



VILLAGE OF PENTWATER

Planning Commission

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

Regular Meeting Minutes – June 28, 2022

Chairperson Bruce Koorndyk called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 6:02 pm, in-person at Park Place, 310 N. Rush Street, Pentwater, with the Pledge of Allegiance.

ROLL CALL

Present: Bruce Koorndyk, Mary Temple, Amy Roberson, Michelle Angell-Powell, Paul Anderson and Amy Roberson.

Absent: Chris Conroy and Ron Stoneman.

Staff Present: Keith Edwards, Zoning Administrator and Kate Anderson, Village Deputy Clerk/Treasurer.

APPROVAL OF AGENDA

Motion by Anderson, second by Angell-Powell to approve the agenda as presented.

Voice Vote: Aye: 5 Nay: 0 Absent: 2 Motion passed.

APPROVAL OF REGULAR MEETING MINUTES

Motion by Angell-Powell, second by Anderson to approve the May 24, 2022, regular meeting minutes.

Voice Vote: Aye: 5 Nay: 0 Absent: 1 Motion passed.

PUBLIC COMMENTS FOR ITEMS ON THE AGENDA - None.

PUBLIC HEARING - None

OLD BUSINESS - None

NEW BUSINESS

- A. Proposed expansion of a nonconforming building – 540 N. Hancock Street Parcel ID No. 64-044-580-101-90. The owners of 540 N. Hancock seek to construct a deck on the north side of the building with a barrier-free ramp to an existing deck on the east side of the building. The building became nonconforming when the property was divided (circa 1983) for the medical office building to be constructed at 500 N. Hancock. The proposed barrier-free ramp is proposed to be within 8.66 of the east property line, where 30 feet is required since the property is no longer a corner lot. Decks may encroach upon the rear setback, but a minimum of 10 feet must be maintained. Therefore, a variance from Section 3.07.B of the Zoning Ordinance is necessary to issue a permit for the project. The applicant has not yet applied for such a variance from the Zoning Board of Appeals (ZBA).

Motion by Angell-Powell second by Roberson to approve the expansion of the nonconforming building at 540 N. Hancock Street with a barrier-free ramp subject to the ZBA approval of a variance for the rear setback.

Roll Call vote:

Yes = Angell-Powell, Roberson, Anderson, Temple & Koorndyk.

No = None. Motion Passes.

- B. Proposed division of Lots 2 & 7 of Block 54 of the Village of Pentwater. Elaine Valenzano, owner of lots 1,2,3,6,7 and 8 of Block 54 of the Village of Pentwater seeks to divide lots 2 and 7 to create two building sites; the first composed of lots 1 and the north half of lot 2, with lot 8 and the north ½ of lot 7, and the second composed of lots 3 and the south half of lot 2 with the south half of lot 7 and lot 6. The proposed division meets the requirements of the Zoning Ordinance and the Village Code. Sanitary sewer is available along Morris Street.

Motion by Angell-Powell second by Anderson to recommend approval of the proposed division of Lots 2 and 7 of Block 54 of the Village of Pentwater subject to the following conditions:

1. Verification of the availability of municipal water or the sites will require wells;
2. Receipt of appropriate deeds to memorialize the ownership of Parcels A and B; and,
3. Recording of the appropriate deeds and survey(s) with the Oceana County Register of Deeds.

All costs for the above shall be the responsibility of the applicant.

Roll Call vote:

Yes: Angell-Powell, Anderson, Roberson, Temple & Koorndyk

No: None. Motion Passes

C. Overview of the July 26 Master Plan Workshop for Downtown Pentwater.
Mary Temple and Keith Edwards gave an overview of the upcoming workshops for preparing the Master Plan to take place on July 26 – Downtown Pentwater, August 9 – Housing, and August 23, Transportation and Infrastructure. The workshops will be hosted by the Village and Township Planning Commissions at the First Baptist Church, 101 Rush Street beginning at 6 pm each day.

D. Election of Officers for the Planning Commission and Representative to the ZBA.

Motion by Angell-Powell, second by Roberson Anderson to re-elect the same slate of officers; Koorndyk as Chairperson, Angell-Powell as Vice Chairperson and Anderson as Secretary.

Voice Vote: Aye: 5 Nay: 0 Absent: 2 Motion passed.

Motion by Koorndyk, second by Angell-Powell to elect Mary Temple as the Planning Commission representative on the Zoning Board of Appeals.

Voice Vote: Aye: 5 Nay: 0 Absent: 2 Motion passed.

COMMITTEE/DEPARTMENT REPORTS

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

B. Zoning Board of Appeals – The Zoning Board of Appeals met for its annual meeting on June 21 to approve a 21 sq. ft. land area variance for the proposed duplex at 721 E. Concord, to approve the 2022-2023 meeting schedule and to re-elect Bill Bainton as Chairperson and Lisa McKinney as Vice-Chairperson.

PUBLIC COMMENTS – None.

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS - None

ADJOURNMENT

Motion by Koorndyk, second by Angell-Powell to adjourn the meeting at 6:52 pm.

Voice Vote: Aye: 5 Nay: 0 Absent: 2 Motion passed.

Respectfully Submitted,
Keith Edwards, Zoning Administrator

July 8, 2022

Approved by the Village of Pentwater Planning Commission on July 26, 2022.