



**THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
THURSDAY, SEPTEMBER 11, 2025 AT 6:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER – Chair called to order at 6:00pm and requested a moment of silence for 9/11.

2. ROLL CALL

PRESENT

Chair Matt Balmer

Vice Chair Patty Hanson

Commissioner John O'Malley

Commissioner Laura Peterson

Commissioner Jennifer Ludwick

Commissioner Thomas Hickey

Commissioner Neal Seabert

Commissioner Steven Merouse

Commissioner Paul Buszka

Also Present

Planning and Zoning Administrator Sean Homyen

A. Approval of Agenda - September 11, 2025 (additions/changes/deletions)

Motion to approve the September 11, 2025 agenda

Motion by Seabert seconded by Buszka to approve the September 11, 2025 agenda.

Motion carried by unanimous voice vote.

B. Approval of Minutes - August 14, 2025 (additions/changes/deletions)

Motion to approve the August 14, 2025 regular meeting minutes

Motion by Seabert seconded by Hickey to approve the August 14, 2025 regular meeting minutes subject to the correction to "Ludwig" to Ludwick"

Motion carried by unanimous voice vote.

3. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES – Megan Johnson, 720 Lake St., stated that she supports the business.

4. PUBLIC COMMUNICATION – WRITTEN - None

5. NEW BUSINESS

6. UNFINISHED BUSINESS

A. 453 W Center St - Site Plan Review

a. Planning and Zoning Administrators Report – Planning & Zoning Administrator Sean Homyen provided a quick summary of his findings from his report.

b. Applicant Presentation - Andrea Johnson-Wardynski provided a quick outline of the landscaping that is proposed. She anticipates that the landscaping will grow in the anticipated time. She mentions that the home sits about 5' higher than her properties, there is difficult planting trees in that area due to the neighbors roots. She says that she will is willing to coordinate with the City if the walkway needs to be enhanced. Buszka questioned how people will be coming to the property. Andrea answered that people walk through the area. She brought requesting crosswalks in the past before the root beer barrel. Hickey was wondering if there was the willingness to install a fence if the landscaping does not grow. Seabert asked what evergreen trees were planted, Andrea states that the mighty trees, and Seabert asks if she has a deer problem.

c. Public Comments – None

d. Commissioner Questions – Commissioners discussed the Landscaping Ordinance and clarification regarding the buffer requirement behind the residence.

Motion By Hickey Seconded Ludwick by to approve the request made by Andrea Johnson-Wardynski for site plan approval under Article 24 of the City of the Village of Douglas Zoning Ordinance, based on the findings outlined in the staff reported dated September 4, 2025, on the parcel identified as P.P. 59-350-001-00, located at 453 W Center St., subject to the following conditions:

1. The applicant shall obtain a building permit from Michigan Township Services for the Change of Use.
2. The applicant shall obtain approval from the Saugatuck/Douglas Fire Department.
3. Any proposed signage shall require a sign permit per Section 22.04 (A) of the Zoning Ordinance.
4. The applicant shall obtain all other federal, state, and local permits if required.
5. The applicant shall provide 6' screening to prevent headlight glare from shining onto adjacent residential property per section 10.03 (d).
6. The applicant shall revise the site plan consistent with item #5 providing complete screening of the effected area.

The Planning Commission is making a recommendation to City Council, that City Council should consider future opportunities to improve sidewalk infrastructure along W. Center Street, including sidewalks, crosswalks and parking, as funding becomes available.

Following up discussion: Peterson raised a question regarding crosswalks, and the Commissioners discussed possible modifications to the conditions. O'Malley inquired about the design of the sidewalk, and it was noted that if this issue arises in the future, the City will address it. The Planning & Zoning Administrator added that the City will coordinate with the property owner when that time comes.

Motion carried unanimously by unanimous roll call vote.

7. REPORTS

- A. Planning and Zoning Administrator Report – Provided an update to the commissioners on current and potential developments.
- B. Planning Commissioner Remarks (limit 3 minutes each, please) – None from the Commissioners, updated from Patty regarding the zoning ordinance update and will move along faster with a new procedure.

8. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) – Frank Morrow, 453 W. Center, spoke regarding the Master Plan and encouraged the City to move forward with updating the Zoning Ordinance so that others will not have to go through the same process he experienced.

9. ADJOURNMENT

Motion by Seabert seconded by Ludwick to adjourn the meeting.