motion approved by roll call vote.

June 24, 2020 Minutes Approval: - Pattison, supported by Seabert, made a motion to approve the Planning Commission Minutes for June 24, 2020 as presented on the July 8, 2020 agenda. Motion approved by roll call vote.

July 22, 2020 Minutes Approval: - Pattison, supported by Buszka, made a motion to approve the Planning Commission minutes for July 22, 2020 as amended in E,1,f, stating why Kenny voted no. Motion approved by roll call vote.

July 27, 2020 Minutes Approval: - Seabert, supported by Buszka, made a motion to approve the Planning Commission minutes for July 27, 2020 as amended in E, 2, with the revision of the last sentence. Motion approved by roll call vote.

**C. Public Comment:** – None

**D. Communications:** – None

**E. New Business:**

1. Review of the Target Market Analysis

Commission members reviewed the Target Market Analysis from April 16, 2019. Affordability was a big part of the discussion and how to attain this goal. Commission members would like to seek input from either the author of the report or Ryan Kilpatrick and have a joint meeting with City Council, Planning Commission, and Brownfield Redevelopment Authority. Commissioners would like to see more of a collaborative effort with the developers by setting expectations prior to meetings.

**F. Old Business:** – None

**G. Reports of Officers, Members, Committees:**

Seabert stated that City Council would like to see the sign ordinance move forward and get it finalized. Wikar stated that he will review the most recent version and provide an update.

**H. Public Comments:** – Erik Nor stated that this has been a great meeting to listen to.

**I. Adjournment** - Buszka, supported by Seabert, made a motion to adjourn meeting. Motion approved by roll call vote at 8:50 p.m.

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**REMOTE REGULAR MEETING  
WEDNESDAY, OCTOBER 14, 2020 – 7:00 PM**

**MINUTES - DRAFT**

**A. Call to Order:** Chair Kenny called the meeting to order at 7:06PM

**B. Roll Call:** Present – Stewart, Seabert, Kenny, Pattison, McWebb  
Absent – Heneghan (Buszka has resigned)  
Also Present – City Planner Wikar

Agenda Approval October 14, 2020: - Pattison, supported by Seabert, made a motion to amend the Planning Commission Agenda for October 14, 2020 by removing the approval of minutes, August 12, 2020. Motion approved by roll call vote.

Agenda Approval October 14, 2020: - Pattison, supported by Seabert, made a motion to approve the Planning Commission Agenda for October 14, 2020 as amended. Motion approved by roll call vote.

**C. Public Comment:** – Tracy Shafroth - 271 Water St., requested clarification on context to the Zoning Ordinance review listed on the agenda.

**D. Communications:** – All communications are in the agenda packet. Planning Commissioners discussed how communications are received. Member would like all communications from applicants to go through the Planning and Zoning Administrator. Members discussed West Center PUD and requested Wikar bring it back to the Planning Commission as an advisory hearing again. Members requested detailed reports for PUD proposals, not an overview. Pattison, supported by Seabert, made a motion to have the Zoning Administrator request the applicant of the West Center PUD to hold an additional advisory meeting. Motion approved by roll call vote.

**E. New Business:**

1. Review of the City of the Village of Douglas Zoning Ordinance  
Commission members reviewed the Zoning Ordinance and discussed the most urgent ones to amend first. The consensus was: the sign ordinance, Environmental - Waterfront construction ordinance, and the storm water runoff ordinance. Concerns also included strengthening the engineering reviews for each PUD, landscaping ordinance, updating the language from a village, procedures of PUDs, finishing the bylaws, and reviewing the master plan. Members agreed that sub-committees will be needed to address all these ordinance amendments.

The Sign Ordinance amendment that was presented to City Council was a topic of conversation. Some members worried that once it is changed to allow signs in the right-of-way it cannot be undone. Concerned members will write a memorandum or speak in the public comments section of the next City Council meeting.

With several PUDs coming up, Commission members requested a workshop to better understand their expectations and requirements when it come to reviewing PUDs. Wikar will arrange a workshop for next week.

**F. Old Business:** – None

**G. Reports of Officers, Members, Committees:**

Stewart mentioned the illegal fence built on Hamilton. Members discuss meeting in person for next regularly scheduled Planning Commission. They feel hearing the petitioners is much easier in person than on Zoom. Wikar will look into the latest executive orders and see what options they have.

**H. Public Comments:** – Mayor Pat Lion stated that City Council does want the input of Planning Commissioners regarding the Sign Ordinance amendment and that there is still time to get something on the agenda. Is appreciative of all members' time.

**I. Adjournment** - Pattison, supported by McWebb, made a motion to adjourn meeting. Motion approved by roll call vote at 9:25 p.m.

Respectfully Submitted by Jenny Pearson

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**WORKSHOP  
WEDNESDAY, OCTOBER 28, 2020 – 10:00 A.M.**

**MINUTES - DRAFT**

**A. Call to Order:** Chair Kenny called the meeting to order at 10:00 AM

**B. Roll Call:** Present – McWebb, Stewart, Seabert, Kenny, Pattison, Buszka  
Absent – Heneghan  
Also Present – City Planner Wikar, City Manager Rich LaBombard

Agenda Approval: - Seabert, supported by Buszka, made a motion to approve the Planning Commission Workshop Agenda for October 28, 2020 as presented. Motion approved by unanimous roll call vote.

**C. Public Comment:** – None

**D. Communications** – John Rice, 294 Water Street – Resident voiced his concerns regarding the Tannery Creek development.

**E. New Business:** Article 27: Planned Unit Development District; City of the Village of Douglas Zoning Ordinance (02-2009, as amended)

1. Guest Presentation – Linda Anderson gave a brief history of her background in planning and zoning administration. Anderson gave a review of the Douglas Zoning Ordinance as it pertains to planned unit developments. Commission members asked various questions to gain clarification for future PUDs.
2. Break for Lunch – Commission members broke for lunch.
3. Guest-Led Discussion & Commissioner Questions – Guest Linda Anderson and Commission members continued discussions and questions regarding the Douglas Zoning Ordinance Planned Unit Development District.

**F. Public Comments:** – None.

**G. Adjournment** - Kenny, supported by Seabert, made a motion to adjourn meeting. Motion approved by roll call vote at 2:04 p.m.

Respectfully Submitted by Amy Howell