

To: City of the Village of Douglas Planning Commission
Date: August 3, 2026
From: Sean Homyen, Planning & Zoning Administrator
RE: 13 S Union St – Site Plan Amendment – Mix-Use Building



The Village of Friendliness – Since 1870

Background. Daniel Boggs of Daniel Boggs Architect, on behalf of AMK Properties, has submitted an application requesting approval of an amendment to the previously approved site plan, which was approved by the Planning Commission on March 12, 2026, pursuant to Section 24.06(1) of the City of the Village of Douglas Zoning Ordinance. Section 24.06(1)(b) states that major amendments to an approved site plan shall require approval by the Planning Commission in the same manner as the original application. The proposed amendment includes revisions to the building's exterior appearance, including the building elevations, exterior color scheme, façade design, roofline and parapet details, covered entry/canopy, second-floor deck guardrail, windows, doors, storefront treatments, architectural detailing, and an increase in the building height from 27'-7" to 28'-0". No changes are proposed to the approved site layout, building footprint, parking configuration, access, or landscaping.



Procedure. Pursuant to Section 24.06(1)(b) of the City of the Village of Douglas Zoning Ordinance, major amendments to an approved site plan shall be reviewed and approved by the Planning Commission in the same manner as the original application. The Planning Commission may approve, approve with conditions, deny, or table the requested site plan amendment.

Summary of Proposed Changes. The applicant is requesting approval of an amendment to the previously approved site plan to revise the building's exterior appearance. The proposed changes include revisions to the exterior color scheme, building elevations, façade design, covered entry/canopy, roofline and parapet details, second-floor deck guardrail, windows, doors, storefront treatments, and other architectural details as shown on the revised plans, and an increase in the building height from 27'-7" to 28'-0". No changes are proposed to the previously approved site layout, building footprint, parking configuration, access, or landscaping.

Performance Standards

The proposed amendment is limited to revisions to the building's exterior appearance. Therefore, staff has limited its review to the performance standards affected by the proposed amendment.

Section 10.03 Performance Standards

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, the proposed exterior materials continue to comply with Section 10.03(g) of the Zoning Ordinance.

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 applicant is proposing revisions to the building elevations, exterior color scheme, façade design, roofline and parapet details, covered entry/canopy, second-floor deck guardrail, windows, doors, storefront treatments, and architectural detailing. The Planning Commission should determine whether the revised exterior design is compatible with the surrounding properties in terms of color and overall image.

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

Remarks. The proposed amendment increases the building height from 27'-7" to 28'-0", which is the maximum height permitted in the C-1 Village Commercial District. The Planning Commission should determine whether the revised height and overall scale are appropriate.

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.

Remarks. Staff has not identified any additional concerns related to the proposed amendment. The Planning Commission may consider any other conditions it deems necessary to protect the health, safety, and general welfare of the City and its inhabitants.

RECOMMENDATION.

At the upcoming meeting, the Planning Commission will review the requested site plan amendment. Commissioners should consider the information presented in this report, the revised plans, comments from the applicant and the public, and the applicable standards of the Zoning Ordinance. The previously approved site plan is included in the packet for comparison with the proposed amendment. The Planning Commission may approve, approve with conditions, deny, or table the requested site plan amendment. Unless modified by the Planning Commission, all conditions of the original site plan approval shall remain in effect.

SUGGESTED MOTION

Suggested Motion. Motion to [approve / approve with conditions / deny / table] the request made by Daniel Boggs of Daniel Boggs Architect, on behalf of AMK Properties, for approval of an amendment to the previously approved site plan under Section 24.06 and Article 24 of the City of the Village of Douglas Zoning Ordinance, based on the findings outlined in the staff report dated August 3, 2026, and the revised site plan prepared by Daniel Boggs Architect for the parcel identified as P.P. 59-150-001-00, located at 13 S. Union St. All conditions of the Planning Commission's March 12, 2026, site plan approval shall remain in full force and effect unless specifically modified by this approval.

Please feel free to reach out with any questions.