



**THE CITY OF THE VILLAGE OF DOUGLAS  
PLANNING COMMISSION  
THURSDAY, MAY 08, 2025 AT 6:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER**

**2. ROLL CALL** By City Manager Lisa Nocerini

**PRESENT**

Commissioner John O'Malley  
Commissioner Laura Peterson  
Commissioner Matt Balmer  
Commissioner Patty Hanson  
Commissioner Jennifer Ludwig  
Commissioner Thomas Hickey  
Commissioner Neal Seabert  
Planning and Zoning Administrator Sean Homyen

**ABSENT**

Chair Paul Buszka  
Secretary Kelli Heneghan

**A. Election of Officers**

**a. Nomination(s) for Chair - *Motion to Approve - voice vote***

*Motion by O'Malley Seconded by Peterson for the nomination of Balmer for Chair – motion carried by unanimous roll call vote*

**b. Nomination(s) for Vice Chair - *Motion to Approve - voice vote***

*Motion by O'Malley Seconded by Hickey for the nomination of Hanson for Vice Chair – motion carried by unanimous roll call vote*

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

*Motion by Hickey Seconded by O'Malley for the nomination of Heneghan for Secretary – motion carried by unanimous roll call vote*

**B. Approval of Agenda - May 8, 2025 (additions/changes/deletions)**

Motion to approve the May 8, 2025 agenda

*Motion by Seabert, seconded by Hickey to approve the May 8, 2025 agenda. – Motion carried by unanimous voice vote.*

C. Approval of Minutes - February 20, 2025 (additions/changes/deletions)

Motion to approve the February 20, 2025 regular meeting minutes

*Motion by Seabert, seconded by O'Malley to approve the February 20, 2025 regular meeting minutes subject to the correction that Peterson voted yes to business item D. – Motion carried by unanimous voice vote.*

**3. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**

A. Nicole Villegas - President of the Boardwalk at Swingbridge Condominium Association - Letter

B. Joe Milauckas - Letter

**4. PUBLIC COMMUNICATION - WRITTEN**

**5. NEW BUSINESS**

A. Public Hearing - 98 W Center St – Special Land Use Request for Short-Term Rental Units (Section 26.34) and Ground Floor Residential (Section 26.13)

-Motion to Open Public Hearing (Roll Call Vote)

*Motion by Seabert, seconded by Hickey to open the Public Hearing. - Motion carried by unanimous roll call vote.*

a. Applicant Presentation – Erhan Kara the owner of the builder, asked the Commissioners if they have any questions.

b. Planning and Zoning Administrators Report – Planning & Zoning Sean Homyen provided an outline of the request through the memo provided to the Commissioners

c. Public Comments (limit 3 minutes each, please) –

Jerry Walsh (60 Union St) expressed concern about the precedent that would be set if the Planning Commission were to waive the parking requirements, and noted the ongoing parking issues within the City.

Ken Kutzel (419 Harbor Lake Dr.) had concerns about the basement being turned into commercial. He then brought up concerns regarding waiving the parking space requirements.

d. Commissioner Questions

Commissioners raised questions for a detailed explanation from the applicant of the request and if they units were to be rented long term or short term which proposed to be short term. Balmer then went through the explanation of the ground floor residential requirements and provided an example of a situation of a parking space waiver for his business.

-Motion to Close the Public Hearing (Roll Call Vote)

*Motion by O'Malley, Seconded by Seabert to close the Public Hearing – Motion Carried by unanimous roll call vote.*

-Motion by Hickey, seconded by Peterson approve with conditions the request made by Erhan Kara for special land use approval for Ground Floor Residential at the basement level, per Section 26.13, and for Short-Term Rental Units on the second level and in the basement, per Section 26.34 of the City of the Village of Douglas Zoning Ordinance, based on the findings outlined in the staff report dated May 2, 2025, and to deny the request to waive all of the parking requirements for the residential uses on the parcel identified as P.P. 59-551-002-00, located at 98 W. Center St. subject to the following conditions:

1. The applicant shall obtain a zoning permit before making any modifications to the building.
2. The applicant shall obtain a building permit from MTS before commencing construction.
3. The applicant shall register the short-term rental units with the City per Section 16.34 (1).
4. Any change in use shall require site plan approval per Section 24.01 of the Zoning Ordinance.
5. Any proposed signage shall require a sign permit per Section 22.04 (A) of the Zoning Ordinance
6. Any proposed exterior lighting must comply with Zoning Ordinance Sections 19.05(6) and 24.03(9).
7. The applicant shall obtain an easement from the City for access to the parking lot.

- motion carried by unanimous roll call vote

B. Public Hearing - 50 E Center St – Special Land Use Request for Short-Term Rental Units (Section 26.34)

-Motion to Open Public Hearing (Roll Call Vote)

*Motion by Seabert, seconded by Hickey – Motion carried by unanimous roll call vote*

a. Applicant Presentation – The Cindy and Mark Miller provided a background of the building and due diligence they did when they purchased the property.

b. Planning and Zoning Administrators Report – Planning & Zoning Sean Homyen provided an outline of the request through the memo provided to the Commissioners

c. Public Comments (limit 3 minutes each, please) - None

d. Commissioner Questions – Commissioner Seabert asked if the request is for the short term rental and it was answered that it was.

-Motion to Close the Public Hearing (Roll Call Vote)

Motion by Seabert, seconded by O'Malley to close the Public Hearing – Motion carried by unanimous voice vote.

-Motion by O'Malley approve with conditions, the request made by Cynthia Miller for special land use approval for Short-Term Rental Units on the second level per Section 26.34 of the City of the Village of

Douglas Zoning Ordinance, based on the findings outlined in the staff report dated May 2, 2025, and to approve] the request to waive all of the parking requirements for the short term rental on the parcel identified as P.P. 59-100-009-00, located at 50 E. Center St., subject to the following conditions:

1. The applicant shall register the short-term rental units with the City per Section 16.34 (1).
2. Any proposed signage shall require a sign permit per Section 22.04 (A) of the Zoning Ordinance
3. Any proposed exterior lighting must comply with Zoning Ordinance Sections 19.05(6) and 24.03(9).

*- Motion carried by unanimous roll call vote*

- C. Public Hearing - Boardwalk at Swingbridge Condominium – amendment to the approved site plan under Section 16.24(11)(c)

-Motion to Open Public Hearing (Roll Call Vote)

*Motion by Seabert, seconded by Hickey to open the public hearing.*

- a. Applicant Presentation – David Contant with BDR provided an summary of the request of the changes.
- b. Planning and Zoning Administrators Report - Planning & Zoning Sean Homyen provided an outline of the request through the memo provided to the Commissioners
- c. Public Comments (limit 3 minutes each, please) – Nicole Villegas (120 Kewatin Ct) wanted to express her support of the project and a letter was included in the packet.

Gary Slosser (115 Kewatin Ct) had questions for the developer regarding the swale and had concerns about setback requirements of the fire lane, and had questions regarding the landscaping.

Bert Hallewas (140 Kewatin Ct) wanted to mention the culvert was found with the developer, and was hoping to have input on the landscaping as well.

Joe Milauckas (2887 Lakeshore Drive) owned the property on the corner south of the Swingbridge property. He mentioned that he provided a letter which is included in the packet. He also discussed the issues with the setback of the fire lane and requested that to be the same. In addition to this, he discuss the swale and potential drainage issues of the fire lane.

- d. Commissioner Questions – Commissioners requested clarification regarding the drainage swale, and questions that was brought up by the public comments.

-Motion to Close the Public Hearing (Roll Call Vote)

*Motion by Seabert, seconded by Hickey to Close the Public Hearing. – Motion carried by unanimous roll call vote.*

Motion by Hickey move to recommend the approval with conditions of the request made by Dave Contant of BDR Inc. for amendment to the approved Boardwalk at Swingbridge condominium site plan under Section 16.24(11)(c) for the property at Swingbridge Condominiums, generally located just north and west of the Blue Star Highway/Union Street intersection, based on the findings outlined in the staff report dated May 2, 2025, on the parcel identified as PPN 59-670-000-00/59-016-024-00 conditions:

1. Install "No Parking Fire Lane" signs with arrows at the Union Street side of the emergency lane.
2. The applicant shall obtain a zoning permit prior to building the pool, pool house, emergency access lane.
3. The applicant shall obtain a building permit from MTS before commencing construction.
4. The Emergency Access Lane must be constructed in accordance with the site plan (Project No. 2420157, Sheet C-205) and shall be completed by 11/30/2025, with a final inspection conducted by the Zoning Administrator and City Engineer.
5. The pool, pool house shall be constructed in accordance with the approved site plan (Project No. 2420157, Sheet C-205) and completed no later than 11/30/2025.
6. Landscaping shall be constructed in accordance with the approved site plan (Project No. 2420157, Sheet C-205) and completed no later than 11/30/2025.
7. The culvert shall be installed beneath the emergency access lane to allow water to flow north toward Kalamazoo Lake, in accordance with the City Engineer's memorandum. The installation shall be completed by 11/30/2025.
8. The Drainage Swale shall be constructed per approved utility site plan (Project No. 06200300, G2.10, dated 10/9/11) and shall be completed by 11/30/2025 and to be inspected by the City Engineer.
9. Prior to recording the public utility and drainage easement agreement, the agreement shall be reviewed by the City Attorney. The developer shall record the public utility and drainage easement agreement for the culvert located on the Swingbridge property as no later than 11/30/2025.
10. The developer shall provide the setbacks for the emergency lane, swimming pool, and pool house to the south property line
11. The retaining wall shall be reviewed and inspected by the City Engineer

*- Motion carried by unanimous roll call vote.*

## **6. UNFINISHED BUSINESS**

## **7. REPORTS**

- A. Planning and Zoning Administrator Report – Planning & Zoning Administrator Sean Homyen provided an update on the zoning ordinance update and the steering committee for the zoning ordinance update. He mentions that he received an application for the development of the 312 Ferry St property for a bank.
- B. Planning Commissioner Remarks (limit 3 minutes each, please) – Commissioners welcomed Jennifer Ludwig to the Planning Commission and she then introduced herself. Hanson had a question regarding the 30 Hamilton St and what was the outcome. O'Malley thanked the Planning & Zoning Administrator for the work.

8. **PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)** – Charity Noose (719 Golfview Dr.) provided concerns regarding the private trail that goes along her property.  
Joe Milauckas (2887 Lakeshore Drive) says he will follow up with the Fire Department regarding the fire lane placement. He also brought up his concerns for the setbacks that were not provided.

9. **ADJOURNMENT**

Motion to adjourn the meeting.

Motion by Seabert, seconded by Peterson to adjourn the meeting.