

# 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 Tuesday, November 15, 2017 7 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 October 18, 2017.

### **III. Public Comments**

### **IV. Department/Committee Reports**

- A. Zoning Administrator – See attached report.
- B. Zoning Board of Appeals – No meeting, no report.

### **V. Old Business**

#### **A. Master Plan Amendment – Downtown Plan**

1. Determine geographic area to be included in the Downtown Pentwater Plan.
2. Review of Chapter 3 of the 2015 Master Plan Update.
3. Review of Chapter 4 of the 2015 Master Plan Update.
4. Determine Planning Commissioner assignments for the Downtown Penwater Plan.

### **VI. New Business – None.**

### **VII. Communications from Planning Commission Members**

### **VIII. Public Comments**

### **IX. Adjournment**



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## Planning Commission

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### Regular Meeting Minutes – October 18, 2017

Chairperson Christians called the regular meeting of the Pentwater Village Planning Commission Meeting to order at 7:20 pm, with the Pledge of Allegiance.

#### ROLL CALL

**Present:** Ron Christians, Michelle Angell-Powell (arrived at 7:25 pm), Mark Benner, Kirstin McDonough & Paul Anderson

**Absent:** Bruce Koorndyk (excused)

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

#### APPROVAL OF AGENDA

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

Voice Vote: Aye: 4      Nay: 0      Absent: 0      **Motion carried.**

#### APPROVAL OF REGULAR MINUTES

**Motion** by Angell - Powell, second by Koorndyk to approve the September 26, 2017 regular meeting minutes as presented.

Voice Vote: Aye: 4      Nay: 0      Absent: 0      **Motion carried.**

**PUBLIC COMMENTS** – Present in the audience were Claudia Ressel–Hodan, Doug Osborn, Eva Gregwer, Norm Shotwell, and Terry Velanzano. No comments from the audience were submitted at this time.

#### COMMITTEE/DEPARTMENT REPORTS

##### A. Zoning Administrator

**Motion** by Anderson, second by McDonough to accept the Zoning Administrator's report.

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

##### B. Zoning Board of Appeals

The ZBA meeting met on September 6 at 7 pm to discuss an update to the ZBA By-laws primarily regarding changing the number of regular members from 7 to 5, the number of alternates would remain as 2. Recognizing that such a change would also require an amendment to the Zoning Ordinance, the ZBA referred the discussion to the Planning Commission. This item is covered in New Business below.

**OLD BUSINESS** – None.

## **NEW BUSINESS**

### **A. Proposed Improvements to Nonconforming Building – 135 Channel Lane by Insignia Homes.**

Mr. Edwards reviewed the applicant's file and his report prepared on September 19, 2017 addressing the proposed additions to the home at 135 Channel Lane. The existing home is non-conforming because the north side setback to the Channel Lane right-of-way is only fifteen (15) feet, where seventeen (17) feet is required. The proposed addition which includes additions to the southwest corner and east side of the existing home with a half-story above on the east side. A covered front porch is also proposed which would meet the seventeen (17) foot setback requirement. All new construction meets the Zoning Ordinance requirements for the R2, Single Family Residential Zoning District and the WD, Waterfront District. Mr. Edwards recommended approval by the Planning Commission.

**Motion** by Anderson, second by Angell - Powell, to approve the expansion of 135 Channel Lane as presented since the house was not being expanded on the non-conforming side and that the proposed addition meets the requirements of the Zoning Ordinance.

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

### **B. Proposed Amendment to the ZBA By-laws requires amendment of Section 18.02.A of the Zoning Ordinance.**

The ZBA meeting met on September 6 to discuss an update to the ZBA By-laws regarding changing the number of regular members from 7 to 5, the number of alternates would remain as 2. Such a change requires an amendment to Section 18.02.A of the Zoning Ordinance. After a brief discussion regarding the minimum requirements of the Michigan Zoning Enabling Act and the number of ZBA members in Pentwater Township, the Planning Commission moved to set a date of December 20, 2017 to conduct a public hearing on the proposed amendment to change Section 18.02.A to change the number of regular ZBA members from 7 to 5.

**Motion** by Benner, second by Angell-Powell to set a date of December 20, 2017 for the public hearing on a Zoning Ordinance Amendment for Section 18.02.A to change the number of ZBA regular members from 7 to 5.

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

### **C. Master Plan Amendment – Downtown Pentwater Plan – a Sub-Area Plan**

Mr. Edwards introduced a revised outline dated October 13, 2017 for Planning Commission consideration and discussion regarding a proposed Downtown Pentwater Sub-Area Plan which is intended to be amended to the existing Master Plan. The Planning Commission found the outline acceptable and asked the audience for any input. It was mentioned that Mary Marshall would be assisting the Buildings & Grounds Committee in implementing the Pentwater Design Project, which is also intended to be an amendment to the Master Plan. The audience brought up the idea of assigning the task of Economic Development to a specific person. At this time, the DDA will take the idea to the Village Council for discussion. Mr. Edwards will continue to draw down on the Downtown Pentwater outline and the Planning Commission will discuss the procedures for amending the Master Plan, the limitations of the current Master Plan and the Zoning Ordinance

as it relates to the Downtown and C3, Commercial Business Zoning District at their next meeting.

**PUBLIC COMMENTS - None**

**COMMUNICATIONS FROM PLANNING COMMISSION MEMBERS - None**

**ADJOURNMENT**

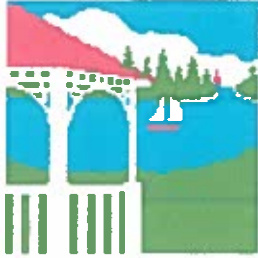
Meeting adjourned by Chairman Ron Christians at 8:43 p.m.

Respectfully Submitted,

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

October 20, 2017  
Date

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



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## **ZONING ADMINISTRATOR'S REPORT**

**October 31, 2017**

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

### **Code Enforcement**

Nothing outstanding at this time.

### **Planning Commission**

The Planning Commission met on October 18 to hold its regular meeting where they approved an addition to the non-conforming home at 135 Channel Lane; discuss the proposed Zoning Ordinance amendment to reduce the number of regular ZBA members from 7 to 5; and the Downtown Pentwater Plan – an amendment to the Master Plan. 135 Channel Lane was approved; the amendment was schedule for a Public Hearing on December 20; and, we had a really good discussion with members of the public and DDA in the audience regarding the Downtown Pentwater Plan. A great deal of emphasis was on the local economy and consideration for making economic development someone's responsibility.

### **Zoning Board of Appeals**

The Zoning Board of Appeals did not meet in October.

### **Zoning Permits**

The following Zoning Permits were issued in October, 2017.

1. 128 Green St. for demolition of the existing house.
2. 420 Corey Circle for a new fence.
3. 86 E. Sixth Street for demolition of the house only.

4. 135 Channel Lane for 1<sup>st</sup> and 2<sup>nd</sup> floor additions as approved by the Planning Commission.

Sincerely,

*Keith J. Edwards*

Keith Edwards  
Zoning Administrator

**MEMORANDUM**

To: Village of Pentwater Planning Commission  
From: Keith Edwards, Zoning Administrator  
Date: November 9, 2017  
Subject: **Downtown Pentwater Plan – Geographic Area, Review of Chapters 3 & 4 of the 2015 Master Plan Update, Planning Commissioner Assignments**

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**Introduction**

The following information identifies those issues that I propose we review as pertaining to Downtown Pentwater. This memorandum seeks to provide background information for discussing four issues:

1. Determine the geographic area to be included in the Downtown Pentwater Plan.
2. Review the Planning Goals of Chapter 3 of the 2015 Master Plan Update. Isolate those goals that refer to Downtown Pentwater. Amend and/or add to those goals specifically for the Downtown Plan within the geographic area identified in no. 1 above.
3. Review Chapter 4 – Charting the Future for Commercial and Residential Uses in Downtown Pentwater.
4. Assignment of information gathering tasks to Planning Commissioners.

**Background**

Using the only two map sources we currently have, the Zoning Map and Future Land Use Map, I would like to work with the Planning Commission to determine a geographic boundary for inclusion within the Downtown Pentwater Plan.

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.

At the November 15 Planning Commission meeting, I am going to request that Planning Commissioners volunteer for assignments for information gathering and analysis in certain areas taken from the Downtown Pentwater Plan outline (attached for reference).

## 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.
- 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. 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.
- 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**

At this time, I would like to discuss with the Planning Commission assigning one or more Planning Commissioners to work with me and perhaps others in the following categories derived from the Downtown Pentwater Plan outline and the above discussion, as they may be revised from time to time:

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

Lastly, I am somewhat in disagreement with certain items in the Zoning Plan (Chapter 5) and Implementation Table (Chapter 6) in the Master Plan, including, but not limited to: Elimination of the C-1 General Commercial District in favor of putting all of the C1 properties into the C3, General Business District without consideration for the differences between what these districts allow for. These items will be discussed at the next Planning Commission meeting.

## 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

**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.