

**PLANNING COMMISSION
CITY OF THE VILLAGE OF DOUGLAS
CITY HALL – 86 W. CENTER STREET, DOUGLAS, MI
REGULAR (ORGANIZATIONAL) MEETING
WEDNESDAY, MAY 18, 2022 – 7:00 PM**

- A. Call to Order: Chair Buszka called the meeting to order at 7:00 P.M.
- B. Roll Call: Present – Florian, Heneghan, O’Malley, Pattison, Seabert, Whiteley, Buszka
Also Present – City Planner Nick Wikar
1. Approval of Agenda
*Motion by Pattison, with support from Whiteley, to approve the May 18, 2022.
Motion carried by unanimous roll call vote.*
 2. Approval of the minutes
 - a. Regular Meeting: April 13, 2022
*Motion by Pattison, with support from Florian, to approve the April 13, 2022, minutes.
Motion carried by unanimous roll call vote.*
 - b. Special Meeting: April 27, 2022
*Motion by Pattison, with support from Whiteley, to approve the April 27, 2022, minutes.
Motion carried by unanimous roll call vote.*
- C. Public Comments:
1. Verbal – No verbal comments received
 2. Written – Letter from Marta Petter in opposition to the proposed Kayak building at Wade Bayou.
- D. New Business
1. Amendment of Douglas Planning Commission Bylaws
The draft bylaws are necessary to reflect changes to Officers, to separate the positions and assign duties for Vice-Chair and Secretary, to ensure compliance with the Michigan Planning and Enabling Act (MPEA), PA 33 of 2008, and the Michigan Zoning Enabling Act (MZEA), PA 110 of 2006.

*Motion by Pattison, with support from Seabert, to approve amendment of the Douglas Planning Commission Bylaws, and Call for Nominations to initiate Election of Officers.
Motion carried unanimously by roll call vote.*
 2. Consideration of amendment(s) to Article 6 Officers:
 - a. *Motion by Pattison, with support from Seabert, to nominate Buszka as Planning Chair.
Hearing no further nominations, the Clerk called for a roll call vote.
Motion carried by unanimous roll call vote.*
 - b. *Motion by Buszka, with support from Seabert, to nominate Pattison as Vice-Chair.
Hearing no further nominations, the Clerk called for a roll call vote.
Motion carried by unanimous roll call vote.*
 - c. *Motion by Pattison, with support from Buszka, to nominate Heneghan as Secretary.*

Hearing no further nominations, the Clerk called for a roll call vote.
Motion carried by unanimous roll call vote.

3. Public Hearing: Site Plan Review – Addition, Principal Building
Withdrawn.

Motion by Seabert, with support from Florian, to cancel and withdraw the application for 100 Blue Star Hwy (Christine Ferris). Motion carried by unanimous roll call vote.

4. Public Hearing: Site Plan Review – Screening and Site Changes, 294 W. Center Street
(Christopher LaBelle)

Applicant seeks to obtain Site Plan Review approval for site changes. The application requires review by Planning Commission in Public Hearing, for compliance with the Site Plan Review standards of Section 24.03

Motion by Seabert, with support from Florian, to open the public hearing. Motion carried by unanimous roll call vote.

- a. Applicants request for dumpster retaining wall, some landscape, three French drains, also has plans for driveway.
- b. No Public Comments
- c. Staff has Administratively approved the fencing and signage. No parking details have been submitted. If application is approved staff requests it be approved for only one year, the applicant would then be required to return to staff. There has been nothing completed without a permit.

Motion by Seabert, with support from Florian, to close the public hearing. Motion carried by unanimous roll call vote.

Motion by Pattison, with support from Florian, to approve for Site Plan Review for site changes to the property, zoned C-1 Village Center District, located at 294 W Center Street, Douglas, Michigan. Motion carried by unanimous roll call vote.

5. Public Hearing: Site Plan Change in Use (Dwelling, Two Family) Accessory Structure and site changes; R-3 Neighborhood Conservation District, 36 N Union Street (Jennifer Klungle). This application requires review by Planning Commission in Public Hearing, for compliance with the Site Plan Review standards of Section 24.03

Motion by Pattison, with support from Heneghan, to open the public hearing. Motion carried by unanimous roll call vote.

- a. Applicants request to obtain Site Plan Review approval, for construction of a new accessory structure. The home was purchased in 2018 and advertised as a potential rental property. Property owner would like to make good on the property. A fence has been installed and vines are now being removed.
- b. Public Comment: No comments received
- c. Staff remarks: Currently one illegal structure on the property. The fence piece closest to Union St. must be lowered. The driveway going off Wall St is encroaching

into the right of way and should be narrowed. The illegal signage and playground equipment has been removed.

- d. Commission Comments: Why does the City make the residents pay for sidewalks.

Motion by Seabert, with support from Whiteley, to close the public hearing. Motion carried by unanimous roll call vote.

Motion by Florian, with support from Whiteley, to approve with conditions the application for Site Plan Review for Two-Family Dwelling, Accessory Structure(s) and site changes to the property, zoned R-3 Neighborhood Conservation District, located at 36 N. Union Street, Douglas, Michigan.

Conditions of compliance as pertains to the hot tub, trees, driveway encroachment, accessory structure setbacks, fence, and playground.

- a. *Section 6.02 District Summary – District Permitted Uses/Site and Building Placement Standards, R-3 Neighborhood Conservation District*
- b. *Section 16.13 Accessory Uses, Buildings, and Structures*
- c. *Section 19.05 Site Development Requirements – Marking/Designation/Screening, Off Street Parking and Loading*
- d. *Section 21.01 Landscaping, Fencing, Walls, and Screening*

Motion carried by unanimous roll call vote.

- 6. Public Hearing: Planning Commission Recommendations – Amendment, Zoning Ordinance Recommendation of amendments to Repeal and Replace Chapter 98: Trees of the City of the Village of Douglas Code of Ordinances.

Motion by Pattison, with support from Florian, to open the public hearing. Motion carried by unanimous roll call vote.

- a. Applicant – City of Douglas
- b. Public Comments: Tracey Shafroth inquired as to the areas in the City that required tree planting, which trees are to be planted, and advised the City to think about what it would like to look like in terms of the trees.
- c. Staff: Tree protection is what the City hears a lot, Chapter 98 includes shrubs, this section was not removed. There are currently plans for the City to apply for Tree City USA.
- d. Planning members appreciate where the City is heading. This move is admirable however the City has two types of soil, and this should be considered when choosing trees. Other suggestions from members surrounded contacting the State Forestry for assistance on developing a plan.

Motion by Seabert, with support from Pattison, to close the public hearing. Motion carried by unanimous roll call vote.

Motion by Pattison, with support from Florian, to recommend that City Council amend the following Zoning Ordinance - Chapter 98: Trees, City of the Village of Douglas Code of Ordinances. Motion carried by unanimous roll call vote.

E. Old Business

Public Hearing (Tabled); Site Plan Review & Waterfront Construction Application (Major) – Accessory Structure Bulkhead/Revetment, Deck Stairs and Site changes to Sensitive Lands; R-2 Residential District. 156 Lakeshore Dr.

Motion by Pattison, with support from Seabert, to table the application for 156 Lakeshore Dr. until the August meeting at which point applicant will have submitted all pertinent permits, late fees/fines, and documentation relating to the unpermitted construction on the site. Motion carried by unanimous roll call vote.

F. Report of Officers, Members, Committees – Planning & Zoning Administrator

Wika report his staff report will be available sometime in June. He informed Commission there will be an uptick in Ordinance work.

Planning Commissioners expressed frustration with all the building going on without permits, this is on the City Council for not addressing the need for a higher fine. Also brought to discussion was the need to plant the trees at the new library and how to undo a PUD that is not in compliance.

G. Public Comments: Tracey Shafroth offered her services if there was a need for assistance on the trees.

H. Adjournment

Motion by Seabert, with support from Pattison, to adjourn. Motion carried by gavel of the Chair. (9:05)