



**THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
THURSDAY, AUGUST 13, 2026 AT 6:00 PM
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI
49406**

MINUTES

1. CALL TO ORDER – Chair Thomas Hickey called the meeting to order at 6:00 PM.

2. ROLL CALL

Present

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

Also Present

Planning & Zoning Administrator Sean Homyen

Planning & Zoning Administrator Homyen clarified a discrepancy in the public notice for 211, 217, and 225 W. Center St. The newspaper notice correctly identified the request as a Special Land Use for Ground Floor Residential; however, the mailed notice mistakenly referenced short-term rentals. Homyen clarified that short-term rentals were not part of the request and that the application was only for Ground Floor Residential. Homyen stated that he consulted with the City Attorney, who advised that the Planning Commission could proceed with the request as long as the discrepancy and clarification were stated on the record.

A. Approval of Agenda - August 13, 2026 (additions/changes/deletions)

Motion by Balmer, seconded by O'Malley to approve the August 13, 2026 agenda – *Motion carried unanimously by voice vote.*

B. Approval of Minutes - July 9, 2026 (additions/changes/deletions)

Motion by O'Malley, seconded by Seabert to approve the July 9, 2026 regular meeting minutes – *Motion carried unanimously by voice vote.*

3. PUBLIC COMMUNICATION - VERBAL -

John Leonard (201 Center St.) expressed concerns regarding parking and traffic associated with the proposed development at 211, 217, and 225 W. Center St.

Jerry Johnson (44 Ellis) stated that he recently learned of the project and was attending to obtain more information.

Brian May expressed concerns regarding parking, project density, building height, Ground Floor Residential, and impacts on nearby properties.

Bridget McKormick (201 Center St.) expressed concerns regarding the size of the project, its proximity to neighboring residences, and Ground Floor Residential.

Bob Fish (138 Hamilton St.) expressed concerns regarding parking, density, and ingress/egress in the area.

Donna Leonard (201 Center St.) expressed concerns regarding existing parking spillover and the amount of parking proposed.

Steve Croley expressed concerns regarding the size and intensity of the project and impacts on surrounding properties.

4. PUBLIC COMMUNICATION - WRITTEN

5. NEW BUSINESS

A. 13 S. Union St - Site Plan Amendment - Mix-Use Building

a. Applicant Presentation - Daniel Boggs, architect for AMK Properties, presented the revised exterior design. He stated that the site and building footprint were not changing and that the revisions were intended to improve the building's architectural character and compatibility with downtown Douglas. Changes included shake siding, wood elements, stone at the base, revised roofline/details, and other exterior design elements. Developer Jack Brown stated that the revised design was voluntarily submitted after reconsidering how the building would fit within the downtown streetscape.

b. Planning and Zoning Administrators Report - Planning & Zoning Administrator Sean Homyen summarized the proposed façade and architectural changes and noted that the applicant was present to answer questions. Staff also noted an existing well on the property; the developer stated that the well would be abandoned as part of construction.

c. Public Comments – None

d. Commissioner Questions - Commissioners generally supported the revised architectural design and discussed the proposed colors, brackets, railings, trellises/pergolas, and compatibility with downtown Douglas. The Commission also discussed the Zoning Ordinance transparency requirements and differing interpretations of how transparency should be calculated. Commissioner Buszka proposed adding a condition requiring transparency calculations; the proposed amendment did not receive support and was not added to the motion.

Motion by Balmer, seconded by Seabert to approve the request made by Daniel Boggs of Daniel Boggs Architect, on behalf of AMK Properties, for approval of an amendment to the previously approved site plan under Section 24.06 and Article 24 of the City of the Village of Douglas Zoning Ordinance, based on the findings outlined in the staff report dated August 3, 2026, and the revised site plan prepared by Daniel Boggs Architect for the parcel identified as P.P. 59-150-001-00, located at 13 S. Union St. All conditions of the Planning Commission's March 12, 2026, site plan approval shall remain in full force

and effect unless specifically modified by this approval. – *Motion carried by roll call vote with Commissioner Buszka voting no.*

B. Public Hearing - 211, 217, 225 W. Center St. - Special Land Use Request for Ground Floor Residential (Section 26.13)

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

a. Applicant Presentation - Bruce Zeinstra of Holland Engineering presented the proposed two-story, approximately 14,500-square-foot mixed-use building. The proposal included retail and office space, four first-floor residential units, nine second-floor residential units, 24 proposed parking spaces, a shared driveway, landscaping, and masonry/brick exterior materials. The applicant stated that the residential units were intended for long-term rental.

b. Planning and Zoning Administrators Report - Planning & Zoning Administrator Sean Homyen summarized the staff report and identified the items highlighted for additional review and the standards requiring Planning Commission determination.

c. Public Comments

Jerry Johnson (44 Ellis) expressed concerns regarding notification of the project and balconies overlooking his property.

Donna Leonard (201 Center St.) expressed concerns regarding the size of the proposed building and the amount of parking proposed.

Brian May expressed concerns regarding the requested parking reduction, limited nearby parking, and the scale of the development and its impact on the surrounding neighborhood.

Bridget McKormick (201 Center St.) reiterated her concerns regarding parking and the proposed development.

d. Commissioner Questions - The Planning Commission discussed the proposed residential density, building scale, parking, shared driveway/easement, lot consolidation, agency review comments, and outstanding site plan information. Commissioners discussed whether the requested parking reduction met the applicable ordinance standards and determined that additional information and revisions were needed before final action.

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

Motion by Buszka, seconded by Seabert to table the request made by Turan Ufuk for special land use approval for Ground Floor Residential, per Section 26.13 of the City of the Village of Douglas Zoning Ordinance, for the properties identified as P.P. 59-016- 039-20, 59-016-039-21, 59-016-039-22, located at 211, 217, 225 W. Center St. to allow the applicant additional time to:

1. Address additional review comments from KLSWA, ACDC, Saugatuck Township Fire District, and the City Engineer and obtain required approvals

2. Submit updated easement documentation addressing proposed the shared driveway, ingress/egress, and shared access arrangement

3. Revise the plans to address any outstanding items identified in the staff report and Article 24 site plan review checklist

4. Demonstrate compliance with the applicable parking requirements of Section 19.03 as related to Section 10.04(1)

5. Consolidate the subject parcels prior to the issuance of any permits. The applicant shall consolidate the subject parcels in accordance with the proposed site plan. - Motion carried by unanimous roll call vote.

6. UNFINISHED BUSINESS

7. REPORTS

A. Planning and Zoning Administrator Report - Planning & Zoning Administrator Sean Homyen provided updates on potential upcoming Planning Commission items, including revisions to the former City Hall/Dutcher Hotel project at 86 W. Center St. involving the patio, rear stairway, and other architectural/aesthetic changes. Staff also discussed other development and site-related matters that may return to the Planning Commission.

B. Planning Commissioner Remarks - Commissioners discussed ongoing development activity, traffic and roadway planning, community feedback regarding the W. Center St. proposal, and the need for a consistent interpretation of the Zoning Ordinance transparency requirements. Staff agreed to seek additional written guidance regarding the transparency standard.

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

9. ADJOURNMENT – Motion by Merouse, seconded by Hanson to adjourn the meeting. – *Motion carried unanimously by voice vote.*