



**THE CITY OF THE VILLAGE OF DOUGLAS  
PLANNING COMMISSION  
TUESDAY, SEPTEMBER 12, 2023 AT 6:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER:** By Chair

**2. ROLL CALL:** By Clerk

**PRESENT**

Secretary Kelli Heneghan  
Commissioner John O'Malley  
Commissioner Neal Seabert - Arrived Late  
Chair Paul Buszka  
Vice-Chair Louise Pattison  
Also Present - Tricia Anderson, Williams & Works  
City Manager, Lisa Nocerini  
City Clerk, Laura Kasper

**ABSENT**

Commissioner Matt Balmer - Joined Remotely

- A. Approval of September 12, 2023 Agenda (additions/changes/deletions)
- B. Approval of July 13, 2023 Minutes (additions/changes/deletions)  
Motion by Pattison, seconded by O'Malley, to approve: September 12, 2023 Agenda, and July 13, 2023 Minutes. – Motion carried by unanimous roll call vote.
- C. Schedule change to the 2nd Thursday of each month.  
Motion by O'Malley, seconded by Heneghan, to approve the schedule change. Motion carried by unanimous roll call vote.

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

**4. PUBLIC COMMUNICATION – WRITTEN:** None

**5. NEW BUSINESS**

- A. Planning and Zoning Training Workshop – Tricia Anderson, Williams & Works, gave a presentation on planning and zoning training. Topics detailed in the presentation included authority and background, roles and responsibilities, the master plan, zoning ordinance, the reviewing and approving applications, and zoning board of appeals. Ms. Anderson gave a breakdown of each item and discussed

how each related to the City Planning Commission and City legislative process and answered questions from the Commissioners.

**6. UNFINISHED BUSINESS:** None

**7. REPORTS**

- A. Planning and Zoning Administrator Report – Chair Buszka stated to Commissioners and into the record that the current City Planning and Zoning Administrator, Joe Blair, has resigned from the position, and he asked Tricia Anderson of Williams & Works to lead inform of current projects. Ms. Anderson updated the Commission on the Master Plan update timeline. She spoke about the notice of intent to plan was sent out to adjacent communities and divisions within the county. A created presentation of the timeline for the project involving the inclusion of a steering committee was discussed. Chair Buszka requested an action item of a timeline that excludes the Steering Committee option. Ms. Anderson continued discussion of the timeline and drafting requirements of the Planning Enabling Act. Chair Buszka and Commissioners felt the most feasible option would be the Planning Commission taking on the Master Plan update without the addition of a Steering Committee.
- B. Planning Commissioner Remarks – Commissioners all requested a hard copy of the Master Plan with tracked amendments. Heneghan stated the request of a previous statement of looking into the additional detailing of the tri community connection to bike trails in the Master Plan showing inclusion of South Haven trail details. Chair Buszka remarked on the new City Manager, Lisa Nocerini, and asked her for an introduction. Ms. Nocerini introduced herself and gave a brief background with her service in government. She acknowledged Commissioner remarks and discussed the intent for the Master Plan and Ordinance updates.

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

**9. ADJOURNMENT:**

*Motion by Pattison, seconded by Heneghan, to adjourn the meeting.*