



**THE CITY OF THE VILLAGE OF DOUGLAS  
PLANNING COMMISSION  
THURSDAY, JUNE 15, 2023 AT 7:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER**

**2. ROLL CALL**

PRESENT

Commissioner John O'Malley

Commissioner Neal Seabert

Chair Paul Buszka

Vice-Chair Louise Pattison

Commissioner Gregory Freeman

Commissioner Matt Balmer

Deputy Clerk, Laura Kasper

City Planning and Zoning Administrator, Joe Blair

Interim Planning & Zoning Administrator, Tricia Anderson, of Williams & Works (Joined Remotely)

ABSENT

Secretary Kelli Heneghan

A. Approval of June 15, 2023 Agenda (additions/changes/deletions)

B. Approval of May 11, 2023 Minutes (additions/changes/deletions)

***Motion by Pattison, seconded by Freeman, to approve: June 15, 2023 Agenda and May 11, 2023 Minutes. Motion carried by unanimous roll call vote.***

**3. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES) - None**

**4. PUBLIC COMMUNICATION – WRITTEN -**

A. Marc Newman - Written Communication – Chair Buszka acknowledged the submitted communication presented in the packet.

**5. NEW BUSINESS (Westshore PUD Amendment to be Rescheduled) - City Planning and Zoning Administrator, Joe Blair updated the Commission that there has not been a set date for the Public Hearing of this item yet.**

**6. UNFINISHED BUSINESS -**

- A. Lakeshore Woods Private Road Review – Tabled item from May 11, 2023 – At the May 11, 2023 meeting Commissioners moved to table the item until such time that the applicant can address all the concerns stated by the City Attorney and City Engineer, as indicated in their respective reports. The Williams & Works memorandum presented in the agenda packet was updated to reflect the additional information received after the May 11, 2023 meeting. Based on the findings, forwarding a favorable recommendation to City Council for approval was subject to four listed conditions, and any other conditions deemed necessary by the Planning Commission.
- Bill Sikkel of Lakeshore Resorts was present to answer any questions. Chair Buszka asked for Commissioners comments. Pattison and Chair Buszka questioned if there would be the addition of a gate at the Blue Star entrance, which was on the Saugatuck Township side. Mr. Sikkel confirmed that there would be a Township and Fire Department approved gate.

***Motion by Balmer, seconded by O'Malley, to forward a favorable recommendation to City Council for approval of Lakeshore Woods Private Road subject to the conditions as outlined in the Williams & Works Memorandum dated June 8<sup>th</sup>, 2023 regarding Lakeshore Woods Private Road Review -***

- 1. The applicant shall address any issues outlined by the Saugatuck Township Fire District.***
- 2. The applicant shall work with the City Attorney to address any additional changes to the Declaration and Grant of Easement document, as it relates to emergency access, prior to the final review by the City Council.***
- 3. The applicant shall work with Saugatuck Township to satisfy any requirements related to the Declaration and Grant of Easement document that may not be addressed in the Douglas Zoning Ordinance.***
- 4. Upon Council approval, the applicant shall record the Declaration and Grant of Easements prior to use of the private road, and provide the City with a recorded copy.***  
***– Motion carried by unanimous roll call vote.***

## **7. REPORTS**

- A. Planning and Zoning Administrator Report – Interim Planning & Zoning Administrator, Tricia Anderson, of Williams & Works gave a brief update on drafting new language to the ground floor zoning ordinance amendment. Also updated on the status of the Center Collective, which still needed items addressed before going to City Council. One item was the Drain Commission to accept their design of the stormwater management, and another item was establishing a path forward for vacating the right-of-way.
- B. Planning Commissioner Remarks (limit 3 minutes each, please) – Freeman questioned what items were needed from the Westshore PUD. City Planning and Zoning Administrator, Joe Blair mentioned some of the items, namely easements and a history of the PUD amendments. Freeman also asked if the new wayfinding signs conformed to the sign ordinance. Tricia Anderson said even though they are Government signs, they are still in line with the ordinance. Balmer also mentioned how they DDA contracted with Williams & Works on the signs.

## **8. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) - None**

## **9. ADJOURNMENT -**

***Motion by Seabert, seconded by Balmer, to adjourn.***