

**To:** City of the Village of Douglas Planning Commission  
**Date:** May 8, 2026  
**From:** Sean Homyen, Planning & Zoning Administrator  
**RE:** 47 W. Center St – Site Plan Review – Mixed-Use Building



*The Village of Friendliness – Since 1870*

**Background.** Turan Ufuk has submitted a site plan review application under Section 24.01(2) to construct a mixed-use building at 47 W. Center Street. The property is zoned C-1 Village Commercial District and is located at the corner of Spring Street and Center Street within the Dudleyville Plat. The existing building formerly known as the police station will be demolished to allow redevelopment of the site with a retail/restaurant on the ground floor, four (4) residential units on the second floor, and a storage basement. The uses are permitted under Section 10.02 of the Zoning Ordinance. The applicant previously received variances from the Zoning Board of Appeals on February 24, 2026, for relief from Section 18.01(1)(a)1 to allow a driveway setback reduction from 10 feet to 5 feet and from Section 19.04(1)(d) to allow a reduced parking setback.



**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 (Corner Lot)	Required	Existing	Proposed
Lot Area	4,000 sq. ft.	9801SF	
Lot Frontage	20 ft.	99.02 ft. & 99 ft.	
Lot Coverage	80% max		49%
Front Setback (north)	0 ft.		0 ft.
Rear Setback	25 ft.		38 ft.
Front Setback (east)	0		A 2.9-foot setback is identified from the stairway; however, the setback distance from the principal building to the property line has not been provided.
Side Setback (west)	5 ft.		Not provided
Height	28 ft. Max		28ft
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%		Not provided

First Floor Use	Non-Residential		Restaurant/retail 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.		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 provide all setback distances from the proposed building to the property lines, along with the transparency details.

**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.** The plans include a general note indicating that lighting will be directed downward and away from adjacent properties. In the past, photometric plans have been provided to demonstrate compliance with Section 19.06(6). The Planning Commission should determine whether a photometric plan should be required as a condition of approval.

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.** Fifteen (15) 6-foot Spear-mint Junipers are proposed along the southern property line to provide screening. Three (3) 30-inch Viburnum shrubs are proposed in the southwest corner. A preexisting fence is located along the southern property line and is owned by the adjacent property owner.

The Planning Commission shall determine whether the proposed plantings, including the Viburnum shrubs, meet the intent of the 6-foot screening requirement, or if additional or taller plantings are needed.

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 provided.

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.** A material legend has been provided by the applicant, which includes brick veneer, precast concrete, storefront systems, and other exterior materials. Based on the information provided, the proposed materials appear to meet the requirements of this section. Final material styles and finishes are noted as "TBD."

The Planning Commission shall determine whether the proposed materials, including final selections of style and finish, meet the intent of the façade and material standards 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.** Planning Commission will determine if this is met.

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

**Remarks.** 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 should discuss with the applicant whether sufficient space exists to provide additional landscaping along Spring Street.

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 – 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.** Building is placed lot line to 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.** Plantings are proposed along the western property line and adjacent to the stairs on the eastern side of the site. The Planning Commission shall determine whether the amount and placement of landscaping sufficiently meet the intent of this section or if additional plantings are needed.

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. 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 distance from the proposed building to the property line along Spring St needs to be provided but appears to be less than 10ft.

## **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. The applicant received a variance from the Zoning Board of Appeals on February 24, 2026, allowing the driveway to be located 5 feet from the adjoining lot line.

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.** Met.

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

**Remarks.** One tree is located at the southeast corner of the property, and another is located within the right-of-way. The Planning Commission shall determine whether these trees meet the clear vision requirements of Section 16.31 or if relocation or removal is necessary.

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 Spring 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 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.

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 Spring 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 does not align with the driveway located across the street. However, the driveway is proposed on Spring Street, which allows traffic to access the site without directly impacting Center Street. Based on the proposed location, the driveway appears to provide safe access consistent with the intent of this section.

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.** Met.

### **Parking – Article 19**

The applicant has provided a parking analysis within the narrative; however, clarification is needed regarding the first-floor commercial use and how parking spaces will be assigned between uses.

The first floor is identified as a combined “restaurant/retail” space; however, the parking analysis evaluates restaurant and retail as separate scenarios without identifying how the floor area will be allocated between uses.

Per Section 19.02(38) of the Zoning Ordinance, retail uses require one (1) parking space for every 300 square feet of usable floor area. The applicant’s narrative states:

“Retail Stores: One (1) space for every three hundred (300) square feet of usable floor area.  
= 3,438 sq ft / 300 = 11.46 spaces × 50% reduction = 6 spaces.”

This calculation appears to be based on the entire usable floor area rather than the specific portion of the building dedicated to retail.

Per Section 19.02(37), restaurant uses require one (1) parking space for every three (3) seats, based on the capacity established by the Fire Chief, plus one (1) space per employee on the largest work shift. The applicant’s narrative states:

“Restaurant:  
= 90 seats / 3 = 30 spaces × 50% reduction = 15 spaces (customers)  
= 8 employees = 8 spaces × 50% reduction = 4 spaces (employees)”

The above calculations assume the same floor area is being used for both restaurant and retail scenarios without identifying how the space will be divided or operated.

Per Section 19.02(2), multiple-family dwellings require two (2) parking spaces per dwelling unit, plus one (1) guest space per three (3) units. The applicant’s narrative states:

“Multiple Dwellings:  
= Four (4) units under 900 sq ft = 4 spaces × 50% reduction = 2 spaces”

Based on the plans, four (4) dwelling units are proposed on the second floor. At two (2) spaces per unit, eight (8) spaces are required. In addition, one (1) guest space per three (3) units results in a total of nine (9) required residential parking spaces, unless the reduced standard for units under 900 square feet is applied.

The applicant's narrative indicates the following totals:

Restaurant/Apartments scenario: 21 spaces (after 50% reduction)

Retail/Apartments scenario: 8 spaces (after 50% reduction)

Total parking provided on-site: 7 spaces

Section 10.02(b)(2) allows the Planning Commission to reduce or waive required parking, provided the applicant demonstrates that the criteria of the Ordinance are met.

**Remarks.** The applicant has provided parking calculations to support the requested reduction; however, the first-floor space is identified as a combined restaurant/retail use without a defined allocation between uses. The Planning Commission should consider the range of parking demand presented when evaluating the requested reduction.

#### 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.** Met. The applicant received a variance from the Zoning Board of Appeals on February 24, 2026, allowing a 5-foot setback.

#### 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.

**Remarks.** During site plan review, it was identified that the proposed driveway entrance does not meet the required 25-foot setback from the adjacent residential lot. The applicant will need to obtain a variance from the Zoning Board of Appeals to reduce this requirement to 5 feet. The applicant has indicated plans to appear before the ZBA on May 26, 2026.

The Planning Commission should consider whether to proceed with approval subject to the applicant obtaining the required variance or to table the request until the variance is granted.

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 proposed layout may not meet the required 12-foot separation between the driveway and parking area within 30 feet of the right-of-way. The applicant has indicated they will return to the Zoning Board of Appeals on May 26, 2026, to request an interpretation of this section and, if necessary, a variance.

The Planning Commission should consider whether to proceed with approval subject to the ZBA's determination or to table the request until the interpretation and/or variance is resolved.

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.** Met.

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.** With approximately 3,438 square feet of usable floor area, the applicant is not required to provide a loading space under Section 19.02.

### **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 10.2% of the site to 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 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.

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.** N/A. It may be difficult for trees to be planted along Spring Street depending on the distance between the building and property line.

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.** The plans include a general note indicating that lighting will be directed downward and away from adjacent properties. In the past, photometric plans have been provided to demonstrate compliance with Section 19.06(6). The Planning Commission should determine whether a photometric plan should be required as a condition of approval.

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 Plant list was provided. The Planning Commission will determine if this is met.

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.** N/A. Three trees are proposed to be removed.

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.

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.** Three trees have been identified for removal. The applicant is proposing replacement trees in the southwest corner, southeast corner, and along the Spring Street and Center Street rights-of-way. After discussion with the Department of Public Works, staff was advised that trees should not be planted within the public right-of-way.

The Planning Commission shall determine whether the proposed replacement trees located on the property are sufficient to meet the intent of this section or if additional replacement trees should be required elsewhere on the site.

### **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 review the site plan in accordance with the applicable standards of the Zoning Ordinance. As highlighted in this report, there are several areas where additional clarification or discretion by the Planning Commission is required.

Specifically, the Planning Commission shall determine:

- Whether the proposed Viburnum shrubs in the southwest corner are acceptable or should be replaced with 6-foot shrubs to meet the intent of the screening requirements under Section 10.03(d);
- Whether the material selections provided by the applicant meet the standards of Section 10.03(g) and (h) of the Zoning Ordinance;
- Whether the proposed landscaping and plantings are sufficient, or if additional plantings are needed under Section 10.03(j)(2);
- Whether existing trees within the clear vision area should be relocated or removed to comply with Section 16.31;
- Whether the parking reduction request is justified under Section 10.02(b)(2), based on the range of parking demand provided;
- Whether a photometric lighting plan should be required to demonstrate compliance with

Section 19.06(6) of the Zoning Ordinance;

- Whether additional landscaping should be provided along Spring Street to meet the intent of Section 19.06(5)(c);
- Whether to proceed with approval subject to the applicant obtaining the required ZBA variances and interpretations, or to table the request until those items are resolved;
- Whether outstanding agency review comments from the City Engineer, Kalamazoo Lake Sewer & Water Authority (KLSWA), Allegan County Drain Commission (ACDC), and Saugatuck Township Fire District may be addressed as conditions of approval or if additional review is needed prior to approval.

### **RECOMMENDATION.**

At the upcoming meeting, the Planning Commission will review the updated site plan. Commissioners should carefully consider the information presented in this report, along with comments from the applicant and the public. The Planning Commission should also review the remarks highlighted in yellow and determine whether the applicable standards of the Zoning Ordinance have been met.

Staff has reviewed the performance standards under Section 10.03, and remarks are provided throughout this report for each applicable item. Conditions included in the suggested motion reflect standards clearly applicable to this proposal. The Planning Commission may add additional conditions of approval if deemed necessary.

If the Planning Commission determines that the applicable standards have been sufficiently met and that any remaining concerns are minor in nature and may be addressed through the conditions outlined in the suggested motion, staff recommends approval of the site plan for 47 W. Center St. If the Planning Commission determines that the outstanding items identified in this report should be resolved prior to approval, staff recommends tabling the request until those items are addressed.

## **SUGGESTED MOTION**

**Suggested Motion.** I move to [approve / approve with conditions / deny / table] the request made by Turan Ufuk 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 May 8, 2026, on the parcel identified as P.P. 59-150-002-00, located at 47 W Center St., subject to the following conditions:

1. The applicant shall address all outstanding comments and requirements from the City Engineer, Kalamazoo Lake Sewer & Water Authority (KLSWA), Allegan County Drain Commission (ACDC), and Saugatuck Township Fire District prior to issuance of any permits
2. The applicant shall obtain any required variances and/or interpretations from the Zoning Board of Appeals prior to issuance of any permits.
3. The applicant shall obtain all other federal, state, and local permits if required.
4. The applicant shall coordinate with City staff regarding any required road closures, lane closures, or traffic control measures associated with construction activities.
5. The applicant shall revise the site plans in accordance with Planning Commission direction and provide any missing information identified in the staff report and site plan review checklist prior to the issuance of permits.

Please feel free to reach out with any questions.