



# VILLAGE OF PENTWATER

## Planning Commission

ON PENTWATER LAKE AND LAKE MICHIGAN  
327 South Hancock Street, P.O. Box 622, Pentwater, Michigan 49449  
(231) 869-8301 – FAX (231) 869-5120

### Regular Meeting Minutes – May 26, 2020

Vice-Chairperson Michelle Angell-Powell called the regular meeting of the Pentwater Village Planning Commission Meeting to order via Zoom at 6:12 pm, with the Pledge of Allegiance.

#### ROLL CALL

**Present:** Chris Conroy, Bruce Koorndyk and Michelle Angell-Powell, Paul Anderson and Ron Christians joined at 6:20pm due to technical difficulties.

**Absent:** None.

**Staff Present:** Keith Edwards, Zoning Administrator.

#### APPROVAL OF AGENDA

**Motion** by Anderson, second by Koorndyk to approve the agenda as presented.

Voice Vote: Aye: 4      Nay: 0      Absent: 1      Motion passed.

#### APPROVAL OF REGULAR MEETING MINUTES

**Motion** by Conroy, second by Anderson to approve the January 28, 2020 regular meeting minutes as presented.

Voice Vote: Aye: 4      Nay: 0      Absent: 1      Motion passed.

**PUBLIC COMMENTS** – None.

**PUBLIC HEARING** – None.

**OLD BUSINESS** – None.

#### New Business:

##### A. Consideration for Expansion of Nonconforming Building – 473 E. Second Street.

Zoning Administrator Keith Edwards reviewed the Zoning Permit application and his report for Planning Commission consideration to expand the nonconforming home at 473 E. Second Street. The applicant proposes to construct a 10' x 23' addition to the west side of the home. The existing building is nonconforming for the front setback to the covered front porch on this corner lot at Second St. and Ellery St. The report revealed that the proposed expansion will meet all Zoning Ordinance requirements and will not exacerbate the nonconforming condition.

**Motion** by Koorndyk, second by Conroy to approve the expansion of the home at 473 E. Second Street as presented. Voice Vote: Aye: 4      Nay: 0      Absent: 1      Motion passed.

**B. Review of Zoning Ordinance Amendment – Section 18.08 et. seq. Review Standards for Variances - Request for Public Hearing.**

Zoning Administrator Keith Edwards reviewed the proposed amendment which is intended to add clarity to the standards by which the Zoning Board of Appeals will consider either a dimension or a use variance.

**Motion** by Conroy, second by Angell-Powell to schedule the public hearing for the Zoning Ordinance amendments to Section 18.08 et seq. of the Zoning Ordinance for the next available regular meeting of the Planning Commission. Voice Vote: Aye: 5  
Nay: 0 Absent: 0 Motion passed.

**C. Election of Planning Commission Officers.**

**Motion** by Koorndyk, second by Conroy to re-elect Ron Christians as Planning Commission Chairperson, Michelle Angell-Powell as Vice Chairperson and Paul Anderson as Secretary.  
Voice Vote: Aye: 5 Nay: 0 Absent: 0 Motion passed.

**D. Appointment of Planning Commissioner to the Zoning Board of Appeals.**

**Motion** by Angell-Powell, second by Anderson to re-appoint Bruce Koorndyk as the Planning Commission Representative to the Zoning Board of Appeals (ZBA).  
Voice Vote: Aye: 5 Nay: 0 Absent: 0 Motion passed.

**E. Appointment of Planning Commissioner to the Master Plan Steering Committee.**

After discussion of the vacancy left on the Master Plan Steering Committee by the resignation of Mark Benner, the Planning Commission decided to postpone a decision on the appointment of two new Planning Commissioners expected at the June 8, 2020 Village Council Meeting. The Planning Commission also set a date of June 9, 2020 for a Special Planning Commission meeting to appoint a member to the Master Plan Steering Committee.

**NEW BUSINESS – None.**

**COMMITTEE/DEPARTMENT REPORTS**

- A. Zoning Administrator** – Mr. Edwards’ written report was accepted by the Planning Commission.
- B. Zoning Board of Appeals** – The ZBA did not meet in April, 2020.
- C. Master Plan Steering Committee** – Chris Conroy provided the following report:

The Steering Committee is building off the Pentwater Vision Team's grassroots findings through community assessment as presented at the January 28<sup>th</sup> joint Planning Commission meeting.

The Steering Committee is made up of two representatives from the Township (Tony Monton and Terry Cluchey), two representatives from the Village (Chris Conroy, and awaiting replacement for Mark Benner), and key members from the community at large representing residents, businesses, and the economic development committee of the Village Council. Additional members may be added as the efforts of the Master Plan Steering committee unfold.

Since our January 28<sup>th</sup> meeting, we have met to:

- 1) review the 2008 Community Survey & resulting 2009 Master Plan and subsequent Master Plan updates – Village 2015 & Township 2016, and compare with the 2019 Community Assessments/Surveys and resulting priorities of needs themes
  - a) Affordable housing for all stages of life
  - b) Address Short term rentals in single family neighborhoods
  - c) High speed internet service throughout the community
  - d) Too short retail season – unsustainable seasonal economy
  - e) Lack of basic goods & services for residents
  - f) Infrastructure, Transportation, Parking
  - g) Nurture a community wide continuous collaborative planning culture
  - h) Pursue expressed community support and interest in joint use school facilities & continuing adult education/special interest classes/activities
- 2) Supplemental community assessment/interviews held via Zoom on May 7<sup>th</sup> with Families of young children.
- 3) Review of the 2015 Small Harbor Study for incorporation into 2020 Master Plan
- 4) Propose a Preliminary Discussion of the Planning Commissions to adoption of a Comprehensive Community Plan with the Master Plan embedded. The Master Plan would incorporate the Michigan Planning Enabling Act -mandated Land Use/Zoning Ordinance elements, and be incorporated into the Comprehensive Plan since many of the community recognized needs extend beyond the scope of the Master Plan yet are vital to the implementation of solutions to the expressed needs of the community and could all reside in a single plan for continuity and unity.

Our Next meeting is June 1 @ 4pm (most likely via Zoom). We plan to review neighboring community plans, updated maps purchased for our review, nomination of

committee chairperson, and welcome replacement for Mark Benner on the Steering Committee.

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

**PUBLIC COMMENTS:**

Claudia Ressel-Hodan asked about the timing for the complete streets improvements to Lowell Street and the status of golf carts on the public streets. Michelle Angell-Powell responded that golf carts are now legal everywhere and that the Lowell Street improvement project is in the preliminary engineering stage of development.

**ADJOURNMENT** - The meeting was adjourned by Chairperson Ron Christians at 7:20 PM.

Respectfully Submitted,  
Keith Edwards, Zoning Administrator

June 2, 2020

Approved by the Village of Pentwater Planning Commission on August 25, 2020.