

To: City of the Village of Douglas Planning Commission

Date: July 31, 2026

From: Sean Homyen, Planning & Zoning Administrator

RE: 211, 217, 225 W. Center St.– Special Land Use Request for Ground Floor Residential (Section 26.13) of the City of the Village Zoning Ordinance.



The Village of Friendliness – Since 1870

Request. Turan Ufuk has submitted an application for special land use approval for Ground Floor Residential under Section 26.13 for the property at 211, 217, and 225 W. Center St., located in the C-1 Village Commercial District.

Background. The subject properties, located at 211, 217, and 225 W. Center St., are zoned C-1 Village Commercial District and total 19,998 square feet. The proposed development includes 1 retail unit on the northern portion of the building facing Center St., 2 office units on the western portion of the building, 3 one-bedroom residential units, and 1 two-bedroom residential unit on the ground floor. The proposed ground-floor residential units require Special Land Use approval. The second floor consists of 6 one-bedroom residential units and 3 two-bedroom residential units. The applicant proposes to modify a portion of the adjacent property's parking lot to provide shared ingress and egress to the proposed development.



An existing recorded easement is in place; however, the easement will need to be updated to reflect the proposed site plan. Staff has been informed that the applicant and the adjacent property owner continue to work toward finalizing the necessary shared access, parking, and easement agreements. A letter of support from the neighbor is provided in the packet.

Procedure. The Planning Commission is tasked with reviewing the request for Special Land Use approval under Section 26.13, together with the associated site plan. Following the public hearing, the Planning Commission may approve, approve with conditions, deny, or table the request. As required by Section 26.13, the Downtown Development Authority (DDA) Board reviewed the request and made a favorable recommendation to the Planning Commission at its July 22, 2026, meeting.

Site and Building Placement Standards

Standard (Corner Lot)	Required	Existing	Proposed
Lot Area	4,000 sq. ft.		19,998 SF once parcels are consolidated
Lot Frontage	20 ft.		100' once the lots are consolidated
Lot Coverage	80% max		40%
Front Setback (north)	0 ft.		0 ft.
Rear Setback	25 ft.		66 ft.
Side Setback (west)	0		42 ft.
Side Setback (east)	5 ft.		10 ft.
Height	28 ft. Max		28 ft.
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 for both floors
First Floor Use	Non-Residential		1 retail unit, 2 office units, and 4 residential units on the first floor, with 9 residential units on the second floor.
Residential Access	Must be separate from Commercial Entry		Residential entrance is located towards the back of the building (Southern Portion)
Recessed Entry	3 ft. – 5ft.		Need to provide
Building Materials: Structural Components	Wood, masonry, pre-cast concrete, or metal.		Provided
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.		Provided

Remarks. The applicant should revise the floor plans to accurately reflect the number of dwelling units. The plans currently identify four (4) two-bedroom units; however, the proposed development includes three (3) two-bedroom units and six (6) one-bedroom units. In addition, the depth of the recessed entry is not identified on the plans. The applicant should provide this dimension to demonstrate compliance with the required three (3) to five (5) foot recessed entry standard.

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. If such activity occurs in the future, it shall comply with the requirements of Section 10.03 a) of the Zoning Ordinance.

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

Remarks. Not proposed. Any future repairs or refinishing activities shall occur within the principal structure in accordance with Section 10.03 b) of the Zoning Ordinance.

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

Remarks. Met. The submitted photometric plan shows the proposed lighting is concentrated within the parking lot and internal circulation areas. Light levels decrease toward Center Street and Heirloom Lane, and the lighting is not expected to impair the safe movement of traffic on adjacent streets.

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. N/A. The driveway is located on the adjacent property. There are no residential properties that would be affected by headlight glare.

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 6' dumpster enclosure is proposed. The dumpster is proposed to be relocated and shared between the two property owners.

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. If such activity occurs in the future, it shall comply with Section 10.03(f) of the Zoning Ordinance.

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. Planning Commission will determine if this is met

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 proposed exterior finishes include brick, siding, and other architectural elements as shown on the submitted plans. The Planning Commission should determine whether the finished treatment 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 building has a maximum height of 28 feet. The Planning Commission should determine whether the relative scale of the building, in terms of height and overall area, is appropriate for the surrounding properties.

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. N/A.

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 than 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 than 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.

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

Remarks. N/A. Building is placed on the lot line and cannot provide trees in the front of the building.

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. The proposed site includes landscaped planting areas adjacent to the parking lot and building, together with street trees and foundation landscaping as shown on the landscape plan. The Planning Commission should determine whether the proposed landscaping provides sufficient green space to soften the effect of the parking lot and other paved areas.

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. N/A. No street furniture or similar elements are proposed.

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. N/A. The building placement is on the property line adjacent to the street.

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. The driveway is existing and located on the adjacent property. No modifications to the driveway are proposed as part of this application.

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 driveway entrance is pre-existing, and no changes to the driveway entrance within the public right-of-way are proposed.

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

Remarks. Although the proposed driveway is pre-existing and located partially on the adjacent property and partially on the subject property, the Planning Commission should determine whether sufficient information has been provided to demonstrate compliance with the clear vision requirements of Section 16.31.

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. The driveway is pre-existing, and no modifications to the driveway entrance are proposed. Therefore, this standard is not applicable to the proposed development.

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. The submitted plans propose continued use of the existing driveway entrance. The Planning Commission should determine whether the proposed access arrangement satisfies the requirements of Section 18.01(6).

7. One way double drives (U shape) are permitted provided the distance between the center lines of the two drives is greater Douglas Zoning Ordinance 130 Access Control and Private Roads 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. The pre-existing driveway approach is 24'.

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. The submitted plans propose access from an existing shared driveway that permits both ingress and egress. The applicant has indicated that the ingress and egress easement with the adjacent property owner is being updated. The Planning Commission should determine whether sufficient information has been provided to demonstrate compliance with this section.

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. N/A. The proposal utilizes an existing driveway. No new driveway is proposed that would require alignment with an existing or planned driveway, crossover, turn lane, or other access feature.

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. N/A. There are no conflicting road improvement or corridor plans in place for Spring 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. Met.

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. The submitted plans do not propose modifications to the existing driveway. Therefore, this standard is not applicable to the proposed development.

Parking – Article 19

Per Section 19.02(2) of the Zoning Ordinance, multiple-family dwelling units containing less than 900 square feet are required to provide one (1) parking space per dwelling unit, plus one (1) guest parking space for every three (3) dwelling units. The submitted plans identify thirteen (13) dwelling units, all of which are less than 900 square feet.

13 dwelling units × 1 parking space = 13 spaces
13 dwelling units ÷ 3 = 4.33, rounded up to 5 guest spaces
Total Residential Parking Required = 18 spaces

Per Section 19.02(38) of the Zoning Ordinance, retail stores are required to provide one (1) parking space for every three hundred (300) square feet of usable floor area.

Applicant Narrative

Retail: $1,650 \text{ sq. ft.} \div 300 = 6$ parking spaces

Architectural Plans

Retail: 1,755 sq. ft.

$1,755 \text{ sq. ft.} \div 300 = 5.85$, rounded up to 6 parking spaces

Per Section 19.02(36) of the Zoning Ordinance, office uses are required to provide one (1) parking space for every two hundred (200) square feet of usable floor area.

Applicant Narrative

Office: $1,800 \text{ sq. ft.} \div 200 = 9$ parking spaces

Architectural Plans

Office #1: 773 sq. ft.

$773 \text{ sq. ft.} \div 200 = 3.87$, rounded up to 4 parking spaces

Office #2: Usable floor area not identified. Staff is unable to verify the required parking because the plans do not identify the usable floor area of the second office suite.

Pursuant to Section 10.04(b)(1), the Planning Commission may reduce the required parking by up to fifty percent (50%). In addition, Section 10.04(b)(2) authorizes the Planning Commission to further reduce or waive required parking where the applicant demonstrates that the applicable criteria of the Ordinance have been met.

Remarks. Staff notes that the applicant's narrative, architectural plans, and site plans are not consistent regarding the proposed commercial uses and floor areas. The applicant's narrative identifies 1,650 square feet of retail space and 1,800 square feet of office space, while the architectural plans identify 1,755 square feet of retail space, one office suite containing 773 square feet, and do not identify the usable floor area of the second office suite. As a result, staff is unable to independently verify the total parking requirement or the requested parking reduction based on the information submitted. The Planning Commission should determine whether the information provided is sufficient to support the requested parking reduction or whether additional clarification or revised plans are necessary prior to taking action.

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. Met. 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.

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. N/A. The proposed use is commercial/residential, 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 submitted plans do not provide setback dimensions from the parking lot to the east, west, and rear property lines. The applicant should revise the plans to provide these dimensions to demonstrate compliance with Section 19.03(d). Where the parking lot connects to the adjacent parking lot, the Planning Commission should determine whether the proposed layout satisfies the exception provided in Section 19.03(d).

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.

Remarks. The submitted plans identify parking spaces and pavement markings. The Planning Commission should determine whether the proposed parking layout provides for the orderly and safe movement and storage of vehicles.

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.

Remarks. The submitted plans do not indicate an adjacent residential district within twenty-five (25) feet of the existing driveway entrance.

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. The submitted plans do not provide the distance between the driveway and adjacent buildings or parking areas located within 30 feet of the public right-of-way. The applicant should revise the plans to provide these distances to demonstrate compliance with this section.

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. N/A. The pedestrian crosswalk is pre-existing, and no modifications are proposed.

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.

Remarks. 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

<u>USABLE FLOOR AREA</u>	<u>Minimum Spaces Required (square feet)</u>
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. No loading spaces are required. The proposed commercial floor area is less than 5,000 SF; therefore, no loading space is required pursuant to the Table of Loading Space Requirements.

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 applicant is proposing 12.9% of the site be landscaped.

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 submitted landscape plan does not indicate that storm drainage areas are being counted toward the required landscaped area.

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. The submitted plans propose one (1) street tree along the public right-of-way. Based on approximately 100' of frontage, this section would require four (4) street trees. Due to the building's placement along the front property line, the Planning Commission should determine whether sufficient space exists to accommodate the additional required street trees.

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. Met. The applicant has submitted a photometric plan demonstrating the proposed lighting levels, and the plans include a general note stating that all lighting shall be directed downward and away from adjacent properties.

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. To be reviewed by the ACDC.

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. The submitted landscape plan includes a plant list. The Planning Commission should determine whether the proposed plant composition satisfies the intent of this section.

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. Met. The submitted landscape plan identifies existing trees within the public right-of-way to remain and includes notes requiring their protection during construction.

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.

N/A. This section applies only if existing trees identified to remain are damaged during construction.

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. Two (2) existing trees are identified for removal on the submitted landscape plan. The landscape plan proposes one (1) street tree and three (3) buffer trees. The Planning Commission should determine whether the proposed trees satisfy the replacement tree requirement or if additional replacement trees should be required.

Section 26.13 Ground Floor Residential

- 1) Locational Requirements: Residential uses shall be permitted on the ground floor of a structure located in the C-1 District only where such use does not front upon Center Street.

Remarks. Met. The proposed ground-floor residential units do not front on Center Street and are located behind the required 30' setback.

- 2) Site Requirements:

- a. All residential dwelling units on the ground floor of a structure located within the C-1 District shall be set back a minimum of thirty (30) feet from the Center Street right-of-way to avoid breaking up the continuity of active commercial areas along Center Street.

Remarks. Met. The proposed ground-floor residential units are located more than 30' from the Center Street right-of-way. The area within the required setback remains devoted to commercial use.

- b. The Planning Commission shall make a determination that the regular flow of pedestrian traffic to and from established commercial uses is not likely to be negatively reduced or impeded by the residential use within a ground floor structure.

Remarks. The residential entrance is located toward the rear of the building, separate from the

commercial entrances. Access to the residential units is provided through a dedicated residential entrance, while each commercial unit has its own separate entrance

- c. Any application for Ground Floor Residential use within the boundaries of the Downtown Development Authority shall be submitted to the DDA Board for recommendation prior to Planning Commission approval.

Remarks. Met. The DDA Board made a favorable recommendation to the Planning Commission in support of the request at its July 22, 2026, meeting.

- d. All standards of Article 10 C-1 Village Center District shall apply to a ground floor residential use except that the minimum transparency requirements set forth within Section 10.02, D, may be reduced to no less than 30% to ensure the safety and privacy of residents.

Remarks. Met. Once the subject parcels are consolidated, the proposed development will comply with the applicable standards of Article 10, including the reduced transparency requirements permitted under Section 26.13(2)(d).

AGENCY REVIEW

Kalamazoo Lake Sewer & Water Authority (KLSWA): Currently under review.

Allegan County Drain Commission (ACDC): Currently under review.

Saugatuck Township Fire Department (STFD): Currently under review

City Engineer: Currently under review

Final Thoughts. The Planning Commission should focus its review on the remarks highlighted in yellow, which identify items requiring Commission consideration or determination.

Specifically, staff suggested that the applicant make the following revisions to the plan set highlighted in yellow:

- Revise the floor plans to accurately reflect the number of dwelling units. The plans currently identify four (4) two-bedroom units; however, the proposed development includes three (3) two-bedroom units and six (6) one-bedroom units.
- Provide the recessed entry depth to demonstrate compliance with Section 10.02(D) of the Zoning Ordinance.
- Revise the plans to identify the usable floor area of the second office suite and resolve the inconsistencies between the applicant's narrative and the submitted plans used to calculate the required parking.
- Provide the required driveway separation distances to demonstrate compliance with Section 19.05(2)(c) of the Zoning Ordinance.

The Planning Commission should determine the following highlighted in blue:

- Whether the proposed building materials and exterior finishes satisfy Section 10.03(g) of the Zoning Ordinance.
- Whether the proposed building is compatible with the surrounding properties in terms of relative scale, height, and overall area pursuant to Section 10.03(h)(2).
- Whether the proposed landscaping provides sufficient green space to satisfy Section 10.03(j)(2).
- Whether sufficient information has been provided to demonstrate compliance with the clear vision requirements of Section 16.31.
- Whether the proposed access arrangement satisfies Section 18.01(1)(a)(6).
- Whether the information submitted is sufficient to support the requested parking reduction under Section 10.04(b).
- Whether the proposed plant composition satisfies the intent of Section 21.01(8)(b).
- Whether the proposed replacement trees satisfy Section 21.01(8)(d)(3) or if additional replacement trees should be required.

RECOMMENDATION.

At the upcoming meeting, the Planning Commission will review the special land use request. Commissioners should carefully consider the information presented in this report, together with comments from the applicant, reviewing agencies, and the public.

Staff has reviewed the applicable standards of the Zoning Ordinance and provided comments throughout this report. At the time this report was prepared, agency reviews from the Kalamazoo Lake Sewer & Water Authority (KLSWA), Allegan County Drain Commission (ACDC), Saugatuck Township Fire District, and the City Engineer had not yet been completed. In addition, the applicant has indicated that the shared access and easement documentation with the adjacent property owner is still being updated.

The Planning Commission may determine that these outstanding items can be addressed through conditions of approval prior to the issuance of any permits. Alternatively, if the Planning Commission determines that the outstanding agency comments, revised plans, or easement documentation are necessary to complete its review, Commissioners may table the request until the required information has been submitted.

SUGGESTED MOTION

Suggested Motion. I move to [approve / approve with conditions / deny] the request made by Turan Ufuk for special land use approval for Ground Floor Residential, per Section 26.13 of the City of the Village of Douglas Zoning Ordinance, based on the findings outlined in the staff report dated July 31, 2026, on the parcel identified as P.P. 59-016- 039-20, 59-016-039-21, 59-016-039-22, located at 211, 217, 225 W. Center St., subject to the following conditions:

1. The applicant shall address any review comments from the Kalamazoo Lake Sewer & Water Authority (KLSWA), Allegan County Drain Commission (ACDC), Saugatuck

Township Fire District, and the City Engineer, and obtain any required approvals prior to the issuance of any permits.

2. The applicant shall work with the Planning & Zoning Administrator to address all revisions identified in the staff report and Article 24 Site Plan Review Checklist prior to the issuance of any permits.
3. Prior to the issuance of any permits, the applicant shall consolidate the subject parcels in accordance with the approved site plan.
4. Prior to the issuance of any permits, the applicant shall submit updated shared access, parking, and easement documentation reflecting the approved site plan.
5. The applicant shall obtain all other federal, state, and local permits if required.
6. The applicant shall coordinate with City staff regarding any required road closures, lane closures, or traffic control measures associated with construction activities.

Suggested Motion. I move to table the request made by Turan Ufuk for Special Land Use approval for Ground Floor Residential pursuant to Section 26.13 of the City of the Village of Douglas Zoning Ordinance, for the properties identified as P.P. 59-016-039-20, 59-016-039-21, and 59-016-039-22, located at 211, 217, and 225 W. Center St., to allow the applicant additional time to:

1. Address any review comments from the Kalamazoo Lake Sewer & Water Authority (KLSWA), Allegan County Drain Commission (ACDC), Saugatuck Township Fire District, and the City Engineer, and obtain any required approvals.
2. Submit updated easement documentation addressing the proposed shared driveway, ingress and egress, and any shared access arrangement.
3. Revise the plans to address the outstanding items identified in the staff report and Article 24 Site Plan Review Checklist.

Please feel free to reach out with any questions.