

To: City of the Village of Douglas Planning Commission
Date: November 5, 2025
From: Sean Homyen, Planning & Zoning Administrator
RE: **100 E. Wiley Rd (Interurban) – Amendment to Special Land Use Approval – Addition to existing building.**



The Village of Friendliness – Since 1870

Background. Matt Boonstra of Midwest Construction Group on behalf of the Interurban has requested an amendment to their existing Special Land Use approval to construct a building addition at 100 E. Wiley Road under Section 25.07 – Amendments to Special Use Permits of the City of the Village of Douglas Zoning Ordinance.



The property is zoned R-1 Residential and currently serves as a public transportation facility. This use was originally approved through a Special Land Use Permit on August 21, 1989 under “municipal or public structure” and is therefore considered lawfully established. A copy of the minutes is attached to verify prior approval. Certain elements of the site, including the existing building placement, parking configuration, and outdoor storage, are recognized as legal nonconformities under Article 28 – Nonconformities, as they predate current zoning standards.

The proposed amendment involves the construction of a small addition to the existing structure and related site improvements. The request will be reviewed for compliance with current ordinance standards where applicable, while existing lawful nonconforming elements will remain unchanged.

Staff has limited review to those ordinance standards directly affected by the proposed building addition. Existing lawful nonconforming elements are not subject to modification or brought into full compliance as part of this amendment.

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

Site and Building Placement Standards

Standard	Required	Existing	Proposed
Lot Area	7,920 SF – 1 Family 15,000 SF – 2 Family	13,076 sq. ft.	
Lot Frontage	66' – 1 Family 100' – 2 Family	256.86	
Lot Coverage	35% max		11.1%
Front Setback	35 ft.		47 ft.
Rear Setback	25 ft.		24.5 ft.
Side Setback (east)	7 ft.		96.8 ft.
Side Setback (west)	8 ft.		81.8 ft.
Height	28 ft. Max	24 ft.	10 ft. at eave

Remarks. Because the rear yard setback does not meet the current requirements, the structure is considered legally nonconforming. The proposed addition on the southside of the building does meet the required setbacks and is permitted under Section 15.04.

Section 15.04 Nonconforming Structures

Where a lawful structure exists at the effective date of adoption or amendment of this Ordinance that could not be built under the terms of this Ordinance by reason of restrictions on area lot coverage, height, yards or other characteristics of the structure or location on the lot, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

a) No such structure may be enlarged or altered in a way which increases the degree of a structure's nonconformity, but the use of a structure and/or the structure itself may be changed or altered to a use permitted in the district in which it is located, provided that all such changes are also in conformance with the requirements of the district in which it is located. **Alterations or enlargements of structures that do not alter the nonconforming nature of the structure may be permitted, provided the alteration or enlargement complies with the provisions of this ordinance.**

Furthermore, any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use, and which existed at the time of adoption or amendment of this Article, but no such use shall be extended to occupy any land outside such building.

Section 26.30 Public Facilities, Buildings Associated

1) Locational Requirements: Public facilities are permitted by Special Use Permit in the R-1, R-2, R-3, R-4, R-5, R-6, and C-1 Districts. Public facilities include, but are not limited to administrative offices, fire and police facilities, libraries, museums, recreational centers, storage areas for public equipment and buildings for essential public services (including but not limited to electric substations, telephone

substations, gas regulator stations).

Remarks. The property is zoned R-1 and is permitted by Special Land Use under Section 26.30.

2) Site Requirements:

a) Setbacks shall conform with the regulations of the district in which the proposed public facility or utility would be located.

Remarks. Setbacks are met.

b) No more than thirty five percent (35%) of the lot area shall be covered by buildings.

Remarks. Met. Lot coverage is 11.1%

c) Lot area and width shall not be less than that specified for the district in which the proposed use would be located.

Remarks. Met.

d) No building shall be erected to a height greater than that permitted in the district in which the proposed use is located.

Remarks. A letter was provided by Holland Engineering that the existing height of the building is 24' and the addition will be 10' measured at the Eave. The applicant shall revise the site plan to reflect that this is met.

3) Buffering Requirements:

a) Where mechanical equipment is located in the open air, it shall be screened from the surrounding residential area by suitable plant material and it shall be fenced with a chain link fence six (6) feet in height.

No changes are proposed to the area of the existing propane tank.

b) All buildings housing mechanical equipment shall be landscaped and maintained in accordance with the requirements of Article 21.

Remarks. N/A, no new mechanical buildings are proposed.

4) Performance Standards:

a) All buildings shall be harmonious in appearance with the surrounding area and shall be similar in design and appearance to other buildings

on the same lot.

Remarks. The existing building will remain, and the proposed addition shall match in design and materials to maintain consistency with the existing structure and surrounding area.

b) No adverse environmental conditions such as noise, air pollution, lighting or other disruptions result.

Remarks. Listed as condition of approval. No adverse noise, lighting, or air impacts are anticipated from the proposed addition.

c) Outdoor storage areas shall be located a minimum of fifty (50) feet from any residentially zoned property.

Remarks. The existing outdoor storage of buses is a legal nonconforming element established under the 1989 approval and may continue as long as it is not expanded.

d) The outdoor storage of trash or rubbish shall be screened in compliance with Section 21.01 (10) of this Ordinance.

Remarks. N/A. No proposed outdoor storage of trash or rubbish at this time.

e) All exterior lighting shall be in accordance with Section 19.05(6) and 24.03(9) hereof.

Remarks. Listed as condition of approval. All lighting shall comply with Sections 19.05(6) and 24.03(9).

Landscaping – Article 21

Remarks. Existing landscaping is to remain. A gap exists along the north property line adjacent to the residential property; however, no alterations are proposed in this area. The existing landscaping is considered lawfully nonconforming and is not required to be brought into full compliance as part of this addition.

Parking – Article 19

The site provides seventeen (17) existing parking spaces, with no changes proposed. Parking is considered lawfully nonconforming under the original 1989 Special Land Use approval. If the Planning Commission determines that the proposed addition may affect parking demand, the applicant shall provide a detailed floor plan identifying the square footage and use of each interior space to verify compliance with Section 19.02 of the Zoning Ordinance.

Driveway – Article 18

Remarks. Remarks. The existing driveway access is unchanged and considered lawfully established. No modifications are proposed.

AGENCY REVIEW

Kalamazoo Lake Sewer & Water Authority (KLSWA): Staff is awaiting confirmation from KLSWA on whether formal review is required. If review is deemed necessary, a condition of approval shall be added requiring KLSWA approval prior to permit issuance.

Saugatuck Township Fire Department (STFD): The applicant received site plan approval from the Fire Department on September 10, 2025. A copy of the Fire Department's review is included in the packet.

City Engineer & Allegan County Drain Commission (ACDC): An email from the City Engineer confirmed that no additional review is required. A copy of the correspondence is included in the packet.

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 located at 100 E Wiley Rd, subject to the following conditions as shown in the suggested motion.

If the Planning Commission feels that additional performance standards should be reinforced, they may add those as conditions of approval at their discretion.

SUGGESTED MOTION

Suggested Motion. I move to [approve / approve with conditions / deny / table] the request made by Matt Boonstra of Midwest Construction Group on behalf of the Interurban 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. 59-016-101-00, located at 100 E Wiley Rd., 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, and the height of the building.
2. The applicant shall obtain a building permit and any other required permits from Michigan Township Services.
3. The applicant shall obtain approval from the KLSWA if required
4. The applicant shall obtain all other federal, state, and local permits if required

5. Any proposed exterior lighting must comply with Zoning Ordinance Sections 19.05(6) and 24.03(9).

Please feel free to reach out with any questions.