



**THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
THURSDAY, FEBRUARY 08, 2024 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER** Chair Buszka called the meeting to order at 7:00 p.m.

2. **ROLL CALL**

PRESENT:

Chair Paul Buszka
Vice-Chair Louise Pattison
Secretary Kelli Heneghan
Commissioner John O'Malley
Commissioner Neal Seabert
Commissioner Matt Balmer
Commissioner Patty Hanson

ABSENT: None.

Also Present: Deputy Clerk Sean Homyen
Interim Planning and Zoning Administrator, Tricia Anderson, AICP (Williams & Works)

- A. Approval of February 8, 2024 Agenda (additions/changes/deletions)
- B. Approval of January 11, 2024 Minutes (additions/changes/deletions)
Motion to approve: February 8, 2024 Agenda and the January 11, 2024 Minutes (Roll Call Vote)

Motion by Balmer, second by O'Malley, to approve: February 8, 2024, Agenda and the January 11, 2024, Minutes.

Motion carried by unanimous roll call vote.

3. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)** - No comments received.

4. **PUBLIC COMMUNICATION – WRITTEN** - No communications received.

5. **NEW BUSINESS**

- A. Public Hearing - 111 Wall Street, Special Land Use for Residential Use of an Accessory Building, per Section 26.31

Chair Buszka asked for a Motion to Open the Public Hearing.

Motion by Seabert, second by Hanson to open public hearing. Motion carried by unanimous roll call vote.

a. **Applicant Presentation** - Ed Zwyghuizen from Gen 1 Architectural Group, was present and spoke on behalf of the applicant. He stated that the documents that they prepared were covered in the packet and that if Planning Commission members had any questions, he would be able to answer them.

b. **Planning and Zoning Administrators Report** – The Interim Planning and Zoning Administrator presented the Staff Report and highlighted the minimum requirements that must be met for the special use request to be granted. She noted that the applicant intended to use the dwelling in the existing garage for the actors from the Arts Guild. She also explained the definition of building footprint and if the request affects the permitted size allowed for accessory buildings. She noted that the addition was proposed on the second story and that if the area underneath the addition where the posts support it was to be enclosed, then that would expand the building footprint, which may put the property over the maximum lot coverage of 35%. She added that this is something that will need to be noticed if a future property owner ever requests permits to enclose the ground-level space under the second-floor addition. She also noted that the applicant is not currently seeking a short-term rental registration, but is permitted to by right if she decides unless the ordinance is amended to limit new STR registrations.

c. **Public Comments** (limit 3 minutes each, please) – No comment received

d. **Staff Remarks** – Staff remarks were already addressed

e. **Commissioner Questions** – Members had concerns about the fire escape route. Ms. Anderson indicated that the building code will address the fire safety issues related to fire escapes and the use of a stove within the apartment. Members felt that the lighting met the requirements. Chair Buszka recommended adding an extra condition for the city to observe the rear lot size coverage, in the event the lower level of the addition is ever proposed to be enclosed.

Chair Buszka asked for a Motion to Close Public Hearing.

Motion by O'Malley, second by Seabert, to close the public hearing. Motion carried unanimously by roll call vote.

Motion by Balmer, second by O'Malley to approve the request made by Thomas and Liana Allison for special land use approval for the Residential Use of an Accessory Building, per Section. 26.31 of the City of the Village of Douglas Zoning Ordinance on the parcel described as P.P 59-551-005-00, located at 111 Wall Street, based on the findings outlined in the staff report dated February 1, 2024, and subject to the 6 conditions listed. 5 of them being of the report and the additional condition that was stated by the chair, "The maximum rear yard coverage specified in 16.13(5) of the Zoning Ordinance, City of the Village of Douglas shall be observed.

1. **THE APPLICANT SHALL OBTAIN A ZONING PERMIT PRIOR TO ANY MODIFICATIONS TO THE ACCESSORY BUILDING.**

2. THE APPLICANT SHALL OBTAIN A BUILDING PERMIT FROM MTS PRIOR TO COMMENCING CONSTRUCTION ON THE ACCESSORY BUILDING RELATED TO PLANNED MODIFICATIONS FOR THE RESIDENTIAL USE ON THE UPPER LEVEL.
3. THE SUBJECT ACCESSORY BUILDING SHALL NOT BE USED FOR ANY COMMERCIAL PURPOSES.
4. ANY PROPOSED EXTERIOR LIGHTING TO THE ACCESSORY BUILDING ADDITION MUST COMPLY WITH ZONING ORDINANCE SECTIONS 19.05(6) AND 24.03(9).
5. ANY FUTURE USE OF THE ACCESSORY BUILDING AS A SHORT-TERM RENTAL AS DEFINED IN ZONING ORDINANCE SECTION 2.20, SHALL OBTAIN A REGISTRATION IN THE MANNER OUTLINED IN SECTION 26.34 OF THE CITY OF THE VILLAGE OF DOUGLAS ZONING ORDINANCE.
6. THE MAXIMUM REAR YARD COVERAGE SPECIFIED IN 16.13 (5) OF THE ZONING ORDINANCE, CITY OF THE VILLAGE OF DOUGLAS SHALL BE OBSERVED

Motion carried by unanimous roll call vote.

Motion by Balmer, seconded Pattison for a quick break. Motion carried by unanimous voice vote.

6. UNFINISHED BUSINESS

- A. **Master Plan Goal and Objectives - Discussion Only** – Ms. Anderson led the discussion on the Goals and Objectives. They began with the topic of economic development. The items that need to be revised were including each zoning district, adding headings related to each sub-area (Wade’s Bayou, marina, Lakeshore, R-4 area), and identifying each sub-area such as Blue Star Corridor, 200 Blue Star, Bluestar to Wades Bayou, Bluestar to Ferry, Wiley to City Limits South, and goals for each sub-area. They then discussed how the future economic growth is consistent with the feel/characteristic of the city and amenities that would help benefit the city such as high-speed internet and cell phone coverage. Members agreed to wait until a joint meeting with housing next is held to discuss Housing & Neighborhood topics. The last topic that was discussed was the maps that were provided by W&W.

7. REPORTS

- A. **Planning and Zoning Administrator Report** – Ms. Anderson informed the members of potential reviews that will be coming to the planning commission. That Center Collective went to the council and was tabled and is pursuing a procedural lawsuit in circuit court. Ms. Anderson was wondering if the city has applied for the housing readiness grant through the state of Michigan. She highly advised that the grant could be used to help with zoning ordinance amendments.

- B. **Planning Commissioner Remarks** - No remarks from members

8. PUBLIC COMMUNICATION – VERBAL - No comment received

9. ADJOURNMENT - *Motion by Pattison, second by Balmer, to adjourn the meeting.*

Motion carried unanimously by voice vote.