



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 – November 28, 2023

Chairperson Conroy called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 6:00 pm, in-person at Park Place, 310 N. Rush Street, Pentwater, with the Pledge of Allegiance.

ROLL CALL

Present: Bruce Koorndyk, Mary Marshall, Kyle Jansen, Ron Stoneman, Amy Roberson, and Chris Conroy.

Absent: Dan Nugent.

Staff Present: Katie Anderson, Zoning Administrator.

APPROVAL OF AGENDA

Motion by Mary Marshall, second by Amy Roberson to approve the agenda presented.

Voice Vote: Ayes: 6 Nays: 0 Absent: 1 Motion passed.

APPROVAL OF REGULAR MEETING MINUTES

Motion by Amy Roberson, second by Mary Marshall to approve the October 24th regular meeting minutes as presented.

Voice Vote: Ayes: 6 Nays: 0 Absent: 1 Motion passed.

PUBLIC COMMENTS FOR ITEMS ON THE AGENDA

None

PUBLIC HEARING

None

OLD BUSINESS

A. Master Plan

Motion by Bruce Koorndyk, second by Mary Marshall to approve the Joint Master Plan and recommend the Village Council approved the Joint Master Plan at their December Council Meeting.

Roll Call Vote: Ayes: Koorndyk, Marshall, Jansen, Stoneman, Roberson, and Conroy.
Nays: 0 Absent: 1 Motion passed.

B. Consideration for Proposed Text Amendment to the Zoning Ordinance to amend Section 12.04.D to change the maximum building height in the C-3 District from 35 feet to 47 feet and clarify the existing side and rear yard setback requirements.

Motion by Jansen to change the maximum building height in the C-3 District to match the Master Plan of 42 feet on the west side of Hancock St. and 47 feet on the east side of Hancock St. No second, motion dies.

Motion by Mary Marshall, second by Ron Stoneman to keep the building height at 35 feet in the C-3 District and not increase the height from 35 feet to 47 feet.

Roll Call Vote: Ayes: Marshall, Stoneman, Roberson, and Conroy.

Nays: Jansen and Koorndyk. Absent: 1 Motion passed.

NEW BUSINESS

A. Election of Officers

Motion by Bruce Koorndyk, second by Chris Conroy to elect Amy Roberson as the Secretary for the Planning Commission.

Roll Call Vote: Ayes: Koorndyk, Conroy, Jansen, Marshall, Stoneman, and Roberson.

Nays: 0 Absent: 1 Motion passed.

B. December Meeting

Motion by Bruce Koorndyk, second by Mary Marshall to cancel the December meeting because of the holiday and move business to the January 2024 Meeting.

Roll Call Vote: Ayes: Koorndyk, Conroy, Jansen, Marshall, Stoneman, and Roberson.

Nays: 0 Absent: 1 Motion passed.

C. 2024 Meeting Schedule

Motion by Ron Stoneman, second by Bruce Koorndyk to approve the 2024 Planning Commission Meeting Schedule as presented with Staff looking for alternative March dates because of Spring Break.

Roll Call Vote: Ayes: Stoneman, Koorndyk, Jansen, Marshall, Roberson, and Conroy.

Nays: 0 Absent: 1 Motion passed.

D. Text Amendment Change Request – Set Public Hearing

Motion by Chris Conroy, second by Amy Roberson to set the Public Hearing for the Text Amendment Change Request for January 23, 2024.

Roll Call Vote: Ayes: Roberson, Jansen, Marshall, Stoneman, and Conroy.

Nays: Koorndyk Absent: 1 Motion passed.

E. 40 S. Montgomery St. – Nonconforming Building Review

Motion by Ron Stoneman, second by Mary Marshall to approve the work on the nonconforming building of 40 S. Montgomery St.

Roll Call Vote: Ayes: Stoneman, Marshall, Jansen, Koorndyk, Roberson, and Conroy.
Nays: 0 Absent: 1 Motion passed.

COMMITTEE/DEPARTMENT REPORTS

- A. Zoning Administrator** - Ms. K. Anderson’s written report was accepted by the Planning Commission.
- B. Zoning Board of Appeals** – No Meeting, No Report.

PUBLIC COMMENTS

None

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS

Bruce Koorndyk – I have been on this Commission long enough and I am worn out but I do not think that it is wise to have someone making an application on 11/28/23 and we put it on our agenda. I am not going to talk against it, I am just saying in the past we always allowed at least two days. If there was something that I wanted to go out and look at, I was not given that opportunity here. Now, it is all up to you and I guess if this is the way its going to be then that is the way its going to be. I think that you all should think about considering having at least a two-day, which we had for years, a two-day requirement that everything is presented to Katie prior. Actually, at one time it was two days prior to the packet going out.

Mary Marshall – I hope that at our January meeting we could have a Zoom opportunity for any residents who are not in town and would like to listen to the public hearing.

ADJOURNMENT

Motion by Bruce Koorndyk, second by Amy Roberson to adjourn the meeting at 7:04pm.
Voice Vote: Aye: 6 Nay: 0 Absent: 1 Motion passed.

Respectfully Submitted,

Katie Anderson

Katie Anderson, Zoning Administrator

November 29, 2023

Approved by the Village of Pentwater Planning Commission on _____.