



THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE PLANNING COMMISSION
WEDNESDAY – DECEMBER 9, 2020
7:00 PM
ZOOM 895 2565 2623

- A. Call to Order: Chair Pattison called the meeting to order at 7:01 p.m.
- B. Roll Call: Present – Seabert, McIntyre, McWebb, Heneghan, Buzka, Pattison
1. Approval of Agenda
Motion by Seabert, with support from McWebb, to approve the agenda. Motion carried unanimously by roll call vote.
 2. Approval of Minutes
November 11, 2020
Motion by McIntyre, with support from Seabert, to approve the November 11, 2020 minutes. Motion carried by unanimous roll call vote.
November 18, 2020
Motion by Buzka, with support from Heneghan, to approve the November 18, 2020 minutes. Motion carried by unanimous roll call vote.
- C. Public Comment (limit of 5 minutes) – No public comments
- D. Communication
1. Letter received from William & Patricia Renkema
 2. Letter received from Ralph Hensley, St. Peter Church
 3. Petition for amending R-4 received from J. Klemn
 4. Rezoning request from City of Douglas
- E. New Business
1. Condominium Approval and Site Plan Review – Attorney: Peter Schmidt, Varnum LLP for 23 Center Street and 25 Center Street. Represented building owners.

Planning & Zoning Administrator reviewed the proposal on November 17th and determined deficiencies. On December 2, 2020, the applicant provided additional submittals in response to the administrative review, the applicant satisfied the requirements. Planning Commission reviewed the application as a preliminary plan. It was recommended by the City Planner that Planning Commission consider the testimony and submittals of the Applicant and Planning & Zoning Administrator regarding the Application for Condominium Approval and Site Plan review, for review of Preliminary Plans for the condo project at 23 Center St. and 25 Center St., Douglas, MI.

Chair Pattison yielded to the applicant, represented by Varnum Schmidt Law. The intent is to convert the two buildings into condominiums. Each building would remain the same. Parking is deficient under current requirements, under C-4 they may apply.

Comments from Planning Commission:

Had consideration been given to other aspects regarding parking? Were alterations considered to meet the current requirements? What are the current access points for the upper units? Has the Fire Dept. looked over the plans and presented a written report?

Motion by Buska, with support from Seabert, to approve the Preliminary Site Plan for 23 Center St. and 25 Center St. contingent on the receipt of a letter of inspection from the Saugatuck Township Fire Department. Motion carried by unanimous roll call vote.

- F. Old Business: None

- G. Reports of Officers, Member, Committees
City Planner Wikar reported January will be a busy month for Planning. The annual report will be presented, members will approve the 2021 meeting schedule, and two (2) member volunteers are needed to review the Bylaws for Planning. Heneghan and McIntyre agree to assist with the review. Other items that will come before Planning for consideration will be:
 - * R-4 Zoning Petition from Jeff Klemm
 - * Zoning Amendment request from The City of Douglas

- H. Public Comments:
Tracey Shaffroth questioned if there will be lighting on the back of the condominium buildings and recommended notification of any residents surrounding the buildings if the answer was yes.

- I. Adjourn: Motion by Seabert, with support from McWebb, to adjourn the meeting. Meeting adjourned at 7:40 p.m.