



VILLAGE OF PENTWATER

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

**Planning Commission Meeting Agenda
Community Room – 327 S. Hancock St.
Wednesday, August 23, 2017
Rescheduled from August 16, 2017
5:30 P.M.**

- I. Opening
 - A. Call to Order and Pledge of Allegiance.
 - B. Roll Call.

- II. Approval of Agenda and Minutes
 - A. Approval of Agenda.
 - B. Approval of Minutes of the Meeting held July 19, 2017.

- III. Public Comments

- IV. Department/Committee Reports
 - A. Zoning Administrator – See attached report.
 - B. Zoning Board of Appeals – No meeting, no report.

- V. Old Business – Discussion of Sub-Area Planning: a component of the future Master Plan revision.
 - A. Pentwater Design – Streetscape and other Public Property Improvements.
 - B. Downtown Pentwater – Land Use and Zoning Plan.
 - C. Pentwater Harbor – Summary of Recommendations.
 - D. Branding Pentwater – A Reintroduction

- VI. New Business – Consideration for September Meeting date, time and venue change.

- VII. Communications from Planning Commission Members

- VIII. Public Comments

- IX. Adjournment



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Regular Meeting Minutes – July 19, 2017

Chairperson Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:05 pm with the Pledge of Allegiance.

ROLL CALL

Present: Ron Christians, Michelle Angell-Powell, Mark Benner & Paul Anderson

Absent: Bruce Koorndyk & Kirstin McDonough

Staff Present: Keith Edwards, Zoning Administrator

APPROVAL OF AGENDA

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

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

APPROVAL OF REGULAR MINUTES

Motion by Anderson, second by Benner to approve the June 21, 2017 regular meeting minutes as presented.

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

PUBLIC COMMENTS ON AGENDA ITEMS – None

PUBLIC COMMENTS ON NONAGENDA ITEMS - None

COMMITTEE/DEPARTMENT REPORTS

A. Zoning Administrator

Mr. Edwards referred to his written report which was accepted by the Planning Commission.

B. Zoning Board of Appeals

No meeting in July, No report. The next ZBA meeting is scheduled for September 6 at 7 pm.

OLD BUSINESS - None

NEW BUSINESS

A. Proposed Lot Split – 240 Sand Street

Mr. Edwards reviewed his written report which stated that the proposed division of 240 Sands into two lots met the Zoning Ordinance requirements and he recommended the Planning Commission recommended approval to the Village Council. Upon review of the application and survey submitted, the Planning Commission agreed with Staff's report.

Motion by Angell-Powell, second by Anderson to recommend to the Village Council, approval of the proposed lot split of 240 Sand Street.

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

B. Presentation of a Streetscape Design Concept

Created by Steve Bass and presented by Keith Edwards. Mr. Edwards narrated the 73 slide presentation for the Planning Commission and small audience comprised of Jeff Hodges, Village President, Chris Brown, Village Manager, and Barry and Susan Monroe, members of the Hancock Building Condominium Association. Planning Commissioners were presented with a Streetscape Design Concept with 3D computer graphics and text prepared by Steve Bass a Pentwater Citizen and Professional Designer. The deck of conceptual designs includes seven projects along Hancock Street (Bus. US-31) including two landscape designs for the entrances to the Village along Monroe and Hancock Streets, part of US Business 31. The presentation was given a warm reception by all and the Planning Commission will consider adding the ideas as a sub-area plan to the Village Master Plan.

C. Discussion of Residential uses in the C3 - Central Business District

Edwards presented highlights from his written report dated July 18, 2017. The report states specific barriers in the Zoning Ordinance to promoting downtown residential uses, and raised concerns about other facets of land use and regulation in the C3 and C1 Commercial Districts. The report also alludes to some conflicts with the 2015 Master Plan Update, Zoning and the potential for accommodating uses on upper floors of existing buildings and providing for all types of senior housing. Lastly, use of the Planned Unit Development overlay as a Zoning tool was introduced. Mr. Edwards will return to the next meeting with some specific changes proposed for the Zoning Ordinance and Master Plan. The Village Council will also be considering hiring an attorney specialized in zoning matters to assist the Village and Mr. Edwards with these revisions.

D. Planning Commission Meeting Schedule

Mr. Edwards will be attending a training session on August 16, 2017, which is the next regularly scheduled Planning Commission meeting and at least two other members would not be able to meet on August 16. Some suggestions for altering the 2018 meeting schedule were also discussed and will be brought up again at this fall.

Motion by Benner, second by Angell-Powell to reschedule the August 16 meeting to August 23, 2017.

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

PUBLIC COMMENTS

Barry Monroe informed the Planning Commission that he was appreciative of the Planning Commission’s desire to review the barriers to residential use of the upper stories of existing buildings in the C3, Central Business District.

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS - None

None.

ADJOURNMENT

Christians adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

Keith Edwards
Zoning Administrator

July 21, 2017
Date

Approved by the Village of Pentwater Planning Commission on _____



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ZONING ADMINISTRATOR'S REPORT

August 4, 2017

The following is a summary of activity conducted by the Zoning Administrator in July, 2017.

Code Enforcement

Nothing outstanding at this time.

Planning Commission

The Planning Commission met on July 19 to consider a lot split for 240 Sand Street, the Streetscape presentation prepared by Steve Bass, discuss residential issues in the C3 - Central Business District and to discuss a future meeting schedule.

Zoning Board of Appeals

The Zoning Board of Appeals did not meet in July. The ZBA is considering a minor change in its bylaws to reduce the number of members from 7 to 5 and plans to meet again September 6 to discuss the proposed change.

Zoning Permits

The following Zoning Permits were issued in June 2017.

1. 63 N. Dover for a fence.
2. 714 E. Second St. for a deck and ramps.

Sincerely,

Keith J. Edwards

Keith Edwards
Zoning Administrator

Memorandum

To: Village of Pentwater Planning Commission
From: Keith Edwards, Zoning Administrator
Date: August 18, 2017
Subject: **Old Business for the August 23, 2017 Planning Commission Meeting**

I have been considering a strategy that would address the following efforts into a comprehensive and efficient plan for the future of Downtown Pentwater:

- A. The new Pentwater Design Streetscape and Public Property Design prepared by Steve Bass;
- B. Existing and future land uses and zoning regulations in Downtown Pentwater;
- C. The Small Harbors planning effort; and,
- D. An effort to create a Pentwater brand.

Over the last 6 months or so, I have had a chance to take a cursory review of the above efforts and the existing Master Plan. I have also been working with the Zoning Ordinance and had some opportunities to chat with some village residents, business owners, Planning Commissioners, Village Councilors and Staff including both the former and present Village Manager. In consideration of the above and factors like limited resources including time and money I think that all of these efforts including what I have gathered from chatting with folks really points to the creation of a Sub-Area plan for Downtown Pentwater to become a part of the Village Master Plan. It seems like there has been a great deal of effort completed, all targeted toward the same geographic area, Downtown Pentwater and the Waterfront, which to me are inextricably linked.

Beyond the opportunity for just another planning effort, there is also an opportunity for the Planning Commission to be the hub for implementing projects to achieve the plan's goals. Thus, what I hope to be discussing with the Planning Commission next week is an outline for the contents of the Sub-Area Plan and the formation of sub-committees led by members of the Planning Commission and populated by other members of the community to commence this fall and winter.

So, to get us started, I am suggesting the Planning Commission review and discuss the rough outline for the Downtown Pentwater Sub-Area Plan to get the discussion rolling, and I will be spelling out the necessary procedures in accordance with the Michigan Planning Enabling Act at the meeting, should the Planning Commission wish to pursue the Downtown Pentwater Plan and formation of sub-committees. I would like to have a more developed outline ready for our September meeting which is also presented in another memorandum in your August meeting packet. It is not necessary to "wait" until the Sub-Area Plan is finished in order to begin forming committees and conducting some preliminary work. I will explain at the meeting.

Downtown Pentwater Sub-Area Plan Outline

A. Introduction

- a. Purpose
- b. Determine Geographic Area (including waterfront)
- c. Develop Goals
 - i. Waterfront Community
 - ii. Garden Community
 - iii. Arts Community
 - iv. Historic Heritage
 - v. Economy
 - vi. Branding

B. SWOT(B) Analysis

- a. Inventory and Review
 - i. Assets
 - ii. Existing Land Use and Proposed Land Use Map
 - iii. Existing Zoning Map
 - iv. Existing Zoning District Regulations

- b. Develop SWOT(B)
 - i. Strengths
 - ii. Weaknesses
 - iii. Opportunities
 - iv. Threats (Barriers)

C. Propose Changes and Projects

- a. Land Use Map
- b. Zoning Map
- c. Zoning District Regulations
- d. Infrastructure Improvements including Streetscape and Public Property, etc.

D. Strategies for Overcoming Barriers: Implementing Change, Completing Projects and Reaching Goals

- a. Develop Project List and Assign Responsibility to Subcommittees
 - i. Amend Master Plan Text and Future Land Use Map
 - ii. Amend Zoning Regulations and Map
 - iii. Branding, Marketing and Advertising
 - iv. Develop Downtown Design Guidelines, i.e. facades, signs, redevelopment, etc.
 - v. Develop Site Specific work plans including costs timelines for specific projects such as:

1. Hancock Streetscape – Trees, Sidewalk, Lighting, Landscaping, Furniture and Seasonal Decorations.
2. Fish Station
3. Bell Park
4. Shopper’s Dock
5. Water Tower Park
6. Other site projects like:
 - a. Village Green Amenities
 - b. Waterfront and Marina Amenities
 - c. Etc.
7. Other Infrastructure Improvements like:
 - a. Complete Streets,
 - b. Storm Water Management and Infrastructure
 - c. Sanitary Sewer Capacity and Transmission
 - d. Municipal Water Supply Volume and Pressure, etc.

E. Evaluate and Revise above as necessary

At this time, I hope to work with the Planning Commission to further develop the outline above and begin forming subcommittees to begin background work on some of the projects that are supported by the existing Master Plan. I look forward to a lively discussion next week.

MEMORANDUM

To: Village of Pentwater Planning Commission
From: Keith Edwards, Zoning Administrator
Date: August 18, 2017
Subject: **Suggestion for September 2017 meeting date, time and venue change**

Creator of the Pentwater Streetscape *Creative Explorations* presentation, Steve Bass, has asked that the Planning Commission sponsor a meeting to show the presentation to the public on September 26, 2017, at 6:30 pm with invitations extended to the Garden Club, Service Club, Historical Society and other interested groups. Planning Commission Chairperson, Ron Christians will also be on vacation until September 20, the scheduled meeting date. For these reasons I have contacted the Friendship Center and reserved the entire building for our next meeting venue should the Planning Commission find the rescheduling acceptable.

Steve has also requested that the Planning Commission consider taking ownership of the project(s) for the purpose of further design, funding and implementation. This is where the Planning Commission may also wish to discuss the formation of subcommittees of the Planning Commission that would organize the work for these projects and be a liaison between the Planning Commission, Village Council, public, other interested parties and Village Staff.

My thoughts for this meeting include the Planning Commission holding its regular meeting (say at 5:30 pm) prior to the start of the presentation by Steve Bass at 6:30 pm with a question and answer period after the presentation. If the opportunity presents itself, I would also like to unleash the idea of the Downtown Pentwater Plan outline to see if there is any reaction from the public.

This is the only item for New Business on the August 23, 2017 meeting agenda. Please come with your prepared thoughts on these planning efforts.