

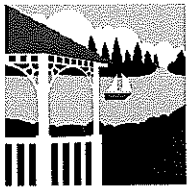
VILLAGE OF PENTWATER

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 July 23, 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. Report from the Pentwater Visioning Team – Mark Benner and Chris Conroy.
 - B. Discussion of public and Planning Commissioner comments on the 2019 Proposed Zoning Ordinance Update – Previously delivered to the Planning Commission on April 23, 2019.
6. **New Business**
 - A. 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 August 27, 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 June, 2019.
8. **Communications from Planning Commission Members**
9. **Public Comments**
10. **Adjournment**

Next Scheduled Planning Commission Meeting – July 23, 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
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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 _____.



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ZONING ADMINISTRATOR'S REPORT

June 28, 2019

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

Code Enforcement - Nothing outstanding at this time.

Planning Commission

The Planning Commission met on June 25, 2019 (see draft Planning Commission minutes):

- Hear a report from the Pentwater Visioning Team – Mark Benner and Chris Conroy.
- Consider a request for the recombination and division of a platted lot at the NW corner of Morris & Hanover.
- Consider a request for the division of a platted lot at the NE corner of Hancock & Third Street. Consider the proposed addition of a covered porch to a Unit 7, a nonconforming building – 10 Channel Lane, The Channel Lane Inn.
- Conduct the election of Planning Commission officers.
- Make an appointment of the Planning Commission representative to the Zoning Board of Appeals.

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

Zoning Permits - The following Zoning Permits were issued in June, 2019:

1. 226 E. Park St. for a deck with a screen porch.
2. 781 Hanover to demolish the existing garage.
3. 145 S. Hanover St. for a privacy fence.
4. 226 Hancock St. for a wall sign.
5. 84 S. Ellery St. for a fence.
6. 10 Channel Lane to demolish the existing shed and construct a new 16' x 28' garage.
7. 120 E. First St. to construct a 7' x 10' 6" laundry room addition.

Other – The Vision Team, along with the assistance of Julie Hales-Smith of North Coast Community Consultants and Tammy Carey of the Oceana County Community Foundation conducted the Pentwater Community Assessment Focus Groups and Town Hall Meetings on June 19 and 22, 2019. Over 130 members of the public were in attendance for these sessions to explore the strengths, weaknesses, opportunities and threats to the Pentwater Community. While

Julie is finishing her report, the Vision Team is putting together a survey to poll visitors about their origin, reason for their visit to Pentwater and other information such as where they are staying, the ages of people in their party and duration of their stay. This survey will be conducted before Homecoming. Additionally, the Vision Team is working with the Centenary Methodist to design a broader community survey of the residents – this survey is slated for mid to late August. Lastly, the Vision Team will meet again July 9 to consider Julie's draft report, the items above, and begin preparing an outline for the remainder of the public input process, primarily targeting young families and students.

Sincerely,

Keith J. Edwards

Keith Edwards
Zoning Administrator