

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, January 13, 2010**

1. The meeting was **called to order** at **7:03 PM** by **Chairperson Nern**.
2. **Roll Call:** Ron Dellartino, Candace Dugan, Paul Marineau, Chris Nern, Alexa Urquhart, Karen Van Pelt
Also in Attendance: Ryan Kilpatrick, Community/Economic Development Director
Absent: Dave Burdick

3. Approval of Minutes

A. Planning Commission Regular Meeting of November 12, 2009

Motion by Urquhart, second by Dellartino, to approve the minutes of the November 12, 2009 meeting as submitted

Motion carries by unanimous roll call vote

4. Agenda Changes/Additions/Deletions

Discussion

Motion by Urquhart, second by Dugan, to approve the agenda as presented

Motion carries by unanimous roll call vote

5. Hear from the Audience

There were no audience members.

6. Written Communication

There was none received.

7. New Business: Discussion of Council Priorities for the Planning and Community Development Department

Kilpatrick presented a chart of projects suggested by the City Council. These include:

- Civil Infractions Bureau / Citation Booklet
- Waterfront Sub-area Plan
- Community Sustainability Plan
- Blue Star Highway Corridor Improvements

- Private Road Adoption Policy

- Beery Field
- Wade's Bayou

- Residential Housing Analysis
- Stormwater Ordinance
- Special Events
- Renovation of City Hall Second Floor
- Planned Unit Development Drainage Requirements

- Downtown Parking Plan
- Seasonal Rental Ordinance
- Policy for Display of Artwork in Public Spaces
- Hidden Lakes Dam Repair

There was conversation on the issues between the commissioners and the director.

8. Unfinished Business

9. Community/Economic Development Director's Report

Kilpatrick reported on some recent department activities.

10. Hear from the Audience

There were no audience members.

11. Commissioner Comments

There were no additional comments from the commissioners.

12. Adjournment

Motion by Dellartino, second by Urquhart, to adjourn the meeting at 8:45 PM

Motion carries by unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____
Ryan Kilpatrick, Community/Economic
Development Director

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, February 10, 2010**

1. The meeting was **called to order** at **7:04 PM** by **Chairperson Nern**.
2. **Roll Call:** Dave Burdick, Ron Dellartino, Paul Marineau, Christopher Nern, Alexa Urquhart, Karen Van Pelt
Also in attendance: Ryan Kilpatrick, Community/Economic Development Director
Absent: Candace Dugan
3. **Approval of Minutes**

A. Planning Commission Regular Meeting Minutes of January 13, 2010

Motion by Urquhart, second by Dellartino, to approve the minutes of the January 13, 2010 Planning Commission Meeting as presented

Motion carries by unanimous roll call vote

4. **Agenda Changes/Additions/Deletions**

Nern requested the addition of a conversation of the Tri-Community Committee

Motion by Dellartino, second by Urquhart, to add as 7.B. Overview of the Tri-Community Committee to the February 10, 2010 agenda

Motion carried by unanimous roll call vote

5. **Hear from the Audience**

No one wished to speak at this time

6. **Written Communication**

Kilpatrick distributed an article from the January 30, 2010 *Detroit News* and information on the Swing Bridge Project that he will speak about during his report.

7. **New Business:**

A. Site Plan Review: Amendment to Old Schoolhouse approved site plan, 132 Center Street, related to parking configuration.

Kilpatrick gave a brief history of the site plan for the Old Schoolhouse Project of the Saugatuck/Douglas Historical Society. **Nicolaas Wilkins**, Fenn Design Mill, presented the proposed amendment to the commission. **Commissioners** discussed various aspects of the proposal.

Motion by Urquhart, second by VanPelt, to table the site plan amendment for The Old Schoolhouse, property parcel number 03-59-551-004-50, commonly known as 130 Center Street to allow for further Planning Commission review and a determination of language intention of article 19.05.5 of the Zoning Ordinance 02-2009

Motion carries with unanimous roll call vote

B. Overview of the Tri-Community Committee

Nern requested time to discuss the Tri-Community Committee meeting from Tuesday, February 9, 2010. Further discussion ensued among the commissioners regarding the committee.

8. Unfinished Business

There was none

9. Community/Economic Development Director's Report

Kilpatrick gave a brief overview of communications shared with the Planning Commission. There was brief discussion among the commissioners regarding these materials.

10. Hear from the Audience

No one was in the audience

11. Commissioner Comments

The commissioners spent some time in conversation.

12. Adjournment

Motion by Dellartino, second by Marineau, to adjourn the meeting at 8:50 PM

Motion carries by unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____
Ryan Kilpatrick, Community/Economic
Development Director

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, March 10, 2010**

1. The meeting was **called to order** at **7:02 PM** by **Acting Chairperson Burdick**

2. Roll Call: Dave Burdick, Candace Dugan, Paul Marineau, Alexa Urquhart,
Karen VanPelt

Also in attendance: Ryan Kilpatrick, Community/Economic Development Coordinator

Absent: Ron Dellartino, Christopher Nern

3. Approval of Minutes

A. Planning Commission Regular meeting Minutes of February 10, 2010

*Motion by Urquhart, second by Marineau to approve the minutes of the
February 10, 2010 Planning Commission as presented*

Motion carries by unanimous roll call vote

4. Agenda Changes/Additions/Deletions

The agenda was accepted as published

5. Hear from the Audience

No one wished to speak

6. Written Communication

None presented

7. New Business

A. Memorandum of Review: Section 19.05 (5) of the Zoning Ordinance

Kilpatrick spoke about the rewrite of section 19.05.5 of the ordinance and a subsequent conversation with the city engineer regarding impervious materials for paving. This conversation elicited the perusal of The Ocean City Parking Lot Paving Standards. There was conversation among the commissioners regarding the language in 19.05.5 and 24.01; more concrete and concise information to be shared with developers based on the Ocean City Standards; and more current standards available for low-impact drainage in parking areas.

It was decided that Kilpatrick would return with:

- a. a renumbering of Section 19.05.5
- b. a bit of a road map of when sections of article 19 are to be specified
- c. proposed policy options, including standards for paving

Motion by Urquhart, second by Dugan, to table the review of Section 19.05 (5) of the Zoning Ordinance

Motion carries by unanimous roll call vote

8. Unfinished Business

None presented

9. Community/Economic Development Director's Report

None

10. Hear from the Audience

No one wished to speak

11. Commissioner Comments

Urquhart hopes that seasonal rental issues will be dealt with soon.

12. Adjournment

Motion by Urquhart, second by VanPelt to adjourn the meeting at 7:55 PM

Motion carries by unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____

Ryan Kilpatrick, Community/Economic
Development Director

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, April 14, 2010**

1. The meeting was **called to order** at **7:01 PM** by **Chairperson Nern**.
2. **Roll Call:** Ron Dellartino, Candace Dugan, Christopher Nern, Alexa Urquhart, Karen VanPelt
Also in attendance: Ryan Kilpatrick, Community/Economic Development Director
Absent: Dave Burdick, Paul Marineau

3. Approval of Minutes of March 10, 2010

Motion by Urquhart, second by Dugan, to approve the Minutes of the Planning Commission Regular Meeting of March 10, 2010 as presented

Motion carries by unanimous roll call vote

4. Agenda Changes/Additions/Deletions

Motion by Urquhart, second by Dellartino to approve the agenda for the April 14, 2010 regular Meeting of the Planning Commission as submitted

Motion carries by unanimous roll call vote

5. Hear from the Audience

No one wished to speak

6. Written Communication

None presented

7. Unfinished Business

A. Request for Site Plan Amendment submitted by the Saugatuck/Douglas Historical Society and related to the Old School House.

Agenda Items relating to Item 7A

- i. Amended Site Plan for the Old School House Parking Lot
- ii. Staff Memo dated April 7, 2010

Kilpatrick began by indicating that the memo from *Fenns Design Mill* outlined solutions to questions that the commissioners had at the March meeting. **Mr. Nicolaas Wilkens**

explained some of the options that the design team had looked at in regard to the paving materials. Two solutions to counteract dust were cost prohibitive. The commissioners discussed options available to the applicant because their submission was not in compliance with article 19.05 (5).

Motion by Urquhart, second by Dellartino, to approve the amended site plan submitted by the Saugatuck/Douglas Historical Society and related to the Old School House dated April 5, 2010 with the stipulation that the driveway materials be within the guidelines of article 19.05 (5) which would mean concrete, blacktop, or impervious paving blocks.

Nern amends by adding: material selection is subject to the provisions of article 19.05 (5) as may be further amended; motion stands on the day the work commences to comply with either the day of the motion or the day of the subsequent amendment. Amendment accepted by Urquhart and Dellartino

Motion and amendment carry by unanimous roll call vote

8. New Business

A. Application for Site Plan Review submitted by Andrew Milauckas for an existing structure at 176 Blue Star Highway (pp# 59-016-016-00) and within the C-2 District.

Kilpatrick gave some background information regarding the application; because of the small square footage of the current usage and the small addition he was unsure of the importance of Planning Commission review. But because of the use, Health Department regulations would be involved so review was deemed important. There was discussion about Health Department regulations, building codes, standards, and health issues.

Motion by Dugan, second by Urquhart, to approve the application for Site Plan Review for 176 Blue Star Highway (pp# 59-016-016-00) as presented and as recommended by Community/Economic Development Director Kilpatrick; should there be additional needs within the footprint due to Health Department regulations, they should be handled by the Community/Economic Development Director.

Motion carries by unanimous roll call vote

B. Review and discussion of existing Commercial, Utility, and Recreational Vehicle (CUR-V) Ordinance as requested by the Douglas City Council.

Agenda Items Relating to Item 8 B

- i. Staff Memo dated April 7, 2010
- ii. Existing CUR-V Ordinance

Kilpatrick said that due to a recent code enforcement action taken against a property owner, the City Attorney has recommended and the City Council has requested that the Planning Commission incorporate new standards to address such incidents within Article 16 (General Provisions) of the Zoning Ordinance.

The commissioners agreed that more clarity in the ordinance would make enforcement easier. It was suggested that the commission take time to think about the issue, look at potential problems in the community, and return to the discussion next month. Kilpatrick agreed to look at other community ordinances regarding recreational vehicle storage as potential examples. No formal action was requested or enacted.

9. Hear from the Audience

There were no comments

10. Commissioner Comments

There were a number of comments in appreciation of Karen Van Pelt’s service.

11. Adjournment

Motion by Urquhart, second by VanPelt, to adjourn the meeting at 8:02 PM

Motion carries by unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____

Ryan Kilpatrick, Community/Economic
Development Director

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, May 12, 2010**

1. The meeting was called to order at 7:05 PM by Chairperson Nern.

2. Roll Call: Dave Burdick, Ron Dellartino, Mike Hurley, Christopher Nern, Alexa Urquhart

Also in attendance: Bill LeFevere, City Manager and Ryan Kilpatrick,
Community/Economic Development Director

Absent: Candace Dugan, Paul Marineau

3. Approval of Minutes of April 14, 2010

Motion by Urquhart, second by Dellartino, to approve the Minutes of the April 14, 2010 Planning Commission as presented

Motion carries by unanimous roll call vote

4. Agenda Changes/Additions/Deletions

Motion by Urquhart, second by Dellartino, to approve the agenda for May 12, 2010 as presented

Motion carries by unanimous roll call vote

5. Hear from the Audience

City Manager Bill LeFevere introduced himself and was formally welcomed by the Planning Commission.

John Verwys, 122 Ferry, spoke in favor of zoning ordinance changes

6. Written communication

There was none received

7. Unfinished Business

A. Review of Proposed draft Zoning Amendments

Documents related to Agenda Item 7A include:

i. Staff memo dated May 6, 2010

ii. Proposed draft amendments to Section 16.09, Section 26.30, Section 16.22, and Section 19.05

Kilpatrick gave a brief summary of his memo to the commission dated May 6, 2010.

- **Recreational Vehicle Parking**

Questions and comments regarding paving requirements/trailer size requirements
Discussion about weight requirement of vehicle for “improved” pavement areas

- **Accessory Dwelling Units**

Discussion, comments, and questions among the commissioners regarding lot sizes/dwelling square footage/lot coverage

- **Storm-water Retention Standards**

Clear authority of the Zoning Administrator to require standards of builders regarding detaining storm water

- **Revised Parking Surface Standards**

Proposed pervious OR impervious surfaces
In Section 19.05.5 change “shall” to “may” in section d; eliminate “not less than 20 spaces”; move the new section d to the top (to a) and then move sections a, b, and c down to be sections b, c, and d.

Motion by Urquhart, second by Dellartino, to schedule a Public Hearing for these Draft Ordinance changes for June 9, 2010

Motion carries by unanimous roll call vote

8. New Business

None presented

9. Hear from the Audience

No one wished to speak

10. Commissioner Comments

Commissioner had comments regarding the need for discussion on the seasonal rental zoning changes and the Tri-community committee.

11. Adjournment

Motion by Urquhart, second by Dellartino, to adjourn the meeting at 8:12 PM

Motion carries by unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____

Ryan Kilpatrick, Community/Economic
Development Director

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, June 09, 2010**

1. The meeting was called to order at 7:05 PM by Chairperson Nern.

2. Roll Call: Dave Burdick, Candace Dugan, Mike Hurley, Paul Marineau, Christopher Nern, Alexa Urquhart

Also in attendance: Ryan Kilpatrick, Community/Economic Development Director

Absent: Ron Dellartino

3. Approval of Minutes from the Regular Meeting of May 12, 2010

Motion by Urquhart, second by Burdick, to approve the Minutes of the Regular Planning Commission Meeting of May 12, 2010

Motion carries by unanimous roll call vote

4. Agenda Changes/Additions/Deletions

Kilpatrick suggested adding to New Business, 8.A. Notice of Site Plan Review
And 8.B. Community/Economic Development Director's Report

Motion by Urquhart, second by Burdick, to approve the Agenda for the June 9, 2010 meeting as amended

Motion carries by unanimous roll call vote

5. Hear from the Audience

There were no audience members present.

6. Written Communication

There was none presented

Public Hearing: Hearing to accept public comment pertaining to draft language to revise the Zoning Ordinance: to provide additional standards related to the storage of recreational equipment on a residential lot; to amend the existing special use standards for the residential use of an accessory dwelling in the R-4 and R-5 Districts; to allow the Zoning Administrator to require a storm-water management plan as part of any review process; and to allow for the use of pervious pavements and concrete when constructing parking areas.

- A. The Public Hearing was declared open at 7:10 PM
- B. Public Comments: There were no comments
- C. The Public Hearing was declared closed at 7:11 PM

7. Unfinished Business

- A. Motion to recommend approval, denial, or tabling of proposed draft zoning amendments to Sections 16.09, 16.22, 19.05 and 26.30 to the City Council.

Documents related to Agenda Item 7A include:

- i. Staff memo dated May 6, 2010, revised June 3, 2010
- ii. Proposed draft amendments to Section 16.09, Section 26.30, Section 16.22, and Section 19.05

Kilpatrick suggested that the Commissioners look at and discuss each Section individually. Commissioners debated the language presented in Section 16.09. **Dugan** suggested that the commissioners think about three areas: size, location, and duration. Other, more stringent ordinances will be brought back for comparison.

Motion by Dugan, second by Marineau, to table the proposed draft zoning amendments to Section 16.09, 16.22, 19.05 and 26.30 for further study

Motion carries by unanimous roll call vote

8. New Business

A. Notice of Site Plan Review

Discussion of adding another layer of noticing (for Site Plan Review) to the existing required notices; Commissioners were not in favor.

B. Community/Economic Development Director's Report

Kilpatrick explained that Douglas has won a Grant from the National Endowment for the Arts for study of Walkable and Livable Design and Intelligent Waterfront development. There will be a three day seminar on August 11, 12, 13, 2010 to include community members, staff, council, and commissions, as well as other members of neighboring communities, to study a walking design for the city that incorporates the Kalamazoo River and Lake, Lake Michigan, and connection to the city and township of Saugatuck.

9. Hear from the Audience

No one slipped in to speak.

10. Commissioner Comments

There were positive comments regarding the three day workshop and comment on the need for seasonal rental discussions.

11. Adjournment

Motion by Urquhart, second by Hurley, to adjourn the meeting at 8:15 PM

Motion carries by unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____

Ryan Kilpatrick, Community/Economic
Development Director

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, July 14, 2010**

1. The meeting was **called to order** at **7:05 PM** by **Chairperson Nern**.
2. **Roll Call:** Dave Burdick, Ron Dellartino, Candace Dugan, Paul Marineau (entered the meeting at 7:50 PM), Christopher Nern, Alexa Urquhart
Absent: Michael Hurley
3. **Approval of Minutes** from the Regular Meeting of June 9, 2010

*Motion by Urquhart, second by Dugan, to approve the Minutes of the Planning Commission of June 9, 2010 as presented
Motion carries by unanimous roll call vote*

4. Agenda Changes/Additions/Deletions

*Motion by Dugan, second by Urquhart, to approve the agenda for the July 14, 2010 Meeting as presented
Motion carries by unanimous roll call vote*

5. Hear from the Audience

No one wished to speak

6. Written Communication

Letter from John St. Andre, 337 Ferry Street, regarding the parking of recreational vehicles

7. Unfinished Business

A. Consideration of proposed amendments to the Zoning Ordinance related to Section 16.09 (Commercial, Utility, and Recreational Vehicles), Section 16.13 (Accessory Uses, Buildings and Structures), Section 16.22 (Roads, Water, Sewage and Storm water Standards), Section 19.05 (Surface Standards for Parking Lots), Section 26.30 (Residential Use of an Accessory Building).

Documents related to Agenda Item 7A include:

- i. Staff memo dated May 6, 2010, revised June 3, 2010, and revised June 30, 2010

ii. Proposed draft amendments to Section 16.09, Section 16.13, Section 16.22, Section 19.05, and Section 26.30

iii. Local Requirements for the Planned Community of Celebration, Florida (see also <http://celebration.fl.us>)

Chairperson Nern invited the commissioners to communicate their thoughts on this second reading of the revisions. Key points offered:

- Difference in front and back yard set-backs
- Should there be a differential between the view from the road as opposed to the view from the water?
- The issue isn't as much about site line and safety as it is about aesthetics.
- The size of the property.
- The ability to screen with landscaping.
- Budgetary concerns
- Ability to be enforced, make it simple
- Is the need really that great that a change is necessary?
- Should all recreational equipment be grouped within the same restrictions?
- How to regulate courtesy
- Talking aesthetics, at taking care of other people in the community
- Look at the change fairly

Chairperson Nern suggested looking at Section 16.09 and circling words that produced question or conflict. These were the phrases selected:

- a. thirty-six feet, vehicle
- b. side yard, garage
- c. no words circled
- d. no words circled
- e. fifteen feet, 1,000 pounds
- f. forty-eight hour period
- g. living
- h. repairs

Comments and discussion during this period included:

- Consideration about front and back
- Does making it on the same side of the garage work all of the time?
- Un-enforceable and restrictive
- How long may repairs last

There were questions about the inclusion of number 2 and 3 as part of the Recreational Vehicle Parking Section of the ordinance.

Further discussion of the commissioners centered on the financial burden of restrictions and how widespread the concern is in the community. What would a person's recourse be without an ordinance like this?

The St. Andre's spoke about the brief history of the issue that brought this to the Commission.

Motion by Dellartino to table the proposed amendments to the Zoning Ordinance related to Section 16.09 for further study

Discussion about the remaining Sections to be amended

Motion dies for lack of a second

Motion by Urquhart, second by Marineau, to table all proposed amendments to the zoning ordinance considered in Agenda item 7.A

Motion carries with one nay from Dellartino

8. New Business

None presented

9. Hear from the Audience

John St. Andre, 337 Ferry, had further questions and explanations to the proposals in Section 16.09.

10. Commissioner Comments

The commissioners were thankful to the St. Andre's for their reasonable and civic-minded assistance with the discussion tonight. Notice of bank soil erosion due to tree removal was noted at the end of Center Street; the Tree Ordinance needs to move forward.

11. Adjournment

Motion by Urquhart, second by Dellartino, to adjourn at 8:55 PM
Motion carries by unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____
Ryan Kilpatrick, Community/Economic
Development Director

AGENDA
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
86 W. CENTER STREET, DOUGLAS, MI
Wednesday, August 18, 2010, 7:00 P.M.

1. Call to Order

2. Roll Call

3. Approval of Minutes

Planning Commission Regular Meeting Minutes of July 14, 2010.

4. Agenda Changes/Additions/Deletions

Motion to approve the Planning Commission Agenda of August 25, 2010 as presented (or as may be amended by the Planning Commission)

5. Hear from Audience: Comments related to agenda items only. (Limit of 5 minutes)

6. Written Communications:

7. Unfinished Business

- A.** Consideration of proposed amendments to the Zoning Ordinance related to Section 16.09 (Commercial, Utility and Recreational Vehicles), Section 16.13 (Accessory Uses, Buildings and Structures), Section 16.22 (Roads, Water, Sewage and Stormwater Standards), Section 19.05 (Surface Standards for Parking Lots), Section 26.30 (Residential Use of an Accessory Building).

Documents related to Agenda Item 7A include

- i.** Staff memo dated May 6, 2010, last revised August 6th, 2010
- ii.** Proposed draft amendments to Section 16.09, Section 16.13, Section 16.22, Section 19.05, and Section 26.30,

8. New Business:

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

10. Commissioner Comments

11. Adjournment

Douglas Planning Commission Agenda

Wednesday, August 18, 2010

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Please Note:

The City of the Village of Douglas is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Jean E. Neve, City Clerk (269-857-1438) promptly to allow the City of the Village of Douglas to make reasonable accommodations for those persons.

CITY OF THE VILLAGE OF DOUGLAS
ALLEGAN COUNTY, MICHIGAN
POSTED THIS 6th DAY OF August, 2010

CANCELLED

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, September 8, 2010**

1. The meeting was called to order at 7:02 PM by Chairperson Nern

2. Roll Call: Ron Dellartino, Candace Dugan, Michael Hurley, Paul Marineau, Christopher Nern, Alexa Urquhart

Also in attendance: Ryan Kilpatrick, Community/Economic Development Director

Absent: Dave Burdick

3. Approval of Minutes from the Regular Meeting of July 14, 2010

Motion by Urquhart, second by Dellartino, to approve the Minutes of the July 14, 2010 Meeting as presented

Motion carries by unanimous roll call vote

4. Agenda Changes/Additions/Deletions

Motion by Urquhart, second by Dellartino, to approve the Agenda for the September 8, 2010 Meeting as presented

Motion carries by unanimous roll call vote

5. Hear from the Audience

Dee Schoeneich, 112 Center Street, had comments regarding the proposed parking at the Old Schoolhouse.

Tony Ragona, Chicago, distributed a packet regarding information for New Business Item 8.A

John St. Andre, 334 Ferry Street, shared information regarding the amendment to the Zoning Ordinance and how it affects people whose property is at the water

6. Written Communication

Packet distributed by Mr. Ragona

7. Unfinished Business

A. Consideration of proposed amendments to the Zoning Ordinance related to Section 16.09 (Commercial, Utility, and Recreational Vehicles), Section 16.13

(Accessory Uses, Buildings, and Structured), Section 16.22 (Roads, Water, Sewage, and Stormwater Standards), Section 19.05 Surface Standards for Parking Lots), Section 26.30 (Residential Use of an Accessory Building)

Documents related to Agenda Item 7A include:

- i.** Staff memo dated May 6, 2010, last revised August 6, 2010 (distributed to Planning Commission with Agenda packets for August meeting)
- ii.** Proposed Draft Amendments to Section 16.09, Section 16.13, Section 16.22, Section 19.05, and Section 26.30 (distributed to Planning Commission with Agenda packets for August meeting)

Chairperson Nern introduced the conversation. **Kilpatrick** opened the debate by saying that the commission has been working on these amendments for several months and he would like to come away from this meeting with a recommendation for a Public Hearing in October.

The Commissioners conversation focused on:

- Visibility
- Choices/circumstances
- Unique property differences
- How many is too many?
- Enforcement
- Location restrictions
- Mechanism for problems
- Seasonality
- Flexibility

Nern summarized the discussion by saying he was hearing the commission wishing to remove **16.09.1 b** and **e**; encouraging additional screening; and the option of appeal to the Planning Commission when no other option is available. The Commission agreed.

Continuing conversation on the additional amendments:

Section 16.13

Add Accessory Building as a percentage of lot coverage to the language.

Section 16.22

Nothing to change

Section 19.05.5

Necessary to include the word pervious

Section 26.30.3.b

Would also need to include language in Section 7.02, 8.02, and in the Table of Land Uses

Motion By Urquhart, second by Dellartino, to schedule a Public Hearing for the proposed amendments to the Zoning Ordinance related to Section 16.09, Section 16.13, Section 16.22, Section 19.05, Section 26.30 for the regularly scheduled Planning Commission Meeting in October.

Motion carries by unanimous roll call vote

8. New Business

- A. Consideration of Draft Standards to address the use of Medical Marihuana Primary Care Facilities as a Special Land Use in the C-2 Commercial District.

Documents related to Agenda Item 8A include:

- i. Staff memo dated August 31, 2010
- ii. Proposed standards to address Medical Marihuana Primary Caregiver Facilities

Kilpatrick began the discussion by pointing out the slides he copied from the Michigan Medical Marihuana Act presentation. He also gave reason for language found in the proposed amendment to the zoning ordinance.

Discussion among the commissioners:

- Community concerns
- Security
- Location/restrictions
- Legal counsel?

Tony Ragona, Chicago, (caregiver petitioner), shared information regarding community regulations, shared information found in the information packet that he distributed, and spoke in opposition to sections of the proposed amendment.

Commissioners spoke about the process used in addressing zoning amendments, emphasizing that speed is not the way that the system works.

9. Hear from the Audience

John St. Andre had a comment regarding accessory buildings.

10. Commissioner Comments

11. Adjournment

Motion by Urquhart, second by Dellartino to adjourn the meeting at 9:08 PM

Motion carries by unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____
Ryan Kilpatrick, Community/Economic
Development Director

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, October 13, 2010**

- 1.** The meeting was **called to order** at **7:03 PM** by **Chairperson Nern**.
- 2. Roll Call:** Dave Burdick, Ron Dellartino, Candace Dugan, Michael Hurley, Paul Marineau, Christopher Nern, Alexa Urquhart
Also in attendance: Ryan Kilparick, Community/Economic Development Director
- 3. Approval of Minutes** from the regular meeting of September 8, 2010

Motion by Dellartino, second by Urquhart, to approve the Minutes of the September 8, 2010 meeting as presented

Motion carries by unanimous roll call vote

4. Agenda Changes/Additions/Deletions

Motion by Urquhart, second by Dellartino, to approve the agenda for the October 13, 2010 Planning Commission as presented

Motion carries by unanimous roll call vote

5. Hear from the Audience

No one wished to speak

6. Written Communication

There was none presented

7. Public Hearing

A. Hearing to accept public comment pertaining to draft language to amend the Zoning Ordinance; Section 16.09 (Commercial, Utility, and Recreational Vehicles), Section 16.13 (Accessory Uses, Buildings, and Structures), Section 16.22 (Roads, Water, Sewage, and Stormwater Standards), Section 19.05 (Surface Standards for Parking Lots), Section 26.30 (Residential Use of an Accessory Building – also includes minor changes to Section 3.11 – table of land uses, 7.02 – R-4 Residential District, and 8.02 – R-5 Residential District).

- i.** The Public Hearing was declared Open at 7:07 PM

- ii. There was no public comment
- iii. The Public Hearing was declared Closed at 7:08 PM

8. Unfinished Business

A. Consideration of proposed amendments to the Zoning Ordinance

Documents related to Agenda Item 7A include:

- i. Staff memo dated October 8, 2010
- ii. Proposed draft amendments to Section 16.09, Section 16.13, Section 16.22, Section 19.05, and Section 26.30 – also includes 3.11, 7.02, and 8.02

Discussion began with **Kilpatrick** highlighting minor language additions included in his October 8, 2010 Memo dealing with issues that the commissioners had voiced in previous meetings. These additions are within Section 16.09 (1) (b) and Section 16.13. These additions allow for flexibility with Planning Commission approval.

In Section 19.05 (5) (d) the last sentence was deleted because it was repeated.

In Section 16.22 (3) (c) the words “an approved” was inserted in the second line to read: “..., as part of the zoning permit application, *an approved* plan for detaining...”

Motion by Urquhart, second by Dellartino, to send to the City Council for approval, language to amend the Zoning Ordinance; Section 16.09 (Commercial, Utility, and Recreational Vehicles), Section 16.13 (Accessory Uses, Buildings and Structures), Section 16.22 (Roads, Water, Sewage, and Stormwater Standards), Section 19.05 (Surface Standards for Parking Lots), Section 26.30 (Residential Use of an Accessory Building – also includes minor changes to Section 3.11 – table of land uses, 7.02 – R-4 Residential District, and 8.02 – R-5 Residential District as corrected by the Planning Commission at this meeting.

Motion carries by unanimous roll call vote

B. Discussion of Medical Marihuana Primary Care Facilities

Documents related to Agenda Item 8A include:

- i. City of Grand Rapids, MI proposed standards and staff memorandum
- ii. City of Roseville, MI adopted standards

iii. City of Niles, MI adopted standards

Due to recent court rulings the applicant has withdrawn his request. It is the feeling of the commission that the conversation continues on this topic as the issues continue through the courts.

9. Hear from the Audience

John St. Andre, 337 Ferry Street, thanked the commission for their hard work with the Recreational Vehicle Ordinance.

10. Commissioner Comments

There was conversation about work being done on Lakeshore Drive.

11. Adjournment

Motion by Urquhart, second by Dellartino, to adjourn the meeting at 7:50 PM

Motion carries by unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____
Ryan Kilpatrick, Community/Economic
Development Director

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, November 10, 2010**

1. The meeting was **called to order** at **7:03 PM** by **Chairperson Nern**.
2. **Roll Call:** Dave Burdick, Ron Dellartino, Michael Hurley, Christopher Nern,
Alexa Urquhart
Also in attendance: Ryan Kilpatrick, Community/Economic Development Director
Absent: Candace Dugan, Paul Marineau
3. **Approval of Minutes** from the regular meeting of October 13, 2010

*Motion by Urquhart, second by Dellartino, to approve the Minutes of the
October 13, 2010 meeting as presented*

Motion carries with a unanimous roll call vote

4. Agenda Changes/Additions/Deletions

Urquhart requested to add 8.C. Report on the Tri-Community Committee
Kilpatrick noted that the date on the agenda needed to be changed from October to
November

*Motion by Urquhart, second by Dellartino, to approve the agenda for the
November 10, 2010 meeting as amended*

Motion carries with a unanimous roll call vote

5. Hear from the Audience

No one wished to speak at this time

6. Written Communication

Letter from DDA Chairperson, Bill Schumacher dated 11-10-10

7. Public Hearing

A. Hearing to accept public comment pertaining to a request for Special Land
Use at 21 Main Street (parcel #03-59-100-012-00) for use as a residence on the
ground floor within the C-1 Zoning District.

- i. The Public Hearing was declared open at 7:09 PM

- ii. There were no public comments
- iii. The Public Hearing was declared closed at 7:10 PM

8. New Business

A. Consideration of an application for Special Land Use submitted by Maria Droz, for the property known as 21 Main Street and located in the C-1 (Village Center) District.

Documents related to Agenda Item 8A include:

- i. Application for Special Land Use dated October 13, 2010
- ii. Staff memo dated November 5, 2010
- iii. Letter dated November 3, 2010 from Max Matteson

Kilpatrick explained that ground floor living space is a Special Land Use in the C-1 Downtown District and that this property is not immediately contiguous to existing commercial structures. He noted that the letter submitted by the DDA Chairperson recommends that the Commission include a two year expiration date.

Further conversation includes:

- Legality of including an expiration date
- How an expiration date can be set with tenants/lease length
- Diminishing size of a small commercial district
- Special Land Use should run with the land rather than a tenant

Motion by Dellartino, second by Burdick, to approve the application for a Special Land Use at 21 Main Street subject to the review and approval of the Saugatuck Douglas Fire Department, based on specific findings of fact of Section 25.03 and Section 26.13 as reviewed in the Community Development Director's Memo to the Commission dated November 5, 2010 with a two-year expiration date.

Further Discussion:

- There hadn't been a review on the previous Special Use approval; are we setting a precedent?
- Difficult time for small town merchants and property owners
- Motion maker has no issue with removing the two-year stipulation, second maker agrees

Motion by Dellartino, second by Burdick, to approve the application for a Special Land Use at 21 Main Street subject to the review and approval of the Saugatuck Douglas Fire Department, based on specific findings of fact of

section 25.03 and Section 36.13 as reviewed in the Community Development Director's Memo to the Commission dated November 5, 2010.

Motion carries with a unanimous roll call vote

- B.** Review of recently adopted Short-term rental standards currently in place within the City of Saugatuck. Discuss applicability to City of Douglas and provide direction to staff.

Documents related to Agenda Item 8B include:

- i.** Letter from Keith Charak, Sherwood Forest B+B
- ii.** Memo from Douglas Seasonal Rental Committee (date unknown)
- iii.** Existing regulations in place in Saugatuck

Discussion:

- Current inspections, approvals in Saugatuck since ordinance approval
- Regulating safety is important; hear from Greg Janik SD Fire Dept.
- Attempt to limit some of the negatives of renters as good neighbors
- The Douglas Civil Infractions Violation has been initiated; how the provisions work; enforcement
- Look to Saugatuck ordinance for Douglas standards and provisions
- Instead of a Special Land Use Hearing have approvals done administratively

Kilpatrick will go forward and work on provisions in Article 16 based on information in the Saugatuck provisions.

C. Tri-Community Report

Urquhart reported that Saugatuck Township is working on the Tri-Community Plan and has asked Saugatuck and Douglas to work on the first five chapters, looking at areas of interest or for errors in the document as written. These will be addressed at the next meeting.

- 9. Unfinished Business:** Reconsideration of proposed standards to deal with Recreational Equipment

Documents related to Item 9 include:

- i.** E-mail from Bob Sapitas regarding proposed revisions to Section 16.09
- ii.** Draft copy of proposed revisions to Section 16.09

Kilpatrick stated that there were concerns from the Council centered on the parking of recreational vehicles in the front yard. Homeowners not on the waterfront should park in the side or rear yard. Councilperson Sapita submitted revisions to address those concerns.

Discussion of the ability of citizens to have vehicles and that this is a community of people with recreational vehicles.

Motion by Burdick, second by Dellartino, to schedule a Public Hearing on the revised Section 16.09 for the December 8, 2010 regular meeting of the Planning Commission

Motion carries with a unanimous roll call vote

10. Hear from the Audience

John St. Andre, 332 Ferry, commented on the process of the City council approval and on some of the proposed changes.

11. Commissioner Comments

Burdick had a question about seasonal rentals
Kilpatrick asked about a schedule for a special meeting with Council.

12. Adjournment

Motion by Dellartino, second by Burdick, to adjourn the meeting at 8:57 PM

Motion carries by unanimous voice vote.

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____
Ryan Kilpatrick, Community/Economic
Development Director

**APPROVED MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
DOUGLAS CITY HALL
Wednesday, December 8, 2010**

1. The meeting was **called to order** at **7:05 PM** by **Vice-chairperson Dellartino**
2. **Roll Call:** Dave Burdick, Ron Dellartino, Candace Dugan, Paul Marineau, Alexa Urquhart
Also in attendance: Ryan Kilpatrick, Community/Economic Development Director
Absent: Michael Hurley, Christopher Nern
3. **Approval of Minutes** of the regular meeting of November 10, 2010

Motion by Urquhart, second by Dugan, to approve the Minutes of the regular meeting of November 10, 2010 as presented

Motion carries with a unanimous roll call vote

4. Agenda Changes/Additions/Deletions

Urquhart requested the addition of 8.C. Tri-Community Plan Input

Motion by Urquhart, second by Dugan to approve the Agenda for the December 8, 2010 meeting as amended

Motion carries with a unanimous roll call vote

5. Hear from the Audience

No one wished to speak

6. Written Communications

There was no written communication presented

7. Public Hearing

A. Hearing to accept public comment pertaining to draft language to amend the Zoning Ordinance; Section 16.09 (Commercial, Utility, and Recreational Vehicles).

i. Public Hearing declared open at 7:09 PM

ii. There were no comments from the public

iii. Public Hearing declared closed at 7:10 PM

8. Unfinished Business

A. Consideration of proposed amendments to the Zoning Ordinance; Section 16.09 (Commercial, Utility, and Recreational Vehicles)

Documents related to Agenda Item 8A include:

Proposed draft amendment to Section 16.09

Discussion points:

- Setback requirements
- Rigidity of language
- Screening
- Planning Commission exemptions

Motion by Urquhart, second by Burdick, to recommend to City Council the ordinance changes proposed to Section 16.09 as presented to Planning Commission with the following amendments: 16.09.1 “It is the intent of this section to allow for the parking of recreational equipment upon residential property where such equipment can be adequately screened from the public right of way.” AND 16.09.2.a add to the last sentence “...and no closer to any public right of way than the minimum setback requirements of the applicable zoning district.”

Motion carries with a unanimous roll call vote

B. Review of recently adopted Short-term rental standards currently in place within the city of Saugatuck.

Documents related to Item 8B include:

- i. Staff memo dated December 3, 2010
- ii. Proposed draft standards of Section 16.33 and Section 2.20

Discussion:

- The presented standards are based upon the standards approved in the city of Saugatuck with the intention that enforcement and compliance by the Fire District and rental agencies would be easier
- The use of the word *shall* in 16.33.8 will make enforcement pretty intense
- Civil infraction course may be a better way to handle violations

Motion by Burdick, second by Urquhart, to set a Public Hearing for 16.33 and 2.20 Short-term Rental Units/Definitions for the regularly scheduled Planning Commission in January, 2011

Motion carries with a unanimous roll call vote

C. Review of the Tri-Community Plan, sections 1-5

Discussion:

- Some of the needed change will be in the statistical data
- Findings from the school work done recently affects the whole community
- Likely that this will be talked through at the Special Joint Meeting for December 13, 2010

9. New Business

A. Consideration of an application for Site Plan Review submitted by Wishbone Pet Rescue, for the property known as 165 Blue Star Highway and located in the C-2 (General Commercial) District.

Documents related to Agenda Item 9 include:

- i. Staff memo dated December 1, 2010
- ii. Application for Site Plan Review dated November 19, 2010
- iii. Applicant's statement on intended building use
- iv. Site Plan, Floor Plan, Survey, and Aerial Photos

Discussion:

- Parking requirements
- Rear yard use
- Lighting

Motion by Urquhart, second by Dugan, to approve the Site Plan for Wishbone Pet Rescue, for the property known as 165 Blue Star Highway, as presented

Discussion:

- Reduced parking requirement
- Making the animal grooming an accessory to the rescue operation would reduce the required parking
- 5 spaces would be in compliance with the retail parking requirements

Motion amended by Urquhart, seconded by Dugan, to approve the Site Plan for Wishbone Pet Rescue, for the property known as 165 Blue Star Highway, with the stipulation that required parking be five (5) spaces located at the front of the building based on Article 19 requirements of retail facilities of 3 spaces and the 1,000 square feet for the dog adoption facility needing two (2) additional.

Motion carries with a unanimous roll call vote

10. Hear from the Audience

No one wished to speak

11. Commissioner Comments

Thanks were given to the Wishbone Pet Rescue for the work they are doing.

12. Adjournment

Motion by Urquhart, second by Marineau, to adjourn the meeting at 8:12 PM

Motion carries with a unanimous voice vote

Respectfully submitted,

Alan McPhail
Recording Secretary

Approved By: _____

Ryan Kilpatrick, Community/Economic
Development Director