



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 – October 18, 2017

Chairperson Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:20 pm, with the Pledge of Allegiance.

ROLL CALL

Present: Ron Christians, Michelle Angell-Powell (arrived at 7:25 pm), Mark Benner, Kirstin McDonough & Paul Anderson

Absent: Bruce Koorndyk (excused)

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: 4 Nay: 0 Absent: 0 **Motion carried.**

APPROVAL OF REGULAR MINUTES

Motion by Benner, second by Anderson to approve the September 26, 2017 regular meeting minutes as presented.

Voice Vote: Aye: 4 Nay: 0 Absent: 0 **Motion carried.**

PUBLIC COMMENTS – Present in the audience were Claudia Ressel–Hodan, Doug Osborn, Eva Gregwer, Norm Shotwell, and Terry Velanzano. No comments from the audience were submitted at this time.

COMMITTEE/DEPARTMENT REPORTS

A. Zoning Administrator

Motion by Anderson, second by McDonough to accept the Zoning Administrator's report.

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

B. Zoning Board of Appeals

The ZBA meeting met on September 6 at 7 pm to discuss an update to the ZBA By-laws primarily regarding changing the number of regular members from 7 to 5, the number of alternates would remain as 2. Recognizing that such a change would also require an amendment to the Zoning Ordinance, the ZBA referred the discussion to the Planning Commission. This item is covered in New Business below.

OLD BUSINESS – None.

NEW BUSINESS

A. Proposed Improvements to Nonconforming Building – 135 Channel Lane by Insignia Homes.

Mr. Edwards reviewed the applicant's file and his report prepared on September 19, 2017 addressing the proposed additions to the home at 135 Channel Lane. The existing home is non-conforming because the north side setback to the Channel Lane right-of-way is only fifteen (15) feet, where seventeen (17) feet is required. The proposed addition which includes additions to the southwest corner and east side of the existing home with a half-story above on the east side. A covered front porch is also proposed which would meet the seventeen (17) foot setback requirement. All new construction meets the Zoning Ordinance requirements for the R2, Single Family Residential Zoning District and the WD, Waterfront District. Mr. Edwards recommended approval by the Planning Commission.

Motion by Anderson, second by Angell - Powell, to approve the expansion of 135 Channel Lane as presented since the house was not being expanded on the non-conforming side and that the proposed addition meets the requirements of the Zoning Ordinance.

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

B. Proposed Amendment to the ZBA By-laws requires amendment of Section 18.02.A of the Zoning Ordinance.

The ZBA meeting met on September 6 to discuss an update to the ZBA By-laws regarding changing the number of regular members from 7 to 5, the number of alternates would remain as 2. Such a change requires an amendment to Section 18.02.A of the Zoning Ordinance. After a brief discussion regarding the minimum requirements of the Michigan Zoning Enabling Act and the number of ZBA members in Pentwater Township, the Planning Commission moved to set a date of December 20, 2017 to conduct a public hearing on the proposed amendment to change Section 18.02.A to change the number of regular ZBA members from 7 to 5.

Motion by Benner, second by Angell-Powell to set a date of December 20, 2017 for the public hearing on a Zoning Ordinance Amendment for Section 18.02.A to change the number of ZBA regular members from 7 to 5.

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

C. Master Plan Amendment – Downtown Pentwater Plan – a Sub-Area Plan

Mr. Edwards introduced a revised outline dated October 13, 2017 for Planning Commission consideration and discussion regarding a proposed Downtown Pentwater Sub-Area Plan which is intended to be amended to the existing Master Plan. The Planning Commission found the outline acceptable and asked the audience for any input. It was mentioned that Mary Marshall would be assisting the Buildings & Grounds Committee in implementing the Pentwater Design Project, which is also intended to be an amendment to the Master Plan. The audience brought up the idea of assigning the task of Economic Development to a specific person. At this time, the DDA will take the idea to the Village Council for discussion. Mr. Edwards will continue to draw down on the Downtown Pentwater outline and the Planning Commission will discuss the procedures for amending the Master Plan, the limitations of the current Master Plan and the Zoning Ordinance

as it relates to the Downtown and C3, Commercial Business Zoning District at their next meeting.

PUBLIC COMMENTS – None

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS – None

ADJOURNMENT

Meeting adjourned by Chairman Ron Christians at 8:43 p.m.

Respectfully Submitted,

Keith Edwards
Zoning Administrator

October 20, 2017
Date

Approved by the Village of Pentwater Planning Commission on November 15, 2017.