



# VILLAGE OF PENTWATER

ON PENTWATER LAKE AND LAKE MICHIGAN  
327 South Hancock Street, P.O. Box 622, Pentwater, Michigan 49449  
(231) 869-8301 - FAX (231) 869-5120  
[www.PentwaterVillage.org](http://www.PentwaterVillage.org)

## **Planning Commission Meeting Agenda February 21, 2018 7:00 P.M.**

- I. Opening**
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call.
  
- II. Approval of Agenda and Minutes**
  - A. Approval of Agenda.
  - B. Approval of Minutes of the Meeting held January 17, 2018.
  
- III. Public Comments**
  
- IV. Public Hearing – None.**
  
- V. Old Business - Master Plan Amendment – Downtown Plan - Organization:**
  - A. Public Notice to Commence the Downtown Pentwater Planning Process.
  - B. Review of the Issues to be addressed by Focus Groups.
  
- VI. New Business – None.**
  
- VII. Department/Committee Reports**
  - A. Zoning Administrator – See attached report.
  - B. Zoning Board of Appeals – No meeting, no report.
  
- VII. Communications from Planning Commission Members**
  
- VIII. Public Comments**
  
- IX. Adjournment**

**Next Scheduled Planning Commission Meeting – February 21, 2018**



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## Planning Commission

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### Regular Meeting Minutes – January 17, 2018

Chairman Ron Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:02 pm, with the Pledge of Allegiance.

#### ROLL CALL

**Present:** Bruce Koorndyk, Michelle Angell-Powell, Mark Benner, Kirstin McDonough, Ron Christians & Paul Anderson.

**Absent:** None.

**Staff Present:** Keith Edwards, Zoning Administrator, and Chris Brown, Village Manager.

#### APPROVAL OF AGENDA

**Motion** by Benner, second by Anderson to approve the Agenda as presented.

Voice Vote: Aye: 6                      Nay: 0                      Absent: 1                      **Motion carried.**

#### APPROVAL OF REGULAR MINUTES

**Motion** by Koorndyk, second by Anderson to approve the December 20, 2017 regular meeting minutes as corrected on page 1 and 2.

Voice Vote: Aye: 5                      Nay: 0                      Absent: 1                      **Motion carried.**

**PUBLIC COMMENTS** – Present in the audience was Eva Gregwer from the Chamber of Commerce and Claudia Ressel-Hodan from the Downtown Development Authority. No comments from the audience were submitted at this time.

**PUBLIC HEARING** – Zoning Ordinance Amendment to separate the Village of Pentwater from the Pentwater Community Zoning Ordinance.

Chairman Christians opened the public hearing at 7:04 pm.

After an introduction of the proposed amendment by Keith Edwards, and seeing no requests to speak from the audience, Chairman Christians closed the public hearing at 7:07 pm.

**PUBLIC HEARING** - Zoning Ordinance Amendment to prohibit the establishment of Medical Marijuana Facilities in the Village of Pentwater.

Chairman Christians opened the public hearing at 7:08 pm.

After an introduction of the proposed amendment by Keith Edwards, and seeing no requests to speak from the audience, Chairman Christians closed the public hearing at 7:09 pm.

## **OLD BUSINESS**

- A. Discussion - Zoning Ordinance Amendment to Separate the Village of Pentwater from the Pentwater Community Zoning Ordinance – Establishing the Village of Pentwater Zoning Ordinance.** There was no public comment or concerns from Planning Commissioners. Each section in the Zoning Ordinance with reference to Pentwater Township will be removed from the text.

**Motion** by Angell-Powell, second by Koorndyk to recommend the Village Council approve a Zoning Ordinance amendment to separate the Village of Pentwater from the Pentwater Community Zoning Ordinance, establishing the Village of Pentwater Zoning Ordinance and amending the text to remove references to Pentwater Township.

Voice Vote: Aye: 5    Nay: 0 (Benner)    Absent: 0

**Motion carried.**

- B. Discussion - Zoning Ordinance Amendment prohibiting Medical Marihuana Facilities.** Staff again explained the changes in State law allowing for Medical Marihuana Facilities in agricultural and industrial zoning districts should the municipality specifically pass an ordinance allowing such facilities. Staff also explained the permitting and types of marihuana facilities to be permitted by the State. Finding that the Village of Pentwater has only one property zoned light industrial, which is located within a predominantly single family residential zoning district, and that the potential nuisances to be generated from a marihuana facility in this location would be detrimental to the health, safety and welfare of the residents, the Planning Commission moved to prohibit such facilities.

**Motion** by Benner, second by Anderson to recommend the Village Council approve a Zoning Ordinance amendment to prohibit Medical Marihuana Facilities in the Village of Pentwater.

Voice Vote: Aye: 6    Nay: 0    Absent: 0

**Motion carried.**

**C. Master Plan Amendment – Downtown Pentwater Plan:**

1. Review of the “Now, How and Wow” of Planning
2. Review of the S.W.O.T Analysis for Downtown Pentwater Plan sub-committees.

The Zoning Administrator addressed both items above in his memorandum to the Planning Commission dated January 17, 2018 – “Downtown Pentwater Plan Focus Groups. The memorandum details the lead Planning Commissioner for each focus group for collecting information and public input on each topic, the purpose of collecting such information and some suggestions for including others in the discussion. Planning Commissioners will now form their groups along with resources such as maps, and assistance from Staff. In late January, a notice will be placed in the newspaper and via our website to announce the beginning of the work to amend the master plan.

**NEW BUSINESS** – Presentation of Existing Village of Pentwater Land Use and Zoning Maps prepared by Fleis & Vandenbrink. Keith Edwards introduced the replicated Future Land Use Map and Zoning Map, now also available in a digital (GIS) format so that changes can be made in the future using ArcView and ArcMap which have been provided by Fleis & Vandenbrink. Staff also intends to include additional layers in the geographic information system (GIS) that can be used to provide additional information to Staff and the Planning Commission.

**COMMITTEE/DEPARTMENT REPORTS**

**A. Zoning Administrator** – Mr. Edwards’ written report was received by the Planning Commission.

**B. Zoning Board of Appeals** - No meeting, no report.

**COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS** – None.

**PUBLIC COMMENTS** – Eva Gregwer asked if the future Planning Commission meeting dates will remain as decided in December, the Staff answered in the affirmative, and the issue will be discussed for the 2019 calendar in the fall of 2018. Claudia Ressel-Hodan as about the Historic Society Building and the Downtown Pentwater Plan. It was determined that the Historic Society Building is located outside of the study area for the Downtown Pentwater Plan.

**ADJOURNMENT**

**The meeting was adjourned by Chairman Ron Christians at 8:09 pm.**

Respectfully Submitted,

\_\_\_\_\_  
Keith Edwards  
Zoning Administrator

January 24, 2018  
Date

Approved by the Village of Pentwater Planning Commission on \_\_\_\_\_.

# **PUBLIC NOTICE**

**On Wednesday, February 21, 2018, The Planning Commission for the Village of Pentwater will begin the process of preparing the Downtown Pentwater Plan, a Sub-Area Plan, to be an amendment to the Village of Pentwater Master Plan Update, 2015, in accordance with the Michigan Planning Enabling Act, PA 33 of 2008. The Downtown Pentwater Study Area is shown in the map below.**



**Planning Commissioners will be forming focus groups to study the following topics led by each Planning Commissioner listed below:**

- Waterfront Community – Bruce Koorndyk**
- Garden Community – Kirstin McDonough**
- Arts Community – Paul Anderson**
- Historic Heritage – Ron Christians**
- Downtown Economy – Mark Benner**
- Complete Streets and Infrastructure – Michelle Angell-Powell**

**Should you be interested in participating with one or more of the above focus groups, please consider making your interest known at the Village of Pentwater Planning Commission meeting of Wednesday, February 21, 2018 at 7 pm, in the Community Room of the Government Center, 327 S. Hancock Street, Pentwater, Michigan. You may also make your interest known or provide any comments via email to [zoning@pentwatervillage.org](mailto:zoning@pentwatervillage.org).**



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## **ZONING ADMINISTRATOR'S REPORT**

**February 2, 2018**

The following is a summary of activity conducted by the Office of the Zoning Administrator in January, 2018.

### **Code Enforcement**

Nothing outstanding at this time.

### **Planning Commission**

The Planning Commission met on January 17, 2018 to hold its regular meeting where they:

- Held two public hearings to consider a Zoning Ordinance amendment for separating the Village of Pentwater from the Pentwater Community Zoning Ordinance; and, to prohibit Medical Marijuana Facilities in the Village of Pentwater. Further PC discussion produced recommendations to the Village Council to approve the amendments. These items will be covered elsewhere in your agenda packet.
- Discussed the memorandum dated January 17, 2018 for the tasks of each focus group in preparation of the Downtown Pentwater Plan (see attachment).
- Discussed the replicated Future Land Use and Zoning Maps completed for us by Fleis and Vandenbrink which are now in a usable digital (GIS) format.

### **Zoning Board of Appeals**

The Zoning Board of Appeals did not meet in January 2018.

**Zoning Permits**

The following Zoning Permit was issued in January 2018.

1. 1065 Second Street – 1484 sq. ft. new house with walkout basement, screen porch, deck and rear stoop.

What follows is my annual summary of the Zoning Permits issued for 2017:

	<u>Nos.</u>	<u>Percent</u>
Accessory Buildings	7	19
Decks	5	14
New Residences	2	5
Residential Additions	8	22
Fences	5	14
Signs	1	3
Demolitions	6	16
Sidewalks	2	5
Moved Buildings	1	3
<b>Totals</b>	<b>37</b>	<b>100%</b>

Sincerely,

*Keith J. Edwards*

Keith Edwards  
Zoning Administrator