



**MEMORANDUM**  
**REGULAR CITY COUNCIL MEETING**  
**Monday, March 4, 2024**

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**TO:** The City of the Village of Douglas City Council

**FROM:** Lisa Nocerini, City Manager

**SUBJECT:** Appointment of Sean Homyen to the Position of Planning and Zoning Administrator

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I am respectfully requesting that the City Council approve my recommendation to appoint Sean Homyen to the position of Planning and Zoning Administrator for the City of the Village of Douglas.

Having closely observed Sean's dedication, initiative, and commitment to the betterment of our community, I am confident in his ability to excel in this role. Sean has demonstrated exceptional dedication by investing significant time and effort to acclimate himself to the responsibilities and intricacies of the Planning and Zoning office. Notably, he has undertaken the responsibility of holding down two positions without additional compensation, showcasing his strong work ethic and willingness to go above and beyond for the betterment of our city.

Furthermore, Sean has exhibited a proactive approach to his work by meticulously documenting his observations and insights on how the Planning and Zoning office can improve. His thorough report reflects his deep understanding of the challenges and opportunities facing our community, as well as his proactive mindset in seeking solutions to enhance our city's planning and zoning processes.

Additionally, Sean's dedication to professional growth is evident through his commitment to shadowing the contracted planner for nearly five months. This hands-on experience has provided him with invaluable insights and practical knowledge that will undoubtedly benefit him in the role of Planning and Zoning Administrator.

I am pleased to note that Sean has also garnered support from the contracted planner, Tricia Anderson, Williams & Works, further validating his suitability for this position. Her endorsement underscores Sean's capability, professionalism, and collaborative approach, all of which are essential qualities for success in this role.

I wholeheartedly believe that Sean Homyen is the ideal candidate to serve as the Planning and Zoning Administrator for the City of the Village of Douglas. His dedication,

initiative, and demonstrated capabilities make him well-suited to lead our planning and zoning efforts and contribute to the continued growth and prosperity of our community. I am confident that Sean will excel in this role and make significant contributions to the City of the Village of Douglas.

The Planning and Zoning Administrator is a regular full-time salaried position. The recommended starting salary is \$64,000 annually (up to \$71,000). I am recommending a starting salary of \$66,000.

*Motion: Approve the appointment of Sean Homyen to the position of Planning and Zoning Administrator for the City of the Village of Douglas.*

# williams&works

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## MEMORANDUM

**To:** City of the Village of Douglas City Council  
**Date:** February 14, 2024  
**From:** Tricia Anderson, AICP  
**RE:** Sean Homyen – Planning and Zoning

I am writing to express my support for the recommendation to appoint Sean Homyen for the position of Planning and Zoning Administrator for the City of Douglas. Sean was hired in October of 2023 as the Deputy Clerk, and was previously employed by Georgetown Township as the Public Service Administrator. In his role as Public Service Administrator, Sean has indicated that he worked primarily in planning and zoning, and dedicated his time to many of the same tasks that are performed in the Planning and Zoning Administrator position in Douglas. As the contracted city planner, I have had the privilege of working closely with Sean over the past several months, during which time he has consistently demonstrated exemplary skills and knowledge in administering the Zoning Ordinance.

Throughout his time shadowing me, Sean has exhibited an understanding of the pillars of urban planning and zoning elements and the uniqueness and complexities related specifically to Douglas. His quick grasp on the intricacies of the Planning and Zoning Administrator position, coupled with his skills and knowledge related to the Clerk's department and elections, make him a great asset to the City.

I am confident that Sean's experience and initiative here in Douglas make him the ideal candidate to effectively manage zoning inquiries and applications, along with working with developers to facilitate the City's approval processes. Sean's gradual integration into this role has been beneficial and the transition into the official Planning and Zoning Administrator position is anticipated to be seamless. My role as the City's planning consultant will remain as long as the City needs my support.

Sean Homyen's appointment as the full-time Planning and Zoning Administrator is expected to contribute significantly to the progress and prosperity of the Douglas community.