

To: City of the Village of Douglas Planning Commission

Date: November 5, 2025

From: Sean Homyen, Planning & Zoning Administrator

RE: Wildwood Lane – Planned Unit Development (PUD)
Amendment – Monument Sign Installation



The Village of Friendliness – Since 1870

Background. Mark Lauterbach of Lauterbach Architecture, on behalf of the Wildwood Lane Association, is requesting an amendment to the Wildwood Lane PUD to allow installation of a new monument sign under Section 27.12 of the Zoning Ordinance. The site condominium was officially established on June 12, 2002. Under the current Sign Ordinance, residential development or subdivision identification signs are only permitted in residential districts (R-1 through R-6), except within PUD districts, where such signs require an amendment to the approved PUD plan. After several discussions with Interim Planner Tricia Anderson of Williams & Works, it was determined that the Association must amend the existing PUD ordinance to authorize the proposed sign.



Procedure. The Planning Commission is responsible for reviewing the request and making a recommendation to City Council. Following the Planning Commission's recommendation, City Council will consider the site plan amendment and the associated agreement to the changes. Council may approve, deny, or table the request by resolution. If approved, the association shall amend their master deed to incorporate the sign and provide the City with an updated copy of the master plan.

Review. The proposed monument sign serves as a community identification feature for the established Wildwood Lane Condominium Association and is designed to complement the residential character of the development. The request does not introduce any new use or intensity of development but rather enhances navigational clarity and community identity consistent with the intent and spirit of the PUD.

The proposed sign measures approximately 1'-11" by 2'-7", with a total sign face area of approximately 40 square feet. The Sign Ordinance requires monument signs to be located at least

15 feet from any property line. The proposed location is within the general common element, which is maintained by the Association per the recorded Master Deed. Documentation from the master deed & site plan is included in the packet regarding the general common element.

The Association contacted Miss Dig to verify the location of underground utilities, and the Department of Public Works (DPW) performed an additional inspection to confirm that the sign installation will not interfere with existing infrastructure. The sign is located well away from the public water main.

Under Section 27.04(5) – Regulatory Flexibility, the setback requirements may be modified as part of a Planned Unit Development, subject to Planning Commission recommendation and City Council approval. This section provides that departures from dimensional standards, including setbacks, may be permitted when such modifications result in a higher quality development or improved design consistent with PUD objectives. In this case, the proposed sign location satisfies that intent by maintaining adequate separation from utilities and preserving the aesthetic integrity of the condominium frontage.

5) Regulatory Flexibility. To encourage flexibility and creativity consistent with the Planned Unit Development concept, departures from the regulations in subsection (4), above, may be permitted, subject to recommendation by the Planning Commission and approval of City Council. For example, such departures may include but are not limited to modifications to: lot dimensional standards; floor area standards; setback requirements; parking, loading, and landscaping requirements; and similar requirements. Such modifications may be permitted only if they will result in a higher quality of development or a better design or layout than would be possible without the modifications. Density standards and the provisions of Section 16.21 Shorelines, right-of-way width requirement of Section 18.02 or the City rightof-way requirement for a public street may not be modified. A modification of up to 50% of the front yard setback requirement of the zoning district may be modified under this regulation.

RECOMMENDATION.

At the upcoming Public Hearing, the Planning Commission will review the proposed amendment and consider the information presented in this report, as well as any public comment received. If the Planning Commission concurs with staff's findings, it may recommend approval of the amendment to City Council, subject to the conditions outlined below.

SUGGESTED MOTION

Suggested Motion. I move to recommend approval of the request by Mark Lauterbach of Lauterbach Architecture on behalf of the Wildwood Lane Association to amend the Wildwood Lane PUD to permit installation of a monument sign under Section 27.12 of the City of the Village of Douglas Zoning Ordinance, based on the findings and recommendations in the staff report dated November 5, 2025, subject to the following conditions:

1. The proposed sign shall comply with all applicable provisions of Article 22 (Signs), except as modified under Section 27.04(5) through this amendment.
2. The Wildwood Lane Association shall remain responsible for maintenance and repair of the sign, landscaping around it, and any related illumination, as indicated in the amended Master Deed.
3. Any proposed illumination shall be downcast, shielded, and reviewed by staff prior to installation to ensure compliance with Article 22.
4. Prior to issuance of a Sign permit, the Association shall record an amendment to the Master Deed incorporating the approved sign location and design, and provide a recorded copy to the City.
5. The applicant shall obtain a Sign Permit and any applicable electrical permit prior to installation.

Please feel free to reach out with any questions.