



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE PLANNING COMMISSION  
April 14, 2021 – 7:00 P.M.  
MEETING HELD BY ZOOM**

- A. Call to Order** by Chair Pattison at 7:10 p.m. (due to technological difficulties)
- B. Roll Call:** Members Present – Buzka, Heneghan, McWebb, McIntyre, Seabert, Pattison,
1. Approval of the April 14, 2021 Agenda  
*Motion by Seabert, with support from Buzka, to approve the April 14, 2021 agenda. – roll call vote*
  2. Approval of the March 10, 2021 Minutes  
*Motion by Seabert, with support from Buzka, to approve the March 10, 2021 minutes. -roll call vote*
- C. Public Comments** (limit of 5 minutes) –
- D. Communications** –
- E. Old Business**
1. Amendment of Bylaws and Procedures (Douglas Planning Commission)  
Commissioners applauded the work and effort that has gone into the bylaws and procedures. Bringing them in compliance was important.  
*Motion by McIntyre, with support from Seabert, to approve the amendments of the bylaws and procedures as presented. Motion carried by unanimous roll call vote.*
  2. Revisions of Approved Condominium Plan, Westshore Condominiums – Lot 25 & Lot 26; and Site Plan Review, 612 Artisan Row Court (Douglas Property Development LLC; Wayne Titus; Ric Dyk, BDR Executive Custom Homes, Inc.)  
*Motion to Open Public Hearing – Motion by Seabert, with support from Heneghan, to open the public hearing. Motion carried by unanimous roll call vote.*
    - a) Applicant presentation  
Peter Smith, Attorney at Varnum, representing the developer of Westshore Condominium. Also present to address questions was Rick Dyk, BDR Executive, Jack Barr, Project Manager, and the owner Wayne Titus.  
Mr. Smith stated the site plan application was amended to modify the orientation of units 25 & 26, turning each of the units. The dimensions and the square footage of the units will remain the same. The proposed reconfiguration will only affect the Titus's. Note that the drainage and stormwater for unit 25 will discharge on grade and follow the natural topography south and west down



the slope to Warnock drain. This has been discussed with the City Planner and the developer will follow up with the Allegan County Drain Commissioner. Grading – The construction of unit 24 has had an adverse effect on the grading plans for unit 25, the developer is currently working with the City Planner and the City Engineer as well as with the owner and builder for unit 24 to address these grading issues.

- b) Public Comments – There were no public comments

*Motion by Seabert, with support from Heneghan, to close the Public Hearing.  
Motion carried by unanimous roll call vote.*

- c) Staff Remarks – Wikar stated the contour lines did not match between the two plans presented (for unit 24 & unit 25). A bit of history was provided, there were a few conditions within the condominium plan that may not have been envisioned or anticipated originally given the approval of Council and the Planning Commission, however to some degree these cannot be changed. When considering recommendations, commission may consider the future development of units 26 & 30. It is suggested that Planning members recommend to City Council the revisions of Approved Condominium Plans for the Westshore Condominiums, Lot 25 & 26; and Site Plan Review for 612 Artisan Row Court; for analysis and finding of facts related to the conformance or non-conformance with Section 16.26 and Section 24.03 of the Douglas Zoning Ordinance, contingent upon the following:

1. That all Ferry Street pathways are properly documented.
2. That disposition of fill from the excavation of the home be clearly defined in writing.
3. That the drainage routing resulting from the grading plan be clearly spelled out, as required in the planning submittal instructions.
4. Any future modifications must be accompanied by action of the Planning Commission.
5. Any changes to the previous PUD be described in detail and in chronological order.

Commission Comments – Commissioners discussed the grading issue and water runoff from unit 24, Ric Dyk, BDR Executive, responded stating they were surprised at the height of unit 24 and the grade difference that was caused. Currently the discussion of using a terrace landscape for unit 24 is underway. The shifting of the two units (25 & 26) will help. Commission questioned why there were houses with garages, which were not approved by Planning, on lots where the original plan had shown cottages. Jack Barr, Project Manager responded they had worked with Ryan Kilpatrick and Lisa Imus on approvals. Members found the submittal confusing, there were no timelines, no organization, no tables of figures reflecting changes in dimensions, and no information noted of previous administrative approvals. Responding, Mr. Dyk and Mr. Barr stated they would not have anything formal because they had met



in person at the office of previous administrators. Commission pointed out the absence of the walking path on Ferry Street, this was in the original plan and has been removed. Developers responded they intend to install the path along Ferry Street after the construction is completed.

*Motion by Buszka, with support from Seabert to approve the Site Plan Review for 612 Artisan Row Court, with the condition Council consider written recommendations regarding reorientation of Westshore Condominiums Unit 25 and Unit 26, and approve with conditions the Revisions of Approved Final Condominium Project Plan. The recommendations will be provided in writing to the Applicant and City Council.*

*Motion carried by unanimous roll call vote.*

#### **F. New Business**

1. Initiation of Amendments – Amend & Recodify Article 2: Definitions, City of the Village of Douglas Zoning Ordinance; to Repeal and Replace Section 2.0 Definitions, Village of Douglas Sign Ordinance 111-D.

Commission thanked all involved for their work.

Areas in blue are current. Amendments in green are those proposed in the past by Williams and Works. The yellow are those currently under consideration by council.

*Motion by Buzka, with support from McWeb, to approve the Initiation of Amendments. Motion carried by unanimous roll call vote.*

2. Scheduling of Public Hearings: Special Meeting, April 28, 2021 – Application(s) for Rezoning.
  - a) Zoning of Annexed Lands – 291 66<sup>th</sup> Street (PPN: 59-002-006-00) and 6825 Wiley Rd. (PPN: 59-017-089-40)
  - b) Municipal Facilities (Special Use Permit – Marina, Minor) – 201 Washington St. (PPN: 59-300-017-00)

*Motion by Seabert, with support from McIntyre, to schedule a Public Hearing special meeting for May 5, 2021. Motion carried by unanimous roll call vote.*

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

#### **H. Public Comment (limit 5 minutes)**

Wayne Titus, unit 25 & 26 owner. Thanked commission for their work. Understand there has been a lot of back and forth. Confused as to what they received, a non-conditional or conditional approval, he had heard both.

#### **I. Adjournment**



Motion by Seabert, with support from McIntyre, to adjourn. Motion carried by voice vote.

CITY OF THE VILLAGE OF DOUGLAS

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Louise Pattison, Chair

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Pamela Aalderink, City Clerk

**Certification of Minutes**

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on \_\_\_\_\_. I further certify that the meeting was duly called and that a quorum was present.

\_\_\_\_\_  
Pamela Aalderink, City Clerk

\_\_\_\_\_  
Date