

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

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**AGENDA**

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**To attend and participate in this remote meeting of the City of the Village of Douglas Downtown Development Authority, please consider joining online or by phone.**

**Join online by visiting:** <https://us02web.zoom.us/j/89446399114>

**Join by phone by dialing:** +1 (312) 626-6799 | **Then enter "Meeting ID":** 894 4639 9114

**1. CALL TO ORDER**

**2. ROLL CALL/QUORUM**

**3. APPROVAL OF AGENDA**

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

Motion to approve; August 30, 2023 Agenda. – roll call vote

**4. APPROVAL OF MINUTES**

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

Motion to approve; June 28, 2023 Minutes – roll call vote

**5. OFFICER REPORTS**

**A.** Secretary

**B.** Treasurer

**C.** Vice Chair

**D.** Chair

**6. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**

**7. PUBLIC COMMUNICATION - WRITTEN**

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

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

Motion to support the Saugatuck Douglas Historical Society application for Community Events Funding Program in the amount of \$ \_\_\_\_\_. - roll call vote

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

Motion to support the Saugatuck Douglas History Center application for Community Events Funding Program in the amount of \$ \_\_\_\_\_. - roll call vote

**C.** Community Events Funding Program - Art In Douglas

Motion to support the Art In Douglas application for Community Events Funding Program in the amount of \$ \_\_\_\_\_. - roll call vote

**D.** Budget Amendment for Wayfinding Project

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

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

**10. COMMITTEE REPORTS**

**11. STAFF/MANAGER REPORTS**

**A.** August Project Update

**12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)**

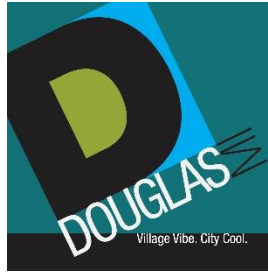
**13. BOARD COMMENTS**

**14. CHAIR COMMENTS**

**15. ADJOURNMENT -**

Motion to adjourn the meeting.

**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, Interim 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, JUNE 28, 2023 AT 2:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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1. **CALL TO ORDER** – Chair Ketelhut called the meeting to order at 2:04 pm
2. **ROLL CALL/QUORUM** -  
PRESENT: Balmer, Donovan, Postilion, Walker, Ketelhut  
ABSENT: Stefanchik, Laakso, Martyniek, Bandstra
3. **APPROVAL OF AGENDA** -  
A. Approval Of Agenda - Changes/Additions/Deletions - June 28, 2023  
  
*Motion by Balmer, Seconded by Walker, to approve; June 28, 2023 Agenda. – Motion carried by unanimous roll call vote.*
4. **APPROVAL OF MINUTES** -  
A. Approval Of Minutes - Changes/Additions/Deletions - May 31, 2023  
  
*Motion by Postilion, Seconded by Donovan, to approve; May 31, 2023 Minutes – Motion carried by unanimous roll call vote.*
5. **OFFICER REPORTS** -  
A. Secretary – No report  
B. Treasurer – Included in agenda packet  
C. Vice Chair – No report  
D. Chair - No report
6. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)** - None
7. **PUBLIC COMMUNICATION – WRITTEN** -  
A. Douglas Dutchers Baseball Letter – Chair Ketelhut acknowledged the letter from Helen DeGeatano into the record. Authority Members discussed reaching out to her to consider night games next season.
8. **UNFINISHED BUSINESS** - None
9. **NEW BUSINESS** -  
A. Gateway Sign Canvas Update – At the March 22, 2023 meeting designs were discussed and a motion was made and passed to approve the Heron logo style sign with minor alterations that will be

determined between Art In Douglas with the approval of Chair Ketelhut and Walker.

Last month City Hall received the gateway canvases located at Center Street and Blue Star Highway and Main Street and Blue Star Highway, and they were the incorrect size, but they were installed. Proper dimensions have been given to the vendor and new signs are ready to order. With the resizing of the canvases, examples were provided for the Authority to consider for a final approval. Authority Members discussed the design of the replacement canvases and their use only being temporary until new signage can be placed. Donovan was not in favor of the canvases due to the overall busy appearance of the design. It was confirmed by Chair Ketelhut that there would be no additional cost for the correct sized replacements.

*Motion By Walker, Seconded by Postilion, to approve the gateway canvases as proposed. – Motion carried by roll call vote.*

*Voting Yes: Balmer, Postilion, Walker, Ketelhut*

*Voting No: Donovan*

- B. Open Discussion - Led by Chair – Chair Ketelhut guided the Authority Members in an open discussion on two of the Authorities priority items. The first discussion was Grant Writing ideas. Members listed ideas of possible grants to look into which include gateway grants, sidewalk grants, utility grants that could help with underground powerlines, park equipment and Downtown beautification grants. The second item discussed was a continued discussion from November and December of 2022 of the winter market. Members made mention of the tree lighting event taking place the same day as Small Business Saturday, which falls on Saturday November 25, 2023. Martyniek was working with sponsoring of the event and other involved items but was not present for this discussion. The possibility of a tree vendor was mentioned. It was agreed by the Members present for this discussion that the event should be bigger than last year but would like to start with small additions and grow from there. Walker stated that she would be able to help Martyniek with some of the planning.

*Motion made by Balmer, Seconded by Walker, to extend the meeting. – Motion carried by unanimous roll call vote.*

**10. COMMITTEE REPORTS - None**

**11. STAFF/MANAGER REPORTS**

- A. Manager Report – City Manager LaBombard updated members on the wayfinding signs timeline. He also discussed the DDA TIF plan approval process which required heavily involved noticing before appearing as a public hearing at City Council. He also mentioned the approved budget for FY 23-24. Provided in the agenda packet were the approved expenditures and cost shares agreed to by the City Council.

**12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) - none**

- 13. BOARD COMMENTS –** Walker will provide Members with information from the Michigan Downtown Association on upcoming conferences. She also mentioned the possibility of DDA involvement with the upcoming Michigan Police Unity bike ride and will be providing more information on the event. Donovan mentioned that the Douglas Fir tree has been the most popular Christmas tree since the 1920's and could possibly be a good sale for the holiday market. Postilion asked if Douglas had anything planned during Saugatuck's upcoming Venetian fest. Ketelhut would like the Authority to build a better foundation as a group so they can be able to have more events. Donovan mentioned wanting to do a Douglas Days event. Walker talked about wanting to do a Dog Days of Douglas event and the possibility of setting up an event support committee.

*Motion made by Walker, Seconded by Postilion, to extend the meeting. – Motion carried by unanimous roll call vote.*

**14. CHAIR COMMENTS** – Chair Ketelhut gave a brief update on the gateway sign and moving forward with an agreement for the land area and looking into options for the tree there.

**15. ADJOURNMENT -**

*Motion made by Balmer, Seconded by Walker, to adjourn the meeting. – Meeting adjourned at 3:34 pm*

Submitted by Laura Kasper, Deputy Clerk

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

	2023-2024		2023-2024	Budget Remaining	
	Approved Budget	Activity for July 2023	YTD Activity	to Earn/Spend	Comments
<b>REVENUES</b>					
TAX INCREMENT RECAPTURE	\$ 49,942.00	\$ 8,580.08		\$ 49,942.00	TIF Recapture
OTHER INCOME	-	140.00	140.00	(140.00)	Chair Rental - July Social
TOTAL Revenues	\$ 49,942.00	\$ 8,720.08	\$ 140.00	\$ 49,802.00	
<b>EXPENSES</b>					
TRAINING FUNDS	\$ 1,000.00			\$ 1,000.00	
DDA ADMINISTRATION	7,800.00	650.00	650.00	7,150.00	Allocation of Douglas Staff Expenses
CONTRACTUAL	3,000.00			3,000.00	
CONTRACTUAL ENGINEERING	-			-	
COMMUNITY PROMOTIONS	16,000.00	78.40	78.40	15,921.60	Art In Douglas Advertising
CAPITAL OUTLAY	42,000.00	-	-	42,000.00	
TOTAL Expenditures	\$ 69,800.00	\$ 728.40	\$ 728.40	\$ 69,071.60	
SUMMARY:	-	-	-		
REVENUES:	\$ 49,942.00	\$ 8,720.08	\$ 8,720.08	\$ 41,221.92	
EXPENDITURES	<u>69,800.00</u>	<u>728.40</u>	<u>728.40</u>	<u>69,071.60</u>	
<b>BUDGET NET INCOME (LOSS)</b>	<u>\$ (19,858.00)</u>	<u>\$ 7,991.68</u>	<u>\$ 7,991.68</u>	<u>\$ (27,849.68)</u>	

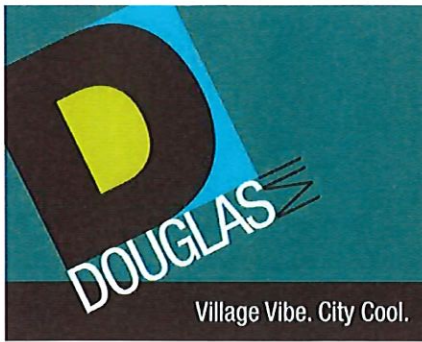
8/21/2023

**DDA TREASURER'S REPORT for August 23, 2023 Meeting**

Revenues of \$8,720.08 was received during July consisting of \$8,580.08 of TIF recapture and \$140.00 of chair rental for the July Social. Expenses totaling \$728.40 were incurred during July, including the recurring \$650.00 monthly allocation of Douglas staff expenses, and \$78.40 of advertising expense for Art In Douglas.

At July 31, 2023, the DDA had cash on hand of \$104,570.13. Accounts payable included \$708.40 for Art in Douglas advertising, \$340.55 for Source One digital downtown signs, and \$275.00 for Williams & Works DDA plan update, leaving an ending fund balance of \$103,246.18.

8/21/23



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## MEMORANDUM

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To: Douglas Downtown Development Authority

From: Rich LaBombard  
City Manager

Date: August 23, 2023

RE: Community Events Funding Program – Saugatuck Douglas Historical Society

The DDA is in receipt of an application for Community Events Funding Program from the Saugatuck Douglas Historical Society. The event was held on July 20<sup>th</sup>. Director Eric Gollanek is seeking partial support for event costs. Mr. Gollanek has estimated the total cost of the event was \$2,700.

**Sample Motion – I move to support the Saugatuck Douglas Historical Society application for Community Events Funding Program in the amount of \$\_\_\_\_\_.**

Attachment



RECEIVED  
JUL 20 2023

# Douglas DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION COMMUNITY EVENTS FUNDING PROGRAM

Please Review Attached Guidelines

## ORGANIZATION REQUEST FOR DDA FUNDS

Please review the attached Community Event Funding Program Guidelines. Reply to each section completely; *additional sheets may be attached*

Submit complete application to the DDA office, City Hall, 86 W Center St, Douglas MI 49406

Submission Date: 7/19/2023  
Name of Organization: Sangarude Douglas Historical Society  
Address: 130 Center St PO Box 617 Douglas MI  
Contact Name: Eric Gollanell  
Phone Number: 269 857 5751

### I ORGANIZATION MISSION OR PURPOSE

Date received \_\_\_\_\_ Meeting review date \_\_\_\_\_ Recommendation: \_\_\_\_\_

### II DDA FUNDING HISTORY

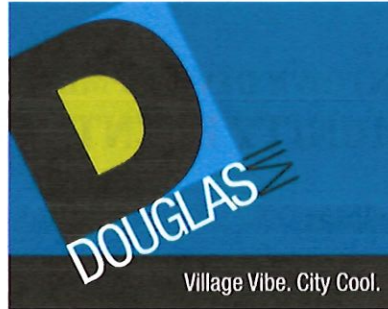
- A. Is this the first time you've applied for DDA funding for this event? Y  N
- B. If yes, how many times have you applied previously?
- C. Is this a recurring event? Possibly based on outcome + impact

NOTE: Organizations which received DDA event funding previously, must make a final written report on the event including how DDA funds were used prior to consideration of a new application.

### III EVENT DESCRIPTION

Event Name Douglas Summer Social  
Event Date(s) 7/20/2023 530 - 830  
Location Click 130 Center St Douglas History Center gardens

Event Description/Activities Planned:  
Community social event, free for all to attend,  
featuring live music from Michael Hulett,  
burgers + hot dogs from Unity Church + SDHC (purchase)  
beer from SBC and wine from Modales (purchase)  
ice cream + cookies (purchase).



## **Douglas Downtown Development Authority COMMUNITY EVENTS FUNDING PROGRAM GUIDELINES**

The DDA is seeking a partner relationship with event presenters to help promote Douglas's Downtown District.

- 1.) Local Organizations planning to present a public event(s) in Downtown Douglas may submit an application for funding in accordance with these Guidelines. The Douglas DDA intends to support qualified downtown events with funding to promote the downtown district and increase foot traffic. Funding recommendations are reviewed at the end of each quarter.
- 2.) To qualify for Douglas DDA funding events **must:**
  - **Include participation of local downtown businesses**
  - **Market the event as well as promote Douglas's Downtown**
  - Be open to the public
  - Preference will be given to events which attract a diversity of participation
- 3.) Community Organizations receiving Douglas DDA funding **must comply with the following:**
  - **DDA monies awarded must be used towards qualifying expenses related to Douglas's Downtown, Local Businesses, and marketing special events. Funds are disbursed as reimbursement after applicant presents itemized receipts.**
  - All necessary insurance and security must be provided by the event.
  - Event organizers must work with City of Douglas City Council/Administration /DPW/Police and Fire on road closures, use of public space and services, and other issues. Event organizations must receive City Council approval for their Special Events Application.
  - Event must use the DDA logo on all materials and to link to the DDA website (if applicable).
  - Event organizer must complete an Application Form and provide contact information.
  - Funds cannot be used for events restricted to private or exclusive participation.
  - Funds cannot be used for fundraisers.
  - Itemized receipts must be presented equaling amount requested
  - Organizations receiving DDA event funding must submit a written final summary on the events and how DDA funds were used prior to consideration of a new application.
  - Funded organizations may be asked to appear and submit their report at a DDA meeting following the event.

**IV DOWNTOWN BENEFIT**

A. How the proposed activity will benefit Douglas's Downtown and Local Businesses:

The Douglas Summer Social brings residents and visitors together as a fundraiser and awareness event.

B. List Local Businesses involved, include How Businesses are participating in the event.

No direct participation in this event.

**V PROMOTION and PUBLICITY**

A. How many participants expected: 250 attendees

B. Participant demographics (ages, special interests, where coming from, etc.):

Local residents and visitors.

C. List your methods to advertise and promote the event, plus Downtown and Local Businesses:

Facebook posts, posters, commercial record store and advertisement.

**VI BUDGET Note: Please attach an Itemized Budget for the Event to Your Application.**

Budget Summary:

Expenses are mostly in kind as we are providing facility. Food and drink will be for purchase.

Chair rental of \$140 direct expense.

Entertainment also deserves honorarium.

Seeking partial support for event costs.

**TOTAL COST:** *cost estimate of \$2,700. Expenses*

**City of Douglas EVENT APPROVAL**

Have you submitted a Special Event Application to the City of Douglas for approval? Y  N  *N/A*

Has your Special Event Application to the City been approved by Douglas City Council? Y  N

20-JUL-23

Budget for Douglas Summer Social

EXPENSES

TOTAL EXPENSES		Estimated	Actual
		\$2,687.00	\$0.00

Site	Estimated	Actual	Refreshments	Estimated	Actual
Site rental	\$0.00	In-kind donation	Food	\$500.00	
Site staff	\$0.00	In-kind donation	Drinks	\$1,400.00	
			Cookies	\$150.00	
Tables and chairs	\$140.00		Ice cream	\$240.00	
Total	\$140.00		Total	\$2,290.00	\$0.00

Publicity	Estimated	Actual	Program	Estimated	Actual
Graphics work	\$0.00	In-kind donation	Michael Hulett -- musician	\$150.00	\$0.00
Photocopying/Printing	\$0.00	In-kind donation			\$0.00
Advertising	\$107.00				\$0.00
Total	\$107.00		Total	\$150.00	\$0.00



The Saugatuck-Douglas Historical Society's Old School House front lawn boasts this Jason Quigno sculpture and, last week, a Beery Field kindness garden stone. (Photo by Scott Sullivan)

# Douglas Socials get back to Garden

Douglas Socials — for years a popular summer Thursday tradition — will return for at least one night only in the Saugatuck-Douglas History Center's Old School House Back-in-Time Garden, 130 Center St., Thursday, July 20 from 5:30 to 8:30 p.m. Downtown Development Au-

thority-sponsored past Socials tried several venues — most often Beery Field, but one year on Center Street, where hot asphalt created a different

atmosphere, and in the colorful, cooler SDHC garden — before ending a couple years ago. All will be welcome, free as ever, to enjoy music, en-

tertainment, food, drink and mingling summer night.

**THURSDAYS AT THE FELT SUMMER CONCERT SERIES 2023**

FOOD SERVICE BEGINS AT 6:00  
MUSIC STARTS AT 7:00

Item 9A.

**The Saugatuck-Douglas History Center**

PRESENTS



**DOUGLAS**  
*Summer Social*

**THURSDAY**

**JULY 20TH**

**5:30-8:30 PM**

**FREE COMMUNITY EVENT**

**LIVE MUSIC FROM MICHAEL HULETT**

**FOOD AND DRINK FOR PURCHASE**

LOCATED AT THE HISTORY CENTER-DOWNTOWN DOUGLAS  
130 W CENTER STREET

SAUGATUCK-DOUGLAS  
**HISTORY**  
CENTER



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# MEMORANDUM

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To: Douglas Downtown Development Authority

From: Rich LaBombard  
City Manager

Date: August 30, 2023

RE: Community Events Funding Program – Saugatuck Douglas Historical Center

The DDA is in receipt of an application for Community Events Funding Program from the Saugatuck Douglas Historical Center. The event was held on August 24<sup>th</sup>. Mark Neidlinger is seeking partial support for event costs.

**Sample Motion – I move to support the Saugatuck Douglas Historical Center application for Community Events Funding Program in the amount of \$\_\_\_\_\_.**

Attachment



**Douglas DOWNTOWN DEVELOPMENT AUTHORITY  
APPLICATION COMMUNITY EVENTS FUNDING PROGRAM**

*Please Review Attached Guidelines*

**ORGANIZATION REQUEST FOR DDA FUNDS**

Please review the attached Community Event Funding Program Guidelines. Reply to each section completely; *additional sheets may be attached*

**Submit complete application** to the DDA office, City Hall, 86 W Center St, Douglas MI 49406

Submission Date: AUGUST 21, 2023  
Name of Organization: SAUGATUCK DOUGLAS HISTORY CENTER  
Address:  
Contact Name: MARK NEIDLINGER  
Phone Number: 312.302.9919

**I ORGANIZATION MISSION OR PURPOSE**

Date received \_\_\_\_\_ Meeting review date \_\_\_\_\_ Recommendation: \_\_\_\_\_

**II DDA FUNDING HISTORY**

- A. Is this the first time you've applied for DDA funding for this event? Y  N   
B. If yes, how many times have you applied previously? ONCE BEFORE  
C. Is this a recurring event? A PREVIOUS EVENT IN JULY

*NOTE: Organizations which received DDA event funding previously, must make a final written report on the event including how DDA funds were used prior to consideration of a new application.*

**III EVENT DESCRIPTION**

Event Name DOUGLAS COMMUNITY SOCIAL  
Event Date(s) AUGUST 24, 2023

Location Click

Event Description/Activities Planned: A SUMMER GATHERING FOR OUR COMMUNITY. THERE WILL BE A BEER TENT AND A HOT DOG TENT WITH LIVE MUSIC.

**IV DOWNTOWN BENEFIT**

A. How the proposed activity will benefit Douglas's Downtown and Local Businesses:

THE ENTIRE COMMUNITY IS WELCOME TO COME DOWNTOWN DOUGLAS WHICH IS OUR BUSINESS DISTRICT.

B. List Local Businesses involved, include How Businesses are participating in the event.

**V PROMOTION and PUBLICITY**

A. How many participants expected: 150

B. Participant demographics (ages, special interests, where coming from, etc.):

LOCAL FOLKS MOSTLY OF VARYING AGE GROUPS.

C. List your methods to advertise and promote the event, plus Downtown and Local Businesses:

EMAIL  
COMMERCIAL RECORDS  
POSTERS DOWNTOWN & SUPERVALU & LIBRARY

**VI BUDGET Note: Please attach an Itemized Budget for the Event to Your Application.**

Budget Summary:

**TOTAL COST:**

**City of Douglas EVENT APPROVAL**

Have you submitted a Special Event Application to the City of Douglas for approval? Y  N

Has your Special Event Application to the City been approved by Douglas City Council? Y  N



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# MEMORANDUM

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To: Douglas Downtown Development Authority

From: Rich LaBombard  
City Manager

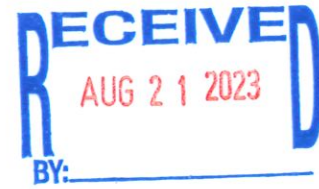
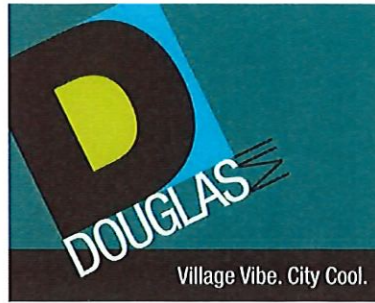
Date: August 23, 2023

RE: Community Events Funding Program – Art In Douglas

The DDA is in receipt of an application for Community Events Funding Program from Art In Douglas. The event is scheduled for September 9, 2023. Marcia Leben is seeking support for event costs. Ms. Leben has estimated the total cost of the event at \$1,000.

**Sample Motion – I move to support the Art In Douglas application for Community Events Funding Program in the amount of \$\_\_\_\_\_.**

Art In  
DOUGLAS



## Douglas Downtown Development Authority COMMUNITY EVENTS FUNDING PROGRAM GUIDELINES

The DDA is seeking a partner relationship with event presenters to help promote Douglas's Downtown District.

- 1.) Local Organizations planning to present a public event(s) in Downtown Douglas may submit an application for funding in accordance with these Guidelines. The Douglas DDA intends to support qualified downtown events with funding to promote the downtown district and increase foot traffic. Funding recommendations are reviewed at the end of each quarter.
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  - All necessary insurance and security must be provided by the event.
  - Event organizers must work with City of Douglas City Council/Administration /DPW/Police and Fire on road closures, use of public space and services, and other issues. Event organizations must receive City Council approval for their Special Events Application.
  - Event must use the DDA logo on all materials and to link to the DDA website (if applicable).
  - Event organizer must complete an Application Form and provide contact information.
  - Funds cannot be used for events restricted to private or exclusive participation.
  - Funds cannot be used for fundraisers.
  - Itemized receipts must be presented equaling amount requested
  - Organizations receiving DDA event funding must submit a written final summary on the events and how DDA funds were used prior to consideration of a new application.
  - Funded organizations may be asked to appear and submit their report at a DDA meeting following the event.


# Douglas DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION COMMUNITY EVENTS FUNDING PROGRAM

Please Review Attached Guidelines

## ORGANIZATION REQUEST FOR DDA FUNDS

Please review the attached Community Event Funding Program Guidelines. Reply to each section completely; additional sheets may be attached

Submit complete application to the DDA office, City Hall, 86 W Center St, Douglas MI 49406

Submission Date: 8/21/23  
Name of Organization: ART IN DOUGLAS  
Address: 23 CENTER ST  
Contact Name: MARCIA LEBEN  
Phone Number: 616-212-7994  


### I ORGANIZATION MISSION OR PURPOSE

Date received \_\_\_\_\_ Meeting review date \_\_\_\_\_ Recommendation: \_\_\_\_\_

### II DDA FUNDING HISTORY

- A. Is this the first time you've applied for DDA funding for this event? Y  N
- B. If yes, how many times have you applied previously? 5+
- C. Is this a recurring event? YES

NOTE: Organizations which received DDA event funding previously, must make a final written report on the event including how DDA funds were used prior to consideration of a new application.

### III EVENT DESCRIPTION

Event Name ART IN DOUGLAS GALLERY STROLL

Event Date(s) SEPTEMBER 9, 2023

Location Click DOUGLAS ART GALLERIES (6)

Event Description/Activities Planned:

- ART GALLERIES OPEN FROM 11AM - 7PM
- ARTIST DEMONSTRATIONS
- MUSIC BY JIM COOPER (VIBRAPHONE - SEVERAL CENTER STREET LOCATIONS)  
WWW.JIMCOOPER.NET
- SOCIALIZING

**IV DOWNTOWN BENEFIT**

A. How the proposed activity will benefit Douglas's Downtown and Local Businesses:

INCREASED CONSUMER TRAFFIC IN DOWNTOWN DOUGLAS, INCREASED LODGING + RESTAURANT REVENUES

B. List Local Businesses involved, include How Businesses are participating in the event.

LEBEN ART GALLERY      WATER ST GALLERY  
MIXED MEDIA GALLERY      OX-BOW HOUSE  
BUTTON GALLERY      MR MILLER'S ART FERRARIUM

**V PROMOTION and PUBLICITY**

A. How many participants expected: SEVERAL HUNDREDS

B. Participant demographics (ages, special interests, where coming from, etc.):

MIDWEST

C. List your methods to advertise and promote the event, plus Downtown and Local Businesses:

SEE BELOW

**VI BUDGET Note: Please attach an Itemized Budget for the Event to Your Application.**

Budget Summary:

JIM CORPSE MUSIC	- \$200
WHAT'S HAPPENING ADS	- \$315
COMMERCIAL RECORD ADS	- \$485
<b>TOTAL</b>	<u><u>\$1,000</u></u>

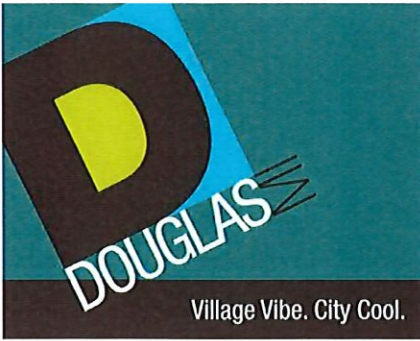
**TOTAL COST:**

**City of Douglas EVENT APPROVAL**

Have you submitted a Special Event Application to the City of Douglas for approval? Y  N  *ON FILE*

Has your Special Event Application to the City been approved by Douglas City Council? Y  N





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## MEMORANDUM

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To: Douglas Downtown Development Authority

From: Rich LaBombard  
City Manager

Date: August 23, 2023

RE: Budget Amendment for Wayfinding Project

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.

**Sample Motion – I move to recommend City Council amend the fiscal year 23-24 budget in the amount of \$34,000 for the Downtown Development Authority wayfinding project.**



# 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 7<sup>th</sup> 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 6<sup>th</sup>, 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 20<sup>th</sup> 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 13<sup>th</sup>, 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.**

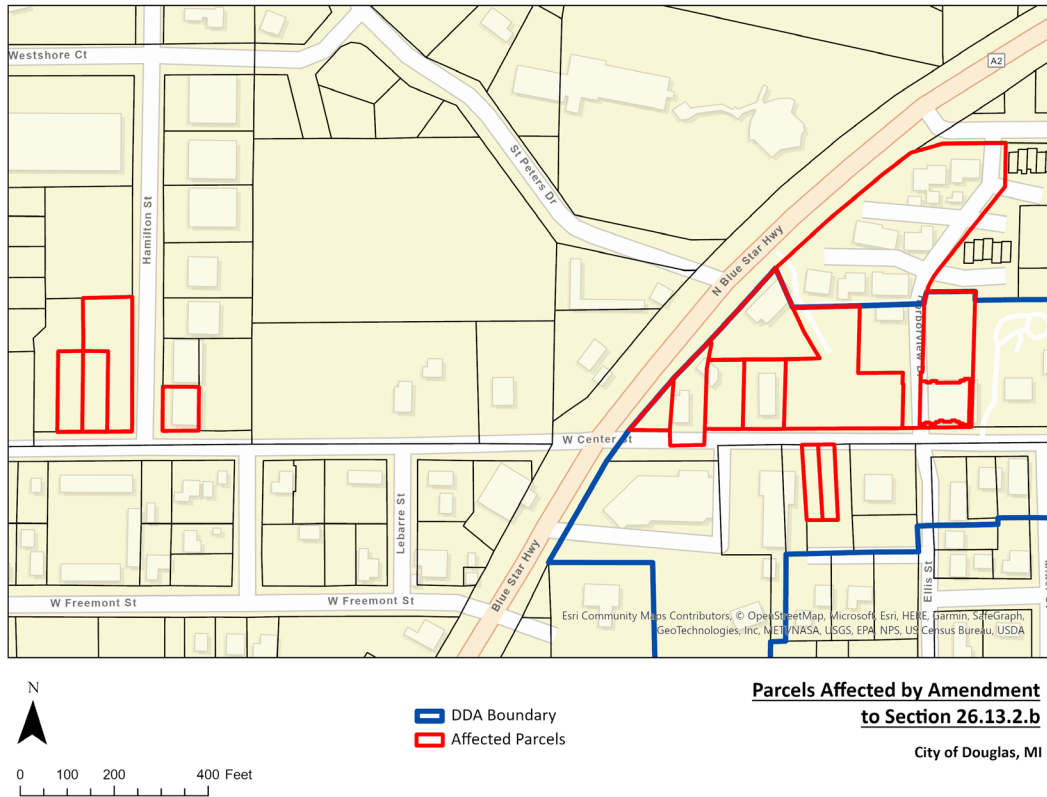
- f. *Does the petitioned district change generally comply with the Tri-Community Comprehensive Plan, or a subsequent document that guides land use and development decisions in the City of the Village of Douglas?*

**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.**

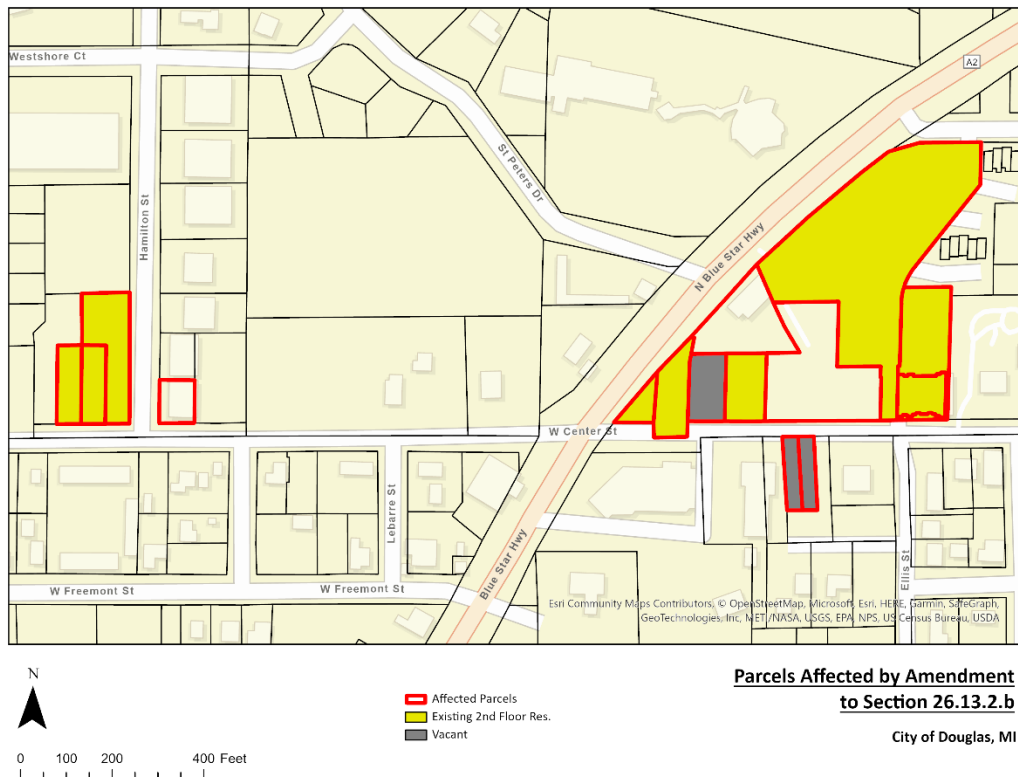
## Implications of the Amendment



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.



# MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard  
City Manager

Date: August 23, 2023

RE: August Project Update

The following is an update of projects in progress with the DDA:

- DDA TIF Plan – On August 7, the City Council approved the DDA Development and TIF plan.
- Potential Sale of Municipal Facilities – On August 7<sup>th</sup>, the 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. Three buildings downtown (City Hall, Police Department, and Old Library) may be considered surplus municipal property and sold at a future date. The net result of selling municipal facilities to private owners will result in an additional capture for the DDA in the estimated amount of \$6,500 per year. The conversion of municipal property to commercial / mixed use has the potential to generate additional business interest and traffic in the downtown district, strengthening the downtown core.
- 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. If approved, an easement will have to be granted to the City of Douglas to install and maintain the sign at the Blue Star Highway / Center Street intersection.
- Downtown Conference – Several members have expressed interest in attending the Michigan Downtown Association Conference in November. Chair Ketelhut will be submitting the application and fee to attend the conference. The conference is November 2 and 3 in Birmingham. For more information go to: [www.michigandowntowns.com](http://www.michigandowntowns.com)
- Wayfinding – Praise Sign of Grandville has submitted the final engineering drawings for the sign posts and foundations for the wayfinding project. City staff will be marking the proposed sign locations in the field in the coming month.

- Sidewalk Improvements – City Hall staff have received quotes for sidewalk improvements in the downtown. Staff have marked (in pink) the locations that are proposed to be replaced. The low vendor quote will complete most of the projects identified within the budget available. In determining replacements, staff consider the following:
  - Are there safety hazards present or an offset in grade in the line of travel? Grade changes greater than 2 inches are required to be replaced. Less than two inches is recommended to be replaced.
  - Are there dips or depressions that potentially retain water / ice in the line of travel?
  - Are there excessive cracks / spalls on the surface of the concrete?
  - Are there aesthetic conditions that could be improved with replacement?

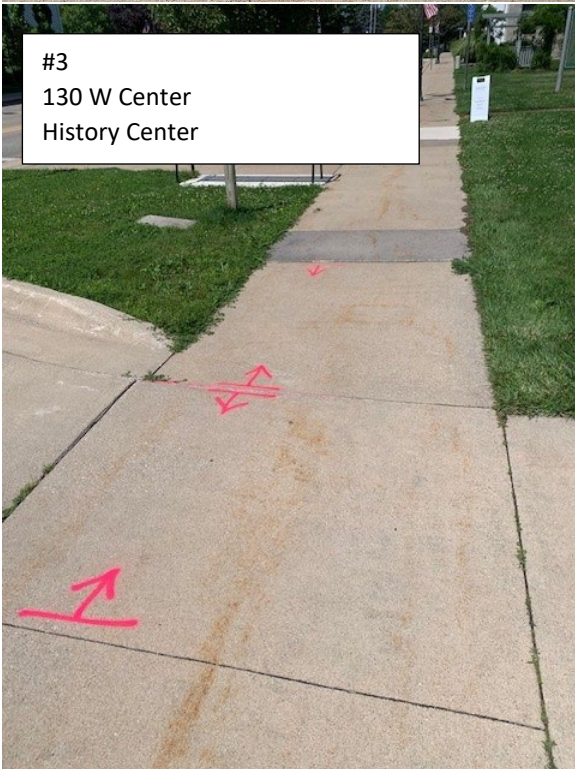
**Information Only**



#1  
112 W Center



#2  
112 W Center



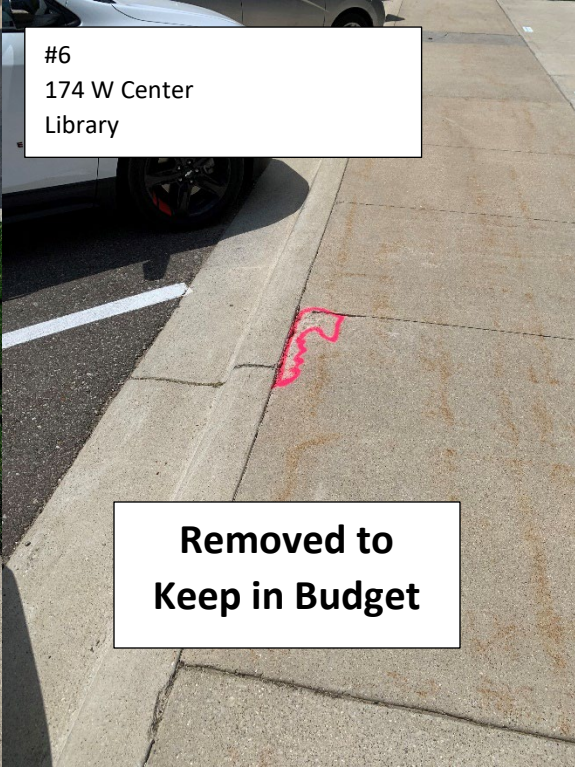
#3  
130 W Center  
History Center



#4  
Harborview/Center



#5  
Harborview/Center  
Library



#6  
174 W Center  
Library

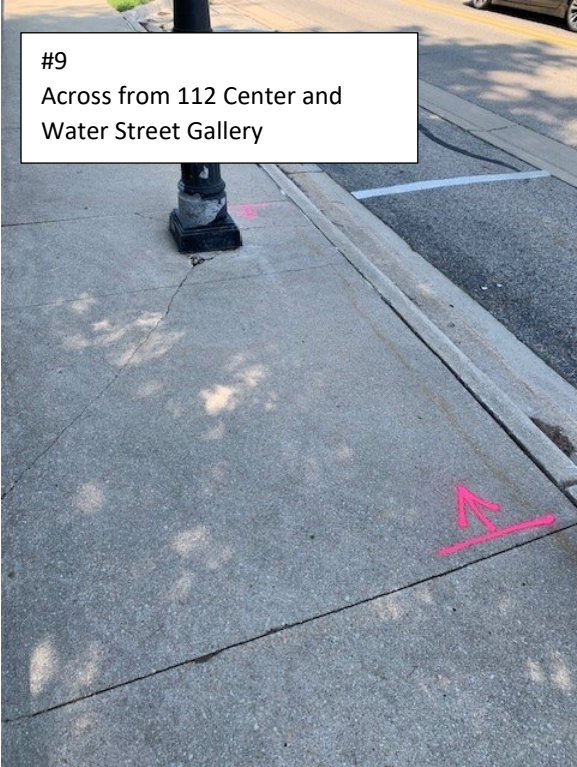
**Removed to  
Keep in Budget**



#7  
202 W Center (Jaqua Realtor)  
Holds water



#8  
Center/Mixer (across from 112 Center)



#9  
Across from 112 Center and  
Water Street Gallery



#10  
Center/Union (Across from Post Office)

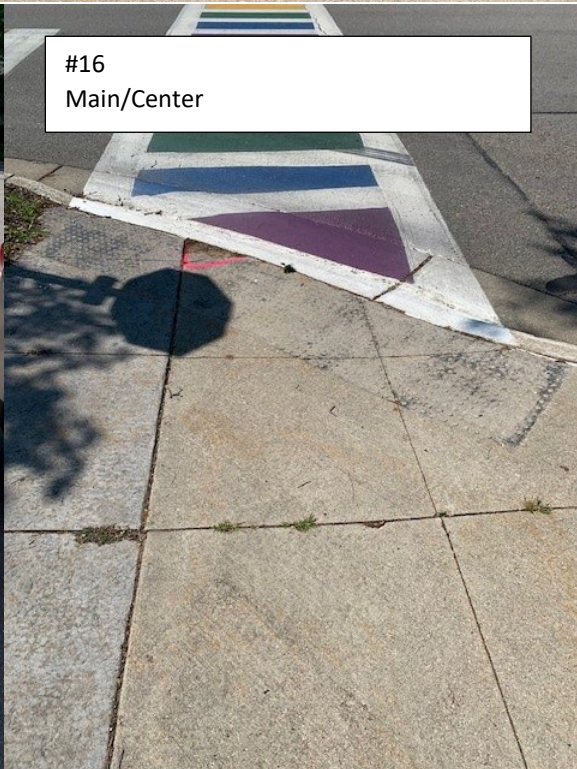
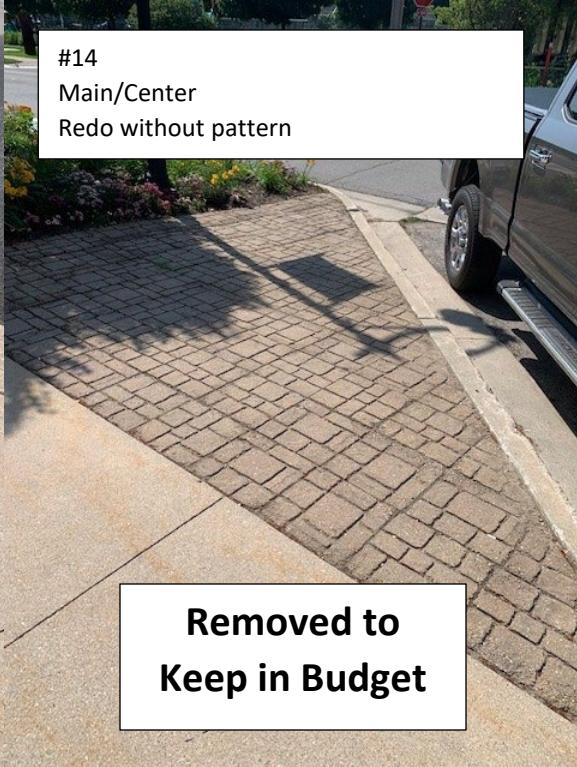
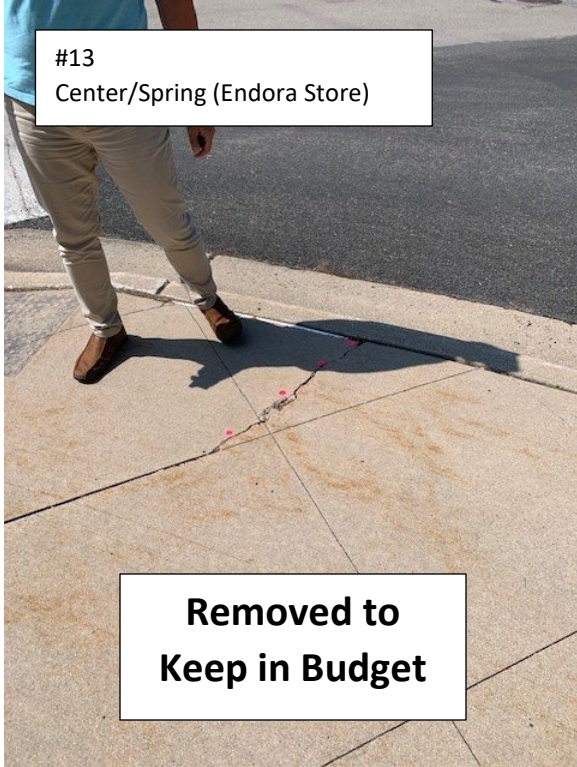


#11  
78 W Center/Spring (by back parking lot)

**Removed to  
Keep in Budget**



#12  
29 N Spring/36 Center (Off Spring)





#17  
14 E Center (Corner of Main/Center)



#18  
22 E Center (Borrowed Time)



#19  
22 E Center (Borrowed Time)