



**THE CITY OF THE VILLAGE OF DOUGLAS  
PLANNING COMMISSION MEETING  
THURSDAY, JULY 11, 2024 AT 7:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER:** By Chair Buszka

**2. ROLL CALL:** By Clerk Kasper

PRESENT

Chair Paul Buszka

Vice-Chair Louise Pattison

Secretary Kelli Heneghan

Commissioner Neal Seabert

Commissioner Matt Balmer

Commissioner Patty Hanson

Commissioner Laura Peterson

Commissioner Thomas Hickey

Planning and Zoning Administrator Sean Homyen

City Clerk Laura Kasper

Williams & Works Consultant Tricia Anderson – Joined Remotely

ABSENT

Commissioner John O'Malley

A. Approval of Agenda - July 11, 2024 (additions/changes/deletions)

B. Approval of Minutes - June 13, 2024 *workshop & regular meeting* (additions/changes/deletions)

***Motion by Balmer, second by Seabert, to approve the July 11, 2024 agenda and approve the June 13, 2024 workshop & regular meeting minutes. – Motion carried by unanimous voice vote.***

**3. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** No communication received

**4. PUBLIC COMMUNICATION – WRITTEN:** No communications received

**5. NEW BUSINESS**

A. 319 Ferry St - Proposed Multi-Family Development - Request for Site Plan Approval

a. Applicant presentation –

Max Nykerk from Lakewood Construction provided an overview of the project, highlighting the updates and changes since their last appearance before the Planning Commission. He proposed a revised plan featuring a 4-unit townhome, reduced from the initial 6 units. The updated design includes the removal of garages and a shift in parking to the northern side of the building.

- b. Comments from Public – No comments
- c. Comments from the Planning & Zoning Administrator –

Planning & Zoning Administrator Sean Homyen went through the memorandum highlighting the items that still needed to be addressed.

- d. Comments from the Planning Commission –

Balmer provided a detailed overview of the Multi-Family Guideline standards. Chair Buszka requested feedback from Tricia Anderson of Williams & Works. Anderson informed the Planning Commissioners that further verification of the property's environmental aspects, including wetlands and contamination plumes, is still needed. Additionally, necessary documentation has yet to be submitted.

Anderson also highlighted issues with parking arrangements that need to be addressed with Isabelles, including the requirement for an agreement to ensure mutual understanding.

The Planning Commissioners expressed concerns about easements, building designs, and amenities. Chuck Hoyt reviewed the current status of the easements, detailing the unresolved issues and proposed resolutions, and addressed the remaining questions. Hoyt also provided an update on discussions with the City Engineers/Allegan County Drain Commission.

Max Nykerk and Chuck Hoyt discussed outstanding items and their resolution. They reviewed the memorandum concerning Multi-Family Design standards and requested further information on areas of non-compliance.

***Motion by Balmer, second by Pattison, to table the request made by Max Nykerk of Lakewood construction for site plan approval for the multi-family 4 unit townhome, located at 319 Ferry Street based on the findings outlined in the city staff report dated July 5, 2024, As well as the findings of the planning commission,***

- A. The building shall adhere to the Multi-Family Guideline Standards under Section B, Building Siting, Standard number (1) Developments SHALL be oriented parallel to the public street, with setbacks from the street used to create landscaped open space, and 2) Primary building entries shall be clearly identifiable and visible from the street, with well-defined walkways from pedestrian routes.***
- B. There is written documentation verifying that applicant and the representatives of Isabel's have reached an agreement with regard to easements and parking.***
- C. Section D Parking/Vehicular Circulation: Guideline number 1) Parking areas SHALL be located in the development's interior and not along street frontages.***
  - D) meet the standards of Open Space Guidelines (C) number 8, which states that the Common Outdoor Spaces Shall provide as least three of seven requirements.. a) Site Furnishings, (benches, tables), b) Play areas located away from public streets, c) Gardens, d) Patios or courtyards made of special pavers such as stone, brick, or other unit pavers, e) Covered structure (i.e. pergola, pool house, etc), f) Water feature, g) Significant View shed (i.e. waterfront, hillside, etc) – Motion carried by unanimous roll call vote.***

## **6. UNFINISHED BUSINESS**

## **7. REPORTS**

- A. Planning and Zoning Administrator Report –

Planning & Zoning Administrator Sean Homyen informed the Planning Commissioners that the owner of 30 Hamilton will be requesting a revision to their site plan to include a combination of trees and fences.

Tricia Anderson from Williams & Works updated the Commissioners on the Master Plan's budget constraints and the current delay. She provided a revised timeline for the completion of the Master Plan, expected around December. Chair Buszka advised the Planning Commissioners to submit their comments to Anderson.

B. Planning Commissioner Remarks (limit 3 minutes each, please) –

Heneghan noted that reviewing plans on 8x11 paper is challenging and recommended larger copies for better review. The Planning Commissioners agreed and requested larger plans for future meetings. Seabert inquired about the status of the Centre Collective's mixed-use development, asking if it remained active. Planning & Zoning Administrator Sean Homyen reported that the site plan had expired.

Balmer provided an update on the Westshore project, confirming approval for the trail locations along with additional conditions, including the buffer zone. He clarified that there was no need to amend the public/private designation. Homyen elaborated on the buffer zone, explaining that it needs to be negotiated between the developer and the adjacent property owners. Seabert informed the Planning Commission that a Council Workshop with Flywheel/Ryan Kilpatrick for affordable housing would take place at 5:00 p.m.

8. **PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** Charity Nosse thanked the Planning and Zoning Administrator for talking with her regarding the Westshore trail concerns.

9. **ADJOURNMENT:**

***Motion by Seabert, second by Hickey, to adjourn the meeting.***