



**AGENDA**  
**THE CITY OF THE VILLAGE OF DOUGLAS**  
**TREE BOARD**

**DOUGLAS CITY HALL COUNCIL ROOM**  
**86 W. CENTER STREET, DOUGLAS, MI**

**June 3, 2021 – 1:00 P.M.**

**Remote Meeting Zoom Link: <https://us02web.zoom.us/j/83148785805>**

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Approval of Consent Calendar:**
  - A. Agenda for June 3, 2021
  - B. Meeting minutes of April 16, 2021Motion to approve the consent calendar as presented / amended
- 4. Public Comments:**
  - A. Verbal (Limit of 3 minutes on agenda items only)
  - B. Written Communications
- 5. New Business:**
  - A. Tree Trim / Removal Permit Application, Center Street Non-Motorized Pathway (BDR Executive Custom Homes, Inc.)
- 6. Public Comments:**
- 7. Authority Member Comments:**
- 8. Adjourn:**



THE CITY OF THE VILLAGE OF DOUGLAS  
TREE BOARD  
DOUGLAS CITY HALL COUNCIL ROOM  
86 W. CENTER STREET, DOUGLAS, MI  
April 16, 2021 – 1:00 P.M.  
REMOTE MEETING MINUTES - **DRAFT**

1. **Call to Order:** Charak called the meeting to order at 1:00 p.m.
2. **Roll Call:** Charak, Lion. Absent: Kyllonen  
Also present: City Manager LaBombard, DPW Director Vogel, City Clerk Aalderink, Deputy Clerk Howell
3. **Election of Chair & Vice Chair:**  
Lion nominated Charak to Chair.  
Charak nominated Lion to Vice Chair.  
Motion to approve both seats carried by voice vote.
4. **Approval of Consent Calendar:**
  - A. Agenda for April 16, 2021
  - B. Meeting minutes of December 20, 2020Motion to by Lion, with support from Charak, to approve the consent calendar as presented.  
Motion carried by unanimous roll call vote.
5. **Public Comments:**
  - A. Verbal (Limit of 3 minutes on agenda items only)  
Suzanne Dixon: Would like to see the City of Douglas pursue the Tree City USA designation as surrounding communities have already done.
  - B. Written Communications
    1. J. VanderBeek (Re: Hemlock Invasive Species Alert) 3-12-21  
Letter regarding an invasive species called the wooly aldegid which affects hemlock trees, of which there are many on Douglas Beach.  
The City will look into verifying if this invasive species is present there.  
Betsy York: The email also points to planting in advance of the demise of the hemlock as a proactive measure.
6. **New Business:**
  - A. Quarterly Meeting Dates  
Motion by Lion, with support from Charak, to approve the Tree Board 2021 quarterly meeting dates as presented.
  - B. Review Tree Ordinance  
The Tree Ordinance was discussed in an attempt to understand what the ordinance says regarding membership, rights-of-way on City-owned property, and getting the tree list standardized. Discussion also took place regarding adding more members to the Tree Board, including someone from the school system and someone from the business

community, as well as updating the ordinance to remove the Douglas Advisory Council, which no longer exists.

Motion by Charak, with support from Lion, to advise the Planning Commission to remove from the Tree Board Ordinance Section 98.03, Douglas Advisory Council, and add three community members to assist the Board in their mission.

C. Point Pleasant Trees

i. Recommended List of Trees

The City is looking for a plan from the Tree Board to remove scrub trees in order to help the healthy trees and make it more open and useable by the public. It was suggested that Charak and Lion walk the property and make notes regarding what the Tree Board would like to maintain. This item should be added to the next meeting agenda with an approved list of trees for planting in the rights-of-way.

D. Schultz Park Trees

High water has killed a good portion of a line of trees on the west side of the property. MDOT owns the property and the City maintains it. At the request of the City, MDOT agreed to remove the dead trees, leaving the root balls to stabilize the bank, and replace the trees at their expense. The trees north of the pickleball courts are in what MDOT considers to be a scenic strip and they want them left untouched.

E. Douglas Beach Re-Vegetation

The City has interest in creating a capital improvement project to restore some of the vegetation on that beach and needs to know what types of trees to plant in order to put together a landscape plan. Charak will walk the area and take a look.

F. Environmental Protection Standards

i. Tree Ordinance

Need to have an ordinance that protects trees and vegetation on the shoreline banks to keep them stable.

ii. Shoreline Construction

Wika will work with the Planning Commission on setbacks, proper construction standards, permitting, and proper oversight.

iii. Storm Water

Make sure future development isn't shifting stormwater onto other people's property or sending stormwater down the banks. Erosion from stormwater can erode the bluff on Lakeshore Drive. Charak wants a copy of the additions to the Tree Ordinance, which were submitted by a member of the community, addressing the bluff, sent to the City Council and Planning Commission. Also, would like to see a recommendation in the building permits not to park heavy equipment on the west side of Lakeshore Drive.

**7. Authority Member Comments:**

Charak will produce a mission statement and make a recommendation to include it in the forthcoming amended tree ordinance. He would like to make a recommendation from the Tree Board with support from City Council to become a Tree City USA. Charak would like to see the Miro property made into a community tree garden. He would like to see people in the community using licensed and bonded tree services when cutting down trees on private property, which could require a permit and fee which would go into a fund that supports tree activities.

Lion commented that it's very important for the Tree Board to be in the know of what's going on. Getting lots of comments about people cutting down trees and not replacing them. Likes moving forward with the mission statement. In favor of the Tree City USA. LaBombard suggested working with the Planning and Zoning as far as keeping up with what's happening on private property.

**8. Public Comments:**

Suzanne Dixon: Would like to see the Tree Ordinance give more control regarding private land as far as construction, and structure fees and permits which would go into a fund which would be used to replant trees. We should discourage removal of trees.

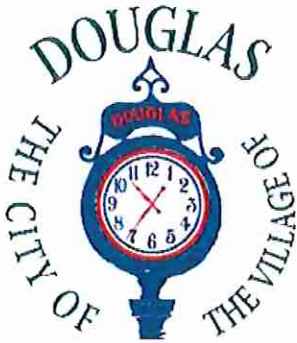
Daniel DeFranco: A member of the Saugatuck Township Planning Commission and also will be heading up a special committee under the Planning Commission that deals with issues of rural character and conservation. Will be looking into deficiencies of their own tree board and will be paying attention to what Douglas Tree Board is doing.

Betsy York: Elated with some remarks and ideas brought up by Charak. Would love to see the tree ordinance take on private property.

Tracy Shafroth: Appreciates the details Rich gave and is here to support the Tree Board in working further on this ordinance. Will look at other ordinances to see if there are any examples of helping to preserve trees on private land.

Charak: Thanked everyone who attended today.

**9. Adjourn:** Motion by Charak, with support from Lion, to adjourn the meeting at 2:05 p.m.



To: Tree Board

From: Nicholas Wikar,  
Planning and Zoning Administrator

Date: June 2, 2021

Subject: Tree Trim/Removal Permit Application,  
Center Street Non-Motorized Pathway  
(BDR Executive Custom Homes, Inc.)

The City of the Village of Douglas has received applications for Zoning Review and Tree Trim / Removal Permit, submitted on behalf of Ric Dyk, BDR Executive Custom Homes, Inc. ("Applicant"). The applications have been prepared and submitted on behalf of the Applicant, to correct the location and physical condition of the Center Street Non-Motorized Pathway, for compliance with a settlement and Resolution 18-2021, approved with conditions by City Council in May 2021, for Revisions of Approved Final Condominium Project Plan for the Westshore Condominiums, located in Douglas, Michigan.

The City Manager and Planning and Zoning Administrator shall approve the applications, following the consideration of the applications by the Tree Board, for review of any foreseeable impact to trees in the public right-of-way, so that appropriate recommendation may be made for administrative consideration of any relevant conditions of approval.

*The City shall incur no financial burden or costs in pursuance of this action by the Applicant.*

The Tree Board shall recommend any administrative Conditions of Approval that may be applied through City Staff review and approval of the Zoning Review and the Tree Trim/Removal Permit applications, for improvement of the Center Street Non-Motorized Pathway.





## ZONING REVIEW APPLICATION

86 W. CENTER STREET, PO BOX 757, DOUGLAS MI 49406

Phone: 269.857.1438 Fax: 269.857.4751

[www.ci.douglas.mi.us](http://www.ci.douglas.mi.us)

A Zoning Permit is required for all changes to Uses, structures, and other Site Improvements. This includes all residential, commercial and industrial structures, and accessory buildings that require a Building Permit, as well as fences, temporary storage, and agricultural activities which are exempt from the Building Permit process. A survey and site plan is necessary to complete this application.

Submit complete applications to the City of Douglas prior to any site work or requesting permits with Michigan Township Services.

### APPLICANT INFORMATION (If different than owner)

*Douglas*  
Name Property Development LLC Email rdyk@bdrinc.com  
Address 50 Crahen Ave NE, Grand Rapids, MI 49525  
Phone # 616-291-0262 Fax # \_\_\_\_\_

### OWNER INFORMATION

*Same as*  
Name applicant Email \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

### PROPERTY INFORMATION

Address or Location 720 E 680 Center St. and PPA # 03-59-830-000-00  
Permanent Parcel 59-830-020-00 & 59-830-021-00  
Zone District - Current PUD Proposed (if Applicable) N/A  
Property Size N/A Special Use (if Applicable) N/A

### TYPE OF PROJECT (check all that apply)

Residential \_\_\_\_\_ or Commercial \_\_\_\_\_  
New Construction \_\_\_\_\_ Remodel \_\_\_\_\_ Accessory Structure \_\_\_\_\_ Addition \_\_\_\_\_  
Boardwalk/Dock \_\_\_\_\_ Deck/Porch \_\_\_\_\_ Temporary Use/Structure \_\_\_\_\_ Other Path reconstruction

Describe Proposed Project (attach additional pages as necessary) Remove, relocate, and  
rebuild pedestrian path along Center Street, in accordance with  
"West Shore Non-Motorized Trail" Grading Plan prepared by  
Uderveld 4/22/21.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Richard F. Dyk c/o Douglas Property Development, LLC  
Signature of Applicant and Owner (If different than applicant) 5-21-21  
Date

I hereby grant permission for members of the Douglas Planning Commission, Board of Appeals and/or City Council to enter the above described property (or as described in the attached) for the purpose of gathering information related to this application/request/proposal.

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

## ZONING REVIEW APPLICATION REQUIREMENTS

Y ☒ N ☐ N/A

- ☒ ☐ ☐ Survey with dimensions, boundaries, rights-of-way, and easements. *Existing Conditions*
- ☒ ☐ ☐ Site Plan (scaled) with tables of figures (dimensions, distance/area calculations) showing: *Proposed Plan*
- ☒ ☐ ☐ Location, boundaries, shape of the lot, and adjacencies.
- ☒ ☐ ☐ Current Site Improvements (open space, parking, drives, structures, paths, decks, fences, pool, etc).
- ☒ ☐ ☐ Proposed Site Improvements and their proximity to existing improvements/features/boundaries.
- ☐ ☐ ☒ Current and proposed Site & Building Placement Standards compliance (Section 3.12)
- ☐ ☐ ☒ Description of proposed Use (Section 3.11) and/or Improvement (One-Family Dwelling, fence, etc.)
- ☐ ☐ ☒ Landscape Plan(s) detailing all existing conditions and proposed changes to natural features (woodlots, flood plains, watersheds, wetlands, surface water, drains, critical dunes, etc).
- ☒ ☐ ☐ Grading/Storm Water Plan(s) with contour lines, direction of flow, and table of figures.

*For Internal Use Only*

REMARKS \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CITY OF DOUGLAS ZONING REVIEW

APPROVED: \_\_\_\_\_ / DENIED: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning & Zoning Administrator

### KALAMAZOO LAKE SEWER AND WATER AUTHORITY REVIEW

#### CONNECTION TO WATER / WASTEWATER SYSTEM

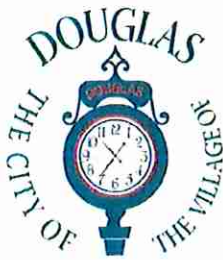
SITE ADDRESS: \_\_\_\_\_

Submitted By: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_  
City Staff (Initials) & Delivery Method KLSWA Representative

Existing Utility Access: Water ☐ Wastewater ☐ Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Utility Connection Permit Application: Water ☐ Wastewater ☐ Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_ Notes: \_\_\_\_\_ Verified By: \_\_\_\_\_ Date: \_\_\_\_\_



## Tree Trim / Removal Permit Application

*The Village of Friendliness - Since 1870*

Address: 680 Center St. Parcel Number: 59-830-021-00  
Applicants Name: Richard Dyk c/o Douglas Property Development LLC Phone Number: 616-291-0262  
Address / PO Box 50 Crahan Ave. NE, City: Grand Rapids State: MI Zip: 49525  
Email Address: rdyk@bdrinc.com  
Interest in Project: Developer

Property Owner(s) Name: if different than applicants Carl Cuchetti & Susan Wayne

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address / PO Box \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Douglas. I additionally grant the City of Douglas's staff or authorized representatives thereof access to the property to inspect conditions before, during, and after the proposed work is completed.

☐ Yes, I have read the City of Douglas Code of Ordinance Chapter 98 Trees

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractors / Developers Information: *unless proposed work is to be done by the property owner*

Name: 28 Specialties Contact Name: Phil Speet

Phone Number: 616-836-2045 Email Address: philspeet28@gmail.com

Address / PO Box 881 Lincoln Ave City: Holland State: MI Zip: 49423

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Property Information  
Depth: \_\_\_\_\_ Width: \_\_\_\_\_ Size: Irregular shape Zoning District: 680 Center St is 1.46 acres Current Use: Vacant lot + PUD open space  
- Common space consists of 61.6 acres - pedestrian path

Project Description: Attach more sheets if necessary Move existing pedestrian path into designated easement and change grade to meet ADA requirements.



## Review Requirements

Applications for approval to trim or remove a tree within the public right-of-way shall include the following:

Y    N    NA

- |                                     |                          |                                     |   |
|-------------------------------------|--------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Site plan including location of trees to be trimmed and/or removed                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Site plan including location of property lines and property dimensions            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Site plan including location of structures, grade changes, or water bodies        |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Site plan including existing and proposed buildings, driveways, and parking areas |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | Photos of the tree or trees to be trimmed and/or removed                          |

## Standards for Approval (Chapter 98.05 Protection of Trees; Permit Required for Tree Removal in Public Right-of-Way)

Please respond to each of the following questions by explaining how the request to remove/trim the tree(s) will meet all the standards for approval: (Please include additional sheets if needed)

- Please explain how the submitted site plan or other information satisfactorily demonstrates that the number of trees and the particular trees proposed to be removed are the minimum number needed to be removed in order to achieve the results sought by the applicant? The path across 680 Center St. must be within 10' easement so we have no other options.
- Please explain how the removal of the tree(s) will not create harm or other negative impacts to the remaining trees on that part of the street right-of-way adjacent to the applicant's property will be minimized or avoided. There are no trees nearby to be impacted.
- Please explain how there is no other desirable, prudent, or reasonably feasible alternatives whereby the desired results could be achieved, other than the removal, relocation or destruction of the tree(s) indicated by the applicant. We are limited by the location of the designated easement.
- Does the tree or tree(s) proposed for removal, relocation or destruction need to be removed for atleast one of the following reasons? Please explain why it meets that reason.
  - They are a safety hazard;
  - They are interfering with or obscuring the clear vision of motor vehicle drivers;
  - They are likely to injure, damage or disrupt persons, property, or utility service; and/or
  - They are preventing or substantially obstructing reasonable access to a lot or parcel of land.No
- Please explain how the proposed tree removal would not materially increase the risk of flooding or erosion on the property or on adjacent property, nor adversely affect a wetland or watercourse. The existing trees do not materially impact flooding or erosion.
- In the case of proposed removal of a protected tree(s) for reasonable access to an existing or proposed building or other improvement, please explain why there is no other feasible alternative location for the proposed access without resulting in unnecessary hardship on the part of the applicant. N/A

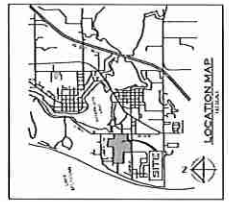
## FOR INTERNAL USE ONLY

Approved ☐ Conditional Approval ☐ Denied ☐ Permit Number \_\_\_\_\_ Exp. Date/Time \_\_\_\_\_  
Rationale \_\_\_\_\_  
Signature of City Manager \_\_\_\_\_ Date \_\_\_\_\_

**811**  
Know what's below.  
CALL before you dig.

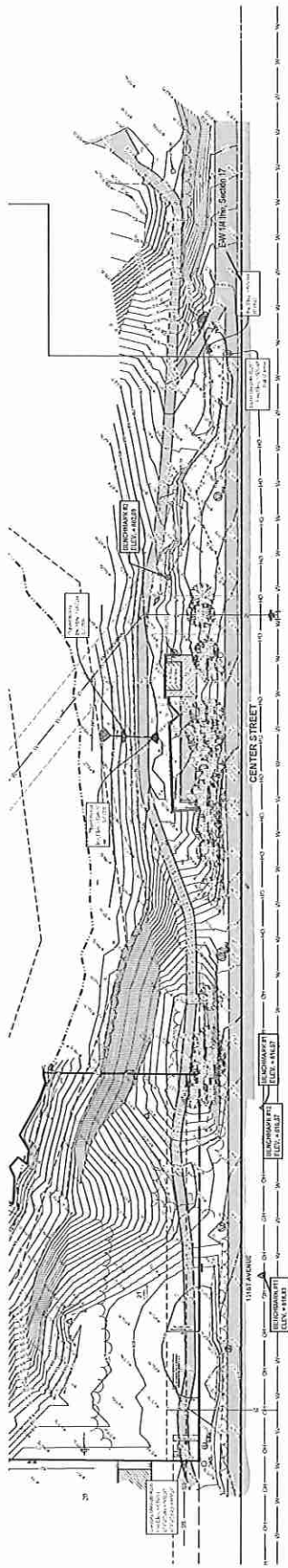
811 is a national program that provides a single point of contact for utility location information. It is a free service provided by the National Emergency Number Association (NENA) and the National Utility Locating Council (NULC). For more information, visit [www.811.org](http://www.811.org).

<b>BENCHMARK #13:</b> ELEV. = 651.17 (NGVD29) AT THE INTERSECTION OF CENTER STREET AND 13TH AVENUE, 100 FEET WEST OF THE CORNER OF CENTER STREET AND 13TH AVENUE.	<b>BENCHMARK #29:</b> ELEV. = 654.92 (NGVD29) AT THE CORNER OF CENTER STREET AND 13TH AVENUE, 100 FEET WEST OF THE CORNER OF CENTER STREET AND 13TH AVENUE.
<b>BENCHMARK #244:</b> ELEV. = 651.77 (NGVD29) AT THE CORNER OF CENTER STREET AND 13TH AVENUE, 100 FEET WEST OF THE CORNER OF CENTER STREET AND 13TH AVENUE.	<b>BENCHMARK #212:</b> ELEV. = 657.62 (NGVD29) AT THE CORNER OF CENTER STREET AND 13TH AVENUE, 100 FEET WEST OF THE CORNER OF CENTER STREET AND 13TH AVENUE.



**NEDERVELD**  
www.nederveld.com  
PH: 616.221.1800

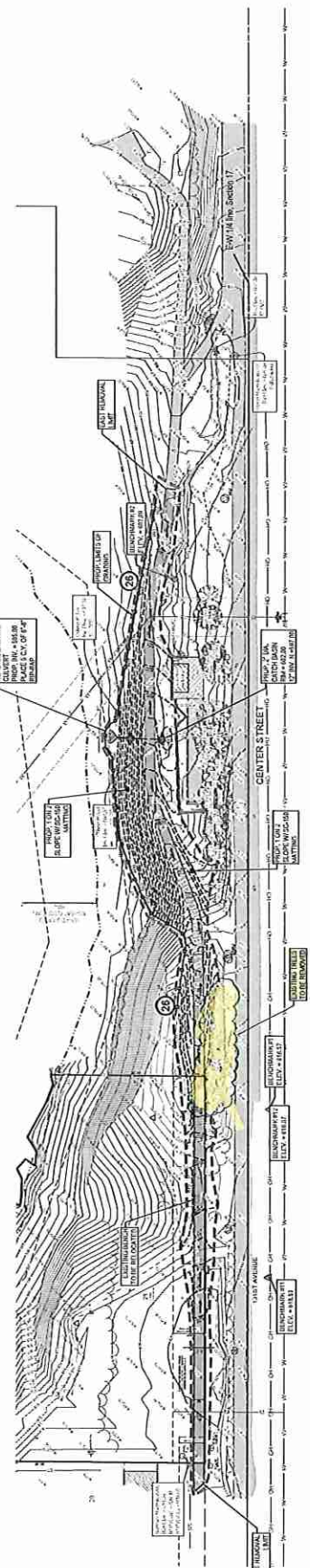
**GRAND RAPIDS**  
ANN ARBOR  
CHICAGO  
COLUMBUS  
HOLLAND  
INDIANAPOLIS  
ST. LOUIS



### EXISTING SITE CONDITIONS

**LEGEND**

- EXISTING GROUND SURFACE
- PROPOSED GROUND SURFACE
- EXISTING STRUCTURES
- PROPOSED STRUCTURES
- EXISTING UTILITIES
- PROPOSED UTILITIES
- PROPOSED TRAIL ALIGNMENT
- PROPOSED TRAIL WIDTH
- PROPOSED TRAIL CROSS SECTION



### PROPOSED PLAN

**WESTSHORE**  
**NON-MOTORIZED TRAIL**  
Grading Plan

CITY OF GRAND RAPIDS, ALLEGAN COUNTY, MICHIGAN

**STAMP:**

PROJ. NO. 2031248

SHEET NO. C-301