



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 – June 21, 2017

Chairperson Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:00 pm with the Pledge of Allegiance.

ROLL CALL

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

Absent: None

Staff Present: Keith Edwards, Zoning Administrator

APPROVAL OF AGENDA

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

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

APPROVAL OF REGULAR MINUTES

Motion by Koorndyk, second by Benner to approve the May 17, 2017 regular meeting minutes as presented.

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

PUBLIC COMMENTS ON AGENDA ITEMS – None

PUBLIC COMMENTS ON NONAGENDA ITEMS

Village President Jeff Hodges informed the Planning Commission about the opportunity to view a concept for the proposed streetscape improvements to Hancock Street properties in the downtown and two other locations at the north and south entrances to the Village of Pentwater. The presentation is sponsored by the Downtown Development Association and will be Tuesday, June 21, 2017 at 7 pm in the Community Room at 327 S. Hancock Street in Pentwater.

COMMITTEE/DEPARTMENT REPORTS

A. Zoning Administrator

Mr. Edwards referred to his written report that five Zoning Permits had been used since the last Planning Commission meeting, for a fence, a couple of additions a deck and a wall sign for VOX POPS a new business next to Gull Landing.

Motion by Anderson, second by Benner to approve the Zoning Administrator's written report as presented.

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

B. Zoning Board of Appeals

Mr. Edwards has provided a copy of the draft minutes of the June 7, 2017 annual meeting of the ZBA where Mike Castor was elected as Chairperson, and Bill O'Donnell was elected as Vice Chairperson. Additionally, the ZBA reviewed an amendment to their by-laws, which will be discussed for consideration of approval at their next meeting. Their next meeting is tentatively scheduled for September 6, 2017.

OLD BUSINESS - None

NEW BUSINESS

A. Presentation from Dr. Claudia Ressel-Hodan, Village of Pentwater DDA

Dr. Ressel-Hodan introduced herself as the Chairperson for the Downtown Development Authority (DDA) for the Village of Pentwater. Dr. Ressel-Hodan explained that the charge of the DDA is to prevent deterioration of downtown Pentwater. To that end, the DDA has provided Wi-Fi between First Street and the Sixth Street and the Marina; conducts marketing activities to promote downtown businesses in Pentwater and will soon be sending out a survey seeking input on the spending of tax dollars collected by the DDA. Additionally, the DDA in consort with the Village conducts downtown beautification and many promotional events and is sponsoring the proposed Hancock Streetscape design effort with the help of local resident Steve Bass. Lastly, the DDA coordinates the free bicycle program downtown. The Planning Commission thanked Dr. Ressel-Hodan for her efforts and the presentation to the Planning Commission as the Planning Commission seeks ways to include the efforts of the DDA in its upcoming effort to revise the Master Plan in 2020.

B. Pre-application Discussion – Hancock Building's proposed parking lot addition and balconies.

Barry Monroe, on behalf of the Hancock Building Condominium Association, presented an idea to the Planning Commission to add additional parking to the east side parking lot as well as balconies to the second floor to accommodate the possible conversion of the entire second floor of the building to residential use. Jeremy Horton of Harbor Design & Construction, owner of the units dedicated to their business also provided input. Currently, there are two residential units in the building, one on the second floor and one on the first floor at the northwest corner of the building, next to the restroom suite owned by the Village of Pentwater. The proposed parking area to accommodate the proposed new residential units would reconfigure the existing asphalt area on the west side of the building and provide an additional four parking spaces, thus providing a total of eight spaces to accommodate 4 residential units in the building. However, the proposal currently includes Village owned property and the Condominium Association will seek that acquisition from the Village Council. The Association also proposed to pave and stripe two additional parking spaces in Second Street that are currently turf and exchange some property around the Hancock Building to become Village owned property. The proposed balconies were also discussed in terms of their placement, design, existing trees and the desire to have the balcony proposed over the Village restrooms to provide waterproof covering over the existing entrances to the restrooms.

Benner moved and Koorndyk seconded to advise the Village Council that the proposal:

- Reduces the risk of dark spaces in the downtown as the existing commercial use on the second floor intends to move out of the building;
- Puts more residential uses and life into the downtown; and,

- That the proposed exchange between the Village and Association should be as net-neutral of a public/private agreement as possible.

Voice Vote: Aye: 4 Nay: 0 Abstentions: 2 (Anderson & Angell-Powell)

Motion carried.

C. Request for Planning Commission Representative to the ZBA.

Benner moved and Angell-Powell seconded to nominate Bruce Koorndyk to serve as the Planning Commission representative to the Zoning Board of Appeals. The successful nominee must be appointed by the Village President and approved by the Village Council.

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

PUBLIC COMMENTS

Claudia Ressel-Hodan informed the Planning Commission that she is also working on the Pentwater bicycle trails including BR 35 with emphasis on gaining off-road portions of the trail to make it safer, including signage and working together with Pentwater Township.

Village President Jeff Hodges introduced new Village Council member Peter Dunlap to the Planning Commission and said that he intends to appoint a new Planning Commission member to complete their roster at the July Village Council meeting.

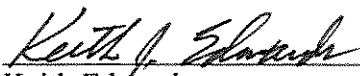
COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS - None

None.

ADJOURNMENT

Christians adjourned the meeting at 8:30 p.m.

Respectfully Submitted,



Keith Edwards
Zoning Administrator

June 26, 2017
Date

Approved by the Village of Pentwater Planning Commission on 7/19/17