

VILLAGE OF PENTWATER

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 January 22, 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 December 19, 2018.
3. **Public Comments**
4. **Public Hearing** - None.
5. **Old Business**
 - A. Amendment for Conditional Rezoning of 10 Channel Lane – Schedule date for Public Hearing.
 - B. Proposed Division of part of Block 94 of Plat ‘A’ of the Official Map of the Village of Pentwater – Parcel ID No. 64-044-560-094-50.
 - C. Recommendation of Zoning Ordinance Amendment to Village Council – Conditional Rezoning.
 - D. Report from the Pentwater Visioning Team – Township Appointment and School Board Presentation.
6. **New Business**
 - A. Intent to Plan – Consideration for Approval of Public Notice.
 - B. Zoning Plan - Introduction to future Zoning Ordinance Amendments and the Zoning Plan portion of the Master Plan.
7. **Department/Committee Reports**
 - A. Zoning Administrator – See attached report.
 - B. Zoning Board of Appeals – No December meeting, no report.
8. **Communications from Planning Commission Members**
9. **Public Comments**
10. **Adjournment**

Next Scheduled Planning Commission Meeting – February 26, 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 – December 19, 2018

Chairman Ron Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:02 pm, with the Pledge of Allegiance.

ROLL CALL

Present: Ron Christians, Mark Benner, Bruce Koorndyk, Rand Gee, Paul Anderson and Kirstin McDonough.

Absent: Michelle Angell-Powell

Staff Present: Keith Edwards, Zoning Administrator, and Chris Brown, Village Manager.

Also present: Village Council person Claudia Ressel-Hodan.

APPROVAL OF AGENDA

Motion by Benner, second by Anderson to approve the Agenda as revised.

Voice Vote: Aye: 5 Nay: 1 (Koorndyk) Absent: 1 Motion passed.

APPROVAL OF REGULAR MINUTES

Motion by Gee, second by Anderson to approve the November 28, 2018 regular meeting minutes as presented.

Voice Vote: Aye: 6 Nay: 0 Absent: 1 Motion passed.

PUBLIC COMMENTS

None

PUBLIC HEARING

Chairman Christians opened the public hearing at 7.06 pm to take public comments for a Zoning Ordinance Amendment to add Section 19.20 to include provisions for Conditional Rezoning to the Pentwater Village Zoning Ordinance as authorized by the Michigan Zoning Enabling Act, specifically, MCL 125.3405. Village Manager Chris Brown supports the proposed amendment. Council person Ressel-Hodan asked for more information and Rand Gee gave her a copy of the proposed amendment. Seeing no further requests for public comment, Chairperson Christians closed the public hearing at 7:08 pm. Planning Commission will discuss the amendment at their January 2019 meeting.

OLD BUSINESS

A. 2019 Planning Commission meeting schedule.

Motion by Benner, second by Koorndyk to pass a resolution to approve a meeting schedule for the fourth Tuesday of the month, with a meeting time of six (6) pm.

Voice Vote: Aye: 6 Nay: 0 Absent: 1 Motion passed.

B. Discussion of Master Planning Process – Prelude to the 2020 Master Plan – Presentation by Planning Commissioner Rand Gee.

Rand Gee gave a revised slide presentation on “How do we involve the community to look at long term planning and having a vision for Pentwater”. Discussion was held regarding the presentation and the commission will discussed the planning process and appointing Planning Commission members to the Vision Team (Steering Committee) to join two others each from the Township Planning Commission, School District and two members from the Pentwater Community at large. Chairman Christians nominated Planning Commissioners Rand Gee and Mark Benner to the Vision Team.

Motion by Gee, second by Benner to elect Rand Gee and Mark Benner to the Vision Team for Planning for the Pentwater Community 2020-2040.

Voice Vote: Aye: 6 Nay: 0 Absent: 1 Motion passed.

NEW BUSINESS – Covered under the discussion of the planning process under old business.

COMMITTEE/DEPARTMENT REPORTS

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

B. Zoning Board of Appeals – Draft minutes of the November 20, 2018 ZBA meeting were included in the Planning Commissioner’s agenda packet.

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS – None.

PUBLIC COMMENTS – None.

ADJOURNMENT - The meeting was adjourned by Chairman Ron Christians at 9:20 PM.

Next Scheduled Planning Commission Meeting – January 22, 2019

Respectfully Submitted,

Keith Edwards, Zoning Administrator

December 21, 2018

Approved by the Village of Pentwater Planning Commission on _____.

MEMORANDUM

To: Village of Pentwater Planning Commission

From: Keith Edwards, Zoning Administrator

Date: January 18, 2019

**Subject: Proposed Zoning Map Change for the Channel Lane Inn
10 Channel Lane – Lisa McKinney**

Planning Commissioners received the attached letter in December in anticipation of their January 22 2019 meeting. Because of the substantial change to the rezoning application to change the Zoning Map from R2, Single Family Residential to C4, Hotel Resort designation, the Township Attorney Brian Monton has recommended holding another public hearing.

The next meeting of the Planning Commission is scheduled for February 26, 2019. Therefore, please consider setting the date of the public hearing for the above referenced application for February 26, 2019.



*Received 12/12/18
KE.*

December 11, 2018

Keith Edwards, Zoning Administrator
Village of Pentwater
PO Box 622
Pentwater MI 49449

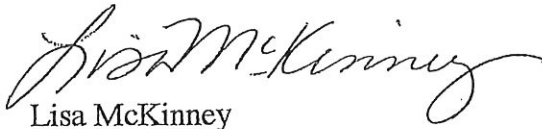
Dear Keith:

This is in regards to a Rezoning Application I submitted in September of 2018. After hearing the concerns of my neighbors I would like to offer the following conditions relating to the use of my property for which a rezoning is requested.

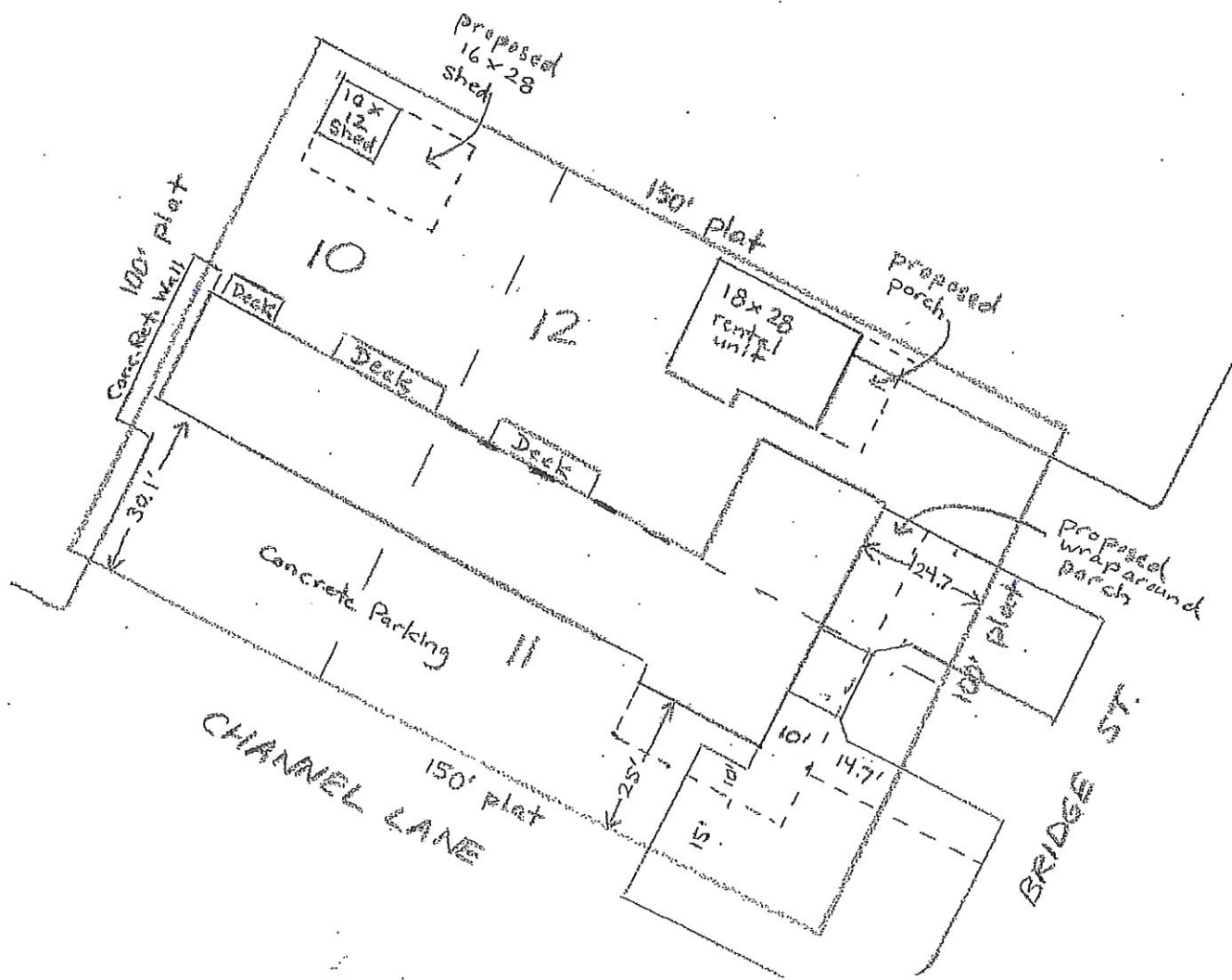
No bar and/or restaurant.
No retail sales.
75% Maximum lot coverage.

Please provide this proposed conditional rezoning agreement to the Planning Commission for their consideration.

Sincerely,



Lisa McKinney



MEMORANDUM

To: Village of Pentwater Planning Commission
From: Keith Edwards, Zoning Administrator, Village of Pentwater
Date: January 15, 2019
Subject: **Proposed Lot Split – 760 E. Hanover, Property Tax ID No. 64-044-560-094-50**

Introduction

James and Patricia Collins, owners of the property know as 760 E. Hanover St., on the northeast corner of Hanover and Third Avenue, in the Village of Pentwater are seeking approval to divide the existing property into two lots.

Background

The current owners of 240 Sands Street purchased the property in July of 2012. The existing legal description of the property is listed on the attached survey. The lot, also known as Part of Block 94 of Plat A of the Village of Pentwater is approximately 1.04 acres or 45,302.4 sq. ft. in area with 176.23 feet of frontage on Third Avenue and 251.05 feet of frontage on Hanover Street. The property is located within the R2, Single Family Residential Zoning District, where the minimum lot area of 8,000 sq. ft. and a minimum lot width of 66 feet is required for single-family residential uses.

Discussion

The applicants propose to split or divide the lot into two lots of unequal size. The smallest of the two, shown as 'Parcel A-2' on the attached survey has a lot area of 10,070 sq. ft. or 0.23 acres with a lot width of approximately 120 feet on the Third Avenue side of the lot. Each of the proposed lots are capable of meeting the minimum setback requirements of the R2, Single Family Residential Zoning District. 'Parcel A-1' is proposed at 34,767 sq. ft. or 0.79 acres with a lot width of 251.05 ft. Thus, both proposed lots would meet the minimum requirements for the R2, Single Family Residential Zoning District for single-family residential use. Additionally, Section 3.27 of the Zoning Ordinance requires that no parcel shall be created with a lot depth that exceed 4 times the lot width. Both proposed lots meet this requirement.

Lastly, Sections 150.35 – 150.37 of the Code of Ordinances for the Village of Pentwater require that:

1. No lot shall be provided into more than four parts; and,

2. Each new lot shall meet the minimum width and area of the Zoning Ordinance.

Both of the above requirements of the Code of Ordinance for the Village of Pentwater would be met based on the applicant's proposal. Additionally, the property is served by both municipal sanitary sewer and potable water.

Process

Although the Lot Split process is the sole responsibility of the Village Council, it has been the practice of the previous Zoning Administration to forward Lot Split requests to the Planning Commission for review against the Zoning Ordinance. After Planning Commission review and recommendation, the proposal must be forwarded to the Village Council for review and approval.

Recommendation

Staff recommends the Planning Commission consider a recommendation to the Village Council to approve the proposed lot split for 64-044-560-094-50, a.k.a. 760 Hanover Street, as proposed into two lots as shown on the attached application and survey prepared by Hepworth Land Surveying, LLC on December 12, 2018.

VILLAGE OF PENTWATER
 PETITION TO DIVIDE, SPLIT OR OTHERWISE ALTER EXISTING
 PROPERTY BOUNDARIES IN THE VILLAGE

Parcel Number
 Name:
 Date:

James A. & Patricia Collins
 (Applicant)

480 E. Hanover
 (Address)

Pentwater 49449
 (City, State, Zip Code)

231 869 4069
 (Telephone)

JimCollinsPentwater@gmail.com
 (E-mail)

OFFICE USE ONLY	
Application number	_____
Date Rec'd	<u>12/21/18</u>
Fee Rec'd	<u>300.00</u>
Approval Date by Planning Commission	_____
Approval Date by Village Council	_____
Date Recorded	_____

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

Builder / Have Option to purchase / Agent / other _____

PROPERTY OWNER:		<u>James A. & Patricia Collins</u>	
PROPERTY ADDRESS:		<u>Sequoia 700 E. Hanover</u>	
PARCEL NUMBER:		<u>64-044-560-094-50</u>	
RECORDED PLAT OR SUBDIVISION NAME:		<u>Part of Block 94 Plat "A" Village of Pentwater</u>	
BLOCK:	<u>94</u>	LOT(S):	<u>*OR ATTACH LEGAL DESCRIPTION</u>
ZONING DISTRICT:	<u>R2</u>	PRESENT USE:	<u>Single Family Residential</u>
WATER: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SEWER: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
CURRENT STRUCTURE ON LOT		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SETBACKS FROM PROPERTY LINES OF CURRENT STRUCTURES:

PRINCIPAL BUILDING

FRONT: 5'0"	RIGHT SIDE: 70'	LEFT SIDE: 9.6'	REAR: 230'
-------------	-----------------	-----------------	------------

ACCESSORY BUILDING

FRONT: NA	RIGHT SIDE:	LEFT SIDE:	REAR:
-----------	-------------	------------	-------

PURPOSE OF PETITION: Divide Block 94 into parcels
A-1 + A-2

(Attach sheets if necessary)
 attached

ATTACHED 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

ATTACH A TENTATIVE PARCEL MAP DEPICTING THE PROPERTY, including dimensions, layout of the alteration(s), and connecting streets/alleys/easement.
 attached

ATTACH LEGAL DESCRIPTION OF NEW PARCELS
 attached

**A word document containing the current legal and proposed descriptions must be e-mailed to zoning@pentwatervillage.org*

NUMBER OF ATTACHED SHEETS: 2

1. <input checked="" type="checkbox"/> Current Legal Description	Number of Pages: /
2. <input checked="" type="checkbox"/> Proposed Project	Number of Pages: /
3. <input checked="" type="checkbox"/> Survey	Number of Pages: /
4. <input checked="" type="checkbox"/> Proposed Map	Number of Pages: /
5. <input checked="" type="checkbox"/> New Legal Description	Number of Pages: /
6. <input type="checkbox"/> Other:	Number of Pages:

AFFIDAVIT: I attest that the information on the petition is, to the best of my knowledge, true and accurate. Further, I agree that all applicable sections of the Pentwater Community Zoning Ordinance will be complied with. Also, I agree to give permission for officials of Village of Pentwater to enter the property subject to this application for purposes of inspection. Finally, 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, building code, deed restriction or other property rights.

Signed: [Signature]
Date: 12/21/18

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

OFFICE USE ONLY

~~HEARING~~ HEARING DATE: January 22 @ PC

DATE SUBMITTED TO PLANNING COMMISSION: Dec. 28, 2018

[THIS FORM MUST BE DISTRIBUTED TO THE PLANNING COMMISSION WITHIN 30 DAYS OF RECEIPT]

OFFICE USE ONLY

Response requested from:
 DPW _____
 Police _____
 Fire _____
 Other _____

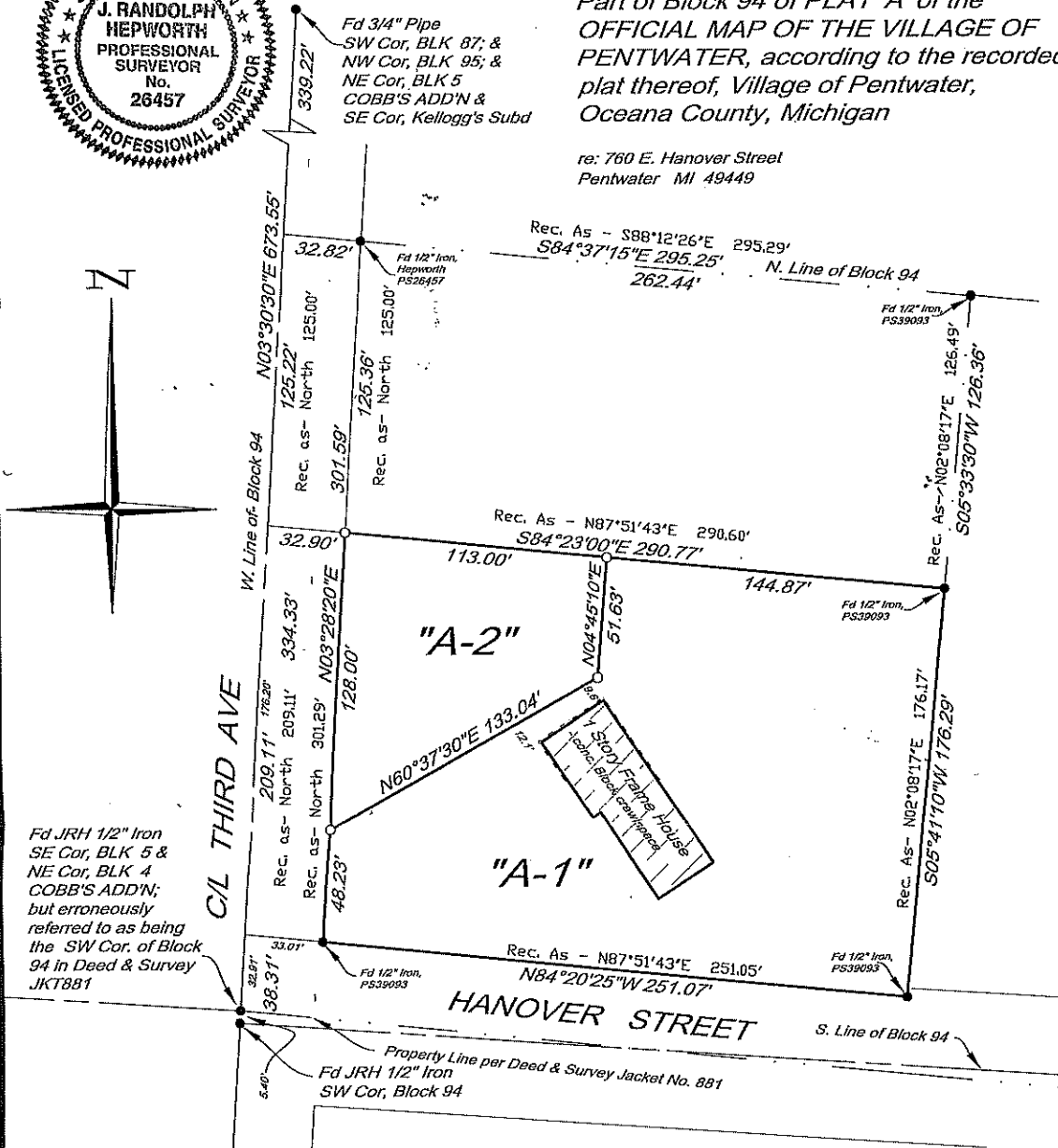
Please attach your response and RETURN WITHIN 10 DAYS OF THIS REQUEST to the Zoning Administrator

CERTIFICATE OF SURVEY



PP# 64-044-560-094-50
 Part of Block 94 of PLAT 'A' of the
 OFFICIAL MAP OF THE VILLAGE OF
 PENTWATER, according to the recorded
 plat thereof, Village of Pentwater,
 Oceana County, Michigan

re: 760 E. Hanover Street
 Pentwater MI 49449



Fd JRH 1/2" Iron
 SE Cor, BLK 5 &
 NE Cor, BLK 4
 COBB'S ADD'N;
 but erroneously
 referred to as being
 the SW Cor. of Block
 94 in Deed & Survey
 JKT881

BEARING BASIS - MICHIGAN STATE
 PLANE GRID; SOUTH ZONE

- = SET 1/2" X 24" IRON
- = FOUND IRON AS SHOWN

This Survey is a Partial Retracement of
 Survey recorded at SV201200800881
 and prior Survey by Hepworth, Job No.
 90106, dated May 4, 1990

To Jim Collins :

I hereby certify that to the best of my knowledge, information and belief I have surveyed and mapped the property as described and platted herein; that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying; and that I have substantially complied with the requirements of PA 132 of 1970 as amended.

Furthermore, if the Surveyor's signature is not purple colored, the plan is a copy that should be assumed to contain unauthorized alterations. This certification shall not apply to any copies. This survey plat was prepared for the exclusive use of the person(s), or entity named in this certification. This certification does not extend to any unnamed person, or entity, without an express re-identification.

J. Randolph Hepworth
 J. Randolph Hepworth, PS26457

SCALE: 1" = 100 FEET

FOR:
 JIM COLLINS

DWN: JRH CHK:

HEPWORTH LAND SURVEYING, LLC
 5774 WAYNE AVE
 PENTWATER, MI 49449
 TEL 231-869-2391

DISK: 2018 CRD: M13040
 SCR: S18171
 DATE: DECEMBER 12, 2018
 JOB NO.: 18171
 SHEET 1 of 2

MEMORANDUM

To: Village of Pentwater Planning Commission

From: Keith Edwards, Zoning Administrator

Date: January 18, 2019

Subject: Proposed Zoning Ordinance Amendment - Conditional Rezoning

The Planning Commission conducted a public hearing on the enclosed Zoning Ordinance Amendment as drafted by the Village Attorney, Brian Monton. No public comments were received regarding the proposed amendment.

At this time, please consider passing a motion to recommend that the Village Council consider approval of the amendment.

VILLAGE OF PENTWATER
COUNTY OF OCEANA, MICHIGAN

At a regular meeting of the Village Council of the Village of Pentwater, held at the Village Hall, 327 South Hancock Street, Pentwater, Michigan, on the ____ day of _____, 2018, at 6:00 p.m.

Members Present: _____.

Members Absent: _____.

The following ordinance and preamble were offered by Member _____ and supported by Member _____:

ORDINANCE NO. 19.20

AN ORDINANCE TO AMEND THE VILLAGE OF PENTWATER'S ZONING ORDINANCE

WHEREAS, the Village Council of the Village of Pentwater has determined that it would be in the best interest of the Village to adopt a zoning ordinance governing the conditional rezoning of land as authorized by MCL 125.3405.

THE VILLAGE OF PENTWATER ORDAINS:

Section 1. Conditional Rezoning.

A. Intent, application for and processing of conditional rezoning.

1. This section is intended to implement section 405 of the Zoning Enabling Act, MCL 125.3405, authorizing conditional rezonings.
2. An owner of land may voluntarily offer in writing conditions relating to the use and/or development of land for which a rezoning is requested. The offer will be in a proposed conditional rezoning agreement, as described in this section, below. This offer may be made either at the time the application for rezoning is filed or may be made at a later time during the rezoning process; however, the offer must in all events be considered by the Planning Commission before being acted on by the Village Council.

3. The required application and process for considering a rezoning request with conditions will be the same as that for considering rezoning requests made without any offer of conditions, except as modified by the requirements of this section.
4. The owner's offer of conditions may not purport to authorize uses or developments not permitted in the requested new zoning district.
5. Approval under this section must not obviate the requirement for special land use approval, variance relief, or site plan approval.
6. If the Village is in the process of proceeding with a conditional rezoning under this section and the applicant has not voluntarily offered the condition (or conditions) being considered, the applicant must inform the Village Clerk in writing of such fact before the final action of the Village Council granting the conditional rezoning.

B. Standards for approval. The following standards, among other factors deemed relevant by the Planning Commission and Village Council shall be considered in determining whether to approve a rezoning with conditional rezoning agreement, provided, the determination on whether the underlying rezoning itself should be granted will be deemed to be a legislative decision of the Village Council equivalent to Village Council action on other amendments to the zoning ordinance:

1. Compatibility with the policies and uses designated for the land and area in the approved master plan;
2. Compatibility of the uses and improvements allowed under the proposed rezoning with conditional rezoning agreement with other zones and uses in the surrounding area;
3. Availability and adequacy of public services and facilities and whether there is likely to be any adverse impact from a development or use allowed under the rezoning with conditional rezoning agreement; and
4. Whether the development that would be approved will advance the public interest, weighing the reasonably expected burdens likely to result from allowing the development against the reasonably expected benefits to be achieved by the development.

C. Approval and effect.

1. If the Village Council, after recommendation from the Planning Commission, determines in its discretion that the proposed rezoning with conditional rezoning agreement should be approved, the conditional rezoning agreement will be incorporated by attachment or otherwise as an

inseparable part of the ordinance adopted by the Village Council to accomplish the requested rezoning with conditional rezoning agreement.

2. The conditional rezoning agreement, as initially submitted, or as may be modified during the course of the rezoning process, will:
 - a. Be in a form recordable with the Register of Deeds for Oceana County or, in the alternative, be accompanied by a recordable affidavit or memorandum prepared and signed by the owner giving notice of the conditional rezoning agreement in a manner acceptable to the Village Attorney.
 - b. Contain a legal description and survey of the land to which it pertains.
 - c. Contain a statement and acknowledgment that the terms and conditions of the conditional rezoning agreement will run with the land be binding on and inure to the benefit of the property owner and the Village and their respective heirs, successors, assigns, and transferees.
 - d. A specification of all conditions proposed by the land owner to be applicable to the use and development of the land, including the following to the extent relevant:
 - (1) The location, size, height, or other measure for and/or of buildings, structures, improvements, setbacks, landscaping, buffers, design, architecture, and other features.
 - (2) Permissible uses of the property and a specification of maximum density or intensity of development and/or use, expressed in terms fashioned for the particular development and/or use, for example, and in no respect by way of limitation, units per acre, maximum usable floor area, hours of operation, and the like.
 - (3) Preservation of natural resources and/or features.
 - (4) Facilities to address any relevant traffic, storm water, and water quality issues.
 - (5) Provisions for maintenance of areas on the land, as relevant.
 - e. Contain a statement acknowledging that the conditional rezoning agreement or an affidavit or memorandum giving notice of it may

be recorded by the Village with the Register of Deeds for Oceana County.

- f. Contain the notarized signatures of all of the owners of the subject land preceded by a statement attesting to the fact that the conditional rezoning agreement, as the same may have been modified during the rezoning process (if applicable), has been freely, voluntarily, and knowledgeably offered by such owners and agreed on in its entirety.
3. On the rezoning taking effect, the zoning map will be amended to reflect the new zoning classification along with a designation that the land was rezoned with a conditional rezoning agreement. The Village Clerk will maintain a listing of all lands rezoned with a conditional rezoning agreement.
 4. The approved conditional rezoning agreement or an affidavit or memorandum giving notice of it will be filed by the Village with the Register of Deeds for Oceana County.
- D. Compliance with agreement. Any failure to comply with a condition within the conditional zoning agreement will constitute a violation of this zoning ordinance and be punishable accordingly. In addition, any such violation will be deemed a nuisance per se and subject to judicial abatement as provided by law.
- E. Time period for establishing development or use. Unless a longer or shorter time period is specified in the ordinance rezoning the subject land, the approved development or use of the land authorized in the conditional rezoning agreement must be commenced within 12 months from the effective date of the rezoning and afterwards proceed diligently to completion. This time limitation may on written request of the land owner be extended by the Village Council if (a) it is demonstrated by the land owner and determined by the Village Council in its discretion that there is a strong likelihood that the development or use will commence within the period of extension and proceed diligently afterwards to completion and (b) the Village Council determines in its discretion that there has not been a change in circumstances that would render the current zoning with conditional rezoning agreement incompatible with other zones and uses in the surrounding area or otherwise inconsistent with sound zoning policy.
- F. Termination of conditional rezoning agreement. If the approved development or use of the rezoned land does not occur within the time frame specified under the preceding subsection E, above or if the property owner makes a request in writing for termination of the conditional rezoning agreement before making any improvements under the conditional rezoning agreement, the rezoning and conditional zoning agreement will be deemed to be immediately terminated except in the Village's discretion as to that part of the land, if any, that has been developed. In the event of such termination, no new development or use of the land will be

permitted until a new zoning classification is approved by a rezoning of the land. On such termination, the Planning Commission must immediately initiate the process to rezone the land in whole or in part to its prior or other appropriate zoning classification. The procedure for considering and adopting this rezoning will be the same as applied to all other zoning requests. Once the rezoning has occurred, the Village will, on request of the land owner, record with the Register of Deeds for Oceana County a notice that the conditional rezoning agreement, except in the Village's discretion as to that part of the land, if any, that has been developed, is no longer in effect.

Section 2. Should any section, clause, or paragraph of this ordinance be declared by a court of competent jurisdiction to be invalid, the same will not affect the validity of the ordinance as a whole or part of it other than the part declared to be invalid.

Section 3. All ordinances or part of ordinances in conflict with this ordinance are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 4. This ordinance will become effective seven (7) days after its publication or seven (7) days after the publication of a summary of its provisions in a local newspaper of general circulation in the Village.

AYES: Members: _____.

NAYS: Members: _____.

ABSENT: Members: _____.

ORDINANCE DECLARED ADOPTED.

Rande S. Listerman, Village Clerk
Village of Pentwater

STATE OF MICHIGAN)
) ss.
COUNTY OF OCEANA)

I hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the Village Council of the Village of Pentwater at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Rande S. Listerman, Village Clerk
Village of Pentwater

MEMORANDUM

To: Village of Pentwater Planning Commission

From: Keith Edwards, Zoning Administrator

Date: January 18, 2019

Subject: New Business Items for January 22, 2019 Planning Commission Meeting

The following two New business items are on the agenda for the January 22, 2019 Planning Commission Meeting:

New Business

A. Intent to Plan – Consideration for Approval of Public Notice.

In accordance with the Michigan Planning Enabling Act, the Planning Commission must publish a notice in the newspaper regarding their intent to develop or update a Master Plan. I will prepare this notice and have it ready for the February meeting.

B. Zoning Plan - Introduction to future Zoning Ordinance Amendments and the Zoning Plan portion of the Master Plan.

I would like the Planning Commission to consider allowing me to coordinate the preparation of the “Zoning Plan” portion of the Master Plan. I feel I am uniquely positioned to do this inasmuch as I am the Zoning Administrator for the Village and the Township. I also intend to utilize the review of Mark Van Allsburg, our Zoning Attorney for both the Village and the Township at one or two strategic points in preparation of the Zoning Plan.



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

January 8, 2019

The following is a summary of activity conducted by the Zoning Administrator in December, 2018.

Code Enforcement - Nothing outstanding at this time.

Planning Commission

The Planning Commission met on December 19, 2018 to:

- Hold a public hearing on Zoning Ordinance a Zoning Ordinance amendment to allow for Conditional Rezoning as permitted by the Michigan Zoning Enabling Act. I anticipate the Planning Commission making a recommendation to Council at their January 22 meeting;
- Approve their 2019 meeting schedule as the fourth Tuesday of the Month – see attachment;
- Discuss long-term planning during a revised presentation made by Planning Commissioners Mark Benner and Rand Gee regarding long-term planning, including appointing Rand Gee and Mark Benner to the Visioning Team. The Visioning Team or steering committee will be comprised of two members from the Village Planning Commission, two members from the Township Planning Commission, two members from the Pentwater School District and, two members from the community at large. I anticipate a presentation to the Village Council for their February meeting.

Zoning Board of Appeals - The Zoning Board of Appeals did not meet in December.

Zoning Permits - The following Zoning Permit was issued in December, 2018:

1. 863 E. Park Street for a covered front porch

Other - None

Sincerely,

Keith J. Edwards

Keith Edwards
Zoning Administrator