

## MEMORANDUM

**To:** City of the Village of Douglas Planning Commission  
**Date:** May 7, 2026  
**From:** Tricia Anderson, AICP  
**RE:** **Zoning Ordinance Update**

The Planning Commission is aware that the Planning & Zoning Administrator, the consultant team, and the steering committee has been diligently working on updates to the Zoning Ordinance over the past year. The project began with an audit of the current Zoning Ordinance, which provided observations and recommendations for revisions. The acceptance of the recommendations by the steering committee allowed us to create the Annotated Outline, which is an overview that provides an “at a glance” view of the organizational changes, such as moving content, adding new content, and recommended changes to content. It also provides a cross reference between the current Zoning Ordinance and the new Zoning Ordinance. Then we created a structural outline, which is essentially a document that contains all the article numbers, headings, and sub-headings. This structural outline is included in your packet.

After these organizational steps were completed, we began working on the actual revisions to language and headings within the Zoning Ordinance. The foundational component of any zoning ordinance is land use – terminology, definitions, places where land uses are permitted, dimensional requirements, and procedures for allowing such land use – are all factors that the rest of the provisions in the ordinance are hinged upon. The zoning district articles (Articles 4-14A) contain this foundational content and they are presented to the Planning Commission in draft form for comments, questions, discussion, and recommendations.

- A. **Significant Changes.** The following is a summary of the significant changes that were made to the zoning district articles (Articles 4-14A):
1. Each intent and purpose statement was revised to include language describing the character that each are intended to achieve and also used as a place to link the future land use designations in the Master Plan to zoning.
  2. Consistency was created in each district article to include five headings: Purpose and Intent, Uses Permitted by Right, Uses Permitted by Special Land Use, Dimensional Regulations, and Additional Regulations.
  3. Specific regulations for parking, performance standards, lighting, landscaping, design standards, etc. that are covered elsewhere in the Ordinance have been removed. The new section, “Additional Regulations”, points to other articles and section numbers where this information located.

4. New articles were added to create zoning districts that are identified in the implementation matrix in the Master Plan. These new districts are as follows:
  - a. Article 11A: C-2A Blue Star Small Business District
  - b. Article 12: C-3 West Center Commercial District
  - c. Article 13: C-4 Harbor Commercial District
  - d. Article 14A: OSP Open Space Preservation District
5. Zoning district names were revised for some districts:
  - a. R-1 Suburban Residential → R-1 Low-Density Residential
  - b. R-2 Residential → R-2 Moderate Density Residential
  - c. R-3 Neighborhood Conservation → R-3 Urban Residential
  - d. R-4 Harbor Residential → R-4 Waterfront Residential
  - e. R-5 Multiple Family → R-5 Residential Mix
  - f. R-6 Mobile Home Park → R-6 Manufactured Home Park
  - g. C-1 Village Commercial → C-1 City Center
  - h. C-2 General Commercial → C-2 Blue Star South Commercial
6. Graphics were drafted for each zoning district to depict the dimensional requirements.
7. Land use terminology was cleaned up for modernization, consistency, and accuracy throughout. Associated definitions were updated in Article 2, Definitions (not included in this packet).
8. Permitted land uses and dimensions were adjusted in some districts to reflect the desired character in each district, including:
  - a. Districts that contain waterfront property contain requirements for tiered side yard setbacks (setback increases with height) for view preservation.
  - b. ADUs are permitted by right in all residential districts that permit single family homes.
  - c. Uses, such as family childcare home, adult foster care family home, public and private schools, were moved to uses permitted by right (if listed as permitted by SLU) to create compliance with the Zoning Enabling Act (Act 110 of 2006).
  - d. Some uses were broken into large and small-scale (such as restaurants, retail, personal service establishments, etc.) so that desired character can be achieved by prohibiting large-scale commercial uses in areas such as City Center, Blue Star Small Business, and West Center Commercial districts.

- e. Removed more intense commercial uses from the areas where commercial uses are desired in small scale.
- f. Included additional housing forms to be permitted in residential districts, per the recommendations in the Master Plan. For example, a duplex dwelling is permitted by special land use in the R-1 district, as well as the conversion of a single-family to a duplex.
- g. Maximum residential densities were added to each dimensional table for each residential or mixed-use zoning district.

**B. Table of Land Uses.** Once the district articles were drafted, we were able to update the land use table, which provides a quick reference of the uses that are permitted by right and by special land use in each zoning district. The current and proposed land use tables are provided for your comparison.

**C. Next Steps.**

- a. At the upcoming meeting, the Planning Commission is asked to review and discuss the zoning district articles and land use table and provide comments to the Steering Committee.
- b. The Steering Committee will continue to work on making draft revisions to content and will periodically bring articles to the Planning Commission for input. Article 16, General Provisions has been drafted, and the steering committee will begin work on Article 15, Nonconformities, Article 28, Administration and Enforcement, and Article 29, Zoning Board of Appeals.
- c. As noted on page 1 of this memorandum, the hard work is in the district articles where the foundational components of the Zoning Ordinance reside. When these provisions are ironed out into a draft based on consensus, it paves the way for the remainder of the provisions and regulations to be drafted with relative ease.

Please feel free to reach out with any questions!