

To: City of the Village of Douglas Planning Commission
Date: November 5, 2025
From: Sean Homyen, Planning & Zoning Administrator
RE: 13 S Union St – Site Plan Review – Mix-Use Building



The Village of Friendliness – Since 1870

Background. Daniel Boggs of Daniel Boggs Architect on behalf of AMK Properties has submitted a site plan review application under Section 24.01(2) to construct a mixed-use building at 13 S. Union Street. The property zoned C-1 Village Commercial District and is located at the corner of Union Street and Center Street within the Dudleyville Plat. The existing home, originally constructed in 1962, is proposed be demolished and to be redeveloped with four (4) retail units on the ground floor and four (4) residential units on the second floor. Both uses are permitted under Section 10.02 of the Zoning Ordinance.

Procedure. The Planning Commission is tasked with reviewing the site plan providing an approval, with or without conditions, denial, or tabling of the request.



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Site and Building Placement Standards

Standard (Corner Lot)	Required	Existing	Proposed
Lot Area	4,000 sq. ft.	13,076 sq. ft.	
Lot Frontage	20 ft.	99 ft.& 132 ft.	
Lot Coverage	80% max		40%
Front Setback (north)	0 ft.		0 ft.
Rear Setback	25 ft.		72'-2" ft.
Side Setback (east)	10 ft. or 0 if placed on property line		0 ft.
Front Setback (west)	0 ft.		10 ft.
Height	28 ft. Max		28 ft. shown on general notes, 27'-7" & 25' -7 on construction plans
Stories	2 Stories Max		2 Stories
Roof Pitch	Flat with parapet or 6:12 to 12:12		Flat with parapet
Transparency	Ground Floor: 60% Upper Stories 30%		100% Transparency windows

First Floor Use	Non-Residential		4 retail units with 4 residential units on the second floor.
Residential Access	Must be separate from Commercial Entry		Residential entrance is located towards the back of the building.
Recessed Entry	3 ft. – 5ft.		3ft. provided.
Building Materials: Structural Components	Wood, masonry, pre-cast concrete, or metal.		Wood, masonry, metal.
Building Facades:	Wood, brick, stone, fluted block glass or similar decorative material. With the exception of roofing materials, exterior finish shall not be factory finish metal or vinyl siding. Canvas, nylon, and other synthetic materials may be utilized for decorative and nonstructural porticos, canopies, and other attachments.		Brick, stone.

Performance Standards

Section 10.03 Performance Standards

a) Storage of materials or goods shall be enclosed entirely within a building or shall be enclosed so as not to be visible to the public from any abutting residential district or public street.

Remarks. Not proposed, but will be listed as a condition of approval

b) No major repairs or refinishing of products shall be done outside of the principal structure.

Remarks. Not proposed, but will be listed as a condition of approval

c) No lighting shall in any way impair the safe movement of traffic on any street or highway.

Remarks. Met. The photometric plan demonstrates compliance with Section 21.03(c). Light levels at the property boundaries are effectively zero, and fixture orientation and shielding prevent glare toward public streets. The lighting design will not impair the safe movement of traffic.

d) Screening at least six (6) feet in height shall be erected to prevent headlight glare from shining onto adjacent residential property. No screening shall in any way impair safe vertical or horizontal sight distance for any moving vehicles, or be closer than thirty (30) feet to any street right-of-way line.

Remarks. The Planning Commission determined that connecting to the existing fencing is insufficient. Consistent with the approach taken for 453 W. Center Street, the Commission requires the applicant to install a six-foot (6') opaque screen along the residential side of the property. The applicant shall revise the site plan to reflect the fencing design and placement as approved by the Planning Commission.

e) Material which is normally and reasonably discarded from commercial uses of property may be stored outside of an enclosed building for a reasonable time provided that such storage areas are completely screened by an opaque fence of not less than six (6) feet in height.

Remarks. A dumpster enclosure with a six-foot (6') fence is proposed. Construction details are provided on Sheet A-1.1. The Planning Commission shall determine if the dumpster needs to be completely enclosed to prevent rubbish/trash escaping the enclosure.

f) All storage of materials on any land shall be within the confines of the building or part thereof occupied by said establishment.

Remarks. Not proposed, but will be listed as a condition of approval

g) All building structural components shall be made of wood, masonry, pre-cast concrete, or metal. All building facades shall be constructed or clad with wood, brick, stone, fluted block glass, or similar decorative material. With the exception of roofing materials, exterior finish materials shall not be factory finish metal siding or sheeting. Canvas, nylon, and other synthetic materials may be utilized for decorative and non-structural porticos, canopies, and other attachments.

Remarks. Met, Materials meet intent of the ordinance for façade and structural composition.

h) In recognition of developing technologies in building materials, the Planning Commission may approve other materials in consideration of the following standards.

1. Whether or not the finished treatment is compatible with surrounding properties in terms of color and overall image.

Remarks. The Planning Commission will determine if this is met.

2. Relative scale of the building in terms of height and area.

Remarks. The Planning Commission will determine if this is met.

3. The extent to which the building is set back from the street frontage(s) and the amount and quality of landscaping on the street frontage(s) and along the building.

Remarks. The Planning Commission will determine if this is met.

4. Such other conditions which the Planning Commission may deem relevant in order to protect the health, safety, and general welfare of the City and its inhabitants.

i) The use of a roof area of a building shall meet the following standards:

1. No more that fifty (50) percent of the roof area shall be used.
2. The area used by the tenants or owners of the building shall be secured by fence or similar structure with a height of four (4) feet.
3. The uses of the roof area shall be compliant with the Noise Ordinance of the City.
4. The area of the roof to be used shall not be closer that eight (8) feet to the edge of the roof.
5. The area of the roof to be used shall contain a surface that is fire resistant as approved by the Fire Chief.
6. The Fire Chief shall review the roof area and provide comments on public safety concerns if any.

j) Each property subject to site plan review shall be required to provide the following elements unless waived by the Planning Commission as being impractical or unreasonable during the site plan review process.

Remarks. N/A – the deck is part of the second floor, and the roof is not proposed to be used.

1. Provision of street trees between the front of the building and the street.

Remarks. Two existing trees are located within the right-of-way along Center Street and one along Union Street. The applicant is proposing four additional trees along Union Street. Due to the building's placement on the front property line, there is no available space to plant trees in front of the building along Center Street. The Planning Commission will determine if this is met.

2. Provision of green space in the form of a planting area, flower box, planting structure, or similar landscape element to soften the effect of concrete and asphalt on the site.

Remarks. Met. A planting area on the western side and around the parking lot provide green space that softens the site's paved areas, consistent with Section 10.03(2).

3. Provision of a patio, street furniture or similar public use area to enhance the pedestrian elements of the downtown area.

Remarks. N/A. The applicant is not proposing any public use area.

4. The placement of street furniture or other elements noted above should not diminish the area or space between the front of the building and the curb of the street to less than eight (8) feet in width.

Remarks. Met. The site plan maintains a minimum of eight (8) feet between the building and the curb, with no proposed elements reducing pedestrian space.

k) Where a building is proposed to be constructed with a setback from the primary street frontage of greater than 10 feet, the applicant shall be required to install a minimum five foot landscape strip along the entire linear frontage of the site which shall include landscaping as required within Article 21 as well as a consistent hedge row or stone or masonry sitting wall no taller than three (3) feet and no shorter than eighteen (18) inches to maintain a consistent and defined street edge along the public right of way. The Planning Commission may approve a public use area in lieu of a landscape strip or sitting wall provided that such use area is determined to be readily available to the general public and satisfies the requirements of Section 10.03U).

Remarks. Not required; the building's front setback to the west is exactly 10 feet, which does not exceed the threshold that would trigger the landscape strip or sitting wall requirement.

Driveway – Article 18

Section 18.01 Access Controls

1) Curb Cuts and Driveways: Curb cuts, driveways, and passing lanes for other than one (1) lot single family or two family dwellings shall be located only upon the approval of the City Engineer; provided, however, such approval shall not be given where such curb cuts and driveways shall cause an unreasonable increase in traffic hazards, including but not limited to allowing adequate sight distance for ingress and egress.

a) All plans for structures to be erected, altered, moved or reconstructed, and the use of premises within the City shall contain a plan for the proposed driveway access to the premises. Said plan shall be approved by the Zoning Administrator prior to the issuance of a building permit. No such plan shall be approved unless such driveway access is onto a public street or an approved private road. Driveways shall, at a minimum, meet the following standards:

1. All driveways shall enter perpendicular to a public street or approved private road and no closer than ten (10) feet from the lot line of an adjoining parcel; except in the C-2 District, where driveways shall be no closer than 60 feet from the lot line of an adjoining parcel.

Remarks. Met. 18' setback provided.

2. No portion of the driveway entrance within the right-of-way shall have a grade of greater than seven (7) percent (7 foot vertical rise in one hundred (100) feet of horizontal distance).

Remarks. The site plan does not provide specific grade or elevation data for the driveway entrance within the public right-of-way. The City Engineer's review letter dated November 3, 2025, did not confirm compliance with this requirement and requested additional grading details for final review.

3. The driveway shall meet clear vision standards of Section 16.31.

Remarks. Clear-vision area details were not provided. Because Section 16.31 is a safety-critical standard, the Planning Commission may either (1) approve the plan with a condition requiring submittal and engineer verification of the clear-vision area prior to permit issuance, or (2) table the request until a revised plan is provided demonstrating compliance.

4. Residential driveways shall be a minimum of forty (40) feet from the nearest right-of-way line of an intersecting road or street except on platted lots existing as of September 15, 2007.

Remarks. N/A

5. Non-residential driveways shall be a minimum of sixty (60) feet from the nearest right-of-way line of an intersecting road or street except on platted lots existing on the effective date of this Ordinance.

Remarks. N/A. The property is situated on an existing platted lot within the Dudleyville Plat.

6. Driveways on major thoroughfares shall be limited to one driveway per lot, and said driveways shall be designed such that a vehicle is not forced to back out onto the street right-of-way. Said driveways shall permit the entrance and exit movement of vehicles and shall be limited to one ingress lane and one egress lane, except in the C-2 District, where a 3-lane configuration may be permitted by the Planning Commission as part of the site plan review process.

Remarks. Met. One driveway is proposed on Union Street, which meets the intent of this section. Vehicles will be able to enter and exit without backing into the street right-of-way.

7. One way double drives (U shape) are permitted provided the distance between the center lines of the two drives is greater than fifty (50) feet, except in the C-2 District, where this distance shall be at least one hundred fifty (150) feet. These dimensions shall be measured at the right-of-way line. Directional signs or arrows may be required designating the entrance and exit drives, up to a certain square footage as stipulated by the Planning Commission.

Remarks. N/A, a U shape driveway is not proposed

8. The maximum driveway approach width for two-way drives is twenty four (24) feet and eighteen (18) feet each for one-way drives.

Remarks. Met. 24' minimum provided

9. One driveway is permitted on public streets other than major thoroughfares and private roads. A single driveway shall permit the entrance and exit movement of vehicles. One way double drives (U shape) are permitted provided the distance between the center lines of the two drives is greater than fifty (50) feet. Directional signs or arrows may be required designating the entrance and exit drives, up to a certain square footage as stipulated by the Planning Commission.

Remarks. Met. The site plan proposes one driveway on Union Street, which complies with the standard allowing a single driveway on public streets other than major thoroughfares.

7. No driveway shall serve more than one (1) dwelling except where shared access is otherwise permitted in this Ordinance (e.g., multiple family dwellings).

Remarks. N/A

8. New driveways shall align with existing or planned driveways, crossovers, turn lanes or other access features. This shall only be required if the resulting alignment provides safe access and if all requirements of this Ordinance and the City Engineer are met.

Remarks. The proposed driveway generally aligns with existing access patterns along Union Street. The City Engineer will verify final alignment and sight-distance compliance, including the clear-vision area noted in the engineering review memo dated November 3, 2025, to ensure safe access and consistency with ordinance standards.

9. The location of new driveways shall conform with road improvement plans or corridor plans that have been adopted by the City or County Road Commission or Michigan Department of Transportation, as applicable.

Remarks. Met. there are no conflicting road improvement or corridor plans in place for Union Street, and the proposed driveway location is consistent with City standards and existing infrastructure.

10. Driveways shall be designed to minimize runoff and erosion.

Remarks. The City Engineer identified the need for the driveway and parking area to be paved to reduce gravel migration and erosion, consistent with Section 18.01(10). This item remains outstanding and should be included as a condition of approval requiring final review and approval by the City Engineer.

11. Culverts shall be installed in line with and on the same grade as the road ditch.

Remarks. N/A

12. Driveways shall be maintained at a minimum width of twelve (12) feet with a permanent durable and dustless surface and shall be graded to prevent standing water.

Remarks. Met The proposed driveway on Union Street is approximately 24 feet wide, paved, and properly graded to direct water toward drainage areas. This meets the requirements of Section 18.01(12). Any minor adjustments to driveway grading may be verified by the City Engineer prior to construction.

Parking – Article 19

Per Section 19.02 of the Zoning Ordinance, retail uses require one (1) parking space for every 300 square feet of usable floor area. Based on 3,347 square feet of commercial space, eleven (11) spaces are required for the retail portion.

Section 19.02(2) requires two (2) parking spaces per dwelling unit in a multiple-family building, plus one (1) guest space per three (3) units. Units containing less than 900 square feet require only one (1) space. Based on the plans, two of the proposed upper-floor units are under 900 square feet and two exceed that threshold, resulting in a total of seven (7) required residential spaces, including one (1) guest space.

Remarks. Section 10.04(1) states:

“Any use permitted by right and required to provide parking as described in Section 10.04(a) shall provide fifty percent (50%) of the required parking for each use as identified in Section 19.03. Uses permitted by Special Land Use shall be required to provide one-hundred percent (100%) of the required parking for each use as identified in Section 19.03.”

Met. Based on the combined parking requirements, the applicant is required to provide nine (9) parking spaces: eleven (11) for retail and seven (7) for residential use, totaling eighteen (18) spaces before applying the C-1 District fifty percent (50%) reduction ($18 \times 0.5 = 9$). The site plan provides eleven (11) parking spaces, including one (1) accessible space.

Section 19.04 Location of Parking Areas

1) Off-street parking facilities shall be located as hereafter specified. When a distance limit is specified it shall be the walking distance measured from the nearest point of the parking facility to the nearest normal entrance of the building or use that such facility is required to serve. Property owners shall be responsible to have at all times maintained the minimum standards, as follows:

a) For all residential buildings and for all nonresidential buildings and uses in residential zones, required parking shall be provided within one hundred (100) feet of the building or use they are required to serve.

Remarks. N/A. The standard applies to residential or nonresidential uses located within residential districts. The subject property is located in a commercial district.

b) For all commercial and nonresidential buildings and uses in business zones, required parking shall be provided on the premises within three hundred (300) feet of the building or use they are required to serve.

Remarks. Required parking is provided on the premises and located directly adjacent to the principal building, well within the 300-foot distance allowed for commercial uses. This standard is met.

c) For industrial buildings or use, required parking shall be provided on premise or within five hundred (500) feet of the buildings or uses they are required to serve.

Remarks. Not applicable. The proposed use is commercial, not industrial.

d) Parking areas shall be set back a minimum of five feet from any public right-of-way and in no case shall a new parking area be placed between the principal building on site and the primary street frontage. Parking lots shall be set back from all other property lines a minimum of one half (1/2) the applicable setback requirement unless connected to a parking lot on an adjacent lot, in which case the parking lot may be constructed to the property line.

Remarks. The parking area is located behind the building meets the required setback of 12.5ft from the rear property along with the required setback distance of 5' from the ROW towards Union St. The ordinance allows a 0-foot setback on the east property line in the C-1 District, and since Section 19.04(d) requires parking areas to be set back one-half the applicable yard setback, that calculation results in 0 feet. The Planning Commission will determine if this is met.

Section 19.05 Site Development Requirements

All off-street parking areas shall be designed, constructed and maintained in accordance with the following standards and requirements. These requirements shall apply to all developments where a new building is proposed as well as to lots in which the gross floor area is proposed to be enlarged or expanded by more than 50%.

1) Marking and Designation: Parking areas shall be so designed and marked as to provide for orderly and safe movement and storage of vehicles. Individual parking spaces shall be delineated by paint markings on paved parking surfaces; and the delineations shall parallel the minimum dimensions required for parking spaces.

2) Driveways: Adequate ingress and egress to the parking area by means of clearly limited and defined drives shall be provided. Driveways which intersect with a public street or private road shall meet the requirements of Section 18.01.

a) Except for parking space provided for one-family and two-family residential lots, drives for ingress and egress to the parking area shall be not less than twenty-four (24) feet wide and so located as to secure the most appropriate development of the individual property.

Remarks. The drive for ingress and egress is 24 feet wide

b) Each entrance to and exit from an off-street parking area shall be at least twenty-five (25) feet from any adjacent lot within a residential district.

The driveway entrance is located within the public right-of-way, with the off-street parking area starting behind the property line. Section 19.03(b) references entrances to off-street parking areas, but it's unclear if this applies to the driveway approach within the ROW. The Planning Commission will determine if this requirement applies.

c) A minimum separation distance of 12 feet shall be installed between all driveways and buildings or parking areas within 30 feet of a public right of way.

Remarks. This appears to be met. The separation distance between the driveway and the building is greater than 12 feet.

d) A clearly defined pedestrian crosswalk shall be installed across all driveways. Crosswalks shall be permanently defined by the installation of an alternate material than that used for the majority of the drive, such as stamped and stained concrete, brick or similar materials.

Remarks. A condition of approval has been added to ensure a clearly defined crosswalk is installed in accordance with this section.

3) Site Maneuverability: Each parking space, within an off-street parking area, shall be provided with adequate access by means of maneuvering lanes. Backing directly onto a street right-of-way shall be prohibited. The width of required maneuvering lanes may vary depending upon the proposed parking pattern, as follows: (See Figure 19.1)

a) For right angle parking patterns seventy-five (75) to ninety (90) degrees, the maneuvering lane width shall be a minimum of twenty four (24) feet.

Met, the applicant meets the maneuvering lane width of 24 feet.

Section 19.06 Loading and Unloading Space Requirements

1) Intent and Purpose: In order to prevent undue interference with public use of streets and alleys, every use similarly and customarily receiving or distributing goods by motor vehicle shall

provide space on the premises for that number of vehicles that will be at the premises at the same time on an average day of full use.

2) Additional Parking Space: Loading space required under this Section shall be provided in addition to off-street parking space as required under Section 19.02 and shall not be considered as supplying off-street parking space.

3) Space Requirements: There shall be provided adequate space for standing, loading, and unloading service not less than twelve (12) feet in width, twenty-five (25) feet in length, and fourteen (14) feet in height, open or enclosed, for uses listed in the following table, or for similar uses similarly involving the receipt or distribution by vehicles of material or merchandise. Such loading spaces may be shared by more than one business per the standards of Section 19.02(5).

TABLE OF LOADING SPACE REQUIREMENTS

USABLE FLOOR AREA	Minimum Spaces Required (square feet)
Commercial uses, such as retail stores, personal services, amusement, automotive service.	First 5,000: none next 20,000 or fraction thereof: one space, each additional 20,000 or fraction thereof one space

Remarks. With approximately 3,347 square feet of usable floor area, the applicant is not required to provide a loading space under Section 19.02. Nevertheless, a loading space meeting the minimum 12' x 25' dimension is proposed. The proposed loading area is located in front of the screened dumpster enclosure and obstructs two parking spaces. The Planning Commission should determine whether this configuration is acceptable.

Landscaping – Article 21

5) Site Landscaping:

a) Except in the case of a planned unit development and in addition to any buffer zone and/or parking lot landscaping required by this section, ten (10) percent of the site area, excluding existing thoroughfare right-of-way, shall be landscaped.

Remarks. Met. The landscaping plan states that 10% of the site area (1,307.6 sq ft) is required to be landscaped. The plan provides approximately 12% landscaped area, which exceeds the minimum requirement of Section 21.01(a).

b) Areas used for storm drainage purposes, such as unfenced drainage courses or retention areas in front or side yards, may be included as a

portion of the required landscaped area not to exceed five (5) percent of the site area.

Remarks. The site plan does not include any open or unfenced storm drainage features within the front or side yards. Stormwater is managed through conventional grading and underground connections; therefore, no portion of the landscaped area is credited toward storm drainage under Section 21.01(b).

c) Landscaping along public rights of way shall include a minimum of one (1) tree at least fifteen feet in height or a minimum caliper of three (3) inches (whichever is greater at the time of planting) for each thirty (30) lineal feet, or major portion thereof, of frontage abutting said right of way. Tree species shall be selected from the City of Douglas recommended species list. The remainder of the landscaping within the right of way shall comply with the recommendation of the Blue Star Corridor plan or other streetscape plans on file at the time of application and may include grass, ground cover, shrubs, and/or other natural, living, landscape material.

Remarks. A total of 3.5 trees are required along Center Street; however, due to the building's placement on the site, the Planning Commission will determine whether this standard is satisfied. Along Union Street, 4.5 trees are required, with two existing trees currently on site. In previous cases, the Planning Commission has rounded any requirement ending in 0.5 to the next whole number, resulting in five trees required along Union Street and 4 along Center St. Therefore, three additional trees must be provided to meet the standard. The Planning Commission will also determine whether the existing trees located within the public right-of-way may be counted toward this requirement which is the one towards Union St. If the Planning Commission counts the tree in the ROW towards Union St, then they would meet the requirement.

6) Lighting: Except for single-family and two-family residential lots, adequate lighting shall be provided throughout the hours when the parking area is in operation.

a) Lighting shall be designed and constructed in such a manner to:

1. ensure that direct or directly reflected light is confined to the development site
2. that all light sources and light lenses are shielded
3. that any light sources or light lenses are not directly visible from beyond the boundary of the site.

b) Lighting fixtures shall be a down-type having one hundred (100) percent cut off with no protruding lenses. The light rays shall not be emitted by the installed fixture at angles above the horizontal plane, as may be certified by photometric test.

c) Unless as otherwise approved by the Planning Commission, light sources shall not be visible.

d) Recreation area and amusement area lighting shall be equipped with baffling or other devices to assure that the above requirements are achieved.

e) The applicant shall submit the specifications for the lights, poles, fixtures and light sources to the City for approval prior to installation.

f) The lights shall be put on timers or other devices to come on only as needed after the use closes or the last employee leaves or where a security concern requires a longer lighting period.

Remarks. A photometric plan was provided showing fully shielded, down-directed lighting with no measurable illumination at the property lines. Fixture specifications indicate 100% cutoff, consistent with Section 21.03(6). A condition of approval will be added requiring the lighting timers to be confirmed prior to installation.

7) Stormwater Management: All parking lots shall include on site stormwater management which incorporates one or more of the following:

a) Rainwater gardens shall be a minimum of 10 feet from any building foundation and shall be constructed to a depth of 6 to 18 inches.

Rainwater gardens shall be designed to include a minimum four (4) foot buffer of turfgrass between perennial plantings and any impervious surface and shall be graded to a slope of no more than ten (10) percent. Plants shall be selected to reduce maintenance and which are tolerant of snow storage and winter salt and sand. All proposed rainwater gardens shall be reviewed and approved by the City Engineer prior to approval and inspected by the City Engineer following construction. Failure to construct or maintain any component of the stormwater management plan shall be considered a violation of this ordinance and enforced per the standards of a civil infraction within the Douglas code of ordinances.

b) Infiltration Basins: a stormwater runoff impoundment designed to capture the entire volume of a 5 year storm event, hold this volume and infiltrate it into the ground over a period of days. An infiltration basin shall not be designed to retain a permanent pool of water. The bottom of an infiltration basin shall be vegetated with deep-rooted native plant species as approved by the Planning Commission.

c) Alternative stormwater management designs may be approved where recommended by the City Engineer and when determined to meet the intent of this ordinance.

Remarks. The stormwater management design, including any rain garden or infiltration features, will be reviewed by the Allegan County Drain Commission and the City Engineer. Approval from the Drain Commission and City Engineer shall be required prior to issuance of a building permit to ensure compliance with Section 21.01(7) of the Zoning Ordinance.

8) Landscape Elements: The following minimum standards shall apply:

a) Quality. Plant material and grasses shall be of generally acceptable varieties and species, free of insects and diseases, hardy to the climate, conform to the current minimum standards of the American Association of Nurserymen, and shall have proof of any required governmental regulations and/or inspections.

Remarks. Met. The landscape plan includes common hardy species consistent with Section 21.01(a); nursery certification and quality standards will be verified at installation.

b) Composition. A mixture of plant material, such as evergreens, deciduous trees and shrubs, is recommended as a protective measure against insect and disease infestation. A limited mixture of hardy species is recommended rather than a large quantity of different species to produce a more aesthetic, cohesive design and avoid a disorderly appearing arrangement.

Remarks. Met. The landscape plan provides a balanced mix of deciduous trees and ornamental plantings consistent with Section 21.01(b) for variety and cohesion.

c) Berms. Berms shall be constructed with slopes not to exceed a 1 :3 gradient with side slopes designed and planted to prevent erosion, and with a rounded surface a minimum of two (2) feet in width at the highest point and extending the length of the berm. Berm slopes be protected with sod, seed, shrubs or other form of natural ground cover.

Remarks. N/A – No berms are proposed.

d) Existing Trees.

1. If existing plant material is labeled "To Remain" on site plans by the applicant or required by the City, protective techniques such as fencing or barriers, shall be installed at the drip line around the perimeter of the plant material during construction. No vehicle or other construction equipment shall be parked or stored within the drip line of any plant material intended to be saved. Other protective techniques may be used provided such techniques are approved by the City.

Remarks. Listed as condition of approval. The applicant shall provide and maintain protective fencing or barriers at the drip line of all existing plant material labeled "To Remain" on the approved site plan. No construction equipment or materials shall be stored within these protected areas. Alternative protective measures may be used only upon approval by the City.

2. In the event that healthy trees which are used to meet the minimum requirements of this Ordinance or those labeled to remain are cut down, destroyed, damaged, or excavated at the drip line, as determined by the City, the Contractor shall replace them with trees which meet Ordinance requirements.

Remarks. Staff cannot determine if the existing trees on the property are proposed to be removed. In the event they are removed, the Planning Commission shall determine whether the trees proposed in the landscaping plan provide adequate replacement in accordance with Ordinance standards.

3. Trees labeled "To be removed" on a site plan or landscape plan prepared under Section 21.01 (2) shall be replaced, with a similar species, or by a similar tree from among those listed in subsection e which follows, and in minimum size as required in the size elements of Section 21.01 (7).

Remarks. The landscape plan shall be revised to identify any trees to be removed in accordance with Section 21.01(3). This is listed as a condition of approval.

AGENCY REVIEW

Kalamazoo Lake Sewer & Water Authority (KLSWA): Utilities are under review. A memorandum has been provided, and a condition of approval is included requiring final approval from KLSWA.

Allegan County Drain Commission (ACDC): Stormwater management review is pending. A condition of approval is included requiring ACDC approval prior to permit issuance.

Saugatuck Township Fire Department (STFD): Staff has not received review from the Fire Department. The Planning Commission should be aware that without the Fire Departments review that there could be potential changes required that can effect the site layout of the plans.

City Engineer: A memorandum has been provided by the City Engineer. A condition of approval is included requiring compliance with the Engineer's recommendations.

Final Thoughts. The proposed development at 13 S. Union Street represents a positive reinvestment in the downtown core and supports the City's goals for mixed-use activity within the commercial district. The project generally aligns with the intent of the zoning ordinance and the surrounding development pattern. However, several technical details remain incomplete and should be addressed before final approval. It should be noted that the patio contains outdoor seating. The Planning Commission should determine whether if this would acceptable for retail space. The applicant proposes two parallel parking spaces with one space to the north of the dumpster, maneuverability is questions about of how the vehicles will be able to get out. The applicant should explain the reasoning for this layout.

RECOMMENDATION.

At the upcoming meeting, the Planning Commission will review the site plan. Commissioners should carefully consider the information presented in this report, as well as comments from the applicant and the public. If the Planning Commission concurs that the standards of the ordinance have been met, staff recommends approval of the site plan for 13 S. Union Street, subject to the conditions outlined in the suggested motion.

Staff has also reviewed the performance standards under Section 13.04. Remarks are provided in this report for each item. Conditions listed in the suggested motion reflect standards clearly applicable to this proposal. If the Planning Commission determines that additional performance standards should be reinforced, they may add those as conditions of approval at their discretion.

However, if the Planning Commission determines that additional information, agency review, or plan revisions are necessary to verify compliance with applicable standards, staff recommends that the item be tabled until the applicant provides the revisions on the drawings for review.

SUGGESTED MOTION

Suggested Motion. I move to [approve / approve with conditions / deny / table] the request made by Daniel Boggs of Daniel Boggs Architect on behalf of AMK Properties 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 November 5, 2025, on the parcel identified as P.P. 59-150-001-00, located at 13 S Union St., subject to the following conditions:

1. The applicant shall revise the site plan and provide the missing data as noted from the Site Plan Review Checklist.
2. The applicant shall install a six-foot (6') opaque screen along the south property line adjacent to the residential parcel to prevent headlight glare onto the adjoining property. The screening shall not impair sight distance or be located within thirty (30) feet of any street right-of-way per Section 10.03 d) of the Zoning Ordinance. The opaque screening and placement shall be revised on the site plan and approved by City staff prior to the issuance of a building permit.
3. Storage of materials or goods shall be enclosed entirely within a building or shall be enclosed so as not to be visible to the public from any abutting residential district or public street per Section 10.03 a) of the Zoning Ordinance
4. No major repairs or refinishing of products shall be done outside of the principal structure per Section 10.03 b) of the Zoning Ordinance
5. The applicant shall address all outstanding items and comments noted in the City Engineer's review memo dated November 3, 2025, to the satisfaction of the City Engineer prior to the issuance of a building permit.
6. The applicant shall revise the site plan to show a clearly defined pedestrian crosswalk across the driveway in accordance with Section 19.05(d) of the Zoning Ordinance. The crosswalk design and materials shall be subject to review and approval by the City Engineer prior to issuance of a building permit.
7. The applicant shall revise the site plan to indicate tree protection fencing in accordance with Section 21.03(1) of the City of the Village of Douglas Zoning Ordinance.
8. Lighting timers shall be installed per section 19.05 6) of the Zoning Ordinance.
9. The applicant shall obtain a building permit and any other required permits from Michigan Township Services.
10. The applicant shall obtain approval from the Saugatuck/Douglas Fire Department
11. The applicant shall obtain approval from the Allegan County Drain Commission
12. The applicant shall obtain approval from the KLSWA
13. The applicant shall obtain all other federal, state, and local permits if required

14. Any minor adjustments to site grading, drainage, or layout necessary to meet City Engineer or agency requirements may be reviewed and approved administratively by the Zoning Administrator prior to construction.

Please feel free to reach out with any questions.