



**THE CITY OF THE VILLAGE OF DOUGLAS
PLANNING COMMISSION
THURSDAY, MAY 14, 2026 AT 6:00 PM
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI
49406**

MINUTES (DRAFT)

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

2. **ROLL CALL**

PRESENT:

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

Also Present:

Planning & Zoning Administrator Sean Homyen

A. Election of Officers

a. Nomination(s) for Chair

Hanson nominated Hickey for Chair, seconded by O'Malley. – *Motion carried by unanimous roll call vote with Hickey abstaining.*

b. Nomination(s) for Vice Chair

Hanson nominated Balmer for Vice-Chair, seconded by Ludwick. – *Motion carried by unanimous roll call vote with Balmer abstaining.*

c. Nomination(s) for Secretary - *Motion to Approve - voice vote*

Balmer nominated Buszka for Secretary, seconded by Hanson – *Motion carried by unanimous roll call vote with Buszka abstaining.*

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

Motion by Balmer, seconded by Seabert to approve the May 14, 2026 agenda. – *Motion carried by unanimous roll call vote*

C. Approval of Minutes - April 9, 2026 (additions/changes/deletions)

Motion by Seabert, seconded by Balmer to approve the April 9, 2026 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. 47 W Center St - Site Plan Approval

a. Planning and Zoning Administrators Report - Planning and Zoning Administrator Sean Homyen noted that the applicant had previously obtained setback variances and may require additional variances and/or interpretations from the Zoning Board of Appeals related to driveway access and parking lot separation requirements. Staff also discussed outstanding comments from reviewing agencies and advised that several items may be addressed through conditions of approval.

b. Applicant Presentation - Ken Dixon, Dixon Architecture, presented the proposed mixed-use development at 47 W. Center St. on behalf of the applicant, Turan Ufuk. The proposal consists of a two-story, approximately 7,814-square-foot building with either a restaurant or commercial or both on the first floor and four residential dwelling units on the second floor. The applicant discussed the site layout, architectural design, building materials, parking reduction request, landscaping, lighting, stormwater management, and compatibility with the surrounding downtown area. The applicant stated that the project was designed to complement the historic character of downtown Douglas and indicated a willingness to address Planning Commission comments regarding building materials, landscaping, and other site design elements.

c. Public Comments – None

d. Commissioner Questions

Commissioners expressed concerns regarding the requested parking reduction and emphasized the importance of identifying the intended first-floor commercial use to properly evaluate parking requirements. Discussion also occurred regarding the City's existing parking standards for downtown properties and the availability of public parking in the surrounding area.

Additional discussion focused on the west building elevation and the use of fiber cement siding. Several Commissioners expressed support for extending brick masonry materials further along the west façade to improve compatibility with surrounding downtown buildings. Commissioners also discussed building separation, fire-rating considerations, and the proposed open apartment access design. The applicant indicated a willingness to work with staff and the Planning Commission regarding building materials, façade design, and other site modifications.

Commissioners also discussed landscaping and screening along the southern property line, including the proposed fence, plantings, and opacity requirements. Additional comments were provided regarding lighting impacts on neighboring properties, construction staging, utility connections, stormwater management, and outstanding agency review comments. Discussion also occurred

regarding pending variance requests and the timing of Zoning Board of Appeals review. The applicant responded to Commissioner questions and indicated a willingness to address concerns through plan revisions and conditions of approval.

Motion by Buszka, seconded by Balmer to table 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 May 8, 2026, on the parcel identified as P.P. 59-150-002-00, located at 47 W Center St., until the Zoning Board of Appeals has considered and resolved any issues raised by the applicant. – *Motion carried by unanimous roll call vote.*

- B. Zoning Ordinance Update (Discussion Only) - Planning and Zoning Administrator Sean Homyen provided an update regarding the ongoing Zoning Ordinance rewrite project. He encouraged Commissioners to review the draft materials prepared by the Steering Committee and to submit any comments or feedback to staff for consideration as the project moves forward.

6. UNFINISHED BUSINESS - None

7. REPORTS

- A. Planning and Zoning Administrator Report – Planning and Zoning Administrator Sean Homyen informed the Commission that staff would continue working with the applicant to address concerns raised during the review process for 47 W. Center St. He also advised that the proposed Fire District addition would be reviewed at a future meeting.

Staff provided an update on the Westshore PUD, noting that the request had not yet been considered by City Council. Staff also provided an update regarding the Centre Collective project and noted that City staff, the City Engineer, and the Department of Public Works continue to monitor project progress and address outstanding site improvements

- B. Planning Commissioner Remarks (limit 3 minutes each, please) – Hanson expressed appreciation for those who were nominated.

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

9. ADJOURNMENT

Motion by Hickey, seconded by Balmer to adjourn the meeting.