

**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, SEPTEMBER 27, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

Remote meeting option for the City of the Village of Douglas Downtown Development Authority, join online or by phone.

Join online by visiting: <https://us02web.zoom.us/j/84809624317>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 848 0962 4317

1. CALL TO ORDER

2. ROLL CALL/QUORUM

3. ELECTION OF OFFICERS

- A.** Election Of Chair - City Clerk shall call for nominations for Chair from the floor, and written ballots will be cast for Chair. The Clerk will then read into the record the Authority Members name and vote. (if the election causes a vacancy in another office, the same process will repeat.)

Motion to approve the election of Chair. - roll call vote

4. APPROVAL OF AGENDA

- A.** Approval Of Agenda - Changes/Additions/Deletions - September 27, 2023

Motion to approve: September 27, 2023 Agenda. - roll call vote

5. APPROVAL OF MINUTES

- A.** Approval Of Minutes - Changes/Additions/Deletions - August 30, 2023

Motion to approve: August 30, 2023 Minutes. - roll call vote

6. OFFICER REPORTS

- A.** Secretary

- B.** Treasurer

- C.** Vice Chair

D. Chair

7. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)

8. PUBLIC COMMUNICATION - WRITTEN

9. UNFINISHED BUSINESS

A. Ordinance No. 06-2023 - Ground-floor Residential Text Amendment - Discussion Item

B. Gateway Signage - Discussion Item

10. NEW BUSINESS

A. Tree Lighting Quote

B. Tree Lighting Ceremony - 2023 Date & Time

C. Holiday Market - Discussion Item

11. COMMITTEE REPORTS

12. STAFF/MANAGER REPORTS

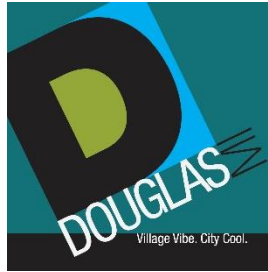
13. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)

14. BOARD COMMENTS

15. CHAIR COMMENTS

16. ADJOURNMENT

Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Laura Kasper, City Clerk, at (269) 857-1438, or clerk@douglasmi.gov to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, AUGUST 30, 2023 AT 9:30 AM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Vice Chair Postilion

2. ROLL CALL/QUORUM

PRESENT

Beth Stefanchik
Dave Laakso
Kabri Martyniek
Mark Postilion
Randy Walker
Maggie Bandstra

ABSENT

Aleshia Balmer
Jerome Donovan
Tim Ketelhut

3. APPROVAL OF AGENDA

A. Approval Of Agenda - Changes/Additions/Deletions - August 30, 2023 –

Motion by Walker, seconded by Stefanchik, to approve; August 30, 2023 Agenda. – Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES

A. Approval Of Minutes - Changes/Additions/Deletions - June 28, 2023 –

Motion by Walker, seconded by Martyniek, to approve; June 28, 2023 Minutes. – Motion carried by unanimous roll call vote.

5. OFFICER REPORTS

- A. Secretary - None
- B. Treasurer – Laakso detailed the report presented in the agenda packet.
- C. Vice Chair – Postilion discussed the submitted letter of intent for Consumers grant but was denied.
- D. Chair - None

6. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): Eric Gollanek from the Saugatuck Douglas Historical Society joined remotely and was available to answer questions about the grant funding

submissions for the summer events.

7. PUBLIC COMMUNICATION – WRITTEN: None

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS:

A. Community Events Funding Program - Saugatuck Douglas Historical Society - July 20, 2023 Event -

Motion by Walker, seconded by Bandstra, to support the Saugatuck Douglas Historical Society application for Community Events Funding Program in the amount \$2,700. – Discussion entered prior to roll call vote.

Eric Gollanek from the Saugatuck Douglas Historical Society joined remotely and gave a cost breakdown of the event. He detailed the reasoning behind the funding request total of \$2,700.

Motion by Laakso, seconded by Stefanchik, to amend the prior motion and to support the Saugatuck Douglas Historical Society application for Community Events Funding Program in the amount of \$473.00. – Motion carried by unanimous roll call vote.

B. Community Event Funding Application - Saugatuck Douglas History Center - August 24, 2023 Event -

Motion by Walker, seconded by Martyniek, to support the Saugatuck Douglas History Center application for Community Events Funding Program in the amount of \$473.00. – Discussion entered prior to roll call vote.

Eric Gollanek from the Saugatuck Douglas Historical Society joined remotely and gave a cost breakdown of the event. He detailed the reasoning behind the funding request.

Motion by Laakso, seconded by Stefanchik, to amend the prior motion and support the Saugatuck Douglas History Center application for Community Events Funding Program in the amount of \$314.00. – Motion carried by unanimous roll call vote.

C. Community Events Funding Program - Art In Douglas –

The event cost breakdown from the applicant was detailed in the agenda packet.

Motion by Walker, seconded by Stefanchik, to support the Art In Douglas application for Community Events Funding Program in the amount of \$1,000. – Motion carried by unanimous roll call vote.

D. Budget Amendment for Wayfinding Project -

The details of this item were discussed by the Authority. In fiscal year 22-23, the budget for the wayfinding project was unspent as the design and bidding process took some time to complete. With the wayfinding project now awarded to Praise Sign of Grandville, Michigan, the DDA should consider recommending to City Council an amendment to the DDA budget for fiscal year 23-24 to ensure the unspent funds are available for the completion of the wayfinding project. The DDA budgeted \$34,000 for wayfinding in fiscal year 22-23. Funds for this activity are available in the DDA fund balance.

Motion by Walker, seconded by Martyniek, to recommend City Council amend the fiscal year 23-24 budget in the amount of \$34,000 for the Downtown Development Authority wayfinding project. – Motion carried by unanimous roll call vote.

- E. Ordinance No. 06-2023 - Ground-floor Residential Text Amendment - Discussion Item - Authority Members discussed that this item should be tabled to the next agenda for discussion due to the absence of the City Planning and Zoning Administrator, Joe Blair. The DDA preferred to have more details and answers from Mr. Blair, in order to understand the items relevance with the DDA. This item will be tabled and presented as unfinished business on the next agenda.

Motion by Walker, seconded by Laakso, to extend the meeting by 30 Minutes. – Motion carried by unanimous roll call vote.

10. COMMITTEE REPORTS: None

11. STAFF/MANAGER REPORTS:

- A. August Project Update – City Manager, LaBombard included a memo with listed item updates and statuses. Discussion included - DDA TIF Plan, approved by City Council on August 7th, 2023. Potential Sale of Municipal Facilities – August 7th, City Council approved the purchase of the Douglas Professional Building at 415 Wiley Road for the consolidation of municipal services at one location over the next 2-5 years. Permanent Gateway Sign – Chair Ketelhut will be working with property owner, Brett DeMond, of Lakeshore SuperValu grocery store to gauge interest in locating a gateway sign on private property. Downtown Conference – Several members have expressed interest in attending the Michigan Downtown Association Conference in November. Wayfinding Signage – Details discussed during New Business. Sidewalk Improvements – City Hall Quotes received. RFP standard is to award the lowest quote received. Members mentioned interest of involvement for reviewing.

Motion by Walker, seconded by Laakso, to extend the meeting by 30 Minutes. – Motion carried by unanimous roll call vote.

12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): None

- 13. BOARD COMMENTS:** Laakso discussed the upcoming exit closure and road detours with the possibility of changing routes. He would like to reach out to MDOT and suggest a different route. Martyniek discussed the Winter Market sponsoring, but shared concern with the planning. Walker mentioned the work at 8 West Center, and the next agenda will include voting for Chair. Bandstra discussed Parade event parties.

14. CHAIR COMMENTS: None

15. ADJOURNMENT -

Motion by Walker, seconded by Laakso, to adjourn the meeting. Meeting adjourned at 10:41am.

DDA BUDGET - 2023-2024 FISCAL YEAR as of July 1, 2023

	2023-2024		2023-2024	Budget Remaining	
	Approved Budget	Activity for August 2023	YTD Activity	to Earn/Spend	Comments
REVENUES					
TAX INCREMENT RECAPTURE	\$ 49,942.00	\$ 34,913.33	\$ 43,493.41	\$ 6,448.59	TIF Recapture
OTHER INCOME	-	120.00	260.00	(260.00)	Chair Rental - July and August Socials
TOTAL Revenues	\$ 49,942.00	\$ 35,033.33	\$ 43,753.41	\$ 6,188.59	
EXPENSES					
TRAINING FUNDS	\$ 1,000.00			\$ 1,000.00	
DDA ADMINISTRATION	7,800.00	650.00	1,300.00	6,500.00	Allocation of Douglas Staff Expenses
CONTRACTUAL	3,000.00			3,000.00	
CONTRACTUAL ENGINEERING	-			-	
COMMUNITY PROMOTIONS	16,000.00	-	78.40	15,921.60	Art In Douglas Advertising
CAPITAL OUTLAY	42,000.00	19,258.97	19,258.97	22,741.03	Wayfinding Signage
TOTAL Expenditures	\$ 69,800.00	\$ 19,908.97	\$ 20,637.37	\$ 49,162.63	
SUMMARY:	-	-	-		
REVENUES:	\$ 49,942.00	\$ 35,033.33	\$ 43,753.41	\$ 6,188.59	
EXPENDITURES	<u>69,800.00</u>	<u>19,908.97</u>	<u>20,637.37</u>	<u>49,162.63</u>	
BUDGET NET INCOME (LOSS)	<u>\$ (19,858.00)</u>	<u>\$ 15,124.36</u>	<u>\$ 23,116.04</u>	<u>\$ (42,974.04)</u>	

9/22/2023

DDA TREASURER'S REPORT for September 22, 2023 Meeting

Revenues of \$35,033.33 were received during August consisting of \$34,913.33 of TIF recapture and \$120.00 of chair rental for the August Social. Expenses totaling \$19,908.97 were incurred during August, including the recurring \$650.00 monthly allocation of Douglas staff expenses, and \$19,258.97 for Wayfinding signage paid to Praise Sign Company.

At August 31, 2023, the DDA had cash on hand of \$118,370.54. There were no accounts payable at month-end, leaving an ending fund balance of \$118,370.54.

9/22/23



MEMORANDUM

The Village of Friendliness – Since 1870

Date: August 21, 2023
To: City of the Village of Douglas Downtown Development Authority
From: Joe Blair, AICP
 Planning & Zoning Administrator
Re: **Zoning Text Amendment - Section 26.13 - Ground-floor Residential**

General Information. At the August 7th meeting of the City Council, the first reading of the amendment to Section 26.13(2) was presented, outlining the removal of subsection (b) under Site Requirements. This amendment would remove the requirement for Ground Floor Residential to be adjacent to a property with a Residential Zoning (R1-R5).

As noted in the attached Planning Commission Memo/Packet, this would affect several parcels within the DDA. This being the case, both the Planning and Zoning Administrator and City Council agreed to have the DDA weigh in and give feedback as to the change and their thoughts regarding it.

Proposed Amendment. The following amendment would simply entail the removal of part b of Section 26.13.2:

Section 26.13 Ground-floor Residential

1. *Locational Requirements: Residential uses shall be permitted on the ground-floor of a structure located in the C-1 District only where such use does not front upon Center Street.*
2. *Site Requirements:*
 - a. *All residential dwelling units on the ground-floor of a structure located within the C-1 District shall be set back a minimum of thirty (30) feet from the Center*

Street right-of-way to avoid breaking up the continuity of active commercial areas along Center Street.

- b. ~~All ground floor structures used for residential purposes shall be located on property which abuts property zoned R-1, R-2, R-3, R-4 or R-5 on at least one side.~~*
 - c. The Planning Commission shall make a determination that the regular flow of pedestrian traffic to and from established commercial uses is not likely to be negatively reduced or impeded by the residential use within a ground-floor structure.*
 - d. Any application for Ground-floor Residential use within the boundaries of the Downtown Development Authority shall be submitted to the DDA Board for recommendation prior to Planning Commission approval.*
 - e. All standards of Article 10 C-1 Village Center District shall apply to a ground-floor residential use except that the minimum transparency requirements set forth within Section 10.02, D, may be reduced to no less than 30% to insure the safety and privacy of residents.*
- (Amended October 19, 2009: Ord. #03-2009)*

Procedure. Currently, the DDA is not being asked to offer a recommendation nor to approve/disapprove of the amendment; however, as subsection (d) references the DDA as a body involved in review for properties within their boundary, the invitation to comment has been extended by the City Council before they meet for the second reading, likely September 6th, 2023.

Please feel free to contact me with any questions or concerns.



MEMORANDUM

The Village of Friendliness – Since 1870

Date: July 5, 2023
To: Douglas Planning Commission
From: Joe Blair, AICP
 Planning & Zoning Administrator
Re: Zoning Text Amendment - Section 26.1 - Ground-floor Residential

Background. When the Planning Commission reviewed a proposal for a mixed-use development on Center Street earlier this year, it became apparent that while ground-floor residential is permitted when located adjacent to a residentially zoned parcel on at least one side, the ordinance does not account for the fact that some parcels within commercial districts or PUDs contain residential uses. This specific requirement was referenced in article 26.13 Ground-floor Residential, subsection 2 Site Requirements, part b. *All ground-floor structures used for residential purposes shall be located on property which abuts property zoned R-1, R-2, R-3, R-4 or R-5 on at least one side.*

In a memo to the Planning Commission, Interim Planner Tricia Anderson identified, based on Planning Commission commentary regarding the application for 200 W. Center, items of note for review. This memo read that the Planning Commission should discuss the text regarding section 26.13.2.b and offer their opinions as to whether the text of the section aligns with the intent of the ordinance. The recommendation was made that the intent may have been for the section to read “abut a residential use” rather than “abut a residentially zoned property”.

At the April 20th meeting of the City of Douglas’ Planning Commission, the commissioners commented on this error of intent and directed the Planning and Zoning Administrator to draft a change in the ordinance language to remove the requirement for ground-floor residential in the C-1 district as a special land use to be adjacent to a residentially zoned parcel; Section 26.13.2.b.

Proposed Amendment. The following amendment would simply entail the removal of part b of Section 26.13.2:

Section 26.13 Ground-floor Residential

1. *Locational Requirements: Residential uses shall be permitted on the ground-floor of a structure located in the C-1 District only where such use does not front upon Center Street.*
2. *Site Requirements:*
 - a. *All residential dwelling units on the ground-floor of a structure located within the C-1 District shall be set back a minimum of thirty (30) feet from the Center Street right-of-way to avoid breaking up the continuity of active commercial areas along Center Street.*
 - b. *All ground floor structures used for residential purposes shall be located on property which abuts property zoned R-1, R-2, R-3, R-4 or R-5 on at least one side.*
 - c. *The Planning Commission shall make a determination that the regular flow of pedestrian traffic to and from established commercial uses is not likely to be negatively reduced or impeded by the residential use within a ground-floor structure.*
 - d. *Any application for Ground-floor Residential use within the boundaries of the Downtown Development Authority shall be submitted to the DDA Board for recommendation prior to Planning Commission approval.*
 - e. *All standards of Article 10 C-1 Village Center District shall apply to a ground-floor residential use except that the minimum transparency requirements set forth within Section 10.02, D, may be reduced to no less than 30% to insure the safety and privacy of residents.*
(Amended October 19, 2009: Ord. #03-2009)

Procedures. Section 28.02 provides procedures for the review and approval of amendments. The City Council is the final reviewing authority of any amendment to the Zoning Ordinance. Therefore, the Planning Commission is tasked with making a recommendation, rather than an approval, of the proposed text amendment.

In addition, Section 28.04 outlines the requirements for holding a public hearing and the proper publication of the public hearing notice which informs the public in a newspaper of general circulation that the Planning Commission will hold a public hearing to consider the amendment on July 13th, 2023.

Analysis of Amendment Criteria. Section 28.06 provides a list of considerations the Planning Commission must keep in mind when reviewing a proposed amendment to the ordinance. The majority of these considerations are not applicable to a text amendment of the Zoning Ordinance and apply mostly to amendments of the zoning map (rezonings), which is an integral part of the Zoning Ordinance. These considerations are as follows:

- a. *What, if any, identifiable conditions related to the application have changed since the existing zoning district was established which justify the proposed amendment?*

The C-1, Village Center district allows for mixed uses to occupy the same building and allows for residential above commercial by right and ground-floor residential as a special land use. One condition that has changed since the existing C-1 district was established and the ordinance was amended to add stipulations for ground-floor residential as a special land use, is the current need for affordable and attainable housing. The current ordinance language which requires the subject parcel to be located adjacent to an existing residential zoned parcel could be viewed as a barrier to the creation of additional housing stock. The ground-floor residential allows less up-front costs associated with the construction of the development, thus, theoretically the ability to keep rental rates lower. When no ground-floor units are proposed within a mixed-use or multifamily development, there is a requirement for an elevator to be provided to comply with ADA standards. The removal of part b of the special land use requirements would remove one barrier to affordability when it comes to housing in the City.

- b. *What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?*

The maps provided below identify the parcels that would be affected by this amendment. If any precedent is set with the approval of the text amendment, it is that the City favors the removal of barriers to potential affordable housing opportunities. Denial of the text amendment may send the message to home seekers and home builders that the City is not concerned with removing these types of barriers.

- c. *What is the impact of the amendment on the ability of the City and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?*

All of the C-1 zoned parcels allow for a mix of residential and commercial, however, not all buildings contain both uses. The additional ground-floor residential that could be anticipated as a result of this amendment should not significantly increase the burden on the City to provide adequate services and facilities.

- d. *Does the petitioned district change adversely affect environmental conditions, or the rights of a neighboring property owner?*

The change would not adversely affect environmental conditions, nor would it infringe on the rights of neighboring property owners.

- e. *Is the class of uses permitted in the district appropriate for the location proposed to be rezoned?*

This standard is not applicable to a text amendment.

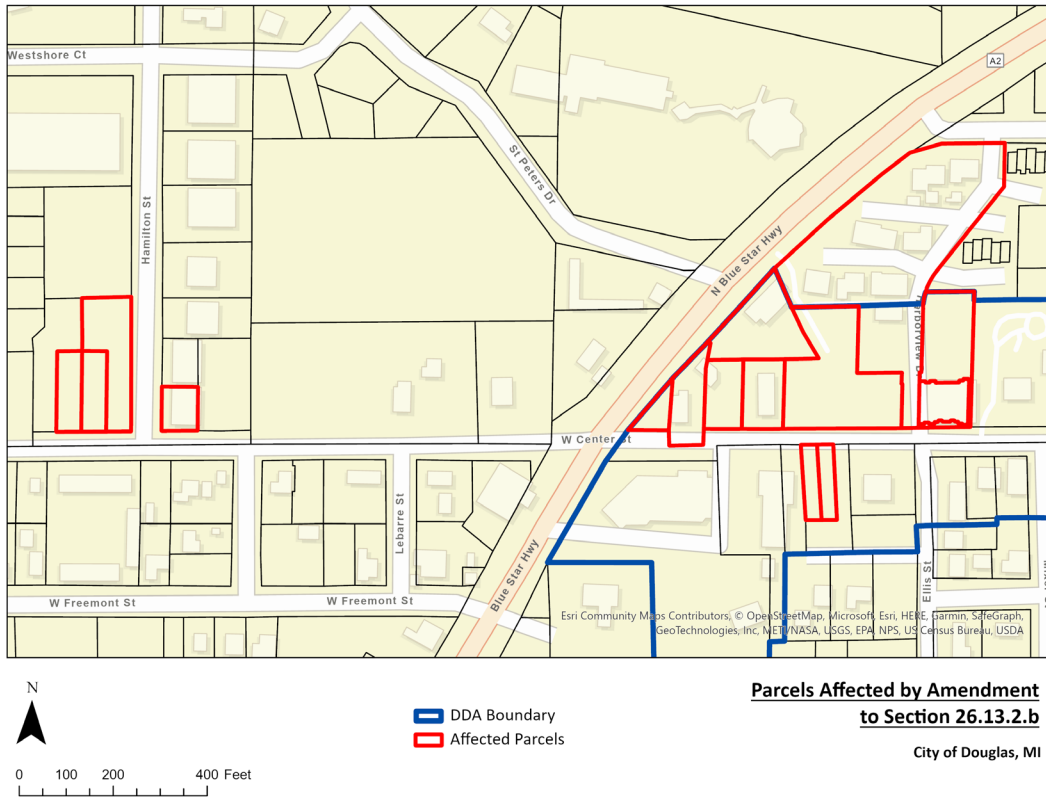
- f. *Does the petitioned district change generally comply with the Tri-Community Comprehensive Plan, or a subsequent document that guides land use and development decisions in the City of the Village of Douglas?*

Yes, this change follows both the Tri-Community Comprehensive Plan and the Douglas Community Plan in presenting a greater ability to create accessible and affordable housing stock in the Downtown area.

- g. *What is the ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located?*

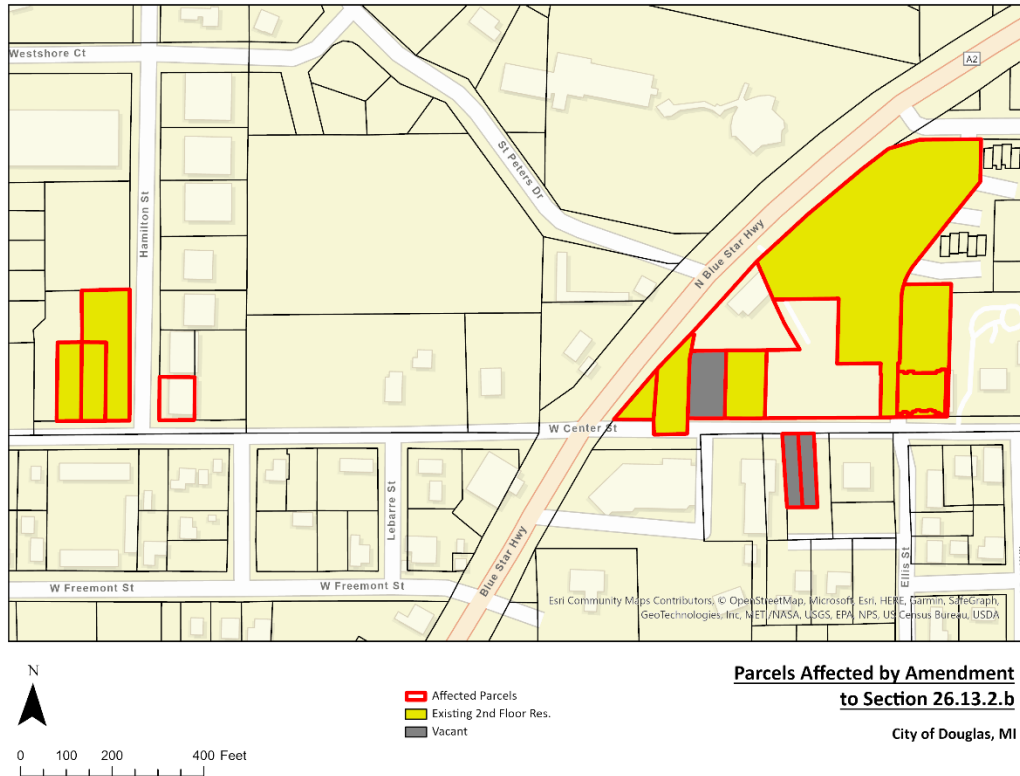
This standard is not applicable to a text amendment.

Implications of the Amendment



Shown above is a map of the parcels that would be affected by the change in Section 26.13.2.b, which would eliminate the need for a parcel zoned R1 - R5 to be immediately adjacent. In total, 15 parcels would be affected, totaling roughly 7.6 acres. Of these 15 parcels, 3 of them - or roughly 0.5 acres - are vacant.

The text amendment, if approved, is not anticipated to produce any negative effects on the surrounding parcels, as all the C-1 zoned parcels are permitted to contain a mix of uses and already do, or are vacant currently, as shown below. The remaining three are (from left to right), a storage building, a realtor’s office, and the Saugatuck-Douglas Library.



However, the positive effect would likely be more identifiable. By allowing the affected parcels to construct ground-floor residential, the City would be accomplishing a number of goals:

- Allowing for increased housing stock within the city
- Increased residential presence near the DDA and along Center St.
- Housing that is along walkable corridors
- Accessible housing near the City core

Recommendation: Based on the findings noted in this memorandum, as well as previous discussions with the Planning Commission, we would recommend the Planning Commission provide a favorable recommendation to the City Council to approve the amendment of Section 26.13.2 of the City of Douglas Zoning Ordinance, as proposed.

Please feel free to contact me with any questions or concerns.



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax – 616.546.9210

Christmascape Proposal.

Bill To:	City of Douglas			Date:	09-25-23
Job Name (if different):			Jobsite Contact (if commercial)	Jenny Pearson	
Phone:	269-857-1439	Email:	douglas@douglasmi.gov		
Billing Address, City, State, Zip:	86 W. Center St. Douglas MI, 49406				
Jobsite Address (if different):	Beery Field Christmas Tree				

Thank you for your interest in our services! We take pride in the displays we create (we call them “Christmascapes!”) for your enjoyment and we hope to work with you soon.

Please initial at each desired item. \$750 first- year job minimum. \$400 next-year minimum. Please complete top-portion of reverse side for scheduling

Item #:	CUSTOMER INITIAL	Description:	Color of Lights	Estimated qty / linear ft	Current Year	Next Year
1		Install & Takedown Lights in approx 20’ tall evergreen tree for lighting ceremony. Heavy Look. Warm White 5mm Mini lights.	Warm white	1500	\$645	\$435
Cords & timers (Required with Purchase)					\$65	n/a