

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, June 21, 2017
7:00 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 May 17, 2017.
- III. Public Comments
- IV. Department/Committee Reports
 - A. Zoning Administrator – See attached report.
 - B. Zoning Board of Appeals – See attached unapproved minutes of June 7, 2017.
- V. Old Business - None
- VI. New Business
 - A. Presentation from Dr. Caludia Ressel-Hodan, Village of Pentwater DDA.
 - B. Presentation from Bert Stiphany – Hancock Building, proposed parking addition and balconies.
 - C. Request for Planning Commission Representative to the ZBA.
- VII. Communications from Planning Commission Members
- VIII. Public Comments
- IX. Adjournment



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 – May 17, 2017

Chairperson Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:01 pm with the Pledge of Allegiance.

ROLL CALL

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

Absent: Kirstin McDonough (excused)

Staff Present: Keith Edwards, Zoning Administrator

APPROVAL OF AGENDA

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

Voice Vote: Aye: 5 Nay: 0 Absent: 1 **Motion carried.**

APPROVAL OF REGULAR MINUTES

Motion by Anderson, second by Angell-Powell to approve the April 19, 2017 regular meeting minutes as presented.

Voice Vote: Aye: 5 Nay: 0 Absent: 1 **Motion carried.**

PUBLIC COMMENTS ON AGENDA ITEMS - None

COMMITTEE/DEPARTMENT REPORTS

A. Zoning Administrator

Edwards reported that only three Zoning Permits had been used since the last Planning Commission meeting, for a shed, deck and a front porch.

Motion by Anderson, second by Benner to approve the Zoning Administrator's written report as presented.

Voice Vote: Aye: 5 Nay: 0 Absent 1 **Motion carried.**

B. Zoning Board of Appeals

No meeting. No report.

OLD BUSINESS - None

NEW BUSINESS

A. Proposed Improvements to Nonconforming Building – 424 S. Chester Street

The Planning Commission reviewed the request to remove an existing deck and construct a 141 sq. ft. addition on the north side of the non-conforming home. The home is non-conforming because it is located within the platted portion of the Chester Street right-of-way. The proposed addition would increase the existing building area by 11% and it meets the setback requirements, and will not exacerbate the existing non-conforming impervious surface requirement of 91% of the lot area.

Motion by Angell-Powell, second by Anderson to approve the addition to the nonconforming home for 424 S. Chester Street.

Voice Vote: Aye: 5 Nay: 0 Absent 1 **Motion carried.**

B. Proposed Improvements to Nonconforming Building – 85 Mears (a.k.a. 174 Channel Lane)

The Planning Commission reviewed the request to demolish the existing two-story garage and existing decking in order to construct a 1,372 sq. ft. addition on the north side of the non-conforming home. The home is non-conforming because it has a 5 ft. setback to the right-of-way of Mears Street where 17 ft. is required and a 10 ft. setback to Channel Lane where 17 ft. is required. The proposed addition would increase the existing building area by 99% and all of the new construction meets the existing setback requirements including the lot coverage requirement. The reason that the existing setback requirements can be met is because additional land was acquired in 2016 with a lot combination and division of 141 Channel Lane

Motion by Angell-Powell, second by Anderson to approve the addition to the nonconforming home for 85 Mears Street.

Voice Vote: Aye: 4 Nay: 1 Absent 1 **Motion carried.**

PUBLIC COMMENTS

Rand Gee, 416 N. Rush Street reminded the Planning Commission to keep the long range planning and zoning items on the radar.

COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS

None.

ADJOURNMENT

Christians adjourned the meeting at 7:41 p.m.

Respectfully Submitted,

Keith Edwards
Zoning Administrator

May 23, 2017
Date

Approved by the Village of Pentwater Planning Commission on _____

DRAFT



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

June 6, 2017

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

Code Enforcement

Following up on a few recreational vehicles, boats and long grass.

Planning Commission

The Planning Commission met on May 17, 2017 to consider the expansions of two non-conforming homes, one at 424 Chester Street and one at 85 Mears Street. Both projects were approved.

Zoning Board of Appeals

The Zoning Board of Appeals did not meet in May, 2017.

Zoning Permits

The following Zoning Permits were issued in May, 2017.

1. 347 S. Hancock to replace a fence.
2. 85 Mears to demolish an existing garage and construct a new addition.
3. 424 Chester to remove part of a deck and construct a new addition.
4. 61 N. Hancock to construct a new rear deck and replace the front porch.
5. 438 S. Hancock to erect a new wall sign for "VOX POPS".

Sincerely,

Keith J. Edwards

Keith Edwards
Zoning Administrator



VILLAGE OF PENTWATER
Zoning Board of Appeals
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 7, 2017

Chairperson Castor called the regular meeting of the Pentwater Zoning Board of Appeals Meeting to order at 7:02 P.M. with the Pledge of Allegiance.

ROLL CALL: Present: Andrew Witt, Nancy Ceton (Alternate), Bill Bainton (Alternate) and Mike Castor. **Absent:** Bill O'Donnell, and Jim Young

Others present: Zoning Administrator Keith Edwards, Deputy Clerk/Treasurer Barbara Siok and Village President Jeff Hodges.

APPROVAL OF AGENDA: *Motion* by Bill Bainton, second by Nancy Ceton to approve agenda as presented. Voice Vote: Ayes: 4, Nays: 0. **Motion carried.**

APPROVAL OF MINUTES MAY 4, 2016: *Motion* by Nancy Ceton, second by Bill Bainton to approve May 4, 2016 minutes as presented. Voice Vote: Ayes: 4, Nays: 0. **Motion carried.**

PUBLIC COMMENTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

ELECTION OF OFFICERS: *Motion* by Bainton to elect Mike Castor as Chair and Bill O'Donnell as Vice-Chair, second by Ceton. Roll call vote: Ayes: 4, Opposed: None. Motion passed. *Motion* by Bainton to close the elections, second by Ceton.

STATUS OF BATES LAWSUIT: Keith Edwards said Bates may have appealed to the State Supreme Court due to a Constitutional challenge. Chair Castor stated to that Bates did not meet the criteria and that it was well documented and emphasized reasons were given for the board's voting.

INTRODUCTION OF SUGGESTED AMENDMENTS TO ZBA BY-LAWS: Edwards explained proposed amendments to the ZBA By-laws recommending voting at the next meeting.

ZONING BOARD OF APPEALS TOOLKIT: Chair Castor explained the purpose of the book and emphasized the importance of the ZBA authority and documentation suggesting members to write any questions in the margins to be discussed at the next meeting.

Chair Castor asked for comments. Village President Hodges thanked members for their service.

The next ZBA meeting is scheduled for September 6, 2017 at 7:00 PM

ADJOURNMENT: *Motion* to adjourn by Andrew Witt second by Nancy Ceton. All Ayes. Castor adjourned the meeting at 7:26 PM

Respectfully submitted by
Barbara Siok, Deputy Clerk/Treasurer

MEMORANDUM

To: Planning Commission
From: Keith Edwards, Zoning Administrator
Date: June 16, 2017
Subject: Hancock Building – Proposed Change of use of Second Floor

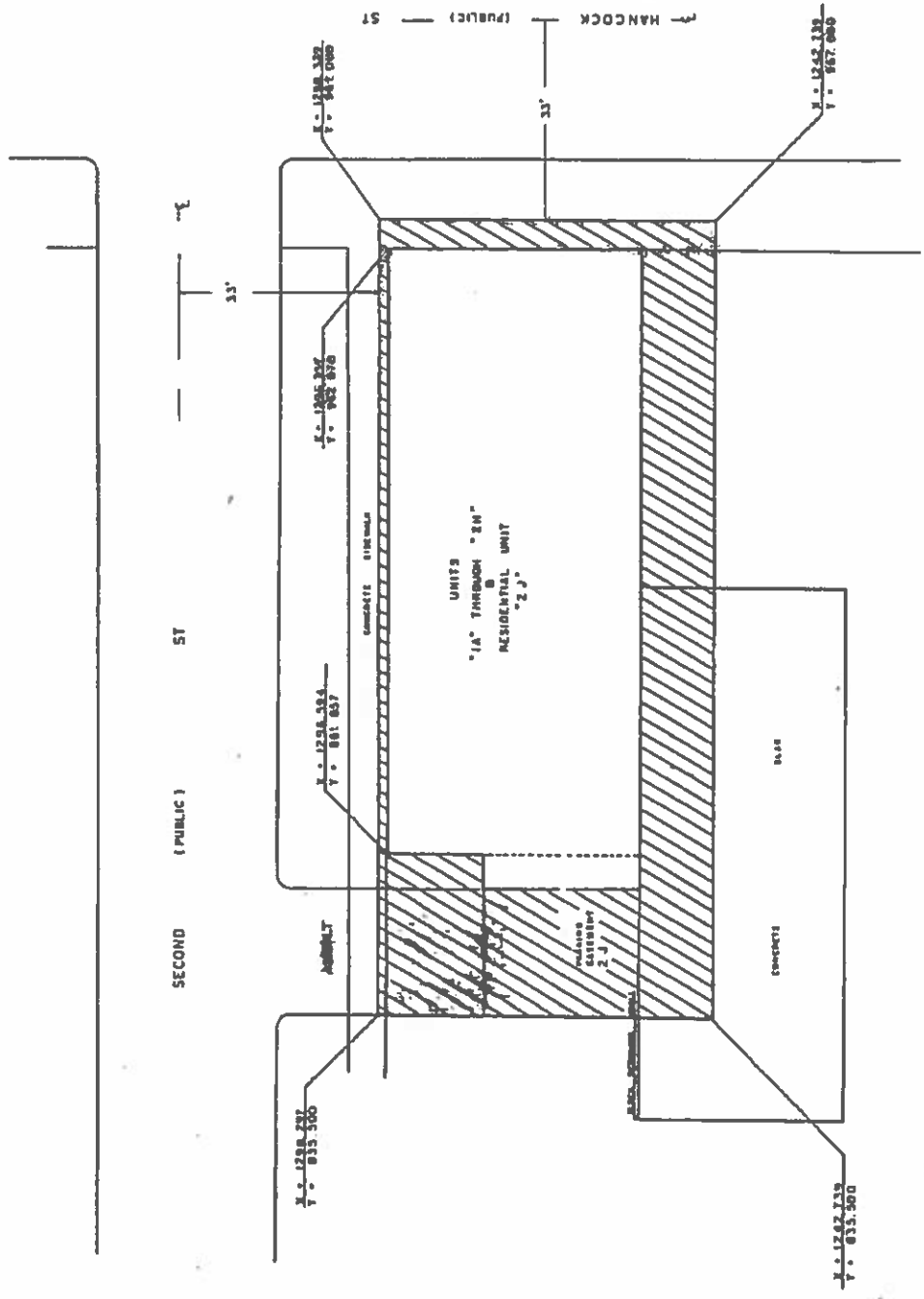
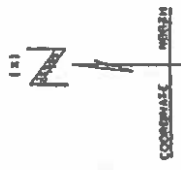
Robert Stiphany, representing the Hancock Building Condominium Association will provide a presentation at the Planning Commission meeting of June 21 regarding some proposed changes to the Hancock Building, 215 S. Hancock, located on the southwest corner of Second and Hancock Streets.

The proposed changes include changing the use of two units on the second floor from commercial to residential use, adding balconies on the north, east and south sides of the building and adding a parking area to the east of the current parking area on Village owned property.

The existing building contains two residential units currently, one on the second floor with the deck on the west end or rear of the building, which is exclusively for the use of that unit. Two parking spaces on the west side of the building are dedicated to this residential unit. An additional residential unit exists on the first floor adjacent to the west end of the public restrooms (the condo unit containing the public restrooms is owned by the Village). This first floor residential unit does not have any dedicated parking. According to Mr. Stiphany, the Zoning Ordinance, at the time the building was converted from a theater to a multi-use building, a total of 1.5 parking spaces were required for each residential unit. Therefore, the building and off-street parking area today can maintain compliance with the former ordinance for the existing two units. However, today, the new Zoning Ordinance requires two (2) off – street parking spaces per residential unit. Thus, in order to accommodate the conversion of two second floor commercial units to residential use along with the two existing residential units, 8 parking spaces should be provided. Thus, the condominium seeks to request this additional space for parking from Village Council.

With the exception of the north or Second Street side balcony, all other proposed balconies would be located wholly within the current property boundaries. There are no setbacks required for buildings located within the C-3, central Business Zoning District unless that side is adjacent to a single family residential zoning district.

Several drawings have been provided for your review, and the Village President seeks a recommendation on the proposed parking area and north side balcony from the Planning Commission.



LEGEND:
 GENERAL COMMON ELEMENT

SITE PLAN
 SCALE 1" = 10'

HANCOCK BUILDING CORPORATION
 BARNETT SURVEYING, INC.
 BOX 474, S BRANCH ROAD
 BRANCH, MICHIGAN 49402