

To: City of the Village of Douglas Planning Commission
Date: November 5, 2025
From: Sean Homyen, Planning & Zoning Administrator
RE: Westshore Association (Golfview Dr.) – Request for
Acceptance of Private Road as Public



The Village of Friendliness – Since 1870

Background. The City received a request from the Westshore development regarding Golfview Drive, a private roadway that serves multiple residential properties. The applicant has requested that the roadway be converted from private ownership and maintenance responsibilities to a public street under the City of the Village of Douglas. It should be noted that the developer proposed the road as private and was approved as a private road.

As part of the process, the City Engineer conducted a review of the roadway in accordance with Chapter 28 of the City Code of Ordinances (Streets, Sidewalks, and Other Public Places). This chapter outlines the standards and procedures for dedication and acceptance of streets into the public system, requiring that improvements meet City specifications prior to acceptance.

The Engineer's report (attached) details the condition of the road and identifies necessary improvements that must be completed to meet City standards prior to acceptance.

Planning Commission Role. Under the City's Code of Ordinances, the Planning Commission is tasked with reviewing requests for private-to-public street conversions and forwarding a recommendation to the City Council. The Planning Commission should review the request, the City Engineer's findings, and any public comment received before making its recommendation.

Suggested Motion. I move to recommend / recommend with conditions /not recommend approval of the request by the Westshore Association to dedicate Golfview Drive as a public road, pursuant to Division 2 – Acceptance of Private Roads of the City of the Village of Douglas Code of Ordinances, based on the findings and recommendations outlined in the City Engineer's report dated September 3, 2025.

Please feel free to reach out with any questions.