

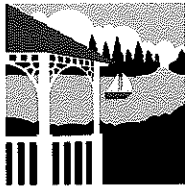
# VILLAGE OF PENTWATER

327 South Hancock Street, P.O. Box 622, Pentwater, Michigan 49449  
(231) 869-8301 - FAX (231) 869-5120  
[www.PentwaterVillage.org](http://www.PentwaterVillage.org)

## **Planning Commission Meeting Agenda August 27, 2019 - 6:00 P.M.**

1. **Opening** - Call to Order, Pledge of Allegiance, and Roll Call.
2. **Approval of Agenda and Minutes**
  - A. Approval of Agenda.
  - B. Approval of Minutes of the Regular Meeting held June 25, 2019.
3. **Public Comments**
4. **Public Hearing** – Proposed 2019 Zoning Ordinance Update – Receive comments from the public.
5. **Old Business**
  - A. Discussion of the 2019 Proposed Zoning Ordinance Update – Previously delivered to the Planning Commission on April 23, 2019.
  - B. Report from the Pentwater Visioning Team – Mark Benner and Chris Conroy.
6. **New Business**
  - A. Proposed covered porch addition to the main building - a nonconforming building – 10 Channel Lane, The Channel Lane Inn.
  - B. Introduction of proposed Special Land Use Request for 35 E. Lowell (a.k.a. 22 S. Hancock) Conversion of Commercial Use to Residential Use. – Set date of September 24, 2019 for Public Hearing.
7. **Department/Committee Reports**
  - A. Zoning Administrator – See attached report.
  - B. Zoning Board of Appeals – The ZBA did not meet in July, 2019.
8. **Communications from Planning Commission Members**
9. **Public Comments**
10. **Adjournment**

**Next Scheduled Planning Commission Meeting – September 24, 2019 at 6 pm**



# 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 25, 2019

Chairperson Ron Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 6:01 pm, with the Pledge of Allegiance.

#### ROLL CALL

**Present:** Bruce Koorndyk, Chris Conroy, Kirstin McDonough, Ron Christians, and Mark Benner.

**Absent:** Michelle Angell-Powell and Paul Anderson.

**Staff Present:** Keith Edwards, Zoning Administrator.

#### APPROVAL OF AGENDA

**Motion** by Benner, second by McDonough to approve the Agenda as presented.

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

#### APPROVAL OF REGULAR MEETING MINUTES

**Motion** by Conroy, second by Koorndyk to approve the May 28, 2019 regular meeting minutes as presented.

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

**PUBLIC COMMENTS** – None.

**PUBLIC HEARING** - None.

#### OLD BUSINESS

##### **A. Report from the Pentwater Visioning Team – Chris Conroy and Mark Benner**

Chris Conroy presented a written report and verbally highlighted its contents, she gave a summary report of the activities of the Vision Team, whose latest meeting was earlier today, June 25, 2019, where they reflected on the recent Community Assessment. The meeting today reflected on the Focus Groups and Town Hall Meetings that took place on June 19 and 22 at Pentwater School for the Community Assessment. The complete report of the Community Assessment will be available in early July, 2019. Members also discussed the upcoming Mini Survey for visitors and a more extensive survey to come be released in August, 2019. The next Vision Team meeting is scheduled for July 9, 2019 at 3:30 pm.

**NEW BUSINESS**

**A. Request for the recombination and division of a platted lot NW corner of Morris & Hanover.**

**Motion** by Benner, second by Conroy to recommend to the Village Council to approve the proposed combination and redivision of 64-044-136-001-00 & 64-044-136-001-50, as proposed into three lots as shown on the application and drawing submitted with the application, subject to the following conditions:

1. The property shall not be further subdivided in accordance with Sections 150.35 and 150.37 of the Code of Ordinances for the Village of Pentwater;
2. Each of the three resulting lots shall have a minimum width of 80 feet and a minimum area of 9,600 sq. ft.; and,
3. A certified survey and legal description of the resulting lots must be prepared and recorded with the Oceana County Register of Deeds.

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

**B. Request for the division of a platted lot NE corner of Hancock & Third Street.**

**Motion** by Koorndyk, second by McDonough to recommend to the Village Council to approve the proposed division of 64-044-682-004-00 or 284 S. Hancock Street, as proposed into two lots as shown on the application and land division sketch submitted with the application subject to the following condition:

1. A certified survey and legal description of the resulting lots must be prepared and recorded with the Oceana County Register of Deeds.

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

**C. Proposed addition covered porch addition to a nonconforming building – 10 Channel Lane, The Channel Lane Inn.**

**Motion** by McDonough, second by Koorndyk to approve the construction of the requested 10' x 14' Covered Patio addition to Unit No 7 of the Channel Lane Inn at 10 Channel Lane, 3' 3" from the north lot line in accordance with the plans submitted, having met the requirements of Section 3.24.B.1 et seq. and 3.24.B.8 of the Zoning Ordinance.

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

**D. Planning Commission Election of Officers**

**Motion** by McDonough, second by Benner to re-elect Ron Christians as Planning Commission Chairperson, Michelle Angell-Powell as Vice Chairperson and Paul Anderson as Secretary.

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

**E. Planning Commission Appointment to the Zoning Board of Appeals**

**Motion** by Christians, second by Conroy to appoint Bruce Koorndyk as the Planning Commission representative to 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 ZBA held their annual meeting on May 21, 2019, where Mike Castor was elected as Chairperson and Bill Bainton as Vice-Chairperson.

**COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS – None.**

**PUBLIC COMMENTS** – Village President Jeff Hodges encouraged Planning Commissioners to attend the July 11 public hearing at 6 pm at the Friendship Center to provide public comments regarding a decision whether to repair the current government building at 327 S. Hancock or seek alternatives.

**ADJOURNMENT** - The meeting was adjourned by Chairperson Ron Christians at 7:19 PM.

Respectfully Submitted,  
Keith Edwards, Zoning Administrator

June 28, 2019

Approved by the Village of Pentwater Planning Commission \_\_\_\_\_.

## MEMORANDUM

To: Planning Commission  
From: Keith Edwards, Zoning Administrator  
Date: July 23, 2019  
Subject: 2019 Zoning Ordinance Update – Highlights

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In order to facilitate discussion of the proposed 2019 Zoning Ordinance Update, the following is a summary of the major changes:

### Chapter 2 – Definitions

1. Added: Boat Dock, Boat Launch, Waterfront Access Parcel, and Waterfront Accessory Lot.
2. Changed: Lot of Record, Setback, and State Licensed Residential Facility
3. Removed: Medical Marijuana Business, Public or Private Boat Launch, Township.

### Chapter 3 – General Regulations

1. Changed:
  - a. Section 3.08.B – Commercial Farming Operations; and,
  - b. Section 3.31 – Riparian Access to “Access to Waters, Use of Waterfront Lands, Docks & Private Boat Launches (moved from Chapter 8 – Waterfront District, which is to be eliminated).
2. Removed: Section 3.23 – Seasonal Uses – this was a Township only section.

### Chapter 7A – Lakefront Multiple Family Residential

1. Clarification of Section 7.01A - Intent paragraph.
2. Removed: References to Waterfront District.
3. Changed: Section 7.03A for boat docks.

Chapter 8 – Waterfront District – to be eliminated in its entirety, regulations and provisions moved to Section 3.31.

### Chapter 15 – Special Land Uses

1. Paragraph F – Removed Group Day Care Homes due to change in Michigan Zoning Enabling Act.
2. Paragraph L – Added Dock Section for Multiple Family Dwellings.
3. Paragraph N – Added provisions to Boat Launches.

Chapter 17 – Parking and Signs – Removed Signs to new Chapter 21. Chapter 21 to be revised at a future date.

## MEMORANDUM

To: Pentwater Township Planning Commission

From: Keith Edwards, Zoning Administrator

Date: August 20, 2019

**Subject: Proposed Construction of New Unenclosed Wrap-around Porch  
The Channel Lane Inn Main Building  
10 Channel Lane, Village of Pentwater – 64-044-430-010-00**

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### Introduction

The owner of 10 Channel Lane, The Channel Lane Inn, seeks to construct an unenclosed wrap-around porch onto the main building. The Channel Lane Inn is located on the northwest corner of Channel Lane and Bridge Street on Lots 10, 11 and 12 of the Plat of Middlesex, Village of Pentwater, Block 30. The property is located within the C4, Hotel Resort Zoning District.

### Background

According to the site plan submitted, the main building is located approximately one-foot (1 ft.) east of the west property line, where six feet is required. By definition, corner lots have two front setback requirements and two side setback requirements, with no rear yard required. The required front setback for principal buildings on corner lots is the same as it is for the main building, 17 feet. Thus, the proposed unenclosed wrap-around porch addition meets this requirement from the Bridge Street and Channel Lane property lines. While the existing building is constructed within one foot of the west property line, the proposed covered porch does not exacerbate the nonconforming west side setback. Therefore, the existing nonconforming wall of the building will not be changed by the proposed porch. At this time, the applicant seeks to add a wrap-around porch onto the southeast corner of the main building, meeting front the setback requirements for the C4, Hotel Resort Zoning District.

### Details of the Nonconformities

The required front setback is 17 ft., **existing is 24.33 feet on the Bridge Street side and 25.16 feet on the Channel Lane Side, proposed is 17.33 feet on the Bridge Street side and 17.16 feet on the Channel Lane Side.**

The height of the building will not change because the proposed roof of the porch is shorter than the existing roof of the main building.

The residential use of the property as a hotel conforms to the permitted uses within the C4, Hotel Resort Zoning District requirements of Chapter 12A of the Zoning Ordinance. The proposed expansion of the main building with the covered wrap-around porch does not change the permitted uses of the property.

**Additionally, the total impervious surface will reach 62.2 percent, less than the maximum impervious surface allowed of 75% as part of the Conditional Rezoning Agreement.**

Thus, the Planning Commission should direct its focus to Section 3.24.B.1 et seq. and 3.24.B.8 of the Zoning Ordinance to consider the following conditions for approval:

**Section 3.24.B Nonconforming Buildings or Structures**

1. Nonconforming building(s) or structures may only be extended, enlarged, altered, remodeled or modernized when the Planning Commission determines that the following conditions are met:
  - a. The building or structure shall comply with all height, area, and/or parking and loading provisions with respect to such extension, enlargement, alteration, remodeling or modernization.

**This condition has been met in accordance with the applicant's proposal.**

- b. The enlargement or extension is limited to the same parcel the nonconforming building or structure was located on at the time of the adoption of this Ordinance.

**This condition has been met in accordance with the applicant's proposal.**

- c. The enlargement or extension will not interfere with the use of other properties in the vicinity.

**This condition has been met in accordance with the applicant's proposal.**

- d. The enlargement or extension shall not exceed fifty percent (50%) of the GFA of the original building or structure when it became nonconforming; except that the Planning Commission may permit a greater percentage where all yard setbacks for the district in which the building is located are met without need of a variance to such setback(s).

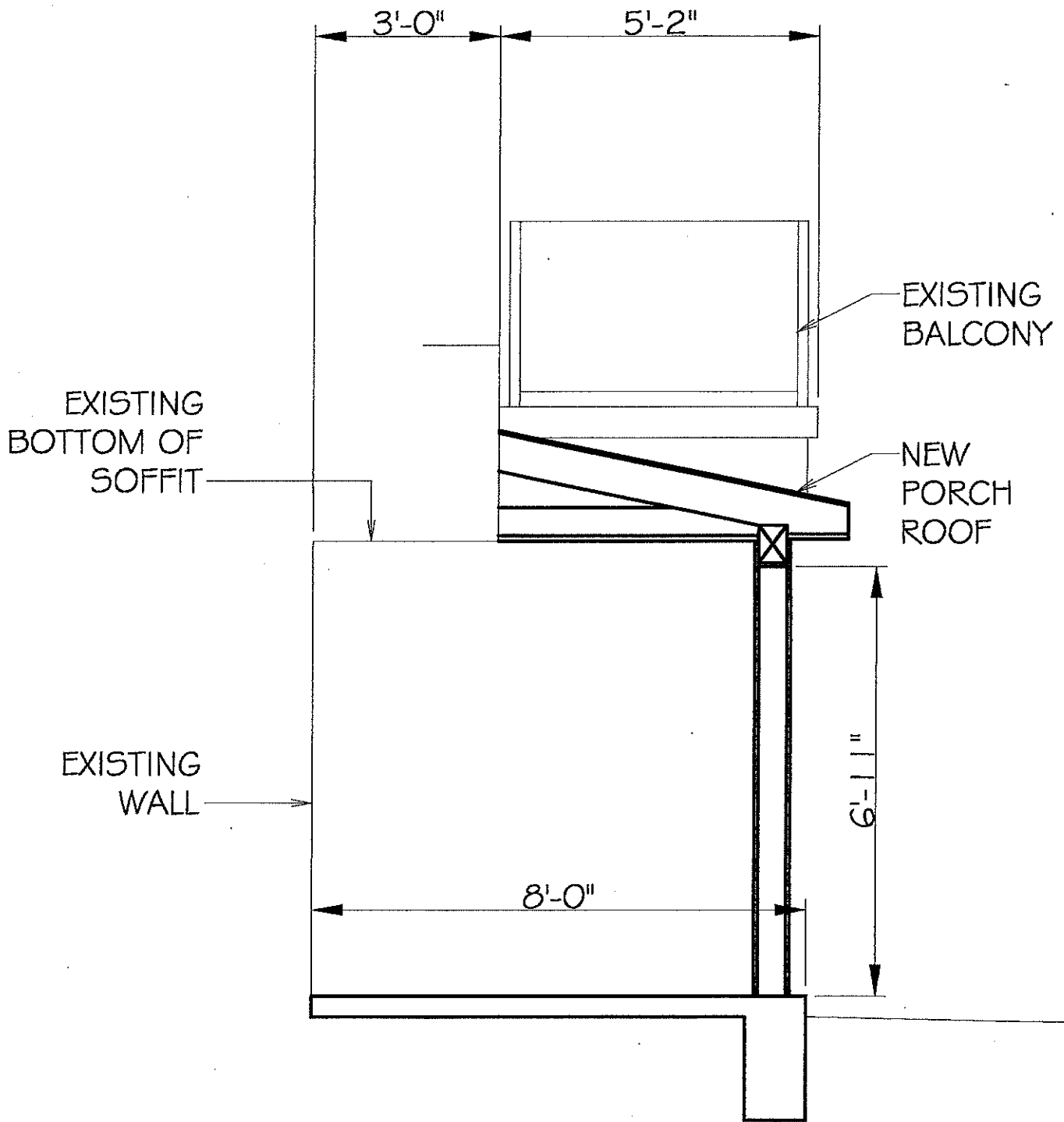
**This requirement is met since the proposed addition of the unenclosed wrap-around porch is 792 sq. ft. or only 20% of the existing GFA of the Main Building.**

8. Where a building or structure is nonconforming for setback by a distance equal to or less than one-half of the distance required by this ordinance, the nonconforming setback (may) be extended along the same plane as the existing nonconforming setback, provided that in so doing, the setback itself is not further reduced and all other required setbacks are met.

**This requirement is met since the nonconforming part of the building is on the west side, where the proposed wrap-around porch addition meets the front setback requirements on the Channel Lane (south) side and the Bridge Street (east) side of the Main Building.**

### **Recommendation**

Staff recommends the Planning Commission consider approval of the requested wrap-around unenclosed porch addition to Main Building of the Channel Lane Inn at 10 Channel Lane.





4/21/16

**VILLAGE OF PENTWATER  
ZONING PERMIT APPLICATION**

*(Fences, Decks, Accessory Buildings, New Build, Moving of Building, Demolition, Signs)*

Parcel Number \_\_\_\_\_  
Name \_\_\_\_\_  
Date: \_\_\_\_\_

Lisa McKinney  
(Applicant)  
10 Channel Lane  
(Address)  
Pentwater MI 49449  
(City, State, Zip Code)  
231-869-5766  
(Telephone)  
Lisa@channellaneinn.com  
(E-mail)

OFFICE USE ONLY	
Application number	_____
Date Rec'd	_____
Fee Rec'd \$	_____
If non-conforming, Approval Date by Planning Commission:	_____
Expiration Date:	_____
ZONING PERMIT #	_____

APPLICANT'S CAPACITY IF NOT PROPERTY OWNER (circle one):

Builder / Have Option to purchase / Agent / other \_\_\_\_\_

\*\* If the applicant is not the property owner, an affidavit must be provided by the property owner that the applicant has the authority to apply on his/her behalf.

CONTRACTOR LICENSE # (IF APPLICABLE) Jeremy Horton  
2101190166

PROPERTY OWNER:		<u>Lisa McKinney</u>	
OWNER'S MAILING ADDRESS:		<u>PO Box 918, Pentwater MI 49449</u>	
OWNER'S PHONE # & E-MAIL:		<u>231-869-5766</u> <u>Lisa@channellaneinn.com</u>	
PROPERTY ADDRESS:		<u>10 Channel Lane</u>	
PARCEL NUMBER:		<u>64-044-430-010-00</u>	
RECORDED PLAT:		<u>Middlesex Village of Pentwater</u>	
BLOCK: <u>30</u>	LOT(S): <u>10-11-12</u>	*OR ATTACH LEGAL DESCRIPTION	
ZONING DISTRICT:		PRESENT USE:	
CORNER LOT:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ROADS: <u>Channell Lane + Bride St</u>	
NEW BUILD: (Basement Acknowledgement is required)	WATER: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	SEWER: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
CURRENT STRUCTURE ON LOT	<input type="checkbox"/> Yes <input type="checkbox"/> No	* IF YES, A DEMOLITION PERMIT IS REQUIRED	

PROPOSED PROJECT (Check one):

FENCE	<input type="checkbox"/>	DECK	<input type="checkbox"/>	ACCESSORY BUILDING	<input type="checkbox"/>
ADDITION	<input type="checkbox"/>	MOVING STRUCTURE	<input type="checkbox"/>	SIGN (Sketch Required)	<input type="checkbox"/>

*Village of Pentwater is an equal opportunity Employer and Provider.*

<p><b>NEW BUILD</b></p> <ol style="list-style-type: none"> <li>1. The Village of Pentwater advises that basements may not be suitable in all areas of the Village because of the high water table.</li> <li>2. Sump Pumps are <b>NOT</b> allowed to be connected to the Village Sanitary Sewer (PW Ord §51.05 (A)).</li> <li>3. All water taps and connections to the main lines of the Village shall be made by Village personnel (PW Ord §50.003 (C)).</li> <li>4. All sewer taps shall be made under the Supervision of the Village (PW Ord §51.04(L)).</li> <li>5. All property that is disturbed during the excavations and building of sewer &amp; water installations shall be restored and inspected by the Village of Pentwater at the property owner's expense. (PW Ord §51.04 (M)). A bond at the time of application may be required at the Village's discretion.</li> <li>6. All water &amp; sewer installation will be inspected by the Village after completion.</li> <li>7. Water service will not be turned on until the Village Manager inspects and approves all connections.</li> </ol> <p><b>* I, the applicant agree to adhere to all water &amp; sewer requirements. Failure to do so may result in disconnection of services.</b></p> <p>Signature: _____ Date: _____</p>	
<p><b>DEMOLITION</b></p> <p>The contractor must kill the water line at the corporation stop under Village supervision. The sewer lateral will need to be cut, capped and witnessed (by Village Staff) at the property owner's expense, with work completed by the property owner's contractor. A bond at the time of application may be required at the Village's discretion.</p>	

**FURTHER EXPLANATION OF PROJECT:**

*Wrap around porch along south + west sides on main building.* [REDACTED]

(Attach sheets if necessary) ( Attached)

**ATTACH A SITE PLAN OR SKETCH FOR PROPOSED PROJECT.** ( Attached)

**SETBACKS FROM PROPERTY LINES**

<b>FRONT:</b>	<b>RIGHT SIDE:</b>	<b>LEFT SIDE:</b>
<b>REAR:</b>	<b>OTHER:</b>	<b>HEIGHT:</b>

**ATTACH A CERTIFIED SURVEY (IF REQUESTED BY THE ZONING ADMINISTRATOR OR PLANNING COMMISSION),** (completed by a professional surveyor or engineer for the property at issue [including a written drawing showing structures and stakes set on the property boundaries or corners] in order to insure that all requirements of the Zoning Ordinance will be met.) (See Pentwater Community Zoning Ordinance – Section 19.15)

**ATTACH COPIES OF PERMITS FROM OTHER AGENCIES IF REQUIRED FOR CRITICAL DUNES OR WETLANDS. ( Attached)**

1. <input type="checkbox"/> Legal Description	Number of Pages:
2. <input type="checkbox"/> Proposed Project	Number of Pages:
3. <input checked="" type="checkbox"/> Site Plan / Sketch	Number of Pages: 6
4. <input type="checkbox"/> Survey	Number of Pages:
5. <input type="checkbox"/> Letters or Permits	Number of Pages:
6. <input type="checkbox"/> Acknowledgement of Basement Requirements	Number of Pages:
7. <input type="checkbox"/> Affidavit to Apply:	Number of Pages:
8. <input type="checkbox"/> Other:	

**AFFIDAVIT:** I agree the statements made above are true, and if found not to be true, any Zoning Permits may be revoked. Further, I agree that all applicable sections of the Pentwater Community Zoning Ordinance and the Pentwater Codified Ordinances will be complied with. Also, I agree to notify the Zoning Administrator for the Village of Pentwater for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of Village of Pentwater to enter the property subject to this permit application for purposes of inspection. Also, I understand any zoning action approved for this application conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, Village Ordinances, building code, deed restriction or other property rights.

Applicant Signature: *J. McWhirter* Date: 6-13-19

When completed send to: Village of Pentwater Zoning Administrator  
 327 S. Hancock Street – P.O. Box 622, Pentwater, Michigan 49449  
 Phone: (231) 869-8301 Fax: (231) 869-5120

<u>OFFICE USE ONLY</u>	
SITE PLAN APPROVED _____	SITE PLAN NOT APPROVED _____
PROJECT APPROVED _____	PROJECT NOT APPROVED _____
ZONING ADMINISTRATOR SIGNATURE _____	
DATE _____	EXPIRATION DATE _____
PRE-APPROVAL INSPECTION _____	COMPLETION INSPECTION _____
OTHER INSPECTION DATES _____	
VILLAGE MANAGER SITE PLAN APPROVAL (For projects including Water & Sewer)	
_____	DATE: _____
WATER & SEWER FINAL INSPECTION COMPLETED BY:	
_____	DATE: _____

## MEMORANDUM

To: Village of Pentwater Planning Commission  
From: Keith Edwards, Zoning Administrator  
Date: August 22, 2019  
**Subject: Proposed Special Land Use Request for 22 South Hancock, Pentwater, MI**

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The Village of Pentwater has received the enclosed application for a Special Land Use Permit for 22 South Hancock to convert part of the property from commercial to residential use. The property is located on the southeast corner of Hancock and Lowell Street. Recently, the drawing that goes along with the application was previously sent to you in your July, 2019 packet.

The property has historically contained a mixed use of commercial and residential uses including the sale of pizza, clothing and other merchandise and used for the rental of kayaks and paddleboards.

Recently, the southwestern building was remodeled from its use as a kayak repair facility for residential use. Thus, the applicant seeks to use this portion of the property for residential purposes. If approved by the Planning Commission, there would be two residential units on the property, thereby requiring two off-street parking spaces (1 per unit) as shown on the revised drawing at the top center of the drawing.

Attached, please find the Special Land Use Specific Requirements of Section 15.04. paragraph Q for your review. These are the specific requirements that must be met in order to receive approval.

At this time, I am forwarding this application and drawing to you with the anticipation of requesting that the Planning Commission set a public hearing date for September 24, 2019.

9. An applicant for a permit shall submit a performance bond in accordance with the requirements of this Ordinance, naming the Village or Township of Pentwater as the insured party and conditioned upon the timely and faithful performance by the applicant of all of the terms and conditions of the permit. The bond shall have such other terms and shall be in such amount as is recommended by the Planning Commission as reasonably necessary to ensure compliance with all of the terms and conditions of this subsection and the permit.

a. The performance bond shall not be refunded, reduced, or transferred until the mineral removal operations and activities, land reclamation or restoration, and all other required activities have received final inspection by the Zoning Administrator and until the Planning Commission has determined that the applicant, or its successor, has fully complied with all of the terms, conditions, site rehabilitation and restoration requirements, and all other matters required of the applicant under the terms of the permit.

b. The timely and faithful compliance with all of the provisions of the performance bond shall be a condition of any mineral removal operations. In the absence of any such compliance with the terms of the performance bond, or if the same is revoked or it expires or is not renewed, the Planning Commission need not approve the renewal of any permit, even if the applicant has otherwise complied with all other terms and provisions of the current permit.

Q. Residential dwellings accessory to commercial or office uses. (Amended 8-5-04 – Village;9-2-04 Township)

1. The gross floor area for all residential units shall not exceed twice the gross floor area of the commercial or office uses to which they are accessory.
2. Residential dwelling units shall meet the minimum floor area requirements applicable to such units in the R-3 District.
3. Separate parking facilities will be provided for all such dwelling units in accordance with the requirements of Chapter 17.

R. Restaurants with drive-through facilities.

1. Sufficient stacking capacity for the drive-through portion of the operation shall be provided to ensure that traffic does not extend into the public right-of-way with a minimum of ten (10) stacking spaces. Stacking spaces shall be located so as not to interfere with vehicular circulation and egress from the property by vehicles not using the drive-through facility.
2. In addition to parking space requirements, at least three (3) parking or waiting spaces shall be provided, in close proximity to the exit of the drive-through portion of the operation, to allow for customers waiting for delivery of orders.
3. Any paved area shall have minimum side and rear yard setback of twenty (20) feet.

**VILLAGE OF PENTWATER  
 PETITION FOR SPECIAL LAND USE PERMIT  
 (Pentwater Community Zoning Ordinance – SECTION 15.02)**

Parcel Number \_\_\_\_\_  
 Name \_\_\_\_\_  
 Date: \_\_\_\_\_

John and Amy Perles  
 \_\_\_\_\_  
 (Applicant)  
 224 East Third Street  
 \_\_\_\_\_  
 (Address)  
 Pentwater, MI 49449  
 \_\_\_\_\_  
 (City, State, Zip Code)  
 616.821.5164  
 \_\_\_\_\_  
 (Telephone)  
 jperles@sbcglobal.net  
 \_\_\_\_\_  
 (E-mail)

<u>OFFICE USE ONLY</u>	
Application number _____	
Date Rec'd <u>6/20/19 via email</u>	
Fee Rec'd <u>\$400 7/5/19</u>	
PC Action: _____	
Date: _____	
Expiration Date: _____	

APPLICANT'S CAPACITY IF NOT PROPERTY OWNER (circle one):  
 Builder / Have Option to purchase / Agent / other \_\_\_\_\_

<b>PROPERTY OWNER:</b>	John and Amy Perles		
<b>PROPERTY ADDRESS:</b>	22 South Hancock		
<b>PARCEL NUMBER:</b>	044-684-001-00		
<i>* ATTACH LEGAL DESCRIPTION</i>			
<b>ZONING DISTRICT:</b>	C3	<b>PRESENT USE:</b>	Mixed
<b>CORNER LOT:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>ROADS:</b>	Hancock & Lowell (SE)
<b>NEW BUILD:</b>	No	<b>WATER:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<b>SEWER:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SPECIAL LAND USE REQUESTED:**  
Revert the western most section of the property back to residential use.

(Attach sheets if necessary)  
 ( attached)

**ATTACH A SITE PLAN FOR REQUEST**, (drawn to a scale of not less than: property under 3 acres, 1 in = 10 ft.) Depicting property, including all proposed and existing structures and other

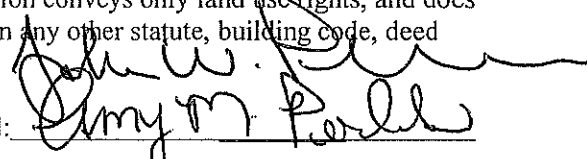
above ground streets/alleys/easements and fences/walks/ landscaping/greenbelts proposed and existing.

**ATTACH A CERTIFIED SURVEY (IF REQUESTED BY THE ZONING ADMINISTRATOR OR PLANNING COMMISSION)**, (completed by a professional surveyor or engineer for the property at issue [including a written drawing showing structures and stakes set on the property boundaries or corners] in order to insure that all requirements of the Zoning Ordinance will be met.) *See Pentwater Community Zoning Ordinance Section 19.15.*  
 (  attached)

**NUMBER OF ATTACHED SHEETS:** \_\_\_\_\_

1. <input type="checkbox"/> Legal Description	Number of Pages:
2. <input checked="" type="checkbox"/> Special Land Use Requested	Number of Pages:
3. <input type="checkbox"/> Site Plan / Sketch	Number of Pages:
4. <input checked="" type="checkbox"/> Survey	Number of Pages:
5. <input type="checkbox"/> Other:	Number of Pages:

**AFFIDAVIT:** I agree the statements made above are, to the best of my knowledge, true and accurate. If found not to be true, any Planning Commission ruling that may be issued may be void. Further, I agree, any Planning Commission ruling and subsequent permit that may be issued is with the understanding that all applicable sections of the Pentwater Community Zoning Ordinance will be complied with. Also, I agree to notify the Zoning Administrator for the Village of Pentwater for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of Village of Pentwater to enter the property subject to this permit application for purposes of inspection. Also, I understand any zoning action by the Planning Commission conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Signed: 

Date: 06/18/2019

**When completed send to:**  
**Village of Pentwater Zoning Administrator**  
 327 S. Hancock Street – P.O Box 622, Pentwater, Michigan 49449  
 Phone: (231) 869-8301 ; Fax: (231) 869-5120

<u>OFFICE USE ONLY</u>
HEARING DATE: _____
DATE SUBMITTED TO PLANNING COMMISSION: _____
<b>[THIS FORM MUST BE DISTRIBUTED TO THE PLANNING COMMISSION WITHIN 30 DAYS OF RECEIPT]</b>

<u>OFFICE USE ONLY</u>
Response requested from: DPW _____ Police _____ Fire _____ Other _____
<i>Please attach your response and RETURN WITHIN 10 DAYS OF THIS REQUEST to the Zoning Administrator</i>





# **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

## **ZONING ADMINISTRATOR'S REPORT**

**August 6, 2019**

The following is a summary of activity conducted by the Zoning Administrator in July, 2019.

**Code Enforcement** - Nothing outstanding at this time.

### **Planning Commission**

The Planning Commission meeting scheduled for July 23, 2019 was cancelled due to the lack of a quorum.

**Zoning Board of Appeals** - The Zoning Board of Appeals did not meet in July, 2019.

**Zoning Permits** - The following Zoning Permits were issued in July, 2019:

1. 273 Fourth Street for the storage of an RV.
2. 210 S. Hancock for a fence.
3. 627 Birch Lane for a deck.

**Other** – The Vision Team has issued the Summer Visitor Poll seeking input regarding the summer visitor's experience in Pentwater. We are also working with Mark Trierweiler from the Centenary Methodist Church on developing a survey to be completed by Pentwater area residents this fall. The questions asked will continue the process of collecting public input from started by the focus groups and town hall meetings that culminated in the Community Assessment conducted in June, 2019.

Sincerely,

*Keith J. Edwards*

Keith Edwards  
Zoning Administrator