



**THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
THURSDAY, JUNE 11, 2026 AT 6:00 PM
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI
49406**

MINUTES (DRAFT)

- 1. CALL TO ORDER:** Chair Hickey called the meeting to order at 6:00pm.

Present

Chair Thomas Hickey
Vice-Chair Matt Balmer
Secretary Paul Buszka
Commissioner Patty Hanson
Commissioner Jennifer Ludwick
Commissioner Steven Merouse
Commissioner Laura Peterson
Commissioner Neal Seabert

Not Present

Commissioner John O'Malley

Also Present

Planning & Zoning Administrator Sean Homyen
City Manager Lisa Nocerini

2. ROLL CALL

- A. Approval of Agenda - June 11, 2026 (additions/changes/deletions)

Motion by Merouse, seconded by Buszka, to approve June 11, 2026 agenda. – *Motion carried by unanimous voice vote.*

- B. Approval of Minutes - May 14, 2026 (additions/changes/deletions)

Motion by Buszka, seconded by Balmer to approve the May 14, 2026 meeting minutes. - *Motion carried by unanimous voice vote.*

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

- 4. PUBLIC COMMUNICATION – WRITTEN - None**

- 5. NEW BUSINESS**

A. 415 Wiley Rd - Site Plan Approval - Addition (Fire Department)

a. Planning and Zoning Administrators Report - Planning and Zoning Administrator Homyen presented the staff report, summarized the proposed 8,655-square-foot fire station addition, discussed the governmental function of the facility, reviewed agency comments, and noted that the final Wiley Road driveway design would be subject to review by the City Engineer and City staff.

b. Applicant Presentation – Jeremy Huntoon of Brivar Construction and Andrew Walters of Metro Consulting Associates, representing the Saugatuck Fire District, presented the proposed fire station addition, including the apparatus bays, operational layout, stormwater improvements, and shared access with the existing municipal complex.

c. Public Comments – None

d. Commissioner Questions – Commissioner Buszka asked whether additional screening could be provided to help buffer noise for neighboring properties. Commissioners Peterson, Balmer, and Ludwick had no questions. Commissioner Hanson inquired about the height of the proposed building. Commissioner Mearse asked about emergency ingress and egress, shared use of the driveway with the City, and potential traffic impacts at the Blue Star Highway and Wiley Road intersection. Fire Chief Janik explained that the Fire District coordinates emergency response with the Allegan County Sheriff's Office and Marine Division and that mutual aid is routinely provided across jurisdictional boundaries.

Motion by Buszka, seconded by Balmer, to approve with conditions the request made by Brivar Construction Company on behalf of the Saugatuck Fire District 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 report dated June 1, 2026, on the parcel identified as P.P. 59-021-016-00, located at 415 Wiley Rd subject to the following conditions:

1. The applicant shall obtain approval from the Allegan County Drain Commission (ACDC), Kalamazoo Lake Sewer and Water Authority (KLSWA), and the City Engineer prior to the issuance of any permits.
2. The applicant shall obtain all other federal, state, and local permits if required.
3. The final design and configuration of the Wiley Road access driveway and drive aisle shall be subject to review and approval by the City Engineer and City staff.
4. The applicant shall coordinate with the City regarding the preferred access alternative and incorporate any required modifications prior to issuance of permits.

Motion carried by unanimous roll call vote.

6. UNFINISHED BUSINESS

A. 47 W Center St - Site Plan Approval

a. Planning and Zoning Administrators Report – Planning and Zoning Administrator Homyen presented a brief staff report, noting that the applicant had received the necessary Zoning Board of Appeals approvals, revised the site plan in response to previous Planning Commission comments, and recommended approval subject to the conditions outlined in the staff report.

b. Applicant Presentation –Ken Dixon of Dixon Architecture reviewed the proposed revisions, including additional landscaping along the southern property line, replacement of the proposed vinyl fence with a wood privacy fence, revised exterior building materials to provide consistency on all elevations, and updated parking calculations based on the proposed restaurant use. He also reviewed the requested parking reduction and explained the proposed restaurant parking demand.

c. Public Comments – None

d. Commissioner Questions – Commissioner Buszka asked about the lighting plan. Commissioner Peterson asked questions regarding the proposed restaurant use and expressed concern about parking demand extending into nearby residential areas. Commissioner Balmer inquired about the proposed grease interceptor and referenced the Master Plan's discussion of downtown parking. Commissioner Hanson asked whether the proposed parking complied with the conditions of approval and inquired about postal parking. Commissioner Ludwick had no questions. Commissioner Merouse expressed concerns regarding the proposed balcony design.

Motion by Balmer, seconded by Ludwick, to approve with conditions the request made by Turan Ufuk 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 report dated June 3, 2026, on the parcel identified as P.P. 59-150-002-00, located at 47 W Center St subject to the following conditions:

1. The applicant shall obtain approval from Kalamazoo Lake Sewer & Water Authority (KLSWA), and Allegan County Drain Commission (ACDC), prior to issuance of any permits.
2. The applicant shall obtain all other federal, state, and local permits if required.
3. The applicant shall coordinate with City staff regarding any required road closures, lane closures, or traffic control measures associated with construction activities.
4. The applicant shall revise the architectural floor plans to consistently identify the first floor commercial space as a restaurant.
5. All exterior lighting must comply with Zoning Ordinance Sections 19.05(6) and 24.03(9).
6. The Planning Commission grants a reduction in the required parking spaces as outlined in Section 19.03 and Section 10.04 (d) (1) to allow for 7 parking spaces on site, that is a reduction of 43 parking spaces .

Motion carried by unanimous roll call vote.

7. REPORTS

- A. Planning and Zoning Administrator Report – The Planning and Zoning Administrator reported that the application for 13 S. Union Street may return to the Planning Commission next month. The Commission was also reminded to provide comments on the draft zoning ordinance update.
- B. Planning Commissioner Remarks (limit 3 minutes each, please) – Commissioner Buszka appreciated the applicant's responsiveness to the Commission's comments. Commissioner Peterson commended the applicant's revisions and encouraged the applicant to consider Commissioner Merouse's comments.

Commissioner Balmer expressed appreciation for the revisions and thanked the Mayor for serving on the Fire Board. Commissioner Hanson inquired about the inoperable shaved ice truck and boardwalk at Swingbridge. Commissioner Ludwick expressed interest in future development projects. Commissioner Merouse thanked everyone, and Commissioner Hickey expressed enthusiasm for the continued activity downtown.

8. **PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)** - None
9. **ADJOURNMENT** – *Motion by Balmer, seconded by Merouse to adjourn the meeting. Motion carried by unanimous voice vote.*