



# 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](http://www.PentwaterVillage.org)

## **Planning Commission Meeting Agenda March 21, 2018 7:00 P.M.**

- I. Opening**
  - A. Call to Order.
  - B. Pledge of Allegiance.
  - C. Roll Call.
  
- II. Approval of Agenda and Minutes**
  - A. Approval of Agenda.
  - B. Approval of Minutes of the Meeting held February 21, 2018.
  
- III. Public Comments**
  
- IV. Public Hearing – None.**
  
- V. Old Business - Master Plan Amendment – Downtown Plan**
  - A. Review of Master Plan Goals for Downtown.
  - B. SWOT Analysis to Ideas to Goals and Objectives.
  
- VI. New Business – None.**
  
- VII. Department/Committee Reports**
  - A. Zoning Administrator – See attached report.
  - B. Zoning Board of Appeals – No meeting, no report.
  
- VII. Communications from Planning Commission Members**
  
- VIII. Public Comments**
  
- IX. Adjournment**

**Next Scheduled Planning Commission Meeting – April 18, 2018**



# VILLAGE OF PENTWATER

## Planning Commission

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### Regular Meeting Minutes – February 21, 2018

Chairman Ron Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:03 pm, with the Pledge of Allegiance.

#### ROLL CALL

**Present:** Bruce Koorndyk, Michelle Angell-Powell, Mark Benner, Ron Christians & Paul Anderson. Kirstin McDonough arrived at 7:33 pm.

**Absent:** None.

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

#### APPROVAL OF AGENDA

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

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

#### APPROVAL OF MINUTES

**Motion** by Anderson, second by Angell-Powell to approve the January 17, 2018 regular meeting minutes as submitted.

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

**PUBLIC COMMENTS** – No comments from the audience were submitted at this time.

**PUBLIC HEARING** – None.

#### OLD BUSINESS

##### A. Commencement of the Downtown Pentwater Planning Process

**Motion** by Angell-Powell, second by Koorndyk to commence or initiate the Downtown Pentwater planning process, a Sub-Area Amendment to the Village of Pentwater Master Plan Update, 2015.

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

##### B. Discussion – Initiation of Downtown Pentwater Plan Focus Groups

Mr. Edwards explained the role of the focus groups to form group members and begin to discuss what it means for Downtown Pentwater to be a Waterfront Community, Arts & Garden Community, possess a Historic Heritage participate in Economic Development and add new infrastructure such as Complete Street and upgrade Infrastructure to Downtown Pentwater. Each Focus Group will initially begin their discussion with a Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis focused on their

respective topic area. Several members of the audience offered to join focus groups including Larry Conroy on the Waterfront Community Focus Group, Claudia Ressel-Hodan , Terry Valenzano and Chris Conroy on the Complete Streets and Infrastructure Focus Group with Terry Valenzano, and Rhonda Kraai joining the Economic Development Focus Group.

Further it was identified that there will be times when the Focus Groups report to the Planning Commission as a whole, especially where the topics overlap to impact each other in Downtown Pentwater.

**NEW BUSINESS – None**

**COMMITTEE/DEPARTMENT REPORTS**

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

**B. Zoning Board of Appeals -** No meeting, no report.

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

**PUBLIC COMMENTS – None**

**ADJOURNMENT -** The meeting was adjourned by Chairman Ron Christians at 7:50 pm.

Respectfully Submitted,

\_\_\_\_\_  
Keith Edwards  
Zoning Administrator

February 27, 2018  
Date

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

## MEMORANDUM

To: Village of Pentwater Planning Commission  
From: Keith Edwards, Zoning Administrator  
Date: March 16, 2018  
Subject: Downtown Pentwater Plan –Review of Chapters 3 & 4 of the 2015 Master Plan Update

### Introduction

I have reviewed the 2015 Master Plan Update, specifically the Vision Statement, Core Values and Goals of Chapter 3. It is my suggestion that the Planning Commission not consider changing the Vision Statement or Core Values at this time, for a purposeful public input process should be initiated for reexamining the Village's Vision and Core Values. Rather, the Planning Commission should be informed as to what this chapter says about the goals of commercial and residential uses as they relate to Downtown Pentwater.

I have reviewed Chapter 4 of the 2015 Master Plan Update, specifically pages 27 through 41 and concentrated the discussion below on the Infrastructure, Commercial, Residential and Semi-Public and Public Facilities portions of Chapter 4 – Charting the Future.

### Discussion

#### Chapter 3 - Goals

The complete list of six (6) goals are described on pages 24 through 26 of the 2015 Master Plan Update. Below, I have provided some comments for Planning Commission discussion:

- Goal 1 – this goal reflects the bias or dogma for considering land use decision relative to “Village-scale density...to create a community consistent with our existing small town character”. Thus, the Planning Commission’s task at this point would be to identify and describe what it is or will be about Downtown Pentwater that development and new development will be consistent with village-scale, small town character. **We should begin to refine or define what is meant by “village-scale” such that it reflects the desired character of the built environment.**
- Goal 2 – is sort of a two-fold goal and really should be separated in the future because it relates to determining whether future uses can be supported by infrastructure, “...facilities and uses..., and preserve the natural character of the landscape”. The big concern seems to be a statement that follows: “Large industrial or commercial developments can neither be economically supported nor provided with the infrastructure necessary to accommodate them”. This statement seems to deter large scale “big box and junior box stores”, commercial and other industrial users that tax the roadways, parking, police and fire, sewer and water systems. **We can use some of the language from other sections of the Master Plan and Zoning Ordinance to further refine what is meant by this goal and prepare that revised version for the Downtown Pentwater Plan.** After defining the appropriate scale of commercial uses that “fit” Downtown Pentwater, the Planning Commission should work with Village staff and perhaps Village

engineers to determine whether our public facilities, services and infrastructure can manage the scale of development.

- Goal 3 – is really a repeat of Goals 1 and 2 above, however the discussion suggests that some development could be tolerated, but that there is little support by the public for attracting new commercial or industrial development. At this time, I suggest that the Planning Commission may want to create target areas for development or redevelopment and explore a range of uses and scale that may be acceptable in those locations. **Staff will review this items with Planning Commissioners on March 21, 2018.**
- Goal 4 – pertains to working with other interested parties to promote economic opportunities like jobs, and recognizes that those communities with highway interchanges like Pentwater Township, Summit Township, Weare Township and the Hart area may have property planned for larger scale commercial and industrial development. Planning Commissioners should consider these possibilities as they review proposed uses for the Village and Downtown Pentwater to provide housing, personal services, and small-scale commercial uses.
- Goal 5 - reflects the community's desire to preserve natural resources. As it pertains to the Village, this goal points to seasonal attractions such as Charles Mears State Park and the public and private marinas. Integrating and/or connecting these attractions with the commercial core of the Village can have synergistic benefits.
- Goal 6 – is relative to creating housing for the aging population while keeping these populations connected to the community. Planning Commissioners should consider whether such uses are appropriate for the downtown geographic area and what areas in particular, if any, are appropriate for such uses.

#### Chapter 4 – Charting the Future

This part of the Planning Commission's discussion should be informed by the sections on infrastructure; semi-public and public facilities (boat launch, marinas, village green, dinghy dock, shopper's dock, water tower park and bell park); commercial and residential uses; assuming, of course, that the Planning Commission does not intend to include light industrial uses in the discussion.

Downtown Infrastructure – Planning Commissioners should consider a section of the Downtown Pentwater Plan that deals with "Complete Streets", that deals with traffic patterns, destinations for parking and on-street parking, storm water management and pedestrian other forms of non-motorized transportation. We should also consider the idea that roadways may be used in the future for smaller forms of motorized transportation, autonomous and non-fossil fuel powered vehicles.

Downtown Semi-Public and Public Facilities - Integration of the Pentwater Design by Steve Bass will be critical in this step as well as important to inform other discussions, and viable connections between Downtown Pentwater and Charles Mears State Park, Channel Lane Park, Pentwater Lake, and Chester Street Park should also be explored.

Downtown Commercial Uses – The Planning Commission should consider the potential for Village-scale “boutique” hotel(s), ancillary uses like sundries, fitness and business service uses; restaurants and other “night-life”; medical and other service oriented offices uses; and, off-street parking facilities that could be woven into the commercial / single family residential area by use of appropriate design and buffering techniques.

Downtown Residential Uses – I was surprised to learn that the Master Plan and Zoning Ordinance seems to discourage residential uses in “downtown” Pentwater, yet not too surprised. Such bias in favor of keeping these uses out of downtown is customarily a relic of the late 1950’s through the 1970’s. Since 1980, there has been a resurgence in Planning Principles reversing those trends toward creating incentives for people to reside downtown. This movement began with “New Urbanism” in the late 1980’s, has continued under buzz words like Smart Growth and most recently “Sustainable Cities or Cool Cities”.

Chapter 4 provides the following Guidelines (labeled Design Guidelines) for Residential uses in the Business District:

- “Limited mixed-use scale in the downtown business district with second- and third-floor apartments / condominium units will provide a mixture of housing types to augment available housing options currently available in the Village. These units will be limited in size and scale in relation to the existing and historic structures of the Village and the height limits outlined in the Zoning Ordinance.” (p. 34)

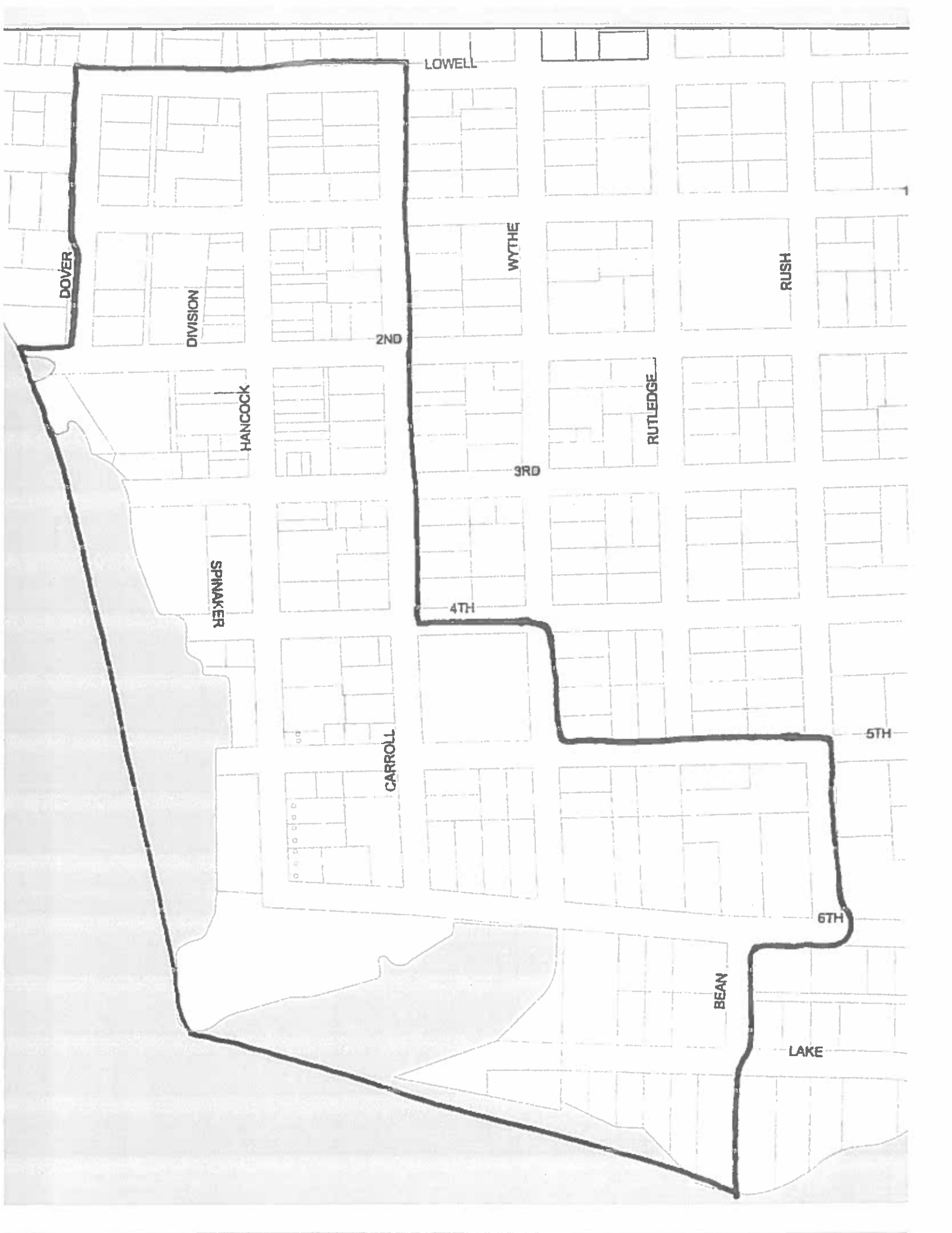
And yet, the above statement seems to conflict with the next statement:

- “Downtown land use should ensure that retail development is concentrated on Hancock and office services are directed to side streets off Hancock. Residential Development should be considered as an accessory use to commercial uses in this district.” (p. 36)

This section should focus on consideration for upper floor residential uses in existing buildings and not require that residences on those upper floors be accessory to what is on the main or sidewalk level floor. Consideration should be given to locating Downtown residences on the second and third floor while prohibiting them at or below the grade of the main or sidewalk level.

### **Next Steps**

Focus Groups will be generating Ideas from the Asset identification and SWOT Analysis to be used for developing Goals in a larger public forum. **We should discuss what this forum will look like at our March 21, 2018 Planning Commission meeting.**



## **MEMORANDUM**

**To:** Village of Pentwater Planning Commission

**From:** Keith Edwards, Zoning Administrator

**Date:** March 16, 2018

**Subject:** **Downtown Pentwater Plan – Amendment to the Master Plan  
SWOT Analysis to Ideas to Goals and Objectives**

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At this time, the Downtown Pentwater Plan Focus Groups are assembling their members and about to begin the SWOT Analysis of their area of Focus Groups' topic of study for Downtown Pentwater. The first thing for each Focus Group to do would be to identify the Assets associated with the Topic. For instance the Waterfront Group may identify the points of access from Downtown to Pentwater Lake. The Historic Group might identify the Downtown buildings that may be considered Historic and/or important to the representing the Historic Character of the Village. The Arts and Garden groups might identify all of the current displays of public art and/or garden spots in Downtown.

- Having identified the known assets, The SWOT Analysis will explore the Strengths, Weaknesses, Opportunities and Threats (SWOT) associated with those assets and each area of study.
- Looking back to the outline that we established for the Downtown Pentwater Plan document, (see attachment), the SWOT analysis will be used to generate ideas for attacking the weaknesses and threats while bolstering the strengths of each topic and going after those opportunities.
- The ideas generated will be used to develop Goals to achieve in Downtown Pentwater, and finally each group will come up with a few Objectives designed to meet those Goals. The objectives will describe the means to implement the plan which will work its way up to the Village Council and other committees for action. As the above work is being completed by the Focus Groups, Staff will be working on the Introduction and Strategies Sections of the Plan as shown on the attached outline.

All of the above then is compiled as "The Downtown Pentwater Plan" which is amended to the 2015 Master Plan Update for the Village of Pentwater.

"The Downtown Pentwater Plan" becomes the principal document used to guide the Village and all of its Boards and Committees in reviewing and amending public policy and as a basis to seeking funds through grants and other means to acquire the resources necessary to complete the objectives of "The Downtown Pentwater Plan".



## **Memorandum**

**To:** Village of Pentwater Planning Commission

**From:** Keith Edwards, Zoning Administrator

**Date:** October 13, 2017

**Subject:** **Downtown Pentwater Plan Outline for Discussion  
Formulation of Work Plan and Organization of Work Groups**

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After further review of my August, 2017 memorandum regarding an outline for the Downtown Pentwater Plan – a Sub-Area Amendment the Master Plan, I am suggesting the following revisions for your consideration:

### **Downtown Pentwater Sub-Area Plan Outline**

#### **A. Introduction**

- a. Purpose
- b. Determine Geographic Area (including waterfront)
- c. Summarize Existing Conditions
- d. Conclusion

#### **B. Asset Inventory and Review of Existing Conditions**

- a. Inventory and Review
  - i. Assets
  - ii. Review Existing Land Use and Proposed Land Use Map
  - iii. Review Existing Zoning Map
  - iv. Review Existing Zoning District Regulations
- b. SWOT(B) Analysis
  - i. Strengths
  - ii. Weaknesses
  - iii. Opportunities
  - iv. Threats (Barriers)

#### **C. Develop Goals**

- a. Waterfront Community
- b. Garden Community
- c. Arts Community
- d. Historic Heritage
- e. Downtown Economy
- f. Complete Streets

**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. **Build Strategies and Plans for 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. **Pentwater Design Project – Trees, Landscaping, Furniture and Seasonal Decorations including:**
      - a. **Fish Station**
      - b. **Bell Park**
      - c. **Shopper’s Dock**
      - d. **Water Tower Park**
      - e. **Other site projects like:**
        - i. **Village Green Amenities**
        - ii. **Waterfront and Marina Amenities**
        - iii. **Etc.**
    2. **Complete Streets Infrastructure Improvements like:**
      - a. **Non-motorized Travel including sidewalks and respite areas.**
      - b. **Lighting**
      - c. **Storm Water Management and Infrastructure**
      - d. **Sanitary Sewer Capacity and Transmission**
      - e. **Municipal Water Supply Volume and Pressure, etc.**
- b. **Evaluate and Revise above as necessary**

So, to get us started, I am suggesting the Planning Commission review and discuss the outline above and consider assignments for Planning Commissioners, Staff and other interested persons to take part in forming the components of the Downtown Pentwater Sub-Area Plan.

At the October Planning Commission meeting, I will be spelling out the necessary procedures in accordance with the Michigan Planning Enabling Act. Should the Planning Commission wish to pursue the assignment of tasks and formation of sub-committees, those steps would be a convenient path forward toward organization of this planning effort as we plan for the kick-off in November.



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## **ZONING ADMINISTRATOR'S REPORT** **March 2, 2018**

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

### **Code Enforcement**

Nothing outstanding at this time.

### **Planning Commission**

The Planning Commission met on February 21, 2018 to hold its regular meeting where they:

- Made a motion to Commence the Downtown Pentwater Planning Process; and,
- Discussed the formation of the six focus groups for the Downtown Planning process.

### **Zoning Board of Appeals**

The Zoning Board of Appeals did not meet in February 2018.

### **Zoning Permits**

No Zoning Permits were issued in February, 2018

Sincerely,

*Keith J. Edwards*

Keith Edwards  
Zoning Administrator