

To: City of the Village of Douglas Planning Commission
Date: June 1, 2026
From: Sean Homyen, Planning & Zoning Administrator
RE: 415 Wiley Rd – Site Plan Review – Addition



The Village of Friendliness – Since 1870

Background. The Brivar Construction Company on behalf of Saugatuck Fire Department has submitted a site plan review application under Section 24.01(2) to construct an 8,655 SF addition at 415 Wiley Rd. The existing building is currently occupied in part by the City and includes administrative offices, the Department of Public Works, and the Police Department. The Saugatuck Fire District is proposed to acquire and occupy the remaining portion of the building and construct an 8,655-square-foot addition to support fire protection and emergency response services for the tri-community area.

Governmental Function Considerations. The Saugatuck Fire District provides fire protection and emergency response services to the City of Douglas, City of Saugatuck, and Saugatuck Township. Fire protection and emergency response services are generally recognized as governmental functions undertaken for the protection of public health, safety, and welfare.

Staff reviewed the proposed fire station and the applicability of the Zoning Ordinance to governmental facilities. Staff discussed this issue with the City Attorney and Planning Consultant, both of whom agreed that the proposed facility serves a governmental public safety function.

Staff further notes that Michigan planning guidance and case law recognize that governmental functions may be treated differently from proprietary functions when evaluating the applicability of local zoning regulations. The City Attorney concluded that the proposed fire station addition constitutes a governmental function and that the City is not legally compelled to adhere to all requirements of its Zoning Ordinance when considering the construction of a fire department facility on City-owned property.

Notwithstanding the governmental nature of the proposed facility, the application has been presented to the Planning Commission for review and comment to allow consideration of site design, circulation, public infrastructure, and potential impacts on surrounding properties.

Procedure. Although the proposed facility serves a governmental public safety function and may not be subject to all provisions of the Zoning Ordinance, the application has been presented to the Planning Commission as a courtesy for review and comment. The Planning Commission is asked to review the site plan and provide comments and recommendations regarding the proposed development, including any conditions or modifications it believes are appropriate.

Site and Building Placement Standards

Standard (Corner Lot)	Required	Existing	Proposed
Lot Area	30,000 SF	325,715 SF	
Lot Frontage		584.5'	
Lot Coverage	80% max		28.46%
Front Setback (north)	0 ft.	65.1'	
Rear Setback	25 ft.		253.89'
Side Setback (east)	0		76.8'
Side Setback (west)	5 ft.		5+
Height	28' Max		35'

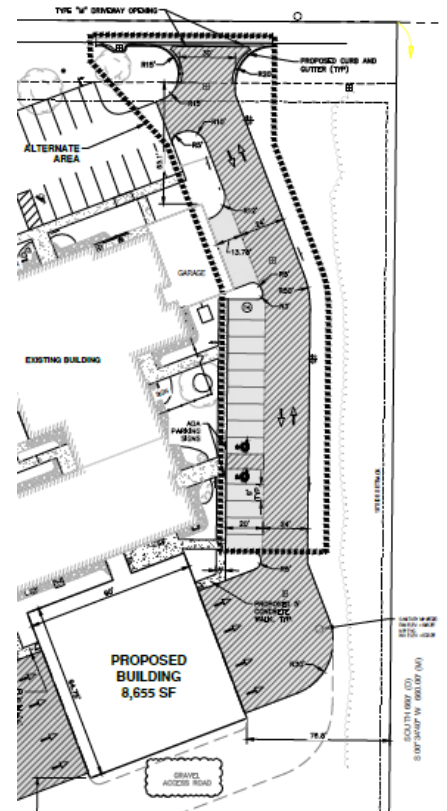
Remarks. The proposed building height exceeds the maximum height requirement due to the hose drying tower associated with the fire station. Fire hoses are washed and hung vertically to drain and dry following emergency response activities. The additional height is necessary for the Fire District to properly maintain equipment and support emergency response operations throughout the tri-community area.

Article 18: Access Control and Private Roads

Remarks. The Applicant has identified two potential approaches for site access and internal circulation. The first option would install curb and gutter along the proposed driveway entrance and make minor modifications to the entrance grade while utilizing the existing drive aisle configuration. The second option would build upon the first option by widening the driveway entrance and further modifying the entrance grade to improve access due to the existing slope and site constraints associated with the Parking Area and Police Department building. The applicant has indicated that the second option may improve access and circulation for both the Fire District and the Department of Public Works. The final driveway design remains under review by the City Engineer and City staff.

Article 21: Landscaping, Buffering and Fencing

Remarks. The applicant is proposing to remove a portion of the existing trees to accommodate the proposed addition and stormwater retention pond. Staff is not recommending replacement tree plantings as part of this request. Staff notes that substantial tree cover remains throughout the property and surrounding area. In addition, discussions with the Department of Public Works identified potential



future municipal improvements, including future DPW facilities and other improvements in the vicinity of Wiley Road and Blue Star Highway, which may be impacted by the location of replacement plantings.

Staff also notes that several trees located along Wiley Road have been removed and are proposed to be replaced with a fence. Existing buffering remains between the municipal complex and the adjacent mobile home park. Staff recommends that the plans be revised to accurately depict existing site conditions, including the proposed fencing and remaining buffering.

AGENCY REVIEW

Kalamazoo Lake Sewer & Water Authority (KLSWA): Currently under review.

Allegan County Drain Commission (ACDC): Currently under review.

Saugatuck Township Fire Department (STFD): Approved.

City Engineer: Currently under review.

RECOMMENDATION.

At the upcoming meeting, the Planning Commission will review the proposed fire station addition and consider comments from the applicant, reviewing agencies, and the public. Commissioners should carefully consider the information presented in this report, along with any agency comments received prior to the meeting.

Staff has reviewed the applicable site plan review standards and provided remarks throughout this report. The proposed facility serves a governmental public safety function by providing fire protection and emergency response services to the City of Douglas, City of Saugatuck, and Saugatuck Township. The application has been presented to the Planning Commission for review and comment as a courtesy and to promote transparency in the review process.

Based upon the information submitted and the remarks contained within this report, staff recommends approval of the proposed fire station addition, subject to the conditions outlined in the suggested motion.

SUGGESTED MOTION

Suggested Motion. I move to [approve / approve with conditions / deny / table] the request made by Brivar Construction Company on behalf of the Saugatuck Fire District for site plan approval under Article 24 of the City of the Village of Douglas Zoning Ordinance, based on the findings outlined in the staff report dated June 1, 2026, on the parcel identified as P.P. 59-021-016-00, located at 415 Wiley Rd subject to the following conditions:

1. The applicant shall obtain approval from the Allegan County Drain Commission (ACDC), Kalamazoo Lake Sewer and Water Authority (KLSWA), and the City Engineer prior to the issuance of any permits.
2. The applicant shall obtain all other federal, state, and local permits if required.
3. The final design and configuration of the Wiley Road access driveway and drive aisle shall be subject to review and approval by the City Engineer and City staff. The applicant shall coordinate with the City regarding the preferred access alternative and incorporate any required modifications prior to issuance of permits.

Please feel free to reach out with any questions.