



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, JULY 01, 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 Mayor North
2. **ROLL CALL:** By Clerk Kasper  
PRESENT  
Mayor Cathy North  
Councilmember Jerome Donovan  
Councilmember Neal Seabert  
Councilmember John O'Malley  
Mayor Pro-Tem Randy Walker  
Councilmember Gregory Freeman  
Councilmember Matt Balmer  
Also Present City Manager Lisa Nocerini  
City Clerk Laura Kasper  
Planning and Zoning Administrator Sean Homyen
3. **PLEDGE OF ALLEGIANCE:** Led by Mayor North
4. **CONSENT CALENDAR**
  - A. Approve the Council Meeting Agenda for July 1, 2024 – *amended for addition of item 4. E. Update from Representative Joey Andrews Office*
  - B. Approve the Council Regular Meeting Minutes for June 17, 2024
  - C. Approve the Council Special Meeting Minutes for June 24, 2024
  - D. Approve Invoices in the amount of \$92,611.18
  - E. Update from Representative Joey Andrews Office - The City of the Village of Douglas has secured \$1,300,000 million in state funding for lead line replacement, thanks to the dedicated efforts of State Representative Joey Andrews.

*Motion by Freeman, second by Balmer, to approve the Consent Calendar as amended of July 1, 2024 – Motion carried by unanimous roll call vote.*
5. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY):** No communication received.
6. **PUBLIC COMMUNICATION - WRITTEN**
  - A. Marc Newman, Tim Smith, Mike Ger – Westshore trails letters
  - B. Karen Pulick – Westshore Condominium HOA Board letter

C. Jeffrey Kerr - Centre Collective Update

7. **UNFINISHED BUSINESS:** No business to attend to.

8. **NEW BUSINESS**

A. Flywheel Companies Workshop Meeting Date (L. Nocerini)

*Motion by Balmer, second by Seabert, to approve holding a workshop meeting on the date of July 15 at 5:00 p.m. with Flywheel Companies to start discussions about affordable/attainable/workforce housing options in the City of Douglas. – Motion carried by unanimous roll call vote.*

B. Lead Water Service Line Replacement – Sole Source Vendor (L. Nocerini)

*Motion by Freeman, second by Balmer, to approve Unema Plumbing of Holland, Michigan as a preferred sole source vendor for lead service line replacement for Fiscal Year 24/25 or until the budget is exhausted. – Motion carried by unanimous roll call vote.*

C. PUD Amendment - Westshore PUD (Ord. 03-2012) Request to finalize the location of internal pathways/public-private pathway designation discussion (S. Homyen)

*Motion by Seabert, second by O'Malley, to open the public hearing – Motion carried by unanimous roll call vote.*

**a. Applicant Presentation** - Richard Dyk, BDR, Inc., provided background and clarification to the current layout of trails and addressed the plan that was actually approved by Council in 2012.

**b. Comments from Public** – Charity Nosse, concerns with public trails need to be addressed, noting proximity to lot lines and access points. Janet Lugers, concerns with public trail access points and need for gate/barrier. Al Sheen, questioned the materials that would be used on trails. Mark Newman, submitted letters included in the agenda packet and mentioned that due to confusion with residents this should go back to the Planning Commission for review.

**c. Comments from Planning and Zoning Administrator** – Sean Homyen, The Planning Commission voted to forward a recommendation to the City Council, with one member abstaining from the vote. It should be noted that the motion did not reflect a collective decision on the proposed location of the pathways, which was part of the request. A follow-up meeting with the applicant revealed information that should have been presented to the Planning Commission, but at the time, it was not realized. This information includes the fact that the July 25, 2012 plan set, as adopted as an integral part of the Westshore PUD Ordinance 03-2012.

**d. Comments from City Council** – Seabert mentioned concern with the close proximity to Golfview backyards and mentioned prior discussion at Planning Commission of using gravel. Balmer mentioned that the concerns with privacy are addressed with the PUD ordinance stating that landscape buffer areas are required.

*Motion by Seabert, second by Balmer, to close the public hearing. – Motion carried by unanimous roll call vote.*

*Motion by Balmer, second by Seabert, to deny the applicant's request to Amend Ordinance Number 03-2012, to modify the public & private designation of the internal non-motorized pathways and that we approve their request to amend and finalize the location of internal non-motorized public-private pathway designations as presented, with the following conditions.*

1. **That they adhere to the standards set forth in Article 27. Section 27.04 Project Design Standards, number (19), Buffer Zone Along Property Lines. Natural vegetation, planted or landscaped buffer areas**

*of twenty-five (25) feet in width, are required along all exterior boundaries of the property to be developed as a PUD. Specifically, the northern boundary that abuts the rear yards of the properties that are located along Golfview Drive, need to be addressed and revised to meet this requirement as determined by the Planning and Zoning Administrator.*

- 2. Upon City Council approval, the applicant shall record the easement agreements for said non-motorized public-private pathways no later by the end of the year.*
- 3. The applicant shall remove all golf course amenities as required by Ordinance 03-2012 prior to or concurrently with the construction of the internal pathways, subject to the agreed upon inventory of items to be removed as determined by the Planning & Zoning Administrator.*
- 4. The applicant shall provide a performance bond in the form of an escrow deposit in the amount determined by the City Engineer equal to the cost to construct the internal pathways, prior to commencing construction of the internal pathways. The City may work with the applicant to move any remaining escrow monies for the external pathways into a new escrow account for the internal pathways, if reimbursable funds remain.*
- 5. Upon City Council approval of the non-motorized public-private pathway plans, the applicant shall submit construction drawings to the City Engineer for review and approval prior to commencing construction on the internal pathways. Any further changes to the non-motorized pathways shall require the same procedures for approval as an amendment to the Westshore PUD.*
- 6. The applicant shall amend the master deed to include the "must be built" finalized locations of the public and private internal pathways, and provide the City with a recorded copy of the master deed amendment, prior to any final inspections of the internal non-motorized public-private pathways.*
- 7. That the non-motorized public-private pathway will not interfere with the future construction of the street that enters from Center street to connects to the final phase three, referred to as the final west phase.*  
*- Motion carried by unanimous roll call vote.*

## **9. REPORTS**

- A. Commission/Committee/Boards
  1. Planning Commission – meeting next week
  2. Kalamazoo Lake Sewer Water – next meeting will have final draft of water agreements
  3. Downtown Development Authority – noted success and downtown activity with weekly farmers market and opening of Happystance.
  4. Kalamazoo Lake Harbor Authority – postponed to October
  5. Douglas Harbor Authority – no meeting
  6. Douglas Brownfield Authority – no meeting
  7. Fire Board – budget is approved
  8. Community Recreation – no meeting
  9. Playground Committee – no meeting
- B. Administration Report - Planning and Zoning Administrator Sean Homyen, mentioned the social district update with Beery Field is waiting on state response. City Manager Lisa Nocerini thanked representative Joey Andrews, and thanked the Pickleball club along with flowerbed volunteers for their work cleaning up the City.

- 10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES, ITEMS NOT ON AGENDA):** Myrene Koch discussed background with Allegan County and campaign information. Alice Bernal discussed campaign information. Demetrhea Terrien mentioned need for upgrades at Douglas Beach bathrooms.

**11. COUNCIL COMMENTS:** Donovan thought it was a good meeting and mentioned posting a link on the City website to the beach hazard statements. Freeman thanked the community for coming out and thanked Rick Zoet, the Director of Public Works for his work. O'Malley thanked City Manager and staff.

**12. MAYOR'S REPORT/COMMENTS:** Mayor North thanked the public for coming out and providing their feedback, thanked City Manager and staff along with the efforts of the Pickleball club in making the downtown look great.

**13. ADJOURNMENT**

*Motion by Balmer, second by O'Malley, to adjourn the meeting.*

Approved on this 15<sup>th</sup> day of July 2024

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cathy North, Mayor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Laura Kasper, City Clerk

**Certification of Minutes**

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on July 1, 2024, I further certify that the meeting was duly called and that a quorum was present.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Laura Kasper, City Clerk