



THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE PLANNING COMMISSION  
THURSDAY, JANUARY 13, 2021  
ZOOM MEETING

- A. Call to Order: Chair Pattison called the meeting to order at 7:05
- B. Roll Call: Present – Buzka, Heneghan, McWebb, McIntyre, Seabert, Pattison  
Also Present – City Planner Wikar, City Clerk Aalderink
1. Approval of Agenda – January 13, 2021  
*Motion by Seabert, with support from Buzka, to approve the January 13, 2021 agenda as presented. Motion carried by unanimous roll call vote.*
  2. Approval of the Minutes – December 2021  
*Motion by Seabert, with support from McWebb, to approve the December 2021 minutes as presented. Motion carried by unanimous roll call vote.*
- C. Public Comment (limit of 5 minutes please)  
Robert Kenny has serious issues with the proposed revised bylaws for the Planning Commission. Request that they read his email before supporting the changes.
- D. Communications – There were no communications
- E. New Business:
1. Site Plan Review – Private Road Construction Application, and Land Division Application For 327 Water Street (Forrester, Excel Engineering).

(Sec. 18.02 §11) Wikar stated this application needs a private road to establish the required frontage for the district. The city has received the road agreement and maintenance agreement, which is what is being considered this evening. Commission will use (Sec. 18.02 §12 (c) to determine if the request complies with the requirements of the ordinance.

Rob Lamar, Excel Engineering, stated his clients are asking for a split in their property. The ordinance has been followed for a private road; however, an easement is needed. The applicants are requesting a 33' reduction from the 66' required easement. Wikar stated a response from the Fire Dept. has been received, they are asking the applicants to consider the cul de sac be 96' diameter and the width of the pavement itself be 20'. This request would better allow a fire truck to turn around if needed. Lamar stated this was the first time he had seen the Fire Dept. request, but it can be done.

*Motion by Buzka, with support from Heneghan, to approve the Site Plan Review for a Private Road construction at 327 Water Street with the following conditions: The*



*applicant will accommodate the Fire Department request and the City Engineers recommendations. Motion carried by unanimous roll call vote.*

2. Application for Rezoning – Property Zoned R-2 Residential District to the R-4 Harbor Residential District; St. Peter’s Subdivision and 324 W. Center Street (City of the Village of Douglas, Renkema, Hensley/St. Peter Catholic Church).

Wikar explained the difference between R-2 and R-4 zoning. For this application Commission will be looking at (Sec. 28.05) which is the application information and (Sec. 28.06) finding of facts. The city will be acting as the applicant.

Commission questioned how the R-4 designation accommodates applications for use of this property as previously given to us, in form of PUD applications and other uses. Is there is a proposed project for this application.

McIntyre, for the purpose of transparency, stated her employer is working on a project for St. Peter’s Church, which is associated with this application. Although they are not the applicants they are associated with the outcome of this application.

Wikar reminded all present this is the first step in the process.

*Motion by Heneghan, with support from McIntyre, to recommend the rezoning of the property from R-2 Residential District to R-4 Harbor Residential District. Motion carried by unanimous roll call vote.*

3. Initiation of Amendments, City of the Village of Douglas Zoning Ordinance – Article 3: Zoning Districts and Map; and Article 26: Special Use Standards.

Wikar stated these amendments are intended as updates. The intent is to be consistent with the purpose of the R-4 residential district.

Commission asked if the city is considering developing design standards. Several years ago these building were constructed and used as living spaces as well as the intended storage, is there any way that there could be an addition to state the building can only be used as storage.

Wikar stated the intent of hearing this tonight is to obtain feedback from the Commission. Yes, language could be added regarding storage and not living space. This evening Commission is to vote on recommendations for the city to continue it’s effort of this application to look at these uses and the tables that would be used to review the application. The changes would also have to be reviewed by the City Attorney. It is the city’s intent to bring some of these things into a conforming use classification.

*Motion by Buzka, with support from Heneghan, to initiate amending The City of the Village of Douglas Zoning Ordinance, Article 3 - Zoning District map and Article 26 – Special Use Standards. Motion carried by unanimous roll call vote.*



F. Old Business:

1. Amendment of Bylaws (Douglas Planning Commission).

Wikar stated the bylaws have been presented as a “draft” primarily to get them on as public record. Request Commission allow him to meet with McIntyre and Heneghan to discuss any revisions. Encouraged Commission to make a date which the bylaws would be heard. Seeking feed back from those in attendance.

Commission thanked Wikar for his work on the bylaws. Pattison proposed meeting in March and stated for the record she has requested Wikar hold a strong line on proposal submittals. Thursday at 3:00 P.M. will be the cut off time for any agenda items to be submitted.

*Motion by Seabert, with support from Buzka, to table the amendments of the bylaws until no later than the March meeting. Motion carried by unanimous roll call vote.*

G. Reports of Officers, Members, Committees

Seabert requested any communication to Planning Commission be submitted to the City Clerk.

H. Public Comments:

Tracy Shafroth – Water St. – Request the Planning Commission, City Council, and Brownfield Authority hold their joint meeting on 200 Blue Star Hwy. This was supposed to be scheduled some time ago and has not been. Also, the packet was not posted, only the agenda and the meeting minutes were not done. Wikar needs information at least 3-6 weeks prior to meeting to give him time to review applications.

City Clerk addressed Shafroth’s statement regarding minutes, stating minutes do not appear on the website until approved by the Commission. That is the standard for any meeting.

I. Adjournment:

Motion by Seabert, with support from Buska, to adjourn the meeting. Motion carried by unanimous roll call vote. (8:28 p.m.)